

**Allegan County Jail and  
Allegan County Courthouse Security Project  
Conceptual Planning and Design Charrette**

**AGENDA**

**Preparation Session - Monday Morning, March 22<sup>nd</sup>, *Getting started:***

- A. 11:00 / 1:00** Design team convenes at Hayworth Plant and sets up equipment

**Session 1 - Monday Afternoon, March 22<sup>nd</sup>, *What we intend to do:***

- A. 1:00 / 1:10** Introductions
1. Design Team – Jim and Joe M
  2. Construction Manager – Jack
  3. County - Rob
- B. 1:10 / 1:15** Project background
1. Development of the project to date – Rob
- C. 1:15 / 1:30** Outline of the Charrette process – Joe M
1. What is a Charrette
  2. What do we want to accomplish
  3. How will we accomplish it
  4. Review of the Charrette schedule
  5. What will the Charrette product be?
  6. How will we move forward after the Charrette is complete – Jack or Joe H
    - a. Review of the project schedule
- D. 1:30 / 2:15** Round table discussion on what the new Jail should be - Mark
1. What core values define the services to be provided? - Sheriff
  2. Input from committee members, other elected officials, and staff
    - a. How do these core values translate into the Mission of the new facility?
    - b. What is Allegan County's Vision for the new Facility?
  3. How does the Mission and Vision of the facility translate to a Mission Statement for the Charrette Team?
- E. 2:15 / 2:45** Round table discussion on what the Courthouse Security Project should be - Mark
1. Input from committee members, other elected officials, and staff
    - a. What is Allegan County's Vision for the project?
    - b. How does the Mission and Vision of the facility translate to a Mission Statement for the Charrette Team?

- F. 2:45 / 3:00** Break
1. Those wishing to speak in the following session will be asked to sign-up. The number of persons wishing to speak will determine a time limit for each presenter
- G. 3:00 / 4:00** Round table discussion on what the new Jail and/or Courthouse projects should be - Mark
1. Input from the public.
    - a. Please address the topic of the Charrette and the goals to be accomplished.
      - i. Comments about divergent topics, specific elected officials or staff will not be tolerated.
    - b. How does your opinion of the Mission or Vision for the facilities differ from what has been discussed earlier?
    - c. What are the key points you would like to see addressed through the Charrette?
- H. 4:00 / 4:15** Break
- I. 4:15 / 5:00** Tour of the existing facility and site
- J. 5:00 / 5:15** Daily Re-cap – Joe M and Jim
- K. 5:15** Adjourn

**Session 2 - Tuesday Morning, March 23<sup>rd</sup>, *The definition of the problem:***

- A. 8:00 / 8:15** Coffee and Doughnuts
- B. 8:15 / 8:30** Assumptions – Mark
  - 1. What is an architectural program?
  - 2. The Programming Components
    - a. Administration
    - b. EOC
    - c. Law Enforcement
      - i. Patrol
      - ii. Investigations
      - iii. Records
    - d. Staff Services
    - e. Corrections Administration
    - f. Booking and Release
    - g. Corrections Housing
    - h. Medical
    - i. Programming
    - j. Central Support
- C. 8:30 / 11:45** Administration, Law Enforcement and EOC program review and development - Mark
  - 1. 8:30 / 9:00 Administration
    - a. What is it?
    - b. Who occupies it?
    - c. When is it occupied?
    - d. Where should it be located?
    - e. How should it be designed?
    - f. Review and modification of the preliminary program
    - g. Check – does the component outlined match the Mission and Vision for the facility?
  - 2. 9:00 / 9:30 EOC
    - a. What are they?
    - b. Who occupies them?
    - c. When are they occupied?
    - d. Where should they be located?
    - e. How should they be designed?
    - f. Review and modification of the preliminary program
    - g. Check – does the component outlined match the Mission and Vision for the facility?

- D. 9:30 / 9:45** Break
1. 9:45 / 10:10 Patrol
    - a. What is it?
    - b. Who occupies it?
    - c. When is it occupied
    - d. Where should it be located?
    - e. How should it be designed?
    - f. Review and modification of the preliminary program
    - g. Check – does the component outlined match the Mission and Vision for the facility?
  2. 10:10 / 10:35 Investigations
    - a. What is it?
    - b. Who occupies it?
    - c. When is it occupied
    - d. Where should it be located?
    - e. How should it be designed?
    - f. Review and modification of the preliminary program
    - g. Check – does the component outlined match the Mission and Vision for the facility?
  3. 10:35 / 11:00 Records
    - a. What is it?
    - b. Who occupies it?
    - c. When is it occupied
    - d. Where should it be located?
    - e. How should it be designed?
    - f. Review and modification of the preliminary program
    - g. Check – does the component outlined match the Mission and Vision for the facility?
  4. 11:00 / 11:30 Staff Support
    - a. What is it?
    - b. Who occupies it?
    - c. When is it occupied
    - d. Where should it be located?
    - e. How should it be designed?
    - f. Review and modification of the preliminary program
    - g. Check – does the component outlined match the Mission and Vision for the facility?
- E. 11:30 – 1:00** Lunch

**Session 3 - Tuesday Afternoon, March 23<sup>rd</sup>,**  
***The definition of the problem:***

- A. 1:00 / 1:30** Basics of correctional design – Joe M
- B. 1:30 / 1:45** Michigan Jail Standards vs. American Correctional Association  
Joe M
- C. 1:45 / 5:00** Corrections components program review and development -  
Mark
  - 1. 1:45 / 2:15 Corrections Administration
    - a. What is it?
    - b. Who occupies it?
    - c. When is it occupied?
    - d. Where should it be located?
    - e. How should it be designed?
    - f. Review and modification of the preliminary program
    - g. Check – does the component outlined match the Mission and Vision for the facility?
  - 2. 2:15 / 2:45 Booking and Release
    - a. What are they?
    - b. Who occupies them?
    - c. When are they occupied?
    - d. Where should they be located?
    - e. How should they be designed?
    - f. Review and modification of the preliminary program
    - g. Check – does the component outlined match the Mission and Vision for the facility?
- D. 2:45 / 3:00** Break
  - 1. 3:00 / 3:30 Corrections Housing
    - a. What is it?
    - b. Who occupies it?
    - c. When is it occupied
    - d. Where should it be located?
    - e. How should it be designed?
    - f. Review and modification of the preliminary program
    - g. Check – does the component outlined match the Mission and Vision for the facility?
  - 2. 3:30 / 4:00 Medical
    - a. What is it?
    - b. Who occupies it?
    - c. When is it occupied
    - d. Where should it be located?
    - e. How should it be designed?
    - f. Review and modification of the preliminary program
    - g. Check – does the component outlined match the Mission and Vision for the facility?

3. 4:00 / 4:30 Programming
  - a. What is it?
  - b. Who occupies it?
  - c. When is it occupied
  - d. Where should it be located?
  - e. How should it be designed?
  - f. Review and modification of the preliminary program
  - g. Check – does the component outlined match the Mission and Vision for the facility?
4. 4:30 / 5:00 Central Support
  - a. What is it?
  - b. Who occupies it?
  - c. When is it occupied
  - d. Where should it be located?
  - e. How should it be designed?
  - f. Review and modification of the preliminary program
  - g. Check – does the component outlined match the Mission and Vision for the facility?
- E. 5:00 / 5:30** Daily Re-cap – Jim and Joe M
- F. 5:30** Adjourn
- G. 6:00** Dinner
- H. 7:00** Design team convenes at Byce's office
  1. Design Team formalizes the Program
  2. Design Team (CCI) develops a preliminary construction budget
  3. Design Team digests the Program and brainstorms possible conceptual layouts

**Session 4 - Wednesday Morning March 24<sup>th</sup>, *Organizing the Solution:***

- A. 8:00 / 8:15** Coffee and Doughnuts
- B. 8:15 / 8:30** Review of the problem - Juliana
  - 1. Presentation of the Architectural Program
  - 2. Presentation of the preliminary project budget
  - 3. Confirm that we are ready to proceed with the next step
- C. 8:30 / 12:00** Conceptual Design – Joe, Mark and Juliana
  - 1. 8:30 / 8:45 What external influences affect the design
    - a. Vehicular circulation
    - b. Pedestrian Circulation
    - c. Utilities
    - d. Parking
    - e. The environment
    - f. The neighbors
  - 2. 8:45 / 9:00 What internal influences affect the site
    - a. Structural height
    - b. Existing walls
    - c. Utilities
    - d. Loading docks
  - 3. 9:00 / 9:45 How do we arrange the components?
    - a. Adjacencies to other components
    - b. Adjacencies to external components and docks
    - c. Best fit within the existing structure
    - d. Best fit within the existing walls
- D. 9:45 / 10:00** Break
  - 1. 10:00 / 12:00 How do we arrange the components?
    - a. Massing
    - b. Internal circulation
    - c. External circulation
    - d. Design Vignettes
    - e. Staffing
    - f. Relative Construction Cost
- E. 12:00 / 1:30** Lunch

**Session 5 - Wednesday Afternoon March 24<sup>th</sup>,  
*Developing the Solution:***

- A. 1:30 / 2:30** Select the option that best suits the Mission Statement - Mark
  - 1. Reviews of the positives of each option
  - 2. Reviews of the negatives of each option
  - 3. Select the best option for further development
- B. 2:30 / 2:45** Closing remarks – Juliana
  - 1. Adjourn
- C. 2:45** Design team convenes at Byce’s office
  - 1. The Design Team prepares report documents
    - a. Mission and Vision of the new facility
    - b. Architectural Program
    - c. Graphics of the various concepts developed
    - d. Decision making points, negative versus positive
    - e. Expanded graphics of the selected option
    - f. Preliminary project budget for the selected option (CCI)
    - g. Preliminary staffing analysis for the accepted option
    - h. Preliminary operational cost analysis
    - i. Preliminary mechanical systems narrative
    - j. Proposed project schedule

**Session 6 - Wednesday Afternoon March 24<sup>th</sup>,  
*The Courthouse Security Project:***

- A. 3:00 / 5:00** Break-out session to discuss the Courthouse Security project – Joe M
  - 1. 3:00 / 3:30 Problem definition
    - a. Discuss project goal – What do we need to achieve with this project
    - b. Architectural Program definition – What spaces do we need to create to accomplish the goal
  - 2. 3:30 / 5:00 Developing the solution
    - a. What are the various options that will accomplish the goal
    - b. Review of the positives of each option
    - c. Review of the negatives of each option
    - d. Select the best option for further development
- B. 5:00 / 5:30** Daily Re-cap – Jim and Joe M



**Session 7 - Thursday Morning March 25<sup>th</sup>, *Refining the Solution:***

- A. **8:00 / 8:15** Coffee and doughnuts
- B. **8:15 / 9:45** Presentation of design information on the selected option
  - 1. Graphics of the various concepts developed - Mark
  - 2. Expanded graphics of the selected concept - Mark
  - 3. Architectural Program comparison to selected option - Juliana
  - 4. Decision making points, negative versus positive – Joe M
- C. **9:45 / 10:00** Break
- D. **10:00 / 10:30** Presentation of cost information on the selected option
  - 1. Preliminary project budget for the selected option – Jack or Joe H
  - 2. Preliminary staffing analysis for the accepted option – Bob P
  - 3. Preliminary mechanical systems narrative - Jim
  - 4. Preliminary operational cost analysis - Mark
  - 5. Proposed project schedule – Jack or Joe H
- E. **10:30** Adjourn
- F. **10:30 / 1:00** Design Team edits report with comments from the morning

**Session 8 - Thursday Morning March 25<sup>th</sup>, *Presenting the Solution:***

- A. **1:00 / 1:15** Re-cap of the Charrette – Joe
- B. **1:15 / 2:00** Presentation of the Charrette report – Juliana
- C. **2:00** Adjourn
- D. **2:00 / 2:30** Wrap-up meeting between design team management, CCI and county officials
- E. **3:30 / 5:00** Design team to Bryce's office for coordination meeting
- F. **5:00 / 5:30** Daily Re-cap – Jim, Jack and Joe M

**NOTE:**

Each numbered session, morning or afternoon, will begin promptly at the time noted. Sessions will begin regardless of those not present or those lagging behind from lunch. There is the possibility that afternoon sessions will start later than noted but only if the morning session has run long. A later start time will be determined by the group prior to breaking for lunch and the afternoon session will start promptly at the agreed time. In no instance will a major session start before the time listed.

The Charrette is an open collaboration of a large group of individuals and important discussions cannot be strictly controlled. Times within sessions are given as a guide and deviations from the times listed may occur. Components within sessions may advance or lag from the time given. Regardless of the time started, breaks will be confined to fifteen minutes total and the session will resume promptly after the fifteen minutes have expired.