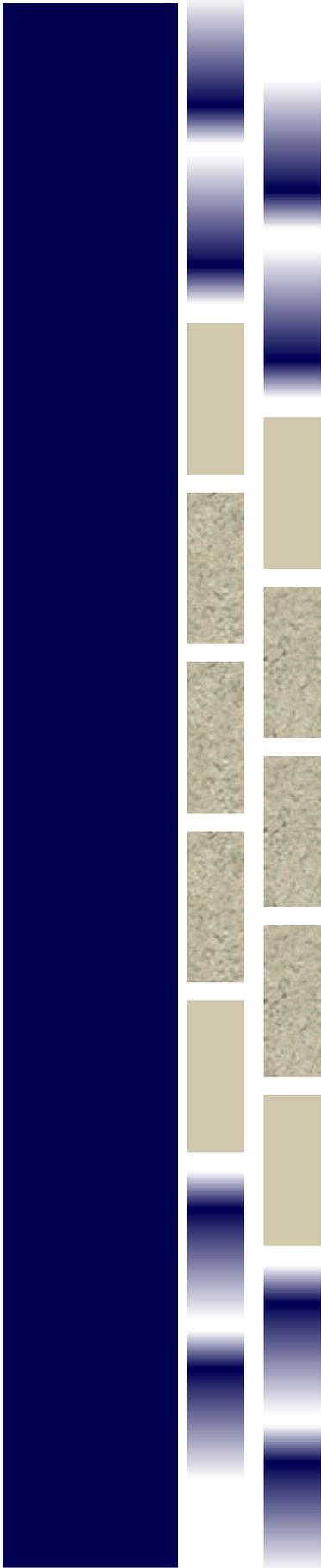


THE MICHIGAN COURTHOUSE

A Planning and Design Guide
for Trial Court Facilities





THE MICHIGAN COURTHOUSE

A Planning and Design Guide for Trial Court Facilities

Produced by:

**Michigan Court Facilities Standards Project
Advisory Committee**

In Conjunction with:

**State Court Administrative Office
Carter Goble Associates, Inc.
Court Works, Inc.**

Produced For:

The Michigan Supreme Court

*On the Cover:
The 52nd District Court - 4th Division, Troy, MI and the 42nd District Court - 1st Division
Photos Courtesy of Thomas Strat & Associates*



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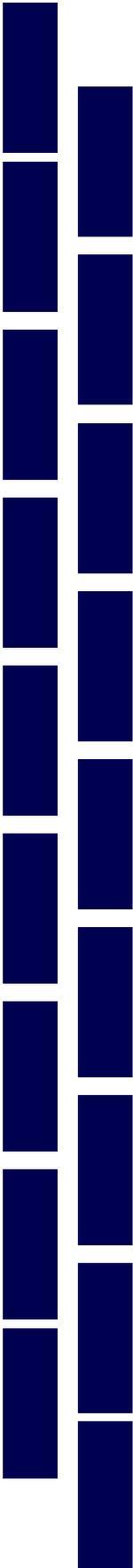
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INTRODUCTION

The Study Purpose



INTRODUCTION

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I.1 MICHIGAN COURT FACILITIES STANDARDS PROJECT ADVISORY COMMITTEE MEMBERSHIP

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Midland County Administrator
Michigan Association of Counties

Hon. Peter D. Houk
30th Circuit Court

Mr. Edmund M. Brady, Jr.
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State Bar of Michigan

Mr. Dan Matson
DeWitt City Attorney
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87th District Court

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I.2 CONSULTANTS TO THE PROJECT

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Court Works

I.3 STUDY PURPOSE

In 1981, the Michigan Courthouse Study was published. This study summarized the results of a two-year inventory and evaluation of state court facilities in Michigan. The project, sponsored by the Judicial Coordinating Committee of the Supreme Court of the State of Michigan, was carried out by the Architectural Research Laboratory of the University of Michigan's College of Architecture and Urban Planning. Through administrative order 1983-2, the Michigan Supreme Court endorsed the use of the study's Design Guidelines for all future construction, remodeling, or renovation of court facilities in the state.

During the nearly two decades that have lapsed since the development of the first guidelines, many advances in design and technology have occurred. Current court facility design standards incorporate advancements in building technologies as well as addressing the impact of the rapid changes in information



technology that effect efficient trial court operations. Nearly all the functional components of trial court operations have been transformed due to the use modern technology. Current trial court design guidelines need to address the numerous issues created by technology advancements while fostering and maintaining the traditional relationship of the litigant and the judiciary which serves as a foundation of our democratic society.

The Michigan Court Facilities Standards Project Advisory Committee was appointed to assist the State Court Administrative Office (SCAO) in the review and revision of the prior trial court design guidelines. The Committee represents a comprehensive cross section of Michigan trial court “stakeholders.” Included in the Committee membership are judges and court administrators at all trial court levels as well as representatives of local government, the county clerk, the county sheriff, the Bar Association, academia, and practicing architects. Their work was assisted by the consultants to the project, Carter Goble Associates, Inc. and Court Works.

This update of the 1981 Design Guidelines is intended to highlight again those components of a courthouse that require special consideration in designing a new facility or expanding an existing courthouse. In the State of Michigan, Circuit and Probate Court facilities are the financial responsibility of county government (MCL 45.16; MSA 5.921, MCL 46.7; MSA 5.327). Depending upon the class type, District Court facilities are the financial responsibility of either the county or the political subdivision(s) where the court sits (MCL 600.8261; MSA 27A.8261; MCL 600.8262; MSA 27A.8262; MCL 600.8263; MSA 27A.8263). Since local government is the owner, the design process is controlled locally, without State approval of final design documents, budgets, or schedules. The Supreme Court, through the State Court Administrative Office (SCAO), however, has a substantial experience base that can be used to help localities that are planning court facilities to avoid costly mistakes. The purpose of this document is to define a process that assures the involvement of appropriate stakeholders in the decision-making process and to illustrate the critical design issues and guidelines that when carefully applied by professionals should yield a cost-effective courthouse with a lengthy useful life.

Examples from operating courthouses have been selected to illustrate some of the important design issues to be considered in planning a new facility. While several examples are posed photographs provided by architectural firms, other photographs reflect the daily operating realities within courthouses. These Design Guidelines are intended to become the foundation for compiling a notebook of examples of “best practices” that a jurisdiction can augment over time. The Advisory Committee for these Design Guidelines stated a preference for a simple narrative and examples drawn from operating courthouses rather than reliance upon drawings of hypothetical conditions. Since the courthouse is a functioning, and often crowded, public building, it is appropriate that Design Guidelines use working examples to appeal to a broad range of users, planners, and designers.

The three chapters suggest guidelines for the design of Michigan court facilities by using examples of court components from Michigan courthouses and others throughout the United States. These examples are not necessarily “how-to” illustrations but are intended to encourage the reader to research alternative approaches to the resolution of common design challenges. As with all standards or guidelines, periodic updates will be necessary to account for the rapid expansion of choices that building technology makes available to the owner, user, and designer.

I.4 STUDY SCOPE

The Design Guidelines address only facilities for the **trial court level** of the Michigan judiciary. In addition, the Committee excluded juvenile detention facilities from the review due to their unique design requirements and lack of consistent utilization by all counties. Current state statute [MCL 712A.16(6); MSA 27.3178(598.16)(6)] requires that if a juvenile detention facility is provided in a county, it will be operated by



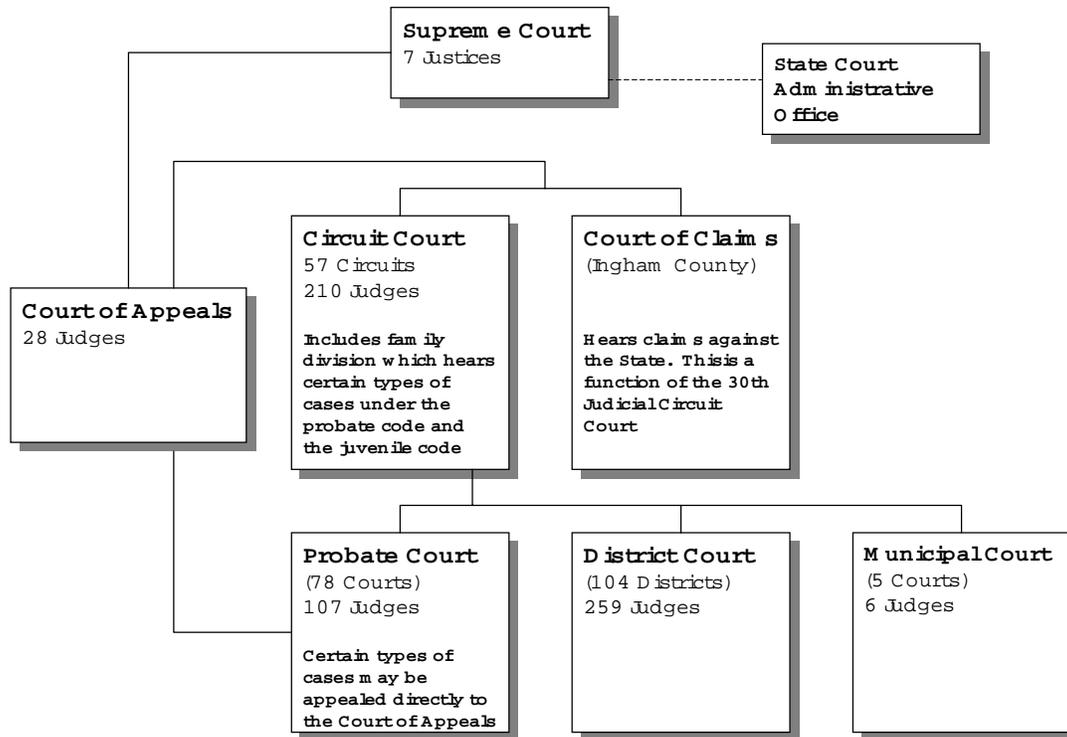
the county unless the county enters into an agreement for the Circuit Court to direct operations of the facility. As a consequence, there is no consistency across the state in whether a juvenile detention facility is provided by the county, or if provided, whether the court directs the operation the facility.

Throughout this work the terms courthouse and court facility are used interchangeably. The use of the term courthouse denotes all component parts of trial court operations including court agencies, units, or departments.

I.5 COURT ORGANIZATION

The Michigan Court System is made up of four levels of activity. The courts most citizens deal with are at the first level. These include the Probate Court, the District Court, and the Municipal Court. The second level of court activity includes the Circuit Court and the Court of Claims. Appeals are heard in the third level, at the Court of Appeals and at the fourth level in the Supreme Court of the State of Michigan. The State Court Administrative Office handles administrative duties related to all levels of court activity, under the jurisdiction of the Supreme Court.

Figure I-1
Michigan State Court System



I.5.1 Michigan Supreme Court

The Supreme Court is Michigan’s court of last resort. It consists of seven justices who decide the cases that come before the Court during a term that runs from August 1 to July 31 of the following year. The Court



hears oral arguments in Lansing beginning in October of each term. Decisions are released throughout the term following oral arguments.

A Supreme Court justice is an elected official. A full term is eight years. Candidates for the position are nominated by political parties and are elected on a nonpartisan ballot. Two justices are elected every two years (one in the eighth year) in the November election. Supreme Court candidates must be qualified electors, licensed to practice law in Michigan, and at the time of election must be under 70 years of age. The salary of the justices is fixed by the State Officers Compensation Commission and paid by the state. Vacancies are filled by appointment of the governor until the next general election. Every two years, the justices of the Court elect a member of the Court as chief justice.

I.5.2 Michigan Court of Appeals

The 1963 Michigan Constitution established the Court of Appeals as an intermediate appellate court between the trial courts and the Supreme Court. Jurisdiction of the Court of Appeals is established by state law. Its practice and procedure are governed by Michigan court rules established by the Supreme Court.

Judges of the Court of Appeals are chosen in nonpartisan elections from four districts drawn by the Legislature on county lines. The districts are as nearly as possible of equal population. The Legislature may increase the number of judges and alter the districts from which they are elected by changing the state law. A candidate for the Court of Appeals must be a lawyer, under 70 years of age, a qualified elector, and a resident of the district in which the candidate is running.

Court of Appeals judges are elected for six-year terms. Their salaries are set by the Legislature. Every two years a chief judge is selected by the Supreme Court. In addition to hearing cases, the chief judge performs administrative duties and other assignments required by the Supreme Court.

Panels of Court of Appeals judges hear cases in Lansing, Detroit, Grand Rapids, and Marquette. The panels are rotated to encourage statewide uniformity in rulings by eliminating the likelihood of conflicting legal philosophies developing in specific geographical areas. The procedure for hearing cases is similar to that of the Supreme Court. The decision of a panel of the Court of Appeals is final, unless a special panel is convened to rehear a case for the purpose of resolving a conflict among panels and except for those cases that the Supreme Court reviews.

The Court of Appeals hears civil and criminal cases. Persons convicted of a criminal offense, other than by a guilty plea, have an appeal as a matter of right under the state constitution, if filed in compliance with the court rule.

I.5.3 Circuit Court

The state is divided into judicial circuits along county lines. The number of judges within a circuit is established by the Legislature to accommodate required judicial activity. In multi-county circuits, judges travel from one county to another to hold court sessions.

The circuit court is the trial court of general jurisdiction in Michigan. The court has jurisdiction over all actions except those given by state law to another court. Traditionally, the circuit court has had original jurisdiction in all civil cases involving more than \$10,000, in all criminal cases where the offense involves a felony or certain serious misdemeanors, and in all domestic relations cases, including divorce and paternity actions.



The Legislature raised the civil jurisdiction from \$10,000 to \$25,000 and created a family division in circuit court effective January 1, 1998. The family division handles divorces and ancillary matters, custody, parenting time, paternity, juvenile delinquency, and child protective proceedings. It also handles emancipation of minors, personal protection orders, name changes, adoptions, parental consent waivers, guardianships (ancillary), and mental health commitments (ancillary). In addition, circuit court hears appeals from district court, probate court and administrative agencies.

Circuit judges are elected for terms of six years in nonpartisan elections. A candidate must be a qualified elector, a resident of the judicial circuit, a lawyer, and under 70 years of age. The Legislature sets the salary for circuit judges.

I.5.4 Michigan Court of Claims

The jurisdiction of the Court of Claims, except as otherwise provided by law, extends over claims and demands against the State of Michigan or any of its departments, commissions, boards, institutions, arms or agencies, except those arising from line-of-duty injuries to state employees. Claimants may bring suit in the Court of Claims provided the claim is \$1,000 or more. The State Court Administrative Board is vested with discretionary authority in claims under \$1,000. By statute, the Court of Claims is a function of the 30th Judicial Circuit Court of Ingham County.

I.5.5 Probate Court

There is a probate court in each Michigan county with the exception of ten counties, which have consolidated to form five probate court districts. Each district has one judge, and each of the remaining counties have one or more judges depending on the population and caseload within the county.

The probate court traditionally has had exclusive jurisdiction in such matters as juvenile delinquency, child protective proceedings, adoptions, administration of estates and trusts, guardianships and conservatorships, and mental commitments.

In 1998, the Legislature created the family division in the circuit court and moved juvenile delinquency, child protective proceedings, adoptions, name changes, emancipation's of minors, waivers of parental consent, and other ancillary family matters from the probate court to the circuit court. The probate court now hears cases pertaining to guardianships, conservatorships, the commitment for hospital care of the mentally ill, and administration of estates and trusts.

Probate judges are elected on a nonpartisan ballot for six-year terms, subject to the same requirements as other judges. The Legislature sets the salary for probate judges.

I.5.6 District Court

Citizens have more contact with district court than any other court in the state. District court has exclusive jurisdiction of all civil litigation up to \$25,000 and handles garnishments, eviction proceedings, land contract and mortgage foreclosures, and other proceedings. In the criminal field, the district court handles all misdemeanors where punishment does not exceed one year, and other relevant proceedings including arraignment, setting and acceptance of bail, trial, and sentencing. It also conducts arraignment on the warrant and preliminary examinations in felony cases.



The district court includes a small claims division for civil cases up to \$3,000. In these cases, litigants agree to waive their right to a jury, rules of evidence, representation by a lawyer, and the right to appeal from the district judge's decision. If either party objects, the case will be heard by the general civil division of the district court.

I.5.7 Municipal Court

Municipal court jurisdiction is limited to claims not exceeding \$1,500 in civil cases. As of January 1, 1999, municipal courts have civil jurisdiction in cases up to \$3,000 if approved by their local funding unit. Criminal traffic jurisdiction is the same as in district court. When the district court was created by statute in 1968, pursuant to the 1963 Michigan Constitution, most municipal courts in the state were converted into district courts. Today, only five municipal courts remain: Eastpointe, Grosse Pointe, Grosse Pointe Park, Grosse Pointe Woods, and Grosse Pointe Farms.

Municipal judges must be lawyers, residents, and electors of their municipalities. They are paid by the municipalities and are elected for six-year terms.



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The Planning Process





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Success in the planning, design, and construction or renovation of court facilities is largely dependent upon the decisions made in the initial stages. This section begins with a discussion on how to organize the planning stage and progresses to an explanation of the components of an architectural program. The program is key to a responsive design process which is defined according to the four stages recommended by the American Institute of Architects (AIA). While this document is intended to define guidelines for the design of court facilities, different construction methods and management techniques are summarized to illustrate the range of choices available to users. Finally, the importance of choosing the appropriate financing method early in the planning process is discussed. This section is intended to inform the user of the ways to organize a capital project for the best results.

1.1 FACILITY PLANNING AND DESIGN PROCESS

Long before architects can begin drawing lines on paper that represent the bricks, mortar, steel, and glass of a new courthouse, there are a series of “pre-design” steps that must be accomplished if the finished design is to reflect the needs of the courts and the dignity of justice.

The typical court facility project includes five phases: master planning, design, bidding, construction, and occupancy. The following provides an overview of each of the typical planning and design stages, beginning with preparation of a needs assessment and evaluation of current facilities, as part of the Master Planning Phase, through design, construction, and occupancy. The road is not always a straight one, and there may be many starts and stops along the way; even going back and starting over. Changing conditions, growth rates, and operational environment (as well as funding problems) all may necessitate revisions to the original plan and require additional planning. It is essential, however, that the planning stages of the project not be side stepped. Changes at this point in the project are relatively inexpensive, while changes and alterations later on during design and even construction are much more expensive. Many jurisdictions contract with a court consultant in the early stages. A court consultant is often helpful in identifying innovative design and operational methods to improve court services.

Figure 1-1
Project Phases and Tasks



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Master planning covers the initial assessment of current facility deficiencies, usually as part of the preparation of a needs assessment done either in-house by the court, by a local funding body, or by an outside consultant. Master planning progresses through an evaluation of existing facility resources, an estimate of current and future space needs, consideration of one or more alternative solutions, and perhaps the preparation of a detailed facility program. Usually this results in the preparation of cost estimates necessary to obtain financing support.

Design takes the information developed in the earlier stage and begins to develop possible solutions, usually presented as schematic drawings and various design concepts. As design progresses, it becomes more detailed at each succeeding step and concludes with the development of construction documents that are the basis for obtaining construction bids. A useful step at this point in the project is



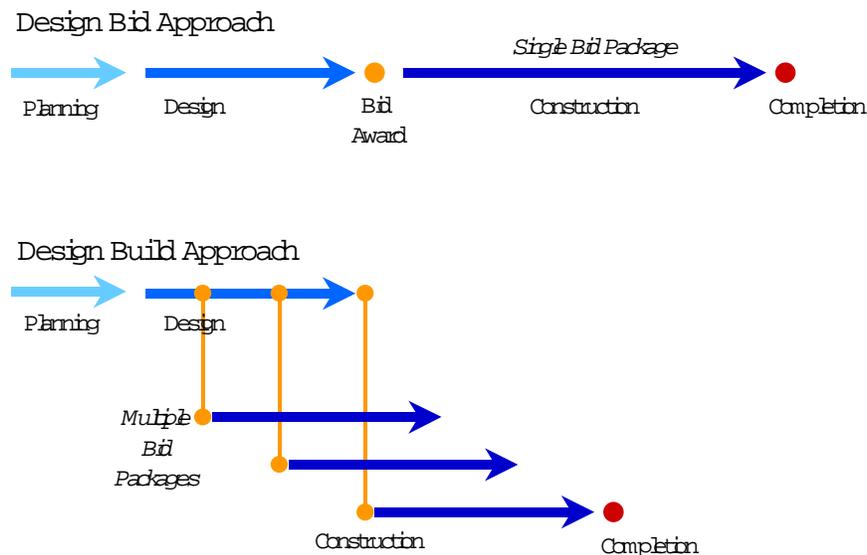
value engineering where all aspects and assumptions of the project are scrutinized and challenged to find ways to improve the design and perhaps reduce costs without sacrificing function and operational ability.

The bidding stage is another opportunity to evaluate the design. Construction firms present bids based on their review and understanding of the construction documents. These are reviewed and a contract is awarded. Often this is a time of anxiety on the part of the funding body or bodies, who are wondering whether the bids offered are within budget. But even if bids are “over budget,” a detailed review of the bids and negotiations with the contractors often produces further adjustments that will bring construction costs more in line with previous estimates.

Construction also involves continuous decision-making on the part of the funding authority. Currently, most jurisdictions employ a construction manager to see that the project remains on schedule and within budget. Changes to the original design are processed through “change orders” to ensure that all changes to the final construction documents are approved. In the latter stages of construction, a final process of inspection and acceptance of the building and a close out of the project is performed jointly by the contractor and the construction manager before the users occupy the building.

After the Certificate of Occupancy or Beneficial Occupancy is awarded by the municipality or county and before moving into the new facility, each office needs to do considerable planning. Courts and offices will operate and function differently in the new facility. New procedures and processes will need to be carefully considered and developed, especially for the security staff. Understanding how to operate the new facility, how traffic will move through the building, and how to move prisoners will be essential and should be worked out before hand.

Figure 1-2
Project Schedule Comparison



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The order of these planning stages is not immutable; local circumstances may require variation in the traditional order of events. Sometimes programming is done as part of the design process instead of being included in the master-planning phase, depending upon the need for an early estimate of project costs in



order to secure funding support. Opportunities should be considered for “fast tracking” projects by collapsing and overlapping the traditional phases. However, this requires a high degree of supervision and management on the part of those responsible for project management.

1.1.1 Getting Organized

Most projects commence with recognition on the part of the users and owners that existing facilities have become inadequate. Either the court has outgrown the facility, the building(s) are deteriorating, or judicial functions and operations have so changed that the building once designed for a particular set of operations no longer is able to support efficient court functions.

Preliminary evaluations are often required in the early stages of getting organized. The building needs to be evaluated in terms of its physical integrity, the condition of the several building systems (electrical, heating, ventilation, air conditioning, plumbing), the functionality of the courthouse for physically-challenged staff and visitors, and the facility’s ability to support the efficient operations of the courts and its related offices. These early investigations may be done by court staff with the aid of outside experts or with the assistance of materials such as these guidelines. A cooperative effort between the court and the funding authority generally leads to a more effective evaluation. One of the first steps should be the creation of a planning or project committee that can meet regularly and that can begin to assemble the necessary information for evaluating the present facility.

In the Appendix (Section A5) of these guidelines a self-evaluation checklist developed by the National Center for State Courts (NCSC) is shown. This tool can be very helpful in the early identification of major spatial issues that the committee will need to address. During the initial stage of the planning process, a variety of data will be necessary.

Among the types of information that should be collected are:

- Current space utilization and square footage assignments
- Physical condition of the facility
- Workload growth and estimates of future changes in personnel
- Examples of existing deficiencies and problems with the building
- A preliminary estimate of current and future (5-10 year) space requirements

1.1.2 Who Should Participate?

This committee should be composed of representatives of the major interested offices and departments, which occupy the courthouse. These typically include some or all of the following, or their respective representatives:

- Chief Judge(s)
- One or more judges representing the different courts or court divisions
- Clerk
- Court Administrator(s)



- Major court-related agencies, including probation, prosecutor, friend of the court, and law enforcement
- Local or county offices housed, or to be housed, in the courthouse
- Bar association
- Representative of the public
- Local government funding units

A workable decision-making mechanism needs to be developed regardless of the size of the committee. One option would be to allow less impacted agencies to participate in committee deliberations but without a vote on decisions. Other possibilities include the formation of a smaller executive or work group with authority to conduct the business of the committee between full committee meetings or the formation of subcommittees that report to a small committee which would make final decisions. Whatever the most effective method of decision-making, the court and other building users must have constructive input into the planning and design process throughout the project.

1.1.2.1 Project Manager

A project manager/coordinator who is familiar with facility planning and project management should be appointed to manage the daily responsibilities, but key court personnel should retain a central role in all phases of the planning. As the project progresses from needs assessment through programming and design, the position of project manager may become full-time, depending upon the size of the project.

The need for cooperation between the various parties and user groups represented on the committee cannot be over-emphasized. The project manager should ensure that there is effective communication not only among the members of the committee but also from the members to their respective agencies.

1.1.2.2 Functions of the Committee

During the initial phases of a project when the committee may be charged with preparing a needs assessment, the committee should assemble information on the existing conditions of the courthouse, including a description of the present facilities, an inventory of the number and types of spaces within the courthouse, such as courtrooms, offices, jury and public areas, etc., and identify the approximate area of each.

A detailed description of current problems, inadequacies, deficiencies, and bottlenecks should be prepared. Members of the committee or their representatives should be able to compile much of this essential information. Non-committee members, such as operating personnel and local attorneys, may be interviewed by committee members.

1.1.2.3 Selecting Consultants and Creating the Project Team

During the project, the services of a number of different types of consultants and experts may be beneficial, including security consultants, court facility planners, acoustical engineers, handicapped accessibility consultants, and traffic planners. For projects involving historic buildings, preservation specialists may need to be included on the project team.



Attention should be given to the make up of the project design team. The design of a new courthouse, or the renovation of an existing building, should enhance operational efficiency, enhance the decorum and dignity of the court, and provide a safe and comfortable work environment. Most functional errors in the design of a courthouse arise from the failure to adequately understand the courts' special needs and to incorporate the users' points of view in the planning process. The design team should be knowledgeable as to the operation of courts and be experienced in the planning and design of courthouses. The National Center for State Courts (Website: www.ncsc.dni) maintains a list of firms with experience in planning and designing court facilities.

The best way to structure a design team varies with the complexity of the project. A strong local architectural firm, if teamed with a specialist in court planning, can produce excellent results, while a combination of local and national design teams also can be effective, particularly in larger projects. Some local governing bodies are committed to supporting local businesses and deliberately seek to ensure that the major portions of a design project will be performed by (and fees paid to) a local architect. In such cases, specialized expertise is used only to augment the local firm. Other jurisdictions advertise nationally, wishing to attract large, or high-profile, out-of-town firms. In combining with local firms on a joint-venture design team, high-profile firms may either take a subordinate role or perform as dominant partners, depending on particular circumstances of the project.

Regardless of how the planning and design team is assembled, it is important that it contain a cost estimator, a security specialist, an acoustical engineer, and an electronics/audio visual consultant. Increasingly, many design teams now include "technology planning specialists" to assess issues of court operation, technology, and building systems.

Whichever preference prevails, it is important that the selection process promotes an informed choice among competing teams. Firms wishing to compete for a court design project should be judged on the basis of:

- Design strength for institutional or private-sector buildings with comparable character
- Organizational and management strength with respect to projects of comparable size and complexity
- Specific experience of individuals to be assigned to the project
- In-house subcontractor and consultant disciplines and qualifications
- References--specifically related to individuals assigned to the project
- Schedule and cost control mechanisms and history
- Specific technical expertise, use of computer assisted-design, work approach, and management methodology
- Overall team chemistry and "fit" with project staff

1.1.3 Preparing the Request for Proposal and Selecting an Architect

When the time comes to hire an outside consultant, planner, or architect, it is common practice to request proposals from qualified firms or individuals. This may be a group of previously identified firms that are considered qualified to do the work or it may be done through advertising in local or regional newspapers



or trade journals. One way to identify potentially qualified architects, consultants, or planners is to find out who has done similar work in other communities or even nationally. At this point, a list of potential firms may be obtained by visiting the American Institute of Architects' website at www.e-architect.com or by contacting the National Center for State Courts (Website:www.ncsc.dni) which maintains a list of various consultants familiar with court facility planning and design. In Appendix (Section A8), additional information on the architectural agreements is presented.

The next step is to prepare a Request for Proposals (RFP) to send to potential firms. It is important when preparing an RFP that it clearly defines the project and the product that is desired. If it is a master plan, it should be clear that the final product or report contain:

- An evaluation of current facilities
- Current space utilization
- An analysis of workload and growth forecasts
- An analysis of current and future staffing and judgeship needs
- Current and future space requirements
- Alternative planning options for meeting space needs
- Preliminary cost estimates, and
- A site analysis (if not already done)

The RFP should clearly state the desired qualifications, the form that the proposal should take, and how the proposals will be evaluated. Through the RFP process, the court could require that operational issues that may affect the possible facility solutions be examined. Examples of such issues are the possibility for the court to divide its operations (civil / criminal / family), the operation of satellite facilities, and the effect of new technologies, such as video conferencing, document imaging, and internet communications. Any of these changes could affect the size, form, and location of the facility and should be addressed through the RFP process.

When the time is correct to engage a design team, the nature of the desired product should be better defined. However, depending upon the amount of planning that has been accomplished previously, the scope of the services may vary. The biggest item to consider is the need to do architectural programming before initiating the design phase. The program can be done separately from the design phase or may be included as an integral part of the overall design effort. The potential bidders should be informed of the manner in which programming will be accomplished since this impacts both the fee and the type of consultants required. One advantage of developing the architectural program separately is that the programming consultants could continue to serve as consultants to the owners during the design phases by performing design reviews and assuring compliance with the program.

While the RFP process is the most common, a "Request for Qualifications" (RFQ) approach may be used to pre-screen qualified teams. Generally speaking, RFQ submissions request the following:

- A description of the participating firms (on larger projects several firms may join together to bid on a project)
- Individuals who will be assigned to the project, their qualifications (resumes), and a portfolio of the firms' design work



- Examples of other similar projects they have completed

As with the RFP process, the RFQ should clearly identify what is to be submitted, the form in which it should be submitted, and how the teams will be evaluated.

Typically anywhere from 10 to 20 responses to an RFP or RFQ may be received, depending on the size of the project and the extent to which it is advertised. While in rare instances the final selection may be made from among the written submissions, selecting three to five teams to interview is a better practice generally. At this point, the selection team should consist of a mixture of building users (courts and other offices) and the local governing body.

In the Appendix, a copy of a generic RFP and RFQ is shown to provide an indication of the format and information that is often requested through this process.

1.2 NEEDS ASSESSMENT

Whether performed exclusively by the court or as part of a more formal effort directed by the local government funding unit, one of the first steps in the planning process should be the preparation of a needs assessment. This initial step attempts to examine the current conditions of the existing court facilities, develop estimates of the court(s) current and future need for space, and assesses the current facility's ability to accommodate those needs. The needs assessment can be prepared by a project planning committee, or the funding authority (or court in some instances) may wish to hire a consultant or facility planner.

Since any facility improvements should be effective for many years, a estimation of future needs should be prepared considering projected increases or decreases of caseloads and population, anticipated jurisdiction changes, if any, and the consequent personnel and space needs. During this phase of the planning the court needs are determined through the establishment of general objectives, specifying the type and number of spaces needed to meet present and future needs; e.g., how many courtrooms, of what types, number of judges' chambers, juror facilities, public facilities, offices, record keeping and storage space, corridors, etc. will be needed. Then using the space requirements included in these guidelines, the committee should make a preliminary estimate of the gross space that will be needed.

In projecting future needs, the court should consider procedural and administrative changes that may improve case flow management and record keeping, such as calendaring practices, improvements in staff utilization, increased use of computers and other technology, and improved record keeping storage.

Good statistical skills are required to forecast future need. Larger jurisdictions may have this expertise on staff as part of a planning department. Smaller jurisdictions may need to engage the services of a consultant or utilize other resources such as colleges, universities, and the Michigan SCAO.

1.2.1 Forecasting and Determining Needs

Determination of future court facility needs is not a simple matter. One approach is to ask each department head for the following:

- An estimate of the amount of space and number of personnel required in the department
- The additional space needed to properly accommodate the current personnel and workload



- The anticipated growth in workload and personnel for the next 15 to 20 years
- The space that will be required to accommodate the anticipated growth

This approach, usually referred to as the Delphi method, assumes the ability of the department head and building users to make reasonable projections.

Different courts, departments, and agencies are likely to experience different rates of growth or decreases in workload, so weighted caseload techniques may be necessary. Short-range forecasts, based on present projections may be sufficiently accurate, if based on adequate information and not projected too far into the future. Because public buildings are generally expected to last for extended periods of years, more sophisticated techniques are often required. Forecasting is a complex science and should be undertaken by those with sufficient technical expertise to know how to select an appropriate forecasting technique and interpret the results. This is another area in which the use of a qualified planning consultant is advisable.

It must be emphasized that caseload forecasts are not statements of actual resource needs but only represent predictions of future court activity, given present information and assuming that current trends and practices continue unchanged.

Forecasts are based upon the following broad assumptions:

- The data are reliable and their definitions have remained consistent throughout the study period
- Past trends contained in the historical data will continue into the future
- There are no extreme outside factors affecting the court such as legislative changes altering jurisdiction or judicial procedures

1.2.2 Methodology

There are three basic forecasting techniques generally used in forecasting court caseloads. The first is qualitative, the second is based upon historic caseload trends, and the third makes use of other independent variables.

The first and most well known of the qualitative techniques is the Delphi method, mentioned above, in which a group of "practitioners" makes estimates of future caseloads. All participants are shown the results of the first round of estimates and are offered the opportunity to change their initial estimates. The process continues until consensus is achieved.

The second method for predicting future caseload (and probably the most often used) is the use of historic caseload data to construct a trend line. Past case filings are plotted and a trend is extended into the future. A basic assumption is that whatever factors influenced caseloads in the past will continue to influence cases in the future.

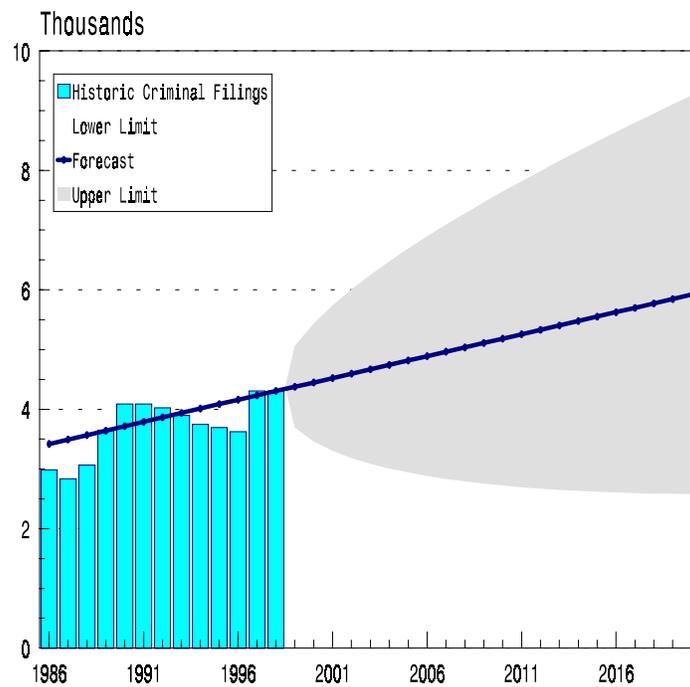
The third category of analysis is the use of independent variables, such as population, crime rates, per capita income, or unemployment rates, to forecast caseloads. The value of particular variables, however, varies by case type. For example, economic variables might be good predictors for some civil case types, while the number of law enforcement officers may be a good predictor of misdemeanor filings. One problem with most such variables is the difficulty in obtaining consistent historic data for projecting factors, such as per capita income or unemployment rates, far enough into the future to be helpful. Even if such data were



available, the process of identifying sound and appropriate correlation for various case types is both difficult and time consuming.

A number of possible projection trends may be considered for each forecast, and the one presenting the “best fit” is selected. The value of using a trend line or regression analysis is that a confidence interval then may be calculated for each forecast. The solid line in Figure 1-3 represents the best forecast and the shaded area represents the confidence interval (to be interpreted as being 95% confident that the actual projected value will fall within the shaded area). The farther out in years the forecast, the wider the interval.

Figure 1-3
Sample Forecast of New Criminal Cases



Forecasted using Exponential Smoothing. Shaded area represents 95% confidence interval.

1.2.3 Master Planning and Determination of Alternative Solutions

Once the determination has been made that changes need to be made to the existing facilities, the next step is the identification of alternative solutions. Early in a project, the option to renovate the existing facility with perhaps the construction of an addition or to build an entirely new facility may not be clear. During the master planning phase the form and nature of the project takes shape, involving a number of steps that typically include:

- Assessment of short and long-term needs
- Evaluation of existing facilities
- Evaluation of alternative solutions



- Preparation of an implementation plan

1.2.3.1 Assessment of Short and Long Term Needs

This step consists of forecasting workloads and staffing, operations planning, and futures planning. The assessment of long term need depends upon a number of factors including, changes in operational philosophies, caseload/workload processing requirements, administrative practices and policies, security considerations, changing technological applications, changes in client populations, and the demand for services.

Long term facility planning starts with analytical forecasts of future caseload, personnel, and other key factors influencing space needs as discussed above. If this has not been previously completed in the project, or if more than a year or two has elapsed since forecasts were conducted, updates are appropriate at this point.

In order to better predict the future demand for judicial services and to develop appropriate operationally-based space standards, the court should review caseload management and calendaring philosophies, jury utilization and management, prisoner transport policies and practices, records storage and retention technology, and security and accessibility policies.

Standards regarding courtroom size, judges' chambers and other specific courthouse spaces should be based upon contemporary state and national standards presented in the appendixes.

Utilizing the forecast of future system factors, workload indicators, judgeship and staffing in conjunction with the specific space standards and assumptions regarding court operations, an overall projection of future space needs is made. These projections for each of the judicial system's components lay the foundation for the development of specific strategies for facilities improvement.

1.2.3.2 Evaluation of Existing Space

The evaluation of current facilities is essential in order to determine which may be suitable, with renovation, for future use and which need to be replaced. Most judicial facilities become operationally obsolete as well as physically overcrowded with the passage of time; therefore, the examination should be both quantitative and qualitative in nature. Taken with the forecasts and operational assumptions performed previously, this analysis forms the second cornerstone of the plan for facility improvement.

The overall facility evaluation should also cover the analysis of specific functional spaces and elements in terms of security, circulation, public accessibility, handicapped access, proximity to other essential functions, use of imagery and symbolism, furnishings, and use of technology. Specific analysis should address relationships among functional components such as judicial and juror interactions with the courtroom; the relationship of judges' chambers to courtrooms, prisoner holding and movement; attorney, client, and witness interactions; and the movement and storage of court records. A number of evaluation tools have been developed by architects and planners that may be of use at this point in the project. As previously noted and included in the Appendix, the National Center for State Courts' publication, ***The Courthouse: A Planning and Design Guide for Court Facilities***, contains a self-assessment form that courts and localities may use to conduct their own evaluation of their facilities.

Besides the quality and quantity of functional spaces, the evaluation should cover the physical properties of the buildings, including such issues as structural integrity, systems' utility (such as HVAC, electrical, plumbing), life cycle costs, and code compliance.



1.2.3.3 *Alternatives to Address Space Needs*

Rarely does a project have only one solution but usually has a range of possible solutions, depending upon resources. To arrive at the most suitable recommendation, a number of alternatives need to be considered and analyzed in terms of their functionality and cost. The range of options available might include:

- Internal reconfiguration of spaces in an existing building
- Expansion of an existing building
- Conversion of an existing building to a judicial function
- Sale or demolition of an existing building
- Construction of a new building
- A combination of these options

Co-locating appropriate functions and providing for appropriate separation of others, within the physical limitations of buildings, should be given priority. Flexibility of future operations and expansion opportunities must be carefully considered.

The cost implications of the various strategic options are then considered. First, preliminary cost estimates are made of the different construction, renovation, or expansion alternatives. Second, associated project costs for architectural and engineering fees, furnishings and finishes costs, equipment budgets, site acquisition, contingency (unknown circumstances such as soil conditions) costs, and inflation factors need to be assigned. Third, life cycle costs (such as mechanical system or roof replacements) for retention of existing facilities versus probable new facilities ought to be considered.

1.2.3.4 *Development of the Implementation Plan*

Based upon the analysis in the preceding steps, a strategy is then devised to reconcile the court's projected needs with existing resources. The strategy includes the development of renovation and construction options, preliminary cost estimates, and perhaps plans for phasing the project through staged implementation.

The prior steps considered the strategic options given long-term needs and physical limitations, and assigned costs to those options. The implementation plan develops a specific series of incremental steps to enable the funding authority to address its long-term space needs for the judicial system in a comprehensive and systematic manner.

For instance, the decision to engage in new construction may be inevitable. One of the existing buildings may be immediately renovated to satisfy both short and long-term needs. Meanwhile, construction of a new facility may proceed. Another facility may receive little or no attention until another renovation or new construction project is completed, then is vacated and renovated.

Developing a systematic strategy for improving and or adding judicial facilities will enable the funding unit to maximize the effectiveness of capital expenditures and make improvements in phases in accordance with a comprehensive master plan.



1.3 THE PROGRAM STATEMENT

Architectural programming is essential to the design process regardless of the capital project being a single courtroom addition or a new 70-courtroom complex. This stage of the process affords the owners and users the opportunity to clarify visions, missions, and responses through the investment of time and limited funds for consulting services. As a product, the architectural program will combine narrative descriptions, tabular compilations of space assignments, and functional relationship diagrams. The intent of the program is to reflect the views of as wide a variety of the courthouse “stakeholders” as possible. As the process advances to schematic design and the subsequent stages, more definitive technical and graphic expertise is required. The development of a Program Statement is the time in planning a new or expanded courthouse to test operational and spatial concepts with a variety of agencies, managers, and individuals that will use the courthouse on a periodic or regular basis. The Program Statement that can serve as a reliable guide to the preparation of construction documents involves a three-step process with significant peer reviews occurring at two points. The more comprehensive the Program Statement, the more effective the design process. Therefore, careful attention to the three steps and the many task items can contribute to a design that eliminates future “surprises” and comments that “no one asked my opinion”.

In **STEP 1 – OPERATIONAL FRAMEWORK** is an interactive process with owners, users, and programmers defining in narrative terms the means and methods of managing the flow of litigants, participants, and records through the judicial process. This step offers many potential users of the courthouse an opportunity to voice needs and solutions. Although the design phases must establish the context of the courthouse within the physical environment, the development of the operational framework determines the critical relationships and the means of managing the flow of people and paper through the system and the actual physical facility.

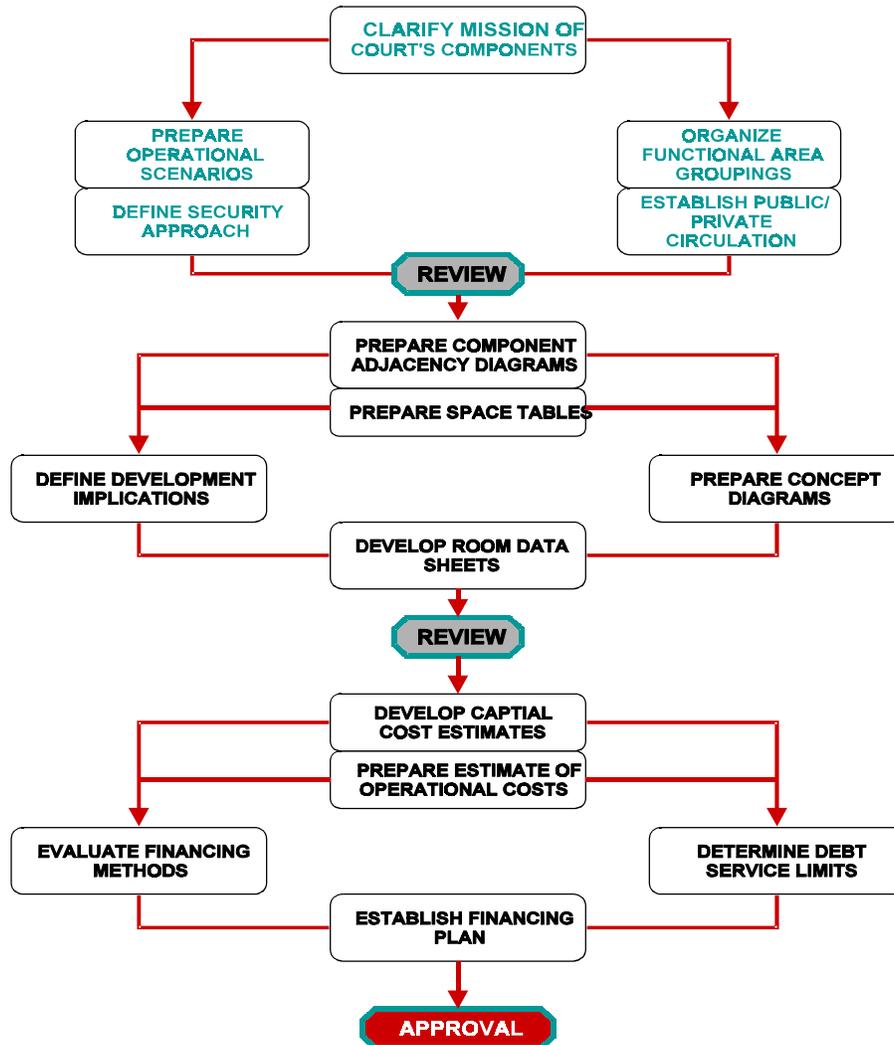
STEP 2 - SPATIAL FRAMEWORK translates the operational objectives into area assignments, functional relationships, and spatial descriptions. This step combines narrative descriptions with spatial tables and graphic diagrams that establish requirements for adjacencies. This step is closely aligned with the schematic design process in which the spaces and functional relationship diagrams evolve into a floor plan. The results of this step will be used by the architect to formulate a floor plan and ultimately prepare construction specifications.

With the description of the operational, spatial, and functional aspects of the courthouse established, **STEP 3 – FINANCIAL FRAMEWORK** establishes the first budget for the courthouse. Although this budget will be revised throughout the detailed design process, at the Program Statement phase a target budget can be identified along with methods of financing. The approval of Step 3 by the owners is a signal to the architect that a cost has been agreed upon which the design solution will be measured against.

Figure 1-4, following, this three-step process is illustrated as a simple flow diagram indicating the need to employ a logical and sequential process of arriving at a budget for a new or expanded courthouse. Following the figure, the various subtasks associated with these three steps are identified.



Figure 1-4
Three Step Programming Process



1.3.1 Step 1 – Operational Framework

Through a series of group and individual meetings and workshops, the operational basis for the eventual design of the courthouse can be established. The temptation to excessively rely on the opinions of one or two key individuals (i.e., the Chief Judge, Clerk of Court, Court Administrator, etc.) should be avoided rather than establish a consensus-building process including a variety of stakeholders. As can be seen from the following list of tasks to be undertaken in defining the operational framework, the input of many stakeholders will be necessary.

- Define court's linkage to criminal justice system



- Clarify component responsibilities
- Determine management objectives by component
- Clarify facility-wide relationships between components
- Establish site planning implications
- Meet with component managers
- Prepare narrative descriptions
- Develop graphic flow diagrams
- Determine staffing approach
- Define degree of control, access, and response desired
- Establish security system component responsibilities
- Develop appropriate security response by facility component
- Establish general security equipment guidelines
- Prepare overall relationship options
- Establish performance criteria for each component
- Establish “time-of-operation” for each component
- Determine external (service) linkages to each component
- Define public and private movement patterns
- Establish prisoner circulation and holding plan
- Identify high volume areas with control plan
- Establish vertical circulation protocol

The conclusion of **Step 1** is a peer review at which time all of the key stakeholders should have the opportunity to comment on the resultant narrative description of the operational process intended for each component of the courthouse.

1.3.2 Step 2 – Spatial Framework

The single most useful aspect of the Program Statement is the quantification of the size and spatial relationships that are defined through the tasks in Step 2. Most architects can design a functional building with an accurate table of spatial quantities and diagrams that establish the primary adjacencies of the major components. In small projects, Step 1 may be able to be condensed into Step 2 with “Comment Notes” on the space tables. To achieve a Program Statement that is an accurate depiction of operational and other factors, the following tasks should be addressed.

- Define relationships between components
- Establish internal versus external circulation linkages



- Determine internal component relationships
- Prepare accessibility matrix
- Develop blocking and stacking diagrams
- Establish space standards
- Prepare list of component spaces
- Define net square footage requirements per space
- Determine number of users (or units) per space
- Establish departmental grossing factors
- Establish building grossing factors
- Define totals by component
- Establish overall site area requirements
- Define parking and service requirements
- Determine number and location of building penetrations
- Test alternative site arrangement approaches
- Define relationship of building to surrounding land uses
- Establish overall facility site plan
- Test individual component arrangements
- Prepare courtroom layout concept approaches
- Organize concepts for more detailed architectural refinements
- Determine appropriate level of data required to support A/E design process
- Establish construction criteria for each space
- Define level of finishes for walls, floors, and ceilings
- Define physical and electronic security requirements
- Determine the general level of HVAC systems
- Define degree of fixed versus moveable furnishings and equipment

There are various methods to present the tabular assignment of spaces and functional relationship diagrams. In Figure 1-5 on the next page, a sample space allocation sheet illustrates a method of presenting the space assignments where a space designation number and name are given along with any appropriate space standards. The net area is assigned to the space based upon intended use, with brief comments providing any special features. Once a component has been sized, a departmental grossing factor is added to the net area to account for unassignable space such as corridors, wall thickness, and mechanical shafts. This “departmental grossing factor” typically ranges from 15 to 50 percent of the net space, depending on the size of the net areas, the amount of corridors to serve the spaces, and/or the



amount of area for mechanical shafts. At the conclusion of the entire spatial program, another grossing factor is added to account for elevators, emergency stairs, and other areas that support the entire building. The “building grossing factor” ranges from 5 to 25 percent, based upon the stage of planning. Once more detail has been completed on the site, number of floors, and type of construction, the building gross factor can be more specifically defined.

Figure 1-5
Sample Space Allocation Table

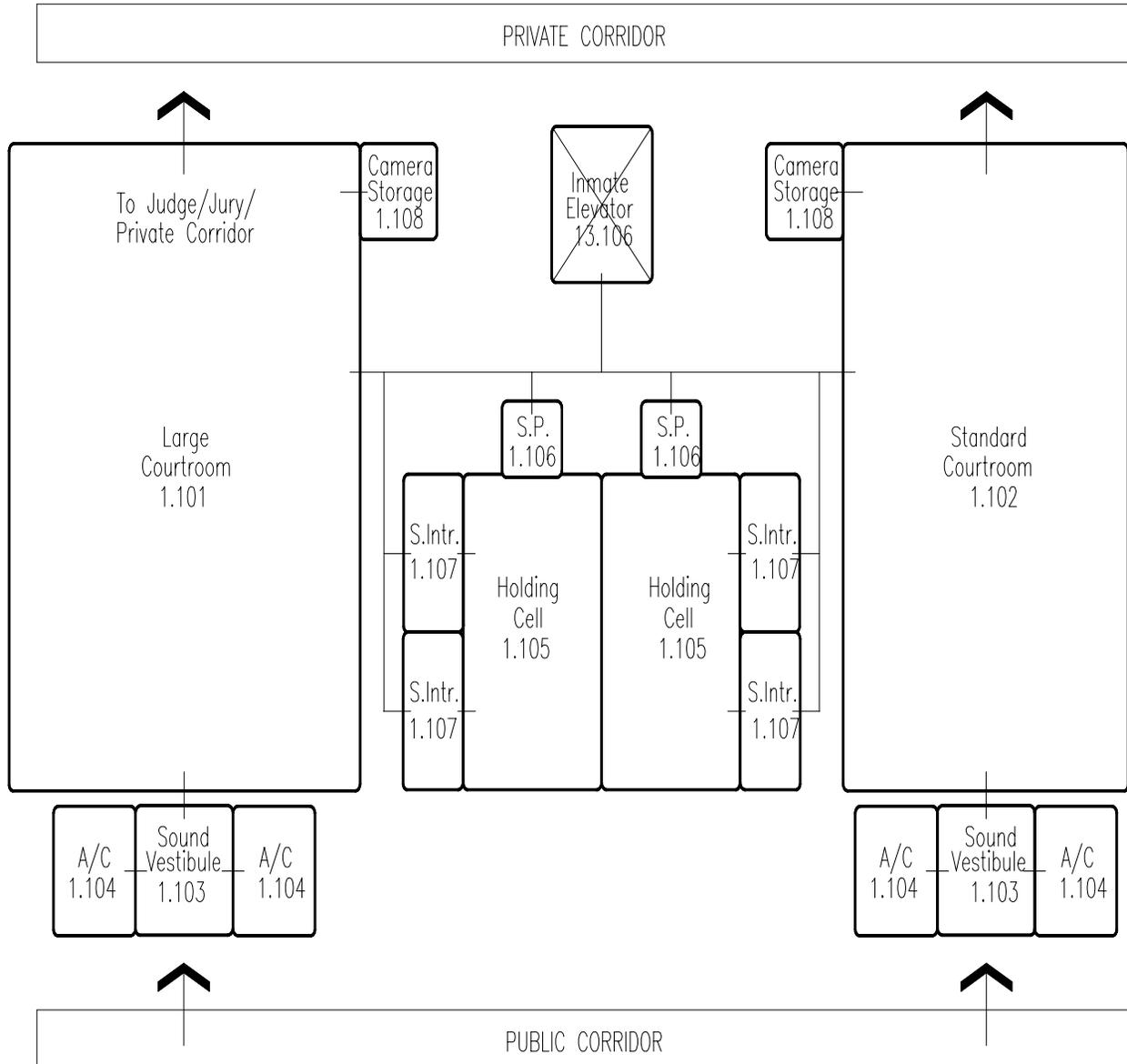
The assignment of grossing factors is one of the most overlooked functions performed by the planner or architect. There are no hard and fast “rules of thumb” regarding the assignment of these values. One method that a jurisdiction can request of the Project Team is that “benchmarking” from other facilities be used to identify the relative efficiency of the building as reflected in the net-to-gross calculation.

SPACE PROGRAM						
Code	Space	Space Standard	Persons/ Units/Space	Number of Spaces	Total Sq. Ft.	Comments
2.000 CRIMINAL AND CIVIL SESSIONS COURTS						
2.100 Criminal Sessions Courtrooms						
2.101	Large Courtroom	3500	1	1	3,500	seat 150 spectators; accessible
2.102	Standard Courtroom	2500	1	4	10,000	seat 70-80 spectators; accessible
2.103	Sound Vestibule	120	1	5	600	w/indicator light for "court in use"
2.104	Attorney/Client Room	100	4	10	1,000	w/door view panel
2.105	Holding Cell	375	2	5	1,875	holds 15 in 2 cells
2.106	Secure Sallyport	40	1	5	200	sound lock
2.107	Secure Interview Room	40	2	10	400	adjacent to cell w/pass thru window
2.108	Camera Storage	50	N/A	1	50	for courtroom cameras
Sub-Total					17,625	
2.200 Civil Sessions Courtrooms						
2.201	Large Courtroom	2250	1	1	2,250	seat 100 spectators; accessible
2.202	Standard Courtroom	1500	1	2	3,000	seat 30-40 spectators; accessible
2.203	Sound Vestibule	120	1	3	360	w/indicator light for "court in use"
2.204	Attorney/Witness Room	100	4	6	600	w/door view panel
Sub-Total					6,210	
2.300 Judges' Sets						
2.301	Judges' Chambers	320	6	8	2,560	w/built-in bookcases
2.302	Private Toilet	45	1	8	360	accessible
2.303	Judge's Secretary	160	4	8	1,280	waiting for at least four visitors
2.304	Judicial Commissioners' Offices	160	4	8	1,280	w/built-in bookcases
2.305	Clerk's Office	120	2	8	960	in close proximity to Chambers
2.306	File Storage Closet	50	1	8	400	secure lock; shelving
2.307	Supply Closet/Coffee Room	40	N/A	8	320	w/shelving and sink
2.308	Conference Room	300	10	1	300	close to chambers
Sub-Total					7,460	32 staff
2.400 Mediation Rooms						
2.401	Mediation	300	10	4	1,200	w/windows if possible; sound proof
2.402	Video Arraignment Room	300	6	1	300	w/Judges' Bench
2.403	Equipment Room	100	N/A	1	100	for video equipment
2.404	Staff Toilets	160	1	2	320	located near Judges' sets
Sub-Total					1,920	
Sub-Total Net Square Feet					33,215	
Grossing Factor @ 35% of Net					11,625	
SUBTOTAL DEPARTMENTAL GSF					44,840	32 total staff



Another product of this programming step should be adjacency or functional relationship diagrams such as the one illustrated in Figure 1-6. The purpose of these diagrams is to translate the spatial tables into illustrations of the relationship between the various spaces. These diagrams are not intended to be floor plans that reflect actual room layouts but to provide the architect with an indication of operational objectives illustrated as functional relationships.

Figure 1-6
Adjacency or Functional Relationship Diagram



In Step 2, overall security issues should be addressed. The detailed design of the systems will occur during the design process, but the Program Statement offers the optimum time to discuss security concerns and options with the various stakeholders and to formulate a policy regarding electronic screening, access controls, prisoner movement and holding, parking controls, and many other aspects of insuring the safety of



all courthouse users. The matrix in Figure 1-7 is one method of illustrating the types of devices and equipment that should be considered in the programming process.

Figure 1-7
Courtroom Communications/Visual Aids/Security Equipment Matrix

	COURTROOM								PUBLIC AREAS							
	JUDGE'S DAIS	COUNSEL TABLE	WITNESS BOX	JURY BOX	WELL SPACE	COURT REPORTERS	SPECTATOR AREA	FRONT ENTRANCE	PUBLIC CORRIDOR/LOBBY	PRIVATE CORRIDOR	CLERK OF COURT	SECURITY CONTROL CENTER	JUDGE'S CHAMBERS	JURY DELIBERATION ROOM	JURY ASSEMBLY	
ACCESS CONTROLS								●	●	●	●	●			●	
BUILT-IN TV MONITOR	●	●	●	●												
BULLET-PROOFING ON DAIS	●															
CCTV LOCATION					●		●	●	●	●						
COURTROOM CAMERA OUTLET					●		●									
CUFF PORTS		●	●													
DATA POINT	●	●				●		●			●	●	●		●	
DOOR CONTROLS	●										●	●				
DURESS ALARM	●					●			●		●	●	●		●	
EARPHONE JACK			●	●		●	●									
ELECTRICAL OUTLETS	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
ELECTRONIC SIGNAGE							●	●	●		●					
ENTRY DOOR CONTROL	●															
EXHIBITS STORAGE					●			●			●					
LIGHTING (TASK)	●	●			●	●							●			
METAL DETECTORS			●					●								
X-RAY MACHINE								●								
MICROPHONE	●	●	●	●												
NIGHT COMMUNICATION SYSTEM								●		●	●					
PHONE JACK	●							●	●		●	●	●	●	●	
PULL-DOWN SCREEN					●											
SPEAKER SYSTEM					●		●	●								
TELEPHONE OUTLET																
TELECONFERENCING OUTLET					●									●		
VCR SYSTEM					●					●	●	●	●	●	●	
WHITE BOARD					●						●		●	●	●	

As will be addressed further in these design guidelines, perhaps the greatest change since the 1981 Michigan Courthouse Study has been the use of technology throughout the judicial system and in the design of buildings to house judicial functions. During Step 2 of the programming process, the stakeholder discussions should identify appropriate technology for every system component. Not all of the technology requirements will require space, but virtually all examples of technology can reduce space requirements from the traditional



manual systems. An example of a method of summarizing the broad technology needs is shown in Figure 1-8.

Figure 1-8
Court System Technological Considerations

At the conclusion of Step 2 another peer review is recommended. In some instances, the architect has been selected by this time in the process and, if so, should also be included in the review. In effect, an approval of this step in the Program Statement is an acceptance that the courthouse has been sized to satisfy the operational objectives, site constraints, and inter-departmental relationships as defined by a broad cross-section of potential users.

	COURTROOM							PUBLIC AREAS							
	JUDGE'S DAIS	COUNSEL TABLE	WITNESS BOX	JURY BOX	WELL SPACE	COURT REPORTERS	SPECTATOR AREA	FRONT ENTRANCE	PUBLIC CORRIDOR/LOBBY	PRIVATE CORRIDOR	CLERK OF COURT	SECURITY CONTROL CENTER	JUDGE'S CHAMBERS	JURY DELIBERATION ROOM	JURY ASSEMBLY
ASSISTIVE LISTENING SYSTEMS				●			●							●	●
AUTOMATED CASE RECORDS										●					
DESK-BASED LEGAL RESEARCH	●											●			
DOCUMENT IMAGING SYSTEMS										●					
ELECTRONIC FILING/DOCUMENT EXCH.						●				●		●			
INTERACTIVE VIDEO SYSTEMS								●							●
LOCAL AREA NETWORKS	●					●						●			
OPTICAL DISK RETRIEVAL										●					
OPTICAL SCANNING DEVICES										●					
TELECONFERENCING	●	●	●									●			
TOUCH SCREEN VIDEO MONITORS									●						●
VIDEO CONFERENCING	●	●	●						●			●			
VIDEO PUBLIC INFORMATION SYSTEMS									●						●
PERSONAL COMPUTERS/NOTEBOOKS	●	●				●				●		●			
VIDEO MONITORS/TAPE MACHINES					●						●	●			
COMPUTER PRINTERS					●				●		●				
MODEMS	●	●				●				●		●			
CD ROM	●	●								●		●			
MICROPHONES	●	●	●	●		●				●		●			
FACSIMILE MACHINES	●	●				●				●		●			
X-RAY								●							
METAL DETECTORS								●							

1.3.3 Step 3 – Financial Framework

The last step in the preparation of a Program Statement is the identification of the amount funds that will be required to complete the construction and, if possible, the annual operation of the courthouse. A thorough Program Statement will also evaluate the methods of financing the capital requirement and include the potential annual debt service or lease payment. The following is a list of items to be addressed in developing the financial framework for the courthouse:

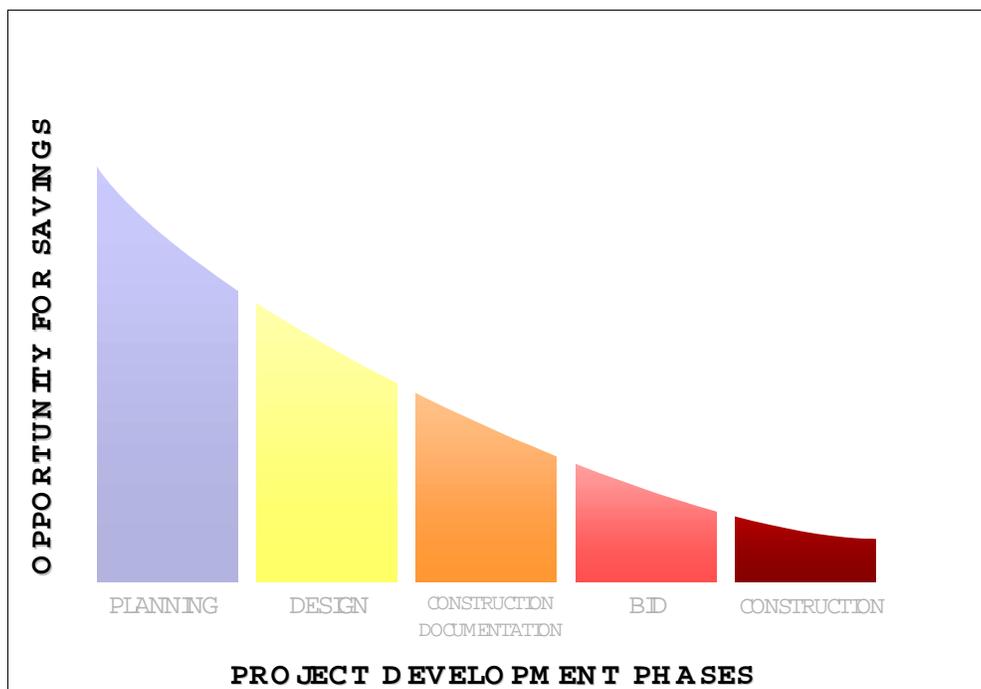
- Establish unit square foot cost ranges by component



- Evaluate most recent local relevant construction costs
- Confirm national, regional, and local cost experience
- Desegregate construction versus project costs
- Review budget estimates with architect and owner
- Define the traditional and alternatives methods of public financing
- Analyze the annual and total cost of various financing methods
- Review the current debt ceilings of the jurisdictions
- Establish impact of financed debt upon tax mileage
- Recommend the most appropriate method of financing
- Establish a cash flow table for operating and capital debt

The following diagram (Figure 1-9) illustrates the importance of beginning cost control methods during the planning phase.

Figure 1-9
Cost Control Diagram





The earlier that cost estimates are prepared the greater the opportunity to manage the cost during the design process. Costs will be impacted by numerous variables that will emerge during the programming and design process. However, a jurisdiction is advised to become aware of the factors that will influence the total budget by researching costs and educating the courthouse users and the general public. As the process continues, the opportunities for cost containment diminish as the documents are more finalized.

In Figure 1-10, the major sections of the architectural specifications are presented with a summary statement with the factors that will influence cost. A cost per square foot range is shown in 1999 dollars **based upon recent construction of courthouses throughout the nation**. These costs must be validated during the design process, but awareness of the programming and design factors influencing the cost should be constantly addressed and updated.

Figure 1-10
Cost Per Building Element of Court Facilities

ELEMENT	DESIGN FACTORS THAT INFLUENCE COST		COST RANGE / GSF
FOUNDATIONS Standard Foundations Special Foundations	Local Soil Conditions Water Table Number of Floors	Structural Bay Sizes Floor to floor heights	\$1.50 - \$7.50
SUPERSTRUCTURE Slab On Grade Basement Excavation Basement	Basement Requirements Soil Capacity Water Table	Limited Site Area Requirements for Secure Below Grade Parking	\$1.00 - \$7.15
SUBSTRUCTURE Elevated Floor Structure Roof Structure Stair Construction	Spans Live Loads	Plan Shape Floor to floor heights	\$12.57 - \$25.00
EXTERIOR CLOSURE Exterior Cladding Exterior Doors & Windows	Wall to floor area Ratio Floor to floor heights Material Selections	Wall Detailing Amount / choice of Glazing	\$10.00 - \$25.85
ROOFING Roof Coverings	Number of Floors Traffic Requirements	Skylights / Roof Treatments	\$0.76 - \$4.00
INTERIOR CONSTRUCTION Partitions Interior Finishes Millwork	Shell Space Material Selection Acoustics / Floor to Slab Partitions	Finish Detailing Security Requirements Degree of Courts / Specialized Spaces	\$20.00 - \$58.11
CONVEYING SYSTEMS Elevators Escalators	Traffic Requirements Number of Core Areas	Cab Detailing Escalators	\$5.00 - \$8.22
MECHANICAL Plumbing HVAC Fire Protection System	Central Energy Plan Load Requirements Lighting Levels / Quality	Operating Flexibility System selections Control	\$15.00 - \$34.02
ELECTRICAL Service / Distribution Lighting / Power Special Electrical Systems Telephone systems	Emergency Power Requirements Load Requirements Lighting Levels / Quality	Security Operating Flexibility Communications	\$10.00 - \$23.44
<i>Continued on next page....</i>			



Figure 1-10 Continued
Cost Per Building Element of Court Facilities

EQUIPMENT Fixed / Moveable Equipment Furnishings	Scope		\$.50 - \$2.00
SITE WORK Site Preparation / Improvements Site Utilities Streetscaping Public Sidewalks Road Widening	Utility Service Location Landscaping Access/ Egress	Security Parking Lighting Requirements	\$3.00 - \$10.00
GENERAL CONDITIONS Overhead	Project Delivery system Project Magnitude Project Complexity	Market Conditions Other Risks Location	\$8.00 - \$20.00 (6% - 13%)
ESCALATION Site Preparation / Improvements	Construction Schedule Market Conditions		\$20.00 - \$58.11 (6% - 13%)
PROJECT COSTS			
SITE DEVELOPMENT Site Pavings Landscaping Exterior Lighting	Topography Surrounding Area	Type of Paving Maturity of Plants Desired lighting levels	3.5% - 6.0% Of construction costs
FURNISHINGS & ART WORK Speciality Communications Interior Furnishings Interior Art Environment Sculpture	Level of Technology Quality of Materials Speciality Floor to wall coverings	Window treatments Built-ins vs. moveable furniture Type, amount and location of art	7.0% - 15.0% Of construction costs
PROJECT FEES Bond Counsel Architectural and Engineering Services Speciality Consultants Testing Project Administration Construction Management	Type of financing Complexity of Structure Estimate Construction Budget	Amount of Soil Testing necessary Environmental conditions In house project management capability	8.0% - 17.5% Of construction costs
PROJECT CONTINGENCY Design contingency Construction contingency	Clarity of the Project Scope Known existing conditions	Level of oversight and management control Schedule	%5.0 - 15.0% Of construction costs
TOTAL PROJECT COST RANGE			23.5% - 53.5% Of construction costs

Developed by Phillips Swager Associates, Inc.; modification by Carter Goble Associates, Inc.

At the conclusion of Step 3, a unit cost estimate as shown in Figure 1-11, should be developed to gain acceptance of a budget from which the design process can be initiated. This estimate should be updated at least five times as the design process advances and additional detailed information is available. The Program Statement budget should include construction and project cost items so that the full impact of the expansion or new construction is understood by policy-makers and the public. Construction costs are associated with the labor and materials associated with building the courthouse, while project costs include non-construction items such as A-E fees, furnishings, specialty equipment, and contingencies. The costs shown in Figure 1-11 are taken from an actual project in Tennessee and are not intended to illustrate anticipated costs for projects in the State of Michigan.



Figure 1-11
Capital Cost Estimates

Continued....

Des.	Component	Gross Sq. Ft.	Unit Cost per Sq. Ft.	Total Cost
1.000	CRIMINAL COURTS	26,514	\$180	\$4,772,520
1.100	Criminal Court Courtrooms	19,521		
1.200	Judges' Sets	4,401		
1.300	Jury Rooms	2,592		
2.000	CRIMINAL and CIVIL SESSIONS COURTS	44,840	\$180	\$8,071,245
2.100	Criminal Sessions Courtrooms	23,794		
2.200	Civil Sessions Courtrooms	8,384		
2.300	Judges' Sets	10,071		
2.400	Jury Rooms	2,592		
3.000	CIRCUIT and 4th CIRCUIT COURTS	25,785	\$180	\$4,641,300
3.100	Circuit Court Courtrooms	10,530		
3.200	4th Circuit Court Courtrooms	6,062		
3.300	Judges' Sets	6,602		
3.400	Jury Rooms	2,592		
4.000	CHANCERY COURTS	22,896	\$170	\$3,892,320
4.100	Chancery Court	14,580		
4.200	Probate Court	2,457		
4.300	Chanellor's and Master's Sets	4,455		
4.400	Jury Rooms	1,404		
5.000	MUNICIPAL COURTS	12,515	\$170	\$2,127,465
5.100	Courts	10,314		
5.200	Judges' Sets	2,201		
6.000	CRIMINAL and 4th CIRCUIT COURT CLERK	20,856	\$110	\$2,294,188
6.100	Administration	1,300		
6.200	Criminal Section Division Clerks (5 Divisions)	3,313		
6.300	Criminal Division Counter Activities	1,913		
6.400	Criminal Division Support Areas	3,138		
6.500	4th Circuit Division	2,806		
6.600	4th Circuit Courts Activities	2,463		
6.700	Court Support Areas	5,925		
7.000	SESSIONS COURT CLERK	28,600	\$110	\$3,146,000
7.100	Administration	1,438		
7.200	Circuit Court Divisions I, II, & III	5,025		
7.300	Criminal Division - Courtroom	8,844		
7.400	Criminal Division - Computer	2,300		
7.500	Criminal Division - Collections	1,713		
7.600	Civil Division	4,819		
7.700	Sessions Clerk Support Space	4,463		
8.000	CHANCERY and PROBATE CLERK of COURT	9,119	\$125	\$1,139,844
8.100	Chancery Court	4,544		
8.200	Probate Functions	1,875		
8.300	Chancery and Probate Support	2,700		
9.000	MUNICIPAL COURT CLERK	5,150	\$125	\$643,750
9.100	Administration	888		
9.200	Division Clerks	2,738		
9.300	Clerk Support Space	1,525		



Figure 1-11 *Continued*
Capital Cost Estimates

10.000	OFFICE of the ATTORNEY GENERAL	36,714	\$115	\$4,222,110
10.100	Administration Section	1,994		
10.200	Criminal Court Division	3,741		
10.300	Juvenile Division	1,291		
10.400	Grand Jury Division	2,915		
10.500	General Sessions Div. (Misdemeanor, Felony, DUI, Case Screening Units)	7,149		
10.600	Violent Crime Unit	1,291		
10.700	Drug Unit	1,581		
10.800	White Collar Unit	827		
10.900	Family Crisis Unit	2,030		
10.1000	Victim Witness Unit (Serves Criminal, General Sessions, & 4th Circuit)	3,023		
10.1100	Support Area	10,875		
11.000	PUBLIC DEFENDER	8,809	\$100	\$880,875
11.100	Criminal Sessions Court	5,800		
11.200	Support Areas	3,009		
12.000	COUNTY PROBATION DEPARTMENT	13,413	\$100	\$1,341,250
12.100	Inmate Visitation	1,740		
12.200	Inmate Services	9,150		
12.300	Intensive Management Unit	2,523		
13.000	JUSTICE CENTER SUPPORT AREAS	39,198	\$130	\$5,095,740
13.100	Public Lobby, Circulation, and Toilets	21,600		
13.200	Amenities Areas	1,500		
13.300	Officers of the Court Area	1,848		
13.400	Law Library	3,594		
13.500	Jury Assembly	4,896		
13.600	Operations Center	5,760		
TOTALS		294,408		\$35,831,616
Building Gross Factor @ 8%		23,553	\$115	\$2,708,554
GRAND TOTALS		317,961		\$38,540,170
SITE DEVELOPMENT COSTS				
● Site Pavings, Landscaping, etc. @ 3.5% of Construction				\$1,348,906
Sub-Total Site Development				\$1,348,906
FIXTURES, FURNISHINGS & EQUIPMENT and SPECIALTIES				
● Specialty Communications, telephone, etc. @ 3.3% of Construction Cost				\$1,271,826
● Fixtures, Furnishings & Equipment @ 7% of Construction Cost				\$2,697,812
Sub-Total FF&E and Specialties				\$3,969,637
PROJECT FEES				
● Architectural Fees @ 7.2% of Construction and Site Development				\$2,872,013
● Testing Fees @ 0.5% of Construction				\$192,701
● Project Administration Fees @ 1.5% of Construction				\$578,103
Sub-Total Project Fees				\$3,642,817
PROJECT CONTINGENCIES				
● Design & Construction Contingency @ 10% of Const., FF&E and Specialties, & Arch. Fees				\$4,673,073
Sub-Total Project Contingencies				\$4,673,073
TOTAL CONSTRUCTION and PROJECT FEES				\$52,174,603

Source: CGA Consulting Services, Inc.; August 1997

Final approval of the Program Statement is also an acceptance of the budget for construction. This information will be used to guide the design process. If an acceptable budget does not result from the Program Statement, the process should be repeated in part or full until the budget and space assignments are in agreement.



1.4 THE DESIGN STEPS

There are four distinct steps of the standard architectural services agreement for the design of a structure including:

STEP 1	SCHEMATIC DESIGN
STEP 2	DESIGN DEVELOPMENT
STEP 3	CONSTRUCTION DOCUMENTS
STEP 4	CONSTRUCTION ADMINISTRATION

To complete the construction of a courthouse, a jurisdiction will need to accomplish all four of these stages. Depending upon the method of design and construction, one or more than one architectural agreement may be used. For example, the traditional process, design-bid-build, uses the architect for all four of the above-mentioned design steps. If a jurisdiction elects to use a design-build approach to project delivery, then the first two steps often are merged into one and the builder assumes the responsibility for much of Step 4.

The decision as to which project delivery method to use should be reached during the Programming Phase. For the purpose of these design guidelines, the traditional architectural steps will be described. Any modifications to these should result from a deliberative process considering schedule, local expertise, and statutes permitting alternative delivery methods.

1.4.1 Step 1 – Schematic Design

After the architectural selection process is completed, schematic design begins upon approval of the architectural program and the project budget. The objective of this step is to conceptually order the functional components that were defined in the Program Statement.

Since communication and transfer of information is critical at the transition from programming to the commencement of design, a workshop that features the Programmer, Architect, and representatives of a Stakeholder Committee is recommended. A workshop offers the opportunity for the architect to clearly understand the vision and mission statements and to set priorities established for communication and scheduling.

If the site has not been confirmed during the development of the Program Statement, the Architect will generally be required to coordinate with the Project Manager (assigned by the constructing jurisdiction) to provide an accurate boundary and topographic survey. This survey, which may be subcontracted to a site survey consultant, will identify the location of boundaries and/or project limits and the location of existing utilities and improvements. The Architect will review all available information on the physical characteristics, including geo-technical data, utility infrastructure, and site work development. The site survey generally occurs concurrently with the initiation of schematic design. The following summarizes the basic tasks to be completed during the schematic design step:

- Evaluate the selected site for the proposed structure, including the relationship of existing improvements, accessibility, and established drainage patterns
- Evaluate siting of the proposed structure with respect to traffic patterns and building accessibility for vehicles and pedestrians (including the factors of handicapped access, safety, and regional climate)



- Interpret the Program Statement for the interior space relationships, circulation patterns, and general security requirements
- Comply with the Michigan Court Design Guidelines, appropriate building codes, State Fire Marshal codes (NFPA), and state and federal handicapped accessibility requirements
- Prepare concept drawings (site plan, floor plans, elevations, basic building sections, etc.) for reviews with the jurisdictional Project Manager and appointed members of a Project Advisory Committee
- Identify any major engineering issues related to structural, seismic, or environmental conditions that could impact the configuration, appearance, and cost of the courthouse
- Prepare the first construction cost estimate based upon an actual building configuration

This first step in the design process requires extensive reviews since the functional basis for the courthouse, the appearance, and the cost will result from this process. Subsequent steps will add detail to these decisions with the primary objective of producing documents from which construction can be initiated. Therefore, the time allocated for a thorough schematic design and review process should be generous enough to conduct a “scenario analysis” of each component of the facility. This type of analysis encourages a variety of stakeholders to “walk-through” every space as a user, litigant, prisoner, or citizen. The use of perspectives, three dimensional models, or virtual reality software programs to facilitate the “scenario analysis” is encouraged to make this review as productive as possible. (Software is available from dealers of CAD software programs.)

A formal, written approval is required before the Architect is authorized to proceed to Step 2, Design Development.

1.4.2 Step 2 - Design Development

During the design development step, the Architect will refine the overall design beginning with floor plans and the structural framing system. The design development phase takes the schematic designs to the next level of detail as follows:

- Study building design and elevations for aesthetics, cost effectiveness, and maintenance of exterior building materials on short and long-term basis
- Review preliminary design with the Jurisdictional Project Manager as well as local and state building officials, then submit preliminary documents for review to other regulatory agencies
- Study and establish design of support systems including electrical, mechanical, plumbing, security, control, communication, and fire safety.

Throughout the design, the Architect will interface with the jurisdictional Project Manager and the Project Advisory Committee to translate the evolving design and to discuss cost implications of major decisions.



The following deliverables will be completed during design development process.

Architectural	<p>Floor Plans (1/8" = 1'-0") Key Area Plans (1/4" = 1'-0") Building Elevations (1/8" = 1'-0") Building Sections (1/8" = 1'-0") Typical Wall Sections (3/4" = 1'-0") Key Interior Elevations (1/4" = 1'-0") Preliminary Finish Schedule Preliminary Door and Frame Schedule Preliminary Window Schedule Preliminary Speciality Hardware Schedule</p>
Engineering	<p><u>Site</u></p> <p>Building and parking location plan Site Grading Plan Preliminary Site Details</p> <p><u>Structural</u></p> <p>Typical Floor Framing Plans (1/8" = 1'-0") Preliminary Foundations (1/8" = 1'-0") Preliminary Structural Details</p>
Mechanical (Plumbing and HVAC)	<p>Mechanical Floor Plans Equipment Rooms Layouts Preliminary Equipment Selection (catalogue cut sheets and leaflets or brochures provided by equipment vendors) Electrical Site Lighting Plan Power and Lighting Plans Preliminary Riser Diagram Equipment Room Layouts Preliminary Equipment Selection (catalogue cuts)</p>
Acoustical	<p>Noise Level Diagrams Recommended Sound Absorption Plan</p>
Landscape Design	<p>Planting Plan Plant Selections Paving Patterns Sculpture and environment art</p>
Signage & Graphics	<p>Narrative Describing sign & graphics standards Location of signs Illumination points for external signage</p>
Food Service	<p>Preliminary kitchen layout Preliminary equipment selection</p>



Security	Preliminary electronic system and security hardware layouts Identification of surveillance cameras Design of TV in the courtroom arrangements Preliminary electronic system and security hardware selection
Technology Systems	Identification of types of technology Requirements in each space Preliminary electronic system layouts Identification of special wiring and connections needs Preliminary technology hardware selection
Specifications	Preliminary specifications in Construction Specifications Institute (CSI) Master and Page format

During the design development step, a minimum of one and preferably two additional cost estimates should be prepared. A signed approval of the design plans and cost estimate is necessary before proceeding to the preparation of Construction Documents.

1.4.3 Step 3 – Construction Documents

After approval of the design development documents, the Architect will commence the development of construction documents and regular consultations with the jurisdictional Project Manager regarding the selection of interior finish materials, exterior finishes, and equipment (fixed and movable). The Architect will revise and update cost estimates and advise the Project Manager of these revisions. The following steps summarize some of the major elements to be completed, which will be used for bids and construction of the facility:

- Prepare drawings at the appropriate scale for all elements of the courthouse construction
- Develop construction requirements including lighting levels, sound isolation, thermal and moisture protection, interior environmental comfort (heating, air conditioning, and ventilation), natural day-lighting, and exterior views
- Prepare site work documents including roads, parking, landscaping, grading, drainage, utilities, and graphics
- Determine cost effective and maintenance factors of interior materials and comply with fire and life safety requirements
- Determine and specify location of signage as well as fixed equipment
- Develop written technical specifications. Consult with the Project Manager regarding any special requirements to be included in the contract documents for the bidder's information. Develop general conditions incorporating the jurisdiction's contract documents



- Develop the detailed security and communication documents for each component of the facility
- Submit final construction documents including specifications to the Project Manager for review and approval

1.4.3.1 Conduct Detailed Reviews of the Construction Documents

Throughout design development and construction document preparation, the Architect should conduct regular reviews with all agencies and individuals that are part of the approval process. These reviews will include checks on the use of proper codes and standards, confirmation that the design meets established facility requirements, evaluation of the design's constructability, and compliance with cost objectives.

1.4.3.2 Final Cost Estimate

A final cost estimate should be prepared prior to bidding that will include detailed quantity surveys of all architectural and engineering systems. Each item will be priced according to labor, materials, equipment, and subcontracted unit prices. All pricing information will be obtained from the local area and will include allowances for increases in the building cost index.

1.4.3.3 Coordination of the Construction Bidding Process

The Architect will be responsible for preparing all of the information necessary to coordinate the construction documents in a manner suitable for the solicitation of construction bids. In the pre-bidding stage, the Architect should prepare commercial terms and conditions. Working with the Project Manager, the following pre-bid tasks should be undertaken by the Architect:

- Through a screening process, identify all qualified bidders for the project. A pre-bid meeting should be conducted to explain all of the project requirements prior to soliciting final construction bid costs
- Coordinate the advertisement of the bid package and assist in answering any questions regarding the Court's role in the construction and operation of the facility
- On behalf of the jurisdiction, conduct the bid opening and participate with the Project Manager and other appropriate procurement personnel in evaluating the most responsive bid

1.4.3.4 Conduct Pre-Construction Conference

The Architect should conduct a pre-construction conference with the contractor, subcontractors, and the Project Manager. The purpose of this meeting is to define reporting protocols, schedules, progress payments, and logistics associated with initiating construction.

1.4.4 Step 4 – Construction Administration

There are several different methods of administering the construction phase. In small projects, the local jurisdiction may elect to extend the Architect's contract beyond the traditional "periodic observation"



requirement of the Standard American Institute of Architects (AIA) Agreement to include a “clerk of the works” service. The Standard AIA agreement provides for periodic site visits to determine the progress of construction, to approve contractor payment requests, and to answer general questions regarding interpretation of the documents. If a more extensive involvement by the Architect is desired, then the agreement can be modified to provide a full time presence on site by the Architect. [A copy of the agreement may be obtained from a local AIA office in most cities on the Internet through the AIA website: www.aiaonline.com or from the national headquarters in Washington D.C. at (202)-626-7476.]

Many jurisdictions have elected to engage a Program or Construction Manager that is responsible for quality control, schedule, and progress payment requests. The issue of whether these services are provided by the Architect or a separately contracted Program or Construction Manager is a local decision. The alternative methods for construction management will be discussed in another section, but in the following paragraphs the type of tasks to be undertaken are outlined.

1.5 CONSTRUCTION METHODS

The method selected for construction of the courthouse is a reflection of many local conditions, traditions, and codes. Even though this choice can be influenced by the project advisory committee, ultimately construction methods are defined by the Architect based upon cost factors, local building availability and expertise, design solution, local materials, and trades. During the design process, the Architect, in conjunction with engineering support, should identify the potential methods for construction so that not only will constructability challenges be identified early in the planning process, but maintainability issues can be discussed and used to guide the construction approaches.

For example, synthetic exterior finishes have become very popular for public building facades due to the ease of construction and the relatively low initial cost. The life cycle costs of this particular exterior “cladding” approach deserves careful study before a final decision is made. The same can be said of floor and wall coverings. The point is to engage the design team in discussions of construction techniques during the early schematic design phases so that as budget “creep” occurs, the final step is not “de-value engineering”.

1.5.1 Building Approaches

One of the most important decisions that will be made as the planning process is concluded and the design process commences will be the building approach. Essentially a jurisdiction can complete the design documents and solicit construction prices (bids) from qualified and bonded contractors. This process is called **design-bid** since a complete set of construction documents are available for contractors to develop detailed bids. In most instances, the lowest responsible bid is awarded the project. Often, debate will occur as to the “responsible” part of the statement when a jurisdiction attempts to choose between many contractors and alternates to the base bid. Any qualified and bonded contractor can bid on publicly offered projects, even if the jurisdiction has experienced problems with the contractor in the past. If the contractor meets all of the procurement guidelines and has the lowest bid, challenges to an award will be difficult to uphold.

The advantage of the design-bid approach is that the full details of the construction are known through the completion of the documents and the appropriate reviews prior to soliciting the bids. Therefore, the awarding jurisdiction knows the final price at bid opening, unless change orders are permitted during the construction process. Most of the time a contingency allowance for changes is a part of the project budget. A potential disadvantage of this traditional approach is that the design and construction steps are completed sequentially rather than consecutively, which will require a longer time frame for the entire design and



construction process. Under the design-bid approach, the architect remains the owner's representative and as such can cite the contractor if faulty work is observed.

The popular alternative to the traditional approach is **design-build**, which is exactly what the title implies; the design and the construction process, is integrated, and, in effect, the Architect is an employee of the contractor. This approach is gaining in popularity because of the single point of control that the owner has by having one entity – the contractor – responsible for the entire process. In most instances this approach expedites the building process.

The disadvantage to this process can be the relative inaccessibility of the design expertise since the Architect is "just another subcontractor" and can be insulated by the contractor. In the design-build approach, the Architect's allegiance is to the contractor and not the owner, leaving that responsibility to the contractor. Of course, the Architect is bound by professional ethics to report any faulty construction methods and is liable to the owner and contractor for design errors, but the direct relationship with the owner can be lost in the design-build method. All of this can be managed through the contract and need not prevent the owner from the desired level of interaction with the architect.

While the value of the construction is not the final determinant in the decision as to which approach is preferred, design-build tends to be most effective in larger construction projects that are complicated and where time is of the essence.

1.5.2 Building Techniques

Traditionally, courthouses have followed the typical construction techniques using masonry, steel, or reinforced concrete structural systems. The most critical structural consideration is usually the creation of a column-free courtroom space. In today's building climate, the courthouse is generally defined by a structural frame of concrete or steel columns and beams with an exterior "cladding" applied to the structural frame. The function of the courthouse does not generally require long-span structural systems, such as the column-free floor space of a convention center. The complexity of the structural system and the concomitant construction method will be determined more by seismic and other local codes than the functions of the courthouse.

Although the structural system is "typical", this does not mean to imply that the Heating, Ventilating, and Air Conditioning (HVAC) systems should be considered as "off-the-shelf" systems. Most complaints in court facilities (other than lack of functional space) center around the inability to control the temperature in the courtrooms. In part, this is due to the unavoidable situation where the courtroom has highly fluctuating occupancy from full to virtually empty during a normal operating day. Individualized controls are possible, and even preferable, but add cost to the project.

Another aspect of operation that should be carefully evaluated in selecting building techniques and methods is acoustical control. The noise levels, reverberation time, and sound absorption will be influenced by the choice of building systems and finishes but can be controlled through the design process. Relative to acoustical consideration of building systems, the major concerns are the management of noise levels, vibration, and reverberation within the courtroom. Noise, sound absorption, and reverberation calibrations have been developed by national acoustical societies and should be used in the design of the noise-sensitive spaces. With the importance of noise control, the use of an acoustical specialist is recommended.

Light levels impact the functionality and atmosphere of the court. While this is true in virtually all of the spaces of the facility, the courtroom's effectiveness is significantly influenced by the type of lighting. Natural lighting in a courtroom is a debatable subject. Some judicial officers welcome the relief from artificial light that is possible with well designed openings for natural light while others, equally eloquently, argue that



views to the outside world are potentially distracting and also represent security hazards. Both conditions can be managed by design and construction methods.

The method of construction should be a result of the operations and design process and not dictate the options, even though prevailing conditions, such as addition to an existing building, may limit construction choices. In the traditional design-bid process, the architect will determine the construction methods through the preparation of design documents. Therefore, the construction method should reflect the operational parameters of the court. In the design-build process, the decision regarding the construction approach is vested in the builder, potentially limiting the owner's and architect's ability to control the choices. As long as these factors are addressed during the planning and early design phases, the choices of construction can remain flexible.

1.5.3 Life Cycle Considerations

As more information becomes available through internet access, national publications, and conferences, such as the National Association of Counties, local and state jurisdictions are becoming more demanding about defining the first dollar cost of a facility versus the annual operating costs. During the early planning and design phases, the components of the courthouse that have a definable useful life should be identified and choices presented that quantify first versus continuing dollar expenditures. Over time, virtually all of the courthouse will need to be replaced, although the structural system and exterior facade should have a useful life expressed in centuries rather than decades. A basic rule of thumb should be the identification of replacement costs in decades beginning with the first 10 years and identifying all systems, finishes, and equipment that under "normal" use conditions will require replacement on a decade-by-decade basis.

For example, during the first decade some floor coverings (carpet) may need replacing in high traffic areas, perhaps leading to the use of a hard surface floor covering that may cost more initially (marble) but last for 50+ years with good maintenance. The "big ticket" items such as HVAC systems, elevators, and roof must be considered carefully to quantify the benefit of a higher initial cost as opposed to higher annual maintenance and earlier replacement costs that could result from choosing a lower first-cost item.

Beginning with the programming phase and increasing in intensity during the design phases, the selection of major systems, equipment, and finishes should be subjected to detailed life cycle reviews, using design and construction professionals, maintenance personnel, and vendor representatives. During the latter stages of design, a process of value engineering is recommended. This is the final threshold that allows the owner the opportunity to choose a system or finish based upon the life cycle rather than initial investment.

An owner need not wait until the pre-bid value engineering workshop to view life cycle information but may require a planning and design approach that identifies at each stage of the process the major courthouse components that are subject to decisions regarding initial versus continuing cost comparisons.

1.5.4 Project Organization

One of the most important tools for an Architect to use is a clear line of communication between the multiple participants on this project. Each person's level of responsibility throughout the project should be clearly delineated at the on-set of construction. The Architect's responsibility is to the contracting jurisdiction, with reports most often made directly to the Project Manager.

A project organization matrix is a tool that should delineate each participant's level of responsibility at each phase of the project (i.e., action imperative, consultation only, action not essential, need not inform, or



decision required) at each phase of the project. The development of the project organization matrix can be very helpful to all team members in establishing the need to respond in a timely manner where appropriate.

1.5.4.1 Description of Construction Phase Services

The following activities explain a process which can be used to properly administer the entire construction process. Communication among the different participants on and off the job site is the most important aspect of the process. An effective on-site communication program is essential to provide for distributing, expediting, and documenting the following items:

- Contract Documents
- Contractor Request for Information
- Design Information
- Department Directives
- Architect and Engineer Directives
- Material and System Submittals and Approvals
- Change Conditions and Claims
- Minutes of Meetings
- Periodic Project Reports
- Contractor Non-Conforming Work

The Architect will assure that all affected or involved parties receive information that is pertinent to specified project responsibilities. The intent of the regular reporting requirements is not to make the various parties generate unnecessary information but to assure that the relevant information is distributed and acknowledged in accordance with the areas of representation on the job site.

Various techniques are available for use at the construction site to ensure that the communication procedures address all participants listed in the project organizational matrix. Additional documents include:

- Project Directory
- Communication and Responsibility Flow Chart
- Contractor Correspondence Files
- Chain of Responsibility or Authority
- Shop Drawings and Submittal Flow Chart
- Confirmation of Verbal Field Orders
- Shop Drawings to Affected Contractor for Coordination



1.5.4.2 Construction Communication Procedures

The communication process is extremely important in ensuring that the resulting building represents an efficient and cost-effective facility. The communication process begins in the programming phase and should continue throughout the entire construction process. A very critical transition period occurs between the design and construction phases. Major role changes can take place when the Architect's participation is de-emphasized and the role of the builder becomes paramount to the successful continuation and completion of the project.

Having successfully completed the transition from the design phase to the construction phase, numerous management techniques such as those enumerated below should be used to solidify a sound communication process through the construction phase.

Weekly Job Meetings - Regularly scheduled weekly job meetings provide the most effective medium for job communications. Minutes of these meetings will be distributed to the contractors and all members of the project team, including the Project Manager.

Monthly Project Meetings - Senior office staff of the Contractor, the Architect, and the Project Manager should attend the monthly project meetings.

Quality Control - Quality control should be a common goal of all principal project participants. The quality control procedures should place the construction professional on the same side of the construction process as the local jurisdiction and the Architect. The Architect specifies quality, retains the right to judge quality performance, and remains the final authority who determines if the quality of the Contractor's work meets the requirements of the contract documents. The role of the Architect is to establish the procedures by which quality control occurs, to detect any non-conforming work, and to notify the Contractor of that deficiency.

Monitor Project Status and Progress - Monthly project schedule meetings should be held to determine the project status, solicit and suggest needed changes in work activities, and suggest and/or dictate overtime or supplemental forces where such are required. In addition, this meeting can be used to resolve potential problems and changes, which may impact the project schedule and cost.

The Contractor will be required to submit a detailed construction schedule indicating an alignment of the work activities that will permit the project to proceed in an orderly and planned sequence. In the event some unforeseen difficulty occurs, such as delay in the delivery of materials or insufficient labor force, the Contractor should be required to submit a recovery schedule that is a plan of action in which lost time will be recovered through re-sequencing of work activities to overcome delay.

Monitor Project Budget - Any engineering and construction changes that have an impact on the project budget, schedule, and quality should be continuously monitored. An impact statement for each change to the project should be completed. This control mechanism is essential to eliminate the possibility of allowing changes to adversely impact the mission of the court.

Continuous architectural reviews are paramount in producing a complete set of plans and specifications. This process is the best method of negating the effect of unanticipated changes in the budget due to errors or omissions in the project plans and specifications.

Constructability reviews can minimize any change order activities during the construction phase. In the event that some items slide through the review process, the Architect should assume a proactive role in negotiating the effects of the change order to minimize its impact on the project budget. Computerized estimating programs can be used to accurately predict the costs of any and all anticipated changes in the work. Since Contractors are required to categorize work into seven day segments and to place a cost value



on each activity, the Architect will have the capability to accurately predict estimated costs for any changes to these activities. The Contractor's knowledge that the Architect is cognizant of this level of detail in pricing activity will be advantageous to the Funding Unit as the negotiating process begins and proceeds to a final resolution of the issue.

1.5.4.3 Conduct Final Inspection

As a final step in the process, the Architect will participate with the Project Manager, appropriate Court personnel, local, county and state officials, the Contractor, and other officials in the final inspection of the facility. On behalf of the jurisdiction, the Architect will recommend necessary modifications to any aspect of the courthouse to comply with the operational and design objectives.

The Architect will conduct a post-construction phase close-out program highlighting the following areas:

- Record Drawings
- Operation and Maintenance Manuals
- Warranties and Call-Backs
- Occupancy Permit
- Occupancy Plan
- Job File Preservation
- Change Order Resolution
- Claims Negotiations
- Final Payment
- Close-Out Report

1.5.4.4 Identify and Coordinate All Construction Warranty Provisions

Each component of the courthouse will involve conventional and special equipment. The Architect will work closely with the General Contractor to identify all equipment, materials, and guarantees. A matrix will be developed that defines the nature of the warranty and its expiration period, which should assist the local jurisdiction in evaluating in-house maintenance requirements relative to the warranties.

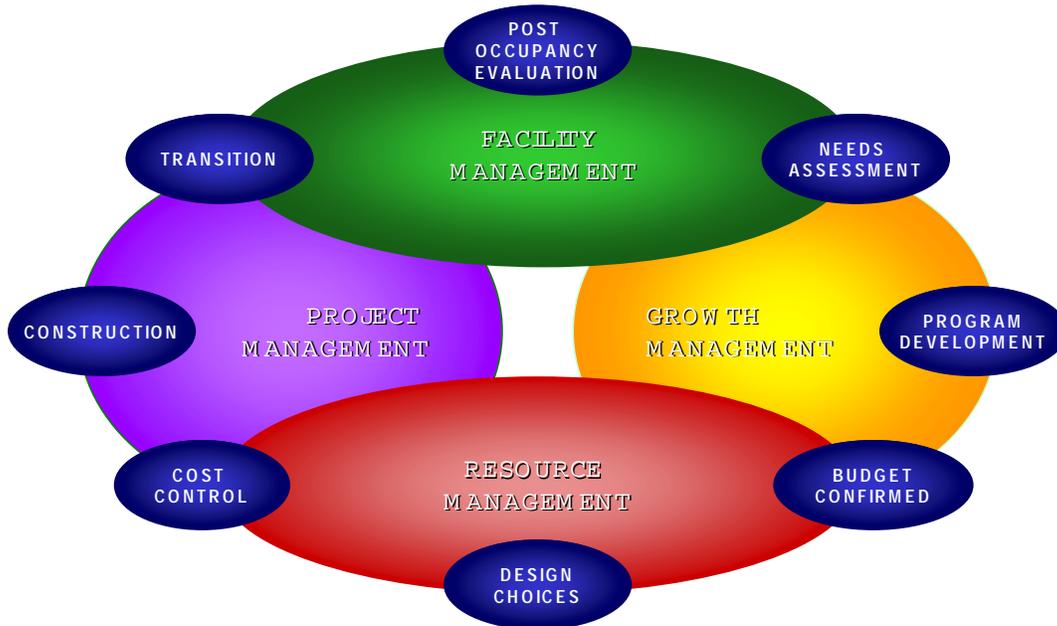
1.6 THE PROJECT MANAGEMENT CYCLE

The steps involved with organizing and initiating a design project were previously discussed in these guidelines. The importance of a well conceived Advisory Committee of the stakeholders was emphasized so that the final results of the planning, design, and construction effort reflect as close to a consensus solution as is possible in a democratic process. The planning process, while ultimately linear, has an inherent cyclic nature as the Project Team works towards consensus at each stage. To achieve consensus,



information will be developed, tested with stakeholders, refined, and re-introduced in the process as shown in Figure 1-12, on the following page, The Program Management Cycle.

Figure 1-12
The Program Management Cycle



The cycle of carefully executed steps can be organized into four distinct, but interrelated, areas that have specific products and require agreement before proceeding to the next level of project completion. The four areas include:

Growth Management: The Project needs are analyzed in the context of the judicial system and these needs are used to test functional and spatial responses, to establish a schedule, and to outline an initial budget. Being unable to satisfy the project budget does not mean changing the need but may require a more in-depth analysis of operational, rather than capital, solutions.

Resource Management: The bridge between the steps that define need and those that identify resources is critical. In this stage of the cycle, the number of courtrooms by type will have been determined and the consequences in terms of other staffing, spatial, and functional responses quantified. The outcome of this step may require a re-evaluation of the methods available for meeting the need.

Project Management: During the Resource Management stage of the Project Management Cycle several design options are prepared and a decision is reached as to the most appropriate solution that meets the stated needs from the initial Growth Management stage. In the Project Management stage of the cycle, the focus is upon cost containment and managing the construction phase of the project. Although the control of cost begins with the Architectural Program as shown earlier in Figure 1-13, the challenge in this stage of the Project Management Cycle is to contain the costs within the budget established during the planning and design process.

Facility Management: During this stage of the cycle, plans should be developed to activate and maintain the courthouse. One of the repeated mistakes of capital projects is the imbalance of resources and attention to the planning, design, and construction versus the preparation for taking “ownership” of the facility. Prior



to opening the new or expanded courthouse, an activation plan should be in place that defines the emergency security procedures, mechanical system shut-downs, fire evacuation procedures, and general assistance among other events. SCAO may provide assistance with security/emergency review and planning.

The advantage of following a program management cycle is that by assigning responsibilities for the various steps and establishing the decision-making structure insures that each step has definable results and that the linkage to the next step can be understood better. The most frequent mistakes in project implementation are unclear assignment of responsibilities between the many steps and poor communication among the stakeholders. Setting out a comprehensive process at the initiation of the project can aid in avoiding costly mistakes.

Managing the project can be accomplished in several ways, and the deliberation as to the preferred approach should be as thorough as the selection of the design team. To summarize, the overall responsibility can be assigned to an individual or department within government that accomplishes the myriad of tasks through "in-house" expertise. Another alternative is the selection of consultants to act as agents of the governmental jurisdiction in the management of the planning, design, construction, and activation steps. Either way, the governmental jurisdiction must maintain an active review and decision-making role throughout the process.

If the use of external consultants is preferred, several approaches should be considered as summarized below.

1.6.1 Construction Manager (CM)

Under this approach, the jurisdiction conducts a solicitation process similar to choosing an architectural firm. The selection process can be two-tiered by first establishing qualifications and after screening the applicants to those with the most relevant experience, requesting detailed proposals.

The responsibilities of the CM can be as broad or focused as the jurisdiction needs depending upon the availability of in-house expertise. Normally, however, when a jurisdiction engages a CM, the role broadly includes the following:

- Managing the selection process for architects and other project consultants
- Establishing and managing the project schedule and budget
- Reviewing the design documents for -constructability
- Conducting the value engineering studies
- Packaging the bid documents prepared by the Architect
- Maintaining the record of construction-related decisions
- Maintaining the cash flow schedule for the project
- Supervising the project construction and processing progress payment requests from the Contractor
- Organizing and conducting the final list for construction completion



- Preparing the operations manual for equipment warranties

As the agent of the Client (Funding Unit), the CM can be assigned many other tasks. In effect, the CM serves as a staff extension to the local jurisdiction for the duration of the design and construction process.

1.6.2 Program Manager (PM)

The PM can be an individual or a company that specializes in managing a capital project on behalf of a jurisdiction. The roles and responsibilities are similar to that of the CM, except that the PM usually has less responsibility for the actual construction of the project. Many jurisdictions will engage a PM even in the needs assessment stage to begin evaluating financing options as well as assisting the jurisdiction in the selection of Master Planners, Architects, Financial Analysts, Value Engineers, and even Construction Managers. Most firms that specialize in project management focus their expertise in organizing the many steps involved in a capital project for the jurisdiction rather than managing the construction phase. Some organizations can provide both project and construction management services.

The decision regarding a CM versus PM approach will depend upon the project's size and complexity, in-house expertise of the jurisdiction, local design and construction expertise, and budget. While the CM can be held liable for many aspects related to design review, such as schedule, budget, and construction quality, liability is not as easily assigned to the PM who organizes, more than manages, the Project Management Cycle.

1.6.3 Construction Manager/General Contractor (CM/GC)

This project management approach combines construction management tasks with the actual construction of the building. The private sector uses this approach more frequently than government since the selection of the Contractor (CM/GC) is based upon qualifications and not low bid price. However, the CM/GC approach is gaining popularity with governmental agencies by requiring that the CM/GC bid the sub-contractors who, in total, normally represent the largest portion of the construction price.

In the CM/GC approach, the jurisdiction solicits qualifications from firms that have the expertise to guarantee the construction price through participation in the project from inception (design) through to completion. The jurisdiction can require the delivery of the Guaranteed Maximum Price (GMP) at any stage of the design process, but the earlier the delivery the more "cushion" for subsequent changes will be included in the GMP.

The main advantage of this approach is that the Contractor and the Architect are at the table at the same time. Choices on building methods and materials are made collectively between the CM/GC and the Architect. This can yield significant savings in cost and time. The disadvantage is that the Contractor is essentially selected based upon qualifications and not price and that the Architect potentially loses some of the control of the design. The liability umbrella includes both the Architect and the CM/GC.

These examples are simplified explanations of options available to manage a complex process of design and construction. Many jurisdictions construct a project management that is a hybrid of these three options. Ultimately, the choice should be based upon the availability of project management expertise in-house. Regardless of whether this expertise is assigned from within the government or chosen from the private sector, the steps in the Project Management Cycle will need to be completed effectively and efficiently.

It should also be noted that some jurisdictions are cutting their capital costs by purchasing materials directly and "on-site" via electronic requisitions. At the construction site, a computer is connected with the purchasing department. The construction manager orders what he needs but is doing so on-line using the jurisdiction's accounts. This eliminates the mark-ups or administrative costs that private companies pass



on to the government. It also allows the contractor to take advantage of the jurisdiction's price agreements with its suppliers and avoid sales tax.

Of the CMs, PMs, and GCs, only the General Contractor is licensed or certified by the State. All three groups have professional organizations that grant some certification for completion of study programs or tests. Some of these are the Association for Project Managers and the American Institute of Constructors. The website, www.constructioneducation.com, has an exhaustive list of and links to many of these types of organizations. In addition, most county or local purchasing departments have information on local or regional groups.

1.7 FINANCING OPTIONS

At some point it will be necessary for the funding agency to make an appropriation to cover the committee's expenses and early project planning costs, including the possible employment of planning consultants and an architect. This will ensure that the committee will have the necessary professional assistance and that its preliminary work will provide a sound basis for determination of the best alternative to pursue.

Early in the process, a preliminary project budget should be prepared. Construction estimates are needed during master planning to evaluate different options and again once an implementation plan is adopted. A more detailed cost estimate will be necessary in order to secure financial support for the project. Unless the funding authority or project management team has the necessary experience with cost estimating, a cost consultant should be hired for most large projects.

There are a variety of financing options available for capital projects involving either the public or private sector. Choice of which payment method to use will involve the length of the construction project, the political viability of public funding (which often involves passing a referendum), and the expected life of the building. This section will discuss both the public and private means of financing court buildings in Michigan.

1.7.1 Public Financing

The traditional role of government is to provide services that are necessary but not viable in the private sector. Judicial services fall into this category, and courthouses are an integral part of providing justice. Public funding has been the tradition with courthouses and other public sector capital projects. This section will explain the two prevalent methods of financing large capital projects through the public sector—bond issue (pay-as-you-use) and taxes (pay-as-you-go). A description of the various types of bonds and taxes is included.

1.7.1.1 Bonds (pay-as-you-use)

Bonds are one of the preferred methods of funding capital projects, for a variety of reasons. Participation in the purchase of bonds is perceived to be voluntary—those who wish to purchase can, and others don't have any obligation. Bonds also provide a means for funding projects within a relatively short period of time up front by borrowing the cash, which permits future users to repay the loan through taxes or fees. This last feature makes bond issue the preferred method of funding capital projects, since users often do not realize they will bear part of the cost of the construction in the future. A bond referendum is thus easier to pass than a tax increase (pay-as-you-go).

An additional benefit to the bond issuer is that the interest earned on state-local bonds is not taxed by the federal government. This means that the interest rate can be lower to provide the same return to borrowers



as taxable bonds of other types. State and local governments, therefore, have a lower total cost from issuing bonds due to an effective federal subsidy created by the tax-free status of most municipal bonds. These bonds may still be taxed by state income taxes. Typical practice is for states to exempt the interest earned on bonds purchased by in-state residents.

Steps to issuing bonds:

- Engage bond Counsel to oversee the legal steps prior to selling bonds
- Obtain project estimates and determine amount to be borrowed
- Obtain government credit rating from Moody's or Standard & Poor's
- Engage financial advisor and/or underwriter to prepare documents and broker the sale

Purchasers of these bonds have historically included (in order of increasing percentage of purchase) banks, property and casualty insurance companies, individuals, and mutual funds.

1.7.1.2 General Obligation Bonds

Governments may use revenue from any tax or charges to pay the interest and repay the principal on General Obligation Bonds. Government promises to do what is necessary (raise taxes or generate fees) to generate funds if sufficient funds are not available to repay the bonds in the future. The value of these bonds is secured by the full-faith and credit of the government, which is obligated to meet the debt-service requirements and fully repay the loan. Governments can only default on repayment by declaring bankruptcy.

These bonds are typically considered to be a secure investment with low risk. As such, bond rating agencies will generally rate General Obligation bonds higher than Revenue Bonds (see below), meaning that General Obligation bonds can be sold at a lower interest rate than Revenue Bonds.

General Obligation Bonds accounted for 30% of outstanding long-term debt in 1991 and 31% in 1993.

1.7.1.3 Non-guaranteed Bonds (Revenue Bonds)

These bonds are guaranteed based only on the revenue received from a specific source. If the revenues are not sufficient, the bondholders suffer the loss. Common examples include funding a bridge with tolls or funding college dormitories with students' housing payments. This would likely not be an appropriate method for funding court facilities, since users cannot be charged for courtroom use. Traffic fines or other fines could be used to raise revenue for repayment of General Obligation Bonds but would not likely be sufficient to back non-guaranteed bonds in the amount necessary for courts construction.

1.7.2 Taxes

Taxes are a commonly used revenue source for state governments and increasingly for municipal governments as well but are most commonly used for operational expenses. If used to fund capital projects, taxes must be collected and saved ahead of time to accumulate sufficient cash to fund the project. In some counties, the County budget provides for a regular cash surplus similar to the concept of a "rainy day fund" in personal financial management. When capital investment is needed, the cash is available. This is not a common practice, primarily because most jurisdictions with a sizeable budgetary surplus will increase



services to provide a better daily quality of life, knowing that large capital projects can be funded through debt.

A more common use of taxes to finance capital projects is the combination of Revenue Bonds and tax increases. Money is borrowed to fund construction, and future taxes (or fees) are used to retire the debt.

Several forms of taxation are available to finance capital project, but the two most-frequently used are Property and Sales taxes. The following summarizes the property taxing approach.

1.7.2.1 Property Tax

Property taxes have steadily decreased as a source of revenue at all levels of government from 1962 to the mid-1980's but have begun to increase once again in the early 1990's. This tax is generally disliked by citizens. Part of the reason for this dislike is the complexity of the property tax structure, which consists of multiple calculations and unique terminology.

The Market Value of a property is the amount for which it could be bought or sold. The Assessed Value is the value that will be taxed. The term mills is used to describe property tax rates (one mill is .1 percent). The Effective Rate of Tax is equal to the ratio of the tax to the market value of the property.

In some states (18 states in 1992), different types of property are assessed at differing rates. This is called classified property tax. Michigan is not one of these states.

As property values increase, increases in assessed values will create tax increases, even if the tax rates do not change. This permits governments to collect increased revenue without undergoing the political rigors of a tax rate increase. In order to avoid government simply accepting this type of "passive" tax increase as the unavoidable result of the actions of assessors, many jurisdictions have adopted "truth-in-taxation" procedures that require that property tax rates be adjusted after re-assessment so that the revenue is the same as in the previous year. If additional revenue is needed, public hearings and/or a vote may be required to raise the rate.

The funding of projects through increased property taxes provides an opportunity for voters to show support or disapproval of the chosen project. It also permits the possibility that years of planning may result in a project that cannot be funded, if voters refuse to support the tax increase. It is important in planning to fund the construction of a court building through increased property tax to determine ahead of time the probability of a referendum for increased property taxes passing.

Some trends reflect voter decision-making in voting for or against a property tax increase. Such a tax will be comprised of the tax on residential property plus the tax on non-residential (commercial and industrial) property. Although any tax on commercial and industrial property will ultimately impact consumers to some degree, voters may be more concerned with the direct impact of the tax on the property they own. If this concern prevails, when the majority of property within a jurisdiction is non-residential, landowners and voters may be more likely to approve the increased property tax on the assumption that the local businesses will bear the majority of the burden, while the citizens get a new courthouse.

Studies have shown that residents perceive the location of commercial enterprises within the community to be the result of many factors, including ties to the community. Industries, on the other hand, are perceived as more free to move if economic conditions become unfavorable. Voters take these perceptions into consideration in voting on property tax increases. This indicates that while voters will choose to increase the property tax in jurisdictions of high non-residential composition, there is a limit to the amount of increase they will approve.



The State of Michigan offers a property tax credit based on income, and an additional credit for senior citizens. This system was implemented in 1974. A 1985 survey found that most citizens evaluated the potential impact of increased property taxes without taking the available tax credit into consideration. In other words, the credit will lower revenue and payments from citizens but likely will not improve the possibility of the tax being approved by voters. (On the other hand, if a credit system has recently been implemented and voters are still feeling the impact of the credit, they may be more likely to approve a property tax than another type of tax, which will not be influenced by the tax credit. In Michigan, property taxes increased more in the two years following the implementation of the tax credit in those counties where the credit reduced property tax prices the most.) The credit situation should be taken into consideration in choosing this funding option.

1.7.3 Private Financing

Private sector financing is increasingly common for public sector projects as private companies become able and willing to finance construction of public buildings. In some cases, public buildings are constructed to the specifications of the client agency but are owned by private firms. These methods of financing will be discussed in this section.

1.7.3.1 Lease-Purchase

In this funding arrangement, the facility is designed and built to the specifications of the tenant agency or agencies. Construction is financed by the construction company or other private source. The government then moves into the finished building as a tenant and pays monthly rent to the owner. Over a period of time, ownership of the facility can shift to the tenant.

1.7.3.2 Certificates of Participation (COPS)

Certificates of Participation (COPs) are similar to tax exempt Lease-Revenue Bonds in offering an opportunity for private citizens to purchase an interest in the capital project without the governmental agency incurring any taxes. The COPs are issued by a non-profit entity established by a state or local governmental agency. Because the agency is a non-profit and thus tax-exempt, the debt can be repaid at the lowest possible rate.

When COPs are used, the non-profit agency issuing the certificates holds ownership of the building until the debt is repaid (or for a contracted period of time). Construction is financed through this agency from the COPs revenue. Interest accrues on the Certificates during the construction period, but no principal payments are made.

After construction is completed, the Courts and other tenants make appropriate lease payments to the non-profit agency, which then begins to repay the COPs or Bonds (with interest) through the debt redemption/construction fund augmented by lease revenue. Because the rating on the COPs is guaranteed by the state or local government's credit, that government entity is under obligation to redeem the debt through the non-profit organization's debt redemption fund or by legislative act (tax revenue) if necessary.

This method of financing public projects has been used extensively in many states but less frequently for judicial facilities. Repeated attempts were made to determine the frequency of use in Michigan, but most government officials at the State level were unfamiliar and uncertain as to the legality of COP's in Michigan. Counties have been the predominant users of this alternative method of financing in other states and a comprehensive review of the feasibility of use for county-sponsored construction programs would be wise if public financing options are not available.



1.8 CONCLUSION

Many court planning projects do not meet the expectations of the Owner and/or Users largely because of inadequate front-end planning and a poorly managed design process. Good architecture is, in part, due to good clients and good clients are well informed and organized to manage the process from start to occupancy. A courthouse is a complex enough building type so as to require consistent oversight and control by an informed group that can devote significant time to the effort.

In this chapter, the initial steps from needs assessment to defining the architectural program have been discussed followed by a presentation of the design and project management stages. While differing levels of expertise and commitment of time will be necessary as the project progresses, the more effective input by the owner and users from Needs Assessment through the Schematic Design Phase of the architectural services the more successful a project can become. With the importance of the project understood by the recommended Project Advisory Committee, the actual design choices that will be explained generally in Section 2 and in greater detail in Section 3 which acknowledges operational, financial, and functional opportunities.



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2.1 ISSUES OF COURT ORGANIZATION AND ADMINISTRATION

The number and type of courtrooms, their location, and their relationship with other functional elements within the court directly impact facility requirements. Organizational and administrative issues; such as court jurisdiction, case management policies, and case scheduling philosophies; also influence facility requirements.

2.1.1 Function vs. Jurisdiction

There are several types of courts within the Michigan court system, including circuit, probate, district, and municipal. The transfer of juvenile jurisdiction from the probate court to circuit court has also resulted in the creation of a family division in all counties. Traditionally, courthouses have been organized along jurisdictional lines. For example, district court and all its support functions would be located in one area or even a separate facility, while circuit court and its support operations would be in another area. The same would be true for probate court. This has the advantage that all of the case processing and case management functions of a particular court are closely associated with convenient

Figure 2-1
Methods of Building Organization



access to clerks, judges, courtrooms, and other immediate support offices. The disadvantage has been that there is little ability to share common support spaces and functions, and it is difficult to adapt to changes in court jurisdictions such as occurred with the movement of juvenile matters from the probate court to circuit court. It also fosters specialization in space design with specialized courtrooms for each court and reduces the ability of courts to share resources.

Another way of organizing a facility is by function. Spaces in the courthouse are arranged according to the work and activities that are performed. For example, clerks in all three courts basically perform the same operations by waiting on the public, creating case files, updating case records, filing case records, and receiving money payments. The only difference is in the type of cases they handle. Organizing the facility along functional lines locates all clerical operations in one area and all courtrooms in another area (with chambers). The advantage is that offices with similar, or the same, facility requirements are located together. This means that the existing space can be more efficiently used and that future organizational or jurisdictional changes can be more easily accommodated. In smaller offices, it means that staff from one court can back up staff from another court when the need arises.

Similar decisions may apply to individual offices. For example, clerk's offices, particularly larger ones, are traditionally organized by case type with separate divisions to handle criminal, civil, or juvenile cases. In large offices, there may be separate public counters for each case type and separate case processing staff. In smaller offices, typically found in rural counties, there is more cross training of staff and fewer case type distinctions may be made.

A trend in some areas of the country is toward providing greater customer service by creating a single point of contact for the public with the creation of customer service centers. That is, one location that can take care of case filing, provide case information, and receive fine or fee payments for a wide range of functions.



Clerks are cross-trained to initiate a criminal complaint, file a civil action, or even accept payments. Implementation of automated case management and financial management systems even permits the creation of customer service centers at remote locations outside the courthouse.

2.1.2 Judicial Assignments and Calendaring Systems

The type of calendaring or scheduling system affects the way in which case files are handled which traditionally has had implications for courtroom sizes, building adjacencies, and office layout. There are basically two ways in which courts assign cases to judges: individual calendars and master calendars. Between these two poles exist a number of hybrid systems. In the individual calendar, cases are assigned to a judge at the time of filing, usually in rotation or by some random method. The judges then manage their own caseload and are responsible for the case until its disposition. In this type of system case-scheduling activities are handled by the judge's staff.

Under a master calendar system, as cases are filed they are placed into a common pool to await further action and assignment. In this system, frequently judges rotate among duties. As motions are filed in a case, the judge currently serving as the motions judge receives the case; at the conclusion of the motion hearing, the case is reassigned to the pool to await the next action. On the trial date, the case is assigned to the next available judge. In this way the same case may pass through the hands of several judges before its disposition.

In an individual calendar, the judicial secretary does the scheduling of cases, and the case files may reside in the judge's offices until the case is disposed. In courts that use a master calendar, there may be a central scheduling office, and the case file will circulate between different judges and the clerk's office. These differences affect file storage, as well as adjacency requirements in both the judges' offices and the clerk's office.

In courts who use an individual calendar, judges typically sit in one courtroom and hear a mix of all case types. This requires that all courtrooms be capable of handling any given case type from civil non-jury cases to criminal jury trials. It is more typical of judges to sit in a division, either permanently or by rotation, in master calendar courts. In this case, it is possible for courtrooms to be specialized for a particular case type, and courthouses may have a mix of jury and non-jury courts and even criminal and civil courtrooms. One difficulty for planning, however, is that courts may switch from one calendaring method to another over a period of years creating problems for facility planners and designers.

2.1.3 Court Divisions and Jurisdiction Specialization

In smaller courts, it is common for each judge to hear all types of cases (civil and criminal). As courts become larger, they often begin to organize themselves into divisions by case type, such as civil, criminal, juvenile, domestic relations, and traffic. In some instances judges may be permanently assigned to one division while in other courts judges may rotate through different divisions according to a schedule.

In courts where judges sit in divisions and rotate duties, courtrooms must be designed to accommodate all types of cases, including civil, criminal, jury, and non-jury. If judges are not assigned their own courtrooms, then more specialized courtrooms may be designed to fit the type of case to be heard. Judges may then move from courtroom to courtroom depending upon the division in which they are presently assigned.



2.1.4 Ratio of Courtrooms to Judges

One courtroom per judge is the norm. This has been the traditional pattern in most courthouses. Some courts have adopted a ratio of one courtroom per judge until the court reaches about ten judges; above that number, the court may need only three courtrooms for every four judges. This can occur only where the practice is to share courtrooms and where judges' chambers are separated from the courtrooms so that sharing courtrooms is practical.



Orange County Justice Center, Florida / HLM Architects

One drawback with this approach is that the court has little room for expansion. Another drawback is that many courts use retired and visiting judges to help address their caseload or to fill in for absent judges. Unless there are sufficient courtrooms for these judges to use, the court will not be able to take full advantage of their presence.

One approach is to have alternative types of hearing spaces, such as conference or hearing rooms, available. Many hearings and judicial activities do not require a full-sized courtroom and may just as easily be performed in a conference room.

One strategy for extending the useful life of the courthouse is to begin with at least one courtroom per judge, then design the facility to handle more judges than courtrooms in the future by including spaces that can be converted to chambers. In this way, a building that may have lasted only 15 years before needing an addition, may last 20-25 years depending upon growth. (See Section 2.7 on Growth Management for other expansion strategies.)

Finally, if courtroom sharing is to work, all courtrooms should be identical in their capabilities. All should be capable of holding a criminal jury trial. If some courtrooms lack jury boxes or holding cells, then the court is limited in the types of trials or hearings that can be held in a particular courtroom and loses the benefits of being able to share courtrooms.

2.1.5 Specialized Courtrooms

In some situations, it is not necessary that all courtrooms in a large multi-judge court be the same size and design. Courtroom design may be based on the specific requirements of the types of hearings and trials to be held in that courtroom (i.e., criminal, juvenile, or small claims). While there has been a general trend during the past two decades toward smaller and more-specialized courtrooms and hearing rooms, the disadvantage is that these courtrooms cannot adapt to growth or changes in the court's caseload. Where possible, it may be advisable for courts to design all courtrooms to be identical and capable of holding a criminal jury trial. An exception may be the inclusion of at least one large ceremonial courtroom that is also capable of handling a multi-defendant trial.



Orange County Justice Center, Florida / HLM Architects



Another trend has been the use of smaller hearing rooms, suitable for arbitration and mediation. As the use of these methods of dispute resolution increases, many more court facilities will need to include such spaces. Also, circuit courts often make use of referees, and district courts on occasion use magistrates, whose needs are usually met by the addition of smaller, non-jury hearing rooms.

2.2 RENOVATION OR NEW COURTHOUSE?

Most public buildings, including courthouses, usually go through at least one renovation or extensive remodel during its life. At some point in the life of nearly every courthouse comes a point when it must be decided whether it is better to build a new facility or to renovate one more time. The project may involve the addition of new space either for a new courtroom or support functions, retrofitting existing space for courtrooms, and upgrading building systems. Even when there is a planned addition to the building, renovation of the existing facility is often necessary. When this occurs, it is essential that planning attempts to make the new and the old work together so that the smooth flow of people and work processes are not interrupted. This may mean that the entire building (new and old) needs to be entirely reorganized in order to achieve the proper circulation flows, zoning separations, and work adjacencies.

2.2.1 When to Renovate and When to Build New

The decision of when to renovate and when to build a new facility requires consideration of the following:

- The historical or architectural values of the building to be preserved
- The physical integrity of the existing facilities
- Use of the facility by other offices or functions
- Adherence to local building codes
- Life cycle costs
- Functionality
- Growth of the courts and the building's continued potential for expansion
- Ability to comply with accepted court design standards
- Security and prisoner custody requirements
- Accessibility requirements
- Impact on other departments and functions housed in the facility

Of critical importance to the courts is whether the existing facility can meet court design guidelines and standards even when renovated. While some compromises can and need to be expected, fundamental issues of public safety, prisoner access and security, and functionality for court operations should not be compromised.



2.2.2 Problems Usually Encountered

The renovation, or retrofit, of an existing facility for courts (courtrooms, chambers, and clerks' offices) typically presents a number of problems and frequently requires compromises to be made. Among the problems that are likely to be encountered are:

- Spaces too small to accommodate properly sized courtrooms or other functional spaces
- Low floor to ceiling heights for courtrooms
- Inability to achieve proper adjacencies, such as between courtrooms and jury deliberation rooms
- No logical place to connect an addition to the building
- Inadequate electrical, plumbing, and HVAC systems, requiring extensive upgrades
- Hidden problems such as asbestos
- Need to make renovated spaces handicapped accessible
- Need to provide temporary space during construction
- Difficulty in providing proper security in the building

While all of the above present problems that need to be overcome in any renovation project, probably the most critical issues are those related to finding adequate spaces in which to build properly sized and designed courtrooms, the need for proper adjacencies, and the need to provide a minimum level of security and safety within the building. Too often renovation or retrofit projects result in courtrooms that are too narrow, lack the proper floor to ceiling heights, lack safe prisoner access, lack adequate litigation space, and lack necessary public waiting and attorney conference areas.

Among the questions that must be asked early in any project that contemplates the reuse of existing facilities or locating courts in a facility other than a courthouse are:

- Are there spaces large enough and suitable for courtrooms?
- Where will prisoners enter the building and can they reach the courtrooms without having to be escorted through public or private corridors and work areas?
- Can the facility accommodate three circulation systems (public, private, and prisoner) and zones?
- Can the building be made secure?
- Are the main building systems (electrical, plumbing, HVAC) sound?



2.2.3 Types of Facilities

While it is most common for renovation projects to involve the courthouse, it is not uncommon for consideration to be given to retrofitting other types of facilities for court use. The most common type of facility are general office buildings, but schools, hospitals, shopping centers, post offices, and department stores have been known to be used as courthouses.

As a general rule, it is nearly always easier and less expensive to renovate court spaces for general office functions than to renovate general office space for courts. The reuse of general office space, whether built for government or business, is not suitable for many court operations. Courts require three separate zones of circulation (private, public, and prisoner) and most general office buildings do not have adequate vertical circulation system (elevators) and the proper floor plates to accommodate three zones efficiently.

Secondly, the floor to ceiling heights in most general office buildings is too low to properly accommodate courtrooms that should have a minimum of 14 feet from floor to ceiling. While general office space may not be appropriate for courtroom and chambers, it is perfectly acceptable for many court support functions, or ancillary offices, such as the prosecuting attorney, public defender, and probation. These may either remain in a county or city administration building or be located in other general office spaces that has been renovated for their use, as long as it remains close to the courthouse.

It also is important to think of the image that this will present to the community and how it will affect attitudes of litigants. Will the building project a sense of decorum and dignity that is essential to all court facilities?

Shopping centers have an advantage in that there is generally plenty of parking, a commodity that is all too often lacking in many downtown courthouses. Further, many shopping centers are built with high ceilings and fairly large spaces between support columns, permitting great flexibility in locating courtrooms. While it may not be considered appropriate for general jurisdiction trial courts, shopping center locations may be very functional for limited jurisdiction courts that handle high volume functions such as traffic and misdemeanor cases.

2.2.4 Phasing of the Project

A major problem with nearly any renovation projects is the need to phase the work so that the courts may continue to operate during construction. It is necessary to find temporary quarters for the courts to occupy while the existing space is being worked on. This can add extra costs and time to the project if it is necessary to lease temporary space. Where there is also some new construction, for example an addition along with renovation, the new facilities can serve as the temporary location for courts while space in the existing facility is being renovated.

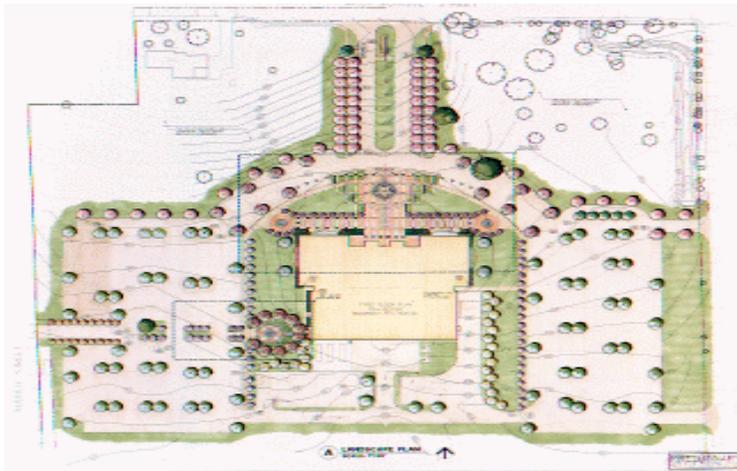
Other situations may involve the demolition of part or all of the existing facility and construction of a new building on the same site. This is particularly difficult, as it almost requires construction of two facilities: a temporary one to be occupied during construction and the permanent facility. What it may mean is that the project must be completed in two parts. All this is terribly disruptive to court operations and the noise and confusion make it extremely difficult to conduct trials while construction work is continuing.



2.3 SITE LOCATION

The site chosen for a new courthouse should take into account the size of the building to be built (footprint and height), the types of service to be provided, and the number of people who will use the courthouse. The site will need to accommodate the courthouse itself, and in many cases, will also provide the parking area for staff and visitors to the courthouse.

2.3.1 Site Size



Denton County Site Rendering, Texas / Phillips Swager Associates

The footprint size of a courthouse must be large enough to house at least one court set¹ per floor. Ideally, between two and four court sets should be located on each floor. The sizes of these court sets may vary depending on the type of courtroom and the activity that will take place, with the maximum standard size at 6,500 SF and the minimum size at 3,300 SF. Based on these court set sizes, the minimum functional footprint size for a courthouse is approximately 10,000 SF (assuming two court sets per floor). The recommended footprint size is 15,000 to 20,000 SF, which permits like court sets to be paired on each floor.

The height of the courthouse will depend on the footprint size, the number of courtrooms to be built, and the amount of additional staff to be housed in the courthouse. The site for a new courthouse should be selected so that the height of the new building will blend with the contours of the surroundings. In a setting consisting of three to five-story buildings, for example, a 100,000 SF courthouse with a 10,000 SF footprint will tower ten stories high. A larger site capable of handling a building with a 20,000 SF footprint will lower the building height to five stories, which may blend with the surrounding buildings in a more aesthetic manner.

Sufficient parking should be considered when selecting a site. In an urban setting, public parking may be provided nearby in public ramps or garages. If not, the courthouse may provide public parking on site, either in open lots or in parking structures adjacent to the building. It is highly recommended that staff parking be separate from public parking. For security reasons, no public parking should be provided within or under the courthouse. Secure parking should be provided for all judges in an area with a secure entrance to a corridor in the courthouse dedicated to staff only. When judicial access is monitored and controlled, parking may be located in an underground structure in the courthouse.



Orange County Justice Center, Florida / HLM Architects

¹ Court sets within the courthouse comprise functional units of spaces directly related to the courtroom, such as the judge's chamber, the courtroom, attorney conference rooms, witness waiting rooms, jury deliberation rooms, and prisoner holding areas.



The courthouse should have a dignified appearance befitting its function and role as the image of justice in the community. This appearance includes an appropriate introduction to the building through the use of landscaped green space or other proper approach. Site selection should take into account the facade of the building to be built and should provide for a proper approach on the grounds of the future courthouse to balance the style of the building. Site selection, building orientation, and landscaping all have an affect on building security.

The size of the site available and the permitted building height may be governed by zoning laws or setbacks. Careful research of all prospective sites should be done prior to final site selection to determine whether any special evaluations(land use, historical value, wetlands, or other special condition) need to be made prior to construction. Such studies can delay or even prohibit construction on protected land.

Care should be taken to avoid sites of former landfills, toxic waste repositories, or other environmentally hazardous sites, which may have undesirable long-term effects on those who will work in the courthouse on a daily basis.

The courthouse interacts on a daily basis with incarcerated defendants from the jail and with the public. For efficient operations, the courthouse site should be located in a location convenient to the public and to the jail. (If video technology is used to minimize inmate transport to the court, proximity to the jail becomes less important in selecting a courthouse site.) The site must permit secure access for detained offenders through a vehicular sally port that will not be entered by the public or the judiciary.

2.4 IMAGE OF THE COURT



Denton County Courts Building / Phillips Swager Associates

In the First International Conference on Courthouse Design, held in 1992, a courthouse was described as both a “temple of justice” and a “legal emporium.” On reflection, anyone who has visited a county courthouse must have been, if even fleetingly, reminded that this structure that epitomizes many of the Constitutional guarantees for all citizens combines the reverence associated with a place of worship in the courtroom and the bartering associated with a market. The average citizen is a participant in the courtroom infrequently and then most probably as a juror. However, the responsibility assigned to a juror is one of the foundations of a democratic society and the environment within which this duty is executed influences the bond between the citizen and the government. Poorly conceived and maintained courtroom environments diminish the respect that is intended for all participants in the process of seeking justice.

Most citizens encounter the courthouse as a “legal emporium” where information is exchanged in a highly interactive environment and in a variety of spaces. While dignity, reverence, and discipline are desirable characteristics for all of the functions of the judiciary, the exchange of information requires a significantly different environment than the administration of justice. The interaction should be efficient, individualized, and accurate, taking place at public counters, private offices, and jury assembly spaces.



Recognizing that courthouse architecture is largely about achieving the balance between the two major functional roles within the environmental context of the surroundings, the image of the building is a statement of the value a community attaches to the administration and management of justice. The role of architecture is to reflect that value through the arrangement and design of the spaces. William Lacy, FAIA – the past president of The Cooper Union in New York and The American Academy of Rome stated; “Courthouses - like churches, synagogues, and hospitals – test the full measure of architects’ talents to deal with people in states of extreme vulnerability. They require the making of spaces that are symbolic, that stretch back through time and attempt – with a sense of stability and durability – to reassure troubled minds and to raise the ideal of a world that aspires to a higher order of meaning and beauty”.

In the design of the courthouse, “image,” as the popular advertisement states, “is everything.” From an image perspective, the community continues to separate the courthouse from most other building types as a unique and important statement about the importance of governing in a fair and just manner. The design of the courthouse needs to reflect the separate and constitutionally independent status of the judiciary as a separate and equal branch of government. Even when located within a larger county government center the image of the courts as separate and equal need to be maintained. The temptation to cheapen the significance of the courthouse by treating the courts as just another “county department” needs to be avoided. Furthermore, the tendency to select lower first cost materials and construction techniques should be assessed in light of a 50-or more-year life.



Solano County Courthouse, California / HOK

The design solution has the responsibility to:



Robert A. Christensen Justice Center, Douglas County, Colorado / HOK

- Create a community symbol of impartial and equal justice for all
- Relate to the surrounding building context, but project the unique function
- Operate efficiently for a diverse user group
- Project a sense of accessibility, durability, and security

How well the Architect achieves these and other requirements is largely dependant upon the guidance provided by the Owner and the User Group. The better articulated the vision of the stakeholders, the greater the potential for a functionally and aesthetically successful courthouse.



2.4.1 Accessibility

The courthouse exists to serve the public and must be easily accessible to those who require its services. Both inside and out, the courthouse must be designed to handle large numbers of visitors. These will include those coming to trial, the media, staff working in the building, witnesses and attorneys associated with cases, citizens coming for information or to file complaints, and those coming to pay fines or other payments. Ample public areas must be provided both inside and outside the building to make access as easy and comfortable

as possible and to maximize the speed at which the public can be served. Because the courts are a government agency, service should be expedient and simple to combat the stereotype of bureaucracy. Accessibility should be designed with public service as the primary goal. This concern extends to the public spaces devoted to security and weapons screening. Sufficient space needs to be provided to permit easy and quick access to the building.

2.4.2 Parking

Ample parking must be provided within easy walking distance of the courthouse for judges, staff, jury members, law enforcement officers, and visitors. In an urban setting, public parking may be provided nearby in public ramps or garages. If not, the courthouse may provide public parking on site, either in open lots or in parking structures adjacent to the building. If the courthouse is collocated with a jail or detention center, the demand for parking is greatly increased due to jail shift changes and visitors.

For security reasons, no public parking should be provided within or under the courthouse. If possible, public parking should be free and near the courthouse. An estimate of the number of parking spaces needed should be completed with the building program or needs assessment. This estimate will include those coming to court, those coming to pick up information, and those requiring any other services housed in the same building. Generally for public and judicial staff parking, there should be one space for every four (4) seats in each courtroom, and one space for every 250 square feet of office space (some jurisdictions have different square footage requirements or recommendations).

If jury trials are held in the courthouse, additional parking spaces (up to 50 per jury called) will be required on days when juries are called. Sufficient parking should be available to permit jurors to park and access the courthouse quickly and easily. To ensure sufficient public parking for jurors, a "juror only" area can be created in a large parking lot, or special parking permits can be handed out to permit jurors to park in unassigned staff spaces. If jurors are required to park in a parking structure, parking fees should be validated by the Courts.

A separate secure parking area should be provided for judges. This parking area should be covered and screened by a wall or fence, if possible. Security cameras should be used to monitor activity in this area. A protected entrance with punch-code or card access should provide limited entry to the courthouse. Courthouse security staff should be located close to this entrance, either inside or outside the courthouse. This parking area can also be used by the bailiffs for an additional security presence. If possible, separate staff parking should also be provided. This parking area can be located close to a secure building entrance for staff, or staff could share the judges' entrance.

All parking areas should offer ramped walkways to the courthouse for wheelchair or handicapped access. Outside public entrance doors should be equipped with automatic opening devices. Handicapped parking spaces for the public and judicial staff should be provided as near an accessible entrance to the courthouse as possible.

If parking is at a premium, cooperative agreements with churches, schools, stadiums, and other public and/or private institutions should be explored. These agreements should be made during the pre-planning



stage to ensure adequate parking is available. Changes in court scheduling could also alleviate parking demand if high-traffic court sessions can be scheduled at various times during the day or week.

2.4.3 Vehicular Traffic

Traffic flow around the courthouse should be limited. Public vehicles should not be permitted in secure (staff or judge) parking areas or in the proximity of secure staff entrances to the building. Flow can be controlled by having separate vehicular entrances to the courthouse property in a suburban setting or by fencing off parts of the property in an urban setting. Traffic flow should not take public vehicles along a path directly next to the courthouse building—a grassy barrier can prevent this in suburban settings and adjacent buildings or steps can serve the same purpose in an urban setting. Thought should be given to the accessibility of public transportation. This is not only a consideration during site selection, but the flow of public transportation to and around the site need to studies as part of a larger traffic study.

A drop-off circle approach for vehicles can be designed at the main entrance of the building for handicapped access. This entrance should be visible to security staff, either directly or through cameras. No parking should be permitted in this lane.

2.4.4 Exterior Lighting

Most Michigan Courthouses will be served through surface parking lots and some in larger urban areas with a combination of surface and structured parking. In both instances, appropriate levels of exterior lighting will be necessary primarily for security and safety and secondarily for aesthetic reasons.

Lighting levels are measured in lumens or foot-candles. The required lighting level site fixtures will depend upon ambient conditions and surrounding land uses. For planning purposes, a range of 1.0 to 3.0 foot-candles is generally acceptable in most conditions.

2.4.5 Building Circulation and Zoning

The courthouse is a busy center of local government and it needs to operate safely and efficiently. Circulation should be simple and direct. Users and visitors should be able to find their way easily and quickly throughout the courthouse. This is not only a matter of convenience to the public but one of safety for all users of the facility.

Easy pedestrian access should be provided to the main entrance of the courthouse. Proper signs, crosswalks, and sidewalks can be used to guide visitors to the entrance, and to reduce congregation outside the building. Once inside, signs should clearly direct visitors to the various agencies and departments located within the building. Public restrooms should be located inside the security screening at the entrance to the building to reduce multiple checks of the same visitors.



Denton County Courts Buildings / Phillips Swager Associates



If the building is a high or mid-rise, access to higher floors should be provided by elevators. Elevator lobbies should be reasonably sized to accommodate the anticipated number of visitors at peak times. If common waiting areas are provided on each floor, public restrooms and water fountains should be located adjacent to these waiting areas. In larger facilities where high volume activities may be located on several lower floors, consideration should be given to the installation of escalators on the lower floors.

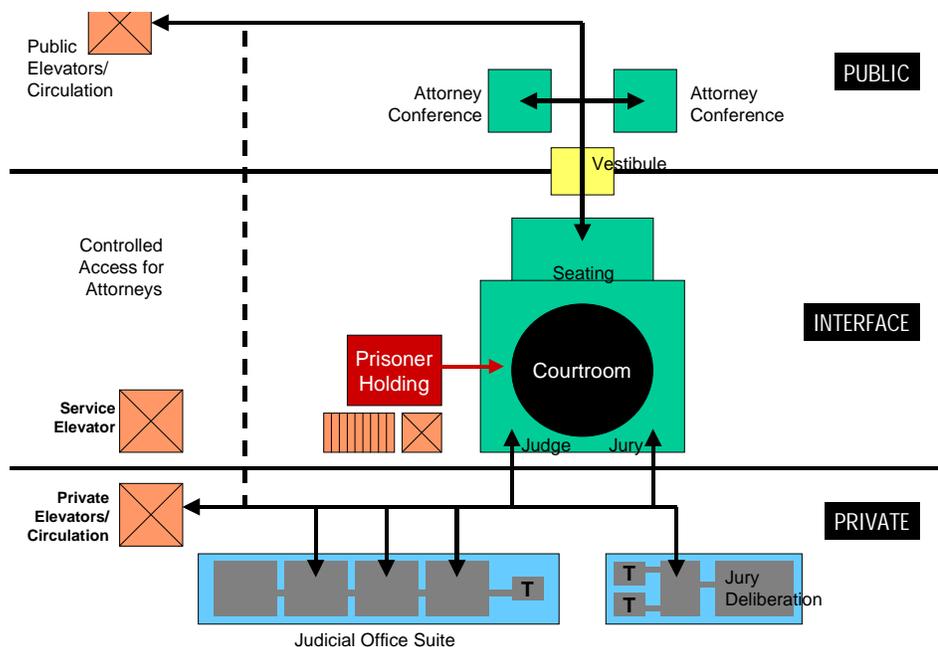
Separate and distinct circulation paths for the public, judges and staff, and in-custody defendants (adult and juvenile) help to achieve the efficient and safe movement of people throughout the building, and are an essential feature of modern courthouses. To accommodate the needed circulation patterns, the courthouse should be organized into areas that are similar in function, operational needs, physical characteristics, and access requirements. There are five distinct zones that should be present in all courthouses.²

2.4.6 Public Zone

The public circulation provides access from main building entrances to the various public and functional areas of the building, including all areas of the building used by the general public, attorneys, clients, witnesses, and jurors (before selection). Examples of the areas are: main lobby, corridors, public elevators, public rest rooms, waiting areas, clerk counters, and reception areas. It also includes access to the many court and ancillary offices, such as probation, the public defender, the friend of court, and prosecutor.

Figure 2-2 displays a typical court floor arrangement with public, private, secure, and interface zones.

Figure 2-2
Typical Court Floor Arrangement



Prepared by HOK for "The Courthouse: A Planning and Design Guide for Court Facilities" and used by permission of the National Center for State Courts

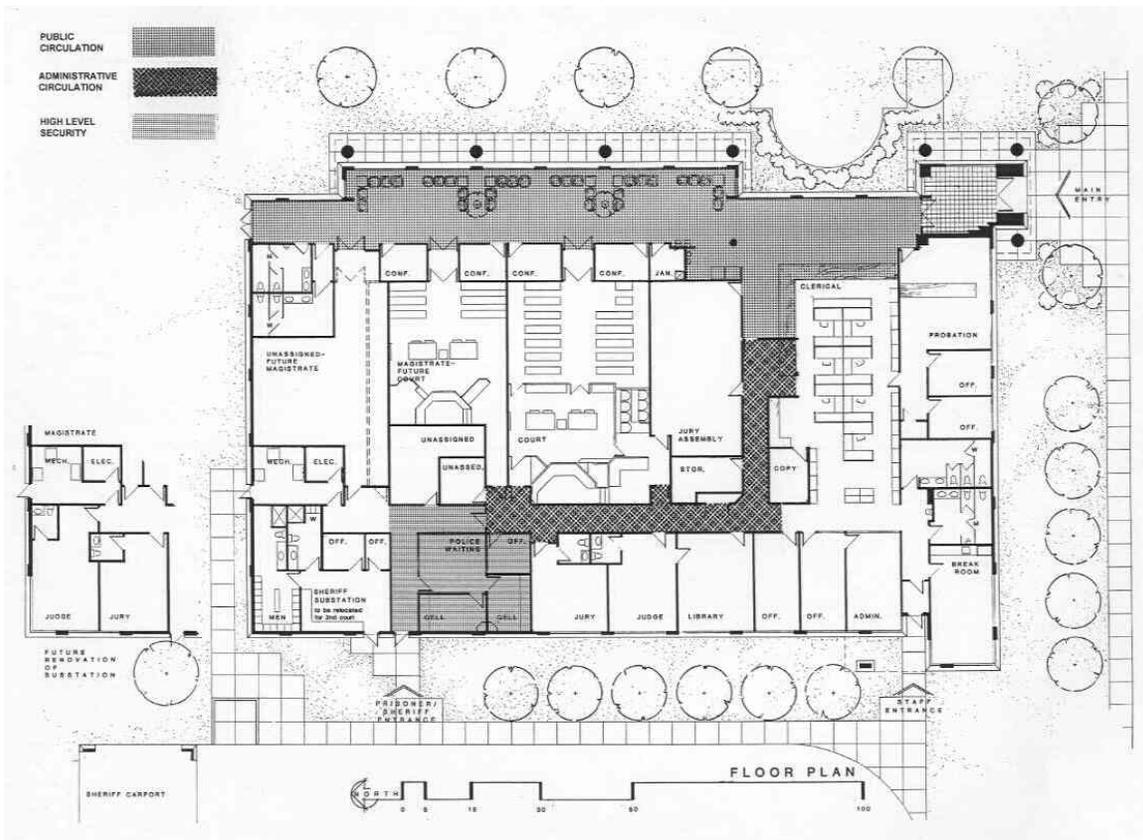
² The following discussion on courthouse zoning is taken from *The Courthouse: A Planning and Design Guide for Court Facilities*, published by the National Center for State Courts and is used with their permission.



2.4.7 Private Zone

Private circulation provides controlled access to particular courthouse users and is not easily or routinely used by the general public. Private circulation permits the movement of judges and trial-related court personnel between chambers and courtrooms, the movement of jurors between courtrooms and jury deliberation rooms, and the movement of court files between the clerks' offices and the courtrooms by controlling interaction with other courthouse users. The need to separate judges and court personnel from other courthouse users has both a security and a privacy component. Contact not related to trials may taint either the perception or the reality of neutral and objective adjudication. For security reasons, private circulation should be expanded to include judicial access from secure or private parking facilities to private elevators, chambers, and offices.

Figure 2-3
Circulation Floor Plan



Thomas Strat & Associates

2.4.8 Secure Zone

Secure circulation provides movement of in-custody defendants, both adult and juvenile. In-custody defendants should enter the courthouse through a secure vehicular sally port (or secure walkway from the jail or lockup), be taken to a secure central holding and staging area, and from there be escorted to individual courtroom holding cells as needed. The location of prisoner holding cells immediately adjacent to the courtrooms reduces the time needed to produce prisoners in court by allowing prisoners to be housed close to courtrooms. It also allows deputy sheriffs to quickly remove and isolate an unruly prisoner.



Prisoners should be transported to the courtrooms by mean of a dedicated secure prisoner elevator. The most practical and efficient arrangement is for the secure prisoner elevator to service holding units located between two courtrooms.

2.4.9 Interface Zone

This zone includes spaces, such as the courtrooms, where the public, private, and secure zones interact. The public should be able to access these areas directly from the building's main public circulation system. Staff and judges should access these areas by their private and secure circulation. If in-custody defendants are required to be present they should enter by means of the building's secure prisoner circulation.

2.4.10 Service Zone

Included are all those spaces that serve as support areas for the courthouse, such as the receiving and loading dock or service entrance, storage areas, mechanical spaces, and building maintenance areas.

Direct outside access to the public zone is through the main courthouse entrance. Direct access from the outside (staff parking, for example) can also be offered to the staff zone through keyed or coded doors. Outside access to the secure zone is usually only by means of a secure vehicular sally port.

2.5 USER REQUIREMENTS

Many of the features required for effective public service are included in the design of the public access to the building. Ease of parking, locating the proper department, and completing the required tasks are the three key components of satisfying the public. Staff within the courthouse need a similar level of daily satisfaction with the functionality of their workspace. Taken together, these features constitute the user requirements of the courthouse.

2.5.1 Public Accessibility

As already discussed in the previous section, external access to the courthouse by vehicle and by foot should be as easy and un-congested as possible. Inside the building, public access should be limited to public areas of the building. The main public area is the lobby of the building, which leads to stairs, elevators, and possibly a public waiting area. This area should offer comfortable waiting with chairs, water fountains, restrooms, and all other amenities. If kiosks are used for public retrieval of forms or information, the kiosks should be located in the main lobby of the building or other similar public area. The lobby is also a good location for an Automatic Teller Machine (ATM).

Each department within the courthouse should have an appropriately sized public waiting area. Any departmental public windows should open onto this area. If paperwork is filled out in the public area, counters or tables should be provided. Computer terminals or kiosks can offer visitors the opportunity to serve their own needs, with or without a fee. For some departments, private interview/meeting rooms should be offered. These rooms should have insulated walls for privacy, doors, and no outside windows.

All public service areas should be clearly marked by signs on the walls, a marquee in the lobby and elevator areas, and on departmental doors or entrances. Areas where the public is not allowed should also be clearly marked as no admittance areas.



2.5.2 Support Services

Support Services staff typically serve both the Courts and the public. In order to function efficiently, the courthouse must be designed to facilitate interaction with both user groups. Visitors to the court often need nothing more than to submit a form, check on the status of a court case, or make a payment for a traffic violation or child support. Much of this interaction can be handled through service windows in the appropriate agency. In jurisdictions with highly developed case management systems, computer terminals or kiosks can reduce the number of visitors requiring assistance at a window.

Public service windows should be easy to locate within the courthouse. They should offer counter space and attached pens if forms will be completed at the window. The number of windows should be determined by the estimated number of information requests and the length of time to process each request, so that the public is not waiting inordinate amounts of time at windows. In areas of high demand, a number system can be used to prioritize visitors and to reduce standing in line.

Easy access from the support services area to the courtrooms should be included in the building design. Support staff should be linked technologically to any relevant networks within the building. A counter or other system should be in place to make the transfer of files and documents from the judge or attorneys to the clerical staff and to provide a standing work area for last-minute notes or small changes to be made in paperwork.

2.6 SECURITY

Courthouse planning and design should enhance the safety and security of the building, as well as all of the people who work there or visit the facility.

The issue of safety and security within the courthouse has grown to one of importance during the past 20-30 years, and as courthouses have been transformed from general governmental centers to buildings dedicated to courts, many courts have taken the opportunity to increase security within and around the facility. Judges and employees need to feel safe if they are to conduct themselves in a fair and impartial manner and in accordance with a sense of judicial decorum. Security, however, should remain unobtrusive. In an open society that guards its freedoms, the use of overt security measures evokes an image of justice being held hostage.

Courthouse design needs to promote a secure environment without seeming to do so. Security is charged with protecting all those who use the facility, protecting the courthouse facility itself, preventing escape of persons in custody, maintaining a sense of judicial decorum, and protecting court records and documents.

Effective court security is achieved in three ways: with architectural design, with the right communication equipment and technology, and with security personnel and procedures. Minimizing threats of armed violence requires controlled courthouse access. Walk-through metal detectors and x-ray devices at the courthouse entrance are necessary to prohibit the introduction of weapons into the courthouse. The number of public entrances should be limited, preferably to one, and lobbies should be sized and configured to permit appropriate queuing through security checkpoints without making people wait outside.

Separating courthouse participants from unintended or inadvertent contact is a basic prerequisite in modern courthouse design and has as much to do with the integrity and decorum of the judicial process as it does with personal safety. Separate circulation minimizes unintended contact outside the courtroom among judges, jurors, trial participants, defendants in custody, and others.



Architectural elements include a single point of entry for the public; separation of public, judicial staff, and prisoner circulation systems, use of central and court floor prisoner holding; installation of weapons screening checkpoints at all public entrances; and elimination of blind areas and dead ends within the building or places where people can hide. Other elements include appropriate exterior lighting, especially near parking areas and building entrances, emergency lighting and generator back-up.

Planning also needs to include a number of common security systems, including walk through metal detectors, x-ray machines, duress alarms, video surveillance, access control systems, intrusion monitoring systems, smoke detectors and fire alarms.

2.6.1 Entrance Screening

Weapons screening has become a standard practice in nearly all large urban courthouses and even in many smaller, or rural, facilities. It is recommended that all new courthouses be planned and designed with this capability even if a weapons screening system is not to be installed immediately. There should be a single public entrance to the building through which all persons (possibly including staff and judges) should pass. The weapons screening station requires electrical power for the installation of a metal detector and an x-ray machine. In large urban facilities planning should include space for more than one screening station, depending upon the number of persons entering the building at peak times. At other times, one or more of the entry screening stations may be shut down to permit security staff to perform other duties. Sufficient space should be allowed to permit people to line up within the building prior to walking through the screening station. People should not have to wait outside in cold, hot, or rainy weather. Space needs to be provided for two security officers per screening station (one to operate the x-ray machine and another to hand check persons who set off the metal detector). Gun or property lockers may be located at the weapons screening station for storing hand guns or personal items not permitted into the building.



Weapons Screening System - Arlington, Virginia Courthouse

2.6.2 Alarm Systems

There are a number of different types of alarm systems. The most common are duress alarms which are usually located at the judge's bench, clerk's stations, judge's chamber, clerks' public counters or cashier stations, probation caseworkers' offices, and friend of the court's offices. The alarm, when pressed, should signal a central security station that coordinates a response. The most common type of duress alarms are hard wired systems with fixed positions. Newer systems are wireless and may be triggered by a device that is carried by judges and court employees. The signal is picked up by a receiving stations located throughout the building and passed on to the central security control.

2.6.3 Intrusion Sensors

Intrusion systems monitor the status of doors, windows, and other exterior openings. They can be coordinated with an access control system to alert unauthorized or forced access of doors, glass breakage, or roof intrusion. Other devices that might be used include motion detectors that would indicate unauthorized access. Other areas that might need protection include files storage, vault storage or safes,



and computer and telecommunications rooms. All such systems need to be able to identify the location of the intrusion.

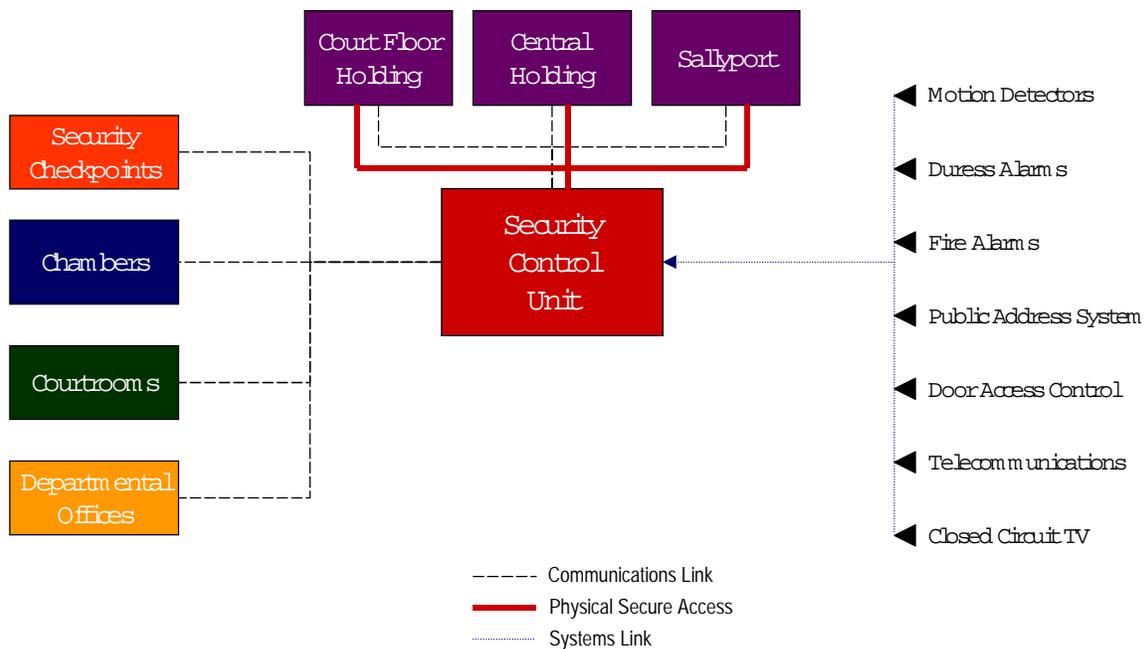
2.6.4 Fire Detection

Fire detection systems monitor smoke detectors, sprinkler flow, and heat. They report to a central fire command station in the building, usually located at or near the central security station. Reference should be made to the National Fire Alarm Code NFPA 72, which sets minimum requirements for fire alarm systems. Further information on fire protection codes can be found at the National Fire Protection Association website: www.nfpa.org/.

2.6.5 Access Control

Access control systems control entry to restricted areas of the building. Typically activated by numeric keypad or card readers, access control systems allow door release to the private circulation systems and other secure areas of the building. Their advantage is that if the card is lost the codes can be easily changed. Figure 2-4 illustrates how security and communication interface through the combination of physical links and controls, communications and technology.

Figure 2-4
Access and Communication



2.6.6 Video Surveillance

Video monitors can supplement, or replace, security staff in public and secure areas. Typically video cameras are used in prisoner holding areas to monitor prisoners and prisoner movement. They may also be located to observe entrances to the building, particularly loading docks and service entrances that may



not have a permanent security presence, and they are used to monitor public and private corridors as well as entrances to sensitive areas.

If the court makes use of video recording cameras to take the court record, these cameras can also be used by security staff to supplement responses to duress alarms. If video recording is not being used in courtroom, consideration should be given to installing security video cameras in courtrooms that would activate when the duress alarm is triggered.

2.6.7 Secure Circulation

Secure circulation through separate elevators, or stair wells, should be provided from a private parking area for judges, along with private entrances to the limited-access circulation corridors of the individual court or chamber floors. General court floor security might be maintained through a bailiff station in the public area, with access to the private or staff corridor restricted through a card access system. Access to private circulation corridors housing judges' chambers, judicial staff, and jury deliberation rooms, also may be regulated by video camera and intercom systems or a receptionist.

2.6.8 Public Address

Larger courthouses should have a public address system that can be used by building security to make announcements and provide instructions to everyone in the building. It may also be used to announce changes in courtroom assignments, the beginning of hearings and trials, and to make other announcements of a general interest.

2.6.9 General Security Measures

Good sight lines in the courtroom are vital to effective control; bullet-resistant materials should be provided for the judge's bench; and duress alarms (linked to a closed-circuit television system) are essential for rapid emergency response. Additional measures should be taken to secure money received and kept in the courthouse. Considerations include theft-prevention in the fine/fee payment areas. Payment should only be received in an enclosed and protected setting. Bank-type cashier windows with security glazing and duress alarms should be placed wherever significant money transactions take place, and accounting/deposit practices should minimize the opportunity for theft.

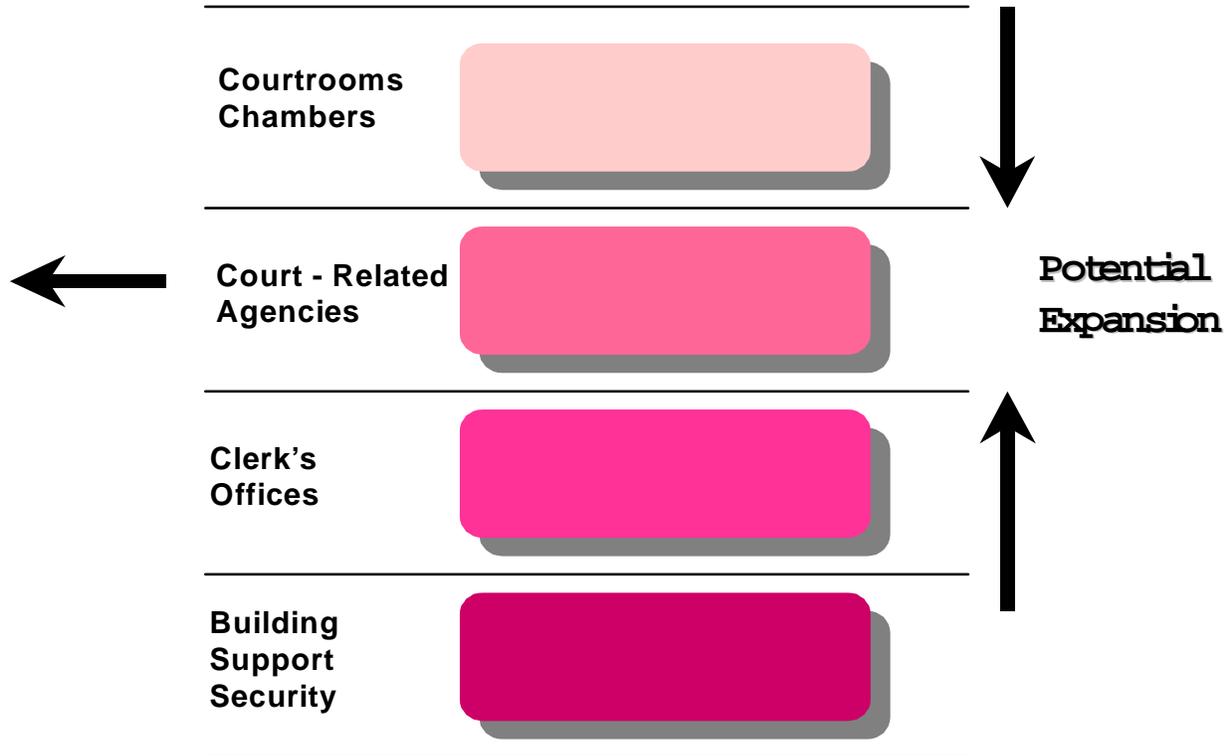
2.7 GROWTH MANAGEMENT - PLANNING FOR FLEXIBILITY AND GROWTH

Courthouses, and indeed all public facilities, have undergone tremendous physical changes over the past 20 years as a result of automation and communications technology that has altered how courts conduct their business. It is expected that the next 20 years will see similar, if not greater, changes affecting all aspects of court operations, building systems, and building construction techniques. Change has not been limited to technology and daily work processes. Michigan courts have experienced changes in jurisdiction and organization in recent years, and expectations are that more changes will be evident in the future as the Courts experiment with different organizational structures, work processes, and technologies.

The effect of such changes is that buildings need to adapt to future changes in operations, organizational structure, technology and communication requirements, and growth. In response to these changing environments, new courthouses need to be designed with greater flexibility and the ability to grow and change over the years.



Figure 2-5
Future Expansion Options



While a good forecasting process and thorough analysis of potential operating policies can help to anticipate future changes and assist with identifying growth or changes strategies, not all policy or procedural changes can be anticipated. Several strategies, however, can prolong the operational life of the facility.

Floor-to-floor heights and bay sizes (the distance between support columns) should be standardized throughout the building to permit the future conversion of non-courtroom space to future courtrooms.

Also, functions can be located to provide for future internal expansion. Court functions can expand by removing general, or court related functions, such as the prosecutor or public defender. One strategy is to locate low-to-medium volume office functions on middle floors of the courthouse; then as these offices outgrow their space they can be removed to adjacent buildings, allowing court functions to expand upward from the high-volume public floors and downward from the trial courtroom floors.

Specialization reduces future flexibility. Where growth is a concern, courtroom specialization should be minimized in order to maximize future flexibility. Courtrooms that are sized and equipped to support a broad range of activities provide extra insurance for long-term usefulness regardless of unexpected growth or jurisdictional changes and means that the useful life of the facility can be extended. For this reason, planners should consider making all new courtrooms of a size large enough to accommodate activities that demand the most space, such as criminal jury trials.



Other ideas to enhance future flexibility include the use of building structural systems and core designs that are flexible and adaptable to multiple future uses and needs. Every space should be designed with an alternative future use in mind. For example, conference rooms should be of a size that permit them to be easily converted to standard sized offices. Another strategy might be to make all enclosed spaces (supply closets or storage rooms) large enough that they also can be converted to office space in the future as staff is added. It also means making sure that all spaces are equipped with sufficient electrical, data, and voice lines.

Even building support spaces need to be designed to enhance flexibility. Building lobbies, restrooms, electrical closets, telecommunication closets, and other utility/service areas should be positioned every 10,000 to 20,000 square feet in order to support easy expansion of services. Telecommunication, fire protection, and security equipment closets should be co-located (located directly adjacent to each other) on each floor, simplifying physical connection requirements and allowing simpler future connectivity. In addition, modular utility areas should be "stacked" or located directly above each other from one floor to another. This will not only simplify initial construction and help lower construction costs, it will greatly simplify future changes.

Core-to-glass dimensions of the building (the distance from the building core to the exterior wall) should be developed to support the respective needs of the courts and court floors, office areas, and specialized use areas. Core-to-glass dimensions should be planned to accommodate both the current and any future needs of single groups or departments. Similarly, interiors should be designed to accommodate both initial occupants and a wide range of potential future occupants.

Avoiding premature obsolescence should be a key goal of any court's project. HVAC, electrical and other building systems should be planned to handle future growth. Interior layouts should be designed with "universal grids" that incorporate power/voice/data distribution for current as well as future needs — with easy access and changeable with minimal disruption to ongoing activities.

Courthouses designed for specialized court functions are generally not as adaptable as courthouses designed for more general purposes. But, there is often a cost trade off. For example, a courthouse with large, generic courtrooms capable of handling all types of hearings and trials is much more flexible than a courthouse designed with specialized courtrooms of different sizes and designed for very specific purposes (juvenile, probate, criminal, and civil). Generally, space savings in using specialized courtrooms translate into immediate savings in construction costs. However, the drawback is that different divisions of the court may grow at different rates, and the court may end up trying to conduct criminal jury trials in courtrooms that were never designed for that purpose.

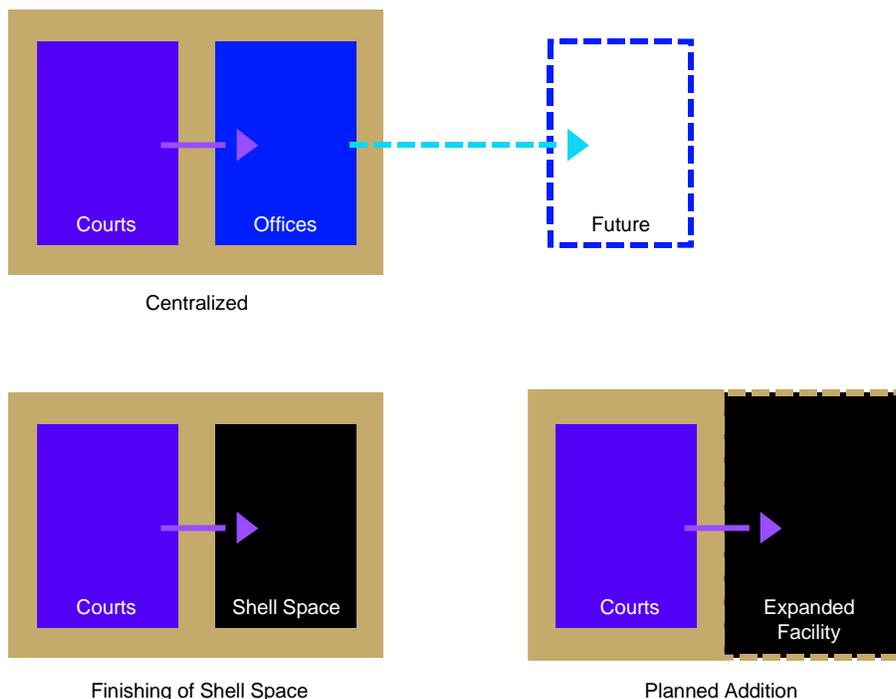
Finally, jurisdictions may wish to assess carefully the ratio of (1) judges to courtrooms, (2) jury deliberation rooms to courtrooms, and (3) holding areas to courtrooms. Some jurisdictions with highly centralized and carefully controlled calendaring and scheduling can operate with more judges than courtrooms, but jurisdictions that are experiencing high growth rates may face potential operating drawbacks in such a situation. Careful consideration of actual operating practices should precede any reduction in the usual one-to-one ratio. One long-term strategy for extending the life of the courthouse is to design the facility so that it will eventually accommodate more judges than courtrooms. At the time of occupancy and for the first phase of the facilities' life, it is anticipated that there would be one courtroom per judge. As the court continues to grow, there would be an expectation that judges could be added without adding more courtrooms and that judges could share courtrooms. This can only be done in larger facilities (perhaps with more than ten judges.) To make this transition easier, court floors should be designed with chambers slightly separated from the courtrooms, and additional conference spaces might be provided that can also be used for small hearings even non-jury trials.



Other strategies for handling growth are the use of space that is just a shell, future construction of additional space, and expansion into adjacent space. Many courts have made use of shell space to accommodate immediate growth needs. One or more courtroom may be constructed but not fitted out immediately. When future judges are added, the space is finished. Meanwhile, this shell space may be used for storage or other purposes, depending upon the anticipated time until it is needed. The advantage is that the new courts will be integrated into the overall building circulation and support systems. The Funding Unit can save some money by not having to outfit the courtrooms immediately and may gain some functional space that can be used for something else. The drawback, of course, is that it still adds to the construction costs by increasing the amount of space that needs to be built. Communities may want to consider this option only when it is anticipated that the shell space will be needed within a short time such as 5-10 years.

Where future occupancy is not expected until at least 10 years, a better strategy may be to design the facility for easy expansion. This can be done in two ways. The first is to construct court support spaces within the building with the proper spans and floor to ceiling heights so that they can be converted to future courtrooms. When new courtrooms are needed, additional office type space can be constructed to house the support functions, and the vacated space can be fitted out as courtrooms. The other way is to design the initial construction with a logical location for expansion, usually at one end of the building, where new courts can be constructed and tap into existing public, private, and prisoner circulation systems.

Figure 2-6
Provision for Future Horizontal Expansion



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2.8 COURT TECHNOLOGY AND IMPLICATIONS FOR COURTROOM DESIGN

Court technology impacts court design on three primary levels. First, is in the implications that technology has on the planning of the building infrastructure. The second is in the court support and public areas where integrated case management systems have changed the way case data is filed and processed. The third is in the design of the courtroom itself, where technological innovations are increasingly prevalent. The ways in which all levels of technology impact the design of court buildings will be discussed in this section.

2.8.1 Building Infrastructure

The technological infrastructure of a new court building should offer a compromise between state-of-the-art capability and future flexibility. All rigid conduit or cable placements should be planned with the assistance of system maintenance staff to ensure the most efficient design. At the same time, the infrastructure provided when a new building is constructed should take into account the rapid obsolescence of current state-of-the-art technology. Systems should be capable of handling upgrades to levels barely perceptible on the horizon at the time of building design. Currently, cable connections are the most common means of linking systems and transferring data. Despite our current dependence on cables, wireless connection is already technologically possible and is likely to become the next state-of-the-art for communication systems. Assuming the inevitability of this change permits planning of new courthouses to incorporate flexibility that will better accommodate the next phase of technological development.

2.8.1.1 Computer Systems

Each new courthouse design should include the appropriate computer network rooms. These rooms should be large enough to permit generous air circulation (no smaller than 200 SF regardless of amount of equipment) around the maximum amount of equipment that would be housed when the building is fully occupied. Each room should be equipped with an independent thermostat and environmental control system and light fixtures with a low heat output. If the building is a mid or high-rise, vertical stacking of computer rooms makes computer maintenance and wiring more simple. Easy access to cabling in ceiling or floor crawl spaces and vertical access between floors should be provided through these rooms. In the case of a court building with a large footprint, construction of two network rooms per floor can minimize the length of cable required to reach the outer corner offices.

Direct network connections should be available to all work areas throughout the building, including the courtrooms. The actual network connections will depend on the functional purpose of the staff housed in each area, but the conduit for easy cable connections should be part of the building design. Conduit and/or cabling should be provided under the floor of courtrooms with appropriately placed outlets, phone jacks, and network connections flush-mounted under concealed covers. Raised access flooring should be considered for all computer rooms, the clerk's offices, and some areas of the courtrooms.

The location of the computer network room and all computer cabling should be included in the electrical layout of the building and should be readily available to all network maintenance staff.

2.8.1.2 Telephone/Data

All non-public areas of the building should be equipped with the jacks and/or connections required for connection to direct telephone lines or to a central switchboard. A variety of cable options are available with varying costs and information transfer capabilities. If the cables selected do not permit simultaneous data and telephone exchange, designated data lines should also be provided in all work areas. Location of jacks should permit flexibility of workstation placement while minimizing use of extension cords.



2.9 COMMON AREAS

2.9.1 Lobby

With computerized records becoming more prevalent, direct public access to limited file information can be permitted through terminals at public desks, through kiosks in public areas of the Court (or other facility), or even through the Internet. In designing future courts, appropriate space and cabling capabilities should be planned to permit terminals or kiosks and printers in public waiting areas. Workstations should be designed to permit private viewing and printing of case-related materials. If Internet access is permitted, multiple public access stations should be located in each courthouse to facilitate public use. The lobby should also include information kiosks and public telephones.

2.9.2 Court Support Areas

Court support staff are responsible for maintaining the records of court activity, providing copies of records to the public, and, in some cases, accepting fees or payments. In some areas, these staff also have the responsibility of scheduling cases, preparing materials for the judge prior to court, and notifying defendants of their scheduled appearances. Information is increasingly maintained through computerized case management systems, and growth in the use of computers to store detailed case information has changed the way clerks schedule the court calendar, the way case information is received and stored, and the way it is disseminated to other court offices and the public.

2.9.3 Workspaces

Within the court support work areas and other tenant areas, spaces should be designed to accommodate the use of technological equipment. Space standards should assume that all court support employees have a Personal Computer (PC) at their workspaces. This standard should include the appropriate space for keyboard trays to pull in and out, outlets for electricity, modems, and network links, in addition to the space for the traditional desk, chair, and any personal files. Workspaces can be wired through cables under the floor with permanent outlets at designated points for each workstation. In cases where greater flexibility is desired, cables can be run on a grid or other planned pattern, and future workstations can be connected through outlets added as needed. As already mentioned, it is likely that cable connections for computer networks will become obsolete over the coming years as wireless connections become more cost-effective and reliable. When this occurs, the need for careful planning of cable location will be eliminated; however, at the current stage of technological prevalence, cabling is still the most frequently used and inexpensive method of data transfer.

Where shared equipment is used (printers, copiers, or other equipment) consideration should be given to the distance from each workstation to the equipment, to the heat and noise generated by the equipment, and to the storage of supplies needed to maintain the equipment. Particularly noisy or otherwise distracting equipment should be separated from work areas by noise-obstructing walls or other sound barrier.

2.9.4 Conference/Meeting Rooms

All conference or meeting rooms should have the same data and telephone connections found at staff workstations. Two-way speakers can be included for conference calls, and additional electrical outlets should be provided in walls and floor to provide flexibility of room arrangement for different purposes and



use of different equipment. Projection screens can be built into these rooms, or portable screens can be used.

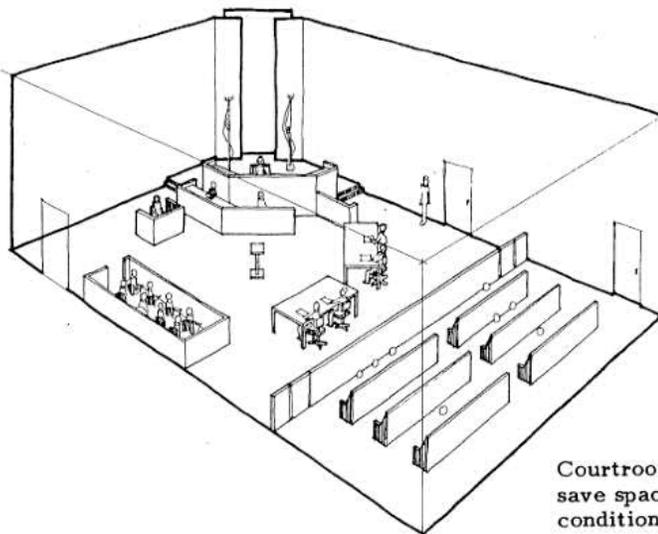
At least one lockable equipment closet should open onto each conference/meeting room. This closet should have appropriately designed shelves to hold VCR's, overhead projectors, or other equipment. The closet should have enough floor space to store a rolling cart and a ladder for reaching heavy equipment on top shelves.

2.9.5 Courtroom

The Courtroom is typically a dignified room, with a sense of the awe and power embodied by the law. The increased use of various technology—video evidence and testimony, computers at the bench and recorder's desk, and even telephones at the counsel tables—have in some ways diminished the dignity of the court. Computer monitors and bulky recording instruments crowd open desktops. Televisions and video equipment often sit on metal carts reminiscent of elementary school, which can be rolled from place to place within the courtroom. Cords trail across the floor in bundles, covered by carpets or protective plastic guards. Technological innovations have greatly improved the court process, and modern courtroom design should reflect the permanence of some of these developments by incorporating them into a more austere and uncluttered design.

Figures 2-7 through 2-9 represents three commonly used courtroom layouts: corner, traditional, and circular.

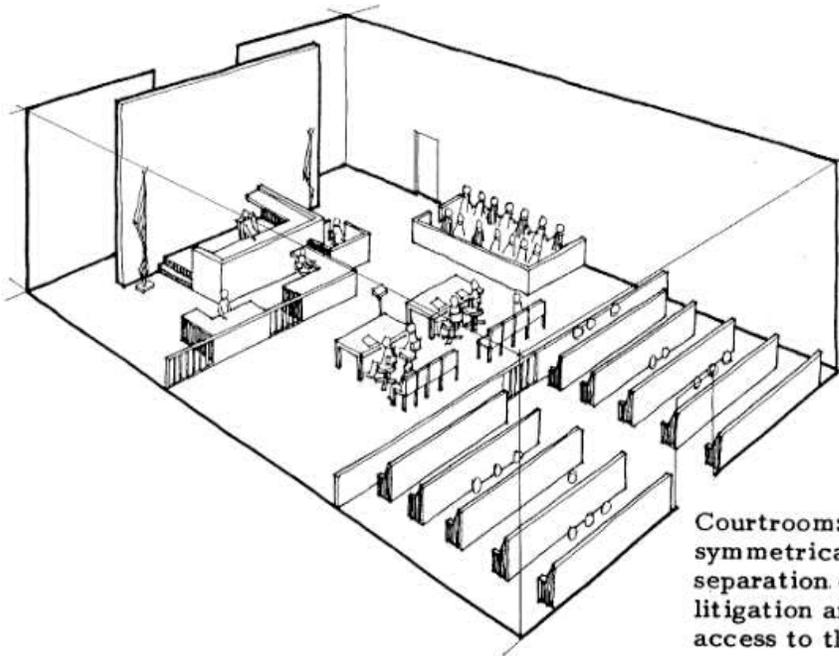
Figure 2-7
Corner Courtroom Diagram



Courtroom: a corner orientation may save space and provide good acoustical conditions and sightlines.

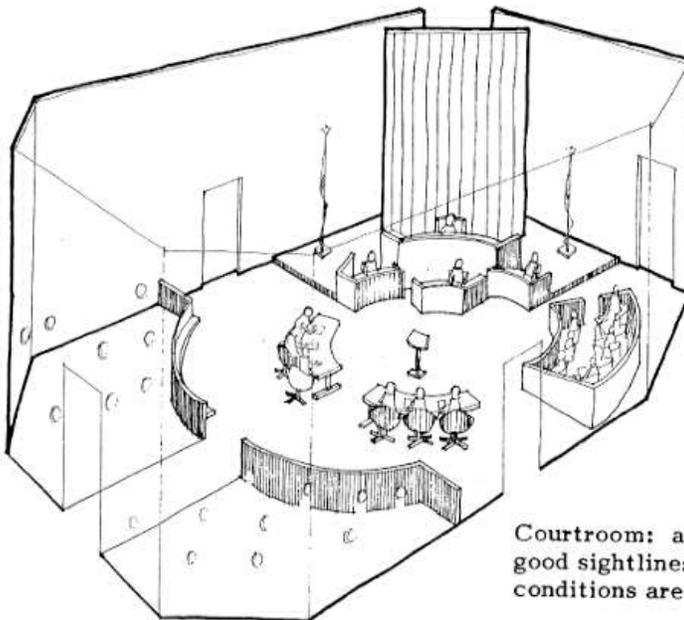


Figure 2-8
Traditional Courtroom Diagram



Courtroom: the traditional symmetrical arrangement. Note separation of spectators from the litigation arena, and separate public access to the courtroom.

Figure 2-9
Circular Courtroom Diagram



Courtroom: a circular arrangement often has good sightlines, but satisfactory acoustical conditions are difficult to obtain.

There are six primary areas of the courtroom where technology will have an influence on design. These include the bench, the counsel tables, the jury box, the witness stand, and the clerk/reporter and bailiff



stations. In addition, there are technological requirements for the overall courtroom design that should be taken into account.

2.10 OVERALL DESIGN CONSIDERATIONS

2.10.1 Video Evidence

If a flat computer/television screen is permanently mounted in the wall of the courtroom, it should be placed between the jury and the judge with a movable panel/cover, so that the judge can effectively block or permit the jury (and public) to view the contents. If individual monitors are used, they should be connected to each position in the jury box, as well as at counsel tables and at the bench. Activation of these monitors should be handled by the judge at the bench.

Input devices for these monitors or screens can be through a personal computer, a video cassette player, a digital videodisc (DVD), or a CD-ROM. Each of these input devices should be available and permanently connected to the projection equipment with simple switches identifying the correct input source for ease of use by those unfamiliar with the system. All input devices should be located in a visibly unobtrusive location inaccessible to the public but easily accessed by attorneys.

In cases where a traditional projection screen is needed, a permanent screen can be mounted in the ceiling of the courtroom, or a portable screen can be used. A movable podium or projector stand can be used to hold slide or projection equipment, or a permanent projector can be mounted in a movable trap in the ceiling and connected when needed.

2.10.2 Video Appearance

Video conferencing is used with increasing frequency for arraignments, motions, and even pretrial hearings with detained defendants. The defendant at the jail appears by video/audio link on a monitor in the courtroom, and the judge appears on a similar monitor in the room with the defendant. Papers transmitted during these actions are sent by facsimile, sometimes with the original following by courier or mail. Because of the prevalence of use of video conferencing in the State of Michigan, it is recommended that all new courts be designed with permanent video conferencing equipment built into the design of the court.

In some cases, the monitor can be the same as one used for video evidence. In other cases, the placement or data link will require a designated monitor for video conferencing. This monitor should be a flat screen or built-in monitor with camouflaged or other discreet cover that can be removed when the monitor will be used. The ideal location for this monitor is within easy view of the judge from the bench and the reporter from his/her station, perhaps in the wall opposite the jury box. All input cables and other equipment should be contained in an equipment closet or compartment built into the wall beside or below the monitor. Audio and visual controls should be located at the bench and at the monitor location to permit muting of sound or blocking visual images when appropriate.

An alternative to providing permanent video equipment in a full-sized courtroom is to use a smaller room (a conference room or magistrate's hearing room) with a "bench" and appropriate decorations that will appear on video to be a full courtroom. This "movie-set" approach to video appearances permits the full-sized courtroom to be used for other activity while video appearances are taking place in a smaller, designated space.



2.10.3 Sound Amplification

Sound amplification devices should be included at counsel tables, the bench, reporter's desk, and witness stand for all large courtrooms, where increased distances or large public galleries contribute to background noise. These systems can be portable or can be built into the tables. Either is appropriate, provided the system is discreet, not space-intensive, and produces the desired amplification.

2.10.4 Audio Evidence

Input connections should be provided linking a standard cassette player, CD-ROM player, or computerized recording device with the sound amplification system in the courtroom to facilitate hearing audio evidence at the bench, the jury box, the witness stand, and counsel tables. Speakers or amplification output devices should be as small as possible without distorting the sound and should be discreetly mounted out of sight in tables, desks, or other furniture if possible. Recording devices should be connected to permit evidence presented in audio format to be recorded.

2.10.5 Lighting

Lighting within the courtroom needs to be bright enough to easily see and read materials. Incandescent or other soft lighting is recommended over fluorescent lights. Several levels of lighting should be offered including full light throughout the courtroom, lowered lighting for viewing of overhead slides and other projected materials, dim lighting for viewing poor quality or special types (LCD) of projected materials, and a dark option for times when the courtroom is not in use.

Task lighting should be provided in several areas of the courtroom for counsel tables, the bench, the reporter/clerk's station, the bailiff's station, and the jury box. Details of this lighting will be discussed below. Also provide task lighting in the area where equipment hookups are handled. All task lighting should be independently controlled and designed to minimize glare. Carefully chosen desk lamps, light fixtures with shades or covers, or recessed canister light fixtures can be used for task lighting.

2.10.6 Temperature Controls

The courtroom should be maintained at a comfortable temperature throughout long proceedings, regardless of the number of people present. To accomplish this goal, it may be necessary to establish several climate zones within the courtroom, such as the bench, the jury box, and the gallery. Actual zones will depend on the size and function of each courtroom.

Thermostat controls should be inaccessible to the public. Recommended placement is within easy reach of the judge in the bench area so that adjustments can be made without distracting the proceedings. Computerized or wireless controls can be programmed ahead of time, could be connected to the courtroom network accessible through the judge's personal computer, or could be controlled through a wireless (remote) device. The heating/cooling system should be sufficiently responsive to eliminate the need for portable heating/cooling devices which can create circuit overloads and other hazards.



2.10.7 Bench

The bench is the focal point of the courtroom. This should be taken into account when selecting the placement of computer monitors, projection screens, and other distracting equipment. A personal computer should be included in the design of the bench along with a distress signal, telephone, sound amplification devices, light and other equipment controls, and space for paper materials on the desk's surface. The bench should be designed so that this equipment is not visible, or is barely visible, from the gallery of the courtroom. Cords should be connected directly to flush-mounted floor outlets, and use of extension cords should be minimized.

Task lighting should be built into the bench. This lighting should operate independently of the other room lights with controls at the bench and should be mounted to focus light on the judge's desktop without producing a distracting glare in the gallery. Light needs to be bright enough for reading but focused enough to not interfere with clarity of projected materials in an otherwise dark room.

It is recommended that the judiciary be consulted on the design of the bench, but at the same time, the bench should not be judge-specific. The desktop may be designed to accommodate either an upright monitor on the surface or a monitor under the desktop, for example, to suit a judge with either preference.

2.10.8 Litigant / Counsel Tables

Litigant / Counsel tables should be equipped with telephone and data lines as well as power outlets. If a county or state computer network is used by defense or prosecutors, an appropriate network connection should also be provided. Provide task lighting with controls at the table, either on the table or in the ceiling above the table. Flush-mount all outlets in the floor under the counsel table to minimize the use of extension cords. Cords should be concealed in table legs or behind modesty panels.

2.10.9 Jury Box

It is crucial that the jury be able to see and hear all testimony, see all evidence, and be able to hear instructions from the judge. Much of this communication is facilitated through the placement of the jury box within the courtroom; however, depending on the placement of screens and monitors, technology may influence the equipment needed in the jury box.

2.10.10 Witness Stand

The chief responsibility of the witness is to respond to questions presented by the defense, the prosecution, or the judge. As a result, the witness stand does not require a great deal of equipment. The witness stand should provide task lighting, sound amplification, and a small surface for papers or other materials. Controls for the task lighting should be located at the bench.

2.10.11 Clerk/Reporter Station

This station is one of the most equipment-intensive in the courtroom but is also one of the most subtle. This station must house a personal computer, a video projection device (if the PC is not used for this purpose), a sound amplification device with speaker or headset, and dictation or recording devices. The station should be equipped with phone and data lines as well as adequate electrical outlets.

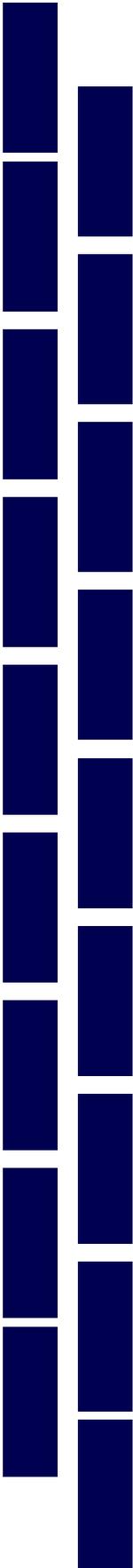


2.10.12 Bailiff Station

Defining the responsibilities of the courtroom security officer is critical to determining the design factors. If the bailiff is primarily a “courtroom aide” to signal the entry of the judge and maintain spectator control, a limited workstation is required. However, if the bailiff is actually the security presence in the courtroom, the location should provide a panoramic view of the space, communication capability to security support, and a direct control of the prisoner entry. In some jurisdictions, the courtroom will include both a bailiff and security position. In addition to a 12 – 25 square foot area in the courtroom, a pooled or individual workspace of 40 – 50 square feet per bailiff should be provided in the judicial set.

2.11 CONCLUSION

As a jurisdiction is beginning the planning process, the Project Advisory Committee should address the general design issues discussed in Section 2. Understanding the questions to ask of the design experts is a critical first step towards a successful project.



SECTION 3
Courthouse Design Criteria





SECTION 3
COURTHOUSE DESIGN CRITERIA

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In every building type, the basic form establishes the conceptual framework for the structure. In a hospital, the patient rooms provide the form; the playing field establishes the design foundation for a stadium, as do the galleries in a museum. In a courthouse, not surprisingly, the courtrooms give the building form even though traditionally the courtrooms account for less than 50% of the actual square footage of the courthouse. In selecting the components of the courthouse to illustrate, the courtroom is featured to emphasize the actual and symbolic role. The following components are also discussed as important contributors to the success of the building:

The Judicial Set	Judge’s Chambers, Judicial Support Staff, Jury Deliberation
Court Administration	
Court Support	Clerk’s Office, Probation, Casework, Friend of the Court
Security / Holding	
Judicial Support Functions	Jury Assembly, Conference Rooms, Attorney/Prosecutor Workrooms

In the following pages, a narrative discussion supported by photographs from existing facilities will be used to present design considerations more in terms of issues rather than standards for design. While the concept of “best practices” is valid, each jurisdiction brings unique local circumstances to the operation of the various components of the courthouse. The aim of this section is to broaden the level of awareness of local decision-makers about options for solving design problems. As other examples emerge from fact-finding trips, research, publications, and seminars on the design of courthouses, these should be added to this section of the document. A summary of the minimum recommended space requirements is provided at Section 3.11 beginning at page 3-62.

3.1 THE JUDICIAL SET

The judicial set consists of the courtroom, jury room, a judge’s private office, and staff offices immediately associated with the judge. General support spaces include a judicial conference room, attorney client conference rooms, witness waiting areas, and prisoner holding and security areas. Typically courtrooms and chambers are closely associated, even adjacent, with one another. There may, however, be situations with large multi-judge courthouses when chambers may be separated from the courtrooms by a corridor, or even on a different floor. When this occurs, depending upon the distance of separation, it is often advisable to include robing rooms next to the courtrooms where judges may hold small private conferences or conduct business during short recesses in the proceedings.



Robert A. Christensen Justice Center, Douglas County Colorado / HOK



3.1.1 Jury Trial Courtrooms

Within the courtroom, space is needed for the judge, court reporter or recorder, clerk, bailiff, prosecutor or plaintiff and attorney, defendant and attorney, witnesses, jurors, and spectators. Other participants on occasion may include social workers, probation officers, interpreters, police officers, and the press.

3.1.1.1 Imagery and Function

The proper use of imagery, space, and an attention to the relationships between participants has a beneficial effect on behavior and enhances security within the courtroom. Furnishings and finishes need to reflect the seriousness and solemnity of the proceedings, without being heavy handed or oppressive. Judicial proceedings have a strong ceremonial component and it is proper for courtrooms to reflect judicial images in its design.



US District Courthouse, Alexandria, Virginia / Spillis Candela Architects

3.1.1.2 Shape

Careful consideration should be given to the shape and layout of the courtrooms. The traditional courtroom is rectangular and deeper than it is wide. The bench is typically located in the center of the front wall but may also be slightly off-center or, in some cases, placed in the corner. Generally, a corner bench arrangement provides superior sight lines and makes more efficient use of space in the litigation area.



Circular Courtroom – State of Michigan

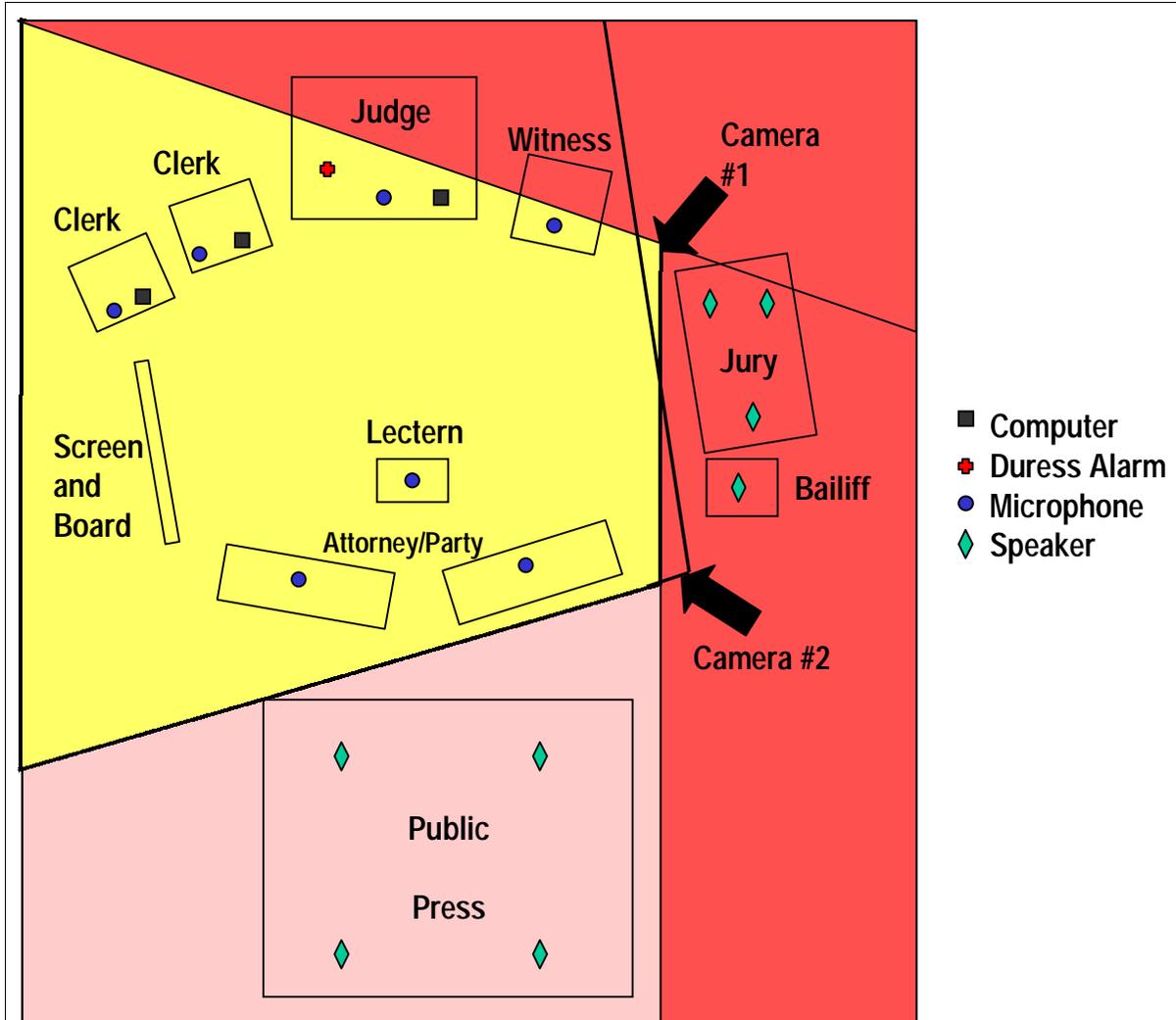
Another arrangement is the circular courtroom in which the participants (judge, witness, jury, attorneys, and clerk) are arranged in a circle. It is thought that this provides superior sight lines because all of the participants face one another across the circle. It is often criticized for its informality and often times it results in a smaller litigation area forcing parties into close proximity.

The shape of the courtroom must allow all participants to clearly see and hear one another. Wide sight angles interfere with concentration and cause physical fatigue, as participants must look back and forth.

The courtroom should be divided into a litigation (well) area and a public (spectator) area, separated by a bar or low railing approximately 30 to 36 inches in height to allow unimpeded observation of the proceedings. There should be a swing gate in the bar or railing to provide an additional psychological barrier between the well and the spectator seating. The litigation area may be rectangular with the judge's bench located along the front wall or in the corner of the room, which allows the judge a better view of the courtroom and is slightly more space efficient. Figure 3-1 illustrates the cone-of-vision from a public viewing camera. Note that the jury box is excluded from both cameras. This figure illustrates the litigation area only. The Michigan State Court Administrative Office (SCAO) recommends that there should be a secured means of exit by the judge from the courtroom or a safe area behind the bench in the event of a disruption.



Figure 3-1
Adjacency Diagram – Courtroom Elements



Prepared by HOK for "The Courthouse: A Planning and Design Guide for Court Facilities, and used by permission of the National Center for State Courts.

3.1.1.3 Size

Size of a jury trial courtroom can range from about 1,300 SF to as much as 2,500 SF, depending upon the number of spectators that need to be accommodated, the size of the jury, and type of proceedings.

The depth of the litigation area is determined by the location of the jury box and the need for separation between the judge's bench and attorneys' tables. At least 10 feet should separate the bench and the litigant/counsel tables to permit other participants to see and to allow for easy circulation in the litigation area. It also serves to provide prominence to the judge and his or her role in the proceedings.



Table 3-1

Recommended Dimensions for the Litigation Area in General Jurisdiction Trial Courtrooms

Type of Courtroom	Width	Depth	Total Area
Formal Non-jury Hearing Room	28 ft.	30 ft.	840 SF
Jury Courtroom (1-Tier jury box)	32 ft.	32 ft.	1,024 SF
Jury Courtroom (2-Tier jury box)	36-38 ft.	32 ft.	1,152-1,216 SF
Jury Courtroom (3-Tier jury box)	40-42 ft.	32 ft.	1,280-1,344 SF
Ceremonial/Large Jury Trial Courtroom	40 ft.	34 ft.	1,360 SF

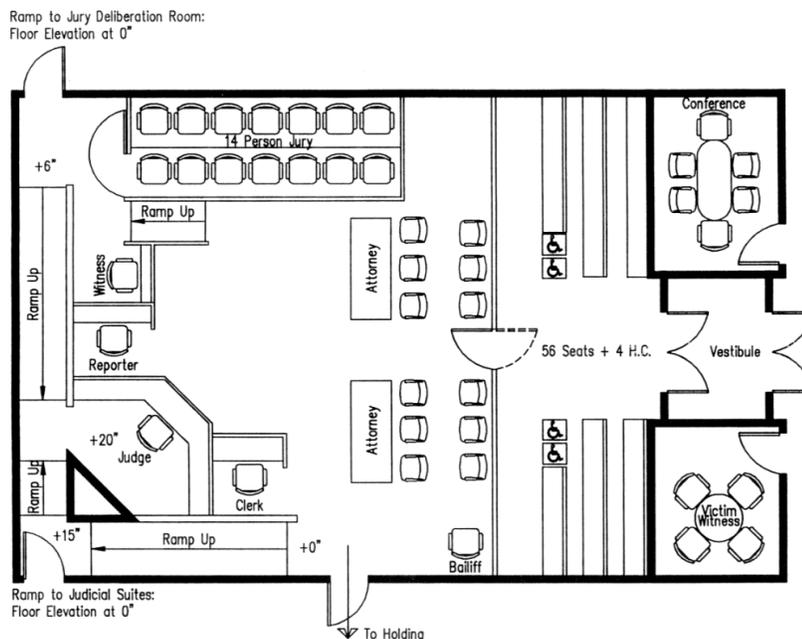
Courtworks, August 1999

Note: *These figures refer to the litigation area only. An additional 10 to 15 square feet per person is required for spectator seating.*

Implementation of the Americans with Disabilities Act has required an increase in the overall size of the courtroom litigation area from previous recommendations due to the addition of ramps and wheelchair turn around area.

The width of the courtroom is determined by the size and location of the jury box. Typically a 14 person jury box with two tiers requires a 36-38 foot courtroom width. There needs to be at least a four foot separation between the jury box and the nearest litigant/counsel table. The litigant/counsel tables should be at least four feet apart also. Figure 3-2 provides an illustration of a standard jury trial courtroom with a corner judges bench.

Figure 3-2
Jury Trial Courtroom – Corner Bench





Total courtroom sizes can be obtained by adding 10 - 15 SF per spectator to the size of the litigation area.

The height of the courtroom should be proportional to the room's size for symbolic and environmental reasons, and it should provide appropriate distance from the ceiling for a judge standing at the bench. Heights typically range from 12 feet to about 18 feet depending on the size of the room. Hearing rooms of under 1000 SF can have a 10 foot high ceiling. Another way of handling courtroom ceiling heights is to have a higher ceiling over the litigation area than over the spectator seating area. This tends to more clearly define the litigation area.

3.1.1.4 Environment

Acoustics should be clear, with no reverberations or echoes so that participants are able to hear the proceedings clearly. Larger courtrooms require a public address system, and most courtrooms and hearing rooms will require a sound system in order to support video or audio recording.

Courtrooms should have adequate ventilation, heating, and cooling systems with easily adjusted controls located at the bench or clerk's workstation.

Features such as soundproofing between courtrooms and surrounding spaces (particularly holding cells), double-door vestibules and/or sound locks between the public corridors and courtrooms, and carpeting reduce noise within the courtroom and are essential to a dignified atmosphere. The presence of large windows can easily transmit outdoor noise into the courtroom and interrupt proceedings.



St. Johns County Courthouse & Permitting Center, Florida / Spillis Candela Architects



Robert A. Christensen Justice Center, Douglas County, Colorado / HOK

Generally, the front wall of the courtroom may be constructed of reflective materials to enhance the sound from the well area, while the back wall should be covered with sound absorptive materials to reduce noise generated by spectators. The floor should be finished with carpet or padded vinyl to reduce noise.

While natural lighting is often desirable for psychological reasons, courtrooms containing exterior windows can suffer from sunlight shadowing and dappling effects, heating and cooling complications, reduced security, exterior noise, and visual distractions. If the location of the courtrooms permit, skylights are an excellent source of natural light without the problems presented by windows. The use of skylights should consider the impact of light on evidences and testimony presentation.



3.1.1.5 Adjacencies and Circulation

The courtroom is an interface area where the public, private, and secure circulation systems converge. The courtroom should be easily accessible from the courthouse's main public entrance using the main public circulation system. Judges and court staff should be able to reach and enter the courtroom using the building's private circulation system.

As shown in Figure 3-3 prisoners should enter directly from a secure holding area adjacent to the courtroom.

When entering the courtroom, prisoners and defendants should not be escorted near the public, jurors, or witnesses. Generally, prisoners should enter the courtroom from the opposite side of the courtroom from the jury. Likewise, jurors should not have to pass near the defendant or the public when entering or exiting the courtroom. Jurors should be able to exit the courtroom immediately from the jury box and enter the deliberation room.

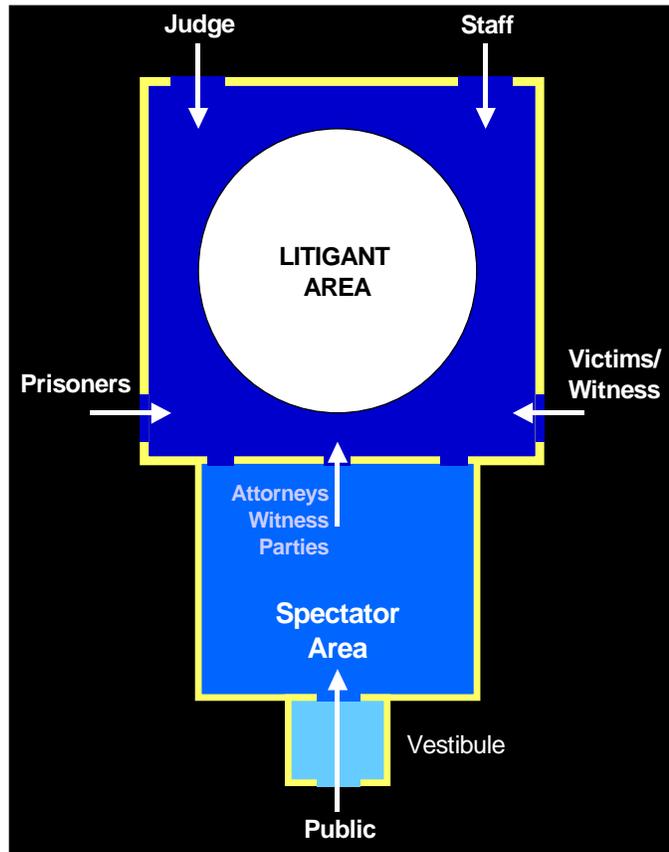
The spectator seating area often serves at the waiting area for litigants prior to their case being called. The seating area should be adequate to accommodate projected peak volume, particularly if additional waiting areas are not readily available adjacent to the courtroom. Controlled movement into and out of the well and litigant/counsel tables should be spacious enough to expedite efficient case processing.

3.1.1.6 Accessibility

All courtrooms should be accessible to persons with disabilities and comply with the Americans with Disabilities Act and Accessibility Guidelines for Buildings and Facilities (ADAAG). The guidelines define minimum requirements for accommodation of persons with disabilities that must be applied during the design, construction, and alteration of public and commercial facilities. More information on the Act and the guidelines may be obtained from the United States Architectural and Transportation Barriers Compliance Board, 111 18th Street, NW, Suite 501, Washington D.C., 20036-3894, (202) 653-7834, (202) 653-7863 (fax).

Areas of the courtroom that need to be accessible are the spectator seating, the witness stand, and counsel tables, as well as staff workstations. When entering the courtroom, prisoners and defendants should not be escorted near the public or witnesses. A general rule to apply in determining whether a space needs to be accessible is that a person with a mobility disability should be able to enter and reach every space by the same path followed by everyone else.

Figure 3-3
Courtroom Access Diagram



Prepared by HOK for "The Courthouse: A Planning and Design Guide for Court Facilities", and used by permission of the Nation Center for State Courts.



The witness stand and first tier of the jury box should be at the same height and at floor level to avoid the necessity of installing ramps in the litigation area. Space should be allowed in the jury box and witness stand for a wheelchair. (See Section 3.1.2.6 on accessibility for discussions of other accessibility issues.)

3.1.1.7 Security

Architecturally, security is provided through the clear separation of circulation routes for courtroom participants, the elimination of spaces where a weapon or bomb might be placed, and the elimination of posts or pillars in the courtroom behind which someone might hide. Technologically, the courtroom can be made more secure through the use of bullet-absorptive material to shield the judge's bench and the clerk's and reporter's desks, the installation of duress alarms connected to the courthouse's central security station, and the use of video monitors. Video monitors for security purposes may be hooked into the video recording systems and activated when the duress alarm is activated. The SCAO recommends that bullet absorption materials should meet National Institute of Justice (NIJ) Technology Standards of Type III-A or Underwriters Laboratories (UL) standard of Level 3. These standards would protect against standard test rounds for 44 magnum and submachine gun 9mm. This level provides protection against nearly all handgun threats. Additional protection may be derived from the addition of ¼ inch steel plate.

SCAO also recommends that each courtroom allow for some form of shielded or secured exit for the judge in the event of a courtroom disruption.

3.1.1.8 Furnishings and Finishes

Generally, the colors and tones of the walls and ceilings should promote a dignified, calm atmosphere in the courtroom. Furniture and finishes should be comfortable, sturdy, durable, vandal-resistant, and easy to clean.

Draperies, or other window coverings, should be used if the courtroom has windows. Seats, benches, and chairs should be comfortable and easy to maintain. Space should be provided to display flags and state seal.

Every effort should be made to minimize loose items in the courtroom that could become potential weapons in the event of a disturbance. Additionally, the courtroom should be furnished to minimize hiding spaces for any type of contraband and insure efficient security searches.



52nd District Court, Michigan / Thomas Strat & Associates

3.1.2 Courtroom Technology

Today's courtrooms need to be fully capable of handling the full-range of court technology applications from the use of office automation technologies, automated case and financial management systems, video conferencing for arraignments and remote testimony, access to on-line legal research and legal databases, evidence presentation systems, video and audio recording for taking the record, security, and accessibility.



As a general rule, electrical receptacles, data lines, and phone lines need to be installed at the bench, clerk's station, litigant/counsel tables, bailiff's station, court reporter or recorder station, and witness stand. Additionally, the jury box needs to be capable of the installation of video display monitors.

An electrical engineer or other electrical or computer consultant should assist with the design and installation of such equipment. All receptacles should be flush-mounted in the floor.

A telephone may be installed for emergency communications and for holding telephone hearings. All equipment should be recessed into the millwork if possible to avoid blocking the judge's view of the courtroom. The courtroom should have an electrical equipment and storage closet for the storage of computer equipment, VCRs, and other switching devices.

3.1.2.1 Court Reporting - Audio and Video Equipment

While many courts may continue to use live court reporters for taking the record, the use of electronic audio and video recording and playback equipment for the purposes of taking the court record is becoming common. All courtrooms should be equipped with video and audio recording and play back capabilities. Because there may still be times when a court reporter is needed, as in the case of real-time transcription, all courtrooms also should be equipped with a station for court reporters, with necessary electrical outlets, data line, and audio hook up.

Microphones and video cameras should be controlled by the judge. Microphones should be located at the bench, clerk's workstation, witness stand, lectern, jury box, and litigant/counsel tables. A space of 35 to 70 square feet should be provided in the well for the court reporter. A separate workstation or office of 100 to 120 square feet in the judicial set should also be provided. The court reporter / recorder should be located to have an unobstructed view of the bench, litigant/counsel tables, and witness stand. The courtroom location should also facilitate recording of "side-bar" conferences at the bench.

3.1.2.2 Video and Tele-communications

In addition to video cameras for the purpose of taking the record, video conferencing equipment should be planned and installed for purposes of video arraignments, preliminary hearings, and other non-adjudicatory hearings. Video conferencing may also need to be available for remote witness testimony. Video display monitors should be located at the bench, witness stand, litigant/counsel tables, and jury box. Controls should be located at the clerk's station and the judge should have the capability of cutting the sound and transmission to the witness, jury, and attorneys.

3.1.2.3 Office Automation and Case Management Systems

Installation of personal computers, as part of a larger court Local Area Network (LAN) or Wide Area Network (WAN) should be planned for the bench, court clerk's station, and court reporter's station. An effort should be made to recess the clerk's and judge's monitor into the mill work in order to make it more attractive and save space. Additionally, data and phone lines should be installed at the witness stand and litigant/counsel tables along with adequate electrical outlets.

Judges may want to make use of notebook computers with a docking station located in their chambers and on the bench instead of a desktop personal computer.



3.1.2.4 *Legal Research*

On-line legal research is becoming common and is replacing the need to maintain large sets of books. Both judges and attorneys may wish to make use of this capability during trials. This can be accomplished with personal desktop computers or notebook computers with a modem and phone line. Data and phone lines should be installed at the bench and litigant/counsel tables for this purpose.

3.1.2.5 *Presentation Systems*

Evidence display systems are becoming more equipment dependent as attorneys are making greater use of videotapes of crime scenes and depositions, computer animation, document imaging, and other automated presentation applications. Not only does a TV and VCR (and DVD player) need to be available for viewing video tapes, but consideration needs to be given to the installation of a computer projection device and large project screen for viewing computer generated displays. Greater use also is being made of compact disks for storing imaged documents and other types of evidence. Attorneys need to be able to display this evidence either on a large projection screen or individual video display monitors. Many courts are also installing electronic evidence display equipment that not only displays physical evidence, using computer projectors, but also displays scanned documents and images, word processing documents, automated spreadsheets, and other computer generated documents.

A large projection screen should be installed in the courtrooms for the display of overhead transparencies, slides, video projections, and computer display projections. Courtrooms should have access to an electronic evidence display system, such as produced by DOAR or ELMO. This could initially be provided on a movable electronics cart so that it could be shared by all courtrooms. Later as the use of electronic displays increases, separate systems might be permanently installed in each courtroom.

Video display monitors should be located at the bench, court clerk's station, witness stand, jury box, and litigant/counsel tables. An effort should be made to provide a large screen display monitor that can be viewed by the public.

3.1.2.6 *Accessibility Systems*

All courtrooms should be equipped with sound amplification equipment for the hearing-impaired. The equipment also permits the playback of audio exhibits. The master controls should be located at the bench. At least one-half of the courtrooms (but not less than one courtroom) or hearing rooms of each type should have a permanently installed assisted listening system. Four percent of the occupancy load of the courtrooms should have receivers (but not less than two receivers). Placement of the devices should include the jury box, spectator area, litigant/counsel tables, and witness stand.

Other accessibility systems or services include:

- Audio enhancement
- Real-time transcription
- Interpreting services
- Environment Controls
- Sound amplification systems



Courtrooms over 1,000 SF need audio amplification to permit the judge, jurors, litigants, and public spectators to hear clearly and understand the participants. Instead of hard surfaces in the courtrooms, soft acoustic surfaces are necessary with audio systems.

Sound reinforcement systems consist of microphones, electronic mixers, signal processors, amplifiers, and loudspeakers. The sound system should be designed to operate automatically with automatic mixers controlling microphones (turning on microphones, which are being spoken into). Microphone switches should be provided at each microphone, which will function as Off-Auto. Automatic volume controllers should be used to help compensate for variations in voice levels and microphone distances. Systems should also be provided with electronics equalization to compensate for the acoustic properties of the finished courtrooms, speakers, and microphones. The master controls should be located at the clerk's station and judge's bench and should include a power switch, master volume control, and override controls.

3.1.2.7 Lighting Controls

Normal room lighting should be augmented by incandescent task lighting directly above the bench, clerk's station, and litigant/counsel tables. Ideally, preset controls for lighting the entire courtroom are located at or near the bench. Generally, 30 foot-candles should be available in the spectators seating area, and 70 foot-candles in the well areas

3.1.2.8 Security

Duress alarms should be installed at the bench, clerk's station, and bailiff's station. Additionally, the bailiff should have access to a phone with a silent ring. The use of video cameras for security surveillance is encouraged. The cameras should be activated by the duress alarms and should be monitored at the building's central security station. If cameras are installed for court reporting and or video conferencing purposes, the same system may be used for security purposes.

3.1.2.9 Other Equipment

Electrical outlets need to be planned for the litigant/counsel tables, jury box, clerk's station, bench, court reporter / recorder station and the bailiff station. A minimum of one quadriplex outlet is required, but at the bench and clerk's station, there should be at least two quadriplex outlets.

3.1.3 The Judge's Bench

The judge's bench which reflects the dignity and authority of the judiciary needs to be raised so that the judge can see, hear, and address all courtroom participants.

The size of the bench should be proportionate to the size of the courtroom.

The bench should be raised at least two risers (14 inches) above the floor. While seated, the judge's eye level should be higher than that of a standing person of average height.

If at least six feet of space is allowed behind the judge's desk, the judge can move freely for side-bar conferences, reach for reference books, and easily enter and exit the bench. Space should allow for the future installation of a ramp or lift for wheelchair access.



The front panel of the judge's desk should be shielded with a bullet-absorptive material. The Michigan SCAO recommends that bullet absorption materials should meet National Institute of Justice (NIJ) Technology Standards of Type III-A or Underwriters Laboratories (UL) standard of Level 3, which would protect against standard test rounds for 44 magnum and submachine gun 9mm. This level provides protection against nearly all handgun threats. Additional protection may be derived from the addition of ¼ inch steel plate.

It is desirable to have some barrier, such as an ornamental rail, along the front of the bench to prevent an attorney or other individuals from approaching too close to the bench and from being able to read documents or notes on the judge's desk top. The bench should also have a privacy rail along the front of the bench.



52nd District Court, Michigan / Thomas Strat & Associates

Several drawers should be provided for forms, supplies, and personal items, as well as a bookcase for legal reference books.

The bench should facilitate the transfer of documents and verbal communication with the court clerk and court reporter, as well as provide clear lines of sight to the witness.

Normal room lighting should be augmented by task lighting located directly above the bench.

The judge's bench should have a concealed, silent, supervised duress alarm that will directly alert courthouse security in the event of an emergency. In the event of a disruption, the Michigan SCAO also recommends designing a second means of exit for the judge from the courtroom or a safe area behind the bench.



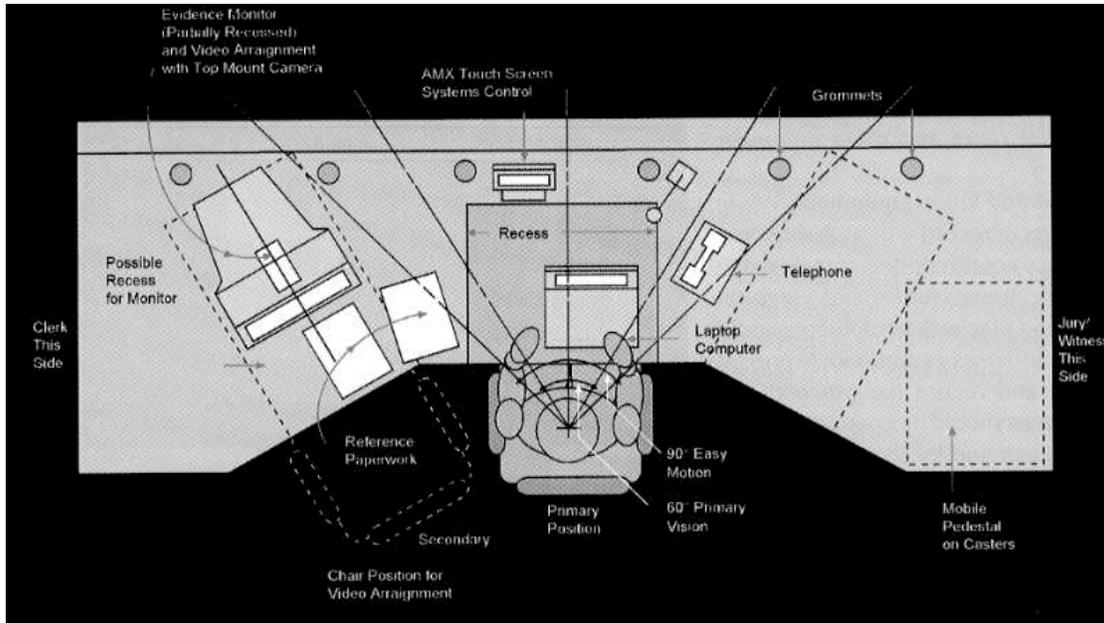
Charlotte County Justice Center, Punta Gorda, Florida / Spillis Candela DMJM Inc.

A minimum of two quadriplex electrical receptacles, two data jacks, two audio jacks, two phone lines, and a built-in video display monitor and desktop computer, should be installed at the bench in all courtrooms. All receptacles should be flush-mounted.

The bench should be equipped with a microphone connected to an amplifier controlled by the judge or the clerk. There should also be an intercom system connected to the judge's chambers and a phone with a silent ring should be installed at the bench. Controls for video or audio recording equipment also need to be provided.



Figure 3-4
Judge Bench Plan



Clark County, Nevada, Regional Justice Center Reports. Used courtesy of "The Courthouse: A Planning and Design Guide for Court Facilities", NCSC

3.1.4 Clerk's Station

The court clerk helps all court proceedings run efficiently through a variety of tasks, including checking case files and recording appropriate case dispositions. In this capacity, the clerk frequently needs to pass files to and from the judge and requires immediate proximity to the judge.

The clerk's station should be compatible with the style and finishes of the judge's bench and other courtroom furniture.

The clerk should be elevated on one riser. An elevated station eases the transfer of documents to the judge and presents a better view of the courtroom.

The court clerk's work surface should be large enough to accommodate the case files exhibits, supplies, forms, work papers, and a personal computer with video display monitor and keyboard. Space should also be provided for a silent printer and scanner. The counter should be approximately 30 inches in depth and 48 inches in length. Approximately 30 to 40 square feet are required for a single clerk's workstation.

The court clerk's station should have the same amount of task lighting as the judge's bench.

There should be sufficient space to install a ramp or lift in the future should the need arise. A ramp must have a slope of no greater than a 1-foot rise over 12 linear feet and cannot rise more than 30 inches without a 5-foot level landing.

The court clerk's station may have the same duress alarm/intercom system as the judge, providing direct linkage with the central security station.



There should be storage areas, either desk drawers or pigeonholes, for forms and paperwork. There should also be an inconspicuous, lockable storage area where evidence and trial materials may be stored during recesses.

Lighting and other environmental controls should be located at the clerk's station. The court clerk's station should have at least two quadriplex electrical receptacles which are flush, floor-mounted, a two-telephone jack, two data lines, and a built-in computer display monitor. The computer terminal should be equipped with a silent keyboard and laser printer. The control console for the sound amplification system and any audio or video recording system may be located at the court clerk's station, along with a microphone.



Denton County Court Building, Texas / Phillips Swager Associates

3.1.5 Witness Stand

During trials the witness is the focal point of the courtroom, since most evidence is presented through testimony. All courtroom participants should clearly hear and see all verbal and nonverbal communication from the witness. The location of the witness stand is critical. The two most common locations are between the judge's bench and the jury box, and the other is directly across from the jury box.

The witness stand should be compatible with the style and finishes of the judge's bench and other courtroom furniture. It should have a modesty panel in front and enough room inside for a person to enter and exit without tripping. Additional space, either inside or outside, should be provided for an interpreter.

The witness stand may be elevated on one or two risers from the floor but should remain lower than the judge. Many courtrooms are now being designed with the witness sitting at floor level in order to avoid the necessity of a ramp or lift for accessibility. The witness should be clearly visible to the judge, jurors, and attorneys. Too often the view from one of the litigant/counsel tables is obscured by the bench. If the witness stand is not constructed as part of the bench, it may be constructed as a movable, modular unit, allowing it to be rotated to better face the judge in non-jury trials. A module ranging from 50 to 80 square feet can accommodate a wheelchair in the witness box.

Because witnesses must frequently receive, examine, and return exhibits, a desk area or shelf approximately 15 to 18 inches deep should be provided at the front or side of the stand. This shelf area also ensures an adequate non-encroachment distance between the witness and attorneys.

The area around the witness should be well lit so that the judge, jurors, and attorneys can clearly see the witnesses' expressions, but the light source should not be so direct as to cast shadows or glare.

The witness stand in all courtrooms should be accessible to persons with a disability. It should accommodate a wheelchair space, located within the defined area of the stand. The accessible path must coincide with the normal circulation path to the witness stand, and a permanent ramp or lift is required if the position is raised above floor level. A 30" x 48" (or 10 square feet) wheelchair space is required with an unobstructed turning diameter of 5 feet.

The witness stand may be located in a number of different positions. The most common arrangement is for it to be placed between the jury and the judge, adjacent to the court reporter's station; this provides the



proximity necessary for the witness to be seen and heard clearly. Other possible placements are opposite and facing either the judge or the jury box. The witness stand should be no closer than seven feet from the nearest seated juror. This will lessen any feelings of intimidation jurors may have due to their proximity to a criminal defendant or an antagonistic witness. This distance also facilitates movement between the witness stand and jury box and is particularly important for handicapped jurors in wheelchairs. If located next to the judge, the witness stand should not allow the witness to seize objects from the bench, and there should be a physical barrier between the witness and the judge.

The exhibit area for projection screens, chalkboards, and television or video monitors should be close to the witness stand for ease of reference and demonstration. The exhibit area might be placed between the witness stand and the jury box for ease of viewing by both the witness and jurors.

In most situations, entry to the witness stand is through the litigation area from the spectator-seating area. When not testifying, witnesses in controversial or emotional trials may be isolated or excluded from the courtroom in victim/witness rooms adjacent to the courtroom. In this case the witness may enter the witness stand from the courtroom's private staff entrance.

The witness chair should be affixed to the floor to ensure control of prisoners who must testify. To protect the judge from actions of a hostile witness, some physical separation should exist between the witness stand and the judge's bench.

The witness chair should be stationary to prevent witnesses from backing away from the microphone. Chairs with swivel seats are preferable but should be comfortable and quiet. A modesty panel should be provided.

There should be electrical receptacles and connections for installation of built-in video display monitors for recorded evidence, taped depositions, electronically displayed evidence, and for instant review of real-time case transcripts.

An adjustable microphone should be securely and unobtrusively mounted in the witness stand and be able to receive clearly the testimony of children and soft-spoken witnesses. The microphone may be connected to an amplifier controlled by the judge or clerk.

3.1.6 Jury Box

Jurors should be afforded the comfort and courtesies appropriate to their role. They need be present and alert for long hours, often over several days. They should be protected from public contact, harassment, and intimidation. Although jury service is a civic duty, jurors often serve at great personal sacrifice.

The jury box should be compatible with the style and finishes of the judge's bench and other courtroom furniture.

The first row of seating is traditionally elevated on one riser, and the second row elevated on two risers. This gives the jurors a little better view of the witness and the



Dakota Co. Courthouse, Minnesota / Wold Architects



judicial proceedings. Because of the need to make all jury boxes handicapped accessible, an option is to put the first tier at floor level, equal in height to the witness stand (the witness stand must also be at floor level — if one is raised so must the other). This eliminates the need to install a ramp or lift in the jury box.

The jury box should accommodate all jurors plus two or more alternates. The standard jury box for circuit court should accommodate 12 jurors and 2 alternates in order to provide maximum flexibility for present and future trials. For district/probate courtrooms, a 6 person plus 2 alternates jury box should be provided. Seating placement can vary, but a two-tiered configuration is usually most efficient. Space should be provided for a handicapped juror either with an open space on the end of the first row or by removing the first juror's chair.

The jury box should allow 10 to 12 square feet per juror, this provides adequate space for a minimum of 18 inches of legroom between the rows and the modesty railing. The modesty railing/panel should be high enough to shield the lower level of jurors.

A 14-person jury box would typically be 19 to 21 feet long and 9 feet deep. The total requirement for a 14 person jury box is approximately 140 to 168 square feet, for an eight-person jury box, 80 to 96 square feet.

Although a district/probate court jury box (maximum 8 jurors) would be smaller than the circuit court jury box (maximum 14 jurors), for future flexibility, planning all jury box areas to seat 14 jurors should be carefully considered.

A nine- or ten-inch shelf may be desirable as part of the jury box for holding documents and exhibits, and to ensure a non-encroachment distance between the jurors and attorneys. Jurors must be able to hear and see the judge, witnesses, and attorneys clearly. They should have unobstructed sight lines to the judge, witness, litigant/counsel tables, and exhibit area. Lighting should be of standard courtroom intensity.



Orange County Justice Center, Florida / HLM Architects

The jury box should include one accessible wheelchair space located within the defined area of the jury box; access to this wheelchair space should coincide with the circulation path provided for all persons using the jury box. If this wheelchair space is located on a tier within the jury box, a permanent ramp or lift located on the circulation path used by all jurors may be used to access this space.

It may be more efficient to leave the first tier of the jury box at floor level, particularly if a three-tier box is to be used. Audio jacks for earphones or other assistive listening devices should be available for use by the hearing impaired.

The jury box should be situated so that the litigant/counsel tables, witness box, judge, and audiovisual exhibit area are in full view. The jury box is best located on the same side of the judge as the witness box, and it should not extend past either the witness box or the litigant/counsel tables, so that there is at least a 90-degree view of all participants. All jurors should be able to see witnesses and attorneys as nearly full-face as possible.

The jury box should be far enough from the spectator area to prevent any physical or verbal contact. Seven feet should be allowed from the center of the first juror's chair to the bar separating spectators from the



litigation area. A bailiff's station may be located between the jurors and the spectators to prevent any communication.

Jurors should be far enough from the attorney's tables to prevent eavesdropping—a minimum of 4 feet to the table and 6 to 8 feet to the nearest attorney's chair. Jurors should not sit with their backs to the spectators since this tends to make the jurors uncomfortable and can cause distractions as jurors turn to see who may be entering or leaving.

Jury seats should be fastened to the floor; they should swivel but not rock and should be spaced approximately 30 to 33 inches apart, not closer than three-and-a-half feet back-to-back. Chairs should have armrests and be constructed to lessen juror fatigue during long periods of sitting with adequate back support and legroom. A foot-rail may be desirable. Wall surfaces behind the jurors should be easily cleaned.

The jury box may be equipped with electrical receptacles and connections for built-in video display monitors for viewing taped evidence, depositions, and instant review of case transcripts. A microphone should be placed near the jury foreman position.

3.1.7 Litigant / Counsel Tables

A minimum of two litigant/counsel tables (defense and prosecution) should be provided in the litigation area. Additional tables may be needed in multi-defendant trials. Each table should accommodate two to four people, including attorneys and litigants. Attorneys often require a great deal of work surface for large legal books, documents, notes, evidence, and equipment such as notebook computers. Attorneys and litigants should be able to confer in private without being overheard. Attorneys should be able to move easily in the litigation area and be able to approach a lectern or other courtroom participants.



42nd District Court, McComb County, Michigan / Thomas Strat & Associates

The litigant/counsel tables should be compatible with the style and finishes of the judge's bench and other courtroom furniture.

There should be a four foot separation between the litigant/counsel tables, and they should be positioned to reflect equal status. The tables should never be connected in order to facilitate private litigant/counsel communications and to decrease the potential of violence between the parties. The tables should be movable. A modesty screen should be considered if prisoners are ever shackled in the courtroom or if some type of discreet prisoner restraint is used.

The litigant/counsel tables should be at least seven feet long and three to four feet wide to accommodate the necessary work materials. The area of each litigant/counsel table, including counsel chairs and two-foot movement space behind the chairs, should be approximately 50 to 80 square feet.

Attorneys should be able to see and hear all courtroom participants clearly. The tables should face the bench and provide a full view of the judge, court reporter, witness, and jury.



The general courtroom lighting should be augmented with direct incandescent task lighting. Glare or reflection on the tables should be reduced. While there are no national accepted standards, it is recommended that the well area have a minimum of 70 foot-candles and the spectator seating area should have a minimum of 30 foot-candles.

The litigant/counsel tables should be accessible with adequate access to the work area and maneuvering room behind the tables. Microphones need to be movable or be able to pick up the voice of someone in a wheelchair. Sufficient space to move litigants/counsel to and from the spectator seating area and the counsel tables also increases efficiency in the court operations.

To prevent private conversations from being overheard or documents from being read, litigant/counsel tables should be four to five feet apart and approximately six to eight feet from the nearest juror or spectator.

A distance of 10 to 16 feet is required from the front of the judge's bench to the front of the litigant/counsel tables. This distance creates symbolic separation and dignity while forming an area within which attorneys may move. It also provides space for additional litigant/counsel tables if necessary.

The back edge of the litigant/counsel table should be aligned with, but not ahead of, the end of the jury box. This ensures that no juror is out of the attorney's field of vision, an important factor during the questioning of witnesses. In a six-person jury courtroom, the front edge of the counsel table should be aligned with the end of the jury box.

The distance between the back of the counsel chairs and the bar should be approximately five to six feet to accommodate an additional row of chairs or benches along the railing for staff, paralegals, or others involved in the case.

The primary access of attorneys and parties to the litigant/counsel tables should be from the public circulation corridor and through the public seating area. Another point of access would be the entry for persons in custody from a secure corridor.

The tables should not have drawers or concealed recesses where a weapon or bomb may be placed. Furniture should be of sufficient weight that it couldn't be picked up and used as a weapon. The chairs provided for the parties may be swiveling armchairs with casters.

The tables should not have glossy finishes that may reflect light and create glare on the writing surface.

Electrical receptacles and wiring conduits for built-in video display terminals should be provided for the purpose of accessing on-line legal databases, reviewing taped depositions, video display evidence, exhibits, and case transcripts. Each litigant/counsel table should have two data lines, two voice lines, and at least one quadriplex electrical outlet. All outlets should be flush floor-mounted. Each table should have one audio jack for a microphone connected to the sound amplification system and video recording system.

3.1.8 Lectern

A movable lectern with a microphone may be provided. If use of a lectern is required by the court, the court should provide either an adjustable lectern (or portion of) or a fixed lectern with the counter or desk height between 28" and 30" above the floor, and knee space at least 27" high, 30" wide and 19" deep. In addition to this accessible portion of the lectern, it may contain a non-accessible counter or desk at approximately 28" to 30" high for seating and 42" for standing positions. A 30" x 48" clear floor shall be provided at each accessible lectern. A movable lectern which is designed to be accessible to someone in a wheelchair can be provided within the courts facility and moved to a particular courtroom when needed. Such a lectern is commercially available for purchase.



Task lighting may be provided to aid in reading. The lectern should be easily accessible from the litigant/counsel tables and should not interfere with the view of the proceedings by the litigants or the jurors.

3.1.9 The Bailiff's Station

The bailiff is responsible for the security of the courtroom and all participants, maintains order in the courtroom, and removes disruptive persons from the court. Additional responsibilities may include announcing the entry of the judge, escorting witnesses to and from the witness box, escorting jurors to and from the jury box, and handling heavy or hazardous evidence. The number of bailiffs assigned to a courtroom often depends on the type of case. A space standard of 12-25 square feet in the courtroom is adequate.

While the bailiff often moves about the courtroom, each courtroom should have one location that is designated as the bailiff's workstation. It should be furnished with a small desk and a movable swivel chair. It should be furnished with a silent ring telephone and a duress alarm. In addition, the station should also be equipped with two data lines, two phone lines, and a quadriplex electrical outlet for the future installation of a personal computer. The total area of the bailiff's station need not be more than 12 to 25 square feet. Its location may be close to the prisoner entrance or near the jury box. Not all courts use a bailiff. However, it is recommended that the space be provided to allow for future use of bailiffs.

The bailiff or court officer should be able to see all the participants and the public. The location of the bailiff's station will vary depending upon the layout of the courtroom. The station may be located by the jury box entrance or it may be located near the prisoner entrance. The area surrounding the bailiff's station should be free of obstacles if ever necessary to respond to an emergency.

Within the secure, private judicial corridor, a bailiff's workstation of 40 to 50 square feet in an alcove or "pooled" setting with other bailiff's should be provided.

3.1.10 Spectator Seating

As a general rule, trials must be open and public. Persons who wish to view trials and hearings, whether members of the press or ordinary citizens, have a right to both see and hear the proceedings. Seating for spectators in high profile trials usually overwhelms even the largest courtrooms, and large multi-judge courts may want to plan one or two courtrooms to accommodate additional public seating.

Public seating should remain at floor level to permit access by disabled persons, which also adds prominence to the litigation area and judge's bench. The difference in elevation from the bench to the spectator-seating area promotes the judge's visual control of the courtroom.



42nd District Court, Macomb County, Michigan / Thomas Strat & Associates

The size of the spectator-seating area in most courtrooms is often determined by the number of prospective jurors that need to be accommodated in the courtroom during voir dire, which typically is between 24 and 60, depending upon the type of case. Seating requirements should satisfy this number of jurors in addition to witnesses and spectators, allowing approximately 10-15 square feet per person including circulation. In



large courtrooms, a standard of 10 square feet per person should be used. In smaller courtrooms, the 15 square feet figure should be used.

Rows that can hold eight or more people require an exit aisle on either side. Three feet is required between the first row and the railing of the well area to provide sufficient physical and sound separation between spectators and trial participants. This passageway may also serve as an exit to the central aisle, and care should be given to meeting local code restrictions.

The lighting in the spectator area should be subdued but bright enough for the judge and bailiff to clearly see everyone. The floor should be carpeted, and the surrounding walls should be acoustically treated.



Denton County Courts Building, Texas / Phillips Swager Associates

Public seating within the courtroom should include accessible wheelchair spaces. The number and location of wheelchair spaces should comply with the appropriate applicable requirements for assembly areas. In addition, where the seating capacity exceeds 50 and is located on one level that is not tiered or sloped, wheelchair spaces shall be provided in more than one seating row.

A permanently installed assistive listening system is required in fifty percent (50%) of all courtrooms, but not less than one of each type of courtroom in a building; a portable assistive listening system may be used in those courtrooms which do not contain a permanent system. Receivers for this system should be provided for a minimum of four percent (4%) of the room occupant load but not less than two receivers. The system should accommodate the public, as well as attorneys, jurors, judges, witnesses, court clerks, and court reporters. Two track systems are now available that allow for interpreters to transmit translations of court proceedings with the same system. Consideration should be given to accommodate other assistive systems and equipment including real-time transcription.

Public entry into the courtroom should be through a vestibule of approximately 70 to 90 square feet for noise control and security. The inner set of doors should have glass panels to permit visual identification of courtroom activities and participants without entering the courtroom.

For reasons of security, a single monitored public entrance is preferred. In traditional courtrooms, this entrance should be along the rear wall of the courtroom on the same axis as the judge's bench. In corner-orientation courtrooms, the entrance should be off-angle from the judge's bench and not along the same side of the courtroom.

The seating area for spectators should be accessible from the public circulation corridors and allow for ease of scanning or searching by security officers.

Seating may be either bench type or theater type. Movable or stacking chairs should be avoided.



3.1.11 Witness Waiting Rooms

One of the most traumatic aspects of a trial for victims and witnesses is the numerous and prolonged appearances necessary in many cases. These proceedings normally require that all parties appear at the courthouse at the same time and congregate in the same public areas. This often results in victims having to physically associate with their alleged assailants and the defendant's family. The intermingling of defendants and witnesses for prosecution always has the potential for intimidation and conflict. The opportunity for a mistrial due to improper communication is also increased. [See Appendix Section A-2 for *Michigan Statutes - MCL 780.757; MSA 28.1287 (757)*]

There should be at least one, preferably two, victim/witness waiting room per courtroom. Each room should provide 15 to 20 square feet per person, with a minimal size of 100 square feet. Rooms should have easy access to restrooms and a drinking fountain.

Victim/witness waiting rooms should provide sight and sound separation from public waiting areas and should be accessible to the courtroom through the courtroom vestibule or else located in a nonpublic zone, such as the judicial staff corridor.

Individual victim/witness waiting rooms should be a minimum of 100 square feet to hold up to four persons. For groups over four persons or for long-term waiting, the room may include a toilet if one is not readily available elsewhere.

The rooms should be well ventilated and well lighted. All rooms should be accessible to persons with disabilities and feature a 36-inch doorway that will accept a wheelchair. Victim/witness-waiting rooms may require some access control to keep its occupants safe and free from intimidation. The rooms should be comfortably and attractively furnished.

The rooms should be soundproof. Victim/witness-waiting areas and attorney/client conference rooms may be designed to be interchangeable. A dedicated telephone in each room is not necessary, but access to a telephone should be convenient. Electrical and data and phone outlets may be provided so that prosecuting attorney staff may work (phone and computer) in the rooms while escorting or waiting with victims and witnesses prior to testimony.

3.1.12 Attorney/Client Conference Rooms

Attorney/client conference rooms provide a private space for attorneys to confer with their clients or a small meeting area to be used by anyone having business in the court. Each courtroom should have two attorney/client conference rooms.

These rooms are often interchangeable in nature with the victim/witness rooms. The number of rooms needed will depend upon the type of proceedings and their location. Domestic and juvenile law cases often require additional rooms. At least two rooms, and up to four rooms, per courtroom may be provided.

Often, attorney/client conferences involve multiple litigants, witnesses, or family members, and the attorney/client conference room should be a minimum of 100 square feet.

Rooms should be soundproofed to maintain the privacy of conversations, particularly if located adjacent to a courtroom or the public corridor.

All rooms should be wheelchair accessible.



Attorney/client conference rooms should be located near the courtroom, either adjacent to a courtroom vestibule, or off the public corridor. If the room adjoins the courtroom, additional soundproofing may be necessary. Attorney/client rooms should not open directly into the courtroom because of disruptions this may create.

A viewing panel in the door or some means of identifying when the room is occupied should be provided.

The room should comfortably accommodate a table with four to six chairs.

Attorney/client conference rooms and victim/witness-waiting areas may be designed to be interchangeable. A dedicated telephone in each room is not necessary, but access to a telephone should be convenient. Electrical and data and phone outlets may be provided so that court staff may work (phone and computer) in the rooms at other times.

3.1.13 Entry Vestibule

A courtroom entrance or vestibule serves as a transition between the courtroom and the public circulation areas. It also blocks noise from the adjacent corridor. Typically, the vestibule consists of two sets of doors. Glass panels should be placed in both sets of doors to allow viewing of the interior without disturbing the proceedings. The distance between the doors should be regulated by applicable codes, but generally eight-to-ten feet are recommended. The vestibule should permit easy passage of a wheelchair. Approximately 70 to 90 square feet would be required for the entry vestibule. The vestibule entry might also include space for a coat closet and umbrella stand. Attorney/client conference rooms may also open off the vestibule. The public entrance to the courtroom should be lockable to provide security when the court is not in session.

3.1.14 Jury Deliberation Rooms



Jury deliberation time may last from only a few minutes to many days. Jurors may also spend considerable time in the deliberation room during trial recesses or periods when they have been excluded from the proceedings. Therefore, the room must be comfortable, well ventilated, and designed to minimize the stress on jurors. The jury deliberation room must protect the privacy of the jurors and their deliberations and assure confidentiality.

While each jury trial courtroom generally requires a jury deliberation room, it may be possible for courtrooms to share a jury deliberation room, depending on the number of jury trials. Smaller courts with infrequent needs for jury deliberation may wish to enlarge the room so that it may also serve as a jury assembly room or a conference room or perform some other function when not in use by a jury.

The room should assure the confidentiality of the jury's deliberations through soundproofing, controlled circulation, and supervision by a court security officer. The circuit court jury deliberation room should comfortably accommodate 12 jurors and 2 alternates and should be located in a secured zone of the building. The room should be at least 280 square feet, with a minimum width of 14 feet. This will allow sufficient space for a

Jury Room, DuPage Co. Justice & Office Facility / HOK
Scott Miller & Jon Miller Photographers



blackboard, charts, exhibits, and video monitors. Additional space should be provided for a vestibule and two toilets. Total area for a circuit court jury deliberation room should approximate 420 to 490 square feet. Figure 3-5 illustrates a conceptual layout for a jury deliberation room.

The district/probate court jury deliberation room should accommodate 6 jurors and 2 alternates, and be located in a secured area of the building. The room should be at least 160 square feet, with a minimum width of 12 feet. Additional space should be provided for a vestibule and at least one toilet. Total minimum area for a district/probate court jury deliberation room should be approximately 240 to 280 square feet.

Although a district court jury deliberation room (maximum 8 jurors) could be smaller than the circuit court (420 sq ft vs. 240 sq ft), for future flexibility, planning all deliberation rooms to seat 14 jurors should be carefully considered.

An entrance or vestibule is desirable to block sound and to maintain confidentiality of deliberations. Also, deliberation rooms should be equipped with both men's and women's toilets. In smaller jury rooms, consideration may be given to using a unisex toilet.

The room should be soundproofed to prevent people in adjacent areas from hearing the deliberations. The room should be well lighted, well ventilated, and air-conditioned.

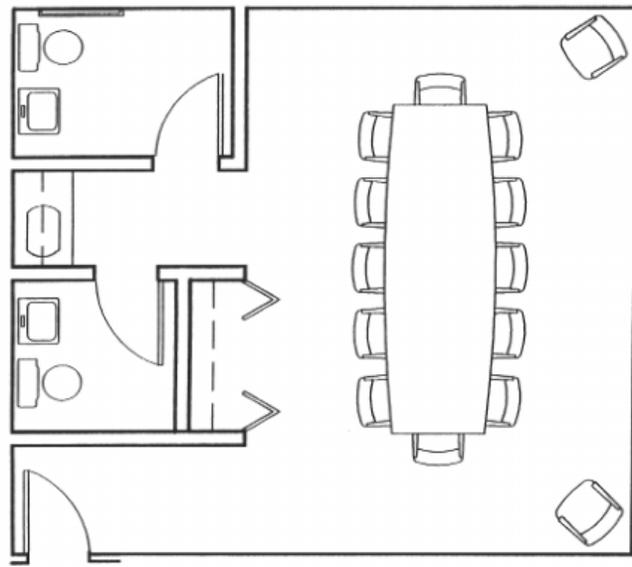
To minimize contacts with outside persons, the jury room should be designed to eliminate the need for persons to leave the room. Men and women's toilet facilities should be located off the entrance vestibule. These should be soundproofed so that they may be used without embarrassment, and the doors should not open directly into the main jury room.

All jury deliberation rooms should be fully accessible to persons with disabilities and accommodate wheelchairs. Access to and from the courtroom should be barrier free. Refreshment areas, kitchenette, coat storage, and toilets must also be fully accessible.

The jury deliberation room should be near the courtroom. The room may adjoin the courtroom or be located across a private corridor. To provide confidentiality for the jurors' deliberations, the room should not adjoin the attorney conference or witness-waiting rooms. A bailiff or other staff member may supervise the jury from a security station outside the jury deliberation room. There should also be a signaling or contact system for jurors to notify the bailiff of any special needs.

The jury deliberation room should be accessible from the courtroom by a private corridor, and jurors should not have to pass through the public-seating area of the courtroom to enter the jury deliberation room. The public must not be able to gain access to the jurors or see or hear the deliberations.

Figure 3-5
Jury Deliberation Room Layout





Long and sometimes emotional deliberations can increase feelings of claustrophobia and general unease, thereby interfering with the decision-making process. Windows may be provided for visual and psychological

relief but should not allow the jurors to see or hear the public, as this may be grounds for a mistrial. If the jury deliberation room is located on the ground floor, it should not have windows, unless they are high enough to prevent a person outside from seeing or hearing the deliberations. The room should not have vented doors or transoms.

A drinking fountain or sink and coffee machine should be located within the room. Comfortable chairs should be arranged around a conference table. The chairs should be upholstered, movable, with back support and arm rests.

Although telephones are not allowed in jury deliberation rooms, a telephone jack, data jack, and electrical outlets should be installed for when the room is not in use by jurors. Cable connections for video monitors would allow jurors to view taped evidence and review transcripts. There needs to be a device to summon the bailiff when the deliberations have been concluded.

3.1.15 Judges' Chambers



US Courthouse, Maryland / HOK

The judicial chamber area contains the judge's private office, judicial support staff and their support spaces which typically includes a reception area, private toilet, and space for files, supplies, and office equipment such as a printer, fax machine, and photocopier. Depending upon the judge's office, a separate judicial conference room may be required if not provided for within the private office.

The judges' chambers must accommodate meetings and conferences with staff and attorneys, legal research and study, preparation and review of case files, and preparation of opinions. Generally, space requirements for the judge's chambers range from 280 to 500 square feet, depending on the location of judicial conferencing areas, the size of the judge's personal library (if any), and space standards agreed to by the court.

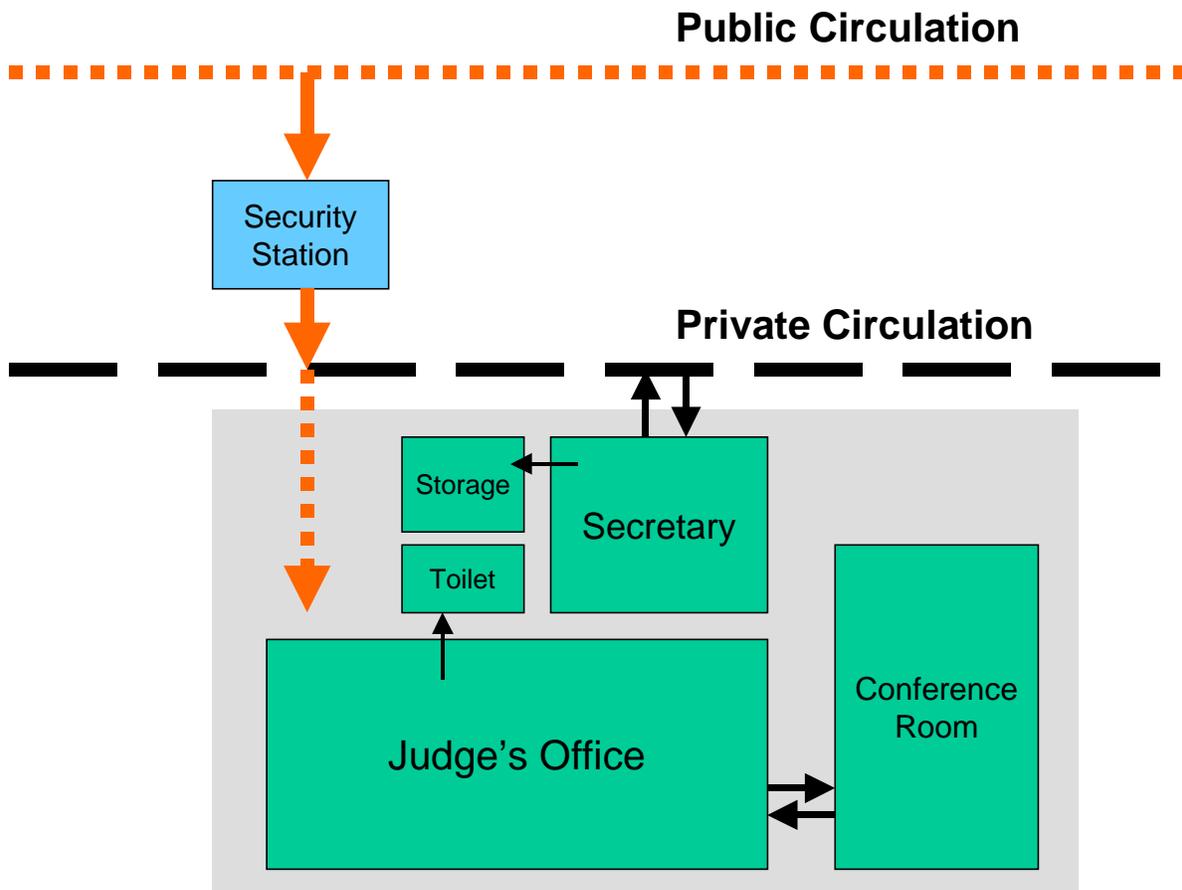
The chambers should be located along a private circulation corridor, as shown in Figure 3-6, on the following page.



3.1.15.1 Security

A silent, supervised duress alarm should be installed in a concealed location under the judges' desks for use in notifying central security of an emergency. An alarm may also be located at the secretary's desk.

Figure 3-6
Judge's Chamber Access Diagram



3.1.15.2 Environment

Much of the judge's work requires a quiet and distraction-free environment.

- The office should be soundproof and relatively quiet to prevent conversations with attorneys and litigants from being overheard.
- The chambers should have windows for natural lighting and visual relief.
- Curtains or blinds should be installed to prevent an unobstructed view of the office from the outside. Alternatively, windows could have a reflective film coating to increase privacy and security.



3.1.15.3 *Furnishings and Finishes*

The judge's private office should be furnished with an executive desk, credenza, bookcases, small conference table, and several side chairs. The Furnishings and finishes should be appropriate to the decorum of the office. The secretary requires a desk, credenza, file storage equipment, and a worktable.

Figure 3-7 shows two potential configurations for judges' chambers.

3.1.15.4 *Circulation and Adjacency*

The judge should be able to reach his or her office by means of a private corridor that directly connects the office to both private parking and the courtroom. The chambers are typically located next to the courtrooms, separated from the courtroom by no more than a private corridor. Another typical arrangement is for the chambers to be located immediately adjacent to the courtroom.

Persons visiting the chambers should be able to do so by passing through a secure or monitored entrance.

3.1.15.5 *Technological Applications*

Offices should have electrical receptacles and cable conduits for PCs to access legal databases, word processing, and case management systems through a Local Area Network.

The office should be equipped with personal computers, fax machine, printers, and scanner.

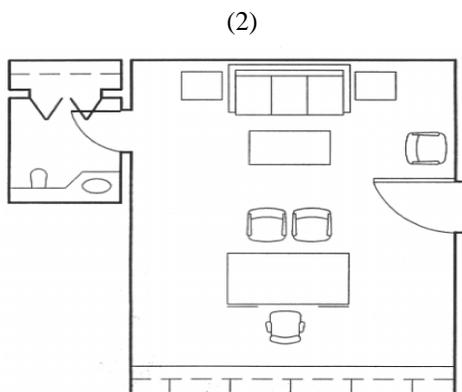
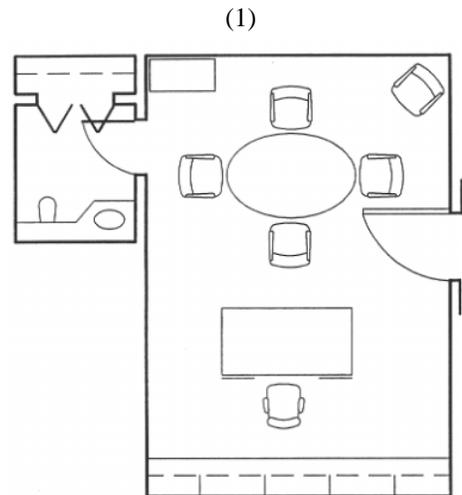
Each workstation should be equipped with at least two quadriplex electrical outlets, two data lines, and two phone lines. The judge's office may require a TV with VCR or DVD player.

3.1.15.6 *Support Spaces*

If the chambers are separated from the courtrooms, a small robing room of approximately 50 square feet should be located adjacent to the courtroom for the judge to use. A small office near the courtroom (if chambers are separated) should be provided for business during recesses, for small conferences, and for sequestering witnesses, and for attorneys to use for settlement conferences. This room should be equipped with a desk, several chairs, and a complete workstation, including personal computer, phone lines, and data lines.

Other spaces include a small conference room in the chamber area, file storage space, supply storage areas, and reception and waiting areas.

Figure 3-7
Judge's Chamber Configurations





The judges secretary needs a work area of 100 to 120 square feet and an adjacent reception/waiting area of 40-60 square feet (or 20 sq. ft. / visitor) for visitors waiting to see the judge. A law clerk needs a 120 square feet office in the judge's chambers with access to the law library, either electronic or traditional. Other judicial staff, if any, include scheduling clerk and bailiffs who need a small work area in the judge's chambers or centrally located.

3.2 COURT ADMINISTRATION

Court administration provides administrative and program support to the courts in each circuit. The court administrator assists the court with its day-to-day operations management and programs, including budget preparation, facilities and equipment management, data processing, supplies and equipment purchases, statistical reporting, calendar management, personnel administration, grant management, and special programs. Court services programs involve the development and management of special programs to assist the court process cases promptly and effectively. Examples of these programs include victim/witness management, drug courts or family violence courts, drug testing or treatment programs, special pilot programs, dispute resolution (ADR) programs, and even law library management.

The design and image of court administration offices should be similar to that of a general professional office setting. The layout should be organized by function and established to promote efficiency and comfort.

Typical spaces include a reception area, secretarial and support staff work areas, private office for the court administrator, administrative workstations, office support areas, such as photocopy and workroom, supply and equipment storage, file storage, and a conference room.

Depending upon the size of the office, not all components may be located in the same area. Court reporters may be located in one area, ADR staff in another, and administrative staff in a third. The design will be contingent upon these distributions. The administrator's private office should be generally consistent in size with that of the clerk's private office or that of a county department head, approximately 250 to 325 square feet.

Court administration deals most frequently with the judges and the clerk of court. The office should have easy and direct access to both of these offices. However, the administrator's role is more private and far less public-oriented than that of the clerk. It is generally recommended that the office be located higher in the facility, away from the main entrance with convenient access to the judges and judicial staff through private circulation.

The office should have both public and private entrances. The general public and attorneys should enter from the public circulation zones. Judges and judicial staff should enter from the private or restricted zones. Court administration staff should have access to "staff only" areas through the use of a controlled access system. Where the court administration and clerk's duties are shared, their offices should be conveniently located to each other.

All areas of the office should be accessible to persons with disabilities.

Lighting, acoustics, and interior finishes should be appropriate to that of a professional setting. Natural lighting is desirable in all work areas.

The office should maintain standard courthouse security measures. The private corridor used by court administration staff and judicial personnel should have controlled access, either through card or key entry.



Offices need electrical receptacles and cabling for both voice and data at each workstation. Other equipment will include personal computers, facsimile machines, printers, photocopiers, document scanners, imaging workstations, and file servers. Each workstation requires at least two quad power outlets, two data jacks and two phone jacks.

3.3 CLERK OF COURT

Note: In the following section, the term "clerk's offices is used to signify the clerical offices of any court, whether circuit, probate, or district. Statements apply to all of these offices, unless indicated otherwise by the use of a specific office type.

The court clerk is the office that handles all of the business and record keeping activities of the court. Duties cover the entire range of court-related activities including receipt of fees and fines, as well as creation, updating, distribution, and maintenance of case files and court records.

Requests for jurors sent to the county jury commission are coordinated by the clerk's office. Jurors are checked in at the clerk's office upon arrival and are monitored while on jury duty. In addition, this office is responsible for the fiscal operations of the court, managing the court's accounts and budget, and receiving payments of fines and fees imposed by the court. The clerk's office is responsible for the proper identification and safe storage of evidence, and also takes responsibility for its own management, under the judges' supervision.

In some court facilities, additional court or non-court functions may be located within the clerk's office, causing inconvenience, public confusion, or security problems. For example, each county clerk is officially the clerk of the corresponding circuit court. In all but the largest court facilities, where a separate circuit court division of the county clerk's office may be established, court records and administration are managed by the same office that maintains county records; staff duties may or may not be combined. In such cases, non-court staff may have access to court files, and the circuit court clerk's office (the county clerk's office) may be located away from court areas and near county offices.

3.3.1 Circulation and Adjacency

Because the clerk's office is the center of much of the court's activity, the location is critical. Since most of the public's interaction with the court begins at the court clerk's office, the office ought to be highly visible and located near the public entrance to the court areas. At the same time, the location of the clerk's office must allow for efficient staff movement between the office and other court areas, such as courtroom and chambers.

3.3.2 Handicapped Access

All areas of the office should be accessible to persons with disabilities. Particular attention should be given to designing at least one public counter position to accommodate a staff person or customer with a disability. Chairs or benches should be provided in the public waiting area for the elderly or mobility-impaired individuals.



3.3.3 Administrative Offices

Administrative offices may be required. These offices, housing the chief clerk or other administrators, should be located within the clerk's office area but should be removed from the general activity area. Windows facing

into the general office area allow administrators to supervise general office activity, yet sacrifice the speech privacy a private office provides. Space for conference rooms and secretarial areas may be required as part of the administrative offices. These spaces may be private offices or partitioned workstations. A minimum size of 100-120 square feet is suggested.

3.3.4 Organization and Layout

The office layout and workstation arrangement should be flexible and conducive to efficient case processing. In larger clerk's offices, similar elements should be placed adjacent to one another. Depending upon the size of the court, the clerk's office may be a single office or a complex of several rooms. In all but the largest courts, one large room can serve as the main office area in which the public is served. Vaults, record storage areas, workrooms, magistrate's offices, equipment rooms, and offices for chief clerks or court administrators may also be provided.

On the following pages, Figures 3-8 through 3-15 demonstrate various approaches to clerical workstation layouts using either *systems* or *modular* furniture. The basic difference is that on system furniture layouts the panels and the furniture are attached. In modular furniture, the panels can be independent of the furniture. Depending on the function of staff, the workstations range in size from 48 to 100 square feet. The Clerk of Court's office should be similar to the Court Administrator's or a County Department head, approximately 250 to 325 square feet.

The exact organization and preferred spatial arrangement of the clerk's office varies among jurisdictions. However, some general activity areas can be described which are common to most courts. The information desk, public desk or counter, case processing, data processing, staff lounge, and vault areas, as well as administrative offices, are discussed below.

In small offices there may be little specialization in duties of the clerks. One clerk may handle civil and criminal cases. In larger offices, there may be separate divisions for civil and criminal cases and activities related to each are performed in distinct areas. For example there may be separate civil and criminal public counters. As offices grow in size, there is a natural specialization in functions.

The decision to construct private offices or partial height partitions workstations will be influenced by several factors:

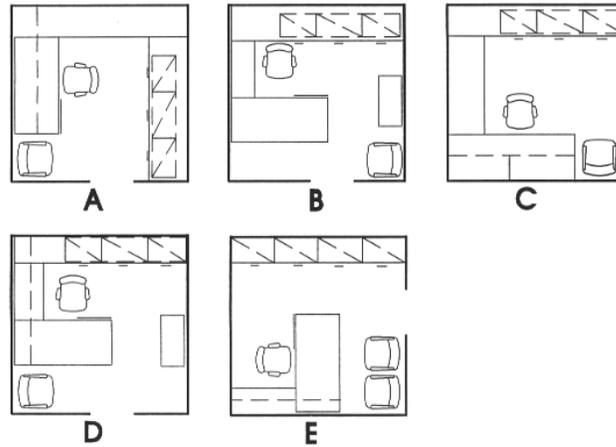
- The need for privacy
- The type of heating and cooling system
- The desire for shared exterior light (windows)
- Budget

Open workstations offer the greatest flexibility and can work effectively with system or modular furniture. The final decision should allow for maximum flexibility, with a consistency in space allocation for the function served.



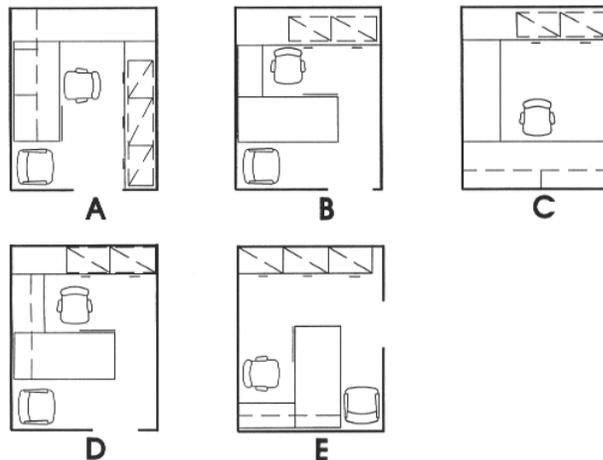
NOTE: The following examples could be enclosed by partial partitions, modular panels, or open stations.

Figure 3-8
Clerical Workstations Configurations (1)



WS-1 (Systems Furniture)		100 SF				
Workstation		A	B	C	D	E
Worksurface (SF)		56	37	47	39	19
Files (LF)		15	15	15	15	20
Shelving (LF)		8	10	10	8	6
Storage (LF)					3	

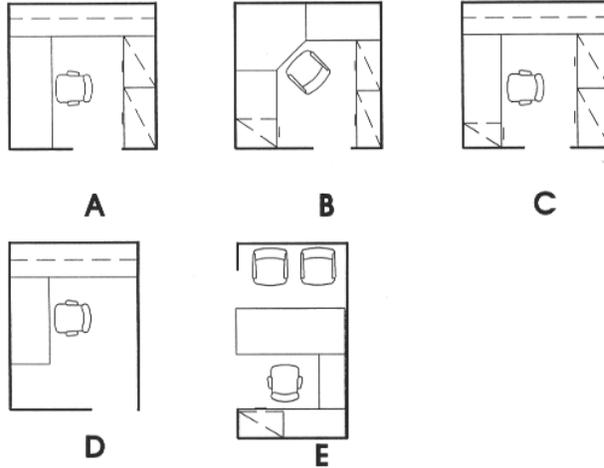
Figure 3-9
Clerical Workstations Configurations (2)



WS-2 (Systems Furniture)		80 SF				
Workstation		A	B	C	D	E
Worksurface (SF)		52	33	47	30	16
Files (LF)		15	10	10	10	15
Shelving (LF)		8	6	6	6	6

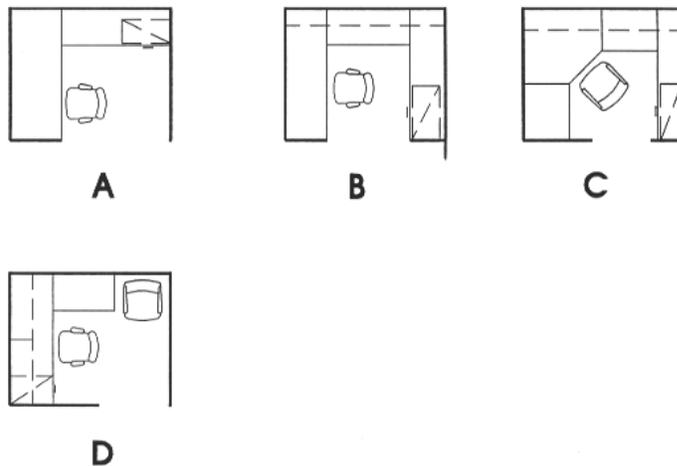


Figure 3-10
Clerical Workstations Configurations (3)



WS-3 (Systems Furniture)		64 SF				
Workstation	A	B	C	D	E	
Worksurface (SF)	31	29	43	27	33	
Files (LF)	12	12	12	--	6	
Shelving (LF)	8	8	8	7	6	

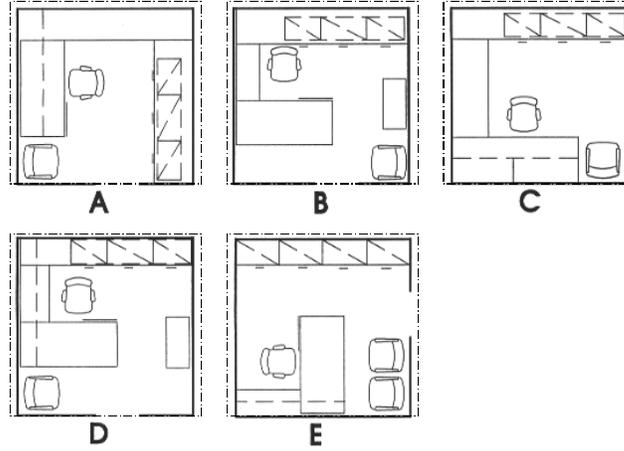
Figure 3-11
Clerical Workstations Configurations (4)



WS-4 (Systems Furniture)		48 SF			
Workstation	A	B	C	D	
Worksurface (SF)	30	34	34	18	
Files (LF)	6	6	6	6	
Shelving (LF)	8	8	8	6	



Figure 3-12
Modular - Clerical Workstations Configurations (5)



WS-1 (Modular Furniture)		100 SF				
Workstation	A	B	C	D	E	
Worksurface (SF)	56	37	47	39	19	
Files (LF)	15	15	15	15	20	
Shelving (LF)	8	10	10	8	6	
Storage (LF)				3		

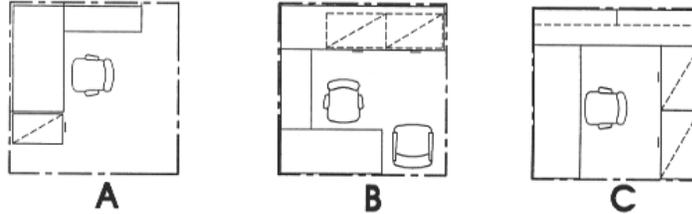
Figure 3-13
Modular - Clerical Workstations Configurations (6)



WS-2 (Modular Furniture)		80 SF				
Workstation	A	B	C	D	E	
Worksurface (SF)	18	55	18	18	17	
Files (LF)	10	3	15	10	15	
Shelving (LF)	6	5	5	6	6	

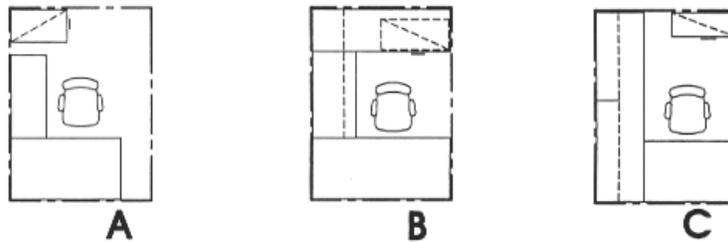


Figure 3-14
Modular - Clerical Workstations Configurations (7)



WS-3 (Modular Furniture)			
Workstation	64 SF		
	A	B	C
Worksurface (SF)	17	25	33
Files (LF)	4	6	12
Shelving (LF)	-	8	8

Figure 3-15
Modular - Clerical Workstations Configurations (8)



WS-4 (Modular Furniture)			
Workstation	48 SF		
	A	B	C
Worksurface (SF)	23	33	33
Files (LF)	4	6	6
Shelving (LF)	-	8	8

Another way of organizing clerk functions is not along jurisdictional lines such as civil and criminal but along functional lines. Clerks may specialize in serving the public at the counter, while other groups may process case files, and others may do the filing.

The use of technology and automation is also having an affect on the organization of clerks' offices. With manual case processing systems, case indexing, preparation of notices and service of process, and preparation of the docket (summary of actions) are generally separate activities performed by different clerks. With automation, these activities are usually automated and are performed automatically. Data entry or initiation of the case in the automated system occurs at the point of transaction at the public counter so that the activities of the counter clerks is becoming more complicated and important. Counter clerks used to accept pleadings, time and date stamp the pleadings, and then place them in a basket for further processing by someone else. Now counter clerks may also do all of the data entry at the counter. This is



also changing the nature and design of public counters. Now and in the future, they will need to be outfitted as complete clerk workstations with electrical supply, computer terminals with video display monitors, cash drawers, printers, and even optical scanners in the future as more and more activities are shifted from the back office areas to the public counter area. Separate areas, such as a cashier's room and mail opening area, should be available in a secure portion of the clerk's work area.

3.3.5 Security

All areas of the clerk's office should be designed to provide for the safety of the public and court employees as well as security for the documents and materials stored there. Much of the information processed by the clerk's office is part of the permanent court record. Access to documents must be carefully controlled. Court records, case files, and trial evidence stored by the clerk's office must be protected against tampering, theft, fire, and water damage. In offices performing both court and non-court functions, access to court material must be restricted to authorized court personnel. In such offices, separate storage areas should be provided for court-related material. The public and court staff should not have uncontrolled access to case files and record storage areas; windows, doors, and grilles should be used so that all record storage areas can be secured at night. Fireproof vaults help protect items placed in long-term storage. The use of separate fireproof storage vaults for storing active case files, however, is decreasing. It is more efficient to locate case files in or adjacent to the case processing areas of the office. All areas of the clerk's office, including record storage areas, should have a sprinkler system.

3.3.6 Information Desk

Larger courts may find it useful to provide an information desk outside the clerk's office. This is especially helpful if there are many courtrooms or several office areas in the building. At the information desk, people can be directed to the appropriate office or courtroom and can receive court calendar information. Alternatively, an information kiosk could be located in the lobby.



Example of Information Kiosk

3.3.7 Public Counter

The area referred to as the public desk or counter is the service area where the public comes to obtain information about court proceedings, file case pleadings, pay fines and fees, and access case files. Jurors may be registered here or directed by signage to another area for this process. Because of its use as an information and administrative area, the public area should be the most visible and recognizable part of the clerk's office. Clear signage is helpful in enabling the public to easily find the area. Placing the public desk on the major corridor leading from the main building entrance to the courtrooms helps employees of the clerk's office to informally monitor the activities of people using the courthouse. This location also encourages those involved in court cases to check in and serves to remind those who owe fines or fees to settle their debts before leaving the courthouse.



King County, Washington / HOK / John Sutton Photographer



In most clerks' offices, interaction with the public occurs at a service counter, which separates public areas from the clerical work areas. This service counter may be located within the office itself or may be built into a wall of the office, opening onto public circulation areas. This counter may be separated from the public area with security glass. The degree of security required depends on the size of the openings and the location of the glazing and would be determined during the design phase with the architect. In some very small offices, the public may have direct access to staff members' desks. Even in these offices, a public counter is recommended.

Each clerk with a counter function should be provided a space of 24 to 32 square feet for 30 to 52 linear inches of counter top and the side work surface or files. A counter position of 28 square feet allows for counter station of 52 linear inches, a side "leaf" of 24" x 60", a file cabinet, and stool. If cash is involved in the transaction, a counter-top to ceiling secure glazed opening should be considered.

A separate workstation of 48 to 80 square feet for counter clerks should also be provided since much of the counter transactions require further work at a separate location. If at all possible, the "back counter" stations should be in view of the public counter.

Often, the public must wait for information and fill out forms. For this reason, sufficient counter space must be provided. If clerical tasks involving public contact are separated into divisions (criminal and civil) as they are in district court, these divisions should be clearly identified with signage to prevent confusion and to allow smooth transaction of business. With automation of court records, the location of computer terminals at the public counter, or other easily accessible area, has become common. Proper planning includes the provision of additional space for such terminals with adequate electrical supply and data terminals.

In smaller courts, it is common for clerical staff to have multiple responsibilities. Serving the public at the counter may be just one of several duties performed. In this situation, desk space should be provided nearby to allow them to work at other tasks as time permits. In larger courts, counter staff may be permanently assigned to the counter and permanent workstations need to be incorporated into the counter design, including computer terminals, video display monitors, cash drawers (registers), printers, and scanners.



Orange County, Florida / HLM Architects

Greater security precautions must be taken at any location where cash transactions occur. A designated cashier's station should be provided, and in most large courts the station should be enclosed in glass for security reasons. A secure cash storage system should be provided. A duress alarm should be located at the counter and consideration should be given to installation of a video security camera.

Public access to court records and case files is handled by the public counter. Provision of a controlled area in which the public (primarily attorneys) may read these documents will help protect their integrity. This might be as simple as a desk and chair located within sight of court clerk staff. Access to this area should be controlled by the office staff to allow the staff to freely check records in and out when necessary. A coin-operated photocopy machine may be provided within this area for public use.

Space for public waiting at 12 to 15 square feet per visitor should be provided adjacent to the service counter. This area should not interfere with activity in the public corridor and should be sufficient to accommodate those who are waiting, without blocking circulation. Tables or stand-up counters for filling out forms should be provided to reduce congestion at the public service counter. Up-to-date court calendars should be posted so that people can find the time and location of their trial without bothering the clerks. This area should also be the location of public access computer terminals.



3.3.8 Case Processing

The main work area of the clerk's office is the case processing area. Here all the current records of the court are kept and updated. This area, in particular, ought to be designed according to basic space planning criteria for offices (see Figures 3-8 through 3-15). The organization of the work and the exact nature of the duties performed vary. The allocation of space and the organization of desks should be based on the needs of each particular court and the functions to be performed.

Satisfactory accommodation of the great volume of case file materials, which must be maintained, is often a problem. The current file storage area must be as accessible to both the employees serving the public desk and to other clerical staff members who compile and update the files. The file space provided must accommodate anticipated growth in addition to the existing needs. A system which provides storage of active files within the clerk's office and storage of closed files in an adjacent vault is the most efficient.



Typical open "landscape" office workstations. Provided by HOK.

Because clerks must frequently make official copies of records for public use, it is essential that photocopying machines are available in the office. If microfilm records are used, space for photographic reading and perhaps microfilm developing will be needed as well. Space for supply storage should be provided.

3.3.9 Data Processing

The greatest change that has come to clerks' offices in the past twenty years has been the introduction of the computer and the implementation of automated case management and financial management applications. Most offices are, or will be, connected to larger court or countywide computer networks. More ambitious courts may become part of a large integrated criminal justice system tying together the courts, police, prosecutors, and other criminal justice agencies into one large network and permitting the electronic transfer of critical case information from one organization to another. Michigan is currently attempting to integrate various state departments for information exchanged.

At the beginning of automation efforts, data entry was typically done by a separate data entry staff at a separate location using paper forms. As computer systems have become more powerful and smaller, these activities are now more likely to be performed at the point of transaction at the clerks' workstations and public counter. It is essential that every workstation be fully capable of being equipped with a personal computer, video display terminal, keyboard, small printer, modem and telephone, and even an optical scanner. This requires at least two quadriplex electrical outlets, two data jacks, and two voice jacks at each location.

Each office will also require a room to locate a file server and where network connections can be made. This room may require a raised access floor and special environmental controls. Generally speaking a minimum area of 80 square feet per station is acceptable.



3.3.10 Records Management

The key components of a records management program include:

- **Central Coordination and Administration** – For a records management activity to function properly, it must be planned, coordinated, organized, and controlled by local staff. Designation of a records manager is the initial management tool necessary to establish an integrated system of records control. The records manager is responsible for determining what records exist, their retention values, and their ultimate disposition.
- **Document Schedule** – Each type of record, such as correspondence, notes, and personnel records, has a different value and use. A list of record types is called a schedule. A schedule is intended to stipulate the length of time a document must be retained as well as facilitate easy reference. This process is, in most cases, mandated by State law and should be looked upon as a routine procedure. (See the State Court Administrative Office's [Michigan Trial Court Case File Management Standards](#). Attention should be given to the State of Michigan General Schedule No. 16 – Records Retention and Disposal Schedule for Michigan Trial Courts).
- **Microfilming or Electronic Storage** – Microfilming and more recently digitizing records are efficient ways to provide access to inactive or seldom used files. (In the case of digitizing, active files could be included as well). Both methods are excellent storage options for some records, while other records are totally inappropriate. An analysis of every record type needs to be conducted, using the following questions as guidelines:
 - Is the system currently approved by the State as an appropriate means of storage?
 - How long must the record be retained?
 - How frequently are current and historical records accessed?
 - Are there confidentiality or security issues?
 - Is direct public access appropriate or is staff assistance required?
 - What volume of records is generated?
 - What capital investment is needed for readers/printers or digitizing equipment?
 - How important is a back-up copy in case the originals are destroyed?
 - How expensive is storage space?

Prior to initiating microfilming or electronic storage, the Court should assess the total cost. Records must be checked for completeness and prepared for filming or digitizing, which requires trained staff. After the record is filmed or digitized, each department using these methods will need adequate readers/printers or digitizing equipment.



- **Authorized Destruction** – In the interest of sound business practice, documents that have reached the end of their useful lives should be destroyed. The length of useful life is determined by the State and is included in the retention schedule. Some records may be transferred to a State-maintained storage facility.
- **Record Security** – Beyond record storage space, record retention is the issue of record security in case of catastrophic situations, such as theft, fire, natural disasters, or deterioration due to poor environmental conditions, rodents, and/or insect infestation. Producing a copy of the microfilmed records is very economical, and, therefore, provides a remote, secure storage area for the original while the copy is used in the originating department. The difficult decisions are those regarding records that may have an early destruction date or those that are maintained in original status for years. In any thorough records retention evaluation program, each type of record should be given separate consideration. It would also be advisable to allocate a portion of a major record retention center to a vault-type retention area that is designed to withstand most catastrophes.
- **Current Records** – With few exceptions, most records still begin in paper form. The paper needs to be stored in some type of cabinet or shelving. Records vary in how frequently they are removed from their storage areas. A certain amount needs to be stored in the office for ready access. The key is identifying which records could be removed to less expensive storage space, thus relieving office congestion.

For those records kept in an office area, the type of storage vehicle should be evaluated. Standard vertical or lateral file cabinets are appropriate for low volume storage at individual workstations, but they are very inefficient for high volume storage. The most common types of efficient paper storage are fixed high-density shelving or mobile high-density shelving. When compared to standard file cabinets, fixed shelving provides twice as much storage per square foot and mobile shelving provides three times as much. However, the structural system of the building must be able to support the concentrated weight of the records and storage units.

3.3.11 Records Storage

The records of all court activities, including decisions and actions, must be accurately prepared and properly preserved. Every step in the processing of court cases results in a record keeping activity, from the creation of a record or file to the maintenance and updating of an existing file, and the disposition of a file. Courts must save both active and post-disposition or inactive files. Some clerks must also maintain other county files, such as marriage licenses, land deeds, and voting records.

While records retention and destruction programs have been designed to limit the records that must be stored, storage space requirements continue to increase. Even with document imaging technologies, courts will continue to have significant record storage requirements and must continue to follow mandated State of Michigan record retention requirements (See the State Court Administrative Office's [Michigan Trial Court Case File Management Standards](#). Attention should be given to the State of Michigan General Schedule No. 16 – Records Retention and Disposal Schedule for Michigan Trial Courts).

Several technologies exist that can impact both how court records are maintained as well as how the records are stored. Microfilm, or micrographics, is a familiar type of technology in many courts. There are updateable microfiche for storing active case files and roll microfilm for long-term storage of closed cases. While records are not always destroyed after being microfilmed, considerable space can be saved when records are removed or destroyed afterwards. Optical disk technology is another method of record



management and storage. Files are scanned into a computer system and are available to all persons needing access to the file through a computer network system. Access can be controlled, and limits can be established as to whom can make changes or updates to the records.

For the filing system, there are four main considerations for each type of record that must be maintained: 1) the type of record; 2) the filing arrangement; 3) the filing equipment; and 4) the filing supplies. Each type of record has different storage requirements because of the difference in the types and numbers of documents filed and different time requirements for retention. Traffic cases, for example, usually consist of the traffic citation and one or two other pieces of paper and are often stored in narrow drawers or shelves. On the other hand, criminal felony and civil files can be extremely bulky and require several inches of filing space, either in drawers or on shelves. More complex cases may take up several feet of filing space.



High Density File Storage

Court case files consist of active and inactive files. Most courts maintain active files close at hand in a variety of storage systems. Inactive records are usually storage in “banker” boxes either on or off-site. The filing equipment currently available includes: fixed lateral shelving, hanging open-box files, movable lateral shelving, vertical drawer filing, and mechanized filing. Other specialized equipment for filing includes: card files, top or open reference files, large document (map) files, computer product filing equipment (printouts, tapes, disks), and microfilm filing equipment. In addition, storage area must be available for filing system supplies such as file folders, file guides, file supports, and “out” folders.

The most efficient filing system is an open shelf lateral style that has 40 to 60 percent more useable space that standard vertical file cabinets. For inactive files, warehouse type shelving and one cubic foot storage boxes are generally recommended. In both instances, the minimum live load capacity of the floor structure is approximately 125 to 150 pounds per square foot, depending on the height of shelving and the type of equipment used. Vendors of filing systems can provide specific information on their products.

3.3.12 Vaults

Vaults are needed in cases where the clerk of court is responsible for storage of trial evidence. Every clerk's office should have a fire and vandal resistant vault for storage of closed files. Because even closed files are frequently needed by the clerk's office and vault entrances should be well supervised, the vault should be located adjacent to the clerk's office if possible. The entrance to the vault should be located within the staff area of the clerk's office so that it is relatively secure and can be left open during offices hours. To prevent fire from spreading into the vault and to protect the vault from vandalism, there should be no windows in it. If windows exist, they should be barred if located at grade or below. If shortage of space is a serious problem, storage vaults may be located in more remote areas of the courthouse or, for very old files, in another building. However, access to these locations is difficult to supervise, and therefore, vaults should be remotely located only as a last resort. A fire-rated safe should be located in the vault. If the weight of the safe is less than 350 pounds, the safe should be wall or floor mounted.



3.3.13 Staff Lounge

A separate lounge and toilets should be provided for use by all court staff. Because a good proportion of court staff work in the clerk's office, this is often a good location in which to provide a staff lounge. The size of a lounge depends on the number of staff working in the court facility. Approximately 15 to 20 square feet per person should be provided for the number of people anticipated at one time. The lounge may include a small kitchenette, tables and chairs, vending machines, and a pay phone. With base and overhead cabinets including a sink, the minimum size for four people would be 120 square feet.

3.3.14 General Guidelines for Clerk's Office

- Offices for the court clerk and probate register shall be located in areas easily identified and located by the public.
- The security of all physical items and court records under the control of the court clerk and the confidentiality of court information must be maintained.
- Separate the public area of the clerk's office from the clerical work area by a counter. This counter shall be large enough to accommodate several people simultaneously and may be located within the office or as part of a wall.
- If the various clerical operations involving public contact are separated into divisions (criminal or civil), identify those divisions by signage.
- Provide a public waiting area within or just outside the clerk's office. Also, provide seating, counters for filling out forms, public access computer terminals, and a posted court calendar in this area. According to the size of the court, between 12 and 15 square feet per person should be allowed for the maximum number of people anticipated at one time.
- At least one position of the public counter should be accessible to a person in a wheelchair.
- Provide a controlled area for public examination of court records within convenient view of clerical employees. A separate counter area of 3 to 5 square feet per station should be provided to complete forms.
- Provide a secure system for the receipt and storage of collected fines and fees. Design the office for efficient paper and information flow.
- Provide adequate and secure storage for active case files. Do not store records in areas accessible to the public.
- If evidence presented to the court is stored in the clerk's office, provide secure storage for the evidence.
- In new or remodeled facilities, include work space and cable runs to accommodate computer terminals at each workstation and the public counter.
- Control of the clerk's area and the confidentiality of court information must be maintained.



- Provide a secure, lockable room of at least 60 square feet for opening mail, since many payments are made through the mail. The room should have sufficient glazing for observation of the mail sorting and opening process.
- Provide a supply storage area within the clerk's office.
- Secure all areas of the clerk's office against unauthorized entry when the office is closed. Grilles, sliding doors, or other devices may be used as necessary.
- Provide a staff lounge with staff toilet(s) near the clerk's office.
- Provide a long-term storage vault for evidence storage. Vaults should not be shared with municipal, township or county offices nor with any other non-court function.
- Construct vaults with materials and assemblies which meet a two-hour or better fire rating.
- Locate vaults adjacent to the clerk's office, with direct access from that office.
- Insure that vault doors have an internal release for escape from inside.
- Design vaults without windows. Protect windows in existing vaults with grilles or alarms.
- Use fire extinguishing systems of the inert gas type in vaults.

3.4 FAMILY DIVISION (INCLUDING FRIEND OF THE COURT)

The Friend of the Court (FOC) is the investigative, supervisory, and enforcement arm of the Circuit Court in all domestic relations matters, including divorce, family support orders, and paternity orders. The office primarily is responsible for collecting child support and enforcing orders for custody, visitation and support.

Another FOC responsibility is investigating domestic relations cases and making recommendations to the circuit court and the parties regarding the welfare of minor children.

The Friend of the Court is appointed by the chief circuit court judge. Staff typically consists of the Friend of Court, assistant Friends of Court, referees, dispute resolution specialists, enforcement officers, finance officers, payment clerks, investigators, and office support staff.

Required functional space includes private offices for the Friend of Court, the assistant Friend of Court, enforcement officers, finance officer, and possibly referees. Clerical and office support staff are best accommodated at open-office workstations. Additional areas include records storage space, a payment window/counter, adequate reception and waiting areas, equipment and supply storage, mail sorting area, hearing rooms, conference or interview rooms, staff lounge, work room, and space for office equipment.

The office requires easy public access and should be located on the building's main public corridor. Because of the high volume of traffic, it is best to locate the office on a lower floor and away from the courtrooms, chambers, and other judicial areas of the courthouse. There should be a secure separation between the public access area and the private work areas. Clients must escorted in and out of private areas if seen in caseworker offices.



If offices require after-hours access to the building, the office should have a separate and secure entrance to the building. Persons entering the office after-hours, however, should not have unrestricted access to other parts of the facility, such as the courtrooms, clerks' offices, or judicial chambers.

The FOC requires convenient access to circuit court records, judges' chambers, and courtrooms.

The office should have a reception and waiting area for visitors. Because of the need to separate parties, separate waiting spaces may be provided. The accommodations should be comfortable and pleasant. Visitors in the waiting area should not be able to look into the work areas of the FOC's office and excessive noise from office and clerical spaces should be screened from the reception area. Approximately 20 square feet per person should be adequate.

Furnishings should be durable and easy to maintain. The area should be furnished with side chairs and a coat rack.

The receptionist should have a desk with personal computer, printer, and VDT. Space may be provided for a filing cabinet. The receptionist should be physically separated from the waiting area but have direct observation of the entire waiting area. A teller type window with security glazing works best. The receptionist should have a duress alarm that reports to security control.

Because many people come to the office to make payments, a separate teller/cashier window should be provided for this purpose. If the volume is high enough, this window may be a full-time cashier's station. The cashier area should be a secure, separate area with a pass-through to the public area.

Access to the FOC private office areas should be controlled by the receptionist with an electronic lock. A separate mail opening area should be located in a secure part of the office.

Assistant Friends of Court, enforcement officers, finance officers, and referees should have private offices that accommodate one or two visitors and are located in areas removed from the noise and traffic of the main office. A typical office should be 120 to 180 square feet and be furnished with a desk, credenza, bookcase, guest chairs, and a filing cabinet. Office equipment will include a personal computer with keyboard and video display terminal, telephone, and printer. Offices should be near clerical support spaces and have access to conference rooms and interview spaces, if provided.

Clerical workstations consist of a desk, with personal computer, visual display terminal, printer, telephone, and other office equipment. Space for filing a cabinet and maybe a side chair also is needed. Approximately 48-100 square feet should be provided. Modular furniture configured in an open-office setting is appropriate.

Clerical support should be located close to the offices they support and have convenient access to a copy area, worktables, and supply and equipment storage areas.

Within the offices there should be a semi-private circulation pattern connecting spaces used by the attorneys and staff.

Security needs of the FOC are similar to those for probation offices. Persons visiting the office should be received at a supervised reception area, and entry to the office should be controlled. There should be a secure cashier station or window with a duress alarm. Private offices should not be isolated and should permit internal observation from the outside. Private offices should be large enough to allow proper separation between officers and clients. Duress alarms should be installed at the reception station and cashier station, if present. The offices should have duress alarms or be designed so that the caseworker is located nearest the exit.



Office equipment generally includes a paper shredder, facsimile machine, personal computers, network server, photo copiers, printers, work table, filing cabinets, and metal supply cabinets. These should be organized in an efficient manner to allow easy access from all areas of the office.

All areas of the office should be accessible to persons with disabilities. This includes the counter and reception areas, staff offices, hearing or interview rooms, and office support areas.

Ideally, all work and waiting areas should have natural lighting. This promotes a more pleasant environment for both the clients and staff. There should be a quiet and relaxing atmosphere because of the stressful nature of the work.

Each workstation will likely be equipped with a personal computer or terminal, video display monitor, modem, camera for video conferencing, telephone, printer, and scanner. All workstations and offices should be equipped with adequate electrical supply, two data terminals, and two voice terminals.

3.5 THE PROSECUTING ATTORNEY (OPTIONAL)

The prosecutor investigates and prosecutes criminal cases, assists victims and prosecution witnesses appearing in court. The Prosecutor also presents cases to the Grand Jury for indictment. Offices must accommodate the Prosecutor, prosecuting attorneys and staff, visiting private attorneys, witnesses, law enforcement officers, and the general public. Because only a small portion of the work occurs in the courtroom, the Prosecutor requires a great deal of flexibility and variety in the kinds of space needed.

While it is not essential for the Prosecutor to be located in the courthouse, it is beneficial to both the Court and the Prosecutor's Office to be within easy access. If located in another facility, it is important that the Prosecutor have offices near the courthouse, because of the need to be present in court for long periods and to have access to court records and personnel. When the Prosecutor is located outside the courthouse, a work area or field office should be provided in the courthouse for use by attorneys while in the courthouse. Office sizes will range from 120 to 150 square feet for assistant prosecuting attorneys.

In addition to the general office activities, attorneys need to be able to interview witnesses and police officers, conduct legal research, maintain case files, conduct investigations, and prepare written reports and documents. These activities require reception and waiting areas, interview rooms, record storage areas, clerical offices, private attorney offices, conference rooms, library, mail sorting and clerical workrooms, supply and equipment storage areas, staff lounge, forensic services, and library.

A special need of the prosecutor is secure storage of evidence. It is critical to effective prosecution that evidence be stored in tamper-proof areas. Access to evidence storage areas should be restricted in order to maintain the chain of custody, and storage areas should be equipped with metal shelving and tamper-proof doors with locks.

The office should be provided a reception and waiting area where visitors may wait. Most visitors will not remain in the waiting area for long periods, but the accommodations should be comfortable and pleasant. Visitors in the waiting area should not be able to look into the work areas of the defender's office. Excessive noise from office and clerical spaces should be screened from the reception area. Approximately 20 square feet per person should be adequate.

Furnishings should be durable and easy to maintain. The area should be furnished with side chairs, a coat rack and table.



The receptionist should have a desk with personal computer, printer, and VDT. Space may be provided for a filing cabinet. The receptionist should be physically separated from the waiting area but have direct observation of the entire waiting area. A teller type window works best. Access to the office should be controlled by the receptionist with an electronic lock. The Prosecutor's Office should project an image compatible with that of a private law firm and should be comparable to that of the judges.

The office should be located in an area of the building that is easily accessible to the law enforcement officers. It also should be accessible to the courtrooms, law library, and the clerks' offices. Attorneys also should have private access to the Grand Jury room and may require access to the building's central holding area. In a multi-story facility it would appropriately be located on an upper floor away from the congestion of the main floor, but should not be located close to the Public Defender's office or adjacent to the judicial chambers. It is also desirable to have a private and secure access to the courthouse's secure corridors, as there may be times when in-custody defendants may need to be interviewed.

The prosecutor's private office should have a small reception area, space for a personal secretary, and a conference area in which to meet and hold small conferences. In larger offices, the office should be close to division chiefs and administrative staff. The personal office space should be approximately 250 to 325 square feet.

Furnishings should include a large desk, bookshelves, four to five chairs, small work or conference table, coat closet, and possibly a toilet.

Trial attorneys should have private offices that accommodate two to three visitors and are located in areas removed from the noise and traffic of the main office. A typical office for an attorney should be 120 to 150 square feet, and furnished with a desk, credenza, bookcase, several chairs, and a filing cabinet. Equipment will include a personal computer with keyboard and video display terminal, telephone, and printer. Law clerks, interns, and temporary staff may use semi-private offices. Offices should be near clerical support spaces. Attorneys should have access to conference rooms, interview space, and legal research materials. The following Figures 3-16 and 3-17 illustrate office configurations based upon 192 and 168 square feet

Figure 3-16
Office Configuration – 192 Square Feet

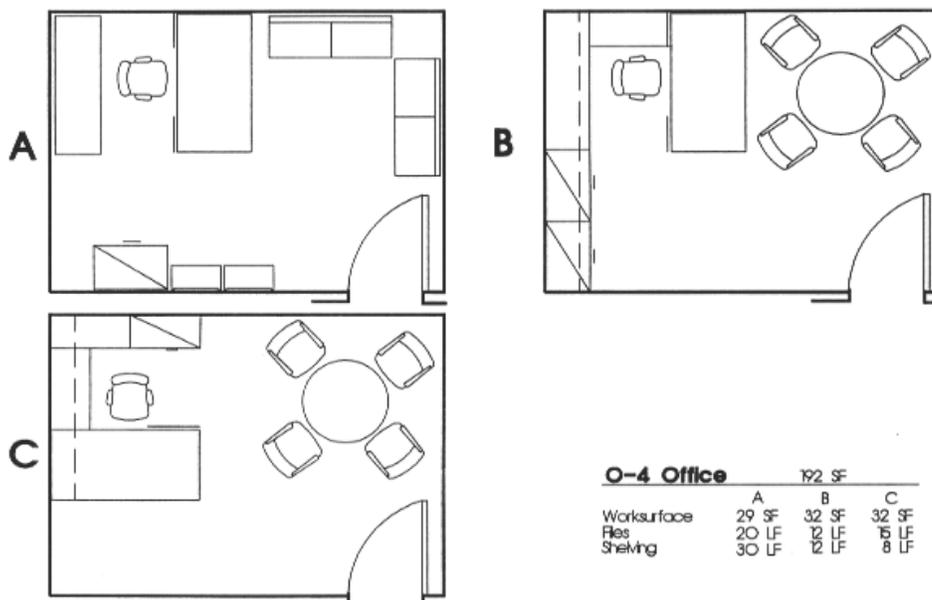
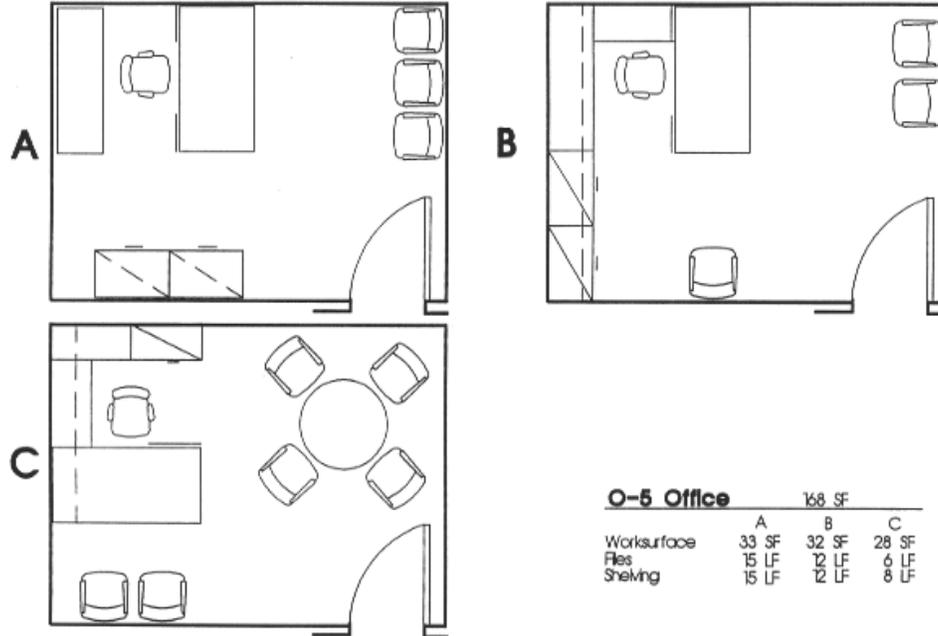




Figure 3-17
Office Configuration – 168 Square Feet



Clerical support is provided in a central location. Clerical workstations consist of a desk with personal computer, VDT, printer, telephone, and other office equipment. Space for filing a cabinet and maybe a side chair also is needed. Approximately 64 –80 square feet should be provided.

Clerical support should be located close to the attorneys. In a small office, secretarial support might best be located together in a central area. In large offices, support staff may be assigned to a team of attorneys and dispersed into several work clusters. Clerical support should have convenient access to a copy area with worktables and supply and equipment storage areas.

Within the offices, there should be a semi-private circulation pattern connecting spaces used by the attorneys and staff.

It is anticipated that attorneys will be connected to an office computer network (LAN) which may be connected to a larger wide area network, with access to legal data bases and criminal history files. Each attorney's work area requires normal electrical supply and normal room lighting with task lighting at their desk.

The office also will require other shared equipment including facsimile machines, television and VCR, photocopiers, shredders, and video conferencing equipment. (Attorneys may eventually have desktop video conferencing capability.)

The clerical area also will require personal computer workstations with video display monitors, printers, and possibly a scanner. Each workstation should have two quadriplex electrical outlets, two phone jacks, and two data jacks.

Conference and interview rooms should be equipped for video conferencing, video taping, and recording interviews and conferences.



3.6 MAGISTRATES AND REFEREE HEARING ROOMS

There has been a trend in the recent past to include a number of smaller special purpose courtrooms or hearing rooms in court facilities. This is a disadvantage in that these areas are not as flexible whenever changes occur. However, smaller hearing rooms are suitable for arbitration and mediation, as well as minor infractions cases. Hearing rooms can be formal or informal depending on their use.

A more formal hearing room is basically a small courtroom without a jury box and with limited spectator seating. It should be furnished similar to a courtroom with a raised judge's bench and tables for litigants and attorneys. Informal hearings can be held in a conference room-like setting. Participants at informal hearings sit around a conference table with the judge, magistrate, or referee at one end.

Hearing rooms should be located adjacent to the public circulation area and have restricted, secure circulation for the court personnel. Larger more formal hearing rooms should accommodate up to 20 people, requiring 600 to 800 square feet depending on the layout. Smaller informal hearing rooms that may accommodate between six to 12 people would need 200 to 400 square feet.

Magistrates and Referees should have private offices of approximately 120-150 square feet with access from the private corridors of the facility and located near their assigned hearing room.

3.6.1 Regional Diagnostic Hearing Room

While this function is generally located within a mental health facility, the setting should follow the space standards and ambiance of a Magistrate's courtroom. The space required is generally a Hearing Room that should follow the space criteria defined in Section 3.6 above.

3.7 PROBATION OFFICES

Probation departments are part of the judicial process, yet many jurisdictions do not locate these offices in court facilities. These offices often are located in other facilities in the community but may be located with the courts to increase efficiency of operation.

The design of a probation office is similar to a general office setting. Probation officers need areas to conduct confidential conversations with their clients. Many times the officers have their own private office, but shared work areas with open landscape workstations can be used, if there are sufficient designated interview rooms available. Other requirements include a waiting area, cashier payment area, conference room, and often a urinalysis lab and toilet, if the office conducts drug tests. The office sizes could range from 120 to 150 square feet for most functions.

The probation office should be located near the main entry of the facility, if possible, due to the high volume of public traffic involved. If the probation office is not located in the court facility, it is desirable to have a designated office(s) in the court facility for probation personnel to work when involved in court activities. In addition, many probation offices have evening and/or weekend activities, such as classes and counseling programs. In these cases, access to the facility, especially if a mixed-use facility, should be easily accommodated by the public.

Security needs in the probation office include a secured area for cash payment, either with a teller type counter arrangement or separate secure room and duress alarms in areas where personnel are alone with clients. Ideally, probation payment should be made with the court cashier.



3.8 JUDICIAL SUPPORT FUNCTIONS

For the courthouse to function properly, several support functions are essential. The following paragraphs discuss some of the points to be considered in the design of support spaces.

3.8.1 Jury Assembly

Jury duty is a public service performed by thousands of Michigan residents each year. In many instances, jury duty is the only exposure many people will have with the justice system, and it should be a comfortable and pleasant experience.

Jury service typically last from one day to one week, but persons chosen for a lengthy trial may end up serving for as long as several months. Persons reporting for jury duty should be treated with dignity and made to feel as comfortable as possible. All amenities should be provided within a controlled area in order to make jurors feel safe.

In large courthouses, where several jury trials may be held on the same day, the size of the jury pool may be large, requiring special dedicated areas. In smaller courthouses where the need for jury trials is limited, no special areas may be needed except an enlarged jury deliberation room or conference room which may be pressed into service several times a year. In some smaller communities, the courtroom may double as the jury assembly area.

The juror assembly room may consist of two distinct spaces: an assembly or orientation area with classroom type seating for prospective jurors and a waiting lounge for selected jurors. Because jurors may wait long periods before being called, there should be enough chairs for each juror to have a seat.



Mecklenburg County, North Carolina

Staff typically consists of from one to as many as five or six jury clerks in larger counties. The jury staff should be located in the assembly area whenever persons are waiting. Staff should have their own entrance separate from the public entrance and a private work area.

An initial reception area should be provided for jurors to check in, receive badges, and store personal belongings. The size of the adjacent workstation should be sufficient for clerks to call jury panels, prepare jury lists, and arrange payment to jurors.

Space should be available for passive recreation, such as reading, television, table games, and refreshments. The size of the jury assembly/orientation area will depend on the number of jurors commonly called for court. The space required is approximately 15 square feet per juror. A variety of seating may be



used: reading and work carrels require 30 to 35 square feet per juror; table seating requires 25 square feet per juror; casual seating 20 to 25 square feet per juror; and theater seating 8-10 square feet per juror. Theater seating, however, is needed only for orientation, which lasts from 30 to 60 minutes during the day.

Additional spaces include toilets, a vending area, a coat closet, and a storage area for personal belongings. Space should also be planned for court employees based upon the court's operational practices. At a minimum, a check-in desk or counter, located near the entrance to the room, is required. Ideally, jury staff should have a separate private office with windows that look onto the assembly room.

The rooms should be well ventilated and acoustically treated to lower interior noise and reduce disruptions to adjacent offices. Natural light is important, although if the room is located on the ground floor, windows should be high to prohibit persons outside from communicating with potential jurors.

All jury assembly areas should be fully accessible to persons with a disability and accommodate wheelchairs. Assistive listening devices should be available for hearing impaired persons.

Jury assembly areas are best located on a lower floor of the courthouse but not in the basement. The major advantages of having the assembly area located on the main floor are ease of access from the public entrance and fewer people needing to use elevators and escalators to reach the court floors during the peak morning hours. The primary disadvantage is the need to transport jurors who are not selected through the public circulation routes between the courtrooms and assembly area. For convenience, it is helpful if the assembly room is near the snack bar or vending area, if a vending area is not provided within the jury assembly area.

Transporting jurors to the courtroom is a major problem in larger courthouses, particularly when everyone is trying to use the public elevators at the same time in the morning. Using a freight elevator to move jurors or making one of the regular public elevators large enough to hold an entire jury panel should be considered.

Some jurors may wish to do personal or business work during their wait and should be provided with quiet work carrels or booths consisting of desk, chair, telephone, and electrical outlets. A vending area providing snacks, soft drinks, and coffee should be furnished in addition to a drinking fountain. Each jury assembly area should have male and female restrooms that are handicapped accessible.

Clearly displayed signs should guide jurors to the jury assembly area, especially if the area is located away from the main public entrance. The room should have adequate outlets for a TV monitor, VCR, a public address system, as well as adequate power and cabling for computer terminals and printers installed in the staff work area. Courts with jury call-in systems require approximately one direct phone line per 75 jurors. Consideration should be given to providing cable TV hookups.

3.8.2 Grand Jury

The use of grand juries is rare in Michigan and no special facilities are required.

3.8.3 Law Library

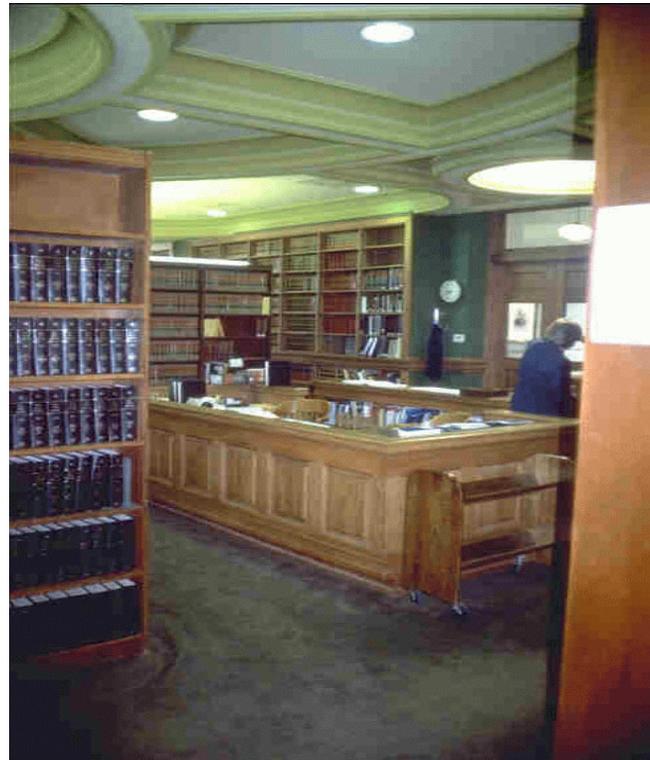
Every courthouse has a collection of legal reference materials that may be used by the judge(s), prosecutor, public defender, other court offices, private attorneys, and the general public³. Often, the judges and court

³ The legislature is to provide for the establishment and support of public libraries, which shall be available to all residents of the state under regulations adopted by the governing bodies thereof. All fees assessed and collected in the several counties, townships, and cities for any breach of the penal laws shall be exclusively applied to the support of such public libraries, and



offices maintain their own limited reference materials in their offices or a small office library. Most courts also maintain a separate law library with more extensive reference materials that may be used by attorneys and the general public.

Courts generally maintain several series of legal reference books and periodicals. The size of the collection varies with the court size, the budget and community needs, but at least one law library must be provided by each county. Small libraries are usually managed by a court clerk or bailiff as part of their regular duties. An adequate small library might consist of a small room with sufficient bookshelves to house the existing collection, with additional room for expansion. Courts with very large libraries may have a professional librarian, as well as legal researchers. Such libraries require staff work areas and other facilities found in any general library. All law libraries should have an organized system of shelf storage, provide work areas for library users, and have provisions for monitoring the use of the books.



Arlington County, Virginia / HLM

Law libraries are used primarily for research, most often by judges and attorneys. The library should contain tables for reading and writing. Because books and papers can take up a large amount of space, an ample work surface is needed. The library should be designed to allow control access and the library's contents. Controlling access may be provided by visual surveillance by the staff within the library or by the indirect control of court personnel working nearby. Books may be checked out using an honor system sign-up sheet or may be kept in the room with the help of metal-sensing equipment. The library should be located to facilitate easy access and surveillance by court personnel. At the same time, it must be located near a public area of the building so that the public need not intrude into restricted areas to use it.

The materials, which may be kept in a law library, include bound legal texts with pocket updates, reference books, and law periodicals. These are generally stored in open bookshelves or freestanding stacks. Since each series of books is continually updated and expanded, shelf space should accommodate anticipated increases in library volumes. As a rule of thumb, new libraries should have no more than 50% of the shelf space occupied when they open. To protect the books, they should be kept from exposure to direct sunlight, moisture, and heat. Some larger libraries may require facilities for microfilm reading and storage, card catalogs, or other auxiliary items such as photocopy machines, lounge chairs, and public telephones. Given

county law libraries as provided by law. [Const 1963, Art 8, See 9]

In each county the county treasurer shall credit semiannually to a fund to be known as the county law library fund, from which counties are to be paid an amount that ranges from \$2,000 to \$8,500 depending upon the county's population. This is the extent of state funding. Counties may supplement this with additional financial support. [MCL 600.4851(I); MSA 27A.4851(I)]

The State Court Administrative Office, along with the State Law Library, has approved minimum standards for county law libraries.



the dead weight of book storage, extra precautions should be taken with large law libraries to make sure that the building is structurally strong enough to support the load.

Law libraries are often used for conferences or for taking depositions. This is acceptable as long as these activities do not occur so often that they interfere with normal use of the library.

While many courts still make use of legal reference books, today's computer technology is revolutionizing libraries. Not only are card catalogs automated, most legal references, including statutes, have been imaged and are now available on compact disks or through remote legal research services, such as WESTLAW or LEXUS. Any library built today must be capable of the installation of a juke box for compact disks, a computer server and local area network, and personal computers with video display monitors and printers to be used in accessing, researching, and displaying/printing legal materials that previously were available only in book form. As the use of computers grow, the need for large law libraries will diminish. Courts with only small libraries may do away with their books altogether. It is important that the library space be fully wired for electricity, voice, and data access. In larger libraries, where only older reference materials that are not available on compact disk will need to be kept, the rest of the library may consist of computer workstations for viewing legal references on-line or on compact disk.

- The library should be accessible to judges via restricted circulation. Public access shall be from public circulation.
- The library shall be organized and located to allow supervisory control of the library and its contents by court personnel.
- The library's furnishings need to include bookshelves, worktables, comfortable chairs and a station or other provisions for signing out books. Photocopy machines, microfilm storage cabinets, microfilm readers, public telephones, lounge chairs, computer terminals, personal computers, and card catalogs need to be accommodated.
- Worktables should provide a minimum of twelve square feet of workspace per person.
- Space shall be allocated to accommodate projected growth of the library collection for a reasonable period. Shelving shall be provided for twice the existing collection in the case of newly established facilities.
- All books and reference materials must be accessible to persons in a wheelchair.
- Books and other materials shall be protected from direct exposure to sunlight, heat, and moisture.
- All libraries should be wired for electricity, voice, and data so that as the use of books diminishes, the room can be easily converted to other uses.

For further information on County Law Libraries see *Minimum Standards for County Law Libraries*, February 1996, issued by the State Court Administrative Office.

3.8.4 Attorney Lounge (optional area)

A lounge for the exclusive use of attorneys conducting business in the courthouse is a convenience for members of the bar as well as an indirect benefit to the Courts and court staff. Long waits between trials



or during recesses are not uncommon. Attorneys in private practice, as well as prosecutors and public defenders, may utilize such a facility to conduct other business. The room may be used for group meetings, conferring with colleagues, making telephone calls, and for individual reading, writing or word processing. When such a room is provided, attorneys are able to make more efficient use of waiting periods, so they are more likely to remain in the courthouse where they are readily available when needed in court. Furthermore, having an attorney room available helps to prevent lawyers from waiting in clerical areas, interrupting the work of court personnel.

The attorneys room should be located near the courtrooms and law library. Especially in large court facilities, it may be useful to install a paging system, which allows attorneys to be alerted when they are to appear in court. The attorneys' room should be located on a public circulation path, to allow attorneys easy access. However, access should be restricted to members of the bar, which in some facilities may mean that the room should be kept locked or else supervised. The exact character of the furnishings of the room and the activities are best based on the needs and preferences of the local bar. Generally, attorneys' rooms are lounges, workrooms, or both. Lounge furniture, study tables, electrical outlets for personal notebook computers, and a telephone may be needed. Provision for secure storage of attorneys' coats is desirable as well. The size of the room will, again, depend on local needs.

- Provide a room for attorneys to use while they are in the court facility. This room should be located near the law library and courtrooms.
- Provide lounge chairs, sofas, and study tables as needed.
- Install telephone jacks in the room that attorneys may use to fax documents to their office or access their office's computer network.
- Provide a closet or coat rack for coat storage. In larger facilities, lockers may be provided for belongings as well.
- Control access to the attorneys' room by virtue of its location or by the use of locks.
- In larger facilities, install a paging system that is connected to the courtrooms and the attorneys' room.

3.8.5 Law Enforcement Waiting (optional area)

A law enforcement officer's waiting / workroom serves much the same purpose as the attorney lounge. It provides officers with a designated area outside the public corridors where they can be readily available once court begins, rather than waiting in other court offices or the courtroom itself. Here, they can complete reports, review testimony, make phone calls, converse, and relax before their court appearance or during recesses.

The size of the waiting area will depend upon the number of officers present in the courthouse. Planning should consider at least 25 square feet per officer. It should be located near the courtrooms and be readily accessible from the public corridor. The workroom should be furnished similarly to the attorney lounge, with sofas, chairs, worktables, and telephones.

3.8.6 Press and Media Support Facilities (optional area)

With the introduction of cameras into courtrooms and the use of remote live television coverage of trials and



court event, the needs of the new media have changed considerably. Often the media take up additional space with their cameras and equipment and create problems in the flow of pedestrians in the courthouse.

The need to park trucks and other vehicles near the courthouse also should be considered in planning. A high profile trial may draw news teams from several television stations, requiring additional parking, public waiting space, and places to conduct interviews. Requirements based on the needs of the print media alone are no longer adequate in today's new environment. Every effort should be made to insure that the presence of the press should not disrupt the dignified and decorous atmosphere of the court.

With the exception of a few types of hearings, the press has the right to report on trial events. If cameras are allowed in the courtrooms, space may be designated where news crews may set up their cameras in the courtrooms. Where the court already has an installed video recording system in the courtroom, arrangements may be made for the press to have access to a live feed from the system. This has the added advantage in that the camera angles are controlled by the court, and the judge can have direct control over what is shown.

Another solution for filming in the courtrooms is the construction of a room adjacent to the courtroom with a one-way glass through which they may view and tape the proceedings.

In most multi-judge courts, some accommodations should be made for the day-to-day activities of the print and broadcast media in an area outside the courtroom. Planning may include a press room in the courthouse where members of the different news media may store equipment, work on stories, and wait. Providing space in which they may conduct interviews and work on notes would relieve congestion in the public corridors, helping to make the court less crowded and noisy.

The media room should be equipped with phone lines, and if video recording is present in courtrooms with video feeds connected to the courtrooms, with feed capability to mobile radio and television trucks and equipment. The room also should be furnished with tables and chairs adequate for working, and perhaps storage and workspace for audio equipment, cameras and photographic equipment, and television video equipment. Because the public access is not a critical concern, the location of the press room can be very flexible. Although it should be convenient to courtrooms and external exits to the building, it also should not require the press to pass through restricted or secure areas of the building. Space requirements should not be great but should probably accommodate one person per local newspaper plus extra room for television reporters.

Twenty to twenty-five square feet per reporter is sufficient. There should be adequate acoustical insulation to provide a quiet environment in which to work, as well as to insulate adjacent offices or courtrooms from any typing noise or conversations. A minimum sized space of 100 square feet is suggested.

3.9 BUILDING SUPPORT FUNCTIONS

Building support spaces include the loading dock, mail room, loading dock security screening, loading dock storage, custodial spaces, janitorial closets, maintenance spaces, electrical closets, telecommunications closets, computer rooms, trash collection, recycling areas, vending areas, vending storage space, and shared spaces such as conference rooms.

3.9.1 Loading Dock

All buildings require facilities where supplies, equipment, and other deliveries can be received and where trash and recycle materials can be picked up. Depending upon the size of the courthouse, these facilities



may be no larger than a truck ramp and door at the back of the building or as large as a multi-bay facility that will accommodate several large delivery trucks. Any moderate to large facility may need several loading bays for a recycled paper compactor, trash compactor, deliveries, a mail room, a bulk storage room, a loading dock office, a loading dock security screening area, and a nearby freight elevator.

- The freight elevator should be within easy access of the loading dock bays.
- If included, the recycle trash storage room should be equipped with a fire rated steel roll-up door, opening directly onto the loading dock and recycle compactor unit.
- A dock receiving office is generally required and should be located inside the building with direct access by roll-up door from the loading dock.
- Care should be taken to locate the loading dock away from the building's air intake supply, to avoid bringing fumes into the building.
- In large facilities with frequent deliveries, a loading dock security screening area should be considered. This area should be located immediately adjacent to the loading dock where all packages and deliveries to the building can be screened or x-rayed. If wired for large x-ray machine and metal detector, all delivery personnel entering the building should be required to pass through a metal detector.
- The loading dock should be monitored by CCTV cameras located inside and outside the loading dock. The building's security center should have local and remote control of overhead and access doors. A duress alarm is required in the general loading area, and there should be an intercom between the loading dock security station and the outside loading area.

3.9.2 Custodial and Maintenance Services

Custodial staff will generally require a custodian's office, service closets, storage, and also perhaps a locker area and toilets for custodial staff. Each floor should have at least one distributed janitorial closet at a minimum of 70 usable square feet. Closets generally require a janitor's sink with hot and cold water and contain square mop basin, wall mounted mop rack, and metal wall shelving.

Maintenance services operate and maintain all building equipment, make repairs, perform preventive maintenance, answer service call complaints, and make minor alterations. In support of the mechanical operation, space is needed for a maintenance office, maintenance storage, maintenance workshop, and perhaps locker rooms and toilets. Maintenance areas should be on the same floor with major building equipment such as the air conditioning chiller, heating plant, and electrical switch gear.

In some facilities it may be possible for custodial and maintenance staff to share locker and toilet facilities. If provided, separate locker facilities for male and female staff are needed. All locker rooms and toilets should meet ADA accessibility requirements.

3.9.3 Service Elevator

A separate passenger rated elevator is necessary for the movement of freight, heavy supplies, and equipment. The cab should have additional height and depth to accommodate furniture and other large equipment.



3.9.4 Trash and Recycle Removal

The solid waste disposal system in the building should meet the demands of the building and comply with local ordinances. Required spaces may include a docking bay for a recycle compactor, a recycle storage room near the loading dock, and recycle rooms on each floor.

- Trash and recycle storage areas should have minimal visibility and be separated to a degree from the building's receiving area.
- Recycle trash rooms generally require separate areas for solid waste paper, aluminum, and other materials.
- Care should be taken to locate the building's air intake supply away from the trash and recycle areas.

3.9.5 Building Communication Backbone

The courthouse should be designed with a service entrance room for voice/data/video communication systems. This room should be planned to terminate wiring and to house building electronics and cabling systems. The building should be designed with a backbone/riser facility (or vertical power distribution system) formed by stacking telecommunications and data closets and providing sleeves/slots (for horizontal distribution) through the floors. The backbone/riser facility should extend from the service entrance room to the floor telecommunication closets and provide a pathway for intra-building cable and for a telecommunication system ground.

At least one telecommunication closet should be provided on each floor (two for larger floors) to house floor-level electronics and cross-connect the building backbone to horizontal building wiring. Closets should be positioned so that the maximum cable length from the closet to the termination point is 90 meters. While one closet may serve as much as 20,000 square feet, a more practical guideline is one closet for every 10,000 square feet.

3.9.6 Telecommunications and Data Entry Rooms

A telecommunications and data entry room is needed to serve the entire building. This is the main entry location for all telecommunications and data lines into the building and should include the main connections for all telecommunications equipment, video conferencing/arrestment systems, and network servers for all offices in the building, including any modem connections. From here, telecommunication and data lines go to the building's main technology systems rooms, such as the telecommunications and computer rooms.

All equipment should be protected from power surges and brown outs with the installation of power conditioning equipment and an un-interruptible power supply (UPS).

The location of the entrance facility should be coordinated with the location of the electrical power entrance to improve the overall performance of the telecommunications and data systems. It should be planned to terminate wiring for switched networks and to house building-level electronics and cross-connected inter and intra-building cabling systems, using wiring distribution frames/backboards, protective blocks and other equipment required by the telephone and cable utilities, as well as the information technology system.

The room should be approximately 300 square feet and planned to support logical expansion in place or accommodate future equipment and entrance conduits for future expansion. It should be located at ground



level on a perimeter wall adjacent to the local telephone company access, not in the basement where flooding can occur.

The entry room should be equipped with proper lighting for maintenance and provide easy access to equipment.

The room should be positively pressured to prevent dust infiltration. An ambient air temperature of 72 degrees Fahrenheit and 45% relative humidity is generally recommended. A back up system to control room temperature and relative humidity should be on the emergency power panel.

The room should be safe, secure, dust free, and protected by full-height firewalls of at least two-hour rating with no windows and no false ceilings. Ceilings should be waterproofed. The firewall ratings will be found in local building codes.

3.9.7 Telecommunications Systems and Information Technology Room

A separate telecommunications and computer room needs to be provided to serve the courts, clerks, and all other offices located in the building. The room should contain all of the building and court's communications and computer equipment. If the court and other offices have separate computer networks, the room will need to be partitioned for the different servers and networks.

Access to the file servers and telecommunication devices for installation, upgrades, and maintenance of equipment is necessary. The computer rooms should be equipped with proper fire extinguisher devices and smoke detectors. Also, a raised floor system for easy access to wiring and cables should be a requirement.

The communications/computer server room should have controlled temperature and humidity just as the cable entrance room. A/C units should be on emergency generated power and should be independent from the building air. For security and temperature reasons the room should be located away from outside windows and doors.

All equipment should be protected from power surges and brown outs with the installation of power conditioning equipment and an un-interruptible power supply (UPS). The electrical feed, including neutral and ground, for the technology room should be isolated from the rest of the building's electrical system.

Cable runs should not be placed in areas where high electromagnetic field strength exists. The size of these rooms will depend upon equipment selected, but a square foot per piece of equipment is a base size.

3.9.8 Telecommunications Closets

There should be a minimum of two telecommunications closets designed to house intermediate distribution frames for data/voice/video provided per floor, stacked vertically and located close to the building service area, preferably in the core area. Wiring should not exceed 90 meters.

Closets should be positioned so that it is possible to gain access without disrupting normal office work and sized to allow an engineer to work within the closet and provide front and back access to the cabinets with space for additional wall mounted data patching frames. The closets should be at least 110 square feet.

Access flooring may be used to accommodate the cables entering from the riser, connecting to the frames, and accessing the secondary distribution system.

Telecommunications pathways, or conduit, should not be located in elevator shafts.



Closets should have waterproof ceilings and no windows. HVAC ducting and pipe work should be kept out of the telecommunications risers. The minimum size closet will be 60 square feet for most equipment.

3.9.9 Electrical Power and Electrical Closets

The vertical power distribution system of the building should be designed for easy change and modification through vertical stacking of electrical closets and provide simplified modular connections to horizontal distribution systems. A minimum of two electrical closets per floor are needed.

Electrical power distribution should be coordinated with the design of the telecommunications / grounding systems. Some equipment is susceptible to radiation from power cabling (power cabling that runs parallel to communications cabling may induce currents in cables). Lighting circuits in which the live and neutral conduits are not run close and parallel may cause distortion on computer screens. These problems should be controlled by segregation and good cabling practice, and power cables should be separated from voice and data cables in their conduits where possible.

3.9.10 Vending and Food Service

In larger courthouses, it is common to provide a vending operation or some type of food service. Even when food service is provided in the building, vending service is also required and is typically located at the cafeteria, jury assembly area, and staff areas of the building. A vending contractor storage area may be provided near the loading dock with convenient access to the freight elevator. It is suggested that vending not be provided in the public areas of court floors as food or drinks are not allowed in the courtrooms.

3.9.11 Shared Conference Facilities

Shared areas of the building may include larger conference rooms that can be shared by all building occupants.

Conference rooms should be located off the main public circulation, but staff located in the building should be able to enter and leave the conference rooms without passing through the public reception and waiting area, or extensively using public circulation.

Conference rooms generally should be wired for video conferencing and fitted with a projection screen, white board, or other type of marker board for presentations. Outlets are needed for audiovisual equipment and a P/A system.

Electrical outlets and data jacks should be available so that users may make use of laptop computers and have access to court automation networks.

A service unit and small equipment storage room or alcove may be provided as part of the conference room.

3.9.12 Building Management and Storage

An office may be provided for a building manager if one is located in the facility.

The number and size of storage and supply areas will depend on the size of the courthouse. It is advantageous to locate these areas close to the service elevator and the loading dock for ease in



transporting supplies to and from offices and for receiving vendor supplies and equipment from the loading dock.

3.9.13 Lobby

The courthouse serves both a functional and symbolic purpose. Functionally, it needs to handle large numbers of people, particularly on days when jurors are reporting to the courthouse or during early hours when most people are reporting to court for the day. If a security station is placed at the entrance, sufficient area should be available for persons to form a queue without having to wait outside in inclement weather.

The symbolism expressed by the building's exterior should continue through the interior of the building, commencing with the lobby. In older courthouses, grand public spaces conveyed dignity and grandeur and provided a sense of order and orientation to users. The lobby should convey an image of the importance of the functions performed in the building. It is also necessary, however, to balance the spatial allocation of the public lobby and its grandeur with fiscal constraints. Ultimately, providing more than minimum space not only reflects concern for user perspectives and celebrates human and societal values, it recognizes that people come to a courthouse to resolve serious problems in a dignified setting. As the first interior space encountered by court participants, the building lobby is the architectural element that immediately translates these values to the user.



Orange County Justice Center, Florida / HLM

3.9.14 Public Circulation, Elevators, and Escalators

Courthouses generate a high volume of traffic during the course of a day. A clear and adequate circulation system using stairs, escalators, and elevators is needed in multi-story buildings to move people expediently.

Because of the height of many modern court facilities, stairs are generally limited to life safety exit requirements and to quick access between two floors. Stairs also do not permit access to the physically impaired. For these reasons, escalators and elevators have become the primary means of moving people, even in two-story facilities.

Both elevators and escalators have their uses, and one system supplements the other. Escalators are the fastest and most efficient way to move a large number of people in an uninterrupted manner, especially between the lower two to three floors. These levels should contain the most active functions, including the clerk's office, high volume courtrooms, jury assembly areas, and other highly public areas of the court. These activities necessitate the movement of a large number of people



Denton County Courts Building, Texas /
Philips Swager Associates



quickly from the public entrance without creating a large queue at the elevator banks. Escalators cannot, however, serve the needs of the physically impaired or disabled, and they are impractical for higher floors because of the space and time they require to travel beyond several floors.



US Courthouse, Maryland / HOK

Elevators, on the other hand, are good for moving small volumes of people quickly to the upper floors. Other advantages are their capability to serve the physically disabled or impaired, transporting injured or ill individuals during emergencies, and to move equipment, furniture, and supplies.

The number of elevators planned for a courthouse should be based on a number of factors, including the volume of people at peak periods, the time interval between stops, the cab capacity, and speed of the elevator. The allocation of courthouse elevators should be calculated on the highest capacity of riders during peak times of the day and week. In addition, separate elevator systems should be planned for moving the public, court staff and judges, and in-custody defendants. Private elevators, which open onto restricted areas of the building, can be programmed to respond to only a card or key access. One of the most common deficiencies found in most older courthouses is the lack of elevator capacity.

3.9.15 Public Restrooms

Court facilities should include an adequate number of public restrooms. Because of the large number of people and the often-long periods of waiting involved, restrooms will be frequently used.

Male and female restrooms should be grouped together rather than located in different areas of the floor to make them easier to find. A single location also deters visitors from wandering through the building in search of the restroom. The largest bank of restrooms should be located on the main floor. Other toilet facilities should be located on the court floors near the public-waiting areas. Additional facilities may be provided on floors containing only office functions. Code requirements should be adhered to in the distribution of toilet facilities for the physically impaired. Baby changing stations should be considered for some of the public restrooms.

For security and noise considerations, restrooms should not directly adjoin the courtrooms. Separate toilet facilities should be located in the private staff areas of the courthouse for the use by court staff.

3.9.16 Day and Child Care

Some newer court facilities are being built with day care facilities for children of court employees or temporary childcare services for children accompanying their parents to court. The provision of day or childcare services in the courthouse depends on the preferences of the facility owners, users, and community.

Three additional factors that should be considered are that day care services generally require that children receive a certain amount of outdoor exercise and recreation during the day. Because urban court facilities are often multi-story buildings located in densely urban areas, outdoor recreational space is often unavailable. Second, the cost and operational implications should be appraised. Court facility construction may range from \$100 to nearly \$200 a square foot. Space for a childcare facility located in the courthouse may be much more expensive than what could be found elsewhere. Third, and probably most important, is the issue of security. The location of a day care facility in a public building that maybe the target of bomb threats or other acts of violence may be highly questionable.



The inclusion of temporary child care for children accompanying their parent(s) to court, however, has advantages, in that persons coming to the courthouse with their small children would have a place where their children could be cared for so that they do not disrupt or delay the proceedings or disturb others in the building. It is not unusual to see small children roaming the halls of courthouses or even playing games on the floor, while their parents are in court. When provided, such temporary facilities help to reduce noise and congestion in the corridors and leave the parents free to concentrate fully on their business.



Child Care Center, Riverside Family Court, California

Such facilities need to contain a workstation or private offices for supervisors, a paging system to call parents, and durable furnishings designed for children. The facility should be equipped with restrooms suitable for children, a kitchenette, and storage space for toys and supplies. The rooms should be soundproof and removed from the major public circulation areas.

3.9.17 Mail Room

A mail room is a necessity in any large court facility because of the large volumes of mail received by the clerk's offices, particularly in traffic and misdemeanor cases, where many fines are paid by mail, and the Friend of the Court where child support payments are made and received. The mail room is best located near the central receiving or loading dock, near a service or freight elevator, which allows staff to transport mail to and from the upper stories of the building. As noted in Section 3.3.14, the mailroom should be secure with ample glazing for observation.

3.9.18 Security Office and Fire Control Center

The security office and fire control center is where building security personnel are located. Also located here may be protective equipment, such as security and duress alarm panels, fire alarm, emergency elevator controls, public address system, and fire alarm annunciator panel. All of these systems, as well as data and emergency lighting system, should be backed up with emergency generators.

The center is often best located at the front of the entry restricted access point. All power and lighting for this room should be from the building's emergency electrical service with remote battery backup.

3.9.19 Central Security Control and Security Stations

The security control station serves as the central core of court security operations and should be located in a centralized area within the courthouse from which all security zones and safety alarm systems are monitored and assistance dispatched. From this unit, the courthouse may be monitored through the use of closed circuit television systems. The control unit should have an equipment room and toilets for staff.

There should be separate and secure circulation for in-custody prisoners from the central holding areas to all court floors. Attorney/prisoner interview booths, with appropriate privacy, should be provided in the central holding area where attorneys may speak with their clients prior to court.



The size of the security control unit will vary with the size of the court facility. A minimum of 100 square feet should be provided, with larger units being 400 to 500 square feet.

The security control unit should be centrally located near the main public entrance or in the central holding area. Additional security stations should be located on the court floors, near the public circulation areas. The office should contain a combination desk and control panel, a lockable file cabinet, and equipment storage locker.

Security stations of 60 to 100 square feet may be appropriate at key circulation intersections within the courthouse where response staff will provide corridor security and response to calls for assistance. These stations may be open with limited communication equipment or enclosed with telecommunication of alarm equipment.

3.9.20 Central Prisoner Holding and Transport

In-custody defendants and witnesses need to be separated from the public, while at the same time maintaining their safety and constitutional rights. Prisoner detention facilities increase the efficiency of the courts by allowing in-custody defendants to be located close to the courtroom at the scheduled time of appearance. Even in jurisdictions where the jail is adjacent to the courthouse, it may be more efficient to include holding and staging areas within the courthouse for securing and transporting prisoners.

Modern courthouses generally have two detention areas: a central holding and staging area for transferring prisoners to the court floors and a staging and holding area adjacent to the courtrooms for rapid movement to and from the courtrooms. (Smaller facilities may need only one set of holding facilities, either close to the courtrooms or centrally located at the prisoner entrance.) Gun lockers should be provided outside of the prisoner holding area for a minimum of 10 handguns.

The central holding area should consist of the following elements: a control center, staging area, holding cells, and visitation booths. The control center monitors the operations of the holding area. The officer manning the station should have a direct view into the holding cells or use monitors and should be able to monitor or control all entrances and exits. The station should be secured from unauthorized entry and should include a dedicated staff toilet.



Central Holding Area, Kane County, Illinois / HOK - George Lambros Photographer

Sufficient staging areas for transporting inmates should be provided near a sallyport entrance (an interlocking vestibule with doors operating in tandem) as well as the secure elevators. Corridors should be wide enough to prohibit inmates from grabbing officers and to allow adequate two-way passage.

Separate holding facilities for men and women need to be provide. If these holding areas are co-located, there should be sight and sound separation between the sexes. If juveniles must be held in the same area as adults, additional sight and sound separation is required.

Group-holding cells should allow a minimum of 15 square feet per person, excluding benches. State standards should be consulted to determine the required sizes of holding cells. The minimum size of a group cell should be at least 150 square feet. Individual cells for segregating prisoners should be at least 52 square feet.



Attorney/client meeting booths may be provided at the central holding facility, on the court floors, or both. These booths should be approximately 60 square feet and divided with appropriate security glazing or a wire mesh to separate the parties. Attorneys should not have to enter the holding areas to enter the conference booth. A small contact conference area of 60 to 80 square feet may also be provided to allow for the review and signing of documents.

Temporary holding cells for prisoners awaiting court appearances should conform to appropriate state correctional and American Correctional Association standards for lighting, ventilation, heating, and cooling in short-term holding and detention facilities. The Michigan Department of Corrections, County Jail Services Unit (Grandview Plaza Building, P.O. Box 30003, Lansing, Michigan 48909, Telephone: 517-373-3515), provides free handbooks for the construction and administration of jails and lockups.

Holding facilities lighting fixtures and ventilation shafts should be secured in place to prevent their removal and use as weapons. The cells should be equipped with vandal-resistant furniture. It is extremely important that holding areas be soundproofed to minimize disruption in the courtrooms.

All areas should be accessible to persons with disabilities.

Furnishings should be fixed and rated for maximum security. Lighting fixtures and air-conditioning and ventilating registers should be secured in place to prevent their removal and use as weapons.

Every cell should have its own toilet facility. This will eliminate the need for staff persons to transport inmates to and from toilets. These facilities may be combined wash basin and toilet units constructed of either stainless steel or porcelain. Toilets and drains should be installed along a wall on the corridor side of the holding facility or along an accessible service duct so that repairs can be made from the outside. Drains for sinks, toilets, and wash drains should be large enough so that they cannot be easily blocked. The holding cells should have solid ceilings. A modesty panel should be provided around the cell toilets to maintain proper privacy. Drains are necessary in any cell with toilets.

3.9.21 Court Floor Holding Areas

In larger courthouses, separate prisoner holding cells should be located adjacent to the courtrooms in addition to the central holding facility located adjacent to the secured prisoner entrance to the courthouse. These court floor holding facilities are best located between pairs of courtrooms and serviced by a designated prisoner elevator that transports prisoners to and from the central holding area or entrance.

The short-term holding area should consist of a security officer station, holding cells, and entrance vestibule in front of the elevator, and, if possible, attorney/client meeting booths. The security station need not be enclosed and should provide the security officer with direct visibility to all areas. Group-holding cells should allow 15 square feet per inmate. The minimum recommended size is 150 square feet. Individual cells, used for segregation of prisoners, should be a minimum of 52 square feet. All court floor temporary-holding areas should conform to appropriate state and American Correctional standards for lighting, ventilation, heating, and cooling. There should be separate holding facilities for men and women with sight and sound separation.



Denton County Court Holding Area / Phillip Swagger Associates



The cells should be well ventilated, well lighted, and well maintained. Lighting fixtures and ventilation shafts should be secured in place to prevent their removal and use as weapons. The cells should be equipped with vandal-resistant furniture, such as a bench that extends around the interior wall.

It is not unusual for in-custody defendants to attempt to disrupt court proceedings by shouting insults, using abusive language, banging on walls, or flushing toilets. Such noise from court floor-holding cells disrupts court proceedings, causes embarrassment, and intimidates witnesses or jurors. It is critical that the holding area be soundproofed so that no sound from the holding area is heard in the courtroom.

The holding areas should be accessible to persons with disabilities.

The walls and ceiling should be reinforced. Removable drop ceilings should be avoided. The interior finish and toilets should be vandal-proof. A small viewing window on the courtroom door is required. It should be possible to view the interior of all cells.

Consideration should be given to providing each cell with its own toilet. This will eliminate the need to transport prisoners to and from toilet facilities. Toilets may be a combined wash basin and toilet unit constructed of either stainless steel or porcelain. Toilets and drains should be installed along a wall on the corridor side of the holding facility or along an accessible service duct so that repairs can be made from the outside. Drains are necessary in any cell in which toilets are provided.

3.10 CONCLUSION

At the outset of this report, a recommendation was made that these design guidelines be viewed as a work in progress simply because changes in building systems and technology are constantly occurring and should be added to the material in the Design Guidelines as regularly as possible. Neither the process of managing the project nor the design steps are likely to change frequently, but better methods of acoustical, access, and climate control, for example, will evolve over time. Information technology is the one aspect of the future courthouses that will most assuredly change on a regular basis. By anticipating better systems and electronic equipment, properly sized utility chases can be accommodated initially. Whatever else happens in the future operation of the courts, a very safe assumption should be that management information systems and electronically-based, interactive, and remote communication technology will change rapidly and will significantly impact the efficient operation of the court.

These guidelines extended the Standards developed in 1980. Over time, the 1999 Design Guidelines will also require expansion and modification to accept the challenge of an accessible and effective judiciary. As technology changes, space standards for every function of the modern court will also change. Therefore, all space standards should be evaluated periodically and revised to capture the various changes in technology and methods of operation.



3.11 SUMMARY OF MINIMUM SPACE REQUIREMENTS

To summarize the major space standards that have been discussed throughout this document, this final section has been prepared.

ACTIVITY AREA	MINIMUM AREA REQUIREMENTS	COMMENTS
Courtroom	1,300 - 2500 sf	Includes litigation and spectator areas. These figures refer to litigation area only. Total courtroom area is derived by determining the number of spectators to be accommodated within the courtroom and multiplying by approximately 10-15 square feet per spectator and then adding the recommended litigation area square footage. For detailed information on courtrooms see Section 3.1.1 and 3.1.2.
	Width Depth Total Area	
Formal Non-Jury Hearing Room	28 ft 30 ft 840 sf	
Jury Courtroom (1-Tier Jury Box)	32 ft 32 ft 1,024 sf	
Jury Courtroom (2-Tier Jury Box)	36-38 ft 32 ft 1,152-1,216 sf	
Jury Courtroom (3-Tier Jury Box)	40-42 ft 32 ft 1,280-1,344 sf	
Ceremonial Jury Trial Courtroom	40 ft 34 ft 1,360 sf	
Judicial Bench	40 -70 sf	Elevated from floor level a minimum of 14 inches. Space includes a minimum of 6 feet behind the bench. For additional information see Section 3.1.3.
Witness Stand	50 - 80 sf	Requires a minimum of 10 square feet wheelchair space and an unobstructed turning diameter of 5 feet. Location should be a minimum of 7 feet from closest seated juror. For additional information see Section 3.1.5.
Jury Box	10 - 12 sf/Juror	A minimum of one wheelchair space, located within the defined area of the jury box must be provided. Jury box should be located a minimum of 7 feet from nearest spectator and a minimum of 4 feet from nearest litigant/counsel table. For additional information see Section 3.1.6.
8 Person - District/Probate Ct. (6 Jurors + 2 Alternates)	80 -96 sf	
14 Person - Circuit Ct. (12 Jurors + 2 Alternates)	140 - 168 sf	
Courtroom Clerk's Station	30 - 40 sf	Elevated from floor level a minimum of 7 inches. Additional space for ramp or lift is not included. For additional information see Section 3.1.4.
Litigant / Counsel Tables	50 - 80 sf each	Area requirements include a minimum of 2 feet of movement space behind the tables and chairs. Each table should accommodate 2-4 people. Minimum separation between tables should be 4 feet. Minimum distance to the bench should be 10-16 feet. Minimum distance from the back of litigant/counsel chairs to front bar of the spectator area should be 6 feet. For additional information see Section 3.1.7.
Bailiff's Station	12 - 25 sf	Location should provide clear sight lines for entire courtroom. For additional information see Section 3.1.9.
Witness Waiting Rooms	15 - 20 sf / person 100 sf minimum	Requires room access control. For additional information see Section 3.1.11.



SECTION 3
COURTHOUSE DESIGN CRITERIA

ACTIVITY AREA	MINIMUM AREA REQUIREMENTS	COMMENTS
Attorney / Client Conference Rooms	15 - 20 sf / person 100 sf minimum	Rooms may be interchangeable with Witness Waiting Rooms. For additional information see Section 3.1.12.
Courtroom Entry Vestibule	70 - 90 sf	Minimum distance between door sets should be 8-10 feet. For additional information see Section 3.1.13.
Court Recorder / Reporter		Located within the well with unobstructed view of bench, litigant/counsel tables, and witness box. Separate office in Judicial set. For additional information see Section 3.1.2.1.
Litigation Area	35 - 70 sf	
Private Office	100 - 120 sf	
Jury Deliberation Rooms		Minimum deliberation area width is 14 feet for 14 person room and 12 feet for 8 person room . Total area square footage includes restroom(s) and entry vestibule. Deliberation areas square footage excludes space needed for restroom(s) and vestibule. Room should be located near the courtroom and accessed by a secured circulation corridor. For additional information see Section 3.1.14.
14 Person Room (Circuit Court)	280 sf + restrooms & vestibule (280 - 450 sf total area)	
8 Person Room (District/Probate Court)	160 sf + restrooms & vestibule (240 - 280 sf total area)	
Judge's Chambers		Depending upon the space allotted the judge's private office; a judicial conference room may be required. Chambers should be located near the courtroom and access should be through a private and secured circulation corridor from both the courtroom and judge's parking. A Robing Room is only necessary if chambers are located away from the courtroom. Bailiff's may be located within the judicial chamber, the courtroom, or in a central location depending upon the responsibilities assigned and security needs of the court. For additional information see Section 3.1.15.
Judge's Private Office	280 - 500 sf	
Secretary	100 - 120 sf	
Reception/ Waiting Area	20 sf / visitor 40 - 60 sf minimum	
Law Clerk	120 sf	
Bailiff's Station	40 - 50 sf	
Robing Room	50 sf	
Staff lounge	15 - 20 sf / person	For additional information see Section 3.3.
Clerk of the Court		For additional information see Section 3.3.
Director's Private Office	250 - 325 sf	
Assistant Manager Office	150 - 180 sf	
Administrative Offices	100 - 120 sf	
Clerical Workstations	48 - 100 sf	
Counter Workstation	24 - 32 sf	
Cashier Workstation	24 - 36 sf	
Public Counters	7 - 10 sf / person	
Public Waiting Area	12 - 15 sf / person	



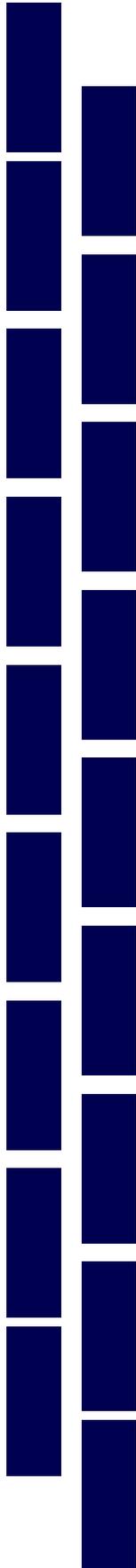
SECTION 3
COURTHOUSE DESIGN CRITERIA

ACTIVITY AREA	MINIMUM AREA REQUIREMENTS	COMMENTS
Friend of the Court		For additional information see Section 3.4.
Director's Private Office	250 - 325 sf	
Assistant Friend of the Court	150 - 180 sf	
Referee's Private Office	120 - 150 sf	
Caseworkers Office	120 - 150 sf	
Clerical Workstations	48 - 100 sf	
Magistrate / Referee Hearing Rooms	<u>Width</u> <u>Depth</u> <u>Total Area</u>	For additional information see Section 3.6.
Formal	28 ft 30 ft 840 sf	Does not include spectator/waiting seating.
Informal - small	200 - 400 sf	Accommodates 6-12 people.
Informal - large	600 - 800 sf	Accommodates up to 20 people.
Magistrate / Referee Private Office	120 - 150 sf	Access from private corridor and located near the hearing room. For additional information see Section 3.6.
Probation Offices		For additional information see Section 3.7.
Director's Private Office	250 - 325 sf	
Probation Officers Private Office	120 - 150 sf	
Clerical Workstations	48 - 100 sf	
Cashier	24 - 36 sf	
Jury Assembly		For additional information see Section 3.8.1.
Assembly/Orientation Area	8 - 15 sf/juror	
Juror Waiting Area	8 - 35 sf	
Law Library	Variable	For additional information see Section 3.8.3.
Attorney Lounge (Optional)	Variable	For additional information see Section 3.8.4.
Law Enforcement Waiting (Optional)	25 sf/officer or 30 - 35 sf/work carrel	For additional information see Section 3.8.5.
Custodial Closet	70 sf	Minimum of one closet per floor. For additional information see Section 3.9.2.
Telecommunications / Data Entry Rooms	300 sf	For multi-floor facilities rooms should be stacked vertically. For additional information see Section 3.9.6.



SECTION 3
COURTHOUSE DESIGN CRITERIA

ACTIVITY AREA	MINIMUM AREA REQUIREMENTS	COMMENTS
Telecommunication / Information Technology Room	Variable	For additional information see Section 3.9.7.
Telecommunication Closets	110 sf	Multi-floor facilities should stack closets vertically. For additional information see Section 3.9.8.
Electrical Closets	Variable	For additional information see Section 3.9.9
Mail Room	Variable	Total size is determined by volume of mail, functions performed, and number of staff. Mail opening should be performed in a secured room to provide for funds security. For additional information see Section 3.9.17.
Central Security Station	100 sf	Total size is determined by the number of security staff to be accommodated. For additional information see Section 3.9.18.
Prisoner Holding/Transport		For additional information see Section 3.9.20.
Central Holding/Staging	15 sf / person for group holding. 150 sf minimum.	Located adjacent to sallyport in secured circulation area. Space does not include area necessary for staff / law enforcement control center.
Attorney/Client Meeting Booth	60 sf	Divided by security glazing.
Attorney/Client Contact Conference Room	60 - 80 sf	Separate entrances for attorney and prisoner should be provided.
Courtroom Holding	70 sf	For one prisoner individual cell. Group Courtroom Holding Cells requirements are the same as Central Holding.



APPENDIX A1

Glossary of Terms





Architectural Program	A document that defines in tabular, narrative, and graphic the size, functional relationships, budget, and mission of a building. The program can be developed independent of the architectural design process and is used by the owner to define the scope of the project and subsequently by the architect to define the spatial and functional requirements.
Construction Documents	The drawings and specifications that are used to solicit bids for the construction of the facility are called “construction documents” that includes the schematic design, design development, and construction drawings of the facility. These documents are used by the contractor and subcontractors to first estimate the cost of construction and secondly to construct the facility.
Net Area	The net area of a room is the square footage within the walls that enclose the space. Net area does not include the wall thickness or the corridors that lead to the room or space. Architects design spaces to the net area, with an allowance for the square footage to accommodate the non-assignable areas such as wall thickness, stairwells, and mechanical shafts.
Departmental Grossing Factor	The departmental grossing factor is a percentage of the net area of a component of the facility that is added to the net space. This percentage or multiplier accounts for the non-assignable space associated with a component of the building. For example, the Clerk’s area could include workstations, files, and public counters, all of which can be defined in terms of net square footage. The non-assignable areas, such as corridors leading to the work stations, are included in the departmental grossing factor.
Building grossing factor	In architectural programming, another multiplier is added to the net and departmental gross square footage to account for exterior wall thickness, fire stairs, elevators and lobbies, and mechanical rooms that serve the entire structure, and not exclusively a department or component of the building. The total size of a building is the addition of the net area, the departmental grossing factor, and the building grossing factor.
Seismic Conditions	A seismic condition is an assessment of the potential for an earthquake. In the preparation of construction documents, the architect is required by building codes to consider the particular seismic zone within which the building will be located and certify that the structure is designed properly to withstand the intensity of the earthquake.
Footprint Size	The area of the ground floor of a building that consumes site area. The term “footprint” refers only to the amount of the site that the building consumes at the ground level, and not the entire square footage of the structure.



Vehicular Sally Port	The enclosed or open, but fenced, structure for securing vehicles while inmates are being transferred into a booking or court holding area.
Kiosks	Free-standing structures that can be located within the lobby of courthouses; outside the facility; and/or remote locations that permit a citizen to access information regarding a case; pay fines; and transmit documents to the Court are becoming more popular as a means of increasing accessibility and convenience to the court without creating volumes of traffic within the courthouse. The kiosk can be equipped for electronic and telephonic communication of information.
Marquee	The marquee is a part of the informational signage of the courthouse, usually located in the main lobby. The display can be electronic or utilize traditional methods to display courtroom assignments, directions, and announcements.
Universal Grids	Technology is changing rapidly in many spaces within the courthouse. The use of “universal grids” is a method of installing cabling either beneath the floor or in the ceiling that can be easily altered to accommodate new equipment or the replacement of outdated cabling systems.
Conduit	Conduit is the actual cables or wires that connect equipment to the source of energy. In a courthouse where technology is constantly changing, the “trays” or “tunnels” that hold the wiring must be easily accessible without serious disruption of the operation.
LCD	The term means “liquid crystal display” and is the display of words and numbers on electronic devices such as computers and flat screen panels.
“Form-giver”	This term refers to the component(s) of a building type that establishes the form or shape of the structure. For example, in a courthouse, the courtrooms establish the basic form of the building.
Voir Dire	The process of selecting the jury panel is called the “voir dire”.
A/E	Architecture & Engineering
HVAC	Heating, Ventilation and Air Conditioning
Catalog Cuts	Leaflets / brochures provided by equipment vendors, including details regarding specifications, etc.



APPENDIX A2
Selected Michigan Statutes,
Court Rulings and Supreme Court
Administrative Orders Concerning
Court Facilities





**SELECTED MICHIGAN STATUTES, COURT RULES, AND SUPREME COURT
ADMINISTRATIVE ORDERS CONCERNING COURT FACILITIES**

- STATUTES -

MCL 45.16; MSA 5.291 **Courthouse, jail, and other necessary public building;
location, plans, contracts**

Sec. 16. Each organized county shall, at its own cost and expense, provide at the county seat thereof a suitable courthouse, and a suitable and sufficient jail and fireproof offices and all other necessary public buildings, and keep the same in good repair.

MCL 46.7; MSA 5.327 **Construction and repair of public building and bridges, duty,
financing**

Sec. 7. It shall be the duty of the board, as often as shall be necessary, to cause the courthouse, jail, and all other public buildings and public offices of the county, to be duly repaired at the expense of the county. The county board of commissioners of a county may, subject to the limitations provided in Act. No. 62 of the Public Acts of 1933, as amended, being sections 211.201 to 211.217a of the Michigan Compiled Laws, levy a tax on the taxable property in the county for the construction or repair of public buildings or bridges. The foregoing limitations shall not apply to taxes imposed for the payment of principal and interest on bonds or other evidences of indebtedness or for the payment of assessments or contract obligations in anticipation of which bonds are issued, which taxes may be imposed without limitation as to rate or amount and in addition to any other taxes, even though the bonds or other evidences of indebtedness were issued for the foregoing purposes. The repair of the courthouse, jail, and all other public buildings and public offices of the county is hereby declared to be a current county operating expense for which financing; the county board of commissioners may authorized the use of any county collections not raised by taxation and under their control for current county operating expenses, for the repair of public building owned by for county. The amount of money spent for the repair of county buildings in any 1 fiscal year from funds not raised by taxation and under control of the county board of commissioners for current operating expenses, shall not exceed the total amount of such money collected in that year, except as otherwise provided by law unless submitted to the electors of the county and approved by a majority of those voting thereon.

MCL 600.581; MSA 27A.581 **Sheriffs, deputies; attendance at court sessions**

Sec. 581. The sheriff of the county, or his deputy, shall attend the circuit court, probate court, and district court sessions, when requested by these courts, and the sessions of other courts as required by law. The judge in his discretion:

- (1) shall fix, determine, and regulate the attendance at court sessions of the sheriff and his deputies;
- (2) may fine the sheriff and his deputies for failure to attend.

MCL 600.816; MSA 27A.81 **Probate judges; offices; location of sessions**

Sec. 816. (1) A probate judge shall hold sessions of the probate court at the county seat of each county, unless an alternative primary location is designated pursuant to subsection (3), and may hold sessions of the probate court in any city of the county where sessions of the circuit court are authorized by law to be held. A probate judge may maintain an office at any place where sessions of the probate court are held.



(2) A probate judge may hold sessions of the court at the regional diagnostic and treatment center assigned to his or her court if sessions are approved by the state court administrator. The center shall provide an area for court sessions to which the public has access.

(3) Subject to the approval of the county board of commissioners and the state court administrator, the chief probate judge of a county may designate 1 or more places in the county where regular sessions of probate court may be held. A designation made under this subsection shall be delivered to the county clerk.

(4) Noting in this section prohibits a judge from holding a hearing regarding an allegedly legally incapacitated person or an allegedly mentally ill person at any site considered appropriate by the court as provided by section 443 or the revised probate code, Act No. 642 of the Public Acts of 1978, being section 700.443 of the Michigan Compiled Laws, or section 456 of the mental health code, Act No. 258 of the Public Acts of 1974, being section 330.1456 of the Michigan Compiled Laws.

MCL 600.1531; MSA 27A.1531 Alternative time and place of court; notice

Sec. 1531. Whenever good cause therefor exists, the judge or judges of the circuit may designate a temporary alternative time and place in the same county for holding court. The designation shall be by written order, signed by the judge or judges making the designation, and disseminated to provide reasonable notice. The order shall state the manner in which such notice is to be disseminated.

MCL 600.8102; MSA 27A.8102 Judicial districts

Sec. 8103. (1) A district of the first class is a district consisting of 1 or more counties and in which each county comprising the district is responsible for maintaining, financing and operating the district court within its respective county except as otherwise provided in this act.

(2) A district of the second class is a district consisting of a group of political subdivisions within a county and in which the county where such political subdivisions are situated is responsible for maintaining, financing and operating the district court except as otherwise provided in this act.

(3) A district of the third class is a district consisting of 1 or more political subdivisions within a county and in which each political subdivision comprising the district is responsible for maintaining, financing and operating the district court within its respective political subdivision except as otherwise provided in this act.

MCL 600.8104; MSA 27A.8104 District funding unit or district control unit; definition, functions; district court expenses

Sec. 8104. (1) The term “district funding unit” or “district control unit” means:

- (a) The county in districts of the first and second class.
 - (b) The city or the township in districts of the third class except as provided in subdivision (c).
 - (c) The city or the incorporated village in districts of the third class in which portions of 2 townships comprise an incorporated village.
- (2) Except as otherwise provided in this act, a district funding unit shall be responsible for maintaining, financing, and operating the court only within its political subdivision. In districts of the third class a political subdivision shall not be responsible for the expenses of maintaining, financing, or operating the district court,



SELECTED MICHIGAN STATUTES, COURT RULES,
AND SUPREME COURT ADMINISTRATIVE ORDERS

traffic bureau, or small claims division incurred in any other political subdivision except as provided by section 8621 and other provisions of this act.

(3) One or more district funding units within any district may agree among themselves to share any or all of the expenses of maintaining, financing, or operating the district court. To become effective such agreements must be approved by resolution adopted by the governing body of the respective political subdivision entering into the agreement, and upon approval such agreements shall become effective and binding in accordance with, to the extent of, and for such period stated in that agreement.

(4) The district funding unit shall supply such law books and legal reference resources as it deems necessary. No subsidy from state funds shall be required to stock any district court created by this act with law books or other legal reference works.

MCL 600.8251; MSA 27A.8251 **Place of holding court**

Sec. 8251. (1) In districts of the first class, the court shall sit at each county seat and at each city having a population of 3,250 or more, except the court shall not be required to sit at any city if it is contiguous to the county seat or contiguous to a city having a greater population. The court shall also sit at other places as the judges of the district determine. The court shall sit not less than once each week in each county of a multi county district.

(2) In districts of the second class, the court shall sit at any county seat within the district, and at each city and incorporated village within the district having a population of 3,250 or more, except that if 2 or more cities or incorporated villages are contiguous the court need sit only in the city having the greater population. The court shall not be required to sit in any political subdivision if the governing body of that subdivision by resolution and the court agree that the court shall not sit in the political subdivision. If the district does not contain a county seat and does not contain any city or incorporated village having a population of 3,250 or more, the court shall sit at a place or places within the district as the judges of the district determine. In addition to the place or places where the court is required to sit, the court may upon agreement of a majority of the judges of the district and upon approval by resolution of the board of commissioners also sit at the county seat of its district control unit situated outside the district, but the court shall sit not less than once each week within the subsection do not apply to the district, and the court shall sit at the county seat of its district control unit situated outside the district. In addition to the place or places where the court is required to sit pursuant to the provisions of this subsection, the court may sit at a place or places within the district as the judges of the district determine. If the court sits at a county seat situated outside the district pursuant to this subsection, it shall exercise the same powers, jurisdiction, and venue as if sitting within the district.

(3) In districts of the third class, the court shall sit at each city having a population of 3,250 or more and within each township having a population of 12,000 or more and at other places as the judges of the district determine. The court shall not be required to sit in any political subdivision if the governing body of that subdivision by resolution and the court agree that the court shall not sit in the political subdivision.

(4) Each judge of the district shall sit at places within the district as the presiding judge designates.

(5) A district judge or district court magistrate may sit at a place outside the district under a multiple district plan pursuant to section 8320.

(6) As used in this section, A population @ means population according to the most recent federal decennial census, except that the most recent census shall not apply until the expiration of 18 months from the date of which the census is taken.



MCL 600.8261; MSA 27A.8261 **Court facilities**

Sec. 8261. Court facilities shall be provided at those places where the court sits. In districts of the first and second class they shall be provided by the county and in districts of the third class they shall be provided by each political subdivision where the court sits.

MCL 600.8262; MSA 27A.8262 **Facilities for magistrates**

Sec. 8262. Facilities for magistrates shall be provided by the district control unit.

MCL 600.8263; MSA27A.8263 **Rental of court or magistrate facilities; contract**

Sec. 8263. Rental of court or magistrate facilities constitutes the providing of such facilities and those units of government responsible for providing same may contract with the state, its political subdivisions, corporations or persons for the rental thereof.

MCL 780.757; MSA 28.1287(757) **Court proceedings; waiting area for victim separate from defendant**

Sec. 7. The court shall provide a waiting area for the victim separate from the defendant, defendants relatives, and defense witnesses if such an area is available and the use of the area is practical. If a separate waiting area is not available or practical, the court shall provide other safeguards to minimize the victims contact with defendant, defendants relatives, and defense witnesses during court proceedings.



- COURT RULES -

MCR 8.115 Courtroom Decorum

- (A) Display of Flags. The flags of the United States and of the State of Michigan must be displayed in a conspicuous place adjacent to the bench at all times when court is in session.
- (B) Judicial Robe. When acting in his or her official capacity in the courtroom, a judge shall wear a black robe.



- SUPREME COURT ADMINISTRATIVE ORDERS -

**Michigan Supreme Court Administrative Order 1983-2
Michigan Courthouse Guidelines**

The Court has received and reviewed the recommendations of the Courthouse Study Advisory Committee which urges the adoption of the Guidelines, contained in Volume I of *The Michigan Courthouse Study*, pp 53-171. The Court finds that the Guidelines reflect sound principles of court facility planning and design, application of which can greatly improved the functioning of Michigan's courts.

Accordingly, all courts and communities planning for and carrying out either construction, remodeling, or renovation of court facilities are urged to use the Guidelines.

[Entered March 2, 1983.]

**Michigan Supreme Court Administrative Order 1989-1
Film or Electronic Media
Coverage of Court Proceedings**

On order of the Court, the report of the Cameras in the Courtroom Committee having been received and considered, the following exception to the Michigan Code of Judicial Conduct, Canon 3A(7) is adopted to permit film or electronic media coverage in all Michigan Courts effective March 1, 1989:

The following guidelines shall apply to film or electronic media coverage of proceedings in Michigan Courts:

1. Definitions.

(a) "Film or electronic media coverage" means any recording or broadcasting of court proceedings by the media using television, radio, photographic, or recording equipment.

(b) "media" or "media agency" means any person or organization engaging in news gathering or reporting and includes any newspaper, radio or television station or network, news service, magazine, trade paper, professional journal, or other news reporting or news gathering agency.

(c) "Judge" means the judge presiding over a proceeding in the trial court, the presiding judge of a panel in the Court of Appeals, or the Chief Justices of the Supreme Court.

2. Limitations.

(a) Film or electronic media coverage shall be allowed upon request in all court proceedings. Requests by representatives of media agencies for such coverage must be made in writing to the clerk of the particular court not less than three business days before the proceeding is scheduled to begin. A judge has the discretion to honor a request that does not comply with the requirements of this subsection. The court shall provide that the parties be notified of a request for film or electronic media coverage.

(b) A judge may terminate, suspend, limit, or exclude film or electronic media coverage at any time upon a finding, made and articulated on the record in the exercise of discretion, that the fair administration of justice requires such action, or that rules established under this order or additional rules imposed by the judge have been violated. The judge has sole discretion to exclude coverage of certain witnesses, including but not limited to the victims of sex crimes and their families, police informants, undercover agents, and relocated witnesses.



(c) Film or electronic media coverage of the jurors or the jury selection process shall not be permitted.

(d) A trial judges decision to terminate, suspend, limit, or exclude film or electronic media coverage is not appealable, by right or by leave.

3. Judicial Authority.

Nothing in these guidelines shall be construed as altering the authority of the Chief Justice, the Chief Judge of the Court of Appeals, trial court chief judges, or trial judges to control proceedings in their courtrooms, and to ensure decorum and prevent distractions and to ensure the fair administration of justice in the pending cause.

4. Equipment and Personnel.

Unless the judge orders otherwise, the following rules apply:

(a) Not more that two videotape or television cameras, operated by not more than one person each, shall be permitted in any courtroom.

(b) Not more than two still photographers, utilizing not more than two still cameras each with not more than two lenses for each camera, and related necessary equipment, shall be permitted in any courtroom.

(c) Not more than one audio system for radio and/or television recording purposes shall be permitted in any courtroom. If such an audio system is permanently in place in the courtroom, pickup shall be made from that system; if it is not, microphones and wires shall be placed as unobtrusively as possible.

(d) Media agency representatives shall made their own pooling arrangements without calling upon the court to mediate any dispute relating to those arrangements. In the absence of media agency agreement on procedures, personnel, and equipment, the judge shall not permit the use of film or electronic media coverage.

5. Sound and Light Criteria.

(a) Only television, photographic, and audio equipment which does not produce distracting sound or light shall be utilized to cover judicial proceedings. Courtroom lighting shall be supplemented only if the judge grants permission.

(b) Only still camera equipment which does not product distracting sound or light shall be employed to cover judicial proceedings. No artificial lighting device of any kind shall be employed with a still camera.

(c) Media agency personnel must demonstrate in advance, to the satisfaction of the judge, that the equipment proposed for utilization will not detract from the proceedings.

6. Location of Equipment and Personnel.

(a) Television camera equipment and attendant personnel shall be positioned in such locations in the courtroom as shall be designated by the judge. Audio and video tape recording and amplification equipment which is not a component of a camera or microphone shall be located in a designated area remote from the courtroom.



(b) Still camera photographers shall be positioned in such locations in the courtroom as shall be designated by the judge. Still camera photographers shall assume fixed positions within the designated areas and shall not move about in any way that would detract from the proceedings.

(c) Photographic or audio equipment may be placed in, moved about in, or removed from, the courtroom only during a recess. Camera film and lenses may be changed in the courtroom only during a recess.

(d) Representatives of the media agencies are invited to submit suggested equipment positions to the judge for consideration.

7. Conferences.

There shall be no audio pickup, broadcast or video close up of conferences between an attorney and client, between co-counsel, between counsel and the judge held at the bench at trial, or between judges in an appellate proceeding.

8. Conduct of Media Agency Personnel.

Persons assigned by media agencies to operate within the courtroom shall dress and deport themselves, in ways that will not detract from the proceedings.

9. Nonexclusivity.

These guidelines shall not preclude coverage of any judicial proceeding by news reporters or other persons who are employing more traditional means, such as taking notes or drawing pictures.

[Entered January 13, 1989]

~~Michigan Supreme Court Administrative Order 1990-7 Videotape Record of Court Proceedings~~

~~On order of the Court, the State Court Administrator is authorized to approve, until further order of this Court, trial courts to use videotape record systems for the purpose of making the verbatim court record of proceedings in individual courtrooms. Courts desiring approval to use the videotape record system in a courtroom must apply to the State Court Administrator and must submit a local administrative order to implement the videotape record procedures. Upon approval by the State Court Administrator of the application and the local administrative order, the court may use the videotape record system in the courtroom until further order of this Court or of the State Court Administrator.~~

~~The State Court Administrator is authorized to certify which videotape record equipment may be utilized by trial courts for the purposes of making the verbatim court record.~~

~~The applications by the trial courts and approval by the State Court Administrator shall be based upon criteria established by this Court.~~

~~The previous authorizations by this Court and by the State Court Administrator pursuant to Administrative Order 1989-2 to the twelve pilot courtrooms for utilization for the videotape record systems is continued until further order of this Court or the State Court Administrator.~~

~~This order authorizes exceptions to the Michigan Code of Judicial Conduct, Canon 3(A)(7), which currently prohibits such recording, and to MCR 8.108, which requires that certified court reporters and recorders furnishing transcripts of proceedings be in attend.~~



SELECTED MICHIGAN STATUTES, COURT RULES,
AND SUPREME COURT ADMINISTRATIVE ORDERS

~~The following guidelines shall apply to the courts authorized to use videotape record systems for the purpose of making the court record:~~

~~1. At least two videotape recordings, recorded simultaneously, shall constitute part of the original record in the case. One videotape shall be retained by the clerk of the court to be forwarded, or for portions to be copied and forwarded, if an appeal is taken and if requested by the Court of Appeals, to the Court of Appeals pursuant to MCR 7.210. The other videotape shall be stored off the court premises in a location to be designated by the chief judge.~~

~~2. The judge shall:~~

~~(a) Be charged with the responsibility of ensuring, through routine checks of the videotape system by a suitably trained person, that the videotape system is operating in keeping with specifications.~~

~~(b) Keep a proper index of proceedings that have been videotaped, including a list of witnesses and exhibits.~~

~~3. If an appeal is taken in an action, which has been videotaped under this order, a transcript of the proceedings must be prepared in the same manner as in the case of proceedings recorded in other ways. However, a court reporter or recorder need not certify attendance at the proceedings being transcribed from the videotaped record, but need only certify that the transcript represents the complete, true and correct rendition of the videotape of the proceeding as recorded.~~

~~4. Transcripts of videotape recordings of 25 pages or less must contain, on each page, a reference to the number of the videotape and the month, day, year, hour, and minute at which the reference begins as recorded on the videotape. For example: (Tape No. 1, 10-1-87, 13:23). Transcripts of 26 or more pages must contain this reference on the first page, on every 25 pages thereafter, and on the last page.~~

~~5. Film or electronic media coverage in these courts, if utilized, shall be governed by the guidelines set out in Administrative Order 1989-1.~~

~~6. The State Court Administrative Office shall provide assistance in implementation of the use of videotape record system in each approved courtroom and shall continue to conduct an evaluation of the program. The courts using videotape record systems shall cooperate with the State Court Administrative Office.~~

~~7. This order shall be effective upon entry. Administrative Order 1989-2 is rescinded.~~

[Entered October 15, 1990]

~~**Michigan Supreme Court Administrative Order 1991-2**~~
~~**Video Arraignment**~~

~~On order of the Court, the State Court Administrator is authorized to approve, until February 1, 1992, or until further order of this Court,* trial courts to use two-way closed circuit television from a jail to a courtroom in each court for initial criminal arraignments on the warrant, arraignments on the information, criminal pretrials, criminal pleas, criminal sentencing for misdemeanor offenses cognizable in the district court and show call hearings.~~

~~The previous authorizations by this Court and by the State Court Administrator pursuant to Administrative Order 1990-1, as amended October 31, 1990, for pilot courtrooms in the circuit and district courts for Genesee and Oakland Counties to utilize two-way closed circuit television, are continued until further order of this Court or the State Court Administrator.~~



SELECTED MICHIGAN STATUTES, COURT RULES,
AND SUPREME COURT ADMINISTRATIVE ORDERS

~~Each court requesting authorization is directed to expeditiously submit a local administrative order to the State Court Administrator pursuant to MCR 8.112(B) to implement the pilot program and prescribe the administrative procedures for each type of hearing in which closed circuit television will be utilized.~~

~~The State Court Administrative Office shall provide assistance in the implementation of the pilot projects, and shall conduct an assessment of the experimental program and report to the Court. The pilot courts shall cooperate with the State Court Administrative Office.~~

~~[Entered April 30, 1994]~~

~~*Publishers Note: Administrative Order 1992-1, entered January 17, 1992 and amended February 5, 1992, ordered that "The provisions of Administrative Order 1991-2 regarding video arraignment are continued in effect until February 1, 1993." Administrative Order 1993-1, entered January 28, 1993, ordered the provisions "continued in effect until the further order of this Court."~~

Supreme Court Administrative Order 1992-3 Use of Facsimile Equipment in Mental Health Proceedings

Until further order of the Court, all Michigan probate courts are authorized to utilize facsimile communication equipment to transmit petitions, physicians certificates and other supporting documents from the state regional psychiatric hospitals or private hospitals for filing in the courts.

Participation by Michigan probate courts shall be subject to the discretion of the Chief Judge of the probate court and with the approval of the State Court Administrator.

In all cases, the probate court will consider the documents filed when they are received by the facsimile equipment, and the probate court will initiate all notices so that the hearings are held within the time frames required by the Mental Health Code and Court Rules.

The facsimile documents shall be file-stamped when received and treated like an original, until the original documents are received by mail. If the original is not received within five days, the facsimile documents shall be copied on ordinary paper.

When the original documents are received by mail, the probate court shall file-stamp the originals with the date they are received and place them in the court file. A statement shall also be placed in the file, itemizing the documents received by facsimile and indicating the date received. After comparing the facsimile documents with the original documents, the facsimile documents and any copies thereof shall be discarded.

The State Court Administrative Office shall assist in the implementation of the use of facsimile equipment in mental health proceedings for those courts electing to participate.

[Entered April 3, 1992]

~~**Michigan Supreme Court Administrative Order 1994-2 Facsimile and Communication Equipment for the Filing and Transmission of Court Documents**~~

~~Until further order of the Court, the State Court Administrative Office may authorize courts to use facsimile communication equipment for the transmission and filing of court documents.~~

~~The State Court Administrative Office shall provide assistance in the implementation of the use of facsimile equipment for the filing and transmission of court documents for those courts electing to participate. Participating courts shall cooperate with the State Court Administrative Office and provide information regarding the use of facsimile equipment for the filing and transmission of court documents.~~



SELECTED MICHIGAN STATUTES, COURT RULES,
AND SUPREME COURT ADMINISTRATIVE ORDERS

~~The previous authorizations by this Court and by the State Court Administrator pursuant to Administrative Order 1990-9, are continued until further order of this Court or the State Court Administrator.~~

~~The following experimental court rules shall govern the participating courts:~~

~~(A) **Facsimile Communication Equipment.** Courts by local court rules established pursuant to MCR 8.112(A), may permit the filing of 8 1/2" X 11" pleadings, motions, affidavits, opinions, orders, or other documents by the use of facsimile (FAX) communication equipment. Except as provided by MCR 2.002, a clerk shall not permit the filing of any document for which a filing fee is required unless the full amount of the filing fee is paid or deposited in advance with the clerk. Documents intended to be filed in any court shall be on paper not subject to more rapid deterioration than ordinary typewritten material on ordinary paper.~~

~~(B) The local court rule established pursuant to MCR 8.112(A) shall establish for facsimile filing of documents with the court by the public:~~

~~(1) a reasonable fee, in addition to statutory filing fees, to be charged by the clerk, which may take into account the cost of equipment, paper, supplies and telephone line charges;~~

~~(2) a maximum number of pages which may be sent at one time for any document or documents;~~

~~(3) the hours during which documents may be received;~~

~~(4) other reasonable requirements to promote the efficient filing of facsimile documents;~~

~~(5) the method of giving notice to attorneys and litigants of any facsimile filing requirements.~~

~~(C) **Signature.** For purposes of MCR 2.114, a signature includes a signature transmitted by facsimile communication equipment.~~

~~(D) **Warrants.** Facsimile communication equipment and voice communication equipment may be used as provided for in 1990 PA 41, 43, 44 and 45.~~

~~[Entered February 3, 1994.]~~



APPENDIX A3
Attorney General Opinion #5890





CITIES: Placement of court fees in special fund for construction of court facility.

COURTS, DISTRICT: Provision of a district court facility

A city comprising the entire territory of a district court may establish a special fund for the purpose of constructing a district court facility and may deposit into such fund revenues received from the district court relating to warrant service fees, court costs, interest on bail deposit bonds, and service fees derived from bail bonds.

Opinion No. 5890 - April 30, 1981

Honorable Alfred A. Sheridan
State Representative
The Capitol
Lansing, Michigan

You have asked for my opinion as to the following question relating to a city's funding of a district court facility:

May the City of Taylor place into a special fund that revenue it receives from the Twenty-Third District of the district Court from warrant fees assessed when a bench warrant must be issued, court costs assessed on traffic violations, interest received on bail bond deposits and service fees retained on bail bonds, so that those sources of revenue may be used to finance a district court facility in a district of the third class?

The establishment and operation of the district court is provided for by the Revised Judicature Act of 1961, 1961 PA 236, as amended; ch 81 *et seq*; MCLA 600.8101 *et seq*; MSA 27A.8101 *et seq*; 1961 PA 236, *supra*, §8101(1) establishes the State's district court:

"A district court is established in the state. The district court is a court of record. The state is divided into judicial districts of the district court each of which is an administrative unit subject to the superintending control of the supreme court."

Under 1961 PA 236, *supra*, §§8121(8) and 9938, the Twenty-Third District consists of the City of Taylor, is a district of the third class, and has two judges. A district of the third class is defined in 1961 PA 236, *supra*, §8103(3), as follows:

"...[A] district consisting of or more political subdivisions within a county and in which *each political subdivision comprising the district is responsible for maintaining, financing and operating the district court within its respective political subdivision except as otherwise provided in this act.*" [Emphasis added.]

Similarly, according to 1961 PA 236, *supra* § 8261, court facilities are to be provided as follows:

"Court facilities shall be provided at those places where the court sits... [In districts of the third class they *shall be provided by each political subdivision where the court sits.*" [Emphasis added.]

These provisions indicate that it is the responsibility of the City of Taylor as the only political subdivision in the Twenty-Third District to provide court facilities for the Twenty-Third District Court. While rental of the facilities is specifically authorized in 1961 PA 236, *supra*, §8263, it is apparent from the language of these provisions that the City of Taylor is authorized to use any reasonable means to accomplish that end, including construction or purchase of the necessary facilities.



Cities are expressly authorized to establish building funds by 1943 PA 177, as amended; MCLA 141.261 *et seq*; MSA 5.2770(1) *et seq*, which provides in pertinent part:

“Sec. 1. The legislative or governing body of *any political subdivision is hereby authorized* and empowered *to create* and establish a *fund* or funds for the purpose of appropriating, providing for, setting aside and accumulating moneys *to be used for* acquiring, constructing, extending, altering, repairing or equipping public improvements or *public buildings*, which said political subdivision may by the provisions of its charter or the general law be authorized to acquire, construct, extend, alter, enlarge, equip or repair.

“Sec. 2. Notwithstanding the provisions of any law or the charter of any city or village, moneys accumulated in said fund shall not be transferred, encumbered or otherwise disposed of, except for the purpose of acquiring, constructing, extending, altering, repairing or equipping public improvements or public buildings, which a political subdivision may by the provisions of its charter or the general law be authorized to acquire, construct, extend, alter, repair or equip....

“Sec. 3. The legislative or governing body of *any political subdivision may allocate to said fund miscellaneous revenues received and credited to the general fund*, including revenues received by said political subdivision under the provisions of Act No. 155 of the Public Acts of 1937, as amended, being sections 211.351 to 211.364, inclusive,, of the Compiled Laws of 1948, and also revenues received from the sale of lands owned by the political subdivision and which are no longer needed for public purposes, if said revenues are not otherwise pledged or encumbered for other purposes.

“Sec. 5. This act shall be in addition to all powers heretofore granted to political subdivisions by state law, or by any charter thereof.

“The term ‘political subdivision’ as used in this act shall be construed to mean any county, city, village, township, school district or other local unit of this state.” [Emphasis added.]

An extensive discussion of the legislative history, and prior opinions of the Attorney General, regarding 1943 PA 177, *supra*, is found in OAG, 1963-1964, No 4337, p 527 (December 17, 1964), which considered the power of a county to establish a building fund and to place unencumbered and unpledged *nontax* revenue within such fund.

The use of special funds in accordance with state law and pursuant to the determination of the city council is recognized by the Taylor Charter, ch V, § 5.6, which provides in pertinent part:

“The City Treasurer shall be the tax collector and shall perform all of the duties as prescribed by this Charter, the general laws of the State, together with such other duties as may be required by the Council or assigned to him.

“(d) He shall keep and deposit all moneys or funds in such manner and in such places as the Council may determine from time to time and shall report the same in detail to the Clerk:

“(g) He shall collect and keep an account of and be charged with all taxes and moneys appropriated, raised or received for *each fund of the City*, and shall keep a separate account of such fund, and shall credit thereto all moneys raised, paid in or appropriated therefor, and shall pay every warrant out of the particular fund raised for the purpose for which the warrant was issued.” [Emphasis added.]

In light of the statutory and charter authority discussed above, it is my opinion that a special fund may be created by the City of Taylor with the specified purpose of providing district court facilities.



Your question also lists four possible sources of revenue to be deposited by the City of Taylor in a special fund for the building of court facilities. Each of these sources of revenue will be considered in turn.

The fee for service of a civil bench warrant is set forth in 1961 PA 236, *supra*, §8326(i)(p). However, that act does not specify the disposition of such warrant fees. Your reference to warrant fees appears to be related to 1949 PA 300, as amended; MCLA 257.1 *et seq*; MSA 9.1801 *et seq*, which provides for the assessment of additional costs of compelling the appearance of any person who fails to appear after receiving a citation for a driving infraction as follows:

“Sec. 729. Upon failure of a person to appear before a magistrate as provided in this chapter, the magistrate shall notify the secretary of state upon forms prescribed by the secretary of state who shall not issue a new license to the person during the person’s default to appear and answer the civil infraction. In addition to a fine assessed for the charge or civil infraction when found guilty or determined responsible, the magistrate may also add to any fine and costs levied additional costs incurred in compelling the appearance of the person, *which additional costs shall be returned to the general fund of the unit of government incurring the costs.*” [Emphasis added.]

It is my opinion that warrant fees, to the extent that they are additional costs referred to in 1949 PA 300, § 729, *supra*, may be transferred from the city’s general fund to a special court building fund.

As to court costs assessed on traffic violations, 1961 PA 236, *supra*, § 8379, indicates that such costs shall be paid to the treasurer of the local subdivision as follows:

“Fines and costs assessed in the district court shall be paid to the clerk of the court who shall appropriate them as follows:

“(b)...In districts of the third class, costs imposed for the violation of a penal law of this state or ordered in a civil infraction action for the violation of a law of this state shall be paid to the treasurer of the political subdivision where the guilty plea or civil infraction admission was entered or where the trial or civil infraction action hearing took place.

“(c)...In districts of the third class, all. .costs, other than those imposed for the violation of a penal law of this state or ordered in a civil infraction action for the violation of a law of this state, shall be paid to the political subdivision whose law was violated.

As these court costs are to be directly paid to the political subdivision entitled to them as set forth in 1961 PA 236, §8379, *supra*, without further statutory instruction as to their use, it is my opinion that such funds may be placed by that political subdivision in a special fund for the construction of court facilities.

As to interest received on bail bond money invested in money market certificates, the procedures for such investments are outlined in 1927 PA 175, ch V, § 17, as amended; MCLA 765.17; MSA 28.904, which provides:

“Any cash or securities received by any treasurer or clerk under the provisions of this chapter shall be deposited in a special fund, or place of deposit subject to the order of the proper court. *Any interest accumulating upon such fund shall be paid into the general fund or corresponding fund of the state, county, city, village or township according to the nature of the case or in accordance with the order of the proper court.* When bonds or other securities are deposited the interest coupons shall not be detached therefrom but shall follow the disposition of the securities.” [Emphasis added.]

As the interest on such bail bond deposits may accrue to the general fund of the municipality designated by the court, it is my opinion that such interest which is earned pursuant to this section by the



City of Taylor and then deposited in its general fund would be available for transfer to a special fund designated for the construction of court facilities.

The final source of revenue to which you refer concerns service fees retained on bail bonds. The provision for such service fees is found in 1966 PA 257, § 6(6); MCL0A 780.66(6); MSA 28.872(56)(6), which states:

“When the conditions of the bail bond have been performed and the accused has been discharged from all obligations in the cause *the clerk of the court shall return to the accused 90% of the sum which had been deposited and shall retain as bail bond costs 10% of the amount deposited*, except that, if the accused has not been convicted of the charge, the entire sum deposited shall be returned to the accused.” [Emphasis added.]

Under 1966 PA 257, §6(6), *supra*, the clerk of the court retains 10 percent of the deposited amount as bail bond costs. Those costs would be turned over to the treasurer of the City of Taylor pursuant to 1961 PA 236, § 8379, *supra*, which provides for the disposition of all court costs. Accordingly, it is my opinion that the City of Taylor may deposit such service fees on bail bonds in a special fund for the construction of court facilities.

In summary, it is my opinion that the City of Taylor in discharging its responsibility for providing court facilities for the Twenty-Third District Court may create a special fund to be used specifically for the construction of a district court facility and that the City of Taylor may deposit into that fund such revenues which it may receive from district court relating to warrant service fees, court costs, interest on bail bond deposits, and service fees derived from bail bonds.

FRANK J. KELLEY,
Attorney General.



APPENDIX A4

Courthouse Facility Checklist





INTRODUCTION AND USER'S GUIDE ¹

One of the critical steps in preparing for the renovation or construction of a new courthouse is an assessment of the court's current facility resources. Such an evaluation is a key element in building public support for improvement of facility resources. A thorough evaluation of existing facilities should consider both the quantity and quality of space. It should address such questions as: Are there sufficient courtrooms? Are they configured properly? Do they have appropriate support spaces? Can appropriate public and private circulation and building security be achieved? Is the building environmentally effective and efficient? Does it meet modern life –safety requirements? Is it accessible to persons with physical impairments?

The checklist was designed to help court administrators, judges, other court professionals, and facility management personnel answer these questions. It is meant to be used in conjunction with the *Planning and Design Guide for Court Facilities*. The order in which each courthouse space is listed in the checklist follows the order used in the guidelines. Associated with each space are nine evaluation criteria: design and image, space allocation, environment, handicapped access, adjacency and circulation, accessibility, security, furnishings, and technical considerations. The checklist may be used to assess each space in the courthouse on these nine criteria. The choice of scale is left up to the evaluator, but the use of + for acceptable and - for not acceptable to probably sufficient.

The following definitions may be used for the nine criteria.

Design and Image. This relates to the appropriateness of the physical structure and environment created within the space. Consideration should be given to the overall design implications conveyed through the space, environment, and furnishings and how they enhance the decorum and dignity of the court. The design of the courthouse is the underlying theme that governs its functions. The image is how the scheme is perceived and the behavior it provokes in the people that use the courthouse. Questions that might be asked at this stage include: Does the design fit the site and setting? Does the organization of spaces and functions clearly respond to and promote the intended uses? Is there a sense of place and a reflection of the importance of the judicial process? Does the image reflect the values of the community and the judicial system?

Space Allocation. This covers the adequacy of the space provided for individual elements of the design. Consideration should be given to the amount of space needed to accommodate the activity, the requirements for circulation, equipment, and storage. Space requirements may be found in the guidelines under each courthouse element.

Environment. This refers to the adequacy of the heating, cooling, and ventilation; the lighting and acoustics; and how they affect the performance of all who use the facility.

Handicapped Access. Essential to the free and open access to justice are court facilities that are free of physical barriers that prohibit persons who are impaired from getting to, entering, or using the services provided in the building. Citizens and staff who are mobility impaired, physically weak, or who have a sight, hearing, manipulation, or other disability must be able to navigate freely from the parking lot, bus station, or taxi stand into the courthouse and to each public space within the building.

¹ Checklist courtesy of: "The Courthouse: A Planning and Design Guide for Court Facilities, *National Center for State Courts*, 1991



Adjacency and Circulation. This refers to two aspects of the design. Adjacency refers to the association of space with functions to most efficiently transact business. For example, are the high-volume activities housed near the entrance? Are the jury deliberation rooms conveniently located near the courtrooms? Each space requires sufficient circulation in order for work to progress efficiently. Is there sufficient space for people to move about without interfering with the work of others?

Accessibility. This refers to the convenience with which court employees are able to accomplish their work and the ease with which the public can reach their destination and receive service. Consideration should be given to the adequacy of the space for circulation, the location of services relative to the entrances, the use of clearly visible and understandable signs, the presence of public information and instruction materials, and the use of public address systems.

Security. The design of a building can enhance or diminish its security and safety. Covered under security is the extent to which architectural solutions and the deployment and use of security devices such as magnetometers, x-ray machines, CCTV systems, and alarm buttons enhance the safety of employees, witnesses, jurors, litigants, and others who use the courthouse.

Furnishings. This covers the appropriateness, quality, durability, and comfort of decorations, furniture, floor and wall coverings, and accessories.

Technical Aspects. One of the important features of new facilities is the extent to which their operation, and the operation of offices within the building, now rely on the benefits of modern electronic technologies. From the use of computers for docketing, indexing, and calendaring of cases to the use of computer-assisted transcription to take the official record, today's courts rely heavily on new technologies. This assessment is concerned with how well such technology is integrated into the design of the facility and how well the facility design promotes the adoption of new technologies.



COURTHOUSE FACILITY CHECKLIST

COMPONENT	DESIGN & IMAGE	SPACE	ENVIRONMENT	HANDICAPPED ACCESS	ADJACENCY & CIRCULATION	ACCESSIBILITY	SECURITY	FURNISHINGS	TECHNICAL ASPECTS	COMMENTS
GENERAL TRIAL COURTROOM										
1. Judge's bench										
2. Court clerk's station										
3. Court reporter's station										
4. Witness stand										
5. Jury box										
6. Attorney tables										
7. Bailiff's station										
8. Spectator seating										
9. Other courtroom components										
A. Sound lock/entrance vestibule										
B. Special counsel station										
C. Evidence display & storage										
D. Clock										
E. Storage area										

RATING SCALE: 0 = NOT APPLICABLE + = ACCEPTABLE - = NOT ACCEPTABLE



COMPONENT	DESIGN & IMAGE	SPACE	ENVIRONMENT	HANDICAPPED ACCESS	ADJACENCY & CIRCULATION	ACCESSIBILITY	SECURITY	FURNISHINGS	TECHNICAL ASPECTS	COMMENTS
GENERAL TRIAL COURTROOM (CONTINUED.....)										
F. Press accommodations										
G. Defendant or prisoner seating										
H. Monitors										
I. Screens										
J. Power Point										

JUVENILE / FAMILY										
1. Judge's bench										
2. Court clerk's station										
3. Court reporter's station										
4. Witness stand										
5. Jury box										
6. Attorney tables										
7. Bailiff's station										

RATING SCALE: 0 = NOT APPLICABLE + = ACCEPTABLE - = NOT ACCEPTABLE



COURTHOUSE FACILITY CHECKLIST

COMPONENT	DESIGN & IMAGE	SPACE	ENVIRONMENT	HANDICAPPED ACCESS	ADJACENCY & CIRCULATION	ACCESSIBILITY	SECURITY	FURNISHINGS	TECHNICAL ASPECTS	COMMENTS
JUVENILE / FAMILY COURTROOM (CONTINUED....)										
8. Spectator seating										
9. Other courtroom components										
A. Sound lock/entrance vestibule										
B. Special counsel station										
C. Evidence display & storage										
D. Clock										
E. Storage area										
F. Juvenile/Defendant seating										
G. Monitors										
H. Screens										
I. Power Point										

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COMPONENT	DESIGN & IMAGE	SPACE	ENVIRONMENT	HANDICAPPED ACCESS	ADJACENCY & CIRCULATION	ACCESSIBILITY	SECURITY	FURNISHINGS	TECHNICAL ASPECTS	COMMENTS
TRAFFIC & ARRAIGNMENT										
1. Judge's bench										
2. Court clerk's station										
3. Court reporter's station										
4. Witness stand										
5. Jury box										
6. Attorney tables										
7. Bailiff's station										
8. Spectator seating										
9. Other courtroom components										
A. Sound lock/entrance vestibule										
B. Special counsel station										
C. Evidence display & storage										
D. Clock										
E. Storage area										

RATING SCALE: 0 = NOT APPLICABLE + = ACCEPTABLE - = NOT ACCEPTABLE



COURTHOUSE FACILITY CHECKLIST

COMPONENT	DESIGN & IMAGE	SPACE	ENVIRONMENT	HANDICAPPED ACCESS	ADJACENCY & CIRCULATION	ACCESSIBILITY	SECURITY	FURNISHINGS	TECHNICAL ASPECTS	COMMENTS
TRAFFIC & ARRAIGNMENT (CONTINUED....)										
F. Press accommodations										
G. Defendant or prisoner seating										
H. Monitors										
I. Screens										
J. Power Point										

HIGH SECURITY										
1. Judge's bench										
2. Court clerk's station										
3. Court reporter's station										
4. Witness stand										
5. Jury box										
6. Attorney tables										
7. Bailiff's station										

RATING SCALE: 0 = NOT APPLICABLE + = ACCEPTABLE - = NOT ACCEPTABLE



COMPONENT	DESIGN & IMAGE	SPACE	ENVIRONMENT	HANDICAPPED ACCESS	ADJACENCY & CIRCULATION	ACCESSIBILITY	SECURITY	FURNISHINGS	TECHNICAL ASPECTS	COMMENTS
HIGH SECURITY (CONTINUED....)										
8. Spectator seating										
9. Other courtroom components										
A. Sound lock/entrance vestibule										
B. Special counsel station										
C. Evidence display & storage										
D. Clock										
E. Storage area										
F. Press accommodations										
G. Defendant or prisoner seating										
H. Monitors										
I. Screens										
J. Power Point										

RATING SCALE: 0 = NOT APPLICABLE + = ACCEPTABLE - = NOT ACCEPTABLE



COURTHOUSE FACILITY CHECKLIST

COMPONENT	DESIGN & IMAGE	SPACE	ENVIRONMENT	HANDICAPPED ACCESS	ADJACENCY & CIRCULATION	ACCESSIBILITY	SECURITY	FURNISHINGS	TECHNICAL ASPECTS	COMMENTS
INFORMAL HEARING / MEETING / CONFERENCE ROOMS										
1. Judge's bench										
2. Court clerk's station										
3. Court reporter's station										
4. Witness stand										
5. Attorney tables										
6. Bailiff's station										
7. Spectator seating										
8. Other courtroom components										
A. Special counsel station										
B. Clock										
C. Defendant or prisoner seating										
D. Monitors										
E. Screens										
F. Power Point										

RATING SCALE: 0 = NOT APPLICABLE + = ACCEPTABLE - = NOT ACCEPTABLE



COMPONENT	DESIGN & IMAGE	SPACE	ENVIRONMENT	HANDICAPPED ACCESS	ADJACENCY & CIRCULATION	ACCESSIBILITY	SECURITY	FURNISHINGS	TECHNICAL ASPECTS	COMMENTS
VIDEO ARRAIGNMENT										
1. Judge's bench										
2. Court clerk's station										
3. Court reporter's station										
4. Witness stand										
5. Attorney tables										
6. Bailiff's station										
7. Spectator seating										
8. Other courtroom components										
A. Sound lock/entrance vestibule										
B. Special counsel station										
C. Clock										
D. Press accommodations										
E. Defendant or prisoner seating										
F. Video equipment										

RATING SCALE: 0 = NOT APPLICABLE + = ACCEPTABLE - = NOT ACCEPTABLE



COURTHOUSE FACILITY CHECKLIST

COMPONENT	DESIGN & IMAGE	SPACE	ENVIRONMENT	HANDICAPPED ACCESS	ADJACENCY & CIRCULATION	ACCESSIBILITY	SECURITY	FURNISHINGS	TECHNICAL ASPECTS	COMMENTS
VIDEO ARRAIGNMENT (CONTINUED....)										
G. Monitors										
H. Screens										
I. Power Point										

PRELIMINARY HEARING										
1. Judge's bench										
2. Court clerk's station										
3. Court reporter's station										
4. Witness stand										
5. Attorney tables										
6. Bailiff's station										
7. Spectator seating										
8. Other courtroom components										
A Sound lock/entrance vestibule										

RATING SCALE: 0 = NOT APPLICABLE + = ACCEPTABLE - = NOT ACCEPTABLE



COMPONENT	DESIGN & IMAGE	SPACE	ENVIRONMENT	HANDICAPPED ACCESS	ADJACENCY & CIRCULATION	ACCESSIBILITY	SECURITY	FURNISHINGS	TECHNICAL ASPECTS	COMMENTS
PRELIMINARY HEARING (CONTINUED....)										
B. Special counsel station										
C. Evidence display & storage										
D. Clock										
E. Storage area										
F. Press accommodations										
G. Defendant or prisoner seating										
H. Monitors										
I. Screens										
J. Power Point										

CALENDAR CALL										
1. Judge's bench										
2. Court clerk's station										
3. Attorney tables										

RATING SCALE: 0 = NOT APPLICABLE + = ACCEPTABLE - = NOT ACCEPTABLE



COURTHOUSE FACILITY CHECKLIST

COMPONENT	DESIGN & IMAGE	SPACE	ENVIRONMENT	HANDICAPPED ACCESS	ADJACENCY & CIRCULATION	ACCESSIBILITY	SECURITY	FURNISHINGS	TECHNICAL ASPECTS	COMMENTS
CALENDAR CALL (CONTINUED....)										
4. Bailiff's station										
5. Spectator seating										
6. Other courtroom components										
A. Sound lock/entrance vestibule										
B. Special counsel station										
C. Clock										
D. Monitors										
E. Screens										
F. Power Point										

MULTIDEFENDANT (MEGA-COURTROOM)										
1. Judge's bench										
2. Court clerk's station										
3. Court reporter's station										

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COMPONENT	DESIGN & IMAGE	SPACE	ENVIRONMENT	HANDICAPPED ACCESS	ADJACENCY & CIRCULATION	ACCESSIBILITY	SECURITY	FURNISHINGS	TECHNICAL ASPECTS	COMMENTS
MULTIDEFENDANT COURTROOM (CONTINUED....)										
4. Witness stand										
5. Jury box										
6. Attorney tables										
7. Bailiff's station										
8. Spectator seating										
9. Other courtroom components										
A. Sound lock/entrance vestibule										
B. Special counsel station										
C. Evidence display storage										
D. Clock										
E. Storage area										
F. Press accommodations										
G. Defendant or prisoner seating										

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COURTHOUSE FACILITY CHECKLIST

COMPONENT	DESIGN & IMAGE	SPACE	ENVIRONMENT	HANDICAPPED ACCESS	ADJACENCY & CIRCULATION	ACCESSIBILITY	SECURITY	FURNISHINGS	TECHNICAL ASPECTS	COMMENTS
MULTIDEFENDANT COURTROOM (CONTINUED....)										
H. Video/electronic equipment										
I. Monitors										
J. Screens										
K. Power Point										

COURT SUPPORT ELEMENTS										
1. Judges' Chamber										
A. Judge's private office										
B. Judicial staff & chamber support										
(1) Reception / secretarial area										
(2) Law clerk area										
(3) Scheduling clerk area										
(4) Bailiff or court officer										

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COMPONENT	DESIGN & IMAGE	SPACE	ENVIRONMENT	HANDICAPPED ACCESS	ADJACENCY & CIRCULATION	ACCESSIBILITY	SECURITY	FURNISHINGS	TECHNICAL ASPECTS	COMMENTS
COURT SUPPORT ELEMENTS (CONTINUED....)										
(5) Judicial toilets & robing areas										
(6) Judicial libraries and conference rooms										
(7) Judicial lounge										
2. Court reporter office										
3. Jury Operations										
A. Jury assembly / orientation										
B. Jury deliberation rooms										
C. Grand jury operations										
4. Security and prisoner detention										
A. Bailiff's central workroom										
B. Sheriff and process servers										
C. Central security control & security stations										

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COURTHOUSE FACILITY CHECKLIST

COMPONENT	DESIGN & IMAGE	SPACE	ENVIRONMENT	HANDICAPPED ACCESS	ADJACENCY & CIRCULATION	ACCESSIBILITY	SECURITY	FURNISHINGS	TECHNICAL ASPECTS	COMMENTS
COURT SUPPORT ELEMENTS (CONTINUED....)										
D. Central prisoner holding & transport										
E. Court-floor holding areas										
5. General court facility support elements										
A. Public waiting areas										
B. Victim / witness waiting room										
C. Attorney / client conference rooms										
D. Law Library										
E. Attorney lounge										
F. Press accommodations										
G. Law enforcement officers' waiting/workroom										
H. Centralized audio/video control room										

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COMPONENT	DESIGN & IMAGE	SPACE	ENVIRONMENT	HANDICAPPED ACCESS	ADJACENCY & CIRCULATION	ACCESSIBILITY	SECURITY	FURNISHINGS	TECHNICAL ASPECTS	COMMENTS
ADMINISTRATION & CLERK OF COURT										
1. Court Administration										
2. Clerk of court's office										
A. General features										
B. Public queuing & waiting area										
C. Counter workstations										
D. Cashier workstations										
E. Public viewing / records review area										
F. Active records storage area										
G. Inactive records storage area										
H. Evidence storage area										
I. Microfilm room										
J. Clerks' workstations										
K. Supervisor offices										

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COURTHOUSE FACILITY CHECKLIST

COMPONENT	DESIGN & IMAGE	SPACE	ENVIRONMENT	HANDICAPPED ACCESS	ADJACENCY & CIRCULATION	ACCESSIBILITY	SECURITY	FURNISHINGS	TECHNICAL ASPECTS	COMMENTS
ADMINISTRATION & CLERK OF COURT (CONTINUED....)										
L. Computer facilities										
M. Supply/storage/equipment										
N. Noncourt activities										
O. Staff support areas										

COURT RELATED AGENCIES										
1. Prosecuting attorney's office										
2. Public defender's office										
3. Adult probation, parole, pretrial, and community services										
4. Juvenile court services										

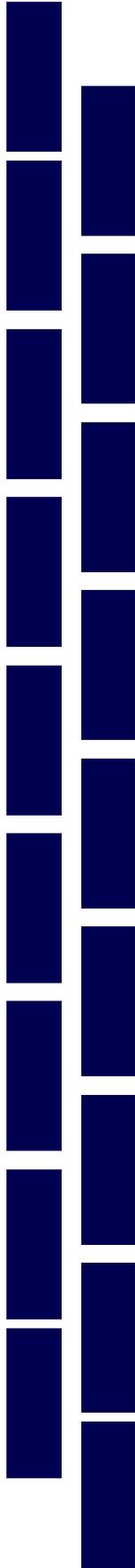
BUILDING SUPPORT FUNCTIONS										
1. Lobby										
2. Elevators										

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COMPONENT	DESIGN & IMAGE	SPACE	ENVIRONMENT	HANDICAPPED ACCESS	ADJACENCY & CIRCULATION	ACCESSIBILITY	SECURITY	FURNISHINGS	TECHNICAL ASPECTS	COMMENTS
BUILDING SUPPORT FUNCTIONS (CONTINUED....)										
3. Public restrooms										
4. Food services (cafeteria or vending area)										
5. Gift and news shop (retail areas)										
6. Day and child care										
7. First Aid										
8. Mail room										
9. Maintenance										
A. Administration										
B. Loading dock										
C. Mechanical										
D. Janitorial										
E. Storage & supply										

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APPENDIX A5
ADA Title II- Self Evaluation





THE AMERICANS WITH DISABILITIES ACT TITLE II

SELF-EVALUATION

This document provides general information to promote voluntary compliance with the Americans with Disabilities Act (ADA). It is intended to serve as guidance for use by courts in conducting their ADA Self-Evaluation. It was prepared under a grant from the U.S. Department of Justice. While the Department of Justice has reviewed its contents, any opinions or interpretations in the document are those of the National Center for State Courts (NCSC). They do not necessarily reflect the views of the Department of Justice. This material is provided by the NCSC as a service to the courts to facilitate their self-evaluation process in compliance with the ADA. It is not intended to replace or substitute for each court's judgement about what is needed to comply with ADA. The NCSC does not warrant, guarantee, or represent that use of this form will insure compliance with the Act. The NCSC will not indemnify, hold harmless, or make whole any entity which utilizes this form and is later found liable for damages, injunctive or other relief relative to noncompliance. Courts and other entities using this form do at their own risk and shall not look to the NCSC for reimbursement of any costs, including attorneys fees, associated with or resulting from its use. Use of this form signifies that the user agrees to these conditions. The ADA itself and the Department of Justice's ADA regulations should be consulted for further, more specific guidance.

The Americans With Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of physical or mental disabilities in the areas of (1) employment (2) public services (3) public accommodations and services operated by private entities and (4) telecommunications. It creates significant new obligations for state and local courts as public employers and as providers of public services. One such obligation is the requirement that courts complete a self-evaluation by January 26, 1993. The self-evaluation is a tool for management to use to identify and correct potential violations before they occur, thus avoiding future enforcement actions. Public entities with 50 or more employees are required to maintain a written record of the self-evaluation on file and make it available for public inspection for three years, but there is no requirement that it be submitted to a Federal agency for review.

Public entities are required to provide an opportunity for interested persons, including individuals with disabilities or organizations representing individuals with disabilities to participate by submitting comments, but are strongly encouraged to consult actively with individuals with disabilities in the self-evaluation process. The experience of such individuals in using court services can be an invaluable aid in identifying problems, and individuals with disabilities are often aware of simple and inexpensive methods for providing access that are not readily apparent to individuals who have not experienced disabilities. The Self-evaluation and facilities checklist are tools designed to assist courts with development of their own approach to self-evaluation, and should be used only after careful consideration of how the self-evaluation process applies to the court.

Author: Chang-Ming Yeh, Staff Associate
National Center for State Courts



Part II is a facility accessibility checklist to assist courts in identifying the existing facility barriers and make its services, programs, or activities readily accessible, when viewed in its entirety, to individuals with disabilities. Should structural changes to facilities be necessary to achieve program accessibility, such changes should be made as expeditiously as possible but no later than January 26, 1995. A transition plan depicting the steps necessary to complete the changes must be developed by July 26, 1992 for courts that employ 50 or more persons. New construction and renovation or alteration to existing facilities commenced after January 26, 1992 should be constructed in conformance with ADA Accessibility Guidelines in a manner that the portions of the new construction or alteration are readily accessible to and useable by individuals with disabilities.

PART II COURT FACILITY ACCESSIBILITY REFERENCE GUIDE IS DIVIDED INTO THREE SECTIONS:

- Section A addresses facility accessibility
- Section B addresses facility site accessibility
- Section C addresses general building elements accessibility

Why Is Court Facility Accessibility Required?

There is no requirement that all existing court facilities be made accessible. Instead, courts must ensure that the services, programs, and activities they conduct are readily accessible to and useable by individuals with disabilities. In many cases, removal of architectural barriers in existing facilities will be the best method of providing program access, but removal of physical barriers is not required if other methods of providing program access are effective.

Even though facility access is not required, it is necessary to identify architectural barriers in existing facilities in order to determine where modifications may be required to ensure that the programs offered in those facilities are accessible.

Although Title II does not require that existing buildings be made accessible, it does establish strict accessibility requirements for new construction and alterations. Making a facility accessible is relatively simple and inexpensive when accessibility requirements are incorporated in the design of the facility. (While it may be difficult and costly to remove an existing barrier, it is not difficult to avoid building it in the first place.) Title II therefore requires that newly constructed facilities, and alterations to existing facilities, conform to strict accessibility standards.

Public entities, including courts and courthouses, may choose from two design standards for new construction and alterations. They can choose either the Uniform Federal Accessibility Standards (UFAS) or the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG), which is the standard that must be used for public accommodations and commercial facilities under Title III of the ADA. If ADAAG is chosen, however, public entities are not entitled to the elevator exemption (which permits certain buildings under three stories or under 3,000 square feet per floor to be constructed without an elevator). The Federal Architectural and Transportation Barriers Compliance Board (the Access Board) is drafting architectural accessibility guidelines for state and local government buildings and facilities that will include specific requirements for court facilities.



This Guide uses ADAAG as the basis for identifying courthouse architectural Barriers. (It should not, however, be used as a substitute for ADAAG in designing new facilities or planning alterations. Elements of existing facilities that do not conform to ADAAG may restrict access to services, programs, or activities offered in those facilities. Where such nonconforming elements are identified through this survey, the court should determine whether they restrict program access and, if so, determine how program access can be provided. Methods of providing program access that should be considered include making structural changes, or using nonstructural methods such as acquisition or redesign of equipment, assignment of aides to beneficiaries, and provision of services at alternate accessible sites. (Note that carrying an individual with a disability is not an acceptable method of providing program access except in exceptional cases.)

What Is The Court Facility Accessibility Reference Guide?

The court Facility Accessibility Reference Guide is a specific interpretation of ADAAG based on applicable regulations set forth in the Act and on the National Center for State Courts' technical experience in courthouse planning and design. Accessibility requirements of the major architectural elements and functional space most commonly found in court buildings are specified, in terms of the dimensional building design elements and ADAAG code references and are presented in tabular form. The Accessibility Reference Guide contains sections on Court Facility Accessibility, Site Accessibility, and the Accessibility of Common Use Building Elements.

How Should The Reference Guide Be Used?

The Court Facility Reference Guide is designed for use by court employees in conducting the required ADA self-evaluation of court facilities, and for use by courthouse design professionals. Because of the variation in individual courts and the associated accessibility requirements for individuals with disabilities, actual accessibility needs may vary from those included in the Reference Guide, which contains only the ADA-required accessibility features and National Center for State Courts recommendations. Variations of specific regulations with proven equivalent access to the facility are permitted by the ADA. During the assessment process, it is important to have input from persons with disabilities or groups that represent persons with disabilities in order to broaden the accessibility of courthouse utilization by these groups.

The reference guide should be used along with ADAAG to identify courthouse access barriers. The survey results of the identified access barriers can then be used in determining the compliance strategies as required in the Transition Plan for existing facilities. The reference space standard and the accessible installation specifications can also serve as the basis for accessible courthouse design or in achieving access for individuals with disabilities using the courts. Due to the complexity of local building codes and building circulation system (such as corridors, stairs, and other emergency egress systems) and the installations of accessible public restroom stalls should be coordinated with local building code officials.

The court shall identify the existing facility barriers and make each of its services, programs, or activities readily accessible, when viewed in its entirety, to individuals with disabilities. In the event that structural changes to facilities will be taken to achieve program accessibility, such changes shall be made as expeditiously as possible but no later than January 26, 1995, and a transition plan depicting the steps necessary to complete the changes shall be developed by July 26, 1992 for courts that employ 50 or more persons. New Construction and renovation or alteration of existing facilities commenced after January 26, 1992 shall be constructed in conformance to ADA Accessibility Guidelines or UFAS in such manner that the new construction or the alteration are readily accessible to and usable by individuals with disabilities.



ACCESSIBILITY REFERENCE GUIDE

COURT FACILITIES

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Courtroom Set			
Courtroom Entrance	Signage 4.1.3 (16)(a)	<p>Signs designating courtrooms should meet the requirements:</p> <p><i>4.30.4 Raised and Braille Characters:</i> Letters and numerals shall be raised 1/32", upper case, a serif or simple serif type and be accompanied with Grade 2 Braille. Raised characters heights shall be 5/8" to 2".</p> <p><i>4.30.5 Finish and Contrast:</i> Non-glare finish on the sign and contrast the characters with their background.</p> <p><i>4.30. Mounting Locations and Height:</i> Signs should be installed on the nearest adjacent wall to double leaf doors, or on the wall adjacent to the latch side of the door at mounting height 60" above the finished floor.</p>	Signs should be mounted so that a person may approach within 3" of sign without encountering protruding objects or standing within the swing of a door.
	Accessible Door Width	4.13.5 Clear Width: Clear opening 32" minimum with door open 90 degrees.	
	Maneuvering Clearance at Doors 4.13	Front approach: Hinge side approach: ADAAG Fig. 25 Latch side approach:	
	Thresholds at Doorways 4.13.8	Height no more than ½ with beveled slope no greater than 1:2.	
	Door Hardware	Easy to grasp with one hand and does not require twisting or wrist to operate. Lever-operated, push-type, and U-shaped mechanisms mounted no higher than 48" above finished floor.	
	Door Opening Force 4.13.11	Interior hinged doors: 5 lbf	
Entrance Vestibule	Space Width for Wheelchair Passing 4.2.2 and A4.2 (3)	Full two-way circulation: Minimum 60", 64" optimal width for two wheelchairs passing. Partial two-way circulation: 52" for one able-bodied individual to walk along side or pass by a wheelchair.	



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment							
Entrance Vestibule (Continued...)	Maneuvering Clearance at Doors 4.13	Front approach: Hinge side approach: ADAAG Fig. 25 Latch side approach:								
	Two Doors in Series 4.13.7	The minimum space between two doors in a series shall be 48" plus the width of any door swinging into the space. Doors in series shall swing either in the same directions or away from the space between the doors ADAAG Fig. 26.	Applied to courtroom with double door sound lock at the entrance Vestibule minimum space: Two doors in alignment: 7'D by 4.5'W; Two doors at right angles: 7'D by 5'W.							
	Viewing Window on Door	The bottom frame should not exceed wheelchair eye level, 43" 40"H optimal.	A4.2 ADAAG Fig. A3 Eye level dimensions of adult wheelchair user.							
	Door Width, Hardware, Opening Force, and Doorway Thresholds	See Courtroom Entrance Section.								
Public Seating Area	Main Aisle Width	Main aisle width should meet the building code requirements of the emergency egress width based on the rated space occupancy and shall allow traffic to pass in the opposite directions.	Circulation space reference: Space for wheelchair passage or use of walking aids: 32" A4.2.1 (1), A4.2.1 (2), 48" minimum passage width for one wheelchair and one ambulatory person. A4.2.1 (3), ADAAG Fig A1, and should check with local and state building life safety code of required emergency egress width.							
	Number of Required Wheelchair Locations in Assembly Area 4.1.2(19)	<p>In an assembly area with fixed seating, accessible wheelchair locations shall comply with 4.33.2, 4.33.3 and 4.33.4 and be provided consistent with the following table:</p> <table border="1"> <thead> <tr> <th>Capacity of Seating</th> <th>Number of Locations Required</th> </tr> </thead> <tbody> <tr> <td>4 to 25</td> <td>1</td> </tr> <tr> <td>26 to 50</td> <td>2</td> </tr> <tr> <td>51 to 300</td> <td>4</td> </tr> </tbody> </table> <p>In addition, one percent, but not less than one, of all fixed seats shall be aisle seats with no armrest, or with removable or folding armrests on the aisle side. Each such seat shall be identified by a sign or marker.</p>	Capacity of Seating	Number of Locations Required	4 to 25	1	26 to 50	2	51 to 300	4
Capacity of Seating	Number of Locations Required									
4 to 25	1									
26 to 50	2									
51 to 300	4									



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Public Seating Area <i>(Continued...)</i>	Size of Wheelchair Location 4.33.2	Each wheelchair location (as ADAAG Fig. 46) shall provide minimum clear ground or floor space as follows: 66"W by 48"D -- Forward or Rear Access 66"W by 60"D -- Side Access	Space for each location should accommodate two persons in wheelchairs sitting together.
	Placement of Wheelchair Locations 4.33.3 A4.33.2	If fixed seating is provided, wheelchair areas shall be an integral part of the fixed seating plan. Readily removable seats may be installed in wheelchair spaces when the spaces are not required to accommodate wheelchair users. At least one companion fixed seat shall be provided next to each wheelchair seating area.	Adequate turn-around space should be provided to allow wheelchair maneuvering into seating area from the main aisle. Wheelchair space should be located next to the main aisle and should not interfere with public traffic into the seating area.
	Wheelchair Seat Floor Surface 4.33.4	The ground or floor at wheelchair locations shall be level and shall comply with 4.5 (ground and Floor Surfaces.)	
	Installation of Assistive Listening System (ALS) 4.1.3 (19)(b)	A permanently installed ALS is required if: (1) The courtroom seats no less than 50 persons, or has an audio-amplification system, and (2) Has fixed seating. If courtrooms do not meet (1) and (2) above, a permanently installed ALS, an adequate number of electrical outlets, or other supplementary wiring necessary to support a portable ALS, shall be provided. Signage should be provided to notify patrons of the availability of a listening system.	It is recommended that permanent ALS be installed at public seats for ease of management.
	Placement of Listening Systems 4.33.6	Individual fixed seats provided with permanent listening system shall be located within a 50 ft. viewing distance of the witness stand, judge's bench and other courtroom activities in the litigation well area.	
	The Minimum Number of ALS Receivers 4.1.3(19)b	The minimum number of receivers provided shall be equal to 4% of the total number of seats, but no less than 2.	
Jury Box	Number of Required Wheelchair Locations 4.1.3(19)(a)	One wheelchair seat/space should be provided.	Jurors in wheelchairs may be placed at the end of the first row of juror seats within the jury box. Removable seats may be used in wheelchair spaces when the space is not required for a wheelchair user.
	Wheelchair Seat Floor Surface 4.33.4	The ground or floor at wheelchair locations shall be level and shall comply with 4.5 (Ground and Floor Surfaces).	Proper floor elevation at the wheelchair seating location is necessary to maintain proper sight line relationships between jurors in wheelchairs and other parties in the trial proceedings.



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Jury Box <i>(Continued...)</i>	Clear Floor Space for Wheelchair Seat A4.2.4	48"D by 30"W per chair, plus sufficient space allowance for maneuvering. The location of the wheelchair and the protruding footrests should no interfere with the circulation aisle at the jury box.	
	Access to the Wheelchair Seat	The front/side panel of the jury box at the wheelchair seat should be movable or folding. An access ramp or a mechanical chairlift device should be provided if there is a change in elevation between the wheelchair floor and the adjacent access floor area.	Circulation patterns should include considerations of traffic from the public seating area through the litigation well in the jury selection process and the movement of traffic between the jury deliberation room and the jury box throughout court proceedings.
	Installation of Assistive Listening System (ALS)4.1.3.(19)(b)	A portable ALS should be made available to jurors upon request.	Hearing impaired jurors need ALS at various locations throughout the courthouse. Portable ALS transmitters and receivers, such as the infrared system, provide flexibility and allow efficient sharing among multiple groups of jurors in the courthouse. If a wired earphone and wall receptacle type is used, the wall outlet should be provided close to seats.
	The Minimum Number of ALS Receivers 4.1.3(19)b	The number of ALS should be determined by the actual needs of jurors and managed by the jury commissioner of the court.	Hearing impaired jurors should be made aware of the availability of ALS upon contact with the jury commissioner. Portable ALS should be checked out to jurors before jury orientation begins for use in the courtroom and jury deliberation room, and returned when they are released from jury duty.
	Real-Time Translation for Deaf Juror	Interpreter/real-time transcription should be provided for deaf jurors. The interpreter should sit next to the deaf juror and the interpretation should not distract other jurors. If provided, the real-time transcription display screen should be mounted on a movable cart within clear view of the juror it serves.	Discussion: Jurors need to be able to clearly observe and hear the trial proceedings which involve evidence displayed, witnesses, attorneys, and the trial judge. The location of the interpreter or the interpretation device should be close to the jurors requiring interpretation. Placing the interpreter/signer next to the witnesses stand or by the speaking parties in the courtroom for individual juror with hearing disability to observe the proceeding and interpreter simultaneously may adversely cause distraction and confusion. It is important to consult with individuals with communication disabilities as to their preferred mode of communication or interpretation.



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Witness Stand	Clear Floor Space for Wheelchairs A4.2.4	4.8.3, 4.8.4(1), 4.8.4(2): If a ramp is installed to access the elevated witness stand, the space requirement for the witness stand should comply with the ramp landing requirement, which is 60"D and 36"W minimum clear floor space. 4.2.4.2: If the stand is equipped with a removable platform a minimum 36W by 48"D clear floor space, including the required additional maneuvering clearance of 6" width shall be provided within the witness stand alcove.	Most of the existing facilities do not accommodate witnesses using wheelchairs giving testimony on the enclosed and elevated witness stand. This forces witnesses using wheelchairs either to give testimony outside the stand in the litigation well area or to painfully move from the wheelchair to the higher stand, and both are very uncomfortable for the witness. If ramp is used, landings at both ends of the ramp and handrails are required.
	Wheelchair Access	Access ramp to the one step (7") high witness stand should have slope no greater than 1:12. The front panel of the witness box should remain and the back panel should be eliminated to allow rear access to the stand.	Refer to the slope requirement of ramp sections. Alternatives: Movable stand or stand with removable platform may be considered for witnesses who do not have a disability and witnesses with disabilities may testify at the same witness stand with the platform removed.
	Installation of Assistive Listening System (ALS) 4.1.3(19)(b)	A permanently installed ALS should be provided as an integral part of the courtroom recording and amplifying system.	
	Installation of Microphone		The portable microphone should be equipped with adequate length of cord to allow witness on wheelchair to speak from a recessed seating position.
Attorney Tables	Minimum Number 4.32.1	All attorney tables should be wheelchair accessible	Defense and prosecuting parties have tables opposite each other at pre-set locations in the courtrooms. It is unrealistic to expect attorneys to share one accessible table and switch seating locations when there is an attorney using a wheelchair.
	Seating 4.32.2 and 4.2.4	Clear floor space 48"D and 30"W with less than 19" overlap knee space under table.	29" from table edge plus necessary circulation allowance.
	Knee Clearance 4.32.3	Knee space minimum 27"H, 30"W, and 19" Deep.	Regular table may be raised to provide knee space as required, by inserting wood blocks at the table legs.
	Height of Tables 4.32.4	28" to 34" above the finished floor.	
	Accessible Path	Minimum 60" (54") width between table rear edge and the modesty rail behind.	Space clearance will allow either a wheelchair protruding portion 24" – 30" from table, plus 24" wide one person circulation. OR a 24" regular chair seating zone plus wheelchair circulation zone of 36".



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Attorney Tables <i>(Continued...)</i>	Installation of Assistive Listening System (ALS) 4.1.3(19)(b)	Either portable or permanent ALS should be available. Caption or real-time transcription display should be considered for deaf users with display devices at tables. Sign language interpreter may be used to assist communication.	Jurisdictions using a court reporter may expand the reporting function into networked real-time transcription systems for litigants and attorneys. In addition to the recording function, the instant transcript replay may also assist attorneys in case research and assist communication for users with disabilities are not fungible. Many individuals who use sign language do not read well enough to follow a written display, and many (post lingually) deaf individuals do not use sign language. It is important to consult with the individual who has a communication disability as to the preferred mode of communication or interpretation.
Judge's Bench	Minimum Number of Handicapped Accessible	None. Designed based on individual user's need 4.1.1(3).	The bench is a judge's primary workstation and it should be designed/equipped to permit the judge to approach it and to maneuver within. ADAAG does not require the bench to be constructed or equipped to be accessible. <u>However, in new construction and alterations, the bench should be adaptable.</u>
	Wheelchair Access to the Elevated Bench Platform	If wheelchair access is provided, accessibility to the elevated judge's bench should be provided in the form of either an access ramp or a chair lift (if a ramp is not feasible). The ramp should have a slope no greater than 1:12.	Refer to the requirement sections for ramp slope 4.8, handrail 4.8.5, and chair lift 4.11.
	Clear Floor Space 4.2.3	The clear space between the rear edge of the judge's desk and the rear courtroom wall should be no less than the minimum 60" diameter space required for a wheelchair to make a 180 degree turn.	Additional circulation clearance behind the bench should be considered where there is a panel of judges on the bench, such as in an appellate or ceremonial courtroom.
	Bench Furniture Requirements	The bench work surface should be 28" to 34" above the finished floor with knee space minimum 27"H, 30"W, and 19" Deep.	
	Installation of Assistive Listening System (ALS)		Depending on the needs of individual users of the bench, installation of an assistive listening device may be necessary. The ALS may be an integral part of the courtroom recording/reporting system. The system switch may be centrally controlled by the courtroom clerk, but the volume/picture display adjustment should be available at individual receiver stations.



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Courtroom Clerk Station	Minimum Number of Handicapped Accessible Clerk Stations	None. Designed based on individual user's need 4.1.1(3).	In new construction and alterations, the workstation should be adaptable. If provided, installation of the accessible device should be an integral part of the design of the access system serving judge's bench, clerk's station, witness stand, and jury box. Efficient use of a system that serves multiple parties, instead of individual installations, is more cost effective.
	Wheelchair Access to the Elevated Workstation Platform	If wheelchair access is provided, accessibility to the elevated clerk's station should be provided in the form of either an access ramp or a chair lift (if a ramp is not feasible). The ramp should have a slope no greater than 1:12.	Refer to the requirement sections for ramp slope 4.8, handrail 4.8.5, and chair lift 4.11.
	Clear Floor Space	If accessibility to and within the workstation is provided, a 60" diameter space is required.	Additional circulation clearance behind the bench should be considered, where traffic passing neighboring stations, such as to an adjacent judge's bench from a private courtroom entrance.
	Furniture Requirements	The work surface should be 28" to 34" above the finished floor with knee space minimum 27"H, 30"W and 19" Deep.	
	Installation of Assisting Listening System (ALS)4.1.3(19)(b)	None. Designed based on individual user's need 4.1.1(3).	If ALS is provided, the volume/picture display adjustment should be available at individual receiver stations.
Courtroom Ancillary Space			
Attorney-Client Conference Rooms	Number of Required Wheelchair Accessible Spaces	All the attorney-client conference rooms should be accessible.	At least one on each floor, adjacent to courtrooms on an accessible route, in existing facility.
	Signage	Signage requirements for permanent rooms should comply with 4.30.1, 4.30.4, 4.30.5 and 4.30.6. Accessible conference room should be designated by International Symbol of Accessibility.	Refer to the section on courtroom entrance signage.
	Door Width	4.13.5 Clear Width: Clear opening 32" minimum with door open 90 degrees.	
	Maneuvering Clearance at Doors 4.13	Front approach: Hinge Side approach: ADAAG Fig. 25 Latch side approach:	
	Thresholds at Doorways 4.13.8	Height no more than ½" with beveled slope no greater than 1:2	
	Door Hardware	Easy to grasp with one hand and does not require twisting or wrist movement to operate. Lever-operated, push-type, and U-shaped mechanisms mounted no higher than 48" above finished floor.	



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Attorney-Client Conference Rooms <i>(Continued...)</i>	Door Opening Force 4.13.11	Interior hinged doors: 5lbf	
	Wheelchair Maneuvering Clearance Within	Wheelchair passage width 4.2.1—32" at a point and 36" continuously. 36" between table edge and wall. Wheelchair turn-around space 4.2.3 – 60" diameter.	Adequate clearance in front of doors so the door swing will not hit the person inside.
	Seating and Table	4.32.2: 19" knee space overlap Knee Clearance 27"H x 30"W x 19"D, 4.32.4 <i>Table Height</i> : The tops of the accessible tables should be from 28" to 34" above finished floor.	Regular tables may be replaced with wall mounted overhung writing surfaces to accommodate the required wheelchair maneuvering space.
Jury Deliberation Facilities			It is recommended that all the jury deliberation facilities be accessible
Vestibule at the Restroom Entrances	Door Width	4.13.5 Clear Width: Clear opening 32". Minimum with door open 90 degrees.	
	Maneuvering Clearance at Doors 4.13	Front Approach: Hinge side approach: ADAAG Fig. 25. Latch side approach:	
	Two Doors in Series 4.13.7	The minimum space between two doors in series shall be 48" plus the width of any door swinging into the space. Doors in series shall swing either in the same direction or away from the space between the doors ADAAG Fig. 26.	Vestibule minimum clear space: Two doors in alignment: 7'D by 4.5'W; Two doors at right angles: 7'D by 5'W. Additional space will be needed if lavatory sink, water fountain, or coat closet is provided in the space.
	Thresholds at Doorways 4.13.8	Height no more than 1/2" with beveled slope no greater than 1:2.	
	Door Hardware	Easy to grasp with one hand and does not require twisting or wrist movement to operate. Lever-operated, push-type, and U-shaped mechanisms mounted no higher than 48" above finished floor.	
	Door Opening Force 4.13.11	Interior hinged doors: 5lbf	



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Vestibule at the Restroom Entrances <i>(Continued...)</i>	Drinking Fountain/Water Bottle	If provided, installation should be accessible to wheelchair jurors and jurors with difficulties bending or stooping 4.13.10(a).	Refer to: 4.15.2: Spout height should be no higher than 36". 4.15.5 <i>Clearance</i> : 30" by 48" floor space for wheelchair approach. 27"H, 30"W, and 17" to 19"D knee space for the forward reach cantilevered units. 4.15.4 <i>Controls</i> : Unit controls shall be front mounted or side mounted near the front edge. It shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. Maximum force is 5 lbf.
Restrooms/ Water Closets in Jury Room	Minimum Number of Accessible Units Required	The restroom facility in the jury deliberation room should be wheelchair accessible.	A pair of single-user restrooms, comprised of a water closet and a lavatory in each unit, is recommended for each jury deliberation facility.
	Clear Floor Space	If a single-user toilet room is adopted, the clear floor space of the water closet, not in the stall, shall comply with 4.16.2, ADAAG Fig. 28— Diagonal Transfer – 48"W by 66"D front access, and 48"W by 56"D side access. Side transfer – 60"W by 56"D for either side or front access. The space adjacent to the water closet must remain clear of obstruction for 42" from the center line of the toilet and the lavatory.	Refer to: 4.17.3, ADAAG Fig 30, and public restroom water closet section for the requirements of standard stall installation. Refer to accessible urinal section in the public restroom for detail requirements. Refer to accessible lavatories and mirrors in public restroom section, or 4.19 and 4.18, if provided.
	Height	17" to 19"H to the top of the toilet seat 4.16.3.	
	Grab Bar	4.16.4, 4.26 and ADAAG Fig. 29. Bar length at rear wall – 36" minimum with 6" maximum distance away from side wall, side wall – 40", and 42" for the alternate stall, with 12" maximum distance away from the rear wall, 33" to 36" height.	
	Flush Control	4.16.5: Should be hand operated or automatic and comply with 4.27.4 (less than 5lbf operation force). Height – 44" above floor on the wide side of toilet areas.	
	Dispensers	4.16.6: Shall be within reach with no more than 36" from the rear wall. Dispensers that control delivery, or that do not permit continuous paper flow, shall not be used.	



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Restrooms/ Water Closets in Jury Room (Continued...)	Door Width, Hardware, Opening Force, and Clearance of Stall Approach.	4.13 Door Width: 32" minimum. 4.13.8 Thresholds: ½" height, beveled slope less than 1:2. 4.13.9: Door handle should be easy to grasp and operate. Door latch mounted height should be less than 48" above finished floor. 4.17.5: 48" toilet stall approach width in general. 42" for latch side approach.	
Jury Meeting Space	Wheelchair Maneuvering Clearance	Minimum 60" (54") clearance between meeting table and wall at one side. The space would allow passage of wheelchair between jurors seated along the table and the surrounding wall.	Wheelchair circulation patterns in the room include movements from door to the meeting table, the meeting table to toilet facility, and turn-around within a room. Additional seat for an interpreter may be needed.
	Conference Seating and Table	Seating Knee Clearance 4.32.3: 27"H x 30"W x 19"D Table Height 4.32.4 – The tops of the accessible tables should be from 28" to 34".	
	Installation of Assistive Listening System (ALS) 4.1.3(19)(b)	Portable ALS should be made available to jurors with hearing impairments.	Due to the confidentiality of jury deliberation, the ALS adopted for use should maintain the confidentiality of the proceeding.
Witness Waiting Room	Location	Should be adjacent to the accessible path of travel.	The witness waiting facility should be accessible and located in a controlled private area.
	Door	4.13.5 Clear Width: Clear opening 32" minimum with door open 90 degrees. 4.13.9 and 4.13.11: Easy to grasp door hardware and maximum 5lbf door opening force.	Refer to: Maneuvering clearance at doors 4.13 and ADAAG fig. 25 for various approach methods.
	Wheelchair Maneuvering Space	Adequate clear floor space for witness using a wheelchair to move within the room.	Minimum 60" by 60" floor space for wheelchair turn around.
	Conference Seating and Table	Table Height 4.32.4—If tables are provided, the tops of the accessible tables should be from 28" to 34".	
	Communication Device	If a telephone is provided, it should be equipped with volume control device.	
Prisoner Lockup Cells	Number of Accessible Facilities Required	If prisoner-holding cells are provided, it is suggested that at least one of the cells should be equipped with wheelchair accessible features.	Discussion: Consideration should be given for accommodation for male/female and adult/juvenile disabilities. If an accessible cell is designated to be used by all prisoners with disabilities in the courthouse, segregation among male/female and adult/juvenile should be maintained in using the facility. Circulations to the cell among different prisoner groups should also be separated. Physical and visual contacts between different prisoner groups should be avoided.
	Door Width	4.13.5 Clear Width: 32" minimum for wheelchair passage	Security grade construction



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Prisoner Lockup Cells <i>(Continued...)</i>	Water Closet	If provided, a security grade installation shall meet the accessibility requirements: 4.16.2 – Clear Floor Space, 4.16.3 – Heights, 4.16.5 – Flush Control, and 4.16.6 – Dispensers.	Regular grab bars, which may be used as weapons or to cause self-infliction, should not be installed at holding cell toilet facility. Security grade construction should be used and no removable parts should be used at the toilet installation.
Segregated Prisoner/ Attorney Interview Facility	Corridor Passage Width	Corridor width should be no less than 36" and 32" minimum, at door allowing the passage of a wheelchair.	The interview facility and the passages leading to it should be controlled but accessible.
	Accessible Clearance	Minimum 60" diameter turn around space should be provided in the interview booth, or a 30"W by 48"D minimum clear floor seating space in the reading carrel type seating.	
	Knee clearance and Height of Table	4.32.3: Knee clearance at tables should be at least 27"H, 30"W, and 19"D. 4.32.4: If a paper pass-over counter is provided, the top of the counter shall be from 28" to 34" above the finished floor.	
	Communication	4.31.5: Intercoms or closed circuit telephones used by the in-custody personnel and attorneys should be equipped with volume control or be hearing aid compatible.	Allow space for an interpreter at the attorney-prisoner interview in one of the interview booths.
Jury Assembly Facility	Accessibility Requirements	Facility should be accessible to jurors with disabilities. Jury assembly facility should be located adjacent to accessible routes, which connect jury assembly space with major public entrance and courtrooms.	Requirements for accessible doors, floor surface and width of passages and signage for permanent space/rooms should comply with ADAAG and may be referred to in the reference guide sections of courtroom and building signage.



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment								
Jury Assembly Lounge	Wheelchair Seating Requirements	<p>There should be adequate floor space for jurors using wheelchairs dispersed around jury assembly and waiting area. If fixed seating arrangements are used in the jury assembly space for all the jurors, the accessible wheelchair seating locations shall comply with 4.33.2, 4.33.3 and 4.33.4 and be provided consistent with the following table.</p> <table border="0" data-bbox="667 592 1346 763"> <tr> <td style="text-align: center;">Capacity of Seating</td> <td style="text-align: center;">Number of Locations Required</td> </tr> <tr> <td style="text-align: center;">4 to 25</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">26 to 50</td> <td style="text-align: center;">2</td> </tr> <tr> <td style="text-align: center;">51 to 300</td> <td style="text-align: center;">4</td> </tr> </table> <p>In addition, one percent, but not less than one, of all fixed seats shall be aisle seats with no armrest, or with removable or folding armrests on the aisle side. Each of these seats shall be identified by a sign or marker.</p>	Capacity of Seating	Number of Locations Required	4 to 25	1	26 to 50	2	51 to 300	4	Refer to the requirement section of the courtroom public seating for wheelchair seating and passage aisle arrangements.
	Capacity of Seating	Number of Locations Required									
4 to 25	1										
26 to 50	2										
51 to 300	4										
Accessible Tables and Reading Carrels	If reading carrels or tables are provided to jurors, they should be accessible for use by jurors using wheelchairs.	4.32.3: Knee clearance at table should be at least 27"H, 30"W, and 19"D. <i>Table Height 4.32.4</i> – If tables are provided, the top of the accessible tables should be from 28" to 34".									
Juror Check In/Out Counter	Accessible Counter Clearance	If administrative counter/windows are installed, at least one installation shall be accessible to jurors with disabilities. 4.32.4: Height of the counter top should be between 28" to 34" above finished floor. 4.32.3: If the counter protrudes into the approaching area, the bottom of the protruding portion should have 27" knee clearance.									
Juror Restrooms	Need for Accessible Restrooms	If restroom facilities are provided, accessible restrooms should be available to jurors with disabilities.	Refer to General Use Building Elements, Public/Common Use Restrooms section of the reference guide for requirement detail.								



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Telephone/ Communication	Installation of Assistive Listening Systems	Permanently installed ALS is required IF (1) if it seats no less than 50 persons, or there are audio-amplification systems, and (2) there are fixed seating. For those jury assembly facilities that do not meet (1) and (2), a permanently installed ALS, an adequate number of electrical outlets or other supplementary wiring necessary to support a portable ALS shall be provided. Signage should be provided to notify patrons of the availability of a listening system.	Discussion: Most of the modern jury assembly facilities built to date are equipped with audio video systems for giving taped jury orientation and allowing TV program viewing. Viable communications to jurors with hearing disabilities can be provided in forms of captions films, interpreter, or portable ALS.
	The Minimum Number of ALS Receivers 4.1.3(19)b	The minimum number of receivers provided shall be equal to 4% of the total number of seats, but no less than 2.	
	Public Telephone	If public telephones are provided, requirements for accessible telephones in the facility shall apply and at least one of the telephones installed in the jury assembly facility should be equipped with a volume control device.	Refer to General Use Building Elements, public telephone section of the reference guide for requirement detail. Discussion: A jury commissioner who handles jury administrations may have more contact with individuals with hearing disabilities. Arrangements to provide TDD to jurors with hearing impairments should be available.
Clerk's Office			
Public Counter	Minimum Number of Accessible Counters	At least one counter of each cluster/group of counters should be designed for wheelchair access. The accessible counter should be adjacent to, or connected with an accessible route.	Alternate arrangements should be made in an existing facility to accommodate individuals with disabilities. The individual with a disability could be received personally by a clerk in an adjacent office or in a barrier-free area, or a clerk may step out from the counter workstation to process business for or provide services to the individual.
	Corridor/Waiting Aisle Space Clearance Before Counter	The waiting space in front of the accessible counters should meet the following requirements: Clear floor space 48"D by 30"W for one wheelchair, Turn around space of 60" diameter, and Clear wheelchair passage space with minimum width 36" behind the standing waiting line.	The required waiting space should be provided based on the average peak volume of traffic at the facility, but should be no less than the minimum accommodation for wheelchair maneuvering space and line waiting space. Depth of the waiting line for a wheelchair and a person standing should be no less than 72". The waiting line should not interfere with the corridor traffic passing by.



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Public Counter (Continued...)	Accessible Counter Clearance	4.32.4: Height of the counter top should be between 28" to 34" above the finished floor. 4.32.3: If the counter protrudes into the approach area, the bottom of the protruding portion should have a 27" knee clearance.	
	Service Call	A device to call for assistance at the accessible counter should be provided if counters are not continuously attended by staff, and if the sight lines between a person using a wheelchair at the counter and staff stations supporting the front counter are obstructed.	
	Minimum Number of Accessible Counter Workstations	None. Design based on individual user's need 4.1.1(3).	It is recommended that 5%, or at least one, of a continuous bank of counters be equipped with wheelchair accessible features.
	Height of Counter	4.32.4: Accessible counters shall be from 28" to 34" above the finished floor/platform on the employee side.	
	Ramp to the Elevated Regular Counter Station	A ramp is needed to access the elevated workstation platform with a 1:12 slope.	The regular height of the counter is usually 42" above the floor and requires a raised platform for employees in wheelchairs to work at the counter within the maximum allowable 34" work surface height requirement.
	Accessible Counter Space Allowance	4.2.3: Adequate <u>clear floor space</u> for wheelchair turn around and maneuvering of no less than 60" by 60".	
	Reach Range Over Counter	4.2.5: No more than 25" for forward reach with knee space under counter, 24" maximum for side reach.	
	Workstation Storage Shelves Reach Limits	4.25.3: 48" maximum height. 4.25.3: 9" minimum side approach. 4.5.3: 15" low forward reach.	
Public File Review and Writing Surface	Minimum Number of Accessible Seating or Tables Required	4.1.3(18): If public file review is built-in or fixed seating areas or tables are provided, no less than one or at least 5% shall be accessible and comply with 4.32.	
	Accessible Fixed Seating and Tables, Including Study Carrels	4.2.4: Clear floor space 30" by 48", adjacent to an accessible route, clear and level floor surface, 4.32.3: Knee spaces at least 27"H, 30"W, and 19"D, 4.32.4: Accessible table height 28" to 34".	Requirements also apply to public use microfilm reader/printer stations.
	Self Service Record/ Book Storage	4.1.3(12)(b): Self service shelves or displays shall be located on an accessible route complying with 4.3. Forward reach – high 48" maximum and low 15" minimum. Side reach – high 54" maximum and low 9" minimum.	Discussion: Exemption of the wheelchair reach limits 54" in ADAAG is for mercantile display in private commercial facility and may not be applicable to the clerk's facility. In existing facilities, assistance by a clerk in retrieving items will provide program access.



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Attorney Mail Drop/Boxes	Accessible Reach Range	Public mail drop/boxes should be available within reach range of 15" to 48" height, along the accessible route.	
Record Storage Stack Area	Stack Height and Aisle Width 8.5	Accessibility of an employee using a wheelchair to the stack area should be provided based on individual employee's need. 8.5, 4.2 Stack Aisle Width: 36" for single wheelchair passing, 42" preferable, and T-shape aisle turning space should be applicable, if needed. Shelf height in stack areas is unrestricted.	Stack aisle width and length should also meet local fire emergency egress code requirement.



ACCESSIBILITY REFERENCE GUIDE

BUILDING EXTERIOR & SITE

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Accessible Route	4.1.2(1): At least one accessible route within the boundary of the site from public transportation stops, accessible parking spaces, public street or side walk, to an accessible entrance.	4.3.3: 36" minimum clear width, except 32' at door, turn around diameter 60'. 4.3.4: 60" by 60" passing space located at interval less than 200 feet, or using a T-intersection. 4.3.5: 80" minimum head room, or detectable barrier warning to vision-impaired persons otherwise, 4.3.7: 4.8 – slope 1:12 maximum rise 30" maximum, width 36" minimum landing length, 60" by 60" landing when change direction.	Requirements for ramp, including handrails shall apply if ground/floor surface in an accessible route has a slope greater than 1:20.
	Ground and Floor Surfaces 4.5	Ground and floor surfaces shall be stable, firm, slip-resistant and comply with the following: 4.5.2: changes in level less than ¼" without treatment; ¼" to ½" with beveled edges of slope no greater than 1:2; ramp for change in level greater than ½", 4.5.3: Carpet used on ground or floor surface shall be securely attached; have a firm backing and have a level loop, textured loop, level cut pile, or level cut/uncut pile texture. ½" maximum pile thickness. Exposed edge should be fastened. Level changes at carpet edges shall meet 4.5.2. 4.5.4: Grating space should be less than ½" on direction, and the long direction should be perpendicular to the dominant direction of travel.	Requirements apply to accessible route, accessible rooms, and spaces including floors, walks, ramps, stairs, and curb ramps.



Architectural Element	Accessibility Considerations	Accessibility Requirements		Implementation Strategy Comment
Accessible Parking 4.1.2 (5)	Required Minimum Number of Accessible Parking 4.1.2 (5) (a)	<u>Total Parking In Lot</u> 1 to 25 26 to 50 51 to 75 76 to 100 101 to 150 151 to 200 201 to 300 301 to 400 401 to 500 501 to 1000 1001 and over	<u>Required Minimum Number of Accessible Spaces</u> 1 2 3 4 5 6 7 8 9 2% of total 20 + 1 of each 100 over 1000	
	Accessible Parking Space 4.6.3	Accessible parking space: 96" wide minimum Parking access aisle: 60" wide, and two accessible parking spaces may share a common access aisle, Parking vehicle overhangs shall not reduce the clear width of an accessible route (36" width), Parking spaces and access aisles shall be level with surface slopes less than 1:50 (2%) in all directions.		
	Van Accessible Parking Spaces 4.1.2 (5) (b)	One in every eight accessible spaces, but not less than one, shall be served by an access aisle 96" wide minimum and shall be designated "van accessible". All such spaces may be grouped on one level of parking structure. 4.6.5 Vertical Clearance: 98" minimum at the parking space and along at least on vehicle access route to such spaces form site entrances(s) and exit(s).		Exception: Provision of all required parking spaces in conformance with "Universal Parking Design" is permitted. Universal Parking Design: All accessible spaces are 132" wide with a 60" access aisle.
	Accessible Parking Location 4.6.2	Shall be located on the shortest accessible route of travel from adjacent parking to an accessible entrance. In parking facilities that serve not particular building, accessible parking shall be located on the shortest route of travel to an accessible pedestrian entrance to the parking facility.		



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Accessible Parking 4.1.2 (5) (Continued...)	Passenger Loading Zone 4.1.2 (5) [c], 4.6.6	If provided, at least one passenger loading zone shall be accessible with an access aisle of at least 60" wide and 20' long adjacent and parallel to the vehicle pull-up space. The access aisle shall be level with vehicle standing spaces with surface slopes not exceeding 1:50 (2%) in all directions. If there are curbs between the access aisle and the vehicle pull-up space, the curb ram must comply with 4.7 which requires a slope of less than 1:12 minimum, 36" minimum width, exclusive of flared sides, in general. 4.6.5 Vertical Clearance: 114" minimum at accessible passenger loading zones an along at least one vehicle access route to such spaces from site entrance(s) and exit(s).	4.8.2, 4.1.6 (3)(a): Curb ramps and interior or exterior ramps to be constructed on sites or in existing buildings or facilities where space limitations prohibit the use of 1:12 slope or less may have slopes and rises as follows: (1) A slope between 1:10 and 1:12 for maximum – rise of 6" (2) A slope between 1:8 and 1:10 for maximum – rise of 3". A slope steeper than 1:8 is not allowed.
	Designated Signage 4.1.2 (7)	International Symbol of Accessibility shall be used to identify the parking space reserved for individuals with disabilities and the accessible passenger-loading zone.	
Directional Signage	Signs provide direction to or information about functional spaces in the building 4.1.2 (7)	4.1.2 (7) (c) Accessible Entrances: When not all entrances are accessible, accessible entrances should be identified by the International Symbol of Accessibility. 4.30.2 Character Proportion: Letters and numbers on signs shall have width to height ratio between 3:5 and 1:1, and stroke width-to-height ratio between 1:5 and 1:10. 4.30.3 Character Height: Sized according to the viewing distance. Minimum height 3", measured by using an upper case X. 4.30.5 Finish and Contrast: Characters and symbols shall contrast with background. The characters and background of signs shall be eggshell, matte, or other non-glare finish.	Same Requirement of building signage for permanent room and spaces (4.30.1, 4.30.4, 4.30.5 and 4.30.6) and signs which provide direction to or information about functional space in the building. (4.30.1, 4.30.2, 4.30.3 and 4.30.5). Exception: Building directories and temporary signs are not required to comply.
	Elements and spaces should be designated by the international Symbol of Accessibility	Reserved parking spaces for persons with disabilities, Accessible passenger loading zones, Accessible building entrances when not all are accessible, and Accessible toilets when not all are accessible	



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Directional Signage <i>(Continued...)</i>	Protruding Signage and Overhand Objects	<p>4.30.3 <i>Height Above Finished Floor</i>: Suspended or projected overhead in compliance with 4.4.2</p> <p>4.4.1 <i>Protruding Objects into Accessible Route or Maneuvering Space</i>: Protruding objects shall not reduce the clear width of an accessible route or maneuvering space. <i>Wall Mounted Objects</i> with leading edges above the finished floor between 27" and 80" shall protrude no more than 4" into passage space.</p> <p><i>Free-Standing Objects</i> mounted on posts or pylons may overhand 12" maximum, from 27" to 80" above ground or finished floor.</p> <p>4.4.2 <i>Head Room</i>: Circulation spaces shall have 80" minimum clear headroom. Barriers to warn blind or visually impaired persons shall be provided if vertical clearance of an area adjoining an accessible route is reduced to less than 80".</p>	



ACCESSIBILITY REFERENCE GUIDE

COMMON USE BUILDING ELEMENTS

Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Accessible Entrances	Accessible Public Entrances, 4.1.3 (8) (a)	4.1.3 (8)(a)(i): At least 50% of all public entrances, excluding pedestrian entrances from enclosed parking garage, tunnel, and elevated walkway must be accessible. At least one must be a ground floor entrance. 4.1.3 (8)(a)(ii): the number of accessible entrances shall be at least equal to the number of exits required by the applicable building/fire codes. 4.1.3 (8)(a)(iii): Each tenant in the facility must be provided with an accessible entrance.	Public entrances are any entrances that are not loading or service entrances. One entrance can meet more than one of the requirements. Where feasible, accessible entrances shall be the entrances used by the majority of individuals visiting or walking into the building.
	Pedestrian Entrances from the adjoining Buildings/structures	4.1.3 (8)(b)(i): If direct access is provide for pedestrians from an enclosed parking garage to the building, at least one direct pedestrian entrance from the parking garage to the building should be accessible. 4.1.3 (8)(b)(ii):If access is provided for pedestrians from a pedestrian tunnel or elevated walkway, one entrance to the building form each tunnel or walkway must be accessible.	One entrance can meet more than one of the requirements.
	Service Entrance	4.1.3(8)(c), 4.14.2: if the only entrance to a building is a service entrance, that entrance must be accessible.	
	Directional Signage at Inaccessible Entrances	Directional signage should be installed at inaccessible entrances to indicate the location of the nearest accessible entrance	Directional signage should comply with: 4.30.1 General Requirements: 4.30.2 Character Proportion: Letters and numbers on signs shall have width to height ratio between 3:5 and 1:1, and stroke width-to-height ratio between 1:5 and 1:10. 4.30.3 Character Height: Sized according to the viewing distance. Minimum height 3", measured by using an upper case X. 4.30.5 Finish and Contrast: Characters and symbols shall contrast with background. The characters and background of signs shall be eggshell, matte, or other non-glare finish.



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Elevator	Requirement of Elevator on Each Floor in Multi-story Facilities 4.1.3(5)	One accessible passenger elevator shall serve each floor, including mezzanine, in all multi-story buildings and facilities. <u>Elevator exemption for private facility with less than three stories or less than 3000 square feet per floor as on ADAAG 4.1.3(5) and 4.1.6(1) shall not apply.</u>	<p>Exception: Elevator pits, elevator penthouse, mechanical room, piping or equipment catwalks are exempted from this requirement.</p> <p>Exception: Accessible ramp, complying with ramp requirement 4.8, may be used in lieu of an elevator.</p> <p>Exception: (The following limitations only apply to new construction and do not apply to alterations) Platform lift (wheelchair lift) that meets ADAAG 4.11 and applicable state and local codes may be used in lieu of an elevator under the following conditions:</p> <ol style="list-style-type: none"> 1) To provide access where existing site constraints or other constraints make use of a ramp or an elevator infeasible. 2) To comply with the wheelchair viewing position line of sight (5% slope) an seating dispersion arrangement requirement, or to provide accessible route to a performing area in an assembly occupancy.
	Freight Elevator Requirement	4.10.1: Freight elevators are not required to meet the general elevator equipment unless the only elevators provided are used as combination passenger and freight elevators for the public and employees.	



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Elevator (Continued...)	Elevator General Accessibility Features	<p>4.10.2 <i>Automatic Operation</i>: Shall be automatic and equipped with self-leveling feature with landing tolerance within ½”,</p> <p>4.10.3 <i>Hall Call Buttons</i>: Call buttons shall be centered 42” above floor, raised or flush and no less than ¾”, with visual indicators, responding activation’s and responses. No object should be counted underneath call button with project more than 4” into hall.</p> <p>4.10.4 <i>Hall Lanterns</i>: Visible and audible signals shall be provided at each hoistway entrance. Audible signal shall sound once for up direction and twice for down direction or announce “up” or “down”. 72” minimum mounting height with 2-1/2” minimum visual elements.</p> <p>4.10.5 <i>Raised and Braille Characters on Hoistway Entrances</i>: Raised and Braille floor designations on entrance jambs mounted 60” above floor with characters 2” high and raised 1/32”.</p> <p>4.10.8 <i>Door Delay for Car Calls</i>: 3 seconds before close in response to a car call.</p> <p>4.10.9 <i>Floor Plan of Elevator Cars</i>: Adequate space for wheelchair to maneuver into car. The clearance between the car platform sill and the edge of hoistway landing shall be not greater than 1-14”.</p> <p>4.10.11 <i>Illumination Levels</i>: 5 foot-candles minimum.</p> <p>4.10.12 <i>Car Controls</i>: All control buttons, raised or flush, with ¾” minimum dimension, designated by Braille or raised standard characters for letters, numerals, or symbols and placed immediately to the left of the button. All floor buttons shall be no higher than 54” for side approach and 48” for front approach. Emergency controls shall be grouped at the bottom of the panel and have their centerlines no less than 35” above floor. Control panel location shall be on a front wall for a center-opening door or on a wall immediately next to door for side opening door.</p>	Refer to ADAAG for detailed descriptions of the following requirements: 4.10.6 Door Protective and Reopening Device: ASME A17.1-1990 4.10.7 Door and Signal Timing for Hall Calls 4.10.10 Floor Surfaces: Shall comply with 4.5 4.10.13 Car Position Indicators 4.10.14 Emergency Communications: If provided, two-way communications complying with ASME A17.1-1990, with 48” maximum, mounting height, 29” handset cord length. Raised characters designation 4.30. If enclosed, the compartment door hardware shall comply with 4.27. The emergency intercommunication system shall not require voice communication.
Ramp	Definition 3.5	A walking surface which has a running slope greater than 1:20	



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Ramps <i>(Continued...)</i>	General Requirements of Ramps	4.8.2 Maximum Ramp Slope and Rise: 1:12 slope, and 30" rise for any run.	If space limitations prohibit the use of a 1:12 slope or less, curb ramps and ramps constructed on existing sites or in existing buildings or facilities may have slopes and rises as allowed in 4.1.6(3)(a): Slope between 1:10 and 1:12 6" maximum rise Slope between 1:8 and 1:10 3" maximum rise
	General Ramp Requirements	4.8.3 Ramp Clear Width: 36" 4.8.4 Ramp Landings: Ramp landing shall be level with width no less than the ramp run and a minimum length 60" clear. 60" by 60" landing, if ramp changes direction at landings.	If a doorway is located at the landing, the maneuvering clearance at the doorway shall comply with 4.13.6 (door approach clearance.)
		4.8.5 Handrails: If a ramp run has a rise more than 6" or a horizontal projection greater than 72", it shall have handrails on both sides. Handrails are not required on curb ramps or adjacent to seating in assembly areas.	Refer to: 4.8.5 (1-7), and 4.26(2-4): Handrail and grab bar installation and construction.
		4.8.6 Cross Slope: The cross slope shall be no greater than 1:50. Ramp Surface: shall be stable, firm, slip-resistant and comply with 4.5 4.5.2 Changes in Level: ¼" without edge treatment, ¼" to ½" shall have beveled edge with slope no greater than 1:2; 4.5.3 Carpet: Securely attached, edge shall be trimmed and fastened, pile thickness no more than ½"; and 4.5.4 Grating Space and Direction: No greater than ½" wide, elongated opening shall be perpendicular to the dominant direction of travel.	Requirements of ground and floor surfaces for ramps shall comply with those for the accessible route.
Public / Common Use Toilet Room Facilities	Accessible Toilet Room Requirement 4.1.3(11)	If toilet rooms are provided, each public and common use toilet room shall comply with accessibility requirement in 4.22. Other toilet rooms for the use of occupants of specific spaces shall be adaptable. Accessible toilet rooms shall be on an accessible route.	



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Public / Common Use Toilet Room (Continued...)	Door Width, Hardware, Opening Force, and Clearance of Stall Approach	4.22.2 Door shall not swing into the clear space required for any fixture. 4.13: Door width: 32" minimum 4.13.8: Thresholds ½" height, beveled slope less than 1:2. 4.13.9: Door handle should be easy to grasp and operate and not require twisting. Door latch mounted height should be less than 48" above finished floor. 4.17.5: 48" toilet stall approach width in general. 42" for latch side approach.	Discussion: Lever operated, push-pull type mechanisms or U-shaped door handles are acceptable designs.
Water Closets	Minimum Accessible Water Closet Required in Each Public and Common use Toilet Room	If toilet stalls are provided, at least one shall be a standard stall complying with 4.17; where 6 or more stalls are provided, in addition to the standard stall complying with 4.17.1, at least one alternate stall shall be provided. If water closets are not in stalls, at least one with clear floor space complying with 4.16.2 and ADAAG Fig. 28 shall be provided.	Alternate Stall: 36" wide with an outward swing, self-closing door and parallel grab bars comply with ADAAG Fig. 30(d) and 4.26
	Water Closet Clear Floor Space	Water closet not in stall 4.16.2 – ADAAG Fig. 28 – Diagonal Transfer – 48" W by 66" D front access, and 48" W by 56" D side access. Side Transfer – 60" W by 56" D for either side or front access. The space adjacent to the water closet must remain clear of obstruction for 42" from the centerline of the toilet and the lavatory. Standard Stall 4.17.3 – ADAAG Fig. 30 Standard stall 60"W by 59" D (floor mounted w.c.) or 56"D (wall mounted w.c.) with approach aisle width 42" for latch approach and 48" other approaches. At end of row 60" W by 59"D (floor mounted w.c.) or 56"D (wall mounted w.c.) with 36" additional depth for doorway.	
	Height	17" to 19"H to the top of the toilet seat 4.16.3	
	Grab Bar	Construction 4.16.4, 4.26, and ADAAG Fig. 29. Bar length at: Rear Wall – 36" minimum with 6" maximum distance away from side wall, Side wall – 40" and 42" for the alternate stall, with 12" maximum distance away from the rear wall , and 33" to 36" height.	



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Water Closet (Continued...)	Flush Control	4.16.5: Should be hand operated or automatic and comply with 4.27.4 (less than 5lbf operation force). Height – 44” above floor on the wide side of toilet areas.	
	Dispensers	4.16.6: Shall be within reach with no more than 36” from the rear wall. Dispensers that control delivery or that does not permit continuous paper flow shall not be used.	
	Door width, Hardware, Opening Force, and Clearance of Stall Approach	4.13 Door Width: 32” minimum. 4.13.8: thresholds ½” height, beveled slope less than 1:2. 4.13.9: Door handle should be easy to grasp and operate. Door latch mounted height be less than 48” above finished floor. 4.17.5: 48” toilet stall approach width in general. 42” for latch side approach.	
Urinals	Minimum Number of Accessible Units	4.22.5: If urinals are provided, at least one shall be accessible complying with 4.18.	
	Height 4.18.2	Urinals shall be stall-type or wall-hung with an elongated rim no higher than 17” above the finished floor.	
	Clear Floor Space 4.18.3	30” W by 48”D space adjoin or overlap an accessible route.	Urinal shields that do not extend beyond the front edge of the urinal may be provided with 29” clearance between them.
	Flush Control and Mounted Height	4.18.4: Control shall be hand operated or automatic. Control shall be mounted no higher than 44” above finished floor. 4.27.4: If hand operated, the control shall be easy to grasp and operate with a force less than 5 lbf.	
Lavatories & Mirrors	Minimum Number of Accessible Units Required	4.22.6: If lavatories and mirrors are provided, at least one shall be accessible complying with 4.19.	
	Height and Clearance 4.19.2	Rim or counter surface no higher than 34” above finished floor. 29” clearance above the finished floor and the bottom of the apron. 17” minimum depth 8” D minimum knee clearance. Toe clearance between floor and pipe shall be 9” minimum height and 6” maximum against the wall. Mirror mounting height – 40” maximum	Hot water pipes and drain pipes under lavatories shall be insulated or otherwise configured to protect against contact. No sharp or abrasive surfaces under lavatories.
	Clear Floor Space 4.18.3	30” W by 48” D space in front of the lavatory adjoin or overlap an accessible route. The clear floor space may extend a maximum of 19” underneath the lavatory.	



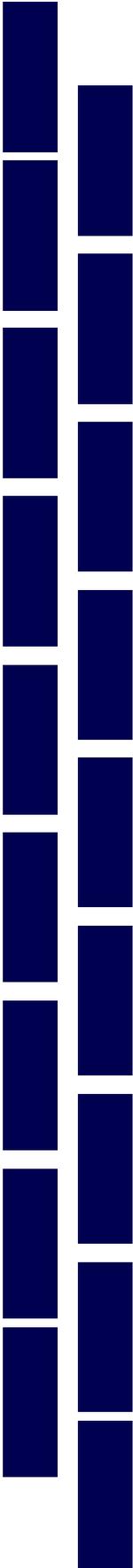
Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment										
Control and Dispenser	Minimum Number of Accessible Units Required	4.22.7 If controls, dispensers, receptacles, or other equipment are provided, at least one of each shall be accessible to comply with 4.27											
	Clear Floor Space 4.27.2, 4.2.4	30" by 48" space allowing forward or parallel approach to the equipment by wheelchair users.											
	Height 4.27.3	Within reach range of wheelchair users 3.1.5 48" – 15": Forward reach, 3.1.6 54" – 9" : Side Reach. 15" above floor for electrical and communication systems receptacles.											
	Operations 4.27.4	Control shall e operated with on hand and shall not require tight grasping, pinching, or twisting of the wrist, Operating force should be less than 5 lbf.											
Private Restroom	Adaptability for future conversion for use by individuals with disabilities	Private restrooms are not required to be equipped with wheelchair accessible features but should be adaptable when necessary.											
Public Telephones	Number of Accessible Public Telephones Required	<table border="0"> <tr> <td data-bbox="726 888 1108 976">Number of Each Type Of Telephone Provided with</td> <td data-bbox="1108 888 1373 976">Number of Telephones Required to Comply</td> </tr> <tr> <td data-bbox="726 976 1108 1024">On Each Floor</td> <td data-bbox="1108 976 1373 1024">4.31.2 through 4.31.8</td> </tr> <tr> <td data-bbox="726 1024 1108 1073">1 or more single unit</td> <td data-bbox="1108 1024 1373 1073">1 per floor</td> </tr> <tr> <td data-bbox="726 1073 1108 1122">1 bank</td> <td data-bbox="1108 1073 1373 1122">1 per floor</td> </tr> <tr> <td data-bbox="726 1122 1108 1138">2 or more banks</td> <td data-bbox="1108 1122 1373 1138">1 per bank</td> </tr> </table>	Number of Each Type Of Telephone Provided with	Number of Telephones Required to Comply	On Each Floor	4.31.2 through 4.31.8	1 or more single unit	1 per floor	1 bank	1 per floor	2 or more banks	1 per bank	Types of public telephones include public pay telephones, public closed circuit telephones, and other public telephones. Accessible telephones may be either forward reach or side reach telephones.
	Number of Each Type Of Telephone Provided with	Number of Telephones Required to Comply											
	On Each Floor	4.31.2 through 4.31.8											
1 or more single unit	1 per floor												
1 bank	1 per floor												
2 or more banks	1 per bank												
Clear Floor or Ground Space 4.31.2	30" by 48" Clear floor space Horizontal reach distance over obstacle: 10" maximum side reach, 20" maximum forward reach	Additional 6" width clearance (36" w X 48" d) for forward reach of clear floor space must be provided if the enclosed side panels protrude from telephone front panel beyond 24".											
Telephone Mounting Height 4.31.3	Highest operable part height limits: 54" side reach, 48" forward reach	Telephones not required to be accessible can be installed at any height.											



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Public Telephones <i>(Continued...)</i>	Protruding Objects 4.31.4	4.31.4: Fig. 44 Lower leading edge of the enclosure shall be not higher than 27" above finished floor or ground. 4.4.1 Protruding Objects into Accessible Route or Maneuvering Space: Protruding objects shall not reduce the clear width of an accessible route or maneuvering space. Wall mounted objects with leading edges above the finished floor between 27" and 80" shall protrude no more than 4" into passage space. Free-standing objects mounted on post or pylons may overhand 12" maximum from 27" to 80" above ground or finished floor.	Discussion: Protruding objects higher than 27" above floor can not be detected by an individual with a sight disability who uses a cane.
	Hearing-Aid Compatible and Volume-Control Telephones Required 4.31.5	Telephones shall be hearing aid compatible, with volume control range of 12 dbA to 18 dbA above normal and shall be provided in compliance with ADAAG 4.1.3 If automatic reset is provided, 18 dbA may be exceeded.	
	Volume Control Telephone Sign 4.30.7(2)	Telephones required to have volume control shall be identified by a sign depicting a telephone handset with radiating sound waves.	
	Controls 4.31.6	Push button controls shall be used when service for such equipment is available.	
	Telephones Books 4.31.7	If provided, telephone books should be located within reach range of wheelchair users: 48" - 15" forward reach 54: - 9" Side reach	
	Telephone Cord Length 4.31.8	The cord from the telephone to the handset shall be at least 29" long.	
Public Text Telephone	Minimum Number of Units Required	If more than 4 public telephones (including both interior and exterior phones) are provided at a site and at least one is in an interior location, at least one interior public text telephone shall be provided and comply with 4.31.9	



Architectural Element	Accessibility Considerations	Accessibility Requirements	Implementation Strategy Comment
Public Text Telephone (Continued...)	Text Telephone Installation 4.31.9	(1) Text telephones used with a pay telephone shall be permanently affixed within, or adjacent to, the telephone enclosure. A sufficiently long telephone cord shall be provided for the acoustic coupler, if used, to connect the telephone and the telephone receiver. (2) A pay telephone designed to accommodate a portable text telephone shall be equipped with a shelf 10" w by 10"d, a 6" H clearance to place the portable text telephone and an electrical outlet within or adjacent to the telephone enclosure.	Equivalent facilitation may be provided.
	Text Telephone Signage 4.30.7(3)	The required text telephone shall be identified by the international TDD symbol. Signage indicating the location of the nearest text telephone shall be placed adjacent to all banks of telephones that do not contain a text telephone. If a facility has no bank of telephones, the signage should be provided at the entrance, such as in a building directory. The directional signage should include the internal TDD symbol.	
General Public Telephone Placement	Placement of Public Telephones in the Building/Facility 4.1.3.(17)(b)	No less than one or 25% of all other non-accessible required public telephones shall be equipped with volume control and shall be dispersed among all types of public telephones, including closed circuit telephones throughout the building or facility.	Non-accessible required public telephones may be installed at any height.



APPENDIX A6
Sample Request for Quotes (RFQ)
and Request for Proposals (RFP)





THE RFQ / RFP PROCESS

The selection of qualified consultants, architects, and engineers is one of the most important steps in the process of constructing a court facility. Numerous methods are used and no one approach prevails as the “right way”. However, as with many public facilities, the design has complex aspects that require experience, imagination, and integrity. Generally, the process of selecting professional assistance follows the following steps:

1. Notification or advertisement of the intent to select professional services. This is usually placed in local and/or regional newspapers. In some instances, if a list of qualified consultants is maintained by the jurisdiction, firms on the list are sent advance notifications.
2. A pre-submittal briefing where the intentions of the jurisdiction are explained along with basic information regarding the project, schedule, budget, and selection process. These briefings can be mandatory for interested offerors if the jurisdiction wishes to determine the actual number of submissions that may be received.
3. Issuance of a Request for Qualification (RFQ) that will pre-qualify firms for the proposed project. This approach is not essential but is helpful as a means of reducing the ultimate submissions to firms that have the experience and qualifications to complete the requirements.
4. From the RFQ, a “shortlist” of qualified firms is developed. These firms are then asked to respond to a Request for Proposals (RFP). The RFP submission addresses the technical expertise of the offeror. In many instances, a fee for services is required as a sealed submission to be opened only after the ranking of the most to least qualified firms has been accomplished. References are generally contacted during this stage of the selection process.
5. To meet the proposed team members and to clarify questions regarding the project, selected firms may be invited to an interview with the offeror provided an opportunity to present qualifications and approach and the jurisdiction afforded the opportunity to question the offeror.
6. The final stage of the selection process involves the negotiation of a fee for services with the top ranked firm. If a mutually satisfactory fee and scope of services cannot be reached, the jurisdiction proceeds to the next highest ranked, and so on until an award can be made.

A key to this process is the type of information requested in the RFQ and RFP process. In the following pages, several actual examples of the solicitation materials are offered. Many jurisdictions already have in place a specific procedure and many do not use the two-step process as illustrated in the following pages. These examples are intended to offer ideas of the format and information most often requested.

SMITH COUNTY, TEXAS
REQUEST FOR QUALIFICATIONS
(RFQ)
March 15, 1999

**Architectural Services/ Master Planning and Needs Assessment
Courthouse and Related Facilities**

**SMITH COUNTY, TEXAS
REQUEST FOR QUALIFICATIONS
March 8, 1999**

**Architectural Services/ Master Planning and Needs Assessment
Courthouse and Related Facilities**

I. GENERAL

In accordance with Section 2254 of the Texas Government Code, The Smith County Commissioners Court is requesting Qualification Statements from persons or firms who can adequately demonstrate they have the resources, experience and qualifications to provide services necessary to develop a needs assessment and master plan for the location and conceptual design of the building(s) necessary for the present and foreseeable future needs of Smith County to adequately provide space and working conditions for the physical facilities for Smith County Government and related services. Firms should have experience in design and construction of courthouse facilities and/or criminal justice centers and related parking facilities.

In June 1998, the Commissioners Court appointed a 51-member citizens task force that has made certain recommendations to the court. This committee performed a needs assessment and strongly concluded that it was in the best interest of the County for professional services to be engaged to make recommendations to the Commissioners Court regarding viable options available which might include new construction, renovation of existing facilities, or a combination of new construction and renovation as the best interests of Smith County might dictate.

It is the desire of the Commissioners Court to consider first the use of properties currently owned by Smith County for this project; however, feasibility of other properties and options should also be considered, if practical and reasonable. A copy of the Citizens Task Force recommendation is attached (Exhibit "A"). There was also a minority report issued, and it is also attached (Exhibit "B")

Firms interested in submitting qualifications for this project should submit ten (10) complete sets of qualifications no later than 2:00 p.m., Thursday, April 8, 1999. Qualification Statements should be delivered to:

Denise Black, Assistant County Auditor
Purchasing C.P.P.B.
Room 107 Smith County Courthouse
Tyler, Texas 75702
(903) 535-0505 Phone
(903) 535-0516 Fax (RFQ not accepted by fax)

Smith County reserves the right to not accept late statements. Each firm is responsible for insuring that responses to this RFQ have been delivered by the date, time and to the location as specified in this request for qualifications. It is understood that Smith County will follow the procurement of these services in accordance with the above quoted statute. Receipt of the qualifications submitted will be acknowledged as received only, and do not constitute any acceptance by Smith County of any offer. Documentation will become a part of the Commissioners Court minutes only after selection is made, if any.

Once Qualification Statements are reviewed, a short list will be compiled by an Evaluation Committee appointed by Commissioners Court. Interviews may be conducted with the firms determined to be the most qualified. Additional information may be required at the time interviews are conducted. The most qualified applicant will then be chosen. After the most qualified applicant is chosen, a contracted price for services will be negotiated. Commissioners Court will make the final selection and approve a proposed contract, if any. Commissioners Court reserves the right to contract for any or all services proposed in this request for qualifications after negotiations have been completed.

Upon completion of the Architectural Services/Master Planning and Needs Assessment (hereinafter referred to as "professional services"), it is the intent of the Smith County Commissioners Court to submit funding proposals of any proposed construction and/or remodeling project(s) for voter approval. Upon voters approval, The Commissioners Court will evaluate the project(s) and consider modifications, additions, deletions, or corrections deemed necessary by the Commissioners Court for final construction or remodeling approved by the Commissioners Court.

II. SCOPE OF PROFESSIONAL SERVICES

Any questions concerning the Scope of Services or response to this RFQ should be directed in writing to the above address or fax.

The intent of this solicitation is to obtain the professional services of a firm with demonstrated experience in courthouse facilities and adequate parking facilities to support these facilities. Scope of work will include both Architect and Master Planning services. Any analysis will include all normal structural, civil, mechanical and electrical engineering services and all other services as to provide a complete project analysis. It is understood that any and all services will be paid for by the firm out of fees to be provided for in the contract and that the county accepts no responsibility for such persons or firms.

The professional services will be divided into three phases. The first phase will be the Study phase. The second phase will be the design phase. The third will be the construction management phase. Smith County is not obligated to retain the same person(s) or firm(s) for all phases of this project. Smith County expects to contract with the selected applicant for professional services to

include but not to be limited to the following:

A. PROGRAM DEVELOPMENT AND BUILDING EVALUATION STUDY PHASE

The selected applicant will work closely with the county to evaluate alternate solutions and to develop a detailed written program for this project. The program will set forth the project design objectives, constraints, criteria, space requirements, special needs, equipment, and systems. The program will address no less than twenty year growth projections from January 1, 1999.

A narrative will be included to provide justification for each departmental or court component of the proposed scope of work with the probable consequences to Smith County should that component not be funded. Probable cost of construction for each alternate solution should be determined to identify the most cost effective and acceptable solution.

All city, state, and federal codes having jurisdiction over this project will be adequately investigated to ensure the viability, as well as probable construction cost, of each proposed alternative solution.

The study shall include a needs assessment, feasibility study, site analysis, and projected building costs to determine whether or not to make additions (either horizontal, vertical or a combination of both), remodel existing space, renovate structures, or build new structures. This study shall include a cost analysis and a project schedule/time analysis.

The selected applicant, at the selected applicant's expense, may be required to deliver to the County up to seventy (70) complete printed copies of the Program Development and Building Evaluation Report. Program development and building evaluation phase must be presented for approval prior to proceeding into the Schematic Development Phase.

B. SCHEMATIC DEVELOPMENT PHASE

Schematic Design Documents will be prepared in cooperation with Smith County personnel consisting of accurate drawings and other documents illustrating the scale and relationship of all projects' components. All engineering systems will be adequately developed to ensure the coordination of building components. Outline plans and brief outline specifications describing the type of constructions and probable materials to be used, sufficient to establish the general scope and quality of construction, will be included.

A fully developed all-inclusive estimate for the cost of the project will be submitted. City of Tyler permits, approvals and special inspections, building

construction and renovations, surveys, soil investigations, materials and systems testing will be included.

A Project schedule shall be submitted showing estimated time required for design, approvals, bidding, contract award and construction. Deadline for Schematic Development Phase will be set once the Program Development and Building Evaluations Study Phase is complete.

The selected applicant, at the selected applicant's expense, may be required to deliver to the County up to seventy (70) complete printed copies of all submitted material at the completion of each stage for review and approval.

C DESIGN-BUILD PHASE

The Commissioners Court reserves the right to further negotiate with the selected applicant for the design-build, and /or construction management of this project. This Request for qualifications may be further used to select a person(s) or firm(s) for such professional services. Services for Design-Build and/or construction management will be negotiated at some time after the completion of the Schematic Phase.

III. REQUIREMENTS

Qualified professional architectural firms interested in responding to this RFQ should include the following information along with their qualifications. All information will be updated within the past twelve (12) months.

- A. Executive summary should include full name, principal business address and telephone number of the firm; the total number of employees; a breakdown of the number of employees by classification, i.e. Principal, Architect, Engineer, Drafters, Technical, administrative support, etc.
- B. Statements of experience and qualifications of the firm; classification of the firm, i.e. ~~Sole Proprietorship, Partnership, Association, Corporations or combination of above.~~ State history of the firm including any predecessor firms, if any, and establishment of current firm.
- C. List of references and engagements for similar projects (preferably a minimum of ten projects), both in scope and nature. Applicant will include the description of the project and the name, address and phone number of a contact person who preferably served as the project manager. Applicant will identify only projects which the firm was the architect or principal of record.

Applicant may include additional projects where individuals within the firm were directly involved while associated with other firms. However, these shall be identified as such.

- D. Applicant shall include a complete list of current projects for which professional services are currently being provided. The list should include current status of each project. Applicant should also state if master planning service was performed in project.
- E. Resume of all personnel to be engaged in the project including professional history, professional registrations, professional affiliations and a list of similar projects completed (preferably a minimum of five projects). This information should include the staff organization for this project and all key personnel listed in the organizational chart.
- F. A statement of limits of insurance, including Professional Liability Insurance.
- G. A detailed, written plan outlining the steps which would be taken to complete the work listed in the scope of work and the length of time which will be required to complete the first and second phase. The plan should include the involvement expected from the county in each step.
- H. A detailed summary of services proposed to be furnished by the principal firm submitting the proposal, i.e. architectural, structural, mechanical, electrical, research, planning, equipment, etc.
- I. A detailed list of services to be provided by other firms, if any.
- J. Designation of one individual to be responsible for answering technical and contractual questions and authorized to negotiate contract terms and render binding decisions on contract matters.
- ~~K. A statement signed by the person identified in item J above agreeing that the proposal is valid for a minimum of ninety (90) calendar days subsequent to the closing date of this RFQ.~~

IV. EVALUATION CRITERIA

The RFQ will be evaluated using the following criteria:

- Cost-effective utilization, design and construction of government buildings project

Creativity approach to solving space problems
Clarity of response
References for master planning
Specific experience in county governments
Knowledge of the project
Availability for immediate attention to the project and time required for completion

V. EVALUATION PROCESS AND SELECTION COMMITTEE

- A. A selection committee comprising two members of Commissioners Court, County staff and select members of the task force will review and evaluate the qualifications and according to the criteria outlined in IV. Then a "short list" will be forwarded to Commissioners Court. Upon approval of that list, the selection committee will then interview the short list and ultimately make a final recommendation to the Commissioners Court.
- B. Information regarding the technical aspect of this project should be obtained from the Director of Physical Plant, Mike Whisenhunt, (903) 535-0672.

RECEIVED

JUN 28 1999

T P T A



CLARK
Construction Company

June 25, 1999

Main Office
3225 W. Saint Joseph St.
P.O. Box 40037
Lansing, MI 48901
512372.0940
FAX 512372.0668

Western Michigan
615 Cliff Street
Battle Creek, MI 49014
616.963.0202
FAX 616.963.1725

Northern Michigan
2 Pennsylvania Plaza
Petoskey, MI 49770
616.348.9300
FAX 616.348.9320



Website:
clarkconstructionco.com
e-mail:
hoe.t@clarkconstructionco.com

Tower Pinkster Titus Associates, Inc.
1000 South Burdick Street
Kalamazoo, MI 49001-2689

Re: Request for Qualification Statement
Architectural/Engineering Services
New Court and Jail Facilities
Montcalm County

Gentlemen:

Attached please find a Request for Qualification Statement for the Montcalm County Facility Renovations and Expansion.

Please review this information and contact the undersigned to confirm your availability for the mandatory Pre-Bid Meeting to be held on Wednesday, July 14, 1999, at 1:00 p.m.

If you have any questions, please do not hesitate to contact us

Yours very truly

CLARK CONSTRUCTION COMPANY

Chad Riehl
Project Manager

CR/m

cc: Messrs. John Clark and Randy Jobin

Attachment

c:\worddocs\montcalm\lpt.qual.ltr



REQUEST FOR QUALIFICATION STATEMENT
NEW COURT AND JAIL FACILITIES
MONTCALM COUNTY
ARCHITECTURAL/ENGINEERING SERVICES

PART ONE - GENERAL INFORMATION

1.1 PURPOSE

This Request for Qualification Statement is designed to provide firms with sufficient information to enable them to prepare and submit proposals for consideration by the County of Montcalm Building Authority, for architectural/engineering services required for the construction of a new or expanded courthouse and a new or expanded jail located in the City of Stanton.

Qualification Statements will be accepted from teams formed by architectural/engineering firms and courthouse and jail planning consultants working together on these projects. The County of Montcalm would prefer a single team be selected for both projects and, as such, proposing firms are encouraged to "team-up" with any and all expert firms to provide the project with the best possible architectural/engineering selection. The County is utilizing a program management approach and has selected Clark Construction Company to manage these projects from planning to completion.

1.2 PROJECT STATEMENT

The project will include building, parking and furnishings necessary to provide additional courtrooms and associated security and prisoner holding areas for the Circuit Court, including the Family Court Division. Office space for Circuit Court administration and court clerks, pretrial services, jury administration and a law library may also be included, plus capability for current and future levels of technology, including video. Based on preliminary studies, this could be accomplished through the construction of a building or addition of approximately 35,000 square feet and remodeling. The jail addition of new building may require up to 18,000 square feet plus remodeling or construction of a new jail and demolition of the existing structure.

Parking for the additional load is required and additional work on the site will be required. The primary goal of the project is to maximize the value to Montcalm County, for many years to come, while holding the cost at about \$12 million.

Further details and preliminary sketches found in the recent "Montcalm County Judicial Facilities Study", prepared by Wigcn, Tincknell, Meyer & Associates, Inc., is provided with this Request for Qualification Statement.

1.3 SERVICES REQUIRED

ARCHITECTURAL AND ENGINEERING SERVICES

Architectural and engineering services shall begin as soon as possible on the project and will continue throughout construction and move-in, as required. Services will be performed in coordination with Clark Construction Company and will include programming studios to evaluate courthouse and jail options and obtaining concurrence before proceeding with standard design and engineering services to provide complete and comprehensive bid packages for the project. Areas to be covered include, but shall not be limited to demographics, case load, interior design, mechanical and electrical design, site survey and soil borings, record storage, security, communications (telephones, computers and wiring, court recording, audio and video systems) parking, etc. This list is meant to provide a guideline and is not comprehensive. **The architectural/engineering firm, as part of this court and jail expansion project, will review and evaluate the existing courthouse and jail buildings in relation to the construction of any new jail and courts facility and will provide the necessary documents for upgrades to the existing facility that will be required by the new construction, such as ADA requirements, code compliance, etc. These services shall be included in the fixed fee being proposed. This fee will be provided by firm(s) that are selected for further consideration.**

Broadly stated, Montcalm County is seeking Architectural and Engineering services, which include but may not be limited to:

- A. General
 - 1. Consultation with representatives of the Law and Courts Committee to confirm the scope and related requirements of the project.
 - 2. Work with Clark Construction Company to develop a project schedule defining and establishing all owner, consulting, architect/engineer, programming design and construction activities and milestones.
 - 3. Prepare recommendations as to how to phase the project to meet funding requirements which must result in a logical bidding package(s) that will be responsive to market conditions, the scheduling/user needs of the County, and comply with applicable laws and policies.
 - 4. As required, attend meetings of any Building Committee and the Montcalm County Board of Commissioners.

- B. Architectural Program**
1. Develop with Clark Construction Company the facility programming to address all functional and operational requirements of the facility.
 2. Develop with Clark Construction Company programming so as to be compatible with the existing facility functions.
- C. Schematic Design**
1. Review with Montcalm County alternative approaches to design and construction of the project.
 2. Prepare for Montcalm County's approval of schematic design drawings as required.
- D. Design Development**
1. With Clark Construction Company, review the design drawings with the occupants of the facility and obtain their approval/sign-off to be presented to Montcalm County.
 2. Prepare for Montcalm County's approval, based upon approved schematic documents, design development drawings and related documents.
 3. Prepare appropriate documents to describe the size and character of the project relative to architectural, structural, mechanical and electrical systems, security systems, and other elements as appropriate.
- E. Construction Document Phase**
1. Based upon approved design development documents, submit for Montcalm County's approval construction documents with drawings and specifications relative to the requirements for the construction of the project.
 2. Assist Clark Construction Company in the preparation of the necessary bidding information, forms, conditions of the contract, etc.
- F. Bidding and Negotiation Phase**
1. Co-conduct pre-bid conference to encourage competent, responsive, competitive bids and to clarify any questions that may arise about the project during the bidding process.
 2. Based upon approved construction documents and probable construction costs, assist Clark Construction Company in obtaining bids or negotiated proposals.
 3. Assist in evaluating and awarding bids and preparing contracts for construction.

G. Construction Phase

1. Serve as a representative of Montcalm County during the phase and advise and assist Montcalm County throughout construction.
2. Assist in keeping Montcalm County advised on the progress and quality of work.
3. Review and take appropriate action on various contractors' submittal of appropriate drawings, samples, etc., as they relate to the design concepts.
4. Prepare change orders for Montcalm County's approval and execution.
5. Conduct such inspections as are necessary to determine the pending completion of work or portions thereof and prepare a list of incomplete, unsatisfactory items and a schedule for their completion.
6. Assist Montcalm County in determining final completion and ensuring all documents, guarantees, manuals, bonds, warranties, "as-built" drawings, etc., are turned over to Montcalm County.
7. Other services as required to complete this project.

1.4 RESPONSIBILITIES

The selected firm will be required to assume full responsibility for all services offered in the proposal, whether provided by members of the firms or by subcontractors. Further, Montcalm County will consider the selected firm to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contracts, including payments to subcontractors and consultants to the firm. Montcalm County may terminate any contract for unsatisfactory performance of contract work.

PART TWO - REQUIREMENTS FOR PROPOSAL SUBMITTAL

2.1 ISSUING OFFICE

This Request for Qualification Statement by Montcalm County will be reviewed by the Owner and construction manager. The firm(s) selected for further consideration will be notified in writing.

2.2 DUE DATE AND RECEIVING OFFICE

Qualification Statements must be received no later than **Friday, July 23, 1999**, at the Montcalm County Office of the Controller, 211 West Main Street, P. O. Box 368, Stanton, Michigan 48888, to the attention of Mr. Ed Sell, County Controller.

2.3 MANDATORY PRE-PROPOSAL MEETING AND SITE VISIT

There will be a mandatory pre-proposal meeting and site visit on **Wednesday, July 14, 1999, at 1:00 p.m.** The meeting will be held in the conference room at the Montcalm County Office of the Controller.

2.4 CONTRACT AWARD

Contract award negotiations will be undertaken with those teams whose proposals demonstrate them to be qualified, responsible and able to perform the desired work for a fee within a competitive range.

RIGHT OF REJECTION

Montcalm County reserves the right to reject any or all proposals, to waive any informalities or minor irregularities in proposals, and/or to negotiate the terms and conditions of all or any part of the proposal as determined to be in the Montcalm County's and Clark Construction Company's best interests in their sole discretion.

2.6 INCURRING COSTS

Montcalm County is not responsible for, nor will it reimburse, any costs incurred by any firms preparing any response to this Request for Qualification Statement.

2.7 INQUIRIES

Questions that arise as a result of this Request for Qualification Statement may be submitted in writing or by telephone to

2.8 ECONOMY OF PREPARATION

Proposals should be prepared simply and economically, providing a straightforward, concise description of the firm's ability to meet the requirements of the Request for Qualification Statement. Emphasis should be on completeness and clarity of content.

ORAL PRESENTATIONS

There will be oral presentations of proposals submitted in response to this RFP. Such presentations, when scheduled, will be limited to proposals Montcalm County wishes to consider.

2.10 CONTRACT PAYMENT SCHEDULE

The contract payment schedule will be negotiated. A retainage shall be held.

2.11 INSURANCE REQUIREMENTS

Insurance required of the Architect/Engineering Firm

The selected Architect/Engineering Firm shall not commence work on the Project until it has obtained the insurance required in this Paragraph. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan, who are acceptable to Montcalm County and who have an A.M. Best Company Insurance Report Rating of A or A- (Excellent).

- A. Workers' Compensation Insurance**
Workers' Compensation Insurance, including Employer's Liability Coverage, shall be procured and maintained in accordance with the statutes of the State of Michigan.
- B. Professional Liability Insurance**
A/E Professional Liability Insurance (Errors and Omissions) shall be procured and maintained during the life of the Agreement with limits of liability of not less than TWO MILLION AND NO/100 DOLLARS (\$2,000,000) per claim, with a minimum of two (2) years extended reporting period. If the Professional Liability Insurance is set on an occurrence basis, the two (2) years extended reporting period will not be required.
- C. Commercial General Liability Insurance**
Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability coverage of not less than \$2,000,000/per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage shall be procured and maintained during the life of the Agreement. Coverage shall include the following extensions:
1. Contractual Liability.
 2. Products and Completed Operations.
 3. Independent Contractors Coverage.
 4. Broad Form General Liability Extensions or equivalent;
 5. Per contract aggregate.
- D. Motor Vehicle Liability Insurance**
Motor Vehicle Liability Insurance, and Michigan No-Fault Coverages including all owned, non-owned, and hired vehicles shall be procured and maintained during the life of the Agreement in an amount of not less than ONE MILLION AND NO/100 DOLLARS (\$1,000,000) per occurrence, and/or aggregate combined single limit for personal injury, bodily injury and property damage.

E. Additional Insured

The Architect/Engineering Firm's Commercial General Liability Insurance and Motor Vehicle Liability Insurance required in Subparagraphs "C" and "D" shall include an endorsement stating the following shall be "Additional Insureds". Montcalm County and Clark Construction Company and all their elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.

F. Proof of Insurance Coverage

The Architect/Engineering Firm shall provide Montcalm County

at the time the copies of this Agreement are returned by it for execution, with insurance certificates and policies as listed below:

- Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance;
2. Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
3. Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance;
4. Two (2) copies of Certificate of Insurance for A/E Professional Liability Insurance (Errors and Omissions).
5. If so requested, Certified copies of all policies mentioned above will be furnished.

G. Expired Insurance

If any of the insurance coverages required by the Agreement expire during the term of the Agreement, the Architect/Engineering Firm shall deliver renewal certificates and/or policies to Montcalm County at the address required for certificates of insurance at least ten (10) days prior the expiration date.

H. Cancellation Notice

Worker's Compensation Insurance, A/E Professional Liability Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance, as described in Subparagraphs "A", "B", "C" and "D" shall include an endorsement stating the following: "It is understood and agreed that sixty (60) days advance written notice of cancellation, non-renewal, reduction and/or material change shall be sent to Montcalm County

I. Insurance Submittals with Proposal

The Architect/Engineering Firm shall submit with its proposal a copy of its certificate(s) of insurance showing its possession of the insurance coverages required above. If the Architect/Engineering Firm does not possess the required insurance, it shall include with its Proposal a statement to such effect and that if selected it will obtain and maintain such insurance coverages, identify the insurance companies which will be issuing the policies and that the cost of such insurance has been included in its proposal (i.e., will not be considered to be an additional expense over and above the amount quoted in the Proposal).

2.12 ADDENDA TO THE REQUEST FOR QUALIFICATION STATEMENTS

In the event it becomes necessary to revise any part of this Request for Qualification Statement, addenda will only be provided to those submitters who attended the mandatory pre-proposal conference. Sign-in sheets will be provided at this conference.

2.13 COMPLETE PROPOSALS

Completed responses to this Request for Qualification Statement shall be submitted using the format provided. No other distribution of its proposal shall be made by the submitter. Proposals must be signed by an official authorized to bind the submitter to its provisions. Proposals must remain firm for 120 days from the response date.

The selected firms will be required to provide all services as described under Section 1.3 Services Required.

2.14 EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY AND VENDOR REGISTRATION

The Equal Opportunity/Affirmative Action Statement found in the Montcalm County Vendor Handbook must be signed and returned with the proposal. Failure to do so may result in disqualification. The enclosed Vendor Registration Form must also be completed, signed and returned with the proposal.

2.15 ADDITIONAL INFORMATION REQUESTED

Please indicate if your firm has been cited and/or fined within the last five (5) years by any Federal, State or Local regulatory agency. If so, please provide the following information:

1. Date
2. Identity of the agency issuing the citation or fine
3. Description of the violation
4. Final rulings of agency

2.16 INDEMNIFICATION AND HOLD HARMLESS

Architect/Engineering Firm's Indemnification and Hold Harmless

The Architect/Engineering Firm shall, at its own expense, protect, defend, indemnify and hold harmless Montcalm County and Clark Construction Company, appointed officers, employees and agents from all claims, damages, costs, lawsuits, and expenses, including, but not limited to, all costs from administrative proceedings, court costs and attorney fees, that they may incur as a result of any acts, omissions, or negligence on the part of the Architect, its employees or agents, or its contractors, subcontractors, sub-subcontractors, or any of their officers, employees or agents that may arise out of the Agreement.

NON-DISCRIMINATION

The vendors who are selected as the contractors, as required by law, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual preference, handicap, height, weight, or marital status.

The vendors shall adhere to all applicable Federal, State and Local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to the following:

1. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
2. The Michigan Handicappers Civil Rights Act, 1976 PA 220, as amended.
3. Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat. 394, as amended, and regulations promulgated thereunder.
4. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 328 (42 USCA §12101 et seq), as amended, and regulations promulgated thereunder.

Breach of this section shall be regarded as a material breach of the Agreement.

PART THREE – PROPOSAL FORMAT

Proposals must be a sealed response, which is clearly marked with the proposal packet number and title and must include the following sections from each member of the team:

3 TRANSMITTAL LETTER – A brief letter which provides the following information:

1. Name and address of the firm;
2. Name, title and telephone number of the contact person for the firm;
3. Statement that the proposal is in response to this Request for Qualification Statement; and
4. Signature, typed name and title of the individual who is authorized to commit the firm to the proposal and/or negotiate the proposed contract.

3.2 STATEMENT OF QUALIFICATIONS

FIRMS SUBMITTING PROPOSALS MUST MEET ALL STATE OF MICHIGAN REQUIREMENTS FOR LICENSING AND AUTHORIZATION TO DO BUSINESS IN THE STATE OF MICHIGAN FOR THE TYPE OF SERVICES BEING SOUGHT BY THIS REQUEST FOR QUALIFICATION STATEMENT.

QUALIFICATIONS STATEMENT

Provide a statement that emphasizes those projects completed which already demonstrate competence and experience with the type of project contemplated in this Request for Qualification Statement.

Include also a list of those projects with which your firm is currently involved and a progress schedule for each.

UNDERSTANDING OF THE PROJECT

Provide in as brief a form possible, your understanding of the project based upon information given in this Request for Qualification Statement and supplemental information furnished.

UNDERSTANDING OF THE SCOPE OF WORK

List the problems foreseen with this project and your proposed solution(s). Also provide a proposed schedule for completion of this project.

MANAGEMENT

Provide a narrative or graphic description of the proposed methods to be employed and personnel utilized to complete the project in its entirety.

MANPOWER

Provide an itemized list of the categories of personnel to be employed for each phase of the work. Indicate the manpower count employed in these categories.

CONSULTANTS

Please provide a list of any consultants or other experts, which you anticipate using in the completion of this project along with their qualifications.

ADDITIONAL INFORMATION

Include any other information that is believed to be pertinent, but not specifically requested in this Request for Qualification Statement.

3.2 FEE PROPOSAL SHEET

The firm(s) that are selected for further consideration and oral presentations will be provided with a Fee Proposal Sheet.

MONTCALM COUNTY CLARK CONSTRUCTION COMPANY
NEW COURT AND JAIL FACILITIES
ADDENDUM NO. 1

ISSUED JULY 19, 1999

This Addendum is issued for the purpose of modifying and/or clarifying the original drawings and specifications and shall take precedence over them.

All work included herein shall be in accordance with the original drawings and specifications except as specifically noted herein. All incidental items required to provide the following modifications shall be included even though not specifically described.

This Addendum is being sent to all bidders receiving plans and specifications. Receipt of this Addendum shall be noted on the Proposal Form in the appropriate locations.

1. Part 2.2 Revised as follows: Qualification Statements are to be received at Clark Construction Company's main office located at 3225 West St. Joseph Street, Lansing, MI 48917, to the attention of Chad Riehl, Project Manager, by Friday, July 23, 1999, at 5:00 p.m. Eight copies are required.
2. Part 2.7 Inquiries should be directed to Chad Riehl.
3. Part 2.10 Contract Payment Schedule. Delete the retainage note. No retainage will be held.
4. Part 2.14 Equal Opportunity/Affirmative Action Policy and Vendor Registration. Montcalm County does not have an equal opportunity/affirmative action statement to be signed. They do not have a county vendor handbook or a vendor registration form. All other EEO regulations are to be adhered to.
5. Part 2.16 Indemnification and Hold Harmless should read "The Architect/Engineering Firm shall indemnify and hold harmless Montcalm County and Clark Construction Company, appointed officers and employees from claims, damages, costs, lawsuits, and expenses, including, but not limited to, costs from administrative proceedings, court costs and attorney fees, that they may incur as a result of negligent acts, errors or omissions on the part of the Architect, its employees or agents, or its consultants, of any of their officers, employees or agents that may arise out of the Agreement."
6. The sign-in sheet has been attached for your review.
7. Clark Construction Company will perform all budget preparations. Some minor assistance may be required from the architectural firm(s).
8. Schedule is to begin construction in the Spring of 2000. Architect to be on board by early August. Needs assessment to occur August - September. Schematics October-November and design documents to be available by Spring 2000.
9. Interviews to be scheduled in the near future. A schedule will be sent out.

PAGE

ADDENDUM NO.



**WASHTENAW COUNTY
FINANCE DEPARTMENT**

Purchasing Division

220 North Main, P.O. Box 8645

Phone (734) 994-2388

Ann Arbor, Michigan 48107-8645

Fax (734) 994-1630

REQUEST FOR PROPOSAL # 5772

September 14, 1999

Washtenaw County Purchasing Division on behalf of the Public Safety & Courts Ad Hoc Committee is issuing a Sealed Request for Proposal (RFP) #5772 for a Public Safety & Court Facilities Study.

Sealed Proposals: Vendor will deliver one (1) original and ten (10) copies to the following address:

Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
P.O. Box 8645
Ann Arbor, MI 48107

By 3:00 p.m. on October 15, 1999

This submission shall include the entire Request for Proposal document and any amendments if issued. The agency awarded a contract will be required to document and comply with performance objectives designed to measure the outcomes of their proposal.

Proposals received after the above-cited time will be considered a late quote and are not acceptable unless waived by the Purchasing Manager.

Please use the attached self-addressed label or the envelope must be clearly marked "SEALED RFP # 5772."

Please direct purchasing and procedural questions regarding this RFP to Anne Strieter at (734) 994-2388.

Please direct specific technical questions regarding this RFP to Frank Cambria at (734) 996-3055.

Thank you for your interest.

**PUBLIC SAFETY & COURT FACILITIES STUDY
RFP# 5772**

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A COMPLETED BID WILL INCLUDE ALL ITEMS LISTED ABOVE

I. GENERAL INFORMATION

A. Schedule:

1999 Schedule of Events – Public Safety & Court Facilities Study

September 14, 1999	RFP is available
October 15, 1999	Proposal is due to Washtenaw County Purchasing Department by 3:00 p.m.
October 18 – 22, 1999	Proposals are reviewed by the RFP Recommendation Sub-Committee
October 27, 1999	Recommendation to the Public Safety & Courts Ad Hoc Committee
November 1, 1999	Public Safety & Courts Ad Hoc Committee makes preliminary decision on consultant and recommends proposed budget and funding
November 1, 1999	Board of Commissioners confirms selection of Consultant and approval of funding
November	Contract negotiated & services begin
March 31, 2000	Project completed/Recommendation to the Board of Commissioners

B Purpose of Proposal:

The Washtenaw County Board of Commissioners on June 9, 1999 created a Public Safety and Courts Ad Hoc Committee to conduct and oversee a comprehensive and systemic study of the future needs, placement and nature of the physical facilities for the public safety and judicial system. This study, a comprehensive and system wide long-term plan is to facilitate coordinated decision making for the immediate and future configurations of the court facilities and jail.

Definitions: **“County”** is Washtenaw County in Michigan.
 “Bidder” an individual or business submitting a bid to
Washtenaw County.

C. Terms and Conditions:

1. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendor's qualifications and capabilities to provide the specified service, and other factors, which Washtenaw County may consider. The County does not intend to award a Bid fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the County's specifications and needs.
2. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.
3. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the Bid may result in the cancellation of any award.
4. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of the RFP's maybe adjusted to allow for revisions.
5. Proposals should be prepared simply and economically providing a straightforward, concise description of the vendor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.
6. Proposals must be structured in the following framework: on typewritten (8 1/2" X 11") pages, double-spaced, 12 point or larger with 1" margins.

II. PROPOSAL SPECIFICATIONS

A. Background

The Court, the Sheriff and the public requested a comprehensive and systemic study of the future needs, placement and nature of the physical facilities for the public safety and judicial system. The Board of Commissioners agreed with the need to consider such a study and recognized the elected and independent nature of the petitioners. The Washtenaw County Board of Commissioners on June 9, 1999 created a Public Safety and Courts Ad Hoc Committee to conduct a comprehensive and systemic study of the future needs, placement and nature of the physical facilities for the public safety and judicial system. This study, a comprehensive and system wide long-term plan is to facilitate coordinated decision making for the immediate and future configurations of the court facilities and jail.

The Board of Commissioners directed the Administrator to explore funding sources for this study and report back to the Board with recommended funding sources prior to the beginning of any consultant services.

The Public Safety and Courts Ad Hoc Committee was given the following charge:

This Ad-Hoc Committee will make final decisions by the affirmative majority vote of its appointed and serving members. A County Commissioner shall preside over the business of the Ad-Hoc Committee. The Ad-Hoc Committee will establish its work plan and own procedures for the completion of its charge. The recommendations of the Ad-Hoc Committee are subject to the approval of the Board of Commissioners before its implementations.

The Ad-Hoc Committee will determine the feasibility of the Washtenaw County Court Study; decide whether to hire consultants, the scope of the study, its final cost, the timeline and process for its completion. If the Ad-Hoc Committee proceeds with the study, these tasks will be completed by the end of July 1999 and reported to the Board by that time for budget approval.

The Ad-Hoc Committee will complete the RFP and hire the consultants, oversee the completion of the study, if performed, and use its outcome to formulate the recommendations.

The Ad-Hoc Committee will formulate recommendations regarding the Washtenaw County Capital Improvement Plan for the Court, jail and related law enforcement functions. The recommendations shall indicate what elements should be included in the Capital Improvement Plan, Phase III. The recommendations shall indicate how to finance the plan. The financing plan shall indicate how much to pay with existing resources and may include one or more ballot proposals for the November 2000 general election or thereafter.

At the beginning of its work, during its work, and before its final recommendations, the Ad-Hoc Committee will provide for and facilitate public participation. In addition, the Ad-Hoc Committee may create and appoint sub-committees providing further opportunity for public participation.

The Board of Commissioners directs the County Administrator to provide the Board with periodic progress reports.

The Board of Commissioners directs the Ad Hoc Committee to plan completion of its work and submission of the recommendations by March 2000. If necessary, the Ad Hoc Committee will provide partial reports to the Board of Commissioners seeking advice and guidance.

B. General Instructions for Completing the RFP

Please read the entire RFP before beginning. Please submit a typewritten response. Firms interested in proposed scope of work shall submit a proposal including the following information and materials.

- A description of the specific staff that will comprise the project team for this assignment. This should include background, experience and qualifications. Include similar information on any other significant external resources you propose to use, such as contracted services. Also illustrate the roles and responsibilities of project team members.
- 2 Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this project.
- 3 Expected workload during the project period, (i.e. Readiness to serve).
- 4 Evidence of ability to work within tight time constraints
- 5 Location and availability of intended subcontractors. While the County does not require consultants to be local firms, availability to discuss design questions is a primary concern.

6. A proposed fee structure for the work to be performed, including costs from all anticipated subcontractors. This information must be included in the proposal.

It is not the intent of this RFP to solicit an overly long response, but it is important the firm's experience/expertise be adequately described. It will, for example, be much more useful to address abilities and expertise directly comparable to this project than to include an exhaustive list of all projects completed by the firm.

The schedule of events is outlined in Section A.

C Proposal Scope of Work

Washtenaw County seeks to employ an architectural, consulting or architectural/consulting firm(s) to produce a thorough study and analysis, recommendations and a plan for meeting most effectively the facilities needs of the judicial system (the Washtenaw County Trial Court), including the county's jail facilities, over the long term. Although the County and Court are looking toward a forty-year planning horizon, we recognize the difficulty of such long-range forecasting. Consequently, we seek a study that addresses facilities needs twenty years into the future and provides a framework for periodic updating (every five years).

The firm(s) the county seeks must possess experience in:

- ✓ Planning, programming and designing court facilities,
- ✓ Gathering information creatively,
- ✓ Facilitating the exchange of information among the users of court facilities (including the public, the bar, governmental entities and court-related constituent groups),
- ✓ Compiling and analyzing the information to project current and future facilities needs and
- ✓ Formulating a plan or recommendation, which is fiscally responsible, while serving the needs of the trial court and the county's citizens.

The county requires the study effort to include:

- Analysis and projections of population growth (including demographic changes), court caseloads, staffing needs, needs for additional judgeships, if merited, and jail space needs over the long term, in five year increments;
- How the county can maximize its use of the existing county courthouse, including an assessment of its reasonable life expectancy
- Analysis of existing court facilities and their sufficiency to meet current and future needs, including projections/recommendations as to when their use should be discontinued, if at all;
- Assessment of various siting alternatives for any new construction that is recommended;

An analysis of the projected impact upon the community(ies) involved of any facility relocations.

In addition, the firms' analysis shall address:

- Who the users of the court's facilities are and how their uses inter-relate.
- What the functional, programmatic, economic, social and aesthetic objectives should be for the facilities plan.
- Any special expectation, attitudes, beliefs and behaviors on the part of the users of the court's facilities, both in government and among the public.
- Assessment of the costs and benefits of maintaining multiple court facilities and how the functions performed at those facilities might be altered to improve efficiency.
- The need for flexibility in the programming, design, development and implementation over time of the recommendations of the facilities plan (work product).
- The range of financing options available to the county for any recommended, major renovation or construction efforts

The principal product of this study effort is to be a proposed set of recommendations constituting a plan for the use, improvement and development of court and jail facilities over the next twenty years. The work product must include evaluation and recommendation on a wide range of judicial system operational issues that affect the court's facilities needs. These include, at a minimum, the current and future structure of the court; projected changes, if any, in judicial caseload assignment needs; security issues at all locations; the holding and transport of prisoners; record management, technology integration; court facilities space standards; and improved public services, public access and circulation.

SIGNATURE PAGE

Signature

Company Name

Print Name

Company Address

Title

City State Zip

Telephone Number

Fax Number

Federal Tax ID #

III. STANDARD PROVISIONS FOR CONTRACT

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions that will become a part of any formal agreement. These provisions are general principles that apply to all contractors of service to Washtenaw County such as the following:

**PROFESSIONAL SERVICE CONTRACT
(NAME OF CONTRACTOR)**

AGREEMENT is made this _____ day of _____, 1999, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107("County") and (NAME OF CONTRACTOR) located at (CONTRACTOR'S ADDRESS) ("Contractor").

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

The Contractor will (SPELL OUT SCOPE OF SERVICE)

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Contractor an amount not to exceed (SPELL OUT DOLLAR AMOUNT).

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to (DEPARTMENT HEAD TITLE) and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda, and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract begins on (MONTH, DAY, YEAR) and ends on (MONTH, DAY, YEAR).

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

- Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
 3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.
 4. Professional Liability coverage with a minimum limit of \$1,000,000 each occurrence. The County shall be added as "additional insured" on Professional liability policy with respect to the services provided under this contract.

Insurance companies, named insureds and policy forms shall be subject to the approval of the Washtenaw County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions, which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state, and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest that would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XIII - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XIV - YEAR 2000 COMPLIANCE

Contractor hereby warrants and represents that all products, hardware, software, information (data), and electronic components and systems (all herein referred to as "equipment"), as well as all services, being furnished to Washtenaw County, or relied upon by Contractor in its provision of services or equipment to Washtenaw County, shall be "Year 2000 Compliant". As used herein, the term "Year 2000 Compliant" shall mean the equipment and services will perform the same functions and provide the same level of accurate information and calculations during 1999, 2000, and thereafter as it did prior thereto, including interface to and from other systems or organizations.

In the event of any recognition, calculation, or indication of Year 2000 Compliance problems, Contractor warrants that it shall make all necessary adjustments, corrections, or replacements at no cost to Washtenaw County in order to assure that contractors' products, services and equipment are, or become "Year 2000 Compliant". Contractor agrees to reimburse the County for any costs incurred by the County as a result of contractors' failure to comply with the provision.

ARTICLE XV - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XVI - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XVII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XIX - PREVAILING WAGE RATES

The Contractor agrees that all craftsmen, mechanics and laborers it employs to work on this project shall, at a minimum, receive the prevailing wages and fringe benefits of the Building Trade Department for corresponding classes of craftsmen, mechanics and laborers for the Washtenaw County area, as determined and published by the Davis-Bacon Division of the United States Department of Labor. Contractor agrees that all subcontracts entered into by the Contractor shall contain a similar provision covering any sub-contractor's employees who perform work on this project.

ARTICLE XX - CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XXI - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXII - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ATTESTED TO:

WASHTENAW COUNTY

By: _____
Peggy M. Haines (DATE)
County Clerk/Register

By: _____
Robert E. Guenzel (DATE)
County Administrator

CONTRACTOR

APPROVED AS TO FORM

By: _____
(CONTRACTOR'S NAME) (DATE)

BY: _____
Curtis N. Hedger (DATE)
Office of Corporation Counsel

REVISED: 2/16/99

**Office of Capital Planning and Policy of
Cook County, Illinois**

**New Traffic and Domestic Violence Court
Facility**

Judicial Programming Services Request for Proposal

MESIROW STEIN DEVELOPMENT SERVICES, INC

Date Released: *July 27, 1999*

Mesirow Stein Development Services, Inc.

350 North Clark Street • Chicago, IL 60610 • 312.372.4240 • FAX 312.595-7830

**New Traffic and Domestic Violence Court Facility
Judicial Programming Services Request for Proposal**

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**New Traffic and Domestic Violence Court Facility
Judicial Programming Services Request for Proposal**

1.0 GENERAL INFORMATION

1.1 Introduction

Your firm has been selected to submit a proposal for providing Programming Services for the planning and development of the proposed New Traffic and Domestic Violence Court Facility for the Office of Capital Planning and Policy of Cook County, Illinois, herein after referred to as the "Owner".

This project proposes two program options.

- A. The consolidation of three existing and separate court facilities into a single building structure within the City of Chicago. These include the Traffic Court located at 321 North LaSalle Street, the Domestic Violence Courts located at 1340 South Michigan Avenue and the Criminal Misdemeanor Courts located at 11th and State Street.

- B. The consolidation of two existing court facilities into one building structure within the City of Chicago. These include the Traffic Court and Criminal Misdemeanor Courts. The Domestic Violence court, in this option, would be housed in a separate second building structure.

At this time, a site for the proposed facility has not been selected although several sites are currently being evaluated. Site selection will be completed in the year 2000.

An internal preliminary program for option A, the single building structure, has been developed and can be summarized as follows:

- | | |
|---|--|
| <input type="checkbox"/> Court Rooms | 35 |
| <input type="checkbox"/> Jury Rooms | 7 |
| <input type="checkbox"/> Lockup Capacity | 250 Persons |
| <input type="checkbox"/> Administrative Areas and Support Areas | As required by Court and Jury Rooms |
| <input type="checkbox"/> Separate Circulation Systems for Judiciary, Staff, Lockup and Public | |
| <input type="checkbox"/> Space Needs for Program | 350,000 to 400,000 GSF
(to be verified) |
| <input type="checkbox"/> Parking - Staff and Judicial | 500 Spaces |
| <input type="checkbox"/> Parking - Public | 1,500 Spaces |

**New Traffic and Domestic Violence Court Facility
Judicial Programming Services Request for Proposal**

Note: This program is presented as information only and is not meant to confirm a recommended program. The programming consultant will develop and recommend the program.

This Request for Proposal provides the information and requirements for submitting a proposal and for making an oral presentation. The projected milestone dates for the selection process and project commencement are as follows:

Selection Process and Project Commencement

Activity	Date
Request for Proposal Issued	7/27/99
Proposals Due	8/17/99
Selection of Short-listed Firms	8/20/99
Interviews with Short Listed Programmers	8/31/99 & 9/1/99
Owner Final Selection of Programmer	9/2/99
Commence Programming Study	9/3/99

The key milestone dates for the programming study are listed below. A more detailed programming schedule is attached as Exhibit A (TAB 1).

Programming Study Milestone Dates

Activity	Completion Date
Assessment Review and Preliminary Program for Options A and B.	11/24/99
Test program for Options A and B with various sites (assume 4 to 6 max)	11/24/99
Prepare draft report of Preliminary Program	12/1/99
Project Manager and Owner review of draft report	12/13/99
Finalize Preliminary Program Report	12/16/99
Presentation to County Board of Commissioners	12/21/99
Owner review and approval, final Architectural / Engineering firm selection	3/1/00
Final Programming Phase - overlaps with A/E Schematic Design	5/31/00
Presentation to County Board of Commissioners	6/6/00

**New Traffic and Domestic Violence Court Facility
Judicial Programming Services Request for Proposal**

Between 12/21/99 and 3/1/00 limited programming work will take place, with the exception of responding to questions which may arise on the Preliminary Program Report.

Project Manager

The Owner has retained a joint venture entitled "Cook County Court Associates, LLC" comprised of Mesirow Stein Development Services, Inc., a division of Mesirow Financial, as the managing firm, and UBM, Inc.. The joint venture team is collectively referred to as the "Project Manager", and will provide project management services for this project. The Project Manager will act as the Owner's Representative and will contract directly with the Programming Consultant. The Project Manager shall assist the Owner in executing the project including the selection of the Programming Consultant.

1.3 Attachments and Reference Exhibits

Attached, are the following reference Exhibits to be used in preparing your proposal response:

- A Project Schedule for the Programming Study (Tab 1)
- B. Form of Agreement Between the Project Manager and the Judicial Programming Consultant (Tab 2)

Clarifications

Any questions or requests for additional information specifically regarding this Request for Proposal or related attachments are to be made in writing and faxed to the individual listed below. All requests for information or clarifications must be received no later than Wednesday August 4, 1999.

Mesirow Stein Development Services, Inc.
Attn: David Rotholz, P.E., Senior Vice President
350 North Clark Street, Suite 700
Chicago, Illinois 60610, (312) 595-7830 (fax)

Responses will be made by fax to all firms.

**New Traffic and Domestic Violence Court Facility
Judicial Programming Services Request for Proposal**

1.5 Scope of Services Required

The following outline of scope of services is intended to serve as a general guideline for the anticipated work. Additional scope items may be required and we have asked that these items be defined in the submittal requirement Section 2.2, Project Work Plan.

A Assessment Review Phase - Judicial Needs

1 Meet with all facility users and County staff affected by this project. The Project Manager will assist in setting up meetings with all facility users. Assume Three (3) general meetings with representatives from all groups and meetings with each group for a combined total of twenty (20) meetings. At a minimum, the following departments and agencies will participate:

- Capital Planning and Policy
- Chief Judge Office
- Traffic Court
- Domestic Violence Court
- Clerk of the Circuit Court
- States Attorney Office
- Sheriff's Office
- Law Library
- Public Defender
- Industrial Engineering
- Facilities Management
- Information Technology

2. Meet with the Office of the Chief Judge, the Clerk of the Circuit Court and the Sheriff's Office to develop a plan for how the courts will operate in the future (assume a total of four (4) meetings).

3. Review existing reports prepared by various County Committees and Bureaus relating to this project and incorporate where applicable into the programming study.

4. Perform an operational assessment of existing courtroom buildings specifically targeted for consolidation in the proposed new courthouse.

**New Traffic and Domestic Violence Court Facility
Judicial Programming Services Request for Proposal**

5. Identify and convene meetings, through the coordination of the Project Manager, with domestic violence groups, all facility users and determine their respective traffic patterns separation requirements and needs.
 6. Recommend the appropriate number, mix and distribution of courts required for Options "A" and "B"
- B. Preliminary Program Phase -Forecast of Space Requirements (For Options A and B)**
1. Develop preliminary facility standards and design guidelines for specialized and recurrent spaces such as courtrooms, judge's chambers, jury deliberation rooms, conference rooms prisoner holding facilities, offices, etc. Standards and design guidelines are to be summarized in a "Room Typology" document.
 2. Recommend the size, number and type of courtrooms; the ratio of jury deliberation rooms to trial courtroom; the location of judges' chambers relative to the courtrooms, etc.
 3. Develop a macro level or preliminary program statement of area requirements for all user groups and shared facilities for the planning period. Confirm the parking needs and requirements.
 4. Develop spatial relationship, accessibility, circulation diagrams and security routes to describe, at a macro level, the information necessary for development of a master facility and site planning concepts.
 5. Benchmark the preliminary program with comparisons to two (2) completed building examples.
 6. Forecast through the year 2030, documented in 5-year intervals, the area requirements by space type (public areas, courtrooms, offices, waiting, custody holding, mechanical, utility, circulation, etc.)
 7. Establish functional, adjacency, circulation and accessibility requirements.
 8. Identify specialized space layout and equipment requirements.

**New Traffic and Domestic Violence Court Facility
Judicial Programming Services Request for Proposal**

9. The current Traffic Court facility, located at 321 N. LaSalle Street, consists of 22 courtrooms and ancillary functions. This building has been sold to a private developer and thus a temporary location for these courtrooms is required prior to completion of the new traffic court building. The temporary location has been selected and the Programming Consultant shall perform a cursory review of the temporary program prepared by others. The Programmer shall advise if the temporary program conflicts in any way with the overall project program. Any economies that can be achieved in the development of the temporary traffic court location, should be identified with programmatic justification.
 10. Issue a preliminary programming report including all area and adjacency requirements, adjacency stacking diagrams, and floor by floor programmatic layouts.
 11. Test the preliminary programs for both Options "A" and "B", with four to six (4 to 6) alternate sites in cooperation with the Project Manager.
 12. Attend two (2) Presentation Meetings
- C. Final Programming Phase (Starts in March 2000 after A/E team begins schematic design. Assume only one Programming Option will be pursued)**
1. Define planning and design criteria, constraints and assumptions involved in the planning of alternative concepts on the selected site.
 2. Work with selected architects and user groups in testing the preliminary programs for the selected site and adjust program as required.
 3. Attend three (3) presentation meetings
 4. Evaluate alternate concepts. Evaluate the advantages and disadvantages of each concept.
 5. Issue and present final report.

**New Traffic and Domestic Violence Court Facility
Judicial Programming Services Request for Proposal**

1.6 Selection Process

Proposals will be reviewed by an evaluation committee comprised of members of the Owner and the Project Manager. The evaluation criteria will include the following factors:

- Comparable facility programming experience
- Proposed project team and relevant experience of individual team members
- Understanding of assignment and completeness of the proposed work plan
- Proposed fees, personnel hourly rates and estimated reimbursable expenses.
- Availability of key personnel and commitment to work within the specified time frames.

1.7 Method and Date of Submittal

Eight (8) copies of the respondent's proposal must be delivered in a sealed envelope, to:

Mesirow Stein Development Services, Inc.
350 North Clark Street
Chicago, Illinois 60610
Attention: David Rotholz, P.E., Senior Vice President

Proposals must be delivered and received by the above office **No later than 2:00 p.m. on August 17, 1999.**

The envelope shall be clearly marked with the following identification:

Cook County Traffic and Domestic Violence Courthouse Project
Proposal for Judicial Planning and Programming Services

1.8 Disclaimer

Owner reserves the right to request additional information, or clarifications of material submitted by the respondent during the selection process.

Any representation made within this Request for Proposal shall not be considered a contractual obligation by Owner. Owner reserves the right to reject any and all submittals and to identify and select the firm which Owner, in its sole and absolute discretion, deems most qualified to provide the programming expertise required.

**New Traffic and Domestic Violence Court Facility
Judicial Programming Services Request for Proposal**

The respondents shall be solely and totally responsible for all costs associated with responding to the Request for Proposal, and Owner accepts no responsibility with regard thereto. All proposal responses will become the property of the Owner.

With submission of a response to this Request for Proposal, a respondent agrees to and does accept all actions and decisions by Owner with respect to the identification and selection of a programming consultant and agrees not to challenge, by way of suit or otherwise, Owner actions or decisions in these regards. Each such respondent agrees to and does, release and forever discharge Owner and each of its respective officials, officers, directors, employees and agents of and from any and all claims or liability relating to, arising out of or in connection with this Request for Proposal or any actions or decisions taken or made by any of them in connection with this identification, selection described herein.

2.0 SUBMITTAL REQUIREMENTS

The submittal must include the following information in separate tabbed sections as identified below. Submittals shall be prepared on standard 8 ½ x 11" letter size paper and bound with a soft cover with materials printed on one side only.

2.1 Cover Letter

A cover letter, signed by an officer of the firm containing a commitment to provide the services required, with the personnel specified at the proposed fee and within the specified time frame.

2.2 Project Work Plan

Submit a proposed project work plan listing the specific scope of services to be provided by your firm. If outside consultants are being utilized for any portion of the work, please define which work items will be performed by the outside consultants. Discuss the methodology to be employed in implementing this work plan within the proposed project schedule and identify any additional information that may be required.

**New Traffic and Domestic Violence Court Facility
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Note: The County has established MBE/WBE goals, of 25% MBE and 10% WBE. Please identify how the proposed work plan addresses these recommended affirmative action program goals.

2.3 Sample Programming Study Final Report

Please provide an example of a recently completed final programming study report for a comparable project.

2.4 Project Staffing Plan

Provide a detailed Project Staffing Organization Plan naming the key individuals to be assigned to the project. Attach biographical sketches for each key individual including project executive, project managers, highlighting their experience in this project type. Provide client and architectural firm references for each. Indicate the percentage of each individual's time to be devoted to this project as well as their current project commitments.

Individual	Role	% Time Commitment to Preliminary Programming Phase	% Time Commitment to Final Programming Phase
		%	%
		%	%

2.5 Firm Experience

List no more than ten (10) comparable projects completed by your firm or by individual team members assigned to this project in the last ten years or currently in-progress in the format indicated below. Include photographs if available and other pertinent project information.

Project Information:

Name:

Location:

**New Traffic and Domestic Violence Court Facility
Judicial Programming Services Request for Proposal**

Description:

Scope of Services Provided:

Completion Date:

Project Executive:

Project Manager:

Client Information:

Client Name:

Client Reference: Name & Title

Address:

Phone:

Architect Information:

Architect:

Architect Reference: Name & Title

Address:

Phone:

Contract Information:

Original Programming Budget:

Final Programming Fees Earned:

Reasons for Differences if any:

Duration of Programming Phase:

Current Work Load and Assignment Backlog

Describe your firm's current workload and anticipated backlog of assignments. Indicate the current workload of the proposed individual project team members and state their capacity to perform the subject work in the required time schedule.

Basic Services Compensation

Provide a Not-to-Exceed fee proposal for the three major programming phases identified in the chart below. Indicate the proposed direct technical hourly rates for each team member and the proposed rate multiplier applicable for additional services beyond the basic services proposed.

**New Traffic and Domestic Violence Court Facility
Judicial Programming Services Request for Proposal**

Work Phase	Proposed Fee
A. Assessment Review Phase - Judicial Needs	\$ _____
B1. Preliminary Program Phase - Forecast of Space Requirements for single consolidated facility as described as program option A on page 1	\$ _____
B2. Preliminary Program Phase - Forecast of Space Requirements for two separate facilities as described as program option B on page 1.	\$ _____
B3. Review and evaluation of temporary Traffic Court relocation program prepared by others.	\$ _____
C. Final Programming Phase	\$ _____

Estimate of Reimbursable Expenses

Provide a proposed Not-to-Exceed estimate of reimbursable expenses for each phase of work.

Work Phase	Reimbursable Estimate
A. Assessment Review Phase - Judicial Needs	\$ _____
B1. Preliminary Program Phase - Forecast of Space Requirements for single consolidated facility as described as program option A on page 1	\$ _____
B2. Preliminary Program Phase - Forecast of Space Requirements for two separate facilities as described as program option B on page 1.	\$ _____
B3. Review and evaluation of temporary Traffic Court relocation program prepared by others.	\$ _____
C. Final Programming Phase	\$ _____

ORAL PRESENTATION

Time and Place

Oral presentations for the short-listed firm(s) will be conducted in Chicago on August 31st and September 1, 1999. The specific times and location will be announced at a later date.

**New Traffic and Domestic Violence Court Facility
Judicial Programming Services Request for Proposal**

3.2 Attendees

The key individuals responsible for the programming study should attend the oral presentation. The list of Owner and Project Manager attendees will be announced prior to the presentation.

**New Traffic and Domestic Violence Court Facility
Judicial Programming Services Request for Proposal**

Exhibit A

Project Schedule for Programming Study

COOK COUNTY TRAFFIC AND DOMESTIC VIOLENCE COURT BUILDING
Programming Schedule

ID	Task Name	Duration	Start	Finish	Calendar	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Task Name																
2	PHASE 1A: PROGRAMMING	228 days	Tue 7/27/10	Wed 8/21/10													
3	1.1 Programming Selection:	27 days	Tue 7/27/10	Wed 8/11/10													
4	Release of Programming RFP	0 days	Tue 7/27/10	Wed 8/11/10													
5	Response Period to RFP	15 days	Tue 8/10/10	Mon 8/16/10													
6	Programming RFP Evaluation	3 days	Tue 8/10/10	Thu 8/12/10													
7	Showlist/Notification of Programmers	3 days	Thu 8/12/10	Thu 8/12/10													
8	Programmer Interviews	2 days	Mon 8/16/10	Tue 8/24/10													
9	Final Selection	0 days	Wed 8/18/10	Wed 8/18/10													
10	1.2 Preliminary Programming Services:	77 days	Fri 8/20/10	Tue 10/20/10													
11	Assessment/Review/Preliminary Program	59 days	Fri 8/20/10	Wed 10/14/10													
12	Test Program with Sample Slits	8 days	Mon 8/23/10	Wed 8/25/10													
13	Request Draft/Revised Preliminary Program	10 days	Tue 9/14/10	Wed 9/16/10													
14	Review of Draft Preliminary Program Report	5 days	Thu 9/16/10	Mon 9/20/10													
15	County Review and Comments on Report	5 days	Tue 9/20/10	Thu 9/23/10													
16	Final Preliminary Program Report	2 days	Thu 9/23/10	Thu 9/23/10													
17	Presentation to County Board of Commissioners	2 days	Tue 9/28/10	Tue 9/28/10													
18	1.3 Final Programming Services:	117 days	Tue 10/26/10	Wed 8/21/10													
19	County Review and Approval of Preliminary Program	25 days	Tue 10/26/10	Mon 11/29/10													
20	Architectural/Engineering Team Selected	0 days	Wed 11/10/10	Wed 11/10/10													
21	Work with A/E Team during Schematic Design	60 days	Wed 11/10/10	Wed 9/1/10													
22	Final Program to County Board of Commissioners	0 days	Wed 9/1/10	Wed 9/1/10													

PHASE 1A: PROGRAMMING

1.1 Programming Selection:

7/27/10 Release of Programming RFP

8/10/10 Response Period to RFP

8/10/10 Programming RFP Evaluation

8/16/10 Showlist/Notification of Programmers

8/16/10 Programmer Interviews

8/18/10 Final Selection

1.2 Preliminary Programming Services:

8/20/10 Assessment/Review/Preliminary Program

8/23/10 Test Program with Sample Slits

9/14/10 Request Draft/Revised Preliminary Program

9/16/10 Review of Draft Preliminary Program Report

9/20/10 County Review and Comments on Report

9/23/10 Final Preliminary Program Report

9/28/10 Presentation to County Board of Commissioners

10/26/10 1.3 Final Programming Services:

10/26/10 County Review and Approval of Preliminary Program

11/10/10 Architectural/Engineering Team Selected

11/10/10 Work with A/E Team during Schematic Design

9/1/10 Final Program to County Board of Commissioners

**New Traffic and Domestic Violence Court Facility
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Exhibit B

Form of Agreement between the Project Manager and the Judicial Programming Consultant. Language of this agreement shall be final. Any comments or changes must be identified and included with the proposal response.

CONSULTANT AGREEMENT

THIS CONSULTANT AGREEMENT (the "Agreement") is made as of this ____ day of _____ 1999 by and between the Programming Consultant (the "Contractor"), and Cook County Court Associates, LLC (the "Company"). (The Contractor and the Company hereinafter sometimes are referred to, individually, as a "Party" and, collectively, as "Parties").

In consideration of the following premises and the mutual consents and undertakings herein, each Party agrees as follows:

1. Appointment.

Subject to the terms and conditions of this Agreement, the Company hereby engages the Contractor and the Contractor hereby agrees to perform the services described in Appendix A entitled "Services To Be Performed," which is attached hereto and made a part of this Agreement. The term of this engagement shall be for a defined period, which also shall be set forth in Appendix A.

2. Compensation.

In consideration of the performance by the Contractor of the Contractor's duties and obligations under this Agreement and subject to the terms and conditions set forth in this Agreement, the Company agrees to compensate the Contractor as provided in Appendix B, which is attached hereto and made a part of this Agreement.

3. Quality Assurance.

(a) All of the services provided by the Contractor under this Agreement shall be performed according to standards and procedures established or approved by the Parties or otherwise consistent with the highest professional standards.

(b) The Contractor shall have the exclusive responsibility for performing the projects to be agreed upon in Appendix A of this Agreement or otherwise, and the Contractor shall determine the manner in which the projects are performed and the times and places at which he or she performs the projects. The Contractor shall have no obligation to work any particular hours or particular amount of hours and neither the Company, nor its agents or representatives, shall have any right to control or direct the details, manner or means by which the Contractor performs his or her services. The Contractor shall select and engage at his or her own expense any necessary subcontractors to assist him or her in performing the projects and shall obtain all necessary supplies and materials to complete the projects at his or her expense, except for reasonable out of pocket expenses including long distance telephone, duplication and travel beyond the metropolitan area, which expenses have been approved by the Company and are set forth on Appendix B. The Contractor shall have no authority to bind, obligate or commit the Company, nor the power, personally or on behalf of the Company, to waive any forfeiture or default or to alter, discharge or waive any of the terms

and conditions of any contract entered into by or for the Company. Except as provided herein, the Contractor shall have no authority to represent the Company.

4. Confidentiality.

(a) The Contractor hereby acknowledges that by virtue of the Contractor's entering into and performing under this Agreement, the Contractor will generate, be exposed to and have access to Confidential Information as such term is defined in Paragraph 4(b) of this Agreement. Unless the Contractor has obtained the express prior written consent of the Company, under no circumstances whatsoever shall the Contractor at any time: (i) communicate to any individual(s), entity or entities (other than the Company) any Confidential Information; (ii) permit access by any individual(s), entity or entities (other than the Company) to any Confidential Information; or (iii) use any Confidential Information for the Contractor's own account or for the account of any individual(s), entity or entities (other than the Company).

(b) For purposes of this Agreement, "Confidential Information" shall mean (i) any financial, business, planning, software, operations, services, potential services, products, potential products, designs, technical information and/or know-how, formulas, production, purchasing, marketing, sales, personnel, customer, broker, supplier, or other information of the Company; (ii) any papers, data, records, processes, methods, techniques, systems, models, samples, devices, equipment, compilations, invoices, customer lists, or documents of the Company; (iii) any confidential information or trade secrets of any third party provided to the Company in confidence or subject to other use or disclosure restrictions or limitations; and (iv) any other information, written, oral, or electronic, whether existing now or at some time in the future, whether pertaining to current or future developments, and whether previously accessed during the Contractor's engagement with the Company or to be accessed during his or her future engagement with the Company, which pertains to the Company's affairs or interests or with whom or how the Company does business. The Company acknowledges and agrees that a subcontractor may be given access to confidential information. The Company acknowledges and agrees that Confidential Information does not include (i) information properly in the public domain, or (ii) information in the Contractor's possession prior to the date of his or her original engagement with the Company.

(c) In the event that the Contractor intends to communicate information to any individual(s), entity or entities (other than the Company), to permit access by any individual(s), entity or entities (other than the Company), or to use information for the Contractor's own account or for the account of any individual(s), entity or entities (other than the Company) and such information would be Confidential Information hereunder but for any or all of the provisions or parts thereof of Paragraph 4(b) of this Agreement, the Contractor shall notify the Company of such intent in writing, including a description of such information, no less than fifteen (15) days prior to such communication, access or use. The Contractor acknowledges that the subcontractor has been notified of the terms of this Paragraph 4 and agrees to be bound by the terms hereof.

(d) It is agreed that breach of this Paragraph 4 will result in irreparable harm and continuing damages to the Company and its business and that the Company's remedy at law for any such breach or threatened breach, will be inadequate and, accordingly, in addition to such other remedies as may be available to the Company at law or in equity in such event, any court of competent jurisdiction may issue a temporary and permanent injunction, without the necessity of the Company posting bond and without proving special damages or irreparable injury, enjoining and restricting the breach, or threatened breach, of this Paragraph 4, including, but not limited to, any injunction restraining the breaching party from disclosing, in whole or in part, any Confidential Information. The Contractor will pay all of the Company's costs and expenses, including reasonable attorneys' fees and accountants' fees, incurred in enforcing this Paragraph 4.

5. Representations and Warranties.

The Contractor hereby represents and warrants to the Company each of the following:

(i) The Contractor is not and never was a party to any license, agreement or arrangement which would prevent or adversely affect the Contractor's full performance of this Agreement.

(ii) The Contractor has not taken any action(s) (including without limitation the assignment of any right(s), remedy or remedies) or failed to take any action(s) (including without limitation the failure to prevent the disclosure of Confidential Information) which would preclude or adversely affect the Contractor's full performance of this Agreement.

6. Acknowledgment of Status.

(a) It is the intention of the Parties that the Contractor is to be a Consultant and not an employee of the Company, and nothing in this Agreement shall be construed to create an employment relationship between the Parties. As a Consultant, the Contractor shall not participate in any employee benefit plan or program or be subject to any employment rules, regulations or policies of the Company. The Contractor shall have exclusive control of the method of performance of his or her duties hereunder and shall independently manage and control his or her activities subject only to the terms of this Agreement.

(b) The Contractor recognizes, acknowledges and agrees that, as a Consultant, all income paid to him or her under this Agreement shall constitute income from self-employment and the Contractor shall be required to pay self-employment taxes pursuant to Section 1401 of the Internal Revenue Code of 1986, as amended. The Contractor recognizes, acknowledges and agrees that because of his or her status as a Consultant, the Company, its officers, directors, and employees shall have no obligation or liability whatsoever to the Contractor, his or her heirs, administrators, assigns, or creditors for workers' compensation, federal and state payroll taxes, unemployment compensation, minimum wages, Social

Security assessments or similar charges, taxes or liabilities applicable to an employment relationship.

(c) The Contractor recognizes and acknowledges that he or she is free from control or direction over the performance of his or her services, both under this Agreement and in fact, and the Contractor represents to the Company that he or she (i) has established a place of business separate, independent and outside of any place of business of the Company, and (ii) is engaged in an independently established trade, occupation, or business.

7. Indemnification.

The Contractor agrees to fully indemnify the Company and its shareholders, subsidiaries, affiliates, officers, directors, employees and Consultants against and will hold the Company, its shareholders, subsidiaries, affiliates, officers, directors, employees and Consultants harmless from any and all claims, costs, damages, demands, expenses (including without limitation reasonable attorneys' fees), judgments, losses or other liabilities of any kind or nature whatsoever arising from or directly or indirectly related to the Contractor's breach of any provision(s) of this Agreement, including but not limited to any breach or failure, and the resulting tax ramifications thereof, of the Contractor to comply with Paragraph 6, provided, however, that in the event of a purported breach of this Agreement, the Company shall provide the Contractor with written notice of such purported breach, and the Contractor shall have ten (10) days following receipt of such notice to remedy the purported breach.

The Company agrees to fully indemnify the Contractor and its employees, Consultants and subcontractors against and will hold the Contractor and its employees, consultants and subcontractors harmless from any and all claims, costs, damages, demands, expenses (including without limitation reasonable attorneys' fees), judgments, losses or other liabilities of any kind or nature whatsoever arising from or directly or indirectly related to the Company's breach of any provision(s) of this agreement, provided, however, that in the event of a purported breach of this Agreement, the Contractor shall provide the Company with written notice of such purported breach, and the Company shall have ten (10) days following receipt of such notice to remedy the purported breach.

8. Return of Materials

Except as referred to in Appendix A, upon the written request of the Company or upon the termination of this Agreement, the Contractor will immediately return and surrender to the Company all records, books, notes, diskettes, programs, software, memoranda, recordings, photocopies and other documents containing information related in any way to the Company or the Company's business or customer(s), including project-specific related materials provided to the Contractor.

9. Notices.

Any and all notices required in connection with this Agreement shall be deemed adequately given only if in writing and (a) personally delivered, or sent by first class, registered or certified mail, postage prepaid, return receipt requested, or by recognized overnight courier, (b) sent by facsimile, provided a hard copy is mailed on that date to the party for whom such notices are intended, or (c) sent by other means at least as fast and reliable as first class mail. A written notice shall be deemed to have been given to the recipient party on the earlier of (a) the date it shall be delivered to the address required by this Agreement; (b) the date delivery shall have been refused at the address required by this Agreement; (c) with respect to notices sent by mail or overnight courier, the date as of which the Postal Service or overnight courier, as the case may be, shall have indicated such notice to be undeliverable at the address required by this Agreement; or (d) with respect to a facsimile, the date on which the facsimile is sent and receipt of which is confirmed. Any and all notices referred to in this Agreement, or which either party desires to give to the other, shall be addressed as follows:

To the Contractor: Programming Consultant

To the Company: Cook County Court Associates, LLC.
350 North Clark Street
Chicago, Illinois 60610
Attn: B. Timothy Desmond

10. Waiver.

The Company and the Contractor only in writing may waive any obligation of or restriction upon the other under this Agreement. No failure, refusal, neglect, delay, waiver, forbearance or omission of the Company or the Contractor to exercise any right or remedy under this Agreement or to insist upon full compliance by the other with his, her or its obligations hereunder shall constitute a waiver of any provision(s) of this Agreement.

11 Construction.

(a) This Agreement shall be the entire, full and complete agreement between the Parties concerning the subject matter hereof and shall supersede all prior agreements. There are no valid or binding representations, inducements, promises or agreements, oral or otherwise, between the Parties that are not embodied herein. No amendment, change, or variance of or from this Agreement shall be binding on either Party unless agreed to in writing signed by both of the Parties.

(b) The headings appearing at the beginning of each paragraph of this Agreement are for convenience only and do not define, limit or construe the contents of any such paragraph. Whether expressly indicated or not, the singular usage includes the plural, and the neuter usage includes the masculine or the feminine or both the masculine and the

feminine. This Agreement may be executed in counterparts, each of which so executed shall be deemed to be an original and such counterparts together shall constitute one and same agreement.

12. Severability

(a) Each provision of this Agreement or part thereof shall be severable. If, for any reason, any provision or part thereof in this Agreement is finally determined to be invalid and contrary to, or in conflict with, any existing or future law or regulation of a court or agency having valid jurisdiction, such determination shall not impair the operation or affect the remaining provisions of this Agreement, and such remaining provisions will continue to be given full force and effect and bind each Party. Each invalid provision or part thereof shall be deemed not to be a part of this Agreement.

(b) If any applicable statute, rule or regulation contains any requirement that is contrary to or conflicts with any provision or part thereof in this Agreement, such requirement shall be substituted for such provision or part thereof to the minimum extent necessary to validate such provision or part thereof.

13. Applicable Law.

Except to the extent governed by appropriate federal law, this Agreement shall be interpreted, construed and governed by the laws of the State of Illinois without regard to its conflict of law principles. The Contractor hereby consents to the jurisdiction of such courts. All disputes under this Agreement shall be adjudicated in the courts located in Cook County, Illinois.

14. Assignment.

This Agreement is personal to the Contractor and neither all nor any part of this Agreement may be voluntarily, involuntarily, directly or indirectly assigned or transferred by the Contractor without the Company's prior written approval. Each such assignment or transfer without such approval shall be void.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

PROGRAMMING CONSULTANT.

COOK COUNTY COURT ASSOCIATES, LLC.

_____ By: _____
Mike Szkatulski
Its: Managing Director

_____ Date: _____

APPENDIX A

Services To Be Performed

A Assessment Review Phase - Judicial Needs

1. Meet with all facility users and County staff affected by this project. The Project Manager will assist in setting up meetings with all facility users. Assume Three (3) general meetings with representatives from all groups and meetings with each group for a combined total of twenty (20) meetings. At a minimum, the following departments and agencies will participate:
 - Capital Planning and Policy
 - Chief Judge Office
 - Traffic Court
 - Domestic Violence Court
 - Clerk of the Circuit Court
 - States Attorney Office
 - Sheriff's Office
 - Law Library
 - Public Defender
 - Industrial Engineering
 - Facilities Management
 - Information Technology
2. Meet with the Office of the Chief Judge, the Clerk of the Circuit Court and the Sheriff's Office to develop a plan for how the courts will operate in the future (assume a total of four (4) meetings).
3. Review existing reports prepared by various County Committees and Bureaus relating to this project and incorporate where applicable into the programming study.
4. Perform an operational assessment of existing courtroom buildings specifically targeted for consolidation in the proposed new courthouse.
5. Identify and convene meetings, through the coordination of the Project Manager, with domestic violence groups, all facility users and determine their respective traffic patterns separation requirements and needs.
6. Recommend the appropriate number, mix and distribution of courts required for Options "A" and "B"

B. Preliminary Program Phase -Forecast of Space Requirements (For Options A and B)

1. Develop preliminary facility standards and design guidelines for specialized and recurrent spaces such as courtrooms, judge's chambers, jury deliberation rooms, conference rooms prisoner holding facilities, offices, etc. Standards and design guidelines are to be summarized in a "Room Typology" document.
2. Recommend the size, number and type of courtrooms; the ratio of jury deliberation rooms to trial courtroom; the location of judges' chambers relative to the courtrooms, etc.
3. Develop a macro level or preliminary program statement of area requirements for all user groups and shared facilities for the planning period. Confirm the parking needs and requirements.
4. Develop spatial relationship, accessibility, circulation diagrams and security routes to describe, at a macro level, the information necessary for development of a master facility and site planning concepts.
5. Benchmark the preliminary program with comparisons to two (2) completed building examples.
6. Forecast through the year 2030, documented in 5-year intervals, the area requirements by space type (public areas, courtrooms, offices, waiting, custody holding, mechanical, utility, circulation, etc.)
7. Establish functional, adjacency, circulation and accessibility requirements.
8. Identify specialized space layout and equipment requirements.
9. The current Traffic Court facility, located at 321 N. LaSalle Street, consists of 22 courtrooms and ancillary functions. This building has been sold to a private developer and thus a temporary location for these courtrooms is required prior to completion of the new traffic court building. The temporary location has been selected and the Programming Consultant shall perform a cursory review of the temporary program prepared by others. The Programmer shall advise if the temporary program conflicts in any way with the overall project program. Any economies that can be achieved in the development of the temporary traffic court location, should be identified with programmatic justification.
10. Issue a preliminary programming report including all area and adjacency requirements, adjacency stacking diagrams, and floor by floor programmatic layouts.

Test the preliminary programs for both Options "A" and "B", with four to six (4 to 6) alternate sites in cooperation with the Project Manager.

12. Attend two (2) Presentation Meetings
- C. **Final Programming Phase (Starts in March 2000 after A/E team begins schematic design. Assume only one Programming Option will be pursued)**
 1. Define planning and design criteria, constraints and assumptions involved in the planning of alternative concepts on the selected site.
 2. Work with selected architects and user groups in testing the preliminary programs for the selected site and adjust program as required.
 3. Attend three (3) presentation meetings
 4. Evaluate alternate concepts. Evaluate the advantages and disadvantages of each concept.
 5. Issue and present final report

APPENDIX B

Compensation

[To be Negotiated]

Payment Terms:

[To be developed]

Comment:

The Project Manager will establish payment procedures with the Owner. Assume that there will be a 60-day payment cycle, processed through the Project Manager to the Owner. Appropriate support data and back-up materials must accompany Consultant's request for payment, and payment from the Owner to the Project Manager will be a precondition payment term for payment to the Consultant.

Schedule of Reimbursable Expenses

The reimbursable amounts for the Assessment Review and Preliminary Program Phases shall not exceed \$_____. The reimbursable amount for the Final programming phase shall not exceed \$_____.

Reimbursable Policy

Reimbursable Expenses which apply to the Contractor are further defined in accordance with the following and will be subject to a not to exceed negotiated amount:

A. **Travel and Transportation**

1. All reasonable expenses for out-of-town travel will be reimbursed. Out of town travel shall be any trip in excess of 50 miles from the Contractors office authorized by the Owner. No first class travel will be reimbursed.
2. Car rental only if cab is more costly. Full size cars for 4 or more individuals only, otherwise a mid-size car will be used.
3. Mileage will be reimbursed for personal vehicles used for project related travel in excess of 50 miles from the Contractors office at the rate of \$.31 per mile.
4. Parking for project related travel is reimbursable at actual cost incurred.
5. Local transportation costs for project related travel is reimbursable at actual cost incurred.

B. **Reproductions**

1. Reproduction costs of documents are acceptable reimbursables. Payment will be based on copies of actual invoices.

C. Mail and Messenger Services

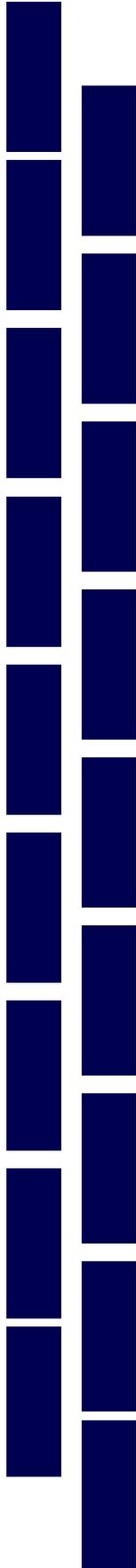
1. All reasonable expenses for postage, express mailing and messenger services will be reimbursed.
2. Regular mail is to be used for general correspondence unless immediate delivery is required.

D. Telephone

1. Long distance telephone and facsimile transmissions are acceptable reimbursables. Payment will be based on copies of actual invoices.

Reimbursable Basis

All Reimbursables will be billed at a cost factor of 1.05



APPENDIX A7
Sample Standard Forms
254 & 255



STANDARD
FORM (SF)
254

**Architect-Engineer
and Related Services
Questionnaire**

Form Approved
OMB No. 9000-0004

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), Office of Federal Acquisition and Regulatory Policy, GSA, Washington, D.C. 20405; and to the Office of Management and Budget, Paperwork Reduction Project (9000-0004), Washington, D.C. 20503.

Purpose:

The policy of the Federal Government in acquiring architectural, engineering, and related professional services is to encourage firms lawfully engaged in the practice of those professions to submit annually a statement of qualifications and performance data. Standard Form 254, "Architect-Engineer and Related Services Questionnaire," is provided for that purpose. Interested A-E firms (including new, small, and/or minority firms) should complete and file SF 254's with each Federal agency and with appropriate regional or district offices for which the A-E is qualified to perform services. The agency head for each proposed project shall evaluate these qualification resumes, together with any other performance data on file or requested by the agency, in relation to the proposed project. The SF 254 may be used as a basis for selecting firms for discussions, or for screening firms preliminary to inviting submission of additional information.

Definitions:

"**Architect-Engineer Services**" are defined in Part 36 of the Federal Acquisition Regulation.

"**Parent Company**" is that firm, company, corporation, association or conglomerate which is the major stockholder or highest tier owner of the firm completing this questionnaire, i.e., Firm A is owned by Firm B which is, in turn, a subsidiary of Corporation C. The "parent company" of Firm A is Corporation C.

"**Principals**" are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

"**Discipline**" as used in this questionnaire, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual's primary technical discipline.

"**Joint Venture**" is a collaborative undertaking by two or more firms or individuals for which the participants are both jointly and individually responsible.

"**Consultant**," as used in this questionnaire, is a highly specialized individual or firm having significant input and responsibility for certain aspects of a project and possessing unusual or unique capabilities for assuring success of the finished work.

"**Prime**" refers to that firm which may be coordinating the concerted and complementary inputs of several firms, individuals or related services to produce a completed study or facility. The "prime" would normally be regarded as having full responsibility and liability for quality of performance by itself as well as by subcontractor professionals under its jurisdiction.

"**Branch Office**" is a satellite, or subsidiary extension, of a headquarters office of a company, regardless of any differences in name or legal structure of such a branch due to local or state laws. "Branch offices" are normally subject to the management decisions, bookkeeping, and policies of the main office.

Instructions of Filing (Numbers below correspond to numbers contained in form):

1. Type accurate and complete name of submitting firm, its address, and zip code.
 - 1a. Indicate whether form is being submitted in behalf of a parent firm or a branch office. (Branch office submissions should list only personnel in, and experience of, that office.)
2. Provide date the firm was established under the name shown in question 1.
3. Show date on which form is prepared. All information submitted shall be current and accurate as of this date.
4. Enter type of ownership, or legal structure, of firm (sole proprietor, partnership, corporation, joint venture, etc.).

Check appropriate boxes indicating if firm is (a) a small business concern; (b) a small business concern owned and operated by socially and economically disadvantaged individuals; and (c) Woman-owned (See 48 CFR 19.101 and 52.219-9).
5. Branches of subsidiaries of large or parent companies, or conglomerates, should insert name and address of highest-tier owner.
 - 5a. If present firm is the successor to, or outgrowth of, one or more predecessor firms, show name(s) of former entity(ies) and the year(s) of their original establishment.
6. List not more than two principals from submitting firm who may be contacted by the agency receiving this form. (Different principals may be listed on forms going to another agency.) Listed principals must be empowered to speak for the firm on policy and contractual matters.
7. Beginning with the submitting office, list name, location, total number of personnel, and telephone numbers for all associated or branch offices, (including any headquarters or foreign offices) which provide A-E and related services.
 - 7a. Show total personnel in all offices. (Should be sum of all personnel, all branches.)
8. Show total number of employees, by discipline, in submitting office. (*If form is being submitted by main or headquarters office, firm should list total employees, by discipline, in all offices.) While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative." Write in any additional disciplines -- sociologists, biologists, etc. -- and number of people in each, in blank spaces.

STANDARD
FORM (SF)
254

**Architect-Engineer
and Related Services
Questionnaire**

9. Using chart (below) insert appropriate index number to indicate range of professional services fees received by submitting firm each calendar year for last five years, most recent year first. Fee summaries should be broken down to reflect the fees received each year for (a) work performed directly for the Federal Government (not including grant and loan projects) or as a sub to other professionals performing work directly for the Federal Government; (b) all other domestic work, U.S. and possessions, including Federally-assisted projects, and (c) all other foreign work.

Ranges of Professional Services Fees

INDEX	INDEX
1. Less than \$100,000	5. \$1 million to \$2 million
2. \$100,000 to \$250,000	6. \$2 million to \$5 million
3. \$250,000 to \$500,000	7. \$5 million to \$10 million
4. \$500,000 to \$1 million	8. \$10 million or greater

10. Select and enter, in numerical sequence, **not more than thirty** (30) "Experience Profile Code" numbers from the listing (next page) which most accurately reflect submitting firm's demonstrated technical capabilities and project experience. **Carefully review list.** (It is recognized some profile codes may be part of other services or projects contained on list; firms are encouraged to select profile codes which best indicate type and scope of services provided on past projects.) For each code number, show total number of projects and gross fees (in thousands) received for profile projects performed by firm during past few years. If firm has one or more capabilities not included on list, insert same in blank spaces at end of list and show numbers in question 10 on the form. In such cases, the filled-in listing **must** accompany the complete SF 254 when submitted to the Federal agencies.

11. Using the "Experience Profile Code" numbers in the same sequence as entered in item 10, give details of at least one recent (within last five years) representative project for each code number, up to a **maximum** of thirty (30) separate projects, or portions of projects, for which firm was responsible. (Project examples may be used more than once to illustrate different services rendered on the same job. Example: a dining hall may be part of an auditorium or educational facility.) Firms which select less than thirty "profile codes" may list two or more project examples (to illustrate specialization) for each code number so long as total of all project examples does not exceed thirty (30). After each code number in question 11, show: (a) whether firm was "P," the prime professional, or "C," a consultant, or "JV," part of a joint venture on that particular project (new firms, in existence less than five (5) years may use the symbol "IE" to indicate "Individual Experience" as opposed to firm experience); (b) provide name and location of the specific project which typifies firm's (or individual's) performance under that code category; (c) give name and address of the owner

of that project (if government agency indicate responsible office); (d) show the estimated construction cost (or other applicable cost) for that portion of the project for which the firm was primarily responsible. (Where no construction was involved, show approximate cost of firm's work); and (e) state year work on that particular project was, or will be, completed.

12. The completed SF 254 should be signed by a principal of the firm, preferably the chief executive officer.

13. Additional data, brochures, photos, etc. should not accompany this form unless specifically requested.

NEW FIRMS (not reorganized or recently-amalgamated firms) are eligible and encouraged to seek work from the Federal Government in connection with performance of projects for which they are qualified. Such firms are encouraged to complete and submit Standard Form 254 to appropriate agencies. Questions on the form dealing with personnel or experience may be answered by citing experience and capabilities of individuals in the firm, based on performance and responsibility while in the employ of others. In so doing, notation of this fact should be made on the form. In question 9, write in "N/A" to indicate "not applicable" for those years prior to firm's organization.

Experience Profile Code Numbers
for use with questions 10 and 11

001	Acoustics, Noise Abatement	041	Graphic Design	085	Product, Machine & Equipment Design
002	Aerial Photogrammetry	042	Harbors; Jetties; Piers, Ship Terminal Facilities	086	Radar; Sonar; Radio & Radar Telescopes
003	Agricultural Development; Grain Storage; Farm Mechanization	043	Heating; Ventilating; Air Conditioning	087	Railroad; Rapid Transit
004	Air Pollution Control	044	Health Systems Planning	088	Recreation Facilities (<i>Parks, Marinas, Etc.</i>)
005	Airports; Navais; Airport Lighting; Aircraft Fueling	045	Highrise; Air-Rights-Type Buildings	089	Rehabilitation (<i>Buildings; Structures; Facilities</i>)
006	Airports; Terminals & Hangars; Freight Handling	046	Highways; Streets; Airfield Paving Parking Lots	090	Resource Recover; Recycling
007	Arctic Facilities	047	Historical Preservation	091	Radio Frequency Systems & Shieldings
008	Auditoriums & Theatres	048	Hospital & Medical Facilities	092	Rivers; Canals; Waterways; Flood Control
009	Automation; Controls; Instrumentation	049	Hotels; Models	093	Safety Engineering; Accident Studies; OSHA Studies
010	Barracks; Dormitories	050	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)	094	Security Systems; Intruder & Smoke Detection
011	Bridges	051	Hydraulics & Pneumatics	095	Seismic Designs & Studies
012	Cemeteries (<i>Planning & Relocation</i>)	052	Industrial Buildings; Manufacturing Plants	096	Sewage Collection, Treatment and Disposal
013	Chemical Processing & Storage	053	Industrial Processes; Quality Control	097	Soils & Geologic Studies; Foundations
014	Churches; Chapels	054	Industrial Waste Treatment	098	Solar Energy Utilization
015	Codes; Standards; Ordinances	055	Interior Design; Space Planning	099	Solid Wastes; Incineration; Land Fill
016	Cold Storage; Refrigeration; Fast Freeze	056	Irrigation; Drainage	100	Special Environments; Clean Rooms, Etc.
017	Commercial Building (<i>low rise</i>); Shopping Centers	057	Judicial and Courtroom Facilities	101	Structural Design; Special Structures
018	Communication Systems; TV; Microwave	058	Laboratories; Medical Research Facilities	102	Surveying; Platting; Mapping; Flood Plain Studies
019	Computer Facilities; Computer Service	059	Landscape Architecture	103	Swimming Pools
020	Conservation and Resource Management	060	Libraries; Museums; Galleries	104	Storm Water Handling & Facilities
021	Construction Management	061	Lighting (<i>Interiors; Display; Theatre, Etc.</i>)	105	Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>)
022	Corrosion Control; Cathodic Protection; Electrolysis	062	Lighting (<i>Exteriors; Streets; Memorials; Athletic Fields, Etc.</i>)	106	Testing & Inspection Services
023	Cost Estimating	063	Materials Handling Systems; Conveyors; Sorters	107	Traffic & Transportation Engineering
024	Dams (<i>Concrete; Arch</i>)	064	Metallurgy	108	Towers (<i>Self-Supporting & Guyed Systems</i>)
025	Dams (<i>Earth; Rock</i>); Dikes; Levees	065	Microclimatology; Tropical Engineering	109	Tunnels & Subways
026	Desalinization (<i>Process & Facilities</i>)	066	Military Design Standards	110	Urban Renewals; Community Development
027	Dining Halls; Clubs; Restaurants	067	Mining & Mineralogy	111	Utilities (<i>Gas & Steam</i>)
028	Ecological & Archeological Investigations	068	Missile Facilities (<i>Silos; Fuels; Transport</i>)	112	Value Analysis; Life-Cycle Costing
029	Educational Facilities; Classrooms	069	Modular Systems Design; Pre-Fabricated Structures or Components	113	Warehouses & Depots
030	Electronics	070	Naval Architecture; Off-Shore Platforms	114	Water Resources; Hydrology; Ground Water
031	Elevators; Escalators; People-Movers	071	Nuclear Facilities; Nuclear Shielding	115	Water Supply; Treatment and Distribution
032	Energy Conservation; New Energy Sources	072	Office Building; Industrial Parks	116	Wind Tunnels; Research/Testing Facilities Design
033	Environmental Impact Studies, Assessments or Statements	073	Oceanographic Engineering	117	Zoning; Land Use Studies
034	Fallout Shelters; Blast-Resistant Design	074	Ordnance; Munitions; Special Weapons	201	_____
035	Field Houses; Gyms; Stadiums	075	Petroleum Exploration; Refining	202	_____
036	Fire Protection	076	Petroleum and Fuel (<i>Storage and Distribution</i>)	203	_____
037	Fisheries; Fish Ladders	077	Pipelines (<i>Cross-Country - Liquid & Gas</i>)	204	_____
038	Forestry & Forest Products	078	Planning (<i>Community, Regional, Areawide and State</i>)	205	_____
039	Garages; Vehicle Maintenance Facilities; Parking Decks	079	Planning (<i>Site, Installation, and Project</i>)		
040	Gas Systems (<i>Propane; Natural, Etc.</i>)	080	Plumbing & Piping Design		
		081	Pneumatic Structures, Air-Support Buildings		
		082	Postal Facilities		
		083	Power Generation, Transmission, Distribution		
		084	Prisons & Correctional Facilities		

STANDARD FORM (SF) 254 Architect-Engineer and Related Services Questionnaire	1. Firm Name/Business Address:				2. Year Present Firm Established	3. Date Prepared:																																
	4. Specify type of ownership and check below, if applicable.																																					
	<input type="checkbox"/> A. Small Business																																					
	<input type="checkbox"/> B. Small Disadvantaged Business																																					
<input type="checkbox"/> C. Woman-owned Business																																						
1a. Submittal is for <input type="checkbox"/> Parent Company <input type="checkbox"/> Branch or Subsidiary Office			5. Name of Parent Company, if any:			5a. Former Parent Company Name(s), if any, and Year(s) Established:																																
6. Names of not more than Two Principals to Contact: Title/Telephone 1) 2)																																						
7. Present Offices: City / State / Telephone / No. Personnel Each Office				7a. Total Personnel _____																																		
8. Personnel by Discipline: (List each person only once, by primary function.)																																						
<table style="width:100%; border:none;"> <tr> <td>___ Administrative</td> <td>___ Electrical Engineers</td> <td>___ Oceanographers</td> <td>___ _____</td> </tr> <tr> <td>___ Architects</td> <td>___ Estimators</td> <td>___ Planners: Urban/Regional</td> <td>___ _____</td> </tr> <tr> <td>___ Chemical Engineers</td> <td>___ Geologist</td> <td>___ Sanitary Engineers</td> <td>___ _____</td> </tr> <tr> <td>___ Civil Engineers</td> <td>___ Hydrologists</td> <td>___ Soils Engineers</td> <td>___ _____</td> </tr> <tr> <td>___ Construction Inspectors</td> <td>___ Interior Designers</td> <td>___ Specification Writers</td> <td>___ _____</td> </tr> <tr> <td>___ Draftsmen</td> <td>___ Landscape Architects</td> <td>___ Structural Engineers</td> <td>___ _____</td> </tr> <tr> <td>___ Ecologists</td> <td>___ Mechanical Engineers</td> <td>___ Surveyors</td> <td>___ _____</td> </tr> <tr> <td>___ Economists</td> <td>___ Mining Engineers</td> <td>___ Transportation Engineers</td> <td>___ _____</td> </tr> </table>							___ Administrative	___ Electrical Engineers	___ Oceanographers	___ _____	___ Architects	___ Estimators	___ Planners: Urban/Regional	___ _____	___ Chemical Engineers	___ Geologist	___ Sanitary Engineers	___ _____	___ Civil Engineers	___ Hydrologists	___ Soils Engineers	___ _____	___ Construction Inspectors	___ Interior Designers	___ Specification Writers	___ _____	___ Draftsmen	___ Landscape Architects	___ Structural Engineers	___ _____	___ Ecologists	___ Mechanical Engineers	___ Surveyors	___ _____	___ Economists	___ Mining Engineers	___ Transportation Engineers	___ _____
___ Administrative	___ Electrical Engineers	___ Oceanographers	___ _____																																			
___ Architects	___ Estimators	___ Planners: Urban/Regional	___ _____																																			
___ Chemical Engineers	___ Geologist	___ Sanitary Engineers	___ _____																																			
___ Civil Engineers	___ Hydrologists	___ Soils Engineers	___ _____																																			
___ Construction Inspectors	___ Interior Designers	___ Specification Writers	___ _____																																			
___ Draftsmen	___ Landscape Architects	___ Structural Engineers	___ _____																																			
___ Ecologists	___ Mechanical Engineers	___ Surveyors	___ _____																																			
___ Economists	___ Mining Engineers	___ Transportation Engineers	___ _____																																			
9. Summary of Professional Services Fees Received: (Insert index number)					Ranges of Professional Services Fees INDEX																																	
Last 5 Years (most recent year first)					1. Less than \$100,000 2. \$100,000 to \$250,000 3. \$250,000 to \$500,000 4. \$500,000 to \$1 million 5. \$1 million to \$2 million 6. \$2 million to \$5 million 7. \$5 million to \$10 million 8. \$10 million or greater																																	
<table style="width:100%; border:none;"> <tr> <td style="width:20%;"></td> <td style="width:10%; text-align:center;">19</td> </tr> <tr> <td>Direct Federal contract work, including overseas</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>All other domestic work</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>All other foreign work*</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>								19	19	19	19	19	Direct Federal contract work, including overseas	_____	_____	_____	_____	_____	All other domestic work	_____	_____	_____	_____	_____	All other foreign work*	_____	_____	_____	_____	_____								
	19	19	19	19			19																															
Direct Federal contract work, including overseas	_____	_____	_____	_____			_____																															
All other domestic work	_____	_____	_____	_____	_____																																	
All other foreign work*	_____	_____	_____	_____	_____																																	
*Firms interested in foreign work, but without such experience, check here: <input type="checkbox"/>																																						

Profile of Firm's Project Experience, Last 5 Years

Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)
1)			11)			21)		
2)			12)			22)		
3)			13)			23)		
4)			14)			24)		
5)			15)			25)		
6)			16)			26)		
7)			17)			27)		
8)			18)			28)		
9)			19)			29)		
10)			20)			30)		

11. Project Examples, Last 5 Years

Profile Code	"P," "C," "JV," or "IE"	Project Name and Location	Owner Name and Address	Cost of Work (in thousands)	Completion Date (Actual or Estimated)
		1			
		2			
		3			
		4			
		5			
		6			
		7			

		8			
		9			
		10			
		11			
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		28			
		29			
		30			

12. The foregoing is a statement of facts

Date:

_____ Typed Name and Title: _____

Architect-Engineer and Related Services Questionnaire for Specific Project

Form Approved
OMB No. 9000-0005

Public reporting burden for this collection of information is estimated to average 1.2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), Office of Federal Acquisition and Regulatory Policy, GSA, Washington, D.C. 20405; and to the Office of Management and Budget, Paperwork Reduction Project (9000-0005), Washington, D.C. 20503.

Purpose:

This form is a supplement to the "Architect-Engineer and Related Services Questionnaire" (SF 254). Its purpose is to provide additional information regarding the qualifications of interested firms to undertake a specific Federal A-E project. Firms, or branch offices of firms, submitting this form should enclose (or already have on file with the appropriate office of the agency) a current (within the past year) and accurate copy of the SF 254 for that office.

The procurement official responsible for each proposed project may request submission of the SF 255 "Architect-Engineer and Related Services Questionnaire for Specific Project" in accord with applicable civilian and military procurement regulations and shall evaluate such submissions, as well as related information contained on the Standard Form 254, and any other performance data on file with the agency, and shall select firms for subsequent discussions leading to contract award in conformance with Public Law 92-582. This form should only be filed by an architect-engineer or related services firm when requested to do so by the agency or by a public announcements. Responses should be as complete and accurate as possible, contain data relative to the specific project for which you wish to be considered, and should be provided, by the required due date, to the office specified in the request or public announcement.

This form will be used only for the specified project. Do not refer to this submittal in response to other requests or public announcements.

Definitions:

"**Architect-Engineer Services**" are defined in Part 36 of the Federal Acquisition Regulation.

"**Principals**" are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

"**Discipline**," as used in this questionnaire, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual's primary technical discipline.

"**Joint Venture**" is a collaborative undertaking by two or more firms or individuals for which the participants are both jointly and individually responsible.

"**Key Persons, Specialists, and Individual Consultants**," as used in this questionnaire, refer to individuals who will have major project responsibility or will provide unusual or unique capabilities for the project under consideration.

Instructions for Filing (Numbers below correspond to numbers contained in form):

1. Give name and location of the project for which this form is being submitted.
2. Provide appropriated data from the Commerce Business Daily (CBD) identifying the particular project for which this form is being filed.
 - 2a. Give the date of the Commerce Business Daily in which the project announcement appeared, or indicate "not applicable" (N/A) if the source of the announcement is other than the CBD.
 - 2b. Indicate Agency identification or contract number as provided in the CBD announcement
3. Show name and address of the individual or firm (or joint venture) which is submitting this form for the project.
 - 3a. List the name, title, and telephone number of that principal who will serve as the point of contact. Such an individual must be empowered to speak for the firm on policy and contractual matters and should be familiar with the programs and procedures of the agency to which this form is directed.
 - 3b. Give the address of the specific office which will have responsibility for performing the announced work.
4. Insert the number of consultant personnel by discipline proposed for subject project on line (A). Insert the number of in-house personnel by discipline proposed for subject project on line (B). While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative." Write in any additional disciplines -- sociologists, biologists, etc. -- and number of people in each, in blank spaces.
5. Answer only if this form is being submitted by a joint venture of two or more collaborating firms. Show the names and addresses of all individuals or organizations excepted to be included as part of the joint venture and describe their particular areas of anticipated responsibility (ie., technical disciplines, administration, financial, sociological, environment, etc.).
 - 5a. Indicate, by checking the appropriate box, whether this particular joint venture has worked together on other projects.Each firm participating in the joint venture should have a Standard Form 254 on file with the contracting office receiving this form. Firms which do not have such forms on file should provide same immediately along with a notation at the top of page 1 of the form regarding their association with this joint venture submittal.

Architect-Engineer and Related Services Questionnaire for Specific Project

Standard Form 255
General Services Administration
Washington, D.C. 20405

6. If respondent is not a joint venture, but intends to use outside (as opposed to in-house or permanently and formally affiliated) consultants or associates, he should provide names and addresses of all such individuals or firms, as well as their particular areas of technical/professional expertise, as it relates to this project. Existence of previous working relationships should be noted. If more than eight outside consultants or associates are anticipated, attach an additional sheet containing requested information.

7. Regardless of whether respondent is a joint venture or an independent firm, provide brief resumes of key personnel expected to participate on this project. Care should be taken to limit resumes to only those personnel and specialists who will have major project responsibilities. Each resume must include: (a) name of each key person and specialist and his or her title, (b) the project assignment or role which that person will be expected to fulfill in connection with this project, (c) the name of the firm or organization, if any, with whom that individual is presently associated, (d) years of relevant experience with present firm and other firms, (e) the highest academic degree achieved and the discipline covered (if more than one highest degree, such as two Ph.D.'s, list both), the year received and the particular technical/professional discipline which that individual will bring to the project, (f) if registered as an architect, engineer, surveyor, etc., show only the field of registration and the year that such registration was first acquired. If registered in several states, do not list states, and (g) a synopsis of experience, training, or other qualities which reflect individual's potential contribution to this project. Include such data as: familiarity with Government or agency procedures, similar type of work performed in the past, management abilities, familiarity with the geographic area, relevant foreign language capabilities, etc. Please limit synopsis of experience to directly relevant information.

8. List up to ten projects which demonstrate the firm's or joint venture's competence to perform work similar to that likely to be required on this project. The more recent such projects, the better. Prime consideration will be given to projects which illustrate respondent's capability for performing work similar to that being sought. Required information must include: (a) name and location of project, (b) brief description of type and extent of services provided for each project (submissions by joint ventures should indicate which member of the joint venture was the prime on that particular project and what role it played), (c) name and address of the owner of that project (if Government agency, indicate responsible office), and name and phone number of individual to contact for reference (preferably the project manager), (d) completion date (actual when available, otherwise estimated), (e) total construction cost of completed project (or where no construction was involved, the approximate cost of your work) and that portion of the cost of the project for which the named firm was/is responsible.

9. List only those projects which the A-E firm or joint venture, or members of the joint venture, are currently performing under direct contract with an agency or department of the Federal Government. Exclude any grant or loan projects being financed by the Federal Government but being performed under contract to other non-Federal Government entities. Information provided under each heading is similar to that requested in the preceding Item 8, except for (d) "Percent Complete." Indicate in this item the percentage of A-E work completed upon filing this form.

10. Through narrative discussion, show reason why the firm or joint venture submitting this questionnaire believes it is especially qualified to undertake the project. Information provided should include, but not be limited to, such data as: specialized equipment available for this work, any awards or recognition received by a firm or individuals for similar work, required security clearances, special approaches or concepts developed by the firm relevant to this project, etc. Respondents may say anything they wish in support of their qualifications. When appropriate, respondents may supplement this proposal with graphic material and photographs which best demonstrate design capabilities of the team proposed for this project.

11. Completed forms should be signed by the chief executive officer of the joint venture (thereby attesting to the concurrence and commitment of all members of the joint venture), or by the architect-engineer principal responsible for the conduct of the work in the event it is awarded to the organization submitting this form. Joint ventures selected for subsequent discussions regarding this project must make available a statement of participation signed by a principal of each member of the joint venture. ALL INFORMATION CONTAINED IN THE FORM SHOULD BE CURRENT AND FACTUAL.

6. If respondent is not a joint-venture, list outside key Consultants/Associates anticipated for this project (Attach SF 254 for Consultants/Associates listed, if not already on file with the Contracting Office).

Name & Address	Specialty	Worked with Prime before (Yes or No)
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		

7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.	
a. Name & Title:	a. Name & Title:
b. Project Assignment:	b. Project Assignment:
c. Name of Firm with which associated:	c. Name of Firm with which associated:
d. Years experience: With this Firm _____ With Other Firms _____	d. Years experience: With this Firm _____ With Other Firms _____
e. Education: Degree(s)/Year/Specialization	e. Education: Degree(s)/Year/Specialization
f. Active Registration: Year First Registered/Discipline	f. Active Registration: Year First Registered/Discipline
g. Other Experience and Qualifications relevant to the proposed project:	g. Other Experience and Qualifications relevant to the proposed project:

7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.	
a. Name & Title:	a. Name & Title:
b. Project Assignment:	b. Project Assignment:
c. Name of Firm with which associated:	c. Name of Firm with which associated:
d. Years experience: With this Firm _____ With Other Firms _____	d. Years experience: With this Firm _____ With Other Firms _____
e. Education: Degree(s)/Year/Specialization	e. Education: Degree(s)/Year/Specialization
f. Active Registration: Year First Registered/Discipline	f. Active Registration: Year First Registered/Discipline
g. Other Experience and Qualifications relevant to the proposed project:	g. Other Experience and Qualifications relevant to the proposed project:

7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.	
a. Name & Title:	a. Name & Title:
b. Project Assignment:	b. Project Assignment:
c. Name of Firm with which associated:	c. Name of Firm with which associated:
d. Years experience: With this Firm_____ With Other Firms _____	d. Years experience: With this Firm_____ With Other Firms _____
e. Education: Degree(s)/Year/Specialization	e. Education: Degree(s)/Year/Specialization
f. Active Registration: Year First Registered/Discipline	f. Active Registration: Year First Registered/Discipline
g. Other Experience and Qualifications relevant to the proposed project:	g. Other Experience and Qualifications relevant to the proposed project:

7. Brief resume of key persons, specialists, and individual consultants anticipated for this project.	
a. Name & Title:	a. Name & Title:
b. Project Assignment:	b. Project Assignment:
c. Name of Firm with which associated:	c. Name of Firm with which associated:
d. Years experience: With this Firm_____ With Other Firms _____	d. Years experience: With this Firm_____ With Other Firms _____
e. Education: Degree(s)/Year/Specialization	e. Education: Degree(s)/Year/Specialization
f. Active Registration: Year First Registered/Discipline	f. Active Registration: Year First Registered/Discipline
g. Other Experience and Qualifications relevant to the proposed project:	g. Other Experience and Qualifications relevant to the proposed project:

8. Work by firms or joint-venture members which best illustrates current qualifications relevant to this project (list not more than 10 projects).

a. Project Name & Location	b. Nature of Firm's Responsibility	c. Project Owner's Name & Address and Project Manager's Name & Phone Number	d. Completion Date (actual or estimated)	e. Estimated Cost (in Thousands)	
				Entire Project	Work for Which Firm Was/Is Responsible
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					
(7)					
(8)					
(9)					
(10)					

9. All work by firms or joint-venture members currently being performed directly for Federal agencies.

a. Project Name & Location	b. Nature of Firm's Responsibility	c. Agency (Responsible Office) Name and Address and Project Manager's Name & Phone Number	d. Percent Complete	e. Estimated Cost (in Thousands)	
				Entire Project	Work for Which Firm Is Responsible

10. Use this space to provide any additional information or description of resources (including any computer design capabilities) supporting your firm's qualifications for the proposed project

11. The foregoing is a statement of facts.

Signature: _____

Typed Name and Title: _____

Date:



APPENDIX A8
AIA Contract Examples





WHY USE AIA DOCUMENTS?

The AIA Advantage:

Not All Standard Documents Are The Same.

The documents produced by The American Institute of Architects are the most widely used standard form contracts in the construction industry because:

AIA documents are fair.

AIA contract documents are consensus documents that reflect advice from practicing architects, contractors, engineers, owners, surety bond producers, insurers and attorneys. AIA documents balance the interests of all parties, so no one interest, including that of architects, is unfairly represented.

AIA documents reflect industry practices, not theory.

Where practices are inconsistent or no guidelines for practice exist, AIA documents provide a consensus-based model for practitioners to follow.

AIA documents reflect changing construction practices and technology.

AIA documents are revised regularly to accommodate changes in professional and industry practices, insurance and technology.

AIA documents reflect the law.

AIA documents are revised and updated to incorporate changes resulting from court interpretations and rulings, legal precedent and nuances.

AIA documents are flexible.

AIA documents can be easily modified to accommodate individual project demands. Such changes are easily distinguished from the original, printed language.

AIA documents are easy to interpret.

AIA documents use the common meaning of words and phrases. Industry and legal jargon is avoided whenever possible.



FULL SERVICE DISTRIBUTOR OF AIA DOCUMENTS IN MICHIGAN:

MICHIGAN

AIA Michigan
553 E. Jefferson St.
Detroit, MI 48226
TEL: 313-965-4100
FAX: 313-965-1501
Contact: Rae Dumke, Hon. AIA

A201 FAMILY OF CONTRACT DOCUMENTS

The A201 Family of documents represents three kinds of relationships:

- Owner-Contractor
- Owner-Architect
- Architect-Consultant

Owner-Contractor Relationships

A101 1997 Edition

Standard Form of Agreement Between Owner and Contractor, Stipulated Sum
Stipulated sum means fixed price. The A101 document adopts by reference and is designed for use with AIA Document A201. When used together, they are appropriate for most projects. For projects of limited scope, however, use of AIA Document A107 might be considered.

A107 1997 Edition

Abbreviated Standard Form of Agreement Between Owner and Contractor for Construction Projects of Limited Scope, Stipulated Sum
This document contains abbreviated general conditions. It may be used when the owner and contractor have established a prior working relationship (e.g., a previous project of similar nature), or where the project is relatively simple in detail or short in duration.

A111 1997 Edition

Standard Form of Agreement Between Owner and Contractor, Cost of the Work Plus a Fee, With a Negotiated Guaranteed Maximum Price
This document adopts by reference and is intended for use with AIA Document A201. Together, A111 and A201 are appropriate for use on most projects requiring a negotiated GMP.

A201 1997 Edition

General Conditions of the Contract for Construction
A201 outlines the rights, responsibilities and relationships of the owner, contractor and architect. While not a party to the owner-contractor agreement, the architect performs certain duties described in detail in the general conditions. Since conditions vary by locality and by project, supplementary conditions are usually added to amend portions of the General Conditions (see AIA Document A511).

A201/SC 1990 Edition

Federal Supplementary Conditions of the Contract for Construction
For use on federally funded construction projects.

A401

Standard Form of Agreement Between Contractor and Subcontractor
Blank spaces are provided where the parties can supplement the details of their agreement. This form can be modified for use as a subcontractor- sub-subcontractor



1997 Edition agreement form.

Guide For Supplementary Conditions

**A511
1999 Edition**

The A511 is intended primarily for use in modifying A201. Similarly, the numbering used in this Guide follows the numbering of A201. Most of the suggested language in A511 can also be adapted for use in modifying A201/CMA, A271 and the abbreviated general conditions contained in A107 and A177. This Guide provides model language with explanatory notes to assist users in adapting the aforementioned documents to local circumstances.

Uniform Location of Subject Matter

**A521
1995 Edition**

A521 is a joint publication of the AIA and the Engineers Joint Contract Documents Committee (EJCDC), which is composed of the National Society for Engineers, American Consulting Engineers Council, and American Society of Civil Engineers. A521 guides the user in the determining the proper placement and phrasing of information customarily used on a construction project.

Instructions to Bidders

**A701
1997 Edition**

This document is used when competitive bids are to be solicited for construction of the project. Coordinated with A201 and its related documents, A701 contains instructions on procedures to be followed by bidders in preparing and submitting their bids, including bonding. Specific requirements, such as the amount and type of bonding, are to be attached to A701 as supplementary conditions.

Owner-Architect Relationships

Standard Form of Agreement Between Owner and Architect with Standard Form of Architect's Services

**B141
1997 Edition**

This is the "flagship" document of the owner-architect series. It is a flexible contracting package that allows architects to offer a broad range of services to owners spanning the life of a project, from conception to completion and beyond. It is structured in a multi-part format consisting of a standard form of agreement and a standard form of architect's services. B141 is coordinated with the architect's duties and responsibilities as set forth in AIA Document A201, General Conditions of the Contract for Construction.

Standard Form of Amendment to the Agreement Between Owner and Architect Where the Architect Provides Construction Management Services as an Adviser to the Owner

**B144/
ARCH-CM
1993 Edition**

Under this amendment, it is not intended that the architect provide the owner with a guaranteed maximum price or dictate the means and methods of, or safety requirements for, the construction by contracting with subcontractors. Although similar in nature to AIA's construction manager-adviser documents, B144/ARCH-CM should not be used in conjunction with any CMA documents because the underlying premise of B144/ARCH-CM is that there are only three primary players on the project: the owner, the architect (who is also providing construction management services), and the contractor.

**B151
1997 Edition**

Abbreviated Standard Form of Agreement Between Owner and Architect

B151 is intended for use on construction projects for which the complexity and detail of



AIA Document B141 are not required, and where services are based on five phases: Schematic Design, Design Development, Construction Documents, Bidding or Negotiation, and Construction.

Standard Form of Agreement Between Owner and Architect for Designated Services

B163
1993 Edition

B163 is the most comprehensive AIA owner-architect agreement. This three-part document contains a list of 83 possible services divided among nine phases, covering pre-design through supplemental services. This detailed classification allows the architect to more accurately estimate the time and personnel costs required for a particular project. The architect's compensation can be calculated on a time/cost basis through the use of the worksheet provided in the Instructions.

Standard Form of Agreement Between Owner and Architect for Housing Services

B181
1994 Edition

This document was developed with the assistance of the U.S. Department of Housing and Urban Development and other federal housing agencies, and is primarily intended for use in multi-unit housing design. B181 requires that the owner (and not the architect) furnish cost-estimating services. It is coordinated with and adopts by reference AIA Document A201.

Standard Form of Agreement Between Owner and Architect For Limited Architectural Services for Housing Projects

B188
1996 Edition

B188 is a unique addition to the AIA Documents collection. Unlike its distant cousin B181, B188 is intended for use in situations where the architect will provide limited architectural services in connection with a development housing project. It anticipates that the owner will have extensive control over the management of the project, acting in a capacity similar to that of a developer or speculative builder of a housing project. As a result, the owner or separate consultants retained by the owner likely will provide the engineering services, specify the brand names of materials and equipment, and administer payments to contractors, among other project responsibilities. *B188 is not coordinated for use with any other AIA standard form contract.*

Duties, Responsibilities, and Limitations of Authority of the Architect's Project Representative

B352
1993 Edition

When and if the owner wants additional project representation at the construction site on a full- or part-time basis, B141 and other AIA owner-architect agreements reference B352 to establish the project representative's duties, responsibilities and limitations of authority. The project representative is employed and supervised by the architect. B352 is coordinated for use with B141, B163 and A201.

Guide for Amendments to AIA Owner-Architect Agreements

B511
1996 Edition

The model provisions in this 1996 Interim Edition of B511 may be used to amend most AIA owner-architect agreements, including:

- ◆ B141/CMA, 1992 Edition
- ◆ B141, 1987 Edition
- ◆ B151, 1987 Edition
- ◆ B163, 1993 Edition
- ◆ B171, 1990 Edition
- ◆ B177, 1990 Edition
- ◆ B181, 1994 Edition



- ◆ B188, 1996 Edition
- ◆ B727, 1988 Edition

This is an Interim Edition because we anticipate publishing a revised edition to coordinate with the 1997 Edition of B141 and A201.

Many of the provisions in B511 require special care in their application. Some provisions, such as a limitation of liability clause, further define or limit the scope of services or responsibilities. Other provisions introduce a new and different approach to the project, such as fast track. In all cases, the provisions in this Guide were selected because they deal with unique circumstances that are not typical enough for AIA's standard documents, which have nationwide--and not just local or specialized--application.

**B727
1988 Edition** **Standard Form of Agreement Between Owner and Architect for Special Services**
B727 is the most flexible of the AIA owner-architect agreements, in that the description of services is left entirely up to the parties. Otherwise, many of the terms and conditions are very similar to those found in B141. B727 is often used for planning, feasibility studies, and other services (such as contract administration), which do not follow the complete phasing sequence of services set forth in B141 and other AIA documents.

Architect-Consultant Relationships

**C141
1997 Edition** **Standard Form of Agreement Between Architect and Consultant**
C141 is most applicable to engineers, but may also be used by consultants in other disciplines providing services to architects. The provisions of C141 are in accord with those of B141 and A201.

**C142
1997 Edition** **Abbreviated Form of Agreement Between Architect and Consultant**
C142 adopts the terms of a prime agreement between owner and architect by reference.

**C727
1992 Edition** **Standard Form of Agreement Between Architect and Consultant for Special Services**
This form is intended for use when other C-Series documents are inappropriate. It is often used for planning, feasibility studies, post-occupancy studies, and other services that require specialized descriptions.

**C801
1993 Edition** **Joint Venture Agreement**
This document is intended to be used by two or more parties to provide for their mutual rights and obligations. It is intended that the joint venture, once established, will enter into a project agreement with the owner to provide professional services. The parties may all be architects, all engineers, a combination of architects and engineers, or another combination of professionals. C801 provides a choice between two methods of joint venture operation: "division of compensation" and "division of profit and loss."

For more information regarding AIA contracts access the American Institute of Architects' Website:
www.e-architect.com



APPENDIX A9
Resource List



**TRADE JOURNALS / MAGAZINES**

Architecture www.architecturemag.com 800-745-8922	Architectural Record www.architecturalrecord.com 888-867-6395
Building, Design & Construction www.bdcmag.com 847-635-8800	The Construction Specifier www.csinet.org 800-689-2900
Engineering News and Record www.enr.com 888-867-6395	

ORGANIZATIONS / ASSOCIATIONS

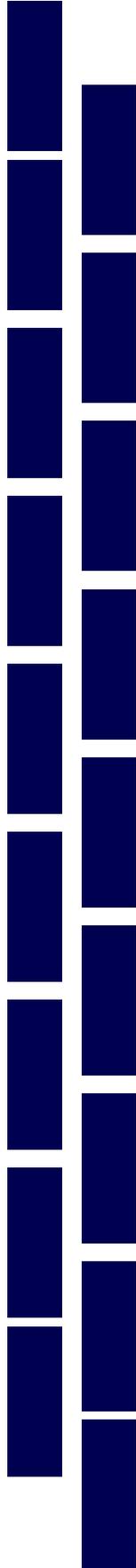
American Institute of Architects (AIA) AIA Committee on Architecture for Justice(CAJ) 1735 New York Ave. N.W. Washington, DC 20006-5292 www.e-architect.com (800) 365-ARCH Fax (202) 626-7421	American Consulting Engineers Council (ACEC) 1015 15 th N.W. Suite 802 Washington, DC 20005 www.acec.org (202) 347-7474 Fax (202) 898-0068
Americans with Disabilities Act Document Center www.janweb.icdi.wvu.edu/kinder/	American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) 1791 Tullie Circle NE Atlanta, GA 30329 www.ashrae.org (800) 5AS-HRAE Fax (404) 321-5478
Construction Specifications Institute (CSI) 601 Madison Street Alexandria, VA 22314-1791 www.csinet.org (800) 689-2900 Fax (703) 684-0465	Illuminating Engineering Society of North America (IESNA) 120 Wall Street, Floor 17 New York, NY 10005-4001 www.iesna.org (212) 248-5000 Fax (212) 248-5017
National Center for State Courts (NCSC) 300 Newport Avenue (23185) PO Box 8798 Williamsburg, VA 23187-8798 www.ncsc.dni.us (757) 253-2000	National Fire Protection Association (NFPA) 1 Batterymarch Park PO Box 9101 Quincy, MA 02269 www.nfpa.org (800) 344-3555 Fax (617) 770-0700



<p>National Institute of Justice (NIJ) US Department of Justice Washington, DC www.ojp.usdoj.gov/nij</p>	
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COURT TECHNOLOGY

<p>Court Technology Vendors: The <i>Court Technology Vendors</i>' list consists of over 140 one-page profiles of companies that provide goods and services to the courts. The list may be viewed, searched, and downloaded from the NCSC's vendor page on the World Wide Web (www.ncsc/vendor/findex.htm). Contact person for the Court Technology Vendors is Ms. Lin Walker (757-259-1514)</p>
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APPENDIX A10
Bibliography





Administrative Office of the U.S. Courts. *U.S. Courts Design Guide*. (Washington, DC: Administrative Office of the U.S. Courts.)

Comprehensive guide to the planning and design of federal courthouses. This is a complete rewrite of the earlier U.S. Design Guide. It discusses courthouse planning issues such as spatial relationships within the courthouse, circulation patterns, furniture and finishes, security, acoustics, mechanical and electrical systems, barrier-free access, and automation considerations. Each area of the courthouse is discussed, and sample courtroom floor plans are shown. Special situations are also covered, including renovation, use of leased space, courts in a multi tenant building, historic buildings, and multistory buildings. There is also a discussion of life-cycle costs, which covers the trade-offs between the initial investment and long-term cost economies.

Although intended for use by the federal court system, the guide is valuable for many state and local general trial courts, especially in mid-size communities with three to ten judges. Many of the issues covered by the guidelines would not apply to many special jurisdiction courts, such as traffic, juvenile, or misdemeanor.

Alfini, James I., and Glenn R. Winters, eds. *Courthouses and Courtrooms: Selected Readings*. (Chicago: American Judicature Society, 1972.)

Although more than twenty-five years old, this collection of articles contains a number of worthwhile readings that remain quite timely. Here are discussions of the traditional courtroom design and an exploration of the rationale for innovative designs, such as the "courtroom in the round." The article by Sym Van der Ryn, "An Analysis of Courtroom Design Criteria," explores the factors in the courtroom that affect the vision of the participants.

Bucklen, Mary Kegley, and Larrie L. Bucklen. *County Courthouses of Virginia: Old and New*. (Charleston, WV: Pictorial Histories Publishing Company, 1989.)

Excellent brief histories of each of Virginia's county and city courthouses. Current and historic photos of each courthouse are included.

Burns, Robert P. *100 Courthouses: A Report on North Carolina Judicial Facilities, vols. 1 and 2*. (Raleigh, NC: Administrative Office of the Courts, 1978.)

Volume 1 contains discussions on court facility planning and design guidelines for North Carolina's courthouses. There is also a chapter on financing of courthouse construction projects, which covers many financial issues that are just as applicable to other jurisdictions.

Volume 2 is a comprehensive inventory of North Carolina's courthouses.

***Colorado Judicial Facilities, Annual Report*. (Denver: Office of the State Court Administrator, 1990.)**

Prepared annually, the report contains planning and design guidelines for Colorado's courts, a county-by-county inventory of court facilities, a summary of space needs in each county, and staffing projections for each county.



County Jail Services Unit, Michigan Department of Corrections. *Construction Handbook for Jails and Lockups.* (Lansing: Michigan Department of Corrections, 1998.)

This handbook provides Michigan Counties with consistent information for constructing or renovating jails and lockups.

County Jail Services Unit, Michigan Department of Corrections. *Administrative Rules for Jails and Lockups.* (Lansing: Michigan Department of Corrections, 1998.)

This handbook details the administrative rules established by the Michigan Department of Corrections for the operations of jails and lockups.

***Court Facilities Study of the Commonwealth of Pennsylvania, vols. 1-5.* (University Park: Department of Architecture of the Pennsylvania State University, 1980-82.)**

This comprehensive inventory and evaluation of all of Pennsylvania's courthouses is an excellent source of information for those seeking further information on evaluation criteria and court facility standards. Each courthouse was evaluated on its space allocation, environmental comfort, handicapped accessibility, general convenience and accessibility to the public, use of signage, functional adjacency, historical significance, security and safety, records and information management, and growth flexibility. The publication lists space guidelines for each area of the courthouse and provides recommended illumination levels, temperature and ventilation criteria, and noise levels.

Court Services Division, Los Angeles County Sheriff's Department. *Construction Requirements for Superior and Municipal Court Facilities.* (Los Angeles: Los Angeles County Sheriff's Department, 1988.)

This is a design manual that specifies minimum security standards that must be met whenever new court facilities are constructed in Los Angeles. The standards are a compilation of materials gained from many sources, including applicable codes enforced by the California State Board of Corrections, the L.A. County Health Department, the city and county fire departments, and the city and county building departments. Areas covered include lockups and holding cells, officers' waiting rooms, security and information booths, sheriff's offices in the courthouse, offices for court service officers, court liaison officers, and courtrooms.

Craig, Lois et al. (Federal Architecture Project). *The Federal Presence: Architecture, Politics, and Symbols in United States Government Buildings.* (Boston: MIT Press, 1978.)

A photographic essay providing a complete history of American national buildings, such as post offices, courthouses, and customhouses, from the founding of the country to the 1970s.

***A Courthouse Conservation Handbook.* (Washington, DC: Preservation Press, 1976.)**

The handbook was a project of the National Trust for Historic Preservation in cooperation with the National Clearinghouse for Criminal Justice Planning and Architecture and was prepared for use at the National Conference on Historic Courthouses held March 31-April 2, 1976, St. Louis, Missouri. One of the few references pertaining to the preservation and renovation of historic courthouses.



Ehrenkrantz Group, Sobel, Walter, FAIA, and Stevens Architects. *Maine Court Systems Facility Study.* (Portland, ME: Legislature of the State of Maine and the Maine Criminal Justice Planning and Assistance Agency, 1977.)

An inventory and evaluation of Maine courthouses.

Greenberg, Allan. *Courthouse Design: A Handbook for Judges and Court Administrators.* (Chicago: American Bar Association, Commission on Standards of judicial Administration, 1975.)

The book explores the process of creating a new courthouse. Greenberg discusses the architect-client relationship, reviews various states of the preparatory phase, and analyzes the basic characteristics of the modern courthouse. A testing procedure to evaluate courtroom performance and a discussion of security are included, as well.

Greenberg, Allan, "Selecting a Courtroom Design," 59 *Judicature* 422 (1976).

In this article, Greenberg argues the importance of symbolism in the courtroom layout. He believes that a serious consideration of the unique set of relationships present in the United States judicial system should serve as a prerequisite for the evaluation of courtroom layout.

Hardenburgh, Don, Michael Griebel, Robert Tobin, and Chang-Ming Yeh. *The Courthouse: A Planning and Design Guide for Court Facilities.* (Williamsburg, VA: National Center for State Courts, second edition 1998.)

An authoritative guide to the planning and design of new or renovated state court facilities.

Hurst, Hunter, with Hunter Hurst, IV and Lori P. Adamcik. *Shaping A New Order In The Court: A Sourcebook for Juvenile and Family Court Design.* (Pittsburgh, PA: National Center for Juvenile Justice, 1992.)

This work identifies major design issues for juvenile and family court facilities and provides guidance in addressing these issues.

Jordan, Robert H., and J. Gregg Puster. *Courthouses in Georgia.* (Norcross, GA: Harrison Company, 1984.)

This is a photographic essay of Georgia's county courthouses. Each entry contains a current photograph and history of each courthouse. A list of Georgia's courthouses on the National Registry is included, as well.

Kimme, Dennis A. et al. *Small Jail Special Issues.* (Champaign, IL: Kimme Planning and Architecture, 1986.)

This pamphlet contains nine issue papers, each regarding a planning issue identified as problematic. Some of the issues covered are lawsuits and liability, operation costs, modes of supervision, transition planning, maintenance, and using an architect.



Kimme, Dennis A. et al. *Small Jail Design Guide: A Planning and Design Resource for Local Facilities of up to 50 Beds.* (Champaign, IL: Kimme Planning and Architecture, 1 986.)

The guide was a product of a National Institute of Corrections grant and represents an excellent example of facility guidelines in an area different from courthouse design. It identifies and describes issues and architectural considerations that directly assist the development of an efficient and functionally effective jail design. This book contains a concise chapter on the nature and importance of planning and a chapter on major design considerations, such as site selection, image and appearance, law enforcement interface, security perimeter, and the effect of staffing on design. While the functional areas have little application for courthouse design, the guide is included because of the similarity in the planning process, the complexity of the design issues related to both jails and courthouses, and the need for close interface between the two types of facilities.

King, Jonathan, Ernest O. Moore, and Robert E. Johnson. *The Michigan Courthouse Study, vols. 1-7.* (Ann Arbor: Architectural Research Laboratory, University of Michigan, 1981.)

Prepared for the Judicial Coordinating Committee of the Supreme Court of the State of Michigan, these seven volumes summarize the results of a two-year inventory and evaluation of Michigan court facilities by the Architectural Research Laboratory of the University of Michigan's College of Architecture and Urban Planning. Volume 1 contains statistical evaluations and guidelines for the design of court facilities. Volumes 2 to 7 contain photographs and plans of each building in which a Michigan state court is located.

Kitchell CEM. *More for Less: Jail Construction Cost Management Handbook.* (Sacramento, CA: Board of Corrections, 1987.)

This handbook was designed for use by local governing bodies in California in planning for the construction, renovation, or remodeling of jail facilities. It provides the administrator with a tool to ensure that such projects are initiated and completed in a timely manner and are cost efficient. Although designed for jails, because of the complex nature of jails many of the same concepts and techniques apply equally to courthouse renovation or construction. Among the topics discussed are the facility development process; need for reassessment studies; master planning; the architectural program; schematic design phase; design development; construction documents; and construction. This is not a book that describes the features of a jail, but one on how to manage a complex construction project that will serve just as well in the construction of court facilities.

McMahon, James L., project director. *Court Security: A Manual of Guidelines and Procedures.* (Washington, DC: National Sheriffs Association, 1978.)

McMahon examines a wide range of security issues, including records preservation, fire protection, and prisoner security and suggests architectural, manpower, and equipment solutions. The manual also contains design guidelines and a building security checklist.

Moore, Ernest, ed. *Nebraska Courts: Standards and Facility Planning Guidelines.* (Lincoln, NE: State Court Administrator's Office, 1987.)

Written at the request of the Nebraska Supreme Court, this book contains a list of standards for courthouses, courtrooms, and ancillary facilities. The book also includes facility-planning guidelines, a list of typical court facility problems, and checklists for analyzing and evaluating space management.



National Center for State Courts. *Virginia Courthouse Facility Guidelines.* (Richmond, VA: Judicial Council of Virginia, 1987.)

This was designed as a planning and design guide to be used by local trial court managers and judges for locally funded trial courts. Included are planning procedures; general planning considerations, such as site selection, parking, circulation, handicapped access, information and signage, building codes, and security; and functional and space standards for each office and space in the courthouse.

National Clearinghouse for Criminal Planning and Architecture. *District of Columbia Superior Model Courtroom Evaluation.* (Champaign: University of Illinois, 1976.)

A hard-to-find but important document that presents the results of the research done for the design of the D.C. Superior Court model courtroom-in-the-round. Conducted by the National Clearinghouse, the evaluation tested not only the design criteria for the circular courtroom, but also the use of sophisticated audiovisual equipment for the recording of courtroom proceedings and displaying evidence. The results of the testing and survey of participants gave the circular model courtroom a favorable rating and led many others during the late 1970s and early 1980s to adopt the design.

National Clearinghouse for Criminal Planning and Architecture. *Guidelines for the Planning and Design of State Court Programs and Facilities.* (Champaign: University of Illinois, 1976.)

These are a series of monographs on courthouse and courtroom reorganization and design. This comprehensive study, characterized by innovative planning ideas, covers all physical aspects of judicial facilities. The guidelines are organized in six volumes, with each section published as a separate monograph. Each monograph begins with a general discussion of principles and policies and ends by presenting corresponding design guidelines. Sketches and diagrams accompany the text, and alternative plans are presented to provide the reader with a number of architectural possibilities. Monograph B4, "Trial Court Management," covers the management and planning problems of a trial court facility. Some of the issues covered are judicial management, information management, jury management, court-reporting management, and staffing and equipment decisions. B8, "Clerk of Court," covers such topics as work flow operation, record storage and filing, and design of the clerical work area. C4, "Grand Jury Complex," presents a variety of design possibilities for the grand jury complex, including reception areas, witness waiting areas, grand jury room, lounges, and attorney/client conference rooms. D3, "Appellate Defender Office," suggests several possible plans for this office and supporting staff offices. D4, "Trial Defender Office," covers background information, including the scope of representation and offers a discussion of delivery systems, the issue of full-time versus part-time staff, and information management. The monograph also provides a number of design possibilities for the components of the trial defender office. E1, "Juvenile and Family Court Systems Overview," provides information on the background, philosophy, history, structure, administration, and operations of juvenile and family courts.

Office of the State Court Administrator. *Facility Plan, 1990-1995.* (Hartford, CT: Judicial Department, State of Connecticut, 1989.)

A comprehensive list of Connecticut court facilities and facility projects.



Panero, Julius, and Martin Zelnik; AIA, ASID. *Human Dimension and Interior Space: A Source Book of Design Reference Standards.* (New York: Watson-Guption Publications, 1990.)

This is a comparative overview of anthropometrics, the study of human body measurements on a comparative basis, which is applicable to the design process because of the interface of the human body and interior spaces. The book consists of three sections. The first describes the theory and application of anthropometrics. The second contains illustrated anthropometric tables. In the third section, hundreds of dimensional drawings illustrate the proper relationship between the user and space.

Pare, Richard, ed. *Court House: A Photographic Document.* (New York: Horizon Press, 1978.)

This largely photographic book relates changes in judicial policy to changes in architectural style. Pare presents a chronological series of illustrations and explanations of architectural styles as they appeared in courthouse architecture. The book also includes a discussion of the functional differences between courthouses in rural and urban areas.

Sobel, Walter, FAIA, and the Vaughn Organization, P.C. *Court Facility Guidelines, State of New Jersey.* (Trenton, NJ: Administrative Office of the Courts, 1989.)

Offers guidelines to state and local facility planners and court managers for the planning and design of courthouses. It opens with discussions on building design objectives and issues related to courthouse planning. Topics include acoustics, building code compliance, efficiencies, expansion and flexibility, image, location, parking, sectoring, security, and technology. Space and functional criteria are recommended for each of the spaces found in courthouses, and there is a chapter listing potential funding sources. Among the funding sources covered are general obligation bonds, revenue bonds, property tax increases, sales tax, public building authority, lease-purchase agreements, user fees, and funding for historic preservation. Sample courtroom and judges' chambers floor plans are included, as well.

Thomas, Michael F. *Courthouse Security Planning: Goals, Measures, and Evaluation Methodology.* (Columbia, SC: Justice Planning Associates, Inc., 1991.)

The past twenty years has seen the emergence of court security as a major element affecting court design. The present work seeks to update earlier efforts at court security planning and provides local jurisdictions, court planners, and security professionals with a comprehensive and systematic approach to courthouse security planning. Chapter 1 identifies specific measures of court security in terms of primary and secondary goals. Chapter 2 describes the relative importance of specific measures that can be used in evaluating security conditions, Chapter 3 provides a means of applying these measures of courthouse security to evaluation of specific facilities. This monograph may be obtained by contacting Justice Planning Associates, P.O. Box 2843, Charleston, SC 29202.

Thornton, Marlene, Robert W. Tobin, and David C. Steelman. *New Jersey State Financing of Court Facilities.* (North Andover, MA: National Center for State Courts, Northeastern Regional Office, 1989.)

Good summary of court facility financing methods. The monograph provides an overview of some basic steps in state-level funding of court facilities, including methods used to finance public



buildings; provides information on approaches taken by state governments that have assumed full funding for court facilities; and reviews various facility financing options applicable to New Jersey.

University of Michigan Law School. *The American Courthouse: Planning and Design for the Judicial Process.* (Ann Arbor, MI: Institute of Continuing Legal Education, 1973.)

A historical though now somewhat dated publication that sets forth standards and planning procedures for the construction and renovation of mainly local and state courthouses.