



Agenda Date: 8/9/2005

Agenda Placement: 6P

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Britt Ferguson for Nancy Watt - County Executive Officer
County Executive Office
REPORT BY: Helene Franchi, Management Analyst III, 253-4820
SUBJECT: Approval of Contract with Omni Group, Inc.

RECOMMENDATION

County Executive Officer requests approval of and authorization for the Chair to sign an agreement with Omni-Group, Inc. for a maximum of \$188,100 for the term August 9, 2005 through June 30, 2006 to provide Phase One of the Adult Correctional System Master Plan which will include defining future correctional resource needs.

EXECUTIVE SUMMARY

Based on Board direction, the County conducted a request for proposal (RFP) process to select a consultant team to assist in preparing an Adult Correctional Master Plan. This Plan will identify the County's adult correctional needs over a 20 year period and indicate how those needs will be met. The goal is to insure that the needs are met in the most cost effective manner possible, given the nature of the County's offender population, community values and available resources.

The County conducted a national RFP process and staff is recommending that your Board approve a contract for Phase 1 of the planning process with a team led by the Omni-Group, Inc. and including Mark Morris Associates and Don Todd Associates. These firms have extensive experience in criminal justice master planning and correctional facilities planning throughout California and the western United States.

Phase 1 of the planning process will focus on identifying the County's adult correctional needs by facility and/or program, taking into account potential changes in policy or practice that could impact that need. The contract for Phase 1 has a maximum cost of \$188,100 and will take approximately 8 months to complete.

The second phase of the study, should it be necessary, will be presented to the Board at a future date and will include a detailed operational and space program to support the development of any new bed capacity recommended as a result of Phase 1.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Funding for the contract has been included in the recommended Fiscal Year 2005-06 Central Services budget unit.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	It is prudent to develop an Adult Correctional System Master Plan both in light of the jail's current population, to assist in the space planning decisions due to the space vacated by the Sheriff in the Hall of Justice and because it has been 15 years since the last major expansion of the jail. Medium/maximum jail beds are the most expensive correctional option and it takes a number of years to build such space. Thus, from a cost effectiveness standpoint, it makes sense to take a comprehensive look at the corrections system to insure: (1) the County does not overbuild jail capacity in light of potentially less costly process changes and program options that could reduce demand for jail beds; and (2) that the County has sufficient jail and other correctional capacity to meet our needs in a timely way.
Is the general fund affected?	Yes
Future fiscal impact:	Staff will return to the Board if future funding is needed to complete the overall study.
Consequences if not approved:	Increased inmate populations may lead to unsafe conditions in the jail creating the possibility for litigation. In addition, incomplete systems analysis can lead to inappropriate space planning decisions.
Additional Information:	None

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

As a result of a Grand Jury report and other information that suggested that the County jail population was at or near its rated capacity, in November 2004, the Board authorized the development of an Adult Correctional System Master Plan which would address the County's long term adult corrections needs. Based on that direction, a request for proposals (RFP) was released nationwide in April 2005. The RFP called for a scope of work broken down into two phases, with Phase 1 focusing on determining the County's future correctional needs, both residential and nonresidential. Phase 2 will focus on the development of operational and space programming for any new or renovated correctional facilities that may be required as a result of Phase 1.

A total of seven firms responded to the RFP by the May deadline. A committee consisting of a Superior Court Judge, the Sheriff, District Attorney, Public Defender, Chief Probation Officer, Director of Corrections, Court Executive Officer, Assistant County Executive Officer, and John Pearson reviewed the proposal and selected four

firms for an on site interview. Interviews were held in early June, with the committee ultimately recommending a team led by the Omni-Group, Inc. and including Mark Morris Associates and Don Todd Associates.

Omni-Group, Inc. is a nationally recognized firm based in southern California which will serve as the prime contractor and assume overall project management responsibilities. They have successfully completed a number of studies similar in scope to that proposed by Napa County both throughout California and on the west coast, including work in Monterey, Orange, San Bernardino and Tulare Counties in California and Deschutes County, Oregon. Mark Morris Associates, Inc. will be the primary support for the Omni-Group throughout Phase 1, focusing on elements of the study pertaining to justice system planning, program evaluation, the analysis of alternatives to incarceration and forecasting of corrections capacity requirements. Mark Morris and Associates also has extensive experience in preparing adult correctional system master plans, including work in Mendocino, Humboldt, Madera, Contra Costa, Placer and Santa Clara Counties in California, as well as in Arizona, Oregon, New Mexico, Texas and Virginia. Each member of the consulting team has solid experience in criminal justice facility planning. In addition to this team, John Pearson will continue to assist staff through his contract in coordinating the activities surrounding the completion of Phase 1.

The contract before your Board for approval is only for Phase 1 of the planning process. The goal of Phase 1 is to identify and obtain agreement on the most cost effective ways to manage the County's adult corrections population, given the characteristics of that population, community values and available resources. Phase 1 will involve approximately 20 tasks that include:

1. An analysis of historical trends in the adult corrections system, including an evaluation of what has driven population growth.
2. A profile of the current population in the system by such things as gender, presentence vs post-sentence, most serious offense, risk category, etc.
3. An assessment of what the community wants in terms of an adult corrections system, including an policy or process changes that should or could be made.
4. A projection of future demand for correctional services, categorized by type of service (e.g., probation, jail, work release facility) over the next 20 years, taking into account any of the process or policy changes identified in the study.
5. Operating and capital cost estimates for any facilities or programs recommended as part of the study.

It is estimated the Phase 1 planning process will take approximately 8 months. In addition to gathering and analyzing a significant amount of hard data on the the County's criminal justice system, consultants will meet with and solicit information from members of your Board, Judges and other members of the criminal justice system, including city police agencies, and and other relevant agencies including Health & Human Services and certain non-profit organizations. The consultants will meet regularly with an ad hoc committee consisting of County criminal justice department heads and representatives from our Office and the Courts to provide information, get feedback and seek agreement on policy or program changes. The consultants will also make periodic reports to our Board and seek direction on specific policy options.

If, after the completion of Phase 1, it is determined that Phase Two is necessary, staff will return to the Board with a separate contract or contract amendment with Omni-Group to prepare a detailed operational and space program to support the development of supplemental corrections bed capacity in the most efficient and cost effective manner.

The Phase 1 contract calls for payment based on actual time and materials costs, with a not to exceed amount for each task. The contract has a total not to exceed amount of \$188,100. This includes a \$10,000 contingency, that would be used if specialized studies or data collection efforts that were not anticipated in the current scope of work are determined to be needed.

In addition to the work on the Adult Corrections Master Plan, staff has been dealing with a number of short term issues related to jail population management. A separate report on that issue will be provided to your Board in the near future.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Britt Ferguson