
Project Name: Hancock County Jail

Topic: Progress Report #1

Organizer: Sanjay Patel

Date Issued: 2/2/18

Unless comments to the contrary are received within seven (7) days of the issue date of these minutes, the minutes will be assumed to be correct as written.

Work Progress to date:

I. Existing Facilities:

- A. RQAW has acquired hard copies of all available drawings of the existing facilities.
 - 1. Community Corrections
 - 2. Sheriffs Administrations/Jail/Basement
 - 3. Courthouse
- B. All the drawings have been scanned into a non-vector digital (pdf) format.
- C. All the facilities mentioned above are in the process of being converted into digital 3D models (REVIT) for the design process.
- D. The REVIT models are expected to be complete no later than 2/9/18.

II. Surveys:

- A. RQAW has contracted with RMA to complete the topographical surveys on the site.
- B. The accurate location of the boundaries, setbacks, utilities and other site constraints will allow the design team to accurately determine the size and location of the footprint of the jail tower.
- C. RMA has begun field survey work on 1/31/18 and anticipates completing the works in 2 weeks.

III. Geotechnical Report:

- A. RQAW sent out proposals requests to multiple Geotechnical firms to generate a report. The Geotechnical report will help determine the existing subsurface conditions at the site and develop recommendations necessary for the design and construction of the soil supported elements of the proposed building addition.
- B. Three companies submitted proposals to complete the work.
 - 1. ATC
 - 2. Alt & Witzig
 - 3. SME
- C. The proposals were evaluated and it was determined that ATC was the most responsive and had the lowest proposed cost. RQAW has authorized ATC to proceed with the work on Feb 1.
- D. The anticipated schedule is mobilizing 2 weeks after notice to proceed and completing the report 2 weeks after the mobilization.

- IV. Private Utility Locate:
 - A. RQAW has contracted with ATC to perform the private utility locates for the site.
 - B. The work is expected to be complete in 2 weeks.
 - C. Geotech drilling will begin after the private utility locates are complete.

- V. Code Review:
 - A. An initial code review of the project was conducted with the code consultant on 1/31/18.
 - B. Multiple scenarios of building occupancy classification and construction are being evaluated from a constructability & cost perspective.
 - C. This ongoing process is to establish ideal systems/methods early in the design but continue throughout all the design phases.

Work Progress anticipated over the next 2 weeks:

- VI. Validation of existing spaces:
 - A. RQAW has reached out to the major entities involved in the Hancock County Justice Project and is scheduling meetings over the next two weeks.
 - 1. Sheriff – Scheduled for 2/12/18
 - 2. Jail – Scheduled for 2/12/18
 - 3. Community Corrections – TBD Week of 2/5/18
 - 4. Probation – TBD Week of 2/5/18
 - 5. Prosecutor – TBD Week of 2/5/18
 - B. The purpose of the meetings is to:
 - 1. Validate the study documents
 - 2. Validate the existing spaces
 - 3. Prepare an architectural program for all space/staff needs of the entity.
- VII. Develop Master Schedule and long-term outlook action items.
 - A. Identify critical owner approval schedule
- VIII. Develop Master Budget structure