



Judicial Council of California · Administrative Office of the Courts

455 Golden Gate Avenue · San Francisco, California 94102-3688

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REPORT TO THE JUDICIAL COUNCIL

For business meeting on June 27, 2014

Title	Agenda Item Type
Court Facilities: Modernization of the Hollywood Courthouse	Action Required
Rules, Forms, Standards, or Statutes Affected	Effective Date
None	June 27, 2014
Recommended by	Date of Report
Administrative Office of the Courts (AOC) Curtis L. Child, Chief Operating Officer William J. Guerin, Director Judicial Branch Capital Program Office	June 11, 2014
	Contact
	Kelly Quinn, 818-558-3078 kelly.quinn@jud.ca.gov

Executive Summary

The Administrative Office of the Courts recommends that the Judicial Council adopt performance criteria for the design-build method to deliver the construction of a modernized Hollywood Courthouse. The AOC also recommends that the council adopt the competitive prequalification and selection process for design-build entities and direct that the award be made to the design-build entity whose proposal is judged as providing the best value in meeting the interests of the council and the objectives of the capital project.

Recommendation

The Administrative Office of the Courts recommends that the Judicial Council, effective June 27, 2014, take the following actions concerning the design-build method to deliver a modernized Hollywood Courthouse:

1. Adopt the attached performance criteria and competitive prequalification and selection process for design-build entities defined and required by state statute.

2. Direct that the award be made to the design-build entity whose proposal is judged as providing the best value in meeting the interests of the council and the objectives of the capital project per state statute.

Previous Council Action

The council has taken no previous action on the modernization of the Hollywood Courthouse.

Rationale for Recommendation

Design-build performance criteria

The design-build method of construction procurement will be used for this modernization project, which means that both the design and the construction will be procured from a single entity.¹ The performance criteria for the design-build entity that will be selected to modernize the Hollywood Courthouse is defined in Government Code² section 13332.19(a)(6): “‘Performance criteria’ means the information that fully describes the scope of the proposed project and includes, but is not limited to, the size, type, and design character of the buildings and site; the required form, fit, function, operational requirements, and quality of design, materials, equipment, and workmanship; and any other information deemed necessary to sufficiently describe the state’s needs.”

A design-build entity is a partnership, corporation, or other legal entity that is able to provide appropriately licensed contracting, architectural, and engineering services as needed. In preparing the solicitation package to procure these services, the attached performance criteria (see Attachment A)—along with any concept drawings, the form of contract, and all other documents and information that serve as the basis for gaining bids or proposals—will be solicited from design-build entities. Section 70391.7(c)(1) requires a design professional who is duly licensed and registered in the state of California to prepare the performance criteria as part of the modernization project’s program. Therefore, the attached performance criteria have been prepared by AC Martin Partners, Inc., an architecture, planning, interior architecture, and research firm.

Competitive prequalification and selection process and award

A competitive prequalification and selection process for design-build entities for the modernization project is required by section 70391.7(c)(2)(A). This statute indicates that the selection process for design-build entities, including any subcontractors listed at the time of bid, will clearly specify the prequalification criteria and the manner in which the winning entity will be selected. Attachment B describes this selection process, which is based on a six-part criteria required under section 70391.7(c)(2)(B) for prequalifying design-build entities.

¹ Section 12.3.1.1(3) of the *Judicial Branch Capital Program Management Manual* authorizes the use of the design-build method of contracting to enter into a construction contract. This manual was approved by the council on April 25, 2014, and is available here:

www.courts.ca.gov/documents/Judicial_Branch_Capital_Program_Management_Manual.pdf.

² All future references are to the Government Code, unless otherwise noted.

As required by section 70391.7(c)(3)(A), the council is asked to make a determination in the best interests of the state on which of three *methods* determine the winning design-build entity, summarized as best value to serve the needs of the council and the project, best value/lowest price, or lowest bid. For this modernization project, the AOC recommends that the council direct that the award be made to the design-build entity whose proposal is judged as providing the best value in meeting the interests of the council and the objectives of the capital project in accordance with section 70391.7(c)(3)(B)(i). Also per this statute, the council would notify the State Public Works Board of its choice of method—in this case, the recommended *best value to serve the needs of the council and the project*—at least 30 days in advance of publicizing the design-build solicitation package.

Comments, Alternatives Considered, and Policy Implications

The AOC did not solicit comments on the recommended council action. In terms of alternatives, the project had originally been scoped as a new courthouse project included in Senate Bill 1407 (Perata; Stats. 2008, ch. 311). The scope of this project was changed from new construction to modernization of an existing facility to move this project forward while saving approximately \$50 million. The state Department of Finance, the state Assembly Committee on Budget, and the state Senate Budget and Fiscal Review Committee have been made aware of this project's design-build delivery method and have voiced no concerns.

Implementation Requirements, Costs, and Operational Impacts

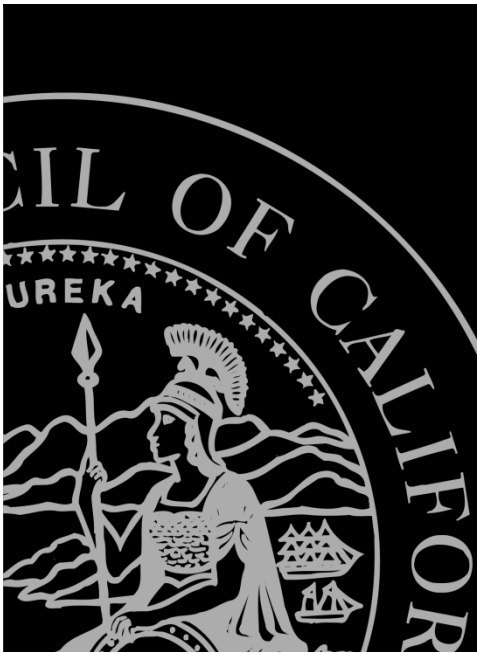
The availability of the existing Hollywood Courthouse allowed the Superior Court of Los Angeles County to meet its needs while saving construction costs. The estimated difference between the costs of constructing a new courthouse building and of modernizing the existing Hollywood Courthouse is approximately \$50 million. The SB 1407 courthouse construction funds saved—from modernizing an existing facility compared to purchasing a site and constructing a new building—will assist in the effort to fund other projects.

Relevant Strategic Plan Goals and Operational Plan Objectives

The recommended council action supports Goal III (Modernization of Management and Administration) and Goal VI (Branchwide Infrastructure for Service Excellence).

Attachments

1. Attachment A: *Hollywood Courthouse Modernization Project: Design-Build Performance Criteria*, dated June 27, 2014
2. Attachment B: *Hollywood Courthouse Modernization Project: Prequalification and Selection Process for Design-Build Entities*, dated June 27, 2014



Hollywood Courthouse Modernization Project

DESIGN-BUILD PERFORMANCE
CRITERIA

JUNE 27, 2014

PREPARED BY AC MARTIN PARTNERS,
INC.



ADMINISTRATIVE OFFICE
OF THE COURTS

JUDICIAL AND COURT OPERATIONS
SERVICES DIVISION

JUDICIAL BRANCH CAPITAL PROGRAM OFFICE

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SECTION 1 – INTRODUCTION

The performance criteria for the Hollywood Courthouse Modernization Project documents the facility performance requirements and expectations for the proposed adaptive reuse of the existing Hollywood Courthouse building in Hollywood, California.

Pending the outcome of the fiscal year (FY) 2014–2015 Budget Act, the existing courthouse will be renovated and expanded by this modernization project through a design-build process under Government Code section 70391.7.

These performance criteria, including background information and general and specific facility requirements for the modernization project, are briefly described herein. The performance criteria together with the *California Trial Court Facilities Standards* define the minimum staffing, space, functional, and design requirements that form the basis of design for modernizing this facility. This information will be used by design-build teams offering proposals for the modernization project, one of which will be selected by the Administrative Office of the Courts (AOC) to complete this project under contract with the AOC.

Other related documents and contract requirements include:

- *California Trial Court Facilities Standards, 2006 Edition*, as amended in 2010, www.courts.ca.gov/documents/06_April_Facilities_Standards_with_Amendment1.pdf
- *Hollywood Courthouse—Adaptive Reuse Study*, dated January 28, 2014
- Codes and regulations, as may be applicable

The requirements of these documents and contract requirements are cumulative: any one document or performance standard cannot be used independent of the others.

SECTION 2 – BACKGROUND

In 2010, funding for the New Los Angeles Mental Health Courthouse project, with three courtrooms at 43,445 building gross square feet (BGSF), was approved to replace the existing Los Angeles Mental Health Courthouse with a modern, secure courthouse for the residents of Los Angeles County. The new courthouse was to provide mental health court proceedings, court services, and basic services not provided to county residents because of space restrictions in the existing courthouse.

Until now, an appropriate location for this courthouse had not been found. In fall 2013, the Superior Court of Los Angeles County came forward with a request to revitalize the existing Hollywood Courthouse for mental health proceedings. Most of the court and county activities in

this courthouse had been suspended because of ongoing court budget reductions, and this courthouse is ideally located in central Los Angeles with close access to major freeways and public transportation.

In January 2014, a study was prepared by AC Martin Partners, Inc., to determine the feasibility of utilizing the Hollywood Courthouse to house the mental health court. The study determined that to provide the court program—for a three-courtroom, one-hearing-room courthouse and related county offices— would be feasible with some compromises at the Hollywood Courthouse site, utilizing the existing courthouse building of approximately 40,000 BGSF and expanding by approximately 5,000 BGSF.

The proposed Hollywood Courthouse Modernization Project was presented to, and approved by, the Courthouse Cost Reduction Subcommittee of the Judicial Council Court Facilities Advisory Committee in January 2014, and a funding request for a design-build modernization project was submitted to the state Department of Finance for consideration as part of the FY 2014–2015 May Revision budget process.

SECTION 3 – PROGRAM AND SITE REQUIREMENTS

The *Hollywood Courthouse—Adaptive Reuse Study*, dated January 28, 2014, includes an updated space program, analysis of the building’s systems and site, concept plans, and a cost estimate. The principal goals of the study address the needs of the mental health court by making maximum use of the existing Hollywood Courthouse building while minimizing renovation and new construction to the extent possible.

The scope of the modernization project is to accommodate four court departments—three in trial courtrooms and one in a nonjury hearing room—together with support functions and spaces, such as a court clerk’s office and holding facilities. The efficient functioning of the mental health court also requires that representatives of county justice agencies be readily accessible, so the project includes office space for those county justice employees assigned to the mental health caseload from the district attorney, public defender, county counsel, and public guardian offices.

The mental health court requires adequate space for mentally ill participants and their attendants to wait, larger holding capacity with mostly single cells, and more agency support personnel than is currently available at the Hollywood Courthouse. These and other requirements result in a space shortfall between the actual space available and what has been programmed. Thus, two small additions are included to the south and the north.

The design and programming teams have worked closely with the Superior Court of Los Angeles County, the AOC, and county justice partners (district attorney, public defender, county counsel,

and public guardian offices) to identify the compromises needed to accommodate the required functions in the most effective and efficient manner given the space constraints.

3.1. Space Program

Programming for the facility began in 2005. The design requirements have remained relatively consistent. The primary change was to recognize the need for a fourth department in order to consolidate related hearings into this facility and accommodate an increasing caseload. In addition to the added hearing room and its related support spaces (e.g., judge's chambers), the increased caseload would result in greater demand for space for waiting public, clerical staff, in-custody holding, and county justice agency personnel. These modifications resulted in an estimated program need of 37,469 gross square feet assigned to the court and 14,804 gross feet assigned to county functions. However, fitting the program into the existing building required some compromises. Adjustments to the space program reduced it approximately 33,500 BGSF for the court and 11,500 BGSF for the county for a total program of approximately 45,000 gross square feet.

3.2. Site Location, Access, and Parking

The Hollywood Courthouse site is centrally located northwest of downtown Los Angeles, with direct access to the Hollywood Freeway (U.S. Route 101) with on- and off-ramps at Hollywood Boulevard, northbound and southbound. Access to the Hollywood/Vine metro station is two blocks west of the site, at Hollywood Boulevard and Argyle Avenue.

Surface parking is present in front and to the rear of the building, with underground parking at the rear. The pedestrian entrance on Hollywood Boulevard is well marked by a projecting pavilion. Jury parking is currently located at a separate site to the northwest, within reasonable walking distance. There are zero-lot-line setbacks on the east and west sides of the Hollywood Courthouse building.¹

SECTION 4 – EXISTING CONDITIONS

The two-story Hollywood Courthouse was constructed in the mid-1980s and was used by the Superior Court of Los Angeles County as a functioning court facility until court and county activities were suspended as a result of budget reductions. Currently, some county functions and limited court activities are taking place onsite.

¹ More information about design requirements is available in Chapter 2 of the *Hollywood Courthouse—Adaptive Reuse Study*, dated January 28, 2014.

4.1. Security Screening, Public Circulation, and Waiting Area

Security screening has been retrofitted into the building's lobby/entry area. The security area is cramped, with screening equipment placed on an angle. A pedestrian ramp connects the security screening area to the first-floor lobby and main corridor. The bench seating provided in the lobby area is not conducive to groups.

4.2. Jury Assembly

The original jury assembly space is well located for its designated function, immediately inside the building entry on the first floor. The space has reasonably good natural light, facing south with sizable windows.

4.3. Courtrooms

The building contains three courtrooms: one on the first floor and two on the second floor. Each courtroom is the same size (approximately 1,664 square feet) and has a similar layout. Each is accessed through a vestibule from the public corridor to the south. Each courtroom has a spectator gallery with 76 fixed/folding seats and room for at least two wheelchairs or movable seats. One courtroom has a glass-enclosed custody gallery, presumably required for safety purposes when in-custodies were present for arraignments.

Americans with Disabilities Act (ADA) access issues are apparent. One courtroom has a mechanical lift to access the bench from floor level. The raised witness boxes are not accessible, and companion seating is not provided in the gallery.

The courtrooms have oak-veneered walls that are dull and dated. The gallery floors are vinyl composition tile, and the wells are carpeted. The ceilings are generally composed of 2' x 4' lay-in acoustical tiles with 2' x 4' fluorescent light fixtures. Ceiling heights are relatively low. The lighting provides overall acceptable illumination, although it is inappropriately uniform and does not focus on areas of activity, such as the bench, witness box, and counsel tables.

Acoustics within the well seem reasonable based on observation during meetings and discussions with the stakeholders during the site visit. Sound reinforcing systems appear to have been installed, but their adequacy is unknown. Microphones were observed on all benches and witness boxes and at two jury boxes (suspended from the ceiling) but not at the counsel tables (although wiring may be present). Audio-visual capabilities are

unknown, although ceiling-mounted speakers were observed above the counsel tables and the gallery seating area. The system needs to be tested.

4.4. Judicial Chambers

There are three judicial chambers of adequate size, with small windows that face north (toward the parking lot) and substantial shelves for books.

4.5. Jury Deliberation

Three large rooms (larger than current AOC standards of 350 square feet), each with two restrooms, are available for jury deliberation.

4.6. Inmate Transfer and Holding Areas

The vehicular sallyport is large enough to hold two buses. However, a direct view into the sallyport from the adjacent residential buildings to the west is possible.

Inmate holding appears to be extensive, although it does not come close to meeting the requested mental health court space requirements. If the existing partitions are to be retained, the screens must be replaced with smaller wire fabric (3/16") to prevent attachment and hanging, a critical issue for mental health patients. The same is true for the screens on surface-mounted light fixtures that are enclosed in mesh security screens.

4.7. Sheriff's Offices

The sheriff has a relatively large, unused space with excellent public access. The sheriff needs to maintain access to holding areas, and if this space were to be repurposed, additional space will be needed for lockers and restrooms.

4.8. Clerk's and Other Offices

The clerk's office is currently located on the first floor adjacent to the public corridor. There are five counter service windows, one of which appears to be ADA accessible. Workspace behind the counter has good access to natural light. Except for offices facing south, most individual offices are located along the east and west sides of the building, without windows or natural light.

4.9. Break Room

A sizeable break room is located at the rear of the building on the second floor, with windows facing north.

4.10. Toilet Rooms

Public toilet rooms on the first floor and second floor are adequately sized and accessible from the public lobbies.

4.11. Structure

The building appears to be reasonably well maintained. Although reasonably well designed and constructed, the building is torsional due to the difference in stiffness between long, full-length shear walls at the back and two short walls at the front. The diaphragms at the front walls and the interior shear walls are severely overstressed, as is the rear shear wall. There are no formal shear collectors to drag forces into the slender walls at the front of the building and the east-west interior walls at both the roof and floor levels.

Structural deficiencies can generally be rectified by reinforcing the slender walls and the connections to the floor and roof levels at the front of the building and by strengthening the beams at the rear offset below or by providing additional columns to support the beam that supports the wall above. Other structural improvements are described in section 3.5 of the *Hollywood Courthouse—Adaptive Reuse Study*, dated January 28, 2014.

4.12. Mechanical Systems

The building HVAC system is a variable-air-volume (VAV) system with hot water reheat. The supply air is ducted, and air is returned through a ceiling plenum. Two 50-ton “package” units located on the roof provide cooling only. The original equipment has reached the end of its useful life and should be replaced.

Hot water used to reheat the coils at the VAV boxes is provided by a natural gas–fueled boiler located in a utility room on the roof. The boiler and other equipment, such as the expansion tank and chemical pot feeder, are original equipment and should be replaced. At least one of the two heating hot water circulating pumps has been replaced recently.

Thermostats are located in each space, controlled by pneumatic controls. The control systems should be replaced with direct digital controls for easy monitoring, adjusting, and remote control.

The underground parking level is exhausted through mechanical exhaust ducts, and a fan is located on the roof. Fresh air is supplied as transfer air through the garage gate. The system appears to be in good condition and does not need to be replaced.

4.13. Electrical Systems

The building is currently served by a City of Los Angeles Department of Water and Power (DWP) pad-mounted transformer located in the parking lot. The incoming power conduits and feeders are terminated in the main switchboard located in the basement. Each floor has its own panel boards for lighting and power for the convenience outlets.

There is a diesel-fueled generator with an under-frame fuel tank (installed in 2009) located at roof level. The generator supplies emergency lighting and some receptacle outlets.

Lighting is generally provided by 2' x 4' fluorescent fixtures with selective use of compact fluorescent downlights in the offices, courtrooms, and corridors. The parking structure is served by high-pressure sodium surface-mounted lights.

The building has a fire alarm and detection system and voice and data outlets in the offices. The fire alarm system does not meet the current fire code.

The electrical, lighting, and low-voltage systems are nearing the end of their useful lives and should be replaced. The lighting system neither uses energy-efficient lamps nor meets current state energy codes for lighting control and dimming. Power receptacles do not meet the ADA requirements for access.

4.14. Plumbing and Fire Sprinkler Systems

Domestic water is provided by DWP's water meter near the street in an underground concrete vault at the north side of the property. The water meter and backflow devices appear to be in good condition but may require minor modifications.

The domestic hot water system comprises two gas-fired water heaters that should be replaced with high-efficiency, low-NOx condensing gas-fired units. A low-pressure gas meter that services the mechanical boiler and water heaters on the roof is located above grade at the south side in the planters.

The sanitary, vent, and storm drainage systems appear to be in good condition and may require slight modifications. The sanitary sewer system discharges by gravity. The underground parking garage is provided with sump pumps for emergency drains installed in the garage floor.

Whereas the subterranean parking level has a wet fire sprinkler system, the first and second floors do not have automatic fire sprinklers. If the building is to be reoccupied by the superior court, an automatic fire sprinkler system must be provided throughout.

Existing storm drainage discharges by gravity and spills on grade at the building exterior. Roof and overflow drains are installed in various locations on the roof.

Public restrooms are located at the center of the building, and detention cell restrooms are at the north end of the building. Detention cells are equipped with stainless steel toilets and sinks.

New low-flow plumbing fixtures could be installed at public and staff restrooms to reduce domestic water consumption by a minimum of 30 percent. Hard-wired, power sensor-operated faucets should be installed at the public and staff restroom lavatories.

SECTION 5 – OPERATIONAL REQUIREMENTS

The renovated facility would support the highly specialized operations of the mental health court. This court hears a wide variety of cases concerning such matters as:

- Competency to stand trial for persons charged with a misdemeanor as well as at the preliminary hearing stage for persons charged with a felony
- Hearings regarding the mandatory administration of psychotropic drugs
- Voluntary and involuntary commitment to locked psychiatric facilities, including psychiatric evaluations, investigations, hearings, and trials
- Writs of Habeas Corpus for patients requesting release after certification review hearings
- Conservatorships (for persons who cannot take care of themselves) under the Lanterman-Petris-Short Act)
- Sexually violent offender matters

The mental health court serves as the central mental health facility within the county for specially trained hearing officers who conduct mental health proceedings, which are not typically conducted in the courthouse. These proceedings can involve various staff, including mental health counselors, psychiatrists, and court assistants. In addition, this court requires the constant participation of staff from the local justice partners, including the public defender, district attorney, county counsel, public guardian, and county mental health offices.

Individuals who appear at the mental health court—both in custody and out of custody—have special needs and pose special challenges for judicial officers and staff. Although many participants, including those with mental health diagnoses, act within general behavioral norms, others can exhibit a wide variety of problematical symptoms and behaviors, such that waiting areas and hearings are subject to being disrupted. These symptoms and behaviors may include fear, withdrawal, hyperverbality, and verbal or physical aggressiveness, including violence, self-abuse, and the inability to self-manage.

This court must pay special attention to expeditious processing, because many patients are transported considerable distances, such as from state and private psychiatric hospitals, and their level of cognizance during proceedings can be affected when the duration extends beyond their medication cycles. Finally, access must be facilitated for court users with greater mobility needs, should they arrive by ambulance and need to remain on a gurney. Judicial officers will likely need to conduct proceedings within an ambulance in the secure sallyport for patients who are too ill to enter the courthouse or who have communicable diseases.

In response to the demands of the special operations and participants, this renovated facility requires a number of features that may not be present in a typical courthouse. Waiting areas need to be designed to be especially calming and subdivided to separate patients experiencing physical or emotional traumas. An outdoor waiting area is needed to allow patients to smoke, which has therapeutic value. Secure holding will need to be subdivided into smaller areas so that incompatible patients can be separated.

The building entrance requires a security-screening checkpoint easily accessible to clerk service windows, waiting areas, and jury assembly. The building entrance needs to be sized to accommodate patients who arrive on a gurney.

Three of the courtrooms need to be jury capable, and the fourth will be a smaller hearing room. All courtrooms need direct secure access from the central in-custody holding areas.

Central holding needs a capacity of up to 40 adults in 30 separate cells (plus one juvenile in a separated area), providing for maximum separation of incompatible patients and prisoners. A secure vehicular sallyport is required for the transport of in-custody defendants.

To minimize patients' travel, and for added efficiency, the use of video conferencing will be greater than is common in other court facilities.²

SECTION 6 – DESIGN REQUIREMENTS

The plan to modernize and construct an addition to the existing Hollywood Courthouse will incorporate the design principles described in the *Principles of Design for California Court Buildings* as identified in chapter one of the Judicial Council–adopted *California Trial Court Facilities Standards*. The existing elevation, facing Hollywood Boulevard, will be removed and a new façade installed to upgrade the structural strength of the building and improve security by creating a pavilion. An enclosed outdoor area will also be provided. The addition to the building will be appropriate to the existing context and will improve and enrich this section of Hollywood Boulevard. It will be economically designed and will employ materials that are durable and tested. The design expression should be lasting and important while also being welcoming and approachable. The building will respond to the southern exposure through the use of high-performance glazing and strategically located overhangs and sunshades. The entry will be well marked. High-quality insulated glazing units in aluminum frames will be included to assure energy savings and a long-term low-maintenance building feature.

The concept plans of this report meet the objectives for the modernization project. They demonstrate the feasibility of using the existing Hollywood Courthouse building for the mental health court, though not without some compromises, which are listed at the end of this section.

6.1. Design Strategy

The design strategy incorporates the following features:

6.1.1. Construction of an addition to the existing building of approximately 5,000 square feet. An addition to the existing building will be constructed at the front of the building with program space above, and a new vehicular sallyport will be constructed at the rear to provide space for programmatic needs. The use of these spaces is described below.

6.1.2. Retrofit for a fourth, nonjury-capable courtroom or hearing room. This hearing room will be where the sheriff's civil offices are located. The location of this hearing room will provide essential adjacencies to public, in-custody, and staff circulation corridors. A new judicial chamber and toilet will be located contiguous to the courtroom, and a connection to the courtroom from the central holding area

² More information about design requirements is available in Chapter 2 of the *Hollywood Courthouse—Adaptive Reuse Study*, dated January 28, 2014.

will be provided for secure in-custody access. Seating in the courtroom will be restricted, and ADA access to the bench and witness box will be provided via a mechanical lift because space will be insufficient for ramps.

- 6.1.3. Accessibility.** Accessibility to the three jury-capable courtrooms and one hearing room may be provided by ramps or lifts. Further study is required to determine the optimal layouts, but new fixtures (such as the judge's bench, witness box, jury box, and clerical workstations) will most likely need replacing. Each courtroom will have approximately 38 spectator seats (plus wheelchair or gurney space). Together with the 14 seats in the jury boxes, a total of 52 seats will be available for jury selection.³ Each courtroom will retain vestibule access from the public lobby and at least one attorney-client conference room. Updated finishes, lighting, and furnishings will be incorporated in all courtrooms. Materials and details will be selected for durability, sustainability, and aesthetic appeal. Skylights or clerestory windows will be introduced in the second-floor courtrooms. Consider possible preservation of existing oak-veneer paneling.
- 6.1.4. The three preexisting and separate circulation systems.** The existing systems of circulation will be retained and improved by extending secure staff circulation to the added fourth courtroom or hearing room. Restrictions on the ability to achieve this goal are described in section 6.1.10 below.
- 6.1.5. Public entry and security screening.** The public entry and security screening areas will be expanded in the building addition, which will be built out toward the parking lot. To compensate for limited indoor queuing space, an extensive covered outdoor queuing area is suggested.
- 6.1.6. Public lobbies and waiting areas.** Public lobbies and waiting areas will be greatly expanded to provide added capacity and spatial separation between parties. The quality of the environment will be improved by increasing access to natural light, which will be brought down to the first floor via small shafts and will also illuminate the second-floor lobby. The preexisting enclosed elevator lobbies will be opened up, and one ramp will be eliminated to gain space and openness. The waiting area on the first floor will be expanded into what was formerly the jury assembly room. A new outdoor waiting area will be provided adjacent to the waiting room at the front of the building. Physicians' waiting and interview rooms

³ Jury assembly is not intended to occur on site. It is expected to take place at the Stanley Mosk Courthouse in downtown Los Angeles as needed. Once potential jurors have been selected, they will then be required to report directly to an assigned courtroom in the modernized Hollywood Courthouse.

will be provided off the main lobby. Consider feasibility of replacing and relocating existing public elevator to improve traffic flow and to allow for a larger cab adequate to accommodate gurneys.

- 6.1.7. Clerk's office.** This office will remain on the ground floor in its current location. Counter service windows may be retained, and the queuing area will be opened up to the main lobby. Work areas will be expanded to the front of the building and into existing space toward the back. Active records will be immediately accessible within this area, while archival or less-frequently accessed records will be located in the basement, close to the staff elevator.
- 6.1.8. Court administration.** Space for the local court administrators includes the unit that provides referee services in the field. It is located off the public lobby on the first floor.
- 6.1.9. Court support.** Courtroom support spaces include four judicial chambers and three jury deliberation rooms—one of which will be outfitted as a video conference room. Offices will be provided for a judicial secretary and court reporters.
- 6.1.10. In-custody holding facilities.** Holding facilities will remain in the preexisting locations on the first and second floors. Access will be maintained from the rear parking lot but interrupted by staff circulation as described below in section 6.2.5. Mental health court requires greater holding capacity, almost all of which should be in the form of single-occupancy cells. This requirement will be achieved by completely renovating the existing areas and expanding them on the first floor toward the west and into the existing vehicular sallyport. A new central control area will be placed to optimize direct visual observation of main circulation paths. Provision for holding one or more juveniles—while achieving sight and sound separation—will be achieved by having adult cells accessed from separate circulation areas so that juveniles can circulate to the elevator and then to holding cells on the upper floor without passing in front of adult cells. Vestibules will be provided between in-custody defendant areas and the courtrooms. One secure attorney-client interview room will be provided for each courtroom, accessible to attorneys from within each courtroom.
- 6.1.11. Sheriff's support facilities.** Sheriff spaces will be divided between the first floor (where offices and a break/workroom are located) and the basement, where male and female locker rooms will be provided.

- 6.1.12. Building support functions.** Spaces that support building operations, such as storage and receiving, will largely be accommodated in the basement.
- 6.1.13. County justice partner offices.** Spaces for county justice partners will be located on the second floor, partly in the area of new construction for expanding the building south. Three separate suites will be provided: one for the district attorney's office, one for the public defender's office, and one to be jointly occupied by county counsel and public guardian staff. Also, a one-room separate office for the Alternate Public Defendant will need to be provided. County staff will make use of court support facilities such as conference and break rooms. An office has been provided for the Department of Mental Health psychologist.
- 6.1.14. Public circulation.** Circulation for all public court users will be from the public parking lot to the entrance, and access to all public areas within the building will be clear and straightforward to enhance way finding. All gurney access will be limited to the first floor because of elevator size, unless it is feasible to replace the existing public elevator with a new, larger elevator
- 6.1.15. Staff circulation for two separate groups.** Court staff and judicial access will be from the rear basement parking area to the staff elevator (or stairs), which lead to first- or second-floor staff corridors. County staff access will be from the first-floor, rear parking lot directly to the staff corridor, which leads to the public lobby, with the elevator to staff offices on the second floor.
- 6.1.16. Site and parking, including landscaping and signage.** The existing parking lot will be repaved, and landscaping elements will be added to soften the area. The existing trees adjacent to the building will be removed and possibly relocated within the parking area.
- 6.1.17. Architectural expression.** The construction of an addition to the existing Hollywood Courthouse building should present an updated and sophisticated image to the community. Materials will be sustainable and durable and selected with reference to the context of the existing neighborhood. The completed building addition should be fully integrated with the existing building's architecture, reflecting the importance of the justice system while exhibiting a welcoming, warm expression.
- 6.1.18. Interior planning and design.** The approach to interior planning and design will be to create a functional and efficient environment. Updated sustainable materials will be introduced to provide long-term durability. Aesthetic considerations will

include materials and colors that are soothing, warm, and timeless. Methods to maximize day lighting will be incorporated.

6.1.19. Structure and building systems. The structure and building systems will be designed to update the building to meet the most current codes. Mechanical and electrical systems will be selected based on efficiency, durability, and long-term cost considerations.

6.2. Compromises

As stated above, fitting the program into the existing building requires some compromises that are reasonable and acceptable to the court. Among these compromises are the following:

- 6.2.1.** Although initial objectives included testing the possibility of fitting the program within the confines of the existing building, it quickly became apparent that this approach would not work. Thus, it became necessary to add space at the front of the building and a single-lane vehicular sallyport in the rear.
- 6.2.2.** Expansion into the public parking lot will require the loss of some parking spaces.
- 6.2.3.** Courtroom layouts require considerable additional study (layouts as shown in the attached report are simply meant to indicate that the available space can meet the program). The issues to be addressed include improving access for the movement of in-custody defendants to avoid movement along clerk workstations and to improve views of witnesses from the jury boxes. These issues can likely be resolved.
- 6.2.4.** Court administration and external referee services will be placed in a long and narrow area; fewer referee workstations than programs will be able to be accommodated. Some of the contiguous space currently allocated to sheriff's support might be available if the sheriff's functions were located in the basement where their locker rooms will be located.
- 6.2.5.** Court staff/judicial circulation on the first floor will be interrupted by in-custody circulation from the vehicular sallyport into the main part of the holding area. This arrangement will require a strategy to manage the locking and unlocking of doors to this internal pedestrian sallyport to ensure that court staff and in-custody defendants do not mix and also that the space is secure when in-custody defendants are escorted through it. Since this sallyport is located between two

parts of the holding area, priority will have to be given to in-custody use. This situation should be manageable because court staff use will most likely be intermittent. In addition, the splitting of in-custody holding will result in the need for added staff to supervise the holding area being created in the existing vehicular sallyport.

- 6.2.6. Space for county justice partners, though close to meeting needs, will be about 600 net square feet short of program requirements. Most workstations and offices will be at minimum size standards.
- 6.2.7. The new outdoor waiting area on the first floor will present security challenges while retaining an open and relaxed atmosphere.⁴

SECTION 7 – REQUIREMENTS OF THE CALIFORNIA TRIAL COURT FACILITIES STANDARDS

Unless otherwise stated, compliance with the 2006 edition of the [*California Trial Court Facilities Standards*](#) as amended in 2010, is a requirement of this modernization project. Copies of this document are available online.

The Judicial Council of California adopted the facilities standards effective April 2006 and reissued the document with Amendment 1 in March 2010 as criteria to be used by design professionals, the judiciary, court administrators, and facility planners for court projects throughout the state. The facility standards reflect best practices and successful solutions as the basis for achieving design excellence within contemporary court facilities. Specific solutions for the modernization of the existing Hollywood Courthouse may vary from the diagrams indicated in the facility standards, and therefore, these diagrams should be considered representational because they may not be applicable to the project.

SECTION 8 – DOCUMENT USE

The performance criteria and the facilities standards constitute the performance criteria for this modernization project. Together, these documents provide the general and specific information necessary for the design of the new facility to such extent that these requirements can largely be presented without graphic documentation.

The performance criteria do not convey all the information necessary to design and implement the modernization project. The document describes the modernization project's general design

⁴ More information about design requirements is available in Chapter 4 of the *Hollywood Courthouse—Adaptive Reuse Study*, dated January 28, 2014.

outcomes and expectations. Design-build teams will be responding to a request for proposals that provides more detailed information.

SECTION 9 – CODE COMPLIANCE AND PROFESSIONAL STANDARDS OF CARE

The design-builder shall comply with the adopted edition, at the commencement of design, of all applicable state and national codes and standards, including deference to local zoning and planning requirements and deed restrictions. Where two or more codes appear to contradict, the design-build team should apply the more stringent requirement. Implementation of the performance criteria does not exempt any proposals from meeting all professional standards of care.

The performance criteria alone, no matter how well prepared, cannot convey all the information that should reasonably be understood by experienced design teams to design public/institutional buildings. The performance criteria cannot anticipate, describe, or regulate every variable of the facility. The modernization project requires all teams offering proposals to have the requisite knowledge and expertise of the current court facility, its holding facilities, and office building design. The design developed for the modernization project and its ultimate implementation must be complete in every way and must provide the durability, serviceability, and full functionality described by the performance criteria for the contracted team, notwithstanding that the performance criteria might not have completely described all the technical requirements or the arrangements of all the components of the facility. All teams offering proposals are required to interpret and implement the intent of the performance criteria to achieve and provide a completely finished and fully operational court facility for the Superior Court of Los Angeles County and the special needs of its mental health court.

9.1. Codes, Standards, and Legal Requirements

Many of the requirements for the Hollywood Courthouse Modernization Project come from the following institutions/publications:

- 9.1.1.** Americans with Disabilities Act
- 9.1.2.** American Standard Code Information Interchange (ASCII)
- 9.1.3.** American Society for Testing and Materials (ASTM)
- 9.1.4.** American Society of Mechanical Engineers (ASME) A17.1 Safety Code for Elevators and Escalators
- 9.1.5.** California Administrative Code, California Code of Regulations, Title 24, latest edition
- 9.1.6.** Board of State and Community Corrections (BSCC)
- 9.1.7.** California Building Code, latest edition

- 9.1.8.** California Building Standards Code Part 2, Basic Building Regulations
- 9.1.9.** California Building Standards Code Part 3, California Electrical Code (CEC)
- 9.1.10.** California Code of Regulations (CCR), Title 8, Elevator Safety Orders
- 9.1.11.** California Code of Regulations (CCR), Title 24
- 9.1.12.** California Building Standards Code Part 4, California Mechanical Code, latest edition
- 9.1.13.** *California Trial Court Facility Standards*, latest edition
- 9.1.14.** Electronic Industry Association (EIA) testing standards
- 9.1.15.** FCC Regulations, Part 15 – Radio Frequency Devices and Radiation Limits
- 9.1.16.** *NFPA 70: National Electrical Code* (NEC)
- 9.1.17.** National Electrical Manufacturers Association (NEMA)
- 9.1.18.** National Fire Protection Association (NFPA)
- 9.1.19.** Other national, state, and local building and fire codes
- 9.1.20.** Underwriters Laboratories (UL): Applicable listings and ratings
 - (1) UL 752: Standard for Bullet-Resisting Equipment
 - (2) UL 294: Standard for Access Control System Units
 - (3) UL 1076: Standard for Proprietary Burglar Alarm Units and Systems

Hollywood Courthouse Modernization Project
Prequalification and Selection Process for Design-Build Entities
June 27, 2014

1. Prequalification Process

- 1.1. The Judicial Council of California, acting through the Administrative Office of the Courts (AOC), will evaluate the following criteria under Government Code section 70391.7(c)(2)(B) to prequalify design-build entities for the Hollywood Courthouse Modernization Project:
- 1.1.1. Possession of all required licenses, registration, and credentials in good standing that are required to design and construct the project.
 - 1.1.2. Submission of evidence that establishes that the design-build entity members have completed, or demonstrated the capability to complete, projects of similar size, scope, or complexity, and that proposed key personnel have sufficient experience and training to competently manage and complete the design and construction of the project.
 - 1.1.3. Submission of a proposed project management plan that establishes that the design-build entity has the experience, competence, and capacity needed to effectively complete the project.
 - 1.1.4. Submission of evidence that establishes that the design-build entity has the capacity to obtain all required payment and performance bonding, liability insurance, and errors and omissions insurance, as well as a financial statement that assures the Judicial Council that the design-build entity has the capacity to complete the project.
 - 1.1.5. Provision of a declaration certifying that applying members of the design-build entity have not had a surety company finish work on any project within the last five years.
 - 1.1.6. Provision of information and a declaration providing detail concerning all of the following:
 - 1.1.6.1. Any construction or design claim or litigation totaling more than five hundred thousand dollars (\$500,000) or 5 percent of the annual value of work performed, whichever is less, settled against any member of the design-build entity over the last five years.
 - 1.1.6.2. Serious violations of the California Occupational Safety and Health Act of 1973, as provided in Part 1 (commencing with

Section 6300) of Division 5 of the Labor Code, settled against any member of the design-build entity.

- 1.1.6.3. Violations of federal or state law, including, but not limited to, those laws governing the payment of wages, benefits, or personal income tax withholding, or of Federal Insurance Contributions Act (FICA) withholding requirements, state disability insurance withholding, or unemployment insurance payment requirements, settled against any member of the design-build entity over the last five years. For purposes of this subclause, only violations by a design-build member as an employer shall be deemed applicable, unless it is shown that the design-build entity member, in his or her capacity as an employer, had knowledge of his or her subcontractor's violations or failed to comply with the conditions set forth in subdivision (b) of Section 1775 of the Labor Code.
- 1.1.6.4. Information required by Section 10162 of the Public Contract Code.
- 1.1.6.5. Violations of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code), excluding alleged violations or complaints.
- 1.1.6.6. Any conviction of any member of the design-build entity of submitting a false or fraudulent claim to a public agency over the last five years.
- 1.1.7. Provision of a declaration that the design-build entity will comply with all other provisions of law applicable to the project, including, but not limited to, the requirements of Chapter 1 (commencing with Section 1720) of Part 7 of Division 2 of the Labor Code (Gov. Code, § 70391.7(c)(2)(B).)
- 1.2. Prequalification shall be limited to evaluation of the above-referenced criteria. Following this evaluation, the AOC will establish a short list of up to five of the project's most highly qualified design-build entities that can submit proposals for the project (Prequalified List).

2. Selection Process

- 2.1. Once the Prequalified List is determined, the Judicial Council shall request proposals for the project from the design-build entities on the Prequalified List.
- 2.2. The Judicial Council determines that under Government Code section 70391.7(c)(3)(A), the “best interests of the state” are served by using the selection method provided in Government Code section 70391.7(c)(3)(B)(i) to select the winning design-build entity for the project. Specifically, the Judicial Council will use a design-build competition to select the design-build entity for the project based on evaluating (a) price, and (b) performance and other criteria. The AOC shall award the project to the design-build entity whose proposal is judged as providing the “best value” in meeting the interests of the Judicial Council and meeting the objectives of the project. “Best value” means a value determined by objective criteria, which include, but are not limited to, price, features, functions, life-cycle costs, and experience.
- 2.3. Evaluation of the Best Value criteria shall be scored as follows:
 - 2.3.1. Thirty percent or more for price; and
 - 2.3.2. Seventy percent or less for performance and other criteria.
- 2.4. The performance and other criteria shall include, but are not limited to, the following:
 - 2.4.1. Design-build entity experience and financial resources in the design and construction of projects of similar size, scope, or complexity
 - 2.4.1.1. Business licenses necessary to perform the work
 - 2.4.1.2. History of design-build entity team working together on other design-build projects
 - 2.4.1.3. Experience of the design-build entity in relation to the work to be performed, including demonstrated ability to meet project budgets and schedules, demonstrated effectiveness of the quality assurance program and procedures being used by the firm in both design and construction services, and the nature and quality of recently completed work

- 2.4.1.4. Financial resources of the design-build entity
- 2.4.2. Demonstrated experience and training of project personnel
 - 2.4.2.1. Proposed key personnel
 - 2.4.2.2. Plan to retain key personnel throughout the project
 - 2.4.2.3. Demonstrated experience and training of project personnel
 - 2.4.2.4. Ability to maintain continuity of design-build entity's proposed staff from design through completion of the project
 - 2.4.2.5. Identification of the scope and elements of the work to be done by subcontractors
 - 2.4.2.6. To the extent known, the identification and qualifications of subcontractors
- 2.4.3. Proposed project schedule (including plan to maintain project schedule)
- 2.4.4. Life-cycle costs
- 2.4.5. Proposed risk allocation between the design-build entity and the Judicial Council
- 2.4.6. Proposed functions and features
- 2.4.7. Knowledge of sustainable design in modernization projects
- 2.4.8. Financial strength, safety record, and claims avoidance
 - 2.4.8.1. Design-build entity's verifiable financial strength, safety program and record, history of avoided work-related accidents, damage to property during the course of construction, public liability claims and litigation on past projects, and ability to work with owners in the successful completion of owner-controlled insurance programs
- 2.4.9. Project plan/approach:
 - 2.4.9.1. The proposed project plan shall demonstrate the design-build entity's approach to this project, indicating a clear understanding

of the purpose, service, scope, and objectives of the project, including methodology for coordination and issue tracking and quality control strategies. The project plan shall demonstrate the firm's approach to advertising and outreach to the local subcontractor and vendor community; this approach should clearly identify the firm's plan to encourage participation by local subcontractors and vendors.

2.4.10. Other nonprice criteria applicable to the project

3. Delegation

- 3.1. Under section 12.3.1.1(5) of the Judicial Branch Capital Program Management Manual, the director of the Judicial Branch Capital Program Office is delegated the responsibility to establish methods for evaluating solicited bids or proposals for any contract related to the planning, design, and construction, rehabilitation, or renovation of court facilities. This delegation shall specifically include the ability to establish for the project (a) the specific allocation between price and performance and other Best Value criteria as long as the price criterion constitutes at least 30 percent of the scored evaluation; and (b) the specific Best Value criteria to evaluate, including the percentages allocated to each criterion.