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**Maine Judicial Branch  
Oxford County Courthouse  
Renovation and Addition Project  
South Paris, Maine**



February 16, 2016

**OXFORD COUNTY COURTHOUSE**  
**Renovation and Addition**  
*February 16, 2016*

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# **OXFORD COUNTY COURTHOUSE**

## **Renovation and Addition**

### **EXECUTIVE SUMMARY**

The Maine Judicial Branch is proposing to renovate and to construct an addition to the Oxford County Courthouse in South Paris that will serve the residents of Oxford County and the State of Maine.

#### **1. Study Methodology**

The goal of the study was to propose a court facility that would consolidate the Superior and District Courts under one roof. The study of the Oxford County Courthouse and the District Court buildings included the development of a space program and recommendations for solving the Judicial Branch and Oxford County space problems. These county owned buildings do not provide sufficient space to meet the present and future operational needs of the Judicial Branch and Oxford County. Two options were identified to: (1) Build a new 25,760 gross square foot courthouse on a new site or (2) renovate and add on to the existing county courthouse. The second option is recommended as it is less expensive and allows existing spaces including the large and beautiful 1895 jury courtroom to continue to be used.

#### **2. Existing Deficiencies**

The Oxford County Courthouse and the South Paris District Court buildings are in useable condition but do not meet current ADA access, and life safety, electrical wiring or energy codes. The buildings do not provide separate and safe circulation paths for judicial staff, incarcerated defendants, jurors and the public. Judicial staff must use public corridors to move throughout each building in order to reach courtrooms, chambers and the clerk's office. The county owned buildings do not provide a sufficient amount of space to meet the operational needs of the Judicial Branch and the county without renovation.

#### **3. Site Attributes**

Site attributes necessary and proposed for the new courthouse include:

- Existing county site serves multiple buildings including the county jail, the District Court building which would be repurposed, and the county courthouse that would be renovated.
- This site allows front of building public access at grade.
- This site allows rear of building grade-level access at lower level for staff and sheriff's vehicles only.
- Public parking for 77 cars.
- Segregated vehicle circulation and parking for judicial and county staff.
- Two adjacent properties will need to be acquired to provide required parking and to construct a second site egress to allow staff and emergency provider access.
- The expanded site would be approximately 5.8 acres.

#### 4. Building Features

The renovated County courthouse with an addition would include:

- The building will provide for three courtrooms. Two provide for jury trials with deliberation suites directly accessed from the well of each courtroom.
- Modern courthouse design will provide for separate and safe non-crossing circulation routes for the public, jurors, court staff and incarcerated defendants.
- Secure holding facilities, including both a short term detention area for the building as a whole and also secure detention areas adjacent to each of the three courtrooms.
- Court security staff will be able to monitor the exterior building entrances, courtrooms, public lobbies, and elevators via CCTV. All public visitors will be required to pass through entry screening.
- Renovated useable and accessible space of approximately 5,549 square feet and new useable and accessible space of approximately 27,000 gross square feet.

#### 5. Project Budget

The proposed project budget was developed using the Maine Bureau of General Services guidelines and include both hard and soft costs for the development. The overall project cost was estimated in the alternative for each of the following project start dates:

- FY17	\$12,300,000
- FY18	\$12,900,000
- FY19	\$13,600,000

The Judicial Branch project may trigger renovations to Oxford County facilities in both buildings. The project budget for county renovations is approximately \$1.9 million for construction in 2017 and would be paid for by Oxford County if this County project were approved.

#### 6. Project Schedule

If approved for funding in the Second Regular Session of the 127<sup>th</sup> Maine Legislature the Oxford Courts facility will have the following key schedule events:

- July 2016 hire project architect
- June 2017 design completion and to bid for contractor
- June 2019 construction completion



## Oxford County Courthouse Additional Space Needs Summary

Space Needs Description	Comments
<b>Judicial Branch</b>	
Jury Courtroom	<p>Provide public seating for 125 people, jury box, access to incarcerated holding area and access to Clerk of Courts processing area through judicial circulation. Room for three to four attorney tables, podium and two marshal's stations in the well.</p> <p>Bench space for two clerks, lateral to the judicial bench for linear arrangement, with judge centered in the room and clerks to one side. Judicial bench, jury box, public seating and witness bench to be ADA compliant.</p>
Jury Courtroom	<p>Provide public seating for 100 people, prisoner dock for 8-12 people in one row across the well from the jury box with access to incarcerated holding area and access to Clerk of Courts processing area through judicial circulation. Room for three attorney tables, podium and two marshal's stations in the well.</p> <p>Bench space for two clerks, lateral to the judicial bench for linear arrangement, with judge centered in the room and clerks to one side. Judicial bench, jury box, public seating and witness bench to be ADA compliant.</p>
Non-Jury Courtroom	<p>Provide public seating for 30 people, access to incarcerated holding area and access to Clerk of Courts processing area through judicial circulation. Room for four attorney tables, podium and one marshal's station in the well.</p> <p>Bench space for two clerks, lateral to the judicial bench for linear arrangement, with judge centered in the room and clerks to one side. Judicial bench, jury box, public seating and witness bench to be ADA compliant. Could be used for family court. Should be at least 1000 sf.</p>
Sound Lock Vestibules	Located at public entrances to the courtrooms
Three Judicial Chambers	Access to Courtroom through judicial circulation. Include closet and ADA compliant toilet
Jury Deliberation Rooms	Accessed from the jury side of the courtroom with two ADA compliant toilets which open into an alcove in the jury deliberation room. Include a table that seats fourteen people, and a small kitchenette with sink, microwave and refrigerator. One of the jury deliberation rooms may be used as a staff multipurpose room.



<b>Space Needs Description</b>	<b>Comments</b>
Conference Rooms	Near the public entrances to the courtrooms
Judicial Conference Room	Access from the judicial circulation
Marshal Work Stations	In judicial circulation outside Judge's chamber for working during court recess. Linear work space in area off the corridor.
Clerk Work Stations	In judicial circulation just outside courtrooms for working during court recess. Remote Clerk's Office may be an alternate location.
Remote Clerk's Office	On public circulation outside of courtroom for fine payment and document signature. Provide room for two workstations, one public ADA accessible service window with cash drawer, computer and printer/copier, pass-thru to the courtroom for passing paperwork from the judicial bench for processing
Clerk of Courts Open Office	Access to public lobbies, to courtroom, with pass-thru to courtroom for passing paperwork from the judicial bench for processing. Open office space with ten work stations, 2 shared printer/copiers and pending file storage. Access to judicial circulation.  Four secure service windows for the public with the workstations nearby, three at standing height and one at ADA accessible height . Service windows to each have a cash drawer, computer, form storage.
Clerk of Courts Office	Private office for Clerk of Courts accessed from Clerk of Courts Open Office, view windows into open office.
Storage	Supplies and recently finished files accessed from Clerk of Courts Open Office
Archival File Storage	Can be remote from the Clerk's office with a copier
Break Room	Adjacent to the Open Office, with kitchenette
Evidence Storage area	Could be secure cabinets in the Open Office
Copy and Mail Area	With one of the shared copier/printers and countertop work area
Public Lobby	Single point of public entry with interior queuing space for screening



Space Needs Description	Comments
Mail Room	Adjacent to the public entry vestibule to allow mail delivery through a slot without going through security, and mail can be opened, sorted and checked for hazardous materials. This room should have a separate HVAC system from the rest of the building in case of hazardous materials arriving by mail.
Public Restrooms	Pairs of ADA accessible toilets for men and women one set on each floor, near courtrooms/Public Lobby
Attorney Room	Access from public circulation, accessible from judicial circulation, to allow judge access to the room.
Conference Rooms	Access from public circulation of various sizes
I.T. Room	Provide sufficient HVAC control and redundant systems in case of emergencies or power loss.
Sally Port/Connecting Tunnel to Jail	Allow safe path of travel for incarcerated from Jail to Courthouse away from the public
Holding Area	Access to the jail connection/sally port and to the courtrooms within separate, secure incarcerated circulation path.
Holding Area Toilet	Accessed from the Holding Area
Prisoner Interview Room	Counters on either side of a glass partition. Access on one side from the secure holding area and access from the other side from the public corridor.
Marshal's Control Room	Adjacent to the Public Lobby in ideal layout, with view window between the Control Room and the Public Lobby. Provide two work stations. Separate office and locker room with space for marshals to change into uniforms. Redundant HVAC and power in case of emergencies or power loss.





Space Needs Description	Comments
<b>Oxford County</b>	
<b>County Administration</b>	
General:	County Administration and Treasury offices should be near each other but acoustically and visually separate from each other. County Administration offices need to have access to the public circulation path but the Treasury offices do not and can be accessed through the County Administration offices.
County Administrator's Office	Move the County Administrator out of the Commissioner's Meeting Room
Temporary Staff Office	For visiting auditors and future use for Unorganized Territory and Airport Coordinator
Work Room	Printing, copying, mail room
Staff toilets	Not shared with the public, for all county staff
Conference Room	Seating 6
File Storage Room	Can be remote from County and Treasury Offices
Small Law Library	Required by statute
<b>District Attorney</b>	
Reception Area	Secure counter between DA office and public circulation
Conference Room	For 6 people, near public entrance to the DA office
Additional work areas	4 workstations for future staff
Office	For visiting District Attorney
Legal Secretaries' Office	Room for two workstations, ten legal size file cabinets, printer/copier/scanner.
Victim/Witness Advocate's Office	Adjacent to the public entrance
Break Room	With kitchenette and small table and chairs
Toilets	For staff and public



<b>Space Needs Description</b>	<b>Comments</b>
<b>Probate</b>	
Probate Courtroom	Seating for 23 people, conference room nearby
Probate Chambers	Provide safe exit from chambers out of view from the public and the courtroom
Archival Storage	Additional file storage required
Register of Probate Office	Secure service counter similar to where the criminal clerks are now. Closer location to the Probate Courtroom and Chambers. Provide emergency exit from Staff Work Area
<b>Registry of Deeds</b>	
Archival Storage	Above ground, not in the basement, could be remotely located
Work Room/Vaults	Rolling storage shelving could consolidate storage of materials, make all storage vaults fire proof
Staff Work Space	For digitizing records, shared with other county departments, adjacent to Deeds staff space
<b>Emergency Management Agency (EMA)</b>	
Break Room	With kitchenette
Emergency Operations Center	Eight workstations with four phone lines around the perimeter of the room for use during emergencies
Work Room	Printers/copiers
Radio Communication Room	
Cot Room	For staff to sleep during emergencies, room for 2 cots
Storage room	room for (7) 2 x 4 x 6 storage cabinets
Supply Deployment Room	For storage of blankets, cots and other supplies needed during emergencies. Overhead door access for easy deployment to trucks waiting outside.
<b>Buildings and Grounds</b>	
Janitor's closets	At least one per floor
Supplies Storage	Currently stored in the corridors

**New Construction and Renovation Space Program**

**State of Maine Judicial Branch Space**

<b>Space Description</b>	<b>Requested Net SF</b>	<b>Department Subtotal</b>	<b>Proposed Net SF</b>	<b>Department Subtotal</b>
<b>Judicial Branch</b>				
Jury Courtroom	2,480		2,480	
Judge's Chambers	250		300	
Judge's Toilet	45		45	
Marshal's Work Area	25		25	
Clerk Work Area	35		35	
Sound Lock Vestibule	50		190	
Conference Room	140		260	
Conference Room	140		245	
Jury Deliberation Room	330		340	
Jury Room Toilet (2 at 45 sf each)	90		90	
Jury Courtroom	2,200		2,200	
Judge's Chambers	250		265	
Judge's Toilet	45		45	
Marshal's Work Area	25		30	
Clerk Work Area	30		35	
Sound Lock Vestibule	50		65	
Conference Room	120		120	
Conference Room	120		120	
Jury Deliberation Room	330		400	
Jury Room Toilet (2 at 45 sf each)	90		90	
Non-Jury Courtroom	1,000		1,100	
Judge's Chambers	250		265	
Judge's Toilet	45		45	
Marshal's Work Area	25		25	
Clerk Work Area	35			
Sound Lock Vestibule	50		35	
Conference Room	140		150	
Conference Room	140		150	
Judicial Conference Room	210		320	
Conference Rooms of various sizes	810		860	
Clerk of Courts Office	170		170	
Clerk of Courts Open Office	1,400		1,550	
Break Room	200		200	
Evidence Storage	100		100	
Storage	200		120	
Copy and Mail Area	100		100	
Clerk of Courts Archives	115		390	
Clerk of Courts' Toilets (3 at 45 sf each)	135		135	
Remote Clerk's Office	140		135	

Oxford County Courthouse/South Paris District Court  
SRL Architects

B

Space Description	Requested Net SF	Department Subtotal	Proposed Net SF	Department Subtotal
Marshal's Control Room	175		220	
Marshal's Office	120		100	
Marshal's Locker Room	55		140	
Attorney Room	160		160	
Prisoner Interview Room	130		190	
Sally Port	390		390	
Holding Area	200		390	
Holding Area Toilets	90		90	
Closet	200	13,630	270	15,180
<b>Net Square Feet Total</b>	<b>13,630</b>		<b>15,180</b>	
<b>Efficiency Factor</b>	<b>0.50</b>		<b>0.60</b>	
<b>Gross Square Feet Required for Judicial Branch</b>	<b>27,260</b>		<b>25,300</b>	

Oxford County Space

Space Description	Requested Net SF	Department Subtotal	Proposed Net SF	Department Subtotal
<b>District Attorney</b>				
Reception	205		220	
Conference Room	140		155	
Legal Secretaries Office (2 workstations)	210		255	
Assistant DA Office	125		140	
Victim Witness Advocate Office	150		190	
Assistant DA Office	125		155	
State Police Office	150		180	
Assistant Attorney General/Legal Secretary	150		155	
Assistant DA Office	125		135	
4 additional work stations	400		400	
Office	110		145	
Toilet (2 at 45 sf each)	90		185	
Break Room	110		130	
Closet	15		5	
Closet	25		0	
Closet	10		150	
Storage (Basement)	315	2,455	315	2,915
<b>Probate Court</b>				
Probate Courtroom	455		455	
Conference Room	100		100	
Probate Chambers	160	715	160	715
<b>Register of Probate</b>				
Public Reception	50		90	
Staff Workstations	450		500	
Probate Court Vault	230		240	
Reading Room	230		175	
Probate Court Vault	105		105	
Probate Court Vault	105	1,170	105	1,215

Oxford County Courthouse/South Paris District Court  
SRL Architects

B

Space Description	Requested Net SF	Department Subtotal	Proposed Net SF	Department Subtotal
<b>County Administration</b>				
County Commissioners' Meeting Room	610		610	
County Administrator	250		210	
Deputy County Administrator	250		250	
Commissioners' Clerk	70		70	
Temporary Staff Office	100		220	
Treasurer/Asst. Treasurer/Accounting Clerk Office	255		385	
Work Room	80		80	
Break Area	40		40	
Conference Room	140		235	
County Archives' Vault (Basement)	115		115	
County Commissioner/Treasurer Storage	375		375	
Additional County Archive Storage	300		400	
Staff Toilets (2 at 45 sf each)	90		90	
Public Toilet (Basement)	30	2,705	30	3,110
<b>Law Library</b>	150	150	235	235
<b>Registry of Deeds</b>				
Deeds' Office	195		195	
Registry of Deeds	270		270	
Registry of Deeds Vault/Workroom	690		450	
Registry of Deeds Vault/Workroom	590		480	
Registry of Deeds Vault/Workroom	230		230	
Registry of Deeds Vault/Workroom	300			
Closet	10		10	
Remote Deeds' Archives Vault	580		580	
Mailroom/Staff Work Room	100	2,965		2,215
<b>Emergency Management Agency</b>				
Director's Office	150		285	
Deputy Director's Office	150		180	
Radio Communication Room	100		240	
Kitchenette	0		50	
Toilet	45		30	
Emergency Operations Center	1,000			
Cot Room	100			
RCC Office	205			
Toilet	35			
RCC Office	150			
Administrative Office	155			
Toilet	65			
Bathroom	65			
Supply Deployment Room	200		380	
Work Room	100			
Storage	160	2,680	20	1,185
<b>Shared Space</b>				
Public Lobby	1,300		2,300	
Mailroom	130		190	
Staff Break Room	560		110	
Public Restrooms (1 set per floor)	180	2,170	730	3,330

Oxford County Courthouse/South Paris District Court  
 SRL Architects

B

Space Description	Requested Net SF	Department Subtotal	Proposed Net SF	Department Subtotal
<b>Buildings and Grounds</b>				
Custodial Office	315		315	
Janitor's Closets (3 at 30 sf each)	90		90	
Workshop	175		175	
Supplies Storage	240		210	
County Sheriff Storage	125		125	
County RCC Storage	130		130	
Mechanical Room (Second Floor)	740		740	
Boiler Room	540		540	
Elevator Machine Room	120	2,475	180	2,505
<b>Total Net Square Feet for County and Judicial Spaces</b>		<b>17,485</b>		<b>17,425</b>
<b>Net Square Feet Total</b>		<b>17,485</b>	<b>17,425</b>	
<b>Efficiency Factor</b>		<b>0.60</b>	<b>0.60</b>	
<b>Gross Square Feet Required for Oxford County</b>		<b>29,142</b>	<b>29,042</b>	

**Required Parking**

County Offices	4,855 GSF at 3 per 1000 GSF = 15 spaces	15
Judicial Branch Offices	2,975 GSF at 3 per 1000 GSF = 9 spaces	9
County Commissioners' Chambers	40 seats/3 = 13 spaces	13
Courtrooms (100 JC + 30 NJC+ 127 SC+ 23 PC)	280 seats/3 = 93 spaces	93
Conference rooms	2,610 GSF at 3 per 1000 GSF = 9 spaces	9
Sheriff/RCC	17 staff and 3 emergency trailers	20
<b>Total spaces required</b>		<b>159</b>

159 parking spaces required at 325 sf each                      51,675 sf of paved parking

**Oxford County Courthouse/South Paris District Court**  
**SRL Architects**

**Project Budget Summary**

Oxford County Courthouse, South Paris, Maine

Bid Date: January 2017

Proposed Occupancy Date: May 2018

6,165 GSF of New Basement Construction at \$175/sf	\$1,078,875	
20,000 Gross Square Feet of New Construction at \$375/sf	\$7,500,000	
Tunnel between Courthouse and Jail at \$320/sf	\$400,000	
5,540 Gross Square Feet of Renovation at \$250/sf	\$1,385,000	
<b>Building Construction Cost</b>	<b>\$10,363,875</b>	
<b>Part A: Administrative</b>		
1 Land	\$81,000	Sites for parking lot
2 Advertising	\$150	
3 Legal/Insurance	\$3,000	
4 Bid Document Printing and Handling	\$500	
5.1 Furnishing	\$250,000	
5.2 Fixtures		
5.3 Equipment		
5.4 Fairpoint Charges paid in advance	\$10,000	
5.5 Video Conferencing Capability	\$30,000	
5.6 Sound System and Digital ER	\$70,000	
5.7 Backup Generator	\$100,000	
6 Telecommunications/I.T.	\$35,000	
7 Security Systems	\$85,000	Cameras, monitors, access readers, motion detectors
8 Percent for Art program	\$46,780	1% of construction cost estimate for public spaces
9 Moving, Temporary Space	\$15,000	
10 Bid Contingency	\$518,194	5% of construction cost estimate
11 Construction Contingency	\$1,036,388	10% of construction cost estimate
12		
	<b>Part A Subtotal</b>	<b>\$2,281,011</b>
<b>Part B: Fees &amp; Services</b>		
13 Architect/Engineer Basic Services Fee	\$1,075,200	
14 Additional A/E Services Fees (Supplemental Agreements)		
15 A/E Reimbursable Expenses	\$3,000	
16 CM Preconstruction Fee (if used)		
17 CM Preconstruction Reimbursables (if used)		
18 Hazardous Materials Removal Design		
19 Environmental Phase I/Renovation Impact Study		
20 Survey	\$12,000	
21 Soils/Borings	\$16,000	
22 Preconstruction Testing		
23 Construction Testing	\$6,500	
24 Life Cycle Cost Analysis	\$8,000	
25 Hazardous Materials Removal	\$50,000	
26 Construction Clerk	\$125,000	
27 Building Permit	\$3,000	
28 Owner's Representative		
29		
	<b>Part B Subtotal</b>	<b>\$1,298,700</b>
<b>Part C: Construction</b>		
30 Building Construction Cost	\$7,500,000	
31 Site Development Cost	\$1,200,000	monumental stairs, county/state parking
32		
	<b>Part C Subtotal</b>	<b>\$8,700,000</b>
33		
	<b>Total Project Cost</b>	<b>\$12,279,711</b>

5% Escalation could bring the project cost to \$12.9 million in 2018 and \$13.6 million in 2019

## **Implementation Strategy**

Expand the existing facilities with 5,540 gross sf of renovations and a 27,000 gross sf addition on the existing site to provide two jury courtrooms and one non-jury courtroom, conference and attorney rooms, associated clerk's office, security facilities, support spaces and parking. Two adjacent properties will need to be acquired to provide required parking. The expanded site would be approximately 5.8 acres.

The Project Budget is approximately \$12.3 million for construction in 2017. The project cost would escalate at a rate of 5% per year, increasing the budget to approximately \$12.9 million in 2018 and approximately \$13.6 million in 2019.

This option may trigger renovations to the Oxford County Facilities. The Project Budget for County renovations and land purchase is approximately \$1.9 million for construction in 2017, and would be paid for by Oxford County.

For detailed information on budgets see Attachment D

### **Phasing:**

Phase 1: Purchase two properties adjacent to the Oxford County Courthouse Space. Create parking for the public, Judicial Branch and County Staff, and replace the monumental stairs in front of the existing courthouse.

Phase 2: Build the new courthouse addition, while Judicial Branch and County services continue to be provided in their current locations.

Phase 3: Judicial Branch programs would move into the new addition. Renovations to the existing Jury Courtroom.

If the County renovation project is approved:

Phase 3: Renovation to the District Court building to house the District Attorneys while County services continue to be provided in their current locations. Creation of District Attorney, Jail, RCC and County parking.

Phase 4: District Attorneys move into new space. Renovations to County spaces within the Oxford County Courthouse begin.

Phase 5: County functions move into their new spaces.

See the site plan on the following page for more information on phasing.



**PHASE 3**

- RENOVATE DISTRICT COURT TO CREATE DISTRICT ATTORNEY OFFICES
- RENOVATE EXISTING COURTROOM
- CONSTRUCT STAFF PARKING

RENOVATE FOR DISTRICT ATTORNEY OFFICES

**PHASE 2**  
CONSTRUCT COURTHOUSE ADDITION

**PHASE 3**  
RENOVATE EXISTING COURTROOM

**PHASE 4**  
RENOVATE COUNTY SPACES

REPLACE STAIRS

CONSTRUCT PARKING

**PHASE 1**

- ACQUIRE TWO ADJACENT PROPERTIES
- CONSTRUCT PARKING TO EAST AND SOUTH OF EXISTING COURTHOUSE
- REPLACE MONUMENTAL STAIRS

ACQUIRE TWO ADJACENT PROPERTIES

CONSTRUCT STAFF PARKING



**Option 2  
PHASING PLAN  
OXFORD COUNTY AND  
STATE JUDICIAL COMPLEX**

**GRAPHIC SCALE:**

