

ATTACHMENT A – SCOPE OF WORK OVERVIEW

Contractor shall provide all professional services necessary to satisfactorily complete the Correctional Facility Feasibility and Conceptual Design Study of all facilities statewide for the Department of Corrections (DOC) in Vermont.

The Project shall be in accordance with the work described in Attachment A. The following represents a summary description of the Project.

DESCRIPTION OF WORK:

- A. The work consists of, but is not limited to, providing a feasibility study and a conceptual design study on the different state-of-the-art facility models and the benefits and drawbacks of each model to house all Vermont inmates under DOC's jurisdiction. Including, but not limited to, the following major components:
 - a. Feasibility Study to include, but not be limited to, the following activities:
 - i. Contractor shall review the existing documents that have been provided.
 1. Legislative Language: Sec. 28: Council of State Governments; Corrections; Study. (See Page 28 of 41; Section 28 of the link: <https://legislature.vermont.gov/Documents/2020/Docs/ACTS/ACT042/ACT042%20As%20Enacted.pdf>)
 2. Legislative Language: Motion passed by Justice Oversight Committee on 09/06/2019 and the Joint Fiscal Committee on September 16, 2019. (See Section D of the link: https://lifo.vermont.gov/assets/Meetings/Joint-Fiscal-Committee/2019-09-16/b9b408f8aa/2019_09_16_JFC_Minutes.pdf).
 3. Council of State Government (CSG) report. (See the link: <https://legislature.vermont.gov/Documents/2020/WorkGroups/House%20Corrections%20and%20Institutions/Justice%20Reinvestment%20II/W~Ellen%20Whelan-Ouest~Justice%20Reinvestment%20II~1-23-2020.pdf>).
 4. Agency of Human Services (AHS) Major Facilities Reports that were provided to the Vermont Legislature by the Agency of Human Services (AHS) and DOC.
 5. Dept. of Buildings & General Services Facility Condition Assessment Reports.
 - ii. Contractor shall tour all Vermont Correctional Facilities, to evaluate the buildings' operational and physical conditions.
 - iii. Contractor shall evaluate the current inmate population and develop projections of the inmate population and associated bed capacity required for the DOC for the next 10 (ten) years. Contractor shall compare the numbers to DOC's current and projected inmate population.
 - iv. Contractor shall review the facilities' current operating costs for the correctional facilities broken down into fuel, food, employee wages and salaries, energy, transportation, and maintenance for the building. Contractor shall also include a total number of employees required to staff each of the facilities.
 - v. Contractor shall evaluate and compare DOC's inmate programs and their program needs.
 - vi. Contractor shall review the findings based on the information developed by the feasibility study and provide recommendations.
 - vii. Contractor shall provide their findings that include any gaps and recommendations. Contractor shall develop a report that explains their findings.
 1. Contractor shall allow a minimum of 2 (two) weeks for BGS and DOC to review

2. Contractor shall present findings, during the second week of review, to BGS and DOC and answer any questions that may arise.

b. Conceptual Design to include but not be limited to:

- i. Based on the information obtained by/with the feasibility study, Contractor shall provide an evaluation on the need of separate facilities, multiple-in-state locations, the pros and cons of a scalable campus style facility, and a combination of both. (See Legislative Language, Section D: https://lifo.vermont.gov/assets/Meetings/Joint-Fiscal-Committee/2019-09-16/b9b408f8aa/2019_09_16_JFC_Minutes.pdf).
- ii. Contractor shall identify major subgroups of inmates and the effectiveness in the different models:
 1. Capacity of the system required to meet the needs of identified inmate subgroups, which would include women, inmates currently in out-of-state facilities, individuals with mental illness and addiction treatment needs, sex offenders, and the geriatric population;
 2. Provision of identified facility-based treatment and programming;
 3. Operating and capital costs; and
 4. Transitional supports required for successful community re-integration.
- iii. Any recommendations for new buildings and / or site shall provide the approximate square footage of buildings and acreage needed.
- iv. Contractor shall provide a cost estimate for any recommendations in report for any changes, upgrades, or new facility. Estimates are to include programming through construction administration.
- v. Contractor shall provide their findings that include any gaps and recommendations. Contractor shall develop a report that explains their findings.
 1. Contractor shall allow a minimum of 2 (two) weeks for BGS and DOC to review.Contractor shall present findings, during the second week of review, to BGS and DOC and answer any questions that may arise.
- vi. Contractor shall provide other services as required by the BGS Design Guidelines. <http://www.bgs.vermont.gov/sites/bgs/files/files/property-management/BGS-Design-Guidelines.pdf>

c. Final Report:

- i. Based on the information obtained by the feasibility study and the conceptual design, Contractor shall develop and provide a final report that includes all of the findings and comments provided by BGS and DOC. Contractor shall include cost estimates for all models (both design and construction), as well as costs for the projected operational costs for all the models over the 10-year period.
 1. Contractor shall provide a draft of the final report.
 2. Contractor shall allow a minimum of 2 (two) weeks for BGS and DOC to review.
 3. Contractor shall present findings, during the second week of review, to BGS and DOC and answer any questions that may arise.
 - ii. Contractor shall provide BGS and DOC with a final report.
- d. Contractor shall lead and document weekly progress meetings, in person or via teleconference, throughout the entire project.