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February 20, 2017

Mr. Jeff Hook  
Chief Deputy  
Dane County Sheriff's Office  
115 W. Doty Street  
Madison, WI 53703

Subject: Proposed Amendment to the Dane County Jail Updates Contract dated November 10, 2015 - #12549

Dear Chief Deputy Hook:

On December 20, 2016, the team (Consultant) of Mead & Hunt, Inc. (Mead & Hunt), Potter Lawson Inc. (PLI), and Pulitzer Bogard and Associates (PBA) presented their final report on the Dane County Jail Update study. The report included two (2) options for renovation/addition at the existing Public Safety Building (PSB) site. Dane County has requested an additional option to consider at the existing PSB location, which would create four phases to accomplish the same goal as the previous two (2) options. Similar to the first two options, the third option (Option 3) would accomplish the full program (the Program) developed in 2016 after all phases are constructed.

This proposal offers a scope, fee and schedule to accomplish this option.

### **Scope of Services**

The scope will include:

- A Phased plan to include the following:
  - Phase 1 – Replacement of the CCB 6<sup>th</sup> and 7<sup>th</sup> floor Jail medium/maximum beds (365) with medical/mental health housing and programmed space, restrictive housing for the inmates of this facility and balance of general population inmates to reach 365 beds; programmed support space as planned in the Program for inmates housed in this facility. This phase would add four (4) floors to the PSB. Some areas on the 6<sup>th</sup> and 7<sup>th</sup> floor of the PSB would be additionally programmed spaces.
  - Phase 2 – Remodel the 6<sup>th</sup> and 7<sup>th</sup> floors of the CCB for the full programmed Sheriff's Office and relocation of the Emergency Management Office. The 2<sup>nd</sup> floor of the PSB would be remodeled for male and female housing. Vacated areas on the 1<sup>st</sup> floor would

be remodeled for expanded services. Some additional General Population Housing on the 6<sup>th</sup> and 7<sup>th</sup> floors would be added to provide the opportunity for inmates at the Ferris Center to move to the PSB and allow the Ferris Center to be closed.

- Phase 3 – Construct an addition next to the PSB that would allow for additional required housing and programming space.
  - Phase 4 – Finish space in addition and remodel 3<sup>rd</sup> and 4<sup>th</sup> floors of original PSB to complete and fulfill the full Program.
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- Phase 1 would include restrictive and maximum security housing to accommodate inmates who may need such level of appropriate restrictive custody.
  - Phase 1 would include facilities that would result in an improvement to the quality and cost of mental health and medical service delivery to inmates.
  - Phase 1 will not include inmate beds that exceed the current number present at the CCB jail.
  - Constructing such a facility in phases will provide additional programmatic opportunities for inmates at each phase.
  - Strategies developed under this option will allow for analysis as independent or sequentially implementing of phases. At the end of Phase 4, the Program's goals, functions, and intent to be fully realized.
  - Provide conceptual architectural and engineering planning; diagrammatic layouts; and the development of a staffing plan with operating costs for each phase.
  - Each phase of remodeling and/or construction outlined shall include: pre-architectural planning, an opinion of the probable cost of construction, an inmate disaggregation plan, macro staffing deployments and redeployments, and operating costs.
  - A conference call meeting with stakeholders to discuss project staffing and operational questions, prior to an onsite workshop.
  - Conference call to review draft of Option 3 architectural planning, staffing, operating costs and opinion of probable costs with Client.
  - Appropriate team members will be onsite for two (2), half-day workshops (back to back) to review planning, construction costs, staffing and operating costs of each Phase.
  - Finalize report based on Client comments and feedback.
  - Assumptions: Limit of 1 revision of Inmate disaggregation plan.
  - The proposal includes one (1) additional presentation of our findings, to either the PP&J committee or the full Dane County Board.

Note: the previous contract still has one (1) presentation that we have not yet completed.

## **Responsibilities of the County**

Our Scope of Services and Compensation are based on the County performing or providing the following:

- Appropriate County approval of this amendment
- The County is responsible for providing the appropriate staff for meetings regarding Option 3
- Scheduling meetings as required between DSCO, the County, and the Consultant

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### **Project Schedule**

Assuming that authorization to proceed would come in February 2017, the Consultant will complete the Scope of Work as detailed above around Mid-April, 2017. Meeting these dates would depend on the availability of all required parties.

### **Compensation**

The work described under the Scope of Services will be performed on a lump-sum basis. The County shall pay Mead & Hunt **One Hundred Five Thousand Dollars (\$ 105,000.00)** as consulting fees for the work performed under this contract.

### **Authorization**

The Scope of Services and Compensation stated in this proposal are valid for a period of ninety (90) days from the date of submission. If authorization to proceed is not received during this period, this proposal may be withdrawn or modified by the Consultant. We understand that Notice to Proceed will come in the form of a Purchase Order Amendment to the Original Contract.

We appreciate the opportunity to submit this proposal to the County of Dane and the Sheriff's Office.

MEAD & HUNT, Inc.



David A. Way, PE

Vice President

c: Captain Richelle Anhalt

