

FROM (DEPT/ DIVISION): County Counsel

SUBJECT: DLR Group Contract

<p>Background:</p> <p>For the past ten months, the Courthouse Planning & Needs Assessment Committee has been meeting. The committee has reviewed and toured the current facilities and discussed the needs and deficiencies of the facilities. One of the next steps is to conduct a more formal study and assessment for the planning for courthouse needs of the county. The AOC-OJD Court Facilities Task Force has set deadlines for the interest and the application for funding for planning grants. The committee is interested in submitting an application for a planning grant. A proposal for assistance in making the application has been received from the DLR Group. The committee has reviewed the proposal and is recommending to the Board that the county contract with the consultant to assist in the process.</p>	<p>Requested Action:</p> <p>Review proposal and authorize contract with DLR Group in an amount up to \$20,639 to assist in the application for planning grant funding from Court Facilities Task Force</p>
---	--

ATTACHMENTS: Proposal

*****For Internal Use Only*****

Checkoffs:

- () Dept. Heard (copy)
- () Human Resources (copy)
- () Fiscal
- (X) Legal (copy)
- () (Other - List:)

To be notified of Meeting:

Needed at Meeting:

Scheduled for meeting on: December 29, 2021

Action taken:

Follow-up:



DLR Group Architecture & Engineering inc.
an Oregon corporation

110 Southwest Yamhill Street, Suite 105
Portland, OR 97204

December 17, 2021

Dan Dorrان
Umatilla County Commissioner
216 SE Fourth St
Pendleton OR 97801

Re: Project Name: Assistance with Criteria Narrative for OAC-OJD Court Facilities Task Force Submission
DLR Group Project No.: N/A

Dear Commissioner Dorrان:

Per the discussion at your Courthouse Assessment Committee meeting on Dec. 15 we are pleased to provide this proposal to assist Umatilla County with this first step. We understand the scope of our effort to be as follows:

1. Assist with authorship and documentation of the Submission Criteria (No. 1 on Task Force criteria document attached as exhibit A)
 - a. Review existing plans for Umatilla County Courthouse and Umatilla County Hansell Complex
 - b. Tour both buildings and interview selected stakeholders to obtain information related to Appendix B – JCF adopted assessment criteria (Attached as exhibit B)
 - c. Prepare overview narrative response like overview document prepared for Morrow County Courthouse for each of the two buildings (attached as exhibit C)
2. Assist with compiling responses / documentation authored by Umatilla County for submission criteria 2 through 6 (Exhibit A) as appropriate.
3. Produce draft overall narrative / submission document.
4. Attend one virtual review meeting for comment / feedback / update of draft narrative.
5. Develop final narrative document.
6. Attend Jan 24 session of OAC-OJD Court Facilities Task Force if requested.

We understand this first step narrative to be an overview level. Due to time restraints and desire to keep this initial fee in line we have not included any on-site time for structural, mechanical, or electrical engineering. We do not believe that level of assessment is needed at this stage. Those assessments will be necessary to update this narrative for submission in the future if / when you request matching funds for construction. We understand that for this request – for planning funds only – the Task Force understands that more detail will come from the planning process itself.

We propose a lump sum fee of \$19,845 plus a budget of \$794 for reimbursable costs (travel, hotel (anticipate two nights for two persons), meals while visiting Umatilla County. Total not to exceed amount would be \$20,639. See Exhibit D for our task fee analysis of how we developed this fee proposal.

Depending on how quickly we can develop a form of agreement we are prepared to start and prepared to visit the buildings at the earliest mutually convenient time for our team and yours. We will need to interview folks in the know about each of the categories of criteria stated on exhibit B.

Dan Dorrان

Page 2

Please let me know if you have any questions. We can assist with a form of agreement if you desire or feel free to forward a proposed form of agreement to us if you have one you are comfortable with.

Sincerely,
DLR Group



Kent R. Larson
Principal in the Firm

Encl: Exhibit A; Exhibit B; Exhibit C; Exhibit D

cc:
Justin Stranzl

Below are the criteria the Court Facilities Task Force adopted on June 11, 2014 for use when prioritizing county projects.

Criteria:

1. Need

- a. Current Condition of your court facilities.
- b. Ranking/analysis in 2008 courthouse facilities assessment, and any changes since (feel free to make comments about the study).
- c. See pp. 38 and 62-63 of the attached Feb. 2009 Legislative Committee on Court Facilities report. Please evaluate your facilities against those criteria.

2. Level of collaboration with, and involvement by the court.

3. Readiness

- a. Is the county ready to proceed?
- b. Does it have the necessary financial and political commitments? Please identify and explain.

4. Likelihood of on-time, on-budget completion

- a. Do other transactions need to occur before the project is ready to go? (e.g., Does the county already have the land and/or the project matching funds?)
- b. What processes, decisions, actions need to occur to execute this project?
- c. Describe the number/significance/complexity of project unknowns or contingencies.

5. If bond funded (major rebuilds/new courthouses), does it meet the statutory criteria? See, Sections 6 and 7, 2014 [Senate Bill 5703](#) (Section 6 begins on page 4).

- a. Structural defects posing actual or potential threat to human health/safety;
- b. Replacing courthouse more cost effective than remodel/repair; and
- c. Create an opportunity to co-locate with other state offices.

6. Urgency

- a. What are the consequences of this project not receiving funding now?

- b. What are the consequences of this project not receiving funding at all?

- 7. Does the facility plan incorporate Best Practices (e.g., as published by the NCSC)? See www.ncsc.org/topics/courthouse-facilities/courthouse-design-and-finance/resource-guide.aspx.
- 8. Level of detail provided/currently available as an indicator of thoroughness/maturity of the proposal.
- 9. For non-bond projects, availability of county matching funds.

I. General Facilities Design Assessment Criteria

1. Building Configuration

- High public contact functions are located on lower floors.
- Functions not requiring substantial public contact are located on upper or below ground floors.
- Functions requiring higher security levels are located on upper or below ground floors.
- Internal circulation patterns for in-custody cases are located in three separate and distinct zones: public; private (for court staff); and secured circulation for in-custody persons. (See Section IX)

2. Public Service Requirements (including Fire, Life, Safety)

- Main public entrance accommodates anticipated public traffic.
- Public waiting areas:
 - Include sufficient comfortable seating.
 - Located close to areas of highest public use.
 - Have easy access to restrooms, water fountains and telephones.
 - Sized in proportion to the population to be served.
 - Configured to minimize noise transmission to courtrooms.
- Signs, Directions:
 - Directional and informational content is incorporated into the design of all public areas.
 - A building directory is located near each public entrance.
 - A building directory features a diagram that lists all the building's major components.
 - Informational signs are multi-lingual, as appropriate.
 - Braille lettering and audio signals are provided at elevators.
- Information kiosk or counter:
 - Located in a highly visible place near the main entrance.
 - Provides direction and basic information.
 - Provides an automated system using touch screen technology connected to the Local area network.
- Court calendar information:
 - Posted in the information area.
 - Video monitors used (large court facilities).

3. General Office and Workstation

- General Office Guideline (in square feet)
Per staff member; includes work space, files, office equipment, conference, training and reception areas. 250 – 280
- Workstation Sizes (in square feet)

(Type)	(Workstation)	(Private Office)
Staff/Technical	50-80	
Supervisory	80-100	100-120
Management		120-250
Executive		200-250

4. Provisions for Persons with Disabilities

- All areas of the court facility meet all state and federal ADA requirements
(The courts have completed extensive ADA Assessment surveys evaluating compliance with applicable requirements).

5. Security and Public Safety

- Building security (See Section VIII)
 - External video surveillance cameras positioned at each pedestrian and vehicular entrance.
 - Building entrances configured with unobtrusive security barriers.
 - Grounds configured to inhibit access of unauthorized vehicles.
 - No public parking adjacent to structures.
 - At least one courtroom is equipped for high risk trials.
 - Air intake vents for the HVAC system are secured from public access.
- Public Safety
 - Building complies with all relevant fire codes (adequate fire protection and fire alarms).
 - Emergency power and lighting capacity are provided.

6. Seismic Safety

- The structure of the building complies with relevant seismic safety codes.
(A full-scale evaluation is outside the scope of this assessment).

7. Heating, Ventilating and Air Conditioning (HVAC)

- HVAC system meets all code requirements.
- Systems are able to maintain temperatures between 66 and 78 degrees Fahrenheit.
- Each courtroom has an individual control for the HVAC system.
- Adequate fresh air and exhaust ventilation in areas subject to dense occupation (i.e., courtrooms).
- HVAC system sound transmissions have been minimized.
- HVAC system ductwork incorporates sound deadening technology between rooms that require private conversations (jury rooms, judges' chambers, and attorney client conference rooms).

8. Plumbing and Electrical

- Plumbing
 - All restroom facilities and drinking fountains meet building codes.
 - Separate restroom facilities are provided for the public, judicial staff, and in-custody defendants.
- Electrical
 - Electrical systems meet building codes.
 - Sufficient electrical capacity and quality are provided to accommodate anticipated future needs.
 - Electrical capacity meets total connected load requirements plus 25 percent for future load growth.

9. Information Systems and Communications

- (Also See Section X)
- Designated computer or telecommunications rooms (Larger Court facilities) with increased cooling capacity, separate or redundant power and located to reduce the risk of flooding
- Designated room has sufficient cooling not to exceed 82 degrees Fahrenheit.
- Designated room has controlled access including door locks.

10. Lighting

- Sufficient lighting in all building areas to conduct business.

11. Acoustics

- Provides minimum intrusive noise.
- Provides accurate hearing and recording of proceedings.
- Provides access to the court by the hearing impaired.

12. Parking; Vehicular and Pedestrian Access

- Provides secured parking adjacent to the courthouse for judges.
- Passenger loading and short term parking areas are provided near to but at a safe distance from courthouse entrances.
- Loading zone area provided for delivery vehicles that do not need to use the loading dock.
- All deliveries required to go through x-ray screening.
- Access to the courthouse meets ADA requirements.
- Building provides a single primary public entrance to the courthouse.
- Lobby is large enough to accommodate all visitors during peak periods.
- Metal detectors and x-ray equipment are placed in the circulation path from the entrance.

13. Building Support Services

- Court facility incorporates space for the following functions:
 - First aid station
 - Food services
 - Loading dock
 - Supplies and equipment storage
 - Maintenance shops and office
 - Custodial supplies and storage and
 - File shredding area

II. Courtroom Assessment Criteria

1. General criteria

- Courthouse has at least one large courtroom to accommodate large trials and other kinds of public functions.
- Courtrooms sized and configured to accommodate the type of proceedings assigned to the room.
- Courtroom is composed of 2 components: the litigation area and the spectator seating area

- The parties in any proceeding are able to clearly see and hear the witness, jury, judicial officer and counsel.
- Courtroom is configured to protect witnesses and jurors from intimidation.
- Courtroom is configured to ensure appropriate confidentiality for attorneys and judicial officers.

2. **Courtroom Size Criteria** (NSF is net square feet)

- Ceiling heights are proportional to the size of the room.
- The size of the courtrooms:

Type	Litigation area			Spectator area			Total Square Feet	
	NSF	Width	Length	Seating	NSF	Width		Length
Non-jury civil/juvenile/family	840	30	28	20-40	260-360	30	varies	1,100-1,200
12-person jury	1,152	36	32	30-60	348-648	36	varies	1,500-1,800
High volume/multitigant	1,360	40	34	100-150	840-1040	40	varies	2,200-2,400

3. **Courtroom areas**

- Judicial officers bench:
 - Has an unobstructed view of the entire courtroom.
 - Is elevated so that the occupant's seated eye level is higher than anyone standing.
 - Accommodates computer (including sufficient space for multiple monitors), telephone, data transmission equipment, and writing desk.
- Courtroom clerk's station :
 - Is adjacent to the bench and accessible to counsel.
 - Has adequate space for placement of in-process forms, exhibits and other essential materials.
 - Is cable-ready for computer terminals, has telephone, electrical outlets and audio controls.
- Witness stand:
 - Witness has clear facial view of the judge, jury, parties, court reporter and counsel.
 - The chair is height adjustable and easily removable to accommodate wheelchair access.
 - The stand is on a level between the floor of the litigation area and the judge's bench.
 - The stand is large enough to accommodate an interpreter.
- Jury box:
 - Each juror has clear sight lines to the witness, counsel, judge and evidence display areas.
 - Has physical separation from the spectator and counsel areas.
 - Is large enough to comfortably seat the full number of jurors needed for trial.
- Counsel area:
 - Has at least two tables positioned so attorneys can be seen and heard by other attorneys, the judge, the witness and the jury.
 - Tables placed far enough apart to allow private conversations between attorneys and clients.
 - Tables provide electrical outlets and connections to accommodate computers and internet.
 - Tables and table areas are large enough to accommodate interpreters.
- Spectator area:

- Provides seating for witnesses, family and the public.
- The area is separated from the litigation area in a manner that controls movement.
- The area is sized to accommodate the jury panel during jury selection.
- Space is reserved for wheelchairs.
- Other Areas and Features:
 - Court reporter area is situated so that anything said by participants can be heard; reporter has access to electrical outlets.
 - Bailiff's station is situated to enable the occupant to see all persons in the courtroom.
 - Exhibit display and equipment is located to be clearly visible for all court participants.
 - Silent duress alarms are located in the judges' bench, courtroom clerk and bailiff areas.
 - Assisted listening devices are available.

III. Judicial Offices and Support Space

1. Judicial offices

- Accessible only from a private corridor.
- Chambers, either clustered or adjacent to courtrooms, are provided to each judicial officer.
- Each chamber is equipped with a silent duress alarm.
- Chambers are a minimum of 350 net sq. ft. (not including restroom).
- Chambers have adequate sound insulation
- Judicial offices have access to private restrooms.

2. Support Space

- Support staff workstations/reception/waiting areas are adjacent to chambers.
- Work areas for court reporters, law research clerks, bailiffs are provided.

IV. Jury Assembly and Deliberation

1. Jury Assembly

- Jury assembly room/information presentation area.
 - Sufficient seating for all prospective jurors:
 - a. 8 to 12 square feet per person for theater style seating;
 - b. 15 to 20 square feet for accommodate lounge-type seating.
 - Areas for reading, studying, working and watching television are provided.
 - Working areas are provided with data connections and electric power for computers.
 - Public telephones, restroom facilities, and coatrooms are adjacent to the jury assembly room.
 - Movement of jurors minimizes contact with attorneys and litigants.
- Jury reception/check-in area
 - A silent duress alarm is provided at the desk.

2. Jury deliberation room

- Ratio of jury deliberation rooms to courtrooms is one to two.
- Located on restricted corridors.
- Can comfortably accommodate 14 jurors.
- Allows use of charts, exhibits, and video monitors.
- At least 350 net sq. ft., exclusive of restroom and refreshment areas.
- Acoustically designed so that conversations cannot be heard outside the room.

V. Court Administration

1. General Considerations

- The court administration area is designed to ensure the efficient flow and processing of work.
- Court administrative offices are connected to both public and private corridors.
- Duress security alarms are in appropriate sites.

2. Court Administration Area

- General work area and miscellaneous support
 - Includes a work area for sorting mail and for copying equipment.
 - Work space is provided for all appropriate staff and for records that are in use.
- Public service counters
 - General office areas are separated from public areas.
 - Counters are designed for efficient exchange of public documents.
 - Counters are capable of accepting and electronically processing documents via electronic scanning.
 - The public area outside the counter provides at least 10 feet between the counter and the entrance for queuing.
 - A public area for viewing records is provided adjacent to the counter; secure and visible to staff.
 - Public area has a controlled access terminal or workstation capable of providing service to the public for research and general court functions.
 - Security glass, or other methods for insuring that the public remains outside of office area, is in place at service counters.
 - Duress security alarms are placed in appropriate sites and integrated into the courthouse security system.
- Records storage.
 - Sufficient space is provided for records storage and retrieval.
- Exhibit/evidence storage.
 - Secure areas are provided for storage of exhibits.
 - Separate secure area is provided for storage of evidence.

1. Court Support

1. Children waiting area.

- Area includes adequate storage for toys, games and books, easy access to restrooms with diaper changing stations, and space for staff or volunteers.
- Area has additional electrical capacity and power for VCR/DVD viewing

2. Court facilitator services area

- Court program areas (i.e. for *pro se* litigants) are located in areas convenient to the public.
- Areas have space adequate to fulfill functions.

3. Attorney client conference rooms

- One conference room per two courtrooms is provided for attorney use.
- The rooms accommodate a table and four chairs.

4. Waiting areas for adverse parties

- Areas are divided so that adverse parties are separate from one another.

VII. Alternative Dispute Resolution

Note: With the exception of Marion County, dedicated space for provision of these services is not a part of the courthouse facilities provided in Oregon. However, for courts with increasing family court, small claims, domestic relations and FED mediations, adequate dedicated space is a consideration.

1. Mediation Services

- Mediator offices accommodate up to six individuals, and have sound absorbent walls.
- Reception/waiting areas provide separate areas for different parties.
- Large mediation room accommodates larger family groups and allows involvement of additional staff.
- Mediation area provides a waiting area for children, located in a secure place, and an equipment storage area.
- Mediation area includes some kind of duress alarm system.

VIII. Court Security

1. Building perimeter, site and parking assessments:

- Architectural barriers to protect entrances.
- Surveillance cameras at entrances and exits.
- Illuminated circulation around building and parking lot.
- Illuminated parking lots.
- Tamper resistant utility connections to building
- Low height landscaping
- Secured parking for judges
- Surveillance cameras in parking lots

2. Building entrances assessments:

- Surveillance cameras
- Security weapons screening
- Intrusion detection alarms
- High security door locks
- Intercom system at entry door
- Visual monitoring of entrance
- Controlled access to loading dock
- Screening equipment for incoming packages
- Key car or other electronic device for non-public access doors.

3. Public waiting areas assessments:

- Limited ability to hide contraband
- Controlled public access to secured rooms
- Surveillance cameras

IX: In-Custody Defendant Areas

1. Remote Video Communication.

- Facility is equipped with remote video connections between the court facility and the detention facility.

2. In-Custody Receiving, Holding and Transportation components:

- Vehicle sallyport
- Security vehicle parking
- Pedestrian sallyport
- Initial holding cell and search area
- Control center
- Central holding cell
- Lunchroom
- Dress-out, property and clothing storage
- Attorney interview space
- Secure elevators and corridors
- Courtroom holding cells

X: Facilities Technology Recommendations

1. Power

- Individual electrical receptacles for each technology component without the use of extenders
- Backup power supplies (UPS) sufficient to provide 15 minutes of battery power in the event of power interruption to critical technology components
- Electrical power to computer server rooms capable of supporting a minimum of 10 individual components
- All power used for technology resources should be properly conditioned and filtered to allow for the highest level of efficiency.
- Rack-mounted backup power (UPS) sufficient to provide 30 minutes of battery power in the event of power interruption to all critical network components such as switches and routers, video units, electronic recording and media or file servers.
- Dedicated electrical circuits for computer and technology components at a minimum of 20 amps per circuit.

2. Voice/Data

- Minimum of 2 recessed data-ports on separate circuits, for each workstation or laptop computer
- Minimum of 2 recessed voice-ports capable of supporting both analog and digital voice circuits at each individual work area
- Network cable to support 100mb/s certified data thru-put adhering to current standards for low-voltage cable installation.
- Minimum network switch capacity to handle total number of required connections plus twenty percent additional load.
- Network switch and routers capable of up to 1Gb/s loads.

- Provisioning of cable pathways to allow easier cable changeover to accommodate improvements in data technology
- Network switches operating at 1Gb-10Gb speed and cabling capable of supporting Power Over Ethernet (POE)
- Isolated data circuits in each courtroom and conference room dedicated for video streaming and video conferencing with voice.
- Ceiling oriented network data-ports and power capable of supporting wireless network access components



P.O. Box 788 • 110 N. Court St.
Heppner, OR 97836 • (541) 676-2529

Darrell J. Green
County Administrator
dgreen@co.morrow.or.us

ATTACHMENT B ENGINEERING SUMMARY FOR REFERENCE ONLY

Executive Summary

This is a preliminary analysis of the Morrow County Courthouse that provides a snapshot of the existing facility conditions that are being addressed and require further and a more complete analysis. This engagement will help provide justification and prioritization for funding to the 2019 Legislative Session.

The current use is still the same since its opening in 1903 an active Circuit Court and appellate court, which creates issues in its functionality and utilization. The courthouse facilitates other county functions such as offices for the District Attorney, Treasury, Assessors Office, Support Enforcement, County Clerk, and Tax Collection. The entire facility was reviewed during our initial visit to gather information in each of these functional areas to address noticeable issues or deficiencies.

From our site visit and preliminary assessment Morrow County identified these areas to focus on; Configuration and special use, Jury assembly and deliberation spaces (including adequate restroom facilities), Relocation and needs of the law library (including the District Attorney in discussion and structural component), Judges Chambers, People with disabilities needs, adequate holding area location, and safety & security. The headings below are directly from the Appendix A– JCF Adopted Assessment Criteria of the Interim Committee on Court Facilities Final Report 2009 that relate to the areas that wanted to be addressed from the Morrow County Officials.

Building Configuration

During the assessment we agreed that the Building Configuration and special use of the facility needed to be addressed. The high public contact departments (Treasury, Assessors Office, Support Enforcement, County Clerk, and Tax Collection) and functional areas are on the lower floors the building. The current layout does present instances that require interaction with staff or clientele that should not have interaction as the Courtroom, Jury Deliberation, and Attorney offices are upstairs away from the high public contact areas. These interactions may lead to possible issues. This will require a complete assessment and analysis to address these layout & design concerns to alleviate any configuration and functional issues.

Provisions for Persons with Disabilities

Our visual assessment of the facility both inside and outside noted the ADA accessibility and deficiencies. The rear main floor entry from the rear parking lot is ADA accessible and so is the main floor restroom & offices. The main floor Elevator allows for ADA access to the upstairs offices and Courtroom. However, the upstairs restroom near the small break room is not ADA compliant. The Jury Deliberation Restroom is not ADA accessible. The lower level and basement levels are not ADA accessible. This is a major component of the restoration and rehabilitation to meet the needs of the public and keep the historic preservation of the courthouse that needs to be addressed.

Security and Public Safety

The building security was visually reviewed per the assessment criteria. There is marginal compliance and needs a thorough analysis done of each of the integrated systems in place (surveillance, perimeter lighting, security doors, secure windows, etc.).

Regarding public safety, a complete and thorough analysis of the existing fire protection system, fire alarms, evacuation plan & routes, and current fire codes needs to be completed. The visual assessment provided evacuation plans around the facility as well as access to fire safety equipment (extinguishers, hoses, water, AED, etc.). It did not allow for testing of the equipment or systems capacity and efficiency but needs to be done as part of the complete Feasibility Study for rehabilitation and compliance.

Courtroom Areas

During our visit we noted that the courtroom currently shares space with the law library. The law library takes up approximately one quarter of the rear of the courtroom. This was done to provide a Jury Deliberation Room (addressed in Jury Deliberation Section). This will need to be evaluated for removal from the courtroom and remodel of this area for future use.

Judicial Offices

The judge's chambers were evaluated and noted as shared spaces due to space constraints and poor configuration. Upon approval of funds the Feasibility Study will provide guidance for optimal space utilization and address the privacy and acoustics issues that accompany shared spaces.

Support Space

The area available to conduct business and store records is inadequate and is in need for a comprehensive analysis.

Jury Assembly

Currently the Jury Assembly is held in a separate building, with no accessible path between the existing courthouse. A further analysis of the space utilization of the upper level of the courthouse will need to be done and incorporate this into the Feasibility study for the remodel.

Jury Deliberation

Upon entry into the Jury Deliberation room, we immediately noticed the inadequate space to comfortably accommodate jurors and functional area to perform duties. The existing space does not allow for extra room to review charts, exhibits, or video monitors & equipment. This space was limited even more after a remodel of the clock tower. The Jury Deliberation Restroom is not ADA compliant and provides marginal code compliance. This area will need to be thoroughly reviewed and remodeled for compliance to current standards and statutes.

Court Security

We performed a visual assessment of the building perimeter, site, parking evaluation, building entrance evaluation, and public waiting area assessment. There is marginal compliance across the board of these categories and the courthouse has taken some measures to meet some of the standards. However, a thorough comprehensive Feasibility Study needs to be performed to understand all the components, systems, surveillance, traffic flow, public transactions, public & private access, security screening measures, and safety protocols that exist to provide accurate and reliable feedback to what needs to be changed, remodeled, and its costs associated with the proposed renovations.

The following examples were provided from the County Staff, “at times potential jurors and empaneled jurors must travel through an open parking lot between the county administration building to the county courthouse, which creates the risk of exposure to litigants or family members of litigants. Physical security is only provided while court is in session and the surveillance system needs to be upgraded.”

In-Custody Defendant Areas

The current In-Custody Receiving, Holding, and Transportation components that are in place for the existing courthouse are combined between the Sheriff’s Office and the County Courthouse. The In-Custody court customers are currently held in the rear of the courtroom in an open area with benches. The customers are shackled to prevent interaction and always accompanied by an officer. Due to the open space and lack of confinement there is the associated risk to public safety and risks to the defendants’ constitutional rights. A thorough assessment of this area will need to be conducted for remodel and rehabilitation to utilize this area and promote a safe & functional environment.

Overview

Overall the facility remains functional however there are deficiencies and areas of marginal compliance that need to be addressed due to current statutes and code requirements. This initial report provides the justification and recommendations for state funds to be issued to Morrow County, to complete a full Building Feasibility Study & Assessment as well as the rehabilitation and remodel of the existing courthouse based on the budgetary numbers from the 2009 report. Upon receipt of state funding Morrow County will put together a project team that will complete a comprehensive building evaluation consisting of the building structure, building type, details drawings, structural system, building envelope, accessibility, HVAC system, plumbing system, fire protection, electrical systems, fire alarms, IT infrastructure, security features, surveillance, elevators, ADA Compliance, code and statute compliance for court facilities, remaining criterium from the Appendix A noted above, proposed renovations, and proposed construction costs.

DLR Group
 Courthouse Criteria Narrative Assistance
Fee Proposal
 Dec. 17, 2021

Umatilla County

		Kent Larson	Kelli Stewart	NA	NA	Administrative Support	Hours	Total
Rate		\$235	\$175	\$235	\$175	\$115		
Totals								\$ 20,639
PD	Predesign Phase	\$ 10,340	\$ 9,275	\$ -	\$ -	\$ 230		\$ 19,845
	Totals This Phase	44	53	0	0	2	99	
	PM / Coordination / Team Meetings	1	1	0	0	2	4	
	Review Existing Documents	4	8	0	0	0	12	
	Site Visit / Review Existing Conditions / Interview Selected Stakeholders	18	18	0	0	0	36	
	Narrative Production - Write Criteria response and Compile County provided text.	8	16	0	0	0	24	
	Review Meeting for Draft Narrative (Virtual)	3	3	0	0	0	6	
	Finalize Narrative Document	2	7	0	0		9	
	Attend Jan 24 Session	8	0	0	0	0	8	
		0	0	0	0	0	0	
		0	0	0	0	0	0	
		0	0	0	0	0	0	
		0	0	0	0	0	0	

Consultants Reimbursable	\$ -	\$ -
NA	\$ -	
Reimbursable Budget	\$ -	\$ 794
4% of Fee Total = Budget		\$ 794