

**MEMORANDUM  
DEPARTMENT OF FACILITY SERVICES  
COUNTY OF PLACER**

To: **BOARD OF SUPERVISORS**

Date: **FEBRUARY 5, 2008**

From: *JD* **JAMES DURFEE / JOEL SWIFT** *JS*

Subject: **AMENDMENT TO THE CONSULTANT SERVICES AGREEMENT WITH  
JAY FARBSTEIN & ASSOCIATES, INC., FOR DETAILED  
ARCHITECTURAL SPACE PROGRAMMING SERVICES FOR THE SOUTH  
PLACER ADULT CORRECTIONAL FACILITY, PROJECT NO. 4764**

**ACTION REQUESTED / RECOMMENDATION:** Approve and authorize the Chairman of the Board to sign the attached Amendment to the Consultant Services Agreement with Jay Farbstein & Associates, Inc. (JFA), for the development of a detailed Architectural Space Program for the South Placer Adult Correctional Facility (SPAC). The Amendment includes a proposed fee increase of \$196,901, for a revised not to exceed contract amount of \$294,901.

**BACKGROUND:** On January 22, 2008, your Board approved an agreement with Vanir Construction Management, Inc. (Vanir) to provide professional project and construction management services for the Design-Build (D-B) Delivery of the SPAC. Vanir will prepare the design and performance criteria and specifications for the D-B Request for Proposals (RFP). In order to provide the necessary project requirements and develop a complete RFP, a comprehensive Architectural Space Program is required to accompany the work that Vanir is providing.

On October 2, 2007, your Board approved a contract with JFA for the completion of a countywide Correctional Needs Assessment and Master Plan. The Needs Assessment and Master Plan process is currently examining the functional and spatial requirements of the criminal justice system in order to recommend the appropriate jail capacity to support an effective, well-functioning system. This work is critical to the planning of future justice services facilities. The development of the detailed architectural space program for the SPAC is the next critical item in the development of the D-B RFP. As a result of extensive meetings and workshops with the facility users, the Architectural Space Program will provide a comprehensive, detailed list of spaces, area requirements, space dependencies, adjacencies and special characteristics for each space in the SPAC.

JFA has extensive experience in developing detailed architectural programs for criminal justice and public safety facilities. Since the Architectural Space Program is a derivative of the Needs Assessment currently being performed by JFA, and based on the firm's demonstrated experience, staff recommends amending the existing professional services agreement with Jay Farbstein & Associates, Inc. to develop the detailed Architectural Space Program for the SPAC facility.

In order to proceed, it is requested that your Board approve the attached Amendment with JFA, in the amount of \$196,901, for a revised not to exceed contract amount of \$294,901.

**ENVIRONMENTAL IMPACT:** In accordance with Section 21083 of the Public Resources Code and Section 15075 of the California Environmental Quality Act Guidelines, a Notice of Determination for a Mitigated Negative Declaration for the project was recorded and posted on February 27, 2004, by the County Clerk of Placer County. On December 11, 2003, the City of Roseville Planning Commission approved Major Project Permits (MPP 03-02 and MPP 03-03) and a Conditional Use Permit (CUP 03-05) for the South Placer Justice Center project. The environmental documents include the impacts associated with construction of this project.

**FISCAL IMPACT:** As identified in the 10-Year Capital Project Financing Plan, the total project cost of Phase I of the South Placer Adult Detention Facility is estimated to be \$75 million, with \$58-\$60 million in construction costs. There is sufficient funding appropriated in the Capital Project Fund project account for the JFA contract Amendment. Staff plans to return to your Board late in 2008 to present recommendations for the scope of the project and to seek approval to proceed with the next steps in the D-B delivery process.

JD:MD:JS:RU:sr

ATTACHMENT: AMENDMENT

CC: COUNTY EXECUTIVE OFFICE  
PROCUREMENT SERVICES  
SHERIFF CORONER MARSHALL

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**AMENDMENT #1 TO  
AGREEMENT BETWEEN THE COUNTY OF PLACER AND  
JAY FARBSTEIN & ASSOCIATES, INC.**

This **FIRST AMENDMENT** to the original agreement entered on October 2, 2007 (Contract No. 12490) is made at Auburn, California as of **February 5, 2008** by and between the County of Placer ("County") and Jay Farbstein & Associates, Inc., ("Consultant") a California Corporation, collectively referred to as the "Parties", who agree as follows:

**WHEREAS**, A detailed architectural space program is essential to the architectural design of any new facility and along with the performance criteria is a required component of a Design-Build (D-B) solicitation; and,

**WHEREAS**, the required space program is a direct derivative of the Needs Assessment being performed by the Consultant as prescribed in the original contract, and based on the firm's demonstrated experience in producing such documents,

**NOW, THEREFORE**, the parties agree to amend the original contract agreement with the expanded Scope of Services, attached as **Exhibit A**. The parties further agree to amend Consultant's Fee Schedule, in an amount not to exceed \$196,901, attached as **Exhibit B**, for a total amended contract amount not to exceed \$294,901.

All other provisions in the original agreement shall continue as set forth and established in the original contract dated October 2, 2007.

**IN WITNESS WHEREOF**, the parties have executed this Agreement the day and year first above written.

**COUNTY OF PLACER**

**JAY FARBSTEIN & ASSOCIATES, INC.**

By: \_\_\_\_\_  
Chair, Board of Supervisors

By: Jay Farbstein  
Jay Farbstein, PhD, FAIA  
Jay Farbstein & Associates, Inc.

Date: \_\_\_\_\_

Date: 1/24/08

Approved as to Form:

Approved as to Funds:

By: \_\_\_\_\_  
County Counsel

By: \_\_\_\_\_  
County Auditor

Attachments:  
Scope of Services – Amendment 1  
Revised Fee Proposal

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## SCOPE OF SERVICES

In order to complete a design program for the South Placer Jail, the consultant will carry out the tasks described below. References to the programming committee include county staff assigned to provide input and oversight for the process with the participation of the construction manager.

### PROGRAMMING PHASE SERVICES

#### 1.0 MANAGEMENT AND COORDINATION

- 1.1 **Project Initiation Meeting:** The programming team will meet with representatives of the Sheriff's Department and the County to introduce the team, review the approach and schedule, and identify major programming issues and constraints.
- 1.2 **Review Background Information:** The consultant will request and review relevant prior studies that define the scope of the jail, especially the South Placer Justice Center master plan and design.
- 1.3 **Project Administration:** The consultant will maintain verbal and written communication with the county project manager concerning the progress of, and billing for, the work.

#### 2.0 FUNCTIONAL PROGRAMMING

- 2.1 **Functional Program Workshops:** The consultant will facilitate two workshops, each two days long, with a programming committee to discuss operational aspects of the facility identified in Task 2.5.
- 2.2 **Observe Current Operations:** The programming team will spend about one hour observing operations in each area of the existing Placer County Jail in Auburn that are relevant to the current project including lobby, arraignment court, booking, various housing units, health services, visiting, kitchen, and programs.
- 2.3 **Evaluate Recent Housing Units.** Based on observations and discussions with jail staff, the consultant will evaluate the extent to which recently built housing units can serve as a basis for planning the new facilities. Particular features to maintain or change will be identified. This will be accomplished through interviews within the housing units (part of Task 2.2) and in discussions in the programming workshops (in Tasks 2.1 and 3.1).

- 2.4 Tour Other Jail Facilities.** The consultant will help organize and participate in tours of other recent jails to orient the participants of programming workshops to the state-of-the-art for this facility type. Facilities to tour will be selected in conjunction with the client and with advice from the Corrections Standards Agency. Out-of-state facilities will be considered along with those in California, but the fee proposal contains an allowance assuming a three-day circuit within California.
- 2.5 Document Functional Program Information:** The programming information collected in the workshops and other tasks will be documented for the following topics and presented for review and comment by the programming committee:
- Philosophy, Mission Statement, Goals and Objectives
  - Future Trends
  - Psychological and Sociocultural Factors
  - Policies and Procedures
  - Facility Occupants and Users
  - Activities
  - Circulation and Relationships
  - Safety and Security (operational aspects)

These will be discussed for each major area of the jail:

- housing units – for each type of inmate/custody level (including the functional needs of cells, dayrooms, dining, interview and program spaces, showers, staff areas, outdoor recreation courtyards, storage, and the like)
- booking/release/transport (including movement to court and the possible inclusion of an arraignment court)
- central control
- administration
- visiting
- program areas
- indoor recreation
- medical and mental health services
- kitchen
- laundry
- receiving/storage/maintenance.

### 3.0 DESIGN PROGRAMMING

- 3.1 Design Programming Workshops:** The consultant will facilitate three, two-day long workshops with the programming committee to discuss physical and architectural aspects of the facility identified in Task 3.4, with an emphasis upon the building as a whole.
- 3.2 Space List:** The consultant will further develop the detailed list of spaces initiated during the needs assessment study. The types, sizes, and numbers of spaces will be tested against the operational decisions made during Task 2.0 and modified as appropriate.

- 3.3 Value Engineering Workshop:** During this phase of work, the consultant will participate in a one-to-two-day-long workshop organized by the construction manager.
- 3.4 Develop Relationship Diagrams:** Spatial relationship diagrams will be developed for each functional area. Spaces will not be to scale, but will be shown in their relative sizes.
- 3.5 Document Design Program Information:** The design information collected at the workshops will be documented for the following topics for review and comment by the programming committee:
- Design Objectives
  - Facility Image
  - Code and Agency Requirements (especially Titles 15 and 24)
  - Space Requirements
  - Space Relationships
  - Flexibility
  - Safety and Security
  - Equipment and Systems (including for the crime lab)
  - Ambient Environment
  - Furnishing and Fixture Criteria
  - Finish and Material Criteria
  - Graphics and Display
  - Site Development Criteria (including parking).

These will be discussed for each of the major functional areas as listed in Task 2.5.

- 3.6 Review Meeting:** The consultant will attend a meeting to present and review the documented requirements with the programming committee.

#### 4.0 PROGRAM REPORT

- 4.1 Draft Report:** The consultant will prepare a draft report covering the results of all tasks described above. The draft report will include an executive summary, introduction, overall building requirements, specific requirements for each major functional area, and attachments as appropriate. The consultant will e-mail an Adobe Acrobat (PDF) file for distribution.
- 4.2 Review Meeting:** The consultant will meet with the programming committee to receive comments for incorporation into the final report.
- 4.3 Final Report:** Based on the comments received, the report will be revised as necessary. The consultant will e-mail an Adobe Acrobat (PDF) file for distribution.

## DESIGN PHASE SERVICES

Following programming, the consultant will participate in briefing the design-build teams, design workshops, and design review coordinated by the construction manager. It is assumed that meetings will take place in Auburn or Sacramento. Note that all services during the design phase will be limited to comments on functional, operational and programmatic issues; technical and code-related architectural and engineering topics will not be covered by this consultant but will be the sole responsibility of the design-build team and/or construction manager.

### 5.0 DESIGN PHASE ASSISTANCE

- 5.1 **Initial Program Briefing:** The consultant will meet with the construction manager and pre-qualified design build to present and review the program.
- 5.2 **Design-Build Team Pre-Bid Sessions:** The consultant will attend three two-day long workshops – one with each of the pre-qualified design-build teams to answer further questions about programmatic and operational issues.
- 5.3 **Design-Build Submission Review:** The consultants will participate in one three-day long review meeting (organized by the construction manager) to help assess the design-build submissions.
- 5.4 **Design Review:** The consultants will review two design submissions from their offices and provide written comments to the construction manager via e-mail.

### SCHEDULE

It is anticipated, based on current progress with the needs assessment, that the programming effort can begin in mid-April, 2008, at which time it is expected that an accepted projection will be in hand for the number and type of beds and programs to be accommodated at the South Placer Jail. A delay in CJPC acceptance of projections would result in a later start date for programming.

Once started, a sixteen-to-twenty week schedule is proposed to complete the design program as shown in the figure on the following page. This does not include value engineering and design review, the schedule for which will be controlled by the construction manager.

It is assumed that the County will authorize the consultant to **proceed with programming prior to completion of the master planning phase** of the needs assessment (which would be completed after programming).

Programming Schedule

| Task Description                          | Week |   |   |   |   |   |   |   |   |      |    |    |    |      |    |    |
|---|------|---|---|---|---|---|---|---|---|------|----|----|----|------|----|----|
|   | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10   | 11 | 12 | 13 | 14   | 15 | 16 |
| <b>1.0 Management and Coordination</b>    |      |   |   |   |   |   |   |   |   |      |    |    |    |      |    |    |
| 1.1 Project Initiation Meeting            | M    |   |   |   |   |   |   |   |   |      |    |    |    |      |    |    |
| 1.2 Review Background Information         |      |   |   |   |   |   |   |   |   |      |    |    |    |      |    |    |
| 1.3 Project Administration                |      |   |   |   |   |   |   |   |   |      |    |    |    |      |    |    |
| <b>2.0 Functional Programming</b>         |      |   |   |   |   |   |   |   |   |      |    |    |    |      |    |    |
| 2.1 Functional Program Workshops (2)      |      | M |   | M |   |   |   |   |   |      |    |    |    |      |    |    |
| 2.2 Tour/Observe Current Facilities       |      |   |   |   |   |   |   |   |   |      |    |    |    |      |    |    |
| 2.3 Evaluate Recent Housing Units         |      |   |   |   |   |   |   |   |   |      |    |    |    |      |    |    |
| 2.4 Tour Other Agency Facilities (Option) |      |   |   |   |   |   |   |   |   |      |    |    |    |      |    |    |
| 2.5 Document Functional Program Info      |      |   |   |   |   |   |   |   |   |      |    |    |    |      |    |    |
| <b>3.0 Design Programming</b>             |      |   |   |   |   |   |   |   |   |      |    |    |    |      |    |    |
| 3.1 Design Programming Workshops (2)      |      |   |   |   |   | M |   | M |   |      |    |    |    |      |    |    |
| 3.2 Space List                            |      |   |   |   |   |   |   |   |   |      |    |    |    |      |    |    |
| 3.3 Relationships, Diagrams               |      |   |   |   |   |   |   |   |   |      |    |    |    |      |    |    |
| 3.4 Document Design Program Info          |      |   |   |   |   |   |   |   |   |      |    |    |    |      |    |    |
| 3.5 Review Meeting                        |      |   |   |   |   |   |   |   |   | Rev. | M  |    |    |      |    |    |
| <b>4.0 Detailed Program Report</b>        |      |   |   |   |   |   |   |   |   |      |    |    |    |      |    |    |
| 4.1 Draft Report                          |      |   |   |   |   |   |   |   |   |      |    |    |    |      |    |    |
| 4.2 Review Meeting                        |      |   |   |   |   |   |   |   |   |      |    |    |    | Rev. | M  |    |
| 4.3 Final Report                          |      |   |   |   |   |   |   |   |   |      |    |    |    |      |    |    |

Rev. Client Review Time  
M Meeting

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Jay Farbstein & Associates, Inc.  
**SOUTH PLACER JAIL ARCHITECTURAL PROGRAMMING**  
**EEE PROPOSAL**  
 Revised: December 12, 2007

| Task Description                              | Labor              |                    |                 |                   | Expenses            |              |              | Cost per Task    |
|---|--------------------|--------------------|-----------------|-------------------|---------------------|--------------|--------------|------------------|
|   | Principal<br>\$200 | Sr. Prof.<br>\$145 | Progr.<br>\$115 | Tech./Cl.<br>\$50 | Copy,<br>Mail, etc. | Travel       | Per<br>Diem  |                  |
| <b>PROGRAMMING</b>                            |                    |                    |                 |                   |                     |              |              |                  |
| <b>1.0 Management and Coordination</b>        |                    |                    |                 |                   |                     |              |              |                  |
| 1.1 Project Initiation Meeting (NA last mtg.) | 2                  | 2                  | 2               |                   |                     |              |              | 920              |
| 1.2 Review Background Information             | 2                  | 2                  |                 |                   |                     |              |              | 690              |
| 1.3 Project Administration                    | 8                  | 2                  | 2               | 8                 | 60                  |              |              | 2,580            |
| Column Subtotal Hours                         | 12                 | 6                  | 4               | 8                 |                     |              |              |                  |
| Column Subtotal Cost                          | 2,400              | 870                | 460             | 400               | 60                  | 0            | 0            | 4,190            |
| <b>2.0 Functional Programming</b>             |                    |                    |                 |                   |                     |              |              |                  |
| 2.1 Functional Program Workshops (2)          | 40                 | 40                 | 40              | 2                 | 30                  | \$1,108      | \$942        | 20,580           |
| 2.2 Observe Current Operations                | 2                  | 6                  | 6               |                   |                     |              | \$471        | 2,431            |
| 2.3 Evaluate Existing Housing Units           | 2                  | 4                  | 4               | 2                 |                     |              |              | 1,540            |
| 2.4 Tours - Allowance                         | 24                 | 24                 |                 | 2                 | 50                  | 1500         | 500          | 10,430           |
| 2.5 Document Functional Program Info          | 8                  | 16                 | 12              | 8                 | 30                  |              |              | 5,730            |
| Column Subtotal Hours                         | 76                 | 90                 | 62              | 14                |                     |              |              |                  |
| Column Subtotal Cost                          | 15,200             | 13,050             | 7,130           | 700               | 110                 | 2,608        | 1,913        | 40,711           |
| <b>3.0 Design Programming</b>                 |                    |                    |                 |                   |                     |              |              |                  |
| 3.1 Design Programming Workshops (3)          | 60                 | 60                 | 60              | 4                 | 30                  | \$1,662      | \$1,413      | 30,905           |
| 3.2 VE Workshop Participation                 | 24                 | 24                 |                 | 4                 | 20                  | 554          | 314          | 9,368            |
| 3.3 Space List                                | 2                  | 6                  | 6               | 4                 | 10                  |              |              | 2,170            |
| 3.4 Relationships; Diagrams                   | 8                  | 8                  | 8               |                   | 10                  |              |              | 3,690            |
| 3.5 Document Design Program Info              | 24                 | 24                 | 24              | 4                 | 10                  |              |              | 11,250           |
| 3.6 Review Meeting                            | 12                 | 12                 | 12              |                   | 10                  | \$554        | 50           | 6,134            |
| Column Subtotal Hours                         | 130                | 134                | 110             | 16                |                     |              |              |                  |
| Column Subtotal Cost                          | 26,000             | 19,430             | 12,650          | 800               | 90                  | 2,770        | 1,777        | 63,517           |
| <b>4.0 Detailed Program Report</b>            |                    |                    |                 |                   |                     |              |              |                  |
| 4.1 Draft Report                              | 24                 | 40                 | 32              | 16                | 50                  |              |              | 15,130           |
| 4.2 Review Meeting                            | 12                 | 12                 |                 | 1                 | 5                   | 554          | 50           | 4,799            |
| 4.3 Final Report                              | 24                 | 32                 | 24              | 8                 | 50                  |              |              | 12,650           |
| Column Subtotal Hours                         | 60                 | 84                 | 56              | 25                |                     |              |              |                  |
| Column Subtotal Cost                          | 12,000             | 12,180             | 6,440           | 1,250             | 105                 | 554          | 50           | 32,579           |
| <b>PROGRAMMING TOTAL</b>                      | <b>55,600</b>      | <b>45,530</b>      | <b>26,680</b>   | <b>3,150</b>      | <b>365</b>          | <b>5,932</b> | <b>3,740</b> | <b>\$140,997</b> |
| <b>DESIGN PHASE</b>                           |                    |                    |                 |                   |                     |              |              |                  |
| <b>5.0 Schematic Design</b>                   |                    |                    |                 |                   |                     |              |              |                  |
| 5.1 Initial Program Briefing                  | 12                 | 12                 |                 | 2                 | 10                  | 554          | 50           | 4,854            |
| 5.2 D-B Team Sessions (3@2 days)              | 72                 | 72                 |                 | 4                 | 10                  | 1,662        | 942          | 27,654           |
| 5.3 D-B Submission Review (1@3 days)          | 30                 | 32                 |                 | 2                 | 10                  | 554          | 942          | 12,246           |
| 5.4 Design Review & Comment (2)               | 32                 | 32                 |                 | 2                 | 10                  |              |              | 11,150           |
| Column Subtotal Hours                         | 146                | 148                | 0               | 10                |                     |              |              |                  |
| Column Subtotal Cost                          | 29,200             | 21,460             | 0               | 500               | 40                  | 2,770        | 1,934        | 55,904           |
| <b>DESIGN PHASE TOTAL</b>                     | <b>29,200</b>      | <b>21,460</b>      | <b>0</b>        | <b>500</b>        | <b>40</b>           | <b>2,770</b> | <b>1,934</b> | <b>\$55,904</b>  |
| <b>TOTAL</b>                                  |                    |                    |                 |                   |                     |              |              | <b>\$196,901</b> |

