

Public Investment Plan (PIP) – Project Charter – Proposed Final Scope Of Work

Name:	The Bridge
Convener:	Davidson County Juvenile Court, Juvenile Court Judge Sheila Calloway
Contact:	Kathryn Sinback, Juvenile Court Administrator, 615-310-7132, kathrynsinback@jis.nashville.org

1. If necessary, please provide an updated or revised plan based on the feedback you received from the Public Investment Panel, and the resources you were awarded. If there are no proposed changes to your plan, please indicate so by marking this field as "NO CHANGE".

Based on the feedback provided from the Public Investment Panel provided via letter from the Director of Finance dated April 29, 2016, the submitted project plan is revised as follows:

1. Project Year 1 FY17 activities are limited to planning, evaluation, and determination of full project implementation costs.
2. All project implementation activities outlined under Project Year 1 of the original submitted plan are shifted to Project Year 2, with operational project status anticipated for achievement by Project Year 3.

2. Provide a brief outline below of the actions that will be taken to implement the project in FY17, including key milestones, deliverables and project schedule.

The key milestones (M) and associated deliverables (D) for the project in FY17 are:

M1 - Identifying all Metropolitan Govt., Community and other key project stakeholders

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| D1 - Conduct initial meetings with key partners to initiate scope of work discussions | - 1 st Quarter |
| D2 - Form a key stakeholder' s project working group that includes community partners | - 1 st Quarter |

M2 - Issue one or more RFPs as required for comprehensive project evaluation.

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| D1 - Develop comprehensive scope of work | <u>Beginning 2nd Quarter</u> |
| D2 - Determine if accomplishment of full scope of work requires issuance of more than one RFP. | - 2 nd Quarter |
| D3 - Finalize scope of work for each needed RFP | <u>By end of 2nd Quarter</u> |
| D4 - Issue RFP (s) | - 3 rd Quarter |
| D5 - Evaluate RFP responses | - 3 rd Quarter |
| D6 - Select vendor(s) as required to conduct comprehensive project evaluation. | <u>By end of 3rd Quarter</u> |

M3 - Report results from all contracted work to key Metro Government and community stakeholders

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| D1 - Evaluate and report on all presented alternatives and associated FY18 capital and operational project costs. | <u>By end of 4th Quarter</u> |
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3. Provide clear and measurable criteria for how you propose that the administration and the PIP panel should evaluate the proposal's success during FY17

The primary FY17 criteria for project success is the completion of all contracted work necessary to achieve an accurate and detailed cost analysis, evaluation, and comparison of all potential alternatives related to project implementation.

Included in the evaluation is the determination of the full repair and renovation cost to the existing Juvenile Justice Center facility with and without the incorporation of Bridge Project components that could be supported in the current facility. Firm FY18 capital cost projections and ongoing operational cost projections for The Bridge project implementation present the clearest criteria for FY17 project success

4. Provide an estimated level of completion for the project at the end of its first year – June 30, 2017 (i.e. Planning Stage, Implementation Stage, or Completed). Include specific detail for what that level of completion means for your project, in context of the project milestones outlined in question 3.

The project is estimated to remain in the Planning Stage for the duration of FY17.

Sheila Calloway

Kathryn Sinback

Public Investment Plan Project Charter Agreement

I, Juvenile Court Judge Sheila Calloway, convener of the The Bridge Public Investment Plan (PIP) hereby agree to abide by the terms and responsibilities contained in this Project Charter Agreement for the implementation, measurement, and evaluation of the approved Public Investment Plan.

I. Funding

Funding consisting of \$ ~~FY17 TBD~~ and ~~FY17 TBD~~ FTEs was allocated to this PIP and will be kept in FUND 3226, BU to be established, for tracking and evaluation purposes. I acknowledge that the allocated funding is considered non-recurring for Fiscal Year 2017-18, and that continuation funding will be contingent upon satisfactory completion of the terms outlined in this agreement. All parties acknowledge that funding and resources allocated to this PIP were awarded for the sole purpose of fulfilling the objectives outlined in the original plan as submitted to the Public Investment Panel, the Final Scope of Work and Project Charter and therefore, will not be used for other purposes.

II. Evaluation

All parties agree to abide by the Project Charter and Project Schedule attached to this agreement. Satisfactory completion of the criteria - to be determined jointly by the Finance Director and Project Convener - will be required in order for the Public Investment Plan to be considered for continuation or additional funding in subsequent fiscal years.

III. Reporting

It is the responsibility of the Convener to ensure that reporting deadlines are met, and the agreed upon materials are provided at the dates specified in the FY17 Project Charter Schedule. The Convener shall report both the specified financial & performance metrics using the templates provided, and a brief narrative that details how the project is meeting the criteria. This information will be used to inform the Mayor, the Public Investment Panel, and the citizens of Davidson County of the project's success.

The project charter scope of work, evaluation criteria, and evaluation and reporting timeline have been formulated and agreed upon by both parties. Both parties understand that this agreement can be adjusted as required throughout the fiscal year.

Signed:

Sheila Calloway
Convener

Homayoun
Finance Director

Public Investment Plan – FY2017 Project Charter Schedule

By signing this document I, as the Convener of this Public Investment Plan (PIP), agree to abide by the schedule outlined below. This schedule has been developed in concert with the Finance Director, and reflects our collective understanding of the Public Investment Plan's Project Schedule.

1. Project Charter Finalized– 7/22/16

- Proposed project charter due to Dennise Meyers & OMB Analyst by 07/11/16
- Meet with Finance Director to finalize Project Charter: between July 13 and July 15th (time to be determined)
- Final Project Charter, including evaluation criteria completed and signed by 07/22/16

2. Project Launch – 07/25/16

3. As Convener, I agree to provide the following reports to the Finance Director according to the listed schedule:

Required Reporting Components (*format to be determined*):

- Narrative of current progress
- Performance Metrics
- Financial Tracking Form
- Other information that may be required for reporting to key stakeholders including the Metro Council and citizens. This may include written materials or in-person presentations to these groups.

Reporting deliverable templates will be provided by 8/1/16

Schedule:

- **1st Quarter Report Due – 10/17/16**
- **2nd Quarter Report Due – 01/17/17**
- **3rd Quarter Report Due – 04/17/17**
- **Year-End Report Due – 07/15/17**

As Convener, I agree to meet with the Finance Director to discuss status of the PIP at any given time during the fiscal year.

I understand that complying with the terms of the Project Charter Schedule will be considered during upcoming budget processes to determine whether funding will be provided on a recurring basis for this initiative.

Signed:



Sheila Calloway, Juvenile Court Judge

Convener



Talia Lomax-O'dneal

Finance Director