



# County of Santa Cruz <sup>0145</sup>

## PROBATION DEPARTMENT

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

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**JOHN P. RHOADS**  
CHIEF PROBATION OFFICER

December 3, 1999

Agenda: December 14, 1999

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

### **Request for Qualifications for Architectural/Engineering Services for Juvenile Hall Facility Remodel**

Dear Board Members:

Attached for your Board's review is the Probation Department's Request for Qualifications (RFQ) for Architectural/Engineering Services for the Juvenile Hall Facility remodel project.

On October 19, 1999, the Probation Department provided your Board with a status report on the Juvenile Hall facility remodel project. Included in that report was a recommendation that the General Services Department and Probation prepare a Request for Proposal for architectural/engineering services, and that the Department return to your Board with a selected vendor and agreement for those services. Additionally, your Board requested that the Department submit the RFQ for review before it is issued.

The attached RFQ includes in the scope of services a review of the existing facility and "as built" plans to determine their accuracy and to develop the new base plans to be used for proposed remodel projects; general architectural and engineering design of necessary improvements, and preparation of construction plans, bid specifications and engineer's cost estimate.

Specific remodel projects to be addressed include the remodeling of two shower/restroom facilities, the relocation and construction of medical and mental health offices, removal and replacement of existing galvanized hot and cold water lines, additional perimeter fencing to expand outdoor recreational space, and remodel of the holding unit control areas.

The RFQ was reviewed and approved by the Juvenile Hall Overcrowding Task Force at its meeting on December 1, 1999.

IT IS THEREFORE RECOMMENDED that your Board authorize the General Services and Probation Departments to proceed with the advertisement of the Request for Qualifications for Architectural/Engineering Services - Juvenile Hall Facility Remodel Project, and return to your Board with the proposed agreement and selected consultant on or before February 1, 2000.


Sincerely,

A handwritten signature in cursive script, appearing to read "John P. Rhoads", followed by a circled monogram "JPR".

JOHN P. RHOADS  
Chief Probation Officer

JPR:fn

**RECOMMENDED:**

A handwritten signature in cursive script, appearing to read "Susan A. Mauriello", with a checkmark at the end.

SUSAN A. MAURIELLO  
County Administrative Officer

cc: County Administrative Officer  
General Services  
Probation Department

COUNTY OF SANTA CRUZ  
REQUEST FOR QUALIFICATIONS  
FOR ARCHITECTURAL/ENGINEERING SERVICES  
JUVENILE HALL FACILITY REMODEL

1. General Project Description

The Santa Cruz County Juvenile Hall was recently the subject of a study by the Juvenile Hall Overcrowding Task Force and a report resulting from this study recommended various facility renovation projects aimed at correcting existing deficiencies. Several of these projects will require outside Architectural/Engineering design services to prepare plans and specifications suitable for public bidding. Included in these projects are remodeling of existing restrooms, an approximately 1200 sq. ft. building expansion, additional perimeter security fencing and remodeling of living unit control areas.

2. Project Background

The County Juvenile Hall was constructed in 1968 and has not had significant upgrades since it was constructed. The inmate population at this facility has increased over time and there has been an increase in the proportion of violent and serious chronic offenders who typically are detained for extended periods of time. The aging of the facility, coupled with the change in inmate population, has resulted in operational inefficiencies which require facility upgrades to correct. The improvements included in the scope of work for this project were determined to be the highest priority projects which would require outside Architectural/Engineering services. The services needed will be to prepare plans and technical specifications suitable for bidding as a Public Works project. Juvenile detention facilities have very special needs because of the nature of the programs. The County is particularly interested in locating an Architectural/Engineering firm with demonstrated experience in preparing plans and specifications which respond to these special needs.

In addition to the work shown in this proposal the County will be developing a second phase of work to construct a covered recreation area. Design services for this second phase of work will be carried out as a separate contract at a later date.

3. Scope of Work

A. General Scope of Work - the general scope of work by the Architectural/Engineering firm shall include the following:

a. Review of existing facility and "as built" plans to determine

accuracy and develop new base plans to be used as a basis for remodel projects

- b. Meeting with Juvenile Hall staff to discuss facility needs to be addressed as a part of the remodel project
- c. Surveying and soils investigation as required
- d. General architectural and engineering design of necessary improvements
- e. Preparation of construction plans, bid specifications, and engineer's cost estimate

B. Specific Scope of Work

- a. Remodel and upgrade two existing 150 sq. ft. shower/restroom facilities.

These two existing rooms are in poor condition with some plumbing fixtures inoperable and tile which is deteriorating. In addition, the rooms do not function to their optimum capability and it is believed that services could be enhanced by re-configuring the layout of the spaces. Remodeling will be confined to the existing room perimeter. Walls are concrete block and the floor is concrete slab. Location of the rooms is shown on the attached Schematic Plan labeled "A".

- b. Removal and replacement of existing galvanized hot and cold water lines.

The housing units water lines of the Juvenile Hall are becoming restricted and limited water flow is being experienced in many of the rooms. Temperature controls have been replaced and sections of pipe have been cut out and replaced in the past due to the limited flow of water. The county will want to replace both hot and cold galvanized water supply lines with copper pipe from the water heaters to the fixtures and include the recirculating of hot water lines.

- c. Construction of a new building for relocation of existing medical and mental health offices.

Existing medical and mental health offices are inadequate and function poorly. In order to meet the needs for these services, it is proposed to construct a building expansion of approximately 1,200 sq. ft. In the location shown on the attached Schematic Plan labeled "B". A preliminary floor plan has been developed by County staff which proposes the allocation of space within the proposed addition.

d. Perimeter Fencing

The facility currently does not take maximum advantage of existing outdoor space for inmate recreational activities. Additional security fencing would enable utilization of an existing basketball court and grass area for outdoor exercise areas. This project will be to provide additional security fencing and gates which will tie into existing fencing and increase the square footage of the secured area. In addition to this fencing it is proposed that perimeter fencing be added to enclose the Redwoods facility as an optional construction item.

e. Remodel Juvenile Hall holding unit control areas

Existing control area counters in two locations are in poor condition and do not meet the current needs of the facility. This project would replace the counters and include some limited electrical work to improve the functioning of these areas. Attached Schematic "C" shows current counter configuration and electronic controls involved. This project will not involve structural or interior wall reconfiguration and is limited to the control counters.

4. Services and Materials to be Provided by County

Existing facility blueprints and site plan

5. County Liaison

The County liaison for this project will be Nancy Carr Gordon the Deputy Director of General Services, who can be contacted at (831) 454-2714. All coordination for the project and questions regarding the request for qualifications should be addressed to the County liaison.

## 6. Insurance Requirements

The attached insurance requirement document outlines the insurance coverages typically required by the County for a project of this type. In your response you should indicate if your firm can provide the required coverages. If you can not meet these requirements you should indicate the areas you can not meet and the coverages that you have available.

## 7. Selection Criteria

A limited number of firms have been invited to submit form 255's in response to this request for qualifications. Firms selected were taken from the form 254's on file, and firms who have previously done work of a related nature for the County. The submittals will be reviewed by the project team and the top three firms will be invited to an interview to discuss their approach to this project and to provide additional background on previous work that the firm has completed. The firm selected by the project team as being most highly qualified will be invited to work with the County to prepare a proposed project agreement on the scope of work, scheduling, completion date and compensation. If the project team and consulting firm are unable to negotiate an agreement on services, negotiations with the first ranked team will be terminated and negotiations with the second ranked firm will be opened. The following criteria will be used when evaluating form 255's and checking references:

- A. Qualifications of the firm to provide the professional services outlined. (Including meeting insurance requirements.)
- B. Firms previous experience preparing plans and specifications for similar types of facilities.
- C. Qualifications of the specific personnel who will be working on the project.
- D. Project management and adherence to required time schedules based on an evaluation of previous completed projects. Consideration will be given to the location of the firms office and the resulting availability of the firm for meetings with the public and staff.

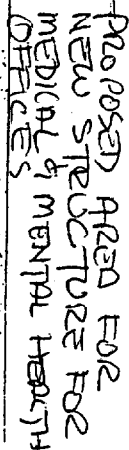
## 8. Submittal Requirements

The following items shall be included in the submittal:

- A. Name address and telephone number of firm submitting proposal.

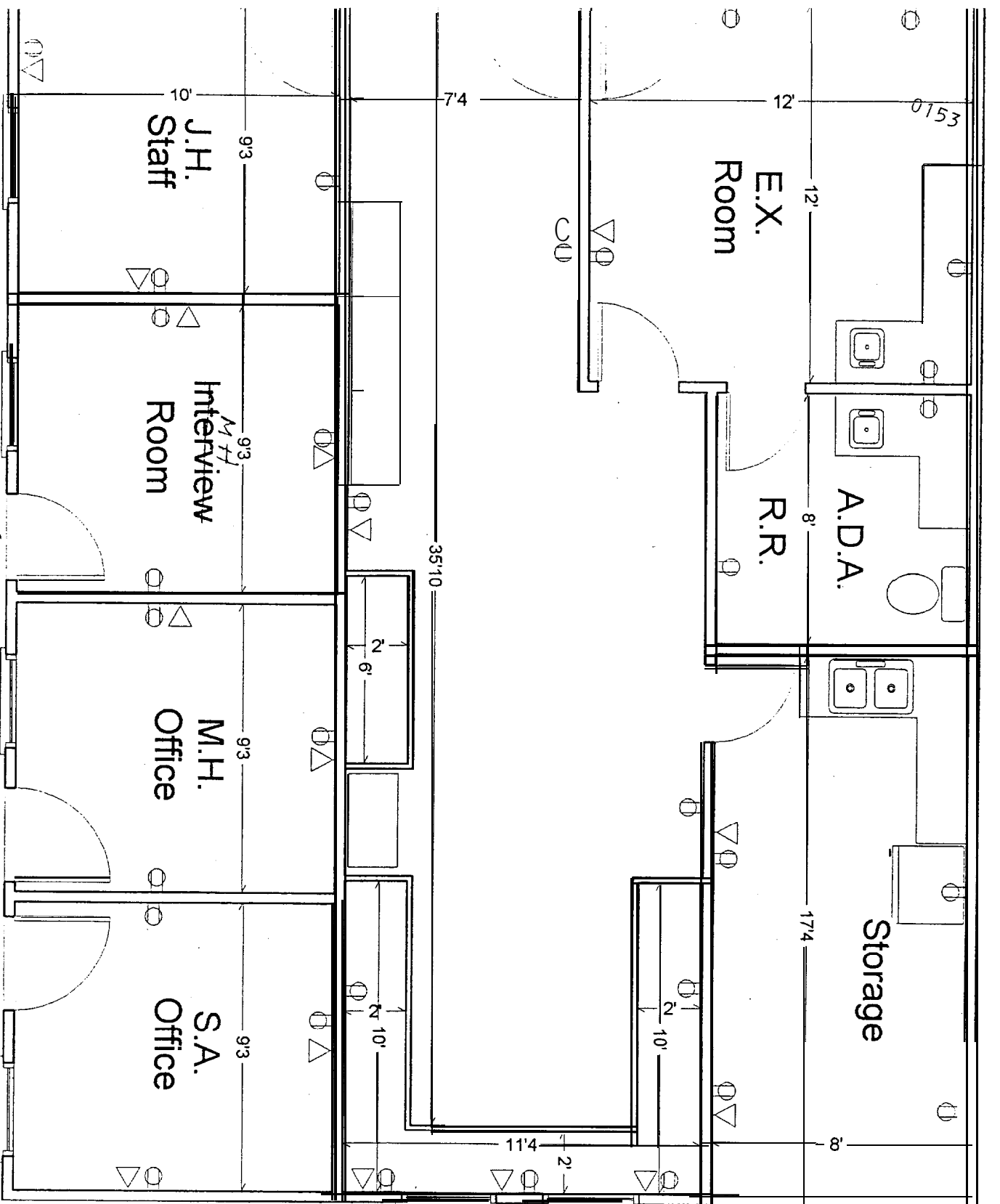
- B. The identification of the project manager and/or principal contact with the County if selected for the project.
- C. A completed form 255 for this project.

RESTROOMS TO BE  
UPGRADED



## Schema "A"





**DRAFT**

Juvenile Hall

11/4/99

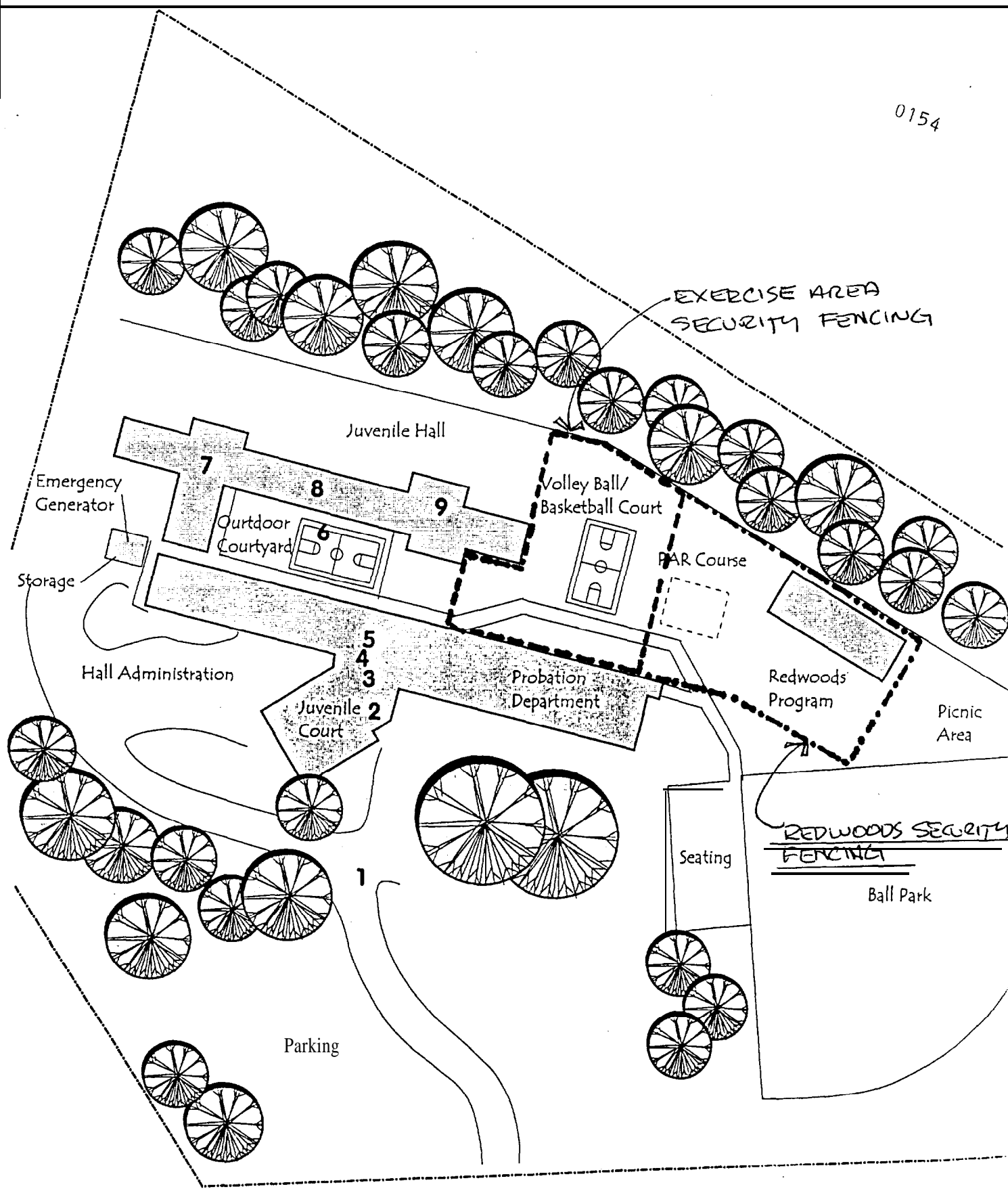
B. Eisele

**DISTRIBUTED**

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Schematic "B"

0154



Numbers = Picture Locations

Graham Hill Road

SCHEMATIC "C"

# Santa Cruz County Juvenile Hall - Site Plan