



October 5, 2023

BCC Agenda Date/Item: \_\_\_\_\_

Board of County Commissioners
Clackamas County

Approval of a Change Order with Clackamas Progress Partners for Change Order #7. Change Order value is \$35,134.20, total value of Design and Build Contract is increased to \$229,235,501.20. Funding through Oregon Department of Human Services. No County General Funds are involved.

Table with 4 columns: Previous Board Action/Review, Performance Clackamas, Counsel Review, Contact Person, Procurement Review, Contact Phone. Contains details of previous approvals and contact information for Nancy Bush.

EXECUTIVE SUMMARY: The Oregon Department of Human Services (DHS) is an agency that will have offices in the replacement courthouse once complete. As part of the design and construction process, DHS staff have requested certain design and construction changes to the current design of the courthouse. For the changes to be completed DHS has agreed to pay for the requested changes.

The invoice will be paid directly by the county as a single lump sum and DHS will provide payment to the county at that time.

The DHS agreement for payment for the change order is also before the board during this session.

RECOMMENDATION: Staff recommends the BCC approval of Change Order 007.

itted,
[Handwritten signature of Nancy Bush]

Nancy Bush
Clackamas County Operating Officer

For Filing Use Only



CLACKAMAS COUNTY  
2051 KAEN ROAD  
OREGON CITY, OR 97045  
(503) 655-8893

**CHANGE ORDER NO. [007]**

**DATE ISSUED:** September 25, 2023.

**PROJECT:** Clackamas County Circuit Courthouse Project.

**PROJECT COMPANY:** Clackamas Progress Partners, LLC.

**THIS CHANGE ORDER IS ISSUED PURSUANT TO:** Section [7.12] of the Project Agreement.

**TITLE:** DHS Changes.

This change order, including all exhibits and attachments referenced herein (collectively, the "Change Order") is entered into and effective as of the last date of execution by a party hereto, by and between the CLACKAMAS COUNTY, OREGON AND CLACKAMAS PROGRESS PARTNERS, LLC, acting by order of and through its Board of County Commissioners and supplements and amends the DESIGN, CONSTRUCTION, FINANCE, OPERATION, AND MAINTENANCE AGREEMENT OF THE CLACKAMAS COUNTRY CIRCUIT COURTHOUSE together with all exhibits thereto dated August 30, 2022 (as amended prior to the date hereof, collectively, the "Project Agreement"). All capitalized terms not otherwise defined herein shall have the meanings ascribed to them in the Project Agreement.

**KEY TERMS:**

- A. This Change Order contains the entire understanding of the parties with respect to the subject matter of this Change Order and supersedes all prior agreements, understandings, statements, representations, and negotiations whether written or oral, between the parties with respect to the subject matter of this Change Order.
- B. This Change Order shall be binding upon and inure to the benefit of Project Company and the County.
- C. The Project Agreement remains in full force and effect, except to the extent this Change Order expressly amends the terms of the Project Agreement.
- D. This Change Order shall not be construed in favor of either party, regardless of who was more responsible for its preparation.
- E. The amount of the payment bond and letters of credit are fixed amounts and shall not be changed.
- F. This Change Order may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same written instrument.
- G. Estimated impacts, if any, to the operation, maintenance, repair and replacement, liabilities or obligations arising out of or related to the changes effectuated by this Change Order, are itemized below, provided however, any costs related to operation, maintenance, repair and replacement changes shall be borne by the County through an adjustment of the Service Fee payable following the Occupancy Readiness Date in Accordance with Article 16.
- H. For Change Orders issued prior to Occupancy Readiness, O&M and Renewal pricing, as shown in the backup documents within this Change Order, are not indexed or escalated for inflation nor LABI/MRMI and will be escalated annually, starting the month prior to Occupancy Readiness, in accordance with Article 16.
- I. The above said indexation/escalation will be made to the applicable Monthly Availability Payment with the following conditions:

- a. Change Order O&M costs: for O&M Changes during D&C, these will be effective at Occupancy Readiness. For O&M Changes after Occupancy Readiness, the effective adjustments to the Monthly Availability Payment will be effective the month following completion acknowledgement by County for the subject scope of work.
  - b. Change Order Renewal costs: will be added to and billed on a monthly basis in the years indicated in the payment schedule attached.
- J. The Parties agree that this Change Order is a final and equitable adjustment of the Contract time and Contract amount caused by the facts and circumstances surrounding this Change Order. Except as otherwise specified in this Change Order, the parties agree that this Change Order fully covers any and all costs arising from or related to the proposed extension of time, adjustment to any contract deadline, adjustment to any design and construction costs, or other time or cost-related issues caused by this Change Order.
- K. All work described within this Change Order shall be performed in accordance with the Project Agreement including, but not limited to, the Quality Management Systems (QMS).

NOW, THEREFORE, as it relates to this Change Order, but subject any reservations made by Project Company within this Change Order, the following are the changes made relating to compensation and extensions in time, if any:

**METHOD OF PAYMENT:**

- Paid Directly by County as a single lump sum payment
- Financed by Project Company
- No Additional Cost Impact
- Reduction in Project Agreement Amount

**PROJECT AGREEMENT AMOUNT:**

<b>Original Project Agreement Value</b>	\$619,996,000.00
<b>Previous Value of Project Agreement Change Orders</b>	\$(771,773.00)
<b>Value of this Project Agreement Change Order</b>	\$35,134.20
<b>Total Value of Project Agreement Change Orders</b>	\$(736,638.80)
<b>Total Revised Project Agreement Value</b>	\$619,259,361.20

**DESIGN-BUILD (DB) CONTRACT AMOUNT:**

<b>Original DB Contract Value</b>	\$229,972,140.00
<b>Previous Value of DB Contract Change Orders</b>	\$(771,773.00)
<b>Value of this DB Contract Change Order</b>	\$35,134.20
<b>Total Value of DB Contract Change Orders</b>	\$(736,638.80)
<b>Total Revised DB Contract Value</b>	\$229,235,501.20

**FACILITIES MANAGEMENT SERVICES AGREEMENT (FMSA) AMOUNT:**

<b>Original FMSA Value</b>	\$112,190,230.45
<b>Previous Value of FMSA Change Orders</b>	\$0.00
<b>Value of this FMSA Change Order</b>	\$0.00
<b>Total Value of FMSA Change Orders</b>	\$0.00
<b>Total Revised FMSA Value</b>	\$112,190,230.45

- The parties agree that there are no costs related to operation, maintenance, repair and replacement changes as a result of this Change Order.
- The parties agree that there are additional costs and associated annual escalation accompanying this Change order outlined within Attachment B.

**EXTENSION OF CONTRACT DEADLINES:**

<b>Calendar Days Added to Occupancy Readiness Date</b>	0
<b>Calendar Days Added to Final Completion Date</b>	0
<b>Calendar Days Added to Longstop Date</b>	0

**EXHIBITS AND ATTACHMENTS:**

1. Exhibit 1 – CCP006 – DHS Changes; and
2. Exhibit 2 – Project Company Cost and Time Analysis.
3. Exhibit 3 – Project Agreement Attachment 06A – Program Summary and Room Data Sheets.

**APPROVED AS TO FORM**



09/25/2023

---

County Counsel  
Andrew Naylor

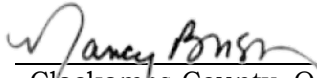
**AUTHORIZED SIGNATURES**

---

Clackamas County, Oregon  
Name: Tootie Smith, Chair

---

Date



---

Clackamas County, Oregon  
Name: Nancy Bush

---

9/26/23

---

Date

---

Clackamas Progress Partners, LLC  
Name: Andrea McLean

---

Date

---

Clackamas Progress Partners, LLC  
Name: Lee Clayton

---

Date

# **EXHIBIT 1**

CCP006 – DHS Changes



CLACKAMAS COUNTY  
2051 KAEN ROAD  
OREGON CITY, OR 97045  
(503) 655-8893

**COUNTY CHANGE PROPOSAL NO. [006]**

**DATE ISSUED:** May 18, 2023

**PROJECT:** Clackamas County Circuit Courthouse Project

**PROJECT COMPANY:** Clackamas Progress Partners, LLC

**THIS CHANGE PROPOSAL IS ISSUED PURSUANT TO:** Section [7.12] of the Project Agreement.

**DESCRIPTION OF PROPOSED CHANGE:**

The County is requesting various changes within the Department of Human Services (DHS) program space. The scope of changes are as follows:

1. Add card reader and doorbell to Foster Parent Waiting/Drop off WA11 and Biological Parent Entry/ Waiting WA7 within the DHS space on Level 2. Doorbells are to have two distinct chimes to differentiate the two waiting areas. WA11 Rev 1 and WA7 to become WA11 Rev 2 and WA7a, refer to Attachment A.
2. Add glazed window (approximately 6ft wide x 4ft high, bottom of window at 34" high) to the interior wall of Foster Parent Waiting/Dropoff WA11 in order for reception to see the public within the waiting area. Captured within WA11 Rev 2, Refer to Attachment A.
3. Remove carpet within Foster Parent Waiting/Drop off WA11 and Biological Parent Entry/ Waiting WA7 and Open Area 7.100x, replace with resilient flooring, finish options to be coordinated through Design Review. Captured within WA7a and WA11 Rev 2, refer to Attachment A.

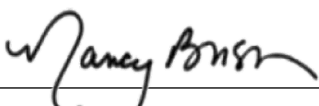
**KEY TERMS:**

1. Refer to Attachment A for proposed modifications to the Project Agreement.
2. The Project Company is hereby requested to provide a proposal, with anticipated costs, to implement the changes to the Design-Build Contract Amount as well as any changes to the Facilities Services Contract Amount, along with any impacts to the Scheduled Occupancy Readiness Date, for the proposed modifications in Attachment A. Authorization to begin implementing the proposed modifications in Attachment A is contingent upon the parties executing a formal change order in accordance with Section 7.12 of the Project Agreement.

**EXHIBITS AND ATTACHMENTS:**

1. Attachment A - Attachment 6A to Appendix 6 of the PA (Courthouse Program and Room Data Sheets).

**AUTHORIZED SIGNATURE**

  
 \_\_\_\_\_  
 County Authorized Representative

5/18/23  
 \_\_\_\_\_  
 Date

## **ATTACHMENT A**

Attachment 6A to Appendix 6 of the PA (Courthouse Program and Room Data Sheets)



<b>SPACE NAME</b>	<b>NSF</b>
<b>1 PUBLIC FACILITIES &amp; BUILDING SUPPORT SPACES</b>	<b>42,812</b>
1.1 MAIN ENTRY AND LOBBY	4,104
1.2 PUBLIC SPACES AND AMENITIES	6,264
1.3 BUILDING AND STAFF SUPPORT SPACES	4,958
1.4 SECURE PARKING	12,300
1.5 BUILDING SYSTEMS SUPPORT SPACES	15,186
<b>2 COURTROOMS AND CHAMBERS</b>	<b>56,515</b>
2.1 COURTROOMS AND ANCILLARY SUPPORT SPACES	43,957
2.2 JUDICIAL CHAMBERS	12,558
<b>3 COURT ADMINISTRATION</b>	<b>20,264</b>
3.1 CIRCUIT COURT ADMINISTRATION MANAGEMENT OFFICES	2,886
3.2 PUBLIC-HELP CENTER	2,479
3.3 LAW LIBRARY	2,384
3.4 CIVIL CASE UNIT	1,291
3.5 PROBATE	292
3.6 ACCOUNTING / COLLECTIONS / INDIGENT DEFENSE	1,248
3.7 CRIMINAL AND TRAFFIC	820
3.8 CALENDARING / JUVENILE / JURY	716
3.9 RECORDS	912
3.10 SHARED ADMINISTRATION STAFF SUPPORT SPACES	1,676
3.11 JURY ASSEMBLY	5,560
<b>4 DISTRICT ATTORNEY</b>	<b>17,726</b>
4.1 DA CRIMINAL DIVISION	9,434
4.2 SHARED SPACES AND AMENITIES	2,630
4.3 VICTIM ASSISTANCE DIVISION	1,946
4.4 FAMILY LAW DIVISION	1,601
4.5 GRAND JURY	2,115
<b>5 SHERIFF TRANSPORT OPERATIONS AND CENTRAL HOLDING</b>	<b>5,894</b>
5.1 SALLY PORT	2,450
5.2 CENTRAL HOLDING AREA	1,430
5.3 TRANSPORT OPERATIONS SUPPORT	2,014
<b>6 SHERIFF MAIN OFFICE</b>	<b>3,643</b>
6.1 SECURITY SCREENING	350
6.2 SHERIFF ADMINISTRATION	3,293
<b>7 STATE OFFICES</b>	<b>4,433</b>
7.1 DEPARTMENT OF HUMAN SERVICES	1,946
7.2 PUBLIC DEFENSE AND CIDC	2,487
<b>TOTAL NET SQUARE FEET (NSF)</b>	<b>151,287</b>

|

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
<b>1.0 PUBLIC FACILITIES &amp; BUILDING SUPPORT SPACES</b>							
<b>1.1 MAIN ENTRANCE &amp; LOBBY</b>							
Entry and Security Screening Areas							
Building Entrance Vestibule	VS1 Rev 1	1	500	500	063	-	Single entry for Staff and Public.
Interior Public Queuing	-	1	450	450	-	-	Space for approximately fifty (50) persons at nine (9) square feet/person.
Screening Stations	-	2	330	660	-	-	Each station includes one (1) x-ray and two (2) magnetometers.
Staff By-Pass Lane	-	1	120	120	-	-	Security gate or turnstile required.
Security Officer Desk	-	2	64	128	-	-	One (1) for each screening zone, furniture in space.
Main Lobby							
Main Lobby	LO1 Rev 1	1	2,000	2,000	027	009	Consider space for public auction.
Info Center Clerk – JSS2 / Info Desk	-	2	48	96	-	-	Located in Main Lobby, casework in space.
Information Kiosks	-	3	50	150	-	-	Equipment.
Information Monitors (Wall hung)	-			0	-	-	
<b>Main Entrance and Lobby Subtotal</b>				<b>4,104</b>			

<b>1.2 PUBLIC SPACES &amp; AMENITIES</b>							
Toilet, Multi-Occupancy, Public	TO4	10	215	2,150	-	-	Two (2) per floor.
Toilet, Family, Public	TO2	5	64	320	-	-	One (1) per floor.
Lactation Room, Public	TO3	1	50	50	060	-	Place near Child Respite. Confirm code requirements. Total nine (9) in building.
Public Lounge Area	PS1 Rev 2	4	600	2,400	040	009	One (1) per court floor.
Vending Alcove	-	1	100	100	-	-	
Café	PS2 Rev 1	1	750	750	041	-	
Child Respite							
Registration / Check-In	WA1	1	100	100	064	-	Consider staffing needs, include check-in reception furniture.
Play Room	PS3	1	250	250	042	014	
Kitchenette	PS4	1	80	80	043	-	
Toilet, Family, Public	TO2	1	64	64	-	-	
<b>Public Amenities Subtotal</b>				<b>6,264</b>			

<b>1.3 BUILDING AND GENERAL STAFF SUPPORT</b>							
Mail Room	MA1	1	300	300	028	-	State requires all packages to be screened.
Staff Toilets and Locker Rooms							
Toilet, Single Occupancy, Staff	TO5	3	56	168	-	-	Three (3) per group: one (1) male, one (1) female, one (1) unisex.
Lactation Room, Staff Dedicated	TO6	4	50	200	061	-	One (1) per 75 employees per ORS-839-020-0051. One (1) Lactation Room dedicated for Admin staff.
Personal Lockers (Male)	-	15	5	75	-	-	Lockers located in Shower/Changing.
Showers/Changing (Male)	TO8	1	150	150	062	-	Includes two (2) showers
Personal Lockers (Female)	-	15	5	75	-	-	Lockers located in Shower/Changing.
Showers/Changing (Female)	TO8	1	150	150	062	-	Includes two (2) showers.
Showers/Changing (ADA/Unisex)	TO8	1	150	150	062	-	Includes one (1) shower, sink, toilet.
Staff Lounge / Wellness Room	SS1	1	200	200	051	009	
Loading Dock							
Facility Manager Office	OF1	1	100	100	030	017	

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
Dock Area	-	1	250	250	-	-	Covered space, two (2) box truck spaces & one (1) refuse removal space, raised loading dock w/ dock levers, trash & recycle dumpsters by removal company.
Receiving / Holding Area	BS1	1	1,000	1,000	-	-	
Central Janitorial Storage	ST1 Rev 1	1	120	120	-	-	
Central Maintenance Shop	BS2	1	400	400	-	-	
Janitor Floor Closets (every 20K SF)	JC1	10	50	500	-	-	Two (2) per floor.
Large Item Storage (Furniture, Office Equip.)	ST1 Rev 1	1	1,000	1,000	-	-	
Technology Receiving/Holding	ST1 Rev 1	1	120	120	-	-	Basement

**Building Central Support Subtotal 4,958**

<b>Bicycle Storage</b>							
Bicycle Hangers	ST2	25	9	225	-	-	Separate Onsite Structure
Bicycle Lockers	ST3	25	15	375	-	-	Separate Onsite Structure

<b>1.4 SECURE PARKING</b>							
Judge & Referee Parking	PA1	16	350	5,600	-	-	All Judges - Minimum 16, ideally 18-19
Future - Judge Parking	PA1	3	350	1,050	-	-	
Court Administration	PA1	1	350	350	-	-	Court Administrator
District Attorney Official	PA1	4	350	1,400	-	-	(1) DA, (1) per Chief, (1) Administrator
Maintenance trucks	PA1	2	400	800	-	-	NOTE: Maintenance trucks do not need to be accommodated within the Secure Parking area. The number of parking spaces for maintenance trucks will be a Project Company decision and not a County requirement.
Records State Vehicle	PA1	1	350	350	-	-	Needed for travel to off-site storage.
Sheriff Patrol/Squad Cars	PA1	4	350	1,400	-	-	25-30 Park on surface lot
Sheriff Oversized Transport Vans	PA1	3	450	1,350	-	-	Vehicle Size: 22' (L), 8' (W), 10' (H)

**Secure Parking Subtotal 12,300**

<b>1.5 BUILDING SYSTEMS SUPPORT SPACES</b>							
<b>Elevators &amp; Vertical Transportation</b>							
Public Elevators	-	4	100	400	-	-	While the minimum number of Public Elevators required is four (4), the actual number of Public Elevators shall be based on the Project Company's vertical circulation study required by Section 13 (Vertical Circulation Systems).
Staff Elevators	-	1	100	100	-	-	While the minimum number of Staff Elevators required is one (1), the actual number of Staff Elevators shall be based on the Project Company's vertical circulation study required by Section 13 (Vertical Circulation Systems).
Service Elevators	-	1	120	120	-	-	Can be considered in the minimum number of Staff Elevators provided that such Service Elevator is restricted to staff-only use during Operating Hours.
In Custody Elevators	-	2	100	200	-	-	The minimum number of In Custody Elevators shall be two (2). The Project Company, however, may implement as many In Custody Elevators as required by its design (i.e., number of Courtrooms per floor and number of Courtroom Holding Areas serving every pair of Courtrooms.) Separate Male and Female and Juvenile and Adult.
Elevator Machine Room	BS3	4	200	800	-	-	As required.

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
Public Ceremonial Stair or Escalator	-	1	260	260	-	-	Between 1st and 2nd floors.
Egress Stair	-	4	260	1,040	-	-	One (1) per floor. Secure Circulation for In-Custody Persons need separate secure stairs.
<b>Data/Network Support Areas</b>							
MDF, Main, County & OJD Server Room	TC1	1	580	580	-	-	Combine with County / OJD Server Rooms and MDF. Size in accordance with Technical Requirements.
Tech Distribution Rooms (IDF)	TC2	5	100	500	-	-	One (1) per floor, stacked; Horizontal Distance not to exceed 300 feet. Can be combined with Court Floor IDF Room on each floor for efficiency. See Appendix 6, Section 18.5.1(c) and 18.5.1(d).
Vendor Server Room	TC3	1	100	100	-	-	Project Company Server Room (optional space).
Court Floor IDF Room	TC4	4	200	800	-	-	One (1) per Court floor, stacked; Horizontal Distance not to exceed 300 feet. See note for electrical rooms below. Can be combined with Tech Distribution Rooms (IDF) on each floor for efficiency See Appendix 6, Section 18.5.1(c) and 18.5.1(d).
Entrance Facility Room	BS16	1	400	400	-	-	
<b>Primary Mechanical Areas</b>							
Central Mechanical Areas	BS5	1	3,000	3,000	-	-	SF taken from application space program.
AHU Shafts	-	2	300	600	-	-	Any shaft quantity and area are acceptable provided required functionality and clearances are accommodated.
<b>Primary Electrical Areas</b>							
Central Electrical Room	BS6	1	400	400	-	-	Include UPS.
Floor Electrical Distribution Room	BS7	6	250	1,500	-	-	Combine with IDF / Electrical Rooms two (2) per floor. Can be split into two electrical distribution rooms per floor. The County will, in its discretion, allow deviations from minimum room area provided functionality and required clearances are still met.
Generator	BS8	1	300	300	-	-	Within building or exterior at grade.
UPS	BS9	1	300	300	-	-	
Green Power Inverter	BS10	1	36	36	-	-	SF taken from application space program.

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
Plumbing Areas							
Fire Control Center	BS11	1	100	100	-	-	SF taken from application space program.
Rainwater Storage Tank & Pumps	BS12	1	3,000	3,000	-	-	Sump pumps / water table.
Garbage and Recycling							
Garbage	-	1	150	150	-	-	Located at Loading Dock.
Recycling	-	1	150	150	-	-	Recommend combining Recycling and Shredding Room.
Document Shredding Storage Room	BS13	1	150	150	-	-	
Media Areas							
Media Central Switching Room	BS14	1	200	200	-	-	Feed from FTR (For the Record), other inputs for trucks. A/V recording for courtrooms. If WebEx, no need for equipment.
Exterior Access Equipment Control	-			0	-	-	
<b>Building Systems Support Spaces Subtotal</b>				<b>15,186</b>			

<b>TOTAL PUBLIC FACILITIES &amp; BUILDING SUPPORT SPACES</b>							
				<b>NSF: 42,812</b>			

**2.0 COURTROOMS AND CHAMBERS**

**2.1 COURTROOMS AND ANCILLARY SUPPORT SPACES**

2.1 COURTROOMS AND ANCILLARY SUPPORT SPACES							
Courtrooms							
Large Courtroom	HR1 Rev 1	1	1,800	1,800	016	004	Oregon Facilities Criteria 2007.
High Volume Courtroom	HR2 Rev 1	3	2,200	6,600	017	004	Oregon Facilities Criteria 2007.
Standard Courtroom	HR3 Rev 1	10	1,600	16,000	018	004	Oregon Facilities Criteria 2007. At a minimum provide eight (8) outfitted Standard Courtrooms and two (2) as warm shell. See Appendix 6, Section 9.7.1.2.
Juvenile/Motion Courtrooms	HR4	2	1,100	2,200	019	005	Oregon Facilities Criteria 2007.
Courtroom Ancillary Spaces							
Small Conference Room - Attorney/Client	CF3 Rev 1	28	120	3,360	003	001	Oregon Facilities Criteria 2007: Twelve (12) Courtrooms to have two (2) small conference rooms each. Four (4) Courtrooms to have one (1) small conference room each. Four (4) person conference room.
Large Conference Room - Attorney/Client	CF8	4	300	1,200	008	002	One (1) for every four (4) Courtrooms. Sixteen (16) person.
Victims/Witness Waiting	WA2	8	200	1,600	065	-	Two (2) per court floor.
Police Waiting	-	0	200	0	-	-	One (1) per court floor.
Sound-Lock Vestibule	VS2	16	64	1,024	-	-	One (1) per courtroom.
Courtroom Waiting	WA3	16	100	1,600	066	-	Benches off public corridor (not courtroom entries) and comfortable seating at end of corridors.
Staff ADA Access Ramp	-	4	100	400	-	-	Minimum one (1) courtroom type is ADA compliant for Court Staff.
Toilet, Single Occupancy, Judicial Staff	TO1	8	56	448	-	-	Two (2) per court floor.
A/V Storage Closet	ST1 Rev 1	4	70	280	-	-	One (1) per court floor.
A/V Equipment Closet	TC5	8	20	160	-	-	Minimum of one (1) A/V Closet for every two (2) courtrooms. Can be combined with IDF Rooms for layout efficiency.
Storage Closet	ST1 Rev 1	4	50	200	-	-	One (1) per court floor.

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
Jury Deliberation							
Small Jury Deliberation Room - 8-Person	CF6	4	200	800	006	001	Ratio: Three (3) per four (4) jury courtrooms. Vary size. Include area to hang coats on wall hooks.
Large Jury Deliberation Room - 16-Person	CF7	5	425	2,125	007	002	
Toilet, Single Occupancy, Jury Deliberation	TO1	9	56	504	-	-	Three (3) per floor (Male / Female / Unisex).
Sound-lock Vestibule	-	9	64	576	-	-	
Coat Closet	-	0	15	0	-	-	One (1) per jury deliberation suite. Wall hooks for coats and bags.
A/V Equipment	TC6	0	30	0	-	-	One (1) per jury deliberation suite. Technology built-in.
Lactation Room, Judicial Staff & Jury	TO3	4	50	200	060	-	One (1) per court floor used by Judicial Staff & Jury
Courtroom Holding							
Elevator Vestibule	VS4	8	100	800	-	-	One (1) for each holding area at courtrooms.
In-custody/Attorney Interview Booth	CF4 Rev 2	12	80	960	004	-	One (1) for each holding area at courtrooms. Alternatively, the In-custody/Attorney Interview Booth (CF4) can also be located in the Central Holding Area. See Appendix 6, Section 9.11.2.8(d). Large and High Volume Courtrooms to have two In-Custody persons at interview bench simultaneously
Individual Holding Cell	HO3 Rev 1	16	70	1,120	-	-	A minimum of two (2) individual holding cells per secure core, two (2) person capacity each.

**Courtrooms and Ancillary Spaces Subtotal 43,957**

<b>2.2 JUDICIAL CHAMBERS</b>							
Presiding Judge Chambers							
Presiding Judge	OF6	1	350	350	035	010	
Toilet, Single Occupancy, Presiding Judge	TO1	1	56	56	-	-	
Judicial Clerk Workstation	WS3	1	64	64	075	017	
Judicial Assistant Workstation	WS3	1	64	64	075	017	
Judge Chambers							
Judge's Office + Visiting Judge	OF5	16	300	4,800	034	010	
Toilet, Single Occupancy, Judge	TO1	16	56	896	-	-	
Court Clerk Workstation	WS3	15	64	960	075	017	
Judicial Assistant Workstation	WS3	15	64	960	075	017	
Trial Court Admin Referee Chambers							
Referee Office	OF5	1	300	300	034	010	
Trial Court Clerk Workstation	WS3	2	64	128	075	017	
Shared Collegial Spaces							
Visitor Waiting	WA4	4	150	600	067	-	One (1) per chamber floor.
Large Judicial Conference Room	-	0	350	0	-	-	Use Large Jury Deliberation Room.
Small Judicial Conference Room	CF5	4	200	800	005	001	One (1) per chamber floor, eight (8) person.
Break Room	SS3	4	325	1,300	053	014	One (1) per chamber floor.
Copy/Work Room	OS1 Rev 1	4	150	600	037	018	One (1) per chamber floor.
Supply Storage	ST1 Rev 1	8	25	200	-	-	One (1) per chamber set.
Judicial Waiting	WA13	8	60	480	078	-	One (1) per chamber set.

**Judicial Chambers Subtotal 12,558**

<b>TOTAL COURTROOMS AND CHAMBERS</b>							
				<b>NSF:</b>	<b>56,515</b>		

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
<b>3.0 COURT ADMINISTRATION</b>							
<b>3.1 CIRCUIT COURT ADMINISTRATION MANAGEMENT OFFICES</b>							
Trial Court Administrator	OF4	1	250	250	033	010	Include four drawer lateral file in open work space.
Toilet, Single Occupancy, Staff	TO1	1	56	56	-	-	Could be shared.
Court Administration							
OJD Manager 2	OF3	1	200	200	032	017	Near Trial Court Administrator - confidential meetings.
Management Assistant 2	WS3	1	64	64	075	017	Near Trial Court Administrator Office, include two drawer later file adjacent.
OJD Analyst 2	WS3	3	64	192	075	017	Near Trial Court Administrator Office, include two drawer later file adjacent.
Waiting Area	WA5	1	120	120	068	-	Can be shared - unstaffed, next to assistant workstation.
Court Admin Storage	ST1 Rev 1	1	250	250	-	-	Provide shelving for office supplies
Galley / Beverages	SS7 Rev 1	1	30	30	057	-	Sink and small refrigerator needed
Treatment Court							
Program Coordinator 3	OF1	1	100	100	030	017	Needs office for private meetings. Confidential.
Program Coordinator 4	WS3	1	64	64	075	017	New position.
Program Staff	WS3	3	64	192	075	017	Requires grant funding.
Secure Administrative Files	ST1 Rev 1	1	80	80	-	-	Large file cabinets.
Meeting Space	CF1 Rev 1	1	100	100	001	001	Two (2) person capacity
Family Law							
Family Law Facilitator + Staff (2-Person)	OF2	1	140	140	031	017	Near Law Library. Shared office, increase size.
Future - Facilitator (2-Person)	OF2	1	140	140	031	017	
Family Law Facilitator Staff	-	0	50	0	-	-	Combined with above.
Technical Support							
Information Technology Specialist 1	-	0	64	0	-	-	
Information Technology Specialist 2	WS3	2	64	128	075	017	
Information Technology Specialist 3	OF2	1	140	140	031	017	Closed door meetings.
Future - Information Technology Specialist	(WS3)	1	64	64	-	-	
New Equipment Storage	ST1 Rev 1	1	350	350	-	-	Locate near Loading Dock.
Equipment Repair and Testing	BS15	1	150	150	-	-	Worktables, benches, power & network drops.
Consultant Workstation	WS3	1	36	36	075	017	Software updating, etc. New space (hoteling).
Printer/Scan/Copy Station	OS6	1	40	40	-	018	
<b>Court Admin Management Subtotal</b>				<b>2,886</b>			

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
<b>3.2 PUBLIC HELP CENTER</b>							
Public Help Center - Information Area	PS5	1			044	009	
Grant funded FJC position - JSS3	-	0	50	0	-	-	Currently in a different facility (County FJC). Not required.
Help Desk	-	1	150	150	-	-	Two (2) person station with area to store forms for purchase.
Public Queuing at Help Desk	-	10	9	90	-	-	Max eight (8) to ten (10) people. (Varies.)
Public Computer Terminals	-	6	24	144	-	-	Stand up workstations. Need more space to fill out paperwork.
Public Forms Computer Terminals	-	6	24	144	-	-	Seated workstation.
Public E-Filing Stations	-	2	24	48	-	-	Seated workstation.
Future - Public Stations	-	0	24	0	-	-	
Public Work Table	-	4	120	480	-	-	Six (6) person tables. Privacy screens required.
Public Forms Area	-	0	50	0	-	-	Some have fees associated, include POS. Or locate at Help Desk.
Public Counter (Window)	PS6	1			045	013	
Cashier	-	1	50	50	-	-	Integrated cashier, permanent staff position. Should be a stand-alone window.
Dedicated Sheriff Window	-	0	50	0	-	-	See duplicate in 6.2.
Public Windows (Unassigned)	-	8	50	400	-	-	Gen windows: provide glazing. One (1) with Privacy.
Public Waiting Area for Windows	-	40	20	800	-	-	Provide seating with notification board.
Public Service Window Drop Box	-	1	15	15	-	-	Secure box (currently installed in door).
Staff Printer Stations at Windows	-	2	15	30	-	-	
Interpreter							
Interpreter Workstation	WS3	2	64	128	075	017	Locate with other work areas. Not in public area.
<b>Public Services Subtotal</b>				<b>2,479</b>			

<b>3.3 LAW LIBRARY</b>							
Law Library	LB1	1			024	007	
Reception/Waiting	WA5	1	150	150	068	-	
Law Librarian Director Office	OF3	1	200	200	032	017	
Staff Office	OF1	1	100	100	030	017	
Copy / Print / Scan / Fiche / Film Room	OS2	1	150	150	038	011	Room should be enclosed due to noise. Patron use - front facing.
Legal Reference Desk	-	3	48	144	-	-	Three (3) stations ideally, if reduction in space needed, can be two (2) stations.
Circulation Desk	-	1	48	48	-	-	One (1) station needed.
Compact Shelving System Area	-	1	700	700	-	-	Based on current capacity, size is fine.
Reading Room	LB2	1	120	120	025	008	Multipurpose function, provide patron support.
Work Room	LB3 Rev 1	1	200	200	026	-	Materials processing - staff use.
Public Computers	-	4	36	144	-	-	If not near public counters need at least six (6).
Study Carrel (Quiet)	-	12	19	228	-	-	Carrel to be 36" width.
Work Table	-	2	100	200	-	-	
<b>Law Library Subtotal</b>				<b>2,384</b>			



	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
<b>3.4 CIVIL CASE UNIT</b>							
OJD Supervisor 3	OF2	1	140	140	031	017	
Civil Case Unit							
Civil Clerk/Foreclosure – JSS4	WS3	1	64	64	075	017	
Civil Clerk – JSS3	WS3	4	64	256	075	017	
Civil Lead/Trainer – JSS3	WS3	1	64	64	075	017	
Domestic Relations							
Law Clerk - JSS2	-	0	50	0	-	-	
Law Clerk - JSS3	WS3	4	64	256	075	017	
Civil and Family Law	WS3	1	64	64	075	017	
Future	(WS3)	3	64	192	-	-	
FAPA							
FAPA Clerk – JSS3	-	0	100	0	-	-	Conducts interviews, needs quiet, private area. Enclosed counter space for private conversations. Located at Public Counter Window.
Shared Amenities							
Galley / Beverages	SS7 Rev 1	1	25	25	057	-	Full size refrigerator, sink, coffee station, microwave.
Copy/Work Room	OS1 Rev 1	1	150	150	037	018	Currently three (3) large printers (locate near accounting).
File Cabinet Storage	ST1 Rev 1	1	80	80	-	-	Locked vertical file cabinet located in Copy/Work Room.
<b>Civil Case Unit Subtotal</b>				<b>1,291</b>			

<b>3.5 PROBATE</b>							
Probate							
Probate Coordinator – Analyst 1	WS3	1	64	64	075	017	
Probate Clerk – JSS3	WS3	1	64	64	075	017	
Probate Auditor – JSS3	WS3	1	64	64	075	017	
Meeting Space (Coordinator + Attorneys)	CF1 Rev 1	1	100	100	001	001	Computer + printer. Ideally closed, not confidential.
<b>Probate Subtotal</b>				<b>292</b>			

<b>3.6 ACCOUNTING / COLLECTIONS / INDIGENT DEFENSE</b>							
Supervisor 3	OF2	1	140	140	031	017	
Accounting							
Disbursement Clerk	WS3	1	64	64	075	017	
Accounting Clerk	WS3	2	64	128	075	017	
Future - Clerk	-	1	64	64	-	-	
Collections & Criminal Restitution							
Collection Agent – Restitution - Lead	WS3	1	64	64	075	017	
Collection Agent – Restitution	WS3	1	64	64	075	017	
Small Claims/Landlord Tenant – JSS3	WS3	1	64	64	075	017	
Collection Clerk – General	WS3	3	64	192	075	017	
Future - Clerk	(WS3)	1	64	64	-	-	
Indigent Defense							
Court Appointed Attorney Clerk	WS3	1	64	64	075	017	
Shared Spaces and Amenities							
Waiting Area	-	0	100	0	-	-	Visitors.
Money Counting Room	OS3	1	200	200	039	-	Same location as Safe.

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
Safe	-	2	50	100	-	-	Same location as Counting Room.
Printer/Scan/Copy Station	OS6	1	40	40	-	018	Locate in Clerks area.

**Acct / Collections / Indigent Defense Subtotal 1,248**

<b>3.7 CRIMINAL AND TRAFFIC</b>							
OJD Supervisor 2	OF2	1	140	140	031	017	Near Courtrooms, Calendaring, DA.
Judicial Specialist II-Part Time 60%	WS3	1	64	64	075	017	
Judicial Specialist III	WS3	8	64	512	075	017	
Judicial Specialist IV / Lead Supervisor II (WOC)	WS3	1	64	64	075	017	
Galley / Beverages	SS7 Rev 1	1	25	25	057	-	Full size refrigerator, sink, coffee station, microwave.
Printer/Scan/Copy Station	OS4	1	15	15	-	018	

**Criminal and Traffic Subtotal 820**

<b>3.8 CALENDARING / JUVENILE / JURY</b>							
OJD Supervisor 2	OF2	1	140	140	031	017	Near Jury Assembly.
Calendaring							
Criminal Calendaring & Jury Clerk - JSS2	-	0	64	0	-	-	
Calendaring Clerk - JSS3	WS3	5	64	320	075	017	
Future - Calendaring Clerk	(WS3)	2	64	128	-	-	
Juvenile Dependency							
Juvenile Dependency Clerk	WS3	2	64	128	075	017	Currently has office.
Shared Spaces and Amenities							
Printer Station	-	0	15	0	-	-	Located at Public Counter Windows.

**Calendaring / Juvenile / Jury Subtotal 716**

<b>3.9 RECORDS</b>							
OJD Supervisor 1	OF2	1	140	140	031	017	
Records / Mail / Info Center							
Records Clerk - JSS2	WS3	8	64	512	075	017	Accommodate scanner stations.
Appeals Clerk - JSS3	WS3	1	64	64	075	017	Accommodate scanner stations.
Active Records	ST1 Rev 1	4	9	36	-	-	Seven (7) square feet / vertical cabinet and nine (9) square feet / lateral.
Printer/Scan/Copy Station	OS6	1	60	60	-	018	Large high capacity copy machine and printer.
Public Records Viewing Room	PS8 Rev 1	1	100	100	047	011	Room for public to view digital and hard copy documents.

**Records Subtotal 912**

<b>3.10 SHARED ADMINISTRATION STAFF SUPPORT SPACES</b>							
Toilet, Multi-Occupancy, Staff	TO7	1	108	108	-	-	Split shared amenities into 2 groups within admin.
Toilet, Single Occupancy, Staff, Unisex	TO5	3	56	168	-	-	
Large Conference Room - 14-person	CF9 Rev 1	1	400	400	009	002	
Evidence Storage	ST1 Rev 1	1	50	50	-	-	Locate within Records Staff area.
Exhibit Storage	ST1 Rev 1	1	50	50	-	-	Separate Secure Area. Locate within Records Staff area.
Copy/Work Room	OS9	2	150	300	037	018	Currently 8 printers. Distribute throughout.

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
Scanning Station	OS5	2	25	50	-	018	One (1) in Accounting, one (1) in Criminal.
Break Room	SS4	1	400	400	054	014	
Mail Sorting	MA2	1	150	150	029	-	Locate within Records Staff area.
<b>Shared Support Spaces Subtotal</b>				<b>1,676</b>			

<b>3.11 JURY ASSEMBLY</b>							
Jury Assembly Check-In							
Jury Coordinator - JSS3	WS3	2	64	128	075	017	Computer workstation.
Jury Clerk	WS3	2	64	128	075	017	Computer workstation.
Juror Assembly Entrance/Check-in	WA10	1	150	150	073	017	Near Jury/Calendaring.
Juror Check-in Counter/Staff Workstation	-	2	64	128	-	-	Furniture in space.
Printer/Scan/Copy Station	OS6	1	40	40	-	018	
Check In Kiosk	-	2	25	50	-	-	Equipment.
Main Jury Assembly							
Jury Room Main Assembly Area	JA1	1	15	3,450	021	006	Divisible into two (2) areas. Combination seating types: chairs, lounge, business [average fifteen (15) square feet / person].
Juror Lounge Seating	-	0	20	0	-	-	
Juror Business Seating	-	0	25	0	-	-	
Jury Room Lounge Area (Unit area per person)	JA2 Rev 2	1	25	625	022	-	Combine to Expand Assembly Area. Provide close walled chair storage area within lounge.
Juror Support Areas							
Break Area / Galley	JA3 Rev 1	1	150	150	023	-	Coffee station, sink, refrigerator.
Break Area - Seating at Tables	-	1	150	150	-	-	Include this seating in Break Area/Galley space.
Reading Material Display	-	0	25	0	-	-	
Phone Charging Area	-	1	25	25	-	-	
Toilet, Multi-Occupancy, Juror	TO4	2	180	360	-	-	Male/Female.
Toilet, Single Occupancy, Juror	TO1	1	56	56	-	-	Unisex.
Juror Lactation Room	TO3	1	50	50	060	-	
Locker Area / Alcove	-	10	7	70	-	-	Clear front on locker (assume 18 lockers per unit). Located in Jury Room Lounge Area.
<b>Jury Assembly Area Subtotal</b>				<b>5,560</b>			

<b>TOTAL COURT ADMINISTRATION</b>				<b>NSF: 20,264</b>			
-----------------------------------	--	--	--	--------------------	--	--	--

<b>4.0 DISTRICT ATTORNEY</b>							
<b>4.1 CRIMINAL DIVISION</b>							
Main Reception							
Main Reception / Waiting	WA6	1	350	350	069	017	Accommodate twenty (20) visitors.
Front Desk Customer Info Specialist	-	1	36	36	-	-	
Front Desk (Specialist 1)	WS1	2	36	72	074	017	
District Attorney							
District Attorney	OF5	1	300	300	034	010	Small Conference Table.
Toilet, Single Occupancy, DA	TO1	1	56	56	-	-	
Chief Deputy District Attorney	OF3	2	200	400	032	017	

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
<b>Administrative Staff</b>							
Senior Administrator	OF3	1	200	200	032	017	Small Conference Table.
Operations Manager	OF1	1	100	100	030	017	
Legal Office Supervisor	OF1	1	100	100	030	017	Potentially a Workstation.
<b>Persons Felony Unit</b>							
Senior Deputy District Attorney	OF2	1	140	140	031	017	
Deputy District Attorney 3	OF1	6	120	720	030	017	
Senior Legal Secretary	WS3	1	64	64	075	017	
Legal Secretary	WS1	1	36	36	074	017	
<b>Property Felony Unit</b>							
Senior Deputy District Attorney	OF2	1	140	140	031	017	
Deputy District Attorney 3	OF1	1	120	120	030	017	
Deputy District Attorney 2	OF1	11	120	1,320	030	017	
Senior Legal Secretary	WS3	1	64	64	075	017	
Office Specialist 2	WS1	1	36	36	074	017	
<b>Misdemeanor</b>							
Senior Deputy District Attorney	OF2	1	140	140	031	017	
Deputy District Attorney 1	OF1	7	120	840	030	017	
Senior Law Clerk	WS3	1	64	64	075	017	
Law Clerk	WS3	1	64	64	075	017	
Law Clerk	WS4	4	36	144	079	017	
Senior Legal Secretary	WS3	1	64	64	075	017	
Legal Secretary	WS1	1	36	36	074	017	
Office Specialist 2	WS1	1	36	36	074	017	
<b>Domestic Violence</b>							
Senior Deputy District Attorney	OF2	1	140	140	031	017	
Deputy District Attorney 2	OF1	4	120	480	030	017	
Senior Legal Secretary	WS3	1	64	64	075	017	
Legal Secretary	WS1	1	36	36	074	017	
<b>DA Juvenile</b>							
Senior Deputy District Attorney	OF2	1	140	140	031	017	
Senior Deputy District Attorney	-	0	120	0	-	-	
Deputy District Attorney 2	OF1	3	120	360	030	017	
Legal Secretary	WS1	1	36	36	074	017	
<b>Investigators</b>							
Senior DA Investigator	OF2	1	140	140	031	017	
DA Investigator	OF1	4	100	400	030	017	
<b>Technology</b>							
IS Project Analyst Senior	WS3	1	64	64	075	017	
Microcomputer Analyst 2	WS3	1	64	64	075	017	
<b>Cyber Crime Unit</b>							
Senior Deputy District Attorney	OF2	1	140	140	031	017	New Position
Deputy District Attorney	OF1	3	120	360	030	017	New Position
<b>DA Support Positions</b>							
Paralegal (Elec. Evid. Fugitives Homicide Discovery)	WS3	2	64	128	075	017	
Office Specialist 2 (In-Custody Docket)	WS1	1	36	36	074	017	
Office Specialist 2 (Calendaring)	WS1	1	36	36	074	017	
Legal Secretary (Calendaring)	WS1	1	36	36	074	017	
Office Specialist 2 (Grand Jury Coordinator)	WS1	1	36	36	074	017	
Office Specialist 2 (Intake Desk)	WS1	2	36	72	074	017	
Office Specialist 2 (FT Temp)	WS1	1	36	36	074	017	
Office Specialist 1 (PT Temp)	WS1	1	36	36	074	017	

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
Senior Budget and Payroll	WS3	1	64	64	075	017	
Budget and Payroll	WS1	3	36	108	074	017	
Staff Support Spaces							
Large Conference / Law Library - 20-25 People	CF12	1	550	550	012	002	
Printer Station	OS4	4	25	100	-	018	Number of printers based on organization layout
Galley / Beverages	SS6 Rev 1	2	15	30	056	-	Sink, small refrigerator, coffee station
Records Storage							
Budget/Payroll/Personnel Files	ST1 Rev 1	1	100	100	-	-	Locked file room
Active Case Files	-	0	1,100	0	-	-	Combine with Budget/Payroll/Personnel Files
<b>DA Criminal Division Subtotal</b>				<b>9,434</b>			

<b>4.2 SHARED SPACES &amp; AMENITIES</b>							
Copy/Work Room	OS1 Rev 1	2	150	300	037	018	Include cabinetry to store forms and supplies.
Supplies Storage	ST1 Rev 1	2	100	200	-	-	
Forms/Supplies	-	0	100	0	-	-	Include in Copy Room in Cabinetry.
Break Room	SS4	1	400	400	054	014	
Evidence Storage & Viewing	ST1 Rev 1	1	120	120	-	-	
Equipment Storage	ST1 Rev 1	1	120	120	-	-	
Handgun Storage	-	1	50	50	-	-	Not necessarily a walk-in. Lockers can be used.
Medium Conference Room - 8-Person	CF5	1	200	200	005	001	
Small Conference Room - 6-Person	CF11	2	150	300	011	001	
Scanning Station	OS7	1	40	40	-	018	
Scanning Document Staging Area	OS7	1	40	40	-	018	
DVD Burning Station	-	0	80	0	-	-	At Paralegal Desk.
Toilet, Multi-Occupancy, Staff	TO7	4	215	860	-	-	TBD # of floors for DA's Office.
Family Toilet (Individual Toilet)	-	0	64	0	-	-	Included in PUBLIC SPACES & AMENITIES 1.2.
<b>Shared Spaces and Amenities Subtotal</b>				<b>2,630</b>			

<b>4.3 VICTIMS SERVICES</b>							
Reception Area							
Reception/Waiting	WA8	1	150	150	071	-	
Reception Counter Workstation	-	1	36	36	-	-	Furniture in space.
Central Victims Lounge	PS7	1	300	300	046	009	Lounge furniture.
Toilet, Single Occupancy, Public - Victims Lounge	TO1	1	56	56	-	-	
Staff Workstations							
Victim Assistance Program Director	OF3	1	200	200	032	017	
Victim Assistance Supervisor	OF1	1	100	100	030	017	
Victim Advocate	WS3	8	64	512	075	017	
P/T Victim Advocate	WS3	3	64	192	075	017	
Victim Assistance Shared Amenities							
Printer Station	OS4	1	25	25	-	018	
Galley / Beverages	SS6 Rev 1	1	15	15	056	-	
Active Files	-	0	120	0	-	-	
Interview Room	CF2	3	120	360	002	001	Four (4) people per room around a table or lounge furniture.
<b>Victim Assistance Subtotal</b>				<b>1,946</b>			

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
<b>4.4 FAMILY LAW</b>							
Reception/Waiting	WA7	1	125	125	070	017	
Counter Workstation	-	1	36	36	-	-	Furniture in space.
Staff Offices/Workstations							
Senior Deputy District Attorney	OF2	1	140	140	031	017	
Deputy District Attorney (FS)	OF1	1	120	120	030	017	
Legal Office Supervisor (FS)	OF1	1	100	100	030	017	
Senior Child Support Agent	WS3	8	64	512	075	017	
Legal Secretary (FS)	WS1	1	36	36	074	017	
Office Specialist 2	WS1	2	36	72	074	017	
Family Support Shared Amenities							
Printer Station	OS4	1	25	25	-	018	
Galley / Beverages	SS6 Rev 1	1	15	15	056	-	
Interview Room	-	0	100	0	-	-	Use Small Conference Room.
Small Conference Room / FED space - 4-Person	CF3 Rev 1	1	120	120	003	001	Two (2) to four (4) people.
Large Conference Room - 10-15 People	CF8	1	300	300	008	002	

**Victim Assistance Subtotal 1,601**

<b>4.5 GRAND JURY</b>							
Grand Jury Coordinator							
Legal Secretary	WS3	1	64	64	075	017	
Courtroom							
Grand Jury Hearing Room	HR5 Rev 1	2	650	1,300	020	005	Seven (7) to eight (8) Jurors, elevated witness box.
Grand Jury Ancillary Spaces							
Reception/Waiting	WA8	1	150	150	071	017	
Counter Workstation	-	1	36	36	-	-	Furniture in space.
Touch-down Workstations	WS1	2	36	72	074	017	
Victims/Witness Waiting	WA9	1	200	200	072	-	
Sound-Lock Vestibule	VS3 Rev 1	2	64	128	-	-	
Staff ADA Access Ramp	-	1	100	100	-	-	
A/V Equipment Closet	TC6	1	50	50	-	-	Cart with TV and computers, etc. FTR recording device, cameras. Can be combined with IDF Rooms for layout efficiency.
Galley / Beverages	SS6 Rev 1	1	15	15	056	-	

**Grand Jury Subtotal 2,115**

<b>TOTAL DISTRICT ATTORNEY</b>							
				<b>NSF:</b>	<b>17,726</b>		

**5.0 SHERIFF TRANSPORT & HOLDING**

<b>5.1 SALLY PORT</b>							
Transport Sally Port	SP1	1	2,000	2,000	-	-	
Sally Port Vestibule/In Custody Staging	SP2	1	400	400	-	-	
Gun Lockers	-	1	50	50	-	-	Individual lockers.

**Sally Port Subtotal 2,450**

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
--	------	----------	------	-------	------	-------	-------

<b>5.2 CENTRAL HOLDING AREA</b>							
In-Custody Intake	WA12	1	100	100	-	-	Four (4) person total capacity, two (2) sheriff and two (2) in-custody persons.
Holding Cells							
Large Group Holding (Male)	HO1 Rev 1	2	180	360	-	-	Twelve (12) person capacity each.
Large Group Holding (Female)	HO1 Rev 1	2	180	360	-	-	Twelve (12) person capacity each.
Small Holding (Male)	HO2 Rev 1	2	100	200	-	-	Six (6) person capacity each.
Small Holding (Female)	HO2 Rev 1	1	100	100	-	-	Six (6) person capacity each.
Individual Holding (Male or Female)	HO3 Rev 1	3	70	210	-	-	Two (2) person capacity each.
Small Holding (Juvenile)	HO2 Rev 1	1	100	100	-	-	Six (6) person capacity each.
<b>Central Holding Area Subtotal</b>				<b>1,430</b>			

<b>5.3 TRANSPORT OPERATIONS SUPPORT</b>							
Break Room/Muster	SS4	1	400	400	054	014	Near Staff Elevator.
In-custody Control Room	TC9 Rev 1	1	270	270	058	015	Desk for (2) deputies.
Toilet, Single Occupancy, Staff - Unisex	TO5	1	56	56	-	-	Direct access from In-Custody Control Room.
Information Services Utility Closet	TC8	1	50	50	-	-	
Equipment Storage	ST1 Rev 1	1	100	100	-	-	
Food Service Area	SS5	1	100	100	055	-	Food Staging.
Locker Rooms & Showers							
Locker Room, Women's	TO9	1	150	150	-	-	
Toilet/ Shower, Women's	-	1	90	90	-	-	Showers & Toilets located in Locker Room.
Locker Room, Men's	TO9	1	540	540	-	-	
Toilet/ Shower, Men's	-	1	90	90	-	-	Showers & Toilets located in Locker Room.
Toilets							
Toilet, Single Occupancy, Staff - Women's	TO5	1	56	56	-	-	
Toilet, Single Occupancy, Staff - Men's	TO5	1	56	56	-	-	
Toilet, Single Occupancy, Staff - Unisex	TO5	1	56	56	-	-	
<b>Transport Operations Support Subtotal</b>				<b>2,014</b>			

<b>TOTAL SHERIFF TRANSPORT OPERATIONS SPACE</b>				<b>NSF:</b>	<b>5,894</b>		
---	--	--	--	-------------	--------------	--	--

<b>6.0 SHERIFF MAIN OFFICES</b>							
<b>6.1 SECURITY SCREENING</b>							
Lead Entrance Screening Officer (ESO)	OF3	1	200	200	032	017	Shared office for all ESO.
Entrance Screening Officer Breakroom	SS2	1	150	150	052	-	Seats two (2) to three (3) people.
<b>Security Screening Subtotal</b>				<b>350</b>			

<b>6.2 SHERIFF ADMINISTRATION</b>							
Public Service	PS6	1			045	-	
Sheriff Public Window	-	2	50	100	-	-	Privacy and discretion needed.
Public Waiting at Window	-	1	50	50	-	-	Walk up service - queuing.
CCSO Office	OF1B	1	144	144	-	-	
Courthouse Security							
Captain Office	OF3	1	200	200	032	017	

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
Sergeant Office	OF2	3	140	420	031	017	
Deputy Workstation	WS3	7	64	448	075	017	Includes Juvenile Deputy.
Future - Deputy Workstation	(WS3)	2	64	128	-	-	
Civil Division							
Process Sergeant Office	OF2	1	140	140	031	017	
Admin Staff	WS3	3	64	192	075	017	Sight and Sound of Front Window.
Future - Admin Staff	(WS3)	1	64	64	-	-	
Technical Staff	WS3	1	64	64	075	017	Sight and Sound of Front Window.
Printer/Copy/Scan Station	OS6	1	60	60	-	018	
Shared Amenities							
Building Monitoring Room	TC10 Rev 1	1	240	240	059	012	Desk for (2) deputies. Adjacent to shared workspace.
Evidence Storage Closet	ST1 Rev 1	1	50	50	-	-	
Large Conference Room (14-Person)	CF8	1	400	400	008	002	
Personnel File Room/Record Storage	ST1 Rev 1	1	120	120	-	-	Locked Room.
Galley / Beverages	SS7 Rev 1	1	30	30	057	-	Full size refrigerator, sink, coffee station, microwave.
Copy/Work Room	OS1 Rev 1	1	150	150	037	018	Work bench, mail boxes.
Office Supply Storage Closet	-	1	100	100	-	-	Vertical file storage cabinets.
Toilet, Single Occupancy, Staff - Unisex	TO5	3	56	168	-	-	
Weapons Storage	-	1	25	25	-	-	Secure Vault.

**Sheriff Administration Subtotal 3,293**

<b>TOTAL SHERIFF MAIN OFFICE</b>
<b>NSF: 3,643</b>

**7.0 STATE OFFICES**

**7.1 DEPARTMENT OF HUMAN SERVICES**

Separate Entrances for Foster & Biological Parents							Secured Entry with Separate parking areas.
Biological Parent Entry / Waiting Area	<a href="#">WA7a</a>	1	125	125	070	017	Small waiting area off main entrance - isolated from contact with foster parent(s).
Waiting Area Foster Parent /Drop Off Area	<a href="#">WA11 Rev. 2</a>	1	100	100	076	017	Small waiting area off second entrance - isolated from contact with biological parent(s) Confirm no Reception Counter.
Visit Rooms	SO1 Rev 1	2	180	360	048	009	Some seating and toys for child & parent interaction.
Viewing Room	SO2 Rev 1	1	96	96	049	-	One way window into each room for DHS staff.
Family Meeting Room	SO3	1	180	180	050	-	Room with comfortable furniture.
Staff Offices/Workstations							
Private Office	OF2	1	140	140	031	017	
Workstations	WS1	6	36	216	074	017	
Shared Amenities							
Galley / Beverages	SS7 Rev 1	1	30	30	057	-	Full size refrigerator, sink, coffee station, microwave.
Large Conference Room - 12-15 People	CF8	1	400	400	008	002	Meetings with Attorneys, parents, staff.



	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
Copy/Print/Scan Station	OS6	1	40	40	-	018	Printer with some shelving for supplies.
Lactation Room, Public	TO3	1	50	50	060	-	Dedicated for mothers of visits, no need for escort.
Toilet, Single Occupancy, Public - Unisex	TO1	1	56	56	-	-	Shared by Staff.
Miscellaneous Additional Space	-	1	153	153	-	-	Available space as per SF requirement.

**DHS Subtotal 1,946**

<b>7.2 PUBLIC DEFENSE &amp; CIDC &amp; JA CL</b>							
Public Space							
Reception/Waiting	WA14	1	125	125	070	017	
OPDS Reception Counter	-	1	50	50	-	-	Furniture in space.
Public Defense Workspace							
Hoteling Workstations	WS1	1	36	36	074	017	
Touchdown Office	OF7	2	64	128	036	017	
CIDC Workspace							
Administration	WS1	1	36	36	074	017	
Touchdown Office	OF7	2	64	128	036	017	
Attorney Hoteling Station	WS1	1	36	36	074	017	
Touchdown Office	OF7	2	64	128	036	017	
Equipment Storage Room	ST1 Rev 1	1	50	50	-	-	AV Equipment and Clothes.
Shared Space							
Printer Station	OS4	1	25	25	-	018	
Galley/Beverage	SS6 Rev 1	1	15	15	056	-	
Small Conference Room - 6-Person	CF11	2	150	300	011	001	Desk with 2 Guest Chairs - not within dept. off of public lobby (defense resource center).
Large Conference Room - 30-Person	CF14	1	1,100	1,100	014	003	Could be shared.
Copy/Work/Mail Room	OS1 Rev 1	1	150	150	037	018	For providers - secured.
Secure Storage Lockers	-	1	20	20	-	-	Attorneys can store personal items.
Toilet, Single Occupancy, Public - Unisex	TO1	1	56	56	-	-	Shared by Staff.
Miscellaneous Additional Space	-	1	104	104	-	-	Available space as per SF requirement.

**Public Defense & CIDC Subtotal 2,487**

<b>TOTAL STATE OFFICES</b>	<b>NSF: 4,433</b>
----------------------------	-------------------

<b>TOTAL CLACKAMAS COUNTY COURTHOUSE</b>	<b>NSF: 151,287</b>
--	---------------------

GENERAL		
Room ID Code	WA7a	
Room Name	Reception/Waiting	
Room used by	Public	
Minimum Number of Occupants in Space	3	

	MINIMUM REQUIREMENT	NOTES
ROOM		
Minimum Ceiling Height	9'-0"	
Minimum Room Dimensions	10'-6"	
Special accessibility requirements/features		
Other special features		
Acoustical Performance	STC 45	NC 40

INTERIOR FINISHES		
Interior Category	IC-2 Moderate Aesthetic Importance	
Floor	F-3 Resilient Flooring	
Base	B-1 Rubber	
Ceiling	C-2 Acoustical Ceiling Tile, High NRC	
Wall Finish	W-1 Gypsum Board, Paint, Latex	
Applied Specialty Wall Finish / Millwork		

CASEWORK, FURNITURE, FIXTURES & EQUIPMENT		
Casework Description	Built-in Reception Desk	
Work Surface Material	WS-2 Solid Surface	
Casework Materials	CM-2 Plastic Laminate	
Furniture	070	
Glare Prevention	GL-2 Orient seating such that occupants face a view that is perpendicular to windows (Or demonstrate that no glare at chairs/workstations)	
Equipment & Specialties		

DOORS & WINDOWS		
Visual Privacy	PR-2 Occasional Visual Privacy	
Exterior Doors		
Exterior Door Hardware Function		
Exterior Glazing	No	
Exterior Window Treatment		
Interior Doors	ID-1b Single Wood Door, Plastic Laminate or Painted	
Interior Door Hardware Function	HW-1 Card Key Access	
Interior Glazing		
Interior Window Treatment		
Specialty Door/Window Features	<u>Door bell at entry into waiting area.</u>	<u>Distinct chime difference from WA11.</u>

Daylight & Views	DV-2 Courtrooms, Conference Rooms PERSCRIPTIVE: Areas must have access to a window wall with at least 40% glazing. Total glazing area shall comprise at least 40% of the perimeter wall(s). PERFORMANCE: Average sDA300, 50% is achieved for > 40% of occupied floor area.	
------------------	--	--

<b>MINIMUM REQUIREMENT</b>		<b>NOTES</b>
<b>SECURITY FEATURES</b>		
Floor		
Walls		
Doors		
Other special features		

**BUILDING SYSTEMS**

<b>Mechanical</b>		
Heating/Cooling Temperature Range	TR-2 - Heating/Cooling 70/75F, +/- 5F	
Thermostat Control	TSC-1 Zone Thermostat with +/- 2 degree	
Schedule	SCH-1 Operating Hours	
<b>Plumbing</b>		
Plumbing Fixture Group		
Water Management		
<b>Fire Protection</b>		
Sprinkler System Type	SS-1 Wet Pipe System	
Sprinkler Head Type	SH-1 Concealed Ceiling Sprinkler	
<b>Electrical - Power</b>		
Receptacle	R-1 Duplex, Normal Power	
Sensors	SN-1 Occupancy, Daylight, CO2 (Regularly)	
Emergency Power		
Standby Power		
UPS		
<b>Electrical - Lighting</b>		
Lighting Fixture Type		
Lighting Level	LL-3 35 FC at work surfaces and walls	
Lighting Control	LC-2 Conference Rooms	
<b>IT/AV/Telecom</b>		
Telephone	No	
Data Outlet	Yes	
CATV/MATV	Yes	
Audio Visual Outlet	Yes	
IT/AV Equipment	017	
Assisted Listening	No	
<b>Electronic Security</b>		
CCTV Camera	Yes	
Duress Alarm	No	
Intercom	No	

**ROOM FUNCTION DESCRIPTION**

This room is used by public check-in for scheduled appointments. Room should be located directly off main public corridor.

**ROOM CONFIGURATION DIAGRAM**

**No Room Configuration Diagram for this Room Data Sheet.**

GENERAL		
Room ID Code	WA11 Rev 2	
Room Name	Foster Parent Waiting	
Room used by	Foster Parents	
Minimum Number of Occupants in Space	4	

	MINIMUM REQUIREMENT	NOTES
ROOM		
Minimum Ceiling Height	9'-0"	
Minimum Room Dimensions	9'-6"	
Special accessibility requirements/features		
Other special features		
Acoustical Performance	STC 45   NC 40	

INTERIOR FINISHES		
Interior Category	IC-2 Moderate Aesthetic Importance	
Floor	F-3 Resilient Flooring	
Base	B-1 Rubber	
Ceiling	C-2 Acoustical Ceiling Tile, High NRC	
Wall Finish	W-1 Gypsum Board, Paint, Latex	
Applied Specialty Wall Finish / Millwork		

CASEWORK, FURNITURE, FIXTURES & EQUIPMENT		
Casework Description		
Work Surface Material		
Casework Materials		
Furniture	076	
Glare Prevention	GL-2 Orient seating such that occupants face a view that is perpendicular to windows (Or demonstrate that no glare at chairs/workstations)	
Equipment & Specialties		

DOORS & WINDOWS		
Visual Privacy	PR-2 Occasional Visual Privacy	
Exterior Doors		
Exterior Door Hardware Function		
Exterior Glazing	Yes	Provide window if possible
Exterior Window Treatment	EWT-1 Roller Shade Privacy, Manual	
Interior Doors	ID-1a Single Wood Door, Natural Stained	
Interior Door Hardware Function	HW-1 Card Key Access	Key card access between public to staff <a href="#">area and circulation into waiting area</a>
Interior Glazing	<a href="#">Reception window looking into waiting area</a>	<a href="#">Approx. dimensions 6ft wide x 4ft high, bottom of window at 34".</a>
Interior Window Treatment		

Specialty Door/Window Features	<a href="#"><u>Door bell at entry into waiting area.</u></a>	<a href="#"><u>Distinct chime difference from WA7.</u></a>
-----------------------------------	--	--

Daylight & Views	DV-2 Courtrooms, Conference Rooms PERSCRIPTIVE: Areas must have access to a window wall with at least 40% glazing. Total glazing area shall comprise at least 40% of the perimeter wall(s). PERFORMANCE: Average sDA300, 50% is achieved for > 40% of occupied floor area	
	<b>MINIMUM REQUIREMENT</b>	<b>NOTES</b>

**SECURITY FEATURES**

Floor		
Walls		
Doors		
Other special features		

**BUILDING SYSTEMS**

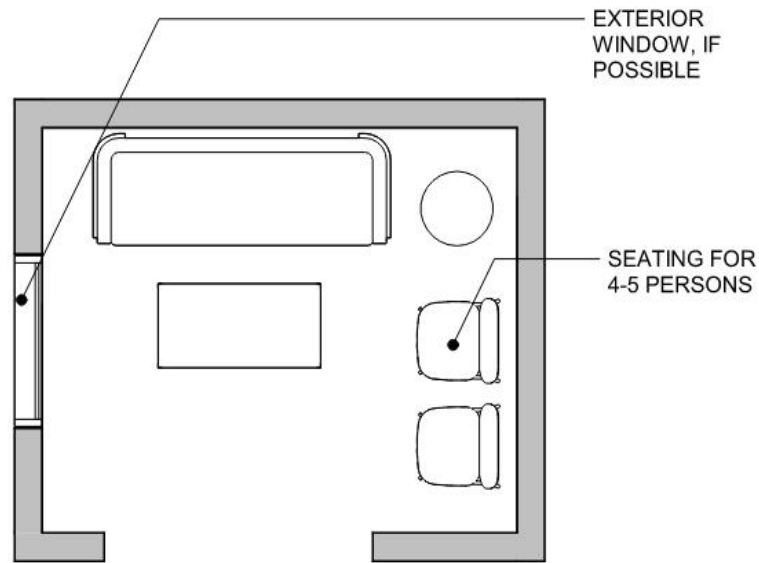
<b>Mechanical</b>		
Heating/Cooling	TR-2 - Heating/Cooling 70/75F, +/- 5F	
Temperature Range		
Thermostat Control	TSC-1 Zone Thermostat with +/- 2 degree	
Schedule	SCH-1 Operating Hours	
<b>Plumbing</b>		
Plumbing Fixture Group		
Water Management		
<b>Fire Protection</b>		
Sprinkler System Type	SS-1 Wet Pipe System	
Sprinkler Head Type	SH-1 Concealed Ceiling Sprinkler	
<b>Electrical - Power</b>		
Receptacle	R-1 Duplex, Normal Power	
Sensors	SN-1 Occupancy, Daylight, CO2 (Regularly Occupied Spaces)	
Emergency Power		
Standby Power		
UPS		
<b>Electrical - Lighting</b>		
Lighting Fixture Type		
Lighting Level	LL-3 35 FC at work surfaces and walls (Conference Rooms)	
Lighting Control	LC-2 Conference Rooms	
<b>IT/AV/Telecom</b>		
Telephone	No	
Data Outlet	Yes	
CATV/MATV	Yes	
Audio Visual Outlet	Yes	
IT/AV Equipment	017	
Assisted Listening	No	
<b>Electronic Security</b>		
CCTV Camera	Yes	
Duress Alarm	No	
Intercom	No	

**ROOM FUNCTION DESCRIPTION**

This room is used by foster parents dropping off or picking up children. Room should be located directly off Foster Parent entrance.

**ROOM CONFIGURATION DIAGRAM**

This diagram is included as a planning tool and is not intended to dictate the final design or configuration of the space.





## **EXHIBIT 2**

Project Company Cost and Time Analysis

July 24, 2023

Office of the County Administrator  
Attn: Nancy Bush, Clackamas Courthouse Project Manager  
Public Services Building  
2051 Kaen Road  
Oregon City, OR, 97045  
[nbush@clackamas.us](mailto:nbush@clackamas.us)

**Subject: Clackamas County Circuit Courthouse, Project Company Response to County Change Proposal 006 (dated 5/18/23)**

Dear Ms. Bush,

Pursuant to Section 7.12 of the Project Agreement (DESIGN AND CONSTRUCTION REQUIREMENT CHANGES MADE AT COUNTY'S DIRECTION], Project Company provides the County their response to CCP #006 enclosed as Appendix A and B. The information provided herein has been supplied by the Design-Builder and Facilities Manager to the Project Company, and is hereby submitted to the County on a back-to-back basis. The design and construction costs resulting from any such Design and Construction Requirement Change made at the County's direction under this Section shall be paid directly by the County during the Design-Build Period, unless otherwise financed by the Project Company pursuant to subsection 6.6(B) (Project Company Financing). Any related operation, maintenance, repair and replacement costs shall be borne by the County through an adjustment to the Service Fee. Any such Design and Construction Requirement Change and any related change in the terms and conditions of this Project Agreement shall be reflected in a Change Order. The Project Company's obligation to perform the work related to a Design and Construction Requirement Change is subject to the conditions set forth in Section 7.11 (Design and Construction Requirement Changes, Repairs and Replacements Required Due to Relief Events Occurring Prior to the Occupancy Readiness Date).

Cost and schedule impacts are evaluated pursuant to Article 16, Section 16.11 of the Project Agreement (Negotiated Lump Sum Pricing of Additional Work) enclosed within Appendix A and B. The proposal value of the cost is \$35,134.20 and the scheduled time has been calculated as a 0 calendar day(s) extension to the Occupancy Readiness Date.

Project Company has verified the proposed changes with the Design and Construction Standards pursuant to Section 3.1(a) of the Facilities Coordination Agreement, (Changes during Design Build Period), and Section 10.8 Facilities Management Services (Changes Facilities Coordination Review and Approval Confirmation). These verifications are memorialized within the enclosed Appendix B.

Best regards,



**Karl E. Schaefer**, CCM, DBIA, LEED  
Clackamas Progress Partners, LLC  
Project Company Representative

cc: Nahomi Plaza, WT Partnership, Senior Program Manager  
Stephen Hadanich, WT Partnership, Vice President  
Jon Kindrachuk, PCL Construction Services Inc., Project Director  
Cathy France, PCL Construction Services Inc., Document Control

Enclosure: Appendix A: Cost Summary  
Appendix B: Design Builder CCP 006 response package dated 7/17/23

**APPENDIX A**

**CCP 006 - DHS Program Changes**

**Construction Phase Cost Impact Summary**

	<b>Cost</b>	<b>Total</b>
<b>Developer *</b>	\$ 390.00	\$ 390.00
<b>Design Builder</b>	\$ 33,034.00	\$ 33,034.00
<b>Subtotal</b>	<b>\$ 33,424.00</b>	<b>\$ 33,424.00</b>
<b><u>DBFOM Permitted Markup</u></b>		
(a) for Developer, 15% of the cost of that portion of the Extra Work to be performed by Developer with its own forces	\$ 58.50	\$ 58.50
(b) for Developer, 5% of the cost of that portion of the Extra Work to be performed by Contractors directly under contract to Developer	\$ 1,651.70	\$ 1,651.70
<b>Subtotal</b>	<b>\$ 1,710.20</b>	<b>\$ 1,710.20</b>
<b>Design Build Phase Compensation Amount</b>	<b>\$ 35,134.20</b>	<b>\$ 35,134.20</b>

**Operations Phase Cost Impact Summary**

	<b>Cost</b>	<b>Total</b>
<b>Developer</b>	\$ -	\$ -
<b>Facilities Manager</b>	\$ -	\$ -
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>DBFOM Permitted Markup</u></b>		
(a) for Developer, 15% of the cost of that portion of the Extra Work to be performed by Developer with its own forces	\$ -	\$ -
(b) for Developer, 5% of the cost of that portion of the Extra Work to be performed by Contractors directly under contract to Developer	\$ -	\$ -
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Facilities Management Phase Compensation Amount</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Total Cost Impact</b>	<b>\$ 35,134.20</b>	<b>\$ 35,134.20</b>
--------------------------	---------------------	---------------------

\* 2 hours @ 195/hour



CONSTRUCTION

▶ TOGETHER WE BUILD SUCCESS

July 17, 2023

**Karl E. Schaefer**, CCM, DBIA, LEED  
Project Executive  
Fengate PCL Progress Partners  
TD North Tower  
77 King Street West, Suite 3410  
Toronto, ON M5K 1H1  
karl.schaefer@fengate.com

**Subject: Clackamas County Circuit Courthouse**

**Reference: CCP [#006] - Section 7.12 (DESIGN AND CONSTRUCTION REQUIREMENT CHANGES MADE AT COUNTY DIRECTION) – [Department of Human Services (DHS) Program Changes]**

**File: Project No. 5701126: 1J.5**

Dear Mr. Schaefer,

Pursuant to Section 7.12 of the Design Build Agreement (DESIGN AND CONSTRUCTION REQUIREMENT CHANGES MADE AT THE COUNTY DIRECTION), Design-Builder provides Project Company CCP [#006] enclosed as Attachment A. Design Builder is to provide notice of, and reasonable opportunity to review and comment upon, any Design and Construction Requirement Changes proposed to be made at the County's direction. The notice shall contain sufficient information for the Project Company to determine that the Design and Construction Requirement Change:

The design and construction costs resulting from any such Design and Construction Requirement Change made at the County's direction under this Section shall be paid directly by the County during the Design-Build Period, unless otherwise financed by the Project Company pursuant to subsection 6.6(B) (Project Company Financing). Any related operation, maintenance, repair and replacement costs shall be borne by the County through an adjustment to the Service Fee. Any such Design and Construction Requirement Change and any related change in the terms and conditions of this Project Agreement shall be reflected in a Change Order. The Project Company's obligation to perform the work related to a Design and Construction Requirement Change is subject to the conditions set forth in Section 7.11 (Design and Construction Requirement Changes, Repairs and Replacements Required Due to Relief Events Occurring Prior to the Occupancy Readiness Date).

Cost and schedule impacts are evaluated pursuant to Article 16, Section 16.11 of the Design Build Agreement (Negotiated Lump Sum Pricing of Additional Work) enclosed as Exhibit 1. The proposal value of the cost is **[\$33,034.00]** and the scheduled time has been calculated as a **[0]** calendar day(s) extension to the Occupancy Readiness Date.

Design Builder has verified the proposed changes with the Design and Construction Standards pursuant to Section 3.1(a) of the Facilities Coordination Agreement, (Changes during Design Build Period), and Section 10.8 Facilities Management Services (Changes Facilities Coordination Review and Approval Confirmation). These verifications are memorialized within the enclosed Exhibit 2.



Please advise if Project Company should require anything additional, as it relates to the subject matter contained herein.

If you have any further questions relating to this matter, promptly contact Contractor at [GAYourechuk@pcl.com](mailto:GAYourechuk@pcl.com).

Kind Regards,

**PCL Construction Services, Inc.**

A handwritten signature in black ink that reads "Greg Yourechuk". The signature is written in a cursive, flowing style.

Greg Yourechuk  
Authorized Representative

GY/cgf

cc: Matt Glassman, Design Manager  
Jennifer Canning, Quality Assurance Manager  
Jon Kindrachuk, Design Build Project Manager  
W.T. Sermeus, Lead Project Manager

See Enclosed Documents:

Exhibit 1 – Pursuant to Article 16, Section 16.11 of the Design Build Agreement (Negotiated Lump Sum Pricing of Additional Work)

Exhibit 2 – Pursuant to Section 3.1(a) of the Facilities Coordination Agreement, (Changes during Design Build Period), and Section 10.8 Facilities Management Services (Changes Facilities Coordination Review and Approval Confirmation)



**Attachment A – County Change Proposal #006**

<b>Date:</b>	<b>July 17, 2023</b>
<b>Pursuant to:</b>	Article 7, Section 7.12 of the DBFOM Agreement, Project Company shall give the County written notice of, and reasonable opportunity to review and comment upon, any Design and Construction Requirement Changes proposed to be made at the County's Direction.
<b>Changes:</b>	Department of Human Services (DHS) Program Changes

Enclosed is Change response, as it pertains to Article 7, Section 7.12 of the Project Agreement and Design and Construction Standards. Capitalized terms used and not otherwise defined in this proposal shall have the meanings given to such terms in the DBFOM Agreement.

The Contractor is pleased to provide the following information in accordance with Article 7, Section 7.12 of the DBFOM Agreement:

1. a detailed description of the Requirement Change proposed of the D&C Work:

a) Identify and label the proposed DBFOM language:

See CCP#006 - Department of Human Services (DHS) Program Changes dated May 18, 2023

b) Identify specific DBFOM language to which a Requirement Change is requested:

See CCP#006 - Department of Human Services (DHS) Program Changes dated May 18, 2023

c) Identify specific changes to the DBFOM language to which a Requirement Change is requested:

See CCP#006 - Department of Human Services (DHS) Program Changes dated May 18, 2023

d) Identify how the change sought constitutes good practice, maintains safety and performance

- a. Project Company has communicated and reviewed this change with the DLR Group and has confirmed that this deviation will have no impact on the projects ability to meet the LEED Gold standard that is required per the Project Agreement.
- b. Does not diminish the capacity of the Project to be operated so as to meet the Contract Standards
- c. Does not impair the quality, integrity, durability and reliability of the Project;

- d. Is reasonably necessary or is advantageous for the Project Company to fulfill its obligations under this Project Agreement; and
  - e. Is feasible.
2. a detailed description of the impact of the Requirement Change proposed on the D&C Work

See Exhibit 1 – Pursuant to Article 16, Section 16.11 of the Design Build Agreement (Negotiated Lump Sum Pricing of Additional Work)

3. a detailed description of the impact of the Requirement Change proposed the O&M Work;
- Facilities Manager (Honeywell) has provided an evaluation of the proposed change Pursuant to Section 3.1(a) of the Facilities Coordination Agreement, (Changes during Design Build Period), and Section 10.8 Facilities Management Services (Changes Facilities Coordination Review and Approval Confirmation), enclosed as Exhibit 2.
4. if the Requirement Change is issued before the Operational Readiness Date, a detailed description of any proposed adjustments to the Project Schedule, including to any Contract Deadline, required as a result of any delay that would be caused by the implementation of the Change proposed:

Any work or tasks associated with, or arising from the Change request shall be considered a condition to achieving a Contract Deadline. No change in schedule

5. where adjustments to Contract Deadlines are proposed:
- (i) a time impact analysis that identifies Critical Path impacts (with activity numbers, durations, predecessor and successor activities, resources, costs and reasons why Float is not available), illustrates the effect of schedule changes or disruptions on the Contract Deadlines and complies with the requirements of (Time Impact Analysis for Proposed Extensions of Time) of the Design and Construction Standards

N/A

- (ii) an assessment of the feasibility of accelerating the Work to meet the original deadline or to reduce the total delay period; and

N/A

- (iii) if acceleration is feasible, an estimate of the cost to accelerate;

N/A

6. an estimate of any compensation amount claimed;

See Exhibit 1 – Pursuant to Article 16, Section 16.11 of the Design Build Agreement



(Negotiated Lump Sum Pricing of Additional Work)

7. an estimate of the cost savings, if any, resulting from the Requirement Change proposed;

N/A

8. the effect (if any) of the Requirement Change request on Developers ability to perform the O&M Work stated by Contract Year;

N/A

9. where relief from obligations under the Contract Documents is sought, the effect of the Change proposed on Project Company's ability to perform any of its obligations under the Contract Documents that if not performed would result in the accrual of Noncompliance, the assessment of Deductions or the occurrence of a Developer Default, in each case including details of the relevant obligations, the effect on each such obligation, the likely duration of that effect and the specific relief sought;

N/A

10. a description of any additional consents or approvals required, including amendments, if any, of any Governmental Approvals required to implement the contemplated Requirement Change request;

N/A

11. a detailed description of the steps Project Company will take to implement the Change Request, including measures that Project Company will take to mitigate the costs, delay and other consequences of the Requirement Change request;

N/A

12. any other relevant information related to the Requirement Change request;

N/A



### **Exhibit 1**

Attachment A – Pursuant to Article 16, Section 16.11 of the Design Build Agreement (Negotiated Lump Sum Pricing of Additional Work)

The proposal value of the cost is **[\$33,034.00]** and the scheduled time has been calculated as a **[0]** calendar day(s) extension to the Occupancy Readiness Date.



# CRX Detail Report - CCP-006

PCL Construction Services, Inc.

Project #: 5701126

Project Name: Clackamas County Circuit Court  
 Location: 2125 Kaen Road  
 Oregon City, OR

CRX description: DHS Program Space Revisions

Header Summary		Summary		Subtrade		Quote \$	
Type	CCP	Labor	4,842.14	Cornerstone Detention Products, Inc.	9,716.00		
CRX status	Quoted to Project Company	Material	0.00	DLR Group Architecture & Engineering Inc., an	1,000.00		
Schedule days quoted	0	Equipment	0.00	J.S. Perrott & Co.	1,449.00		
Quoted date	7/17/2023	Subtrade	24,562.82	OEG, Inc. DBA: Pride Electric, Friberg Electric,	5,584.00		
Initiated date	5/18/2023	Direct Cost & SDI	1,393.48				
		Fee	2,235.56				
		Total Quote:	\$33,034.00				

Cost Code	Description	Quantity	UoM	Labor Hours		Labor		Material		Equipment		Subtrade		Total	
				Prod	Total	Rate	Total	Rate	Total	Rate	Total	Rate	Total	Rate	Total
	<b>DIRECT FORCES WORK</b>														
010100	DB Project Manager	1.00	MO	2.000	2.000	152.04	304	---	---	---	---	---	---	---	304.08
010100	Lead Project Manager	1.00	MO	4.000	4.000	139.39	558	---	---	---	---	---	---	---	557.56
010100	Project Managers	1.00	MO	16.00	16.00	122.56	1,961	---	---	---	---	---	---	---	1,960.96
010200	Superintendents	1.00	MO	4.000	4.000	153.57	614	---	---	---	---	---	---	---	614.28
010400	Project Engineers	1.00	MO	8.000	8.000	85.29	682	---	---	---	---	---	---	---	682.32
010505	Design Manager	1.00	MO	2.000	2.000	132.18	264	---	---	---	---	---	---	---	264.36
010510	Estimator	1.00	MO	2.000	2.000	146.41	293	---	---	---	---	---	---	---	292.82
010560	Accountant	1.00	MO	2.000	2.000	82.88	166	---	---	---	---	---	---	---	165.76
<b>TOTAL</b>	<b>DIRECT FORCES WORK</b>			40.0	40.0	4,842.14	---	---	---	---	---	---	---	---	4,842.14
	<b>MARKUP ON DIRECT FORCES</b>														
990100	OH&P on Direct Forces		LS	---	---	15.00%	726	15.00%	---	15.00%	---	---	---	---	726.32
<b>TOTAL</b>	<b>MARKUP ON DIRECT FORCES</b>						726.32		---		---				726.32
	<b>SUBTRADE WORK</b>														
111900	Item #01 - Cornerstone - Card	1.00	LS	---	---	---	---	---	---	---	---	9,716	---	---	9,716.00
160100	Item #01 - OEG - Card	1.00	LS	---	---	---	---	---	---	---	---	5,584	---	---	5,584.00
081100	Item #02 - JS Perrott - Glazed	1.00	LS	---	---	---	---	---	---	---	---	1,449	---	---	1,449.00
013920	Item #02 & 03 - DLR Design	1.00	LS	---	---	---	---	---	---	---	---	1,000	---	---	1,000.00
096500	Item #03 - Delete Carpet Tile -	-718.00	LS	---	---	---	---	---	---	---	---	-5,622	---	---	-5,621.94
096500	Item #03 - Add Resilient Flooring -	718.00	LS	---	---	---	---	---	---	---	---	12,436	---	---	12,435.76
<b>TOTAL</b>	<b>SUBTRADE WORK</b>											24,562.82			24,562.82
	<b>SUBTRADE MARKUP</b>														
014200	Subtrade Default Insurance (SDI)		LS	---	---	---	---	---	---	---	---	.745%	225	---	225.00
014300	Professional Insurance 0.84%		LS	---	---	---	---	---	---	---	---	.028%	8	---	8.40
	DLR Total = \$1,000 x 0.84% = \$8.40														



# CRX Detail Report - CCP-006

PCL Construction Services, Inc.

Project #: 5701126

Project Name: Clackamas County Circuit Court  
 Location: 2125 Kaen Road  
 Oregon City, OR

CRX description: DHS Program Space Revisions

990100	OH&P on Subcontract Costs	LS	---	---	---	---	---	---	---	---	5.000%	1,509	---	1,509.24
<b>TOTAL</b>	<b>SUBTRADE MARKUP</b>											1,742.64		1,742.64
<b>TOTAL</b>	<b>DIRECT FORCES &amp; SUBTRADES</b>		40.0		5,568.46		---		---			26,305.46		31,873.92
	<b>DIRECT COST SUMMARY</b>													
014120	Security	LS	---	---	---	---	---	---	---	---	---	---	.222%	83.24
014100	Bonds	LS	---	---	---	---	---	---	---	---	---	---	.500%	187.90
014300	Insurance	LS	---	---	---	---	---	---	---	---	---	---	1.773%	669.61
014850	CAT Tax	LS	---	---	---	---	---	---	---	---	---	---	.570%	219.09
014300	Rounding	LS	---	---	---	---	---	---	---	---	---	---	.001%	0.24
<b>TOTAL</b>	<b>DIRECT COST SUMMARY</b>													1,160.08
<b>TOTAL</b>	<b>CRX #: CCP-006</b>		40.0		5,568.46		---		---			26,305.46		33,034.00

Cornerstone Detention Products

20871 Sandy Road  
Tanner, AL 35671

**Change Request**

To: PCL

Number: 4

Date: 6/21/23

Job: 2305502 Clackamas Co Circuit Crthouse

Phone:

Description: CCP-006 Added Doorbells

We are pleased to offer the following specifications and pricing to make the following changes:

See Electronic Contractor Summary Description

The total amount to provide this work is ..... \$9,716.35

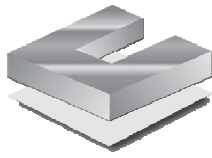
If you have any questions, please contact me at .

Submitted by:

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_





# CORNERSTONE

**Proposal For:**

Clackamas County Circuit Court  
Oregon City, OR

**Proposal No.:** Clackamas-02R3

**Date:** 6/20/2023

**Project No.:**

**Location:** Portland, OR

**Description:**

Add doorbells to WA11 R2 and WA7a within DHS space Level2

**Inclusions:**

This work will be done when the installation crew is on-site. Additional trips are subject to additional charges  
All Card reader related materials and labor is provided by Honeywell. Wire installation by CDP.

**Exclusions:**

Conduit, j-boxes and equipment that is not part of this proposal

**Breakdown:**

CORNERSTONE MATERIAL:	\$4,531.00
CORNERSTONE LABOR:	\$1,740.00
CORNERSTONE GENERAL CONDITIONS:	\$283.32
Subtotal:	\$6,554.32
OH&P	
Tax:	

**SUBTOTAL A:** \$6,554.00

SUBCONTRACT \_\_\_\_\_  
**SUBTOTAL B:**  

**GRAND TOTAL (A+B)** \$6,554.00









CCN # 180830-11  
Date: 6/28/2023  
Page Number: 1

**PCL Construction**  
W.T. Sermeus  
13920 SE Eastgate Way  
Suite 400  
Bellevue, WA 98005  
(425) 691-0281

**Clackamas Counth Courthouse**  
**PCL Construction**  
**Attn: W.T. Sermeus**

**Subject: CCP-006**

Mr. Sermeus,

OEG is pleased to submit this change proposal for your consideration.

We have not proceeded with this work and need a written notification to proceed along with approval of the costs contained herein prior to starting work.

Included in this Proposal is:

- Item 1, Add doorbell and card reader to WA11. Add doorbell and card reader to WA7.
- Item 2, Add window to WA11. No cost to OEG.
- Item 3, Remove carpet from WA11. No cost to OEG.

Total \$5,584.00

**Qualifications:**

**Item 1, Provide 120V ckt. to (2) door bell coils and pathway to door bell buttons. Provide Pathways to (2) card readers.**

Wiring is to be in accordance with the National Electrical Code.

**All work is to be done during normal working hours (unless noted above).**

Permit included in price.

This proposal is valid for 30 days from date received.

We reserve the right to claim impacts on cost and/or schedule at a later date.

**Exclusions:**

Sheetrock/plaster/wood cutting, patching, and painting.

Landscape replacement /repairs.

Doorbells and load side wiring.

Security wiring and devices.

**Overtime and premium time.**



Please review this proposal, and give me a call if you have any questions.

Respectfully,

Don MacDonald  
Senior Project Manager  
206.450.2339

**Itemized Breakdown**

Description	Qty	Net Price	U	Total Mat.	Labor	U	Total Hrs.
CON 3/4" EMT & 1/2" GRC 1 PC STRUT CLAMP, S	28	206.51	C	57.82	6.38	C	1.79
CON 1" EMT & 3/4" GRC 1 PC STRUT CLAMP, S	17	206.51	C	35.11	7.00	C	1.19
CON 3/4" EMT RACEWAY	225	69.60	C	156.60	5.00	C	11.25
CON 1" EMT RACEWAY	115	120.00	C	138.00	5.50	C	6.33
CON 3/4" EMT CONN SS STL	6	39.76	C	2.39	10.00	C	0.60
CON 1" EMT CONN SS STL	12	67.48	C	8.10	12.00	C	1.44
CON 3/4" EMT COUPLING SS STL	23	42.24	C	9.72	5.00	C	1.15
CON 1" EMT COUPLING SS STL	10	65.28	C	6.53	6.00	C	0.60
HDWE #10 x 3/4" P/H SELF-TAP SCREW	18	9.79	C	1.76	5.50	M	0.10
HDWE #8x 1/2 WAFER HEAD SHEET MTL SCREW	18	8.18	C	1.47	2.70	C	0.49
HDWE MTG BRKT FOR 1 TO 4 SQ BOX ON 24" OC S	9	665.68	C	59.91	18.00	C	1.62
BOX 4" SQ x 1 1/2" D COMB KO	9	215.59	C	19.40	30.00	C	2.70
BOX 4" SQ 1G PLSTR RING 5/8" RISE	7	68.80	C	4.82	15.00	C	1.05
BOX 4" SQ 2G PLSTR RING 5/8" RISE	2	91.82	C	1.84	15.00	C	0.30
BOX GROUND SCREW W/ INSUL #12 LEAD	9	73.90	C	6.65	3.30	C	0.30
WIRE #12 THHN BLACK	442	133.98	M	59.22	6.00	M	2.65
TERM WIRE CONN YEL	27	13.79	C	3.72	5.00	C	1.35
TERM WIRE CONN RED	3	18.56	C	0.56	6.00	C	0.18
SWITCH 20A - 1P BREAKER BOLT-ON	1	50.10	E	50.10	0.34	E	0.34
<b>Totals</b>	<b>981</b>			<b>623.71</b>			<b>35.42</b>

**Summary**

**MATERIAL**

General Materials 623.71  
Material Markup (@ 15.000 %) 93.56

**Material Total**

**717.27**

**LABOR**

APPRENTICE - STRAIGHT TIME (10.63 Hrs @ \$88.64) 942.24  
ELECTRICIAN - STRAIGHT TIME (24.79 Hrs @ \$99.43) 2,464.87  
SUPERVISION - SUPT - 15% ON DIRECT LABOR (5.31 Hrs @ \$131.03) 695.77  
ESTIMATOR (1.00 Hrs @ \$110.47) 110.47

**Total Labor Markups**

**632.00**

**Total Labor**

**4,845.35**



CCN # 180830-11  
Page Number: 3

---

**Summary (Cont'd)**

---

CAT Tax  
Mark up 10%

21.69  
-0.31

**Final Amount**

---

**\$5,584.00**



Main Office  
2501 SE Columbia Way Suite 150  
Vancouver, Washington 98661  
Phone: (503) 234-1880  
Fax: 5032342297

---

## Prime Contract Change Order

---

06

TO: PCL Construction Services

FROM: JS Perrott

DATE CREATED:	CREATED BY: Thomas Shiel (JS Perrott & Co)
CONTRACT STATUS:	REVISION:
REQUEST RECEIVED FROM:	LOCATION:
DESIGNATED REVIEWER:	REVIEWED BY:
DUE DATE:	REVIEW DATE:
INVOICED DATE:	PAID DATE:
REFERENCE:	CHANGE REASON:
PAID IN FULL:	EXECUTED:
ACCOUNTING METHOD:	SCHEDULE IMPACT:
SIGNED CHANGE ORDER RECEIVED DATE:	REVISED SUBSTANTIAL COMPLETION DATE:
FIELD CHANGE: No	CONTRACT FOR:
	TOTAL AMOUNT:

DESCRIPTION:

ATTACHMENTS:

---

CHANGE ORDER LINE ITEMS:

CE 06 - CCPO06

Added: 6040 HM Window with 1/4" clear temp glass - \$ 1,449

Bid No.:  
 Project:  
 Bid Date:  
**JSP Job #:**

6/28/2023

Status	Bid Code	Contr. Code	Cost Code	Description	Material				Labor			L&M Total
					Cost	%	Mark-up	Total Material	Hrs	Rate	Labor Total	
	CE 06			<u>Added window - 4060</u>	850	15%	128	978	2	92	184	1162
	CE 06			<u>Added Glass</u>	250	15%	38	288				288
	<b>CE 06</b>				1100	0	165	1265	2	92	184	1449



110 SW Yamhill St. Suite 105  
Portland, OR 97204

May 30, 2023

Matt Glassman  
PCL Construction Services Inc.  
13920 SE Eastgate Way, Suite 400  
Bellevue, A 98005

Project Name: Clackamas County Courthouse  
DLR Group Project No.: 74-22101-00

Dear Matt:

Thank you for the opportunity to review my service request to the New Clackamas County Courthouse to provide the scope of work related to owner requested changes per CCP 006 (CRX 011). This scope is provided modify the requirements for minor modifications, but as they progress they add up to an amount of time for coordination and design detailing. The scope was provided as pricing for each item as a lump sum and will be itemized as a total change order in this letter.

The breakdown of additional fees for this scope of work are the following:

Scope	Fee
Item #1 – Add Card Reader	No cost
Item #2 – Added Window at Waiting Areas	\$ 400.00
Item #3 – Remove Carpet	\$ 600.00
<b>Total fee:</b>	<b>\$1,000.00</b>

Note, this fee does not include any modifications to electrical or mechanical/plumbing engineering because it is understood the cost of construction will be amended to include contractors engineering.

The total fee for this additional service is **one thousand dollars and zero cents (\$1,000.00)**.

Sincerely,  
DLR Group

Erica Loynd  
Principal  
EL:el

Attachments: CRX 011



CLACKAMAS COUNTY  
2051 KAEN ROAD  
OREGON CITY, OR 97045  
(503) 655-8893

**COUNTY CHANGE PROPOSAL NO. [006]**

**DATE ISSUED:** May 18, 2023

**PROJECT:** Clackamas County Circuit Courthouse Project

**PROJECT COMPANY:** Clackamas Progress Partners, LLC

**THIS CHANGE PROPOSAL IS ISSUED PURSUANT TO:** Section [7.12] of the Project Agreement.

**DESCRIPTION OF PROPOSED CHANGE:**

The County is requesting various changes within the Department of Human Services (DHS) program space. The scope of changes are as follows:

1. Add card reader and doorbell to Foster Parent Waiting/Drop off WA11 and Biological Parent Entry/ Waiting WA7 within the DHS space on Level 2. Doorbells are to have two distinct chimes to differentiate the two waiting areas. WA11 Rev 1 and WA7 to become WA11 Rev 2 and WA7a, refer to Attachment A.
2. Add glazed window (approximately 6ft wide x 4ft high, bottom of window at 34" high) to the interior wall of Foster Parent Waiting/Dropoff WA11 in order for reception to see the public within the waiting area. Captured within WA11 Rev 2, Refer to Attachment A.
3. Remove carpet within Foster Parent Waiting/Drop off WA11 and Biological Parent Entry/ Waiting WA7 and Open Area 7.100x, replace with resilient flooring, finish options to be coordinated through Design Review. Captured within WA7a and WA11 Rev 2, refer to Attachment A.

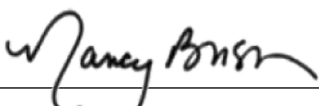
**KEY TERMS:**

1. Refer to Attachment A for proposed modifications to the Project Agreement.
2. The Project Company is hereby requested to provide a proposal, with anticipated costs, to implement the changes to the Design-Build Contract Amount as well as any changes to the Facilities Services Contract Amount, along with any impacts to the Scheduled Occupancy Readiness Date, for the proposed modifications in Attachment A. Authorization to begin implementing the proposed modifications in Attachment A is contingent upon the parties executing a formal change order in accordance with Section 7.12 of the Project Agreement.

**EXHIBITS AND ATTACHMENTS:**

1. Attachment A - Attachment 6A to Appendix 6 of the PA (Courthouse Program and Room Data Sheets).

**AUTHORIZED SIGNATURE**

  
 \_\_\_\_\_  
 County Authorized Representative

5/18/23  
 \_\_\_\_\_  
 Date





**CONSTRUCTION**

**▶ TOGETHER WE BUILD SUCCESS**

## **Exhibit 2**

Attachment B – Pursuant to Section 3.1(a) of the Facilities Coordination Agreement, (Changes during Design Build Period), and Section 10.8 Facilities Management Services (Changes Facilities Coordination Review and Approval Confirmation

Date: July 6, 2023

Type of Change: CCP#006 – County Requirement Change Request - Pursuant to Section 7.12 – **Department of Human Services (DHS) Program Changes**

Subject: The County is requesting various changes across the Courthouse program to create departmental efficiencies and further increase operational safety.

Jon:

Pursuant to Section 3.1 Changes (a) Facilities Coordination Review and Approval Confirmation, Honeywell is acknowledging that the change “**CCP#006 – County Requirement Change Request - Pursuant to Section 7.12 – (DHS) Program Changes**” does not create an operability, reliability, or longevity issue for the Service Contractor.

This change being requested will not affect the OPEX or CAPEX for Clackamas County Circuit Courthouse Project.

Regards,

*Dennis Crawford*

Dennis Crawford

P3 Operations Leader  
Honeywell Building Solutions  
4411 6 Street S.E., Suite 100  
Calgary, Alberta T2G 4E8  
Office – 403 -221-2184  
Dennis.Crawford@honeywell.com

## **EXHIBIT 3**

Project Agreement Attachment 06A – Program Summary and Room Data Sheets.

<b>SPACE NAME</b>	<b>NSF</b>
<b>1 PUBLIC FACILITIES &amp; BUILDING SUPPORT SPACES</b>	<b>42,812</b>
1.1 MAIN ENTRY AND LOBBY	4,104
1.2 PUBLIC SPACES AND AMENITIES	6,264
1.3 BUILDING AND STAFF SUPPORT SPACES	4,958
1.4 SECURE PARKING	12,300
1.5 BUILDING SYSTEMS SUPPORT SPACES	15,186
<b>2 COURTROOMS AND CHAMBERS</b>	<b>56,675</b>
2.1 COURTROOMS AND ANCILLARY SUPPORT SPACES	44,117
2.2 JUDICIAL CHAMBERS	12,558
<b>3 COURT ADMINISTRATION</b>	<b>20,264</b>
3.1 CIRCUIT COURT ADMINISTRATION MANAGEMENT OFFICES	2,886
3.2 PUBLIC-HELP CENTER	2,479
3.3 LAW LIBRARY	2,384
3.4 CIVIL CASE UNIT	1,291
3.5 PROBATE	292
3.6 ACCOUNTING / COLLECTIONS / INDIGENT DEFENSE	1,248
3.7 CRIMINAL AND TRAFFIC	820
3.8 CALENDARING / JUVENILE / JURY	716
3.9 RECORDS	912
3.10 SHARED ADMINISTRATION STAFF SUPPORT SPACES	1,676
3.11 JURY ASSEMBLY	5,560
<b>4 DISTRICT ATTORNEY</b>	<b>17,726</b>
4.1 DA CRIMINAL DIVISION	9,434
4.2 SHARED SPACES AND AMENITIES	2,630
4.3 VICTIM ASSISTANCE DIVISION	1,946
4.4 FAMILY LAW DIVISION	1,601
4.5 GRAND JURY	2,115
<b>5 SHERIFF TRANSPORT OPERATIONS AND CENTRAL HOLDING</b>	<b>5,894</b>
5.1 SALLY PORT	2,450
5.2 CENTRAL HOLDING AREA	1,430
5.3 TRANSPORT OPERATIONS SUPPORT	2,014
<b>6 SHERIFF MAIN OFFICE</b>	<b>3,643</b>
6.1 SECURITY SCREENING	350
6.2 SHERIFF ADMINISTRATION	3,293
<b>7 STATE OFFICES</b>	<b>4,433</b>
7.1 DEPARTMENT OF HUMAN SERVICES	1,946
7.2 PUBLIC DEFENSE AND CIDC	2,487
<b>TOTAL NET SQUARE FEET (NSF)</b>	<b>151,447</b>

|

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
<b>1.0 PUBLIC FACILITIES &amp; BUILDING SUPPORT SPACES</b>							
<b>1.1 MAIN ENTRANCE &amp; LOBBY</b>							
Entry and Security Screening Areas							
Building Entrance Vestibule	VS1 Rev 1	1	500	500	063	-	Single entry for Staff and Public.
Interior Public Queuing	-	1	450	450	-	-	Space for approximately fifty (50) persons at nine (9) square feet/person.
Screening Stations	-	2	330	660	-	-	Each station includes one (1) x-ray and two (2) magnetometers.
Staff By-Pass Lane	-	1	120	120	-	-	Security gate or turnstile required.
Security Officer Desk	-	2	64	128	-	-	One (1) for each screening zone, furniture in space.
Main Lobby							
Main Lobby	LO1	1	2,000	2,000	027	009	Consider space for public auction.
Info Center Clerk – JSS2 / Info Desk	-	2	48	96	-	-	Located in Main Lobby, casework in space.
Information Kiosks	-	3	50	150	-	-	Equipment.
Information Monitors (Wall hung)	-			0	-	-	
<b>Main Entrance and Lobby Subtotal</b>				<b>4,104</b>			
<b>1.2 PUBLIC SPACES &amp; AMENITIES</b>							
Toilet, Multi-Occupancy, Public	TO4	10	215	2,150	-	-	Two (2) per floor.
Toilet, Family, Public	TO2	5	64	320	-	-	One (1) per floor.
Lactation Room, Public	TO3	1	50	50	060	-	Place near Child Respite. Confirm code requirements. Total nine (9) in building.
Public Lounge Area	PS1 Rev 1	4	600	2,400	040	009	One (1) per court floor.
Vending Alcove	-	1	100	100	-	-	
Café	PS2	1	750	750	041	-	
Child Respite							
Registration / Check-In	WA1	1	100	100	064	-	Consider staffing needs, include check-in reception furniture.
Play Room	PS3	1	250	250	042	014	
Kitchenette	PS4	1	80	80	043	-	
Toilet, Family, Public	TO2	1	64	64	-	-	
<b>Public Amenities Subtotal</b>				<b>6,264</b>			
<b>1.3 BUILDING AND GENERAL STAFF SUPPORT</b>							
Mail Room	MA1 Rev 1	1	300	300	028	-	State requires all packages to be screened.
Staff Toilets and Locker Rooms							
Toilet, Single Occupancy, Staff	TO5	3	56	168	-	-	Three (3) per group: one (1) male, one (1) female, one (1) unisex.
Lactation Room, Staff Dedicated	TO6	4	50	200	061	-	One (1) per 75 employees per ORS-839-020-0051. One (1) Lactation Room dedicated for Admin staff.
Personal Lockers (Male)	-	15	5	75	-	-	Lockers located in Shower/Changing.
Showers/Changing (Male)	TO8	1	150	150	062	-	Includes two (2) showers
Personal Lockers (Female)	-	15	5	75	-	-	Lockers located in Shower/Changing.
Showers/Changing (Female)	TO8	1	150	150	062	-	Includes two (2) showers.
Showers/Changing (ADA/Unisex)	TO8	1	150	150	062	-	Includes one (1) shower, sink, toilet.
Staff Lounge / Wellness Room	TO8	1	200	200	051	009	
Loading Dock							
Facility Manager Office	OF1	1	100	100	030	017	

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
Dock Area	-	1	250	250	-	-	Covered space, two (2) box truck spaces & one (1) refuse removal space, raised loading dock w/ dock levers, trash & recycle dumpsters by removal company.
Receiving / Holding Area	BS1 Rev 1	1	1,000	1,000	-	-	
Central Janitorial Storage	ST1	1	120	120	-	-	
Central Maintenance Shop	BS2	1	400	400	-	-	
Janitor Floor Closets (every 20K SF)	JC1	10	50	500	-	-	Two (2) per floor.
Large Item Storage (Furniture, Office Equip.)	ST1	1	1,000	1,000	-	-	
Technology Receiving/Holding	ST1	1	120	120	-	-	Basement

**Building Central Support Subtotal 4,958**

<b>Bicycle Storage</b>							
Bicycle Hangers	ST2	25	9	225	-	-	Separate Onsite Structure
Bicycle Lockers	ST3	25	15	375	-	-	Separate Onsite Structure

<b>1.4 SECURE PARKING</b>							
Judge & Referee Parking	PA1	16	350	5,600	-	-	All Judges - Minimum 16, ideally 18-19
Future - Judge Parking	PA1	3	350	1,050	-	-	
Court Administration	PA1	1	350	350	-	-	Court Administrator
District Attorney Official	PA1	4	350	1,400	-	-	(1) DA, (1) per Chief, (1) Administrator
Maintenance trucks	PA1	2	400	800	-	-	NOTE: Maintenance trucks do not need to be accommodated within the Secure Parking area. The number of parking spaces for maintenance trucks will be a Project Company decision and not a County requirement.
Records State Vehicle	PA1	1	350	350	-	-	Needed for travel to off-site storage.
Sheriff Patrol/Squad Cars	PA1	4	350	1,400	-	-	25-30 Park on surface lot
Sheriff Oversized Transport Vans	PA1	3	450	1,350	-	-	Vehicle Size: 22' (L), 8' (W), 10' (H)

**Secure Parking Subtotal 12,300**

<b>1.5 BUILDING SYSTEMS SUPPORT SPACES</b>							
<b>Elevators &amp; Vertical Transportation</b>							
Public Elevators	-	4	100	400	-	-	While the minimum number of Public Elevators required is four (4), the actual number of Public Elevators shall be based on the Project Company's vertical circulation study required by Section 13 (Vertical Circulation Systems).
Staff Elevators	-	1	100	100	-	-	While the minimum number of Staff Elevators required is one (1), the actual number of Staff Elevators shall be based on the Project Company's vertical circulation study required by Section 13 (Vertical Circulation Systems).
Service Elevators	-	1	120	120	-	-	Can be considered in the minimum number of Staff Elevators provided that such Service Elevator is restricted to staff-only use during Operating Hours.
In Custody Elevators	-	2	100	200	-	-	The minimum number of In Custody Elevators shall be two (2). The Project Company, however, may implement as many In Custody Elevators as required by its design (i.e., number of Courtrooms per floor and number of Courtroom Holding Areas serving every pair of Courtrooms.) Separate Male and Female and Juvenile and Adult.
Elevator Machine Room	BS3	4	200	800	-	-	As required.

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
Public Ceremonial Stair or Escalator	-	1	260	260	-	-	Between 1st and 2nd floors.
Egress Stair	-	4	260	1,040	-	-	One (1) per floor. Secure Circulation for In-Custody Persons need separate secure stairs.
Data/Network Support Areas							
MDF, Main, County & OJD Server Room	TC1	1	580	580	-	-	Combine with County / OJD Server Rooms and MDF. Size in accordance with Technical Requirements.
Tech Distribution Rooms (IDF)	TC2	5	100	500	-	-	One (1) per floor, stacked; Horizontal Distance not to exceed 300 feet. Can be combined with Court Floor IDF Room on each floor for efficiency. See Appendix 6, Section 18.5.1(c) and 18.5.1(d).
Vendor Server Room	TC3	1	100	100	-	-	Project Company Server Room (optional space).
Court Floor IDF Room	TC4	4	200	800	-	-	One (1) per Court floor, stacked; Horizontal Distance not to exceed 300 feet. See note for electrical rooms below. Can be combined with Tech Distribution Rooms (IDF) on each floor for efficiency See Appendix 6, Section 18.5.1(c) and 18.5.1(d).
Entrance Facility Room	BS16	1	400	400	-	-	
Primary Mechanical Areas							
Central Mechanical Areas	BS5	1	3,000	3,000	-	-	SF taken from application space program.
AHU Shafts	-	2	300	600	-	-	Any shaft quantity and area are acceptable provided required functionality and clearances are accommodated.
Primary Electrical Areas							
Central Electrical Room	BS6	1	400	400	-	-	Include UPS.
Floor Electrical Distribution Room	BS7	6	250	1,500	-	-	Combine with IDF / Electrical Rooms two (2) per floor. Can be split into two electrical distribution rooms per floor. The County will, in its discretion, allow deviations from minimum room area provided functionality and required clearances are still met.
Generator	BS8	1	300	300	-	-	Within building or exterior at grade.
UPS	BS9	1	300	300	-	-	
Green Power Inverter	BS10	1	36	36	-	-	SF taken from application space program.

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
Plumbing Areas							
Fire Control Center	BS11	1	100	100	-	-	SF taken from application space program.
Rainwater Storage Tank & Pumps	BS12	1	3,000	3,000	-	-	Sump pumps / water table.
Garbage and Recycling							
Garbage	-	1	150	150	-	-	Located at Loading Dock.
Recycling	-	1	150	150	-	-	Recommend combining Recycling and Shredding Room.
Document Shredding Storage Room	BS13	1	150	150	-	-	
Media Areas							
Media Central Switching Room	BS14	1	200	200	-	-	Feed from FTR (For the Record), other inputs for trucks. A/V recording for courtrooms. If WebEx, no need for equipment.
Exterior Access Equipment Control	-			0	-	-	
<b>Building Systems Support Spaces Subtotal</b>				<b>15,186</b>			

<b>TOTAL PUBLIC FACILITIES &amp; BUILDING SUPPORT SPACES</b>							
				<b>NSF: 42,812</b>			

**2.0 COURTROOMS AND CHAMBERS**

**2.1 COURTROOMS AND ANCILLARY SUPPORT SPACES**

2.1 COURTROOMS AND ANCILLARY SUPPORT SPACES							
Courtrooms							
Large Courtroom	HR1	1	1,800	1,800	016	004	Oregon Facilities Criteria 2007.
High Volume Courtroom	HR2	3	2,200	6,600	017	004	Oregon Facilities Criteria 2007.
Standard Courtroom	HR3	10	1,600	16,000	018	004	Oregon Facilities Criteria 2007. At a minimum provide eight (8) outfitted Standard Courtrooms and two (2) as warm shell. See Appendix 6, Section 9.7.1.2.
Juvenile/Motion Courtrooms	HR4	2	1,100	2,200	019	005	Oregon Facilities Criteria 2007.
Courtroom Ancillary Spaces							
Small Conference Room - Attorney/Client	CF3	28	120	3,360	003	001	Oregon Facilities Criteria 2007: Twelve (12) Courtrooms to have two (2) small conference rooms each. Four (4) Courtrooms to have one (1) small conference room each. Four (4) person conference room.
Large Conference Room - Attorney/Client	CF8	4	300	1,200	008	002	One (1) for every four (4) Courtrooms. Sixteen (16) person.
Victims/Witness Waiting	WA2	8	200	1,600	065	-	Two (2) per court floor.
Police Waiting	-	0	200	0	-	-	One (1) per court floor.
Sound-Lock Vestibule	VS2	16	64	1,024	-	-	One (1) per courtroom.
Courtroom Waiting	WA3	16	100	1,600	066	-	Benches off public corridor (not courtroom entries) and comfortable seating at end of corridors.
Staff ADA Access Ramp	-	4	100	400	-	-	Minimum one (1) courtroom type is ADA compliant for Court Staff.
Toilet, Single Occupancy, Judicial Staff	TO1	8	56	448	-	-	Two (2) per court floor.
A/V Storage Closet	ST1	4	70	280	-	-	One (1) per court floor.
A/V Equipment Closet	TC5	8	20	160	-	-	Minimum of one (1) A/V Closet for every two (2) courtrooms. Can be combined with IDF Rooms for layout efficiency.
Storage Closet	ST1	4	50	200	-	-	One (1) per court floor.



	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
Jury Deliberation							
Small Jury Deliberation Room - 8-Person	CF6	4	200	800	006	001	Ratio: Three (3) per four (4) jury courtrooms. Vary size. Include area to hang coats on wall hooks.
Large Jury Deliberation Room - 16-Person	CF7	5	425	2,125	007	002	
Toilet, Single Occupancy, Jury Deliberation	TO1	9	56	504	-	-	Three (3) per floor (Male / Female / Unisex).
Sound-lock Vestibule	-	9	64	576	-	-	
Coat Closet	-	0	15	0	-	-	One (1) per jury deliberation suite. Wall hooks for coats and bags.
A/V Equipment	TC6	0	30	0	-	-	One (1) per jury deliberation suite. Technology built-in.
Lactation Room, Judicial Staff & Jury	TO3	4	50	200	060	-	One (1) per court floor used by Judicial Staff & Jury
Courtroom Holding							
Elevator Vestibule	VS4	8	100	800	-	-	One (1) for each holding area at courtrooms.
In-custody/Attorney Interview Booth	CF4 Rev 1	8	80	640	004	-	One (1) for each holding area at courtrooms. Alternatively, the In-custody/Attorney Interview Booth (CF4) can also be located in the Central Holding Area. See Appendix 6, Section 9.11.2.8(d).
Individual Holding Cell	HO3	16	70	1,120	-	-	A minimum of two (2) individual holding cells per secure core, two (2) person capacity each.
In-custody Holding Dock	HO4	3	160	480	-	-	

**Courtrooms and Ancillary Spaces Subtotal 44,117**

<b>2.2 JUDICIAL CHAMBERS</b>							
Presiding Judge Chambers							
Presiding Judge	OF6	1	350	350	035	010	
Toilet, Single Occupancy, Presiding Judge	TO1	1	56	56	-	-	
Judicial Clerk Workstation	WS3	1	64	64	075	017	
Judicial Assistant Workstation	WS3	1	64	64	075	017	
Judge Chambers							
Judge's Office + Visiting Judge	OF5	16	300	4,800	034	010	
Toilet, Single Occupancy, Judge	TO1	16	56	896	-	-	
Court Clerk Workstation	WS3	15	64	960	075	017	
Judicial Assistant Workstation	WS3	15	64	960	075	017	
Trial Court Admin Referee Chambers							
Referee Office	OF5	1	300	300	034	010	
Trial Court Clerk Workstation	WS3	2	64	128	075	017	
Shared Collegial Spaces							
Visitor Waiting	WA4	4	150	600	067	-	One (1) per chamber floor.
Large Judicial Conference Room	-	0	350	0	-	-	Use Large Jury Deliberation Room.
Small Judicial Conference Room	CF5	4	200	800	005	001	One (1) per chamber floor, eight (8) person.
Break Room	SS3	4	325	1,300	053	014	One (1) per chamber floor.
Copy/Work Room	OS1	4	150	600	037	018	One (1) per chamber floor.
Supply Storage	ST1	8	25	200	-	-	One (1) per chamber set.
Judicial Waiting	WA13	8	60	480	078	-	One (1) per chamber set.

**Judicial Chambers Subtotal 12,558**

<b>TOTAL COURTROOMS AND CHAMBERS</b>	
<b>NSF:</b>	<b>56,675</b>

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
<b>3.0 COURT ADMINISTRATION</b>							
<b>3.1 CIRCUIT COURT ADMINISTRATION MANAGEMENT OFFICES</b>							
Trial Court Administrator	OF4	1	250	250	033	010	Include four drawer lateral file in open work space.
Toilet, Single Occupancy, Staff	TO1	1	56	56	-	-	Could be shared.
Court Administration							
OJD Manager 2	OF3	1	200	200	032	017	Near Trial Court Administrator - confidential meetings.
Management Assistant 2	WS3	1	64	64	075	017	Near Trial Court Administrator Office, include two drawer later file adjacent.
OJD Analyst 2	WS3	3	64	192	075	017	Near Trial Court Administrator Office, include two drawer later file adjacent.
Waiting Area	WA5	1	120	120	068	-	Can be shared - unstaffed, next to assistant workstation.
Court Admin Storage	ST1	1	250	250	-	-	Provide shelving for office supplies
Galley / Beverages	SS7	1	30	30	057	-	Sink and small refrigerator needed
Treatment Court							
Program Coordinator 3	OF1	1	100	100	030	017	Needs office for private meetings. Confidential.
Program Coordinator 4	WS3	1	64	64	075	017	New position.
Program Staff	WS3	3	64	192	075	017	Requires grant funding.
Secure Administrative Files	ST1	1	80	80	-	-	Large file cabinets.
Meeting Space	CF1	1	100	100	001	001	Two (2) person capacity
Family Law							
Family Law Facilitator + Staff (2-Person)	OF2	1	140	140	031	017	Near Law Library. Shared office, increase size.
Future - Facilitator (2-Person)	OF2	1	140	140	031	017	
Family Law Facilitator Staff	-	0	50	0	-	-	Combined with above.
Technical Support							
Information Technology Specialist 1	-	0	64	0	-	-	
Information Technology Specialist 2	WS3	2	64	128	075	017	
Information Technology Specialist 3	OF2	1	140	140	031	017	Closed door meetings.
Future - Information Technology Specialist	(WS3)	1	64	64	-	-	
New Equipment Storage	ST1	1	350	350	-	-	Locate near Loading Dock.
Equipment Repair and Testing	BS15	1	150	150	-	-	Worktables, benches, power & network drops.
Consultant Workstation	WS3	1	36	36	075	017	Software updating, etc. New space (hoteling).
Printer/Scan/Copy Station	OS6	1	40	40	-	018	
<b>Court Admin Management Subtotal</b>				<b>2,886</b>			

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
<b>3.2 PUBLIC HELP CENTER</b>							
Public Help Center - Information Area	PS5	1			044	009	
Grant funded FJC position – JSS3	-	0	50	0	-	-	Currently in a different facility (County FJC). Not required.
Help Desk	-	1	150	150	-	-	Two (2) person station with area to store forms for purchase.
Public Queuing at Help Desk	-	10	9	90	-	-	Max eight (8) to ten (10) people. (Varies.)
Public Computer Terminals	-	6	24	144	-	-	Stand up workstations. Need more space to fill out paperwork.
Public Forms Computer Terminals	-	6	24	144	-	-	Seated workstation.
Public E-Filing Stations	-	2	24	48	-	-	Seated workstation.
Future - Public Stations	-	0	24	0	-	-	
Public Work Table	-	4	120	480	-	-	Six (6) person tables. Privacy screens required.
Public Forms Area	-	0	50	0	-	-	Some have fees associated, include POS. Or locate at Help Desk.
Public Counter (Window)	PS6	1			045	013	
Cashier	-	1	50	50	-	-	Integrated cashier, permanent staff position. Should be a stand-alone window.
Dedicated Sheriff Window	-	0	50	0	-	-	See duplicate in 6.2.
Public Windows (Unassigned)	-	8	50	400	-	-	Gen windows: provide glazing. One (1) with Privacy.
Public Waiting Area for Windows	-	40	20	800	-	-	Provide seating with notification board.
Public Service Window Drop Box	-	1	15	15	-	-	Secure box (currently installed in door).
Staff Printer Stations at Windows	-	2	15	30	-	-	
Interpreter							
Interpreter Workstation	WS3	2	64	128	075	017	Locate with other work areas. Not in public area.
<b>Public Services Subtotal</b>				<b>2,479</b>			

<b>3.3 LAW LIBRARY</b>							
Law Library	LB1	1			024	007	
Reception/Waiting	WA5	1	150	150	068	-	
Law Librarian Director Office	OF3	1	200	200	032	017	
Staff Office	OF1	1	100	100	030	017	
Copy / Print / Scan / Fiche / Film Room	OS2	1	150	150	038	011	Room should be enclosed due to noise. Patron use - front facing.
Legal Reference Desk	-	3	48	144	-	-	Three (3) stations ideally, if reduction in space needed, can be two (2) stations.
Circulation Desk	-	1	48	48	-	-	One (1) station needed.
Compact Shelving System Area	-	1	700	700	-	-	Based on current capacity, size is fine.
Reading Room	LB2	1	120	120	025	008	Multipurpose function, provide patron support.
Work Room	LB3 Rev 1	1	200	200	026	-	Materials processing - staff use.
Public Computers	-	4	36	144	-	-	If not near public counters need at least six (6).
Study Carrel (Quiet)	-	12	19	228	-	-	Carrel to be 36" width.
Work Table	-	2	100	200	-	-	
<b>Law Library Subtotal</b>				<b>2,384</b>			

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
<b>3.4 CIVIL CASE UNIT</b>							
OJD Supervisor 3	OF2	1	140	140	031	017	
Civil Case Unit							
Civil Clerk/Foreclosure – JSS4	WS3	1	64	64	075	017	
Civil Clerk – JSS3	WS3	4	64	256	075	017	
Civil Lead/Trainer – JSS3	WS3	1	64	64	075	017	
Domestic Relations							
Law Clerk - JSS2	-	0	50	0	-	-	
Law Clerk - JSS3	WS3	4	64	256	075	017	
Civil and Family Law	WS3	1	64	64	075	017	
Future	(WS3)	3	64	192	-	-	
FAPA							
FAPA Clerk – JSS3	-	0	100	0	-	-	Conducts interviews, needs quiet, private area. Enclosed counter space for private conversations. Located at Public Counter Window.
Shared Amenities							
Galley / Beverages	SS7	1	25	25	057	-	Full size refrigerator, sink, coffee station, microwave.
Copy/Work Room	OS1	1	150	150	037	018	Currently three (3) large printers (locate near accounting).
File Cabinet Storage	ST1	1	80	80	-	-	Locked vertical file cabinet located in Copy/Work Room.
<b>Civil Case Unit Subtotal</b>				<b>1,291</b>			

<b>3.5 PROBATE</b>							
Probate							
Probate Coordinator – Analyst 1	WS3	1	64	64	075	017	
Probate Clerk – JSS3	WS3	1	64	64	075	017	
Probate Auditor – JSS3	WS3	1	64	64	075	017	
Meeting Space (Coordinator + Attorneys)	CF1	1	100	100	001	001	Computer + printer. Ideally closed, not confidential.
<b>Probate Subtotal</b>				<b>292</b>			

<b>3.6 ACCOUNTING / COLLECTIONS / INDIGENT DEFENSE</b>							
Supervisor 3	OF2	1	140	140	031	017	
Accounting							
Disbursement Clerk	WS3	1	64	64	075	017	
Accounting Clerk	WS3	2	64	128	075	017	
Future - Clerk	-	1	64	64	-	-	
Collections & Criminal Restitution							
Collection Agent – Restitution - Lead	WS3	1	64	64	075	017	
Collection Agent – Restitution	WS3	1	64	64	075	017	
Small Claims/Landlord Tenant – JSS3	WS3	1	64	64	075	017	
Collection Clerk – General	WS3	3	64	192	075	017	
Future - Clerk	(WS3)	1	64	64	-	-	
Indigent Defense							
Court Appointed Attorney Clerk	WS3	1	64	64	075	017	
Shared Spaces and Amenities							
Waiting Area	-	0	100	0	-	-	Visitors.
Money Counting Room	OS3	1	200	200	039	-	Same location as Safe.

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
Safe	-	2	50	100	-	-	Same location as Counting Room.
Printer/Scan/Copy Station	OS6	1	40	40	-	018	Locate in Clerks area.

**Acct / Collections / Indigent Defense Subtotal 1,248**

<b>3.7 CRIMINAL AND TRAFFIC</b>							
OJD Supervisor 2	OF2	1	140	140	031	017	Near Courtrooms, Calendaring, DA.
Judicial Specialist II-Part Time 60%	WS3	1	64	64	075	017	
Judicial Specialist III	WS3	8	64	512	075	017	
Judicial Specialist IV / Lead Supervisor II (WOC)	WS3	1	64	64	075	017	
Galley / Beverages	SS7	1	25	25	057	-	Full size refrigerator, sink, coffee station, microwave.
Printer/Scan/Copy Station	OS4	1	15	15	-	018	

**Criminal and Traffic Subtotal 820**

<b>3.8 CALENDARING / JUVENILE / JURY</b>							
OJD Supervisor 2	OF2	1	140	140	031	017	Near Jury Assembly.
Calendaring							
Criminal Calendaring & Jury Clerk - JSS2	-	0	64	0	-	-	
Calendaring Clerk - JSS3	WS3	5	64	320	075	017	
Future - Calendaring Clerk	(WS3)	2	64	128	-	-	
Juvenile Dependency							
Juvenile Dependency Clerk	WS3	2	64	128	075	017	Currently has office.
Shared Spaces and Amenities							
Printer Station	-	0	15	0	-	-	Located at Public Counter Windows.

**Calendaring / Juvenile / Jury Subtotal 716**

<b>3.9 RECORDS</b>							
OJD Supervisor 1	OF2	1	140	140	031	017	
Records / Mail / Info Center							
Records Clerk - JSS2	WS3	8	64	512	075	017	Accommodate scanner stations.
Appeals Clerk - JSS3	WS3	1	64	64	075	017	Accommodate scanner stations.
Active Records	ST1	4	9	36	-	-	Seven (7) square feet / vertical cabinet and nine (9) square feet / lateral.
Printer/Scan/Copy Station	OS6	1	60	60	-	018	Large high capacity copy machine and printer.
Public Records Viewing Room	PS8 Rev 1	1	100	100	047	011	Room for public to view digital and hard copy documents.

**Records Subtotal 912**

<b>3.10 SHARED ADMINISTRATION STAFF SUPPORT SPACES</b>							
Toilet, Multi-Occupancy, Staff	TO7	1	108	108	-	-	Split shared amenities into 2 groups within admin.
Toilet, Single Occupancy, Staff, Unisex	TO5	3	56	168	-	-	
Large Conference Room - 14-person	CF9 Rev 1	1	400	400	009	002	
Evidence Storage	ST1	1	50	50	-	-	Locate within Records Staff area.
Exhibit Storage	ST1	1	50	50	-	-	Separate Secure Area. Locate within Records Staff area.
Copy/Work Room	OS9	2	150	300	037	018	Currently 8 printers. Distribute throughout.

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
Scanning Station	OS5	2	25	50	-	018	One (1) in Accounting, one (1) in Criminal.
Break Room	SS4	1	400	400	054	014	
Mail Sorting	MA2	1	150	150	029	-	Locate within Records Staff area.
<b>Shared Support Spaces Subtotal</b>				<b>1,676</b>			

<b>3.11 JURY ASSEMBLY</b>							
Jury Assembly Check-In							
Jury Coordinator - JSS3	WS3	2	64	128	075	017	Computer workstation.
Jury Clerk	WS3	2	64	128	075	017	Computer workstation.
Juror Assembly Entrance/Check-in	WA10	1	150	150	073	017	Near Jury/Calendaring.
Juror Check-in Counter/Staff Workstation	-	2	64	128	-	-	Furniture in space.
Printer/Scan/Copy Station	OS6	1	40	40	-	018	
Check In Kiosk	-	2	25	50	-	-	Equipment.
Main Jury Assembly							
Jury Room Main Assembly Area	JA1	1	15	3,450	021	006	Divisible into two (2) areas. Combination seating types: chairs, lounge, business [average fifteen (15) square feet / person].
Juror Lounge Seating	-	0	20	0	-	-	
Juror Business Seating	-	0	25	0	-	-	
Jury Room Lounge Area (Unit area per person)	JA2 Rev 1	1	25	625	022	-	Combine to Expand Assembly Area.
Juror Support Areas							
Break Area / Galley	JA3	1	150	150	023	-	Coffee station, sink, refrigerator.
Break Area - Seating at Tables	-	1	150	150	-	-	Include this seating in Break Area/Galley space.
Reading Material Display	-	0	25	0	-	-	
Phone Charging Area	-	1	25	25	-	-	
Toilet, Multi-Occupancy, Juror	TO4	2	180	360	-	-	Male/Female.
Toilet, Single Occupancy, Juror	TO1	1	56	56	-	-	Unisex.
Juror Lactation Room	TO3	1	50	50	060	-	
Locker Area / Alcove	-	10	7	70	-	-	Clear front on locker (assume 18 lockers per unit). Located in Jury Room Lounge Area.
<b>Jury Assembly Area Subtotal</b>				<b>5,560</b>			

<b>TOTAL COURT ADMINISTRATION</b>							
				<b>NSF:</b>	<b>20,264</b>		

<b>4.0 DISTRICT ATTORNEY</b>							
<b>4.1 CRIMINAL DIVISION</b>							
Main Reception							
Main Reception / Waiting	WA6	1	350	350	069	017	Accommodate twenty (20) visitors.
Front Desk Customer Info Specialist	-	1	36	36	-	-	
Front Desk (Specialist 1)	WS1	2	36	72	074	017	
District Attorney							
District Attorney	OF5	1	300	300	034	010	Small Conference Table.
Toilet, Single Occupancy, DA	TO1	1	56	56	-	-	
Chief Deputy District Attorney	OF3	2	200	400	032	017	

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
<b>Administrative Staff</b>							
Senior Administrator	OF3	1	200	200	032	017	Small Conference Table.
Operations Manager	OF1	1	100	100	030	017	
Legal Office Supervisor	OF1	1	100	100	030	017	Potentially a Workstation.
<b>Persons Felony Unit</b>							
Senior Deputy District Attorney	OF2	1	140	140	031	017	
Deputy District Attorney 3	OF1	6	120	720	030	017	
Senior Legal Secretary	WS3	1	64	64	075	017	
Legal Secretary	WS1	1	36	36	074	017	
<b>Property Felony Unit</b>							
Senior Deputy District Attorney	OF2	1	140	140	031	017	
Deputy District Attorney 3	OF1	1	120	120	030	017	
Deputy District Attorney 2	OF1	11	120	1,320	030	017	
Senior Legal Secretary	WS3	1	64	64	075	017	
Office Specialist 2	WS1	1	36	36	074	017	
<b>Misdemeanor</b>							
Senior Deputy District Attorney	OF2	1	140	140	031	017	
Deputy District Attorney 1	OF1	7	120	840	030	017	
Senior Law Clerk	WS3	1	64	64	075	017	
Law Clerk	WS3	1	64	64	075	017	
Law Clerk	WS4	4	36	144	079	017	
Senior Legal Secretary	WS3	1	64	64	075	017	
Legal Secretary	WS1	1	36	36	074	017	
Office Specialist 2	WS1	1	36	36	074	017	
<b>Domestic Violence</b>							
Senior Deputy District Attorney	OF2	1	140	140	031	017	
Deputy District Attorney 2	OF1	4	120	480	030	017	
Senior Legal Secretary	WS3	1	64	64	075	017	
Legal Secretary	WS1	1	36	36	074	017	
<b>DA Juvenile</b>							
Senior Deputy District Attorney	OF2	1	140	140	031	017	
Senior Deputy District Attorney	-	0	120	0	-	-	
Deputy District Attorney 2	OF1	3	120	360	030	017	
Legal Secretary	WS1	1	36	36	074	017	
<b>Investigators</b>							
Senior DA Investigator	OF2	1	140	140	031	017	
DA Investigator	OF1	4	100	400	030	017	
<b>Technology</b>							
IS Project Analyst Senior	WS3	1	64	64	075	017	
Microcomputer Analyst 2	WS3	1	64	64	075	017	
<b>Cyber Crime Unit</b>							
Senior Deputy District Attorney	OF2	1	140	140	031	017	New Position
Deputy District Attorney	OF1	3	120	360	030	017	New Position
<b>DA Support Positions</b>							
Paralegal (Elec. Evid. Fugitives Homicide Discovery)	WS3	2	64	128	075	017	
Office Specialist 2 (In-Custody Docket)	WS1	1	36	36	074	017	
Office Specialist 2 (Calendaring)	WS1	1	36	36	074	017	
Legal Secretary (Calendaring)	WS1	1	36	36	074	017	
Office Specialist 2 (Grand Jury Coordinator)	WS1	1	36	36	074	017	
Office Specialist 2 (Intake Desk)	WS1	2	36	72	074	017	
Office Specialist 2 (FT Temp)	WS1	1	36	36	074	017	
Office Specialist 1 (PT Temp)	WS1	1	36	36	074	017	

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
Senior Budget and Payroll	WS3	1	64	64	075	017	
Budget and Payroll	WS1	3	36	108	074	017	
Staff Support Spaces							
Large Conference / Law Library - 20-25 People	CF12	1	550	550	012	002	
Printer Station	OS4	4	25	100	-	018	Number of printers based on organization layout
Galley / Beverages	SS6	2	15	30	056	-	Sink, small refrigerator, coffee station
Records Storage							
Budget/Payroll/Personnel Files	ST1	1	100	100	-	-	Locked file room
Active Case Files	-	0	1,100	0	-	-	Combine with Budget/Payroll/Personnel Files

**DA Criminal Division Subtotal****9,434**

<b>4.2 SHARED SPACES &amp; AMENITIES</b>							
Copy/Work Room	OS1	2	150	300	037	018	Include cabinetry to store forms and supplies.
Supplies Storage	ST1	2	100	200	-	-	
Forms/Supplies	-	0	100	0	-	-	Include in Copy Room in Cabinetry.
Break Room	SS4	1	400	400	054	014	
Evidence Storage & Viewing	ST1	1	120	120	-	-	
Equipment Storage	ST1	1	120	120	-	-	
Handgun Storage	-	1	50	50	-	-	Not necessarily a walk-in. Lockers can be used.
Medium Conference Room - 8-Person	CF5	1	200	200	005	001	
Small Conference Room - 6-Person	CF11	2	150	300	011	001	
Scanning Station	OS7	1	40	40	-	018	
Scanning Document Staging Area	OS7	1	40	40	-	018	
DVD Burning Station	-	0	80	0	-	-	At Paralegal Desk.
Toilet, Multi-Occupancy, Staff	TO7	4	215	860	-	-	TBD # of floors for DA's Office.
Family Toilet (Individual Toilet)	-	0	64	0	-	-	Included in PUBLIC SPACES & AMENITIES 1.2.

**Shared Spaces and Amenities Subtotal****2,630**

<b>4.3 VICTIMS SERVICES</b>							
Reception Area							
Reception/Waiting	WA8	1	150	150	071	-	
Reception Counter Workstation	-	1	36	36	-	-	Furniture in space.
Central Victims Lounge	PS7	1	300	300	046	009	Lounge furniture.
Toilet, Single Occupancy, Public - Victims Lounge	TO1	1	56	56	-	-	
Staff Workstations							
Victim Assistance Program Director	OF3	1	200	200	032	017	
Victim Assistance Supervisor	OF1	1	100	100	030	017	
Victim Advocate	WS3	8	64	512	075	017	
P/T Victim Advocate	WS3	3	64	192	075	017	
Victim Assistance Shared Amenities							
Printer Station	OS4	1	25	25	-	018	
Galley / Beverages	SS6	1	15	15	056	-	
Active Files	-	0	120	0	-	-	
Interview Room	CF2	3	120	360	002	001	Four (4) people per room around a table or lounge furniture.

**Victim Assistance Subtotal****1,946**



	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
<b>4.4 FAMILY LAW</b>							
Reception/Waiting	WA7	1	125	125	070	017	
Counter Workstation	-	1	36	36	-	-	Furniture in space.
Staff Offices/Workstations							
Senior Deputy District Attorney	OF2	1	140	140	031	017	
Deputy District Attorney (FS)	OF1	1	120	120	030	017	
Legal Office Supervisor (FS)	OF1	1	100	100	030	017	
Senior Child Support Agent	WS3	8	64	512	075	017	
Legal Secretary (FS)	WS1	1	36	36	074	017	
Office Specialist 2	WS1	2	36	72	074	017	
Family Support Shared Amenities							
Printer Station	OS4	1	25	25	-	018	
Galley / Beverages	SS6	1	15	15	056	-	
Interview Room	-	0	100	0	-	-	Use Small Conference Room.
Small Conference Room / FED space - 4-Person	CF3	1	120	120	003	001	Two (2) to four (4) people.
Large Conference Room - 10-15 People	CF8	1	300	300	008	002	
<b>Victim Assistance Subtotal</b>				<b>1,601</b>			

<b>4.5 GRAND JURY</b>							
Grand Jury Coordinator							
Legal Secretary	WS3	1	64	64	075	017	
Courtroom							
Grand Jury Hearing Room	HR5	2	650	1,300	020	005	Seven (7) to eight (8) Jurors, elevated witness box.
Grand Jury Ancillary Spaces							
Reception/Waiting	WA8	1	150	150	071	017	
Counter Workstation	-	1	36	36	-	-	Furniture in space.
Touch-down Workstations	WS1	2	36	72	074	017	
Victims/Witness Waiting	WA9	1	200	200	072	-	
Sound-Lock Vestibule	VS3 Rev 1	2	64	128	-	-	
Staff ADA Access Ramp	-	1	100	100	-	-	
A/V Equipment Closet	TC6	1	50	50	-	-	Cart with TV and computers, etc. FTR recording device, cameras. Can be combined with IDF Rooms for layout efficiency.
Galley / Beverages	SS6	1	15	15	056	-	
<b>Grand Jury Subtotal</b>				<b>2,115</b>			

<b>TOTAL DISTRICT ATTORNEY</b>				<b>NSF: 17,726</b>			
--------------------------------	--	--	--	--------------------	--	--	--

<b>5.0 SHERIFF TRANSPORT &amp; HOLDING</b>							
<b>5.1 SALLY PORT</b>							
Transport Sally Port	SP1 Rev 2	1	2,000	2,000	-	-	
Sally Port Vestibule/In Custody Staging	SP2	1	400	400	-	-	
Gun Lockers	-	1	50	50	-	-	Individual lockers.
<b>Sally Port Subtotal</b>				<b>2,450</b>			

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
--	------	----------	------	-------	------	-------	-------

<b>5.2 CENTRAL HOLDING AREA</b>							
In-Custody Intake	WA12	1	100	100	-	-	Four (4) person total capacity, two (2) sheriff and two (2) in-custody persons.
Holding Cells							
Large Group Holding (Male)	HO1	2	180	360	-	-	Twelve (12) person capacity each.
Large Group Holding (Female)	HO1	2	180	360	-	-	Twelve (12) person capacity each.
Small Holding (Male)	HO2	2	100	200	-	-	Six (6) person capacity each.
Small Holding (Female)	HO2	1	100	100	-	-	Six (6) person capacity each.
Individual Holding (Male or Female)	HO3	3	70	210	-	-	Two (2) person capacity each.
Small Holding (Juvenile)	HO2	1	100	100	-	-	Six (6) person capacity each.
<b>Central Holding Area Subtotal</b>				<b>1,430</b>			

<b>5.3 TRANSPORT OPERATIONS SUPPORT</b>							
Break Room/Muster	SS4	1	400	400	054	014	Near Staff Elevator.
In-custody Control Room	TC9 Rev 1	1	270	270	058	015	Desk for (2) deputies.
Toilet, Single Occupancy, Staff - Unisex	TO5	1	56	56	-	-	Direct access from In-Custody Control Room.
Information Services Utility Closet	TC8	1	50	50	-	-	
Equipment Storage	ST1	1	100	100	-	-	
Food Service Area	SS5	1	100	100	055	-	Food Staging.
Locker Rooms & Showers							
Locker Room, Women's	TO9	1	150	150	-	-	
Toilet/ Shower, Women's	-	1	90	90	-	-	Showers & Toilets located in Locker Room.
Locker Room, Men's	TO9	1	540	540	-	-	
Toilet/ Shower, Men's	-	1	90	90	-	-	Showers & Toilets located in Locker Room.
Toilets							
Toilet, Single Occupancy, Staff - Women's	TO5	1	56	56	-	-	
Toilet, Single Occupancy, Staff - Men's	TO5	1	56	56	-	-	
Toilet, Single Occupancy, Staff - Unisex	TO5	1	56	56	-	-	
<b>Transport Operations Support Subtotal</b>				<b>2,014</b>			

<b>TOTAL SHERIFF TRANSPORT OPERATIONS SPACE</b>				<b>NSF:</b>	<b>5,894</b>		
---	--	--	--	-------------	--------------	--	--

<b>6.0 SHERIFF MAIN OFFICES</b>							
<b>6.1 SECURITY SCREENING</b>							
Lead Entrance Screening Officer (ESO)	OF3	1	200	200	032	017	Shared office for all ESO.
Entrance Screening Officer Breakroom	SS2	1	150	150	052	-	Seats two (2) to three (3) people.
<b>Security Screening Subtotal</b>				<b>350</b>			

<b>6.2 SHERIFF ADMINISTRATION</b>							
Public Service	PS6	1			045	-	
Sheriff Public Window	-	2	50	100	-	-	Privacy and discretion needed.
Public Waiting at Window	-	1	50	50	-	-	Walk up service - queuing.
CCSO Office	OF1B	1	144	144	-	-	
Courthouse Security							
Captain Office	OF3	1	200	200	032	017	

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
Sergeant Office	OF2	3	140	420	031	017	
Deputy Workstation	WS3	7	64	448	075	017	Includes Juvenile Deputy.
Future - Deputy Workstation	(WS3)	2	64	128	-	-	
Civil Division							
Process Sergeant Office	OF2	1	140	140	031	017	
Admin Staff	WS3	3	64	192	075	017	Sight and Sound of Front Window.
Future - Admin Staff	(WS3)	1	64	64	-	-	
Technical Staff	WS3	1	64	64	075	017	Sight and Sound of Front Window.
Printer/Copy/Scan Station	OS6	1	60	60	-	018	
Shared Amenities							
Building Monitoring Room	TC10 Rev 1	1	240	240	059	012	Desk for (2) deputies. Adjacent to shared workspace.
Evidence Storage Closet	ST1	1	50	50	-	-	
Large Conference Room (14-Person)	CF8	1	400	400	008	002	
Personnel File Room/Record Storage	ST1	1	120	120	-	-	Locked Room.
Galley / Beverages	SS7	1	30	30	057	-	Full size refrigerator, sink, coffee station, microwave.
Copy/Work Room	OS1	1	150	150	037	018	Work bench, mail boxes.
Office Supply Storage Closet	-	1	100	100	-	-	Vertical file storage cabinets.
Toilet, Single Occupancy, Staff - Unisex	TO5	3	56	168	-	-	
Weapons Storage	-	1	25	25	-	-	Secure Vault.

**Sheriff Administration Subtotal 3,293**

<b>TOTAL SHERIFF MAIN OFFICE</b>
<b>NSF: 3,643</b>

**7.0 STATE OFFICES**

**7.1 DEPARTMENT OF HUMAN SERVICES**

Separate Entrances for Foster & Biological Parents							Secured Entry with Separate parking areas.
Biological Parent Entry / Waiting Area	<a href="#">WA7a</a>	1	125	125	070	017	Small waiting area off main entrance - isolated from contact with foster parent(s).
Waiting Area Foster Parent /Drop Off Area	<a href="#">WA11 Rev. 2</a>	1	100	100	076	017	Small waiting area off second entrance - isolated from contact with biological parent(s) Confirm no Reception Counter.
Visit Rooms	SO1 Rev 1	2	180	360	048	009	Some seating and toys for child & parent interaction.
Viewing Room	SO2 Rev 1	1	96	96	049	-	One way window into each room for DHS staff.
Family Meeting Room	SO3	1	180	180	050	-	Room with comfortable furniture.
Staff Offices/Workstations							
Private Office	OF2	1	140	140	031	017	
Workstations	WS1	6	36	216	074	017	
Shared Amenities							
Galley / Beverages	SS7	1	30	30	057	-	Full size refrigerator, sink, coffee station, microwave.
Large Conference Room - 12-15 People	CF8	1	400	400	008	002	Meetings with Attorneys, parents, staff.

	Code	Quantity	Area	Total	FF&E	IT/AV	Notes
Copy/Print/Scan Station	OS6	1	40	40	-	018	Printer with some shelving for supplies.
Lactation Room, Public	TO3	1	50	50	060	-	Dedicated for mothers of visits, no need for escort.
Toilet, Single Occupancy, Public - Unisex	TO1	1	56	56	-	-	Shared by Staff.
Miscellaneous Additional Space	-	1	153	153	-	-	Available space as per SF requirement.

**DHS Subtotal 1,946**

<b>7.2 PUBLIC DEFENSE &amp; CIDC &amp; JA CL</b>							
<b>Public Space</b>							
Reception/Waiting	WA14	1	125	125	070	017	
OPDS Reception Counter	-	1	50	50	-	-	Furniture in space.
<b>Public Defense Workspace</b>							
Hoteling Workstations	WS1	1	36	36	074	017	
Touchdown Office	OF7	2	64	128	036	017	
<b>CIDC Workspace</b>							
Administration	WS1	1	36	36	074	017	
Touchdown Office	OF7	2	64	128	036	017	
Attorney Hoteling Station	WS1	1	36	36	074	017	
Touchdown Office	OF7	2	64	128	036	017	
Equipment Storage Room	ST1	1	50	50	-	-	AV Equipment and Clothes.
<b>Shared Space</b>							
Printer Station	OS4	1	25	25	-	018	
Galley/Beverage	SS6	1	15	15	056	-	
Small Conference Room - 6-Person	CF11	2	150	300	011	001	Desk with 2 Guest Chairs - not within dept. off of public lobby (defense resource center).
Large Conference Room - 30-Person	CF14	1	1,100	1,100	014	003	Could be shared.
Copy/Work/Mail Room	OS1	1	150	150	037	018	For providers - secured.
Secure Storage Lockers	-	1	20	20	-	-	Attorneys can store personal items.
Toilet, Single Occupancy, Public - Unisex	TO1	1	56	56	-	-	Shared by Staff.
Miscellaneous Additional Space	-	1	104	104	-	-	Available space as per SF requirement.

**Public Defense & CIDC Subtotal 2,487**

<b>TOTAL STATE OFFICES</b>	<b>NSF: 4,433</b>
----------------------------	-------------------

<b>TOTAL CLACKAMAS COUNTY COURTHOUSE</b>	<b>NSF: 151,447</b>
--	---------------------

GENERAL		
Room ID Code	WA7a	
Room Name	Reception/Waiting	
Room used by	Public	
Minimum Number of Occupants in Space	3	

	MINIMUM REQUIREMENT	NOTES
ROOM		
Minimum Ceiling Height	9'-0"	
Minimum Room Dimensions	10'-6"	
Special accessibility requirements/features		
Other special features		
Acoustical Performance	STC 45	NC 40

INTERIOR FINISHES		
Interior Category	IC-2 Moderate Aesthetic Importance	
Floor	F-3 Resilient Flooring	
Base	B-1 Rubber	
Ceiling	C-2 Acoustical Ceiling Tile, High NRC	
Wall Finish	W-1 Gypsum Board, Paint, Latex	
Applied Specialty Wall Finish / Millwork		

CASEWORK, FURNITURE, FIXTURES & EQUIPMENT		
Casework Description	Built-in Reception Desk	
Work Surface Material	WS-2 Solid Surface	
Casework Materials	CM-2 Plastic Laminate	
Furniture	070	
Glare Prevention	GL-2 Orient seating such that occupants face a view that is perpendicular to windows (Or demonstrate that no glare at chairs/workstations)	
Equipment & Specialties		

DOORS & WINDOWS		
Visual Privacy	PR-2 Occasional Visual Privacy	
Exterior Doors		
Exterior Door Hardware Function		
Exterior Glazing	No	
Exterior Window Treatment		
Interior Doors	ID-1b Single Wood Door, Plastic Laminate or Painted	
Interior Door Hardware Function	HW-1 Card Key Access	
Interior Glazing		
Interior Window Treatment		
Specialty Door/Window Features	Door bell at entry into waiting area	Distinct chime difference from WA11.

Daylight & Views	DV-2 Courtrooms, Conference Rooms PERSCRIPTIVE: Areas must have access to a window wall with at least 40% glazing. Total glazing area shall comprise at least 40% of the perimeter wall(s). PERFORMANCE: Average sDA300, 50% is achieved for > 40% of occupied floor area.	
------------------	--	--

<b>MINIMUM REQUIREMENT</b>		<b>NOTES</b>
<b>SECURITY FEATURES</b>		
Floor		
Walls		
Doors		
Other special features		

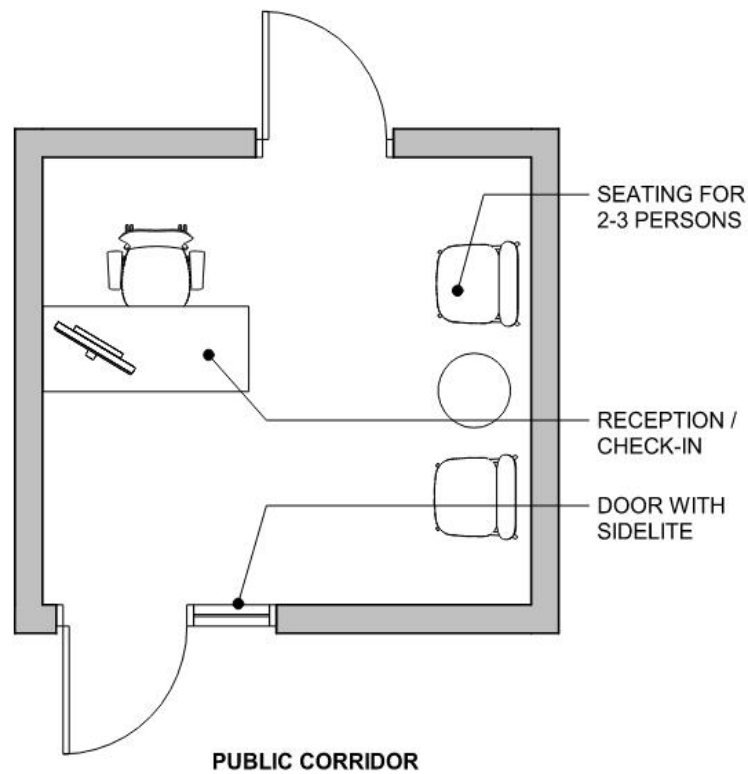
<b>BUILDING SYSTEMS</b>		
<b>Mechanical</b>		
Heating/Cooling Temperature Range	TR-2 - Heating/Cooling 70/75F, +/- 5F	
Thermostat Control	TSC-1 Zone Thermostat with +/- 2 degree	
Schedule	SCH-1 Operating Hours	
<b>Plumbing</b>		
Plumbing Fixture Group		
Water Management		
<b>Fire Protection</b>		
Sprinkler System Type	SS-1 Wet Pipe System	
Sprinkler Head Type	SH-1 Concealed Ceiling Sprinkler	
<b>Electrical - Power</b>		
Receptacle	R-1 Duplex, Normal Power	
Sensors	SN-1 Occupancy, Daylight, CO2 (Regularly)	
Emergency Power		
Standby Power		
UPS		
<b>Electrical - Lighting</b>		
Lighting Fixture Type		
Lighting Level	LL-3 35 FC at work surfaces and walls	
Lighting Control	LC-2 Conference Rooms	
<b>IT/AV/Telecom</b>		
Telephone	No	
Data Outlet	Yes	
CATV/MATV	Yes	
Audio Visual Outlet	Yes	
IT/AV Equipment	017	
Assisted Listening	No	
<b>Electronic Security</b>		
CCTV Camera	Yes	
Duress Alarm	No	
Intercom	No	

**ROOM FUNCTION DESCRIPTION**

This room is used by public check-in for scheduled appointments. Room should be located directly off main public corridor.

**ROOM CONFIGURATION DIAGRAM**

This diagram is included as a planning tool and is not intended to dictate the final design or configuration of the space.



GENERAL		
Room ID Code	WA11 Rev 2	
Room Name	Foster Parent Waiting	
Room used by	Foster Parents	
Minimum Number of Occupants in Space	4	

	MINIMUM REQUIREMENT	NOTES
ROOM		
Minimum Ceiling Height	9'-0"	
Minimum Room Dimensions	9'-6"	
Special accessibility requirements/features		
Other special features		
Acoustical Performance	STC 45   NC 40	

INTERIOR FINISHES		
Interior Category	IC-2 Moderate Aesthetic Importance	
Floor	F-3 Resilient Flooring	
Base	B-1 Rubber	
Ceiling	C-2 Acoustical Ceiling Tile, High NRC	
Wall Finish	W-1 Gypsum Board, Paint, Latex	
Applied Specialty Wall Finish / Millwork		

CASEWORK, FURNITURE, FIXTURES & EQUIPMENT		
Casework Description		
Work Surface Material		
Casework Materials		
Furniture	076	
Glare Prevention	GL-2 Orient seating such that occupants face a view that is perpendicular to windows (Or demonstrate that no glare at chairs/workstations)	
Equipment & Specialties		

DOORS & WINDOWS		
Visual Privacy	PR-2 Occasional Visual Privacy	
Exterior Doors		
Exterior Door Hardware Function		
Exterior Glazing	Yes	Provide window if possible
Exterior Window Treatment	EWT-1 Roller Shade Privacy, Manual	
Interior Doors	ID-1a Single Wood Door, Natural Stained Finish	
Interior Door Hardware Function	HW-1 Card Key Access	Key card access between public to staff area <a href="#">and circulation into waiting area</a>
Interior Glazing	<a href="#">Reception window looking into waiting area</a>	<a href="#">Approx. dimensions 6ft wide x 4ft high, bottom of window at 34"</a>
Interior Window Treatment		
Specialty Door/Window Features	<a href="#">Door bell at entry into waiting area.</a>	<a href="#">Distinct chime difference from WA7a</a>



Daylight & Views	DV-2 Courtrooms, Conference Rooms PERSCRIPTIVE: Areas must have access to a window wall with at least 40% glazing. Total glazing area shall comprise at least 40% of the perimeter wall(s). PERFORMANCE: Average sDA300, 50% is achieved for > 40% of occupied floor area.	
------------------	--	--

<b>MINIMUM REQUIREMENT</b>	<b>NOTES</b>
----------------------------	--------------

SECURITY FEATURES		
Floor		
Walls		
Doors		
Other special features		

BUILDING SYSTEMS		
------------------	--	--

Mechanical		
Heating/Cooling	TR-2 - Heating/Cooling 70/75F, +/- 5F	
Temperature Range		
Thermostat Control	TSC-1 Zone Thermostat with +/- 2 degree	
Schedule	SCH-1 Operating Hours	
Plumbing		
Plumbing Fixture Group		
Water Management		
Fire Protection		
Sprinkler System Type	SS-1 Wet Pipe System	
Sprinkler Head Type	SH-1 Concealed Ceiling Sprinkler	
Electrical - Power		
Receptacle	R-1 Duplex, Normal Power	
Sensors	SN-1 Occupancy, Daylight, CO2 (Regularly Occupied Spaces)	
Emergency Power		
Standby Power		
UPS		
Electrical - Lighting		
Lighting Fixture Type		
Lighting Level	LL-3 35 FC at work surfaces and walls (Conference Rooms)	
Lighting Control	LC-2 Conference Rooms	
IT/AV/Telecom		
Telephone	No	
Data Outlet	Yes	
CATV/MATV	Yes	
Audio Visual Outlet	Yes	
IT/AV Equipment	017	
Assisted Listening	No	
Electronic Security		
CCTV Camera	Yes	
Duress Alarm	No	
Intercom	No	

**ROOM FUNCTION DESCRIPTION**

This room is used by foster parents dropping off or picking up children. Room should be located directly off Foster Parent entrance.

**ROOM CONFIGURATION DIAGRAM**

This diagram is included as a planning tool and is not intended to dictate the final design or configuration of the space.

