

## Fulton County Judicial Space Utilization Proposal

### Page 1

**Background** – Fulton County has requested Sizemore Group provide professional services focused on space needs assessment and “re-stacking” strategy for the Fulton County Judicial Center Complex. This complex includes the following buildings:

- Judicial Center Tower
- Slaton Courthouse
- Carnes Building

It is anticipated it will involve the following units. See expanded list at the end. It breaks first three units (highlighted) into 15 subunits:

- **Administrative Services**
- **County Court Services**
  - Superior
  - Magistrate
- **Records and Real Estate**
- Probate and Public Defender
- State Court/ Traffic Court
- Sheriff / Marshall Office
- Solicitor’s Office
- **District Attorney – Including spaces in Gov. Ctr.**

*See detailed list of functions attached.*

We anticipate addressing the following space types:

- Office and Office Support
- Courtroom
- Judge Chambers
- Jury Assembly
- Inmates Holding
- Library
- Resource Center
- Food Services
- Security Checkpoint
- Information Desk

### APPROACH

Space Programming and Planning, at its heart, is a collaborative, creative and visual process designed to engage stakeholders in the process of Space Needs Analysis. At its best, it opens minds to opportunities uncovered through examples, and/or thought provoking and transformative ideas.

Our interest is to continue the partnership with Fulton County based on the “teaming” concept. The Sizemore Group team brings the necessary expertise: senior and knowledgeable people who will guide and manage the creative and decision-making process and who will be present throughout. The County’s DREAM unit brings their knowledge of the County’s organization, values and operational issues. Key to working collaboratively is the use of on-site workshops that use various visualization tools. This involves the active participation of staff and the consultants. We recommend the following teams:

*Core (Dream) Team* – Key participants who monitor the process, provide overall guidance and input, and set the direction for the project. We expect members of the DREAM unit will comprise most of this Team and key representatives from Judicial may be added.

*Extended Team* – Participants who represent the judicial branch and their departments; other areas of interest / expertise such as facilities, security and technology. They provide valuable input in their specific area of expertise.

Comprehensive interviews and multiple-day workshops will be conducted through the process. Our workshops foster better idea generation, bring about consensus and expedite decisions. The process is best described as "a series of approximations". It flows through several steps, progressively moving toward resolution and refinement, continually validating and balancing goals, opportunities and constraints developed over the course of work.

The overall flow of our approach is similar to that used in the Government Center and is described in the following narrative.

#### 1. Planning

The purpose of this phase is to mobilize the project, initiate the data gathering process and set the overall direction for the project. This includes developing a “Strategic Model”– a preliminary outline of the number of users, functions and standards to be applied throughout. The “Strategic Model” will be used as a framework to develop detailed future space requirements, which serve as the basis for stacking.

Key tasks include:

- **Mobilization** – Set up client Work Teams and finalize the Work Plan / Schedule.
- **Request for Information** – Issue request for data regarding mission, units / buildings, previous studies and any other pertinent information.
- **Conduct Kickoff Session**, with the CORE TEAM and key extended team members. During this session we will identify the project goals and objectives. This will include any major re-organization of units, flow of work and distribution or relocation of functions.
- **Case Studies** – Identify potential institutions, programs, or facilities that are relevant case studies and collect their data.

## Fulton County Judicial Space Utilization Proposal

### Page 3

- **Gather User Space Information** – Gather and format existing use data. Conduct small group sessions with DREAM and others to confirm overall location and use of space.
- **Strategic Model Session** – Meet with members of CORE TEAM. This meeting will cover topics such as:
  - Review of case studies and trends in judicial centers. Focus on defining the quality and character of the County’s future service delivery and work environment. It will also focus on defining the quantitative information and key parameters: units to be interviewed, approximate total staff counts, key organizational principles: separation of public, jurors, judges, inmates. This will include exploring ideas and parameters such as:
    - Openness
    - Flexibility / Adaptability
    - Common / Shared Spaces versus Dedicated Spaces
    - Facts and Use of Facility: People, Area Occupied, Access and Floor
    - Work in Progress, Move in/out and Other Potential Moves
    - Separate Public / Private / and Inmate Circulation
    - Security
  - **Documentation of project goals**, objectives and Draft Judicial Space Standards (future space and furniture).

## 2. Inventory

The purpose of this phase is to audit all drawings, verify field conditions and update as needed. We will also verify staff locations. As a base, we will use the set of AutoCAD drawings recently prepared by Cooper Carry. Key tasks include:

- **Review and set up drawing files.**
- **Verify Field Conditions** – Walk through buildings to validate layouts and become familiar with buildings’ ‘modularity’, interior circulation, access/egress, core MEP elements, existing flow, floor to floor limits, capacity and any other elements that may present parameters for how to allocate functions. We will review any pertinent parking, service zones, and contextual data that may influence the location of interior functions. At the same time, do a visual assessment of the location of functions, staff, and furnishing types used.
- **Field Findings Session** – On-site Work Session to review with CORE TEAM the findings related to the field conditions. (It can be combined with Strategic Model Session.) Intent is to bring a level of ‘reality check’ upfront and help refine the users, units and space types. We will align with the office space standards previously created and identify any new and unique space standards related to Judicial functions. (refer to list of space types)
- **Update Drawings** – Update drawings based on field verification including any built-in millwork and court room furnishings (judge’s bench, jury box, courtroom, public seating, etc.), & review with County.
- **Summarize** Staff and Space Information and identify space that may be available (unutilized) today or in the future.

### 3. Space Needs Assessments

We will use the Strategic Model as the basis for generating the future space needed to support functions envisioned. These will be combined with discussions regarding the future location of departments and lead into the stacking options phase. Key tasks include:

- **Interviews** - Based on the Space Model and using questionnaires, we will meet with departments to review future staffing, locational, and functional needs. During these, we will share trends, ideas and benchmark data from other comparable.
- **Conduct GAP Analysis Session** This session, with the CORE TEAM, is to review the future space needed based on the standards and within the context of the space available. We will identify the GAP (deficit or surplus) between need and existing. We will discuss strategies for how to best address the GAP and organize functions horizontally and vertically. These will serve as the basis for developing Re-Stacking Options. The completion of this also provides an opportunity to identify any allocation priorities that need to be accelerated.

### 4. Re-Stacking

During this phase, options will be developed, reviewed, and the preferred direction selected will be refined through costing and phasing.

- **Develop Three (3) Stacking Options for the Complex.**
- Key considerations will include:
  - Identifying units with high traffic flow or visibility so they are placed in the most public parts
  - Overall consolidation and location of units or functions amongst the buildings.
  - Clustering similar functions / units.
  - Optimize location of shared or common functions.
  - Recommendations for use of unique features in the complex.
  - Balancing the occupancy distribution per floor.
  - Identify separate public / private / inmate circulation and other security considerations.

The team will develop departmental space use tabulations and stacking diagrams on a floor by floor basis. Each will illustrate the number of floors, total area accommodated, net to gross ratio and interior organization of the building.

- **Conduct Re-Stacking Options Session** – This will be a one-day session to review the stacking options. A final direction will be selected for Schematic Design.
- **Develop** three (3) interior 3-Dimensional views.
- **Develop** cost and phasing for all spaces, including swing space.
  - Preliminary cost estimate of construction and total project cost (fees, moves, contingency, etc.).
  - Schedule (broken into phasing packages).
- **Develop** overall project schedule and detailed schedule for each phase.
- **Develop 50% Schematic.**
- **50% Schematic Session** – Present for approval the 50% set. This will serve as basis for cost and phasing.

## Fulton County Judicial Space Utilization Proposal

### Page 5

- **Finalize Cost and Phasing.**
- **Conduct Implementation Session** – Review the schematic cost and phasing with selected members of the EXTENDED TEAM. Outcome will be final revisions to the Schematic, Cost and Schedule.
- **Finalize 100% Schematic.**
- **Conduct Final Session**– Review and approval, by CORE TEAM, of final Schematic to include cost and phasing.
- **Draft Program Document** - Following these sessions the team will finalize deliverable document which will contain, as a minimum:
  - Executive Summary
  - Goals
  - Existing Floor Plans (also electronic)
  - Space Needs Assessment (existing and future space lists)
  - Stacking Concepts
  - Schematic Design
  - Implementation Plan
  - Judicial Space Standards and Design Guidelines
- **Review and Final** – Submit to County for Review and incorporate comments
- **Final Document Presentation** – Final presentation of the product

Fee for Basic Scope as Stated above: \$296,600

Timeline: 6 months

- **Additional Services:**
  1. Detailed “case load” assessments.
  2. Develop Design Standards – Based on the Space and FFE Standards, develop a range of palette of colors and finishes to be considered as a future standard.
  3. Design Standards Session – Session to review palette ranges and select a preferred palette (s) as standards.
  4. Inventory Existing space into Electronic file – add \$10,000 to \$15,5000
  5. Existing FFE Inventory.
  6. Mockups of space and furniture standards.
  7. Additional 3-Dimensional Renderings.
  8. Generic layout of existing furniture (courtroom furniture provided in our Base Scope of Services).

## Fulton County Judicial Space Utilization Proposal

### Page 6

Core of Court functions total 15 units. In addition, see other units on the primary list.

#### **1) Administrative Services - 6 Units Total**

- a) Attorney's Oath
  - i) In-State Swearing-In
  - ii) Mass Swearing-In Ceremony
  - iii) Out-of-State Swearing-In
- b) Board of Equalization
- c) Bond Validation
- d) Fiscal Services
  - i) Credit Card Services
  - ii) Court Trust Registry
  - iii) Fee Schedule
- e) Notary Commissions
  - i) Notary Training
- f) Passports

#### **2) Court Services - 7 Units Total**

- a) Superior Court Presiding Judge
- b) Superior Court Civil
  - i) Acquire Copies
  - ii) Adoptions
  - iii) Change of Address
  - iv) Divorce
- c) Superior Court Criminal
  - i) Acquire Copies
  - ii) Change of Address
  - iii) Criminal Case Proceedings
- d) Magistrate Court Civil
  - i) Abandoned Motor Vehicle
  - ii) Acquire Copies
  - iii) Civil Matters
  - iv) Dispossessory/Landlord Tenant
  - v) Garnishments
  - vi) Personal Property Foreclosure
  - vii) Small Claims
  - viii) Trover

## Fulton County Judicial Space Utilization Proposal

### Page 7

- e) Magistrate Court Criminal
  - i) Acquire Copies
  - ii) Criminal Matters
  - iii) First Appearance Hearings (Bond Hearings)
  - iv) Preliminary Hearings
  - v) Warrant Applications
- f) Poverty Affidavit
- g) Fee Schedule

### **3) Records & Real Estate Services - 2 Units Total**

- a) Recording Division
  - i) Fee Schedule
  - ii) Trade Names (DBA)
- b) Deeds and Records' Room
  - i) Common Document Types