

MAINE STATE LEGISLATURE

The following document is provided by the
LAW AND LEGISLATIVE DIGITAL LIBRARY
at the Maine State Law and Legislative Reference Library
<http://legislature.maine.gov/lawlib>



Reproduced from scanned originals with text recognition applied
(searchable text may contain some errors and/or omissions)

**Maine Judicial Branch
Waldo County Courthouse Project
Belfast, Maine**



February 16, 2016

WALDO COUNTY NEW COURTHOUSE

Belfast, Maine

February 16, 2016

TABLE OF CONTENTS

Executive Summary

New Construction Program

Project Space Description

Project Budget Summary

Project Schedule and Phasing

Proposed Plans

- L.1. Schematic Site Plan
- A 1 Basement Floor Plan
- A 2 First Floor Plan
- A 3 Second Floor Plan
- A 4 Building Section Diagram

Preliminary Exterior Elevations

- B 1 Preliminary Frontal Elevation
- B 2 Preliminary Side Elevation
- B 3 Preliminary Rear Elevation

WALDO COUNTY NEW COURTHOUSE
Belfast, Maine

EXECUTIVE SUMMARY

The Maine Judicial Branch is proposing to construct a new courthouse in Belfast that will serve the residents of Waldo 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 existing courthouse sites were extensively studied in 2011 with a space program reviewing spaces and problems in both courthouses. After consideration it was determined that the existing courthouses are too constricted to allow for an addition that would solve the courts' space and security needs. A new courthouse structure design with parking for a downtown site was developed after consideration of input from the Belfast planning department.

2. Existing Deficiencies

The existing Superior Court located at the Waldo County Courthouse has been in use despite life safety code and handicapped access non-conformance since 1853, 162 years. The courthouse has electrical and mechanical systems deficiencies, as well as space and security inadequacies that have negatively impacted the operations of the court for many years. This courthouse is designed for the 19th century and does not provide separate and safe circulation paths for judicial staff, incarcerated defendants, jurors and the public.

The Belfast District Court is an office building constructed in 1930 with a 1987 addition. The courthouse is not fully accessible and does not have an elevator to service the multiple levels. The building does not provide separate and safe circulation paths for judicial staff, incarcerated defendants, jurors and the public.

Waldo County owns both buildings and does not have sufficient or adequate space to conduct County and Judicial Branch business.

3. Site Attributes

Site attributes necessary and proposed for the new courthouse include:

- Fully useable developed site area of 1.75 acres.
- Site development possible without major retaining wall structures.
- Building footprint area of 13,350 GSF.
- Front of building public access at grade.
- Adequate set backs to protect building and occupants against external security threats.
- Rear of building grade-level access at lower level for staff and sheriff's vehicles only.
- Public parking for 69 cars.
- Segregated vehicle circulation and parking for judicial staff for 15 cars.

- Prominent visibility of the building entrance from a main public street.
- Public water service suitable for a full sprinkler system in the building.

4. Building Features

A preliminary proposed layout of the building was designed according to the attached program, and includes features necessary to a modern court facility:

- 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 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.
- Useable and accessible space of approximately 30,000 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 \$16,987,493
- FY18 \$17,836,847
- FY19 \$18,728,710

6. Project Schedule

If approved for funding in the Second Regular Session of the 127th Maine Legislature the Waldo Courts facility will have the following key schedule events:

- July 2016 hire project architect
- January 2017 design completion and to bid for contractor
- March 2017 and construction begins with completion in 15 months, for June 2018



New Construction Program

January 6, 2016

Space Description	Size	Features
Courtrooms		
Large Jury Trial Courtroom #1	2,140 SF	Public seating for 113
Jury Trial Courtroom #2	1,840 SF	Public seating for 70
Family Courtroom #3	1,275 SF	Public seating for 34
Jury Deliberation Rooms at Courtrooms #1 + 2	550 SF	Seating for 14 with bathrooms
Courtroom Support Spaces		
Large Conference Rooms	225 SF	Three (3) large conference rooms
Small Conference Rooms	100-115 SF	Eight (8) small conference rooms
Court Floor Holding Rooms	275 SF	Secure access to all courtrooms from basement Short Term Detention Area
Satellite Clerk's Office	150 SF	Second floor space serving Courtrooms #2 + 3
Attorney's Workroom	150 SF	
Court Offices and Support Spaces		
Judges Chambers	315 SF	Three (3) judicial suites (includes bathrooms)
Judicial Conference Room	250 SF	
Clerk of Courts	1,475 SF	Eight (8) staff and Clerk's Office
Public Information Terminal Alcove	50 SF	Includes window to Clerk's Office
Meeting / Training Room	325 SF	
Staff Break Room	300 SF	
Information Technology	150 SF	
Records Storage	350 SF	
Security Services Spaces		
Vehicle Sallyport	525 SF	Space for Sheriff's transport van
Short Term Detention Area	700 SF	Basement level group holding and cells for the incarcerated
Main Entrance Screening/Queing Area	400 SF	
Security Control Room	140 SF	Two workstations with video displays
Marshal's Office w/Two Workstations	300 SF	Includes 80 SF storage room
Staff Locker Room	125 SF	
District Attorney Suite	400 SF	Includes small conference room
Total Building Finished Space	30,000 GSF	

Waldo County New Courthouse Project Description

Space Needs Description	Comments
Jury Courtroom	<p>Provide public seating for 115 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 70 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.
Conference Rooms	Near the public entrances to the courtrooms
Judicial Conference Room	Access from the judicial circulation

Waldo County New Courthouse Project Description

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
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

Waldo County New Courthouse Project Description

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.

State of Maine
Administrative Office of the Courts

Project Budget Summary

<i>Waldo County Courts</i> <i>New Courthouse In Downtown Belfast Maine</i>	Date of this report: 1/6/2016
---	-------------------------------

Part A: Administrative

1	Land	\$1,500,000	
2	Advertising	\$1,000	
3	Legal/Insurance	\$2,000	
4	Bid Document Printing and Handling	\$10,000	
5.1	Furnishings	\$250,000	
5.2	Video Conferencing	\$20,000	
5.3	Sound System / ER	\$70,000	
6	Telecommunications	\$30,000	
7	Security Systems	\$80,000	
8	Percent for Art program	\$60,938	<i>1% of interior public space cost estimate</i>
9	Moving	\$15,000	
10	Bid Contingency	\$598,925	<i>5% of construction cost estimate</i>
11	Construction Contingency	\$1,197,850	<i>10% of construction cost estimate</i>
12	Part A Subtotal	\$3,835,713	

Part B: Fees & Services

13	Architect/Engineer Basic Services Fee	\$958,280	<i>8.0% of construction cost estimate</i>
14	Additional A/E Services Fees (Supplemental Agreements)	\$30,000	<i>Local / DEP approvals / Percent For Art</i>
15	A/E Reimbursables Expenses	\$10,000	
16	CM Preconstruction Fee (if used)	\$0	
17	CM Preconstruction Reimbursable Expenses (if used)	\$0	
18	Hazardous Materials Removal Design	\$0	<i>Unknown</i>
19	Environmental Phase I / Renovation Impact Study		<i>Unknown</i>
20	Survey	\$10,000	
21	Soils/Borings	\$15,000	
22	Preconstruction Testing	\$0	
23	Construction Testing	\$20,000	
24	Life Cycle Cost Analysis	\$5,000	
25	Hazardous Materials Removal		<i>Unknown</i>
26	Construction Clerk	\$125,000	
27	Owner's Representative	\$0	
28	Part B Subtotal	\$1,173,280	

Part C: Construction

29	Building Cost	\$11,028,500	
30	Site Development Cost	\$950,000	
31	Part C Subtotal	\$11,978,500	
32	Total Project Cost	\$16,987,493	For Construction Contract in FY 2017
		<i>\$17,836,867</i>	" " " " " " FY 2018
		<i>\$18,728,710</i>	" " " " " " FY 2019

Finished Space Area	28,210 SF @	\$375 Cost Per GSF
Unfinished Space Area	2,570 SF @	\$175 " " "
Total	30,780	

New Waldo Courthouse Schedule and Phasing

If approved for funding in the Second Regular Session of the 127th Maine Legislature, the Waldo Courts facility will proceed in the following phases:

May 2016	Property Acquisition
July 2016	Architect Selection Phase Architectural firms would be interviewed, and a contract would be negotiated with the one ranked most qualified. The Architect and the Judicial Branch would then develop a detailed project schedule, including the approvals requirements.
August 2016	Design Development Phase During this phase, the preliminary layout of the courthouse would be intensively reviewed by the Judicial Branch and staff for optimization of space relationships, security and workflow of the facility. Local permits for planning board review and historic district appropriateness would be pursued. In addition, all of the major materials and systems planned for the building would be reviewed. As part of this analysis, energy demands and long term performance of the structure would inform the selection for optimization over the life expectancy of the building.
October 2016	Construction Documents Phase Based on the results of Design Development, detailed plans and specifications would be developed.
February 2017	Bidding Phase During this month-long phase, the plans and specifications would be publicly bid by general contractors, sub-contractors and suppliers.
March 2017	Construction Start-Up Based on the results of Design Development, detailed plans and specifications would be developed
July 2018	Construction Completion and Move-In

KEY

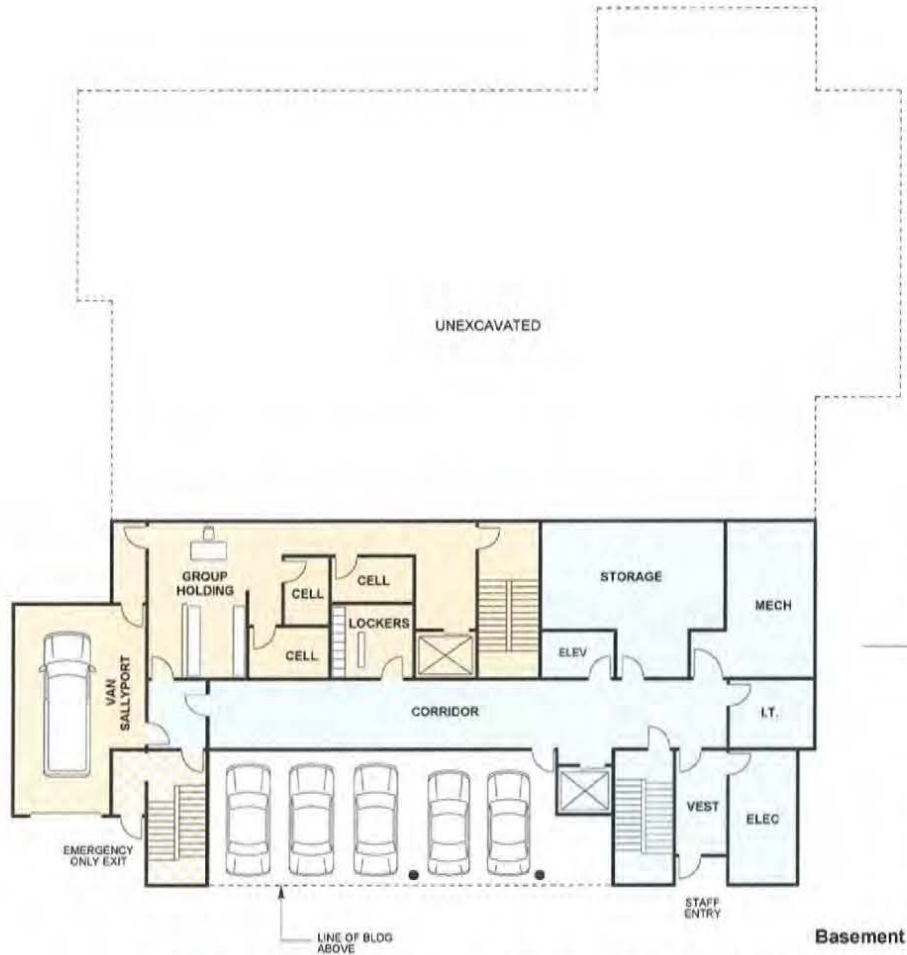
ATTYS	ATTORNEYS WORK ROOM
CH	JUDGE'S CHAMBERS
CONF / CF	CONFERENCE ROOM
CSO	COURT SECURITY OFFICER
D	DOCK
DEL	JURY DELIBERATION ROOM
HOLD	COURT FLOOR HOLDING
INT	INTERVIEW ROOM
JCF	JUDGE'S CONFERENCE ROOM
JCL	JANITOR CLOSET
M	MARSHAL
SCL	SATELLITE CLERK OFFICE
SL	SOUND LOCK
T	TOILET ROOM

DRAWING
A 4

DRAWING
A 4

SPACE ZONE LEGEND

	PUBLIC CIRCULATION
	PRIVATE CIRCULATION
	SECURE AREA
	CONTROLLED SPACE



Basement Floor Plan



Waldo Courts Study
State of Maine Judicial Branch
Portland, Maine

Schematic Design Study / OPTION D

WINTON SCOTT ARCHITECTS
5 Milk Street
Portland, Maine 04101

Scale: 1" = 20'-0"
When Printed On 8.5 x 11

A 1

January 6, 2016

KEY

ATTYS	ATTORNEYS WORK ROOM
CH	JUDGE'S CHAMBERS
CONF / CF	CONFERENCE ROOM
CSO	COURT SECURITY OFFICER
D	DOCK
DEL	JURY DELIBERATION ROOM
HOLD	COURT FLOOR HOLDING
INT	INTERVIEW ROOM
JCF	JUDGE'S CONFERENCE ROOM
JCL	JANITOR CLOSET
M	MARSHAL
SCL	SATELLITE CLERK OFFICE
SL	SOUND LOCK
T	TOILET ROOM

SPACE ZONE LEGEND

	PUBLIC CIRCULATION
	PRIVATE CIRCULATION
	SECURE AREA
	CONTROLLED SPACE



DRAWING
A 4

DRAWING
A 4

First Floor Plan



Waldo Courts Study

State of Maine Judicial Branch
Portland, Maine

Schematic Design Study / OPTION D

WINTON SCOTT ARCHITECTS
5 Milk Street
Portland, Maine 04101

Scale: 1" = 20'-0"
When Printed On 8.5 x 11

A 2

January 6, 2016

KEY

- ATTYS ATTORNEYS WORK ROOM
- CH JUDGE'S CHAMBERS
- CONF / CF CONFERENCE ROOM
- CSO COURT SECURITY OFFICER
- D DOCK
- DEL JURY DELIBERATION ROOM
- HOLD COURT FLOOR HOLDING
- INT INTERVIEW ROOM
- JCF JUDGE'S CONFERENCE ROOM
- JCL JANITOR CLOSET
- M MARSHAL
- SCL SATELLITE CLERK OFFICE
- SL SOUND LOCK
- T TOILET ROOM



DRAWING
A 4

DRAWING
A 4

SPACE ZONE LEGEND

- PUBLIC CIRCULATION
- PRIVATE CIRCULATION
- SECURE AREA
- CONTROLLED SPACE

Second Floor Plan



Waldo Courts Study

State of Maine Judicial Branch
Portland, Maine

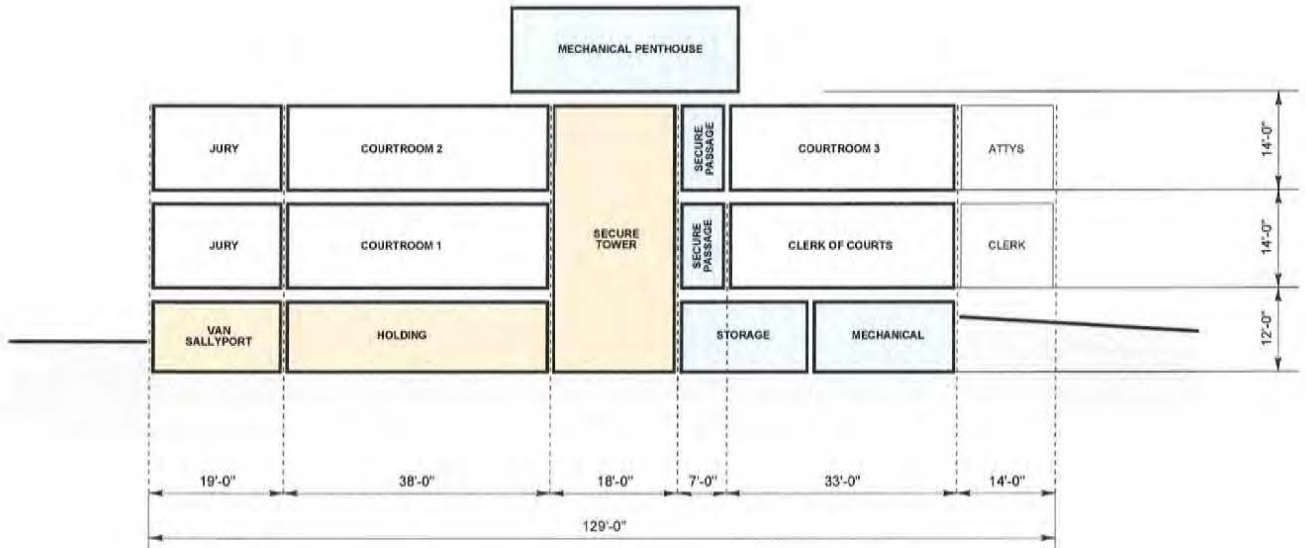
Schematic Design Study / OPTION D

WINTON SCOTT ARCHITECTS
5 Milk Street
Portland, Maine 04101

Scale: 1" = 20'-0"
When Printed On 8.5 x 11

A 3

January 6, 2016



Building Section Diagram

0 8 16 32 48 64



Waldo Courts Study
State of Maine Judicial Branch
Portland, Maine

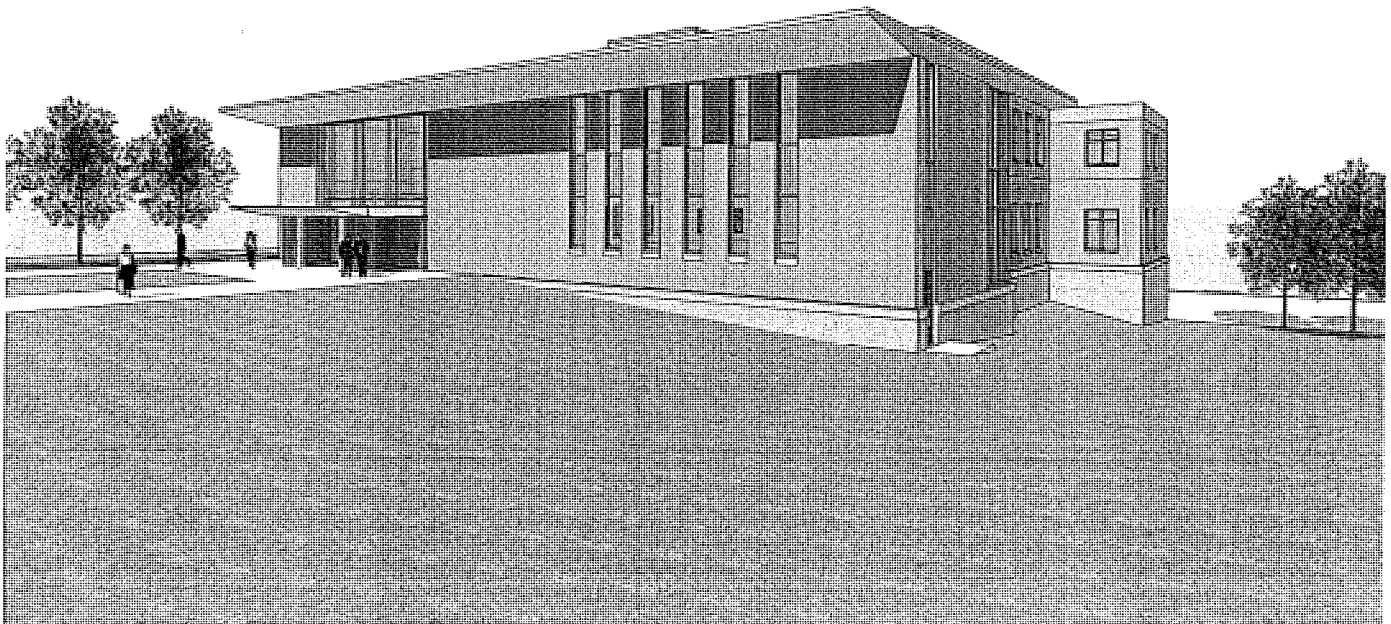
Schematic Design Study / OPTION D

WINTON SCOTT ARCHITECTS
5 Milk Street
Portland, Maine 04101

Scale: 1" = 20'-0"
When Printed On 8.5 x 11

A 4

January 6, 2016



Front Elevation

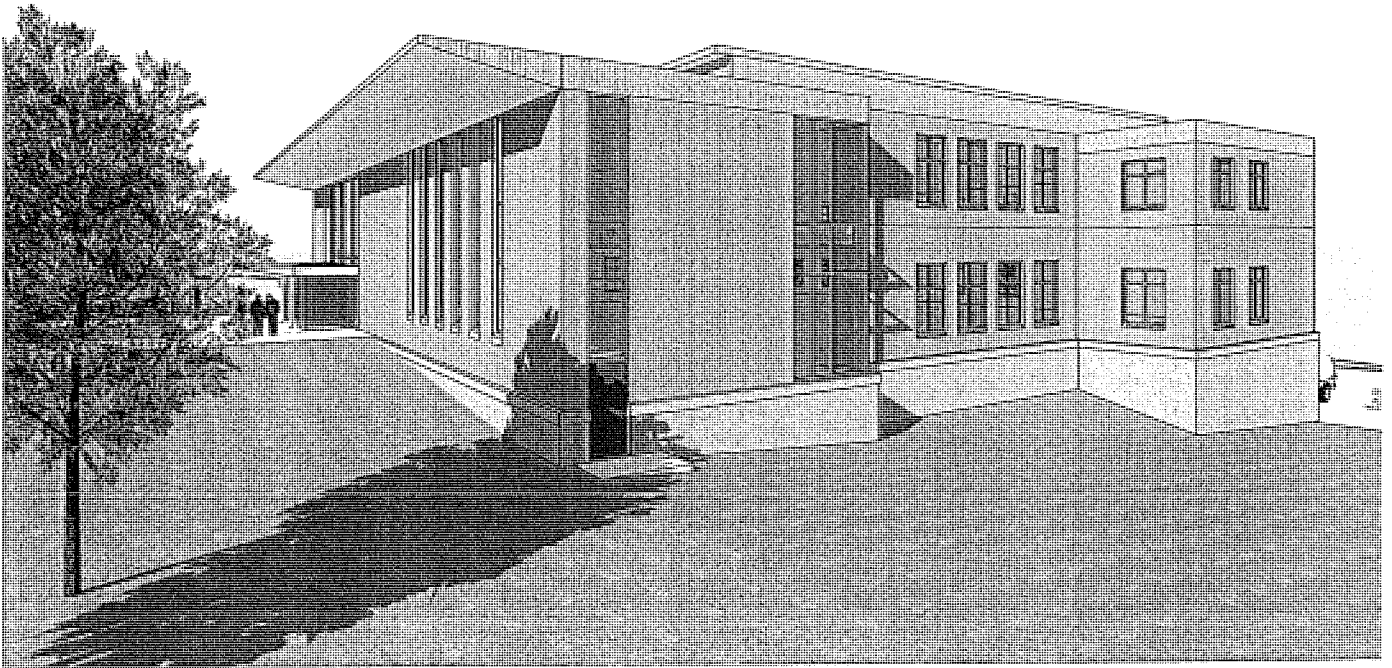


Waldo Courts Study
State of Maine Judicial Branch
Portland, Maine

Schematic Design Study / OPTION D

WINTON SCOTT ARCHITECTS
5 Milk Street
Portland, Maine 04101

B 1
January 6, 2016



Side Elevation



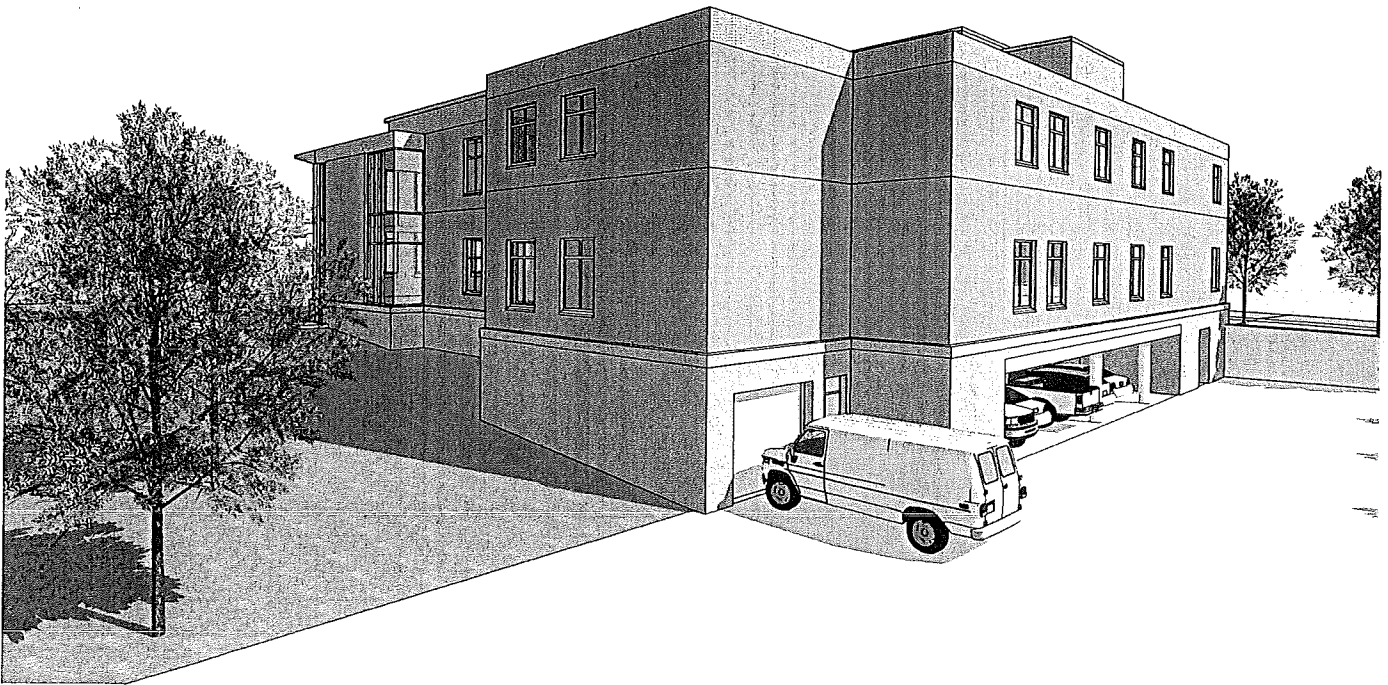
Waldo Courts Study
State of Maine Judicial Branch
Portland, Maine

Schematic Design Study / OPTION D

WINTON SCOTT ARCHITECTS
5 Milk Street
Portland, Maine 04101

B 2

January 6, 2016



Rear Elevation



Waldo Courts Study
State of Maine Judicial Branch
Portland, Maine

Schematic Design Study / OPTION D

WINTON SCOTT ARCHITECTS
5 Milk Street
Portland, Maine 04101

B 3

January 6, 2016