REPORT OF THE
DEPARTMENT OF CORRECTIONS

Final Report: Southwest Virginia Satellite Training Academy

TO THE GOVERNOR AND
THE GENERAL ASSEMBLY OF VIRGINIA

HOUSE DOCUMENT NO. 32

COMMONWEALTH OF VIRGINIA
RICHMOND
2007

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Virginia Department of Corrections

Study: Southwest Virginia Satellite Training Academy

Final Report

Introduction

The 2006 session of the General Assembly included a section in the Virginia Acts of Assembly, Item 387, Paragraph G, requiring that *"The Department of Corrections shall provide a planning report on alternatives for developing a satellite training facility in Southwest Virginia. The report shall consider the potential for cost savings through the provision of training services on a regional basis. Copies of an interim report, including a scope statement and work plan, shall be provided by October 16, 2006, and a final report by June 1, 2007, to the Secretary of Public Safety and the Chairmen of the Senate Finance and House Appropriations Committees."*

A work group comprised of Department of Corrections staff representing institutions, community corrections and administration was established under the direction of the Academy for Staff Development, to identify, gather and review the data, and to develop the proposal as directed by the General Assembly.

Background

The Academy for Staff Development (ASD) is a full service residential training facility located on 73 acres of land on state route 6, adjacent to the DOC State Farm Complex in Goochland County. Operation at this location began in May 1993, upon completion of the new facility.

The Academy is the primary professional development and training center for DOC employees. The Academy has also provided specialized training for some professional staff from affiliate state agencies and other state and local criminal justice agencies that work in partnership with the Department.

The Goochland academy, as planned in 1990, consisted of five separate buildings plus a weapons training range:

- administration and classroom (8 classrooms, multi-purpose / large group training space)
- physical skills training center with mock cellblock
- 200 bed residence hall
- food service facility with dining space for 157
- combined maintenance and bulk storage building
- a modern automated firearms and chemical agents training facility (located on the James River Correctional Center property adjacent to the Academy)

Later, a farm building located on the James River Correctional Center property, was restored and is currently used for scenario / simulation training for community corrections and canine training.

The above requirements were based on the scope of services determined as necessary to meet current and projected future staff training needs based on projected inmate population growth in the 1990's that would require the building of new institutions, and subsequent DOC staff expansion projected to occur into the new millennium. This expansion was predicated on key factors including: criminal laws, offender sentencing structure in use, and correctional philosophy and practice that were used to determine future offender population growth projections at that time.

Current Condition

In 1994 shortly after the Training Academy started operation in Goochland County, the Department had 9,548 classified employees, of which 5,576 were in security. As of April, 2007, the Department has 11,958 classified employees, of which 7,432 were security positions. This represents a 25% increase in employees, all with associated training requirements. Most positions at the Pocahontas Correctional Center will be filled in the next several months.

While the Department of Corrections had projected growth in the prison population and was planning for prison construction, sentencing reform implemented in the mid-90's abolished parole, reduced good time allowances (ensuring that inmates served a minimum of 85% of their sentence), and increased prison sentences for violent and repeat offenders which increased Virginia's prison population. Subsequently, beginning in 1996 planning began for the construction of new prisons and the expansion of select existing institutions to address this significant increase.

Prison expansion has led to a significant increase in corrections employees across the Commonwealth during the 1990's. In Southwest Virginia, three new major institutions (Keen Mountain, Red Onion, and Wallens Ridge) were added to the two existing major facilities (Bland and Marion), and two existing field units (Botetourt and Pulaski) were expanded to major institution status. The corrections employee population on Southwest Virginia will grow by 611 with the opening of two new prisons, Chatham and Pocahontas in 2007. In addition, a prison is scheduled to open in Grayson County in 2010. Additional sites for future prison construction are also being identified.

Along with the employee population growth, training requirements have increased due to:

- legislatively mandated licensure requirements for various employee groups, e.g., substance abuse counselors, sex offender treatment providers, etc.
- the Virginia Board of Corrections has adopted nationally accepted ACA Accreditation training standards for all Virginia DOC employees whether or not their facility is ACA accredited
- federal and state training mandates, i.e. on-going Homeland Security Initiatives (NIMS, required for all employees designated as first responders)
- compliance with the Prison Rape Elimination Act
- continued high employee turnover rate will increase the number of employees requiring entry-level basic skills training as well as supervisory and management development due to projected retirements during the next four to eight years
- the Department's Strategic Plan includes succession planning and employee leadership development to

prepare future DOC leaders to replace administrators who retire over the next five to fifteen years
- increase in use of academy space for meetings for large groups such as wardens, P&P Chiefs, mental health professionals, security chiefs, and many others
- DOC operations and program requirements, e.g. expanded use of security and surveillance technology, new program approaches, and employee safety measures, have resulted in a significant increase in basic skills (entry level) training for new employees. Longer basic skills training significantly increase the utilization of classroom and housing facilities, subsequently limiting the scheduling of other programs at the academy.

Academy staffing has increased over the years to meet training requirements brought about by Department expansion and new program initiatives. The Academy for Staff Development has been forced to take a number of steps to meet training demand:

- convert storage and small group meeting space to office space for training staff
- a fifth bed has, as a temporary measure, been added to each two-room suite to increase housing capacity from 200 to 246. (While this has been necessary at times, it creates an overcrowded condition disliked by employees in training and one that is not consistent with the Department's desire to provide a supportive and effective workplace)
- expand mealtimes and stagger class mealtimes to accommodate the increase in attendance
- utilize / restrict storage space due to accreditation, health and safety standards
- deny requests for training and meeting space due to high occupancy

<u>Work Group Finding</u>: Corrections expansion over the past 15 years as well as continued employee growth projected in the future, coupled with increased training standards and requirements, will drive the need for additional training space. With much of this expansion occurring in Southwest Virginia, consideration must be given to locating a satellite training academy in Southwest Virginia due to the distance between the

Academy for Staff Development in Goochland County and the DOC employee population in Southwest Virginia.

With the future growth of institution and community corrections programs and services across the Commonwealth, consideration must also be given to expanding the facilities at the Goochland academy in order to meet DOC training needs for DOC staff in the central and eastern regions.

Southwest Virginia Satellite Training Academy Proposal

Scope of Study

This study will gather and report information and present recommendations regarding establishing a satellite training academy in Southwest Virginia. The information provided will include:

- information regarding the need to expand DOC employee training including the need to establish a satellite training academy in Southwest Virginia
- options for establishing a satellite training academy in Southwest Virginia, including:
  - renovation of existing facilities available adjacent to the Marion Correctional Treatment Center
  - lease/purchase and renovation of an existing facility in area identified as central to DOC employee population in Southwest Virginia
  - new construction of a facility on state or privately owned land
- the impact of increasing the use of distance learning technology on overall DOC training needs and establishing a Satellite facility in Southwest Virginia
- location options for Southwest Virginia satellite training academy

- projected staffing and operating costs of Southwest Virginia satellite training academy

- impact on operating costs of the Academy for Staff Development in Goochland, County

- impact on future expansion of Academy for Staff Development in Goochland County

- other considerations and assumptions regarding the overall need and impact of establishing a Southwest Virginia satellite training academy

Study Work Plan

- A study work group representing Southwest Virginia institutions, community corrections, regional and central administration, and academy administration, was established to:

  - identify and review the scope of the study

  - gather and analyze information regarding need to expand training, current cost, size, training capacity and resource needs (including impact of increasing distance learning capabilities) of facility

  - gather and review overall cost data and impact of employee travel to Goochland Academy

  - identify geographic center of employee population and other factors that should be considered in determining location

  - identify options for creating a satellite training academy, e.g. renovation, new construction, etc., along with associated costs

  - identify projected operational costs for a satellite training facility in Southwest Virginia

- review short term and long term impact on DOC training.
- present recommendations regarding establishing a S.W. Virginia satellite training academy identifying the most effective option for doing so

The Southwest Virginia Satellite Training Academy

A. Southwest Virginia Satellite Study Work Group

The Southwest Virginia Satellite Academy Study Work Group was convened in May, 2006, to meet the directive of the 2006 General Assembly" provide a planning report on alternatives for developing a satellite training facility in Southwest Virginia." An interim report was submitted in October, 2006,

Membership of the work group included the DOC Training Manager, academy staff, employees representing institutions, community corrections, Western Region Administration, and DOC headquarters administrative staff representing the Budget Unit and the Architectural and Engineering Services Unit.

The Work Group reviewed the task and expectations of the General Assembly, identified and discussed the information at hand and identified additional data needed; gathered data by conducting interviews; conducted an employee focus group; met with key community leaders, located potential sites for consideration, and visited sites selected for evaluation.

Appendix F, Southwest Virginia Satellite Academy Study Work Group Membership and Acknowledgements, identifies those who contributed to this study.

B. Determination Of Need

The Satellite Academy Work Group considered several factors in determining the need for establishing a training facility in Southwest

Virginia Region. The primary factors considered by the work group included:

1. employee issues and concerns regarding attending training at the Goochland academy

2. business practice

3. work hours lost due to travel time and other associated travel costs related to attending training at the Academy for Staff Development in Goochland County

4. greater utilization of distance learning to reduce training costs

Employee Issues and Concerns

The Southwest Virginia Satellite Academy Work Group considered employee issues and concerns regarding traveling to the Academy in Goochland. Members of the Work Group conducted a focus group consisting of five employees from Community Corrections and seven employees from institutions in the Western Region. A nominal group process session addressing the question "How would an Academy in the Western Region affect Community Corrections and Institutions?" was held. The employees identified an extensive list of issues that reflected the thoughts and concerns that these employees attributed to having a satellite academy in the Western Region. The process charged them with categorizing similar concerns and then prioritizing these concerns. The group combined the information, reducing the list to eight topics:

- boost morale by being home
- more networking
- saving money overall
- more training opportunity
- community corrections staff have more time to spend with clients-increasing public safety
- determine if building will be more cost effective
- reduce burden on ASD staff
- more job opportunity in the area

The group was then asked to select the top three items. The items selected by the group were:

- saving money overall
- more networking

In discussing the results of this process, the work group felt that the focus group, while identifying general areas of concern, touched upon employee's need to use resources efficiently. They felt it would save limited funds related to transportation, vehicle wear and tear, increase carpooling due to close proximity to their institution or office.

While the group recognized and expressed the need to continue to attend certain training programs at the Academy for Staff Development in Goochland, they felt that a satellite academy would enhance networking and the working relations among the growing correctional employee population in Southwest Virginia. They saw this as valuable in building better relationships between institutions and community corrections staff, and between corrections and the local law enforcement community. They identified the increased potential for greater collaboration (developing partnerships), especially with local agencies, colleges, and service organizations. This was also viewed as a way to enhance the professional image of corrections which would positively impact employee recruitment as well as employee retention.

The third "top" item reflects employee concern about being away from the job. Community corrections staff saw this as a direct impact on the level of public safety. Institution staff recognized staffing issues created by their being away from the institution, subsequently requiring overtime posts not being filled, or adjusted time relative to performing their duties. The time required to travel to the Goochland academy has significant impact on the organization as well as on employees personally.

Staff experience difficulties relative to child or elder care arrangements while away. Many staff work part time jobs to supplement their income. Some are working on their college education at night. Some indicate involvement in other civic or social organizations within their communities. There was a clear recognition that being away from home could place stress on the employee and his or her family. These concerns were all discussed by the work group and viewed as having a negative impact on employee morale, performance and in some cases, retention.

Business Practice

Extensive travel to attend training at the Academy for Staff Development impacts business practices in the field as well as at the Academy for Staff Development. Reducing time away from the job will ensure staff coverage that subsequently reduces institutional staff and offender safety issues. Lengthy travel times to and from the academy require that the facility find replacement for security staff. This increases overtime costs or the need for schedule adjustments to ensure coverage for required security posts to ensure institutional safety and security. Non-security staff, while not requiring replacement, may fall behind in their work or the work is re-assigned to others, subsequently increasing the workload of their colleagues. These issues create hardships and situations that cause employees to avoid or refrain from attending training that enhances their job skills and abilities.

DOC organizational expansion has had a marked increase in the utilization of the Academy for Staff Development resources. Classroom and housing space utilization has increased which has severely limited the Academy's ability to meet the growing training needs of DOC employees. Many training programs related to the implementation of new treatment programs and services for offenders throughout the Department have had to be located away from the academy due to lack of classroom and or housing space. Many employee functional groups i.e. community corrections managers, procurement staff etc., who, in the past, have conducted large scale training events at the academy in order to meet their training requirements, have had to move these events off-site at a greater cost to the Department. The Academy has subsequently included a proposal to expand the Goochland facilities to increase housing, food service, conference and classroom space, storage space and distance learning capabilities in it's capital budget requests since 2004.

Establishing a satellite academy in Southwest Virginia will temporarily relieve the "overcrowded" conditions at the Academy and allow for greater flexibility in program scheduling and accommodating the increased training needs of the Department. Eventually, Academy facilities in Goochland will have to be expanded and upgraded to meet the continued growth of the Department projected over the next ten years and the training needs of it's staff.

Travel Costs and Time

The cost of travel to and from the Academy was estimated by the work group based on two primary factors:

1. Number of staff attending training at the Goochland academy.

   In FY 2005, 216 security staff and 116 non-security staff attended training at the academy. Dependent upon the type of training attended, the number of trips differed. For example, new correctional officers attend five (5) weeks of basic officer training at the academy, while sergeants, lieutenants, counselors, etc., attend 3–5 days of mandatory in-service training.

   In FY 2005, 249 community corrections staff traveled to the Goochland academy to attend training. This figure may include individual community corrections staff that made more than one trip to the academy to attend training.

2. Mileage and vehicle costs required for travel.

   To estimate the mileage, work group members identified the location of each of the major institutions, correctional field units, Parole and Probation District Office, and the diversion and detention centers located in the region that would be served by a satellite academy. Appendix B, Western Region Institution Overview shows the location of the correctional institutions.

   The cost of travel for institutional staff was estimated based on group travel in state vehicles. In FY 2005, the total travel cost for security and non-security staff travel from the institutions located in the region to the Academy for Staff Development in Goochland County is estimated to be $48,555.

   The cost of travel for community corrections staff was estimated by the work group based on the use of personal vehicles at the mileage rate of $.325, established in FY 2005. It should note that the state mileage rate has increased to $.445 per mile at the time of this study.

Community corrections staff from the Region attended 249 training programs at the Academy. The overall cost for mileage in FY 2005 was $2,086.

The travel cost for mileage to the Goochland academy in FY 2005 was $50,641. It should be noted that this figure does not include the number of trips institutions and community corrections staff made to attend meetings, planning sessions, etc, held at the Goochland facility. It is estimated that conservatively this travel would add approximately 8% onto the overall travel costs, thereby increasing the total travel cost for mileage to $54,692.

A major factor contributing to greater travel cost is the significant rise in the cost of fuel over the past two years. This rise alone could contribute to a large increase, possibly 50% or greater, in travel costs.

Work Group Finding: While travel costs will continue to increase, saving projections are reduced by travel to and from the satellite training academy and therefore would not, in and of themselves, cost justify the establishment of the Southwest Virginia Satellite Training Academy.

Travel Time.

The work group also looked at travel time as an important factor in terms of employee salary costs associated with time away from the job. Employees traveling to the Academy for Staff Development from Southwest Virginia for training have to travel for a longer period of time, resulting in a greater salary cost related to travel. Institutional staff more often tends to carpool using state vans/vehicles. Although this reduces the overall cost of travel, travel times can vary from 2 hours to 7 – 8 hours, dependent upon the location of the person's parent facility. In some instances, the longer travel time can result in three full workdays off the job for a one (1) day training program or event. This time in transit equates to lost productivity, resulting in work that will not be done, e.g., an institutional post that would have to be filled by another employee or left uncovered, thereby creating potential security issues, a gap in supervision of

offenders in community corrections, an additional burden placed on other staff assigned to provide post coverage or supervision, etc. Overall, this can place additional stress on the employees involved which may negatively impact morale.

Work Group Recommendation: The study work group recommends establishing a Southwest Virginia Satellite Training Academy due to the following factors: greater employee satisfaction due to less disruption in their routine as well as other issues that are negatively impacted by time away from home; an increase in staff training and employee organizational affiliation due to networking opportunities provided; increased public and institutional safety as staff time to attend training is reduced due to decreased travel time, along with efficiencies created due to reduced travel costs.

Greater Utilization of Distance Learning to Supplement Employee Training

The Academy for Staff Development started using distance learning technology to deliver training in 2003. The Department has installed videoconferencing capability at the Goochland facility, with remote sites in the Eastern Region Office in Suffolk, the Parole and Probation District Office in Fredericksburg, and the Western Region Office in Roanoke. The Department had established a videoconferencing site at Headquarters in Richmond. A number of institutions have this capability, primarily for telemedicine, tele-justice and tele-meetings, with more facilities planning on or in the process of adding this capability.

The Academy has also utilized other methods of distance learning including:

- computer-based programs (mostly those purchased or provided without cost by federal agencies such as the National Institute of Corrections, Homeland Security, and other state correctional agencies). The cost of planning, developing and producing in-house computer-based

training, along with the time involved, has limited the Academy's involvement in production in-house

- online training – the Academy / DOC has developed training programs including brief skill-builder training related to computer program use, financial procedures for inmate pay and trust, annual computer security review and testing for employees, update training related to the National Incident Management System (NIMS), and nationally mandated training related to the Prison Rape Elimination Act

Recognizing that distance learning technology will compliment and supplement staff training and development in the future, the Academy is planning to increase course offerings using distance learning delivery methods, especially in the area of providing new policy and program review and updates. Distance learning is effective and more cost efficient in the information sharing and cognitive training that is delivered in short timeframes. Distance learning compliments academy training which is heavily skill development and scenario / simulation training. Academy training involves greater use of hands-on skill demonstration and practice, and is more effective for the adult learner for increasing personal confidence and ability. This training is particularly effective in the skill areas such as: firearms, defensive tactics, personal safety, interpersonal communications, offender behavior management, identifying and dealing with hazardous situations, chemical agents and use of electronic immobilization devices.

Work Group Finding: ***The Department of Corrections and the Academy for Staff Development are addressing the issues and planning to increase the use of distance learning technology for training delivery. While using distance learning technology will compliment and supplement staff training, cost savings realized related to travel and time away from the job will not be significant enough to counter the savings and other positive impact realized by having a satellite training academy located in the Western Region.***

C. Location Factors Considered

Due to the rapid expansion of the prison population leading into and after the turn of the century, and the prison construction and projected overall growth of the Department of Corrections, discussion regarding the location of satellite training academy in Southwest Virginia was initiated in 1999. The availability of a vacant building on the grounds of the Southwestern Virginia Mental Health Institute (SVMHI), adjacent to the Department of Corrections Marion Correctional Treatment Center (also on the SVMHI grounds), was identified as a potential site.

The "male geriatrics building" had been vacant for ten years and was being considered by the Department of Corrections relative to acquisition and renovation for potential program use by the Marion Correctional Treatment Center. The building had been maintained and was considered to be in relatively good condition.

Subsequently a proposal was developed and presented in the DOC Capital Budget request based on the purchase of land and the planning and construction of a new facility similar to the Academy for Staff Development in Goochland County. First presented in the 2000 Six Year Plan, the proposal has been included in the Department's Six Year Plan since the initial submittal. Appendix A, DOC Six Year Plan, provides a copy of the proposal.

For the purpose of this study, the Western Region Institutions and Correctional Units and Probation and Parole offices located from the Roanoke area were included. Appendix B, Western Region Institution Overview, provides an overview of the facilities mentioned.

Given the addition in Southwest Virginia of the newly constructed prisons at Pocahontas and Chatham (and eventually in Grayson County), to the seven existing major institutions (Keen Mountain Correctional Center, Wallens Ridge State Prison, Red Onion State Prison, Bland Correctional Center, Marion Correctional Treatment Center, Pulaski Correctional Center and the Botetourt Correctional Center), plus the five smaller correctional field units in Southwest Virginia, the Interstate 81 corridor between Wytheville and Abingdon was identified as most central in mileage and travel time to these facilities.

Parole and probation and community diversion and detention centers in the Western Region have also been included since they would be

utilizing the satellite academy facilities. The Districts, Residential Programs and other programs included in this study are:

District 14 – Danville
District 15 – Roanoke
District 16 – Wytheville
District 17 – Abingdon
District 18 – Norton
District 20 – Bedford
District 22 – Martinsville
District 28 – Radford
District 37 – Rocky Mount
District 40 – Fincastle
District 43 – Tazewell
Appalachian Detention Center
Chatham Diversion Center
Five (5) Day Reporting Centers

Work Group Finding: **Based on the DOC staff population identified above, and distance and travel time factors, the work group recommended that the proposed Southwest Virginia Satellite Training Academy be located along the I-81 Corridor in the area between Wytheville and Abingdon, Virginia.**

Work Group Recommendation: ***That strong consideration is given to establishing a satellite training academy in Southwest Virginia, along the I 81 corridor, in the vicinity of Marion Virginia. Factors contributing to this finding include: the impact that reduced time away from the job will have on increased safety and security within the institutions, increased public safety, overall higher employee morale, and greater capability by the Academy for Staff Development in Goochland County to meet future DOC employee training needs and organizational changes throughout the Commonwealth. As the Department continues to expand in Southwest Virginia, the potential for***

greater efficiency and response to staff training needs was also considered a plus.

D. Options Considered for establishing a Satellite Training Academy in Southwest Virginia

The Southwest Virginia Satellite Training Academy Study Work Group, at the direction of the Legislature, considered various options for establishing a satellite training academy in Southwest Virginia. The options essentially fell into three categories:

1. renovate a state owned facility on the grounds of the Southwestern Virginia Mental Health Institute, adjacent to the Marion Correctional Treatment Center

2. purchase or lease and renovate other existing property available in the area selected for the location

3. construct a new facility

The facility requirements for the satellite training academy are as follows:

- facility must be handicap accessible
- men's and women's restrooms / locker rooms with showers
- overnight housing accommodations on a two person per room (with study desks and closet / lockable drawers) basis, for fifty (50) plus persons. Housing rooms must provide privacy between men's and women's housing
- two (2) large classrooms (approximately 1200 to 1500 sq. feet per room) for instruction and multipurpose use e.g. physical training, defensive tactics, etc
- six (6) smaller classrooms: four rooms @ 700 Sq. foot per room; two (2) smaller classrooms: one at 250 sq. foot and one at 450 sq. foot set up for computer lab
- dining area for up to 100 training participants @ 35 participants or staff per seating

- cold and hot food receiving, re-heat and serving area, with adjacent washing /drying area
- eight office areas for administrative, training and operations staff
- adequate break area with vending space, for up to 35 people
- two to four lounge areas for various use: studying, recreation, etc
- lobby / reception area for registration / visitors
- year round climate control

Option 1. Renovation of a state owned facility on the grounds of the Southwestern State Hospital, adjacent to the Marion Correctional Treatment Center.

The Department of Corrections has acquired the vacant "male geriatrics A building" from the Department of Mental Health, Mental Retardation, and Substance Abuse Services, for the purpose of having additional administrative and programming space for the Marion Correctional Treatment Center. The MCTC is located on the grounds of the Southwestern Virginia Mental Health Institute, adjacent to this building.

The Department of Corrections' Architectural and Engineering Services Unit has completed a study of the condition and adaptability of the building. Appendix C, Feasibility Study, Proposed Scope and Statement of Probable Cost" presents details of this study. The scope of this study included:

- fire suppression
- asbestos and lead abatement
- heating, ventilation and air conditioning
- plumbing
- exterior waterproofing
- site work
- electrical

- low voltage
- interior finishes
- furnishings
- exterior finishes
- handicapped access

The summary findings of this study indicated that:

> "The building is adaptable to the proposed use at a minimum cost of $1,250,000. Once furnishings are considered, however, that cost could approach $1.5 million."

This project cost assumed "much of the work" would be done by the Corrections Construction Unit (CCU), with some work contracted through private contractors. The cost could increase if CCU was not available or could not perform the work required.

The minimum timeframe for renovation to meet the facility/program requirements was projected to be six to twelve months from commencement of the project, depending on the resulting schedule for utility upgrades and code approvals.

Option 2. Purchase or lease and renovate other existing property available in the area selected for the location.

The work group initially brainstormed the types of existing facilities we would be looking to evaluate. Discussion ranged from locating empty warehouse-type buildings that had been used for retail or manufacturing purposes, with large open space under roof that could be readily re-designed and renovated. The idea of partnering with an existing agency like a college or community college was also considered.

The work group held a meeting at the Crossroads Institute in Galax, Virginia. This facility is a re-designed and renovated Lowes building that had become available when Lowes built a new, larger facility. The Crossroads Institute was very well designed and being used for community college classes, small business offices and light manufacturing, and community development. The work group toured the facility and determined that a building of this nature would be a possibility as it would allow for the most design flexibility, the possibility of partnering with other DOC or external organizations, and future expansion. Although there was some interest in the space

available at the Crossroads Institute, it was not sufficient to meet the program needs of the satellite academy and it was too far removed from the target location area that the group had identified.

The factors eventually identified by the work group to measure and evaluate the sites located included:

- sufficient square footage to meet the facility program needs
- existing condition of the facility:
  - metes and bounds
  - building plans
  - mechanical systems
  - electrical systems
  - structural elements
  - fire safety systems
  - roofing / flashing
  - building envelope
  - asbestos and lead containing building materials
  - other environmental hazards
  - site conditions
  - available documentation
- projected cost of acquisition and renovation
- availability of shared services with other DOC or external agencies
- proximity to firearms and chemical agents range
- capability for expansion

After searching for potential sites in the area, four were selected for consideration and evaluation:

- a former Buster Brown Manufacturing Plant located in Marion
- the vacant Emerson Manufacturing Plant in Wytheville

- the Superior Mills Manufacturing Facility in Marion
- a former Pepsi Bottling Plant in Marion

Buster Brown Manufacturing Plant – Marion

The Buster Brown manufacturing facility is located in a residential neighborhood in Marion, Virginia.

The site visit was conducted by Tom Young, Lead Engineer with DOC Architectural and Engineering Services Unit, and Gerald P. Eggleston, DOC Training Manager, and Harlos Larrowe, Community Corrections Regional Manager. The visit was fairly thorough but brief, given the initial findings and observations.

The owner of the building had expressed a strong desire to work with the Department in any manner to make the building acceptable for the Department's needs. Unfortunately, based on the initial observations, the plant seemed undesirable for the Department's intended use. The sewer service was inadequate and none of the building's existing systems: mechanical, electrical, or plumbing were deemed re-useable. The location is constrained and potential parking is limited. Located in a residential area and surrounded by residential development, future expansion would be very limited.

A full Statement of Condition was not completed on this building due to the above findings.

Emerson Manufacturing Plant - Wytheville

A site visit was conducted by Tom Young, Lead Engineer with DOC Architectural and Engineering Services Unit.

The Emerson Manufacturing Plant is a very large building, approximately 132,000 square foot under roof and is located in Wytheville, Virginia. The building was constructed in sections at different periods of time. Construction of the original buildings occurred in 1939. Additional buildings were constructed in 1974. The report indicated that future expansion would be difficult.

The building is considered adaptable for use as a satellite training academy. The large amount of space available could readily be designed and renovated to meet the program requirements of the satellite academy, although the cost would be significant due to the overall condition of the facilities and equipment.

Appendix D, Statement of Condition presents a detailed review of this facility.

Superior Mills Manufacturing – Marion

The Superior Mills Manufacturing facility is located at I-81 , Exit 45 directly across Route 16 from the Marion Correctional Treatment Center.

The site visit was made by Tom Young, Lead Engineer with DOC Architectural and Engineering Services Unit, Gerald P.Eggleston, DOC Training Manager, and Harlos Larrowe, Community Corrections Regional Manager, Western Region.

Although located in excellent proximity to the Marion Correctional Treatment Center, this facility was quickly identified as undesirable. The building was not adaptable with wood joist and roof deck, slab on grade, inadequate water / sewer, structural problems, potential environmental issues, inadequate sprinkler / fire safety systems, and inadequate electrical / mechanical systems. While parking was adequate, the facility was limited in future expansion.

A full Statement of Condition was not completed on this building due to the above findings.

Pepsi Bottling Plant - Marion

The Pepsi Bottling Plant is located directly off of I-81 at Exit 44. It is located in excellent proximity to the Marion Correctional Treatment Center, approximately 1.5 miles down I-81 from the facility.

The site visit was made by Tom Young, Lead Engineer with DOC Architectural and Engineering Services Unit, Gerald P. Eggleston, DOC Training Manager, and Harlos Larrowe, Community Corrections Regional Manager, Western Region. Mr. Young examined the blueprints, after which he did a visual inspection of the building and property with the former building custodian who retired when the

Pepsi Company moved to a new larger plant. The property is currently owned by a local businessman. The property has a total of 90,626 square foot under roof.

Mr. Young found the building and property to be in very good condition and adaptable for use as a satellite training facility. The interior is basically a large "L" shape open space that had been used as a warehouse. The visiting group concurred that this space could be readily designed and renovated to provide sufficient classroom, multi-purpose area, housing, dining room, food service, and trainer office and storage space to meet facility program requirements. There is an office area that would meet the administrative and support space needs and a two story, 13,500 square foot detached building that could be used for maintenance, building and grounds and additional storage. The building is surrounded by approximately 83,000 square feet of paved area. The group felt that the property had sufficient square footage to potentially provide partnership opportunities with the Marion Correctional Treatment Center, community corrections or local law enforcement agencies.

The Pepsi Building also provides space for future expansion, when that becomes necessary to meet future training and development needs as the DOC Southwest Virginia employee base continues to grow.

Appendix E, Statement of Condition, provides a review with drawings, pictures and a location map of the Pepsi Bottling Plant Property.

The Pepsi Bottling Plant is available for purchase for $1.1 million dollars. The estimated design and renovation costs would be in the range of $ 6 million to $ 7.5 million dollars.

Option 3. Construct a new facility.

Two types of construction arrangements were considered relative to this option:

- state funded construction of a new facility on state or newly purchase property

- the Department enters into a build-to-lease arrangement with a private developer

State funded construction of a new facility on state or newly purchased property.

The Department of Corrections, in looking at the possibility of new construction in the past, developed a proposal for a newly constructed satellite training academy and submitted this as part of the 2000 Six Year plan for Capitol Construction. The projected total cost at that time was $ 15,900,000 for purchase of the land and new construction. The Department has continued to include this proposal in the Capitol Construction Six Year Plan. Appendix A, DOC Six Year Plan provides detail regarding program need and projected costs of new construction.

Cost projections were based on construction projected in 2002. The current project cost could be up to 15% (approximately $ 2.5 million) greater than the cost presented in the plan, given the actual time of construction.

Build–to-lease arrangement with a private developer.

The possibility of entering into a "build-to-lease" arrangement with a private developer came to our attention during the last visit to the area. The site is located at the northeast quadrant of Exit 19 off on I-77, in Carroll County. This site is approximately 12 miles south of I-81.

The site visit team of Tom Young, Lead Engineer, DOC Architectural and Engineering Services Unit, Gerald Eggleston, DOC Training Manager, and Harlos Larrowe, Community Corrections Regional Manager, Western Region, went to the site and was given a tour of the area where the building would be located. The site is part of a multi-use commercial, light industrial and residential development.
The Carroll County Administrator accompanied the team and provided an overview of the general plan for the site. It was the understanding of the site visit team that the developers would be interested in constructing a facility according to the design specifications provided by the Department of Corrections, and subsequently enter into a long term lease or lease purchase arrangement with the Department.

Further discussion regarding this site and preliminary cost projections addressed the following factors:

- the estimated square footage of the facility to be constructed: 45,000 to 50,000 sq. foot

- the acreage required: estimated at 6-8 acres

- cost estimates for construction: based on previous DOC Architectural and Engineering Services estimate included in the DOC Capitol Construction Six Year Plan : $ 16.5 million - $18 million (included cost of land and firearms range on additional site; adjusted for inflation)

Very preliminary estimates for a build-lease arrangement would be in the area of 10% per year of the total costs including: land purchase, construction costs and real estate taxes. The annual lease cost is estimated at $ 1.6 million to $ 1.8 million per year, for a ten year lease.

The Development Company, DLB, Inc., reiterated a strong interest in being considered for this project and in entering into an arrangement with the Department of Corrections.

E. Projected Annual Operating Costs of a Satellite Academy in Southwest Virginia

Projected annual costs of operating a satellite training academy in Southwest Virginia vary dependent upon the type and location of the facility. Assumptions made regarding the costs are:

- the annual cost of operating the "male geriatrics" facility at the Marion Correctional Treatment Center (MCTC) would be less than the other possible selections due to the size of the facility, the possibility of using space in other MCTC buildings for training /storage and overflow housing, and shared services received from MCTC or other correctional facilities in close proximity

- the estimated annual cost of operating a renovated facility away from the MCTC , although greater than the MCTC building, would vary depending on distance from MCTC or other DOC facilities. The operating costs would also depend on the size of the facility and the cost of maintenance, repair, and food service availability

- the estimated cost of operating a new facility would probably be higher due to the: size of the facility, service agreements, food service preparation, lack of shared services (again dependent upon location). The cost estimations could be impacted by a new facility having new, more energy efficient equipment and less anticipated repair costs

Projected Annual Costs of Operating a Renovated " Male Geriatrics Building" Satellite Academy adjacent to the Marion Correctional Treatment Center (MCTC).

The projected annual costs of operating a satellite training academy in the renovated building adjacent to the MCTC is $ 1,189,400. This estimate may vary by 15% dependent upon unforeseen costs, greater than anticipated training demand, equipment failure, etc. The estimated annual operating costs are listed below:

Annual Operating Cost Projections – MCTC Site

Personal Services (Salary & Fringe Benefits)

1 Assistant Training Manager	87,750
6 Trainers	283,500
2 Administrative Support	71,550
3 Building & Grounds Supervisor	137,700
2 Food/Housekeeping Services	59,400
2 Facility Security Staff	67,500
Food Services	175,000
Utilities	72,000
Non-Professional Services	45,000
Training Materials/Supplies	40,000
Equipment	20,000
Housekeeping Supplies	25,000
Furnishings	15,000
Communications & Information Technology	48,000

Transportation	17,000
Contingency	25,000
Total Annual Operating Costs	**$1,189,400**

Appendix G, Proposed Staffing for Satellite Training Facility in Southwest Virginia, provides additional detail regarding the positions required to provide training and operate the satellite facility.

Projections for providing training and operating a satellite training facility as described in the other two options would, as mentioned previously, most likely be greater. Dependent on location, additional staffing may be required to provide all of the services. The training staff would probably not increase as the projected trainer staff is predicated on the use of Goochland Academy training staff to supplement the satellite training staff in presenting programs on-site or via distance learning.

The estimated difference for the options other that the MCTC site would range from **$ 1.25 million to $1.75 million per year to operate these facilities.**

F. Short and Long Term Impact of a Southwestern Virginia Satellite Training Academy

Short Term Impact

The data collected during the study indicates that could have the establishing a satellite training academy in Southwest Virginia following anticipated short term impact:

- although there would still be travel costs related to travel to the Goochland academy as well as the satellite academy for the institutions and community corrections units located in the Western Region, travel costs would decrease and time away from the job would be significantly reduced. This would increase productivity and very possibly enhance public safety. Issues related to employee's work routine and personal / family issues would also be positively impacted

- the opening of a satellite academy in Southwest Virginia would reduce the amount of training provided at the Academy for Staff Development for a brief period of time. Considering the number of requests for staff training the Academy for Staff Development has had to turn down due to classroom and housing limitations, it is anticipated that the training need related to the addition of new facilities, expansion of existing institutions in other areas of the Commonwealth, new offender program services being instituted in institutions and community corrections, and the growing need for career development and succession plan training, the training reductions realized would be short-lived. It is anticipated that the Academy would be operating close to or at capacity after a brief period of time

- with the addition of other new institutions and community corrections programs in the Western Region, reduced delay in providing required staff training will be realized

- western region staff will have a greater opportunity to attend training to increase their skills and enhance their correctional careers, with less disruption to the work and personal lives

- greater employee morale in the Western Region due to training being more readily available. This will reinforce the view that Southwest Virginia Corrections employees are indeed viewed as being an important part of the organization

Long Term Impact

The projected long term impact of establishing a satellite training academy in Southwest Virginia would be:

- A continued increase in efficiencies related to travel costs and time away from the job, as the Department of Corrections employee base continues to grow significantly in Southwest Virginia.

- An increased ability to plan for and respond in the most cost effective manner to the new facilities and community corrections program growth planned for Southwest Virginia.

- An increase in the ability to respond to new federal and state training mandates relative to correctional practice and emergency response.

- A stronger, more positive relationship with the communities in the Western region, especially those in the area of the satellite academy. Correctional employees will be viewed as better trained and more professional.

- High morale and higher retention due to a greater sense of being a valued part of the organization with opportunities to advance.

G. Southwest Virginia Satellite Academy Study Work Group Findings and Recommendations.

The Southwest Virginia Satellite Academy Study Work Group considered the issues related to establishing a satellite training academy in Southwest Virginia, including:

- determination of the need for a satellite training academy in Southwest Virginia

- identifying the optimum location for the satellite academy

- consideration of increasing the use of distance learning technology to create cost savings related to training DOC staff in Southwest Virginia

- facility options available for establishing a satellite training academy in Southwest Virginia

Findings and Recommendations

1. Need for a Satellite Training Academy in Southwest Virginia.

   The Satellite Academy Study Work Group found that the location of a training facility in Southwest Virginia would have a major long term impact in terms of:

- significantly reduced employee travel to the Academy in Goochland County
- significant additional hours spent on the job rather than in transit for training
- an increase in overall safety and security within the institution as well as an increase in public safety in the communities
- overall higher employee morale due to additional training opportunities within their geographic area and a stronger affiliation with the Department
- greater flexibility for meeting future DOC employee training needs and organizational changes at the Goochland Academy and in the Western Region

Findings: The Work Group's recommendation was that strong consideration be given to establishing a satellite training academy in Southwest Virginia

2. Location of a Southwest Satellite Training Academy

Findings: The Study Work Group recommends that the proposed Satellite Training Academy be located along the Interstate 81 corridor between Wytheville and Abington, Virginia.

3. Consideration of increasing the use if distance learning technology to reduce the cost of staff training in Southwest Virginia.

Findings: The Department of Corrections and the Academy for Staff Development are addressing the issues and planning to increase the use of distance learning technology for training delivery, although cost savings will be realized, estimates indicate that the savings realized related to travel and time away from the job will not be significant enough to counter the savings realized by having a satellite training academy located

in the Western Region. On the other hand, distance learning technology will enhance the training provided at the satellite training academy.

4. Facility options for establishing a Southwest Virginia Satellite Training Academy.

The Study Work Group found that there were three distinct options that needed to be considered relative to the creation of a satellite training facility in optimum location recommended previously in this study. These options include:

- Option 1 - Renovation of a state owned facility on the grounds of the Southwestern State Hospital, adjacent to the Marion Correctional Treatment Center.

- Option 2. Purchase or lease and renovate other existing property available in the area selected for the location.

- Option 3. Construct a new facility.

<u>Work Group Recommendations:</u> The Southwest Virginia Satellite Training Academy Study Work Group reviewed the various options and recommends that a plan be adopted that would address both the Department's short term and long term needs by:

- **Rapidly meeting more immediate staff training and development needs in Southwest Virginia as well as providing an increased capability for the Academy for Staff Development in Goochland County to meet the increase in staff training needs across the Commonwealth, and**

- **Addressing a long term solution to meet the organization's increased staff training and development needs as the institutional and**

community offender population continues to grow in the future, particularly in Southwest Virginia. This plan should address these long term training needs by identifying and acquiring a facility in Southwest Virginia that has the capacity to be designed for future expansion to meet the Department's staff training needs in Southwest Virginia and across the Commonwealth well into the future.

The proposed plan would include the following:

- Provide funding to the Department of Corrections to complete the renovation of the Male Geriatrics Building "A" adjacent to the Marion Correctional Treatment Center on the grounds of the Southwestern Virginia Mental Health Institute. The Department has acquired this building and is currently in the process of preparing it for use by funding needed asbestos abatement and facility electrical and HVAC upgrades (approximately $400,000). The DOC sees the potential in this building for future utilization in a number of functions and has subsequently proceeded with the upgrades. With additional funding, this building could be renovated to provide training, housing, multi-purpose and office space for use as a satellite training facility on an interim basis. This building could then be easily adapted for other functions at the time the satellite training academy is moved to a permanent location.

  This facility could be operational 8 to 12 months after funding.

- **The General Assembly fund the purchase and re-design of the Pepsi Building located at I 81, Exit 44 in FY 2009. Funding for licensing, required permits and contracted renovation of this property for use as a permanent Southwest Virginia Satellite Training Academy Facility should be included in the FY 2010 budget. The completion of this facility would then be projected for FY 2011. As stated previously, at the time this facility becomes operational, plans for use of the interim facility on the MCTC grounds will be put into place.**

The above findings and recommendations of the Southwest Virginia Satellite Training Academy Study Work Group are respectfully submitted to the General Assembly for consideration.

Southwest Virginia Satellite Training Academy Study

Appendices

A. DOC Six Year Plan

B. Western Region Institution Overview

C. Feasibility Study, Proposal Scope and Statement of Probable Cost " Male Geriatric Building A", Marion Correctional Treatment Center

D. Statement of Condition (Emerson Manufacturing Plant, Wytheville, Virginia)

E. Statement of Condition (Pepsi Bottling Plant, Marion, Virginia)

F. Southwest Virginia Satellite Training Academy Study Work Group Membership and Acknowledgements

G. Proposed Staffing for Satellite Training Facility in Southwest Virginia

APPENDIX A

DOC Six Year Plan

Department of Corrections
2006 SIX YEAR PLAN

Biennium: 2006-08

Jerry
784-0999
8 pages

H Form Information

Agency Title: Academy for Staff Development

Project Title: Construct Western training facilities

Total Cost: $15,903,000

Need ID: 1086

General Information

Date: *5/13/2005*

1. Agency Code: *799* 2. Agency Title: *Academy for Staff Development* *Need ID:* *1086*

3. Project Title: *Construct Western training facilities* 4. Agency Priority: *25*

5. Biennium for which this project is proposed: *2006-08* 6. Project ID Number: *7992006-0825*

7. Project Location: *Goochland County*

8. Project Category: *New Construction* 9. Proposed Financing Method: *Pay as you go*

10. Name of Person To Contact About this Project: *Bob Johnson*

11. Contact's Telephone Number: *804-674-3102 x1226*

12. Contact's E-Mail Address: *Brian.Stamas@vadoc.virginia.go*

Project Description:

A satellite training academy program will be opened at a location in the Western Region. It will have 7 separate training areas: three 750 square foot classrooms to accommodate 35 students each, one 1,400 square foot room for 70 to 100 people that can be divided into two separate areas and 2 smaller conference areas of 250 square feet each. These rooms will be equipped with audio visual hookups and electronic telecommunications connections for use of distance learning technology. Even with the opening of the last of this string of institutions, the Academy expects to train in the area of 1,100 to 1,200 correctional officers each year to deal with the state turnover rate. Each of these candidates spends 4 weeks at the Academy and virtually uses all the available bed, classroom and support facilities.

Project Cost

1. Acquisition:	*$1,100,000*
2. Building and Built-in Equipment:	*$7,125,000*
3. Sitework and Utilities:	*$3,750,000*
4. Architectual / Engineering Fees:	*$816,000*
5. Loose Furnishings and Equipment:	*$801,000*
6. Contingencies (2%):	*$218,000*
7. Project Inspection:	*$544,000*
8. Other Cost (also see section H):	*$1,549,000*
9. TOTAL COST:	***$15,903,000***
10. Estimated Planning Costs (Included in Above):	*$0*

Project Schedule

1. Projected Time (In Months) to Select Architect and Engineer:	*2*
2. Projected Time (In Months) to Submit Schematic Design:	*4*
3. Projected Time (In Months) to Submit Preliminary Drawings:	*5*
4. Projected Time (In Months) to Submit Working Drawings:	*3*
5. Projected Time (In Months) to Recieve Bids:	*2*
6. Projected Time (In Months) to Award Construction Contract:	*2*
7. Projected Time (In Months) to Start Construction:	*0*
8. Projected Time (In Months) to Complete Construction:	*16*
9. Projected Time (In Months) to Occupy Facility:	*2*

Itemization Of Other Costs

1. Project Management:	
9. Printing:	*$8,000*

Department of Corrections

2006 SIX YEAR PLAN

Biennium: 2006-08 Priority: 25

H Form Information

Agency Title: Academy for Staff Development

Project Title: Construct Western training facilities

Need ID: 1086

Total Cost: $15,903,000

A. Project Management In Operating Budget:	$0
B. Project Management In Capital Budget:	$485,000
2. Special Consultants (if not included in A/E fees):	
A. Special Structural Inspector	$25,000
B.	$0
C.	$0
3. Asbestos / lead based paint survey and design:	$0
4. Asbestos abatement:	$0
5. Independent cost estimates:	$5,000
6. Value engineering:	$75,000
7. Subsoil investigations:	$20,000
8. Construction testing services:	$30,000
10. Advertisements:	$2,000
11. Work by owner:	$0
12. Signage:	$3,000
13. Miscellaneous utility charges:	$350,000
14. Moving expenses:	$0
15. Miscellaneous other costs (itemize):	
A. BCOM review	$60,000
B. O&M Manuals	$27,000
C. Miscellaneous	$459,000
D.	$0
16 Total Other Costs:	$1,549,000
17 Total Other Costs from Project Cost, #8 above: (16 and 17 above should be equal)	$1,549,000

Academy for Staff Development
Construct Western training facilities
2006 Priority 25 ID 1086

PROJECT REQUEST JUSTIFICATION

DESCRIPTION OF PROPOSED PROJECT

A satellite training academy program will be opened at a remote location in the Western Region. The new site will include classrooms and meeting, administrative, shop, food service, housing, physical training and range facilities.

The Academy for Staff Development training facility will be located in the Western Region along the I-81corridor, ideally in the vicinity of Abingdon or Marion. It will have 7 separate training areas: three 750 square foot classrooms to accommodate 35 students each, one 1,400 square foot room for 70 to 100 people that can be divided into two separate areas and 2 smaller conference areas of 250 square feet each. These rooms will be equipped with audio visual hookups and electronic telecommunications connections for use of distance learning technology.

The administrative area will have offices for 2 administrative positions, 4 trainers and secretarial support. Rooms will be included for copiers, supplies, housekeeping, record storage, audio visual equipment, and the computer hub. An armory and secure storage for drugs and training aids for canines.

The shop area will house the Building and Grounds office and space for trades people for electricity, plumbing and grounds keeping.

Food services facilities will be capable of serving an average of 85 to 100 people per day.

Housing facilities will accommodate 50 persons. This will include 46 in two-man rooms with 2 rooms sharing a bathroom and 4 rooms designed for handicapped.

Physical training facilities will contain a large room with a durable gymnasium type floor, that can be divided into separate spaces, for fitness training and defensive tactics. It will also have an office for trainer use, a mock two level cell block (with 2 cells above 2 cells) and control center, locker and rest room facilities, storage and housekeeping space.

The range will have a tower with firing positions on 2 levels, a rifle range, a shot gun range, a 25 yard firearm range and a hazardous materials building for a chemical agents class and a decontamination room.

This project will provide a staff training facility branch in the western area of the state.

Academy for Staff Development
Construct Western training facilities
2006 Priority 25 ID 1086

Life expectancy is projected to be 50 years.

The scope of this project was based on the list of needed areas and square footage provided by the Academy. It was based on its current facilities and projected programs to be offered at the new facilities.

Funding for this project was requested in the department's 2004 Six Year Plan (2008 #31).

FACILITY INFORMATION

The facilities of the Academy for Staff Development in Goochland County have essentially been taken over to deliver basic entry level training to new correctional officer candidates to staff the correctional institutions across the state. In the late 1980's an average of 700 people would complete this program each year.

With the expanded and new institutions that came on line in the 1990s, this number has climbed to around 1,500 for FY1998 and that number will be exceeded in FY1999. In addition, $100,000 has already been spend in FY1999 (through 4/30/99) to provide basic correctional officer courses at off site locations to keep up with the demand.

Even with the opening of the last of this string of institutions, the Academy expects to train in the area of 1,100 to 1,200 correctional officers each year to deal with the state turnover rate. Each of these candidates spends 4 weeks at the Academy and virtually uses all the available bed, classroom and support facilities.

The Academy for Staff Development moved into is present location in Goochland County in May, 1993.

The housing facilities were designed for 2 persons per room and bath facilities shared by four people. To meet the demand for courses, beds were added to room to have 5 use each bathroom. This produces uncomfortable crowding in a small area of the rooms and may result in the need to increase the pump size for the booster station pushing the wastewater to the treatment plant.

PROGRAM INFORMATION

The Academy for Staff Development offered 68,000 hours of training in FY1998. (A four week basic training course with 35 students is equal to 5,600 hours [35x160]).

From July 1, 1998 through April 30, 1999 the Academy presented 1,048 training programs or conferences. This number exceeds the number of programs presented

during FY1998, the highest year ever. This year may surpass FY1998 by as much as 50%.

Over the past four years the number of programs offered at the Academy has dramatically increased along with the numbers of participants. The following data show the number of programs offered during recent fiscal years and the average number of participants each day.

FY	PROGRAMS	PARTICIPANTS
1996	624	214
1997	874	191
1998	1,021	241
1999	1,048	307 (as of 4/30/99)

The demand for programs has increased with the number of institutions. In addition, Community Corrections facilities and programs are growing and requiring an increase in training that is offered and the development and presentation of new training programs.

The Department of Corrections, State Correctional Facilities Standards, adopted by the State Board of Corrections on November 19, 1997 lists the following standards:

15-31-90-E Corrections officers shall be employed on the condition that they satisfactorily complete required corrections officer training within the first 12 months of employment and any other departmental mandated training.

15-31-90-F Staff employed in the corrections officer series and other employees with mandated in-service training, shall successfully complete the in-service training required by DCJS. Other employees shall meet In-service training requirements as determined by the Department of Corrections.

15-31-90-G Written procedure and practice shall ensure that all personnel authorized to use firearms, chemical agents, nondeadly weapons and deadly force receive appropriate training before being assigned to a post involving the possible use of such weapons. Competency in firearms shall be demonstrated in accordance with departmental timeframes.

15-31-90-I Staff and inmates using hazardous materials or chemicals shall be informed of the hazards and shall be instructed in their proper use and In emergency procedures. The procedures utilized to train staff and inmates shall be adequately documented and

Academy for Staff Development
Construct Western training facilities
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records shall be maintained for future reference.

15-31-90-K Individuals in supervisory and management positions shall successfully complete supervisory or management training at least every 24 months.

The Virginia Department of Corrections Strategic Plan contains the following:

Goal 3 Promote an effective, fair and diverse organization through staff recruitment, retention, development and recognition guided by sound decisions and human resource policies.

Objective 6 To expand and improve Department training and developmental programs for all employees.

The goals and objectives of the institution include:

1 Utilizing the most efficient and effective methods of training delivery available, manage an employee training and development process that provides comprehensive, up-to-date, job related, skill-based training for all DOC employees.

3 Create and nurture a learning organizational culture that supports the continued growth and high quality performance of the organization into the next century through the acquisition and use of new, innovative distance education technology such as interactive computer-based training, two-way "real time" video and the development of an Intranet within the organization.

4 Efficiently manage the Academy's resources to ensure that the academy physical plant is appropriately maintained and capable of continuing to provide an environment that supports high quality services and accommodations for DOC employees now and in the future.

PROJECT COSTS

The cost estimates were developed using the 1994 actual costs data for the individual buildings for the Academy facility in Goochland, project 15079. Although the scope will be reduced, it is expected that the basic designs for the various buildings may well be used. These costs were then inflated. Site work costs were increased over those at the Goochland site due to the proposed physical location and terrain in southwest Virginia.

Acquisition:	$1,100,000	$1,000,000 x1.10= $1,100,000 for 2006.

Academy for Staff Development
Construct Western training facilities
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Bldg & equipment:	$7,125,000	Classroom & admin $2,000,000; shop $225,000; food service $900,000; housing (50 beds) $1,600,000; multipurpose $825,000; kennel $150,000, per Bill Ralston, =$5,700,000 for 1999. $5,700,000 x1.25 (for increases in 2005)= $7,125,000 for 2006.
Sitework & utilities:	$3,750,000	1994 figure of 1,300,000 x 14% factor = $3 million, per Bill Ralston, for 1999. $3,000,000 x1.25 (for increases in 2005)= $3,750,000 for 2006.
A&E fees:	$816,000	$7,125,000 +3,750,000= $10,875,000 x.075= $815,625
Furnishings:	$801,000	For satellite academy: $801,000 per Bill Ralston, 1999.
Contingencies:	$218,000	$7,125,000 +3,750,000= $10,875,000 x.02= 217,500
Project inspection:	$544,000	$7,125,000 +3,750,000= $10,875,000 x.05= 543,750
Other:	$1,549,000	
TOTAL:	$15,903,000	
Planning:	$0	

The source of funding is the General Fund.

Increases in M&O expenditures are expected proportional to the size of the facility that is funded.

The source of M&O funding is the General Fund.

OPTIONS CONSIDERED

Alternatives to the construction of a new training facility include renting facilities in which to operate this program or using community college facilities for this purpose.

Deferring this request will prolong the existing conditions.

PROJECT SCHEDULE

Select architect and engineer	2
Submit schematic design	4
Submit preliminary drawings	5

Academy for Staff Development
Construct Western training facilities

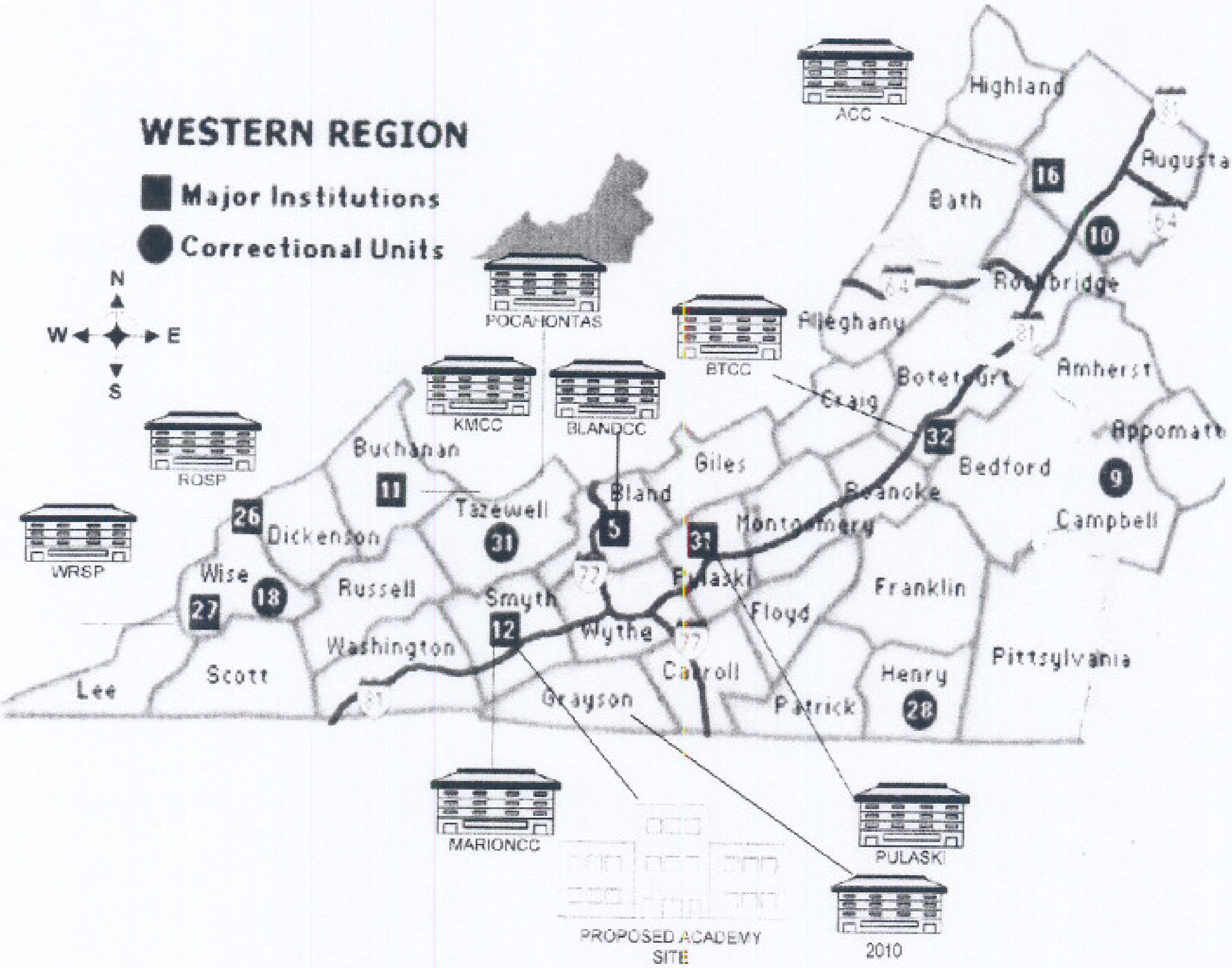
2006 Priority 25 ID 1086

Submit working drawings	3		
Receive bids	2		
Award contract	2	Months to contract:	18
Start construction	0		
Complete construction	16		
Occupy facility	2	Months to complete:	18

Bob Johnson
May 13, 2005

APPENDIX B

Western Region Institute Overview


WESTERN REGION
Major Institutions
Correctional Units
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POCAHONTAS
BTCC
KMCC
BLANDCC
ROSP
WRSP
MARIONCC
PULASKI
PROPOSED ACADEMY SITE
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Highland
Augusta
Bath
Alleghany
Rockbridge
Botetourt
Amherst
Craig
Bedford
Appomattox
Buchanan
Giles
Bland
Roanoke
Tazewell
Montgomery
Campbell
Dickenson
Pulaski
Wise
Russell
Smyth
Floyd
Franklin
Wythe
Washington
Carroll
Pittsylvania
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Henry
Lee
Grayson
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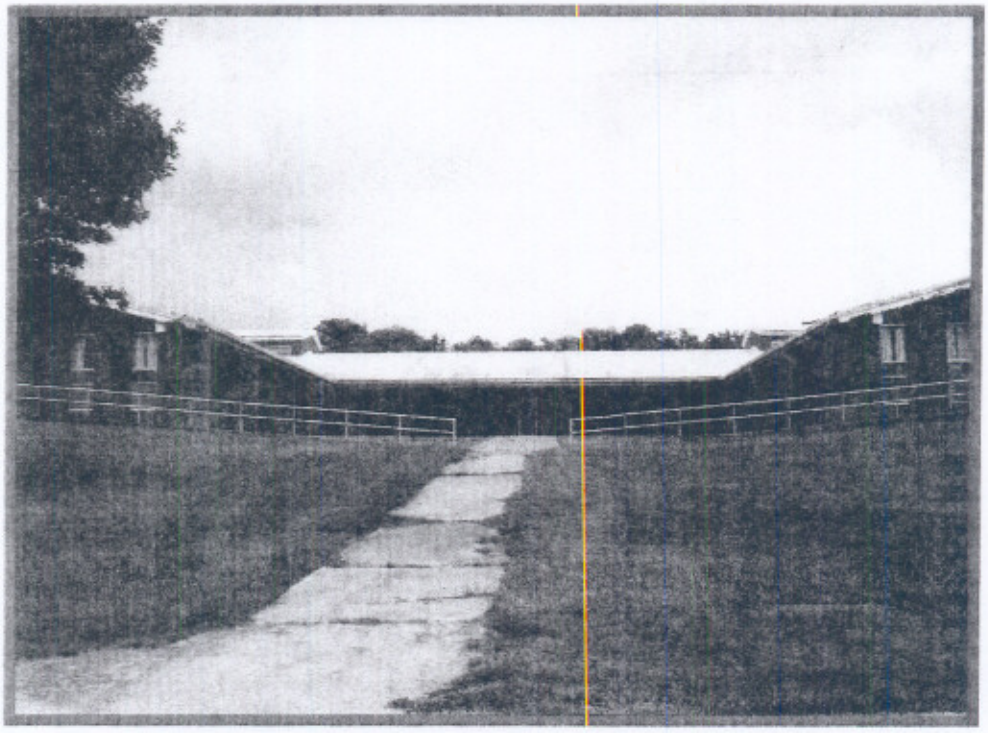
APPENDIX C

Feasibility Study, Proposal Scope and Statement of Probable Cost "Male Geriatric Building A", Marion Correctional Treatment Center

MARION CORRECTIONAL TREATMENT CENTER

MALE GERIATRIC BUILDING "A"
ADAPTIVE RE-USE
WESTERN TRAINING ACADEMY



FEASIBILITY STUDY
PROPOSED SCOPE
AND
STATEMENT OF PROBABLE COST

Date: 17 August 06
Prepared by: T. Young
Department of Corrections
Architectural and Engineering Services

INTRODUCTION

A visual inspection of the Male Geriatric Building "A" at the Marion Correctional Treatment Center was performed on Thursday 27 July 06. The purpose of this inspection was to identify architectural, mechanical, electrical, plumbing, and fire safety improvements which would be required to obtain a 'change in use' for this structure from Institutional to mixed use: Residential and Business, and for use by the Department of Corrections as a western area training facility. By conversations with Mr. Bert Jones, Chief of Architectural and Engineering Services, and Mr. Gerry Eggleston, Training Manager, the program requirements were given as:

handicapped access
adequate toilet facilities
overnight accommodations for approximately 50 trainees
2 large classrooms, and at least 6 smaller classrooms
cold food prep and warm food re-therm area
dining area for 75 trainees and staff, fed in shifts

Remaining space would be put to administrative use; however, the designation of administrative space is not a high priority in the program, because there is available office space in the adjacent Wright Building.

Product selection is to be determined by minimum first cost with maintainability and serviceability being secondary.

Concurrent with this inspection, Apex Environmental, LLC ® performed a detailed lead and asbestos survey, with instructions provide an itemized costs estimate to abate these materials.

The following documents were reviewed in connection with the building inspection:

Asbestos Assessment Study, Hall Kimbrell, 1987
As Built Drawings, Echols Sparger and Associates, 5/29/1969
Correspondence assembled by Mr. Jack Allen, DOC Architect, 1/26/94 through 2/16/95

The following sections address each building system in more detail. The lead and asbestos report, analytic results, abatement cost estimate, abatement design and monitoring proposal, Chapter 34 analysis, site plan and photos, cost worksheets, and key prior correspondence are given as appendices.

The summary outlines a proposed course of action to obtain the required approvals and execute the work, and provides the probable cost and schedule.

BUILDING SYSTEMS

FIRE SUPPRESSION

The building is equipped with an automatic fire suppressions system. The system is operable, with the most recent inspection successfully completed in July 2006. For this change in use, the number and placement of heads must change, which requires hydraulic calculations and a professional design. Work may be executed through the general construction contract, and approved by the local fire marshal. DOC may permit this work internally. The budget cost for this effort is $75,000. Since the calculations have not been performed, and the exact location of new partitions is not been determined, this is an allowance. Time required to complete, including design and approvals, is 7 months.

In order to pass fire inspection, new rated mechanical access doors and fire dampers at each 2-hour partition will be required. The count is 5 access doors, 4 fire dampers; the required budget for these components, material and labor, is $13,800. No design is required. Work may be performed either by CCU or through the general construction contract.

A fire alarm system is required. In order to assemble the estimate, a fully addressable system is proposed. Lesser systems are available at a lower cost, but are not recommended for a residential facility. The required budget to furnish and install this system is $38,200. Since the building has a rudimentary fire alarm, this work is deemed a modification to existing, may be permitted in-house, and executed through the general construction contract.

The fire alarm, fire access doors, and dampers will take less than 7 months, and may be installed concurrent with the sprinkler work, and therefore does not impact duration.

ASBESTOS AND LEAD ABATEMENT

Lead abatement is not required. In order to address asbestos containing materials potentially disturbed by the project, the design, monitoring and abatement costs for these materials is estimated as $92,845. (see attached Apex report). The cost includes an amount to deal with asbestos containing plaster specifically at locations where fan coils are attached to the ceiling structure – this is not delineated in the Apex report. If all asbestos containing materials are to be removed, the total cost is estimated as $185,275. Complete abatement is recommended and is included in the 'minimal cost'.

HEATING, VENTILATION AND AIR CONDITIONING

The building is equipped with two heating and ventilation units, each typical of the 2 halves of the building, with low pressure steam coil (20 lbs), ducted supply and return. The system is capable of steam humidification. Controls are antiquated Honeywell

pneumatics. Air balance is achieved by combination return air and local exhaust fans, two each per building half. It is recommended that this system be retained with the following improvements:

remove asbestos containing steam pipe insulation and mudded elbows, and re-insulate
inspect and test existing steam piping
replace steam coils
troubleshoot unit pneumatic controls
replace controls compressor
replace filters
clean supply and return ductwork
insulate supply ductwork
replace exhaust fans (4 each)
replace AHU 1 and AHU 2 fan motors with new, two speed fans
inspect and seal AHU and ductwork

Cost of the above work is estimated as $39,100.

As an alternate, the existing pneumatics may be replaced by digital controls at marginal increased cost, resulting in full service life, less maintenance, and better system performance. The difference in correcting the existing pneumatics vs. installing new digital controls is estimated at $50,000.

The building is equipped with two DX cooling units, each typical of the 2 halves of the building serving the day rooms, only. It is recommended that the air handlers and ductwork be retained with the following improvements.

clean supply and return ductwork
insulate supply ductwork
replace DX coil
replace refrigerant lines
replace condensing units
replace condensing unit disconnects and whips
replace condensing unit visual screening
remove vegetation and trees and restore existing pad at condensing unit

Cost of the above work is estimated as $47,100.

The offices, day rooms, and sleeping areas presently have no mechanical cooling. If the proposal for bunking students in the wings is deemed appropriate, thru-wall, hotel style heating and cooling units are suggested for those sleeping areas. The units provide local control and lowest first cost. Twenty four units are required. Installation must be coordinated with electrical improvements (additional service, see electrical section) and architectural (replace windows with spandrel, see architectural section). Fan coils are proposed to cool the food preparation, dining area, and classrooms. Fifteen 2 ton units are required. Installation of these units must be coordinated with electrical (additional

service, see electrical section) and architectural (new acoustical ceiling tile, see architectural). The cost of this work is estimated as $46,800, materials and installation. Condensate is addressed in the plumbing section; electrical connections are addressed in the electrical section.

Finally, in order to provide for the required outdoor air, 15 cfm per occupant, the addition of a DX coil behind the steam coil is recommended. Control of the outdoor air damper and return air would provide some cooling to remaining spaces - offices and toilet facilities not directly served by fan coil - and provide for the code prescribed OA.

Fan coils and thru the wall units would be controlled by local T-stats; the DX coil in each of the two outdoor air units would be controlled by separate, new digital controllers.

Cost of this work is estimated as $42,500.

There are steam radiators in some locations, e.g. at windows and doors and in vestibules. Given their age, these units are not expected to function properly. Since this type of unit is no longer frequently used, it is recommended that they be inspected and tested, and put into service if only if operable.

These improvements may be designed in-house, and executed by the general construction contract. DOC may permit, inspect and approve the work internally. The budget cost for this effort is $175,500 ($220,500 with DDC). Time required to complete is six months.

PLUMBING

The steam hot water heater did not pass inspection, and must be replaced. The hot water recirculation pump is working. The domestic water system appears serviceable; piping and valves need to be inspected and flushed, and isolation valves checked to make sure they're not frozen, and seat properly.

All lavatory fixtures must be replaced, along with reconfiguration of the toilet areas (see architectural section). In this case, replacement is recommended as the lower cost option to rehab, and since reconfiguration is necessary in order to accommodate the program. The existing count is 18 toilets, 4 urinals, 20 sinks, 4 utility sinks, and 4 mop sinks. The count meets the code requirement for the proposed occupancy.

In order to accommodate male and female students in separate shower areas, the existing shower room on one side of the building may be bisected, with duplicate heads and drains on both sides of a new lightweight masonry and tile wall (see architectural section, new partitions, below).

Adding a door in each side of the toilet, locker room and shower area to segregate male and female students will require removal of 1 urinal and one W.C, and the addition of a

lightweight masonry wall, door, and hard ceiling. The plumbing cost is covered here. The masonry wall and ceiling are covered in interior finishes.

The kitchen will require at least one 3-compartment sink piped into the existing supply at drain line. The cost is $1200.

Finally, there are condensate drops for 15 fan coils at $250 each yielding $3750.

Cost of these improvements, including the fan coil drops and kitchen sink, is $48,750; the work may be designed in-house, permitted internally, executed through the general construction contract, inspected and approved by DOC staff. Required timeline for completion is 1 month.

EXTERIOR WATERPROOFING

The existing roof is sloped, EPDM, with rubberized coating. Since the roof is in good condition, it is recommended that the existing system be inspected, patched as needed, and recoated. Remaining roof system life is estimated at 8-10 years. Isolated treatment of metal coping joints and masonry joints will be required. The existing gutters and connections to concealed downspouts must be replaced. At 30,000 square feet of roofing material, and coating cost of 20 cents per square foot, the resultant is cost $3296.

Gutter replacement, 760 linear feet of gutter times $9.50 per linear foot will cost $7220 installed. Repairs to the downspouts are included in this cost.

This work may be designed and permitted in-house, executed either by CCU or the general construction contract, and inspected and approved by DOC staff. The required budget is $ 10,516 and 1 month would be required for completion.

SITEWORK

The grounds, curbs, storm water structures, asphalt drives, and exterior walks are in reasonably good condition. Because of the budget constraints, sidewalk and asphalt spalling is not deemed to be cause for replacement. It is assumed that additional parking is necessary. The candidates are to extend the existing asphalt drive between the Wright Building and Male Geriatric Building "A" and to extend the existing asphalt park east and in front of the Male Geriatric Building "A" upgrade. Recommended approach is to remove topsoil, place 57 and crushed stone. Gravel parking is recommended to reduce cost, reduce runoff, and reduce storm water management requirements. These improvements may be designed and permitted in-house; review and approval of the erosion control measures will be required. Work may be executed either by CCU or the general construction contract. A budget cost (30 cars) is $ 12,000 is proposed to cover the minor earthwork, stone and bumper blocks, fixed in place by rebar. Time required complete is based on an estimated DCR review time: approximately 4 months.

ELECTRICAL

In order to support the additional load, the building will require a new 200 KVA, 480 VAC electrical service. The facilities charge is estimated on a 13.2 KV/480 V transformer and utility service lightning suppression. The service will require 150 yards of trench, 4" conduit, ground, metering cabinet, and a 480 panel board. The majority of this service is aimed at the new cooling equipment; however, it is anticipated that additional outlets will be required in the classrooms.

A professional design will be required. Execution must be by contract, possibly the general construction contract. Duration of work following submittal of the load letter is estimated at 7 months, with work in building proceeding concurrent with the processing of this order by the electric power company.

Work in building would include a step-down transformer for the outlet circuits, a 208/110 panel, and new conduit, wiring and devices according to a user-required layout defined during design phase.

The estimated initial facilities charge and service costs, including the 480V panel, totals $120,000. A 50 KVA transformer, 208 panel, conduit and wire, with outlets, fan coils and thru wall units (or other devices), is budgeted at $80,000. Since the programmatic requirements are undetermined, this latter cost is an allowance; actual cost could be less.

The food prep area has a single 208V outlet which, if not adequate, could be addressed at additional cost.

New lay in 2x4 lights are proposed in the areas with new ceiling. T8 fluorescents in new fixtures will increase the lighting levels in these spaces with the same lighting circuits. The cost of the fixture installed with Greenfield cable to existing junction boxes would be $250 per fixture times 72 fixture = $18,000.

Total cost NTE $223,000.

LOW VOLTAGE

It is understood that the facility data system can be integrated with the campus loop and the DOC system, and that a VOIP phone system would be provided. Cost is based on underground cable connection to an adjacent building, concrete cover, establishing a data server room with proper ventilation, providing converter boxes, switching blades, patch cables, new interior cable and outlet boxes and jacks. An allowance of $250,000 is established. No design is required; work may be performed in-house or by contract. VITA has contracts in place for both materials and installation.

INTERIOR FINISHES

The existing 12x12 ceiling system contains asbestos, has been damaged, and must be replaced. The proposed system, and that used for cost estimating, is suspended acoustical 2x2 ceiling tiles (ACT). This same system is proposed in the following areas: sleeping, and dining. A new, vinyl coated ACT system is proposed for the food prep area.

This amounts to almost 10,000 square feet of standard ACT at 2.25/sq. ft, and 960 square feet of vinyl coated ACT at $4 / sq. ft. and a cost of $26,340 installed.

It is assumed that all interior walls and hard ceilings will be patched and painted. Neither the condition nor the color of these finishes is conducive to training. This amounts to about 4204 linear feet of wall, 8' high, and at 40 cents per square foot (2 coats, accommodating special colors), the cost would be resulting in a cost of $13,452. An additional $3000 allowance is proposed for doors and window frames. Cost of patching and painting the hard ceilings, 5888 square feet at 60 cents per square foot, will be $3,530.

Partitions installed to create residential units are proposed to be constructed of metal stud and drywall to the new ACT. Walls to create classrooms will be like construction. Because of the tight space, all walls are recommended as ½" gyp with batt insulation to reduce noise from adjacent space – this will be important in both the housing and instructional space. Total linear foot of wall is 720, including the half wall bearing on masonry. Cost per linear foot is $36 installed. Cost is $25,920.

Associated with the new sleeping areas, there will be doors and hardware. Also, 2 new doors are proposed for each toilet facility. Cost per lightweight metal door is $775 extending to $18,600 for the 24 residential units.

Both exterior and interior doors appear in good condition. Two toilet doors, and frames, medium gage hollow metal, will be installed at a lump sum cost of $4,100 for the 4 locations. There are plumbing modifications associated with the toilet doors which is accounted for in the plumbing cost, above.

New toilet partitions are required with the bath reconfiguration – existing partition count is 20 and proposed is 17. Replacement cost is $800 each for a cost of $13,600.

Lightweight masonry and tile finish construction is proposed to segment the shower area, and to provide access to the shower directly from the toilet for both male and female. This translates to 25 linear feet of wall, and 72 square feet of hard ceiling, yielding $3816.

Because of the toilet re-configuration, there will be many damaged and patched ceramic tiles. It is highly recommended that these tiles be epoxy coated for color uniformity, and to conceal patches. While expensive, this is an extremely attractive and durable product. The cost to treat all toilet, shower and locker room areas would be about $35,000.

The existing storefront is in good condition. When the property is adapted to residential and training purposes, the locking hardware will be changed to conform with DOC standards: removable cores keyed to facility master. Cost for this change will not exceed $3000 by the DOC lock staff.

Kitchen Countertop will be needed in the food prep area – 69 linear feet, inclusive of 30 linear feet of overhead storage is proposed. At $60/$100/l.f., the cost of this food service grade casework would be $7000. A food pass is needed, where none currently exists; cost for this masonry modification is estimated at $620.

In order to coordinate with installation of mechanical thru wall units (reference mechanical section, above), spandrel will need to be installed in 12 locations, cut to fit existing masonry openings. Cost to remove existing window and install spandrel is $800 per location for a total of $9600.

Following such a renovation, it is always necessary to provide a thorough cleaning. Cost of this service ranges in the 10-20 cents per square; for this building, this equates to $4,000 for a very thorough post-renovation cleaning. As an alternate, the DOC may wish to employ supervised inmate labor.

Total interior finishes cost is $169,958; work need not be designed, may be internally permitted, and will take 2 months to complete.

FURNISHINGS

Firm definition of these requirements remains with training managers, but since the acquisition and or placement of these furnishings will result in a significant project cost, a first attempt at cataloging these requirements is provided.

48 beds
48 mattresses
24 Night tables
50 student desks
75 student chairs
15 staff desks
15 staff task chairs
dining tables
wall treatments
window treatments (blinds)
white boards

digital projectors
PC/laptops
podiums
projector mounts

A reasonable allowance for furnishings in this size facility, based on prior educational experience, is $120,000. As this report is presented, there is no information on kitchen equipment requirements and the associated costs. Countertop and, fixtures, commercial refrigerator / freezer units, commercial oven, griddle with exhaust hood / integral fire suppression system are suggested. An allowance for this equipment is suggested as $100,000. Installation must be coordinated with electrical, plumbing, and architectural sections.

EXTERIOR FINISHES

The building exterior is brick masonry with wood fascia and soffit, aluminum windows and spandrel panels. Except for two isolated locations noted during inspection, the soffit is in good condition, and need only be cleaned and painted. Test results for lead by XRF and chip analysis were negative for the homogeneous material. Gutter replacement is addressed in the waterproofing section, above.

Soffit repair, and painting of both the fascia and soffit are recommended. The cost to paint 1088 linear feet of soffit (90 cents per linear foot) is $980. Soffit repairs add $1200. Exterior doors and door frames, 12 each x $67 each, should be painted. The extended cost is $804

The aluminum windows are in excellent condition. Windows have operable hoppers, and screens are present, but in some cases have minor damaged. Since mechanical cooling is being installed, no action is recommended for the windows or screens.

To accommodate thru-wall HVAC units, 12 windows must be replaced with spandrel – insulated panels cut to receive the thru wall units in each of 2 back-to-back resident rooms. The cost is $6000, and is accounted for in the interior finishes section.

No design is needed, and work is easily accomplished either by CCU or by the general construction contract. Since materials are readily available, the work should be accomplished within 1 month.

HANDICAPPED ACCESS

The building is single story, and existing entry ramps and railings are in good shape. An automatic door opener is recommended of the front door. Special toilet facilities – including restroom, sink, shower and locker facilities – are recommended. An allowance for handicapped improvements is $15,000.

SUMMARY

The longest duration activity outlined above is estimated at 7 months: additional electrical service and fire suppression improvements. Since all work may be performed concurrently, this is the proposed project duration.

BCOM approval for use change could be primed prior to completion, but one element needed by BCOM in their approval process is the local SFMO inspection report and recommendation for occupancy. This recommendation should be accompanied by the following information to BCOM

CO-13.3
Fire Protection Information Plan
Property Transfer
Chapter 34 Analysis

All the latter information could be assembled in-house.

Once the work is completed, the SFMO approves, and submittal to BCOM is made, we would expect their positive response within 21 days (say 1 month). This suggests that the training facility could be ready for occupancy within 8 months of funding and NTP.

The building is adaptable to the proposed use at a minimum cost of $ 1,250,000. Once furnishings are considered; however, the cost could approach $1.5 million.

Mechanical improvements, both to re-activate the existing systems and to provide for cooling in residential and classroom space is a big part of the cost. Once a commitment is made to cool the space, the electrical service must be improved. Continuing to use the space unconditioned could drop the total project cost below $1.0 million.

Much of the work may be accomplished by CCU. Portions that cannot may be bid or executed through term contracts. A professional design is required only for the sprinkler and electrical improvements.

In order to meet the above described schedule, full-time oversight and an onsite presence will be necessary. Constant supervision will be needed to coordinate efforts by CCU and various contractors, and to make sure the existing facility's operations are not impacted.

The above general considerations yield a range of expectations both in time and cost. Generally, the project could cost between 1 and 1.5 million and take between 6 and 12 months.

APPENDIX

Hall-Kimbrell Building Asbestos Survey
Asbestos and Lead Report
Lead Based Paint Test Summary
Lead Based Paint Analytics
Asbestos Analytics
Site Plan
Photos
Chapter 34 Analysis
February 9, 1995 Letter from Mike Coppa to Jack Allen Re: Change In Use
Certificate of Use and Occupancy Request Form
Cost Worksheet

Cost Worksheet

Item		
Fire Suppression		
	Sprinkler	$75,000
	Rated Doors	$13,800
	Fire Alarm	$38,200
Environmental		
	Asbestos	$185,275
	Lead	$0
HVAC		
	Steam Heat	$39,100
	DX Rehab	$47,100
	Fan Coils	$46,800
	New Coil OA AHU	$37,500
	DDC	$50,000
Plumbing		$48,750
Waterproofing		$10,516
Site		$12,000
Electrical		$223,000
Low Voltage		$250,000
Interiors		$169,958
Furnishings		$220,000
Exterior Finishes		$2,984
HC Access		$15,000
Subtotal		$1,484,983
Contingency 2%		$1,781,980

SOUTHWESTERN VIRGINIA MENTAL HEALTH INSTITUTE

Asbestos Assessment Study

(Source: 1987 Hall-Kimbrell Building Survey by Pablo R. Ellison)

Building : Male Geriatric A (Building 7)

Year built : 1967

Drop or Lay-in Panel	:	200 sq ft, Priority 3
Acoustcal Tile	:	16,000 sq ft, Priority 3
Sprayed-on Acoustical Plaster	:	10,000 sq ft, Priority 2
Boiler Tank Insulation	:	200 sq ft, Priority 3
mjp on non-suspect pipe covering	:	15' of 8" dia, Priority 3
" " " " "		10' of 6" dia, Priority 3
" " " " "		20' of 4" dia, Priority 3
" " " " "		10' of 8" dia, Priority 3
" " " " "		10' of 6" dia, Priority 3
" " " " "		15' of 6" dia, Priority 3
" " " " "		10' of 4" dia, Priority 3
" " " " "		2' of 4" dia, Priority 3
" " " " "		5' of 4" dia, Priority 3
" " " " "		10' of 4" dia, Priority 3
" " " " "		10' of 4" dia, Priority 3

811 Burke Street
Winston-Salem, NC 27101
Telephone (336) 722-2456
Facsimile (336) 722-2453

August 16, 2006

Mr. Thomas Young
Virginia Department of Corrections
6900 Atmore Drive
Richmond, Virginia 23225

Subject: **Report of Asbestos and Lead Based Paint Survey**
Former Marion Correctional Treatment Center
Marion, Virginia
Apex Project Number: VADOC.001

Dear Mr. Young:

Apex Companies, LLC (Apex) is pleased to submit this report of Asbestos and Lead-Based Paint Survey for the former Marion Correctional Treatment Center located at 110 Wright Street in Marion, Virginia.

Asbestos Survey

The asbestos survey sampling activities were conducted in accordance with the sampling rules described in OSHA 29 CFR 1926.1101; *Occupational Exposure to Asbestos, Final Rule*, dated August 10, 1994. OSHA asbestos regulations state that an employer or owner may demonstrate that Presumed Asbestos-Containing Materials (PACM) does not contain asbestos by completing an inspection pursuant to the requirements of EPA 40 CFR Part 763; *Asbestos Containing Materials in Schools; Final Rules and Notice* dated October 30, 1987.

As defined in EPA 40 CFR Part 763; *Asbestos Containing Materials in Schools; Final Rules and Notice* dated October 30, 1987 Asbestos-Containing Material (ACM) is products or materials which contain more than one percent asbestos. Asbestos-Containing Building Materials (ACBMs) are surfacing, thermal system insulation or miscellaneous ACM.

Apex's inspector, Mr. Charles Hughart a Commonwealth of Virginia accredited asbestos inspector (Accreditation Number 3303 003042) conducted a walk-through to identify and inventory homogeneous areas of suspect ACBMs. A homogeneous area is defined as "an area of surfacing material, thermal system insulation material or miscellaneous material that is uniform in color and texture".

Bulk samples of suspect ACBMs were submitted to AmeriSci Richmond (AmeriSci) located in Midlothian, Virginia for analysis. AmeriSci is accredited by the National Voluntary Laboratory Accreditation Program (NVLAP No.1904-00). All bulk samples were analyzed in accordance with EPA 40 CFR Part 763; *Asbestos Containing Materials in Schools; Final Rules and Notice* dated October 30, 1987, by EPA Method 600/R-93/116, Polarized Light Microscopy / Dispersion Staining.

A total of nineteen bulk samples of suspect ACBMs were collected on August 27, 2006. Nondestructive sampling methods were used where practical. All samples were placed in appropriate sample containers and properly labeled. In the course of bulk sample collection, no demolition was performed to locate suspect ACBMs behind solid structures. Similarly, equipment (i.e. office, production, etc.) was not inspected for the presence of ACBMs.

Representative samples were collected from the following suspect ACBM homogeneous areas:

- White (skim coat) ceiling plaster located in the mechanical room,
- Brown coat plaster located in the mechanical room,
- White 12-inch by 12-inch ceiling tiles observed throughout the entire facility,
- Gray pipe insulation observed in the plenum area
- Gray elbow pipe insulation observed in the plenum area,
- White 2-foot by 2-foot lay-in ceiling panels observed throughout the entire facility, and
- White textured ceiling plaster observed throughout the entire facility.

On the basis of the AmeriSci analytical report for suspect homogeneous ACBMs that were sampled (see attached AmeriSci analytical report), ACBMs are present in select building materials at the former Marion Correctional Treatment Center.

The following materials have been identified as ACBMs:

- Sample Numbers 07, 08, and 09; approximately 8,970 square feet of white 12-inch by 12-inch ceiling tiles, observed in various locations throughout the facility; 4% amosite type asbestos,
- Sample Numbers 13, 14, and 15; approximately 70 linear feet of gray pipe insulation observed on mechanical pipe line components (i.e. elbows, tees, etc.) in the plenum area; 2% chrysotile type asbestos, and
- Sample Numbers 18 and 19; approximately 10,245 square feet of white textured ceiling plaster, observed throughout the facility; 4% chrysotile type asbestos.

The following building materials were analyzed and found not to contain asbestos.

- Sample Numbers 01, 02, and 03; white (skim-coat) ceiling plaster, observed in the mechanical room,

- Sample Numbers 04, 05, and 06; brown coat plaster, observed under the above described plaster in the mechanical room,
- Sample Numbers 10, 11, and 12; gray pipe insulation, observed on mechanical piping in the vacinity of the plenum access area, and
- Sample Numbers 16 and 17; white 2-foot by 2-foot white ceiling lay-in panels, observed throughout the facility.

Apex's survey findings and related conclusions are based solely on information obtained from our evaluation of the conditions observed at the facility, collection of bulk samples of suspect homogeneous ACBMs, and analytical results from analysis of the bulk samples. Additional ACBMs may exist undetected in other portions of the facility due to inaccessibility or due to an undetected change in materials.

Before there is any activity involving renovation or demolition that may disturb the identified ACBMs, the ACBMs will have to be removed by a Commonwealth of Virginia Licensed Asbestos Abatement Contractor and air monitoring will have to be conducted on a daily basis by a Commonwealth of Virginia Licensed Project Monitor. The methodologies (i.e., appropriate engineering controls, removal procedures) of this work should be in accordance with applicable laws and regulations. This work should be monitored by a competent person not affiliated with the abatement contractor and performed in accordance with project documents and federal, state and local laws.

Per request from Mr. Young, Apex will provide an estimate to abate the identified ACBMs under a separate proposal.

Lead-Based Paint Survey

The U. S. Department of Housing and Urban Development (HUD) and the EPA define a lead-based paint (LBP) survey as a surface-by-surface investigation to determine the presence of LBP. As defined in the "Toxic Substance Control Act; Subchapter IV", LBP is defined as paint or other surface coatings that contain lead equal to or greater than 1.0 micrograms / centimeter^2 (mg/cm^2) or 0.5% by weight. Painted surfaces include any surface coated with paint, shellac, varnish, stain, and paint covered by wallpaper or any other coating. Apex conducted a LBP survey of the interior and exterior of the former Marion Correctional Treatment Center. The lead-based paint survey determined the following:

A. Whether LBP is present on the interior and exterior coated surfaces of the building.
B. If present, which coated surfaces contain LBP?

Apex personnel conducted the LBP survey by identifying homogeneous areas of suspect LBP. Homogeneous paint areas exhibit similar color, texture, and substrate. They can also be determined with

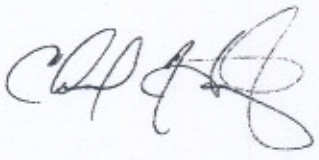
records from the owner, if available. Apex performed the LBP inspection using an X-ray fluorescence (XRF) lead-paint analyzer direct-reading instrument. The lead-in-paint survey was performed in all accessible areas of the building. Selected representative interior and exterior areas of on-site building components were inspected for lead-in-paint (refer to table 1: Lead Based Paint XRF Readings).

Apex personnel Ms. Shiloh Harvey also collected confirmation paint chip samples. Samples of suspect LBP were collected by scraping an area of four square inches of the suspect LBP from the surface of the substrate. The suspect LBP samples were placed into re-sealable plastic bags, marked with appropriate information and accompanied by a chain of custody to AmeriSci. Each sample was analyzed by flame atomic absorption in accordance with EPA Method 3050B/7420. A total of two samples of suspect LBP were collected on July 27, 2006.

Based on analytical results (see attached Environmental Hazards Services analytical report) and our field readings (see Table 1: Lead Based Paint XRF Readings), no LBP or surface coatings were identified at the former Marion Correctional Treatment Center.

Apex is pleased to have assisted the Virginia Department of Corrections with this project and looks forward to working with you on any future projects. If you have any questions concerning this project please call us at (336) 722-2456.

Sincerely
APEX COMPANIES, LLC



Charles Hughart
Industrial Hygiene Manager

Attachments: *AmeriSci PLM Analytical Report*
Environmental Hazards Services, LLC LBP Analytical Report

Table 1: Lead Based Paint XRF Readings

August 16, 2006 **Apex Project Number: VADOC.001**

Date	Reading	Mode	Pass Fail Standard	Location / Paint Color	Lead (PPM)	% Lead
7/27/06	1	Standardization	PASS		N/a	N/a
7/27/06	2	Analytical		Ward Entrance Door / Exterior - Cream, Gray	0.17	0.00
7/27/06	3	Analytical		Ward Entrance Door (Jam) / Exterior - Yellowgreen	4.44	0.00
7/27/06	4	Analytical		Ward Entrance Door / Interior - Cream	0.19	0.00
7/27/06	5	Analytical		Interior CMU Walls (Ward) - Cream	0.02	0.00
7/27/06	6	Analytical		Interior CMU Walls Base (Ward) - Blue	ND	ND
7/27/06	7	Analytical		Panel below window (Ward) / Interior - Blue	21.78	0.00
7/27/06	8	Analytical		Interior Ceiling (Ward) - White	0.02	0.00
7/27/06	9	Analytical		Attendant Station (Interior Wall) - Cream	ND	ND
7/27/06	10	Analytical		Utility Room (Interior Wall) - Cream	0.02	0.00
7/27/06	11	Analytical		Hallway / Interior Base Wall - Cream	ND	ND
7/27/06	12	Analytical		Common Room / Panel below window - Tan	13.96	0.00
7/27/06	13	Analytical		Common Room / Window Brace - Tan	4.99	0.00
7/27/06	14	Analytical		Hallway / Window Frame - Tan	2.59	0.00
7/27/06	15	Analytical		Common Room / Door Frame - Tan	1.04	0.00
7/27/06	16	Analytical		Entrance Door (Day Room) / Interior - Beige	1.1	0.00
7/27/06	17	Analytical		Room 134 / Interior wall - Cream	0.04	0.00
7/27/06	18	Analytical		Room 133 / Interior wall - Blue-Green	0.02	0.00
7/27/06	19	Analytical		Interior Base Wall (Ward) - Cream	ND	ND
7/27/06	20	Analytical		Interior Wall (Ward) - Beige	0.02	0.00
7/27/06	21	Analytical		Entrance Door (Ward) / Interior - Tan	0.22	0.00
7/27/06	22	Analytical		Room 128 / Int Wall - Blue ^{W}/ Blk & Wht Spots	ND	ND
7/27/06	23	Analytical		Room 128 / Int Wall Base - Blue	ND	ND
7/27/06	24	Analytical		Panel below window (Ward) / Green	24.53	0.00
7/27/06	25	Analytical		Interior Wall (Near Rm 126) - Beige	0.07	0.00
7/27/06	26	Analytical		Room 116 / Interior Wall - Bluegreen	ND	ND
7/27/06	27	Analytical		Room 105 / Interior Wall - Blue	0.02	0.00
7/27/06	28	Analytical		Room 105 / Interior Wall Base - Cream	ND	ND
7/27/06	29	Analytical		Room 105 / Radiator - Blue	6.38	0.00
7/27/06	30	Analytical		Room 105 / Panel below window - Tan	13.38	0.00
7/27/06	31	Analytical		Room 105 / Door - Blue	0.01	0.00
7/27/06	32	Analytical		Hallway near room 101 / Int Wall - Bige,Yell, Wht	0.05	0.00
7/27/06	33	Analytical		Exterior / Panel below window - Yellow	74.42	0.01
7/27/06	34	Analytical		Exterior Door - Yellowgreen	3.11	0.00
7/27/06	35	Analytical		Outside Mechanical Room (Ext Wall) - Beige	0.18	0.00
7/27/06	36	Standardization	PASS		N/a	N/a
7/27/06	37	Standardization	PASS		N/a	N/a
7/27/06	38	Analytical		Exterior / Roof Trim - White	ND	ND
7/27/06	39	Analytical		Exterior / Gutter - White	0.1	0.00

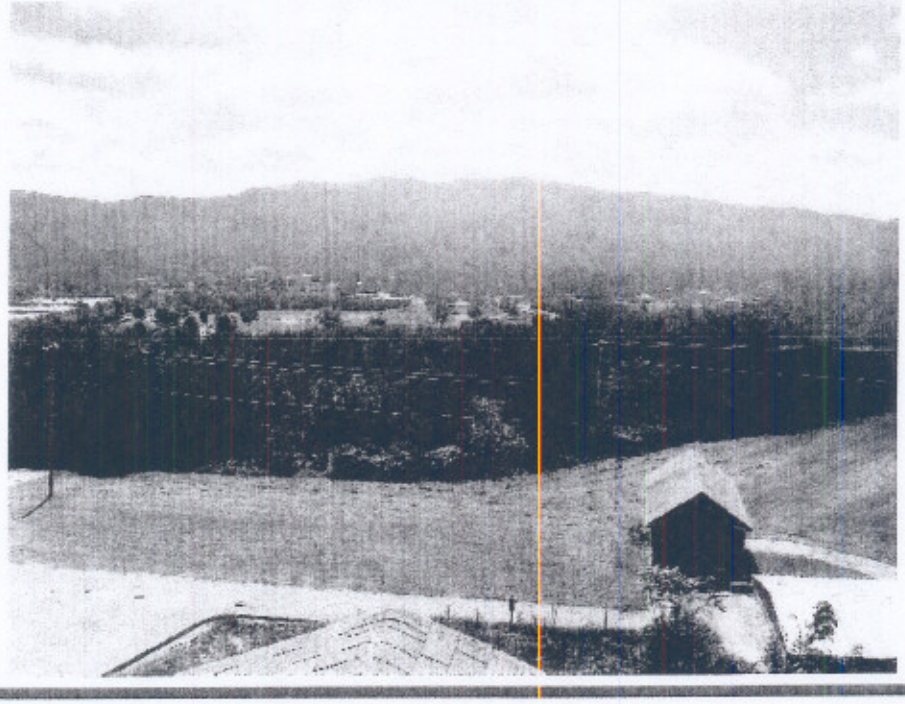
LBP is defined as paint or other surface coatings that contain lead equal to or greater than 5000 PPM or 0.5% by weight

ND - None Detected N/a - No Analysis

APPENDIX D

Statement of Condition (Emerson Manufacturing Plant, Wytheville, Virginia)

EMERSON MANUFACTURING FACILITY
WYTHEVILLE, VA



STATEMENT OF CONDITION

Date: 29 September 06
Prepared by: T. Young
Department of Corrections
Architectural and Engineering Services

INTRODUCTION

A visual inspection of the old Emerson manufacturing facility at 555 Peppers Ferry Road in Wytheville, VA was performed on Tuesday 26 September 06. The purpose was to define existing conditions with emphasis on:

metes and bounds
adjacent property owners
building plan
mechanical systems
electrical systems
structural elements
fire safety systems
roofing / flashing
building envelope
asbestos and lead containing building materials
other environmental hazards
site conditions
available documentation

The property is represented by *Waldvogel Commercial Properties*, property ID 14658651.

Ms. Krista H. Vannoy, CCIM
Waldvogel Commercial Properties
24 Church Avenue, S.E., Suite 202
Roanoke, Virginia 24011
Phone: 540-342-0800
Fax: 540-342-8090
Cell: 540-314-1739
kvannoy@waldvogelcommercial.com

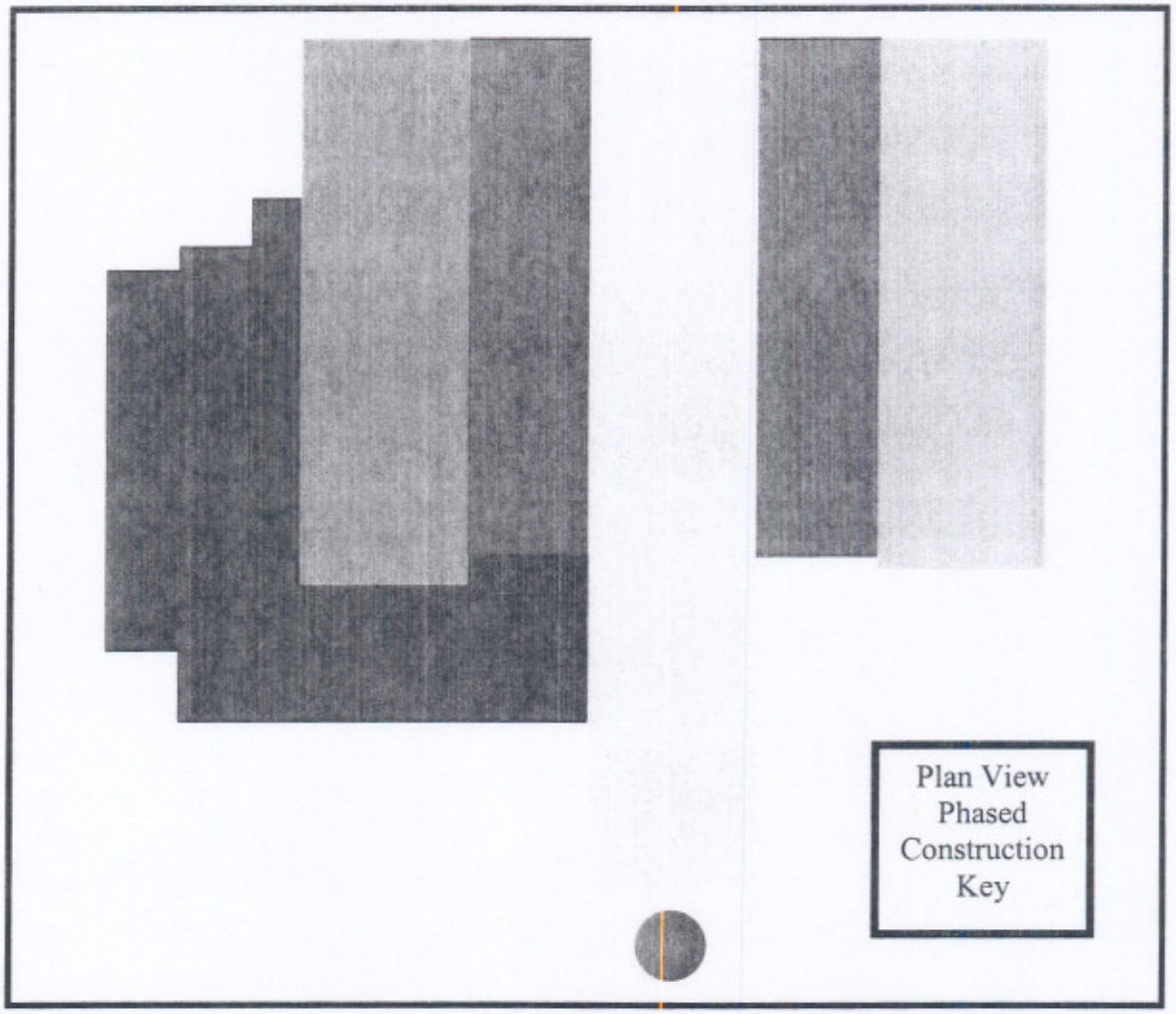
Metes and Bounds / Adjacent Properties

The property fronts Peppers Ferry Road, ½ mile south of interstate 77 at exit 42, the first ramp after the confluence of interstates 81 and 77 in Wytheville. I understand from conversation with the building custodian that the facility manufactured brass body refrigerant control valves until 2001 when production moved to Mexico, and that the property has been for sale for a little less than a year.

Ms. Vannoy's printed information indicates the property consists of a 13.41 acre northern tract with 139,000 square foot structure and 8.43 acre southern tract undeveloped. The two tracts are separated by a 40' utility easement. The property is bounded to the north by Volunteer Life Insurance Co., and Comfort Suites, to the south and west by the Virginia Community College System, to the West by the town of Wytheville and to the East by Peppers Ferry Road. There is a cemetery and residential development opposite Peppers Ferry Road. A copy of the survey is provided as attachment A.

Existing Layout

The building was constructed in 3 phases, and is best understood as 3 separate, parallel buildings (orange, yellow and green) with infill between (blue), and an addition (purple).



This section of the building is approximately 30,000 square feet, constructed in 1939, slab on grade, exterior masonry walls, steel truss and metal panel roof deck, with composite shingles. The interior is open except for 1 wood frame office and 1 masonry demising wall; there are no interior structural supports. The rear of this building has a basement, approximately 10,000 square feet, with 3 boilers; 2 are operational.

This section of the building is approximately 25,000 square feet constructed in 1939, slab on grade, exterior masonry walls, steel truss and concrete roof deck with composite shingles. The interior is open with no structural supports.

This section is approximately 25,000 square feet constructed in 1939, slab on grade, exterior masonry walls, steel truss and concrete roof deck with composite shingles. The interior is open with no structural supports.

These two sections, approximately 14,000 square feet each, constructed in 1974, slab on grade, are tied into the older masonry walls, steel joists, corrugated metal deck, asphalt built-up roof. There are no interior structural supports, but there are interior masonry and 2" diamond mesh partitions.

Brick stack constructed 1939, approximately 70' tall, bottom cleanout, lightning protection.

This section, approximately 30,000 square feet, constructed in 1974, slab on grade, steel joists on exterior bearing walls, interior steel columns, asphalt built-up roof. This part of the building is built-out for offices, metal stud and drywall or fiberboard, acoustical ceiling tile in metal grid, and carpet or VCT.

Mechanical

The 30,000 office area has a 3–zone split system. One office, about 200 square feet, inside the old production area, has a residential style DX unit mounted on the infill roof. These are the only areas that were air conditioned. None of this equipment is operable.

There are three boilers located in the center building basement. The larger, oldest boiler, which was configured for coal, has been decommissioned. Two smaller boilers are operable with gas burners. The gas meter, gas distribution, gas burners and controls are in good condition. The expansion tank, chemical feed system, feed water pumps, and associated electrical are in good condition. The steam distribution system is original, and the condition is suspect. With the closure of plant production in 2001, the chemical dosing records maintained in the boiler room cease.

Steam is piped throughout for process and heating. There are numerous steam unit heaters and overhead radiators, and one air handler with steam coil. The unit heaters and radiators are operable.

There are numerous roof mounted exhaust fans, and at each end of the A-frames, there is a fresh air supply fan with air distribution along the length of the plant through an inflatable sock. None of this equipment is operable.

Electrical

There is a 2000 Amp 480V 3 phase service on a single switch with adjacent 480V panel with 5 breaker frames, and a 480/208V transformer that powers a 3000 Amp 208/120V switch with 3 sub mains. The 480V distribution is by home run copper in cable tray to local disconnects. The 208/120V distribution is by bus bar and copper wire in rigid conduit. Main breakers tested good in 1998; however, distribution and local panels are not recommended for reuse.

Plumbing

There are two sets of male and female toilets and five stainless hand washing stations. These facilities are not accessible. Because of the slab on grade construction, expansion would be difficult.

Structural

The oldest construction is masonry bearing wall on footings, steel joist and either concrete or metal decking, all in good condition with the following exception: minor water damage to the concrete roof deck on the North end. The infill is steel joists tied to older masonry walls, corrugated roof deck, with no apparent structural problems.

The office area is exterior masonry bearing walls, interior steel columns, steel joists and corrugated deck. No structural problems are apparent.

The red brick stack is a work of art.

Fire Safety

The building is fully sprinklered with 5 risers; flow and tampers are monitored offsite. There is no serviceable fire alarm.

Roofing / Flashing

Roof leaks are throughout.

The A-frame asphalt shingle roofing (4 layers of shingles) is deteriorated. Details at the many penetrations are poorly installed and in very poor condition. This entire roof needs to be removed to deck, the penetrations which are no longer needed sealed, and re-roofed.

The flat built-up infill roofs are saturated; the entire area needs to be re-roofed.

The low slope built-up office roof is in fair shape – edge work and flashing needs to be addressed. This roof is salvageable with minor repair.

Building Envelope

1939 Construction : Masonry is in good condition. Wood fascia and soffit are rotten or missing. Single pane, metal frame windows are broken and rusted through. Gutters and downspouts are either missing or in poor condition.

1972 Infill: Masonry walls are in good condition. Wooden fascia and soffit are poor.

1974 Addition: Masonry, windows, and storefront are all in good condition.

Asbestos Containing Building Materials

The following observed materials are suspect for asbestos: roof felts, pipe insulation and mudded joints, boiler and flue jacket, fire brick, window glazing, spray-on insulation, acoustical ceiling tile, duct mastic, vinyl composite floor tile and mastic, sheet vinyl floor and mastic, sink mastic, and window glazing. All painted surfaces are suspect for lead.

Other Environmental Hazards

The custodian stated there was trichlorethylene contamination inside and outside. Nine groundwater monitoring wells were observed on the west side of the property, the apparent hydraulic down gradient. The custodian further stated the floor had been replaced in the chemical storage room, and contaminated soils had been removed from the site in preparation for sale.

Site

There is approximately 86,000 square feet of paved area, all in need of resurfacing. Site lighting consists of 15 single fixture poles and 9 exterior sconces. None are recommended for reuse.

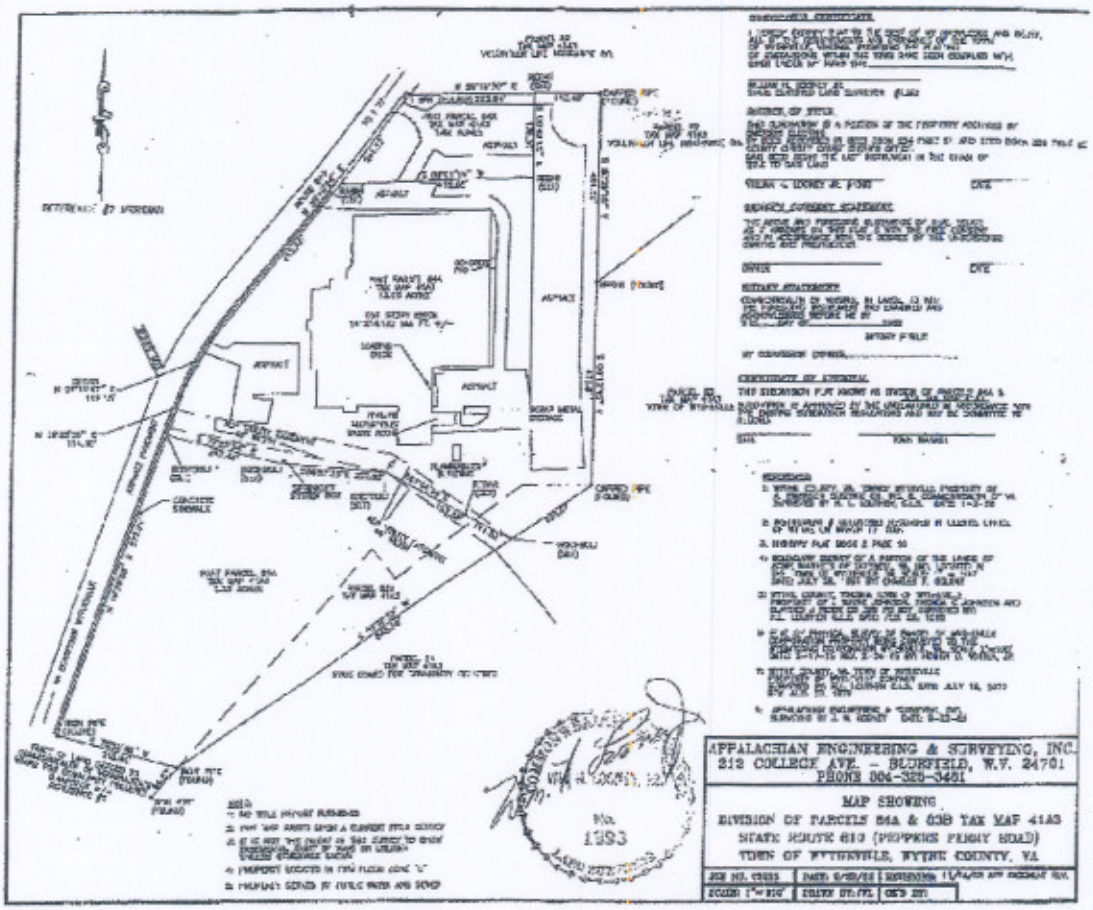
There are 2 out buildings. The first is wood frame, about 1000 square feet. The second is metal frame, standing seam metal, and was apparently used for hazardous materials storage. Neither were accessible for investigation.

Available Documents

Waldvogel indicates the following documents are available on request.

1) construction documents
2) environmental survey and report (requires confidentially agreement)

Attachment A – Site Survey



APPENDIX E

Statement of Condition (Pepsi Bottling Plant, Marion, Virginia)

PEPSI BOTTLING PLANT
MARION, VA

STATEMENT OF CONDITION

Date: 6 March 07
Prepared by: T. Young
Department of Corrections
Architectural and Engineering Services

INTRODUCTION

A visual inspection of the old Pepsi bottling plant at 211 Washington Avenue in Marion, VA was performed on Wednesday 28 February 07. The purpose was to define existing conditions with emphasis on:

metes and bounds
adjacent property owners
building plan
mechanical systems
electrical systems
structural elements
fire safety systems
roofing / flashing
building envelope
asbestos and lead containing building materials
other environmental hazards
site conditions
available documentation

Metes and Bounds / Adjacent Properties

The property fronts Washington Avenue in Marion west of interstate 81. By conversation with the building custodian, we understand that the facility was in operation as a bottling plant until 2004 when that operation expanded into a larger building, also near Marion.

Printed information indicates the property consists of 8.3 acres with 90,626 square feet under roof. The property is bounded to the north and west by moderate residential development, to the south by Washington Avenue, and to the east by interstate 81.

Existing Layout

The building was constructed in 2 phases, and has 2 associated warehouse/storage buildings. The original building is mostly open plan with 35' square bays, 19' height from finished floor to roof deck. The building also includes a vehicle maintenance area with roll-up doors, and offices. The two associated buildings are designed for maintenance and storage.

Mechanical

The building was served by a single hot water boiler with hot water coil and mechanical ventilation in rooftop air handlers over the bottling and service areas. Split systems with rooftop condensing units serve the offices. All mechanical equipment is in very poor condition – it has not been used since plant closure - and is therefore not serviceable.

The expansion tank, chemical feed system, feed water pumps, hot water distribution and associated electrical are in poor condition, and therefore not serviceable.

Electrical

There is a 2000 Amp 208V 3 phase service on a single switch with adjacent 208V panel with 3 breaker frames. There is a separate 600 Amp 480V 3 phase service. Distribution and local panels are not recommended for reuse.

Plumbing

There are two sets of male and female toilets. Because of the slab on grade construction, expansion would be difficult. The domestic water supply is municipal 6" line; sewer is municipal gravity 8" line.

Structural

The construction is masonry bearing wall on footings, steel joist and metal decking, all in good condition.

Fire Safety

The building is fully sprinklered with 3 risers, flow and tampers. There is no fire alarm.

Roofing / Flashing

The roofing material is a white, fleece backed PVC alloy membrane, fully adhered. While the installation is poor, the roof is apparently less than 10 years old, and the membrane is in good condition, with at least 10 years serviceable life remaining. Metal details are in good condition.

Building Envelope

Masonry is in good condition. Windows and storefront are in good condition; however, windows are single pane, un-insulated.

Asbestos Containing Building Materials

The following observed materials are suspect for asbestos: mechanical and pipe insulation, mudded joints, boiler and flue jackets, window glazing, acoustical ceiling tile, vinyl composite floor tile and mastic. All painted surfaces are suspect for lead.

Other Environmental Hazards

No other environmental hazards were observed. An old above ground fuel oil storage tank has been removed, and there is no evidence of spills.

Site

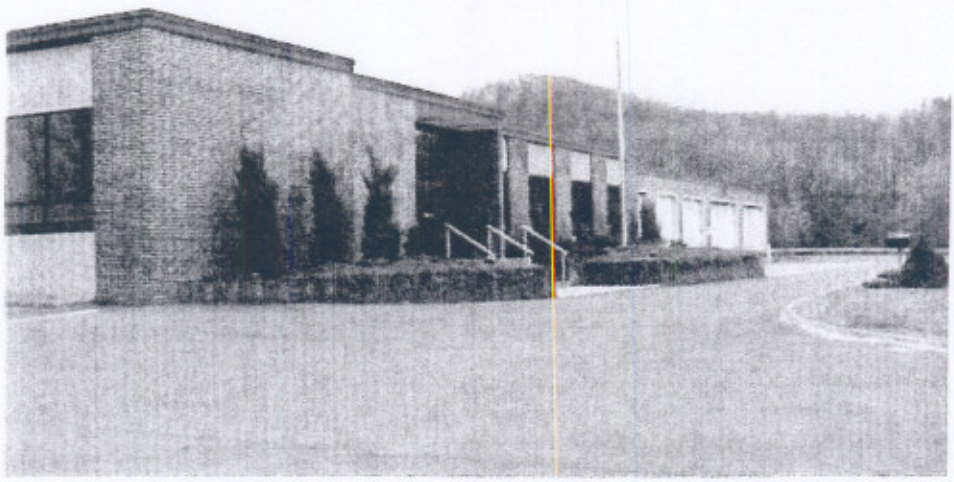
There is approximately 83,000 square feet of paved area, all in need of resurfacing. Site lighting consists of single fixture poles and exterior sconces. None are recommended for reuse.

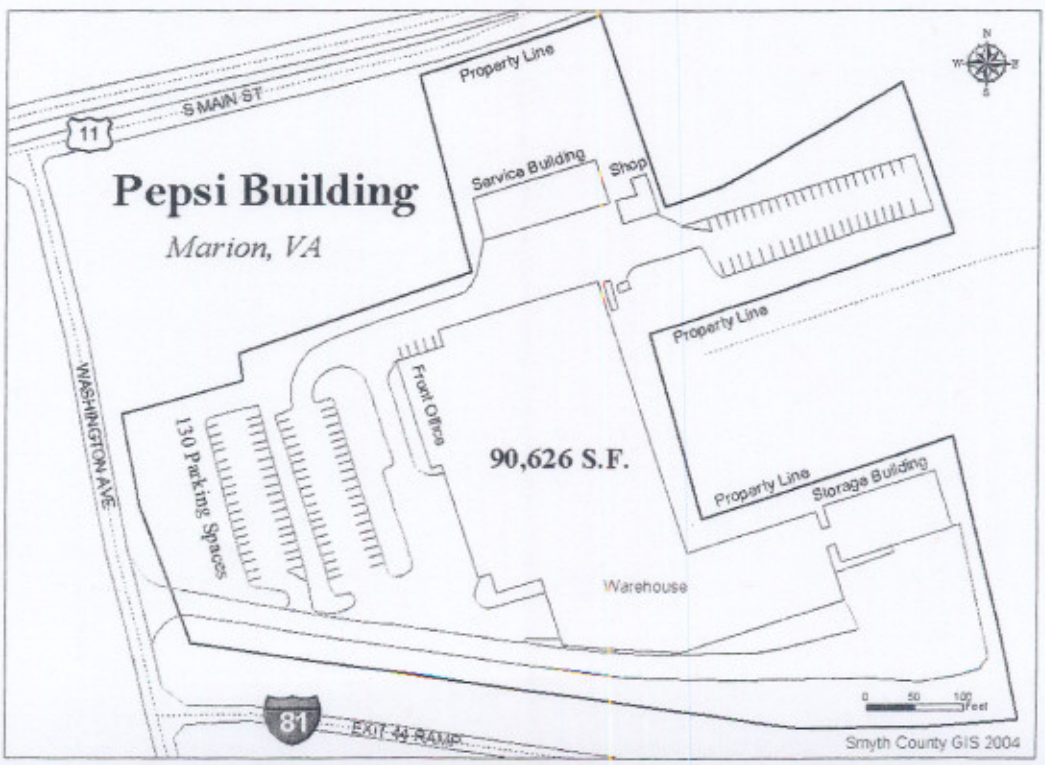
Available Documents

Original building plans are available onsite

SMYTH COUNTY
Virginia

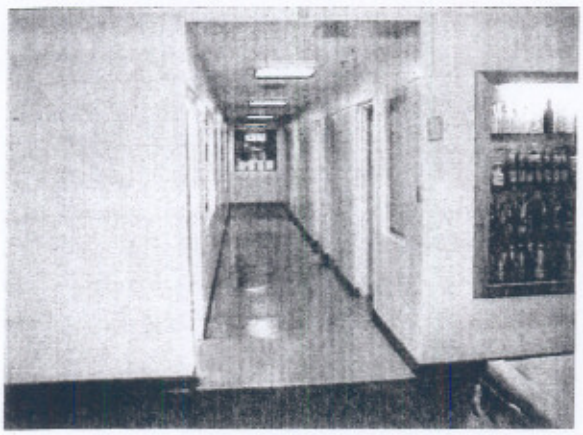
Pepsi Building – Exit 44N – Marion, Virginia
90,626 square feet



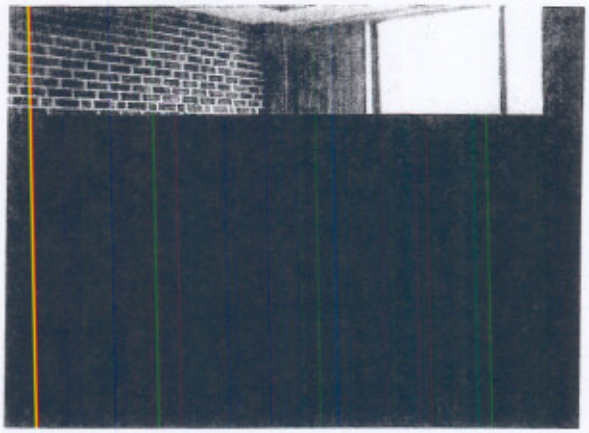


Pepsi Building, Marion, Virginia

Inside Office Space



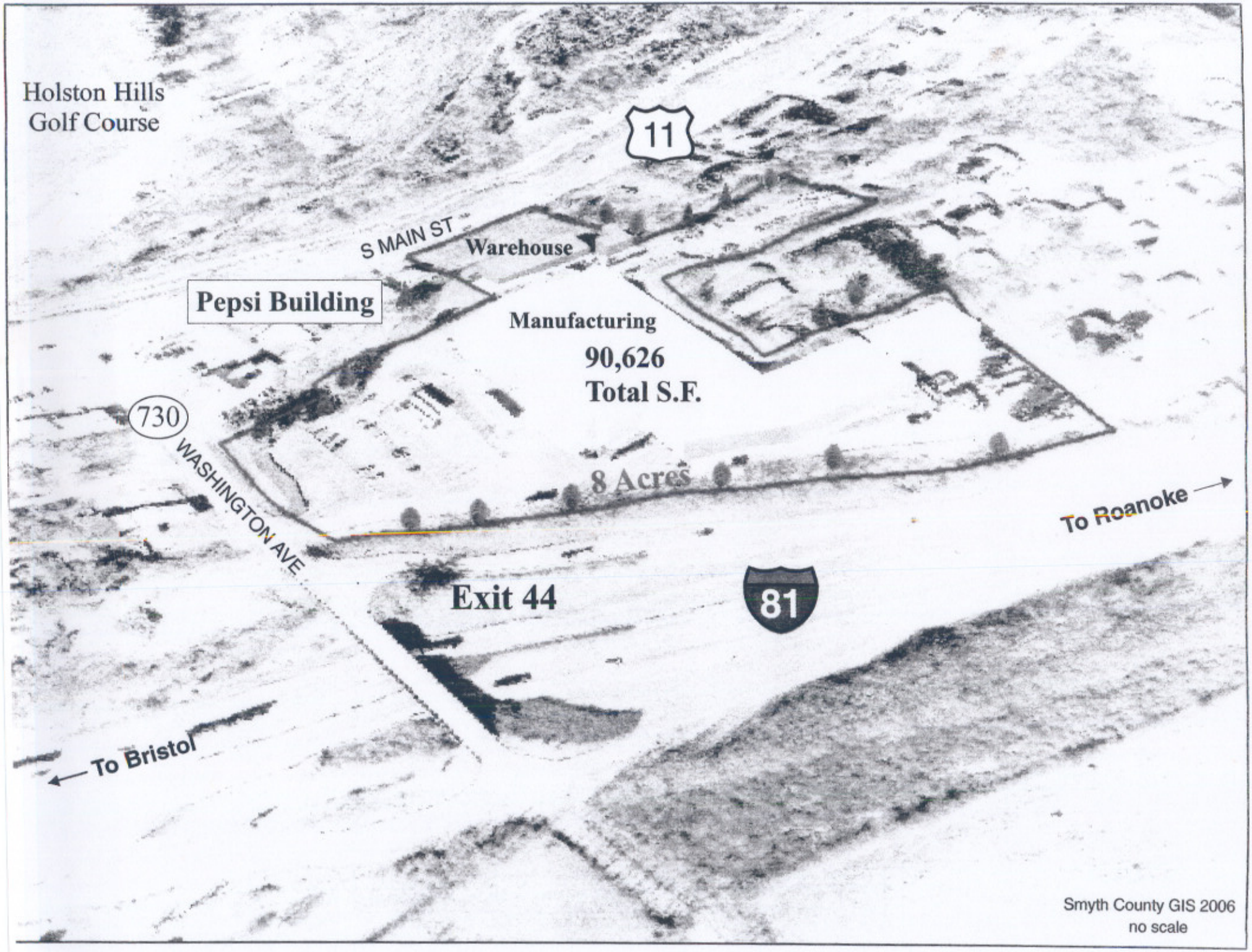
Plant Manager's office

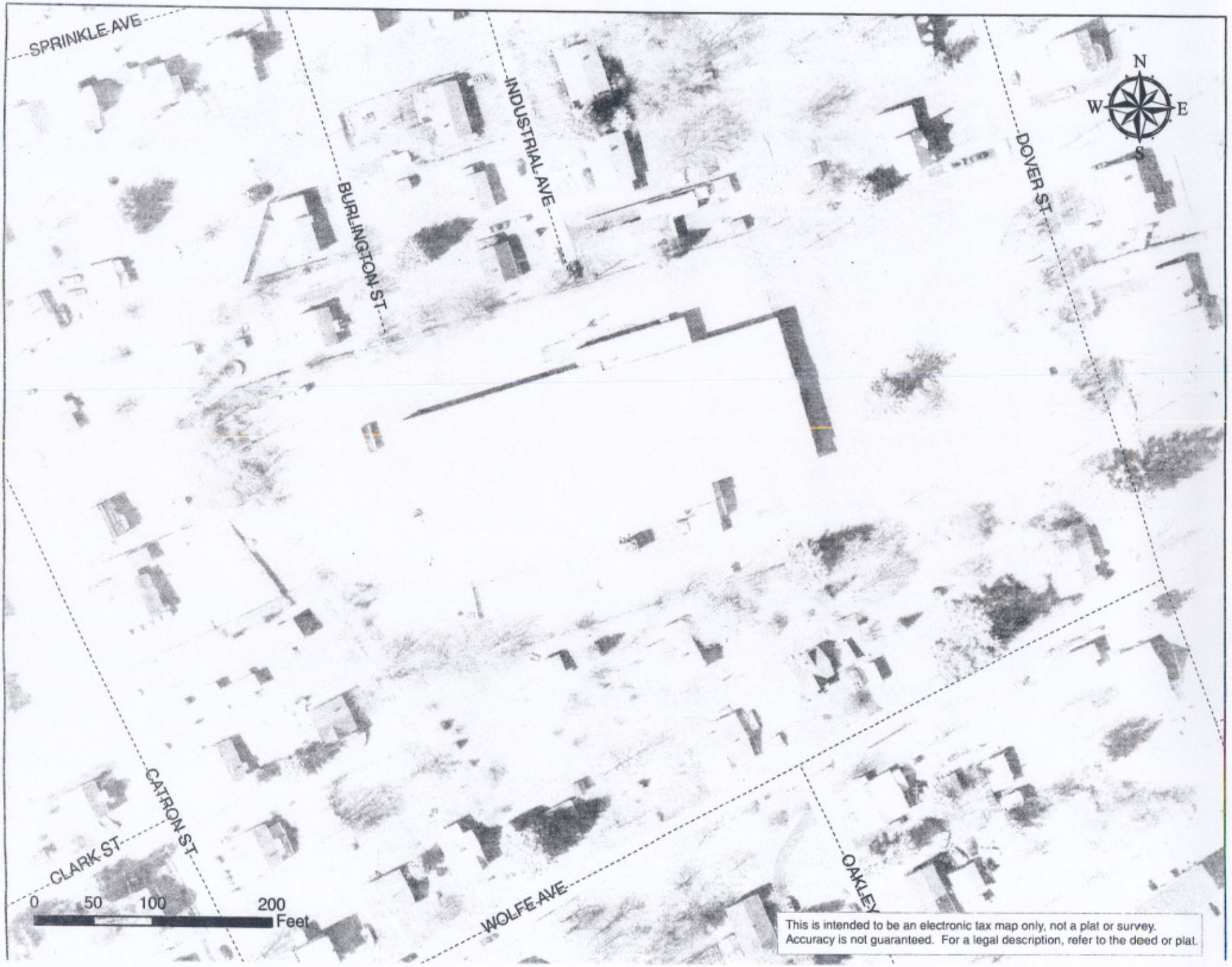


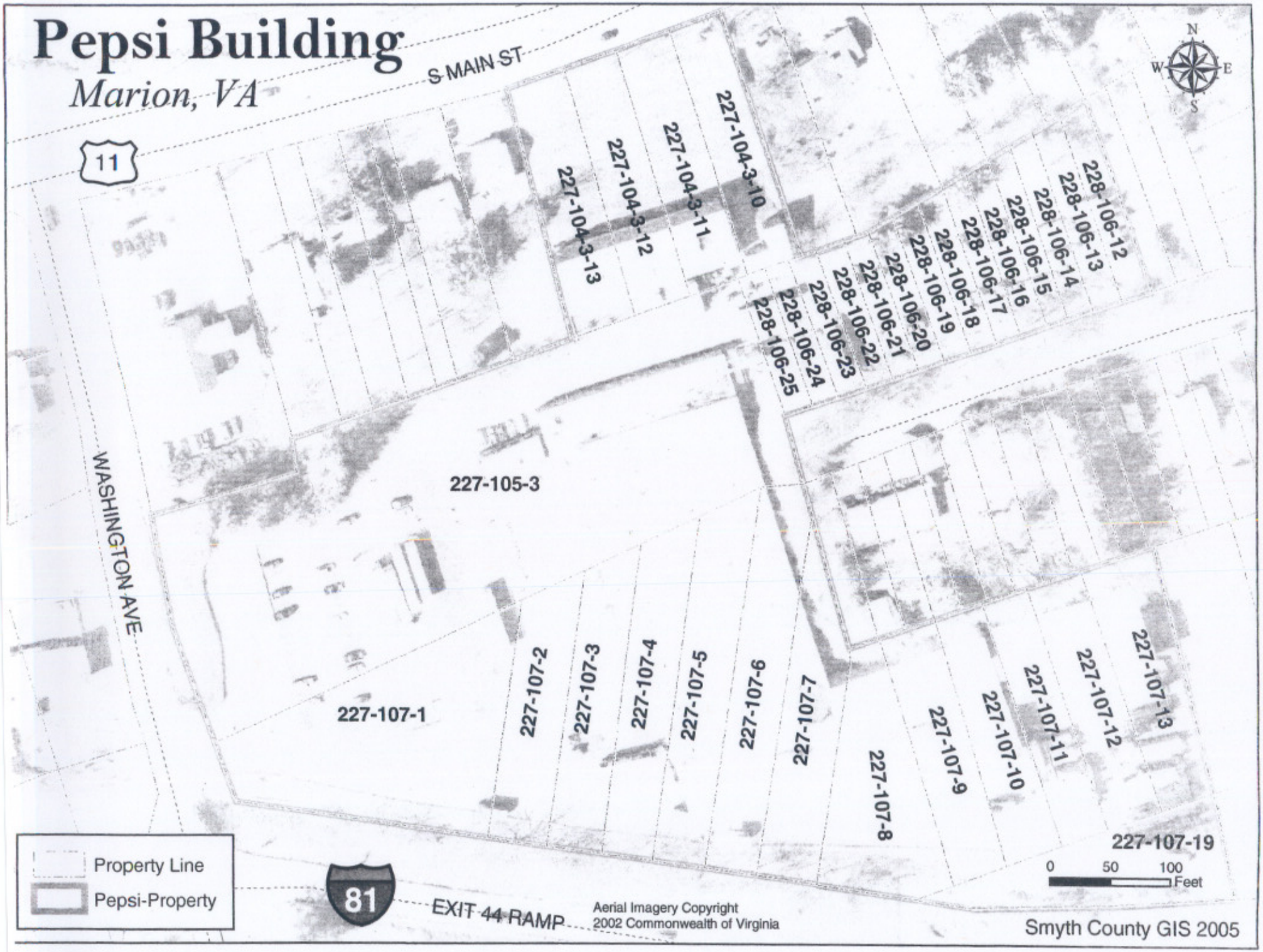
Production/Warehouse Space

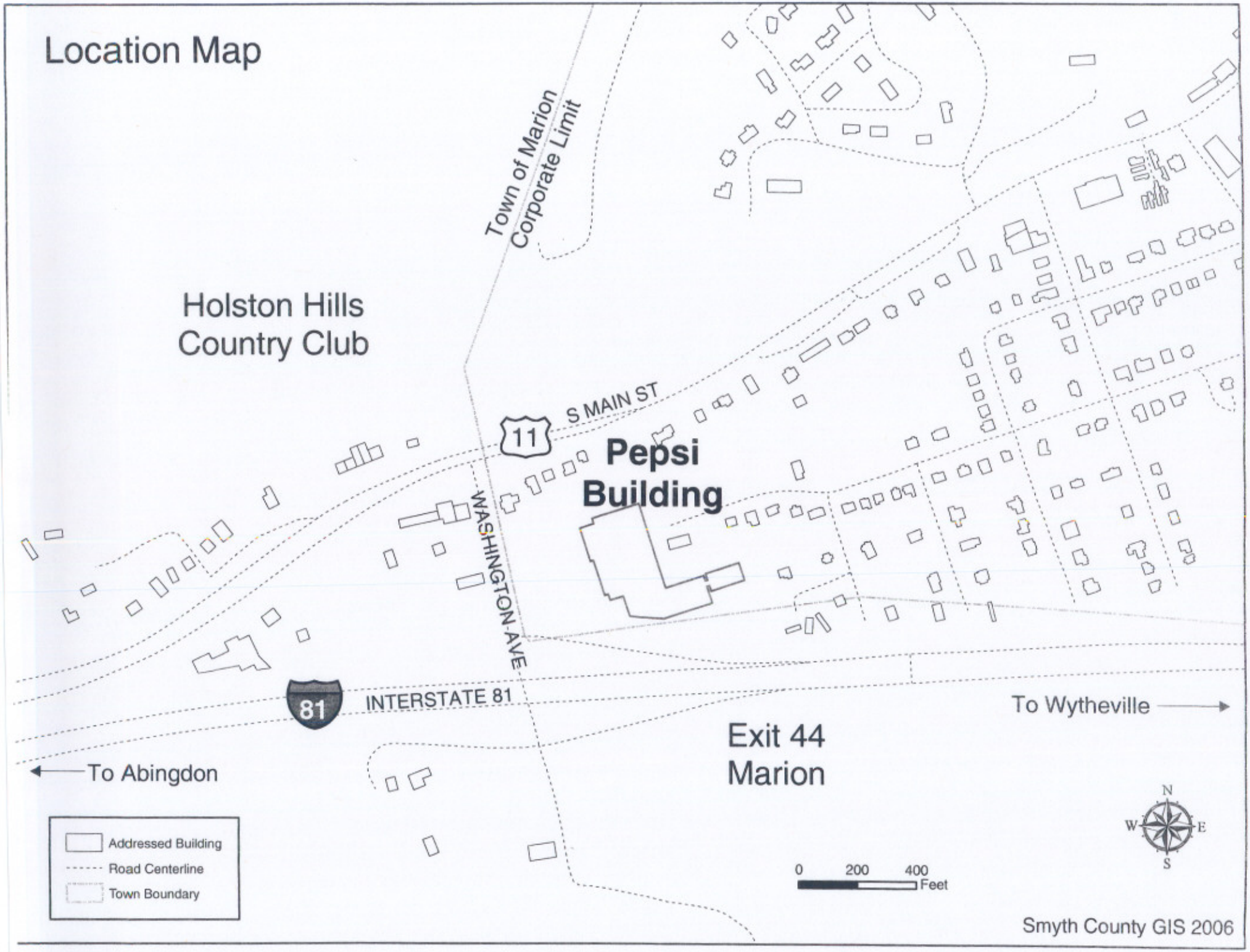
Dock Doors

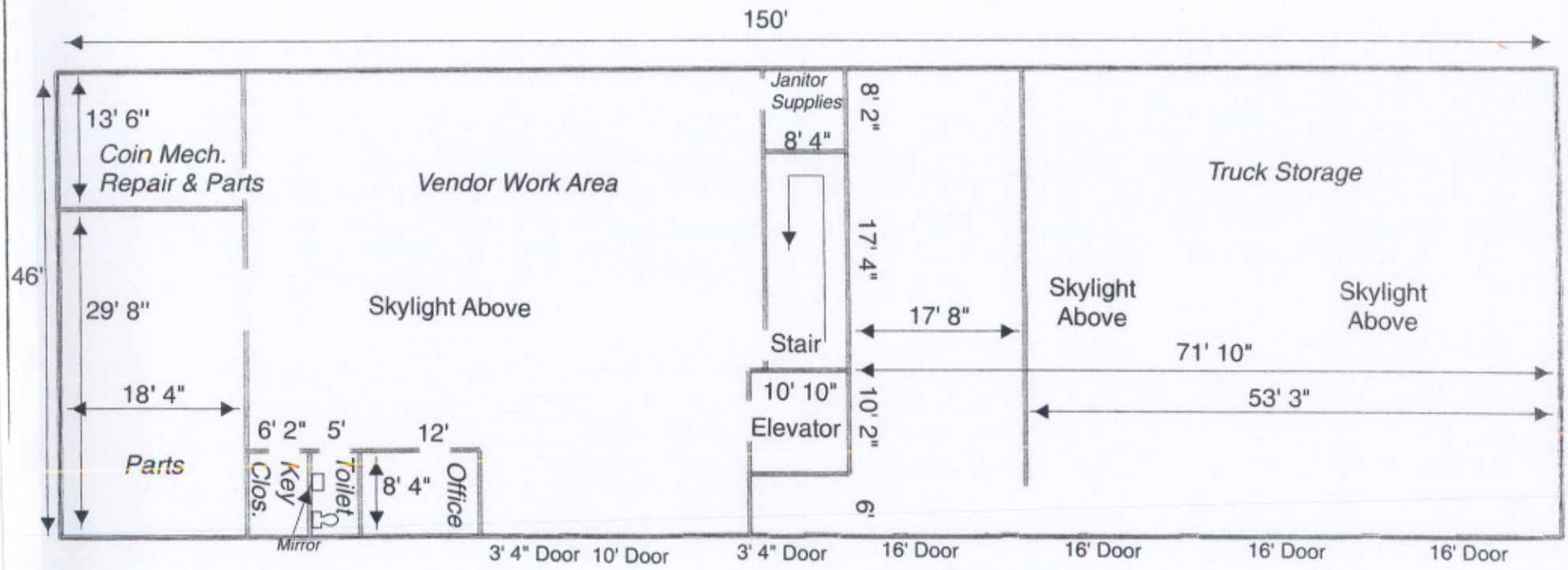
Detached Service Building, 13,500 s.f on two floors


Holston Hills
Golf Course
11
S MAIN ST
Warehouse
Pepsi Building
Manufacturing
90,626
Total S.F.
730
WASHINGTON AVE
8 Acres
To Roanoke
Exit 44
81
To Bristol
Smyth County GIS 2006
no scale


SPRINKLE AVE
INDUSTRIAL AVE
DOVER ST
BURLINGTON ST
CATRON ST
CLARK ST
WOLFE AVE
OAKLEY
N
W
E
S
0
50
100
200
Feet
This is intended to be an electronic tax map only, not a plat or survey.
Accuracy is not guaranteed. For a legal description, refer to the deed or plat.


Pepsi Building
Marion, VA
S MAIN ST
11
WASHINGTON AVE
227-104-3-10
227-104-3-11
227-104-3-12
227-104-3-13
228-106-12
228-106-13
228-106-14
228-106-15
228-106-16
228-106-17
228-106-18
228-106-19
228-106-20
228-106-21
228-106-22
228-106-23
228-106-24
228-106-25
227-105-3
227-107-1
227-107-2
227-107-3
227-107-4
227-107-5
227-107-6
227-107-7
227-107-8
227-107-9
227-107-10
227-107-11
227-107-12
227-107-13
227-107-19
N
W
E
S
0
50
100
Feet
Property Line
Pepsi-Property
81
EXIT 44 RAMP
Aerial Imagery Copyright
2002 Commonwealth of Virginia
Smyth County GIS 2005


Location Map
Town of Marion
Corporate Limit
Holston Hills
Country Club
S MAIN ST
11
Pepsi
Building
WASHINGTON AVE
81
INTERSTATE 81
To Wytheville
To Abingdon
Exit 44
Marion
Addressed Building
Road Centerline
Town Boundary
N
W
E
S
0
200
400
Feet
Smyth County GIS 2006



6,900 Square Feet

N

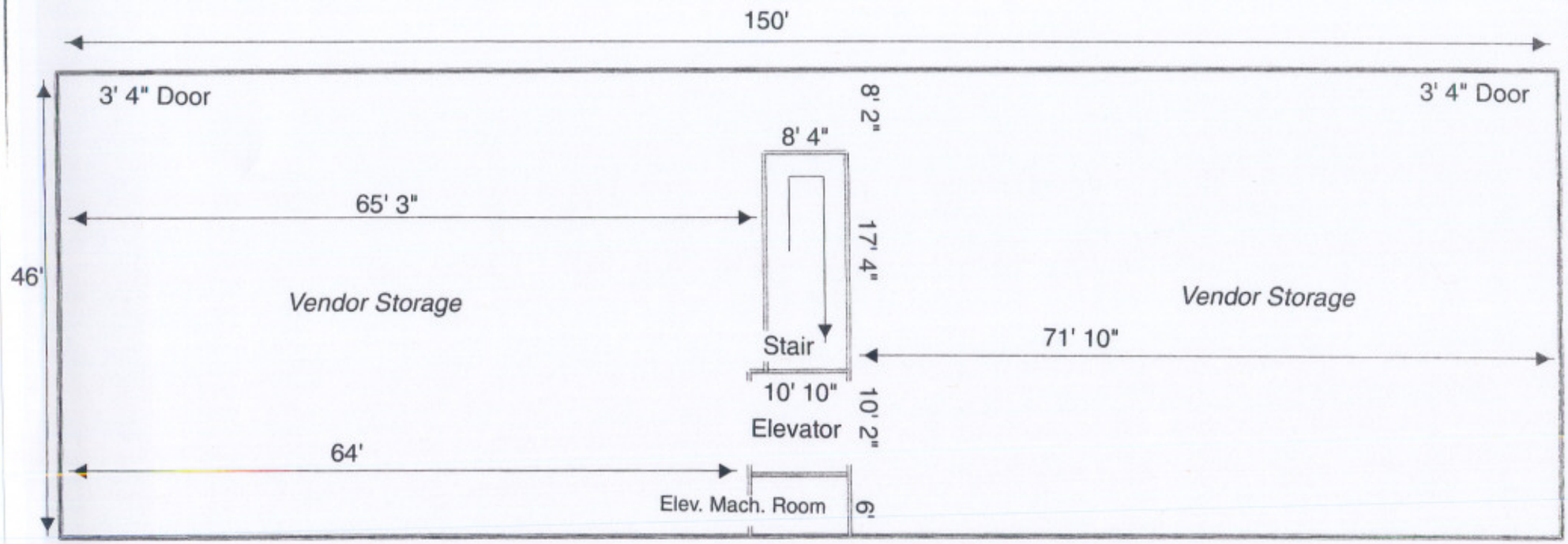
0 7.5 15 30 Feet

This is a simplified drawing taken from plans on file in the Smyth County Building Inspection Office and do not represent Record Drawings. Accuracy is not guaranteed.

Community Development/GIS
121 Bagley Circle, Suite 100
Marion, VA 24354
276-783-3298 Ext. 206

Pepsi Storage Building

First Floor Plan



6,900 Square Feet

N

0 7.5 15 30 Feet

This is a simplified drawing taken from plans on file in the Smyth County Building Inspection Office and do not represent Record Drawings. Accuracy is not guaranteed.

Community Development/GIS
121 Bagley Circle, Suite 100
Marion, VA 24354
276-783-3298 Ext. 206

Pepsi Storage Building

Ground Floor Plan

Smyth County GIS 2006

APPENDIX F

Southwest Virginia Satellite Training Academy Study Work Group Membership and Acknowledgements

Appendix F Southwest Virginia Satellite Academy Study Work Group

Members:

Academy for Staff Development
Gerald P. Eggleston
Kathy Brame

Western Region – Institutions
Larry Huffman
David Robinson
Adam Harvey

Western Region – Community Corrections
Harlos Larrowe

DOC Central Administration – Architectural & Engineering Services Unit
Bert Jones
Tom W. Young

DOC Central Administration – Budget Unit
Lewis Eacho
Kim Scifres

Acknowledgements:

Assistance received from:

Academy for Staff Development
Lisa Chandler Hernandez
Greer Fullerton
Gloria Dandridge
Butch Eudailey

Western Region
Velisa Stallard – Wallens Ridge State Prison
Tom Weaver – Marion Parole and Probation
Ken Osbourne – Marion Correctional Treatment Center
David Boehm – Marion Correctional Treatment Center

DOC Central Administration
H. Paul Broughton, Human Resources
Kim Lipp –
Chrystal C. Edwards, Human Resources

Community Leaders
Sally H. Morgan, Community/Economic Development Director, Smyth County
Manuel W. Street, GIS Coordinator, Smyth County
Gary Larrowe, Carroll County Administrator

Special Recognition: All DOC institutional and community corrections employees who contributed as participants in the Employee Focus Group activity.

APPENDIX G

Proposed Staffing for Satellite Training Facility in Southwest Virginia

Appendix G, Proposed Staffing for Satellite Training Facility in Southwest Virginia

Proposed Staffing

Administration - One (1) Assistant Training Manager

Duties:

- Oversee day- to-day operation of the SW Virginia Training Facility.
- Ensure that programs and facility resources are scheduled to meet the training needs of DOC employees in SW Virginia.
- Ensure that the SW Academy facility meets all life, safety and health requirements, as well as DCJS and certification and ACA Accreditation requirements.
- Liaison with DOC Regional and Unit Administrative Staff to assess their training needs and ensure that the SW Academy resources are used to meet these needs.
- As member of ASD Management Team, assists with development and implementation of Academy for Staff Development Strategic Plan, annual budget development, annual training plan, and overall coordination of resources and services.
- Ensure that all training and service documentation is completed in accordance with ASD requirements.
- Liaison with other state agency and local officials relative to partnering opportunities.

Training Staff – Six (6) Training Staff

- Two (2) Security Trainers
  - Provide Basic Skills training for Correctional Officers.
  - Provide specialized training in accordance with needs assessment information for area facilities.
  - Identify and coordinate use of adjunct training staff to assist with development or delivery of training courses.

- Assist with the audit of institutional-based satellite training sites in SW Virginia to ensure that they meet DCJS and ACA training standards.
- Assist with the development and delivery of training using distance learning technology.

- One (1) Community Corrections Trainer
  - Provide specialized training in accordance with needs assessment information for SW community corrections staff and facilities.
  - Identify and coordinate use of adjunct training staff to assist with development or delivery of training courses for community corrections staff.
  - Assist with the development and delivery of training using distance learning technology.

- One (1) Management / Supervisory Trainer
  - Provide In-service training courses for management employees. and administrative support employees.
  - Provide specialized training in accordance with needs assessment information for SW management and staff.
  - Identify and coordinate use of adjunct training staff to assist with development or delivery of training courses for administrative support staff.
  - Assist with the development and delivery of training using distance learning technology.

- One (1) Administrative Support Trainer
  - Provide In-service training courses for administrative support employees.
  - Provide specialized training in accordance with needs assessment information for administrative support staff.
  - Identify and coordinate use of adjunct training staff to assist with development or delivery of training courses for administrative support staff.
  - Assist with the development and delivery of training using distance learning technology.

- One (1) Technology Trainer

- Provide computer training for all SW Virginia DOC employees in accordance with needs assessment information gathered.
- Support the development of and/or coordinate the use of distance learning technology to deliver training to SW Virginia DOC employees.

Facility Buildings and Grounds Staff – Three (3) positions

- One (1) Buildings and Grounds Supervisor
  - Oversee all building operations for the SW Academy Facility
  - Schedule and coordinate work with the B&G Superintendents and staff of the Marion Correctional Treatment Center and the Southwest Virginia Mental Health Institute.
  - Supervise inmate cadre staff assigned to assist with the Facility operations.
  - Assist the SW Va. Satellite Training Facility Administrator with identification of operational issues, preventative maintenance program, planning and coordination of repairs and upgrades.
  - Serve as facility safety officer.

- Two Buildings and Grounds Staff: Electrician and Plumber
  - Perform all preventative maintenance and repair work on electrical system and plumbing in the male geriatrics building.
  - Supervise inmate cadre assisting with day to day building maintenance and special projects.
  - Perform other building maintenance duties as assigned.

Administrative/Operations Support Staff – Two (2) positions

- Administrative Secretary Senior
  - Provide confidential secretarial support to the Assistant Training Manager.
  - Provide secretarial services to the Training Staff and Building and Grounds Supervisor

- Program Records Coordinator.
  - Oversee all training (DCJS and ACA) documentation and on-site course records.
  - Work closely with the Academy for Staff Development's Registrars Office to ensure that all training records are up-to-date.
  - Provide secretarial assistance to housekeeping and security staff.

Facility Operations Support Staff

- Two (2) Housekeeping / Food service Employees
  - Provide housekeeping services for the SW Virginia Satellite Training Facility, ensuring all facilities meet health and sanitation standards and regulations.
  - Assist with food service delivery and cleaning of dining area.

- Two (2) Security Staff
  - Provide evening and night security for the Southwest Virginia Satellite Training Academy.
  - Provide program and facility check-in services to persons arriving after hours for training programs.
  - Ensure the coordination of safety and security with the MCTC.