TO: Bob Schnur, Director of Finance  
Joann Leykam, Director of Administration  
Steve Ehlmann, County Executive  
Members of the County Council  

FROM: Christine Ramsdell, Director of Facilities Management  

DATE: May 6, 2020  

SUBJECT: Building modifications to reduce the spread of COVID-19 in the Adult Detention Center  

Attached is the Request for Bid Approval for Landmark Contract Management for consultant services needed to coordinate building modifications to reduce the spread of COVID-19 in the Adult Detention Center and DLR Group to prepare the contract documents and design services needed to construct these improvements. The Landmark Contract Management / DLR Group Team are vendors that conducted the Comprehensive Feasibility Study for the Department of Corrections in 2019. Therefore, they are familiar with the facility and the critical systems needed to complete this project. I'm seeking Council's approval and authorization for the County Executive to sign a contract with Landmark Contract Management in the amount of $305,000 and a contract with DLR in the amount of $306,000.

These contracts are needed for design service, preparation of construction documents and construction oversight. The following are proposed improvements, in order of importance:

1. **Relocate booking operations.** Current booking area is undersized and does not provide adequate space for social distancing. It also does not have any negative air pressure holding cells.

2. **Replace solid doors with doors containing wickets/pass-through slots.** Current doors must be completely opened in order to pass through food, medications or other indirect interactions between staff and inmates.

3. **Additional storage** - There is inadequate space for storage, especially in the kitchen areas. Currently the corrections facility requires more deliveries of foodstuffs, increasing the likelihood of outside introduction of infectious diseases.

4. **Infirmary** – The current facility does not have an infirmary or a location to isolate sick inmates.

Final scope of work will be determined based on cost estimates.
Schedule
Thus far, the county has taken measures to reduce the inmate population, eliminate in person visitations, and work with law enforcement to limit new commitments. These efforts have effectively kept COVID-19 out of the jail. However, with the “re-opening” of the nation, state and county, it is critical that the county make building modifications needed to resume normal day to day operations. The county has identified that booking poses the biggest risk for the introduction of COVID-19 into the jail and the spread of infection to our correction officers and inmates. The second priority is the replacement of the doors to contain wickets/pass through slots. It is critical that we address these urgent needs immediately. Items 3 and 4 are secondary priorities that will be evaluated to determine the cost benefit and constructability within the project deadline.

Construction Cost Estimate
It is anticipated that the building modifications will cost between $8 million - $12 million.