

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

To: **BOARD OF SUPERVISORS**

Date: **APRIL 9, 2013**

From: **JAMES DURFEE / JOEL SWIFT** 

Subject: **PROFESSIONAL SERVICES FOR MAINTENANCE AND OPERATION
OF THE SOUTH PLACER ADULT CORRECTIONAL FACILITY**

ACTION REQUESTED / RECOMMENDATION:

1. Approve an Agreement with CGL/Kitchell Facility Management, LLC (CGL/K) for professional services for the maintenance and operation of the South Placer Adult Correctional Facility (SPACF) in a budgeted net county cost of \$555,250 for a fourteen month period of service commencing May 1, 2013.
2. Approve the Resolution authorizing the Director of Facility Services, or his designee, to execute the agreement, upon the review and approval of County Counsel and Risk Management, and any associated documents or change orders.

BACKGROUND: On March 27, 2012, your Board approved a Consultant Services Agreement with CGL/Kitchell, LLC (CGL/K) for a professional services contract to augment county staff for the purposes of testing and operation of correctional facilities including the South Placer Adult Correctional Facility (SPACF). CGL/K was the sole responsive proposer to RFP10154 issued in December 2011, presenting an extensive background of maintaining and managing detention/correctional facilities across the country. CGL/K has since demonstrated their considerable expertise and provided invaluable assistance to the commissioning and project management teams in their efforts to close out construction on the SPACF. During these support efforts the CGL/K team has been thoroughly immersed in the intricacies of the facility and its operation thus preparing them for their ultimate anticipated role of maintaining and operating the physical plant. The CGL/K team has also provided operational support in preparing the facility hazardous material response and spill prevention plans and obtaining approvals of these from Roseville Fire Department. CGL/K continues to fulfill their anticipated role of augmenting County resources by monitoring warranty issues and coordinating vendor services at the SPACF.

As the new facility transitions from testing and warranty remediation to inmate occupancy it is recommended that the agreement with CGL/K be renewed. Retaining CGL/K services engages the full benefit of the CMMS system as the transition occurs and preventative maintenance activities ramp up. It also engages Sheriff's operational staff in interfacing with the system from the outset of the occupancy process. By using the same CMMS system at the SPACF, correctional staff will be using a common set of data and methods in documenting damages caused by inmates. Statewide, county jails have experienced increased damage caused in part by AB 109 changes in the number and types of inmates in county jails. The proposed contract and CMMS is planned to efficiently correct problems and provide the sheriff with support for their ongoing program of seeking restitution from inmates who cause damage to County facilities.

The operations proposal presented by CGL/K is completely consistent with their original operational plan, in that when the facility became occupied and operational, additional staff would be added to address the anticipated calls for service and the preventative maintenance schedule. The costs presented reflect this staffing; currently with two technical staff and a third to be added in the impending second year of service.

The next period of service comprises a total of fourteen (14) months, May 1 2013 through June 30, 2014, in order to make the agreement coincident with the County's fiscal year. Subsequent periods of service will be for twelve (12) month increments. The cost of the first period of service for the SPACF will be at \$35,784.12 per month for a total \$500,977.68 for the fourteen month period. Subsequent service periods will be at the same monthly rate for a total annual cost of \$429,409.44. The contract includes options, subject to approval by the Director of Facility Services, for extension of duration and scope.

Facility Services and Building Maintenance recommends that an amount for Additional Services be included that will cover any chargeable maintenance outside the scope of preventative maintenance service. The recommended amount is \$54,272.32 for the duration of the Agreement, inclusive of any contract extensions.

ENVIRONMENTAL IMPACT: In accordance with Section 21080(b)(9) of the Public Resources Code and Section 15301 of the California Environmental Quality Act Guidelines, operation, repair, maintenance, or minor alteration of existing structures or facilities not expanding existing uses this action is categorically exempt.

FISCAL IMPACT: For FY 12/13, the contract cost of \$71,568.24 will be funded by the SPACF Warranty Phase Project 4869. For FY 13/14, due to the Warranty Phase completing at the end of December 2013, the remainder of the contract cost will be split equally between the Building Maintenance Division Proposed Budget and the SPACF Warranty Phase Project 4869.

JD:MD:JS:DS:SH

ATTACHMENT: RESOLUTION

CC: COUNTY EXECUTIVE OFFICE
PROCUREMENT SERVICES
SHERIFF CORONER MARSHALL

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**Before the Board of Supervisors
County of Placer, State of California**

**In the matter of: ADOPT A RESOLUTION
AUTHORIZING THE DIRECTOR OF FACILITY
SERVICES, OR HIS DESIGNEE, TO EXECUTE
THE RESULTING AGREEMENT, IN AN AMOUNT
NOT TO EXCEED \$555,250 AND APPROVE ANY
REQUIRED ASSOCIATED DOCUMENTS OR
CHANGE ORDERS AT NO NET COUNTY COST.**

Resol. _____

The following RESOLUTION was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chair, Board of Supervisors

Attest:

Clerk of said Board

BE IT RESOLVED by the Board of Supervisors, County of Placer, State of California to authorize the Director of Facility Services, or his designee, to execute the agreement for Professional Services for Maintenance and Operation of the South Placer Adult Correctional Facility in an amount not-to-exceed \$555,250, upon review and approval of Risk Management and County Counsel, and approve any required documents and change orders consistent with the County Purchasing Manual and Section 20142 of the Public Contract Code.

