

Albemarle-Charlottesville Regional Jail Community Based Corrections Plan Needs Assessment and Planning Study

June 17, 2021

MOSELEYARCHITECTS

Agenda

- **Introductions**
- **ACRJ Expectations and Objectives**
- **Project Overview**
- **Community Based Corrections Plan: Planning Study**
- **Community Based Corrections Plan: Needs Assessment**
- **Project Management**

Introductions

Albemarle – Charlottesville Regional Jail

MOSELEYARCHITECTS

Tony Bell, Managing Principal

Chris Roman, Project Manager

Mike Jones, Community Based Corrections Planner (if needed)

Community Based Corrections Planning

Facility Planning

Architecture

Security Systems Planning

Mechanical, Electrical, Plumbing, and Fire Protection Engineering

Structural Engineering

Sustainability Coordinator

Interiors Planning

Timmons Group (if needed)
Civil Engineer

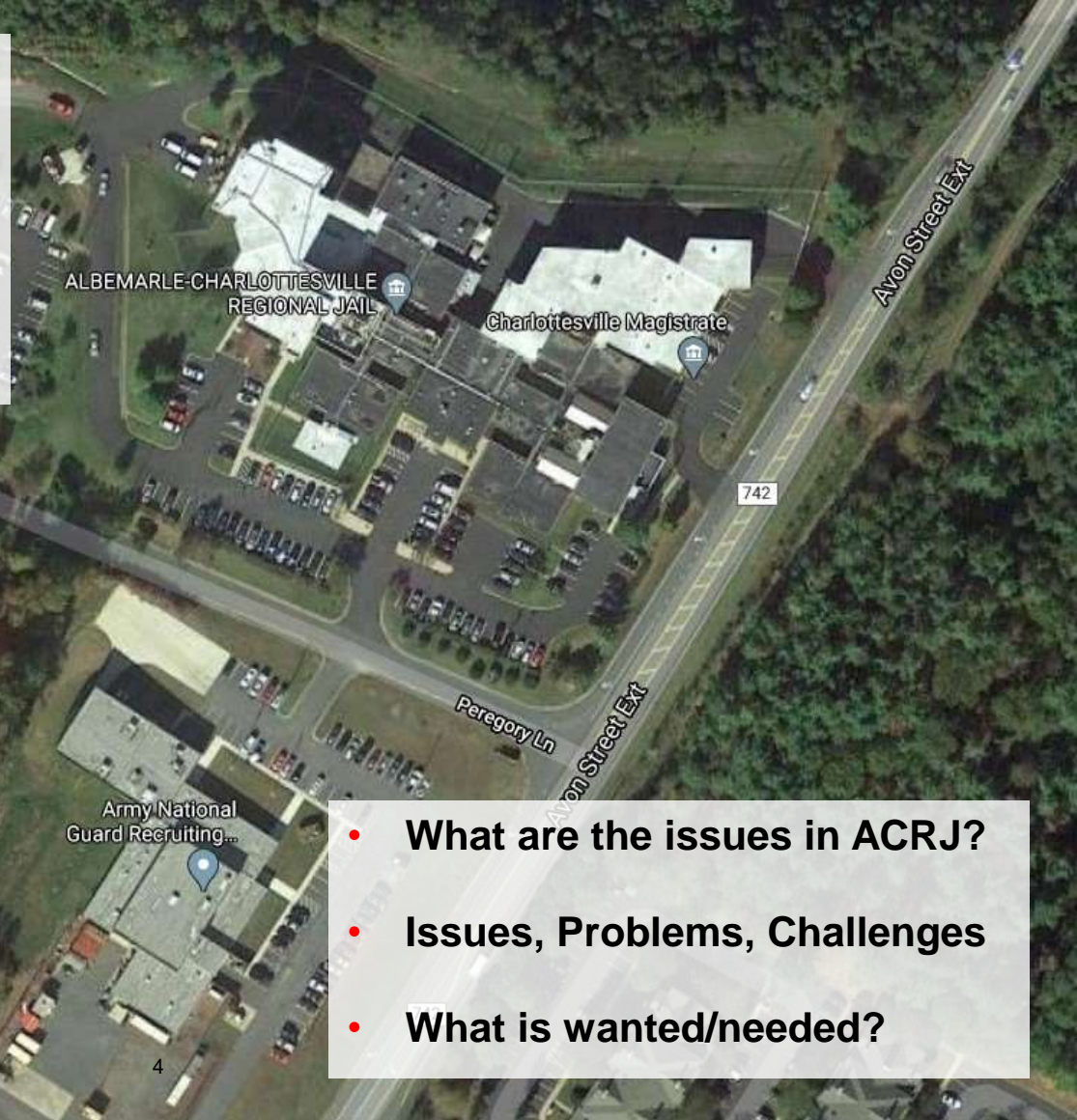
The Miles Agency (if needed)
Community Outreach

Downey & Scott
Cost Estimator

ACRJ Expectations and Objectives

Existing Members

- Albemarle County
- City of Charlottesville
- Nelson County



- What are the issues in ACRJ?
- Issues, Problems, Challenges
- What is wanted/needed?

ACRJ Expectations and Objectives

- **Albemarle – Charlottesville Regional Jail’s VDOC rated capacity is 329 beds**
- **Original 1975 design had rated capacity of 209, increased by 120 with the 2000 addition, multiple renovations followed**
- **Current ADP (2/16/2021) is 336, not including 67 on home electronic monitoring**
- **Current area – approximately 152,900 SF; approximate renovation area – 56,000 SF**
- Renovate the original 1975 Jail not renovated since its original construction; no increased bed capacity
- Replace bar grate and bar grate sliders with solid partitions and doors with glass clad polycarbonate
- Replace original mechanical and electrical systems of 1975 Jail; HVAC system no longer effectively heat, cool, or control humidity
- Replace original louver style with bars with glass clad polycarbonate
- Provide more programming space
- Replace toilets and showers with more efficient, better quality fixtures
- Provide more purpose-built space; except for inmate housing many spaces are currently re-purposed
- Upgrade mental health and segregation housing

Project Overview

Understanding the Virginia Jail Planning Process

C.1 No city, county, town or regional jail shall authorize the construction, remodeling, renovation or rehabilitation of any facility to house any inmate in secure custody which results in increased jail capacity without the prior approval of the Board of Corrections. (HB5002 item 388)

- Legislature establishes the timeline
- Board of Corrections establishes the process and standards
- Requirements are defined in the *Standards for Planning, Design, Construction, and Reimbursement of Local Correctional Facilities (Effective March 8, 2018)*

Need to follow to obtain State reimbursement (25%) or expand capacity regardless of who pays

- Specification of required data and timelines – not optional



Project Overview



Understanding the Virginia Jail Planning Process

Departments/Boards:

- Board of Corrections and Board of Local and Regional Jails (BOC)/(BLRJ)
- Department of Corrections (DOC)
- Department of Criminal Justice Services (DCJS)
- Department of Planning and Budget (DPB)
- Senate Finance
- House Appropriations Committees
- Treasury Board

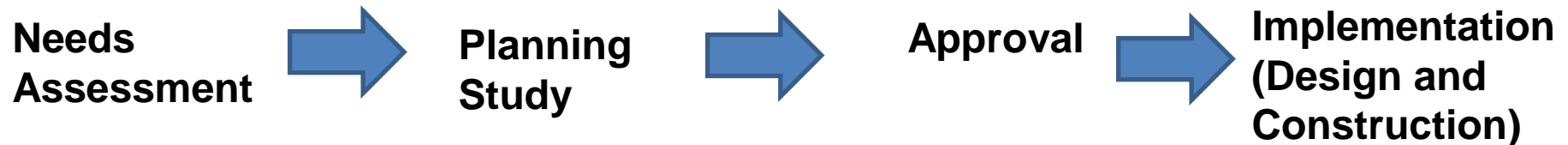
The Process:

- Submit CBCP consisting of Needs Assessment (formerly CBCP) (if needed) and Planning Study (formerly the independent Facility Planning Study) to BOC by December 31 of calendar year.
- If approved and reimbursement is requested, BOC recommends to DPB by September of following year.
- If DPB approves, Governor recommends reimbursement to legislature.
- Legislative decision in the following Session.

Project Overview

Community Based Corrections Plan

Traditional - increase in rated capacity (new beds)



Non-traditional – no increase in rated capacity (no new beds)



CBCP-Needs Assessment - Overview

Proposed Schedule

Start by July 1 in order to submit to BOC by December 31, 2021

	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Wk 16	
<i>Task 8 - CBCP Planning Study (Start date for the Planning Study to be determined at the conclusion of Tasks 2 through 6 - likely after week 8)</i>																	
Site Visits/Data Collection	█																
Evaluate Existing Jail				●													
Synopsis of Beds						█											
Direct Supervision						█											
Facility Planning Program						●	█	█	█	█							
Written Project Description											█	█	█	█	█		
Conceptual Floor Plan								●	●	█	█	█	█	█	█		
Building Elevations												█	█	█	█		
Conceptual Site Plan							█	█	█	█	█	█	█	█	█		
Building Sections																█	█
Staffing/Operating Costs																	█
Cost Estimate																	█
Energy Analysis																	█
Schedule/Draft Report																	█
Submit Draft Report for Review																	█
Final Report																	█

● = community engagement opportunities

Project Overview

Community Based Corrections Plan: Planning Study

- Clear, concise, and convincing planning options for decision making within a well defined, affordable, cost-effective scope of work
- Moseley Architects will:
 - Work with the Authority to clearly define **the solution**
 - Assess current system and facility conditions
 - Identify options for addressing the need
 - Provide detailed, valid, reliable planning data and options for addressing incarceration needs of the Regional Jail
 - Be onsite
 - Listen

Project Overview

Project Planning, Design, and Construction Schedule

Prepare/Submit CBCP Planning Study & Needs Assessment (if needed)	December 31, 2021
Authority meetings about project and approval of project	January - April, 2022
Resolution from Authority members to BLRJ	May 1, 2022
BLRJ Approval CBCP Needs Assessment	May, 2022
BLRJ Approval of CBCP Planning Study	July-August, 2022
Application to Treasury Board for bonds for reimbursement	June, 2022
DOC submits to Department of Planning and Budget	Sept-Oct, 2022
Receive Governor approval for funding and inclusion in the budget bill	December 1, 2022
Receive Legislative approval (Legislative session)	June, 2023

CBCP - Planning Study



CBCP - Planning Study

CBCP – Planning Study

Analyze Facility

- Facility Condition Assessment
- Identify site issues
 - Utilities
 - Stormwater/ drainage
 - VDOT
 - Site access
 - Buildable areas
- Costs for implementation



CBCP - Planning Study

Community Based Corrections Plan – Planning Study

Prepare a Space Program

- List all spaces by name, quantity, and size

Develop conceptual drawings

- Floor Plans
- Building Elevations
- Site Plans
- Building Sections

Select proposed engineering building systems

COMPONENT/SPACE	NO. OF SPACES	NSF (Per Standard)	TOTAL NSF
3. EMPLOYEE SERVICES			
Muster/Training Room	40	25	1000
Safety/ Certification Officer	1	120	120
Storage (Safety & Certification)	1	60	60
Defensive Tactics Training/ Fitness	1	600	600
Mail/ Radio Storage	1	120	120
Chair/Table/Audio Visual Storage	1	100	100
Added Uniform Storage	1	100	100
Male Staff Lockers	1	650	650
Male Toilet & Shower**	1	400	400
Female Staff Lockers	1	400	400
Female Toilet & Shower**	1	325	325
Staff Break/ Vending	1	200	200
Individual Restroom and Shower ***	1	100	100
Storage Room and Janitor's Closet	1	110	110
Sallyport	1	80	80
Staff Entry Vestibule*	1	120	120
	14		
TOTAL			4485

CBCP - Planning Study

Planning Study

Weeks 1-5

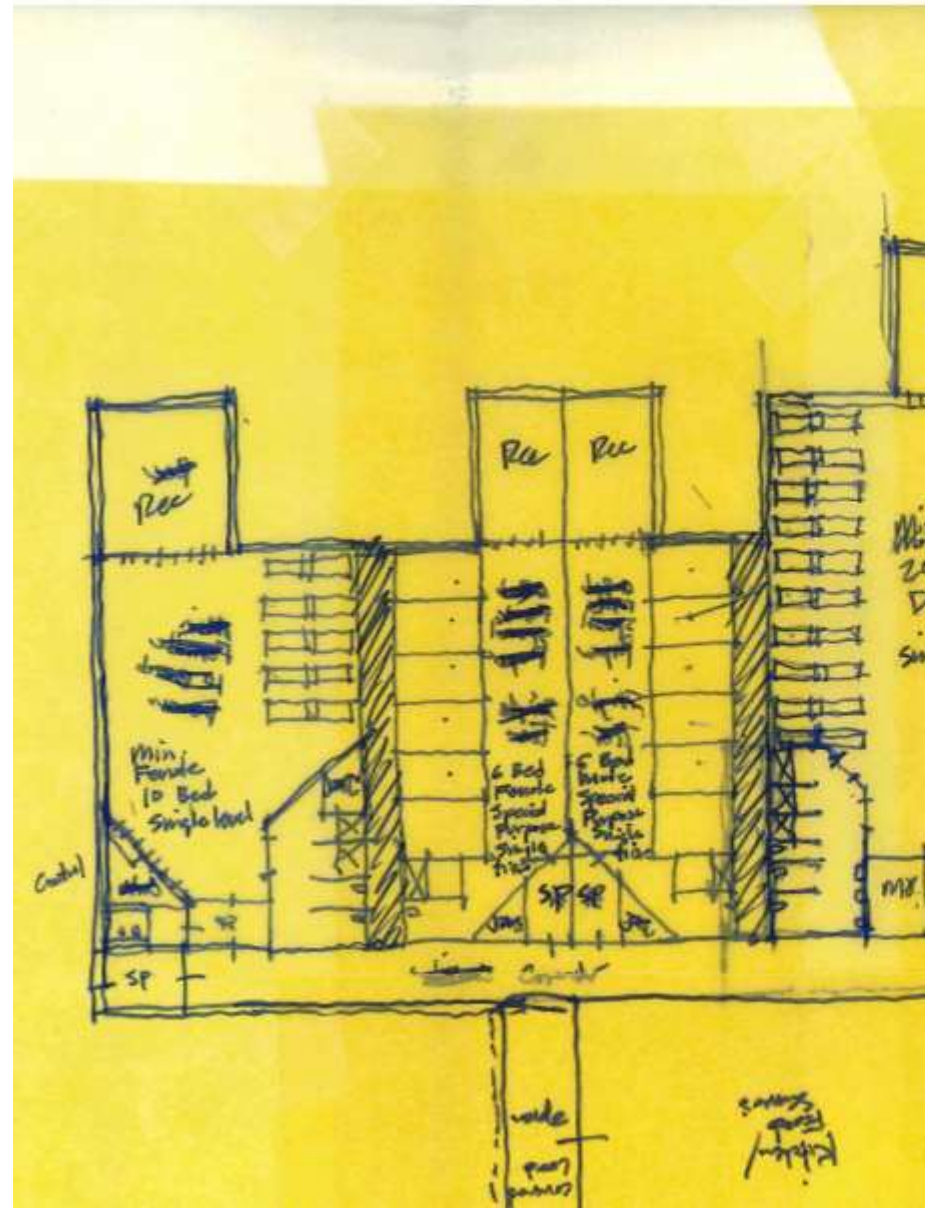
- Kick-off meeting
- Refine goals, objectives
- Refine scope of study
- **Determine stakeholder/community involvement**
- Information gathering
- Facility and site tours

Week 6

- Begin loading information into CAD
- Prepare draft planning program
- Prepare templates

Week 7

- Team meeting with local decision makers
- Review/refine draft planning program
- Review phasing options
- Review site conditions, issues, restraints
- Review status with VDOC



CBCP - Planning Study

Planning Study

Weeks 8-9

- Develop conceptual site and floor plans
- Develop cost models
- Develop written narratives

Week 10

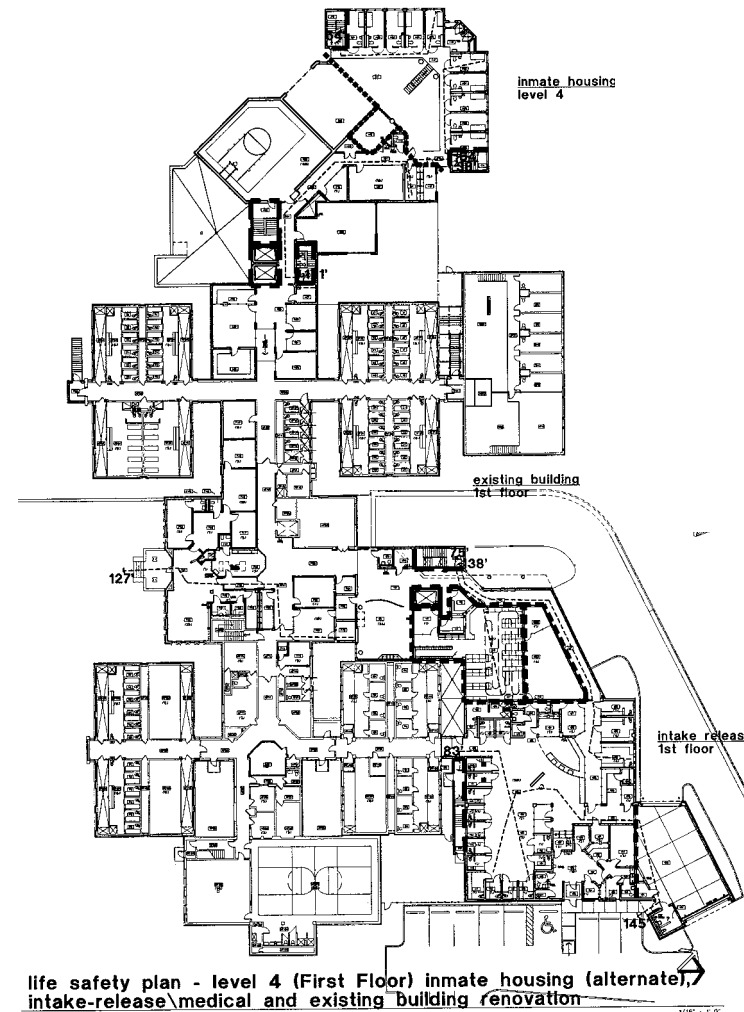
- Team meeting with local decision makers
- Present status of plans, narratives, and costs
- Review status with VDOC

Week 11

- **Begin staffing and operational drafts**
- Continue with plans, narratives, and cost model
- Prepare elevations and sections

Week 12

- Complete cost models and schedule
- Team meeting to review status
- Begin assembly and printing of Facility Planning Study
- Deliver draft Facility Planning Study to local decision makers



CBCP - Planning Study

Facility Planning Study

Weeks 13-14

- Refine Facility Planning Study draft
- Meet with local stakeholders as needed
- Present to local decision makers

Week 15

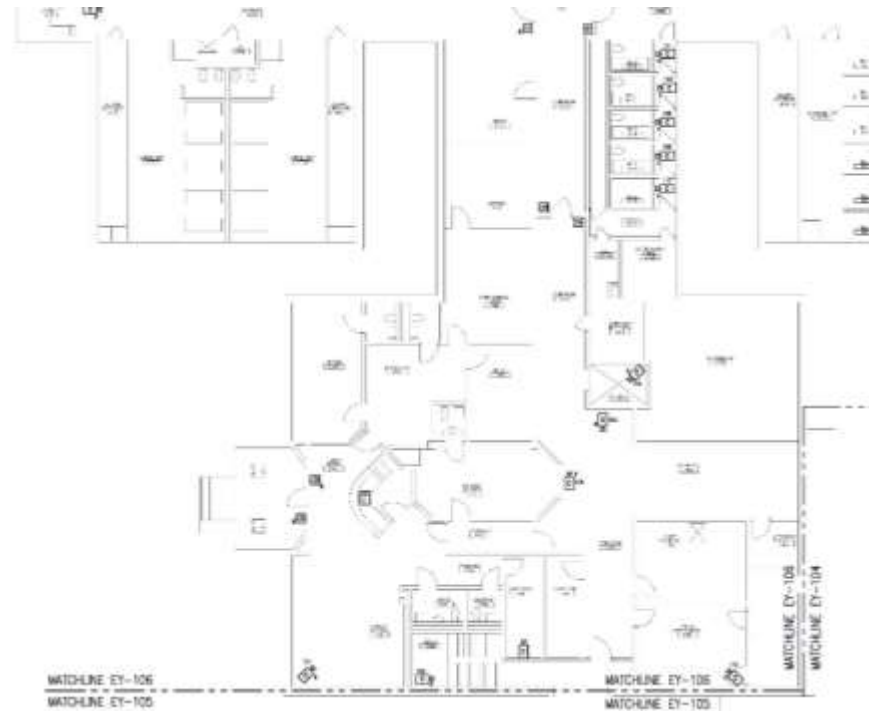
- Any remaining refinements
- Assemble document and print

Week 16

- Submit Planning Study to local decision makers and VDOC

Following submittal to VDOC/BLRJ

- Meetings with VDOC staff to answer questions and refine if needed



CBCP - Planning Study



CBCP Planning Study

Next steps

- Finalize scope of work
- Finalize scope of services
- Begin Planning Study
- Coordinate with ACRJ
- Coordinate with stakeholders and community
- Coordinate with VDOC and BLRJ
- Complete Planning Study
- Prepare Cost Estimate
- Submit to VDOC and BLRJ for approval

CBCP-Needs Assessment - Overview

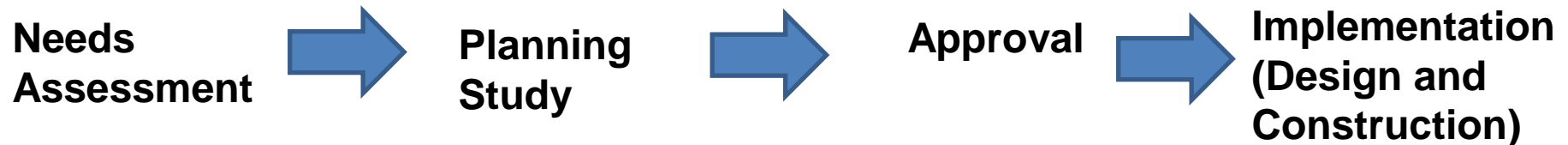
Community Based Corrections Plan Needs Assessment

- Clear, concise, and convincing **population forecast** for decision making within a well defined, affordable, cost-effective scope of work
- Moseley Architects will:
 - Work with the Authority to clearly define **the need**
 - Assess current system and facility conditions
 - Identify options for addressing the need
 - Provide detailed, valid, reliable planning data and options for addressing incarceration needs of the Regional Jail
 - Be onsite
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CBCP-Needs Assessment - Overview

Community Based Corrections Plan

Traditional - increase in rated capacity (new beds)



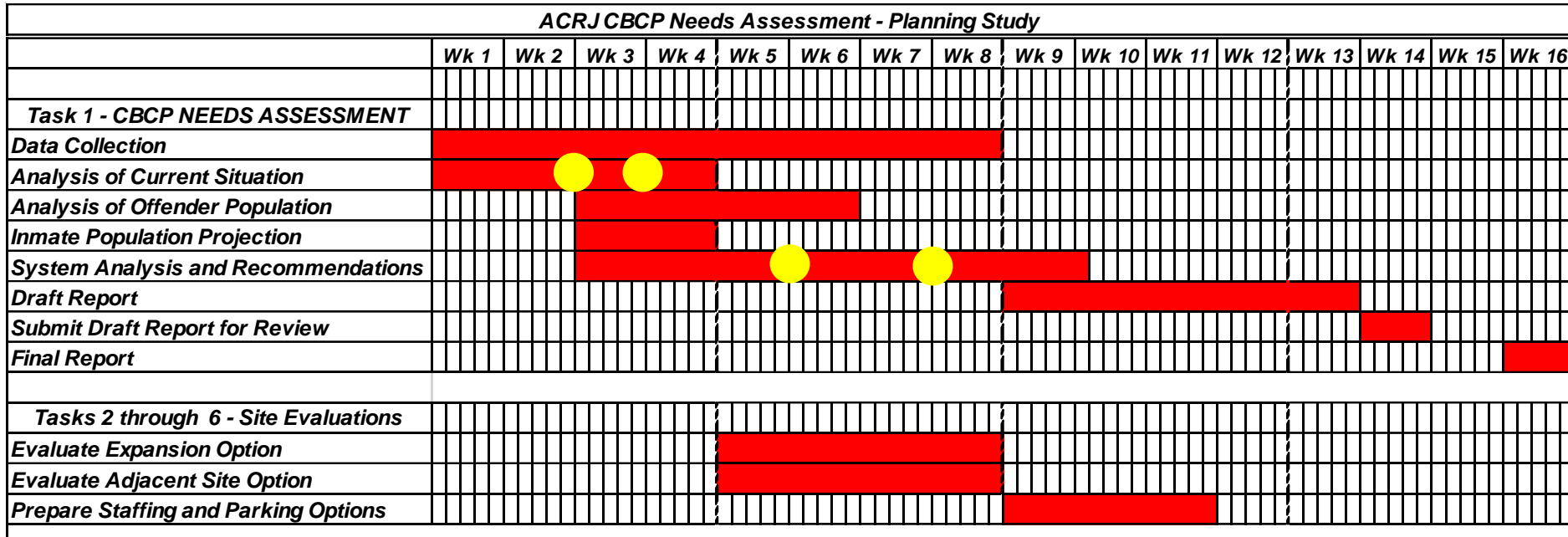
Non-traditional – no increase in rated capacity (no new beds)



CBCP-Needs Assessment - Overview

Proposed Schedule

Start July 1 and complete by December 1, and submit to BOC by December 31, 2021



● = community engagement opportunities

CBCP – Needs Assessment



Community Based Corrections Plan – Needs Assessment

What we will do:

- Work with you in a collaborative planning effort
- Complete a Needs Assessment in accordance with State Standards
- Conduct structured interviews onsite with key system decision makers and report findings
- Identify available and desired planning data and develop outline for ongoing regular monitoring report to guide decision making
- Identify system bottle necks and recommend system enhancements
- Identify alternative programs and costs Statewide to include bedspace impacts

CBCP – Needs Assessment



Community Based Corrections Plan – Needs Assessment

Overview of Plan Elements

- Describe current conditions
- Analyze criminal justice trends
- Analyze the offender population
- Assess existing resources, programs, and services
- Analyze existing criminal justice practices
- Develop projection of the inmate population
- Assess impact of various non-build alternative programs to reduce population forecast
- Conduct assessment of existing physical plant
- Recommendations

CBCP – Needs Assessment



Community-Based Corrections Plan – Needs Assessment

- Jail Alternatives in Virginia
 - Low-risk offenders
 - Substance abusers
 - Technical violators of probation
 - Offenders with underlying mental health issues
- Process Changes
 - Pretrial risk screening and supervision
 - Review of bond process
 - Stakeholder education and data
 - Expansion of local community corrections and pretrial services
- Program Changes
 - Pre and post trial diversion
 - Jail diversion programs
 - Home electronic monitoring and incarceration
 - Intensive treatment for substance abusers
 - Mental health docket
 - Crisis mental health stabilization units
 - Day reporting

CBCP – Needs Assessment



Community Based Corrections Plan – Needs Assessment

Develop a community engagement plan

- Community members
 - Inmates and families
 - Citizens
 - Jail stakeholders
- How are we engaging?
 - In-person
 - Website
 - Other?

CBCP – Needs Assessment



Community Based Corrections Plan – Needs Assessment

Sources for Data

- Published documents, telephone, face-to-face interviews
- Virginia Compensation Board
- LIDS data from State Compensation Board
- Virginia State Police, Virginia Supreme Court
- Local sources include:
 - jail administrators,
 - local community criminal justice board,
 - community corrections personnel,
 - judges,
 - magistrates,
 - Commonwealth's Attorney office,
 - state probation and parole personnel

CBCP – Needs Assessment



Community-Based Corrections Plan – Needs Assessment

One Size Does Not Fit All

- Successful alternatives take time to develop and implement
- Alternatives can have immediate or long-term impact
- Alternatives must meet the needs of the jail population, judicial system, and citizens
- Process is complicated:
 - Legislature
 - Judges
 - Elected officials including the Sheriffs, Clerks of the Circuit Court, and Commonwealth's Attorneys (Regional Jail members)
 - Citizens
 - Public defender
 - Local community corrections
 - Magistrate

CBCP – Needs Assessment



CBCP Needs Assessment

Next steps

- **Determine if needs assessment is required**
- Finalize scope of work
- Finalize scope of services
- Begin Needs Assessment
- Coordinate with ACRJ
- Coordinate with stakeholders and community
- Coordinate with VDOC and BLRJ
- Complete Needs Assessment (ACRJ population forecast)
- Submit to VDOC and BLRJ for approval

Project Management

KEYS TO SUCCESS

1. COMMUNICATION

2. COMMUNICATION

3. COMMUNICATION

- Confirm scope/options with ACRJ
- Involve users
- Keep ACRJ informed
- Interact with VDOC throughout
- Be good listeners

LISTEN...

UNDERSTAND...

RESPOND based on experience

Involve ACRJ and community stakeholders...

Proven project approach

Project Management - Schedule

Start July 1 and complete by December 1, and submit to BOC by December 31, 2021

ACRJ CBCP Needs Assessment - Planning Study																	
	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Wk 16	
Task 1 - CBCP NEEDS ASSESSMENT																	
Data Collection	█																
Analysis of Current Situation	█																
Analysis of Offender Population		█															
Inmate Population Projection		█															
System Analysis and Recommendations		█															
Draft Report								█									
Submit Draft Report for Review														█			
Final Report																█	
Tasks 2 through 6 - Site Evaluations																	
Evaluate Expansion Option				█													
Evaluate Adjacent Site Option				█													
Prepare Staffing and Parking Options								█									
Start by July 1 in order to submit to BOC by December 31, 2021																	
	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Wk 16	
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Building Sections												█					
Staffing/Operating Costs											█						
Cost Estimate													█				
Energy Analysis												█					
Schedule/Draft Report													█				
Submit Draft Report for Review														█			
Final Report																█	

Project Management - Schedule

Project Planning, Design, and Construction Schedule

Advertise RFP and Select A/E	December 2021 - June, 2023
Receive Legislative approval (Legislative session)	June, 2023
Award A/E Contract and Design NTP	(or earlier at risk) June, 2023
VDOC required Value Engineering on Design	November, 2023
Complete Construction Documents/secure County design approvals	March, 2024
Advertise for bids	May, 2024
Receive Bids	May, 2024
Negotiate Contract	August, 2024
Notice to Proceed (Construction)	August, 2024
Substantially Complete construction (14 months – to be confirmed)	October, 2025
Final Completion of project	November, 2025

Project Management – Cost Control



Below are examples with the intent to indicate representative costs

VADOC PART I FORMULA

		LOW		MEDIUM		HIGH
MEANS COSTS (2019 Const Cost Data)		311.50 PER SF		311.50 PER SF		311.50 PER SF
MARSHAL & SWIFT MULTIPLIER	X	1.0608	X	1.0608	X	1.0608
MEDIAN COST PER SQ FT	=	330.44 PER SF	=	330.44 PER SF	=	330.44 PER SF
INFLATION (Nov 2019 to January 2023 -38 months)	**	87.67180422 PER SF	**	87.67180422 PER SF	**	87.67180422 PER SF
INFLATED MEDIAN COST PER SQ FT		418.11 PER SF		418.11 PER SF		418.11 PER SF
RANGE ESCALATION		0.50		0.75		1.00
ESTIMATED AREA TO BE RENOVATED = 56,000 SF	X	56,000 SF	X	56,000 SF	X	56,000 SF
MEDIAN CONSTRUCTION COST :	=	\$11,707,108	=	\$17,560,662	=	\$23,414,216
**4% per year for 6 years to mid-point 2025 =		26.53%		26.53%		26.53%

PLANNING STUDY PROJECT ESTIMATE (EXCLUSIVE OF BONDS OR FINANCING)

	LOCALITY REQUESTED COST	LOCALITY REQUESTED COST	LOCALITY REQUESTED COST
PART I - PROJECT CONSTRUCTION COSTS			
BUILDING CONSTRUCTION COST	11,707,108	17,560,662	23,414,216
SITework (2 ACRES @ \$350,000/ACRE = \$700,000)	600,000	700,000	800,000
PART I PROJECT CONSTRUCTION COSTS SUBTOTAL:	12,307,108	18,260,662	24,214,216

PART II - PROJECT SPECIFIC COSTS TO BE DETERMINED

PART II PROJECT SPECIFIC COSTS SUBTOTAL:	0	0	0
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PART III - OTHER PROJECT COSTS

A/E FEES (8% PART I + PART II CREDITS AND FUT BUNK)	984,569	1,460,853	1,937,137
CBCP / PLANNING STUDY	70,000	75,000	80,000
VALUE ENGINEERING STUDY	40,000	45,000	50,000
FF&E (\$20/SF) INCLUDING COST OF SERVICES	1,120,000	1,260,000	1,400,000
COMMUNICATIONS/DATA EQUIPMENT (\$1/SF)	56,000	56,000	56,000
TEST BORINGS/TESTING/SPEC INSP (1% of Construction)	123,071	182,607	242,142
SURVEY, TOPO & UTILITY LOCATOR	30,000	30,000	30,000
PRINTING & REPRODUCTION	10,000	10,000	10,000
PERMITS, FEES & CONNECTION CHARGES (1% of Construction)	117,071	175,607	234,142
PART III OTHER COSTS SUBTOTAL:	2,550,711	3,295,066	4,039,422

CONTINGENCY (8% OF PART I AND PART II)	984,569	1,460,853	1,937,137
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TOTAL CONSTRUCTION COSTS:	15,842,388	23,016,581	30,190,775
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TOTAL PROJECT COST :	\$15,842,388	\$23,016,581	\$30,190,775
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25% of TOTAL PROJECT CC is	\$3,960,597	is \$5,754,145	is \$7,547,694
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Questions

