

Facility and Support Services

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December 16, 2004

To: C. Ray Wierson

From: Dave Donovan, Director
Facility and Support Services

Subj: Board update information on Jail Renovation/Expansion Project

Supervisor Schaefer and I are scheduled to give the Board of Supervisors a brief update as to the progress made on the Jail Project in the last month since the successful bond referendum vote. This update will begin to frame regularly scheduled updates to the Board as well as for Department Heads and for other county staff via the intranet/internet. At the next Committee of the Whole meeting I hope to discuss the appropriate level of detail and information for such updates as well the future frequency with which I will provide the updates.

In summary, the following tasks and milestones were completed or reached in the past one month period:

- The primary design consulting firms (Larrison and Associates, Voorhis and Associates) were placed under contract for the design of the project as well as construction and transition related services.
- Two design workshops were held (November 15-16 and December 1-2). A third workshop is scheduled for December 20-21, 2004.
- Major functional areas were reviewed and verified for space program accuracy and design intent. This included a discussion of upcoming changes to the Iowa Jail Guidelines (Chapter 50) and how those changes impact our project.
- The Chief State Jail Inspector was engaged and updated for the project. An open invitation for attendance at design meetings was given. The design team agreed to openly encourage this involvement to better facilitate the approval process as well as comfort of the Inspector with our process and project.
- A master checklist of transition tasks was provided by the design consultants. Discussion of responsibility for the various tasks has resulted in one revision to the document.
- Preliminary schematic diagrams were prepared by the design consultants for the following areas: medical, housing, sallyport, main corridors, video court, etc. Lengthy discussions resulted in substantive revisions for some areas which are underway.
- Critical pathways and traffic flows for intake, release, property, video court, transport to housing and transport to court were discussed and verified.

- Sheriff Conard and Major Tebbit engaged line and supervisory level staff for input into the design and operation of the new facility. Functional “experts” were identified for involvement on supplemental design groups. These staff will provide likely candidates for future work on the transition team.
- Larrison and Associates outlined the design timeline to allow for bids in the late summer of 2005 and work to commence in the fall of 2005. This schedule is aggressive and will require diligence in the scheduling of design workshops and the completion of tasks.
- The design consultants met with FSS to outline expectations and ground rules.
- The design team outlined and discussed various project issues that will require attention as potential obstacles to the project. These issues will be tracked and addressed as the project progresses.
- Voorhis and Associates began the design issues workbook to track all design decisions for future reference and follow-up.
- Bids were solicited and received for site survey work (see attached memo).
- Bids were solicited for soils testing. Expect enclosure for approval in two weeks.
- Numerous other design tasks began and/or are in progress at this time.

As you can see, significant progress has been made in the past month. I would expect that pace to continue throughout the design, but especially as the schematic design and design development continues in the next several months. During that time, expect the design team to schedule visits to other facilities. This process will assist the team in finalizing design elements and ensuring that various design features work in “real world” examples in other facilities.

I will be available at the next Committee of the Whole meeting to discuss this report further and to answer any questions you or the Board may have.

Cc: Mark Kendall
Tammy Speidel