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Physical Plant Development	ACA Standards: 2-CO-2B-01, 2-CO-2B-02, 2-CO-2B-03, 2-CO-2B-04, 5-ACI-2A-01, 5-ACI-2B-01,5-ACI-2A-02M, 5-ACI-2B-04, 5-ACI-2C-01 through 5-ACI-2C-115-ACI-2C-13, 5-ACI-2D-01 through 5-ACI-2F-03, 4-ACRS-1A-08 through 4-ACRS-1A-12, 4-ACRS-7A-05		
Scott Crow, Director Oklahoma Department of Corrections		Signature on File	

Physical Plant Development

All construction within the Oklahoma Department of Corrections (ODOC) is coordinated and planned to ensure that both turnkey and in-house projects comply with existing codes and standards. Building modifications are also planned to ensure that existing structures are not adversely affected. (2-CO-2B-01, 5-ACI-2A-01, 4-ACRS-1A-09) The effects of all construction on future master planning must be documented.

I. Responsibility

The chief of Operations is responsible for all aspects of physical plant development for all facilities as outlined in this procedure. The director of Construction and Maintenance, upon authorization from the chief of Operations, will coordinate the use of professional consultants, agency personnel, contractors, and inmates and coordinate final approval of new construction programs and design documents. (2-CO-2B-02)

In the use of facility personnel and inmates, the chief of Operations will coordinate directly with the director of Institutions/Community Corrections and Contract Services and the facility head.

II. Procedures for Physical Plant Development

A. Planning

1. A new construction or renovation project at a facility reaching a cost of \$5,000 or more requires the "Proposed New Construction" form ([Attachment A](#), attached) or the "Proposed Renovation" form ([Attachment B](#), attached) be completed by the facility head or designee.

Upon completion, the form will be submitted to:

- a. The affected director of Institutions/Community Corrections and Contract Services or designee for approval or denial;
- b. If approved, the form will be forwarded to the chief of Operations for final approval.
- c. A copy of all approved "Proposed New Construction" and Proposed Renovation" forms will be sent to the director of Institutions/Community Corrections and Contract Services for monitoring.

2. Standards

The minimum standards for the construction and renovation of facilities are as follows:

- a. Building Codes and Statutes (2-CO-2A-01)
 - (1) Relevant federal, state, and local building codes that apply to construction or renovation of prison facilities will be referenced before any construction or renovation of ODOC facilities. (5-ACI-2A-01, 5-ACI-2A-02M)
 - (2) State and federal building codes will be followed during the construction of ODOC facilities. (5-ACI-2A-02M)
 - (3) In general, minimum standards will be those recommended by the American Correctional Association (ACA), although other codes may also be consulted for purposes of comparison. (2-CO-2B-01 through 2-CO-2B-04, 5-ACI-2B-01, 5-ACI-2B-04, 5-ACI-2C-01 through 5-ACI-2C-11, 5-ACI-2C-13, 5-ACI-2D-01 through 5-ACI-2F-0, 4-ACRS-1A-08 through 4-ACRS-1A-12)
 - (4) All construction will be performed under the direction of a licensed professional in the appropriate field.
- b. Upgrades to Facilities and Technologies
 - (1) When designing or acquiring any new facility and in planning any substantial expansion or modification of existing facilities, the agency will consider the effect of the design, acquisition, expansion, or modification upon the agency's ability to protect inmates from sexual abuse.

- (2) When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, the agency will consider how such technology may enhance the agency's ability to protect inmates from sexual abuse. (PREA 115.18/218)

B. Site Selections

When a new construction or renovation project involves architect fees over \$200,000 or the construction costs are greater than \$500,000, the Oklahoma Board of Corrections (BOC) will be required to approve all actions. (O.S. 57 § 561.2) (2-CO-2B-03, 4-ACRS-7A-05)

1. The BOC will be involved in and approve the selection of architectural firms for projects when the architect's fee is over \$200,000.
2. The BOC will also approve requisitions for construction of projects where estimated construction costs are greater than \$500,000.
3. Approval of construction documents must occur prior to acceptance of a bid.
4. The BOC will be involved in and approve the selection of sites for new institutions and community corrections centers and also for the selection and approval of the relocation of existing correctional facilities.

C. Design

1. The chief of Operations along with the director of Institutions/Community Corrections and Contract Services will establish a projected timetable for the design phase of each project.
2. The director of Institutions/Community Corrections and Contract Services will report monthly to the chief of Operations on all projects of \$150,000 and above in value.

D. Bidding

Bidding for construction contracts will be performed according to the rules and regulations established by Department of Capital Assets Management in accordance with 61 O.S. § 9 and 61, and 74 O.S. § 85.3.

E. Construction

All proposals and design documents for construction and renovation programs must be in compliance with O.S. Titles 40, 61, 63, and include, but are not limited to, other Oklahoma State Statutes and all United States

federal regulations, International Building Codes (IBC), the Rehabilitation Act of 1973, and the Architectural Barriers Act of 1968, and must be submitted to the chief of Operations through the director of Institutions/Community Corrections and Contract Services. (2-CO-2B-04, 5-ACI-2A-01, 4-ACRS-1A-09)

III. References

Policy Statement No. P-150100 entitled "Physical Plant Standards and Long-Range Plant Development for Correctional Facilities"

61 O.S. § 9 and 61

74 O.S. § 85.3

IV. Action

The director of Construction and Maintenance and the directors of Institutions/Community Corrections and Contract Services are responsible for compliance with this procedure.

The chief of Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-150101 entitled "Physical Plant Development" dated March 26, 2019

Distribution: Policy and Operations Manual
Agency Website

Attachments

Title

Location

[Attachment A](#)

“Proposed New Construction”

Attached

[Attachment B](#)

“Proposed Renovation”

Attached