



County of Santa Cruz 045

SHERIFF -CORONER

701 OCEAN STREET, SUITE 340, SANTA CRUZ, CA 95060

(831) 454-2985 FAX: (831) 454-2353

MARK TRACY
SHERIFF -CORONER

February 26, 1999

Agenda Date: March 9, 1999

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA. 95060

SHERIFF'S PROPOSAL FOR ADULT LOCAL DETENTION FACILITY CONSTRUCTION GRANT

Dear Members of the Board:

The Board of Corrections (BOC) has issued a Request for Proposals for competitive grant awards of \$10.8 million in Federal funds from the Violent Offender Incarceration Grant (VOIG) program for fiscal year 1998-99. Its purpose is to **modify** or improve county jails or add bed space. Grant applications must be received by the Board of Corrections by March 17, 1999. Recommendations for grant awards by the BOC will be made in May, 1999. The projects funded by this grant must be completed by September 30, 2002.

As your Board is aware, the Sheriff-Coroner received a BOC award of \$995,550 in the first round of this VOIG grant funding in May, 1998, for the major reconfiguration and replacement of security electronics for the Main Jail facility. The Sheriff-Coroner, in conjunction with the General Services Department and County Administrative Office, is moving ahead with this project on schedule and plan to be under construction by April of this year. The bid opening for the Main Jail Security System upgrade will be held at 10:45 on today's Board agenda. This security electronics project will allow detention staff to move towards a modified Direct Supervision model in the North and South housing pods of the Main Jail and increase the security and safety of staff and inmates.

In this latest phase of VOIG funding, the BOC will give first priority to projects that add bed space to county jails. BOC will give a second priority to jail modification or improvement projects that do not add bed space. For this second round of grant funding, the Sheriff- Coroner is proposing to apply for funds to reconfigure an existing line-up room into badly-needed **non-**contact attorney visiting rooms and the addition of five more showers to the housing pods.

As a result of adding showers and using additional space in the center of the North and South

housing pods (which increases usable **dayroom** space) under heightened supervision, the current total Main Jail BOC rated capacity of 249 could be increased by 62 **after** BOC review. Past BOC inspections have found these housing pods as non-compliant with State BOC regulations in **dayroom** space and shower capacity for our current population. In the last five years, the average daily population at the Main Jail has climbed from a monthly average of 347 to 383 inmates in 1998. The use of these grant funds would allow these two units to come into State compliance by merely adding required support space and increase our rated capacity without building more beds. It is anticipated these changes could make our application qualify for the first priority tier for funding by the Board of Corrections since it could actually change the BOC rating for beds. This would also decrease our liability due to the overcrowded conditions in these units.

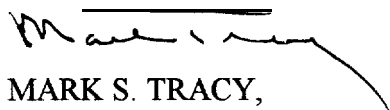
The addition of non-contact attorney visiting rooms would streamline many of the attorney-client visits which are currently staff-intensive requiring escorts within the facility. The new security controls currently planned under the initial VOIG grant will allow better supervision and some unescorted movement of inmates to these new attorney rooms. We have consulted with the Public Defenders Office and other defense attorneys and they favor changes that will expedite their visiting process. The attorney visiting process sometimes involves long delays due to the volume of visitors at the Main Jail.

The total project construction costs would be \$377,933 with a hard match of \$58,395 and in-kind ("soft") match of \$36,088. The total project cost would be \$472,416. The hard match would be funded from existing funds in the Criminal Justice Facilities Construction Fund. The hard match will be used for architectural/design services and construction management services.

It is therefore RECOMMENDED that your Board:

Approve the grant application by the Sheriff-Coroner to the Board of Corrections for the Adult Local Detention Facility Construction Grant Program; and adopt the attached resolution authorizing the Sheriff-Coroner to submit the grant application for the Adult Local Detention Facility Construction Grant for Fiscal Year 98-99 in the total amount of \$472,416.

Sincerely,


MARK S. TRACY,
Sheriff-Coroner

RECOMMENDED:


SUSAN A. MAURIELLO,
County Administrative Officer

MST: sr
Attachments

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION NO.

On the motion by Supervisor
Duly seconded by Supervisor
The following resolution is adopted:

RESOLUTION AUTHORIZING THE SHERIFF-CORONER TO APPLY FOR FUNDS
DURING FISCAL YEAR 1998-99 TO THE BOARD OF CORRECTIONS FOR A VIOLENT
OFFENDER INCARCERATION PROGRAM GRANT

WHEREAS, the Board of Supervisors of the County of Santa Cruz desires to undertake the project designated as the Violent Offender Incarceration Program Grant to be funded by Federal funds administered by the California Board of Corrections less required matching funds in the amount of twenty-five percent (25%); and,

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Santa Cruz that the Sheriff-Coroner is hereby authorized to submit an application to the Board of Corrections in the amount of \$472,416 for the construction of the Water Street Main Jail Adult Detention Facility security upgrades and modifications for the confinement of violent offenders and to sign the required assurance statement for grant funding from the Violent Offender Incarceration Program on behalf of the Board of Supervisors of the County of Santa Cruz.

NOW, THEREFORE, BE IT FURTHER RESOLVED that Nancy Carr Gordon, County General Services Department, shall be the County Construction Administrator; that Kathy Samms, Sheriff-Coroner's Office, shall be the Project Financial Officer; and, that Lieutenant Don Bradley, Sheriff-Coroner's Office, shall be the designated Contact Person, for the purposes of participating in the Violent Offender Incarceration Grant Program.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the County of Santa Cruz will adhere to the state and federal requirements and terms of the grant contract in the expenditure of grant and match funds.

NOW, THEREFORE, BE IT FURTHER RESOLVED the County of Santa Cruz will comply with all terms and conditions of the grant program and has appropriated, or will appropriate after grant award but before contract, sufficient funds to meet the twenty-five percent (25%) match requirement (of total grant funds requested) for the proposed project.

NOW, THEREFORE, BE IT FURTHER RESOLVED the County of Santa Cruz has reviewed, approved, and is committed to the need for additional staff and operating costs should they result from the project for which funds are being requested, and agrees to fully and safely staff and operate the facility subject to construction, consistent with Title 15, California Code of

California Board of Corrections

**Proposal For
Local Detention Facility
Construction Grant Program**

Adult Detention Facility
Construction Funding Application

March 17, 1999

**Submitted by:
Santa Cruz County Sheriff's Department**

Regulations, within 90 days after project completion

NOW, THEREFORE, BE IT FURTHER RESOLVED the County of Santa Cruz will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the main jail subject to the construction in this grant project, or lease the facility for operation by other entities, without the permission and instructions from the **Office** of Justice Programs, U.S. Department of Justice.

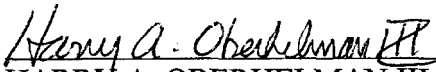
PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this _____ day of _____, 1999, by the following vote:

AYES: SUPERVISORS
 NOES: SUPERVISORS
 ABSENT: SUPERVISORS
 ABSTAIN: SUPERVISORS

 Chair of the Board of Supervisors

ATTEST: _____
 Clerk of the Board

Approved as to form:


 HARRY A. OBERHELMAN III
 Assistant County Counsel

DISTRIBUTION: County Administrative Office
 Sheriff-Coroner
 Detention Bureau
 General Services Department
 County Counsel

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BOARD OF CORRECTIONS
600 BERCUT DRIVE
SACRAMENTO, CALIFORNIA 95814-0185

TELEPHONE 916. 445.5073
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PROPOSAL FOR LOCAL DETENTION FACILITY CONSTRUCTION GRANTS
JUVENILE AND ADULT FACILITY FUNDING APPLICATION FORM - 11/12/98

SECTION I - COUNTY INFORMATION

☒ **INDIVIDUAL COUNTY PROPOSAL OR** ☐ **REGIONAL FACILITY (MULTIPLE COUNTIES)**
 Indicate County(ies): Santa Cruz

☐ **JWENILE FACILITY** OR ☒ **ADULT FACILITY**
☐ **NEW FACILITY** OR ☒ **EXISTING FACILITY**

Name of Facility: Santa Cruz County Jail
 Project Street Address: 259 Water Street
 Project City, County, Zip Code: Santa Cruz 95060
 Congressional District Number: (f15 federal funding purposes)
 Short Project Title: Jai 1 Remodel Pro ject

Indicate below the type of construction proposed in this application. Applicants have discretion to submit one proposal for each type of construction (multiple proposals), or to submit a single proposal for all types of construction checked below.

Multiple Proposals: Indicate in the abstract if ability to proceed is contingent on other funding applications.
Single Proposal With More Than One Type of Construction: Indicate in the abstract if ability to proceed is contingent on approval of all proposed types of construction. Since state and federal funds may be used, and all types of proposed construction may not be funded, applicants must submit a separate Section 3, Cost Summary; Section 4, Budget; and Section 5, Timetable, for each type of proposed construction. One Section 6, Narrative, can be submitted, but it must clearly describe the need for each type of proposed construction, with separate scope of work statements, project impact statements, workplans, and budget calculation descriptions.

Adult Facility:
☒ **BOC Priority One: Add Bed Space Project (build new facility or add bed space to existing facility - may include necessary support space - no funding cap - federal funds only).**
☐ **BOC Priority Two: Modification/Improvement Project (no added beds - no repair or maintenance - \$1 million grant cap per project - federal funds only).**

Juvenile Facility:
☐ **Add Bed Space Project (build new facility or add bed space to existing facility - may include necessary support space - no funding cap). Check if you will accept:**
 _____ federal or state funds
 _____ state funds only (required if bed space is for adjudicated violent offenders or if grant or cash match is to be used for activities that occurred between 9/15/98 and 5/20/99)
☒ **Renovation/Reconstruction or Deferred Maintenance of Existing Facility Project (primarily renovation/reconstruction or deferred maintenance - no added bed space or a small amount of added bed space ancillary/incidental to renovation/reconstruction - no funding cap - state funds only).**

Assurance Statement: I certify that the information-contained in this application form, budget, proposal narrative, and attachments is true and correct to the best of my knowledge. I certify that any deferred maintenance items (paid with state funds) have a useful future life of at least 10 years. I certify that bed space will not be constructed for confinement of adjudicated violent juvenile offenders (as defined) with federal grant funds or applied cash match.

Signature: _____ Date: _____
 Name: _____ Title: _____

Designated County Construction Administrator: Nancy Carr-Gordon
Title: Deputy Director
Department: General Services Department
Address: 701 Ocean Street
City/Zip: Santa Cruz 95060
Telephone: 0 8415 4 - 2 7 1 4 Facsimile: (831) 454-2710 E-mail: _____

Designated Project Financial Officer: Kathy Samms
Title: Departmental Administrative Analyst
Department: Santa Cruz County Sheriffs Department
Address: 259 Water Street
City/Zip: Santa Cruz 95060
Telephone: 0 831 454-2841 Facsimile: (454-2864 E - m a i l : _____

Designated Project Contact Person: Lt. Don Bradley
Title: Jail Commander
Department: Santa Cruz County Sheriffs Department
Address: 259 Water street
City/Zip: Santa Cruz 95060
Telephone: (831) 454-2440 Facsimile: (831) 454-2864 E-mail: _____

Indicate if the facility is new or the current age of the facility subject to construction (in years): 27

If the project is funded, indicate how many more years (from 1999) that the county intends to operate the facility subject to construction: 30

Indicate total number of BOC rated beds affected by renovation/deferred maintenance with grant and match funds: 62

Indicate total number of BOC-rated beds to be added with grant and match funds: 62

Indicate the security level of BOC-rated beds to be added with grant and match funds:
(# maximum beds: 62 # medium beds: ; #minimum beds:) _____

Indicate the total number of BOC-rated beds to be eliminated (as a result of construction project and/or by facility replacement if any): 0

Indicate the "net gain" of BOC-rated beds with this construction project (beds added minus beds eliminated): 62

Indicate or attach clarifying comments on any of the above questions, if needed:

Attach the county Board of Supervisors resolution for the grant that contains the following:

- County approval of Memorandum of Understanding or Joint Powers Agreement, if a multiple county regional facility application (attach copy of MOU or **JPA**).
- Identifies the County Construction Administrator, Project Financial Officer, and Contact Person.
- Authorization of appropriate County **official** to sign the assurance statement and submit the application for funding.
- Assures that the County will adhere to state and federal requirements and terms of contract in expenditure of grant and match funds.
- Assures that the County has appropriated, or will appropriate after grant award but before contract, the amount of match identified by the County on the funding application form submitted to the Board of Corrections; identifies the source of cash match when appropriated, and assures that grant and match funds do not supplant funds otherwise dedicated for construction activities..
- Certifies that the Board of Supervisors has reviewed, approved and is committed to the need for additional staff and operating costs should they result **from** the project(s) for which funds are being requested, and agree to fully and safely staff and operate the facility subject to construction (consistent with Title 15, California Code of Regulations) within 90 days after project completion.
- Assures that the County **has** a fee simple or other such estate or interest in the site of the project and rights of access **sufficient** to assure undisturbed use and possession of the site, and will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site of facility subject to construction, or lease the facility 'for operation by other entities, without permission and instructions from the state Board of Corrections (state grant funds) or the Office of Justice Programs, U.S. Department of Justice (federal grant funds). If site acquisition has not occurred, attach an explanation and indicate the date by when the site is expected to be acquired.
- Attests to \$ N/A as the site acquisition land cost or current fair market value of the land for a new or expanded facility (land only - supported by actual cost documentation or County appraisal) if any portion of this cost/value is claimed as in-kind match. This can be claimed for land cost/value for new facility construction, land cost/value of a closed facility that will be renovated and reopened, or land **cost/value** used for expansion of an existing facility. It cannot be claimed for land **cost/value** under an existing operational detention facility.' If site acquisition has not occurred, attach an explanation and indicate the date by when the site is expected to be acquired.

SECTION 3 - COST SUMMARY

INDICATE THE AMOUNT OF GRANT FUNDS REQUESTED AND THE AMOUNT OF CASH (HARD) MATCH AND IN-KIND (SOFT) MATCH. CASH MATCH MUST BE AT LEAST THE TOTAL OF GRANT FUNDS REQUESTED DIVIDED BY NINE; GREATER THAN REQUIRED CASH MATCH WILL BE ACCORDED HIGHER RATING POINTS. IN-KIND MATCH CANNOT EXCEED THE TOTAL OF GRANT FUNDS REQUESTED DIVIDED BY 7.2 AND MAY BE REDUCED FOR EACH DOLLAR THAT CASH MATCH IS INCREASED ABOVE THE REQUIRED MINIMUM. AT LEAST 25 PERCENT TOTAL MATCH (CASH + IN-KIND) IS REQUIRED.

GRANT FUNDS REQUESTED: \$ 377,933

COUNTY CASH MATCH: \$ 58,395
(at least the total of grant funds requested divided by 9)

COUNTY IN-KIND MATCH: \$ 36,088
(cannot exceed the total of grant funds requested divided by 7.2)

TOTAL COSTS: \$ 472,416

SECTION 4 - BUDGET SUMMARY

	GRANT FUNDS	CASH MATCH	IN-KIND MATCH
CONSTRUCTION* (NO MOVEABLE EQUIPMENT/FURNISHINGS)	\$ <u>377,933</u>	\$ _____	\$ _____
ARCHITECTURAL*	\$ <u> </u>	\$ <u>35,595</u>	\$ _____
ENVIRONMENTAL IMPACT REPT.*	\$ <u> </u>	\$ _____	\$ _____
CONSTRUCTION MANAGEMENT*	\$ <u> </u>	\$ <u>22,800</u>	\$ _____
AUDIT OF GRANT*	\$ <u> </u>	\$ <u> </u>	\$ <u>4,724</u>
SITE ACQUISITION* (COST OR CURRENT FAIR MARKET VALUE)	\$ <u> </u>	\$ <u> </u>	\$ _____
NEEDS ASSESSMENT*	\$ <u> </u>	\$ <u> </u>	\$ _____
COUNTY ADMINISTRATION*	\$ <u> </u>	\$ <u> </u>	\$ <u>18,071</u>
TRANSITION PLANNING*	\$ <u> </u>	\$ <u> </u>	\$ <u>13,293</u>
TOTAL COST:	\$ <u>377,933</u>	\$ <u>58,395</u>	\$ <u>36,088</u>

*ATTACH A BRIEF SUMMARY OF EACH LINE ITEM.

PROJECT TIMETABLE

STOP!! Before completing this timetable, make sure that you have consulted with all appropriate County staff (e.g., General Services, Public Works, County Administrator, etc.) to ensure that dates are achievable and that you have reviewed the precontractual requirements section of the RFP. The BOC will condition grants on the County meeting its notice to proceed and construction start dates as indicated below. Allow three weeks for BOC review and response to architectural drawings submitted at the stages of schematic design, design development, and construction documents. Indicate the start and completion dates for key events in each phase. Space is provided for comments, if any. If event is not applicable, indicate "N/A." (Refer to attached list of definitions)

KEY EVENTS	START DATES	COMPLETION DATES	COMMENTS
Schematic Design with Program Statement	07/05/99	08/02/99	
Design Development	08/02/99	10/01/99	
Staffing Plan	10/29/99	10/29/99	
Operating and Staffing cost Statement	10/29/99	10/29/99	
Construction Documents	10/01/99	12/15/99	
Construction Bids	02/01/00	03/03/00	
Notice to Proceed	03/20/00	03/20/00	
BOC Contract Development*	04/03/00	04/03/00	
Construction	03/20/00	08/18/00	
Occupancy	08/18/00	08/18/00	

Attach explanatory information, if needed.

*BOC contract development start date should be when contract and budget data are provided by the County to the BOC and completion date should be when contract is signed by the County Chair of the Board of Supervisors. Allow sufficient time for internal County review/approval. ~~State contract is finalized after a notice to proceed has been issued, construction has begun, and construction costs can be budgeted in contract by Construction Specification Institute (CSI) Division and sub-element.~~

Section 6 - Narrative

1. Abstract

The Santa Cruz County Main Jail was originally constructed in 1981. Constructed in two phases, it now contains 71,000 square feet. The facility is of podular design and one of the first “new generation” designs built in the State of California. The Board of Corrections’ rated capacity for the jail is 249 inmates.

In the last 12 years, the jail has experienced severe overcrowding. In 1986, the yearly “average daily count” was 321 inmates. In August 1997, the count was 373 inmates. Even with alternatives in place, the jail continues to be overcrowded. This has had a major impact on staffs’ ability to provide adequate supervision, adversely affecting their ability to provide a safe and secure environment for staff and inmates. To complicate the overcrowding issue, the jail’s deteriorated security electronics system and the current design of certain support spaces, such as attorney visiting, require high staff involvement to assure that the safety and security of the facility is maintained.

The County is seeking funds to respond to the overcrowding issue and the safety and security problems in the housing units and the attorney visiting areas. The proposed project will:

- Increase the BOC rated capacity by 62 inmates;
- Insure direct supervision to the housing units;
- Add five new showers to housing pods;
- Remodel the existing line-up room into secure, non-contact attorney visiting space; and,
- Re-locate the line-up room.

The County has an in-place planning and construction group that has the ability to respond to any size of capital expenditure project.

The Sheriffs Department is requesting \$377, 933 for the proposed modifications. The County’s match requirement is \$94,483, which will be used for programming, architectural/engineering, construction management services and support services.

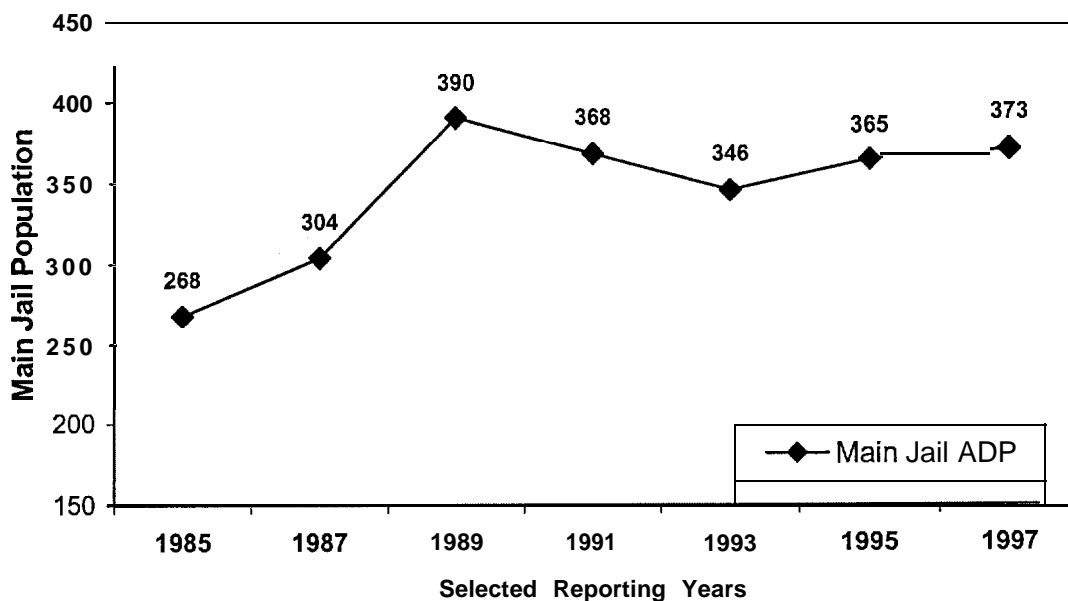
2. Need For Construction

History

The Santa Cruz County Main Jail is located on Water Street in the city of Santa Cruz. It was originally constructed in 1981, containing 47,000 square feet. In 1986, phase two added another 24,000 square feet for a total of 71,000 square feet. Primarily constructed of reinforced concrete and concrete block, the jail has 12 housing pods located in the north, south and west wings, and contains two levels. The facility is of podular design and one of the first "new generation" designs built in the State of California. The Board of Corrections' rated capacity for the jail is 249 inmates.

In the last 12 years, the jail has experienced severe overcrowding. In 1986, the yearly "average daily count" was 321 inmates. The yearly average daily count peaked to 424 in 1989. Since August 1989, the count has not risen above 398 because the County implemented a number of alternatives to incarceration to curb the population trends. In August 1997, the count was 373 inmates.

SANTA CRUZ COUNTY
Main Jail Average Daily Population
1985 -- 1997



The following chart shows the average monthly daily inmate population at the main jail for the past 12 years.

**Santa Cruz County Sheriffs Department
Main Jail Average Daily Count
1986 -- 1997**

Main Jail Average Daily Population												
Month	1986	1987	1988	1989	1990	1991	1992	1993	1994	1995	1996	1997
January	279	314	327	369	419	337	353	361	334	381	350	364
February	282	310	347	388	403	348	390	381	364	387	342	371
March	298	304	366	377	384	360	384	365	348	370	350	360
April	309	293	376	398	396	375	355	372	344	362	354	373
May	300	282	401	404	400	378	358	382	329	370	368	389
June	319	297	373	382	396	393	351	341	334	350	350	351
July	337	308	403	417	398	370	369	355	341	385	317	369
August	348	300	393	424	388	372	390	352	335	375	313	362
September	358	303	360	399	390	398	375	307	361	359	323	376
October	352	303	392	382	383	386	376	303	370	375	330	380
November	337	316	373	373	381	356	384	328	343	338	336	395
December	327	315	351	369	354	345	327	299	356	347	363	377
Monthly Average	321	304	372	390	391	368	358	346	347	365	341	373
% Change		-5%	22%	5%	0%	-6%	0%	-8%	0%	5%	-7%	9%

**Programs Implemented By Sheriff To
Reduce Main Jail Overcrowding**

Current Programs

Pre-trial OR Program
Sheriff's Work Release Program
Accelerated processing through justice system
Construction of medium security facility

Future Programs

Expansion of Work Release Program
Electronic monitoring by year 2000

Even with these alternatives in place, the jail continues to be overcrowded. This has had a major impact on staffs' ability to provide adequate supervision,

Even with these alternatives in place, the jail continues to be overcrowded. This has had a major impact on staffs' ability to provide adequate supervision, adversely affecting their ability to provide a safe and secure environment for staff and inmates.

To complicate the overcrowding issue, the jail's deteriorated security electronics system and the current design of certain support spaces, such as attorney visiting, require high staff involvement to assure that the safety and security of the facility is maintained. As a result of these factors, the Santa Cruz County Jail has become very staff intensive to operate. The County will be opening bids shortly to respond to the jail's deteriorated security electronics (this includes increasing the amount of dayroom space). Funding for that project is provided through the 1997/98 Violent Offender Incarceration Grant funds.

Proposed Need

The Sheriffs Department is seeking funds to respond to the overcrowding issue and the safety and security problem in the housing units and the attorney visiting areas. This funding will allow the Sheriffs Department to: (1) increase the BOC rated capacity of the north and south housing units, (2) insure direct supervision into the housing areas, and (3) upgrade the security of the attorney visiting area.

Increased BOC Rated Capacity: The north and south housing units currently provide 122 BOC rated beds, Due to a deficiency in the number of showers and dayroom space,' these units are unable to support a higher inmate population. The maximum bed capacity that can be realized for the north and south housing units is 62 inmates. This will required additional showers and increased dayroom space. See chart on *next* page.

The proposed project will add new showers to the north and south housing units. Dayroom space will be available. See *foofnofe 1*.

¹ Increased dayroom space is being addressed with 1997/98 VOIG funds. This is a result of upgrading the security electronics and reducing the area of the control stations. The modification will free up approximately 1,000 square feet in each pod. The recovered space will be used as a "central" dayroom space for each of the pods in the north and south housing units.

Note: in their last inspection, the Board of Corrections commented on the need for more showers to support the current population.

**Increasing the Board of Corrections Rated Capacity
(North and South Housing Only)**

Pod	Actual Number Cells ¹	Current BRC	Proposed ²	
			New BRC	Additional Showers Needed
A	14	16	28	1
B	12	16	24	1
C	a	14	16	0
D	16	16	32	1
E	12	20	24	1
F	14	16	28	1
G	10	16	20	0
H				
	92	122	184	5

¹ All cells contain a minimum of 70 square feet each.

² North and south housing areas contain over 1,000 square feet each of adjacent, "freed-up" dayroom space.

Direct Supervision Into Housing Units: With the new electronic central controls and the proposed non-contact attorney visiting rooms, the movement of the inmate to attorney visiting can be accomplished without a housing officer. This would insure that the housing officer remains in the unit providing continuous direct supervision of the inmates and access to the central dayroom space.

Non-contact Attorney Visitina Rooms: Currently, attorney visiting is located in the heart of the facility where both inmate and attorney are in personal contact with each other. This practice is extremely staff intensive and poses safety and security risks. New electronic security controls, currently being installed, will allow central control to supervise the movement of the inmates to the proposed new non-contact attorney visiting rooms. *See floor plans in next section.*

3. Scope of Work

Santa Cruz County is requesting funds to increase the BOC rated capacity of the Santa Cruz County Jail by 62 inmates. The increase in bed capacity can be created by providing additional dayroom space and by adding more showers. All other requirements for the increased bed capacity is met in the current “new generation – podular design” jail facility.

The project includes:

Adding showers to housing pods in North and South Housing Units

Involves the addition and modification of the existing shower units in five housing pods (A, B, D, E, and F). The net result will be five additional showers.

Remodel the current line-up room to accommodate three secure non-contact attorney visiting rooms

Involves creating three non-contact attorney visiting rooms in the space currently occupied by the line-up room. The visiting rooms would have an inmate side and an attorney side. Inmates will remain in the secure portion of the jail and attorneys will remain on the public side. Separating the two spaces will be accomplished with the use of security glazing. In addition, each space will contain: an electronic speaking device, a closed circuit television system, and electric door controls. These systems will be routed to the visiting control monitor in the lobby and backed-up by central control. An access door will be installed from the lobby leading directly to the attorney visiting area.

Provide direct supervision of inmates for North and South Housing Units

There is no construction cost for this item. This will be a benefit of the construction of the attorney visiting space. Currently, the housing units only receive intermittent indirect supervision because the housing officer is responsible for escorting inmates to attorney visiting. With the new electronic central controls and the proposed non-contact attorney visiting rooms, the movement of the inmate to attorney visiting can be accomplished without a housing officer. This would allow the housing officer to remain in the unit providing continuous direct supervision of the inmates and access to the central dayroom.

Re-locate Line-up Room

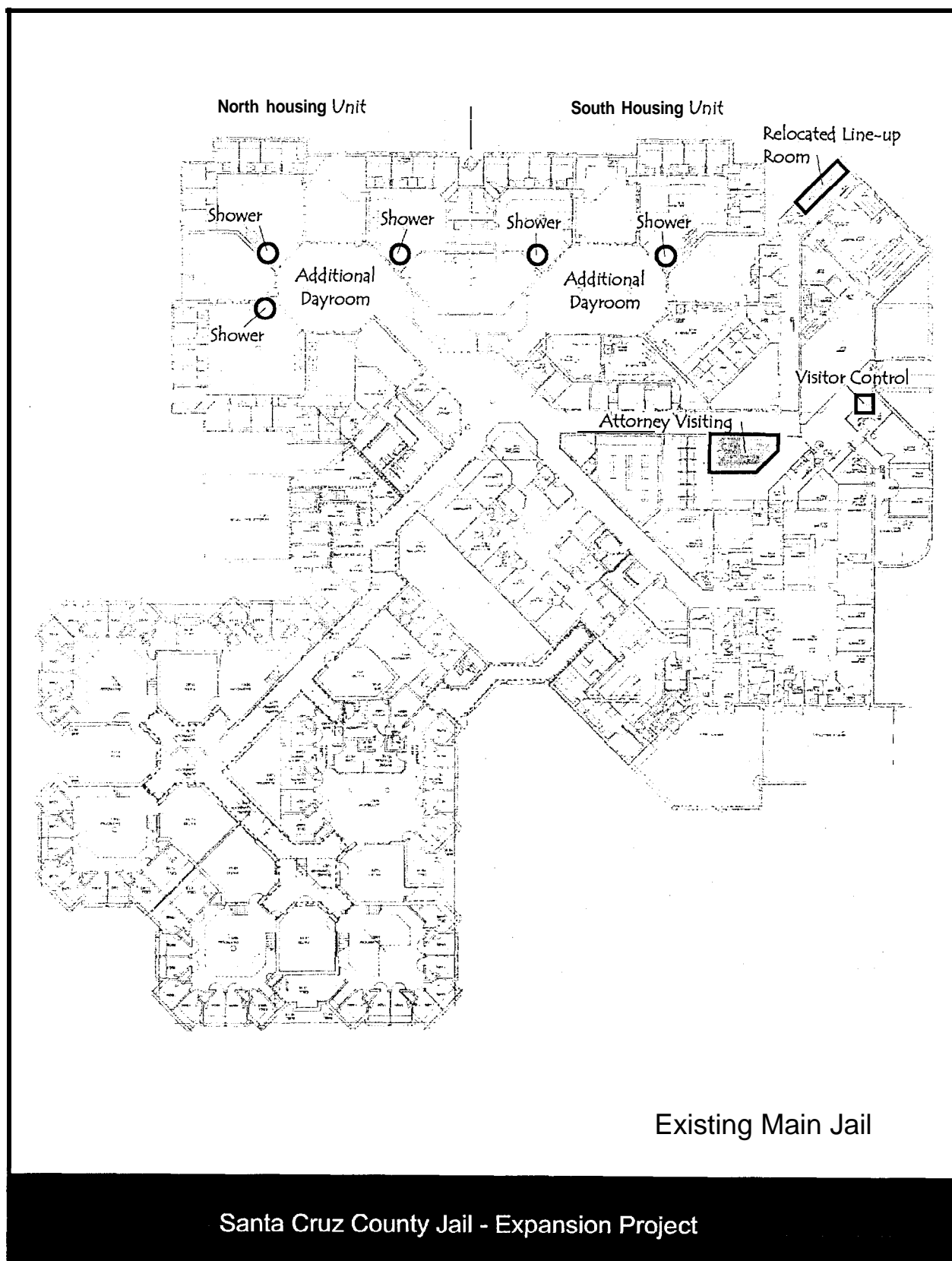
The line-up room will be re-located to a court holding room. The new room will receive special lighting, security hardware, and one-way film applied to the glazing.

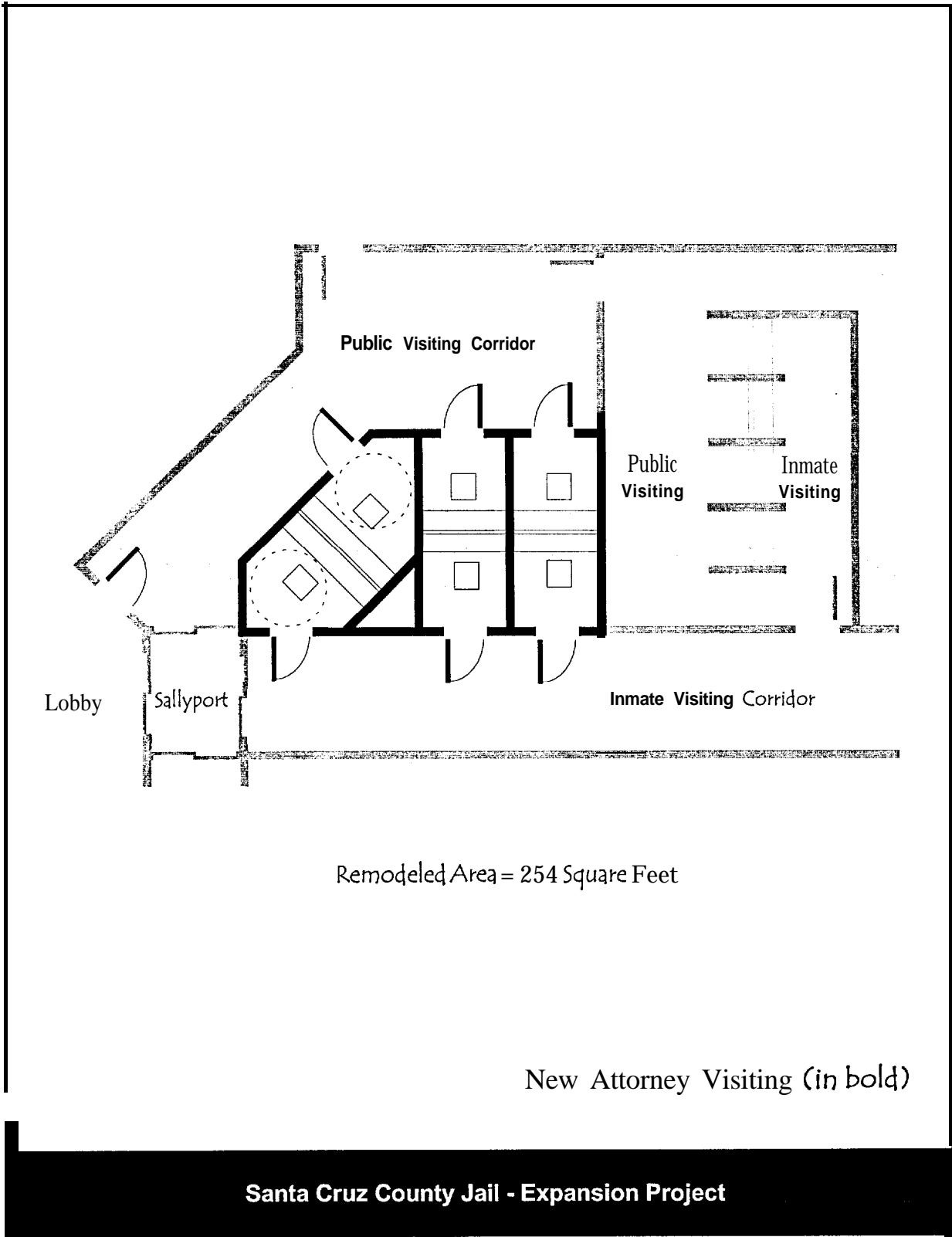
The 1997/98 VOIG project provides:

Added dayroom space to North and South Housing Units

This modification is currently being accomplished with previous grant fund. No cost for this modification is associated with this request. This item is listed here to show the full scope of work needed for an increased BOC rated capacity.

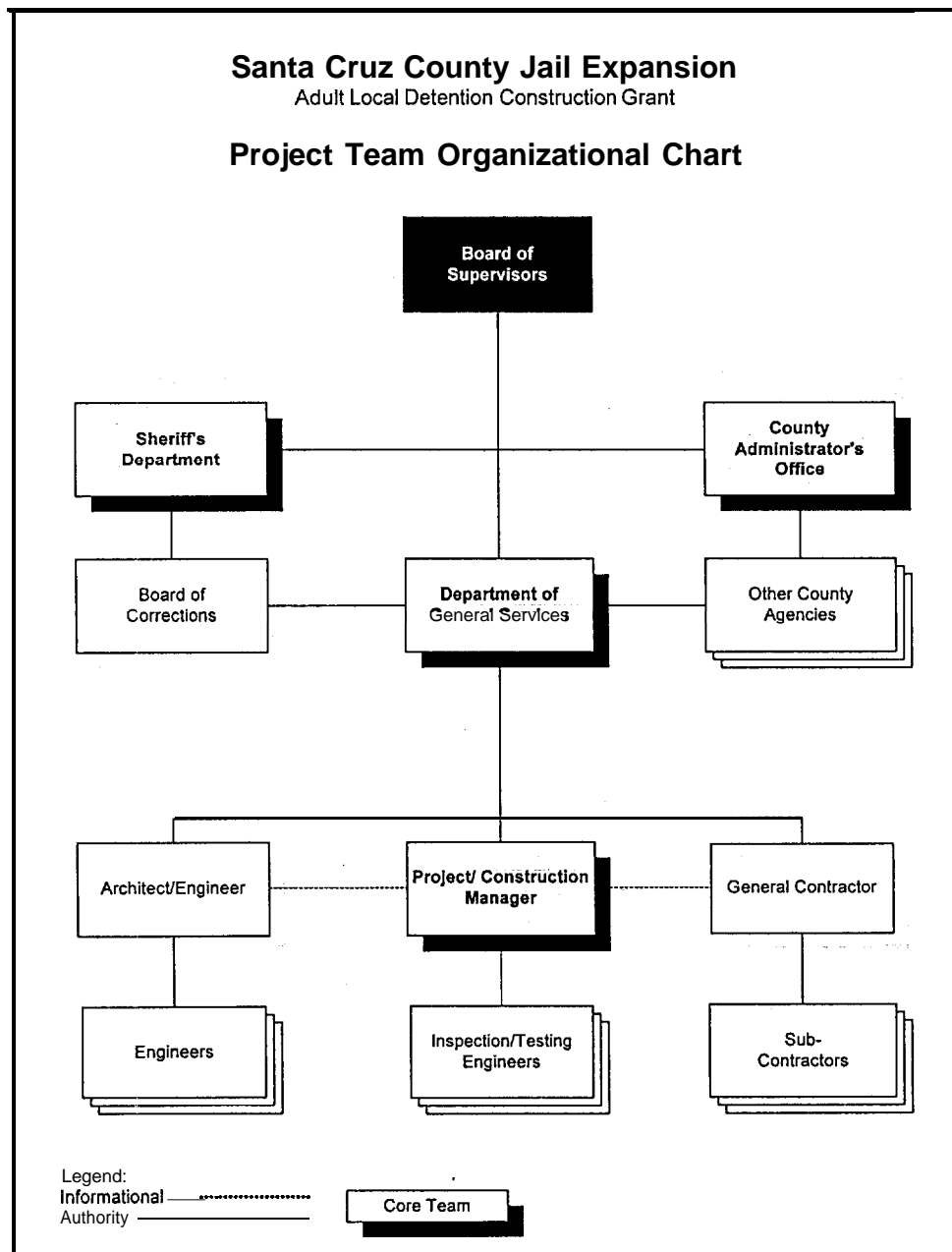
The following chart shows the existing facility and the areas of work.





4. Construction and Administration Workplan

Santa Cruz County has an in-place planning and construction group that has the ability to respond to any size of capital expenditure project. The County has developed and implemented a complete project administration system utilizing the monitoring and control system shown in this section. The County prepares for each project with qualified staff and consultants using a “team approach” throughout its development.



Santa Cruz County has had successful experience in administering and managing grant funds and construction related projects. Over the years, Santa Cruz County contracted with the Board of Corrections (BOC) for renovation and expansion of the County Jail. The County has completed all BOC requirements on time and within budget.

Monitorina and Control

In addition to the administration system and methodology shown in this section, the County will also implement other key procedures and systems for managing the construction project, which includes, but is not limited to the following:

Project Team Information and Reporting System

- | | | |
|-----------------------------|----------------------------|------------------------|
| ▪ Information routing | ▪ document review/approval | ▪ mailing procedures |
| ▪ project submittal process | ▪ e-mail communication | ▪ telephone procedures |
| ▪ correspondence | ▪ memorandum | ▪ verbal vs. written |
| ▪ project workbook | ▪ photographic record | |

Records Management System

- | | | |
|-------------------------------|-----------------------------|---------------------------|
| ▪ project filing system | ▪ official project records | ▪ central filing location |
| ▪ construction diaries, books | ▪ project forms and notices | ▪ contract documents |

Fiscal Auditing System

- | | | |
|---------------------|--------------------|---------------------|
| ▪ progress payments | ▪ payment requests | ▪ change orders |
| ▪ contingencies | ▪ project account | ▪ quarterly reports |

- procurement system

Cost Control and Claim's Avoidance System

- | | | |
|------------------------------|----------------------------|-------------------------------|
| ▪ life cycle cost analysis | ▪ change order review | · claims review process |
| ▪ weekly budget review | · schedule review | ▪ long-lead materials |
| ▪ weekly progress meeting | · progress review | · progress payments |
| ▪ on going-value engineering | · alternative construction | · early completion incentives |
| ▪ conflict resolution | · arbitration | ▪ value management |

Construction Contract

- | | | |
|---------------------------|----------------------|------------------------|
| ▪ construction agreement | ▪ project forms | · general conditions |
| · supplemental conditions | ▪ contract documents | ▪ drawings |
| ▪ specifications | ▪ public notices | ▪ bidder's information |
| ▪ manuals | · product submittal | · "as built" drawings |

Other Agreements of Contract

- | | | |
|-----------------------|------------------------|------------------------|
| · architect agreement | ▪ consultant agreement | · geo-technical |
| · testing agencies | ▪ inspector | · construction manager |
| ▪ project manager | · purchase orders | · warranties |
| · bonds | · insurance | |

Project Phases

- | | | |
|-------------------------|--------------------------|----------------|
| ▪ needs assessment | ▪ schematic design | ▪ construction |
| . architectural program | ▪ design development | . shakedown |
| ▪ environmental reviews | . construction documents | . occupancy |
| ▪ grant funding process | . bidding | ▪ warranty |
| . project organization | . contracting | |

The County has successfully developed and implemented a complete construction management unit utilizing four basic strategies. They are:

- **Strategy 1. Project Team Organization** - The core team consists of the affected department as well as the policy and decision makers to manage the project to its successful conclusion. The core team consists of the County Board of Supervisors, Sheriffs Department and General Services Agency. At this level, the team works closely with three key groups: 1) Board of Corrections, 2) State Fire Marshal, and the 3) Design Consultants. During the construction phase the “Core Team” coordinates with the Architect and General Contractor to respond to all construction and project activities related to the development of the project. Clear lines of communications is extremely important among the participants. In any construction project, hundreds of people will probably be affected. It is the role of the team to solicit and respond all concerns regarding the project from these affected parties.
- **Strategy 2. Activity and Responsibility Matrix** - In order to “take on” any project of any magnitude, it is important to have a clear understanding of the each team member’s responsibility and authority to the project. This can only be accomplished with a detailed outline of the all the key activities involved in a construction project as shown on the attached Matrix Chart. For a single activity

or task, it is possible to have input from the full team. Team members utilize this matrix “monitor and control” the project during its duration.

- **Strategy 3. Activity Schedule** - Key to the implementation of the activities outlined in the Activity and Responsibility Matrix Chart is an Activity Schedule. This schedule is further refined as the Architect and Contractor join the team. The schedule also serves to: a) assignment and allocation of manpower, b) completion of critical tasks, c) milestone points, d) measurement of progress, e) analyze cash flow projections, and f) plan for time off.
- **Strategy 4. Construction Activities - Project Schedule** - The schedule identifies key construction activities for the Santa Cruz County Jail Project. The schedule allows the team to see at a glance those activities that have a precise start and finish date.

In addition, the County will utilize qualified consultants in a “team approach” to manage the project. In the past, the County has successfully exceeded all BOC contract requirements and has completed the previous jail construction on time and within budget. The “project core team” will consist of:

▪ Nancy Carr-Gordon	<i>Responds to the Board of Corrections on all contract matters. Will provide the final review of the project for the department.</i>
▪ Lt. Don Bradley	<i>Day-to-day management and control of project functions relating to the Jail and approved design. Provides security coordination during construction within the detention facility.</i>
▪ Architect	<i>Project Architect for the design and construction administration of the security upgrade construction project.</i>

▪ Electrical/HVAC Engineer	<i>Will provide power, lighting, signal and communication drawings for the project.</i>
▪ Online Electric	<i>A nationally recognized security designer. Will provide security designs and electronic system recommendations.</i>
▪ Structural Engineer	<i>Will provide structural calculations for any for structural modification for this project.</i>
▪ County Designated	<i>Will provide project and construction management for project. Will review the drawings and the performance of all consultants for the County.</i>

Santa Cruz County Main Jail Expansion Project Activity & Responsibility Matrix Chart

PRE-DESIGN PHASE

Activity	BOS	DGS	SHER	CM	A/E	I	GC
Needs Assessment/Master Plan	AP	Rv,Cm	Rv,Ap	-	-	-	-
A/E Request for Qualifications	AP	Rv,Ap	Rv,Ap	-	-	-	-
Project Budget & Contingencies	AP	Rv,Ap	Rv,Ap	-	-	-	-
A/E Program Information	AP	Rv,Ap	As	-	-	-	-
Project Team & Organization Chart	Ap	Pp	Rv	-	-	-	-
Workbook - Project Schedule	AP	Rv,Ap	Rv	-	-	-	-
Architect/Engineer Contract	AP	Pp	As	-	-	-	-
Scope of Work	AP	Pp	Rv	-	-	-	-
Duration	AP	AP	AP	-	-	-	-
Fee	AP	AP	AP	-	-	-	-
A/E RFQ Evaluation		Cd	Cd	-	-	-	-
A/E Contract Negotiation		Cd	As	-	-	-	-
Strengths Testing (Geo-technical) -		Ob	c o	-	Sp	-	-
Soils		Ob	- c o	-	Sp	-	-
Structure		Ob	- c o	-	Sp	-	-
Project Reporting Format		Rv	Pp	-	-	-	-

LEGEND: BOS-Board of Supervisors, DGS-Department General Services, SHER-Sheriff, CM-Construction Manager, A/E-Architect/Engineer, I-Inspector, GC-General Contractor

KEY: Ad-Advise, An-Analyse, Ap-Approve, Ar-Arrange, Am-Assemble, As-Assist, At-Attend, Aw-Award, Cm-Comment, Co-Coordinate, C&-Conduct, Dy-Deny, Di-Direct, Ds-Distribute, Df-Draft, Is-Issue, In-Incorporate, Mt-Maintain, MO-Monitor, Ob-Observe, Ot-Obtain, Py-Pay, Pp-Prepare, **Pr-Provide**, Rc-Receive, Rm-Recommend, Rd-Record, Rp-Reproduce, Rs-Respond, Rq-Request, Rv-Review, Re-Revise, Sn-Sign, SC-Schedule, Sp-Specify, Sb-Submit.

PRE-DESIGN PHASE, Continued

Activity	BOS	DGS	SHER	CM	A/E	I	GC
Scheduled Meetings		Cd	At				
Design		Cd	At				
Project Status		Cd	At				
Team		Cd	At				
Board of Supervisors	Cd	c o	At				

DESIGN PHASE

Activity	BOS	DGS	SHER	CM	A/E	I	CM/ GC
Notice to Proceed	-	Is			Rc	-	-
Drawings & Specifications	-	Rv,CM	Rv,CM		Pp	-	-
Schematic Design	AP	Rv,CM	Rv,CM		Pp	-	-
Design Development	AP	Rv,CM	Rv,CM		Pp	-	-
Construction Documents	AP	Rv,CM	Rv,CM		Pp	-	-
Cost Estimates	AP	Rv,CM	Rv		Pp	-	-
Schematic design	AP	Rv,CM	Rv		Pp	-	-
Design Development	AP	Rv,CM	Rv		Pp	-	-
Construction Documents	AP	Rv,CM	Rv		Pp	-	-
Schedule Verification		Rv,CM	Rv	-	-	-	-
Agency Review	-	As	-		Ar	-	-
Board of Corrections Submittals	Ap	Sb	Rv		As	-	-
Plan Review - BOC	-	Sb	Rv		Pp,Sb	-	-
Schematic Design	-	Ap,Sb	Rv,Ap		Pp,Sb	-	-
Design Development	-	Ap,Sb	Rv,Ap		Pp,Sb	-	-
Construction Documents	-	Ap,Sb	Rv,Ap		Pp,Sb	-	-
Plan Review - SFM	-	Ap,Sb	Rv,Ap		Pp,Sb	-	-
Schematic Design	-	AP,Sb	Rv,Ap		Pp,Sb	-	-
Design Development	-	Ap,Sb	Rv,Ap		Pp,Sb	-	-
Construction Documents	-	Ap,Sb	Rv,Ap		Pp,Sb	-	-
Bidding Addenda	-	Ap,Sb	Rv,Ap		Pp,Sb	-	-

DESIGN PHASE, Continued

Activity	BOS	DGS	SHER	CM	A/E	I	CM/ GC
Construction Change Orders	-	Ap,Sb	Rv,Ap	-	Pp,Sb		
Fire Sprinkler Shop Drawings	-	Ap,Sb	Rv,Ap	-	Pp,Sb		
Smoke Detector Shop Drawings	-	Ap,Sb	Rv,Ap	-	Pp,Sb		
EIR/ND	AP	Pp,Sb					
Site Assurance	AP	Pp,Sb					
Bids Received	AP	Rc,Sb					
Staffing and Cost Operating Plan	AP	Rv,Sb	Pp				
Life Cycle Cost Analysis	AP	Rv,Sb	Rv		As		
Cash Flow Projections	AP	Rv,Sb			As		

PRE-BID PHASE

Activity	BOS	DGS	SHER	CM	A/E	I	GC
Bid Alternates	AP	Rv,Ap	Rv,Ap		Pp,Rc	-	-
Construction Duration	AP	Rv,Ap	Rv,Ap		Ad	-	-
Information to Bidders	AP	Rv,Ap	Rv,Ap		Rv	-	-
General Conditions		Pr,As	-		Rv	-	-
CSI - Division 1		Pr,As	Rv		Pr	-	-
Supplemental Conditions		As,In	Rv		Ad	-	-
Soils Reports		Pr	-		SP	-	-
Security Plan		Rv,Co	Pp	-	-	-	-
Building		Rv,Co	Pp	-	-	-	-
Site		Rv,Co	Pp	-	-	-	-

LEGEND: BOS-Board of Supervisors, DGS-Department General Services, SHER-Sheriff, CM-Construction Manager, A/E-Architect/Engineer, I-Inspector, GC-General Contractor

KEY: Ad-Advise, **An**-Analyse, Ap-Approve, Ar-Arrange, Am-Assemble, As-Assist, At-Attend, Aw-Award, Cm-Comment, Co-Coordinate, Cd-Conduct, Dy-Deny, Di-Direct, Ds-Distribute, Df-Draft, Is-Issue, In-Incorporate, Mt-Maintain, MO-Monitor, Ob-Observe, Ot-Obtain, Py-Pay, Pp-Prepare, Pr-Provide, Rc-Receive, Rm-Recommend, Rd-Record, Rp-Reproduce, Rs-Respond, Rq-Request, Rv-Review, Re-Revise, Sn-Sign, SC-Schedule, **Sp**-Specify, Sb-Submit.

PRE-BID PHASE, Continued

Activity	BOS	DGS	SHER	CM	A/E	GC
GC Access & Site Use		Rv,Co	As			
Wage Compliance Standards		Rv,Co				
Proposal Forms	AP	Rv,Ap	-		Ad,Pp	
Drawings & Specifications	AP	Rv,Ap	Rv,Ap		Pp	

BID PHASE

Activity	BOS	DGS	SHER	PM	A/E	GC
Advertise for Bids	AP	Rv,Ap	Rv	Co	Rv	Rs
Builders Exchanges		As		Co	Rv,Ad	-
Contact Bidders		Rv	Rv	Co	Rc	-
Plan Holders List		Mt	Rv	As		-
Documents Reproduction		Pr		As,Co	Ad,As	
Pre-Bid Conference		At,Cd	At	As,Co	At	At
Addenda		Sb	Rv	As,Co	Pp	At
Telephones for Bidders		Pr		As,Co		-
Bid Location		Pr		As,Co		-
Bid Opening		Cd	At	As,Co	At	-
Record Bids		Rd		As	-	-
Bid Bond/Security		Rv	-	Rv,Ad	-	-
Declaration of Subcontractors		Rv	-	Rv,Ad	-	-

POST BIDDING PHASE

Activity	BOS	DGS	SHER	CM	A/E	I	GC
Contractor Qualification		Rv	Rv	Cd	Rv		
Notice of Award	AP	Pp		As,Co	Cm		
Construction Schedule	AP	Rv,Ap	Rv,Ap	Rv,Ad	Rv,Cm	R v	Pp
Schedule of Values	AP	Rv,Ap		Rv,Ad	Rv,Cm	Rv	Pp
Labor/Material Bond		Rv,Ap		Rv,Ad	-	-	-
Insurance		Rv,Ap		Rv,Ad	-	-	-
Builders All Risk		Rv,Ap		Rv,Cm	-	-	-
General Liability		Rv,Ap		Rv,Cm	-	-	-
Workers Compensation		Rv,Ap		Rv,Cm			
Pre-Construction Conference		Cd	At	At,Co	At	At	At
Schedule of Unavailable Materials		Rv,Ap		Rv,Ad	Rv,Cm	Rv	Pp
Schedule of Long Lead Items		Rv,Ap		Rv,Ad	Rv,Cm	Rv	Sb

PRE-CONSTRUCTION PHASE

Activity	BOS	DGS	SHER	CM	A/E	I	GC
Project Budget	AP	Rv,Ap	Rv	As,Pp	Cm		
Project Schedule	AP	Rv,Ap	Rv,Cm	As,Ad	Ad		
New Building Requirements		Rv,Ap	Rv	Pp,Co			
Needs Assessment		Rv,Ap	Rv,Ap	-			

LEGEND: BOS-Board of Supervisors, DGS-Department General Services, SHER-Sheriff, CM-Construction Manager, A/E-Architect/Engineer, I-Inspector, GC-General Contractor

KEY: Ad-Advise, An-Analyse, Ap-Approve, Ar-Arrange, Am-Assemble, As-Assist, At-Attend, Aw-Award, Cm-Comment, Co-Coordinate, Cd-Conduct, Dy-Deny, Di-Direct, Ds-Distribute, Df-Draft, Is-Issue, In-Incorporate, Mt-Maintain, MO-Monitor, Ob-Observe, Ot-Obtain, Py-Pay, Pp-Prepare, Pr-Provide, Rc-Receive, Rm-Recommend, Rd-Record, Rp-Reproduce, Rs-Respond, Rq-Request, Rv-Review, Re-Revise, Sn-Sign, Sc-Schedule, Sp-Specify, Sb-Submit.

CONSTRUCTION PHASE

Activity	BOS	DGS	SHER	CM	A/E	I	GC
BOC Contract	AP	As	Rv,Ap	As		-	As
Notice to Proceed	AP	Rv,Ap		Pp	As	Rv	Rc
Stop Notices		Mt	-	Ad		Mo	Rs
Construction Layout & Methods	-	Rv	Rv		Rv,Rs	Mo	Mt
Construction Coordination		Rv	Rv	-	Rv,Rs	Mo	Mt
Temporary Utilities		AP	Rv			Mo	Pr
Change Orders		Rp,DY	Rv	Rv,Ad	Rs	In	Rq
Request for Information		Rv,Ap	Rv	Rv,Ad	Rs	In	Rq
Time Extensions	AP	Rv	Rv	Rv,Ad	Rv	Rv,Cm	Rq
Scheduling	AP	Rv,Ap	Rv	Rv,Ad	Rv	Rv,Cm	Pp
Testing & Strengths		Ar		Rv,Ad	SP	Mo	Mt
Submittals		Rv,Mo	Rv	Rv,Ad	Rv,Ap,Dy	Rv,Mt	Sb
Samples		Rv,Mo	Rv		Rv,Ap,Dy	Rv,Mt	Sb
Shop Drawings		Rv,Mo	Rv		Rv,Ap,Dy	Rv,Mt	Sb
Product data		Rv,Mo	Rv	-	Rv,Ap,Dy	Rv,Mt	Sb
Engineering		Rv,Mo	Rv		Rv,Ap,Dy	Rv,Mt	Sb
Report/Certification		Rv,Mo	Rv		Rv,Ap,Dy	Rv,Mt	Sb
Manuals		Rv,Mo	Rv		Rv,Ap,Dy	Rv,Mt	Sb
Color Selections		Rv,Mo	SP		As,Sp	Rv,Mt	Sb
Furniture		c o	SP	As		Rv,Mt	
GC installed/Owner furnished -		Rv	SP	c o		Rv,Mt	In
Owner furnished & Installed -		Rv	SP	As		Rv,Mt	
Inspection		c o		Rv		Pr,Mt	Mt
Code Compliance		c o		Rv		Pr,Mt	Mt
Quality Control		c o		Rv		Pr,Mt	Mt
Safety - O.S.H.A.		c o	-			Pr,Mt	Mt
Contract Compliance		c o	-	Rv,Ad	Rv,Ad	Mt	Mt
Progress Payments		Co,Rm		Co,Ad	At	Rv,Ap	Sb
BOC - Payment Request		Co,Rq		Pp		Rv,Cm	-

CONSTRUCTION PHASE, Continued

Activity	BOS	DGS	SHER	CM	A/E	I	GC
BOC - Monthly Report	-	Rv,Sb		Pp,Sb	As		
BOC - Quarterly Report	-	Rv,Sb		PP,Sb	As		
Payment Retention	-	Mt		Rv,Ad	As		Sb
Meetings	-	At	At	SC	At	At	At
Progress	-	At	At	SC	At	At	At
Payment	-	At		SC	At	At	At
Meeting Notes	-	Mt			Rc	Mt	
Files, Logs, Record, & Diaries	-	c o				Mt	

POST CONSTRUCTION PHASE

Activity	BOS	DGS	SHER	CM	A/E	I	GC
Photographic Record		c o				Mt	
Claims Negotiation		c o		As,Ad	Ad	Ad	Rs
Punch List Inspection		At,Rv	At,Rv	Rv,Rs,As	At,Rv	At,Cd	Rq
Test & Balance Reports	-	Rv		Rv,RS	Rv,Ap	Rc	Sb
Final Clean Up		c o				Rv,Ap	Pr
Maintenance Manuals		Rv		Rv,Rs	Rv,Ap	Rc	Sb
Equip. Testing & Start Up		c o		c o	Rv,Ap	Rv	Pp

LEGEND: BOS-Board of Supervisors, DGS-Department General Services, SHER-Sheriff, CM-Construction Manager, A/E-Architect/Engineer, I-Inspector, GC-General Contractor

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POST CONSTRUCTION PHASE, Continued

Activity	BOS	DGS	SHER	CM	A/E	I	GC
Record Drawings	-	Rv		Rv,Rs	Rv,Ap	Rc	Sb
Lien Releases		Rv		Rv,Ad		Rc	Sb
Notice of Completion	AP	Rv,Rm	-	Rv,Ad,Pp	Ad	Ad	Rq
Final Payment	AP	AP		Pp		Rv	Rq
Final BOC Report	AP	AP		Pp			
Warranty Certificates		Rv		Rv,Rs	Rv	Rc	Sb
Occupancy			c o	As			

LEGEND: BOS-Board of Supervisors, DGS-Department General Services, SHER-Sheriff, CM-Construction Manager, A/E-Architect/Engineer, I-Inspector, **GC-General Contractor**

KEY: Ad-Advise, An-Analyse, Ap-Approve, Ar-Arrange, Am-Assemble, As-Assist, At-Attend, Aw-Award, Cm-Comment, Co-Coordinate, Cd-Conduct, Dy-Deny, Di-Direct, Ds-Distribute, Df-Draft, Is-Issue, In-Incorporate, Mt-Maintain, MO-Monitor, Ob-Observe, Ot-Obtain, Py-Pay, Pp-Prepare, Pr-Provide, Rc-Receive, Rm-Recommend, Rd-Record, Rp-Reproduce, Rs-Respond, Rq-Request, Rv-Review, Re-Revise, Sn-Sign, Sc-Schedule, Sp-Specify, Sb-Submit.

5. Budget Calculation

Santa Cruz County Jail Security System Upgrade - Phase II

Statement of Probable Costs and Project Budget

Description	Unit	Cost	Quantity	Total
Three Non-contact Visiting Rooms				
Demolition		\$4,500	1	\$4,500
Construction		\$175	254	\$44,450
Glazing & Frames		\$2,300	3	\$6,900
Main Visitor Lobby Door		\$8,500	1	\$6,500
Visitor Doors		\$6,500	6	\$39,000
Intercom		\$1,200	6	\$7,200
Telephone		\$600	6	\$3,600
CCTV in Public Visiting Area & Lobby		\$2,600	6	\$16,600
Sub-total A				\$130,950
CCTV/Recorders				
Cameras		\$3,125	6	\$25,000
N/S Cameras		\$3,125	4	\$12,500
Convert N/S CCTV to Color		\$18,000	1	\$18,000
CCTV Recording		\$2,000	1	\$2,000
Record Visitor Phones		\$10,000	1	\$10,000
Sub-total B				\$67,500
Line-up Room				
Tint Windows		\$500	2	\$1,000
Camera		\$2,500	1	\$2,500
Lighting		\$4,500	1	\$4,500
Sub-total C				\$8,000
Add Showers				
Demolition		\$750	5	\$3,750
Wall Modification		\$1,300	5	\$6,500
Shower Units/Fixtures		\$5,650	5	\$28,250
				\$38,500
Total A - D				\$244,950
Other Construction Costs				
Design Contingency		15.0%		\$36,743
Escalation		2.0%		\$4,899
General Conditions		7.0%		\$17,147
Contractors OH & P		13.0%		\$31,844
Bonds		2.0%		\$4,899
Sub-total E				595,531
Applied Location Factor				
Construction Costs A - E				\$340,481
Construction Contingency		10.0%		\$34,048
Location Factor		1.0%		\$3,405
Total Construction Costs				\$377,933
Project Costs				
Professional/County Services		25.0%		\$94,483
Total Project Costs				\$94,483
Total Construction and Project Costs				\$472,417
Construction Funding Request				
Project Construction				9377,933
County Match			BOC Required	Actual
Hard Match	10%		\$41,993	\$58,395
Soft Match	15%		\$52,491	\$36,088
Total			594,463	\$94,483

Santa Cruz County
Transition Planning and County Administration Summary Chart
Main Jail Expansion Project

In-kind (Soft match)	Rate	Tasks										Hours	Cost
		1	2	3	4	5	6	7	8	9			
Transition Planning													
Chief Deputy	50.43	8	0	25	42	3	9	17	0	26	130	\$6,556	
Correctional Sargent	38.90	8	0	25	4	3	0	34	0	31	105	\$4,085	
Dept. Administrative Analyst	33.21	0	0	0	0	0	0	0	45	35	80	\$2,657	
Lieutenant	51.56	8	0	25	42	3	9	24	0	41	152	\$7,837	
Sub-total												\$21,134	
County Administration													
Asst. Dir. General Services	55.21	8	5	25	42	3	9	34	38	85	249	\$13,747	
Building Maint. Supervisor	27.93	8	0	25	42	3	0	17	21	21	137	\$3,826	
Sr. Administrative Analyst	46.14	8	3	25	42	3	9	17	16	16	139	\$6,413	
Final Audit												\$4,724	
Sub-total												\$28,711	
Total match												\$49,845	

Tasks

- 1 Consultant Selection
- 2 Consultant Negotiation
- 3 Design Meetings
- 4 Progress Meetings
- 5 Documents - Review, Comments, Approval
- 6 Out-of-County Trip - BOC, Other Jails, Etc.
- 7 Construction -Walk-through
- 8 Project Administration
- 9 Construction Administration