



NOTICE TO PROCEED

Program Management Services for Williamson County Justice Complex Planning & Development

Cameron Glass, Director of Justice
Kitchell/CEM, Inc.
7600 N. Capital of Texas Highway
Austin, TX 78731

Dear Mr. Glass,

Pursuant to the terms and conditions of the Agreement by and between Williamson County and Kitchell/CEM, Inc. approved and executed by the Commissioners Court on **July 15th, 2025**, the County issues this "Notice to Proceed" hereby directing the commencement of work for **Phase 2** services listed below.

Phase 2 – PROGRAMING & MASTER PLANNING

Upon receipt of written Notice to Proceed, PM shall accomplish the following:

Phase 2.0 – Programming and Master Planning

2.1 Facility Mission and Operational Goals Report: Document defining the mission, goals, and objectives for the courthouse, sheriff's building, and jail, ensuring alignment with stakeholder priorities and operational efficiency.

2.2 Justice Facility Management Standards Guide: Report outlining management standards, operational benchmarks, and facility-wide protocols for court, detention, and sheriff's administrative functions.

2.3 Operational Management Plan: Comprehensive document establishing protocols for judicial services, law enforcement functions, and detention facility management.

2.4 Security and Special Populations Assessment: Analysis of security requirements for courts, detainee transport, in-custody populations, and law enforcement safety protocols.

2.5 Programs and Services Inventory: Report identifying current and planned justice programs, including operational parameters for different security levels and population groups.

2.6 Justice System Operational Protocols Report: Document outlining protocols for facility-wide operations, including healthcare, food services, laundry, maintenance, and in-custody movement.

2.7 Justice Facility Staffing and Resource Plan: Report evaluating staffing needs, roster management, classification systems, and information management for courts, sheriff's office, and detention facilities.

2.8 Justice Facility Support Services Review: Assessment of operational efficiency in service delivery models for justice administration, courtroom scheduling, and sheriff's department support functions.

2.9 Preliminary Staffing and Transition Plan: Plan to assist with courthouse, sheriff's office, and jail transition teams in developing staffing plans and operational directives.

2.10 Justice System Space Needs Assessment: Comprehensive document listing space requirements, establishing standards, and defining square footage needs across all justice facilities.

2.11 Functional Adjacency and Relationship Diagrams: Graphical representation of facility layouts ensuring proximity and security separations between key justice system functions.

2.12 Justice System Master Plan: High-level planning document aligning programming needs, space allocations, and infrastructure considerations for the entire justice system.

2.13 Site Data Compilation Report: Collection and assessment of critical site data, including boundary surveys, geotechnical analysis, zoning restrictions, and environmental assessments.

2.14 Owner Representative Program Management Plan: Document detailing project controls, information flow, approval processes, policies, budget considerations, and scheduling for justice facility improvements.

2.15 Public Relations and Stakeholder Engagement Plan: Strategy for communication campaigns, production of materials, and presentations for public engagement and policy discussions.

2.16 Benchmarking and Best Practices Report: Summary report documenting insights gained from benchmarking high-performing justice facilities, including key operational and staffing takeaways.

2.17 Benchmarking Tour and Presentation Summary: Documentation of site visits and presentations with operators of high-performing justice facilities, including a checklist of relevant operational considerations.

PM shall complete Work in accordance with the **Exhibit C** of the Agreement. The time limits set out therein may, for good cause, be extended, in writing, by County as the Project proceeds.

Sincerely,



Dale Butler
Sr. Director, Facilities Management

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cc: Steve Snell, Williamson County Judge