



MEETING DOCUMENTATION

Planning • Architecture • Engineering • Interiors • Facility Management

PROJECT: Red Willow County Law Enforcement Center (LEC)

LOCATION OF MEETING: Commissioners' Room

PROJECT NO.: 111010 **DATE:** December 12, 2011 **TIME:** 11:00 AM & 1:00 PM

PERSONS INVOLVED:	ORGANIZATION/GROUP:	TELEPHONE NO:
Earl McNutt, Chair	Red Willow County (RWC) Commissioners	(308) 345-3692
Vesta Dack	Red Willow County Commissioners	(308) 345-6818
Steve Downer	Red Willow County Commissioners	(308) 692-3242
Gene Mahon	Red Willow County Sheriff	(308) 345-1850
Alan Kotschwar	Red Willow County Sheriff's Office	(308) 345-1850
Diana Wilkinson	Red Willow County Sheriff's Office	(308) 345-1850
Scott Lundberg	Prochaska & Associates (PA)	(402) 334-0755
Steve Riley	Prochaska & Associates	(402) 334-0755

DISCUSSION:

This work session was the second and final progress review of the Schematic Design phase of the Law Enforcement Center (LEC) project. During this review meeting, PA also began discussions of the next step in the design process, which is Design Development. (PA made a final Schematic Design phase presentation to the Board of Commissioners at 11:00 AM during the Commissioners meeting. Excerpts of that presentation are included below where appropriate).

1. The County is still awaiting the appraisal of the remaining north residence. The Commissioners reported that the appraiser was still intending to begin the appraisal this month.
2. The geotechnical testing (soil borings) of the north property by Twin Rivers Testing had begun. A drilling rig was observed on the lot directly to the north on the day of the review meeting. It would be expected that the geotechnical report would be completed within 2 to 3 weeks after borings are completed.
3. Steve Riley reviewed an updated Project Schedule. The revised schedule shows today's final Schematic Design meeting adjusted by two weeks to accommodate PA's scheduling conflict with the original November 28 target date. PA overlapped this final Schematic meeting with the proposed first Design Development meeting, which would essentially keep the project on schedule. PA also added the required NE Jail Standards review submittals to the Schedule (Schematic Design submittal, 60% Construction Documents submittal, 100% Construction Documents submittal). Unless the County chooses to significantly delay the Design Development phase, the Project would be scheduled to bid in late June 2012.
4. Steve reviewed NE Revised Statute 13, Sections 2901 to 2914, also known as the *Political Subdivisions Construction Alternatives Act*. This 2008 Legislative Act allows political subdivisions (city, county, school district, etc) to enter into a design-build or construction management-at-risk (CM-at-Risk) contract for a public project. The County must adhere to a specific set of procedures if

electing to use these forms of construction delivery. Steve handed out a copy of the Statute with the key clauses highlighted. Steve also distributed a summary of the process and the required steps that Red Willow County will need to follow if it proceeds with this construction process. In summary, the process allows the County to select the Construction Manager (builder/contractor) through a qualifications and interview process and bring them into the project much earlier than through the traditional Design-Bid-Build process. The County will still retain competitive bidding of all subcontractors and suppliers. PA noted that this is the same process used to select the contractors for the Hillcrest Nursing Home project as well as for the McCook Municipal Facility.

5. During the morning Commissioner's meeting, PA presented the final Schematic Design phase drawings and an updated project budget. Scott Lundberg reviewed floor plans and a three dimensional computer model of the exterior. More detailed reviews of the plans with the Sheriff's staff and attending Commissioners were held at the afternoon work session. Highlights of both the morning presentation and work session are as follows:

- Based on feedback Commissioner Dack had received from some of the public prior to the last review meeting regarding visibility of prisoners being escorted between the LEC and the Courthouse, PA has added screen fencing between the new LEC and current Sheriff's Office building at the alley to screen views from the west. Additional screen fencing was added between the LEC and the Courthouse to screen views from the east. Details and final locations of the fencing will be developed during the next Design Development phase.
- Because the property on which the LEC will be located slopes about 4 feet towards the north, the finish floor elevation of the LEC will be placed one foot higher than the Courthouse main floor. If the floor were set at the same level as the Courthouse, the LEC would cut into the north grade more than desired. Sheriff's staff will enter via a short stair at the north end of the office. The main entry on the east will be on grade with the existing sidewalk.
- PA will continue to study an option for an access door directly into the County Courtroom. This will likely be contingent on whether it can be done within the overall project budget.
- Scott reviewed several 3D exterior views of the LEC from various directions, showing the rise of the exterior grade along the building towards the north. Exterior materials are proposed to be primarily brick (a lighter brick is preferred) and have a precast architectural concrete base and detailing, which would be tinted to match the limestone of the Courthouse. The roofs over the main entrance and north entry are raised to help identify them and better relate to the taller Courthouse to the south. The mechanical equipment penthouse on the roof will be clad with horizontal louvers and metal panels rather than heavier brick. The penthouse transitions to clerestory glass at the north end above the north Sheriff's staff entrance. As previously mentioned, the LEC design incorporates some of the horizontal lines and details of the "Prairie Style", while remaining modern in overall appearance.
- Scott reviewed the LEC Offices plan, with descriptions of how the public would access the building after business hours. Current thinking is to have the inside vestibule door secured after hours, allowing the public into the vestibule through the exterior door. The public would contact the Jail via an intercom and video camera in the vestibule, and after-hours jail staff would meet the individual at the door, and release the door lock as appropriate for posting bail, etc.
- During office hours, the public would be allowed scheduled video visitation with prisoners via a Video Visitation room off the Lobby. Face-to-face contact visitation with the public or with legal counsel would be in the Contact Visitation room directly inside the Jail from the Lobby when arranged and approved.
- During the afternoon work session, PA began reviewing each room in the LEC Offices and Jail with the staff using a *Roof Finish & Equipment Checklist*. This is part of the Design Development phase, but is an important next step in development of the facility, and a very detailed way of reviewing each room with the staff during the work session.
- Workspace in the Reception and Copy Room was discussed. Cabinetry will be developed per the staff's input during Design Development. Staff mail boxes will be located on the west wall of the Copy Room above the counter and convenient to the door. There should be

bulletin board/tack space above the counter in the Copy Room. (Verify location). File storage can be fixed shelving or mobile and would be “soft cost” furniture items. Protocols for access and distribution of prisoner files (whether paper or electronic) between the Sheriff’s department and the Jail/Master Control will be developed by the Sheriff’s Office.

- Generic furniture was shown in the offices – PA will measure existing staff furniture that is to be relocated and get dimensions of new furniture that will be purchased.
 - The Interview Rooms will have a rectangular table (similar to the one currently used) with two staff chairs on the long side and one chair on the opposite side.
 - The Break Room seemed narrow. In addition to a refrigerator and double compartment sink, there should be room for a coffee maker and a wall cabinet shelf for a microwave.
 - The Sheriff’s current furniture will be measured and shown in the Office; no table is needed.
 - Desks for the Office Manager and Chief Deputy have been ordered. Diana will provide the measurements of the desk units to PA.
 - (A follow up phone call from Sheriff Mahon requested that the Sergeant’s Office (houses two people) and Break Room be made wider; the Chief Deputy’s Office can be reduced in size, as can the Reception Room and Copy Room to accommodate this without increasing the building size.)
 - The Squad Room will be laid out to have 6 total stations (4 desktop computers, 2 laptop computers). The south wall would have tack wall for pinning maps, etc. A small wall-mount coat rack should be provided.
 - The Meeting Room would have one tall storage cabinet at the south end of the east cabinets for audio/visual equipment, etc.. There would be a podium at the southwest corner, a marker board at the west “teaching” wall and a ceiling-mounted projection screen. There will likely be a ceiling-mounted projector.
 - No staff personal lockers are included in the Law Enforcement Office. Coat hooks will be specified behind doors in each office .
 - All access doors into the Jail will be controlled through Secure Vestibules by Master Control staff in the Jail. Each Secure Vestibule plus the Vehicular Sallyport will have a gun locker.
 - The service Chase behind the cells will be accessed through the LEC Office so service personnel will rarely need to enter the secure perimeter of the Jail. A service stair to the rooftop Mechanical Room is located in the chase. The Mechanical Room will have a door providing access to the roof.
 - The floor plan does not currently show view glass from Master Control to the Day Rooms of the cells, but will be added next. Glass will be one-way, allowing visibility into the Day Rooms by Jail staff, but no visibility out of the Day Rooms by prisoners.
 - Furniture in the cells and Day Rooms is security type furniture and is furnished by the security contractor as part of the construction contract (“hard costs”). Standard furnishings and office-type equipment, phones and computers for Jail and Law Enforcement staff offices are furnished by the County separate from the construction contract and are a part of the Project Overhead budget (“soft costs”).
 - An alcove for individual Jail staff lockers for coats and personal belongings will be provided in Secure Vestibule #135; staff will not be permitted to bring these items into the Jail.
 - The Kitchen will be sized and designed to permit the future installation of a full preparation kitchen if ever necessary. A roof knock-out panel will be provided for a future exhaust hood. Initially, kitchen equipment will warming/serving equipment only. Like furnishings, this equipment is part of the County’s soft cost budget and will be purchased separately from the construction contract.
 - The Vehicular Sallyport will have a trench drain.
 - Evidence Storage will be housed in the former jail and will utilize pass-through lockers in the Processing Room. Shelving requirements will be finalized during Design Development.
6. PA provided an updated Project Budget. Since there was minimal change to the square footage of the building, the budget has changed only slightly. The Schematic Design Construction budget total is now \$4,336,620; Soft Costs (estimated at 17%) are budgeted at \$737,230; the overall Project Budget total is \$5,073,850.

7. PA reviewed a fee proposal letter with the Commissioners (Vesta had to leave, but a copy was left for her). The letter itemized the fees for the four remaining project phases (Design Development, Construction Documents, Bidding and Construction Administration.) PA will forward a standard AIA Owner-Architect Agreement for review by the Board and the County Attorney.
8. At the Board's request, PA will develop a collage of images of the proposed LEC for printing and mounting on a display board that can be placed in the Courthouse for review by the public. PA will forward a "proof" copy of the board graphic to the Commissioners for approval.
9. The Board intends to take action to approve the Schematic Design phase at their December 19 meeting.
10. At this time, PA will await a "notice to proceed" from the Commissioners before officially proceeding with the Design Development phase. The next Design Development review meeting would be about the second week in January (January 9 specifically) according to the Project Schedule, but PA will hold off scheduling the meeting until the "notice to proceed". (In an effort to keep the project on schedule, PA is willing to proceed "at risk" with a "verbal" approval from the Board for the Design Development phase while the Owner-Architect Agreement is being reviewed by the Board).

BY:  _____ 12/21/2011 _____
Steven A. Riley, AIA Date
Executive Vice President

If any of the parties present take exception to these meeting notes, please notify Prochaska & Associates within five (5) days of issuance for correction or they shall stand as written.

PROCHASKA & ASSOCIATES

11317 Chicago Circle • Omaha, Nebraska 68154-2633

Telephone: (402) 334-0755

FAX: (402) 334-0868

E-Mail: mail@prochaska.us