

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

612



**FROM:** Economic Development Agency

**SUBMITTAL DATE:**  
April 2, 2015

**SUBJECT:** Countywide Correctional Facilities Master Planning Senate Bill 863 - Approval of Amendment No. 3 to the Professional Services Agreement and Project Budget Adjustment, All Districts, [\$120,000], Court Facilities Fund-11039 100%

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the attached Amendment No. 3 to the owner/consultant agreement between the County of Riverside and Carter Goble Associates, LLC (CGL) of Sacramento, California, in the amount of \$120,000, and extending the performance period, and authorize the Chairman of the Board to execute the amendment on behalf of the county;
2. Authorize the Assistant County Executive Officer/EDA to administer Amendment No. 3 for CGL, in accordance with applicable Board policies; and
3. Approve the project budget adjustment of \$120,000 for the Countywide Correctional Facilities Master Planning, for a revised project budget of \$1,344,568.

**BACKGROUND:**

**Summary**

(Commences on Page 3)

**FISCAL PROCEDURES APPROVED**  
PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
BY: Esteban Hernandez 4/2/15

Robert Field  
Robert Field  
Assistant County Executive Officer/EDA

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 120,000	\$ 0	\$ 120,000	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 120,000	\$ 0	\$ 120,000	\$ 0	

<b>SOURCE OF FUNDS:</b> Court Facilities Fund-11039 100%	<b>Budget Adjustment:</b> No
	<b>For Fiscal Year:</b> 2014/15

**C.E.O. RECOMMENDATION:**

REVIEWED BY CIP  
Ivan M. Chand 4/6/2015

APPROVE  
Rohini Dasika  
BY: Rohini Dasika

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

- A-30
- 4/5 Vote
- Positions Added
- Change Order

**Prev. Agn. Ref.:** 3-26 of 11/24/14; 3-26 of 9/09/14; 3-11 of 5/20/14; 3-0 of 9/23/13

**District:** ALL

**Agenda Number:**

3-8

# SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

Economic Development Agency

**FORM 11:** Countywide Correctional Facilities Master Planning Senate Bill 863 - Approval of Amendment No. 3 to the Professional Services Agreement and Project Budget Adjustment, All Districts, [\$120,000], Court Facilities Fund-11039 100%

**DATE:** April 2, 2015

**PAGE:** 2 of 3

## **BACKGROUND:**

### **Summary**

On September 23, 2013, the Board of Supervisors approved the IMPRISON group's recommendation to direct the Executive Office to work with the Sheriff, Purchasing and the Economic Development Agency (EDA) to hire a consultant to develop an independent analysis regarding immediate and future jail bed needs and to provide potential options for the County's jail system including short, mid-term and long-term expansion of the jail system recommendations resulting in a Countywide Correctional Facilities Master Plan. As part of the approval of the IMPRISON group's recommendation, the Board also agreed to add juvenile detention facilities to the items for consideration.

On May 20, 2014, the Board of Supervisors approved the owner/consultant agreement between the County of Riverside and CGL in the amount of \$748,560, to provide professional services for the Countywide Correctional Facilities Master Plan. On September 9, 2014, the Board of Supervisors approved Amendment No. 1 in the amount of \$310,500 to incorporate Countywide Juvenile Detention Facilities Master Planning; and on November 24, 2014, Amendment No. 2 in the amount of \$95,508 was approved for development of an architectural program, probable cost and schedule and to provide concept drawings for the preparation of a response to Senate Bill 81 lease revenue bond financing program proposal for the Probation Department.

The scope of Amendment No. 3 to the professional services agreement will include the services necessary to provide an update, comprehensive correctional system needs assessment, consistent with Title 24 requirements, develop, assemble and submit a complete County response to the upcoming Senate Bill 863 (SB863) Request for Proposal (RFP) for grant funding, and the development of a master plan for the Larry D. Smith Correctional Facility. This combined effort will allow collective oversight of the work, simplify coordination and communication between stakeholders and reduce the time and cost to complete the master plans and pursue grant funding under SB863.

EDA and the Sheriff Department will return to the Board under separate cover to approve any future agreements regarding this project.

### **Contract History**

<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>PERCENT</b>	<b>SCOPE OF WORK</b>
Base Contract	748,560	0.00%	Professional Services: Countywide Correctional Facilities Master Plan
Amendment No. 1	310,500	41.48%	Professional Services: Countywide Juvenile Detention Facilities Master Plan
Amendment No. 2	95,508	12.76%	Professional Services: Develop an architectural program, probable cost and schedule, and provide concept drawings for the preparation of a response to Senate Bill 81 lease revenue bond financing program proposal for the Probation Department
Amendment No. 3	120,000	16.03%	Professional Services: Develop an update to the correctional system needs assessment, assist with the development of the SB836 grant application and complete the master plan for SCF.
<b>TOTALS</b>	<b>\$ 1,274,568</b>	<b>70.27%</b>	

(Continued)

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

Economic Development Agency

**FORM 11:** Countywide Correctional Facilities Master Planning Senate Bill 863 - Approval of Amendment No. 3 to the Professional Services Agreement and Project Budget Adjustment, All Districts, [\$120,000], Court Facilities Fund-11039 100%

**DATE:** April 2, 2015

**PAGE:** 3 of 3

**Impact on Citizens and Businesses**

The project will provide an independent review of the County jail and juvenile detention system including detention facilities, and enable the County to properly plan for new construction and expansion of correctional facilities within the County of Riverside. This effort will enhance public safety, thus providing a positive impact to residents and businesses of the County.

**Additional Fiscal Information**

The approximate allocation of the revised project budget is as follows:

<b>PROJECT BUDGET LINE ITEMS</b>	<b>PHASE</b>	<b>PROJECT BUDGET</b>	<b>PROJECT BUDGET ADJUSTMENT</b>	<b>REVISED PROJECT BUDGET</b>
Architectural Design (Amendment No. 3)	1	1,154,568	120,000	1,274,568
Construction Management	2	0	0	0
Construction Contract	3	0	0	0
Offsite Construction	4	0	0	0
Project Management	5	20,000	5,000	25,000
Fixtures, Furnishings, Equipment	6	0	0	0
Other Soft Costs / Specialty Consultants	7	40,000	0	40,000
Project Contingency	8	10,000	(5,000)	5,000
Minor Construction	9	0	0	0
<b>Project Budget Adjustment</b>		<b>\$ 1,224,568</b>	<b>\$ 120,000</b>	<b>\$ 1,344,568</b>

**Additional Fiscal Information (Continued)**

Monies will be expended in FY 2014/15. All costs associated with this agreement will be 100% funded through the Court Facilities Fund-11039.

Attachment:

Amendment No. 3 to Professional Services Agreement with Carter Goble Associates, LLC (CGL)

**AMENDMENT NO. 3 TO AGREEMENT FOR**

**Master Planning Services**

between

**County of Riverside**

and

**Carter Goble Associates, LLC**



1 response to the California's Board of State and Community Corrections Request for Proposals for Senate  
2 Bill Round 2 construction of Local Youthful Offender Rehabilitation facilities. The Sheriff's Department has  
3 identified Larry D. Smith Correctional Facility as a candidate for state-funded lease-revenue bond  
4 financing and desires to update the most current Needs Assessment, complete the master planning for  
5 the Larry D. Smith Correctional Facility, and submit a response to the California's Board of State and  
6 Community Corrections Request for Proposals for Senate Bill 863 construction of the Larry D. Smith  
7 Correctional Facility Expansion No. 4. CONSULTANT shall furnish all technical and professional services  
8 including labor, material, equipment, transportation, supervision, and expertise to fully and adequately  
9 perform and complete the covenants set forth in Exhibit A, Exhibit A-1, Exhibit A-2, and Exhibit A-3,  
10 Scope of Services, which are attached hereto and incorporated herein by reference. All services and  
11 deliverables associated with the performance and accomplishment of the covenants described in the  
12 Scope of Services is hereinafter collectively referred to as the "PROJECT".

13 **2. Article V, Performance Period, Section A.** is amended as follows:

14 Subsection 1. Is amended to read: "This Agreement shall begin upon notification to proceed by the  
15 COUNTY PROJECT MANAGER. Unless terminated or otherwise cancelled as permitted herein, the term  
16 of this Agreement shall be: 550 calendar days.

17 Subsection 3. is amended to read: "CONSULTANT shall perform PROJECT services in accordance with  
18 the provisions set forth in Exhibit A, Exhibit A-1, , Exhibit A-2, and Exhibit A-3 Scope of Services, which  
19 are attached hereto and incorporated herein by reference.

20 **3. Article VI. Basis of Compensation,** is amended in Section B. by replacing the second sentence as  
21 follows: "The total amount of the contract is not to exceed \$1,274,568 .00 plus reimbursable expenses  
22 estimated not to exceed \$53,200.00".

23 **4.** Except to the extent specifically modified or amended herein, all of the terms, covenants, and conditions  
24 of the Agreement shall remain in full force and effect between the parties hereto.

25  
26 IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 3 to the Agreement to be fully  
27 executed by their authorized representatives on the day and year written below.  
28  
29

[REMAINDER OF PAGE LEFT BLANK  
SIGANTURES ON THE FOLLOWING PAGE]

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29


Carter Goble Associates, LLC Approvals

1 COUNTY Approvals  
2 APPROVED AS TO FORM:  
3 GREGORY P. PRIAMOS, COUNTY COUNSEL

4 BY:  
5  
6  Dated: 4/1/15  
7 Marsha L. Victor, Principal Deputy County Counsel

8  
9 APPROVAL BY THE BOARD OF SUPERVISORS  
10  
11 \_\_\_\_\_ Dated: \_\_\_\_\_  
12 **Marion Ashley**  
13 PRINTED NAME  
14 Chairman, Riverside County Board of Supervisors

15 ATTEST:  
16  
17 \_\_\_\_\_ Dated: \_\_\_\_\_  
18 **KECIA HARPER-IHEM**  
19 Clerk of the Board (SEAL)

By:  
  
Dated: 3.26.15  
**W. ROBERT GLASS**  
PRINTED NAME  
**EXECUTIVE VICE PRESIDENT**  
TITLE

Address: 2485 N TOMAS PARK DR.  
SUITE 300  
SACRAMENTO, CA 95833





## EXHIBIT A-3

CGL

2485 Natomas Park Drive, Suite 300

Sacramento, CA 95833

916.678.7890

### Riverside County Needs Assessment/SB 863 Technical Assistance

#### Proposed Scope of Work

##### Project Understanding

The purpose of this study is to provide an updated, comprehensive correctional system needs assessment, consistent with Title 24 requirements. The needs assessment analysis will build to a set of recommendations for future facility development consistent with the County-Wide Master Plan being developed and system management strategies. The second phase of the project provides direct assistance in the development of a County response to the upcoming SB 863 RFP.

CGL's understanding of specific project requirements includes the following key elements:

##### Task 1: Review and Analyze Existing Documents and Information.

We will commence this project with an intensive review of all available reports and supporting data on the Riverside correctional system and its facilities. We will also document sources of raw data (not in report form) from inmate information systems, facilities data management systems, and operational metrics. Finally we will assess program documentation and operational policies to gain an understanding of facility use. Our data review will include at a minimum:

- Jail population data (admissions, releases and average daily populations past five years);
- Existing facility plans, ongoing projects, and capital development proposals;
- Facility staffing plans;
- Operating policies, procedures, and post orders;
- Performance and activity measures;
- Master planning documents;
- Audit reports;
- Staff inspection reports; and
- Any other special reports and studies as deemed appropriate and related to this analysis.

##### Task 2: Provide an Overview of the Elements of the System.

Using data collected over the course of the master planning process, the project team will document the existing Riverside County correctional system in terms of physical plant locations, capacity, condition, and suitability for future

use. The report will also profile inmate population characteristics, and describe the programs and services provided at each location.

### **Task 3: Describe Operational and Design Philosophy**

The Needs Assessment will describe the mission, goals, and specific objectives of the County correctional system, as related to both facility operations and program management. We will document the organization of the correctional system and associated management systems within the Sheriff's Department.

### **Task 4: Conduct Population Analysis**

Building on work initiated in the master planning process, CGL will further develop a comprehensive study of the jail system's inmate population to identify its demographic characteristics, document the type and extent of criminal activity, assess program needs, and evaluate the potential impact of programs that provide alternatives to incarceration.

As a first step in this analysis, we will assess the quality and extent of inmate population data available from the County's data system. Required data will include inmate characteristics, legal status, sentence information, length of stay information, charge characteristics and incarceration information.

The project team will analyze this data to identify key inmate sub-populations and the movement of these populations through the system. We will also document the current population's custody, socio-demographic, criminal history, legal statuses, special needs and custody levels. We will also conduct analysis to determine the relative impact of state policies (including Realignment). The analysis will examine specific attributes of the inmate population and associated issues including:

- Use of segregation
- Length of stay
- Security Threat Groups
- Special needs offenders
- Protective custody
- State realignment population

### **Task 5: Evaluate Classification System**

This analysis will have two primary components: 1) an assessment of the system used by the County to establish the risk level and associated security requirements for each inmate, and 2) how this information is used to house and manage the inmate population. The project team will examine the factors used to determine inmate classification levels and the validity of these factors in predicting inmate behavior. We will review the initial and reclassification instruments, the specific scoring items used, discretionary and mandatory over-rides, and the objective reliability of its operational use. Our analysis will assess how the classification system identifies special population housing needs, and how this process

drives decisions on the allocation of different types of facility housing.

#### **Task 6: Review Program Needs**

We will evaluate the amount and allocation of inmate programs throughout the correctional system. To the extent that activity measures and performance data are available, we will assess program performance relative to system goals. Our analysis will address planned academic programs and the use of programs to reduce secure facility requirements. The project team will assess system constraints on the development and operation of inmate programs in jail facilities. We will assess the alignment between current program offerings and system needs.

#### **Task 7: Assess Corrections System Trends and Characteristics**

The project team will refine the forecast of the County's jail population developed over the course of master planning. We will document the impact of current demographic trends, crime rates, law enforcement decisions to arrest, court processing (charge decisions, pretrial release and case dispositions), recently enacted laws affecting pretrial release and sentencing, and judicial decisions on jail system population growth.

#### **Task 8: Review Adequacy of Staffing Levels**

CGL will develop an understanding of current facility staff deployment, including the critical workload and policy issues driving staff deployment patterns. We will address custody, program, and support staffing requirements associated with current facility operations as well as potential program expansions. We will review each staffing post or job assignment on each shift in relation to the function served, workload, coverage requirements, and operational/program need served. Having established staffing requirements, we will also evaluate issues in maintaining required levels of staffing, including recruitment, selection, and retention issues.

#### **Task 9: Assess Ability to Provide Visual Supervision**

Using data gathered from facility reviews and inspections during the master planning processes, the project team will document visual supervision capacity and issues in each facility.

#### **Task 10: Review Adequacy of Record Keeping**

We will identify the type of records available throughout the jail system as well as the methods used for storage and retrieval. Security regarding access will factor into this review. A variety of inmate record and information tracking systems exist and we will assess the suitability and appropriateness of the systems currently utilized. Both DOC records and systems and their interface with other system component functions (e.g. courts, probation, etc.) will be reviewed.

#### **Task 11: Evaluate History of Adult Detention System Compliance with Standards**

The project team will review internal and CSA inspections and report data along with relevant reports from other sources to assess levels of system compliance with state, federal and any other applicable standards.

#### **Task 12: Identify Any Unresolved Issues**

The needs assessment process may identify additional issues that need to be resolved to assure safe, effective operation of the county correctional system. These issues will be identified and be brought to the County for review and will be documented as a part of the Needs Assessment Report, with an implementation priority and an impact assessment.

**Task 13: Finalize Needs Assessment Findings into a Final Report**

This section of the report will summarize all findings and recommendations identified in the needs assessment. Recommendations will be developed collaboratively between the client and project team.

**Task 14: Produce Senate Bill 863 Application**

CGL will assume responsibility for developing, assembling, and submitting the entire SB 863 Application package. Sections of the application will include:

- Section 1: Project Information
- Section 2: Budget Summary
- Section 3: Project Timetable
- Section 4: Fact Sheet
- Section 5: Narrative

We will coordinate with the County regarding the requirement for a Board of Supervisors Resolution as well as c Preference Requirements, Environmental, Real Estate Due Diligence, and the County Contribution Package, etc. We will assume responsibility for all editorial comments to the application, developing the master schedule, construction project budget, creating conceptual drawings, and making all required copies for submission.

**Task 15: Finalize LDS Master Plan**

CGL will complete remaining work documenting the Larry D. Smith Master Plan.

**Task 16: Deliver Senate Bill 863 Application**

CGL will print, assemble, and bind all components of the SB 863 application. We will obtain all required signatures, proofread the final documents, and upon completion of all tasks, deliver the application to the BSCC.

**FEE PROPOSAL**

Tasks	Description	Time Required	Cost
1-13	Title 24 Needs Assessment	8 weeks	\$40,000
14, 16	SB 863 Application	10 weeks	\$80,000
15	LDS Master Plan Completion	2 weeks	-
<b>Total</b>			<b>\$120,000</b>

Riverside County Needs Assessment/SB 83 Technical Assistance  
Proposed Scope of Work  
March 19, 2015  
Page 5 of 5

Please do not hesitate to call with any questions.

Sincerely,



W. Robert Glass, AIA  
Executive Vice President  
CGL