



Carter Goble Lee

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MEMORANDUM

TO: Scott Moulder

FROM: Joe Lee

DATE: September 27, 2010

SUBJECT: **Project Task Outline**

- I. Council instructs County Administrator to investigate regional jail, privatization and proposal in the range of \$14 to \$16 Million utilizing steel cells and the existing facility.
- II. Private companies not interested based on location and relative size.
- III. Regional jail lacks financial benefit considering operational cost.
- IV. Propose 192 Bed Pre-trial Detention Center with food and laundry services for 288 beds or expandable to 288 beds. 192 bed facility houses male pre-trial and female pre-trial and sentenced population. Continue to utilize existing jail for male sentenced population.
- V. Recommend custom Integrated Project Delivery utilizing separate CM at Risk and Architectural Contracts.
- VI. Council approves issuance of RFQs for Architect and Construction Manager at Risk (CM @ Risk) and schedule
- VII. Procurement Director issues RFQs for selection of Architect and CM@ Risk based on qualifications only; Note: CGL will provide draft RFQs and RFPs for review.
 - a. Major selection criteria for Architect and CM @ Risk:
 - i. Experience of firm and assigned individuals with design and construction of 200 to 500 beds
 - 1. Minimum of 5 examples
 - 2. Building Area (sq.ft.) per bed
 - 3. Cost per square foot and year constructed
 - 4. Change order history on each example
 - 5. Actual cost Vs Budget on each example

6. Provide owner reference for each
 7. Experience of firms and assigned individuals with CM @ Risk process for Jail Projects
 8. Minimum of 2 examples
 9. Provide owner, CM @ Risk, and Architect references
 - ii. Resumes of assigned individuals
 1. Minimum of 5 jail projects for Project Architect and CM at Risk Project Manager
 - iii. Financial Stability
- VIII. RFQ Evaluation Team reviews proposals and shortlists 3 to 5 firms for Architect and 3 to 5 teams for CM @ Risk.
- IX. Procurement Director issues RFP to shortlisted firms. RFP includes background data and latest program. RFP requests the following deliverables from shortlisted firms:
- a. Architect
 - i. Project Approach
 - ii. Conceptual Response to program
 - iii. Proposed Schedule
 - iv. Proposed Architectural Fees
 - b. CM @ Risk
 - i. Project Approach
 - ii. Program Estimate utilizing steel cells
 - iii. Proposed Schedule
 - iv. Proposed Construction Fee including pre-construction fee
- X. RFP Evaluation Committee and Procurement Director reviews and evaluates RFPs and provides scores for each.
- XI. RFP Evaluation Team and Procurement Director interviews shortlisted firms and scores each.
- XII. RFP Evaluation Team and Procurement Director recommend selected Architect and



CM @ Risk. CGL serves as technical advisor.

- XIII. Council approves selection recommendation and authorizes County Administrator, County Attorney and CGL to conduct final negotiations
- XIV. County Administrator, County Attorney and CGL conduct final negotiations and contracting.
- XV. Project Team provides conceptual drawings, estimate and schedule for Oconee County Pre-Trial Facility that complies with County Council direction. These documents will serve as the not to exceed budget and schedule.
- XVI. At 50% of Design, CM @ Risk submits Guaranteed Maximum Price that includes final schedule.
- XVII. Project completion on or around April 2012

PROPOSED SCHEDULE FOR DETENTION CENTER PROJECT

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| Tuesday, September 28, 2010 | County Council Workshop |
| Tuesday, October 5, 2010 | County Council approves budget, construction method and schedule |
| Friday, October 8, 2010 | Release two RFQ's: Architect and CM@Risk, Advertise in SCBO, Advertise on County Procurement Web site |
| Tuesday, October 12, 2010 | Advertise in Seneca Daily Journal, (CGL to check on advertising in Corrections publications or web sites) |
| Tuesday, October 26, 2010 | Last day to accept written questions |
| Thursday, October 28, 2010 | Issue Addendum if necessary to answer questions |
| Thursday, November 4, 2010 | Open both RFQ's: Architect and CM@Risk |
| Monday, November 8, 2010 | Meet with Evaluation Committee to distribute Qualification Statements for review |
| Monday, November 29, 2010 | Evaluation Committee meets to discuss and score Qualification Statements for Architects. Recommend short list. |
| Tuesday, November 30, 2010 | Evaluation Committee meets to discuss and score Qualification Statements for CM@Risk. Recommend short list |
| Friday, December 3, 2010 | Issue RFP's for Architect and CM@Risk to short list firms only |
| Thursday, January 6, 2011 | Open RFP's for Architect and CM@Risk |
| Monday, January 10, 2011 | Meet with Evaluation Committee to distribute proposals for review |
| Monday, January 17, 2011 | Evaluation Committee meets to discuss and score/rank proposals |
| Thursday, January 20, 2011 | Evaluation Committee meets to interview and score/rank proposals. Committee recommends Architect and CM@Risk. Procurement posts recommended award to both firms. |
| Tuesday, February 1, 2011 | County Council approves recommended Architect and CM@Risk firms. |