



10/25/23- Jail Design and Operations Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 10/25/23
Meeting Location: County Commission Work Room
Start Time: 1:00 PM

MEETING ATTENDEES: * (Indicates attended remotely via conference call)

Present	Name	Company
X	John Carlson	Beltrami County
X	Calandra Allen	Beltrami County
X	Steve Shadrick	Beltrami County
X	Kevin Warne	Beltrami County
X	Tom Barry	Beltrami County
*	Justin Roberts	DOC
	Randy Perkins	Citizen
	Torry Swedberg	Citizen
	Jim Boell	Consulting Engineer
	Donny Wilcox	Construction Engineers
X	Ben Matson	Construction Engineers
X	Scott Fettig	Klein McCarthy Architects
*	Danielle Reid	Klein McCarthy Architects

1. Site Updates

- A. Ben M reported on the progress related to due diligence on the Crown Property
 - i. Phase I is complete and the full report has been forwarded to the County.
 - ii. Archaeological site investigation took place, and nothing was found. The full report will be completed shortly.
 - iii. Topographic Survey field work was completed last week to be done ahead of snowfall.
 - iv. Soil Borings were drilled on Friday 9/22. Some questions have been asked about the building loading. This is needed to finish the full report.
 - v. The title work is being completed by Tom B.
- B. The GBAJPB has another meeting on 10/26. Representatives from the County plan to attend and voice their opinions about the proposed language and hope to have any changes tabled for now.

2. Schematic Design updates

- A. Scott F & Danielle R presented the Committee with the updates that they have been working on as they are progressing through the Schematic Design Phase.

- B. Some areas were viewed in the 3D model to demonstrate how things will appear from staff posts and other locations.
- C. They have had discussions with the Fire Department and will be able to delete the west loop road but need to design a turnaround for the fire trucks on the north side. The parking lot on the north has also been redesigned to accommodate a Fire Truck.
- D. KMA would like to meet with the County and their Engineers to discuss specific items for Mechanical, Electrical, Plumbing and Structural components of the building. This meeting was set up with Steve S for November 7th.

3. Construction Management Discussion

- A. Ben M walked through the same PowerPoint Presentation that was reviewed at the prior meeting about different delivery methods for construction projects in MN and the benefits of each.
- B. The same presentation had been done at the Steering Committee meeting earlier in the day. After that presentation Tom B noted that the County doesn't have its own Engineers or other staff with expertise to be of assistance in delivering the project as a CM Agent or in the Design-Bid-Build approach. After discussing this topic, the Steering committee felt that they should proceed with CMAR as the preferred delivery method.
- C. After discussing this topic for a bit, the Design & Operations Committee concurred with the Steering Committee and would recommend to the Commissioners that they should proceed with hiring a CMAR.
- D. Scott F will work with Tom B to develop an RFP for CMAR services. The timeline presented was to review the draft at the next meeting on 11/8, then get into the newspaper for public advertising for 3 weeks starting November 15. Responses could be reviewed, and selections made in early December so that someone could be on board by Mid-December when Schematic design is completed and begin pricing on those documents right away in Late December. Advertising for an RFP does not require Commission approval, but the Commission could be updated by Tom B at their meeting on 11/14.

Next Jail Design & Operations Committee Meeting – Next Meeting is scheduled for 11/8/23 @ 1:00 PM. (County Work Room)

Attachment(s): None