



County of Santa Cruz

PROBATION DEPARTMENT

P.O. BOX 1812, SANTA CRUZ, CA 95061-1812

(831) 454-2150 FAX: (831) 454-3035

JOHN P. RHOADS
CHIEF PROBATION OFFICER

September 10, 1999

Agenda: September 21, 1999

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, California 95060

REPORT ON JUVENILE JUSTICE PROGRAMS

Dear Members of the Board:

During Final Budget Hearings for Fiscal Year 1999-00, your Board requested that the Probation Department provide a status report on the Care of Court Wards and the State Correctional Schools budgets, as well as a status report of the proposed plan for facility modifications for the Juvenile Hall.

CARE OF COURT WARDS BUDGET

The final budget amount for foster care payments in the Care of Court Wards Index for FY 1999-00 is \$170,000. As of this date, there are a total of six wards in group home and ranch/camp placement; five wards are in ranch/camp and one is in a group home due to his status as an undocumented alien. Current year activity in this program is a significant reduction from the prior year, when there were up to 18 wards in placement in one month. If placements continue at this level, we anticipate that an additional \$75,000 will be required in the final quarter of the fiscal year. However, in addition to current strategies which have significantly reduced the Care of Court Wards population, the following efforts are being implemented to further control expenditures in this Budget Unit:

Undocumented Minors

Undocumented minors are not able to receive the Immigration and Naturalization Service's designation (PRUCOL - Permanently Residing Under Color of Law) which would make them eligible for State and Federal foster care funds. An interagency meeting is being planned with the Human Resources Agency to review the current policies and regulations on this issue and determine if the County has any other recourse. The Department is also actively pursuing the possibility of working with the local Immigration Project to assist minors who may be eligible for citizenship.

92.1

Challenge Grant Day Treatment Centers

The two day treatment centers funded by a grant from the Board of Corrections are due to open in October and November of this year. It is anticipated that this new resource may be a placement option for selected minors in lieu of a ranch/camp commitment.

Interagency Focus Group

Various ongoing meetings with the County Administrative Office, the Courts, the District Attorney's Office, the Public Guardian and other stakeholders have been held to provide a systemic focus on the juvenile population within the County's criminal justice system.

STATE CORRECTIONAL SCHOOLS BUDGET

The final budget amount for support of juveniles committed to the California Youth Authority (CYA) in the State Correctional Schools index for FY 1999-00 is \$112,000. There are currently 34 juveniles in custody, at a cost of approximately \$8,650 per month. Total costs for the fiscal year, without additional CYA commitments, is estimated at \$103,800, or 93% of the final budgeted amount. At this time, no budget issues or modifications are anticipated.

PROPOSED PLAN FOR FACILITY MODIFICATIONS FOR THE JUVENILE HALL

Included in the County Administrative Officer's FY 1999-00 Plant Acquisition Budget is a total of \$700,000 for Juvenile Hall, to address the most urgent renovation projects identified by the Juvenile Hall Overcrowding Task Force in its Report and Recommendations that were presented to your Board during the Final Budget Hearings on June 17, 1999. A list of proposed improvements was included in the report, as well as a recommendation that the Probation Department work with the County General Services Department to determine the overall proposed scope and time frame for the recommended projects, and to select a design consultant for the facility improvements.

The Probation Department requested that the Criminal Justice Research Foundation (CJRF) provide a proposal for project development services to address the Task Force recommendations. CJRF is uniquely qualified to provide the required services due to their involvement in developing the Juvenile Hall Needs Assessment that was used as the basis for the construction grant proposal to the State Board of Corrections for expansion and renovation of Juvenile Hall last fiscal year. Although the grant proposal was not awarded, the Needs Assessment document clearly identified existing facility deficiencies and renovation needs. Staff from CJRF have a working knowledge of the existing facility layout, program structure, staffing patterns and day-to-day operations in the Juvenile Hall that need to be considered in the study and design of any proposed renovation projects.

Attached to this report for your Board's approval is the agreement with CJRF which includes the

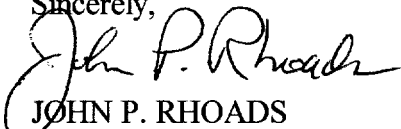
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scope of services, project budget and time schedule. The agreement provides that a comprehensive implementation plan and construction phasing schedule will be completed by January 15, 2000. The architectural and engineering design will be completed and renovations started by March 31, 2000.

IT IS THEREFORE RECOMMENDED that your Board:

1. Accept and file this status report on Juvenile Justice programs; and
2. Approve the attached ADM-29 Request for Approval of Agreement, encumbering \$22,890 from funds available in the Plant Acquisition Index, Juvenile Hall; and
3. Approve and authorize the Chief Probation Officer to sign the Agreement with the Criminal Justice Research Foundation on behalf of the County.

Sincerely,


JOHN P. RHOADS
Chief Probation Officer

JPR: JAC:FN

RECOMMENDED:


SUSAN A. MAURIELLO
County Administrative Officer

Attachments

cc: County Administrative Officer
courts
Auditor-Controller
General Services
Probation

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COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

TO: Board of Supervisors
County Administrative Officer
County Counsel
Auditor-Controller

FROM: Probation (Dept.)
John P. [Signature] (Signature) 9/10/99 (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

1. Said agreement is between the Probation Department (Agency)
Criminal Justice Research Foundation
and P.O. Box 60566, Sacramento, CA 95860 (Name & Address)
2. The agreement will provide consultant services
3. The agreement is needed to provide project development services for juvenile hall renovation projects
4. Period of the agreement is from Sept. 1, 1999 to March 31, 2000
5. Anticipated cost is \$ 22,890 (~~Fixed amount~~ ~~Monthly rate~~ Not to exceed)
6. Remarks: _____
7. Appropriations are budgeted in Plant Acquisition (Index#) 191100/6610 (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriation @ a v a i l a b l e and have been encumbered a Contract No. 0091940 e 9
will be
GARY A. KNUTSON, Auditor - Controller
BY Ronald A. Silva Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the Chief Probation Officer _____ to execute the same on behalf of the County of Santa Cruz

Probation Dept. (Agency).

Remarks:

(Analyst)

By [Signature] Date 9/15/99
County Administrative Officer

Agreement approved as to form. Date _____

Distribution:

Bd. of Supv. - White
Auditor-Controller - Blue
County Counsel - Green *
Co. Admin. Officer - Canary
Auditor-Controller - Pink
Originating Dept. - Goldenrod

*To brig. Dept. if rejected.

ADM - 29 (6/95)

State of California)
County of Santa Cruz) ss

I _____ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,
State of California, do hereby certify that the foregoing request for approval of agreement was approved by
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered
in the minutes of said Board on _____

By _____ County Administrative Officer
Deputy Clerk

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Contract No. _____

INDEPENDENT CONTRACTOR AGREEMENT

THIS CONTRACT is entered into this d a y o f _____, 1999, by and between the COUNTY OF SANTA CRUZ, hereinafter called COUNTY, and Criminal Justice Research Foundation, hereinafter called CONTRACTOR. The parties agree as follows:

1. DUTIES. CONTRACTOR agrees to exercise special skill to accomplish the following result: Perform duties and responsibilities as outlined in the attached Scope of Services Proposal marked Exhibit "A" and titled 'Project Development Services to Address Task Force Facility Improvement Recommendations for Juvenile Hall'. Project funds are limited to use for planning of renovation projects only; funds are not to be used for planning expansion of capacity of the Juvenile Hall.

2. COMPENSATION. In consideration for CONTRACTOR accomplishing said result, COUNTY agrees to pay CONTRACTOR as follows: Payment for all quarterly invoiced costs related to project, not to exceed \$22,890 in total compensation.

3. TERM. ~~The term of this contract shall be~~ through March 31, 2000 or until terminated by one or the other party.

4. EARLY TERMINATION. Either party hereto may terminate this contract at any time by giving 30 days written notice to the other party.

5. INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS. CONTRACTOR shall exonerate, indemnify, defend, and hold harmless COUNTY (which for the purpose of paragraphs 5 and 6 shall include, without limitation, its officers, agents, employees and volunteers) from and against:

A. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which COUNTY may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the CONTRACTORS performance under the terms of this Agreement, excepting any liability arising out of the sole negligence of the COUNTY. Such indemnification includes any damage to the person(s), or property(ies) of CONTRACTOR and third persons.

B. Any and all Federal, State and Local taxes, charges, fees, or contributions required to be paid with respect to CONTRACTOR and CONTRACTOR'S officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security and payroll tax withholding).

6. INSURANCE. CONTRACTOR, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain at minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects COUNTY and any insurance or self-insurance maintained by COUNTY shall be excess of CONTRACTOR'S insurance coverage and shall not contribute to it.

If CONTRACTOR utilizes one or more subcontractors in the performance of this Agreement, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required of CONTRACTOR in this Agreement, unless CONTRACTOR and COUNTY both initial here ____/____.

A. Types of Insurance and Minimum Limits

(1) Worker's Compensation in the minimum statutorily required coverage amounts. This insurance coverage shall not be required if the CONTRACTOR has no employees and certifies to this fact by initialing here ____.

(2) Automobile Liability Insurance for each of CONTRACTOR's vehicles used in the performance of this Agreement, including owned, non-owned (e.g. owned by CONTRACTOR'S employees), leased or hired vehicles, in the minimum amount of \$500,000 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle use by CONTRACTOR is not a material part of performance of this Agreement and CONTRACTOR and COUNTY both certify to this fact by initialing here ____/____.

(3) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of \$1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross- liability.

(4) Professional Liability Insurance in the minimum amount of \$____ combined single limit, if, and only if, this Subparagraph is initialed by CONTRACTOR and COUNTY ____/____.

B. Other Insurance Provisions

(1) If any insurance coverage required in this Agreement is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three (3) years **after** the expiration of this Agreement (hereinafter "post agreement coverage") and any extensions thereof. CONTRACTOR may maintain the required post agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post agreement coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Agreement in order to purchase prior acts or tail coverage for post agreement coverage shall

be deemed to be reasonable.

(2) All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

"The County of Santa Cruz, its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities of, or on behalf of, the named insured performed under Agreement with the County of Santa Cruz."

(3) All required insurance policies shall be endorsed to contain the following clause:

"This insurance shall not be canceled until **after** thirty (30) days prior written notice has been given to:

Fred Nohr, Administrative Services Officer
Santa Cruz County Probation Department
Post Office Box 18 12
Santa Cruz, CA 95061

(4) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide COUNTY on or before the effective date of this Agreement with Certificates of Insurance for all required coverages. All Certificates of Insurance shall be delivered or sent to:

Fred Nohr, Administrative Services Officer
Santa Cruz County Probation Department
Post Office Box 18 12
Santa Cruz, CA 95061

7. EQUAL EMPLOYMENT OPPORTUNITY. During and in relation to the performance of this Agreement, CONTRACTOR agrees as follows:

A. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to, the following: recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause.

B. The CONTRACTOR shall, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin ancestry, physical or mental disability, medical condition (cancer related), marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy or any other non-merit factor unrelated to job duties. In addition, the CONTRACTOR shall make a good faith effort to consider Minority/Women/Disabled Owned Business Enterprises in CONTRACTOR's solicitation of goods and services. Definitions for Minority/Women/Disabled Business Enterprises are available from the COUNTY General Services Purchasing Division.

(1) The CONTRACTOR shall furnish COUNTY Affirmative Action Office information and reports in the prescribed reporting format (PER 4012) identifying the sex, race, physical or mental disability, and job classification of its employees and the names, dates and methods of advertisement and direct solicitation efforts made to subcontract with Minority-Women/Disabled Business Enterprises,

(2) In the event of the CONTRACTOR's non-compliance with the non-discrimination clauses of this Agreement or with any of the said rules, regulations, or orders said CONTRACTOR may be declared ineligible for further agreements with the COUNTY.

(3) The CONTRACTOR shall cause the foregoing provisions of this Subparagraph 7B. to be inserted in all subcontracts for any work covered under this Agreement by a subcontractor compensated more than \$50,000 and employing more than fifteen (15) employees, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

8. INDEPENDENT CONTRACTOR STATUS. CONTRACTOR and COUNTY have reviewed and considered the principal test and secondary factors below and agree that CONTRACTOR is an independent contractor and not an employee of COUNTY. CONTRACTOR is responsible for all insurance (workers compensation, unemployment, etc.) and all payroll related taxes. CONTRACTOR is not entitled to any employee benefits. COUNTY agrees that CONTRACTOR shall have the right to control the manner and means of accomplishing the result contracted for herein.

PRINCIPAL TEST: The CONTRACTOR rather than COUNTY has the right to control the manner and means of accomplishing the result contracted for.

SECONDARY FACTORS: (a) The extent of control which, by agreement, COUNTY may exercise over the details of the work is slight rather than substantial; (b) CONTRACTOR is engaged in a distinct occupation or business; (c) In the locality, the work to be done by CONTRACTOR is usually done by a specialist without supervision, rather than under the direction of an employer; (d) The skill required in the particular occupation is substantial rather than slight; (e) The CONTRACTOR rather than the COUNTY supplies the instrumentalities,

tools and work place; (f) The length of time for which CONTRACTOR is engaged is of limited duration rather than indefinite; (g) The method of payment of CONTRACTOR is by the job rather than by the time; (h) The work is part of a special or permissive activity, program, or project, rather than part of the regular business of COUNTY; (i) CONTRACTOR and COUNTY believe they are creating an independent contractor relationship rather than an employer-employee relationship; and (j) The COUNTY conducts public business.

It is recognized that it is not necessary that all secondary factors support creation of an independent contractor relationship, but rather that **overall** there are significant secondary factors which indicate that CONTRACTOR is an independent contractor.

By their signatures to this Agreement, each of the undersigned certifies that it is his or her considered judgment that the CONTRACTOR engaged under this Agreement is in fact an independent contractor.

9. NONASSIGNMENT. CONTRACTOR shall not assign this Agreement without the prior written consent of the COUNTY.

10. RETENTION AND AUDIT OF RECORDS. CONTRACTOR shall retain records pertinent to this Agreement for a period of not less than five (5) years **after** final payment under this Agreement or until a **final** audit report is accepted by COUNTY, whichever occurs first. CONTRACTOR hereby agrees to be subject to the examination and audit by the Santa Cruz County Auditor-Controller, the Auditor General of the State of California, or the designee of either for a period of five (5) years **after** final payment under this Agreement.

11. PRESENTATION OF CLAIMS. Presentation and processing of any or all claims arising out of or related to this Agreement shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.

12. ATTACHMENTS. This Agreement includes the following attachments (identify by name or write "NONE"):

Attachment A: Scone of Services, Project Develonment Services to Address Task Force Facility Improvement Recommendations for the Juvenile Hall

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

1. CONTRACTOR

4. COUNTY OF SANTA CRUZ

CRIMINAL JUSTICE RESEARCH
FOUNDATION

By: John R. Lopez

By: _____
John P. Rhoads, Chief Probation Officer

Address: 3199 Claridge Way
San Jose, CA 95128

Telephone: (415) 488-4257

2. APPROVED AS TO INSURANCE:

By: Janet McKinley 8-23-99
Risk Management

3. APPROVED AS TO FORM:

By: Marie Costello 8-2-99
County Counsel

DISTRIBUTION: County Administrative Office
Auditor-Controller
County Counsel
Risk Management
Contractor

Attachment A

SCOPE OF SERVICES

Criminal Justice Research Foundation

Project Development Services to Address
Task Force Facility Improvement Recommendations
for the Juvenile Hall
(July 28, 1999)

Consultant Proposal

Santa Cruz County Probation Department

**Project Development Services To Address
Task Force Facility Improvement
Recommendations For the Juvenile Hall**

July 28, 1999

**Submitted By:
Criminal Justice Research Foundation
Sacramento, CA**

10

Section I.

Scope of Work



Scope of Services

Santa Cruz County Juvenile Hall

Project Development Services to Address Juvenile Hall Overcrowding Task Force Detention Facility Improvement Recommendations

The Santa **Cruz** County Probation Department operates one secure Juvenile Hall detention facility. **The** facility houses both male and female pre- and post-adjudicated youth. From 1988 - 1998, the **monthly** average **daily** Juvenile Hall population has ranged from 25 - 57 minors and had been steadily increasing. At peak periods, the Hall has housed& many as 75 juveniles.

The Hall was originally **built** in 1968 and is located off of Graham **Hill** Road approximately 5 miles east of Santa Cruz. **The site also** houses the Probation Department's offices and Juvenile Court. The **Hall** is laid out in a linear fashion and contains 42 single-occupancy sleeping rooms. Living Unit A contains 21 single-occupancy **sleeping** rooms and Living Unit B contains 21 single-occupancy sleeping rooms. The Hall is physically separated form the administration building and court facilities. Covered walkways **link** the two buildings together. Both the Probation Department and the Juvenile Court can be accessed through a large **public** lobby area **which** is monitored by the Juvenile Hall Central Control Station.

There have been several revisions or **modifications** to the Hall since its construction in 1968, including:

| Revisions to Santa Cruz Juvenile Hall by Year | |
|---|--|
| 1972 | Add 10 sleeping rooms for a total of 42 rooms. |
| 1992 | Replace gas fired heater units. |
| 1993 | Replace combination fixtures . |
| 1994-95 | Add Juvenile Court and parking. |
| 1995 | New fire sprinkle system. |
| 1997 | Replace hot water heater. |
| 1998 | Replace emergency generator to 175 KVA. |
| 1999 | Replace supply water piping. |

All Hall functions occur in about 19,408 square feet of building space. The custody'portlon of the facility contains central control, housing, visiting, booking, kitchen, laundry, property storage, linen and clothing storage, classrooms, indoor multi-purpose recreation and outdoor recreation yard. The administration area of the facility contains **the public** entrance, reception area, public toilets, and staff **offices**. All living

units and support **functions** of the Hall are designed off a long, central **corridor**. This corridor **serves** as the main circulation route within the facility.

In the chart below, measurements for each **"functional** use area" (FUA), or **groups Of** spaces contained in one **of** the 16 categories, are summarized. These functional use areas are typical categories of **spaces** found in most juveniles halls in California.

| Defined Uses of Space in the Juvenile Hall | | | |
|--|---------------|------------|----------------|
| Functional Use Are&Space | GSF | % of Total | GSF/ Rated Bed |
| Administration Area | 573 | 3.0 | 13.6 |
| Public Area | 1,364 | 7.0 | 32.5 |
| Visiting | 0 | 0.0 | 0.0 |
| Central Control Room | 120 | .6 | 29 |
| Maintenance/Storage/Mechanical/Elect | 756 | 3.9 | 1.8 |
| Food Service/Dining Area | 3,200 | 16.5 | 76.2 |
| Laundry | 192 | .9 | .3 |
| Intake Processing Area/Release | 753 | 3.8 | 17.9 |
| Medical/Mental/Dental Health | 252 | 1.3 | 6.0 |
| Programs/Classrooms | 2,932 | 15.2 | 69.8 |
| Housing/Dayrooms | 6,193 | 42.3 | 195.1 |
| Indoor Exercise/Recreation Area | 0 | 0 | 0 |
| Circulation | 1,068 | 5.5 | 25.4 |
| Total (Indoor) Hall Space | 19,403 | 100 | 441.5 |
| Outdoor Exercise Yard | 68,480 | | |
| Outdoor Vehicle Sallyport | 0 | | |
| Total Outdoor Space | 68,480 | | |
| Non-Juvenile Hall Space* | 10,119 | | |
| Total Non-Hall Space | 10,119 | | |

*Juvenile Court and Probation Department

Typical of most juvenile halls, Santa **Cruz** County is **experiencing** a significant Increase in the proportion of violent and **serious/chronic** offenders **and** the **probability** of such offenders being detained for extended periods of time. Resporiding to current facility limitations, the Juvenile Hall has been working consistently at peak workload levels, with its physical and programmatic capabilities extended to the limits.

Juvenile Hall Overcrowding Task Force Facility Improvement Recommendations

In response to recommendations outlined in a 1998 Juvenile Hall Needs Assessment Report, the Santa **Cruz** Probation Department developed and submitted an application to the State Board of Corrections (**BOC**) for renovation and expansion of the County's Juvenile Hall. The County was unsuccessful in qualifying for the State **Expansion** and Renovation Grant. Prior to the BOC notification that the County's grant did not qualify for State funding, the Santa **Cruz Board** of Supervisors directed the County's **CAO** to **include** funding for the most urgent renovation projects at Juvenile Hall:

The projects that have been identified were **included** in a June 1999 Task Force Report which agreed that various improvements were **necessary for** the healthy and safe operation of the Juvenile Hall and **that** an overall plan with cost estimates **should** be developed before proceeding with any improvements. The various modifications to be considered **include:**

- Remodeling and upgrading of the restroom facilities.
- **Replacement** and abatement of asbestos floor coverings
- Replacement of non-functioning ceiling light **fixtures** and general lighting upgrades
- Modifications to the individual room doors and the purchase of plastic platforms
- Interior painting and remodeling of control areas
- Modifications to medical and laundry areas to provide for mental and physical health evaluation spaces
- Modifications to the courtyard and surrounding areas to provide for recreational **spaces** and enhanced visitation areas. The Task Force discussed the feasibility of installing a metal **"Butler"** type building as a lower cost alternative to a gymnasium
- HVAC improvements
- Perimeter fencing **modifications**

CJRF Project Development Services

The scope of **services** proposed for the Santa **Cruz** County Juvenile **Hall** Renovation Project are designed to implement the basic facility Improvement recommendations outlined by the Task Force. In response to the Task Force, **CJRF** is proposing to develop a comprehensive project development plan that can be presented to both the Task Force and the County Board of Supervisors. The development plan will identify the overall scope of work, cost estimates, and construction schedule with related phasing which will be required to complete the various recommended improvements contained in the Task Force Report.

CJRF staff is also proposing to work with the **County's** General Services Department to prepare the documents required to obtain **architectural** / engineering design requirements for each infrastructure building project. CJRF staff will rev&w design and specification documents as well as construction bid packages. CJRF services will be focused in the following three areas:

1. **Scope of Construction:** CJRF staff will meet with the Probation Department, Juvenile Hall staff, County Maintenance, and General Services agencies to identify and develop a comprehensive description of the overall scope of construction required to implement each of the identified renovation projects. The goal will be **to** identify and define **facility**, site, building systems, security requirements, and related design **issues** including organizational and management philosophies, physical and operational considerations which impact the proposed project. The scope of work will include all necessary information and building requirements including (a) Limits of construction, (b) Square footages, (c) Building materials, (d) Security system modifications, (e) Building system modifications – ventilation, plumbing, electrical and lighting, **(f)** Fire, Life and Safety – fire sprinklers, **smoke** detectors, alarms and panels, doors, emergency lighting, fire resistive materials, furniture and equipment; (g) Codes and Standards – **Title 24**, **Title 19**, local building codes, regulations, handicapped and ADA standards; (h) Structure – exterior walls, roof, foundations, windows, doors, overhangs and chimneys; **(i)** Infrastructure – interior walls, floors, **ceilings**, finishes, **stairs**, hand rails, locks, hardware, and flues; **(j)** Energy Conservation – orientation, glazing, insulation, and shading; and (k) site **modifications** including perimeter fencing, etc.. Concept diagrams will be developed.
2. **Cost Estimates:** CJRF staff **will** develop detailed line item cost estimates for each of the proposed renovation projects. The cost estimates will highlight both the building construction and related project costs the Department and County must respond to in

order to complete the proposed renovation / infrastructure project. The cost estimates will include a location factor and an estimate of escalation costs to the mid point of construction.

- 3 . **Cost Value Priority Seauendna For Renovation Prolects**: After the scope of the construction and cost estimates have been identified, CJRF staff will work with the Probation Department and Task Force to finalize a sequencing listing of the various construction renovation projects. CJRF staff **will also** work with the agencies to identify other alternatives for addressing the proposed renovation **within** established budget parameters.
4. **Comprehensive Implementation Plan and Construction Phasinu Schedule**: CJRF staff will prepare a draft comprehensive plan which will include detailed scope of work descriptions, cost estimates, and construction schedule for each of the proposed renovation / infrastructure projects at Juvenile Hail. The comprehensive **plan** will be reviewed with the Task Force and County Board of Supervisors.
5. **Architectural / Enaineerina Design**: CJRF staff will work with the General **Services** agency to implement County procedures for securing necessary architectural / engineering design services. CJRF staff will review the scope of work with the design firm. Staff will review **A/E** work products including drawings and specifications for compliance with **contract** scope, minimum juvenile hall standards, Title 24 compliance, space program requirements, **and** project budget. Staff will also review the construction bid packages.

The overall goal of our services are intended to complete the pre-architectural requirements and development of related documents **which** can be used by the County's architectural firm to prepare construction bid packages for the identified renovation projects at Juvenile Hall.

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Section II.

Project Budget & Schedule



Project Budget and Schedule

Santa Cruz County Juvenile Hall

Project Budget

The consulting costs for providing Project development services to the Santa Cruz County Juvenile Hall Renovation Project will be \$22,898. These estimates include:

- Total direct labor including hourly rate for each Consultant.
- An overhead rate (including clerical) based on the Consultant% financial expenses in fiscal 1997-98.
- Reimbursable expenses for travel, subsistence, and reporting reproduction cost.

SANTA CRUZ COUNTY PROBATION DEPARTMENT

PROJECT DEVELOPMENT SERVICES TO ADDRESS TASK FORCE FACILITY IMPROVEMENT RECOMMENDATIONS FOR THE JUVENILE HALL

| I. <u>Direct Labor (Salaries, Benefits, and Overhead)</u> | <u>Hr. Rate</u> | <u>Hours</u> | <u>Total Cost</u> |
|--|-----------------|--------------|-------------------|
| F. Campbell | \$65 | 135 | \$8,775 |
| J. Aboytes | \$65 | 155 | \$10,075 |
| support staff | \$30 | 40 | 1,200 |
| Sub-Total | | | \$20,050 |
| II. <u>Reimbursable Expenses</u> (6 month schedule) . | | | |
| Automobile Travel (Sacramento to Santa Cruz, (350 mile round trip x 30 cent&tile) | | | \$1,850 |
| Meals (\$35/day per diem) | | | \$560 |
| Printing, Postage, Reproduction, Misc.. | | | \$400 |
| Sub - Total | | | 2,810 |
| TOTAL COSTS FOR SANTA CRUZ COUNTY JUVENILE HALL PROJECT | | | \$22,890 |

The **Consultants** will submit monthly invoices, payable upon receipt, for all work completed in the previous month. The final amount will be due and payable upon the final review of the NE construction documents.



Completion of the pre-architectural requirements **will** require a **Six month project schedule**. The key milestones and duration of time for each major project activity is highlighted in the Table below.

**Santa Cruz County Probation Department
Key Events - Milestone Schedule For the Juvenile Hall Renovation Project**

| | Milestone Event | Start | Finish |
|--------------------------|---|--------------|--------------|
| | Initiate Project | Sept 1, 1999 | Mar 31, 2000 |
| 6 Month Project Duration | Develop Scope of Construction Descriptions | Sept 2, 1999 | Oct 31, 1999 |
| | Develop Construction Cost Estimates | Nov 1, 1999 | Nov 30, 1999 |
| | Cost Value Priority Sequencing for Renovation Projects | Dec 1, 1999 | Dec 15, 1999 |
| | Prepare Comprehensive Implementation Plan & Construction Phasing Schedule | Dec 16, 1999 | Jan 15, 2000 |
| | Architectural / Engineering Design | Dec 15, 1999 | Mar 31, 2000 |