Margaret Hunt Hill Bridge
Dallas County, Texas
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Dallas County, Texas
The existing Suzanne Kays Detention Facility was a remodeled warehouse structure adapted as a jail in 1994 for housing 1008 minimum security inmates. The building sat on a site along Industrial Blvd., just south of Continental Ave. in Dallas. In total, it contained about 133,500 gross square feet of floor area (excluding exterior recreation space), which included an office area for the Sheriff’s Department Personnel and Training functions in addition to its primary use as a Detention Facility.
East Facade of Building
West View of Building
Parcel Sketch
Suzanne Kays Detention Center
Dallas County, Texas

Parcel 4 - 9.069 acres
Suzanne Kays Detention Center
Dallas County, Texas
Deed

THE STATE OF TEXAS

COUNTY OF DALLAS

WHEREAS, the Texas Transportation Commission has been authorized under the Texas Transportation Code, Chapters 203, 204, and 301, to purchase land and such other property rights (including easements that counties and municipalities acquire for the purpose of constructing, reconstructing, maintaining, widening, straightening, or extending, or to accomplish any other purpose related to the location, construction, improvement, maintenance, beautification, preservation, or operation of a state highway or toll project, with control of access as necessary to facilitate the flow of traffic and promote the public safety and welfare on both non-motorized access facilities, as well as facilitating the construction, maintenance and operation of designated controlled access highways and toll projects);

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That the COUNTY OF DALLAS of the County of Dallas, State of Texas, hereinafter referred to as Grantee, has an agreement with the State of Texas, Department of Transportation for the purchase of certain real property located in the County of Dallas, State of Texas, more particularly described in Exhibit "A," which is attached hereto and incorporated herein for all and sundry purposes.

SAVE and EXCEPT, HOWEVER, it is expressly understood and agreed that Grantee shall retain title to the following improvements located on the property described in said Exhibit "A," to wit:

[Description of improvements]

Grantee covenant and agree to remove the above-described improvements from said real estate by the day of , 20__ (or the last day of said period, if any, is extended for any reason, to the Grantor or its successors and assigns), in writing and notice to the Grantor or its successors and assigns, in writing and notice to any person, and that no further notice shall be necessary, except as to such improvements remaining on the real estate on the day of , 20__ (or the last day of said period, if any, is extended for any reason, to the Grantor or its successors and assigns), as to which no further notice shall be necessary, except as to such improvements remaining on the real estate on the day of , 20__ (or the last day of said period, if any, is extended for any reason, to the Grantor or its successors and assigns), and at no time thereafter.

Grantees reserve all of the oil, gas, and other minerals and substances under the land herein conveyed but waive all rights of ingress and egress to the surface thereof for the purpose of exploring, drilling, and producing for same;
Because the relocation involved a law enforcement agency, exacting standards were required for the relocation of personal property, which was reimbursed to the county for actual moving costs. Strict standards were imposed on the moving company for standards as to:

- Dress
- Conduct
- Non-smoking
- Requirements for cell phone communication
- Standards for moving equipment, such as rubber tired wheels
Dallas County Move Specifications

For the Dallas County Sheriff’s Training Academy

Project Coordinator:
Questions pertaining to the work performed shall be directed to Carelyn Thompson 214-653-6417.

General Requirements
A. Contractor will be moving property-owned by Dallas County. The required services shall include padding as may be required for safe transportation, disassembling and reassembling of property where necessary, pickup and unloading of property at point of origin, unloading and delivery of the property to designated room(s) as may be required, complete installation of case goods and level all furniture per supplied office layouts, removal of all packing and crating materials from the premises, and all other services which are normally included in a complete moving service.
Understood

B. Contractor shall furnish all necessary supervision, labor, equipment and all other related materials (including but not limited to packing materials, floor and door jam protection materials, wall and corner protection, labels, furniture padding, dollies, hand trucks, rolling trolley and equipment carts, and cleaning supplies, equipment and materials) necessary to perform relocation services for the staff offices of the Dallas County Sheriff’s Department.
Understood

C. Vendor will be responsible for the cleanup of any move related trash in any area affected.
Understood

D. Vendor will provide a Project Manager to attend the pre-move meeting to be held on Friday, September 20, 2006 at 10:00 am. The meeting location is the Suzanne Kay’s Detention Center located at 521 N. Industrial, 2nd floor lobby. Move supervisors and/or Contractor’s Project Managers are required to be present.
Understood

E. Vendors are required to wear shirts with company name, uniform pants (full length), and shoes.
Understood

F. Contractors are required to conduct themselves in a professional, courteous manner at all times and adhere to all rules pertaining to facility access and use, and must pass a security background check administered by the Dallas County Sheriff’s Department. Return the Vendor’s Information Sheet for all contract employees assigned to this move.
Understood

G. Smoking is not allowed inside any facility involved in the relocation.
Understood

H. Contractors shall provide supervisors at each site at all times during the move.
Understood

1. Contractor’s Project Manager and Move Supervisors will be equipped with soft phones to keep in close contact with the Dallas County Project Manager and Department Move Coordinators.
Understood

2. Contractor is responsible for the packing of all company-owned as well as Contractor-owned vehicles. Contractor is responsible for the transportation of all employees to and from all Dallas County facilities.
Understood

3. Plants will be moved by others.
Understood

4. Copy machines, vending machines, break room appliances and coffee service equipment will be moved by others.
Understood

5. Employee will pack their desktop phones with their office items. A full inventory of the items to be moved is included in this document as Attachment 2.
Understood

Protection of Premises, Equipment and Materials
A. Contractor shall at all times protect and preserve from loss, damage, or harm all materials, supplies and equipment of every description, including Client-owned or furnished equipment and materials. All reasonable requests of the Dallas County Project Manager or Department Move Coordinator to specially protect any property are to be complied with. When directed, Contractor shall perform any painting, padding and packing of property to prevent breakage, rubbing or marring. Any damage caused to buildings or Dallas County property by Contractor will be Contractor’s responsibility to remedy to Dallas County or the building owner’s satisfaction.
Understood

B. All material handling equipment used in the interior of the buildings must have rubber tires and must be maintained free of dirt and grease. The Dallas County Move Coordinator may reject any of Contractor’s equipment during the move which to his or her satisfaction, may cause damage to floor surfaces and walls at (fill in dimensions or single site). Understood

C. Personal computers, printers, copiers, fax machines and other sensitive equipment shall be disconnected, padded or bubble wrapped by Dallas County to be packed by the Contractor onto rolling equipment carts designed for that purpose, unless otherwise instructed. Understood


Move Specifications

Responsibilities of Dallas County
A. Dallas County will allow reasonable, uninterrupted access to loading dock.
B. Laptop computers will be relocated by Dallas County personnel.
C. Desks shall be stripped and desk drawers shall be emptied completely and items packed in crates supplied by Contractor. Drawers shall be sealed and locked if possible.
D. Stockroom and storage supplies (except for file boxes) will have containers packed by the Dallas County department staff and stored empty.
E. All personal items (i.e. small plants, fragile items, etc.) shall be moved by Dallas County unless specifically identified by the Project Manager/Space Planner to be moved by Contractor.
F. Dallas County will provide Contractor with floor plans of both the origin and destination locations with numbers for each person to be moved. All items belonging to each person will be labeled with the corresponding number.

All Unosed

Insurance Requirements
A. Insurance claims will be the responsibility of the Contractor. The Dallas County Project Manager/Space Planner will accept damages to Contractor after each move.
B. Contractor shall be responsible to supply Facilities Management a Certificate of Insurance.
All Unensed

Project Scope - Walk Through
There will be a walk through of the facilities, with a limit of two (2) people from Contractor's firm. This meeting will be held on Friday, September 28, 2003 at the 1st Floor lobby of the Suzanne Kay's Detention Center, located at 521 N. Industrial Blvd., at 10:00am.

PHASE 1 - October 6, 2003
1st Floor - Suzanne Kay's Detention Center - 521 N. Industrial Blvd.
Move furniture and contents of offices per the attached inventory list.
Move furniture and contents of the 2nd Floor Library.

PHASE 2 - December 5, 2003
Move furniture and contents from the 1st Floor of the Suzanne Kay's Detention Center to the 1st Floor of the HII J. Priest Institute for Economic Development located at 1602 Cortez, 1st floor.

Cost Estimate / Not to Exceed Cost $4,517.68 (see attached "Schedule and Pricing" document dated 9/29/03)

Bidder's Name: Move Solutions, Ltd.
Contractor shall be in good standing with TDAAS (Texas Merchant Award Schedule), and provide an appropriate cost estimate, and a not to exceed price. This price should be itemized, i.e., total hours, move size, hourly rate, materials cost, etc. according to TDAAS pricing. Add any other items that are not in your cost estimate but not shown in the following breakdowns.

<table>
<thead>
<tr>
<th>Personnel &amp; Vehicles</th>
<th>Straight Time</th>
<th>Overtime</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Hourly Rate</td>
<td>Hourly Rate</td>
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<tr>
<td>Project Manager</td>
<td>54.50</td>
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<tr>
<td>Working Supervisor</td>
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<td></td>
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<tr>
<td>Manager/Leaders</td>
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<td></td>
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<tr>
<td>Packers</td>
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<tr>
<td>Drivers</td>
<td>26.00</td>
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<tr>
<td>Tracks (Tissue Trailer)</td>
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<td></td>
</tr>
<tr>
<td>Tracks (Scrap)</td>
<td>24.00</td>
<td></td>
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<tr>
<td>Overnight Storage (Trailer)</td>
<td>0.00 Per day</td>
<td>Per week</td>
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Materials

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<thead>
<tr>
<th>Type</th>
<th>Size</th>
<th>Price</th>
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<tbody>
<tr>
<td>Small Carton</td>
<td>1.5 Cu Ft</td>
<td>2.25 Each</td>
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<tr>
<td>Medium Carton</td>
<td>3.4 Cu Ft</td>
<td>4.42 Each</td>
</tr>
<tr>
<td>Large Carton</td>
<td>4.5 Cu Ft</td>
<td>6.00 Each</td>
</tr>
<tr>
<td>Dish Rack</td>
<td>2.6 Cu Ft</td>
<td>5.00 Each</td>
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<tr>
<td>Mirror Connect</td>
<td>Flat</td>
<td>5.00 Each</td>
</tr>
<tr>
<td>Bed Frame</td>
<td>60 lbs</td>
<td>35.02 Each</td>
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<tr>
<td>Bubble Wrap</td>
<td>Roll</td>
<td>22.00 Each</td>
</tr>
<tr>
<td>Bubble Wrap (inflatable)</td>
<td>Roll</td>
<td>32.00 Each</td>
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</table>
Because the move required the relocation of inmates, a negotiated self-move was required. An exception to policy was requested for the self-move without obtaining commercial bids. Security issues and other concerns made the use of a commercial mover unfeasible.
MEMORANDUM

TO: William L. Hale, P.E.
Dallas District

FROM: John P. Campbell, P.E.
Director, Right of Way Division

SUBJECT: Relocation Assistance – Exception to Policy

Dallas County
CSJ # 0196-07-023
Parcel # 4 @ Dallas Co. Jail
Spur 366

DATE: February 3, 2009

Reference is made to your memorandum received in the Division January 16, 2009 requesting authorization for an exception to policy for the above captioned displacee. The nature of the exception is to authorize a negotiated self-move without obtaining commercial bids. Security concerns and other complexities of moving inmates prohibit the utilization of commercial move estimates. This request covers labor hours associated with moving and securing the inmates and for transportation charges. Based on the District’s request/recommendation for approval and given the sensitive nature of the relocation an exception to policy for a negotiated self-move is approved in an amount not to exceed $24,287.40.

If any further assistance is needed, please call David Harrah at 512-416-2962.
Operation M.I.S.T
(Move Inmates to South Tower)

Prior to the opening of South Tower:
- Apply housing locations to AIS
- Determine classification of housing assignments
- Stock South Tower with mattresses, laundry and paper goods
- Confirm guidelines:
  - Will all transfers occur on one day?
  - Will the South Tower be filled in phases, if so how many phases?
  - (To avoid issues with court and traffic, suggest that transfers occur on the weekend.)
  - Visitations at Kays and South Tower be canceled that weekend, should notices be posted or would that be a security risk?
- Should new commits be assigned to South Tower? (Suggest not until after all transfers have been made.)
- Establish procedure to receive inmates (see attached)
- Notify PNI of the pending move
- Reduce new commit assignments to Kays during prior week (if jail population allows)
- Assign 150 South Tower DSO for relief staffing
- Overtime Authorization Paperwork
- Review weather forecast

Operation M.I.S.T (see attached)
- On the established date and time, 35 inmates will be moved (1½ tanks) each trip following the guidelines.
- Approximately 27 van loads (or 54 roundtrips)
- Debriefing to occur 30 minutes after Operation MIST complete at the Kays Facility.

Operation M.I.S.T (Move Inmates to South Tower)
Beginning 6:00am February 7, 2009 to 6:00pm on February 8, 2009
Special Operations Commander: DSM S. Gentry
Special Operations Assistant Commander: DSM D. Williams
Support Command Staff:
(1) DSS from Kays
(1) DSS from Decker to be assigned to Kays
(1) South Tower Transition Team Supervisor
Support Staff:
(5) South Tower Transition Team members DSOs
(4) Kays DSOs (for searching outgoing inmates)
(4) South Tower DSOs (for searching incoming inmates)
(1) Support Services DSO
(2) Classification Officers to effect transfers on AIS
(4) Deputies from Release for transport and security
(2) Deputies from Warrants for escort
Shift Schedules (3 - 12 hr shifts):
8:00am 02/07/09 – 6:00pm 02/07/09
8:00pm 02/07/09 – 6:00am 02/08/09
8:00am 02/08/09 – 6:00pm 02/08/09
Support Services: to provide brown bag meals for inmates and officers, cost to be determined.
Vehicles:
- Box Van (40 capacity): (fuel cost) $23.70
  based on 2 mile roundtrip – 54 trips @ .55
- Escort Vehicle: (fuel cost) $29.70
DALLAS COUNTY SHERIFF'S DEPARTMENT

OPERATION M.I.S.T.

TARGET DATE: 02/07/09

<table>
<thead>
<tr>
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<th>QUANTITY</th>
<th>RATE</th>
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<td>2,160.00</td>
</tr>
</tbody>
</table>

**Total Cost:** 24,228.00
New Location

New Suzanne Kays Detention Facility
END OF PRESENTATION

Special Thanks To:

- John P. Campbell, P.E., SR/WA
  - Texas Department of Transportation R/W Division Director
    - David Harrah, SR/WA, R/W-URAC, R/W- RAC
    - Irvina Holland, J.D.
  - Texas Department of Transportation R/W Legal Assistant