



CLACKAMAS COUNTY SHERIFF

Sheriff Angela Brandenburg

Jesse Ashby, Undersheriff

Lee Eby, Undersheriff

Brad O'Neil, Undersheriff

10/16/2025

BCC Agenda Date/Item: _____

Board of County Commissioners
Clackamas County

**Approval of a Personal Services contract with LRS Architects, Inc. for Jail electronic system update.
Total value is \$415,930 for 2 years. Funding through budgeted County General Funds which are
allocated to CCSO in fund 420 (Capital Projects Reserve Fund).**

Previous Board Action/Review	Issues 10/7/2025		
Performance Clackamas	Safe, Secure and Livable Communities		
Counsel Review	Yes	Procurement Review	Yes
Contact Person	Jason LaFarge	Contact Phone	971-313-9821

EXECUTIVE SUMMARY: LRS Architects Inc. ("LRS") proposed services are for Clackamas County Jail Security Electronics Upgrades in Oregon City, Oregon. This contract includes architectural and engineering for the replacement of all analog cameras and wiring with digital cameras and CAT6 cabling as well as intercom replacement, control station, servers and storage upgrades. In addition to replacement of existing systems, LRS will propose the addition of cameras in areas where coverage is currently limited.

RECOMMENDATION: Staff recommends approval of this agreement.

Respectfully submitted,

Sheriff Angela Brandenburg

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A Tradition of Service Since 1845

Office: 9101 SE Sunnybrook Boulevard, Clackamas, Oregon 97015

Mailing: 2223 Kaen Road, Oregon City, Oregon 97045

Phone: 503-785-5000 **Fax:** 503-785-5190 **www.ClackCoSheriff.us**



**CLACKAMAS COUNTY
PERSONAL SERVICES CONTRACT
Contract #0000001500**

This Personal Services Contract (this “Contract”) is entered into between LRS Architects, Inc. (“Contractor”), and Clackamas County, a political subdivision of the State of Oregon (“County”), on behalf of the Clackamas County Sheriff’s Office.

ARTICLE I.

- 1. Effective Date and Duration.** This Contract shall become effective upon signature of both parties. Unless earlier terminated or extended, this Contract shall expire on **June 30, 2027** or until completion of all obligations provided herein, whichever is later.
- 2. Scope of Work.** Contractor shall provide the engineering necessary to design the Jail Electronic System Update (“Work”), further described in **Exhibit A**.
- 3. Consideration.** The County agrees to pay Contractor, from available and authorized funds, a sum not to exceed **four hundred fifteen thousand nine hundred thirty dollars (\$415,930.00)** for accomplishing the Work required by this Contract. Consideration rates are on a time and materials basis in accordance with the rates and costs specified in Exhibit A. If any interim payments to Contractor are made, such payments shall be made only in accordance with the schedule and requirements in Exhibit A. The Contract’s maximum not-to-exceed amount includes the total of all allowable and reimbursable costs and expenses, including optional Contingency Tasks (as defined in Exhibit A). Contractor may only perform Contingency Tasks upon the written approval by the County.
- 4. Invoices and Payments.** Unless otherwise specified, Contractor shall submit monthly invoices for Work performed. Invoices shall describe all Work performed with particularity, by whom it was performed, and shall itemize and explain all expenses for which reimbursement is claimed. The invoices shall include the total amount billed to date by Contractor prior to the current invoice. If Contractor fails to present invoices in proper form within sixty (60) calendar days after the end of the month in which the services were rendered, Contractor waives any rights to present such invoice thereafter and to receive payment therefor. Payments shall be made in accordance with ORS 293.462 to Contractor following the County’s review and approval of invoices submitted by Contractor. Contractor shall not submit invoices for, and the County will not be obligated to pay, any amount in excess of the maximum compensation amount set forth above. If this maximum compensation amount is increased by amendment of this Contract, the amendment must be fully effective before Contractor performs Work subject to the amendment.

Invoices shall reference the above Contract Number and be submitted to: ccsofinance@clackamas.us

- 5. Travel and Other Expense.** Authorized: ☒ Yes ☐ No
If travel expense reimbursement is authorized in this Contract, such expense shall only be reimbursed at the rates in the County Contractor Travel Reimbursement Policy, hereby incorporated by reference and found at: <https://www.clackamas.us/finance/terms.html>. Travel expense reimbursement is not in excess of the not to exceed consideration.
- 6. Contract Documents.** This Contract consists of the following documents, which are listed in descending order of precedence and are attached and incorporated by reference, this Contract, and Exhibit A.

7. Contractor and County Contacts.

Contractor Administrator: Paul Boundy Phone: 541-668-9554 / 503-806-5144 Email: pboundy@lrsarchitects.com	County Administrator: Jason LaFarge Phone: 971-313-9821 Email: jlafarge@clackamas.us
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Payment information will be reported to the Internal Revenue Service (“IRS”) under the name and taxpayer ID number submitted. (See I.R.S. 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records will subject Contractor payments to backup withholding.

ARTICLE II.

1. **Access to Records.** Contractor shall maintain books, records, documents, and other evidence, in accordance with generally accepted accounting procedures and practices, sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of this Contract. County and their duly authorized representatives shall have access to the books, documents, papers, and records of Contractor, which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts. Contractor shall maintain such books and records for a minimum of six (6) years, or such longer period as may be required by applicable law, following final payment and termination of this Contract, or until the conclusion of any audit, controversy or litigation arising out of or related to this Contract, whichever date is later.
2. **Availability of Future Funds.** Any continuation or extension of this Contract after the end of the fiscal period in which it is written is contingent on a new appropriation for each succeeding fiscal period sufficient to continue to make payments under this Contract, as determined by the County in its sole administrative discretion.
3. **Captions.** The captions or headings in this Contract are for convenience only and in no way define, limit, or describe the scope or intent of any provisions of this Contract.
4. **Compliance with Applicable Law.** Contractor shall comply with all applicable federal, state and local laws, regulations, executive orders, and ordinances, as such may be amended from time to time.
5. **Counterparts.** This Contract may be executed in several counterparts (electronic or otherwise), each of which shall be an original, all of which shall constitute the same instrument.
6. **Governing Law.** This Contract, and all rights, obligations, and disputes arising out of it, shall be governed and construed in accordance with the laws of the State of Oregon and the ordinances of Clackamas County without regard to principles of conflicts of law. Any claim, action, or suit between County and Contractor that arises out of or relates to the performance of this Contract shall be brought and conducted solely and exclusively within the Circuit Court for Clackamas County, for the State of Oregon. Provided, however, that if any such claim, action, or suit may be brought in a federal forum, it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the County of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court. Contractor, by execution of this Contract, hereby consents to the personal jurisdiction of the courts referenced in this section.
7. **Indemnity, Responsibility for Damages.** Contractor shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by, or result from, any act, omission, or neglect of Contractor, its subcontractors, agents, or employees. The Contractor agrees to indemnify and defend the County, and its officers, elected officials, agents, and employees, from and against all claims, actions, losses, liabilities, including reasonable attorney and accounting fees, and all expenses incidental to the investigation and defense thereof, arising out of or based upon Contractor’s acts or omissions in performing under this Contract. Provided, however, that pursuant to ORS 30.140(4), Contractor’s duty to defend obligations arising from or related to Contractor’s professional negligence, or related to professional services provided by Contractor, are limited to reimbursement of County’s reasonable defense costs (including reasonable attorney fees) in

an amount not to exceed the proportionate fault of Contractor, as determined by adjudication, alternative dispute resolution, or otherwise resolved by settlement agreement.

However, neither Contractor nor any attorney engaged by Contractor shall defend the claim in the name of County, purport to act as legal representative of County, or settle any claim on behalf of County, without the approval of the Clackamas County Counsel's Office. County may assume its own defense and settlement at its election and expense.

- 8. Independent Contractor Status.** The service(s) to be rendered under this Contract are those of an independent contractor. Although the County reserves the right to determine (and modify) the delivery schedule for the Work to be performed and to evaluate the quality of the completed performance, County cannot and will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the Work. Contractor is not to be considered an agent or employee of County for any purpose, including, but not limited to: (A) The Contractor will be solely responsible for payment of any Federal or State taxes required as a result of this Contract; and (B) This Contract is not intended to entitle the Contractor to any benefits generally granted to County employees, including, but not limited to, vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and disability insurance, overtime, Social Security, Workers' Compensation, unemployment compensation, or retirement benefits.
- 9. Insurance.** Contractor shall secure at its own expense and keep in effect during the term of the performance under this Contract the insurance required and minimum coverage indicated below. The insurance requirement outlined below do not in any way limit the amount of scope of liability of Contractor under this Contract. Contractor shall provide proof of said insurance and name the County as an additional insured on all required liability policies. Proof of insurance and notice of any material change should be submitted to the following address: Clackamas County Procurement Division, 2051 Kaen Road, Oregon City, OR 97045 or emailed to the County Contract Analyst.

Required - Workers Compensation: Contractor shall comply with the statutory workers' compensation requirements in ORS 656.017, unless exempt under ORS 656.027 or 656.126.
☒ Required – Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
☒ Required – Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per claim, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.
☒ Required – Automobile Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per accident for Bodily Injury and Property Damage.

The policy(s) shall be primary insurance as respects to the County. Any insurance or self-insurance maintained by the County shall be excess and shall not contribute to it. Any obligation that County agree to a waiver of subrogation is hereby stricken.

- 10. Limitation of Liabilities.** This Contract is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10, of the Oregon Constitution, and is contingent upon funds being appropriated therefore. Any provisions herein which would conflict with law are deemed inoperative to that extent. Except for liability arising under or related to Article II, Section 13 or Section 20 neither party shall be liable for (i) any indirect, incidental, consequential or special damages under this Contract or (ii) any damages of any sort arising solely from the termination of this Contract in accordance with its terms.
- 11. Notices.** Except as otherwise provided in this Contract, any required notices between the parties shall be given in writing by personal delivery, email, or mailing the same, to the Contract Administrators

identified in Article 1, Section 6. If notice is sent to County, a copy shall also be sent to: Clackamas County Procurement, 2051 Kaen Road, Oregon City, OR 97045. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing, and immediately upon personal delivery, or within 2 hours after the email is sent during County's normal business hours (Monday – Thursday, 7:00 a.m. to 6:00 p.m.) (as recorded on the device from which the sender sent the email), unless the sender receives an automated message or other indication that the email has not been delivered.

- 12. Ownership of Work Product.** All work product of Contractor that results from this Contract (the "Work Product") is the exclusive property of County. County and Contractor intend that such Work Product be deemed "work made for hire" of which County shall be deemed the author. If for any reason the Work Product is not deemed "work made for hire," Contractor hereby irrevocably assigns to County all of its right, title, and interest in and to any and all of the Work Product, whether arising from copyright, patent, trademark or trade secret, or any other state or federal intellectual property law or doctrine. Contractor shall execute such further documents and instruments as County may reasonably request in order to fully vest such rights in County. Contractor forever waives any and all rights relating to the Work Product, including without limitation, any and all rights arising under 17 USC § 106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications. Notwithstanding the above, County shall have no rights in any pre-existing Contractor intellectual property provided to County by Contractor in the performance of this Contract except to copy, use and re-use any such Contractor intellectual property for County use only.
- 13. Representations and Warranties.** Contractor represents and warrants to County that (A) Contractor has the power and authority to enter into and perform this Contract; (B) this Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms; (C) Contractor shall at all times during the term of this Contract, be qualified, professionally competent, and duly licensed to perform the Work; (D) Contractor is an independent contractor as defined in ORS 670.600; and (E) the Work under this Contract shall be performed in accordance with the standard of professional skill and care required for a project of similar size, location, scope, and complexity, during the time in which the Work is being performed. The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided. The Contractor shall be responsible for the technical accuracy of its services and documents resulting therefrom, and County shall not be responsible for discovering deficiencies therein. The Contractor shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in information furnished by the County.
- 14. Survival.** All rights and obligations shall cease upon termination or expiration of this Contract, except for the rights and obligations set forth in Article II, Sections 1, 6, 7, 10, 12, 13, 14, 15, 17, 20, 21, 25, 27, 28, 32, 33, and 34, and all other rights and obligations which by their context are intended to survive. However, such expiration shall not extinguish or prejudice the County's right to enforce this Contract with respect to: (a) any breach of a Contractor warranty; or (b) any default or defect in Contractor performance that has not been cured.
- 15. Severability.** If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.
- 16. Subcontracts and Assignments.** Contractor shall not enter into any subcontracts for any of the Work required by this Contract, or assign or transfer any of its interest in this Contract by operation of law or otherwise, without obtaining prior written approval from the County, which shall be granted or denied in the County's sole discretion. In addition to any provisions the County may require, Contractor shall include in any permitted subcontract under this Contract a requirement that the subcontractor be bound by this Article II, Sections 1, 7, 8, 13, 16 and 27 as if the subcontractor were

the Contractor. County's consent to any subcontract shall not relieve Contractor of any of its duties or obligations under this Contract.

- 17. Successors in Interest.** The provisions of this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective authorized successors and assigns.
- 18. Tax Compliance Certification.** The Contractor shall comply with all federal, state and local laws, regulation, executive orders and ordinances applicable to this Contract. Contractor represents and warrants that it has complied, and will continue to comply throughout the duration of this Contract and any extensions, with all tax laws of this state or any political subdivision of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318. Any violation of this section shall constitute a material breach of this Contract and shall entitle County to terminate this Contract, to pursue and recover any and all damages that arise from the breach and the termination of this Contract, and to pursue any or all of the remedies available under this Contract or applicable law.
- 19. Termination.** This Contract may be terminated for the following reasons: (A) by mutual agreement of the parties or by the County (i) for convenience upon thirty (30) days written notice to Contractor, or (ii) at any time the County fails to receive funding, appropriations, or other expenditure authority as solely determined by the County; or (B) if Contractor breaches any Contract provision or is declared insolvent, County may terminate after thirty (30) days written notice with an opportunity to cure.

Upon receipt of written notice of termination from the County, Contractor shall immediately stop performance of the Work. Upon termination of this Contract, Contractor shall deliver to County all documents, Work Product, information, works-in-progress and other property that are or would be deliverables had the Contract Work been completed. Upon County's request, Contractor shall surrender to anyone County designates, all documents, research, objects or other tangible things needed to complete the Work.
- 20. Remedies.** If terminated by the County due to a breach by the Contractor, then the County shall have any remedy available to it in law or equity. If this Contract is terminated for any other reason, Contractor's sole remedy is payment for the goods and services delivered and accepted by the County, less any setoff to which the County is entitled.
- 21. No Third Party Beneficiaries.** County and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Contract.
- 22. Time is of the Essence.** Contractor agrees that time is of the essence in the performance of this Contract.
- 23. Foreign Contractor.** If the Contractor is not domiciled in or registered to do business in the State of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State, Corporate Division, all information required by those agencies relative to this Contract. The Contractor shall demonstrate its legal capacity to perform these services in the State of Oregon prior to entering into this Contract.
- 24. Force Majeure.** Neither County nor Contractor shall be held responsible for delay or default caused by events outside the County or Contractor's reasonable control including, but not limited to, fire, terrorism, riot, acts of God, or war. However, Contractor shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall upon the cessation of the cause, diligently pursue performance of its obligations under this Contract.

25. Waiver. The failure of County to enforce any provision of this Contract shall not constitute a waiver by County of that or any other provision.

26. Public Contracting Requirements. Pursuant to the public contracting requirements contained in Oregon Revised Statutes (“ORS”) Chapter 279B.220 through 279B.235, Contractor shall:

- a. Make payments promptly, as due, to all persons supplying to Contractor labor or materials for the prosecution of the work provided for in the Contract.
- b. Pay all contributions or amounts due the Industrial Accident Fund from such Contractor or subcontractor incurred in the performance of the Contract.
- c. Not permit any lien or claim to be filed or prosecuted against County on account of any labor or material furnished.
- d. Pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
- e. As applicable, the Contractor shall pay employees for work in accordance with ORS 279B.235, which is incorporated herein by this reference. The Contractor shall comply with the prohibitions set forth in ORS 652.220, compliance of which is a material element of this Contract, and failure to comply is a breach entitling County to terminate this Contract for cause.
- f. If the Work involves lawn and landscape maintenance, Contractor shall salvage, recycle, compost, or mulch yard waste material at an approved site, if feasible and cost effective.

27. No Attorney Fees. In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Contract, each party shall be responsible for its own attorneys’ fees and expenses.

28. Reserved.

29. Reserved.

30. Key Persons. Contractor acknowledges and agrees that a significant reason the County is entering into this Contract is because of the special qualifications of certain Key Persons set forth in the contract. Under this Contract, the County is engaging the expertise, experience, judgment, and personal attention of such Key Persons. Neither Contractor nor any of the Key Persons shall delegate performance of the management powers and responsibilities each such Key Person is required to provide under this Contract to any other employee or agent of the Contractor unless the County provides prior written consent to such delegation. Contractor shall not reassign or transfer a Key Person to other duties or positions such that the Key Person is no longer available to provide the County with such Key Person's services unless the County provides prior written consent to such reassignment or transfer.

31. Reserved.

32. Reserved.

33. Reserved.

34. Merger. THIS CONTRACT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES WITH RESPECT TO THE SUBJECT MATTER REFERENCED THEREIN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. NO AMENDMENT, CONSENT, OR WAIVER OF TERMS OF THIS CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES. ANY SUCH AMENDMENT, CONSENT, OR WAIVER SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. CONTRACTOR, BY THE SIGNATURE HERETO OF ITS AUTHORIZED REPRESENTATIVE, IS AN INDEPENDENT CONTRACTOR,

ACKNOWLEDGES HAVING READ AND UNDERSTOOD THIS CONTRACT, AND
CONTRACTOR AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

By their signatures below, the parties to this Contract agree to the terms, conditions, and content expressed herein.

LRS Architects, Inc.

Paul Boundy

Digitally signed by Paul Boundy
DN: C=US,
E=pboundy@lrsarchitects.com,
O=LRS Architects Inc. *,
CN=Paul Boundy
Date: 2025.09.23 08:08:19-0700'

Clackamas County

Authorized Signature

Date

Paul Boundy, Managing Principal

Name / Title (Printed)

01020745-7

Oregon Business Registry #

C-Corp, State of Oregon

Entity Type / State of Formation

Signature

Date

Name: _____

Title: _____

Approved for Legal Sufficiency:



9/23/2025

County Counsel

Date

EXHIBIT A SCOPE OF WORK

Initial Information

LRS Architects Inc. (“LRS”) proposed services are for Clackamas County Jail Security Electronics Upgrades in Oregon City, Oregon. This fee includes additional scope such as additional cameras and the replacement of existing touch screen and video review station computers.

The tables below list the services proposed for this project with fees by phase. Descriptions of the services provided within each phase are detailed on the following pages.

Basic Services Description

Project Scope

Design Phase 1– Assessment/Programming/Schematic Design (“SD”):

During this phase Design Team will:

- a. Attend facility walk-throughs and meetings to interview the stake-holders and document the features of the systems to be provided. See Meetings and Site Visits below.
- b. Provide a preliminary budget for each major option under consideration.
- c. Assess the existing conditions of the touch screen HMI’s, PLC systems, Intercom systems, and CCTV Systems. Provide a Basis of Design Report.
 - 1) This report will be a living document and be updated throughout the design process and published at each milestone point for each phase of the design.
 - 2) For each system we will list design options with the pros and cons along with our recommendations for each system under consideration

Design Phase 2 - Design Development Phase (“DD”).

During this phase Design Team will:

- a. Attend meetings to assist the Owner in developing the County’s short and long-term security electronics objectives for the facility. We will propose recommendations as to the capacity and economic advantages of each major system and its subsystems. See Meetings and Site Visits below. Specific deliverables will include:
 - 1) Updated budgetary opinion segregated by system type.
 - 2) Outline Specifications.
 - 3) Cut Sheets of all major system components.
 - 4) Drawings (All drawings will be done in AutoCAD):
 - a) Floor plans including all field devices.
 - b) Enlarged Facility Security Station Floor Plans and Elevations as may be needed.
 - c) Enlarged Security Electronics Room Floor Plans and Elevations.
 - d) System Diagrams of systems to be provided within our scope, inclusive of all major system components of those systems. For completeness, these diagrams will also depict other systems networked or integrated into the system regardless of whether any renovation of these other systems are within our scope.

Design Phase 3 - Construction Documentation Phase (“CD”):

During this phase Design Team will:

- a. Attend meetings and provide submittals as described elsewhere in this proposal. The purpose of the meetings will be to finalize design coordination, clash resolution, and detail for construction the designs developed in the previous phase. See Meetings and Site Visits below. Specific deliverables to include:
 1. Updated Basis of Design (“BOD”) and Theory Of Operation.
 2. Updated budgetary opinion segregated by system.
 3. Full Specifications.
 - a) Include Qualification Requirements and lists of contractors known to meet the requirements.
 - b) Require Shop Testing.
 4. Drawings:
 - a) Finalized floor plans including all field devices and major conduit infrastructure elements.
 - b) Finalized Enlarged officer’s station floor plans and elevations.
 - c) Finalized Enlarged Security Electronics Room floor plans and elevations.
 - d) Finalized System Diagrams of all systems inclusive of all major system components.
 - e) Installation details.

Phase 4 - Bidding Phase:

During this phase, Design Team will:

- a. Attend one mandatory Contractor Pre-bid Site Visit.
- b. Prepare addenda as necessary to respond to written Contractor questions and any documented questions posed by the Contractors in the Pre-bid site visit described above as may be applicable to Design Team’s Scope of Work.
- c. Assist in contractor bid evaluations as deemed necessary by the County.

Phase 5 - Construction Administration Phase (“CA”):

During this phase Design Team will attend meetings described elsewhere in this proposal and:

- a. Attend meetings and walk-throughs of the facility throughout the construction period during periods when the Contractor is on- site. Towards the end of construction Design Team will observe final system testing and develop punch lists to allow the Contractor to implement any remedial actions necessary in meeting the requirements of the contract documents
- b. Design Team will review all:
 - 1) RFI’s
 - 2) Equipment Substitution Requests.
 - 3) Equipment Submittals.
 - 4) Shop Drawings.
 - 5) Change Order Proposals.
 - 6) O&M Manuals.

Design Phase 6 – Project Close Out:

- a. Review Contractor As-Built drawings.
- b. Incorporate Contractor As-Built red-lines into Contract Drawings and issue as Record Set.
- c. Review of spares inventories.
- d. Review of warranties.
- e. Review of training syllabi.
- f. Review of training tapes/power point presentations.

Systems

Design Team's scope of services will include the renovation of the following systems:

1. General:

- a. Open bid on all equipment.
- b. Contractor qualifications to be discussed

2. Video:

- a. All existing cameras to be replaced with new.
 - 1) 231 Existing analog to be replaced with new 1080P IP cameras.
 - 2) 20 Existing IP 20 to be replaced with new 1080P IP cameras.
 - 3) It is anticipated that some fraction of existing cameras to be replaced are pan/tilt/zoom types and that these features are to either be retained or replaced with static 360-degree or panoramic cameras, at the County's discretion during the design phase.
- b. Provision of 75 net new cameras as directed by the County.
 - 1) It is anticipated that some fraction of these cameras are to be either pan/tilt/zoom types static 360-degree or panoramic cameras, at the County's discretion during the design phase.
- c. All new cameras (replacements and net new cameras) located in housing dayrooms to provide 360 degree views and positioned at locations that may be different than the existing camera locations. Down-shooting mirror types are acceptable.
- d. All cameras in inmate accessible spaces to be equipped with a second, unused CAT6 cable to be provided in the construction documents under alternate bid.
- e. Storage: On-site 30-day RAID6. Long term to be via existing County off-site (cloud) system.
- f. Existing video management system Computers to be replaced with new.

3. Touch Screen System:

- a. HMI Software (Citect) to be upgraded to current version.
- b. Existing touch screen HMI Computers to be replaced with new.

4. Programmable Logic Controller System (PLC):

- a. Processors and communications modules to be replaced. I/O modules to be retained..
- b. Software to be retained and upgraded to current version.
- c. Programming to be retained within the constraints of processor replacement.
 - 1) Programming to be revised as necessary to support new Owner requested modifications of existing operation. These to be Owner defined and conveyed to the Contractor during the shop testing phase of construction.

5. Intercom System:

- a. Existing Harding DXI has been discontinued and headend to be replaced with new DXL with current software and integrated with PLC and HMI Systems.
- b. Remote I/C stations are to be replaced with new as directed by the Owner. Contractor to confirm remote intercom station replacement verses cabling replacement.
- c. All master intercom stations to be replaced with new stations without goosenecks.

6. Network:

- a. New Ethernet switches to be placed in the same wall cabinets near the officer's stations with existing PLC's to support new PLC's, and CCTV Cameras (Officer's station computers were not discussed as being on this new network, but should be considered).
- b. Fiber backbone (two in same conduit for redundancy) between IDF's (new officer's station Ethernet switches) and MDF (existing Security Electronics Room).

Deliverables

We understand that we will be providing a single set of Construction Documents (CD's) to a single contractor and that all drafting is to be done in AutoCAD.

1. Meeting notes of all major issues discussed in each meeting.
2. Budgetary opinions with each major design submittal.
3. Reports, Basis of Design Documents to be updated for each phase (i.e. SD, DD, CD as applicable).
4. Design Submittals at the 75% and 100% completion points of the DD and CD phases.
5. Bid Documents.
6. Record Drawings.
7. Reports associated with Construction Administration Review items noted below.

Meetings and Site Visits

The follow are proposed meeting times required. Meetings can be virtual or in-person depending on County preference:

1. Design Phase Meetings (14 total): The meetings and site visits described within this proposal will be coordinated with the Counties schedules. We will attend:
 - a. One (1) Design Kick-off meetings (physical presence on site). This meeting will include a site walk-through of the existing facilities to confirm existing system integration capabilities and gather pertinent information regarding the existing systems to be utilized.
 - b. Two (2) Schematic Design meetings (physical presence on site). These meetings will be used to present various options for County consideration relative to the major design elements and electronic architecture of the facility. These meetings will also include site walk-throughs of the existing facilities to document existing system integration capabilities.
 - c. Two (2) Design Development meetings (physical presence on site). These meetings will be used to present various system features for County consideration relative to each of the systems under design.
 - d. Two (2) Contract Document meetings (physical presence on site). These meetings will be used to present and confirm product selection, phasing of construction work, and any alternates to be included within our designs.
 - e. Seven (7) Construction Administration walk-throughs and meetings throughout the construction phase of the project. HK will attend the following site visits:
 - 1) One pre-bid site visit.
 - 2) Two early construction site visits to confirm conduit and rough-in installation of all systems.
 - 3) Three mid-construction site visits to confirm cable and field equipment installation of all systems.
 - 4) One final security electronics system site visit to test and develop punch lists.

Exclusions

- A. Background Drawings: It is our understanding that Design Team will be provided with accurate background architectural drawings and enlarged floor plans inclusive of electronics/communications/electrical rooms and control room spaces.
 1. Design Team is in possession of PDF versions of the As-Built drawings from the 2012 renovation and our record drawings from that same project.
- B. Exclusions: The following are excluded from Design Team Scope of Services:
 1. Guard Tour Verification Systems.
 2. Visitor's Intercom and Video Visitation Systems.
 3. Duress Alarm Systems.

4. Access Control (card reader and biometric) Systems.
5. Perimeter Security (fence, rooftop, and other similar detection) Systems.
6. Data/Telecommunications Systems (except as specifically described above for the security systems).
7. Radio Systems.
8. Electrical Power and Emergency Generator System, UPS and Lighting Systems.
9. CATV, MATV, and SATV Systems.
10. A/V systems other than those specifically described within the scope described above.
11. Security Screening (magnetometers) and package screening (X-ray) Systems.
12. Burglar Alarm (glass breakage and motion detection systems).
13. Fire Alarm Systems.
14. Any work related to LEED certification or LEED goals.
15. Any Revit work.
16. All systems not specifically listed above as being provided within this proposal.
17. Multiple site visits to observe substantial completion or final completion.
18. Back-checks of punch list items.

Compensation

BASIC SERVICES

	LRS Architects	HK Engineering
Design Phase 1 – Assessment / Schematic Design	\$ 10,260	\$ 56,700
Design Phase 2 – Design Development	\$ 11,820	\$ 75,600
Design Phase 3 – Construction Documents	\$ 15,840	\$ 110,250
Design Phase 4 – Bidding / Permitting	\$ 4,000	\$ 9,450
Design Phase 5 – Construction Administration	\$ 14,760	\$ 53,550
Design Phase 6 – Closeout	\$ 3,250	\$ 9,450
Subtotal Basic Services	\$ 59,930	\$ 315,000
Total Basic Services		\$ 374,930
Reimbursables	Estimated	\$ 6,000
Door Hardware Allowance	Tri-Star Detention	\$ 10,000
Cost Estimating Allowance	KJF Cost Studio	\$ 10,000
Contingency	TBD	\$ 15,000
Total Contract Amount		\$ 415,930

HK Electrical**HOURLY RATE SCHEDULE**

(Effective January 01, 2025)

PRINCIPAL: \$324 Per Hour
 PROJECT MANAGER:\$297 Per Hour
 ENGINEER: \$264 Per Hour
 DESIGNER: \$209 Per Hour
 DRAFTER: \$200 Per Hour
 WORD PROCESSOR: \$125 Per Hour

Reimbursables:

Automobile Travel: \$0.67/mi Drawing Plots, B&W (C or D size): \$200.00/plot Drawing Plots,
 Color (C or D size): \$150.00/plot Copies, B&W (8-1/2" X 11"): \$0.75/copy Copies, Color (8-1/2" X
 11"): \$2.00/copy Copies: B&W (11" X 17"): \$1.00/copy

Meals: At cost or per diem as allowed by GSA

Deliveries: At cost
 Air Fare: At cost
 Accommodations: At cost
 Car Rental: At cost
 Car Rental Fuel: At cost
 Parking: At cost
 Deliveries: At cost

LRS Architects**RATES & REIMBURSABLE EXPENSES**

(2025)

HOURLY BILLING RATES

Managing Principal / Senior Principal	\$230.00
Principal / Principal Emeritus	\$205.00
Associate Principal / Senior Design Manager / Senior Designer	\$190.00
Senior Design Lead / Quality Assurance	\$180.00
Design Manager 1	\$170.00
Design Manager 2	\$160.00
Design Manager 3	\$150.00
Design Lead 1	\$155.00
Design Lead 2	\$150.00
Design Lead 3	\$145.00
Design Coordinator 1	\$140.00
Design Coordinator 2	\$135.00
Design Coordinator 3	\$130.00
Designer 1	\$125.00
Designer 2	\$120.00
Designer 3	\$110.00
BIM Specialist	\$150.00
Visualizer	\$145.00
Specification Writer	\$145.00
Planner	\$115.00
Senior Administrative Staff	\$125.00
Administrative Staff	\$105.00
Project Coordinator	\$105.00

LRS Hourly billing rates may be adjusted annually.

REIMBURSABLE EXPENSES

Reimbursable expenses are in addition to professional fees and include expenses incurred by the architect and the architect's consultants directly related to the project.

Reimbursable expenses include but are not limited to mileage; parking; rental cars; travel costs including transportation, meals, and lodging; printing, plots, and reproduction; shipping; messenger service; collaboration software; digital media; jurisdictional charges; state and local taxes and other miscellaneous items as requested. Mileage is billed at the current federal rate. Printing services will be provided by a reprographics company hired by the architect.