



## Meeting Notes

**Jefferson County – Courthouse/Sheriff’s Building Renovation and Additions**

**Project No. 2020.01.00**

**January 11, 2022**

**Purpose: Discussion to clarify the Scope Of Work for the project.**

**Location: Jefferson County Courthouse, Rm 112**

### Project Representatives:

| Name           | Organization         | P | ED |
|----------------|----------------------|---|----|
| Ben Wehmeier   | Jefferson Co. Admin. | X | X  |
| Greg David     | Bldg. & Grounds      |   | X  |
| Curt Backlund  | Bldg. & Grounds      |   | X  |
| Laura Payne    | Bldg. & Grounds      |   | X  |
| Mary Roberts   | Bldg. & Grounds      |   | X  |
| Roger Lindl    | Bldg. & Grounds      |   | X  |
| Tammie Jaeger  | Jefferson Co.        |   | X  |
| Anthony Maas   | Maas Brothers        |   | X  |
| Doug Beilke    | Maas Brothers        |   | X  |
| Mark Stafford  | Maas Brothers        | X | X  |
| Beth Prochaska | Potter Lawson        |   | X  |

| Name             | Organization       | P | ED |
|------------------|--------------------|---|----|
| Ron Locast       | Potter Lawson      | X | X  |
| Lindsay Czerwien | Potter Lawson      | X | X  |
| Kevin Anderson   | Potter Lawson      | X | X  |
| Neil Gammon      | Design Engineers   | X | X  |
| Steve Wartgow    | Design Engineers   |   | X  |
| Allison Rowe     | Design Engineers   |   | X  |
| Ryan Betsworth   | Design Engineers   |   | X  |
| Scott Fanello    | Design Engineers   |   | X  |
| Ben Pettit       | Design Engineers   |   | X  |
| Abby Pertzborn   | IMEG               |   | X  |
| Jim Lundberg     | Point of Beginning |   | X  |

(P=Present ED=Electronically Distributed)

### Discussion

Following is list of Scope-of- Work items in question and their status/clarification:

#### A. Civil / Architectural:

1. Stormwater management at the existing County parking lot and S. Center Street: To install a storm sewer system per the RA Smith Report and repave as needed.  
**Status: To be included in the project scope. New scope.**
  - a. The County would like to add curb and gutter on the east side of the lot to channel surface water and only regrade the lot near the new addition.
  - b. Tie into a new storm line that would run in the S. Center St. right-of-way.
  - c. The upgrade of the existing lot and the new MIS lot may be two separate projects if the disturbed site area exceeds 1 acre. The County prefers not to bury stormwater tanks or add a detention pond on site.
  - d. Site lighting is to be provided in the project scope. On the building and on the east edge of the existing parking lot.
  
2. Storage building at the new parking lot (MIS site):  
**Status: To be determined.**
  - a. A meeting is to be held in February to determine the program of the building and if it is to be included in the project scope.
  - b. An additional County-owned property on S. Center St. could also be used for storage. Minimal renovation work on the building would be needed.
  - c. Some additional storage space may be provided in the parking garage.

3. Replacement of existing windows at the Courthouse:  
**Status: To remain in the project scope.**
  - a. See the attachment for the extent of window replacement.
4. Hardware replacement at all non-detention doors: (Currently not in project scope)  
**Status: To be included in the project scope. New scope.**
  - a. Switch locksets as required to meet ADA.
5. Replace all non-detention doors that have grilles: (Currently not in project scope)  
**Status: To Be Determined.**
  - a. Options include:
    - Remove and/or cover existing door grilles.
    - Replace all existing doors containing grilles that are identified to remain.
  - b. PLI will identify the number of existing doors to be replaced or modified.
  - c. The County stated that the door between the Public Lobby and Elevator Lobby on the first floor can be eliminated. PLI will verify that this is acceptable per code.
6. Define the extent of exposed CMU walls that are to be furred out with GWB:  
**Status: To be Determined.**
  - a. See the attachment for the extent of CMU walls to be furred out with GWB.
  - b. PLI will calculate the linear feet of proposed furred out gwb walls.
  - c. Maas Brothers will provide an estimated cost for materials and installation of the gwb.
  - d. Jefferson County will determine the extent of furred out walls for the project.
  - e. GWB will extend 4” above the proposed ceilings.
  - f. 2 1/2 “ metal studs for furring.
  - g. Ben W. stated that the priority would be to fur out the interior walls if a budget decision needs to be made.
  - h. Windows and window sills are to be replaced at the exterior walls if furred out.
  - i. Furring out the CMU walls of the Hearing Rooms is to be included in the project scope.
7. Define which toilet rooms are to be remodeled to meet ADA requirements, which toilet rooms are to receive updated finishes and which toilet rooms are not to be included in the project scope:  
**Status: Scope of toilet room remodeling has been determined.**
  - a. See the attachment for the toilet room scope of work.
  - b. If an existing non-ADA compliant toilet room is to remain, signage will need to be provided to direct the public to the nearest ADA compliant toilet room.
8. Define the extent of new finishes in the “untouched” spaces:  
**Status: Final scope for new finishes is to be determined once the interior design/finish selection begins.**
  - a. See the attachments for the extent of floor and ceiling removal and replacement.
9. Confirm that the programmed space in the lower level of the northeast addition is to be built out at a future time:  
**Status: Correct. This space is to be built out in the future.**
  - a. Minimal finishes.
  - b. Plumbing is to be stubbed in at the shower/toilet rooms.
  - c. The mechanical systems are to be sized for the future build out.

- d. Power, data, lighting and heating will be required to temporarily utilize this space during construction phasing. Power and data for six temporary workstations.

B. MEP:

10. Powerhouse Quote – Add a power factor correction system to the existing courts side of the facility:

**Status: Not to be included in the project scope.**

- a. Power factor correction system to potentially be done later.
- b. Similar system installed for the LEC a few years ago and noted some energy use/cost improvements.
- c. Previously an outside vendor provided. Possibly how this item should be executed rather than incorporating the system into this project.
- d. Makes sense for the project to be completed prior to the installation of this system.
- e. Power factor correction is tailored to the existing condition which is going to change significantly for the building with the addition of modern equipment such as LED lighting and more efficient mechanical equipment.
- f. Another reason to wait is that the power factor at the LEC will change due to upgraded MEP systems. The County will also want to review the original installation at the LEC once the project is complete.

11. Detention Security System upgrades: (Currently not in the project scope)

**Status: To be included in the project scope. New scope.**

- a. Replace most/all of the detention door control, intercom and lighting control systems in the Housing Pod and Huber Dorm areas.
- b. The new receiving cells will have to be integrated into the security system design.
- c. Potentially impacts other components such as detention ceilings, data connections...
- d. Stanley Security verified the scope of work and provided a proposal to design and execute the work.
- e. PLI will contact security consultants to obtain proposals for design/documentation services. The documents are to be non-proprietary for competitive bidding.
- f. The security system upgrade could potentially be a separate project.

12. Cell Plumbing – Replace the existing controls in the shower and toilet areas supporting the inmate population:

**Status: Included in the project scope. Only at the housing pods.**

- a. The system is to be centrally controlled so that valves can be shut off electronically to limit water flow.
- b. This scope was included in the most recent SD narrative but not necessarily captured in the cost model.

C. Wishlist items:

13. Update the plumbing fixture controls in the chases for all of the Housing pods, Receiving Cells, Safety Cells and the two Courtroom Holding Cells: (The Housing Pods are identified in item 12. The Huber dorms are not included.)

**Status: To be determined. The County and Design Team will meet on site to finalize the scope of work for the plumbing controls.**

At this time:

- a. Huber Dorms are not included.
- b. Pods are included (Item 12).
- c. Holding Cells between Courtrooms not included.
- d. New Receiving Cells are to be included.
- e. Safety Cells with flushable floor drains are to be included.
- f. The existing water service to the LEC is to remain, however, new distribution piping is to be provided.
- g. Water heaters and a storage tank are to be replaced.

14. Replace or eliminate the ceiling tiles in Housing Pods:  
**Status: Not to be included in the project scope unless removal is incidental due to other work being provided in the Housing Pods.**
15. Upgrade the lighting in the Housing Pods, Cells, Huber Dorms, Booking, LEC hallways and LEC Office areas:  
**Status: Upgrading lighting in the Housing Pods/Cells are not included in the project scope. The project scope does include upgrading lighting at remodeled spaces; Booking, LEC hallways, LEC Office areas.....**
16. Check the condition of the existing sanitary sewer lines in the LEC:  
**Status: Maas Brothers is in the process of having a camera run through the existing sewer lines to confirm the condition of the lines. Once this is complete, the project scope can be determined in regard to replacing sewer lines.**
  - a. The facilities director stated that the plumbing above the visitation booths that drops down from the kitchen above needs to be replaced.
  - b. Replacement of any underfloor piping is not currently in the project scope.
17. Upgrade the exterior lighting to LED fixtures around the building, in the existing parking lot and at the proposed MIS parking lot across S. Center Street:  
**Status: Included in the project scope.**
18. Upgrade heating and cooling controls for the entire facility:  
**Status: Included in the project scope.**
19. Paint the Housing Pods:  
**Status: Not to be included in the project scope.**
20. Tint the windows in the Housing Pod H Unit to allow women to be housed in the Pod area:  
**Status: Not to be included in the project scope.**
21. Replace the sprinkler heads at the Jail sprinkler system:  
**Status: Not to be included in the project scope.**
  - a. Facilities stated that the sprinkler head type is no longer available.
  - b. LEC sprinklers to be modified just at the renovated areas as required.
22. Add shut off valves to the main water lines around the housing pod:  
**Status: To be included in the project scope.**
  - a. Main water line is located in the roof chase above the housing pod ceiling.



b. The intent is to have the ability to shut down sections of the water line in lieu of the entire water service.

23. Replace the hot water heaters, holding tank and pumps:

**Status: Included in the project scope.**

24. Add shredders to the housing pod to minimize backing up the sewer system:

**Status: The current project scope adds shredders to the outgoing lines from the facility but not from each cell/holding room. The Design Team will look at adding strainers/hooks at each fixture.**

25. Add a separate generator for the 911 system:

**Status: In lieu of a separate generator, a temporary generator manual transfer switch is to be provided at the LEC generator and at the 911 center panel.**

**Issues Requiring Resolution:**

**Action by:**

**Issue:**

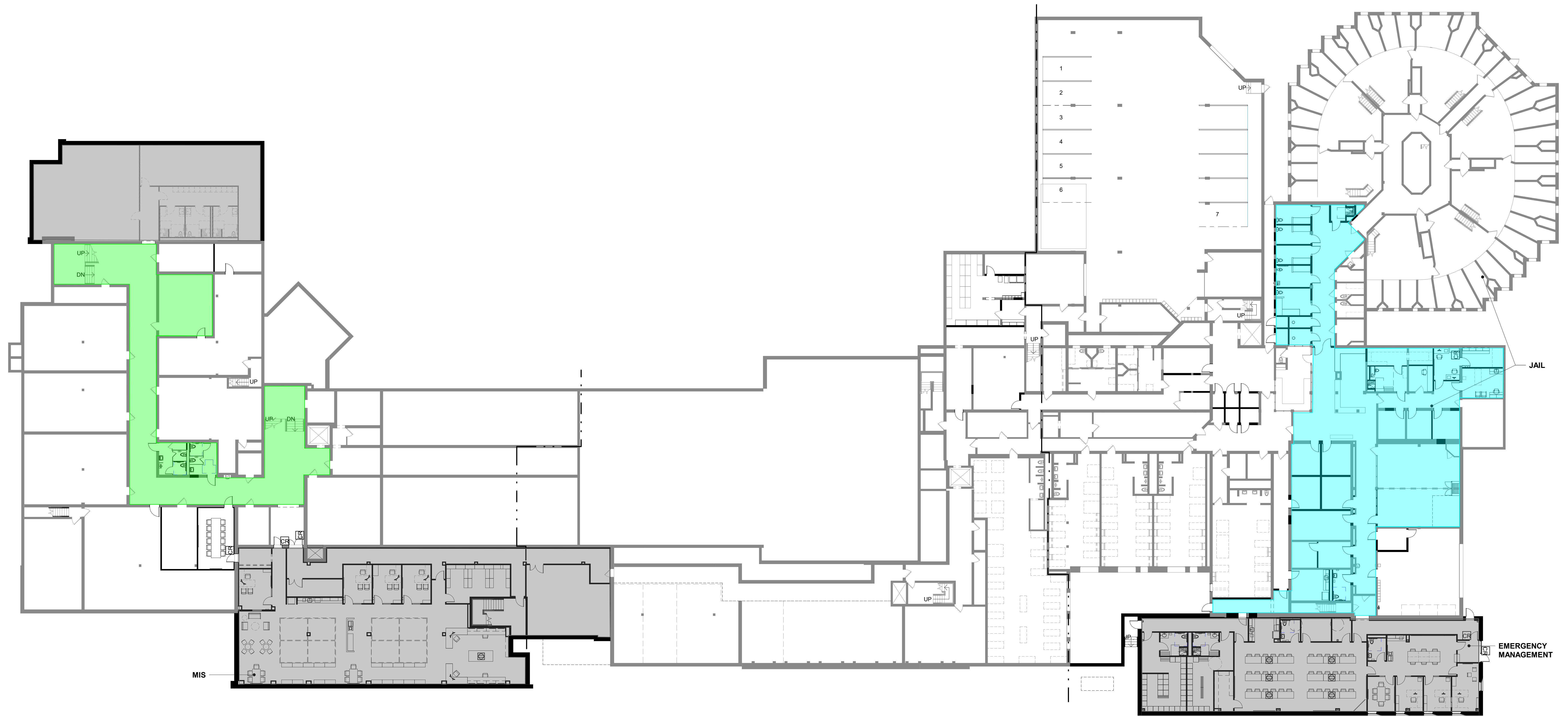
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The above constitutes items discussed and decisions reached. If there are any additions and/or comments, please contact the undersigned.

Sincerely,



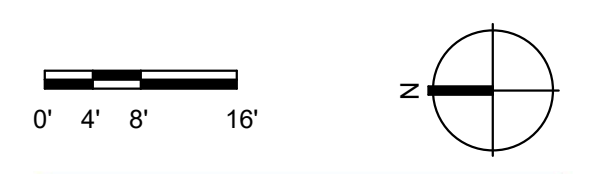
Ron Locast  
Project Manager

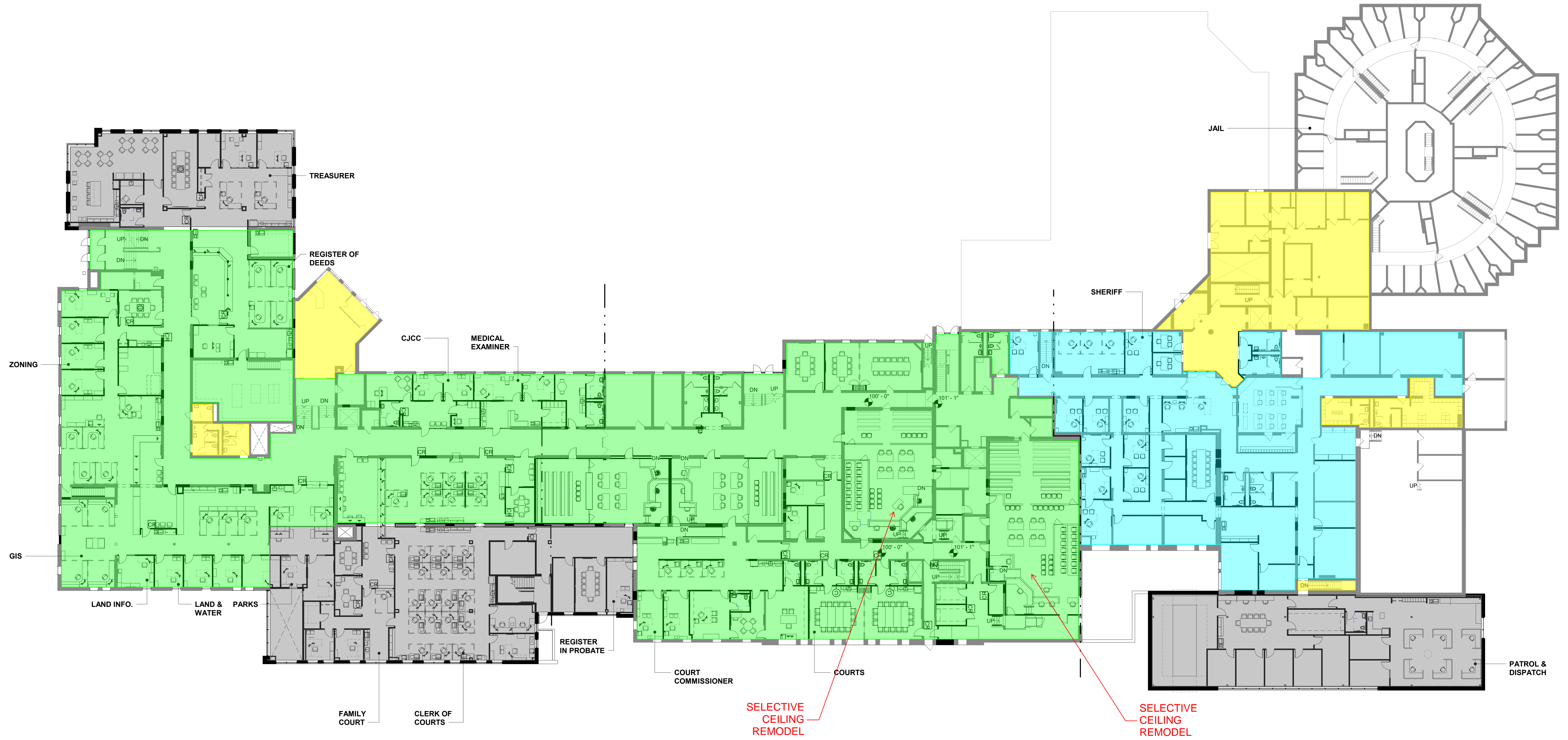


**EXISTING CEILINGS TO BE REMOVED/REPLACED  
GROUND FLOOR PLAN**

Jefferson County  
01/11/22

- KEY:**
- █ = CEILINGS TO BE REMOVED/REPLACED AT COURTHOUSE
  - █ = CEILINGS TO BE REMOVED/REPLACED AT LEC
  - █ = REMOVE CEILING AS REQUIRED FOR MECHANICAL WORK
  - █ = ADDITIONS





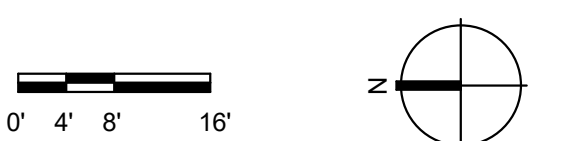
**EXISTING CEILING TO BE REMOVED/REPLACED**

**FIRST FLOOR PLAN**

Jefferson County  
01/11/22

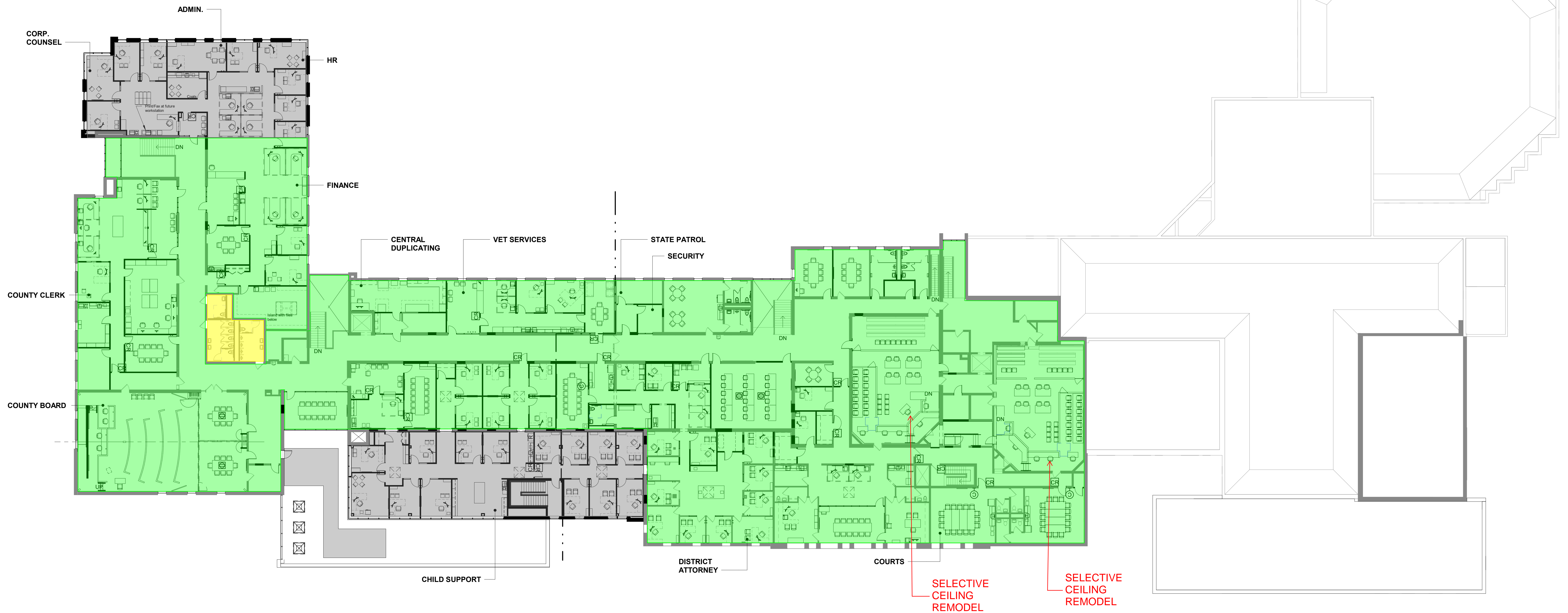
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Success by Design



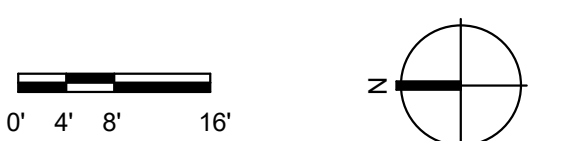


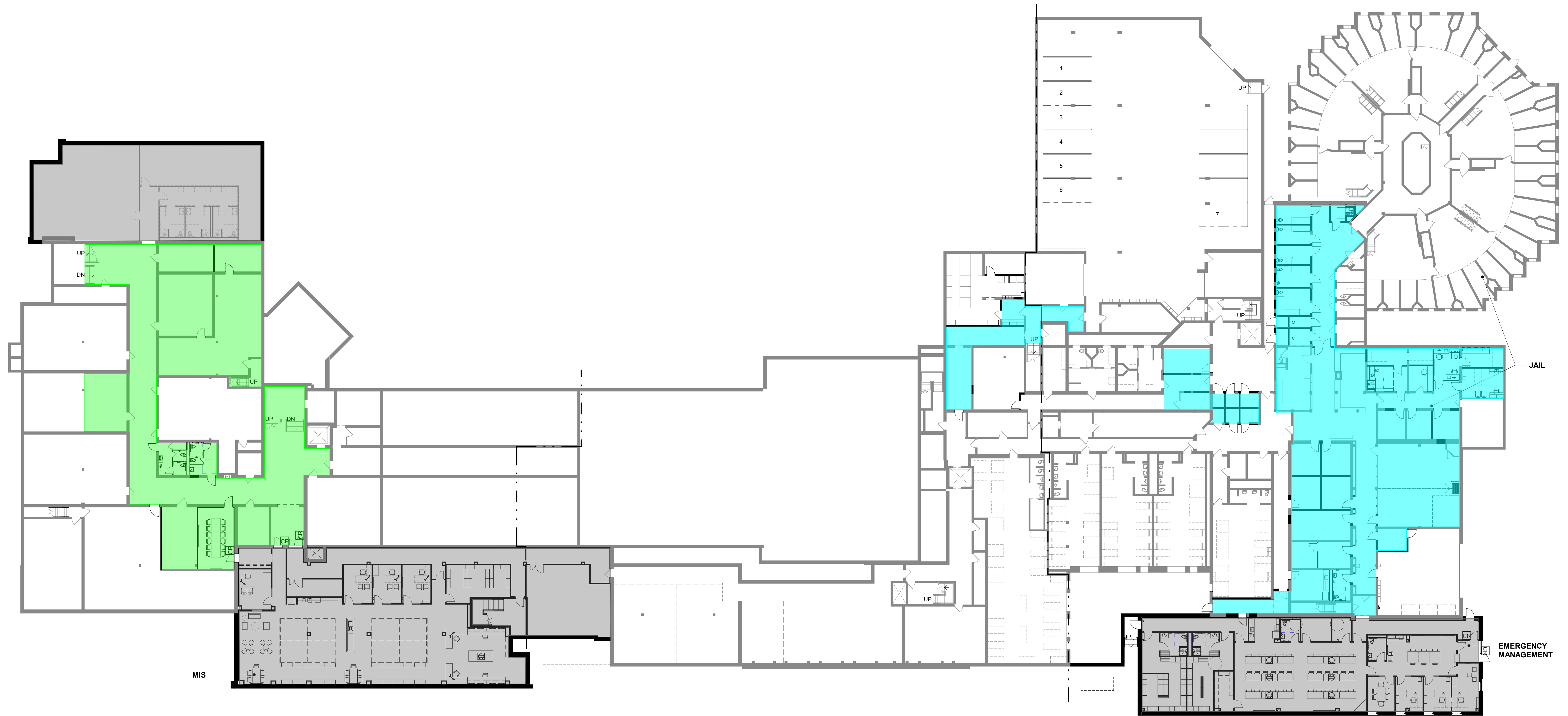
**EXISTING CEILING TO BE REMOVED/REPLACED  
SECOND FLOOR PLAN**

Jefferson County  
01/11/22

**KEY:**

- = CEILINGS TO BE REMOVED/REPLACED AT COURTHOUSE
- = CEILINGS TO BE REMOVED/REPLACED AT LEC
- = REMOVE CEILING AS REQUIRED FOR MECHANICAL WORK
- = ADDITIONS





EXISTING FLOORING TO BE REMOVED AND/OR REPLACED

GROUND FLOOR PLAN

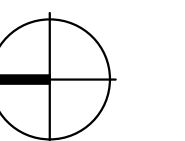
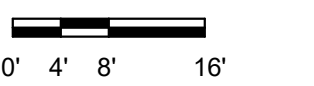
Jefferson County  
01/11/22

KEY:

█ = FLOORING TO BE REMOVED AND/OR REPLACED AT THE COURTHOUSE

█ = FLOORING TO BE REMOVED AND/OR REPLACED AT THE LEC

█ = ADDITIONS



EMERGENCY MANAGEMENT

JAIL

MIS

**Potter  
Lawson**

Success by Design





**EXISTING FLOORING TO BE REMOVED AND/OR REPLACED**

**FIRST FLOOR PLAN**

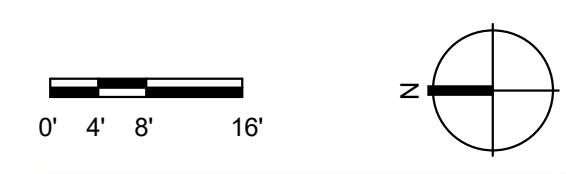
Jefferson County  
01/11/22

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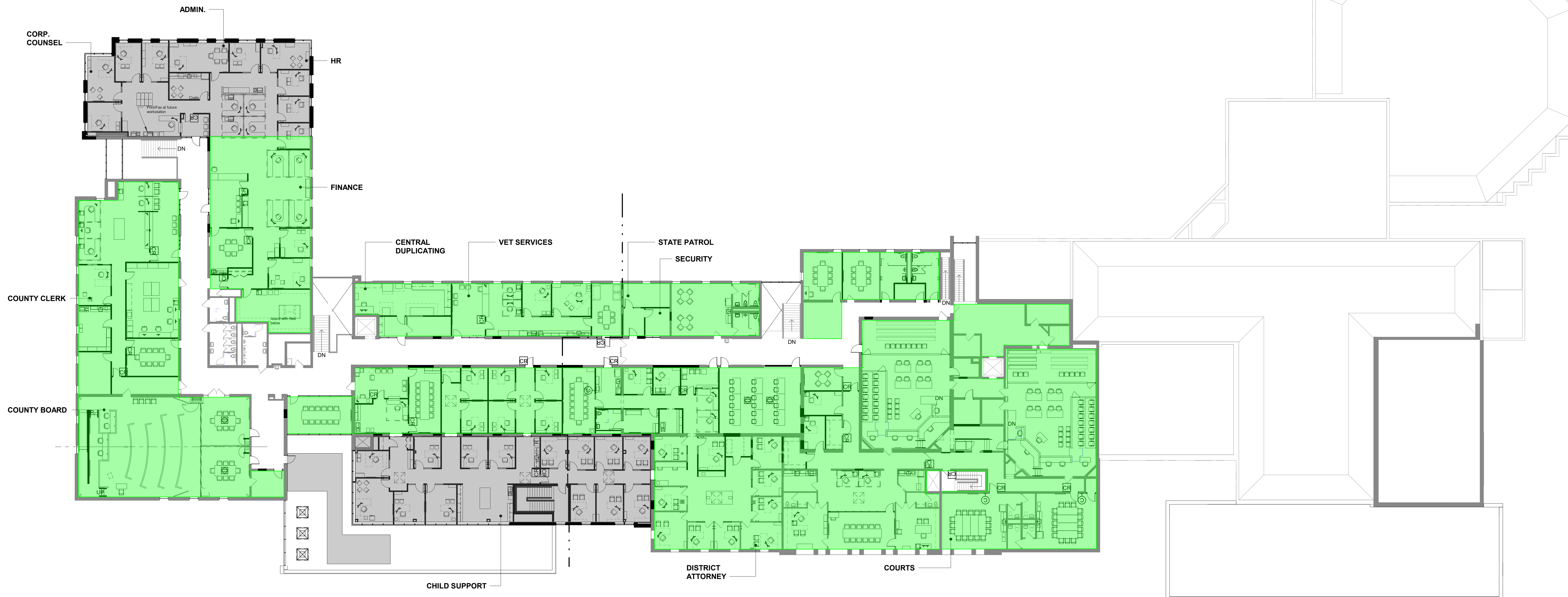
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Success by Design



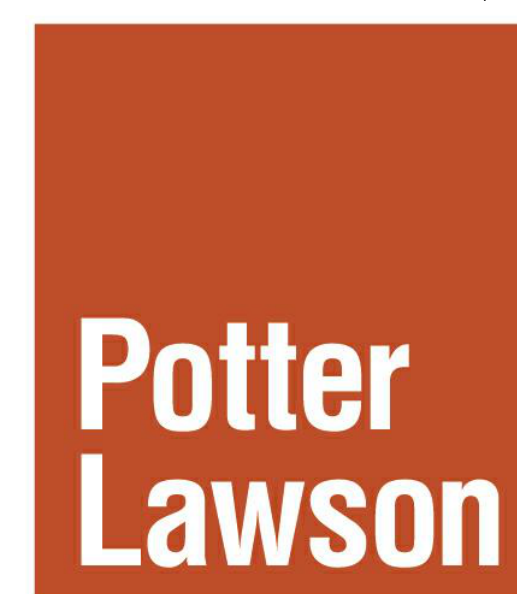
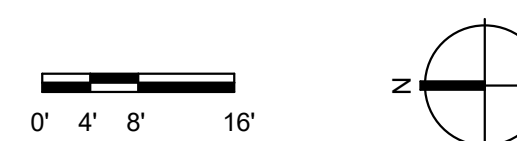
**EXISTING FLOORING TO BE REMOVED AND/OR REPLACED**

**SECOND FLOOR PLAN**

Jefferson County  
01/11/22

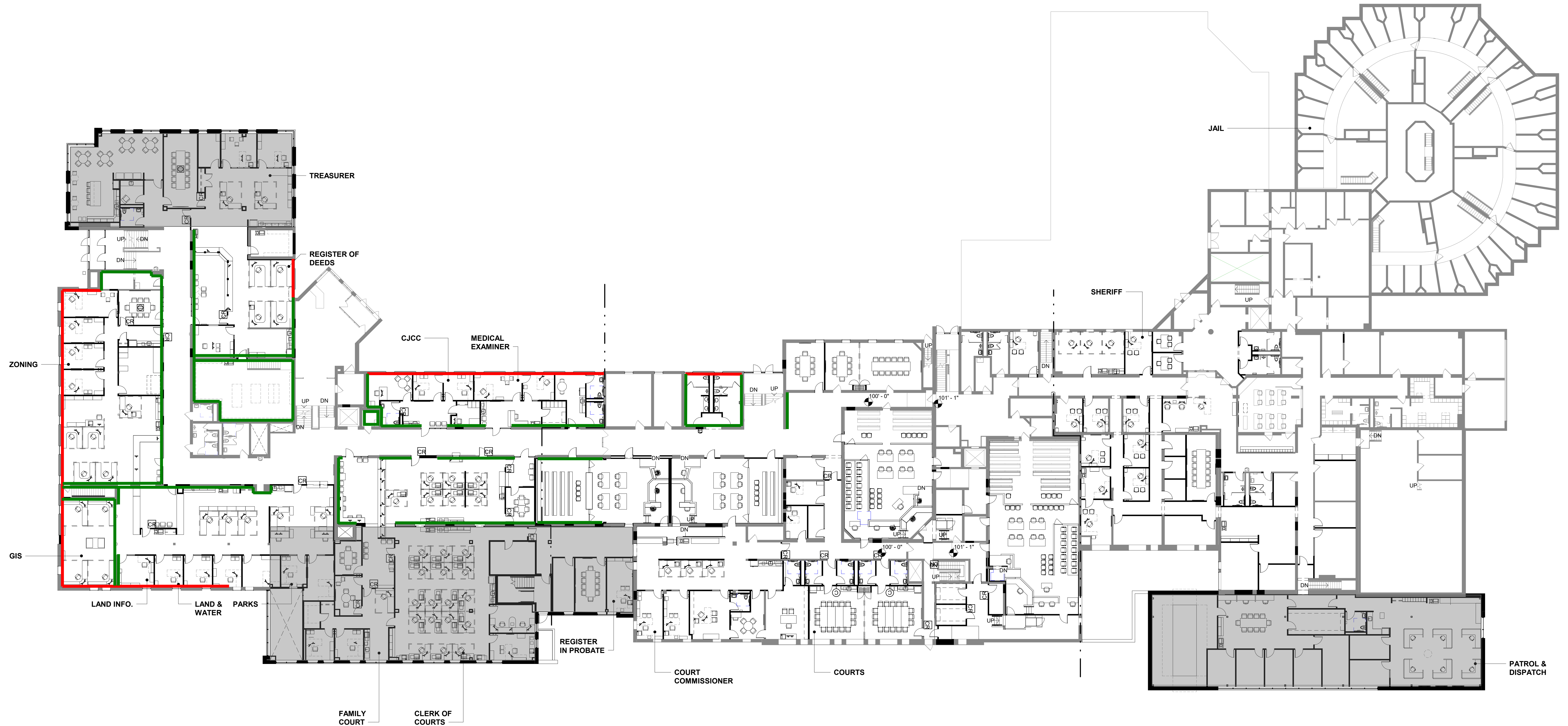
**KEY:**

- = FLOORING TO BE REMOVED AND/OR REPLACED AT THE COURTHOUSE
- = FLOORING TO BE REMOVED AND/OR REPLACED AT THE LEC
- = ADDITIONS



Success by Design





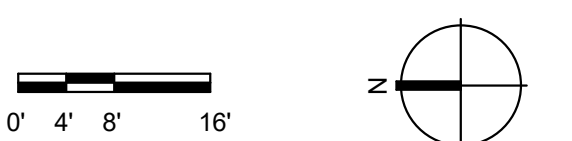
**EXTENT OF EXPOSED CMU WALLS  
TO BE FURRED OUT WITH GWB.**

**FIRST FLOOR PLAN**

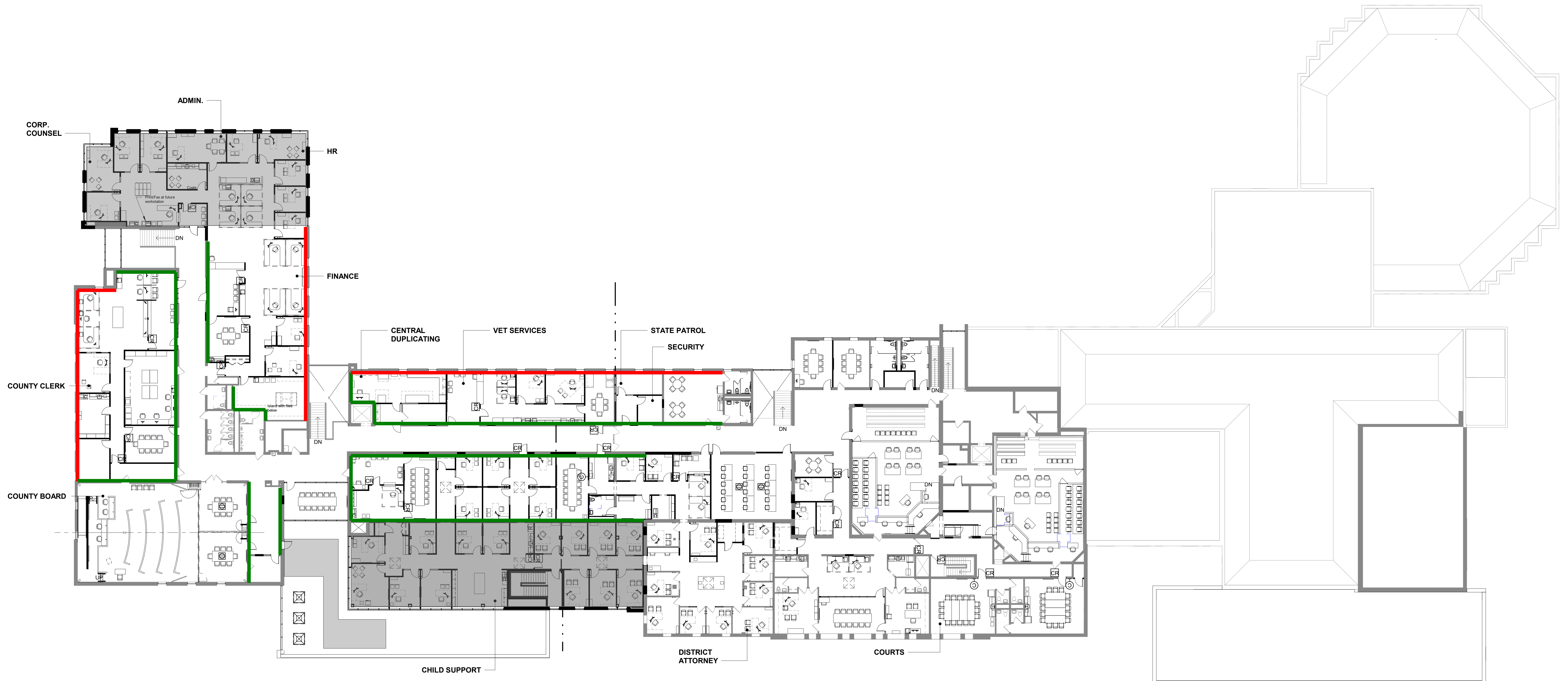
Jefferson County  
01/11/22

**KEY PLAN:**

- █ = EXTERIOR WALL EXPOSED CMU (TOTAL LINEAR FT = 318 FT)
- █ = INTERIOR WALL EXPOSED CMU (TOTAL LINEAR FT = 780 FT)
- █ = ADDITIONS







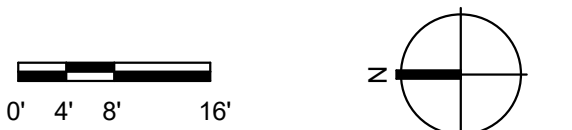
**EXTENT OF EXPOSED CMU WALLS  
TO BE FURRED OUT WITH GWB.**

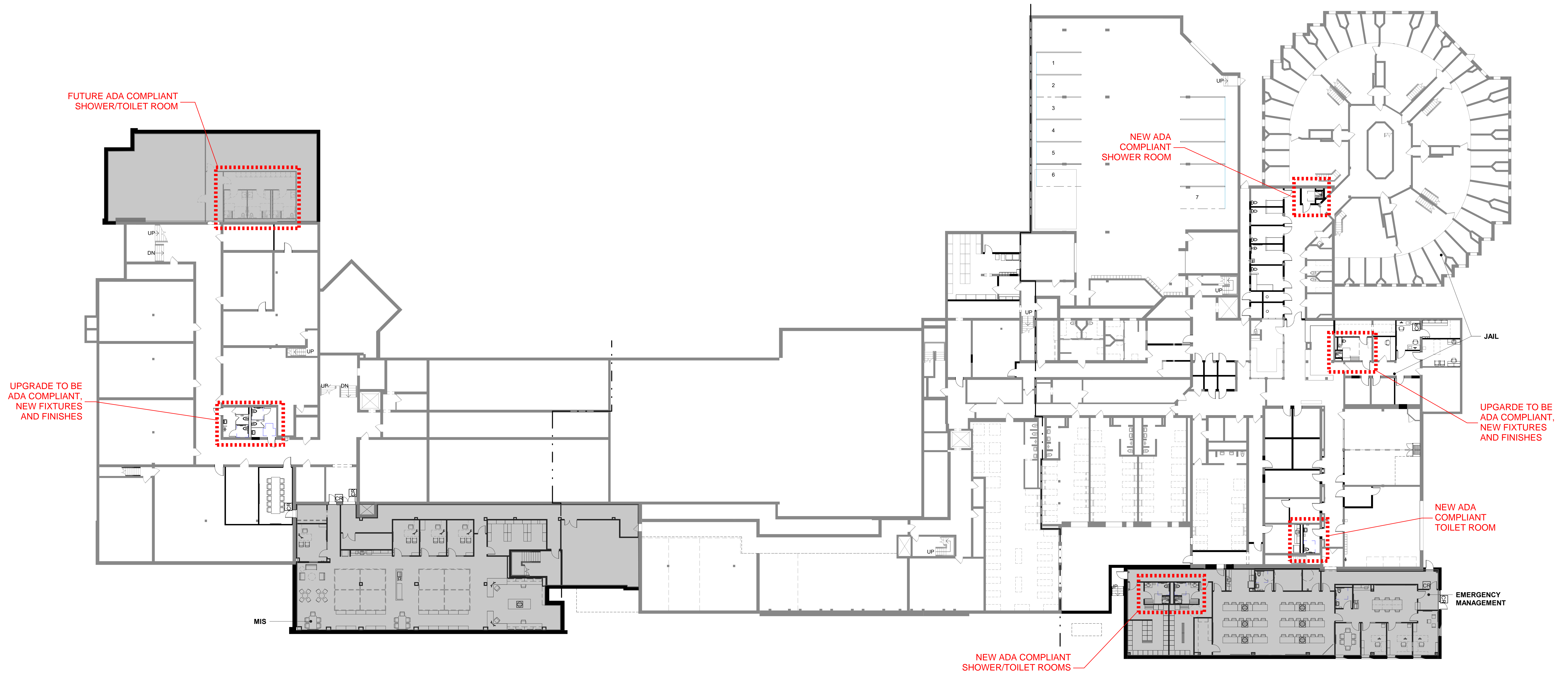
**SECOND FLOOR PLAN**

Jefferson County  
01/11/22

**KEY PLAN:**

- █ = EXTERIOR WALL EXPOSED CMU (TOTAL LINEAR FT = 285 FT)
- █ = INTERIOR WALL EXPOSED CMU (TOTAL LINEAR FT = 627 FT)
- █ = ADDITIONS

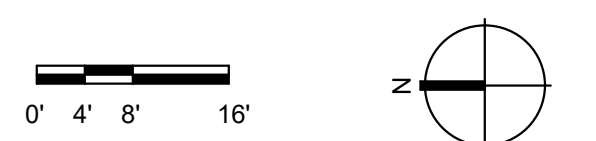




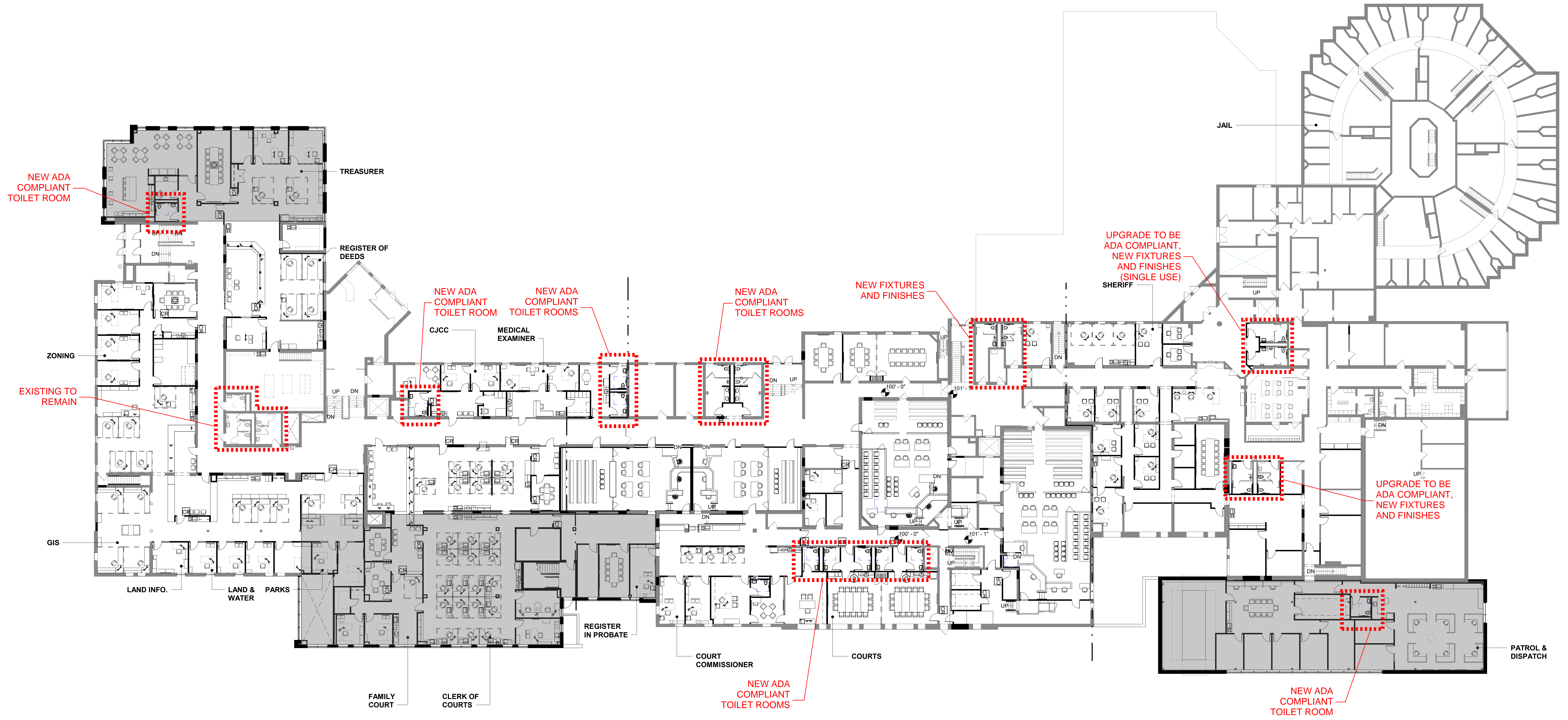
**TOILET ROOM - SCOPE  
GROUND FLOOR PLAN**

Jefferson County  
01/11/22

**KEY PLAN:**  
 = ADDITIONS





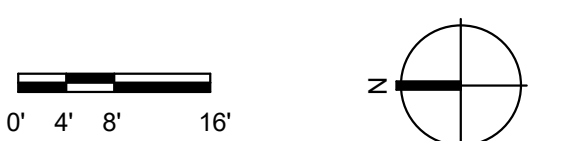


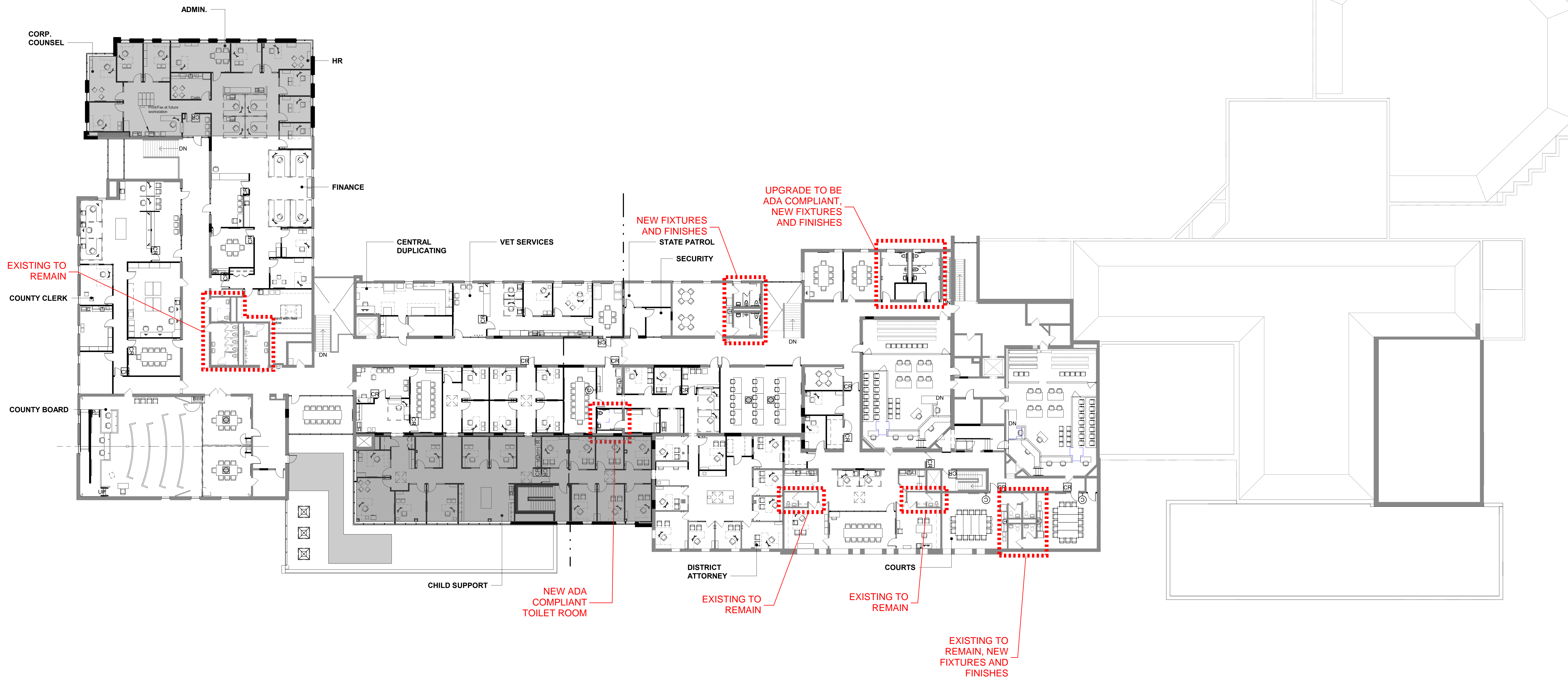
**TOILET ROOM - SCOPE**  
**FIRST FLOOR PLAN**

Jefferson County  
 01/11/22

KEY PLAN:

— = ADDITIONS

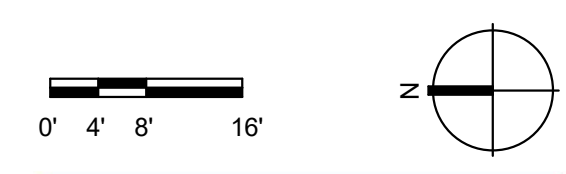




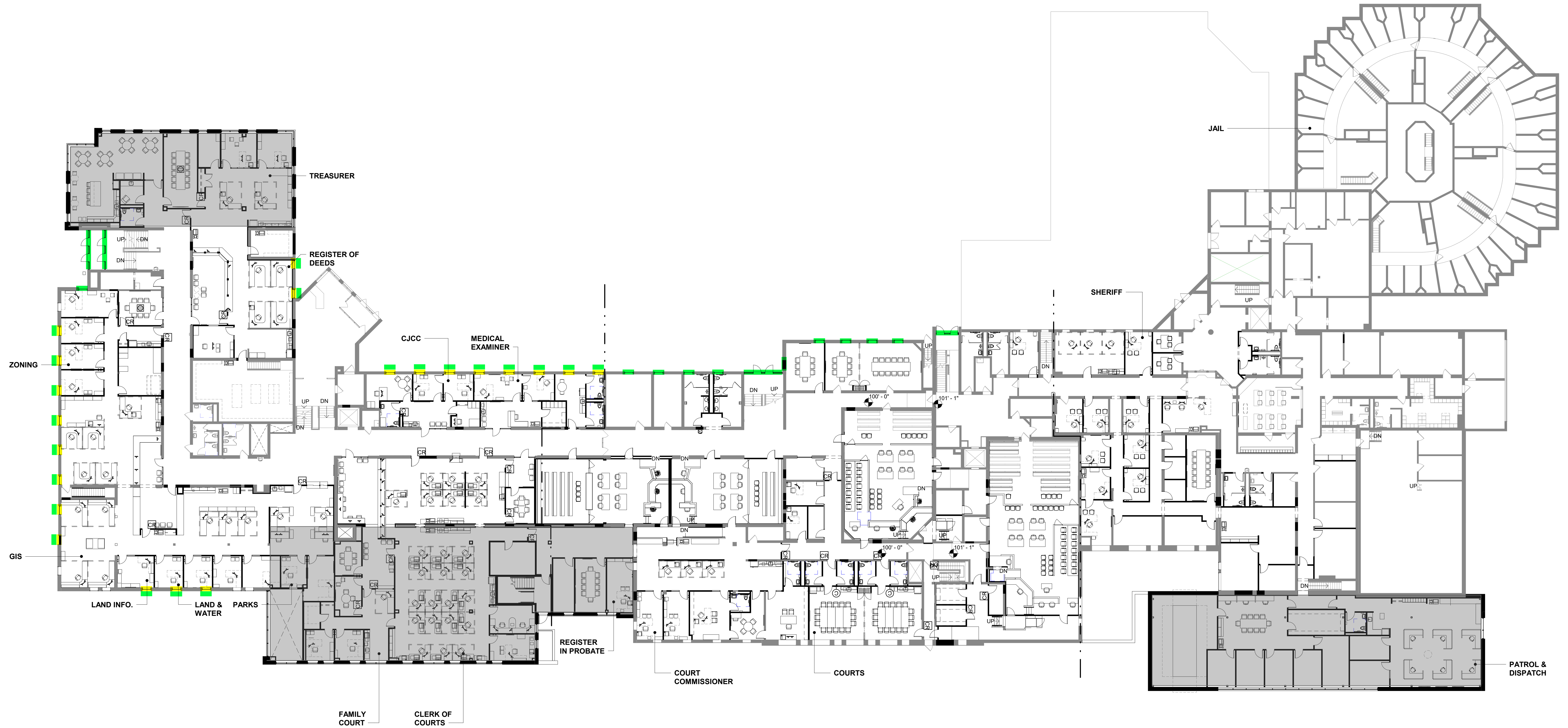
**TOILET ROOM - SCOPE**  
**SECOND FLOOR PLAN**

Jefferson County  
 01/11/22

KEY PLAN:  
 — = ADDITIONS



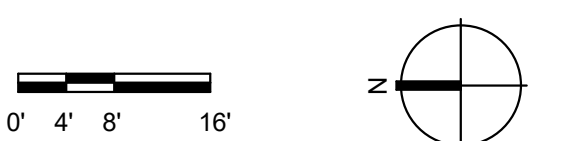


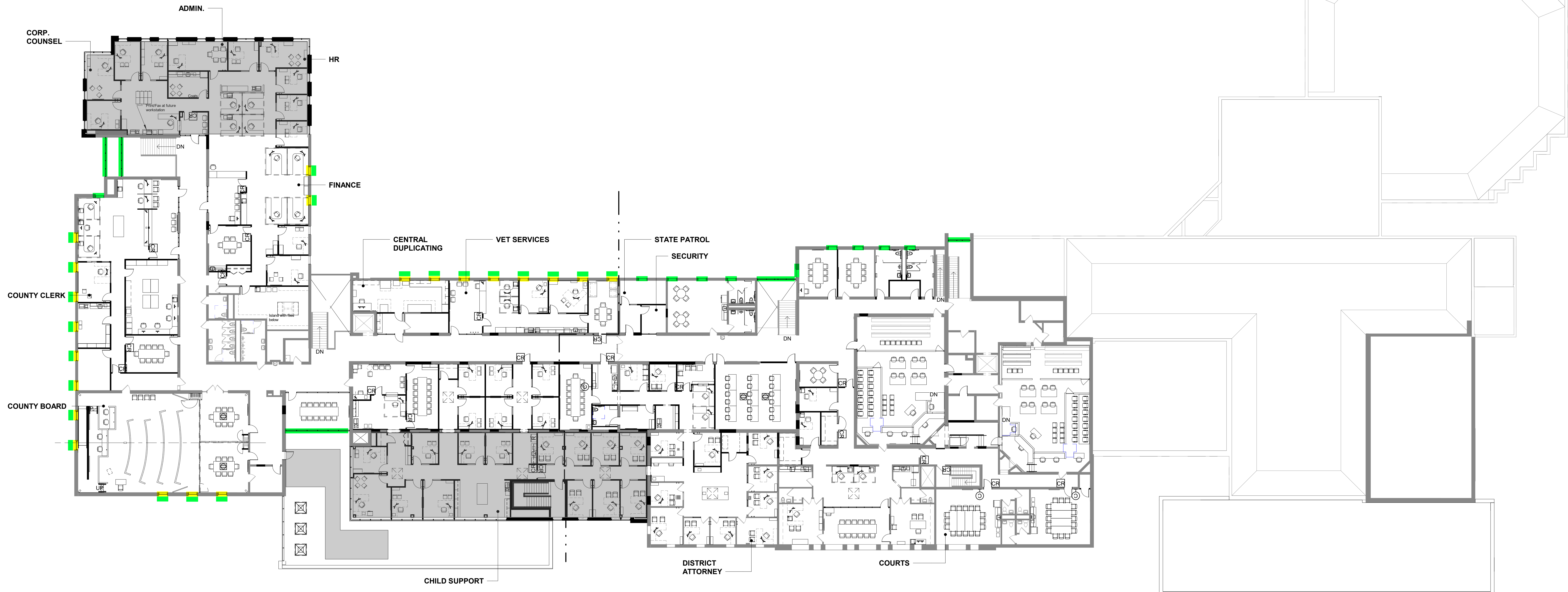


# WINDOW REPLACEMENT FIRST FLOOR PLAN

Jefferson County  
01/11/22

- KEY:**
- = WINDOWS AND SILL TO BE REPLACED DUE TO DRYWALL
  - = ADDITIONAL WINDOWS TO BE REPLACED
  - = ADDITIONS





# WINDOW REPLACEMENT SECOND FLOOR PLAN

Jefferson County  
01/11/22

- KEY:**
- = WINDOWS AND SILL TO BE REPLACED DUE TO DRYWALL
  - = ADDITIONAL WINDOWS TO BE REPLACED
  - = ADDITIONS

