

# Superior Court of California County of Plumas New Quincy Courthouse

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## PROJECT FEASIBILITY REPORT

FEBRUARY 19, 2010



ADMINISTRATIVE OFFICE  
OF THE COURTS

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OFFICE OF COURT CONSTRUCTION  
AND MANAGEMENT

## CONTENTS

1.	EXECUTIVE SUMMARY .....	1
1.1.	Introduction.....	1
1.2.	Statement of Project Need .....	1
1.3.	Options Analysis.....	1
1.4.	Recommended Option .....	2
2.	STATEMENT OF PROJECT NEED .....	2
2.1.	Introduction.....	2
2.2.	Transfer Status .....	3
2.3.	Project Ranking.....	3
2.4.	Summary of Economic Opportunities .....	3
2.4.1.	Free or Reduced Costs of Land.....	4
2.4.2.	Viable Financing Partnerships.....	4
2.4.3.	Adaptive Reuse of Existing Facilities.....	4
2.4.4.	Consolidation of Court Calendars and Operations.....	4
2.4.5.	Sharing of Facilities .....	4
2.5.	Current Court Operations.....	5
2.6.	Judicial Projections.....	7
2.7.	Existing Facilities .....	8
2.7.1.	Security Deficiencies.....	9
2.7.2.	Courtroom Deficiencies.....	10
2.7.3.	Jury Deliberation and Jury Assembly Deficiencies.....	12
2.7.4.	Clerk’s Areas/Staff Space Deficiencies.....	12
2.7.5.	General Space, Functional, and Physical Deficiencies.....	13
3.	OPTIONS ANALYSIS .....	14
3.1.	Introduction.....	14
3.2.	Project Options .....	14
3.2.1.	Project Option 1: Construction of a New Courthouse.....	14
3.2.1.1.	Pros .....	14
3.2.1.2.	Cons.....	15
3.2.2.	Project Option 2: Renovate and Expand the Existing Quincy Courthouse.....	15
3.3.	Recommended Project Option .....	15
4.	RECOMMENDED PROJECT .....	15
4.1.	Introduction.....	15
4.2.	Project Description .....	16
4.3.	Space Program .....	16
4.4.	Courthouse Organization .....	17
4.5.	Site Selection and Requirements – Intro Paragraph.....	18
4.5.1.	Site Selection.....	18
4.5.2.	Parking Requirements.....	19
4.5.3.	Site Program.....	19
4.6.	Design Criteria.....	20
4.7.	Sustainable Design Criteria.....	20
4.8.	Estimated Project Cost.....	21
4.9.	Project Schedule .....	21

## APPENDICES:

Appendix A – Detailed Space Program .....	A-1
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## 1. EXECUTIVE SUMMARY

### 1.1. Introduction

This Project Feasibility Report for the proposed New Quincy Courthouse for the Superior Court of California, County of Plumas has been prepared as a supplement to the *Judicial Branch AB 1473 Five-Year Infrastructure Plan Fiscal Year 2010-2011*. This report documents the need for the proposed new 3-courtroom facility, describes alternative ways to meet the underlying need, and describes the recommended project.

### 1.2. Statement of Project Need

The historic Quincy Courthouse has numerous physical and functional deficiencies that prevent the Superior Court of California, County of Plumas from operating in a safe and efficient manner. The proposed project will remedy identified deficiencies by furnishing the following immediately-needed facility improvements:

- Replace the unsafe, overcrowded, and physically and functionally deficient court-occupied space in the Quincy Courthouse;
- Create a modern, secure, full-service courthouse for all case types;
- Provide adequate space for the provision of basic services not currently provided due to space restrictions: in-custody holding, a self-help center; secure public lobby, queuing for entrance screening and public service counters, jury assembly room, attorney interview/witness waiting rooms, and a children's waiting room;
- Create operational efficiencies by locating all family services in a single location; and
- Provide three adequate courtrooms for current judicial officers.

The recommended project—construction of a new 3-courtroom facility in the Town of Quincy—will replace the unsafe, overcrowded, and physically and functionally deficient court-occupied space in the Quincy Courthouse. This new courthouse will provide basic services not currently provided to county residents due to space restrictions, resulting in operational efficiencies.

This project—ranked in the Critical Need priority group of the Trial Court Capital-Outlay Plan that was adopted by the Judicial Council in October 2008—is one of the highest priority trial court capital-outlay projects for the judicial branch, and was selected by the Judicial Council in October 2008 as one of 41 projects to be funded by Senate Bill (SB) 1407 revenues.

### 1.3. Options Analysis

The Administrative Office of the Courts (AOC) and the court examined two facility development options to provide adequate space for court functions:

- Project Option 1: Construct a New Courthouse
- Project Option 2: Renovate and Expand the Existing Quincy Courthouse

Project Option 1, construct a new courthouse with three courtrooms, is the recommended alternative.

#### **1.4. Recommended Option**

The recommended project is to construct a new 3-courtroom courthouse in the Town of Quincy. This option is recommended as the most cost-effective solution for meeting current and mid-term needs of the court. The project has potential economic opportunities, which are described in Section 2.4 of this report.

A space program for the proposed project, which has been created in collaboration with the court, outlines a need for approximately 38,283 Building Gross Square Feet (BGSF). Based on a site program for the new facility, a site of approximately 2.6 acres is needed for the courthouse.

The estimated project cost to construct the project is \$51.767 million, without financing and including land costs. The facility would require 135 public surface parking spaces, and three secure surface parking spaces for judicial officers. The specific building design and plan will be dependent on the final site plan for the site selected and may vary in the number of floors, and use of a mechanical penthouse. The building design will be determined in the preliminary plan phase of the project.

A preliminary project schedule has been developed based upon approval processes by the Department of Finance and the Joint Legislative Budget Committee to be implemented as a result of Senate Bill 1407 (Ch. 311, Statutes of 2008), and Senate Bill No. 12, Special Session (SBX2 12, Ch. 10, Statutes of 2009). Construction costs are escalated to the start and midpoint of construction based on five percent annual escalation. In the current schedule, the acquisition phase will begin spring 2010 and design will begin spring 2012 pending completion of site selection and acquisition. Construction is then scheduled to begin spring 2014 and be completed fall 2015.

## **2. STATEMENT OF PROJECT NEED**

### **2.1. Introduction**

The Quincy Courthouse has security problems, is overcrowded, and has many functional and physical condition problems. This building cannot be renovated and expanded on site—for a variety of reasons discussed more fully under Section 3.2., Project Option 2—court operations need to be consolidated into a single, secure, and physically appropriate building.

## 2.2. Transfer Status

Under the Trial Court Facilities Act, negotiations for transfer of responsibility of all trial court facilities from the counties to the state began July 1, 2004. Assembly Bill (AB) 1491 (Ch. 9 Statutes of 2008)(Jones) was enacted and extended the deadline for completing transfers to December 31, 2009. Transfer status for the existing facility affected by the proposed project is provided in the following table.

TABLE 2.2.a  
Existing Facilities Transfer Status

Facility	Location	Owned or Leased	Type of Transfer	Transfer Status
Quincy Courthouse .....	520 Main Street, Quincy	Owned	Historic MOU	Completed

## 2.3. Project Ranking

Since 1998, the AOC has been engaged in a process of planning for capital improvements to California's court facilities. The planning initiatives began with a statewide overview, moved to county-level master planning, and then to project-specific planning studies.

On October 24, 2008, the Judicial Council adopted an update to the Prioritization Methodology for Trial Court Capital-Outlay Projects (the methodology) based on the enactment of SB 1407. SB 1407 provides enhanced revenues to finance up to \$5 billion in lease-revenue bonds for trial court facility construction for both Immediate and Critical Need projects. In accordance with SB 1407, trial court capital-outlay projects with viable economic opportunities are given priority when submitting detailed funding requests to the executive and legislative branches.

In October 2008, the Council also adopted an updated trial court capital-outlay plan (the plan) based on the application of the methodology. The plan identifies five project priority groups to which 153 projects are assigned based on their project score (determined by existing security, physical conditions, overcrowding, and access to court services).

This project—ranked in the Critical Need priority group in the Trial Court Capital-Outlay Plan adopted by the Judicial Council in October 2008—is one of the highest priority trial court capital-outlay projects for the judicial branch, and was selected as one of 41 projects to be funded by SB 1407 revenues by the Judicial Council in October 2008. The project's economic opportunities are presented in Section 2.4 of this report.

## 2.4. Summary of Economic Opportunities

In accordance with Chapter 311, Statutes of 2008, Government Code section 70371.5 (e), in recommending a project for funding, the Judicial Council shall consider economic opportunities for the project. "Economic opportunity" includes, but is not limited to, free or reduced costs of land for new construction, viable financing partnerships with, or fund contributions by, other government entities or private parties that result in lower project delivery costs, cost savings resulting from adaptive reuse of existing facilities,

operational efficiencies from consolidation of court calendars and operations, operational savings from sharing of facilities by more than one court, and building operational cost savings from consolidation of facilities.

Potential economic opportunities for this project are as follows:

2.4.1. Free or Reduced Costs of Land.

The project may benefit from a donation or reduced cost of land from the County of Plumas.

2.4.2. Viable Financing Partnerships.

No viable financing partnerships that would reduce project delivery costs have been identified for this project.

2.4.3. Adaptive Reuse of Existing Facilities.

The project does not include adaptive reuse of existing facilities.

2.4.4. Consolidation of Court Calendars and Operations.

The project does not include consolidation.

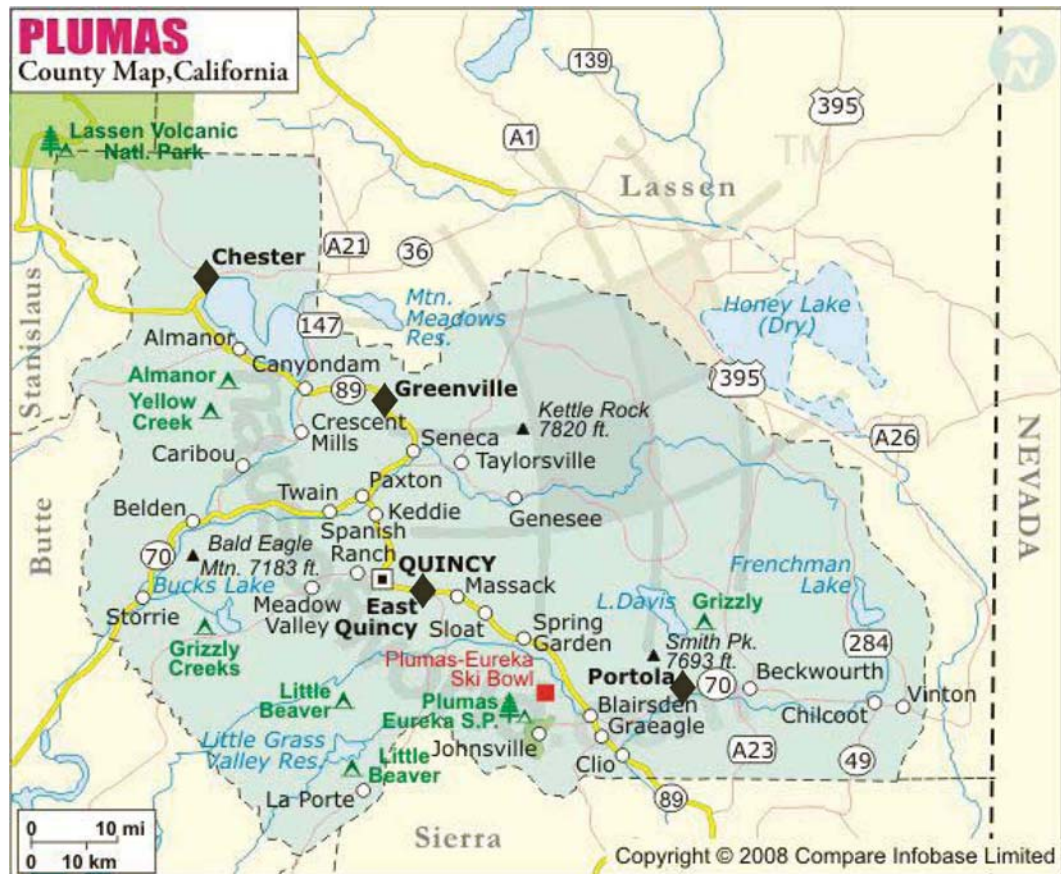
2.4.5. Sharing of Facilities.

This project will not be shared by more than one court.

## 2.5. Current Court Operations

With court locations in the Town of Quincy, the City of Portola, the Town of Greenville (operated part-time), and the Town of Chester (operated part-time), the Superior Court of California, County of Plumas provides a complete range of court services to county residents. Figure 2.5.a below shows a map of the courthouse locations situated throughout the county.

FIGURE 2.5.a  
Plumas County Superior Court Facility Locations



The superior court currently operates a total of six courtrooms in four locations: Chester, Greenville, Quincy and Portola, as shown in the table below.

TABLE 2.5.a  
Existing Facilities, Courtrooms, and Matters Heard

Facility	Location	Number of Existing Courtrooms	Matters Heard
Quincy Courthouse.....	520 Main Street Quincy, CA	3	All court matters
Plumas/Sierra Regional Courthouse.....	600 Gulling Street Portola, CA	1	Traffic, small claims, unlawful detainer
Greenville Court.....	115 Highway 89 Greenville, CA	1	Traffic, small claims, unlawful detainer
Chester Court.....	222 First Street, Chester, CA	1	Traffic, small claims, unlawful detainer
<b>Total Existing Courtrooms .....</b>		<b>6</b>	

The Plumas/Sierra Regional Courthouse, Greenville Court, and Chester Court will continue to operate as they do at present. The Greenville and Chester courts provide court services on a part-time basis. The Plumas/Sierra Regional Courthouse is in full-time operation as a collaborative courthouse shared by the Plumas Superior Court and Sierra Superior Court. These courthouses serve the more isolated populations in Plumas and Sierra counties. A judicial officer travels from Quincy approximately two days per month to serve the Greenville and Chester courts. A judicial officer is on call to travel to the Plumas/Sierra Regional Courthouse four days per month should the Sierra judicial officer be unavailable. As shown above in Table 2.5.a, currently traffic, small claims and unlawful detainer cases are handled at the Plumas/Sierra Regional Courthouse, Greenville Court and Chester Court.

Matters heard at the Quincy Courthouse include but are not limited to the following: criminal, traffic, civil, juvenile dependency and delinquency, small claims, probate, appeals, family law, unlawful detainer, conservatorships, and guardianships. The existing Quincy courthouse is located in the heart of downtown Quincy which is the Plumas county seat situated directly off of Highway 70. The building was erected in 1920 and is best described as a neoclassical structure with strong symmetry and tall columns dominating the façade. Parking is limited to street parking which is available on all sides of the courthouse block as well as throughout the surrounding neighborhood.

The superior court shares the building with Plumas County—the occupancy percentage breakdown is shown below in Section 2.7, Table 2.7.a. These county functions include: clerk recorder, assessor, auditor, information technology, tax collector, human resources, board of supervisors board room, administration, legal counsel, district attorney and probation. Quincy is located approximately 50 miles from the Chester Court, 35 miles from the Plumas/Sierra Regional Courthouse Court, and 25 miles from the Greenville Court.

Figure 2.5.b below shows the Quincy Courthouse.

FIGURE 2.5.b  
Existing Quincy Courthouse



## 2.6. Judicial Projections

Current and projected Judicial Position Equivalents (JPEs)<sup>1</sup> are the basis for establishing both the number of courtrooms and the size of a proposed capital-outlay project. Projected JPEs are determined by the Update of the Judicial Workload Assessment (the 2008 assessment) as adopted by the Judicial Council in October 2008.

The 2008 assessment provides an estimate of current judicial need through the application of a workload methodology adopted by the Judicial Council in August 2001. In 2004, the council approved a proposal to seek the creation of 150 new judgeships based on the statewide assessed current need of approximately 350 new judgeships. Projects to be funded by SB 1407 will include space for these 150 new judgeships: 50 authorized by SB 56 (Ch. 390, Statutes of 2006) in FY 2006-2007, 50 authorized by AB 159 (Ch. 722, Statutes of 2007) in FY 2007-2008, and the last 50 that have yet to receive legislative authorization.

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<sup>1</sup> JPEs are defined as the total authorized judicial positions adjusted for vacancies, assistance rendered by the court to other courts, and assistance received by the court from assigned judges, temporary judges, commissioners, and referees.

On October 24, 2008, the Judicial Council approved an updated assessment identifying 327 currently needed new judgeships. These 327 currently-needed new judgeships do include the last 50 new judgeships that have yet to receive legislative authorization.

The 2008 assessment also prioritizes the next 100 new judgeships beyond the 150 new judgeships described above. Projects funded by SB 1407 will not include programmed space for these additional 100 new judgeships; however, they will be accounted for under the column labeled Future Growth in Table 2.6.a below and to determine the appropriate site size of a project.

Table 2.6.a below provides information used to determine the near-term need for this project, which includes 2.6 existing JPEs.

TABLE 2.6.a  
Current and Projected JPEs to be Assigned to New Courthouse

Location	Current JPEs	AB 159	Proposed 50	Future Growth	Total JPEs	Basis for Proposed Project
New Quincy Courthouse.....	2.6	0	0	0	2.6	2.6
Courtwide.....	2.6	0	0	0	2.6	—

## 2.7. Existing Facilities

The existing Quincy Courthouse will be vacated once the new court facility is complete. The existing facility is listed on Table 2.7.a below.

TABLE 2.7.a  
Existing Facilities

Facility	Location	Number of Existing Courtrooms Affected by this Project	Departmental Square Footage Occupied by the Court	Court Space as a Percentage of Total Building Square Footage
Quincy Courthouse.....	520 Main St. Quincy, CA 95971	3	7,046	27%
<b>Total Existing Courtrooms and DGSF</b>		<b>3</b>	<b>7,046</b>	

The court facility listed in the table above is a county-owned facility which is shared with county agencies. The building functional square footage currently occupied by the court is 7,046 Departmental Gross Square Feet (DGSF). The square footage required for the project is 27,345 DGSF or 38,283 Building Gross Square Feet (BGSF). This represents a shortfall of 20,299 DGSF to meet the current and near-term needs of the court, based on the space program developed and shown in Appendix A.

The existing facility contains numerous deficiencies relative to security, ADA accessibility, and efficiency which create impediments to the administration of justice. Specific issues with the existing facility are summarized as follows:

2.7.1. Security Deficiencies.

- There is no in-custody holding at this facility. In-custody defendants traverse thru the public hallways and are seated in the jury box and spectator seating areas (see Figures 2.7.a below).

FIGURE 2.7.a  
In-Custody Defendants Share Hallways with Court Staff and the Public



- Secure paths of circulation do not exist to separate judicial officers and staff from the public.
- Judicial officers and staff do not have a secure route from the street parking into the courthouse and must walk through public corridors to their chambers and offices.

- Judicial officers do not have secure parking.
- The building has multiple entry points (that are accessed by the public, court and county staff), making them difficult to secure and resulting in reduced building security.
- The building has no perimeter screening.

2.7.2. Courtroom Deficiencies.

- The courtrooms have design flaws, such as limited seating capacity, poor sightlines, non-ergonomic furniture design, and poor acoustics, lighting, and adjacencies..
- The building has poorly-designed public waiting areas. Lobby configurations and few sitting areas create general congestion and noise outside courtrooms that impact court proceedings.
- The courtrooms have many non-ADA compliant features, such as judicial officer benches, witness and jury boxes, and public seating.

FIGURE 2.7.b  
Judge's Bench Does Not Comply with Current ADA Standards



FIGURE 2.7.c  
Jury Seating Area Does Not Comply with Current ADA Standards



FIGURE 2.7.d  
Witness Stand Does Not Comply with Current ADA Standards



2.7.3. Jury Deliberation and Jury Assembly Deficiencies.

- There are an insufficient number of jury deliberation rooms. A three courtroom courthouse should have two jury deliberation rooms to maximize efficiency of judicial resources and allow the court to operate more than on jury trial simultaneously.
- The superior court does not have space dedicated for jury assembly. Jury assembly has to be conducted in a courtroom which restricts the court's ability to run judicial proceedings while the courtroom is being used as a jury assembly room. These rooms are undersized and inadequately designed for this function, resulting in regular overcrowding well beyond their seating capacity.

2.7.4. Clerk's Areas/Staff Space Deficiencies.

- The number of windows, dimensions, and queuing areas for the public service counters are grossly undersized due to space constraints (see Figure 2.7.e below).

FIGURE 2.7.e  
Insufficient Clerk's Public Counters and Waiting/Queuing Areas



- Due to limited space, the public is required to enter into the clerks work area to view microfiche (see Figure 2.7.f below).

FIGURE 2.7.f  
Limited Public Microfiche Viewing Station is Located inside Clerk's Work Area rather Than in Public Side of Clerk's Counter Area



- File storage is inadequate throughout the building.
- Existing space for administrative functions and court staff is overcrowded, and workstations are undersized.
- A lack of office space has resulted in staff workstations competing with storage space for office equipment and supplies.

2.7.5. General Space, Functional, and Physical Deficiencies.

- Court users, visitors, and staff compete with other county agency staff and their clients for available street parking.
- The building had no fire suppression systems or smoke detectors.
- No self-help center is available.
- No children's waiting room exists.
- The building has no attorney/client interview rooms. Attorneys are forced to confer with their clients, victims, and witnesses in the public waiting area or outside the courtrooms. Noise from the lobby area permeates into the courtrooms and staff areas.

- The building is non-ADA compliant with limited access due to poor circulation routes, corridor widths, and door-strike clearances.
- The building, although not deemed unsafe for operation, is seismically deficient compared to current codes for new construction. The building requires systems upgrades to communications technology to meet current demands, as well as necessary replacements to floors, ceilings, plumbing fixtures, mechanical and electrical systems repairs, and security and ADA upgrades.

### 3. OPTIONS ANALYSIS

#### 3.1. Introduction

The purpose of this section is to compare potential options to meet the facility needs of the Plumas Superior Court.

#### 3.2. Project Options

The AOC and the court examined two facility development options to provide adequate space for court functions:

- Project Option 1: Construct a New Courthouse
- Project Option 2: Renovate and Expand the Existing Quincy Courthouse.

These options are evaluated based on their ability to provide the space required at good economic value to the state.

##### 3.2.1. Project Option 1: Construction of a New Courthouse.

In Option 1, a building of approximately 38,283 gross square feet will be constructed on a new site with three courtrooms and associated support space. With Project Option 1, the existing Quincy Courthouse will be vacated. This court building will remain in use until the new courthouse is completed and then may revert to county use pending equity buyout negotiations.

##### 3.2.1.1. *Pros*

- This option will provide a new, modern, and secure courthouse.
- This option, in contrast to Option 2 (Renovation and Expansion), has lower risks to the state in terms of the potential for unidentified costs and schedule delays due to unforeseen existing conditions discovered during renovation of the Quincy Courthouse.
- This option will not incur costly additional expenses for swing space to temporarily house the court. These costs are sunk costs and cannot be recovered after the new courthouse is completed.
- This option will not result in any future disruption to court operations, because construction is completed in one phase.

- This option will provide space for the provision of basic services not currently provided due to space restrictions: in-custody holding, a self-help center; secure public lobby, queuing for entrance screening and public service counters, jury assembly room, attorney/client interview rooms, and a children's waiting room.

3.2.1.2. *Cons*

- This option requires authorization of SB 1407 funds for site acquisition design, and construction.

3.2.2. Project Option 2: Renovate and Expand the Existing Quincy Courthouse

In this option, the existing Quincy Courthouse would be renovated, reconfigured, and expanded to accommodate the programmatic needs of the court. The county has full ownership of the building and has no interest in conveying title to the state since it intends to use the entire facility once the court vacates its current space. Consequently, the AOC has no right to renovate or expand on site. Cost estimates were not prepared because this option was not considered viable. Therefore, this option results in the status quo, which is the court remaining in existing deficient facilities.

**3.3. Recommended Project Option**

The recommended option is Option 1, Construct a New Courthouse. This option provides the best solution for meeting the court facility needs by providing the following immediately-needed improvements to the superior court and enhance its ability to serve the public:

- Replace the unsafe, overcrowded, and physically and functionally deficient court-occupied space in the Quincy Courthouse;
- Create a modern, secure, full-service courthouse for all case types;
- Provide adequate space for the provision of basic services not currently provided to county residents due to space restrictions: in-custody holding, a self-help center; secure public lobby, queuing for entrance screening and public service counters, jury assembly room, attorney/client interview rooms, and a children's waiting room;
- Create operational efficiencies by locating all family services in a single location; and
- Provide three adequate courtrooms for current judicial officers.

**4. RECOMMENDED PROJECT**

**4.1. Introduction**

The recommended solution to meet the court's needs in the Town of Quincy is to construct a new courthouse. The following section outlines the components of the recommended project, including project description, project space program, courthouse organization, parking requirements, site requirements, design issues, and estimated project cost and schedule.

## 4.2. Project Description

The proposed project includes the design and construction of a New Quincy Courthouse for the Superior Court of California, County of Plumas. The proposed new building will be approximately 38,283 BGSF. The project will include three courtrooms, court support space for court administration, court clerk, court security operations, in-custody holding, and building support space. 135 parking spaces for support staff, visitors, and jurors will be provided in a surface parking lot. Three secure surface parking spaces will be provided for judicial officers.

## 4.3. Space Program

Space needs for this project have been developed based on the *California Trial Court Facilities Standards* (the standards) in collaboration with the court. The overall space program summary is provided in the following table.

TABLE 4.3.a  
Space Program Summary for the Project

Division/Functional Area	Projected Need		
	Courtrooms	Total Staff	Total Departmental GSF
Public Area: Entry Lobby & Security Screening	-	-	1,301
Courtsets	3	3	11,287
Judicial Chambers & Courtroom Support	-	3	2,190
Court Operations	-	4	291
Clerk's Office	-	11	3,455
Family Court Mediation/Civil Settlement/Self-Help	-	-	911
Court Administration	-	2	1,260
Jury Services/Multipurpose Room	-	-	1,440
Sheriff Operations	-	-	450
Central In Custody Holding	-	-	2,484
Building Support	-	-	2,276
<b>Subtotal</b>	<b>3</b>	<b>23</b>	<b>27,345</b>
Gross Area Factor			1.40
<b>Total Building Gross Square Feet</b>			<b>38,283</b>
BGSF per Courtroom			12,761

Note:

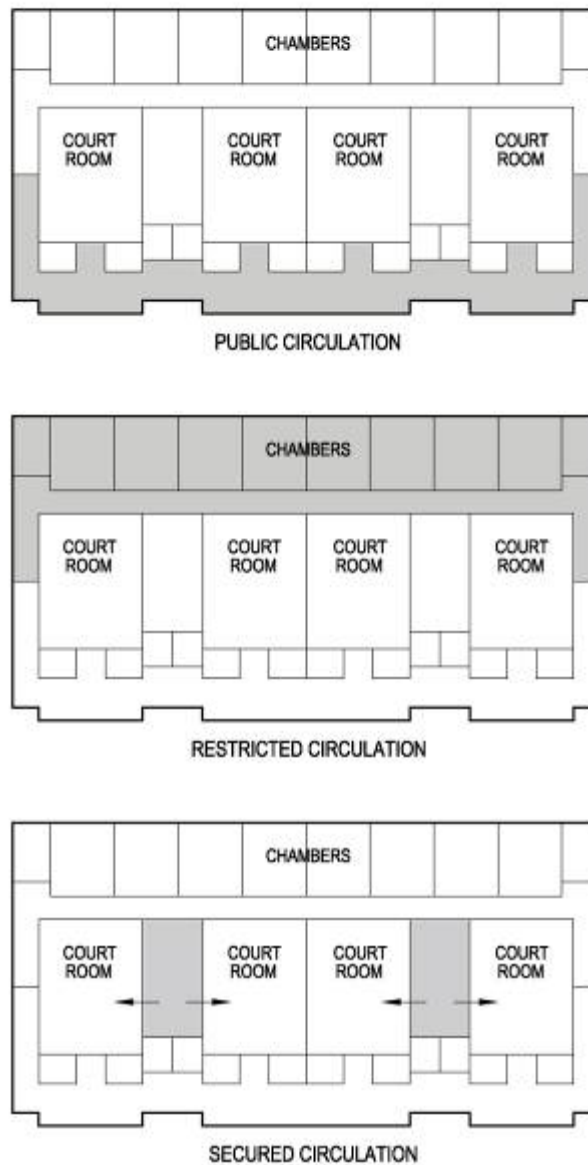
1. Gross Area Factor includes space for staff and public restrooms, janitor's closets, Telecommunications and electrical rooms, mechanical shafts, circulation, etc.

Detailed program data is provided in Appendix A.

#### 4.4. Courthouse Organization

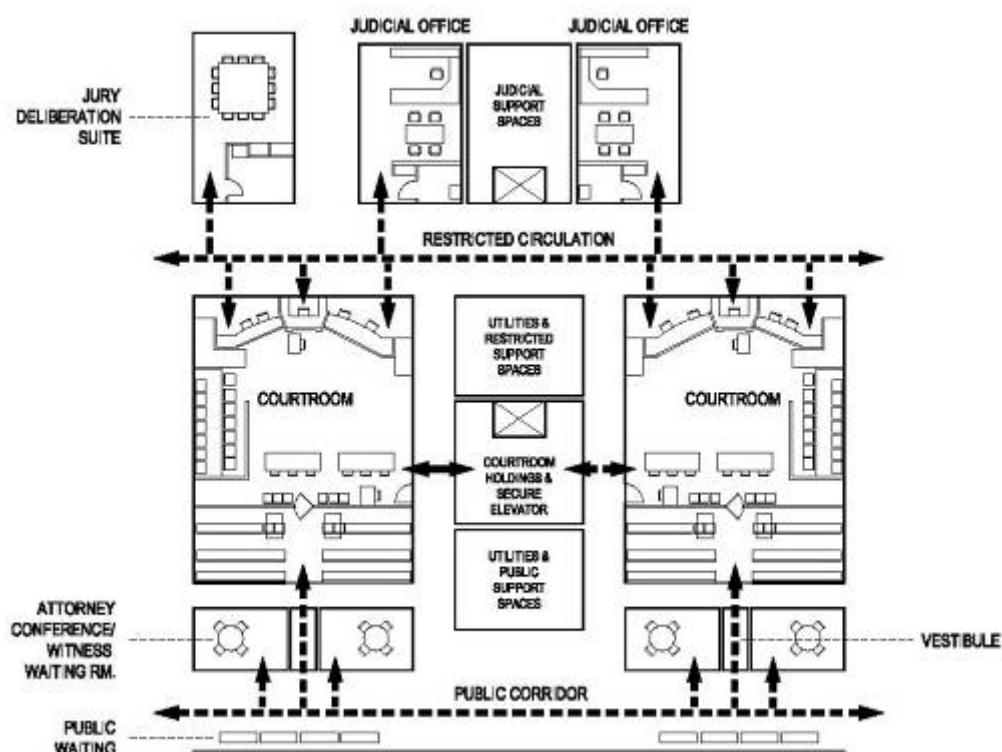
According to the standards, courthouses require three separate and distinct zones of public, restricted, and secured circulation. The three zones of circulation shall only intersect in controlled areas, including courtrooms, sallyports, and central detention (when applicable). The following figure illustrates the three circulation zones.

FIGURE 4.4.a  
Three Circulation Zones



The court set includes courtrooms, judicial chambers, chamber support space, jury deliberation room, witness waiting, attorney conference rooms, evidence storage, and equipment storage. A restricted corridor connects the chamber suites with staff offices and the secure parking area. Adjacent to the courtrooms is the secure courtroom holding area, accessed via secured circulation. The following figure illustrates how a typical court floor should be organized

FIGURE 4.4.b  
Court Floor Organization



#### 4.5. Site Selection and Requirements – Intro Paragraph

The selection of an appropriate site for the project is a critical decision. Several factors, including parking requirements, the site program, site selection criteria, site availability, and real estate market analysis will be considered in making a final site selection.

##### 4.5.1. Site Selection.

A site has not been selected for the new courthouse. Once initial funding for the project is secured, the AOC will develop a list of sites to be considered by the project's local Project Advisory Group and to which approved site selection criteria will be applied (per Rule 10.184(d) of the California Rules of Court and subject to final approval by the Administrative Director of the Courts). The site selection and site acquisition process—for all trial court capital projects—is

outlined in the Judicial Council approved *Site Selection and Acquisition Policy for Court Facilities*.

4.5.2. Parking Requirements.

At the Quincy Courthouse, no dedicated parking is provided. Parking for judicial officers, court staff, visitors, and jurors is street parking which is available on a first come first served basis. Parking at the courthouse is inadequate, as all superior court staff, visitors, and jurors compete for spaces with staff from each county agency, their clients, and the general public. Court users also compete for parking with visitors to the local downtown district. Parking spaces are often difficult to acquire within reasonable walking distance from the courthouse.

Parking for visitors, staff, and jurors was calculated at 45 spaces per courtroom. The parking required for this project will be reevaluated during the site acquisition phase.

4.5.3. Site Program.

A site program was developed for the recommended project. The site program is based on an assumed building footprint, onsite parking, and site elements such as loading areas, refuse collection, and outdoor staff areas.

The building footprint is based on preliminary space allocation per floor. The site calculations include the building footprint, site elements, landscaping, and site setbacks. The calculation of site acreage needed has been done on a formula basis, which assumes a flat site. The approach does not take into account any environmental factors, topographic features, or other unique characteristics of a site, and thus should be viewed as a guide to site acreage requirements.

The following table below delineates that a minimum site area of approximately 2.6 acres has been identified to accommodate the needs of the project.

TABLE 4.5.a  
Site Program

Site Component	Project Need	Comments
<b>Structures</b>		
Court Footprint	19,416	2-Story building - No basement
Total Structure	19,416	
<b>Site Elements</b>		
Loading Bay	480	Assume 1 @ 12' x 40'
Refuse/Recycling Collection	288	Assume 12' x 24'
Emergency Generator	200	
Bicycle Parking Area	50	
Covered Sallyport and Sheriff's Parking	2,930	Bus staging, plus 4 secure parking spaces
Outdoor Staff Area	250	
Total Site Elements	4,198	
<b>Parking</b>		
Covered Secure Judicial Parking	3	Surface parking
Visitor, Juror and Staff Parking	135	45 surface parking spaces per courtroom
Total Parking Spaces	138	
Total Parking Area	48,300	Surface parking at 350 SF per space
<b>Total Site Requirements</b>		
Structures	19,416	
Site Elements	4,198	
Parking	48,300	
Subtotal Site Requirements	71,914	
Vehicle/Pedestrian Circulation	14,383	20% of site
Landscaping/Setbacks	25,170	35% of site
Snow Storage	1,200	
<b>Total Site Requirements</b>	112,667	
<b>Total Acreage Requirements</b>	<b>2.59</b>	

#### 4.6. Design Criteria

According to the standards, California court facilities shall be designed to provide long-term value by balancing initial construction costs with projected life cycle operational costs. To maximize value and limit ownership costs, the standards require architects, engineers, and designers to develop building components and assemblies that function effectively for the target lifetime. These criteria provide the basis for planning and design solutions. For exact criteria, refer to the standards approved by the Judicial Council on April 21, 2006.

#### 4.7. Sustainable Design Criteria

According to the *California Trial Court Facilities Standards*, architects and engineers shall focus on proven design approaches and building elements that improve court facilities for building occupants and result in cost-effective, sustainable buildings. At the outset of the project, the AOC will determine whether the project will participate in the formal LEED™ certification process of the United States Green Building Council. For additional criteria, performance goals, and information on energy savings programs please refer to the standards.

#### 4.8. Estimated Project Cost

The estimated project cost for the recommended courthouse project is \$51.767 million, without financing and including land costs. This is based on a project of approximately 38,283 gross square feet with 135 surface parking spaces and three secure parking spaces for judicial officers. The specific building design and plan may vary in the number of floors, and use of a mechanical penthouse, depending on the final site selected. No relocation costs for owners or tenants have been included in the budget because it is assumed that the AOC will not seek a property if tenants or owners require relocation costs. The building design will be determined in the preliminary plan phase of the project.

Construction costs for the project include site grading, site drainage, lighting, landscaping, drives, loading areas, vehicle sally port, and parking spaces. Construction costs include allowances for furniture, fixtures, and equipment (FF&E) and data, communications, and security. Construction costs are escalated to the start and midpoint of construction based on five percent annual escalation.

Project costs are added to the construction costs and include fees for architectural and engineering design services, inspection, special consultants, geotechnical and land survey consultants, materials testing, project management, CEQA due diligence, property appraisals, legal services, utility connections, and plan check fees for the state fire marshal and access compliance.

Cost criteria include the following:

- The total project cost—without financing costs—is \$51.767 million.<sup>2</sup>
- The actual costs could change, depending on the economic environment and when the actual solution is implemented. The estimates were created by applying current cost rates and using a best estimate of projected cost increases.
- The cost estimate is based on the assumption that the courthouse project shall be designed for sustainability and, at a minimum, to the standards of a LEED<sup>TM</sup> “Silver” rating.
- The estimate is based on a hypothetical building; it does not represent a specific construction type, the use of specific building materials, or a predetermined design. The analysis is based on a series of set performance criteria required for buildings of similar type and specifications.
- The estimates do not include support costs such as utilities and facilities maintenance.

#### 4.9. Project Schedule

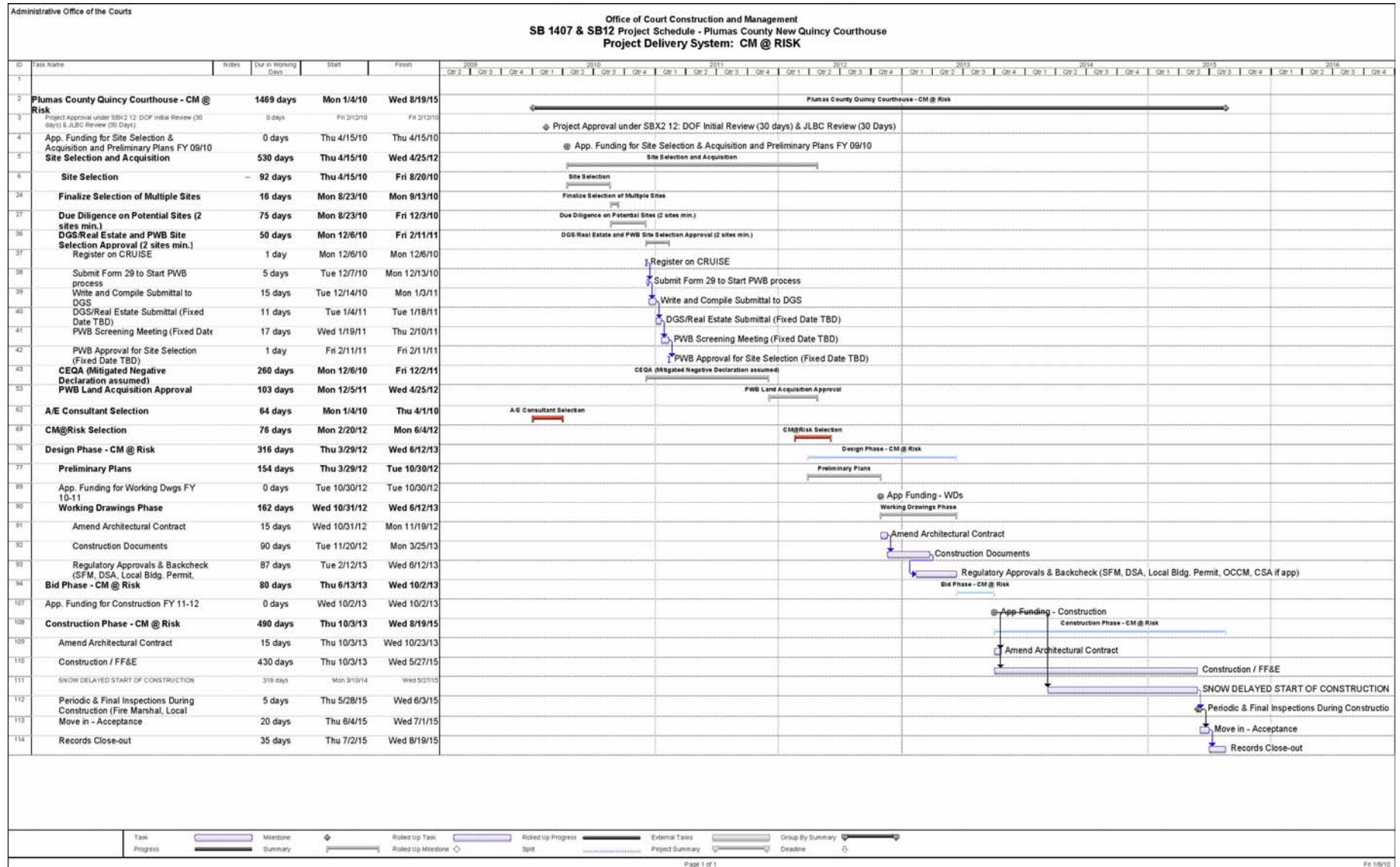
A preliminary project schedule has been developed based upon approval processes by the Department of Finance and the Joint Legislative Budget Committee to be implemented as a result of Senate Bill 1407 (Ch. 311, Statutes of 2008), and Senate Bill No. 12, Special Session (SBX2 12, Ch. 10, Statutes of 2009). In the current schedule, the acquisition

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<sup>2</sup> The total project cost is based on construction cost estimates provided by the Cumming Corporation, which have been escalated to the mid-point of construction and are based on the project schedule provided in Section 4.9 of this report.

phase will begin spring 2010 and design will begin spring 2012 pending completion of site selection and acquisition. Construction is then scheduled to begin spring 2014 and be completed fall 2015.

FIGURE 4.9.a  
Project Schedule



## APPENDIX A: DETAILED SPACE PROGRAM

### Introduction

A detailed space program was developed for the recommended option.

#### Superior Court of California, County of Plumas

Projected Staff and Space Requirements Summary for the Quincy Courthouse

Division/Functional Area	Projected Need		Total Departmental GSF	Comments
	Courtrooms	Total Staff		
Public Area: Entry Lobby & Security Screening	-	-	1,301	
Courtsets	3	3	11,287	
Judicial Chambers & Courtroom Support	-	3	2,190	
Court Operations	-	4	291	
Clerk's Office (Criminal/Traffic/Civil/Family/Probate/Juvenile)	-	11	3,455	
Family Court Mediation/Civil Settlement/Self-Help	-	-	911	
Court Administration	-	2	1,260	
Jury Services/Multipurpose Room	-	-	1,440	
Sheriff Operations	-	-	450	
Central In Custody Holding	-	-	2,484	
Building Support	-	-	2,276	
<b>Subtotal</b>	<b>3</b>	<b>23</b>	<b>27,345</b>	
Gross Area Factor			1.40	
<b>Total Building Gross Square Feet</b>			<b>38,283</b>	
BGSF per Courtroom			12,761	

Note:

1. Gross Area Factor includes space for staff and public restrooms, janitor's closets, telecommunications and electrical rooms, mechanical shafts, circulation, e

Space/Component	Unit/Area Std.	No. of Staff	No. of Spaces	Net Area	Comments
<b>Public Area: Entry Lobby &amp; Security Screening</b>					
1 Entry Vestibule	100	-	1	100	
2 Security Screening Queuing	10	-	12	120	
3 Weapons Screening Station	250	-	1	250	
4 Security Screening Office/Locker/Break	150	-	1	150	
5 Secure Public Lobby	400	-	1	400	
6 Information Kiosk	64	-	1	64	
Subtotal Staff and Net Area		-		1,084	
Departmental Grossing Factor	20%			217	
Subtotal Departmental GSF				1,301	

Space/Component	Unit/Area Std.	No. of Staff	No. of Spaces	Net Area	Comments
<b>Courtsets</b>					
Courtroom, Large	2,100	-	1	2,100	Includes ADA ramping
Courtroom, Multipurpose (jury)	1,750	-	2	3,500	Includes ADA ramping
Courtroom Clerk Workstation	-	-	6	-	Locate in courtrooms
Courtroom Clerk Copy/Supply/Workroom	80	-	1	80	
Bailiff Workstation	-	3	-	-	Locate in courtroom
Exhibit Storage	40	-	3	120	
Courtroom Entry Vestibule	64	-	3	192	
Courtroom Technology/Equipment Room	25	-	3	75	
Courtroom Holding/Attorney Interview	125	-	3	375	
Entry Vestibule	40	-	3	120	Locate central holding between courtrooms
Jury Deliberation (includes. 2 restrooms, kitchenette)	410	-	2	820	
Red Light Video Viewing Room	100	-	1	100	
Courtroom Waiting	200	-	3	600	
Attorney/Client Conference Room	100	-	6	600	
				-	
Subtotal Staff and Net Area		3		8,682	
Departmental Grossing Factor	30%			2,605	
Subtotal Departmental GSF				11,287	
<b>Judicial Chambers &amp; Courtroom Support</b>					
Judicial Chambers (Includes restroom, closet)	400	3		1,200	
Judicial Secretary Workstation	64	-	3	192	
Chambers Waiting/Reception	120	-	1	120	
Judicial Conference/Law Library	240		1	240	
Subtotal Staff and Net Area		3		1,752	
Departmental Grossing Factor	25%			438	
Subtotal Departmental GSF				2,190	

Space/Component	Unit/Area Std.	No. of Staff	No. of Spaces	Net Area	Comments
<b>Court Operations</b>					
<b>Court Operations/Courtroom Clerks</b>					
Case Specialist / Judicial Secretary	64	1	-	64	
Court Reporter Workstation	48	3		144	
Interpreter Work Carrels	25	-	1	25	
Subtotal Staff and Net Area		4		233	
Departmental Grossing Factor	25%			58	
Subtotal Departmental GSF				291	

Space/Component	Unit/Area Std.	No. of Staff	No. of Spaces	Net Area	Comments
<b>Clerk's Office (Criminal/Traffic/Civil/Family/Probate/Juvenile)</b>					
<b>Staff</b>					
Supervisor	120	2	-	240	
Legal Process Clerk Workstation	64	8	-	512	
Accounting Clerk	64	1		64	
Shared Network Printer	12	-	1	12	
CLETS Workstation	48	-	1	48	
<b>Service Counter</b>					
Counter Workstation	64	-	4	256	
Queuing Area	10	-	30	300	
Work Counter/Form Storage	40	-	1	40	
Photocopiers/Printers (Staff Support)	40	-	1	40	
Public File Viewing/Document Review	120		1	120	computers, microfiche
<b>Active Records</b>					
Active Files; 42" x 7 shelf unit	12	-	47	564	
File Scanning Station	48	-	1	48	
File Staging Area	60	-	1	60	
File Carts	6	-	4	24	
<b>Shared Support</b>					
Copy/Work Room	250	-	1	250	
Cash Safe	40	-	1	40	
Mail Box Area	40	-	1	40	
Subtotal Staff and Net Area		11		2,658	
Departmental Grossing Factor	30%			797	
Subtotal Departmental GSF				3,455	

Space/Component	Unit/Area Std.	No. of Staff	No. of Spaces	Net Area	Comments
<b>Family Court Mediation/Civil Settlement/Self-Help</b>					
<b>Mediation</b>					
Family Court Mediators Office	150	-	1	150	
<b>Civil Settlement Unit/Alternative Dispute Resolution</b>					
Attorney Mediator Office	120	-	1	120	
<b>Self-Help</b>					
Family Law Facilitator Office	120	-	1	120	
<b>Shared Support</b>					
Counter Workstation	25	-	1	25	Sign-in
Waiting Area 1	15	-	4	60	Provide two separate waiting areas
Waiting Area 2	15	-	4	60	Provide two separate waiting areas
Computer Workstation	20	-	4	80	Public use
Work Table	40	-	2	80	Public use
Form Display	10	-	1	10	
Workshop Room, Capacity 30	450	-	-	-	Use Jury/Multi-Purpose Room
File Unit	12	-	2	24	
Copy/Work Room	250	-	-	-	Share w/Clerk's Office
Mail Box Area	40	-	-	-	Share w/Clerk's Office
Subtotal Staff and Net Area		-		729	
Departmental Grossing Factor	25%			182	
Subtotal Departmental GSF				911	

Space/Component	Unit/Area Std.	No. of Staff	No. of Spaces	Net Area	Comments
<b>Court Administration</b>					
<b>Court Executive Office</b>					
Court Executive Officer	300	1	-	300	
Assistant Court Executive Officer / CFO	120	1	-	120	
Accounting Clerk	64		1	64	
Collections Clerk	64		1	64	
HR Analyst Workstation	64		1	64	
Court Systems Analyst Workstation	64		1	64	
IT Secure Equipment Storage	60	-	1	60	
Central Computer Room	200	-	1	200	
Reception Waiting Area	60	-	1	60	
Shared Network Printer	12	-	1	12	
Subtotal Staff and Net Area		2		1,008	
Departmental Grossing Factor	25%			252	
Subtotal Departmental GSF				1,260	

Space/Component	Unit/Area Std.	No. of Staff	No. of Spaces	Net Area	Comments
<b>Jury Services/Multipurpose Room</b>					
<b>Jury Administration</b>					
Legal Process Clerk Workstation	48	-	1	48	
Shared Network Printer	12	-	1	12	
<b>Jury Processing</b>					
Check-in Counter Station	64	-	-	-	Check in at workstation
Queuing Area	120	-	1	120	
<b>Jury Assembly/Multipurpose Room</b>			<b>66</b>	<b>Total Capacity</b>	
General Seating	15	-	60	900	
Carrel Workstation	20	-	2	40	
Table Seating	80	-	1	80	4 seats at one table
<b>Juror Support</b>					
Vending Area	120	-	-	-	use public vending
Women's Restroom	300	-	-	-	use public restroom
Men's Restroom	250	-	-	-	use public restroom
Subtotal Staff and Net Area		-		1,200	
Departmental Grossing Factor	20%			240	
Subtotal Departmental GSF				1,440	

Space/Component	Unit/Area Std.	No. of Staff	No. of Spaces	Net Area	Comments
<b>Sheriff Operations</b>					
<b>Staff</b>					
Office	120	-	1	120	
<b>Support</b>					
Weapons Armory/Emergency Equipment	80	-	1	80	
Men's Toilet Room	60	-	1	60	
Women's Toilet Room	60	-	1	60	
Copy/Work/Supply Alcove	40	-	1	40	
Subtotal Staff and Net Area		-		360	
Departmental Grossing Factor	25%			90	
Subtotal Departmental GSF				450	
<b>Central In Custody Holding</b>					
Vehicular Sallyport	2,500	-	-	-	At exterior
Pedestrian Sallyport	200	-	1	200	
Detainee Staging	100	-	1	100	
Holding Control Room	250	-	1	250	
Central Holding, Adult			<b>35</b>		<b>Total Capacity - Adult</b>
Group Holding - Male	192	-	1	192	capacity 16
Group Holding - Female	192	-	1	192	capacity 16
Individual Holding - Male	60	-	2	120	
Individual Holding - Female	60	-	1	60	
Central Holding, Juvenile			<b>10</b>		<b>Total Capacity - Juvenile</b>
Group Holding	100	-	1	100	capacity 8
Individual Holding	60	-	2	120	
Probation Staff Office	100	-	1	100	
Attorney/Detainee Interview Room	60	-	1	60	
Attorney Vestibule/Waiting	60	-	2	120	
Storage Room	100	-	1	100	
Staff Restroom	60	-	1	60	
Subtotal Staff and Net Area		-		1,774	
Departmental Grossing Factor	40%			710	
Subtotal Departmental GSF				2,484	

Space/Component	Unit/Area Std.	No. of Staff	No. of Spaces	Net Area	Comments
<b>Building Support</b>					
<b>Children's Waiting Room</b>					
Secure Check-in Station	60	-	1	60	
Play Area	200	-	1	200	reading, television, computer areas
Clerk/Volunteer Workstation	48	-	1	48	
Restroom	60	-	1	60	for clients
Subtotal Staff and Net Area		-		368	
Departmental Grossing Factor	20%			74	
Subtotal Departmental GSF				442	
<b>Staff Support</b>					
Large Training/Conference Room	500	-	-	-	Use Jury/Multipurpose
Small Conference/Training Room	350	-	1	350	
IT Training Room	350	-	-	-	Use Jury/Multipurpose
Staff Break Room	250	-	1	250	
Staff Lactation Room	80	-	1	80	
Subtotal Staff and Net Area		-		680	
Departmental Grossing Factor	20%			136	
Subtotal Departmental GSF				816	
<b>Public Area Support</b>					
Vending Area	75	-	1	75	3 vending machines
Vending Seating	80	-	1	80	4 seats at each table
ATM	24	-	-	-	
Subtotal Staff and Net Area		-		155	
Departmental Grossing Factor	20%			31	
Subtotal Departmental GSF				186	
<b>Exhibits Storage</b>					
Exhibit Viewing Room	64	-	1	64	
Exhibits Storage	200	-	1	200	
Subtotal Staff and Net Area		-		264	
Departmental Grossing Factor	20%			53	
Subtotal Departmental GSF				317	
<b>Building Operations</b>					
Loading/Receiving Area	80	-	1	80	
Mail Processing and Distribution Center		-	-	-	Handled in clerk's area
General Building Storage	150	-	1	150	
Housekeeping Storage	100	-	1	100	
Building Service Equipment/Workshop	100	-	1	100	
Subtotal Staff and Net Area		-		430	
Departmental Grossing Factor	20%			86	
Subtotal Departmental GSF				516	
Subtotal Staff and Net Area		-		1,897	
Subtotal Departmental GSF				2,276	