



AGENDA ITEM NO.

C-21

COUNTY OF HUMBOLDT

For the meeting of: May 24, 2016

Date: May 9, 2015

To: Board of Supervisors

From: *W* Thomas K. Mattson, Public Works Director

Subject: Request for Qualifications regarding the Humboldt County Community Corrections Re-Entry Resource Center Project, Project Number 170223

RECOMMENDATION(S):

That the Board of Supervisors authorize the Public Works Director to advertise and distribute a Request for Qualifications for architectural/engineering services for the Humboldt County Community Corrections Re-Entry Resource Center Project.

SOURCE OF FUNDING:

State appropriated funds under Senate Bill ("SB") 863, Criminal Justice Construction Fund, General Fund and Assembly Bill 109 funding.

DISCUSSION:

On August 25, 2015, the Humboldt County Board of Supervisors adopted Resolution No. 15-89 authorizing the Humboldt County Sheriff to execute documents necessary to submit a grant application and proposal, as allowed in SB 863, to the Board of State and Community Corrections ("BSCC") for the purpose of building and operating an adult criminal justice

Prepared by <u>Tyler Holmes</u> <i>TH</i>	CAO Approval <i>Karen Clower</i>
REVIEW:	
Auditor _____	County Counsel <i>Sm</i>
DHHS _____	
Human Resources <i>KW</i>	

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
 Upon motion of Supervisor *Fennell* Seconded by Supervisor *Bass*
 Ayes *Sundberg, Fennell, Lovelace, Bohn, Bass*
 Nays _____
 Abstain _____
 Absent _____

PREVIOUS ACTION/REFERRAL:

Board Order No. C-13

Meeting of: 8/25/2015

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: May 24, 2016
 By: *Kathy Hayes*
 Kathy Hayes, Clerk of the Board

facility in Humboldt County. A Notice of Award was received from BSCC on December 17, 2015.

The new Humboldt County Community Corrections Re-Entry Resource Center ("HCCRRC") will be built next to the Humboldt County Correctional Facility with a linkage between the two facilities. The new structure will house a small minimum security in-custody, program oriented, custody unit that focuses on preparing inmates to successfully re-enter society.

In order to complete the scope of work identified in the grant proposal, the County needs the assistance of outside architectural and engineering consultants. The Department of Public Works, in concert with the Sheriff's Office, has evaluated areas where consultants would be helpful for the project. In preparation for the award of financing from the State, Public Works has prepared a Request for Qualifications for distribution to architectural consultants who may be able to assist the County in meeting the BSCC schedule for the HCCRRC Project. Staff will return to the Board for approval of a contract with the selected architectural consultant.

FINANCIAL IMPACT:

The recommended action will not result in major financial impact at this time. Staff will track eligible in-kind and cash matches, including staff labor and payment of project related fees as these occur.

The project fits into the Board's Strategic Framework by addressing the primary core role enforcing laws and regulations to protect residents and providing for and maintaining county infrastructure.

OTHER AGENCY INVOLVEMENT:

Board of State and Community Corrections

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Not to proceed with undertaking the Request for Qualification process. This is not recommended because the County should maintain the current proposed project timetable.

ATTACHMENTS:

Request for Qualifications For Professional Services for the Humboldt County Community Corrections Re-Entry Resource Center Project, Release date; May 24, 2016

REQUEST FOR QUALIFICATIONS

PROFESSIONAL SERVICES

For the

**HUMBOLDT COUNTY COMMUNITY CORRECTIONS RE-ENTRY
RESOURCE CENTER PROJECT**



Humboldt County Department of Public Works
On behalf of the
Humboldt County Sheriff's Office

Release Date: May 24, 2016

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ATTACHMENT I	Scope of Work and Project Impact
	Exhibit "A" to Attachment I: Site Location Map
	Exhibit "B" to Attachment I: Enlarged Site Location Map
	Exhibit "C" to Attachment I: Existing Site Utilities & Grades Plan
	Exhibit "D" to Attachment I: Site Constraints & Conceptual Footprint
	Exhibit "E" to Attachment I: Conceptual Building Massing Diagram
	Exhibit "F" to Attachment I: Preliminary Net Program Area Bubble Diagram
	Exhibit "G" to Attachment I: Preliminary Space Program Schedule
ATTACHMENT II	Project Timeline
ATTACHMENT III	Project Administration Plan

**REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL SERVICES FOR THE
HUMBOLDT COUNTY COMMUNITY CORRECTIONS
RE-ENTRY RESOURCE CENTER PROJECT**

A. PROJECT NEED

The County of Humboldt ("County") desires to construct a new stand-alone two story Community Corrections Re-Entry Resource Center, ("Center") at the North end of the Humboldt County Correctional Facility in the City of Eureka. The Center will serve the following groups: in-custody re-entry programs, in-custody inmates nearing release back into the community, out of custody male and female offenders in the Sheriff's Work Alternative Program, and out of custody male and female Post-Release Community Supervision offenders supervised in the community by the Probation Department.

B. PROPOSED PROJECT/PROFESSIONAL SERVICES DESCRIPTION

The County is seeking the professional services of a architecture/engineering design team ("Design Team") with experience in county detention and social services facility design and capable of program verification, continuous cost analysis, design and documentation in compliance with Titles 15, 19 and 24 of the California Code of Regulations, special consultation and construction administration.

The contract with the Design Team will be the sole contract the County will hold for the design of this project. The Design Team will hold all contracts with programming and design consultants, architects and engineers.

In summary, the Design Team will be empowered by this contract to be responsible for and perform the following services:

1. Be the sole contracting party with the County for professional services of architectural and engineering documentation, ultimately through construction phase.
2. To be responsible for the performance of all its contracted design consultants.
3. Estimate costs from the inception of the project, from programming, design and contracts documents, and provide accurate, knowledgeable estimates of potential bids from contractors.
4. Establish with the County a project budget and provide value engineering at all phases.
5. Assist the County in its advertisement and receipt of public construction bids.
6. Advise the County of the compliance of the bids with the County's budget, and assist County personnel in selecting a qualified contractor, or re-bidding as may be required, if costs exceed budget.
7. Assist the County through construction and final Project Close-out.

Sustainable Design

The County is committed to environmental, economic and social stewardship through sustainable building practices for County facilities and buildings. Thorough consideration shall be given to high-efficiency, low energy-consuming mechanical systems, passive energy reduction techniques, such as use of natural ventilation and abundant interior daylight systems wherever practical.

Life cycle cost analyses shall be conducted by the Design Team at milestone points in the Project Schedule to assure the County of its goal to achieve the highest, most cost-effective environmental performance possible over the life of the project.

C. PROGRAM DESCRIPTION

1. Refer to the following attachments:

- | | |
|-------------------|----------------------------------|
| a. ATTACHMENT I | Scope of Work and Project Impact |
| b. ATTACHMENT II | Project Timeline |
| c. ATTACHMENT III | Project Administration Plan |

D. PROJECT CONSTRUCTION BUDGET

The Design Team shall verify the construction cost figures as part of this project. All of the above information, the project need statement, proposed site information and other material made available by the County shall be utilized by the Design Team to prepare its construction budget estimate.

E. COUNTY PROJECT MANAGEMENT DESCRIPTION

Major new County construction projects are managed by the Department of Public Works, Capital Projects, directed by the Public Works Director. The Public Works Director will appoint a Project Manager who will report to him and the County Project Team, formed to ensure that the vision and goals for this project are being met. The Project Team is comprised of members from the County Public Works, Sheriff's Office and the County Administrative Office.

The Project Manager will be the sole point of contact between the County and the Design Team and will transfer to the Design Team all necessary information, documents and background, comprising programming, estimates and decision-making made by the County before and during the course of the Design Team's role in the project.

F. SCOPE OF SERVICES OF DESIGN TEAM

The Design Team shall begin work on the project by presenting a management work plan to the County, describing key activities and tasks it will undertake to provide an effective, professional and open relationship with the County. Basic criteria for selection of the Design Team will be its proven experience in managing design within the constraint of public works type processes as well as experience in designing this type of facility.

The selected Design Team will work with the Proposed Project Program. Verification of the program and adjustments, if any, will be reviewed by the County Project Team, and ultimately approved by the Humboldt County Board of Supervisors.

Many questions will need resolution before final decisions can be made on the project. The scope of services will occur in phases. Each phase will require the Design Team to provide deliverables to the County Project Team for written reviews and approvals. The scope of services shall include the following:

1. PRE-DESIGN AND PROGRAMMING

- a. Background Research: Review existing data, reports, plans, and other information regarding the site, and perform field investigations as necessary to become familiar with the site and identify any further design or other services necessary to complete the project.
- b. Precedent Research: Review and investigate similar programs and provide a narrative report showing examples of how similar programs have fit into urban settings.
- c. Preliminary Code Review: Review Program Description for compliance with Titles 15, 19 and 24 of the California Code of Regulations and other applicable laws and regulations. If the proposed project is exempted from any State or local laws, regulations, ordinances, standards or requirements, provide a statement citing the appropriate exemption.
- d. Program Diagrams: Scaled single line plan diagrams (block diagrams) based on the functional and space programs.
- e. Architectural Space Program: Analysis of space and associated area requirements set forth in Title 24 of the California Code of Regulations.
- f. Phasing Recommendations: Concept construction-phasing schedule for the construction work, which will minimize disruption to County operations.
- g. Program Report: Narrative report describing opportunities and constraints of the Proposed Project Program.
- h. Cost estimate: Conceptual level estimate of the project's anticipated construction cost, accompanied with analysis and justification for each element of the estimate.
- i. Critical Path Schedule: Conceptual project schedule, which analyzes project duration in context with tasks and deliverables.
- j. Life Cycle Cost Analysis ("LCCA"): Assign an Operations & Maintenance Benchmark for the long term costs of the building, assess and select LCCA study categories for the project and associated criteria.

2. SITE DEVELOPMENT PLANNING

- a. Planning Assessment: Assess the accuracy of the information provided concerning existing conditions, including, but not limited to, existing utilities, structures and indicated dimensions, and the adequacy of available design information/technical reports.
- b. Concept Site Plan: Develop a site and facility plan to determine best configurations and locations for the new program components, existing buildings and relationship of project to neighboring uses.
- c. Site Circulation: Develop a circulation plan, identifying secure and free zones, identifying separate parking and circulation for staff, public, security personnel and emergency access.

3. SCHEMATIC DESIGN

- a. Schematic Design Documents: Documents shall consist of plans and reports containing conceptual layouts, sketches and schematic design criteria, sufficient to present the concept of all major elements of the building(s), system(s), machinery, equipment, structure(s), and site design(s), proposed for construction which complies with the current program and cost limitations. Schematic documents shall include, but are not limited to, plan list, site plan(s), schedule of building system types, equipment, machinery, systems, wall sections and elevations, outline specifications, including architectural, structural, mechanical, electrical and instrumentation systems, and materials proposed, security system, project-specific analysis of codes, ordinances and regulations, building layout plans and initial construction phasing recommendations.
- b. Design Basis Report: Narrative report describing its proposed design with a description of, and the rationale for, the proposed structural systems, mechanical systems, electrical, electronics and security systems, types of equipment, materials and finishes, and site development and landscaping. Report shall include lifecycle costs, and life expectancy and maintenance considerations.
- c. Schematic Level Cost Estimate: Schematic level estimate of the Project's anticipated construction cost, accompanied with analysis and justification for each element of the estimate.
- d. Critical Path Schedule: Updated project schedule.
- e. Schematic Level Life Cycle Cost Analysis: Perform studies of selected categories, assess study results and analyze design elements and budget and schedule implications.

4. DESIGN DEVELOPMENT PHASE

- a. Final Design Criteria: Narrative report describing final design criteria.
- b. Design Development Documents: Design development documents with revisions consistent with the requirements of the design criteria. Documents

shall include plans sufficient to fix and illustrate the project's scope and character in all essential design elements, including, but not limited to: site plans, architectural, structural, mechanical, electrical and plumbing plans, floor and equipment connection plans, elevation plans cross sections, single line electrical and mechanical plans, structural plans with schematic sizing of major structural elements and other mutually agreed upon plans deemed necessary to describe the developed design; recommendations for scheduling and phasing of construction; and outline specifications for each technical specification section following the most current Construction Specification Institute conventions.

- c. Design Development level estimate: Probable construction cost, accompanied with analysis and justification for each element of the estimate.
- d. Critical Path Schedule: Update to Design Development level.
- e. Design Development level Life Cycle Cost Analysis: Review, analyze and document changes to the project in a revised LCCA document.

5. CONSTRUCTION DOCUMENTS

- a. Final Plans and Specifications: Prepare Construction Documents based on accepted Design Development documents, the updated cost estimates and schedule for completion and phasing of the Project. Prepare Contract Documents, including, without limitation, final Plans and Specifications ("Plans and Specifications"), which set forth in detail all of the labor, materials, equipment and/or work to be furnished and performed by Contractor.
- b. Regulatory Agencies: Submit Plans and Specifications to regulatory agencies and/or other authorities with jurisdiction for final review and approval.
- c. Quality Levels and Quality Control Procedures: Plans and Specifications must clearly identify and describe all necessary quality levels and quality control procedures.
- d. Phasing Recommendations: Provide a construction-phasing schedule for the construction work, which will minimize disruption to County tenants.
- e. Progress Design Review: Submit Construction Documents developed in this Phase per design review requirements, allow appropriate time to review Construction Documents deliverables and modify the Plans and Specifications in accordance with any final review comments.
- f. Estimate of Construction Cost: Provide an estimated cost of construction based on the information contained in the Plans and Specifications.
- g. Critical Path Schedule: Update to 100% Contract Documents as anticipated through construction.
- h. Life Cycle Cost Analysis: Document any changes made during the Construction Documents process and provide a final report.

6. BIDDING AND AWARD

Assist the County to administer the bidding and award of the construction contract. This may include, but is not limited to, attending pre-bid conferences and special meetings, responding to inquiries pertaining to the Plans and Specifications determining the acceptability of substitute materials and equipment proposed by bidders, preparing written addenda, clarifying bidding documents, responding to bidder requests and evaluating bids.

7. CONSTRUCTION

- a. **Project Administration:** Understand overall administration of construction contracts. This may include, but is not limited to, monitoring work of contractors, maintaining assigned staff to the project during construction, receiving and disseminating all communications in timely fashion, attending progress meetings, recommending adjustments in schedule, understanding quality control and quality assurance standards and participate in design/plan review with the Board of State and Community Corrections ("BSCC") and the State Public Works Board ("SPWB").
- b. **Cost Control:** Maintain complete project records and advise the County as to whether project is on budget.
- c. **Change Orders:** Assist the County with reviews, negotiations, and timely processing of changes, review requests for changes and/or claims and recommend changes to the County.
- d. **Payments:** Review payment requests and make recommendations and implement procedure for timely processing payments.
- e. **Document Interpretation:** All requests for document interpretation will be referred to the Architect and monitored for timely reply.
- f. **Shop Drawings and Samples:** Establish and implement shop drawing submittal procedures for expediting A/E's review and approval and review all substitutions by sub-contractors and make recommendations.
- g. **Response and Project Site Observations:** Record progress of the project, submit written progress reports for site visits and observe progress of the work to avoid deviation, defects, deficiencies or potential delays in the work.
- h. **Substantial Completion and Start-up:** Check out all utilities, systems and equipment for readiness and operation. Prepare punchlist. Review submitted warranties, project manuals, etc. and check for completeness. Review submitted maintenance training schedules and system commissioning efforts.
- i. **Final Completeness:** Review all work for completeness and conformance to contract documents.

8. OPERATION/PROJECT CLOSE-OUT

- a. Close-out: Provide assistance in connection with the refining, adjusting and correcting of any equipment or systems.
- b. Start-up: Assist in start-up, testing and placing in operation special equipment and systems.
- c. Systems Training: Assist County in coordination of training County's staff to operate and maintain equipment and systems as necessary.
- d. Systems Procedures: Assist County in developing systems and procedures for control of the operation and maintenance of and record keeping for the project.
- e. Close-out Deliverables: Assist County to coordinate, prepare and submit all final required deliverables under Title 24 of the California Code of Regulations and as required by GOVERNING REGULATORY AGENCIES for final project approval.
- f. Extended Assistance: Advise and assist County in construction matters for a period up to 18 months following completion of the project, but such assistance is not to exceed 40 hours of service.
- g. Regulatory Agencies: Submit Plans and Specifications to regulatory agencies and/or other authorities with jurisdiction for final review and approval.

G. PROJECT REQUIREMENTS AND DELIVERABLES

The Project is primarily funded by a State Grant SB 863, which requires review submittals at specific stages. The State agencies likely to be involved, include, but are not limited to, BSCC, SPWB, the State Department of Finance, the State Department of General Services and the State Fire Marshal ("SFM"). At each submittal stage, plans will need to be submitted for review and approval by BSCC and SPWB. Counties are encouraged to meet with the BSCC and SFM for review meetings following each plan submittal. At each submittal stage, written responses are sent to the County, usually within 30 days. The Design Team will have primary responsibility for providing the appropriate plans and specification at each submittal stage required in the Grant. Design Team will participate in reviews.

Anticipated deliverables shall include the following:

1. Pre-Design And Programming

- a. Program Report
- b. Preliminary Code Search Report
- c. Preliminary Construction Cost Estimate
- d. Critical Path Schedule
- e. Program "Block" Diagrams
- f. Architectural Space Program

2. Site Development Planning

- a. Site Constraints Assessment
- b. Site Utilities Plan (existing/proposed)
- c. Circulation Plan (vehicular/pedestrian)
- d. Concept Site Plan (new construction, including parking and recreation)

3. Schematic Design

- a. Schematic Plans and Specifications
- b. Construction Cost Estimate
- c. Critical Path Schedule
- d. Design Basis Report

4. Design Development

- a. Design development documents
- b. Project Description
- c. Critical Path Schedule
- d. Construction cost estimates

5. Construction Documents

- a. Complete Construction Plans and Specifications
- b. Final Construction Estimate
- c. Construction Schedule
- d. 30-year Life cycle

6. Post Design Services

- a. Bidding and Negotiations assistance
- b. Construction Administration
- c. Record Drawings
- d. CAD Documents
- e. Contractor's final As-Built Set

H. PROJECT SCHEDULE

- | | |
|--------------------------------------------|-----------------------------|
| 1. Release RFQ | Tuesday, May 24, 2016 |
| 2. Pre-submittal Conference (BOS Chambers) | Wednesday, June 22, 2016 |
| 3. Design Teams Submit Proposals | Wednesday, July 6, 2016 |
| 4. County Reviews and Evaluates Proposals | Wednesday, July 27, 2016 |
| 5. Interviews | Wednesday, August 17, 2016 |
| 6. County Selects Design Team | Wednesday, August 31, 2016 |
| 7. Board of Supervisors Approval | Tuesday, September 20, 2016 |
| 8. Award Professional Services Agreement | Tuesday, October 11, 2016 |
| 9. Overall Project Timetable: | See Attachment II |

I. ADDITIONAL CONTRACT PROVISIONS

The proposed Professional Services Agreement between the County and the Design Team will be based on the County's contractual requirements. The following requirements are provided for information only, to indicate the nature of some of the County's contractual requirements:

1. To the fullest extent permitted by law, and in accordance with California Civil Code Section 2782.8, CONSULTANT shall hold harmless, defend and indemnify COUNTY, its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages, liabilities, expenses and costs of any kind or nature, including, without limitation, attorney fees and other costs of litigation, arising out of, or in connection with, CONSULTANT's performance of, or failure to comply with, any of the obligations contained in this Agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of COUNTY.

J. INSURANCE

Workers' Compensation and Employer Liability Insurance: The Design Team shall have in effect Workers' Compensation Insurance compensation coverage as required by California Law and Employer Liability Insurance providing full statutory coverage.

Liability Insurance: Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001), in an amount of \$2,000,000.00 per occurrence for any one incident, including, personal injury, death and property damage. If a general aggregate limit is used, either the general aggregate limit shall apply separately to this project or the general aggregate shall be twice the required occurrence limit.

Required insurance shall include:

Comprehensive General Liability	\$2,000,000.00 minimum per occurrence.
Employer Liability Insurance	\$1,000,000.00 per accident for bodily injury and disease.
Auto Liability Insurance	\$1,000,000.00 combined single limit coverage.
Professional Liability	\$2,000,000.00 combined single limit.

The County and its officers, agents, employees and servants shall be endorsed as additional insured on any such policies of insurance, except professional liability, which shall also contain a provision that the insurance afforded thereby to the County, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if the County, or its officers and employees have other insurance against a loss covered by such policy, such other insurance shall be excess insurance only.

K. PROPOSAL DESCRIPTION

1. Selection Process

The County will evaluate proposals on the following criteria (not necessarily in order of priority).

- a. Team's overall experience in county detention and social services facilities as well as other similar type facilities projects:
 - Urban Planning
 - Programming
 - Design
 - Construction
 - Cost estimating
 - Title 15, Title 19, and Title 24 California Code of Regulations
 - History working with Public Agencies
- b. Qualifications of Personnel:
 - Project manager
 - Architectural
 - Food & Laundry Service
 - Civil
 - Landscape
 - Structural
 - Mechanical
 - Plumbing
 - Electrical
 - Security
 - Cost Estimating
- c. History of Design Team individually and as a team on:
 - County facilities, as well as detention and social services type facility design and construction.
 - Similar type facility design and construction.
 - Public Works capital projects.
 - Humboldt County projects.
 - Familiarity with local area contractors.
 - Project schedule maintenance.
 - Cost control.
 - Construction Administration.
- d. Project Management Plan:
 - Work plan
 - Schedule
 - Describe how the team will conduct the following:

- Relationship to County and State agencies
- Relationship among team members
- Decision-making processes
- Methods of conflict management

The County will short-list for interview the two or three firms that, in the opinion of the County, appear to be most capable of meeting the conditions of the project.

The County reserves the right to reject any or all Proposals or to waive any informality in any Proposal.

2. Requirements

a. Provide page or cover page specifying the Following:

- *Project Name:* Proposal to Provide Professional Services for the County of Humboldt Sheriff's Office
- *Submitted By:* Name of proposer exactly as it will appear on the Professional Services Agreement with the County of Humboldt.
- *Date:* July 6, 2016

b. Provide a letter of introduction that identifies the Design Team's contact person for this project, the person's name, title, address, phone, fax and e-mail address.

c. For each project, provide name, title, address, phone, fax and e-mail address of the project's manager, facility administrator or maintenance director and a one to two page description of the projects. Provide at least three projects as examples. Indicate team firms and individuals who worked on these projects and how they will work on the Humboldt County project. All members of the team must have appropriate licensure to practice in their respective design professions.

d. Design Teams shall describe how they plan to provide experienced local representation during the course of construction activities.

e. The County requires each proposer to submit examples for similar types of facilities, programming and construction within the last five years, employing photography, CAD drawings or renderings as well as one page examples of reports and agenda/minute formats.

3. Qualifications

a. Submit names and resumes of senior personnel proposed as project manager, architects, engineers, specialty design consultants (if not in-house) having management and leadership responsibilities. All must have experience in their respective fields. Upon engagement, any change in personnel must be approved by the County and the awarded firm shall be responsible for any additional costs incurred by the engagement of new persons.

- b. Submit a list of pertinent projects the A/E firm has constructed in the North Coast Area within the last five years with the names and telephone numbers of client representatives.
- c. Submit a detailed summary list of architectural, engineering, and special consultant services to be provided for this project. Submit list of work not to be included as part of this project (exclusions).
- d. Submit a statement indicating any and all suits or claims in which the proposer or its personnel have been involved regarding projects within the last five years.

Proposals that lack evidence of the foregoing requirements and qualifications will be rejected.

4. Exceptions

Proposing Design Teams should carefully review the terms and conditions of this RFQ. Any exceptions, objections or requested changes to any portion of this RFQ shall be clearly stated and explained in the Proposal. Descriptions of any exceptions, objections or requested changes should include the page and paragraph number of the referenced portion of this RFQ.

Protests based on any exception, objection or requested change shall be considered waived and invalid by the County if the exception, objection or requested change is not clearly identified and adequately explained in the Proposal.

5. Fees and Expenses

- a. Fees for contracted services will be negotiated following the selection process. Fees will be based on a lump sum amount including complete professional services and expenses.
- b. Additional Services:
Should the County require additional services of the firm; the fees will be reviewed based upon hourly rates submitted during contract negotiations.

6. Proposal Submission

Submit five (5) hard copies and one (1) CD of the project proposal, each bound in an 8-½ x 11 format, and addressed to:

Thomas K. Mattson, Public Works Director
County of Humboldt Department of Public Works
1106 Second Street
Eureka, CA 95501

7. Schedule for Proposals

- a. Submit proposals no later than (post marked) **5:00 P.M.**, July 6, 2016

- b. Pre-submittal Conference will be held in the Humboldt County Courthouse, 825 Fifth Street, First Floor, Board of Supervisors Chambers, Eureka, California, at 1:30 P.M., June 22, 2016.
- c. The County will notify short-listed firms by July 27, 2016.
- d. Interviews will be held in the Humboldt County Correctional Facility, Second Floor Briefing Room, 901 Fifth Street, Eureka, California, Wednesday August 17, 2016

8. Contact

All inquiries on this RFQ are to be directed solely to:

Tyler Holmes, Deputy Public Works Director – Facilities Management
County of Humboldt Department of Public Works
1106 Second Street
Eureka, CA 95501

Telephone: (707) 445-7493 / Fax: (707) 445-7409
E-mail: tholmes@co.humboldt.ca.us

SCOPE OF WORK AND PROJECT IMPACT

1. Proposed Scope of Work

The Humboldt County Community Corrections Re-Entry Resource Center ("HCCRRC") project will be multi-purpose facility with approximately 15,983 square feet of net program area located to the east of the existing Humboldt County Correctional Facility ("Correctional Facility") that will accommodate a variety of functional uses. This collaborative two story project will bring together two components for a successful re-entry program. An In-Custody program that prepares inmates for release back into the community and an Out-of-Custody program that assists, guides, and supervises the participant upon release from the correctional facility.

These two components must be clearly separated for security reasons. The secured separation reduces the chances of contraband entering from out-of-custody participants to in-custody inmates. The close proximity of these two components to each other leads to a smooth flow of re-entry participants from in-custody to out-of-custody programs and should increase successful participation in programs.

While the In-Custody component of this complex will be operated by the Humboldt County Sheriff's Office, overall management of the Out-of-Custody component will be collaborative partnership with the Humboldt County Probation Department, the Humboldt County Department of Health and Human Services, and the Sheriff's Office. The conceptual design provides the spaces to accommodate the various agencies and functions with the flexibility to address current and future offender program/service needs. The adjacency of HCCRRC to the existing Correctional Facility provides the opportunity to serve the campus and reduce current problems with contraband control.

The HCCRRC will be located on an urban corner lot in downtown Eureka, California, east of the existing Correctional Facility. Public access to the building will be available from the public walk-way on two sides of the building, with vehicular access being from K Street. The urban environment and public access to and from the new building will be a primary focus of site design. The building will consist of two stories over a parking garage with approximately 24 parking spaces. Secure access to the Correctional Facility will be via a bridge from the second floor of the new building to the

ATTACHMENT I
SCOPE OF WORK AND PROJECT IMPACT

existing Correctional Facility. The building will be served by the above-referenced 24-space parking garage.

The Out-of-Custody component (first floor) of the HCCRRC will respond primarily to out-of-custody offenders and will contain public areas, shared reception, toilet rooms, elevator, conference rooms, officer's work stations, classrooms, group rooms, storage, janitor's closet, electrical room, IT space, break room, interview rooms and circulation corridors. Offenders and public will have clearly identified access and distinct separation from any secure portions of the campus.

There are primarily two distinct functional uses for the out-of-custody component: an administration area for staff; and a programs area for out-of-custody treatment. This component is intended to consolidate administration and monitoring of all criminal justice alternative programs the agencies are managing.

The probation function will be a day-reporting center including administration and offices for probation officers, as well as interview and meeting rooms for training programs and interaction with out-of-custody offenders on probation.

The Sheriff's Work Alternative Program function is a critical component of the new building where out-of-custody offenders come to receive their work assignments. The areas included for this program are interview rooms, storage and administration offices.

The mental health function included within this component will supplement and replace portions of the existing areas at the adjacent Correctional Facility. The current mental health area at the Correctional Facility is extremely undersized to serve the current population. There is relatively little to no administrative space at the existing facility. The adjacency of HCCRRC provides the opportunity for provider staff to serve both facilities. The proposed design provides spaces to accommodate the various functions of mental health services to these populations.

The In-Custody component (second floor) will house inmates preparing to transition from custody back out into the community and includes a separate six (6) bed mental health treatment unit with dedicated program and staff support space which will accommodate six inmates with identified serious psychiatric disorders. The housing is designed for flexible separation of inmate populations.

ATTACHMENT I
SCOPE OF WORK AND PROJECT IMPACT

A primary area within the new facility is the re-entry component and support services. The new expansion includes beds/bunks, but particular transitional beds that accommodate a specific inmate profile who can benefit from structured programs prior to returning to the community. The in-custody beds can also be used for additional classifications. In addition to the mental health beds, one twenty-eight (28) bed and one ten (10) bed dormitory style housing unit are included in the project. The plan is to utilize a direct supervision model at a fixed position for staff efficiency. The podular dormitory design of the housing will provide the facility segregated dormitories with additional flexibility for security and classification purposes. Three (3) program rooms are currently envisioned to allow a variety of intense and structured programs to be implemented. (See Exhibits [1-8] to Attachment I: Site Location Map, Enlarged Site Location Map, Existing Site Utilities and Grades Plan, Site Constraints & Conceptual Footprint, Conceptual Building Massing Diagram, Space Program, & Bubble Diagrams for the HCCRRC.)

The housing area will include outdoor exercise, dayrooms, showers and toilets, program rooms, medical screening room, mental health offices, work room, interview rooms and storage rooms. The outdoor exercise yards will be covered and fresh air louvered to allow year-around activities during all seasons. HCCRRC will be primarily independent of the existing Correctional Facility and all services and systems will be new and dedicated to this project. A secure circulation bridge will connect HCCRRC to the existing Correctional Facility for laundry and meal service.

A total of five (5) varying-sized program areas and classrooms will be located on the first floor and three (3) program areas will be included on the second floor. Other space that is planned for the two-story building is shown in the following Table.

Humboldt Community Corrections Re-Entry Resource Center	
Program Area Description	Program Areas in SF
Program Area Summary – First Floor	8,192
1. Sheriff’s Work Alternatives Program	1,076
2. Department of Health and Human Services	1,226
3. Probation	2,212

ATTACHMENT I
SCOPE OF WORK AND PROJECT IMPACT

4.	Offender Program Rooms	1,675
5.	Shared Support Spaces	2,003
Program Area Summary Second Floor		7,791
1.	Mental Health	1,746
2.	Offender Program Rooms	730
3.	Female Housing	1,350
4.	Male Housing	3,360
5.	Shared Support Spaces	605
Total Program Area in Square Feet		15,983

A key component of the proposed construction (multiple program space and classrooms) will allow the Sheriff's Office to begin providing a continuum of re-entry services that start in the Correctional Facility when Assembly Bill 109 ("AB 109") and other local inmates transition into the community. Currently, inmates leave the Correctional Facility with little or no follow-up assistance. Most need assistance with employment, housing, drug use or other problems before they were booked into the Correctional Facility and most still have service needs when released from detention. The planned construction will give the Sheriff's Office its very first opportunity to develop and implement a "step down" housing arrangement with appropriate program space for re-entry services. The housing and new program areas will provide an extraordinary amount of flexibility in addressing identified service needs for offenders. The services will target factors that are linked to reoffending such as substance abuse, anti-social personality and hostility or anger. The discharge process would begin at least 30 to 45 days prior to release. The discharge interventions would include assessments, employment preparation classes, assistance with transportation, housing, and securing the identification documents which will aid in determining eligibility for other key financial support services.

Consolidating the various programs and alternatives into one central location and making a "one-stop-shop" approach available for inmates, agencies, and service providers will improve service delivery, inmate supervision, and will be cost-effective over time. Integrating justice agency support staff in one location and facility is more

ATTACHMENT I
SCOPE OF WORK AND PROJECT IMPACT

efficient to operate, particularly in minimizing operational costs. The proposed project also aligns with the legislature's approach in Senate Bill 863 and expectations for how counties should handle and process the new AB 109 Realignment offender populations. The programming and inmate support spaces designed for the HCCRRC incorporate what criminal justice research is showing will aid in reducing offender recidivism and controlling crime in local jurisdictions. The HCCRRC also will provide the County's court system with more options, intermediate sentencing sanctions and alternatives involving both pretrial and sentenced offenders.

2. Extent to Which Facility Will be "Green"

The HCCRRC facility construction is intended to meet Cal-Green mandatory requirements as applicable to the building type. The Design Team shall provide a cost-benefit analysis as to the options of meeting Cal-Green Tier 1 and/or Tier 2 standards. This analysis will be performed in conjunction with a Life Cycle Cost Analysis throughout the design process to provide input and inform the design decision-making process. The intent of the County is for the Design Team to provide a well-designed, low-maintenance building, including features such as abundant daylighting, a high R-value envelope, efficient mechanical plumbing and electrical systems that will maximize staff and user comfort and minimize life-cycle cost to the County.



HUMBOLDT BAY

WOODLEY ISLAND

US 101 TO THE NORTH

4TH STREET (US 101 SOUTH)

5TH STREET (US 101 NORTH)

HUMBOLDT COMMUNITY CORRECTIONS RE-ENTRY RESOURCE CENTER SB-863 SITE

CITY OF EUREKA

US 101 TO THE SOUTH



SITE LOCATION MAP

RFQ FOR PROFESSIONAL SERVICES FOR:
THE HUMBOLDT COMMUNITY CORRECTIONS RE-ENTRY RESOURCE CENTER
EXHIBIT "A" TO ATTACHMENT I



ENLARGED SITE LOCATION MAP

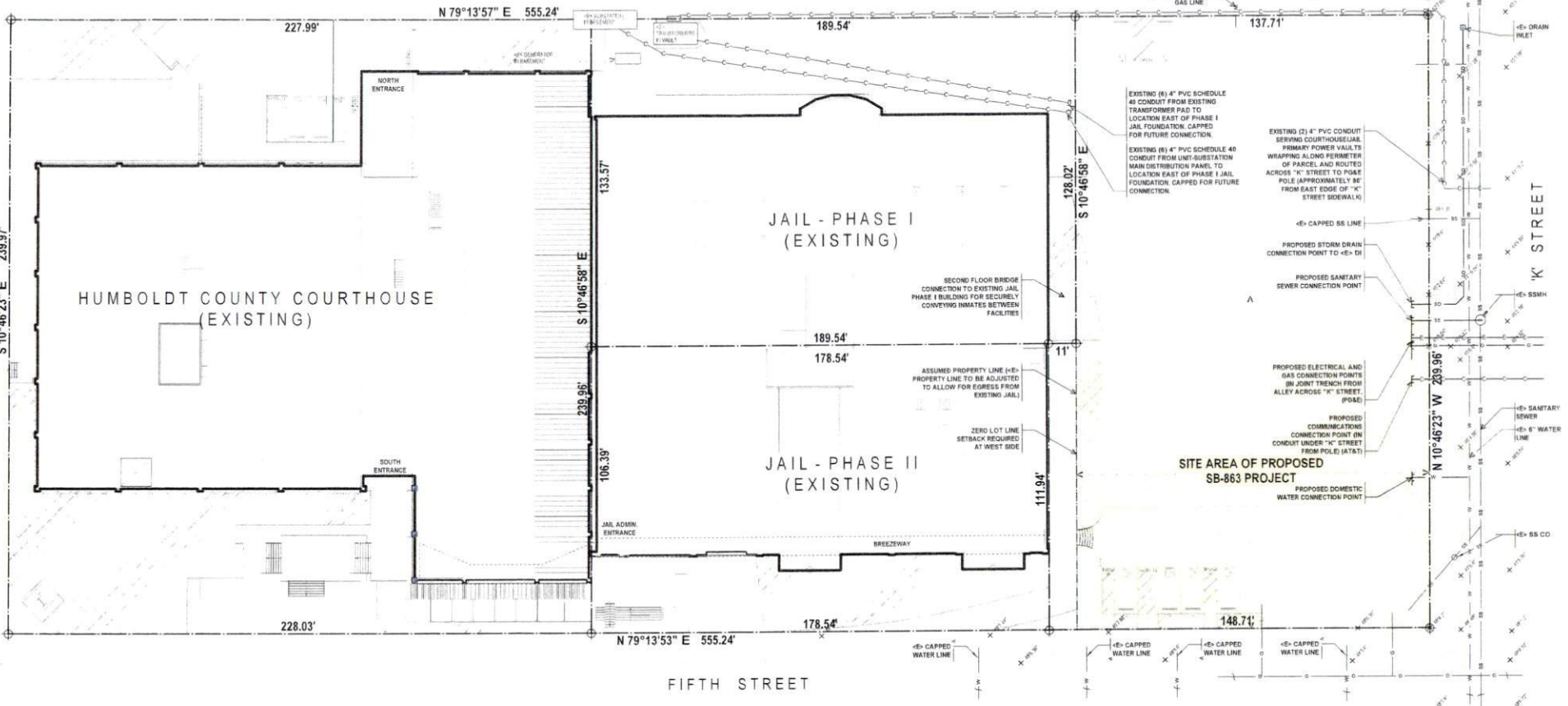
RFP FOR PROFESSIONAL SERVICES FOR:
THE HUMBOLDT COMMUNITY CORRECTIONS RE-ENTRY RESOURCE CENTER
EXHIBIT "B" TO ATTACHMENT I

I' STREET

FOURTH STREET

K' STREET

FIFTH STREET



EXISTING SITE UTILITIES AND GRADES PLAN -- SB-863 PROJECT
SCALE: N.T.S.

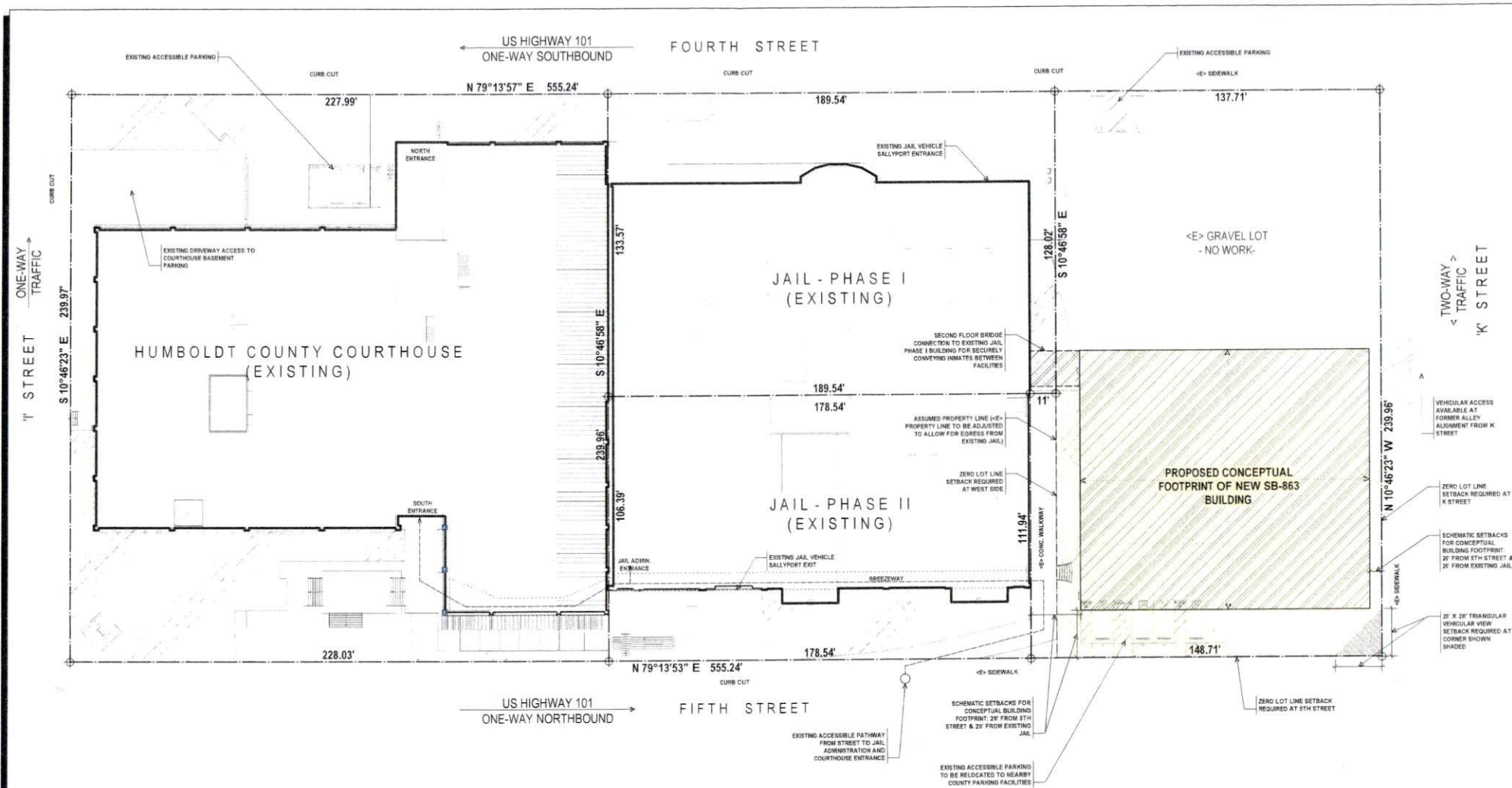
UTILITIES KEY

W	WATER
G	GAS
SD	STORM DRAIN
SS	SANITARY SEWER



EXISTING SITE UTILITIES AND GRADES PLAN

RFQ FOR PROFESSIONAL SERVICES FOR:
THE HUMBOLDT COMMUNITY CORRECTIONS RE-ENTRY RESOURCE CENTER
EXHIBIT "C" TO ATTACHMENT I

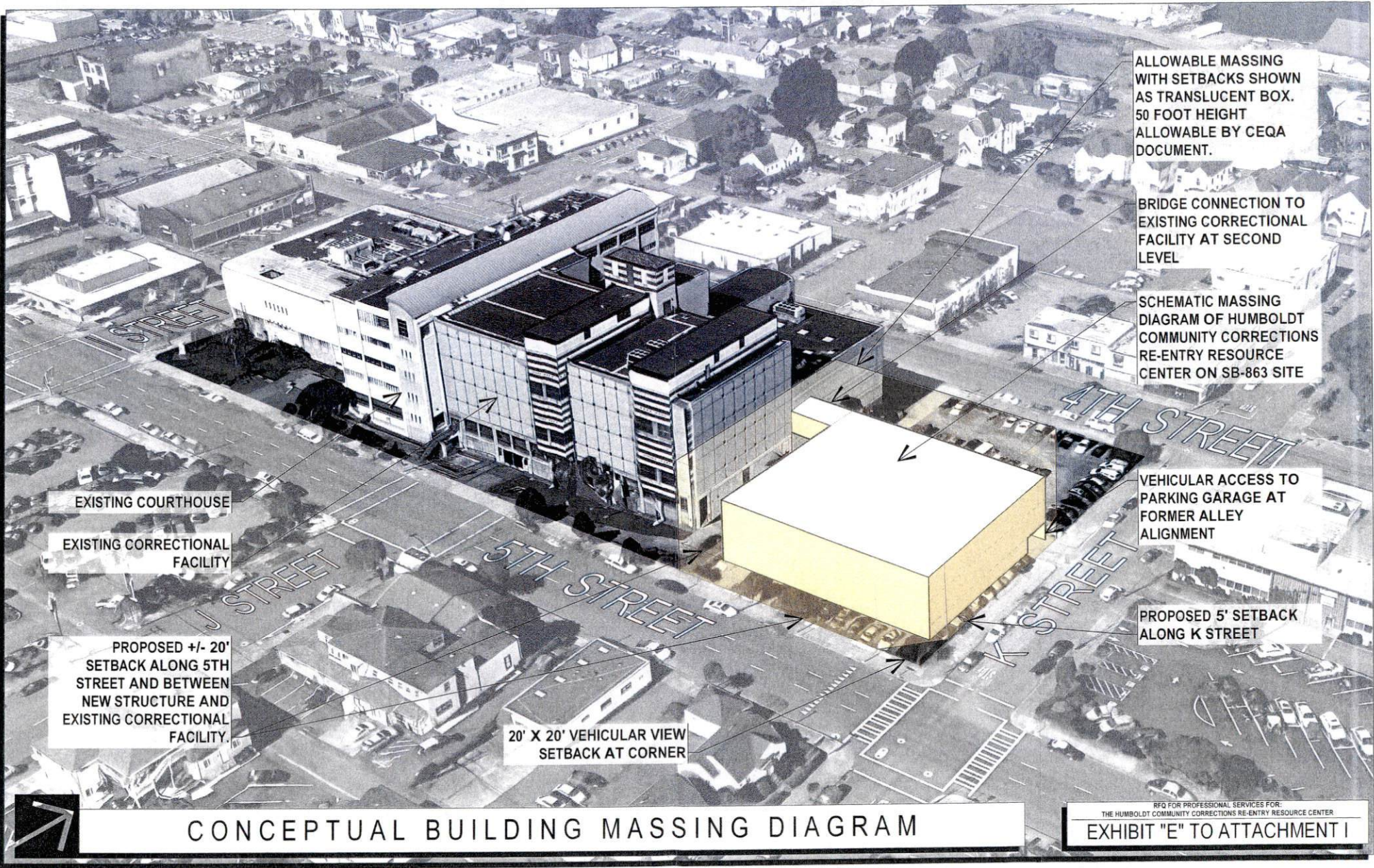


SITE CONSTRAINTS & CONCEPTUAL FOOTPRINTS
SCALE: N.T.S.



SITE CONSTRAINTS & CONCEPTUAL FOOTPRINT

RFQ FOR PROFESSIONAL SERVICES FOR
THE HUMBOLDT COMMUNITY CORRECTIONS RE-ENTRY RESOURCE CENTER
EXHIBIT "D" TO ATTACHMENT I



ALLOWABLE MASSING WITH SETBACKS SHOWN AS TRANSLUCENT BOX. 50 FOOT HEIGHT ALLOWABLE BY CEQA DOCUMENT.

BRIDGE CONNECTION TO EXISTING CORRECTIONAL FACILITY AT SECOND LEVEL

SCHEMATIC MASSING DIAGRAM OF HUMBOLDT COMMUNITY CORRECTIONS RE-ENTRY RESOURCE CENTER ON SB-863 SITE

VEHICULAR ACCESS TO PARKING GARAGE AT FORMER ALLEY ALIGNMENT

PROPOSED 5' SETBACK ALONG K STREET

EXISTING COURTHOUSE

EXISTING CORRECTIONAL FACILITY

PROPOSED +/- 20' SETBACK ALONG 5TH STREET AND BETWEEN NEW STRUCTURE AND EXISTING CORRECTIONAL FACILITY.

20' X 20' VEHICULAR VIEW SETBACK AT CORNER

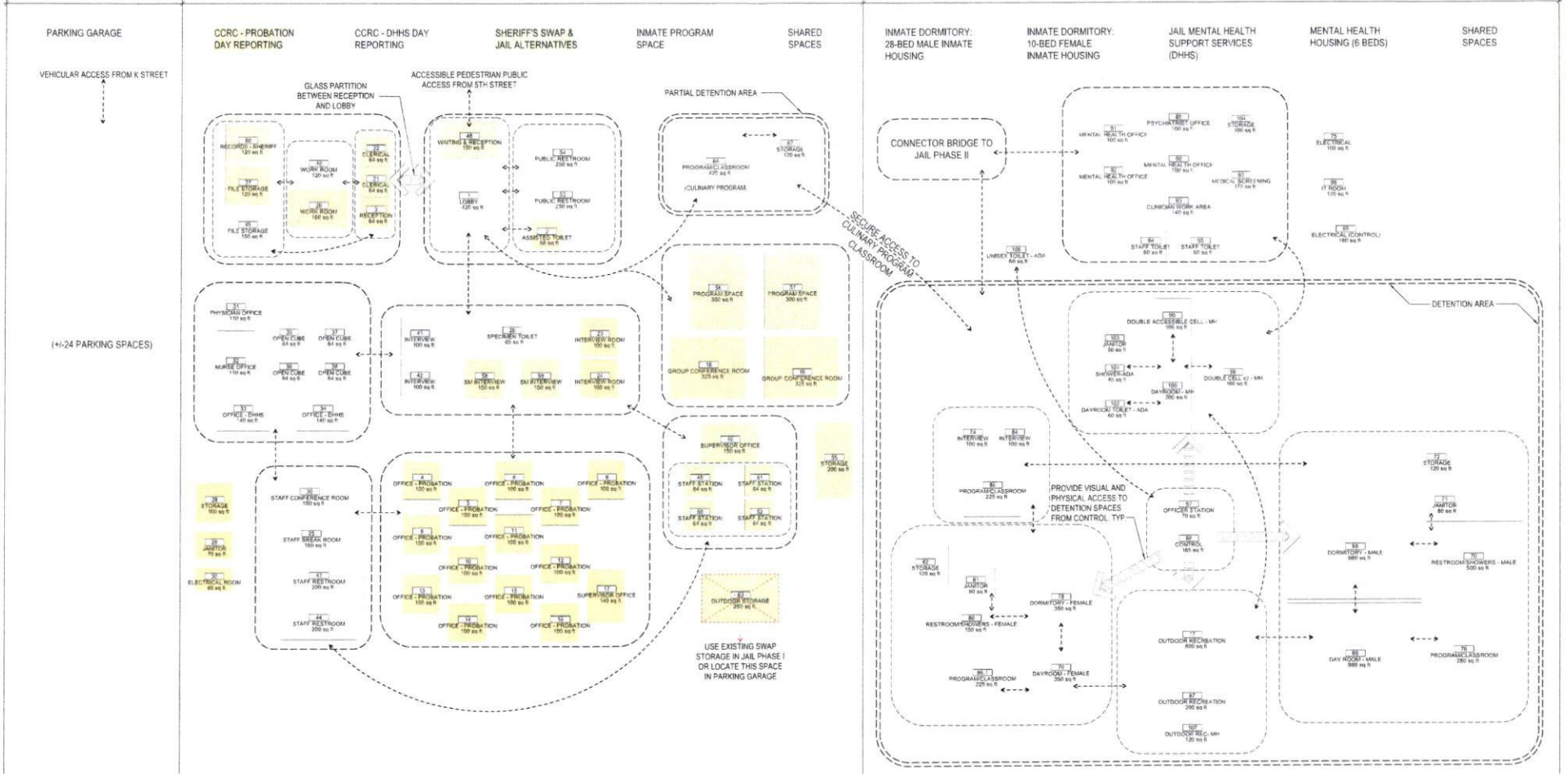
CONCEPTUAL BUILDING MASSING DIAGRAM

RFQ FOR PROFESSIONAL SERVICES FOR:
THE HUMBOLDT COMMUNITY CORRECTIONS RE-ENTRY RESOURCE CENTER
EXHIBIT "E" TO ATTACHMENT I

PARKING LEVEL

FIRST FLOOR PROGRAM AREAS: 8,192 SF NET

SECOND FLOOR PROGRAM AREAS: 7,791 SF NET



1 PRELIMINARY NET PROGRAM AREA BUBBLE DIAGRAM
R.T.S.

TOTAL NET PROGRAM AREA: 15,983 SF
NOT SHOWN CIRCULATION, MECHANICAL SPACE, STAIRS, ELEVATOR, ETC. THESE INCLUDED WITH GROSS AREA CALCULATIONS

PRELIMINARY NET PROGRAM AREA BUBBLE DIAGRAM

RFQ FOR PROFESSIONAL SERVICES FOR:
THE HUMBOLDT COMMUNITY CORRECTIONS RE-ENTRY RESOURCE CENTER
EXHIBIT "F" TO ATTACHMENT I

**PRELIMINARY SPACE PROGRAM SCHEDULE
HUMBOLDT COMMUNITY CORRECTIONS RE-ENTRY RESOURCE CENTER**

EXHIBIT G TO ATTACHMENT I

Number	Room Name	Program Area	Program Occupancy	Notes
<u>First Floor Program Spaces</u>				<i>Total First Floor Program Area: 8192 S.F.</i>
1	LOBBY	420 sq ft	Probation	Provide space for approximately 2-3 video visitation booths in Lobby area
2	ASSISTED TOILET	58 sq ft	Probation	
3	RECEPTION	64 sq ft	Probation	Combine with Clerical spaces below. Provide windows to Lobby area
4	OFFICE - PROBATION	100 sq ft	Probation	
5	OFFICE - PROBATION	100 sq ft	Probation	
6	OFFICE - PROBATION	100 sq ft	Probation	
7	OFFICE - PROBATION	100 sq ft	Probation	
8	OFFICE - PROBATION	100 sq ft	Probation	
9	OFFICE - PROBATION	100 sq ft	Probation	
10	OFFICE - PROBATION	100 sq ft	Probation	
11	OFFICE - PROBATION	100 sq ft	Probation	
12	OFFICE - PROBATION	100 sq ft	Probation	
13	OFFICE - PROBATION	100 sq ft	Probation	
14	OFFICE - PROBATION	100 sq ft	Probation	
15	OFFICE - PROBATION	100 sq ft	Probation	
16	OFFICE - PROBATION	100 sq ft	Probation	
17	SUPERVISOR OFFICE	140 sq ft	Probation	
18	GROUP CONFERENCE ROOM	325 sq ft	Probation	
19	GROUP CONFERENCE ROOM	325 sq ft	Probation	
20	WORK ROOM	160 sq ft	Probation	Shared work area to include space for printer/copier.
21	CLERICAL	64 sq ft	Probation	
22	CLERICAL	64 sq ft	Probation	
23	INTERVIEW ROOM	100 sq ft	Probation	Shared with other programs
24	INTERVIEW ROOM	100 sq ft	Probation	Shared with other programs
25	STAFF BREAK ROOM	160 sq ft	Probation	Shared with other programs. Include sink, counter and space for refridgerator
26	SPECIMEN TOILET	65 sq ft	Probation	For drug testing - locate near interview rooms
27	FILE STORAGE	120 sq ft	Probation	
28	STORAGE	100 sq ft	Probation	
29	JANITOR	70 sq ft	Probation	
30	ELECTRICAL ROOM	60 sq ft	Probation	
31	PHYSICIAN OFFICE	110 sq ft	DHHS	Include med storage area.
32	NURSE OFFICE	110 sq ft	DHHS	Include sink, counter, and exam area.
33	OFFICE - DHHS	140 sq ft	DHHS	Include area for 2 work stations
34	OFFICE - DHHS	140 sq ft	DHHS	Include area for 2 work stations
35	OPEN CUBE	64 sq ft	DHHS	
36	OPEN CUBE	64 sq ft	DHHS	
37	OPEN CUBE	64 sq ft	DHHS	
38	OPEN CUBE	64 sq ft	DHHS	
39	STAFF CONFERENCE ROOM	150 sq ft	DHHS	Shared with other programs
40	WORK ROOM	120 sq ft	DHHS	Work area to include space for printer/copier.

41	INTERVIEW ROOM	100 sq ft	DHHS	Shared with other programs
42	INTERVIEW ROOM	100 sq ft	DHHS	Shared with other programs
43	STAFF RESTROOM	200 sq ft	DHHS	Shared with other programs
44	STAFF RESTROOM	200 sq ft	DHHS	Shared with other programs
45	FILE STORAGE	150 sq ft	DHHS	Adjacent to Work Room
46	SUPERVISOR OFFICE	150 sq ft	SHERIFF - SWAP	
47	~NOT USED~	-	-	
48	WAITING & RECEPTION	150 sq ft	SHERIFF - SWAP	Shared with Lobby. Include area for 15 gun lockers w/ clearing dump tube in staff circulation area off Lobby
49	STAFF STATION	64 sq ft	SHERIFF - SWAP	Report writing station for field staff
50	STAFF STATION	64 sq ft	SHERIFF - SWAP	Report writing station for field staff
51	STAFF STATION	64 sq ft	SHERIFF - SWAP	Report writing station for field staff
52	STAFF STATION	64 sq ft	SHERIFF - SWAP	Report writing station for field staff
53	PUBLIC RESTROOM	250 sq ft	SHERIFF - SWAP	Adjacent to Lobby & Waiting area
54	PUBLIC RESTROOM	250 sq ft	SHERIFF - SWAP	Adjacent to Lobby & Waiting area
55	STORAGE	200 sq ft	SHERIFF - SWAP	
56	PROGRAM SPACE	300 sq ft	SHERIFF - SWAP	Include sink & counter area
57	PROGRAM SPACE	300 sq ft	SHERIFF - SWAP	Include sink & counter area
58	SM INTERVIEW	100 sq ft	SHERIFF - SWAP	Shared with other programs
59	SM INTERVIEW	100 sq ft	SHERIFF - SWAP	Shared with other programs
60	RECORDS - SHERIFF	120 sq ft	SHERIFF - SWAP	Adjacent to Work Room
61	~NOT USED~	-	-	
62	~NOT USED~	-	-	
63	OUTDOOR STORAGE	250 sq ft	SHERIFF - SWAP	May be included in parking garage area rather than included on first floor
64	PROGRAM/CLASSROOM	425 sq ft	SHERIFF - CORRECTIONAL FACILITY	Culinary Training Kitchen for both in and out-of-custody offenders. Locate near elevator for security.
65	~NOT USED~	-	-	
66	~NOT USED~	-	-	
67	STORAGE	120 sq ft	SHERIFF - CORRECTIONAL FACILITY	Adjacent to Program Classroom with Culinary function

Second Floor Program Spaces

Total Second Floor Program Area: 7791 S.F.

68	DORMITORY - MALE	980 sq ft	SHERIFF - CORRECTIONAL FACILITY	For housing of 28 in-custody offenders
69	DAY ROOM - MALE	980 sq ft	SHERIFF - CORRECTIONAL FACILITY	Adjacent to Male Dormitory & Outdoor Recreation. Include area for video visitation stations.
70	RESTROOM/SHOWERS - MALE	500 sq ft	SHERIFF - CORRECTIONAL FACILITY	Adjacent to Male Dormitory
71	JANITOR	80 sq ft	SHERIFF - CORRECTIONAL FACILITY	
72	STORAGE	120 sq ft	SHERIFF - CORRECTIONAL FACILITY	
73	~NOT USED~	-	-	
74	INTERVIEW	100 sq ft	SHERIFF - CORRECTIONAL FACILITY	
75	ELECTRICAL	100 sq ft	SHERIFF - CORRECTIONAL FACILITY	
76	PROGRAM/CLASSROOM	280 sq ft	SHERIFF - CORRECTIONAL FACILITY	Shared with all housing. Accessed from housing areas
77	OUTDOOR RECREATION	600 sq ft	SHERIFF - CORRECTIONAL FACILITY	Shared with all housing. Accessed from housing areas
78	DORMITORY - FEMALE	350 sq ft	SHERIFF - CORRECTIONAL FACILITY	For housing of 10 in-custody offenders
79	DAYROOM - FEMALE	350 sq ft	SHERIFF - CORRECTIONAL FACILITY	Adjacent to Female Dormitory & Outdoor Recreation. Include area for video visitation stations.
80	RESTROOM/SHOWERS - FEMALE	150 sq ft	SHERIFF - CORRECTIONAL FACILITY	Adjacent to Female Dormitory
81	JANITOR	80 sq ft	SHERIFF - CORRECTIONAL FACILITY	
82	STORAGE	120 sq ft	SHERIFF - CORRECTIONAL FACILITY	
83	MEDICAL SCREENING	175 sq ft	SHERIFF - CORRECTIONAL FACILITY	Shared with in-custody DHHS areas
84	INTERVIEW	100 sq ft	SHERIFF - CORRECTIONAL FACILITY	

85	ELECTRICAL (CONTROL)	160 sq ft	SHERIFF - CORRECTIONAL FACILITY	Electrical for Control Room
86	PROGRAM/CLASSROOM	225 sq ft	SHERIFF - CORRECTIONAL FACILITY	Shared with all housing. Accessed from housing areas
86.1	PROGRAM/CLASSROOM	225 sq ft	SHERIFF - CORRECTIONAL FACILITY	Shared with all housing. Accessed from housing areas
87	OUTDOOR RECREATION	200 sq ft	SHERIFF - CORRECTIONAL FACILITY	Shared with all housing. Accessed from housing areas
88	CONTROL	165 sq ft	SHERIFF - CORRECTIONAL FACILITY	Shared with all housing. Provide visual access and adjacency to all in-custody housing areas.
89	PSYCHIATRIST OFFICE	100 sq ft	DHHS - MENTAL HEALTH	
90	MENTAL HEALTH OFFICE	100 sq ft	DHHS - MENTAL HEALTH	
91	MENTAL HEALTH OFFICE	100 sq ft	DHHS - MENTAL HEALTH	
92	MENTAL HEALTH OFFICE	100 sq ft	DHHS - MENTAL HEALTH	
93	CLINICIAN WORK AREA	140 sq ft	DHHS - MENTAL HEALTH	Include area for 2 work stations
94	STAFF TOILET	60 sq ft	DHHS - MENTAL HEALTH	
95	STAFF TOILET	60 sq ft	DHHS - MENTAL HEALTH	
96	IT ROOM	120 sq ft	DHHS - MENTAL HEALTH	
97	OFFICER STATION	70 sq ft	DHHS-MENTAL HEALTH HOUSING	
98	DOUBLE CELLS x2 - MH	160 sq ft	DHHS-MENTAL HEALTH HOUSING	
99	DOUBLE ACCESSIBLE CELL - MH	106 sq ft	DHHS-MENTAL HEALTH HOUSING	
100	DAYROOM - MH	200 sq ft	DHHS-MENTAL HEALTH HOUSING	
101	SHOWER-ADA	45 sq ft	DHHS-MENTAL HEALTH HOUSING	
102	DAYROOM TOILET - ADA	60 sq ft	DHHS-MENTAL HEALTH HOUSING	Include 1 toilet & 1 urinal
103	JANITOR	50 sq ft	DHHS-MENTAL HEALTH HOUSING	
104	STORAGE	100 sq ft	DHHS-MENTAL HEALTH HOUSING	
105	OUTDOOR REC - MH	120 sq ft	DHHS-MENTAL HEALTH HOUSING	Shared with all housing. Accessed from housing areas
106	UNISEX TOILET	60 sq ft	SHERIFF - CORRECTIONAL FACILITY	Shared with all staff. Nearby housing areas for CO use.

Parking Area

Provide approximately 24 parking spaces in parking garage below the first floor with appropriate provisions for accessible parking.

END OF EXHIBIT G TO ATTACHMENT I

**PRELIMINARY SPACE PROGRAM SCHEDULE
HUMBOLDT COMMUNITY CORRECTIONS RE-ENTRY RESOURCE CENTER**

EXHIBIT G TO ATTACHMENT I

Number	Room Name	Program Area	Program Occupancy	Notes
<u>First Floor Program Spaces</u>				<i>Total First Floor Program Area: 8192 S.F.</i>
1	LOBBY	420 sq ft	Probation	Provide space for approximately 2-3 video visitation booths in Lobby area
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45	FILE STORAGE	150 sq ft	DHHS	Adjacent to Work Room
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47	~NOT USED~	-	-	
48	WAITING & RECEPTION	150 sq ft	SHERIFF - SWAP	Shared with Lobby. Include area for 15 gun lockers w/ clearing dump tube in staff circulation area off Lobby
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65	~NOT USED~	-	-	
66	~NOT USED~	-	-	
67	STORAGE	120 sq ft	SHERIFF - CORRECTIONAL FACILITY	Adjacent to Program Classroom with Culinary function
<u>Second Floor Program Spaces</u>				<i>Total Second Floor Program Area: 7791 S.F.</i>
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82	STORAGE	120 sq ft	SHERIFF - CORRECTIONAL FACILITY	
83	MEDICAL SCREENING	175 sq ft	SHERIFF - CORRECTIONAL FACILITY	Shared with in-custody DHHS areas
84	INTERVIEW	100 sq ft	SHERIFF - CORRECTIONAL FACILITY	

85	ELECTRICAL (CONTROL)	160 sq ft	SHERIFF - CORRECTIONAL FACILITY	Electrical for Control Room
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90	MENTAL HEALTH OFFICE	100 sq ft	DHHS - MENTAL HEALTH	
91	MENTAL HEALTH OFFICE	100 sq ft	DHHS - MENTAL HEALTH	
92	MENTAL HEALTH OFFICE	100 sq ft	DHHS - MENTAL HEALTH	
93	CLINICIAN WORK AREA	140 sq ft	DHHS - MENTAL HEALTH	Include area for 2 work stations
94	STAFF TOILET	60 sq ft	DHHS - MENTAL HEALTH	
95	STAFF TOILET	60 sq ft	DHHS - MENTAL HEALTH	
96	IT ROOM	120 sq ft	DHHS - MENTAL HEALTH	
97	OFFICER STATION	70 sq ft	DHHS-MENTAL HEALTH HOUSING	
98	DOUBLE CELLS x2 - MH	160 sq ft	DHHS-MENTAL HEALTH HOUSING	
99	DOUBLE ACCESSIBLE CELL - MH	106 sq ft	DHHS-MENTAL HEALTH HOUSING	
100	DAYROOM - MH	200 sq ft	DHHS-MENTAL HEALTH HOUSING	
101	SHOWER-ADA	45 sq ft	DHHS-MENTAL HEALTH HOUSING	
102	DAYROOM TOILET - ADA	60 sq ft	DHHS-MENTAL HEALTH HOUSING	Include 1 toilet & 1 urinal
103	JANITOR	50 sq ft	DHHS-MENTAL HEALTH HOUSING	
104	STORAGE	100 sq ft	DHHS-MENTAL HEALTH HOUSING	
105	OUTDOOR REC - MH	120 sq ft	DHHS-MENTAL HEALTH HOUSING	Shared with all housing. Accessed from housing areas
106	UNISEX TOILET	60 sq ft	SHERIFF - CORRECTIONAL FACILITY	Shared with all staff. Nearby housing areas for CO use.

Parking Area

Provide approximately 24 parking spaces in parking garage below the first floor with appropriate provisions for accessible parking.

END OF EXHIBIT G TO ATTACHMENT I

**PRELIMINARY SPACE PROGRAM SCHEDULE
HUMBOLDT COMMUNITY CORRECTIONS RE-ENTRY RESOURCE CENTER**

EXHIBIT G TO ATTACHMENT I

Number	Room Name	Program Area	Program Occupancy	Notes
<u>First Floor Program Spaces</u>				<i>Total First Floor Program Area: 8192 S.F.</i>
1	LOBBY	420 sq ft	Probation	Provide space for approximately 2-3 video visitation booths in Lobby area
2	ASSISTED TOILET	58 sq ft	Probation	
3	RECEPTION	64 sq ft	Probation	Combine with Clerical spaces below. Provide windows to Lobby area
4	OFFICE - PROBATION	100 sq ft	Probation	
5	OFFICE - PROBATION	100 sq ft	Probation	
6	OFFICE - PROBATION	100 sq ft	Probation	
7	OFFICE - PROBATION	100 sq ft	Probation	
8	OFFICE - PROBATION	100 sq ft	Probation	
9	OFFICE - PROBATION	100 sq ft	Probation	
10	OFFICE - PROBATION	100 sq ft	Probation	
11	OFFICE - PROBATION	100 sq ft	Probation	
12	OFFICE - PROBATION	100 sq ft	Probation	
13	OFFICE - PROBATION	100 sq ft	Probation	
14	OFFICE - PROBATION	100 sq ft	Probation	
15	OFFICE - PROBATION	100 sq ft	Probation	
16	OFFICE - PROBATION	100 sq ft	Probation	
17	SUPERVISOR OFFICE	140 sq ft	Probation	
18	GROUP CONFERENCE ROOM	325 sq ft	Probation	
19	GROUP CONFERENCE ROOM	325 sq ft	Probation	
20	WORK ROOM	160 sq ft	Probation	Shared work area to include space for printer/copier.
21	CLERICAL	64 sq ft	Probation	
22	CLERICAL	64 sq ft	Probation	
23	INTERVIEW ROOM	100 sq ft	Probation	Shared with other programs
24	INTERVIEW ROOM	100 sq ft	Probation	Shared with other programs
25	STAFF BREAK ROOM	160 sq ft	Probation	Shared with other programs. Include sink, counter and space for refridgerator
26	SPECIMEN TOILET	65 sq ft	Probation	For drug testing - locate near interview rooms
27	FILE STORAGE	120 sq ft	Probation	
28	STORAGE	100 sq ft	Probation	
29	JANITOR	70 sq ft	Probation	
30	ELECTRICAL ROOM	60 sq ft	Probation	
31	PHYSICIAN OFFICE	110 sq ft	DHHS	Include med storage area.
32	NURSE OFFICE	110 sq ft	DHHS	Include sink, counter, and exam area.
33	OFFICE - DHHS	140 sq ft	DHHS	Include area for 2 work stations
34	OFFICE - DHHS	140 sq ft	DHHS	Include area for 2 work stations
35	OPEN CUBE	64 sq ft	DHHS	
36	OPEN CUBE	64 sq ft	DHHS	
37	OPEN CUBE	64 sq ft	DHHS	
38	OPEN CUBE	64 sq ft	DHHS	
39	STAFF CONFERENCE ROOM	150 sq ft	DHHS	Shared with other programs
40	WORK ROOM	120 sq ft	DHHS	Work area to include space for printer/copier.

41	INTERVIEW ROOM	100 sq ft	DHHS	Shared with other programs
42	INTERVIEW ROOM	100 sq ft	DHHS	Shared with other programs
43	STAFF RESTROOM	200 sq ft	DHHS	Shared with other programs
44	STAFF RESTROOM	200 sq ft	DHHS	Shared with other programs
45	FILE STORAGE	150 sq ft	DHHS	Adjacent to Work Room
46	SUPERVISOR OFFICE	150 sq ft	SHERIFF - SWAP	
47	~NOT USED~	-	-	
48	WAITING & RECEPTION	150 sq ft	SHERIFF - SWAP	Shared with Lobby. Include area for 15 gun lockers w/ clearing dump tube in staff circulation area off Lobby
49	STAFF STATION	64 sq ft	SHERIFF - SWAP	Report writing station for field staff
50	STAFF STATION	64 sq ft	SHERIFF - SWAP	Report writing station for field staff
51	STAFF STATION	64 sq ft	SHERIFF - SWAP	Report writing station for field staff
52	STAFF STATION	64 sq ft	SHERIFF - SWAP	Report writing station for field staff
53	PUBLIC RESTROOM	250 sq ft	SHERIFF - SWAP	Adjacent to Lobby & Waiting area
54	PUBLIC RESTROOM	250 sq ft	SHERIFF - SWAP	Adjacent to Lobby & Waiting area
55	STORAGE	200 sq ft	SHERIFF - SWAP	
56	PROGRAM SPACE	300 sq ft	SHERIFF - SWAP	Include sink & counter area
57	PROGRAM SPACE	300 sq ft	SHERIFF - SWAP	Include sink & counter area
58	SM INTERVIEW	100 sq ft	SHERIFF - SWAP	Shared with other programs
59	SM INTERVIEW	100 sq ft	SHERIFF - SWAP	Shared with other programs
60	RECORDS - SHERIFF	120 sq ft	SHERIFF - SWAP	Adjacent to Work Room
61	~NOT USED~	-	-	
62	~NOT USED~	-	-	
63	OUTDOOR STORAGE	250 sq ft	SHERIFF - SWAP	May be included in parking garage area rather than included on first floor
64	PROGRAM/CLASSROOM	425 sq ft	SHERIFF - CORRECTIONAL FACILITY	Culinary Training Kitchen for both in and out-of-custody offenders. Locate near elevator for security.
65	~NOT USED~	-	-	
66	~NOT USED~	-	-	
67	STORAGE	120 sq ft	SHERIFF - CORRECTIONAL FACILITY	Adjacent to Program Classroom with Culinary function

Second Floor Program Spaces

Total Second Floor Program Area: 7791 S.F.

68	DORMITORY - MALE	980 sq ft	SHERIFF - CORRECTIONAL FACILITY	For housing of 28 in-custody offenders
69	DAY ROOM - MALE	980 sq ft	SHERIFF - CORRECTIONAL FACILITY	Adjacent to Male Dormitory & Outdoor Recreation. Include area for video visitation stations.
70	RESTROOM/SHOWERS - MALE	500 sq ft	SHERIFF - CORRECTIONAL FACILITY	Adjacent to Male Dormitory
71	JANITOR	80 sq ft	SHERIFF - CORRECTIONAL FACILITY	
72	STORAGE	120 sq ft	SHERIFF - CORRECTIONAL FACILITY	
73	~NOT USED~	-	-	
74	INTERVIEW	100 sq ft	SHERIFF - CORRECTIONAL FACILITY	
75	ELECTRICAL	100 sq ft	SHERIFF - CORRECTIONAL FACILITY	
76	PROGRAM/CLASSROOM	280 sq ft	SHERIFF - CORRECTIONAL FACILITY	Shared with all housing. Accessed from housing areas
77	OUTDOOR RECREATION	600 sq ft	SHERIFF - CORRECTIONAL FACILITY	Shared with all housing. Accessed from housing areas
78	DORMITORY - FEMALE	350 sq ft	SHERIFF - CORRECTIONAL FACILITY	For housing of 10 in-custody offenders
79	DAYROOM - FEMALE	350 sq ft	SHERIFF - CORRECTIONAL FACILITY	Adjacent to Female Dormitory & Outdoor Recreation. Include area for video visitation stations.
80	RESTROOM/SHOWERS - FEMALE	150 sq ft	SHERIFF - CORRECTIONAL FACILITY	Adjacent to Female Dormitory
81	JANITOR	80 sq ft	SHERIFF - CORRECTIONAL FACILITY	
82	STORAGE	120 sq ft	SHERIFF - CORRECTIONAL FACILITY	
83	MEDICAL SCREENING	175 sq ft	SHERIFF - CORRECTIONAL FACILITY	Shared with in-custody DHHS areas
84	INTERVIEW	100 sq ft	SHERIFF - CORRECTIONAL FACILITY	

85	ELECTRICAL (CONTROL)	160 sq ft	SHERIFF - CORRECTIONAL FACILITY	Electrical for Control Room
86	PROGRAM/CLASSROOM	225 sq ft	SHERIFF - CORRECTIONAL FACILITY	Shared with all housing. Accessed from housing areas
86.1	PROGRAM/CLASSROOM	225 sq ft	SHERIFF - CORRECTIONAL FACILITY	Shared with all housing. Accessed from housing areas
87	OUTDOOR RECREATION	200 sq ft	SHERIFF - CORRECTIONAL FACILITY	Shared with all housing. Accessed from housing areas
88	CONTROL	165 sq ft	SHERIFF - CORRECTIONAL FACILITY	Shared with all housing. Provide visual access and adjacency to all in-custody housing areas.
89	PSYCHIATRIST OFFICE	100 sq ft	DHHS - MENTAL HEALTH	
90	MENTAL HEALTH OFFICE	100 sq ft	DHHS - MENTAL HEALTH	
91	MENTAL HEALTH OFFICE	100 sq ft	DHHS - MENTAL HEALTH	
92	MENTAL HEALTH OFFICE	100 sq ft	DHHS - MENTAL HEALTH	
93	CLINICIAN WORK AREA	140 sq ft	DHHS - MENTAL HEALTH	Include area for 2 work stations
94	STAFF TOILET	60 sq ft	DHHS - MENTAL HEALTH	
95	STAFF TOILET	60 sq ft	DHHS - MENTAL HEALTH	
96	IT ROOM	120 sq ft	DHHS - MENTAL HEALTH	
97	OFFICER STATION	70 sq ft	DHHS-MENTAL HEALTH HOUSING	
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Parking Area

Provide approximately 24 parking spaces in parking garage below the first floor with appropriate provisions for accessible parking.

END OF EXHIBIT G TO ATTACHMENT I

ATTACHMENT II
PROJECT TIMELINE

PROJECT TIMELINE

The County will incorporate a schedule into the agreement regarding the Humboldt County Community Corrections Re-Entry Resource Center project that reflects the completion times for each phase of work to be delivered by the Design Team and the associated review times necessary for the County. For the purposes of this project, the schedule for the Design Team is anticipated to be as shown in the following chart.

Tasks	Time for Completion by Design Team	Time for Review by County
Task #1: Pre-Design & Programming Phase	66 Calendar days	14 Calendar days
Task #2: Site Development Planning Phase	Concurrent w/ task #1	14 Calendar days
Task #3: Schematic Design Phase	77 Calendar days	14 Calendar days
Task #4: Design Development Phase	112 Calendar days	14 Calendar days
Task #5: Construction Documents Phase	112 Calendar days	14 Calendar days
Task #6: Bidding and Award Phase	105 Calendar days	7 Calendar days
Task #7: Construction Phase	486 Calendar days.	

It is crucial to the project that the Design Team selected is familiar with the State's goals and able to assist the County in meeting the State's requirements necessary to achieve State authorizations to cause the completion of the project. Therefore it is assumed in the agreement schedule that the Consultant is a party to the project authorization process.

The State agencies that are known to be part of the State's authorization process include, the Board of State and Community Corrections ("BSCC"), the State Fire Marshal ("SFM"), the State Public Works Board ("SPWB"), the State Department of Finance ("DOF"), the Pooled Money Investment Board ("PMIB") and the State Department of General Services. On occasion the County will be dependent on the Design Team to take a primary role in addressing State agency requirements, such as the BSCC and SFM. The County and Design Team will work together on a Project Milestone Schedule as the project progresses. The Project Milestone Schedule will be a necessary submittal throughout the State's review process. The Design Team needs to

ATTACHMENT II
PROJECT TIMELINE

be familiar with how the schedule relates to the project, which may include items and issues similar to those indicated in the following chart.

Project Milestone Schedule		
Key Events	Start Dates	Completion Dates
Pre-Design, Programming & Site		
SPWB Project Establishment		
Schematic Design with Operational Program Statement		
Design Development with Staffing Plan		
SPWB Preliminary Plan Approval		
Staffing/Operating Cost Analysis		
Construction Documents		
BSCC & SFM Construction Documents Review & Approval		
DOF Proceed to Bid		
Advertise for Bids		
Bids Due		
Construction Contract Award by County		
PMIB Meeting		
Contract Award Approved by DOF		
Notice to Proceed / Mobilization		
Substantial Completion		
Occupancy		

It will be the Design Team's responsibility to prepare and maintain a critical path schedule for the project through the Bidding and Award Phase, which will incorporate all schedule related issues required for the project including County required Tasks and Project Milestones above.

ATTACHMENT III
PROJECT ADMINISTRATION PLAN

PROJECT ADMINISTRATION PLAN

The County of Humboldt ("County") has developed and will utilize a project management, construction and administrative work plan specifically intended to address local and State building requirements for the new Humboldt County Community Corrections Reentry Resource Center ("HCCRRC"). The County will utilize a design/bid/build delivery construction method. The County's project team, supplemented with a construction administration consultant, will contract with a single architectural/engineering firm (Design Team). The project management team will include the Humboldt County Administrative Office, the Humboldt County Sheriff's Office ("Sheriff"), and the Humboldt County Probation Department ("Probation"). The County's designated Project Manager will be the Humboldt County Department of Public Works ("Public Works"), which will be responsible for ensuring all phases of the design and construction work are coordinated throughout the project delivery process and the scope of work is accomplished within the allotted time.

Designated County staff will respond to the State on all contract matters. The selected Project Design Team will comply with all minimum standards set forth in Titles 15 and 24 of the California Code of Regulations, complete a full plan check with State and local building representatives and have responsibilities for design, cost and scheduling issues through the bidding and award phase of the project. An integrated project delivery process will be used for programmatic and quality control delivery in which the County, construction team, consultants, and all stakeholders (the Humboldt County Department of Health and Human Services ("DHHS"), Sheriff and Probation) are involved to review the drawings and the performance of all consultants retained for the project. In addition, the project manager will monitor, schedule, and coordinate activities on behalf of the County.

A single General Contractor will be responsible to organize the construction workforce, order materials, establish a quality control program and schedule the work of all trades, including, without limitation, mechanical, plumbing and electrical, in a logical order. Throughout the construction phase of the project, the County will implement procedures and systems for managing construction. The core project team comprised of the project manager, jail transition team personnel, on-site inspector, construction administrator, design team, the general contractor and others, as needed,

ATTACHMENT III
PROJECT ADMINISTRATION PLAN

will provide the oversight necessary to ensure a successful project. The core team will attend, at a minimum, weekly meetings to determine project status and make timely decisions on all pending issues.

The construction administrator, full-time inspector and materials testing consultant will work in concert on a daily basis to evaluate the quality and quantity of the general contractor's progress. The Design Team will be available to address technical requests from the general contractor and Public Works will be the State liaison and will respond to any departmental issues that may arise during the construction project.

Following substantial completion, Sheriff, Probation and DHHS personnel will transition into the functional spaces and train staff. The local fire department will inspect and verify operation of the fire safety equipment. Upon completion of any corrective work, inspections, and audits, final payment will be made to the General Contractor.

Humboldt County has completed the initial programming, conceptual site design, and layout for all components of the HCCRRC project. The County staff and project transition team are also in place.