

County of Calaveras
State of California

**REQUEST FOR
QUALIFICATIONS**

to provide

**Project/Program Management
Consulting Services for
Design and Construction of a
New Adult Detention Facility
in Calaveras County, CA**

RFQ-ADF-1

RFQADF1@CO.CALAVERAS.CA.US

[HTTP://CCWSTOR.CO.CALAVERAS.CA.US/CAO](http://ccwstor.co.calaveras.ca.us/cao)

Due Date: September 23, 2008



County of Calaveras, State of California
Project/Program Management Consulting Services for
Design and Construction of a New Adult Detention Center

Calaveras County requests Statements of Qualifications from firms with experience, capability, and qualified available staff to provide Project/Program Management Consulting Services for Design and Construction of a New Adult Detention Facility that will initially contain either 160 or 240 bed Adult Detention beds and, depending on funding levels, a Sheriff's Administration Building of approximately 48,000 square feet.

Initial services will center on architectural program validation, schedule and budget validation and other pre-design/build services. The contract resulting from this solicitation may be extended to include other project/construction management and program management services for the project and a potential new Court facility to be constructed by the State of California. The successful firm will act as an agent of the County, representing County interests during the duration of the contract term.

If your company intends on responding to this Request for Qualifications (RFQ), please complete and fax this form to: Captain Eddie Ballard and Undersheriff Michael Walker at 209-754-6581 by no later than 5:00 pm on September 9, 2008. This form must be completed and returned promptly to ensure that you are included on the distribution list to receive all addenda and other miscellaneous information regarding this project.

_____ Our firm intends to respond to this RFQ.

_____ Our firm does not intend to respond to this RFP.

Company Name:

Address:

Phone())

Fax ())

Contact Person:

Contact email:

Please fax this completed form by no later than 5:00 pm on September 9, 2008, to ensure that you are included on the information distribution list

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I. Introduction

A. Purpose

1. Background

The Calaveras County Board of Supervisors invites Statements of Qualifications, and a subsequent Proposal, from firms with the experience, capability, and qualified available staff to provide Project/Program Management Consulting Services for Design and Construction of a New Adult Detention Center. The project includes a new fully operational detention facility to initially house up to 240¹ inmates and support services for administration, intake/booking, medical, food service, laundry and staff areas.

The site will be master planned so that other government facilities can be accommodated at a future undetermined time. One such future facility is a new Superior Court Building to be funded and built by the State of California. It is anticipated that construction of the court facility will be concurrent with that of the Detention Center.

Full funding has not been secured for the implementation of the project at this time, and authorization to proceed may be provided in phases as determined by the County of Calaveras.

2. Needs Assessment

The County has received a needs assessment study, prepared by TRG Consulting (See Attachment "A" Adult Detention Center Project Needs Assessment). The initial phase of services of the Consultant will be to assist the County with review and validation of the needs assessment.

3. Project Objectives

The Adult Detention Facility will be a portion of a prominent governmental complex in the County and will be under intense scrutiny by public officials, the media and the citizens. It is imperative that detention facility be programmed, designed, managed and constructed with the utmost regard to cost, schedule and quality control by all participants.

Additionally, it is imperative that the court facility blend and function within the complex's overall layout and architectural design.

¹ The County will build either a 160 bed or 240 bed Adult Detention Facility, and a Sheriff's Administration Building of approximately 47,904 square feet, depending on funding awards under AB900.

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There is a clear expectation by the County's Board of Supervisors, the Sheriff and citizens that the project be designed and constructed in an efficient and effective manner. The integrity, reputation, skills and performance of the Program Manager must be of the highest caliber to maintain confidence in the Project Team.

The County will be the Owner, and the Sheriff's Department the primary occupant, of the Adult Detention Facility. Staff and operational efficiency for the facility are of the utmost importance.

The objectives of this process are to identify a Program Management Services Firm that can:

- a) provide the County with substantiated space programming services;
- b) provide detailed bridging documents that will in turn result in a facility that represents a high value for the investment by the County, and;
- c) serve as the County's advocate and representative to develop a project that is well designed and constructed, delivered on time and within approved budgets;
- d) serve as the County's advocate and representative in the coordination, planning, design and construction of a new Justice Center (Courts) to be funded and constructed by the State of California, Administrator of Courts. The firm retained by Calaveras County for this portion of the work would be precluded from working directly for the State on the same project to avoid conflict of interests.

4. Schedule

Completion of this project is anticipated within 30 months of award of the contract. This schedule is based on the current project scope and budget and anticipated durations for design and construction of the project. It will be the responsibility of the successful Program Manager to confirm and obtain approval for specific design and construction phasing related to site access.

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5. Budget

As previously stated, the Sheriff's Office will either build a 160 or 240 bed Adult Detention facility and a Sheriff's Administration Building of approximately 47,904 square feet depending on funding levels available under AB900.

On this basis, the Owner's budget for the detention facility has not been set as of this date. However, the cost will be comparable to similar facilities on a cost per square foot basis. Construction of similar facilities in the 72,953/89,683 square foot range average a cost of \$324.61/\$342.05 per square foot. There is an expectation that this facility should be similar in price to other jail facilities, given adjustments for the difference in size and date of construction.

B. The Engagement

1. Project Description

The County Adult Detention Center is anticipated to be constructed utilizing the "design-build" delivery process authorized for California Counties under Section 20133, Public Contract Code. The Facility will house all detention services, inmate support services and Sheriff's Office Jail Administration.

The Sheriff's Office Administration Building is planned to be approximately 48,000 square feet. The Sheriff's administration Building will house the Sheriff's Administration, Dispatch, Office of Emergency Services (OES), and Operational components.

The new location for the Detention Center is at 891 Mountain Ranch Road, San Andreas, CA 95249. The site for the new buildings will be on newly acquired property owned by the county.

2. Scope of Services

The Consultant shall assist the County of Calaveras in all phases of detention facility programming, pre-design/build and design/build phases, and project/construction management services through and including transitional planning and activation of building systems, occupancy, close-out and commissioning.

Additionally, as an added alternate, the Consultant shall act as the County representative and assist the County in the coordination and construction of a Superior Court facility to be constructed by the State of California within the overall Calaveras County governmental complex.

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A detailed list of representative services is contained in Attachment B.

II. General Instructions

A. Selection Process

Selection of the Consultant will be a two-stage process: Request for Qualifications and Request for Proposal, as detailed below.

1. Request for Qualifications (RFQ)

Interested firms must submit their Statement of Qualifications no later than 5:00 PM, September 23, 2008.

2. Organization

Respondents shall organize their response to this solicitation in accordance with the RFQ/P. Statements of Qualifications shall be evaluated and scored against weighted criteria. The criteria are found elsewhere in this RFQ/P. Failure to follow this format may result in the submitted Statement of Qualifications being deemed unacceptable and may be rejected.

3. Selection upon list or interview

The County may elect either to select the firm from the Statements of Qualifications submitted, or make its selection following development of a shortlist and subsequent finalist interviews.

4. Scoring

The scoring will include 100 available points. The Qualifications scoring system will consist of:

- a) 30 points available for experience of the firm
- b) 30 points available for Qualifications of the assigned team members
- c) 40 points available for Approach to the Project/Program

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5. Fee as factor

Fee will be a contributing, not deciding, factor in the rankings. At the conclusion of the review of the RFQ/P, the County will then negotiate a contract with the highest-ranked firm. Negotiated fee structure will be for performance of primary tasks (Tasks 1 through 7) with separate fee for Added Alternate (Task 8) (See Attachment B). If negotiations are not successful, the County will then negotiate with the second-ranked firm, and so on.

B. Submittal Instructions

1. Responses to this RFQ/P will be received until September 23, 2008.
2. Statements of Qualifications shall be printed on standard (8 ½" x 11") paper, in 11 point Arial narrow font.
3. Preprinted material should be referenced in the submittal and included as labeled attachments within the page limit.
4. Tabs for ease of reference should divide sections.
5. Number each side of each page consecutively, including letter of interest, brochures, licenses, resumes, supplemental information, etc.
6. Submittals must be limited to 30 pages. Covers, table of contents and divider tabs will not count as pages, provided no additional information is included on those pages. Any, or all, submittals exceeding the 30-page limit may be disqualified.
7. Provide (1) original and (9) copies of the Statement of Qualifications; include with each of the 10 printed submissions either a magnetic or optical media such as a CD, DVD or USB "thumb drive", containing a PDF file of the printed submission.

A Selection Committee consisting of five Committee members will perform evaluation of submitted Statement of Qualifications. The County reserves the right to change the composition of the Selection Committee at the County's sole discretion without prior notice to Responding Firm.

The Committee will include designees of the Sheriff's Department, the County Administrator's Office and other stakeholders.

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Statements of Qualifications shall be submitted to:

Robert C. Lawton
Calaveras County Administrator
891 Mountain Ranch Road
San Andreas, CA 95249

RFQADF1@CO.CALAVERAS.CA.US

Responding Firms shall not contact any members, or employees, of the owner regarding this RFQ/P, evaluation of responses to this solicitation, or selection process from the time the RFQ/P is issued until the time a notification of intent to award is announced except as noted in the last paragraph of this Section B.

No Statements of Qualifications submitted in response to this RFQ/P will be accepted after the time set for receipt of the responses. Qualification packages submitted via facsimile, telegraph, email or mailgram shall be rejected.

It is the responsibility of each Responding Firm to examine the entire RFQ/P, seek clarification in writing, and review their submittal for accuracy before submitting. Once the submission deadline has passed, all submissions will be final. The owner does not intend to request clarification from any Responding Firms relative to their qualification submission, but reserves the right to do so if additional clarifying information is needed and such a request is deemed, at the County's sole discretion, to be in the County's best interest.

Any submitted Statement of Qualification and subsequent Proposal shall remain valid for six months after the Statement of Qualifications due date or until the County executes a contract, whichever is sooner. The County may, in the event the selected Responding Firm fails to perform and/or the contract is terminated within forty-five days of its initiation, request the Responding Firm submitting the next acceptable Statement of Qualifications/Proposal to honor its submitted Statement of Qualifications/Proposal.

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It is the Owner's intent to minimize the cost to Responding Firms in responding to this solicitation, so Responding Firms are encouraged to be brief and succinct. Thick volumes of background and general marketing material will not be appreciated and will not curry favor with the reviewers. The County is seeking thoughtful, tightly focused qualifications packages that document the Responding Firm's suitability for this Project and understanding of the Project and Owner. If multiple firms are proposing as one team, each of those firms must describe relevant experience and qualifications of proposed personnel.

Questions relating to the RFQ must be submitted in writing to:

Robert C. Lawton
Calaveras County Administrator
891 Mountain Ranch Road
San Andreas, CA 95249

RFQADF1@CO.CALAVERAS.CA.US

The deadline for submission of questions relating to this RFQ/P shall be 5:00 PM, September 16, 2008. All questions submitted in writing prior to the deadline will be compiled and answered in writing. A copy of all questions and answers will be forwarded via fax and/or email to those firms who have stated their intent to respond by completing and faxing to us the intent to respond form included in this RFQ/P. Copies of all questions and answers will also be posted to the project home page at:

[HTTP://CCWSTOR.CO.CALAVERAS.CA.US/CAO](http://CCWSTOR.CO.CALAVERAS.CA.US/CAO)

C. Information Regarding Scope of Work during the Project

See representative outline for Scope of Work in Attachment B

III. Statement of Qualifications Submission Format and Requirements

In preparing the Statement of Qualifications, Firms shall present their information consistent with the following outline, using the category headings, item numbers and the order of presentation set forth below.

A. Firm Description

1. Describe the ownership and current principals of the firm and any other firm that proposes to become part of the team. From what office will this project be administered?
2. Describe the firm's range of services relative to this RFQ/P.

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3. Describe the firm's history relative to providing management of pre-design/build and design/build phase services, including validation of architectural programming and other resource documents, development and management of schedule and budget controls, and other relevant project/construction management services for adult detention facilities, ideally performed for California counties.
4. Please list any litigation your firm and/or team members are currently engaged in. Describe the firm's experience with previous litigation with owners, construction managers, subcontractors and architects.
5. Provide a corporate organizational chart.

B. Experience

Provide examples of specific experience for county detention facilities similar in nature. For each of these projects:

1. Provide photographs
2. Provide an owner reference familiar with your performance on the project. It is the Proposing Firm's responsibility to ensure the listed contact is current with a correct phone number.
3. List the individual(s) who served as the Project Manager/Key Staff. Please note whether or not this individual is still employed with the firm.
4. List the services provided for each project and the relevance to this project.

C. Project Team

1. Please designate the specific individuals to fill the following key roles on your team:
 - a) Principal in Charge
 - b) Project Manager
 - c) Other (please describe, if applicable)
2. Please provide current resumes listing relevant project experience and years of jail or adult detention facility project management experience for all personnel listed in III.C.1.

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3. Please identify the individual who, from project start to finish, will be the leader of the team and the principal point of contact between the firm and the Owner. This individual's competence, leadership, and ability to achieve customer satisfaction will be heavily considered in the selection of the Consultant. For this leader and all assigned team members please identify a percentage of involvement on this particular project.

4. Provide an organizational chart showing the lines of responsibility and accountability for your team.

D. Project / Program Approach

Outline the firm's approach to services for this project.

E. Insurance Requirements:

During the term of any Agreement resulting from this solicitation, the consultant shall obtain and maintain comprehensive general public liability insurance, Workers' Compensation/Employers' Liability Insurance as required by the State of California, professional liability insurance and automobile liability insurance. The comprehensive general liability insurance shall include broad form property damage insurance.

1. The limits of such insurance shall be no less than \$1,000,000 per occurrence for the general liability insurance; \$1,000,000 for the Workers' Compensation/Employers' Liability insurance per accident for bodily injury or disease; \$1,000,000 per occurrence for the professional liability insurance; and \$1,000,000 combined single limit for each accident for the automobile liability insurance.

2. Said policies shall remain in force through the term of any Agreement resulting from this solicitation.

3. The county, its elected representatives, officers, agents, employees and volunteers shall be named as additional insured on all but the professional liability insurance.

4. Any deductibles or self-insured retentions must not exceed \$5,000, with the exception of professional liability insurance where a \$100,000 deductible is required.

5. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the County Contact Person.

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6. Insurance is to be placed with insurers with a California admitted surety.
7. Any insurance maintained by the county shall apply in excess of, and not contribute with, insurance provided by the consultant's liability insurance policy.
8. Prior to starting work under any Agreement resulting from this solicitation, the consultant shall provide the County with original endorsements reflecting the coverage required by this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf.
9. During the term of any Agreement resulting from this solicitation, the consultant shall provide the County Contact Person with original endorsements reflecting renewals, changes in insurance companies and any other documents reflecting the maintenance of the required coverage.

F. Fee Schedule

Include a fee schedule, based on hourly rates, for the services contemplated under the scope of work.

IV. Consultancy Services

The services being sought under this RFQ/P are considered professional in nature. Consequently, the evaluation of the responses will be based upon consideration of the demonstrated qualifications and capabilities of the Responding Firms that will result in an award that are in the best interest of the County. Factors to be considered in the evaluation include:

- A. The Responding Firm's capability to deliver the proposed services, as demonstrated on recent projects of similar size, scope, and complexity.
- B. A minimum of three references.
- C. Composition and qualifications of the project team for the services required by the RFQ/P.
- D. Experience with similar projects.
- E. Approach to Project/Program.
- F. Competitiveness of Fee Schedule based on Hourly Rates and Proposed Reimbursable Expenses

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V. Additional Conditions

The Owner reserves the right to reject any or all submittals received, to request additional information, or to extend the deadline for submittals.

Confidentiality of Documents: Upon receipt of a qualification package by the Owner the submittal shall become the property of the Owner without compensation to the proponent, for disposition or usage by the Owner at its discretion. The details of the Statements of Qualification and subsequent Proposal submitted by responding firms will remain confidential until final award.

Costs to Prepare Responses: The Owner assumes no responsibility or obligation to the Proposing Firms. All costs incurred by a Proposing Firm in responding to this RFQ will be borne by Proposing Firm.

Equal Employment Opportunity: During the performance of this Contract, the Consultant agrees as follows: The Consultant will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, or physical handicap.

Conflict of Interest: The Selected Firm must provide a statement of disclosure, which will allow the Owner to evaluate possible conflicts of interest prior to contract signing. The statement of disclosure must be voluntarily signed by the Selected Firm and may be grounds for rejection if not executed by the Selected Firm. The specific nature and extent of the disclosure statement will be determined during the negotiation phase.

End of RFQ

Attachment A: Adult Detention Center Project Needs Assessment, Pages 12 - 70

Attachment B: Outline of Scope of Work, Pages 71 - 82

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Attachment B

Outline of Scope of Work

The following listing outlines the minimum tasks and services to be provided by the Consultant. Performance of Tasks may be concurrent as required, and are not presented in any specific order of occurrence. The final scope of services will be negotiated between the County and the Selected Firm.

TASK 1. Develop Architectural Space Program for Detention Center

- 1.1. Validate Needs Assessment
- 1.2. Operational and Management Guidelines
 - 1.2.1. Establish classification groups and housing plan
 - 1.2.2. Inmate supervision guidelines
 - 1.2.3. Support services and inmate programs
- 1.3. Architectural Space Guidelines
 - 1.3.1. Component Descriptions
 - 1.3.2. Space Allocation Tables
 - 1.3.3. Space Relationship Diagrams
- 1.4. Preliminary Staffing Plan, Cost Estimates, and Final Program Document
 - 1.4.1. Preliminary Staffing Plan
 - 1.4.2. Preliminary Project Capital and Annual Operating Cost Estimate
 - 1.4.3. Prepare Final Program Document, Review Meetings and Presentations

TASK 2. Prepare Bridging Documents for Detention Center

- 2.1. Plans and Systems Considered shall include, but not be limited to:
 - 2.1.1. Site plan drawn to scale
 - 2.1.2. Scaled single line drawings of the major buildings; and
 - 2.1.3. Housing unit configurations drawn to scale

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2.2. Outline building specifications that address the following, but are not limited to:

- 2.2.1. Building structural system
- 2.2.2. Building envelope including roof and wall systems and thermal properties
- 2.2.3. Electrical, lighting and emergency power
- 2.2.4. Telecommunications
- 2.2.5. HVAC, mechanical and plumbing
- 2.2.6. Energy conservation
- 2.2.7. Security electronics to include electronic access controls
- 2.2.8. Fire detection, alarm and suppression
- 2.2.9. Physical security and detention hardware
- 2.2.10. Food service equipment
- 2.2.11. Construction options (CMU, pre-cast concrete, filled steel, prefab steel, etc.)
- 2.2.12. Mechanical systems access (walk-in pipe chases)
- 2.2.13. Architectural interior and exterior finish systems based on level of security
- 2.2.14. LEED specifications

TASK 3. Pre-Design of Detention Center

3.1.1. Work Plan

3.1.1.1. Prepare overall plan for project, including:

3.1.1.1.1. Information flow/Lines of communication

3.1.1.1.2. Approval levels and procedures

3.1.1.1.3. Budget

3.1.1.1.4. Schedule

3.1.1.2. Coordinate with other County Agencies

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- 3.1.1.3. Prepare Quality Plan
- 3.1.2. Compile Source Data
 - 3.1.2.1. Review existing material with respect to site
 - 3.1.2.2. Review with Owner program and needs assessment
 - 3.1.2.3. Recommend additional data required such as geotechnical data, etc.
 - 3.1.2.4. Obtain the following data
 - 3.1.2.4.1. Boundary Survey
 - 3.1.2.4.2. Topographic Survey
 - 3.1.2.4.3. Geotechnical data
 - 3.1.2.4.4. Environmental restrictions
 - 3.1.2.4.5. Building codes
 - 3.1.2.4.6. Water Retention Requirements
 - 3.1.2.4.7. Easements
 - 3.1.2.4.8. Traffic Analysis
 - 3.1.2.4.9. Zoning restrictions
- 3.1.3. Visit other like facilities
 - 3.1.3.1. Obtain a list of similar facilities
 - 3.1.3.2. Arrange tour(s) including a checklist of pertinent issues
 - 3.1.3.3. Attend tour(s) with Owner
 - 3.1.3.4. Prepare trip report
- 3.1.4. Prepare Budget and Development Schedule
 - 3.1.4.1. Prepare/confirm budget
 - 3.1.4.2. Prepare list of tasks
 - 3.1.4.3. Prepare estimated schedule

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3.1.5. Tailoring of Project to Proposed Delivery Methods

- 3.1.5.1. Identify and present major issues pertaining to the successful execution of the proposed design/build delivery method
- 3.1.5.2. Prepare comprehensive implementation/project management plan for proposed project delivery method
- 3.1.5.3. Prepare necessary solicitations for professional and other services (e.g. RFQ/RFP for Architectural/Engineering, Design/Build services, etc.) to implement proposed project delivery method

3.1.6. Assist with Public Relations/Information

- 3.1.6.1. Assist in managing/administering information campaign/activities
- 3.1.6.2. Assist in development of materials for public use

3.1.7. Reuse Strategy Development

- 3.1.7.1. Analyze potential for reuse of County Facilities
- 3.1.7.2. Present options to Owner
- 3.1.7.3. Recommend a strategy for implementation

3.1.8. Management Information Control System

- 3.1.8.1. Establish MICS Setup
- 3.1.8.2. Tailor system to County requirement
- 3.1.8.3. Information tracking, reporting & administration for:
 - 3.1.8.3.1. Budget
 - 3.1.8.3.2. Schedule
 - 3.1.8.3.3. Cash Flow
 - 3.1.8.3.4. Funding
 - 3.1.8.3.5. Technical Issues
 - 3.1.8.3.6. Quality Control
 - 3.1.8.3.7. Contracts

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3.1.8.3.8. Deliverables

3.1.8.3.9. County Agency Coordination

TASK 4. Bridging Architect and Design/Builder Selection for Detention Center

4.1. Architect/Construction Team Selection

4.1.1. Generate master schedule

4.1.2. Prepare a list of critical dates

4.1.3. Assist/prepare solicitation documentation

4.1.4. Assemble selection package

4.1.5. Prepare of consultant and/or design/builder list(s)

4.1.6. Issue advertisements and RFQ/RFP

4.1.7. Stimulate marketplace interest and competition

4.1.8. Conduct pre-submittal/pre-proposal conference(s)

4.1.9. Manage question and addenda process

4.1.10. Receive and distribute proposals/responses to solicitation(s)

4.1.11. Prepare independent analysis of proposals/responses

4.1.12. Assist in evaluation of responses/proposals and recommendation
for award

4.1.13. Coordinate development of shortlist of qualified firms

4.1.14. Assist in developing interview format and criteria

4.1.15. Assist in selection

4.1.16. Develop interview results report for each solicitation

4.1.17. Negotiate contract(s) for each solicitation

4.1.18. Assist in preparation and award of contract(s)

4.2. Contract Negotiations

4.2.1. Develop range of fee and analysis

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4.2.2. Coordinate negotiation meeting

4.2.3. Assist in final negotiations

4.3. Project Orientation

4.3.1. Develop agenda and conduct project orientation meeting

4.3.2. Integrate team into project development process

4.3.3. Arrange meetings with key county officials

4.3.4. Develop briefings for summary of planning documents

TASK 5. Design of New Detention Center

5.1. Design Phase Management - New Detention Center

5.1.1. Monitor design for compliance with budget and county intent

5.1.2. Conduct design meeting with Owner staff

5.1.3. Screen, evaluate, collate and forward design review comments to team

5.1.4. Monitor design for operational and security objectives

5.1.5. Monitor design for adherence to codes and standards

5.1.6. Assist in developing alternatives for County Review

5.1.7. Conduct formal presentations at key milestones during design

5.2. Cost Management

5.2.1. Implement cost management system

5.2.2. Frequent cost estimating

5.2.3. Cost monitoring for compliance

5.2.4. Continuous value engineering

5.2.5. Assist in development of bid packages

5.3. Quality Management

5.3.1. Monitor and enforce adherence to objectives

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5.3.2. Monitor each individual system as well as the overall project

5.4. Schedule Management

5.4.1. Monitor and control master schedule

5.4.2. Monitor and control of design issues relating to schedule

5.4.3. Long lead equipment procurement monitoring

5.4.4. Manage decision making for schedule control

TASK 6. Construction of New Detention Center

6.1. Construction Representation

6.1.1. On-site construction representation

6.1.2. Monitor labor and materials progress

6.1.3. Coordinate information flow

6.1.4. Coordinate progress payments

6.1.5. Resolve conflicts

6.1.6. Change order control and processing

6.1.7. Technical inspections

6.1.8. Detailed check out and punch list

6.1.9. Quality control monitoring

6.1.10. Monitor and address quality of workmanship

6.1.11. Monitor and address quality of material

6.1.12. Continuous monitoring and reporting

6.2. Financial Management

6.2.1. Status reports on payments, funding, allocations and project cost

6.2.2. Cash flow projections

6.2.3. Budget impact analysis

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6.3. Claims Control

- 6.3.1. Prevention measures through assertive management
- 6.3.2. Reporting on potential claims and recommended action
- 6.3.3. Impact analysis
- 6.3.4. Recommendation for action

6.4. Schedule Management

- 6.4.1. Up front review of construction sequencing and methods
- 6.4.2. Detailed monitoring and coordination of construction scheduling
- 6.4.3. Continuous updates of schedule

6.5. Building Commissioning

- 6.5.1. Process scoping meetings
- 6.5.2. Equipment documentation review
- 6.5.3. Continuous systems installation inspections
- 6.5.4. Start-up plan & documentation review
- 6.5.5. System start-up inspections
- 6.5.6. O&M documentation verification
- 6.5.7. Operating personnel training verification

TASK 7. Transition into New Detention Center

7.1. Furniture, Fixtures and Equipment (FF&E) Management

- 7.1.1. Assist in development of list of reuse of the existing FF&E items
- 7.1.2. Assist in development of new FF&E items
- 7.1.3. Assist in move management issues
- 7.1.4. Coordinate procurement of new FF&E
- 7.1.5. Coordinate installation of new and reused FF&E

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7.2. Operational transition

- 7.2.1. Assist in development of policy & procedures manuals
- 7.2.2. Assist in development of training programs
- 7.2.3. Detailed check out of systems
- 7.2.4. Develop energy management plan
- 7.2.5. Assist in negotiations with utilities
- 7.2.6. Develop program to monitor energy usage
- 7.2.7. Prepare Post Occupancy Evaluation

TASK 8. Represent the County in Completion of a Superior Court Facility (Added Alternate) Note: The County and the State are in the process of defining the Court Facility project as well as roles of the respective parties pertaining to the project. The following list is intended to assist firms in understanding the potential responsibilities that may be negotiated and added to the Selected Firm's contract scope once the project, roles and responsibilities have been further defined.

8.1. Pre-Design

- 8.1.1. Project Orientation
 - 8.1.1.1. Develop agenda and conduct detention project orientation meeting for Administrator of Court Project Manager (AOC PM)
 - 8.1.1.2. Arrange meetings for AOC PM with key county officials
- 8.1.2. Assist AOC PM in development of Work Plan to minimize contractor conflicts between court and detention facility construction
- 8.1.3. Assist AOC PM coordinate court project with all Calaveras County Agencies
- 8.1.4. Assist AOC PM with Compilation of Source Data
 - 8.1.4.1. Boundary Survey
 - 8.1.4.2. Topographic Survey
 - 8.1.4.3. Geotechnical data

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- 8.1.4.4. Environmental restrictions
- 8.1.4.5. Building codes
- 8.1.4.6. Water Retention Requirements
- 8.1.4.7. Easements
- 8.1.4.8. Traffic Analysis
- 8.1.4.9. Zoning restrictions
- 8.1.5. Assist AOC PM with Public Relations/Information
 - 8.1.5.1. Assist information campaign/activities
 - 8.1.5.2. Assist in development of materials for public use
- 8.1.6. Assist AOC PM in Development of Facility Reuse Strategy
 - 8.1.6.1. Analyze potential for reuse as a County Facility
 - 8.1.6.2. Present options to County
 - 8.1.6.3. Recommend a strategy for implementation
- 8.2. Design - Monitor design phase activities, and through AOC PM:
 - 8.2.1. Coordinate court facility placement in relation to overall site master plan
 - 8.2.2. Monitor design for adherence to architectural standard of overall government complex.
 - 8.2.3. Represent the County Sheriff's Department and monitor design of court lock-up for operational and security objectives
 - 8.2.4. Monitor design for adherence to codes and standards.
 - 8.2.5. Coordinate design meetings with County staff
 - 8.2.6. Forward design review comments to AOC PM
 - 8.2.7. Assist in acquisition of required construction permits
 - 8.2.8. Coordinate formal presentations to County Executives at key milestones during design.

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8.3. Schedule Management – Through AOC PM:

8.3.1. Conduct up-front review of construction sequencing, methods and master schedule to minimize construction conflicts between projects.

8.3.2. Continuously monitor construction scheduling and coordination activities between projects

8.3.3. Provide County officials with updates of schedule

8.4. Conference Attendance – Represent County's interest at prequalification (as applicable) and pre-bid conferences

8.5. County representation during Construction Phase

8.5.1. On-site construction representation

8.5.2. Coordinate information flow

8.5.3. Resolve conflicts

8.5.4. Coordinate technical inspections as required

8.5.5. Monitor and through AOC PM address quality of workmanship

8.5.6. Monitor and through AOC PM address quality of materials

8.6. Claims Control

8.6.1. Prevent claims of County impact on AOC project through assertive management

8.6.2. Report on potential claims and recommended action

8.6.3. Impact analysis

8.7. Assist with Building Commissioning and through AOC PM:

8.7.1. Process scoping meetings for County maintenance staff

8.7.2. Review equipment documentation

8.7.3. Assist county staff with continuous systems installation inspections

8.7.4. Review start-up plan and documentation

8.7.5. Conduct system start-up inspection

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- 8.7.6. Review O&M documentation
- 8.7.7. Verify operation of security components and electronic systems
- 8.7.8. Verify operating personnel training
- 8.8. Furniture, Fixtures & Equipment (FF&E) Management – Assist AOC PM:
 - 8.8.1. Develop list of existing FF & E items
 - 8.8.2. Develop list of new FF & E items
 - 8.8.3. Coordinate installation of new and reused FF & E with move management issues
- 8.9. Operational Transition – Assist AOC PM:
 - 8.9.1. Develop policy and procedures manuals for security system operation
 - 8.9.2. Develop policy and procedures manuals for facility maintenance
 - 8.9.3. Develop facility training programs
 - 8.9.4. Conduct detailed check out of all security and mechanical systems
 - 8.9.5. Develop energy management plan
 - 8.9.6. In negotiations with utilities
 - 8.9.7. Develop program to monitor energy usage
 - 8.9.8. Prepare Post Occupancy Evaluation