



December 11, 2018

Mark Castiglione
Capital District Regional Planning Commission
One Park Place, Suite 102
Albany NY, 12205

Re: Proposal and Scope of Work for Schematic Design Services for the CDJSDF Renovations and Additions;
Albany County Contract #4096 2018

Mark:

Our proposal for Schematic Design services for the facility improvements and additions required to bring the CDJSDF into compliance with the Raise the Age requirements is below.

**This document is the scope of work and price proposal to provide professional services through the Schematic Design Phase for the renovation and additions to the Capital District Juvenile Specialized Secure Detention Facility; phase 3a of Albany County contract #4096 for 2018.*

Contract #4096 line 2.4 describes phase 3 services as 'Complete Design/ Construction Documents,' which includes Schematic Design, Design Development, Construction Documents and Construction Administration. This proposal is for the first of these phases, Schematic Design '3.a'. Continuation of the design into Design Development and subsequent phases through construction will require a more extensive contractual agreement.

For a complete project description reference the CDJSD Project Design Scope, dated 10/13/18.

Scope of Services

The Schematic Design (SD) phase includes the preliminary design of the building additions, renovated areas and site scope. This includes realized floorplans, site plans, and building interior and exterior elevations. All decisions are made regarding location of spaces, access points, visibility requirements and building zoning. A 3D model will be generated to evaluate and present sight lines in secure areas. This can be experienced via traditional renderings, animations or Virtual Reality software. Special attention is paid to the following criteria:

- Operational requirements/ Area Efficiencies and Adjacencies
- Security and Life Safety Considerations
- Minimizing Facility Manpower and Staffing; Operating Costs
- Public and Staff Circulation
- Environmental Concerns/ Energy Considerations
- Construction Cost Review
- Construction Phasing
- Flexibility

Schedule

Upon authorization to proceed, the Schematic Design Phase will take 8-10 weeks to complete.

2 weeks – Initial design work

Meeting 1 – Working session/ project definition & review

- Review individual space needs and adjacencies
- Review initial building site massing
- Review proposed building systems (MEP & Structural)
- Review proposed site organization
- Review proposed construction phasing
- Define image of facility/ project vision

3 weeks – Development of design documents

Meeting 2 – Presentation of design documents

- Exterior visualization, renderings and elevations of additions and exterior improvements
- Interior visualization, renderings of open spaces – testing sightlines
- Review schematic level floor plans
- Review narratives of building systems
- Review proposed site organization and design
- Review proposed construction phasing

3 weeks – Finalizing of design documents and generation of cost estimate

Meeting 3

- Presentation of Schematic Design package
- Presentation and review of cost estimate
- Discussion of cost saving opportunities (Value Engineering)
- Determination of next steps

2 weeks (if needed based on changes determined in meeting 3) – Document changes based on cost savings discussions

Final Deliverable – Schematic Design documents, engineered systems narratives, construction phasing plan, construction cost estimate, updated total project budget, updated project schedule.

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Compensation

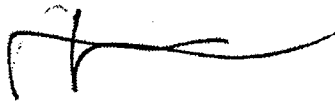
SMRT proposes to provide the services listed for a fixed fee of \$97,000, inclusive of all expenses encumbered by the design team in execution of this phase of the contract; excluding printing. It is assumed all deliverables will be digital PDF format. If any printing is requested by the owner/ user, the cost will be directly billed.

The schedule of this phase of the contract is expected to run through three calendar months, billing will be proportional to the progress of the project. Upon authorization to proceed a proposed drawdown schedule can be provided.

Terms and Conditions

The Scope of Work included in this proposal will be executed as a change order to the existing Albany County Contract #4096 2018, between SMRT and Albany County. If you are in agreement with the Scope of Work included, please provide SMRT with Authorization to Proceed by signing and returning one copy of the attached authorization statement.

Sincerely,
SMRT Architects and Engineers



Graham Vickers, AIA
Associate Principal

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Capital District Juvenile Secure Detention Facility

Scope of work for conversion to a 'Specialized Secure Detention Facility'

**This document outlines the anticipated scope of work for the design and construction administration for the renovations and additions to the CDJSDF. This document references the completed 'Building Conditions Assessment', dated 08/03/18, and the 'concept design' dated 09/19/18.*

1.0 Project Description

The Capital District Juvenile Secure Detention Facility (CDJSDF) is a multi-county secure youth detention center located in Albany NY. The facility was financed and constructed by the Capital District Youth Center, Inc. in 1997 with a single addition in 2000. The 30,000sf, single story building is in good overall condition with adequate spaces for its current use and population. The building sits on a constrained 4.16-acre site which makes additional building volume challenging to accommodate. The facility is administered by the Capital District Youth Center, Inc., operated by Berkshire Farm Center for Youth and owned by Albany County.

The existing building is in good condition but requires typical maintenance and system replacement for a building of its type and age (Re: facility assessment). The additional security requirements of the SSD classification will require some level of renovation to all spaces throughout the facility. The additional bed needs and associated program space will require major renovations to some area of the existing facility as well as multiple additions to the facility (Re: Concept Design).

The facility will need to remain open during the duration of construction. Complex phasing will be required to maintain facility operational and security requirements during the project. At this time, four separate construction phases are anticipated.

In addition to the facility conditions assessment findings and the new program shown in the concept design layout the new facility will need to meet the requirements set forth by the NYCOC, OCFS and Albany County Sheriff.

1.1 Building Renovations:

For a detailed description of the renovation needs of the existing facility and all of its systems please refer to the Building conditions assessment.

Major facility wide components include:

- Security Electronics & Control System
- Finishes & Fixture Replacements/ Upgrades (tamper resistant, anti-ligature)
- Mechanical Maintenance Items
- Detention Door Replacements (all bedrooms)

Major areas of renovations:

- Existing eight bed pod
- Existing Medical area
- Existing locker area

- Existing Library
- Intake

1.2 Building Additions:

Please refer to concept design floorplan for more information on proposed addition extents and locations.

Building additions include:

- Small addition to west end of administration area
- Large addition to east end of administration area
- New vehicle sally port and additional intake space
- Addition of two new six bed housing units and support spaces
 - Additional site work for replacement outdoor recreation space

1.3 Project Schedule

It is understood that this project needs to be complete by October 2019 to meet the RTA legislation requirements. This is an extremely tight timeline for design and phased construction in a secure facility. Utilizing temporary housing structures may make phasing easier. It may also be possible to bring part of the facility into compliance by the 10/19 deadline and finish additional areas after.

2.0 Design Scope

The design approach to this project will be driven by the complex phasing requirements to maintain operation of the facility during construction. In addition to the phasing complexities the tight project schedule will likely necessitate the preparation of multiple bid packages so some aspects of the project can begin construction before the entire design is complete. The renovation scope is extensive and touches every aspect of the existing facility, this design will require substantial coordination with existing systems and current and future facility operational procedures.

In addition to 'Basic Services', as defined by the AIA, the design scope will require a Security Electronics Consultant to design and specify the camera package, electronic door control, and jail management system (JMS) to be added to the facility. The FF&E package will likely be a joint effort between the design team and the procurement authority, assistance with furniture selection is an additional service by the design team.

There will be extensive site work included in the project as the current facility is constrained by abutters on all sides and includes a high variation in grades. The locations of the additions are driven by the rigid programmatic adjacency requirements of the facility type as well as the availability of useable site area. The location of the new housing wings is the current recreation space, this space will need to be replaced on the current site, which will require substantial site work.

The exterior vernacular of the building additions will match the current facility. The new building systems and structure will be driven by what is existing as well. The new interior spaces will be full of nature light and a calming pallet of colors and materials. All efforts will be made to create a

'normalized' rather than 'institutional' environment while maintaining the necessities of durability, safety and security.

It is understood at this time that there are many stakeholders involved in this project. Periodic review and frequent participation by all stakeholders will be required to keep this project on schedule and avoid surprises later in the process. The design team will utilize their expertise in secure environments for special populations to design a restorative and rehabilitative environment that is at all times safe and secure.

2.1 Schematic Design

The Schematic Design (SD) phase includes the preliminary design of the building additions, renovated areas and site scope. This includes realized floorplans, site plans, and building interior and exterior elevations. All decisions are made regarding location of spaces, access points, visibility requirements and building zoning. A 3D model will be generated to evaluate and present site lines in secure areas. This can be experienced via traditional renderings, animations or Virtual Reality software. Special Attention is paid to the following criteria:

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- Environmental Concerns/ Energy Considerations
- Construction Cost Review
- Construction Phasing
- Flexibility

2.2 Design Development

The Design Development (DD) phase focuses on making most of the detailed decisions regarding systems, materials, and security aspects of the facility. Based on the approved Schematic Design Documents the design team will prepare Design Development Documents. These documents will consist of drawings, draft specifications and other documents to fix and describe the size and character of the project for architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate. Detailed descriptions and documentation on the following key attributes will be provided:

- Structural System for additions/ connections to existing building
- Interior Design, Daylighting, durability, aesthetics etc.
- Furniture Fixtures and Equipment
- Efficient MEP systems options with Life Cycle Cost analysis
- Security Electronics and Tele/ Data
- Site Layout: Ecological impact areas, detainee drop off/ intake, affected circulation and parking

Our Design Development presentation and package will be similar to that of the Schematic Design phase with the updated and refined information as described above. The Construction Manager will be working closely with our team and the stakeholders providing constructability review, construction

phasing plans and cost information throughout this phase and will provide an updated full estimate at the completion of DD.

2.3 Construction Documents

In the Construction Documents (CD) phase, the design team takes all of the information and decisions presented throughout the previous phases and adds the technical level of detailing and description to enable the CM to effectively bid the documents to subcontractors.

Construction document services will consist of:

- Agency consulting/ review/ approval
- Construction plans for all aspects of the project
- Materials and specification
- Preparations of Bid Documents
- coordination of site design with site permitting
- Develop furniture fixture and equipment plan, packages and budget
- Security electronics procurement package
- Early bid packages for specific scope/ areas

2.4 Bidding and Construction Management

The design team will provide clarification during the bidding phase of the project and address any necessary changes via addenda. We will work with the CM as a team to effectively and expeditiously deliver the project on time. Throughout the Construction phase the design team acts as the Agent of the owner/user agency. Our services will consist of:

- Attend bi-weekly job progress and coordination meetings
- Review of payment requisitions
- Site visits to observe progress of construction and conformance to construction documents
- Issue change order responses and clarification to field Request for Information (RFIs)
- Communications and Progress Reports
- Review of shop drawing submittals
- Preparation of all change order supplemental drawings and information
- Monitoring project schedule
- Project Close Out documentation

3.0 Project Budget

This project budget below was generated by the design team on 09/01/18 to assist the stakeholder group in their budgeting process. This budget is based on a rough project cost estimate utilizing the information available at the time: the facility conditions assessment and space program/ early concept designs. It is expected that the Construction Manager advisor (CMA) will be updating this cost estimate through every phase of design to provide an constantly updated and refined view of the construction cost.

- Based on the building space needs program the additions to the buildings will total roughly 10,560sf. At our estimated \$450/sf this aspect of the scope will cost **\$4,752,000.**

- We have broken down the renovation scope into distinct categories and assigned lump sum cost estimates on the items
 - Security Camera & Control System \$325,000
 - Finish Upgrades \$250,000
 - Mechanical \$350,000
 - Detention Door Replacement \$500,000
 - Recreation Space \$100,000
 - Total raw renovation cost estimate **\$1,525,000**
- We recommend carrying a 10% design contingency on these numbers as this is a very early point in project definition
- $\$4,752,000 + \$1,525,000 + 10\%$ Design contingency = **\$6,904,700 estimate construction cost (ECC)**
- We recommend carrying a \$300,000 allowance for furniture (not included in ECC)
- We recommend carrying a 20% placeholder for project soft costs and a 5% owner's contingency
 - (Project soft costs include all design professional costs, permitting fees, owners staff or representative costs, etc.)
- Based on the above figures and reasoning the total project budget recommendation at this time is **\$9,005,875 total project cost (TPC).**

4.0 Design Fee

To further assist with project planning we are providing some explanation below of the structure and basis of design fees for this project. Additionally, we are providing a range of fee expectations based on our knowledge of the project and the multiple courses the project delivery might take. All numbers are for reference and planning only, this is not a proposal, we are not yet in the position to determine a definitive cost of work.

Please consider the information below confidential and for the use of this project team only.

For the basis of this exercise we are utilizing a percentage of construction to determine a range for design fees. We are considering all aspects of the project, including the renovation/ addition, phasing, secure environment, etc. We would propose that a percent of construction be utilized to create a fixed fee, however we recommend that is done for the Schematic Design phase initially and then the percentage applied to the updated cost estimate generated at the culmination of SD to fix a lump sum fee for the duration of the project.

We are including the cost for security electronics design in our fee assumptions here, it is likely it will be carried separately when the fee is determined. We are not including the cost of a CMA in our fee numbers, we will show separately.

4.1 Fee structure

The total design fee can be broken down into design phases a number of ways, we recommend:

Schematic Design -	15%
Design Development -	20%
Construction Documents -	40%
Bidding & Construction -	25%

We anticipate based on the project size and complexity the design fee will be between 9% - 10.5% of the ECC. Similarly, we anticipate the CMa fee to be between 2.5% - 5% (the CMa fee does not distribute the same way through phases as the Design fee. If the project is broken down into design phases the CMa fee will need to be figured separately)

4.1 Fee breakdown

Design Fee		9% fee	10.5% fee
Schematic Design	15%	\$93,213	\$108,748
Design Development	20%	\$124,284	\$144,998
Construction Documents	40%	\$248,569	\$289,997
Bidding & Construction	25%	\$155,355	\$181,248
Total Design Fee		\$621,423	\$724,993
CMa Fee		2.5% fee	5% fee
Total CMa Fee		\$172,617	\$345,235

Total fee range for budgeting design and CMa fees is: \$794,040 - \$1,070,228. These costs are included in the 20% soft cost multiplier utilized on the previous project budgeting calculation.

As a reminder these fees ranges are for budgeting purposes. In order to definitely determine a project fee, we will need to understand:

- The terms of the contract for which we will be working under.
- Whom we will officially be working for.
- If not all, what portion of the project we will be working on.
- What the duration of the project will be.
- What the delivery method of the project will be (assumed to be CMa)