



BOARD OF STATE AND COMMUNITY CORRECTIONS
SB 1022
ADULT LOCAL CRIMINAL JUSTICE FACILITIES
CONSTRUCTION FINANCING PROGRAM
PROPOSAL FORM

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SECTION 1: PROJECT INFORMATION

A: APPLICANT INFORMATION AND PROPOSAL TYPE

COUNTY NAME County of Tulare		STATE DOLLARS REQUESTED \$ 40,000,000
SMALL COUNTY (200,000 OR UNDER GENERAL COUNTY POPULATION) <input type="checkbox"/>	MEDIUM COUNTY (200,001 - 700,000 GENERAL COUNTY POPULATION) <input checked="" type="checkbox"/>	LARGE COUNTY (700,001 + GENERAL COUNTY POPULATION) <input type="checkbox"/>
TYPE OF PROPOSAL – PROGRAM SPACE PROPOSAL <u>OR</u> BEDS AND PROGRAM SPACE PROPOSAL PLEASE CHECK ONE (ONLY):		
PROGRAM SPACE <input type="checkbox"/>		BEDS AND PROGRAM SPACE <input checked="" type="checkbox"/>

B: BRIEF PROJECT DESCRIPTION

FACILITY NAME Sequoia Field Program Facility		
PROJECT DESCRIPTION A program-centered facility, with jail, vocational training, and day reporting center components		
STREET ADDRESS Road 112 and Avenue 360		
CITY Visalia	STATE CA	ZIP CODE 93291

C. SCOPE OF WORK – INDICATE FACILITY TYPE AND CHECK ALL BOXES THAT APPLY.

FACILITY TYPE (II, III or IV) II	<input checked="" type="checkbox"/> NEW STAND-ALONE FACILITY	<input type="checkbox"/> RENOVATION/ REMODELING	<input type="checkbox"/> CONSTRUCTING BEDS OR OTHER SPACE AT EXISTING FACILITY
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D. BEDS CONSTRUCTED – Provide the number of BSCC-rated beds and non-rated special use beds that will be subject to construction as a result of the project, whether remodel/renovation or new construction.

	A. MINIMUM SECURITY BEDS	B. MEDIUM SECURITY BEDS	C. MAXIMUM SECURITY BEDS	D. SPECIAL USE BEDS
Number of beds constructed	0	384	4	0
TOTAL BEDS (A+B+C+D)	388			

E: APPLICANT'S AGREEMENT

By signing this application, the authorized person assures that: a) the County will abide by the laws, regulations, policies and procedures governing this financing program, and b) certifies that the information contained in this proposal form, budget, narrative and attachments is true and correct to the best of his/her knowledge.

PERSON AUTHORIZED TO SIGN AGREEMENT

NAME Pete Vander Poel

TITLE Chairman, Tulare County Board of Supervisors

AUTHORIZED PERSON'S SIGNATURE

DATE

10/22/13

G: DESIGNATED COUNTY CONSTRUCTION ADMINISTRATOR

This person shall be responsible to oversee construction and administer the state/county agreements. (Must be county staff, not a consultant or contractor, and must be identified in the Board of Supervisors' resolution.)

COUNTY CONSTRUCTION ADMINISTRATOR

NAME Kristin Bennett

TITLE Director of Capital Projects & Facilities

DEPARTMENT

Capital Projects

TELEPHONE NUMBER

(559) 636-5300

STREET ADDRESS

5953 South Mooney Boulevard

CITY

Visalia

STATE

CA

ZIP CODE

93277

E-MAIL ADDRESS

KBennett@co.tulare.ca.us

H: DESIGNATED PROJECT FINANCIAL OFFICER

This person is responsible for all financial and accounting project related activities. (Must be county staff, not a consultant or contractor, and must be identified in the Board of Supervisors' resolution.)

PROJECT FINANCIAL OFFICER

NAME Jean M. Rousseau

TITLE County Administrative Officer

DEPARTMENT

County Administration Office

TELEPHONE NUMBER

(559) 636-5005

STREET ADDRESS

2800 West Burrel Avenue

CITY

Visalia

STATE

CA

ZIP CODE

93291

E-MAIL ADDRESS

JRousseau@co.tulare.ca.us

I: DESIGNATED PROJECT CONTACT PERSON

This person is responsible for project coordination and day-to-day liaison work with BSCC. (Must be county staff, not a consultant or contractor, and must be identified in the Board of Supervisors' resolution.)

PROJECT CONTACT PERSON

NAME Captain Keith Douglass

TITLE Sheriff's Captain

DEPARTMENT

Tulare County Sheriff's Department

TELEPHONE NUMBER

(559) 636-4690

STREET ADDRESS

2404 West Burrel Avenue

CITY

Visalia

STATE

CA

ZIP CODE

93291

E-MAIL ADDRESS

KDouglass@co.tulare.ca.us

SECTION 2: BUDGET SUMMARY

BUDGET SUMMARY INSTRUCTIONS

Definitions of total project costs for purposes of this program (state reimbursed, county cash contribution and county in-kind contribution) can be found in the Project Costs, State Reimbursement and County Contribution (Match) section of the Request for Proposals (RFP). The county cash and in-kind contributions are collectively the county contribution. Those defined costs in the RFP shall be the guide for accurately completing this budget summary section.

In the Budget Summary Table that follows in part B of this section, indicate the amount of state financing requested and the amount of cash and/or in-kind contributions allotted to each budget line-item, in total defining the total project costs. While it is necessary to fully include each eligible project cost for state reimbursed and county cash contribution line items, it is not necessary to include county in-kind contribution amounts. All other eligible costs are considered hard costs and are to be claimed under state reimbursed or county cash contribution.

Inclusion of the in-kind contribution amounts is optional and counties may choose whether or not to include any of the amounts eligible under each in-kind contribution line item. The in-kind contribution line items represent only county staff salaries and benefits, or current fair market value of land. An appraisal of land value will be required after conditional award (or with proposal submittal if the county is seeking funding preference under the real estate due diligence criterion), and only if land value is included as part of the county's contribution.

The total amount of state financing requested cannot exceed 90 percent of the total project costs. The county contribution must be a minimum of 10 percent of the total project costs (unless the applicant is a small county petitioning for a reduction in the county contribution amount). County contributions can be any combination of cash or in-kind project costs. Small counties that petition for a reduction in the contribution amount must provide a minimum of five percent contribution of the total project costs. Small counties requesting a reduction in county contribution must state so in part A of this section.

State financing limits (maximums) for all proposals are as follows:

- **\$80,000,000** for large counties;
- **\$40,000,000** for medium counties; and
- **\$20,000,000** for small counties.

A. SMALL COUNTY PETITION FOR REDUCTION IN CONTRIBUTION

A small county may petition the BSCC Board for a reduction in its county contribution. This proposal document will serve as the petition and the BSCC Board's acceptance of the county's contribution reduction, provided the county abides by all terms and conditions of this SB 1022 RFP process and receives a conditional award. Small counties requesting the reduction must still provide a minimum of five percent contribution that may be any combination of cash and/or in-kind contribution. If requesting a reduction in match contribution, check the box below to indicate the county's petition.

- ☐ **This proposal includes a petition for a county contribution reduction request as reflected in the proposal budget.**

B. BUDGET SUMMARY TABLE
(Report to nearest \$1000)

LINE ITEM	STATE REIMBURSED	CASH CONTRIBUTION	IN-KIND CONTRIBUTION	TOTAL
1. Construction	\$ 34,243,000	\$ 0		\$ 34,243,000
2. Additional Eligible Costs*	\$ 1,301,000	\$ 0		\$ 1,301,000
3. Architectural	\$ 2,077,000	\$ 1,690,000		\$ 3,767,000
4. Project/Construction Management	\$ 2,379,000	\$ 360,000		\$ 2,739,000
5. CEQA		\$ 15,000		\$ 15,000
6. State Agency Fees		\$ 51,000		\$ 51,000
7. Audit		\$ 24,000	\$ 0	\$ 24,000
8. Needs Assessment		\$ 0	\$ 0	\$ 0
9. Transition Planning		\$ 0	\$ 700,000	\$ 700,000
10. County Administration			\$ 1,479,000	\$ 1,484,000
11. Land Value			\$ 125,000	\$ 120,000
TOTAL PROJECT COSTS	\$ 40,000,000	\$ 2,140,000	\$ 2,304,000	\$ 44,444,000
PERCENT OF TOTAL	90.00%	4.80%	5.2%	100.00 %

* Additional Eligible Costs: This line item is limited to specified fees and moveable equipment and moveable furnishings (eligible for state reimbursement or cash contribution), and public art (eligible for cash contribution only).

Provide an explanation below of how the dollar figures were determined for each of the budget line items above that contain dollar amounts. Every cash contribution (match) line item shall be included with a reporting of the full amount budgeted, unless a line item is not an actual cash contribution project cost for the county. (In that case, indicate so below.) For each line item explanation below, include how state financing and the county contribution dollar amounts have been determined and calculated (be specific).

1. Construction (includes fixed equipment and furnishings):

Tulare County is requesting \$34,243,000 in State financing total construction budget. The construction budget is based on a Type II, 388-bed, dormitory-style facility with full support services. The Tulare County Sheriff's Department and the Capital Projects and Facilities Department recommend an 88,000-square-foot facility. Space recommendations are reflective of current industry standards. Based on current industry climate, cost per square foot is estimated at \$425. Support service components include intake, infirmary, program space, classrooms, day report center services, kitchen, laundry, and storage. Escalation and contingency factors of 5% have been included consistent with the duration of the project. Construction is anticipated to be completed in 24 months. Contractor will be selected based

on competitive bid process.

2. **Additional Eligible Costs (specified allowable fees, moveable equipment and moveable furnishings, and public art):**

- a) **Define each allowable fee type and the cost of each:** a) Building permit fees, sewer, domestic water and building inspection fees are also budgeted within the Additional Eligible Cost section as \$525,000.
- b) **Moveable equipment and moveable furnishings total amount:** Computer equipment for the operations of intake/assessment/release; inmate movement and property tracking; medical and mental health; administration; housing unit support; kitchen, laundry and warehouse support, security and visitation. Furniture for each of these sections is also included. Mobile carts for transport of records, medication, food service, operational needs and support services are included in this request. Equipment and furnishings for program space are also included. Building permit fees, sewer, domestic water and building inspection fees are also budgeted within the Additional Eligible Cost section as \$775,000.
- c) **Public art total amount:** Public art was not included in the requested amount.

3. **Architectural:**

- a) **Describe the county's current stage in the architectural process:** Tulare County is prepared to select a qualified architectural group to proceed through the standard design-bid-build process including programming, schematic, design development, construction documents, bidding, construction and warranty phases. No architectural work will be initiated prior to project establishment by the State Public Works Board.
- b) **Given the approval requirements of the SPWB and associated state reimbursement parameters, define which portions/phases of the architectural services the county intends to seek state dollar reimbursement:** Tulare County will seek State reimbursement for the completion of the design development phase, construction documents and architectural support through project construction and closeout.
- c) **Define the budgeted amount for what is described in b) above:** The County estimates full architectural services to be 11% of the total construction budget or \$3,767,000. This percentage is reflective of current industry standards. Total requested State financing for architectural services is \$2,077,000.
- d) **Define which portion/phases of the architectural services the county intends to cover with county contribution dollars:** Tulare County anticipates the County's cash match will be used for programming, schematic design and initiation of design development phases.
- e) **Define the budgeted amount for what is described in d) above:** The County estimates full architectural services to be 11% of the total construction budget or \$3,767,000. This percentage is reflective of current industry standards. Tulare County's cash match for architectural service is budgeted as \$1,690,000.

4. **Project/Construction Management:**

Tulare County will select a full service Construction Management firm to oversee the project. Contracted Construction Management will be contracted early in the design process and will provide full project support through all phases of the project. Construction Management is requested at 8% of the full construction budget or \$2,739,000. The budget is identified as \$2,379,000 in State financing and \$360,000 in County match. Review of recent detention projects throughout the State verify this level of Construction Management support.

5. **CEQA:**
Tulare County has completed the required CEQA procedures and documentation. The County in-kind expense for CEQA is \$15,000.
6. **State Agency Fees (maximums: due diligence \$16,000; SFM \$35,000):**
 - a) **Real estate due diligence fee:** \$16,000 (County in-kind expense).
 - b) **State Fire Marshal fee:** \$35,000 (County in-kind expense).
7. **Audit – Define whether the county is intending to use independent county auditor (in-kind) or services of contracted auditor (cash) and amount budgeted:**
The required audit will be conducted by a qualified auditing firm. The budgeted County in-kind expense for the audit is \$24,000.
8. **Needs Assessment – Define whether work is performed by county staff (in-kind) or consultant (cash) :**
No budgeted expenses for the needs assessment is included as the needs assessment was completed prior to the application and funded through other projects.
9. **Transition Planning – Define whether work is performed by county staff (in-kind) or consultant (cash):**
In-kind transition planning is included at \$700,000. This includes staff/benefit costs for Sheriff staff who will be responsible for all transition duties including development of facility policy/procedures; staff recruiting/hiring/development; operational preparations; ordering of all facility supplies and consumables; all activities required for facility opening and occupancy. Transition Planning Team members will include Sheriff's Captain, Lieutenant, Sergeant, four Sheriff's Deputies, clerical and accounting support staff.
10. **County Administration:**
Tulare County utilizes a team approach to Capital Projects. Capital Projects and Facilities Department will be the lead on the project. A multi-disciplinary project team will be formed to participate in the project programming and schematic stages. This team will include County staff from the following Agencies and Departments: County Administrative Office, Capital Projects and Facilities, County Counsel, General Services Property Management, Health and Human Services, Information and Communications Technology, Resource Management Agency and Sheriff. A core construction team will be responsible for the full project duration from award notification through occupying of the facility. The Construction Team will consist of Capital Projects and Sheriff's Department staff. In-kind expense for County Administration staff/benefit costs of \$1,484,000 includes expenditures for both the multi-disciplinary project team and the core construction team.
11. **Land Value:**
Tulare County has identified a 10.19-acre parcel for the new facility location. The site is on County owned property near existing County facilities. An appraisal of the property was recently completed providing an estimate of current fair market value of \$12,266 per acre for a total land value of \$125,000.

SECTION 3: PROJECT TIMETABLE

Prior to completing this timetable, the county must consult with all appropriate county staff (e.g., county counsel, general services, public works, county administrator) to ensure that dates are achievable. Please consult the State Capital Outlay/Board of State and Community Corrections Process Details and Timing Requirements section of the RFP for further information. Complete the table below indicating start and completion dates for each key event, including comments if desired. Note the required timeframes for specific milestone activities in this SB 1022 process. (The BSCC Board intends to make conditional awards at a January 2014 meeting.)

KEY EVENTS	START DATES	COMPLETION DATES	COMMENTS
Site assurance/comparable long-term possession <u>within 90 days of award</u>	1/15/2014	4/15/2014	
Real estate due diligence package submitted <u>within 120 days of award</u>		10/24/2013	Submitted 10/24/2013 with application for preference criterion
State Public Works Board meeting – Project Established <u>within 18 months of award</u>	1/15/2014	7/15/2014	
Schematic Design with Operational Program Statement <u>within 24 months of award</u> (design-bid-build projects)	7/15/2014	2/15/2015	
Performance criteria or performance criteria and concept drawings with Operational Program Statement <u>within 30 months of award</u> (design-build projects)			
Design Development (Preliminary drawings) with Staffing Plan	2/15/2015	8/15/2015	
Staffing/Operating Cost Analysis approved by the Board of Supervisors	2/15/2015	8/15/2015	
Construction Documents (Working drawings)	12/1/2015	8/1/2016	
Construction Bids	2/1/2017	6/1/2017	
Notice to Proceed <u>within 42 months of award</u>	7/8/2017	7/15/2017	
Construction (maximum 3 years to complete)	8/15/2017	8/15/2019	
Staffing/Occupancy <u>within 90 days of completion</u>	8/15/2019	11/15/2019	

SECTION 4: FACT SHEET

To synopsise and capture key information from Section 5: Narrative, applicants must complete this Fact Sheet. Minimal information is requested. Narrative information or explanations are not to be included on this Fact Sheet nor as part of the tables in this section. Explanations of what is provided in these tables may be included in the Narrative section of the Proposal Form. Proposal narratives may include reference back to one or more of these specific tables (e.g., refer to Table 4 in the Fact Sheet), rather than repeat information in the narrative that is already provided in the tables.

Tables 1 through 7 below constitute the Fact Sheet, which shall be provided with each proposal submittal, without regard as to whether the proposal includes bed construction. These tables of information shall be used by the raters in conjunction with the information provided in the proposal narrative (see Narrative section of the Proposal Form).

The information requested in this Fact Sheet pertains to those facilities (Type II, III and IV), approaches and programs under the jurisdiction of the sheriff or local department of corrections.

Tables 1 – 4, 6 and 7: For Average Daily Population (ADP), provide the average number per day for the first six months of 2013. For programs that started after January 1, 2013, provide the average number per day for the length of time the program was in effect (after the name of the program, provide the starting date). The same time period parameters pertain to Assessments per Month. “Lack of space” releases in Table 1 refers to the total of non-sentenced inmates released and sentenced inmates released early.

Table 3: The term “approaches” includes home detention, not incarcerating misdemeanants, etc., or other policies/procedures and approaches that do not include specific measures influencing recidivism reduction.

Tables 4, 5 and 7: The term “programming” refers to the utilization of formal programs that specifically incorporate measures to influence recidivism reduction.

Table 1: Provide the following information.		
1.	County general population	455,599
2.	Number of detention facilities	4
3.	BSCC-rated capacity of system	1,712 / 1,648
4.	ADP (Secure Detention) of system	1,638
5.	ADP (Alternatives to Detention) of system	1,026
6.	Percentage felony inmates of system	10

7.	Percentage non-sentenced inmates of system	55
8.	Arrests per month	1,403
9.	Bookings per month of system	1,888
10.	"Lack of space" releases per month	0

Table 2: Provide the name, BSCC-rated capacity (RC) and ADP of the adult detention facilities in your jurisdiction.			
Facility Name		RC	ADP
1.	Bob Wiley Detention Facility	690	
2.	Main Jail	272	
3.	Men's Correctional Facility	366/302	
4.	Tulare County Adult Pre-Trial Facility	384	
5.			
6.			
7.			
8.			

Table 3: List approaches currently in place to reduce the need for beds, and ADP for each.		
Pre-Trial Approaches		ADP
1.	Cite-and-release all misdemeanors with offenses of \$25,000 or less on court bail schedule	
2.	OR / Bail Reduction Reports with full COMPAS	33
3.		
4.		
5.		
6.		
Sentenced Offender Approaches		ADP
1.	Drug Court	274
2.	Recovery Court (Prop. 36)	364
3.	Mental Health Court	28
4.	Veterans Court	8
5.	Voluntary Electronic Monitoring	34
6.	Involuntary Electronic Monitoring	8

Table 4: List the current offender programming in place and the ADP in each program.		
	Pre-Trial Program	ADP
1.	GED Pre-sentenced Program (daily)	12
2.	Anger Management Pre-sentenced Program (daily)	12
3.	Parenting Pre-sentenced Program (daily)	12
4.	Women's Crisis Outreach Pre-sentenced Program (weekly)	36
5.	Substance Abuse Education Pre-sentenced Program (daily)	48
6.	Alcohol & Other Drugs Pre-sentenced Program (weekly)	16
	Life Skills Pre-sentenced Program (daily)	12
	Job Skills Pre-sentenced Program (daily)	12
	Computer Skills Pre-sentenced Program (daily)	12
	Character Counts Pre-sentenced Program (daily)	12
	Sentenced Offender Program	ADP
1.	Re-entry Classes (weekly)	15
2.	DRC - Educational Component (twice weekly)	12
3.	Men's Residential Substance Abuse (RSAT)(daily)	60
4.	Women's Residential Substance Abuse (WRSAT) (daily)	25
5.	Gang Awareness Parenting Project (weekly)	20
6.		

Table 5: List the offender programming gaps and deficiencies.	
	Gaps and Deficiencies
1.	Dedicated classroom space
2.	Involvement by higher classification of offenders in more
3.	Widespread use of incentives (pillows, visits by family, etc.)
4.	More use of COMPAS, SASSI-3, and introduction of VRI assessment to formulate individually tailored educational / CBT / vocational instructional plan
5.	Jail design to accommodate different classifications of offenders in close proximity to classroom / training spaces
6.	Program flow to move offenders forward through programming with overall goal of successful re-entry into community

Table 6: List the offender assessments used for the purpose of jail population management.		
	Assessment Tools	Assessments per Month
1.	COMPAS (Pre-Trial Release and Sentencing)	123
2.		
3.		
4.		
5.		
6.		

Table 7: List the offender assessments used for determining programming.		
	Assessment Tools	Assessments per Month
1.	VRI (Interest and Aptitude Test)	To begin 11/1/13
2.	SASSI-3	To begin 11/1/13
3.		
4.		
5.		
6.		