

COMPONENT SERVICES AGREEMENT 1.3

NEEDS ASSESSMENT UPDATE OF OFFENDER POPULATION PROJECTIONS & PUBLIC OUTREACH / COMMUNICATION SERVICES

SCOPE - NEEDS ASSESSMENT UPDATE

1. Update offender population projections/bed needs developed in 2018 based on recent data sets that include county demographics and justice data.
 - Collect and analyze county demographic data
 - Collect and analyze local crime and incarceration data
 - Develop baseline inmate population projections
2. Identify criminal justice system options Berks County has or may implement to manage jail population.
 - Conduct interviews with criminal justice stakeholders to identify potential or planned system changes.
 - Evaluate with officials the potential for COVID-19 justice system changes to remain in place or be expanded past the end of the pandemic.
3. Develop alternative projections that measure impact of potential criminal justice system options on jail population levels/bed needs.
4. Issue Draft and Final Report.

COMPENSATION: \$38,830.00

SCOPE - PUBLIC OUTREACH / COMMUNICATIONS

5. Develop Communication Strategy
 - Research Existing Communication to Date on Project. Communication Tools the County of Berks Currently Uses and Other Sources for Public Outreach. Research Neighboring Counties Upgrading Jails for Synergies.

- Kick Off Meeting with Steering Committee
 - a) Mission Statement & Guiding Principles for Project Established
 - b) Stakeholder and Key Stakeholder Lists
 - c) Name the Facility
- Development of Strategic Content for Public Outreach
 - a) Development of a Communication Plan for the Project
 - Identify Project's Relationship with the Community
 - Blending of Technical Elements for Phases of Projects
 - Critical Milestone Dates Established for Public and Stakeholder Engagement
 - b) Brand and Potential Logo for Project
 - c) Project Website, Fact Sheet, Social Media, Talking Points, etc.

6. Execution of Communication Plan

- Integration of Findings from Needs Assessment into Plan
- Inform and Educate County of Berks Stakeholders and Public on New Correctional Center
- Update Strategic Content and Tools including Maintaining and Updating Project Website

7. Project Management Support

- Support of Technical Project Team with File Sharing Documentation
 - a) Meeting Minutes
 - b) Meeting Calendars, Agendas, and Other Digital File Share
- Steering Committee, County Commission and Project Management Updates

COMPENSATION: \$45,260.00

COMPONENT SERVICES AGREEMENT 2.0

PROGRAMMING SERVICES

SCOPE

1. Provide Operational Program

- Define facility mission, goals and objectives in conjunction with appropriate stakeholders
- Define overall management standards and benchmark requirements
- Define management approach under which the facility will be operated.
- Define all levels of security and special populations by gender and management requirements
- Determine all existing and planned programs to be made available and define operational and delivery parameters for each population and security level
- Determine overall operational protocols for healthcare, food, laundry, maintenance, and in-custody movement
- Assess jail operations
 - a) Staffing
 - Roster management
 - Overtime management
 - b) Classification system
 - Establish classification groups
 - Define housing plan to meet classification groups
 - c) Programs
 - Gap analysis of program availability and population need profile
 - Assessment of evidence-based practices
 - d) Support services

- Review of efficiency of service delivery models

2. Provide Architectural Program

- Develop a listing of each space required in the facility
- Establish space standards and guidelines
- Identify square footage of each space by standards and guidelines
- Identify staff for each functional space
- Identify total number of spaces for each space type
- Identify non-functional space square footage parameters for circulation and building components to determine overall gross square footage required.
- Develop functional adjacency and relationship diagrams to identify spaces where proximity or security separation are required or desired

3. Continue Public Outreach / Communication Consultation and Support

- Communication Workplan & Strategy
 - a) Develop, coordinate with County, and manage overall communication plan. Provide regular communication updates and monitoring.
 - b) Prepare, manage, and update project public information website.
 - c) Prepare all key milestone meeting notes for internal and external publication.
- Stakeholder and Public Outreach
 - a) In association with County prepare and manage outreach plan.
 - b) Prepare materials and documents to be used in outreach plan.
- Public Relations
 - a) Assist county with communication and information campaigns/activities including production of supporting materials and presentations.

COMPENSATION: \$431,200.00

COMPONENT SERVICES AGREEMENT 2.1

FINANCIAL MODEL / PROCUREMENT METHOD

SCOPE

1. Provide Project Cost Model – Estimate
 - Develop a detailed project cost model-estimate based upon quantitative and qualitative findings of operational and architectural program(s) with projected escalation of construction values to anticipated mid-point of construction.
2. Define all Delivery Alternatives (Procurement Methods) available with detailed list of pros and cons for each.
3. Develop detailed Total-Cost-of-Ownership models for the two most advantageous delivery methods.
4. Provide report document with cost estimates, financial models, and supporting documentation with executive summary of recommended procurement delivery method.

COMPENSATION: \$136,200.00