

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

**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