

N A A T A P

Native American and Alaskan Technical Assistance Project

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## **PROJECT GUIDE:**

# Assessment of Project Status & Technical Assistance Needs

*Part of A Series of Guides for Planning, Designing  
and Constructing Adult and Juvenile Correctional and  
Detention Facilities on Tribal Lands*

The Native American and Alaskan Technical Assistance Project (NAATAP) was created pursuant to an interagency agreement between the National Institute of Corrections and the Bureau of Justice Assistance.

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## Purpose

The purpose of each NAATAP Guide is to communicate substantive information concerning a range of subjects that are relevant to the development of adult and juvenile detention and correctional facilities in Indian Country. This series of guides grew out of a recognition that there were common concerns and questions being raised by Tribes and consultants developing new correctional facilities on Native lands throughout the country. The guides seek to provide research and information on issues of common concern to the Tribes. These guides also seek to document the knowledge and experience gained by Justice Planners International LLC (JPI) while providing technical assistance to tribes engaged in the facility development process.

## Acknowledgements

JPI acknowledges the assistance of the many consultants who contributed their expertise in the preparation of this series of guides. These materials were developed and reviewed by individuals with diverse backgrounds, expertise and experience in planning and design of juvenile and adult correctional and detention facilities, as well as analysis, design and operation of justice programs, facilities and systems on a local, state and national level.

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## About this Guide

This guide contains a checklist that has three primary purposes:

1. To help in determining a Tribe's place and progress within the facility development process
2. To help identify and address obstacles and delays in the Tribe's facility development process
3. To identify other issues that a Tribe faces and its need for technical assistance (TA) regarding the planning, design, construction, and activation of its new correctional facility

Justice Planners International's leaders, along with the Tribe's prime consultant, use the information gathered on the checklist to track the project's issues, chart the new facility's progress, and aid in determining the need for, and provision of, technical assistance.

The checklist is also used to help identify specialists and other resources that may be of benefit to the Tribe and the prime in the successful resolution of issues. Because of the complexities and multitude of issues pertaining to juvenile and adult correctional facilities, JPI has a large team of experts in a wide array of professional fields that can supplement the technical assistance provided by the prime consultant; these experts are called specialists. The areas of technical assistance are so numerous that JPI and the National Institute of Corrections (NIC) have identified a major library of reference materials, and JPI has engaged specialists with considerable experience in all areas related to planning, design, construction and activation of juvenile and adult correctional facilities.

Most of the items on the checklist are in sequential order, with two types of exceptions. First, some activities may occur at different times for different projects. An example is site acquisition, which may be the first step, take place as late as schematic design, or occur anywhere in between. A second exception is the activities that occur continuously or repeatedly throughout much of the facility development process. Examples of recurring activities include cost estimating, transition planning, updating the project schedule, and design review. The primary continuous activity is project management.

Many activities must follow certain other activities. For example, Design Development cannot take place until after site selection, as the design must be compatible with the size, configuration, and slope of the site. Ideally, Schematic Design should also follow site selection; otherwise, the Schematics will be based on assumptions that may not hold true. Starting one phase before the previous phase has been completed may save time in the short run, but can also result in numerous problems that require redesign, and potentially result in delays and additional design fees.

### Suggestions for Users

This guide has two sections. The first section is a checklist intended to help document the status of your project at any given time. This part of the checklist should be updated at least once a month throughout the project. For your convenience, you may want to photocopy blank versions of this section, and fill them out whenever you need to document the exact status of your project. On the right hand column of the checklist, you can indicate the areas where additional technical assistance is needed. This will provide you with a systematic approach to determining what kinds of technical assistance you would request and when you would need it. The technical assistance may be performed by your prime, JPI staff or by specialists who are hired for a specific task. Tribes also have the option of hiring and paying for other consultants.

The second section of the guide is a contact list. In this, you can enter contact information for all the critical people in your project and update it as individuals are replaced along the way. Again, copying and distributing this section to people who work on the project may facilitate good communications and minimize delays.

## Activity Status and Needs checklist

Name of Tribe: \_\_\_\_\_ Location: \_\_\_\_\_

Checklist completed by: \_\_\_\_\_ on: \_\_\_\_\_

Sources of information: \_\_\_\_\_

Activity	Tribe:			
	Not Started	In Progress	Completed	TA Needed
<b>Team Development</b>				
Team Established				
<b>Planning</b>				
Vision/Mission Statement				
Population Analysis: Profile, Projections, Bed Needs				
Alternatives to Detention and /or Incarceration				
Facility Evaluation (for renovation and expansion)				
<b>Programming</b>				
Functional Requirements/ Operational Program				
Architectural Space Program				
Adjacency Diagrams				
Activity Scenarios				
Facility Concepts				
Cost Estimates <sup>1</sup>				
<b>Site Selection</b>				
Site Criteria				
Site Analysis (es)				
Site Acquisition				
Site Master Plan				
<b>Environmental Review</b>				
Engaging Environmental Consultant				
Environmental Study				

<sup>1</sup>Could also occur during design

Continued

Activity	Tribe:			
	Not Started	In Progress	Completed	TA Needed
Completed Environmental Review				
Public Comment Period				
Environmental Approval				
<b>Consultant Selection (Architects, Engineers, Project Manager, and other Consultants, such as Correctional Planners)</b>				
Issue RFPs				
Review Proposals, Develop Shortlist				
Interviews				
Selection & Negotiation				
Contract				
<b>Design</b>				
Pre-preliminary/Conceptual design (usually several options): building & site				
Conceptual Level Cost Estimate <sup>2</sup>				
Schematic Design				
Schematic Design Cost Estimate				
Design Development Submissions				
50% Submission				
75% Submission				
100% Submission				
Value Engineering (if needed)				
Furniture, Fixtures & Equipment (w/BIA)				
Construction Documents				
40% Submission				
60% Submission				
90% Submission				
100% Submission				
<b>Construction</b>				
Publish and Advertise				
Bid/Award				
Contract Certification				
Mobilization				

<sup>2</sup>May also occur other times, if needed

Activity	Tribe:			
	Not Started	In Progress	Completed	TA Needed
Demolition (if applicable)				
Foundation				
Site Utilities				
Superstructure				
Enclosure				
Mechanical Systems				
Electrical Systems				
Plumbing				
Electronics and Security Systems				
Finishes				
Punch List				
Certificate of Occupancy				
<b>Transition Planning and Facility Activation (with BIA and JPI assistance)</b>				
Hire Jail Administrator				
Develop Staffing Plan				
Job Descriptions				
Recruit staff w/ BIA <sup>3</sup>				
Arrange Training with BIA (staff and NIC (administrators)				
Policies and Procedures				
Post Orders				
Emergency Planning				
Develop and Implement Staff Training (BIA Academy)				
Contraband Removal (hardware and tools from site)				
Testing of Equipment, Furniture, Procedures, Movement, Shakedown, etc.				
Move In				

<sup>3</sup>May vary depending upon whether BIA will staff the facility or pay the Tribe for staffing the facility

## Project Contacts

The following should be completed at the time that the activities checklist is filled out, and should be updated every month.

Title or Role & Name	Address	Phone/Fax	E-mail
<b>Tribe's Project Team</b>			
Tribe's Project Manager/Director and/or Team Leader:			
Tribal Chairperson:			
Tribal Council Member(s) involved in project:			
Facility Director:			
Facility Security Officer (or similar)			

Title or Role & Name	Address	Phone/Fax	E-mail
<b>Tribe's Project Team continued</b>			
Treatment/Programs Manager (or similar)			
Relevant Planning Team Members:			
<b>Other Government &amp; Agency Representatives</b>			
DOJ Grant Manager:			
BIA District Manager:			
BIA Representative(s) (other):			

Title or Role & Name	Address	Phone/Fax	E-mail
Other Government & Agency Representatives continued			
Indian Health Services (IHS) Representative(s):			
Education Representative(s):			
Other Social Services Representatives:			
State Dept. of Corrections representative (if any):			
Additional Government and/or Agency Representatives			

Title or Role & Name	Address	Phone/Fax	E-mail
Consultants			
Planning/Needs Assessment/Programming:			
Environmental:			
Architects:			
Mechanical & Plumbing Engineers:			
Electrical:			



Title or Role & Name	Address	Phone/Fax	E-mail
Consultants continued			
Electronics & Security Systems:			
Civil & Structural:			
Food Service:			
Medical:			
Furniture, Fixtures, Equipment, Signage, Interiors:			

Title or Role & Name	Address	Phone/Fax	E-mail
Consultants continued			
Communication Systems:			
Locks/Glazing/Hardware:			
Cost Estimating /Value Engineering:			
Contractor:			
Construction Manager (if any):			

Title or Role & Name	Address	Phone/Fax	E-mail
Consultants continued			
Other Consultants:			



**ALSO AVAILABLE:**

**Project Guide:** Adult Correctional Facility Design Resources

**Project Guide:** Alternatives to Incarceration of Offenders

**Project Guide:** Assessment of Project Status  
& Technical Assistance Needs

**Project Guide:** Best Practices - In-Custody Programs  
for Juveniles and Adults

**Project Guide:** Design Review

**Project Guide:** Existing Facility Evaluations

**Project Guide:** Objective Classification Analysis

**Project Guide:** Population Profiles, Population Projections  
and Bed Needs Projections

**Project Guide:** Selecting an Architect-Developing  
RFQs and RFPs

**Project Guide:** Site Selection

**Project Guide:** The NEPA Land Use Process for Proposed  
Development of Correctional Facilities in Indian Country

**Project Guide:** Tribal Justice System Assessment