

**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**


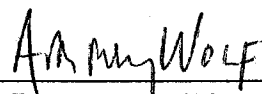
**Motion and Title:** Staff recommends motion to approve: Consultant Services Authorization (CSA) No. 3 to the contract with Pulitzer/Bogard & Associates LLC. to perform programming and schematic services for the Palm Beach County Jail Expansion Program 2 for the fixed fee amount of \$327,300.


**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:**

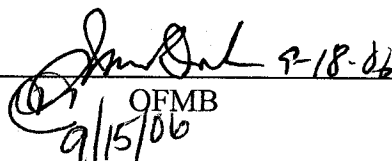
Fiscal Years	2007	2008	2009	2010	2011
Capital Expenditures	\$327,300.00	0	0	0	0
Operating Costs		0	0	0	0
External Revenues		0	0	0	0
Program Income (County)		0	0	0	0
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	<b>\$327,300.00</b>				
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>					

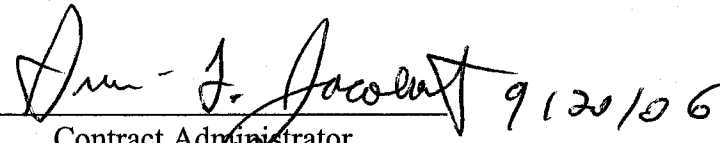
Is Item Included in Current Budget? Yes X No \_\_\_\_\_  
 Budget Account No: Fund 3804 Dept 411 Unit B362 Object 6502  
 Reporting Category \_\_\_\_\_

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

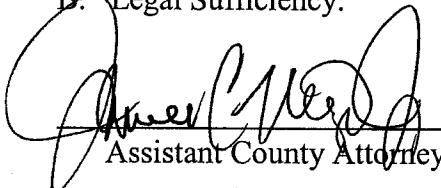
**III. REVIEW COMMENTS:**

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

 9-18-06  
 OFMB  
 9/15/06

 9/20/06  
 Contract Administrator  
 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

**This summary is not to be used as a basis for payment.**

**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.**

**ATTACHMENT # 2**

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

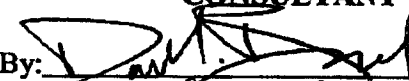
**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

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

**Palm Beach County**  
**JEP2 Professional Services Proposal**

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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

***JEP2 Professional Services Proposal***

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)