

County of Transylvania New Courthouse Study

April 08, 2015



MOSELEYARCHITECTS

CONTENTS

Summary of Findings	Tab 1
Pros and Cons of Options 1, 2 and 3	Tab 1
Exhibit #1: Meetings and Memorandum of Conference	Tab 2
Exhibit #2: Revised Space Program	Tab 3
Exhibit #3: Schematic Site Plan and Floor Plans	Tab 4
Exhibit #4: Conceptual model renderings – 3 schemes	Tab 5
Exhibit #5: Opinion of Probable Cost – Options 1, 2 and 3(a &b)	Tab 6

SUMMARY OF FINDINGS

Moseley Architects was retained in October of 2014 by Transylvania County to provide Phase 1 Architectural and Engineering programming and space planning services for a needs assessment, planning, and preliminary layout of a Replacement Courthouse to be located at the Public Safety Facility campus on Morris Road in Brevard, NC. The Moseley Architects original 2008 study, cost estimate, and program were to be re-evaluated given the slowdown in County growth experienced during the recession. This effort was also a follow-up to a study commissioned in 2013 to look at the feasibility of an expansion to the historic courthouse in downtown Brevard, NC.

These Phase 1 services included the following tasks:

1. Meet with key stakeholders (Clerk of Court, Judges, Probation, Parole, Security, Public Defender, District Attorney, etc.) and develop space needs for the next fifteen (15) years.
2. Compare findings with the original study completed in 2008.
3. Develop design alternatives that will complement the new campus at the Public Safety Facility and comply with the City of Brevard's Unified Development Ordinance (UDO).
4. Provide schematic preliminary drawings and space layouts for up to three (3) alternatives for the facility.
5. Develop vehicular patterns and parking spaces on site for the courthouse.
6. Assess on site storm water retention needs.
7. Develop cost estimates for the facility, including parking, and meeting the requirements of the UDO.
8. Develop a decision matrix of the three options that have been developed (the original courthouse per the 2008 study, the courthouse addition to the historic courthouse from 2014, and the current replacement option).

Upon approval of the Phase 1 recommendations, Phase 2 services will consist of full architectural and engineering design services for the approved Phase 1 plan. The County must authorize Moseley Architects in writing prior to commencement of this work.

Our team met with the Courthouse Planning Team consisting of Jaime Laughter, Josh Freeman, Larry Chapman, Sheriff David Mahoney, Captain Eddie Lance, Rodney Wesson, Athena Brooks, Mark Powell, Rita Ashe, Mike Pratt, Paul Welch, Andrew Hogan, David McNeil, Kristi Brown, Greg Newman, and Larry Reese. This committee met on numerous occasions to review findings and provide input and guidance, investing many hours of dedicated effort on behalf of this study. They are to be commended for their service and assistance. This effort would certainly not have been possible without their expertise.

Moseley Architects conducted intensive interviews with stakeholders to determine space needs currently and in 10-15 years. The original study document was utilized as a means of comparing needs today versus former needs, and what could be provided in the future (Refer to Meeting Minutes in Tab 2).

Moseley Architects then toured the Public Safety Facility campus and assessed the best location for a future replacement courthouse on this site. Existing security patterns in place and also parking needs were examined.

After reviewing the stakeholder meetings and comparing findings with the 2008 study, the space program document was revised to incorporate the reductions discovered during the interviews. The result of this effort shows a year 2025 need of approximately **60,800 square feet** – reduced from the 2008 identified space need of **81,220 square feet**. (Refer to Tab 3 for the detailed revised Program document and summary).

The space program document was reviewed and per the space needs identified, a preliminary schematic plan document was prepared of a two story facility of approximately **61,700 square feet**. This plan serves as a place-holder for programmed space needs, and will need to be developed further during the subsequent Schematic Design Phase should the County elect to move forward with this solution. (Refer to Tab 4 for the conceptual site plan and floor plans).

From this plan, several conceptual sketch models were created on the sloping site to illustrate how the facility may look and be positioned on this site adjacent to the existing Public Safety Facility. (Refer to Tab 5 for the three concept sketch models).

Finally, an opinion of probable project cost was prepared for the “program document” square footage of 60,800 SF (total project cost of **\$20,729,563**) and also one for the schematic plan version of 61,700 SF (total project cost of **\$20,982,314**). (Refer to Tab 6 for the two cost options).

PROS AND CONS OF THE THREE STUDY OPTIONS

Option 1 is the 2008 Study recommendation of a replacement Courthouse on the Public Safety Facility campus of approximately 81,220 SF and a 2008 project cost of \$29,985,427. Looking at today's cost of construction escalation since then, our estimate of cost would now be still in the same range, as prices have just now matched the year prior to the recession.

Option 2 is the 2013 study of expanding the historic courthouse in downtown Brevard. The expansion is approximately 35,600 SF and a project cost of \$11,151,251.

Option 3 is the current study of a new courthouse with a revised (smaller) square footage need than that of the 2008 study at 61,700 SF and a cost of \$20,982,314.

Option 1 PROS:

1. Provides for substantial needs of the Courthouse over a foreseeable future of needs.
2. Construction would "build-out" the facility using today's construction costs rather than more expensive "future" costs.
3. Would allow the current historic courthouse to be re-purposed into a use more fitting for a historic structure.

Option 1 CONS:

1. Of the 3 options under consideration, this option is the most expensive initially to the County – both to build and to operate and maintain.
2. There would be available unused space in the facility for some time given current County growth rates.

Option 2 PROS:

1. Of the 3 options under consideration, this option is the least initial capital cost.
2. This option would keep the historic location of court functions in downtown Brevard.

Option 2 CONS:

1. Provides for only current needs and is a "build-out" of this site. Future expansion will require replacing the entire facility or creating an inefficient annex.
2. No parking solution is provided for this option to solve the current lack of parking for court functions.

3. The historic courthouse is a significant architectural landmark, and a sizable addition such as this will adversely affect the massing and presence of this building.
4. Significant movement and cross- movement for prisoners and judges still presents itself in this option, which in a newly designed option will not occur.
5. The main entrance lobby is not visually near the historic courthouse entrance, which must be permanently disabled due to security and accessibility issues.
6. The historic courthouse has potential structural and cosmetic issues that may drastically increase the cost of this option.

Option 3 PROS:

1. Provides for substantial function of the Courthouse over a reasonable anticipation of future needs.
2. Construction would allow future expansion areas to handle growth with minimal adverse impact to ongoing court operations.
3. Would allow the current historic courthouse to be re-purposed into a use more fitting for a historic structure.
4. Existing storm water retention areas can be suitably enlarged and re-located to improve even the current hydrology on site.
5. Places the court functions much closer to the detention functions to minimize transportation risks.

Option 3 CONS:

1. The county would likely need to expand this option over its useful life span. This expansion will likely be more expensive than doing a “build-out” per option 1 at one time.
2. The historic court location will have to be moved to Morris Road per options 1 and 3.

MOSELEY ARCHITECTS

December 4, 2014

MEMORANDUM OF CONFERENCE

PROJECT Transylvania County Court Study – Phase 2
Transylvania County, NC

ARCHITECT'S PROJECT NO. 531768

DATE Tuesday, December 2, 2014

PRESENT

* For Transylvania County
Jaimie Laughter, County Manager
Eddie Lance, TCSO
Larry Reese, TC project Manager
David McNeill, TC Ops Manager
Mike Pratt, Attorney
Andrew Hogan, Probation
Rodney Wesson, Chief Court Counselor
Rita Ashe, Clerk of Court
Angela Nix, DA

For Moseley Architects
Dan Mace

DISCUSSIONS AND DECISIONS.

The purpose of the meeting was to discuss project roles, scope, and priorities:

1. Introductions and Project Concerns (Jamie Laughter)
 - a. In 2008 a study was conducted for a Court replacement facility estimated to cost approx 20 million dollars and located at the new Public Safety Facility site on Morris Road. This phase will consist of updating the 2008 study and compare with the expansion option recently submitted to the County.
 - b. Concerned about the overall cost of each option under consideration to provide the “best value” for the taxpayers of Transylvania County.
 - c. Make sure that any solution on the Morris Road site includes provisions to mitigate water run-off to improve site hydrology.

The addition option at the existing downtown location was to be a “band-aid” type solution that only addressed immediate space and security needs. It did not address parking and long term expansion needs. The new study also needs to look at more long term solutions to the needs of the Justice system.

2. Project Concerns/Issues from Committee
 - a. Eddie Lance: Concerned with the significant safety and security concerns that the downtown addition option had. This will be alleviated with a new facility on Morris Road. Inmate prisoner

MEMORANDUM OF CONFERENCE

RE: Transylvania County Court Study – Phase 2

Page 2

December 2, 2014

- transport will be significantly decreased at PSF campus. For the addition option, would the judges even allow construction to go on while court was in session there?
- b. David McNeill: Make sure that maintenance issues that have been a problem in the past are addressed and a quality building is constructed. Understand that construction will always take longer than expected.
 - c. Larry Reese: UDO issues with the City of Brevard need to be carefully addressed. At what time will they need to be looped into the process to seek approval? Concerned with the downtown expansion option. Will payment in lieu of for site drainage even be allowed? What about downtown setbacks? The PSF site has outflow water issues during heavy rains that must be successfully addressed with any expansion at the site.
 - d. Andrew Hogan: Concerned that the downtown location would probably never be approved by the UDO. Thankful that the County is addressing these important needs for the judicial system.
 - e. Angela Nix: Safety and security are a primary concern. The current facility has her office located immediately outside of the small courtroom, where the hallways are overcrowded and there is no privacy. Parking is a huge issue that any solution must address.
 - f. Rita Ashe: The existing HVAC is very loud already in the large courtroom – what happens when construction activities happen if the expansion option is chosen? The jurors need space for pooling. Security is a concern downtown. A new facility would optimize safety. Her spaces currently are working well for her, but she would of course need to move if the court functions moved.
 - g. Rodney Wesson: There are juvenile privacy and advocacy issues to deal with staying downtown in the existing courthouse. His functions and adult probation need to stay co-located with the main courthouse for better success to the judges.
 - h. Mike Pratt: From a local business perspective, they would like to keep the Civil Court function downtown, but understand how inefficient that would be. The local community would still benefit given the Morris Road proximity to local restaurants, etc. The expansion option still creates mixing of movement patterns with Judges and prisoners to get to the old courtroom. Why not solve this issue with a new facility? Parking property would still need to be acquired to the North of the existing courthouse whether or not an expansion takes place for public use.
3. Reviewed study scope
- a. Review 2008 study document and update as necessary
 - b. Update program document and growth projections
 - c. Prepare schematic floor plans based upon approved program
 - d. Prepare a master site plan – show parking, drainage, and future additions
 - e. Create a computer rendering showing massing, character – front entrance view
 - f. Provide revised opinion of probable project cost
 - g. Create a decision matrix showing pros and cons of each option under consideration
 - h. Meet with the Commissioners to report findings

4. Lines of communication and schedule
 - a. Jason Hopkins is point of contact for Moseley Architects
 - b. Jamie Laughter is point of contact for Transylvania County
 - c. The study will take approximately 4 months to complete

5. Next steps
 - a. Personal interviews will be scheduled with stakeholder groups to ascertain and update the original projections and program from the 2008 study.
 - b. NC Administrative Office of Courts (AOC) caseload data will be updated from the previous study to analyze actual caseload performance and update caseload projections
 - c. Once these findings are collated, another meeting with the planning committee will be scheduled

The above information is the writer's recollection of the discussions and decisions at the meeting. Should there be any additions or corrections, please notify the writer within two weeks of distribution for correction.

NOTES BY:



Dan Mace, AIA, LEED AP
Vice President
Moseley Architects

DISTRIBUTION: As indicated by (*) above

Project Launch – Transylvania County Replacement Courthouse Study

Project #531768

Date: December 2nd, 2014 (2:00 pm)

Introductions and Project Overview:

- County opening remarks / introductions
- Sign-In sheet

Project Planning Team:

- **Moseley Architects Study/Design Team:**
Dan Mace – Principal in Charge, Project Architect
Tony Bell – Courthouse Programmer
Jason Hopkins – Project Manager
Dennie Martin – Site Engineer (McGill Associates)

What is the Project Scope Mission of the Study?

- Review 2008 study document and update as necessary
- Update program document and growth projections
- Prepare schematic floor plans based upon approved program
- Prepare a master site plan – show parking, drainage, and future additions
- Create a computer rendering showing massing, character, front entrance view
- Provide revised opinion of probable project cost
- Create a decision matrix showing pros and cons of each option under consideration
- Meet with the Commissioners to report findings

What are the concerns of the Courthouse Planning Committee?

- Concerns and issues related to this project?
- What purpose should it serve for this community?
- What does it lack to better serve its purpose?

Discussion of Assessment and Planning Process:

- Define Key Tasks, Priorities
- Communications and Committee Role
- Discuss Schedule
- Distribution of Space Programming Questionnaire to identified groups if necessary and set due date for collection of completed forms.
- Set up individual interviews to update the original study

Conclusion:

- Discuss other concerns/ Answer questions
- Set next meeting date

Adjourn

Kick-Off Meeting
December 2nd, 2014

Transylvania County Court Study

	NAME	TITLE	PHONE	EMAIL
1.	Jaime Laughter	County Manager	884-3100	jaimelaughter@transylvania-county.org
2.	Eddie Lance	Captain	884-3168	elance@tsonc.org
3.	LARRY REESE	County Proj. Mgr.	553-9239	larry.reese@transylvania-county.org
4.	David McNeill	County Probation	553-9791	david.mcneill@transylvania-county.org
5.	Mike Pratt	Attorney	884-4113	mkpratt@munsey-pratt.com
6.	Andrew Hogen	Probation	884-3240	andrew.hogen@ncdps.gov
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Kick-Off Meeting
December 2nd, 2014

Transylvania County Court Study

	NAME	TITLE	PHONE	EMAIL
1.	Rodney C. Wesson	Chief Court Counselor	674-4621	rodney.wesson@ncdps.gov
2.	Rita Ashe	Clerk of Court	885-3600	rita.a.ashe@nccourts.org
3.	Angela Nix	DA's Office	885-3048	cdaan1@nccourts.org
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MOSELEY ARCHITECTS

January 6, 2015

MEMORANDUM OF CONFERENCE

PROJECT Transylvania County Court Study – Phase 2
Transylvania County, NC

ARCHITECT'S PROJECT NO. 531768

DATE Monday December 22 & Tuesday December 23, 2014

PRESENT

For Transylvania County
Eddie Lance, TCSO
Dusty Fleming, Probation
Paul Welch, Public Defender
Athena Brooks, District Court Judge
Mark Powell, Superior Court Judge
Rodney Wesson, Chief Court Counselor
Rita Ashe, Clerk of Court
Greg Newman, DA

For Moseley Architects
*Dan Mace, AIA
Jason Hopkins, AIA

DISCUSSIONS AND DECISIONS.

The purpose of the meeting was to review the 2008 programming study completed by Moseley and confirm current space needs. Notes included below are primarily modifications to the 2008 program and may not relist all required spaces. Refer to final program document for comprehensive department space allocations.

1. Clerk of Court (Rita Ashe)
 - a. Clerk's Office – 300 sf.
 - b. Bookkeeper – 150 sf.
 - c. Cashiers – (3) @ 100 sf each (minimum of 2).
 - d. Estates Division –
 - (1) Asst Clerk – 200 sf.
 - (2) Receptionist (also works for Juvenile Child Support) – cubicle – 60 sf.
 - e. Juvenile Office – 200 sf.
 - f. Civil Division-
 - (1) Asst Clerk/Supervisor – 120 sf.
 - (2) Deputy Clerk – (2) @ 200 sf.
 - g. Criminal District Court –

- (1) Asst Clerk – (2) @ 120 sf ea.
 - (2) Deputy Clerks – (3) @ 60 sf ea. (cubicles).
 - h. Criminal Superior Court –
 - (1) Asst Clerk – (1) @ 120 sf.
 - (2) Deputy Clerk – (1) @ 60 sf (cubicle).
 - i. Support Space
 - (1) Waiting Area – 200 sf.
 - (2) Public Counter – 50 sf.
 - (3) Public Access Computers – 60 sf.
 - (4) Domestic Violence Office – located adj. to public lobby – 80 sf.
 - (5) Small Conference Room – 175 sf.
 - (6) Large Conference Room – Can be shared space.
 - (7) General Storage – 250 sf.
 - (8) Delete Office Supply Storage @ 50 sf.
 - (9) Evidence Storage – 200 sf.
 - (10) (4) copiers required.
 - (11) Delete workroom @ 100 sf.
 - (12) Hearing Room could be part of a larger Clerk's Office, or separate space.
 - (13) Space for State Computer Equipment needed.
 - (14) Jury Selection Computer required.
 - (15) Records Room – 200 sf.
 - (16) Central Files (Inactive) – 300 sf.
 - (17) Active and Inactive records are to be kept separate. Civil, Estates, and Special Proceedings files are kept for 10 years.
 - (18) Judgment Books to be kept on public side for public use.
 - (19) Break Room – 200 sf.
 - (20) Civil and Estates Files kept separate currently, combine together and centralize – 700 sf.
 - (21) Criminal District and Superior Criminal Court do not need public counters.
 - (22) Staff Toilets – All female staff.
 - (23) Need small waiting room off of main lobby – seating for (15) with domestic office and conference room adjacent and transaction windows (2).
2. Probation (Dusty Fleming)
- a. Office Space required:

- (1) (5) case carrying officers @ 120 sf ea.
- (2) (2) JSC Services Officers @ 120 sf ea.
- (3) (1) TASC coordinator @ 120 sf.
- (4) (1) Chief/Supervisor @ 250 sf.
- (5) (1) admin/receptionist @ 100 sf.

b. Support Space

- (1) Need storage for 3 or 4 years of files.
- (2) Visitor Waiting Area – 300 sf.
- (3) Public Restrooms – Can be shared with main building lobby.
- (4) Public Counter needed.
- (5) Dedicated Conference room for 10-12 people needed.
- (6) (2) Staff toilets needed.
- (7) (1) Offender toilet needed for urine collection with adjacent testing area and freezer.
- (8) Copy/fax/work area needed with staff mailboxes; large countertop printer; small shredder; fax machine separate.
- (9) Supply storage – reduce to 120 sf.
- (10) File Storage – reduce to 120 sf.
- (11) General Storage – 120 sf.
- (12) Break Room – 260 sf.
- (13) 10-12 lockers (tall, athletic type) needed.
- (14) Evidence Locker needed.
- (15) Need (2) parking spaces for each staff; 8-10 for other parking.

3. Juvenile Probation (Rodney Wesson)

- a. Chief – 175 sf.
- b. Court Counselors – (2) @ 150 sf ea.
- c. Intake – (2) @ 175 ea.
- d. Office Asst – 100 sf.
- e. Visitor waiting area needed – 200 sf.
- f. Public Lobby can be shared with building.
- g. Drug screening toilet needed – keep separate from Adult Probation drug screening toilet.
- h. Workstation @ 48 sf.
- i. Conference room – (1) @ 200 sf.
- j. Storage – 80 sf.

- k. Break room – 120 sf with refrigerator and sink.
 - l. Staff toilets needed – can be shared.
 - m. File storage – 120 sf.
 - n. Holding Area can be deleted.
4. District Attorney (Greg Newman)
- a. DA Office – 200 sf.
 - b. Asst DA – (3) @ 150 sf.
 - c. Criminal Investigator – 120 sf.
 - d. Admin Support – (2) @ 64 ea (cubicles).
 - e. Support Space
 - (1) Visitor Waiting – 200 sf.
 - (2) Delete Traffic Waiting.
 - (3) Delete Attorney research Workstation.
 - (4) Victim Waiting needed– Separate from Public Waiting – Less than 10 people.
 - (5) Delete Victim toilet.
 - (6) Keep file storage spaces allocated.
 - (7) Office Supply storage – reduce to 80 sf.
 - (8) Delete Law library.
 - (9) Conference room – 200 sf.
 - (10) Break room – 120 sf.
 - (11) Copy/Fax/Work Area needed.
 - (12) Staff toilets needed – can be shared but not in public pathways.
5. Sheriff – Court Security (Eddie Lance)
- a. Control Room with toilet – 225 sf.
 - b. Vehicle Sally Port – 1000 sf.
 - c. Security checkpoint – 250 sf.
 - d. Holding cells – (4) @ 120 sf.
 - e. Officer waiting area on private side of court – 160 sf – access to staff toilets.
 - f. Volunteers – (1) desk, 7 volunteers – 160 sf.
 - g. Staff toilet access needed.
 - h. Screening area with private office (150 sf) adjacent.
 - i. Need a place for confiscated weapons (office area).

- j. Video Monitors at security checkpoint desk to view local cameras.
 - k. Secure connecting corridor to jail is desired.
 - l. Bailiffs can be seated in court – are not required to stand.
 - m. Court Sgt Office – 120 sf, near Judges.
 - n. (2) Elevators for prisoners; prisoners should enter courtrooms away from jury.
6. Public Defender (Paul Welch)
- a. Public Defender Office – 200 sf.
 - b. Asst PDs – (5) @150 ea.
 - c. Admin Asst – (4) @ 64 sf ea (cubicles).
 - d. Investigator – (1) @ 120 sf.
 - e. Support space
 - (1) Visitor Waiting – 200 sf.
 - (2) Visitor Toilets – can use main public lobby toilets.
 - (3) (1) Office Supply Room – 100 sf.
 - (4) Delete Law Library.
 - (5) Conference room – 200 sf (delete other conf room).
 - (6) Break room – 150 sf.
 - (7) Staff toilets can be shared potentially (keep out of public pathways).
7. Superior Court (Judge Mark Powell)
- a. Judges' Chambers – (1) @ 200 sf.
 - b. No admin Asst needed.
 - c. Need large seats for jury and adequate circulation space in jury box.
 - d. Courtroom waiting area – 200 sf.
 - e. Entry vestibules into courtrooms needed for acoustics.
 - f. Witness/attorney conference room – adjacent to entry vestibules.
 - g. Media/Observation room not required.
 - h. Plea Room – delete.
 - i. Jury Assembly and Grand Jury Room to remain separate.
 - j. Delete Judge's Visitor waiting room.
 - k. Judge's Conference room to become Attorney Conference room with break counter.
 - l. Court Sgt Office – near Judges.
 - m. Judge Chambers to have private toilet.

- n. Separate Judge parking area – 5 spots.
 - o. Prisoner waiting area inside courtroom – fixed chairs – away from jury.
 - p. Judge needs monitor at desk.
 - q. Need security for Judge's Chambers to limit access.
 - r. Court Reporter needs small office for securing equipment and working on transcripts – 80 sf.
8. District Court (Athena Brooks) via phone on 01-06-2015
- a. Judges' Chambers/Offices: (2) @ 300 sf ea.
 - b. Admin Asst – 120 sf.
 - c. Trial Court reporter – 100 sf.
 - d. Billing station not required – delete from program.
 - e. Grand Jury room space (for 20 -25 people) to be combined with Jury Assembly room.
 - f. Delete Judge Visitor Waiting.
 - g. Need (3) secure parking spaces – allocate (6) total for both District and Superior Court.

The above information is the writer's recollection of the discussions and decisions at the meeting. Should there be any additions or corrections, please notify the writer within two weeks of distribution for correction.

NOTES BY:



Jason Hopkins, AIA, LEED AP
Project Manager
Moseley Architects

DISTRIBUTION: As indicated by (*) above, and:
Jaime Laughter

MOSELEY ARCHITECTS

February 24, 2015

MEMORANDUM OF CONFERENCE

PROJECT Transylvania County Court Study – Phase 2
Transylvania County, NC

ARCHITECT'S PROJECT NO. 531768

DATE Monday February 23, 2015

PRESENT For Transylvania County

*Jaime Laughter, County Manager
Mark Powell, Superior Court Judge
Rodney Wesson, Chief Court Counselor
Greg Newman, DA
Daniel Cobb, City of Brevard
Larry Reece, Trans County
Andrew Hogan, Probation
David McNeill, Trans County
Heath Seymour, City of Brevard

For Moseley Architects
*Dan Mace, AIA
Jason Hopkins, AIA

DISCUSSIONS AND DECISIONS.

The purpose of the meeting was to review the conceptual floor plans, site plan, space program, and cost estimates for new replacement courthouse.

1. Program Review
 - a. Revised program was presented – generated from stakeholder interviews in December 2014.
 - b. Old program from 2008 was approximately 81,000 gross sf. New program has reduced this square footage to approx. 61,000 sf.
 - (1) Clerk of Court – representative not in attendance. Jaime Laughter to request input from Clerk of Court staff.
 - (2) Community Corrections – Program appears ok; community corrections staff will review in more detail and provide comments, if any.
 - (3) District Attorney – Program appears acceptable.
 - (4) District Court - representative not in attendance. Jaime Laughter to request input from District Court staff.
 - (5) Guardian Ad Litem – no comments.
 - (6) Information Technology – no comments.
 - (7) Juvenile Probation – no comments.
 - (8) Maintenance – no comments.
 - (9) Shared Space – no comments.
 - (10) Sheriff - representative not in attendance.
 - (11) Superior Court – No comments.
 - (12) Public Defender - representative not in attendance.

2. Plan Review
 - a. First Floor
 - (1) Guardian Ad Litem – allocated more space than program to fit with plan concept. Potentially some square footage in this area could be devoted to storage or other space needs.
 - (2) Community Corrections – allocated space is less than programmed space.
 - (3) Revise Traffic Violators (in District Attorney suite) to be Office space.
 - (4) Juvenile Probation – add staff toilet .
 - (5) Clerk Space – concerned about public penetration deep into staff space.
 - (6) Community Corrections – revise open office cubicle space to create private offices and add private staff toilet.
 - b. Second Floor (Court Level)
 - (1) Law Library to be accessible to public. Relocate door to public side.
 - (2) Create a 4th Judges Chambers.
 - (3) Grand Jury – not accessible from Public side – relocate door to private side.
 - c. Both floors –
 - (1) Consider future growth/expansion.
3. Site plan review
 - a. Confirm parking for staff and public.
 - b. Review similar scale projects to develop approx. anticipated staff and public parking and show on revised site plan.
 - c. Cost of parking garage for downtown would be approx. \$15,000 per space. 200 spaces required. Approximate cost is \$3,000,000.00.
4. Other
 - a. Moseley to provide rendering of new Court facility.
 - b. Parking not addressed in previous Courthouse expansion study – new study to address parking for courthouse expansion to make the two studies and cost estimates easy for County to compare.
 - c. Moseley to provide “pros and cons” matrix of each of the 3 study recommendations (2008, 2014, and current 2015 studies).

The above information is the writer's recollection of the discussions and decisions at the meeting. Should there be any additions or corrections, please notify the writer within two weeks of distribution for correction.

NOTES BY:



Jason Hopkins, AIA, LEED AP
Project Manager
Moseley Architects

DISTRIBUTION: As indicated by (*) above,

Transylvania County Replacement Courthouse Study

Project #531768

Date: February 23rd, 2015 (9:00 am)

1. Introductions:

- Sign-In sheet

2. Review Program:

- Clerk of Court
- District Attorney
- District Court
- Guardian Ad Litem
- IT
- Juvenile Probation
- Maintenance
- Shared Space/Other
- Sheriff – Court Security
- Superior Court
- Public Defender

3. Review of conceptual plans:

- First level plan
- Second level plan
- Site plan

4. Cost Estimate

5. Determine Next Steps to conclude Study

MOSELEYARCHITECTS

A PROFESSIONAL CORPORATION

Meeting
February 23, 2015

Transylvania County Court Study

	NAME	COMPANY	PHONE	EMAIL
1.	Don Mace	Moseley	704 540 3755	Dmace@moseleyarchitects.com
2.	Jason Hopkins	Moseley	"	jhopkins@moseleyarch.com
3.	Rodney C. Wesson	DACJS	828-697-4895	rodney.wesson@ncdps.gov
4.	Daniel Cobb	City of Brevard	828-885-5630	Daniel.Cobb@cityofbrevard.com
5.	Larry Reece	County	828-553-9239	Larry.Reece@transylvaniacounty.org
6.	Andrew Hogan	Probation	828 884-3240	Andrew.Hogan@ncdps.gov
7.	David McNeill	County	828-553-9791	david.mcneill@transylvaniacounty.org
8.	Greg Newman	Dist. Atty - NC	(828) 694-4175	greg.a.newman@nccourts.org
9.	Jaimie L. Laughter	County	828 8084609	jaimie.laughter@transylvaniacounty.org
10.	Heath Seymour	Heart of Brevard	828 741-3278	heath@brevardnc.org
11.	Mark Powell	judge	828 891-4188	jmpowell@morrisbh.net
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TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

SUMMARY - ALL FUNCTIONS

FUNCTION/DEPARTMENT	SPACE NEEDED BY YEAR						REMARKS
	2015		2020		2025+		
	STAFF	NSF	STAFF	NSF	STAFF	NSF	
Clerk of Court	15	6,792	15	6,970	16	7,366	
Community Corrections	6	3,536	8	4,031	9	4,153	
District Attorney	7	2,704	7	2,718	7	2,718	
District Court	2	11,472	3	11,916	3	12,096	
Guardian Ad Litem	3	1,308	3	1,308	3	1,308	
Information Technology	0	310	0	310	0	520	
Juvenile Probation	5	2,368	5	2,395	6	2,631	
Maintenance	0	480	1	600	1	720	
Shared Space / Other	0	2,725	0	2,725	0	2,725	
Sheriff - Court Security	3	3,706	5	4,219	6	4,219	
Superior Court	2	5,628	2	5,628	2	5,628	
Public Defender	10	2,590	11	2,690	11	2,690	
TOTAL STAFF	53		60		64		
TOTAL NET SQUARE FEET		43,617		45,510	2	46,773	
Gross area conversion factor - 30%		13,085		13,653	30%	14,032	
TOTAL BUILDING GROSS SQUARE FEET		56,702		59,162		60,804	

TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

CLERK OF COURT

SPACE NEEDED					2015		2020		2025+		
DESCRIPTION	CODE	EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	REMARKS
2015											
STAFF OFFICES / WORKSTATIONS											
Clerk	po7	300	1	300	1	300	1	300	1	300	Space includes private toilet
Bookkeeping											
Bookkeeper	po3	150	1	150	1	150	1	150	1	150	
Cashiers	ws2	48	2	96	2	96	3	96	2	96	Located at public counter with glass and pass thru
Estates Division											
Asst. Clerk	po2	0	1	0	1	0	1	0	1	0	Workstations must accommodate up to 4 visitors
Juvenile Probation	cs10	60	1	60	1	60	1	60	1	60	Not additional staff added
Child Support Juvenile											
Shared Space / Other	po2	0	1	0	1	0	0	0	1	0	
Civil Division											
Assistant Clerk / Supervisor	po2	120	1	120	1	120	1	120	1	120	
Deputy Clerk	ws3	64	2	128	2	128	11	128	2	128	
Criminal District Court											
Assistant Clerk/Supervisor	po2	120	1	120	1	120	2	240	2	240	
Gross area conversion factor - 30%	ws3	64	0	3	192	0	3	192	0	3	192
Criminal Superior Court											
Assistant Clerk/Supervisor	po2	120	0	0	0	0	0	0	1	120	
Deputy Clerk	ws3	64	1	64	1	64	1	64	1	64	
TOTAL STAFF			15		15		15		16		
SUPPORT SPACE											
Shared											
Public waiting area	vis10	200	1	200	1	200	1	200	1	200	
Public counter	ctr1	50	1	50	1	50	1	50	1	50	At Cashier stations
Public access computer	cs3	15	4	60	4	60	4	60	4	60	
Private area (domestic violence)	vis4	80	1	80	1	80	1	80	1	80	Estate, other
Small conference room	cnf8	175	1	175	1	175	1	175	1	175	
Large conference room - seat 25									0	0	See Shared space
General storage	st7	250	1	250	1	250	1	250	1	250	
Mail workstation	ml1	15	1	15	1	15	1	15	1	15	
Office supply storage	st2	50	0	0	0	0	0	0	0	0	
Evidence storage	st6	200	1	200	1	200	1	200	1	200	
Copier	cpy5	25	3	75	3	75	4	100	4	100	Located in various areas
Fax	fax1	15	1	15	1	15	1	15	1	15	Adjoining elected Clerk's office
Workroom	po1	100	0	0	0	0	0	0	0	0	
Clerk's Hearing room	NA	600	1	600	1	600	1	600	1	600	Seat 15
State computer equipment	st2	50	1	50	1	50	2	100	2	100	
Jury selection computer	wss	25	1	25	1	25	1	25	1	25	
Records	hd2	8	0	0	0	0	0	0	0	0	
Central Files-inactive	wall4	15	0	0	0	0	0	0	0	0	
Judgment books	rol2	130	1	130	1	130	1	130	1	130	
Break room	cnf12	200	1	200	1	200	1	200	1	200	Public use room
Staff toilet - men	toil1	50	1	50	1	50	1	50	1	50	
Staff toilet - women	toil2	120	1	120	1	120	1	120	1	120	
Coat closet	clos1	10	1	10	1	10	1	10	1	10	
Bookkeeping											
Bookkeeping records	st2	50	1	50	1	50	1	50	1	50	

TRANSLYVANIA COUNTY COURTHOUSE SPACE PROGRAM

Computer printout shelving	bk1	12	2	24	2	24	2	24	2	24	
Printer	pm1	10	2	20	2	20	2	20	2	20	
File staging area	bk1	12	1	12	1	12	2	24	2	24	
Form storage	bk1	12	2	24	2	24	3	36	3	36	
Files	vert	10	4	40	4	40	6	60	6	60	
Files	wall3	12		0	0	0		0	0	0	
Estates Division											
Executor/will/administrator books	bk1	12	2	24	2	24	2	24	2	24	
Estates Multipurpose room	wrk12	144	1	144	1	144	1	144	1	144	
Files	vert	10	3	30	3	30	4	40	4	40	
Wall files	wall3	12	11	132	11	132	12	144	12	144	
Civil Division											
Public counter	ctr1	50	1	50	1	50	1	50	1	50	Combine in one area with Estates Division
Public counter	car1	15	2	30	2	30	2	30	2	30	
Public file review stations	bk1	12	3	36	3	36	3	36	3	36	
Files	vert	10	6	60	6	60	8	80	8	80	Shelving
Wall files	wall3	12	10	120	10	120	12	144	12	144	Combine in one area with Superior Court Div
Criminal District Court											
Public counter	ctr1	50	1	50	1	50	1	50	1	50	
Form storage	bk1	12	0	0	0	0	0	0	0	0	
Files	vert	10	60	600	60	600	60	600	60	600	Combine in one area with Criminal District Court Div
Superior Criminal Court											
Public counter	ctr1	50	1	50	1	50	1	50	1	50	
Files	vert	10	0	0	0	0	0	0	0	0	
	wall3	12	0	0	0	0	0	0	0	0	
SUBTOTAL SPACE REQUIRED				5,031	5,031	5,163	5,456				
INTERNAL CIRCULATION FACTOR			35%	1,761	1,761	1,807	1,910				

TOTAL DEPARTMENT NET SPACE REQUIRED	6,792	6,792	6,970	7,366
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TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

COMMUNITY CORRECTIONS SPACE NEEDED

DESCRIPTION	SPACE CODE	SQ FT EACH	2015		2020		2025+		REMARKS	
			QTY	SQ FT	QTY	SQ FT	QTY	SQ FT		
STAFF OFFICES / WORKSTATIONS										
PROBATION										
Chief Probation Officer	po6	250	1	250	1	250	1	250	Parking - need 2 spaces per each staff	
Case Carrying Officer	po2	120	3	360	3	360	4	480	Parking - need 10 offender parking spaces	
Surveillance Officer	po2	120	0	0	0	0	0	0		
Community Probation Officer	po2	120	0	0	0	0	0	0		
Community Services Officer	po2	120	1	120	1	120	2	240	JSC Services officers	
CJPP Coordinator	po2	120	0	0	0	0	0	0		
TASC										
Coordinator	po2	120	1	120	1	120	1	120		
Office Assistant	ws3	64	0	0	0	0	0	0		
TOTAL STAFF			6		6		8		9	
SUPPORT SPACE										
Visitor waiting	vis15	300	1	300	1	300	1	300	Area for children	
Public restrooms	toil2	120	0	0	0	0	0	0	Shared with general toilet area	
Public counter	cs6	36	1	36	1	36	1	36		
Intake workstation	ws3	64	1	64	1	64	1	64	With secure storage	
Conference room-seat 12	cnf12	260	1	260	1	260	1	260	Seat 10-12 people	
Secure storage	lkr0	3	39	117	39	117	42	126	For collecting urine samples from clients -	
Freezer	frig	20	1	20	1	20	1	20	with lab counter within toilet and special finish	
Supply storage	st4	120	1	120	1	120	1	120		
Specimen collection toilet	toil1	50	1	50	1	50	1	50		
Specimen testing area	NA	50	1	50	1	50	1	50		
Files-closed	vert	10	0	0	0	0	0	0		
Files-active/pending	lat	12	6	72	6	72	10	120		
Copier	cpy5	25	2	50	2	50	3	75		
Fax	fax1	15	2	30	2	30	2	30		
Shredder	psh	15	1	15	1	15	2	30		
Staff mailboxes	car1	15	1	15	1	15	1	15		
Wall mounter locker room	lkr10	200	1	200	1	200	1	200		
Staff break room	cnf12	260	1	260	1	260	1	260		
Staff toilet	toil1	50	2	100	2	100	2	100		
Coat closet	clos1	10	1	10	1	10	1	10		
SUBTOTAL SPACE REQUIRED				2,619		2,619		2,986		3,076
INTERNAL CIRCULATION FACTOR	35%			917		917		1,045		1,077
TOTAL DEPARTMENT NET SPACE REQUIRED				3,536		3,536		4,031		4,153

TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

DISTRICT ATTORNEY SPACE NEEDED

DESCRIPTION	SPACE CODE	SQ FT EACH	2015		2020		2025+		REMARKS
			QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
STAFF OFFICES / WORKSTATIONS									
District Attorney	po5	200	1	200	1	200	1	200	
Assistant District Attorney	po3	150	3	450	3	450	3	450	Space for visiting ADA
Criminal Investigator	po2	120	1	120	1	120	1	120	
Administrative Support	ws3	64	2	128	2	128	2	128	
TOTAL STAFF			7		7		7		
SUPPORT SPACE									
Visitor waiting	vis10	200	1	200	1	200	1	200	Secure and sound proof from office space
Public counter	cs6	36	1	36	1	36	1	36	Glass window for reception
Subwaiting area for traffic violators	vis8	160	0	0	0	0	0	0	
Attorney research workstation	wss	25	0	0	0	0	0	0	
Victim waiting	vis8	160	1	160	1	160	1	160	For Victim witness
victim toilet	toil1	50	0	0	0	0	0	0	Use primary toilet facility
Files-active	lat	12	2	24	2	24	2	24	
Files-inactive	vert	10	2	20	2	20	2	20	
Office supplies / form storage	st3	80	1	80	1	80	1	80	
Law library conference room-seat 10	cnf8	175	1	175	1	175	1	175	
Conference room-seat 10	cnf10	200	1	200	1	200	1	200	
Copier	cpy5	25	1	25	1	25	1	25	
Fax	fax1	15	1	15	1	15	1	15	
Printer	prm1	10	1	10	1	10	2	20	
Break room	cnf6	150	1	150	1	150	1	150	
Staff toilet	toil1	50	0	0	0	0	0	0	Shared with others - need male and female
Coat closet	clos1	10	1	10	1	10	1	10	
SUBTOTAL SPACE REQUIRED				2,003		2,003		2,013	2,013
INTERNAL CIRCULATION FACTOR			35%	701	701	705	705		
TOTAL DEPARTMENT NET SPACE REQUIRED				2,704	2,704	2,718	2,718		

TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

DISTRICT COURT										
SPACE NEEDED										
	SPACE	SQ FT			2015		2020		2025+	
DESCRIPTION	CODE	EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT
STAFF OFFICES / WORKSTATIONS										
Judge	po7	300	1	300	1	300	2	600	2	600
Administrative Assistant	po3	150	1	150	1	150	1	150	1	150
Trial Court Coordinator	po3	150	0	0	0	0	0	0	1	150
TOTAL STAFF			2		2		3		4	
SUPPORT SPACE										
Courtroom/jury - seat 150	crj4	2800	1	2,800	1	2,800	1	2,800	1	2,800
Courtroom/hearing/non-jury - seat 20	crn1	900	1	900	1	900	1	900	1	900
Courtroom/jury - seat 40	crj1	2000	1	2,000	1	2,000	1	2,000	1	2,000
Courtroom waiting area	vis20	400	2	800	2	800	2	800	2	800
Courtroom waiting area	vis10	200	1	200	1	200	1	200	1	200
Courtroom entry vestibule	crv	70	2	140	2	140	3	210	3	210
Witness/attorney conf room	wit	120	6	720	6	720	6	720	6	720
Billing station	ws4	80	0	0	0	0	0	0	0	0
Jury deliberation room	jur3	550	1	550	1	550	1	550	1	550
Jury toilet	toil1	50	2	100	2	100	2	100	2	100
Jury assembly room	jur3	750	1	750	1	750	1	750	1	750
Jury toilet	toll1	50	2	100	2	100	2	100	2	100
Grand jury room	cnf24	375	0	0	0	0	0	0	0	0
Jury toilet	toil1	50	0	0	0	0	0	0	0	0
Judge's visitor waiting	vis4	80	0	0	0	0	0	0	0	0
Staff/visitor toilet	toil1	50	1	50	1	50	1	50	1	50
Prisoner holding cell	hc5	120	0	0	0	0	0	0	0	0
Prisoner holding cell-vestibule	vest	120	0	0	0	0	0	0	0	0
Deputy workstation	wss	25	0	0	0	0	0	0	0	0
Attorney-prisoner interview booth	int1	70	0	0	0	0	0	0	0	0
SUBTOTAL SPACE REQUIRED				9,560		9,560		9,930		10,080
INTERNAL CIRCULATION FACTOR			20%	1,912	1,912	1,912	1,986	1,986	2,016	2,016
TOTAL DEPARTMENT NET SPACE REQUIRED				11,472	11,472	11,472	11,916	11,916	12,096	12,096

REMARKS
Currently rotating 1-2, may increase to fulltime need
Small visitor waiting needed in space
Potential needed in future
Capable of video arraignment , 2 public exits
Hearings, arbitration, mediation
Small Claims
Includes juror's toilets and coffee niche
Includes coffee county, coat closet, vestibule
Locate in jury vestibule
Locate on ground level
Locate near jury assembly room
Share space with the small courtroom
Refer to Sheriffs spaces for prisoner holding etc.
Refer to Sheriffs spaces for prisoner holding etc.
Refer to Sheriffs spaces for prisoner holding etc.
Refer to Sheriffs spaces for prisoner holding etc.

TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

GUARDIAN AD LITEM											
SPACE NEEDED					2015		2020		2025+		
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	REMARKS
STAFF OFFICES / WORKSTATIONS											
District Administrator	po3	150	1	150	1	150	1	150	1	150	Duress alarm
Program Supervisor	po2	120	1	120	1	120	1	120	1	120	
Program Assistant	po1	100	1	100	1	100	1	100	1	100	
TOTAL STAFF			3		3		3		3		
SUPPORT SPACE											
Visitor waiting	vis8	160	1	160	1	160	1	160	1	160	
Staff/visitor toilet	toil1	50	1	50	1	50	1	50	1	50	Volunteer training
Conference room-seat 10	cnf10	200	1	200	1	200	1	200	1	200	
Storage	st2	50	1	50	1	50	1	50	1	50	
Worktable	wrk2	80	1	80	1	80	1	80	1	80	
Files	vert	10	4	40	4	40	4	40	4	40	Provided by AOC
Copier	cpy5	25	1	25	1	25	1	25	1	25	Note Phone system separate from other agencies
Fax	fax1	15	1	15	1	15	1	15	1	15	
Staff Toilet	toil1	50	1	50	1	50	1	50	1	50	
Coat closet	clos	6	1	6	1	6	1	6	1	6	
SUBTOTAL SPACE REQUIRED				1,046	1,046	1,046	1,046	1,046	1,046	1,046	
INTERNAL CIRCULATION FACTOR 25%				262	262	262	262	262	262	262	
TOTAL DEPARTMENT NET SPACE REQUIRED			1,308	1,308	1,308	1,308	1,308	1,308	1,308	1,308	

TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

INFORMATION TECHNOLOGY										
SPACE NEEDED										
DESCRIPTION	SPACE CODE	SQ FT EACH	2015		2020		2025+		REMARKS	
			QTY	SQ FT	QTY	SQ FT	QTY	SQ FT		
SUPPORT SPACE										
Main telephone/data room	st5	160	1	160	1	160	1	160	2	320
Data equipment room	st2	50	3	150	3	150	3	150	4	200
SUBTOTAL SPACE REQUIRED				310	310	310	310	520		
INTERNAL CIRCULATION FACTOR		NA		0	0	0	0	0		
TOTAL DEPARTMENT NET SPACE REQUIRED				310	310	310	520			

TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

JUVENILE PROBATION										
SPACE NEEDED			2015		2020		2025+			
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT
STAFF OFFICES / WORKSTATIONS										
Chief Court Counselor	po4	175	1	175	1	175	1	175	1	175
Court Counselor	po3	150	2	300	2	300	2	300	2	300
Intake	po4	175	1	175	1	175	1	175	2	350
Office Assistant	ws5	100	1	100	1	100	1	100	1	100
TOTAL STAFF			5		5		5		6	
SUPPORT SPACE										
Visitor waiting	vis10	200	1	200	1	200	1	200	1	200
Public counter	cs6	36	1	36	1	36	1	36	1	36
Client toilet	toil1	50	1	50	1	50	1	50	1	50
Work station	ws2	48	1	48	1	48	1	48	1	48
Conference room-seat 10	cnf10	200	1	200	1	200	1	200	1	200
Storage	st3	80	1	80	1	80	1	80	1	80
Data equipment	wrk1	25	1	25	1	25	1	25	1	25
Break room	cnf4	100	1	100	1	100	1	100	1	100
Staff Toilet	toil1	50	2	100	2	100	2	100	2	100
Files	vert	10	10	100	10	100	12	120	12	120
Copier	cpy5	25	1	25	1	25	1	25	1	25
Fax	fax1	15	1	15	1	15	1	15	1	15
Shredder	psh	15	1	15	1	15	1	15	1	15
Intake room (holding area)	hc1	70	0	0	0	0	0	0	0	0
Coat closet	clos1	10	1	10	1	10	1	10	1	10
SUBTOTAL SPACE REQUIRED				1,754		1,754		1,774		1,949
INTERNAL CIRCULATION FACTOR				35%		614		614		621
TOTAL DEPARTMENT NET SPACE REQUIRED				2,368		2,368		2,395		2,631

REMARKS

Major growth predicted, esp. if age limit increases

Offices large enough to meet with several visitors

Drug screening toilet - seperate

Meetings/family interviews/group sessions

TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

MAINTENANCE

SPACE NEEDED			2015		2020		2025+		REMARKS
DESCRIPTION	SPACE CODE	SQ FT EACH	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
STAFF									
Custodial Office	po1	100			1	100	1	100	
TOTAL STAFF			0		0		1		
SUPPORT SPACE									
Custodial staff	po1	100	0	0	0	0	0	0	To be determined - no space required
Building / custodial supplies storage	st8	300	1	300	1	300	1	300	
Custodial closet	st2	50	2	100	2	100	4	200	Minimum one per floor
Receiving and loading area								0	Exterior space
Refuse area								0	Exterior space
Recycling area								0	Exterior space
SUBTOTAL SPACE REQUIRED				400		400		500	600
INTERNAL CIRCULATION FACTOR				20%		80		100	120
TOTAL DEPARTMENT NET SPACE REQUIRED				480		480		600	720

TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

SHARED SPACE / OTHER											
SPACE NEEDED											
DESCRIPTION	SPACE CODE	SQ FT EACH	2015		2020		2025+		REMARKS		
			QTY	SQ FT	QTY	SQ FT	QTY	SQ FT			
SUPPORT SPACE											
Main public lobby	NA	1000	1	1,000	1	1,000	1	1,000	1	1,000	Estimated; will depend on building configuration
Law library with public access-seat 8	cnf8	175	1	175	1	175	1	175	1	175	At Main Lobby
Professionals' waiting area	cnf12	260	0	0	0	0	0	0	0	0	See Superior Court spaces for inclusion
Conference room - seat 20	cnf30	450	1	450	1	450	1	450	1	450	Shared by Clerk, Juv. Probation,other
Public vending / snack area	NA	200	1	200	1	200	1	200	1	200	
Public toilets	NA	200	4	800	4	800	4	800	4	800	
Information desk	ws4	100	1	100	1	100	1	100	1	100	Or information kiosk
SUBTOTAL SPACE REQUIRED			2,725		2,725		2,725		2,725		
INTERNAL CIRCULATION FACTOR		NA									
TOTAL DEPARTMENT NET SPACE REQUIRED			2,725		2,725		2,725		2,725		

TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

SHERIFF - COURT SECURITY SPACE NEEDED

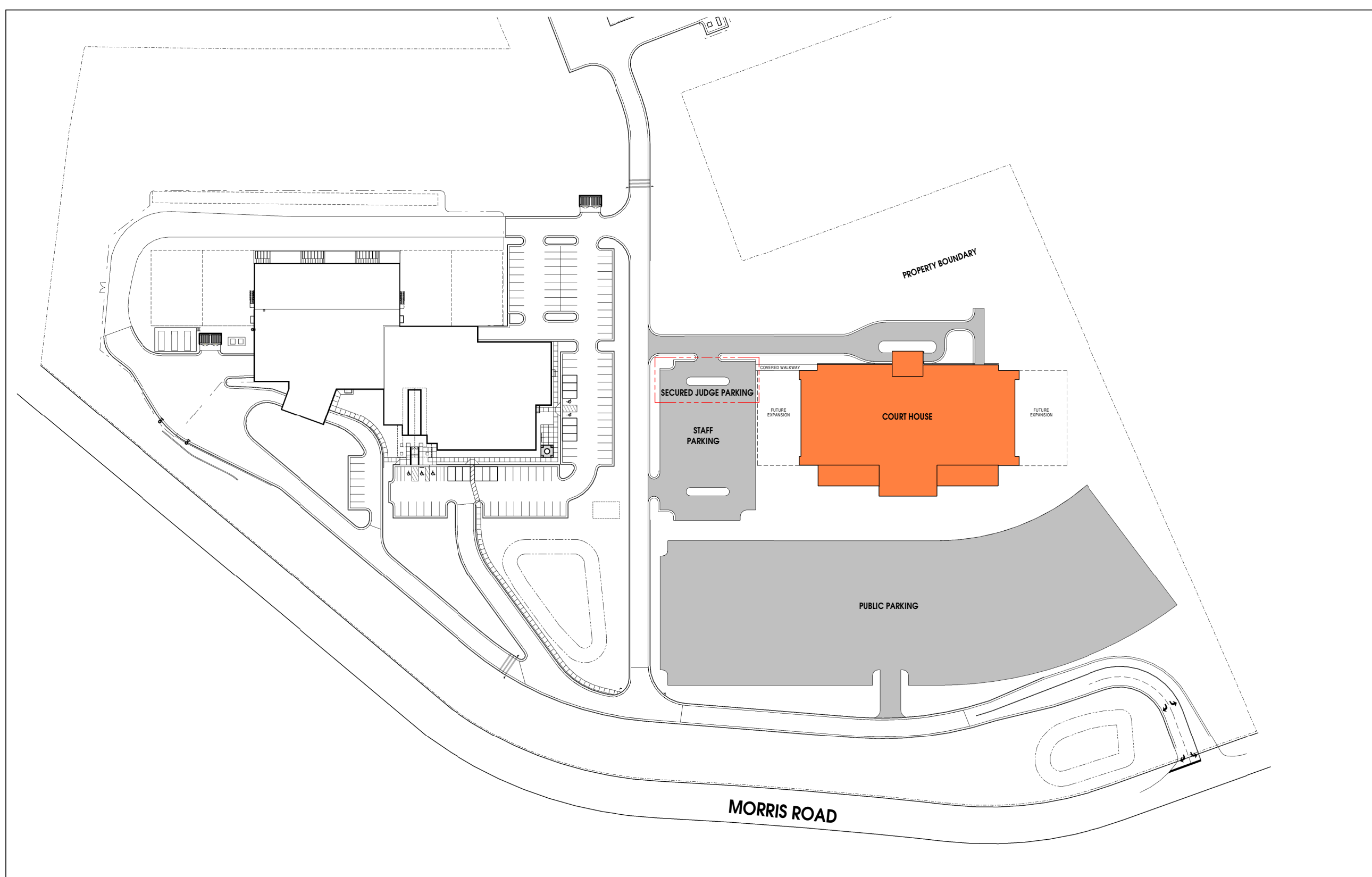
DESCRIPTION	SPACE CODE	SQ FT EACH			2015		2020		2025+		REMARKS
			QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	QTY	SQ FT	
STAFF OFFICES / WORKSTATIONS											
Court Sergeant	po2	120	1	120	1	120	1	120	1	120	Locate on judge chamber area
Court Security Office	po2	120	1	120	1	120	1	120	1	120	Locate beside front lobby security checkpoint
Bailiff			1	0	2	0	3	0	4	0	See other court spaces
TOTAL STAFF			3		4		5		6		
SUPPORT SPACE											
Security control room	cnt1	225	1	225	1	225	1	225	1	225	Camera monitors, equipment with toilet
Vehicle sallyport-2 vans	sal2	1000	1	1,000	1	1,000	1	1,000	1	1,000	
Prisoner holding entrance vestibule	vest	120	1	120	1	120	2	240	2	240	
Prisoner large holding cell	hc5	120	1	120	1	120	2	240	2	240	
Prisoner small holding cell	hc1	70	1	70	1	70	2	140	2	140	
Attorney-prisoner interview booth	int1	70	1	70	1	70	2	140	2	140	
Storage closet	st3	80	1	80	1	80	1	80	1	80	
Public Entry Security		60	1	60	1	60	1	60	1	60	Private screening area
Security Checkpoint		250	1	250	1	250	1	250	1	250	
Queuing area		600	1	600	1	600	1	600	1	600	
Security electronics room	po3	150	1	150	1	150	1	150	1	150	Locate beside main security control room
Meeting space	cnf10	200		0		0		0		0	Shared
Court bailiffs											Locate a seat in each courtroom
SUBTOTAL SPACE REQUIRED				2,745		2,745		3,125		3,125	
INTERNAL CIRCULATION FACTOR				35%		961		1,094		1,094	
TOTAL DEPARTMENT NET SPACE REQUIRED				3,706		3,706		4,219		4,219	

TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

SUPERIOR COURT											
SPACE NEEDED											
DESCRIPTION	SPACE CODE	SQ FT EACH	2015		2020		2025+		REMARKS		
			QTY	SQ FT	QTY	SQ FT	QTY	SQ FT			
STAFF OFFICES / WORKSTATIONS											
Visting Judge's Chamber	po7	300	1	300	1	300	1	300	1	300	Includes private restroom and robe/coat closet
Administrative Assistant	po2	120	0	0	0	0	0	0	0	0	
Court Reporter Office	po2	120	1	120	1	120	1	120	1	120	Need 6 total judge parking spaces for D & S courts
TOTAL STAFF			2		2		2		2		
SUPPORT SPACE											
Courtroom / jury - seat 150	crj4	2800	1	2,800	1	2,800	1	2,800	1	2,800	6 prisoner chairs located away from jury
Courtroom waiting	vis10	200	1	200	1	200	1	200	1	200	
Courtroom entry vestibule	crv	70	1	70	1	70	1	70	1	70	
Witness/attorney conf room	wit	120	2	240	2	240	2	240	2	240	
Plea room	cnf6	150	0	0	0	0	0	0	0	0	Shared space with District Court
Jury assembly room - seat 50			1	0	1	0	1	0	1	0	See District Court spaces
Jury deliberation room - seat 12	jur3	550	1	550	1	550	1	550	1	550	Includes coffee counter, coat closet, vestibule
Jury toilet	toil1	50	2	100	2	100	2	100	2	100	Locate off of jury entrance vestibule
Attorney wait / break room	cnf12	260	1	260	1	260	1	260	1	260	Locate on secure corridor but not judge chamber area
Staff/visitor toilet	toil1	50	1	50	1	50	1	50	1	50	
Prisoner holding cell	hc1	70	0	0	0	0	0	0	0	0	See sheriffs spaces
Prisoner holding cell-vestibule	vest	120	0	0	0	0	0	0	0	0	See sheriffs spaces
Attorney-prisoner interview booth	int1	70	0	0	0	0	0	0	0	0	See sheriffs spaces
SUBTOTAL SPACE REQUIRED				4,690		4,690		4,690		4,690	
INTERNAL CIRCULATION FACTOR				20%		938		938		938	
TOTAL DEPARTMENT NET SPACE REQUIRED				5,628		5,628		5,628		5,628	

TRANSYLVANIA COUNTY COURTHOUSE SPACE PROGRAM

PUBLIC DEFENDER										
SPACE NEEDED										
DESCRIPTION	SPACE CODE	SQ FT EACH	2015		2020		2025+			REMARKS
			QTY	SQ FT	QTY	SQ FT	QTY	SQ FT		
STAFF OFFICES / WORKSTATIONS										
Public defender	po5	200	1	200	1	200	1	200	1	200
Assistant PD's	po3	150	5	750	5	750	5	750	5	750
Admin. Assistant	ws3	64	3	192	3	192	4	256	4	256
Investigator	po2	120	1	120	1	120	1	120	1	120
TOTAL STAFF			10		10		11		11	
SUPPORT SPACE										
Visitor waiting	vis10	200	1	200	1	200	1	200	1	200
Public counter	cs6	36	1	36	1	36	1	36	1	36
visitor toilet	toil1	50	0	0	0	0	0	0	0	0
Files-active	vert	10	1	10	1	10	2	20	2	20
Files-inactive	vert	10	2	20	2	20	2	20	2	20
Office supplies / form storage	st4	120	1	120	1	120	1	120	1	120
Law library conference room-seat 10	cnf8	175	0	0	0	0	0	0	0	0
Conference room-seat 10	cnf10	200	1	200	1	200	1	200	1	200
Copier	cpy5	25	1	25	1	25	1	25	1	25
Fax	fax1	15	1	15	1	15	1	15	1	15
Printer	prn1	10	1	10	1	10	2	20	2	20
Break room	cnf6	150	1	150	1	150	1	150	1	150
Staff toilet	toil1	50	2	100	2	100	2	100	2	100
Coat closet	clos1	10	1	10	1	10	1	10	1	10
SUBTOTAL SPACE REQUIRED				2,158		2,158		2,242		2,242
INTERNAL CIRCULATION FACTOR			20%	432		432		448		448
TOTAL DEPARTMENT NET SPACE REQUIRED				2,590		2,590		2,690		2,690



SITE PLAN

MOSELEYARCHITECTS



LEGEND

 CIRCULATION	
 CLERK OF COURT = 8,351 SF	
 COMMUNITY CORRECTIONS = 2,388 SF	
 DISTRICT ATTORNEY = 2,520 SF	
 DISTRICT COURT = 13,568 SF	
 GUARDIAN AD LITEM = 1,788 SF	
 INFORMATION TECHNOLOGY= 342 SF	
 JUVENILE PROBATION = 1,788 SF	
 MAINTENANCE = 723 SF	
 PUBLIC DEFENDER = 2,446 SF	
 SHARED SPACE = 6,385 SF	
 SHERIFF - COURT SECURITY= 5,023 SF	
 STAFF AREA = 1,192 SF	
 SUPPORT SERVICE = 2,407 SF	

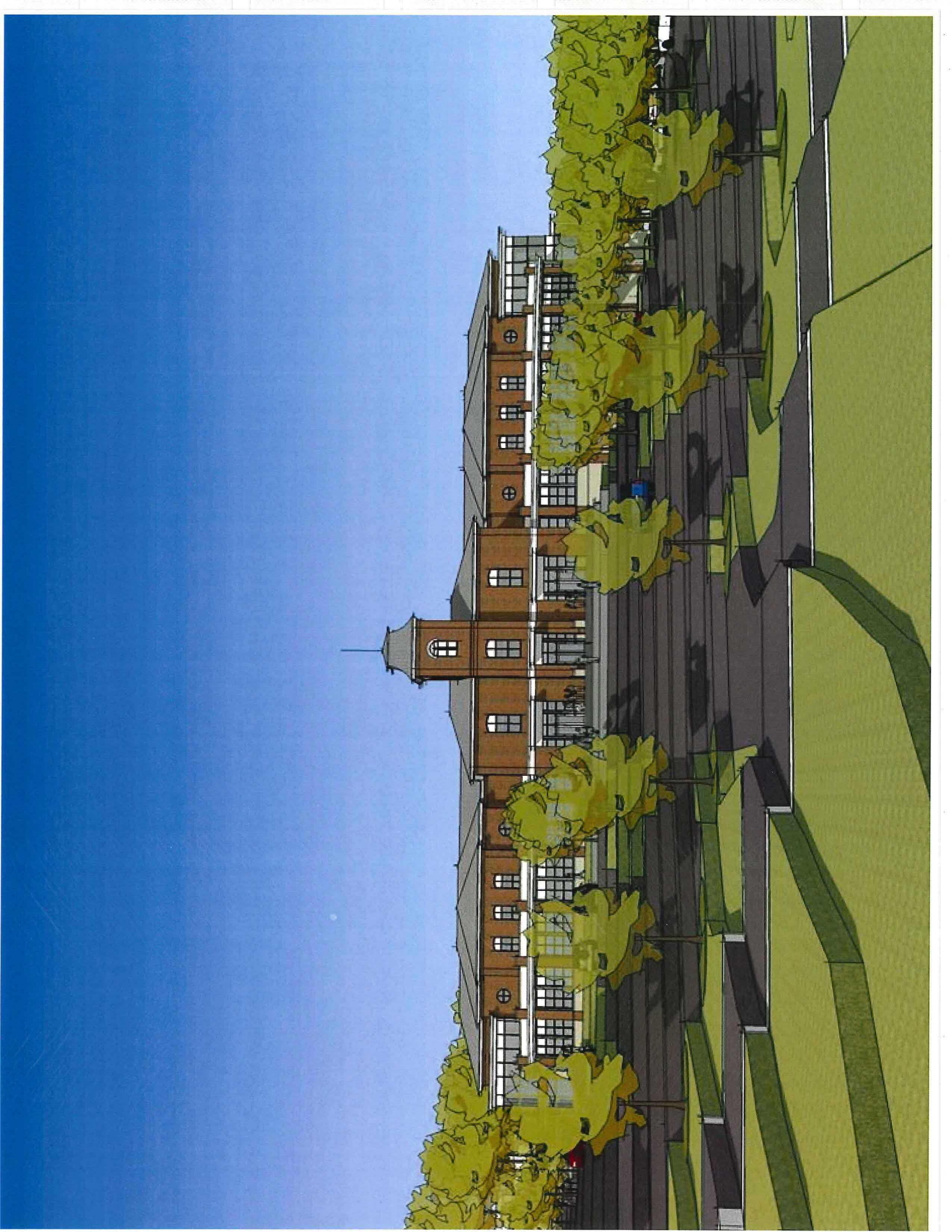
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FIRST FLOOR PLAN
 34,397 SF



LEGEND

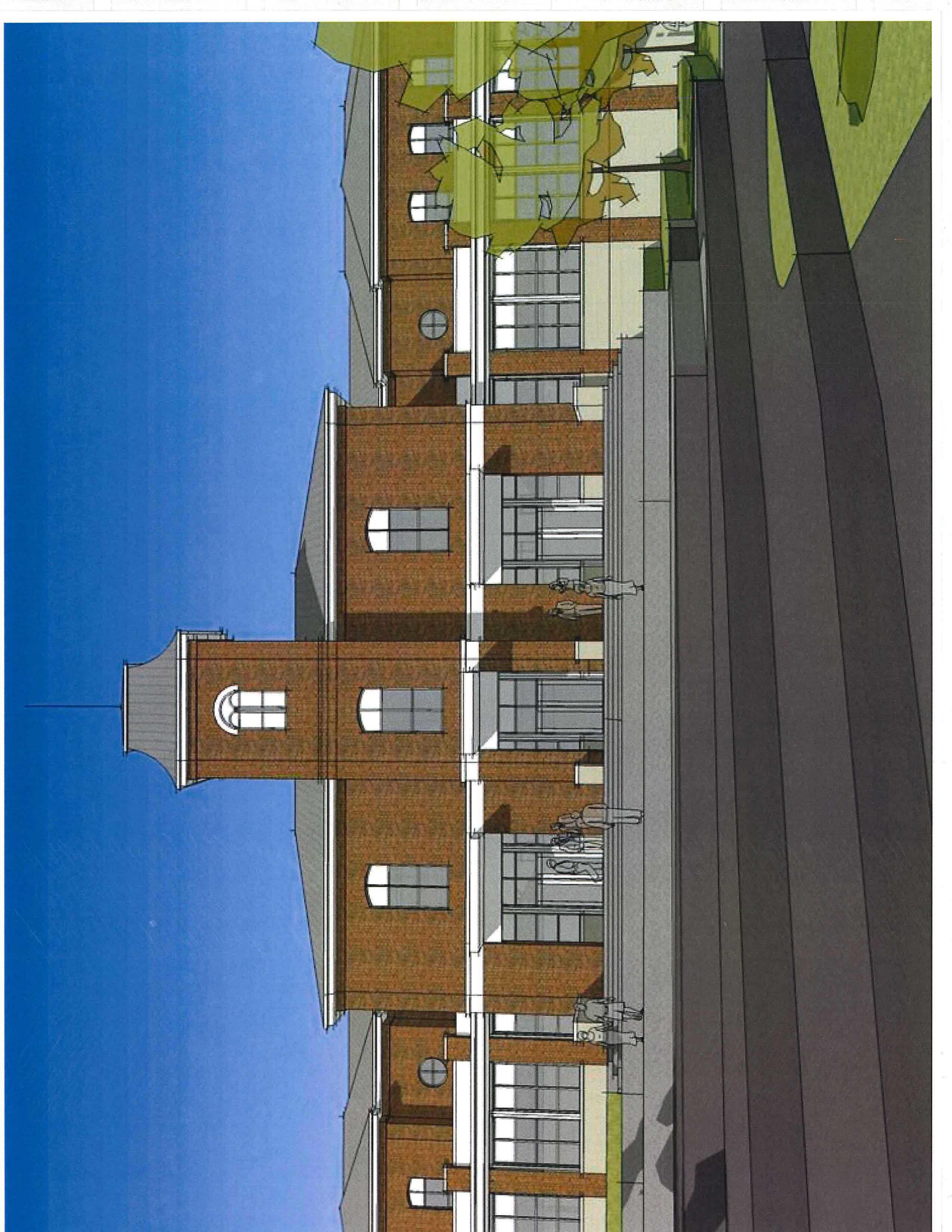
 CIRCULATION	
 DISTRICT COURT	= 13,568 SF
 SHARED SPACE	= 6,385 SF
 SHERIFF - COURT SECURITY	= 5,023 SF
 STAFF AREA	= 1,192 SF
 SUPERIOR COURT	= 5,300 SF
 SUPPORT SERVICE	= 2,407 SF

N
SECOND FLOOR PLAN
 27,305 SF

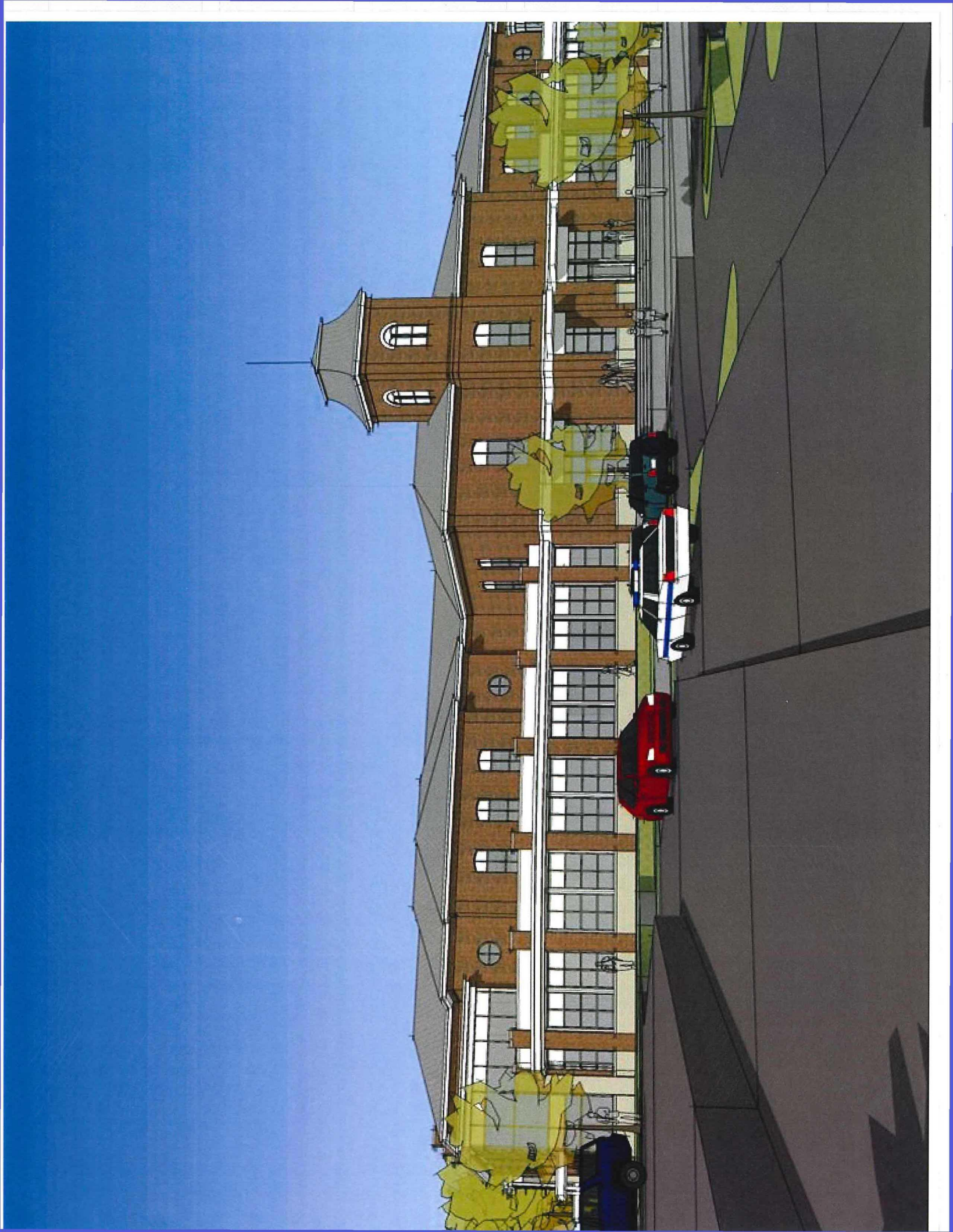


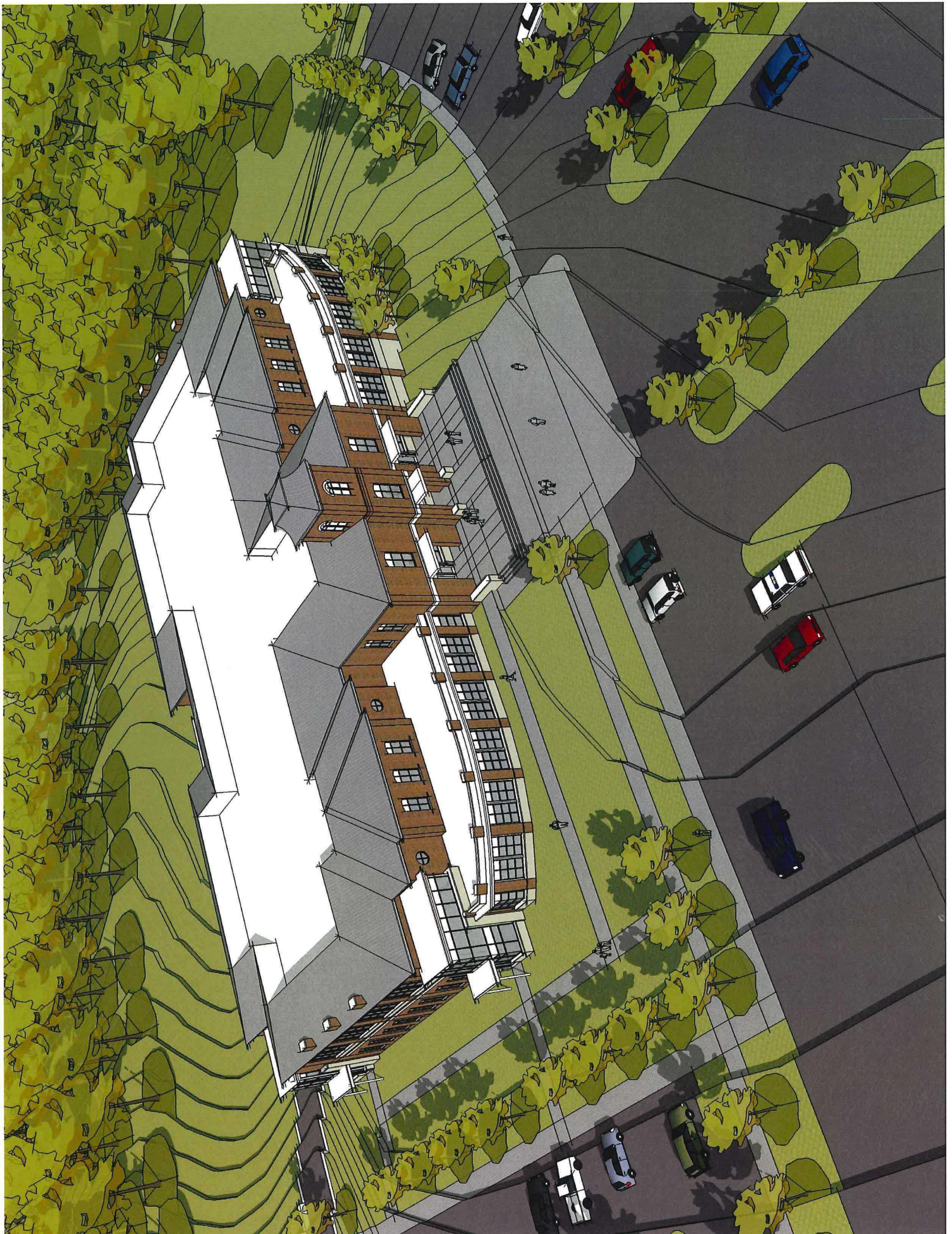


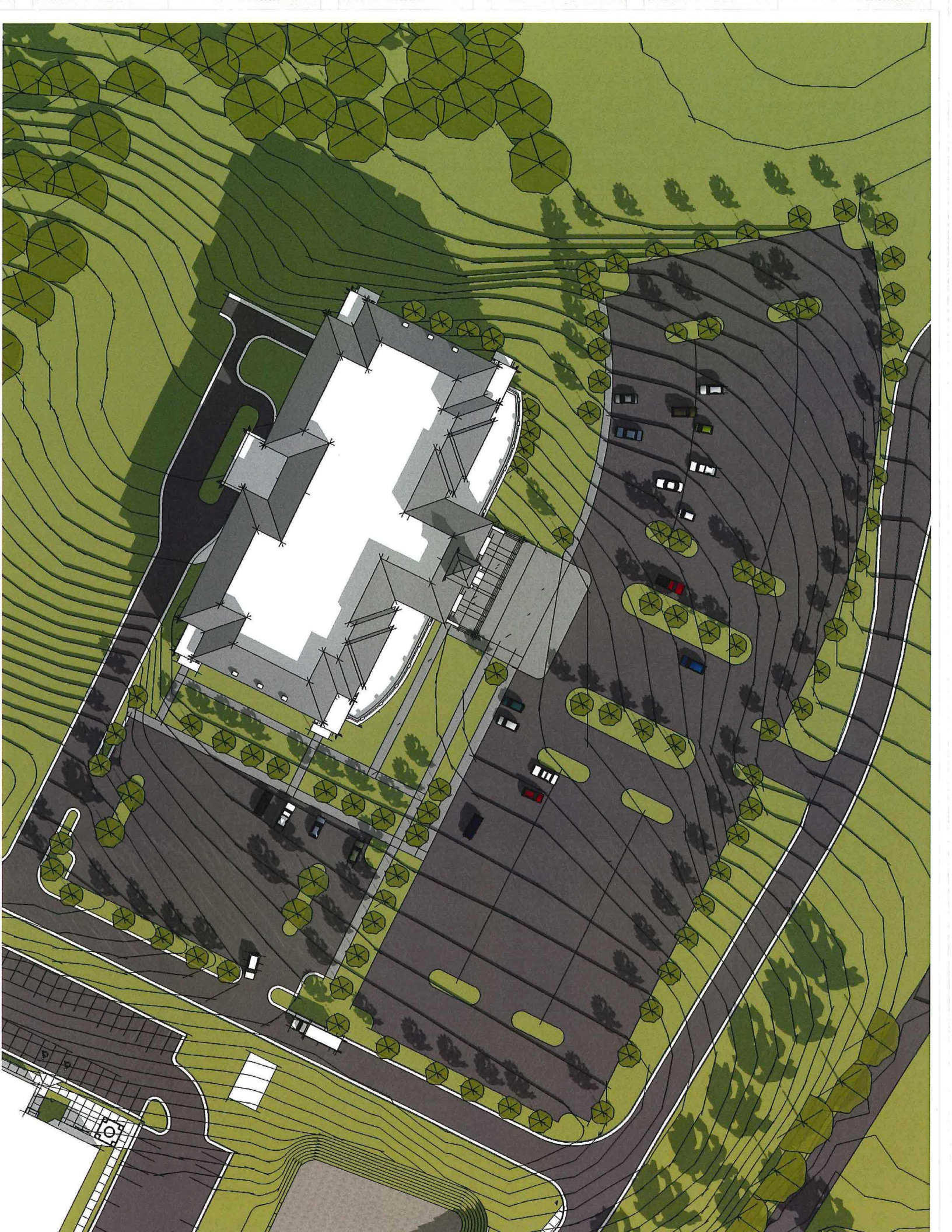




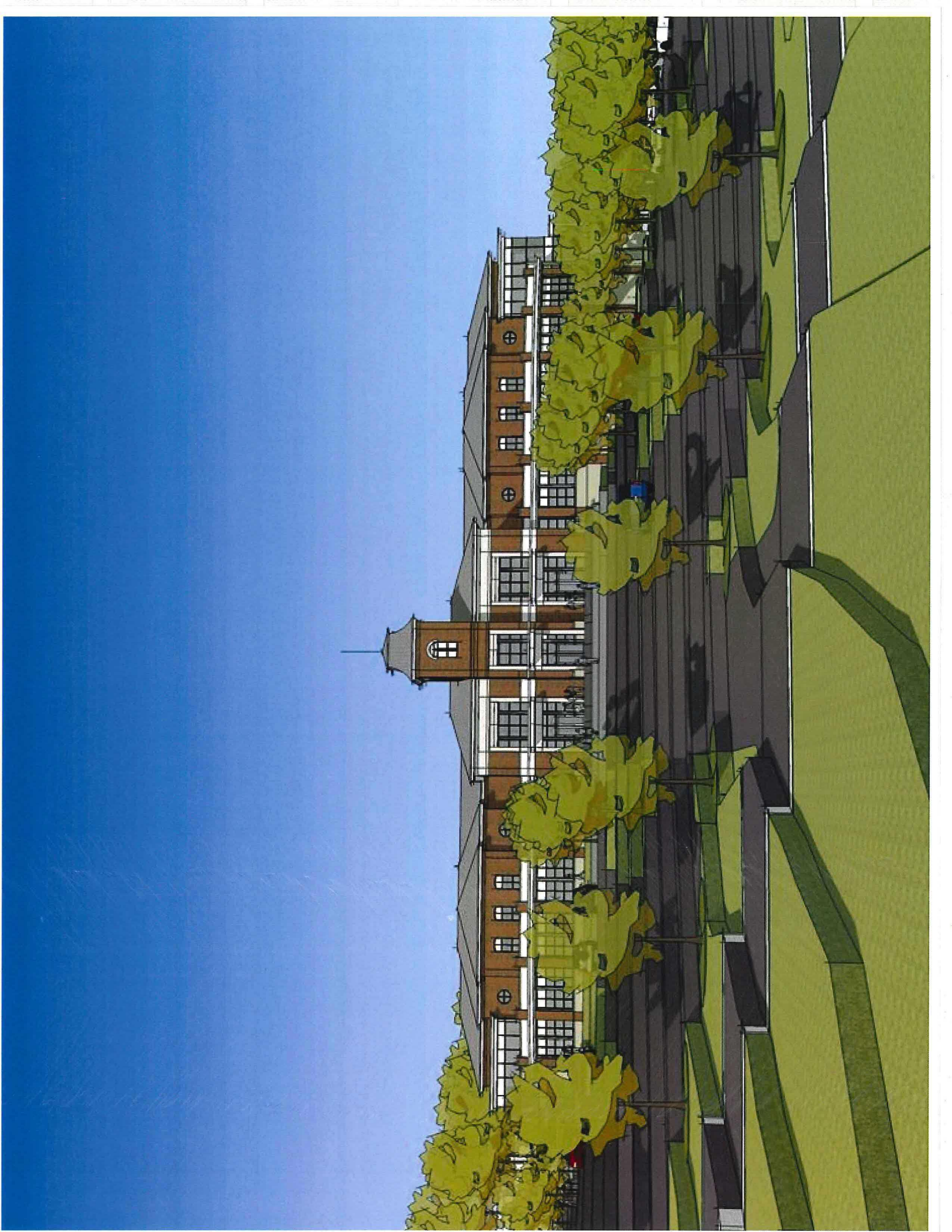




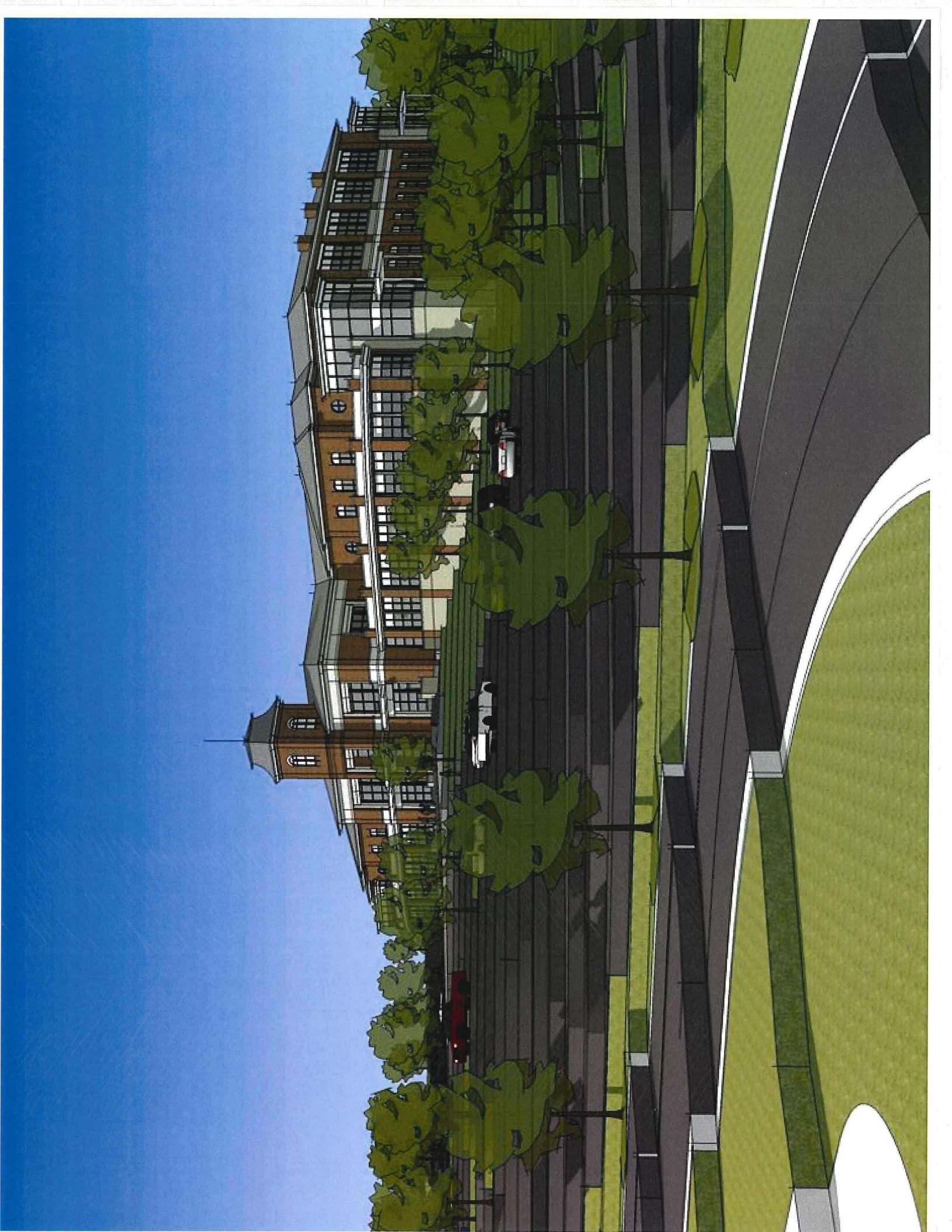






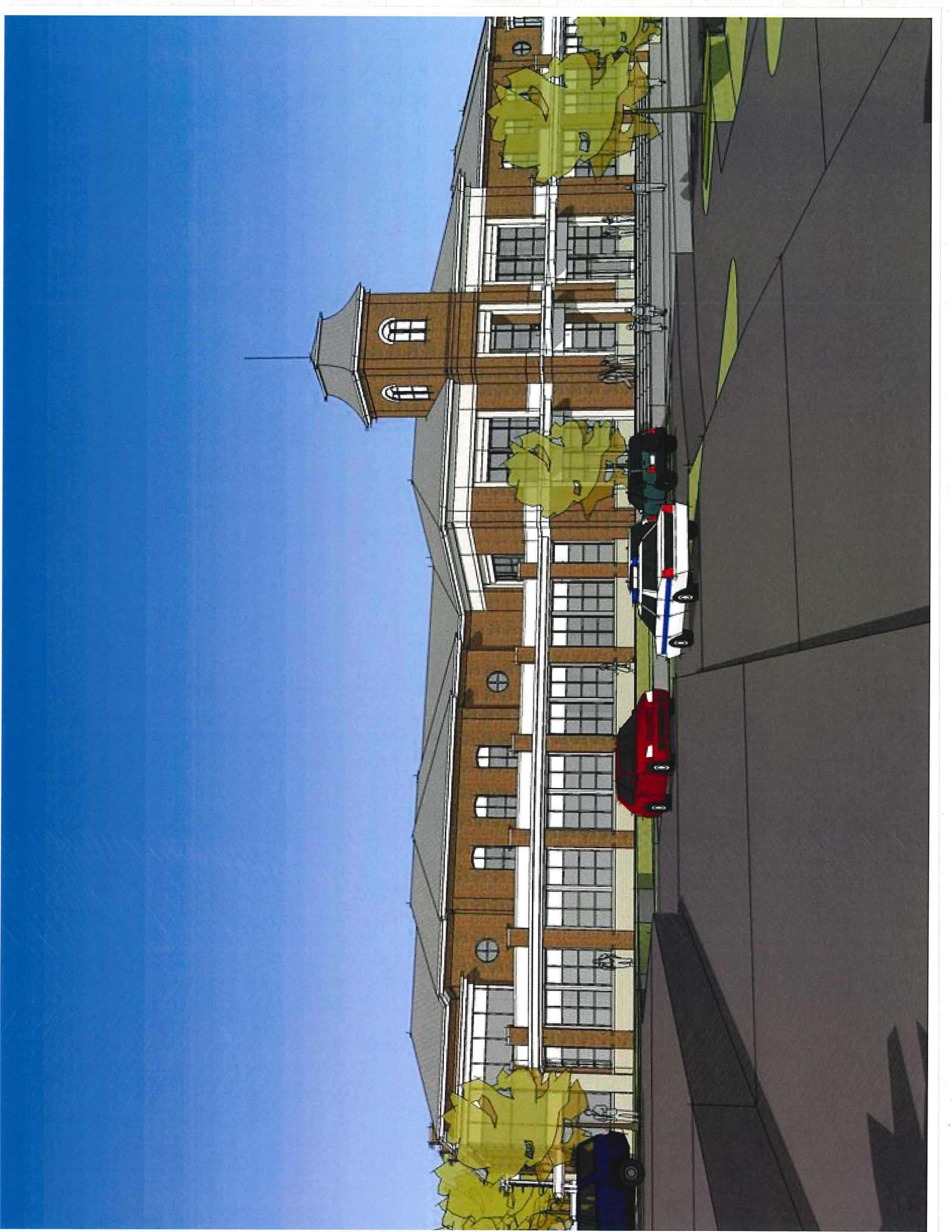


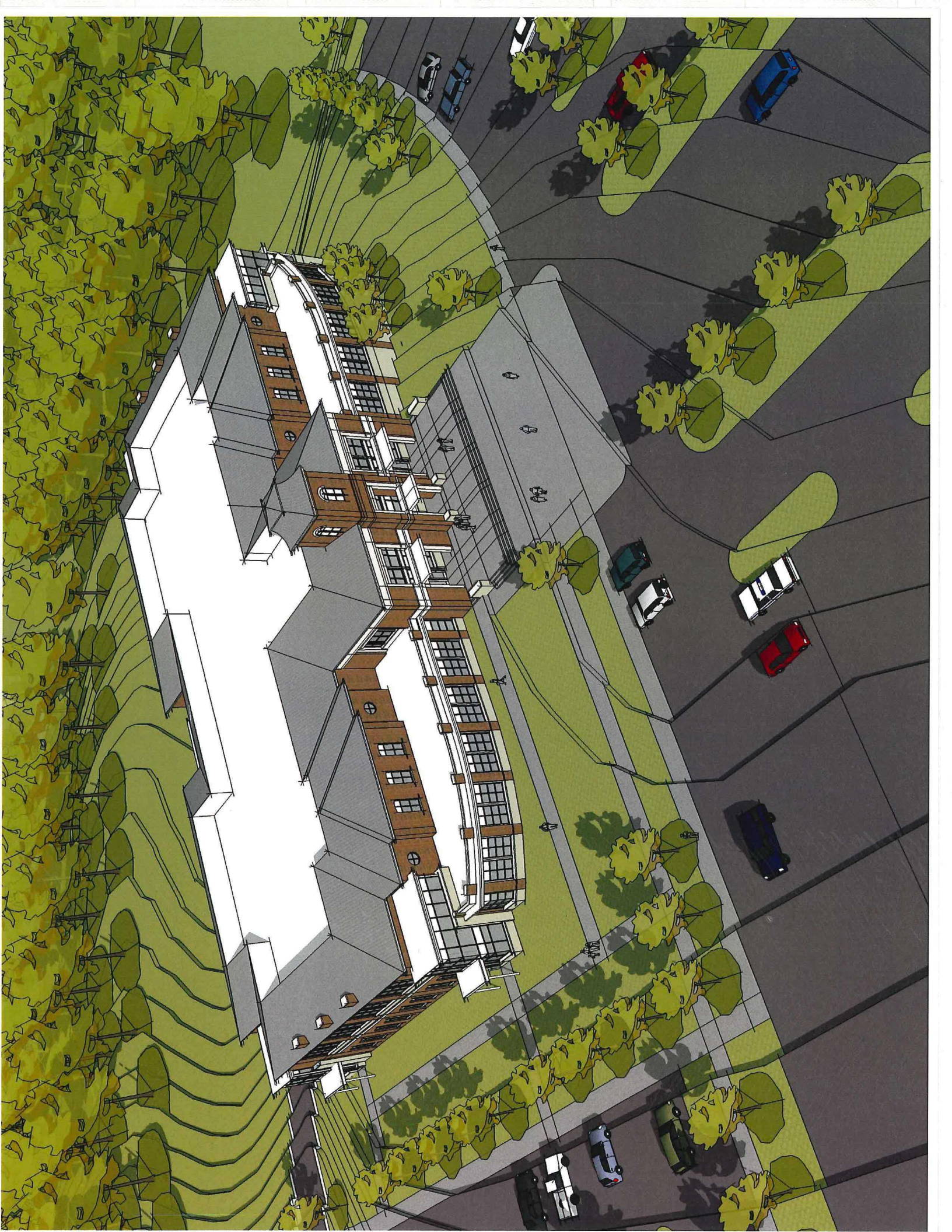


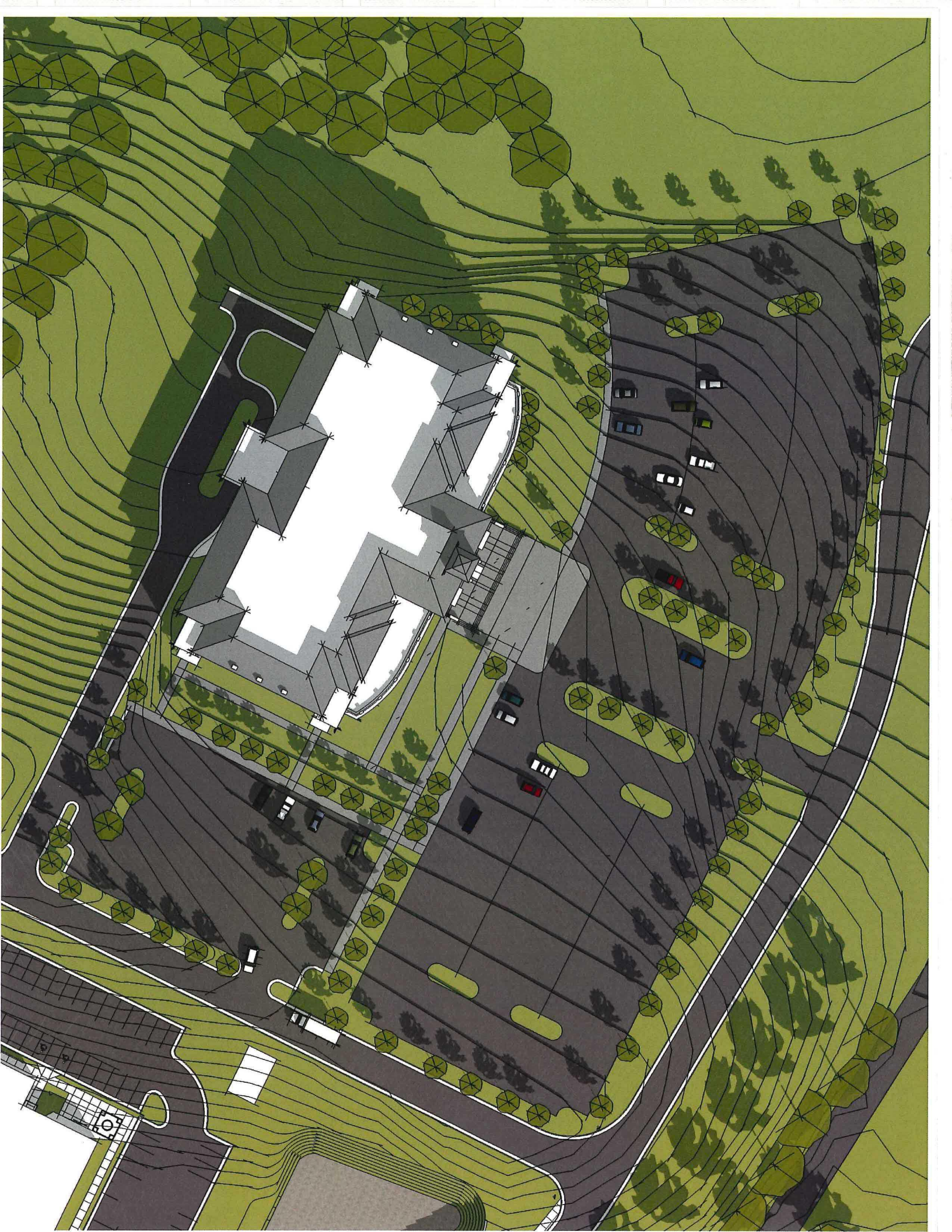




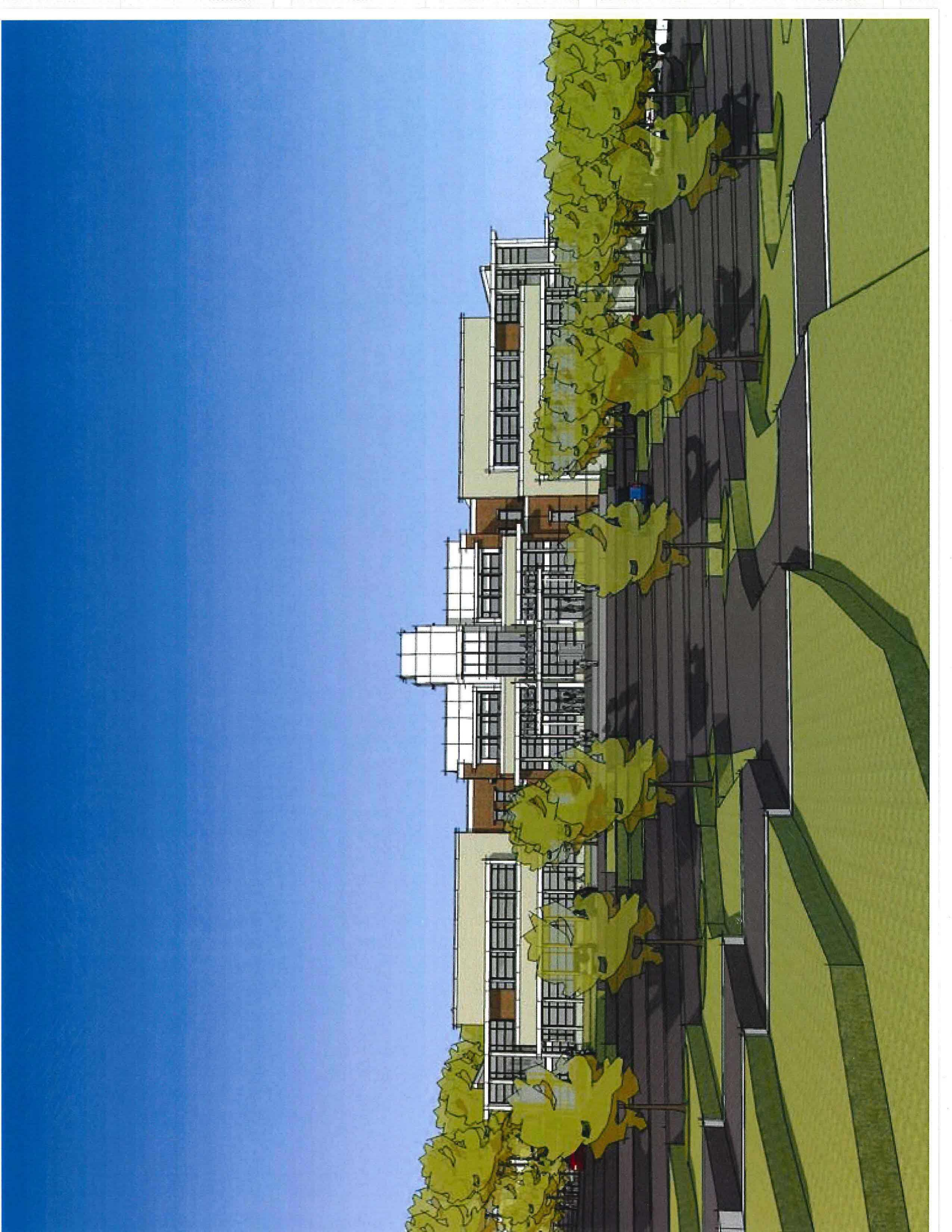












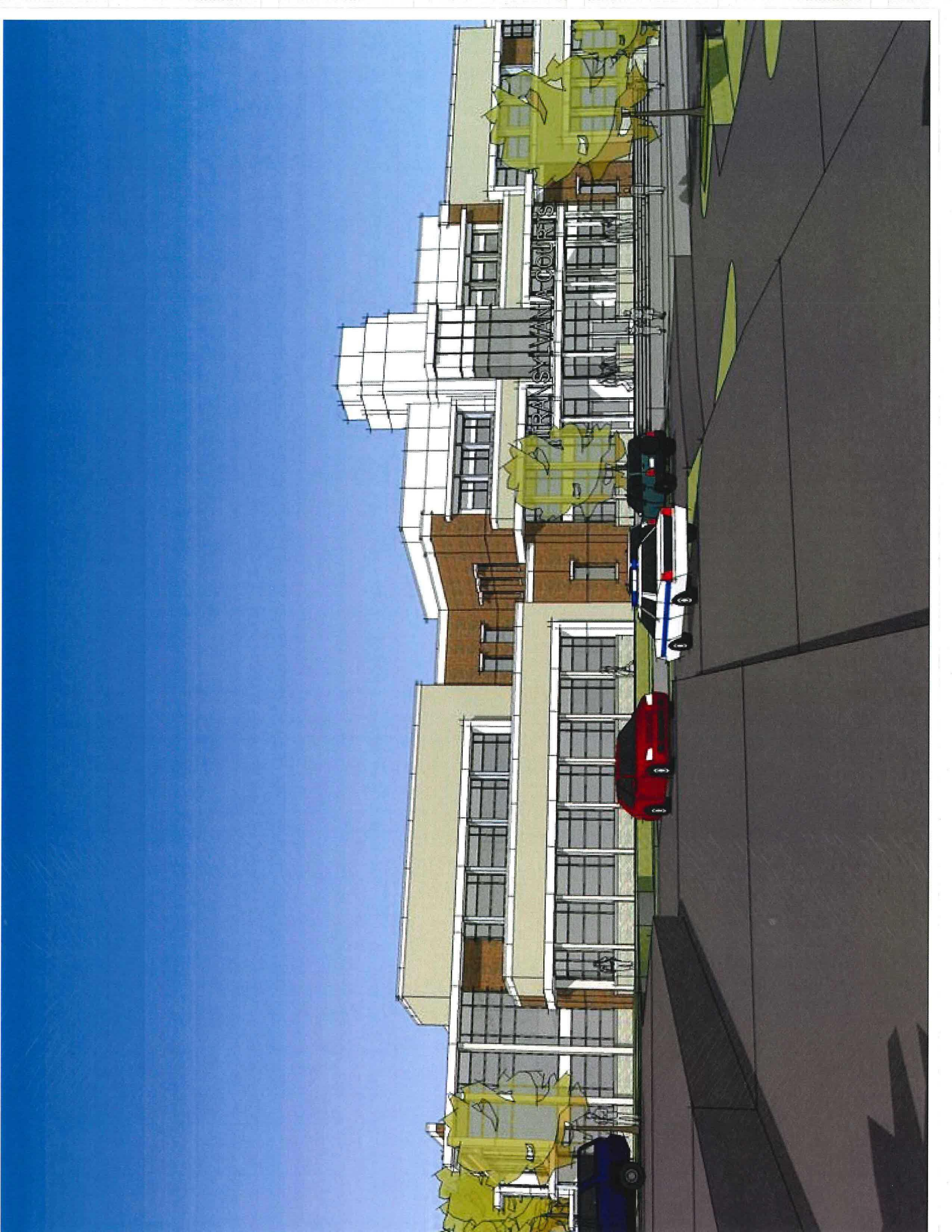




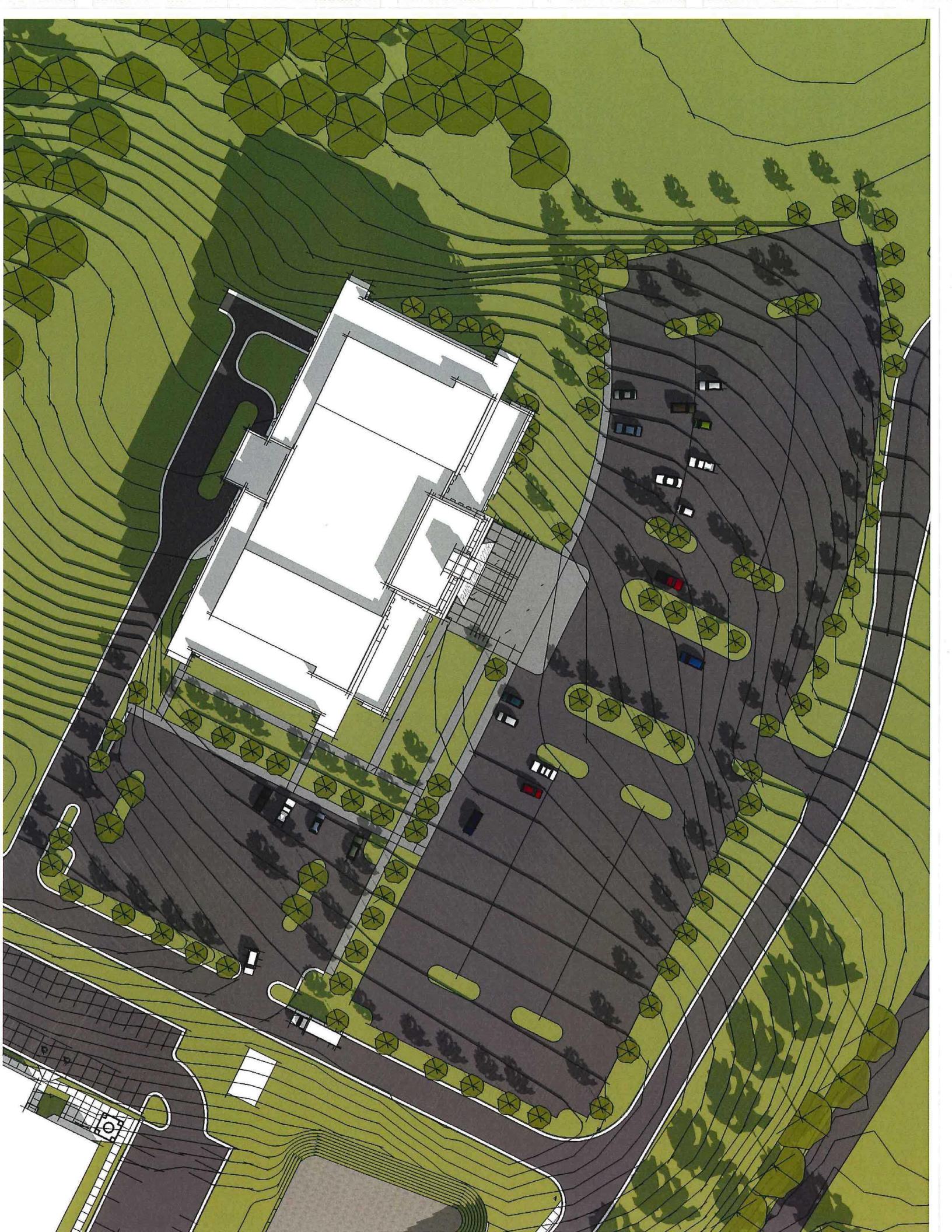


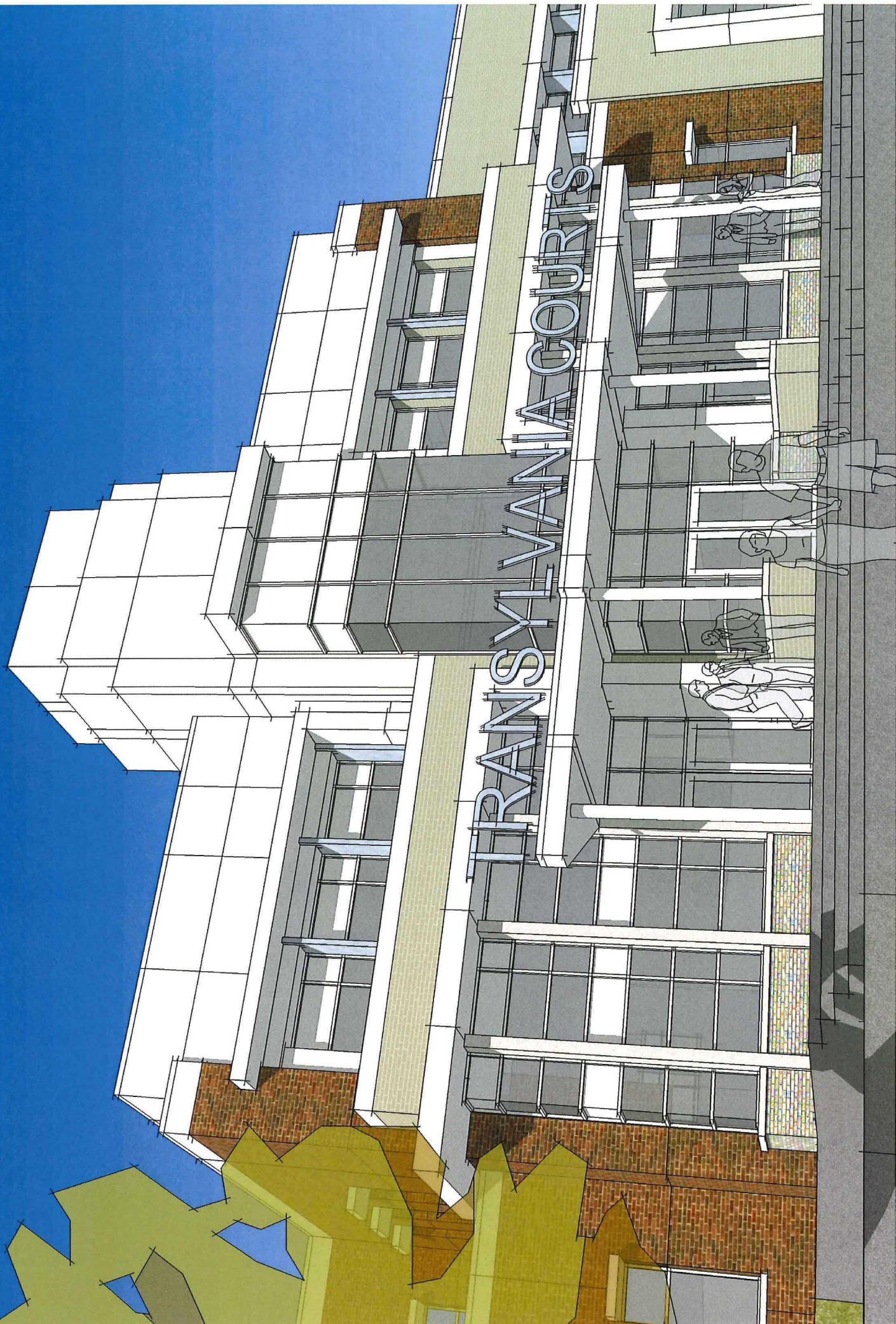
PENNSYLVANIA COURTS











OPINION OF PROBABLE TOTAL PROJECT COST



Client: Transylvania County, NC
 Project Name: Transylvania Replacement Courthouse Study
 Description: Approximately 60,800 SF (per Program)
 Project #531768 New Courthouse at PSF Campus

Date: February 19, 2015
 Computed By: DRM
 Checked By: DRM
 Sheet Number: 1 of 1

Item No.	Description	Area	Unit	Unit Cost	Total Cost
Construction Costs					
1	New Construction - 2 story new Courthouse Facility	60,800	SF	\$210.00	\$12,768,000.00
2	Parking and Site Development	N/A	N/A	lump sum est.	\$3,000,000.00
3	Construction / Design Contingency	N/A	N/A	5.00%	\$788,400.00
4	Cost Escalation Contingency - 12 months			5.00%	\$827,820.00
	(note - add this % for each additional year to actual bid date)				
	Subtotal				\$17,384,220.00
	Estimated Construction Cost	60,800	SF	\$285.92	\$17,384,220.00
Project Costs					
1	Fixtures, Furnishings & Equipment (FF&E of finished space)	N/A	N/A	\$25/SF	\$1,520,000.00
2	Site and Construction Testing	N/A	N/A	0.50%	\$86,921.10
3	Misc. Fees / Costs	N/A	N/A	10.00%	\$1,738,422.00
4	Site Acquisition				\$0.00
	Subtotal				\$3,345,343.10
	TOTAL ESTIMATED PROJECT BUDGET				\$20,729,563.10
	Note: New additional parking areas are included. New revised location and enlarged storm basin included.				

CY = Cubic Yard
 LF = Lineal Foot
 LS = Lump Sum
 SF = Square Foot
 SY = Square Yard

OPINION OF PROBABLE TOTAL PROJECT COST



Client: Transylvania County, NC
 Project Name: Transylvania Replacement Courthouse Study
 Description: Approximately 61,700 SF (per diagram)
 Project #531768 New Courthouse at PSF Campus

Date: February 19, 2015
 Computed By: DRM
 Checked By: DRM
 Sheet Number: 1 of 1

Item No.	Description	Area	Unit	Unit Cost	Total Cost
Construction Costs					
1	New Construction - 2 story new Courthouse Facility	61,700	SF	\$210.00	\$12,957,000.00
2	Demolition, Parking and Site Development	N/A	N/A	lump sum est.	\$3,000,000.00
3	Construction / Design Contingency	N/A	N/A	5.00%	\$797,850.00
4	Cost Escalation Contingency - 12 months			5.00%	\$837,742.50
	(note - add this % for each additional year to actual bid date)				
	Subtotal				\$17,592,592.50
	Estimated Construction Cost	61,700	SF	\$285.13	\$17,592,592.50
Project Costs					
1	Fixtures, Furnishings & Equipment (FF&E of finished space)	N/A	N/A	\$25/SF	\$1,542,500.00
2	Site and Construction Testing	N/A	N/A	0.50%	\$87,962.96
3	Misc. Fees / Costs	N/A	N/A	10.00%	\$1,759,259.25
4	Site Acquisition				\$0.00
	Subtotal				\$3,389,722.21
	TOTAL ESTIMATED PROJECT BUDGET				\$20,982,314.71
	Note: New additional parking areas are included. New revised location and enlarged storm basin included.				

CY = Cubic Yard
 LF = Lineal Foot
 LS = Lump Sum
 SF = Square Foot
 SY = Square Yard

OPINION OF PROBABLE TOTAL PROJECT COST



Client: Transylvania County, NC
 Project Name: Transylvania County Courthouse Facility
 Description: Remote Site Alternative Option #2
 Project Number: 442060

Date: June 9, 2008
 Computed By: DRM
 Checked By: _____
 Sheet Number: 1 of 1

Item No.	Description	Area	Unit	Unit Cost	Total Cost
Construction Costs					
1	Court Complex with ancillary functions	81,220	SF	\$225.00	\$18,274,500.00
2	Site Development	N/A			\$3,000,000.00
3	Site Demolition	N/A			\$250,000.00
	Subtotal				\$21,524,500.00
	Estimated Construction Cost Site and Building (2008)	81,220	SF	\$265.01	\$21,524,500.00
Contingency					
1	Construction Cost Escalation Contingency (first quarter 2010)	N/A	N/A	10.00%	\$2,152,450.00
2	Design / Construction Contingency	N/A	N/A	10.00%	\$2,152,450.00
	Estimated Construction Cost Site and Building (2010)	81,220	SF	\$318.02	\$25,829,400.00
Project Costs					
1	Fixtures, Furnishings & Equipment (FF&E = % of Court \$\$)	N/A	N/A	10.00%	\$1,827,450.00
2	Site and Construction Testing	N/A	N/A	0.50%	\$91,372.50
3	A/E Lump Sum Fee - (@ 7.5% construction, contingency)	N/A	N/A	7.50%	\$1,937,205.00
4	Bid Document printing cost estimate	N/A	N/A	lump sum	\$50,000.00
5	LEED Commissioning / Misc. costs	N/A	N/A	lump sum	\$250,000.00
	Subtotal				\$4,156,027.50
	TOTAL ESTIMATED PROJECT BUDGET (February 2010)				\$29,985,427.50

CY = Cubic Yard
 LF = Lineal Foot
 LS = Lump Sum
 SF = Square Foot
 SY = Square Yard

OPINION OF PROBABLE TOTAL PROJECT COST



Client: Transylvania County, NC
 Project Name: Transylvania Courthouse Expansion Study
 Description: Approximately 34,000 SF Expansion and
 Project #531768 Renovations to the existing Courthouse

Date: May 20, 2014
 Computed By: DRM
 Checked By: DRM
 Sheet Number: 1 of 1

Item No.	Description	Area	Unit	Unit Cost	Total Cost
Construction Costs					
1	New Construction - "Conditioned walkable square feet"	34,000	SF	\$200.00	\$6,800,000.00
2	Existing Misc. Courthouse Renovations	1,600	SF	\$150.00	\$240,000.00
3	Demolition and Site Development	N/A	N/A	lump sum est.	\$1,000,000.00
4	Construction / Design Contingency	N/A	N/A	10.00%	\$804,000.00
5	Cost Escalation Contingency - 12 months			5.00%	\$442,200.00
(note - add this % for each additional year to actual bid date)					
Subtotal					\$9,286,200.00
Estimated Construction Cost		35,600	SF	\$260.85	\$9,286,200.00
Project Costs					
1	Fixtures, Furnishings & Equipment (FF&E of finished space)	N/A	N/A	\$25/SF	\$890,000.00
2	Site and Construction Testing	N/A	N/A	0.50%	\$46,431.00
3	Misc. Fees / Costs	N/A	N/A	10.00%	\$928,620.00
4	Site Acquisition				\$0.00
Subtotal					\$1,865,051.00
TOTAL ESTIMATED PROJECT BUDGET					\$11,151,251.00
Note: Additional parking areas not included.					

CY = Cubic Yard
 LF = Lineal Foot
 LS = Lump Sum
 SF = Square Foot
 SY = Square Yard