

## **Jackson County**

### **Capital Projects under Consideration**

#### **Informal Construction Projects**

**Renovations to the Inspections Office in Cashiers**

**Renovations and Improvements to Old Rescue Squad Building**

**Drainage and paving of parking lot at Department on Aging**

**Expanded parking at Department of Social Services**

**Parking Lot improvements at Tuckasegee Mills Building**

#### **Formal Construction Projects**

**Renovate Skyland Services Center for Cooperative Extension and Soil  
and Water**

**Phase 1 – Green Energy Park**

**New Animal Shelter (Including property)**

**New Health Department (Including property)**

**Renovate and Update space, technology and furniture for courtroom  
and convert law library to a third courtroom**

**New addition to the Justice Center for Judicial Operations**

#### **Recreation Construction Projects**

**Indoor Swimming Pool - Cullowhee**

**Community Park – Savannah**

**Community Park – Qualla**

**Greenway extensions**



January 12, 2016

Chuck Wooten  
Jackson County Manager  
401 Grindstaff Cove Road, Rm A207  
Sylva NC 28779

**RE: Jackson County Justice and Administration Center  
Masterplan and Courtroom Renovations**

Dear Chuck:

This letter defines the **Scope of Services** and associated fees for improvements to the existing County Justice Center. Per our discussion, the County would like to consider renovations within the existing Justice Center to address current space needs and operational issues related to court operations. These have been identified as the following:

- Renovations to the existing courtroom[s] bench and millwork configurations to improve sightlines, incorporate technology and address security and accessibility requirements.
- Conversion of the existing Law Library space into a small Courtroom and optimizing capacity and operations of the court as space and the limits on the space permit.
- Masterplanning exercise to build upon the Needs Assessment charrette that was developed by Heery/ MOT in 2013. This study will consider multiple options for globally addressing the future space and land needs of the Justice Center campus.

### **Tasks / Scope of Services**

We plan to again team with Odell Thompson of Mahaley Odell Thompson Architects [MOT]. The MOT/ Heery Design team proposes to provide the following services:

#### **Small Courtroom Build-Out – [existing Law Library] Second Floor**

Permanent build-out of a small courtroom in existing library space between the Attorney Lounge and Jury Assembly. The plans would include a soundlock, potential attorney/client interview rooms. The arrangement, construction, infrastructure, details and finishes of the spaces shall match the existing courtrooms on the floor. Due to the location and space limitations there may be some compromise to preferred court operations. The courtroom will have access for secure, but not segregated, inmate delivery but no adjacent holding cell.

#### **Existing Courtroom Millwork Renovations**

The existing Large and Medium Courtroom jury box, witness box, clerk and judicial bench millwork will be redesigned to incorporate technology, security and accessibility standards as well as improve ergonomic operational efficiencies and sightlines. The resulting design may include aspects of the court well and spectator seating, lighting, power/data/audio visual services and ADA compliance. We intend to confirm the millwork dimensions and relationships by developing a full scale courtroom mock-up. Courtrooms shall receive new finishes.



**Justice Center Campus Masterplan**

A Jackson County Justice and Administration Center Master Plan will consider a holistic site development to include any proposed new courthouse, future additions to the existing facilities, expansion of Sheriff's Department operations, as well as future buildings on the property.

Two different conceptual approaches for housing the space and parking requirements will be prepared. As part of the concept development, each will include existing facility expansion recommendations, site development planning issues (land utilization, pedestrian and vehicular circulation, parking, areas for expansion, stormwater retention/detention and landscape forms), and architectural concepts. The architectural concepts will include preliminary massing studies and character sketches.

After the evaluation of the two concepts, one concept will be selected for further development. After the selection of a preferred concept the team will prepare a phased implementation plan illustrating how the master plan could be executed. The planning will acknowledge the need to minimize multiple moves for tenant agencies and continued operations of the campus.

The specific requirements of the renovation scope are as follows:

- Confirm program needs and review existing space and conditions with County and Court representatives. [One meeting on site.]
- Working meeting to review proposed new Courtroom plan[s] and details with County and Court representatives. Coordination meeting with County and Court Administration representatives and users to review millwork, technology and audio visual equipment requirements, furniture coordination and building systems. [One meeting on site.]
- Prepare Construction Documents [architecture, interiors, HVAC, electrical, AV and fire protection] for the renovation.
- Distribute drawings to Jackson County and selected General Contractor. The proposal is based on a single deliverable with the scope of work executed in multiple phases
- Construction Administration activities to include: single Pre-construction meeting, review of required submittals, responses to requests for information, review/approval of pay applications, and EIGHT [8] construction observation trips.

This proposal also includes basic environmental graphics [Room Identification] and millwork design/detailing. Furniture selection and record drawings are *not* included. Budget and cost estimate reconciliation is *not* included.

**Project Schedule**

We anticipate that our schedule for completing the design coordination and construction document to be Sixteen (16) weeks after authorization. We will attempt to run the masterplanning effort and renovation work concurrent and use travel to coordinate and facilitate both.

**Fee**

The proposed fee for this Scope of Services is estimated not to exceed \$ 92,450 including allowances for reimbursable expenses see breakdown below. *Any reimbursable monies not accrued will not be billed.* We reserve the right to amend this proposal if the scope of services or the construction budget is revised.

If you require further information, please let me know.

Sincerely,



Douglas Kleppin AIA, NCARB, LEED AP  
Vice President

CTR/DJK:rld

