

WARREN COUNTY JUSTICE CENTER

Program Review

County Attorney, Court, and Court Administration Summary (6/28/2018)

Description	Number of Courtrooms	Total (Sf)
Court Reception		900
Clerk of Court		2,400
Court & Court Administration		
Court Administration		400
General Court Support Elements - Security Operations, Court Holding Area, Jury Operations (3 Deliberation Areas)		2,400
Jury Operations (3 Deliberation Areas)		2,500
District Courtroom Jury & Support Space (Seating for 110 to 120)	1	4,500
Assoc. District Courtroom Jury & Support Space (Seating for 60)	1	3,500
Assoc. District Courtroom Jury & Support Space (Seating for 50 each)	2	8,100
Future Courtrooms - Non-Jury (Seating for 40 each)	2 (future)	5,100
County Attorney		4,800
Juvenile Court Services		800
Probation		TBD
Diversion & Alternative Programs		TBD
Sub-Total	4	34,400 Occupied S.F.
TOTAL		38,900
(1-10 gross building footings)		Gross S.F.

4 Courtrooms expandable to 6 courtrooms

7,000
S.F. for
Alternate in
Shell Space

42,000 SF
(with all cells)

20

3. **Contract** – Shive-Hattery executed contract received July 25, 2018 / **Bond Referendum Date:** August 7, 2018 (Passed to initiate placing Justice Center at existing site on Indianola square):
 - a. **Contract Program Exhibit** – 80,000 SF Total (42,000SF Jail / LEC + 38,000 Courts);
 - b. **Contract Estimate of Probable Cost Exhibit** – based on 73,000 SF (item 1B above).
4. **Progress Meetings** – Administrative Design Meetings (with Designated Owner Representatives and Departmental 'User' Representatives):
 - a. **June 27, 2018** – Prior to Agreement. Initial Design Concept Plans for referendum renderings;
 - b. **August 1, 2018** – User Meeting with County Attorney, validation of space needs.
 - c. **August 14, 2018** – Administrative Meeting, Initial Meeting with City of Indianola.
 - d. **August 22, 2018** – Administrative Meeting 'Kickoff,' Establishing our recurring administrative meeting on timeline, general design progress discussions, and next action steps;
 - e. **August 29, 2018** – Administrative Progress Meeting, with facility user, review & validate program requirements.
 - f. **September 5, 2018** – SD Presentation #1 to Community Stakeholders to received community input on design.
 - g. **September 5, 2018** - Administrative Progress Meeting. Topics: Courtroom design, Geotechnical Services, AHJ, Citizen's Committee Feedback, **and schedule / budget update.** Budget to be provided by DCI Group in October 2018.
 - h. **September 12, 2018** – IMU Initial Meeting.
 - i. **September 12, 2018** - Administrative Progress Meeting. Topics: Design layouts, Geotechnical Services, AHJ, Hazardous Material Consultant, and General Items discussion, **with design concept square footage reported at 82,850SF.**
 - j. **September 19, 2018** - Administrative Progress Meeting. Topics: Design layouts and General Items discussion. Design Team requested determination on inclusion of Probation & validate # of courtrooms (5 shown), **with changes design concept square footage reported at 86,000SF.**
 - k. **September 26, 2018** - Administrative Progress Meeting. Topics: Design layouts and General Items discussion. Design Team requested determination on inclusion of juvenile court services, probation & validate # of courtrooms (5 shown).
 - l. **September 27, 2018** – SD Cost Estimate Meeting with DCI Group. Topics: Meetings begin with DCI Group and Design Core Team members to establish estimate parameters.

CLIENT MEETING SUMMARY / Overview of Administrative Meeting Timeline

PROJECT: Warren County, Iowa
Justice Center

DATE: July 29, 2019
9:00AM
Warren County, Board of Supervisors Meeting, Indianola, IA

ISSUE DATE: SAME

ATTENDING: Public Board Meeting

ITEMS FOR CONSIDERATION:

1. **Shive-Hattery Budget Recommendation – Prior to Bond (May 17, 2018):**
 - a. **80,000 SF Building Consideration (Expandable for Future Growth):**
 - 1) Project Cost Spring 2019 Bid Range **\$30.75 million to \$33.65 million -**
 - a) Low Range Cost/SF is \$342.82 including fixed equipment;
 - b) **Median Range Cost/SF is \$360.94** including fixed equipment with estimated soft costs (\$32.2 mil Project Cost);
 - c) High Range Cost/SF is \$379.07 including fixed equipment.
 - b. **73,000 SF Building Consideration (Expandable for Future Growth):**
 - 1) Project Cost Spring 2019 Bid Range **\$28.65 million to \$31.35 million -**
 - a) Low Range Cost/SF is \$350.00 including fixed equipment;
 - b) **Median Range Cost/SF is \$368.49** including fixed equipment, with estimated soft costs (\$30 mil Project Cost);
 - c) High Range Cost/SF is \$386.99 including fixed equipment.
2. **Public Awareness Committee Presentations – Program Review dated 6/28/2018**
(Prior to August 2018 Referendum):
 - a. Total shown, **80,000SF** with Probation and Diversion/Alternative Programs (TBD).

WARREN COUNTY JUSTICE CENTER

Program Review

Law Enforcement, Jail, Communication, and EOC Summary (6/28/2018)

Description	Number of Beds	Total (SQF)
Public Reception		1,700
Sheriff's Administration		3,650
Housing (For Adult Male & Female Inmates)		3,800
Housing Support (Control Room, Exercise Programs, Storage)		1,000
General Population - Community Housing (2 Classification Units @ 8 beds each)	16	1,500
General Population Housing - Male (1 Classification Unit)	16	1,100
Special Management - Mental Health and Medical Housing (1 Classification Unit)	8	1,750
Administrative - Housing (2 Classification Units @ 8 beds each)	16	4,500
Segregation - Housing (2 Classification Units @ 4 beds each)	8	1,800
General Population Housing - Female (1 Classification Unit)	8	1,400
Maintenance / Evidence / Medical		6,200
Food Service / Laundry / Storage		2,300
911 Communications (3 Dispatch Stations + 2 Bunk)		2,700
Emergency Management / EOC		2,000
Sub Total	72	35,750
		Occupied S.F.
TOTAL	72	41,100
(1.15 gross building factor)		Gross S.F.

72 Beds, expandable to 66 (with 2nd bunk)

Expandable to 120 total beds (with additional)

383 S.F. per Inmate Overall

210 S.F. per Inmate Housing only

42,000 SF
[w/in all cells]

19

72 Beds, expandable to 66 (with 2nd bunk)

Expandable to 120 total beds (with addition)

383 S.F. per Inmate Overall

210 S.F. per Inmate Housing only

42,000 SF (with all cells)



- m. **October 3, 2018** - Administrative Progress Meeting. Topics: General Information: APEX Report, abatement, civil engineering update. Design layout continues and initiate F, F, & E discussions begin. Schematic Design continues to include probation, juvenile court services, and five courtrooms (awaiting validation of need and inclusion from owner's representatives).
- n. **October 10, 2018** - Administrative Progress Meeting. Topics: Discussion on Cost Opinion. Comments of significance: bid shell space as an alternate, reduce cost per SF, increase budget for project. Noted at meeting, the 73,000 SF was \$30 million estimate, inclusion of the shell space cost takes the project costs up to \$34 million.
- o. **October 16, 2018** – Board of Supervisor's Meeting - Presentation on status of the project. **Functional Square Footage validated by DCI Group at 83,750 SF, with an estimate range of \$33,597,410 to 34,716,066.**
- p. **October 17, 2018** – DD Presentation #2 to Community Stakeholders to received community input on design.
- q. **October 17, 2018** - Administrative Progress Meeting. Topics: Design – From October 16, 2018 Board Meeting direction was given to construct 'Shell Space' as an alternate. *Design Team to meet with facility users, to evaluate how to reduce 80,000 SF program requirement.* Discussed feedback received from community stakeholders in DD presentation meeting from earlier in the morning.
- r. **October 24, 2018** - Administrative Progress Meeting. Topics: Design Review Meeting on program adjustments and material / finish requirements with facility users to determine if reductions can achieve functional results. Note: Probation, will not fit in building (confirmation of inclusion in building, still needed. Consideration: Probation in 'shell space').
- s. **November 7, 2018** - Administrative Progress Meeting. Topics: Design Review Meeting on program adjustments and material / finish requirements with facility users to determine if reductions can achieve functional results. Note: With considerations identified in meeting square footage of building is at 81,000 SF.
- t. **November 20, 2018** – DD Presentation #3 to Community Stakeholders to received community input and confirmation of exterior design image.
- u. **November 21, 2018** - Administrative Progress Meeting. Topics: Presented results of the community stakeholders meeting, discussed design modifications to courtrooms and height of the court / side of the building.
- v. **November 28, 2018** - Administrative Progress Meeting. Topics: Discussion and validation of interior design development concepts.
- w. **December 12, 2018** - Administrative Progress Meeting. Topics: Discussion focused on the Design Development documents issued on this date. Construction Document design work begins while DCI Group is preparing DD Estimate, per agreements. **Functional Square Footage validated by DCI Group is 80,736 SF.**
- x. **December 13, 2018** - Administrative Progress Meeting. Topics: Discussion focused on the Design Development documents issued on this date.
- y. **January 10, 2019** – DD Estimate Review Meeting with DCI Group. Topics: Discussion on estimate results with identification of option to present at next administrative progress meeting.
- z. **January 16, 2019** - Administrative Progress Meeting. Topics: DD Cost Estimate Review Meeting with representatives. Introduction of Value Engineering options and considerations. VE List for consideration on the acceptable adjustments was reviewed. **Functional Square Footage validated by DCI Group at 80,736 SF, with an estimate range of \$35,120,707 to \$36,297,444.**
- aa. **January 23, 2019** - Administrative Progress Meeting. Topics: Primary purpose of the meeting is a review of the CM's updated costs estimate and the design VE considerations meeting #2. Stated in meeting that board does not want the project to go over \$29.9 million.

- bb. **January 29, 2019** - Administrative Progress Meeting. Topics: Primary purpose of the meeting is a review of the CM's updated costs estimate and the design VE considerations meeting #3. Revisions to design layout were reviewed and direction to proceed was given to produce floor plan modifications. From DCI Groups \$35.5 million estimate acceptable Value Engineering items total \$1.5 million and detention modifications an additional \$300,000. Resulting Budget Target *understanding from meeting put the total project cost at \$33.7 million.*
- cc. **February 13, 2019** - Administrative Progress Meeting. Topics: Primary purpose of the meeting is a review of the CM's updated costs estimate and the design VE considerations meeting #4. Value engineering items list totals \$3 million dollars and the furniture, fixture and equipment budget in soft cost will decrease to \$400,000 in recognition that a portion of this budgeted money is work the contractors will be responsible to deliver. Noted in the meeting by DCI Group that the value engineering analysis would continue while the construction documents were being produced. With the value engineered floor plan revisions being completed by Friday, February 15, 2019, it was understood in the meeting that the Construction Document production work would resume. ***Functional square footage requirements were discussed at the meeting, and generally understood that the final technical drawing work would proceed based on the revised floor plan presented.***
- dd. **March 13, 2019** - Administrative Progress Meeting. Topics: Reviewed progress of the Construction Document work, identified bidding alternates, and established timeline for 50% Estimate from DCI Group.
- ee. **May 1, 2019** - 50% CD Estimate from DCI Group received. Topics: ***Functional Square Footage validated by DCI Group is 79,191 SF, which excluded vertical circulation elements (typical), with an estimate range of \$32,143,245 to \$33,214,544.*** No administrative meeting requests were received in conjunction with this estimate therefore, finalized documents for bid issuance on June 11, 2019 proceeded.

Other Actions:

- ff. **June 11, 2019** - 100% Technical Construction Documents issued for bid with bid opening on July 9, 2019.
- gg. **July 9, 2019** - Bid Opening, with the ability to hold the bids for 60 days, until September 9, 2019, unless otherwise agreed to.
- hh. **July 26, 2019** - Administrative Progress Meeting. Topics: Bid results review meeting with designated representatives and departmental user representatives. Discussion on options going forward.

Thus, there were thirty-two administrative meetings to affirm the project parameters and functional requirements for this Project. Additionally, not represented here were individual meetings to establish specific requirements for each departmental component. This documents our understanding of the items discussed and the agreements or decisions reached. Please contact our office on or before August 5, 2019 with any omissions or discrepancies.

SHIVE-HATTERY, INC.



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cc: Those in Attendance