

State of Missouri
Office of Administration

JCCC Redevelopment

Jefferson City Correctional Center
Jefferson City, Missouri

Management Task List July 30, 1999

1 FORM REDEVELOPMENT TASK FORCE

- A. Organize Task Force
 - a. Prepare **Executive Order** to create Task Force
 - b. Prepare list of **Proposed Participants**
 - c. Prepare **Invitation Letter**
 - d. Develop **Roster of Interested Parties / Agencies / Organizations**
- B. Organize First Two Meetings of the Task Force
 - a. Prepare **Agendas**
 - b. Coordinate **Time / Place** for Meetings
 - c. Publish **Meeting Notices**
 - d. Provide technical assistance to **Task Force**
- C. Arrange **Site Tour** For Involved Task Force Members
- D. Prepare Basic **Redevelopment Schedule**
- E. Define **Time Constraints** for Redevelopment
- F. Assemble Information about "Similar" Successful & Unsuccessful **Redevelopment Projects**
- G. Review "Similar" Redevelopment Projects and Prepare **Summary Report of "Similar" Projects** for Task Force (Include Project Site Visits as Appropriate)
- H. Develop **Web Site** for Redevelopment Project

2. EXPLORE TASK FORCE CONCEPTS

- A. Assist in the Identification of **Vision / Mission / Values of the Task Force**
- B. Assist in the Definition of **Goals / Concepts for Redevelopment**
- C. Assist in the Identification of **Planning Strategies**
- I. Review and Revise **Redevelopment Schedule**

3. DEVELOP INFORMATION FOR CHARETTE

- A. Define State Owned Land & Buildings Involved in **Redevelopment Project**
- B. Define Adjacent **Land Ownership & Use**
- C. Organize **Site Data** (Survey, Legal Description, Traffic, Utilities, Environmental Studies, Soils Reports, etc.)
- D. Organize **Historical Data**
- E. Prepare **Information Package for Charette**

4. INITIATE DESIGN CHARETTE

- A. Assist Missouri A.I.A with **Design Charette**

5. DEVELOP MASTER PLAN FOR REDEVELOPMENT

- A. Report **Results of Charette** to Task Force
- B. Provide technical assistance to the Task Force in the review and development of **Master Planning Concepts**
- C. Draft Report of **Task Force Recommendations**
- D. Assist in Presentation of **Task Force Recommendations for Redevelopment**
- E. Develop **Master Plan for Redevelopment** based on Task Force Recommendations
- F. Develop List Of **Potential Developers /Contractors**

6. DEVELOP BUDGET FOR REDEVELOPMENT

- A. Develop **Budget for Redevelopment** based on Master Plan
- B. Revise **Redevelopment Schedule** based on Master Plan

7. OBTAIN LEGISLATIVE APPROVAL

- A. Provide information regarding **Redevelopment Plan** as required
- B. Review and respond to questions and evaluate **Alternatives to Plan** as proposed.

8. DEVELOP DETAILED PLAN / DESIGN PHASE 1

- A. Develop **RFP Documents for Phase 1 Redevelopment**

Non-JCCC Site & Facilities

1. Haz-Mat Remediation
2. Vacant Land
3. DOC – Training Academy
4. OA - Surplus Property
5. DNR - Vehicle Parking
6. DESE - Kenneth H. Kirchner State School

9. DEVELOP DETAILED PLAN / DESIGN PHASE 2

- A. Develop **RFP Documents for Phase 2 Redevelopment**

JCCC Site & Facilities

1. Haz-Mat Remediation
2. Inside of JCCC Perimeter Walls
3. Outside of JCCC Perimeter Walls

10. BID / AWARD REDEVELOPMENT - PHASE 1

- A. Issue **RFP Documents** to Developers / Contractors
- B. Hold **Pre-Proposal Conference** to review RFP Documents and answer questions
- C. Receive and Evaluate **Proposals for Redevelopment**
- D. Make Recommendation for Award of **Redevelopment Agreement / Contract**
- E. Prepare and Issue **Redevelopment Agreement / Contract**

11. BID / AWARD REDEVELOPMENT - PHASE 2

- A. Issue **RFP Documents** to Developers / Contractors
- B. Hold **Pre-Proposal Conference** to review RFP Documents and answer questions
- C. Receive and Evaluate **Proposals for Redevelopment**
- D. Make Recommendation for Award of **Redevelopment Agreement / Contract**
- E. Prepare and Issue **Redevelopment Agreement / Contract**

12. INITIATE REDEVELOPMENT - PHASE 1

- A. Prepare and Issue **Notice to Proceed with Redevelopment.**

13. INITIATE REDEVELOPMENT - PHASE 2

- A. Prepare and Issue **Notice to Proceed with Redevelopment.**