

County Adult Correctional Facility Addition Project

**Request for Proposals
From
Pre-Qualified Design-Build Entities**

PART 1
PROPOSAL & CONTRACTING REQUIREMENTS

September 1, 2012

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DOCUMENT 01 - INSERT

DOCUMENT 01 - REQUEST FOR PROPOSALS

Proposals are requested from the nine top ranked Design/Build Entities and will be received no later than 10:00 PM, PST, February 7, 2013, by McCarthy Building Companies, for the County, Facility Services Department.

The Proposal must be submitted in a sealed package and marked "Confidential". It should be addressed as follows:

McCarthy Building Companies

Reference: County Adult Correctional Facility Addition Project
Request for Proposals

McCarthy Building Companies is requesting competitive proposals for Design-Build services to construct the Addition of a new Minimum Security Housing Facility and a new Administration and Support Facility (administration, staff support, food services, laundry, and storage) located at the existing County Adult Correctional Facility (Project). These new facilities will be constructed as addition(s) and/or separate from the existing, newly completed County Adult Correctional Facility. The County Adult Correctional Facility will be delivered in phases with the first phase (already completed) providing housing for approximately 330 inmates, and the 2nd phase (this project) providing Minimum Security Housing and Admin/Support. The full master-plan is for full build-out of 980 or more inmates.

The County's competitive selection process consists of two steps:

- Step 1 was the Pre-Qualification Phase of the Design-Build Entity (D-B Entity)
- Step 2 is the Request for Technical Proposals from the nine top ranked and prequalified D-B Entities. The top ranked D-B Entities that were successfully pre-qualified in Step 1 are hereby being requested to participate in Step 2.

McCarthy will distribute the Request for Proposals (RFP) to those firms pre-qualified in Step 1. The RFP will be a detailed description of the County's expectations for the Project included in the Proposal and Contracting Requirements, Design Guidelines, Architectural Space Program, and Appendix. During the proposal development period, McCarthy may conduct informal and confidential conferences with the individual proponents. Upon submission, McCarthy and its review team will evaluate the proposals on their merits and based on their conformance to the published performance standards. The D-B Entity that submits the proposal demonstrating the best adherence to the requirements contained in this RFP with the overall best value will be awarded the Design-Build contract for the Project. For participating completely in the RFP process, the unsuccessful proposers will each be awarded a stipend of \$150,000.00 (One hundred and fifty thousand dollars).

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It is anticipated by McCarthy that the final Project design will meet or exceed the requirements set forth in the Request for Proposal (RFP). Each D-B Entity responding to this notice must include, at a minimum, the General Contractor, Architect, subconsultants, and subcontractors that were pre-qualified under Step 1 of the Pre-Qualification Phase. The Architect shall be required to complete the design and serve as the Architect of Record for the Project.

The D-B Entity is required to comply with prevailing wage requirements. Pursuant to Section 1770 et seq. of the Labor Code, the Department of Industrial Relations has ascertained general prevailing rate of wages in the county in which the work is to be done, to be as listed in the Department of General Services booklet entitled General Prevailing Wage Rates, dated as set forth in the Proposal. Copies of this booklet are on file at the offices of McCarthy Building Companies, and are available to any interested party on request.

ITEM #	REFERENCE	ITEM
Add#1/Item00 2	Book1-Part1-Doc01-Pg2	Question: Please forward a copy of the General Prevailing Wage Rates. Response: Refer to the referenced website. Pursuant to California Labor Code, Wage Determinations, http://www.dir.ca.gov/dlsr/PWD/Northern.h tml

END OF DOCUMENT

DOCUMENT 02 - INSERT

DOCUMENT 02 - INSTRUCTIONS TO PROPOSERS

A. General

1. Prior to submitting a proposal, each D-B Entity Proposer shall carefully examine these instructions contained herein and satisfy itself as to the conditions with which it must comply and the conditions affecting award of the Design-Build Agreement. These instructions form part of the Contract Documents and shall have the same force as any other Contract Document.
2. Proposers shall be aware of, and shall comply with, the requirements of applicable laws referenced in the instructions, in the Request for Proposals and in the Contract Documents.

B. Competence of Design-Build Proposers

1. License: No Proposer may propose on work of a kind for which Proposer is not properly licensed, and any such proposal received will be rejected. A Joint Venture Proposer must possess a valid joint venture license at the time of submittal. The proposal shall contain the General Contractor's license number, date of expiration, and signature to a statement that representations of the proposal with respect to Proposer's license are made under penalty of perjury.

If Proposer is a joint venture, each individual Proposer within the joint venture submitting the proposal shall be subject to the above requirements with respect to Proposer's individual licensure.

C. Examination of Proposal Documents and Project Site

1. Proposer's Responsibility: Proposer shall carefully examine the site of the Work and the Request for Proposals package. Proposer acknowledges that Proposer is satisfied as to the character, quality and quantity of surface, and subsurface materials or obstacles to be encountered insofar as this information is reasonably ascertainable from an inspection of the site, including all exploratory work done by the County, as well as from information presented in the Request for Proposals. Failure by Proposer to acquaint itself with available information will not relieve Proposer from responsibility for properly estimating the difficulty or cost of successfully performing the Work.
2. Responsibility for Utilities: As part of the requirements stated above, and without limitation thereon, Proposer shall be responsible at its cost for any and all work, expense or special precautions caused or required by existence or proximity of utilities shown or indicated on or in the Contract Documents and encountered in performing the Work, including without limitation thereon, repair of damage and

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performing hand or exploratory excavation required. Proposer is cautioned that such utilities may include communication cables or electrical cables which may be high voltage, and ducts enclosing such cables, and when working or excavating in the vicinity thereof, special precautions to be observed at Proposer's cost shall also include the following:

All such cables and their enclosure ducts shall be exposed by careful hand excavation so as not to damage ducts or cables, nor cause injury to persons, and suitable warning signs, barricades, and safety devices shall be erected as necessary or required. Power will not be turned off without prior written approval of the County.

The Proposer will be required to coordinate and schedule as needed with all utility companies, to have utility companies complete the rearrangement of the utilities. Contractor will coordinate and sequence work with all utility companies and allow utility companies windows of opportunity to perform any relocation work within the construction area.

The Proposer shall immediately notify County upon obtaining knowledge that a utility facility or a conflict not shown on the Plans exists. The Proposer shall schedule the project so as to allow County forty-eight (48) hours, excluding Saturdays, Sundays, and holidays, to determine the work to be done when a conflict exists. County will not compensate the Proposer for idle equipment during potholing, nor will County compensate the Proposer for right-of-way delays during the forty-eight (48) hours allotted for a decision to be reached. Where utility relocations are performed by the Proposer at County's direction, the Proposer will be compensated for this work on a time and materials cost-plus basis.

It is the Proposer's full responsibility to be familiar and comply with all the requirements, rules, and ordinances regarding the underground utility district.

D. Proposal Submission Schedule

1. Proposers are encouraged to submit questions. Questions must be submitted in writing to the County's Representative (Owner's Representative):

Andy Holst
McCarthy Building Companies

All questions received will be compiled and written responses will be forwarded to all Proposers at the same time. Proposers are not to submit questions after 5 PM on February 7, 2013. Copies of all the questions and answers will then be distributed in a

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written document to the Proposers. Under no circumstances are any Proposers to contact, discuss with, or inquire of any County consultant (other than Owner's Representative), employee or elected official on any matter relating to this solicitation process. This requirement is to ensure that the same information and no inconsistent, incomplete or inaccurate information is communicated. Information obtained outside this prequalification process cannot be relied upon as fact.

There may be one scheduled meeting with the nine selected D-B Entities individually prior to proposal submittal.

E. Submittal Requirements

1. Proposal: Each of the top nine Proposers will receive the complete Request for Proposal package containing Document 08, Proposal Requirements which, when completed and executed, shall be submitted with the other documentation required by the Request for Proposal.

The Proposal is not transferable to another Proposer. The Proposal must be submitted in same name style and manner as is used on Proposer's license. If a Proposal is submitted by a firm or partnership, the name and postal address of the firm or partnership, and the signature of one or both partners must be shown; if made by a corporation, proposal shall show name of the State under the laws of which the corporation was chartered, name of the corporation and title of the person who signs on behalf of the corporation. Corporate seal must be used.

The D-B Entity shall propose a design and a Lump Sum Price for design and construction. Should there be any re-designation of a team member's role on the Project, the D-B Entity shall define their role and relationship within the team in its proposal. Disassociation of any previously designated design team members from the D-B Entity's Team can be cause for disqualification.

The programmatic criteria and design/planning guidelines identified in the Request For Proposal are derived from County's functional and operational requirements. To the extent that County needs are the primary drivers of the design for the Project, meeting the programmatic criteria and planning/design guidelines will assure that the design solution will satisfy County's requirements. Any deviation from the programmatic criteria and planning/design guidelines will require quantitative and measurable benefits justification to the overall Project and will be evaluated in the context of their relative importance against the programmatic criteria, as defined in the Request for Proposal documents. Any proposed deviation must be documented in this submission. Proposers must submit any proposed deviations in writing to the

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Owner's Representative, and receive Owner's prior written approval of such deviation, prior to submission of the proposal.

Under the rules for this selection process, the original design team must be involved in the final proposal; otherwise, the proposal can be disqualified.

The design/planning guidelines also stipulate that each Proposer submits a design proposal and a Lump Sum Price. Award of the Project will be based solely on the base proposal submitted in accordance with the Request for Proposal (RFP).

- a. It is the sole responsibility of the Proposer to see that its proposal is received in proper time. Proposals received after the scheduled closing time for receipt of proposals may be returned to Proposer unopened.
- b. **5 Points – Prequalification (due at pre-proposal conference)**
- c. **40 Points – Part A - Technical Proposal: The proposals shall be responsive to the requirements set forth in the Request for Proposal, including the following:**
 - **1 point – Certification & Design-Build Team Confirmation:** Submit a certification stating that the D-B Entity will complete the design and construct the Project for the Lump Sum Price proposed by the D-B Entity. Submit identification and confirmation of those individuals and/or firms listed and described during the RFQ process. Substitution of the individuals and/or firms identified herein is not allowed except with written approval of the County.
 - **1 point – Designated Subcontractors And Bidding Procedures:** Submit a list of Subcontractors consisting of the subcontractor trades identified by the County in the RFQ documents with the option for the D-B Entity to list additional subcontractors.
 - **3 points – Building Information Model (BIM):** Submit information related to the use of BIM in the design and construction of the Project.
 - **15 points – Proposed Design For The Project:** The D-B Entity shall prepare documents (drawings, sketches, descriptions and other detail as required) to depict the D-B Entity's proposed new Facilities
 - **3 points – Sustainable Design Enhancements and Solid Waste Management:** Submit a narrative description and illustrations of the all proposed sustainable design measures/solid waste management and approach, responding to the information required in the Request for Proposal.
 - **5 points – Lump Sum Price / Cost Proposal Breakdown:** Submit a Lump Sum Price to provide all design and construction work for the Project, responding to the information required in the Request for

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Proposal. Provide a Cost Proposal Breakdown that details the complete scope of the work.

- **10 points – Project Management Plan:** The D-B Entity is to demonstrate superior project administration, scheduling and procurement management, construction logistics planning, safety, quality assurance / quality control plan, subcontractor management, commissioning, close-out and any other aspects of project management and administration. Submit a draft Project Management Plan responding to the information required in the Request for Proposal. The draft Project Management Plan should focus on:
 - 1) Scheduling
 - 2) Subcontractor Management
 - 3) Site Utilization Plan / Site Logistics
 - 4) Safety Program
 - 5) Quality Assurance / Quality Control
 - 6) Project Management Systems / Tools
 - **2 points – Project Team:** Submit resumes of all of the key team members with a special focus on how their experience and capabilities will enhance the success of the Project. Submit an organizational chart that identifies all of these key team members of the D-B Entity
- d. **55 Points – Part B - Proposal Clarification Interview:** The Selection Committee will conduct individual interviews with each of the D-B Entities on Friday 2/8/2013. The purpose of this meeting is to present and confirm information provided in the proposals submitted by the D-B Entities. In these interviews, the D-B Entity may expand on the relative information provided in their proposal, and will respond to questions from the Selection Committee. Each D-B Entity shall have their proposed key personnel assigned to the Project present as the primary representatives during this process. Teams will be judged on the quality of the Project they propose with special emphasis on security, durability, functional solutions, design excellence, sustainability, quality of work place environment, ability to meet the schedule, ability to work at an operational site, strength of the Project team and the Best Value for the County. The selection criteria will be consistent with the technical proposal evaluation criteria outlined in Part A.
- m. **Part C – Selection.** The Selection Committee will review and evaluate the quality of each Design-Build proposal, clarification interview, and the technical evaluators' recommendations. The Selection Committee will arrive at a consensus selection of the Design-Build proposal that offers the best value to the County. A contract will be offered to the selected Design-Build team to complete the design and construction of the Project.

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Award shall be made to the D/B Entity whose proposal is judged as providing the best value in meeting the interest of the County and meeting the objectives of the Project.

The successful D-B Entity will be responsible for completing the design, producing the construction documents, and constructing the Project. The D-B Entity will have the responsibility for providing the final design of the Project subject to the criteria set forth in the Request for Proposal documents. The successful D-B Entity's architect will become the Architect of Record, and will be solely responsible for the development and coordination of the construction documents.

- n. **Proposal Format:** Proposals need to be delivered to the judges via two (2) Flashdrives provided to you prior to the competition. One hard copy UNBOUND and three-hole punched should accompany the flash drives. Proposals shall be addressed as directed in the Request for Proposal. Failure to do so may result in a premature receipt of, or failure to receive such proposal. Proposals that are not properly marked may be disregarded.

ITEM #	REFERENCE	ITEM
Add#9/Item00 5	Book1-Part1-Doc02-Pg8	Question: On page 8 of 12 of Document 02 Instructions to Proposers, Item n. says written text must be on 8.5x11 sheets of paper, and drawings on 30x42". Is it acceptable to include 11 x 17 foldout drawings within the binders to supplement the narratives? Response: Yes.

- o. Proposals must include the acknowledgement of receipt of any addenda and a signed, unaltered, certification of the Lump Sum in the exact format, unaltered, as required in the Request for Proposal. This acknowledgement cannot be conditioned on any occurrence or language in the proposal and must read exactly as shown in the Request for Proposal.
- p. To aid the Proposers in preparing and submitting their Proposals, the following is provided as a guide:
- 1) The certification of the Lump Sum must be without any conditions and/or alterations and/or exceptions. The exact Proposal form contained must be signed and returned as issued.
 - 2) Appendices to the Proposal, clarifications to the Proposal, contract administration refinements, design refinements, allowance list, modifications to County Proposal Documents, additional allowances that limit the extent of

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work, enhancements that reduce and/or infer pre-approval of substitutions etc., or any other conditions or clarifications, including without limitation those that purport to reduce the requirements and/or infer a pre-approval of change to the requirements or a conditional acceptance of the proposal, will not be allowed and may be the basis for considering the proposal to be non-responsive.

- 3) Allowances, other than those specifically enumerated by the County in the Contract Documents, will not be accepted in the Final Proposal. Additional allowances or other means to limit or otherwise condition the Proposer's responsibility will not be permitted.
- 4) Substitutions: It is the intent of the County to fully utilize the advantages of the Design-Build delivery method by taking full advantage of the creative expertise of the D-B Entities. To this end, the requirements of the Contract Documents are intended to establish the design intent, level of quality and utility, and special requirements. Proposers are encouraged to investigate and utilize alternate materials, methods, and means to achieve the required results. However, the burden of compliance remains with the Proposer until approved and accepted by the County during the completion of the design and construction of the Project. The evaluation of the proposals during this selection phase is not intended to be final judgment on the validity or acceptability of alternate solutions.

ITEM #	REFERENCE	ITEM
Add#5/Item02 7	Book1-Part1-Doc02-Pg9- ParP/4	The following is a quote from this section on Substitutions: "It is the intent of the County to fully utilize the advantages of the Design-Build delivery method by taking full advantage of the creative expertise of the D-B Entities. To this end, the requirements of the Contract Documents are intended to establish the design intent, level of quality and utility, and special requirements. Proposers are encouraged to investigate and utilize alternate materials, methods, and means to achieve the required results." As stated, Design-Build Entities are encouraged to embrace this statement in the development of their designs. Alternate solutions that are proposed by a Design-Build Entity and accepted by the County will be considered "confidential".

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- q. The acceptance of, and/or the payment for the proposal does not constitute acceptance by the County that any or all of the proposed elements are in conformance with the Contract Documents.
Proposals for substitutions must be made in conformance with the Contract Documents and be made on a system-wide basis such that the County is not asked to piecemeal approval of individual elements of a system. The County shall reasonably cooperate in considering and approving substitutions and/or modifications. The County is not required, however, to approve substitutions and/or modifications that would adversely impact the performance standards, intended use, and value of the Project.
- r. The Proposer is responsible for foreseeable site conditions and hazardous materials to the extent described in the Contract Documents and/or which could be reasonably inferred by the Proposer based on its experience and expertise on similar projects in correctional settings.

F. Award of Design-Build Agreement

The right is reserved by the County to reject any and all proposals and waive any irregularity in any proposal received.

Award of the Design/Build Agreement, if any, will be at the sole discretion of County, and will be made to the Proposer whose proposal complies with requirements prescribed and is judged to provide the County best value. Such award, if made, will be made within sixty days after the final interviews. If the selected D-B Entity refuses or fails to execute the Design-Build Agreement in a timely manner, the County may award the Contract to the second ranked Proposer.

The above time periods within which award of the Design-Build Agreement may be made are subject to extension of such further period as may be agreed upon in writing between the County and the Proposer concerned.

G. Contract Bonds

Successful Proposer shall furnish to the County, concurrently with execution of the Design-Build Agreement, in duplicate, two surety bonds as required, each in the amount as required, one guaranteeing faithful performance of the Work, and one a payment bond securing payment of laborers, mechanics, or material suppliers employed on the Work under contract.

H. Insurance

Proposer shall furnish to the County, concurrently with execution of the Design-Build Agreement, such certificates of insurance as are more particularly described in the Design-Build Agreement, Insurance, Indemnity, and Waiver of Subrogation.

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I. Execution of the Design/Build Agreement

The Design-Build Agreement shall be signed by the successful Proposer in duplicate and returned within five business days of receipt, not including Saturdays, Sundays, and legal holidays, together with payment and performance bonds and certificates of insurance. Proposers shall also sign a set of the Request for Proposals Documents for filing with the Design-Build Agreement. No Agreement shall be binding upon the County until the Proposer and the County have executed it.

In no event shall the Proposer commence work until notification has been received from the County that the certificate of insurance has been approved and the Agreement is fully executed. Any work performed in advance of the said notification shall be at Proposer's sole risk.

J. Failure to Execute Design/Build Agreement

Failure to execute the Design/Build Agreement or file acceptable bonds and insurance as provided herein within ten business days, not including Saturdays, Sundays, and legal holidays, after successful Proposer has received the Design-Build Agreement for execution shall be cause for forfeiture of Proposer's security. Failure to provide bonds and insurance as herein required constitutes failure to execute the Design-Build Agreement.

K. RFP Evaluation Schedule

The Design-Build Proposers will submit their responses to the Request for Proposals (RFP) by February 7, 2013, 10:00 PM PST.

The Technical Evaluation Committee (TEC) will evaluate the proposals and arrive at a consensus and ranking and prepare the Technical Evaluation Report.

The representatives of the TEC will brief the Selection Committee on their preliminary rankings and elements of their Evaluation Report prior to the first interview.

The Selection Committee will interview each of the Proposers and select the proposal, if any, that represents the best value to the County. It is anticipated that Proposers will make formal presentations of their proposals to the County on Friday, February 8, 2013.

END OF DOCUMENT

DOCUMENT 03 - INSERT

DOCUMENT 03 – PRELIMINARY PROJECT SCHEDULES

A. General

1. Designing and constructing the Project within the timeframe outlined in the Conceptual Design-Build Project Schedule is critical. For the purpose of this RFP, it is anticipated that the Design Phase will commence in March 2013 and will be completed in October 2013. It is also anticipated that the Construction Phase will commence in July 2013 and will be completed in September 2014.

B. Project Schedules

1. During the course of the Project, the Design-Build Entity shall develop two key project schedules for review.
2. A Proposed Project Schedule shall be developed and submitted with the Proposal. This schedule shall be a CPM schedule that indicates all major activities anticipated for the Project including normal design phases, agency permitting periods, major construction milestones, substantial completion, commissioning, and occupancy. See Document 08 for more information.
3. A Final Project Schedule shall be developed and submitted within sixty days of the executing the Design-Build Agreement. This schedule shall be a cost-loaded CPM schedule that indicates all major activities anticipated for the Project including normal design phases, agency permitting periods, major construction milestones, substantial completion, commissioning, and occupancy. This schedule shall be the baseline for periodic updates during design and construction, and shall be the basis for monthly progress payments.
4. If the Design-Build Entity finds that the Project cannot be designed and constructed, to achieve the performance objectives described in this RFP, by the Substantial Completion date or if efforts to achieve the date will increase the Lump Sum Price significantly, the Design-Build Entity shall notify the County prior to the Proposal submittal date.

C. Project Schedule and Completion

1. The County is interested in completing this project on or before September 2014. The design and construction durations have been developed with that goal in mind. The County expects the Design-Build Entity to aggressively manage the process to meet this schedule.

DOCUMENT 03 - INSERT

2. The County wants to work collaboratively with the Design-Build Entity to meet this schedule. The County and its Project Team will take all measures, including making timely approvals and decisions, to support the Design-Builder's effort.
3. If any significant delays are encountered during the course of the design and construction of the Project, the County, its Project Team and the Design-Build Entity will work together and explore options to accelerate the process to maintain the schedule.

END OF SECTION

DOCUMENT 06 – PROJECT IMPROVEMENT INFORMATION

A. General

1. Project improvement information is included in the Appendix (Book 2 Part 4) for review as a reference document for the Design-Build Entity. This information is not a part of the Contract Documents and is made available to the Design-Build Entity for information and use only as appropriate.

END OF SECTION

DOCUMENT 08 - INSERT

DOCUMENT 08 - PROPOSAL REQUIREMENTS

A. General

1. The Design-Build Agreement has been prepared by the County and is currently under review. Proposal requirements have been developed in conjunction with this document and will be coordinated with the final Design-Build Agreement. These two documents are not available for publication with this RFP but will be distributed by Addendum.

PROPOSALS ARE DUE ON OR BEFORE: February 7, 2013, 10:00 PM, PST.

The Proposal must be submitted in a sealed package and marked "Confidential". It should be addressed as follows:

McCarthy Building Companies

Reference: County Adult Correctional Facility Addition Project
Request for Proposals

With the Proposal, include a signed affidavit provided below, signed by the person with the authority to execute this affidavit.

"The undersigned hereby proposes and agrees to furnish all labor, materials, and equipment, and to perform all work required for the above-named Project in the manner and time prescribed in the Request for Proposal dated September 1, 2012 and such addenda thereto as may be issued prior to the opening date and in accordance with prevailing wage rates ascertained by the Department of Industrial Relations and set forth in the Department of General Services booklet entitled General Prevailing Wage Rates, current at the time and available upon request, for the quotations set forth in the space provided herein.

The undersigned certifies that in preparation of this proposal, no proposal was received by the Proposer from a bid depository, which depository (as to any portion of the work) prohibits or imposes sanctions for the obtaining by Proposer, or the submission to Proposer by any subcontractor or vendor or supplier of goods and services, of a proposal outside the bid depository. This certification shall constitute a warranty, the falsity of which shall entitle the County to pursue any remedy authorized by law, and shall include the right, at the option of the County, of declaring any contract made as a result thereof to be void.

DOCUMENT 08 - INSERT

By signature hereof, Proposer swears under penalty of perjury that all representations of the Proposal with respect to Proposer's license are true.

If awarded the Design-Build Agreement, the undersigned agrees to sign the Design-Build Agreement, to furnish the bonds and Certificate of Liability Insurance called for, and to start the work when notified."

DOCUMENT 08 - INSERT

THIS PROPOSAL IS SUBMITTED BY (check one):

☐ Individual ☐ Partnership
☐ Joint Venture ☐ Corporation _____
State in which incorporated

NOTE: If Proposer is a corporation, the State in which incorporated shall be inserted above and the legal name of the corporation shall be set forth below, together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation; if Proposer is a partnership, the true name of the firm shall be set forth below, together with the signature of a partner authorized to sign contract in behalf of the partnership; and if Proposer is an individual, that person's signature shall be placed below. If signature is by an agent, other than an officer of a corporation or a member of a partnership, a Power of Attorney must be on file with the County prior to opening the proposal or submitted with the proposal; otherwise, the proposal will be regarded as irregular and unauthorized. If proposal is submitted by partnership or joint venture, the members are:

Business Address _____

(Street and/or P.O. Box) (City) (State) (Zip)

Business Telephone Number: _____ Facsimile Number: _____

NOTE: If making a proposal as a joint venture, each person submitting the Proposal shall provide the information required below with respect to his or her licensure.

Proposal must be executed in same name-style in which the Proposer is licensed and pre-qualified. D-B Entities proposing jointly as a combination of several business organizations are specially cautioned that such Proposer must be jointly licensed and pre-qualified in the same form and style in which the proposal is executed. The undersigned Proposer certifies and agrees to provide the information and comply with the requirements contained in this Proposal.

Legal Name of Proposer: _____

Federal I.D. Number: _____

DOCUMENT 08 - INSERT

Contractor's License No.: _____ License Classification: _____

Expiration Date of Contractor's License: _____

SIGN HERE _____

Signature of Proposer

DATE: _____

(Day/Month/Year)

Title of Proposer

DOCUMENT 08 - INSERT

In submitting this proposal, the Proposer represents that the Proposer has examined copies of all the Contract Documents and acknowledges receipt of the following addenda:

Addendum No.: _____	Date: _____	Addendum No.: _____	Date: _____
Addendum No.: _____	Date: _____	Addendum No.: _____	Date: _____
Addendum No.: _____	Date: _____	Addendum No.: _____	Date: _____
Addendum No.: _____	Date: _____	Addendum No.: _____	Date: _____
Addendum No.: _____	Date: _____	Addendum No.: _____	Date: _____
Addendum No.: _____	Date: _____	Addendum No.: _____	Date: _____
Addendum No.: _____	Date: _____	Addendum No.: _____	Date: _____
Addendum No.: _____	Date: _____	Addendum No.: _____	Date: _____
Addendum No.: _____	Date: _____	Addendum No.: _____	Date: _____
Addendum No.: _____	Date: _____	Addendum No.: _____	Date: _____

Failure to acknowledge on the Proposal Form receipt of an addendum shall not in itself be cause for withdrawal or rejection of proposals, if it can be shown that Proposer did, in fact, receive such addendum prior to opening of proposals.

DOCUMENT 08 - INSERT

The acceptance of, and/or the payment for the D-B Entity's proposal does not constitute an acknowledgement by the County that any or all of the elements are in conformance with the Contract Documents.

Proposer acknowledges the Lump Sum set forth in the space provided below. Said price shall include all cost of bonds, insurance, sales tax, professional fees, allowances and every other item of expense—direct or indirect—incidental to the completion of the design and construction of the proposed project.

A. Certification of Lump Sum

1. The certification of the Lump Sum must be without any conditions and/or alterations and/or exceptions. This form must be signed and returned as issued.
2. Appendices to the Proposal, clarifications to the Proposal, contract administration refinements, design refinements, allowance lists, modifications to County Proposal documents, additional allowances that limit the extent of work, value enhancements that reduce and/or infer pre approval of substitutions, etc., or any other conditions or clarifications, including without limitation those that purport to reduce the requirements and/or infer a pre-approval of change to the requirements or a conditional acceptance of the proposal, will not be allowed and may be the basis for considering the proposal to be non-responsive.

<p>I, _____, authorized agent of the D-B Entity,</p> <p>_____ (D-B Entity), hereby agrees to complete the design and construction of the proposed Project, County Adult Correctional Facility Addition Project, California for the Lump Sum Price of _____</p> <p>dollars (\$ _____</p> <p>For the complete scope of work.</p> <p>Signed: _____ Dated: _____</p>

DOCUMENT 08 - INSERT

B. Cost Proposal Breakdown

ITEM	DESCRIPTION	COST
1.	Architectural and Engineering Design Services & Management	\$
2.	County Allowances	\$
3.	Remainder of Base Project	\$
		\$
		\$
Total	COMPLETE SCOPE OF WORK	\$
	Option 1- Add 120 Medium Security Beds	\$
	Option 2- Add 60 Minimum Security Beds	\$

1. The acceptance of Options 1 and/or 2 by the County as a part of the Design-Build Agreement will be dependant on the Lump Sum Price and its relationship to the Project budget. These options will not be included in the evaluation criteria or scoring.
2. The Notice to Proceed will be issued to the D-B Entity in two parts:
 - a. Part 1- For the architectural and engineering design, preconstruction management and construction management plan development.
 - b. Part 2- For the start of construction.

DESIGN/BUILD TEAM CONFIRMATION

1. *Name of D-B Entity:*

2. Proposer has been selected to perform the work in part because of the skills and expertise of key individuals and/or firms identified during the RFQ process. Identify and confirm those individuals and/or firms. Substitution of the individuals and/or firms identified herein is not allowed except with written approval of the County.

DOCUMENT 08 - INSERT

Role	Firm Name, Address & Telephone	Primary Contact
General Contractor:		
Architect:		
Structural Engineer:		
Mechanical Engineer:		
Electrical Engineer:		
Civil Engineer:		
Security Consultant:		
Foodservice Consultant:		
Mechanical		
Plumbing Subcontractor:		
Electrical Subcontractor:		
Security Electronics Sub:		
Other:		
Other:		
Other:		
Other:		
Other:		

C. List of Designated Subcontractors and Design-Build Subcontractors

1. Listed hereinafter are the names and locations of subcontractors and design-build subcontractors designated by the D-B Entity and the kind of work/services that each will perform if the Design-Build Agreement is awarded to the undersigned. Optimally, provide additional subcontractors and design-build subcontractors as a part of the D-B Entity's identified team.

<u>Classification</u>	<u>Name and Location</u>	<u>License No.</u>
-----------------------	--------------------------	--------------------

(Other)

(Other)

(Other)

DOCUMENT 08 - INSERT

(Other)

(Other)

(Other)

(Other)

(Other)

E. Nondiscrimination

1. D-B Entity shall maintain policies of employment that fully comply with all applicable legal requirements. D-B Entity shall not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. D-B Entity shall take action to insure that applicants are employed, and that employees are treated during employment without regard to their race, religion, color, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. D-B Entity agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of nondiscrimination. D-B Entity shall, in all locations or advertisements for employees placed by them or on their behalf; state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex or national origin.

F. Noncollusion Affidavit to be Executed by D-B Entity and Submitted with Proposal

1. By signing this Proposal form, D-B Entity, being first duly sworn, deposes and says that he or she is the authorized representative of the D-B Entity, the party making the foregoing Proposal, that the Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and is not collusive or sham; that the D-B Entity has not directly or indirectly induced or solicited any other D-B Entity to put in a false or sham bid, and has not directly or indirectly

DOCUMENT 08 - INSERT

colluded, conspired, connived, or agreed with any D-B Entity or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the D-B Entity has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the D-B Entity or any other D-B Entity, or to fix any overhead, profit, or cost element of the bid price, or that of any other D-B Entity, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the D-B Entity has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

2. The above Noncollusion Affidavit is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Noncollusion Affidavit.

G. Proposed Design for the New County Adult Correctional Facility Addition Project

1. The D-B Entity shall prepare the following descriptions, documents and/or statements to depict the proposed design of the new County Adult Correctional facility Addition Project for each design components as required below.
2. **Architecture.** Provide a narrative description and illustrations of the proposed architectural design and approach, including the documents listed below. Describe and illustrate proposed design excellence features, and Best Value features for the County.
 - a. Architectural Documents
 - 1) Site plan
 - 2) Building floor plans
 - 3) Building exterior elevations
 - 4) Building exterior renderings
 - 5) Main entrances
 - 6) Building specialty plans, elevations and details
 - 7) Narrative description of design approach
 - 8) Narrative description of exterior shell

DOCUMENT 08 - INSERT

10. **Programming, Space Planning & Interiors.** Provide a narrative description and illustrations of the proposed programming, space planning and interior design and approach, including the items listed below.
 - a. Programming, Space Planning & Tenant Interiors Documents
 - 1) Numeric designed space reconciliation with the Architectural Space Program
 - 2) Summary description of any deviations from the Architectural Space Program
 - 3) Typical floor space plans, including core and structural elements, circulation and open plan systems. Space plans shall illustrate the intent of the planning concept, representative of programmatic requirements for each floor plate.

12. **Building Information Model.** The Building Information Model (BIM) describes a 3D, object-oriented, architecture, engineering and construction specific CAD system. BIM covers geometry, spatial relationships, geographic information, quantities and properties of building components. BIM can be used to demonstrate the entire building lifecycle including the processes of construction and facility operation. Quantities and shared properties of materials can easily be extracted. Scopes of work can be isolated and defined. Systems, assemblies, and sequences are able to be shown in a relative scale with the entire facility or group of facilities.
 - a. BIM can greatly decrease errors made by design team members and the construction team by allowing the use of conflict detection and through detailed computer visualization of each part in relation to the total building.
 - b. Although not a specific project requirement, the D-B Entity is encouraged to use BIM on the Project. Use is encouraged especially in the areas of visual communication of the design to the County's Team, scheduling and coordination of MEP with architectural and structural elements during construction. If BIM is a viable option for the D-B Entity, then its anticipated use should be described.

H. Sustainable Design Enhancements and Solid Waste Management

1. **Sustainable Design Enhancements.** Provide a narrative description and illustrations of the proposed sustainable design measures, as well as the items listed below.
 - a. Sustainable Design Documents
 - 1) Design Intent Document (DID), which is a concise report that summarizes the features and intended operation of the mechanical, electrical and plumbing systems.
 - 2) Self-rated LEED evaluation spreadsheet that describes the sustainability

DOCUMENT 08 - INSERT

measures that the D-B Entity expects to accomplish, as well as a brief description of the basis for assigning LEED points. For purposes of LEED, the County would like to clarify that the existing facility (Housing) is LEED Silver certified. The new Minimum Security Housing Facility and new Administration and Support Facility (administration, staff support, food services, laundry, and storage) will be considered separate projects as far as LEED is concerned.

2. **Solid Waste Management.** Provide a narrative description of the proposed solid waste management systems design and approach.

I. Project Management Plan

1. The D-B Entity is to demonstrate superior project administration, scheduling and procurement management, construction logistics planning, safety, quality assurance / quality control plan, subcontractor management, commissioning, close-out and any other aspects of project management and administration. Submit a draft Project Management Plan responding to the information required in the Request for Proposal. The draft Project Management Plan should focus on:
 - a. Scheduling
 - 1) The D-B entity is to demonstrate ability to sequence major activities of this project and to manage relationships among project constraints and technical issues. Evaluation will consider demonstrated understanding of potential design and technical issues, opportunities, and constraints, and ability to integrate logically. Project completion time is not a factor in evaluation of this element, although Design / Build Contractor shall observe the Contract Time stated in the Agreement.
 - 2) Written Submittal (Narrative) shall include:
 - a) Preliminary Schedule with critical path.
 - b) Preliminary Schedule should include enough detail to describe and establish the critical path but should also include the following Milestone Activities:
 - ✓ Notice to Proceed
 - ✓ Design Milestones
 - ✓ Design Complete/Construction Documents Complete
 - ✓ Plan check and permitting complete
 - ✓ Trade/Subcontractor Package Bidding
 - ✓ Start Construction
 - ✓ Identify Critical Procurement / Long Lead Items
 - ✓ Building(s) Structure Complete
 - ✓ Building(s) Exterior Envelope Complete

DOCUMENT 08 - INSERT

- ✓ Building(s) MEP Rough In Complete
 - ✓ Start of Building(s) Interior Finishes
 - ✓ Start of Building(s) Commissioning
 - ✓ Substantial Completion
 - ✓ Final Completion
- c) Identify and discuss the potential critical path, activity relationships, controlling resources, and the reasoning and challenges of the particular series of activities that reflect this critical path.
- d) Demonstrate understanding and approach of the following:
 - ✓ What method does your firm employ to measure construction progress?
- 3) Schedule submittal is to include, minimally, a bar chart created on Primavera P6, SureTrak, or Microsoft Project with descriptive material sufficient to address requirements listed above.
- b. Subcontractor Management
 - 1) Describe your process/procedures of subcontractor prequalification
 - 2) Describe your process / procedures for Bid Package / Scope Development
 - 3) Describe your approach to bid package evaluations and recommendations to Owner
 - 4) Describe your Subcontractor Management Procedures including but not necessarily limited to managing performance, schedule adherence, safety and quality.
- c. Site Utilization Plan / Site Logistics
 - 1) Demonstrate the D-B Entity's understanding of, and conceptual approach to, management of the physical challenges and constraints of the project site, and the surrounding environment. Given an existing courthouse and correctional facility are nearby, specifically address your approach to minimizing disruptions and maintaining a safe environment for the public during the course of work.
 - 2) Submit the following:
 - ✓ Site plan drawing(s), scaled accordingly, indicating potential material staging areas, locations(s) of major equipment locations for various phases of the Project, office trailers, storage containers, and debris boxes, management of pedestrian access in front of the site, management of surrounding environment as affected by construction (e.g. parking, transportation, deliveries), management of construction impacts on adjacent buildings and other activities.

DOCUMENT 08 - INSERT

- d. Safety Program
 - 1) Show that the D-B Entity can demonstrate its approach to Safety during construction and execution of comparable projects, and to demonstrate the proposed application of this approach to the technical and management challenges of this project.
 - 2) Submit the following as a minimum:
 - ✓ Corporate staff resources assigned to development and administration of safety policies and procedures;
 - ✓ Written outline (one page maximum) of proposed Safety program for this project.
- e. Quality Assurance / Quality Control
 - 1) D-B Entity to demonstrate its approach to design, construction document, construction and management quality in the execution a the project, and to demonstrate the proposed application of this approach to the technical and management challenges of this project. Show that the D-B Entity can demonstrate its approach to Quality Assurance / Quality Controls during the course of work. Provide and insight of your overall quality philosophy.
 - 2) Submit the following as a minimum:
 - ✓ Outline or table of contents along with synopsis of D-B Entity's written corporate quality control program;
 - ✓ Corporate staff resources assigned to development and administration of quality control policies and procedures;
 - ✓ Written outline (one page maximum) of proposed quality control program for this project.
 - ✓ Describe approach and procedures to field quality control. Include any graphical examples of tools and/or procedures for implementation in this regard.
- f. Project Management Systems / Tools
 - 1) Briefly describe other Project Management Systems / Tools the D-B Entity employs to ensure the success of the project (Project Management Software, Self designed magic Software, Anything, etc. that the County can rely upon to ensure that the project is completed on time.

J. Evaluation and Scoring Method

1. Evaluation Process in General

- a. Overview: The evaluation process will follow several sequential steps and utilize Scoring Worksheets to ensure that each proposal is evaluated in an objective and consistent manner.
- b. Steps in the Evaluation:

DOCUMENT 08 - INSERT

- 1) Review of D-B- Entity's Proposal: Review will be done by the County and its consultants.
 - 2) Hold Presentation Meetings: The County will hold presentation meetings with all of the proposers to assist in the County's evaluation.
 - 3) Final scoring and ranking: The evaluation ratings will be scored and ranked to determine the best value and final ranking.
 - c. Best Value Selection: The best value selection method shall be based on the criteria set forth in this RFP.
 - 1) Criteria Rating: There are several specific criteria categories as indicated on the Evaluation Scoring Table.
 - 2) Ranking Method: The criteria ratings by each evaluator will be combined and a rating score will be calculated for each proposal. The ratings of each proposal will then be compared to determine the best value ranking of the proposals.
2. **Scoring and Ranking:**
- a. **5 Points – Prequalification (due at pre-proposal conference)**
 - b. **40 Points – Part A - Technical Proposal: The proposals shall be responsive to the requirements set forth in the Request for Proposal, including the following:**
 - **1 point – Certification & Design-Build Team Confirmation:** Submit a certification stating that the D-B Entity will complete the design and construct the Project for the Lump Sum Price proposed by the D-B Entity. Submit identification and confirmation of those individuals and/or firms listed and described during the RFQ process. Substitution of the individuals and/or firms identified herein is not allowed except with written approval of the County.
 - **1 point – Designated Subcontractors And Bidding Procedures:** Submit a list of Subcontractors consisting of the subcontractor trades identified by the County in the RFQ documents with the option for the D-B Entity to list additional subcontractors.
 - **3 points – Building Information Model (BIM):** Submit information related to the use of BIM in the design and construction of the Project.
 - **15 points – Proposed Design For The Project:** The D-B Entity shall prepare documents (drawings, sketches, descriptions and other detail as required) to depict the D-B Entity's proposed new Facilities
 - **3 points – Sustainable Design Enhancements and Solid Waste Management:** Submit a narrative description and illustrations of the all proposed sustainable design measures/solid waste management and

DOCUMENT 08 - INSERT

approach, responding to the information required in the Request for Proposal.

- **5 points – Lump Sum Price / Cost Proposal Breakdown:** Submit a Lump Sum Price to provide all design and construction work for the Project, responding to the information required in the Request for Proposal. Provide a Cost Proposal Breakdown that details the complete scope of the work.
- **10 points – Project Management Plan:** The D-B Entity is to demonstrate superior project administration, scheduling and procurement management, construction logistics planning, safety, quality assurance / quality control plan, subcontractor management, commissioning, close-out and any other aspects of project management and administration. Submit a draft Project Management Plan responding to the information required in the Request for Proposal. The draft Project Management Plan should focus on:
 - 1) Scheduling
 - 2) Subcontractor Management
 - 3) Site Utilization Plan / Site Logistics
 - 4) Safety Program
 - 5) Quality Assurance / Quality Control
 - 6) Project Management Systems / Tools
- **2 points – Project Team:** Submit resumes of all of the key team members with a special focus on how their experience and capabilities will enhance the success of the Project. Submit an organizational chart that identifies all of these key team members of the D-B Entity

- c. **55 Points – Part B - Proposal Clarification Interview:** The Selection Committee will conduct individual interviews with each of the D-B Entities on Friday 2/8/2013. The purpose of this meeting is to present and confirm information provided in the proposals submitted by the D-B Entities. In these interviews, the D-B Entity may expand on the relative information provided in their proposal, and will respond to questions from the Selection Committee. Each D-B Entity shall have their proposed key personnel assigned to the Project present as the primary representatives during this process. Teams will be judged on the quality of the Project they propose with special emphasis on security, durability, functional solutions, design excellence, sustainability, quality of work place environment, ability to meet the schedule, ability to work at an operational site, strength of the Project team and the Best Value for the County. The selection criteria will be consistent with the technical proposal evaluation criteria outlined in Part A.

DOCUMENT 08 - INSERT

Best Value Selection

- a. Intention: The County intends to award the Project to the D-B Entity whose proposal is considered the best value based on the Scoring and Ranking Process described above.
- b. County Decision: Based on the ranking of the proposals by the evaluators, and the merits of each Project Specific Criteria Category, the County, at its sole discretion, will select the Design-Build Entity for award of the Project.

3. County Rights

- a. Negotiation of the Contract: If the final negotiation of the contract, with the highest ranked D-B Entity, is not successful, the County may terminate the negotiations and begin negotiations with the next highest ranked D-B Entity. This right shall be continued until a satisfactory contract can be negotiated or until the County elects to reject all proposals.
- b. Termination of the Project: If for any reason, prior to entering into the Contract, it becomes necessary to terminate the Project, the County may do so as follows:
 - 1) Termination prior to submittal: No obligation of any payment.
 - 2) Subsequent to submittal: Stipend will be distributed to all submitting D-B Entities.

END OF DOCUMENT

DOCUMENT 09 - INSERT

DOCUMENT 09 – DESIGN-BUILD AGREEMENT

A. General

1. The Design-Build Agreement has been prepared by the County and is currently under review. This document is not available for publication with this RFP but will be distributed to the successful D-B Entity.

END OF SECTION

County Adult Correctional Facility Addition Project

**Request for Proposals
From
Pre-Qualified Design-Build Entities**

**PART 2
DESIGN GUIDELINES**

September 1, 2012

CHAPTER 1 – INSERT

CHAPTER 1- SUMMARY

A. General

1. The Design Guidelines represent the approved design direction for the Project as derived from the scope approved by the County Sheriff Department and the Corrections Standards Authority of the State of California (CSA).
2. These Design Guidelines, along with the Appendix documents provide sufficient functional, programmatic, architectural, engineering and background information for the Design-Build Entities to submit designs and technical proposals to carry the Project through completion.
3. The selected Design-Build Entity shall be responsible for the design and construction of a complete Project in conformance with the character, intent, performance, and function described in this Request for Proposal.
4. The Design-Build Entities shall not vary from the requirements of the Request for Proposal unless approved in writing by the County.

B. Project Description

1. Project Purpose

The new County Adult Correctional Facility Addition Project (CACFA) is the second phase of a new adult detention facility ultimately comprising approximately 319,380 square feet of space and housing approximately 980 inmates. The CACFA is located within the existing County Justice Center, which includes a courthouse, office space, and other related future projects and improvements. The Project will be delivered in phases with the first phase, a newly completed County Adult Correctional Facility, will provide housing for approximately 330 inmates, while being master-planned for full build-out of 980 or more inmates. The first completed phase also consisted of visiting, intake, booking, inmate housing, program space, medical/mental health housing and services, transportation and security control components within the main facility.

The second phase (this Project) will consist of the a new Minimum Security Housing Facility and a new Administration and Support Facility, to include administration, staff support, food services, laundry and storage, in an adjacent structure or structures. These new facilities will be constructed as addition(s) and/or separate from the existing, newly completed County Adult Correctional Facility.

CHAPTER 1 – INSERT

The new County Adult Correctional Facility will provide housing for inmates at pre-adjudication and post sentencing, for sentences from several days to several months. The facility will be located adjacent to the County Superior Court, and is connected (in phase one) via a secure subterranean tunnel. The facility will be designed to meet current detention standards, as established by the Corrections Standards Authority (CSA) and any other applicable City, County, State or Federal codes, regulations or requirements.

2. Project Objectives

Specific Project objectives to be accomplished include:

- a. Provide a secure, durable, efficient, and economical facility;
- b. Avoid significant interruptions to existing County operations during construction;
- c. Do not interrupt operations of the new County Adult Correctional Facility
- d. Optimize use of the existing County-owned property;
- e. Provide an efficient, accessible, code-compliant, and energy-efficient facility;
- f. Provide a Project design that is compatible and responsive to the setting of the existing County Superior Court and newly completed County Adult Correctional Facility.
- g. Provide a facility that will serve the needs of the Placer County for the next 75 years; and
- h. Provide building occupancy by 2014 within the approved budget.

3. Project Location

The Project is located in the County Justice Center, CA, and is adjacent to a State Highway. The former use of the site was agricultural.

4. Project Setting

The Project's immediate setting is adjacent to the newly completed County Adult Correctional Facility, the new County Superior Court, and near the new County Office Building. Industrial Road is west of the property, and a designated wetlands area borders the southern property line. State Highway is on the easterly property frontage, and views of the new facility from the State Highway will be required to be shielded from view from the highway. The County has planted a redwood screen to provide a visual break from the highway; the Design-Build Entity will be required to protect this screen during all phases of construction. The security fencing and structure must include materials and designs which are functional and yet limit the harsh and threatening appearance of many correctional facilities. The new correctional facility's design will need to share a common vernacular with the existing County structures.

CHAPTER 1 – INSERT

5. Project Characteristics

The Project will be constructed of building materials that will be consistent with the existing building vocabulary of the County Superior Court. Existing building materials include concrete walls, aluminum composite panels, low e insulated glazing, insulated fiberglass translucent panels and natural stone veneer. The main structure will be primarily a Type I or a Type II-FR construction type and I-3 occupancy type per the California Building Code. Portions of the main structure that are non-secure will be classified as less restrictive occupancy types which may allow for less restrictive construction types, depending on the design solution of the Design-Build Entity. In addition, the exterior and interior building systems and finishes will be hardened to meet the requirements of the County Sheriff and the CSA. The ancillary support functional areas and Minimum Security Housing Facility, if designed as separate structures, may be of any construction type per their occupancy requirements in accordance with the requirements of the California Building Code.

In accordance with the listings in the Architectural Space Program, major components of the Project will include:

- Phase 1:
 - Public Entry and Reception
 - Visiting – Public Side
 - Booking/Release/Transport Center
 - Central Control
 - Housing Pods and Units
 - Inmate Programs and Services
 - Medical Outpatient Housing Unit
 - Central Medical Services
 - Vehicle Sallyport & Intake
 - Outside Recreation Yards
- Phase 2:
 - Minimum Security
 - Outside Recreation Yards (at Minimum Security)
 - Administration
 - Staff Support
 - Food Service
 - Laundry
 - Receiving/Warehouse/Maintenance

a. Vehicle Parking

CHAPTER 1 – INSERT

Two distinct parking areas are required:

- 1) Public parking will be directly accessed by Justice Center Drive, and be located to provide obvious access to the main entrance to the facility.
- 2) Staff Parking will be enclosed within a controlled, fenced area separate from the public parking, providing direct access to the staff entrance to the facility. Staff parking will be designed to accommodate shift changes, based on the information provided in the programming report.

b. Street Access and Circulation

Construction of the Project cannot alter or block the existing pedestrian and vehicular circulation patterns of the County Courthouse, nor the Office Building. Permanent access to the Project will be along the existing Justice Center Drive. Temporary construction access is along the northern property boundaries, along an established temporary road.

c. Emergency Generator

One or more dedicated diesel generators shall be provided for all operations of the new correctional facility. The generator shall be located outside the secure perimeter in a separate secure enclosure and shall include all noise abatement measures required and appropriate to its location on the Project site. The fuel tank for the generator shall allow for continuous operation for 72 hours. The Design-Build Entity will obtain all permits required for the installation and use of the generator from the governing air quality management district.

d. Utilities

The site for the Project has been prepared with utility mains as shown in the development and as-built documents prepared for the County Justice Center, provided as exhibits in the Appendix of this RFP. The Project will require the extension of existing underground utilities located on the Justice Center site. These utilities include electric distribution lines, underground pipelines (water, wastewater, stormwater, and natural gas), telephone lines, and underground fiber optic communication lines. Utilities for the newly completed County Adult Correctional Facility are already completed and installed. Phase 2 will need to provide separate utility feed(s) for the new Minimum Security Housing Facility and new Administration and Support Facility

e. Proposed Circulation

The Project site is located with exclusive access off of Industrial Road, on Justice Center Drive. The new facility will be accessed by vehicles directly off of Justice Center Drive. During construction of the new facility, access to the site will be on the existing temporary access road located along the northern property boundary.

CHAPTER 1 – INSERT

f. Sustainable Design

The County seeks to incorporate elements of renewable and reusable sources of design. The County intends to seek USGBC LEED Silver certification, by incorporating the maximum amount of "green" technologies, systems, design philosophies, and materials into the Project while providing a cost-effective solution to meet the needs for the Sheriff Department. The Design-Build Entity is required to demonstrate a holistic and thorough approach to sustainability in the design and execution of the Project.

The Design-Build Entity is expected to identify potential energy related rebates and subsidies that may be available at the time of the Project. The Design-Build Entity shall be expected to pursue and incorporate these and other available rebates and subsidies into the Project as applicable and plausible.

The County seeks to establish conditions for the planning, design, and construction of public buildings that will attain the highest degree of conservation of natural resources. Measurements for this goal may include, but shall not be limited to, design excellence through peer interaction, energy efficiency and conservation, use of sustainable building materials, as well as cost, schedule, siting decisions, building lifespan, operating efficiency, and occupant satisfaction.

The Design-Build Entity shall keep these parameters in mind when designing the Project and shall address the specific issues at each design progress meeting.

g. Architectural Design:

The Design-Build Entity is required to utilize the Program Report and the Design Guidelines to provide a proposed design solution that meets the basic Project requirements.

The County believes that there may be several plan layouts and exterior design solutions that will satisfy the Project objectives and parameters and that there is sufficient flexibility to allow for a project that will exemplify design excellence.

C. Building Codes, Standards, and Regulations

CHAPTER 1 – INSERT

1. The Project shall be designed and constructed in accordance with all applicable Local, County, State and Federal codes, standards, and regulations. The latest edition of all applicable documents shall apply, unless otherwise noted.
2. All standards of Americans with Disabilities Act (ADA) shall be applied as code requirements. The more stringent requirements of Title 24 or ADA shall be applied.
3. All standards of Prison Rape Elimination Act (PREA) associated with jails shall be applied as code requires.

END OF SECTION

CHAPTER 2 – INSERT

CHAPTER 2- CONSTRUCTION SITE LOGISTICS

A. General

1. The Project construction site is located adjacent to a fully operating Superior Court and the newly completed Adult Correctional Facility. The Design-Build Entity (D-B Entity) and all of its team members must be extremely sensitive to its smooth & uninterrupted operation.
2. Access to and use of the site shall be in accordance with the attached site plans.
3. Parcel A on the attached site plans is designated as the Design-Build Contract Area. This area will contain the new facilities and all associated site improvements. This area is also designated for the use of the D-B Entity for the installation of temporary facilities and improvements required during construction. The newly completed Adult Correctional Facility is also conceptually shown; refer to Appendix for actual floor plans of the facility.
4. Parcel B on the attached site plans is designated as the Existing Improved Area. This area contains existing facilities and associated site improvements and is to be avoided and also protected where necessary. Access will be granted with prior approval to construct a new access tunnel and to provide connections to existing utilities within this area.
5. Parcel C on the attached site plans is designated as the Existing Unimproved Area. This area will contain the construction access road and must be returned to its original condition at the completion of the Project.

B. Wetlands Preserve

1. A dedicated 19 acre wetland preserve lies south and west of the designated site for the County Adult Correctional Facility. The D-B Entity will be responsible for protecting the wetland preserve from the migration of materials into the wetland preserve. This area will be protected from disturbance at all times during the construction of the facility. The design of the new facility will incorporate permanent measures that will prevent migration of site water runoff, soil migration, and other disturbances to the wetlands preserve.
2. No vehicle or pedestrian access will be allowed through, on, or impacting the wetlands area. Appropriate measures shall be taken by the D-B Entity to restrict access or impact to this area.

C. Project Site Access

CHAPTER 2 – INSERT

1. Construction traffic must access the Project site from Veterans Drive. No construction traffic is allowed through adjacent properties. Driving, parking, or staging on Parcel B is not allowed.
2. An existing temporary aggregate base access road is located on Veterans Drive, and should be upgraded and utilized by the D-B Entity for all construction-related activities.
3. Justice Center Drive is shared with traffic to the County Superior Court and the County Office Building. This road shall not be used by the D-B Entity and shall remain open at all times.

D. Parking and Staging Areas

1. The D-B Entity shall collaborate with the County to develop sufficient staging and craft parking areas during the Design Phase of the Project. A portion of Parcel A, as noted on the attached Site Plan is targeted for this use.

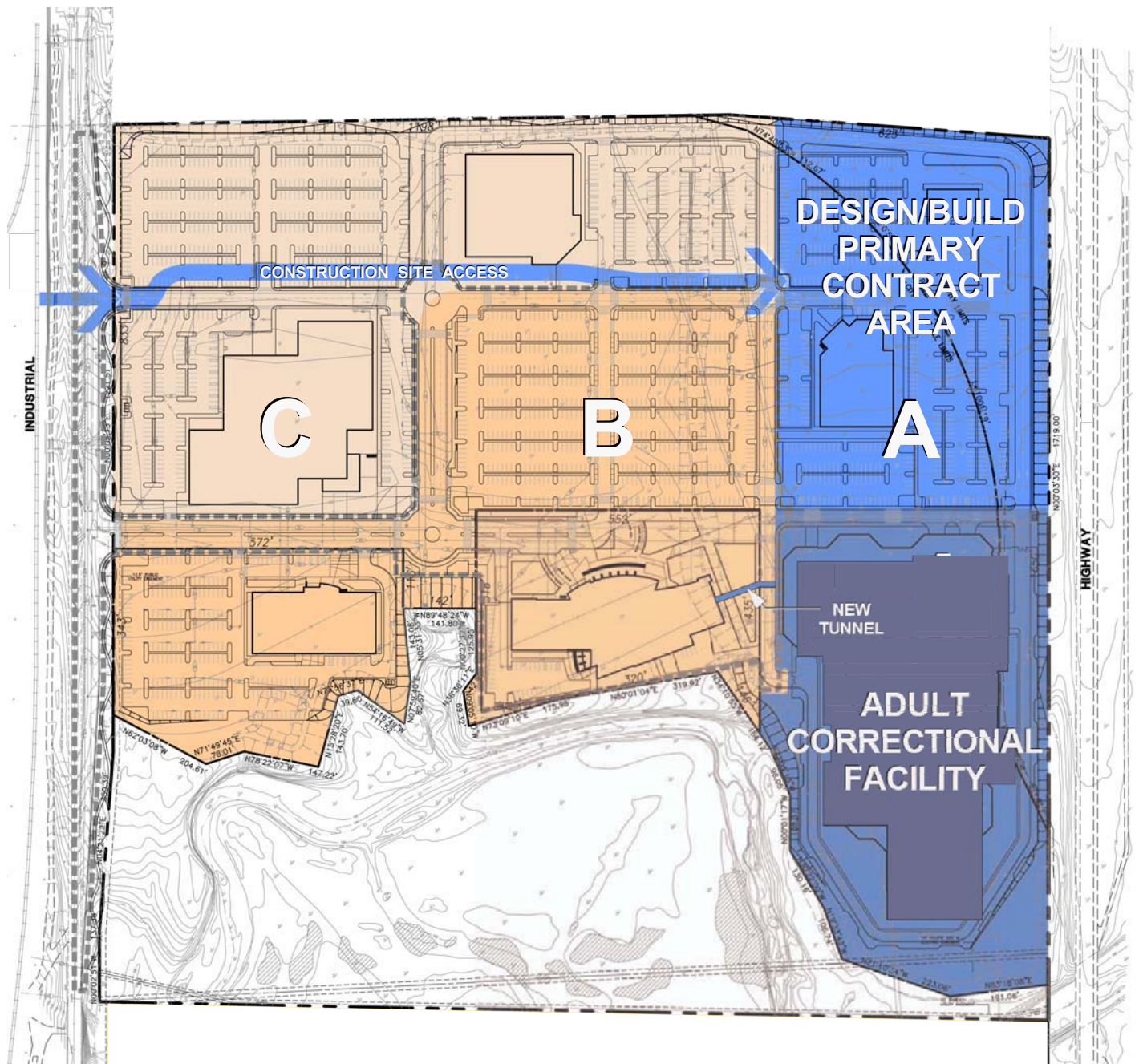
E. Lay-Down Area and Fencing

1. The D-B Entity will be required to fence in the construction area and the material storage areas to protect the public and to secure the construction site and the construction materials.

F. Temporary Facilities

1. The D-B Entity shall collaborate with the County to develop adequate space for temporary facilities during the Design Phase of the Project. A portion of Parcel A shall be designated for all D-B Entity and County temporary facilities.

END OF SECTION

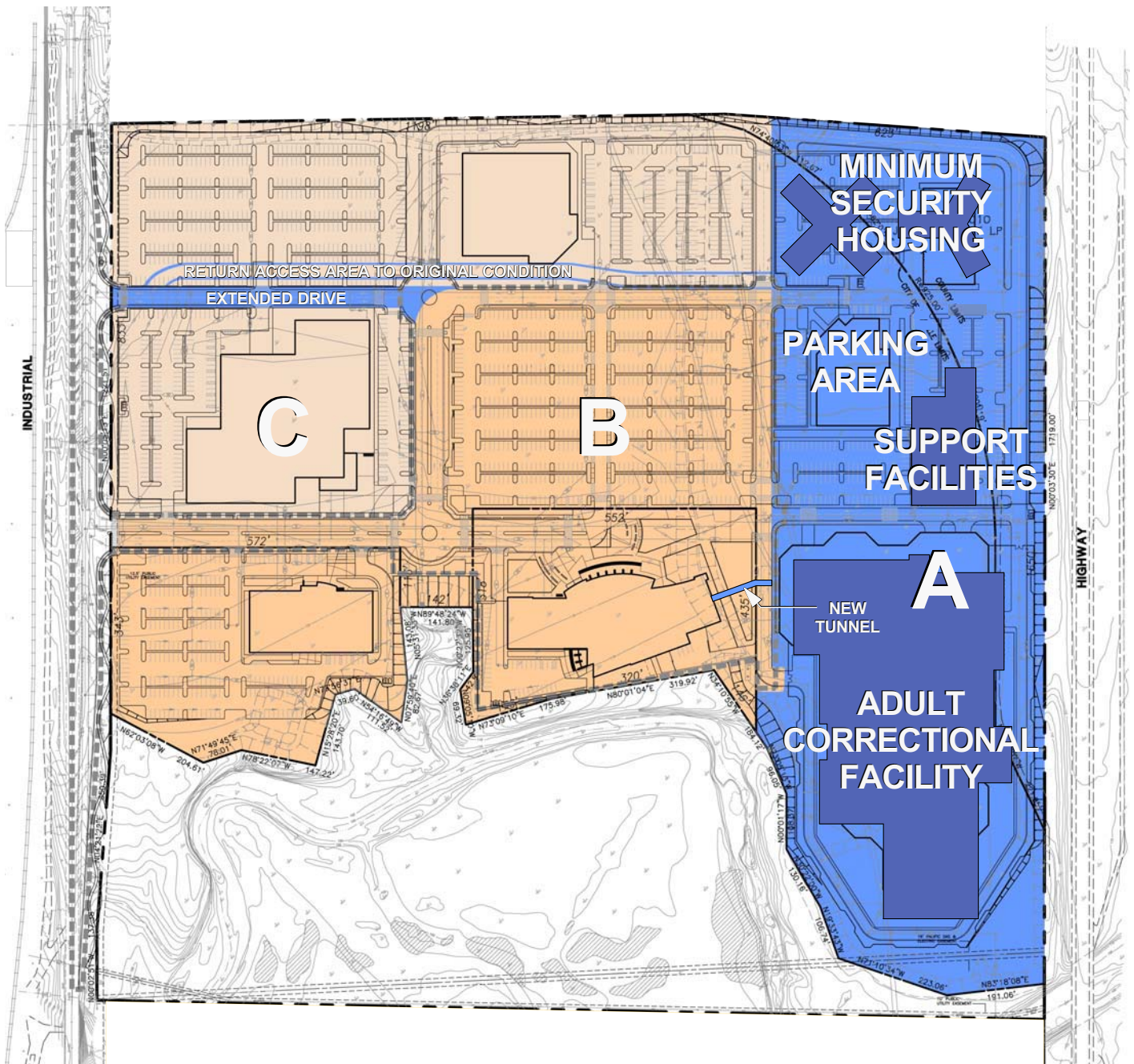


1 1" = 300'-0"



- | | | |
|--|--|---|
| <div style="background-color: blue; color: white; padding: 5px; display: inline-block; font-size: 2em; font-weight: bold; margin-right: 5px;">A</div> <div> DESIGN-BUILD
CONTRACT AREA </div> | <div style="background-color: orange; color: white; padding: 5px; display: inline-block; font-size: 2em; font-weight: bold; margin-right: 5px;">B</div> <div> EXISTING
IMPROVED AREA </div> | <div style="background-color: lightorange; color: white; padding: 5px; display: inline-block; font-size: 2em; font-weight: bold; margin-right: 5px;">C</div> <div> EXISTING
UNIMPROVED AREA </div> |
|--|--|---|

FIGURE 1.1: SITE ACCESS & UTILIZATION



1 1" = 300'-0"

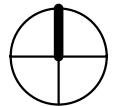


FIGURE 1.2: CONCEPTUAL SITE DEVELOPMENT

CHAPTER 4 - COUNTY SHERIFF DEPARTMENT DESIGN REQUIREMENTS

A. General

1. The County Sheriff Department will play an integral role in the planning for the new County Adult Correctional Facility, and shall be considered a primary member of the design team.
2. The Design Guidelines contain detailed information for use by those responsible for the design of the County Adult Correctional Facility and is intended to aid in the correctional facility design and construction through the establishment of design standards and quality control for the project. The purpose of the Design Guidelines is to define basic, non-standard architectural, engineering, and construction requirements that are unique to the intent of the County Adult Correctional Facility and to establish critical minimum and/or maximum tolerances and quality expectations, and provide important safeguards against less than desirable construction.
3. All design documents, descriptions and drawings provided with the RFP are to be used collectively; no document is intended to stand-alone.

B. County Sheriff Department Facility Design Policy

1. It is the policy of the County Sheriff Department that security and durability are paramount with regard to design and engineering criteria. Efficiency and economy are required secondary design considerations.
2. Refer to the Architectural Space Program section for a detailed discussion of the core values and mission statement of the County Sheriff Department and review them relative to their influence on the design of the Project.
3. Solutions must be functional. Where "value engineering" provides a lower cost solution meeting the design, functional and program requirements, the lower cost solution shall be used. Items of design that are solely intended to enhance architectural design beyond the established requirements are generally not acceptable except when the enhancement can be provided without excessive cost. The Project must blend in with the architectural vocabulary already established on the site and the design must meet the City design standards and be approved by the City. Providing absolute efficiency without sacrificing security and durability is also important.

C. General Design Criteria

1. The County Adult Correctional Facility shall have limited inmate access from outside the facility. Inmate movement within the facility will be through controlled access and security zones.
2. The facility will be designed to accommodate unescorted movement of the inmates to minimize staffing requirements. To this end officer stations and control rooms along with the inmate accessible hallways must be strategically designed and placed. Direct visual supervision of the inmates whether in their housing units, programs or moving through the hallways is far superior to electronic surveillance and is an expected primary design element.
3. The County Adult Correctional Facility shall have limited ingress and egress. The primary building will be lockable from both the interior and the exterior. All exposed exterior locks will be tamper proof or provide for security measures which will limit manipulation.
4. Refer to the narratives in the Architectural Space Program for more detailed discussions on the operation of the facility.

END OF SECTION

CHAPTER 5 - INSERT

CHAPTER 5- ARCHITECTURAL SPACE PROGRAM

A. General

1. An architectural programming report has been prepared for this project in conjunction with the County and the County Sheriff Department. The space and functional organization information is the basis of the programmatic needs for this project and forms the basis of the programming report.
2. The County Adult Correctional Facility Addition Project (CACFA) will support the detention and correctional needs of the County Sheriff Department for the western portion of the County and will expand the program needs for the entire County. This facility will be designed and operated independently of the County's main jail. The programs delivered at the CACFA will be similar to those at the Main Jail, with minor exceptions, which will be further detailed throughout this document and the programming report.
3. Phase 1 of the newly completed County Adult Correctional Facility provided all core services of the facility: Public Entry and Reception, Visiting, Booking/Release/Transport Center, Central Control, Housing Pods and Units, Medical Outpatient Housing Unit
4. Phase 2 – the County Adult Correctional Facility Addition Project (CACFA) will provide Minimum Security, Administration, Staff Support, Food Service, Laundry, Receiving/Warehouse/Maintenance and Parking.
5. The County Jail Program Report outlines the functional use of the spaces, their inter-relationships, and the space requirements. Refer to the County Jail Program Report in Part 3 for complete details.

END OF SECTION

CHAPTER 6 - INSERT

CHAPTER 6 - SITE AND BUILDING SHELL DESIGN

A. General

1. The exterior building design calls for an expression of quality and compatibility within the context of the adjacent courthouse and other structures and sensitivity to off-site visibility by the public. The building design needs to embody security, durability, efficiency, and economy.
2. Most important of all is the requirement to satisfy the goals of the County Sheriff Department for a building that supports, facilitates and enhances Sheriff Department core values of service, professionalism, integrity and pride.
3. The following paragraphs establish the minimum acceptable level of quality for materials and finishes. Throughout this chapter, references are made to materials of a certain type. Such references are intended to establish a level of quality and material attributes, including longevity, durability and wear resistance. These references are in no way intended to describe a specific aesthetic for the Project.
4. All materials, finishes, equipment, and systems shall comply with these Design Criteria in basic form and function. Further, it is required that the Design-Build Entity and all members of the team be thoroughly familiar with these documents prior to submitting a proposal.
5. Designing to the budget is of paramount importance.

B. Exterior Closure

1. Exterior wall materials for the main facility shall be of high-quality, durable construction, requiring minimal maintenance and a lifespan of no less than seventy-five years. Examples concrete and reinforced and solid-grouted concrete masonry units. Aluminum composite panels, a natural stone veneer and applied cementitious finishes may also be considered, to blend in aesthetically with the adjacent courthouse.
2. Exterior wall materials for the ancillary facilities shall be of high-quality, durable construction, requiring minimal maintenance and a lifespan of no less than fifty years. The exterior materials should blend in aesthetically with, but do not need to necessarily duplicate exactly the materials of the main facility.

CHAPTER 6 - INSERT

3. Solar devices may be incorporated into the design of the exterior wall assembly to maximize the penetration of daylight into the building interior while shading against undesirable solar heat gain. All solar devices must be located a minimum of 12 feet above grade.
4. All materials, assemblies and details shall conform to these Design Guidelines.
5. All skylights shall be constructed of materials or installed with methods to limit direct sunshine into inmate and staff areas. Skylight assemblies shall be security enhanced and their use is preferred in secure inmate areas over exterior wall glazing.
6. Secure clearstory window assemblies may be considered as a substitute for skylight assemblies in areas that require natural daylight.

C. Main Entrance to Minimum Security

1. There will one main entrance to Minimum Security. This main entrance shall be clearly announced in the building design and shall convey a sense of arrival to the multiple main functional areas of the correctional facility.
2. The main entrance shall be covered at least 12 feet above grade to provide shelter for individuals awaiting entrance to the building during periods of inclement weather. All entrance shelters shall be designed to prevent unauthorized access to the roof and to prevent impaired visibility.

D. Staff Only Entrances

1. Staff only entrances on the exterior of the building shall conform to the exit only doors requirements.
2. The staff entrances shall be covered at least 12 feet above grade to provide shelter for individuals awaiting entrance to the building during periods of inclement weather. All entrance shelters shall be designed to prevent impaired visibility

F. Railings, Gates and Fencing

1. Railings and gates shall be constructed of steel, of sufficient thickness to ensure the security of the building occupants and property and withstand daily usage for a period not less than 30 years. All steel used in exterior locations shall be galvanized. All exposed steel shall be painted.

CHAPTER 6 - INSERT

2. Typical fence construction and hardware shall be welded and galvanized steel with a galvanized chain link fabric. Wrought iron fences may be considered in areas requiring enhanced aesthetics.
3. Gates shall have security hardware.
4. Fences shall be constructed to a height of 8 feet at the staff parking area and gates shall be provided with electronic card readers.
5. Fences shall be constructed to a height of 12 feet at detention areas. No-climb fencing material shall be used at detention areas.
6. Provide pedestrian and vehicle gates as required. Gate opener quality and reliability are paramount. It is imperative that steps are taken to ensure 100% reliability.
7. Where chain link fences are provided, shielding from public view will also be provided.
- i.
 8. The recreation yards at Minimum Security will be constructed as part of the housing unit structures. The wall facing the officer station will be of full height polycarbonate with steel mullions and ledges toward the officer and smooth on the recreation side. One exterior wall will contain steel air vents or louvers to the outside placed no less than 12' from the floor, heavy steel bars inside the louvers and fine wire mesh inside the bars. The roof of the yard will be of solid construction which is rain and tamper proof. The roof will provide sufficient light into the yard. The skylights and roof lights will be protected by a sufficiently sized steel security assembly. The design of the yards will ensure the inmates have nothing to climb on including, but not limited to door hinges, window mullions, basketball hoops or backboards, wall mounted lighting or escutcheons.
 9. The perimeter of the complex will have chain link-fencing, 10' in height with three strand barb wire on top (arms both sides). Provide shielding inserts in the fence fabric to limit views of the facility as required.

ITEM #	REFERENCE	ITEM
Add#5/Item012	Book1-Part2-Chap06- Pg3- ParF	Question: Comment: The type/ functions of the Perimeter Fence Security System has not been described. Question: What type of Perimeter Fence Security System is required? Do we need

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		<p>an alarm on the Touch Screen or a separate Perimeter Annunciator?</p> <p>Response: There is no requirement for a perimeter fence security system; however, all gates will be monitored. The area between the buildings and the fence will also be monitored by CCTV.</p>
Add#6/Item004	Book1-Part2-Chap06-ParF.11	<p>Question: Book1, Part 2, Chapter 6, Paragraph F.6 states at detention areas a 12' no-climb fence is to be constructed. Paragraph 11 states a 10' perimeter fence with three strands of barb wire is required at the perimeter of the complex. Is the intent to have two lines of fencing at the detention areas?</p> <p>Response: The intent is that there is a single fence around the entire facility. The type of fencing material may vary depending on the fence location.</p>

G. Exterior Metal

1. All exterior metal shall be galvanized steel, painted with a two-part urethane enamel coating system.

H. Roofing

1. The "flat" roofing system shall be a single ply membrane, fully adhered or mechanically attached with a minimum slope of ½ inch per foot and a minimum 20-year warranty. Roofing material shall be light colored to reduce absorption of UV heat and reduce reflectivity.

END OF SECTION

CHAPTER 7 - INSERT

CHAPTER 7 - Core and Interior Design

A. General

1. Interior Design shall focus on providing a secure and durable environment.
2. Interior Design shall focus on creating a productive and comfortable work environment, using sustainable materials where possible and maintaining positive indoor environmental quality.

B. Floor & Base Finishes

1. In general, floor finishes shall include sealed concrete, vinyl composition tile, sheet vinyl, non-conductive seamless sheet flooring, ceramic tile, quarry tile, terrazzo, commercial grade carpet and carpet tiles.
2. Sealed concrete floors shall typically be used in all dayrooms, secure corridors, mechanical, electrical, IT/Radio rooms and service rooms. A base is not required in these areas. In areas accessible to or used by the public, a colored concrete stain is desired.
3. Vinyl composition tile flooring shall typically be used in staff areas, detainee service areas, and in public areas.
4. Monolithic resin flooring with an integral coved base shall typically be used in areas where health regulations require sanitary non absorbent surfaces, such as foodservice areas.
5. Ceramic tile flooring and wall covering shall typically be used in staff toilet rooms, staff showers, and public restrooms. A ceramic tile radius cove base shall be used in these areas.
6. Detainee showers shall be stainless sheet steel with interlocking seams. Floor pans shall have coved base with smoothly welded corner seams.
7. Monolithic, non-slip, easily cleanable flooring shall be used in kitchen food preparation and dish/tray washing areas. A monolithic radius cove base shall be used in these areas.
8. Rubberized, non-slip floor tiles shall be used in weight rooms.

CHAPTER 7 - INSERT

9. Control rooms shall have flooring that is anti-static and durable to chair use such as rubber flooring or appropriate carpet.
10. Carpet shall be provided in administration areas, interview rooms and in other areas where acoustical treatment is desired as determined by the County.

C. Wall Finishes

1. In general, wall finishes shall include acrylic latex paint, epoxy paint, ceramic tile and concrete masonry units.
2. Acrylic latex paint shall typically be used as a wall finish in areas that do not require special coatings for health regulations or to meet special durability requirements.
3. Epoxy paint shall typically be used as a wall and other surface finish in areas requiring strict sanitation, such as health services areas. Epoxy paint is specifically required in all healthcare treatment rooms, linen rooms, trash rooms, and corridors in detainee areas, day rooms, detainee cells, classrooms, medical treatment rooms, and other similar areas.
4. Ceramic tile shall typically be used as a wall finish in kitchens, food preparation areas, and staff showers. In addition, 1" x 1" ceramic tile shall typically be used as a 48 inch wainscot in staff toilets.
5. In inmate accessible areas where the inmates are passive for a long period of time, such as at wall telephones, primary security doors and inmate visitor stations, stainless steel panels shall be installed.

D. Ceiling Finishes & Systems

1. In general, ceiling finishes and systems shall include acrylic latex paint, epoxy paint and acoustical ceiling panels. Acoustic panels used in inmate frequented areas must be out of the reach of the inmates, this includes the inmates' ability to jump and strike the panels or stand on a bed or other means to damage or hide contraband.
2. Acrylic latex paint shall typically be used as a ceiling finish in areas that do not require special coatings for health regulations or to meet special durability requirements.

CHAPTER 7 - INSERT

3. Epoxy paint shall typically be used as a ceiling finish in areas requiring strict sanitation, such as food service areas and health services areas. Epoxy paint is specifically required in all food preparation areas, wash areas, showers and detainee cells.
4. Acoustical ceiling panels shall typically be used in areas requiring some degree of acoustical control, areas used by the general public, and administration space. 24"x48" lay in acoustical panels in a suspended metal grid system may be used only in the administrative office areas and non-secure public areas.

E. Non-Secure Doors and Frames – Public Areas

1. Interior door assemblies in public and administrative areas ("non-security" doors) shall typically be minimum 16-gage steel frames with solid core wood doors.
2. Exterior door assemblies in public and administrative areas ("non-security" doors) may be commercial grade aluminum storefront systems.

F. Non-Secure Windows and Frames – Public Areas

1. Window assemblies in the public areas may utilize commercial grade aluminum storefront systems integrated with entry doors.

G. Secure Doors and Frames – Detainee and Staff Areas

1. Secure door assemblies shall typically be heavy grade security construction consisting of 12 gauge steel doors with 12 gauge steel frames and security hardware at all dayrooms, sallyports, control rooms, corridors and other heavily-used detainee doors.
2. 14 gauge doors may be used in staff offices, storage rooms, and other similar usages that are normally under visual surveillance. Offices and conference rooms shall have door sidelights or interior windows. Doors may have varying degrees of glazing, such as half lights or full lights, depending on their use and location.

H. Secure Windows and Frames – Detainee and Staff Areas

1. Window assemblies in detention areas (secure windows) shall typically be heavy security grade construction consisting of 12 gauge steel frames and stops. 14 gauge hollow metal frames may be used in staff offices, storage rooms, and other similar usages that are normally under visual surveillance. 16 gauge hollow metal frames may be used at staff offices and support spaces located in non-inmate areas.

CHAPTER 7 - INSERT

2. Offices and conference rooms shall have door sidelights or interior windows. Doors may have varying degrees of glazing, such as half lights or full lights, depending on their use and location.

I. Wall Assemblies

1. Provide physical separation between spaces, constructed to achieve the fire ratings required by code, appropriate security between adjacent spaces, and visual, acoustical and atmospheric isolation as necessary to maintain desirable conditions in each space. Construct the wall assemblies with exposed surfaces typically non-textured, smooth and washable and finished appropriate to the space served.
2. Standard gypsum wallboard wall finishes are not acceptable in any inmate accessible areas.

J. Ceiling Assemblies

1. Provide physical separation between spaces and structure, constructed to achieve the fire ratings required by code, appropriate security between adjacent spaces, and visual, acoustical and atmospheric isolation as necessary to maintain desirable conditions in each space. Construct the ceiling assemblies with exposed surfaces textured and finished appropriate to the space served.
2. Any common room or area, except cells, that is accessible to inmates and where there are no fixtures or furniture to stand upon, shall have a minimum ceiling height of 9 feet. In common rooms with fixtures and furniture the minimum ceiling height should be proportionately greater.

K. Security Walls

1. All security wall assemblies shall meet the requirements of the County Sheriff Department.
2. Security wall assemblies shall have the following designations.
 - a. Maximum: As example shall be utilized for all control rooms, housing units, and equipment rooms containing electronic security or other high-security sensitive equipment.
 - b. Medium: As example, shall be utilized in all mechanical and electrical equipment rooms within the secure perimeter.
 - c. Minimum: As example shall be used in public lobbies, waiting areas, and administrative support areas.

END OF SECTION

CHAPTER 9 – INSERT

CHAPTER 9 - SUSTAINABLE DESIGN MEASURES

A. General

1. Assist the County in building an environmentally conscious, energy-efficient and sensitive Project.
2. Deliver a finished Project that incorporates the most achievable energy savings and material sustainability as possible.
3. Special Project coordination is required to insure that environmental goals are achieved.
4. Special submittals, contract documents, testing, documentation and design analyses shall be provided by the Design-Build Entity and evaluated throughout all phases of the Project.

B. LEED™ Sustainable Green Building Measures

1. The following LEED Green Building System measures are anticipated by the County to be considered on the Project. The Design-Build Entity may consider other LEED credits or measures that may enhance the Project's approach to sustainability.
2. Sustainable Site Provisions
 2. a. Construction Activity Pollution Prevention
 2. b. Alternative Transportation, Public Transportation Access
 2. c. Alternative Transportation, Bicycle Storage & Changing Rooms
 2. d. Alternative Transportation, Low-Emitting and Fuel Efficient Vehicles
 2. e. Alternative Transportation, Parking Capacity
 2. f. Site Development, Protect or Restore Habitat
 2. g. Site Development, Maximize Open Space
 - h. Storm Water Design, Quality Control
 - i. Storm Water Design, Quantity Control
 - j. Heat Island Effect, Non-Roof
 - k. Heat Island Effect, Roof
3. Water Efficiency
 - a. Water Efficient Landscaping, 50% maximum of total landscaping
 - b. Water Efficient Landscaping, No Potable Use or No Irrigation
 - c. Innovative Wastewater Technologies
 - d. Water Use Reduction, 20% Reduction through low-flow fixtures
4. Energy & Atmosphere

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- a. Fundamental Commissioning of the Building Energy Systems (required)
 - b. Minimum Energy Performance
 - c. Fundamental Refrigerant Management
 - d. Optimize Energy Performance
 - e. On-Site Renewable Energy
 - f. Enhanced Commissioning
 - g. Enhanced Refrigerant Management
 - h. Measurement and Verification
 - i. Green Power
5. Materials & Resources
- a. Storage and Collection of Recyclables
 - b. Construction Waste Management, Divert 50% from Disposal
 - c. Recycled Content, 10% (post-consumer + ½ pre-consumer)
 - d. Regional Materials, 10% Extracted, Processed & Manufactured Regionally
 - e. Certified Wood
6. Indoor Environmental Quality
- a. Minimum Indoor Air Quality (IAQ) Performance (required)
 - b. Environmental Tobacco Smoke Control (ETS) (This will be a no smoking facility)
 - c. Outdoor Air Delivery Monitoring
 - d. Increased Ventilation
 - e. Construction IAQ Management Plan (during construction)
 - f. Low-Emitting Materials, Adhesives and Sealants (The exception may be where security caulking or other specialized security products are required)
 - g. Low-Emitting Materials, Paints & Coatings (The exception may be where epoxy coatings are utilized in inmate areas)
 - h. Low-Emitting Materials, Carpet Systems
 - i. Low-Emitting Materials, Composite Wood and Agrifiber Products
 - j. Indoor Chemical and Pollutant Source Control
 - k. Thermal Comfort, Design
 - l. Thermal Comfort, Verification
7. Innovation & Design Process
- a. LEED® Accredited Professional
 - b. Innovation in Design

END OF SECTION

CHAPTER 13 – INSERT

CHAPTER 13 - LANDSCAPE DESIGN

A. General

1. The County's vision is to incorporate design principles of water conservation, native vegetation, natural irrigation, and shading into the project wherever possible, while limiting the visual obstructions necessary for a correctional facility.

B. Streetscape Environment

1. General Requirements
 - a. Provide a streetscape environment that is safe for both vehicles and pedestrians.
 - b. Sidewalk widths shall accommodate adequate pedestrian traffic.
 - c. Provide pedestrian crossings at intersections and driveways that are well defined, safe, and secure.
 - d. Protect all existing landscape features adjacent to the Project site.
 - e. Install security lighting that will improve the level of security for pedestrians and enhance the environment and quality of the nighttime experience.
 - f. All design work shall be approved by the County, County Sheriff Department, and the City Planning Department.

C. Project Entrances

1. Site Vehicular Access
 - a. The project will require two main vehicle access points.
 - b. One access drive will be for the exclusive use by the County Sheriff Department vehicles, and will provide direct access to the Sheriff Department parking area and the Sheriff vehicle sallyport.
 - c. Secured access shall be provided for County Telecommunications Vehicles, providing access to within 50' of all MPOE, MDF and/or Radio Rooms.
 - d. The access drive for public use will be oriented to provide direct access to the building's public entry and parking areas. This access drive may also be shared with access for general delivery and service vehicles.
 - e. Vehicles pose a threat to the security of the facility from ramming and car bombs; therefore, raised hardscapes, retaining walls, landscape boulders, balustrades or other installations should be incorporated into the landscape design in areas where the main facility is exposed without suitable fencing to public roadways or public parking. Vehicles shall not have access to within 60 feet of the public entry and administrative areas.
2. Main Public Pedestrian Entrance
 - a. Phase 2 Scope of Work shall include integrating the existing Main Lobby Entrance to the Adult Correctional Facility into a cohesive Main Entry Plaza.

CHAPTER 13 – INSERT

- b. Consider incorporating planting areas to accentuate the public entrance.
 - c. Consider using paving materials and/or patterns and other special elements to articulate the pedestrian entrance.
- 3. Main Sheriff Department Entrance (to be constructed in Phase 2)
 - a. The building shall have a clearly identifiable entrance for the exclusive use of Sheriff Department employees with a dedicated entrance controlled to prohibit uncontrolled entrance.
- 4. Access Paths and Pedestrian Connections
 - a. The safety of pedestrians is the primary concern at all building entrances and exits.
 - b. Maintain clear sight lines for drivers and pedestrians approaching an entrance and exiting from the building.
 - c. The paths may be landscaped, as well as include benches or tables as approved by The County.
 - d. The paths and the Project perimeter shall be secure and well lighted.

D. Outdoor Spaces

- 1. Plazas and Patios
 - a. If a plaza is incorporated into the Project design, it should be conceived as an extension of the interior space.
 - b. The plaza should be landscaped and furnished in a way that is compatible with and complementary to the design requirements.
 - c. Suitable landscaping shall be provided in all outdoor staff areas.

E. Landscape Elements

- 1. General
 - a. No large shrubs, trees or other planting materials shall be located in any manner that denigrates visibility and security at the Project. No trees are to be planted within 20 feet of any portion of the main facility, perimeter walls or fences.
 - b. Landscape planting materials shall be selected to minimize water requirements, and shall be specified from plant species native to the area or appropriate to the climate.
- 2. Planting Areas
 - a. Streetscape
 - 1) These areas should be planted with hardy lawns and groundcovers that are proven to withstand local conditions and require low maintenance. Turf should be considered an accent material, not a primary ground cover.

CHAPTER 13 – INSERT

- b. Greenscape
 - 1) Planting areas should be planted with material that will provide a variety of colors, textures and seasonal dynamics.
 - 2) Choices of plant species should be guided by considerations of hardiness, available light, wind and water use.
 - 3) Incorporate shaded sitting areas in both public and staff areas. At least two outside waiting/sitting areas should be provided along the public access route for family and professional visitors.
 - 4) In undeveloped site areas, reserved for future jail expansion, repair disrupted soils, and provide a naturalized landscape theme with a compacted buffer to prevent erosion and encroachment of weeds into the area. This area should not be irrigated.
- 3. Paving
 - b. The standard sidewalk paving shall be concrete or asphalt paving per the County design requirements. Permeable paving will also be considered.
 - c. With the criteria above, consideration should be given to details that reflect or respond to the building's architecture, streetscape elements, and the County's natural historical environment.

E. Sustainability Goal for Landscape Design

- 1. Submittals from Design-Build Entity shall consider all available means to enhance sustainability in the use of landscaping materials for this site and may select among many elements that illustrate the County's commitment to providing sustainable facilities. The design shall consider the ecology of the area and the influence of climate both at a regional scale and the micro-scale conditions in and around the building. The landscape shall follow natural, self-sustaining cycles that shall require minimal maintenance.

Specific recommendations to consider for facilitating sustainability of the landscape include:

- a. Incorporate planting areas designed as bio-filters to accept, retain and discharge stormwater.
- b. Use a predominance of drought tolerant and native plants derived from a local source.
- c. Create separate zones for plants with similar needs for water.
- d. Place heat and drought tolerant plants in areas of southern exposure.

END OF SECTION

CHAPTER 14 - INSERT

CHAPTER 14- EQUIPMENT REQUIREMENTS

A. General Narrative

1. The Project will require specialized equipment for foodservice systems.
2. The Design-Build Entity shall coordinate with The County and the equipment manufacturers, all utility and service requirements, locations, clearances dimensions, etc.

B. Kitchen Designer

1. The Design-Build Entity shall employ directly or contract directly for the services of a Kitchen Designer. The cost for this service shall be included in the base bid.
2. The Kitchen Designer shall interface directly with the County and the County Sheriff Department to ascertain the complete Project planning and equipment requirements and provide a plan and equipment list that itemizes all equipment that is required for a fully operational foodservice system for review and approval by The County.

C. Equipment Lists

1. The equipment lists shall note all required items by space and by department, in accordance with the listings in the County Jail Program Report.

D. Equipment Allowances

1. Provide the following equipment allowances in the bid for the supply and installation of all equipment.

- | | |
|--------------------------|-------------|
| a. Foodservice Equipment | \$3,000,000 |
|--------------------------|-------------|

END OF SECTION

CHAPTER 17 – SITE PHOTOGRAPHS

A. General Narrative

1. The following photographs represent an overview of the Project site.
2. The Project site is adjacent to the new County Superior Court, and a designated wetlands area borders the southern property line.



B. Building Design

1. The design of the new County Adult Correctional Facility Addition Project should be sensitive to the vernacular of the adjacent County Superior Court.



2. The design of the new correctional facility addition project, to the degree feasible, should reflect the character of the existing courthouse in terms of scale, massing, materials and color.



D. Aerial Site Photo



END OF SECTION

CHAPTER 18 - INSERT

CHAPTER 18 - STRUCTURAL DESIGN

A. Structural Design Mission Statement

1. The structural systems shall adhere to the following characteristics in order to produce a building of high quality, that protects its occupants and remains serviceable following catastrophic events, including earthquakes, storms, and other natural phenomena.
 - a. Earthquakes in California are inevitable, and thus pose a real threat to life and property. Effective seismic design, as well as high quality materials and construction, are essential to safeguarding a building and its occupants and ensuring its long life span - 75 years at a minimum.
 - b. The structural design for the main building shall provide for a Type I or Type II-FR Building with the primary materials being structural steel, reinforced concrete or reinforced concrete masonry units.
 - c. The design of the main building may also be divided into separate buildings with different occupancy classifications by the Architect. The structural design of these divided areas within the main building may be of any construction type and any construction materials allowed in accordance with the requirements of the California Building Code and as approved by the County.
 - d. The structural design for the ancillary support functional areas, if designed as separate structures, may be of any construction type and any construction materials allowed in accordance with the requirements of the California Building Code and as approved by the County.

B. General Design Criteria and Considerations

1. The structural design of the County Adult Correctional Facility shall be based on the following:
 - a. The building shall conform to all code requirements of an adult correctional facility in the State of California, and will conform to requirements of the California Correctional Standards Authority.
2. Design shall conform to the 2007 California Building Code, CCR Title 24

END OF SECTION

CHAPTER 19 - INSERT

CHAPTER 19 – FIRE SUPPRESSION SYSTEM

A. General

- a. The building will be fully sprinklered. Design and install in accordance with applicable Codes, Standards and Authorities having jurisdiction listed Chapter 1, Summary and in accordance with current engineering practices. The City Fire Department also has jurisdiction over sprinkler standpipes, fire hydrants and Post Indicator Valves (PIV). All materials and workmanship to be first class as required for a complete fire protection system.
- b. To maintain working functionality of safety related equipment in case of fire, IT/Radio rooms should be FM200 protected, with pre-action sprinklers only in a third stage heat activated scenario. Coordination between the FM200 system and the pre-action system will be required.
- c. Detention specific sprinkler heads shall be used in all areas accessible by inmates. Detention sprinkler heads will have tamper proof construction, and will be designed to prohibit suicide by hanging, by having breakaway components.

END OF SECTION

CHAPTER 20 - INSERT

CHAPTER 20 - PLUMBING

A. General

1. Provide and install the following systems in accordance with applicable codes, standards, regulations and authorities having jurisdiction, and in accordance with current engineering practices. All materials and workmanship to be first class as required for a complete plumbing system.
2. Architectural Drawings and Design guidelines will indicate locations of all fixtures, drains, equipment, etc. Check all documents and conform the plumbing design to all conditions shown, and called out in the documents.

B. Scope of Work

1. Sanitary waste and vent system
2. Domestic cold water system
3. Domestic hot water system
4. Natural gas system
5. Plumbing fixtures
6. Healthcare plumbing fixtures
7. Security plumbing fixtures
8. Plumbing equipment
9. Piping fittings, valves and specialties
10. Plumbing drains
11. Storm drains and piping system
12. Piping insulation
13. Piping hangers and supports
14. Equipment vibration isolation
15. Mechanical systems condensate system
16. All other systems, fixtures and equipment required for a complete installation

END OF SECTION

CHAPTER 21 - INSERT

CHAPTER 21 - HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS

A. General

1. Provide design, engineering, permits, installation, start-up, testing, adjusting and balancing to obtain a complete, operational HVAC system.
2. Quality: The system designs must be based on an overall level of quality and maintainability commensurate with a Class A, owner occupied office building, and in accordance with the provisions of the State of California, Correctional Standards Authority (CSA), County Sheriff Department, and the Title 24 provisions for adult correctional facilities. The design shall incorporate proven technology and equipment.
3. The Project shall consider aspects of sustainable design. The building shall balance human comfort, ease of maintenance and longevity with the energy reduction requirements outlined in this document, in a holistic, integrated design.

B. Systems Description

1. The County Adult Correctional Facility will be served by a central plant system that powers Air Handling Unit (AHU) systems, exhaust fan systems, and dedicated purge exhaust fans for each pod (including Minimum Security pods). The newly completed Phase 1 has a central cooling tower which has already been completed to serve the entire facility. Heating and HVAC, *except for the central cooling tower*, are to be provided as part of Phase 2 (this project) for the new Minimum Security Housing Facility and the new Administration and Support Facility. Thermal energy storage systems are preferred. All air systems will be ducted with the main ductwork installed above the ceiling of each floor and traveling vertically up and down the building through rated shafts.
2. Carrier™ (sole source) Air Handling Units (AHU) that are damper motor controllable by a Johnson DDC control system (sole source) will incorporate high efficiency motors and Variable Frequency Drive (VFD) technology for heating, cooling and ventilating. Units will be sized appropriately to serve their intended zones (i.e. pods, offices, control rooms, etc.). Ducts will branch off at each level to serve each floor.
3. General exhaust fans will be sized for serving all spaces requiring air to be exhausted to the outside by code. Each AHU system will include and work in conjunction with at least one general exhaust fan. General exhaust will be located on the roof.

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4. A separate purge exhaust system is required for each pod, controllable by Housing Control.
5. A Johnson DDC control system (sole source) comprised of intelligent control panels connected via a communications network shall be provided for the mechanical equipment control serving this building. The system is to be set up to be controlled with laptop access and a desktop computer station (supplied by the Design-Build Entity) in the main building's Maintenance Office.
6. The exact configuration of the roof equipment and the mechanical room equipment will be determined by the necessary equipment layouts and in conjunction with the Architectural and County requirements for the project.

C. Ductwork in Security Areas

1. Ductwork exposed to inmate reach:
 - a. Ducts are considered exposed to inmate access if they are located within twelve feet of the floor or tier or found in an inmate accessible area.
 - b. Ducts shall not be accessible to inmates.
 - c. Installation of duct covers and supports shall be in such a manner as to avoid any "ledges" which could be used by inmates as "hiding areas" for contraband. Mount ducts tight against the ceiling with supports made from at least 14-gage material, and such mounting shall be fastened with tamperproof fasteners.
2. Wall openings and duct penetrations:
 - a. There shall be no unsecured wall openings or duct penetrations that exceed 5 inches in any dimension.
 - b. Security shall be maintained for openings exceeding 5 inches in any dimension or duct penetration in perimeter walls, floors or ceiling/roof of secure rooms or areas, by fitting to the opening (on the side away from the opening) an assembly of round steel bars welded to a perimeter welded steel frame.
3. Security bar assembly:
 - a. Security bar assemblies shall be the same as described above, except that standard reinforcement bars and ASTM A36 steel frames shall be used.

END OF SECTION

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CHAPTER 22 - ELECTRICAL SYSTEMS

A. General Requirements

1. This chapter outlines electrical sustainable design guidelines.
2. The Design-Build Entity shall provide design and engineering, obtain permits, provide installation, start-up, testing, adjusting and commissioning for complete and operational electrical systems in compliance with applicable codes and in accordance with the State of California. Also, incorporate sustainable design that demonstrates energy efficiency, reduces lighting power density for illumination, and provides opportunities for alternative sustainable power and/or reducing electrical demand on the public power grid. Comply with standards of the State of California Correctional Standards Authority and the County.

B. Project Description

1. General

- The Project includes construction of the new County Adult Correctional Facility, an I-3 (Phase 1) and B (Phase 2) occupancy building of Type 1-FR construction per the California Building Code. In addition, the exterior and interior building systems and finishes will be hardened to meet the established California Correctional Standards Authority and the requirements of the County Sheriff Department.
2. The Project shall include the extension of existing underground electric utilities located on the Project site. These utilities include 12KV primary underground electric distribution lines, telephone, and signal and communication lines. Phase 1 electric utilities have already been established.
 3. A dedicated diesel engine Generator Set (GENSET) shall be provided in Phase 2 for emergency operations of the facility. The generator(s) shall be located outside the secure perimeter in a secure area and shall include all noise abatement measures required and appropriate to its location on the Project site. The diesel engine generator set shall be provided with a skid-mounted fuel oil tank with the capacity of providing continuous operation of all essential services in the facility for minimum of 72 hours.

C. New Correctional Facility

1. The County Adult Correctional Facility is a new structure. The scope of the electrical work is to provide a completely new electrical distribution system, including new electrical distribution system components, transformers, equipment, devices, fixtures, conduit and cabling.

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2. The scope of the electrical work also includes a completely new fire alarm system, including new fire alarm system components, equipment, devices, all wiring in conduit, and interface with the site fire alarm system.
3. County Communications and other Low-Voltage Systems shall be provided complete including all equipment, installation, commissioning, training, and equipment warranty. The scope of the electrical work is to include OSP copper and fiber connectivity from the IT Hub in place at time of construction, and horizontal backbone provisions for communications, and other low-voltage systems. Provisions include pathways and cable trays for copper and fiber cabling to be pulled, also empty conduits, junction boxes and outlet boxes for system wiring specified, designed and engineered by low-voltage systems consultants. Provisions are also to include all line-voltage power supplies and connections for the low-voltage systems equipment to the building power distribution and low voltage grounding system.

D. Site Electrical Services

1. Site Electrical Service - Normal Power
 - a. Normal power service shall derive from existing 12KV primary service. Provide new outdoor pad mounted switchgear, sized for Phase I and future load calculations.
 - b. Provide transformer secondary 277/480V, 3Φ, 4W switchboard with main breaker section and distribution sections. Provide power service from the distribution secondary 277/480V, 3Φ, 4W transformers and low voltage to distribution panels and low voltage panels throughout the new building.
2. Site Electrical Service - Emergency Power:
 - a. Provide a dedicated diesel-engine generator set(s) for essential functions of the County Adult Correctional Facility. Provide generator load calculation to coordinate with the fire pumps and showing generator is sufficiently sized to start the fire pumps under emergency power conditions. Gen-set shall be pad-mounted in a location outside the secure perimeter, and shall be located such that future additional generators & tanks may be added.

E. Design Criteria - Lighting

1. The building's lighting system shall be designed to meet the sustainable design for lighting and lighting controls including latest Title 24 requirements and be designed in accordance with the State of California Correctional Standards Authority and the requirements of the County Sheriff Department. The contractor shall provide lighting energy connected load calculations including Lighting

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Power Density (LPD) and illumination photometrics to demonstrate best sustainable design, lighting technologies, and energy conservation.

F. Systems Description

1. Electrical Systems - General Description:
 - a. Incoming normal power and telephone Outside Plant (OSP) cabling services.
 - b. Power distribution system
 - c. Emergency power system
 - d. Uninterruptible Power Supply (UPS) System
 - e. Lighting and automatic lighting control system
 - f. Grounding systems, including IT and Radio Rooms. Additional standards apply.
 - g. Power wiring to elevators, plumbing and HVAC equipment
 - h. Telecommunications cabling infrastructure pathways and termination systems.
 - i. Fire alarm system
 - j. Emergency egress lighting and lighted pathway signs
 - k. Raceway system for security system
 - l. Raceway system for miscellaneous low voltage systems
 - m. Raceway systems for IT and Radio systems cabling.
 - n. Raceway systems for CATV/CCTV systems cabling.
 - o. Power use monitoring and alarm system

G. Integrated Security Control Systems for Minimum Security

1. System Designer Requirements
 - a. The Integrated Security Control Systems shall be an extension of the existing system completed as part of Phase 1, designed and installed by Metroplex Control Systems. Phase 2 work shall also be designed and installed by Metroplex, for seamless integration into the existing system.
 - b. This integrated security systems designer shall be responsible for the design of the following systems:
 - 1) Door Control and Monitoring
 - 2) Closed Circuit Television System
 - 3) Movement Intercom System
 - 4) Paging System
 - 5) Duress Alarm System
 - 6) Touch Screen Control System
2. Integrated Security Systems
 - a. Integrated Approach

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- 1) All security system functions shall be operated and observed from a single combined touchscreen control interface at each control point (touchscreen). This shall include the functions of:
 - i.) Door Controls
 - ii.) Movement Intercoms
 - iii.) Paging Access
 - iv.) CCTV image call-up
 - v.) CCTV motion alarms from camera analytics
 - vi.) Duress Alarms
 - vii.) Auxiliary Controls (lights, water, power and elevator)
 - 2) This system integration will allow a single action by an operator (e.g. selecting the next pending intercom call) to automatically ready the system to accomplish the needed activity. For a door operation this action would establish an audio pathway to the door intercoms, call up for display the CCTV camera images associated with both sides of the calling door, and enable the door control icons to operate the door. If the officer determines that that access should be allowed the door can then be opened.
 - 3) Central Control will be equipped with two identical touchscreen workstations that shall be capable of functioning jointly to respond to calls and alarms. Area of control can be programmed to a non sharing configuration under supervisor level control, but it shall not be possible to assign areas of control so that an area or function is not assigned to at least one workstation.
- b. Door control and monitoring
- 1) Provides control of all remotely operable doors/gates.
 - 2) Provide control of Inmate Elevator at Central Control.
 - 3) Provides security status reporting of all remotely operable doors/gates and all monitored-only doors/gates.
 - 4) Door control locations
 - i.) All exterior and corridor doors to be monitored and controlled by Central Control.
 - ii.) Only exceptions are:
 1. Administrative Entry Doors (IdentiPass Controlled)
 2. Public Entry Doors
 - iii.) All controlled or monitored interior doors are to be controlled by the control point with local control of that area unless it has been shut down or delegated that control to the next higher level of control.
- c. CCTV Surveillance

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- 1) Observes both sides of all remotely controlled doors and gates with fixed cameras. All camera viewing areas to be individually tailored to deliver "waist shot" of persons at observed locations.
- 2) Observes facility perimeter with fixed cameras.
- 3) Provide CCTV coverage along the site perimeter and building exterior. Images displayed in Central Control as called up by the operators.
- 4) Fixed camera observation and recording of:
 - i.) All controlled doors (both sides)
 - ii.) All housing dayrooms
 - iii.) All inmate movement areas
 - iv.) All class rooms and multi-purpose rooms
 - v.) Area between perimeter fence and buildings
 - vi.) Main facility entry(s)
 - vii.) All building entries
 - viii.) Kitchen (complete coverage)
 - ix.) Roof (overall coverage including all normal and potential access points)
- 5) Pan Tilt Zoom (PTZ) cameras shall only be provided sparingly along the perimeter and in interior spaces as supplemental image sources to the primary fixed cameras in each area. PTZ control will be provided by a "joystick" type controller and not by control icons on the touchscreens in Central Control.
- 6) CCTV camera monitoring at:
 - i.) Phase 1 Central Control – Each touchscreen workstation with associated split screen movement monitor plus an additional split screen monitor for display of selected images. Can view any camera not designated as "record only" in facility.
 - ii.) Phase 2 Minimum Security Control – can only views cameras associated with its controlled area. One split screen monitor
- d. Movement Intercom
 - 1) Stations on both sides of remotely controlled doors.
 - 2) Stations on opposite sides of a door operate in parallel.
 - 3) Selection of door intercom at associated security control panel automatically displays CCTV images of both sides of door.
 - 4) Two-way communications with talk-listen controlled at associated security control point.
 - 5) Control automatically reassigned to follow door control – otherwise local.
- e. Touchscreen Control Workstations
 - 1) Control all security system functions.
 - 2) Display status of all security systems and devices.
 - 3) Touchscreens located at:

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- i.) Phase 1 Central Control – two workstations, capable of future expansion to four.
- ii.) Phase 2 Minimum Security

END OF SECTION

CHAPTER 23 - INSERT

CHAPTER 23 - FIRE ALARM SYSTEM

A. General

1. This chapter outlines Fire Alarm System guidelines.
2. The Design-Build Entity shall provide design and engineering, obtain permits, provide installation, start-up, testing, adjusting and commissioning for a complete and operational fire alarm system in compliance with applicable codes and in accordance with the State of California Correctional Standards Authority, as well as the County.

B. Project Description

1. The Project requires a fire alarm system designed for a I-3 occupancy of a Type I or Type II-FR construction type for the main facility per the California Building Code. The ancillary facilities require fire alarm systems in accordance with their designed occupancy groups and construction types.
2. The scope of the work is to provide a fire alarm system, including fire alarm system components, equipment, devices, all wiring in conduit, and interface with County monitoring station. The Design-Build Entity shall coordinate Fire Alarm reporting with the local Fire Department.

F. Systems Description: Fire Alarm and Detection System

1. Fire Alarm and Detection System shall be supervised, addressable system approved by the California State Fire Marshal. The system shall be a Notifier of the most current model and technology available at the time of installation. The system shall be sized for final complete facility build out.

END OF SECTION

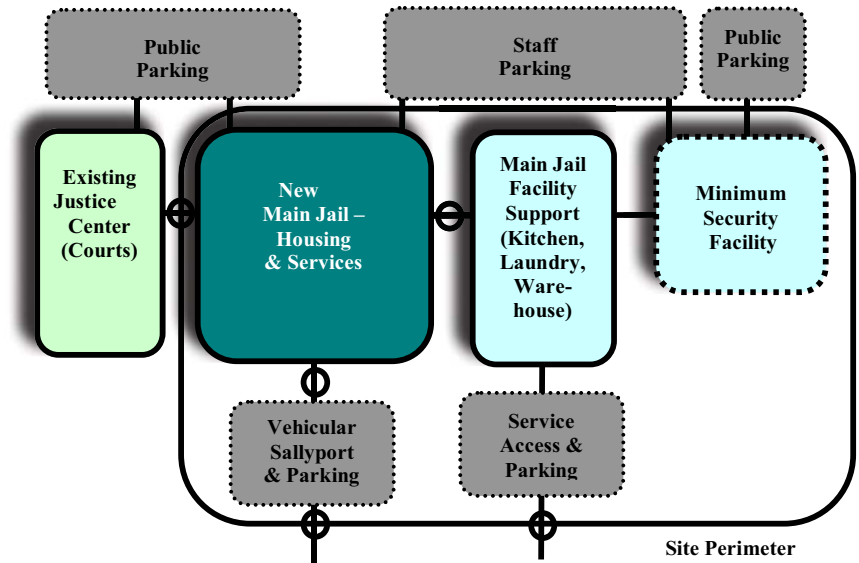
County Adult Correctional Facility Addition Project

**Request for Proposals
From
Pre-Qualified Design-Build Entities**

**PART 3
ARCHITECTURAL SPACE PROGRAM**

September 1, 2012

Part 3 - Architectural Space Program



County Jail Program Report

Final: December 25, 2008

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INTRODUCTION & SUMMARY

INTRODUCTION

This report consists of a design program for County's Jail facilities. In part, it fulfills the state Corrections Standards Authority's (CSA) requirements for a program statement. In addition, it provides guidance to the design-build teams who will plan and design the project.

This program document describes spaces, relationships and functional/operational design criteria. It is complemented by a design criteria report prepared by which describes all materials and systems and the more detailed room data sheets which establish finishes, furnishings, and equipment required to be accommodated in each type of space. Together, all three documents define the design performance criteria for this project.

Program Report Organization

This document presents the design requirements for the County Jail facilities. As such, it provides the information needed by the design team to prepare a site master plan and to design the various facility components. The text includes descriptions of the function of each area accompanied by a detailed listing of each space and diagrams which illustrate the principal relationships among functions.

The report is organized into four main parts:

- This **Introduction and Summary** which gives the background to and an overview of the content of the entire document.
- **Overall Requirements** which apply to all parts of the facilities.
- **Functional Area Requirements** for each of the main areas within the project – for both the jail and court areas.
- A detailed **Space List** (Attachment 1), showing the size of every room or area.

Programming Process & Methods

This program is the product of several related tasks.

- It is based on the results of a needs assessment and master plan, guided by the county's Criminal Justice Policy Committee (which consists of the heads of justice agencies and county government) and a related working group of senior staff. The needs assessment and the resulting project scope for the County Jail were ratified by the County Board of Supervisors.
- The programming process has been broadly inclusive. More than a dozen members of the Sheriff's Corrections Division, including its entire command staff, have participated on the Core Planning Team, giving guidance to all aspects of the planning. Refer to the Acknowledgements section for a listing of participants.
- The Core Planning Team's working sessions have been joined by jail program providers, health and mental health staff, the Probation Department's kitchen manager, representatives of the Superior Court, the local defense bar, and others as needed. The Acknowledgements section lists these participants.
- In addition to approximately 10 full days of programming workshops, the team visited five recently-constructed jails including:
 - San Joaquin County
 - Santa Clara County – Elmwood Facility
 - City and County of San Francisco – San Bruno Facility
 - Sonoma County Main Jail
 - Contra Costa County – West County Jail

These visits provided invaluable examples and “lessons-learned” which contributed greatly to the programming discussions.

SUMMARY

Operational Program Statement

CSA requires that an operational program statement be submitted with the schematic architectural plans and include a description of the following. This text summarizes the responses to each required information category. More detailed descriptions can be found within the body of this program report.

- A. Intended capacity of facility.** Initial capacity will be 330 inmates (or 450 or 510 – depending on the option which proves to be feasible) with infrastructure sized (or planned for later expansion) for the ultimate build-out of 980 beds.
- B. Security and classification of inmates to be housed.** The primary group to be held initially consists of pre-sentenced inmates who have court appearances at the Justice Center (which will be connected to the County Jail by a tunnel). The jail also “fills in the gaps” in housing types not adequately provided at the Existing Jail. The bed breakdown by classification is shown in a table later in this chapter. It includes administrative segregation, disciplinary isolation, protective custody, maximum, medium and psychiatric/step-down inmates as well as a minimum security unit outside the secure perimeter for inmates who will work in the kitchen, laundry, warehouse and maintenance shops.
- C. Inmate movement within the facility and entry and exit from security areas.** Inmate movement will be limited by clustering of functions and by the “unit management” concept where almost all services are provided at the housing units. Booking/release/transfer will have a vehicular sallyport, direct connection to an arraignment court, and a tunnel to the courts at the County Justice Center. Within the facility, movement will be controlled by central control which will operate security doors; all doors in the security perimeter will be arranged with security vestibules and interlocking controls. Movement will be unescorted for general population inmates who will be observed directly and by camera.
- D. Food preparation and serving.** Recommendations for food service operations and facilities were developed by a consultant to the capital program manager. The recommended approach is to construct a new central production kitchen at the County Jail which will provide food for the site and all jail and juvenile detention facilities in the county.
- E. Staffing.** A staffing plan will be provided after this program report is finalized. It will describes the post positions and shift coverage/relief factors used to estimate required staffing for the initial phase of operations.
- F. Booking.** Full booking services will be provided, serving the southern portion of the county. The booking area will be grouped with inmate transport and release for efficiency and control. An “open booking” or “docile holding” concept will be implemented where cooperative inmates will wait in a lounge-like setting, with sobering and sufficient secure holding cells for those who need more control. Office, support and interview space will also be provided.
- G. Visiting and attorney interviews.** Personal/family visits will be provided via a separate circulation system to non-contact booths at the housing unit. Video visiting is being considered either to supplement in-person visits or in lieu of them. Attorney interviews will take place in the same manner, with added booths associated with the arraignment courtroom.

- H. Exercise.** Outdoor exercise courtyards will be provided at each housing unit or pod. Lower custody inmates will have direct access from their dayrooms; administrative segregation inmates will be admitted individually to smaller yards. Yards are sized to meet Titles 15 and 24 requirements (though it is proposed to subdivide some yards to offer greater access to high security inmates; variances will be sought as needed).
- I. Programs.** Extensive programming will be offered to inmates – in housing units and in dedicated program facilities. They will include educational programs such as GED, ESL, and computer use (through the local school system), rehabilitative programs (such as drug and alcohol abuse prevention, anger management, job readiness and parenting skills), and religious/pastoral services (through the jail ministry program).
- J. Medical services, including the management of communicable diseases.** Initial medical screening, treatment and medication distribution will be provided at the housing units (each of which will have an exam room/office and procedure/interview room). A full medical unit (Outpatient Housing Unit) will also be provided with medical and dental treatment facilities and in-patient beds (including some with respiratory isolation/negative pressure capability).
- K. Cleaning and/or laundering.** Janitor's closets will be provided at each housing unit and throughout the facility as needed. A full laundry will be provided.
- L. Inmate segregation as specified in Penal Code Sections 4001 and 4002 and Article 5 of Title 15, CCR.** See section A, above. Administrative segregation will be operated in compliance with Title 15.
- M. Court holding and inmate movement.** An arraignment courtroom is included as part of this facility, close or connected to the booking/release/transport area. There is also a tunnel connecting this area to the central holding area of the County Justice Center.
- N. Mental health services.** Extensive mental health services will be provided, including at the Outpatient Housing Unit, and sheltered housing pod for inmates who are stabilized but need more attention than can be provided in general population; the latter will be adjacent or close to clinical functions. All inmates will have access to psychiatric and psychological services; for general population inmates, they will be screened at their housing unit and treated there if appropriate – or transferred to one of the above-mentioned units, if not.
- O. Facilities for jail administration and operations staff.** An administrative area will be provided for those staff who are on-site (facility commander, lieutenant(s), sergeants, and clerical support). Some central services will be provided offsite by County (such as HR and payroll, with limited staff on-site to serve this facility).
- P. Staff to staff communications system.** Multiple systems will be provided including phones, intercoms and radios.
- Q. Management of disruptive inmates.** General population pods will be operated using direct supervision, with a range of sanctions and privileges under the control of pod officers. A total of 90 beds of specialized, higher security housing will be provided and operated by indirect supervision (these include 15 beds each of disciplinary isolation and higher security administrative segregation as well as two additional 30-bed higher security pods). Together, these four pods will provide the ability to separate disruptive inmates from the general population and provide the incentive for improved behavior in order to be eligible for the benefits available in the general population pods. In addition, provisions for emergency response include a CIRT staging and equipment storage area and an armory.

- R. Management and placement of persons with disabilities with provisions for wheelchairs, gurney access, and for evacuation during emergencies.** The facility will be fully compliant with ADA and Title 24 requirements, including accessible paths of travel to all required public, staff and inmate areas (other than control rooms), and the provision of accessible cells, dayrooms, showers, and program spaces. Visiting for inmates with ambulatory disabilities may be at the ground level visiting area shared by the outpatient housing unit and sheltered housing pod. All main doors, corridors, and security vestibules will be large enough to accommodate a gurney.
- S. Architectural treatment of space relative to preventing suicides by inmates.** Recommendations of Joseph Rowan and Lindsey Hayes for suicide prevention through design and Title 24 requirements are incorporated into this program (see Chapter 2 Overall Requirements). They include measures to prevent or make very difficult any attachment for the purposes of attempting hanging.
- T. Method of implementing Penal Code Section 4030 relating to the holding of misdemeanor arrestees.** The booking area will be designed to adhere to the mandates of 4030PC related to the limitations and requirements of processing misdemeanants concerning strip searches and allowing time to make bail.
- U. Intended type of facility.** Type II.
- V. Sobering cells(s) as referenced by Title 15, Section 1056, with the ability to segregate.** Four sobering cells will be provided in the booking area, very close to the sallyport entrance. They will meet Title 24 requirements and be padded with an approved material and designed to prevent injury.
- W. Safety cell(s) as referenced by Title 15, Section 1055.** Four safety cells will be provided in the booking area for those detainees going through the booking process who pose a threat to themselves. Detainees who have been booked and housed and begin to exhibit self-destructive behavior will be transferred to one of four safety cells provided at the Outpatient Housing Unit.

Project Overview – Phasing & Options

The County Jail is intended to meet the detention and correctional needs of the County Sheriff Department for the western portion of County and will expand services for the entire county. This facility will be designed and operated independently of the County's main jail.

This program describes facility requirements at **five levels of development** – a base project, three additive options, and the ultimate build-out of the site. At the time the program was completed, it was not certain which level would constitute the initial phase. The design team will be responsible for master-planning the site and structures to accommodate the build-out of the site along with a complete design for the initial phase.

The **base project**, which is the minimum that would be built, consists of 330 beds spanning the entire range of security levels (see next section for a detailed breakdown) with support space planned for growth to a build-out of 980 beds. The planned tunnel connecting the jail to the County Justice Center (courthouse) is also included in the first phase.

The **first option** would include the base and would add 120 more medium security beds.

The **second option** would include the base plus Option 1 and would add 60 more minimum security beds.

The **third option** would include the base plus Options 1 and 2 and would add another 120 minimum security beds.

Not considered an option, but to be planned for, is the **ultimate site build-out**. In addition to all facilities described above, it would add 120 more medium security beds and another 120 minimum security beds. (Note that “build-out” is a term of art based upon a city use permit; while not intending to violate the spirit of that permit, the County will be interested in having the design teams demonstrate the future practical maximum carrying capacity of the site should the use permit ever be able to be renegotiated.)

Options/Phasing of Beds

The scope of the base project is based on a balance of need and resources. The options tabulated below gradually increase in number of beds. It is the County’s intention that the initially constructed project would consist of the base plus as many of the options as can be afforded within the budget.

Number of Beds by Type for Base and Options

Classif. (cells/beds)	Base	Option 1	Option 2	Option 3	Build-Out
General (30/60)	120	240	240	240	480
Sheltered (30/60)	60	60	60	60	60
Special DI (15/15)	15	15	15	15	15
Special Max (15/15)	15	15	15	15	15
Special (15/30)	60	60	60	60	60
Minimum (50-60)	60	60	120	240	360
Total	330	450	510	630	990*

* Rounded up from 980 – see text below.

It should be noted that the scope originally negotiated during the needs assessment study has been refined based on the breakdown of needed beds by classification – and grouped in manageable and staff-efficient housing units.

In addition, it is recognized that there is a ten-bed discrepancy between the space plan and the use permit’s approved site build-out of 980 beds. This is due to planning the facility on the basis of manageable and efficient housing units of 30 or 60 beds. One way to reconcile this discrepancy would be by occupying one or more units at slightly below its designed capacity.

Elimination of Dorms For General Population Inmates

The original scope for this project included 120 dormitory beds in the first phase of construction. Through the course of the programming workshops, it was decided to recommend the elimination of dormitories and to provide instead a mix of single and double cells for the following reasons:

- The greatest demand is for higher security beds for pretrial detainees. Single and double cells provide the most appropriate and safest setting for the detainees to be housed in the first phase.
- Dormitories require the presence of a custody officer 24 hours a day (two officers for two dormitory housing units). By contrast, with locking wet cells, staffing can be reduced to one officer observing 120 beds between the hours of 10 PM and 4 AM. This reduces the required number of CO II Step 3 positions by 2.65. At \$100,000 per year salary and benefits, for a net annual

savings of \$265,000 per year. It is believed that this savings will contribute greatly to paying for the added construction cost of the celled housing units.

SUMMARY OF REQUIREMENTS

Operational & Design Objectives

- General population housing will be operated by direct supervision with a floor officer within each pod, backed up by an enclosed control post observing two or more pods. Disciplinary, protective custody, and administrative segregation pods will be managed by indirect supervision.
- The majority of services will be delivered to inmates at their housing pods, minimizing the need for them to move through the facility. This includes visiting, which will be provided at the housing pods, with visitors accessing the public side of visiting booths through a separate circulation system.
- It is desired by the Sheriff's Department that housing pod configurations be modeled on those at San Francisco's San Bruno jail. Key features include a semi-circular, podular configuration with a high degree of visibility into cells and an external utility corridor.

Construction should be appropriate to the level of security required in each area. Spaces not occupied by medium or maximum security inmates can be of a much less secure (and less expensive) type of construction.

Reference Standards

In addition to building codes, the following standards relate to the operation and design of jail facilities and court facility design:

- Jail operations: Title 15, Division 1, Chapter 1, Subchapter 4.
- Jail design: Title 24, Part 2, Division VIII.
- Court Facility Design: California Trial Court Facilities Standards, April 21, 2006.
- PREA – Prison Rape Elimination Act.

Refer also to the criteria documents for possible additional code or agency requirements.

Space Requirements

The table below summarizes space requirements for each major component. For a complete listing of each space, see Attachment 1 Space List.

		Base Project		Option 1		Option 2		Option 3		Build-Out		
		Deptl.	Gross	Deptl.	Gross	Deptl.	Gross	Deptl.	Gross	Deptl.	Gross	
SUMMARY												
Public Entry and Reception		1,470	2,100	1,470	2,100	1,470	2,100	1,470	2,100	1,470	2,100	70 % eff.
Visiting - Public Side		5,750	8,210	5,750	8,210	5,750	8,210	5,750	8,210	5,750	8,210	70 % eff.
Booking/Release/Transport Center		9,930	16,550	9,930	14,190	9,930	16,550	9,930	16,550	9,930	16,550	70 % eff.
Administration		4,400	6,290	4,400	6,290	4,400	6,290	4,400	6,290	4,400	6,290	70 % eff.
Staff Support		12,610	18,010	12,610	18,010	12,610	18,010	12,610	18,010	12,610	18,010	70 % eff.
Central Control		590	840	590	840	590	840	590	840	590	840	70 % eff.
Housing Units												
All General Pop. Housing Units		16,252	23,220	32,300	46,140	32,300	46,140	32,300	46,140	64,600	92,290	70 % eff.
All Sheltered Housing Pods/Units		8,642	12,350	8,642	12,350	8,642	12,350	8,642	12,350	8,642	12,350	70 % eff.
All Special Housing Pods/Units		15,350	21,930	15,350	21,930	15,350	21,930	15,350	21,930	15,350	21,930	70 % eff.
All Minimum Security Housing & Programs		8,420	12,030	8,420	12,030	19,840	28,340	39,570	56,530	42,240	60,340	70 % eff.
Main Jail Program Areas		2,350	3,360	2,350	3,360	2,350	3,360	2,350	3,360	2,350	3,360	70 % eff.
Medical: Outpatient Housing Unit		13,410	19,160	13,410	19,160	13,410	19,160	13,410	19,160	13,410	19,160	70 % eff.
Food Service		14,200	17,470	14,200	17,470	16,770	20,630	16,770	20,630	19,040	23,420	Add 23% per Cini-Little
Laundry		3,270	4,090	3,270	4,090	3,270	4,090	3,270	4,090	3,270	4,090	80% eff.
Receiving/Warehouse/Maintenance		16,760	20,950	16,760	20,950	20,780	25,980	22,160	27,700	24,350	30,440	80% eff.
Total by Phase (w/o Superior Court)		#####	186,560	149,452	207,120	167,462	233,980	188,572	263,890	228,002	319,380	
Superior Court		0	0	0	0	0	0	0	0	0	0	70% eff.

Parking Requirements

The table below summarizes parking requirements for staff, visitors, fleet, and loading vehicles by phase:

	Base Project		Option 1		Option 2		Option 3		Build-Out			
	Deptl.	Gross	Deptl.	Gross	Deptl.	Gross	Deptl.	Gross	Deptl.	Gross		
PARKING												
Staff											Day and swing shifts are added for overlap	
Day Shift	350	60	21,000	64	22,400	75	26,250	84	29,400	93	32,550	Based on SPJ \\\Staffing.xls (from Sheriff's Dept.)
Swing Shift	350	9	6,650	20	7,000	21	7,350	23	8,050	25	8,750	Reduce or delete if share parking in complex.
Visitor/Public	350	17	5,950	22	7,700	22	7,700	22	7,700	33	11,550	Peak/overflow at court parking
Fleet	350	2	700	2	700	2	700	0	0	0	0	Does not include vehicular sallyport at BRT
Tractor Trailer	750	1	750	1	750	1	750	0	0	0	0	
Straight Body Truck	450	1	450	1	450	1	450	0	0	0	0	
Subtotal, Parking Area		100	35,500	110	39,000	122	43,250	129	45,150	151	52,850	

Site Development Requirements

Detailed site development requirements (for lighting, parking, landscaping, signage, and the like) are presented in Chapter 2.

A preliminary master plan was developed for the entire County complex in conjunction with the design of the County Justice Center. While design teams will have to take this master plan into account, it is recognized that the build-out of the jail will place many demands upon the site and it may be appropriate to revisit and propose adjustments to the plan in order to develop an optimal overall arrangement.

OVERALL REQUIREMENTS

INTRODUCTON

This chapter presents requirements that apply to the facility as a whole (such as the spatial organization for the entire site) or throughout all the functional areas. Requirements that apply only to specific functional areas are described in the chapters that concern each of them.

This program document describes spaces, relationships and functional/operational design criteria. It is complemented by a design criteria report prepared (Parts 1,2,4,5) which describes all materials and systems and the more detailed room data sheets which establish finishes, furnishings, and equipment required to be accommodated in each type of space. Together, all three documents define the design performance criteria for this project.

FUNCTIONAL & OPERATIONAL REQUIREMENTS

Mission, Goals, & Objectives

The overall mission and original concept of the County Jail was to hold pre-sentenced inmates who are involved in court proceedings at the County Justice Center. Over time this is expected to expand to included sentenced inmates.

The County Sheriff's Department's has a well-developed mission statement and a related statement of core values for its Corrections Division. The statement of core values was felt to be fully applicable to the County Jail – and likely to inform many operational and design decisions – and is reproduced in full below:

“Statement of Values of the County Corrections Division

We, the staff of the County Corrections Division, recognize that we have a unique social responsibility-to provide a jail environment that fosters self-respect, values human dignity, and promotes the rehabilitation and return of productive life of the inmates of this facility, while maintaining the integrity of the law and the safety and well-being of our personnel and the inmate population.

To further define and articulate this responsibility, we have developed this set of Organization Values. We will strive to adhere to these principles and values in an atmosphere of respect and mutual support that protects and benefits employees and inmates alike.

Service to the Institution. *We value our service to the Corrections Division and to the inmate population of its facilities. In providing this service, we will focus on the positive aspects of corrections work: the opportunity to encourage and reward rehabilitative attitudes and activities; to render assistance and moral support to all inmates making a sincere effort to reenter society as productive and law-abiding citizens; and to enhance the image of corrections personnel in the minds of inmates and the public.*

Professionalism. *We value the ideals and ethics of the law enforcement profession. We seek to maintain a clear sense of commitment, perspective, and direction. We strive to create an atmosphere that promotes teamwork, innovation,*

and continuing self-evaluation. Recognizing that the corrections environment presents us daily with an unrealistic view of the public and society as a whole, we will strive to maintain our respect for the individual worth, dignity, rights, and cultural diversity of all those in our custody, realizing that the vagaries of fate could place any of us in a similarly unfortunate position.

We will maintain discipline within the institution in a fair, humane manner, striving always to resolve problem situations without recourse to physical force. When force is required, we will employ the minimum level necessary to maintain security and employee safety. We will try at all times to keep in mind that our task is not to judge or to punish-these are functions of the judicial system-but to safeguard the custody of offenders in a manner consistent with the preservation of human dignity and public safety.

Employees. *We value our coworkers as our most important organizational asset. We realize our success depends on mutual respect, cooperation, and support. All employees will receive fair and equitable treatment, and be provided the proper tools and training to meet organizational goals and objectives. Since employee safety is of paramount importance in this institution, the security of the facility will be maintained at all times in the most stringent manner.*

Integrity. *We value and expect truth and ethical behavior in every member of our organization. We are committed to upholding our position of public trust by maintaining the highest ethical standards and the utmost respect for the ordinances and laws of our county, state, and nation. Our role as peacekeepers and enforcers of the law will not be compromised.*

Pride. *We value our work as a source of pride and satisfaction. We are proud of our community, our department, our accomplishments in its service, and our commitment to quality law enforcement."*

It was commented that it is very helpful when inmates know what is expected of them and what the consequences of undesirable behavior are (as well as the benefits of cooperative behavior).

Operational Goals & Objectives

- Safety and security are overarching goals for the facility – both for inmates and staff.
- Control of operational costs is essential – and this can be achieved through staffing efficiency more than any other factor.
- Efficiency and security are also promoted by reducing inmate movement and by bringing services to the inmates to the extent possible (so-called “unit management”) rather than moving inmates to services. It is also promoted by well planned work flow.
- When inmates must move, it should be unescorted to the extent practical.
- Grouping related functions will also contribute to efficient operations. One cluster, for example, would consist of the booking, the intake/classification unit, and medical/mental health.
- The facility and its operations should reduce stress on staff and inmates. Meeting basic needs and providing a safe and humane environment will reduce stress.
- Inmates should be treated the way staff would like to be treated. The intent is not to punish or ridicule, but to respond to problem behavior.

- Direct supervision may contribute to achieving many of the above goals (it will be evaluated for which inmates it is appropriate, housing pod sizes, and associated staffing efficiency).

Facility Goals & Objectives

- The facility (as well as operations) should communicate “respect.” It should set the desired tone and expectations, beginning with booking.
- Provide a variety of settings for a variety of inmate classifications, including differing levels of security. As inmates demonstrate that they are able to get along in the facility, they can be moved to progressively less restrictive housing assignments.
- At the same time, units need to support the separation of different classifications of inmates and to limit communication between housing pods.
- Provide adequate administrative segregation and disciplinary cells so that the jails will have the ability to remove disruptive inmates to an appropriate place.
- The jail facilities should provide a high level of environmental quality: it should be quiet, well lit, comfortable, orderly, and calm.
 - Eliminating the sound of slamming doors and locks, and providing sound-absorbing materials that reduce reverberation time will reduce noise, promote communications, and help lower stress. Better acoustics can also promote privacy and confidentiality for staff and inmates.
 - Providing access to natural light (and possibly to views of nature) has been shown to reduce stress.
 - Thermal comfort, good air quality, and excellent ventilation are also high priorities.
- There should be excellent staff support facilities.
- The layout should strive to achieve 100% visibility of all inmate-occupied areas with no blind spots. (Comments: blind spots can result from configuration, lack of lighting or contrast between low and high levels of illumination. They are the most likely location for inmate trouble.)
- The jail must be planned to grow in an orderly and rational way as housing units are added and demands for support space increase. It needs to support growth to 980 beds (the site’s currently approved maximum capacity), but must also accommodate scenarios for growth beyond that (refer to Chapter 1, Introduction and Summary, for a description of the planned expansion over time).
- The facility should have the flexibility to adapt to changing populations and programs over time.
- The building must be very energy-efficient and environmentally friendly; it should, at a minimum, be certifiable at a LEED silver level (though actual certification may or may not be sought). Where systems (such as photo-voltaics) are not feasible at the time of construction, their future addition should be planned for.
- Controlling construction costs is an important objective.

Future Trends

- County-wide growth in demand for jail space will be almost entirely near the new Jail.
- It is anticipated that socio-economic and cultural trends will continue to provide increasing numbers of crime-prone individuals who have had issues and problems with law and society from their youth. State budget cuts in programs will reduce services to youth that might prevent this from happening.

- The jail population will continue to age and thus there will be increased medical needs.
- Mental health services in the community will continue to be inadequate, resulting in continued and increasing demand for these services in the jail. Mental health cases are staying longer in jail (up to four years for competency hearings).
- State-level criminal justice programs are increasingly stressed and under-funded so that there is a greater likelihood that prisoners and parolees will be pushed back to counties (with a corresponding increase in the need for jail housing and program space). These might be lower level felony commitments who are currently sent to state prison for two to three years – but who might serve all or part of this in county facilities.
- Infectious diseases such as medication-resistant tuberculosis and MRSA are increasing.
- The facility will require the ability to contain areas relative to infectious diseases, chemical spills, and other air contaminants.
- The jail must incorporate state-of-the-art technology – and be able to incorporate future generations of such systems as: control systems, biometrics, CCTV cameras, touch screens, wireless, and automated documentation. The capability will be needed to upgrade systems while keeping the old systems operational. Generous sizing of, and access to cable runs and other infrastructure, will make it easier to change in the future.
- The number (and percentage) of women in custody is likely to grow and they are likely to be arrested for more serious crimes.
- High recidivism rates and failure of the prison system may or may not be addressed by current state initiatives and it is possible that there will be an increasing need for the county jail to provide more programs and rehabilitation opportunities.
- Increased violent gang activity will likely require increased secure separation of inmates and greater need for cells rather than dorms.
- Incarceration cost escalation and increased inmate bed needs will require greater use of community corrections programs and a higher level of participation and cooperation between the jail and probation staff.

Functions & Services

The following is a list of major facility functions, with more detailed information about activities presented in the body of the program.

Public-Oriented Functions

- Visiting (personal and professional)
- Administration
- Courts
- Morrissey (parole) hearings
- Courier deliveries

Inmate processing and services

- Booking/Release/Transport
- Medical and Mental Health
- Central Control

Inmate Areas

- Housing Pods & Units (and Minimum Security Unit)

- Programs

Support

- Kitchen
- Laundry
- Warehouse, storage
- Deliveries
- Trash/recycling
- Maintenance
- Commissary
- Staff Support

Policies & Procedures

- A new design, especially if it entails a different operational approach, will likely require revisions to the jail's policy and procedures.
- The jail currently operates, and is likely to continue, 12 hour shifts. Staff like them as they get a block of 4 days off in a typical week.
- The jail is run by behavior management with the emphasis upon individual's, rather than a groups' behaviors. A mix of privileges and sanctions for desirable and undesirable behavior, respectively, should be supported by the built environment.
- Detainees can earn their way to a more desirable housing assignment or added privileges if they follow the rules in a more restrictive setting.

Circulation Patterns

Principal flows into, out of, and within the jail are listed below. The required adjacencies and relationships needed to support convenient circulation are described in a later section of this chapter.

- Members of the **public** come to the jail to visit inmates, deposit money into their accounts, get information, and to visit jail administration. They come from public parking into a designated entry lobby, check in, and proceed to visiting or administration. Volunteers also enter at this lobby. An outer lobby gives visitors the opportunity to orient themselves and conduct business at a service window without going through the security screening that enables access to visiting, administration, and the arraignment court.
- Jail **staff** will be provided with a separate, enclosed (fenced/gated) parking area, from which they will enter into a locked but non-secure area of the jail (which has various staff support facilities) through their own entrance. From there, they will proceed into the secure part of the jail. Contract employees, such as teachers and medical staff, also enter here.
- Most **inmates** will arrive through the secure vehicular sallyport that is part of the booking/release/transport area (BRT). Some may present themselves at the public entry (mostly sentenced) and others may be remanded directly from court. Inmates will depart the jail on release through the release area and public lobby; others will be transferred by vehicle through the transport area. Within the jail, inmate movement will be limited and may be unescorted under observation for many inmates, depending on their custody level. When inmate movement is necessary, it is most likely to be for special services (such as medical procedures), visits to court, or for inmate workers going to or carrying out their assignments.
- **Material** movement includes the delivery, receiving and transfer of such items as food (bulk or on carts), laundry, supplies, and trash. Vehicle access to loading, storage and trash areas is essential.

- **Emergency** vehicles and personnel (law enforcement, fire, medical, and hazmat) need access to the entire perimeter of the facility and easy access to the interior through the BRT vehicular sallyport.

Operational Safety & Security

This section discusses functional and operational aspects of safety and security, including threats to security. Physical security and systems are described in a later section of this chapter.

Principal **threats** to safety and security include:

- Introduction of **contraband** (including weapons or materials that could be made into them) from minimum security inmates, visitors, staff; or in transferred items such as laundry or commissary; or by being thrown in from outside the perimeter; or through inmate access to concealed space (such as in the ceiling or vents) to hide or remove materials for tools and weapons.
- **Escape** attempt, especially of high security inmates. Staff ability to control circulation can be compromised by egress through doors intended for life safety purposes; by detainees getting released through mixing with pending releases; by lack of proper identification of transport agencies (detainees posing as others). The greatest threats of escape occur at transport, court, medical, and between facilities and/or jurisdictions); as well as from malfunctioning security devices such as door locks, security cameras, monitors, other electronic equipment (which are to be avoided through good design and maintenance).
- **Unauthorized facility entry**. Unauthorized persons slipping in with authorized persons; opportunities to hide around perimeter. Hiding in protected wetland on approach to perimeter.
- **Inmate violence against staff**. Examples include when staff accesses supply closets, inmates throwing urine or feces, assaults on staff; likely due to the way staff treats inmates.
- **Inmate violence against inmates** (more common than against staff). Fights, intimidation, and verbal altercations.
- Inmates **covering lighting** to hide activities and assaults on roommates.
- More **serious violence** such as sexual assault, systematic intimidation and gang activities.
- Inmate **suicide** and self injury (including for purposes of a lawsuit).
- **Vandalism**, particularly cell windows. Scratch-resistant, glass-faced security glazing should be used at cell doors.
- **Unruly** and uncontrolled behavior of new bookings who may be drunk, on drugs, or have an unidentified mental illness.
- **Hostage** taking.
- **Compromise of staff control** resulting from the inability to see all inmate-occupied areas (due to configuration or poor lighting).
- **Power outages**.
- **Fire** (structure more likely than vegetation).
- **Hazmat** spill (from highway and railroad, NEC, and HP).
- Introduction or spread of **communicable diseases**.
- Installation of inappropriate, poorly designed or substandard **materials** in inmate areas which can be used to facilitate suicide, escape or fashioned into weapons (all of which, again, are to be avoided through good design and maintenance).

Operational and design **strategies** for achieving safety and security include the following:

- **Direct supervision** which enables staff to keep in touch with inmates and what is going on is the most important security measure.
- Outstanding visual **observation** is also needed. Visual observation is crucial to the success of direct supervision. All inmate-occupied areas should be fully visible by staff from their usual locations and, especially, from any fixed posts.
- Effective **classification**, combined with the ability to assign inmates to the **appropriate** housing pod contributes to supervision.
- **Unit management** (services at the unit) and the related reduction in inmate movement.
- The facility should be divided into **zones** of increasing security; each with an appropriate perimeter. Movement between the zones should be controlled and each zone should be able to be isolated (including their mechanical systems).
 - **Non-secure** areas include the public lobby.
 - **Restricted access** areas include administration, the courtroom, staff support spaces, and service areas. Admittance to these areas is controlled by locked doors, key card access or remotely controlled doors, but their perimeters are not secure construction. Inmate workers may have access to these areas, but the future minimum security facility should be separate from the main jail.
 - **Secure** areas include all inmate-occupied areas of the facility. These are subdivided from each other by secure barriers and are enclosed within a secure perimeter.
 - **High-security** areas include special inmate housing units, holding cells, and control stations. They are provided with special control systems and construction.
- The facility **perimeter** must prevent both unauthorized inmate exits (escapes) and unauthorized persons (and contraband) from entering. The perimeter should consist of physical barriers (walls and fences) as well as a clear area that must be obviously crossed to approach or leave the facility..
- The number of **entrances** should be minimized; the following are likely:
 - Public, including professional visitors and volunteers. A separate release path is desirable, but released detainees can go out the public entry lobby.
 - Booking – via a vehicular sallyport and separate pedestrian sallyports for new bookings and transport.
 - Staff – direct from staff parking, with card access and a sallyport to prevent unauthorized persons from following them in.
 - Receiving for deliveries (including from future kitchen) and trash; with intermittently staffed post when deliveries are received.
 - Courts building – via a secure tunnel.
- **Central control** will be responsible for perimeter and internal movement. These two main functions could be in a single control room with two posts, each with a separate panel. When most inmates are asleep one staff could probably operate both panels. All controls would be touch screen.
- **Cell doors** within housing pods should be controlled by the pod officer (with override and emergency unlocking at the unit control post and central control).
- To minimize potential staff-introduced **contraband** clear guidelines are needed to limit what staff can bring into the secure area (may limit the size of staff bags, with most personal belongings left in lockers).
- Facility operations and design will follow published recommendations for **suicide prevention** in correctional facilities (see separate section).
- The following strategies will facilitate **emergency response**.

- There must be access for emergency vehicles around the entire facility perimeter (including both fire and hazmat) – and access into the secure parts of the facility for emergency and medical vehicles through vehicular sallyports.
- A path is needed for gurneys from housing units to medical and transport.
- There must be a means of evacuating inmates during an emergency to a secure place of refuge (which must be 50 feet from the building). At least four separate refuge areas are needed in order to keep separate females, general population, protective custody, and mental health).
- There is a need to be able to isolate the air handling systems serving various areas of the facility (including to manage a possible pandemic) and to shut down outside air in case of a hazardous spill.
- Purge fans are needed for evacuating chemicals or gas as well as construction-related fumes (regardless of whether they are required by code).

DESIGN REQUIREMENTS

Reference Standards

- All applicable building and safety codes will apply as will a variety of agency standards – principally Titles 15 and 24 (of which the most relevant sections are quoted or summarized in the functional area chapters).
- The codes that are required to be met are listed in the project specifications

Space Terminology

•
The following terms are used to describe space needs.

- **Net area.** The area of each room or space, as measured from interior wall to interior wall. No circulation space to or from the room is included (circulation within the room is included).
- **Departmental area.** A measurement of aggregate floor assigned to a department, division, or other organizational or functional unit. It is the sum of all floor areas assigned to an organizational unit, including net areas as well as interior walls, building columns, projections, and circulation from space to space within the unit's assigned area. For existing buildings, departmental area is measured from the inside face of the perimeter walls at the limits of the functional unit's assigned space. In estimating future space needs, departmental area is calculated by adding between 10 and 55 percent to the total of the functional unit's required net area. The factor added for interior walls, interior circulation, and the like, depends upon the complexity of space organization required by the unit's use.
- **Building gross area.** The total area of the building, including all primary circulation routes, shared vertical circulation, exterior walls and all mechanical and electrical support spaces and chases. Building efficiency is the ratio of net to gross areas, expressed as a percentage. Correctional facilities are typically not very "efficient", due to multiple mechanical systems and circulation routes. The factors used for the County Jail range from 55% to 80% efficient, assuming multiple separate circulation routes (e.g., for visitors and inmates).

Space Requirements

See Attachment 1: Space List which shows the amount of space required to be provided for the base project as well as for additive options/future phases through build-out of the site.

Location and Spatial Relationships

This section describes key relationships for the site and the main jail.

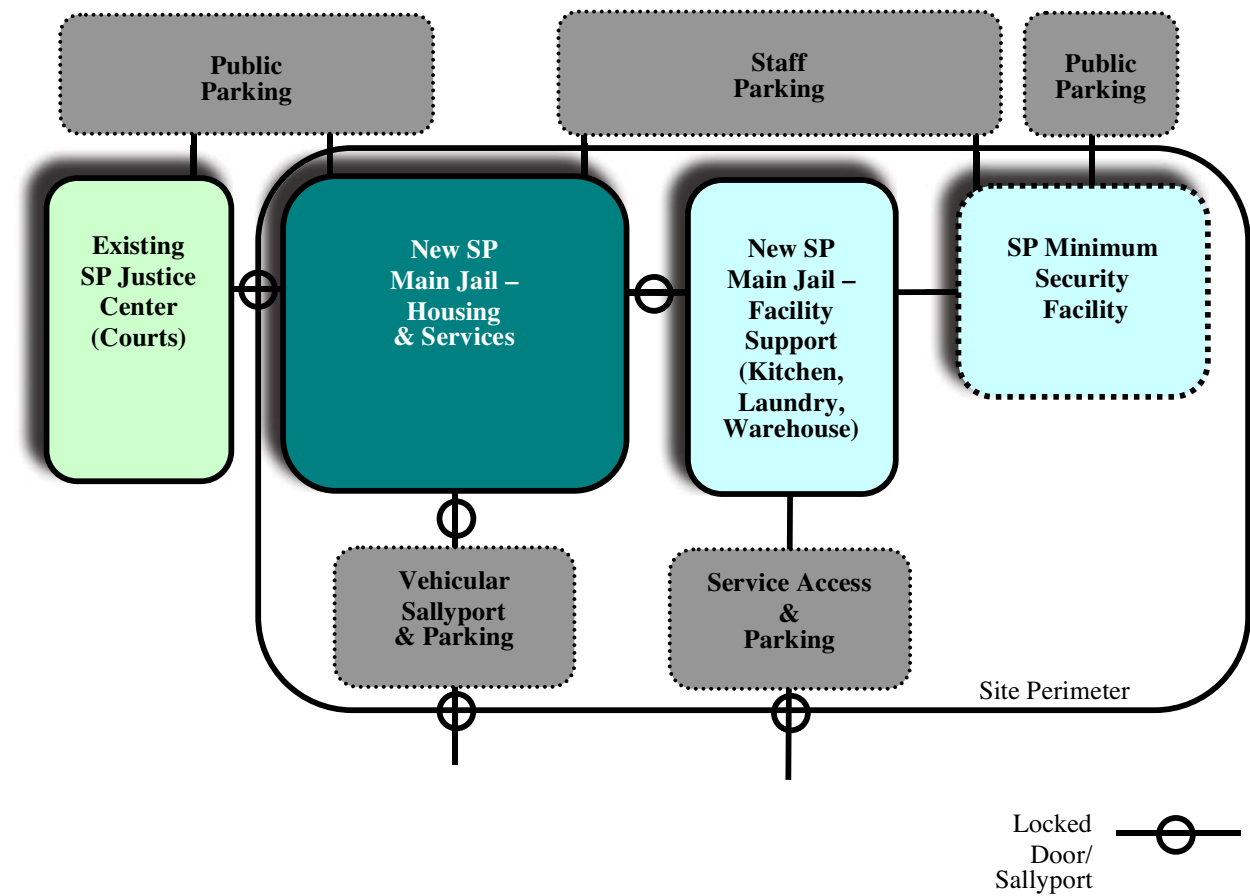
Site Relationships

- The main jail has important relationships to several other facilities which are or will be located on the site: its separate support structure, the future minimum secure jail, and the Justice Center (JC).
- A separate staff entrance will be provided with direct access from staff parking.
- There is a vehicular sallyport with direct access to the booking/release/transfer area. There is a separate vehicular sallyport for service vehicles.

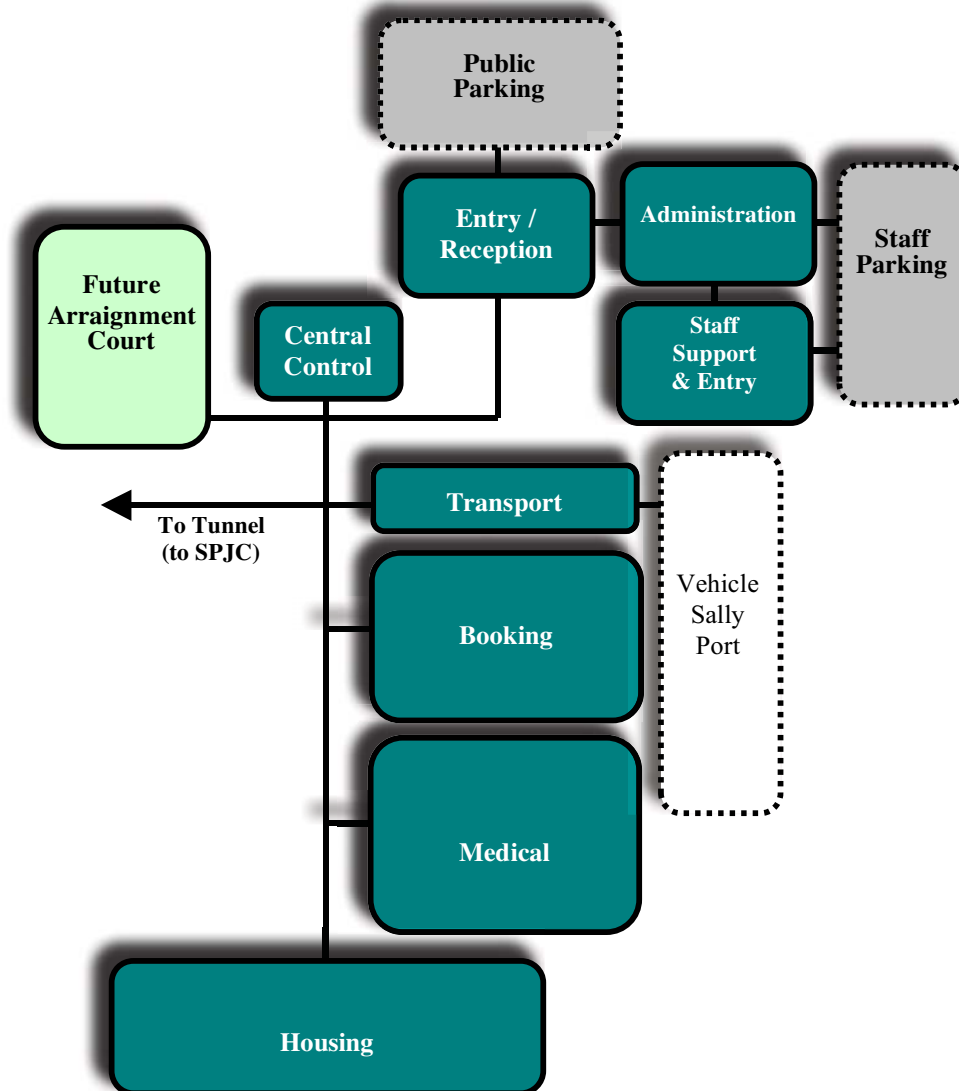
Jail – Internal Relationships

- There are several main clusters of functions:
 - **Public access areas** including the public lobby and jail administration. These areas need proximity to the visiting circulation system and to staff support. The public lobby will also serve the courtroom.
 - The **booking, release and transfer** areas which need direct access to the vehicular sallyport, the tunnel to the Justice Center, and the arraignment courtroom – and very convenient access to the medical and mental health areas and to housing. Released inmates will need a path to the public lobby.
 - The **housing** areas, which are largely self-contained, but need convenient access to booking (etc.) and service and support facilities (see next item).
 - **Service and support** facilities include kitchen, laundry, warehouse, and maintenance shops. While outside the secure perimeter, this cluster needs convenient access to the housing areas, to a vehicular loading area, trash area and to the future minimum security facility.
 - **Staff support** facilities include lockers, showers, briefing, training, dining, and workout facilities. They need direct access from staff parking and, though they are outside the secure perimeter, very easy access through it to the housing areas (both as a route to work assignments and for emergency response).
- Access is needed for all **utilities**, including electrical service, water, sewer and storm drainage.
- Based on the circulation patterns and requirements described above, the following **diagrams** illustrate key relationships in the overall facility organization – at the site level and within the main jail. More detailed diagrams can be found in the sections describing each functional area.

Overall Site Organization



County Jail – Main Relationships
(not including facility support)
 (Diagram provided by County)



Physical Security

General

- Safety and security are over-arching goals of the facility.
- Suicide prevention is covered in the section below.

Physical security

- Need adequate glazing at cell door to see possible threats.

Perimeters

- The outer perimeter identifies the area not open to public, but does not necessarily prevent access. This can be an 8 foot fence or wall (the latter where needed to screen view and traffic sound per city requirements).
- The exterior wall of secure facility may be the secure perimeter.

Emergency power

- It is desirable for electricity to be supplied from two substations.
- Standby power could be from a single large, or perhaps better, multiple smaller generators.

Control Room Emergency Access and Egress

- Access is required to central control and all housing unit control rooms to/from roof for emergencies. The CIRT team must be able to enter and staff to leave if they must abandon their post after shutting it down.
- Require the ability to introduce gas and other munitions into housing unit as an option for incident response.

Technical Requirements

- Specifications for such items as the fabric of construction, doors, locks, windows, gazing, and low voltage systems for communications, alarms, and controls are provided in separate documents prepared by McCarthy (Parts 1, 2, 4, 5) including a design criteria report and detailed room data sheets.

Suicide Prevention

Suicide prevention is an essential objective throughout the facility but even more critical at booking, intake, and any room used for suicide watch (in the medical and sheltered housing areas). The following requirements are taken from Joseph R. Rowan and Lindsay M. Hayes: *Training Curriculum on Suicide Detection and Prevention in Jails and Lockups*, National Center on Institutions and Alternatives, 1988.

The features listed below should be incorporated into the design of all areas where an inmate may be left alone and are particularly important at booking, medical and mental health units, where inmates on suicide watch are most likely to be placed:

- Avoid any surface, edge, fixture or fitting that can provide an attachment for hanging.
- No part of the plumbing in wet rooms or private bathrooms shall be exposed. Operation of control valves shall use flush buttons, infra-red, or similar. Drinking water spout, if any, shall be without curved projections.
- Towel holders shall be ball-in-socket or indented clasp, not pull-down hooks or bars.
- Air supply and return grilles shall have openings no greater than 3/16 inch or have 16-mesh per square inch.
- Beds, desk surfaces, and shelves (if any) shall have no sharp edges and be configured to prevent attachment. Beds shall be totally enclosed underneath.
- Light fixtures shall be recessed and tamper resistant.
- Fixtures such as mirrors shall be mounted using tamper-resistant fasteners.
- Door handles, faucets, fire sprinkler heads, and door hardware inside the rooms shall all be recessed, designed to prevent attachment, or to break away under a moderately light load.

Title 24 also addresses the physical design aspects of suicide prevention (in section 13-102 (c) 6). The following is quoted from its requirements that supplement or supercede those listed above.

- “Architectural plans shall be reviewed by the Board for the purpose of reducing hazards posed by fixtures and equipment which could be used for an act of suicide by an inmate. The facility design shall avoid any surfaces, edges, fixtures, or fittings that can provide an attachment for self-inflicted injury. The following features shall be incorporated in the design of temporary holding cells, temporary staging cells, sobering cells, safety cells, single occupancy cells, and any other area where an inmate may be left alone:
 - plumbing shall not be exposed. Operation of control valves shall use flush buttons or similar. The drinking fountain bubbler, shall be without curved projections;
 - towel holders shall be ball-in-socket or indented clasp, not pull-down hooks or bars;
 - supply and return grilles shall have openings no greater than 3/16 inch or have 16-mesh per square inch;
 - beds, desk surfaces, and shelves shall have no sharp edges and be configured to prevent attachment;
 - light fixtures shall be tamper resistant;
 - fixtures such as mirrors shall be mounted using tamper resistant fasteners; and,
 - fire sprinkler heads inside rooms shall be designed to prevent attachment.”

Finishes

- All inmate-occupied areas should have durable, easily cleaned and easily repaired finishes.
- Finishes should also be selected with their acoustic performance in mind (see the section on Acoustics under Ambient Environment, below).
- For technical requirements, refer to the performance criteria (Parts 1,2 4,5)

Ambient Environment

- **Lighting:** There is a strong preference for controlled natural lighting (and view out) wherever feasible for both energy savings and quality of environment – always without sacrificing security. All artificial lights should use energy efficient lamps. Emergency lighting must be provided per code.
- **Acoustics:** Reverberation time and noise levels associated with the durable (hard) and fire resistant materials required in a correctional setting must be mitigated where possible. The following goals are recommended for acoustical performance in areas occupied by inmates:

Recommended Sound Isolation Requirements for Separating Walls and Partitions

Occupancy Category	Sound Level (dBA)	Reverberation Time (seconds at 500 Hz)
Classrooms & Program Areas	40	0.75
Medical	45	0.90
Dayroom	50	1.5
Visiting	40	0.90

Source: Advisory Council on Corrections Acoustics, The Acoustics Design Guide for Corrections, 1993.

- Carpet, other sound absorbing materials, and directional speakers can significantly reduce noise and stress.

Equipment and Systems

- For technical requirements, refer to the performance criteria (Parts 1, 2,4,5)

Power: ample convenience outlets should be provided throughout the facility. In inmate-occupied areas, they should be switched under the control of staff. Standby generation shall be provided sufficient to power critical security and life safety systems and at least minimal lighting and ventilation. Fuel for at least 72 hours of operation should be stored on site.

Communications: the facilities will be provided with a comprehensive communication system that may integrate voice and data. A pager function is required, either as part of the phone or independently. It must be capable of paging in specific areas, in zones, or throughout the complex. There will also be a walkie-talkie/radio system with its base station at central control and sub-stations at each housing unit control room (and the designers should verify its requirements so that RFI interference is avoided). At each remotely operated door or gate, there will be a push-button activated intercom to central control. Public pay phones are required in the lobby. Inmate areas will have collect-only phones.

HVAC: all regularly occupied areas will be heated and air conditioned (air conditioning is recommended for specific areas of the warehouse and shops, with the balance possibly limited to ventilation). Thermostat zones will be separate for inmate and staff areas.

Plumbing: specific requirements are listed in the areas that have plumbing. Low-water using fixtures are required, consistent with good performance in removing waste. A sewage grinder is required.

Fire and Life Safety: at a minimum, products of combustion sensors ("smoke detectors") and an alarm system must be provided. Fire suppression (sprinklers) and smoke evacuation requirements will be determined by code and the local fire marshal.

- For technical requirements, refer to the performance criteria by (Parts 1,2,4,5)

Signage/Display

- A complete and coordinated signage system shall be developed for the jail in conjunction with jail management. It should be coordinated for all county-owned buildings on the site.
- The signage system will identify the facilities, all major areas or free-standing buildings within it, and each room by number and function. It will also provide instructions and directions to inmates and visitors.
- For technical requirements, refer to the performance criteria by (Parts 1,2,4,5)

Site Development Requirements

- Refer to the Site Relationships section and diagram, above, as well as the sections on security.
- Provide physically separate parking areas for visitors and staff. Access to staff parking should be controlled by keycard with central control override.
- Staff parking is based on the overlap between day and evening shifts as well as administrative, support staff and teachers. At the first phase of work, a total of 79 spaces are required. At build-out, a total of 118 spaces are required.
- Visitor parking is based on anticipated numbers of visiting groups, two-thirds of whom are expected to come by car. At the first phase of work, a total of 17 spaces are required. At build-out, a total of 33 spaces are required. It is

possible that the overall provision of site parking may be adequate to accommodate jail visitors, depending on the scheduling of visiting relative to other site activities, such as court.

- A loading dock with access for a semi-tractor/trailer and straight body truck is required in the service and support area. A vehicular sallyport for transferring materials from the warehouse to the secure facility with straight-body trucks and utility vehicles is required.
- Planned outdoor use areas include outdoor waiting at the public entry and outdoor break areas next to the staff dining room and future minimum security facilities. These areas should be furnished with permanent seating, planters, and ash receptacles.
- Inmate exercise courtyards are planned in association with each housing pod. They are completely covered and enclosed with solid walls except at the upper portion, which will be enclosed with security mesh. They are lighted and provided with a combination toilet, lavatory and drinking fountain.
- Site planning should include extensive landscaping on the public side as well as a visual screen or buffer on parts of the site that are exposed to public view from roads, highways or surrounding uses. Landscaping should be selected for minimal water use (xeriscaping) and should be provided with permanent irrigation.
- Perimeter security fences or walls are described in the *Physical Security* section above.
- Site lighting is required on all portions of the site. At parking lots, 2 foot-candles are required. In secure “no man’s land” areas, 5 foot-candles are required. Brighter lighting is required at each entry and exit and at the vehicular sallyports. Lighting levels must be coordinated with CCTV cameras locations to ensure adequate illumination.

JAIL ADMINISTRATION (PHASE 2)

FUNCTIONAL AND OPERATIONAL REQUIREMENTS

Overview of Functions and Operations

Description: This area accommodates the managerial, administrative and clerical functions for this facility only (the corrections division's central operations will remain at the Justice Center). Line supervisors are located within the secure perimeter rather than here.

Options and Phasing: Administration is planned to serve build-out, though staff would be added as the facility expands.

Future Trends

- Anticipate the evolution of office technology and the replacement of equipment and cabling.
- Anticipate greater use of document imaging and less need to store paper records.

Days and Hours of Operation

- Mostly normal business hours (8 am to 6 pm) with occasional work after hours.
- Staff at reception/cashier windows, who work from Administration and receive bail, operate 24/7.

Occupants/Users

Staff: administrative staff is expected to consist of the following (at build-out unless otherwise noted):

1 Captain
 4 Lieutenants (2 initially)
 2 Administrative Secretary (1 initially)
 1 Corrections Support Manager
 5 Senior Administrative Clerks (one post which works 24/7)
 39 Administrative Legal Clerks ("ALC," shift work, 3 initially, 6 at build-out)
 2 Accounting/ Payroll positions (1 initially)
 1 Administrative/Training Sergeant
 2 Training Officers (at build-out)
 1 Correctional Support Manager
 1 Operations Sergeant (at build-out)
 1 Compliance Officer
 1 Compliance Sergeant (at build-out)
 2 Court Liaisons (1 initially)
 2 Inmate Finance Clerks (1 initially)

Detainees/Inmates: do not come to this area; janitorial services are provided by civilian staff.

Public: come alone or in small groups to meet with command and other staff.

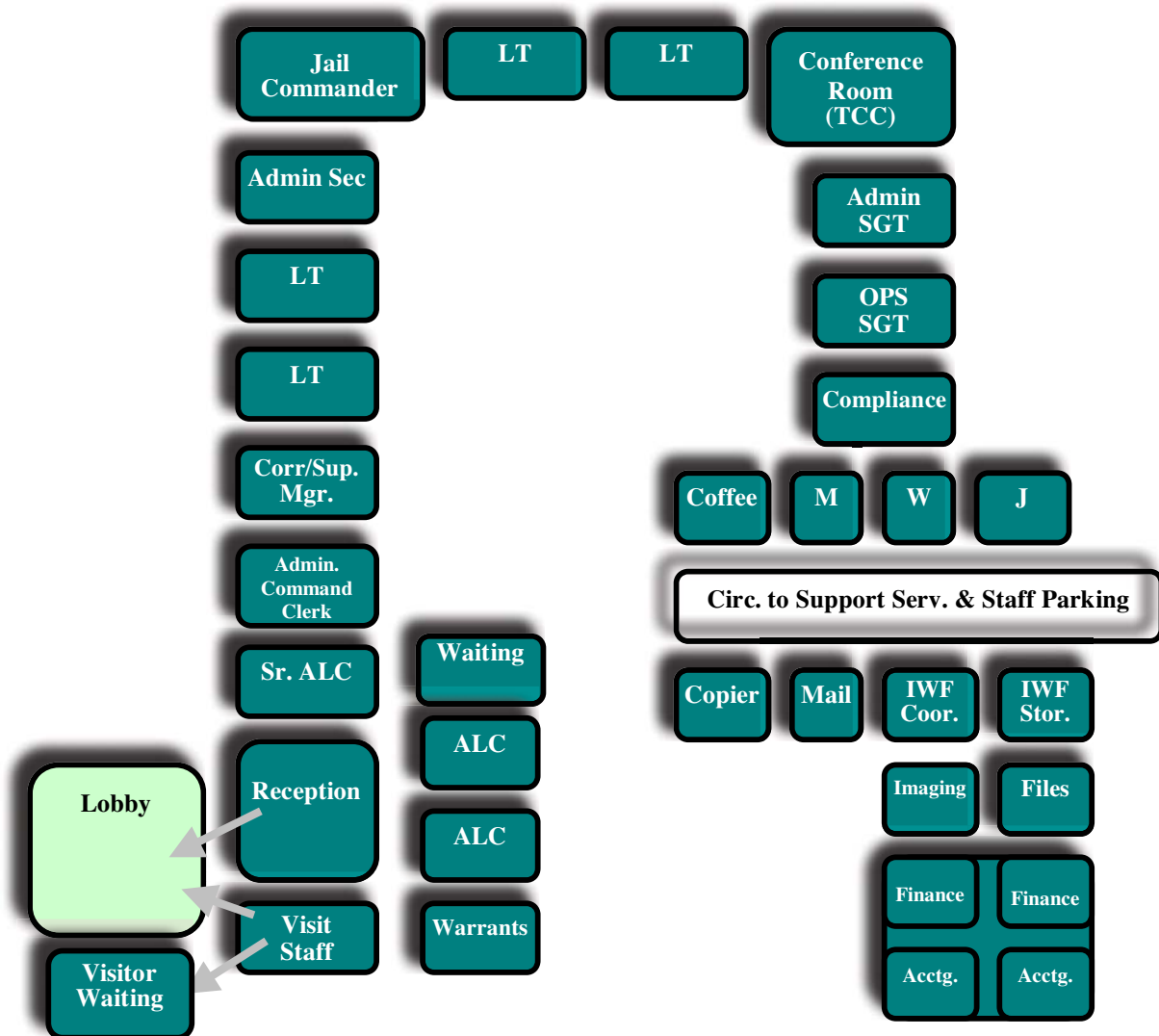
Psychological and Sociocultural Issues

When the conference room is functioning as a tactical command center, stress is very high.

Activities	Normal office functions: desk work, talking on the phone, use of computer and other office equipment, processing of files, discussion and conferences.
Circulation Patterns	<p>Important movements of people, material, or information are listed below. See also the <i>Location and Spatial Relationships</i> section below.</p> <ul style="list-style-type: none">• Staff come from the staff entry, possibly stopping at the staff support facilities on their way to this area.• Members of the public check in at the general lobby and are buzzed in through a locked door. They may wait in the administration waiting area and then proceed to the conference room or a particular office.• Transmission of warrants and received bail to booking/releasing staff and to arresting officers at the booking/release/transfer center.
DESIGN REQUIREMENTS	
Design Objectives	<p>The following are design objectives for this area.</p> <ul style="list-style-type: none">• High quality office environment in terms of spaces, finishes, and furnishings (comparable to the Justice Center).• Plentiful natural light to all offices and open workstations (consider locating hard walled offices, conference rooms, and support spaces toward the interior so that cubicles get better access to natural light).
CSA Standards and Guidelines	Not applicable.
Space Requirements	An itemized listing of the types, sizes, and numbers of spaces is provided in <i>Attachment 1: Space List</i> .
Flexibility	<ul style="list-style-type: none">• Other than hard-walled offices, systems furniture can be rearranged as operations evolve.• Ability to change out cabling for future generations of office technology.
Location and Spatial Relationships	<ul style="list-style-type: none">• Immediate accessibility (through controlled door) from security screened lobby.• Convenient access from staff entry and from and to staff support areas.• Can be on the second floor.• Senior command staff closest to the reception area and conference room.• Path to the conference room from reception without going through the offices.• Clerical area next to reception.• Office support spaces next to clerical.• Refer to the relationship diagram, on the next page.
Safety & Security	<ul style="list-style-type: none">• Control of visitor access.• Normal “locked office” level of security for files and equipment.• Depending on exposure to public areas, may require bullet-resistant glazing and/or interior partitions.

Administration Area Relationships

(Diagram provided by County)

**Furnishings and Fixtures****Fixtures:**

- Window between reception/waiting and clerical area.
- Coffee counter with sink in conference room.

Moveable Furniture (to be planned for, not in contract):

- Seating for 4 people in the waiting area.
- Tables and seating for 20 in the conference room. Should be capable of reconfiguration for use as a tactical command center.
- County standard office furniture at all offices and workstations.

Ambient Environment	Heating, Cooling, and Ventilation: no special requirements. Lighting: no special requirements. Acoustics: no special requirements.
Equipment and Systems	Power: quad outlet at each workstation and plentiful outlets at the conference room (for use as a tactical command center). Telecommunications: voice and data outlet at each workstation and plentiful outlets at the conference room (for use as a tactical command center). Plumbing: sink at conference room. Security: panic alarm button at reception. Other: built-in projector at conference room.
Signage/Display	Signage: no special requirements. Display: plan for display wall in reception/waiting area.
Other Requirements	<ul style="list-style-type: none">• For the tactical command function in the conference room: ability to have display monitors and direct communications with central control, as well as computer stations and telephones.
Site Requirements	None.

STAFF SUPPORT (PHASE 2)

FUNCTIONAL AND OPERATIONAL REQUIREMENTS

Overview of Functions and Operations	<p>Description: this area consists of the various facilities and amenities that staff use before and after work and on breaks.</p> <p>Options and Phasing: Staff Support is planned to serve build-out, though demand for these areas would increase as the facility expands.</p>
Future Trends	Anticipate a somewhat higher percentage of female staff in the future (locker rooms are sized to accommodate this growth).
Days and Hours of Operation	These facilities operate 24/7, serving staff on all shifts.
Occupants/Users	<p>Staff: All staff use these facilities; including sworn officers program staff (such as counselors, teachers, and clergy).</p> <p>Detainees/Inmates: inmate workers will clean the staff dining room but will not serve food. Other staff support areas will be cleaned by civilians.</p> <p>Public: generally do not use these areas.</p>
Psychological and Sociocultural Issues	Given the stressful nature of correctional work, having excellent facilities for meal breaks
Policies and Procedures	Officers are encouraged to store their uniform in the locker room locker and dress at work rather than driving their POV in uniform
Activities	<ul style="list-style-type: none"> • Getting mail and checking announcements. • Changing in the locker room. • Showering after exercise or getting dirty at work. • Working out in the fitness room. • Attending briefings at shift change. • Taking meals or breaks in the dining area. • Fetching weapons from the armory under emergency conditions or for training.
Circulation Patterns	<p>Important movements of people, material, or information are listed below. See also the <i>Location and Spatial Relationships</i> section below.</p> <ul style="list-style-type: none"> • The typical staff entrance sequence is to come from the parking area, go to the locker room to store personal items and perhaps dress into uniform, to the briefing room, and proceed into the facility.
DESIGN REQUIREMENTS	
Design Objectives	<ul style="list-style-type: none"> • Provide high quality facilities to support staff morale and retention. • The model for these areas is the Justice Center (specifically for staff dining, fitness, lockers and showers).

CSA Standards and Guidelines

Not applicable.

Space Requirements

An itemized listing of the types, sizes, and numbers of spaces is provided in *Attachment 1: Space List*.

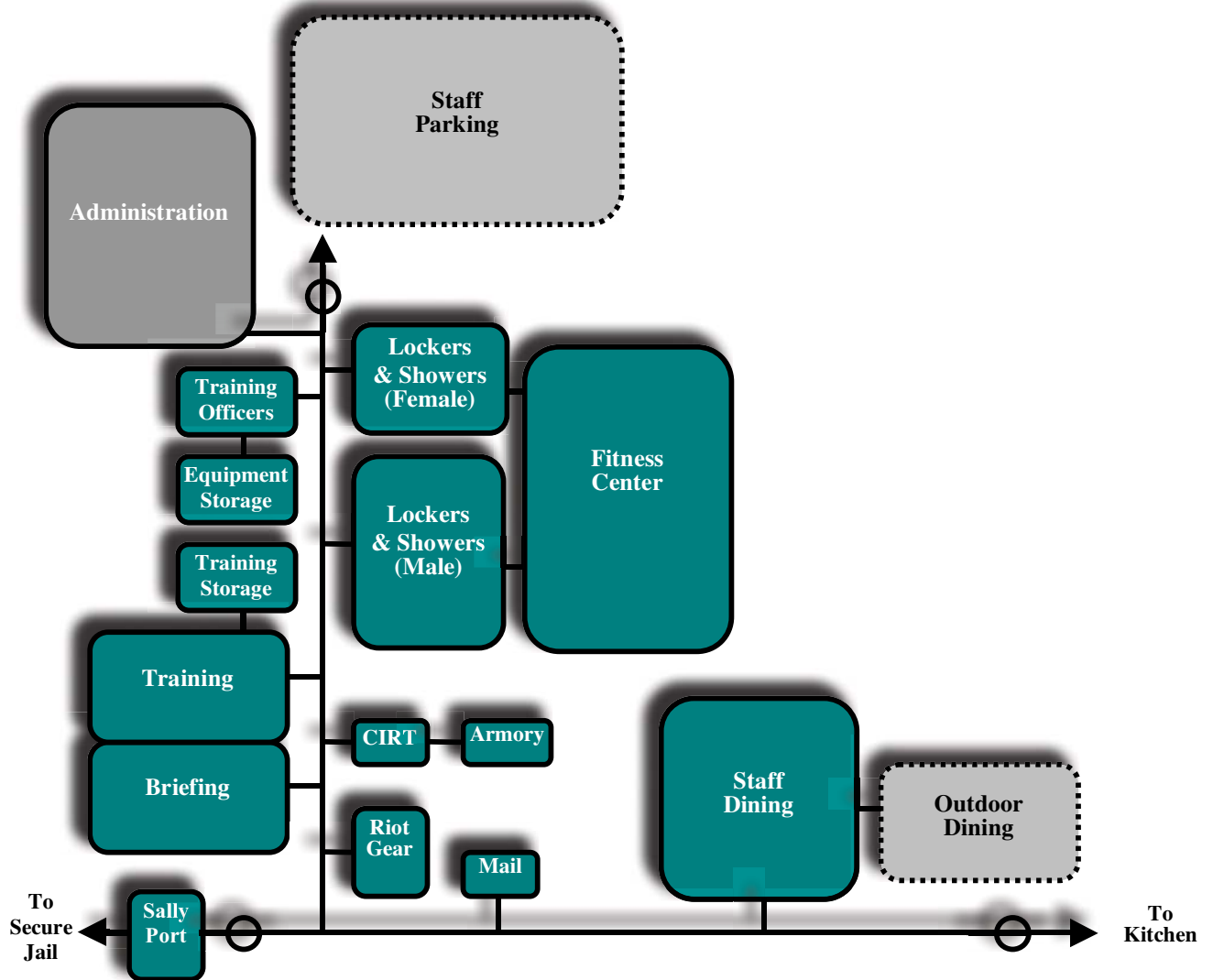
Flexibility

- The female locker room has a substantial amount of added space to allow for increasing proportions of female staff in the future (50% more lockers than would need with current ratios).
- Half lockers are provided in each locker room for clerical, program, and support staff.

Location and Spatial Relationships

- The spaces are organized to reflect the sequence of movement as described under *Circulation Patterns*, above.
- It is essential that this area be located with quick and easy access to the secure parts of the jail to facilitate emergency response by staff who may be arriving or on break.
- The armory must be closest to the pedestrian sallyport that gives access to the secure areas of the jail – but must be outside the secure perimeter. The CERT team would use the briefing room as their staging and “ready room”.
- The locker rooms are accessed from the main corridor and also allow direct access to and from the fitness room.
- See the relationship diagram, below.

Staff Support Area Relationships
(Diagram provided by County)



Safety and Security

- The armory must be of maximum security construction, alarmed and accessed by card reader.
- There is a pedestrian sallyport with double interlocking doors between staff support and the secure portions of the jail.
- Card reader entry control at gate to staff parking and building entrance at staff support.

Furnishings and Fixtures

Fixtures

- Full height law enforcement lockers are 24" x 24" x 72" tall; civilian staff get half lockers (12" x 12" x 36" tall). For numbers of lockers, refer to Attachment A: Space List. Benches are provided between each row of lockers.

- Law enforcement lockers shall provide the same features as existing lockers at the Justice Center and Existing Jail.
- For mail: 160 boxes – can be in alcove in corridor. Each box to be 3”H x12”W x 15”D.
- Equipment at staff dining is defined in the food service consultant’s report which is transmitted separately from this document.

Moveable Furniture (to be planned for, not in contract)

- At briefing: chairs for 30 staff (in rows). Podium.
- At fitness: extensive aerobic and weight training equipment.
- At staff dining: tables and chairs for 30.
- Exterior dining furniture for 30.

Ambient Environment

Heating, Cooling, and Ventilation: 100% exhaust from lockers, showers, fitness and dining.

Lighting: capacity to dim light in fitness and briefing.

Acoustics: no special requirements.

Equipment and Systems

Power: abundant outlets for exercise equipment at fitness room and food service equipment at staff dining. Each large staff locker has an outlet (at the top) for recharging equipment.

Telecommunications: Fitness room and staff dining: conduit for television and sound system. Briefing room: projection and sound system.

Plumbing: For male staff: 7 fixtures (mix of toilets and urinals) and 10 shower heads plus lavs. For female staff: 3 toilets and 4 shower heads plus lavs. Fitness room: drinking fountain

Security: Armory: door position indicator, CCTV coverage, constant volume exhaust, blast vent. Other areas: no special requirements.

Signage/Display

Signage: no special requirements.

Display: Three display cabinets in briefing/training room for examples of contraband and weapons, training bulletins, and miscellaneous bulletins.

Other Requirements

Fitness room: mirrored wall, rubber mat floor (also at locker rooms).

Site Requirements

Parking: This area is entered from the staff parking lot.

Outdoor Use Areas: Outdoor dining area accessible from the staff dining room. Partially covered. Anticipate smoking (20’ from the door).

HOUSING PODS & UNITS (Phase 1 - For Reference Only, EXCEPT FOR MINIMUM SECURITY Phase 2)

FUNCTIONAL AND OPERATIONAL REQUIREMENTS

Overview of Functions and Operations

Description: This chapter describes all areas where inmates are housed, other than in the Outpatient Housing Unit which is part of the medical facilities (and booking, where they are staying temporarily).

This section discusses the functional requirements for housing areas overall. Detailed requirements for exam and procedure rooms distributed throughout the housing pods and the Outpatient Housing Unit (OHU) are discussed in Chapter 3.8 Medical and Mental Health Services.

The following **terminology** is used to describe housing areas:

- “pod” – a grouping of cells (and other spaces) around a dayroom
- “unit” – a cluster of pods, all of which are observed by a single control room and which share certain facilities.

Operations and facilities are described below for pods and units. In general, it is the intent to provide as many services as possible at the pod or the unit, and to have inmates move out of their pods as little as possible (so-called “unit management”).

Each **pod** will contain a number of cells, a dayroom, showers, and support facilities including a medical exam room and an interview room. The cells in each pod will be arrayed on two tiers; the lower tier may be depressed below the level of the balance of the dayroom to reduce the overall height and improve visibility (not a mandatory requirement); there will be stairs as required by code. Direct supervision pods have an open officer’s station and a multi-purpose room.

Several **types of housing pods** will be provided:

- **General population.**
 - Operated by direct supervision, 30 cells, double bunked for a total capacity of 60 beds (this is a number that has proven to be both effective and efficient for direct supervision).
 - One of these pods would be dedicated as the Shelter Housing Pod for medical and mental health step down and should be adjacent to the Outpatient Housing Unit (OHU with cells not included in the facility capacity) – see below.
 - Another of these pods may be dedicated as an intake/classification housing unit. This pod should be closer and more convenient to the booking area. While physically similar to other general population units, many inmates would be released from this unit within a few days. Those staying longer would be given another housing assignment.
 - Yet another pod may be dedicated to inmate workers (until a free-standing minimum security complex is constructed).
- **Higher security and administrative segregation.**
 - Operated by direct supervision, typically 30 cells, single and double bunked (depending on the inmates) for a maximum capacity of 60 beds.

- For females, may be 15 cells, single and double bunked (depending on the inmates) for a maximum capacity of 30 beds.
- Finishes and hardware may be harder and more secure, but a substantial array of spaces and services would be provided.
- **Disciplinary isolation.**
 - Operated by indirect supervision, 15 cells, single bunked for a total capacity of 15 beds.
 - Finishes and hardware will be harder and more secure, and the provision of non-mandated services is limited.
 - Because disciplinary isolation is temporary and short term, and the inmate's bed in another housing unit is reserved for his or her return, these beds do not count as part of the board-rated capacity of the jail.
- **Sheltered Housing Pod**
 - Designated for medical and mental health patients who require a level of care less than afforded by the Outpatient Housing Unit or whose conditions warrant separation from the general population.
 - Operated by direct supervision, 30 cells, double bunked for a total capacity of 60 beds.
 - Psychiatrist and mental health offices (one each) replace standard medical exam and procedure rooms.
 - Housing unit control room watches this unit and OHU, to which it will be connected.
 - Visiting and recreation yard may be shared with OHU depending on configuration, though is desirable to have its own.
 - Requires multipurpose room (one) that can also be shared with OHU.
- **Minimum Security Housing**
 - Designated for lower risk inmates many of whom are sentenced and all of whom will participate in programs or work activities (see next bullet).
 -

Housing **units** share the following features and facilities:

- They contain two or (preferably) more pods.
- The pods are all observed from a single elevated, enclosed control room, which may be staffed 24/7 or on some other basis. If staffed during the waking hours, the post serves as the “guardian angel” providing safety for staff inside the pods providing direct or intermittent supervision. When inmates are locked in their cells, this post could provide the main supervision, supplemented by rovers performing cell checks and other duties.
- The preferred configuration for housing pods and units is like the San Bruno jail (operated by San Francisco) with glass fronts and separate rear utility corridors. The highest priority for this arrangement is at the higher security units (disciplinary isolation, administrative segregation, protective custody and psych) if it cannot be afforded throughout.
- For efficient staffing, it is desirable that the number of pods (and beds) in each unit be maximized (while still providing all needed service and support spaces and allowing a configuration which maximizes visual observation). This will determine the number of control rooms required (and the fewer there are, the more efficient the staffing plan will be). See the diagrams later in this chapter which show a range from a minimum of 120 beds – with, for example, two 60-bed units – to a maximum of 240 beds – with, for example, four 60-bed

units. This issue is a challenge to the design teams to explore and demonstrate what can be achieved.

- It is desirable that adjacent pods be connected with a door (possibly very large like Contra Costa West County jail) which allows the officers in each pod to back each other up – and could allow a rover to move freely between the units on night shift for cell checks.
- The perimeter of pods are directly accessed by visitors using a separate circulation system that takes them to their side of non-contact visiting booths. Inmates access their side of the booth from their respective dayroom. (Note that it is also the intention to provide video visiting which would be accessible to the inmates in the dayroom.)
- If the unit contains pods that do not have their own interview and medical exam rooms, these are provided at the unit.

Cells have the following characteristics:

- Standard cells contain seventy square feet.
- It is strongly desired that cells have fully glazed fronts for maximum visibility (San Bruno model).
- Every cell has a window to the outdoors (borrowed light through an exterior service corridor is acceptable if that configuration is implemented).
- Cells are either provided with a second bunk or the embedments to attach one later. Bunks are steel with solid pans and no gaps for an inmate to attach to in order to attempt suicide. In disciplinary isolation, lower bunks are cast in place concrete with an indent for storing personal items.
- ADA cells contain at least 105 square feet (which allows them to meet criteria for inclusion of dayroom space in the cell). Every pod has at least one ADA cell with a sufficient number overall to provide at least 2% of capacity. ADA cells have an upper bunk (or the required embedments to attach one) for use by a second detainee able to use an upper bunk.
- In addition to (or in order to meet) the standards cited in this chapter, cells have a single table and stool, a stainless steel mirror, one (or two in doubles) suicide-resistant towel holder(s), and an inmate- or sound-actuated audio monitoring system.
- Cell doors swing out (or are sliders in high security units). They are controlled within the housing units, with over-ride from central control.
- All cell doors have food pass slots which are used for many purposes including applying restraints before leaving, passing medications, etc. Sliding doors will each have a slotted pass through (with a locking hatch) at the side of the door to allow outside removal of cuffs.

Options and Phasing: The number of beds, pods and units of each security level depends on the option (or phase) and is fully described and illustrated in a table in Chapter 1: Introduction and Summary.

Future Trends

See the section on “Flexibility” below.

Days and Hours of Operation

Housing units operate 24/7. However, the staffing and activity patterns vary by time of day and day of the week – and by type of unit. These variations are described elsewhere.

Occupants/Users

Staff: general population pods are operated by direct supervision with one officer in the pod at all times when inmates are out of their cells. At other times, rovers

intermittently visit the pod, performing cell checks and other duties. Housing units each have a fixed, secure control room at the mezzanine level which is typically staffed with one officer who serves as the “guardian angel”, backing up the floor officers in multiple direct supervision pods or running the indirect supervision (higher security) pods with the assistance of roving officers. The question of how many pods could be observed from a single control room could not be resolved in programming but must be studied in design. It is desired to maximize staffing efficiency by having each control officer watch as many pods as feasible (for example, if one control room can watch four pods, this would save at least one fixed post).

Inmates: from 15 to 60 inmates per pod.

Public: visitors use a separate circulation system to arrive at pod visiting booths. Attorneys, probation officers and other professional visitors will also use the pod visiting booths, one of which (at each pod) will be enclosed for audio privacy and provided with a controlled means of passing papers back and forth.

Others: medical staff, program staff, clergy, volunteers; maintenance staff.

Psychological and Sociocultural Issues

Housing units are where inmates and staff spend most of their time and must respond to all psychological and sociocultural issues that may arise in a jail. These include interpersonal communications between inmates and staff (governed by the principles of direct supervision), interactions among inmates. A few among the many issues to consider are:

- Cross-gender supervision (female officers and male staff and vice versa).
- Needs for privacy versus observation.
- Racial tensions.
- Gang affiliations.
- Aggressive or erratic behaviors by inmates.

Activities

In addition to those described above, **inmates** carry out all manner of activities related to daily living including eating (in the dayroom for all detainees except disciplinary isolation, who will eat in their cells), sleeping, active and passive recreation, reading, writing, participation in programs, receiving medical care and counseling, watching television, personal hygiene, visiting, use of telephone, housekeeping, and the like. Haircuts would be given in the dayroom.

Staff conduct typical duties including observing and managing inmate behavior, directly interacting with inmates, monitoring activities, clearing inmates to leave the pod, admitting them back into the pod, counts, cell checks, overseeing distribution of food, laundry and supplies, making announcements, keeping records, and the like.

Visitors come to the pod visiting booths for non-contact visits. When attorneys require contact visits, they may use a booth or occasionally come to the housing unit and use an interview room.

Circulation Patterns

Important movements of people, material, or information are listed below. See also the *Location and Spatial Relationships* section below.

- With as many services as possible at the pod or unit, inmates will have little reason to leave. They will leave the housing area for specialized medical care, court appearances, release or transfer and certain visits (such as court-ordered contact visits).

- Inmate workers (who will be housed together in a pod with no other classification of inmates) will leave their pod(s) for assignments in various locations.
- Staff will arrive to work at the pod or unit, moving within it and among pods.

DESIGN REQUIREMENTS

Design Objectives

In addition to those stated elsewhere in this chapter and in Chapter 2 Overall Requirements:

- Maximize direct visual observation by staff of all parts of each pod and unit – from fixed posts and other all other location within the pod. Eliminate blind spots. Use cameras as supplements to direct observation; do not rely solely on them. Include direct observation of support and program staff areas and of visitation.
- Limit communication between inmates in different classifications or units.
- Prevent suicide attempts by eliminating the means and the unobserved locations.
- Provide a calm, quiet and passive environment.

Standards and Guidelines

The following is a brief summary of key standards and guidelines from Titles 15 and Title 24 which apply to this area.

Double- and single-occupancy cells shall:

- Have a maximum capacity of either one or two inmates;
- Contain a minimum of 70 square feet of floor area in Type II facilities;
- Have a minimum clear ceiling height of 8 feet and a minimum width of 6 feet;
- Contain a toilet, wash basin and drinking fountain;
- Contain one or two bunks, and at least one desk and seat.

Dayrooms or dayroom space shall:

- Contain 35 square feet of floor area per inmate;
- Contain tables and seating to accommodate the maximum number of inmates allowed access at a given time.
- Provide access to toilets, wash basins and drinking fountains.
- Provide access to a shower or showers;
- Be provided to all inmates (except those housed in special use cells);
- Dayroom space may be a part of a single occupancy cell used for administrative segregation, in which case the floor area of the cell or a dormitory must be increased by the square footage required for the dayroom.

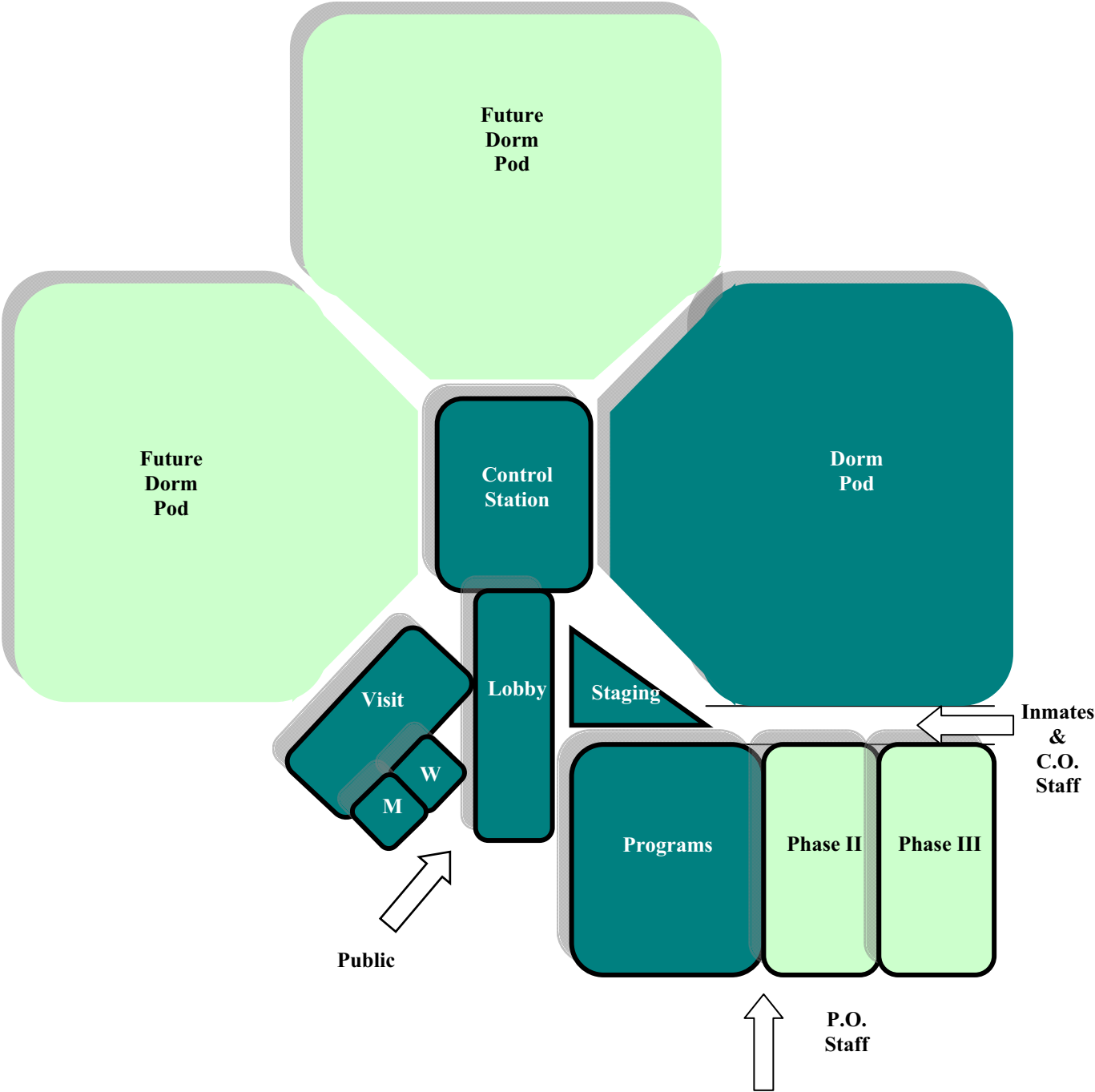
An **outdoor exercise** area or areas must be provided in every Type II facility.

- The minimum clear height must be 15 feet and the minimum number of square feet of surface area will be computed by multiplying 80 percent of maximum rated population by 50 square feet and dividing the result by the number of one-hour exercise periods per day.
- There must be at least one exercise area of not less than 600 square feet. The design shall facilitate security and supervision appropriate to the level of custody.
- The exercise area must contain or provide free access to a toilet, wash basin and drinking fountain as provided in Section 470A.3.

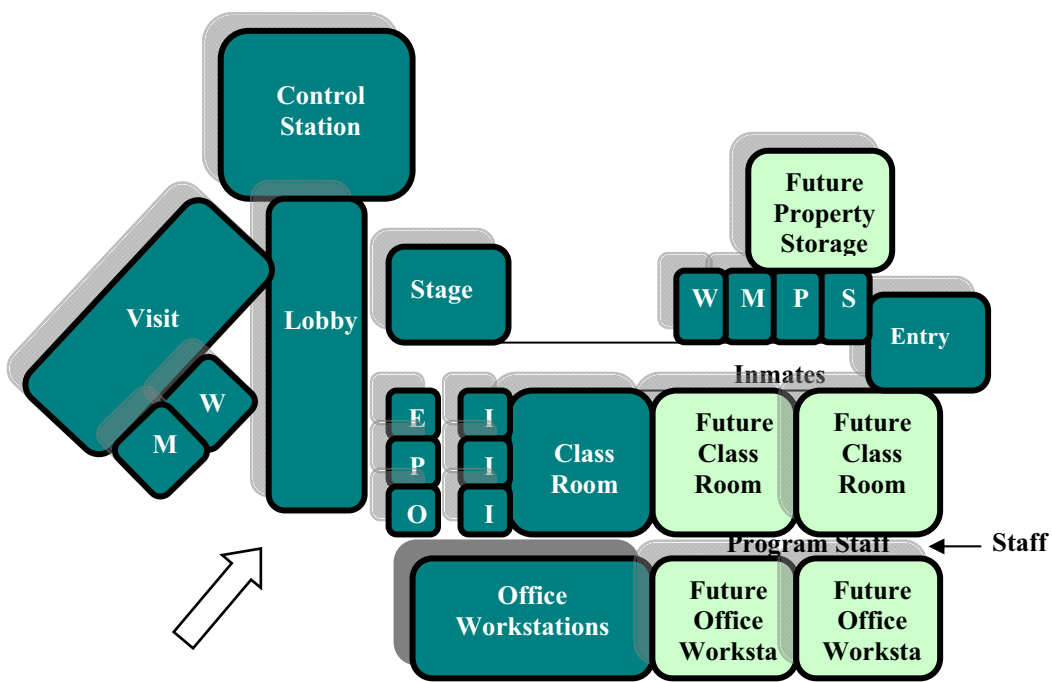
In addition to (or elaborating on) Title 24, the ADA Accessibility Guidelines and regulations by the Division of the State Architect requires the following:

	<ul style="list-style-type: none">• 2% of cells must be accessible.• There must be accessible accommodations for inmates in every classification. Since it is not known which classifications will be located in which pods, every pod should have at least one accessible cell and shower (as well as access to all other facilities including but not limited to tables, phones, video visitation monitors, TV watching areas, medical and counseling rooms).
Space Requirements	An itemized listing of the types, sizes, and numbers of spaces is provided in <i>Attachment 1: Space List</i> .
Flexibility	<ul style="list-style-type: none">• Over time, pods and units are likely to change in terms of the classifications of assigned inmates. While there will be some differences built in to them, it is most desirable that they be as interchangeable as possible to provide maximum flexibility. For example, pods that may initially not provide televisions in the dayrooms should have conduits placed so that TVs could be added in the future.• Following the initial phase, it is intended that additional housing units be constructed. They should be able to be located in such a way as to connect directly to the main circulation paths in the same way as the initial units. That is, the circulation should be open-ended and not blocked off by the placement of other structures. Site planners should study the entire jail site and prepare a plan indicating locations where the base number of housing units would be located and showing whether and where additional housing units could be built if the need was to eventually exceed the 980 beds.
Location and Spatial Relationships	<ul style="list-style-type: none">• Administrative segregation should be near the OHU so inmates who need psychiatric care can get services conveniently.• Pods are laid out and cells are arrayed to maximize the officer's ability to visually observe all parts of the pod, including outdoor recreation (both from the floor and the elevated control room). There can be no blind spots.• Within the pod, the following facilities should be closest to the officer station: medical exam and procedure rooms, interview room, multi-purpose room, janitors closet, and (perhaps) showers (with views of heads and legs, above and below privacy panels).• It is strongly desired that housing units have exterior utility corridors from which all utilities are provided to the cells. The San Bruno jail model is one way to accomplish this, but it is not necessary to have a fully glazed exterior wall.• The following two diagrams illustrate Minimum Security clustering patterns

Minimum Security



Programs



Safety and Security

See Overall Requirements chapter. The following requirements are special to the housing areas:

- The housing unit control room is intended to provide back-up for the floor officers (though the control room staff cannot leave their post). See control room requirements, below.
- Floor officers provide security for civilian staff (such as medical, counselors and clergy) who come to the pod. Excellent visibility in to program and service spaces is required. See the details for these spaces, below.
- Provide a secure escape route for officers who must leave the unit under emergency circumstances. This could lead to the circulation space that serves the unit control room.
- Doors swing out (or slide at high security pods). All have locking food pass/cuff slot.

Furnishings and Fixtures**Fixtures**

- Officer station is built into the dayroom. It may be raised to improve visibility.
- General population units have counter (4' to 6' wide) and sink in dayroom with instant hot water dispenser for inmate use; could be associated with drinking fountain. Very durable and easily cleaned; e.g., stainless steel. Somewhat remote from officer station so inmates don't congregate there.
- Higher security units have fixed tables and stools with enough capacity for the unit (in case the classification changes).
- Cells: provide embeds to be able to add second bunk in every cell.

Moveable Furniture (to be planned for, not in contract)

- General population units have moveable tables and chairs for dining and seating in the TV areas and an open shelf unit.

Ambient Environment

Heating, Cooling, and Ventilation: Housing units have separate air handling systems for HVAC and smoke evacuation.

Lighting: it is desirable to have as much natural light and view as possible. At general population cells, it is desirable that the reading light switch be controlled by the inmate via a touch-bolt (while the night light would remain on).

Acoustics: provide sound absorbing materials at dayroom walls and ceilings (where not accessible to inmates).

Equipment and Systems

Power: Outlets are provided for TV's in fixed locations. Outlets are provided in a locked cabinet for recharging electric shavers. An outlet is provided near the officer station for cleaning equipment (vacuum or buffer). All outlets are switched at the officer station and overridden from the control room.

Telecommunications: Inmate-accessed, collect-only phones are securely mounted in the dayroom. Provide one phone for every ± eight inmates (15 cell pods have 2 phones; 30 cell pods have 4 phones). Phones should be placed 3 or more feet apart. Provide stainless steel backing from the floor to 18 inches above the phones running the full width of the phone bank to prevent damage. Acoustic material should be installed above this level.

Video Visiting: Inmate-accessed video visiting monitors are securely mounted in the dayroom. 15-cell pods have 1 station; 30-cell pods have 3 to 4 stations – with acoustical treatment similar to the phones (see above).

Plumbing: all cells are “wet” with stainless steel combination toilet, lavatory and drinking fountain; the system is designed to prevent flooding by using an air/water system or fitting the drain with a pin to prevent large items from passing into the piping (keeps blockages local to the cell); there are also floor drains placed strategically throughout the dayroom. The showers are provided with tempered water and a timed push button valve. General population pod dayrooms have a counter (approximately 4’ long) with a sink with hot water accessible to inmates.

Security: panic alarm buttons in medical, interview and multipurpose rooms.

Signage/Display

Signage: rooms are labeled by function and cells are numbered. Floor markings and other requirements to be provided by the Sheriff’s Department.

Display: Smooth display service in dayroom for taping announcements and general information.

Other Requirements

- At Disciplinary Isolation only:
 - concrete floor
 - no TVs (but run conduit for it)
 - minimal furnishings made of stainless steel and bolted down – one table with 4 stools
 - doors are heavier gauge metal, dual locking points (if allowable, provide hold-tight pivoting latch (at least for safety cells); doors swing out or slide.
 - Split recreation yards.
 - Cast-in-place concrete bed platform with indent for property storage (include mounting plates for added second bunk)
 - Suicide prevention is particularly important in these cells.
 - Sprinkler head outside the cell.

Site Requirements

Outdoor Use Areas

- Each housing unit will have one or more outdoor recreation courtyards. It is most desirable that every pod have direct access to one of the courtyards (preferably dedicated solely to that pod), but it is permissible for two pods to share a courtyard. It is less desirable, but acceptable, for inmates to leave the pod to access a courtyard.

Other Spaces

Housing Unit Control Room

- Physical design requirements are similar to central control (see Chapter 3.5).
- This post is usually run by a single staff person, with the occasional presence of a second one during shift change.
- The room should be as small as possible to facilitate view into the pods.
- There is a toilet and sink with privacy panels; a counter with sink and small refrigerator.
- This post has back-up control of doors throughout the housing area it supervises (including to recreation yards). Access between the housing area and primary circulation is controlled at central control.

Dayroom Officer's Station

- Stations are provided at general population pod, but not in high security pods.
- This is a desk with a chair or stool where the officer can write when not moving around the pod. It is not intended to be a stationary or fixed post.
- It is provided with voice and data ports for a phone and computer as well as power.
- Pod lights are switched from here and at the unit control room.

Showers

- Showers are entirely stainless steel.
- In addition to the plumbing requirements, above, each shower is provided with a privacy panel (or pair of "saloon" type doors) which leave the inmate's knees and shoulders visible; a drying area protected from the spray with a fixed bench or seat; and one or two suicide-resistant towel holders. It is preferable to place the shower head so that it is not aimed out into the dayroom.
- In general population units, ADA showers are downstairs and regular ones are upstairs.
- In high security units, showers are only downstairs, not on the mezzanine.

Janitor's (Custodial) Closet

- Hard-walled with secure door that opens out and is visible from the staff station and the unit control room.
- Sealed concrete floor.
- Floor sink with a faucet that also serves as a hose bib with mop hanger above.
- Shelves for cleaning materials and storage of paper goods.
- 100% outside exhaust.
- Hose bib at sink with clearance for hose under door when door is locked.
- Outlet switched from officers station – standard 110v and 220v for welding, switched separately.
- Space inside for mop bucket, vacuum, etc.

FOOD SERVICE (PHASE 2)

Note: the content of this chapter was provided by food service consultants.

FUNCTIONAL AND OPERATIONAL REQUIREMENTS

Overview of Functions and Operations

Description

Food services are provided through the Probation Department by a private contractor assisted by adult inmate workers. With the addition of the County Jail, three hot meals each day will be prepared and delivered to the adults detained at the existing and new jails, youth detained at Juvenile Hall, and the staff of all three facilities.

Food is currently (and is expected to continue to be) provided through the cook-chill method, in which bulk food is prepared and then quickly chilled to a low temperature above freezing and stored until distribution. Fixed portions are assembled on disposable, recyclable trays, and reheated shortly before consumption.

Phasing: Food service facilities are planned to be developed over three phases based on the target populations of the three institutions to be served:

Phase	ADP
I	1,300
II	1,540
III	1,840

More detailed operational assumptions are provided in the *Future Trends* section of this chapter.

Options: Food Service compared the possibility of expanding and remodeling the existing jail facility to serve all foodservice production needs through Phase 1 with construction of a new kitchen and storage facility at the new Jail. Upgrading the existing food service facility was rejected for many reasons, so planning assumes the development of a new food service facility and associated storage on the site of the County Jail.

Future Trends

The proposed food service facility at the County Jail relocates the county's current centralized facility serving the Existing Jail and Juvenile Hall. The new facility at the County Jail will serve all three facilities.

The table on the following page provides the operational assumptions for each phase:

Food Service Operational Assumptions

Phase	Meals	Assumptions
1	5620	850 population to be fed at existing jail plus 450 population to be fed at new jail 1300 daily population to be fed $1300 \times 3 \text{ meals} = 3900 \text{ meals needed daily} \times 7 \text{ days} = 27,300 \text{ needed weekly}$ divided by 5 days of working production = 5460 meals per day must be produced + 160 additional meals for booking and padding for dropped or lost meals
2	6668	850 population to be fed at existing jail plus 690 population to be fed at new jail 1540 daily population to be fed $1540 \times 3 \text{ meals} = 4620 \text{ meals needed daily} \times 7 \text{ days} = 32,340 \text{ needed weekly}$ divided by 5 days of working production = 6468 meals per day must be produced + 200 additional meals for booking and padding for dropped or lost meals
3	7968	850 population to be fed at existing plus 990 population to be fed at new jail 1840 daily population to be fed $1840 \times 3 \text{ meals} = 5520 \text{ meals needed daily} \times 7 \text{ days} = 38,640 \text{ needed weekly}$ divided by 5 days of working production = 7728 meals per day must be produced + 240 additional meals for booking and padding for dropped or lost meals

Days and Hours of Operation

Operations will be on a single shift production schedule, Monday through Friday with full staff. After hours, as well as on holidays and weekends, there will be a limited staff for meal rethermalization.

Occupants/Users

Staff: Civilian and Correctional Division staff

Inmates: Minimum Security Inmate workers.

Public: Delivery people, service technicians, vendors.

Activities

All activities related to operation of foodservice production, from ordering product, receiving shipments, storage, preparation, holding, tray assembly, heating and serving for local population and shipping meals and food supplies to satellite locations.

Circulation Patterns

See the functional flow and relationships diagram in the Location and Spatial Relationships section below.

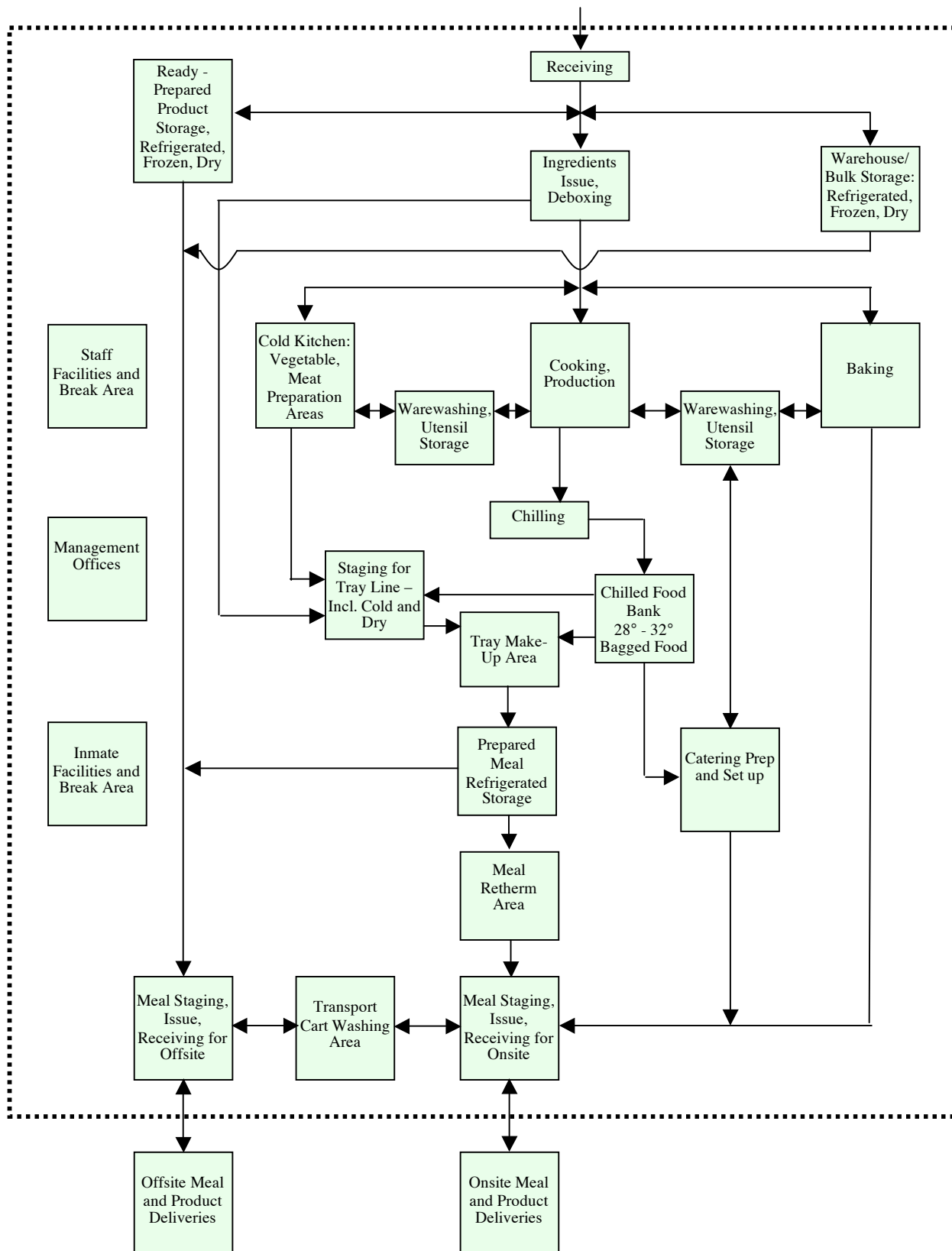
DESIGN REQUIREMENTS**Standards and Guidelines**

All fabrication per NSF standards and to meet requirements of AHJ.

Space Requirements

An itemized listing of the types, sizes, and numbers of spaces is provided in *Attachment 1: Space List*.

Food Service Functional Relationships



Location and Spatial Relationships

The spatial organization of food service facilities is based on the functional work flow shown in the diagram on the preceding page.

Safety and Security

- Main kitchen area to remain open with view and communication for staff members throughout. It should have well defined work areas including prep areas, bulk cooking, packaging and chilling. Divide areas with low walls to enhance separation of inmate working groups and better control and security during work. Minimize, eliminate dead areas, areas of poor visibility. Security mirrors, panic buttons if applicable. Security requirements to be approved by county. Security options and modifications for all standard and custom fabricated foodservice equipment - as required by county.
- All drawers, cupboards, refrigerated and non-refrigerated storage areas are to be lockable. Verify keying with operator.

Equipment and Systems**Power**

- Provide emergency power and backup systems for vital foodservice systems.
- Definition of emergency power requirements and backup systems will be required per design and equipment.
- Specify energy, water efficient equipment and systems per CEC guidelines and requirements - reference PG&E Foodservice Technology website www.fishnick.com for tested and rated appliances. Utilize local power and water company efficiency resources, guidelines and recommendations as applicable.

Plumbing

- Hand wash sinks are to be located in all food handling areas for direct access and as required by code.
- Eyewash stations to be located for ready access and as required by code.

Other

- Provide facilities for recycling of food waste and packaging as applicable throughout facility. Coordinate with local waste handling requirements.

Planning Assumptions and Kitchen Equipment

- Evaluate and coordinate reuse of existing equipment if requested by county.
- The table beginning on the following page provides comments on planning assumptions and equipment requirements for each area of the kitchen. Equivalent information for bulk storage in warehouse areas is provided in *Chapter 3.12 Receiving/ Warehouse/Maintenance*.

Planning Assumptions and Equipment

Functional Areas	Comments	Equipment
Bulk Storage (at kitchen)	Based on reported current 46 pallets raw materials received weekly (184 pallets monthly) to serve current 2700 meals per day Raw material storage distribution requested to be: 1/3 Dry, 1/3 Cold, 1/3 Frozen. Raw Material storage Distribution: Dry: 15% Kitchen / 85% Warehouse Cold: 15% Kitchen / 85% Warehouse Frozen: 15% Kitchen / 85% Warehouse PLEASE NOTE: Does not include the following storage areas: Food Bank 28° - 32° (bagged product) Filled meal tray holding Light and immediate use refrigerated and dry storage in prep areas Filled/sealed meal tray holding	Wire shelving. Carts.
Tray Storage (Plated Meals – on wire shelving for local use)	Refrigerated storage to hold plated (in trays) meals and some of which are loaded convection oven rack dollies which are ready to be rethermalized before the next meal and some of which are stored on 24" x 48" wire racks (700 trays per rack per current practice). Reported 3 day peak storage period. These are for new Jail Meals only. See next row for pallet storage of meals to be transported to other jails. Phase 1 At 450 inmates x 2 trays per meal x 3 meals per day x 3 days = 8,100 meals. 8100 meals at 700 per 24" x 48" wire rack (current practice). 12 racks required. Net footprint is 96 sf. Add 120% for gross factor and retherm oven cart staging. Phase 1 plated tray storage = 210 sf. Phase 2 At 690 inmates x 2 trays per meal x 3 meals per day x 3 days = 12,420 meals. 12,420 meals at 700 per 24" x 48" wire rack (current practice). 18 racks required. Net footprint is 144 sf. Add 120% for gross factor and retherm cart staging. Phase 2 plated tray storage = 320 sf. Phase 3 At 990 inmates x 2 trays per meal x 3 meals per day x 3 days = 17,820 meals. 17,820 meals at 700 per 24" x 48" wire rack (current practice). 26 racks required. Net footprint is 210 sf. Add 120% for gross factor and retherm cart staging. Phase 3 plated tray storage = 460 sf.	Walk in refrigerator. Wire shelving racks. Retherm carts for roll in ovens.

Table continues on following page

Planning Assumptions and Equipment (continued)

Functional Areas	Comments	Equipment
Tray Storage (Plated Meals – on pallets for shipping out)	Refrigerated storage for pallets of sealed meal trays which are prepared and wrapped for shipping to other existing jails every 3 days. Number to be fed in (E) jails combined equals 850 per day. Phase 1, 2, 3 (no reported increase): At 850 inmates x 2 trays per meal x 3 meals per day x 3 days = 15,300 meals. 15,300 meals divided by 488 meals per 4'x4' pallet (reported) = 32 pallets. 32 racks required. Net footprint is 512 sf. Assume 2 level pallet shelving so net would be 260 sf. Add 100% gross factor with staging. Storage area = 520 sf. Can be reduced in held in 3 high pallet stacking.	Pallet rack refrigerator.
Receiving and Issuing	1. Areas to serve receiving (dock), monitoring (office station); control of items coming into warehouse storage and being issued to kitchen use. Include scales, work station(s) and ingredient staging areas. 2. Staging and sending area for trays and products going to satellite locations (by lift gate trucks) ; cart wash area (with power wash) for returned transport carts. May be separate areas, adjacent or combined depending on layout and flow.	Receiving scale, office equipment, power wash for cart cleaning. Cardboard baler. Compactor. Carts.
Tray Assembly	Conditioned (51 degrees), window enclosed area with mobile tray setup tables and single use tray sealing system.	Mobile tray set up tables, product holding carts, sealing equipment and peripherals for meal trays, sealed cups, sauce packets.
Preparation	Separate food preparation areas to serve raw material preparation such as for vegetables, salads, meats, poultry and fish. Low wall separation between areas with good visibility throughout kitchen. Separate area for catering and officer meal set up with own cold and dry storage. Incorporate area with mirrored demo table and floor plan to accommodate group culinary training purposes.	Preparation tables with sinks. Lockable cabinets and drawers. Bulk vegetable washer. Preparation equipment such as mixers, slicers and portioning slicers, food processors and vegetable processors. Reach in and roll in refrigerators, freezers, walk in units. Mirrored demo table.
Production	Range of bulk cooking equipment sized for efficient implementation of basic menu and meal capacity on a 5 day single shift operation. Multiple cooking kettles or tanks to allow continued operation (on added shifts) if one unit goes down or is undergoing service. Include conventional cooking as well as cook chill equipment.	Bulk cooking equipment including: cook chill mixing kettles, skillets, fryers (vfy), roll in combi ovens, convection ovens. Complete cooking equipment line to suit menu and production capacity. Type 1 ventilation and fire suppression system(s). Hoisting and conveying equipment as required.
Cook Chill Bagging and Chilling	Filling stations and chill tanks with conveyor options. Blast chiller.	Cook chill bagged filling station(s). Chill tanks. Blast chiller. Conveying equipment as required.

Table continued on following page

Planning Assumptions and Equipment (continued)

Functional Areas	Comments	Equipment
Food Bank 28° - 32° (bagged product)	20 day supply required. Food Bank Refrigerator (28-32 degrees) to hold chilled bagged product for extended shelf life. Allow flow and organization of product FIFO and efficient management.	Walk-in Refrigerator 28-32 degrees. 2'x2' dollies to hold 8 high buckhorn baskets.
Retherm Area	Uniform system of double stack ovens with integral roll-in racks for tray rethermalization prior to serving. System to be uniform throughout project and satellites. Coordinate with existing preferred system and equipment	Double stack convection ovens with roll in racks.
Bakery	Equipment for full bakery production according to current menu and operational mode.	Complete bakery equipped for menu and operational mode to include sheeter, divider, rotating ovens, proofers, mixers, tables, sinks, dedicated freezer and cooler, dry storage.
Warewashing / Sanitation	To include automatic pot and pan washer, 3 compartment sink, sufficient scrapping and utensil storage space, large kitchen component and mat wash station.	Pot /Pan/Basket washer such as LVI system, 3 compartment sink, power soaking and scrapping station, utensil storage racks. Dedicated mop closet with chemical storage. Station for washdown of large kitchen component and mat washing.
Test Kitchen and Lab	Area for small-scale recipe development, product testing, documentation.	Counter with storage cabinets, drawers, dual sinks.
Staff Facilities - including a break room	Enclosed, comfortable room for staff breaks. Verify seating capacity. To be separated from offices. Ensure visibility out to production areas. Separate men's, women's toilets, shower and changing areas (not necessarily adjacent to break room).	Changing room to include lockers, bench, mirror, shower. Toilet and hand wash facilities. Break room furnished comfortably - chairs, tables, storage shelving.
Inmate Facilities -including break room	Glass/Lexan enclosed room for up to 25 inmates for breaks. Provide cubbyholes and changing benches, Racks for shirt, hairnet and boot issue and return. May be separate areas. Inmate restroom.	Changing room to include lockers, bench, mirror, shower. Toilet and hand wash facilities. Break room furnished comfortably - chairs, tables, storage shelving.
Offices	Separate offices for FS director, Assistant, Chef and Clerk. Raised with commanding views from FS Director and Chef's office. Adjacent document filing storage.	Office equipment, surveillance and security considerations.
Kitchen Deboxing, Recycling Handling	To include following functions: deboxing, pallet removal and washing of bulk produce. Can washer and crusher.	Large tub stainless sinks, tables. Lockable cupboard and drawers. Can washing and crushing equipment.
Empty Meal Tray Pallet Storage - 6 Month Supply	This is for bulk purchasing of tray pallets with circulation. 4' x 4' pallets, 8' high, stacked 3 tall. Can be located in general warehouse nearby.	Pallet handling and shelving required.

Site Requirements

Outdoor Use Areas

- A secured outdoor staff break and smoking area is to be provided.

LAUNDRY (PHASE 2)

FUNCTIONAL AND OPERATIONAL REQUIREMENTS

Overview of Functions and Operations

Description: Laundry facilities at the County Jail will clean and repair linens and inmate clothing for this facility only (separate existing facilities will continue to serve the existing jail).

Phasing: This area is planned to serve the ultimate site build-out of 980 beds, though the installation of equipment would be phased to keep up with expanding inmate capacity. The size of the initial phase of laundry facilities could be reduced by using a portion of the equipment room for sorting or folding operations and building less ancillary space, then expanding into adjacent space in subsequent phases. However, the entire equipment room should be built and plumbed initially.

Options: The scope of laundry facilities is the same for all options.

Future Trends

None identified.

Days and Hours of Operation

8 am to 5 pm Monday through Saturday, although hours could expand if smaller crews are used on multiple shifts.

Occupants/Users

Staff: Either a correctional officer or a laundry technician.

Detainees/Inmates: The laundry will be operated by inmate workers. About 15 workers in Phase I, growing to about 40 at build-out.

Public: The laundry will rarely receive visitors. It will occasionally be necessary for equipment technicians and vendors to access the area.

Psychological and Sociocultural Issues

None identified.

Policies and Procedures

- Clothing and linens are provided at intake and exchanged weekly.

Activities

- Receiving and sorting soiled linens and clothing from inmate housing.
- Operation of institutional washer/extractors and dryers.
- Sorting and folding cleaned laundry for return to storage and/or housing areas.
- Sewing, silk screening, and light repairs to linens and clothing.

Circulation Patterns

Important movements of people, material, or information are listed below. See also the *Location and Spatial Relationships* section below.

- Soiled and clean laundry will move between the minimum security support area and secure housing areas using carts (individually or in small trains) through the receiving sallyport.
- Movement of inmate workers between housing areas and the laundry must be easily supervised.
- Large pieces of equipment and parts need to be moved in and out of the equipment room periodically.

**DESIGN
REQUIREMENTS****Design Objectives**

- Laundry facilities can be assigned to less secure industrial construction.
- The spatial organization of the laundry areas should promote efficient work flow.

**CSA Standards and
Guidelines**

The following is a brief summary of key standards and guidelines from Titles 15 and Title 24 which apply to this area.

- 1263. Clothing Supply: Written policy and procedures shall specify special handling of laundry that is known or suspected to be contaminated with infectious material.
- 470A.2.23 Laundry Facilities: In Type IV facilities, provision shall be made for washing and drying of personal clothing by machines, either in the facility or in the community, if access is permitted for same.

Space Requirements

An itemized listing of the types, sizes, and numbers of spaces is provided in *Attachment 1: Space List*.

Flexibility

No special requirements.

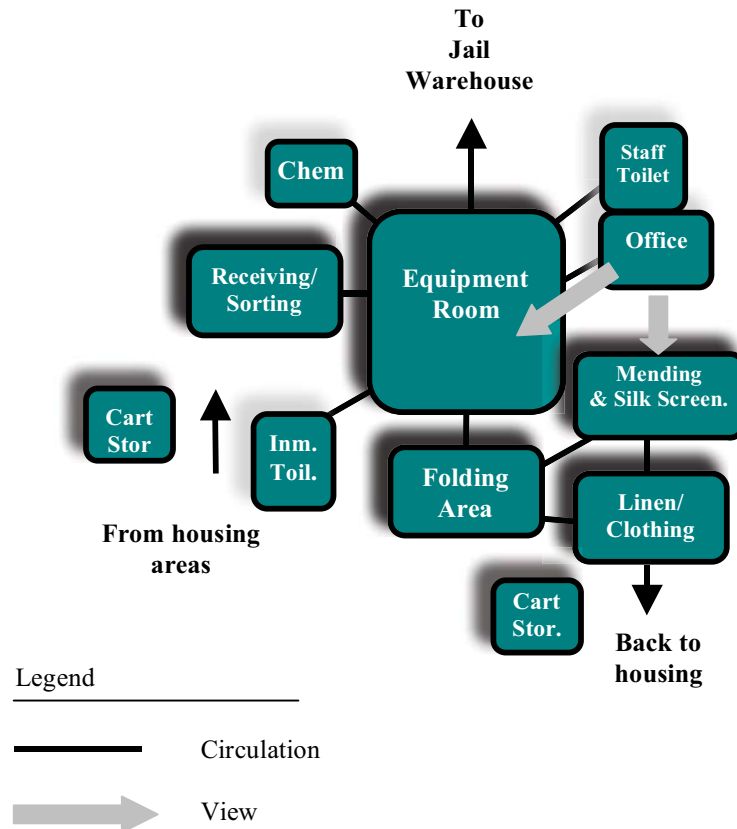
**Location and Spatial
Relationships**

- A path for machines with a capacity of 80 to 125 pounds to be brought in and removed from the equipment room.
- A protected pathway suitable for carts between the service entrance to the secure perimeter and the laundry.
- The laundry should be organized according to its workflow:
 1. receiving/sorting area, where dirty laundry is received and sorted prior to loading into washers
 2. equipment room
 3. folding area
- The folding area should have convenient paths for the movement of carts back to secure housing areas, the linen and clothing storage room, and the mending/silk screen shop.
- Cart storage should be accessible from receiving/sorting and folding areas.
- The equipment room should be organized to enable the convenient transfer of wet laundry from washers to dryers.
- Chemical storage should be adjacent to the equipment room. A location at the end of the wash line would enable distribution of chemicals directly to the washers.
- While the space list and relationships diagrams show receiving/sorting, the equipment room, and the folding area as separate, they may be combined into one contiguous space.
- Provide the supervisor's office with a direct view of as much of the laundry area as possible. Priorities, in order, are:
 1. equipment room
 2. the door to the chemical room
 3. the door to the inmate toilet
 4. folding area
 5. mending shop
 6. receiving/sorting area
- It is a lower priority to have visual contact with the linen and clothing storage area.
- Access for forklift from the warehouse to linen/clothing storage (it would be convenient for the two to be adjacent).

- The diagram below illustrates the internal spatial relationships of the laundry.

Laundry Area Relationships

Diagram provided by County



Safety and Security

- The laundry is a minimum security environment; good visibility throughout the area having more importance than security systems or equipment.
- Staff must be able to control and supervise the perimeter of the laundry area to prevent the unauthorized movement of inmate workers.
- The laundry must be lockable when not occupied while adjacent areas remain operational.

Furnishings and Fixtures

Fixtures: No special requirements.

Moveable Furniture (to be planned for, not in contract):

- Receiving/Sorting: cart storage.
- Folding Area: four 30" x 72" folding tables.
- Mending Shop: ten 6' x 7.3' L-shaped workstations.

- Linen/Clothing Storage: pallet storage racks.

Ambient Environment

Heating, Cooling, and Ventilation: Equipment and operations will generate a great deal of heat. Very good ventilation is essential and mechanical cooling is required.

Lighting: No special requirements.

Acoustics: Equipment is very noisy and sound absorbing materials are required (likely on the ceiling and perhaps also on the walls). The nature of the sound source and likely construction make it worth evaluating noise cancellation technology for the equipment room.

Equipment and Systems

Power: Power drops to each piece of equipment.

Telecommunications: Phone and data to supervisor's office.

Plumbing

- Water supply manifold and trench drain behind washer/extractors in equipment room.
- Gas supply manifold and exhaust manifold behind dryers in equipment room.

Other: Up to eight each 80 to 125 pound capacity institutional washer/extractors and dryers.

Signage/Display

Signage: No special requirements.

Display: No special requirements.

Other Requirements

None.

Site Requirements

Parking: Loading and truck access. Access to warehouse loading dock desirable. Grade level loading area at laundry acceptable.

Outdoor Use Areas: Fenced exterior break area adjacent to the laundry is desirable. This break area could be part of a minimum security outdoor use area for visiting and the like.

**RECEIVING/
WAREHOUSE/
MAINTENANCE (PHASE 2)****FUNCTIONAL AND
OPERATIONAL
REQUIREMENTS****Overview of Functions and
Operations**

Description: This section discusses a group of related facility support services: receiving, warehouse, and maintenance. While their primary purpose is to support jail operations on site, all three, and maintenance in particular, may support other county-operated facilities in the complex. However, these support facilities are likely to remain satellite functions of central receiving and warehouse operations at another site.

While the majority of storage will be in the warehouse area, separate storage areas are also provided within the secure perimeter. This will generally be limited to immediately needed materials, including office and cleaning supplies, inmate clothing, mattresses, and the like.

Though food service operations have a full range of storage needs (including non-conditioned, conditioned, refrigerated, and freezer space), kitchen storage is essentially a warehousing function. Chapter 3.9 reports on food service's storage requirements, but the design/build team may find it more efficient to warehouse food service materials in the same building as other bulk materials (provided that appropriate environmental conditions can be met for each type of product).

Phasing: This area is planned to serve the ultimate site build-out of 980 beds, but could be phased, particularly warehousing areas. A vocational shop is to be added to this area with the future development of minimum security housing.

Future Trends

- The long-range plan is to build a new kitchen with minimum security housing as part of a future phase at the County Jail. This will increase the demand for warehouse space by adding the need to store bulk product used in the preparation of meals.
- The intent is to provide vocational programs with the future minimum security housing. Maintenance facilities may serve the dual purpose of facility support and program opportunities for these inmates.

**Days and Hours of
Operation**

Generally 8 am to 5 pm Monday through Friday. Receiving functions may occur outside of these hours by arrangement. Access to maintenance facilities will be required on demand 24 hours per day, 7 days a week

Occupants/Users

Staff: Supply technician, six maintenance staff.

Detainees/Inmates: Likely no more than a few minimum security inmates may have assignments in warehouse areas, or require access related to work in food service or laundry areas.

Public

- Receiving: one or two delivery drivers intermittently during normal hours.
- Warehouse: infrequent, escorted visitors.
- Maintenance: one or two service technicians, product suppliers, or similar intermittently during normal hours.

Psychological and Sociocultural Issues

Fencing at service areas is partly to convey the message that authorization is required to enter.

Policies and Procedures

Receiving and warehousing will generally function as an intermediate buffer area for materials coming and going through the secure perimeter. That is, items will be received and screened before being moved into the secure portions of the jail.

Activities**Receiving:**

- Receiving and logging in bulk materials and placing them in storage.
- Staging and loading materials for conveyance through the secure perimeter into the jail.
- Containing waste and recyclables until removed from the site.

Warehouse:

- Storage and retrieval of materials.
- Related inventory and accounting functions.

Maintenance:

- General maintenance and repair activities including welding. Maintenance requiring specialized equipment will be done off-site (possibly at another facility to be located at the justice center complex).

Circulation Patterns

Important movements of people, material, or information are listed below. See also the *Location and Spatial Relationships* section below.

- Tractor/trailer access to loading dock.
- Small trucks and utility vehicles (sometimes towing carts) moving between the loading dock and vehicular sallyport.
- Fork lift moving between loading dock and warehouse.
- Direct vehicle access to maintenance shops is required.

DESIGN REQUIREMENTS**Design Objectives**

Receiving and maintenance facilities can be housed in a less secure, possibly industrial type of construction.

CSA Standards and Guidelines

The following is a brief summary of key standards and guidelines from Titles 15 and Title 24 which apply to this area.

- 1280. Facility Sanitation, Safety, and Maintenance: The facility administrator shall develop written policies and procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout the facility. Such a plan shall provide for a regular schedule of housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions or work practices which may be found.

Space Requirements

An itemized listing of the types, sizes, and numbers of spaces is provided in *Attachment 1: Space List*.

Flexibility

The construction of receiving/warehouse/maintenance areas should facilitate the reconfiguration of space assignments as needs change.

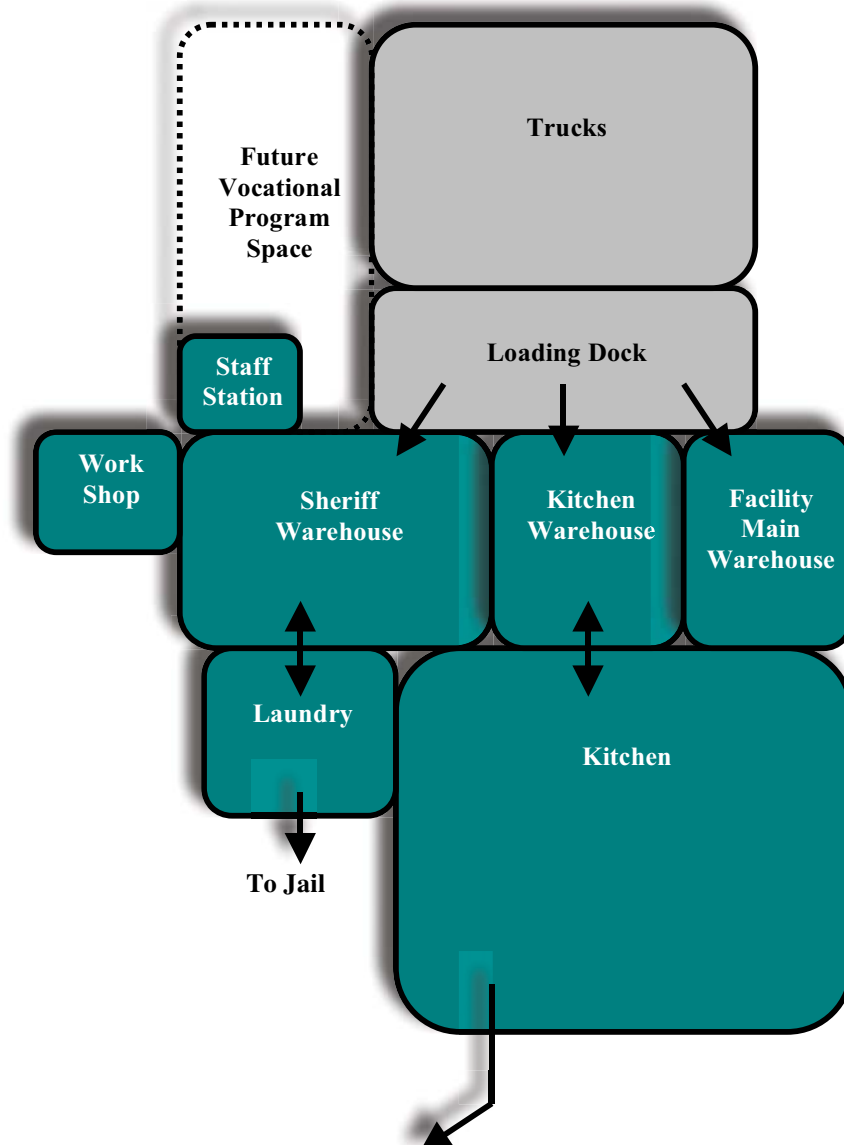
Location and Spatial Relationships

Receiving/warehouse/maintenance facilities are located outside of, yet convenient to, the secure perimeter.

- Receiving/warehouse/maintenance should be convenient to future minimum security housing.
- Receiving/warehouse/maintenance should be convenient to, or may be contiguous with, food service and laundry.
- Any staff post, whether custody or civilian, should have views of surrounding areas that may be occupied by minimum security inmates in the future.
- The maintenance office should have a view of the maintenance shop area.
- The maintenance warehouse should be convenient to the maintenance shop.
- The maintenance warehouse will be physically separate from other warehouse areas. This separation should be with fencing or partitions that are readily removed for future adjustments in the size of contiguous spaces.
- Loading docks require direct access to warehouse areas and convenient access to laundry and food service areas.

Receiving Warehouse, Storage & Laundry

(Diagram provided by County)



Safety and Security

- In the future, the receiving and warehouse areas will be part of a minimum security environment, good visibility throughout the area having more importance than security systems or equipment.
- Protection from outside intrusion and theft is as important as inmate security in these areas. Fencing, lighting, and good visibility should be provided.

Furnishings and Fixtures

Fixtures: None.

Moveable Furniture (to be planned for, not in contract):

- Receiving Office: systems furnishings for one, visitor chair.
- Facility Officer Office: systems furnishings for one, visitor chair.
- Minimum Secure Inmate Area: tables and chairs for 8.
- Tall Pallet Storage: pallet racks.
- Maintenance Office: systems furnishings for two.
- Maintenance Shop: work benches along one wall, welding bench, shelving.
- Toilet, Shower, Lockers: 6 full height lockers.
- Maintenance Warehouse: pallet racks.

Ambient Environment

Heating, Cooling, and Ventilation: Maintenance equipment and operations will generate heat and dust. Mechanical cooling is desirable at office areas and maintenance shop, very good ventilation throughout is essential, with sawdust collector provided if a woodshop is installed.

Lighting: No special requirements.

Acoustics: No special requirements.

Equipment and Systems

Power: Power strip along two walls of maintenance office at +42" above finish floor. 220/240v. in welding area.

Telecommunications: Phone and data at maintenance office, maintenance shop, receiving office, and facility officer office.

Plumbing: Maintenance Shop: service sink, eye wash, deluge shower. Locate eye wash and deluge shower with access from exterior lay-down area. Hose bib at lay-down area outside shop.

Signage/Display

Signage: No special requirements.

Display: Tackboard at maintenance shop or associated office area for safety and work rules notices.

Other Requirements

- 20 foot clearance for high racked pallet storage.
- The table below provides comments on planning assumptions and equipment requirements for food bulk storage in the warehouse area. Equivalent information on kitchen areas is provided in *Chapter 3.10 Food Service*.

Bulk Food Storage Planning Assumptions and Equipment

Functional Areas	Comments	Equipment
Bulk Storage	Based on reported current 46 pallets raw materials received weekly (184 pallets monthly) to serve current 2,700 meals per day Raw material storage distribution requested to be: 1/3 Dry, 1/3 Cold, 1/3 Frozen. 3 level pallet rack shelving in warehouse areas for 4'x'4 pallet 100% added for access and circulation in warehouse pallet shelving area Raw Material storage Distribution: Dry: 15% Kitchen / 85% Warehouse Cold: 15% Kitchen / 85% Warehouse Frozen: 15% Kitchen / 85% Warehouse	Pallet rack shelving. Mechanized pallet mover and lifter. Carts. Bulk flour handling system. Flooring in warehouse coolers/freezer reinforced for forklifts / pallet racks.
Warehouse office	No comments	No equipment

Site Requirements

Parking: Two fleet maintenance vehicles. Temporary parking for vehicles that are waiting to unload or to leave.

Outdoor Use Areas: Exterior laydown area adjacent to maintenance shop is desirable.

COURT ORGANIZATION

Introduction

Description: The County Jail will be directly connected to the Justice Center (JC) with an underground tunnel. The elevators from the JC's central holding area to the courtrooms were not sized for the large numbers of prisoners typical of the arraignment calendar, so the county has decided to include a courtroom on the jail site to enable in-custody arraignments and related matters to be conducted in an efficient manner for the Sheriff's Office. It will also accommodate high-profile criminal cases for which it is more desirable to keep the inmate(s) within the confines of the jail. Out-of-custody arraignments will be held in the JC.

It should be noted that it is not the county's responsibility to provide an arraignment courtroom in the jail. While its presence will contribute to improving the efficiency and security of Sheriff's operations in the long term, its final inclusion in the constructed jail project will depend on the availability of sufficient funds and the ability to configure the spaces to meet key jail and court requirements.

Chapters 4.1 through 4.3 present the functional and design requirements for the courtroom and its ancillary spaces. This chapter provides an overview of court operations and the spatial organization of the court set.

Phasing: One complete court set is included in the initial phase for this project. The ability to add another court set at a future time is desired. Design teams will explore and evaluate the challenges and tradeoffs of adding a future court for the consideration of the client.

Options: Construction of the first court set will be deferred from the initial project to a later phase if adequate funding is not available.

Design Objectives

- Court facilities in the jail will be equivalent in scope and quality to those provided in the JC.
- The route between the JC and court staff areas associated with the arraignment court must be both safe and convenient. Court clerks will move files between the buildings in carts, requiring smooth, durable surfaces and ramps with appropriate slopes between changes in elevation. The route should also be discrete (and/or protected), so judicial staff are not exposed to personal threats.

Codes, Standards and Guidelines

The court set must meet all the codes, standards, and guidelines listed in Chapter 2, Overall Requirements. Additionally, the design and construction of the arraignment court set should meet the requirements and recommendations of the California Trial Court Facilities standards, April 21, 2006 (including appendices). Requirements from this document are not summarized here; however, any which are more restrictive may supercede this program's requirements.

Future Trends

- Site and building planning should enable the future addition of a second courtroom. There is not currently a consensus about whether the second courtroom would serve for high security hearings and trials, be a standard trial courtroom for the criminal calendar, or function as a hearing room for settlement conferences. Planning should enable any of these possibilities.

- The arraignment court set does not require its own jury assembly or jury deliberation areas. The opinion of the Superior Court is that the JC has adequate provision of jury facilities to serve a future trial courtroom in the jail.

Overall Spatial Organization

The court will require most, but not all, of the elements typical of a court set:

- a public entrance with security screening (provided as part of the jail)
- public waiting area
- a small clerk's office
- sound lock vestibule at the public entrance to the courtroom
- the courtroom itself
- courtroom area holding (in the immediate vicinity of the courtroom)
- secure, non-contact attorney/client interview booths
- attorney/client conference rooms
- judge's chambers

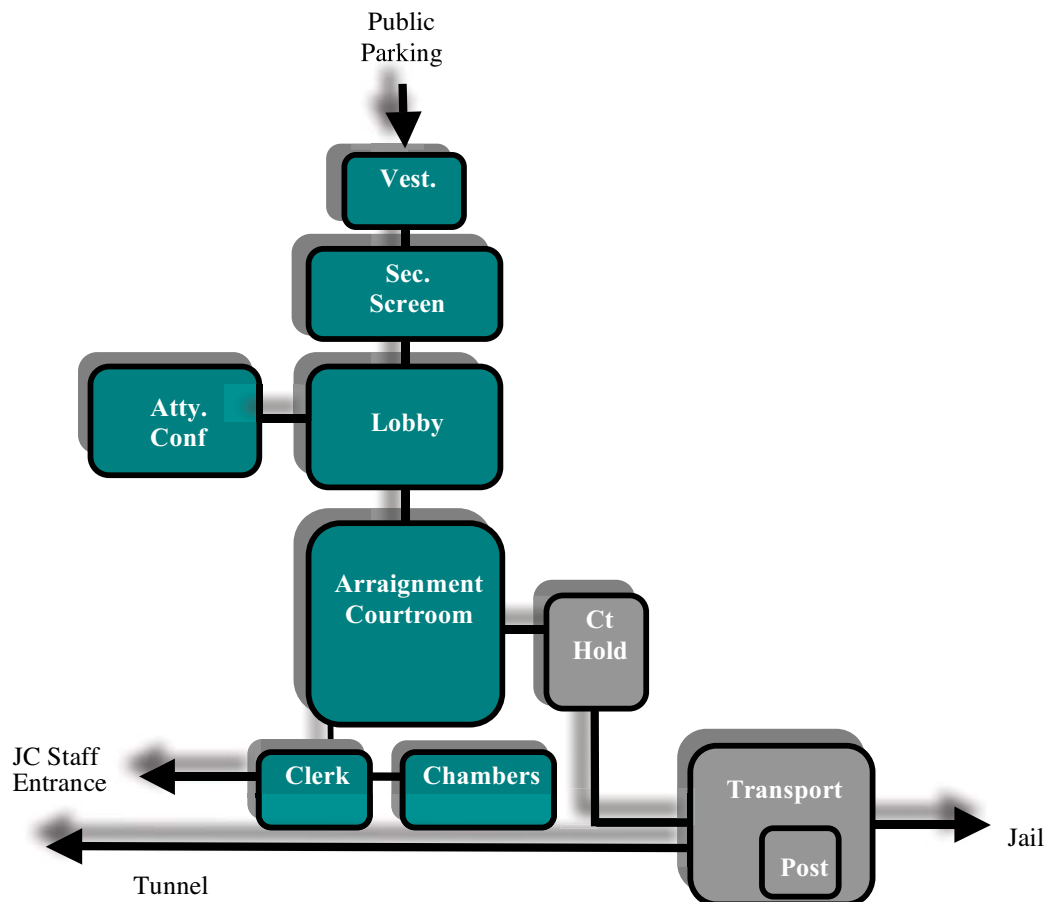
Elements that are not required in the jail include jury assembly and jury deliberation rooms.

The most important requirement for the organization of the court set is to maintain separate circulation between court staff, the public, and in-custody defendants. The challenge of meeting this requirement is made more complex by the following factors:

- the ability to supervise detainee movements to both the central holding area of the JC and this courtroom from a single post in the transport area of the jail's booking/release/transport center.
- court staff, some with carts of files, will be circulating between the this court and the adjacent JC, a separate building
- the ability to secure the court from public access after court hours while maintaining public access to jail visiting
- the desired flexibility to add a second court set in the future that maintains the same relationships.

The diagram on the next page illustrates the spatial relationships required by the arraignment court.

Note that the separation of different groups is typically accomplished by locating a central holding area on a different level from courtrooms and moving in-custody defendants by elevator or stairs. It is possible to meet all the requirements for one court set without multiple levels and vertical circulation, but two or more court sets will require vertical separate. Therefore, the initial design of the court set and in-custody movement control could be accomplished on one level, but long-term objectives will require the ability to phase into a multi-level configuration with vertical circulation.

Court Overall Spatial Relationships
(diagram provided by County)**Security Issues and Requirements**

- The proposed staffing pattern for supervising in-custody defendants is one correctional officer in the courtroom, one supervising movement on the main level, and one supervising movement at the tunnel to the JC.
- The Sheriff's Department and Superior Court envision a single security screening checkpoint for the public serving both agencies.

Site Requirements

- A secure parking space for the judge assigned to the arraignment courtroom (equivalent to the level of security provided for judicial parking at the JC).

Space/Area	Unit SF	Base Project		Option 1		Option 2		Option 3		Build-Out		Comments
		120 GP/60 Min		240 GP/60 Min		240 GP/120 Min		240 GP/240 Min		480 GP/360 Min		
		330 Total		450 Total		510 Total		630 Total		990 Total		
		No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	
Administration												Sized to serve build-out
Waiting Area	60	1	60	1	60	1	60	1	60	1	60	Seating for 4
Facility Commander (Captain)	200	1	200	1	200	1	200	1	200	1	200	
Lieutenant	150	4	600	4	600	4	600	4	600	4	600	
Operations Sergeant	120	1	120	1	120	1	120	1	120	1	120	
Compliance Officers	150	1	150	1	150	1	150	1	150	1	150	shared by 2 staff; with files
Admin/Training Sergeant	120	1	120	1	120	1	120	1	120	1	120	
Administrative Secretary	100	1	100	1	100	1	100	1	100	1	100	
Administrative/Command Clerk	64	1	64	1	64	1	64	1	64	1	64	
Corrections Support Manager	120	1	120	1	120	1	120	1	120	1	120	
Programs/IWF Manager	100	1	100	1	100	1	100	1	100	1	100	
Senior Administrative Clerk	80	1	80	1	80	1	80	1	80	1	80	1 post 24/7 = 5 FTEs
Admin. Legal Clerks (2 at pub. lobby)	64	4	256	4	256	4	256	4	256	4	256	24/7 (2 at entry)
Imaging Workstation	80	1	80	1	80	1	80	1	80	1	80	with file staging
Warrants	64	1	64	1	64	1	64	1	64	1	64	file cabinets
Warrants Repository Storage	64	1	64	1	64	1	64	1	64	1	64	file cabinets
Accountant/Payroll/Finance	64	4	256	4	256	4	256	4	256	4	256	combined with Finance clerks
Commissary/Inmate Cart/Book Stor.	100	1	100	1	100	1	100	1	100	1	100	
Mail Area	48	1	48	1	48	1	48	1	48	1	48	sorting desk
File Storage	100	1	100	1	100	1	100	1	100	1	100	
Conference Room	400	1	400	1	400	1	400	1	400	1	400	20 occupants; tactical command center
Copy/Supply	100	1	100	1	100	1	100	1	100	1	100	
Staff Toilets	60	2	120	2	120	2	120	2	120	2	120	
Janitor's Closet	60	1	60	1	60	1	60	1	60	1	60	
Coffee Counter	20	1	20	1	20	1	20	1	20	1	20	
Subtotal, Net Area			3,382		3,382		3,382		3,382		3,382	
Departmental Area (+30%)			4,400		4,400		4,400		4,400		4,400	

Space/Area	Unit SF	Base Project		Option 1		Option 2		Option 3		Build-Out		Comments
		120 GP/60 Min		240 GP/60 Min		240 GP/120 Min		240 GP/240 Min		480 GP/360 Min		
		330 Total		450 Total		510 Total		630 Total		990 Total		
		No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	
Staff Support												Sized to serve build-out
Male Locker/Shower/Toilet	2,810	1	2,810	1	2,810	1	2,810	1	2,810	1	2,810	122 LE lockers, 20 civilian half lockers, 14 shower heads, 9 fixture toilet area
Female Locker/Shower/Toilet	2,190	1	2,190	1	2,190	1	2,190	1	2,190	1	2,190	91 LE lockers, 10 civilian half lockers, 10 shower heads, 7 fixture toilet area
Fitness Room	1,200	1	1,200	1	1,200	1	1,200	1	1,200	1	1,200	Size based on AJC fitness room
Briefing/Training Room	1,500	1	1,500	1	1,500	1	1,500	1	1,500	1	1,500	2 sides w/partition, locate for possible expansion
Training Officer(s)	120	1	120	1	120	1	120	1	120	1	120	moved from Admin. Space for equipment
Training Storage	250	1	250	1	250	1	250	1	250	1	250	tables, chairs, mats, etc.
Equipment Storage	100	1	100	1	100	1	100	1	100	1	100	
Staff Mail Area	40	1	40	1	40	1	40	1	40	1	40	160 boxes ea. 3"x12"x 15" clear; alcove in hall
CIRT Room	175	1	175	1	175	1	175	1	175	1	175	
Riot Gear Storage	64	1	64	1	64	1	64	1	64	1	64	CIRT equipment; next to briefing room
Armory	48	1	48	1	48	1	48	1	48	1	48	
Staff Dining	800	1	800	1	800	1	800	1	800	1	800	30 at tables, unstaffed serving line plus salad bar
Janitors Closet & Supply Storage	200	1	200	1	200	1	200	1	200	1	200	Floor sink, cleaning equipment & supply shelving
Pedestrian Sallyport to Secure Area	200	1	200	1	200	1	200	1	200	1	200	Sized for team of 10 in gear or food/laundry carts
Subtotal, Net Area			9,697		9,697		9,697		9,697		9,697	
Departmental Area (+30%)			12,610		12,610		12,610		12,610		12,610	
Staff Dining Patio	600	1	600	1	600	1	600	1	600	1	600	seating for 30; partially covered

Space/Area	Unit SF	Base Project		Option 1		Option 2		Option 3		Build-Out		Comments
		120 GP/60 Min 330 Total		240 GP/60 Min 450 Total		240 GP/120 Min 510 Total		240 GP/240 Min 630 Total		480 GP/360 Min 990 Total		
		No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	
Minimum Security Pod (50 to 60-bed dorm - programmed for 60)												
Dormitory (30 double bunks)	70	30	2,100	30	2,100	30	2,100	30	2,100	30	2,100	CSA: 50 sf per single bunk; 70 sf per double
Dayroom (for 60)	35	60	2,100	60	2,100	60	2,100	60	2,100	60	2,100	
Toilet Room	270	1	270	1	270	1	270	1	270	1	270	3 toilets, 3 urinals, 6 lavs
Standard Shower/Change	20	5	100	5	100	5	100	5	100	5	100	
ADA Accessible Shower/Change	30	1	30	1	30	1	30	1	30	1	30	
Storage	100	1	100	1	100	1	100	1	100	1	100	
Janitor Closet	70	1	70	1	70	1	70	1	70	1	70	
Subtotal, Net Area			4,770		4,770		4,770		4,770		4,770	
Departmental Area (+20%)			5,720		5,720		5,720		5,720		5,720	

Space/Area	Unit SF	Base Project		Option 1		Option 2		Option 3		Build-Out		Comments
		120 GP/60 Min 330 Total		240 GP/60 Min 450 Total		240 GP/120 Min 510 Total		240 GP/240 Min 630 Total		480 GP/360 Min 990 Total		
		No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	
Minimum Security Services												see also Inmate Programs & Services
Staff Office/Control Room	225	1	225	1	225	1	225	1	225	1	225	also serves as visiting post
Staff Toilets	50	1	50	1	50	1	50	1	50	1	50	
Storage	200	1	200	1	200	1	200	1	200	1	200	includes dress-in and -out
Inmate Entry	100	1	100	1	100	1	100	1	100	1	100	
Strip Search Room	100	1	100	1	100	1	100	1	100	1	100	Storage for file boxes + desk @ 1 sf/inmate
Inmate Property Storage	1	60	60	60	60	120	120	240	240	360	360	
Public Entry	240	1	240	1	240	1	240	1	240	1	240	waiting for up to 16
Public Restrooms	120	2	240	2	240	2	240	2	240	2	240	Non-contact stations constructed for build-out
Visiting Stations	15	20	300	20	300	20	300	20	300	20	300	
Visiting Booth - ADA	50	1	50	1	50	1	50	1	50	1	50	
Interview Room	100	1	100	1	100	2	200	2	200	3	300	
Medical Office	120	1	120	1	120	1	120	1	120	1	120	
Continues on Next Page												
Minimum Security Services, Continued												1 per pod; 15' clear ht.; not included in net area
Exam Room	144	1	144	1	144	1	144	1	144	1	144	
Medical Toilet	50	1	50	1	50	1	50	1	50	1	50	
Procedure Room	96	1	96	1	96	1	96	1	96	1	96	
(Outdoor Recreation Yard)	600	1	600	1	600	2	1,200	4	2,400	6	3,600	
Subtotal, Net Area			2,075		2,075		2,235		2,355		2,575	
Departmental Area (+30%)			2,700		2,700		2,910		3,060		3,350	
Inmate Programs & Services - At Minimum Security Unit												
Program Provider	64	0	0	0	0	2	128	4	256	4	256	Teachers, clergy, counselors, etc.
Probation Officers (2 each)	150	0	0	0	0	2	300	3	450	3	450	
Clerk	64	0	0	0	0	1	64	1	64	1	64	commissary, etc.
Copy/Supply	64	0	0	0	0	1	64	1	64	1	64	
Coffee Counter	20	0	0	0	0	1	20	1	20	1	20	each divisible in 2
Multi-Purpose Classroom	900	0	0	0	0	1	900	2	1,800	3	2,700	
Teacher's Office	80	0	0	0	0	2	160	4	320	6	480	Shared with copier, etc.
Classroom Storage	50	0	0	0	0	2	100	4	200	6	300	
Program Storage	150	0	0	0	0	1	150	1	150	1	150	Shared with copier, etc.
Male Inmate Toilet	50	0	0	0	0	1	50	1	50	1	50	
Female Inmate Toilet	50	0	0	0	0	1	50	1	50	1	50	
Subtotal, Net Area			0		0		1,986		3,424		4,584	
Departmental Area (+30%)			0		0		2,580		4,450		5,960	

Space/Area	Unit SF	Base Project		Option 1		Option 2		Option 3		Build-Out		Comments
		120 GP/60 Min		240 GP/60 Min		240 GP/120 Min		240 GP/240 Min		480 GP/360 Min		
		330 Total		450 Total		510 Total		630 Total		990 Total		
		No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	
All Minimum Security Housing & Programs		Units	Area	Units	Area	Units	Area	Units	Area	Units	Area	
Net Area		1	6,845	1	6,845	2	13,761	4	31,924	4	33,964	
Departmental Area (+30%)			8,420		8,420		19,840		39,570		42,240	
Minimum Secure Beds		60		60		120		240		360		

Space/Area	Unit SF	Base Project		Option 1		Option 2		Option 3		Build-Out		Comments
		120 GP/60 Min		240 GP/60 Min		240 GP/120 Min		240 GP/240 Min		480 GP/360 Min		
		330 Total		450 Total		510 Total		630 Total		990 Total		
		No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	
Food Service (Draft from 11/18/08)												
Bulk Storage												
Dry			492		492		585		585		699	Wire racks; see also bulk at Warehouse
Cold			492		492		585		585		699	Wire racks; see also bulk at Warehouse
Frozen			492		492		585		585		699	Wire racks; see also bulk at Warehouse
Plated Meals Local			210		210		320		320		460	
Tray Storage (Plated Meals Out)			520		520		520		520		520	
Receiving and Issuing			1,000		1,000		1,200		1,200		1,440	
Tray Assembly			500		500		600		600		720	
Preparation			850		850		1,020		1,020		1,224	
Production			450		450		540		540		648	
Packaging and Chilling			300		300		360		360		432	
Food Bank (bagged product)			1,165		1,165		1,398		1,398		1,678	
Retherm Ovens			300		300		360		360		432	
Bakery			1,200		1,200		1,440		1,440		1,728	
Warewashing / Sanitation			700		700		840		840		1,008	
Test Kitchen and Lab			150		150		150		150		150	
Staff Facilities			550		550		660		660		792	with break room
Inmate Facilities			550		550		660		660		792	with break room
Offices			600		600		600		600		650	
Waste/Recycling/Handling			400		400		480		480		576	
Subtotal, Net Area			10,921		10,921		12,903		12,903		14,648	Note: does not include bulk storage at warehouse.
Departmental Area (+30%)			14,200		14,200		16,770		16,770		19,040	See Chapter 3.10 for detailed planning assumptions and equipment for the areas itemized above.
Laundry												
Supervisor's Office	120	1	120	1	120	1	120	1	120	1	120	
Receiving/Sorting	250	1	250	1	250	1	250	1	250	1	250	
Equipment Room	1,000	1	1,000	1	1,000	1	1,000	1	1,000	1	1,000	Assume 8 ea. 80 lb. washers and dryers + circulation
Cart Storage/Staging	300	1	300	1	300	1	300	1	300	1	300	clean and soiled - 6 each
Folding Area	250	1	250	1	250	1	250	1	250	1	250	
Mending Shop	510	1	510	1	510	1	510	1	510	1	510	4 stations + circulation; silk screening
Staff Toilet	45	1	45	1	45	1	45	1	45	1	45	
Inmate Toilet	45	1	45	1	45	1	45	1	45	1	45	
Linen and Clothing Storage	250	1	250	1	250	1	250	1	250	1	250	In-use items only
Chemical Storage	70	1	70	1	70	1	70	1	70	1	70	
Subtotal, Net Area			2,840		2,840		2,840		2,840		2,840	
Departmental Area (+15%)			3,270		3,270		3,270		3,270		3,270	

Space/Area	Unit SF	Base Project		Option 1		Option 2		Option 3		Build-Out		Comments
		120 GP/60 Min		240 GP/60 Min		240 GP/120 Min		240 GP/240 Min		480 GP/360 Min		
		330 Total		450 Total		510 Total		630 Total		990 Total		
		No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	
Receiving/Warehouse/Maintenance												Sized to serve build-out
Receiving												Serves kitchen, warehouse & maintenance
Dock and Staging	600	1	600	1	600	1	600	1	600	1	600	15' deep; 3 x 12' wide trucks; 2 x 10' wide pickups
Facility Officer Office	120	1	120	1	120	1	120	1	120	1	120	
Staff Toilet	50	1	50	1	50	1	50	1	50	1	50	
Minumum Secure Inmate Area	150	1	150	1	150	1	150	1	150	1	150	with toilet
Warehouse												
Tall Pallet Storage	-	-	3,000	-	3,000	-	3,000	-	3,000	-	3,000	clothing, mattresses, paper, supplies 20' clg.
Bulk Kitchen Storage												From Cini-Little Email 12-14-08
Dry			1,418		1,418		1,688		1,688		2,016	Pallet racks, see assumptions Chapter 3.10
Cold			1,418		1,418		1,688		1,688		2,016	Pallet racks, see assumptions Chapter 3.10
Frozen			1,418		1,418		1,688		1,688		2,016	Pallet racks, see assumptions Chapter 3.10
New Tray Storage			1,613		1,613		1,935		1,935		2,322	
Office	100	1	100	1	100	1	100	1	100	1	100	
Jail Shops												
Vocational Skills Office	120	0	0	0	0	1	120	1	120	1	120	
Workshop	300	1	300	1	300	1	300	1	300	1	300	
Vocational Shop	1,200	0	0	0	0	1	1,200	2	2,400	2	2,400	
Shop Materials Storage	600	0	0	0	0	1	600	1	600	1	600	
Maintenance												
Office	150	1	150	1	150	1	150	1	150	1	150	2 desks, computer, plan storage & layout
Toilet, Shower, Lockers	150	2	300	2	300	2	300	2	300	2	300	for up to 6 staff - share with receiving
Maintenance Shop	300	1	300	1	300	1	300	1	300	1	300	welding, bench, shelving, etc.
Maintenance Warehouse	900	1	900	1	900	1	900	1	900	1	900	shelving
Maintenance - Site Vehicle Garage	400	1	400	1	400	1	400	1	400	1	400	mowers, blowers, tools & eqpt. - outside access
Subtotal, Net Area			12,237		12,237		15,289		16,489		17,860	
Departmental Area			16,760		16,760		20,780		22,160		24,350	(+60% of bulk kitchen, 15% all others)

General Kitchen Notes:

- 1 The area estimates shown above represent guidelines and requirements to establish gross footprints, functions and relationships. They are to be used as a basis for a detailed design process with the County. Design may allow overlap of various functions and
- 2 Areas above do not include general waste and recycling facilities for site, only kitchen sorting and holding.

Receiving/Warehouse/Maintenance Note:

- 3 Provide exterior fenced and gated trash and recycling area in vicinity of receiving with truck access.

Space/Area	Unit SF	Base Project		Option 1		Option 2		Option 3		Build-Out		Comments
		120 GP/60 Min		240 GP/60 Min		240 GP/120 Min		240 GP/240 Min		480 GP/360 Min		
		330 Total		450 Total		510 Total		630 Total		990 Total		
		No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	No. Units	Net Area	
Superior Court												
Entry & Security Screening	250	0	0	0	0	0	0	0	0	0	0	
Court Area Lobby (for ±20)	300	0	0	0	0	0	0	0	0	0	0	15 SF per person with seating
Public Restrooms	120	0	0	0	0	0	0	0	0	0	0	Use jail's at visiting (post-screening)
Attorney Client Conference	100	0	0	0	0	0	0	0	0	0	0	
Entry Vestibule/Sound Lock	60	0	0	0	0	0	0	0	0	0	0	
Arraignment Courtroom	2,330	0	0	0	0	0	0	0	0	0	0	AOC Stds. For 108 spectators; 2 clerks
Judges Chambers	410	0	0	0	0	0	0	0	0	0	0	with private toilet
Staff Office	330	0	0	0	0	0	0	0	0	0	0	clerk, reporter, interpreter, bailiff - 64 sf each + circ.
Copy, Fax, Storage	100	0	0	0	0	0	0	0	0	0	0	
Staff Restrooms	50	0	0	0	0	0	0	0	0	0	0	
Holding Area Staging (for ±20)	200	0	0	0	0	0	0	0	0	0	0	enlarged corridor
Custody Staff Post	100	0	0	0	0	0	0	0	0	0	0	
Secure Prisoner Box	60	0	0	0	0	0	0	0	0	0	0	ADA accessible
Custody Gallery (for ±30)	180	0	0	0	0	0	0	0	0	0	0	bench seating; may divide in half
Court Area Holding Cells												
Individual Holding	60	0	0	0	0	0	0	0	0	0	0	wet cells with bench
Group Holding for ±10	100	0	0	0	0	0	0	0	0	0	0	wet cells with bench
Non-Contact Attorney Interview	80	0	0	0	0	0	0	0	0	0	0	1 ADA accessible - both sides; confidential
Attorney Visiting Lobby	100	0	0	0	0	0	0	0	0	0	0	
Subtotal, Net Area			0		0		0		0		0	
Departmental Area (+30%)			0		0		0		0		0	Need to add parking for courtroom

SUMMARY OF EXTERIOR SPACE											
Vehicular Sally Port			12,050		12,050		12,050		12,050		12,050
Staff Dining Patio			600		600		600		600		600
Outdoor Recreation Yards											
Medium/ General Population			2,100		3,300		3,300		3,300		5,700
Special Housing Units			1,200		1,200		1,200		1,200		1,200
Minimum			600		600		1,200		2,400		2,400
Subtotal, Exterior Space			16,550		17,750		18,350		19,550		21,950

Space/Area	Unit SF	Base Project		Option 1		Option 2		Option 3		Build-Out		Comments
		120 GP/60 Min		240 GP/60 Min		240 GP/120 Min		240 GP/240 Min		480 GP/360 Min		
		330 Total		450 Total		510 Total		630 Total		990 Total		
		No.	Net	No.	Net	No.	Net	No.	Net	No.	Net	
		Units	Area	Units	Area	Units	Area	Units	Area	Units	Area	
PARKING												
Staff												Day and swing shifts are added for overlap
Day Shift	350	60	21,000	64	22,400	75	26,250	84	29,400	93	32,550	Based on Staffing.xls (from Sheriff's Dept.)
Swing Shift	350	19	6,650	20	7,000	21	7,350	23	8,050	25	8,750	Reduce or delete if share parking in complex.
Visitor/Public	350	17	5,950	22	7,700	22	7,700	22	7,700	33	11,550	Peak/overflow at court parking
Fleet	350	2	700	2	700	2	700	0	0	0	0	Does not include vehicular sallyport at BRT
Tractor Trailer	780	1	780	1	780	1	780	0	0	0	0	
Straight Body Truck	480	1	480	1	480	1	480	0	0	0	0	
Subtotal, Parking Area		100	35,560	110	39,060	122	43,260	129	45,150	151	52,850	

		Base Project		Option 1		Option 2		Option 3		Build-Out		
		Deptl.	Gross	Deptl.	Gross	Deptl.	Gross	Deptl.	Gross	Deptl.	Gross	
SUMMARY												
Public Entry and Reception		1,470	2,100	1,470	2,100	1,470	2,100	1,470	2,100	1,470	2,100	70 % eff.
Visiting - Public Side		5,750	8,210	5,750	8,210	5,750	8,210	5,750	8,210	5,750	8,210	70 % eff.
Booking/Release/Transport Center		9,930	16,550	9,930	14,190	9,930	16,550	9,930	16,550	9,930	16,550	70 % eff.
Administration		4,400	6,290	4,400	6,290	4,400	6,290	4,400	6,290	4,400	6,290	70 % eff.
Staff Support		12,610	18,010	12,610	18,010	12,610	18,010	12,610	18,010	12,610	18,010	70 % eff.
Central Control		590	840	590	840	590	840	590	840	590	840	70 % eff.
Housing Units												
All General Pop. Housing Units		16,252	23,220	32,300	46,140	32,300	46,140	32,300	46,140	64,600	92,290	70 % eff.
All Sheltered Housing Pods/Units		8,642	12,350	8,642	12,350	8,642	12,350	8,642	12,350	8,642	12,350	70 % eff.
All Special Housing Pods/Units		15,350	21,930	15,350	21,930	15,350	21,930	15,350	21,930	15,350	21,930	70 % eff.
All Minimum Security Housing & Programs		8,420	12,030	8,420	12,030	19,840	28,340	39,570	56,530	42,240	60,340	70 % eff.
Main Jail Program Areas		2,350	3,360	2,350	3,360	2,350	3,360	2,350	3,360	2,350	3,360	70 % eff.
Medical: Outpatient Housing Unit		13,410	19,160	13,410	19,160	13,410	19,160	13,410	19,160	13,410	19,160	70 % eff.
Food Service		14,200	17,470	14,200	17,470	16,770	20,630	16,770	20,630	19,040	23,420	Add 23%
Laundry		3,270	4,090	3,270	4,090	3,270	4,090	3,270	4,090	3,270	4,090	80% eff.
Receiving/Warehouse/Maintenance		16,760	20,950	16,760	20,950	20,780	25,980	22,160	27,700	24,350	30,440	80% eff.
Total by Phase (w/o Superior Court)		133,403	186,560	149,452	207,120	167,462	233,980	188,572	263,890	228,002	319,380	
Superior Court		0	0	0	0	0	0	0	0	0	0	70% eff.