

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

408



FROM: Economic Development Agency

SUBMITTAL DATE:
August 27, 2014

SUBJECT: Countywide Correctional Facilities Master Planning – Approval of Amendment No. 1 to the Professional Services Agreement and Project Budget, All Districts, [\$310,500], General Fund-Court Facilities Fund 100%

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the attached Amendment No. 1 to the owner/consultant agreement between the County of Riverside and Carter Goble Associates, LLC (CGL) of Sacramento, CA, in the amount of \$310,500, and authorize the Chairman of the Board to execute the amendment on behalf of the county;
2. Authorize the Assistant County Executive Officer/EDA to administer Amendment No. 1 for CGL, in accordance with applicable Board policies; and

(Continued)

FISCAL PROCEDURES APPROVED
PAUL ANGULO, CPA, AUDITOR-CONTROLLER
BY: E. Hernandez 8/26/14
Esteban Hernandez

Robert Field

Robert Field
Assistant County Executive Officer/EDA

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 210,500	\$ 100,000	\$ 310,500	\$ 0	Consent ☐ Policy ☒
NET COUNTY COST	\$ 210,500	\$ 100,000	\$ 310,500	\$ 0	

SOURCE OF FUNDS: General Fund-Court Facilities Fund 100%

Budget Adjustment: No

For Fiscal Year: 2014/15-
2015/16

C.E.O. RECOMMENDATION:

APPROVE

BY: Rohini Dasika

Rohini Dasika

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

Prev. Agn. Ref.: 3-11 of 5/20/14

District: ALL

Agenda Number:

3-26

FORM APPROVED COUNTY COUNSEL
DATE 8/21/14
BY: GREGORY P. PRIAMOS
Departmental Concurrence

By: Mark A. Hake
Mark A. Hake, Chief Probation Officer
Riverside County Probation Department

☐ A-30
☐ Positions Added
☐ 4/5 Vote
☐ Change Order

SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
Economic Development Agency

FORM 11: Countywide Correctional Facilities Master Planning – Approval of Amendment No. 1 to the Professional Services Agreement and Project Budget, All Districts, [\$310,500], General Fund-Court Facilities Fund 100%

DATE: August 27, 2014

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RECOMMENDED MOTION: (Continued)

3. Approve the revised total project budget of \$1,129,060.

BACKGROUND:

Summary

On September 23, 2013, the Board of Supervisors approved the IMPRISON group's recommendation to direct the Executive Office to work with the Sheriff, Purchasing and the Economic Development Agency to hire a consultant to develop an independent analysis regarding immediate and future jail bed needs and to provide potential options for the County's jail system including short, mid-term and long-term expansion of the jail system recommendations resulting in a Countywide Correctional Facilities Master Plan. As part of the approval of the IMPRISON group's recommendation, the Board also agreed to add juvenile detention facilities to the items for consideration.

On May 20, 2014, the Board of Supervisors approved the owner/consultant agreement between the County of Riverside and CGL in the amount of \$748,560, for professional services for the Countywide Correctional Facilities Master Plan.

Amendment No. 1 to this professional services agreement will incorporate countywide juvenile detention facilities master planning within CGL's scope of services and facilitate the efforts for both adult and juvenile detention facilities by having consolidated resources and activities throughout the master planning processes. This combined effort will allow collective oversight of the work, simplify coordination and communication between stakeholders and reduce the time and cost to complete the master plans.

Contract History

DESCRIPTION	AMOUNT	PERCENT	SCOPE OF WORK
Base Contract	748,560	0	Professional Services: Countywide Correctional Facilities Master Plan
Amendment No. 1	310,500	41.48%	Professional Services: Countywide Juvenile Juvenile Detention Facilities Master Plan
TOTALS	\$ 1,059,060	41.48%	

Impact on Residents and Businesses

The project will provide an independent review of the County jail and juvenile detention system including facilities for juvenile detention and enable the County to properly plan for new construction and expansion of correctional facilities within the County of Riverside. This effort will enhance public safety, thus providing a positive impact to residents and businesses of the County.

Additional Fiscal Information

(Commences on Page 3)

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Additional Fiscal Information

The approximate allocation of the revised project budget is as follows:

DESCRIPTION	PRIOR PROJECT BUDGET	INCREASE TO PROJECT BUDGET	REVISED PROJECT BUDGET
Professional Services	748,560	0.00	748,560
Professional Services Amendment No. 1	0.00	310,500	310,500
Specialty Consultants	40,000	-15,000	25,000
Project Management	20,000	0.00	20,000
Project Contingency	10,000	15,000	25,000
Revised Project Budget	\$ 818,560	\$ 310,500	\$1,129,060

Expenditures for FY 2014/15 are estimated at \$210,500; expenditures for FY 2015/16 are estimated at \$100,000. All costs associated with this agreement will be 100% funded through the General Fund-Court Facilities Fund, thus no additional net county costs will be incurred.

Attachment:

Amendment No. 1 to Professional Services Agreement with Carter Goble Associates, LLC (CGL)

AMENDMENT NO. 1 TO MASTER PLANNING SERVICES AGREEMENT
BETWEEN COUNTY OF RIVERSIDE
AND CARTER GOBLE ASSOCIATES, LLC

This Amendment No. 1 (hereinafter "Amendment") to an agreement for Countywide Master Jail Planning Services is made by and between the COUNTY OF RIVERSIDE, hereinafter referred to as "COUNTY", and Carter Goble Associates, hereinafter referred to as "CONSULTANT".

RECITALS

- A.** COUNTY and CONSULTANT entered into an agreement entitled Master Planning Services that is dated May 20, 2014 (the "Agreement"). The Agreement provides the terms and conditions, scope of work, schedule and budget for the performance of professional and technical services necessary to prepare guidelines for future development of jail space throughout the COUNTY.
- B.** The parties desire to amend the Agreement to enlarge the scope of service to encompass a review and recommendations regarding county-wide juvenile detention facilities.

AGREEMENT

Now, therefore, in consideration of the mutual covenants hereinafter contained, the parties agree as follows:

- 1. Article II, Project Definition,** is amended to read as follows:

"The COUNTY desires to provide for the efficient and orderly development of correctional facilities throughout the County. Such development can best be accomplished through a master plan study which will provide recommendations as to guidelines for future development to fulfill the COUNTY'S need for jail space and juvenile detention facilities. CONSULTANT shall furnish all technical and professional services including labor, material, equipment, transportation, supervision, and expertise to fully and adequately perform and complete the covenants set forth in Exhibit A, and Exhibit A-1, Scope of Services, which are attached hereto and incorporated herein by reference. All services and deliverables associated with the performance and accomplishment of the covenants described in the Scope of Services is hereinafter collectively referred to as the "PROJECT".

- 2. Article V, Performance Period,** is amended as follows:

Subsection 3. is amended to read: "CONSULTANT shall perform PROJECT services in accordance with the provisions set forth in Exhibit A, and Exhibit A-1, Scope of Services, which are attached hereto and incorporated herein by reference.

3. **Article VI. Basis of Compensation**, is amended in Section B. by replacing the second sentence as follows: "The total amount of the contract is not to exceed \$1,005,860.00 plus reimbursable expenses estimated not to exceed \$53,200.00".

4. Except to the extent specifically modified or amended herein, all of the terms, covenants, and conditions of the Agreement shall remain in full force and effect between the parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 1 to the Agreement to be fully executed by their authorized representatives on the day and year written below.

[REMAINDER OF PAGE LEFT BLANK
SIGNATURES ON THE FOLLOWING PAGE]

ARTICLE VIII • APPROVALS

COUNTY Approvals

APPROVED AS TO FORM:

GREGORY P. PRIAMOS, COUNTY COUNSEL

Marsha L. Victor Dated: 8/19/14

By Deputy

APPROVAL BY THE BOARD OF SUPERVISORS

_____ Dated: _____

Jeff Stone

PRINTED NAME

Chairman, Riverside County Board of Supervisors

ATTEST:

_____ Dated: _____

KECIA HARPER-IHEM

Clerk of the Board (SEAL)

CONSULTANT Approvals

CONSULTANT: Carter Goble Associates LLC

W. Robert Glass Dated: 8-25-14

W. ROBERT GLASS

PRINTED NAME

EXECUTIVE VICE PRESIDENT

TITLE

CONSULTANT:

_____ Dated: _____

PRINTED NAME

TITLE



EXHIBIT A-1

AMENDMENT NO. 1

CGL
2485 Natomas Park Drive, Suite 300
Sacramento, CA 95833
916.678.7890

RIVERSIDE COUNTY-WIDE JUVENILE DETENTION FACILITIES MASTER PLAN

Proposed Scope, Deliverables, and Fee

August 8, 2014

Phase 1: Confirm Goals, Objectives and Philosophy

- **Task 1.1 Initial Strategy Meetings**

Conduct initial discussions with the Riverside County Probation Department, Riverside County Executive Office, and the Economic Development Agency (EDA) to confirm the parameters of the master plan. Clarify project objectives, identify existing information to be provided by the County, and discuss project schedule that will mirror the adult master plan.

- **Task 1.2 Stakeholder Meetings**

Hold stakeholder meetings with key members of County government and its criminal justice system to develop an understanding of juvenile justice system policy priorities, the current situation facing the County detention system, the historical context and policy decisions that have led to the current situation, opportunities for efficiencies, and key issues that must be addressed by the master plan.

- **Deliverables: None**

Phase 2: Data Gathering

- **Task 2.1 Gather and Organize Data on Existing Facilities**

Collect data from historical facilities studies, existing staff and facilities, existing detention and support space allocations and present locations, conditions index of existing facilities.

- **Task 2.2 Analyze Local Juvenile Justice System Trends and Conditions**

Patterns in Riverside County's population growth and historical trends in juvenile crime and delinquency rates and arrest rates will be examined to determine their correlation to the size of the juvenile justice caseload, both pre- and post-adjudication. Categories of offenses, current classification practices, length of stay, family involvement, diversion and community-based alternatives to confinement, court case processing times, disposition practices and system resources will all be analyzed to determine the impact which these factors have had on the County's capacity to place adjudicated offenders in various dispositional alternatives. The total array of comprehensive supervision and treatment services provided by the County will be reviewed to identify any gaps in the continuum of services that should be available for juvenile offenders. This assessment will identify any systemic conditions that are found

to have an extraordinary impact on juvenile case dispositions and 'may' become a basis for recommending alternative solutions.

- **Deliverables: None**

Phase 3: Analysis and Development of Facility Use Plans

- **Task 3.1 Project Future Juvenile Population Needs**

Using forecasting models, projections of the juvenile offender population will be generated in annual increments from 2015 through 2025. A range of low, mid, and high growth scenarios will be projected. These estimates will be based on various assumptions about changes in the volume and type of delinquency and the disposition options. The CGL Team will assess the projections by offender groups and institutional versus likely community-placement volumes. This conversion process involves modifying the baseline estimates to account for policy and programmatic impacts on the juvenile services system.

- **Task 3.2 Identify Facility Capacity Requirements**

Following the approval of the population projections, we will define the right mix bed-spaces that should be planned for occupancy in the juvenile system for each future year of the projection. The population projections must be disaggregated into the security and custody subgroups. The offender profile data will be important to determine the recommendation of security groupings. Classification factors will be developed to define the overall bed-space requirements in the juvenile system.

- **Task 3.3 Space Requirements**

Apply relevant professional and state standards, policies, and benchmarks to develop facility space estimates required to manage projected population levels. Provide recommended bed capacity and square footage levels for the projected population disaggregated by security level and by relevant prisoner group. Project future space allocation requirements for intake, medical, and program areas.

- **Task 3.4 Facility Conditions and Suitability for Purpose Assessment (Optional)**

Review and document the conditions and use of each existing facility. Conduct a level one assessment of facility buildings and their operating systems, including building systems, security systems, fire and life safety systems, and fire control instruments. Develop a facilities assessment report for each site, including a Facility Condition Index, the total cost of repairs, and the estimated replacement value. Evaluate the suitability of buildings for housing and other correctional services required to

accommodate the existing and projected populations. The results of this assessment will provide a facilities assessment report for each site, including a Facility Condition Index (FCI), the total cost of repairs, and the estimated replacement value. This will allow for comparison of existing facility building conditions and operational cost efficiencies with the potential for new state-of-the-art designs, and thus help determine the need for and feasibility of its replacement.

- **Task 3.5 Food Services**

Evaluate the current system of providing food services throughout the juvenile system, including an assessment of the existing spaces used for storage, production, staging; food preparation, and delivery.

- **Task 3.6 Medical and Mental Health Services**

Assess the current delivery of healthcare and mental health services relative to state requirements for levels of care.

- **Task 3.7 Program Requirements**

Review the current system of program services maintained in system facilities.

- **Task 3.8 Maintenance and Life Cycle Cost Matrix**

Develop a maintenance and life cycle cost matrix, including the details for life expectancy, replacement cost, extended facilities maintenance cost, projected staffing cost, and estimated operating expenses.

- **Task 3.9 Site Utility Infrastructure (Optional)**

Analyze the utility infrastructure for each facility, including an assessment of the current conditions, current capacity, and impact of growth.

- **Task 3.10 Gap Analysis**

Develop a gap analysis to compare the spaces, program services, and operations of existing facilities with projected requirements.

- **Deliverables: In the form of a Draft Master Plan document - Bed/Need Projection Study, Review Report of Each of the Facilities, Analysis of Current Space Use, Analysis of Alternatives, Facility Condition Index Review (Optional), Site Utility Capability Study (Optional).**

Phase 4: Draft Master Plan Alternatives and Intervention Strategy

- **Task 4.1 Assess Current Programs**

A review of the current success of community-based service delivery and the range of programs available will be analyzed to establish the pros and cons. Significant aspects of such a review will be to determine whether the intended benefits of each delivery program are being achieved. Benefits being looked for will include:

- ✓ Bringing resources closer to the youth and family
- ✓ Fostering of collaboration among all child/adolescent-serving county agencies and service providers
- ✓ Enabling communities to develop and implement effective and efficient programs for their children
- ✓ Facilitating multi-governmental initiatives

- **Task 4.2 Identify Best Practices**

CGL's understanding of best practices for juvenile services is based on our involvement in correctional and juvenile organizations and hands-on experience with juvenile justice systems throughout the world. CGL has worked with recent clients to develop a database of exemplar examples and has developed a series of bullets that identify core values, guiding principles and vision for state-of-the-art juvenile justice systems. This database of information will be supplemented with evidence-based lessons learned from previous study findings.

- **Task 4.3 Conduct Gap Analysis**

The gap analysis will be used to identify disparities between the existing service delivery model and the desired model that represents best emerging practices in juvenile correctional services. The CGL Team will identify the existing process and current outcomes and compare this to the desired outcome. Then the Team will identify the process to get the desired outcome, document the gap and develop the means to fill the gap.

- **Task 4.4 Define Service Delivery Options**

Detailed interviews with the County Manager, key staff in County Administration; County Board Members; Juvenile Court Judges; other stakeholders; and external service and program providers will enable a comprehensive assessment of what is working and how to implement improvements. The CGL Team will use our expertise and the knowledge of the operations staff to define options and alternative strategies that could be enacted to bring benefit to the system. These options and strategies will be

assessed for impact and cost. Each option identified will be described with capital cost implications and staffing requirements.

- **Task 4.5 Develop Master Plan Concepts**

Based on the results of the other tasks, the CGL Team will provide an assessment of the current juvenile justice system to the county, present recommendations for operational enhancements or changes designed to bring benefits in performance effectiveness, cost efficiency and any facility development or modifications that may be required to meet system needs. This task will define the impact that the use of alternatives, changes in classification approaches, and population levels will have on capital and operating budgets.

- **Task 4.6 Cost Estimates**

Develop a basis for estimating capital costs and total costs of ownership associated with each alternative.

- **Task 4.7 Implementation Schedules**

Prepare alternative implementation schedules that will allow for a phased implementation of Master Plan recommendations.

- **Task 4.8 Master Plan Narrative**

Draft a Master Plan narrative which will include an overview of process, department operations strategies, a summary of alternate development processes, pros and cons of each concept, and recommendations for implementation.

- **Task 4.9 Master Plan Concepts Workshop**

Plan and facilitate a workshop with key stakeholders to review the various options and choose a preferred development approach to present to decision-makers.

- **Task 4.10 Present Draft Master Plan to the County Decision-Makers**

Deliver a presentation of the Master Plan to the County's decision-makers. The presentation will explain Master Plan findings present proposed recommendations.

- **Deliverables: In the form of a Final Draft Ten-Year Master Plan Document - Bed/Need Projection Study, Review Report of Each of the Facilities, Analysis of Current Space Use, Analysis of**

Alternatives, Facility Condition Index Review (Optional), Site Utility Capability Study (Optional), Site Development Options, Schedule of Activities/Timeframes, Probable Costs.

Phase 5: Final Master Plan

- **Task 5.1 Assemble Material for Final Presentation**

Incorporate comments received in the Draft Master Plan review and finalize the Master Plan document.

- **Task 5.2 Prepare Final Written Report and Presentations**

The final strategic plan will be presented in a format that details the analysis, options and recommendations for services. The final report will provide the following master plan documentation:

- ✓ A profile of the current situation in the juvenile justice system
- ✓ Projections identifying anticipated levels of need in terms of space and numbers
- ✓ Current space availability, its potential for meeting identified future need, the options to expand, renovate, re-locate in line with projections
- ✓ System efficiency analysis and improvement recommendations
- ✓ Management and coordination strategies
- ✓ A review of current programs and alternatives with their performance effectiveness
- ✓ A condition and capacity report on all appropriate structures and facilities
- ✓ Best-use analysis of facilities in both the short and long term
- ✓ Identification of best-practices and model programs in other jurisdictions
- ✓ Recommendations on implementation scheduling balanced against cost impact
- ✓ Options and alternatives open to the County

- **Deliverables: Final Master Plan Document**

Fee Proposal

	Fee
• Phase 1: Confirm Goals, Objectives and Philosophy	\$ 11,600
• Phase 2: Data Gathering	\$ 27,080
• Phase 3: Analysis and Development of Facility Use Plans	\$ 53,240
• Phase 4: Draft Master Plan Program and Intervention Strategy	\$ 91,080
• Phase 5: Final Master Plan	\$ 30,700
Sub-Total	\$ 213,700

• Task 3.3: Facility Conditions and Suitability for Purpose Assessment(Optional)	\$ 35,500
• Phase 5: Site Utility Infrastructure (Optional)	\$ 43,700
Sub-Total	\$ 79,200

Reimbursables \$17,600

Grand Total \$310,500