



**Kewaunee County  
JAIL NEEDS ASSESSMENT STUDY COMMITTEE**

**February 13, 2019**

**5:00 p.m.**

**Kewaunee County Administration Center, 810 Lincoln Street, Kewaunee, WI 54216  
Human Services Training Room**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
5. Member Introductions
6. Discussion of Study Group Mission Statement
7. Discussion of Study Group Goals
8. Discussion of Future Meeting Dates
9. Discussion of Study Group Topics
10. Future Information Requests
11. Such Other Matters as Authorized by Law
12. Next Meeting
13. Adjournment

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrator's Office at (920) 388-7164 prior to the meeting so that accommodations may be arranged.



Kewaunee County  
Public Safety Facility  
Planning And Design Services  
Request For Qualifications Response

October 5, 2018



***/Venture/Architects***

*Justice Planning and Design*

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## 5 | Organizational Chart / Project Team

PHASE ONE – NEEDS ASSESSMENT STUDY AND  
PHASE TWO – OPERATIONAL & ARCHITECTURAL PROGRAM



**PROJECT MANAGEMENT / LEADERSHIP**  
VENTURE ARCHITECTS

John H. Cain, AIA  
*Principal In Charge / Project Manager*

**ARCHITECTURE**  
VENTURE ARCHITECTS

Thomas R. Poweleit  
*Project Designer*

**JUSTICE PLANNER**  
CRS, INC.

Rod C. Miller  
*Justice Planner*

**COST ESTIMATING**  
THE CONCORD GROUP

John Tilleman, CEP  
*Cost Estimator*

**FOOD SERVICE / LAUNDRY**  
STEWART DESIGN ASSOCIATES

Rock A. Deering, FCSI  
*Foodservice & Laundry Consultant*

**ENGINEERING**

HARWOOD ENGINEERING CONSULTANTS

Thomas B. Olejniczak, PE, LEED AP  
*Civil Principal / Engineer of Record /  
Supervising Professional*

Christopher J. Staab, PE, LEED AP BD+C  
*HVAC Principal / Engineer of Record /  
Supervising Professional*

IMEG, CORP.

Kris A. Cotharn, PE, LEED AP  
*Principal In Charge/ Quality Control*

Kewaunee County Public Safety Facility  
Request For Qualifications – Planning and Design Services

PHASE THREE - SCHEMATIC DESIGN



PROJECT MANAGEMENT / LEADERSHIP  
VENTURE ARCHITECTS

John H. Cain, AIA  
*Principal In Charge / Project Manager*

ARCHITECTURE  
VENTURE ARCHITECTS

Cory D. Beyer, AIA  
*Project Architect*

Thomas R. Poweleit  
*Project Designer*

Lisa C. Jansen, IIDA  
*Interior Designer*

Thomas E. DiSalvo, ASLA  
*Landscape Architect*

Justin M. Arndt, AIA, CDT  
*Field Services Construction Administrator*

Devon R. Miller, CSI, CDT  
*Specification Writer*

JUSTICE PLANNER  
CRS, INC.

Rod C. Miller  
*Justice Planner*

COST ESTIMATING  
THE CONCORD GROUP

John Tilleman, CEP  
*Cost Estimator*

Maurizio Magalli, CPE  
*Cost Estimator*

FOOD SERVICE / LAUNDRY  
STEWART DESIGN ASSOCIATES

Rock A. Deering, FCSI  
*Foodservice & Laundry Consultant*

Rad A. Deering, FCSI  
*Foodservice & Laundry Consultant*

ENGINEERING

HARWOOD ENGINEERING CONSULTANTS

Thomas B. Olejniczak, PE, LEED AP  
*Civil Principal / Engineer of Record /  
Supervising Professional*

Brad M. Seubert, PE  
*Civil Project Manager / Engineer*

Conrad Ettmayer, PE, LEED AP  
*Structural Principal / Engineer of Record /  
Supervising Professional*

Erik A. Thoresen, PE  
*Structural Project Manager / Engineer*

Patrick J. Geraghty, DE  
*Fire Suppression/Plumbing Principal / Engineer of  
Record / Supervising Professional*

Scott D. Gemske, DE, LEED AP BD+C  
*Fire Suppression / Plumbing Manager / Engineer*

Christopher J. Staab, PE, LEED AP BD+C  
*HVAC Principal / Engineer of Record /  
Supervising Professional*

Randy D. Sikkema, PE  
*HVAC Project Manager / Engineer*

IMEG, CORP.

Kris A. Cotharn, PE, LEED AP  
*Principal In Charge/ Quality Control*

Tim Paap, PE  
*Electrical Engineer*

Donald Paul, RCDD, PMP, CNID  
*Communications/ Technology Designer*

Marty Witt, RCDD, PSNP, CNIDP  
*Electronic Safety & Security Designer*

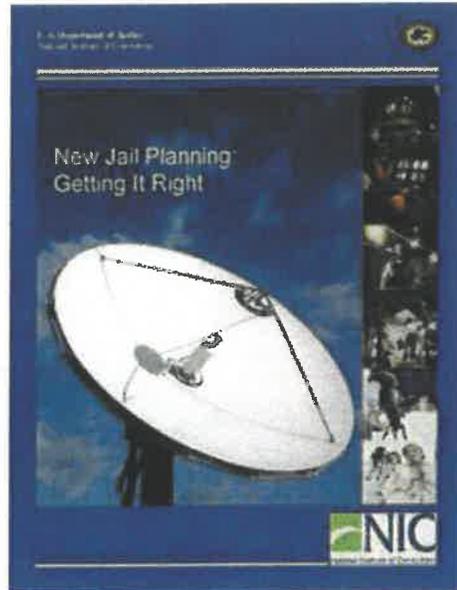
*Venture/Architects*

**Kewaunee County Public Safety Facility**  
**Request For Qualifications – Planning and Design Services**

**PHASE 1 SCOPE OF WORK – NEEDS ASSESSMENT STUDY**

**1. Overview Of The Criminal Justice System In Kewaunee County**

- Jail use is determined by the constellation of officials who make decisions about arrests, pretrial release, adjudication, and sentencing. Past practices do not necessarily indicate future needs because changes in policymakers, statutes, policies and practices will impact jail use.
- Build on the work done by the National Institute of Corrections (NIC) in 2016. We are very familiar with the NIC PONI (Planning of New Institutions) program; NIC contracted with Rod Miller to update and expand the PONI and HONI (How to Open a New Institution) program texts and tools in 1991.
- Interview criminal justice officials and develop a diagram of the criminal justice system, identifying gaps and opportunities for improvement.



- Identify if there is a "collaborating council" or similar group that meets regularly to discuss criminal justice system development and needs.
- Convene a group of stakeholders for a meeting during the needs assessment to discuss policies and practices that might change in future, and the impact on future jail needs.

**2. Criminal Justice System Demographic Data Gathering And Assessment**

- Assemble all previous studies and reports, such as the 1985 statistical report from the Wisconsin Council on Criminal Justice.
- Update and expand the information and data, creating a broader profile of criminal justice practices and trends. Sometimes there are correlations between criminal justice indicators (reported crime, arrests, dispositions, etc.) and past jail use.
- If required, look to other sources to predict future needs.
- Baseline forecasts will be developed, and we will work with criminal justice officials to adjust them to reflect recent and future changes.
- Conduct an in-depth analysis of the characteristics of the jail population by analyzing hundreds of inmate records from the jail management system. This will identify changes that have occurred and trends that could be expected. It will provide a "view of the criminal justice system" from the perspective of the jail. The findings from this analysis will be provided to criminal justice officials during the interviews and they will assist us to understand the findings.

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**3. Inventory And Assessment Of The Current Physical Structures And Site**

- Complete a physical assessment of the current facility infrastructure and systems including all major building systems.
  - Key architectural components including exterior walls, windows, and roof
  - Mechanical systems
  - Plumbing systems
  - Electrical systems
  - Electrical service and distribution
  - Lighting and controls
  - Security electronics
  - Communications systems and supporting spaces
- Evaluate the current Jail with respect to the WI DOC Chapter 350 physical requirements to identify shortcomings.
- Review past annual Jail inspection reports for non-compliance items.
- Prepare a written report, including photographs, outlining needs and deficiencies.



**4. Inventory And Assessment Of The Current Operations And Processes**

- Examine current jail policies and practices, including analysis of the staffing practices and needs. Wisconsin jail standards will provide benchmarks for current operations.
- Use the ACA Core Jail Standards as a basis for review and comparison. A more detailed review of jail processes will be implemented in subsequent phases of the project when an “architectural program” is developed.



**5. Exploration And Assessment Of Current Criminal Justice Trends, Best Practices, Treatment Options And Other Alternatives To Incarceration**

- Describe the “continuum” of policies, services, and settings that are currently available for pretrial defendants and sentenced offenders.
- Identify gaps, and describe programs and facilities that have proven effective in other counties.
- Using the inmate data described in Part 2 to determine whether past jail inmates could have been eligible for alternatives to confinement, and to estimate the impact on future jail needs for alternatives that could be developed.



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### 6. Forecasting Future Physical Structure And Operational Requirements

- Based on completed work related to the physical assessment and operational assessment, develop recommendations related future requirements. Key items to include:
  - Jail beds: number and types
  - Support space needs, including the types of inmate programs envisioned
  - Overall operational requirements for key operations, including booking, inmate classification, programs, visitation, food and laundry, and medical

### 7. Assessment Of Potential Action Plans, Including But Not Limited To The Following:

- Identify potential options for addressing new facility needs as outlined in the Request for Proposal from do nothing, to remodeling to new construction to outsourcing jail bed needs.
- Graphically represent each option.
- Establish a criteria for evaluating options, including operational and physical criteria.

### 8. Preliminary Review Of Data, Projections And Assessment With County

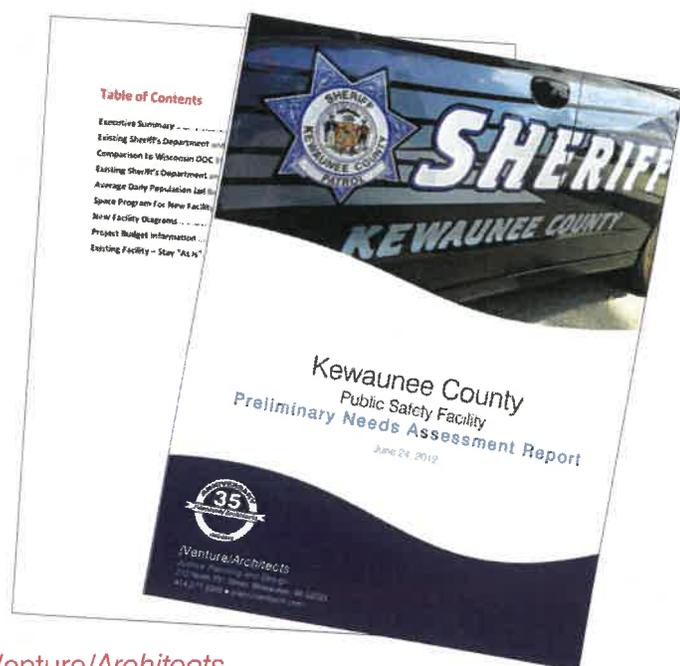
- Work with County staff in reviewing assembled information to determine completeness.

### 9. Recommendations On Physical Structure And Operations

- Evaluate all options and provide recommendations related to both remodeling and new construction.

### 10. Preparation Of A Needs Assessment Report

- Compile all information from the above tasks into a preliminary Needs Assessment Report.
- Seek feedback from all study stakeholders.
- Present a final Needs Assessment Report to Kewaunee County.



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**PHASE 2 SCOPE OF WORK – OPERATIONAL AND ARCHITECTURAL PROGRAM**

**1. Applicable Standards And Codes**

- Work with the planning team to identify all applicable standards and codes that will apply to this project. Examples include IBC 2015 (State Building Code), IMC 2015, IEEE 2015 (systems), and WI DOC 350.

**2. Understanding Of Key Data Drivers Of Space Needs**

- Review with County staff in identifying the key data drivers. To include:
  - Number of jail beds: phase one and future phases
  - Type of jail beds: phase one and future phases
  - Types of inmate programs
  - Support services including food and laundry

**3. Operational Scenarios And Narratives**

- Identify all major operational scenarios and narratives.

- Key scenarios include:

- Booking
- Inmate classification
- Programs
- Visitation
- Food and laundry
- Medical
- Inmate movement



- Develop written narratives for each and review with Kewaunee County staff.

**4. Sustainability Goals**

- Develop key sustainability goals for the project. Follow the LEED guidelines. Focus on achievable outcomes.

- Assist with developing sustainability goals and role of all building systems including:

- Site design
- Building enclosure
- Mechanical systems
- Electrical and security systems



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- 5. Review And Narrowing Of Alternatives**
  - Develop optional concepts for meeting the programmatic and operational requirements developed in the Phase I and Phase II tasks.
  - Review optional concepts with Kewaunee County staff.
  - Develop criteria for evaluating the optional concepts with Kewaunee County staff.
  - Review and narrow down the optional concepts for further development with Kewaunee County staff.
- 6. Evaluation And Diagram Of One To Three Alternatives**
  - From the previous reduction of optional concepts, develop diagrams and written narratives for the remaining concepts.
- 7. Construction And Project Cost Estimate**
  - Develop construction and project cost estimates for the three alternative concepts based on past project history. Develop options for addressing time of construction and escalation impact.
  - Construction cost estimates to include all fixed building systems.
  - Project cost estimates to include all non-construction costs including moveable equipment, professional fees, telecommunications, permits and fees, and other non-construction items.
- 8. Preliminary Staffing Plan And Budget**
  - Based upon preliminary facility diagramming, develop alternative staffing plans and budgets.
- 9. Review And Determination Of Preferred Alternative**
  - Complete a final review and recommendation(s).
- 10. Public Relations**
  - Work with Kewaunee County staff to develop an overall strategy for study presentation to the Kewaunee County Board and the general public.
  - Provide promotional material including floor plans and 3-D exterior and interior renderings.
- 11. Preparation Of A Final Operational And Architectural Program**
  - Complete a written final Operational and Architectural Program.
  - Present a final Operational and Architectural Program to Kewaunee County.

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**PHASE 3 SCOPE OF WORK – SCHEMATIC DESIGN**

1. Complete All Schematic Design Phase Documentation Including Drawings And System Narratives
  - Drawings to include:
    - Site plans
    - Architectural floor plans
    - Building elevations and sections
    - One-line diagrams of building systems
  - System narratives with descriptions of
    - Major building materials
    - Structural system
    - Mechanical system
    - Plumbing and fire protection system
    - Electrical system
    - Lighting approach
    - Security electronics
    - Telecommunications
2. Public Relations Materials To Include:
  - Colored site plan and building floor plans
  - 3 exterior 3-D colored renderings
  - 3 interior 3-D colored renderings
  - Written project description page
3. Additional Written Material To Include:
  - Updated construction and project cost estimate
  - Updated preliminary staffing plan and budget
  - Life cycle cost analysis
  - Design and construction schedule
4. Final Presentation:
  - Present final Study Report to Kewaunee County.