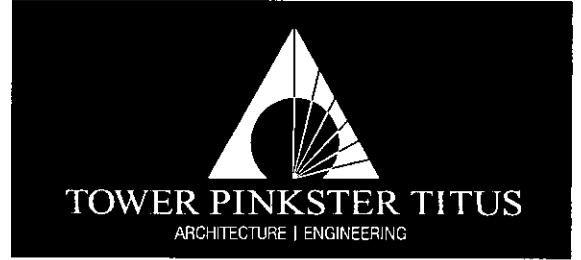


# Courthouse Phase

 ALLEGAN COUNTY

NOVEMBER 17, 2006



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# Executive Summary

In March, 2006, TPTA was retained by Allegan County to validate the space program for the Courthouse facility previously prepared by Maximos Group, and to conduct an organizational analysis of the departments within the building relative to their location and optimal adjacencies. The need for this evaluation and study became more evident once the County embarked on the implementation of a long range facilities plan that resulted in the relocation of the Board of Commissioners Offices and meeting rooms, Administrative Services, IT Services and the Facilities Management Department to the Dumont Lab site outside the City of Allegan.

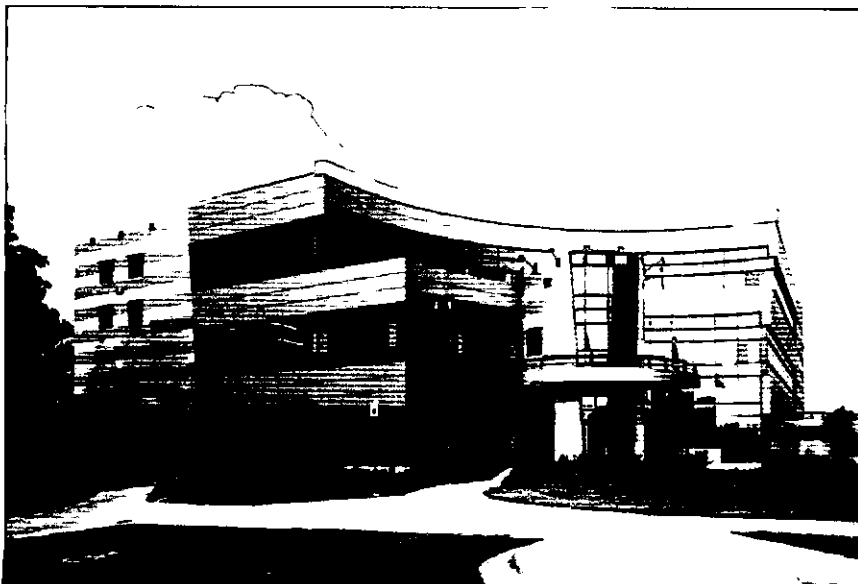
## SCOPE OF WORK

The scope of work for the Courthouse Mast Plan Study undertaken by TPTA was subsequently clarified and modified as outlined in correspondence from Allegan County Administration (September 2006). Three (3) key questions were identified and required responses. They are as follows:

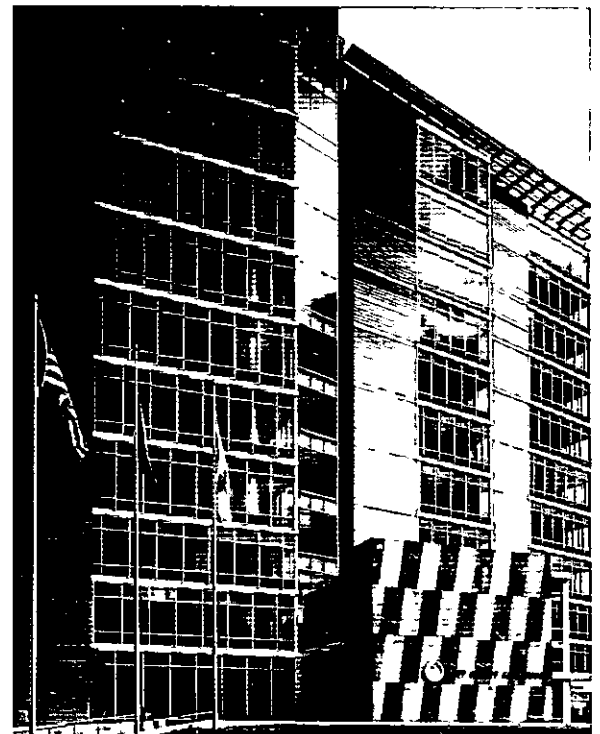
- What could be done to the courthouse (by design) in order to co-locate Probate Court operations from Dumont Lake with that of the Family Court and what would be the cost to achieve this objective

- Could the existing courthouse be re-organized and remodeled thru reorganization of the functions currently housed there-in (including the co-location of the Probate and Family courts) to satisfy the projected space needs (departmental growth) over the next 10 years (2017) What would be the cost of the changes and improvements needed to accomplish this objective?

- What would be the cost to construct a "new facility" to house the current occupants and departments of the existing courthouse and one that would meet the space needs requirements projected thru the year 2017?



*Kent County Sheriff Department*



*Kent County Courthouse*

# Executive Summary

## GOALS OF THE COURTHOUSE MASTER PLAN

- Document existing departmental locations within the building and the floor area occupied by their operations
- Document and project the space needs for all departments and agencies within the courthouse to satisfy the space needs through the year 2017
- To improve ready access to County departments, courts and related agencies by the residents of the county and other public, as well as the effectiveness the services delivered by them due to location, adjacency and efficient use of available space
- Develop a planning concept that would efficiently and effectively improve the security of the building occupants through the strategic location of a security check point for the screening of visitors and occupants recognizing the existence of formal and original building entry from Washington Street Increase the capacity of inmate holding cells within the building to limit the extent of departmental relocations within the building except where necessary to accommodate present need and projected future growth
- To explore the concept of a "Land Office" there by developing immediate adjacencies and a common public service (customer service oriented) aggregation of the following departments with easy and ready access from the building entry
  - County Treasurer
  - Register of Deeds
  - Equalization
  - Drain Commission
- To develop a concept that would effectively zone the building so that to the extent possible those departments and agencies with the heaviest client/customer traffic would be located on the main (first floor) level of the building with others on the ground floor and second floor locations
- To explore the possibility of a vertical alignment of the courts ie on Ground, First and Second floors to promote security and the flexibility of operations relative to the movement of jurors from assembly rooms and the secure vertical movement of defendants in custody to court rooms on all three floors
- The development of a Master Plan concept for the courthouse that would permit a phased implementation while limiting the abandonment or re-work of areas completed in an earlier phase of work on the way to fully implementing the facility Master Plan



# Executive Summary

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## GENERAL STATISTICS

*(Courthouse Building and Existing Use)*

- The building consists of three floors with a total gross area of eighty two thousand two hundred and fifteen square feet (82,215 sf)
- The total net usable floor area attributable to departmental use on all three floors is fifty two thousand four hundred and sixty eight square feet (52,468 sf).
- The ratio of total net usable area to total gross area is 1:1.57 or an efficiency of approximately 64%
- Floor areas not included within the net useable area statistic includes the following :

Prime circulation corridors

Vertical circulation (elevators and stairs)

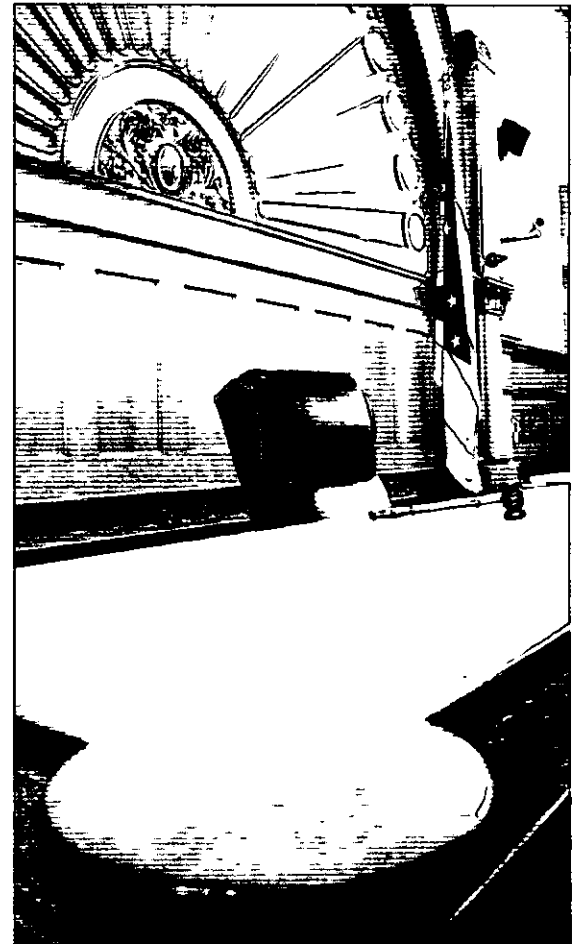
Public and staff washrooms

Mechanical and electrical equipment rooms

Exterior and interior wall assemblies

Floor plans of existing three (3) floors

Tabular space program



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*"Having worked very closely with Mr Richard Bromfield for the past two years, I am pleased to highly recommend him to anyone who might need the services of what I consider a top-notch man and organization."*

— DWIGHT C. BROWN, FORMER BUILDING AND GROUNDS CHAIRMAN  
IONIA COUNTY BOARD OF COMMISSIONERS



Allegan County  
 Courthouse

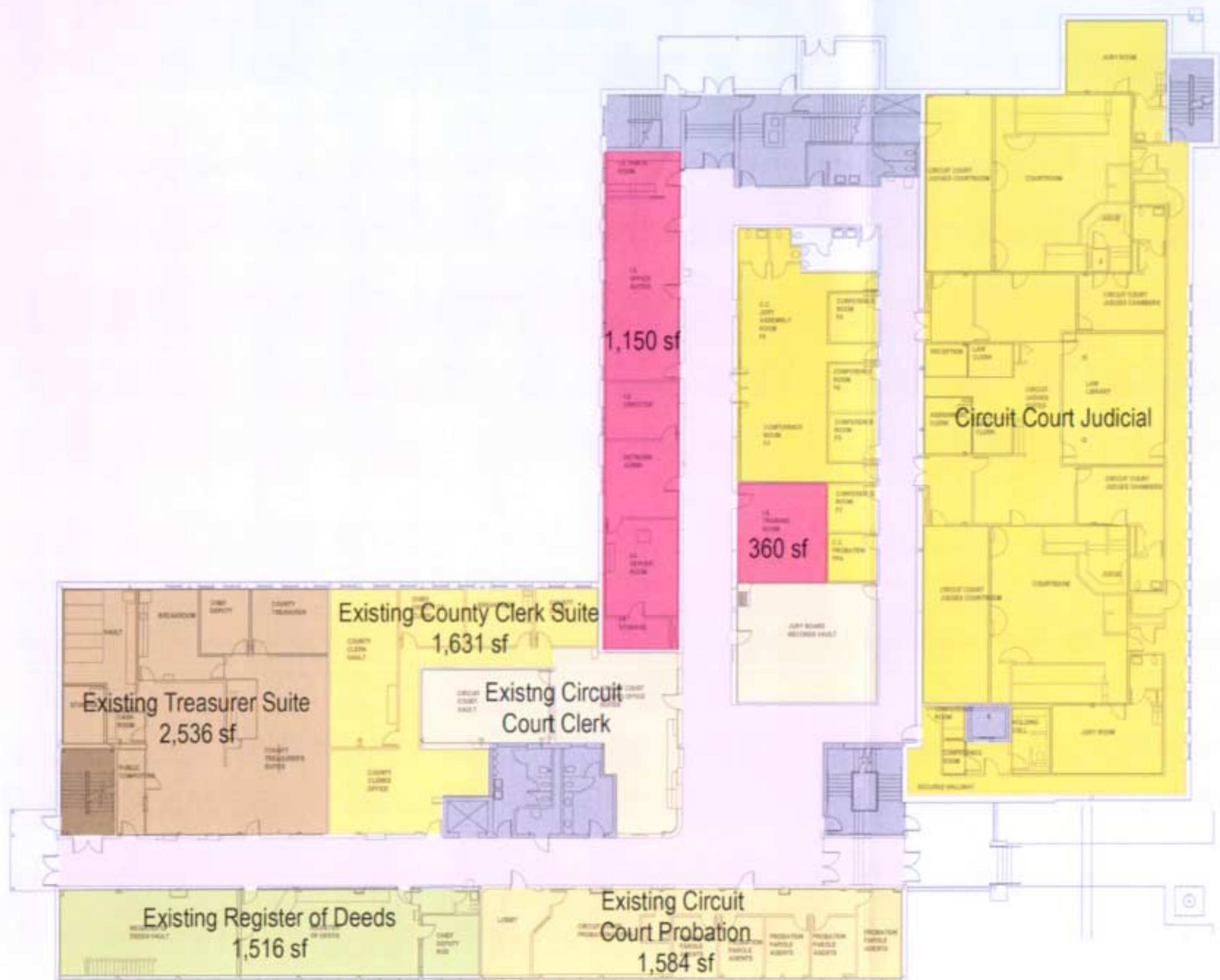
Ground Floor Level  
 Existing Uses

PROJECT # 04-826.22  
 NOVEMBER 13, 2006





# Allegan County Courthouse



## First Floor Level Existing Uses

PROJECT # 04-826.22  
NOVEMBER 13, 2006

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TOWER PINKSTER TITUS  
ARCHITECTS ENGINEERS

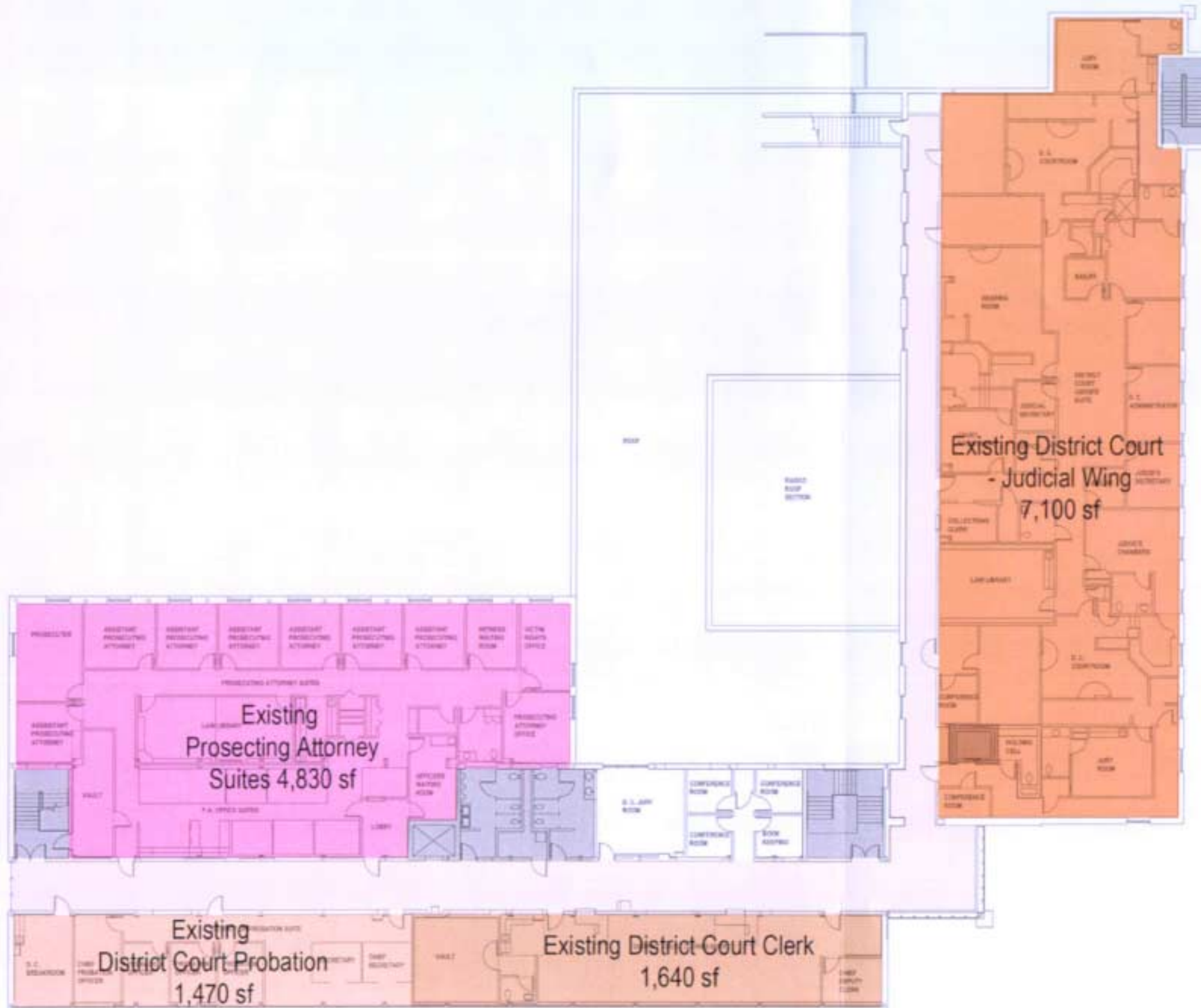


# Allegan County Courthouse

## Second Floor Level Existing Uses

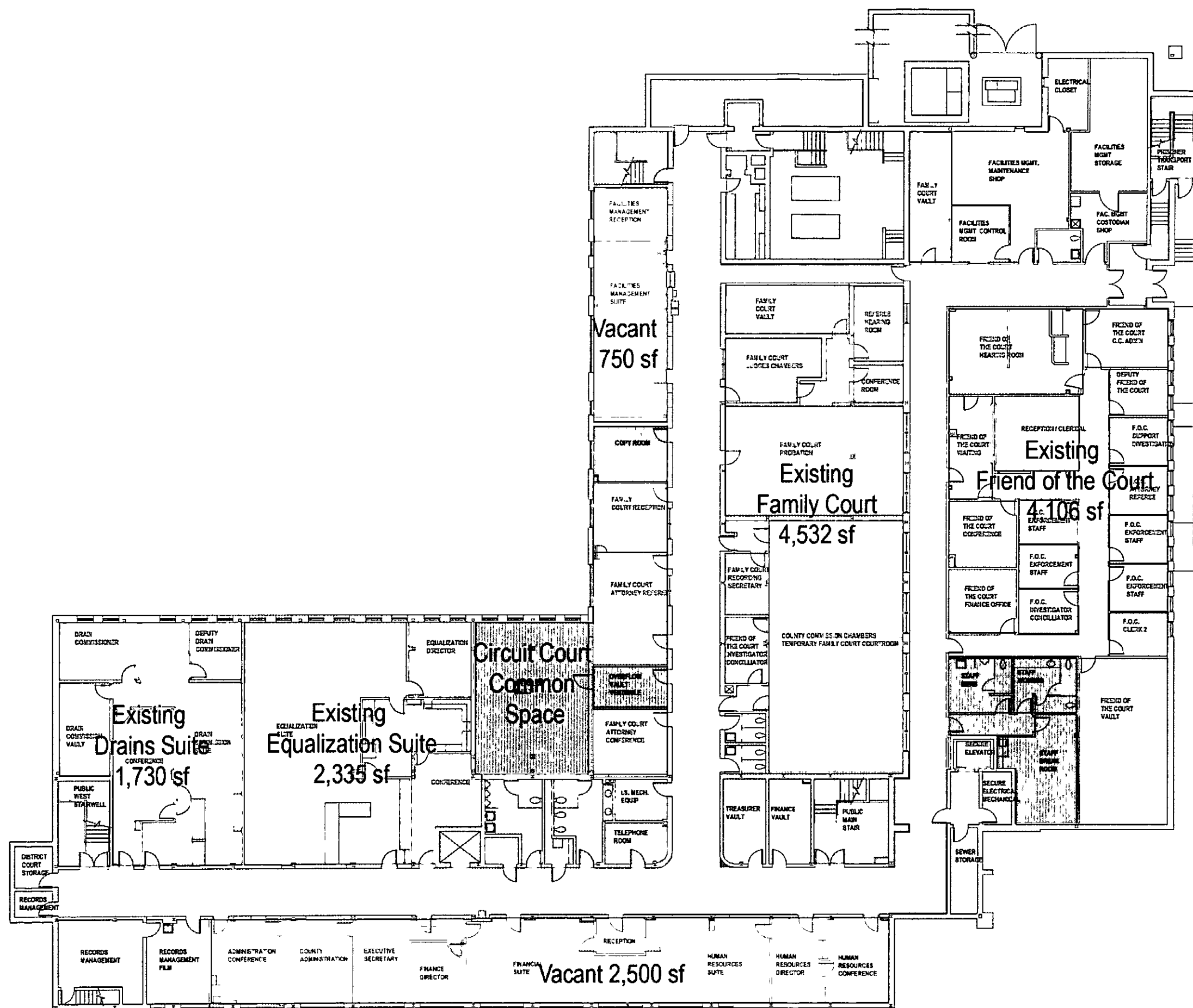
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NOVEMBER 13, 2006

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# Allegan County Courthouse



## Ground Floor Level Existing Uses

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NOVEMBER 13, 2006

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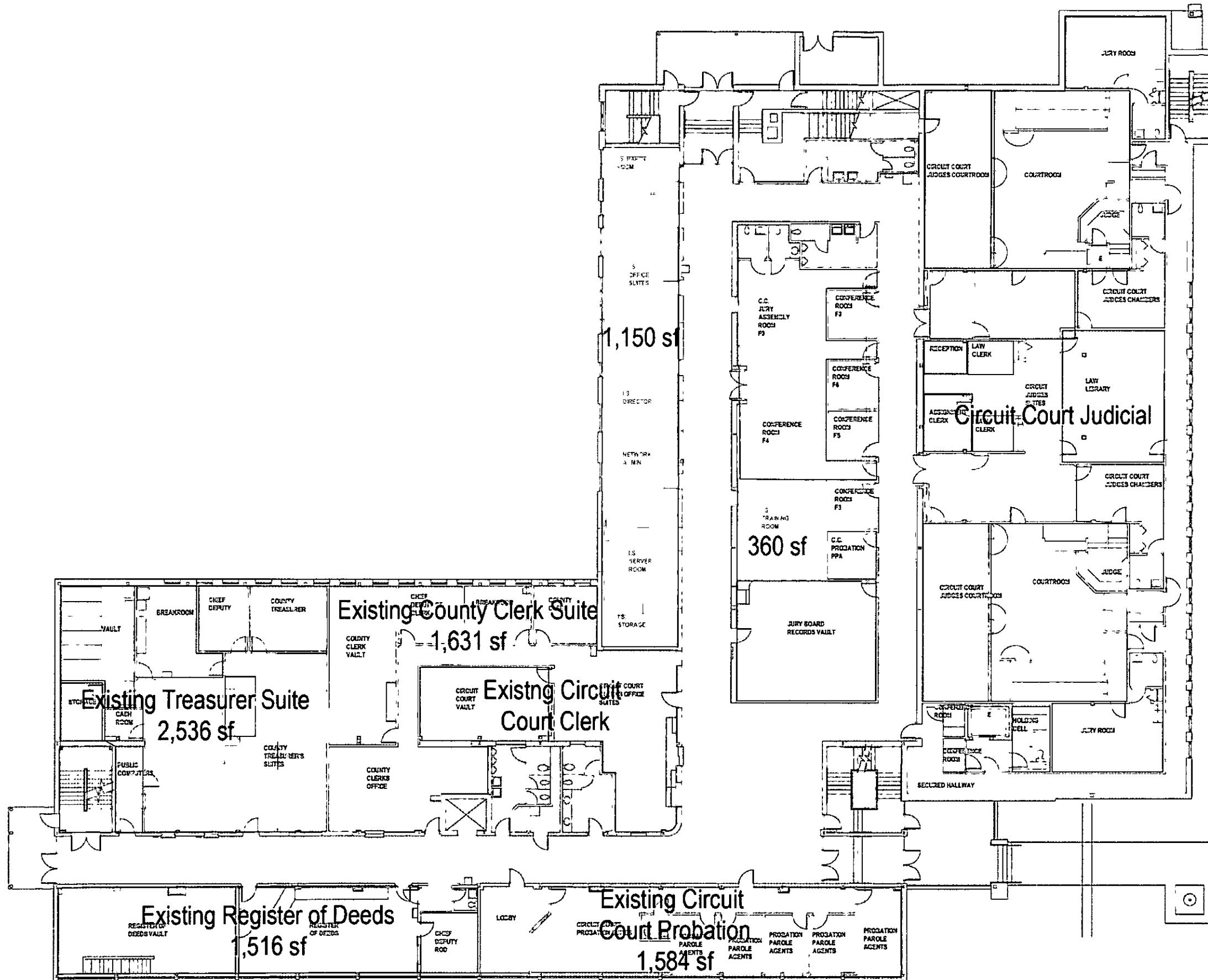


TOWER PINKSTER TITUS  
ARCHITECTURE ENGINEERING





# Allegan County Courthouse



## First Floor Level Existing Uses

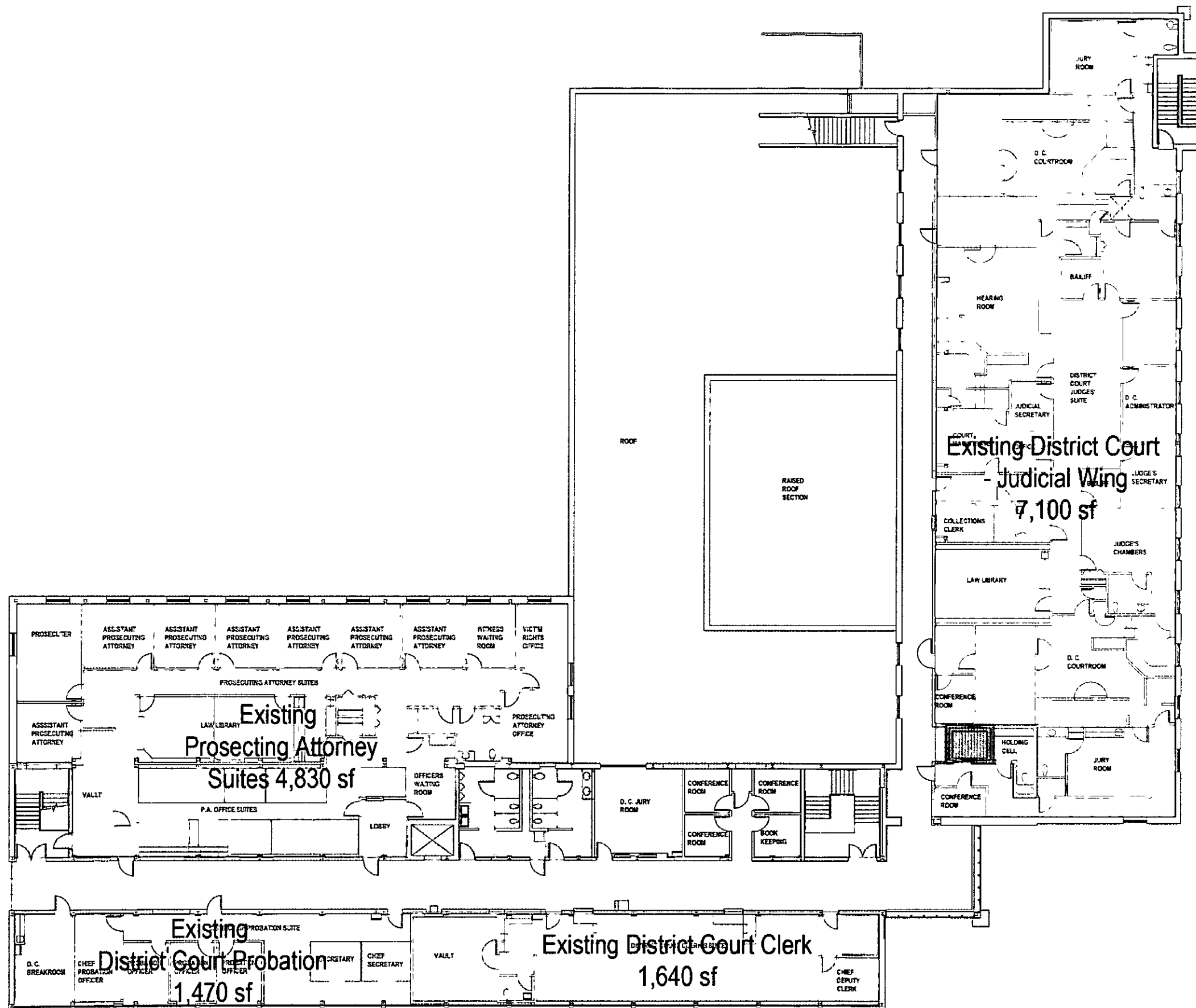
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NOVEMBER 13, 2006

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**TOWER PINKSTER TITUS**  
ARCHITECTURE ENGINEERING

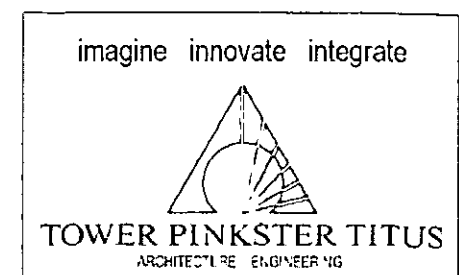


# Allegan County Courthouse



## Second Floor Level Existing Uses

PROJECT # 04-826.22  
NOVEMBER 13, 2006





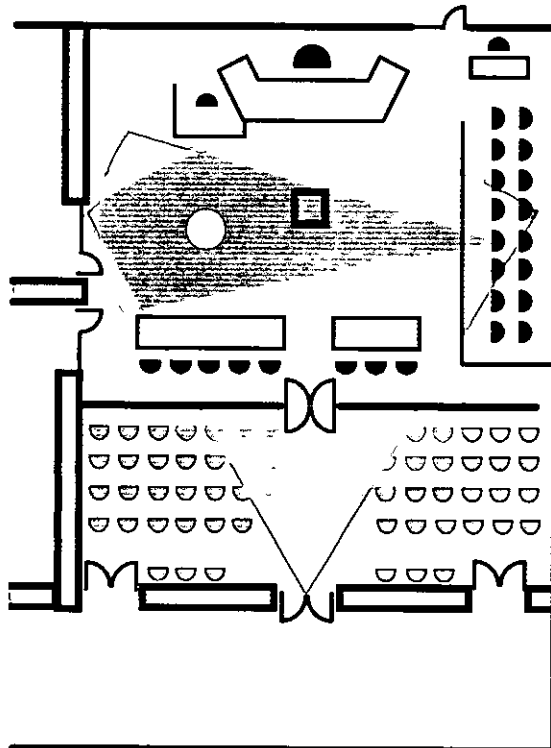
# Recommendation

The Master Planning concept that best addresses the goals and objectives articulated above for re-organization and remodeling of the Courthouse facility is designated as OPTION 1 and is the most recent evolution of two earlier concepts explored. These earlier concepts are included in the APPENDIX of the Master Plan report and indicate the spectrum of thought given this issue.

## STATISTICS *(attributable to M/P OPTION 1)*

The programmed total net usable area for all departments and agencies to be located in the Courthouse facility is sixty one thousand and nineteen square feet (61,019 sf) refer to tabular listing of departments and spaces required. This total represents an increase of eight thousand five hundred and fifty one square feet (8,551 sf) approximately a 16% increase above current usage.

Approximately seventeen hundred of this increase in area is satisfied by an expansion of the second floor adjacent to the Office of County Prosecutor on the west side of the building. The remainder of the increase in space need is achieved through planning to recapture portions of the prime circulation corridors on the Ground and first floors.



The ratio of total net usable area to total gross area will be 1:1.38 and a building efficiency of 72%.

## Staff Break-Rooms

Space for staff break rooms will be provided on each floor for the occupants on that level. Sufficient area will be allocated for vending machines as well as for sink, microwave oven, refrigerator, counter work space and tables with limited seating capacity.

## Conference Rooms

Conference room spaces (to accommodate small and large group meetings) will be pooled and centrally located in order to provide easy access. The number of attorney/client meeting rooms associated with the courts will be increased. Jury assembly rooms will be provided for District and Circuit Courts. (Existing Circuit Court Jury Assembly Room to remain untouched).

Consideration should be given to the shared use of the Jury Assembly space needed by all three branches of court. In the future, this election may provide an opportunity to accommodate growth or the need for additional Attorney/Client conference rooms.

## Building Security

A single security check point for the security screening of the public and visitors to the courthouse will be centrally located at the intersection of the north and west wings of the building on the first floor. A new entry to the courthouse will be fashioned at the intersection of the south and west wings of the building with an orientation to the parking lot on the north façade of the west wing. This will provide a stronger identification of the main access to the building by visitors.

## Vault Storage

Currently, dedicated vaults and storage for secure files occupy a total of fifty-two hundred square feet (5,200SF) distributed over three floors. Increased usage of electronic filing – (recognizing the need for retention of hard copy by “statute” for the courts and other departments) may realize a reduction in the space allocation for this use by up to twenty percent (20%). The construction value represented by this reduction would be approximately equal to one hundred and nine thousand dollars (\$109,000).



40'

REMODELED = 3807 sf  
(EXPANSION) = 1712 sf



# Allegan County Courthouse

OPTION #1  
PHASE 3  
11-13

## Second Floor Level Proposed Department Reorganization

PROJECT # 04-826.22  
NOVEMBER 13, 2006





# Allegan County Courthouse

## OPTION #1 PHASE 1 11-13

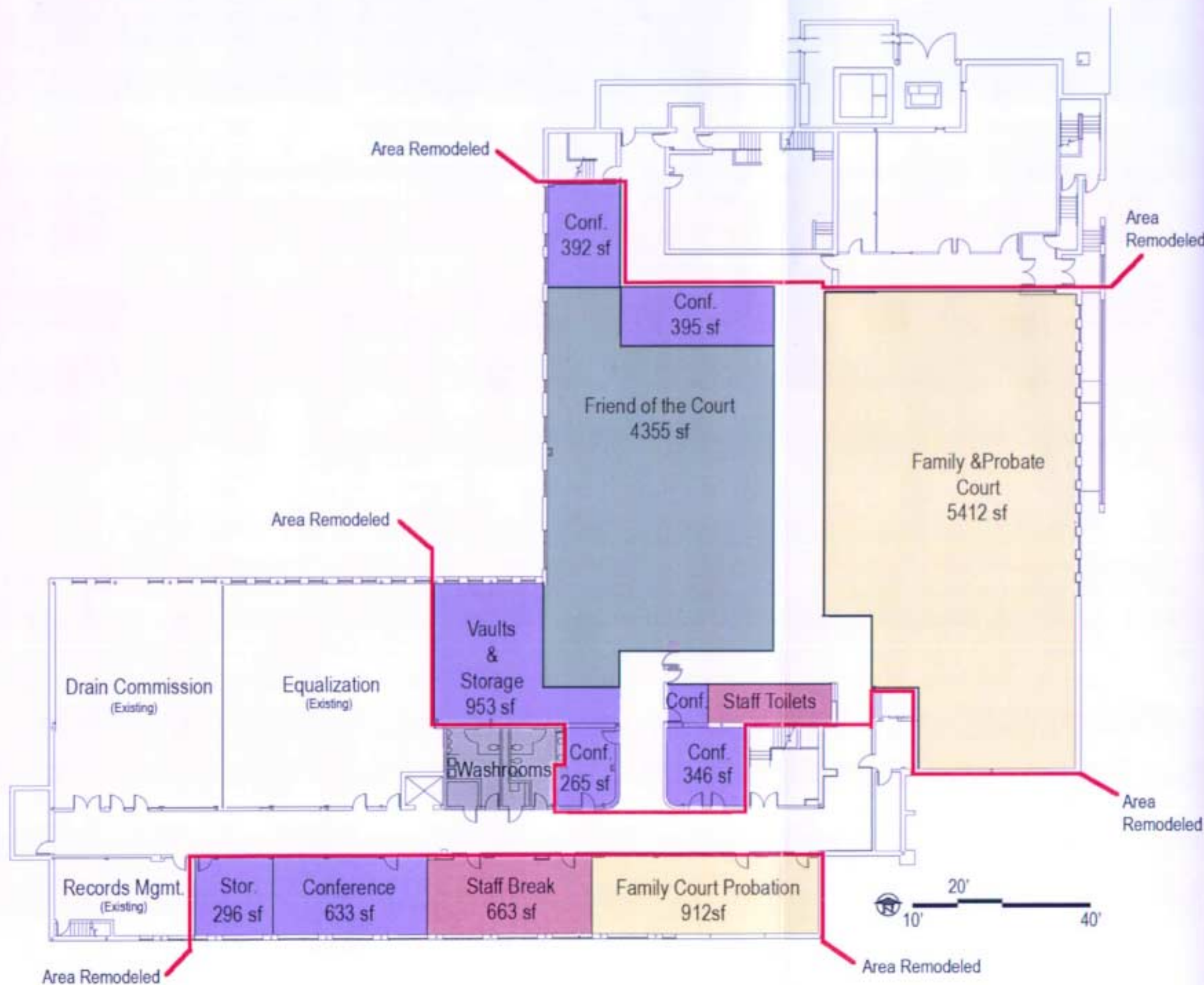
### Ground Floor Level Proposed Department Reorganization

PROJECT # 04-826.22  
NOVEMBER 13, 2006

imagine innovate integrate



TOWER PINKSTER TITUS  
ARCHITECTURE INTERIORS



AREA REMODELED (PHASE 1) = 14934 sf



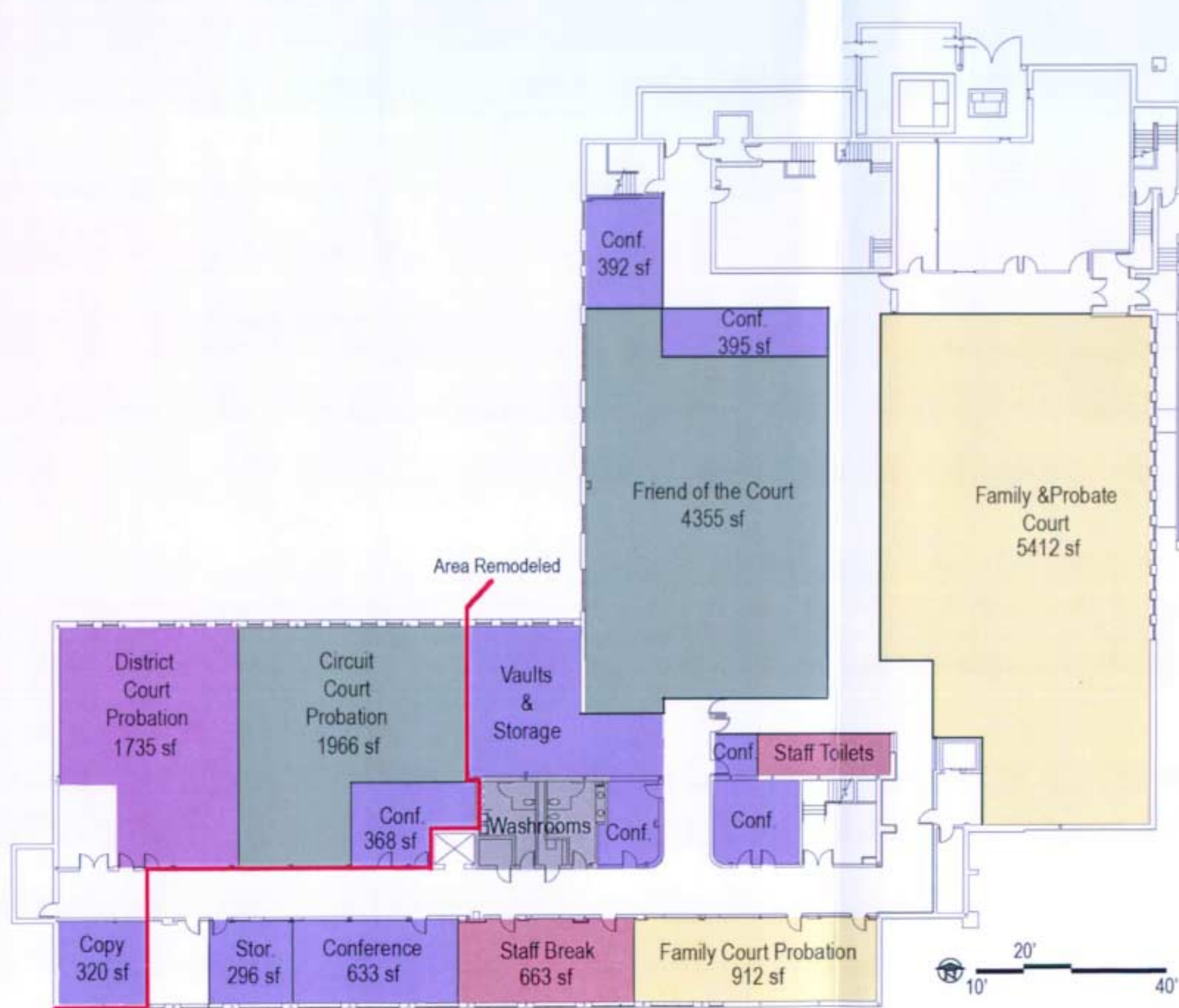
# Allegan County Courthouse

OPTION #1  
PHASE 2  
11-13

## Ground Floor Level Proposed Department Reorganization

PROJECT # 04-826.22  
NOVEMBER 13, 2006

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AREA REMODELED (PHASE 2) = 4398 sf



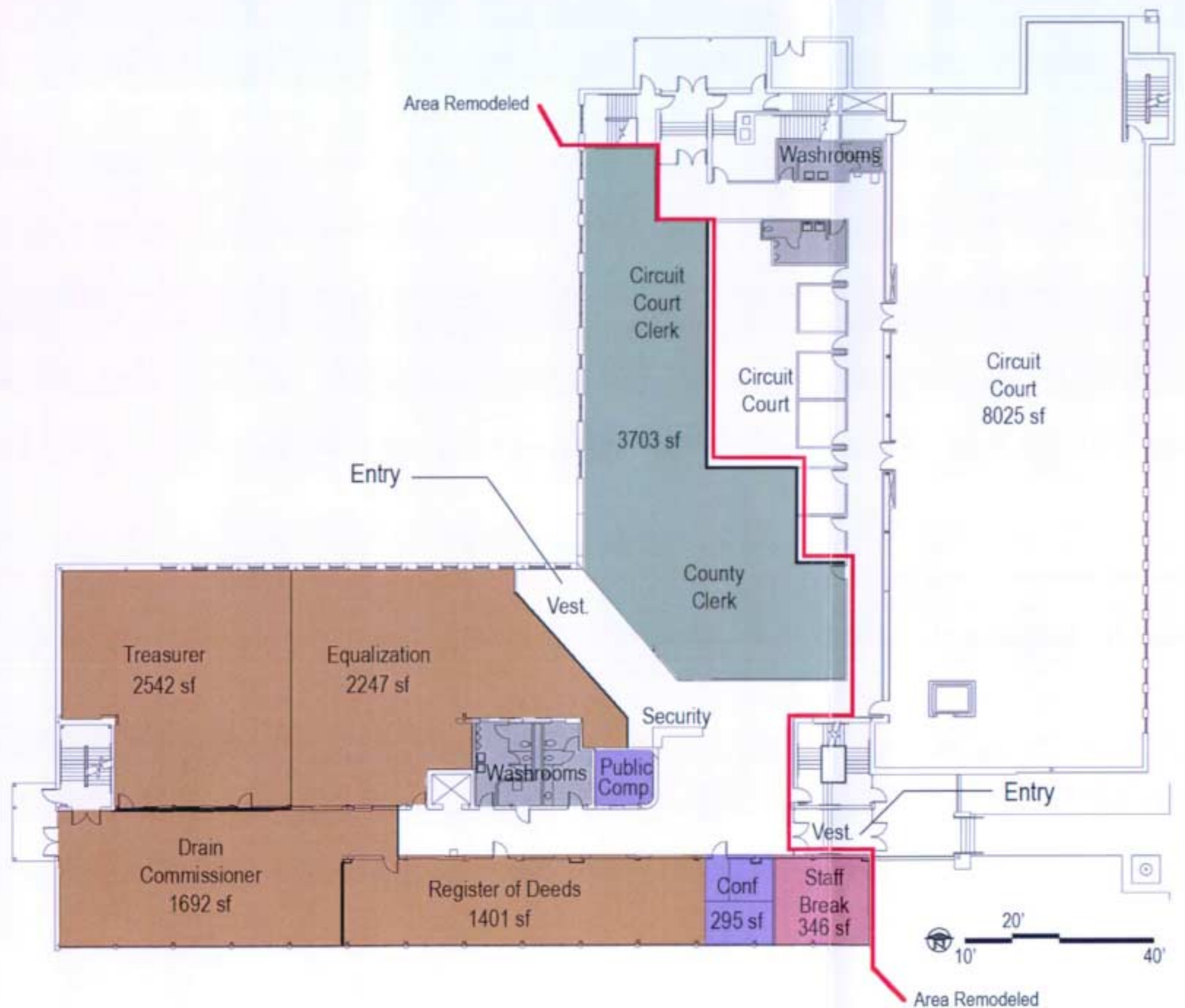
# Allegan County Courthouse

OPTION #1  
PHASE 2  
11-13

## First Floor Level Proposed Department Reorganization

PROJECT # 04-826.22  
NOVEMBER 13, 2006

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AREA REMODELED (PHASE 2) = 11722 sf



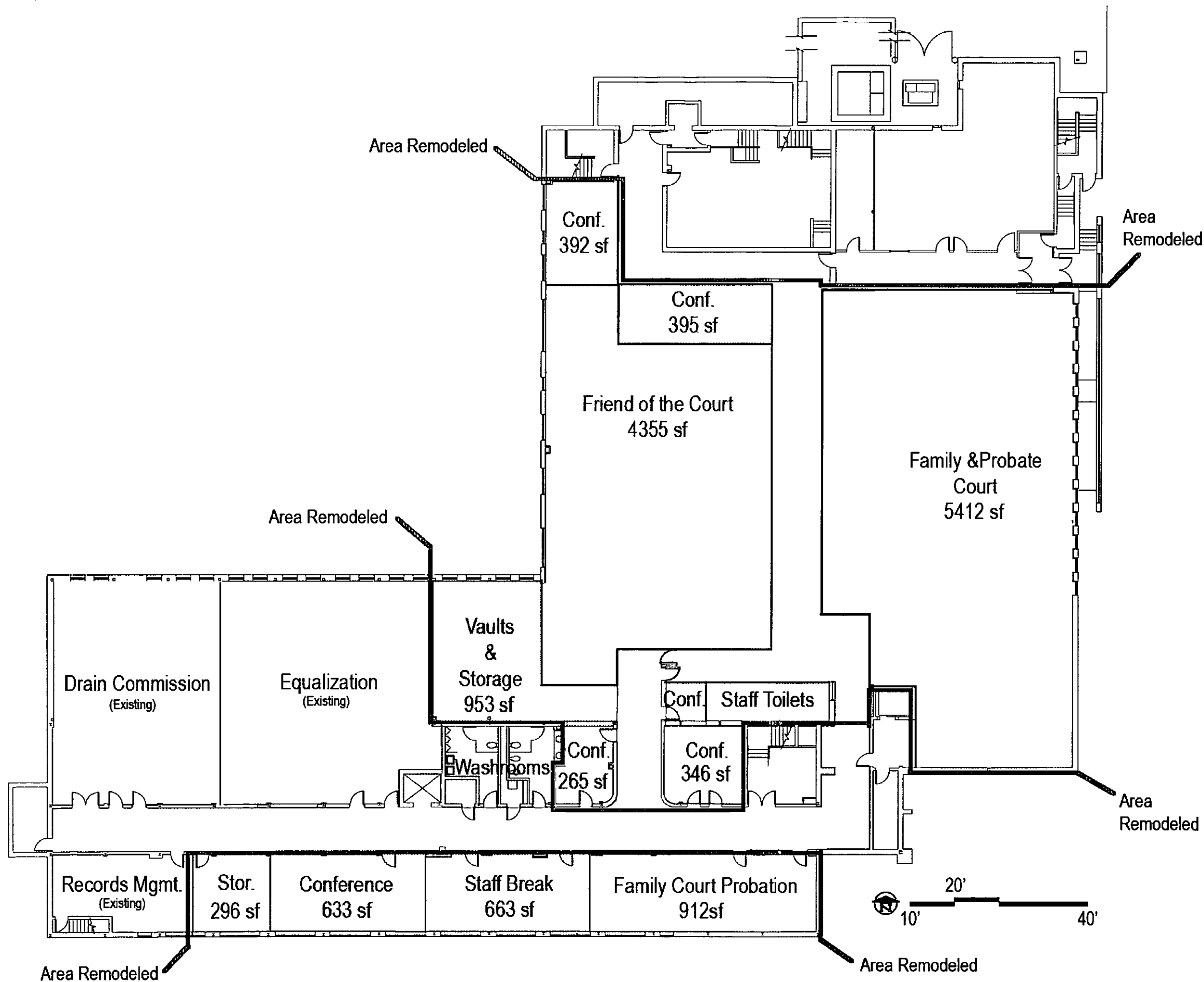
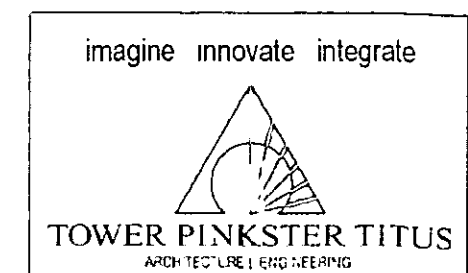


# Allegan County Courthouse

**OPTION #1**  
PHASE 1  
11-13

## Ground Floor Level Proposed Department Reorganization

PROJECT # 04-826.22  
NOVEMBER 13, 2006



AREA REMODELED (PHASE 1) = 14934 sf

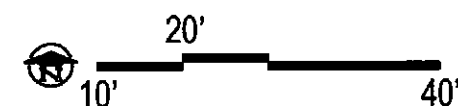
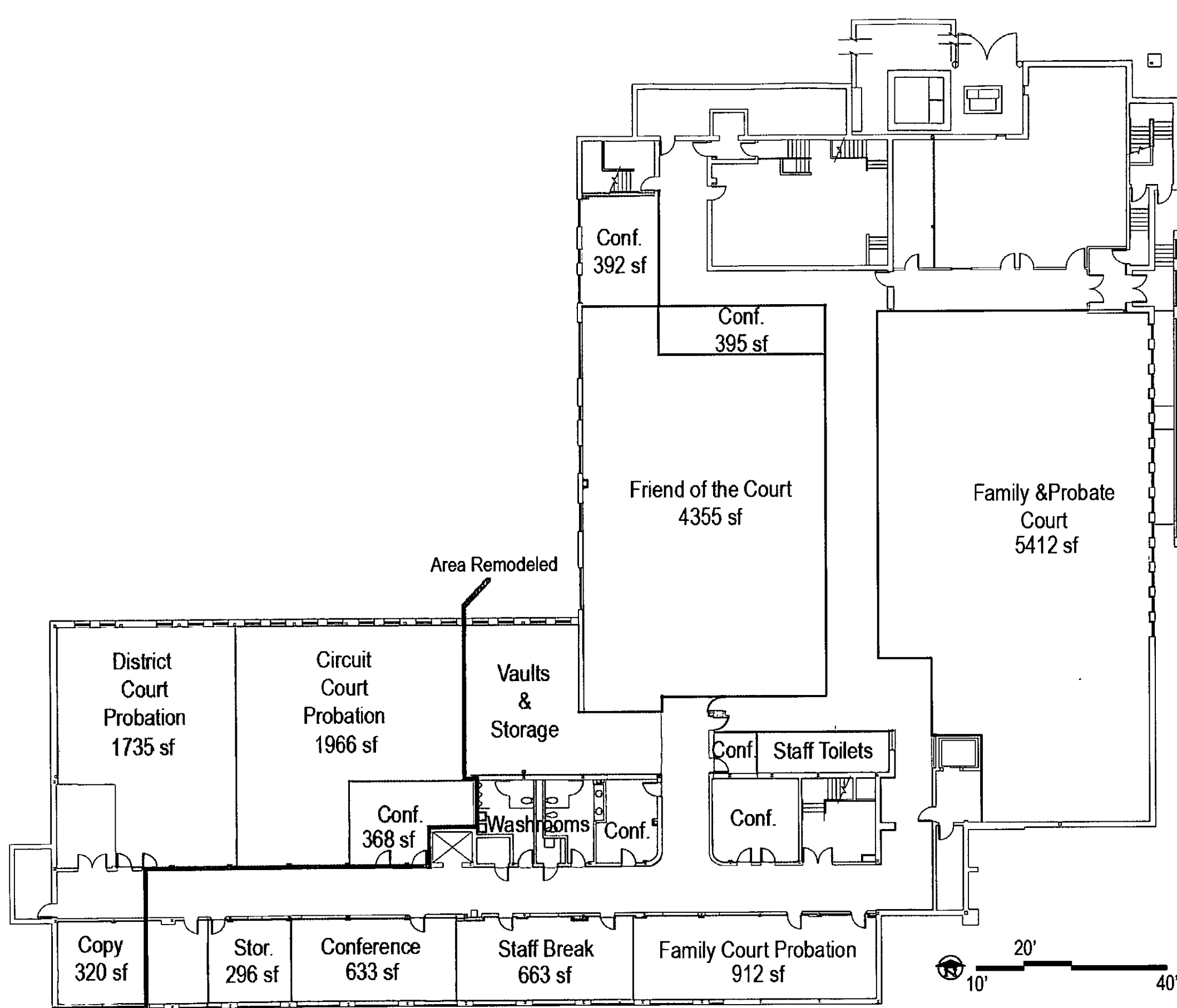
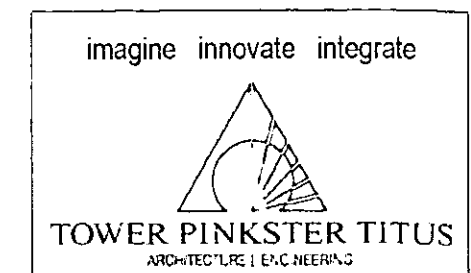


# Allegan County Courthouse

**OPTION #1**  
PHASE 2  
11-13

## Ground Floor Level Proposed Department Reorganization

PROJECT # 04-826.22  
NOVEMBER 13, 2006



Area Remodeled

AREA REMODELED (PHASE 2) = 4398 sf

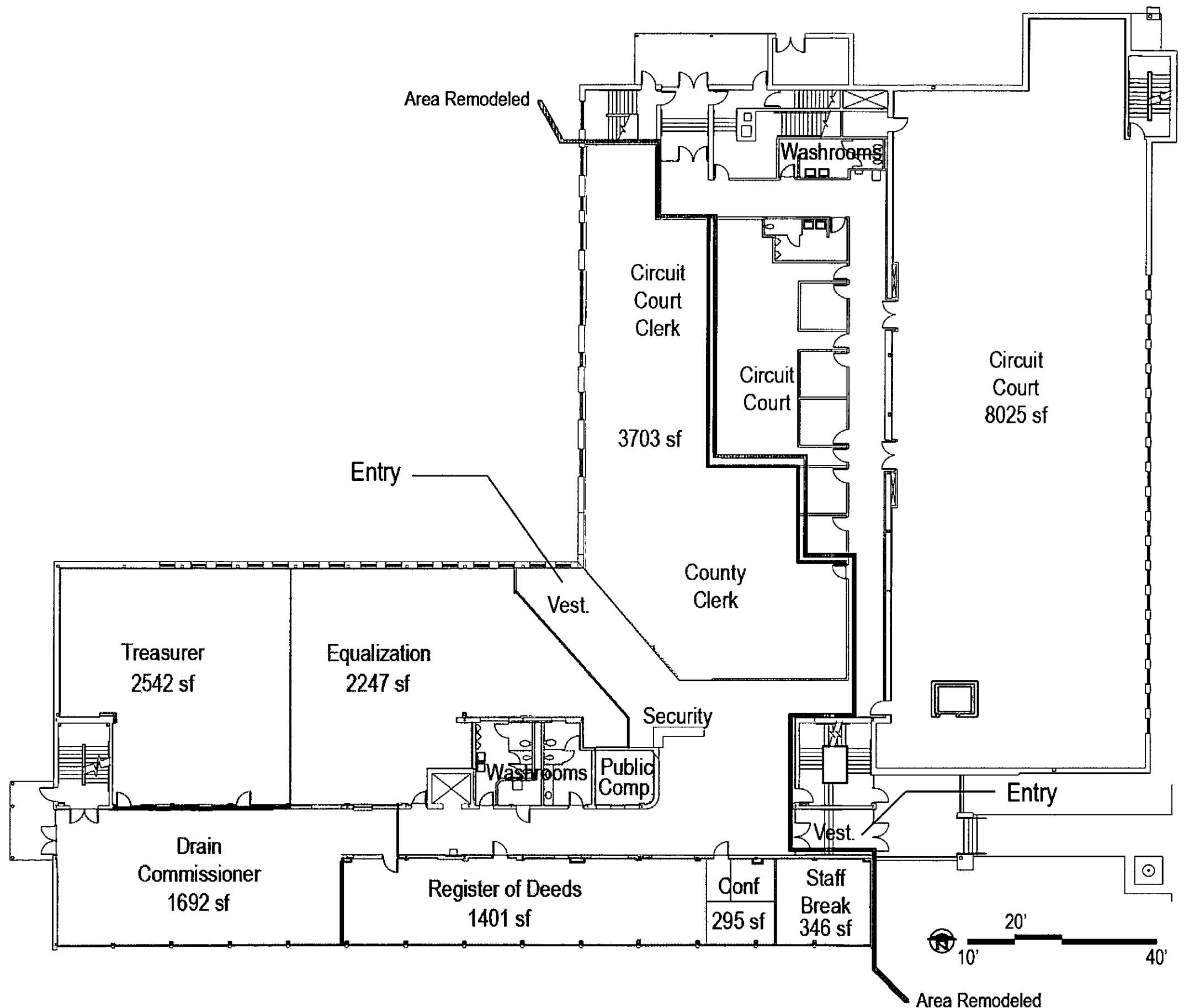
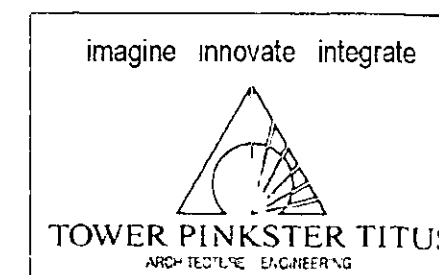


# Allegan County Courthouse

OPTION #1  
PHASE 2  
11-13

## First Floor Level Proposed Department Reorganization

PROJECT # 04-826.22  
NOVEMBER 13, 2006



AREA REMODELED (PHASE 2) = 11722 sf

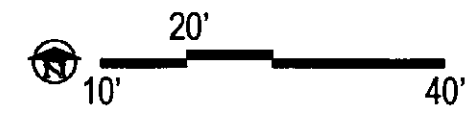
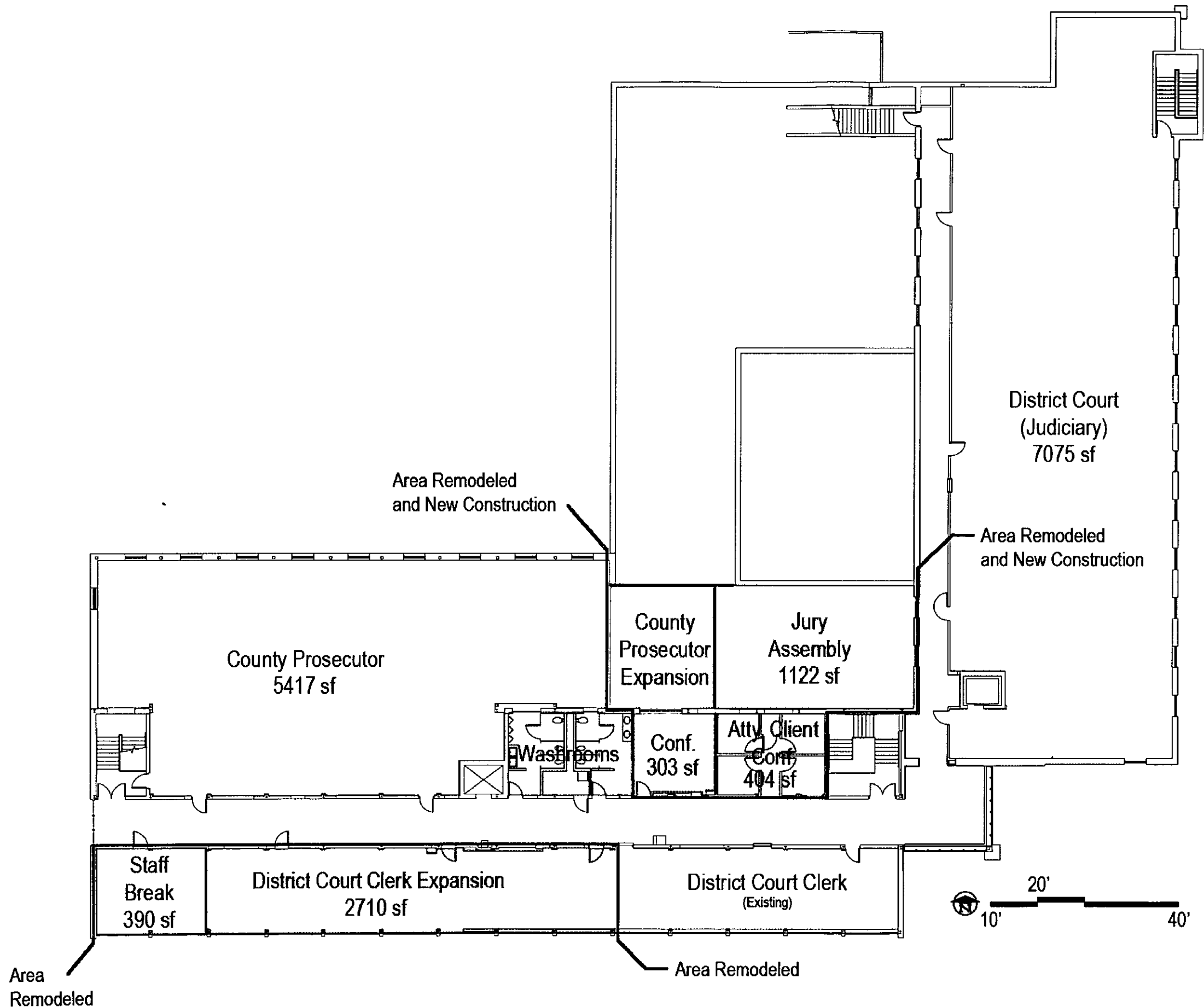
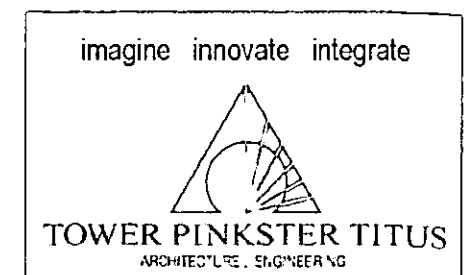


# Allegan County Courthouse

## OPTION #1 PHASE 3 11-13

### Second Floor Level Proposed Department Reorganization

PROJECT # 04-826.22  
NOVEMBER 13, 2006



AREA REMODELED = 3807 sf  
NEW CONSTRUCTION (EXPANSION) = 1712 sf

# Project Costs / Phase

## Project Cost / Phase of Implementation of Master Plan – Option One

**Phase 1** - To achieve the relocation of the Probate Court and co-locate with the Family Court (see plan)  
**Remodeling Cost for 14,934 SF = \$1,535,145**

### Phase 2

#### Ground Floor –

- Relocation of the offices for Circuit Court and District Court
- Probation from the first and second floors, respectively
- Development of conference room and central copy room

#### First Floor –

- Co-location of the Treasurer, Register of Deeds, Drain Commission and Equalization offices to create a “land office”
- Re-location of the Circuit Court and County Clerk department functions along with creation of new building entrance and security checkpoint from the southwest parking lot

**Remodeling Cost for 16,118 SF = \$1,924,655**

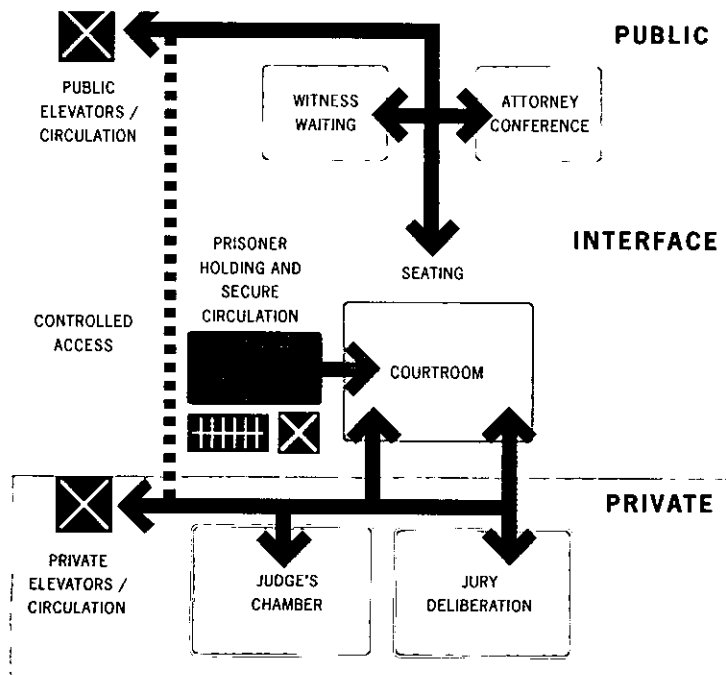
### Phase 3

#### Second Floor –

- Expansion of the District Court Clerk's Office
- Addition of space above the first floor to provide expansion to the County Prosecutor, District Court Jury Assembly Room and Staff break room

**Remodeling Cost for 3,807 SF and construction of new area of 1,702 SF = \$461,660**

Estimated project budget to implement all three (3) phases of the courthouse master plan = \$3,921,460



# Schedule

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## Schedule

The estimated time frame to design, bid and separately construct the changes within the courthouse are as follows

Phase 1 – 50 weeks

Phase 2 – 48 weeks

Phase 3 – 36 weeks

## New County Courthouse

The cost of constructing a replacement structure to house the current departmental occupancies for the projected program needs through the year 2017 (assuming a two-story facility) will require a building with a gross floor area of 80,000 SF = \$14,649,400.

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*“The flow pattern and departmental adjacencies were well investigated and thought out. They work very well especially considering many of the physical constraints. It is a beautiful building, blending well with the existing facility and it works well for our type of operation.”*

— LAWRENCE STELMA, SHERIFF  
KENT COUNTY

# Conclusion

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With the current availability of vacant space within the existing courthouse, accomplishment of a program to remodel the existing courthouse without off-site displacement (temporary) of any of the present occupants is a decided advantage to the prospect of continued use by the county of an existing asset.

A decision to move forward with the implementation of the Master Plan for the courthouse would effectively forestall a decision to replace the existing facility with a new structure in the very near future. Furthermore, a delay in this action may well have strategic importance given the fact that the County is also contemplating a replacement of the County Jail. Co-locating both facilities with a strong physical linkage, given the strong relationship between these entities of the Allegan County Justice System should be a critical consideration as the County looks forward to the investment in a new infrastructure of facilities.

