



BALDWIN COUNTY COMMISSION

REQUEST FOR PROPOSALS

for the

**Management and Operation of the
Baldwin County Residential Wilderness Facility
for Programs for Adolescents**

INVITATION

The Baldwin County Commission initiates this Request for Proposals (RFP) to solicit proposals from organizations for the management and operation of the Baldwin County Residential Wilderness Facility that includes the care and maintenance of all physical structures.

Interested and qualified agencies or entities which have demonstrated their ability at comparable work and services are invited to submit proposals.

PRE-PROPOSAL CONFERENCE

A **mandatory Pre-Proposal Conference** will be held at the **Baldwin County Wilderness Facility, located at 23750 Ewing Farm Rd., Atmore, Alabama, 36502, on Wednesday, May 18, 2016, at 9:30 A.M. ALL INTERESTED PROPOSERS MUST ATTEND.** Proposers will not be allowed to submit an RFP for this project or a representative of their agency or entity does not attend the Pre-Proposal Conference. A guided tour of the facility will immediately following the Pre-Proposal Conference.

SUBMISSION PROCEDURES, REQUIREMENTS

One original and five (5) copies of the proposal must be received by the County prior to **2:00 P.M., (Central Standard Time) on Wednesday, June 1, 2016.** All copies of the proposal must be under sealed cover and plainly marked "RFP for Management and Operation of the Baldwin County Residential Wilderness Facility for Programs for Adolescents". **No emailed or faxed proposals will be accepted.**

Proposals should be delivered or mailed to:

Wanda Gautney, Purchasing Manager
312 Courthouse Square, Suite 15 (mailing address)
257 Hand Avenue (physical address)
Bay Minette, AL 36507
Phone: (251) 580-2520

INQUIRIES AND QUESTIONS

Inquiries and questions should be submitted by email only to Wanda Gautney, Purchasing Manager, at wgautney@baldwincountyal.gov no later than **1:00 P.M., Central Standard Time, on Tuesday, May 24, 2016.** All questions that are submitted will be answered and posted to the County website by 4:30 P.M., Central Standard Time, on Friday, May 27, 2016.

Providers are specifically notified that any attempt to contact any person other than the party listed above concerning this procurement shall be cause to reject said Proposer from further consideration.

BACKGROUND

The mission of the Baldwin County Commission is to protect and promote a safe, yet dramatic environment with the goal of fostering positive behavioral changes in all adolescents. The County Commission is dedicated to fulfilling its mission through direct provision of quality services, the development and stimulation of services of others, and the utilization of available resources in the most effective manner.

Baldwin County Commission recognizes the importance of family's and strives to support adolescents in their homes and communities. The Baldwin County Commission's key goal is to provide a program that strives to build positive lives through therapeutic experience by enhancing social skills, enriching family relationships, increasing person accountability, reducing risky behavior and improving overall academic participation.

FACILITY

The Baldwin County Residential Wilderness Facility is located on 189 acres in rural northern Baldwin County. A portion of the unimproved land will be available to the Proposer along with improved property. The facility consists of an Administration Building, Kitchen and Dining Building, 3 Dormitories with 16 beds per Dormitory for a total of 48 beds, Basketball Court, Frisbee Golf Course and Ropes Training Course. The facility can currently house 32 boys and 16 girls.

Baldwin County Commission is soliciting proposals for the management and operation of the Residential Wilderness Facility that include the care and maintenance of all physical structures. Any improvements must be approved by the Baldwin County Commission prior to any work beginning. The use of the facility must not reduce the value of the tract. The use of property must comply with state, federal and local laws, rules and regulations. The Provider is responsible for obtaining all necessary licenses or permits required by any and all governmental authorities prior to and throughout the operation of their business. The County Commission will not be the licensee or responsible entity.

All furniture will remain in the building and will remain the property of the Baldwin County Commission.

Any and all other furnishings, equipment, phones, computers, printers, cameras, televisions, monitors and copy machines will be provided by the Proposer.

The communications systems, including but not limited to telephone and internet services, electricity, water and gas and any other utilities or services will be provided by the Proposer.

GENERAL INFORMATION AND REQUIREMENTS

The Baldwin County Commission has the authority to enter into any contract with any private person, group, organization or agency capable of contracting for needed services. A detailed contract for services will be negotiated with the Proposer selected, subject to any terms and conditions deemed necessary by the County Commission.

Nothing in the RFP establishes a legal obligation on Baldwin County Commission to enter into a contract for services with any contractor. In the event that no qualified proposals are received, as determined by the Baldwin County Commission, the Baldwin County Commission may terminate the procurement effort, amend the request for proposals in whole or in part, negotiate with individual proposers, or extend the deadline for submission of proposals by a period of not more than 30 days.

Pursuant to the Alabama Public Records Act of 1975, all materials submitted by the Proposer in response to a request for proposals will become public documents that are available for inspection immediately following the opening of the proposals. The Public Records Act of 1975 requires the public availability of all material submitted by the successful Proposer in response to a request for proposals.

The Baldwin County Commission may make such investigations as it deems necessary to determine the ability of the Proposers to furnish all materials and equipment, and the Proposer shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any proposal, in its sole discretion.

Contract Terms and Conditions

A contract between the County and the successful Proposer shall follow the format specified by the County. The County reserves the right to impose, as it sees fit, additional terms and conditions upon the successful Proposer, should conditions warrant. The contents of this RFP, as revised and/or supplemented, and the successful Proposer's proposal, will be incorporated into and become part of the contract. Baldwin County anticipates the award of a three (3) year contract.

Contract Amendments

The County reserves the right to make changes or revisions to the scope of work or services as required during the term of the contract, if it determines it to be necessary or desirable. No changes, revisions, modifications, or amendments of any of the terms or conditions of the contract specifications and requirements shall be valid unless reduced to writing by the County. Verbal discussions or agreements shall not bind the County.

Termination of Contract

In case of a breach of any provision of a contract, the County reserves the right to terminate the contract, procure the services from other sources, or take other steps, as it deems appropriate. Additionally, the County reserves the right to cancel a contract at any time, for any reason, without penalty, by giving at least ninety (90) days written notice to the successful Proposer. Written notice shall be deemed delivered when deposited in the United States Mail and certified.

In addition, any contract awarded as a result of the Request for Proposal may be terminated if sufficient appropriations or authorizations do not exist. The County's decision concerning whether sufficient appropriations or authorizations exist will be final.

Indemnity

To the fullest extent allowed by law, the successful Proposer shall indemnify, defend and hold the County and its Commissioners, affiliates, employees, agents, and representatives (collectively "County") harmless from and against any and all claims, demands, liabilities, damages, losses, judgments, costs, and expenses including, without limitations, attorneys' fees and costs, for any and all personal injury (including death) and property damage of any kind or nature whatsoever, incurred by, asserted against, or imposed upon County, as a result of or in any manner related to provision of services hereunder, or any act or omission, by successful Proposer or its guest, invitees, patients, customers or clients.

Licensing/Codes/Laws/Regulations

The Proposer awarded the contract shall possess a current license in the State of Alabama and shall obtain and hold such additional licenses as are reasonably required to accomplish its duties under the contract. The successful Proposer shall be properly licensed and shall meet and comply with all applicable Federal, State and local government codes, laws, rules, regulations and requirements in the performance of the work described herein.

Taxes

The Proposer awarded the contract shall be responsible for the payment of all federal, state and local taxes on monies received pursuant to the contract.

Performance Bond

The County reserves the right to require a performance bond from the Proposer awarded a contract if deemed to be in the best interest of the County. The bond shall be acquired and paid for by the Proposer and shall be in form satisfactory to the County.

Financial Ability and Surety

Before accepting any offer for a lease, the Baldwin County Commission shall establish, to its exclusive satisfaction, the financial capability of the person or entity seeking the contract and the legal authority of the person or entity to conduct business in the state. The proposal shall include the Proposer's credit report; current accounting balance sheet; and an income statement which accurately and fully discloses the Proposer's current assets, long and short – term indebtedness, equity, and commitments for financing.

Insurance

The successful Proposer shall carry, with insurers satisfactory to County, throughout the term of hereof, Auto Liability Insurance, including owned, hired and non-owned vehicles, with limits of not less than \$1,000,000, combined single limit, for both bodily injury liability and property damage liability each occurrence; Commercial General Liability Insurance, including all contractual liability hereunder, with limits not less than \$1,000,000, combined single limit, for both bodily injury liability and property damage liability each occurrence; and Worker's Compensation Insurance, meeting the statutory limits of the State of Alabama and Employer's Liability Insurance fully covering all employees and supervisors participating in the work at the subject property site. All liability insurance shall name the County as an additional insured. Prior to commencing operations hereunder, a Certificate of Insurance evidencing such coverage, satisfactory to County, shall be furnished to County, which shall specifically state that such insurance shall provide for at least ten (10) days notice to County in the event of cancellation, termination or any change in such insurance policies. The workers compensation certificate shall bear an endorsement clearly evidencing a waiver of the right of subrogation against County and County Representatives. Should Provider fail to furnish current evidence upon demand of any insurance required hereunder, or in the event of cancellation, termination or change in any such insurance, County may, at its option, suspend the Contact until insurance is obtained, terminate the Contract immediately without further action, or hold lessee in material default and pursue any and all remedies available. Based on the Proposer's proposed operations and services to be provided, the County Commission reserves the right to require additional amounts and/or types of insurance.

Each Provider is asked to submit a Certificate of Insurance, commensurate with above requirements, along with their proposal.

CONTENTS OF PROPOSAL

The Proposal submitted by the Proposer shall, at a minimum, contain the following:

SECTION 1. TRANSMITTAL/COVER LETTER

1) IDENTIFY THE PROPOSER AND CONTACT PERSON. Proposer shall identify the agency or entity submitting the proposal, and shall further identify its organizational structure (e.g. sole proprietorship, corporation, etc.); whether the organization is authorized to do business in the State of Alabama; where the organization is based; where its principal place of business is located; and if a corporation or other entity, where it is incorporated. Proposers shall include the names, titles and telephone numbers of persons whom the County may contact for clarification of further information.

2) ACCEPTANCE OF TERMS. Each Proposer shall explicitly indicate the organization's acceptance of the terms and conditions set forth in this Request for Proposal. If the organization proposes alternative terms and conditions, it shall set each alternative term or condition specificity in the Proposal. The County will not be obligated to accept any such terms and conditions and may consider submission of it to be an exception.

SECTION 2. INTRODUCTION AND BACKGROUND

Each Proposer shall provide an Overview of current and prior experience in work comparable to the scope of services required in this Request for Proposals.

SECTION 3. QUALIFICATIONS OF PRINCIPAL PERSONNEL

Background, qualifications, education, training and years of experience of key personnel to be involved in these services shall be included. Identify special skills or strengths of key personnel. The Proposal should include qualifications for any subcontractor the Proposer has indicated to be part of this Response to Request for Proposal and shall include all areas of work that are to be performed by the subcontractor(s).

SECTION 5. REFERENCES

Provide a listing of at least five (5) references from individuals or agencies familiar with the same or similar type of services currently being provided by the Proposer, or have been provided within the past three years. The Proposer shall provide the name, address and phone number of a contact person for each of the five references. The County reserves the right to contact the references for reference checks.

SECTION 6. RESPONSE TO SPECIFICATIONS AND REQUIREMENTS

Each Proposal shall contain a written response to the specifications and requirements as identified throughout this Request for Proposal, including a response to other items identified in the Evaluation/Award section. If a Proposer is unable to provide an item or service, which is required by the specifications, it shall take written exception to the specification. The Provider's Proposal must be as detailed and specific as possible.

SECTION 7. RENT PROPOSAL

Each Proposer shall provide a rent proposal with its Proposal for the use of the Facility. The Proposer will conduct all program operations at the Baldwin County Residential Wilderness Facility located at 23750 Ewing Rd., Atmore, AL 36502.

SECTION 8. CUSTOMER SERVICE/ADDITIONAL SERVICES

Each Proposer shall provide information relative to their ability to provide customer service and account representation, as well as an overview of any additional services such as cost containment practices, organizational tools, etc.

SECTION 9. OTHER SUPPORTING OR RESOURCE MATERIAL

Proposers are encouraged to thoroughly describe any other value-added services they feel may contribute to the success of their program.

A Conceptual Operations Plan should describe the Proposer's general plans for management, organization, operations, programming, services and financing. The Conceptual Operations Plan should

contain a level of detail sufficient to allow the County Commission to determine with specificity the Proposer's plans and evaluate the proposal.

If the Proposer desires to propose alternatives to the requirements of the proposal, please state alternatives and the justifications or reasons for the same.

PROJECT DESCRIPTION/SCOPE OF SERVICES

The purpose of this Request for Proposal is to solicit offers and select a qualified Proposer to manage and operate a 48-bed residential program for adolescents, both male and female, ages 12-18. Services for the residential program shall operate twenty-four (24) hours a day, seven days a week, and must meet all Alabama state law and Alabama Department of Youth Services requirements. The successful Proposer shall maintain buildings, grounds, and all related equipment that is provided for use in connection with any resulting contract that is owned by the County.

Baldwin County has a preference for providing services to adolescents residing in Baldwin County. However, it is recognized that there is also a need for these services for adolescents throughout Alabama.

The successful Proposer **shall** be responsible for all staffing and payment to employees and subcontractors in order to provide twenty-four (24) hours a day, seven (7) days a week, services as required per the number of juveniles in residence at the facility and in the Alabama Department of Youth Services standards and policies, and all applicable laws, rules and accordance with regulations.

The successful Proposer **must** ensure that any licensed professional, whether employee or subcontractor, **shall** only provide services for the juveniles within their respective licensure.

The successful Proposer must provide education services that are nondiscriminatory, high achieving learning environments which shall be compliant with all Alabama Department of Education guidelines and laws.

Staffing

The Baldwin County Commission encourages the successful Proposer to interview and consider hiring Baldwin County Wilderness Facility management, professional, clinical and non-professional staff that are currently employed by the Baldwin County Commission.

Qualifications of Proposers

The Proposer shall be licensed to conduct business in the State of Alabama and shall provide an Alabama business license number with their Proposal. In addition, each counselor providing services on behalf of the Proposer shall have the required licenses, qualifications or degrees in accordance with applicable State and Federal laws, rules and regulations. The Proposal shall contain copies of all appropriate Alabama licenses.

The Proposer shall be experienced, knowledgeable, and fully capable of providing the services required under the proposal.

The Proposer shall clearly demonstrate its ability to provide the services in a timely and professional manner.

The Proposer shall submit a list of key personnel who will be assigned to perform the services, along with the qualifications of each individual.

Before accepting any offer, the Baldwin County Commission shall determine, to its exclusive satisfaction, the financial capability of the person or entity seeking the agreement and the legal authority of the person or entity to conduct business in the state. The proposal shall include the Proposer's credit report; current accounting balance sheet; and an income statement which accurately and fully discloses the Proposer's current assets, long and short – term indebtedness, equity, commitments for financing, cash flow, and other relevant facts by which Baldwin County Commission may fully evaluate the Proposer's financial ability to operate and maintain its proposed project. Past bankruptcy or loan defaults must also be disclosed. Proposers may include letters of reference or commitments for financing that it has received from financial institutions.

The Baldwin County Commission may make such investigations as it deems necessary to determine the ability of the Proposers to furnish all materials and equipment, and the Proposer shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any proposal, in its sole discretion.

All proposers, vendors, contractors and grantees are required to comply with the Alabama Immigration Law under Sections 31-13-9 (a) and (b) of the Code of Alabama. Forms and documents will be included with award documents. Information and forms can be found on the Baldwin County Commission's Purchasing website under E-Verify at www.baldwincountyal.gov

All Proposers must provide proof of proper Certification of Authority, and any required registration, to transact business in this State in order to perform work for the Baldwin County Commission. Proposer's Registration Number shall be provided on the Proposal Response Form. To obtain forms for a Certificate of Authority contact the Alabama Secretary of State at (334) 242-5324, Corporate Division.

Costs of Preparing Proposal

The Proposer of the proposal assumes the risk of loss in the submission of any proposal or its operation. The Baldwin County Commission is not liable for any cost or consequential damages incurred by the Proposer in the proposal's preparation, negotiations or any and all other costs that may result from activities in connection with this RFP.

Interviews

Responsive Proposers may be invited to interview with the Baldwin County Commission. The interview format will typically consist of a **twenty (20) minute** presentation by the Proposer and a **twenty (20) minute** question and answer period with the review committee.

Statement of Rights and Understanding

The Baldwin County Commission reserves the right, in its sole discretion, to exercise the following rights and options with respect to this Request for Proposals (RFP): to accept, reject or negotiate modifications to any and all proposals as it shall, in its sole discretion, deem to be in its best interest. Submission of an RFP does not bind the County Commission to any action or to any party. Submissions do not create or assume any relationship, agency or obligation by the County Commission, its officers or employees.

Evaluation/Award

All proposals received will be reviewed and evaluated by a committee for the Baldwin County Commission. An interview may be conducted to request additional information and documentation of the Proposer's experience and operations plan. If such interviews are necessary, selected parties will be notified of the date and time. All expenses associated with such presentations shall be borne by the Proposer.

Each responsive proposal shall be evaluated by an Evaluation Committee comprised of Baldwin County personnel or representatives appointed by the Baldwin County Commission.

In reviewing the proposal submitted and selecting a final proposal, the Baldwin County Commission will consider any and all relevant information or factors, including, but not limited to, the following:

- Thoroughness and completeness of proposal and responsiveness to RFP requirements.
- The scope, extent, applicability and quality of Proposer's experience.
- Financial resources, history and references of the Proposer as well as the feasibility of the proposal.
- Qualifications of Counselors and Key Personnel
 - License and Certifications
 - Knowledge and Experience of Counselors
- References
- Any other matters or factors deemed necessary by the Baldwin County Commission.

Baldwin County RFP Response Form

Date: _____

Out of State Yes or No If yes, Registration Number

Company Name: _____

Name of Company Representative: _____

Position: _____

Address: _____

Email Address: _____

Company Web Page: _____

Phone: _____

Fax: _____

Signature: _____