

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: October 3, 2006

Consent

Regular

Workshop

Public Hearing

Department: **Facilities Development and Operations**

I. EXECUTIVE BRIEF


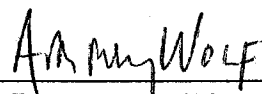
Motion and Title: Staff recommends motion to approve: Consultant Services Authorization (CSA) No. 3 to the contract with Pulitzer/Bogard & Associates LLC. to perform programming and schematic services for the Palm Beach County Jail Expansion Program 2 for the fixed fee amount of \$327,300.


Summary: Pursuant to a needs assessment, and a CCNA selection process, the Director of FD&O on behalf of the County entered into a contract with Pulitzer/Bogard for data collection preliminary programming services for the Jail Expansion Program 2. CSA No. 1 to that contract was approved by the Board (R2005-1340) on June 21, 2005 for additional planning services. This authorization provides program development and implementation and schematic design support for the project. These services will set the foundation for design based on their knowledge of the operation functionality and facility conditions, and their work is being coordinated with the project's design team. Pulitzer/Bogard will provide 0% SBE participation in this authorization. The contract goal is 15%. The services being provided by Pulitzer/Bogard are highly specialized and all the services will be self performed. (Capital Improvements Division) Countywide District # 2 (JM)

Background and Justification: Selection was performed under the Board adopted procedures pursuant to the Consultant's Competitive Negotiation Act (CCNA), Florida Statute 287.055. A contract was approved by the Director of Facilities Development & Operations on June 28, 2005, in the amount of \$62,101. These services maintain the continuity in the project to move forward with the knowledge obtained by Pulitzer/Bogard during the Jail Expansion Program 2 Planning Study.

Attachments:

1. Budget Availability Statement
2. Consultant Services No. 3

Recommended by:   9/12/06
 Department Director Date

Approved by:  9/21/06
 County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

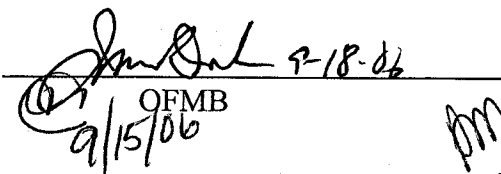
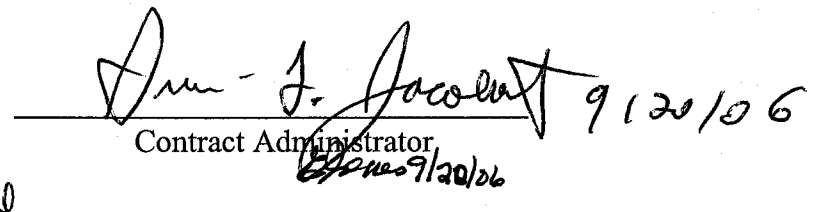
Fiscal Years	2007	2008	2009	2010	2011
Capital Expenditures	\$327,300.00	0	0	0	0
Operating Costs		0	0	0	0
External Revenues		0	0	0	0
Program Income (County)		0	0	0	0
In-Kind Match (County)					
NET FISCAL IMPACT	\$327,300.00				
# ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in Current Budget? Yes X No _____
 Budget Account No: Fund 3804 Dept 411 Unit B362 Object 6502
 Reporting Category _____

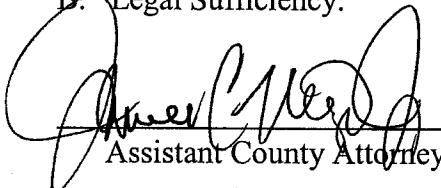
B. Recommended Sources of Funds/Summary of Fiscal Impact:

III. REVIEW COMMENTS:

A. OFMB Fiscal and/or Contract Development and Control Comments:


 OFMB
 9/15/06
 9-18-06

 Contract Administrator
 9/20/06
 9/20/06

B. Legal Sufficiency:


 Assistant County Attorney
 9/21/06

This item complies with current County policies.

C. Other Department Review:

 Department Director

**FACILITIES DEVELOPMENT & OPERATIONS
BUDGET AVAILABILITY STATEMENT**

REQUEST DATE: 08/28/06 REQUESTED BY: Mike McPherson PHONE: 233-0278
FAX: 233-0270

PROJECT TITLE: PBC Jail Expansion Program II PROJECT NO.: 04202

ORIGINAL CONTRACT AMOUNT: BCC RESOLUTION#:

REQUESTED AMOUNT: \$327,300.00 DATE:

CSA or CHANGE ORDER NUMBER:

CONSULTANT/CONTRACTOR: Pulitzer/Bogard & Associates

PROVIDE A BRIEF STATEMENT OF THE SCOPE OF SERVICES TO BE PROVIDED BY THE CONSULTANT/CONTRACTOR:

Programming development and schematic design support and review.

CONSTRUCTION	
PROFESSIONAL SERVICES	
STAFF COSTS** (Design/Construction Phase)	<u>\$327,300.00</u>
MISC. (permits, prints, advertising, etcetera)	
TOTAL	<u>\$327,300.00</u>

** By signing this BAS your department agrees to these staff costs and your account will be charged upon receipt of this BAS by FD&O. Unless there is a change in the scope of work, no additional staff charges will be billed.

BUDGET ACCOUNT NUMBER (IF KNOWN)

FUND: 3804 DEPT: 411 UNIT: B362 OBJ: 6502

FUNDING SOURCE (CHECK ALL THAT APPLY): AD VALOREM OTHER
 FEDERAL/DAVIS BACON

BAS APPROVED BY:  DATE: 8-31-06

ENCUMBRANCE NUMBER: _____

Revised 03/30/04

ATTACHMENT # 1

CONSULTANT SERVICES AUTHORIZATION

PULITZER/BOGARD & ASSOCIATES, INC.

JAIL EXPANSION MASTER PLAN

PROJECT NO. 04202

COUNTYWIDE

THIS AUTHORIZATION NO. 3 to the Contract dated 06/28/05 (R2005-1340) between Palm Beach County and the Consultant identified herein is for the Consultant Services described in Item 3 of this Authorization.

- 1. **CONSULTANT:** PULITZER/BOGARD & ASSOCIATES, INC.
3361 HOLLYWOOD OAKS DRIVE
FORT LAUDERDALE, FLORIDA 33312
- 2. **Services completed to date:** Planning services and preparing additional study analysis.
- 3. **Description of Services to be provided by Consultant:** Professional services shall include programming development and schematic design support and review as detailed on the attached proposal dated July 31, 2006.
- 4. **History:**

<u>CSA No.</u>	<u>Amount</u>	<u>Date Approved</u>
1	\$187,750.00	07/12/05
2	\$ 26,660.00	04/10/05
- 5. **Time of Commencement:** Consultant shall begin work promptly on the requested services upon receipt of this executed document which shall constitute official "Notice to Proceed".
- 6. **Compensation:** The compensation to be paid to the Consultant for the requested services shall be:

Lump Sum charge of \$327,300.00
- 7. **This Authorization may be terminated by the County without cause or prior notice. In the event of termination not the fault of the Consultant, the Consultant shall be compensated for all services performed to termination date, together with reimbursable expenses (if applicable) then due.**

Consultant agrees to waive any and all claims for lost profits or anticipated future profits in the event of a termination with or without the cause under this Contract.

8. **EXCEPT AS HEREBY AMENDED, CHANGED OR MODIFIED**, all other terms and conditions of the original Contract remain in full force and effect.

IN WITNESS WHEREOF, this Authorization is accepted, subject to the terms and conditions of the aforementioned Contract.

COUNTY

ATTEST:
Sharon R. Bock, Clerk & Comptroller

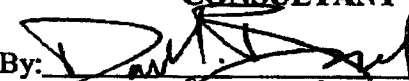
**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

By: _____
Deputy Clerk

By: _____
Tony Masilotti, Chairman

WITNESS:

Name (type or print)

CONSULTANT
By: 
Name: David Fogel
Title: Managing Principal
Date: 9/12/06

Approved as to Form and Legal Sufficiency

Approved as to terms and conditions

Assistant County Attorney

Director - F D & O

Introduction

Pulitzer/Bogard & Associates, LLC (P/BA) is pleased to present to Palm Beach County the following proposed scope of work associated with the provision of programming, planning, design review, technical support and transition and activation consulting services for the county's three renovated/expanded facilities—Main Detention Center, Stockade and West County.

Project Approach and Understanding

The proposed Palm Beach County Jail Expansion Program 2 program requires a systematic approach for the multi-phased project development which focuses the consultant team and client resources on achieving common project goals. Pulitzer/Bogard & Associates' (P/BA) approach is committed to providing Palm Beach County with the best available talent for the programming, planning, design support, and transition/activation of the proposed construction projects. The proposed scope of work that follows is predicated on P/BA being an integral member of the County's Program Management team comprised of the Facilities Development & Operations Department (FDO) with Heery, International. In that role, we will be developing specific work products as well as providing our technical expertise in jail design, planning and operations to the entire project team.

Understanding the Key Issues

P/BA is uniquely qualified to address the future growth of the Palm Beach County jail system as a result of its intensive work over the past year with both FDO and the Palm Beach Sheriff's Office (PBSO) staff in leading the effort on the Palm Beach County Jail Expansion Program 2 Master Plan. Our firm's thorough understanding of the operational, functional, and facilities issues particular to this expansion program has been gained as the result of the extensive time spent with the users at each of the three county detention facilities. This in-depth knowledge will virtually eliminate any "learning curve" required to gain an understanding of the project and will allow our team to meet the demands of the proposed 50 month accelerated schedule for the project.

We will begin the programming effort starting from a solid foundation based on the operating principles, planning assumptions and proposed staffing plan that we developed during the Master Plan effort. As part of the programming effort, we will work closely with PBSO staff to also update and refine the staffing plans. This detailed staffing plan will then be reviewed and updated/refined at critical points during the design process to insure the design conforms as closely as possible to the staffing plan; this is particularly important at the early stages of the design process; conceptual and schematic design. We will also focus on issues related to service delivery in order to optimize the ability of staff assigned to each housing post to be able to carry out their assigned functions as effectively and efficiently as possible within a comprehensive management plan. Our overall goal is to increase the operational efficiency and effectiveness of the proposed new construction and renovations at each facility so that the end

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result is a seamless correctional system while minimizing the recurring annual operating costs to the County.

Team Organization & Management

Curtiss Pulitzer of P/BA will continue to have a central role throughout the programming and design and implementation stages of the project, assuring both continuity from the master planning phase, but also bringing P/BA's in depth understanding of jail operations, staffing and jail design and construction to the benefit of the project.

- Curtiss Pulitzer, AIA, Principal-in Charge and Project Manager - As a specialist in the area of justice systems operations and facilities planning and programming, Curtiss brings over 30 years of experience and acquired expertise in a varied range of detention and corrections operations. His most recent experience as principal in charge and lead planner for the Palm Beach County Jail Expansion Program 2 Master Plan. Curtiss' project experience includes more than 50 detention projects around the country. Curtiss will be the day to day Point-of-Contact for P/BA and will manage and participate in all the planning and programming tasks, while also continuing to play a hands on review/advisory role throughout the design and construction phases.
- Karen Albert, Programmer/Operations Planning – Karen brings more than 20 years of detention operations experience to her work as a facilities programmer and operations planner. She has held virtually every conceivable experience in a jail setting, from line officer and counselor, to shift commander, to training officer, to assistant director of corrections. She is a specialist in staffing and direct supervision operations and has worked with P/BA for the past six years on a variety of jail planning and transition/activation projects. Her most recent experience includes being the lead planner for the Palm Beach County Jail Expansion Program 2 Master Plan. Some of her detention project experience includes the Harris County Central Processing Facility, TX; the Houston City Jail and Central Processing Center, TX; the York County Jail ,ME; Arlington County Detention Facility, VA; as well as several adult and juvenile detention transition and activation projects. Karen will be the lead programmer and develop and refine the staffing plans for the proposed facilities. She will also be the P/BA lead on any transition planning activities.
- Judith Regina-Whitely, RN, CNP- Judi is P/BA's lead health care planner, with more than 30 years of correctional health care experience as a practitioner and consultant. Judi joined P/BA in 2005 and recently completed work as P/BA's lead health care planner/programmer for a centralized medical/mental health facility for the Harris County, TX jail system. Judi will focus on any medical and mental health care related programming on this project.
- David Bogard, MPA, JD- A Principal with P/BA, David has more than 25 years of experience in jail administration and corrections consulting and planning. With particular expertise in staffing, standards, and transition/activation, he will assist in those areas on this effort for Palm Beach County. He is currently a commissioner on the American Correctional Association's Commission on Accreditation for Corrections, and has worked

on more than 30 jail planning and operations consulting projects. David will provide technical support on staffing and for transition/activation tasks.

- Pamela de Toledo, MUP, Programmer- Pamela has more than 20 years of criminal justice planning and programming experience and has worked with P/BA since its inception. She played a key support role on the Palm Beach County Jail Expansion Program 2 Master Plan. Her recent project experience includes work on the Grayson County, TX Comprehensive Correctional Needs Assessment, Rutherford County Work Center Needs Assessment and Facility Plan, and Harris County Inmate Processing Facility Needs Assessment. Pamela will be part of the programming team and provide quality assurance control for all P/BA documents.

Scope of Services

The scope of services is divided into eight phases of work. Phases 1 through 4 are included as part of our basic services. Phases 5 through 8 are optional at this time. A description of the work associated with each phase and deliverables appears below.

Phase 1 - Orientation/Organization

P/BA will participate in all activities necessary to mobilize the Project Team and familiarize all parties with the scope and history of the project and assumptions and decisions made to date. This phase will include preparation for and attendance at meetings with FDO, the Sheriff's Office staff, Program Manager, and Construction Manager.

Other Phase 1 tasks include the establishment of the various user participants and review groups and the Transition Team envisioned as part of our approach. Dates for programming, design and management meetings through the programming, concept, schematic design and preliminary design phases will be established. Also, a workshop meeting will be scheduled to confirm that the operating principles and planning assumptions developed during the master plan are still valid or if changes have occurred, what they are. In addition, an outcome goal of the workshop will be to determine which development scenario, A or B or some hybrid, should be the basis for further programming discussions. This latter discussion will be greatly impacted by the master site planning issues at the West County campus. Accordingly, the master site development plan for the West County property to be prepared by STH/HOK and facilitated by P/BA becomes a critical path item if the programming is to move forward expeditiously.

Phase 2 - Programming

Key to the success of the project will be the development of a detailed operational and architectural program which integrates space needs with operational policies and security procedures, and establishes the basis for long-term growth and expansion. P/BA will have primary responsibility for all programming tasks, which include the operational program, architectural space program, and staffing and operating budgets. P/BA will coordinate with FDO and STH/HOK to determine which office standards to incorporate into the space program. P/BA will provide the end product documents to the design team once they have been

approved and completed. We believe it is very important for STH/HOK to be at the table participating in the programming discussions and for them to begin the conceptualization of the program once it is in draft form. Accordingly, STH/HOK will initially be developing adjacency diagrams and conceptual site organization diagrams during the programming phase. P/BA will work with the design team in this effort. STH/HOK will also be developing detailed room data sheets at a later phase in the project. The importance of the involvement of the FDO program management team and the Sheriff's Office in the programming process cannot be over-emphasized. Throughout the programming process a series of programming "charettes" or workshops will be held on-site. We would anticipate that at least the lead designer from STH/HOK team will also attend these programming workshops.

The programming effort will start where we left off at the conclusion of the Master Plan phase of work. While the Master Plan provides a solid foundation for the detailed programming, the narrative in the Master Plan must now be taken to the next stage of development and refinement as far more "flesh needs to be put on the bone" to turn the operating principles, planning assumptions, outline of spatial needs and proposed staffing plan into a true program document that will serve as the "bible" for the architects and eventually the Transition Team in defining how the jails are to function operationally and spatially.

The programming phase will result in the development of a detailed operational program that defines, in narrative format, the intended operations of each functional area of the new and renovated building components at each site. All aspects of the operation that can affect the design are thought through in detail, with extensive discussion about alternative operational approaches and staffing implications intended to achieve staff efficiency and effectiveness, and enhance the success of direct supervision. In addition, several related program components will require concurrent programming efforts such as Eagle Academy; centralized video visitation center; and, the court component. Many of these latter elements have a critical operational impact on the jail expansion. The final program document will include those related JEP 2 components that must be programmed (e.g. the jail expansion itself, centralized video visitation, Eagle Academy, courts)

Space must be driven by operations and not the opposite—as such, only after there is agreement about the operational intent and procedures can the spaces necessary to accommodate and support the operations be determined and expressed in the form of an architectural program. The architectural program will provide the following levels of information to reflect and define the spatial requirements necessary to accommodate the narrative in the operational program:

- Room by room spatial requirements
- Applicable Space standards
- Summary Square footage allotments by functional component and sub-component
- Special equipment and furnishings
- Net to gross ratios
- Overall building gross ratios

We will also incorporate the necessary national and state standards that must be met, as all the programming and design recommendations must remain true to those standards. Palm Beach County has committed itself to the American Correctional Association (ACA)

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accreditation process and, as such, we must be sure the program and subsequent design complies with both ACA and Florida jail standards

The first draft of the Architectural Program will be a key decision point in determining the adequacy of the projected budget. Based on the program, the capital costs of the facilities can be estimated on a gross area basis by functional component. A component based cost modeling approach can provide an effective budgeting tool, since costs are more accurately portrayed according to building/space type, and a tool for analyzing the cumulative effects of a series of programming decisions rather than simply dealing with a total bottom line estimate.

In addition to serving as the basis for confirming the construction budget and the total anticipated project capital construction costs, the programming analysis will also focus on anticipated staffing and projected annual operating costs. The preliminary staffing plan that was developed as part of the Master Plan effort indicated that a total of 947 staff would be needed to operate the facilities as defined in Option B and provide the necessary centralized support in the year 2015. While we anticipate some fluctuation as we proceed from the conceptual assumptions to more concrete programs and designs, we believe that we must do all that is possible to remain within that staffing goal, or, if possible, below it. As part of the programming process, staffing patterns will be reconfirmed in detail for each component and operational cost projections updated and refined. Staffing implications, and the resultant operating costs, will be considered heavily as we work with the County to discuss different operational approaches and design concepts. Along the way we may well have to balance capital costs against long-term and recurring operating costs as decisions are made about how to operate and/or what to finally construct.

Conceptual planning is the beginning of the synthesis of a solution to the program. As we develop program document drafts, we anticipate working closely with the STH/HOK in guiding the development of concepts in sufficient detail to provide the diagrammatic solutions to the program. The conceptual planning must include both all new construction as well as consider reuse of the existing facilities and the long term development potential of the three sites for total anticipated capacity including future expansion. The major areas of emphasis for conceptual planning should include facility zoning, circulation, and inmate flow to create a smooth flowing design concept. A wide range of concept options should be developed and tested and evaluated, based on the operational and architectural program, operational requirements and site constraints and the urban design context. Issues to be considered include highest and best use of existing housing, functional connection of programs and services, staffing implications, future expansion and site utilization. A range of solutions can be explored and evaluated at the conceptual level, prior to continuing to a specific direction for detailed design. A series of approved concept designs should be agreed to by the owner and users that will serve as the basis for the more detailed schematic development that follows this phase of work.

Deliverables:

In order to maintain the aggressive project schedule, we would anticipate producing at least three separate operational, architectural and staffing program documents. This will allow the design team to begin design work on the first construction project, e.g. West County, prior to the next sequencing of design activities. The documents P/BA plans to produce include:

1. Three draft but separate program documents including the operational and architectural programs and staffing plans and operating budgets for West County, the Stockade and MDC. We would also anticipate producing program documents for the Eagle Academy (its re-use, expansion or replacement) and the centralized video visitation centers in both the east and west sides of the county. These latter documents will likely be components of the other three primary program documents. We will also work with the design team as they generate functional adjacency diagrams to be incorporated in to the draft and final programming documents.
2. We will incorporate comments from the owner and users received on the first drafts of the program documents and develop a final draft of the program documents
3. The owner's and users final comments will be incorporated into the three final program documents.

Phase 3 – Program Translation/Schematic Design Review

Schematic Design will include the exploration of various design alternatives based on the approved concepts. The proposed operational procedures and staffing for all the facilities documented in the program documents will be tested and, if necessary, updated as part of our design/review efforts. Modified operational decisions will be documented for future reference in terms of procedures and training new and existing staff. P/BA will attend all design workshops to be held with the owner and users. We will also provide input for and review the detailed room data sheets being developed by STH/HOK during this phase. In addition we will attend in-house meetings with the program management team to consult on strategies that may be necessary to maintain the overall project schedule and budgets.

Deliverables/Tasks

1. Updated staffing plan and operating budget
2. Addenda, as necessary, to the program documents
3. Provide input for and review detailed room data sheets being developed by STH/HOK
4. Provide schematic design review comments

Phase 4 – Program Translation and Confirmation/Design Development Review

During the Design Development Phases, 95% of all required design decisions relative to materials, systems and equipment will be finalized. These decisions are made within the overall framework established in the schematic design package which in turn is based on the programming documents. Accordingly, P/BA would work as part of an in-house review team and serve in a support role to the county's program management team and the Sheriff's office transition team.

P/BA's active participation during this phase will help insure that the Sheriff's office staff understands the operational and staffing implications inherent in the thousands of decisions that they will be asked to sign off on by the architects and engineers. Areas of particular

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concern that often get passed over by users include all the finish materials, HVAC, plumbing, fire protection, and electrical systems that are defined and incorporated into the overall project during this phase. Of particular importance during Design Development is defining the parameters that establish the basis for security construction and security systems. This includes crucial items such as floor plans indicating security walls and construction types, control consoles and devices, control room layouts, door types, and windows, lock types by symbol (remote, key one side, key both sides, etc.), intercoms, sound monitoring, CCTV, security equipment and furniture layouts, emergency release doors, frame elevations, sallyports and perimeter detection systems.

Again, a high degree of client and user involvement is anticipated as part of the development of the Design Development Package. P/BA will attend all design workshops to be held with the owner and users during this phase as well. In addition we will attend in-house meetings with the program management team to consult on strategies that may be necessary to maintain the overall project schedule and budgets. P/BA will also work with the Sheriff's Office in updating the staffing plan at the conclusion of Design Development.

The members of our firm have also actively been involved in projects where both formal and informal value engineering and life-cycle costing analysis were utilized to assure a cost effective response to a client's needs. Oftentimes value engineering will occur at the conclusion of Design Development. The value engineering process should consist of a careful evaluation of alternate approaches to materials, systems and construction techniques. By carefully balancing long-term operating and maintenance costs with the first cost of construction, informed decisions can be made relative to project budgeting. We would anticipate being a participant and resource in any value engineering activities as part of the project management team.

Deliverables/Tasks:

1. Updated staffing plan and operating budget
2. Provide design development review comments
3. Value engineering comments

Phase 5 - Construction Documents Review (Optional)

During the Construction Document Phases, the design decisions made during the previous phases will be incorporated into a final set of documents in sufficient detail to bid and construct the project. These documents will be the basis for securing bids and constructing the facility. The documents will fix and describe all parts of the project. P/BA can be available to work with program management team and the Sheriff's Office to review the documents, if so desired, and also is available to:

- Assist the Transition Team in the arduous reviews of glazing, lock and door schedules
- Assist the Transition Team and the County in the selection of FF&E items
- Assist the Transition Team in the preparation of a keying and card access system

Phase 6 - Guaranteed Maximum Price Award Review (Optional)

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While we do not see a specific role for P/BA in this phase, we would be available to assist the program management team and the Sheriff's Office in reviewing proposed substitutions to assure that "or equals" are in fact equal, as we have oftentimes found that substitutions of products by the contractors often get made as the final guaranteed price gets developed which may seriously affect the proposed operations and staffing plan assumptions. Any labor and expenses associated with this task would be included as part of Phase 5: Construction Documents

Phase 7 - Construction Administration (Optional)

Construction Administration is one of the most critical phases of the project. It is during this phase that the project ultimately becomes a success. Key to our approach is responsiveness. The program management team and the Sheriff's Office Transition Team will be the key day to day watchdogs during this phase of work. If desired, P/BA can provide additional continuity to the project team by attending key owner meetings to again insure that the operational plans as agreed to early in the project do not get compromised by the numerous field conditions changes and/or change proposals that inevitably occur on projects of this magnitude. As we have served in a similar capacity on other large detention projects, we could also serve as in-house technical advisors to the project management team, if so desired.

We could also assist the Transition Team in focusing on activities related to opening and operating the new facility. Our staff will assist the Sheriff's office Transition Team in understanding the operational and design parameters of the facility as well as the equipment as installed.

Phase 8 - Transition Planning (Optional)

Although we certainly are familiar with the Palm Beach Sheriff's Office (PBSO), the facilities and have spoken with PBSO staff concerning the status of the transition process, it is nevertheless difficult to precisely determine the exact services that will be required. This proposal recognizes that the Sheriff's Office has undergone transition and activation activities for its facilities in the past. The staff skill base exists on many fronts to address most of the day-to-day operational task associated with facility transition. Certainly these staff will need to be assigned solely to the transition effort.

The current transition effort is unique because the construction and planning relies on an overall system focus rather than each facility operating independently. **This proposal reflects our understanding of where the process is today and where the process should end up, but should be viewed as "illustrative."** We suggest that this be viewed as a preliminary suggestion of likely services and tasks that will need to be refined to insure that the PBSO's and County's needs are met.¹

Because we view this as a collaborative effort between P/BA staff and the Transition Team, ongoing communication will be an important component. As such, we suggest weekly or at

¹ Accordingly, we have provided a range of fees that will be further refined once the scope is finally determined.

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least bi-weekly conference calls between us to discuss the status of activities and to trouble shoot ongoing efforts.

8A. Pre-Transition Planning

P/BA will develop a master schedule that incorporates the major tasks of the transition process and further detail tasks that require greater specificity. P/BA will submit one comprehensive draft from which, through a combination of in-person meetings and telephone consultation with the transition team, the final master schedule will be developed. The master schedule will include personnel/teams responsible for the task, and start and completion dates for each task listed. From the master schedule, checklists can be provided in a variety of formats to allow staff to manage the schedule to determine the status of tasks and activities that must occur as a part of the transition process. The master schedule will be managed through Microsoft Project. P/BA will provide an orientation to the PBSO staff who will maintain the master schedule. This task will also serve to clarify the areas in which P/BA's assistance may be most helpful to PBSO.

P/BA can be a resource to provide to administrative staff, transition team members and other staff as appropriate, a one-day transition training workshop that will orient staff to the transition process and activities that will need to occur. The training can also include an overview of scenario development, skills for working within and coordinating teams, and communicating results to all staff. This workshop is designed to ensure that everyone will have similar

expectations of the process, share similar nomenclature, and be aware of the master schedule and its rigid requirements.

8B. Training

Curriculum Review: P/BA will assist the PBSO by reviewing training programs to ensure that they accurately reflect policies and procedures and the treatment and operational paradigm around which the facility is staffed. P/BA can provide sample outlines for consideration, as well as general guidance with this task in advance of the review.

8C. Policies and Procedures

P/BA will facilitate scenario development of up to 6 specific procedures identified by the PBSO. These should be procedures for newly conceived facility components or operations where Transition Team and other staff seek guidance and a facilitated approach to procedure development by PBSO staff. Examples may include:

1. Assessment and Orientation - P/BA will draw on our knowledge of model intake/assessment processes and how this can apply to the reorganization of PBSO's Intake process. The facilitation will include the open booking concept and risk and needs assessments.
2. Medical and Mental Health Housing Operations – P/BA will conduct facilitation to expand medical and mental health program options to include habilitation and assisted living.

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P/BA will review policies and procedures developed by the PBSO and provide written comments and suggestions in regard to the completeness, appropriateness and consistency with:

- The intent of the mission and policy statements
- Best practices
- Treatment and operations models

We recognize that PBSO is well versed and skilled to draft the policies and procedures. Our focus would be more on the procedures addressing new concepts or those that PBSO wishes to explore a national perspective.

8D. Information Systems

P/BA will work with PBSO to identify business practices that can be easily automated and will assist with articulating the justification for a robust corrections focused data management system that integrates existing systems and the future security management systems.

8E. Client Directed Activities Allowance

Our experience with activation and transition activities informs us that there will likely be unanticipated needs for outside assistance along the way. Our previous clients have found it advantageous to have an allowance of person hours and expenses from which they can draw upon our services for these needs.

Services can include, but are not limited to:

- Providing assistance in the development of move plans for people and equipment
- Assistance dealing with construction personnel regarding obtaining use of parts of the building for early training and shakedowns
- Having P/BA on-site just prior to and during key movements of people and equipment
- Post Occupancy review/updates of procedures, post orders, and staffing
- Other activities as required

JEP 2
P/BA Fee
Summary
REVISED 7/31/2006

BASIC SERVICES	P/BA Principals Hrs	P/BA Senior Associates	P/BA Associates	Total Hours	Budget: Labor & Expenses
Phase 1: Organization/Orientation	88	16	0	104	\$ 16,405.00
<i>Sub-Total</i>	88	16	0	104	\$ 16,405.00
Phase 2: Programming	431	790	272	1493	\$ 225,095.00
<i>Sub-Total</i>	519	806	272	1597	\$ 241,500.00
Phase 3: Schematic Design	332	182	40	554	\$ 85,800.00
<i>Sub-Total</i>	851	988	312	2151	\$ 327,300.00

SCHEDULE 1

LIST OF PROPOSED SBE-M/WBE SUBCONSULTANTS

PROJECT NAME: Jail Expansion Master Plan PROJECT NO. 04202

NAME OF PRIME CONSULTANT: Pulitzer/Bogard & Associates, Inc.

DESCRIPTION OF WORK Programming development and schematic design support and review.

PLEASE IDENTIFY ALL APPLICABLE CATEGORIES OF SUBCONSULTANTS

Name, Address and Phone Number	(Check one or both Categories)		Subcontract Amount				
	Minority Business	Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)
1.	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2.	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3.	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4.	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5.	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
(Please use additional sheets if necessary)			Total	\$ _____	\$ _____	\$ _____	\$ _____

Total Price \$ 327,300.00

Total SBE Participation \$ -0- Total

SBE % 0

- Note:
- The amounts listed on this form must be supported by the Subconsultant prices included on Schedule 2 in order to be counted toward goal attainment.
 - Firms may be certified by Palm Beach County as an SBE and/or M/WBE. If firms are certified as both an SBE and M/WBE, please indicate the dollar amount under the appropriate category.
 - M/WBE information is being collected for tracking purposes only.