



## 4 – Scope of Services for Program Management for Justice Complex Planning & Development

### Scope of Services

County intends to **research, plan, program, develop, and transition operations to accommodate current and future growth of the Jail and Justice Center** over the course of the Agreement.

Work-effort is anticipated to be up to full-time utilization of Associate or Senior level staff.

The Successful Respondent must be a team of skilled professionals that will be render professional services pursuant to the Agreement and must use professional judgment and expertise to accomplish the details of the services required by County. The Successful Respondent shall be considered an independent contractor, and nothing in the Agreement shall be deemed to create or imply an agency or employment relationship between the Successful Respondent and County. The Successful Respondent shall have no right or authority to commit or obligate County in any way to any third party or parties unless specifically authorized to do so by the Williamson County Commissioners Court. Further, the Successful Respondent will not be entitled to any benefits generally provided by County to its employees (including, without limitation, health insurance, retirement, severance, vacation, and disability) or any compensation other than what is set forth herein.

County does not have surplus office space or staff support equipment such as computers or vehicles to provide to the Successful Respondent; therefore, most of the work will need to occur in the Successful Respondent's office utilizing the Successful Respondent's own resources and generally working independently while providing services to the Facilities Management Department of the County.

### Program Management Specifics

Successful Respondent responsibilities include any or all of the following, but not limed to:

- Compile existing and new research, calculations, maps and other data for decision-making purposes
- Develop cost benefit analysis for various location, operational, design, financing and third-party partnership options
- Assist in planning for property divestments and temporary staffing locations during transition period
- Support County leadership and staff efforts for community outreach and input
- Coordinate design, construction and commissioning teams
- Facilitate change management to modernized operational best practices
- Coordinate warranty period issues
- Assist in developing ten-year (10) year CIP plan for future phasing