

ADDENDUM NO. 1

To the Request for Proposal Documents for the
**CROOK COUNTY ARCHITECTURAL DESIGN SERVICES FOR THE PLANNING
AND DESIGN OF A NEW JUSTICE CENTER**

TO ALL PLANHOLDERS AND/OR PROSPECTIVE BIDDERS:

The following changes, additions, and/or deletions are hereby made a part of the Request for Proposal Documents for the **Crook County Architectural Design Services for the Planning and Design of a New Justice Center** dated October 7, 2020, as fully and completely as if the same were fully set forth herein.

Section IV. A.7 – Pre-Proposal Meeting:

- Section IV. A.7. – Revise the section to read:

“An informational Mandatory pre-proposal conference will be held at the County Administration Office, 203 NE Court Street, Prineville, OR 97754 at 11:00 AM PDT, October 15, 2020. The conference may also be accessed remotely, via phone or computer, by calling 1-408-418-9388, access code 126 275 6841 or requesting an invitation from colleen.ferguson@co.crook.or.us. The pre-proposal meeting will be the proposer’s main opportunity to discuss the project with the County and Project Manager. An addendum will be issued following the meeting to formalize any County responses to proposer questions.”

Section IV. E. – Proposal Evaluation and Criteria:

- Section IV. E. – Revise the section to read:

<u>Criteria</u>	<u>Weight</u>	<u>Reference</u>
1. Firm’s experience and qualifications	14%	B1a-b; B2a
2. Qualifications, experience, and commitment of proposed personnel	23%	B3
3. Public project experience	19%	B2b
4. Proposed approach	19%	B4
5. Local knowledge	10%	B5
6. Fee and cost	15%	D

Reference checks shall not be scored individually but will be used to supplement the scoring considerations of all categories. Based upon the proposal scoring, as modified by the interview, and the results of reference checks and Pricing Proposals, the firms will be given a final ranking by the Evaluation Committee.

Attachment B – Preliminary Space Needs Study

- **Attachment B – Revised as attached Exhibit B.**

All bidders shall acknowledge receipt and acceptance of this Addendum No. 1 in the Proposal or by submitting the Addendum with the bid package. Proposals submitted without acknowledgement or without this Addendum will be considered nonresponsive.



John Eisler
Crook County Assistant County Counsel

July 2020



CROOK COUNTY JUSTICE CENTER

PRINEVILLE, OREGON

PREPARED BY PINNACLE ARCHITECTURE, INC.

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CONTACTS

CROOK COUNTY

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EXECUTIVE SUMMARY

Pinnacle Architecture was commissioned to survey and provide programming for numerous departments of Crook County, Oregon. It is the intent of this Report to provide guidance to Crook County with respect to current Department space requirements, preferred adjacencies, projections of future growth, and project budget for new Circuit Court Building.

Pinnacle conducted surveys and programming for each department. In addition, Pinnacle visited each physical department and walked the space with department heads or their designated representative. The information provided by each department helps in determining how each space functions, what works in the current space, and what deficiencies there are.

In conjunction with the department head meetings, individual staff members input was gathered and documented. This information is invaluable in determining how each department functions at a staff level and how space/department may work more efficiently.

Existing Courthouse



FINDINGS

Based on the information gathered, compiled, and processed Pinnacle has made some assumptions on the best combination of departments. There are natural combinations of departments just based on their functions and day to day use. The Combined Program Exhibit A shows the entire program space by space and the following is a snap-shot of each department and some highlights. A previous study found that the existing Circuit Court and associated departments are deficient in almost all avenues of space and function. Security, technology, heating/ventilation and flow of people are the most evident.

Each one the following Programs includes spaces that typical buildings would require, IE mechanical rooms, electric rooms, restrooms etc... The gross factor shown on the summary sheet of each Program is used to account for hallways, walls, shafts, etc... that are found in typical buildings. Also, included are anticipated parking stalls needed to full fill the desired functions. Certain Departments require spaces like restrooms that cannot be shared due to the function of that department. However, upon further development of each Program there may be some area/square foot reductions for spaces that maybe easily shared.

Combined Program New Building

- Circuit Court
- District Attorney
- Victims Advocate
- Juvenile Department
- Parole/Community Corrections
- Sheriff's Department

Findings by Department:

Circuit Court Findings

- Overlap of Judges, District Attorneys, Attorneys, inmates, jurors, public, and staff is problematic and not secure.
- Acoustical privacy is a concern.
- Security is a concern.
- Staff flow and adjacencies are not efficient.
- Lack of conference/meeting rooms.
- Lack of space for private Attorney meetings.
- No inmate hold rooms or secure areas for inmates.
- Access to public Law Library a concern.

District Attorney Findings

- Overlap of Judges, District Attorneys, Attorneys, inmates, jurors, public, and staff is problematic and not secure.
- Acoustical privacy is a concern.
- Security is a concern.
- Staff flow and adjacencies are not efficient.
- No consistent place for Grand Juries.

Victims Advocate Findings

- No area for growth of team.
- Lack of conference/meeting rooms.
- Security and secondary exit a concern.

Juvenile Department Findings

- No area for growth of team.
- Lack of conference/meeting rooms.
- Security and secondary exit a concern.
- Staff flow and adjacencies are not efficient.
- Dropoff/pick up for juveniles not ideal on such a public street.

Sheriff's Department Findings

- Lack of secure storage.
- No space for training/emergency response room
- Little space for future growth.

Community Corrections/Parole Findings

- Security at lobby a concern.
- Location of Work Crew dropoff/pick up not ideal.

Based on information gathered the following deficiencies or concerns were found to be similar from department to department.

- Antiquated heating and ventilation systems.
- Concerns about personal security.
- In efficient space planning.
- Lack of Conference/Training/Meeting rooms.
- No space for growth or even over grown spaces.
- Acoustical issues.

RECOMMENDATIONS/CONCLUSIONS

Based on the findings and projected needs of Crook County Pinnacle has the following recommendations.

The **Combined Program** shows that a new building would be in the best interest of the departments included and the Community as a whole. A new building would allow these departments to function more efficiently and allow more collaboration between departments. It would also provide needed upgrades to security and privacy. The basic program would be similar in scope to the recently built Jefferson County District Court Building.

We have included the **Combined Program** as Exhibit A to illustrate the required area needed for the proposed project which equates to an approximately 52,000 Square Foot building. Exhibit B is provided to show anticipated total project cost of approximately \$32.7 million.



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BUILDING PROGRAM	
PROJECT NAME	CROOK COUNTY - JUSTICE CENTER Building
PROJECT LOCATION	PRINEVILLE, OREGON
OWNER	CROOK COUNTY
DATE	7/17/2020
DESCRIPTION	NEW 2-3 STORY JUSTICE CENTER
ASSUMPTIONS	
	1 New construction
	2 Shared parking offsite
	3 Final round of programming to be performed during conceptual design
	4
	5
	6



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CROOK COUNTY - JUSTICE CENTER Building SUMMARY OF SPACE NEEDS			
DEPARTMENT/AREA			Notes
CIRCUIT COURT		19,841	
	Net to Gross Factor	1.35	
			26,785
DISTRICT ATTORNEY		2,350	
	Net to Gross Factor	1.35	
			3,173
VICTIMS ADVOCATE		1,110	
	Net to Gross Factor	1.35	
			1,499
PAROLE		1,300	
	Net to Gross Factor	1.35	
			1,755
SHERIFF'S OFFICE		6,030	
	Net to Gross Factor	1.35	
			8,141
JUVENILE DEPARTMENT		2,290	
	Net to Gross Factor	1.35	
			3,092
SHARED SERVICES/SPACES		6,054	
	Net to Gross Factor	1.25	
			7,568
TOTAL BUILDING AREA		52,011	SQUARE FEET
Crook County share	21,442	sf	
Circuit Court share	30,569	sf	
PARKING		47,808	
	Net to Gross Factor	1	
		TOTAL	47,808



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CROOK COUNTY - JUSTICE CENTER Building								
CIRCUIT COURT								
Space ID Name	Proposed Size and Quantity			Proportions	Proximity Desired	# Occupants	Furniture, Fixtures, and Equipment	Notes:
	#	SF	Total SF					
Courts -								
Public Counter	4	50	200			4		Glass between staff and public, potential for separate area from main lobby
Work Room	1	120	120					Copier, shredder, office supply storage
Staff Workstations	11	64	704					
File & File Storage	1	120	120					
Supply Room	1	120	120					
Supervisor	1	120	120				with staff	Near counter on office side
Court - Support								
Jury Assembly	1	2000	2000			60	multi-purpose/hearings	Includes staff workstation/counter
Jury Assembly Restrooms	2	140	280					could be public restrooms?
Jury Assembly Closet	1	40	40					
Jury Deliberation	3	375	1125					Includes kitchenette
Jury Deliberation Restroom	6	80	480					2 per JD room
Closets	3	50	150					1 per deilberation
IT Tech	1	150	150					
Data Room	1	100	100					
Computer/training Room	1	150	150					
Equipment Room	2	80	160				courtroom	
Staff Restroom	2	140	280					Staff restrooms
Copy/Work Room	1	200	200					Mailboxes
State Agency	1	500	500					LEASE SPACE
Admin Conference Room	1	450	450			30		Could double with Jury Assembly
Storage	1	200	200					Can be divided
Reception/Assistant	1	100	100					Adjacent to Trial Court Admin
Trial Court Admin	1	192	192					
								See "shared services" for breakroom
Court - Inmate Holding								
Property Holding	1	120	120					exhibits during trail
Juvenile Holding	1	80	80					Sight and sound separate from adults
Bailiff's Station	1	240	240					
Private Elevator and room	1	160	160					



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Central Holding	1	100	100				
Segregation Holding	2	80	160				
Courtroom Holding	3	80	240				
Attorney Interview (secure)	2	100	200				Adjacent to 1 holding cell with window between
Storage	1	100	100				
Grand Jury							
Secondary/Grand Jury Waiting Room	1	700	700				
Grand Jury Room	1	300	300				
Restrooms	2	80	160				
Court - Chambers & Support							
Judicial Officer Chamber	3	250	750				
Judicial Officer Assistant	4	120	480				
Judicial Officer Waiting	1	150	150				
Storage	1	100	100				
Judicial Restrooms	3	90	270				can be shared
Storage	1	200	200				Can be divided
Court - Medium Courtroom							
Courtroom	2	1800	3600				Jury box for 14, Gallery for 60, Corner bench
Client/Attorney Conference	4	100	400				
Sound Vestibule	2	80	160				
Public Waiting Area	2	100	200				LOCALIZED AREA
Court - Large Courtroom							
Courtroom	1	2200	2400				Jury box for 14, Gallery for 80, Corner bench
Client/Attorney Conference	2	100	200				
Sound Vestibule	1	80	80				
Public Waiting Area	1	150	150				LOCALIZED AREA
Evidence Storage/not sheriffs	1	200	200				
Space Totals	94						
Net Totals			19,841				

Lobby wayfinding
Single secure entrance
Public waiting - jury and courtroom
File case or pay fee queuing

Supervisor - cubicle, not fully enclosed
Mediation + Jury room multipurpose
3 Courtrooms
50% payment if state agency included, no size requirement
30 occ conference room
Digital storage since 12/12



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CROOK COUNTY - JUSTICE CENTER Building								
DISTRICT ATTORNEY								
Space ID Name	Proposed Size and Quantity			Proportions	Proximity Desired	# Occupants	Furniture, Fixtures, and Equipment	Notes:
	#	SF	Total SF					
District Attorney's Office	1	180	180			6		
Deputy District Attorney's Office	5	140	700			1		
Office Manager	1	140	140			1		over sees all support staff
Optional office/other	1	140	140			1		
Open Office	1	600	600			5		
Bathrooms	3	90	270					Private/secure
Exhibit Storage room	1	120	120					
Storage	1	100	100					
Workroom	1	100	100					
								See "shared services" for breakroom
Space Totals	15							
Net Totals			2,350					

Security import/access control
Secondary Exit required



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CROOK COUNTY - JUSTICE CENTER Building								
VICTIMS ADVOCATE								
Space ID Name	Proposed Size and Quantity			Proportions	Proximity Desired	# Occupants	Furniture, Fixtures, and Equipment	Notes:
	#	SF	Total SF					
Victim's Advocate Director's Office	1	220	220			1		
DVE Two staff members	3	110	330			2		
Child Support Specialist's Office	1	120	120			1		
Work Room	1	80	80					
Small Conf room	1	180	180			6		
Lobby	1	180	180			6		Secondary Waiting area
								See "shared services" for breakroom
Space Totals	8							
Net Totals			1,110					

Security import/access control
 Secondary Exit required



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SHERIFF'S BUILDING								
PAROLE								
Space ID Name	Proposed Size and Quantity			Proportions	Proximity Desired	# Occupants	Furniture, Fixtures, and Equipment	Notes:
	#	SF	Total SF					
Private Lobby	1	100	100			2		
Parole Reception	1	120	120			1		
P&P Deputy Office	4	120	480			1		
Work Crew Coord. Office	1	120	120			1		
PT/Transport	3	120	360			1		
PT/OnCall Tech Office	1	120	120			1		
								See "shared services" for breakroom
Space Totals	11							
Net Totals			1,300					



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CROOK COUNTY - JUSTICE CENTER Building								
SHERIFF'S OFFICE								
Space ID Name	Proposed Size and Quantity			Proportions	Proximity Desired	# Occupants	Furniture, Fixtures, and Equipment	Notes:
	#	SF	Total SF					
Sergeant's Office	4	150	600			2		
Emergency Manager's Office	1	120	120			1		
Com Cor Director's Office	1	120	120			1		
Detectives office	2	150	300			2		
Open Office	1	300	300			6		
Small Conf Room	1	160	160			6		
Reception	1	160	160			2		
Breakroom	1	160	160			6		
Waiting room	1	160	160			4		Access to public restrooms
Evidence Room	1	1500	1500					Fireproof/Climate Controlled Storage
Evidence Processing Room	1	500	500					



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CROOK COUNTY - JUSTICE CENTER Building								
JUVENILE DEPARTMENT								
Space ID Name	Proposed Size and Quantity			Proportions	Proximity Desired	# Occupants	Furniture, Fixtures, and Equipment	Notes:
	#	SF	Total SF					
					DA's Office			
Directors office	1	160	160					
Counselor's Office	7	120	840			1		
Open Office	1	250	250			4		
Conference room	1	500	500			20		Could be shared
Lobby	1	160	160			10		Secondary lobby
Storage	1	300	300					
UA Restroom	1	80	80					
								See "shared services" for breakroom
								Restrooms shared with other departments
Space Totals	13							
Net Totals			2,290					

Security - Need exit for staff
 Counselors have private meetings in offices, but want to hear from hallway in case of incident
 Parenting classes of about 15 people
 6-10 people in lobby, community service draws in more
 3 transport vans in public parking lot

Transport was through front or side entrance, could be improved for privacy
 Separate bathrooms for publics and staff, UA collection
 Security for equipment in building as well as staff
 Bulletproof glass and halfwall for receptionist



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CROOK COUNTY - JUSTICE CENTER Building								
SHARED SERVICES/SPACES								
Space ID Name	Proposed Size and Quantity			Proportions	Proximity Desired	# Occupants	Furniture, Fixtures, and Equipment	Notes:
	#	SF	Total SF					
Public Waiting/Lobby	1	1400	1400			60		<i>Includes Kiosk, & Queing area</i>
Vestibule/screening	1	360	360			20		Public lobby and security screening
Self Help Alcove	4	36	144					Computer terminals/kiosks
Self Help/ Interview Room	2	100	200			4		
Law Library/Optional space	1	200	200					
Children's Play Area	1	120	120					Part of self help area
Public Restrooms	2	220	440					
Family Restroom	1	120	120					
Lactation Room	2	80	160					Public /Private
Shared Breakrooms	3	200	600					
Mechanical Room	1	1000	1000					
Electrical Room	1	300	300					
Distributed Elec Room	2	100	200					
MDP/IDP Rooms	2	125	250					
Janitors	3	100	300					
Fire Riser	1	100	100					
Public Elevator	1	160	160					if two stories
Space Totals	29							
Net Totals			6,054					



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CROOK COUNTY - JUSTICE CENTER Building								
PARKING								
Space ID Name	Proposed Size and Quantity			Proportions	Proximity Desired	# Occupants	Furniture, Fixtures, and Equipment	Notes:
	#	SF	Total SF					
CIRCUIT COURT								
Parking Stalls-Work Vehicles	0	288	0	x	x	x		
Parking Stalls-Employees	28	288	8064					
DISTRICT ATTORNEY								
Parking Stalls-Work Vehicles	0	288	0					
Parking Stalls-Employees	11	288	3168					
VICTIMS ADVOCATE								
Parking Stalls-Work Vehicles	0	288	0					
Parking Stalls-Employees	3	288	864					
JUVENILE								
Parking Stalls-Work Vehicles	3	288	864					
Parking Stalls-Employees	9	288	2592					
SHERIFF/PAROLE								
Secured Parking	12	288	3456					Secured
Parking Stalls-Employees	20	288	5760					
Parking Visitors	80	288	23040					
Space Totals	166							
Net Totals			47,808					



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Project: CROOK COUNTY JUSTICE CENTER				
Project Budget				
Date: 7/20/2020				
Project Square Footage:	52,011	Estimate	Actual	Comments
SOFT COSTS				
ARCHITECTURAL AND ENGINEERING FEES				
PHASE I - SCHEMATIC DESIGN INCLUDING LAND USE				
<i>Basic Services</i>		\$528,590		
	Architecture			
	Interiors			
	Mech/Elec/Plumb			
	Structural			
	Civil Engineering			
<i>Supplemental Services</i>				
	Geo-technical Engineering			
	Land Use Planner			
	Landscape Architect			
	Cost Estimator			
	Reimbursable expenses			
PHASE II - DESIGN DEVELOPMENT THROUGH CONSTRUCTION				
<i>Basic Services</i>		\$2,408,021		
	Architecture			
	Interiors			
	Mech/Elec/Plumb			
	Structural			
	Civil Engineering			
<i>Supplemental Services</i>				
	Geo-technical Engineering			
	Acoustical Engineer			
	Landscape Architect			
	Cost Estimator			
	Reimbursable expenses			
Combined Fees (12.5% of construction)		\$2,936,611		
Other Consultants not provided by A/E				
	Geo-Technical Report	\$10,500		Estimated
	Survey	\$12,000		Estimated
	Traffic	\$15,000		Estimated
Estimated SDC, Building Permit, Building Review, MEP Permits cost at x 3% of construction		\$761,169		Estimated
Utility Connection Fees		\$75,000		Estimated
Owners Project Management		\$150,000		Estimated
Construction Testing (soil compaction/fill compaction)		\$234,929		Estimated
Commissioning	0.75% of construction	\$176,197		Estimated
Owners Insurance	0.75% of construction	\$190,292		Estimated
Soft Cost Contingency 3%		\$224,949		
TOTAL SOFT COSTS		\$4,786,647		



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CONSTRUCTION COSTS					
Main Structure	\$370	Average cost/s.f.	\$19,244,070		
Site Improvements	12.00%		\$2,309,288		
Geo-piles			\$400,000		
Off Site Construction	8.00%		\$1,539,526		
TOTAL AVERAGE COST PER S.F.		\$452			
HARD CONSTRUCTION COSTS			\$23,492,884		
Estimating Contingency	3.00%		\$704,787		
Owner Construction Contingency	5.00%		\$1,174,644		
Spring 2022 start, add 5% for each year there after		\$1,174,644			
TOTAL CONSTRUCTION COSTS INCLUDING OWNER'S CONTINGENCY			\$25,372,315		
Site Acquisition					
	Land Costs/Appraisals, R.O.W.		\$1,700,000		TBD
TOTAL ACQUISITION COSTS			\$1,700,000		
FF&E (Furniture, Fixtures, and Equipment)	\$15 s.f.		\$780,165		allowance
TOTAL OTHER COSTS			\$780,165		
TOTAL PROJECT			\$32,639,127		
<i>Crook County share</i>	<i>40.00%</i>	<i>\$13,055,651</i>			
<i>Circuit Court share</i>	<i>60.00%</i>	<i>\$19,583,476</i>			

