

Memo

To: Blount County Budget Committee
From: Purchasing/HR/Finance
CC: Blount County Commissioners
Date: August 1, 2017
Re: Budget Increase for Transition Facility Planning and Awareness

With respect to the multi-year MBI contract that was approved by the Corrections Partnership Committee and adopted by Commission in July 2017, we request that a new budget be created for the following:

500312 – Contracts w/ Private Agencies

Attached you will find a portion of the contract with MBI, Inc. that was approved by Commission in July. Please reference pages 7-8 for a detailed breakdown of the charges that we will incur with MBI, Inc. during Phase/Year One.

500168/201/210/212 – Temporary Personnel & Associated Taxes

The purpose of the temporary personnel is to act as a liaison and project manager for the County and MBI. The individual will be paid \$35.00 an hour for a maximum of 29 hours per week. This position will be publically posted.

500599 – Other Charges

This is for a minimum of 10-15 public meetings to obtain public participation and provide educational outreach/awareness related to the jail overcrowding, as well as drug/mental health issues. This request includes the cost of all venue related expenses, basic technology, speaker expenses, advertising costs, and documentation expenses.

Respectfully,


Purchasing, HR, and Finance

**Blount County Government
Budget Amendment Request**

FY 17-18

Department: 51240

Account: Other Boards & Committees

Type of Amendment: (check one)


- Transfer** (no overall change to adopted budget)
 Decrease (reducing adopted budget due to unforeseen effect on "revenue" or "expense")
 Increase (raising adopted budget due to unforeseen effect on "revenue" or "expense")
 Adjustment (correction to adopted budget due to "grant award" or "budgetary adjustment")

*****IF an Increase or Decrease, a memo explaining the need or purpose MUST accompany amendment form*****

	Account Number	Description	Amount
TO	101-51240-500312	Contracts w/ Private Agencies	188,000.00
	101-51240-500168	Temporary Personnel	45,675.00
	101-51240-500201	Social Security	2,832.00
	101-51240-500210	Unemployment	54.00
	101-51240-500212	Medicare	662.00
	101-51240-500599	Other Charges	7,500.00
		TOTAL	244,723.00

	Account Number	Description	Amount
FROM	101-489900-0	Other/Use of Fund Balance	244,723.00
	(347250)	(Assigned for Public Safety)	
		TOTAL	244,723.00

Explanation: MBI Planning Services, Project Mgmt./Oversight, Public Mtgs.

 8/1/17

Signature of Official/Department Head/Date

Signature of County Mayor/Date

*All requests requiring committee approval are due to Sr. Financial Analyst's Office by noon on the Tuesday before the Budget Committee Meeting.

AIA[®] Document B101[™] – 2007

Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the Seventeenth day of May in the year Two Thousand Seventeen

(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

Blount County Government
Attn: Blount County Purchasing (Katie Branham Kerr)
385 Court Street, Room 319
Maryville, TN 37804

and the Architect:
(Name, legal status, address and other information)

Michael Brady Inc.
299 N. Weisgarber Road
Knoxville, TN 37919

for the following Project:
(Name, location and detailed description)

Blount County Jail Project
920 East Lamar Alexander Parkway
Maryville, TN 37804

MBI Comm. No.: 1600.283

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

TABLE OF ARTICLES

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EXHIBIT A INITIAL INFORMATION

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Article 1:
(Complete Exhibit A, Initial Information, and incorporate it into the Agreement at Section 13.2, or state below Initial Information such as details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, authorized representatives, anticipated procurement method, and other information relevant to the Project.)

§ 1.1.1 Blount County Government desires for Correctional Planning and Architectural/ Engineering Design Services to be provided to improve and enhance the current Blount County Jail to resolve inmate overcrowding and other operational issues such as minimal classification categories, insufficient food service and laundry equipment, insufficient storage space, insufficient inmate programming areas, lack of special needs and medical housing, more efficient visitation system, and other issues that have resulted in the jail having to operate under a plan of action with Tennessee Corrections Institute. See outline below of proposed Correctional Planning and Architectural/ Engineering Design Services.

1. Kick off Project: Mission Statement, Project Kick-off Meeting, Setup Committees, Refine Schedule, Verify Data from Previous Assessments
 - a. Kick off project by organizing committees and identifying other project participants, verifying decision-making process, developing the Mission Statement, and refining the project schedule.
 - b. Study relevant existing documents pertaining to:
 - The Jail – population profiles, crowding, staffing, conditions, incidents, PREA
 - The Blount County justice system
 - Current non-custody alternatives for pre-trial and sentenced offenders
 - Jail plans (as-builts)
 - Site plans
 - County growth (historical and projected)

- Review studies and analysis prepared by The University of Tennessee County Technical Assistance Service (CTAS) and meet with Jim Hart to debrief per key issues.

2. Study and Update Inmate Profile

- a. Profiling the inmate population is important for three reasons. 1.) to help determine the number of beds for each category of inmate (such as females in high security, males in Work Release); 2.) to help determine what programs are needed to help reduce recidivism (such as mental health and substance abuse programs); 3.) to help determine what additional and expanded types of alternatives to incarceration are needed and for how many people.
- b. The inmate profile will be developed as follows:
 - Review prior inmate profiles
 - Provide the Jail/Sheriff's Office with a request for current and historical data on; age, gender, pre-trial/county sentenced/other, offense category, offense history, behavior in jail, physical and mental health, substance abuse
 - Analyze profile data (see the next two tasks for its applications)
 - Discuss profile with Blount County committee
 - Write inmate profile report
 - Review inmate profile report with Jail/Sheriff's Office

3. Examine & Develop Recommendations for Expansion of Alternatives/Options for Pre-Trial and Sentenced Offenders & Other Justice System Changes to Help Control Bed Needs

- a. The following steps will be taken:
 - With the Blount County Justice Committee, discuss views and goals regarding non-custody alternatives to incarceration for pre-trial and sentenced offenders, and other means to help control bed needs.
 - Via phone calls, meetings, observations and survey forms, collect information on existing alternatives to incarceration in Blount County. The existing alternatives consist of:
 - o Pre-Trial Release
 - o Electronic Monitoring
 - o Drug / Recovery Court
 - o Probation
 - o Batterers Intervention Program
 - o Community Service
 - Information to obtain will include:
 - o Program description
 - o Admission criteria and process
 - o Number of participants
 - o Staffing
 - o Costs and funding
 - o Measures of success, success rate
 - Review recent studies on effective non-custody alternatives and other means to control bed needs.
 - Review the population profile, finding additional categories of inmates who might be better served by non-custody alternatives without posing a risk of harming others or leaving the area. Determine what types of existing and new alternatives are likely to be appropriate for them.
 - With the Justice Committee and representatives from local social service agencies and local non-profit program providers, discuss possible changes/expansions to existing non-custody alternatives and other alternatives and justice system changes to consider. Present information on "evidence-based programs." Possible additional programs and justice system changes that could help control bed needs, construction costs, and operational costs include:
 - o Population Expediter (to help match with alternatives, to evaluate inmates for step-down/transition, to expedite court proceedings).
 - o Day Reporting.
 - o Expansion of Drug / Recovery Court to include Mental Health Court/Wellness Court, and/or Veterans Court.
 - o Expansion of Pre-Trial Release.
 - o Expansion of sanctions for Probation violators (besides incarceration).

Init.

- Mental Health Diversion (to lower cost staff secure facility and/or day reporting).
 - Develop a plan for expanding alternatives and other means to control bed needs, with target populations, staffing implications, and costs and benefits. Present to the project committee.
 - Produce a report for review. Once comments are received and discussed, revise one (1) time and finalize the report.

- 4. Determine Bed Needs by Inmate Category with and without Proposed Changes to Alternatives for Pre-trial and Sentenced Offenders & Other Justice System Changes
 - Gather and analyze historical data that helps predict future bed needs:
 - Average Daily Population (ADP) for the last 10 years by category.
 - Length of Stay by category.
 - Arrests by type of offense.
 - Crime rates.
 - Numbers of participants in non-custody alternatives (from task 3).
 - Changes in the demographics of Blount County – and projected future numbers of the general population.
 - With the Jail/Sheriff's Office Leadership and Justice Committee discuss the analyzed data and trends. Get input from Jim Hart at CTAS per current trends in TN.
 - Estimate bed needs in 5 year increments for the next 20 years -- based on historical data and trends without taking into consideration alternatives and other elements of the justice system.
 - Develop a second set of projections that address the impact of recommended changes to alternatives and other elements of the justice system on bed needs in total and by category.
 - Discuss both sets of projected bed needs with the Jail/Sheriff's Office Leadership and Justice Committee.
 - Write Bed Needs Report (once draft is reviewed, revise per comments)

- 5. Evaluate the Existing Building and Site, and Develop a Facility Assessment Report of Existing Conditions
 - a. Evaluate the Following:
 - Capability and appropriateness of components and spaces to support current and future functions and numbers.
 - Suitability of housing units for each inmate category – as is and with possible changes.
 - Staffing concerns, effectiveness (including response time), and efficiencies.
 - PREA (Prison Rape Elimination Act).
 - American Correctional Association and Tennessee jail standards.
 - Safety and security issues from an operations perspective.
 - Feasibility of existing building to provide rehabilitative programs -- as is and with changes.
 - Architectural review of existing conditions to identify Life Safety issues such as inadequate exit circulation, fire barriers, smoke evacuation systems, fire alarms, exit signage, and review of most recent inspection reports from State Fire Marshal Office and TCI.
 - Visual review of existing roof and roof flashing conditions.
 - Visual review of existing exterior walls and glazing conditions
 - Structural review for any visible settlement or cracking of existing floors and walls
 - Coordinate with jail maintenance representative to get information per conditions of existing doors and locking system.
 - Coordinate with jail maintenance representative to get information per condition of existing security electronic systems including cameras, intercom and access control systems
 - Mechanical review of existing HVAC systems, automatic sprinkler and plumbing systems. Coordinate with jail maintenance representative to get maintenance records.
 - Electrical review of existing normal and emergency power systems, fire and smoke alarm systems, and low voltage communication systems including both IT and phone systems. Coordinate with jail maintenance representative to get maintenance records.
 - Visual appraisal of existing site conditions including paving for parking and roads, concrete sidewalks, and site lighting
 - Write existing building and site evaluation report

- 6. Develop Master Plan Options for Existing Building Renovations & Expansion (considering staffing & other operational implications, initial and on-going costs, and other factors)

Init.

- Develop 20 year jail facilities master plan
 - Based on previous steps 1-5 prioritize Blount County Jail key objectives for future jail facilities
 - Base master plan on five year increments
- Master plan to indicate the following components:
 - Renovation and reuse of portions of existing facility for new purposes
 - New construction for additional facility spaces
 - Site modifications for public and staff parking
- Summarize operational advantages of each master plan option, and list projected cost impacts for site development, renovation and new construction
- Coordinate with Jail/Sheriff's Offices Leadership and Justice Committee to select a master plan option to be developed into a more detailed conceptual floor plan.

7. Develop Proposed Space Program

- a. The Space Program will describe the numbers, quantities, and characteristics of all renovated and new spaces within each component, and it will define the spatial relationships among the spaces within each component and among the components. It will build from information obtained in the inmate profile, the bed need projections, the facility evaluation, and the master plan, all of which will help determine space requirements.
- b. Programming steps will include the following:
 - Review the inmate profile, bed need projections, facility evaluation, and selected master plan.
 - Coordinate with Blount County representative to help form a Programming Committee, consisting of representatives from the Sheriff's Office and Jail (including staff that work in all components).
 - Up to three tours of other jails with the Programming Committee, and record the operational and design characteristics that the Committee liked and believed would be appropriate for Blount County, and what they did not like.
 - Conduct two series of meetings with the Programming Committee. Each meeting will focus on the operational and physical requirements of each component. The components of these two series of meetings will include: Lobby; Administration; Staff Support; High, Medium, Low Security Housing; Segregation; Special Needs Housing; Mental and Physical Health Services; Inmate Programs (including Recreation, Visiting, Education, Religious Services, and Counseling); Food Services; Laundry; Warehouse; and Maintenance.
 - Review PREA, ACA and Tennessee Corrections Institute (TCI) requirements.
 - Develop the draft operational program for each component.
 - Develop the draft space (or architectural) program for each component. Include: space list with quantities and sizes; adjacency requirements; special requirements.
 - Review the draft operational and physical programs with the Programming Committee; make refinements as needed.
 - Review the revised operational and space program with the Jail/Sheriff's Office Leadership and Justice Committee. Make more refinements as needed.
 - Based upon space program square footage project construction cost
 - Produce the final program document for Blount County approval of scope and projected construction cost.

8. Develop Conceptual Floor Plan with Master Plan Phases

- a. Based upon selected master plan option and approved space and operational programs, a conceptual floor plan will be developed to visually illustrate the four phases of the 20 year master plan showing proposed space locations, sizes, and adjacencies.
- b. This will allow the following to be reviewed and confirmed with Jail/Sheriff's office leadership:
 - Space(s) adjacencies allow for safe and efficient staff utilization. Optimize staff effectiveness.
 - Space(s) adjacencies minimize inmate and public circulation and need for staff escort.
 - Space(s) adjacencies allow easy and safe access to required support spaces, and optional program areas for inmates.
 - Corridor layouts are efficient and minimize length of travel for staff. Blind spots are limited.
 - Corridors provide for simple and safe access in emergency situations and if required for evacuation

- Confirmation made that types of spaces, size of spaces, and number of spaces identified in space program match actual operational needs and expectations.
 - Conceptual floor plan to be revised per Jail/Sheriff's Office leadership and Justice Committee comments
 - Produce the final conceptual floor plan for Blount County approval of scope for 20 year master plan.
 - Based upon square footage of renovation and new construction for conceptual floor plan for phase one of master plan project construction cost.
9. Develop Schematic Design for Phase One of the Master Plan along with the Staffing plan
- a. Schematic design documents will be developed to include the following:
 - Site plan indicating building additions and any modifications to parking and vehicular circulation
 - Floor plans for phase 1 from approved conceptual floor plan will be further developed to indicate building components such as door and window locations, control stations locations, and toilet room layouts
 - Preliminary exterior elevations will be developed
 - Preliminary wall sections will be developed
 - Civil site, architectural and interior design, structural, mechanical, plumbing, fire protection, electrical, and IT/communication narratives will be developed to describe the scope of this project.
 - A schematic probable construction cost will be provided for Blount County approval.
 - Schematic documents to be provided to Blount County for their approval.
 - Coordinate with Jail/Sheriff's Office Leadership to develop initial staffing plan.
10. Develop Design Development Documents
- a. Design development documents will be developed based upon Blount County approved schematic documents. These documents will begin to detail the materials and engineering systems described in schematic narratives. Documents will include the following:
 - Site civil grading and utilities plans
 - Architectural floor plans with preliminary dimensions, casework and equipment locations
 - Building exterior elevation with material call-outs
 - Building and wall sections
 - Reflected ceiling plans
 - Finish plans
 - Structural plans
 - Mechanical (HVAC) systems conceptual layouts
 - Plumbing and fire protection systems conceptual layouts
 - Electrical lighting and power conceptual layouts
 - Phone/data communication conceptual layouts
 - Security electronics conceptual layouts
 - Kitchen and laundry conceptual layouts
 - A design development construction probable cost estimate to be provided for Blount County approval
 - Design development documents to be provided to Blount County for their approval.
11. Develop Construction Documents
- a. Final construction documents will be developed based upon Blount County approved design development documents. These documents will be completed to sufficient detail to allow bidding of the scope of work for this project. documents to include:
 - Civil drawings and specs to describe site work and utilities upgrades
 - Architectural drawings and specs
 - Structural drawings and specs
 - Mechanical (HVAC) drawings and specs
 - Fire protection drawings and specs
 - Plumbing drawings and specs
 - Electrical power and lighting drawing and specs
 - Phone/data communication drawings and specs
 - Security electronics drawings and specs

Init.

- ☐ Kitchen and laundry drawings and specs

12. Assist with Bidding of Project
See Section 3.5 Bidding or Negotiation Phase Services for description of activities during this phase of project.

13. Construction Administration
See Section 3.6 Construction Phase Services for description of activities during this phase of project.

14. Project Close Out
See Section 3.6.6 Project Completion for description of services during this phase of project.

15. Develop Transition Plan (Optional)
If desired by Blount County, Mark Goldman Associates, TreanorHL Architects, and Michael Brady Inc. team members will work with representatives from Blount County Sheriff's Office and Jail Leadership in developing job descriptions, developing a hiring plan, developing a training schedule, and assist with selecting and ordering FF&E (furniture, equipment, fixtures), and creating a workable plan for continuous operations of all functions during renovation and expansion, without jeopardizing safety and security. (This is an optional service that Blount County may desire to handle themselves, or have MBI Team do as an Additional Service).

§ 1.1.2 Project Scope and Budget

Blount County has not set a specific scope or budget for this project. The initial project cost will be determined based per the agreed upon scope established by approved Master Plan, approved Space Program, and approved Conceptual Floor Plan for phase one of the Master Plan. The project scope and budget (projected construction and total project costs) must be approved by Blount County before project design can continue into Schematic Design Phase.

§ 1.1.3 Project Design Team

- a. The authorized representative for Michael Brady Inc. (MBI) team is Jay Henderlight
- b. The detention planning and design team are:
 - ☐ Sharon Schmitz – TreanorHL Architects
 - ☐ John Eisenlau – Treanor HL Architects
 - ☐ Mark Goldman – Mark Goldman and Associates
- c. Development planner will be Rick Russell of Brown, Pearman, Russell
- d. Civil engineering will be provided by Chris Soro at C2RL Engineers
- e. Structural, mechanical, plumbing, fire protection, electrical, fire alarm, and data/communication design will be provided by Michael Brady Inc. (MBI)
- f. Electronic security systems design will be provided by Latta Tech Advanced Security Engineering
- g. Food service and laundry design will be provided by Danley Culinary Design

§ 1.1.4 Blount County Representatives

Prior to beginning the project kick-off, Blount County Government shall inform Michael Brady Inc. of the authorized individuals and committees to be part of developing jail design scope and budget, and appoint an individual that will coordinate with design team to set meeting dates, times, and locations, and assure the correct authorized Blount County representatives attend these meetings.

§ 1.1.5 For Detention Planning Services as described in paragraphs 1.1.1.1, 1.1.1.2, 1.1.1.3, 1.1.1.4, 1.1.1.5, 1.1.1.6, 1.1.1.7, and 1.1.1.8 the compensation for each service will be a Lump Sum fee including travel expenses for amounts as shown below:

- | | |
|--|----------|
| a. Kick Off Project: mission statement, project kick-off meeting, setup committees, refine schedule, verify data from previous assessments (80 Total Hours) | \$10,000 |
| b. Study and update inmate profile (200 Total Hours) | \$24,000 |
| c. Examine and develop recommendations for expansion of alternatives/options for pre-trial and sentenced offenders and other changes to help control bed needs (200 Total Hours) | \$24,500 |

- d. Determined bed needs by inmate category with and without proposed changes to alternatives for pre-trial and sentenced offenders and other justice system changes (140 Total Hours) \$17,500
- e. Comprehensively evaluate the existing building and site, and develop a facility assessment report of existing conditions (240 Total Hours) \$31,500
- f. Develop master plan options for existing building renovations and expansion (180 Total Hours) \$23,000
- g. Develop proposed space program (300 Total Hours) \$43,000
- h. Develop conceptual floor plan with master plan phases (100 Total Hours) \$14,500

§ 1.1.5.1 For the Basic Design Services as described in paragraphs 1.1.1.9 Develop Schematic Design through 1.1.1.14 Project Close Out, the compensation for design and construction phase services will be based upon percentage of construction cost as calculated utilizing the State of Tennessee A/E Design Fee Formula. This fee formula allows for the design fee to be adjusted to match size and complexity of project scope.

- a. For new construction of normal complexity, the TN State fee formula is as follows:
 $35 / (\text{LOG}(\text{construction cost}) - 1.15) = \text{A/E Fee } \%$
- b. For Group 2 (moderately higher complexity) projects such as Detention/Correction facilities or food preparation and service areas (kitchens) there is a multiplication factor to be applied to A/E fee % of 1.20 for new construction and 1.40 for renovation projects. This factor is applied to fee calculations for these projects because of specialized character of the design for these facilities containing large amounts of complex equipment and systems.
- c. The projected fee percentage will be determined at end of conceptual floor plan phase based upon estimated construction cost. The final fee percentage will be adjusted after bidding phase based upon accepted construction bid by Blount County.

§ 1.2 The Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

- .1 Commencement of construction date:

To Be Determined

- .2 Substantial Completion date:

To Be Determined

§ 1.3 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide the professional services as set forth in this Agreement.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.