



STEELE COUNTY BOARD OF COMMISSIONERS WORK SESSION AGENDA

Administration Center - 630 Florence Avenue – Owatonna, MN 55060

*Steele County's Mission:
Driven to deliver quality services in a respectful and fiscally responsible way.*

TUESDAY, MARCH 14, 2023 AT 3:00 PM
County Boardroom, Steele County Administration Center

Agenda

1. Call to Order
2. Sheriff Office Addition / Renovation at Detention Center (pg. 2)
3. Other Business

Presentation

Adjourn

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Steele County Board of Commissioners. This document does not claim to be complete and is subject to change.



Steele County Agenda Item

Subject: Steele County Sheriff's Addition and Renovation to the Detention Center

Department: Building & Grounds

Committee Meeting Date: March 2, 2023

Board Meeting Date: March 14, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends discussion at Board work session.

Recommendation:

To approve the proposal from Wold in the amount \$299,250 for the Sheriff's office Addition and Renovation to the Detention Center. This proposal includes Design Development, Contract Documents, Bidding Administration, and Construction Administration.

Background (*Including Budget Impact*):

Previously the County Board approved the schematic design phase of the Sheriff's Office Addition and Renovation to the Detention Center.

The schematic design included a 4500sf renovation to under utilized space at the detention and a 8900sf addition. This phase also took a deep dive into staff efficiencies and areas of cross training which are included in the attached PowerPoint.

The original budget was \$5.8 million and through schematic design cost savings were achieved and reduce the estimated budget to \$5.3 million and presented in the PowerPoint.

Attachments:

Wold Proposal -

PowerPoint Slides



March 9, 2023

Jake Rysavy, Facilities and Fleet Director

Steele County

630 Florence Avenue

Owatonna, Minnesota 55060

Re: Steele County
Sheriff's Addition and Renovation to the Detention Center
Commission No. 222224

Dear Jake:

We are excited to continue developing the design for the Sheriff's Addition and Renovation to the Detention Center project. This letter serves as an amendment to the proposal letter dated October 6, 2022 (for Schematic Design) to include professional services for the remaining phases of Design Development, Contract Documents, Bidding, and Construction Administration.

To complete the design drawings and contract documents, we recommend the following schedule:

1. Design Development – March 2023 – May 2023.
2. Contract Documents – May 2023 through July 2023.
3. Bidding – May - August 2023.
4. Construction – September 2023 through July 2024.

As previously noted, we typically establish a fixed fee at the project onset. All engineering and consultants are included in our fixed fee. For a project that is an addition to an existing building, we would propose a fixed fee based on 7.5% of agreed on cost of construction. As SD accounted for 15% of the total professional services fees, we are proposing to adjust the remaining 85% based on the updated construction estimate established in the SD phase.

Based on our SD recommendation, the solution includes adding approximately 8,900 sq. ft. to the existing building and renovating approximately 4,500 sq. ft. in the existing facility to accommodate the Sheriff's needs. Based on the current solution and utilizing current costs for construction that includes escalation and inflation, we would recommend \$3.99 million be allocated for construction. Utilizing a 30% Project Cost Factor, we would recommend a Total Project Cost of \$5.31 million for this project, which would include a budget for fees, testing, contingencies and FF&E. Our fee calculation would be as follows:

SD (15%) Fixed Fee = \$49,500 (completed)

DD-CA (85%) Fixed Fee:

\$3,990,000 (construction cost) x 7.5% = \$299,250

x 85% = \$254,360

Total Professional Services Fixed Fee (including completed SD) = **\$303,860 total maximum fee (not including reimbursables).**

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldae.com | 651 227 7773

**PLANNERS
ARCHITECTS
ENGINEERS**
3 of 19



Reimbursable expenses would be in addition to this fixed fee and are estimated to be approximately \$12,000.

We appreciate our partnership and look forward to developing a successful project.

Please call me if you have questions regarding this proposal.

Sincerely,

Wold Architects and Engineers

Steele County

A handwritten signature in black ink, appearing to read "John McNamara", written over a horizontal line.

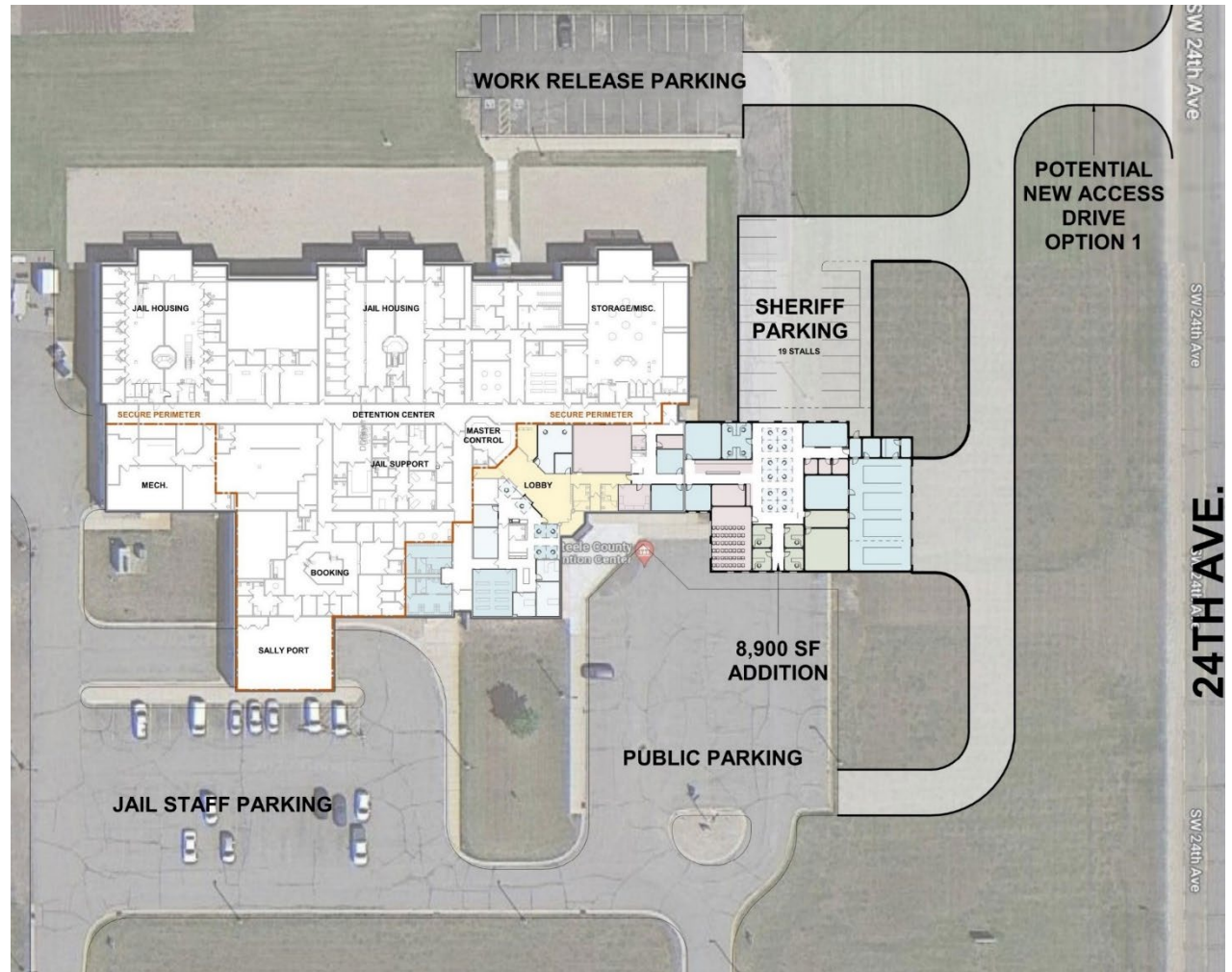
John McNamara | AIA, LEED AP
Partner

Scott Golberg
County Administrator

Date

cc: Jake Wollensak, Wold

AM/COU_Steele/222224/crsp/mar23



STEELE COUNTY

BOARD WORK SESSION UPDATE | MARCH 14, 2023



- 1. Benefits of Project to County Operations**
- 2. Review Sheriff Addition and Renovation
Proposed SD Site Plan and Building Plans**
- 3. Review Budget Overview**



I. Staff Efficiencies

A. Cross training the records departments. (DC and Sheriff)

- i. Possibly reduce staff by 1 FTE through attrition

B. Possible assistance for the Detention Center Staff

- i. Nights at the detention Center are lean on staff, Sheriff deputies could possibly respond if near the office

C. Maintenance & Janitorial

- i. Possibly reduce janitorial staff by 1 FTE through attrition
- ii. Reduce Snow removal and Lawn mowing operations

D. Time savings with the Sheriff's department

- i. Campus Setting, defined by Detention Center, Sheriff's Office, Alexander Building
 - Better EMS Coordination with the EMS department
 - Booking procedure time reduce, don't have to drive 30+ minutes to and back for booking and reports
 - All storage is on same campus, again savings in drive time.



2. Team Building

A. Cross training the Sheriff's Office (Detention Staff/Sheriff Staff)

- i. Training with all Sheriff's Office Employees
 - CPR
 - Defensive Tactics
 - Taser

B. Recreate a positive atmosphere within the entire Sheriff's Office, including Detention Staff

- i. Team Meetings
 - Sheriff continues to work with all staff to look for new efficiencies in the entire department

C. Wellness Room

- i. Space for all County staff to use



3. Focus is on the County

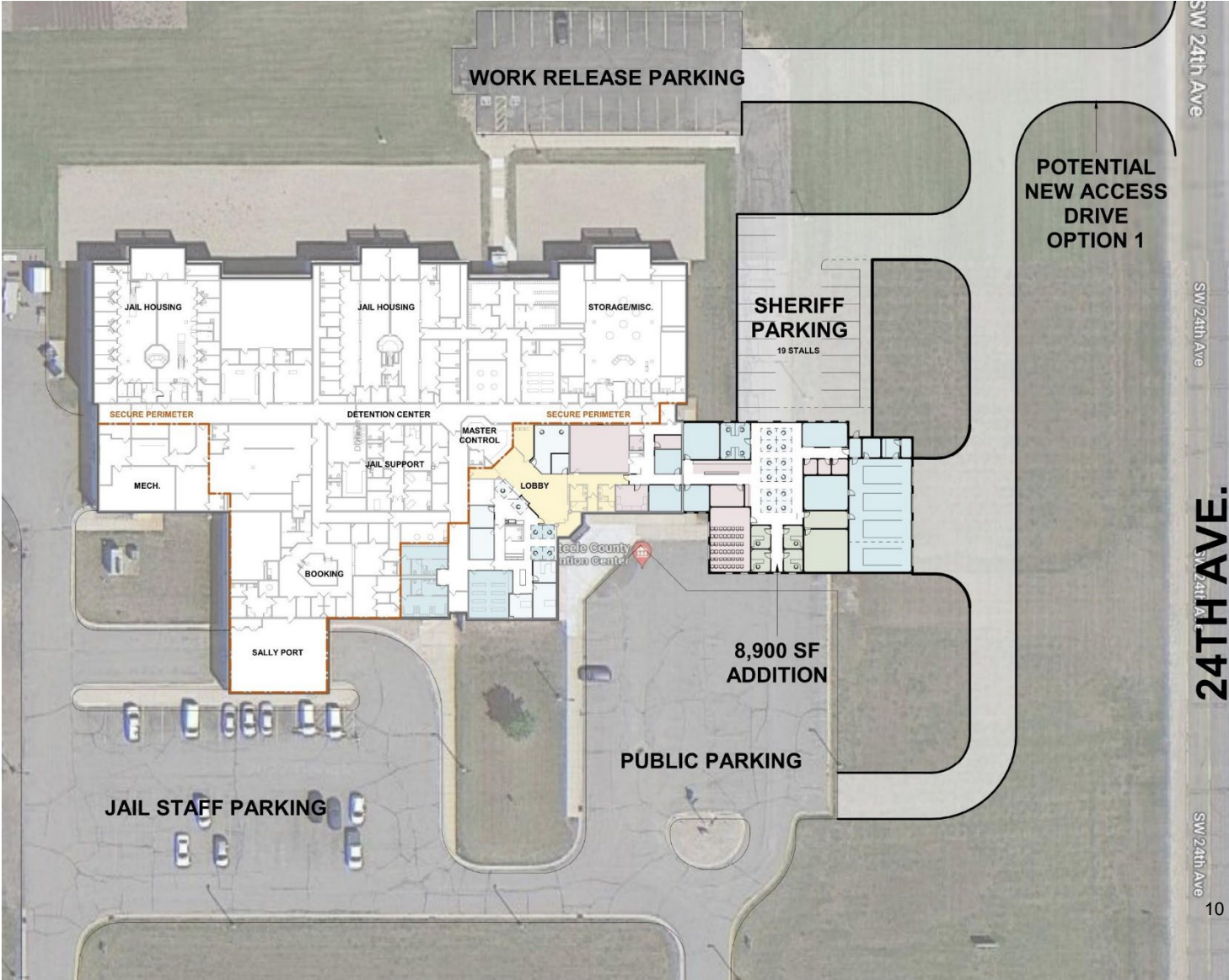
- A. Proximity to major highways
- B. Reduces high speed travel within city limits

4. Reduced Maintenance Costs

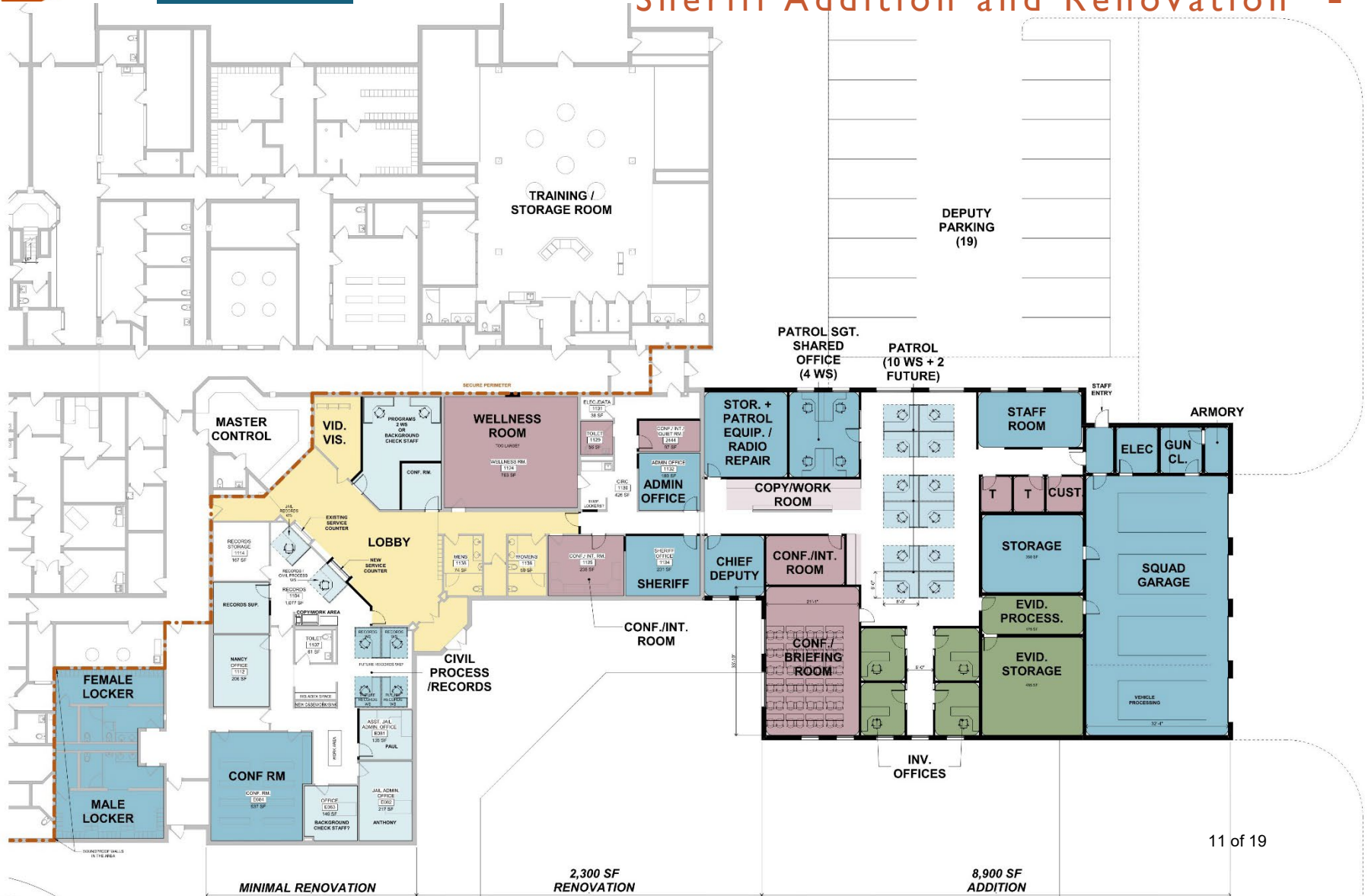
- A. Several deferred maintenance items outstanding at current LEC.
- B. Resets the maintenance cycle.



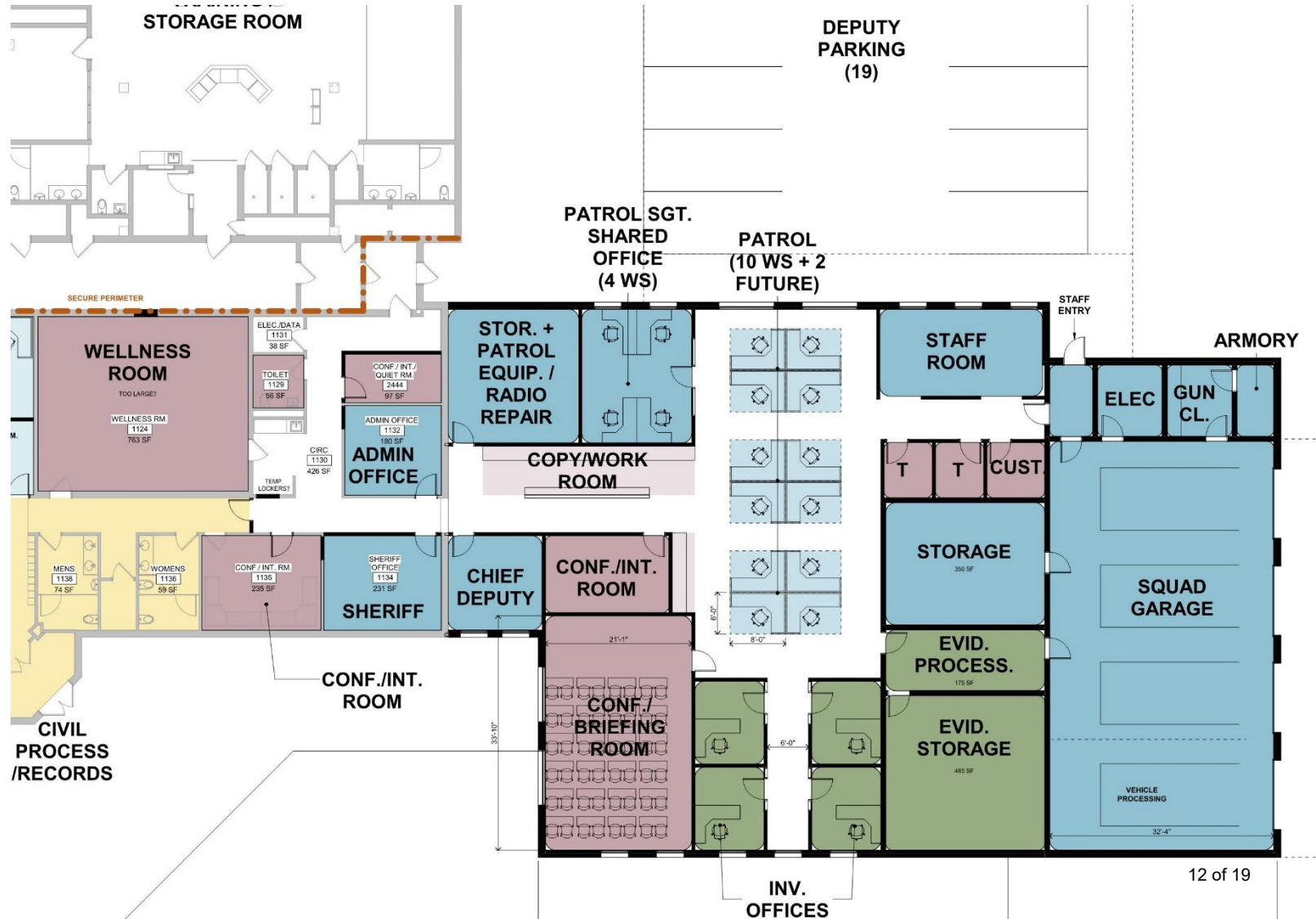
Sheriff Addition and Renovation



Sheriff Addition and Renovation



Sheriff Addition and Renovation



STEELE COUNTY BUILDING COMMITTEE UPDATE Sheriff Addition and Renovation



Sheriff Addition and Renovation

PROJECT BUDGET

	ORIGINAL BUDGET (11/01/2022)	SD BUDGET (03/03/2023)
CONSTRUCTION		
Sheriff Addition and Renovation		
Site Development	Incl. \$	600,000
4,500 SF Renovation	Incl. \$	540,000
8,900 SF Addition	Incl. \$	2,850,000
SUBTOTAL CONSTRUCTION COSTS	\$ 4,400,000	\$ 3,990,000
FEES, TESTING, MISC. PROJECT COSTS		
Architectural Fees	\$ 330,000	\$ 303,860
Reimbursable Expenses	\$ 12,000	\$ 12,000
Site Surveys	\$ 6,000	\$ 6,000
Geotechnical	\$ 12,000	\$ 12,000
Plan Review/Inspection Fee	\$ 37,000	\$ 37,000
Special Structural Inspections	\$ 15,400	\$ 15,400
Commissioning	\$ 30,000	\$ 30,000
Project Contingency	\$ 456,496	\$ 392,636
SUBTOTAL PROJECT COSTS - (FEES, TESTING)	\$ 898,896	\$ 808,896
FURNITURE & EQUIPMENT / TECHNOLOGY COSTS		
Furniture Allowance	\$ 264,000	\$ 264,000
Low Voltage Allowance	\$ 88,000	\$ 88,000
Tech Allowance	\$ 88,000	\$ 88,000
Furnishing Consultant Fees	\$ 7,040	\$ 7,040
Technology Consultant Fees	\$ 17,600	\$ 17,600
FFE Contingency	\$ 46,464	\$ 46,464
SUBTOTAL PROJECT COSTS - (FFE + T)	\$ 511,104	\$ 511,104
SUBTOTAL CONSTRUCTION COST	\$ 4,400,000	\$ 3,990,000
SUBTOTAL PROJECT COSTS - (FEES, TESTING, MISC.)	\$ 898,896	\$ 808,896
SUBTOTAL PROJECT COSTS - (FFE/T)	\$ 511,104	\$ 511,104
TOTAL PROJECT COST	\$ 5,810,000	\$ 5,310,000

Budget Overview:

- 8,900 SF of new construction and 4,500 SF of light renovation.
- All new construction (as opposed to an addition/renovation) would be \$5,100,000 (\$7,500,000 project cost)



Sheriff Addition and Renovation

Net Cash Requirement for Sheriff Addition

Description	Cost/(Revenue)
Estimated cost of construction	\$ 5,310,000
Buyout from City of Owatonna (net book value)	(1,000,000)
Net Cash	\$ 4,310,000



Sheriff Addition and Renovation

Financing Sources

Description	Cost/(Revenue)
American Rescue Plan Act (ARPA) funds received	\$ (7,100,000)
Funds allocated for Community Corrections building addition	2,650,000
Remaining ARPA funds	<u>\$ (4,450,000)</u>



STEELE COUNTY
BUILDING COMMITTEE UPDATE

Sheriff Addition and Renovation

Estimated Budget Impact – Law Enforcement Center

Description	2024 (No Changes)	2024 – Rent LEC Space	2025 – Building Addition	2026 – Building Addition
Personnel Costs	\$ 350,000	\$ 175,000	\$ 180,000	\$ 185,000
Operating Costs	273,000	7,000	40,000	42,000
Rent to City	-	130,000	-	-
Capital Outlay Cost/(Savings)	200,000	(100,000)	(128,000)	(67,500)
Total Budget	823,000	212,000	92,000	159,500
City Paid Portion	(411,500)	-	-	-
County Cost	\$ 411,500	\$ 212,000	\$ 92,000	\$ 159,500



Sheriff Addition and Renovation

Next Steps

1. Approve the Proposal from Wold
 - Design Development
 - Construction Documents
 - Bidding & Procurement
 - Construction Administration
2. Design Development Phase
 - March 2023 – May 2023
3. Contract Documents Phase
 - May 2023 – July 2023
4. Bidding & Contract Award
 - August 2023
5. Construction
 - September 2023 – July 2023



Staff Recommendation

To approve the proposal from Wold in the amount of \$299,250 for the Sheriff's office Addition and Renovation to the Detention Center. This proposal includes Design Development, Contract Documents, Bidding Administration, and Construction Administration.