

County of Calaveras, State of California
Architectural/Engineering Professional Design Services for
Design and Construction of a New Adult Detention Facility
Attachment A

Outline of Expected Services

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 consultant shall demonstrate past experience with all of the following tasks:

TASK 1. Verification of Architectural Program for Detention Facility

- 1.1 Conduct Meetings and Charrettes
- 1.2 Verification of Needs Assessment
- 1.3 Review & Comment on Architectural Program
 - 1.3.1. Component Descriptions
 - 1.3.2. Space Allocation
 - 1.3.3. Circulation Efficiency Factors & Building Grossing Factors
- 1.4. Assist County with Developing a 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. Develop Final Program Document, Review Meetings and Presentations

TASK 2. Prepare Pre-design Engineering Phase Documents

- 2.1. Plans and Reports shall include, but not be limited to:
 - 2.1.1 Pre-design Engineering Report
 - 2.1.2 Topographic Survey
 - 2.1.3 Engineered Site Plan Drawn to Scale
 - 2.1.4 Geotechnical Investigation Report
 - 2.1.5 Master Plan for Existing and New Facilities
 - 2.1.6 Hazardous Material Testing, Inspections and Reports
 - 2.1.7 Due Diligence and Boundary Survey
 - 2.1.8 Experience with AB 900 Funded Projects

TASK 3. Preliminary Design Plans

- 3.1.1. Work Plan
 - 3.1.1.1 Prepare overall plan for project, including:
 - 3.1.1.1.1 Document Production & Reviews
 - 3.1.1.1.2 State Agency Reviews and Approvals
 - 3.1.1.1.3 SPWB Reviews & Approvals

- 3.1.1.2. Coordinate with other County Agencies
- 3.1.1.3. Prepare Quality Control Plan
- 3.1.2. Compile Source Data
 - 3.1.2.1. Review existing material with respect to site
 - 3.1.2.2. Obtain the following data
 - 3.1.2.2.1. Environmental restrictions
 - 3.1.2.2.2. Building codes
 - 3.1.2.2.3. Water Retention Requirements
 - 3.1.2.2.4. Easements
 - 3.1.2.2.5. Traffic Analysis
 - 3.1.2.2.6. Zoning restrictions
- 3.1.3. Information Control System
 - 3.1.3.1. Information tracking, reporting & administration for:
 - 3.1.3.1.1. Cost Estimate
 - 3.1.3.1.2. Design Schedule
 - 3.1.3.1.3. Technical Issues
 - 3.1.3.1.4. Quality Control
 - 3.1.3.1.5. Deliverables
- 3.1.4. Building specifications that address the following, but are not limited to:
 - 3.1.4.1. Building structural system
 - 3.1.4.2. Building envelope including roof and wall systems and thermal properties, exterior finishes, interior materials and finishes,
 - 3.1.4.3. Electrical, lighting and emergency power
 - 3.1.4.4. Telecommunications
 - 3.1.4.5. HVAC, mechanical and plumbing
 - 3.1.4.6. Energy conservation
 - 3.1.4.7. Security electronics to include electronic access controls
 - 3.1.4.8. Fire detection, alarm and suppression
 - 3.1.4.9. Physical security and detention hardware
 - 3.1.4.10. Food service equipment
 - 3.1.4.11. Construction options (CMU, pre-cast concrete, filled steel, prefab steel, etc.)

3.1.4.12. Mechanical systems access (walk-in pipe chases)

3.1.4.13. Architectural interior and exterior finish systems based on level of security

3.1.4.14. LEED specifications

3.1.5. Preliminary Plans

3.1.5.1. 30% Design Review Documents

3.1.5.1.1. Site plans including buildings, roads, parking, grading, utilities, etc both on-site and off-site.

3.1.5.1.2. Floor plans with dimensions, room names & numbers, column lines, door swings, openings, section cuts, etc.

3.1.5.1.3. Exterior elevations with vertical dimensions, doors and openings, equipment, material indications, finish floor elevations, roof elevations, etc.

3.1.5.1.4. Building sections cut through the buildings at a minimum of two different directions for each building with walls, ceilings, finish floor elevations, roof framing and elevations, etc

3.1.5.2. 50% Design Review Documents

3.1.5.2.1. Plans and drawings brought to 50% level of completeness for all materials, furnishings & equipment, all building systems including architectural, structural, civil, plumbing, mechanical, fire protection, building security systems,

3.1.5.2.2. Draft specifications 90 % complete.

TASK 4. Construction Document Plans

4.1. 100% Construction Documents

4.1.1. Monitor design for compliance with budget

4.1.1.1. Plans and drawings brought to 100% level of completeness for all materials, furnishings & equipment, all building systems including architectural, structural, civil, plumbing, mechanical, fire protection, building security systems. Including incorporating phasing and packaging for multiple bid packages.

4.1.1.2. Complete specifications for project. Incorporating phasing and separating for multiple bid packages.

- 4.1.2. Conduct design meetings
- 4.1.3. Incorporate design review comments
- 4.1.4. Provide design that incorporates operational and security objectives
- 4.1.5. Provide design that adheres to codes and standards

TASK 5. Cost Management

- 5.1.1. Provide independent Consultant for Cost Estimating.
- 5.1.2. Provide Cost estimate at 30, 50 & 100% submittals.
- 5.1.3. Reconcile cost estimates with budget prior to each submittal.
- 5.1.4. Participate in value engineering at 30 and 50% reviews.
- 5.1.5. Develop construction phasing and bid packages and cost impact.

TASK 6. Quality Control Management

- 6.1.1. Implement quality control plan for consultant and sub-consultants
- 6.1.2. Coordinate sub-consultants documents with prime consultant documents.
- 6.1.3. Incorporate quality control standards into documents to establish methods to measure quality control during construction

TASK 7. Design Schedule

- 6.4.1. Develop and control design schedule
- 6.4.2. Control of design progress and issues impacting the schedule.
- 6.4.3. Recommend long lead equipment procurement
- 6.4.4. Staff management and adjustment to maintain schedule
- 6.4.5. Adjust schedule activities for phasing and/or multiple bid packages

TASK 8. Construction Phase

- 8.1. Construction Representation
 - 8.1.1. On-site construction representation
 - 8.1.2. Manage information and timeliness of flow of responses
 - 8.1.3. Recommendation on approval of progress payments
 - 8.1.4. Change order review and recommendation on action
 - 8.1.5. Prepare and assemble detailed punch list from each member of design team
 - 8.1.6. Quality control monitoring
- 8.2. Claims Control
 - 8.2.1. Review on potential claims and recommendation on action
- 8.3. Building Commissioning
 - 8.3.1. Assist with process scope meetings
 - 8.3.2. Equipment documentation review
 - 8.3.3. Periodic systems installation inspections
 - 8.3.4. Pre-final equipment start-up review and documentation
 - 8.3.5. Final system start-up review and documentation

8.3.6. Review of O&M documentation

TASK 9. Transition into New Facilities

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

9.1.1. Develop documents for reuse of the existing FF&E items

9.1.2. Develop documents for new FF&E items

9.1.3. Assist in move management issues

9.1.4. Assist procurement of new FF&E

9.1.5. Assist installation of new and reused FF&E

9.2. Operational transition

9.2.1. Detailed check out of systems operation

TASK 10. Jail & Administration Building Demolition

10.1. Demolition of existing jail and administration building.

10.1.1. Preparation of asbestos and lead abatement.

10.1.2. Preparation of building demolition documents as part of the construction documents.

10.1.3. Participate in coordination meetings during demolition.