



ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

(SERVING ALBEMARLE, CHARLOTTESVILLE, NELSON)

160 Peregory Lane

Charlottesville, Virginia 22902

Phone: (434) 977-6981 Fax: (434) 951-1339 Col. Martin Kumer, Superintendent (ext. 230)

Web: <http://www.acrj.org>

Mrs. Marce B. Anderson, Clerk (ext. 229)

Board Work Session

June 17, 2021 (12:00 – 2 p.m.)

Zoom Conference • Albemarle-Charlottesville Regional Jail, 160 Peregory Lane, Charlottesville, VA

AGENDA

(Action/Information)

I. ACRJ Board Meeting – Call to Order

Adopt Meeting Agenda

Action Item

II. TOPICS TO BE ADDRESSED

- A. Introductions – Diantha McKeel & Colonel Martin Kumer (5 minutes) Informational Item
- B. Mission Statement – Cyndra Van Cleef & Kristin Clarens (5 minutes) Informational Item
- C. Mosley Architects Presentation / Q&A – Tony Bell & Chris Roman (1 Hour) Informational Item
- D. Board Discussion – ACRJA Board members (45 minutes)
 - a. Needs Assessment Information / Action Item
 - b. Community Engagement Plan Information / Action Item

III. FUTURE STEPS / TIMELINE – ACRJAB Attorney – Brendan Hefty (5 minutes)

Informational Item

IV. Adjournment

Action Item

NEXT MEETING: July 8, 2021

Authority Board

Sheriff James E. Brown, III (Charlottesville)
Kristin Clarens (Charlottesville)
Nikuyah Walker (Charlottesville)
Mr. "Chip" Boyles (Charlottesville)

Jay James (Joint Rep.) – Vice Chair
Sheriff David Hill (Nelson)
Stephen Carter (Nelson)

Doug Walker (Albemarle)
Sheriff Chan Bryant (Albemarle)
Cyndra Van Cleif (Albemarle)
Diantha McKeel (Albemarle) - Chair

Mission Statement

Cyndra Van Cleave & Kristin Clarens

To receive, consider, and incorporate meaningful community and stakeholder input regarding the anticipated renovations of the physical facilities of the Albemarle-Charlottesville Regional Jail, and giving particular attention to inmate capacity, physical and mental well-being, gender equality, alternatives to 24/7 incarceration (including HEI), and re-entry programming, while respecting the financial contributions of the taxpayers.

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> Historical Timeline of Renovation Project	<u>AGENDA DATE:</u> June 17, 2021	<u>ITEM NUMBER:</u>
<u>SUBJECT/PROPOSAL/REQUEST:</u>	<u>FORMAL AGENDA:</u> Yes	<u>ACTION:</u> <u>INFORMATION:</u> Yes
<u>STAFF CONTACTS:</u> Martin Kumer, Superintendent	<u>CONSENT AGENDA:</u> <u>ACTION:</u>	<u>INFORMATION:</u>
	<u>ATTACHMENTS:</u>	
	<u>REVIEWED BY:</u> <u>Martin Kumer,</u> <u>Superintendent</u>	

BACKGROUND:

The following is a brief summary of events that has led to the renovation project that will be discussed at the June 17, 2021 work session.

At the September 12, 2019 Board meeting there were two major repair projects that were submitted to the Board for further discussion.

The first project was to replace the flooring in the old section of the facility with an industrial grade epoxy in all housing areas, showers and hallways at an estimated cost of \$250,000.

The second project was to replace all of the HVAC units in the old section of the jail to improve the air quality and comfort of inmates and staff at an estimated cost of \$1,000,000.

It was on or about this time that the Board requested a Facility Condition Assessment, FCA, be conducted. The thought was that if we are going to start replacing major mechanicals and flooring then we should determine all infrastructural needs and address them in a logical and cost effective manner.

Once the FCA was conducted and submitted to the Board it was determined that a further analysis be conducted to determine if a full renovation should be conducted in addition to the major mechanicals to address other underlying issues such as programming space and rehabilitation of the housing areas etc. The direction of the Board was the renovation would be restrained to the original footprint and that no expansion would be in the scope of work.

The Board also expressed interest in seeking reimbursement from the General Assembly for any renovation costs.

Therefore, the Jail contracted with Moseley architects to conduct a Community Based Corrections Plan, CBCP. A CBCP is required to be submitted with any request from the General Assembly for

reimbursement. A CBCP has two parts. The CBCP itself is the first part. It determines based on community trends, population growth crime trends, crime reduction strategies and local jail population reduction strategies. This information is used to predict the future needs of a facility related to total number of beds that will be needed over the next 15 years.

The second part consists of a Planning Study that is a review of a facility to determine the infrastructural needs of a Jail, programming space, administrative space, housing improvements etc. It is NOT intended to determine if additional beds need to be added for future needs. Based on the direction of the Board, Moseley will only be conducting a Planning Study to determine renovation needs.

Moseley has NOT been procured to provide the final architectural design. If the Board determines the renovation will proceed, an Architectural Firm will be selected through the procurement process.

Moseley will be conducting the Planning Study over the next several months to determine what the needs of the jail are based on the feedback from all stakeholders, The Board, Jail staff, Community members etc. They will then submit the study to the Board of Corrections and the General Assembly for reimbursement.

Please see Scope of Work for further details.

RECOMMENDATION:

Information only.

MOSELEY ARCHITECTS

3200 Norfolk Street
Richmond, VA 23230

P: (804) 794-7555 February 17, 2021

RE: Albemarle-Charlottesville Regional Jail Community Based Correction Plan Planning Study Charlottesville, Virginia

Colonel Martin Kumer
Superintendent
Albemarle-Charlottesville Regional Jail
160 Peregrine Lane
Charlottesville, Virginia, 22902

VIA EMAIL:

Dear Colonel Kumer:

In accordance with your request and with our Agreement dated April 8, 2019 as Contract #2019-47-COUNTY-Architectural/Engineering Services-B, we are pleased to offer this revised cost proposal to provide the following services related to the preparation of a Community Based Corrections Plan (CBCP) Planning Study, the "Project", as described below.

In this proposal letter the term "Architect" shall refer to Moseley Architects; "County" shall refer to Albemarle-Charlottesville Regional Jail and Albemarle County, Virginia; and "Contractor" shall refer to the General Contractor who will be hired for construction of any renovations.

Scope of Work

Scope of Work consists of a CBCP Planning Study for the renovation of the 1975 portion of the Albemarle-Charlottesville Regional Jail consistent with the Memorandum of Conference dated February 8, 2021 enclosed as Exhibit A and subsequent discussions to identify specific deficiencies to be addressed as part of the renovations. The Planning Study in addition to meeting the requirements of the Board of Corrections Standards for Planning, Design, Construction and Reimbursement of Local Correctional Facilities effective March 8, 2018 (Referred to herein as the "Jail Standards") shall provide the County a proposed Scope of Work, budget estimate, and schedule for implementation of the renovations.

Consultants to Moseley Architects

Downey & Scott will provide construction cost estimating services as a consultant to Moseley Architects.

Timmons Group will provide civil engineering and surveying services as a consultant to Moseley Architects.

Moseley Architects will perform architectural; security design; interior design; and structural, mechanical, plumbing, and electrical engineering services with its own staff.

Scope of Services

The services can be summarized as follows:

The CBCP Planning Study is required by the Department of Corrections as a prerequisite for the planning, design, construction, and reimbursement of state funds of a local correction facility. The services provided must include all services necessary for the study to comply with Virginia Code Section §53.1-82.1 and to be prepared to meet the standards set forth in 6 VAC 15-81, Board of Corrections Standards for Planning, Design, Construction and Reimbursement of Local Correctional Facilities effective March 8, 2018 (Referred to herein as the "Jail Standards").

Planning Study shall consist of the following (unless determined to be a "Minor Renovation" as defined by the Jail Standards):

1. Statement of the regarding compliance with Jail Standards.
2. Statement of the planned general population design capacity of the proposed facility as determined and approved in the Needs Assessment (Needs Assessment will not be prepared.)
3. Statement of rated capacity of the existing facility (209 beds, to be confirmed by County).
4. Changes to operating program (procedures).
5. Facility planning program expressed on existing conditions plans.
6. Site data (as required).
7. Campus style design statement of management concept. (Assumed not applicable.)
8. Statement of management concept.
9. Written description of the project.
10. Assessment of the condition of the jail.
11. Conceptual floor plans.
12. Conceptual building elevations.
13. Conceptual site plan.

14. Conceptual building section.
15. Energy analysis.
16. Analysis of staffing needs and six-year operating budget cost.
17. Budget estimate.
18. Schedule for implementation.
19. Other information for reviewing agency.
20. List of sources of allocated and projected construction or capital funds involved in the project.

The Architect's services shall consist of the following:

1. Prepare a Planning Study in accordance with Virginia Board of Corrections Jail Standards effective March 8, 2018.
2. Review existing record drawings, prior planning studies, master plans, surveys, and geotechnical reports furnished to us by the Regional Jail, to gain insight into existing conditions that could impact the Planning Study. Topographic, environmental, boundary, and geotechnical surveys and reports are not included in our services.
3. Conduct up to four (4) meetings to include a kickoff/facility tour meeting, and three (3) review/presentation meetings.
4. Attend up to two (2) meetings with Virginia Department of Corrections' staff.
5. Attend up to two (2) meetings (in-person or virtually) as the County's representative to do a presentation or answer questions before the State Board of Local and Regional Jails when the project will be considered by them in 2022.

County's Responsibilities

The County shall have the following responsibilities regarding the Project.

1. The County shall provide the Architect with full information about its objectives, criteria, and constraints for the Project.
2. The County shall respond to the Architect's requests for information and review and respond to information submitted by the Architect in a timely manner.
3. County shall coordinate all services associated with hazardous materials.
4. The County shall provide to the Architect, at no cost, copies of all available documentation of existing Albemarle-Charlottesville Regional Jail including floor plans and other drawings, site plans, plats, topographic and/or boundary surveys, and similar documentation. If adequate documentation of existing conditions in the form of building and site drawings which accurately depict current conditions is not available, the County may elect to have the Architect prepare such drawings and/or surveys at additional cost. The County acknowledges that lack of such adequate documentation may hamper or prevent the Architect from completing some of the tasks described in this Agreement, and/or may have an adverse impact on the Architect's ability to

complete the services described above. The Architect shall have no responsibility for any consequences of its use of inaccurate documentation provided by the County.

The following services are not included in the scope of services. Cost of the Services for these tasks will be negotiated at the time of the request.

1. Full design and construction contract administration services.
2. Destructive demolition for investigation of existing conditions.
3. Title and Easement Research.
4. Traffic studies or assessments
5. Wetland Delineation and Confirmation.
6. Phase I Environmental Site Assessments.
7. Environmental permitting.
8. Water and sanitary sewer capacity analysis.
9. Geotechnical investigations.
10. Boundary or topographic survey. (TBD)
11. Subsurface utility location.
12. Off-site utility analysis and design of any offsite improvements.
13. Traffic signal design.
14. Special Inspections and Construction Materials Testing services.
15. LEED certification services.
16. Services related to modifications to the existing building to bring it into compliance with current building codes.
17. Other services not specifically identified in this proposal.

Moseley Architects' services do not include hazardous materials surveys and abatement, or any services related to hazardous materials. Moseley Architects shall have no responsibility or liability for the discovery, identification, abatement, or removal of hazardous materials of any kind, including, but not limited to, asbestos, lead paint, PCB's, and petroleum products in relation to the Project, nor does our proposal include any services related to hazardous materials. The County shall provide, separately from this Agreement, all necessary services related to hazardous materials.

Cost of Services

Our proposed compensation for the proposed services is the not to exceed value as detailed in the spreadsheet enclosed as Exhibit B. We will not perform or invoice the County on an “hourly not to exceed basis” for completing the services.

For other services not defined herein, compensation shall be as mutually agreed by Moseley Architects and the County.

The cost of the services is not tied to the construction cost. It is based on the level of effort and professional time required to provide the services to fulfill the Scope of Work.

Schedule

With notice to proceed not later than March 15, 2021, we propose to have a draft for review by the County by May 30, 2021 (containing at a minimum - written narrative of Scope of Work of renovations, budget estimate, and schedule of implementation) and the CBCP Planning Study submitted to the Virginia Department of Corrections by no later than September 15, 2021 (VDOC deadline is December 31, 2021).

If this proposal is satisfactory, please prepare appropriate documentation indicating your approval and authorization to proceed. We appreciate the opportunity to be of further service to Albemarle County.

Sincerely,



Anthony J. Bell III, AIA
Vice President

593756

Enclosures: As indicated above.

MOSELEYARCHITECTS

February 8, 2021

MEMORANDUM OF CONFERENCE No. 01

<u>PROJECT</u>	Albemarle, Charlottesville, Nelson Regional Jail Community Based Corrections Plan Planning Study Charlottesville, VA
<u>ARCHITECT'S PROJECT NO.</u>	593756
<u>DATE AND LOCATION</u>	Monday, February 8, 2021; Conference Call
<u>PRESENT</u>	<u>For Albemarle, Charlottesville, Nelson Regional Jail</u> Colonel Martin Kumer, Superintendent
	<u>For Moseley Architects</u> Mr. Tony Bell

DISCUSSIONS AND DECISIONS.

Ally McNally 434-296-5884 left message for Moseley Architects with regard to preparing a Planning Study for the Albemarle, Charlottesville, Nelson Regional Jail ("Regional Jail"). The following summarizes resulting discussions between Colonel Kumer and Tony Bell.

1. Colonel Kumer stated that the Regional Jail desires to prepare a Planning Study for the purpose of determining scope of work, budget estimate, and schedule of proposed renovations. Regional Jail does not propose any expansion or increase in its rated capacity, only renovation within existing exterior walls.
2. Regional Jail desires to renovate the original mid-1970's portion of the jail ("1975 Jail") that has not been renovated since its original construction.
 - 2.1. Portions of 1975 Jail are still using the same original bar grate and bar grate slider doors. Regional Jail desires they be replaced with solid partitions and solid doors with glass clad polycarbonate.
 - 2.2. 1975 Jail is served by the original mechanical and electrical systems. The HVAC system no longer effectively heats, cools, or controls humidity of the Regional Jail.
 - 2.3. Exterior windows are original louver style with bars.
 - 2.4. There is no programming space.
 - 2.5. Toilets and showers require replacement with more efficient, better quality fixtures.
3. Regional Jail wants to move forward now because 1) interest rates are low, occupancy (ADP) is down 25% (lowest since the 1990's), and 3) will pay off debt from the last expansion in 2000.
4. Regional Jail is effectively using home electronic incarceration (HEI).
5. Regional Jail desires to kick-off the project now to determine "what do we want to do", the associated cost, and the timeline for implementation. Regional Jail wants a plan for how and by when the implementation can occur. Regional Jail desires the study be complete by May 2021 and that full design services start in Fiscal Year (FY) 2023 (July 1, 2022).

MEMORANDUM OF CONFERENCE

RE: Albemarle, Charlottesville, Nelson Regional Jail Community Based Corrections Plan Planning Study,
Charlottesville, VA

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6. Goals of the project include renovations to operate and be more staff efficient. Regional Jail proposes using indirect supervision and reducing staffing from two officers per post to one officer per post by means of a catwalk.
7. Regional Jail had a facility Condition Assessment completed which assumed in-kind replacements. Regional Jail intends to make improvements and submit a Community Based Corrections Plan Planning Study to the Board of Local and Regional Jails and seek 25% reimbursement for the renovations.
8. Regional Jail has prepared a needs list of proposed renovations.
9. In-person scoping meeting is scheduled for Tuesday February 16. Tony Bell will email Colonel Kumer a proposed time. Subsequent to the meeting, the scoping meeting was scheduled for 0900 on 2/16/2021.

The above information is the writer's recollection of the discussions and decisions at the meeting. Should there be any additions or corrections, please notify the writer within two weeks of distribution for corrections.

NOTES BY:



Anthony J. Bell III
Vice President

DISTRIBUTION: As indicated by (*) above, also:
Chris Roman, Moseley Architects