



Richland County Council
DETENTION CENTER AD HOC COMMITTEE
February 25, 2020 – 3:00 PM
Council Chambers
2020 Hampton Street, Columbia, SC 29204

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|------------------------------|--------------------------------|----------------------------|
| Yvonne McBride District 3 | Allison Terracio District 5 | Dalhi Myers District 10 |
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1. **CALL TO ORDER**
2. **APPROVAL OF MINUTES:**
 - a. **February 18, 2020 [PAGES 2-9]**
3. **ADOPTION OF AGENDA**
4. **ARCHITECT FIRM TO DESIGN A MEDICAL AND MENTAL HEALTH HOUSING UNIT FOR THE ASGDC [PAGES 10-167]**
5. **ADJOURNMENT**



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DETENTION CENTER AD HOC COMMITTEE
February 18, 2020 – 1:00PM
Administration Conference Room
2020 Hampton Street, Columbia, SC 29204

COMMITTEE MEMBERS PRESENT: Dalhi Myers, Chair, Yvonne McBride and Allison Terracio

OTHERS PRESENT: John Thompson, Michelle Onley, Ronaldo Myers, Hayden Davis, Shane Kitchen, Randy Pruitt, and Fielding Pringle

1. **CALL TO ORDER** – Ms. Myers called the meeting to order at approximately 1:04 p.m.
2. **ADOPTION OF AGENDA** – Ms. Terracio moved, seconded by Ms. Myers, to adopt the agenda as published. The vote in favor was unanimous.
3. **ELECTION OF THE CHAIR** – Ms. Terracio moved, seconded by Ms. Myers, to nominate Ms. Myers for the position of Chair. The vote in favor was unanimous.
4. **ALVIN S. GLENN DETENTION CENTER EXPANSION**
 - a. **Introduction**
 - b. **Background** – Mr. Myers stated they are a direct-supervision facility, which basically means the officers are in the housing units’ day-in/day-out. The officers control the activities of the inmates.
 - In FY11-12 Council approved a \$12.5M bond to build additional jail space.
 - The project was previously was bid out; the 2 companies that were to be negotiated with were Carter Goble Lee and Moseley Architects.
 - The project was put on hold and the County brought in a management consultant in 2014. The consultant was to determine if the jail was doing everything that needed to be done. At that time, there had been a couple of jail deaths, and they wanted to insure the jail was being managed properly.
 - The management consultant determined the jail was being managed properly, but they recommended additional medical and mental health beds be constructed.
 - In 2016, SCDC was sued, and lost, because they were not providing the proper services for mental health patients and not meeting the medical needs of the inmates.
 - Carter Goble Lee recommended to construct medical and mental health beds, and to renovate 3 open bay dormitories. The reason for renovating the open bay dormitories is because of the population changing over the years. There has been an increase in inmates charged with violent crimes, which necessitates the need for more single cells to accommodate those individuals who do not want to follow the “rules.”

- The 2014 and 2016 needs assessment studies each took approximately 3 months.
- Mr. Hayden Davis has a copy of the 2016 Needs Assessment.
- It was recommended to construct 36 medical unit beds. They will not be building an infirmary because that would increase the medical contract, and would require specialized equipment. In addition, an infirmary has to be certified through DHEC.
- Currently there are no true mental health beds. Their “Special Housing Unit” is a hodgepodge of disciplinary, administrative separation, medical and mental health detainees. At last count, there are 56 cells with approximately 25 – 26 detainees suffering with mental health issues.
- They are attempting to build something more therapeutic. Currently, there are 3 – 4 mental health counselors on contract with their medical provider, Wellpath. This would place the counselor(s) in the unit with the detainees so they can do group and individual therapy.
- There are currently no suicide cells. When they have an inmate that is at risk, an officer is assigned to that cell. The officer sits and monitors the inmate one-on-one.

Ms. Terracio inquired as to what would make a cell a “suicide cell”.

Mr. Myers responded it is basically a padded room where the inmate cannot hang themselves. There is no ligature points, the walls are smooth, and the ceilings are higher to prevent hanging.

Mr. Davis stated there are also no bathroom fixtures or corners, which could be used to self-harm.

Mr. Myers stated the Dept. of Mental Health does not have that many forensic beds; therefore, they have to find a way to accommodate. They currently have an inmate that self-mutilates to gain attention. The inmate had to have a blood transfusion because he has lost so much blood. They have tried to get him committed, but because of a space issue he has not been.

Ms. Terracio inquired about the difference between a medical unit and an infirmary.

Mr. Myers stated an infirmary would have “hot” oxygen coming off the walls, which is similar to a hospital setting.

Mr. Davis stated it would be more expensive than a hospital room because all of the equipment would have to be secured. The medical unit would more closely resemble a jail cell, but there would only be one inmate per cell.

Mr. Myers stated in addition, the medical unit would have electrical outlets coming out of the wall. Currently they do not electrical outlets and they have been cited by SCDC, and the Fire Marshal’s Office, because they have cords running across the floor for the medical equipment. There is no cost for the fines, but it is noted in case something does happen.

Ms. Myers inquired if a cost has been determined for the construction/renovations.

Mr. Myers stated the main priorities is building the medical and mental health units, which could utilize most of the \$12.5M set aside.

Ms. Myers inquired if the \$12.5M was segregated.

Dr. Thompson stated to his knowledge it was not. He will confirm with James if the funds are in the Detention Center budget.

Mr. Myers stated they need to update security and electronics. They would like to put additional cameras in. Currently there is one camera in each housing unit, which is a pan and tilt camera.

c. Scope of Service

- 2019 – Procurement issued a RFP for the design of the expansion
- Most responsive vendor was Moseley Architect, which has previously completed jobs at the Detention Center
- Nationally, approximately 30% of the inmates in the jail population have mental health issues
- There are currently 236 inmates at the Detention Center that receive medication for mental health issues
- By removing inmates from the Special Housing Unit and putting them in a medical unit, and then, removing the inmates with mental health issues and placing them in a mental health unit, it will free up additional cell space.
- There is also an increase in the number of gang-related issues.
- Inmates with violent offenses remain in jail longer, and restrictive housing should not be used to house inmates with minor violations or inmates with mental health issues.

Mr. Myers stated he is a supporter of the National Alliance of Mentally Ill, and has worked with them in the past.

Ms. Myers inquired if the Detention Center is currently delineating where inmates are housed.

Mr. Myers responded there is a classification process to place the inmates, but because they cannot place inmates with severe mental health issues in the general population, those inmates have to be placed where no one can take advantage of them. The only place to house these inmates is in a single-cell in the Special Housing Unit.

Ms. Myers requested additional feedback on inmates with violent offenses, which have a higher bond and are not able to meet the bond, and if the County should continue to with cash bonds. She inquired about what would be different if Mr. Myers had all of the money he has requested, and where inmates would be housed.

Mr. Myers stated, to be honest, it would not be different, unless the criminal justice system itself is fixed because the jail is a catchall for everybody. He stated the Detention Center, along with the Public Defender's Office and the Courts, try to research the background information on the detainees in order to set a better bond. The inmates that need to be released are being

released, but the inmates that have been charged with violent offenses typically have committed murder or some other egregious crime.

Ms. Myers stated these individuals have only been charged with the offense, so she is concerned with how we are classifying these individuals.

Mr. Myers stated they do an objective jail classification study, which is basically a decision tree of the charges, criminal history, educational level, etc.

Mr. Davis stated the County is looking at doing a design-bid-build process, which would bring in an architectural firm to design, and then have them put it out to bid. He stated the proposal from Moseley was, knowing there was a \$10M budget, with an option to do some other things with the remaining funds, to focus on the mental health and medical facility portion. The design process is typically divided into four (4) sections: schematic design, design development, construction documents, and bid oversight. The schematic design is what this proposal is for, which will evaluate the process, do a site study, space utilization, and how it fits on the site. It will also review the assessment needs recommendation and go through the Detention Center's daily processes.

At this point, Moseley is willing to honor their proposal to the February 2019 solicitation.

Ms. Myers stated, with a year old process, there could be other companies that may be able to provide a viable bid.

The information will be presented for Council's approval through the D&S and/or A&F Committees. Once Moseley is put under contract, they would anticipate a 4 - 6 month design time for the schematic design.

Ms. Myers inquired if there are any internal restrictions regarding bid solicitations.

Mr. Myers responded that he had spoken with Procurement, and the County could process with the award of the contract, if the vendor wishes to honor their bid.

Ms. Myers stated her question is related to other potential bidders, who were not successful, since we are beginning the process a year after the bid solicitation. There could be local companies who have an interest in this work, as well. She was curious if there was anything we need to look at from that perspective.

Mr. Myers stated there is only one local company that is qualified, which is Carter Goble Lee, and they did not bid. Of the five (5) bidders, there was one local "firm" that submitted a bid. The "firm" consisted of 2 -4 companies cobbled together to submit the bid. Each of the companies had experience, but a lot of their work would have been contracted out to other companies.

Ms. Myers inquired as to who reviewed the bid.

Mr. Myers responded that Mr. Kitchens, Mr. Niermeier and himself reviewed the bid.

Ms. Myers inquired if they were blind bids.

Mr. Myers stated they were provided their qualifications, and the names of the companies. The reviewers then contacted the companies' references to determine how responsive they were, and how the designs worked out for their previous clients. The reviewers were not provided the funding portion of the proposal.

Ms. Terracio stated she believes these companies would need to have a high level of expertise because these are very specific requests.

Mr. Davis stated he previously worked for an architectural firm that specialized in jails, and Moseley was their main competitor. Moseley is known internationally for their work on jails.

Ms. Myers stated there are three (3) local companies that she has represented that have constructed federal jails, and they build reputable jails.

Ms. McBride stated that not having a blind bid troubles her. In terms of companies that specialize in building facilities, certain companies monopolize and do not give other companies that have the same experience an opportunity. She inquired if there is a "pre-bid" process where companies are certified for eligibility.

Mr. Myers responded there is not a pre-bid process.

Mr. Davis stated this was a publicly advertised RFQ, which was open to anyone.

Mr. Myers stated they would like to move forward, so they can begin the design-build process within the next six (6) months.

Ms. Myers stated the committee needs to be able to review the numbers and the solicitation information before they can make a recommendation to full Council.

Mr. Davis asked for clarification on what the committee specifically is looking for in the briefing document.

Ms. Myers stated she would like to see the following:

- The bidders;
- The scores;
- The bid prices; and
- The members of the review committee

The requested information will give the ad hoc committee an understanding of the process, and if the process was fair and followed the procurement guidelines.

Ms. Terracio inquired if the proposal increases the number of beds at the Detention Center, or does it help to rearrange where detainees are housed.

Mr. Myers stated it will increase the total number of beds.

Ms. Terracio inquired if the Detention Center has an overcrowding problem.

Mr. Myers stated they have a classification issue. The jail was built in phases. Phase I was 336 open-bay beds, which is the part they are requesting to renovate. The facility has a total of 1,100 beds, which was reduced when they closed down the "Inmate Working Unit" because of plumbing issues.

Ms. Terracio stated, for clarification, we are not looking to jail more people.

Mr. Myers stated he is attempting to separate detainees better, and house them humanely.

Ms. McBride inquired if there is a limited amount of inmates that should be safely housed at the Detention Center.

Mr. Myers responded in the affirmative, but for clarification, it is not the population, but how they are classified.

Ms. McBride inquired which classification the expansion is for.

Mr. Myers stated they are requesting to construct medical and mental health units, which will free up additional beds to assist with "problem" inmate housing.

Ms. McBride stated her main concern is the mental health component, and making sure the detainees get the appropriate treatment.

Mr. Myers stated that is one of the things the architects will take into consideration. Even though we have a feasibility study, they are going to do an additional assessment.

Mr. Davis stated there were four (4) items identified in the solicitation (i.e. mental health facility, medical facility, camera system, and the renovation of Housing I from a bunk area to individual cells).

Ms. Myers stated, for clarification, the RFQ was a direct outgrowth of the feasibility study.

Mr. Myers responded in the affirmative.

Ms. Myers thanked Ms. Pringle for attending the meeting, and requested her comments on the proposed project.

Ms. Pringle stated she supports Mr. Myers, and reiterated the mental health unit is desperately needed. It has caused concern for a long time, and she looks forward to movement on the matter.

Ms. Myers requested a standard meeting time, so we can be kept up to date on Detention Center issues. In addition, she requested the daily cost of housing a detainee is, and how much each municipality is paying.

Mr. Myers stated the cost to house each detainee is fluid. The average cost is \$72/day.

Ms. Myers stated the number to house someone at the Detention Center could potentially be different than the "budgeted" amount. She is requesting the cost to run the Detention Center.

Mr. Myers stated if included all the ancillary costs it would likely cost upward to \$90/day.

Ms. Myers stated the taxpayers of Richland County are housing Lexington County's detainees, as well, in some instances. If the "real" cost is "X" and we are charging them "Y", we are subsidizing the cost to some places, and overcharging in others.

Ms. McBride inquired if we legally have to accept detainees from other jurisdictions.

Mr. Myers responded the only thing they are legally required to do is house detainees with General Sessions' charges.

Ms. McBride stated she believes it is time the County looks at the process and start focusing on Richland County because things are almost out of hand. We are currently shortchanging the Richland County residents.

Ms. Myers inquired if it was possible for the Public Defender's Office to provide information on county's that have gone to a "no cash bail system".

Ms. Pringle stated she will bring back information at the next ad hoc meeting.

Ms. Myers inquired about the staff retention at the Detention Center.

Mr. Myers stated it is a national crisis in law enforcement; however, they are doing better now.

Ms. Myers inquired if it is still a revolving door.

Mr. Myers responded in the affirmative. A part of it is that employees do not know what they are getting into until they get on the job. The other part is hiring the right people. He noted that some of those that left in the past have begun returning.

Indirective supervision facilities, which Mr. Myers does not care for, seem to keep their employees much longer.

Ms. Myers inquired about the education and training programs available.

Mr. Myers stated they have a GED program, as well as other programs; however, because of the staff shortage some have been put on hold. He is looking at hiring a Retention Specialist to assist with retaining employees, which in turn will open these programs back up. A lot time we concentrate on the inmates and not what the staff needs. Another issue they face with retention is that there is no real progression.

Ms. Myers stated there are some really creative programs which allows the detainees to do knowledge economy work (i.e. coding). There are real salaries banked for the detainees, so when they have money and a job skill.

Mr. Myers stated he will do some further research on the coding job skills.

Ms. McBride expressed her concern with the mental health and substance abuse issues of the detainees.

Mr. Myers stated they have a lot of community-based programs that deal with substance abuse, as well as a professional relationship with LRADAC.

Ms. McBride inquired about how many youth detainees ASGDC has.

Mr. Myers stated they average about 6 -8 juvenile detainees, but there is room to house 24.

5. **Questions & Answers**

6. **ADJOURNMENT** - The meeting adjourned at approximately 2:14 p.m.



Agenda Briefing

To: Committee Chair Dalhi Myers and Members of the Committee
Prepared by: Ronaldo D. Myers, Director
Department: Alvin S. Glenn Detention Center
Date Prepared: February 20, 2020 **Meeting Date:** February 25, 2020

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|------------------------------------|---|-----------------------------------|-------------------|
| Legal Review | | Date: | |
| Budget Review | James Hayes via email | Date: | February 20, 2020 |
| Finance Review | Stacey Hamm via email | Date: | February 20, 2020 |
| Other Review: | Jennifer Wladischkin via email | Date: | February, 2020 |
| Approved for consideration: | Assistant County Administrator | John M. Thompson, Ph.D., MBA, CPM | |
| Committee | Detention Center Ad Hoc Committee | | |
| Subject: | Architect firm to Design a Medical and Mental Health Housing Unit for the ASGDc | | |

Recommended Action:

Staff recommends approval of the contact for Mosley Architect Firm to design the medical and mental health housing units as part of the Alvin S. Glenn Detention Center expansion project.

Motion Requested:

1. Motion to approve the contract to for Mosley Architect Firm to design the medical and mental health units as part of the Alvin S. Glenn Detention Center expansion project; or,
2. Move to deny the request to contact with Mosely Architect Firm

Request for Council Reconsideration: Yes

Fiscal Impact:

This project was funded in FY 2011/12 for \$12,500,000. The Office of Budget and Grants Management is coordinating with Operational Services, Procurement, and the Detention Center to ensure the funds are available in the current year.

Motion of Origin:

There is no associated Council motion of origin.

| | |
|-----------------------|--|
| Council Member | |
| Meeting | |
| Date | |

Discussion:

In FY 2011/12 Richland County Council approved funding to build an expansion for bedspace for the Alvin S. Glenn Detention Center (ASGDC). Carter Goble Lee, LLC (CGL) completed a Needs Assessment in 2016 to study current and projected needs of the ASGDC based upon current and historical data. As a result of the assessment, CGL recognized a need for additional single cell housing to address difficulties in effective inmate classification. CGL recommended the following:

- The construction of a purpose housing unit for inmates with acute mental health needs.
- The construction of a purpose built housing units for inmates with acute medical needs.
- The conversion of 2 or 3 of the Phase 1, open dormitory housing units to single bed cells.
- The update or replacement of facility security electronics, to include video surveillance.

The Alvin S. Glenn Detention Center was built in several phases over multiple years to address the needs of the facility at the time. Each construction phase is independent in design and functionality, and phase is labeled and referred to by the ASGDC Staff in its chronological phase number.

- Phase I, opened in 1995, included 336 open bay beds for minimum and low medium custody offenders charged with non-violent crimes. The beds were distributed throughout 6 housing units containing 56 beds each.
- Phase II, opened in 1996, included 168 beds distributed throughout 3 housing units.
 - 56 single bed inmate orientation/initial classification unit
 - 56 bed special housing unit (SHU) that holds disciplinary inmates, administrative segregation inmates, and a de facto special needs unit
 - 56 bed maximum custody unit for detainees charged with violent offenses
- Phase III, opened in 1998, included 224 beds distributed throughout 4 housing units which house high medium and maximum custody level detainees.
 - 2 housing units containing 23 cells each with double bed occupancy for high medium custody level inmates
 - 2 housing units containing 56 cells each with single bed occupancy for higher custody level inmates.
- Phase IV, opened in 1998, included 112 beds distributed throughout two 56 bed open bay housing units for minimum custody inmate workers.
 - The unit was closed in 2014 due to plumbing/sewer issues and a decrease in population
 - This unit has been repurposed into office space and staff training facilities
- Phase V, opened in 2005, included a 280 beds distributed throughout 5 housing units in a hybrid design that enable the housing of detainees with multiple custody levels.
 - 112 beds for females detainees
 - 56 beds for a de facto medical unit
 - 112 beds for medium custody inmates

As the medical and mental health needs of the inmate population have increased, the facility has shifted the population to accommodate those needs. However, the ASGDC has received citations from the SC Fire Marshall for fire code violations as well as the SC Dept. Of Corrections Compliance, Standards, and Inspections Division for compliance violations to the SC Minimum Standards for Local Detention Facilities for custody level classification issues. To accommodate the medical needs of some inmates, Facility Administration has had to authorize the use of heavy duty extension cords for required medical equipment such as CPAP machines and nebulizers. On many occasions the hospital has deemed an inmate well enough to be discharged from the medical facility; however, upon the inmate's return to the facility, it is determined the inmate requires a higher level of medical care than the Detention Center is capable of providing due to a lack of required medical equipment, such as medical beds, nurses stations, and monitoring equipment.

Mental health needs are high for all detention centers throughout the United States. Currently, law enforcement has two alternatives to address a person in a mental health crisis: the emergency room or jail. Of the two, confinement in a jail setting is the easiest and quickest way to get a person in crisis in custody and off the street. In 2018, the Bureau of Justice Statistics (BJS) reported 14 percent of prisoners in state and federal facilities met the criteria for having serious mental health conditions. In local jails the number was 26 percent. Only five percent of the general population meets those criteria, according to the BJS. Mental illness also affects a higher percentage of female prisoners than males.

According to federal data, 40 percent of prisoners were diagnosed with a mental health disorder between 2011 and 2014. Every year, two million people with psychological problems are jailed based on estimates by the National Alliance on Mental Illness. A 2016, report by the Treatment Advocacy Center found that mentally ill prisoners are detained longer, cost more to house, are more likely to commit suicide, and be placed in solitary confinement.

The ASGDC has a large population of detainees with mental health needs. There are currently 336 identified inmates who have mental health needs; of those, 223 are seriously mental ill. Serious mental illness (SMI) is defined as a mental, behavioral, or emotional disorder resulting in serious functional impairment which substantially interferes with or limits one or more major life activities. Because some SMI detainees cannot be placed in general population housing units, they are assigned to the special management unit. However, the unit is not conducive to housing detainees with mental health needs. In fact, the lack of appropriate housing negatively impacts a detainee's mental health state due to prolonged confinement of 22-23 hours per day.

Detainees with SMI have taken critical single cell space from special management unit. Approximately 42%, or 24 beds, of our special management bed space is currently allocated to detainees with SMI. The facility was not designed to house inmates in this way. As previously mentioned, these inmates cannot be housed in general population with their respective custody level due to risk of victimization. A dedicated mental health housing unit will be conducive to treatment of those detainees with mental health needs. The detainees can participate in group and individual therapy sessions, which are presently unavailable. The underlying assumption is that by providing necessary treatment while in the custody of the Detention Center, the inmate's condition will improve, and with the continuity of care through existing community partnerships, there will be lower recidivism rates for those with a serious mental illness.

Attachments:

1. Medical and mental health stats for 2019
2. Medical and mental health stats for 2020
3. RFQ
4. Mosley Agreement
5. CGL Needs Assessment
6. Companies that Submitted Proposals
7. Consolidated Evaluations and Bid Tabulation

FACILITY NAME: **Richland Alvin S Glenn Detention Center 2019**

| Health Services Statistical Report | Average | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Totals YTD |
|--|--------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| AVERAGE DAILY POPULATION | 765.4 | 772 | 777 | 754 | 715 | 718 | 714 | 761 | 787 | 823 | 817 | 787 | 760 | 9185 |
| MEDICAL | | | | | | | | | | | | | | |
| SECURITY BOOKINGS | 939.0 | 945 | 990 | 945 | 918 | 986 | 939 | 996 | 974 | 973 | 887 | 881 | 834 | 11268 |
| INTAKE SCREENING BY CCS | 902.3 | 915 | 969 | 938 | 896 | 953 | 898 | 988 | 959 | 923 | 798 | 788 | 802 | 10827 |
| SICK CALL - NURSES | 246.6 | 489 | 205 | 372 | 290 | 182 | 242 | 386 | 203 | 68 | 44 | 196 | 282 | 2959 |
| SICK CALL - PROVIDER | 0.5 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 3 | 0 | 1 | 6 |
| SICK CALL - TOTAL ENCOUNTERS | 247.1 | 489 | 206 | 372 | 290 | 182 | 242 | 386 | 204 | 68 | 47 | 196 | 283 | 2965 |
| SICK CALL - TOTAL REFERRALS RECEIVED | 247.1 | 489 | 206 | 372 | 290 | 182 | 242 | 386 | 204 | 68 | 47 | 196 | 283 | 2965 |
| EMERGENCY RESPONSE - ON-SITE | 13.0 | 8 | 4 | 8 | 8 | 17 | 10 | 13 | 12 | 31 | 15 | 19 | 11 | 156 |
| NURSE CONTACTS - TREATMENTS & MONITORING | 5158.2 | 5739 | 5170 | 5616 | 5107 | 5020 | 5414 | 5222 | 5086 | 5409 | 4448 | 5191 | 4476 | 61898 |
| HEALTH ASSESSMENTS | 159.9 | 166 | 152 | 150 | 136 | 178 | 149 | 158 | 175 | 196 | 168 | 145 | 146 | 1919 |
| ANNUAL HEALTH ASSESSMENTS COMPLETED | 15.6 | 2 | 14 | 16 | 22 | 18 | 13 | 12 | 16 | 16 | 23 | 11 | 24 | 187 |
| # OF INMATES INCARCERATED >12 MONTHS | 163.2 | 158 | 168 | 158 | 155 | 148 | 163 | 168 | 158 | 156 | 172 | 168 | 186 | 1958 |
| X-RAYS (NON-TB RELATED) ON-SITE | 14.4 | 15 | 9 | 8 | 17 | 10 | 26 | 19 | 17 | 11 | 6 | 19 | 16 | 173 |
| EKGs | 4.3 | 5 | 4 | 4 | 5 | 3 | 4 | 5 | 4 | 3 | 6 | 5 | 4 | 52 |
| MENTAL HEALTH | | | | | | | | | | | | | | |
| PSYCHIATRIC PROVIDER | | | | | | | | | | | | | | |
| NEW PATIENT VISITS | 40.9 | 51 | 46 | 33 | 43 | 43 | 21 | 36 | 46 | 48 | 46 | 42 | 36 | 496 |
| FOLLOW UP VISITS | 62.3 | 63 | 76 | 78 | 77 | 87 | 51 | 47 | 45 | 46 | 52 | 58 | 68 | 742 |
| BEHAVIORAL HEALTH PROVIDERS | | | | | | | | | | | | | | |
| BEHAVIORAL HEALTH INITIAL EVALUATION | 187.0 | 243 | 299 | 280 | 225 | 93 | 87 | 173 | 128 | 139 | 180 | 187 | 210 | 2221 |
| FOLLOW-UP CONTACTS | 615.3 | 1115 | 1275 | 895 | 768 | 242 | 149 | 238 | 228 | 509 | 643 | 667 | 655 | 7344 |
| SICK CALL/REFERRAL CONTACTS | 461.3 | 574 | 555 | 646 | 623 | 335 | 722 | 228 | 58 | 73 | 86 | 813 | 822 | 5174 |
| SPECIAL NEEDS CONTACTS | 17.3 | 17 | 17 | 19 | 12 | 25 | 12 | 16 | 12 | 9 | 11 | 24 | 34 | 191 |
| SEGREGATION ROUNDS | 286.4 | 300 | 307 | 450 | 480 | 184 | 132 | 177 | 209 | 229 | 384 | 275 | 310 | 3413 |
| INDIVIDUAL THERAPY CONTACTS | 0.0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| GROUP SESSIONS | 0.0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PATIENTS IN GROUP SESSIONS | 0.0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| DISCHARGE PLANNING CONTACTS | 12.1 | 25 | 35 | 40 | 35 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 157 |
| SUICIDE WATCH | | | | | | | | | | | | | | |
| # OF SELF HARM EVENTS | 48.9 | 98 | 29 | 54 | 104 | 18 | 40 | 46 | 29 | 48 | 36 | 37 | 48 | 588 |
| # OF SUICIDE ATTEMPTS | 1.9 | 0 | 0 | 1 | 4 | 1 | 4 | 3 | 2 | 1 | 2 | 1 | 4 | 21 |
| # OF SUICIDES | 0.0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| # OF SUICIDE WATCH EVENTS | 49.6 | 18 | 29 | 123 | 123 | 18 | 40 | 46 | 29 | 48 | 36 | 37 | 48 | 597 |
| TOTAL # OF DAYS FOR ALL SUICIDE WATCHES | 128.6 | 21 | 56 | 68 | 85 | 31 | 130 | 153 | 131 | 216 | 194 | 202 | 256 | 1416 |
| TRANSFERS | | | | | | | | | | | | | | |
| # OF PETITIONS FOR EMERGENCY TRANSFERS | 1.1 | 2 | 1 | 1 | 3 | 3 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 14 |
| # OF PATIENTS CIVILLY COMMITTED | 1.9 | 4 | 3 | 0 | 3 | 0 | 3 | 4 | 2 | 0 | 1 | 2 | 1 | 24 |
| CRITICAL CLINICAL EVENTS | | | | | | | | | | | | | | |
| # OF THERAPEUTIC RESTRAINT EPISODES | 1.1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 4 | 2 | 2 | 3 | 11 |
| # OF EMERGENCY MEDICATION EPISODES | 0.9 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 4 | 0 | 1 | 2 | 10 |
| # OF PATIENTS ON INVOLUNTARY MEDICATION | 0.6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 1 | 1 | 1 | 7 |
| BEHAVIORAL HEALTH DATA | | | | | | | | | | | | | | |
| # OF PATIENTS ON SPECIAL NEEDS LIST | 12.4 | 17 | 17 | 19 | 12 | 8 | 12 | 16 | 12 | 9 | 9 | 10 | 8 | 153 |
| # OF BH SICK CALL REQUESTS/REFERRALS | 699.5 | 574 | 555 | 646 | 623 | 717 | 389 | 955 | 837 | 734 | 729 | 813 | 822 | 8272 |
| # OF MH SICK CALL REQUESTS/ REFERRALS | 500.9 | 4 | 3 | 3 | 5 | 717 | 389 | 955 | 837 | 734 | 729 | 813 | 822 | 5690 |
| # OF MH PATIENTS SENT OFF-SITE | 2.3 | 0 | 3 | 1 | 1 | 0 | 0 | 0 | 8 | 5 | 2 | 3 | 4 | 25 |
| # OF MH PATIENTS RETURNED OFF-SITE | 1.7 | 0 | 3 | 1 | 1 | 0 | 0 | 0 | 2 | 2 | 2 | 4 | 5 | 17 |
| DENTAL | | | | | | | | | | | | | | |
| DENTAL EXAMS | 73.8 | 92 | 74 | 83 | 69 | 94 | 40 | 65 | 67 | 90 | 72 | 73 | 66 | 885 |
| DENTAL SICK CALL / SCREENS | 73.8 | 92 | 74 | 83 | 69 | 94 | 40 | 65 | 67 | 90 | 72 | 73 | 66 | 885 |
| EXTRACTIONS | 21.9 | 18 | 22 | 29 | 23 | 38 | 4 | 15 | 32 | 23 | 25 | 19 | 15 | 263 |
| REFUSALS | 5.3 | 9 | 1 | 7 | 4 | 9 | 0 | 1 | 10 | 8 | 2 | 8 | 5 | 64 |
| TEMPORARY FILLINGS | 0.7 | 1 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 1 | 0 | 2 | 0 | 8 |
| OFF-SITE DENTAL REFERRALS | 0.1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| OTHER SERVICES NOT LISTED (x-rays) | 19.0 | 18 | 17 | 23 | 21 | 35 | 3 | 13 | 29 | 21 | 17 | 15 | 16 | 228 |
| OFF-SITE SERVICES | | | | | | | | | | | | | | |
| EMERGENCY ROOM VISITS | 15.4 | 14 | 7 | 7 | 15 | 11 | 13 | 20 | 21 | 16 | 22 | 17 | 22 | 185 |
| COUNTY | 15.4 | 14 | 7 | 7 | 15 | 11 | 13 | 20 | 21 | 16 | 22 | 17 | 22 | 185 |
| FEDERAL/ICE | 0.0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| AMBULANCE TRANSPORTS to ER | 7.5 | 9 | 14 | 12 | 6 | 6 | 10 | 8 | 9 | 9 | 3 | 15 | 90 | |

FACILITY NAME: **Richland Alvin S Glenn Detention Center 2019**

| Health Services Statistical Report | Average | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Totals YTD |
|---------------------------------------|---------|-----|-----|-----|-----|-----|-----|------|------|------|------|------|------|------------|
| COUNTY | 7.5 | 9 | 0 | 3 | 12 | 6 | 6 | 10 | 8 | 9 | 9 | 3 | 15 | 90 |
| FEDERAL/ICE | 0.0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| JAIL TRANSPORTS to ER | 8.5 | 5 | 7 | 4 | 3 | 5 | 7 | 10 | 11 | 16 | 13 | 14 | 7 | 102 |
| COUNTY | 8.5 | 5 | 7 | 4 | 3 | 5 | 7 | 10 | 11 | 16 | 13 | 14 | 7 | 102 |
| FEDERAL/ICE | 0.0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| HOSPITAL ADMISSIONS | 4.9 | 4 | 2 | 3 | 5 | 4 | 3 | 6 | 9 | 4 | 5 | 6 | 8 | 59 |
| COUNTY | 4.9 | 4 | 2 | 3 | 5 | 4 | 3 | 6 | 9 | 4 | 5 | 6 | 8 | 59 |
| FEDERAL/ICE | 0.0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| HOSPITAL DAYS | 20.8 | 11 | 4 | 7 | 41 | 22 | 9 | 22 | 50 | 12 | 18 | 18 | 36 | 250 |
| COUNTY | 20.8 | 11 | 4 | 7 | 41 | 22 | 9 | 22 | 50 | 12 | 18 | 18 | 36 | 250 |
| FEDERAL/ICE | 0.0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| AVERAGE LENGTH OF STAY | 3.2 | 2 | 2 | 2 | 3 | 5 | 3 | 3 | 5 | 3 | 3 | 3 | 4 | 38 |
| ON-SITE SPECIALTY CONSULTATIONS | 0.0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| OFF-SITE SPECIALTY CONSULTS | 22.3 | 19 | 15 | 18 | 24 | 24 | 18 | 18 | 22 | 26 | 30 | 27 | 27 | 268 |
| COUNTY | 22.3 | 19 | 15 | 18 | 23 | 24 | 18 | 18 | 22 | 26 | 30 | 27 | 27 | 267 |
| FEDERAL/ICE | 0.1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| ONE DAY SURGERIES | 1.0 | 1 | 1 | 2 | 0 | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 0 | 12 |
| COUNTY | 0.9 | 0 | 1 | 2 | 0 | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 0 | 11 |
| FEDERAL/ICE | 0.1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| OFF-SITE RADIOLOGY | 2.7 | 1 | 2 | 2 | 6 | 4 | 0 | 2 | 6 | 5 | 2 | 0 | 2 | 32 |
| DEATHS ON-SITE | 0.1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| DEATH IN CUSTODY | 0.1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| PHARMACEUTICALS | | | | | | | | | | | | | | |
| TOTAL I/Ms ON MEDS | 951.4 | 929 | 868 | 903 | 756 | 876 | 834 | 1010 | 1074 | 1026 | 1097 | 1043 | 1001 | 11417 |
| TOTAL I/Ms ON MEDICAL MEDS | 458.2 | 444 | 401 | 423 | 422 | 418 | 411 | 475 | 513 | 494 | 527 | 499 | 471 | 5498 |
| TOTAL I/Ms ON PSYCHOTROPIC MEDS | 231.9 | 237 | 223 | 233 | 224 | 225 | 186 | 218 | 238 | 243 | 253 | 259 | 244 | 2783 |
| TOTAL I/Ms NONFORMULARY MEDS | 97.3 | 86 | 83 | 80 | 73 | 63 | 77 | 109 | 119 | 104 | 128 | 114 | 131 | 1167 |
| CHRONIC CARE | | | | | | | | | | | | | | |
| ASTHMA/COPD | 58.2 | 21 | 33 | 39 | 42 | 52 | 59 | 56 | 54 | 80 | 109 | 94 | 59 | 698 |
| DIABETICS | 37.6 | 11 | 24 | 20 | 27 | 32 | 41 | 34 | 53 | 51 | 72 | 45 | 41 | 451 |
| DIALYSIS | 0.6 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 7 |
| HIV | 19.7 | 14 | 21 | 22 | 22 | 19 | 22 | 25 | 28 | 22 | 16 | 16 | 9 | 236 |
| PREGNANCY | 2.4 | 3 | 1 | 3 | 2 | 2 | 3 | 3 | 1 | 2 | 2 | 3 | 4 | 29 |
| HYPERTENSION / CARDIOVASCULAR | 139.3 | 138 | 134 | 166 | 202 | 119 | 154 | 202 | 142 | 141 | 72 | 86 | 116 | 1672 |
| SEIZURE DISORDERS | 24.6 | 12 | 20 | 22 | 22 | 20 | 20 | 25 | 27 | 27 | 41 | 24 | 35 | 295 |
| THYROID | 1.2 | 1 | 1 | 2 | 2 | 0 | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 14 |
| TUBERCULOSIS | 0.0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| OTHER | 71.3 | 64 | 78 | 86 | 73 | 68 | 73 | 64 | 58 | 62 | 83 | 78 | 68 | 855 |
| INFECTIOUS DISEASE CONTROL | | | | | | | | | | | | | | |
| PPDs PLANTED | 201.7 | 185 | 200 | 170 | 187 | 204 | 169 | 241 | 204 | 218 | 237 | 198 | 207 | 2420 |
| PPDs READ | 172.4 | 162 | 185 | 157 | 156 | 167 | 137 | 218 | 156 | 194 | 191 | 163 | 183 | 2069 |
| POSITIVE PPDs | 0.9 | 2 | 0 | 1 | 4 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 2 | 11 |
| TB RELATED CHEST X-RAYS | 8.9 | 14 | 13 | 9 | 7 | 3 | 7 | 11 | 5 | 6 | 14 | 9 | 9 | 107 |
| ACTIVE TB | 0.0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| HIV TEST | 18.1 | 12 | 20 | 21 | 21 | 35 | 12 | 10 | 28 | 13 | 14 | 16 | 15 | 217 |
| POSITIVE HIV | 0.2 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| # OF POSITIVE HIV INMATES | 18.4 | 14 | 14 | 14 | 22 | 19 | 22 | 25 | 28 | 22 | 16 | 16 | 9 | 221 |
| HEPATITIS A | 0.3 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 4 |
| HEPATITIS B | 0.3 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 3 |
| HEPATITIS C | 1.8 | 2 | 1 | 0 | 2 | 0 | 1 | 2 | 1 | 4 | 5 | 2 | 2 | 22 |
| CHLAMYDIA | 1.5 | 2 | 1 | 2 | 3 | 1 | 0 | 2 | 2 | 1 | 0 | 2 | 2 | 18 |
| GONORRHEA | 0.4 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 0 | 1 | 1 | 5 |
| SYPHILIS | 0.2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| OTHER STD | 0.3 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 3 |
| PEDICULOSIS | 0.0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SCABIES | 0.1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| MRSA CONFIRMED | 0.1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| CONFIRMED MRSA TREATED | 0.1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| SUSPECTED MRSA TREATED | 0.1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| GRIEVANCES | | | | | | | | | | | | | | |
| INMATES WITH GRIEVANCES | 19.8 | 13 | 13 | 22 | 28 | 27 | 24 | 21 | 18 | 16 | 31 | 15 | 9 | 237 |
| DISSATISFIED WITH MEDICAL CARE | 1.7 | 0 | 2 | 1 | 0 | 1 | 3 | 1 | 1 | 2 | 8 | 1 | 0 | 20 |
| DISSATISFIED WITH DENTAL CARE | 0.3 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 3 |
| DISSATISFIED WITH MENTAL HEALTH CARE | 0.8 | 1 | 1 | 1 | 1 | 1 | 2 | 0 | 0 | 0 | 1 | 1 | 0 | 9 |
| DISSATISFIED WITH STAFF CONDUCT | 2.8 | 3 | 1 | 2 | 8 | 2 | 3 | 2 | 3 | 0 | 4 | 5 | 0 | 33 |
| DISSATISFIED WITH DELAY IN HEALTHCARE | 3.2 | 4 | 4 | 6 | 8 | 6 | 5 | 0 | 0 | 0 | 4 | 1 | 0 | 38 |
| PROBLEMS WITH MEDS | 5.4 | 1 | 2 | 3 | 7 | 9 | 8 | 11 | 9 | 7 | 6 | 2 | 0 | 65 |
| REQUEST TO BE SEEN | 1.5 | 1 | 3 | 0 | 0 | 0 | 4 | 0 | 1 | 1 | 6 | 2 | 0 | 18 |
| OTHER | 7.1 | 8 | 8 | 15 | 8 | 8 | 4 | 5 | 3 | 6 | 11 | 6 | 9 | 85 |

FACILITY NAME: **Richland Alvin S Glenn Detention Center 2019**

| Health Services Statistical Report | Average | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Totals YTD |
|------------------------------------|---------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------------|
| | | | | | | | | | | | | | | |

FACILITY NAME: **Richland Alvin S Glenn Detention Center 2020**

| Health Services Statistical Report | Average | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Totals YTD |
|--|--------------|------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------------|
| AVERAGE DAILY POPULATION | 782.0 | 782 | | | | | | | | | | | | 782 |
| MEDICAL | | | | | | | | | | | | | | |
| SECURITY BOOKINGS | 996.0 | 996 | | | | | | | | | | | | 996 |
| INTAKE SCREENING BY CCS | 968.0 | 968 | | | | | | | | | | | | 968 |
| SICK CALL - NURSES | 384.0 | 384 | | | | | | | | | | | | 384 |
| SICK CALL - PROVIDER | 2.0 | 2 | | | | | | | | | | | | 2 |
| SICK CALL - TOTAL ENCOUNTERS | 386.0 | 386 | | | | | | | | | | | | 386 |
| SICK CALL - TOTAL REFERRALS RECEIVED | 386.0 | 386 | | | | | | | | | | | | 386 |
| EMERGENCY RESPONSE - ON-SITE | 17.0 | 17 | | | | | | | | | | | | 17 |
| NURSE CONTACTS - TREATMENTS & MONITORING | 5404.0 | 5404 | | | | | | | | | | | | 5404 |
| HEALTH ASSESSMENTS | 157.0 | 157 | | | | | | | | | | | | 157 |
| ANNUAL HEALTH ASSESSMENTS COMPLETED | 18.0 | 18 | | | | | | | | | | | | 18 |
| # OF INMATES INCARCERATED >12 MONTHS | 168.0 | 168 | | | | | | | | | | | | 168 |
| X-RAYS (NON-TB RELATED) ON-SITE | 19.0 | 19 | | | | | | | | | | | | 19 |
| EKGs | 4.0 | 4 | | | | | | | | | | | | 4 |
| MENTAL HEALTH | | | | | | | | | | | | | | |
| PSYCHIATRIC PROVIDER | | | | | | | | | | | | | | |
| NEW PATIENT VISITS | 53.0 | 53 | | | | | | | | | | | | 106 |
| FOLLOW UP VISITS | 69.0 | 69 | | | | | | | | | | | | 138 |
| BEHAVIORAL HEALTH PROVIDERS | | | | | | | | | | | | | | |
| BEHAVIORAL HEALTH INITIAL EVALUATION | 239.0 | 239 | | | | | | | | | | | | 478 |
| FOLLOW-UP CONTACTS | 982.0 | 982 | | | | | | | | | | | | 1964 |
| SICK CALL/REFERRAL CONTACTS | 770.0 | 770 | | | | | | | | | | | | 1540 |
| SPECIAL NEEDS CONTACTS | 9.0 | 9 | | | | | | | | | | | | 18 |
| SEGREGATION ROUNDS | 286.0 | 286 | | | | | | | | | | | | 572 |
| INDIVIDUAL THERAPY CONTACTS | 0.0 | 0 | | | | | | | | | | | | 0 |
| GROUP SESSIONS | 0.0 | 0 | | | | | | | | | | | | 0 |
| PATIENTS IN GROUP SESSIONS | 0.0 | 0 | | | | | | | | | | | | 0 |
| DISCHARGE PLANNING CONTACTS | 0.0 | 0 | | | | | | | | | | | | 0 |
| SUICIDE WATCH | | | | | | | | | | | | | | |
| # OF SELF HARM EVENTS | 43.0 | 43 | | | | | | | | | | | | 86 |
| # OF SUICIDE ATTEMPTS | 4.0 | 4 | | | | | | | | | | | | 8 |
| # OF SUICIDES | 0.0 | 0 | | | | | | | | | | | | 0 |
| # OF SUICIDE WATCH EVENTS | 43.0 | 43 | | | | | | | | | | | | 86 |
| TOTAL # OF DAYS FOR ALL SUICIDE WATCHES | 176.0 | 176 | | | | | | | | | | | | 352 |
| TRANSFERS | | | | | | | | | | | | | | |
| # OF PETITIONS FOR EMERGENCY TRANSFERS | 1.0 | 1 | | | | | | | | | | | | 2 |
| # OF PATIENTS CIVILLY COMMITTED | 1.0 | 1 | | | | | | | | | | | | 2 |
| CRITICAL CLINICAL EVENTS | | | | | | | | | | | | | | |
| # OF THERAPEUTIC RESTRAINT EPISODES | 3.0 | 3 | | | | | | | | | | | | 6 |
| # OF EMERGENCY MEDICATION EPISODES | 1.0 | 1 | | | | | | | | | | | | 2 |
| # OF PATIENTS ON INVOLUNTARY MEDICATION | 0.0 | 0 | | | | | | | | | | | | 0 |
| BEHAVIORAL HEALTH DATA | | | | | | | | | | | | | | |
| # OF PATIENTS ON SPECIAL NEEDS LIST | 8.0 | 8 | | | | | | | | | | | | 16 |
| # OF BH SICK CALL REQUESTS/REFERRALS | 1221.0 | 1221 | | | | | | | | | | | | 2442 |
| # OF MH SICK CALL REQUESTS/ REFERRALS | 1221.0 | 1221 | | | | | | | | | | | | 2442 |
| # OF MH PATIENTS SENT OFF-SITE | 5.0 | 5 | | | | | | | | | | | | 10 |
| # OF MH PATIENTS RETURNED OFF-SITE | 6.0 | 6 | | | | | | | | | | | | 12 |
| DENTAL | | | | | | | | | | | | | | |
| DENTAL EXAMS | 83.0 | 83 | | | | | | | | | | | | 83 |
| DENTAL SICK CALL / SCREENS | 83.0 | 83 | | | | | | | | | | | | 83 |
| EXTRACTIONS | 32.0 | 32 | | | | | | | | | | | | 32 |
| REFUSALS | 5.0 | 5 | | | | | | | | | | | | 5 |
| TEMPORARY FILLINGS | 0.0 | 0 | | | | | | | | | | | | 0 |
| OFF-SITE DENTAL REFERRALS | 2.0 | 2 | | | | | | | | | | | | 2 |
| OTHER SERVICES NOT LISTED (x-rays) | 26.0 | 26 | | | | | | | | | | | | 26 |
| OFF-SITE SERVICES | | | | | | | | | | | | | | |
| EMERGENCY ROOM VISITS | 19.0 | 19 | | | | | | | | | | | | 19 |
| COUNTY | 19.0 | 19 | | | | | | | | | | | | 19 |
| FEDERAL/ICE | 0.0 | 0 | | | | | | | | | | | | 0 |
| AMBULANCE TRANSPORTS to ER | 9.0 | 9 | | | | | | | | | | | | 9 |

FACILITY NAME: **Richland Alvin S Glenn Detention Center 2020**

| Health Services Statistical Report | Average | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Totals YTD |
|---------------------------------------|---------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------------|
| COUNTY | 9.0 | 9 | | | | | | | | | | | | 9 |
| FEDERAL/ICE | 0.0 | 0 | | | | | | | | | | | | 0 |
| JAIL TRANSPORTS to ER | 10.0 | 10 | | | | | | | | | | | | 10 |
| COUNTY | 10.0 | 10 | | | | | | | | | | | | 10 |
| FEDERAL/ICE | 0.0 | 0 | | | | | | | | | | | | 0 |
| HOSPITAL ADMISSIONS | 4.0 | 4 | | | | | | | | | | | | 4 |
| COUNTY | 4.0 | 4 | | | | | | | | | | | | 4 |
| FEDERAL/ICE | 0.0 | 0 | | | | | | | | | | | | 0 |
| HOSPITAL DAYS | 13.0 | 13 | | | | | | | | | | | | 13 |
| COUNTY | 13.0 | 13 | | | | | | | | | | | | 13 |
| FEDERAL/ICE | 0.0 | 0 | | | | | | | | | | | | 0 |
| AVERAGE LENGTH OF STAY | 3.0 | 3 | | | | | | | | | | | | 3 |
| ON-SITE SPECIALTY CONSULTATIONS | 0.0 | 0 | | | | | | | | | | | | 0 |
| OFF-SITE SPECIALTY CONSULTS | 30.0 | 30 | | | | | | | | | | | | 30 |
| COUNTY | 30.0 | 30 | | | | | | | | | | | | 30 |
| FEDERAL/ICE | 0.0 | 0 | | | | | | | | | | | | 0 |
| ONE DAY SURGERIES | 0.0 | 0 | | | | | | | | | | | | 0 |
| COUNTY | 0.0 | 0 | | | | | | | | | | | | 0 |
| FEDERAL/ICE | 0.0 | 0 | | | | | | | | | | | | 0 |
| OFF-SITE RADIOLOGY | 1.0 | 1 | | | | | | | | | | | | 1 |
| DEATHS ON-SITE | 0.0 | 0 | | | | | | | | | | | | 0 |
| DEATH IN CUSTODY | 0.0 | 0 | | | | | | | | | | | | 0 |
| PHARMACEUTICALS | | | | | | | | | | | | | | |
| TOTAL I/MS ON MEDS | 1118.0 | 1118 | | | | | | | | | | | | 1118 |
| TOTAL I/MS ON MEDICAL MEDS | 538.0 | 538 | | | | | | | | | | | | 538 |
| TOTAL I/MS ON PSYCHOTROPIC MEDS | 264.0 | 264 | | | | | | | | | | | | 264 |
| TOTAL I/MS NONFORMULARY MEDS | 132.0 | 132 | | | | | | | | | | | | 132 |
| CHRONIC CARE | | | | | | | | | | | | | | |
| ASTHMA/COPD | 54.0 | 54 | | | | | | | | | | | | 54 |
| DIABETICS | 32.0 | 32 | | | | | | | | | | | | 32 |
| DIALYSIS | 1.0 | 1 | | | | | | | | | | | | 1 |
| HIV | 17.0 | 17 | | | | | | | | | | | | 17 |
| PREGNANCY | 3.0 | 3 | | | | | | | | | | | | 3 |
| HYPERTENSION / CARDIOVASCULAR | 130.0 | 130 | | | | | | | | | | | | 130 |
| SEIZURE DISORDERS | 12.0 | 12 | | | | | | | | | | | | 12 |
| THYROID | 3.0 | 3 | | | | | | | | | | | | 3 |
| TUBERCULOSIS | 0.0 | 0 | | | | | | | | | | | | 0 |
| OTHER | 76.0 | 76 | | | | | | | | | | | | 76 |
| INFECTIOUS DISEASE CONTROL | | | | | | | | | | | | | | |
| PPDs PLANTED | 195.0 | 195 | | | | | | | | | | | | 195 |
| PPDs READ | 141.0 | 141 | | | | | | | | | | | | 141 |
| POSITIVE PPDs | 0.0 | 0 | | | | | | | | | | | | 0 |
| TB RELATED CHEST X-RAYS | 14.0 | 14 | | | | | | | | | | | | 14 |
| ACTIVE TB | 0.0 | 0 | | | | | | | | | | | | 0 |
| HIV TEST | 10.0 | 10 | | | | | | | | | | | | 10 |
| POSITIVE HIV | 0.0 | 0 | | | | | | | | | | | | 0 |
| # OF POSITIVE HIV INMATES | 17.0 | 17 | | | | | | | | | | | | 17 |
| HEPATITIS A | 1.0 | 1 | | | | | | | | | | | | 1 |
| HEPATITIS B | 1.0 | 1 | | | | | | | | | | | | 1 |
| HEPATITIS C | 3.0 | 3 | | | | | | | | | | | | 3 |
| CHLAMYDIA | 2.0 | 2 | | | | | | | | | | | | 2 |
| GONORRHEA | 2.0 | 2 | | | | | | | | | | | | 2 |
| SYPHILIS | 1.0 | 1 | | | | | | | | | | | | 1 |
| OTHER STD | 2.0 | 2 | | | | | | | | | | | | 2 |
| PEDICULOSIS | 0.0 | 0 | | | | | | | | | | | | 0 |
| SCABIES | 0.0 | 0 | | | | | | | | | | | | 0 |
| MRSA CONFIRMED | 0.0 | 0 | | | | | | | | | | | | 0 |
| CONFIRMED MRSA TREATED | 0.0 | 0 | | | | | | | | | | | | 0 |
| SUSPECTED MRSA TREATED | 0.0 | 0 | | | | | | | | | | | | 0 |
| GRIEVANCES | | | | | | | | | | | | | | |
| INMATES WITH GRIEVANCES | 13.0 | 13 | | | | | | | | | | | | 13 |
| DISSATISFIED WITH MEDICAL CARE | 4.0 | 4 | | | | | | | | | | | | 4 |
| DISSATISFIED WITH DENTAL CARE | 0.0 | 0 | | | | | | | | | | | | 0 |
| DISSATISFIED WITH MENTAL HEALTH CARE | 0.0 | 0 | | | | | | | | | | | | 0 |
| DISSATISFIED WITH STAFF CONDUCT | 2.0 | 2 | | | | | | | | | | | | 2 |
| DISSATISFIED WITH DELAY IN HEALTHCARE | 3.0 | 3 | | | | | | | | | | | | 3 |
| PROBLEMS WITH MEDS | 0.0 | 0 | | | | | | | | | | | | 0 |
| REQUEST TO BE SEEN | 0.0 | 0 | | | | | | | | | | | | 0 |
| OTHER | 8.0 | 8 | | | | | | | | | | | | 8 |

| FACILITY NAME: Richland Alvin S Glenn Detention Center 2020 | | | | | | | | | | | | | | |
|--|---------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------------|
| Health Services Statistical Report | Average | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Totals YTD |
| | | | | | | | | | | | | | | |



**REQUEST FOR QUALIFICATIONS
RC-136-Q-2019
Design Services for ASGDC Expansion**

Richland County Government will not accept liability for any incidental or consequential damages arising from or as a result of the electronic transmission of this document, acknowledgements or other data hereunder. In the event of receipt of an electronic document that is garbled in transmission or improperly formatted the authorized representative shown below must be notified immediately.

All questions must be addressed to the person listed in block # 3 of Section "F" prior to submitting a qualification.

| | | |
|--|------------------|---------------------------|
| Authorized Representative Jennifer Wladischkin CPPM Procurement Manager | Signature | Date 12/17/2018 |
|--|------------------|---------------------------|

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| SECTION - B | REQUIREMENTS (<i>provide responses</i>) | 5 | YES |
| SECTION - C | SPECIAL CONDITIONS | 4 | NO |
| SECTION - D | GENERAL CONDITIONS | 1 | NO |
| SECTION - E | STATEMENT OF ASSURANCE, COMPLIANCE AND NONCOLLUSION | 1 | YES |
| | DRUG FREE WORKPLACE | 3 | YES |
| | NO RESPONSE FORM (<i>Return Only If Not Participating</i>) | 1 | YES |
| SECTION - F | SOLICITATION, OFFER & AWARD | 1 | YES |
| | | | |
| | | | |
| | <i>Returned sections will be incorporated with executed agreement</i> | | |

| 2. Acknowledgment of Amendments | Amendments # | Date | Amendments # | Date |
|--|--------------|------|--------------|------|
| Respondent acknowledges receipt of the amendment(s) to this solicitation. (show amendment(s) and date of each) | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Section - A

General Information

General Information

About Richland County

The County is located in the center of South Carolina and covers a total area of 756 square miles. The County surrounds the state capital city of Columbia, which is also the County seat. Established in 1785, the County has grown to become home to just over 334,000 residents, and represents a thriving business, industrial, governmental, and educational center. The County employs approximately 1765 people and operates a general fund budget in excess of \$100 million dollars.

Ranked consistently as one of the fastest growing areas in the State, Richland County and Columbia possess a virtually recession-proof economy. This is due to the presence of the seats of State and County government, the University of South Carolina, 7 additional institutions of higher education, and Fort Jackson (the nation's largest and most active initial entry Army training base). Other positive attributes of the area include the new 142,500 sq. ft. Columbia Metropolitan Convention Center, Riverbanks Zoo & Botanical Gardens (twice awarded the Governor's Cup for the most outstanding tourist attraction in South Carolina), the Richland County Public Library (ranked 8th national among urban libraries serving a population of 250,000 – 499,999) and the Colonial Center (the largest arena in the state of South Carolina at 18,000 seats and the 10th largest on campus basketball facility in the nation).

Approximately 65% of the land within the County is categorized as forest, 15% as urban, and the remaining 20% falls into the wetlands agriculture water, range land and barren categories. The average maximum temperature is 75.4 degrees Fahrenheit, the average minimum temperature is 51.4 degrees Fahrenheit, and the average annual precipitation is 48.5 inches.

The County is governed by an 11-member council, which in turn appoints an Administrator to handle daily operations and to provide professional expertise in government management. Under state law, the County is the primary governmental unit for the administration of law enforcement, justice, health, education, taxation, social service, library service, agricultural service, and the maintenance of public records.

Section-B

Requirements

Purpose

Richland County (herein referred to as "County") is soliciting Requests for Qualifications (RFQ) from architect firms (herein referred to as the "Firm") for design services for a facility expansion (herein referred to as the "the Project") at the Alvin S. Glenn Detention Center (ASGDC), located at 201 John Mark Dial Drive, Columbia, S.C. (Parcel R16100-03-07). The County intends to contract with the successful design team using terms and conditions of AIA-B133-2014 and a Construction Manager at Risk under AIA A133-2009 for the Project. Design services shall include cooperation with the Construction Manager at Risk in his/her preparation of preliminary and final Guaranteed Maximum Price (GMP), revisions to documents to reflect County review comments, and changes to documents required to meet the budget.

Request for Qualifications

The County is seeking statements of qualification form Firms interested in being considered and evaluated for the project.

The County is seeking a Firm that shall have experience with designing correctional facilities. Responding Firms must understand and demonstrate understanding of the American Correctional Association (ACA) standards, the Minimum Standards for Local Detention Facilities in South Carolina (current version), ASTM standards under jurisdiction of F33 (Detention and Correctional Facilities), have the appropriate knowledge of the current International Building Code, electrical, mechanical, fire, and safety codes, the Americans with Disabilities Act (ADA), the Department of Health and Environmental Control (DHEC), and the Occupational Safety and Health Administration among others.

Project Description

An October 2016 Needs Assessment of The ASGDC, identified several areas as needing improvement to meet both current and future demands on the facility. This RFQ is soliciting for highly qualified Firms that specialize in the programming and design of correctional facilities and have demonstrated success in this type of work.

The October 2016 Needs Assessment recognizes the facility's current liabilities of assigning detainees to housing units that are not appropriate for their custody levels or their identified risks and needs. In order to address these deficiencies, the following projects have been proposed.

1- Dormitory Housing Conversion: Renovate and convert three (3) dormitory housing units into celled space. This will increase the number of secured beds for the medium custody detainee population that has demonstrated the inability to be housed in a dormitory housing unit. These units have been identified by the ASGDC staff as the Delta, Echo, and Foxtrot housing unit dormitories.

2- Acute Medical Housing Expansion: Construct a 32 bed purpose built, self-contained housing unit to house those detainees with acute medical needs that are not suitable for housing in the general population. This space would be utilized to provide an area for the safe treatment of the affected detainees until they can be medically cleared and returned to general population housing.

3- Mental Health Services Center: Construct a 32 bed purpose built, self-contained housing unit to house those detainees that require treatment for acute or sub-acute mental illness. This space would also accommodate staff offices, counseling space, and suicide prevention cells. This addition would be constructed and attached to the Facility's Phase V Corridor.

4- Option 1: Access Control and Surveillance Upgrade: Perform an assessment of the current ASGDC access control and surveillance system. Develop a design for a total system replacement. If the option is awarded, the detention center staff will provide access to all available information relevant to the existing access control and surveillance systems. The

new system shall embrace existing technology and demonstrate value engineering.

The design portion of the Project will include, but is not limited to, the following:

1. Design of interior renovation of the existing housing areas to allow for secured single cell housing of detainee in compliance with state and federal standards;
2. Design of housing area for the housing and treatment of those detainees with acute medical needs in compliance with state and federal standards;
3. Design of housing area for the housing and treatment of those detainees with acute and sub-acute mental health needs in compliance with state and federal standards;
4. Develop a design for replacement or upgrade of the existing access control and surveillance system for the ASGDC. This includes the new construction and renovation.
5. Design, replace, or install any upgrades associated with mechanical, electrical, and plumbing systems;
6. Fire Suppression System design and integration where applicable;
7. Design any associated with the security management system & fire alarm system for the project- **This isn't clear?**
8. Option 1: Design of the whole facilities surveillance and access control

Services to be provided?

- Develop presentation, schematic, design development, and construction drawings and specifications for bidding, permitting, and construction of the project.
- Following approvals, assist in bidding and awarding of contracts and construction administration services including contract closeout.
- Full time construction observation, commission, testing, and inspection are not included in the architect's scope of services.
- Early bid and construction packages may need to be developed including but not limited to site preparation, demolition, foundations, structural steel, and long lead time equipment.
- Design and construction must ensure that the existing facility remains operational throughout the project.

SECTION - C

SPECIAL CONDITIONS

SPECIAL CONDITIONS

Read all parts of the solicitation package thoroughly;

Follow all instructions and respond to requested information, qualification and requirements;

Return all paperwork requested; sign required documents; submit your complete package on or before the date and time requested.

1. False Statements in Submittal of Qualifications:

Respondents must provide full, accurate, clear and complete information as required by this solicitation its attachments and amendments. The penalty for making false statements in solicitations will be debarment or suspension from participating in Richland County Government (County) solicitations, purchasing and award of contracts for a period as prescribe by the Office of Procurement & Contracting. The County does not waive its rights to seek further actions.

2. Submission of Offers in the English Language:

Offers submitted in response to this solicitation shall be in English. Offers received in other than English shall be rejected.

3. Submission of Offers in U.S. Currency:

Offers submitted in response to this solicitation shall be in terms of U.S. dollars. Offers received in other than U.S. dollars shall be rejected.

4. Qualifications shall be publicly received and recorded at the time and place indicated by Section "C" Special Conditions and "F" Solicitation, Offer and Award and amendments of this solicitation.

5. Qualifications shall be made in the official name of the company or individual under which business is conducted (showing official business address) and shall be signed in ink by a person duly authorized to legally bind the person, proprietorship, firm, partnership, company or corporation submitting Qualifications. In addition, the Federal Identification Number (FEIN), Sole Proprietorship Number or in its absence, the Social Security Number of the individual and agent must be included.

6. Qualification information may be obtained by visiting our webpage at:

<http://www.richlandcountysc.gov/Businesses/Procurement-Contracting/Solicitations>

7. A non-mandatory pre-solicitation conference will be held on Tuesday, January 30, 2018, at 10:00 AM, in 4th Floor Conference Room, 2020 Hampton Street, Columbia, SC 29204.

8. One original sealed submittal clearly marked: "**RC-136-Q-2019, Design Services for ASGDC Expansion**" shall be submitted in an enclosed and secured envelope/container; the container shall be addressed to:

**Richland County Government
Office of Procurement and Contracting
2020 Hampton Street, Suite 3064
Columbia, SC 29204-1002
Attn: Jennifer Wladischkin**

Additionally; participants must submit one **exact** electronic copy of the original submittal

on a compact disc (CD) or a USB flash drive; the electronic copy shall be labeled: "**RC-136-Q-2019, Design Services for ASGDC Expansion**" and submitted with the envelope/container to the address as shown above.

Qualifications shall be accepted any weekday from Monday through Friday (excluding County holidays and weekends) between 08:30 AM, through 5:00 PM, local time. Last day of acceptance for this solicitation is **February 19, 2018, 3:00pm Local Time.**

9. The County will not accept liability for any incidental or consequential damages arising from or as a result of the electronic transmission of this document, acknowledgements, or other data hereunder. In the event of receipt of an electronic document that is garbled in transmission or improperly formatted the Office of Procurement & Contracting must be notified immediately.
10. Mistakes may be crossed out and corrections inserted adjacent thereto, and shall be initialed in ink by the person signing the qualifications.
11. The County shall not accept responsibility for unidentified qualifications.
12. The County shall not be liable for any costs associated with the preparation and responses to this solicitation; therefore, all costs shall be borne by the Respondent.
13. Qualification must be clearly marked "Confidential" for each part of the Qualification that is consider to be proprietary information that could be exempt from disclosure under Section 30-4-40, Code of Laws of South Carolina, 1976 (1986 Cum Supp.) (Freedom of Information Act). If any part is designated as "Confidential", there must be attached to that part an explanation of how this information fits within one or more categories listed in Section 30-4-40. The County reserves the right to determine whether this information should be exempt from disclosure.
14. It is the intent and purpose of the county that this solicitation permits competition. It shall be the Respondent's responsibility to advise the Office of Procurement & Contracting in writing if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this solicitation to a single source. Such notification shall be submitted in writing, and must be received by the Office of Procurement at least ten (10) calendar days prior to qualifications receipt date. A review of such notification shall be made.
15. Every effort has been made to ensure that all information needed is included in this document. If the Respondent finds that they cannot complete their response without additional information, they may submit written questions to the Office of Procurement at least ten (10) calendar days prior to qualifications receipt date. No further questions will be accepted after that date. Only written questions will be accepted. Respondents shall not rely on oral information provided by Richland County.
16. Respondent(s) are to include all applicable requested information and are encouraged to include any additional information they wish to be considered on a separate sheet marked "Additional Information".
17. The County reserves the right to accept one or more qualifications or reject any or all qualifications received in response to this solicitation and to waive informalities and irregularities. The County also reserves the right to terminate this solicitation and reissue a subsequent solicitation, and/or remedy technical errors in the solicitation process.
18. By responding to this solicitation, it is understood that each Respondent shall comply

with all applicable federal, state and local laws and shall meet all requirements imposed upon this service industry by regulatory agencies.

19. The County encourages the inclusion of Small Local Business Enterprises (SLBEs). SLBEs must be registered with the Richland County Office of Small Business Opportunities. Information regarding the program can be found on the Richland County website at www.richlandcountysc.gov under the "Businesses" tab.
20. Pursuant to the Iran Divestment Act of 2014, S.C. Code Ann. §§ 11-57-10, *et seq.*, the Executive Director of the State Budget and Control Board (SC State Fiscal Accountability Authority, Division of Procurement Services effective July 1, 2015) has published a list of persons determined to engage in investment activities in Iran. The list identifies entities that are ineligible to contract with the State of South Carolina or any political subdivision of the State, including state agencies, public universities, colleges and schools, and local governments. The Iran Divestment Act of 2014 list is online at <http://www.mmo.sc.gov/PS/PS-iran-divestment.phtm>.

EVALUATION

1. GENERAL

A duly appointed Evaluation Team will conduct Qualifications evaluations. Team members shall assign rating to each Qualifications submitted and establish a "short list" representing the top firms for further evaluation, at which time the County reserve the right to establish different evaluation criteria.

A selection team will evaluate each Qualification and determine if the firm is qualified. The County reserves the right to request any one of the qualified firms or all to appear for oral interviews and or provide electronic presentations in order to further evaluate qualifications.

The process consists of three primary stages:

First stage: is to select firms qualified to provide the services as stipulated on a short list;

Second stage: request one or all of the short listed qualified firms to appear for oral interviews and or provide electronic presentations (if necessary) in order to further evaluate;

Third stage: request a proposal from the selected top firm and negotiate requirements and factors that impact on awarding the project.

The County is not obligated to accept any of the qualifications. When ask to submit a proposal; award of a contract will be made to the qualifier providing the most responsive, responsible offer that provides the best overall value and a fair and reasonable value and is most advantageous to the County. This award will take into consideration soundness and flexibility of qualifications and proposal, functional capability, quality of performance and service, the time specified for the performance of the contract, ability to provide support, and qualifiers references and any other factors that may impact on the project. The County reserves the right to interview all qualifiers or accept such qualifications, as appears in its own best interest, and to waive technicalities or irregularities of any kind in the qualifications.

The County may award a contract for architectural services to a firm permitted by law to practice the professions of architectural engineering and as met the qualification requirements.

2. EVALUATION CRITERIA

During the evaluation, Team members will evaluate each submittal as it meets the specified criteria and the responses to the solicitations.

The first round evaluation criteria are as follows:

Under the direction of the Procurement Director, the evaluation team shall review the qualifications and SF's 330 and shall classify each firm with respect to their qualifications and responses.

1. RESPONDENT'S STATEMENT OF QUALIFICATION AND AVAILABILITY TO UNDERTAKE THE PROJECT
 - a. Provide a statement of interest for the project, including a narrative describing the prime firm's unique qualifications as they pertain to this project.
 - b. Provide a statement on the availability and commitment of the firm and its principal(s) and assigned professionals, including all consultants to undertake the project.
2. FIRM'S AVAILABILITY TO PROVIDE SERVICES
 - a. Provide the following information for the firm:
 - i. Legal name of the company as registered with the Secretary State of South Carolina
 - ii. Address of the office that will be providing the services
 - iii. Number of years in business
 - iv. Type of operation (individual, partnership, corporation, joint venture, etc.)
 - b. Number of employees by skill group
 - c. Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a contract with the County.
3. FIRM'S ABILITY TO PROVIDE DESIGN SERVICES
 - a. Provide resumes giving the experience and expertise of the assigned professionals that will be involved in the project, including their experience with similar projects involving Criminal Justice and Detention Facilities, and their number of years with the firm.
 - b. Provide representative projects of the assigned professionals in government facilities.
 - c. Describe how the firm will report the status of the project to County staff.
 - d. Provide firm's most current Financial Statement
4. RESPONDENTS PERFORMANCE ON PAST REPRESENTATIVE PROJECTS
 - a. List a maximum of five (5) projects for which you have provided services that are most directly related to this project. List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed:
 - i. Project name, location, and description
 - ii. Color images of the project
 - iii. Original cost estimates and final cost, include any change orders
 - iv. Final project size in gross square feet
 - v. Type of construction (new, remodel, expansion, etc.)
 - vi. Actual start and finish dates for design
 - vii. Planned versus actual dates for schematic design, design development
 - viii. Description of professional services prime firm provided for the project
 - ix. Name of the project manager/architect/project designer
 - x. References for each project listed above, identifying the following:

1. The owner's name and representative's name who served as the day-to-day liaison during the design and construction phases of the project, including telephone number and email.
2. Contractor's name and representative who served as the day-to-day liaison during the preconstruction and/or construction phase of the project, including telephone number and email.

To be considered, a firm must file with the Procurement office a signed federal Standard Form 330 (SF 330), "Architect-Engineer Qualifications," or similar information addressing areas as specified in the SF 330.

Documents also may be examined by other agencies and consultants at discretion of the County.

The County will further take into consideration soundness, flexibility, functional capability, quality of performance, service, and time specified for performance of the contract; ability to provide support, and Respondent's references, and any other factors that may impact the project.

The County reserves the right to reject all qualifications or accept such qualifications, as appears in its own best interest, and to waive technicalities or irregularities of any kind in the qualification.

SECTION - D

GENERAL CONDITIONS

Located on Richland County Procurement Web Site

<http://www.rcgov.us/Government/Departments/BusinessOperations/Procurement.aspx>

"Terms and Conditions"

SECTION – E

REQUIRED FORMS

Richland County, South Carolina

Statement of Assurance, Compliance and Noncollusion

State of _____)

County of _____)

_____, being first duly sworn, deposes and says that:

- 1 The undersigned, as Vendor, certifies that every provision of this Submittal has been read and understood.
- 2 The Vendor hereby provides assurance that the firm represented in this Submittal:
 - (a) Shall comply with all requirements, stipulations, terms and conditions as stated in the Submittal/Submittal document; and
 - (b) Currently complies with all Federal, State, and local laws and regulations regarding employment practices, equal opportunities, industry and safety standards, performance and any other requirements as may be relevant to the requirements of this solicitation; did not participate in the development or drafting specifications, requirements, statement of work, etc. relating to this solicitation; and
 - (c) Is not guilty of collusion with other Vendors possibly interested in this Submittal in arriving at or determining prices and conditions to be submitted; and
 - (d) No person associated with Vendor's firm is an employee of Richland County. Should Vendor, or Vendor's firm have any currently existing agreements with the County, Vendor must affirm that said contractual arrangements do not constitute a conflict of interest in this solicitation; and
 - (e) That such agent as indicated below, is officially authorized to represent the firm in whose name the Submittal is submitted.

Name of Firm:

Name of Agent:

Signature & Title:

Address:

City, State & Zip:

Telephone:

Fax:

e-mail:

Subscribed and sworn to me this _____ day of _____, 20_____.

(Title) My commission expires:

NOTARY SEAL

DRUG-FREE WORKPLACE CERTIFICATION

In accordance with Section 44-107-30, South Carolina Code of Laws (1976), as amended, and as a condition precedent to the award of the above-referenced contract, the undersigned, who is a member of the firm of _____ (hereinafter contractor) certifies on behalf of the contractor that the contractor will provide a drug-free workplace by:

- (1) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensations, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of the prohibition;
- (2) establishing a drug-free awareness program to inform employees about:
 - (a) the dangers of drug abused in a workplace;
 - (b) the person's policy of maintaining a drug-free workplace;
 - (c) any available drug counseling, rehabilitation, and employee assistance programs;
and
 - (d) the penalties that may be imposed upon employees for drug violations;
- (3) making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by item (1);
- (4) notifying the employee in the statement required by item (1) that, as a condition of employment on the contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after the conviction;
- (5) notifying Richland County within ten days after receiving notice under item (4) (b) from an employee or otherwise receiving actual notice of the conviction;
- (6) imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee convicted as required in Section 44-107-50; and
- (7) making a good faith effort to continue to maintain a drug-free workplace through implementation of items (1), (2), (3), (4), (5), and (6).

CONTRACTOR

By: _____

Legal Signature _____

WITNESS:

Date: _____, 2018

No Response

If a "No Response" is to be submitted, please check the appropriate box(es) below and return this form, prior to the due date, to:

Richland County Government
Office of Procurement and Contracting
2020 Hampton St, Suite 3064 (Third Floor)
Columbia, SC 29204-1002
RC-136-Q-2019

Cannot respond to this solicitation due to the following reason:

- Do not sell or provide the requested goods or services
- Cannot comply with specifications/statement of work
- Specifications/statement of work is unclear
- Cannot meet delivery or period of performance
- Delivery/period of performance is unreasonable
- Cannot meet the bond requirements
- Not enough time to prepare qualification
- Plan to subcontract
- Job is too large
- Job is too small
- Other (please specify) _____

Company: _____

Phone/Fax: _____

Company Rep.: _____

Signature: _____

RICHLAND COUNTY GOVERNMENT COLUMBIA SOUTH CAROLINA 29204

SOLICITATIONS, OFFERS AND AWARDS

(SUPPLIES, GOODS, EQUIPMENT, SERVICES)

*******SOLICITATION INFORMATION*******

| | |
|---|--|
| 1. SOLICITATION: # RC-136-Q-2019 | 4. Description: Design Services for ASGDC Expansion |
| 2. ISSUE DATE: 12-17-2018 | 6. Pre-Solicitations Conference: None |
| 3. CONTACT INFORMATION SHOWN BELOW | Time: 10:00AM |
| PROCUREMENT AGENT: Jennifer Wladischkin, CPPM | Day: Tuesday |
| Fax (803) 576-2135 | Date: January 30, 2018 |
| Email: wladj@richlandcountysc.gov | |
| 5. SUBMIT SOLICITATIONS TO: RICHLAND COUNTY GOVERNMENT OFFICE OF PROCUREMENT & CONTRACTING 2020 HAMPTON STREET SUITE 3064 (Third Floor) COLUMBIA SOUTH CAROLINA 29204-1002 | Location: Richland County Administration Building 4th Floor Conference Room 2020 Hampton Street, Suite 4072 Columbia SC 29204 |

6a. Submission Deadline: Day: **Monday** Date: **February 19, 2018** Time: **3:00pm Local Time**

7. Submit Sealed Solicitations: One (1) original and one electronic of the original by: Compact Disc (CD), Universal Serial Bus (USB), Flash Memory Data Storage Device (Flash Drive).

8. Firm Offer Period: One hundred eighty (180) calendar days

9. This solicitation consists of Section "A" through Section "G" to include all addendum's

OFFEROR BUSINESS CLASSIFICATION (TO BE COMPLETED BY OFFEROR)

| | | | | | |
|--|--|--|--|--|--|
| 10. Check Appropriate Boxes | <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietorship Trading under Trade Name of: | | | | |
| <input type="checkbox"/> African-American Female (AAF) | <input type="checkbox"/> Hispanic Female (HF) | <input type="checkbox"/> White Female (WF) | | | |
| <input type="checkbox"/> African-American Male (AAM) | <input type="checkbox"/> Hispanic Male (HM) | <input type="checkbox"/> Other: | | | |
| <input type="checkbox"/> Asian Female (AF) | <input type="checkbox"/> Native American Female (NAF) | | | | |
| <input type="checkbox"/> Asian Male (AM) | <input type="checkbox"/> Native American Male (NAM) | | | | |

11. All deliveries must be FOB Destination and Payment Terms will be a minimum of Net 30

12. OFFER: In compliance with above, the undersigned agrees, if this Solicitation is accepted within the period specified in above, to furnish any or all requested in this solicitation as and specified.

| | |
|---|--|
| 13. Name and address of Entity (Type or print): e-mail: Telephone #: Fax #: Federal Identification #: | 14. Name & Title of Agent Authorized to sign the Solicitations. (Type or Print): |
| | 15. Signature of Agent & Date |
| | 16. Subscribed and sworn to me This day of My commission expires: (Title) |
| | SEAL (Must be notarized by a Notary Public) |

AWARD (TO BE COMPLETED BY RICHLAND COUNTY GOVERNMENT)

| | | |
|--------------------------|----------------|-----------------|
| 17. Approval Date: | 18. Award: | 19. Contract #: |
| 20. Contracting Officer: | 21. Signature: | 22. Award Date: |



AIA[®] Document B133[™] – 2014

Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition

AGREEMENT made as of the Twenty-fourth day of September in the year Two Thousand Nineteen

(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

Richland County, South Carolina
2020 Hampton Street
Suite 3064
Columbia, South Carolina 29204
Telephone Number: 803-576-3586

and the Architect:
(Name, legal status, address and other information)

Moseley Architects of South Carolina
1320 Main Street
Suite 300
Columbia, South Carolina 29201
Telephone Number: 803-724-1252

for the following Project:
(Name, location and detailed description)

Alvin S. Glenn Detention Center Expansion (RFQ# RC-136-Q-2019)
201 John Mark Dial Drive
Columbia, South Carolina 29209

The Construction Manager (if known):
(Name, legal status, address and other information)

Unknown at time of execution

The Owner and Architect agree as follows.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Documents A201[™]-2007, General Conditions of the Contract for Construction; A133[™]-2009 Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price; and A134[™]-2009 Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee without a Guaranteed Maximum Price. AIA Document A201[™]-2007 is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

TABLE OF ARTICLES

| | |
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| 2 | ARCHITECT'S RESPONSIBILITIES |
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| 13 | SCOPE OF THE AGREEMENT |

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(Note the disposition for the following items by inserting the requested information or a statement such as "not applicable," "unknown at time of execution," or "to be determined later by mutual agreement.")

§ 1.1.1 The Owner's program for the Project:

(Identify documentation or state the manner in which the program will be developed.)

Phase I services will be the Preliminary Programming and Schematic Design Services located at Alvin S. Glenn Detention Center as follows:

.1 Acute Medical Housing Expansion: Construct a 32 bed purpose built, self-contained housing unit to house those detainees with acute medical needs that are not suitable for housing in the general population. This space would be utilized to provide an area for the safe treatment of the affected detainees until they can be medically cleared and returned to general population housing.

.2 Mental Health Services Center: Construct a 32-bed purpose built, self-contained housing unit to house those detainees that require treatment for acute or sub-acute mental illness. This space would also accommodate staff offices, counseling space, and suicide prevention cells. This addition would be constructed and attached to the Facility's Phase V Corridor.

.3 Upon Owner approval of the scope and budget as established during Phase 1 services, proceed with subsequent Design Development, Construction Documents, Bidding, Construction Administration phase of services.

Phase II services, upon mutual agreement and written authorization of Owner, shall be as follows:

.1 Dormitory Housing Conversion: Renovate and convert three (3) dormitory housing units into celled space. This will increase the number of secured beds for the medium custody detainee population that has demonstrated the inability to

Init.

/

be housed in a dormitory housing unit. These units have been identified by the ASGDC staff as the Delta, Echo, and Foxtrot housing unit dormitories.

.2 Access Control and Surveillance Upgrade: Perform an assessment of the current ASGDC access control and surveillance system. Develop a design for a total system replacement. If the option is awarded, the detention center staff will provide access to all available information relevant to the existing access control and surveillance systems. The new systems shall embrace existing technology and demonstrate value engineering.

§ 1.1.2 The Project's physical characteristics:

(Identify or describe, if appropriate, size, location, dimensions, or other pertinent information, such as geotechnical reports; site, boundary and topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site; etc.)

The site and facility are located at 201 John Mark Dial Drive, Columbia, South Carolina (Parcel R16100-03-07).

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

(Provide total and, if known, a line item breakdown.)

Approximately 9,000,000.00

§ 1.1.4 The Owner's anticipated design and construction schedule:

.1 Design phase milestone dates, if any:

Schematic Design Phase: 120 days

Design Development Phase: To be determined in Schematic Design Phase

.2 Commencement of construction:

To be determined in Schematic Design Phase

.3 Substantial Completion date or milestone dates:

To be determined in Schematic Design Phase

.4 Other:

Not Applicable

§ 1.1.5 The Owner intends to retain a Construction Manager pursuant to the following agreement:

(Indicate agreement type.)

To be determined

AIA Document A133–2009, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price.

AIA Document A134–2009, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee without a Guaranteed Maximum Price.

§ 1.1.6 The Owner's requirements for accelerated or fast-track scheduling or phased construction are set forth below:

(List number and type of bid/procurement packages.)

Not Applicable

§ 1.1.7 Other Project information:

Init.

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(Identify special characteristics or needs of the Project not provided elsewhere, such as the Owner's sustainable objective, if any, or historic preservation requirements.)

Not Applicable

§ 1.1.8 The Owner identifies the following representative in accordance with Section 5.5:
(List name, address and other information.)

Mr. Hayden Davis, Project Manager - Facilities
Richland County, South Carolina
2020 Hampton Street
Suite 3064
Columbia, South Carolina 29204
Telephone Number: 803-576-3586

§ 1.1.9 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:
(List name, address and other information.)

Not Applicable

§ 1.1.10 The Owner will retain the following consultants:
(List name, legal status, address and other information.)

- .1 ~~Construction Manager:~~ Manager If the Owner delegates authority to or requires or assigns equal status or approvals from the Construction Manager (e.g., Section 3.4.1, if such approval is also required by the Construction Manager), throughout this Agreement, it shall be as if the term "Construction Manager" follows immediately after the term "Owner."

(The Construction Manager is identified on the cover page. If a Construction Manager has not been retained as of the date of this Agreement, state the anticipated date of retention. If the Architect is to assist the Owner in selecting the Construction Manager, complete Section 4.1.1)

- .2 Cost Consultant (if in addition to the Construction Manager):
(If a Cost Consultant is retained, appropriate references to the Cost Consultant should be inserted in Sections 3.3.6, 3.3.7, 3.4.2, 3.4.3, 3.5.4, 3.5.5, 5.4, 6.3, 6.3.1, 6.4 and 11.6.)

- .3 ~~Land Surveyor:~~

- .4 ~~Geotechnical Engineer:~~

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~~.5~~ Civil Engineer:

~~.6~~ Other consultants:

(List any other consultants retained by the Owner, such as a Project or Program Manager, or scheduling consultant.)

If the Owner delegates authority to or requires or assigns equal status or approvals from the Construction Manager (e.g., Section 3.4.1, if such approval is also required by the Construction Manager), throughout this Agreement, it shall be as if the term "Construction Manager" follows immediately after the term "Owner.

§ 1.1.11 The Architect identifies the following representative in accordance with Section 2.4:
(List name, address and other information.)

Daniel R. Mace, AIA, Vice President
Moseley Architects of South Carolina
1320 Main Street
Suite 300
Columbia, South Carolina 29201
Telephone Number: 803-724-1252

§ 1.1.12 The Architect will retain the consultants identified in Sections 1.1.12.1 and 1.1.12.2:
(List name, legal status, address and other information.)

§ 1.1.12.1 Consultants retained under Basic Services:

.1 Structural Engineer:

Moseley Architects of South Carolina

.2 Mechanical Engineer:

Moseley Architects of South Carolina

~~.2~~ Mechanical ~~.3~~ Electrical Engineer:

Moseley Architects of South Carolina

.4 Civil Engineer:

The Landplan Group South

1206 Scott Street

~~.3~~ Electrical Engineer: Columbia, South Carolina 29201

.5 Cost Consultant (Preliminary Cost Estimate):

Metts Consulting Co., LLC

507 O'Neill Drive

Jamestown, North Carolina 27282

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§ 1.1.12.2 Consultants retained under Additional Services:

Not Applicable

§ 1.1.13 Other Initial Information on which the Agreement is based:

Not Applicable

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide the professional services as set forth in this Agreement.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.2.2 Subject to the standard of care set forth in Section 2.2 for applying professional judgment to the information used or relied upon, Architect and its Consultants may use and rely upon design elements, technical standards, test results, and all other information ordinarily or customarily furnished or published by others, including, but not limited to, specialty contractors, manufacturers, fabricators, and suppliers.

§ 2.3 The Architect shall provide its services in conjunction with the services of a Construction Manager as described in the agreement identified in Section 1.1.5. The Architect shall not be responsible for actions taken by the Construction Manager.

§ 2.4 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.5 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.6 Insurance. The Architect shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Architect normally maintains, the Owner shall reimburse the Architect for any additional cost as set forth in Section 11.8.3.

§ 2.6.1 Commercial General Liability with policy limits of not less than One Million (\$ \$1,000,000.00) for each occurrence and ~~(\$)~~ Two Million (\$ \$2,000,000.00) in the aggregate for bodily injury and property damage.

§ 2.6.2 Automobile Liability covering vehicles owned by the Architect and non-owned vehicles used by the Architect with policy limits of not less than ~~(\$)~~ per claim and (\$) in the aggregate for One Million (\$ \$1,000,000.00) per accident bodily injury and property damage along with any other statutorily required automobile coverage.

§ 2.6.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess liability insurance, provided such primary and excess insurance policies result in the same or greater coverage as those required under Sections 2.6.1 and 2.6.2.

§ 2.6.4 Workers' Compensation at statutory limits and Employers Liability with policy limits of not less than ~~(\$)~~ One Million (\$ \$1,000,000.00) each accident.

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§ 2.6.5 Professional Liability covering negligent acts, errors and omissions in the performance of professional services, with policy limits of not less than ~~(\$) per claim and (\$) One Million (\$ \$1,000,000.00) per claim and One Million (\$ \$1,000,000.00)~~ in the aggregate.

§ 2.6.6 The Owner shall be an additional insured on the Architect's primary and excess insurance policies for Commercial General Liability and Automobile Liability. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies. The additional insured coverage shall apply to both ongoing operations and completed operations.

§ 2.6.7 The Architect shall provide to the Owner certificates of insurance evidencing compliance with the requirements in this Section 2.6. The certificates will show the Owner as additional insureds on the Commercial General Liability, Automobile Liability, and any excess policies.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in Article 3 and include usual and customary energy analytics, architectural, security system design, Transition and Activation services, structural, mechanical, civil, fire protection, plumbing, and electrical engineering services. Services not set forth in ~~this~~ Article 3 are Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, consult with the Owner and the Construction Manager, research applicable design criteria, attend Project meetings, communicate with members of the Project team and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner, the Construction Manager, and the Owner's consultants. The Architect shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner, the Construction Manager, and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit to the Owner and the Construction Manager a schedule of the Architect's services for inclusion in the Project schedule prepared by the Construction Manager. The schedule of the Architect's services shall include design milestone dates, anticipated dates when cost estimates or design reviews may occur, and allowances for periods of time required (1) for the Owner's review, (2) for the Construction Manager's review, (3) for the performance of the Construction Manager's Preconstruction Phase services, (4) for the performance of the Owner's consultants, and (5) for approval of submissions by authorities having jurisdiction over the Project.

§ 3.1.3.1 The Owner, Construction Manager, and Architect are aware that many factors outside the Architect's control may affect the Architect's ability to complete the services to be provided under this Agreement. The Architect will perform these services with reasonable diligence and expediency consistent with sound professional practices. For purposes of this Agreement, such factors include, strikes or other labor disputes; severe weather disruptions or other natural disasters or acts of God; fires, riots, war or other emergencies; failure of any government agency to act in timely manner; failure of performance by the Owner, Construction Manager or the Owner's or Construction Manager's representatives, contractors or consultants; or discovery of any hazardous substances or differing site conditions.

§ 3.1.4 The Architect shall submit information to the Construction Manager and participate in developing and revising the Project schedule as it relates to the Architect's services. The Architect shall review and approve, or take other appropriate action upon, the portion of the Project schedule relating to the performance of the Architect's services.

§ 3.1.5 Once the Owner, Construction Manager, and Architect agree to the time limits established by the Project schedule, the Owner and Architect shall not exceed them, except for reasonable cause.

§ 3.1.6 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming work, made without the Architect's approval.

§ 3.1.7 The Architect shall, at appropriate times, in coordination with the Construction Manager, contact the governmental authorities required to approve the Construction Documents and the entities providing utility services to the Project. In designing the Project, the Architect shall respond to applicable design requirements imposed by such governmental authorities and by such entities providing utility services.

§ 3.1.8 The Architect shall assist the Owner and Construction Manager in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.1.7 The Architect shall exercise usual and customary professional care in its efforts to comply with applicable laws, codes and regulations in effect as of the date of the submission to building authorities. Design changes made necessary by newly enacted laws, codes and regulations after this date, may, if agreeable to both parties, require a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement. In the event of a conflict between the applicable laws, codes and regulations of various governmental entities having jurisdiction over this Project, the Architect shall notify the Owner and Construction Manager of the nature and impact of such conflict. The Owner and Construction Manager agree to cooperate and work with the Architect in an effort to resolve this conflict.

§ 3.2 Evaluation of the Construction Manager's Guaranteed Maximum Price Proposal or Control Estimate

§ 3.2.1 Prior to the Owner's acceptance of the Guaranteed Maximum Price proposal or Control Estimate, as applicable, the Architect shall consider the Construction Manager's requests for substitutions and, upon written request of the Construction Manager, provide clarification or interpretations pertaining to the Drawings, Specifications, and other documents submitted by the Architect. The Architect and Construction Manager shall include the Owner on all communications related to substitution requests, clarifications, and interpretations.

§ 3.2.2 During one of the design phases, the Owner will receive a Guaranteed Maximum Price proposal or Control Estimate, as appropriate, from the Construction Manager. The Architect shall assist the Owner in reviewing the Construction Manager's proposal or estimate. The Architect's review is not for the purpose of discovering errors, omissions, or inconsistencies; for the assumption of any responsibility for the Construction Manager's proposed means, methods, sequences, techniques, or procedures; or for the verification of any estimates of cost or estimated cost proposals. In the event that the Architect discovers any inconsistencies or inaccuracies in the information presented, the Architect shall promptly notify the Owner and Construction Manager.

§ 3.2.3 Upon authorization by the Owner, and subject to Section 4.3.1.15, the Architect shall update the Drawings, Specifications, and other documents to incorporate the agreed upon assumptions and clarifications contained in the Guaranteed Maximum Price Amendment or Control Estimate.

§ 3.3 Schematic Design Phase Services

§ 3.3.1 The Architect shall review the program and other information furnished by the Owner and Construction Manager, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.3.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.3.3 The Architect shall present its preliminary evaluation to the Owner and Construction Manager and shall discuss with the Owner and Construction Manager alternative approaches to design and construction of the Project, including the feasibility of incorporating sustainable design approaches, and consideration of the implementation of the Owner's sustainable objective, if any. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.3.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present to the Owner and Construction Manager, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.3.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval and the Construction Manager's review. The Schematic Design Documents shall

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consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.3.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, implications of sustainable code requirements enacted in the relevant jurisdiction, if any, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain other sustainable design services under Article 4.

§ 3.3.5.2 The Architect shall consider with the Owner and the Construction Manager the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics in developing a design for the Project that is consistent with the Owner's schedule and budget for the Cost of the Work.

§ 3.3.6 The Architect shall submit the Schematic Design Documents to the Owner and the Construction Manager. The Architect shall meet with the Construction Manager to review the Schematic Design Documents.

§ 3.3.7 Upon receipt of the Construction Manager's review comments and cost estimate at the conclusion of the Schematic Design Phase, the Architect shall take action as required under Section 6.4, identify agreed upon adjustments to the Project's size, quality, or budget, and request the Owner's approval of the Schematic Design Documents. If revisions to the Schematic Design Documents are required to comply with the Owner's budget for the Cost of the Work at the conclusion of the Schematic Design Phase, the Architect shall incorporate the required revisions in the Design Development Phase.

§ 3.3.8 In the further development of the Drawings and Specifications during this and subsequent phases of design, the Architect shall be entitled to rely on the accuracy of the estimates of the Cost of the Work, which are to be provided by the Construction Manager under the Construction Manager's agreement with the Owner.

§ 3.4 Design Development Phase Services

§ 3.4 Design Development Phase Services, upon mutual agreement and written authorization of Owner

§ 3.4.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work pursuant to Section 5.4, the Architect shall prepare Design Development Documents for the Owner's approval and Construction Manager's review. The Design Development Documents shall be based upon information provided, and estimates prepared by, the Construction Manager and shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and such other elements as may be appropriate. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.

§ 3.4.2 Prior to the conclusion of the Design Development Phase, the Architect shall submit the Design Development Documents to the Owner and the Construction Manager. The Architect shall meet with the Construction Manager to review the Design Development Documents.

§ 3.4.3 Upon receipt of the Construction Manager's information and estimate at the conclusion of the Design Development Phase, the Architect shall take action as required under Sections 6.5 and 6.6 and request the Owner's approval of the Design Development Documents.

§ 3.5 Construction Documents Phase Services

§ 3.5 Construction Documents Phase Services, upon mutual agreement and written authorization of Owner

§ 3.5.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval and the Construction Manager's review. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other

requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Construction Manager will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.5.2 The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project.

§ 3.5.3 During the development of the Construction Documents, if requested by the Owner, the Architect shall assist the Owner and Construction Manager in the development and preparation of (1) the Conditions of the Contract for Construction (General, Supplementary and other Conditions) and (2) a project manual that includes the Conditions of the Contract for Construction and Specifications and may include sample forms.

§ 3.5.4 Prior to the conclusion of the Construction Documents Phase, the Architect shall submit the Construction Documents to the Owner and the Construction Manager. The Architect shall meet with the Construction Manager to review the Construction Documents.

§ 3.5.5 Upon receipt of the Construction Manager's information and estimate at the conclusion of the Construction Documents Phase, the Architect shall take action as required under Section 6.7 and obtain the Owner's approval of the Construction Documents.

§ 3.6 Construction Phase Services

§ 3.6 Construction Phase Services, upon mutual agreement and written authorization of Owner

§ 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Construction Manager as set forth below and in AIA Document ~~A201™-2007~~, ~~A201™-2017~~, General Conditions of the Contract for Construction. If the Owner and Construction Manager modify AIA Document ~~A201-2007~~, ~~A201-2017~~, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 Subject to Section 4.3, the Architect's responsibility to provide Construction Phase Services commences upon the Owner's acceptance of the Construction Manager's Guaranteed Maximum Price proposal, the Owner's approval of the Construction Manager's Control Estimate, or the Owner's issuance of a Notice to Proceed to the Construction Manager. Subject to Section 4.3, the Architect's responsibility to provide Construction Phase Services terminates on the date the Architect issues the final Certificate for Payment.

§ 3.6.1.3 The Architect shall advise and consult with the Owner and Construction Manager during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Construction Manager's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Construction Manager or of any other persons or entities performing portions of the Work.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.3.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule, and (2) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing

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of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Construction Manager, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of ~~either the Owner or Construction Manager.~~ The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Construction Manager, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Construction Manager designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document ~~A201-2007~~, A201-2017, the Architect shall render initial decisions on Claims between the Owner and Construction Manager as provided in the Contract Documents.

§ 3.6.3 Certificates for Payment to Construction Manager or Contractor

§ 3.6.3.1 The Architect shall review and certify the amounts due the Construction Manager or Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Construction Manager's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Construction Manager's right to payment, or (4) ascertained how or for what purpose the Construction Manager has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Construction Manager's submittal schedule and shall not unreasonably delay or withhold approval. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time in the Architect's professional judgment to permit adequate review.

§ 3.6.4.2 In accordance with the Architect-approved submittal schedule, the Architect shall review and approve or take other appropriate action upon the Construction Manager's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for general conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Construction Manager's responsibility. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

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§ 3.6.4.3 If the Contract Documents specifically require the Construction Manager to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Construction Manager's design professional shall verify the accuracy, adequacy, and suitability of the performance and design criteria. The Architect shall review shop drawings and other submittals related to the Work designed or certified by the design professional retained by the Construction Manager that bear such professional's seal and signature when submitted to the Architect. The Architect shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to the provisions of Section 4.3, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth in the Contract Documents the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Construction Manager in accordance with the requirements of the Contract Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may authorize minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to the provisions of Section 4.3, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; receive from the Construction Manager and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the Construction Manager; and issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Construction Manager of Work to be completed or corrected.

§ 3.6.6.3 When the Work is found to be substantially complete, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Construction Manager, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Construction Manager: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Construction Manager under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 Additional Services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Additional Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2.

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(Designate the Additional Services the Architect shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 4.2 or in an attached exhibit. If in an exhibit, identify the exhibit.)

| Services | Responsibility (Architect, Owner or Not Provided) | Location of Service Description (Section 4.2 below or in an exhibit attached to this document and identified below) |
|--|--|--|
| § 4.1.1 Assistance with selection of the Construction Manager | <u>Not Provided</u> | |
| § 4.1.2 Programming | <u>Architect</u> | To be provided as Part of Basic Services – Phase 1 |
| § 4.1.2 Programming (B202™ 2009) | | |
| § 4.1.3 Multiple preliminary designs | <u>Architect</u> | To be provided as Part of Basic Services – Phase 1 |
| § 4.1.4 Measured drawings | <u>Not Provided</u> | |
| § 4.1.5 Existing facilities surveys | <u>Owner</u> | |
| § 4.1.6 Site evaluation and planning | <u>Architect</u> | To be provided as Part of Basic Services – Phase 1 |
| § 4.1.6 Site evaluation and planning (B203™ 2007) | | |
| § 4.1.7 Building information modeling | <u>Architect</u> | To be provided as Part of Basic Services – Phase 2 Services |
| § 4.1.7 Building information modeling (E203™ 2013) | | |
| § 4.1.8 Civil engineering | <u>Architect</u> | To be provided as Part of Basic Services – Phase 2 Services |
| § 4.1.9 Landscape design | <u>Not Provided</u> | |
| § 4.1.10 Architectural interior design (B252™ 2007) | <u>Not Provided</u> | |
| § 4.1.11 Value analysis (B204™ 2007) | <u>Not Provided</u> | |
| § 4.1.12 Cost estimating | <u>Architect</u> | <u>Preliminary Schematic Design Estimate</u> |
| § 4.1.12 Detailed cost estimating | | |
| § 4.1.13 On-site project representation (B207™ 2008) | <u>Not Provided</u> | |
| § 4.1.14 Conformed construction documents | <u>Not Provided</u> | |
| § 4.1.15 As-designed record drawings | <u>Not Provided</u> | |
| § 4.1.16 As-constructed record drawings | <u>Not Provided</u> | |
| § 4.1.17 Post occupancy evaluation | <u>Not Provided</u> | |
| § 4.1.18 Facility support services (B210™ 2007) | <u>Not Provided</u> | |
| § 4.1.19 Tenant-related services | <u>Not Provided</u> | |
| § 4.1.20 Coordination of Owner’s consultants | <u>Not Provided</u> | |
| § 4.1.21 Telecommunications/data design | <u>Not Provided</u> | |
| § 4.1.22 Security evaluation and planning | <u>Architect</u> | To be provided as Part of Basic Services – Phase 2 Services |
| § 4.1.22 Security evaluation and planning (B206™ 2007) | | |
| § 4.1.23 Commissioning (B211™ 2007) | <u>Not Provided</u> | |
| § 4.1.24 Extensive environmentally responsible design | <u>Not Provided</u> | |
| § 4.1.25 LEED® certification (B214™ 2012) | <u>Not Provided</u> | |
| § 4.1.26 Historic preservation (B205™ 2007) | <u>Not Provided</u> | |
| § 4.1.27 Furniture, furnishings, and equipment design (B253™ 2007) | <u>Not Provided</u> | |
| § 4.1.28 Transition and Activation Services | <u>Architect</u> | To be provided as Part of Basic Services – Phase 2 Services in accordance with Exhibit A attached hereto |

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§ 4.2 Insert a description of each Additional Service designated in Section 4.1 as the Architect's responsibility, if not further described in an exhibit attached to this document.

§ 4.3 Additional Services may be provided after execution of this Agreement, without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.3 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.3.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or recommendations given by the Construction Manager or the Owner, approvals given by the Owner, or a material change in the Project including, but not limited to, size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or bid packages in addition to those listed in Section 1.1.6;
- .2 Making revisions in Drawings, Specifications, or other documents (as required pursuant to Section 6.7), when such revisions are required because the Construction Manager's estimate of the Cost of the Work, Guaranteed Maximum Price proposal, or Control Estimate exceeds the Owner's budget, except where such excess is due to changes initiated by the Architect in scope, capacities of basic systems, or the kinds and quality of materials, finishes, or equipment;
- .3 Services necessitated by the Owner's request for extensive sustainable design alternatives, such as unique system designs, in-depth material research, energy modeling, or LEED® certification;
- .4 Changing or editing previously prepared Instruments of Service necessitated by the enactment or revision of codes, laws or regulations, or official interpretations;
- .5 Services necessitated by decisions of the Owner or Construction Manager not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .6 Preparing digital data for transmission to the Owner's consultants and contractors, or to other Owner authorized recipients;
- .7 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner or Construction Manager;
- .8 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .9 Preparation for, and attendance at a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .10 Evaluation of the qualifications of bidders or persons providing proposals;
- .11 Consultation concerning replacement of Work resulting from fire or other cause during construction;
- .12 Assistance to the Initial Decision Maker, if other than the Architect;
- .13 Services necessitated by replacement of the Construction Manager or conversion of the Construction Manager as constructor project delivery method to an alternative project delivery method;
- .14 Services necessitated by the Owner's delay in engaging the Construction Manager; and
- .15 Making revisions in Drawings, Specifications, and other documents resulting from substitutions included in the agreed to assumptions and clarifications contained in the Guaranteed Maximum Price Amendment or Control Estimate.

§ 4.3.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If the Owner subsequently determines that all or parts of those services are not required, the Owner shall give prompt written notice to the Architect, and the Owner shall have no further obligation to compensate the Architect for those services:

- .1 Reviewing a Construction Manager's submittal out of sequence from the submittal schedule agreed to by the Architect;
- .2 Responding to the Construction Manager's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Construction Manager from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Construction Manager-prepared coordination drawings, or prior Project correspondence or documentation;

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- .3 Preparing Change Orders, and Construction Change Directives that require evaluation of the Construction Manager's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker;
- .5 Evaluating substitutions proposed by the Owner or Construction Manager and making subsequent revisions to Instruments of Service resulting therefrom; or
- .6 To the extent the Architect's Basic Services are affected, providing Construction Phase Services 60 days after (1) the date of Substantial Completion of the Work or (2) the anticipated date of Substantial Completion, identified in Initial Information, whichever is earlier.

§ 4.3.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 To be determined (TBD) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Construction Manager
- .2 To be determined (TBD) visits to the site by the Architect over the duration of the Project during construction
- .3 To be determined (TBD) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 To be determined (TBD) inspections for any portion of the Work to determine final completion

§ 4.3.4 If the services covered by this Agreement have not been completed within to be determined (TBD) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements. ~~Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of or enforce lien rights.~~

§ 5.1.1 The Architect may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof. The Architect shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the Owner or the Construction Manager and/or the Owner's or the Construction Manager's consultants and contractors.

§ 5.2 The Owner shall retain a Construction Manager to provide services, duties, and responsibilities as described in the agreement selected in Section 1.1.5.

§ 5.3 The Owner shall furnish the services of a Construction Manager that shall be responsible for creating the overall Project schedule. The Owner shall adjust the Project schedule, if necessary, as the Project proceeds.

§ 5.4 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall furnish the services of a Construction Manager that shall be responsible for preparing all estimates of the Cost of the Work. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the budget for the Cost of the Work or in the Project's scope and quality.

§ 5.4.1 The Owner acknowledges that accelerated, phased or fast-track scheduling provides a benefit, but also carries with it associated risks. Such risks include the Owner incurring costs for the Architect to coordinate and redesign portions of the Project affected by procuring or installing elements of the Project prior to the completion of all relevant Construction Documents, and costs for the Construction Manager to remove and replace previously installed Work. If the Owner selects accelerated, phased or fast-track scheduling, the Owner agrees to include in the budget for the Project sufficient contingencies to cover such costs.

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§ 5.5 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.6 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.7 The Owner shall furnish services of geotechnical engineers, which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants maintain professional liability insurance and other liability insurance as appropriate to the services provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect and Construction Manager if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall contemporaneously provide the Architect with any communications provided to the Construction Manager about matters arising out of or relating to the Contract Documents. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Construction Manager, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Construction Manager to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 The Owner or Construction Manager shall provide prompt written notice to the Architect if the Owner or Construction Manager becomes aware of any fault or defect(s) or suspected defect(s) in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service or in the Architect's professional services, so that the Architect may be afforded the opportunity to address such alleged fault or defect(s). Failure by the Owner or Construction Manager to promptly notify the Architect in writing of the discovery or suspicion of such fault or defect(s) shall relieve the Architect of liability for any damages caused by the fault or defect(s) in excess of the damages that would have been incurred if the Owner or Construction Manager had given prompt notification to the

Architect when such fault or defect(s) were first discovered or suspected by the Owner or Construction Manager, and the Architect had promptly corrected such fault or defect(s).

§ 5.16 The Architect shall be entitled to rely upon the proper performance by the Owner's Representative (OR) of the items on the DR&A list (a list of duties, responsibilities and authority) and shall bear no responsibility to the Owner or its representative(s) for any opinions, directions, or decisions given by the Owner and OR.

§ 5.17 If the Owner retains the services of a Value Engineer (VE), or similar entity, to review the plans prepared by the Architect, these services shall be at the Owner's sole expense and shall be performed in a timely manner so as not to delay the orderly progress of the Architect's services. All recommendations of the VE shall be given to the Architect for review, and adequate time shall be provided for the Architect to respond to these recommendations. If the Architect objects to any recommendations made by the VE, it shall so state in writing to the Owner, along with the reasons for objecting. If the Owner, despite the Architect's objections, requires the incorporation of changes in the Construction Documents, the Owner agrees, to the fullest extent permitted by law, to waive all claims against the Architect which arise in connection with or as a result of the incorporation of such design changes required by the Owner.

§ 5.18 The Owner acknowledges that accelerated, phased or fast-track scheduling provides a benefit for the Owner, but also carries with it associated risks. Such risks include, but are not limited to, the Owner incurring costs for the Architect to coordinate and redesign portions of the Project affected by procuring or installing elements of the Project prior to the completion of all relevant Construction Documents, and costs for the Contractor to remove and replace previously installed Work. If the Owner selects accelerated, phased or fast-track scheduling, the Owner agrees to include in the budget for the Project sufficient contingencies to cover such costs.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include the Construction Managers' general conditions costs, overhead, and profit. The Cost of the Work does not include the compensation of the Architect, the compensation of the Construction Manager for Preconstruction Phase services, the costs of the land, rights-of-way, financing, contingencies for changes in the Work or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in the Initial Information, and may be adjusted throughout the Project as required under Sections 5.4 and 6.4. Evaluations of the Owner's budget for the Cost of the Work represent the Architect's judgment as a design professional.

§ 6.3 The Owner shall require the Construction Manager to include appropriate contingencies for design, bidding or negotiating, price escalation, and market conditions in estimates of the Cost of the Work. The Architect shall be entitled to rely on the accuracy and completeness of estimates of the Cost of the Work the Construction Manager prepares as the Architect progresses with its Basic Services. The Architect shall prepare, as an Additional Service, revisions to the Drawings, Specifications or other documents required due to the Construction Manager's inaccuracies or incompleteness in preparing cost estimates. The Architect may review the Construction Manager's estimates solely for the Architect's guidance in completion of its services, however, the Architect shall report to the Owner any material inaccuracies and inconsistencies noted during any such review.

§ 6.3.1 If the Architect is providing detailed cost estimating services as an Additional Service, and a discrepancy exists between the Construction Manager's cost estimates and the Architect's cost estimates, the Architect shall work cooperatively with the Construction Manager to conform the cost estimates to one another.

§ 6.3.2 Subject to Section 4.3, if the Owner engages a Cost Consultant and a discrepancy exists between the Construction Manager's estimate and the Cost Consultant's estimate, the Architect shall assist the Cost Consultant and Construction Manager as necessary to conform the estimates to one another.

§ 6.4 If, prior to the conclusion of the Design Development Phase, the Construction Manager's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect, in consultation with the Construction Manager, shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget, and the Owner shall cooperate with the Architect in making such adjustments.

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§ 6.5 If the Construction Manager's estimate of the Cost of the Work at the conclusion of the Design Development Phase exceeds the Owner's budget for the Cost of the Work, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 in consultation with the Architect and Construction Manager, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .3 implement any other mutually acceptable alternative.

§ 6.6 If the Owner chooses to proceed under Section 6.5.2, the Architect, without additional compensation, shall incorporate the required modifications in the Construction Documents Phase as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Design Development Phase Services, or the budget as adjusted under Section 6.5.1. The Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility as a Basic Service under this Article 6.

§ 6.7 After incorporation of modifications under Section 6.6, the Architect shall, as an Additional Service, make any required revisions to the Drawings, Specifications or other documents necessitated by the Construction Manager's subsequent cost estimates, the Guaranteed Maximum Price proposal, or Control Estimate that exceed the Owner's budget for the Cost of the Work, except when the excess is due to changes initiated by the Architect in scope, basic systems, or the kinds and quality of materials, finishes or equipment.

§ 6.7 Inasmuch as the renovation of an existing building requires that certain assumptions be made regarding existing conditions, the Architect shall not be responsible for additional construction cost or other damages due to hidden conditions in an existing building which are uncovered during the progress of the construction, and which could not have been reasonably anticipated or known.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Architect intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions. Under no circumstances shall the transfer of ownership of the Drawings, Specifications, electronic data or other Instruments of Service be deemed to be a sale by the Architect, and the Architect makes no warranties, express or implied, of merchantability or of fitness for a particular purpose.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 Upon execution of this Agreement, full payment of all sums due or anticipated to be due the Architect under this Agreement and upon performance of all the Owner's obligations under, the Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Construction Manager, Subcontractors, Sub-subcontractors, and material or equipment suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the

Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 The Owner is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed and sealed construction documents prepared by the Architect and the electronic files, the signed and sealed hard-copy construction documents shall govern.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action, , including indemnity and any statutes of limitations and repose, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2007, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the Construction Manager, contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect shall indemnify and hold the Owner and the Owner's officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the Architect, its employees and its consultants in the performance of professional services under this Agreement. The Architect's duty to indemnify the Owner under this provision shall be limited to the available proceeds of insurance coverage. The Owner and Construction Manager agree, to the fullest extent permitted by law, to indemnify and hold harmless the Architect, its officers, directors, employees and consultants (collectively, Architect) against all damages, liabilities or costs, including reasonable attorneys' fees, to the extent caused by the Owner's or and Construction Manager's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Owner or and Construction Manager is legally liable.

§ 8.1.4 The Architect and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this ~~Agreement, except as specifically provided in Section 9.7.~~Agreement.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them ~~by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement.~~ mediation. A request for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. ~~If an arbitration~~

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~~proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.~~

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:
(Check the appropriate box. If the Owner and Architect do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)

— Arbitration pursuant to Section 8.3 of this Agreement

Litigation in a court of competent jurisdiction

Other: (Specify)

§ 8.3 Arbitration

~~§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.~~

~~§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.~~

~~§ 8.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.~~

~~§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.~~

§ 8.3.4 Consolidation or Joinder

~~§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).~~

~~§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.~~

~~§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.~~

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ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 9.7.~~due.~~

~~§ 9.7 Termination Expenses are in addition to compensation for the Architect's services and include expenses directly attributable to termination for which the Architect is not otherwise compensated, plus an amount for the Architect's anticipated profit on the value of the services not performed by the Architect.~~

§ 9.8 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 11.9.

§ 9.9 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located,~~except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.~~located.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2007,~~A201-2017,~~ General Conditions of the Contract for Construction,~~except as modified in this Agreement. The term "Contractor" as used in A201-2007 shall mean the Construction Manager.~~Construction. No headings or numbering of Sections or Paragraphs in This Agreement shall be interpreted or construed to change or modify the duties and obligations of Owner or Architect.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other,~~except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.~~other.

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§ 10.3.1 Notwithstanding Section 10.3, the Owner may propose an assignment of its rights and responsibilities under this Agreement to a third party, including a lender, when the following conditions have been met: (1) prior to any assignment, the Owner and the Owner's proposed assignee shall furnish to the Architect reasonable evidence that arrangements have been made by the proposed assignee to fulfill all of the Owner's obligations, including financial obligations, under this Agreement, and (2) the Architect has no reasonable objections to the lender's proposed terms and conditions. If the Architect has reasonable objections, the Owner shall endeavor to resolve all such objections and obtain the Architect's acceptance prior to assigning the Agreement.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect. The Architect's services, Instruments of Service, and work product required under this Agreement are being performed and are intended solely for the Owner's use and benefit.

§ 10.6 ~~Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.~~

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project.

§ 10.8 If the Architect or Owner receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, ~~or~~ (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential ~~information~~ information, or (4) as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

§ 10.10 If, due to the Architect's negligence, a required item or component of the Project is omitted from the Architect's construction documents, the Architect shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will the Architect be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

§ 10.11 The Architect shall not be required to sign any documents that would result in the Architect having to certify, guarantee or warrant the existence of conditions whose existence the Architect cannot ascertain, or that in any way might increase the Architect's risk or the availability or cost of its insurance.

§ 10.12 The Architect agrees to maintain all documents, including electronic documents, related to the Project for a period of not less than seven (7) years, in a reasonably accessible manner consistent with the Architect's internal document retention policy.

§ 10.13 The section headings used in this Agreement are intended principally for convenience and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

Compensation for Phase 1 services shall be the lump sum of One Hundred Eighty-Five Thousand and 00/100 Dollars (\$185,000.00)

Upon written authorization of Owner, compensation for Design Development, Construction Documents, and Construction Administration Phase services shall be a lump sum fee based upon the approved option and negotiated agreement of both parties.

§ 11.2 For Additional Services designated in Section 4.1, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

Compensation for Additional Services, if required, shall be negotiated at such time as they are required.

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.3, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

Compensation for Additional Services, if required, shall be negotiated at such time as they are required.

§ 11.4 Compensation for Additional Services of the Architect's consultants when not included in Sections 11.2 or 11.3, shall be the amount invoiced to the Architect plus Twenty percent (20 %), or as otherwise stated below:

§ 11.5 Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows:

| | | | | |
|------------------------------|-------------|------------|-----|------|
| Schematic Design Phase | percent (| <u>TBD</u> |) | (%) |
| Design Development Phase | percent (| <u>TBD</u> |) | (%) |
| Construction Documents Phase | percent (| <u>TBD</u> |) | (%) |
| Construction Phase | percent (| <u>TBD</u> |) | (%) |
| <hr/> | | | | |
| Total Basic Compensation | one hundred | percent (| 100 | %) |

The Owner acknowledges that with an accelerated Project delivery, multiple bid package process, or Construction Manager as constructor project delivery method, the Architect may be providing its services in multiple Phases simultaneously. Therefore, the Architect shall be permitted to invoice monthly in proportion to services performed in each Phase of Services as appropriate.

§ 11.6 When compensation is based on a percentage of the Cost of the Work and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Section 11.5 based on (1) the Owner-accepted Guaranteed Maximum Price Amendment or Control Estimate, as applicable, or (2) if the Guaranteed

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Maximum Price proposal or Control Estimate has not been accepted by the Owner, the most recent estimate of the Cost of the Work prepared by the Construction Manager for such portions of the Project. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. (If applicable, attach an exhibit of hourly billing rates or insert them below.)

Schedule of Hourly Billing Rates Calendar Year 2019

| <u>Employee or Category</u> | <u>Rate (\$0.00)</u> |
|---|----------------------|
| <u>Principals</u> | <u>\$235.00</u> |
| <u>Architects</u> | |
| <u>Senior Project Manager</u> | <u>\$197.00</u> |
| <u>Project Manager</u> | <u>\$154.00</u> |
| <u>Architect</u> | <u>\$148.00</u> |
| <u>Project Designer</u> | <u>\$98.00</u> |
| <u>Engineering Director</u> | <u>\$224.00</u> |
| <u>Mechanical/Electrical/Plumbing/Engineering</u> | |
| <u>Senior Engineer</u> | <u>\$172.00</u> |
| <u>Engineer/Designer</u> | <u>\$141.00</u> |
| <u>Intern Technician</u> | <u>\$98.00</u> |
| <u>Structural Engineering</u> | |
| <u>Senior Engineer</u> | <u>\$154.00</u> |
| <u>Engineer/Designer</u> | <u>\$129.00</u> |
| <u>Intern Technician</u> | <u>\$98.00</u> |
| <u>Master Planning</u> | <u>\$205.00</u> |
| <u>Construction Administration</u> | |
| <u>Construction Administrator</u> | <u>\$148.00</u> |
| <u>Specification Writer</u> | <u>\$148.00</u> |
| <u>Sustainability Planning</u> | |
| <u>Sustainability Planning Director</u> | <u>\$172.00</u> |
| <u>Energy Analyst</u> | <u>\$145.00</u> |
| <u>Sustainability Coordinator</u> | <u>\$129.00</u> |
| <u>Interior Design</u> | |
| <u>Interior Designer</u> | <u>\$98.00</u> |

Rates are subject to change on January 1 of each year.

§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
- .3 Fees paid for securing approval of authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, standard form documents;
- .5 Postage, handling and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner;
- .8 Architect's consultants' expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent (10 %) of the expenses incurred.

§ 11.8.3 If the insurance requirements listed in Section 2.6 exceed the types and limits the Architect normally maintains and the Architect incurred additional costs to satisfy such requirements, the Owner shall reimburse the Architect for such costs as set forth below:

§ 11.9 Compensation for Use of Architect's Instruments of Service

If the Owner terminates the Architect for its convenience under Section 9.5, or the Architect terminates this Agreement under Section 9.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of the Architect's Instruments of Service solely for purposes of completing, using and maintaining the Project as follows:

§ 11.10 Payments to the Architect

§ 11.10.1 An initial payment of (\$) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.2 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid () days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.
(*Insert rate of monthly or annual interest agreed upon.*)

%—Twelve percent (12 %) per annum

§ 11.10.3 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.4 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

§ 12.1 Neither the Architect nor the Architect's consultants have offered, intends to offer, or shall be required to offer, any fiduciary service to the Owner and no fiduciary responsibility shall be owed to the Owner by either the Architect or the Architect's consultants as a result of the Owner and Architect entering into this Agreement.

§ 12.2 The requirements of the Americans with Disabilities Act (ADA), Fair Housing Act (FHA) and other federal, state and local accessibility laws, rules, codes, ordinances and regulations will be subject to various and possibly contradictory interpretations. Federal accessibility laws and regulations are not part of, or necessarily compatible with, state or local laws, codes and regulations governing construction. The Architect, therefore, will use its reasonable professional efforts and judgment to interpret applicable accessibility requirements in effect as of the date of submission to building authorities, and as they apply to the Project. Therefore, the Architect recommends the Owner obtain appropriate legal counsel with respect to compliance with the appropriate disability access laws.

§ 12.3 Architect's Services shall be limited to those expressly set forth in this Agreement. Architect shall have no other obligations or responsibilities for the Project except as agreed to in writing.

§ 12.4 The Contractor and Subcontractors will be solely in control of the Project site and exclusively responsible for construction means, methods, scheduling, sequencing, jobsite safety and compliance with all Construction Documents and directions from Owner or building officials.

§ 12.5 Only upon the written request or direction of Owner, any value engineering, substitutions, or other cost-reduction effort or analysis that results in similar evaluations, is performed on this Project, the Architect shall provide its opinion to the Owner with respect to proposed or requested changes in materials, products, systems, or equipment. The Architect shall be entitled to rely on the accuracy and completeness of the information provided in conjunction with the requested change(s). The Owner acknowledges that such changes may result in a reduction in the quality and performance of the materials, components, or project. Accordingly, the Architect shall not be responsible for such reduction in performance by incorporating such value engineered, substituted, or otherwise incorporated materials, products, systems, or equipment into the Project.

§ 12.12 The Architect and/or its consultant will prepare a plan indicating the locations for known existing subsurface infrastructure with respect to assumed locations of existing underground improvements. Such services by the Architect and/or its consultant will be performed in a manner consistent with the Architect's professional standard of care. However, such plans may not identify all existing underground infrastructure and that the information upon which the Architect reasonably relies may contain errors or may be incomplete. Therefore, the Owner agrees, to the fullest extent permitted by law, to waive all claims and causes of action against the Architect for damages to existing underground infrastructure and improvements resulting from subsurface penetrations in locations established by the Architect that are based on properly filed and available records of said existing underground infrastructure.

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents listed below:

- 1 AIA Document B133™–2014, Standard Form Agreement Between Owner and Architect, Construction Manager as Constructor Edition
- 2 AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, if completed, or the following:
- 3 Other documents:

(List other documents, if any, including additional scopes of service forming part of the Agreement.)

This Agreement entered into as of the day and year first written above.



OWNER *(Signature)*

Mr. Leonardo Brown, County Administrator
Richland County, South Carolina
(Printed name and title)

ARCHITECT *(Signature)*

Daniel R. Mace, AIA, Vice President
Moseley Architects of South Carolina
(Printed name and title)

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Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, _____, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with this certification at 12:57:19 ET on 09/24/2019 under Order No. 1591104743 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B133™ – 2014, Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition, as published by the AIA in its software, other than changes shown in the attached final document by underscoring added text and striking over deleted text.

(Signed)

(Title)

(Dated)

**RICHLAND COUNTY, SOUTH CAROLINA
Alvin S. Glenn Detention Center
Needs Assessment**

FINAL REPORT – October 2016



Prepared by:
CGL Companies
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APPENDIX 1: Staffing Recommendations for Current Operations

APPENDIX 2: Staffing Recommendations for Future Operations



Project Team

CGL: Alan Richardson – William Clarke, AIA NCARB – Chris Monsma, AICP

Buford Goff & Associates: Dan Reider

Acknowledgements

The CGL team would like to acknowledge and thank staff of Richland County and the Alvin S. Glenn Detention Center for their assistance with this project.

Chad Fosnight, with Richland County Government was very helpful with the guidance and information provided to the Consultant team.

Director Ronaldo Myers was a great host during our interviews, tours and information gathering. The staff at Alvin S. Glenn were very open in our interviews and provided data in a prompt and efficient manner that made this project possible.

Alvin S. Glenn Needs Assessment
Acknowledgements





Alvin S. Glenn Needs Assessment
EXECUTIVE SUMMARY



The firm of Carter Goble Associates, LLC, a member of the CGL Companies, was commissioned by Richland County to conduct a needs assessment of the Alvin S. Glenn Detention Center (ASGDC) in June 2015. The purpose of the needs assessment was to assess the current conditions of the physical plant, the bedspace utilization, the current staffing numbers, and project the inmate population and resulting capacity requirements for the next 20 years. This study projects future space needs, security enhancements, operational requirements and programming classifications for all security levels in an effort to plan for the next two decades of growth.

The Detention Center saw its highest monthly inmate population at 14,238 in December 2007. Since that time, as in most large jurisdictions across the United States, the inmate population has decreased significantly. For 2015 the average daily inmate population had fallen to 864 inmates. This situation presented an opportunity for Richland County to assess their operations, staffing and future needs at a time when their detention center was not overly burdened as it has been in the past.

Current Conditions Assessment

The first phase of the needs assessment was an assessment of the current conditions of the physical plant, a review of the bedspace usage, and staffing numbers and deployment.

Physical Plant

In partnership with CGL, Buford Goff & Associates, Inc. (BGA) reviewed the existing mechanical systems to develop an understanding of the systems and how they might be impacted by an expansion and/or renovation of the facility. The purpose of this review was not intended to develop a list of required repairs or develop a list of improvements to the existing engineered systems; as such a review has already been completed by the facility's staff.

The existing facility appears to be well maintained with regards to the electrical, mechanical, plumbing, and fire protection systems. A local mechanical contracting company maintains the majority of the HVAC equipment and a local controls company maintains the building controls.

The biggest problems with existing systems appear to be access to systems, such as piping for showers and sprinkler lines above ceilings, access to utilities in cell chases, and issues related to the sprinkler system, such as zoning and durability of sprinkler heads. There were a number of locations in the facility, primarily Phases I and II, where the humidity appeared to be higher than acceptable as evidenced by condensation on the supply air grilles.

The Detention Center is relatively new with the first phase constructed in 1994. Very few systems or pieces of equipment have met or exceeded their life expectancy although some equipment will exceed their life expectancy in the next five (5) years or so. Over the next few years the County should begin to identify equipment that needs to be replaced. It is important in a correctional facility that equipment replacement be scheduled in lieu of replaced upon failure. Presently only the Phase I cooling tower is recommended for replacement.

The Phase I Energy Plant has redundant boilers and chillers. The Phase V Energy Plant has redundant boilers but only a single chiller and cooling tower. We recommend that the County review the implications of a chiller or cooling tower failure during hot weather and whether a system upgrade to provide redundancy is necessary.

Executive Summary

Current Staffing Assessment

As a part of the needs assessment, a staffing analysis was conducted for current operations in the fall of 2015. The purpose of the analysis was to establish the necessary staffing level(s) required for the safe and efficient operation of the facility considering all required posts, necessary operations, and needed support.

The process used for conducting this staffing study was based on the *Staffing Analysis Workbook for Jails: Second Edition*, which was produced by the National Institute of Corrections, and is considered the “industry standard” process for determining appropriate staffing for local corrections.

Industry Standards

The project team reviewed the most recent South Carolina standards for local detention facilities and the current Core Jail Standards identified by the American Correctional Association (ACA). The purpose of the review was to gain a better understanding of existing state and national standards related to jail staffing and to ensure recommendations took into consideration those standards.

Based on existing staffing practices, there appeared to be a general level of compliance with both State Minimum Jail Standards and the ACA Core Jail Standards during the review period.

Authorized Positions

There are currently 342 authorized positions in the Detention Center. This is comprised of 338 full-time staff and 4 part-time staff. There were 267 Detention Officer positions, and 39 vacancies at the time of reporting.

**Table ES-1
Alvin S. Glenn Authorized Positions**

| Position | Qty |
|------------------------------|------------|
| Director | 1 |
| Assistant Director | 1 |
| Captain | 3 |
| Lieutenant | 11 |
| Sergeant | 26 |
| Detention Officer | 267 |
| Non-Uniformed | 33 |
| Total Staff Positions | 342 |

Source: Alvin S. Glenn, August 2015

Post Assignments

It was determined that the security posts currently utilized in the Detention Center are appropriate for the physical design of the facility, the operational philosophy, and for the various custody and classification levels of inmates housed.



Executive Summary**Staffing Relief Factors**

A relief factor was calculated to determine the number of staff that must be employed to efficiently fill all security posts, even when some staff are absent. Data was collected for time taken off for all jail employees from 2012, 2013 and 2014. Data provided by the County includes time away for vacation, sick leave, and military leave as well as the average time taken to cover staff vacancies. For the majority of staffing studies conducted for other local detention agencies, the consultant typically has “time off data” provided for more than these three categories. In addition to these categories, data is usually provided for holiday pay, comp time, leave without pay, worker’s compensation, and the Family Medical Leave Act to name a few. However, the consultant was informed that these additional categories of “time off data” are not captured for the staff at Alvin S. Glenn.

Using the categories of “time off data” provided, it was determined that for every security post that must be staffed 24 hours a day/ 7 days a week, there is a requirement of 4.88 full-time equivalent staff (FTE). This number is lower than many previous staffing studies conducted by CGL which usually require 5.0 to 5.5 FTEs for each 24/7 security post.

Recommended Staffing

Due to the low relief factor, the recommended number of staff for the Alvin S. Glenn Detention Center is just 7 more FTEs than the current staffing level. If the relief factor for Detention Officers were more comparable to what is often seen in other jurisdictions, the resulting recommended number of Detention Officers could be as high as 295, or a 28 FTE increase over today’s staffing level.

Table ES-2
Alvin S. Glenn Recommended Positions for 2016

| Position | Current FTE | Recommended FTE | Difference |
|------------------------------|-------------|-----------------|------------|
| Director | 1 | 1 | 0 |
| Assistant Director | 1 | 1 | 0 |
| Captain | 3 | 3 | 0 |
| Lieutenant | 11 | 11 | 0 |
| Sergeant | 26 | 30 | 4 |
| Detention Officer | 267 | 271 | 4 |
| Non-Uniformed | 33 | 32 | -1 |
| Total Staff Positions | 342 | 349 | 7 |

Source: CGL, January 2016

Current Inmate Housing Assessment

The Detention Center was constructed in five phases that comprise a total of 20 housing units and a total of 1,120 beds. While the majority of the beds, and housing units, appear appropriate for the type and custody level of the inmates housed, there are several problems that the Consultants feel need to be addressed.

Phase I Housing consists of six dormitory housing units with a total of 336 beds. There have reportedly been consistent disciplinary infractions by the medium custody inmates in this area. These inmates may be better served in celled housing rather than dormitories. The open environment of the dormitories in Phase I may not be appropriate for medium custody inmates. Celled housing units may be more appropriate for this population.

Phase II Housing has three 56-bed celled housing units, for a total of 168 beds. One housing unit serves as an orientation unit for new inmates, one unit houses maximum security inmates, and the third housing unit is known as the SHU. The SHU houses a variety of inmates including those in disciplinary segregation, administrative segregation and protective custody status. Many of the inmates housed in the SHU are inmates with acute mental illness and those that have been assessed and placed on suicide prevention status. The SHU is not an appropriate environment for inmates with suicidal tendencies or advanced mental illness, which need a more therapeutic environment.

Phase III Housing has two dormitories that have historically housed inmate workers and inmates serving weekend sentences. As of the summer of 2015, both of the Phase IV dormitories have been closed for inmate housing and will be repurposed in the future.

Phase V Housing consists of five housing units that are a mixture of celled and dormitory housing. "Unit M" houses all custody levels of male inmates, most of which have some time of medical problem or mental illness. "Unit M" is not appropriate to house inmates with medical needs along with general population inmates. The distance of this unit from the medical department and the lack of features designed for inmates with a medical or mental health condition present constant operational issues for both custody and health services staff.

Inmate Population Projections

The second phase of this project was a projection of the County and inmate growth for through 2035. This projection considered not only how many inmates will be housed, but also the character and needs of the population.

Meetings were held at the Alvin S. Glenn Detention Center in the summer and fall of 2015 to identify historical and existing data for use in the population assessment and projections. Historical data and trends were discussed with jail staff. The data gathered was analyzed and twenty year detention populations and resulting bed space needs are presented in this section of the needs assessment.

County Population

Since 2005, the resident population in Richland County has increased 15.1 percent, from 349,003 in 2005 to 401,566 in 2014. This represents an annual increase of 1.6 percent.

The annual percentage population growth in Richland County exceeded two percent from 2006 to 2008. However, the growth has slowed from 2009 to 2014, with 2014 having the slowest growth rate at 0.9 percent.

Reported Crimes

Since 2005, total crimes in Richland County have increased 6.6 percent, from 9,537 to 10,171. The total crimes in Richland County averaged 11,199 annually, with a peak of 12,320 in 2011.

Violent Crimes in Richland County increased 18.9 percent from 2005 to 2014, an annual increase of 1.9 percent. Violent crimes in Richland County averaged 2,169 per year, with a peak of 2,438 in 2008. These crimes increased at a higher rate than property crimes from 2005 to 2014, mirroring a national trend.

Jail Bookings and Releases

In the last ten years the annual jail bookings per 1,000 Richland County residents fell by 19.2 percent, from 57.2 to 46.2. The annual jail bookings per 1,000 residents aged 15 to 44 decreased 15.8 percent. Both populations increased concurrently with decreases in jail bookings.

Release data was available from 2010 to 2014. Annual releases decreased by 6.3 percent, or 1.3 percent annually. The number of annual jail releases averaged 19,121, slightly less than the number of annual bookings which averaged 19,758.

Average Daily Population

The average daily population (ADP) has decreased 19.7 percent from 2005 to 2014, an annual decrease of 2.4 percent. The peak ADP year in Richland County was 2007 at 1,232. The most recent year (2014) is the lowest ADP year, with an ADP of 883.

Average Length of Stay

An important statistic for inmate population projections is the average length of stay (ALOS). This is a significant driver of the number of inmates in the system, as a higher ALOS will keep inmates in the system longer. The ALOS decreased 19.8 percent from 2005 to 2014 from 21.7 days to 17.4 days.

Projections of Capacity Requirements

The ADP Projections are status quo projections for the next ten years in Richland County. The projection models do not factor in any policy or legislative changes that may impact the jail populations.

Projection Models

The projections for average daily population and bed space needs are based on three major factors: system based statistical models, demographic based statistical models, and time series modeling.

The development of the Alvin S. Glenn ADP and bed space projections uses thirteen models to forecast population levels to the year 2035. The primary factors employed for the models were the total ADP, bookings, ALOS, reported crimes, and county population projections in Richland County.

Projected Bookings and Average Daily Population

While the projected bookings increase 3.5 percent, the adult ADP projection for Richland County increases by 8.1 percent to 954 in 2035. The incarceration rate per 1,000 residents is projected to decrease slightly, by 1.6 percent from 2014 to 2035.

The numbers of juveniles is very small historically, ranging from 7 in 2014 to 19 in 2008. The projected juvenile ADP increases from 7 in 2014 to 10 in the next twenty years.

Bed Space Projections

Criminal justice facilities cannot be planned for the ADP solely; peaks in population along with beds for differing inmate classifications must be accommodated. The peaking value of the Alvin S. Glenn Detention Center is calculated using monthly data from 2006 to 2014 and the first four months of 2015. The three highest months of ADP were averaged and then compared to the annual ADP.

While the projected ADP for 2035 is 954 inmates, applying peaking and classification percentages throughout the next twenty years show a bed space need of 1,076 by 2035.

Project Proposals

The third phase of the needs assessment looked at the future facility needs. Plans to accommodate the future inmate population are proposed that examine the spaces needed to house a diverse number of inmates and effectively accommodate their needs in a progressive manner.

In the course of assessing the current conditions of the facility, staffing, and inmate housing at the Alvin S. Glenn Detention Center; three primary project proposals emerged which address the current liabilities of assigning inmates to housing units that are not appropriate for their custody levels and their identified risks and needs. These liabilities are not due to improper classification by Detention staff. Rather they exist because the facility does not currently have sufficient type and quantity of beds to address the needs of the inmate population. These proposals are not presented as phases, as each proposal equally stands on its own as a necessity to meet both the current and future needs of the inmate population.

Project Proposal #1: Renovate and convert three dormitory housing units into celled housing. This project will increase the number of secured beds for the medium custody inmate population that has demonstrated the inappropriateness for dormitory housing. This proposal will not require additional Detention Officers.

Project Proposal #2: Construct a 32 bed purpose-built housing unit for the inmate population with acute medical needs. This housing unit will house inmates with medical needs that prevent them from being safely housed in a general population housing unit. This proposal will add one new security post, resulting in the need for 4.88 additional FTEs.

Project Proposal #3: Construct a mission specific, self-contained Mental Health Services Center that will provide a blend of secure housing with both secure and public treatment spaces that are aligned with current and forecasted needs. It will be self-contained in that the mental health providers will be located within this housing area. This proposal will add two new security posts, resulting in the need for 9.76 additional FTEs.

The staffing recommendation for the complete operation of the ASGDC, including all three of the project proposals is 364 staff. This includes four additional Detention Sergeants (a result of proper application of the current relief factor), 19 additional Detention Officers (a result of four additional posts in the Project Proposals plus the proper application of the current relief factor) and the reduction of one non-uniformed position.

Table ES-3
Total Staffing Recommendations

| Position | Current FTE | Recommended FTE | Difference |
|------------------------------|-------------|-----------------|------------|
| Director | 1 | 1 | 0 |
| Assistant Director | 1 | 1 | 0 |
| Captain | 3 | 3 | 0 |
| Lieutenant | 11 | 11 | 0 |
| Sergeant | 26 | 30 | 4 |
| Detention Officer | 267 | 286 | 19 |
| Non-Uniformed | 33 | 32 | -1 |
| Total Staff Positions | 342 | 364 | 22 |

Source: CGL, February 2016

Estimated Project Costs

The estimated project costs for the three Project Proposals are as follows.

Table ES-4
Estimated Project Costs

| Project | Cost / SF | Est. SF Per | Qty | Total SF | Total Cost |
|----------------------------------|-----------|-------------|-----|-----------------------------|----------------------|
| 1. Dormitory Renovations | \$ 135 | 9,700 | 3 | 29,100 | \$ 3,928,500 |
| 2. New Medical Housing | \$ 225 | 6,315 | 1 | 6,315 | \$ 1,420,875 |
| 3. Mental Health Services Center | \$ 225 | 19,085 | 1 | 19,085 | \$ 4,294,125 |
| Sub-Total | | | | 54,500 | \$ 9,643,500 |
| | | | | Contingency | 15% \$ 1,446,525 |
| | | | | Architectural & Engineering | 6% \$ 665,402 |
| | | | | Total | \$ 11,755,427 |

Source: CGL, February 2016

The estimated cost for new construction on the site of the Alvin S. Glenn Detention Center is \$225 per square foot.

The cost of renovating the dormitories into celled housing units will be less than the price of new construction, and is estimated to be \$135 per square foot.

A 15 percent contingency has been factored into the total estimated costs for these four projects. Given the level of detail provided in this needs assessment, 15 percent may be a high estimate. However, the Consultants feel this to be a safe percentage for budgeting at this point in the planning process.

Architectural and engineering fees are factored at 6 percent of the construction and contingency estimated costs. This brings the total estimated project cost for all components to \$11,755,427 in 2016 dollars.



Alvin S. Glenn Needs Assessment

INTRODUCTION



Introduction

In December 2007 the Alvin S. Glenn Detention Center (ASGDC) saw its highest monthly inmate population at 14,238. Since that time, as in most large jurisdictions across the United States, the inmate population has fallen significantly. For 2015 the average daily population of the ASGDC had fallen to 864 inmates. The Detention Center was constructed in five phases that comprise a total of 20 housing units and a total of 1,120 beds. At the beginning of 2015, 560 inmate beds (exactly half) were in dormitory housing units, and the other 560 beds were in celled housing units. This situation presented an opportunity for Richland County to assess their operations, staffing and future needs at a time when their detention center was not overly burdened as it has been in the past.

In June 2015, Richland County hired CGL Companies to develop a space needs assessment for the Detention Center. The purpose of the needs assessment was to assess the current conditions of the physical plant, the bedspace utilization, the current staffing numbers, and project the inmate population and resulting capacity requirements for the next 20 years. This study projects future space needs, security enhancements, operational requirements and programming classifications for all security levels in an effort to plan for the next two decades of growth.

This project was conducted in three phases.

Phase I was an assessment of the existing facility. The physical plant was assessed to determine the type, age and life expectancy of the mechanical/HVAC equipment as well as the capacity for future growth. The housing units were assessed for utilization, capacity, types of inmates being housed, and assigned staffing.

Phase II was a projection of the County and inmate growth for through 2035. This projection considered not only how many inmates will be housed, but also the character and needs of the population.

Phase III looked at the future facility needs. Plans to accommodate the future inmate population are proposed in the form of project proposals that examine the spaces needed to house a diverse number of inmates and effectively accommodate their needs in a progressive manner.

The report concludes with the staffing implications of the various project proposals as well as the estimated cost for each of the proposals in 2016 dollars.





Alvin S. Glenn Needs Assessment
CURRENT CONDITIONS



Physical Plant Assessment

Introduction

In partnership with CGL, Buford Goff & Associates, Inc. (BGA) reviewed the existing mechanical systems installed at the Alvin Glenn Detention Center, Columbia, SC, to develop an understanding of the systems and how they might be impacted by an expansion and/or renovation of the facility. The purpose of this review was not intended to develop a list of required repairs or develop a list of improvements to the existing engineered systems; as such a review has already been completed by the facility's staff.

In addition to assessing the existing conditions, BGA also provided recommended system upgrades for any new facilities proposed by CGL.

Existing Conditions

Phase I Construction

This phase was the original Detention Center which was constructed in 1994. It included the following building areas:

- Phase I, Area 1A Housing (Dormitory Style)
- Phase I, Area 1B Energy Facility and Sallyport
- Phase I, Area 2 Administration (Intake, Booking, Receiving, Laundry, Courts, Administrative Offices)
- Phase I, Area 3 Administration (Medical, Training)

The dormitory has six chilled water and hot water air handlers to serve the six dorms. Each dorm has 56 inmates located on two levels. There are three fire risers with two serving the six dorms and one serving the core area of this building. The water closets and lavatories are porcelain and are located on accessible chases. The plumbing for the showers is installed within the walls making repairs difficult.



Alvin S. Glenn Needs Assessment
Phase 1: Current Conditions Assessment

The administration areas are conditioned with variable air volume (VAV) air handlers with chilled water coils. The air terminal units have hot water heating.

Central control is located in Phase I. Central control directly monitors the fire alarm from Phases I, II, and III and receives alarms from the fire alarm systems in Phases IV and V. Also, the building automation control system for the heating, ventilation, and air conditioning systems is located here.

During the time of BGA's visit on July 29, 2015, condensation was noted on many grilles primarily in corridor, laundry, and kitchen areas. This condensation was occurring due to high space humidity.

Phase I Energy Plant

All equipment was installed in 1994 except as noted otherwise.

Generator



- Serves Phases I, II, and IV.
- Detroit Diesel Spectrum generator Model 400086071.
- Capacity of 400 KW (500 KVA).
- Runs on diesel fuel and is backed up with natural gas.
- The underground fuel oil storage tank is 3000 gallons.
- The generator supports the HVAC system (Phases I and II heating only), freezers and coolers, pneumatic door locks, building HVAC controls, air compressors and lighting.

Heating Plant



- Two (2) boilers serve Phases I, II, and III.
- The boilers are Cleaver Brooks, hot water, gas fired boilers, model CB 700-80.
- The burners have a capacity of 3350 MBH input each.
- The pumping configuration is a primary/secondary pumping arrangement utilizing base mounted, end suction boiler pumps and constant speed, base mounted, end suction building loop pumps.

Chillers



- Three (3) water cooled chillers serve Phases I, II, and III.
- The two (2) chillers originally installed in 1994 are:
 - Trane RTHA 450 (450 tons)
 - Trane RTHB 300 (300 tons)
- In 2011 a York (Johnson Controls) water cooled chiller, model YKKQK3H9 was installed (assumed to be a nominal 800 ton chiller). This chiller was apparently installed as a backup for the Trane chillers.

Alvin S. Glenn Needs Assessment
Phase 1: Current Conditions Assessment

- The two Trane chillers or the York chiller can handle the entire chilled water demand of Phases I, II, and III. At the time of this meeting, (August 25, 2015 @ 1 p.m.), the outdoor temperature was in the low 90's and only the 450 ton machine was running.
- The piping configuration is a primary/secondary pumping arrangement utilizing base mounted end suction chiller pumps and base mounted end suction building loop pumps.

Cooling Tower



- A single cooling tower supports the water cooled chillers.
- The tower is a Marley induced draft tower, Serial No. NC5001CM.
- The tower capacity is assumed to be approximately equal to the two Trane chillers or 750 tons.
- The tower is galvanized with a stainless steel basin. The stainless steel basin appears to be in very good condition. The galvanized panels are rusting through in some areas.
- The tower pumps are constant speed, base mounted, end suction pumps.
- The tower fans are constant speed.

Phase II Construction

Phase II was constructed in 1995. This phase included the following building areas:

- Phase II, Area 4 Kitchen
- Phase II, Area 5 Juvenile Housing
- Phase II, Area 6 Adult Housing

Juvenile Housing includes individual cells for twenty-four male inmates and dormitory housing for four female inmates. The building has a single fire riser. The HVAC includes a multizone air handler and a VAV air handler. Plumbing fixtures are stainless steel with utilities accessible in chases.

Alvin S. Glenn Needs Assessment
Phase 1: Current Conditions Assessment

Adult Housing includes three cell blocks each with fifty-six inmates located on two levels. The cell block is maximum security. Combination stainless steel water closet/lavatories are located on triangular chases. Accessibility to utilities is difficult due to the amount of utilities and duct located in each chase. This building is served by a single fire riser. When sprinkler heads are damaged by inmates or sprinkler lines need repair, the entire system must be shut down. Sprinkler discharge has become such a problem that almost all of the VCT tile has been pulled up from this building. Access to get to sprinkler piping and duct above the ceiling is very difficult due to the confined space above the ceilings. The plumbing for the showers is installed in inaccessible locations.



Phase III Construction

This phase includes Adult Housing (Phase III, Area 7) and was constructed in 1997.

The Adult Housing includes four cell blocks. Two cell blocks have fifty-six inmates located on two levels and the other two cell blocks have twenty-eight (28) inmates located on two levels. Combination stainless steel water closet/lavatories are located on triangular chases. Accessibility to utilities is difficult due to the amount of utilities and duct located in each chase. The plumbing for the showers is installed in inaccessible locations.

Phase III Generator



- The Phase III generator supports Phase III and Phase V.
- A Blanchard Caterpillar generator installed in 1996.
- The capacity is 500 KW (625 KVA).
- It runs on diesel fuel and is backed up with natural gas.
- The underground fuel oil storage tank is 1500 gallons.
- The generator supports Phase III HVAC (heating only), Phase V HVAC (heating and cooling), pneumatic door locks, building HVAC controls, air compressors and lighting.

Phase IV Construction

This phase includes Work Release Housing building (Phase IV, Area 8) and was constructed in 1997. The Work Release Housing building includes two dormitories for forty-eight inmates each. It is conditioned with heat pumps. The building's ventilation is poor in the shower and toilet area which causes humidity to be high and the building is served by a single fire riser with its own fire alarm control that reports the Central Control.

This building was closed to inmate housing in 2015. A repurposing plan will be discussed in Section 3 of this report.

Phase V Construction

This phase includes Adult Housing units and the Phase V Energy Plant (Phase V, Area 9) and was constructed in 2005.

The Housing units have a medical unit (fifty-six inmates in cells on two levels), two dorms with fifty-six males each on two levels, one dorm with fifty-six females on two levels and one cell block with fifty-six females on two levels.

Combination stainless steel water closets/lavatories are located on triangular chases in the cells.

This building has its own fire alarm system that reports to Central Control.

Access to plumbing is from outside the building on the second level. There is no stair or permanent ladder to access this space.

Phase V Energy Plant

All equipment was installed in 2006 except as noted otherwise.

Heating Plant



- Two (2) boilers serve Phase V.
- The boilers are Hurst, hot water, gas fired boilers, with Power Flame Burners, Model CR2-G15.
- The burners have a capacity of 1450 MBH input each.
- The pumping configuration is a primary/secondary pumping arrangement utilizing base mounted, end suction boiler pumps and variable speed, base mounted, end suction building loop pumps.
- On a previous visit in July, the boilers were energized during 95 degree weather. It was assumed that the boilers were running to provide reheat for humidity control.

Cooling Plant



- A single water cooled chiller provides cooling for Phase V construction.
- The chiller is a Trane model RTWA 125 (125 tons).
- The pumping configuration is a primary/secondary pumping arrangement utilizing base mounted, end suction chiller pumps and variable speed, base mounted, end suction building loop pumps.

Cooling Tower



The cooling tower is an EVAPCO induced draft cooling tower, model USS 19-76. The assumed capacity is 125 tons to match the single chiller. The tower pumps are constant speed, base mounted, end suction pumps and the tower fans are constant speed.

Water Heaters

The water heaters are gas fired storage type. They have had some problems, possibly tripping out on low gas pressure.

Domestic Water and Fire Riser



Building Maintenance

HVAC service, as of July 2015, is provided by W.B. Guimarin, Columbia, SC. Their service includes check air handlers, fan belts, changing filters, etc. They also perform regular service on the chillers.

The boilers are not on a service contract and are serviced on an as-need basis.

Controls are serviced by Honeywell Inc.

Other Related Issues

Kitchen

The kitchen apparently cannot support more inmates than are presently housed at the Alvin Glenn Detention Center, and there does not appear to be an easy way to expand the current kitchen.

The grease trap is presently cleaned once per month. When it is cleaned, the grease trap is near capacity. This indicates that if cooking capacity was increased, the grease trap would have to be increased in size (i.e., another grease trap installed) or the frequency at which the grease trap is cleaned would have to be increased.

Some of the kitchen appliances are gas.

Laundry

The laundry operation is struggling to keep up with the demand. The current hours of operation are 7:30 a.m. to 2:30 p.m., Monday through Saturday. The Detention Center needs 53 inmates to maintain normal operations, with 39 inmates the minimum required. They are currently averaging less than 35 inmates. If capacity is needed to handle additional inmates, additional inmates will be needed to work in the laundry.

Recently a gas fired boiler with storage tanks was added to serve the laundry to provide the required domestic hot water.

Life Expectancy

The County has developed a list of maintenance and repair needs. Except for the Phase 1 cooling tower, none of the major mechanical, electrical, or plumbing equipment is shown as needing replacing at this time.

Manufacturer's published equipment life expectancy is only one parameter used to predict when equipment should be replaced. Frequency and types of equipment repairs performed by maintenance personnel is often a better predictor of when equipment should be replaced.

Phases I, II, and III

Chilled water air handlers have a life expectancy of at least 20 years and up to 30 years. Existing air handlers are approximately 20 years old. Unless maintenance indicates otherwise, the County should plan on replacement in ten (10) years.

The cooling towers have a life expectancy of approximately 25 years. The cooling tower is approximately 20 years old and showing some signs of heavy rusting. It might be possible to repair the cooling tower to get 5 or 10 more years of life on the tower. If not, the tower will probably need to be replaced with the next five (5) years.

The boilers have a life expectancy of approximately 25 years. The boilers are approximately 20 years old but appear in good condition. Unless maintenance indicates otherwise, the County should plan on replacement in five (5) to ten (10) years.

The chillers have a life expectancy of approximately 25 years. The two (2) original Trane chillers are approximately 20 years old. The York chiller is approximately five (5) years old. Unless maintenance indicates otherwise, the County should plan on replacement of the Trane chillers in five (5) to ten (10) years.

Phase IV

Packaged Dx units have a life expectancy of 12-15 years. They were not designed to properly control space humidity and have exceeded their life expectancy. The County should plan on replacing these units in the next one (1) to three (3) years.

Phase V

Equipment in this phase is approximately ten (10) years old. No replacement of boilers, air handlers, chillers, or cooling towers is anticipated for ten (10) to twenty (20) years.

Physical Plant Assessment Summary

The existing facility appears to be well maintained with regards to the electrical, mechanical, plumbing, and fire protection systems. A local mechanical contracting company maintains the majority of the HVAC equipment and a local controls company maintains the building controls.

The biggest problems with existing systems appear to be access to systems, such as piping for showers and sprinkler lines above ceilings, access to utilities in cell chases, and issues related to the sprinkler system, such as zoning and durability of sprinkler heads. Although staff mentioned humidity problems in areas such as T Building showers, we noticed a number of locations in the facility, primarily Phases I and II, where the humidity appeared to be higher than acceptable as evidenced by condensation on the supply air grilles.

The Detention Center is relatively new with the first phase constructed in 1994. Very few systems or pieces of equipment have met or exceeded their life expectancy although some equipment will exceed their life expectancy in the next five (5) years or so. Over the next few years the County should begin to identify equipment that needs to be replaced. It is important in a correctional facility that equipment replacement be scheduled in lieu of replaced upon failure. Presently only the Phase I cooling tower is recommended for replacement.

The Phase I Energy Plant has redundant boilers and chillers. The Phase V Energy Plant has redundant boilers but only a single chiller and cooling tower. We recommend that the County review the implications of a chiller or cooling tower failure during hot weather and whether a system upgrade to provide redundancy is necessary.

Current Staffing Assessment

As a part of the needs assessment, a staffing analysis was conducted for current operations of the Alvin S. Glenn Detention Center in the fall of 2015. The purpose of the analysis was to establish the necessary staffing level(s) required for the safe and efficient operation of the facility considering all required posts, necessary operations, and needed support.

The average daily inmate population in 2007 numbered 1,232 inmates. Having at total of 1,120 beds, the facility averaged 112 inmates over their maximum capacity on a daily basis. By 2014 the inmate population had fallen to a daily average of 883. Given the reduced burden on the facility, the County decided to examine their staffing, operations and facilities to identify opportunities for improvement.

Unlike most other government or justice functions the Jail is a 24-hour, around-the-clock, 365 days-a-year operation that has substantial security and life safety requirements. The security-related positions or posts in the Detention Center must be staffed even when the scheduled officer calls in sick, takes vacation or is away on required training. Too often this is accomplished by an on-duty officer covering an additional post or by calling-in off-duty staff to work overtime. Both options can be costly, particularly in the light of impacts felt beyond the budget. Overtime, while expensive, may be seen as a cost-saving measure in meeting staffing needs, but an officer working extremely high/long hours or staff that is handling multiple security posts at once jeopardizes the safety and security of the facility and those within it. In contrast, hiring adequate numbers of staff to provide necessary relief will make up for the potentially higher cost in added efficiency, security, and staff well.

The process used for conducting this staffing study was based on the *Staffing Analysis Workbook for Jails: Second Edition*, which was produced by the National Institute of Corrections, and is considered the "industry standard" process for determining appropriate staffing for local corrections.

The following passage is an excerpt from the *Staffing Analysis Workbook for Jails: Second Edition, 2003*:

"Many staffing issues and problems jails face, such as high overtime costs, the inability to cover needed posts, or the inability to free staff from their posts for training can be attributed to inaccurate calculation of the actual number of hours staff is available to work in the jail. This critical step requires collecting and analyzing information that will provide an accurate depiction of the real number of staff hours that are available to be scheduled for each full-time position in the jail budget. It produces accurate net annual work hours (NAWH) for each position....

Calculating an accurate NAWH will help control such costs as overtime pay, because realistic and accurate figures will be used to calculate the number of FTEs required to provide needed coverage.

An accurate NAWH for each job classification requires information on all possible time-off categories. Different classifications of employees will have different NAWH, because of the amount of vacation time or training time that is allotted and used."

Influencing Factors

The analysis of staffing needs was based upon a review of facility design, interviews with command staff, and evaluation of the following key factors:

Facility Layout. The design of the facility lays out the framework in which the jail will operate. Corridors and internal travel distances for staff and inmates must be factored into operational decisions, such as whether to escort internal inmate movement and how inmate activities are scheduled and supervised. The physical design of the facility in large measure determines the minimum number of posts required to provide adequate supervision of the population.

Inmate Classification. The type of inmates housed or assigned to an area has a large bearing on the need for supervision and the potential risk level present. The standard classification system (maximum, medium, and minimum security) has a direct bearing on the staffing required.

Inmate Movement Patterns and Policy. The degree of inmate movement and the nature of that movement (escorted or unescorted) relate directly to the degree of control exercised over inmate behavior and the staffing required to enforce the desired level of control.

Technology. Technology, which can be deployed to provide ongoing surveillance of inmate activity, can increase the efficiency of staff used to monitor multiple locations or blind spots in a facility or work area.

Time Spent Away from Posts. The degree to which personal leave, training, and other activities take staff away from their duties will create a demand for relief staff or for the use of overtime.

Prioritization of Posts. The ability of management to objectively evaluate its post requirements and to determine whether any posts can be safely closed under certain circumstances can impact the efficient allocation of staff for a facility or work area.

Operating Procedures/Standards. A jail's operating procedures and standards set out a blueprint for staffing by outlining the duties required of them in the conduct of their jobs.

Considering these factors, staffing requirements were developed based upon a determination of operational needs.

Current Staffing Overview

The Detention Center operates under the direct on-site supervision of several key personnel that are assigned to core administrative positions. The lead position includes the Director who is responsible for the overall day-to-day operations of the Alvin S. Glenn Detention Center. The Director reports to the Richland County Administration. Assisting the Director is one Assistant Director and three Captains. One Captain focuses primarily on security, one focuses on operations and the juvenile inmate population, and the third Captain focuses on administration, programs and training. Each of the Captains has one or more Lieutenants who assist them in providing management and oversight of their area.

One of the primary characteristics of the Detention Center's organizational structure is the consistent application of a narrow span of supervisory control with a focus on meeting a wide variety of established responsibilities. In a narrow span of supervision the number of people reporting to a supervisor is often customized when compared with a wide span of control. Not only must administrative personnel supervise a large number of inmates, but they must also manage a diverse workforce that has unique

responsibilities that include maintaining security, providing programs, delivering services and meeting professional standards. The more efficient and organized the command and supervisory personnel are at performing their tasks, the more effective the system operates. The staff currently provides proper division of administrative responsibilities and effective oversight while also striving to maintain a team concept with the ultimate goal of meeting the overall established mission of the Detention Center.

Figure 2-1
Alvin S. Glenn Administrative Core Positions



Jail Standards

The project team reviewed the most recent South Carolina standards for local detention facilities and the current Core Jail Standards identified by the American Correctional Association. The purpose of the review was to gain a better understanding of existing state and national standards related to jail staffing and to ensure recommendations took into consideration those standards.

South Carolina Minimum Jail Standards. The Minimum Standards for Local Detention Facilities in South Carolina were formed for the purpose of developing minimum standards for detention facilities to follow and to assist local agencies by providing guidelines to ensure the proper planning, operation and maintenance of facilities. These standards were reviewed during the assessment process and each recommendation presented in this report took into consideration maintaining compliance with the current jail standards.

The South Carolina jail standards address staffing levels both generically and by gender with reference to the word “sufficient.” The following guidelines which apply to personnel and staffing are cited in the South Carolina jail standards:

Number of Personnel

1031(b). Each facility shall have sufficient personnel to provide twenty-four (24) hour supervision and processing of inmates, to arrange full coverage of all identified security posts, and to accomplish essential support functions.

Gender

1031(c). If one (1) or more female inmate(s) is/are in custody, there shall be at least one (1) female security officer on duty, who shall be immediately available and accessible to female inmates.

Staffing Plan

1031(d). A staffing analysis (using NIC Staffing Analysis Workbook or other industry recognized plan) shall be conducted to determine facility staffing needs. The staffing analysis shall be reviewed annually and updated as needed.

Based on existing staffing practices, there appeared to be a general level of compliance with the above cited state guidelines during the review period.

American Correctional Association. The American Correctional Association Core Jail Standards were developed in 2010 and represent the collaborative efforts of corrections practitioners and representatives of the American Correctional Association, National Sheriffs' Association, National Institute of Corrections (NIC) and the Federal Bureau of Prisons. The core standards were established as guidelines for the improvement of correctional operations, services and programs. They provide a framework for presenting the needs and concerns of local correctional agencies and set minimum levels of compliance. The key core jail standards regarding jail staffing include the following:

1-Core-2A-02, Correctional Officers' Posts. Correctional officers' posts are located adjacent to inmate living areas to permit officers' to see or hear and respond promptly to emergency situations. There are written orders for every correctional officer's post;

1-Core-2A-05, Female Inmates and Female Staff. When a female inmate is housed in a facility, at least one female staff member is on duty at all times; and

1-Core-2A-09, Staffing – Sufficient Staff. Sufficient staff including a designated supervisor are provided at all times to perform functions relating to the security, custody, and supervision of inmates and, as needed to operate the facility in conformance with the standards.

Based on existing staffing practices that were observed during the review period, a general level of compliance appeared to be in place.

Authorized Positions

An interview was conducted in order to gain a better understanding of authorized staffing levels for the Detention Center. The Administration reports that there are currently 342 authorized positions. This number is comprised of 338 full-time staff and 4 part-time staff. There were 267 Detention Officer positions, and 39 vacancies at the time of reporting.

Table 2-1
Alvin S. Glenn Authorized Positions

| Position | Qty |
|------------------------------|------------|
| Director | 1 |
| Assistant Director | 1 |
| Captain | 3 |
| Lieutenant | 11 |
| Sergeant | 26 |
| Detention Officer | 267 |
| Non-Uniformed | 33 |
| Total Staff Positions | 342 |

Source: Alvin S. Glenn, August 2015

Post Assignments

In addition to reviewing authorized and actual staffing levels an analysis was conducted on the deployment practices of existing staff. Included in the review was an examination of post assignments and the days and hour's security personnel are initially scheduled to work. One of the essential elements of completing a staffing analysis and determining the most cost-effective staffing level is the importance of evaluating how staff are being deployed. The Alvin S. Glenn Detention Center like most local detention facilities operates 24 hours per day, 365 days a year. Given the fact that employees are scheduled to work a set number of hours per week and have regularly scheduled days off, vacations, utilize sick time, etc., staffing any given post assignment throughout the year requires more than one staff member.

Effective roster management systems maximize the efficient use of staff resources through the use of post analyses, master rosters, daily rosters, and an ongoing recapitulation of actual staff utilization. When properly applied, roster management systems create the means by which administrators can ensure existing staff resources are allocated appropriately and staffing needs are communicated effectively to major stakeholders.

It was determined that the security posts currently utilized in the Detention Center are appropriate for the physical design of the facility, the operational philosophy, and for the various custody and classification levels of inmates housed. The two housing units that comprise Phase IV have recently been closed. Staffing for these units have been removed from the recommended staffing numbers. There are three posts that are staffed on a PRN (as needed) basis. These are the SHU Suicide, Unit P Suicide, and PRMH (hospital duty) posts. As PRN posts, staff are not planned for these positions on a daily basis. Instead, staff must be reallocated from other areas as needed when inmates are placed on suicide watch or must be transported and/or admitted to the local hospital. Unfortunately, these posts must be filled more often than not which places an additional burden on the staffing compliment for the remainder of the facility. Providing staff coverage for these "unplanned" posts is even more difficult with 39 staff vacancies, which is 11% of the authorized staffing compliment.

Staffing Relief Factors

In order to describe/recommend appropriate staffing for the Detention Center, a relief factor was calculated to determine the number of staff that must be employed to efficiently fill all security posts, even when some staff are absent. Data was collected for time taken off for all jail employees from 2012, 2013 and 2014. Data provided by the County includes time away for vacation, sick leave, and military leave as well as the average time taken to cover staff vacancies. For the majority of staffing studies conducted for other local detention agencies, the consultant typically has “time off data” provided for more than these three categories. In addition to these categories, data is usually provided for holiday pay, comp time, leave without pay, worker’s compensation, and the Family Medical Leave Act to name a few. However, the consultant was informed that these additional categories of “time off data” are not captured for the staff at Alvin S. Glenn.

Using the categories of “time off data” provided, it was determined that for every security post that must be staffed 24 hours a day/ 7 days a week, there is a requirement of 4.88 full-time equivalent staff (FTE). This number is lower than many previous staffing studies conducted by CGL which usually require 5.0 to 5.5 FTEs for each 24/7 security post.

Recommended Staffing

Due to the low relief factor, the recommended number of staff for the Alvin S. Glenn Detention Center is just 7 more FTEs than the current staffing level. If the relief factor for Detention Officers were more comparable to what is often seen in other jurisdictions, the resulting recommended number of Detention Officers could be as high as 295, or a 28 FTE increase over today’s staffing level.

Table 2-2
Alvin S. Glenn Recommended Positions for 2016

| Position | Current FTE | Recommended FTE | Difference |
|------------------------------|-------------|-----------------|------------|
| Director | 1 | 1 | 0 |
| Assistant Director | 1 | 1 | 0 |
| Captain | 3 | 3 | 0 |
| Lieutenant | 11 | 11 | 0 |
| Sergeant | 26 | 30 | 4 |
| Detention Officer | 267 | 271 | 4 |
| Non-Uniformed | 33 | 32 | -1 |
| Total Staff Positions | 342 | 349 | 7 |

Source: CGL, January 2016

The complete table of recommended positions for today’s operations is included in Appendix 1 of this report.

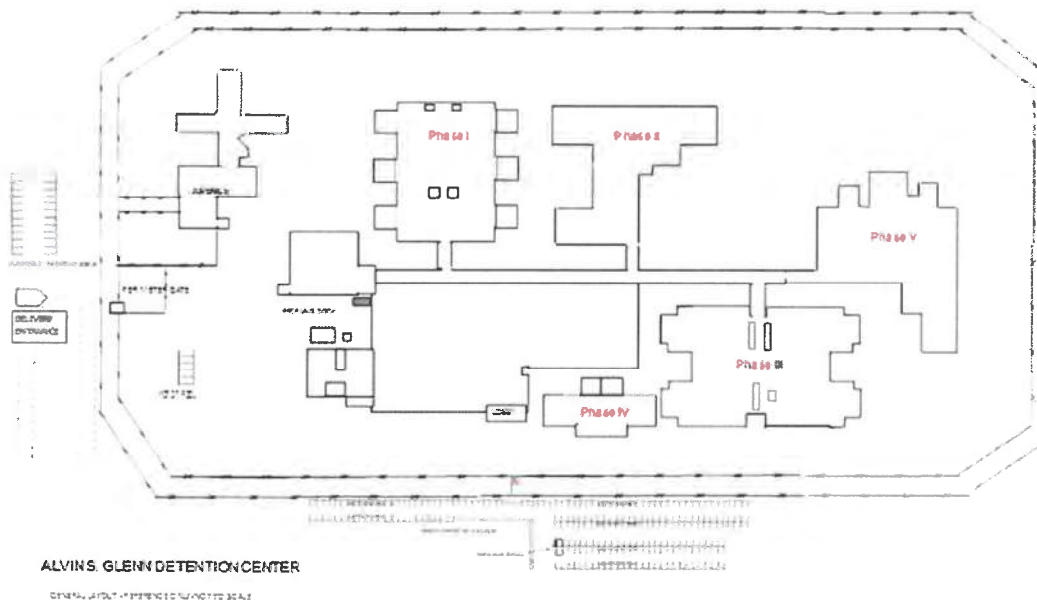


Current Inmate Housing Assessment

The Detention Center was constructed in five phases that comprise a total of 20 housing units and a total of 1,120 beds. Phase I was constructed in 1994, and consists of six dormitory housing units with a total of 336 beds. Like all of the housing locations at ASGDC, each of these units contains 56 inmate beds. The custody levels of these housing units include minimum, low medium and medium custody inmates. There have reportedly been consistent disciplinary infractions by the medium custody inmates in this area. These medium custody inmates may be better served in celled housing rather than dormitories.

Finding: The open environment of the dormitories in Phase I may not be appropriate for medium custody inmates. Celled housing units may be more appropriate for this population.

Figure 1-1
Current Housing Layout



Phase II was constructed in 1995, and has three 56-bed celled housing units, for a total of 168 beds. One housing unit serves as an orientation unit for new inmates, one unit houses maximum security inmates, and the third housing unit is known as the SHU. The SHU houses a variety of inmates including those in disciplinary segregation, administrative segregation and protective custody status.

Finding: Many of the inmates housed in the SHU are inmates on suicide prevention status and those inmates with acute mental illness. The SHU is not an appropriate environment for inmates with suicidal tendencies or advanced mental illness, which need a more therapeutic environment.

Phases III and IV were both built in 1997. Phase III contains four 56-bed celled housing units that house both medium and maximum custody inmates. Phase IV has two dormitories that have historically housed inmate workers and inmates serving weekend sentences.

Alvin S. Glenn Needs Assessment
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Finding: The configuration and security levels of the Phase III housing units appear to be appropriate for this portion of the inmate population. As of the summer of 2015, both of the Phase IV dormitories have been closed for inmate housing and will be repurposed in the future.

Phase V was built in 2005 and consists of five housing units that are a mixture of celled and dormitory housing. Two of these units house all custody levels of female inmates, and two units are designated to house medium custody males. The 5th housing unit ("Unit M") houses all custody levels of male inmates, most of which have some time of medical problem or mental illness.

Finding: "Unit M" is not appropriate to house inmates with medical needs along with general population inmates. The distance of this unit from the medical department and the lack of features designed for inmates with a medical or mental health condition present constant operational issues for both custody and health services staff.

As of January 2015, exactly half of the inmate beds (560) were in dormitory housing units, and the other 560 beds were in celled housing units.

Table 1-1
ASGDC Beds as of January 1, 2015

| Phase | Beds | % |
|---------------|--------------|-------------|
| Phase 1 | 336 | 30% |
| Phase 2 | 168 | 15% |
| Phase 3 | 224 | 20% |
| Phase 4 | 112 | 10% |
| Phase 5 | 280 | 25% |
| Total: | 1,120 | 100% |

Table 1-2
ASGDC Beds as of July 1, 2015

| Phase | Beds | % |
|---------------|--------------|-------------|
| Phase 1 | 336 | 33% |
| Phase 2 | 168 | 17% |
| Phase 3 | 224 | 22% |
| Phase 4 | | 0% |
| Phase 5 | 280 | 28% |
| Total: | 1,008 | 100% |

| Classification | Beds | % |
|----------------|--------------|-------------|
| WE/Worker | 112 | 10% |
| Orientation | 56 | 5% |
| Minimum | 99 | 9% |
| Low Medium | 168 | 15% |
| Medium | 473 | 42% |
| Maximum | 156 | 14% |
| Max/MH | 56 | 5% |
| Total: | 1,120 | 100% |

| Classification | Beds | % |
|----------------|--------------|-------------|
| WE/Worker | | 0% |
| Orientation | 56 | 6% |
| Minimum | 99 | 10% |
| Low Medium | 168 | 17% |
| Medium | 473 | 47% |
| Maximum | 156 | 15% |
| Max/MH | 56 | 6% |
| Total: | 1,008 | 100% |

| Bed Type | Beds | % |
|---------------|--------------|-------------|
| Cell | 560 | 50% |
| Dorm | 560 | 50% |
| Total: | 1,120 | 100% |

| Bed Type | Beds | % |
|---------------|--------------|-------------|
| Cell | 560 | 56% |
| Dorm | 448 | 44% |
| Total: | 1,008 | 100% |

Source: Alvin S. Glenn Detention Center, July 2015

Source: Alvin S. Glenn Detention Center, July 2015

By July of 2015 the Phase IV dormitories had been taken off-line, and were no longer used to house inmate workers or inmates serving weekend sentences. Those inmates have since been redistributed into other housing units within the facility. With these closures, the percentage of beds in dormitory housing was reduced from 50% to 44%. This is still a high percentage of inmates in dormitory housing. With the frequency of incidents with the medium custody inmates that are housed in dormitories, it



Alvin S. Glenn Needs Assessment
Phase 1: Current Conditions Assessment

may increase the safety and security of the staff and inmates if all medium custody inmates were housed in celled housing units.

Finding: The inmate population has fallen below the number of beds in the ASGDC. Richland County is commended for examining the facility, inmate projections and needs, and the number of staffing that will be required for future operations.

Alvin S. Glenn Needs Assessment
Phase 1: Current Conditions Assessment





Alvin S. Glenn Needs Assessment

INMATE POPULATION PROJECTIONS



Introduction and Methodology

The second phase of the needs assessment consisted of an examination of the inmate populations and a projection of what the population will look like, in both size and composition, in the next 20 years.

Meetings were held at the Alvin S. Glenn Detention Center in the summer and fall of 2015 to identify historical and existing data for use in the population assessment and projections. Historical data and trends were discussed with jail staff. The data gathered was analyzed and twenty year detention populations and resulting bed space needs are presented in this section of the needs assessment.

Population Analysis

External factors that influence the inmate population are independent variables in multiple population projection models. The overall resident population in Richland County, the 15-44 year olds “at-risk” population in Richland County, and the reported crime rate in Richland County were used as external factors for the jail population analysis.

County Population

Growth in the county resident population is a driving factor in the size of the criminal justice system. Since 2005, the resident population in Richland County has increased 15.1 percent, from 349,003 in 2005 to 401,566 in 2014, see Table 2-1. This represents an annual increase of 1.6 percent. The historical data is from the US Census.

The annual percentage population growth in Richland County exceeded two percent from 2006 to 2008. However, the growth has slowed from 2009 to 2014, with 2014 having the slowest growth rate at 0.9 percent.

Table 2-1
Historical Resident Population

| Year | Population | # Change | % / Year |
|--------------------------------|------------|--------------|----------|
| 2005 | 349,003 | | |
| 2006 | 357,096 | 8,093 | 2.3% |
| 2007 | 366,111 | 9,015 | 2.5% |
| 2008 | 373,789 | 7,678 | 2.1% |
| 2009 | 380,245 | 6,456 | 1.7% |
| 2010 | 385,745 | 5,500 | 1.4% |
| 2011 | 389,600 | 3,855 | 1.0% |
| 2012 | 393,677 | 4,077 | 1.0% |
| 2013 | 397,893 | 4,216 | 1.1% |
| 2014 | 401,566 | 3,673 | 0.9% |
| Total % Change 2005-14: | | 15.1% | |
| Annual % Change: | | 1.6% | |

Source: US Census Bureau, July 2015.

The projected Richland County population information was calculated by the South Carolina Revenue and Fiscal Affairs Office. The Richland County resident population is projected to increase 9.8 percent from 2014 to 2035, an annual population increase of 0.4 percent. The 0.4 percent annual projected population growth is less than the 1.6 percent growth seen from 2005 to 2014. The 2035 projected resident population is 440,940; see Table 2-2 for the projected population in five year increments.

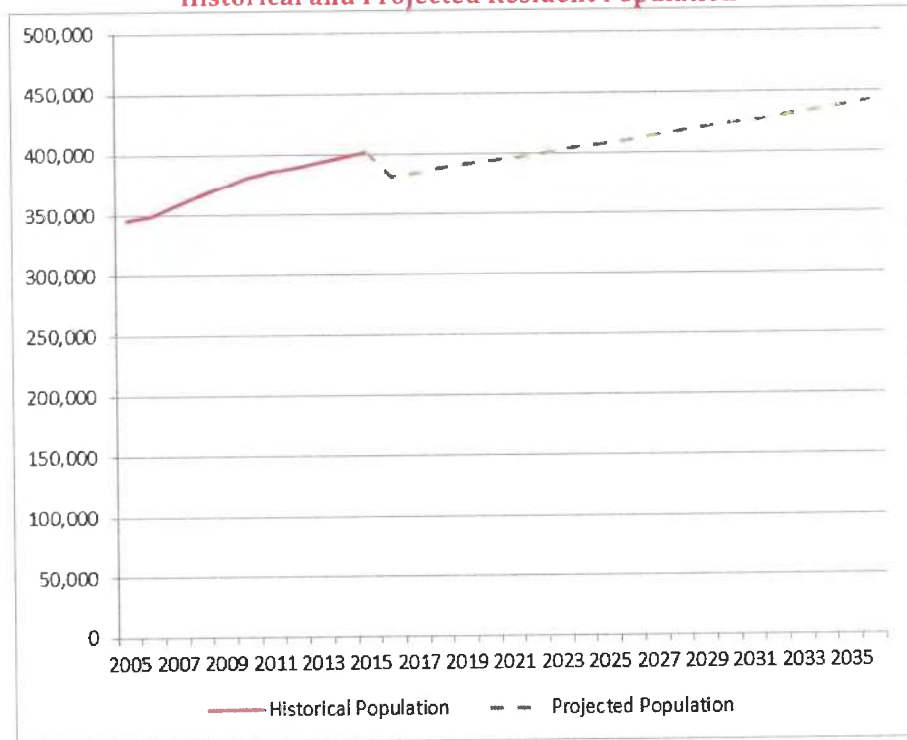
**Table 2-2
 Projected Resident Population**

| Year | Population | # Change | % / Year |
|-------------------------------------|------------|----------|----------|
| 2014 | 401,566 | | |
| 2020 | 395,920 | (5,646) | -0.2% |
| 2025 | 410,610 | 14,690 | 0.7% |
| 2030 | 425,960 | 15,350 | 0.7% |
| 2035 | 440,940 | 14,980 | 0.7% |
| Total % Change 2014-35: 9.8% | | | |
| Annual % Change: 0.4% | | | |

Source: SC Revenue and Fiscal Affairs Office

The historical and projected population data is graphed on Figure 2-1. This graph shows a dip in population in 2015, and the gradual increase in resident population the next twenty years. The reason for the dip in population is that the current (2014) population in Richland County exceeds the projected population figure.

**Figure 2-1
 Historical and Projected Resident Population**



County At-Risk (Ages 15-44) Population

Crime is not evenly distributed through the resident population. The group considered to be the most “at-risk” for criminal behavior is the population between the ages of 15 to 44 years old. Individuals in this age group make up the majority of jail populations.

Table 2-3 shows that the 15 to 44 year old population in Richland County increased 10.3 percent from 2005 to 2014, a slower growth rate to the county population as a whole. Table 2-4 shows the projected population of the at risk population, from the South Carolina Revenue and Fiscal Affairs Office. The at-risk population in Richland County is projected to increase 26.4 percent from 2014 to 2035, an annual increase of 1.1 percent. The at-risk population is projected to grow from 185,459 to 234,512.

**Table 2-3
 Historical At-Risk (Ages 15-44) Population**

| Year | Population | # Change | % / Year |
|--------------------------------|------------|--------------|----------|
| 2005 | 168,133 | | |
| 2006 | 167,950 | (183) | -0.1% |
| 2007 | 171,421 | 3,471 | 2.1% |
| 2008 | 175,354 | 3,933 | 2.3% |
| 2009 | 178,496 | 3,142 | 1.8% |
| 2010 | 180,219 | 1,723 | 1.0% |
| 2011 | 182,003 | 1,784 | 1.0% |
| 2012 | 182,577 | 574 | 0.3% |
| 2013 | 183,835 | 1,258 | 0.7% |
| 2014 | 185,459 | 1,624 | 0.9% |
| Total % Change 2005-14: | | 10.3% | |
| Annual % Change: | | 1.1% | |

Source: US Census Bureau, July 2015.

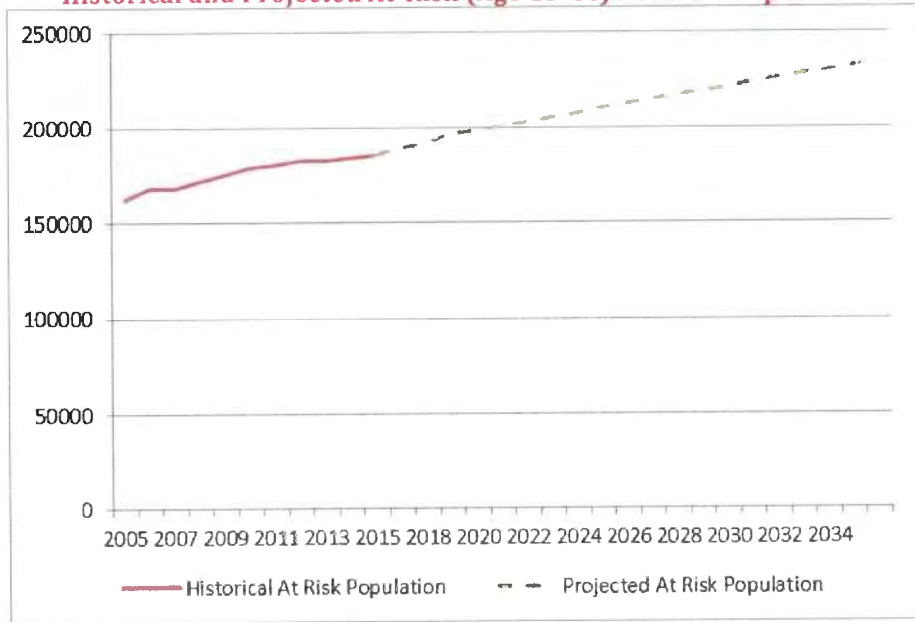
**Table 2-4
 Projected At-Risk (Ages 15-44) Population**

| Year | Population | # Change | % / Year |
|--------------------------------|------------|--------------|----------|
| 2014 | 185,459 | | |
| 2020 | 200,865 | 15,406 | 1.4% |
| 2025 | 212,081 | 11,216 | 0.9% |
| 2030 | 223,296 | 11,216 | 0.9% |
| 2035 | 234,512 | 11,216 | 0.8% |
| Total % Change 2014-35: | | 26.4% | |
| Annual % Change: | | 1.1% | |

Source: CGL Companies, October 2015.

Figure 2-2 graphs the historic and projected population of the 15 to 44 year old demographic in Richland County. Unlike the population projections for the resident population as a whole, the population projections for the at risk population have not been exceeded, so there is no dip in population in 2014 in the graph.

**Figure 2-2
 Historical and Projected At-Risk (Age 15-44) Resident Population**



Reported Crimes

The annual number of reported crimes in Richland County is shown on Table 2-5. The annual number of violent and property crimes are reported to the FBI by local law enforcement agencies.

Since 2005, total crimes in Richland County have increased 6.6 percent, from 9,537 to 10,171. The total crimes in Richland County averaged 11,199 annually, with a peak of 12,320 in 2011.

**Table 2-5
 Historical Data – Reported Crimes**

| Year | Violent Crimes | Property Crimes | Total Crimes |
|---------------------|----------------|-----------------|---------------|
| 2005 | 1,668 | 7,869 | 9,537 |
| 2006 | 1,882 | 8,115 | 9,997 |
| 2007 | 2,282 | 8,715 | 10,997 |
| 2008 | 2,438 | 9,785 | 12,223 |
| 2009 | 2,414 | 9,510 | 11,924 |
| 2010 | 2,390 | 9,681 | 12,071 |
| 2011 | 2,366 | 9,954 | 12,320 |
| 2012 | 2,266 | 9,747 | 12,013 |
| 2013 | 1,998 | 8,743 | 10,741 |
| 2014 | 1,983 | 8,188 | 10,171 |
| # Change | 315 | 319 | 634 |
| % Change | 18.9% | 4.1% | 6.6% |
| Annual % Chg | 1.9% | 0.4% | 0.7% |
| Average | 2,169 | 9,031 | 11,199 |

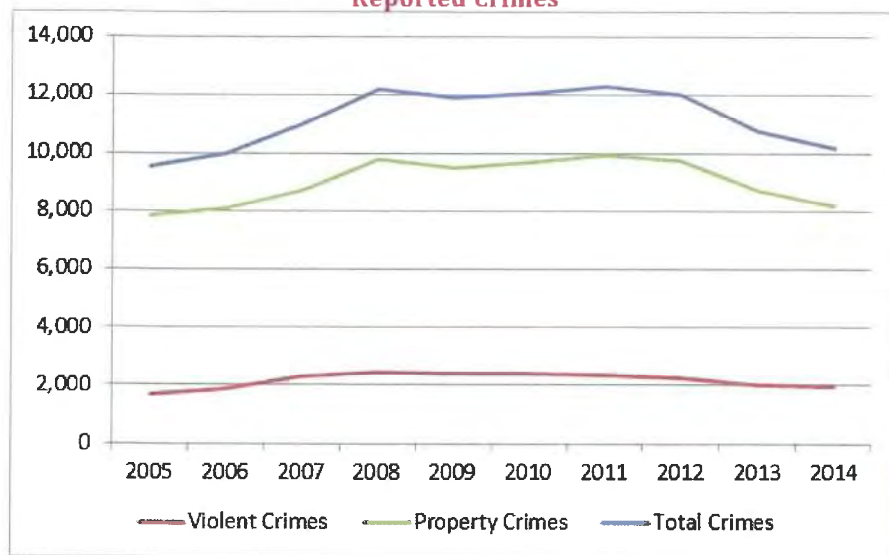
Source: FBI, UCR Reports. September 2015.

Violent Crimes in Richland County increased 18.9 percent from 2005 to 2014, an annual increase of 1.9 percent. Violent crimes in Richland County averaged 2,169 per year, with a peak of 2,438 in 2008. These crimes increased at a higher rate than property crimes from 2005 to 2014, mirroring a national trend.

Property Crimes in Richland County increased 4.1 percent from 2005 to 2014, an annual increase of 0.4 percent. Property crimes averaged 9,031 annually from 2005 to 2014, with a peak of 9,954 in 2011.

Figure 2-3 graphs the annual reported crime in Richland County. The violent crime, property crime and total crimes are plotted. Total crimes reported peaked in 2011, and has decreased since then.

Figure 2-3
Reported Crimes



Makeup of the Jail Population

Population projections for the jail are based on the historical data and trends observed in the system. Ten years of historical data was requested for the projection models. For the analysis the following data was examined: jail bookings, jail releases, average daily population (ADP), a four day snapshot of jail population, and the average length of stay (ALOS). Additionally, research was completed on jail diversion programs in the county, the filings and dispositions of criminal cases in Richland County, and the local admissions and caseloads for probation, parole and Youth Offender Act.

Jail Bookings

After an individual is arrested, they are most often booked into the Detention Center. At booking, the individual is usually fingerprinted, photographed, and processed into the system. However, not all individuals arrested are booked into the Detention Center. Officers can give a citation requiring the arrestee to appear in court without being booked into the Detention Center and thus not appearing as bookings in the data.

Bookings are different than the population in the Detention Center. Bookings are usually examined as annual figures, while the population in the Detention system is expressed as a daily average. The population of the Detention Center is affected by bookings and the length of stay of the inmates. A large number of bookings do not necessarily increase the population of the Detention Center. If many of the bookings are released the day of the booking, the population in the Detention Center would not increase proportionally with the number of bookings.

Annual county-wide bookings in Richland County decreased 7.1 percent from 2005 to 2014. The largest number of annual bookings was in 2007 with 21,016. In the last complete year of bookings data (2014), the annual bookings were 18,563. The average number of annual bookings for this ten year period is 20,015.

In the last ten years the annual number of bookings per 1,000 Richland County residents fell by 19.2 percent, from 57.2 to 46.2. The annual bookings per 1,000 residents aged 15 to 44 decreased 15.8 percent. Both populations increased concurrently with decreases in bookings, see Table 2-6.

**Table 2-6
Annual Bookings**

| Year | Bookings Total | Bookings Male | Bookings Female | Bookings Per 1,000 Population | Bookings per 1,000 At Risk Pop (15-44) |
|---------------------|----------------|---------------|-----------------|-------------------------------|--|
| 2005 | 19,978 | 15,702 | 4,279 | 57.2 | 118.8 |
| 2006 | 19,706 | 15,438 | 4,268 | 55.2 | 117.3 |
| 2007 | 21,016 | 16,757 | 4,259 | 57.4 | 122.6 |
| 2008 | 20,807 | 16,587 | 4,220 | 55.7 | 118.7 |
| 2009 | 19,851 | 15,843 | 4,008 | 52.2 | 111.2 |
| 2010 | 19,767 | 16,061 | 3,706 | 51.2 | 109.7 |
| 2011 | 19,657 | 15,655 | 4,002 | 50.5 | 108.0 |
| 2012 | 19,918 | 15,754 | 4,164 | 50.6 | 109.1 |
| 2013 | 20,886 | 16,507 | 4,379 | 52.5 | 113.6 |
| 2014 | 18,563 | 14,363 | 4,200 | 46.2 | 100.1 |
| # Change | -1,415 | -1,339 | -79 | -11.0 | -18.7 |
| % Change | -7.1% | -8.5% | -1.8% | -19.2% | -15.8% |
| Annual % Chg | -0.8% | -1.0% | -0.2% | -2.3% | -1.9% |
| Average | 20,015 | 15,867 | 4,149 | 52.9 | 112.9 |

Source: US Census Bureau, Alvin S Glenn Detention Center, July 2015.

Notes: Filings and Disposition Data is Fiscal Year Data (July 1- June 30)

Bookings by gender are also shown in Table 2-6. Both male and female bookings decreased from 2005 to 2014. Male bookings fell from 15,702 in 2005 to 14,363 in 2014, the lowest number of bookings in the past decade. Female bookings decreased from 4,279 in 2005 to 4,200 in 2014. The female bookings range from 3,706 in 2010 to 4,379 in 2013. The percentage decrease in female bookings was 1.8 percent, which was a smaller percentage decrease than the male bookings at 8.5 percent.

Detention Releases

Along with the number of annual bookings, the number of annual releases is examined. The number of releases often mirrors the number of bookings, with a slight time lag based on the average length of stay (ALOS). Release data from the Alvin S. Glenn Detention Center was available from 2010 to 2014. Annual releases decreased by 6.3 percent, or 1.3 percent annually. The number of annual releases averaged 19,121, slightly less than the number of annual bookings which averaged 19,758; see Table 2-7.

Table 2-7
Annual Bookings and Releases

| Year | Releases_Total | Bookings_Total |
|---------------------|----------------|----------------|
| 2010 | 19,863 | 19,767 |
| 2011 | 19,649 | 19,657 |
| 2012 | 20,028 | 19,918 |
| 2013 | 17,447 | 20,886 |
| 2014 | 18,617 | 18,563 |
| # Change | -1,246 | -1,204 |
| % Change | -6.3% | -6.1% |
| Annual % Chg | -1.3% | -1.6% |
| Average | 19,121 | 19,758 |

Source: Alvin S Glenn Detention Center, July 2015.

Figure 2-4 plots the annual bookings and releases from 2010 to 2014. From 2010 to 2012, the line trends very similar. However, in 2013 there were a substantially more bookings than releases.

Figure 2-4
Annual Bookings and Releases



Average Daily Population

The county Detention Center average daily population (ADP) is calculated from the daily population counts at the Alvin S. Glenn Detention Center. The annual ADP is calculated from the monthly counts from 2005 to 2014.

Table 2-8 shows the annual ADP of the ASGDC. The ADP has decreased 19.7 percent from 2005 to 2014, an annual decrease of 2.4 percent. The peak ADP year in Richland County was 2007 at 1,232. The most recent year is the lowest ADP year, with an ADP of 883.

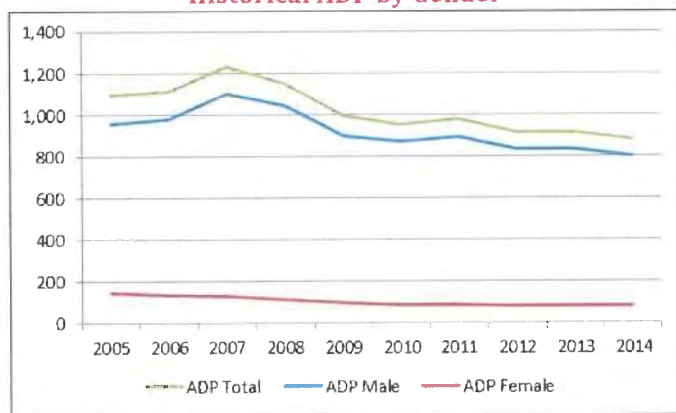
Table 2-8
Historical Annual ADP

| Year | ADP Total | ADP Male | ADP Female | IR per 1,000 Population | IR per 1,000 At Risk Pop |
|---------------------|---------------|---------------|---------------|-------------------------|--------------------------|
| 2005 | 1,099 | 956 | 143 | 3.1 | 6.5 |
| 2006 | 1,112 | 979 | 133 | 3.1 | 6.6 |
| 2007 | 1,232 | 1,103 | 128 | 3.4 | 7.2 |
| 2008 | 1,153 | 1,042 | 111 | 3.1 | 6.6 |
| 2009 | 995 | 901 | 94 | 2.6 | 5.6 |
| 2010 | 954 | 871 | 82 | 2.5 | 5.3 |
| 2011 | 979 | 894 | 86 | 2.5 | 5.4 |
| 2012 | 913 | 832 | 81 | 2.3 | 5.0 |
| 2013 | 913 | 833 | 79 | 2.3 | 5.0 |
| 2014 | 883 | 802 | 81 | 2.2 | 4.8 |
| # Change | -216 | -154 | -63 | -1.0 | -1.8 |
| % Change | -19.7% | -16.1% | -43.7% | -30.2% | -27.2% |
| Annual % Chg | -2.4% | -1.9% | -6.2% | -3.9% | -3.5% |
| Average | 1,023 | 921 | 102 | 2.7 | 5.8 |

Source: Alvin S Glenn Detention Center, July 2015.

The ADP per 1,000 residents and the ADP per 1,000 at risk aged residents, also known as the incarceration rate for Richland County, is shown in Table 2-8. The ADP per 1,000 residents decreased 30.2 percent from 2005 to 2014, an annual decrease of 3.9 percent. The ADP per 1,000 at risk aged residents decreased 27.2 percent from 2005 to 2014, an annual decrease of 3.5 percent. The incarceration rate's steep declines for both the total resident population and the at risk population reflect the growth of the county coupled with the decrease in inmate numbers. Figure 2-5 graphs the annual ADP of the jail. The ADP trend line is decreasing, with the total ADP reflecting the changes in the male ADP, which is the driver of the jail population.

Figure 2-5
Historical ADP by Gender



Snapshot Data

Jail population snapshots were provided for the following dates in 2015: Monday, May 4 through Thursday, May 7, 2015. The snapshot data shows the population of the jail by housing unit and corresponding security custody level.

**Table 2-9
Jail Population Snapshot**

| HOUSING UNIT | CUSTODY LEVEL | 5/4/15 | 5/5/15 | 5/6/15 | 5/7/15 | AVERAGE |
|--------------|---------------|------------|------------|------------|------------|--------------|
| UNIT ALPHA | MED | 33 | 33 | 32 | 30 | 32.0 |
| UNIT BRAVO | MIN | 25 | 23 | 27 | 23 | 24.5 |
| UNIT CHARLIE | MED | 42 | 41 | 39 | 39 | 40.3 |
| UNIT DELTA | MED | 40 | 41 | 40 | 41 | 40.5 |
| UNIT ECHO | MED | 38 | 37 | 37 | 34 | 36.5 |
| UNIT FOXTROT | MED | 36 | 37 | 38 | 36 | 36.8 |
| UNIT GOLF | MED | 50 | 50 | 49 | 49 | 49.5 |
| UNIT HOTEL | MAX | 48 | 48 | 48 | 49 | 48.3 |
| UNIT INDIA | MED | 48 | 49 | 49 | 50 | 49.0 |
| UNIT JULIET | MED | 50 | 50 | 51 | 49 | 50.0 |
| UNIT KILO | MED | 51 | 51 | 52 | 52 | 51.5 |
| UNIT LIMA | MED | 53 | 52 | 51 | 51 | 51.8 |
| UNIT MIKE | MIN/MED/MAX | 40 | 42 | 39 | 38 | 39.8 |
| UNIT PAPA | MED/MAX | 39 | 37 | 38 | 30 | 36.0 |
| UNIT T-1 | MIN/MED | 37 | 38 | 43 | 42 | 40.0 |
| UNI T-2 | N/A | 0 | 0 | 0 | 0 | 0.0 |
| UNIT UNIFORM | MIN/MED | 33 | 34 | 31 | 29 | 31.8 |
| UNIT XRAY | MAX | 49 | 49 | 49 | 46 | 48.3 |
| UNIT YANKEE | N/A | 37 | 28 | 38 | 45 | 37.0 |
| UNIT SHU | MIN/MED/MAX | 56 | 56 | 57 | 59 | 57.0 |
| INTAKE | N/A | 2 | 3 | 4 | 5 | 3.5 |
| TOTAL | | 807 | 799 | 812 | 797 | 803.8 |

Source: Alvin S Glenn Detention Center, July, 2015.

Jail population snapshots are used for the disaggregate population projections by security classification. Additionally, the Unit Mike houses a large number of inmates with medical conditions and Unit SHU houses inmates with acute mental illness in addition to inmates on segregation status. There is not specific data on the number of mental health inmates or beds available, as both Unit Mike and Unit SHU also house inmates that are not sick or mentally ill, and those numbers fluctuate. Unit Mike and Unit SHU populations are projected out to 2035.

Average Length of Stay

An important statistic for inmate population projections is the average length of stay (ALOS). The ALOS of inmates in the system is a calculated figure using the annual number of bookings and the ADP. The ALOS is a driver of the number of inmates in the system, as a higher ALOS will keep inmates in the system longer. The ALOS decreased 19.8 percent from 2005 to 2014 from 21.7 days to 17.4 days. The lowest ALOS was in 2013 at 15.9 days. The bookings in 2013 were the highest since 2005, so the lower ALOS kept the ADP stable. The longest ALOS was 21.7 days in 2005.

Table 2-10
Jail Average Length of Stay

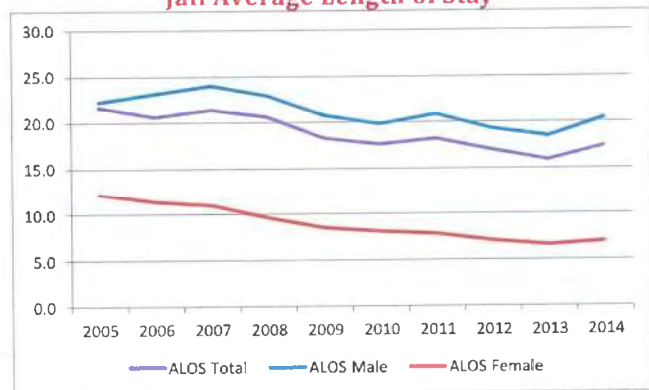
| Year | ALOS in Days | ALOS Male | ALOS Female |
|---------------------|---------------|--------------|---------------|
| 2005 | 21.7 | 22.2 | 12.2 |
| 2006 | 20.6 | 23.2 | 11.4 |
| 2007 | 21.4 | 24.0 | 11.0 |
| 2008 | 20.6 | 22.9 | 9.6 |
| 2009 | 18.3 | 20.7 | 8.5 |
| 2010 | 17.6 | 19.8 | 8.1 |
| 2011 | 18.2 | 20.8 | 7.8 |
| 2012 | 17.0 | 19.3 | 7.1 |
| 2013 | 15.9 | 18.4 | 6.6 |
| 2014 | 17.4 | 20.4 | 7.0 |
| # Change | -4.3 | -1.8 | -5.2 |
| % Change | -19.8% | -8.3% | -42.6% |
| Annual % Chg | -2.4% | -1.0% | -6.0% |
| Average | 18.9 | 21.2 | 8.9 |

Source: Alvin S Glenn Detention Center, July 2015.

The male inmate ALOS decreased by 8.3 percent from 2005 to 2014, an annual decrease of 1.0 percent. The female inmate ALOS decreased by 42.6 percent from 2005 to 2014, an annual decrease of 6.0 percent. The female ALOS decreased from over 12 days in 2005 to 7 days in 2014, see Table 2-10.

Figure 2-6 shows the ALOS by gender and the system ALOS. The male ALOS is highest, with the system wide ALOS slightly below the male ALOS.

Figure 2-6
Jail Average Length of Stay



Jail Diversion Programs

The Fifth Judicial Circuit for South Carolina, which includes Richland County and Kershaw County, offers seven jail diversion programs: Alcohol Education, Pre Trial Intervention, Traffic Education, Youth Arbitration, Drug Court, Veterans Court, and DUI Treatment Court.

Diversion programs are a form of sentencing, often designed to enable offenders to avoid criminal charges. Another benefit of efficient diversion programs is relieving stress on the local courts and detention centers.

The jail ADP in Richland County has decreased by 19.7 percent from 2005 to 2014. While it is not possible to assign direct correlations with this population decrease to jail diversion programs, it is in the best interest of the county to continue the jail diversion programs to keep jail population numbers as low as possible without sacrificing public safety.

Filings and Dispositions

The jail population is effected by several factors in the criminal justice system outside the jail. Jail diversion programs are one external factor. Another major influence on jail populations is the efficiency of the local courts. If courts have large backlogs of cases, or if cases are taking longer to dispose, the ALOS in the jail and the ADP will rise. Table 2-11 presents historical data on criminal filings and dispositions in Richland County from 2005 to 2014.

Table 2-11
Historical Data – Criminal Filings and Dispositions

| Year | Pending Criminal Filings (July 1) | Criminal Filings (Added During FY) | Criminal Filings Total | Criminal Dispositions | Pending End of Period | Dispositions/ New Filings |
|---------------------|-----------------------------------|------------------------------------|------------------------|-----------------------|-----------------------|---------------------------|
| 2005 | 5,951 | 8,946 | 14,897 | 8,905 | 5,992 | 99.5% |
| 2006 | 6,958 | 9,413 | 16,371 | 9,270 | 7,101 | 98.5% |
| 2007 | 7,284 | 9,301 | 16,585 | 8,942 | 7,643 | 96.1% |
| 2008 | 8,050 | 9,150 | 17,200 | 9,170 | 8,030 | 100.2% |
| 2009 | 8,419 | 8,470 | 16,889 | 9,004 | 7,917 | 106.3% |
| 2010 | 8,468 | 8,240 | 16,708 | 7,974 | 8,805 | 96.8% |
| 2011 | 9,082 | 8,405 | 17,847 | 7,556 | 9,992 | 89.9% |
| 2012 | 8,849 | 8,703 | 17,552 | 8,738 | 8,814 | 100.4% |
| 2013 | 9,212 | 8,956 | 18,168 | 9,886 | 8,282 | 110.4% |
| 2014 | 8,798 | 8,706 | 17,504 | 9,353 | 8,151 | 107.4% |
| # Change | 2,847 | -240 | 2,607 | 448 | 2,159 | 7.9% |
| % Change | 47.8% | -2.7% | 17.5% | 5.0% | 36.0% | 7.9% |
| Annual % Chg | 4.4% | -0.3% | 1.8% | 0.5% | 3.5% | 0.9% |
| Average | 8,107 | 8,829 | 16,972 | 8,860 | 8,073 | 100.6% |

Source: South Carolina Judicial Department, Alvin S Glenn Detention Center, December 2015.

Notes: Filings and Disposition Data is Fiscal Year Data (July 1- June 30)

The pending criminal filings on July 1 of each year are shown in the first column. The criminal filings added during the fiscal year decreased 2.7 percent from 2005 to 2014. The criminal dispositions increased 5.0 percent from 2005 to 2014, an increase of 0.5 percent annually.

The disposition rate, which is the number of dispositions divided by the new filings, is ideally near 100 percent. This would indicate all criminal filings are disposed during the year and the case back log would not increase. The disposition rate of criminal cases in Richland County courts ranged from 89.9 percent in 2011 to 110.4 percent in 2013. The disposition rates higher than 100 percent show a clearing of the

criminal case back log. The high number of cases pending at the end of the fiscal year (June 30) raises concerns. But there is no evidence that the court’s criminal filings and dispositions data are impacting the jail populations in a negative manner.

Local Probation Caseloads

The South Carolina Department of Probation, Parole and Pardon Services (SCDPPS) is charged with the responsibility of supervising those offenders placed on probation by the Court. Probation is a court-ordered community sanction which suspends the imposition of all or part of the original sentence of incarceration. It requires the offender, under SCDPPS supervision in the community, to adhere to a set of conditions which limit the offender’s freedom, reparation to victims if so ordered, and to provide for judicial revocation for violation of those conditions.¹

Inmates between ages 17 through 24 who are sentenced under the South Carolina Youthful Offender Act (YOA) to an indeterminate period of incarceration not to exceed six years within the South Carolina Department of Corrections (SCDC), may be conditionally released prior to that time based on offense category, adjustment, and evaluation while incarcerated.²

The active caseloads for probation, parole and YOA are shown in Table 2-12. Active probation cases have decreased 8.4 percent from 2005 to 2014, while parole declined 4.8 percent, and YOA declined 56.1 percent.

Active probation cases dipped below 2,000 cases in 2011 and 2012, but have rebounded recently. Active parole cases averaged 358, which is also the most recent caseload in 2014. The number of YOA cases has dropped significantly, from 214 in 2005 to 94 in 2014. The reduction in YOA caseload happened as the jail’s juvenile ADP declined.

Table 2-12
Historical Active Offender Caseloads

| Active Offender Caseload | | | | |
|--------------------------|--------------|--------------|---------------|---------------|
| Year | Probation | Parole | YOA | Total |
| 2005 | 2,316 | 376 | 214 | 2,906 |
| 2006 | 2,133 | 382 | 208 | 2,723 |
| 2007 | 2,146 | 375 | 208 | 2,729 |
| 2008 | 2,089 | 390 | 207 | 2,686 |
| 2009 | 2,109 | 338 | 206 | 2,653 |
| 2010 | 2,084 | 357 | 200 | 2,641 |
| 2011 | 1,987 | 317 | 195 | 2,499 |
| 2012 | 1,964 | 340 | 182 | 2,486 |
| 2013 | 2,203 | 347 | 145 | 2,695 |
| 2014 | 2,122 | 358 | 94 | 2,574 |
| # Change | -194 | -18 | -120 | -332 |
| % Change | -8.4% | -4.8% | -56.1% | -11.4% |
| Annual % Chg | -1.0% | -0.5% | -8.7% | -1.3% |
| Average | 2,115 | 358 | 186 | 2,659 |

Source: South Carolina Department of Probation, Parole and Pardon Services, Annual Statistical Reports, July 2015.

Notes: Data is Fiscal Year Data (July 1 - June 30)

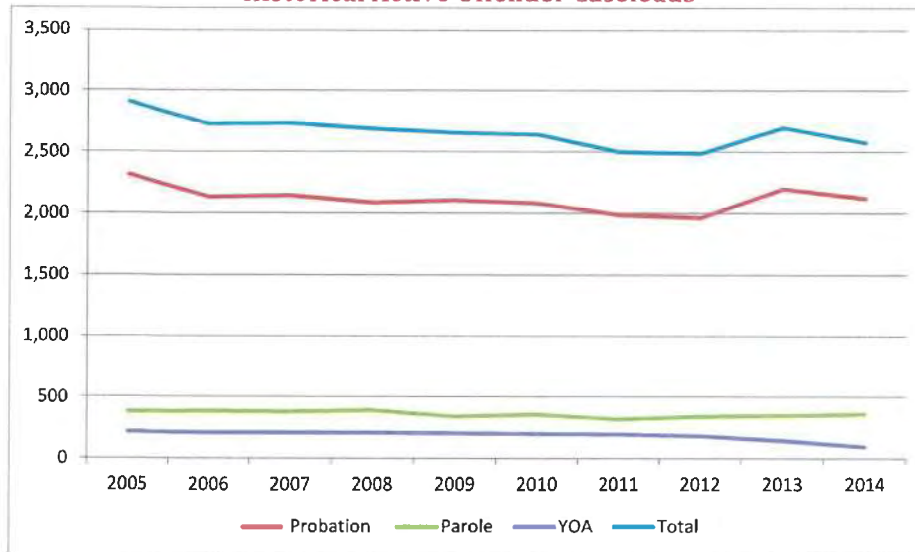
¹ SCDPPS website: <http://www.dppps.sc.gov/>

² SCDPPS website: <http://www.dppps.sc.gov/>



Figure 2-7 graphs the active caseloads for probation, parole, YOA and the sum of the three components caseload. Probation caseload is the majority and trends the total caseload line.

Figure 2-7
Historical Active Offender Caseloads



The annual admissions for probation, parole, and YOA are shown in Table 2-13. Admissions to probation have decreased 20.0 percent from 2005 to 2014, while parole increased 43.0 percent, and YOA declined 93.1 percent.

The reduction in admissions to the probation and YOA programs is reflected in the lower active caseload numbers. However the admissions are down at a higher percentage than the active caseload data. Parole's admissions are increasing, however the active caseload numbers declined.

The YOA admissions fell to 8 in 2014, down from the high of 115 in 2005.

Table 2-13
Historical Offender Admissions

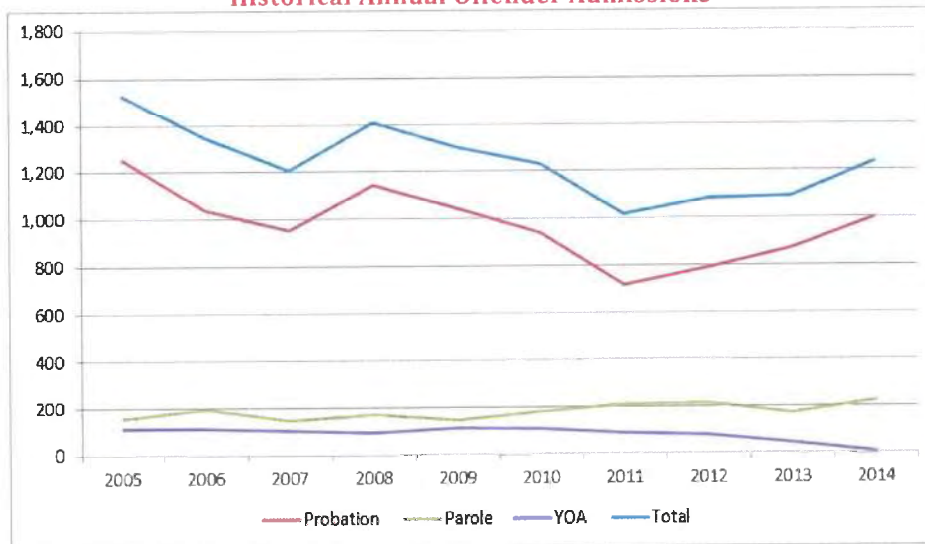
| Annual Admissions | | | | |
|---------------------|---------------|--------------|---------------|---------------|
| Year | Probation | Parole | YOA | Total |
| 2005 | 1,252 | 158 | 115 | 1,525 |
| 2006 | 1,039 | 194 | 113 | 1,346 |
| 2007 | 951 | 150 | 103 | 1,204 |
| 2008 | 1,143 | 173 | 93 | 1,409 |
| 2009 | 1,043 | 146 | 113 | 1,302 |
| 2010 | 938 | 182 | 108 | 1,228 |
| 2011 | 717 | 209 | 91 | 1,017 |
| 2012 | 788 | 213 | 82 | 1,083 |
| 2013 | 872 | 172 | 45 | 1,089 |
| 2014 | 1,001 | 226 | 8 | 1,235 |
| # Change | -251 | 68 | -107 | -290 |
| % Change | -20.0% | 43.0% | -93.0% | -19.0% |
| Annual % Chg | -2.5% | 4.1% | -25.6% | -2.3% |
| Average | 974 | 182 | 87 | 1,244 |

Source: South Carolina Department of Probation, Parole and Pardon Services, Annual Statistical Reports, July 2015.

Notes: Data is Fiscal Year Data (July 1 - June 30)

Figure 2-8 graphs the annual admissions for probation, parole, YOA and the sum of the three. Again, admissions to probation are the majority of the admissions and trends the total admissions line. Admissions to the three programs combined averaged 1,244.

Figure 2-8
Historical Annual Offender Admissions



Projections of Capacity Requirements

The ADP Projections are status quo projections for the next ten years in Richland County. The projection models do not factor in any policy or legislative changes that may impact the jail populations.

Projection Models

The projections for average daily population and bed space needs are based on three major factors: system based statistical models, demographic based statistical models, and time series modeling.

The development of the Alvin S. Glenn ADP and bed space projections uses thirteen models to forecast population levels to the year 2035. The primary factors employed for the models were the total ADP, bookings, ALOS, reported crimes, and county population projections in Richland County. The calendar year data from 2014 served as the base year for the projections models. The following is a description of each model considered, broken into the three modeling categories.

System Based Statistical Models

- Model 1 - Historical Trend Percentage Change calculates the total percentage change from the beginning point to the end point of the historical data series. The annual percentage increase rate used in the model is applied to the base year and subsequent years to calculate future ADP levels.
- Model 2 - Historical Compound Annual Growth Rate (CAGR) uses the historic annual growth rates to determine a percentage of growth. Often used in financial forecasting, the CAGR is applied to the projection end date of calendar year 2035.

- Model 3 - Mean Deviation compares the peak year population to the average from the historic data. The model is standardized by dividing the number of years observed. The mean deviation model shows the high points in most models as it is projected forward.

Demographic Based Models

- Models 4 and 5 - Incarceration Rate Percentage Change uses the historic change in ADP per 1,000 residents of Richland County, also known as the Incarceration Rate, and extends the change in incarceration rate to the year 2035. The percentage is then applied to the Richland County population projections. Model 4 uses the county-wide population while Model 5 uses the at risk population of 15 to 44 year olds.
- Models 6 and 7 - Ratio to Population is dependent on annual population projections for residents of Richland County (Model 6) and the 15 to 44 year old population (Model 7). The difference in models 6 and 7 is that the percentage change is not considered, as the existing, high, average and low historic incarceration rates are applied to the population projections.
- Model 8 - Ratio to Offenses Known to Law Enforcement uses the historic ratios of violent and property crimes to inmate population and misdemeanor arrests to inmate population. The ratio is then applied to projected arrests based on historic reported crimes trends.
- Model 9 - ALOS to Projected Bookings applies existing, high, average, and low ALOS rates from the base year and applies it to projected booking to 2035.

Time Series Modeling

- Model 10 - Linear Regression determines a best fit line considering the historic ADP over time. This best fit line is extended to 2035.
- Model 11 - Multiple Regressions determines a best fit line considering the ADP over time and Richland County population and the 15 to 44 year old population. This best fit line is extended to 2035.
- Model 12 - Box-Jenkins Autoregressive Integrated Moving Average (ARIMA) uses a regression technique that weighs all years equally. The Box-Jenkins model of ARIMA is used typically for accurate short-term projections of data that shows predictable repetitive cycles and patterns.
- Model 13 - Exponential Smoothing ARIMA identifies levels and trends by smoothing the latest data points to decrease irregularity and adds a seasonality factor. The seasonal indexes are obtained by smoothing seasonal patterns in the historical data. The exponential smoothing model gives older data progressively-less weight while new data is weighted more.

While thirteen models are run, not all are used in the averaging of model for ADP projections. Models determined to have appropriate statistical reliability and significance were weighted equally to determine forecast figures. For the ARIMA models, the r-squared values below 0.8 were not used in the

final average. R-squared shows the amount of explained variance in the statistical model. There are no concrete levels for acceptable r-squared.

Historical trend analysis models and ratio models were included unless the population forecast looked unrealistic. An unrealistic forecast, for example, would be downward trends that fell below zero and ARIMA models with r-squared values lower than 0.8. These were not considered in the final models.

A total of six to eight models, with at least one from each of the three subsections, were selected and averaged. Each model presents a different snap shot to the future that is beneficial to the final projection. To dampen the limitations of the forecast models, equal weighting and averaging of models is used. The averaging of the models, while not perfect, does reduce some of the flaws of the individual forecasting models and shows patterns of model agreement. Targeting models from each of the three subsections produces a more robust model. Models selected are not as subject to volatility of historic trends as those models excluded.

Jail Population Projection

The projection models were run for jail bookings and jail ADP. The first step was calculating the projected bookings to 2025, as the projected bookings is one of the models used in the ADP projection model.

As a variable, bookings are difficult to project for jail purposes since it is not a controlled variable for analysis. Bookings are dependent on police policies, local attitude to crime, criminal activity, citation releases, and many other factors outside the facilities.

Projected Bookings

Bookings in Richland County decreased 7.1 percent from 2005 to 2014, from 19,978 to 18,563. The projection model for bookings averaged seven models: historic trend percentage increase, compound annual growth rate, mean deviation from the average, ratio to general population growth, ratio to at risk population growth, ratio to arrests, and multiple regressions. The bookings in Richland County are projected to increase to 19,214 in 2035, an increase of 3.5 percent from 2014. Table 2-14 shows the five-year projection increments for jail bookings and ADP. The projected bookings increases due to the projected population increases in Richland County.

Table 2-14
Projected Jail Bookings

| Bookings | 2014 | 2015 | 2020 | 2025 | 2030 | 2035 | %Chg | %Chg/Yr | Average |
|-----------------------------|---------|---------|---------|---------|---------|---------|-------|---------|---------|
| Richland County Population | 401,566 | 381,230 | 395,920 | 410,610 | 425,960 | 440,940 | 9.8% | 0.9% | 410,479 |
| Bookings | 18,563 | 18,265 | 18,430 | 18,633 | 18,935 | 19,214 | 3.5% | 0.3% | 18,684 |
| Bookings / 1,000 Population | 46.23 | 47.91 | 46.55 | 45.38 | 44.45 | 43.57 | -5.7% | -0.6% | 45.57 |

Source: Alvin S Glenn Detention Center, SC Revenue and Fiscal Affairs Office, CGL Companies, October 2015.

Projected Adult ADP

While the projected bookings increase 3.5 percent, the ADP projection for Richland County increases by 8.1 percent. The ADP increase is driven by population growth in Richland County. The ADP projection model is an average of seven models: historic trend percentage increase, compound annual growth rate, mean deviation from the average, ratio to general population growth, ratio to general population growth, ratio to at risk population growth, and bookings to ALOS model.

The projected ADP increases to 954 in 2035, an ADP lower than the ADP in Richland County from 2005 to 2009. The average ADP from 2014 to 2035 is 901, see Table 2-15. The projected ADP increases each projection interval to 2035, while the county populations are increasing, resulting in stable incarceration rates for Richland County. The incarceration rate per 1,000 residents is projected to decrease slightly, by 1.6 percent from 2014 to 2035.

Table 2-15
Projected Jail Adult ADP

| ADP Projections | 2014 | 2015 | 2020 | 2025 | 2030 | 2035 | %Chg | %Chg/Yr | Average |
|--------------------------------|---------|---------|---------|---------|---------|---------|-------|---------|---------|
| Richland Population | 401,566 | 381,230 | 395,920 | 410,610 | 425,960 | 440,940 | 9.8% | 0.4% | 410,479 |
| Age 15-44 | 185,459 | 189,650 | 200,865 | 212,081 | 223,296 | 234,512 | 26.4% | 1.1% | 210,871 |
| ADP | 883 | 864 | 877 | 897 | 923 | 954 | 8.1% | 0.4% | 901 |
| Bookings Total | 18,563 | 18,265 | 18,430 | 18,633 | 18,935 | 19,214 | 3.5% | 0.2% | 18,684 |
| IR per 1,000 Population | 2.20 | 2.27 | 2.22 | 2.18 | 2.17 | 2.16 | -1.6% | -0.1% | 2.20 |

Source: Alvin S Glenn Detention Center, SC Revenue and Fiscal Affairs Office, CGL Companies, October 2015.

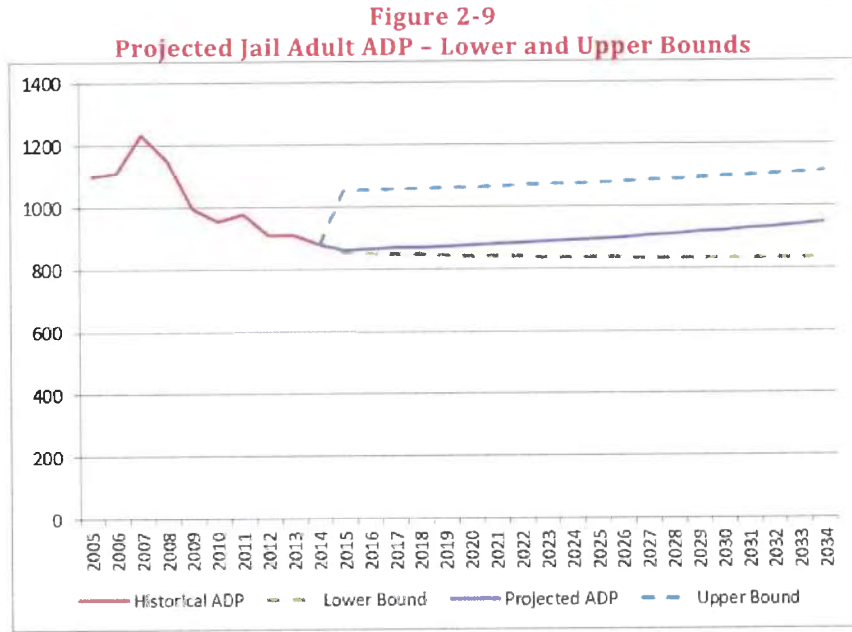
Table 2-16 shows the upper bound and the lower bound for the projection model. The upper and lower bounds are calculated by using the 95 percent confidence interval bounds for the regression model, and the corresponding lower and upper scenarios for the ratio based models. The lower bound ADP projection is 836 in 2035, while the upper bound is 1,114. The range between the low and high models is 278.

Table 2-16
Projected Jail Adult ADP – Lower and Upper Bounds

| ADP Lower and Upper Bounds | 2014 | 2015 | 2020 | 2025 | 2030 | 2035 | %Chg | %Chg/Yr | Average |
|-------------------------------------|------|-------|-------|-------|-------|-------|-------|---------|---------|
| ADP - Lower Bound | 883 | 854 | 843 | 836 | 834 | 836 | -5.3% | -0.3% | 841 |
| ADP - Projected | 883 | 864 | 877 | 897 | 923 | 954 | 8.1% | 0.4% | 901 |
| ADP - Upper Bound | 883 | 1,052 | 1,061 | 1,075 | 1,093 | 1,114 | 26.2% | 1.1% | 1,069 |
| Lower and Upper Bounds Range | 0 | 198 | 218 | 239 | 259 | 278 | | | |

Source: Alvin S Glenn Detention Center, SC Revenue and Fiscal Affairs Office, CGL Companies, October 2015.

Figure 2-9 graphs the historical and projected jail ADP for Richland County including the upper bound and the lower bound for the projection model. The upper and lower bounds are calculated by using the 95 percent confidence interval bounds for the regression model, and the corresponding lower and upper scenarios for the ratio based models.



Projected Juvenile ADP

The juvenile population in the Alvin S. Glenn Detention Center is separate from the adult population and is projected separately as well. The numbers of juveniles is very small historically, ranging from 7 in 2014 to 19 in 2008. The trend in juvenile ADP is decreasing, similar to many jurisdictions in the US.

Table 2-17 shows the projected juvenile ADP in Richland County increasing from 7 to 10 in the next twenty years. The incarceration rate to the at-risk population is projected to remain at 0.04 juveniles per 1,000 from 2014 to 2035.

**Table 2-17
 Projected Jail Juvenile ADP**

| ADP Juvenile | 2014 | 2015 | 2020 | 2025 | 2030 | 2035 | %Chg | %Chg/Yr | Average |
|------------------------------------|---------|---------|---------|---------|---------|---------|-------|---------|---------|
| Richland County Population | 401,566 | 381,230 | 395,920 | 410,610 | 425,960 | 440,940 | 9.8% | 0.4% | 410,479 |
| Richland At Risk Population | 185,459 | 189,650 | 200,865 | 212,081 | 223,296 | 234,512 | 26.4% | 1.1% | 210,871 |
| Juvenile ADP | 7 | 7 | 7 | 8 | 9 | 10 | 39.9% | 1.6% | 8 |
| IR per 15-44 Population | 0.04 | 0.04 | 0.04 | 0.04 | 0.04 | 0.04 | 10.6% | 0.5% | 0.04 |

Source: Alvin S Glenn Detention Center, SC Revenue and Fiscal Affairs Office, CGL Companies, October 2015.



Bed Space Projections

Criminal justice facilities cannot be planned for the ADP solely; peaks in population along with beds for differing inmate classifications must be accommodated. The peaking value of the Alvin S. Glenn Detention Center is calculated using monthly data from 2006 to 2014 and the first four months of 2015. The three highest months of ADP were averaged and then compared to the annual ADP. The percentage difference for each year was calculated.

A peaking factor accounts for seasonal variations in the inmate population. There must be enough beds to accommodate seasonal increases without overcrowding. The actual factor is the percentage above the average daily population. Data was analyzed to ascertain the actual peaking factor for Richland County. For the monthly data set, the average peaking percentage was 5.3 percent. This means that the largest number of inmates held in Richland County was 5.3 percent higher than the average inmate population during the time period examined. Table 2-18 shows the monthly ADP for Richland County and the peaking factor.

Table 2-18
Historical Monthly ADP and Peaking

| ADP | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | Average |
|-----------------------|--------------|--------------|--------------|-------------|-------------|--------------|-------------|-------------|-------------|-------------|--------------|
| January | 1,022 | 1,092 | 1,219 | 921 | 924 | 894 | 892 | 849 | 894 | 825 | 953 |
| February | 983 | 1,095 | 1,198 | 941 | 984 | 901 | 879 | 862 | 908 | 888 | 964 |
| March | 979 | 1,141 | 1,173 | 922 | 888 | 891 | 914 | 812 | 853 | 805 | 938 |
| April | 1,038 | 1,157 | 1,208 | 991 | 914 | 951 | 898 | 802 | 874 | 870 | 970 |
| May | 1,061 | 1,132 | 1,126 | 996 | 916 | 957 | 911 | 880 | 885 | NA | 985 |
| June | 1,101 | 1,172 | 1,139 | 992 | 925 | 964 | 924 | 902 | 846 | NA | 996 |
| July | 1,144 | 1,201 | 1,134 | 972 | 957 | 957 | 895 | 912 | 856 | NA | 1,003 |
| August | 1,076 | 1,207 | 1,086 | 969 | 959 | 968 | 896 | 956 | 864 | NA | 998 |
| September | 1,068 | 1,262 | 1,136 | 1,000 | 941 | 1,027 | 925 | 954 | 850 | NA | 1,018 |
| October | 1,100 | 1,306 | 1,076 | 904 | 944 | 1,048 | 912 | 940 | 841 | NA | 1,008 |
| November | 1,099 | 1,244 | 960 | 960 | 925 | 994 | 963 | 943 | 847 | NA | 993 |
| December | 1,086 | 1,229 | 917 | 917 | 884 | 903 | 829 | 895 | 844 | NA | 945 |
| Average | 1,063 | 1,187 | 1,114 | 957 | 930 | 955 | 903 | 892 | 864 | 847 | 971 |
| 3 Month High | 1,115 | 1,271 | 1,208 | 996 | 967 | 1,023 | 937 | 951 | 896 | 879 | 1,024 |
| Peaking Factor | 4.9% | 7.1% | 8.4% | 4.1% | 3.9% | 7.2% | 3.8% | 6.6% | 3.7% | 3.8% | 5.3% |

Source: Alvin S Glenn Detention Center, May 2015.

A classification factor accounts for a fluctuation in the type of inmates held at any given time. There may be times where there are more maximum security inmates than the average number; conversely there may be times when there are more minimum security inmates than the average. There needs to be enough flexibility in the type of beds needed at any given time to be able to provide appropriate separations between the classification levels of inmates. Drawing from past studies and industry standards, CGL has applied a 7.5 percent classification factor for bed space need.

The peaking and classification factors are added together and then added to the projections to give a number for beds needed.

The projected ADP for 2035 is 954 inmates. Applying the peaking and classification percentages throughout the next twenty years show a bed space need of 1,076 by 2035 (see Table 2-19).

Table 2-19
Projected Adult Bed Space Need

| Bed Space Projections | 2014 | 2015 | 2020 | 2025 | 2030 | 2035 | %Chg | %Chg/Yr | Average |
|------------------------------|------|------|------|-------|-------|-------|------|---------|---------|
| ADP | 883 | 864 | 877 | 897 | 923 | 954 | 8.1% | 0.4% | 901 |
| Peaking (5.3%) | 47 | 46 | 46 | 48 | 49 | 51 | 8.1% | 0.4% | 48 |
| Classification (7.5%) | 66 | 65 | 66 | 67 | 69 | 72 | 8.1% | 0.4% | 68 |
| Bed Space Needed | 996 | 975 | 990 | 1,012 | 1,041 | 1,076 | 8.1% | 0.4% | 1,016 |

Source: Alvin S Glenn Detention Center, SC Revenue and Fiscal Affairs Office, CGL Companies, October 2015.

Table 2-20 applies the lower and upper percent peaking and the 7.5 percent classification figures to the lower and upper bound ADP projections. The lower bound bed space projection uses the lowest peaking percentage from the monthly data, which is 3.7 percent. The upper bound bed space projection uses 8.4 percent peaking, the highest peaking year. The lower bound bed space projection is 930 beds in 2035, and the higher bound bed space projection is 1,291 beds in 2035.

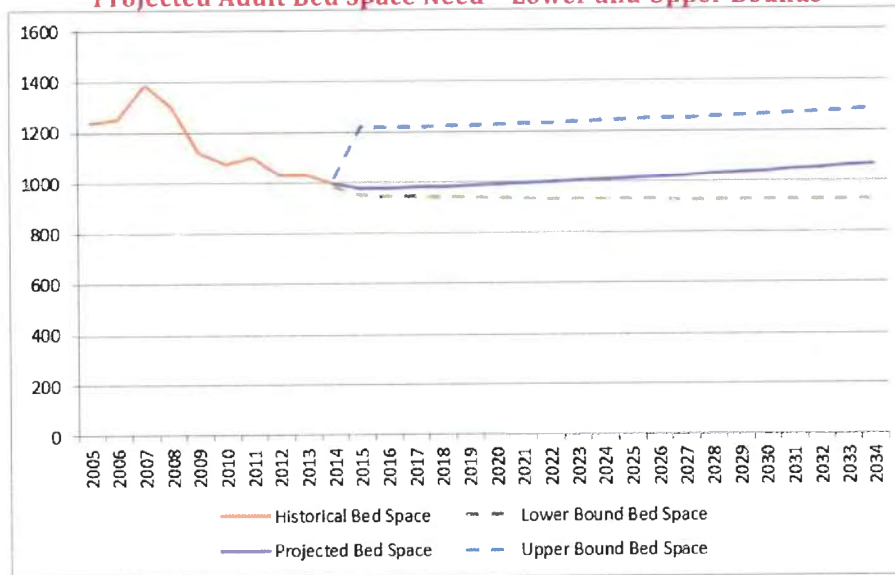
Table 2-20
Projected Adult Bed Space Need - Lower and Upper Bounds

| Bed Space Lower and Upper Bounds | 2014 | 2015 | 2020 | 2025 | 2030 | 2035 | %Chg | %Chg/Yr | Average |
|--|-------|-------|-------|-------|-------|-------|-------|---------|---------|
| Bed Space Needed - Lower Bound (3.7% Peaking) | 982 | 950 | 937 | 930 | 928 | 930 | -5.3% | -0.3% | 936 |
| Bed Space Needed - Projected (5.3% Peaking) | 996 | 975 | 990 | 1,012 | 1,041 | 1,076 | 8.1% | 0.4% | 1,016 |
| Bed Space Needed - Upper Bound (8.4% Peaking) | 1,023 | 1,219 | 1,230 | 1,246 | 1,267 | 1,291 | 26.2% | 1.1% | 1,239 |
| Lower and Upper Bounds Range | 42 | 269 | 293 | 316 | 339 | 362 | | | |

Source: Alvin S Glenn Detention Center, SC Revenue and Fiscal Affairs Office, CGL Companies, October 2015.

Figure 2-10 plots the historical and projected bed space need to the year 2035.

Figure 2-10
Projected Adult Bed Space Need - Lower and Upper Bounds



The juvenile bed space needs applies the 5.3 percent peaking and 7.5 percent classification factors. The bed space need grows from 8 currently to 11 by 2035, see Table 2-21.

**Table 2-21
Projected Juvenile Bed Space Need**

| Bed Space Juveniles | 2014 | 2015 | 2020 | 2025 | 2030 | 2035 | %Chg | %Chg/Yr | Average |
|------------------------------------|----------|----------|----------|----------|-----------|-----------|--------------|-------------|----------|
| Juvenile ADP | 7 | 7 | 7 | 8 | 9 | 10 | 39.9% | 3.4% | 8 |
| Peaking (5.3%) | 0 | 0 | 0 | 0 | 0 | 1 | 39.9% | 3.4% | 0 |
| Classification (7.5%) | 1 | 1 | 1 | 1 | 1 | 1 | 39.9% | 3.4% | 1 |
| Bed Space Needed -Juveniles | 8 | 8 | 8 | 9 | 10 | 11 | 39.9% | 3.4% | 9 |

Source: Alvin S Glenn Detention Center, SC Revenue and Fiscal Affairs Office, CGL Companies, October 2015.

Because the population is so small for juveniles in the Alvin S. Glenn Detention Center, the lower bound and upper bound projections were not significantly different.

Custody Type

Table 2-22 breaks down the jail inmate ADP by custody groups identified by the snapshot data provided by the jail staff. The projections are not bed space projections, they are ADP projections based on the current operations of the jail and the classification system used. The data is from the average of the four day snapshot in May 2015, not on the annual ADP used in the other population projections. Because each custody level and units were projected individually, the sum of these projections is not equal to the ADP projection of the jail as a whole. These disaggregated projections yield a higher total ADP in 2035 (1,140) than the projected ADP (954).

The security classification levels are split between minimum, medium, and maximum security. The largest section of the jail population is classified as medium custody, currently at 438 and projected to increase to 536 in 2035. The maximum custody level is projected to increase from 114 to 133, and the minimum custody level projected to increase from 33 to 44.

**Table 2-22
Projected Jail ADP by Custody Type**

| ADP by Classification (Unit) | 2014 | 2015 | 2020 | 2025 | 2030 | 2035 | %Chg | %Chg/Yr | Average |
|---------------------------------|------------|------------|------------|------------|--------------|--------------|--------------|-------------|--------------|
| Minimum Custody Level | 33 | 32 | 35 | 38 | 41 | 44 | 35.2% | 1.4% | 37.8 |
| Medium Custody Level | 438 | 428 | 444 | 468 | 499 | 536 | 22.3% | 1.0% | 471.6 |
| Maximum Custody Level | 114 | 110 | 111 | 116 | 124 | 133 | 17.0% | 0.7% | 117.9 |
| Min/Med/Max (Unit M & SHU) | 99 | 100 | 119 | 143 | 175 | 218 | 118.8% | 3.8% | 146.4 |
| Women's Special MGMT (Unit P) | 43 | 42 | 42 | 42 | 43 | 44 | 0.3% | 0.0% | 42.5 |
| Min/Med (Unit T-1, U) | 84 | 82 | 83 | 86 | 90 | 94 | 11.4% | 0.5% | 86.6 |
| Intake | 7 | 7 | 8 | 9 | 10 | 11 | 51.5% | 2.0% | 9.0 |
| NA (Unit T-2, Y) | 44 | 43 | 46 | 50 | 55 | 61 | 37.4% | 1.5% | 50.8 |
| Custody Level (Unit) Sum | 863 | 845 | 889 | 953 | 1,037 | 1,140 | 32.1% | 2.3% | 962.7 |

Source: Alvin S Glenn Detention Center, SC Revenue and Fiscal Affairs Office, CGL Companies, October 2015.

There are units in the detention center that house multiple levels of classification. Unit U houses both minimum and medium classification, Unit P houses females with both medium and maximum classification, and Unit M houses males of all classification levels. Unit M houses all classifications of male inmates. While there are some general population inmates housed here, the vast majority of these inmates have various medical conditions that require special housing. The SHU also houses a variety of inmates, including protective custody, administrative segregation, disciplinary segregation, and inmates with severe mental illness.

Inmates that require special housing due to medical conditions and mental illness continue to receive much attention in Richland County, as it does across the nation. However, the current data does not allow for a clean separation of the projected medical/mental health inmates in Units M and SHU from

the remainder of the inmate population. The projected ADP of these two units increases from 99 currently to 218 by 2035. This is projected to be the largest growth of units in the jail, with a 118.8 percent increase.

Meetings with the detention center health care providers have determined that currently, approximately 10 percent of the inmate populations are in need of specialty housing. In Section 4 of this report, we will propose a plan that was developed with assistance from the detention center that properly addresses the health concerns and housing needs of this rapidly growing and high liability population.

Summary

The assessment of the jail population and the corresponding jail population projections is crucial for jail planning. The jail ADP for Richland County is projected to increase 8.1 percent from 2014 to 2035, with the ADP growing from 883 to 954. Using a 5.4 percent peaking factor derived from monthly jail data and a 7.5 percent classification factor, the jail bed space need by 2035 is projected to be 1,076.

The continued analysis of jail population requires a solid foundation of jail statistics that is repeatable and consistent. The data collection at the jail is the crucial factor for inmate population modeling. The Detention Center being able to reproduce consistent jail data is paramount for producing valid forecasts. Expanding the data collection in the facility to accurately count the number of inmates with medical conditions and mental illness that require special housing in the Alvin S. Glenn Detention Center is paramount for projecting this population in the future.

The relatively low projected growth of jail population and corresponding bed space need allows Richland County to refocus jail operations without having the scramble to accommodate large increases in the jail population.



Alvin S. Glenn Needs Assessment

PROJECT PROPOSALS

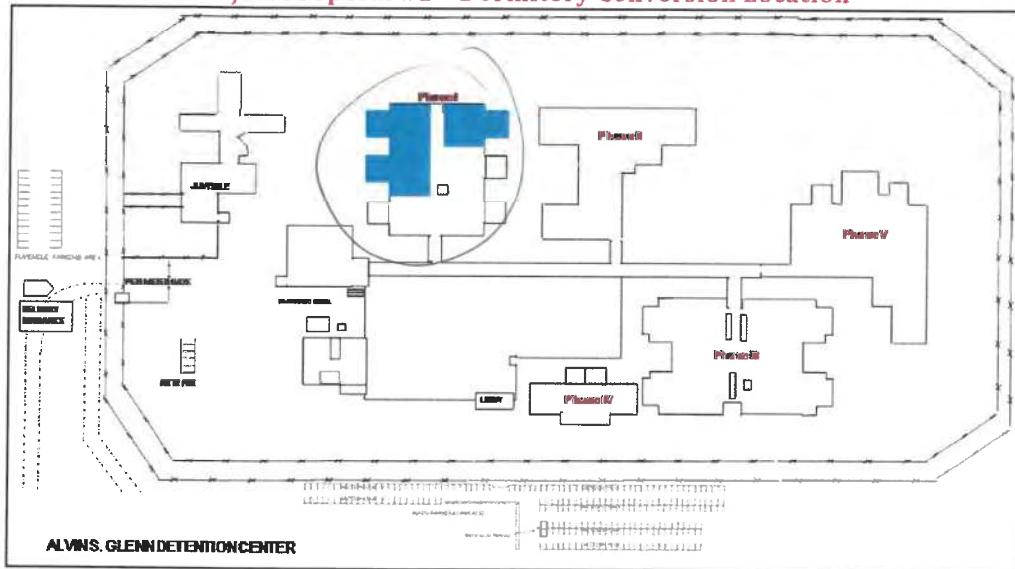


In the course of assessing the current conditions of the facility, staffing, and inmate housing at the Alvin S. Glenn Detention Center; four primary project proposals emerged. Three of the project proposals address the current liabilities of assigning inmates to housing units that are not appropriate for their custody levels and their identified risks and needs. These liabilities are not due to improper classification by Detention staff. Rather they exist because the facility does not currently have sufficient type and quantity of beds to address the needs of the inmate population. These proposals are not presented as phases, as each proposal equally stands on its own as a necessity to meet both the current and future needs of the inmate population.

Project Proposal #1 - Dormitory Conversion

Inmate beds in dormitory housing account for 44 percent of the total beds at ASGDC; a larger percentage for most local detention centers. The facility experiences ongoing inmate disciplinary infractions from medium custody inmates that are located in dormitory housing units. Proposal #1 is to convert three of the dormitory housing units into celled housing units. The three housing units would be located in the Phase I portion of the complex to contain the construction, and disruption during renovations, to a central location.

Figure 3-1
Project Proposal #1 - Dormitory Conversion Location



Mechanical Systems Assessment

As described in Section 1, Buford Goff & Associates, Inc. (BGA) was requested to review the existing mechanical systems and determine how they might be impacted by an expansion and/or renovation of the facility. Concerning the converting dormitory housing into celled housing units, the following observations were made.

HVAC

Existing Conditions: The existing six (6) dormitories are each heated and cooled by a constant volume air handler with chilled water and hot water coils. The air handler is located in an upper level mechanical room. The supply is ducted to general supply grilles throughout the dormitory. Return air is provided via a return plenum on the back of the air handler. Outside air is provided from a rooftop intake hood and appears it is sized to allow economizer operation. Minimum outside air is listed on the equipment schedule as 1100 CFM.

Toilets and showers are exhausted by a rooftop exhaust fan. One smoke exhaust fan is located over the middle of the dormitory. Transfer openings on the lower level into the corridor apparently are used to transfer makeup air from the corridor into the dormitory when the smoke exhaust fan is energized.

Renovation: The existing systems, with the exception of the toilet and shower exhaust system, are not suitable for the new wet cell configuration. The air handler should be replaced with a similar constant volume air handler with chilled water and hot water coils. To maintain good humidity control within the building in the South Carolina environment, we propose replacing the existing rooftop intake hood with a new Dx rooftop 100% outside air dehumidification unit.

Supply air will be ducted to each chase to serve the upper and lower cells and also be ducted to ceiling or sidewall grilles to serve the dayroom.

A new smoke exhaust system will replace the existing smoke exhaust fan on the roof. The new smoke exhaust system shall be ducted to each chase to exhaust the cells as well as ducted to exhaust the dayroom. It is unlikely that we will be able to continue to use the main corridor as a source of makeup air, and new makeup air will have to be introduced into the housing unit.

Cells should be exhausted as required by Code.

Plumbing

Existing Conditions: The showers and toilets for two dormitories are piped (sanitary sewer) from one dormitory through the adjacent dormitory and out of the building.

Domestic hot water was originally provided by a gas fired water heater located in each dormitory's mechanical room. They have since been replaced with a plate heat exchanger (Hx) utilizing building heating hot water as the heat source. One Hx serves two adjacent dormitories.

Renovation: With the addition of wet cells, new sanitary sewer lines will need to be run. The existing 4" SS line serving two housing units can handle approximately 45 water closets. When the two adjacent housing units are converted to wet cells, there will be more than 70 water closets. Another reason the existing sanitary sewer line cannot be used for the new wet cells is that it would likely not be deep enough below grade to pick up the new fixtures. The existing 4" SS line serving showers and water closets should remain.

With the addition of wet cells, a new cold water line should be run. The existing 2½" cold water line serving two housing units can handle approximately 45 water closets. When the two adjacent housing units are converted to wet cells, there will be more than 70 water closets.

The existing plate heat exchanger should be replaced with a heat exchanger sized for the showers and the lavatory hot water load.

Other Systems

The sprinkler system for the renovated housing units will have to be completely replaced.

The electrical system will have to be further studied to determine the extent of electrical upgrades required, but it is anticipated the existing normal and emergency power systems are adequate for the renovation.

Summary

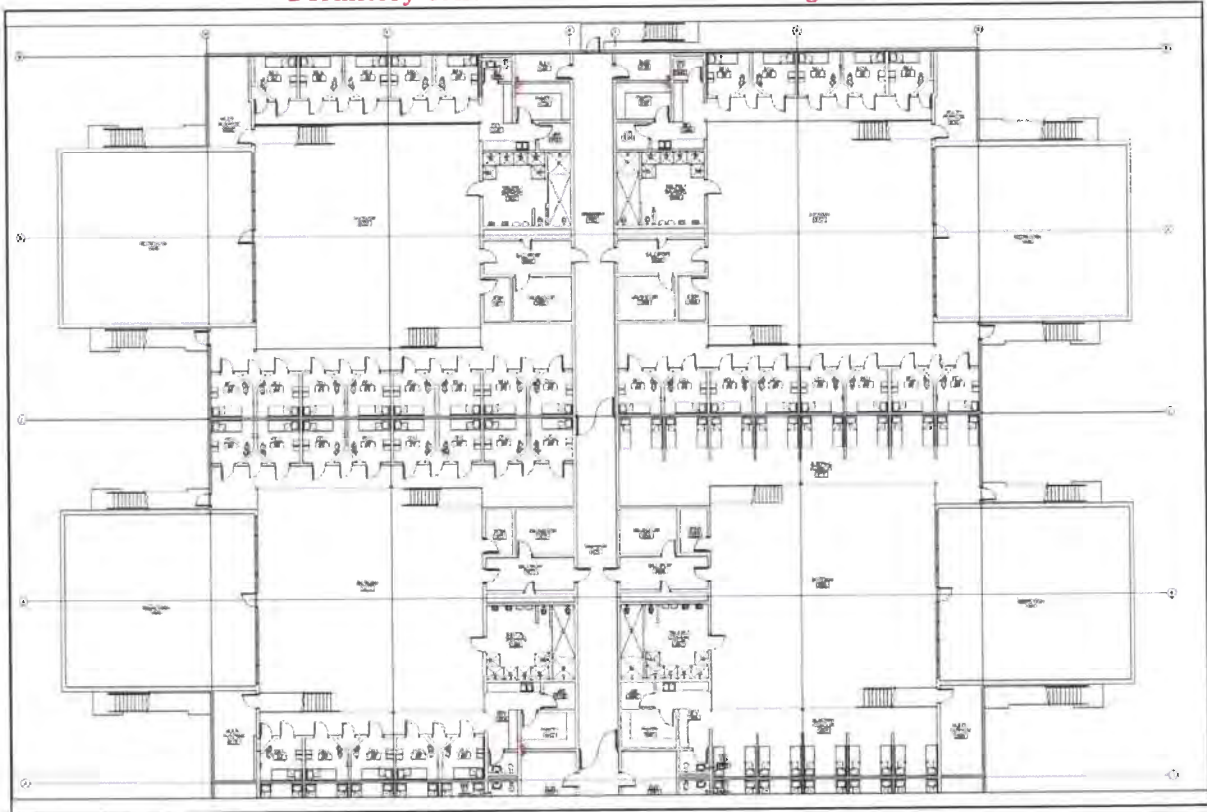
The dormitories can be converted to wet cell housing units but extensive plumbing, HVAC, electrical, and fire protection work is required. The existing chilled water, hot water system, fire protection, and electrical utilities can support the renovations with the utilities located within the housing units. The new cold water and sanitary sewer must extend outside the housing units to tie into the existing cold water and sanitary sewer systems with sufficient capacity.

Dormitory Conversion

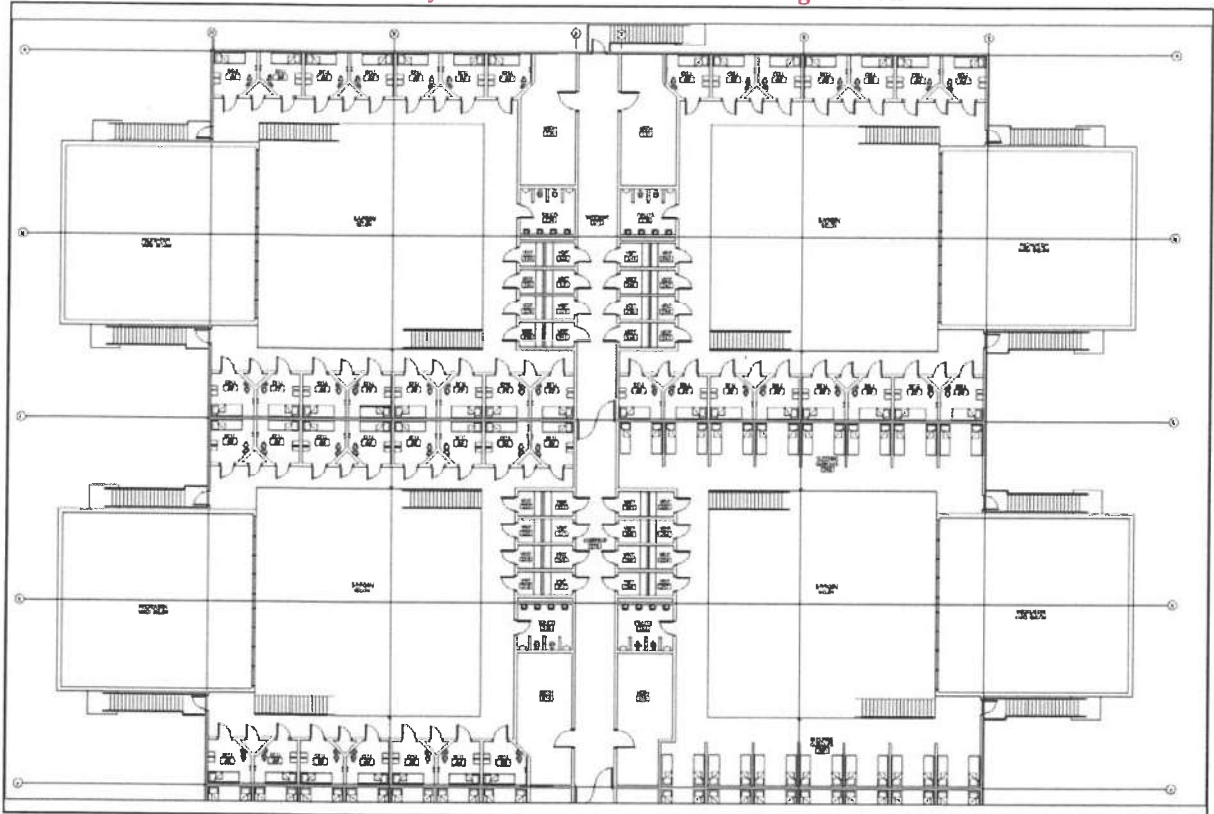
Each dormitory has the capacity to house 56 inmates. Therefore during the renovation period as many as 168 inmates will be displaced and reassigned to other housing units.

The current dormitory configuration is shown on the lower right side of the figure below, and has the capacity to house up to 56 inmates. The other three housing units show how the dormitories can be converted to celled housing units. Some bedspace may be lost on the mezzanine level due to the addition of mechanical spaces.

Figure 3-2
Dormitory Conversion Ground Floor Configuration



**Figure 3-3
Dormitory Conversion Mezzanine Configuration**



The resulting bedspace capacity is projected to be 50 beds in each of these converted units. The estimated time required to convert three housing units is approximately one year. With each housing unit encompassing approximately 9,700 square feet, the remodeling of three dormitory units will entail the renovation of approximately 29,100 square feet.

Special Needs Inmates

As discussed in Section 2 of this report, the inmate population in Richland County is projected to slowly grow over the next 20 years. But while the total number of inmates will grow at a gradual rate, the age of the population is expected to grow at a faster rate. Also, the prevalence of mental illness and medical issues among the inmate population is anticipated to grow at a much higher rate than in the past.

Mentally ill offenders possess a unique set of circumstances and needs. However, all too often, they cycle through the criminal justice system without appropriate care to address their mental health. According to the Bureau of Justice Statistics, individuals with mental health needs make up a large proportion of the US correctional population. An estimated 56 percent of state prisoners, 45 percent of federal prisoners, and 64 percent of jail inmates have a mental health problem. These individuals often receive inadequate care, with only one in three state prisoners and one in six jail inmates having received mental health treatment since their admission (James and Glaze 2006). Offenders with severe mental illness place even more strain on the criminal justice system as a whole, in terms of their unique case - processing requirements and treatment needs and their increased risk of recidivism (Baillargeon et al. 2009; Cloyes et al. 2010; Feder 1991). Housing mentally ill offenders in the criminal justice system is costly. In addition to high health care costs, mentally ill inmates tend to have higher rates of prison misconduct and recidivism (Fellner 2006; Toch and Adams 2002)¹

Even though an estimated 64 percent of inmates in local facilities have a mental illness, not all of these individuals require medication or specialty housing. But for those inmates that do require a higher level of care, a facility must be prepared to address those needs or risk further decompensation and/or victimization from other inmates. The Alvin S. Glenn Detention Center currently has no specialty housing for inmates with medical or mental health issues. Most inmates with medical needs that require special care are housing in Housing Unit M. This is a general population housing unit that also housing inmates in wheelchairs, have casts, uncontrolled diabetes, or have recently returned from the hospital. Inmates that are detoxing are often housed in the HSU, which has become a "catch all" housing unit for inmates with severe mental illness, administrative segregation, disciplinary segregation, and inmates on suicide watch.

After meeting with Administration, Security staff, Medical staff and Mental Health personnel, it was determined that approximately 10 percent of the current inmate population would qualify for specialty housing due to acute medical needs or acute/sub-acute mental health issues. CGL has projected the bedspace need for 2035 to be 1,076 beds. Ten percent of this total equates to 108 beds. The following section will detail a proposal to construct a housing unit for inmates with need for acute medical care that will be located in close proximity of the existing health care section of the Detention Facility, as well as a Mental Health Services Center to properly care for inmates with mental illnesses.

¹ http://www.urban.org/research/publication/processing-and-treatment-mentally-ill-persons-criminal-justice-system/view/full_report

A smoke exhaust system shall be ducted to each chase to exhaust the cells as well as ducted to the dayroom.

The original Phase II, Area 6 design included chilled water and hot water lines stubbed out for an additional housing unit where the Medical Housing Unit is proposed to be built. The chilled water and hot water capacity of the lines will be sufficient for the new HVAC equipment.

Plumbing

The original design for the Phase II, Area 6, Adult Housing building included a 6" SS line stubbed out for a future housing unit. Assuming the 6" line was installed deep enough (which it should have been since it was designed to pick up a large housing unit with wet cells), the line has sufficient capacity to pick up the Medical Housing Unit fixtures.

The original design included a 3" cold water line for a future housing unit. This line has sufficient capacity to pick up the Medical Housing Unit fixtures.

The original design included a 1" gas line for a future housing unit (we assume for a gas water heater). The domestic hot water for the Medical Housing Unit can be provided by a gas water heater or a plate heat exchanger utilizing building heating hot water as the heat source.

Other Systems

It appears that the main electrical switchboard has a space for a breaker to serve the Medical Housing Unit.

Sprinklers will have to tie into the existing fire riser line.

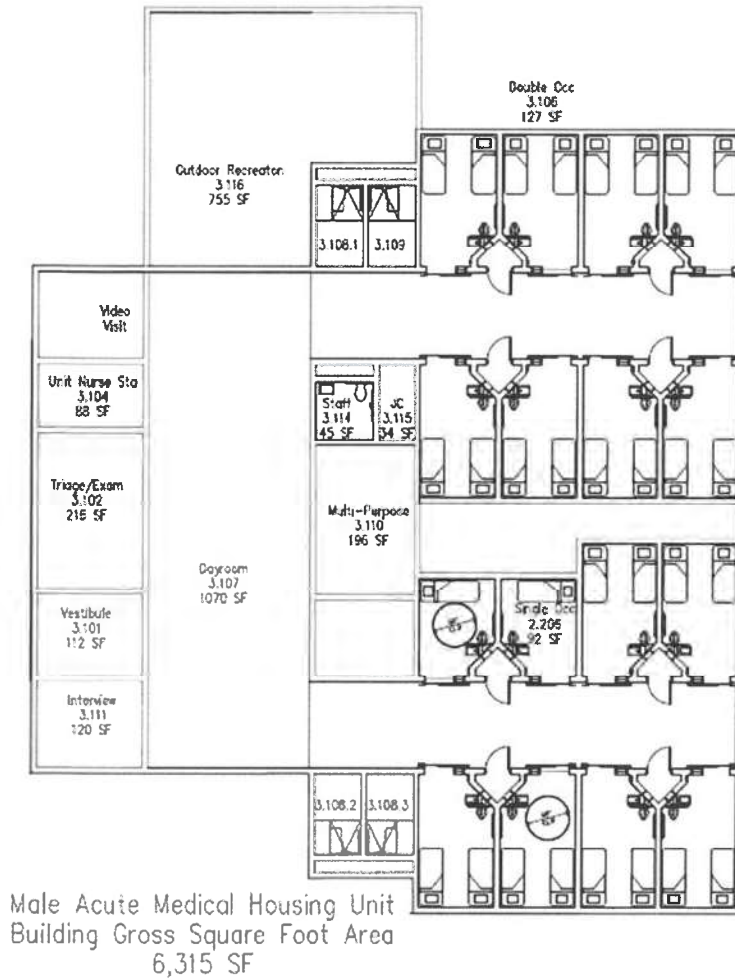
Summary

The new Acute Medical Housing Unit can be added relatively easily to the Phase II, Area 6, Adult Housing as the proposed location of the Medical Housing Unit is where the original Adult Housing project design stubbed out utilities (chilled water, hot water, gas, cold water, and sanitary sewer) for a future housing unit.

Acute Medical Housing Configuration

While not an infirmary the housing, common space and finishes will more closely resemble a medical facility than a local detention center. The goal is to create a self-contained unit that will care for the medical needs of those inmates that cannot safely be housed within the general inmate population due to their medical condition.

Figure 3-5
Acute Medical Housing Configuration

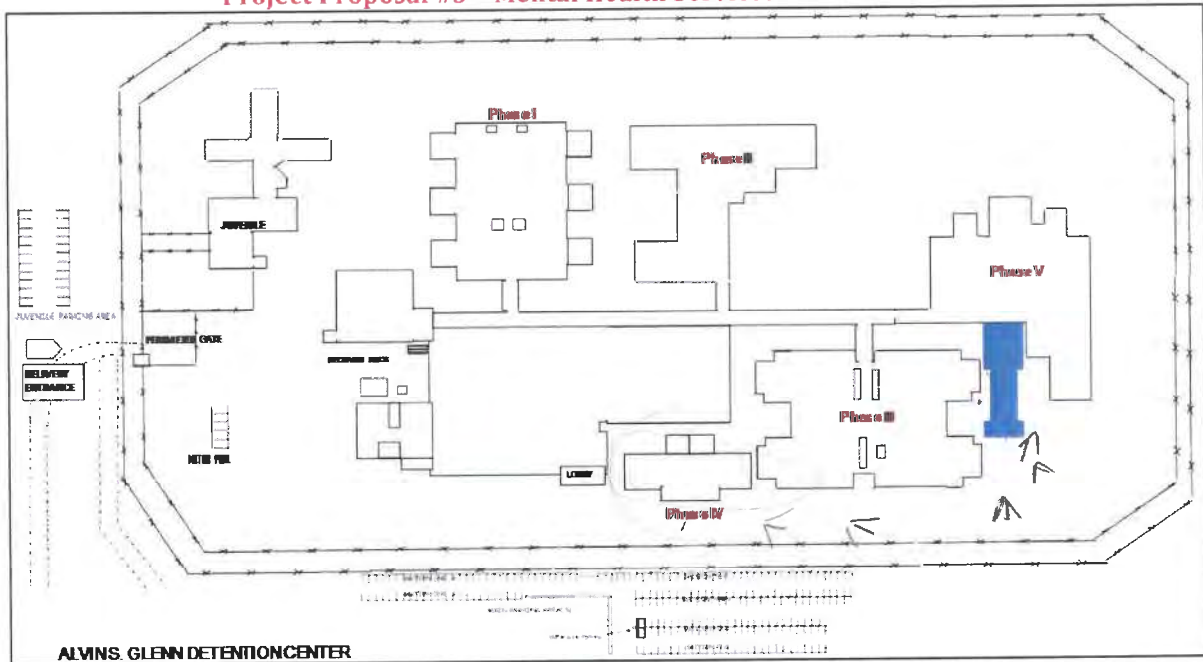


By providing a purpose-built area for this segment of the population, the inmates can be safely treated, and then returned to a general population housing unit when medically cleared.

Project Proposal #3 – Mental Health Services Center

The construction of a mission specific, self-contained Mental Health Services Center will provide a blend of secure housing with both secure and public treatment spaces aligned with current and forecasted needs. This secure addition will be attached to the Phase V section of the facility, as will most modern secure facilities.

Figure 3-6
Project Proposal #3 – Mental Health Services Center Location



This new section will be a self-contained area that focuses on the treatment of the specialized population that will be housed here. This space will also have staff offices, counseling spaces and suicide prevention rooms.

Custody staffing requirements will be two Detention Officers on each shift.

Mechanical System Needs

Cooling Plant

The new Mental Health Services Center is estimated to be approximately 19,085 GSF. Several different types of mechanical systems/cooling plants could be used for this building including packaged rooftop units, air cooled chillers, and water cooled chillers. To be consistent with the systems at the existing Detention Facility, we assume a chiller system is preferred by the County and Facility staff. For this size building, we estimate the cooling load will be approximately 125 tons.

Several possible scenarios are viable to handle the cooling needs, including the following:

- a. Provide standalone air cooled chillers for the new Mental Health Services Center. Two chillers are recommended to provide some level of redundancy for cooling for when one chiller fails for the new building (example, 2 chillers at 90 tons, etc.). If standalone chillers are provided for the new Mental Health Services Center, it is recommended that a second water cooled chiller and cooling tower be provided for the Phase V building to provide redundancy for that facility.
- b. Provide standalone water cooled chillers with cooling towers for the new Mental Health Services Center. Two chillers and cooling towers are recommended to provide some level of redundancy (example, 2 chillers/towers at 125 tons each). If standalone chillers are provided for the new Mental Health Services Center, it is recommended that a second water cooled chiller and cooling tower be provided for the Phase V building to provide redundancy for that facility.
- c. Provide two new chillers at the Phase V existing chiller plant. Chilled water would have to be piped below grade from the Phase V building to the new Mental Health Services Center. The chiller options would be the same as listed above—water or air cooled. This approach is more expensive than the standalone options for just the new building but at the same time adds redundancy to the Phase V chiller plant. Currently Phase V is served by a single chiller/cooling tower. Failure of either of these will render Phase V without cooling until the equipment is either fixed or replaced. If the Phase V chiller plant is to serve the new Mental Health Services Center, it is recommended that a new 125 ton water cooled chiller and 125 ton cooling tower are added to the Phase V chiller plant as well as a 100 ton air cooled chiller. This will result in a connected cooling load of approximately 250-275 tons served by three (3) chillers totaling 350 tons. The third chiller provides some redundancy to maintain a reasonable level of cooling should one chiller or cooling tower fail or require servicing. The chilled water pumping system should be changed from a primary/secondary system to a variable flow primary pumping system.
- d. From a cost standpoint, standalone air cooled chillers for the new Mental Health Services Center (approximately 100 tons each) provide the most economical first cost option and a good level of redundancy. An upgrade to magnetic bearing air cooled chillers provide a first cost lower than a water cooled chiller system but also provides greater operating efficiency than standard air cooled chillers.

Heating Plant

A new heating plant should be located at the new Mental Health Services Center.

The heating plant should include two fuel fired, condensing boilers each sized for 100% of the heating load. The boilers should be designed to operate on dual fuels.

Air Handling Systems

Air handlers for housing areas should be single zone air handlers or multizone air handlers with chilled water and hot water coils. A separate DX outside air ventilation air handler should be used to provide the Code required quantity of outside air to each of the air handlers or multizone units. This will provide good humidity levels in the Housing Unit. Air handlers should be located in mechanical rooms easily accessible for servicing. If needed to reduce costs, units could be roof mounted.

Smoke control and exhaust systems should be provided as required for each type of housing (maximum security, dormitory, etc.) and based upon Use Condition.

Plumbing Systems

Water heaters can be a central storage hot water heating system with gas burners or gas instantaneous hot water heaters. Two water heaters should be provided each sized at 70% of the domestic hot water load for redundancy. The burner sizing and storage capacity should be based upon the procedure for inmate showering. Sizes can be reduced if inmates shower according to a schedule and/or if showering times are limited. If preferred, domestic hot water can be provided through plate heat exchangers such as are used in the Phase I, Area 1A Dormitory. This will require running the boiler year round.

Plumbing piping for water closets, lavatories, and showers should all be accessible either in mechanical rooms or plumbing chases. Where plumbing is located in cell chases, the size of the chases should be reviewed to determine minimum acceptable size to access chase utilities such as sprinkler piping, plumbing piping, HVAC ducts, etc.

Fire Protection (Sprinkler) Systems

The sprinkler system should be zoned to minimize the impact of a discharge (break, fire, etc.) of the system. If a building or multiple housing units are on a single riser, every time there is a discharge of any type or if the system must be serviced where water must be turned off, the building or multiple housing units are left without fire protection until the water can be turned back on. This could be a time frame from a few minutes to many hours. A better design approach would be to zone the building to minimize the areas that are impacted by a discharge.

The routing of fire lines above inaccessible ceilings or difficult to access ceilings should be avoided.

The types of sprinkler heads in each type of location (cell, dorm, corridors, etc.) should be reviewed with the County before a final selection is made during design.

General

The routing of piping or ducts above inaccessible or difficult to access ceilings should be avoided to reduce long-term maintenance issues.

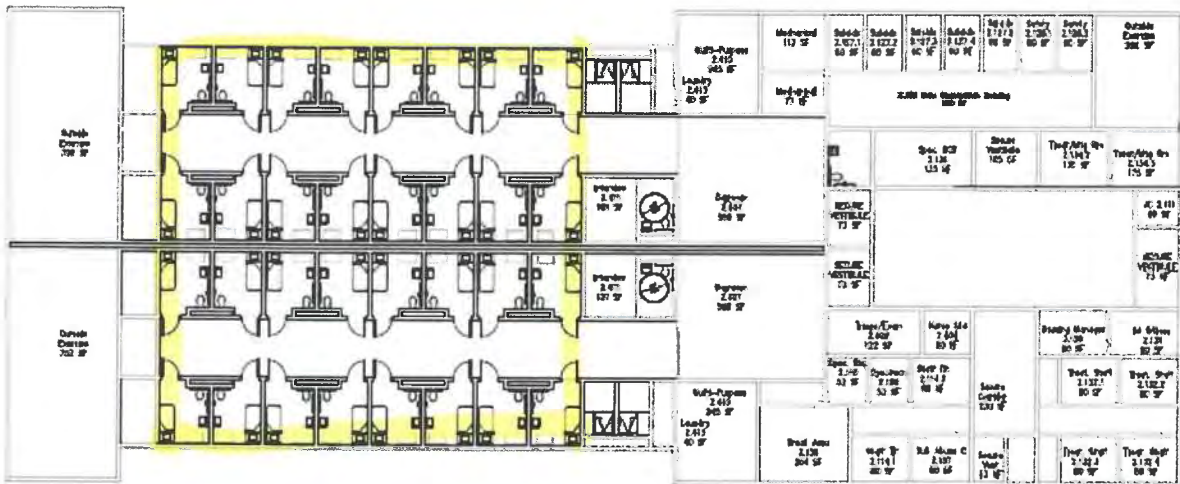
Cell chases should be sized to allow adequate space for servicing. Plumbing for showers should be accessible for servicing.

A generator operating on diesel and natural gas should be provided along with an aboveground or underground fuel oil storage tank.

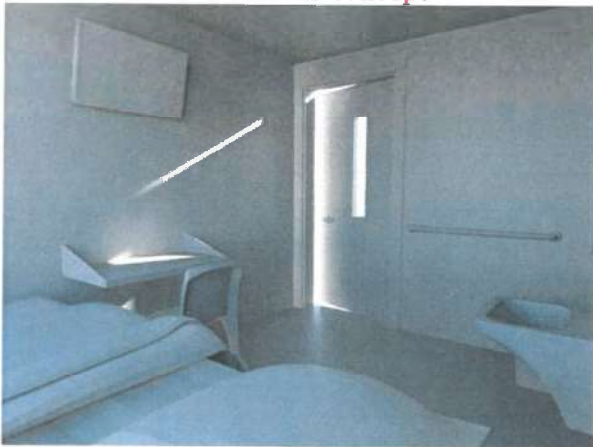
Mental Health Services Center Configuration

The secure housing area of the Center will provide a total capacity of 32-beds to accommodate inmates with either acute or sub-acute mental illness. The size of the Mental Health Services Center would be reduced to approximately 19,085 square feet.

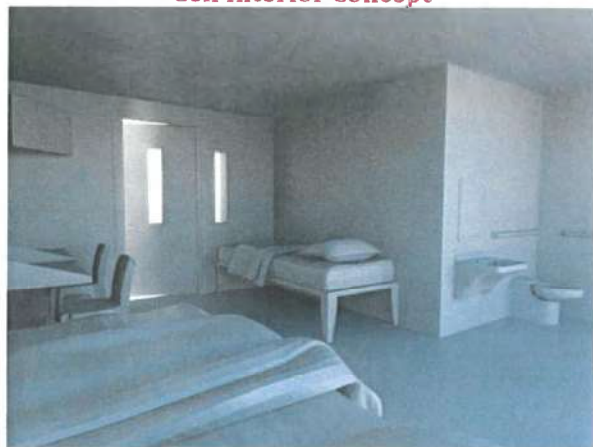
**Figure 3-7
 Mental Health Services Center Configuration**



**Image 3-1
 Cell Interior Concept**



**Image 3-2
 Cell Interior Concept**



Staffing Impact of Proposals

Unlike the one-time cost of new construction, the operational cost of adding new staff is an on-going expense that continues year after year. Therefore, any new structures must carefully consider the salary and benefits impact of adding staff positions.

The dormitory renovations in Project Proposal #1 should not result in any additional staffing requirements. Only the housing unit configuration will change.

The new acute medical housing unit in Project Proposal #2 will require the addition of one security post that will need to be staffed 24 hours a day. Using the current relief factor, an additional 4.88 FTE will be required to properly staff this addition.

The Mental Health Services Center in Project Proposal #3 will house both acute and sub-acute inmates. Due to the type of inmate being housed in this section, at least 2 staff should be on duty at all times. These posts will require 9.76 FTE to operate around the clock when applying the current relief factor.

**Table 3-1
 Additional Staff Required**

| Project Proposal | Location | Required Position | Number of New Posts | Recommended Additional FTE |
|----------------------------------|-------------------------|-------------------|---------------------|----------------------------|
| #1 | Dormitory Renovations | Detention Officer | 0 | 0.00 |
| #2 | New Medical Unit | Detention Officer | 1 | 4.88 |
| #3 | New Mental Health Units | Detention Officer | 2 | 9.76 |
| Total New Staff Positions | | | 3 | 14.64 |

Source: CGL, February 2016

The staffing recommendation for the complete operation of the ASGDC, including all three of the project proposals is 364 staff. This includes four additional Detention Sergeants (a result of proper application of the current relief factor), 19 additional Detention Officers (a result of three additional posts in the Project Proposals plus the proper application of the current relief factor) and the reduction of one non-uniformed position.

**Table 3-2
 Total Staffing Recommendations**

| Position | Current FTE | Recommended FTE | Difference |
|------------------------------|-------------|-----------------|------------|
| Director | 1 | 1 | 0 |
| Assistant Director | 1 | 1 | 0 |
| Captain | 3 | 3 | 0 |
| Lieutenant | 11 | 11 | 0 |
| Sergeant | 26 | 30 | 4 |
| Detention Officer | 267 | 286 | 19 |
| Non-Uniformed | 33 | 32 | -1 |
| Total Staff Positions | 342 | 364 | 22 |

Source: CGL, February 2016

The complete table of recommended positions for future operations, including the Project Proposals, is included in Appendix 2 of this report.



Estimated Project Costs

The estimated project costs for the three Project Proposals are as follows.

Table 3-3
Estimated Project Costs

| Project | Cost / SF | Est. SF Per | Qty | Total SF | Total Cost |
|----------------------------------|-----------|-------------|-----|-----------------------------|----------------------|
| 1. Dormitory Renovations | \$ 135 | 9,700 | 3 | 29,100 | \$ 3,928,500 |
| 2. New Medical Housing | \$ 225 | 6,315 | 1 | 6,315 | \$ 1,420,875 |
| 3. Mental Health Services Center | \$ 225 | 19,085 | 1 | 19,085 | \$ 4,294,125 |
| Sub-Total | | | | 54,500 | \$ 9,643,500 |
| | | | | Contingency | 15% \$ 1,446,525 |
| | | | | Architectural & Engineering | 6% \$ 665,402 |
| | | | | Total | \$ 11,755,427 |

Source: CGL, February 2016

The estimated cost for new construction on the site of the Alvin S. Glenn Detention Center is \$225 per square foot. This will involve the construction of the new Medical Housing Unit and the Mental Health Services Center. Together, these two new structures will total approximately 25,400 square feet and the construction cost will be about \$5.71 million.

The cost of renovating the dormitories into celled housing units will be less than the price of new construction, and is estimated to be \$135 per square foot. Three renovated dormitories will total 29,100 square feet and the construction cost should total \$3,928,500.

A 15 percent contingency has been factored into the total estimated costs for these three projects. Given the level of detail provided in this needs assessment, 15 percent may be a high estimate. However, the Consultants feel this to be a safe percentage for budgeting at this point in the planning process.

Architectural and engineering fees are factored at 6 percent of the construction and contingency estimated costs. This brings the total estimated project cost for all components to \$11,755,427 in 2016 dollars.





Alvin S. Glenn Needs Assessment

APPENDIX 1

STAFFING FOR CURRENT OPERATIONS



Alvin S. Glenn Needs Assessment
Appendix 1: Staffing Recommendations for Current Operations

Alvin S. Glenn - Recommended Posts/Positions

| Post/Position | Phase | Job Class | Dept | M-F Days | 12 Hr Days | 12 Hr Nights | Days/Week | Hours/Week | Hours/Year | Relief | NAWH | Total FTE | Rounded FTE |
|---|-------|-----------|------|----------|------------|--------------|-----------|------------|------------|--------|----------|-----------|-------------|
| Director | | Dir | Dir | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Subtotal Director: | | | | 1 | 0 | 0 | | 42.50 | 2,215.95 | | | 1.00 | 1 |
| Assistant Director | | AD | Dir | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Subtotal Asst. Director: | | | | 1 | 0 | 0 | | 42.50 | 2,215.95 | | | 1.00 | 1 |
| Captain | | | | | | | | | | | | | |
| Security Captain | | Cpt | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Juvenile/Operations Captain | | Cpt | Ops | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Administrative Captain (Programs/Training) | | Cpt | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Subtotal Captain: | | | | 3 | 0 | 0 | | 127.50 | 6,647.85 | | | 3.00 | 3 |
| Lieutenant | | | | | | | | | | | | | |
| Shift Lieutenant (Watch Commander) | | Lt | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 2,078.89 | 4.39 | |
| Prof. Standards Lieutenant | | Lt | Dir | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 2,078.89 | 1.00 | |
| Accreditation Lieutenant | | Lt | Dir | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 2,078.89 | 1.00 | |
| Juvenile Lieutenant | | Lt | Ops | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 2,078.89 | 1.00 | |
| Operations Lieutenant | | Lt | Ops | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 2,078.89 | 1.00 | |
| Hearing Lieutenant | | Lt | Ops | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 2,078.89 | 1.00 | |
| Training Lieutenant | | Lt | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 2,078.89 | 1.00 | |
| Programs Lieutenant | | Lt | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 2,078.89 | 1.00 | |
| Subtotal Lieutenant: | | | | 7 | 1 | 1 | | 297.50 | 15,511.65 | | | 11.39 | 11 |
| Sergeant | | | | | | | | | | | | | |
| Juvenile Sergeant (Asst. Watch Commander) | | Sgt | Dir | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,918.14 | 4.76 | |
| Security/Shift Sergeant (Asst. Watch Commander) | | Sgt | Sec | 0 | 3 | 3 | 7 | 525.00 | 27,373.50 | Yes | 1,918.14 | 14.27 | |
| Operations Sergeant (Asst. Watch Commander) | | Sgt | Ops | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,918.14 | 4.76 | |
| Prof. Standards Sergeant | | Sgt | Dir | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,918.14 | 1.00 | |
| Transportation Sergeant | | Sgt | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,918.14 | 1.00 | |
| Operations Sergeant | | Sgt | Ops | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,918.14 | 1.00 | |
| Classification Sergeant | | Sgt | Ops | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,918.14 | 1.00 | |
| Training Sergeant | | Sgt | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,918.14 | 1.00 | |
| Recruiting Sergeant | | Sgt | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,918.14 | 1.00 | |
| Subtotal Sergeant: | | | | 6 | 5 | 5 | | 255.00 | 13,295.70 | | | 29.78 | 30 |
| DIRECTOR | | | | | | | | | | | | | |
| Juvenile Control | | DO | Dir | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Juvenile Alpha - Medium (8 Single Cells) | | DO | Dir | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Juvenile Bravo - Medium (8 Single Cells) | | DO | Dir | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Juvenile Charlie - Medical/Max/Female Dorm (8 Beds) | | DO | Dir | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Accreditation Officer | | DO | Dir | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,870.42 | 1.00 | |
| Subtotal Director Section DO: | | | | 1 | 4 | 4 | | 742.50 | 38,713.95 | | | 20.51 | 21 |
| Commissary Account | | Civ | Dir | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,870.42 | 1.00 | |
| Subtotal Director Section Civilian: | | | | 1 | 0 | 0 | | 42.50 | 2,215.95 | | | 1.00 | 1 |



Alvin S. Glenn Needs Assessment

Appendix 1: Staffing Recommendations for Current Operations

| Post/Position | Phase | Job Class | Dept | M-F Days | 12 Hr Days | 12 Hr Nights | Days/Week | Hours/Week | Hours/Year | Relief | NAWH | Total FTE | Rounded FTE |
|---|-------|-----------|------|-----------|------------|--------------|-----------|-----------------|-------------------|--------|------------------|---------------|-------------|
| SECURITY | | | | | | | | | | | | | |
| Central Control | | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Escort Transport Hall (32) | | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT A - Low Medium (56 Bed Dorm) | 1 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT B - Minimum (56 Bed Dorm) | 1 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT C - Low Medium (56 Bed Dorm) | 1 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT D - Low Medium (56 Bed Dorm) | 1 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT E - Medium (56 Bed Dorm) | 1 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT F - Medium (56 Bed Dorm) | 1 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Escort Phase 1 (31/61) | 1 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT X - Max (56 bed - Cells) | 2 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNITY Orientation (56 bed - Cells) | 2 | DO | Sec | 0 | 2 | 2 | 7 | 350.00 | 18,249.00 | Yes | 1,870.42 | 9.76 | |
| SHU Max/MH (56 bed - Cells) | 2 | DO | Sec | 0 | 3 | 3 | 7 | 525.00 | 27,373.50 | Yes | 1,870.42 | 14.63 | |
| SHU Suicides | 2 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| SHU Control | 2 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Escort Phase 2 (43/44) | 2 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT G - Medium (56 bed - Cells) | 3 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT H - Max (56 bed - Cells) | 3 | DO | Sec | 0 | 2 | 2 | 7 | 350.00 | 18,249.00 | Yes | 1,870.42 | 9.76 | |
| UNIT I - Medium (56 bed - Cells) | 3 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT J - Medium (56 bed - Cells) | 3 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Escort Phase 3 (42) | 3 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT T-1 Inmate Worker (56 Bed Dorm) | 4 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT T-2 Weekenders (56 Bed Dorm) | 4 | DO | Sec | 0 | 0 | 0 | 7 | 0.00 | 0.00 | Yes | 1,870.42 | 0.00 | |
| UNIT K - Medium (56 Bed - Pods) | 5 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT L - Medium (56 Bed - Pods) | 5 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT M - Min/Med/Max (56 Bed - Pods) | 5 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT P - Female Med/Max (56 Bed - Pods) | 5 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT P Suicide | 5 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT U - Female - Min/Med (56 Bed - Pods) | 5 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Escort Phase 5 (64) | 5 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Transportation Officer 1 | | DO | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | Yes | 1,870.42 | 1.18 | |
| Transportation Officer 2 | | DO | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | Yes | 1,870.42 | 1.18 | |
| Transportation Officer 3 | | DO | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | Yes | 1,870.42 | 1.18 | |
| Transportation Officer 4 | | DO | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | Yes | 1,870.42 | 1.18 | |
| Transportation Officer 5 | | DO | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | Yes | 1,870.42 | 1.18 | |
| Transportation Officer 6 | | DO | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | Yes | 1,870.42 | 1.18 | |
| Transportation Officer 7 | | DO | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | Yes | 1,870.42 | 1.18 | |
| Transportation Officer 8 | | DO | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | Yes | 1,870.42 | 1.18 | |
| Transportation Officer 9 | | DO | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | Yes | 1,870.42 | 1.18 | |
| Transportation Officer 10 | | DO | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | Yes | 1,870.42 | 1.18 | |
| Transportation Officer 11 | | DO | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | Yes | 1,870.42 | 1.18 | |
| Perimeter Officer | | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Lobby Officer | | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Visitation Officer | | DO | Sec | 0 | 1 | 0.5 | 7 | 131.25 | 6,843.38 | Yes | 1,870.42 | 3.66 | |
| PRM Officer | | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Subtotal Security: DO | | | | 11 | 36 | 35.5 | | 6,723.75 | 350,576.33 | | 82,298.57 | 187.43 | 187 |
| Operations | | | | | | | | | | | | | |
| Pre Booking | | DO | Ops | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Intake Counter | | DO | Ops | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Intake | | DO | Ops | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Inmate Property | | DO | Ops | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Discharge | | DO | Ops | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Bond Court Security | | DO | Ops | 0 | 2 | 2 | 7 | 350.00 | 18,249.00 | Yes | 1,870.42 | 9.76 | |
| Operations (Movement Coordinators) | | DO | Ops | 0 | 2 | 1 | 7 | 262.50 | 13,686.75 | Yes | 1,870.42 | 7.32 | |
| Records | | DO | Ops | 0 | 2 | 2 | 7 | 350.00 | 18,249.00 | Yes | 1,870.42 | 9.76 | |
| Classification | | DO | Ops | 0 | 2 | 0 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Population Officer | | DO | Ops | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,870.42 | 1.00 | |
| Subtotal Operations DO: | | | | 1 | 13 | 10 | | 2,055.00 | 107,147.70 | | 18,704.22 | 57.10 | 57 |
| Victim Witness Supervisor | | Civ | Ops | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Victim Witness Advocate - Full Time | | Civ | Ops | 2 | 0 | 0 | 5 | 85.00 | 4,431.90 | No | - | 2.00 | |
| Victim Witness Advocate - Part Time | | Civ | Ops | 2 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Pre-Trial Supervisor | | Civ | Ops | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Pre-Trial Worker - Full Time | | Civ | Ops | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Pre-Trial Worker - Part Time | | Civ | Ops | 2 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Subtotal Operations Civilian: | | | | 9 | 0 | 0 | | 297.50 | 15,511.65 | | | 7.00 | 7 |



Alvin S. Glenn Needs Assessment
Appendix 1: Staffing Recommendations for Current Operations

Alvin S. Glenn - Recommended Posts/Positions

| Post/Position | Phase | Job Class | Dept | M-F Days | 12 Hr Days | 12 Hr Nights | Days/ Week | Hours/ Week | Hours/ Year | Relief | NAWH | Total FTE | Rounded FTE |
|--|-------|-----------|------|-----------|------------|--------------|------------|---------------|------------------|--------|----------|--------------|-------------|
| Administration | | | | | | | | | | | | | |
| ID/Billing Officer | | DO | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,870.42 | 1.00 | |
| Programs Officer | | DO | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,870.42 | 1.00 | |
| Library Officer | | DO | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,870.42 | 1.00 | |
| Training Officer | | DO | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,870.42 | 1.00 | |
| Subtotal Administration DO: | | | | 4 | 0 | 0 | | 170.00 | 8,863.80 | | | 4.00 | 4 |
| Switchboard | | Civ | Adm | 2 | 0 | 0 | 5 | 85.00 | 4,431.90 | No | - | 2.00 | |
| Quality Control | | Civ | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Office Manager | | Civ | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Receptionist | | Civ | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Accounts | | Civ | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Data Entry | | Civ | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Human Resources | | Civ | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Payroll | | Civ | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Juvenile Secretary | | Civ | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Training Secretary | | Civ | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Mail Clerk - Training | | Civ | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Subtotal Administration Civilian: | | | | 12 | 0 | 0 | | 510.00 | 26,591.40 | | | 12.00 | 12 |
| Maintenance | | | | | | | | | | | | | |
| Floors Officer | | DO | Mnt | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,870.42 | 1.00 | |
| Inmate Workers Officer | | DO | Mnt | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,870.42 | 1.00 | |
| Subtotal Maintenance DO: | | | | 2 | 0 | 0 | | 85.00 | 4,431.90 | | | 2.00 | 2 |
| Maintenance Supervisor | | Civ | Mnt | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Maintenance Mechanic | | Civ | Mnt | 5 | 0 | 0 | 5 | 212.50 | 11,079.75 | No | - | 5.00 | |
| Electrician | | Civ | Mnt | 2 | 0 | 0 | 5 | 85.00 | 4,431.90 | No | - | 2.00 | |
| Plumber | | Civ | Mnt | 2 | 0 | 0 | 5 | 85.00 | 4,431.90 | No | - | 2.00 | |
| Housekeeping | | Civ | Mnt | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Maintenance Secretary | | Civ | Mnt | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Subtotal Maintenance Civilian: | | | | 12 | 0 | 0 | | 510.00 | 26,591.40 | | | 12.00 | 12 |

Source: CGL, September 2015

| Position | FTE |
|-------------------------------|------------|
| Director | 1 |
| Assistant Director | 1 |
| Captain | 3 |
| Lieutenant | 11 |
| Sergeant | 30 |
| Detention Officer | 271 |
| Non Uniformed | 32 |
| Total FTE Requirement: | 349 |

Source: CGL, January 2016

| Position | Current FTE | Recommended FTE | Difference |
|------------------------------|-------------|-----------------|------------|
| Director | 1 | 1 | 0 |
| Assistant Director | 1 | 1 | 0 |
| Captain | 3 | 3 | 0 |
| Lieutenant | 11 | 11 | 0 |
| Sergeant | 26 | 30 | 4 |
| Detention Officer | 267 | 271 | 4 |
| Non-Uniformed | 33 | 32 | -1 |
| Total Staff Positions | 342 | 349 | 7 |

Source: CGL, January 2016



Appendix 1: Staffing Recommendations for Current Operations





Alvin S. Glenn Needs Assessment

APPENDIX 2

STAFFING FOR FUTURE OPERATIONS



Alvin S. Glenn Needs Assessment
Appendix 2: Staffing Recommendations for Future Operations

Alvin S. Glenn - Recommended Posts/Positions

| Post/Position | Phase | Job Class | Dept | M-F Days | 12 Hr Days | 12 Hr Nights | Days/ Week | Hours/ Week | Hours/ Year | Relief | NAWH | Total FTE | Rounded FTE |
|---|-------|-----------|------|----------|------------|--------------|------------|-------------|-------------|--------|----------|-----------|-------------|
| Director | | Dir | Dir | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Subtotal Director: | | | | 1 | 0 | 0 | | 42.50 | 2,215.95 | | | 1.00 | 1 |
| Assistant Director | | AD | Dir | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Subtotal Asst. Director: | | | | 1 | 0 | 0 | | 42.50 | 2,215.95 | | | 1.00 | 1 |
| Captain | | | | | | | | | | | | | |
| Security Captain | | Cpt | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Juvenile/Operations Captain | | Cpt | Ops | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Administrative Captain (Programs/Training) | | Cpt | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Subtotal Captain: | | | | 3 | 0 | 0 | | 127.50 | 6,647.85 | | | 3.00 | 3 |
| Lieutenant | | | | | | | | | | | | | |
| Shift Lieutenant (Watch Commander) | | Lt | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 2,078.89 | 4.39 | |
| Prof. Standards Lieutenant | | Lt | Dir | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 2,078.89 | 1.00 | |
| Accreditation Lieutenant | | Lt | Dir | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 2,078.89 | 1.00 | |
| Juvenile Lieutenant | | Lt | Ops | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 2,078.89 | 1.00 | |
| Operations Lieutenant | | Lt | Ops | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 2,078.89 | 1.00 | |
| Hearing Lieutenant | | Lt | Ops | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 2,078.89 | 1.00 | |
| Training Lieutenant | | Lt | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 2,078.89 | 1.00 | |
| Programs Lieutenant | | Lt | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 2,078.89 | 1.00 | |
| Subtotal Lieutenant: | | | | 7 | 1 | 1 | | 297.50 | 15,511.65 | | | 11.39 | 11 |
| Sergeant | | | | | | | | | | | | | |
| Juvenile Sergeant (Asst. Watch Commander) | | Sgt | Dir | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,918.14 | 4.76 | |
| Security/Shift Sergeant (Asst. Watch Commander) | | Sgt | Sec | 0 | 3 | 3 | 7 | 525.00 | 27,373.50 | Yes | 1,918.14 | 14.27 | |
| Operations Sergeant (Asst. Watch Commander) | | Sgt | Ops | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,918.14 | 4.76 | |
| Prof. Standards Sergeant | | Sgt | Dir | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,918.14 | 1.00 | |
| Transportation Sergeant | | Sgt | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,918.14 | 1.00 | |
| Operations Sergeant | | Sgt | Ops | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,918.14 | 1.00 | |
| Classification Sergeant | | Sgt | Ops | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,918.14 | 1.00 | |
| Training Sergeant | | Sgt | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,918.14 | 1.00 | |
| Recruiting Sergeant | | Sgt | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,918.14 | 1.00 | |
| Subtotal Sergeant: | | | | 6 | 5 | 5 | | 255.00 | 13,295.70 | | | 29.78 | 30 |
| DIRECTOR | | | | | | | | | | | | | |
| Juvenile Control | | DO | Dir | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Juvenile Alpha - Medium (8 Single Cells) | | DO | Dir | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Juvenile Bravo - Medium (8 Single Cells) | | DO | Dir | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Juvenile Charlie - Medical/Max/Female Dorm (8 Beds) | | DO | Dir | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Accreditation Officer | | DO | Dir | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,870.42 | 1.00 | |
| Subtotal Director Section DO: | | | | 1 | 4 | 4 | | 742.50 | 38,713.95 | | | 20.51 | 21 |
| Commissary Account | | Civ | Dir | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,870.42 | 1.00 | |
| Subtotal Director Section Civilian: | | | | 1 | 0 | 0 | | 42.50 | 2,215.95 | | | 1.00 | 1 |



Alvin S. Glenn Needs Assessment
Appendix 2: Staffing Recommendations for Future Operations

Alvin S. Glenn - Recommended Posts/Positions

| Post/Position | Phase | Job Class | Dept | M-F Days | 12 Hr Days | 12 Hr Nights | Days/ Week | Hours/ Week | Hours/ Year | Relief | NAWH | Total FTE | Rounded FTE |
|---|-------|-----------|------|-----------|------------|--------------|------------|-----------------|-------------------|--------|------------------|---------------|-------------|
| SECURITY | | | | | | | | | | | | | |
| Central Control | | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Escort Transport Hall (32) | | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT A - Low Medium (56 Bed Dorm) | 1 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT B - Minimum (56 Bed Dorm) | 1 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT C - Low Medium (56 Bed Dorm) | 1 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT D - Low Medium (56 Bed Dorm) | 1 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT E - Medium (56 Bed Dorm) | 1 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT F - Medium (56 Bed Dorm) | 1 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Escort Phase 1 (31/61) | 1 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT X - Max (56 bed - Cells) | 2 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT Y Orientation (56 bed - Cells) | 2 | DO | Sec | 0 | 2 | 2 | 7 | 350.00 | 18,249.00 | Yes | 1,870.42 | 9.76 | |
| SHU Max/MH (56 bed - Cells) | 2 | DO | Sec | 0 | 3 | 3 | 7 | 525.00 | 27,373.50 | Yes | 1,870.42 | 14.63 | |
| SHU Suicides | 2 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| SHU Control | 2 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| New Male Acute Medical Housing (32 Bed - Cells) | 2 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Escort Phase 2 (43/44) | 2 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT G - Medium (56 bed - Cells) | 3 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT H - Max (56 bed - Cells) | 3 | DO | Sec | 0 | 2 | 2 | 7 | 350.00 | 18,249.00 | Yes | 1,870.42 | 9.76 | |
| UNIT I - Medium (56 bed - Cells) | 3 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT J - Medium (56 bed - Cells) | 3 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Escort Phase 3 (42) | 3 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT T-1 Inmate Worker (56 Bed Dorm) | 4 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT T-2 Weekenders (56 Bed Dorm) | 4 | DO | Sec | 0 | 0 | 0 | 7 | 0.00 | 0.00 | Yes | 1,870.42 | 0.00 | |
| UNIT K - Medium (56 Bed - Pods) | 5 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT L - Medium (56 Bed - Pods) | 5 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT M - Min/Med/Max (56 Bed - Pods) | 5 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT P - Female Med/Max (56 Bed - Pods) | 5 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT P Suicide | 5 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| UNIT U - Female - Min/Med (56 Bed - Pods) | 5 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Escort Phase 5 (64) | 5 | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Housing Manager - New MH Facility | | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Escort - New MH Facility | | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Transportation Officer 1 | | DO | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | Yes | 1,870.42 | 1.18 | |
| Transportation Officer 2 | | DO | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | Yes | 1,870.42 | 1.18 | |
| Transportation Officer 3 | | DO | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | Yes | 1,870.42 | 1.18 | |
| Transportation Officer 4 | | DO | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | Yes | 1,870.42 | 1.18 | |
| Transportation Officer 5 | | DO | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | Yes | 1,870.42 | 1.18 | |
| Transportation Officer 6 | | DO | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | Yes | 1,870.42 | 1.18 | |
| Transportation Officer 7 | | DO | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | Yes | 1,870.42 | 1.18 | |
| Transportation Officer 8 | | DO | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | Yes | 1,870.42 | 1.18 | |
| Transportation Officer 9 | | DO | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | Yes | 1,870.42 | 1.18 | |
| Transportation Officer 10 | | DO | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | Yes | 1,870.42 | 1.18 | |
| Transportation Officer 11 | | DO | Sec | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | Yes | 1,870.42 | 1.18 | |
| Perimeter Officer | | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Lobby Officer | | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Visitation Officer | | DO | Sec | 0 | 1 | 0.5 | 7 | 131.25 | 6,843.38 | Yes | 1,870.42 | 3.66 | |
| PRMH Officer | | DO | Sec | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Subtotal Security: DO | | | | 11 | 39 | 38.5 | | 7,248.75 | 377,949.83 | | 87,909.84 | 202.07 | 202 |
| Operations | | | | | | | | | | | | | |
| Pre Booking | | DO | Ops | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Intake Counter | | DO | Ops | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Intake | | DO | Ops | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Inmate Property | | DO | Ops | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Discharge | | DO | Ops | 0 | 1 | 1 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Bond Court Security | | DO | Ops | 0 | 2 | 2 | 7 | 350.00 | 18,249.00 | Yes | 1,870.42 | 9.76 | |
| Operations (Movement Coordinators) | | DO | Ops | 0 | 2 | 1 | 7 | 262.50 | 13,686.75 | Yes | 1,870.42 | 7.32 | |
| Records | | DO | Ops | 0 | 2 | 2 | 7 | 350.00 | 18,249.00 | Yes | 1,870.42 | 9.76 | |
| Classification | | DO | Ops | 0 | 2 | 0 | 7 | 175.00 | 9,124.50 | Yes | 1,870.42 | 4.88 | |
| Population Officer | | DO | Ops | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,870.42 | 1.00 | |
| Subtotal Operations DO: | | | | 1 | 13 | 10 | | 2,055.00 | 107,147.70 | | 18,704.22 | 57.10 | 57 |



Alvin S. Glenn Needs Assessment
Appendix 2: Staffing Recommendations for Future Operations

Alvin S. Glenn - Recommended Posts/Positions

| Post/Position | Phase | Job Class | Dept | M-F Days | 12 Hr Days | 12 Hr Nights | Days/ Week | Hours/ Week | Hours/ Year | Relief | NAWH | Total FTE | Rounded FTE |
|--|-------|-----------|------|-----------|------------|--------------|------------|---------------|------------------|--------|----------|--------------|-------------|
| Victim Witness Supervisor | | Civ | Ops | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Victim Witness Advocate - Full Time | | Civ | Ops | 2 | 0 | 0 | 5 | 85.00 | 4,431.90 | No | - | 2.00 | |
| Victim Witness Advocate - Part Time | | Civ | Ops | 2 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Pre-Trial Supervisor | | Civ | Ops | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Pre-Trial Worker - Full Time | | Civ | Ops | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Pre-Trial Worker - Part Time | | Civ | Ops | 2 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Subtotal Operations Civilian: | | | | 9 | 0 | 0 | | 297.50 | 15,511.65 | | | 7.00 | 7 |
| Administration | | | | | | | | | | | | | |
| ID/Billing Officer | | DO | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,870.42 | 1.00 | |
| Programs Officer | | DO | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,870.42 | 1.00 | |
| Library Officer | | DO | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,870.42 | 1.00 | |
| Training Officer | | DO | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,870.42 | 1.00 | |
| Subtotal Administration DO: | | | | 4 | 0 | 0 | | 170.00 | 8,863.80 | | | 4.00 | 4 |
| Switchboard | | Civ | Adm | 2 | 0 | 0 | 5 | 85.00 | 4,431.90 | No | - | 2.00 | |
| Quality Control | | Civ | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Office Manager | | Civ | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Receptionist | | Civ | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Accounts | | Civ | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Data Entry | | Civ | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Human Resources | | Civ | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Payroll | | Civ | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Juvenile Secretary | | Civ | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Training Secretary | | Civ | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Mail Clerk - Training | | Civ | Adm | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Subtotal Administration Civilian: | | | | 12 | 0 | 0 | | 510.00 | 26,591.40 | | | 12.00 | 12 |
| Maintenance | | | | | | | | | | | | | |
| Floors Officer | | DO | Mnt | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,870.42 | 1.00 | |
| Inmate Workers Officer | | DO | Mnt | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | 1,870.42 | 1.00 | |
| Subtotal Maintenance DO: | | | | 2 | 0 | 0 | | 85.00 | 4,431.90 | | | 2.00 | 2 |
| Maintenance Supervisor | | Civ | Mnt | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Maintenance Mechanic | | Civ | Mnt | 5 | 0 | 0 | 5 | 212.50 | 11,079.75 | No | - | 5.00 | |
| Electrician | | Civ | Mnt | 2 | 0 | 0 | 5 | 85.00 | 4,431.90 | No | - | 2.00 | |
| Plumber | | Civ | Mnt | 2 | 0 | 0 | 5 | 85.00 | 4,431.90 | No | - | 2.00 | |
| Housekeeping | | Civ | Mnt | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Maintenance Secretary | | Civ | Mnt | 1 | 0 | 0 | 5 | 42.50 | 2,215.95 | No | - | 1.00 | |
| Subtotal Maintenance Civilian: | | | | 12 | 0 | 0 | | 510.00 | 26,591.40 | | | 12.00 | 12 |

Source: CGL, January 2016

| Position | FTE |
|-------------------------------|------------|
| Director | 1 |
| Assistant Director | 1 |
| Captain | 3 |
| Lieutenant | 11 |
| Sergeant | 30 |
| Detention Officer | 286 |
| Non Uniformed | 32 |
| Total FTE Requirement: | 364 |

Source: CGL, January 2016

| Position | Current FTE | Recommended FTE | Difference |
|------------------------------|-------------|-----------------|------------|
| Director | 1 | 1 | 0 |
| Assistant Director | 1 | 1 | 0 |
| Captain | 3 | 3 | 0 |
| Lieutenant | 11 | 11 | 0 |
| Sergeant | 26 | 30 | 4 |
| Detention Officer | 267 | 286 | 19 |
| Non-Uniformed | 33 | 32 | -1 |
| Total Staff Positions | 342 | 364 | 22 |

Source: CGL, February 2016



Appendix 2: Staffing Recommendations for Future Operations





CGL Companies
1619 Sumter Street
Columbia, SC 29201
CGLCompanies.com
803-765-2833
CGLcompanies.com



RICHLAND COUNTY GOVERNMENT CERTIFIED PROPOSAL TABULATION

| SOLICITATION # RC-136-Q-2019 | | PROJECT NAME Design Services for ASGDC Expan. | | DATE ISSUED 12/19/2018 | | DATE CLOSED 1/22/2019 | | PAGE 1 OF 1 | |
|---|--------------------|---|---------------------------|----------------------------------|--------------------------|---|--|--------------------|--|
| DEPARTMENT Capital Projects | | | | | | AMENDMENTS N/A | | | |
| # | COMPANY | ENVELOPE/ CONTAINER | ELECTRONIC COPY YES/NO | AMENDMENTS | COST SUBMITTAL YES/NO | | | | |
| 1 | Strollo Architects | Y | Y | — | — | | | | |
| 2 | Moseley Architects | Y | Y | — | — | | | | |
| 3 | Studio 8 Design | Y | Y | — | — | | | | |
| 4 | LS3P | Y | Y | — | — | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| POINT OF CONTACT Jennifer Wladischkin | | TEL: 803-576-2130 FAX: 803-576-2135 | | SIGNATURE | | EMAIL: wladj@richlandcountysc.gov | | | |

RCPD TABULATION FORM-2016

| Consolidated Evaluations | | | | | |
|---|----------------|------------|------------|------------|------------|
| Evaluation Criteria RC-136-Q-2019 Design Services for ASGDC Expansion | Maximum Points | LS3P | Moseley | Strollo | Studio 8 |
| Qualifications and Capability | 30 | | | | |
| Evaluator 1 | | 28 | 30 | 24 | 27 |
| Evaluator 2 | | 30 | 30 | 25 | 30 |
| Evaluator 3 | | 25 | 30 | 25 | 30 |
| Evaluator 4 | | 30 | 30 | 25 | 30 |
| Evaluator 5 | | 25 | 30 | 25 | 30 |
| | 150 | 138 | 150 | 124 | 147 |
| Ability to to do Business w County | 25 | | | | |
| Evaluator 1 | | 25 | 25 | 18 | 25 |
| Evaluator 2 | | 20 | 25 | 25 | 25 |
| Evaluator 3 | | 25 | 25 | 25 | 25 |
| Evaluator 4 | | 24 | 23 | 25 | 25 |
| Evaluator 5 | | 20 | 20 | 18 | 20 |
| | 125 | 114 | 118 | 111 | 120 |
| Ability to Provide Design Services | 25 | | | | |
| Evaluator 1 | | 25 | 25 | 20 | 23 |
| Evaluator 2 | | 15 | 25 | 25 | 25 |
| Evaluator 3 | | 17 | 20 | 18 | 20 |
| Evaluator 4 | | 24 | 22 | 15 | 22 |
| Evaluator 5 | | 18 | 22 | 18 | 22 |
| | 125 | 99 | 114 | 96 | 112 |
| Past Performance | 20 | | | | |
| Evaluator 1 | | 20 | 20 | 18 | 20 |
| Evaluator 2 | | 15 | 15 | 15 | 20 |
| Evaluator 3 | | 13 | 20 | 18 | 20 |
| Evaluator 4 | | 18 | 16 | 10 | 15 |
| Evaluator 5 | | 12 | 18 | 15 | 15 |
| | 100 | 78 | 89 | 76 | 90 |
| | | | | | |
| GRANDTOTAL | 500 | 429 | 471 | 407 | 469 |