



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 Conec 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

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, (CGI 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.