

**Official Proceedings**  
**Codington County Justice Advisory Committee**  
**Courthouse First Level Courtroom**  
**Watertown, SD 57201**  
**January 18, 2024**

The Codington County Justice Advisory Committee (CCJAC) met on January 18th, 2024, at the Codington County Courthouse in the first level courtroom. Attending were committee members Lee Gabel, Al Koistinen, Jeanne Horning, Troy VanDusen, Brad Howell, Francis Strohfus and Ryan Keller non-voting members Rebecca Morlock-Reeves and Matt Blackwelder and Kari Johnston. Lee Gabel took minutes. Meeting called to order by Chairman Lee Gabel at about 5:31 p.m.

**Agenda Approved** - Motion to approve the meeting agenda was made by VanDusen. Motion seconded by Howell, all in favor, agenda approved.

**Minutes Approved** - Motion to approve the minutes of the December 4, 2023 meeting was made by Horning. Motion seconded by Strohfus, all in favor. Minutes approved.

**Discussion and action to recommend engaging the services of Bill Garnos for updated jail population projections.** Gabel briefly explained Mr. Garnos additional charts. Mr. Garnos charted inmate population data (provided by the Jail) from 2018 through 2023 and provided a report that summarized his prior studies with the newly charted data (attached). He provided this at no cost to the county. Gabel explained the challenges in projecting future jail populations due to the lack of year-to-year county-level census projections (previously done by SDSU). Assuming Mr. Garnos is able to project inmate populations, Koistinen moved to recommend the county engage Mr. Garnos' services to do so at a cost not to exceed \$6,000. Horning seconded, all in favor. Motion approved.

**Preliminary discussion of architectural pre-design proposals received.** In answer to the request for proposals published in December 2023, the county received six proposals from: 1) Architecture Inc./HDR, 2) BKV, 3) Elevatus, 4) Goldberg Group, 5) JLG, and 6) TSP/SJA.

**Discussion with TEGRA on the project process.** Dick Strasbourg from TEGRA outlined the services that TEGRA could provide as the owner's (the county's) representative (construction process consultant) throughout the entire process from pre-design to a referendum on funding jail construction. He used a draft timeline to help explain the sequence of events from now through a referendum in November 2024. See attached slides.

**Discussion and action to recommend obtaining construction consultant services to provide coordination, project direction, advice and review of proposals and bids.** After some discussion about the use of the \$70,000 budgeted by the county for pre-design (see attached slide) Strohfus motioned to recommend that the county engage the services of TEGRA to serve as an owner's representative throughout the process (jail pre-design, public information campaign, referendum, design, construction). Second by Keller, all in favor. Motion approved.

**Discussion on process to evaluate pre-design proposals.** The CCJAC agreed that, assuming the county engages TEGRA, TEGRA would initially evaluate the proposals to recommend a shortlist of firms to be interviewed. Meanwhile CCJAC members will also review the proposals to become familiar with them.

**Adjournment.** There being no other business, Howell made a motion to adjourn, motion seconded by Koistinen, all in favor. Meeting adjourned at approximately 6:35 pm.



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Secretary (Gabel)  
CCJAC

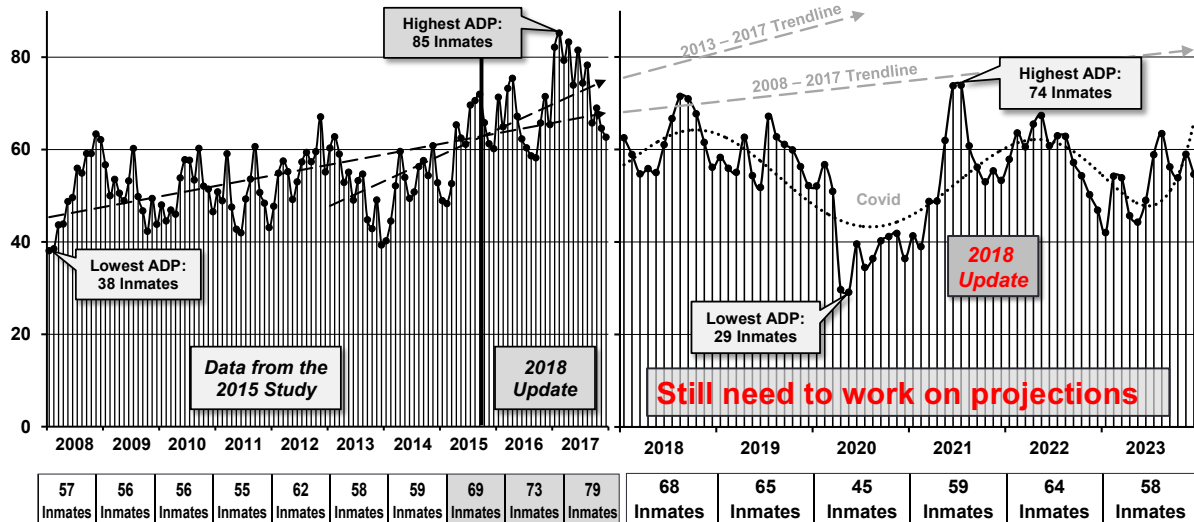
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29 February, 2024

Date Approved



## Obtaining updated jail population projections.



## Pre-Design Proposals Received



Firm	Project approach	Experience & qualifs	Past performance	Project Mgt Methods	Cost
Architecture Inc. / HDR					
BKV					
Elevatus					
Goldberg Group					
TSP / RJA					



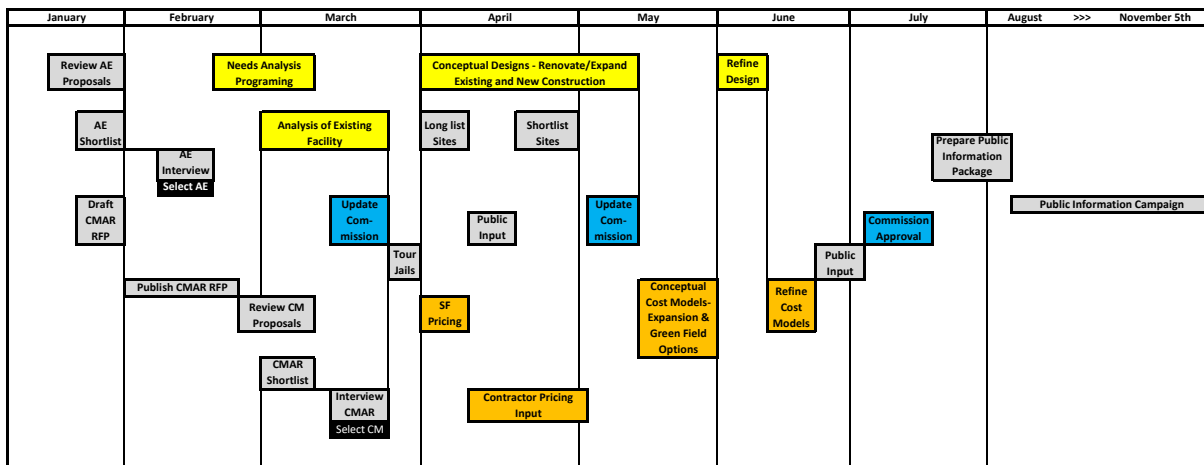
## Discussion with TEGRA (Construction Consultants)

- **Project Administration:** Coordinate day-to-day activities.
- **“Point person” for County:** architect/engineer (AE), construction manager (CM), vendors.
- **Meeting prep:** Agendas, action item logs, exec summaries, etc.
- **Participate in:** CCJAC, Commission, Community meetings.
- **Team selection:** Organize/lead/onboard project AE, CM, legal, other consultants/providers.
- **Negotiate** design/construction related contacts; consult with County throughout process.
- **Develop master budget and schedule** with AE, CM and County.
- **Option development/evaluation** – Review proposed sites with AE, CM & County; Create site selection criteria; Oversee development of site “fit plans” for at least one new site & at least one that makes use of current county facilities: Assist AE, CM & County in evaluating options (develop high-level cost & constructability guidance & pros/cons).
- **Assist in building consensus among Stakeholders** for timely decisions.
- **Review Invoices** – with requirements in corresponding contract agreements.



## Discussion with TEGRA (Construction Consultants)

Codington County Jail  
 Pre- Referendum Planning Schedule - DRAFT  
 January 16, 2024





## Obtaining Construction Consultant Services?

Service	Provider	Cost
Update Jail Projections		\$6,120
Construction Consultant (Owner's Rep)		\$19,880
Pre-design Architect		\$39,000
Construction Cost Estimation		\$5,000
<b>Total Pre-Design Cost</b>		<b>\$70,000</b>
<b>Remaining in \$70K Pre-Design Budget</b>		<b>\$0</b>



## Criteria to evaluate proposals (SDCL 5-18D-18)

1. Project approach & understanding of the requirements of this project as evidenced by the proposal content & familiarity with Codrington County's unique situation.
2. Experience & qualifications of the firm & key individuals that would be available & assigned to the project.
3. Firm's record of past performance, including price & cost data from previous projects, demonstrated technical competence, quality of work, ability to meet schedules, cost control (despite special project constraints), & contract administration.
4. Proposed project management techniques as demonstrated by the proposed approach & methodology to meet the project requirements.
5. Estimated cost to perform the work.



## Options to evaluate proposals

1. Sub-CCJAC committee (available/interested) evaluate based on criteria & recommend to CCJAC.
2. All CCJAC members score/evaluate based on criteria.
3. Have a construction consultant review & advise/recommend to CCJAC (CCJAC members familiarize selves with proposals).

Deliverable – recommendation to County Commission