



COMMONWEALTH of VIRGINIA

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September 9, 2016

Daniel Timberlake, Director
Commonwealth of Virginia
Department of Planning and Budget
1111 East Broad Street
Room 5040
Richmond, VA 23219-3418

Dear Director Timberlake,

Item 391, subsection 5 of the 2016 Virginia Acts of Assembly states "If the Board of Corrections approves a request, the Department of Corrections shall notify the Department of Planning and Budget by October 1 of the board's action and submit a summary of the project and a detailed list of the board-approved costs to the department."

Please find the attached summary of those jail projects approved by the Board of Corrections in 2016.

During calendar year 2016, the Board of Corrections approved jail projects that include a security control system and Kitchen floor upgrade, and a multiple upgrade project involving the roofing, HVAC system, boilers and security control system. In addition, the Board approved one staffing study. They are as follows:

Rappahannock Regional Jail

Type - upgrade security control system and Kitchen floor
Approved cost - \$2,191,723
Reimbursement - up to 50% or \$1,095,862

Rockbridge Regional Jail

Type – roofing, HVAC system , boilers and security control system upgrades
Approved cost - \$207,385
Reimbursement - up to 50% or \$103,693

Piedmont Regional Jail
Type – staffing study

Total Reimbursement

The total approved reimbursement of two projects would be up to \$1,199,555.

Sincerely,



Harold W. Clarke

HWC/REC

Attachment

cc: Cookie Scott
Donna Lawrence
Bob Casey
File

Board of Corrections Summary of Approved Projects 2016

Prepared by
The Compliance, Certification and Accreditation Unit
Department of Corrections

Summary

Three projects have been approved by the Board of Corrections during 2016. They are as follows:

1. An upgrade of the security control system, and complete upgrade/replacement of the Kitchen floor at the Rappahannock Regional Jail in Stafford, Virginia
2. Upgrades to the roofing, HVAC system and boilers, and an upgrade of the security control system at the Rockbridge Regional Jail in Lexington, Virginia.
3. A Staffing Study to increase the rated bed capacity, and to recommend an increase in staffing at the Piedmont Regional Jail in Farmville, Virginia.

2016 Board Approved Projects

1. Rappahannock Regional Jail Security Control System and Kitchen Floor Upgrade

- The original regional jail facility dates back to July 2000. A 2-story podular expansion was completed in 2008 to bring the DOC rated capacity up to 1,024. With technology advancements, the original security electronics are outdated, not functioning well and are breaking down. The original security electronics subcontractor has been unsupportive regarding servicing the existing installed equipment.
- This project consists of upgrading the integrated security control system to include replacement of all 40 touchscreens, intercom and video systems. Some of the existing devices will remain functional. Cameras will be replaced with upgraded units. Cameras will be added to Housing Unit 1 and in all blind locations to comply with PREA and NCCHC standards. All of the intercoms will be rewired and replaced with new intercoms compatible with digital technology.
- The existing system utilizing graphic control panels will be removed and upgraded to touchscreen control stations.
- The existing quarry tile Kitchen floor is failing due to poor drainage and joints, and a porous underlying grout layer providing the presence of bacteria and fungi (mold). A history of floor related issues dating back to 2005 by the Virginia Department of Health recommends floor replacement. This project will upgrade the floor to a seamless resinous floor surface with additional floor drains. The new floor surface will be re-sloped for improved drainage.
- Staffing levels, life cycle and operation costs are not affected by this project.

The Board of Corrections, at its June, 2016 meeting, granted a modification of Standard 6VAC15-80-160, Minor Renovation Project, of the Standards for Planning, Design, Construction and Reimbursement of Local Correctional Facilities, 1994, to allow the Rappahannock Regional Jail to proceed with its renovation by submitting this project as a Minor Renovation Project (MRP).

The Board of Corrections, at its June 2016 meeting, granted a waiver of Standard 6VAC15-80-211, Value Management Analysis, of the Standards for Planning, Design, Construction and Reimbursement of Local Correctional Facilities, 1994, to allow the Rappahannock Regional Jail to proceed with its renovation without performing a Value Management Analysis (VMA).

A Community Based Corrections Plan is not required because the project does not increase inmate population or bed space.

The portion of the project's cost being requested as eligible for State reimbursement has been reviewed and approved by the Board of Corrections. The eligible project cost of \$2,191,723, of which up to 50% or \$1,095,862 would be reimbursable. (See attached Cost Analysis)

**RAPPAHANNOCK REGIONAL JAIL
SECURITY CONTROL SYSTEM & KITCHEN FLOOR
COST ANALYSIS**

4/29/2016
REC

VADOC Formula for new construction does not apply to renovation projects such as this.

PLANNING STUDY PROJECT ESTIMATE (Exclusive of Bonds or Financing)	LOCALITY REQUESTED <u>COST</u>	VADOC ELIGIBLE <u>COST</u>
<u>PART I - NEW CONSTRUCTION</u>		
BUILDING COST	N/A	N/A
NEW CONSTRUCTION COST SUBTOTAL:		
<u>PART II - PROJECT CONSTRUCTION COSTS</u>		
SECURITY ELECTRONICS UPGRADE:		
- VIDEO SYSTEM	1,093,903	1,093,903
- INTERCOM SYSTEM	120,270	120,270
- TOUCHSCREEN CONTROL SYSTEM	213,000	213,000
- SECURITY NETWORK	103,938	103,938
- KEY CONTROL SYSTEM	31,254	31,254
KITCHEN FLOOR UPGRADE	<u>601,358</u>	<u>601,358</u>
PROJECT CONSTRUCTION COSTS SUBTOTAL:	2,163,723	2,163,723
<u>PART III - OTHER PROJECT COSTS</u>		
PLANNING STUDY	28,000	28,000
VALUE MANAGEMENT ANALYSIS	<u>0</u>	<u>0</u>
OTHER COSTS SUBTOTAL:	28,000	28,000
 TOTAL PROJECT COST:	 2,191,723	 2,191,723

Eligible cost per bed based on 1,024 beds is \$2,140

Funding for reimbursement is suggested in the amount of 1,095,862 which is 50% of 2,191,723

2. Rockbridge Regional Jail Roofing, HVAC System, Boilers and Security System Upgrades

- The Regional Jail was constructed in 1986 to serve the County of Rockbridge, and the Cities of Buena Vista and Lexington. The facility and its systems are close to 30 years old, and were in need of repair and technological improvement for operational, maintenance and security reasons. Repairs and improvements consist of the roof, ductwork, boilers and security system.
- The roof was replaced with a new EPDM roof membrane, and during the project the amount of insulation was increased for energy conservation purposes as well as to meet the increased current building code requirements. While roof replacement is considered maintenance and repair which is not reimbursable, the choice to increase the roofing insulation for improved energy efficiency and to provide operational cost savings is considered to be a reimbursable improvement. Insulation thickness was increased from 3” to 5”, adding a cost of \$34,830 to the roof replacement.
- New high efficiency condensing boilers were installed that allow the heating hot water supply temperature to be decreased as the load decreases resulting in energy conservation. These boilers have an efficiency rating of 89-94% versus the original 80% efficient boilers. The high efficiency boilers added a cost of \$47,000 to the boiler replacement.
- The new HVAC system was upgraded to utilize 100% outside air for the cells. The current building code does not allow recirculation of air from toilet areas which are an integral part of the cells. Therefore new exhaust air ductwork was added at a cost of \$7,620.
- The original security control system was outdated and needed frequent repair with parts and supporting technology no longer available. The system was replaced and upgraded to improve functionality and security to provide visual indication of door locked/unlocked status, and provide main office capability to monitor activity on the cameras. The new system allows the tower station to communicate with the main control room with the provision of 16 camera views instead of just one at a time. Twenty-three additional cameras with pan-tilt-zoom capability were installed including exterior areas covering blind spots that had existed since the original construction of the jail. The intercom system was upgraded with a new main controller and mixer, and a new computer was installed in the guard control room. Only reimbursement for the computer is being requested. The total security control system eligible cost totals \$96,192.
- This project results in an estimated savings of \$10,000 to \$15,000 per year in operating costs. The more functional security system will create less workload on staff which will help to provide additional savings.
- Staffing levels are not affected by this project.

The Board of Corrections, at its July, 2016 meeting, granted a modification of Standard 6VAC15-80-160, Minor Renovation Project, of the Standards for Planning, Design, Construction and Reimbursement of Local Correctional Facilities, 1994, to allow the Rockbridge Regional Jail to proceed with its renovation by submitting this project as a Minor Renovation Project (MRP).

The Board of Corrections, at its July 2016 meeting, granted a waiver of Standard 6VAC15-80-211, Value Management Analysis, of the Standards for Planning, Design, Construction and Reimbursement of Local Correctional Facilities, 1994, to allow the Rockbridge Regional Jail to proceed with its renovation without performing a Value Management Analysis (VMA).

A Community Based Corrections Plan is not required because the project does not increase inmate population or bed space.

The portion of the project's cost being requested as eligible for State reimbursement has been reviewed and approved by the Board of Corrections. The eligible project cost of \$207,385, of which up to 50% or \$103,693 would be reimbursable. (See Cost Analysis below)

**ROCKBRIDGE REGIONAL JAIL UPGRADE
COST ANALYSIS**

7/1/2016
REC

VADOC Formula for new construction does not apply to renovation projects such as this.

PLANNING STUDY PROJECT ESTIMATE (Exclusive of Bonds or Financing)	LOCALITY REQUESTED COST	VADOC ELIGIBLE COST
<u>PART I - NEW CONSTRUCTION</u>		
BUILDING COST	N/A	N/A
NEW CONSTRUCTION COST SUBTOTAL:		
<u>PART II - PROJECT RENOVATION COSTS</u>		
ROOF REPLACEMENT - upgraded insulation	34,830	34,830
BOILERS - efficiency and hot water capacity increases	47,000	47,000
NEW DUCTWORK	7,620	7,620
SECURITY SYSTEM UPGRADE		
- VIDEO SYSTEM	45,540	45,540
- NEW CONSOLES, MONITORS, ACCESS CONTROL	9,452	9,452
- DVR	5,220	5,220
- INTERCOMS	1,480	1,480
- ADDITIONAL CAMERAS	<u>34,500</u>	<u>34,500</u>
PROJECT CONSTRUCTION COSTS SUBTOTAL:	185,642	185,642
<u>PART III - OTHER PROJECT COSTS</u>		
DESIGN FEE	7,736	7,736
UPGRADE STUDIES	3,843	3,843
CONSTRUCTION PHASE SERVICES	2,070	2,070
PRINTING	94	94
PLANNING STUDY & REIMBURSEMENT DOCUMENT PREP.	<u>8,000</u>	<u>8,000</u>
OTHER COSTS SUBTOTAL:	21,743	21,743
 TOTAL PROJECT COST:	 207,385	 207,385

Eligible cost per bed based on 56 beds is \$1,852

Funding for reimbursement is suggested in the amount of \$103,693 which is 50% of \$207,385

3. Piedmont Regional Jail Staffing Study

The Board of Corrections at its March, 2016 meeting approved the Piedmont Regional Jail Board's request to increase the rated capacity from 181 to 274 beds, and further recommended to the Compensation Board that staffing be reevaluated based on the 2014 Jail Cost Report for the average daily population, and a new rated bed capacity of 274. (See Staffing Study below)

Piedmont Regional Jail Staffing Study

Virginia Department of Corrections
Compliance and Accreditation Unit
February 22, 2016

INTRODUCTION

During the 2011 session of the General Assembly, the Legislature enacted the following language:

“The Department of Corrections shall reassess the appropriate staffing ratios for the Piedmont Regional Jail and Western Tidewater Regional Jail. The Department of Corrections shall complete this assessment by October 1, 2011.”

Piedmont Regional Jail was the first of the multijurisdictional jails in Virginia. It was opened in May 1988, and the localities participating in the regional jail are: Amelia, Buckingham, Cumberland, Lunenburg, Nottoway and Prince Edward. The jail is located in Farmville, Virginia, which is in Prince Edward County. The current Superintendent is Donald Hunter.

METHODOLOGY

The methodology used for this study consisted of physical plant analysis, post audit, staff use study and interviews with key administrative staff of Piedmont Regional Jail.

PHYSICAL PLANT DESCRIPTION

The main jail is a one story facility of linear construction and is comprised mostly of dormitories. There is also a podular housing unit consisting of 48 cells. These cells are divided into two sections of 24 cells each with 12 cells on the ground floor and 12 on a mezzanine section.

When the jail was originally constructed it had a rated capacity of 103 beds. Since that time, there have been two renovations and two major expansions. In 2001, a storage area and canteen spaces were converted into dormitories. These areas are referred to as 04 and W dorms. Dorm 04 contains 413.28 square feet of floor space or room for 4 beds at a minimum required space of 85 square feet per bed. Dorm W contains 407.31 square feet or 4 beds at a minimum of 85 square feet per bed. These beds were not added to the jail's capacity because the renovations were completed without approval from the Board of Corrections.

In 2003, the jail added the I Building, which consists of a control room and two dormitories. Each dormitory contains 3,354 square feet. Based on a minimum of 85 square feet per bed, each dormitory would be rated at 39 beds. In March 2003, the Virginia Department of Corrections added these 78 beds to the rated capacity, thus raising it to 181 beds. However, no additional staffing was given for these beds. In 2005, the jail completed construction of L Building using federal funds. This building contains a control room and three dormitories. L1 is 3,003.5 square feet for a rated capacity of 35 beds; L2 contains 3,029 square feet for a rated capacity of 35 beds, and L3 contains 1,342.5 square feet for a capacity of 15 beds. Because these beds were constructed with federal funds and do not require legislative approval, these beds were not added to the rated capacity and thus no additional staffing was received from the Compensation Board.

If staffing is to be re-examined, then the bed space from 04, W, and L1, L2 and L3 should be included in the rated capacity. If this bed space is included, the jail's rated capacity should be 274 beds. The jail was designed as an indirect/intermittent supervision model. However, due to overcrowding, it is now a semi-direct supervision jail.

INMATE POPULATION

The jail currently has a rated capacity of 181 inmates. The Compensation Board's 2014 Jail Cost Report reflects that the jail had an average daily population of 589 inmates per day. Of these, 117 were federal inmates/detainees. This is an average daily population of 472 state and local inmates. This would suggest that the jail operates at approximately 160% above its rated capacity. Taking federal beds into account, the jail was running at 225% above its rated capacity.

FINDINGS AND RECOMMENDATIONS

Piedmont Regional Jail currently receives funding from the Virginia Compensation Board for a total of 80 positions. Of these positions, 67 are security positions. Of these 67 positions, 28 are currently emergency positions. There is also 1 administrative position, 2 secretaries, 3 cooks, 6 medical positions and 1 treatment position approved by the Compensation Board. However, the administrative position and the 2 secretary positions are not funded at this time.

If the jail's rated capacity is increased to 274 beds, the jail would be eligible for up to 91 security positions per the Compensation Board's staffing standards of up to 1 security position for every 3 beds of rated capacity. Currently the jail is approved for 67 positions. This includes the Superintendent and Lids Technician.

The Compensation Board allows for up to 1 position of administrative, secretary or clerical positions for every 100 inmates of average daily population of state and local responsible inmates. According to the Compensation Board's 2014 Jail Cost Report, the Piedmont Regional Jail had an average daily population of 589 inmates per day. Of these, 117 were federal inmates or inmates held for other states. This leaves an average daily population of state and local responsible inmates of 472 inmates per day. This means the jail would be eligible for a minimum of 4 administrative/secretary/clerical positions. The jail currently has 3 positions that are unfunded.

The Compensation Board staffing standards for medical/treatment/classification positions is 1 for every 25 inmates of average daily population for state and local responsible inmates. Based on the ADP of 472 state and local responsible inmates, the jail would be eligible for up to 18 medical/treatment/classification positions. Currently the jail is approved for only 7 positions.

Piedmont Regional Jail would like to operate buildings I and L as direct supervision. As stated earlier, these 2 buildings contain 5 housing units and 2 control rooms. Housing unit L3 is too small to justify direct supervision. However, the other 4 housing units are suited for this type of supervision.

It is therefore recommended that the Compensation Board convert the 28 emergency security positions to permanent status, and the administrative and 2 secretary positions should be funded. Additionally, the following new positions should be funded:

- I-1 - Housing Unit – 5 security positions
- I-2 - Housing Unit – 5 security positions
- I - Building Rover – 5 security positions
- I - Control Room – 5 security positions
- L1 - Housing Unit – 5 security positions
- L2 - Housing Unit – 5 security positions
- L - Building Rover – 5 security positions
- L - Control Room – 5 security positions

The increase would result in a total of 94 security positions. The staff to bed ratio is 2.91 to 1, which is slightly higher than the Compensation Board's 3 to 1. However, the original building is staff intensive, and as stated above, operates well above its rated capacity.

Any recommended positions could be funded by either the Compensation Board or by the local jurisdiction, or a combination of both. This does not commit the Compensation Board or any other body to fund any positions that are recommended in this study.