

EXHIBIT A
BASIC SERVICES

CPS shall assist Owner in the following:

1 DATA COLLECTION & INTERVIEWS

- 1.1 Conduct kickoff meeting.
- 1.2 Compile data for study, including, but not limited to building floor plans and maintenance history records.
- 1.3 Executive tour of existing facilities to identify areas of concern.
- 1.4 Conduct stakeholder interviews (DeKalb County Administration, DeKalb County facilities & maintenance staff, DeKalb County Sheriff's Office).

2 FACILITY CONDITION ASSESSMENT

- 2.1 Provide detailed inspections and assessments of DeKalb County Jail to produce an accurate analysis that identifies visible and discernable (through non-destructive means) components and elements requiring maintenance, repair, or replacement.
- 2.2 Recommend upgrades and improvements where applicable.
- 2.3 Assess real plant property such as buildings, structures, and utilities and their integral components/systems.
- 2.4 Perform a thorough visual assessment of all architectural, civil, mechanical, electrical, fire, plumbing, sewer components/systems, and security (including detention security) of facility.
- 2.5 Identify and report all civil, roof, mechanical, electrical and security deficiencies and recommended upgrades and improvements. Identify needed security upgrades with a focus on safety and security of inmates and staff.
- 2.6 Identify and immediately report to the County components or situations that are considered urgent (endangering life, property, and/or security).
- 2.7 The Facility Condition Assessment will focus on the following property elements:
 - 2.7.1 Building envelope – exterior siding, curtain wall windows, exterior doors
 - 2.7.2 Interior Construction - walls, doors, flooring, visible structural components, ceilings, and ceiling systems
 - 2.7.3 Interior Finishes
 - 2.7.4 Health/Fire/Life Safety systems, emergency egress lighting
 - 2.7.5 Disabled Accessibility - ADA requirements
 - 2.7.6 Heating, Ventilation and Air Conditioning (HVAC) and Building Management System
 - 2.7.7 Plumbing Systems
 - 2.7.8 Lighting, Building Electrical and Service Distribution; Emergency Power
 - 2.7.9 Site Electrical and Service Distribution

- 2.7.10 Fire Suppression
- 2.7.11 Roadways, parking lots, sidewalks, exterior lighting, fencing
- 2.7.12 Water, sanitary and storm sewers
- 2.7.13 Security and Detention Security Systems, including
- 2.7.14 Perimeter security
 - 2.7.14.1 Access control
 - 2.7.14.2 Detention door systems
 - 2.7.14.3 Control rooms & command centers
 - 2.7.14.4 Video surveillance
 - 2.7.14.5 Intercom & communication systems
 - 2.7.14.6 Duress & alarm systems
 - 2.7.14.7 Interface with fire & life safety systems
 - 2.7.14.8 Security glazing & barriers
 - 2.7.14.9 Electronics infrastructure supporting security
 - 2.7.14.10 Key control systems
 - 2.7.14.11 Integrations & software
 - 2.7.14.12 Operation & compliance considerations

3 ANALYSIS OF FINDINGS

- 3.1 The Consultant shall evaluate, analyze, and provide projections for the following areas:
 - 3.1.1 Deficiency costs by building system.
 - 3.1.2 Deficiency costs by priority/criticality.
 - 3.1.3 Deficiency costs by Category type (life safety/security, regulatory compliance, continuity of operations, capital renewal, energy/sustainability).
- 3.2 The Consultant shall develop a ten-year expenditure plan, which is a schedule of all capital expenditures and actions required to maintain and repair facilities, including projects developed during the analysis of facility condition information, unconstrained by available funding limitations.
- 3.3 Building components will be evaluated based on their individual life cycles, determined by an evaluation of the age. The renewal cost for the components will be computed and identified by renewal year.
- 3.4 Using the data collected during the on-site facility condition assessment and analysis phase, provide options/scenarios of what can be delivered within the County's maximum allowable budget.
- 3.5 Advise the County on expected requirements for space availability in DeKalb County Jail during the construction phase of the project(s). Advise on options to complete renovations while maintaining jail operations and housing of detainees throughout construction, as feasible.

4 COST ESTIMATE AND SCHEDULE

- 4.1 Provide detailed cost estimate of proposed renovation scope, broken down by phases/components/areas of work, based on need for continued operations and anticipated funding.
- 4.2 Detailed anticipated schedule to complete renovation scope, broken down by phases/components/areas of work, based on need for continued operations and anticipated funding.

5 REPORT

- 5.1 Provide a written report which shall contain the following minimum information:
 - 5.1.1 Capital requirement costs summarized by building system, category of improvement, and priority.
 - 5.1.2 A detailed description of building assets and equipment detailing the observed condition and deficiency for all systems, including condition, remaining useful life, deficiencies, safety/security risk level, and recommended corrective actions.
 - 5.1.3 Digital photographs for each facility and each piece of equipment inventoried.
 - 5.1.4 A schedule of annual forecast expenditures itemizing each deficiency against each asset classification of the total cost for the actions required to correct the deficiencies for each facility by building system.
 - 5.1.5 Detailed scope options and scenarios to complete renovations adhering to deficiency priorities, capital requirements classification categories, and Jail standards, where applicable, within maximum allowable budget.
 - 5.1.6 Detailed cost estimates of proposed renovation scope.
 - 5.1.7 Detailed anticipated schedule to complete renovation scope.
- 5.2 Present findings to County Administration, Sheriff's Office, Board of Commissioners, or other private or public meetings, as required.