

REQUEST FOR INFORMATION:



***NEEDS ASSESSMENT FOR
IMPROVEMENTS AND RENOVATIONS
MAGUIRE CORRECTIONAL FACILITY***

San Mateo County
Sheriff's Office

Issued: May 13, 2013

SECTION 1. PURPOSE.

San Mateo County Sheriff Greg Munks is seeking information from qualified needs assessment consultants and/or firms who have demonstrated the ability to produce detention facility needs assessments. These consultants/firms should possess knowledge in the areas of inmate programming (including gender specific programming), California realignment legislation (AB 109) and its impacts, veterans' programs, inmate video visitation, remote arraignment court facilities, medical and mental health facilities, inmate food production and distribution and other pertinent criminal justice operational functions.

Other preferred experience of respondents to this RFI includes a minimum of five (5) years of experience producing criminal justice needs assessments.

The County of San Mateo will evaluate the information based on materials submitted in response to this Request for Information (RFI). All interested consultants/firms should submit information in response to this RFI based on the requested information specified in section 3. Following a review of the submitted information, the Sheriff may request interviews with or additional information from one or more responding consultants/firms. It is anticipated, however, that one or more of the respondents to this RFI will be asked to enter into a contract with the Sheriff's Office to complete a needs assessment containing the information mentioned in section 3 of this RFI.

SECTION 2. SHERIFF'S OFFICE BACKGROUND.

The San Mateo County Sheriff's office is managed by a Sheriff who is directly elected for a 4 year term. In addition to overseeing all adult detention facilities in San Mateo County, the Sheriff is responsible for patrol services in both unincorporated areas of the county and contract cities, Investigations, Custody and Security in the courts, and various administrative functions. The incumbent Sheriff is Greg Munks. Directly under his command are Undersheriff Carlos Bolanos and Assistant Sheriff Trisha Sanchez. Overseeing this RFI is the Sheriff's Jail Planning Unit led by Lieutenant Deborah Bazan.

SECTION 3. REQUEST FOR INFORMATION

Respondents should submit any and all information they deem pertinent and germane to the production of a needs assessment for improvements to the Maguire Correctional Facility. Here is a general synopsis of the MCF and possible improvements/renovations:

The Maguire Correctional Facility (MCF) consists of two separate but adjoining jails that were built and subsequently occupied 6 years apart. The original portion of MCF (referred to as "Old Maguire") was constructed in 1988 and contains 160 Board of State

and Community Corrections (BSCC) rated beds. All of the Old Maguire beds are configured in dormitory fashion with 8 rated beds per dorm. The Old Maguire portion of the MCF is considered an indirect supervision jail, houses general population inmates and serves as the primary housing area for inmate workers.

In 1994, the newer portion of MCF (referred to as "New Maguire") went into service. This portion has 528 rated BSCC beds and is considered a direct supervision facility. Like the Old Maguire portion of MCF, New Maguire is a Type II jail per Title 15, meaning they house both pre-trial and sentenced inmates. New Maguire contains both single cells and double cells and includes administrative segregation pods. New Maguire also contains a mental health ward (Correctional Treatment Center or "CTC") that has never been fully operational as such and is currently closed. Those inmates requiring a higher level of medical care are also housed in New Maguire in the Sheltered Living Unit (SLU). All bookings and releases are conducted at MCF. Kitchen and laundry services are currently handled at MCF for the entire jail system.

In total, MCF contains 220,000 sq. feet and is 6 stories tall. For most of its life, MCF has been seriously overcrowded. This has shortened the facilities' lifespan and has resulted in an inordinate amount of maintenance issues that are both costly and operationally challenging. Overcrowding has limited the ability to conduct regular preventative maintenance at MCF and has caused mechanical, plumbing and electrical systems to show wear well beyond their years. As a result, necessary repairs are sometimes deferred or truncated. Periodic cosmetic improvements to MCF such as painting, carpet cleaning and tile replacement are also often deferred because correctional staff is unable to empty out the individual pods to allow such work to be completed. Overcrowding at MCF has been endemic to the facility and has been mentioned in a series of San Mateo County Grand Jury reports as a serious problem.

The Maguire deficiencies, coupled with the problems associated with the dilapidated Women's Correctional Center (WCC) prompted San Mateo County to begin planning for a new correctional facility. The Maple Street Correctional Center is now under design and construction will begin in the fall of 2013. Once that jail is occupied, the WCC and the adjacent Alternative Sentencing Bureau (ASB) will be closed and the inmate population at MCF will be reduced to at or below its rated capacity. An examination of the improvements needed at MCF once the Replacement Jail is on line has resulted in the need for a focused needs assessment that succinctly calls out the necessary improvements to MCF.

There are two distinct but related causations for MCF improvements. First, operational elements of the new jail will result in needed renovations at MCF. For example, all inmate visitations will be accomplished via video conferencing at the new jail. This results in the need to renovate the inmate visitation areas at MCF. Additionally, the kitchen at MCF will be closed once the new jail is opened. MCF will require improvements that accommodate re-therming of inmate and staff meals. The second important element to any plans to improve MCF relate directly to the possible participation in SB 1022 funding from the State of California. Preliminary indications

from the BSCC are that successful applicants for SB 1022 funds will need to draw a strong nexus between their proposed projects and the impacts of re-alignment. Thus, the aforementioned focused needs assessment must articulate the close relationship between the MCF proposed renovations and the criteria that will be used by the BSCC to evaluate SB 1022 applications.

With that in mind, the Jail Planning Unit (JPU) of the San Mateo County Sheriff's Office has developed a preliminary list of possible MCF renovations and improvements that seem to match up well with SB 1022 rating criteria. They include:

- Outdoor recreation yard to serve primarily re-aligned inmates with long sentences*
- Re-opening of mental health unit of MCF (CTC)*
- Accommodation of video visitation facilities for MCF inmates*
- Construction of a Video Arraignment courtroom*
- Re-therm capabilities for staff and inmate meals*
- Possible culinary kitchen to expand programming opportunities for re-aligned inmates*
- ADA/Veterans pod improvements at Old Maguire*
- Possible repurposing of Old Maguire cells to programming areas*
- Converting Old Maguire from indirect to direct supervision*
- Construction of "mock cells" to assist with staff training (Emergency Response Team)*
- Renovation of current women's dress out/shower area*
- Renovation of intake/booking area*
- Renovation of deputy station for releases*
- Renovation of central control*
- Creation of video arraignment courtroom*
- Reconstruction of deputy stations on pods*
- Reconstruction of 3 West control room*
- Renovation and possible expansion of inmate property storage*

As previously mentioned, the SB 1022 rating criteria must also be carefully considered in this focused MCF needs assessment. A full list of the rating criteria to be considered by the Board of State and Community Corrections in their SB 1022 decision making can be found on their website at www.bscc.ca.gov.

SECTION 4. GENERAL PROVISIONS

A. LEGAL DISCLAIMER.

This Request for Information is not a commitment or contract of any kind. No contract or exchange of funds from any information submitted to the Sheriff in response to this RFI is guaranteed. San Mateo County reserves the right to pursue any and/or all ideas generated by this request. Costs for preparing the information submitted in response to this RFI are entirely the responsibility of the responder and shall not be reimbursed.

B. PUBLIC NATURE OF SUBMITTALS.

Government Code Section 6250 et. seq., the Public Records Act, defines a public record as any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. The Public Record Act provides that public records shall be disclosed upon request and that any citizen has a right to inspect any public record, unless the document is exempt from disclosure.

C. APPLICANTS CONFIDENTIALITY RIGHTS

The County cannot represent or guarantee that any information submitted in response to this RFI will be confidential. If the County receives a request for any document submitted in response to this RFI, it will not assert any privileges that may exist on behalf of the person or business submitting the proposal. If a submitter believes that a portion of its submittal is confidential and notifies the County of such in writing, the County may, as a courtesy, attempt to notify the applicant of any request for the document. However, it would be the sole responsibility of the submitter to assert any applicable privileges or reasons why the document should not be produced and to obtain a court order prohibiting disclosure. The applicant understands that the County is not responsible under any circumstances for any harm caused by production of a confidential submittal.

Further, to the extent consistent with applicable provisions of the Public Records Act and applicable case law interpreting those provisions, the County and/or its officers, agents and employees retains the discretion to release or to withhold disclosure of any information submitted in response to this RFI.

SECTION 5. INFORMATION SUBMITTAL INSTRUCTIONS

Five copies of the information to be supplied will be submitted. An original signed copy of the submittal must be included. Unsigned information submittals will be rejected.

Mail or hand deliver all copies of the submittal on or before 2 pm on June 6, 2013 to:

San Mateo County Sheriff's Office Jail Planning Unit
Attention: Robert Livengood, Management Analyst
1402 Maple Street
Redwood City, CA 94063
Telephone: 650-716-5977
Email: rlivengood@smcgov.org

Questions or comments about this RFI are to be submitted by May 24, 2013 to Robert Livengood at the above listed email address.

THIS REQUEST FOR INFORMATION IS OFFERED ON MAY 13, 2013.
SAN MATEO COUNTY SHERIFF'S OFFICE
Greg Munks, Sheriff

APPENDIX A **TIME FRAME FOR RFI PROCESS**

Sheriff Issues Request for Information	May 13, 2013
Questions about RFI submitted by	May 24, 2013
Information submittals due- 2pm	June 6, 2013