



## 4/19/23- Jail Design and Operations Committee – Meeting Minutes

**Project:** Beltrami County Jail  
**Date:** 04/19/23  
**Meeting Location:** County Commission Work Room  
**Start Time:** 1:30 PM

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

<u>Present</u>	<u>Name</u>	<u>Company</u>
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
*	Kate Repko	Citizen
*	Jim Boell	Consulting Engineer
X	Donny Wilcox	Construction Engineers
X	Ben Matson	Construction Engineers

### **1. Committee vacancy**

**A. 4/19/23** – Kate R joined the committee meeting and has filled the vacancy. - **CLOSED**

### **2. Schedule Discussion**

**A. 3/29/23** – Ben M provided the committee with an overall update to the Design Schedule.

Upcoming tasks center around the Design Consultant selection and other Jail Tours.

**B. 4/19/23** – Ben M reviewed the upcoming schedule and tasks for the committee.

### **3. Touring of other facilities**

**A. 3/15/23** – *The Committee discussed upcoming tours. It was decided to start by scheduling a tour of Wright and Chisago on April 5. Calandra will work out the details and will update committee members with specific details once they are determined. Assuming time allows at the next meeting the committee will review pictures that Calandra has taken on tours of other facilities.*

- B. **3/29/23** – *Tours of Wright and Chisago are confirmed for 4/5/23. Specifics related to travel arrangements will be discussed through e-mails in the coming days. The Committee spent much of the meeting reviewing pictures that Calandra A has taken from facilities in Becker, Clay, Crow Wing and Douglas Counties. Ben M showed floorplans of Clay and Crow Wing for reference.*
- C. **4/19/23** – The tours of Wright and Chisago Counties were postponed due to weather and have been re-scheduled for 4/27. As some of the committee members are unable to make this date work Calandra will send out a survey to see what date will work for committee members to tour both Clay and Becker Counties some time in May.

#### **4. Design Consultant RFQ**

- A. **3/15/23** – *Discussions related to the RFQ development continued. It was decided to make it a Request for Proposal and request fees associated with each phase of the design be included in the responses. Many other specifics related to the document were discussed. Ben M will incorporate the changes and distribute the document to the committee for any final comments prior to the next meeting. The Steering Committee will then review it at their 3/29/23 meeting. If they give the document their approval (with minor changes), it will be advertised starting April 5.*
- Discussions were held related to the selection committee. It was agreed that each of the sub-committees and the Steering Committee should be represented in the selection process, along with the entire Design & Operations Committee. Chairs from each of these committee will be asked to participate in the process.*
- B. **3/29/23** – *The Committee discussed the comments that were given by the group in the last 2 weeks and had a few other items to discuss. The Steering Committee will get the chance to comment in the next few days and then the RFP will be advertised and sent to interested parties on April 5.*
- C. **4/19/23** – The Committee spent the bulk of the meeting reviewing the questions that were received regarding the RFP. Each question was discussed and a response will be formalized into an Addendum that Ben M will issue tomorrow morning. Ben will send this document (attached) to Tom and Diane to post on the County Website with the

original RFP and Ben will also send this document directly to anyone that has shown interest in responding to the RFP.

## **5. Site Selection Discussion**

- A. **3/15/23** – Ben M updated the committee on the Closed Session meeting that was held with the County Commission and the action that they took related to the site selection. Tom B updated the Committee on items that have take place following their direction and the next steps related to the site. This committee may need to have some involvement in guidance related to Feasibility Studies and other site-specific guidance.
- B. **3/29/23** – Ben M let the committee know that there is no update to the land purchase as of yet. He also updated committee members who were not at the last meeting about the status of the selection. As stated earlier this committee will likely need to be involved in Feasibility Studies related to the site.
- C. **4/19/23** – Tom B reported that the realtor had just received a counteroffer on the proposed purchase agreement. This has not been reviewed by the County and no information is available yet. Ben M & Donny W noted that they have contacted potential feasibility consultants to be ready to put together proposals once an office is able to be made public.

## **6. Open Discussions/New Business**

- A. **4/19/23** – In the discussions regarding the responses to the RFP questions Calandra presented some preliminary thoughts regarding the timelines and staffing related to the Transition team and the work required to put together all of the Policy and Procedure manuals. The commission and Steering Committee will need to be aware of these costs and time commitments to accomplish this work and this committee should continue to provide support and guidance related to this process.
- B. **4/19/23** – In lieu of a regular scheduled D & O Committee meeting this group will be meeting with the other members of the Architect Selection Committee to review the RFP responses on 5/3 at 1:00. At that meeting the next meeting time will be determined.

## **7. Items Closed this Meeting**

*2/28/23 – The committee vacancy has been posted and applications are being accepted until 3/24/23.*

*3/15/23 – The vacancy remains open through 3/24. We are not aware of any applications being received yet.*

*3/29/23 – Two applications were received and have been reviewed by the Steering Committee. Their recommendation is being presented to the County Commission at their meeting next Tuesday.*

*2/28/23 – No change. Tours will take place once John C returns after the month of March.*

*3/15/23 – No changes to schedule. Ben M noted that he plans to update the Design Schedule and overall schedules this month.*

A. *1/18/23 - Ben M will begin working on some examples of RFQ's for the design consultant. This will be the next task for the committee to address.*

B. *2/1/23 – Ben M brought some examples of RFQ's from other MN jails to show the committee. These can be easily and quickly modified to include the content that we want in the RFQ, rather than starting from scratch. With the finalizing the site selection criteria being priority now, the committee did not dive deep into the details on the RFQ at this meeting.*

C. *2/15/23 – Not discussed. Need to complete site selection work before this is addressed.*

D. *2/28/23 – Discussions related to RFQ development commenced. The committee discussed whether this RFQ was going to be considering this selection to be tied to the final design/full design of the facility. After discussion it was decided that the RFQ should be written in a Phased approach with the assumption that we are looking at selecting the final design team with this document. Decisions are (as always) final with the Commission as to moving forward with any Phases proposed. It was decided that Tom B and Ben M should meet outside of the regular committee meeting to discuss and determine the bulk of the content of the RFQ before bringing it back to the full committee to review. Other documents to review include the Needs Assessment RFQ and the Project Manager RFQ that have already been issued by Beltrami County.*

**Next Jail Design & Operations Committee Meeting – Next Meeting is scheduled for 5/3/23 @ 1:00 PM. (County Work Room)**

Attachment: Addendum #1 to Architectural Design RFP