

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date:	June 7, 2022	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Regular
		<input type="checkbox"/> Ordinance	<input type="checkbox"/> Public Hearing
Department:	Facilities Development & Operations		

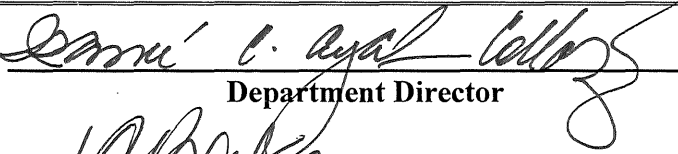

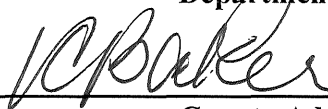
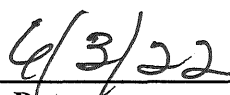
I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

- A) The Final Report (April 2022) of the Palm Beach County Judicial Facilities Master Plan update; and
- B) Consultant Services Authorization (CSA) No. 5 to the design contract with Leo A. Daly Company (LADC) (R2018-0917) in the amount of \$2,026,992 to provide professional architectural and engineering design and construction administration services for the Main County Courthouse (MCCH) Buildout and Renovations project.

Summary: In 2006, Palm Beach County (County) approved a Judicial Facilities Master Plan (Master Plan) providing future projections of: 1) court activity based on historic and then current trends and the associated judicial offers by division, and 2) personnel and space requirements by each court component and court partner to establish a unified vision forward. In 2016, the County retained consultant services to update the Master Plan through 2015 and provide extended projections carrying into year 2040. The Final Report of the Master Plan constitutes the culmination of a multi-year review process, and will serve to guide development of judicial facilities into year 2040. The Master Plan update provides that judicial facilities needs through year 2040 can be met through the use of existing judicial facilities countywide plus the build out of the 1st, 7th and 8th floors of the MCCH, which currently remain as shell space. Long term, a new judicial facility to house family and juvenile courtrooms along with office space for the Judicial Partners (i.e. Public Defender, Guardian Ad Litem, Justice Services, Clerk of Court, and Palm Beach County Sheriff) will need to be built. County staff and its consultants, working alongside Court Administration and the Judicial Partners, have identified the County-owned Block D (i.e. the 3-acre parcel bound by 3rd Street, N. Dixie Highway, 4th Street and N. Olive Avenue in downtown West Palm Beach and currently improved as the County's 4th Street Parking Lot) as the optimal location due physical proximity to the MCCH and operational efficiency of centralized services in downtown West Palm Beach. Inclusion of the project for the construction of the new judicial facility on Block D as part of the County's 5-year Capital Improvements Program (CIP) is expected to occur in or around year 2035. Final determination regarding timing for the construction of the new facility will be dependent on the evolution of the aggregate space needs that Court Administration and the Judicial Partners experience. The offices of the State Attorney and the Public Defender have expressed ongoing concerns related to the availability of sufficient office space prior to the full implementation of the improvements identified in the Master Plan update (i.e. development of Block D). To ensure the most efficient use of County resources, when additional space need is realized in the future, County staff may recommend alternative space accommodations (e.g. leasing) to meet the immediate needs of the Judicial Partners prior to the delivery of the new facility on Block D. On June 19, 2018, the Board of County Commissioners approved a contract with LADC (R2018-0917) to provide professional architectural services for planned or future renovations, expansions, modifications and/or additions to existing judicial type facilities. CSA No. 5 authorizes design and construction administration services for the build-out of approximately 100,000 square feet of existing finished and shell spaces located on the first, seventh, and eighth floors of the MCCH. The first floor includes approximately 20,000 square feet to receive alterations / renovations that includes repurposing approximately 4,500 square feet of the existing Law Library, as well as existing shell space to create new administration space. The seventh and eighth floors are existing shell spaces not built-out during the original construction. Each floor is approximately 40,000 square feet and will have courtrooms/hearing rooms, judicial support, conference, and court administration spaces consistent with other floor levels with court/hearing rooms when completed. **Continued on Page 3**

- Attachments:**
- 1. Location Map
 - 2. Budget Availability Statement
 - 3. Final Report Judicial Facilities Master Plan (April 2022, redacted exempt and confidential from Fla. Stat. 119.07(1))
 - 4. Letter from County Administrator Baker to Chief Judge Kelley (dated April 21, 2022)
 - 5. Letter from Chief Judge Kelley to County Administrator Baker (dated May 16, 2022)
 - 6. CSA No. 5
 - 7. Leo A. Daly Company – Contract History

Recommended By:		
	Department Director	Date
Approved By:		
	County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2022	2023	2024	2025	2026
Capital Expenditures	\$2,183,856	\$			
Operating Costs					
External Revenues					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$2,183,856				
# ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in Current Budget: Yes X No
Does this item include use of federal funds? Yes No X

Budget Account No: Fund: 3805 Dept: 411 Unit: B592 Object: 6505

B. Recommended Sources of Funds/Summary of Fiscal Impact:

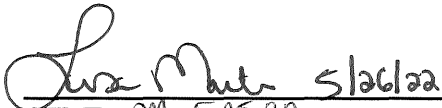
The funding source for this project is from the Public Building Impact Fees fund.

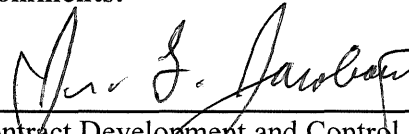
Professional Services \$2,026,992.00
Staff Costs \$ 156,864.00
Total \$2,183,856.00

C. Departmental Fiscal Review: 

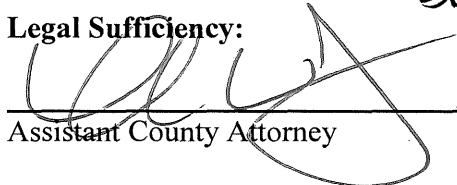
III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development Comments:

 5/26/22
OFMB 5/25/22 LM

 5/27/22
Contract Development and Control
5-26-22 TW

B. Legal Sufficiency:

 5/31/22
Assistant County Attorney

C. Other Department Review:

This summary is not to be used as a basis for payment.

Summary: (Continued from page 1)

The professional services contract was advertised according to the County's prior Small Business Enterprise (SBE) program where a 15% subcontracting goal was applied. The consultant committed to a contract goal of 25%. SBE participation on this CSA is 39.43%. To date, the cumulative SBE participation on this contract is 36.36%. LADC is not a certified SBE, but is a local Palm Beach County business. The funding source for this project is from the Public Building Impact fees fund. **(Capital Improvements Division) District 7 (MWJ)**

Background and Justification: Selection of the design professional was performed on March 21, 2018 pursuant to the Consultants Competitive Negotiation Act (CCNA), Florida Statute 287.055. The design of the buildout required on the MCCH 7th and 8th floors will provide for additional judicial spaces that are required and consistent with the Master Plan, to carry judicial operations into year 2040 when a new judicial facility is to be delivered on Block D.

LOCATION MAP

Project No.: 2021-005622
Project Name: Main County Courthouse (MCCH) Buildout and Renovations
Location: 205 N. Dixie Hwy, West Palm Beach, FL 33401



BUDGET AVAILABILITY STATEMENT

REQUEST DATE: 5/18/2022

REQUESTED BY: Rich Avery

PHONE: 561-233-0208

PROJECT TITLE: Main County Courthouse Build-out and Renovations

(Same as CIP or IST, if applicable)

IST PLANNING NO.:

ORIGINAL CONTRACT AMOUNT: \$ 0.00

BCC RESOLUTION#: 2018-0917

REQUESTED AMOUNT: \$ 2,026,992

DATE: 6 19 2018

CSA or CHANGE ORDER NUMBER: CSA 05

LOCATION: 205 N Dixie Hwy, West Palm Beach, FL 33401

BUILDING NUMBER: 603

DESCRIPTION OF WORK/SERVICE LOCATION: Main County Courthouse

PROJECT/W.O. NUMBER: 2021-005622

CONSULTANT/CONTRACTOR: Leo A Daly

PROVIDE A BRIEF STATEMENT OF THE SCOPE OF SERVICES TO BE PROVIDED BY THE
CONSULTANT/CONTRACTOR:

Professional architectural/engineering design and construction administration (CA) services for the build-out and renovations of the first, seventh, and eighth floors at the Main County Courthouse

CONSTRUCTION	\$
PROFESSIONAL SERVICES	\$ 2,026,992
STAFF COSTS*	\$ 156,864
EQUIP. / SUPPLIES	\$
CONTINGENCY	\$
TOTAL	\$ 2,183,856

* By signing this BAS your department agrees to these CID staff charges and your account will be charged upon receipt of this BAS by FD&O. Unless there is a change in the scope of work, no additional staff charges will be billed. If this BAS is for construction costs of \$250,000 or greater, staff charges will be billed as actual and reconciled at the end of the project. If the project requires Facilities Management or ESS staff your department will be billed actual hours worked upon project completion.

BUDGET ACCOUNT NUMBER(S) (Specify distribution if more than one and order in which funds are to be used):

FUND: 3805 DEPT: 411 UNIT: B592 OBJ: 6505

IDENTIFY FUNDING SOURCE FOR EACH ACCOUNT: (check and provide detail for all that apply)

☐ Ad Valorem (Amount \$ _____)
 ☐ Infrastructure Sales Tax (Amount \$ _____)
 ☐ State (source/type: _____ Amount \$ _____)
 ☐ Federal (source/type: _____ Amount \$ _____)
 ☐ Grant (source/type: _____ Amount \$ _____)
 ☒ Impact Fees: (Amount \$ 31,504.13)
 ☒ Other (source/type: FD&O Amount \$ _____)

Department: FD&O

BAS APPROVED BY: [Signature]

DATE 5/20/2022

ENCUMBRANCE NUMBER: _____

Palm Beach County Judicial Facilities Master Plan Update

Final Report

April 2022



Prepared By:
CGL Companies
1619 Sumter Street
Columbia, SC 29201
CGLcompanies.com
803.765.2833

TABLE OF CONTENTS

SECTION 1
Introduction

SECTION 2
Judicial System Projections Update

SECTION 3
Judicial Facility Improvement Options

SECTION 4
Interim Main Courthouse Plan Concept

APPENDIX A
Existing Litigation Space Inventory

APPENDIX B
Staff & Space Projection Detail

APPENDIX C
**15th Judicial Circuit Facility Needs for
2016-2018**

As Prepared By Court Administration November 11, 2016

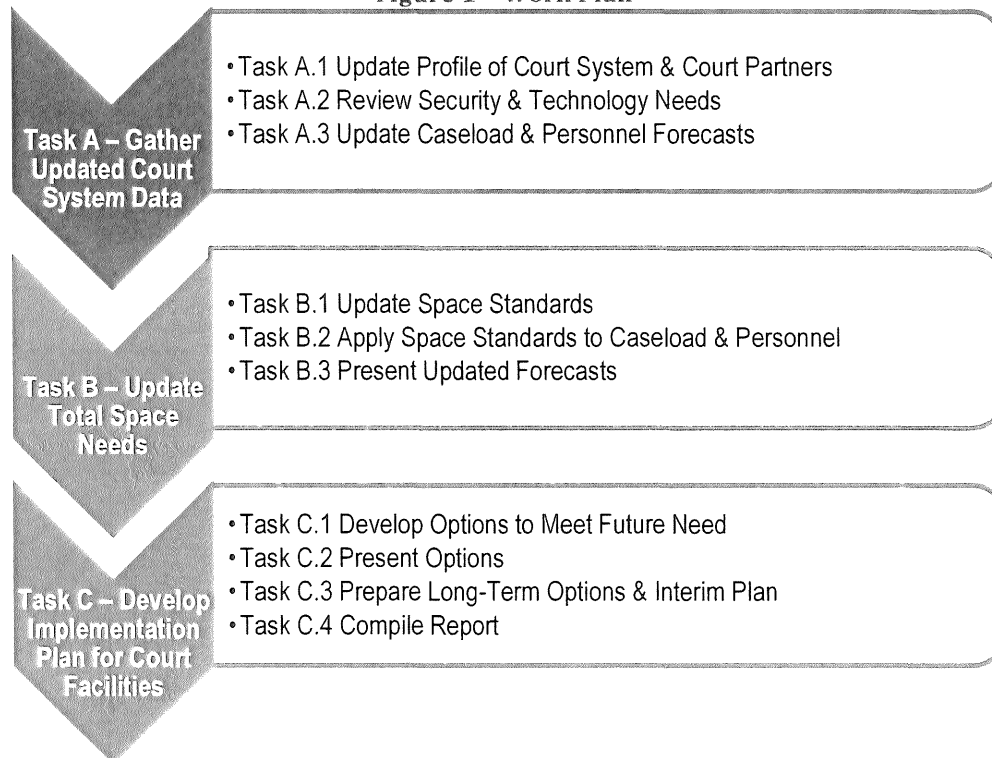
SECTION 1

Introduction

Introduction

Palm Beach County retained the architectural firm PGAL in association with CGL (the Team) in 2016 to update the strategic analysis of the judicial system that had been prepared by the Team in 2006. Over those ten years, growth had remained static as South Florida and the remainder of the nation experienced a severe economic recession, impacting all components of the Court System. The purpose of the update was to analyze any changes in the Court System needs and operations that will impact the need for space and the optional allocation of that space into the future. The work plan focused on creating an evidence basis for strategic decision-making and combining both quantitative and qualitative factors to identify plan goals, collective needs, resulting facility implications and a phased implementation plan that would preserve operational continuity, maximize past investment and deliver facility improvements that would then continue to remain in operation throughout the planning horizon of this update.

Figure 1 – Work Plan



The portions of this report that follow this introductory section are organized as follows: Section 2, Judicial System Projections Update; Section 3, Judicial Facility Improvement Options; and Section 4, Interim Plan Concept.

Acknowledgements

Special thanks to the past and current participants from the Judiciary, County, and Consulting Team that collaborated in the effort to develop and finalize the Judicial Facilities Master Plan (from 2015 to 2022). :

Staff Participants

- Chief Judge Kelley, 15th Judicial Circuit
- Immediate past Chief Judge Marx, 15th Judicial Circuit
- Past Chief Judge Colbath, 15th Judicial Circuit
- Judge Martz, 15th Judicial Circuit
- Barbara Dawicke, 15th Judicial Circuit
- Mary Quinlan, 15th Judicial Circuit
- Michelle Spangenberg, 15th Judicial Circuit
- Debra Oats, 15th Judicial Circuit
- Noel Chessman, 15th Judicial Circuit
- Marla Jacknin, 15th Judicial Circuit
- Diana Grant, 15th Judicial Circuit
- Joli Katz, 15th Judicial Circuit
- Rich Haney, 15th Judicial Circuit
- Jeanne Howard, Office of State Attorney, 15th Judicial Circuit
- Barbara White, Office of Public Defender, 15th Judicial Circuit
- Scott Penney, Office of Public Defender, 15th Judicial Circuit
- Shannon Chessman, Clerk of the Circuit Court & Comptroller
- Laura Burke, Clerk of the Circuit Court & Comptroller
- Michele Nelson, Clerk of the Circuit Court & Comptroller
- Stephen Weiss, Clerk of the Circuit Court & Comptroller
- Michelle Canaday, Guardian ad Litem Program
- Kristen Solomon, Guardian ad Litem Program
- Khriissy Lastierre, Guardian ad Litem Program
- Nicole Bishop, Justice Services
- Latronda Hayes, Justice Services
- Jenise Link, Victim Services
- Captain Beth L. Krivda, Palm Beach County Sheriff's Office
- Captain Edward Jablonski, Palm Beach County Sheriff's Office
- Lieutenant Bruce Hannan, Palm Beach County Sheriff's Office
- Lieutenant Sean Forman, Palm Beach County Sheriff's Office
- Lieutenant Talal Masri, Palm Beach County Sheriff's Office
- Isamí C. Ayala-Collazo, Facilities Development & Operations
- Audrey Wolf, Facilities Development & Operations
- Eric McClellan, Facilities Development & Operations Strategic Planning

- Heather Lane, Facilities Development & Operations Strategic Planning

Planning & Design Team

- Ian Nestler, PGAL
- Rodney Crockett, PGAL
- Steve Carter, CGL
- Chloe Jaco, CGL
- Sean Hockman, Leo A. Daly



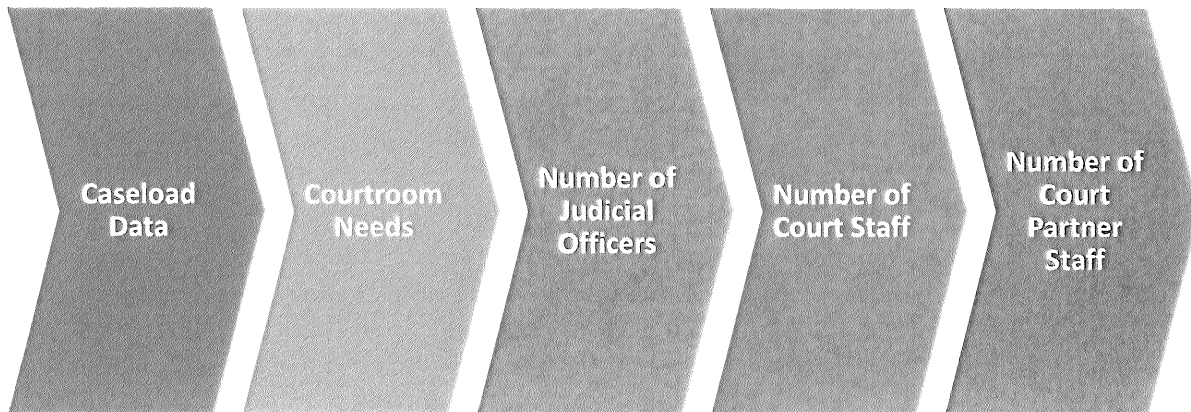
SECTION 2

Judicial System Projections Update



Introduction

The 2006 master planning effort by the Team provided future projections of: (1) court activity based on historic and then current trends and the associated judicial offers by division, and (2) personnel and space requirements by each court component and court partner to culminate into a unified vision forward. Using data provided by, and in constant collaboration with Court Administration, the database established during the 2006 effort (1996-2005) was updated through 2015 and extended to 2020, 2025, 2030 and 2040. Updated caseload projections provided the basis for estimating the future number of judicial officers, courtrooms, and related staff to meet the 2040 needs.



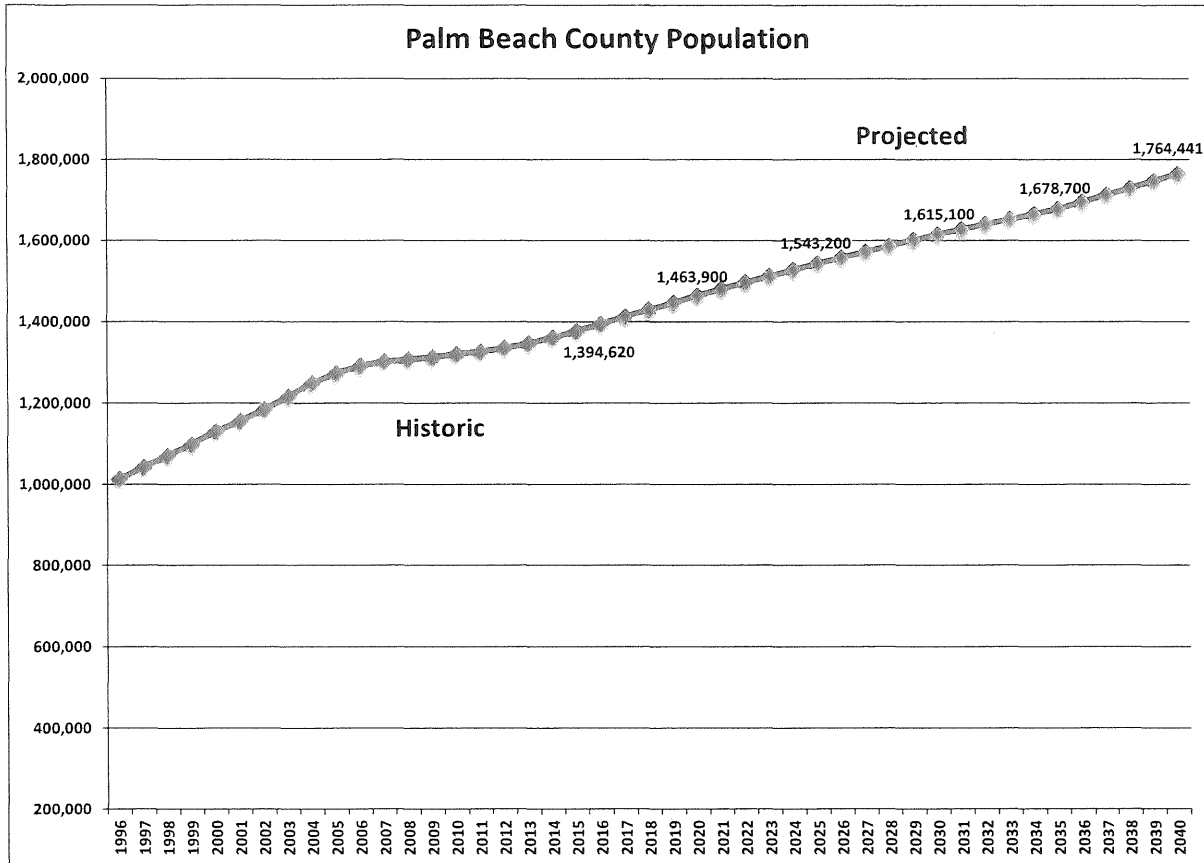
County Population

The Team updated the established database starting in 1996 to include historic county population data from 2006 to 2015 and projected population to 2040. The source for population data was the Office of Economic and Demographic Research (ODER) as prepared by the University of Florida's Bureau of Economic and Business Research (BEBR).

Over the past nineteen years (1996 to 2015), Palm Beach County's population increased 36% from about 1,013,500 to 1,377,300. Since the 2006 update, the County's population increased 7% from 1,291,400 in 2006 to 1,377,300 in 2015.

Over the next twenty-five years, Palm Beach County's population is projected by ODER/BEBR to grow at an average annual rate of 1%, totaling about 1,764,400 by 2040. Figure 2-1 illustrates the County's historic and projected population.

Figure 2-1
Historic & Projected County Population



Source: Office of Economic and Demographic Research (ODER) as prepared by the University of Florida's Bureau of Economic and Business Research (BEER); December 2015.

Caseload

Historic. Circuit Court and County Court caseload data for 2006 through 2015 was provided by Court Administration and incorporated into the database (1996 through 2005) from the 2006 master planning effort. Caseload includes both newly filed and newly reopened cases. To remain consistent with the database from the 2006 master planning effort and to fully capture current caseload, the Team obtained and added County Traffic data from the Florida Administrative Office of the Courts for 2006 through 2015. Table 2-1 presents an annual summary of the data and total caseload from 1998 thru 2015. Figures 2-2 illustrate trend lines for Circuit and County Court caseloads by case types.

Palm Beach County Courts Master Plan Update
Section 2 Judicial System Projections Update

Table 2-1
Historic Court Caseload

Item	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Chg. 96-15	Chg. 05-15
County Population	1,013,515	1,044,459	1,071,005	1,098,859	1,131,191	1,156,550	1,184,549	1,215,286	1,248,466	1,273,752	1,291,426	1,302,451	1,307,784	1,312,016	1,320,134	1,325,758	1,335,415	1,345,652	1,360,238	1,377,300	36%	8%
Total Circuit Caseload	52,137	52,288	53,838	53,818	54,887	57,157	60,739	60,297	61,696	61,053	62,185	62,504	109,853	111,390	105,755	98,462	93,527	91,216	104,081	96,651	85%	58%
Criminal	14,435	14,215	14,259	14,513	14,193	14,655	15,576	15,442	16,259	16,411	18,404	20,003	21,501	20,844	18,951	17,812	17,634	17,452	16,957	16,365	13%	0%
Civil	11,110	11,662	11,706	12,463	12,820	13,595	15,457	14,291	12,303	12,324	17,011	27,330	45,230	48,339	43,034	34,368	34,425	30,396	29,914	25,466	129%	107%
Family Court	8,802	9,810	9,913	10,230	11,005	11,672	13,245	12,402	16,468	15,522	25,656	23,678	23,135	22,834	23,075	23,650	21,392	21,983	22,119	22,567	156%	45%
Juvenile	10,305	9,140	10,427	8,851	8,673	8,795	7,836	8,474	7,496	7,498	7,056	7,570	6,254	6,226	7,480	7,423	6,920	7,689	20,372	16,616	61%	122%
Probate/Guardianship/MH	7485	7461	7333	7761	8196	8440	8625	9688	9170	9298	14058	13923	13733	13147	13215	13209	13156	13696	14719	15637	109%	68%
Yearly Circuit Caseload Increase		0.29%	2.58%	0.34%	1.99%	4.14%	6.27%	-0.73%	2.32%	-1.04%	34.61%	12.56%	18.75%	1.40%	-5.06%	-8.79%	-3.04%	-2.47%	14.10%	-7.14%		
Circuit Caseload/10,000 Pop.	514.42	500.62	500.82	489.76	485.21	494.20	512.76	496.15	494.17	479.32	636.39	710.23	839.99	849.00	801.09	727.60	700.36	677.86	765.17	701.74	36%	46%
Total County Caseload	304,973	319,729	287,314	310,850	348,059	354,797	396,789	401,746	377,731	402,210	314,449	332,848	369,585	357,369	328,206	315,128	331,285	285,962	243,905	225,246	-26%	-44%
Criminal	28,316	29,952	28,590	31,292	32,295	26,828	30,207	28,499	27,475	34,173	58,646	45,384	70,666	69,512	64,729	61,657	58,305	55,800	53,985	58,008	105%	70%
Civil	22,557	22,545	22,037	22,746	25,152	29,702	31,430	32,099	30,229	31,289	40,481	42,147	41,447	41,209	40,735	45,187	45,655	34,616	34,092	32,188	43%	3%
Traffic Criminal	42,853	38,944	25,707	24,810	26,161	26,720	28,039	31,621	29,713	34,694	46,645	46,798	51,933	48,963	47,628	45,557	43,027	29,912	18,647	13,744	-68%	-60%
Traffic Infractions	211,247	228,288	210,980	232,002	262,451	271,547	307,113	309,527	290,314	302,054	168,677	198,517	205,539	197,685	175,114	162,725	184,278	165,634	137,181	122,306	-42%	-60%
Yearly County Caseload Increase		4.84%	10.14%	8.19%	11.33%	2.53%	11.84%	1.25%	-5.98%	6.48%	-21.82%	5.85%	11.04%	-3.31%	-8.16%	-3.99%	5.12%	-13.68%	-14.71%	-7.24%		
County Caseload/10,000 Pop.	3,009.06	3,051.19	2,682.66	2,828.84	3,059.24	3,067.72	3,349.71	3,305.77	3,025.56	3,157.68	2,434.90	2,555.54	2,826.04	2,723.82	2,486.16	2,376.95	2,480.61	2,125.08	1,793.11	1,642.68	-45%	-18%
Total Caseload	357,510	372,017	310,992	364,668	400,960	411,953	457,528	432,043	439,427	438,283	308,636	325,360	370,138	358,759	333,931	311,538	327,792	377,176	317,936	322,397	-10%	-30%

Sources

- (1) Historic caseload from 1996 to 2005 from Palm Beach County Clerk & Comptroller (2006) and caseload from 2006 to 2015 for all categories except Traffic from Court Administration, January 2016
- (2) Population from Bureau of Economic and Business Research Warrington College of Business, University of Florida
- (3) Traffic data for 2006 to 2015 from the Florida Administrative Office of the Court website with partial data annualized for 2015, January 2016.

Figure 2-2a
Historic Court Caseload

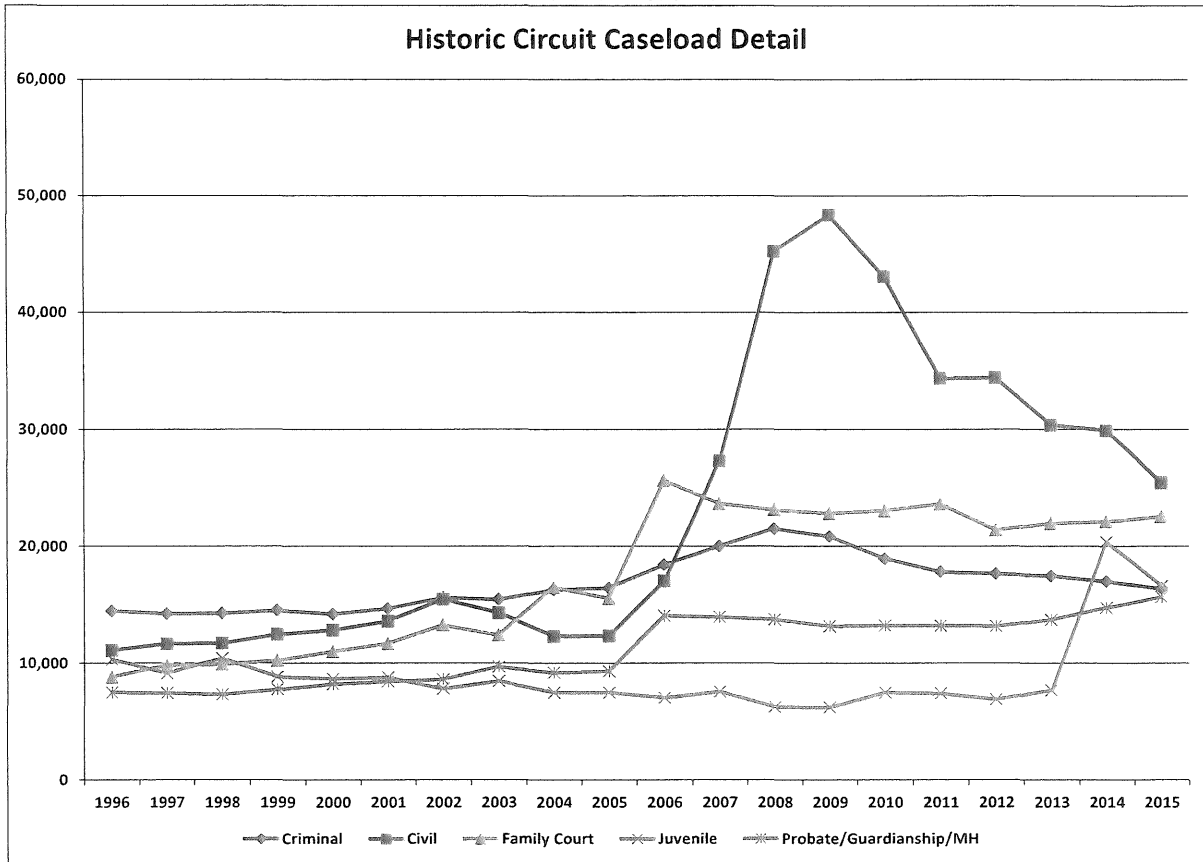
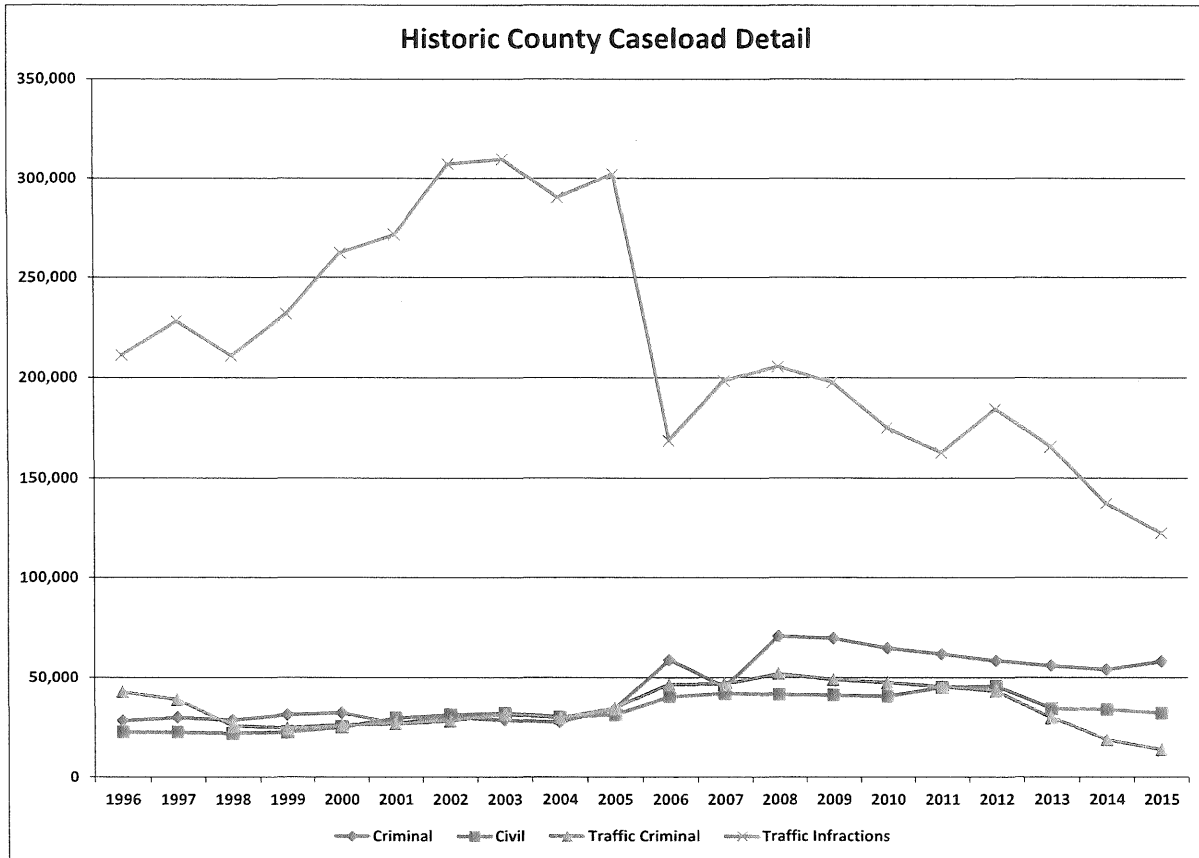


Figure 2-2b
Historic Court Caseload



Projected. With the most recent population and caseload history established, CGL utilized several data-based, demographic-based, and time series-based models to project future court caseload beyond 2015. Following is a description of the models.

- 1) Historical Trend Percentage Change - estimates future growth based on the percentage change from the beginning point (1996) to the end point (2015) and then applies this annual percentage rate to future years to derive an annual caseload projection.
- 2) Historical Compound Annual Growth Rate - uses the historic annual growth rates over the data period (1996 to 2015) to determine a percentage of growth through the projection end date to derive the annual caseload projections.
- 3) Mean Deviation - compares the peak year caseload to the average caseload from the historic data (1996 to 2015), then standardizes the caseload amount based on the number of years in that time period, and finally applies that amount to future years to arrive at the future projections.
- 4) Ratio to Population Percent Increase - applies the current caseload to population ratio to the projected population in each future year.

- 5) Caseload per 1,000 Population – applies the high, average, and low caseload to population ratio from 1996 to 2015 to the projected population in each future year.
- 6) Linear Regression – determines a best fit line based on the historic trend and then extends the line forward to derive an annual caseload projection.

Based upon input and the preference of Court Administration, all of the model results with appropriate statistical reliability and significance were then averaged to yield a representative caseload projection for purposes of this update. For the Circuit Court Caseload projection, this entailed the average of models 3 through 6 being used. For the County Court Caseload projection, the average of models 2 through 5 was used. A summary of the projected caseload is provided in Table 2-2 and Figure 2-3.

Table 2-2
Projected Court Caseload

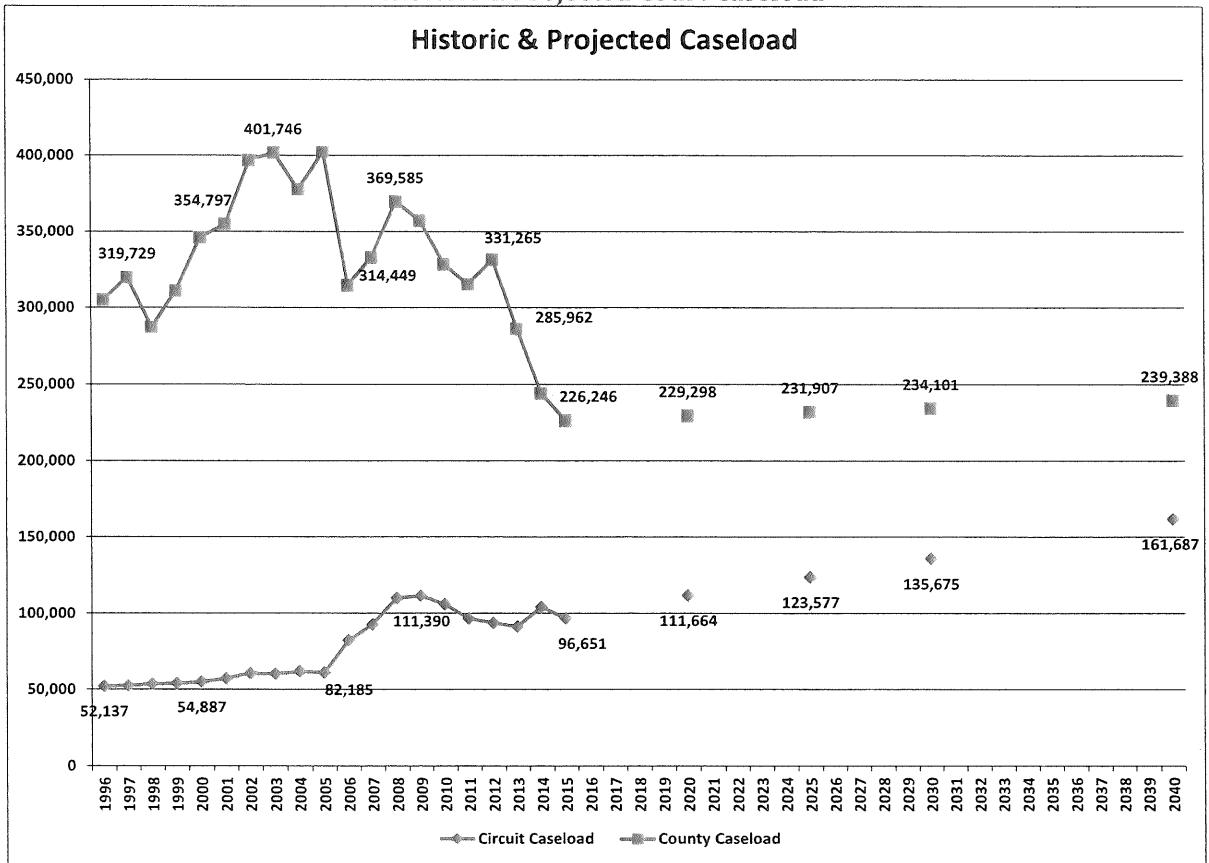
Caseload Projections	Base	Projected				# Chg	%Chg	%Chg/Yr
	2015	2020	2025	2030	2040			
Circuit Court Caseload	96,651	111,664	123,577	135,675	161,687	65,036	67.3%	2.7%
County Court Caseload Including All Traffic	226,246	229,298	231,907	234,101	239,388	13,142	5.8%	0.2%
Total Caseload	322,897	340,962	355,484	369,776	401,075	78,178	24.2%	1.0%
County Court Caseload Excluding Traffic	103,940	109,831	115,390	120,642	131,251	27,311	26.3%	1.1%

Source: Base data (2015) from Court Administration & projections from CGL; March 2016.

As shown in Figure 2-3, Circuit Caseload steadily increased over the historic period and is projected to continue the increasing growth trend into the planning horizon. County Caseload varied historically resulting in a moderate, flat future growth projection.

Palm Beach County Courts Master Plan Update
Section 2 Judicial System Projections Update

Figure 2-3
Historic & Projected Court Caseload



Judicial Officers

Historic. A tabulation of the distribution of judicial officers to include Circuit Court, County Court, and Magistrate by courthouse location as of that point in preparing the update is provided in Table 2-3 below. The summary does not include Senior Judges (currently around 7) and contract Traffic Hearing Officers (currently around 17), who require access to an office and/or courtroom when on-site.

Table 2-3
Existing Allocation of Judicial Officers

Officer	Main	North	South	West ¹	Gun Club	Total
Circuit	26.75	3.00	4.00	0.25	1.00	35.00
County	13.00	1.00	3.00	1.00	1.00	19.00
Magistrate	4.50	2.00	2.00	0.50	0.00	9.00
Total	44.25	6.00	9.00	1.75	2.00	63.00

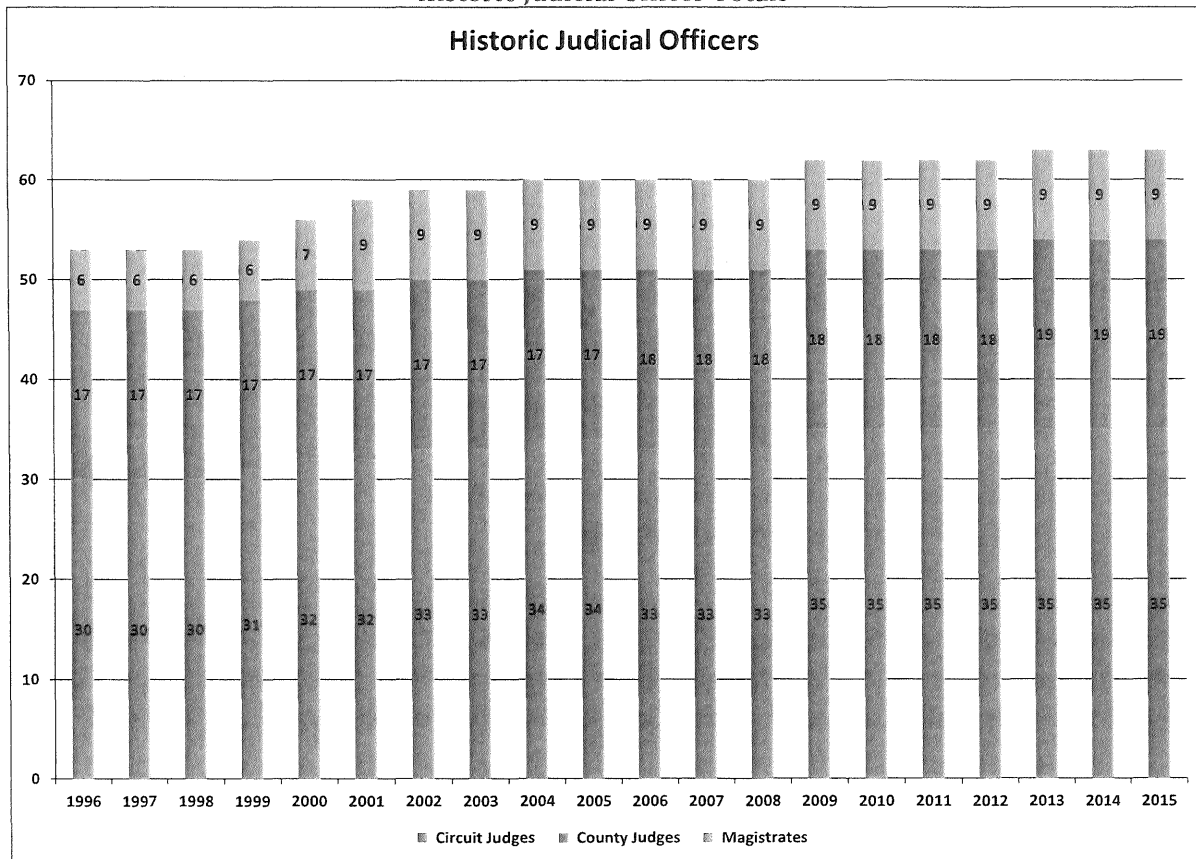
Source: Court Administration; February 2016.

Note: Summary does not include Senior Judges and Traffic Hearing Officers.

¹ West Circuit Judge and Magistrate travel from other location.

Palm Beach County currently has 63 judicial officers with 56% Circuit, 30% County, and 14% Magistrate. Seventy percent (70%) of the existing judicial officers preside in the Main Courthouse. Figure 2-4 presents an illustration of judicial officer totals by Circuit Court, County Court, and Magistrate in recent years.

Figure 2-4
Historic Judicial Officer Totals



Projected. With the recent count of judicial officers being established, CGL then used three models to analyze future judicial officer projections, as follows.

- 1) CGL Model - applies the same data-based, demographic-based, and time series-based models described previously (page 2-5) using the judicial officer totals from 1996 to 2015 and averaging the models to derive annual projections.
- 2) Current Caseload Ratio Model – applies the current ratio of caseload to judicial officer (2,197 Circuit and 5,471 County) to projected caseload to derive annual projections.
- 3) Historic Average Caseload Ratio Model – applies the average ratio of caseload to judicial officer from 1996 to 2015 (1,852 Circuit and 6,384 County) to projected caseload to derive annual projections.

Based on a review of the outcomes with Court Administration and concurrence that resulted, the Team proceeded with an average of the results from the CGL Model and Current Caseload Ratio Model as the most likely/representative result; resulting in the need for 87 total judicial officers by 2040. Table 2-4 and Figure 2-5 present the results of this modeling effort.

Palm Beach County Courts Master Plan Update
Section 2 Judicial System Projections Update

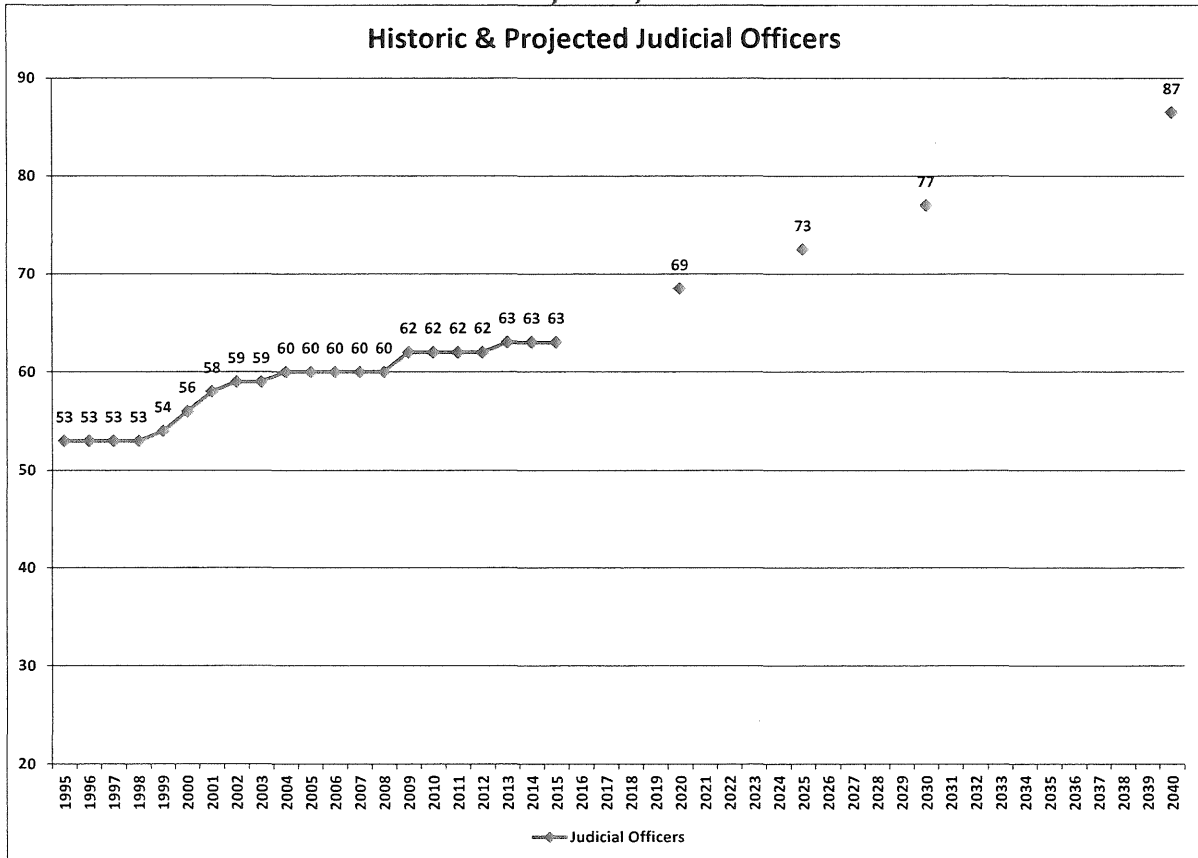
Table 2-4
Projected Judicial Officers

Judicial Officer Projections ¹	Base	Projected				# Chg	%Chg	%Chg/Yr
	2015	2020	2025	2030	2040			
1 - CGL Model	63	66	68	70	75	12	19.0%	0.8%
2 - Current Caseload Ratio	63	71	77	84	98	35	55.6%	2.2%
3 - Historic Average Caseload Ratio	63	77	84	92	108	45	71.4%	2.9%
Consensus (Average 1 & 2)	63	69	73	77	87	24	37.3%	1.5%

Source: Base data (2015) from Court Administration & projections from CGL; March 2016.

¹ Includes Circuit Court, County Court, and Magistrate.

Figure 2-5
Historic & Projected Judicial Officers



To reasonably allocate the projected judicial officers to a specific facility, the Team first assigned officers to the litigation spaces at the branch/satellite courthouse locations, consistent with several of the fundamental assumptions of this update and planning effort. The remainder would then be required to preside at the Main Courthouse in downtown West Palm Beach and/or other future court facilities. An existing litigation space inventory as prepared by Palm Beach County Facilities Development and Operations Department in conjunction with Court Administration is provided as Appendix A. While the elimination of one existing courtroom at the Gun Club facility was raised for consistency with the County's Detention Master Plan and to address site operational issues stemming from out-of-custody proceedings, it was ultimately decided to retain both courtrooms into the future with heightened awareness being exercised over court activity impacts on other functions and operations at this location.

**Table 2-5
Allocation of Projected Judicial Officers**

Judicial Officers ¹	Base	Projected				# Chg	%Chg	%Chg/Yr
	2015	2020	2025	2030	2040			
Main	44.25	48	51	53	62	18	40.1%	1.6%
North	6.0	7	7	7	7	1	16.7%	0.7%
South	9.0	10	11	12	13	4	44.4%	1.8%
West	1.75	3	3	4	4	2	128.6%	5.1%
Gun Club	2.0	2	2	2	2	0	0.0%	0.0%
Total	63	70	74	78	88	25	39.7%	1.6%

Source: CGL; March 2016 and updated December 2016 and January 2022.

Note: Totals may vary due to rounding.

¹ Includes Circuit Court, County Court, and Magistrate.

² Based on assessment of identified spaces for Master Plan.

The Team then determined the specific litigation space needs by location based on the projected judicial officer types and existing litigation space inventory. A courtroom sharing ratio of 8 courtrooms to 10 judicial officers has been applied for Civil proceedings at the Main location in light of the feasibility of doing so based upon CGL's experiences in other locations in Florida and across the nation as well as Court Administration envisioning the feasibility of same. Table 2-6 shows a comparison of the existing space inventory to the projected number of judicial officers (i.e. need) through 2040.

Palm Beach County Courts Master Plan Update
Section 2 Judicial System Projections Update

Table 2-6
Allocation of Projected Litigation Spaces

Judicial Officer Type	Existing	Projected			
		2020	2025	2030	2040
Main	51.00	52	55	54	62
Circuit Civil/Foreclosure/Probate	15	15	16	14	17
Circuit Family	3	3	3	4	4
Circuit Criminal	7	7	8	8	9
Circuit Juvenile	4	4	4	4	5
County Civil ¹	5	5	6	5	6
County Criminal/Domestic Violence	8	9	9	10	12
Magistrate	7	5	5	5	5
Traffic	1	1	1	1	1
Senior & Visiting Judge	1	3	3	3	3
North	7	7	7	7	7
Circuit	3	3	3	3	3
County	1	1	1	1	1
Magistrate	3	3	3	3	3
South	12	10	11	12	13
Circuit	5	5	5	5	5
County	4	3	4	4	5
Magistrate	3	2	2	3	3
West	4	3	3	4	4
Circuit	1	1	1	1	1
County	1	1	1	1	1
Magistrate	2	1	1	2	2
Gun Club	2	2	2	2	2
Circuit	1	1	1	1	1
County	1	1	1	1	1
Totals	76	74	78	79	88

Source: CGL; March 2016 and updated December 2016 and January 2022.

Note: Totals may vary due to rounding.

¹ Assumes Civil courtroom sharing by 2040.

Court Personnel Projection

As was done by the court, all court partners provided the Team with historic and current staff counts by location. The following staff projection models were applied based on the historic data available from 1996 to 2015.

- 1) Historic Percentage Change - estimates future growth based on the percentage change of personnel from 1996 to 2015 and then applies this annual percentage rate to the base year (2015) and future years to derive annual projections.
- 2) Linear Regression – determines a best fit line considering the trend over time and then extends the line forward to derive annual projections.
- 3) Ratio to Projected Population - applies the current staff to county population ratio to the projected county population in future years to derive annual projections.
- 4) Ratio to Projected Judicial Officers – applies the current staff to judicial officer ratio to the projected number of judicial officers in each year to derive an annual projection.

The Team compared the model outcomes to each partner's historic staff growth, independent projections developed by the partner agencies, and insights revealed through standard interviews. Examples of factors that may impact future personnel growth include constrained historical growth, change in management philosophy, future grant funding or other revenue/vehicles to facilitate expansion, planned department and/or staff changes due to the impact of technologies, and/or change in workflow. Note that a comprehensive staffing analysis ¹ was not completed, and that the staff projections are for space planning purposes only and are seen as being reasonable and appropriate for that specific purpose.

As mentioned, members of the Team conducted review meetings with each court partner to review the projections, come to consensus and to finalize the projections in five year intervals through 2040, just as was done with Court Administration. A summary of the 2006 historic, 2015 existing, and projected personnel through 2040 by court partner and location is provided in Table 2-7. A comprehensive staff and space projection detail table for the entirety of the County's judicial system is provided in Appendix B.

¹ A comprehensive staff analysis integrates human resource planning into an organization's strategic plan. Human resource planning includes all managed movement into, around, and out of an organization (e.g., recruitment, hiring, promotion, transfer, redeployment, attrition, retention, etc.). Strategic Staffing also takes into consideration other human resource activities such as employee development and classification.

Palm Beach County Courts Master Plan Update
Section 2 Judicial System Projections Update

**Table 2-7
Personnel Projection Summary**

Location/Component	Existing	Projected				# Chg.
		2020	2025	2030	2040	
Main Courthouse	960	1,044	1,110	1,168	1,309	349
Clerk of Court	453	489	520	543	613	160
Court Administration	225	255	274	293	333	108
Guardian Ad Litem	38	44	48	52	57	19
Justice Services	18	19	21	24	25	7
Sheriff	208	218	227	235	257	49
Victim Services	18	19	20	21	24	6
SAPD Building	555	588	627	656	736	181
Public Defender	205	217	230	240	269	64
State Attorney	350	371	397	416	467	117
North Courthouse	80	108	110	110	112	32
Clerk of Court	40	47	47	47	47	7
Court Administration	18	24	26	26	27	9
Justice Services	0	1	1	1	1	1
Public Defender	5	6	6	6	6	1
Sheriff	13	14	14	14	14	1
State Attorney	3	12	12	12	13	10
Victim Services	1	4	4	4	4	3
South Courthouse	155	180	195	212	230	75
Clerk of Court	80	89	98	107	116	36
Court Administration	31	38	43	45	48	17
Guardian Ad Litem	6	7	7	8	8	2
Justice Services	2	5	5	7	7	5
Public Defender	3	4	4	4	5	2
Sheriff	16	17	17	18	19	3
State Attorney	11	13	14	15	18	7
Victim Services	6	7	7	8	9	3
West Administration & Courthouse	64	88	89	107	109	45
Clerk of Court	16	22	22	26	26	10
Court Administration	5	8	8	9	10	5
Guardian Ad Litem	3	4	4	5	5	2
Justice Services	1	1	1	2	2	1
Public Defender	6	9	9	12	12	6
Sheriff	20	24	25	27	28	8
State Attorney	9	15	15	20	20	11
Victim Services	4	5	5	6	6	2

Palm Beach County Courts Master Plan Update
Section 2 Judicial System Projections Update

**Table 2-7 (Cont.)
Personnel Projection Summary**

Location/Component	Existing	Projected				# Chg.
		2020	2025	2030	2040	
Gun Club	88	88	90	90	91	3
Clerk of Court	20	20	20	20	20	0
Court Administration	12	12	12	12	12	0
Justice Services	18	18	20	20	21	3
Public Defender	7	7	7	7	7	0
Sheriff	21	21	21	21	21	0
State Attorney	10	10	10	10	10	0
Other	23	25	26	28	31	8
Justice Services/Govt Center	3	3	3	4	4	1
Victim Services/SART	20	22	23	24	27	7
Totals	1,925	2,121	2,247	2,371	2,618	693

Source: CGL; January 2016 and updated January 2017 and January 2022.

Note: Totals may vary due to rounding.

Court Space Projection

Space Standards. Space standards are regular measurements of space per person or per unit that are routinely used in the construction industry to plan for future space needs. Standards are required to:

- Make the most efficient use of space;
- Establish uniformity and consistency among personnel in all departments/agencies/organizations;
- Establish uniformity and consistency in the allocation of space for equipment;
- Right size new construction to avoid over- or under-building;
- Provide a uniform basis for projecting space needs for personnel and equipment in order to logically plan for the acquisition of future space; and
- Determine the probable cost of needed space (i.e. a budgeting basis).

Estimating the amount of useable area or floor space needed to provide an appropriate environment capable of supporting the intended function(s) involves the application of space allocations to functional components (e.g., office, equipment closet, courtroom, etc.). *Net Square Feet (NSF)* is a term used to describe the inside dimensions of a space that does not include the wall thickness, corridors, and any other area, but simply the inside dimensions of a particular space. A conference room, for example, could be a 400 SF room that is 20' X 20' or 16' X 25'.

In a master space plan such as this, the size of individual offices/work stations is not as important as the total allocation of space for each staff position. For example, an office may be 100 square feet (SF), but the total space to support that office requires corridors, public counters, etc. The total *department gross square footage (DGSF)* is the sum of the various personnel, support, public, storage, and equipment net assignable spaces multiplied by a Grossing Factor to account for non-assignable floor area required to enclose, access, and mechanically support the net assignable spaces. For the conference room example, 400 NSF multiplied by a Grossing Factor of 35% yields a non-assignable area of 140 square feet. This is the amount of floor area required to enclose, access, and mechanically support the 400 NSF conference room, which in this example translates to a DGSF of 540 SF to realistically deliver and support the conference room.

During the 2006 master plan effort, the Team adopted a department space standard for each court component as derived from the National Center for State Courts (NCSC), the *United States Court Design Guide*, and the Team's combined court planning experience both locally and throughout the state and nation. The Team refined the Support Component standards as part of the current planning effort. Standards for office environments were adjusted to reflect a more "paperless" environment and to match industry trends elsewhere in the state and across the nation. Categories were renamed based on the current organizational titles and the category "Volunteer" was added. For typical office/staff-driven environments, the Team determined an average DGSF per staff by reviewing the function of the department to determine the mix of private offices versus open workstations, the types and sizes of support spaces (conference rooms, library, storage, etc.), and the extent of shared spaces. For courtroom and

Palm Beach County Courts Master Plan Update
Section 2 Judicial System Projections Update

judicial suites, the Team constructed standard "sets" of the individual spaces required to support the courtroom or judicial officer as shown in Table 2-8.

**Table 2-8
Component Space Standards**

Space	Number ¹	Block Area per Space/Staff ²	Grossing Factor ³	Total Space ⁴
Court Sets				
Standard Circuit Criminal Courtroom Set				
Standard Circuit Criminal Courtroom w/Vestibule	1	1,800	25%	2,250
Attorney/Client Conference	2	120	50%	360
Waiting Area/Courtroom	20	12	40%	336
Bailiff Station (Included in Well Space)	1	48	25%	-
Jury Deliberation Set (w/Toilets, Coffee Area)	0.75	420	40%	441
Holding Cells	2	100	60%	320
Inmate/Attorney Visitation	2	50	60%	160
Elevator Alcove	0.5	60	100%	60
Secure Storage	1	100	50%	150
Judge's Courtroom Office (If Chambers located separately)	1	150	50%	225
Subtotal Standard Circuit Criminal Courtroom Set				4,302
Standard Circuit Civil Courtroom Set				
Standard Circuit Civil Courtroom w/Vestibule	1	1,800	25%	2,250
Attorney/Client Conference	2	120	50%	360
Waiting Area/Courtroom	20	12	40%	336
Bailiff Station (Included in Well Space)	1	48	25%	-
Jury Deliberation Set (w/Toilets, Coffee Area)	0.75	420	40%	441
Elevator Alcove	0.5	60	100%	60
Secure Storage	1	100	50%	150
Judge's Courtroom Office (If Chambers located separately)	1	150	50%	225
Subtotal Standard Circuit Civil Courtroom Set				3,822
Standard Family Courtroom Set				
Soundlock Vestibule	1	70	50%	105
Victim / Witness / Atty Interview Rooms	0.5	100	50%	75
Courtroom	1	1,000	25%	1,250
Equipment Storage	1	60	50%	90
Elevator Alcove	0.5	60	100%	60
Holding Cell w/Toilet	1	50	60%	80
Waiting Area	16	12	40%	269
Bailiff Station (Included in Well Space)	1	48	25%	-
Subtotal Standard Family Courtroom Set				1,929
Standard Juvenile Courtroom Set				
Soundlock Vestibule	1	70	50%	105
Victim / Witness / Atty Interview Rooms	0.5	100	50%	75
Courtroom	1	1,000	25%	1,250
Equipment Storage	1	60	50%	90
Bailiff Station (Included in Well Space)	1	48	25%	-
Elevator Alcove	0.5	60	100%	60
Holding Cell w/Toilet	1	50	60%	80
Holding Room w/Toilet	1	100	60%	160
Waiting Area	16	12	40%	269
Subtotal Delinquency Courtroom Set				1,984

Palm Beach County Courts Master Plan Update
Section 2 Judicial System Projections Update

Table 2-8 (continued)
Component Space Standards

Space	Number ¹	Block Area per Space/Staff ²	Grossing Factor ³	Total Space ⁴
Court Sets				
Standard County Courtroom Set				
Standard County Courtroom w/Vestibule	1	1,600	25%	2,000
Attorney/Client Conference	2	120	50%	360
Waiting Area/Courtroom	20	12	40%	336
Bailiff Station (Included in Well Space)	1	48	25%	-
Jury Deliberation Set (w/Toilets, Coffee Area)	6	30	40%	252
Holding Cells	2	100	60%	320
Inmate/Attorney Visitation	2	50	60%	160
Elevator Alcove	0.5	60	100%	60
Secure Storage	1	100	50%	150
Judge's Courtroom Office (If Chambers located separately)	1	150	50%	225
Subtotal County Courtroom Set				3,863
Large Traffic or Arraignment Courtroom Set				
Large Traffic Courtroom w/Vestibule	1	2,200	25%	2,750
Attorney/Client Conference	2	120	50%	360
Waiting Area/Courtroom	30	12	40%	504
Bailiff Station (Included in Well Space)	1	48	25%	-
Jury Deliberation Set (w/Toilets, Coffee Area)	6	30	40%	252
Holding Cells	2	100	60%	320
Inmate/Attorney Visitation	2	50	60%	160
Elevator Alcove	0.5	60	100%	60
Secure Storage	1	100	50%	150
Judge's Courtroom Office (If Chambers located separately)	1	150	50%	225
Subtotal Large Traffic or Arraignment Courtroom Set				4,781
Magistrate's Courtroom Set				
Magistrate Courtroom w/Vestibule	1	1,200	25%	1,500
Attorney/Client Conference	2	120	50%	360
Waiting Area/Courtroom	40	12	40%	672
Bailiff Station (Included in Well Space)	1	48	25%	-
Holding Cells	2	100	60%	320
Inmate/Attorney Visitation	2	50	60%	160
Fines Payment Counter & Queuing Space	2	100	40%	280
Secure Storage	1	100	50%	150
Court Staff Office	2	100	50%	300
Subtotal Magistrate Courtroom Set				3,742
Grand Jury Set				
Grand Jury Room	1	650	40%	910
Grand Jury Vestibule	1	120	50%	180
Reception Workstation	2	48	25%	120
Storage / Equipment Room	1	40	25%	50
State's Attorney Workroom	1	200	50%	300
Officer / Investigator Waiting Room	1	500	50%	750
Witness / Victim Waiting Room	1	120	50%	180
Grand Jury Breakout Area	1	200	40%	280
Staff Washroom	2	50	60%	160
Juror Washroom	2	50	60%	160
Holding Cell	2	50	60%	160
Holding Vestibule	1	50	60%	80
Holding Staging	1	60	60%	96
Sheriff Post	1	25	25%	31
Subtotal Grand Jury				3,457



Palm Beach County Courts Master Plan Update
Section 2 Judicial System Projections Update

Table 2-8 (continued)
Component Space Standards

Space	Number ¹	Block Area per Space/Staff ²	Grossing Factor ³	Total Space ⁴
Judicial Set				
Circuit/Family Court Judge's Set				
Circuit Court Judge's Chamber	1	280	55%	434
Judge's Toilet (H.C. Accessible)	1	45	55%	70
Storage	2	60	55%	186
Judicial Assistant's Office	1	140	55%	217
Waiting Area	6	20	55%	186
Subtotal Circuit Court Judge's Set				1,093
County Court Judge's Set				
County Court Judge's Chamber	1	180	55%	279
Judge's Toilet (H.C. Accessible)	1	45	55%	70
Secretary's Office	1	80	55%	124
Storage	2	60	55%	186
Waiting Area	8	20	55%	248
Subtotal County Court Judge's Set				907
General Magistrate's Office Set				
General Magistrate's Office	1	150	55%	233
Judge's Toilet (H.C. Accessible)	1	45	55%	70
Storage	2	60	55%	186
Secretary/Judicial Assistant (Including Waiting Area)	1	150	55%	233
Subtotal General Magistrate's Set				721
Support Components				
Court Administration (Administration)	1	200	55%	310
Clerk of Court (Executive Office)	1	230	45%	334
Clerk of Court (Office Functions)	1	190	45%	276
State's Attorney	1	225	55%	349
Public Defender	1	225	55%	349
Court Security (Sheriff Department)	1	36	55%	56
Court Liaison	1	135	45%	196
Court Programs				
Court Technology	1	150	55%	233
Court Interpreters	1	135	45%	196
Court Reporting	1	150	45%	218
Domestic Violence/ Drug Court/ Family Violence	1	135	45%	196
Mediation & Case Management	1	200	45%	290
Witness Management	1	200	45%	290
Court Support Programs				
Justice Services Admin & Psychology	1	200	45%	290
Pretrial Services	1	200	45%	290
Guardian Ad Litem	1	200	45%	290
Victim Services	1	200	45%	290
Volunteers	1	36	55%	56

Source: CGL; April 2006 and updated July 2016.

Notes:

1. Refers to the number of units, room, or spaces.
2. Refers to the average net square footage assigned to an individual or group of spaces.
3. A factor applied to the average net assignments to define the total area required per staff or unit position.
4. Total area that will be multiplied times the number of staff or units.

Palm Beach County Courts Master Plan Update
Section 2 Judicial System Projections Update

Finally, and building upon the prior information, *Building gross square feet (BGSF)* is the sum of all assignable (DGSF) spaces and non-assignable spaces to include such features as exterior walls, common public circulation area, public restrooms, stairwells, elevators, mechanical spaces, and so on. To determine total building size for any new construction, a BGSF factor (or grossing factor) must be applied to the sum of all DGSF components.

Space Projection. The applicable space standards are then applied against the estimated number of space units/personnel for each court component to estimate the total space needs. This approach to master space planning is often called “block space planning” and is intended to allow a jurisdiction to test a variety of development options prior to developing a detailed architectural space program. Stressing again the methodology; the estimated requirements in the master plan are based upon assigning an aggregate amount of space per unit/personnel and is not based upon the development of a room-by-room identification of spaces. If and when the County decides to proceed with the actual design and construction of a specific building, an architectural space program will need to be developed in consultation with the end users to establish a basis for the architectural and engineering design team to then proceed.

A summary of the existing space as provided by Palm Beach County, recommended space standard, and projected space through 2040 by court component and location is provided in the Table 2-9. As previously noted, a staff and space projection detail table is provided in Appendix B.

**Table 2-9
Space Projection Summary**

Location/Component	Existing	Projected DGSF				# Chg.
		2020	2025	2030	2040	
Main Courthouse	442,165	481,223	510,155	519,086	585,530	143,365
Clerk of Court	126,200	135,309	143,865	150,213	169,591	43,391
Court Administration	181,765	287,382	305,321	305,180	348,634	166,869
Guardian Ad Litem	6,570	12,760	13,920	15,080	16,530	9,960
Justice Services	4,565	5,133	5,619	6,395	6,685	2,120
Sheriff	30,080	30,580	31,080	31,580	32,580	2,500
Victim Services	6,550	5,510	5,800	6,090	6,960	410
Conference Center		4,550	4,550	4,550	4,550	4,550
Unassigned	86,435					(86,435)
SAPD Building	166,645	199,206	211,343	221,456	247,892	81,247
Public Defender	59,590	75,679	80,213	83,700	93,814	34,224
State Attorney	107,055	123,527	131,130	137,756	154,078	47,023
North Courthouse	48,765	47,016	47,616	47,616	48,255	(510)
Clerk of Court	15,600	12,972	12,972	12,972	12,972	(2,628)
Court Administration	18,305	22,567	23,167	23,167	23,457	5,152
Justice Services		290	290	290	290	290
Public Defender	3,975	2,093	2,093	2,093	2,093	(1,882)
Sheriff	3,700	3,750	3,750	3,750	3,750	50
State Attorney	5,675	4,185	4,185	4,185	4,534	(1,141)
Victim Services	1,510	1,160	1,160	1,160	1,160	(350)



Palm Beach County Courts Master Plan Update
Section 2 Judicial System Projections Update

Table 2-9 (continued)
Space Projection Summary

Location/Component	Existing	Projected DGSF				# Chg.
		2020	2025	2030	2040	
South Courthouse	92,905	80,846	85,361	89,892	95,540	2,635
Clerk of Court	31,270	24,564	27,048	29,532	32,016	746
Court Administration	35,325	41,282	42,965	43,453	44,883	9,558
Guardian Ad Litem	1,120	2,030	2,030	2,320	2,320	1,200
Justice Services	1,585	1,356	1,356	1,936	1,936	351
Public Defender	3,700	1,395	1,395	1,395	1,744	(1,956)
Sheriff	3,605	3,655	3,655	3,705	3,755	150
State Attorney	6,015	4,534	4,883	5,231	6,278	263
Victim Services	3,885	2,030	2,030	2,320	2,610	(1,275)
Unoccupied	6,400					(6,400)
West Administration & Courthouse	34,075	29,201	29,201	34,735	34,931	856
Clerk of Court	7,515	6,072	6,072	7,176	7,176	(339)
Court Administration	11,900	9,988	9,988	10,709	10,905	(995)
Guardian Ad Litem	470	1,160	1,160	1,450	1,450	980
Justice Services	120	290	290	580	580	460
Public Defender	4,850	3,139	3,139	4,185	4,185	(665)
Sheriff	1,770	1,870	1,870	1,920	1,920	150
State Attorney	6,375	5,231	5,231	6,975	6,975	600
Victim Services	1,075	1,450	1,450	1,740	1,740	665
Gun Club	15,420	21,976	22,462	22,462	22,752	7,332
Clerk of Court	1,375	1,375	1,375	1,375	1,375	-
Court Administration	6,960	8,393	8,393	8,393	8,393	1,433
Justice Services	1,190	4,843	5,329	5,329	5,619	4,429
Public Defender	2,120	2,267	2,267	2,267	2,267	147
Sheriff	1,610	1,610	1,610	1,610	1,610	-
State Attorney	2,165	3,488	3,488	3,488	3,488	1,323
Other	0	7,250	7,540	8,120	8,990	8,990
Justice Services/Govt Center		870	870	1,160	1,160	1,160
Victim Services/SART		6,380	6,670	6,960	7,830	7,830
Totals	799,975	866,718	906,719	936,410	1,043,890	243,915

Source: CGL; January 2016 and updated January 2017 and January 2022.

Note: Totals may vary due to rounding.

Summary

The 2006 master planning effort was updated and extended to 2040 to provide projections of future court activity based on historic trends as well as personnel and space requirements by court component. Fundamental considerations in this effort include County Population, Court Caseload, Judicial Officers, Litigation Spaces, Court Personnel, and Court Spaces. Highlights resulting from this effort include:

- Palm Beach County's population increased at an average annual rate of 1.89% from 1996 to 2015 and is projected to grow at an average annual rate of 1% to 1,764,400 by 2040.
- Circuit Court Caseload has steadily increased from 1996 to 2015 and is projected to increase at an average annual rate of 2.7% thru 2040;
- County Court Caseload varied historically and is projected to increase at an average annual rate of 0.2% including Traffic and 1.1% excluding Traffic thru 2040
- Palm Beach County currently has 63 judicial officers and 70% preside in the Main Courthouse.
- Palm Beach County is projected to need 87 judicial officers by 2040 with 62 in the Main Courthouse.
- Litigation space needs by location were based on the projected judicial officer types and existing litigation space inventory and maximum use of identified litigation spaces at branch locations.
- Court personnel for all locations currently totals 1,925 with nearly 79% of the total downtown in the Main Courthouse and State Attorney/Public Defender Building.
- Court Personnel is projected to increase to 2,585 by 2040, with 2,045 located downtown.
- Existing space for all court locations is 799,975 department gross square feet.
- Projected space for all court locations by 2040 is 1,043,890 department gross square feet (+243,915 DGSF).

The next project task is to identify space and facility development options for Palm Beach County for all court locations.

SECTION 3

Judicial Facility Improvement Options

Introduction

Personnel and space projections having been developed, the next project task is to identify space and facility development options for Palm Beach County to address the long term or Final/2040 forecast of needs. The space plans must focus on the delivery of effective and convenient services to the citizens of Palm Beach County but also provide new spaces that are flexible, technologically advanced, and planned to current standards for efficient and effective operations. The focus of the long term plan is to minimize disruptions to existing operations, maintain critical functional relationships between agencies and departments that interact regularly, sustain all past investment to the fullest extent possible, and at least sustain if not improve upon the provision of public services.

Basic Assumptions for Master Facilities Plan

Court Administration prepared and presented the *Fifteenth Judicial Circuit Strategic Plan for the Courthouse Facilities, 2016 and Beyond* to the Consultants and representatives of Facilities Development & Operations in December 2015. The following priorities were highlighted by the Court:

- ❖ Address concerns with the Main Courthouse to include:
 - Size and configuration of courtrooms;
 - Layout of Magistrate hearing rooms;
 - Lack of large conference room;
 - Separation of Court Administration staff;
 - Transportation of inmates and placement in courtroom;
 - Application of technology;
 - Size of Law Library; and
 - Update of security infrastructure.
- ❖ Account for growth in the North.
- ❖ Incorporate Courthouse considerations to include:
 - Priority to court staff and courtrooms/hearing rooms;
 - Storage of documents off-site;
 - Potential to centralize Traffic Court;
 - Provision of Judicial chambers and restrooms;
 - Sufficient public seating in hallways; and
 - Secure space for confidential communications.

In addition, the Court provided the *Fifteenth Judicial Circuit Facility Needs for 2016-2018 for the Main Courthouse* (document provided in Appendix C). The Team gave these documents as much attention and consideration as possible given the global purpose of this Master Plan, physical limitations of existing facilities, and in striking a balance amongst the entire collection of needs as identified through the projections, interviews and presentations.

Based on the entire series of meetings, interviews, tours and other routine communication with stakeholders, the following basic assumptions were identified by the Team for the Master Facilities Plan.

1. CGL projections of population, caseload, judicial officers, staff, and space growth to 2040 would be used to define the Master Plan.
2. All jury trials would remain assigned to litigation spaces in the Main Courthouse.
3. All criminal courtrooms would be served by a separate, secure means of access.
4. In projecting future litigation space needs, maximization of all existing spaces has been presumed. That is, all existing litigation spaces would be used on a daily basis consistent with the needs of the Court. The branch courts would continue to be used over time in managing case volume, supporting non-jury trial matters locally. Provision of additional litigation spaces beyond those identified in this Master Plan is not considered as the number of existing and proposed litigation spaces has been deemed sufficient based on the projections resulting from assumption number 1 above.
5. Gun Club courtrooms would be used at an intensity, schedule and/or manner that accounts for impact upon other functions and operations at this location (i.e. on-site parking supply and demand, law enforcement and detention activities and their associated security demands, etc.) and the physical space constraints for all judicial support functions.
6. Staff would be assigned and appropriate space made available for all Court Administration and Court Partners at all locations.
7. Juvenile (dependency and delinquency) proceedings would be located together.
8. New industry-supported space guidelines would be applied to projecting space needs for any new litigation spaces. Existing litigation spaces and court sets would continue to be used as designed.
9. County space guidelines would be applied to projecting space needs for non-litigation spaces.
10. In planning improvements, continuity of operations would be highest priority.
11. Palm Beach County Sheriff's Office occupancy in Main Courthouse would be limited to Court Security functions only.

The Team focused on the development of Final/2040 options for the entire judicial system and an Interim/2025 plan for the Main Courthouse to support the projected litigation space needs as presented in Table 3-1.

**Table 3-1
Projected Litigation Spaces**

Courthouse	Current	Adjustments	Baseline by 2020	2025 Interim Need	2040 Final Need
Main ¹	51	(2-7)	44-49	55	62
North County	7	-	7	7	7
South County ²	14	(1)	13	11	13
West County	4	-	4	3	4
Gun Club	2		2	2	2
Totals	78	(3-8)	70-75	78	88

Source: CGL; December 16 and updated January 2022.

Note: Totals may vary due to rounding.

¹ Assumes repurposing of the 3rd floor (2) and some or all of the 6th floor Magistrate Hearing Rooms (5); adds 3 standard Courtrooms for Senior Judges; includes Traffic Court; assumes Civil courtroom sharing by 2040.

² Converts two Hearing Rooms into one per Court Administration.

Also based on the entire series of meetings, interviews, tours and other routine communication with stakeholders, the following Interim/2025 Plan steps for downtown operations were identified regardless of the Final/2040 facility option that would result from presentation, discussion and consensus building:

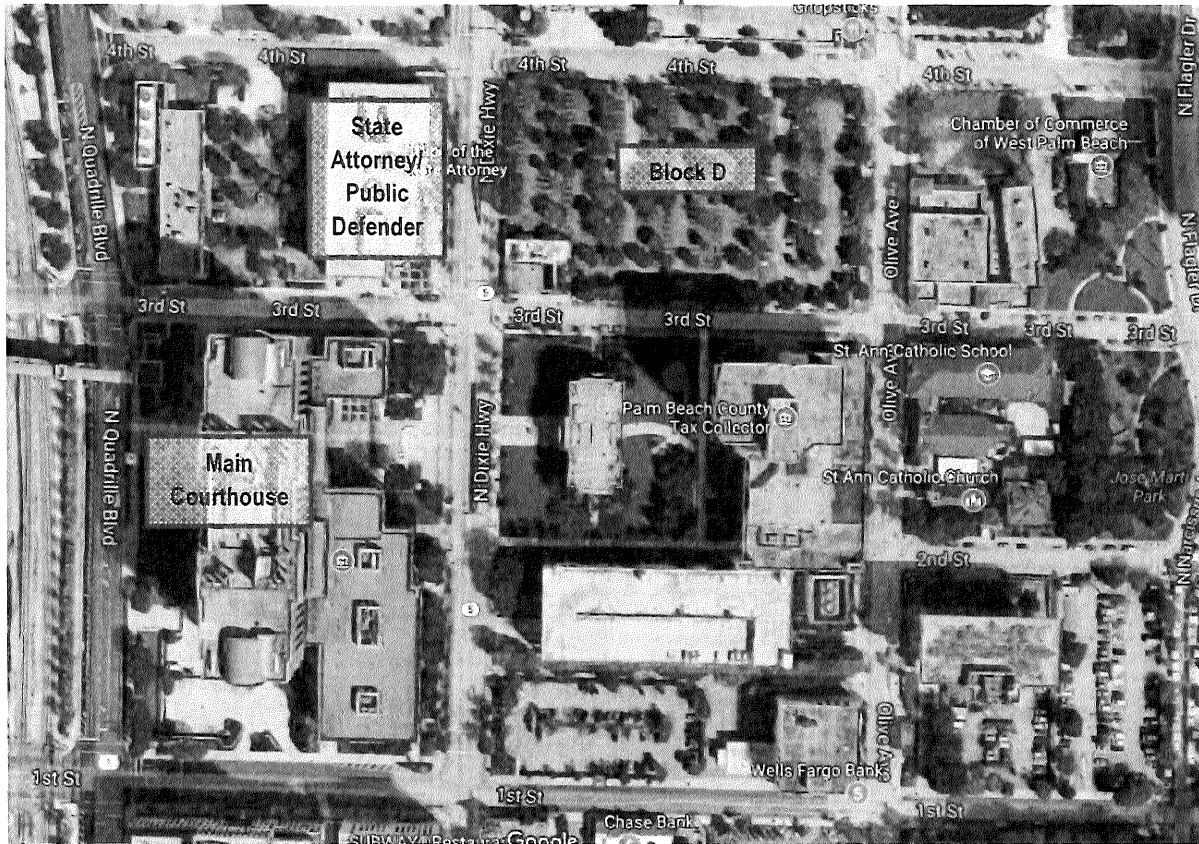
1. Create a new judicial mailroom;
2. Create an expanded Command Center on the 4th floor at the Main Courthouse;
3. Replace 2 hearing rooms on the 3rd floor at the Main Courthouse and repurpose that space;
4. Replace 5 hearing rooms on the 6th floor at the Main Courthouse and repurpose that space;
5. Construct a new "Shared Conference Center" and Judges Conference Room at the Main Courthouse;
6. Construct a minimum of 4 new court rooms (3 standard and 1 large volume) at the Main Courthouse;
7. Downsize the Law Library at the Main Courthouse and repurpose the resulting space;
8. Develop a solution for long-term record storage and retention; and
9. To the extent possible, consolidate each user into unified/adjacent space.

Options Analysis

The focus of the Final/2040 facility options analysis was on the downtown opportunities consisting of the Main Courthouse, State Attorney/Public Defender (SA/PD) Building, and the anticipated future development of Block D or another County-owned site if supported through consensus. Figure 3-1 provides an illustration of the downtown campus. Fundamental planning principles applied in every option included: 1) the consolidation of like and/or most compatible functions to the extent possible, 2) the State Attorney becoming the only occupant in the SA/PD Building due to their 2040 projection matching the capacity of that building,

and 3) full maximization of available facilities and spaces within the branch/satellite courthouses. The Team identified three separate options, one consisting of two variations, to address the Final/2040 space needs of the countywide judicial system.

**Figure 3-1
Downtown Campus**



Option 1- New Civil Courthouse

The goal of Option 1 was to develop a new Civil Courthouse on Block D that would also include new space for the Public Defender to occupy outside of the SA/PD Building. Main projects for this option include:

- Build a new Civil Courthouse for 23 litigation spaces by 2040 (total of Circuit Civil/Foreclosure/Probate and County Civil projected litigation spaces for 2040 as shown in Table 2-6);
- Reuse/remodel the Main Courthouse for 39 litigation spaces by 2040 (to achieve a space for each of the 62 projected judicial officers at the Main Courthouse in 2040 (reference Table 2-5) upon accounting for the 23 litigation spaces that would be delivered in a new Civil Courthouse);
- Create new office space for the Public Defender; and
- Remodel the existing SA/PD Building solely for occupancy by the State Attorney's Office.

Advantages:

- New purpose-built Civil Courthouse on Block D; thereby allowing the Main Courthouse to be dedicated to serving all other case types and related support functions only;
- Secure judicial parking can be provided in an amount to ensure a sufficient supply for all judicial officers at all times; and,
- Resilience as compared to all litigation spaces being located within the same building.

Disadvantages:

- Surplus of 9,900 sf of non-litigation space at the Main Courthouse to be reused for other purposes.
- Surplus of 16 litigation spaces at MCCH to be reused for other purposes.
- Loss of past investment on both accounts.

Table 3-2 provides a proposed space allocation by main functional component and location for Option 1 - New Civil Courthouse, comparing existing space to the Interim/2025 and Final/2040 space projections.

Palm Beach County Judicial Facilities Master Plan Update
Section 3 Judicial Facility Improvement Options

Table 3-2
Space Implications of Option 1 - New Civil Courthouse Space

Location/Departments	Existing DGSF	Projected DGSF	
		Interim/2025 Need	Final/2040 Need
Main Courthouse (Criminal/Family/Juvenile)	442,165	510,155	447,004
Court Judicial Suite	27,120	51,987	40,852
Court Judicial Set ¹	107,480	205,649	131,938
Court Administration	47,165	47,685	56,283
Clerk of Court	126,200	143,865	130,123
Guardian Ad Litem	6,570	13,920	16,530
Justice Services	4,565	5,619	7,845
Sheriff (Court Security)	30,080	31,080	29,480
Victim Services	6,550	5,800	14,790
Unassigned	86,435		
Shared Judicial Conference Center		4,550	4,550
Core Area/ Circulation			14,613
New Civil Courthouse (Civil/Foreclosure/Probate)			176,536
Court Judicial Suite			28,016
Court Judicial Set			88,152
Clerk of Court (Civil)			39,468
Clerk of Court (Vault)			2,300
Court Support			15,500
Sheriff (Civil)			3,100
SAPD Building	166,645	211,343	154,078
Public Defender	59,590	80,213	
State Attorney	107,055	131,130	154,078
Create New Space			93,814
Public Defender			93,814
Totals	608,810	721,498	871,432

Source: CGL; November 2016 and updated February and July 2017.

Note: Totals may vary due to rounding.

¹ Interim/2025 Preferred Plan and Final/2040 Need based on 55 litigation spaces.

Option 2A - New Family/Juvenile Courthouse on Block D

The goal of Option 2 was to develop a new Family/Juvenile Courthouse on Block D that would also deliver new space in support of the Public Defender vacating the SA/PD Building. Main projects for this option include:

- Build a new Family/Juvenile Courthouse for 14 litigation spaces by 2040 (based upon the projection for 14 total family, juvenile and magistrate litigation spaces in that year per Table 2-6);
- Reuse/remodel the Main Courthouse for 48 litigation spaces by 2040;
- Create new office space for the Public Defender; and
- Remodel the existing SA/PD Building for the State Attorney.

Advantages:

- 👉 New purpose-built Family/Juvenile Courthouse on Block D;
- 👉 Logical division of operations within the judicial circuit;
- 👉 Secure judicial parking can be provided in an amount to ensure a sufficient supply for all judicial officers at all times;
- 👉 Resilience as compared to all litigation spaces being located within the same building; and
- 👉 Least amount of lost investment in existing improvements within the Main Courthouse as compared to the other downtown expansion options.

Disadvantages:

- 👉 Surplus of 6,900 sf of non-litigation space at the Main Courthouse to be reused for other purposes.
- 👉 Surplus of 7 litigation spaces at the Main Courthouse to be reused for other purpose.
- 👉 Loss of past investment on both accounts.

Table 3-3 provides the space allocation by main functional component and proposed building for Option 2A - New Family/Juvenile Courthouse on Block D, comparing existing space to the Interim/2025 and Final/2040 space projections. As noted above and more detailed in Table 3-3, this Option 2A would not only result in a consolidation of litigation spaces to support family and juvenile proceedings, but is also far more comprehensive in that it would: 1) deliver ample space within the new building for all operations of the Court Partners directly related to the family and juvenile cases, 2) allow for the Guardian Ad Litem to vacate the Main Courthouse and become consolidated into a cohesive space within the new building, 3) accommodate the entire space need of the Public Defender in the new building and then in turn fulfill the space need of the State Attorney alone in the entirety of that existing building, and 4) accommodate other incidental needs arising from growth. This programming would result in a new building of approximately 300,000 square feet that would be supported by a proportionate amount of on-site parking facilities.

Palm Beach County Judicial Facilities Master Plan Update
Section 3 Judicial Facility Improvement Options

Table 3-3
Space Implications of Option 2A - New Family/Juvenile Courthouse on Block D

Location/Departments	Existing	Projected DGSF	
		Interim/2025 Need	Final/2040 Need
Main Courthouse (Civil/Foreclosure/Probate/Criminal)	442,165	510,155	449,999
Court Judicial Suite	27,120	51,987	40,852
Court Judicial Set	107,480	205,649	131,938
Court Administration	47,165	47,685	56,283
Clerk of Court	126,200	143,865	150,823
Guardian Ad Litem	6,570	13,920	
Justice Services	4,565	5,619	6,670
Sheriff (Court Security)	30,080	31,080	29,480
Victim Services	6,550	5,800	14,790
Unassigned	86,435		
Shared Judicial Conference Center		4,550	4,550
Core Area/ Circulation			14,613
New Family/Juvenile Courthouse			100,255
Court Judicial Suite			13,439
Court Judicial Set			36,344
Clerk of Court (Family)			18,768
Clerk of Court (Vault)			2,300
Guardian Ad Litem			16,530
Justice Services (Family Drug & Violence Intervention)			1,175
Court Support			8,600
Sheriff (Civil)			3,100
SAPD Building	166,645	211,343	154,078
Public Defender	59,590	80,213	
State Attorney	107,055	131,130	154,078
Create New Space			93,814
Public Defender			93,814
Totals	608,810	721,498	798,146

Source: CGL; November 2016 and updated February and July 2017.

Note: Totals may vary due to rounding.

¹ Interim/2025 Preferred Plan and Final/2040 Need based on 55 litigation spaces.

Option 2B - New Family/Juvenile Courthouse on Alternate Site

The goal of Option 2B was to develop a new Family/Juvenile Courthouse on an alternate County-owned site (at 45th Street and Australian Avenue) and to separately create new space for the Public Defender to vacate the SA/PD Building. Main projects for this option include:

- Build a New Family/Juvenile Courthouse for 14 litigation spaces by 2040 at an alternate site;
- Reuse/remodel MCCH for 48 litigation spaces by 2040;
- Create a new office building on Block D for administrative functions and the Public Defender; and
- Remodel the existing SA/PD Building for the State Attorney.

Advantages:

- 👍 New purpose-built Family/Juvenile Courthouse at the alternate site.
- 👍 Potential to create a Social Service Center at the alternate site.
- 👍 Potential for construction cost savings at the alternate site (less/no structure parking, low-rise building, shared infrastructure, approach to construction/staging, etc.).
- 👍 New office building for administrative functions and the Public Defender on Block D.
- 👍 Less overall intensity / congestion downtown.

Disadvantages:

- 👎 Surplus of 6,900 sf of non-litigation space at the Main Courthouse to be reused for other purposes.
- 👎 Surplus of 7 litigation spaces at the Main Courthouse to be reused for other purpose.
- 👎 Loss of past investment on both accounts.
- 👎 Lack of adjacency/proximity/centrality amongst the local court facilities.

Table 3-4 provides the space allocation by main functional component and proposed building for Option 2B - New Family/Juvenile Courthouse on the Alternate Site, comparing existing space to the Interim/2025 and Final/2040 space projections.

Palm Beach County Judicial Facilities Master Plan Update
Section 3 Judicial Facility Improvement Options

Table 3-4
Space Implications of Option 2B - New Family/Juvenile Courthouse on Alternate Site

Location/Departments	Existing	Projected DGSF	
		Interim/2025 Need	Final/2040 Need
Main Courthouse (Civil/Foreclosure/Probate/Criminal)	442,165	510,155	449,999
Court Judicial Suite	27,120	51,987	40,852
Court Judicial Set	107,480	205,649	131,938
Court Administration	47,165	47,685	56,283
Clerk of Court	126,200	143,865	150,823
Guardian Ad Litem	6,570	13,920	
Justice Services	4,565	5,619	6,670
Sheriff (Court Security)	30,080	31,080	29,480
Victim Services	6,550	5,800	14,790
Unassigned	86,435		
Shared Judicial Conference Center		4,550	4,550
Core Area/ Circulation			14,613
New Family/Juvenile Courthouse			97,155
Court Judicial Suite			13,439
Court Judicial Set			36,344
Clerk of Court (Family)			18,768
Clerk of Court (Vault)			2,300
Guardian Ad Litem			16,530
Justice Services (Family Drug & Violence Intervention)			1,175
Court Support			8,600
New Block D Office Building			96,914
Public Defender			93,814
Sheriff (Civil)			3,100
SAPD Building	166,645	211,343	154,078
Public Defender	59,590	80,213	
State Attorney	107,055	131,130	154,078
Totals	608,810	721,498	798,146

Source: CGL; November 2016 and updated February and July 2017.

Note: Totals may vary due to rounding.

¹ Interim/2025 Preferred Plan and Final/2040 Need based on 55 litigation spaces.

Option 3 - New Office Building

The goal of Option 3 was to develop a new office building on Block D, in order to maximize the number of litigation spaces/functions at the Main Courthouse and create new space for the Public Defender to vacate the SA/PD Building. Main projects for this option include:

- Build a new office building on Block D;
- Reuse/remodel the Main Courthouse for 62 litigation spaces by 2040; and
- Remodel the existing SA/PD Building solely for the State Attorney.

Advantages:

- 👍 New purpose-built office building for administrative judicial support functions on Block D (no litigation spaces/activity).
- 👍 Maximizes the existing investment at the Main Courthouse.
- 👍 Courthouse would eventually house only litigation spaces, Court Administration, and components of the Clerk and Comptroller operation.
- 👍 Provides flexibility over time to determine what moves out of the Main Courthouse, while remaining downtown.

Disadvantages:

- 👎 Short term would require the vast majority if not all of floors 7 and 8 at the Main Courthouse to support projected litigation space needs.
- 👎 Cannot meet the projected 2040 space needs for all Clerk administrative functions in the Main Courthouse while also supporting the full projection for 62 litigation spaces.
- 👎 The supply of secure judicial parking at the Main Courthouse (59 spaces) would become insufficient to accommodate all judicial officers when located in that single building
- 👎 Extent of operational disruption should there be a casualty loss or other material impact to the Main Courthouse

Table 3-5 provides the space allocation by main functional component and proposed building for Option 3 - New Office Building, comparing existing space to the Interim/2025 and Final/2040 space projections.

Palm Beach County Judicial Facilities Master Plan Update
Section 3 Judicial Facility Improvement Options

Table 3-5
Space Implications of Option 3 - New Office Building

Location/Departments	Existing	Projected DGSF	
		Interim/2025 Need	Final/2040 Need
Main Courthouse (Criminal, Civil, Family, Juvenile)	442,165	510,155	441,007
Court Judicial Suite	27,120	51,987	47,852
Court Judicial Set	107,480	205,649	166,938
Court Administration	47,165	47,685	56,283
Clerk of Court	126,200	143,865	121,291
Guardian Ad Litem	6,570	13,920	
Justice Services	4,565	5,619	
Sheriff (Court Security)	30,080	31,080	29,480
Victim Services	6,550	5,800	
Unassigned	86,435		
Shared Judicial Conference Center		4,550	4,550
Core Area/ Circulation			14,613
New Office Building			186,679
Clerk of Court			48,300
Clerk of Court (Vault)			2,300
Guardian Ad Litem			16,530
Justice Services			7,845
Public Defender			93,814
Sheriff (Civil)			3,100
Victim Services			14,790
SAPD Building	166,645	211,343	154,078
Public Defender	59,590	80,213	
State Attorney	107,055	131,130	154,078
Totals	608,810	721,498	781,764

Source: CGL; November 2016 and updated February and July 2017.

Note: Totals may vary due to rounding.

¹ Interim/2025 Preferred Plan and Final/2040 Need based on 55 litigation spaces.

Summary and Conclusion

Four variations from three options were identified for Palm Beach County to address the Final/2040 projection of space needs. A summary and comparison of the options is provided by Table 3-6. Note, for any “new” construction a Building Grossing Factor must be added to the department space total (DGSF) to account for public/mechanical/common spaces such as corridors, restrooms, break rooms and ancillary building support areas.

**Table 3-6
Summary of Identified Space Options**

Timeframe	Option 1 New Civil Courthouse	Option 2A New Family/Juvenile Courthouse Block D	Option 2B New Family/Juvenile Courthouse Alternate Site	Option 3 New Office Building
2018-2025	Implement Interim Plan	Implement Interim Plan	Implement Interim Plan	Implement Interim Plan
	Construct New Civil Courthouse with 23 Litigation Spaces on Block D	Construct New Family/Juvenile with 14 Litigation Spaces on Block D	Construct New Family/Juvenile with 14 Litigation Spaces on Alternate Site	Construct New Office Building on Block D
2026-2040			Construct New Office Building on Block D	Construct 7 Additional Litigation Spaces at MCCH
	Concentrate Criminal, Family & Juvenile at MCCH with 39 Litigation Spaces	Concentrate Criminal & Civil at MCCH with 48 Litigation Spaces	Concentrate Criminal & Civil at MCCH with 48 Litigation Spaces	Concentrate all 62 Litigation Spaces at MCCH

Based upon review, consideration and discussion of these options at a group presentation conducted February 23, 2017, all participants were able to appreciate the unique opportunity and value in each option. Option 3 (New Office Building) was unanimously concluded to be of least interest due to the extent of separation that would result from litigation activity and judicial support functions occurring in entirely separate buildings. Option 1 (New Civil Courthouse) was deemed less preferable than an arrangement that would consolidate family and juvenile litigation operations into a single future location (Option 2). The question then left was the optimal location for that facility: downtown as contemplated by Option 2A or on a campus shared with social service programs and providers located remote from downtown (i.e. Palm Beach County's holding at the southeast corner of 45th Street and Australian Avenue) as contemplated by Option 2B. While there was collective interest in Option 2B, the consensus of those representatives of Court Administration, SA/PD, Clerk, PBSO, GAL, Victim Services and Justice Services that were in attendance was to site this future Family/Juvenile Courthouse that is summarized in Table 3-3 on Block D in order to sustain the convenience and operational efficiency of centralized services in the downtown in addition to a perception that funding of a construction project in the downtown would be accelerated as compared to that at a remote location.

The Team finds it important to note that current City of West Palm Beach land development regulations that apply to Block D limit site development to a maximum of 10 stories or a building height of 128 feet, whichever is more restrictive. Based upon: 1) the size of the site at roughly three acres, 2) typical courthouse construction characteristics (floor to ceiling heights, setbacks, no building construction overhead public parking, etc.), 3) the total projected need for +/-237,000 DGSF (upwards of 300,000 BGSF) of new space downtown through the planning horizon, 4) the amount of land area consumed to deliver a proportionate supply of on-site parking and other ancillary site improvements, as well as 5) the extensive planning and design experience of the Team, the Team would not anticipate the ability to fulfill the program on Block D within the City's existing regulatory limits. However, and as a result of ongoing planning and recent collaboration, the City has issued the County a Certificate of Transfer for development rights to accommodate a building envelope and program that rises to the projection of this Master Plan. Without that Certificate or an equivalent change to the City's Code of Ordinances governing development of the site, it would become necessary for the County, Court Administration and Court Partners to reconsider the preferred placement of its future judicial facilities and sacrifice the obvious conveniences presented by Block D given its proximity to the existing judicial facilities in the downtown and other nearby government operations and private offices of law practitioners.

SECTION 4

Interim Main Courthouse Plan Concept

Introduction

Having established that the projections demonstrate a clear need for additional space to be delivered at some point in time between 2025 and 2040, and Block D being the most preferred location to house and support those judicial operations, focus was turned to developing an Interim/2025 Plan Concept based on consideration of all stakeholder input, collaboration between the Team, FDO representatives, Court Administration and representatives of the court partners, and all of the assumptions and projections set forth in Section 3. The concept represents the general location and amount of space within the building proposed to be assigned for specific users and/or functions, as well as how adjacency objectives between the users and functions would be fulfilled, as opposed to being detailed design drawings. The boundaries presented by the plan for most areas are approximate and must be refined if/as necessary during the design phase to conclude with the most logical and best end product. The Interim Plan Concept is the highest level planning product, with much refinement and precision to be applied during the future design process for all new improvements to be delivered in a collaborative, cohesive and logical manner, which necessarily includes the customary participation by user representatives throughout the design process to impart practical knowledge, information and understanding of how all spaces are to operate and function. Detailed design is not part of the master planning scope and will be undertaken by the County as a separate effort.

The fundamental components of the Interim Plan Concept include:

- Basement floor being improved with a centralized Mail Room serving the downtown judicial facilities;
- First floor would continue to support the Law Library but at approximately half of its current size, thereby providing replacement/expansion space to supplement the existing unimproved interior space adjacent thereto for delivery of interim office improvements to meet the immediate space needs of the State Attorney, Public Defender and Guardian Ad Litem (GAL);
- Second floor would accommodate a nominal expansion of space for GAL volunteer operations, as well as reassign space currently occupied by Court Administration to the Clerk of Court per a mutual arrangement reached by those agencies and tied to space assignment remaining with Court Administration (rather than the Clerk) on the fifth floor;
- Third floor would deliver a secure litigant waiting lounge for vulnerable, threatened or certain other individuals/families awaiting courtroom proceedings,;
- Fourth floor would continue to support the Grand Jury Room, and adjacent thereto would deliver improvements to support two juvenile hearing rooms (with potential for operation as a single large hearing room) each with a judicial suite. A Command Center for PBSO security personnel functions would also be delivered in previously unassigned/common space;
- Fifth floor assignments would remain unchanged but for a minor amount of space being reassigned from both the Clerk and Court Administration to Justice Services to closely match the projected space needs of that agency;
- Sixth floor space assignments would remain unchanged;

- Seventh floor would provide the Shared Judicial Conference Center with capacity for approximately 130 persons, a Judicial Conference Room with capacity for approximately 65 persons, a single Magistrate Hearing Room set with adjacent judicial suite, and the balance being assigned to Court Administration; Eighth floor would support four standard courtrooms and a pair of Large Volume Courtrooms; each with an adjacent judicial suite and further space adjacent thereto providing potential for additional judicial suites; and,
- Floors nine, ten and eleven would remain unchanged.

Significant time and effort was expended to develop the Interim Plan Concept, especially as it relates to the seventh and eighth floors. As of this writing the seventh floor is unimproved and vacant, having historically been utilized for retention of judicial records that will require some time to convert to a digital format and/or destruct per an active initiative between the County, Clerk, State Attorney and Public Defender. The eighth floor equally presents no physical constraint for commencing improvements and is thus the best fit for delivering the highest priority improvements as soon as funding allows. Court Administration concluded with new courtrooms being the highest priority, and therefore the eighth floor is slated for that purpose. Due to overhead noise produced during construction and disruptions related thereto, FD&O strongly endorsed the use of that upper floor to support multiple spaces for official judicial proceedings rather than administrative functions. Nonetheless, the improvements outlined in the Interim Plan Concept for floors seven and eight are interchangeable, and Court Administration will need to cautiously determine how it ultimately places these improvements in light of impacts to existing operations, construction funding availability and hence schedule.

The number of eighth floor courtrooms and resulting plan concept for that floor also reflects the conclusion of extensive thought and consideration. Due to the existing structural columns, and rather than adhering to current space standards for courtroom size, Court Administration identified maximizing the number of courtrooms as its preference. As a result, each of the four criminal courtrooms planned for the south side of the eighth floor will be equivalent in size to those existing on the floors above (i.e. smaller than current space standards). The north side of the eighth floor will deliver two large volume courtrooms having the capability for use in a variety of configurations and for proceedings of varying types, sizes and formats to afford the flexibility and versatility to respond to both daily dockets and changing needs. Inasmuch, the capacity and capability will exist to fulfill the projected litigation space needs absent the traditional approach of a single purpose or function being the design intent of each individual litigation space.

Based upon interest voiced by Court Administration, the Team investigated locating the seventh and eighth floor judicial suites on the east (rather than west) side of the building. Upon evaluation, the Team found that doing so would cause inconsistency with all other floors, which were purposefully and intentionally constructed with the suites on the west side on account of life safety systems and security considerations, as well as to afford separation from inmate and public access spaces. Building systems have inherently been installed in response and to support that arrangement, such that straying from that approach on any given floor would lead to interactions between judicial officers and the general public in confined stairwells upon any emergency evacuations of the building, while at the same time afford the public access to areas of the building that have strategically been designed and equipped for secure judicial access only. As such, the

Team collectively found repeating this established placement of these spaces along the west wall of the building to be in the best interest of all building occupants, users, security, safety and operations.

It should also be noted that, in the absence of this Interim Plan Concept including some immediate addition of space in the downtown for the State Attorney and Public Defender, Table 4-2 later in the Section would reflect a more considerable deficit of space for both of those entities. The Team anticipates that the combined future needs of the State Attorney and Public Defender, together with future need for courtrooms beyond those to be delivered per the Interim Concept Plan, will collectively drive the timing of development of Block D. Until such time, interim space accommodations in other County facilities, a lease of suitable private space and/or some other approach may become required to fulfill the space needs of these particular court partners and the statutory responsibility of the County. On account of conventional construction methods and sheer cost for the vertical form of future construction on Block D, its development is inherently difficult to commit to a specific schedule and must be a strategic decision and precisely timed to avert unnecessary operating, repair, maintenance and other expenses incurred to maintain the built environment (i.e. a partially occupied facility).

The resulting Interim Plan Concept for the Main Courthouse from present day until such time that the new facility is delivered on Block D is visually presented at the end of this Section 4. Importantly, there will need to be an entirely separate planning and design effort focused on backfilling those spaces within the Main Courthouse that will be vacated upon occupancy of Block D. Aside from specific areas that have been noted upon the Interim Plan Concept drawings that follow, it is beyond the scope, purpose and detail of this Master Plan to present a strategy for each and every one of those spaces, which should be determined on the basis of highest and best prevailing need/use come that future time. Much of that decision making will result from experience yet to be realized, as well as more detailed design study than is undertaken for master planning purposes.

Summary

Table 4-1 provides a space summary of the projected and proposed litigation space counts, while Table 4-2 presents that same summary for administrative square footages by building occupant and/or feature, as presented by the Interim/2025 Plan Concept.

Palm Beach County Courts Master Plan Update
Section 4 Interim Main Courthouse Plan Concept

Table 4-1
Interim Plan Concept Litigation Space Count Summary

Item	Proposed Interim	Projected by 2025	Delta	Existing
Main Courthouse				
Court Judicial Suite ¹	52	51	1	43
Court Judicial Set ¹	52	55	-3	51

Source: CGL; March and updated September 2017.

Note: The numeric deficit in the Judicial Set count is the result of identifying each litigation space as if a single room only. Through a versatile design approach to the (2) Large Volume Courtrooms that would afford the litigation space type and size capacity needed by Court operations, the projection of litigation space needs can effectively and efficiently be fully achieved.

Table 4-2
Interim Plan Concept Space Summary

Interim Plan Concept

Divisions	DGSF			
	Proposed Interim	Projected by 2025	Delta	Existing
Main Courthouse	279,559	274,356	5,203	307,565
Court Administration	48,842	47,685	1,157	47,165
Clerk of Court	137,865	143,865	-6,000	126,200
Guardian Ad Litem	16,185	13,920	2,265	6,570
Justice Services	5,820	5,619	201	4,565
Public Defender	2,900		2,900	0
Sheriff (Court Security)	31,810	31,080	730	30,080
State Attorney	3,180		3,180	0
Victim Services	6,570	5,800	770	6,550
To Be Determined	3,010	3,010	0	86,435
Shared Judicial Conference Center	3,350	3,350	0	
Judicial Conference Room	1,200	1,200	0	
Secure Litigant Lounge	300	300	0	
Core Area/ Circulation	18,527	18,527	0	
SAPD Building	166,645	211,343	-44,698	166,645
Public Defender	59,590	80,213	-17,723	59,590
State Attorney	107,055	131,130	-20,895	107,055
Totals	446,204	485,699	-39,495	474,210

Source: PGAL; March 2017 and revised by PBC Facilities September 2017 and January 2022.

Note: Totals may vary due to rounding.

Conclusion

This Judicial Facilities Master Plan Update provides a vision and guidance for capital facilities planning and investment over the foreseeable future as the County's judicial system naturally continues to evolve. Nonetheless, planning is a constant state, as changes in circumstances can often be unforeseen and impactful. Upon completion of the Interim Concept Plan improvements arrived at herein, the County will need to closely monitor conditions necessitating the development of Block D, and commence programming, planning and design for that significant undertaking well in advance of its need to avoid the operational impacts of a delayed or prolonged facility delivery. With the benefit of this Master Plan Update, the many material findings and decisions made in arriving at its conclusion as well as a continued collaborative and productive relationship between all stakeholders, the County, Court and Court Partners are well positioned for a future that is as sound, stable and publically responsible as its past and on course to uphold its reputation as a respected provider of judicial facilities and services.

△
F
D
H
C
Z
C
C



LOCATION MAP- N.T.S.

PLEASE NOTE THAT THIS SET OF DOCUMENTS CONTAINS DRAWINGS ARE EXEMPT FROM DISCLOSURE UNDER THE PUBLIC RECORDS LAWS AND SHOULD BE TREATED AS CONFIDENTIAL INFORMATION

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REVISÉ 4/22/22

UPDATE: 5/14/19
THIS PLAN SET HAS BEEN REVISED TO
REFLECT THE INTERIM SOLUTION
SUPPLEMENT TO THE MASTER PLAN.

REVISÉ 3.16.17

~~55 LITIGATION SPACES~~
UPDATE: 5/14/19
57 LITIGATION SPACES

| CLIENT



15TH JUDICIAL CIRCUIT
OF FLORIDA
PALM BEACH COUNTY
[T]561.355 2431

ARCHITECT



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CONSULTANT

REGISTRATION
Rodney A. Crockett, AIA
AR91279

DRAWING HISTORY

ST	DATE	TIME	LOCATION
1	1978.02	09.05.11	

PROJECT NAME
PALM BEACH
COUNTY MAIN
JUDICIAL CENTER
MASTER
PLANNING

PROJECT LOCATION
205 NORTH DIXIE
HIGHWAY
WEST PALM BEACH,
FL
33401

PROJECT NUMBER _____

1002879

1002070

01/27/2017

SHEET TITLE

COVER SHEET

1

SHEET NUMBER

[illegible]

GO.0

1993

APPENDIX A

Litigation Space Inventory

Palm Beach County Judicial Facilities Master Plan Update
Appendix A Existing Litigation Space Inventory

MAIN					
Courtroom	Division	Existing Space Plan Designation			Notes
		Identified Space	Operational In Use	Not Functional	
Courtroom 2C	Domestic Violence	1	1		
Courtroom 2D	Traffic	1	1		
Courtroom 2E	County Criminal	1	1		
Courtroom 4A	Foreclosure	1	1		
Courtroom 4B	Probate	1	1		
Courtroom 4C	County Civil	1	1		
Courtroom 4D	County Criminal	1	1		
Courtroom 6A	County Civil	1	1		
Courtroom 6B	County Civil	1	1		
Courtroom 6C	Family Hearing Room	1	1		
Courtroom 6D	Family Hearing Room	1	1		
Courtroom 6E	Magistrate Hearing Room	1	1		Space not ideal for current use. This area to be considered for a better/more suitable use.
Courtroom 6F	Magistrate Hearing Room	1	1		Space not ideal for current use. This area to be considered for a better/more suitable use.
Courtroom 6G	Magistrate Hearing Room	1	1		Space not ideal for current use. This area to be considered for a better/more suitable use.
Courtroom 6H	Magistrate Hearing Room	1			Space not ideal for current use. This area to be considered for a better/more suitable use.
Courtroom 6I	Magistrate Hearing Room	1	1		Space not ideal for current use. This area to be considered for a better/more suitable use.
Courtroom 6J	Family Hearing Room	1	1		
Courtroom 6K	Foreclosure Hearing Room	1	1		
Courtroom 6L	County Civil	1	1		
Courtroom 6M	County Civil	1	1		
Courtroom 9A	Circuit Civil	1	1		
Courtroom 9B	County Criminal	1	1		
Courtroom 9C	Circuit Civil	1	1		
Courtroom 9D	Circuit Civil	1	1		
Courtroom 9E	County Criminal	1	1		
Courtroom 9F	County Criminal	1	1		
Courtroom 9G	County Criminal	1	1		
Courtroom 9H	County Criminal	1	1		
Courtroom 10A	Circuit Civil	1	1		
Courtroom 10B	Circuit Civil	1	1		
Courtroom 10C	Circuit Civil	1	1		
Courtroom 10D	Circuit Civil	1	1		
Courtroom 10E	Circuit Civil	1	1		
Courtroom 10F	Circuit Criminal	1	1		
Courtroom 10G	Circuit Criminal	1	1		
Courtroom 10H	Circuit Criminal	1	1		
Courtroom 11A	Foreclosure	1	1		
Courtroom 11B	Circuit Civil	1	1		
Courtroom 11C	Circuit Civil	1	1		
Courtroom 11D	Circuit Civil	1	1		
Courtroom 11E	Circuit Criminal	1	1		
Courtroom 11F	Circuit Criminal	1	1		
Courtroom 11G	Circuit Criminal	1	1		
Courtroom 11H	Circuit Criminal	1	1		
Courtroom 2A	Juvenile	1	1		
Courtroom 2B	Juvenile	1	1		
Courtroom 3A	Juvenile	1	1		
Courtroom 3B	Juvenile	1	1		
3.1117	Inadequate Magistrate Hearing Room	1	1	1	Originally planned for court psychologist
3.1120	Inadequate Magistrate Hearing Room	1	1	1	Originally planned for conference room
Courtroom 4A	Grand Jury Room	1	1		
Main Courthouse Subtotal		51	50	2	

Palm Beach County Judicial Facilities Master Plan Update
Appendix A Existing Litigation Space Inventory

SOUTH					
Existing Space Plan Designation					
Courtroom	Division	Identified Space	Operational In Use	Not Functional	Notes
1	County Criminal	1	1		
2	Family	1	1		
3	Family	1	1		
4	Juvenile	1	1		
5	Vacant	1	1		
6	County Civil	1	1		
7	County Civil	1	1		
8	Family/Probate	1	1		
9	Traffic	1	1		Room #1W204
A	Inadequate Hearing Room	1		1	This room has potential to become a functional litigation space, if renovated and combined with Hearing Room B. The wall separating the two will need to be removed and the ceiling will need to be raised. Otherwise, it is not suitable for litigation.
B	Inadequate Hearing Room	1		1	This room has potential to become a functional litigation space, if renovated and combined with Hearing Room A. The wall separating the two will need to be removed and the ceiling will need to be raised. Otherwise, it is not suitable for litigation.
C	Magistrate Hearing Room	1	1		Room# 2W133
D	Magistrate Hearing Room	1	1		Room# 2W134
E	Magistrate Hearing Room (Vacant)	1			Room# 2W137
South County Courthouse Subtotal		14	11	2	
NORTH					
Existing Space Plan Designation					
Courtroom	Division	Identified Space	Operational In Use	Not Functional	Notes
1	County Criminal & County Civil	1	1		Room #1401
2	Traffic	1	1		Room #1411
1418	Magistrate Hearing Room	1	1		Room #1418
3	Family/Probate	1	1		Room #2701
4	Family/Probate	1	1		Room #2724
2706	Magistrate Hearing Room	1	1		Room #2706, originally planned as JA. Scheduled for a reconfiguration in FY2016.
2711	Family/Probate Hearing Room	1	1		Room #2711
North County Courthouse Subtotal		7	7	0	

Palm Beach County Judicial Facilities Master Plan Update
Appendix A Existing Litigation Space Inventory

WEST					
Courtroom	Division	Existing Space Plan Designation			Notes
		Identified Space	Operational In Use	Not Functional	
1	Family, County Civil, Circuit Criminal, County Criminal, Juvenile, Traffic	1	1		
2	Family, County Civil, Circuit Criminal, County Criminal, Juvenile, Traffic	1	1		
Small Hearing Room	Mediation, meetings (including telephonic)	1	1		Room #E-119
Large Hearing Room	Marchman & Baker Act Hearings, DOR, Family	1	1		Room #E-125
West County Courthouse Subtotal		4	4	0	
GUN CLUB					
Courtroom	Division	Existing Space Plan Designation			Notes
		Identified Space	Operational In Use	Not Functional	
1	First Appearances / Criminal / Veterans / Drug Court	1	1		
2	Criminal/Mental Health	1	1		
Gun Club Courthouse Subtotal		2	2	0	
PBC JUDICIAL FACILITIES - SYSTEMWIDE LITIGATION SPACES					
GRAND TOTAL		78	74	4	<u>77</u> total identified spaces for Master Plan purposes, contingent upon reconfiguration of SCCH rooms A & B as noted.
					<u>75</u> total identified spaces for Master Plan purposes, contingent upon 1) reconfiguration of SCCH rooms A & B into one as noted AND 2) renovation of Magistrate Hearing Rooms 6E, 6F, 6G, 6H, and 6I to achieve adequate operation/functionality for continued use as a Hearing Room, AND 3) repurposing of Hearing Rooms 3.1117 and 3.1120 at MJC to non-litigation use.
					<u>70</u> total identified spaces for Master Plan purposes, contingent upon 1) reconfiguration of SCCH rooms A & B into one as noted AND 2) repurposing Magistrate Hearing Rooms 6E, 6F, 6G, 6H, and 6I as well as Hearing Rooms 3.1117 and 3.1120 at MJC to non-litigation use.

Source: Palm Beach County Facilities Development & Operations Department; May 31, 2016.



APPENDIX B

Staff & Space Projection Detail



Palm Beach County Judicial Facilities Master Plan Update
Appendix B Staff & Space Projection Detail

Department by Location	2020	2015	Projected Personnel ¹¹					# Chg	% Chg	Space Standard ¹²	Existing DGSF	Projected DGSF			
			2020	2025	2030	2040	2040					2020	2025	2030	2040
Main															
Court Administration - Circuit Judge	27	27	29	31	32	37		10	36.3%						
Court Administration - Circuit Civil/Foreclosure/Probate Judicial Suite			15	16	16	19				1,093		16,391	17,484	17,484	20,762
Court Administration - Circuit Family Judicial Suite			3	3	4	4				1,093		3,278	3,278	4,371	4,371
Court Administration - Circuit Criminal Judicial Suite			7	8	8	9				1,093		7,649	8,742	8,742	9,835
Court Administration - Circuit Juvenile Judicial Suite			4	4	4	5				1,093		4,371	4,371	4,371	5,464
Court Administration - County Judge	13	13	14	15	16	20		7	53.8%						
Court Administration - County Civil Judicial Suite			5	6	6	8				907		4,534	5,441	5,441	7,254
Court Administration - County Criminal/Domestic Violence Judicial Suite			9	9	10	12				907		8,161	8,161	9,068	10,881
Court Administration - Magistrate	6	5	5	5	5	5		1	11.1%	721		3,604	3,604	3,604	3,604
Court Administration - Senior & Visiting Judge	2	2	3	3	4	5		3	150.0%	907		907	907	907	907
Court Administration - Judicial Assistants	40	40	43	46	48	57		17	42.5%	above					
Subtotal	88	86	94	100	105	124		38	43.8%		27,120	48,895	51,987	53,987	63,077
Court Administration - Circuit Civil/Foreclosure/Probate Court Set			15	16	14	17				3,822		57,330	61,152	53,508	64,874
Court Administration - Circuit Family Court Set			3	3	4	4				1,929		5,786	5,786	7,715	7,715
Court Administration - Circuit Criminal Court Set			7	8	8	9				4,302		30,114	34,416	34,416	38,718
Court Administration - Circuit Juvenile Court Set			4	4	4	5				1,884		7,935	7,935	7,935	9,919
Court Administration - County Civil Court Set			5	6	5	6				3,863		19,315	23,178	19,315	23,178
Court Administration - County Criminal/Domestic Violence Court Set			9	9	10	12				3,863		34,767	34,767	38,630	46,356
Court Administration - Magistrate Court Set			5	5	5	5				3,742		18,710	18,710	18,710	18,710
Court Administration - Senior & Visiting Judge Court Set			3	3	3	3				3,822		11,466	11,466	11,466	11,466
Court Administration - Traffic Court Set			1	1	1	1				4,781		4,781	4,781	4,781	4,781
Court Administration - Grand Jury Set			1	1	1	1				3,457		3,457	3,457	3,457	3,457
Subtotal											107,480	193,662	205,649	199,934	229,274
Court Administration - Administration	33	34	37	39	41	45		11	32.4%	310		11,470	12,090	12,710	13,950
Court Administration - Case Management	14	18	25	25	27	30		12	66.7%	290		7,250	7,250	7,830	8,700
Court Administration - Court Reporters	24	22	24	26	28	30		8	36.4%	218		5,220	5,655	6,090	6,525
Court Administration - Court Interpreters	8	13	16	18	19	21		8	61.5%	196		3,132	3,524	3,719	4,111
Court Administration - Witness Management	2	3	3	3	3	4		1	33.3%	290		870	870	870	1,160
Court Administration - Court Technology	12	17	22	27	32	37		20	117.6%	233		5,115	6,278	7,440	8,603
Court Administration - Law Library	3	4	4	4	4	5		1	25.0%	4,850		4,850	4,850	4,850	4,850
Court Administration - Mediation	9	7	8	8	8	9		2	28.6%	290		2,320	2,320	2,320	2,610
Court Administration - Staff Attorneys	12	11	12	12	14	15		4	36.4%	290		3,480	3,480	4,060	4,350
Court Administration - Court Education Liaisons	0	4	4	5	5	5		1	25.0%	196		783	979	979	979
Court Administration - Legal Interns	0	6	6	7	7	8		2	33.3%	56		335	391	391	446
Subtotal	205	225	255	274	293	333		108	47.8%		47,165	44,825	47,685	51,259	56,283
Clerk of Court - Executive Office	17	5	6	6	6	7		2	40.0%	334		2,001	2,001	2,001	2,335
Clerk of Court - Operations / Information Technology	27	42	47	52	56	66		24	57.1%	276		12,972	14,352	15,456	18,216
Clerk of Court - Operations / Central Circuit Criminal	54	63	68	72	74	82		19	30.2%	276		18,768	19,872	20,424	22,632
Clerk of Court - Operations / Central Circuit Civil ¹	75	85	92	97	100	111		26	30.6%	276		25,392	26,772	27,600	30,636
Clerk of Court - Operations / Central Circuit Family ²	78	52	56	59	61	68		16	30.8%	276		15,456	16,284	16,836	18,768
Clerk of Court - Operations / Central County Criminal	104	101	105	114	120	138		37	36.6%	276		29,256	31,464	33,120	38,088
Clerk of Court - Operations / Central County Civil	37	23	25	26	28	32		9	39.1%	276		6,900	7,176	7,728	8,832
Clerk of Court - Operations / Central Support Departments	118	82	89	94	98	109		27	32.9%	276		24,564	25,944	27,048	30,084
Subtotal	504	453	489	520	543	613		160	35.3%		126,200	135,309	143,865	150,213	169,591
Justice Services - Administration	2	2	2	2	3	3		1	50.0%	290		580	580	870	870
Justice Services - Elder Justice ³	6	n/a								290		0	0	0	0
Justice Services - Psychology	7	5	5	6	6	7		2	40.0%	290		1,450	1,740	1,740	2,030
Justice Services - Pre-trial Services	6	7	8	8	9	9		2	28.6%	290		2,320	2,320	2,610	2,610
Justice Services - Domestic Violence Adult ⁴	1	n/a								196		0	0	0	0
Justice Services - Family Drug Court ⁵	n/a	1	1	2	2	2		1	100.0%	196		196	392	392	392
Justice Services - Family Violence Intervention ⁶	4	3	3	3	4	4		1	33.3%	196		587	587	783	783
Subtotal	28	18	19	21	24	25		7	38.9%		4,565	5,133	5,619	6,395	6,685
Guardian Ad Litem ⁷	7	38	44	48	52	57		19	50.0%	290	6,570	12,760	13,920	15,080	16,530
Victim Services	19	18	19	20	21	24		6	33.3%	290	6,550	5,510	5,800	6,090	6,960
Public Defender ⁸	175	205	217	230	240	269		64	31.2%	349	59,590	75,679	80,213	83,700	93,814
State Attorney - Main Office ⁹	284	330	351	372	391	437		107	32.4%	349		122,411	129,735	136,361	152,404
State Attorney - Volunteers		20	20	25	25	30		10	50.0%	56		1,116	1,395	1,395	1,674
Subtotal	284	350	371	397	416	467		117	33.4%		107,055	123,527	131,130	137,756	154,078
Sheriff - Court Security	138	154	164	173	181	203		49	31.8%			13,905	14,405	15,405	16,405
Sheriff - Corrections	54	54	54	54	54	54		0	0.0%			16,175	16,175	16,175	16,175
Subtotal	192	208	218	227	235	257		49	23.6%		30,080	30,580	31,080	31,580	32,580
Shared Judicial Conference Center ¹⁰	n/a	n/a	n/a	n/a	n/a	n/a				4,550		0	4,550	4,550	4,550
Unassigned Main Courthouse	n/a	n/a	n/a	n/a	n/a	n/a					86,435				
Total MAIN	1,424	1,515	1,632	1,737	1,824	2,045		530	35.0%		608,810	680,429	721,497	740,543	833,422

Palm Beach County Judicial Facilities Master Plan Update
Appendix B Staff & Space Projection Detail

Department by Location	2008	2015	Projected Personnel ¹⁷				# Chg. 2015-40	% Chg. 2015-40	Specs Standard ²	Existing DSGF	Projected DGSF				
			2020	2025	2030	2040					2020	2025	2030	2040	
North County															
Court Administration - Circuit Judicial Suite	2	3	3	3	3	3	0	0.0%	1,093		3,278	3,278	3,278	3,278	
Court Administration - County Judicial Suite	1	1	1	1	1	1	0	0.0%	907		907	907	907	907	
Court Administration - Magistrate Suite	1	2	3	3	3	3	1	50.0%	721		2,162	2,162	2,162	2,162	
Court Administration - Senior & Visiting Judge	0	0	1	1	1	1			907		907	907	907	907	
Court Administration - Judicial Assistant	3	4	4	4	4	4	0	0.0%	above						
Court Administration - Magistrate Assistant	1	2	3	3	3	3	1	50.0%	above						
Subtotal	8	12	15	15	15	15	3	25.0%		3,690	7,254	7,254	7,254	7,254	
Court Administration - Circuit Judicial Set			3	3	3	3									
Court Administration - County Judicial Set			1	1	1	1									
Court Administration - Magistrate Set			3	3	3	3									
Subtotal										12,145	12,145	12,145	12,145	12,145	
Court Administration - Administration	1	1	1	2	2	2	1		310		310	620	620	620	
Court Administration - Case Management	1	3	4	5	5	6	3	100.0%	290		1,160	1,450	1,450	1,740	
Court Administration - Court Technology			1	1	1	1			233		233	233	233	233	
Court Administration - Law Library											595	595	595	595	
Court Administration - Mediation	1	1	2	2	2	2	1	100.0%	290		580	580	580	580	
Court Administration - Staff Attorneys	1	1	1	1	1	1	0	0.0%	290		290	290	290	290	
Subtotal	4	6	9	11	11	12	6	100.0%		2,470	3,168	3,768	3,768	4,058	
Clerk of Court - Operations / North County	36	40	47	47	47	47	7	17.5%	276	15,600	12,972	12,972	12,972	12,972	
Justice Services - Pre-trial Services	0	0	1	1	1	1	1		290	0	290	290	290	290	
Victim Services	6	1	4	4	4	4	3	300.0%	290	1,510	1,160	1,160	1,160	1,160	
Public Defender	6	5	6	6	6	6	1	20.0%	349	3,975	2,093	2,093	2,093	2,093	
State Attorney	5	3	12	12	12	13	10	333.3%	349	5,675	4,185	4,185	4,185	4,534	
Sheriff - Court Security	13	13	14	14	14	14	1	7.7%		1,310	1,360	1,360	1,360	1,360	
Sheriff - Corrections										2,390	2,390	2,390	2,390	2,390	
Subtotal	13	13	14	14	14	14	1	7.7%		3,700	3,750	3,750	3,750	3,750	
Total NORTH	78	80	108	110	110	112	32	40.0%		48,765	47,016	47,616	47,616	48,255	
South County															
Court Administration - Circuit Judicial Suite	4	4	5	5	5	5	1	25.0%	1,093		5,464	5,464	5,464	5,464	
Court Administration - County Judicial Suite	1	3	3	4	4	5	2	66.7%	907		2,720	3,627	3,627	4,534	
Court Administration - Magistrate Suite	2	2	2	2	3	3	1	50.0%	721		1,442	1,442	2,162	2,162	
Court Administration - Senior & Visiting Judge	0	0	1	1	1	1	1		907		907	907	907	907	
Court Administration - Judicial Assistant	5	7	8	9	9	10	3	42.9%	above						
Subtotal	12	16	19	21	22	24	8	50.0%		5,950	10,532	11,439	12,160	13,067	
Court Administration - Circuit Judicial Set			5	5	5	5									
Court Administration - County Judicial Set			3	4	4	5									
Court Administration - Magistrate Set			2	2	3	3									
Subtotal										25,555	25,555	25,555	25,555	25,555	
Court Administration - Magistrate Assistant	2	2	2	2	3	3	1	50.0%	above						
Court Administration - Administration	1	1	1	1	1	1	0	0.0%	310		310	310	310	310	
Court Administration - Case Management	3	5	6	7	7	8	3	60.0%	290		1,740	2,030	2,030	2,320	
Court Administration - Court Technology			1	1	1	1			233		233	233	233	233	
Court Administration - Mediation	1	1	1	2	2	2	1	100.0%	290		290	580	580	580	
Court Administration - Staff Attorneys	1	1	2	2	2	2	1	100.0%	290		580	580	580	580	
Court Administration - Law Library	1	1	1	1	1	1	0	0.0%			1,020	1,020	1,020	1,020	
Court Administration - Court Education Lessons	0	1	1	1	1	1	0	0.0%	196		196	196	196	196	
Court Administration - Court Interpreters	2	2	2	3	3	3	1	50.0%	196		392	587	587	587	
Court Administration - Court Reporters	1	1	2	2	2	2	1	100.0%	218		435	435	435	435	
Subtotal	12	15	19	22	23	24	9	60.0%		3,820	5,195	5,971	5,738	6,261	
Clerk of Court - Operations / South County	78	80	89	98	107	116	36	45.0%	276	31,270	24,564	27,048	29,532	32,016	
Justice Services	4	n/a							290		0	0	0	0	
Justice Services - Court Psychology	0	1	2	2	3	3	2		290		580	580	870	870	
Justice Services - Family Drug Court	0	0	1	1	1	1	1		196		196	196	196	196	
Justice Services - Pre-trial Services	0	1	2	2	3	3	2		290		580	580	870	870	
Subtotal	4	2	5	5	7	7	5	250.0%		1,565	1,356	1,356	1,936	1,936	
Guardian Ad Litem	0	6	7	7	8	8	2	33.3%	290	1,120	2,030	2,030	2,320	2,320	
Victim Services	6	6	7	7	8	9	3	50.0%	290	3,885	2,030	2,030	2,320	2,610	
Public Defender	4	3	4	4	4	5	2	66.7%	349	3,700	1,395	1,395	1,395	1,744	
State Attorney	8	11	13	14	15	18	7	63.6%	349	6,015	4,534	4,883	5,231	6,278	
Sheriff - Court Security	17	16	17	17	18	19	3	18.8%		1,930	1,980	1,980	2,030	2,080	
Sheriff - Corrections										1,675	1,675	1,675	1,675	1,675	
Subtotal	17	16	17	17	18	19	3	18.8%		3,605	3,655	3,655	3,705	3,755	
Unoccupied Space										6,400					
Total SOUTH	141	155	180	195	212	230	75	48.4%		92,905	80,846	85,361	89,892	95,540	

Palm Beach County Judicial Facilities Master Plan Update
Appendix B Staff & Space Projection Detail

West County													
Court Administration - Circuit Judicial Suite	0	0.25	1	1	1	1	0.8	300.0%	1,093		1,093	1,093	1,093
Court Administration - County Judicial Suite	1	1	1	1	1	1	0.0	0.0%	907		907	907	907
Court Administration - Magistrate Suite	0.5	0.5	1	1	2	2	1.5	300.0%	721		721	1,442	1,442
Court Administration - Judicial Assistant	1	1	2	2	2	2	1	100.0%		above			
Subtotal	2.5	2.8	5	5	6	6	3	118.2%		1,255	2,720	2,720	3,441
Court Administration - Circuit Judicial Set			1	1	1	1							
Court Administration - County Judicial Set			1	1	1	1							
Court Administration - Magistrate Set			1	1	2	2							
Subtotal										6,210	6,210	6,210	6,210
Court Administration - Case Management	2	1	1	1	1	1	0	0.0%	290		290	290	290
Court Administration - Court Technology			1	1	1	1			233		233	233	233
Court Administration - Law Library											340	340	340
Court Administration - Court Reporters	1	0	0	0	0	0	0	0	218		0	0	0
Court Administration - Court Interpreters	2	1	1	1	1	2	1	100.0%	196		196	196	392
Subtotal	5	2	3	3	3	4	2	100.0%		4,435	1,058	1,058	1,254
Clerk of Court - Operations / West County	17	16	22	22	26	26	10	62.5%	276	7,515	6,072	6,072	7,176
Justice Services	4	n/a							290		0	0	0
Justice Services - Pre-trial Services	0	1	1	1	2	2	1	100.0%	290	120	290	290	580
Guardian Ad Litem	0	3	4	4	5	5	2	66.7%	290	470	1,160	1,160	1,450
Victim Services	4	4	5	5	6	6	2	50.0%	290	1,075	1,450	1,450	1,740
Public Defender	7	6	9	9	12	12	6	100.0%	349	4,850	3,139	3,139	4,185
State Attorney	12	10	15	15	20	20	10	100.0%	349	6,375	5,231	5,231	6,975
Sheriff - Court Security	10	9	11	11	12	12	3	33.3%		1,540	1,640	1,640	1,690
Sheriff - Corrections	11	11	13	14	15	16	5	45.5%		230	230	230	230
Subtotal	21	20	24	25	27	28	8	40.0%		1,770	1,870	1,870	1,920
Total WEST	72	65	88	89	107	109	44	68.3%		34,075	29,201	29,201	34,735
Criminal Justice Complex (Jail)													
Court Administration - Circuit Judicial Suite	0	1	1	1	1	1	0	0.0%					
Court Administration - County Judicial Suite	2	1	1	1	1	1	(1)	-50.0%					
Court Administration - Judicial Assistant	2	2	2	2	2	2	0	0.0%					
Subtotal	4	4	4	4	4	4	(1)	-12.5%		1,145	1,145	1,145	1,145
Court Administration - County Judicial Set			2	2	2	2							
Subtotal										5,660	5,660	5,660	5,660
Court Administration - Drug Court Administration	2	5	5	5	5	5	0	0.0%	196		979	979	979
Court Administration - Court Interpreters	2	2	2	2	2	2	0	0.0%	196		392	392	392
Court Administration - Court Reporters	1	1	1	1	1	1	0	0.0%	218		218	218	218
Subtotal	5	8	8	8	8	8	0	0.0%		155	1,588	1,588	1,588
Clerk of Court - Operations / County Criminal @ Gun Club	12	17	17	17	17	17	0	0.0%					
Clerk of Court - Operations / Mid-County	4	3	3	3	3	3	0	0.0%					
Subtotal	16	20	20	20	20	20	0	0.0%		1,375	1,375	1,375	1,375
Justice Services - Drug Court	0	5	5	5	5	5	0	0.0%	196		979	979	979
Justice Services - Pre-trial Services	15	13	13	15	15	16	3	23.1%	290		3,770	4,350	4,640
Subtotal	21	18	18	20	20	21	3	16.7%		1,190	4,749	5,329	5,619
Victim Services	6	0	0	0	0	0	0	0.0%	290	0	0	0	0
Public Defender	15	6.5	7	7	7	7	0	0.0%	349	2,120	2,267	2,267	2,267
State Attorney	12	10	10	10	10	10	0	0.0%	349	2,165	3,488	3,488	3,488
Sheriff - Court Security	6	6	6	6	6	6	0	0.0%		195	195	195	195
Sheriff - Corrections	15	15	15	15	15	15	0	0.0%		1,415	1,415	1,415	1,415
Subtotal	21	21	21	21	21	21	0	0.0%		1,610	1,610	1,610	1,610
Total CRIMINAL JUSTICE COMPLEX (Jail)	100	88	87	89	89	90	2.5	2.9%		15,420	21,881	22,461	22,751
Other Locations													
Victim Services @ SART & EOC	n/a	20	22	23	24	27	7	35.0%	290		6,380	6,670	7,630
Justice Services - Ex-Offender Reentry @ Government Center ¹¹	n/a	3	3	3	4	4	1	33.3%	290		870	870	1,160
Total OTHER LOCATIONS	n/a	23	25	26	28	31	8	34.6%		7,250	7,540	8,120	8,990
Judicial Total	1,815	1,926	2,120	2,246	2,370	2,617	682	35.9%		798,575	856,622	913,676	1,043,886

Source: Historic data from Palm Beach County, projections by CGL, January 2016 and updated January 2017 and January 2022.

¹ Clerk Circuit Civil includes previous plan category of Circuit Probate.

² Clerk Circuit Family includes previous plan category of Circuit Juvenile.

³ Justice Services - Elder Justice program eliminated in 2010.

⁴ Justice Services - Domestic Violence Adult program transferred to Court Administration around 2013.

⁵ Justice Services - Family Drug Court new program started around 2012.

⁶ Justice Services - Family Violence Intervention program previously called Justice Services - Domestic Violence Juvenile.

⁷ Guardian Ad Litem Central 2006 data previously listed as Justice Services - Guardian Ad Litem.

⁸ Public Defender Main/Central 2015 total adjusted to include 24 authorized but vacant positions, current total of 181.

⁹ State Attorney Main/Central 2015 total adjusted to include 27 authorized but vacant positions, 30 Task Force members, and 6 new budgeted positions, current total 330.

¹⁰ Shared Conference Center includes training/meeting space for 150 persons, kitchenette, and storage room.

¹¹ Justice Services - Ex-Offender Reentry new program added to Justice Services in 2015 from CJC.

¹² Projections based on courtroom sharing for Circuit Civil and County Civil by 2030.

¹³ Space Standard is a planning tool for projecting blocks of future space needs based on the function and industry standards to test development options prior to developing a detailed architectural space program. The standard is an average department gross square feet per unit (such as staff or court set) to account for the sum of the various personnel, support public, storage, and equipment net assignable spaces multiplied times a grossing factor to account for non-assignable floor area required to enclose, access, and support the departments net assignable spaces.

APPENDIX C

15th Judicial Circuit Facility Needs for 2016-2018

Fifteenth Judicial Circuit Facility Needs for 2016-2018

FIRST PHASE OF MASTER PLAN

Main Courthouse, Juvenile side:

To address the very serious safety concerns related to the Magistrate hearing rooms

Using space on the fourth floor of Juvenile, in space previously assigned to the Clerk but now available to the Court:

- Two 1,550 sq. ft. courtrooms with chambers, restroom, and assistant work area for a total courtroom set of 2,700 sq. ft. (per each set)

Main Courthouse, First floor:

- Large ceremonial courtroom, in shell space south of the Law Library, approximately 2,540 sq. ft.
- Chambers and restroom
- Assistant area
- Total courtroom set of 4,040 sq. ft.

Main Courthouse, 8th floor:

- East side: Large conference room, suitable for at least 97 attendees (54 seated at the table; remaining around the room)
- East side: Chief Judge and JA Chambers, work area, restroom—sq. ft. to be determined by researching comparable circuits—4th; 6th; 9th; 11th; 17th
- East side: Court Administrator and assistant (adjacent to the Chief Judge's office)—sq. ft. to be determined by researching comparable circuits—4th; 6th; 9th; 11th; 17th
- The majority of the court staff, including Court Reporting but excluding Court Technology, to be located on the 8th floor
- Witness management remains on the 5th floor
- Directors' offices 10' x 10'
- Total number of staff: approximately 110
- Two break rooms
- Two sets of male & female restrooms (north & south)

Main Courthouse, 7th floor:

Public access—west side of the courthouse

Courtrooms—west side of the courthouse

Northwest side:

- Two ceremonial courtrooms w/12 person jury box: *total per set 4,040 sq. ft.*
- One standard courtroom w/12 person jury box: *total set 2,700 sq. ft.*
- Public restrooms
- Attorney client rooms (3)

Northeast side:

- set includes associated chambers, restroom, assistant work space

Southwest side:

- Two ceremonial courtrooms w/12 person jury box: *total per set 4,040 sq. ft.*
- One standard courtroom w/12 person jury box: *total set 2,700 sq. ft.*
- Public restrooms
- Attorney client rooms (3)

Southeast side:

- set includes associated chambers, restroom, assistant work space

Main Courthouse, floor TBD:

ADA compliant courtroom and chambers

Main Courthouse, Fifth Floor:

- When Court Reporting is moved to the 8th floor, Court Technology to be moved from Juvenile to the Court Reporting area and area occupied by Interpreters—up to the Judicial elevators
- Section of the Fifth floor retrofitted for Courthouse Security (PBSO) offices and Command Center
- School Board staff to the Juvenile side

ATTACHMENT #4



County Administration

P.O. Box 1989

West Palm Beach, FL 33402-1989

(561) 355-2040

FAX: (561) 355-3982

www.pbcgov.com



Palm Beach County Board of County Commissioners

Robert S. Weinroth, Mayor

Gregg K. Weiss, Vice Mayor

Maria G. Marino

Dave Kerner

Maria Sachs

Melissa McKinlay

Mack Bernard

County Administrator

Verdenia C. Baker

"An Equal Opportunity
Affirmative Action Employer"

Official Electronic Letterhead

April 21, 2022

The Honorable Glen Kelley
Chief Judge 15th Judicial Circuit of Florida
Main Courthouse
205 North Dixie Highway
West Palm Beach, FL 33401

RE: Judicial Facilities Master Plan Update

Dear Chief Judge Kelley,

First, I would like to thank you and your staff for collaborating with us in reaching agreements towards finalizing the Judicial Facilities Master Plan Update. As you know, the Master Plan Update has been a work in progress for many years, and significant effort was invested by all in producing a well-rounded, comprehensive product that could adequately carry judicial operations of all partnering agencies into the foreseeable future. To see that we have now reached final agreement on this crucial document is not only a reason to celebrate reaching this significant milestone but also serves as a testament to the power of effective communication and collaboration.

This letter serves as a response to your letters dated August 6, 2021 and February 17, 2022, regarding the above-referenced matter. Attached you will find an exhibit addressing each of the comments issued by Courts Administration and the Judicial Partners in reviewing the previously circulated draft Master Plan Update. The Master Plan Update has been revised to incorporate our responses and a copy of the Final Judicial Facilities Master Plan Update is included for your review and concurrence.

Upon receipt of your confirmation, County staff will schedule this Master Plan Update for consideration and approval by the Board of County Commissioners. I look forward to our continued collaboration

Sincerely,

A handwritten signature in cursive script that reads "Verdenia C. Baker".

Verdenia C. Baker
County Administrator

C: Dave Aronberg, State Attorney
Carey Haughwout, Public Defender
Joseph Abruzzo, Clerk and Comptroller
Ric Bradshaw, Palm Beach County Sheriff
Michelle Canaday, Guardian Ad Litem
Isamí C. Ayala-Collazo, FDO Director



ATTACHMENT #5

THE CIRCUIT COURT OF THE
FIFTEENTH JUDICIAL CIRCUIT
OF FLORIDA

CHAMBERS OF
GLENN KELLEY
CIRCUIT JUDGE

PALM BEACH COUNTY COURTHOUSE
205 NORTH DIXIE HIGHWAY
WEST PALM BEACH, FLORIDA 33401
(561) 355-1980

May 16, 2022

Verdenia Baker
County Administrator, Palm Beach County
301 North Olive Avenue, 11th Floor
West Palm Beach, FL 33401
SENT BY e-Mail

RE: Judicial Facilities Master Plan Update

Dear Ms. Baker:

I am writing in response to the latest draft of the Master Plan ("Final Report April 2022"). I wish to express my sincere appreciation for the spirit of cooperation that exists under your leadership as well as that of Isami Ayala-Collazo. Ms. Ayala-Collazo has demonstrated a desire to work together to bring this important project to completion.

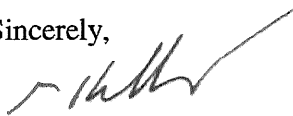
In general, the Court agrees with the latest version of the Master Plan and we are prepared to move forward with the adoption of the Plan. We have compiled a small list of concerns that were further discussed by Barbara Dawicke with Ms. Ayala-Collazo. After those discussions, we believe (including Ms. Ayala-Collazo), that the following Court concerns can be addressed during the design phase:

- Magistrate hearing rooms
- Location, number, and square footage of the courtrooms
- Location and square footage of the Chief Judge's Conference Room
- Law Library square footage
- Courthouse space standards

I look forward to being present at the June 7, 2022 Board of County Commissioner's meeting in support of the County's request to fund the project. At that meeting, I would like to briefly address the Commissioners to state my support of the Master Plan and the buildout of the seventh and eighth floors and recognize the efforts of the previous Chief Judges who have helped push this project forward: Kathleen Kroll, Peter Blanc, Jeffrey Colbath, and Krista Marx.

Please do not hesitate to contact me should you have any questions. In the meantime, let me take the opportunity to thank you and your staff for your continued support and interest in the operations of the Court.

Sincerely,

A handwritten signature in black ink, appearing to read 'Glenn D. Kelley', with a long, sweeping horizontal line extending to the right.

Glenn D. Kelley
Chief Judge

cc: Barbara Dawicke, Trial Court Administrator
Isami Ayala-Collazo, Director, Facilities Development & Operations

CONSULTANT SERVICES AUTHORIZATION No. 5

LEO A. DALY COMPANY
(Judicial Facilities Architectural Services)

Main County Courthouse Build-out and Renovations

PROJECT NO. 2021-005622
DISTRICT NO. 7

THIS CONSULTANT SERVICES AUTHORIZATION (CSA) # 5 to the Contract dated 06/19/2018 (R2018-0917) (the "Contract") between Palm Beach County, a political subdivision of the State of Florida, by and through its Board of County Commissioners, and the Consultant identified herein is for the consultant services described in Item 4 of this CSA.

1. **CONSULTANT:** **Leo A Daly Company**, whose Federal Tax ID# is 47-0363104.
2. **History:** Not applicable. This CSA is for a new project
3. **Services completed to date:** Not applicable. This CSA is for a new project.
4. **Description of Services to be provided by Consultant:** Professional services shall include design and construction administration services for the build-out of approximately 100,000 square feet of existing finished and shell spaces located on the first, seventh, and eighth floors of the MCCH as detailed on the attached proposal dated May 5, 2022 and revised May 16, 2022. In the event of a conflict between the terms and conditions of the Contract and the terms and conditions of Consultant's proposal, the terms and conditions of the Contract shall control.
5. **Compensation:** The compensation to be paid to the Consultant for the requested services shall be: Lump Sum charge of **\$2,026,992.00**
6. **This CSA may be terminated, in whole or in part, by the County with or without cause in accordance with the Contract terms. In the event of termination not the fault of the Consultant, the Consultant shall be compensated for all services performed to termination date, together with reimbursable expenses (if applicable) then due in accordance with the Contract terms.**

Consultant agrees to waive any and all claims for lost profits or anticipated future profits in the event of a termination with or without the cause under this Contract.

7. If not previously provided or for a new project, the Consultant shall provide County with an executed Conflict of Interest Disclosure Form, attached hereto and incorporated herein.
8. All terms, conditions, and obligations of the original Contract shall remain in full force and effect, unless specifically noted as follows:

E-VERIFY - EMPLOYMENT ELIGIBILITY

CONSULTANT warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended, and that it: (1) is registered with the E-Verify System (E-Verify.gov), and beginning January 1, 2021, uses the E-Verify System to electronically verify the employment eligibility of all newly hired workers; and (2) has verified that all of the CONSULTANT's subconsultants performing any duties and obligations under this Contract are registered with the E-Verify System and beginning January 1, 2021, use the E-Verify System to electronically verify the employment eligibility of all newly hired workers.

CONSULTANT shall obtain from each of its subconsultants an affidavit stating that the subconsultant does not employ, contract with, or subcontract with an Unauthorized Alien, as that term is defined in section 448.095(1)(k), Florida Statutes, as may be amended. CONSULTANT shall maintain a copy of any such affidavit from a subconsultant for, at a minimum, the duration of the subcontract and any extension thereof. This provision shall not supersede any provision of this Contract which requires a longer retention period.

COUNTY shall terminate this Contract if it has a good faith belief that CONSULTANT has knowingly violated Section 448.09(1), Florida Statutes as may be amended.

If COUNTY has a good faith belief that CONSULTANT's subconsultant has knowingly violated Section 448.09(1), Florida Statutes, as may be amended, COUNTY shall notify CONSULTANT to terminate its contract with the subconsultant and CONSULTANT shall immediately terminate its contract with the subconsultant.

If COUNTY terminates this Contract pursuant to the above, CONSULTANT shall be barred from being awarded a future contract by COUNTY for a period of one (1) year from the date on which this Contract was terminated. In the event of such contract termination, CONSULTANT shall also be liable for any additional costs incurred by COUNTY as a result of the termination.

9. **Time of Commencement:** Consultant shall begin work immediately on the requested services upon receipt of this executed document, which shall constitute official "Notice to Proceed".
10. This contract was awarded under the County's prior SBE program. SBE participation for this CSA is 39.43%. When added to the Consultant's participation to date, the resulting SBE participation is 36.36%. The Consultant's contract goal is 25%.

Project Name: Main County Courthouse Build-out & Renovations
Project No.: 2021-005622

IN WITNESS WHEREOF, this CSA is accepted, subject to the terms and conditions of the
aforementioned Contract.

ATTEST:
JOSEPH ABRUZZO, CLERK &
COMPTROLLER

PALM BEACH COUNTY,
A Political Subdivision of the State of Florida
BOARD OF COUNTY COMMISSIONERS

By: _____
Deputy Clerk

By: _____
Robert S. Weinroth, Mayor

APPROVED AS TO
LEGAL SUFFICIENCY

APPROVED AS TO TERMS
AND CONDITIONS

By: _____
Assistant County Attorney

By: _____
Director - FD&O

WITNESS:

Signature

Name (type or print)

CONSULTANT:
LEO A. DALY COMPANY

By: _____
Signature

Name (type or print)

Title

(Corporate Seal)



Mechanical, Electrical,
Plumbing and Fire
Protection Engineers

May 16, 2022

Exhibit - B

Mr. Sean Hockman AIA
Senior Associate, Senior Project Manager
Leo A. Daly Architects
1400 Centrepark Boulevard, Suite 500
West Palm Beach, FL 33401

*** Via-Email ***
SMHockman@leoadaly.com

Re: Courthouse Build-out and Renovations Rev 2

Dear Sean:

Thank you for the opportunity to present our Engineering Fee proposal for the referenced project. This is to present our proposal for Mechanical, Electrical, Plumbing, Fire Protection, and Fire Alarm (MEPFP) Engineering services for the referenced project. The proposal is based on the e-mails provided to us on April 12, 2022, May 2, 2022, and May 3, 2022. These e-mails include initial program layouts for the 1st, 7th, and 8th floor renovations and buildouts.

SCOPE OF BASIC SERVICES INCLUDED

- 1) Mechanical, Electrical (power and lighting), Plumbing, Fire protection, and Fire Alarm design to Construction documentation.
- 2) Design will be prepared in Autocad and will be based on Architect provided CAD based references for backgrounds.
- 3) Fee includes an initial site visit to document existing conditions. The fee is based on having access to the required spaces during this walkthrough.
- 4) The project is assumed to be completed as a single phase for both design and construction.
- 5) Fee includes bi-weekly (every two weeks) alternating Virtual or in person meetings during the design period (2 hour meetings every 2 weeks during design).
- 6) This fee is based on the following design phases:
 - a) Schematic Design Phase - 8 wks.
Schematic Development Phase Owner Review - 3 weeks

Gartek Engineering Corporation

Miami-Dade County CBE, Broward County CBE, Florida DBE, M/WBE and SBE
7210 SW 39 Terrace • Miami, Florida 33155 • Phone (305) 266-8997 • Fax (305) 264-9496
2700 N. 29 Ave • Suite 109 • Hollywood, Florida 33020 • Phone (954) 404-8100 • Fax (954) 404-8133
6801 Lake Worth Road, Suite 117, Greenacres, FL 33467 • Phone (561) 249-3431 • Fax (561) 249-3472
www.gartek-engineering.com



Mechanical, Electrical,
Plumbing and Fire
Protection Engineers

May 16, 2022

Leo A. Daly

Page 2 of 5

Re: Courthouse Build-out and Renovations Rev 2

- b) Design Development Phase - 12 wks.
Design Development Phase Owner Review - 3 weeks
 - c) 50% Construction Documents Phase - 12 weeks
50% Construction Documents Phase Owner Review - 3 weeks
 - d) 95% Construction Documents Phase (Permit Submission) - 8 weeks
95% Construction Document Owner Review - 3 weeks
 - e) 100% Construction Documents Phase (Conformance Set)
Timeframe based on Building Department Response Time
- 7) Gartek will assist the cost estimator on the team with MEP major items, but the preparation of a detailed cost estimate is not included in the fee. We will review and provide comments on CM estimate.
- 8) Scope includes specification in Book form.
- 9) We will incorporate contractor generated as-built information into the final set of documents.
- 10) Power: The Generator and UPS load calculations will be included. In the past, the total load capacities of the existing generators have been accomplished via generator backup using the existing building as a "live load bank". It is expected that during the annual typical generator testing, this means of backup will be performed by PBC or their authorized sub-contractor to run the generators and this information will be provided to us. We are including time to be present during this testing to collect this data. The existing loads and capacities from this testing will be used as a basis to confirm sufficient total generator capacities.
- 11) Hearing room AV: Gartek will coordinate with Courts and PBC departments to include up to date specifications and wiring within the plans. It is expected that specific model numbers will be provided to Gartek for incorporation into our plans.
- 12) Telecom/Data: Gartek will specify empty conduits with pull strings and junction boxes for telecom/data systems. We will coordinate with PBC ISS for appropriate specifications and can incorporate backbone and horizontal cabling into our plans. Switches, bridges, gateways, firewalls and similar network equipment are not expected to be required to be included in the construction documents

Gartek Engineering Corporation

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May 16, 2022

Leo A. Daly

Page 3 of 5

Re: Courthouse Build-out and Renovations Rev 2

- 13) CCTV: Gartek will specify empty conduits with pull strings to be incorporated into our plans. The CCTV system and cabling design plans will be provided by a PBC specialty sub-consultant. This Sub-consultant will coordinate with the Courts and with ISS/ESS for incorporation into their plans. It is expected that the specifications of this equipment will be selected by the respective departments and that specifications will be required to be reviewed and approved by PBC ESS department.
- 14) Sub-consultant: As requested by PBC. A sub-consultant will be retained to assist in the following professional services and will be provided via a separate proposal upon receipt:
- a) Security / Lenel Onguard PLC Design Support / Detention Control Openings / Door Control / Panic Button / Duress Button systems.
 - b) Video Management System – IP video surveillance Cameras

ASSUMPTIONS AND SERVICES NOT INCLUDED

- 1) Mechanical design will be based on the assumption that we will be able to tie into the main campus chilled water system. Increasing the available capacity at the main chiller plant can be provided if requested or required.
- 2) It is assumed there is sufficient electrical capacity at the existing main switchboards to serve these additional loads. Load calculations will be provided for all renovated spaces, however a load study may be required if information related to existing loads are not available.
- 3) A full Arc fault/flash and coordination study is not included in this basic services scope, but has been added as an add alternate as requested by PBC.
- 4) Acoustical consulting design and input is not included in our scope. It is recommended that one be retained by the Architect if required/requested by PBC.

REQUESTED ADD ALTERNATES

- 1) Add Alternate #1: A full building Arc fault/flash and coordination study and associated report. Scope of work for this add alternate will include visiting all electrical switchgear and panelboards to identify existing panel and breaker model

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Page 4 of 5

Re: Courthouse Build-out and Renovations Rev 2

numbers. The existing system will be generated using SKM Power*Tools Software. The existing wiring will be based on available as-builts and distances will be determined as best as possible based on estimated feeder pathways. This report will be used to identify existing areas that are deficient, but does not include re-design of existing equipment and branches to correct these deficiencies.

FEES

Schematic Design/Construction Documents Phase

Site Survey	\$ 11,184.00
Schematic Design	\$ 45,720.00
Design development	\$ 28,490.00
50% CD's	\$ 117,190.00
95% CD's	\$ 133,640.00
100% CD's	\$ 50,856.00
Meetings (Virtual)	\$ 17,280.00
<u>Subtotal CD's</u>	<u>\$ 404,360.00</u>

Construction Phase (estimated at 22 months)

Construction bid phase RFI's and walkthrough	\$ 5,400.00
Construction Shop drawing reviews, RFI's, Pay req's	
Meetings (once every 2 weeks) –	
estimated 91 week construction	\$ 85,200.00
Allowance: Site Visits	\$ 44,680.00
Printing, postage and deliveries, reimbursables	\$ 1,500.00

Closeout Phase (estimated at 22 months)

Final Punch-out	\$ 8,280.00
Closeout document	\$ 8,208.00

Sub-contractor Fees

Spectrum Haven Fee:	\$ 145,285.00
Gartek 10% subcontractor administration fee	\$ 14,528.00

Construction Phase Subtotal **\$ 159,813.00**

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Re: Courthouse Build-out and Renovations Rev 2

Page 5 of 5

Add Alternate

Add Alternate #1: Full building Arc Fault/Flash and
emergency side coordination study: Site and data
investigations, existing equipment model research
and report and SKM modeling

\$ 75,360.00

TOTAL FEE

\$ 792,801.00

Please see attached Excel sheet with projected hourly fee manhours breakdown.
Additional services work approved by you will be based on Maximum PBC allowed rates.

Billing will be in accordance with the Contract between the County and LAD.

Please review our proposal and let me know if you wish to discuss any item in more detail.
Thank you for considering us.

Sincerely,
GARTEK ENGINEERING, CORP.,

Benjamin De Zayas, P.E. LEED AP
Vice President – Electrical Dept

BDZ:pcy

Authorized by **LEO A. DALY** for Gartek
Engineering Corp., to provide the above services:

Signed: _____

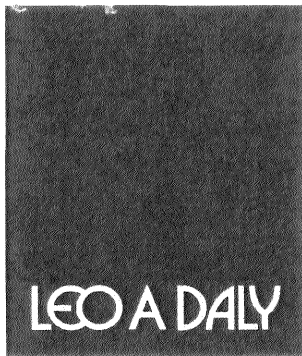
Name: _____

Title: _____

Date: _____

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LEO A DALY – West Palm Beach
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West Palm Beach, FL 33401-7403
561.688.2111

leoadaly.com

(Revised May 16, 2022)

May 5, 2022

Mr. Richard Avery
Project Manager
Palm Beach County, Capital Improvements Division
2633 Vista Parkway
West Palm Beach, FL 33411

Re: Courthouse Build-out and Renovations Proposal
205 North Dixie Highway
West Palm Beach, Florida 33401
PBC Project No.: 2021-05622

Dear Mr. Avery:

LEO A DALY is pleased to present this proposal to provide professional services for the Courthouse Build-out and Renovations at the Main County Courthouse (MCCH) as part of our Judicial Facilities Architectural Services contract with the County. Our proposal agreement is provided hereafter.

Whereas, LEO A DALY, 1400 Centrepark Blvd., Suite 500, West Palm Beach, Florida 33401 (Hereinafter Architect), has made an agreement (Hereinafter Prime Agreement) with Palm Beach County (Hereinafter Client) for the Main County Courthouse (MCCH) which will be performed under the Prime Agreement for Judicial Facilities Architectural Services (Hereinafter the Project);

I. PROJECT SCOPE

- A. The project is to consist of the build-out of the existing 7th and 8th Floors as well as perform alterations / renovations to existing finished spaces on the 1st floor of the Main County Courthouse (MCCH) located at 205 North Dixie Highway, West Palm Beach Florida. The 7th and 8th floors are existing shell spaces which were not built-out during the original construction. Each floor plate is approximately 40,000 square feet. The 1st floor areas where the alterations / renovations are proposed is approximately 20,000 square feet. The project scope will be further explained in detail below.
- B. As it currently stands the 7th floor will consist of several hearing rooms with a "secure judicial" corridor on one side of the floor which will include judicial support spaces as well as a "public side" circulation and support spaces which is consistent with the other existing floor levels with hearing rooms.

- The 7th floor build-out areas noted above are depicted in current Concept plan sheet A1.08, Ref. Exhibit – G). (The Design Team understands that the 7th and 8th floor are interchangeable).
- C. The other non-court / hearing room floor (currently identified to be the 8th floor) build-out will consist of:
 - A. Existing unassigned space to be converted to Court Admin.
 - B. Existing unassigned space to be converted to Conference center
 - C. Existing unassigned space to be converted to Judicial Conference Center
 - D. Existing unassigned space to be converted to (1) Magistrate Hearing Room Set
 - E. Existing unassigned space to be converted to (1) Magistrate Hearing Room Suite
- The 8th floor build-out areas noted above are depicted in current Concept plan sheet A1.07, Ref. Exhibit – G). (The Design Team understands that the 7th and 8th floor are interchangeable).
- D. The Design Team's current understanding of the scope of work / proposed alterations / renovations on the 1st floor level are as follows:
 - The existing area proposed for alterations / renovations is approximately 20,000 square feet.
 - Approximately half of the existing Law Library (Approx. 4,500 sq. ft., tagged as note 'A') will be "re-purposed".
 - The following spaces are intended for assignment to the Clerk of Court for expanded jury assembly or other future need upon being vacated at time of space availability on Block D:
 - B. Public Defender
 - C. Guardian Ad Litem
 - D. State Attorney
 - E. SAO Reception
 - F. Gal Reception
 - G. Shared Conference Space
 - The 1st floor renovation / alteration areas noted above have these limits depicted in current Concept plan sheet A1.01, Ref. Exhibit – G).
 - The scope of work will include architectural, electrical, plumbing, mechanical, low-voltage (including security), fire alarm and fire protection alterations / renovations at the above noted locations.
- E. **The Build-out and Alterations / Renovations scope will include:**
 - A meeting with the County to establish lead points of contact with all stakeholder / user groups to ensure outreach, coordination, and communication can occur as / when necessary, in the most appropriate and efficient manner with consideration of the project's

importance as well as in conjunction with all parties daily commitments.

- Prepare Architectural Space Program in spreadsheet matrix format which will identify rooms, names, and quantity of each based on current and near-term projected user group spatial needs outlined in the PBC Judicial Facilities Master Plan. Leo A Daly will work directly with CGL whom will take the lead in this effort. An in-person workshop will be held to present and review space program and floor plan layouts with the County, Court Partners, and designated leads for end user groups and receive address any comments / feedback. Once the space program is accepted and approved, CGL will finalize the blocking and stacking layout and prepare schematic design level interior floor plans for the designated court floor (7th or 8th floor) and Leo A Daly will develop the schematic design level interior floor plans for the non-court / hearing room floor, as well as 1st floor alteration / renovation areas.
- During the design phase, it is anticipated that bi-weekly progress meetings will be held with the following caveat: "if a scheduled meeting will be of little or no benefit the meeting can and shall be canceled in a timely manner out of respect for all parties schedules. Meetings will consist of a combination of in person and virtual interactions where graphics can be presented, and computer screens can be shared. This can be discussed further with County to determine the most constructive and beneficial approach to these meetings.
- An in-person workshop will be held to present and review Design Development level floor plans with the County, Court Partners, and designated leads for end user groups and receive address any comments / feedback.
- An in-person workshop will be held to present and review Construction Document level floor plans with the County, Court Partners, and designated leads for end user groups and receive address any comments / feedback.
- Perform a code analysis based on the proposed project scope which will occur within and existing building and is considered a Level 2 Alteration. Current building code compliance requirements will be met as necessary based on new spaces associated with the area of work, which shall include compliance with the current FBC Accessibility Code in effect.
- The County has reiterated to the Design Team that all existing Life Safety and Security Systems shall remain operational during the build-out and renovation scope. This information shall be conveyed to the Contractor once they have been selected.
- At the appropriate time, new life safety plans for the 7th and 8th floor will be developed based on the program spaces, room size, use, and

occupant counts. The same shall be done for the 1st. floor alteration / renovation areas. Considerations shall include the following:

- New occupant load calculations
 - Analysis of new egress demand and existing egress capacity
 - Travel distance and common path of travel
 - Layout and distribution of exit signs, fire extinguisher location, fire alarm pull stations
 - Develop new and updated egress plans for the above noted spaces while utilizing the existing signage type and style in place at the MCCH.
 - Design Team Consultant Gartek will be performing the fire alarm horn strobe layout and distribution, intercom/paging and speaker layout, emergency lighting layout, and battery back-up calculations.
- Work with Court Partners to determine the most appropriate location for separation between “Public Side” and “Judicial Corridor side” circulation access.
- Work with PBSO to determine the most appropriate location for detention control, secure vestibules, as well as any inmate holding and or inmate transfer corridors to be developed for circulation to new hearing rooms, in addition to coordinating the interlocking of the door openings accessing these spaces. Design Team consultants Gartek and Spectrum Haven (Ref. Exhibit – F) will take the lead in regard to coordinating integration requirements with detention control system for these new spaces as they are knowledgeable in regard to the Lenel Onguard System as well as the Allen-Bradley PLC systems in place at the MCCH.
- The Design Team and our hardware consultants will work with PBSO Corrections, PBSO court security services, PBC ESS, PBC Facilities Maintenance and County in the development of door and hardware schedules. This will cover detention hardware, commercial builders hardware, courtroom hardware, access control, card readers with or without keypads, AiPhone locations if needed, Fail Safe and or fail secure electronic latching based on opening needs, use, and code.
- The Design Team will work with PBSO Corrections, PBSO court security services, PBC ESS, PBC Facilities Maintenance, and County in the expansion of the CCTV camera system (both courtroom cameras and non-court security cameras) including camera layout, camera type, and positioning (which may also include LCD monitor locations to view corridor mounted cameras from a location within secure vestibules in the event they open into a public corridor for inmate transfer), in addition to determining locations for new head-end equipment, racks, and UPS as necessary.

- Develop new finish schedules (floor, wall ceiling, and wall treatment) as necessary to capture the various finishes to be utilized in the Build-out and Renovation areas while maintaining consistency with the existing aesthetics in the MCCH.
- Develop new interior signage as necessary to properly identify new spaces with numbering and room naming conventions as determined by the Court Partners in the Build-out and Renovation areas while maintaining consistency with the existing signage type and style in the MCCH.
- With end user, PBC ESS, and PBC ISS input the Design Team will define locations for power, data, wi-fi, court recording, lighting control, and head-end equipment provisions within the Build-out and Renovation areas. All electrical, low-voltage, data cabling shall be by cabling zone consistent with the existing zones. Any special or unique needs or provisions shall be discussed and documented.
- Leo A Daly will work with the Owner and Gartek Plumbing regarding the findings that come out of the new occupancy calculations resulting from the Build-out and Renovation areas in order to accommodate new plumbing fixture counts accordingly.
- The Design Teams Electrical and Mechanical consultants will take the lead on new lighting layout, emergency lighting and HVAC System layout and configuration related to the Build-out and Renovation areas.
- Electrical load studies for service, building UPS, and Emergency Generator Capacity shall be included by the Design Teams Electrical consultant if necessary, based on new / added demands / code requirements associated with Build-out and Renovation area scope. Refer to Exhibit – B to see how this activity is captured in Gartek’s proposal narrative.
- The Design Team’s Fire Alarm and Fire Protection consultant Gartek will develop the layout and distribution of the new 7th and 8th Floor build-out areas with the same “Zone Separations” as the existing “Notifier” Fire Alarm and Fire Protection distribution in place on the other levels of the MCCH (Ref. Exhibit – B).
- New plumbing design and supporting infrastructure will be necessary in order to accommodate elements such as restroom plumbing fixtures and drinking fountains which will be required as a result of the new occupancy calculations associated with the Build-out and possibly needed for the alteration / renovation areas on the 1st floor. The Design Teams plumbing consultant Gartek will be covering this aspect as part of their proposal (Ref. Exhibit – B).
- Leo A Daly has retained BNI as our structural engineering consultant to assist with accommodating any new vertical floor or horizontal wall openings as needed for new infrastructure, as well as any chipping of

existing elevated concrete floor slabs in order to recess new electrical conduit / infrastructure within the existing floor slabs as necessary.

As per direction from PBC CID, BNI's structural engineering fee includes the replacement of the mechanical units related to the area of work in their scope of services (Ref. Exhibit – D).

In the event that structural analysis of the existing floor slab or slabs is required based on a proposed program need for heavy loading or storage in the area of work, BNI can submit a supplement to their proposal to provide professional services as necessary.

- Leo A Daly has retained Engineering Design Services, LLC to perform a 3D Laser Scan if the existing 7th and 8th Floor shell spaces as this information will be beneficial for coordination and verification of existing conditions. Refer to Exhibit - E for additional narrative regarding this scope.
- Refer to attached consultant proposals for project specific narratives relative to each respective discipline.

This proposal has been developed based on information identified above in conjunction with direction provided by Palm Beach County Capital Improvements Division along with feedback received from the Court Partners regarding the most recent updates made to the PBC Judicial Facilities Master Plan developed in conjunction with PBC FD&O and co-authored by CGL.

II. DESIGN SERVICES

- A. Programming: the Architect, in conjunction with CGL (Ref. Exhibit – C) shall provide Architectural Space Programming services to include the following;
1. Prepare an architectural space program in a spreadsheet format for the 7th and 8th floor Build-out as well as the 1st floor renovation / alteration areas in the MCCH.
 2. The space program will be based on the preferred facility development option and adopted space standards.
 3. CGL will prepare an architectural space program to identify each room by name, quantity, and square feet of the 7th and 8th floor levels. (Ref. Exhibit – G which contains concept plan sheets A1.07 & A1.08).
 4. Leo A Daly will prepare an architectural space program to identify each room by name, quantity, and square feet of the 1st floor renovation / alteration areas (Limits shall be as depicted in current Concept plan sheet A1.01, Ref. Exhibit – G).
 5. Design Services will be provided in accordance with the March 2017 version of the F.D.&O Dept. / C.I.D. Policy and Procedures Manual for Design Professionals.

B. Schematic Design Services: the Architect shall provide full Schematic Design services to include the following;

1. Field investigation and verification of the existing 7th, 8th, and 1st floor levels of the existing Main Courthouse. It is understood that portions of the 1st floor level identified for proposed alterations / renovations may not be accessible due to ongoing use and daily operations in occupied spaces.

Field verification will not include hidden conditions or removing or damaging existing portions of the building. Destructive or invasive field verification will not be performed.

2. Floor Plans, Reflected Ceiling Plans, Roof Plan, Sections, Interior elevations.
3. Develop demolition and or demolition keynote plans for necessary modifications to the existing 1st floor areas proposed to be altered / renovated (as per areas as depicted per master plan concept sheet A1.01, Ref. Exhibit – G). If PBC CID so chooses, these demolition plans can be utilized to define the limits of asbestos survey and assessment as required prior to construction.
4. Develop Door and finish schedules along with associated details for new / modified flooring, walls, door and window openings associated with the build-out and existing 1st floor areas proposed to be altered / renovated (as per areas as depicted per master plan concept sheet A1.01, Ref. Exhibit – G).
5. Preparation of base AutoCAD drawings to be used by Design Team for work product.
6. Coordinate work with the Design Teams mechanical, electrical, plumbing, fire protection, structural, low-voltage and security Engineers to confirm that the base building components and building structure are coordinated with mechanical, electrical (hi and low-voltage), data and communication systems.
7. Review mechanical, electrical, plumbing, and structural requirements and coordinate adequate pathways and structure are in place to allow for the mechanical and electrical systems design.
8. Preparation of final schematic design documents which shall delineate the internal requirements as defined in the Project Scope defined above.
9. As per requirements of the F.D.&O Dept. / C.I.D. Policy and Procedures Manual for Design Professionals a Design Intent Report shall be provided at this phase due to the value of the project.

10. As per requirements of the F.D.&O Dept. / C.I.D. Policy and Procedures Manual for Design Professionals a preliminary Life Safety Analysis addressing items identified in the P.M.M. shall be provided for the areas of work.

11. During this phase a listing of required permits and necessary approvals shall be established.

12. If a Construction Manager is not on board for the project, they would like an opinion from the Design Team regarding the anticipated Construction Cost in the form of a rough order of magnitude during this phase.

It is anticipated that PBC CID will have a Construction Manager on board by this phase which means the C.M. shall produce the Construction Cost Estimate which can be reviewed by the Design Team (as articulated per section X. B. 9.).

13. One submission has been assumed for the Schematic Design Phase of the project.

C. Design Development Services; the Architect shall provide full Design Development services to include the following;

Based on the approved Preliminary Documents, the Architect shall prepare, for the approval by the Client, Design Development Documents consisting of Drawings and other documents to fix and describe the size and character of the Project as to architectural, mechanical, electrical, plumbing, fire protection, security, low-voltage and such other systems / elements as may be appropriate for the project described above.

As advised by PBC CID, it is understood that the project will be designed and implemented as a single phase. However, if the County determines portions of work are to be prioritized or sequenced in a specific order, these aspects shall be articulated in narrative form as well as on drawings based on preliminary phasing.

The drawings will be sufficient to establish basic cost for the Project, with final construction pricing being completed after the Construction Documents Phase by the selected Construction Manager.

One submission has been assumed for the Design Development phase of the project.

D. Construction Documents; the Architect shall provide full Construction Document services as noted hereafter;

Based on the approved Design Development Documents, Architect and the Design Team will prepare for written approval by the County, Final Construction Documents setting forth all design drawings and

specifications suitable for bidding, permitting and the construction of the Courthouse Build-out and Renovations project scope at the existing MCCH.

Architect will produce a 50% and 95% Construction Document Deliverable for review and approval by the County. This Phase of the project will include the following:

1. Prepare a full set of construction documents for the Architectural elements and systems including coordinating the set with other disciplines, including mechanical, electrical, plumbing, fire protection, fire alarm, low-voltage and security.
2. Construction Documents including final dimensioned layout plans for the 7th and 8th floor build-out, as well as the existing 1st floor areas proposed to be altered / renovated (as per areas as depicted per master plan concept sheet A1.01, Ref. Exhibit – G) with necessary construction details, wall sections, reflected ceiling plans, door and finish schedules of sufficient detail to obtain a building permit.
3. Mechanical, electrical, plumbing, fire protection, fire alarm, low-voltage, and security systems design documentation as necessary for the Courthouse Build-out and Renovations project scope at the existing MCCH.
4. Develop Casework Plans, sections, and elevations.
5. Provide full specifications for all new or altered systems as necessary.

III. PERMITTING PHASE

- A. Architect will be responsible for submitting the electronically signed and sealed (or paper hard copies if required) Construction Documents to the designated Construction Manager for submission to the City of West Palm Beach Building Department as the Authority Having Jurisdiction for permitting based on project location.
- B. The Design Team will respond to the permitting officials' comments and incorporate any required comments into the final construction document set.

IV. CONSTRUCTION ADMINISTRATION PHASE

- A. Architect and the Design Team's Consultants will be providing professional services for the duration of the Construction Administration Phase (including Punchlist and closeout) as outlined in LAD Fee Tabulation Worksheet (Ref. Exhibit -A) and consultant proposals.
- C. The Design Team understands that during the Construction Administration Phase PBC CID holds bi-monthly Construction Meetings (typically on the second and fourth week of the month) with the Owner, Architect, and

Construction Manager. Occasionally there are months where the second OAC Mtg will be shifted to the fifth week of the month based on the day of the week the OAC Mtg. falls on.

- D. A matrix of Owner provided, and Construction Manager installed equipment / installation responsibility will be provided as necessary.
- E. The Construction Administration Phase Services are assumed to be a 22 - month duration (91 weeks to Substantial Completion + 4 weeks to Final Completion) based on the Design Team's best estimate without the benefit of Construction Manager estimate or potential phasing of the work.

The Design Team reserves the right to pursue additional compensation in the event that the duration of the Construction Administration Phase Services extends beyond the estimate identified herein, which is consistent with Sean M. Hockman – Leo A Daly conversation with Rich Avery – PBC CID Project Manager on 4/22/22.

V. DELIVERABLES

- A. At the conclusion of each of the above noted submittal phases, Six full Size and Four half size sets of plans, as well as Six 8-1/2"x11" copies of Project Manual Specifications will be provided to the Owner for review and comment. An electronic upload to a secure site containing each deliverable in .PDF format will be furnished to the Owner as well.
- B. An electronically Signed and Sealed sets of Construction Documents and Project Manual Specifications for the Permit Submittal will be submitted to the City of West Palm Beach Building Department by the Construction Manager.

VI. DELIVERABLE SCHEDULE

Programing - 8 wks.

Programing Phase Owner Review - 3 weeks

Schematic Design Phase - 8 wks.

Schematic Design Phase Owner Review - 3 weeks

Design Development Phase - 12 wks.

Design Development Phase Owner Review - 3 weeks

50% Construction Documents Phase - 12 weeks

50% Construction Documents Phase Owner Review - 3 weeks

95% Construction Documents Phase (Permit Submission) - 8 weeks

95% Construction Document Owner Review - 3 weeks

100% Construction Documents Phase (Conformance Set)

Timeframe based on Building Department Response Time

VII. SUB-CONSULTANTS

- A. We have identified the following Sub-Consultants that will assist Architect in the performance of its professional services.

Sub-Consultant Name	Discipline / Design Service
Gartek Engineering Corporation	Mechanical, Electrical, Low-Voltage Systems, Access Control, Plumbing, Fire Alarm, and Fire Protection
CGL	Courtroom Consultant, Program Lead
Bliss & Nyitray, Inc.	Structural Engineering
Engineering Design Services, LLC	3D Laser Scanning (7 th & 8 th Floors)

- B. We have identified the following as a Sub-Consultant to Gartek Engineering Corporation that will assist them in the performance of their professional services.

Sub-Consultant Name	Discipline / Design Service
Spectrum Haven, LLC (Gartek Sub-Consultant)	Security / Lenel Onguard PLC Design Support / Detention Control Openings / Door Control / Panic Button / Duress Button systems / Video Management System – IP Video Surveillance Cameras

VIII. FEE PAYMENT SCHEDULE

CONSULTANT FEE							
Phase	LEO A DALY	Gartek	CGL	BNI	EDS	Spectrum Haven	Total
Programing / SD Phase / Project Start-up	\$184,615	\$153,704	\$55,740		\$6,500	\$24,685	
DD Phase	\$126,480	\$31,946	\$50,700			\$26,470	
50% CD Phase	\$116,660	\$120,646	\$37,350	\$7,500		\$34,470	
95% CD / Conformance Phase	\$110,495	\$187,952	\$37,350			\$52,625	
Bidding / Permitting / Negotiations	\$30,060	\$5,400					
Construction Administration	\$405,670	\$129,880	\$22,200			\$6,135	
Contract Closeout	\$12,605	\$16,488					
Sub Total	\$986,585	\$646,016	\$203,340	\$7,500	\$6,500	\$144,385	\$1,994,326

Expenses	\$20,450	\$1,500	\$9,816			\$900	\$32,666
Total							\$2,026,992

IX. EXPENSES

- A. Expenses for printing, travel, long-distance communications-telephone, fax and video conference, communications (including postage, express mail and couriers), computer time, printing, plotting and copying are lump sum and included in our compensation noted above.

X. ADDITIONAL TERMS AND CONDITIONS

- A. All of the applicable terms and qualifications of our Prime Agreement for Judicial Facilities Architectural Services contract dated June 19, 2018, shall apply.
- B. The following sub-consultants and work product are not included in the Architect's scope of services:
1. Survey
 2. Civil
 3. Landscape/irrigation
 4. Acoustical Consulting
 5. Specialty Lighting Consultant
 6. Testing of any existing conditions considered necessary. (e.g. asbestos testing, testing of fire alarm pull stations in an occupied building, testing of smoke and duct detectors, etc.).
 7. Interior Design (To explain further: Separate Interior Design professionals will not be part of the Design Team nor will Interior Design / 'I.D.' series drawings be furnished). Experience delivering professional services to PBC CID has confirmed that the Architectural series - finish schedules, floor plans, interior elevations, reflected ceiling plans, and sections as necessary have proven to be appropriate in establishing the Design Intent for spaces being built-out or altered / renovated.
 8. Furniture, fixtures, and equipment as well as procurement of these items.
 9. Cost estimating services are to be completed by the Construction Manager and are not included as part of this proposal. The Design Team will review construction cost estimates submitted by the Construction Manager.
 10. All impact and permitting fees will be paid for by the County.
- C. The Design Team assumes any available information and documentation of existing structures and systems will be provided by the County in the form of paper copies and / or electronic format, prior to the start of field verification and design work.

PBC CID has advised that "As-Built" drawings do not exist for this building; however, they would furnish what documentation they do have in their possession from when the Courthouse was constructed.

- D. The project area of work shall be limited to existing floor levels 7, 8, and a portion of Level 1 as depicted in the attached conceptual floor plans (Ref. Exhibit – G).

In response to PBC CID inquiry: As of the time of this proposal none of the project scope entails the 2nd. Floor secure litigation waiting lounge.

The only reason the area of work may extend beyond these floor levels would be to tie-in / extend / integrate into existing infrastructure for proper function of new infrastructure associated with this project.

- E. No alterations to the existing buildings exterior or exterior envelope are anticipated or included in the scope of this proposal.
- F. It is assumed that the existing utilities and infrastructure needed for the build-out and alterations associated with this project are available within the existing building and no exterior site utility work is anticipated or included in the scope of this proposal.

- G. Leo A Daly will not be providing / preparing professional signage graphics or associated frames, and assumes that the Owner will be hiring a Construction Manager and professional signage vendor whom will provide and install any and all required signage associated with new room or suite name and number signage, general wayfinding signage, as well as new Life Safety Exiting Diagrams based upon graphics provided by Leo A Daly.

Based on previous projects that Leo A Daly has serviced at the Main County Courthouse, Leo A Daly will be able to provide examples of the various sign types the Contractor would be expected to furnish provide and install as part of the project.

Leo A Daly will review Signage Shop Drawings which shall be submitted by the Contractor for Review and Comment by Leo A Daly, Owner, PBC Space & Interiors, PBSO Court Security Services, and End User Groups (as necessary).

Leo A Daly will incorporate the County's current signage specifications into the Project Manual Specifications for the project for general information; but the County shall be advised that the existing signage type, style, theme does not follow the county standard utilized in other new construction projects we have done.

- H. I.E. PURSUANT TO SECTION 558.0035 FLORIDA STATUTES, LEO A DALY IS THE RESPONSIBLE PARTY FOR THE PROFESSIONAL SERVICES IT AGREES TO PROVIDED UNDER THIS CONTRACT. NO INDIVIDUAL PROFESSIONAL EMPLOYEE, AGENT, DIRECTOR, OFFICER OR PRINCIPAL MAY BE INDIVIDUALLY LIABLE FOR NEGLIGENCE

ARISING OUT OF THIS CONTRACT, AS LONG AS LEO A DALY MAINTAINS THE PROFESSIONAL LIABILITY INSURANCE REQUIRED UNDER THE CONTRACT AND AS LONG AS ANY DAMAGES ARE SOLELY ECONOMIC IN NATURE AND THE DAMAGES DO NOT EXTEND TO PERSONAL INJURIES OR PROPERTY NOT SUBJECT TO THIS CONTRACT.

- I. The Architect shall be available to provide Additional Services in addition to the services previously outlined and beyond the scope of this Agreement when authorized by the Owner. Such authorization shall be in the form of an Addendum to this Agreement. All Addenda shall give a brief description of the Project and corresponding fee based on a single stipulated sum or billed at the hourly rates stipulated herein. When executed by the Parties, all Addenda will incorporate all the applicable terms and conditions as outlined in this Agreement. The following standard billing rates are applicable for additional services and for designated basic services denoted within this Agreement.

STANDARD HOURLY BILLING RATES

Managing Principal	\$275.00
Project Executive	\$230.00
Project Manager	\$185.00
Design Director	\$220.00
Job Captain	\$140.00
Specification Writer	\$150.00
Technician (Draftsperson) Cat.2	\$125.00
Technical Typist (Admin.)	\$100.00

Hourly billing rates are reviewed annually and adjustments made where appropriate.

XI. PAYMENTS

- A. The stipulated compensation shall be billed according to the Counties current Contract for Architectural/Professional Services Agreement.

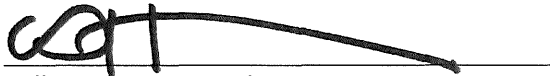
LEO A DALY

May 16, 2022
Courthouse Build-out &
Renovations Proposal
Page 15

We appreciate the opportunity to serve your needs in a professional manner and thank you for considering our organization once again. We trust this proposal meets with your approval and look forward to reviewing it with you in detail. If you are in agreement with the contents of this Agreement, please sign and return the enclosed copy via a Consultant Services Authorization. We look forward to collaborating with you in seeing the full, future development potential of your project realized.

Sincerely,

LEO A DALY

A handwritten signature in black ink, appearing to read 'W. Hanser', is written over a horizontal line.

William A. Hanser, AIA
Vice President, Managing Principal

Attachments:

- Exhibit - A: LAD Fee Tabulation Worksheet
- Exhibit - B: Consultant Proposal and Scope of Work – Gartek Engineering Corporation
- Exhibit - C: Consultant Proposal and Scope of Work – CGL
- Exhibit - D: Consultant Proposal and Scope of Work – Bliss and Nyitray, Inc.
- Exhibit - E: Consultant Proposal and Scope of Work – Engineered Design Services, LLC
- Exhibit - F: Consultant Proposal and Scope of Work – Spectrum Haven, LLC
- Exhibit – G: MCCH Masterplan Concept Plans - Levels 7, 8, and 1.

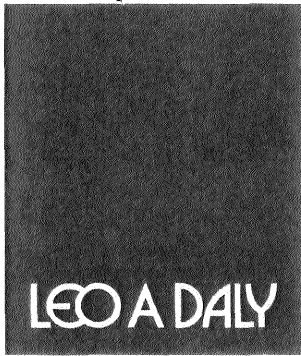
WAH/jt

LAD Project No. 201-10019-302

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DATE: 05/16/22
PROJECT: Courthouse Build-out and Renovations
PROJECT NO: 2021-05622
LOCATION: West Palm Beach Florida
OWNER: Palm Beach County
PBC REP: Richard Avery
SCOPE: A/E Design Programming - Construction Admn. Services

TASK DESCRIPTION	Managing Principal	Project Executive	Project Manager	Spec Writer	Job Captain	Design Director	Technician (Draftsperson) Cat.2	Tech. Typist (Admin.)	TASK HOURS	TASK BUDGET
Preliminary										\$1,675.00
Project Start-up & Administration	1	2	4					2	9	\$1,675.00
									0	
									0	
Programing (8wks) thru Schematic Design (8wks) Phases										\$182,940.00
Field Verify As-Built Conditions			94		87		8		189	\$30,570.00
Owner review of layout studies		8	68		62				138	\$23,100.00
Kick-off & coordination meetings	3	8	112		105			2	230	\$38,285.00
Conceptual Layouts / Drawings			79		85		130		294	\$42,765.00
Specifications			91					11	102	\$17,935.00
Responses to Owner Comments & Review			33				22	11	66	\$9,955.00
Misc. Code/Product Review			16		30				46	\$7,160.00
QA/QC			22		65				87	\$13,170.00
100% Design Development Phase - 12wks										\$126,480.00
Field Verify As-Built Conditions			30		30				60	\$9,750.00
Team Meetings/Meeting Minutes		12	59		53			12	136	\$22,295.00
Correspondence/Consultant Coord.	2	9	75		65		26		177	\$28,845.00
Drawings			39		59		96		194	\$27,475.00
Specifications			20	18				6	44	\$7,000.00
Responses to Owner Comments & Review			26				23	12	61	\$8,885.00
Misc. Code/Product Review			23		39				62	\$9,715.00
QA/QC			23		59				82	\$12,515.00
50% Construction Documents Phase - 12wks										\$116,660.00
Field Verify As-Built Conditions					9				9	\$1,260.00
Team Meetings/Meeting Minutes		15	45		60			12	132	\$21,375.00
Correspondence/Consultant Coord.	4	12	56	6	57		25		160	\$26,225.00
Drawings			42		77		102		221	\$31,300.00
Specifications			24	48				6	78	\$12,240.00
Responses to Owner Comments & Review			27				21	9	57	\$8,520.00
Misc. Code/Product Review			16		24				40	\$6,320.00
QA/QC		4	24		29				57	\$9,420.00
95% Construction Documents (Permit Submittal) - 8wks										\$75,565.00
Field Verify As-Built Conditions									0	\$0.00
Team Meetings/Meeting Minutes		8	42		32			8	90	\$14,890.00
Correspondence/Consultant Coord.	2	8	48	4	30		24		116	\$19,070.00
Drawings	2		28		51		64		145	\$20,870.00
Specifications			7	26				8	41	\$5,995.00
Responses to Owner Comments & Review			21		10		15	8	54	\$7,960.00
QA/QC		2	16		24				42	\$6,780.00
									0	\$0.00
100% Construction Documents Phase (Conformance Set)										\$34,930.00
Field Verify As-Built Conditions									0	\$0.00
Team Meetings/Meeting Minutes		10	28		16				56	\$10,000.00
Correspondence/Consultant Coord.	1	8	20		12		18		59	\$9,745.00
Drawings	1		16		16		20		53	\$7,975.00
Specifications			4					4	8	\$1,140.00
Responses to Owner Comments & Review			6		4		8	8	26	\$3,470.00
QA/QC			8		8				16	\$2,600.00
									0	\$0.00
BIDDING/PERMITTING/NEGOTIATIONS										\$30,060.00
Respond to RFIs and questions		2	40		28		12		82	\$13,280.00
Pre-Bid Meeting & Follow-up		1	8						9	\$1,710.00
Respond to Bldg Dept. Comments		1	40		26		24	8	99	\$15,070.00
(1 initial review and 1 final assumed and meetings if required)									0	
CONSTRUCTION - 22 Months (91wks to Substantial Completion + 4 wks closeout)										\$405,670.00
Requisitions Review/Processing		12	48						60	\$11,640.00
CPR / COP Review		19	75						94	\$18,245.00
Submittals Reviews/ Cooresp/RFIs		28	1265		408		100		1801	\$310,085.00
OAC/Coord.Mtgs/Mtg minutes (2 per month)		12	128		39			50	229	\$36,900.00
Punch-Out & Reports		2	64		100			25	191	\$28,800.00
									0	\$0.00
CONTRACT CLOSEOUT										\$12,605.00
Closeout Record Drawing Documentation		2	24		12		45	4	87	\$12,605.00
									0	\$0.00
TOTAL HOURS	16	185	2984	102	1813	0	783	206	6089	
RATES	\$275	\$230	\$185	\$150	\$140	\$220	\$125	\$100		
BUDGET	\$4,400	\$42,550	\$552,040	\$15,300	\$253,820	\$0	\$97,875	\$20,600		\$986,585.00
CREDIT * (N/A)										
LEO A DAILY SUBTOTAL										\$986,585.00
EXPENSES										\$20,450.00
Photographs										
Mail/Federal Express/Courier Services										\$750.00
Reproductions/ Printing /Computer Time										\$15,400.00
Photocopies										\$1,950.00
Travel/ Auto Mileage										\$2,350.00
SUB-CONSULTANTS										\$1,019,957.00
Gartek Engineering Corporation										\$647,516.00
CGL										\$213,156.00
Bliss and Nyitray, Inc. (BNI)										\$7,500.00
Engineering Design Services, LLC										\$6,500.00
Spectrum Haven, LLC (Sub-Consultant to Gartek Engineering Corp.)										\$145,285.00
LEO A DAILY TOTAL										\$1,007,035.00
SUB-CONSULTANTS TOTAL										\$1,019,957.00
TOTAL										\$2,026,992.00



FEE SCHEDULE

(Judicial Facilities Architectural Services Prime Agreement)

EFFECTIVE DATES: Fiscal Year 2022 (March 1, 2022 to February 28, 2023)

HOURLY RATES:

	<u>Personnel Classification</u>	<u>Hourly Pay</u>	<u>Multiplier</u>	<u>Hourly Rate</u>
PLANNING	1. Managing Principal	\$91.97	2.99	\$275.00
ARCHITECTURE	2. Project Executive	\$76.92	2.99	\$230.00
ENGINEERING	3. Design Director	\$73.57	2.99	\$220.00
INTERIORS	4. Project Manager	\$61.87	2.99	\$185.00
	5. Specification Writer	\$50.17	2.99	\$150.00
	6. Job Captain	\$46.82	2.99	\$140.00
	7. Technician (Draftsperson) - Category 1	\$32.44	2.99	\$ 97.00
ABU DHABI	8. Technician (Draftsperson) - Category 2	\$41.81	2.99	\$125.00
ATLANTA	9. Technical Typist (Admin.)	\$33.44	2.99	\$ 100.00
AUSTIN				
BEIJING				
CHICAGO				
COLLEGE STATION				
CORPUS CHRISTI				
DALLAS				
DAMMAM				
DOHA				
FORT WORTH				
HONG KONG				
HOUSTON				
LANSING				
LAS VEGAS				
LOS ANGELES				
MIAMI				
MILPITAS				
MINNEAPOLIS				
OAKLAND				
OMAHA				
ORANGE				
RIYADH				
SAN ANTONIO				
SAN MARCOS				
TAMPA				
WACO				
WASHINGTON DC				
WEST PALM BEACH				

MULTIPLIER CALCULATIONS:

Salary	1.00
Employee Benefits, Overhead, & Profit	<u>1.99</u>
TOTAL	2.99

Contract multiplier of 2.99 has been utilized in the above noted hourly rates.

CERTIFICATION:

The above is true and correct to the best of my knowledge.

Sean M. Hockman, AIA
Senior Associate, Senior Project Manager

May 16, 2022

Date

P:\201\201-10019-270\2-0-Project-Admin\2-1-Client-Agreements\Courthouse Build-out and Renovations\
Leo A Daly FEE SCHEDULE_Judicial Facilities Architectural Services_FY2022.docx

Florida License
No. AAC0000734

LEO A DALY - West Palm Beach
1400 Centrepark Boulevard
Suite 500
West Palm Beach, FL 33401-7403
561.688.2111

leoadaly.com



To: Sean Hockman, Senior Associate, Leo A Daly
Date: May 13, 2022
RE: Palm Beach County, Florida, Courts Master Plan Update

Background

Palm Beach County retained PGAL in association with CGL (the Team) in 2016 to update the strategic analysis of the judicial system that had been prepared by the Team in 2006. Over those ten years, growth had remained static as South Florida and the remainder of the nation experienced a severe economic recession, impacting all components of the Court System. The purpose of the update was to analyze any changes in the Court System needs and operations that impacted the need for space and to identify space and facility development options for the County to address the long term or 2040 forecast of needs. A focus of the update was to address the best re-use of floors 7 and 8 in the Main Courthouse.

Since the update was started in 2017, only minor facility improvements have been made in the Main Courthouse. CGL worked with Leo Daly and the County stakeholders to finalize the *2017 Courts Master Plan Update* in early 2022. The updated, adopted Master Plan will be used to guide the renovation of the Main Courthouse and for strategic decision-making for Block D.

Main Courthouse Renovation for 7th and 8th Floors

The following scope is for design services for the renovation 7th or 8th floors of the Main Courthouse.

Task 1 Prepare Architectural Space Program. Based on the preferred facility development option and adopted space standards, CGL will prepare an architectural space program to identify each room by name, quantity, and square feet for the SE portion of the 1st floor, and for the 7th and 8th floors.

Task 2 Prepare Schematic Design. CGL will finalize the blocking and stacking layout based on the approved space program and prepare schematic design level interior floor plans for the designated court floor (7th or 8th floor, Leo A Daly to prepare schematic design for non-court floor) of the Main Courthouse. Schematic design final plans will include all walls, rooms, doors, room names, and existing building elements. CGL will coordinate with Leo A Daly and engineering subconsultants for life safety and MEP space requirements.

CGL will conduct an in-person workshop to present and review with the County and Court System Partners the space program and floor plan layouts.

Task 3 Complete Design Development. CGL will prepare design development level drawings for courtroom and/or hearing room interiors (assumes maximum of 3 different litigation space types) including 1/4" scale reflected ceiling plans, 1/4" scale enlarged courtroom floor plans, 1/4" scale interior elevations, and 1/2" scale typical enlarged



millwork plans. CGL will coordinate with Leo A Daly for exterior impacts (such as windows in courtroom) and code requirements, CGL to coordinate with S/MEP/FP engineers and AV/security consultants/vendors. Interior finish selections to be completed by Leo A Daly.

CGL will conduct an in-person workshop with the County and Court System Partners to present the floor plans and receive any comments/feedback.

Task 4 Complete Construction Documents. CGL will develop final construction level document drawings for courtroom and/or hearing room interiors (assumes maximum of 3 different litigation space types) including ¼" scale reflected ceiling plans, ¼" scale enlarged courtroom floor plans, ¼" scale interior elevations, ½" scale enlarged millwork plans, and millwork specifications. CGL will coordinate with Leo A Daly for exterior impacts (such as windows in courtroom) and code requirements, CGL to coordinate with S/MEP/FP engineers and AV/security consultants/vendors.

CGL will conduct an in-person workshop with the County and Court System Partners to present the construction documents and receive any comments/feedback.

Task 5 Provide Construction Administration. CGL will provide assistance to Leo A Daly in responding to RFI's and submittals related to courtroom interiors and provide a secondary review of courtroom millwork and all courtroom related shop drawings.

CGL will provide four in-person visits during construction.

Schedule and Fee

The design of 7th and 8th Floors will take 6 months to complete construction documents. Four on-site workshops will be conducted. The project fee for effort and reimbursables based on the scope and schedule is shown below.

CGL Palm Beach Courts Master Plan Update			
Task Descriptions	Totals		Travel
	hours	cost	cost
REPAIR PROGRAM AND COMPLETE DESIGN PHASE	1,188	\$ 203,340	\$ 9,816
<i>Task 1 Prepare Architectural Space Program</i>	40	\$ 12,600	
<i>Task 2 Prepare Schematic Design</i>	260	\$ 43,140	
<i>Task 3 Complete Design Development</i>	284	\$ 50,700	
<i>Task 4 Complete Construction Documents</i>	484	\$ 74,700	
<i>Task 5 Provide Construction Administration</i>	120	\$ 22,200	
TOTALS	1,188	\$ 203,340	\$ 9,816



BLISS & NYITRAY, INC.
STRUCTURAL
ENGINEERS

Exhibit - D



Fee Proposal for Structural Engineering Services

Date May 17, 2022

Reference MCCH 7th & 8th Floor Buildout
West Palm Beach, FL

To Leo A Daly
1400 Centrepark Boulevard, Suite 500
West Palm Beach, FL 33401

Attention Sean M. Hockman, AIA, NCARB, LEED AP BD+C
Senior Associate

Project Description

The project is a new buildout on the 7th and 8th floor of the Palm Beach Main County Courthouse as well as alterations to repurpose the 1st floor. The 7th floor will be hearing rooms with Judicial support spaces on the secure "Judicial Corridor" Side, and the 8th floor will be admin. support spaces. Each floor is a completely blank floor plate approx. 40,000 sq. ft. per level that will likely require new floor openings for new MEP infrastructure as well as chipping the existing floor slab to recess conduit into the slab. We anticipate the existing mechanical units will be replaced requiring additional structural strengthening and support framing.

Existing Conditions

Our work will be based on the provided existing structural drawings. Our scope excludes verifying existing conditions. If the existing conditions once uncovered do not match the existing drawings, the redesign work will be considered Additional Services. Additional Services will be provided for an additional negotiated lump sum fee or performed on an hourly basis at the rates indicated below. BNI will provide additional services upon written authorization by the Client.

Scope of Services

Our Basic Services includes the preparation of drawings, specifications and calculations as required for permitting and construction. Our Basic Services includes design of the Primary Structural Frame for the retrofitted and new portions of the structure and attending structurally-related design and coordination meetings during the preparation of construction documents. Our Proposal also includes Construction Administration such as responses to RFI's, shop drawings, and/or meetings during construction.

Basic Services Fee

We propose to provide the described Basic Services for the floor renovations for a Lump Sum Fee of **Seven Thousand Five Hundred Dollars (\$7,500.00)**.

Reimbursables

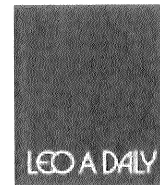
Reimbursable Expenses as defined by AIA B101 shall be invoiced at cost.

Offered by:



BLISS & NYITRAY, INC.
STRUCTURAL
ENGINEERS

Accepted by:




(Signature) May 17, 2022
(Date)

(Signature) (Date)

Scott Stanford, P.E. / Associate
(Printed Name/title)

(Printed Name/title)

Please sign and return one copy. The Terms and Conditions on the following pages are a part of this Agreement.

Terms and Conditions

Project: MCCH 7th & 8th Floor Buildout

Page: 2 of 2
Date: May 4, 2022

1. Standard of Care: BNI will endeavor to perform services in a manner consistent with the degree of care and skill ordinarily exercised by members of our profession currently practicing in the same locality under similar conditions. No other representation, warranty or guarantee is made, included or intended as to our professional services.
2. Services Excluded:
 - A. Attendance of bi-weekly, monthly or out-of-town meetings in which structural issues are not the main focus.
 - B. Inspection of the work is excluded. We will provide a separate fee proposal for inspections if desired.
 - C. Estimates of probable construction cost.
 - D. Site structures such as retaining walls, planter walls, stairs, sidewalks, flagpoles, light poles, etc.
 - E. The design and detailing of non-structural elements such as waterproofing systems and cladding; ceiling framing; architectural systems; architectural features and decorations; non-bearing partitions; shelves; doors; statue and monument supports; mechanical, electrical and plumbing equipment hangers, anchorage and support; rooftop equipment tie-downs; signs; etc.
3. Additional Services: Services beyond those outlined under basic services, including but not limited to an increase in the scope of the project, items that are listed under Existing Conditions, revisions, construction errors, additional site visits and inspections will be provided for an additional negotiated lump sum fee or performed on an hourly basis at the rates indicated below. BNI will provide additional services upon written authorization by the Client.
4. Hourly Billing Rates:

Principal	\$225/Hour	CAD Manager	\$115/Hour
Project Manager	\$175/Hour	CAD Operator	\$85/Hour
Project Engineer	\$150/Hour	Administrative Assistant	\$65/Hour
Engineer	\$120/Hour		
5. Terms: If the services covered by this Agreement have not been completed by December 31, 2023 for reasons beyond our control, compensation set forth in this Agreement shall be equitably adjusted.



ENGINEERED DESIGN SERVICES

Exhibit - E

edsengineers.com

Proposal for: Leo A Daly

PBC Project No 2021-005622

Leo A Daly Project No. 201-10019-302


Courthouse Build-out and Renovations - 3D Laser
Scanning Services

Engineered Design Services LLC

Contact: Craig McKenzie, P.E.

craigmckenzie@edsengineers.com

(561) 600-1776

A black and white photograph showing a 3D laser scan of a building's interior structure. The image displays a complex network of steel beams, columns, and scaffolding, with a point cloud overlay indicating the scanned geometry. The perspective is from within the structure, looking upwards.

3D Laser Scan and Structural Assessment of Aggregate Facility

May 5, 2022

Sean M. Hockman, AIA, NCARB, LEED AP BD+C
Senior Associate, Senior Project Manager
Leo A Daly
1400 Centrepark Boulevard, Suite 500
West Palm Beach, FL 33401

RE: Proposal for PBC Project No 2021-005622—Courthouse Build-out and Renovations - 3D Laser

Scanning Services

Dear Mr. Hockman:

Engineered Design Services (EDS) is pleased to support Leo A Daly (LAD) in documenting existing conditions of the 7th and 8th floors of the Palm Beach County Courthouse. As a sub-contractor to LAD, EDS proposes the following services.

SCOPE OF SERVICES:

Our proposed scope of services will include the following services :

Task 1.1 3D LASER SCANNING SERVICES:

Upon initiation of the project, EDS will schedule a site visit to perform a 3D Laser Scan of the project area, to document existing conditions for future design efforts. EDS will coordinate our scanning with LAD for the best available time.

Project Area:

- 7th and 8th Floors, including stairways and ancillary access areas

Task 1.2 POINT CLOUD REGISTRATION:

Once all point cloud scans are obtained for the project area, EDS will register and process this data into an RCS point cloud format. This point cloud is compatible with Autodesk software products, including Navisworks, Revit, AutoCAD, and Inventor.

Project Specific Quality Control Plan

EDS intends to ensure the quality of our projects in the following manner:

JOB SAFETY ANALYSIS

- At Engineered Design Services, we believe that safety is the key to success in all construction projects. As a result, we carefully plan out our activities prior to the site visit, and perform a safety review before each site visit. Craig McKenzie, P.E. will be in charge of safety for the project team.

PERSONAL PROTECTIVE EQUIPMENT

- EDS provides all staff with the required safety equipment for the project including, but not limited to, eye protection, steel toe boots, hi-viz vests, hearing protection, etc.
- During our JSA, we will identify any additional equipment or procedures to ensure safe working activities.

PROJECT DOCUMENTATION

- Project documentation created will be checked internally by Craig and other project professionals prior to submission to JSA.
- All project documentation will be memorialized in a Project QA/QC Book, per EDS standards.

KEY ADVANTAGES:

Flexibility

Attention to Detail

Local Knowledge of Site

KEY PERSONNEL:

Craig McKenzie, P.E., CGC

Motasem Majdalawi

Omar Kldd

Project Pricing

We have developed a Lump Sum budget for the Courthouse Build-out and Renovations - 3D Laser Scanning Services project, based on our understanding of the scope provided.

The Lump Sum fee for EDS to provide the scope of work tasks and services shall be \$6,500.

We appreciate the opportunity to provide this proposal and look forward to working with you. Should you have any questions, please do not hesitate to contact us.

Respectfully Submitted,

Craig McKenzie, P.E.
President/Principal Engineer
Engineered Design Services LLC

Offer Accepted by:

Signature: _____ Date: _____



Exhibit - F

SCOPE OF SERVICES

PALM BEACH COUNTY CAPITAL IMPROVEMENTS DIVISION

Main County Courthouse Build-out and Renovations *Physical Security Technology Design*

May 13, 2022

I. PROJECT UNDERSTANDING

Gartek Engineering Corporation (GARTEK) has requested SpectrumHaven, LLC (SPECTRUMHAVEN) to provide professional engineering services for the design of specified Physical Security Technology (PST) systems for the Build-out and Renovations at the Palm Beach County Main County Courthouse (MCCH) located at 205 North Dixie Highway in West Palm Beach, FL. The project is to consist of the 1st floor, 7th floor, and 8th floor of the MCCH building. The provided services will focus on the following technology subsystems:

1. Access Control System (ACS) – LENEL•S2 OnGuard
 - a. ACS Equipment: Door Hardware, ACS Panels, Card Readers, Keypads
 - b. Panic Button/Duress Button systems
2. Video Management System – IP Video Surveillance Cameras

The Scope of Services establishes which items of work are necessary to accomplish the task(s) described within this document that are specifically included in this contract and the items of work that will be the responsibility of the SPECTRUMHAVEN team.

All engineering documents are to be prepared in Standard English units in accordance with all applicable Palm Beach County standards, guidelines, and specifications.

II. SCOPE OF SERVICES

The services associated with the design of specified Physical Security Technology (PST) systems at the Palm Beach County MCCH are subdivided into six (6) tasks. These tasks will be accomplished as part of this agreement and are described in detail in the subsequent sections:

- Task 1 – Schematic Design (SD) Phase*
- Task 2 – Design Development (DD) Phase*
- Task 3 – 50% Construction Documents (CD) Phase*
- Task 4 – 95% Construction Documents (CD) Phase [Permit Submission]*
- Task 5 – 100% Construction Documents (CD) Phase [Conformance Set]*
- Task 6 – Construction Phase Services*

Task 1 – Schematic Design Phase

Under this first task SPECTRUMHAVEN will begin reviewing the existing documentation (e.g., Palm Beach County technical specifications, engineering drawings of existing infrastructure, recent construction/project “as-built” plans, record drawings, program information, etc.) provided by the County. The County will furnish the relevant information for the project area in both hard copy and electronic (i.e., AutoCAD, PDF, etc.) formats.

Once SPECTRUMHAVEN has reviewed the documents provided by the County, SPECTRUMHAVEN will attend a kick-off meeting with designated Palm Beach County staff and specified stakeholders to discuss the project scope, construction budget, schedule, and determine the goals and expectations of Palm Beach County staff and stakeholders for the project.

SPECTRUMHAVEN will develop the preliminary design drawings that will comprise the Schematic Design Plan package. The plans will be developed using the current release of AutoCAD in a 11” x 17” format implementing Standard English units. These drawings will provide the following information for the design of specified PST systems at the Palm Beach County MCCH. The following sheets will be included in the design plans package:

- Cover sheet – Project Location Overview
- Sheet Index
- General Notes and Abbreviations sheet(s)
- Overall Site Plan sheet
- Communication conduit infrastructure layout sheet(s)
- Riser diagram sheet(s) – Video Surveillance Cameras
- Riser diagram sheet(s) – Access Control
- Network rack elevation sheet(s)
- Connectivity diagram sheet(s)
- Line wiring diagram sheet(s)

The SPECTRUMHAVEN team will submit Schematic Design Plan package for review and comment. Following Palm Beach County stakeholders’ review, SPECTRUMHAVEN will attend a review meeting to discuss the comments of the Schematic Design Plan package.

Deliverables:

- One (1) Kick-off meeting;
- One (1) electronic PDF copy of the Schematic Design Plan package will be emailed;
- One (1) Schematic Design Plan Package review meeting.

Task 2 – Design Development Phase

Under this task SPECTRUMHAVEN will develop the design drawings that will comprise the Design Development Plan package. The comments received during the Schematic Design Plan package review meeting will be addressed and SPECTRUMHAVEN will make the agreed upon revisions to the Schematic Design Plan and track them in a Comment Resolution Log developed in Microsoft Excel.

The SPECTRUMHAVEN team will submit Design Development Plan package for review and comment. Following Palm Beach County stakeholders' review, SPECTRUMHAVEN will attend a review meeting to discuss the comments of the Design Development Plan package.

Deliverables:

- One (1) electronic PDF copy of the Design Development Plan package will be emailed;
- One (1) Design Development Plan Package review meeting.

Task 3 – 50% Construction Documents Plan Package

Under this task SPECTRUMHAVEN will address the comments received during the Design Development Plan package review meeting. SPECTRUMHAVEN will make the agreed upon revisions to the Design Development Plan package and track them in a Comment Resolution Log developed in Microsoft Excel. An Engineer's Opinion of Probable Cost (EOPC) estimate will be developed as part of the 50% Construction Plan package. In addition, SPECTRUMHAVEN will develop the 50% Technical Specifications for the equipment called out in the 50% Construction Plan set which is to include the following items:

Division 27 – Communications

- Section 27 05 00 – Common Work Results for Communications
 - 27 05 26 – Grounding and Bonding for Communications Systems
 - 27 05 28 – Pathways for Communication Systems
 - 27 05 33 – Conduits and Backboxes for Communications Systems
- Section 27 10 00 Structured Cabling
 - 27 11 00 – Communication Equipment Room Fittings
 - 27 13 00 – Communications Backbone Cabling
 - Communications Copper Backbone Cabling
 - Communications Optical Fiber Backbone Cabling
 - 27 15 00 – Communications Horizontal Cabling
 - Communications Copper Horizontal Cabling
 - Communications Optical Fiber Horizontal Cabling
- Section 27 20 00 – Data Communications
 - 27 21 00 – Data Communications Network Equipment

Division 28 – Electronic Safety and Security

- Section 28 10 00 – Access Control
 - 28 14 00 – Access Control System Hardware
 - Access Control Network Controllers
 - Access Control Door Controllers
 - Access Control Inputs and Outputs
 - Access Control Enclosures
 - 28 15 00 – Access Control Hardware Devices
 - Standard Card Readers

- 28 16 00 – Access Control Interfaces
 - Access Control Interfaces to Video Surveillance
 - Access Control Interfaces to Panic/Duress Alarms
- Section 28 20 00 – Video Surveillance
 - 28 21 00 – Surveillance Cameras
 - IP Cameras
 - Camera Housings
 - Camera Mounts
 - Section 28 23 00 – Video Management System

The SPECTRUMHAVEN team will submit the 50% Construction Plan package for review and comment. Following Palm Beach County stakeholders' review, SPECTRUMHAVEN will conduct a review meeting to discuss the comments of the 50% Construction Plan package.

Deliverables:

- One (1) electronic PDF copy of the 50% Construction Plan Package will be emailed;
- One (1) 50% Construction Plan Package review meeting.

Task 4 – 95% Construction Documents Plan Package (Permit Submission)

Under this task SPECTRUMHAVEN will address the comments received during the 50% Construction Plan package review meeting. SPECTRUMHAVEN will make the agreed upon revisions to the 50% Construction Plan set and track them in a Comment Resolution Log developed in Microsoft Excel. A revised Engineer's Opinion of Probable Cost (EOPC) will be developed as part of the 95% Construction Plan package. In addition, the SPECTRUMHAVEN will make required revision to the 50% Technical Specifications to produce the 95% Construction Plan Technical Specifications. Following Palm Beach County stakeholders' review, SPECTRUMHAVEN will conduct a review meeting to discuss the comments of the 95% Construction Plan package.

Deliverables:

- One (1) electronic PDF copy of the 95% Construction Plan Package will be emailed;
- One (1) 95% Construction Plan Package review meeting.

Task 5 – Final Construction Documents Phase (Conformance Set)

Under this task SPECTRUMHAVEN will address the comments received during the 95% Construction Plan package review meeting. SPECTRUMHAVEN will make the agreed upon revisions to the 95% Construction Plan set and track them in a Comment Resolution Log developed in Microsoft Excel. A revised Engineer's Opinion of Probable Cost (EOPC) will be developed as part of the Final Construction Plan package. In addition, the SPECTRUMHAVEN will make required revision to the 95% Technical Specifications to produce the Final Technical Specifications.

Deliverables:

- One (1) PDF copy of the signed and sealed Final Construction Plan Package will be emailed;

Task 6 – Construction Phase Services

The construction phase services to be provided for the Build-out and Renovations at the Palm Beach County MCCH project are described in the task below. This task will be accomplished as part of this agreement and is described in detail in the subsequent section:

- *Sub Task 6.1 – Site Visit(s)*
- *Sub Task 6.2 – Shop Drawing Review*
- *Sub Task 6.3 – Formal RFI response*

Task 6.1 – Site Visit(s)

Under this first subtask SPECTRUMHAVEN will conduct up to three (3) site visits at the Palm Beach County MCCH to evaluate project progress and obtain information to address formally submitted RFIs as necessary.

Task 6.2 – Shop Drawing Review

Under this subtask SPECTRUMHAVEN will review the shop drawing (i.e., technical cut sheets) of specified equipment provided in a formally submitted shop drawing package to confirm the equipment being provided is in compliance with the design intent as per the contract construction documents. This equipment is to include:

- Access Control System Equipment
- Video surveillance cameras
- Panic/Duress buttons
- Cabling (ACS, Surveillance cameras, Panic/Duress buttons)

The Shop Drawings and Submittals are assumed to be provided in a complete manner for the entire system design. It is not expected that the Shop Drawing package review will need to be implemented in a phased manner due to several separate partial submittals being provided at various times throughout the project.

Task 6.3 – Formal RFI Responses

Under this subtask SPECTRUMHAVEN will provide responses for up to eight (8) formally submitted RFIs.

Deliverables:

- Site visit(s) – *up to three (3)*;
- One (1) shop drawing submittal package review;
- Formally submitted RFI responses – *up to eight (8)*.

III. INFORMATION PROVIDED BY THE CLIENT

The following information is to be provided:

- Record drawings of the existing conditions, as required to prepare deliverables.
- Building floor plans.
- Original and any renovation design drawings for the MCCH floors include in this scope of work.
- Palm Beach County Technical specifications and Standards.
- Cut sheets of existing security technology components (e.g., surveillance cameras, access card readers, panic/duress buttons, etc.).
- Cut sheet of existing information technology (IT) components (e.g., network servers, switches, etc.).
- Shop drawing submittal package;
- Formally submitted RFIs;

IV. NOT INCLUDED IN SCOPE OF SERVICES

The following items are not included:

- All design services inclusive of: Mechanical, Fire Protection, Plumbing are not included in this scope of work services.
- Integration, control, programming or other work related to the “head-end” or control equipment for Access Control and Video Management systems.
- Division 01 Specifications or procurement documents.
- Cybersecurity pre-assessment.
- Cybersecurity post-evaluation.

V. ADDITIONAL SERVICES

If authorized by the Client, the SPECTRUMHAVEN team can provide any services not specifically included in the above scope that will be billed as additional services and performed at our then current contract negotiated hourly rates. Additional services we can provide, but are not limited to, include the following:

- Performing additional site visits.
- Additional meetings.
- Additional design services not outlined in this Scope of Work.
- Additional Shop drawing submittal packages
- Additional RFIs

VI. SCHEDULE

SPECTRUMHAVEN will provide our services as expeditiously as practicable. Our anticipated schedule for the services described in Task 1 thru Task 4 is forty (40) weeks. Tasks 5-6 are To Be Determined (TBD).

Task	Description	Task Length	Cumulative Time
Task 1	Schematic Design Phase	8 weeks	8 weeks
Task 2	Design Development Phase	12 weeks	20 weeks
Task 3	50% Construction Documents Phase	12 weeks	32 weeks
Task 4	95% Construction Documents Phase	8 weeks	40 weeks
Task 5	Final Construction Documents Phase	TBD*	TBD*
Task 6	Construction Phase Services	TBD	TBD

* Timeframe based on Building Department Response Time

VII. FEE

The SPECTRUMHAVEN team will perform the Scope of Services for a lump sum fee as listed below. All permitting, application, and similar project fees will be paid directly by the Client. SPECTRUMHAVEN will bill monthly based upon the percentage of services performed as of the invoice date.

Task 1	\$ 24,685
Task 2	\$ 26,470
Task 3	\$ 34,470
Task 4	\$ 28,130
Task 5	\$ 24,495
Task 6	\$ 6,135
Expenses	\$ 900
Grand Total	\$145,285

VIII. LIMIT OF LIABILITY

By accepting this proposal all parties agree that SPECTRUMHAVEN's liability exposure shall be limited to the applicable insurance coverage carried by SPECTRUMHAVEN. Insurance certificates are available upon request.

IX. TERMS AND CONDITIONS

The SPECTRUMHAVEN team will not direct the work of others. Project safety is the responsibility of others. We will endeavor to conduct our services in a safe manner. SPECTRUMHAVEN will not be responsible for any impact to the existing facilities at the site or damage that might occur because of construction at the site. We recommend the Contractor verify the location of existing infrastructure prior to commencing work at the site and in accordance with State of Florida, Palm Beach County, and all applicable Agency Having Jurisdiction (AHJ) protocol.

X. AUTHORIZATION

To authorize SPECTRUMHAVEN to proceed with the requested services, please sign below, initial the pages of this letter of confirmation and return one (1) copy of the proposal to us.

We appreciate the opportunity to assist you with these services. We will contact you in the near future to answer any questions you may have. If you have any questions in the interim, please do not hesitate to contact us.

Sincerely,
SPECTRUMHAVEN
Samuel D. Trotman, PE, CISSP, RCDD
President

ACCEPTANCE OF PROPOSAL

SpectrumHaven, LLC
(Consultant)

Gartek Engineering Corp.

By: _____
(signature)

By: _____
(signature)

(Print Name and Title)

(Print Name and Title)

(Date)

(Date)

Exhibit - G

Conflict Disclosure Forms

CONFLICT OF INTEREST DISCLOSURE FORM

PROJECT: Courthouse Build-out and Renovations

CONSULTANT represents that it presently has no interest, either direct or indirect, which would or could conflict in any manner with the performance of services for the County, except as follows:

NONE

(Attach additional sheets as needed.)

CONSULTANT further represents that no person having any interest shall be employed for said performance. By signing below, CONSULTANT certifies that the information contained herein is true and correct and constitutes all current potential conflicts of interest which may influence or appear to influence CONSULTANT'S judgment or quality of services being provided to the County.

CONSULTANT shall promptly notify the COUNTY in writing by certified mail of all potential conflicts of interest that may arise in the future through any prospective business association, interest or other circumstance which may influence or appear to influence CONSULTANT'S judgment or quality of services being provided to the County. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that CONSULTANT may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute an unacceptable conflict of interest if entered into by the CONSULTANT.

If, in the sole opinion of the COUNTY, the prospective business association, interest or circumstance of CONSULTANT would constitute an unacceptable conflict of interest to the COUNTY, the COUNTY shall so state in the notification and the CONSULTANT shall not enter into said association, interest or circumstance.

THIS DISCLOSURE is submitted by William A. Hanser, as
(Name of Individual)

Vice President, Managing Principal, of Leo A Daly
(Title/Position) (Firm Name of Consultant)

who hereby certifies that the information stated above is true and correct. Further, it is hereby acknowledged that any misrepresentation by the Consultant on this Disclosure is considered an unethical business practice and is grounds for sanctions against future County business with the Consultant.


(Signature)

May 5, 2022
(Date)

PROJECT: COURTHOUSE BUILD-OUT AND RENOVATIONS

ATTACHMENT F
CONFLICT OF INTEREST DISCLOSURE FORM
(Must be completed by Proposer and any subconsultants and returned with proposal)

PALM BEACH COUNTY CONFLICT OF INTEREST DISCLOSURE FORM

CONSULTANT/SUBCONSULTANT represents that it presently has no interest, either direct or indirect, which would or could conflict in any manner with the performance of services for the County, except as follows:

NOT APPLICABLE

(Attach additional sheets as needed.)

CONSULTANT/SUBCONSULTANT further represents that no person having any interest shall be employed for said performance. By signing below, CONSULTANT/SUBCONSULTANT certifies that the information contained herein is true and correct and constitutes all current potential conflicts of interest which may influence or appear to influence CONSULTANT/SUBCONSULTANT'S judgment or quality of services being provided to the County.

CONSULTANT/SUBCONSULTANT shall promptly notify the COUNTY in writing by certified mail of all potential conflicts of interest that may arise in the future through any prospective business association, interest or other circumstance which may influence or appear to influence CONSULTANT/SUBCONSULTANT'S judgment or quality of services being provided to the County. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that CONSULTANT/SUBCONSULTANT may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute an unacceptable conflict of interest if entered into by the CONSULTANT/SUBCONSULTANT.

If, in the sole opinion of the COUNTY, the prospective business association, interest or circumstance of CONSULTANT/SUBCONSULTANT would constitute an unacceptable conflict of interest to the COUNTY, the COUNTY shall so state in the notification and the CONSULTANT/SUBCONSULTANT shall not enter into said association, interest or circumstance.

This DISCLOSURE is submitted by (Name of Individual:) Melquiades F. Garcia P.E., as (Title/Position:) Vice President of (Name of Firm:) Gartek Engineering Corp., who hereby certifies that any misrepresentation by the CONSULTANT/SUBCONSULTANT on this Disclosure is considered an unethical business practice and is grounds for sanctions against future County business with the CONSULTANT/SUBCONSULTANT.

Signature

May 5th, 2022

Date

CONFLICT OF INTEREST DISCLOSURE FORM

PROJECT: Courthouse Build-out and Renovations

CONSULTANT represents that it presently has no interest, either direct or indirect, which would or could conflict in any manner with the performance of services for the County, except as follows:

NONE

(Attach additional sheets as needed.)

CONSULTANT further represents that no person having any interest shall be employed for said performance. By signing below, CONSULTANT certifies that the information contained herein is true and correct and constitutes all current potential conflicts of interest which may influence or appear to influence CONSULTANT'S judgment or quality of services being provided to the County.

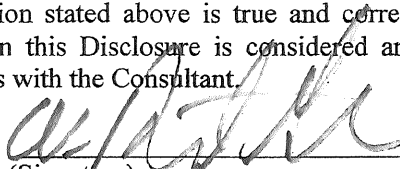
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If, in the sole opinion of the COUNTY, the prospective business association, interest or circumstance of CONSULTANT would constitute an unacceptable conflict of interest to the COUNTY, the COUNTY shall so state in the notification and the CONSULTANT shall not enter into said association, interest or circumstance.

THIS DISCLOSURE is submitted by W. Robert Glass, AIA, as
(Name of Individual)

Executive Vice President, of CGL Companies, LLC
(Title/Position) (Firm Name of Consultant)

who hereby certifies that the information stated above is true and correct. Further, it is hereby acknowledged that any misrepresentation by the Consultant on this Disclosure is considered an unethical business practice and is grounds for sanctions against future County business with the Consultant.


(Signature)

May 5, 2022
(Date)

CONFLICT OF INTEREST DISCLOSURE FORM

PROJECT: Courthouse Build-out and Renovations

CONSULTANT represents that it presently has no interest, either direct or indirect, which would or could conflict in any manner with the performance of services for the County, except as follows:

NONE

(Attach additional sheets as needed.)

CONSULTANT further represents that no person having any interest shall be employed for said performance. By signing below, CONSULTANT certifies that the information contained herein is true and correct and constitutes all current potential conflicts of interest which may influence or appear to influence CONSULTANT'S judgment or quality of services being provided to the County.

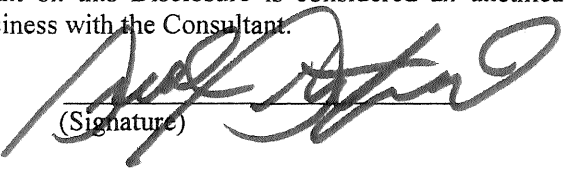
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If, in the sole opinion of the COUNTY, the prospective business association, interest or circumstance of CONSULTANT would constitute an unacceptable conflict of interest to the COUNTY, the COUNTY shall so state in the notification and the CONSULTANT shall not enter into said association, interest or circumstance.

THIS DISCLOSURE is submitted by Scott Stanford, as
(Name of Individual)

Associate, of Bliss & Nyitray, Inc.
(Title/Position) (Firm Name of Consultant)

who hereby certifies that the information stated above is true and correct. Further, it is hereby acknowledged that any misrepresentation by the Consultant on this Disclosure is considered an unethical business practice and is grounds for sanctions against future County business with the Consultant.


(Signature)

May 6, 2022
(Date)

CONFLICT OF INTEREST DISCLOSURE FORM

PROJECT: Courthouse Build-out and Renovations

CONSULTANT represents that it presently has no interest, either direct or indirect, which would or could conflict in any manner with the performance of services for the County, except as follows:

NONE

(Attach additional sheets as needed.)

CONSULTANT further represents that no person having any interest shall be employed for said performance. By signing below, CONSULTANT certifies that the information contained herein is true and correct and constitutes all current potential conflicts of interest which may influence or appear to influence CONSULTANT'S judgment or quality of services being provided to the County.

CONSULTANT shall promptly notify the COUNTY in writing by certified mail of all potential conflicts of interest that may arise in the future through any prospective business association, interest or other circumstance which may influence or appear to influence CONSULTANT'S judgment or quality of services being provided to the County. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that CONSULTANT may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute an unacceptable conflict of interest if entered into by the CONSULTANT.

If, in the sole opinion of the COUNTY, the prospective business association, interest or circumstance of CONSULTANT would constitute an unacceptable conflict of interest to the COUNTY, the COUNTY shall so state in the notification and the CONSULTANT shall not enter into said association, interest or circumstance.

THIS DISCLOSURE is submitted by Craig A. McKenzie, P.E., as
(Name of Individual)

Managing Member, of Engineered Design Services LLC
(Title/Position) (Firm Name of Consultant)

who hereby certifies that the information stated above is true and correct. Further, it is hereby acknowledged that any misrepresentation by the Consultant on this Disclosure is considered an unethical business practice and is grounds for sanctions against future County business with the Consultant.


(Signature)

May 5, 2022
(Date)

CONFLICT OF INTEREST DISCLOSURE FORM

PROJECT: Courthouse Build-out and Renovations

CONSULTANT represents that it presently has no interest, either direct or indirect, which would or could conflict in any manner with the performance of services for the County, except as follows:

None.

(Attach additional sheets as needed.)

CONSULTANT further represents that no person having any interest shall be employed for said performance. By signing below, CONSULTANT certifies that the information contained herein is true and correct and constitutes all current potential conflicts of interest which may influence or appear to influence CONSULTANT'S judgment or quality of services being provided to the County.

CONSULTANT shall promptly notify the COUNTY in writing by certified mail of all potential conflicts of interest that may arise in the future through any prospective business association, interest or other circumstance which may influence or appear to influence CONSULTANT'S judgment or quality of services being provided to the County. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that CONSULTANT may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute an unacceptable conflict of interest if entered into by the CONSULTANT.


If, in the sole opinion of the COUNTY, the prospective business association, interest or circumstance of CONSULTANT would constitute an unacceptable conflict of interest to the COUNTY, the COUNTY shall so state in the notification and the CONSULTANT shall not enter into said association, interest or circumstance.

THIS DISCLOSURE is submitted by Samuel D. Trotman, as
(Name of Individual)

President
(Title/Position)

SpectrumHaven, LLC
(Firm Name of Consultant)

who hereby certifies that the information stated above is true and correct. Further, it is hereby acknowledged that any misrepresentation by the Consultant on this Disclosure is considered an unethical business practice and is grounds for sanctions against future County business with the Consultant.


(Signature)

May 17, 2022
(Date)

Schedule 1
and
Schedule 2

OEBO SCHEDULE 1

LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

Courthouse Build-out and Renovations Proposal

SOLICITATION/PROJECT/BID NAME: _____

NAME OF PRIME RESPONDENT/BIDDER: Leo A Daly

CONTACT PERSON: Sean M. Hockman

SOLICITATION OPENING/SUBMITTAL DATE: 05/16/2022

SOLICITATION/PROJECT/BID No.: PREX-2021-05622

ADDRESS: 1400 Centrepark Blvd. - Suite 500, West Palm Beach, FL 33401

PHONE NO.: 561-688-2111 E-MAIL: SMHockman@leoadaly.com

DEPARTMENT: FDO/CID

PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME CONTRACTOR/CONSULTANT ON THIS PROJECT. PLEASE ALSO LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT.

Name, Address and Phone Number	(Check all Applicable Categories)			DOLLAR AMOUNT OR PERCENTAGE OF WORK				
	Non-SBE	M/WBE Minority/Women Business	SBE Small Business	Black	Hispanic	Women	Caucasian	Other (Please Specify)
1. Leo A Daly 1400 Centrepark Blvd. Suite 500 West Palm Beach, FL 33401 (561) 688-2111	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	_____	_____	\$ 1,007,035.00	_____
2. Gartek Engineering Corporation 4723 W Atlantic Ave # A18, Delray Beach, FL 33445 561-249-3431	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	_____	\$ 647,516.00	_____	_____	_____
3. CGL Companies Saunders Street Columbia, SC 29201 803-765-2833	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	\$ 213,156.00	_____
4. Bliss & Nyitray, Inc. 580 Village Blvd #310, West Palm Beach, FL 33409 561-623-7081	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	\$ 7,500.00	_____
5. Engineered Design Services, LLC. 1035 State Road 7 Suite 315 Wellington, FL 33414 561-600-1776	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 6,500.00	_____	_____	_____	_____
(Please use additional sheets if necessary)				Total	\$ 151,785.00	\$ 647,516.00	\$ 1,227,691.00	\$ _____

Total Bid Price \$ \$ 2,026,992.00

Total SBE - M/WBE Participation \$ 799,301.00

I hereby certify that the above information is accurate to the best of my knowledge:



Signature

Senior Associate

Title

- Note:
- The amount listed on this form for a Subcontractor/subconsultant must be supported by price or percentage listed on the properly executed Schedule 2 or attached signed proposal.
 - Firms may be certified by Palm Beach County as an SBE and/or an M/WBE. If firms are certified as both an SBE and/or M/WBE, please indicate the dollar amount under the appropriate category.
 - Modification of this form is not permitted and will be rejected upon submittal.

OEBO SCHEDULE 1

LIST OF PROPOSED CONTRACTOR/CONSULTANT AND SUBCONTRACTOR/SUBCONSULTANT PARTICIPATION

Courthouse Build-out and Renovations Proposal

SOLICITATION/PROJECT/BID NAME: _____

SOLICITATION/PROJECT/BID No.: PREX-2021-05622

NAME OF PRIME RESPONDENT/BIDDER: Leo A Daly

ADDRESS: 1400 Centrepark Blvd. - Suite 500, West Palm Beach, FL 33401

CONTACT PERSON: Sean M. Hockman

PHONE NO.: 561-688-2111 E-MAIL: SMHockman@leoadaly.com

SOLICITATION OPENING/SUBMITTAL DATE: 05/16/2022

DEPARTMENT: FDO/CID

PLEASE LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY THE PRIME CONTRACTOR/CONSULTANT ON THIS PROJECT. PLEASE ALSO LIST THE DOLLAR AMOUNT OR PERCENTAGE OF WORK TO BE COMPLETED BY ALL SUBCONTRACTORS/SUBCONSULTANTS ON THE PROJECT.

Name, Address and Phone Number	(Check all Applicable Categories)			DOLLAR AMOUNT OR PERCENTAGE OF WORK				
	Non-SBE	M/WBE	SBE	Black	Hispanic	Women	Caucasian	Other (Please Specify)
		Minority/Women Business	Small Business					
1. Spectrum Haven, LLC 2080 Alamanda Dr North Miami FL 334181 (954) 465-5409	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 145,285.00				
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Total				\$ 151,785.00	\$ 647,516.00		\$1,227,691.00	

(Please use additional sheets if necessary)

Total Bid Price \$ \$ 2,026,992.00

Total SBE - M/WBE Participation \$ 799,301.00

I hereby certify that the above information is accurate to the best of my knowledge: Sean M. Hockman Senior Associate

Signature Title

- Note:
- The amount listed on this form for a Subcontractor/subconsultant must be supported by price or percentage listed on the properly executed Schedule 2 or attached signed proposal.
 - Firms may be certified by Palm Beach County as an SBE and/or an M/WBE. If firms are certified as both an SBE and/or M/WBE, please indicate the dollar amount under the appropriate category.
 - Modification of this form is not permitted and will be rejected upon submittal.

OEBO LETTER OF INTENT – SCHEDULE 2

A completed Schedule 2 is a binding document between the Prime Contractor/consultant and a Subcontractor/subconsultant (for any tier) and should be treated as such. The Schedule 2 shall contain bolded language indicating that by signing the Schedule 2, both parties recognize this Schedule as a binding document. All Subcontractors/subconsultants, including any tiered Subcontractors/subconsultants, must properly execute this document. Each properly executed Schedule 2 must be submitted with the bid/proposal.

SOLICITATION/PROJECT NUMBER: PREX-2021-05622

SOLICITATION/PROJECT NAME: Courthouse Build-out and Renovations Proposal

Prime Contractor: Leo A Daly Subcontractor: CGL Companies, LLC

(Check box(s) that apply)

☐ SBE ☐ WBE ☐ MBE ☐ M/WBE ☒ Non-S/M/WBE Date of Palm Beach County Certification (if applicable): _____

The undersigned affirms they are the following (select one from each column **if applicable**):

Column 1

Column 2

Column 3

☒ Male ☐ Female

☐ African-American/Black ☐ Asian American ☒ Caucasian American
☐ Hispanic American ☐ Native American

☐ Supplier

S/M/WBE PARTICIPATION – S/M/WBE Primes must document all work to be performed by their own work force on this form. Failure to submit a properly executed Schedule 2 for any **S/M/WBE** participation may result in that participation not being counted. Specify in detail, the scope of work to be performed or items supplied with the dollar amount and/or percentage for each work item. S/M/WBE credit will only be given for the areas in which the S/M/WBE is certified. A detailed proposal may be attached to a properly executed Schedule 2.

Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
	Courtroom Consultant, Program Lead				
	(Refer to Exhibit - C for expanded consultant scope narrative)				

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$ 213,156.00

If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

Name of 2nd/3rd tier Subcontractor/subconsultant

Price or Percentage: _____

Leo A Daly

Print Name of Prime

By: Sean M. Hockman

Authorized Signature

Sean M. Hockman

Print Name

Senior Associate

Title

Date: 05/17/2022

CGL Companies, LLC

Print Name of Subcontractor/subconsultant

By: W. Robert Glass

Authorized Signature

W. Robert Glass, AIA

Print Name

Executive Vice-President

Title

Date: 05/17/2022

OEBO LETTER OF INTENT – SCHEDULE 2

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SOLICITATION/PROJECT NUMBER: PREX-2021-05622

SOLICITATION/PROJECT NAME: Courthouse Build-out and Renovations Proposal - Rev 2

Prime Contractor: Leo A Daly Subcontractor: Gartek Engineering Corp.

(Check box(s) that apply)

☐ SBE ☐ WBE ☐ MBE ☐ M/WBE ☒ Non-S/M/WBE Date of Palm Beach County Certification (if applicable): _____

The undersigned affirms they are the following (select one from each column if applicable):

Column 1

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Column 3

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☐ African-American/Black ☐ Asian American ☐ Caucasian American

☐ Supplier

☒ Hispanic American ☐ Native American

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Line Item	Item Description	Unit Price	Quantity/Units	Contingencies/Allowances	Total Price/Percentage
	To provide Mechanical, Electrical, Plumbing, Fire Protection and Fire Alarm (MEFP) Engineering services for the referenced project. Please see Proposal and Excel spreadsheet for more details dated May 16th, 2022.				\$647,516.00

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$ 647,516.00

If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

Spectrum Haven LLC

Name of 2nd/3rd tier Subcontractor/subconsultant

Price or Percentage: \$145,285.00

Leo A Daly

Print Name of Prime

By: Sean M. Hockman

Authorized Signature

Sean M. Hockman

Print Name

Senior Associate

Title

Date: 05/17/2022

Gartek Engineering Corp.,

Print Name of Subcontractor/subconsultant

By: Melquiades F. Garcia, P.E.

Authorized Signature

Melquiades F. Garcia, P.E.

Print Name

Vice President

Title

Date: 05/17/2022

OEBO LETTER OF INTENT – SCHEDULE 2

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SOLICITATION/PROJECT NUMBER: PREX-2021-05622

SOLICITATION/PROJECT NAME: Courthouse Build-out and Renovations Proposal

Prime Contractor: Leo A Daly

Subcontractor: Bliss & Nyitray, Inc.

(Check box(s) that apply)

☐ SBE ☐ WBE ☐ MBE ☐ M/WBE ☒ Non-S/M/WBE Date of Palm Beach County Certification (if applicable): _____.

The undersigned affirms they are the following (select one from each column if applicable):

Column 1

Column 2

Column 3

☒ Male ☐ Female

☐ African-American/Black ☐ Asian American ☒ Caucasian American

☐ Supplier

☐ Hispanic American ☐ Native American

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Line Item	Item Description	Unit Price	Quantity/Units	Contingencies/Allowances	Total Price/Percentage
	Structural Engineering needs associated with Build-out & renovations				
	(Refer to Exhibit - D for expanded consultant scope narrative)				

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$ 7,500.00

If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

Name of 2nd/3rd tier Subcontractor/subconsultant

Price or Percentage: _____

Leo A Daly

Print Name of Prime

By: Sean M. Hockman

Authorized Signature

Sean M. Hockman

Print Name

Senior Associate

Title

Date: 05/17/2022

Bliss & Nyitray, Inc.

Print Name of Subcontractor/subconsultant

By: Scott S. Stanford

Authorized Signature

Scott S. Stanford

Print Name

Associate

Title

Date: 05/17/2022

OEBO LETTER OF INTENT – SCHEDULE 2

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SOLICITATION/PROJECT NUMBER: PREX-2021-05622

SOLICITATION/PROJECT NAME: Courthouse Build-out and Renovations Proposal

Prime Contractor: Leo A Daly Subcontractor: Engineering Design Services LLC

(Check box(s) that apply)

☒ SBE ☐ WBE ☒ MBE ☐ M/WBE ☐ Non-S/M/WBE Date of Palm Beach County Certification (if applicable): 10/1/21 to 9/30/24

The undersigned affirms they are the following (select one from each column if applicable):

Column 1

Column 2

Column 3

☒ Male ☐ Female

☒ African-American/Black ☐ Asian American ☐ Caucasian American

☐ Supplier

☐ Hispanic American ☐ Native American

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Line Item	Item Description	Unit Price	Quantity/Units	Contingencies/Allowances	Total Price/Percentage
	3D Laser Scanning (7th & 8th Floors of MCCH)				\$6,500.00

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$ 6,500.00

If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

Name of 2nd/3rd tier Subcontractor/subconsultant

Price or Percentage: _____

Leo A Daly

Print Name of Prime

By: Sean M. Hockman

Authorized Signature

Sean M. Hockman

Print Name

Senior Associate

Title

Date: 05/17/2022

Engineering Design Services, LLC

Print Name of Subcontractor/subconsultant

By: Craig A. McKenzie, P.E.

Authorized Signature

Craig A. McKenzie, P.E.

Print Name

Manager

Title

Date: 05/17/2022

OEBO LETTER OF INTENT – SCHEDULE 2

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SOLICITATION/PROJECT NUMBER: PREX-2021-05622

SOLICITATION/PROJECT NAME: Courthouse Build-out and Renovations Proposal

Prime Contractor: Leo A Daly Subcontractor: CGL Companies

(Check box(s) that apply)

☐ SBE ☐ WBE ☐ MBE ☐ M/WBE ☒ Non-S/M/WBE Date of Palm Beach County Certification (if applicable): _____

The undersigned affirms they are the following (select one from each column **if applicable**):

Column 1

Column 2

Column 3

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Line Item	Item Description	Unit Price	Quantity/ Units	Contingencies/ Allowances	Total Price/Percentage
	Courtroom Consultant, Program Lead				
	(Refer to Exhibit - C for expanded consultant scope narrative)				

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$ 213,156.00

If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

Name of 2nd/3rd tier Subcontractor/subconsultant

Price or Percentage:

Leo A Daly

Print Name of Prime

By: _____

Authorized Signature

Sean M. Hockman

Print Name

Senior Associate

Title

Date: 05/17/2022

CGL Companies

Print Name of Subcontractor/subconsultant

By: _____

Authorized Signature

Robert Glass

Print Name

Executive Vice-President

Title

Date: 05/17/2022

OEBO LETTER OF INTENT – SCHEDULE 2

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SOLICITATION/PROJECT NUMBER: PREX-2021-05622

SOLICITATION/PROJECT NAME: Courthouse Build-out and Renovations Proposal

Prime Contractor: Leo A Daly Subcontractor: SpectrumHaven, LLC

(Check box(s) that apply)

☒ SBE ☐ WBE ☒ MBE ☐ M/WBE ☐ Non-S/M/WBE

Date of Palm Beach County Certification (if applicable): 07-02-2021

The undersigned affirms they are the following (select one from each column **if applicable**):

Column 1

Column 2

Column 3

☒ Male ☐ Female

☒ African-American/Black ☐ Asian American ☐ Caucasian American

☐ Supplier

☐ Hispanic American ☐ Native American

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Line Item	Item Description	Unit Price	Quantity/Units	Contingencies/Allowances	Total Price/Percentage
	Security / Lenel Onguard PLC Design Support /				
	Detention Control Openings / Door Control / Panic Button / Duress Button systems /				
	Video Management System – IP Video Surveillance Cameras				
	(Refer to Exhibit - F for expanded consultant scope narrative)				

The undersigned Subcontractor/subconsultant is prepared to self-perform the above-described work in conjunction with the aforementioned project at the following total price or percentage: \$ 145,285.00

If the undersigned intends to subcontract any portion of this work to another Subcontractor/subconsultant, please list the business name and the amount below accompanied by a separate properly executed Schedule 2.

Name of 2nd/3rd tier Subcontractor/subconsultant

Price or Percentage: _____

Leo A Daly

Print Name of Prime

By: Sean M. Hockman

Authorized Signature

Sean M. Hockman

Print Name

Senior Associate

Title

Date: 05/17/2022

Spectrum Haven, LLC

Print Name of Subcontractor/subconsultant

By: Samuel D. Trotman

Authorized Signature

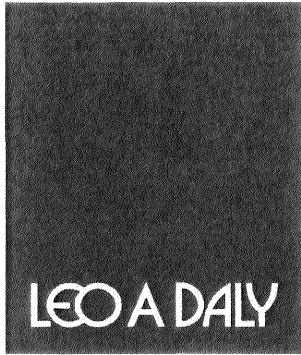
Samuel D. Trotman

Print Name

President

Title

Date: 05/17/2022



PLANNING

ARCHITECTURE

ENGINEERING

INTERIORS

May 23, 2022

Mr. Jeff Halverson
Palm Beach County Facilities Dept.
Capital Improvements
2633 Vista Parkway
West Palm Beach, FL 33411

Dear Mr. Halverson:

Please add Project Managers, J. Michael Schmidt and Sean Hockman, to your list of signing authority agents authorized to execute the following as applicable:

Consultant services agreements, change orders, and/or field bulletins, for LEO A DALY.

If you have any questions or concerns, feel free to contact me at 561-688-2111, or email at wahanser@leoadaly.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'WAHANSER', followed by a long horizontal flourish line.

William A. Hanser, AIA

