



**McNeice Hatch & Roblee**  
Architects & Facility Planners, PC  
*formerly Crandell Associates*

## MEMO

To: Harvey Sleight

From: Joe Roblee

2/11/99 **Ulster County Jail.....Needs Assessment**

Pages 6

Harvey,

Per your request, we have prepared the attached proposal for the needs assessment at for the jail. We have used the scope of work you provided, and provided estimated hours for each task resulting in a fee for each component of the project.

As you can see this is a large amount of work to be done in a short time. We will be using **Rosser International**, a known and respected Correctional Design firm to do the bulk of the work associated with this project. We have a **five-year relationship** working with Rosser, and their experience will be a great asset to this project. Rosser has experience in this area as they were the Architect for the Saratoga County Jail, and recently worked in association with MHR on Clinton Correctional Facility in Dannemora. Please feel free to contact the Saratoga County Sheriff, Jim Bowen, for a reference on Rosser.

Thank you for the opportunity to provide you with this proposal, and if you have any questions please feel free to call.

Thanks,

Joe

Cc: Joy Matthews/Buddy Golson, Rosser



**McNeice Hatch & Roblee**  
Architects & Facility Planners, PC

~~XXXXXXXXXX~~

ULSTER COUNTY CORRECTIONAL FACILITY

*Proposed Scope of Work*

**Track 1: Documentation required for SEQR**

The tasks below are intended to provide a basis for the County's efforts to prepare an expanded Environmental Assessment Form (EAF). This track will serve to confirm the validity of using 400 beds as a reasonable planning assumption for testing the proposed site and for the EAF. The site should also accommodate the Sheriff's Department (civil and criminal units).

The tasks for Track 1 are as follows:

Hours:

- 1.1 **Bedspace Projection Overview**  
A preliminary bedspace projection will be developed based on existing County data. The projection will be conservative, resulting in the level of bedspace need to ensure that the EAF doesn't understate the project size. 60
- 1.2 **Departmental Space Program**  
The net and gross square footage for each major functional component will be defined, which will provide a planning estimate for overall facility size. 40
- 1.3 **Massing and footprint study**  
Three options will be developed reflecting different approaches to building organization. The options will represent a range of footprint sizes, as well as one versus two story schemes. The massing diagrams will be generic, for the purpose of testing the suitability of the proposed site. 80
- 1.4 **Site Plans**  
Site options will be developed reflecting the three massing and footprint studies. The site plans will identify building area (plus expansion space), parking, access roads, utilities, property lines, easements. The site plans will be at 1"=100' scale. 80
- 1.5 **Principal elevation**  
A simple rendition of a proposed entry façade will be developed. 32
- ✓ 1.6 **Staffing estimate**  
A staffing estimate will be developed based on assumptions about the number of beds and the size of each housing unit. Staffing will be broken down by shift. 40

Donald McNeice, RA  
Robert Harch, RA  
Joseph Roblee, RA  
Daniel Patane, RA

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ULSTER COUNTY CORRECTIONAL FACILITY

*Proposed Scope of Work*

✓ 1.7 **Existing Facility Re-Use Options**  
 Options for re-use of the existing facility will be documented based on suggestions from both the Consultants and Client team. An "area analysis" will be provided which indicates the usable square feet per floor, as well as a qualitative discussion on the appropriate uses for the vacated space, and the general upgrades that would be required to retrofit for other uses. 16

1.8 **Project Description**  
 A narrative description of the major features of the project will be provided for inclusion in the EAF. Factors to be identified include site access and parking, secure perimeter, lighting, and basic building components and configuration. The description will be "generic" for a facility of this size and type. 24

1.9 **Draft / Final Reports**  
 Produce 10 copies of the Draft Report and 20 copies of the Final Report.

Total Hours:.....	372
Labor Cost:.....	\$40,920
Expenses:.....	\$600

Total Cost- Track 1: \$41,520



## ULSTER COUNTY CORRECTIONAL FACILITY

### *Proposed Scope of Work*

#### **Track 2: Project Definition Services**

The Project Definition study will serve to define the size of facility required and number of beds. It will define in detail the functional requirements, room-by-room square footage requirements, preliminary layout and configuration, and estimated costs. The purpose is to provide a basis for budgeting, public support and legislative approval.

The tasks for Track 2 are as follows:

#### Needs Assessment

##### **2.1 Classification Analysis**

An analysis will be developed based on secondary data and some sampling of original data from jail files. The objective is to develop a classification breakdown of the jail population based on risk factors. Classification analysis will identify various security levels for male and female, adult and juvenile (if applicable), such as general population, maximum security, segregation (disciplinary and protective), medical and mental health.

60

##### **2.2 Alternatives Analysis**

The current use of alternatives will be documented. Based on the classification study, additional alternatives programs will be identified. The potential impact on bedspace needs to be discussed.

32

##### **2.3 Detailed Bedspace Projections**

Bedspace projections will be generated from jail population trends and demographic factors. Implications from the use of alternatives programs will be identified. Bedspace projections will be by security classification and include a utilization factor to account for times when beds are unavailable due to classification or maintenance needs. Projections will be for a 15-year planning horizon.

60



## ULSTER COUNTY CORRECTIONAL FACILITY

### *Proposed Scope of Work*

#### Physical Requirements

##### **2.4 Space Program**

A detailed space program will be developed which lists every space in the facility with corresponding net square footage (NSF). The program will be based on interviews with corrections staff, as well as professional standards. Appropriate grossing factors will be provided to account for circulation and unassignable areas (e.g. mechanical space, shafts, lobbies, wall thicknesses, etc.). The resulting total gross square feet (GSF) will provide an accurate estimate of total facility size, and will be a key component for the cost estimate.

80

##### **2.5 Operational Scenarios and Functional Criteria**

Based on discussions with the Sheriff's Department, scenarios for facility operations, based on the "direct supervision" model, will be explored. Issues to be addressed include size of housing unit, type of unit management, movement of inmates to services and visa versa, access to shared support spaces, types of programs provided, etc.

A preferred operational scenario will be described in narrative. Functional criteria narrative will be developed to describe activities and special design considerations for each major functional component in the facility.

60

##### **2.6 Adjacency Diagrams**

"Bubble" diagrams will be developed which illustrate the relationship of the spaces identified in the space program.

40

##### **2.7 Development Options**

Three development options will be developed which look at alternatives for overall capacity, size, program accommodation, and other. Programmatic cost estimates will be developed for each option, which will aid in the comparison of options.

120



ULSTER COUNTY CORRECTIONAL FACILITY

*Proposed Scope of Work*

Conceptual Design

**2.8 Detailed Site Plan**

A detailed site plan will be developed for the preferred development option at 1"=32' scale, advancing the site plan developed in Track 1. The County will provide a site survey with 5 foot contours and soils information.

**2.9 Floorplan**

A floorplan(s) will be developed for a proposed facility layout at 1"=16' scale, illustrating the space program, development option, and operational scenarios established by the Client and Consultant team. The floorplan will illustrate the implications of the project on the proposed site.

**2.10 Outline Specification**

An outline specification will be developed to provide a description of materials and finish levels to establish construction quality.

**2.11 "Budget" Cost Estimate**

A cost estimate will be developed based on the preferred program/development scenario and the outline specifications, for project budgeting purposes.

**2.12 Draft / Final Report**

10 copies of the Draft Report and 10 copies of the Final Report will be provided.

Total Hours- Needs Assessment.....	152
Total Hours- Physical Requirements.....	300
Total Hours- Conceptual Design.....	292
Labor Cost.....	\$81,840
Expenses.....	\$1,000
Cost Estimator.....	
Engineering (MEP, site/civil).....	
Total Cost- Track 2;.....	\$82,840

*Track 2*

*57,320*

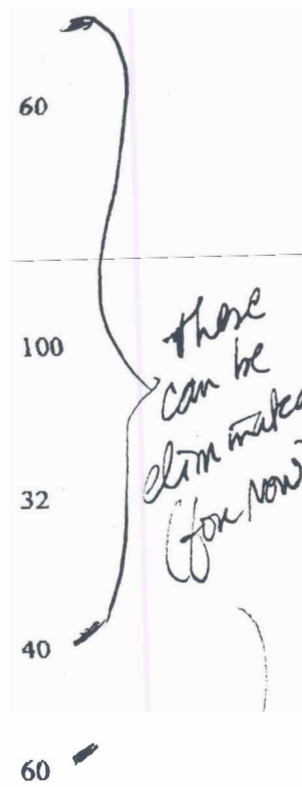
Total Cost- Tracks 1 & 2:.....

\$124,360

- 25,000

\$99,000

*\$98,840*



*These can be eliminated for now*





**McNeice Hatch & Roblee**  
Architects & Facility Planners, PC  
*formerly Crandell Associates*

# MEMO

To:	Harvey Sleight
From:	Joe Roblee
2/5/99	<b>Ulster County Jail.....Needs Assessment</b>
Pages	<b>6</b>

Harvey,

Attached please find the revised proposal for the Needs assessment at Ulster County Jail. I will be available to discuss this with the Legislature the week of the 15<sup>th</sup>, and Rosser will be available to start the project shortly following approval.

Please give me a call to confirm the Legislative meeting date when the County has it established.

If you have any questions in the interim, please feel free to call.

Thanks,

Joe

Cc: Jay Matthews/Buddy Golson, Rosser



ULSTER COUNTY CORRECTIONAL FACILITY

*Proposed Scope of Work*

**Track 1: Documentation required for SEQOR**

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Hours:

- |  |    |
|--|----|
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| <p><b>1.2 Departmental Space Program</b><br/>The net and gross square footage for each major functional component will be defined, which will provide a planning estimate for overall facility size.</p>   | 40 |
| <p><b>1.3 Massing and footprint study</b><br/>Three options will be developed reflecting different approaches to building organization. The options will represent a range of footprint sizes, as well as one versus two story schemes. The massing diagrams will be generic, for the purpose of testing the suitability of the proposed site.</p> | 80 |
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ULSTER COUNTY CORRECTIONAL FACILITY

*Proposed Scope of Work*

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**1.9 Draft / Final Reports**

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Total Hours:.....	37
Labor Cost.....	\$40,92
Expenses.....	\$60

Total Cost- Track 1:.... \$41,52



## ULSTER COUNTY CORRECTIONAL FACILITY

### *Proposed Scope of Work*

#### *Track 2: Project Definition Services*

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ULSTER COUNTY CORRECTIONAL FACILITY

*Proposed Scope of Work*

**2.8 Draft / Final Report**

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Total Hours- Needs Assessment:.....

152

Total Hours- Physical Requirements.....

360

Labor Cost.....

\$56,320

Expenses.....

\$1,000

Cost Estimator.....

Incl. Above

Engineering (MEP, site/civil).....

Incl. Above

Total Cost- Track 2:.....

\$57,320

**Total Cost- Tracks 1 & 2:.....**

**\$98,840**

**McNeice Hatch & Roblee**

Architects &amp; Facility Planners, PC

*formerly Crandell Associates***MEMO****To: Marc Phelan****From: Joe Roblee****02/10/99 Ulster County Jail Needs Assessment****Pages 3**

Marc,

I have been in contact with Rosser, and they will be in Kingston on February 23<sup>rd</sup>, & 24<sup>th</sup>. They would like to start by meeting with The Sheriff's Office, Colonel Fister, Brad Ebel, and Buildings and Grounds in the morning. They would then like to meet with Ed Brown in the afternoon. Any other interested parties are welcome to attend. On the second day they would like to meet with Buildings and Grounds and the Planning Department. To gather some information regarding the re-use of the existing facility.

I have revised my schedule accordingly and attached it for your use.

On either of these two days I would like to have a breakout meeting with Buildings and Grounds, Colonel Fister, and the Sheriff's Department to discuss the Modular Housing Project. Please let me know when we can hold this meeting so I can have Rick Stephens and Brinier & Larios present. We will also need to discuss any work being provided by Safeco, and any work the County is doing regarding the expansion of the control panel.

If I think of any information we will need in addition to what I am sending I'll let you know.

If you have any questions, please call.

Thanks,

# COUNTY OF ULSTER

P.O. BOX 1800  
KINGSTON, NEW YORK 12402-1800



## ***ULSTER COUNTY LEGISLATURE***

**DANIEL L. ALFONSO**, *Chairman*  
**WARD TODD**, *Majority Leader*  
**FRANK DART**, *Minority Leader*  
**RANDALL V. ROTH**, *Clerk*

**TEL.: 914-340-3900**  
**FAX 914-340-3651**

2/17/99

To: all Legislators  
From: Ward Todd

A handwritten signature in black ink, appearing to read "Ward", is written over the printed name "Ward Todd".

In order to insure that all legislators have as much information as possible regarding the jail over-crowding situation, I am attaching the minutes from our last committee meeting, held yesterday.

If you have any questions, please don't hesitate to call

# COUNTY OF ULSTER

P.O. BOX 1800  
KINGSTON, NEW YORK 12402-1800



TEL.: 914-340-3900  
FAX 914-340-3651

## **ULSTER COUNTY LEGISLATURE**

**DANIEL L. ALFONSO**, *Chairman*  
**WARD TODD**, *Majority Leader*  
**FRANK DART**, *Minority Leader*  
**RANDALL V. ROTH**, *Clerk*

2/16/99

### **Meeting of the Special Committee on Jail Overcrowding**

**In attendance:** Majority Leader Ward Todd, Chairman Daniel Alfonso, Legislators Fawn Tantillo, John Naccarato, Frank Dart and Joan Feldman; Harvey Sleight, Sheriff Richard Bockelmann, Jail Superintendent Fred Fister, Ed Brown, Herb Hekler, Dennis Doyle, Arlene Kerans, Bob Sudlow, Bob Milliken and Joe Roblee.

**Meeting called to order at 2:00PM**

Sheriff Bockelmann reported that he had written Richard Gaither of the NIC and requested that a mini-PONI program be held in Ulster County for members of the Jail Committee, as well as any other legislators. (This would be a shorter version of the program attended by Ulster County representatives in Colorado last fall). All legislators will be notified when meetings will be held.

Deputy County Planner Dennis Doyle led a discussion regarding the SEQRA process on the fifteen-acre parcel of land off Route 32 that's being considered as the jail site. He is being assisted in this by planner Dan Schuster and hopefully, by a jail consultant. Ulster County will be the lead agency with this process and it is hoped that the SEQRA might be completed by May 1, 1999. It was also noted that several members of the Jail Committee toured the proposed site earlier in the day. There was discussion that the site appears to suit our needs with natural buffers existing on all sides.

Chairman Todd introduced Joe Roblee of the firm of McNeice, Hatch and Roblee who made a presentation regarding the hiring of a jail consultant. Mr. Roblee said that he was presenting his report on behalf of Rosser International, a firm from Atlanta, Georgia and he described the scope of work for the project. The first track of the work would deal with issues related to the environmental review while the second track would help Ulster County with a Project Definition study. This will serve to define the size of the facility required and the number of beds. It will define in detail the functional requirements, room-by-room square footage requirements, preliminary layout and configuration and estimated costs. The purpose is to provide a basis for budgeting, public support and legislative approval.

2-16-99

Harvey Sleight indicated that another firm had submitted a proposal as well, but that their cost estimate was approximately \$100,000 higher than the proposal from Rosser, which totaled \$98,840.00.

Chairman Todd noted that several legislators have, over the years, been asking the Sheriff Bockelmann if he could cover the cost for the consultant and the Sheriff indicated that he could. The jail study committee unanimously agreed to proceed as soon as possible with Rosser. The work could begin as soon as next week.

Harvey Sleight reported that a video-documentary on the existing jail was nearing completion. This will be available to be shown to civic groups, senior citizens and any other group wishing to learn more about our jail over-crowding problem. Chairman Alfonso requested that it be shown at the next full session of the County Legislature on March 11, 1999 and again at the Quarterly Department head meeting on March 24, 1999.

The meeting was adjourned at 3:40pm.