

HOBBS + BLACK
ARCHITECTS



**Space Study, Architectural &
Engineering Services for
New Court & Justice Center**

Genesee County | March 25, 2025



March 25, 2025

Rita Schubert
Purchasing Manager
Genesee County Purchasing Department
1101 Beach Street, Room 361
Flint, MI 48502

Re: #25-437 - Space Study, Architectural & Engineering Services for New Court & Justice Center

Dear Selection Committee:

Thank you for the opportunity to present our team's qualifications for the work outlined within your current proposal request. Based on our team's applicable work experience we will be able to bring pertinent insight and knowledge of how other municipalities have executed similar work and why they made certain decisions. This will assist the overall goals of the project team in evaluating design solutions and expedite the decision-making process. We further understand that every project is unique, and we will be tailoring our efforts to meet the expectations of the County and other key project team members.

Our highly qualified design team has significant experience working together with multiple stakeholders to build consensus pertaining to all the required components of this project. We attribute the successes of our work to our ability to carefully listen to our clients and stakeholders while providing the required professional expertise, which balances the realities of implementation and budgets. The team's design approach is based on crafting and testing design solutions, which explore the many elements pertaining to important design objectives, environmental sensitivity, value engineering, functionality, project safety, maintainability, code compliance, and most importantly budgets and timelines.

The Hobbs+Black Team Consultants:

- > **BKV Group**, a nationally recognized architectural firm, specializing in the design and implementation of Courthouses & Justice Centers. BKV is currently working on many projects in the State of Michigan as well as the City of Lansing Public Safety Project with our team. BKV will also be responsible for the structural engineering required for this project.
- > **Matrix Consulting Engineers, Inc.**, a mechanical and electrical engineering firm with extensive applicable municipal experience with our team.
- > **Commtech Design**, a firm that specializes in technology, security, and infrastructure design for municipal clients and is currently working on similar projects with our team.
- > **Fleis & Vandenbrink**, a civil & environmental engineering, surveying, landscape architectural and planning firm located in Genesee County that has completed many similar projects with the team.
- > **DCM Consulting**, selected specifically for their experience with Target Value Design practices and their regional knowledge of construction costs thereby allowing for accurate and early budget forecasting as well as peer review of the Construction Managers cost-modeling.

Your consideration is greatly appreciated.

Respectfully Submitted,



Martin Ruiter, RA, LEED AP
Senior Vice President
Hobbs+Black Architects

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SIGNATURE PAGE
GENESEE COUNTY RFP #25-437

Space Study, Architectural & Engineering Services for New Court & Justice Center

The undersigned represents that he or she:

1. is duly authorized to make binding offers on behalf of the company,
2. has read and understands all information, terms, and conditions in the RFP,
3. has not engaged in any collusive actions with any other potential proposers for this RFP,
4. hereby offers to enter into a binding contract with Genesee County for the products and services herein offered, if selected by Genesee County within 120 days from proposal due date,
5. certify that it, its principals, and its key employees are not "Iran linked businesses," as that term is described in the Iran Economic Sanctions Act, P.A. 2012, No. 517, codified as MCL 129.311, et seq.
6. acknowledges the following addenda 1 & 2 issued as part of the RFP:

Conflict of Interest:

To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other County contracts, or property interest for this bid.

OR

The undersigned firm by attachment to this form, submits information which may be a potential conflict of interest due to other County contracts, or property interest for this Bid.

Exceptions to Solicitation and/or Standard Contract: NO YES (include attached statement)

Name (typed): Martin Ruitter

Signature:  Title: Senior Vice President

Date: March 13, 2025

Company: Hobbs+Black Architects

Federal Employee Identification Number (FEIN): 38-2029341

DUNS Number: 05-467-2449

Contact Person of company representative for matters regarding this RFP

Martin Ruitter		Principal in Charge	
CONTACT NAME	POSITION		
117 E Allegan Street	Lansing	MI	48933
MAILING ADDRESS	CITY	STATE	ZIP CODE
517.484.4870	517.464.1369	mruiter@hobbs-black.com	
PHONE	FAX	E-MAIL	

REFERENCES

List 3 references of similar projects

Submitted by: Hobbs+Black Architect

Company/Client:	Contacts:
City of Lansing	Name: Roy Plowman
	Title: Project Manager
	Phone: 517.231.0344
Dates of Service: Ongoing Since 2024	Email: roy.plowman@lansingmi.gov
	Address: 124 W. Michigan Avenue
	City, State: Lansing, MI 48933

Company/Client:	Contacts:
Genesee County Road Commission	Name: Randall Dellaposta
	Title: Deputy Managing Director
	Phone: 810.767.4920
Dates of Service: Ongoing Since 2015	Email: rdellaposta@gcrc.org
	Address: 211 W. Oakley Street
	City, State: Flint, MI 48503

Company/Client:	Contacts:
City of Warren	Name: Annette Gattari-Ross
	Title: Court Administrator / Magistrate
	Phone: 586.574.4928
Dates of Service: Ongoing Since 2024	Email: agattariross@37thdistrictcourt.org
	Address: 8300 Common Road
	City, State: Warren, MI 48093

Statement of Exceptions

The Request for Proposal (RFP) #25-437 issued by Genesee County Purchasing (the “County”) for “Space Study, Architectural & Engineering Services for the New Court and Justice Center” includes standard (and additional) contract terms and conditions and a proposed Contract for Professional Services (the “Contract”). The RFP instructions request that the proposer identify exceptions to the foregoing. Those are set forth below. Hobbs+Black reserves the right to negotiate final contract terms and conditions should it be awarded the project.

- > All errors, omissions, and professional negligence shall be defined as a deviation from the Standard of Care. The Standard of Care for architects requires that they perform their services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. Hobbs+Black takes exception to anything in the contract inconsistent with the foregoing. See, e.g., Article 6.
- > Hobbs+Black takes exception to any warranties provided under the Contract. Warranties are typically provided by contractors, not design professionals.
- > Hobbs+Black can agree to indemnify and hold the County harmless but only to the caused by the Hobbs+Black’s professional negligence and nothing in the Contract shall be interpreted to require Hobbs+Black to indemnify or hold the County harmless for its own or sole negligence. Hobbs+Black takes exception to anything inconsistent with this in the Contract. See, e.g., Articles 6 and 14.2.
- > Hobbs+Black takes exception to Article 11. Hobbs+Black will maintain ownership of its instruments of service but will grant the County a one-time, nonexclusive license to use the instruments of service in any way related to the project. The County will defend, indemnify, and hold harmless Hobbs+Black from any and all first-party and third-party claims in any way relating to the use of the instruments of service if the County uses them without retaining and employing Hobbs+Black as the Architect of Record.

COST PROPOSAL FORM

Space Study, Architectural & Engineering Services for New Court & Justice Center

PROJECT: RFP #25-437

Consultants are required to complete this form that represents the cost to provide services as requested in this RFP:

Cost: Space Study, design new court & justice center, administer the proposal and construction of center, and close out this project.

The undersigned proposer, having received specifications, addenda, and examined all conditions affecting the work, hereby submits the following proposal:

Phase	Provide Total Cost
Space Study	\$ 150,000
Design	\$ 3,934,700
Bid Administration	\$ 269,500
Construction Administration	\$ 1,078,000
Project Close Out	\$ 107,800
Total Cost	\$ 5,540,000 +Reimbursables

The undersigned proposer, having received specifications, addenda, and examined all conditions affecting the work, hereby submits the following proposal:

NAME OF PROPOSER: Hobbs+Black Architects

SERVICE ADDRESS: 117 E Allegan Street

CITY, STATE, ZIP: Lansing, MI 48933

CONTACT PHONE: 517.484.4870

CONTACT EMAIL: mruiiter@hobbs-black.com

*Proposed fee is based on a project construction cost of \$90M - \$100M.

*The final fee will be solidified with the final scope and budget per the following table:

\$60M - \$70M = 6.25%

\$70M - \$80M = 6%

\$80M - \$90M = 5.75%

\$90M - \$100M = 5.5%

\$100M - \$110M = 5.25%

\$120M - \$130M = 5.0%

\$130M - \$140M = 4.75%

Anticipated Reimbursables Allowance: \$125,000, not included in the proposed Total Cost.

Additional Design Services not included in the proposed Total Cost:

1. Hazardous Material and NESHAP survey fee = \$11,000.
2. Site Topo Survey = \$7,900.
3. FFE = \$125,000

Scope of Work Exclusions:

1. Geo-technical / Soil Borings.
2. Site Survey.
3. Traffic Studies.
4. Environmental work / services.
5. FFE



Qualifications

Hobbs+Black will meet or exceed the requirements in Section 6 by providing a collaborative project management approach tailored to Genesee County's needs. A dedicated project manager will oversee all phases, including kickoff meetings, facility audits, site visits, scheduling, and workshops, ensuring expectations are met. The team will address zoning compliance, floodplain considerations, and environmental concerns, incorporating sustainable features like solar panels and stormwater management.

Leveraging extensive local experience, Hobbs+Black will proactively resolve challenges and deliver a functional, forward-thinking facility that aligns with community goals. Our work in Genesee County exemplifies this commitment, with notable projects including the Genesee County Road Commission Metro Garage Facility, Hurley Wound Care and Cath Lab Expansion at Hurley Medical Center, McLaren Regional Medical Center Renovations, and the City of Flint East Side Fire Station.

Ordinance Understanding

The site will consist of four parcels located on the 900 block of S. Saginaw St. in downtown Flint. These parcels will be merged into one to accommodate the proposed Court and Justice Center. The block is currently zoned DC – Downtown Core, a district designed to support the high intensity and vibrancy of the downtown area. Flint's zoning code permits government facilities by right within this zone.

Our team will conduct a thorough ordinance and zoning analysis during the master planning and programming phase to identify and address any potential challenges, ensuring the project moves forward smoothly. The zoning code does not require minimum setbacks for the front and sides, with only a 20' minimum setback for the rear. This flexibility enables the building to be positioned along Saginaw St, enhancing the district's density while optimizing the site's design to accommodate the specific needs of the Court and Justice Center.

In alignment with the building element requirements, our team will focus on meeting both the design, safety, and program specifications necessary for a Court and Justice Center, while ensuring the building integrates seamlessly into Flint's downtown core. We will collaborate closely with Genesee County to adhere to the zoning ordinance's requirements and fulfill the programmatic needs of the Court and Justice Center.

For more information, please see pg. 50 in Appendix A.



Schedule

The schedule below outlines the work sequentially. If a CMAR is hired, the schedule might adjust to issue a foundation / site infrastructure/ long lead items package at the end of the DD phase listed below. Subsequent work might then be split into two more packages, including superstructure / envelope as package 2, and interior build out as package 3. This approach will get construction started as early as the summer of 2026. The linear approach outlines our recommendation for the following timelines to complete the work given its complexity as we understand it:

- > Pre-Design: 4 Months (multiple committees, multiple courts, etc.)
- > SD: 3 Months
- > DD: 4 Months
- > CD: 5 Months

Genesee Schedule

RFP Submission	3/25/2025
Project Award	5/1/2025
Contracting	5/5/2025 – 5/16/2025

Phase 1 Space Study	(4 Months)
Project Initiation	5/12/2025 – 5/30/2025
Discovery	5/12/2025 – 5/16/2025
Kick Off Meeting	5/22/2025
Establish Committees	5/22/2025 – 5/30/2025
Visioning Workshop	5/26/2025 – 5/30/2025

Needs Assessment	6/2/2025 – 8/1/2025
Existing Court Operations	6/2/2025 – 6/13/2025
Process Improvement	6/2/2025 – 6/13/2025
Facility Programming	6/23/2025 – 7/18/2025
Space Programming	6/23/2025 – 7/18/2025
Technology Planning	7/21/2025 – 7/25/2025
Procurement Options	7/21/2025 – 7/25/2025
Prepare Draft Report	7/28/2025 – 8/1/2025
Environmental Assess.	6/2/2025 – 9/15/2025
(Surveys, Geotechnical, etc.) This gets the site ready for work. During Phase 1.	

Conceptual Design	8/4/2025 – 8/29/2025
Probable Cost	8/25/2025 – 8/29/2025
Draft Report	9/2/2025 – 9/15/2025
Presentation	9/17/2025
County Review / Updates	9/17/2025 – 9/26/2025
Final Report	9/29/2025
County Approval	9/29/2025

Phase 2 Design	(3 Months)
Schematic Design	9/30/2025 – 12/19/2025
Plans, Elevations, Sections	9/30/2025 – 12/19/2025
System Selections	11/3/2025 – 12/6/2025
Security and Hardening	11/3/2025 – 12/19/2025
60% Schematic Design	11/17/2025 – 11/19/2025
QC Review	12/2/2025 – 12/5/2025
Cost Estimate	12/2/2025 – 12/13/2025
Issue Schematic Design	12/19/2025
Design Presentations	12/22/2025 – 12/23/2025
County Review / Approval	12/27/2025 – 12/30/2025

Design Development	(4 Months)
Systems Development	1/2/2026 – 5/1/2026
Specification Development	2/9/2026 – 3/6/2026
60% Design Development	3/9/2026 – 3/13/2026
90% Design Development	4/10/2026
QC Review	4/13/2026 – 4/20/2026
Develop Cost Estimate	4/10/2026 – 4/20/2026
Issue Design Development	4/24/2026
Presentations	4/27/2026
County Review / Approval	4/27/2026 – 5/1/2026

This might include a CD / Bid for substructure / site infrastructure / long lead items in a CMAR driven multi-phase approach.

Construction Documents	(5 Months)
CDs / System Detailing	5/4/2026 – 10/2/2026
Specifications	
Fixtures, Furniture, Equipment	
60% Construction Documents	7/27/2026 – 7/31/2026
90% Construction Documents	9/1/2026 – 9/4/2026
QC Review	9/7/2026 – 9/11/2026
Update Cost Estimate	9/7/2026 – 9/18/2026
Issue Construction Documents	9/30/2026
Presentations	10/1/2026 – 10/2/2026
County Review / Approval	10/5/2026 – 10/9/2026

CDs might be split into two more bid packages in a CMAR driven delivery: superstructure / building envelope and interiors / finishes.

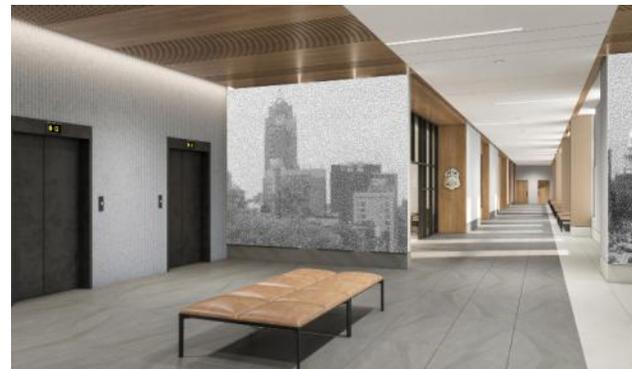
Phase 3 Bid Administration	(2 Months)
Issue Bid Documents	10/13/2026
Issue For Permit Review	10/13/2026
Bid Period	10/13/2026 – 11/13/2026
Plan Review	10/13/2026 – 12/18/2026
Building Permit	12/18/2026

Phase 4 Construction Administration	
Construction Mobilization	2/1/2027 – 2/26/2027
Construction Start	3/1/2027

Phase 5 Project Close Out

54A District Courthouse & Public Safety Center

City of Lansing | Lansing, MI



Scope

New Complex

Cost

Construction Cost: \$175M est.

Size

- Public Safety Bldg: 212,000 sf
- Fire Station #9 – 21,700 sf
- Fire Station #2 – 9,900 sf
- Fire Station #8 – 18,100 sf
- Fire Training – 19,500 sf
- Outbuilding – 20,000 sf

Schedule

- 2023 (design)
- 2026, estimated (construction)

Construction Manager

The Christman Company

References

- Dan Wisinski
Owner's Representative,
River Caddis Development
517.812.9287
dwisinski@rivercaddis.com

The 175MM project consists of seven construction projects on four different sites. The largest site with the most projects is located in the 2400 block of South Washington Avenue on land adjacent and north the South Washington Office Complex (SWOC) that newly acquired former McLaren Healthcare Corporation remote parking site. This 19.5-acre combined site will house separate buildings for the new Public Safety Building including the new 54A District Court with Court Administration and Probation Office, new Police Headquarters and lock-up, and a new Fire Administration and Fire Marshall's office. The large site will also include new Fire Station No. 9; new Fire Training Facility and Site; and a joint Police / Fire out-building housing large equipment, apparatus, and vehicles.

The modern court facility includes six technologically advanced jury courtrooms, court Administration Offices, Probation Office, Offices for Michigan Indigent Defense, City Attorney Office, County Prosecutor's Office, Law Enforcement Waiting, Offices for Grant Program including Eviction Division and Domestic Violence, Clerk's Office, Jury Assembly, and interior parking for judges and senior staff. Of importance to the court is staff retention. Amenity spaces include a staff break room, quiet room, mother's room, exercise room with toilet / shower rooms, and a secure parking area separated from the public and incustody movement.

MSP Grand Rapids Consolidation Project

Michigan Department of Technology, Management, & Budget (DTMB) | Walker, MI



**Law Enforcement
Design Awards 2021
SILVER**



Scope

Capital outlay project to consolidate the MSP's Grand Rapids Forensic Lab, 6th District headquarters, and the Rockford Post

Size

- 17 acre site
- 310 parking spaces
- 114,450 sf
 - > 13,155 sf post
 - > 19,128 sf district headquarters
 - > 50,193 sf forensic lab
 - > 17,833 sf common space

Cost

\$57.35 million

Reference:

Dawn Davis
Facilities Specialist,
Mgmt. Services
Michigan State
Police
517.242.0621

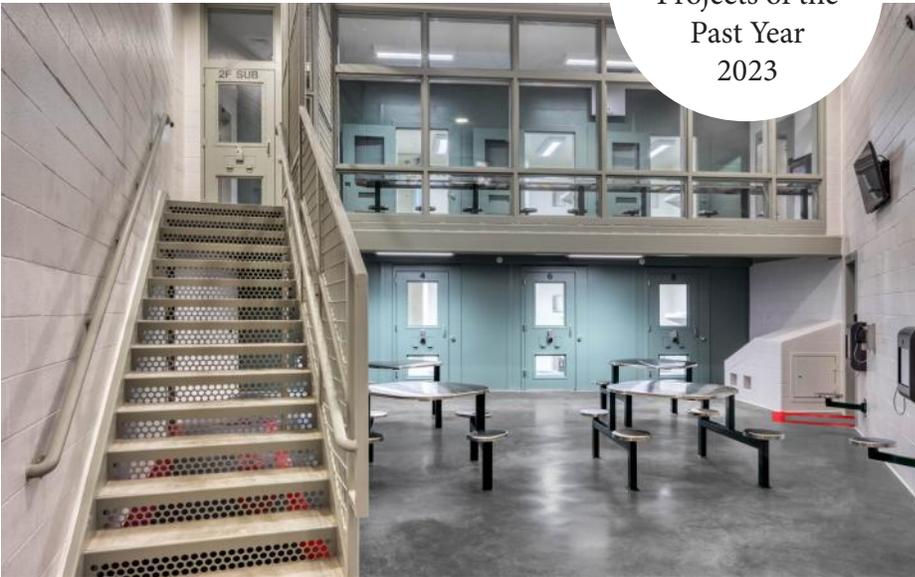
The MSP Consolidation Project will play an integral role in meeting the strategic goals established by MSP for the area served by the Grand Rapids Forensic Lab, 6th District Headquarters, and the Rockford Post. The consolidation project will bring these units together into a single, modern law enforcement facility, thereby allowing MSP to realize administrative/staffing, operational, and functional efficiencies while decreasing the costs and administrative inefficiencies associated with maintaining and operating multiple dispersed aging facilities. The consolidation project will provide MSP the opportunity to better serve and provide leadership, innovation, facilitation, and program support in partnership with all the public and private organizations for the 2.2 million people currently directly served by these three MSP units, both now and through the foreseeable future.

Ingham County Justice Complex

Ingham County Building Authority | Mason, MI



CAM
12 Outstanding
Projects of the
Past Year
2023



Scope

New Justice Complex (400-Bed Jail)

Cost

Construction Cost: \$70.25M

Size

180,000 sf, 3-story, 416-beds Jail, Sheriff's Office, 3-courtrooms

Schedule

August 2019 – February 2023
2021 (design)
2023(construction)

Awards

CAM Magazine's October 2023 Special Issue - 12 Outstanding Projects of the Past Year

Construction Manager

Granger Construction Company

References

Kramer Management Group, Inc.
Tom Shanley
Owner's Representative
Tom.Shanley@KramerMG.com
810.624.0953

The 169,500 SF Ingham County Justice Complex houses the 55th District Court and Sheriff's Office & Jail on the existing site. Designed with a timeless contemporary exterior, it maximizes daylight for staff and encourages collaboration. Security features include CPTED principles, secure staff parking, cameras, lighting, and low-maintenance landscaping.

The Sheriff's Office spans four stories. The lower level includes secure parking access, shared spaces like roll call, locker rooms, laundry, fitness, and fast-access patrol areas. It also connects directly to jail posts. The fourth level features training spaces, including divisible classrooms and a tactical training room, supporting ongoing staff development and operational efficiency.

Warren 37th District Courthouse

City of Warren | Warren, MI



Scope

New Courthouse

Cost

Budget: \$80M

Size

114,000 SF, 3-story,
6-courtrooms

Schedule

Design (Est. 2025)
Construction (Est. 2026)

Construction Manager

CM has not been selected yet

References

Annette Gattari-Ross
Court Administrator / Magistrate
agattariross@37th
districtcourt.org
586.574.4928

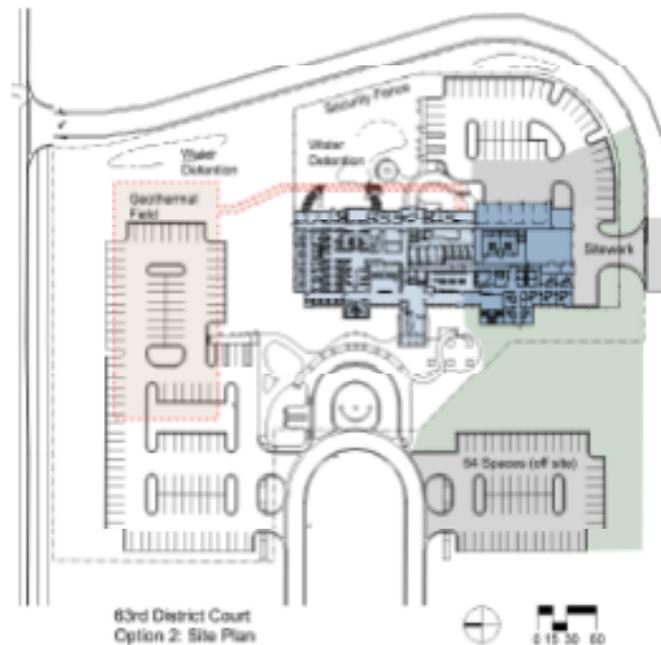
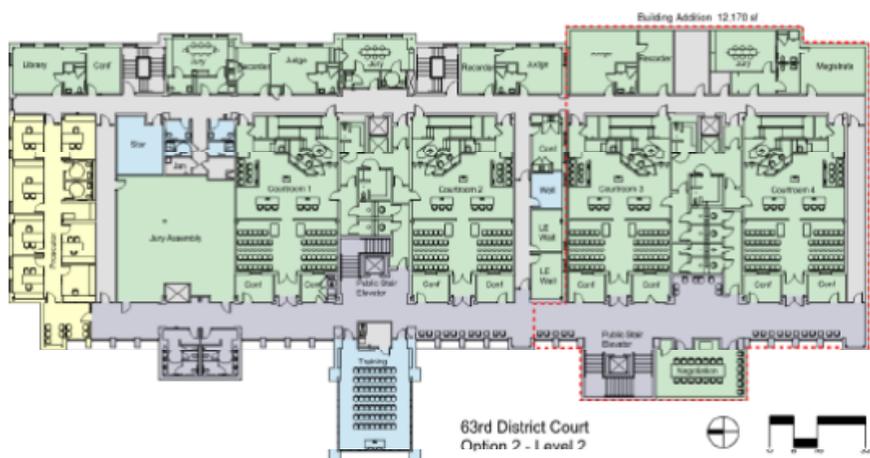
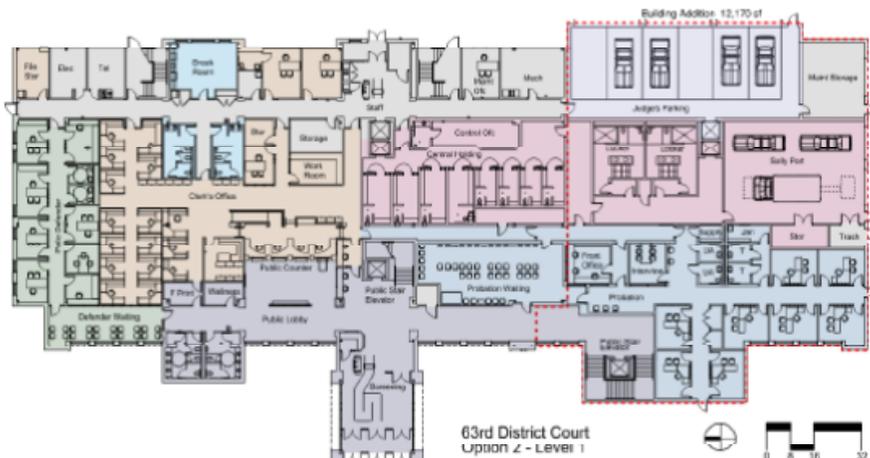
The 37th District Courthouse, built in the 1970s, lacks security, operational space, and proper separation for public, staff, and inmates. Its outdated design fails to reflect the dignity of a courthouse. To address this, city leaders approved a new courthouse on the same site while maintaining operations.

The new building wraps around the existing courthouse, with an entrance aligned with the police station and parking structure. A closed road enhances security and provides a logical drop-off. Once completed, the old courthouse will be demolished for new public space.

The landscape design blends security, sustainability, and aesthetics, featuring green infrastructure, a wet prairie, and a water feature symbolizing justice. Art and sculpture create focal points for reflection, while universal accessibility ensures an inclusive, welcoming environment for all visitors..

Kent County 63rd District Court Study

Kent County | Grand Rapids, MI



Scope

Courthouse Study

Cost

Budget: \$30-35M

Schedule

Study (February 2025)

References

Tim Bradshaw
 Facilities Management
 Director
 Tim.bradshaw@kentcountymi.gov
 616.632.7603

Kent County engaged BKV Group to develop a comprehensive Facility Master Plan for the 63rd District Court to address both immediate challenges and long-term growth objectives. The planning effort focused on enhancing court operations through process improvements, accommodating a third judgeship, and providing secure in-custody access and holding for all courtrooms. In addition, the plan prioritized upgrades to security systems, technology infrastructure, public-facing service areas, and incorporated an in-depth analysis of current and future space needs—all while balancing cost-effectiveness with strategic planning principles.

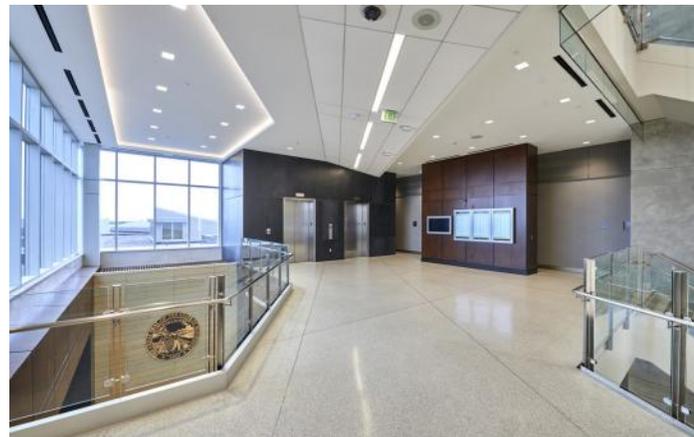
BKV Group explored five distinct facility options during the planning phase. Two options were identified as the most viable and efficient to meet the Court's operational, security, and service delivery goals. These included both a cost-conscious approach with targeted renovations and a more comprehensive solution to fully modernize and expand the facility.

The final master plan report provided:

- > A detailed space program and site area requirements for expansion.
- > Conceptual building and site layouts to illustrate phased development strategies.
- > A clear implementation roadmap with phased construction recommendations and associated cost estimates to guide Kent County's long-term capital improvement planning.

Wright County Justice Center

Wright County | Buffalo, MN



Recognition from the Minnesota Supreme Court



Scope

New Justice Complex

Cost

Construction Cost: \$41.86M

Size

155,000 SF, 4-story, 9-courtrooms

Schedule

Design (February 2018)
Construction (June 2021)

Construction Manager

Contegrity Group

References

Contegrity Group
Pete Filippi
Project Manager
p: 320.639.1953
e: pete@contegritygroup.com

Awards

2020 ABC MN/SD – Electrical Commercial Division - Excellence in Construction - Eagle Award (Willmar Electric Honoree)

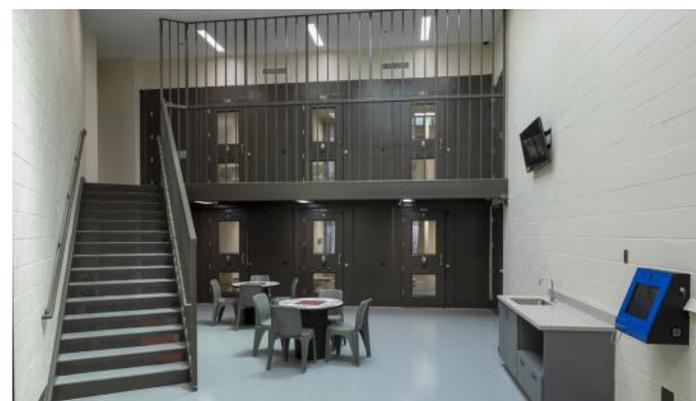
Recognition from the Minnesota Supreme Court - "celebrated the judicial infrastructure despite pandemic-related delays." 19

The new 155,000 SF Wright County Justice Center is co-located with the Law Enforcement Center and jail for secure inmate transfer. It features nine advanced courtrooms, including a Mass Calendar Court, Multi-Party/Family Court, In-Custody Courtroom, and Grand Jury Court. The facility houses Court Administration, Probation, a Law Library, the County Attorney, and Jury Assembly.

Designed for security and efficiency, the courthouse includes full security screening, secure staff circulation, and direct holding access to all courtrooms. Central holding features group cells, a raised control station, inmate elevators, and secure visitation spaces. A direct corridor to the jail ensures inmate transfers remain separate from staff and public areas. Thoughtful design elements prioritize natural light and staff collaboration, making it a model for modern courthouse design.

Le Sueur County Justice Center

Le Sueur County | Le Center, MN



OFFICER
Gold Public Safety
Centers Award
2020

Scope

New Justice Complex

Cost

Construction Cost: \$31.11M

Size

93,768 GSF, 80-bed Jail,
Sheriff's Office, 3-courtrooms

Schedule

Design (February 2018)
Construction (September 2019)

Contractor

Adolfson & Peterson
Construction

References

Darrell Pettis
Previous County Administrator
Pettis2011@gmail.com

Steven Rohlfig
County Commissioner -
District 5
507.317.5095
rohrfig@co.le-sueur.mn.us

Awards

2020 Officer Magazine Law
Enforcement Design Awards,
Gold Public Safety Centers
Award

To address the expansion needs of the historic courthouse, annex, and jail, the County built a new 94,000 SF justice facility nearby. It houses Courts, the Sheriff's Department, Probation, County Attorney, Public Defender, Victim Witness Services, Court Administration, Judicial Support, EOC, 911 Center, Law Enforcement Garage, and an 80-bed Jail.

The jail features separate vehicular flows for staff, inmates, services, and the public, with core services for programs, dining, laundry, and work release. Judicial circulation is separated from the public, with secure inmate transport to courtrooms via elevators. Public access includes full security screening.

The modern design reflects transparency while incorporating local Kasota Stone to complement the historic courthouse. Core jail services are positioned for future expansion, and the project enables phased remodeling of the existing courthouse.

150+ Justice Facilities

Current Project in Design or Construction

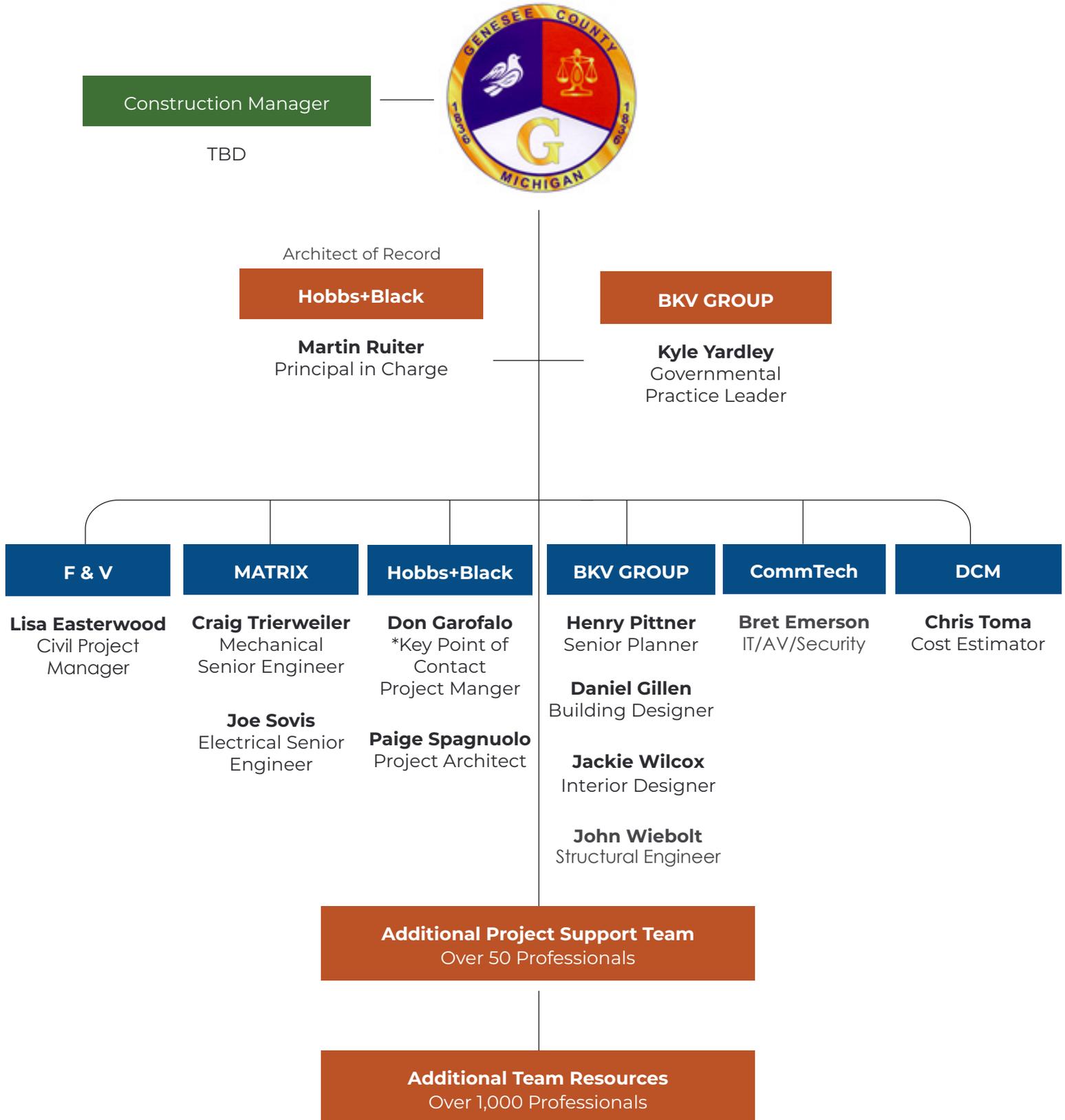
- Pennington County Jail Addition & Remodeling, Rapid City, South Dakota (design)
- Scott County Jail Rail Project, Phase 2, Shakopee, MN (design)
- Cook County Law Enforcement Center, Grand Marais, MN (design)
- Montgomery County Diversion Center, Rockville Maryland (design)
- Fillmore County Jail Addition & Sheriff's Office Remodeling, Preston MN (construction)
- St. Croix County Rail Project, Hudson, WI (construction)
- Hubbard County Jail Remodeling, MN (construction)

Full Project List • Aitkin County Government Center, Jail Study, Aitkin, MN • Aitkin County Jail/LEC and Courthouse Expansion, Aitkin, MN • Alpena County Sheriff's Office & Jail, New Facility, Alpena, MI • Anoka County Juvenile Detention Water Service, Anoka County, MN • Arapahoe Residence Center, Community Corrections Facility Assessment, Littleton, CO • Bayfield County, Security and Space Needs Study, Bayfield, WI • Becker County Law Enforcement Center, Addition and Remodel, Detroit Lake, MN • Bedford Municipal Center, New Facility, Bedford, OH • Beltrami County Jail Consultant Master Plan, MN • Benton County Jail, Foley, MN • Brookings County Detention Center Study & Addition, Brookings, SD • Bureau County Law Enforcement Center, Sheriff's Office & Jail Renovation, Princeton, IL • Carlton County Master Planning, Carlton, MN • Carver County & Scott County New Dispatch / 911 Feasibility Study • Codington County Justice Center Study, Watertown, SD • Dakota County Law Enforcement Center Needs Assessment, Hastings, MN • Dakota County Entry Plaza Renovation, Dakota County, MN • Dane County Courthouse, Dane County, WI • Douglas County Jail Study, Tuscola, IL • Freeborn County Government Center, Master Plan, Study, Addition & Remodeling, Albert Lea, MN • Fillmore County Jail Pre-Design, Preston, MN • Harlan County Judicial Center, Master Plan, Remodeling & Renovation, Harlan, KY • Heartland Girls' Ranch, Community Corrections Facility, New Facility, Benson, MN • Hennepin County Probate/Mental Health Court Remodeling, Minneapolis, MN • Hennepin County Drug Court Remodeling Phases 1 & 2, Minneapolis, MN • Hennepin County, Adult Correctional Facility Men's Building Window Study, Minneapolis, MN • Hennepin County, Adult Correctional Facility Women's & Work Release Exterior Envelope Study, Minneapolis, MN • Ingham County Justice Center, Mason, MI • Isanti Law Enforcement Center, Needs Assessment Study and Jail Expansion, Cambridge, MN • Kalkaska County Jail Study, Kalkaska, MI • Kent County 63rd District Court Facility & Space Needs Study, Grand Rapids, MI • Lake County Courthouse, Facility Master Plan, Lake County, OH • Le Sueur County Justice Center, New Facility, Le Center, MN • Leech Lake Band of Ojibwe Justice Center, Cass Lake, MN • Mahnommen County Joint Public Safety Facility Feasibility Study, Mahnommen, MN • Mille Lacs County Jail, Jail Assessment and Expansion Concepting, Milaca, MN • Minnehaha Juvenile Regional Detention Center, Needs Assessment and Master Plan, Sioux Falls, SD • Minnesota Correctional Facility, Remote Security Locking, Faribault, MN • Minnesota Correctional Facility, Cottage Unit and Warden's Residence, Needs Assessment, Red Wing, MN • Minnesota Correctional Facility, Supportive Mental Health Living Unit, Red Wing, MN • Minnesota Correctional Facility, Independent Living Unit Needs Assessment Study, Red Wing, MN • Minnesota Correctional Facility, Unit "D" and Segregational Unit Modifications, St. Cloud, MN • Minnesota Correctional Facility, Kitchen Equipment, St. Cloud, MN • Nicollet County Courthouse, Study and Master Plan, Nicollet County, MN • Nye County Justice Facility, Nye County, NV • Olmsted County Health and Human Services Office Building, Rochester, MN • Olmsted County 2118 Building Remodel & New DNR Building, Rochester, MN • Olmsted County Government Center Justice Systems Remodeling, Rochester, MN • Parma Justice Center, New Facility, Parma, OH • Pennington County Jail, Needs Assessment and Master Plan, Rapid City, SD • Pennington County Juvenile Detention Center, Needs Assessment and Master Plan, Rapid City, SD • Pennington County Jail Facility Needs Assessment Study, Rapid City, SD • Pennington County Work Release Facility, Needs Assessment and Master Plan, Rapid City, SD • Pennington County Justice Center, Study and New Construction, Thief River Falls, MN • Pine County Justice Center, Needs Assessment & New Facility, Pine City, MN • Pine County Jail Study, Pine City, MN • Pope County LEC/Government Center Master Plan & Needs Assessment, Glenwood, MN • Ramsey County Correctional Facility, Predesign Master Planning Study, Maplewood, MN • Scott County Government/Justice Center, Space Needs Assessment Study, Shakopee, MN • Scott County Jail Dayroom Remodeling, Shakopee, MN • Stearns County Jail, Law Enforcement Center, & Court Assessment and Master Plan, St. Cloud, MN • St Croix County Dayroom Railing Improvements, Hudson, WI • St. Louis County Jail Study, Duluth, MN • Todd County Law Enforcement Center, Addition and Remodel, Long Prairie, MN • Volunteers of America, Juvenile Supportive Services, Needs Assessment and Master Planning, Sioux Falls, SD • Wadena Courthouse Planning & Remodeling, Wadena, MN • Washburn County Government Center, Condition Assessment, Washburn County, WI • Waseca County Justice Center Study, Waseca, MN • West Central Treatment and Correctional Center, Pre-design, Fergus Falls, MN • Winona County Courts Remodeling, Winona, MN • Winona County Jail, Master Plan, Winona, MN • Youthtrack Juvenile Facility, Community Corrections Facility Assessment, Morrison, CO



Organizational Chart

Key Project Team Members



Current Work Assignments & Contractual Obligations:

While Hobbs+Black maintains a significant number of large commissions, projects are continuing to be completed, making room for new assignments. We are careful to only take on commissions for which we have the resources to commit in order to complete our projects within our clients' schedules and at the degree of service our clients have come to expect. In addition, the Project Principal for this project, Martin Ruitter can allocate the necessary resources to ensure the project is completed on-time and on-budget.

PRESENT WORKLOAD			
Team Member	Project Name	% of Completion	Completion Date
Martin Ruitter	Tower on Grand	12%	Early 2025
	Capitol Tower	5%	March 2025
	City of Lansing Public Safety Project	50%	January 2027
	City of Livonia Police Department	2%	2027
	Saginaw County Road Commission	90%	February 2025
Don Garofalo	Livonia Police Department - New Facility	5%	June 2027
	Houston Galleria	75%	November 2025
	Coconut Point - Nordstrom Rack Shell Space	75%	August 2025
	DNR Northern & Southern Hatcheries	50%	April 2026
	Marshall Gardens - 100 Single Family Units	10%	December 26
	McLaren West Lansing - New Medical Building	65%	November 25
Paige Spagnuolo	City of Lansing Public Safety Complex	50%	December 2026
	COL North and South Storage Buildings	15%	January 2026
	COL FS8	5%	November 2026
	MSP Bridgeport	95%	April 2025
	Quality Dairy	30%	April 2025
	Meridian Township	70%	February 2026

PRESENT WORKLOAD			
Team Member	Project Name	% of Completion	Completion Date
Kyle Yardley, AIA, LEED AP	Lansing Public Safety Center, MI	50%	August 2025
	Trenton Fire & Police New Stations, MI	5%	April 2027
	Wilmette Fire Station Study, IL	10%	October 2025
	Goshen South Fire Station, IN	45%	May 2026
	Pennington County Jail, SD	40%	April 2027
	Fernley Fire & Emergency Response Facility, NV	45%	July 2026
Henry Pittner, AIA	Lansing Public Safety Center, MI	50%	May 2025
	Warren 37th District Court, MI	40%	May 2025
	Pennington County Jail, SD	40%	May 2025
John Wiebolt, PE	Banner Willow Avenue Apartments, IL	75%	July 2026
	Dial 901 S Street, NE	65%	May 2027
	Goshen South Fire Station, IN	45%	May 2026
	Landmark Wood Street, IN	60%	July 2027
	Dominium Various Projects, TX	N/A	Ongoing
Jackie Wilcox, AIA, LEED AP	Grand Blanc New Fire Station & Public Works, MI	70%	November 2025
	Trenton Fire & Police New Stations, MI	5%	April 2027
	Goshen South Fire Station, IN	45%	May 2026
	Skokie Village Hall Renovation Master Plan, IL	70%	May 2025
	Interiors Executive Oversight	N/A	N/A
Joe Sovis	University of Michigan Credit Union	0%	December 2026
	Lansing Community College - West Campus Cyber Security	65%	December 2025
	City of Lansing Public Safety Building	80%	December 2026
	Mackinaw City Public Schools - Addition	95%	December 2025
	Ionia Correctional Facility - Water Softener and Piping Upgrades	0%	December 2025
	MDOC Northern Region Training Facility	60%	June 2026
Brent Huhn	Romney Perimeter Heat & Plumbing Upgrades	90%	December 2025
	Carson City Correctional Facility East Side Boilers	85%	October 2025
	City of Lansing Public Safety Building	80%	December 2026
	Mackinaw City Public Schools - Addition	95%	December 2025
	Ionia Correctional Facility - Water Softener and Piping Upgrades	0%	December 2025
	MDOC Northern Region Training Facility	60%	June 2026
	Alpena Combat Readiness Training Center - Building Repairs	30%	October 2025

Demonstration of Financial Stability

Hobbs+Black Associates, Inc.			DRAFT
Operating Statement		For the year ending	For TWELVE Months ending
		<u>October 31, 2023</u>	<u>October 31, 2024</u>
		<u><i>Internally prepared</i></u>	<u><i>Internally prepared</i></u>
Professional Fees		10,834,075	\$ 19,384,277
Additional Consulting Engineer Fees		4,629,456	6,272,945
Reimbursable Expense Fees		<u>97,959</u>	<u>292,085</u>
Total Revenues		15,561,490	25,949,307
Direct Expenses:			
Salaries		2,946,463	3,862,921
Consultants--part of Prof. Fees		3,784,423	7,913,783
Additional Consulting Engineer Cost		4,682,734	6,303,411
Non Reimbursable Expenses		15,996	81,700
Reimbursable Expenses		<u>68,782</u>	<u>273,852</u>
Total Direct Expenses		<u>11,498,398</u>	<u>18,435,667</u>
Gross Profit		<u>4,063,092</u>	<u>7,513,640</u>
Indirect Expenses:			
Salaries		1,631,505	1,818,917
Employee Benefits-excluding pension		1,401,901	1,780,228
Employee Benefits--pension cost		-	-
Office Expenses--Rent		459,910	508,582
Office Expenses--Other		625,949	855,383
Business Expenses		223,155	239,595
Insurance		154,660	221,008
Other Admin		382,471	275,516
Bad Debt		32,148	137,432
Depreciation		42,512	6,450
Interest, local and property taxes, other		48,095	48,661
Federal, state and local Income taxes		(187,650)	91,184
Total Indirect Expenses		<u>4,814,657</u>	<u>5,982,956</u>
Net Income (Loss), GAAP accrual basis		<u>\$ (751,565)</u>	<u>\$ * 1,530,684</u>
			*Before CPA Adjustments

Statement of the Project

PROJECT UNDERSTANDING

Genesee County seeks qualified firms to conduct a space study and provide architectural services for the planning, design, and construction administration of a new Court & Justice Center at 914 Harrison St, Flint, MI. The county has not selected a construction procurement method for the project and is open to all options.

The new facility will consolidate the 67th District Courts including the existing courthouses in Flint, Mt. Morris, Grand Blanc, Flushing, Burton, Davison, Fenton, and offices of the Genesee County Prosecutor's Office, Public Defender's Office, Community Corrections Offices, and Friend of the Court into a single, centralized location to enhance operational efficiency. The selected site, a county-owned County block, currently houses a parking area and Motor Pool Facilities. The County envisions a 130,000–150,000 square-foot facility (or as determined by the study) spanning the entire block, bordered by Harrison, Saginaw, Court, and Fifth Streets.

APPROACH

We have an innovative plan to combine and improve Genesee County's 67th District Court facilities and operations. This plan features a modern design that saves energy, uses the latest technology, enhances customer service, and updates court processes. The design focuses on health, wellness, functionality, durability, sustainability, and high quality in every aspect.

Our management plan is simple - we understand that we are joining YOUR team – and we will work to seamlessly with you in a collaborative, thoughtful, and well-integrated approach. We know that great projects result only when our professionals and capabilities are blended with the expertise of your professionals and leaders into a combined Team.

Our approach is to address, solve and deliver innovative solutions to the 67th District Court's unique issues through a creative, and research-focused approach resulting in an outstanding project. Benefits to our approach include:

- > Our process starts with a visioning – goal-setting workshop.
- > We'll incorporate applicable Standards and Guidelines, but look at Best Practices to guide efficiency, optimal relationships and flows.
- > Our process will develop the statement of needs using multiple techniques and viewpoints. We'll look at the project: a) From a top-down perspective (judicial officers, administrators, and lead agency staff) and from the working staff level (bottom-up); and b) Inside-out and outside-in, from the viewpoint of the judiciary and staff, and from the viewpoint of the citizens through use of attorney and citizen surveys and focus groups.
- > We will bring you information and ideas based on proven Evidence-Based Best Practices – and ideas that have been tested and proven in other projects in Michigan and nationwide. We will work with best practices supported by your Court and the Administrative Office the Courts, and help the Courts and agencies achieve improved operational and special efficiency through a) Improved functional flows, b) Consolidations and co-locations where appropriate, c) Integration of and support for accessible and appropriate advanced technologies to reduce the use of paper and support appropriate use of video and audio technologies.
- > Recognizes both the standard and unique needs of each group and courts. With recent experience on District Court projects in Lansing, Ingham County, and Kent County, we are aware of the current and unique challenges and needs of the courts and users involved in the District Courts, County Prosecutor's Office, County Public Defender's Office, County Corrections Offices, and the Friend of the Court. We understand that appropriate facilities for the 67th District Court will need to be designed to naturally respond to very different facility users with different experience levels with the court and justice system, and the court operational areas will need to be designed to support current technologies, e-filing, and flexible use of audio-video technologies.



- > Multi-disciplinary team and approach, with special expertise in security and safety, and special expertise in district courts, family courts, court technology, and advanced technology for post-COVID court and public building design, including incorporation of appropriate spaces for victims and witnesses.
- > Experienced and expert professional leaders, with experience together on previous major courthouses in multiple states and jurisdictions, including shared experience on District Court projects in Michigan.
- > Experienced, creative and innovative conceptual design team. Our team prepares options quickly, and we test basic concepts and are willing to look at options, and investigate energy-efficient, durable, cost-effective alternatives that may best fit your needs.
- > Our workplan features a regular rhythm of workshops, meetings and presentations at all levels, to maximize participation, communication and input but limit and manage disruption of day-to-day activities of the courts, agencies and users. Additionally, we schedule special workshops with citizens and attorneys to uncover other ideas and needs. If you desire community and attorney input, we use simple, general surveys to ask users what works and what could be improved, and we convene follow-up focus groups to hear attitudes regarding possible features that would help improve operations and services. Our approach provides information for decision-makers to see and understand features that could be beneficial before spending valuable time and resources on design and construction.
- > Deep awareness of the possibilities of providing a facility that helps restore and lift users and staff – with indoor-outdoors spaces that help restore people, and calm public users of the building, victims, and family members, respecting different attitudes and cultures, recognizing the differences in how the facility is used and the “speeds of use” of the facility (recognizing that infrequent and first-time visitors need time to see and understand where to go, and how to move through the facility) while meeting the needs of the experienced facility users -- day-to-day staff, attorneys, and professionals – in their use of the facility.
- > Inclusive of the Michigan Justice for All Commission Findings – the Welcoming Courthouse Guidelines and Promise of Procedural Fairness – providing court facilities “where court users ...
 - Are greeted without judgment; and treated with dignity and respect.
 - Can have their legal needs met and addressed.
 - Can navigate the courthouse easily.
 - Can receive additional community resources and referrals.
 - Can understand the outcome of their court proceeding and next steps.”

TARGET VALUE DESIGN

We are excited to present our proposal to contribute to the successful execution of this transformative project. The proposed facility will further elevate Flint’s vibrant downtown. It is essential that the design of the facility respects the area’s historic character, blending modern innovation with Flint’s legacy as the “Vehicle City”.

Our team will implement Target Value Design (TVD) to ensure the facility is delivered within budget while maximizing stakeholder value. Early collaboration with Genesee Counties representatives and stakeholders will establish key performance goals, cost targets, and priorities. Using lean principles, we will refine design solutions to optimize materials, systems, and space efficiency, managing trade-offs through iterative feedback and cost modeling to balance educational, sustainability, and technological needs.

Target Value Design sets project goals alongside pricing to help Genesee County make informed decisions. This approach ensures that neither Genesee County nor the project team will need to revisit or value-engineer elements later in the process. The budget and scope are established in collaboration with the design team’s drawings. Additionally, this method offers a more efficient delivery, as the price, program, and design are all finalized well before the project moves forward.

DCM Consulting, an experienced third-party estimator in Southeast Michigan, will provide cost estimating services to ensure financial feasibility and budget alignment. Their approach includes early conceptual estimating, detailed cost analysis at key design milestones, and real-time cost feedback to optimize materials, construction methods, and value engineering. By integrating market data, risk assessment, and life-cycle cost analysis, DCM will help maintain budget discipline while preserving design intent. Their proactive cost control strategy will support Genesee County’s financial planning, which in turn will ensure the creation of a cost effective and high-quality courthouse facility.



Our Needs-Assessment Process is survey and workshop-based, and brings the benefits of multi-media tools and products including “white papers” on key issues and operational options, 2D drawings, 3D walk-throughs, physical models, tours, and full-size mock-ups to allow the Team to collaboratively review workflows, sightlines, operations and design details. In initial meetings with you we will confirm likely user counts, verify current and anticipated caseloads, and verify anticipated public and staff / judicial officer counts to be accommodated. We will confirm functional flows, key relationships, and options / opportunities for improvements. Workshops are sequential and forward-moving, the result of each workshop will be to achieve and approve the work as we move forward.

We have anticipated the scope of work required to meet the overall objectives of the project as stated in the RFP. The following narrative describes the scope of work in detail. The project will include the following major components:

0. Program Management

1. Needs Assessment / Space Study

- Project Initiation
- Needs Assessment
- Concept Designs
- Final Documentation
- Project Approval

2. Design Phase

- Schematic Design
- Design Development
- Construction Documents

3. Bid Administration

4. Construction Administration

5. Project Close-out

0. PROGRAM MANAGEMENT

Hobbs+Black will hold the contract, hold contracts for the consultants, and bill the client monthly.

Hobbs+Black will serve as the Program Manager for the project. Their role on the project is operational as the team is responsible for planning, governance, and for overseeing the successful delivery of the program’s output/products while handling the day-to-day client and communications. The “program” consists of the programming, planning, design, bidding, construction administration and close-out.

Tasks include:

- > Daily program management throughout the program life cycle.
- > Defining the program governance (controls).
- > Planning the overall program and monitoring the progress.
- > Managing risks and issues and taking corrective measurements.
- > Coordinating the projects and their interdependencies.
- > Managing and utilizing resources across the projects.
- > Managing client and stakeholders’ communication.
- > Managing a Quality Assurance program.
- > Foster collaboration among project teams and stakeholders.

- > Monitor overall program performance and progress.
- > Managing the main program documentations such as the program initiation document.
- > Monthly project update report to the Client.
- > Responsible for day-to-day coordination of the specialty consultants, monitoring progress, schedule, deliverables, and quality control.

PROJECT INITIATION

Activities conducted during the project initiation stage prepare the way for the balance of the project. It is a time when working relationships are established, lines of communication developed, critical information identified and collected, the fundamental process of participant input created, and the projects management structure finalized and made operational. The following sub-tasks are anticipated:

Establish Committees and conduct initial meetings.

It is common on projects of this magnitude to utilize committees to provide input to the consulting team, to serve as a forum for discussion of issues and solutions and as advisory panels to the key decision makers. The committees also serve as an important link in the network of communication that is necessary for project success and needed to promote consensus on difficult decisions. These committees would be developed at the outset of the project and an initial meeting conducted to familiarize members with the project, its goals and objectives, and their respective roles and responsibilities.

The following is proposed list of committees, subcommittees, and workshop group that we are recommending. Other work groups could be used / formed as needed, depending on specific needs of the client.

Committees

- > Executive Committee – key group of 4-5 from the Project Steering Committee (or the “Stakeholder’s Committee” or the “Steering Committee”), used as needed to help guide major decisions and to communicate with leadership of the County.
- > Project Steering Committee – key representatives from the 67th District Court, agencies including the Genesee County Prosecutor’s Office, Public Defender’s Office, Community Corrections Offices, and Friend of the Court, and a county representative. This group will conduct regular meetings and serve as the point for regular communication between the Planning / Design Team and the respective user / stakeholder groups including the Courts, County agencies, outside service providers, and representatives of unions.

Project Subcommittees

Established to be used in initial planning and will be likely to stay involved through later design phases to assist in communication and continuity of planning and design, as drawings, specification and additional details and systems are incorporated into the project.

- > Parking Committee – tasked with reviewing parking counts, planned provisions for standard and special (accessible and other) parking and vehicular site development for the judiciary, other

elected / appointed officials, law enforcement staff and vehicles, staff vehicle parking for employees that require use of vehicles for their daily activities, attorneys, witnesses, victims, general public, jurors (including sequestered jurors), emergency vehicle provisions and access, in-custody movement (juveniles and adults), service vehicles access and parking.

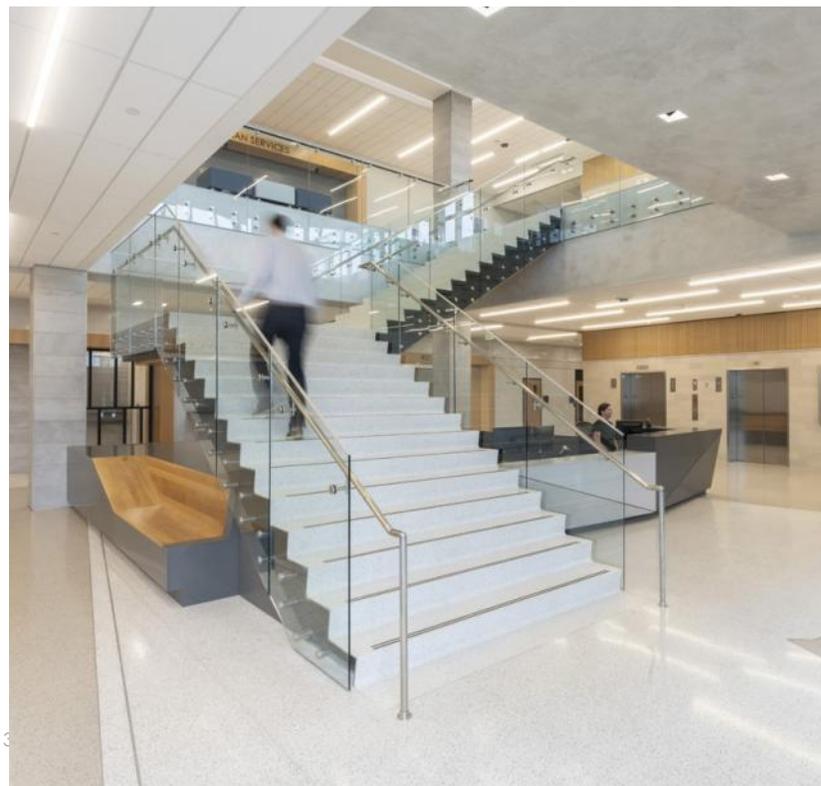
- > Courts Committee (includes key representatives of the judiciary and court administration). Will attend workshops regarding courtroom design, preferred court “sets” and court floor organization, and will discuss relationships of the chambers to the courtrooms and hearing rooms, conference rooms, special provisions for the problem-solving court(s), use of hearing rooms, and special provisions in the courts for technology (audio-video systems, provision and use of “zoom rooms”, and so forth). This committee will consider the general direction of planning, specific and unique needs of the specific functions and judicial, staff, and public users of the civil courts, family courts, probate courts, juvenile courts, and the major functions of the District Courts.
- > Support Services Committee – tasked with reviewing current and planned services and service distribution for court and agency support in the building and on the campus, including food services, standard and period / specialized mail and package delivery, regular and non-standard supplies, filtered water (or delivered water), office equipment, shared and assigned copiers / multifunction machines and equipment, shredders, general and specialized furniture, standard and electronic signage and wayfinding systems, and much more. A subsection of this group would be responsible for coordination and review of storage, building support spaces and planning (elevator / conveyance systems, plumbing, HVAC systems, electrical systems, etc.) and will coordinate with the security committee for review of architectural planning-zoning, barriers, electronic systems, and staff / staff access and movement.
- > Security Committee – tasked with reviewing and implementing the Michigan Security Guidelines, presenting and confirming other requirements and needs as outlined in national and example best-practice planning guides (USMS, National Sheriff’s Association, National Center for State Courts, other national and international best-practice examples). This committee will review overall planning for separate zoning and circulation for public, private, and in-custody movement, location and features of standard access and vertical conveyance for service circulation (which also could be used for secondary support for impaneled juror movement), provisions of zoned security (secure areas within secured areas) for law enforcement staff, collection and handling of cash and payments, weapons screening, design of specific security staff assembly and mobilization areas for standard and emergency response, provisions for in-custody holding and control centers for adults, juveniles, special holds (high security, special accommodations, persons arrested at court, etc.).

Work Groups

Groups probably will be convened twice during initial planning, but specific needs will be coordinated through small groups during later design phases.

- > Technology Work Group – tasked with identifying and reviewing / approving planning for special systems and provisions throughout the building(s) and complex, including coordination with agencies, courts, county, city, and service providers and the Security Committee regarding service capacities and back-ups / redundancy or systems and equipment related to: lighting, lighting control, audio-video conferencing, local and building- or site-wide addressable paging, general and special IP distribution (wired and wireless), building and IP system infrastructure (including service provisions (multiple pathways and redundancy, grounding and bonding, required separations and linkages to existing and proposed systems), low voltage security systems including duress alarms, cellular services (public, non-public) and cell-service repeaters and digital antenna systems, security communication systems (wired, wireless, in- and outside security zones), security control and communication systems (for general and in-custody systems), jury call systems, access control, security screening equipment (packages, personnel), special response and notification system, and much more.

This group – working with specialty consultants and the Courts Committee also will be responsible for overseeing and incorporating findings from specific studies and investigations regarding best practices and possible new systems for improved accessibility, audio-video technology use (and enhanced use) in the courts and court-related agencies, public access systems for self-help, kiosk systems, ATM and payment systems, records management / retrieval, and updated data management systems.



- > Citizen's Input / Advisory Work Group – tasked with providing specific information related to the needs and preferences of the Genesee County users and community members. The scope and assignments of this group will depend on decisions made by the County and Courts regarding the use of citizen surveys, interviews, meetings or establishment of a citizen advisory group to gather (from outside users) descriptions of needs and discuss proposed approaches for addressing needs and concerns. This group may be involved also in collecting citizen input – educational meetings, and could assist in project communication, analyses of survey results and priorities, and in convening goal setting / priority setting meetings with community groups, action committees, and others during the planning phase(s) of the project.

Finalize Component list – During this meeting, finalize the list of proposed and anticipated occupants, and key contacts within each organizational component.

Mission, Goals and Objectives workshop. Conducted with the executive committee.

Information Request. At the very start of the project, the consulting team will prepare a list of the data needs that will form the basis for the planning work.

Data Request.

At a minimum the following information will be confirmed and discussed with the respective courts and court-related agencies and groups:

- > Organizational mission statement.
- > Most recent organizational diagram.
- > Up to date staff/position list by functional grouping, salary information, and budgets.
- > Security Incident Reports for each facility.
- > Any materials descriptive of the organization's work or procedures that might impact space requirements.
- > A list of these and other data needs will be prepared and presented to the representatives of the component organizations at the Project Steering Committee meeting.

Other Information Requested.

At a minimum the following information will be confirmed and discussed with the respective County and agencies responsible:

- > County Standards including space standards, furniture standards, IT cabling and infrastructure, court technology.
- > Record drawings and studies of existing facilities and sites including boundary and topographic surveys, documentation of where public and staff park, accessibility, hazardous materials, and environmental reports.
- > Energy Bills and Usage of all existing facilities.

Communications. To facilitate communications throughout the life of the project Hobbs+Black will provide a secure proprietary cloud-based system that will allow the County to access sketches, drawings, reports, schedules and deliverables.

Schedule. Refine the overall schedule working with the stakeholders to provide a rhythm of meetings for reviews and decisions.

Kick-off Meetings. Prior to beginning the work, develop and lead kick-off meetings with the various committees, subcommittees, work groups, and stakeholders to inform them on the purpose of the study, the level of involvement anticipated from them, the activities they will be asked to participate in, the schedule, the outcomes expected from the study, and responding to their questions.

Our Team will solicit input regarding: previous studies, findings and recommendations that should be reviewed; background and history of key project initiatives over the past several years (or more), and important issues and ideas should be considered.

1. NEEDS ASSESSMENT / SPACE STUDY

Existing Court Operations

The team will walk through and document the existing operations of all existing court and agency facilities.

Conduct On-site Functional Needs Study. This task will entail the assessment of the detailed functional needs of each program component occupying the new facility by means of visual survey and staff interviews. Planning data will be collected and evaluated regarding the staff work and support needs, records and material storage, customer service requirements and common and ancillary functions.

- > Walk through and document existing people, paper and material processes, including visitors, attorneys, judiciary and judicial officers, other court and court-related agency staff, security personnel, in-custody defendants and witnesses, and supplies / support systems (mail, deliveries, payment)
- > Develop graphic flow charts and illustrate current issues and dysfunctional relationships that are impacting current functions and operations



Assess Existing Operational Components and Work Patterns. The purpose of this task is to clearly identify and evaluate the following court planning issues at a specific program level of detail:

- > Present and proposed functional groupings.
- > Present flows of information, case records, clients, prisoners, Judicial Officers and staff.
- > Present scheduling practices for both proceedings and courtrooms.
- > Courtroom needs by calendar type.
- > In-jail vs. centralized courtroom calendaring.
- > Present money handling arrangements.

Data Collected. Including (but not limited to) organizational charts, prisoner trips/day, volume of public visitors, daily courtroom calendars and typical courtroom schedules.

Identify and Evaluate Operational Alternatives. Once the existing operational components and patterns are described and analyzed, options will be developed in those areas most in need of change. These will be presented to the Court together with recommendations regarding their implementation feasibility and operational impacts. Tasks include:

- > Discuss opportunities for improvement with court and county leadership (on Steering Committee and through interviews with other community and government leaders), including:
 - > Recommendations developed over the past three years by the SCAO / State-wide committees looking at process improvement ideas in the courts.
 - > Recommendations and ideas developed over the past five to ten years, including specific research in the COVID and post-COVID era(s) by various jurisdictions, including ideas developed through funding / grants from PEW Charitable Trust related to access to the courts and civil court process improvement.
- > Work with a select process-improvement team to examine ideas for evidence-based process improvement, and working with key representatives of the courts and court-support agencies, develop lists of possible areas of improvement (focused on reducing or eliminating non-value-added activities and operations)
- > Develop estimates of possible savings and operational benefits that may be derived from process improvements in terms of both operations and spaces / facilities (to reduce the total space needs and overall cost of development while delivering a facility commensurate with the courthouse's important public role)

Facility Programming

Interviews, surveys, direct-observation, workshops and working meetings – with on-site documentation of existing staffing and functional / support space requirements for all judicial and court operations / functions.

Top-down, bottom-up interview and survey approach:

- > Top-down interviews will be conducted with key court representatives and leaders of all functional groups to review mission, organization, staffing, estimates of future needs and key factors affecting

functions of the agency / department / division.

- > Unit-level surveys will be developed and approved by the Project Steering Committee. Surveys will be distributed and collected from all functional groups (unit-level survey) to review specific functions, operations, staffing, personnel and support space, and other needs.
- > Follow-up, in-person interviews will be conducted with lead supervisory staff and key representatives of the units to confirm survey responses and discuss additional operational and functional needs, key functional relationships, and priorities for spatial organization (adjacencies and internal organization of spaces).

Individual and small-group meetings will be held with key judicial officers and the leadership of the departments / divisions.

- > Meetings to discuss the goals and objectives of the courts, relationships and needs of the specific division, best-practice ideas and concepts to be considered and reviewed in development of the project (recommendations from the judges and key staff members)
- > Special topic meetings for problem-solving courts, with “visiting” expert participation on a topic-by-topic basis

If desired by the Courts and County, a combination of public surveys and in-person focus groups will be conducted to understand key issues and priorities to be addressed in the planning and design, including a brief survey to uncover major concerns and issues, and one-hour long focus group meetings with key public and attorney representatives to identify priorities and key issues.

Additional individual and topical meetings related to specific project issues and requirements will be scheduled and integrated into the general workshop and interview schedules, including:

- > Accessibility Planning and Design with specialists including multi-sensory, multi-cultural, and multi-lingual experts, and experts in planning and design for children and the elderly.
- > Emergency Operations Response / Fire Marshal Planning meetings.
- > Workplace Environments Workshops to identify, discuss, confirm directions for high-performance workplace environments
- > Public Area Design, including accommodates for victims and witnesses, including trauma-informed, restorative justice and wellness for everyone planning and design.
- > Access and Movement planning, including initial / advisory meetings with elevator and escalator specialists.
- > Introduction to Wayfinding and Signage, with special focus on courts and public spaces
- > Develop acoustical standards for the project including public spaces, courts, offices.
- > Introduction to Art in Architectural Opportunities for the Project, involving key representatives and advocates in the county and the respective communities.

Four subcommittees -- courts, parking, security, support services -- using two or three 2-hour, monthly meetings - to present and discuss key issues and design requirements.

Courts subcommittee. They will review:

- > Current and anticipated court operations, caseload-workloads, and projections of future needs
- > Develop and prioritize criteria for courtrooms and court-floor organizations, considering State of Michigan Court / Courtroom Guidelines and Standards, Michigan Court Security Standards, accessibility design standards and guidelines, internal operations, case jurisdictions and types, typical requirements for courtroom elements, accessibility and key functional and security requirements (appropriate separation of public, private, security circulation, accessibility and general support for public use, particularly for pro per and citizens unfamiliar with court operations)
- > Courtroom configurational options and preferences, including review of opportunities for standardized and/or customized courtrooms, courtroom assignments, special / dedicated use courtrooms, problem-solving courtrooms, larger and smaller seating capacity courtrooms, and courtrooms for special matters
- > Court-floor support services and key relationships, including opportunities for court-related agency presence related to the courtrooms, accessibility for pro-bono and other court or legal aid programs.
- > Chamber design options and relationships to courtrooms, judicial conference, meeting rooms, and other chambers.

Parking Subcommittee. This team will review:

- > Current and anticipated parking requirements by court department / division, including review of typical and peak requirements, including specific requirements outlined in state / local codes, Michigan Court Guidelines and Standards, Michigan Court Security Guidelines and Standards, other advisory guidelines and standards.
- > Reviews of planned / recommended provisions for typical and emergency parking and access for judicial officers, supervisory and lead staff, attorneys, law enforcement vehicles, in-custody movement and prisoner transport vehicles, support vehicle, and specialized response vehicles (medical emergency; fire / emergency equipment).
- > Reviews of key requirements considering separation of flows and access for adult, juvenile and accessibility planning for the site for both vehicles and pedestrians (using multi-floor, multi-level movement systems and operational concepts).
- > Reviews of preliminary summaries of numbers, area (SF) and estimated parking costs, and options for meeting needs at the various sites / locations considered for the project(s).
- > Subcommittee recommendations to the Steering Committee for addressing projected needs considering safety, security, costs, image and other criteria developed by the subcommittee or steering committee.

Security Subcommittee. This team will include the Sheriff's Office / Custody Transportation Teams, Court Security for both courts and the Friend of the Courts. This team will review:

The Court Security Guidelines published by the Michigan State Court Administrative Office, July 3, 2002 which is the basis for design of security for the new site and facility. The programming security team will establish the criteria for design for review of the committee of every aspect of the new site and building design including but not limited to:

- > Site and Urban Context. Site zones and flows, landscaping, site circulation (judicial, designated court employees, inmate, service, jurors, witnesses, drop-off / pickup area, and public), parking, access control, site lighting, perimeter surveillance, building access control, intrusion-detection/alarm systems
- > Building. Personnel security, security of property and documents, access control to interior spaces, personnel and in-custody movement and controls, security aspects of spatial arrangements, and coordination between security and fire / life safety requirements.
- > Issues Analysis. There will be several issues requiring special attention during the project. Discussions will be required with key officials of the Sheriff, the Courts, and County regarding areas of responsibility, number of entries, weapons screening policy, and crisis response. Prisoner delivery and movement will be a special issue as well. This facility will require a rethinking of the way in which prisoner proceedings are conducted and the development of new patterns of operation by both the Sheriff and the Court to accommodate up to the minute technology and operational practices.

Ultimately these recommendations and best practices need to be explored during the design concepts phase and reviewed and vetted by the Security Committee.

Facilities Support Services Subcommittee. This committee will include county Facility Support Services team that is responsible for a range of services to maintain and operate facilities including maintenance, safety, energy, and repairs. They will review:

- > Maintenance: Janitorial, custodial, elevator preventive maintenance, ground/landscaping, maintenance of utility systems, refrigeration, A/C, ventilation, and HVAC
- > Safety: Compliance with life safety codes, cleaning and sanitizing of facilities
- > Energy efficiency: Building operations and energy efficiency programs

Process Improvement, Evidence-Based Best Practices

We recognize that the process of planning for facilities provides a window of opportunity for various changes (consolidations, co-location, improved coordination, improved communication, and technology improvements) that can impact workload, caseload, functional relationships and flows, and other aspects of the system.



Technology Integration

One of the most significant issues in modern courthouse planning, programming and design is technology integration. The long-term effectiveness of the building is fundamentally related to its ability to adapt to changing technology. This requires a special and detailed focus on a range of questions related to infrastructure and anticipated utilization. The level of planning contemplated by the following sub-tasks is far more extensive than that afforded most courthouses and is thought necessary to assure that this facility is ahead of its time in the careful and effective integration of technologies.

- > Update system inventory – This would include preparation of an update of technologies used by the agencies and courts (to verify impacts on general building systems, horizontal and vertical distribution methods, and the quantity and location of system outlets). Interviews would be conducted that would produce information that should be used to develop program statements for equipment spaces.
- > Develop overview of system needs – Attention should be given to the design of equipment spaces that allow for technology changes over the building's life cycle, reducing long-term maintenance and operations costs. This includes itemizing existing and anticipated centralized equipment, provisions for general file servers and switch equipment, and space planning for an initial distribution system for voice / video / data infrastructure for both the courts and court-related office areas.
- > This will require interviews with representatives of user agencies and the Courts to verify technology requirements. It will produce a written review of general provisions for technology infrastructure and an updated system report to discuss systems and technologies likely to be implemented in the future.
- > Prepare technology system goals and objectives - This step would be to review with key system representative's overall directions and goals for the system and determine and finalize planning goals (and systems) to be accommodated in the planning for the new courthouse. This would include conducting one or more workshops to confirm and set preliminary scope for system standards for the building, including finalizing data/ telecommunications standards for typical office, courtroom and support spaces, considering the unique and special needs of the project. This will provide the necessary technical data that will be included in the space standards to be developed in a subsequent task.
- > Prepare, coordinate, conduct and document findings of a half-day work session with representatives of the courts (judiciary, court administration, information technology, and County's identified vendors for technology (if any) to discuss and review new court technologies, and:
 - List technologies to be accommodated, in general and by position in the courtroom
 - Develop preliminary priority list of technologies to be accommodated in each room (base and future). Courtroom reviews will include review of audio systems, video systems, courtroom display systems, courtroom evidence systems, and miscellaneous support systems.

To that end, we are planning to work with the courts to review concepts and ideas (best practices and “lessons learned”) identified and promoted by the Administrative Office of the Courts and from other jurisdictions, and – working with professionals in the system – examine ideas and opportunities for future operations.

Improvements that can be integrated into the planning will be used to adjust the projections of need (operational flows, staffing patterns, spaces). We will work with an operational specialist to help assess possible improvements and help the courts implement any changes that make sense and are approved by the professionals in the courts and court-related agencies.

Technology Planning

A technology working group will be assembled and review:

- > Recommendations from the State of Michigan and SCAO committees review possible / proposed improvements for use of technology to limit paper record-keeping, and improvements and future use opportunities for audio-video conferencing, courtroom audio-video recording, remote appearances, and evidence presentation.
- > Current county, state and court standards and guidelines for technology distribution and infrastructure including current and future media, pathways and spaces, infrastructure design and alignment, and recommended features for “future-proofing” the facility and site for future moves, replacements, additions, and changes;
- > Technology systems and infrastructure safety and security, including initial requirements for physical location, access protection, accessibility, shielding, relationships to / from other areas of the building / complex, and more.
- > Reviews of preliminary summaries of numbers, area (SF) and estimated costs for equipment and systems required for the project, and options for meeting needs at the various sites / locations considered for the project(s).
- > Subcommittee recommendations to the Steering Committee for addressing projected needs considering safety, security, costs, image and other criteria developed by the subcommittee or steering committee.

- > Prepare, coordinate, conduct and document findings of a second work session (probably would require a half day) with representatives of the courts, County and the County's identified vendors for technology to review the preliminary technology report and discuss basic and specialized technologies to be accommodated in the court project, including:
 - Building Passive Infrastructure requirements, including provisions for current technologies and rapidly evolving systems including voice (and video) over IP
 - Building-Wide Video-Conference Systems
 - Remote Recording and Technology Control Rooms
 - Press Access Systems and Requirements
 - Information Kiosk systems
 - Docket Monitoring Systems
 - Jury Management Systems
 - Customer Service Area Systems
 - Cable (or IP-based) Television Systems
 - Miscellaneous Support Systems
- > Prepare cost/budget impacts - This step includes developing a preliminary summary of system requirements (spaces and technologies), with summaries of likely cost/budget impacts for base systems and enhanced systems. Initial estimates of the quantity and density of electrical, telephone, data, A/V and sound reinforcement, HVAC control, security, and other system outlets should be developed early in the planning, and early decisions made regarding the degree of flexibility required in layouts.
- > Develop and refine typical technology plans (courtroom and typical offices).
- > Develop narrative and graphical summary of recommended building infrastructure for project, with summary of typical systems to be accommodated and general approach to systems. Complete initial tabular summaries of initial estimate of outlet counts and requirements.
- > Review and integration - The last step would consist of reviews of the initial reports, refinement and finalization of the narratives, system descriptions, preliminary budgets, and presentations to representatives of courts and court-related agencies. Coordination/ review with security planning team and engineering team will be conducted as required and a final report, with tabular and graphic summaries of anticipated equipment and configurations will be prepared for inclusion in the Operations and Space Program.

Space Programming

This Phase of work translates the operational and functional information and directives developed into specific space standards, lists, functional clusters and adjacency relationships. It defines the spatial composition of the facility and the organizational requirements necessary to achieve the intended pattern of operations. The following series of sub-tasks is anticipated:

- > Space Development Concepts
 - Identify and Evaluate Court Set Configuration Alternatives - As an extension of the needs assessment, a range of conceptual approaches

will be defined and evaluated with respect to the physical composition, organization, and location of "court set" functions inclusive of the courtroom; chambers/office areas; holding units; jury facilities; interview rooms; and public waiting.

- Identify and Evaluate Interior Courtroom Configuration Alternatives - In concert with the above, a range of conceptual approaches to the interior arrangement of typical and specialized courtrooms will be defined and evaluated with respect to internal capacities; participant location; processing flow; lines of sight; document and exhibit movement; disabled accessibility; security and control; and technology applications.
- > Space Standards Analysis
 - Define space standards – based on information collected by the operational planning team, reference to "The Michigan Courthouse: A Planning and Design Guide for Trial Court Facilities" related space standards and existing County space standards and on specific evaluations conducted as needed by the space planning team, a set of Space Standards will be developed. These will:
 - Define Courtroom and Court Set Space Standards - Based upon the results of the above, specific space assignment standards will be defined for courtrooms and for courtroom support spaces integral with the "court set".
 - Define Office and Workspace Standards - This task will entail the office, workstation, and support space assignment standards consistent with the functional needs of the Courts.
 - Define Common and Ancillary Space Standards - In parallel with the above, space standards and policies for space allocation will be assessed and defined for common staff and public support needs, and for ancillary and building support functions.
 - Define Building-wide Spatial Organization - This task will serve to identify and document physical planning guidelines addressing the following issues:
 - Public and Staff Access
 - Secure In-custody Access
 - Building Service Access
 - Functional Zoning of Space
 - Internal Public Circulation
 - Internal Restricted Circulation
 - Internal Secure Circulation



- Define Building-wide Adjacency Requirements
 - This task will identify and document in matrix format the physical proximity relationships among all program components consistent with the above spatial organization criteria and individual workflow and movement requirements within the Court.
- > Third Review and Work Session – This session will be set to review the initial space programming work and the space standards. Programming issues that have been identified will be discussed and any necessary decisions made.
- > Develop Space Data Base for all Program Components
 - Develop Space Data Base – This will be developed for all program components reflecting the translation of defined functional needs into detailed facility requirements. The Space Data Base will identify net usable space and associated general fixed and moveable equipment needs on a room-by-room basis.
 - Define Facility Development Criteria - Performance criteria will be developed on a build-wide basis to address a range of planning and design issues essential to the successful physical development of the project. Topics addressed will include building codes and regulations; special design considerations; basic building systems performance; and special building and technology system needs.
- > After creation of the base model, we would plan to conduct a workshop with system leaders to discuss caseload and workload in the court system, trends and anticipated increases in filings and workloads, alternatives in service delivery and court system structure, and potential impacts on the staffing, operations, and spaces of the courts. The workshop will have as its purpose discussion of the basis of developing a projection of court requirements:
 - Number of judicial positions to be accommodated in 5-, 10- and 20 years.
 - Number and size of courtrooms required
 - Number and type of accommodations for persons in custody and support of courtrooms
 - Ratio of jury facilities to courtrooms
 - Staff levels appropriate for the support departments to support initial and future projections of need
 - Identification of special facility and shared use opportunities (break, security, conference and training, supply and building services).
- > Documentation of the Architectural Program
 - Prepare and Submit Architectural Program Report - At the conclusion of this part of the work, an Architectural Program Report will be prepared in draft form for review and approval.
- > Fourth Review and Work Session – This session will cover the completed space program and will seek its approval.
- > Final Report Submittal
- > Deliverables – The key deliverable of this Phase is the Space Program documentation including the Space Standards, the space lists, overall adjacency diagrams and the developmental objectives. This will be combined with the Operational Program to compose

a completed document that will be available for review and use by the County, the Court, and the Design Team.

Construction Procurement

To ensure the most appropriate construction procurement method for this courthouse project, we propose a structured workshop with key county representatives and the architectural team. This session will provide a comprehensive comparison of procurement options—Design-Bid-Build with a general contractor, Construction Manager as Agent (CMA), and Construction Manager at Risk (CMAR)—evaluating each method’s implications on cost control, risk management, schedule efficiency, and project complexity.

The workshop will begin with a presentation outlining the fundamental differences, advantages, and challenges of each procurement approach. We will then engage in a facilitated discussion to assess project-specific factors such as budget constraints, the county’s risk tolerance, schedule flexibility, and desired level of contractor collaboration during design. A key objective is to align all stakeholders on priorities and decision-making criteria, ensuring that the chosen method best supports the project’s financial, operational, and long-term goals.

By the end of the session, we anticipate reaching a consensus or at least narrowing down the preferred procurement approach based on the county’s priorities. Additional outcomes may include identifying next steps for implementation, defining roles and responsibilities, and setting benchmarks for evaluating success. This collaborative process will empower the county with the knowledge and strategic direction needed to make an informed procurement decision that optimizes project delivery.

Site Survey & Environmental Conditions

Given that the project site currently houses the county motor pool, environmental and site conditions will be critical factors in planning and execution. To assess potential site contamination and mitigate risks, we recommend conducting both Phase I and Phase II Environmental Site Assessments (ESAs). A Phase I ESA will identify any recognized environmental conditions (RECs) associated with the site’s historical use, while a Phase II ESA, if necessary, will include soil and groundwater testing to confirm the presence of contaminants. These assessments will help the county understand any remediation needs early in the process, allowing for informed decisions regarding site preparation and construction.

In addition to site assessments, our team includes a specialized demolition group capable of addressing environmental hazards within the existing structures, such as asbestos, lead-based paint, or other regulated materials. Their expertise will ensure that any required abatement is conducted safely and in compliance with environmental regulations. At this stage, we do not anticipate including ongoing site monitoring services, as the need for such oversight will depend on the findings of the Phase I and II assessments. However, should future conditions warrant, we can assist in coordinating additional environmental oversight to ensure compliance

with regulatory requirements and project safety. Our integrated approach ensures that environmental and site-related risks are proactively identified and managed, minimizing potential delays and unforeseen costs during construction.

Furthermore, we can provide site surveying services to document existing conditions, including building locations, infrastructure, topography, and site utilities. While the county may already have some of this information, our team is prepared to supplement or update these records as needed to support design and construction planning.

Conceptual Design

The Concept Design Phase will indicate the improvements and construction anticipated for the project. The objective is to define the general scope, scale, functional relationship, traffic flow and the project components. The documents will identify area allocations, conceptual organization of exterior and interior spaces, conceptual image and building massing, usage of feature interior and exterior materials, selection of structural, mechanical, plumbing and electrical system concepts. Drawings will be completed in Revit.

The Authorities Having Jurisdiction, code official and fire department, will be engaged beginning in this phase – project success depends on building strong relationships with the authorities having jurisdiction.

The scope of work will include interfacing with each operational group to accomplish the following:

- > Develop site concept design showing hardening practices, separation of entrances including incustody, public, staff, service, and utilities, parking arrangements for staff and public, landscaping concepts including plants, furniture, and fencing, and wayfinding / signage concepts.
- > Develop site and building demolition concepts including environmental issues identified, site utilities
- > Develop floor plans, elevations, sections and material/equipment selections based on the space list developed in the previous phase
- > Develop recommendations on the most appropriate and efficient mechanical and electrical systems which will include envelope and energy conservation strategies including costs and payback periods for those systems being recommended
- > Develop recommendations on appropriate security technology and hardening practices to be implemented
- > Develop recommendations on ADA accessibility requirements
- > Develop recommendations on Court Technology practices to be implemented
- > Develop an implementation plan for construction
- > Construction Cost Estimate
- > Obtain final approval of the recommended architectural program and concept design from the all stakeholders.

Based upon a draft program developed we will generate building massing diagrams 67th District Court and associated parking structures. Instrumental in evaluating the site require easy public access at the building base/ podium thus driving the ground floor building footprint size. Once these building base footprints have been established, we will overlay both vehicular and pedestrian circulation routes to further test the optimal parcel area and setback requirements from a functional perspective. The building block of each courthouse is the courtset separated by a shared holding cell: two, four, six or eight courts per floor determines various schemes ranging from a tower to a linear bar building scheme and will each be tested to ascertain overall building massing. We will endeavor to identify a consolidated massing solution in efforts to yield the most efficient courthouse floor plate which in turn saves construction costs for the project.

We will work throughout the programming task to identify shared spaces and challenge space standards in further effort to reduce the program area and building size and costs. As the program solidifies from draft to final state, we will iterate multiple blocking and stacking diagrams working with stakeholders and adapt these diagrams to the site.

Site adaptation includes solar orientation and taking advantage of each site's opportunities and constraints, including future program planning horizons and expansion over the life of the facility.

We will test multiple blocking and stacking and building massing diagrams on the site relative to optimizing an even number of courts per floor. These diagrams will be analyzed for building surface area and building gross area and parametrically modeled for cost so informed decisions on the project budget may be made throughout the early design process until such time as milestone cost estimates at the end of each design phase is performed.

The Design Team will then develop three preliminary concepts for County and stakeholder review and input. These preliminary concepts developed will be evaluated in accordance with functional, performance, constructability and cost criteria to assist Genesee County in selecting a preferred concept for further development closing out the Concept Design Phase.

Sustainability studies will be advanced demonstrating a conscious accounting and ultimate reduction in the project's carbon footprint. Views to the exterior surrounding environment and access to daylight will be important to elevate staff "wellness" contributing to higher productivity levels within the courthouses. We have successfully introduced daylight and displaced air into previous projects in the courtrooms and understand that there are higher levels of satisfaction conducting trial proceedings in these spaces from a thermal, sight and acoustic perspective.

The conceptual design will include blocking and stacking plans, elevations and three-dimensional (3D) massing models of the campus / buildings and parking structures.

As the preferred architectural concept has been selected, we will develop fully functional floor plan layouts identifying all program spaces within three percent of each targeted space requirement.



Finalize Presentations

Finalize the final presentations to the Genesee County Board of Commissioners and County Executive's Office.

Final Approvals

We will work with project leadership to be sure that the County is fully informed about the project and have ample time to review and direct the project. We anticipate that the Board of Commissioners will review the project at the end of the Needs Assessment and Concept Design phases.

2. DESIGN PHASE

SCHEMATIC DESIGN

The Programming / Concept Plan Phase developed a site concept, facility program, building concept with a preliminary cost. Refinement of the space planning and development of this concept must occur to assure that the size, location and constructability of each component will support the needs of the District Court and the criminal justice system. This will include plan development for the specific space needs of each court agency and the most efficient and effective location for each unit to be housed within the Master Plan concepts. The scope of work will include interfacing with each operational group to accomplish the following:

- > Develop schematic floor plans, elevations, sections and material/equipment selections based on the validated program and conceptual floor plans as part of the Needs Assessment Phase.
- > Develop recommendations on the most appropriate and efficient mechanical and electrical systems which will include envelope and energy conservation strategies including costs and payback periods for those systems being recommended. Planning for future expansion shall also be contemplated in recommendations.
- > Develop recommendations on appropriate security technology and hardening practices to be implemented through the construction of new or remodeled facilities integrating this work into the overall campus security plan.
- > Submit schematic design documents for review and comment at the 50% and 100% completion milestones. Revise the schematic design documents in accordance with feedback and make a formal final submittal of the schematic design plans for approval.
- > Attend meetings as necessary to advance the work of the Schematic Design Phase for space planning and project development. At a minimum, meetings will occur at the outset of the project (project kick off meetings with each using agency), and at each milestone submittal identified herein. A formal presentation will be prepared and presented to sufficiently demonstrate project development at each milestone.

The Design Team will identify a range of building material samples for both the building exterior and interior spaces with an eye towards efficiency, durability and economy. These material samples will be reviewed for cost, availability and ease of long-term maintenance by your facilities management team.

The preferred final concept will be developed into a scheme, including site plans, floor plans, site sections, building sections, sustainability diagrams, building elevations and visualization renderings of the building exterior as viewed from the street and within the larger urban context and interior views of the public lobbies, jury assembly, public waiting areas, courtroom and general workplace environments.

The cost estimating team will finalize a report documenting the **Project Cost** for the preferred concept including:

- > Hard construction cost including contingencies and escalation
- > Soft construction costs including
- > Professional services A/E, CMAR, Cx Agent, third party materials & construction testing & inspections
- > FF+E including furniture, equipment, appliances, moving costs, audio-video / court technology, IT infrastructure (computer room equipment, servers, patch panels, switches, antenna / communications tower, telephone handsets, desktop / laptop computers, etc. – cabling, cabling infrastructure, racks and WiFi Access Point to be in hard costs)
- > Special Fees including Permit and inspection fees, Utility hook-up fees, LEED or other Accreditations
- > Financing Costs including Underwriter Commission, Financial Advisor Fee, Bond Counsel, Rating Agency Fee, Verification Agent Fee, Escrow Fee Agent, Printing & CUSIP fee
- > Insurance – Builder's Risk
- > Surveys including boundary, topographic, environmental including asbestos, lead, and indoor air quality, Phase I and Phase II environment
- > In-House Resources - Project Management, Stakeholder Design Meetings, Construction Meetings, Self-Performing Work, Community Meetings
- > Land Purchase (if any) - Purchase Price, Legal Fees, Appraisal, Closing Costs

Finalize Reports

Finalize each component of the project including a Needs Assessment Report, Concept Design Report, Cost Report, Project Schedule, and program management report including items like monthly reports, committee structure, stakeholders, presentations, and schedules.

The Schematic Design Phase will indicate the improvements and construction anticipated for the project so that a clear direction for subsequent phases can be determined. The objective is to define the general scope, scale, functional relationship, traffic flow and the Project components.

The documents will identify area allocations, conceptual organization of exterior and interior spaces, conceptual image and building massing, usage of feature interior and exterior materials, selection of structural, mechanical, plumbing and electrical system concepts.

Architectural / Engineering services include the following disciplines:

- > Management
- > Architecture/Demolition Plans/Interiors/FFE
- > Structural Engineering
- > Mechanical Engineering
- > Electrical Engineering
- > Plumbing & Fire Protection Engineering
- > Energy Simulation
- > Solar Shading/Daylight Simulation
- > Lighting Design
- > Site Civil Engineering / Off-Site Utilities
- > Acoustical Engineering
- > Vertical Transportation
- > Low Voltage Systems including: Data-Telecom, Electronic Security, Audio-Video, Jury Call System, Electronic Docket Display, Fire Alarm.
- > Sustainability Workshops
- > Landscape / Hardscape
- > Site and Urban Design
- > Signage & Wayfinding
- > Life Cycle Costing
- > QA/QC Program

The following is a narrative of the Schematic Design Services.

Workshops

There will be a series of workshops that will set the baseline of the project.

Courtroom Function and Design. Discuss the functional requirements of the various types of courtrooms and hearing rooms. This session will be informed by the results of the Program Validation Workshop pertaining to courtroom deployment and usage. This team will look at sightlines, accessibility, acoustics, lighting, audio-video, storage requirements, and court technologies. The BIM model will be live as adjustments will be made on the fly to the direction of the judges and the design team. We will also use the BIM model to print out a 3/4-inch = 1'-0" model of the court set components – touching and being able to move pieces is important to help in developing the functional requirements of the courtroom. The expected outcome will be the completed functional design of each courtroom / hearing room type within the facility.

Building Optimization, Massing and Image workshop. Led by our design leader, High Performance Building Engineer, and Life Cycle Costing team, this session will combine the disciplines of energy modeling techniques, life cycle costing, and the creative design charrette

process to refine the building mass and create a building skin that will optimize energy efficiency, reduces glare to surrounding buildings and within the building, harvests daylight, protects pedestrians from wind, and delivers an image of the District Court and its agencies and the Friend of the Court that exhibits a deep understanding of this project's broader significance, supporting and representing the rule of law in our society, the dignity of the judicial system in Michigan, and the importance of the activities within the courthouse.

In-Custody Spaces - This workshop will explore the types and quantities of in custody spaces. Topics will include guidelines for physical security, electronic security, and technology and hardening strategies of the complete campus.

Low Voltage Systems - This workshop will utilize the teams subject matter experts including IT/Telcom Engineer, AV & Security Engineer, Security Electronics, and Electrical Engineer to define the scope and costs of the low voltage systems that will be used for the project.

Master Plan / Urban Design /Wayfinding - This session will include a comprehensive master plan concept for the County Government Campus including future buildings, parking, circulation, and outlining design guidelines and development strategies. Urban design will cover site context and organization, public / pedestrian spaces, streetscape and landscape, sun/shade/glare and pedestrian wind analysis, and security guideline recommendations including setbacks and hardening. Wayfinding will focus on navigation to the site, and the sequence of parking and entering the complex.

Finishes / FFE - The focus of this session is to develop a consistent finish palette of the building, review the design of key spaces via a series of vignettes, and define the scope of the FFE.

Full Size Courtroom Mockup - The final session will be the review of a full-size standard courtroom and hearing room mockups. The mockup will be used to test the configuration sightlines and the rooms functionally. The mockup will be built by the County's Job Order Contract (JOC) contractor utilizing wood platforms, wood framing, and gator board for all vertical and horizontal spaces.

Management

We will perform an inter-disciplinary review of all materials prior to submittal of the 100% schematic design submittal to County. A presentation of the 95% schematic design to the executive committee and the Stakeholders will follow after the submittal and the County's review of the documents.

Architecture. Provide Schematic Design Documents based on the mutually agreed-upon program, schedule, and budget for the Cost of the Work. The documents shall establish the conceptual design of the Project illustrating the scale and relationship of the Project components. The Schematic Design Documents shall include a conceptual site plan, building floor plans, reflected ceiling plans, building sections, typical wall sections, roof plan, and exterior elevations. In addition, the documents will contain enlarged floor plans, interior elevations and reflected ceilings of the courtrooms.

Additional information will include a finish plan/schedule, preliminary door/hardware schedule, demolition plan, and area tabulations compared to the program requirements.

Structural Engineering. Structural Engineering scope of work includes narrative of systems, typical floor framing plan, framing plans at unique features, main member sizing.

Mechanical Engineering. Mechanical Engineering scope of work includes:

- > Heating, Ventilating and Air Conditioning
- > Exhaust Systems
- > Heating Plant
- > Cooling Plant
- > Steam Systems (if any)

Electrical Engineering. Electrical Engineering scope of work includes:

- > Site Distribution
- > Building Lighting, subject to lighting design below – includes shell space, stairwells, exterior signage (specified by others), indoor parking, prisoner holding and other non-public areas including administration, probation/prisoner intake, law enforcement security & clerk spaces, sally ports and back-of-house spaces as is customary e.g. mechanical rooms, electrical rooms and closets, and elevator machine rooms and pits.
- > Circuiting and control for lighting including special zoning and dimming requirements for special areas – basic preset dimming systems are included. Complex, programmable dimming and lighting control will be provided as an additional service. Time clock or occupancy sensor control is anticipated for general office and common areas.
- > Building Power
- > Emergency Power System
- > Life Safety Systems – Fire Alarm System (performance specification)
- > Empty Conduit Systems (e.g., telephone, data, security, a/v, etc.)
- > Power for systems designed by others including decorative and public area lighting, signage, interior design, telecommunications, audio/visual systems, CCTV, security, pools, water features, etc.
- > Location of all outlets and point utility requirements to be detailed on drawings by others, these drawings being provided to the Engineer to allow the Engineer to transfer/incorporate these requirements into the electrical contract documents. Design of switchgear and branch circuits to individual components by others.
- > Lightning protection (e.g., distribution, grounding, etc.)
- > Fire Alarm

Plumbing & Fire Protection. Plumbing and Fire Protection Engineering scope of work includes:

- > Building Sanitary Drainage System
- > Building Storm Drainage System
- > Hot & Cold-Water Systems
- > Fire Protection System
- > Natural Gas System

- > Piping provisions for water features and landscape irrigation terminations. Location of all point utility requirements to be detailed on drawings by others, these drawings being provided to the Engineer to allow the Engineer to transfer/incorporate these requirements into the plumbing/fire protection contract documents.

Energy Simulation. The following tasks outline a basic set of phase-specific Energy Simulation consulting services:

- > Develop initial energy simulation of the Project. The initial version of the simulation model will be used to help advise the design process on the impact of certain energy efficiency strategies, such as increased insulation levels, high performance glazing, daylighting and lighting controls, and high efficiency HVAC systems.

Solar Shading/Daylight. The following tasks outline a basic set of phase-specific Solar Shading Simulation consulting services for the project:

- > Review current architectural, interior design, and lighting design layouts for potential solar access and daylighting opportunities.
- > Provide qualitative support to determine the best methods and opportunities to incorporate daylighting strategies into the building form. Help identify the project daylight goals by identifying space types that have a daylight potential and assisting with a building form that is beneficial for the various daylight strategies. Determine and summarize the building areas where passive strategies, aggressive strategies or no daylighting strategies should be pursued.

Lighting Design. Architectural Lighting Design Services include preliminary luminaire selection and preliminary layouts for the following spaces:

- > Main Entrance
- > Main Lobby and Entry
- > Exterior Areas
- > Building Facade Lighting
- > Landscape Lighting (in coordination with Landscape Architect)
- > One Typical Design for the following:
 - Courtroom
 - Hearing Room
 - Judicial Chambers
 - Jury Deliberation Room
 - Conference Room
 - Public Circulation

Prepare a narrative of lighting design criteria which includes recommendations for: lighting design parameters, luminance levels, description of proposed lighting fixtures, quality and ambiance of illuminated environment, method of control and design sketches as needed.

Site Civil Engineering. Site Civil Engineering scope of work includes:

- > Obtain existing utility information records. (electric, gas, telephone, cable etc.)
- > Prepare site grading, sidewalk and utility plan
- > Prepare schematic detention study and analysis
- > Prepare driveway access geometry plan
- > Begin to coordinate relocation of any private utilities
- > Coordination of Utility Relocation (if any)
- > Stormwater Management. We envision the following sub-tasks will be needed to develop a stormwater management system for the proposed development.
 - Existing Drainage Facility Investigation: We propose to review the site's current management of stormwater. The purpose behind this task is to identify the current drainage patterns with the intent to be able to effectively tie into the existing system. Further, as part of this task, we will assess any offsite drainage issues to be addressed as they relate to the management of stormwater for this development.
 - Schematic Design Phase: Based on the results of the Conceptual Design Phase, we will define stormwater volume, discharge rates, inverts, high water and normal water levels for the proposed stormwater plan.

Fire & Life Safety (Code). Prepare Code Summary Report. Prepare a report to summarize the fire protection and life safety requirements contained in the applicable codes for the project. This report will document the major fire protection and life safety requirements of the applicable codes. The report will document the code requirements for the following:

- > Building description
- > Structural fire resistance
- > Fire-rated separations
- > Means of egress
- > Occupant load factors
- > Interior finish criteria
- > Automatic suppression
- > Fire detection and alarm system
- > Fire department access

Prepare Life Safety Drawings. Prepare life safety drawings. The life safety drawings will include gross floor occupant load calculations and gross floor required egress capacity requirements. Major locations for fire rated separations will also be identified. Individual room enclosure protection will not be identified at this level of design.

Architectural Drawing Reviews. Review schematic design architectural drawings for fire protection and life safety related concerns. Prepare a letter to document each review. Reviews of each of the three SD submittals are budgeted.

Develop Fire Protection Program Report. The report will include enough systems design criteria and details for basic cost estimating of the fire protection and fire alarm systems. The report is also intended to identify areas of the project that are unusual or that may not explicitly comply with the applicable codes. Where there are aspects of the project that may not comply, options for mitigation of such issues will be identified.



Acoustics. Acoustics scope of work includes establishing room acoustic requirements for atria, public corridors, courtrooms, judicial chambers, jury deliberation rooms, conference rooms, courtroom visitation, and attorney / client rooms including sound isolation requirements (STC), background noise criteria (NC), and reverberation time.

Vertical Transportation. Vertical Transportation scope of work includes: The selection, type and quantity of vertical transportation systems. Drawings to show locations of elevators associated equipment rooms based on selecting a manufacturer or equipment supplier.

Low Voltage Systems. Low Voltage Systems include data-telecommunications, electronic security, audio video systems, jury call system, and electronic docket display. Schematic Design documentation will include:

Data-Telecommunications. define technology infrastructure system concepts (separate / integrated); locate drops in floor plan, riser diagram.

Electronic Security. Develop a room by room security and alarm systems matrix; develop floor plans with security devices indicated; define Security Electronics Systems including:

- > Access Control and Alarm Monitoring System
- > Video Surveillance System
- > Intercom System
- > Electronic Monitoring and Control
- > Duress System
- > Programmable Logic Controller (PLC) Electronic Detention Monitoring Systems
- > Computer Based Detention Monitoring and Control Systems
- > Building entry package and pedestrian scanning

Audio-Video System. Develop a room by room court systems Audio-Video matrix; courtroom technology floor plans; riser diagram

Jury Call System. Outline Specification and riser diagram.

Electronic Docket System. Work with County's vendor to develop a basis of design specification and riser diagram connecting the new docket system to the existing.

Clock System. Provide plan location drawings and outline specification for wireless clock system.

Sustainability. Provide sustainability workshop to review best practices to consider in the overall building design.

Landscape / Hardscape. Develop a landscape conceptual design and hardscape items which consist of building entry stair / ramp structure and adjacent sidewalks around the site. Tasks include:

- > Tree preservation and landscape ordinance review
- > Schematic Planting Plan
- > Schematic Planting Palette and Detail Sheet

Site and Urban Design. Site and Urban Design scope of work includes a conceptual study of the County Complex area looking at gateways, building entrances, site amenities, and security. Additionally, the scope includes a wayfinding / signage master plan for the County complex identifying four tiers for signage.

Signage. Signage scope of work includes signage / graphic design concepts and locations of all relevant sign types including base infrastructure, regulatory signage, and standard “back of house” signage.

QA/QC Program. We will perform a disciplinary and independent 3rd party inter-disciplinary review of all materials prior to submittal of the 95% schematic design submittal.

Design Presentations. Prepare special design presentations for County Council review of 100% Schematic Design and 100% Final Report. Other presentations to the stakeholders will be developed from design materials as they are developed in the process of design.

Specifications. Prepare Basis of Design narratives based on the divisions in Uniformat II format.

Budget Development. Develop a comprehensive analysis of the construction cost to include appropriate escalation based on the mid-point of construction for the project.

DESIGN DEVELOPMENT

The primary purpose of this phase is to define and describe all important aspects of the project so that all that remains is the formal documentation step of construction contract documents. The Design Development Phase focuses more on the technical aspects of materials and building systems. Although this phase allows the Designer to finalize space and function to a great degree, the primary achievement is to enable the Client to understand how the project will function as well as give more detail about what it will look like.

The Design Development Phase is the period when all the issues left unresolved at the end of schematic design can be worked out, and at a scale that minimizes the possibility of major modifications during the construction documents phase. It is also the period in which the design itself achieves the refinement and coordination necessary for a really polished product.

While most design issues should be resolved by the end of design development, some will continue to be refined, resolved, or modified during the construction documents, bidding and construction phases of the project. During the Design Development Phase, 95% of all required design decisions relative to materials, systems and equipment will be finalized. These decisions are made within the overall framework established in the schematic design package.

The primary objective of this phase is to develop a set of documents which define the character and construction of the project. These documents will be the basis for the development of bidding and construction documents.

During this phase the extent of on and off-site work is defined. All construction and finish materials are determined. The structural, HVAC, plumbing, electrical and security systems are defined and incorporated into the overall project.

A separate report will be prepared illustrating proposed equipment and explaining reasons for selection and the operational methods anticipated. Additionally, we will convene a Security Systems and Operations workshop that will include a walk-through of various operational procedures and how they are monitored and controlled.

Again, a high degree of client and user involvement is anticipated as part of the development of the Design Development Package, particularly in terms of how expansion design needs to relate to and “tie back” into existing facility systems. Review meetings will be held on a periodic basis to allow opportunities for input by all parties.

Additionally, other County, local, and State agencies involved with the development of the project will be involved during the process. As a great many decisions affecting the eventual operation of the facility will be made during this phase it is important that these decisions be documented as part of the DD process.

The responsiveness of the Design Development Package to budget constraints will be further evaluated based on a quantity type estimate. A detailed estimate will be initiated during the development of the DD documentation and will be updated prior to submission.

We will complete a detailed preliminary design package to include floor plans, preliminary engineering schematics, a systems narrative for all major building components including mechanical, electrical, life safety and envelop systems, exterior elevations, and presentation materials appropriate for presentation to the County.

- > Identify energy efficiency, operational efficiencies and conservation practices to be incorporated into the facility design along with life cycle cost analysis of the implementation of these measures.
- > Coordinate with the County to produce an accurate design development cost estimate based on the completed design development package.
- > Attend meetings as required by the County to inform the County staff on the progress of the work and the status of the budget.
- > We will perform a disciplinary and independent 3rd party inter-disciplinary review of all materials prior to submittal of the 95% design development submittal to the County.

Project Management. Project management scope of work includes:

- > Project Administration. Tasks include communications, meeting minutes, travel, progress reports, and direction of the work of project team.

- > Disciplines coordination / document checking. Tasks include the following: coordination between the architectural work and the engineering work and other involved disciplines for the project. Review and checking of documents prepared the project.
- > Agency consulting / review / approval. Tasks include the following: agency consultations, research applicable regulations, appearance on Client's behalf at agency and community meetings.
- > Refine building code analysis.
- > Client-supplied data coordination. Tasks include review and coordination of data furnished by the County, assistance in establishing criteria, assistance in obtaining data.
- > Schedule monitoring.
- > Presentations to the County

Architecture. Services during this phase consist of continued development and expansion of the architectural Schematic Design documents to establish the final scope, relationships, forms, sizes and appearance of the project through:

- > Plans, sections and elevations
- > Typical construction details
- > Three dimensional sketches
- > Final materials selections
- > Equipment layouts
- > Provide exterior elevations / 3D electronic models, materials selections.
- > Additional information will include door/hardware schedule, demolition plan, and area tabulations compared to the program requirements.

Interior Design / FFE. Services during this phase consist of continued development and of the specific Interior Design / FFE design (s) and Schematic Design documents in sufficient detail to establish:

- > Finish Floor Plans / Materials Selection
- > Furniture Plans / Cut Sheets
- > Artwork Concepts Selections

Structural Engineering. Services during this phase consist of continued development and of the specific structural system (s) and Schematic Design documents in sufficient detail to establish:

- > Basic structural system and dimensions
- > Final structural design criteria
- > Foundation design criteria
- > Preliminary sizing of major structural components
- > Critical coordination clearances
- > Update outline specifications.

Plumbing & Fire Protection. Plumbing and Fire Protection Engineering scope of work includes:

- > Building Sanitary Drainage System
- > Building Storm Drainage System
- > Hot & Cold Water Systems
- > Fire Protection System
- > Natural Gas System
- > Piping provisions for water features and landscape

irrigation terminations. Location of all point utility requirements to be detailed on drawings by civil engineer and landscape architect. These drawings being provided to the Engineer to allow the Engineer to transfer/incorporate these requirements into the plumbing/fire protection contract documents.

Mechanical Engineering. Mechanical Engineering scope of work includes:

- > Coordinate location of all major elements with architectural, structural and civil disciplines, and with existing conditions.
- > Identify all scope elements for pricing. Review of construction cost estimates at 50% DD and 95% DD milestones.
- > Updated narrative description of proposed MEP systems and materials.
- > Mechanical, Plumbing and Electrical plans in RevitMEP coordinated with Revit (used by the Client) showing equipment rooms, main system elements and typical detailed areas. AutoCAD plans and sections as drawing deliverables.
- > Refined equipment schedules.
- > MEP specifications to indicate the quality and types of devices and equipment to be used for the mechanical, electrical and plumbing/fire protection systems.
- > Preliminary HVAC load calculations and plumbing calculations.

Electrical Engineering. Electrical Engineering scope of work includes:

- > Coordinate location of all major elements with architectural, structural and civil disciplines, and with existing conditions.
- > Identify all scope elements for pricing. Review of construction cost estimates at 50% DD and 95% DD milestones.
- > Updated narrative description of proposed electrical systems and materials.
- > Document pathways and spaces
- > Refined equipment schedules.
- > Refined Electrical single line.
- > Preliminary Energy Compliance calculations.

Energy Simulation Services. Energy Simulation Services scope of work includes:

- > Update energy simulation from Schematic Design phase to reflect the development of the design during the design development phase. The report for this phase will consist of a draft report and a final report addressing all required modifications.
- > Use the results from the updated energy simulation to advise on preliminary compliance with ASHRAE Standard 90.1, version as required for local energy code compliance.
- > Assist team in life cycle cost analysis of specifically identified building envelope components and building systems (up to 4 specific elements), simulating the energy cost impacts. Capital costs and life cycle costing to be provide by Cost Consultant.
- > Update of the energy analysis report.

Lighting Design. Architectural Lighting Design Services include final luminaire selection and preliminary layouts for the following spaces:

- > Main Lobby and Entry
- > Courtroom
- > Judicial Chambers
- > Jury Deliberation Room
- > Conference Room
- > Public Circulation
- > Exterior Areas
- > Main Entrance
- > Building Facade Lighting
- > Landscape Lighting (in coordination with Landscape Architect)

Prepare a narrative lighting design criteria which includes recommendations for: lighting design parameters, luminance levels, description of proposed lighting fixtures, quality and ambiance of illuminated environment, method of control and design sketches as needed.

Site Civil Engineering. Site Civil Engineering scope of work includes:

- > Review proposed site plan.
- > Prepare site geometric plan.
- > Progress with site grading, sidewalk and utilities.
- > Progress with driveway access design.
- > Prepare outline specifications.
- > Attend coordination meeting at County's office.
- > Coordinate stormwater requirements.

Fire & Life Safety (Code). Architectural Drawing Reviews. Review Design Development architectural drawings for fire protection and life safety issues. Comments developed as a result of this review will be documented in a letter to the Client, citing aspects of the design that may not be in strict compliance with applicable codes. Our review letter will also cite code references where applicable. Where possible, we will also provide alternatives for implementing the design intent within the code requirements. One drawing review has been budgeted during this phase.

- > Update Life Safety Drawings. Update the life safety drawings prepared SD, increasing the level of detail commensurate with the development of the design.
- > Update Fire Protection Program Report. Update the narrative report documenting the proposed development of the fire sprinkler and fire detection/ alarm systems prepared during SD. This report will include water supply hydraulic calculations (generalized, not node-to-node based, hydraulic calculations which require detailed piping layout and sprinkler locations) to show the adequacy of the existing system in supplying the sprinklers and standpipes in the new building.
- > Systems Drawings. Prepare floor plans and riser diagrams for both the sprinkler and fire alarm systems, showing the intended arrangement of the two systems. Sprinkler systems floor plans will only show arrangement of bulk feed pipe. Sprinklers will not be shown. Fire alarm system floor plans will show

fire detection and occupant notification device and major equipment locations.

- > Outline Specifications. We will prepare outline specifications for the fire protection and fire detection and alarm systems to be provided in the project.

Acoustics. Develop wall types and details

Vertical Transportation. Specify three manufacturers and develop design documentation

Low Voltage Systems. Low Voltage Systems include data-telecommunications, electronic security, audio video systems, jury call system, and electronic docket display.

Data-Telecommunications. define technology infrastructure system concepts (separate / integrated); locate drops in floor plan, riser diagram.

Electronic Security. Develop a room by room security and alarm systems matrix; develop floor plans with security devices indicated; define Security Electronics Systems including:

- > Access Control and Alarm Monitoring System
- > Video Surveillance System
- > Intercom System
- > Electronic Monitoring and Control
- > Duress System
- > Programmable Logic Controller (PLC) Electronic Detection Monitoring Systems
- > Computer Based Detection Monitoring and Control Systems
- > Building entry package and pedestrian scanning

Audio-Video Systems. Develop a room by room court systems Audio-Video matrix; courtroom technology floor plans; riser diagram

Jury Call System. Outline Specification and riser diagram.

Electronic Docket System. Develop specifications and riser diagrams for an Electronic Docket System in the new Criminal Courts Tower and allow for the potential of connecting the new docket system to the existing.

Clock System. Provide plan location drawings and outline specification for wireless clock system.

Landscape / Hardscape. Develop a landscape design and hardscape items which consist of building entry stair / ramp structure and adjacent sidewalks. Tasks include:

- > Tree preservation and landscape ordinance review
- > Planting Plan
- > Planting Palette and Detail Sheet

Signage. Signage scope of work includes preliminary signage / graphic design concepts and locations of all relevant sign types including base infrastructure, regulatory signage, and standard "back of house" signage.

QA/QC Program. We will perform a disciplinary and independent 3rd party inter-disciplinary review of all materials prior to submittal of the 95% design development submittal to County.

Specifications. Update Basis of Design narrative based on the Uniform II format and provide cut sheets of all equipment and fixtures.

CONSTRUCTION DOCUMENT

At this point the Workshops become more of a reporting session to demonstrate the progress that we have made, to stop and measure the project back against the Goals established during the Project Initiation Workshop and to make refinements to the systems and the detailing of those systems.

During the Construction Document Phase, the design decisions made during the previous phases will be incorporated into a final set of documents in sufficient detail to bid and construct the project. These documents will be the basis for securing bids and constructing the facility. The documents will fix and describe all parts of the project. The construction documents will be developed in accordance with the requirements of the County and accepted standards of professional practice.

The quality of the documents will be constantly monitored throughout the development of the CD package. Additionally, a formal in-house quality review will be held at 60% and 90% completion. This review will be completed by senior design and technical staff of our Team. The purpose of this review is twofold: first, to check the coordination of the drawings and specifications and second, to review the overall quality of the package relative to clarity and constructability. Additionally, the quantity estimate will be updated at these points in order to maintain the established budget.

We will prepare construction documents for bidding and regulatory review in compliance with the Michigan Procurement Code including construction drawings and specifications including front end documents, AIA General Conditions, Supplementary Conditions, and Technical Specifications.

The construction documents will be finalized for submission to regulatory agencies and other authorities having jurisdiction for code compliance reviews and to secure final approval.

We will also obtain written approval of the bidding documents from the County and 67th District Court. We will conduct a public presentation to the County Board of Commissioners of the final plans, including final costs and implementation plan.

Construction Documents

- > Complete a detailed set of floor, electrical, mechanical plans, details and specifications for permitting, bidding, and construction purposes.
- > Incorporate energy efficiency and conservation measures identified through the design process.
- > Perform a disciplinary and independent 3rd party inter-disciplinary review of all materials prior to submittal of the 95% Contract Documents submittal to County.

Architecture. Final architectural:

- > Plans, sections and elevations
- > Typical construction details
- > Final materials selections
- > Final Equipment layouts
- > Final exterior elevations / 3D electronic models, materials selections.
- > Final door/hardware schedule, demolition plan, and area tabulations compared to the program requirements.

Interior Design / FFE. Services during this phase consist of final development and of the specific Interior Design / FFE design (s):

- > Final Finish Floor Plans / Materials Selection
- > Final Furniture Plans / Cut Sheets / Specifications
- > Artwork Selections

Mechanical Engineering. Mechanical Engineering scope of work includes:

- > Prepare final working drawings in RevitMEP coordinated with Revit with AutoCAD plans and sections as drawing deliverables.
- > Final coordination of MEP system elements with architectural, structural and civil disciplines, and existing conditions.
- > Review of construction costs estimates (prepared by others) at 50% CD and 95% CD progress milestones.
- > Internal QA/QC of all documents produced (by other office personnel not engaged in the project).
- > Complete final sizing and location of equipment for the mechanical, and plumbing systems.

Electrical Engineering. Electrical Engineering scope of work includes:

- > Prepare final working drawings in RevitMEP coordinated with Revit with AutoCAD plans and sections as drawing deliverables.
- > Final Energy Compliance Calculation and specifications for the systems described in DD, and in accordance with the project schedule.
- > Final coordination of MEP system elements with architectural, structural and civil disciplines, and existing conditions.
- > Review of construction costs estimates at 50% CD and 95% CD progress milestones.
- > Complete final sizing and location of equipment for the electrical systems.

Energy Simulation Services. Energy Simulation Services scope of work includes:

- > Finalize the energy simulation to reflect the final design of the project.
- > The report for this phase will consist of a draft report and a final report addressing all required modifications.
- > Use the final version of the model to confirm compliance with ASHRAE Standard 90-2015 and determine the relative performance (e.g. percent better) using the ASHRAE Standard 90.1-2015 Performance Rating Method.
- > Finalize energy analysis report.

Lighting Design. Prepare final documentation including plans, fixture schedule, and specifications.

Site / Civil. The final design drawings will include all technical specifications, plan notes, typical sections, site geometrics, utilities, paving, grading, and erosion control. This stage will include the preparation of the following plan sheets:

Typical Sections

- > Complete and Comprehensive
- > Covers Access Drive and Sidewalks
- > Clearly Describes Improvements

Summary of Quantities

Existing Conditions and Proposed Grading

- > Horizontal Alignment
- > Existing Edges of Pavement, Medians, C&G, Shoulders, Driveways, Lighting, Signing, Signals, Guardrails, Structures, Etc.
- > All Existing Storm Sewers, Manholes, Catch basins, Inlets, Headwalls, Ditches, Pump Stations, Etc.
- > All Known Utilities Plotted as Accurately as Possible Including Horizontal and Vertical Locations
- > Identification, Sizes and Appurtenances on Existing Topography, Existing Drainage
- > Proposed edges of Pavement, C&G, Medians, Driveways, Sidewalks and Identifications, etc.
- > Main Drain (Horizontal, Vertical and Size), Manholes, Catch Basins, Inlets, etc. (Station/Offsets)
- > Proposed Contours

Erosion, Control and Landscaping Plans

Stormwater Management. Stormwater Construction Document Phase: All stormwater tasks above will culminate in a final stormwater management plan to be submitted for permit. Calculations and engineering documents shall be compiled in a manner consistent with the local requirements and will be submitted for their review. Permit fees are not included in our scope of work.

Fire & Life Safety (Code). Submittals are anticipated at the 50% and 95% completion points of this Phase.

Architectural Drawing Review. Review architectural drawings for fire protection and life safety issues. Comments developed as a result of each review will be documented in a letter to the Client, citing aspects of the design that may not be in strict compliance with applicable codes. Our review letter will also cite code references where applicable. Where possible, we will also provide alternatives for implementing the design intent within the code requirements.

Update Fire Protection Program Report. Update the report documenting the proposed development of the fire sprinkler and fire detection and alarm systems for the project and how these systems will interface with the existing systems on site.

Updates will be prepared at the 50% and 100% Construction Documents phases. The final report will be prepared at the Final Construction Documents phase of the project.

Systems Bid Drawings. Update floor plans and riser diagrams for both the sprinkler and fire alarm systems, showing the intended arrangement of the two systems.

Sprinkler systems floor plans will only show arrangement of bulk feed pipe. Branch piping and sprinklers will not be shown. Fire alarm system floor plans will show fire detection and occupant notification device locations. No wiring or conduit arrangements will be shown. The drawings are intended to show the level of information a contractor would need to bid on performing the work.

Systems Specifications. Starting with the CD phase, issue performance-based technical specifications sections for the fire sprinkler, fire pump and fire detection/alarm systems. We anticipate specifications will be provided with each of the three CD milestone submittals.

AHJ Meetings. Attend up to two review meetings with City officials.

Acoustics. Review final details and specifications of all components of the project.

Vertical Transportation. Final drawings and specifications.

Low Voltage Systems. Low Voltage Systems include data-telecommunications, electronic security, audio video systems, jury call system, and electronic docket display. Final documentation will include:

Data-Telecommunications. Final plans, riser diagrams, schedules and specifications for the technology infrastructure system.

Electronic Security. Final plans, riser diagrams, schedules and specifications for the following:

- > Access Control and Alarm Monitoring System
- > Video Surveillance System
- > Intercom System
- > Electronic Monitoring and Control
- > Duress System
- > Programmable Logic Controller (PLC) Electronic Detention Monitoring Systems
- > Computer Based Detention Monitoring and Control Systems
- > Building entry package and pedestrian scanning

Audio-Video Systems. Final plans, riser diagrams, schedules and specifications for the court systems Audio-Video matrix; courtroom technology floor plans; riser diagram

Jury Call System. Final specification and riser diagram.

Electronic Docket System. Develop specifications and riser diagrams for an Electronic Docket System in the new Criminal Courts Tower and allow for the potential of connecting the new docket system to the existing.

Clock System. Final plans, riser diagrams, schedules and specifications for the wireless clock system.

Landscape / Hardscape. Final documentation of drawings and specification for the following.

- > Planting Plan
- > Planting Palette and Detail Sheet

Signage. Final drawings and specifications for interior and exterior signage of the courthouse.

QA/QC Program. We will perform a disciplinary and independent 3rd party inter-disciplinary review of all materials prior to submittal of the 95% contract document submittal to County.

Specifications. Final specifications per CSI format.

3. BIDDING ADMINISTRATION

Prior to bidding, members of the Design Team will coordinate with the County Purchasing Department the following activities:

- > Facilitate meetings with the Purchasing Department to discuss specifications developed.
- > Developing and providing bid drawings and specifications to County's Purchasing Department for review and aid with the development of final bid package.
- > Issue design documents to the appropriate City officials for review and approval as appropriate prior to bidding process.
- > Reproduce the final bid package documents to the Purchasing Department for dissemination to bidders.

During bidding, members of the Design Team will assist the County in obtaining responsive bids. Activities include providing a website location for obtaining construction documents, addenda, and post-contact information, attending the pre-bid conference, and clarifying questions from bidders via addenda.

We will attend the bid opening, and upon receipt of responsible and responsive bids, the Design Team will assist the County in evaluating the bids and make recommendations regarding contract award. If the bid requires any post-bid value engineering, the Design Team will develop strategies to achieve budget compliance.

4. CONSTRUCTION ADMINISTRATION & OBSERVATION

Construction Administration is one of the final and very important steps in making the building design a reality in which maintaining our passion for craft, attention to detail and follow through, assures that design excellence is manifested in the built project. The key to our approach is responsiveness.

Our philosophy to attain design excellence during construction includes maintaining a collaborative, team attitude with the contractor team, utilization of consistent staff from previous phases, and a continued hands-on approach by the senior technical staff, under whose leadership the design team will conduct construction administration activities:

- > Review / approve submittals, shop drawings and other product data or sample to verify conformance with the contract documents.
- > Provide direction for question and concerns from the GC/CMAR and County Project Administrator in resolution of problems.
- > Attend periodic site visits (average 2 times per month) to observe the work in progress and make appropriate reports to the County. Review and certify contractor monthly applications for payment during one of the monthly meetings

- > Review proposed change orders submitted by the GC/CMAR and make recommendations as to whether such change orders should be accepted; and prepare change orders if accepted by County. Maintain a log of all such documents.
- > Assist County in identifying construction inspection / verification phasing stages that require approval to insure code compliant access, ingress / egress and life safety requirements during construction
- > Working with the County and GC/CMAR, prepare an Inspection Guide and Checklist for use by Construction Team to provide documentation of the acceptance of all required inspections conducted/ completed throughout construction of the project.
- > Conduct Substantial Completion Review of the work and issue a punch-list deficiency report to all parties. Hobbs+Black will perform two follow up inspections.
- > Issue a Certificate of Substantial Completion upon full and satisfactory completion of all construction. Issue a written determination / opinion of all outstanding change order claims.

5. PROJECT CLOSE-OUT

The Project Close-Out Phase begins with substantial completion and ends only after all work is in place and the required record drawings and documents have been received and accepted from the General Contractor/Construction Manager at Risk (GC/CMAR). A detailed document checklist is issued well in advance of completion to ensure that all requirements for completion are met.

Post Construction activities include:

- > Work with the County and the GC/CMAR to prepare a punch list and ensure all items are resolved.
- > Assist the County with the close out of all contracts.
- > Issue final completion and acceptance letter recommending acceptance.
- > County's Commissioning Agent to validate appropriate implementation of energy efficiency and conservation measures.
- > Ensure the orderly delivery of all required close out documentation and warranties.
- > Coordinate with GC/CMAR to deliver all as-built documents and O&M manuals to the County per the County's requirements (one hard copy of the O&M manual along with an electronic copy on USB drive). The GC/CMAR shall be responsible for collecting hardcopies of all as-builts from the County's contractor(s) and supply documents to the A/E team to apply all field changes to the original construction drawings and submit them to the County in Revit and PDF format for future use by the County. Hobbs+Black will compile from the contractor and deliver to the County a record set of documents including warranties on equipment, permits, as-built drawings, O&M manuals, and inspection reports.

Litigation

Hobbs+Black has maintained a strong track record over the past five years, with no lawsuits filed against the firm. Furthermore, Hobbs+Black has not been involved in any mediations or arbitrations during this period.

Appendix A



GENE L. WRIGGELSWORTH TRAINING

Alexander Lang LANING POLICE DEPARTMENT 1932	Julie A. Englehardt LANING POLICE DEPARTMENT 1988	Paul L. Cole LANING POLICE DEPARTMENT 1996	Gar V. Warden LANING POLICE DEPARTMENT 2011
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Professional Concepts Insurance Agency, Inc. 1127 South Old US Highway 23 Brighton MI 48114-9861	CONTACT NAME: Certs@pciaonline.com
	PHONE (A/C, No, Ext): (800) 969-4041 FAX (A/C, No): (800) 969-4081
	E-MAIL ADDRESS: Certs@pciaonline.com
INSURER(S) AFFORDING COVERAGE	
INSURER A: Twin City Fire Insurance Co.	NAIC # 29459
INSURER B: Hartford Accident & Indemnity	22357
INSURER C: Hartford Insurance Co.	00914
INSURER D: XL Specialty Insurance Company	37885
INSURER E: Travelers	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: 24-25 All 25-26 PL REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	Y	35SBWBAS460	7/1/2024	7/1/2025	EACH OCCURRENCE \$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 2,000,000
							GENERAL AGGREGATE \$ 4,000,000
							PRODUCTS - COMP/OP AGG \$ 4,000,000
							\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	X	Y	35UEGBM8524	7/1/2024	7/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							PIP-Basic \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	X	Y	35XHGWU0622	7/1/2024	7/1/2025	EACH OCCURRENCE \$ 5,000,000
							AGGREGATE \$ 5,000,000
							\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	35WEGCB6645	12/31/2024	12/31/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
							E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability			DPR5038755	2/1/2025	2/1/2026	Per Claim/Aggregate \$ 5,000,000
E	Cyber/EPLI			107159575	7/1/2024	7/1/2025	Per Claim \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Re: H+B Project Number: 24-338, Livonia City Center Program (LCCP) New Police Station Facility.
 City of Livonia, Owner and Plante Moran Realpoint, LLC are considered additional insured's with respects to general and auto liability coverages as long as required within a written contract. Waiver of subrogation in favor of certificate holder and additional insured's as long as required within a written contract. Coverage is considered primary and non-contributory on the general liability coverage. 30 day written notice provided to certificate holder and additional insured's for cancellation of coverages listed. 10 day notice for nonpayment of listed policies. Umbrella follows form.

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Mike Cosgrove/SUNNY <i>Michael Cosgrove</i>

ACORD 25 (2014/01)
INS025 (201401)

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Understanding of Local Codes and Regulations

The City's Zoning Regulations (last updated in 2017), is a legal ordinance that guides future development in the City of Flint while complementing the recommendations from the "Imagine Flint Master Plan". **Imagine Flint** is a comprehensive City wide planning initiative. The Master Plan was adopted in 2013 and through civil engagement, analysis, and planning, represents the communities shared values, vision, and goals. This planning process resulted in the City's future road map that identified 12 areas of the City on their Place-Based Land use Map. The Genesee County Justice Center property falls within the "Downtown District" area.

Table 50.4.06B. Lot and Bulk Standards: D-E and D-C Districts

District Name	Lot Characteristics		Site Design						Development Intensity		
	Min. Lot Width (W)	Min. Lot Area (s.f.)	Front Setback (F)		Corner Side Setback (C)		Interior Side Setback (S)	Rear Setback (R)	Min. Lot Area per Dwelling Unit	Building Height	
			Min.	Max.	Min.	Max.				Max.	Min.
DC	20'	3000	None	5'	None	5'	None	None	None	Max. 12'	Min. 35'

Key Notes for this section: A dimensional regulation worth noting are the minimum and maximum setbacks from the street right of way lines. Due to the use and state and federal courthouse safety practices a minimum 50' safety buffer is recommended between the vehicle use areas and the building façade in public non-secured areas. This will be a point of focus during the initial site layout and coordination with the City's Planning and zoning staff.

Section 50.4.08 - Building Element Requirements

This section covers required architectural design elements such as: Materials, Preservation and Variation of Facades, Entrances, Expression lines, transparency elements, and transitional features.

Key Notes for this Section: Section 50.4.08.G states a minimum transparency requirement shall apply to all sides of the building that abuts an urban open space or public right way shall be 70% of the façade at ground floor and 30% of the façade for upper floors. Due to the security aspects of this project our design team, with over 40 years of judicial experience, will focus on these requirements at the initial stages of design and strive for a balance between these design codes and practical and safe use of the facility.

Section 50.12.04 – Off Street Parking Requirements

The amount of parking for Governmental Facilities is calculated at 1 parking space per employee. The City's "Final Parking Requirement Multilayer" is 0 for all D-C zoned properties and therefore not applicable to this project. Our team will work closely with the County to understand and identify employee counts early on in the programming and concept stage as this will be essential for site layout and space planning purposes. The design team will also adhere to all city, state, and federal codes regarding ADA parking and accessibility requirements.

Key Notes for this Section: On street parallel parking is not allowed to count toward the minimum required on-site spaces. This is notable since two of the streets the project abuts have on-street parking. Additionally, the total on-site parking cannot exceed 20% of the minimum requirement. This will be vetted during the programming stage and addressed through innovative site design and parking calculations to avoid possible variances.



The City's Zoning Code was premised on the Imagine Flint Master Plan and regulates the allowed uses as well dimensional and design standards of a given property within the City. The Genesee County Justice Center property is currently and appropriately zoned "Downtown Core" or "D-C". Below are excerpts from the Zoning Code that directly affect the vision of this project and will be further vetted by our team experienced in the complexities of all applicable local, state, and federal codes and regulations.

Article 4 – Commercial Zoned Districts

Section 50.4.04 D-C Downtown Core

The **D-C Downtown Core** district is intended to accommodate the unique and vibrant mixed-use area located along Saginaw Street roughly between the Flint River and Interstate 69. Although Mixed use buildings such as dining, retail with upper story office and residential should be predominant in this district, single-purpose buildings are also allowed. The D-C district is the highest intensity district within the community and all development should be pedestrian-oriented with buildings located at or near the sidewalk's edge.

A "Government Use or Facility" is a permitted use by right in D-C zoning. Subject to compliance with the various zoning regulation sections and plan approval process. The following sections are excerpts from the Zoning Code specific to this project and that may bear a notable impact on the site layout and building design.
Section 50.4.06 - Site, Building and Bulk Standards

Other Agency Regulations:

Genesee County Drain Commissioners Office (GCDC)

– This agency serves as the Municipal Enforcing Agency that administers the requirements of Part 91 Soil Erosion and Sedimentation control on behalf of the City of Flint. Construction plans, along with the required application, checklist and supporting documents, are submitted to the GCDC for review, approval, and issuance of the SESC permit prior to construction.

The City of Flint's Municipal Storm Sewer Permitting

– In the City of Flint storm sewers fall under the City's MS4 NPDES Storm Water Management Program. Site plans for new development are required to obtain a storm water permit and as such are required to undergo review by the City's Planning and Engineering Departments during preliminary site plan review and for permitting issuance prior to construction.

Key Note: Typically projects that do not change the site's existing impervious cover are not required to detain their storm water runoff, assuming the existing storm sewer outlet is adequate. However, as a best management practice, water quality features are implemented to control water pollution. This can be accomplished by way of green infrastructure or mechanical devices. Our team will analyze which measures work best for the site and review our approach with City Engineering at the early stages of design.

The City of Flint's Municipal Sanitary Sewer and Water Permitting

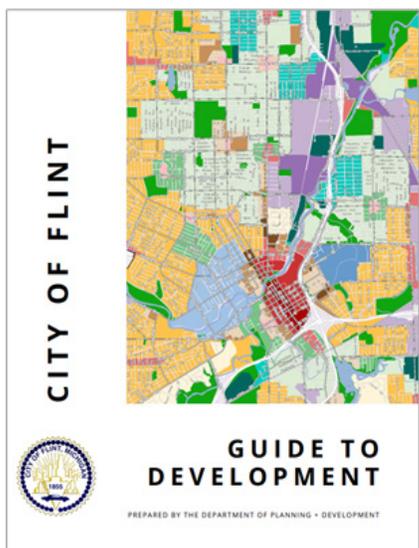
– the City's Water Service Center and Sewer Maintenance division oversee the supply of water to the site and removal of sewer to the water pollution control facility. Therefore, Site plans for new development are submitted to the City's Planning and Engineering Departments during the preliminary site plan review phase where comments are received and incorporated into the design plans prior to permitting issuance and construction.

City of Flint Site Plan Review Process:

The City of Flint's **Guide to Development** is a valuable resource the Planning and Development Department offers to assist with new development applications and procedures that are carried out in the Planning and Zoning Division. Items covered under this guide include:

- > Site plan review
- > Special Land uses
- > Street and alley vacations
- > Rezoning and Conditional Rezoning requests
- > Zoning Board of Appeals
- > Historic District Commission applications
- > Lot Splits and Combinations, to name a few

Below is the City's Typical Site plan Review Process that we would expect for this project



Martin Ruiter, AIA, LEED AP

Senior Vice President - Principal in Charge

Marty is a Senior Vice President with Hobbs+Black with over 30 years of experience in architecture. His responsibilities have involved a full range of design processes including initial planning and programming, design development, construction documentation, and construction administration on educational, office, municipal, religious, and recreational projects. He utilizes his design talents, technical expertise, and project management skills to interpret clients' needs and translate them into functional and aesthetic solutions.

Relevant Experience

State of Michigan Dept of Technology, Management & Budget

Harrison Township, MI

- > DMVA Selfridge Air National Guard Base Building Modification

Grand Rapids, MI

- > Michigan State Police Consolidation Project
- > State Office Building Escalator Replacement

Dimondale, MI

- > Michigan State Police/ Michigan Truck & Safety Commission Michigan Center for Decision Driving
- > MSP Cyber Unit - Prototype

City of Lansing

Lansing, MI

- > New \$175M, 250,000 SF, replacement 54A District, Lansing Police Department, Fire Administration in one new facility

City of Livonia

Livonia, MI

- > New Police Station

State of Michigan Dept of Military & Veterans Affairs

Battle Creek, MI

- > Fort Custer Training Facility Maintenance Shop
- > Harrison, MI
- > Selfridge Air National Guard Base Building Modifications

Clare County Transit Corporation

Clare, MI

New Facility

- > Renewable Green Systems

Clinton County

St Johns, MI

- > New Public Safety Complex Master Plan
- > Smith Hall Interior Renovations
- > Emergency 911 Call Center
- > Maintenance Building Renovations
- > Court House Re-roof

Genesee County Road Commission

Flint, MI

- > New Metro Garage
- > Administration Building Renovations

Saginaw County Road Commission

Saginaw, MI

- > Administration Building Interior Renovations

Hemlock, MI

- > Master Plan

Michigan Dept of Natural Resources

Sawyer, MI

- > Warren Dunes State Park Day Use Area Redevelopment
- > New Concessions & Toilets



Education

Bachelor of Architecture, University of Detroit (1991)

Associate of Architecture Technology, Ferris State University (1988)

Registrations

Registered Architect | MI (2000)

LEED Accredited Professional

Affiliations

American Institute of Architects (AIA)

US Green Building Council (USGBC)

Tenure

With Hobbs+Black since 2008

In the industry since 1991

Military Service

US Army Reserve, Drill Sergeant (1987-1995)

Kyle Yardley, AIA, LEED AP

Managing Government Partner

With 35 years of experience, Kyle Yardley has led the design and management of complex government projects, including county jails, sheriff's offices, 911 call centers, courthouses, and county government offices. As a project designer, Kyle has focused on creating environments that foster relationships and trust between officers, deputies, and the communities they serve. Every project presents a unique opportunity to enhance user experience, promote well-being, and inspire those who dedicate themselves to public service.

Relevant Experience

City of Lansing

Lansing, MI

- > New Public Safety Facility & Renovations of Three Fire Stations
- > Relocation of City Offices & Departmental
- > Reorganization of City Hall

Kent County

Grand Rapids, MI

- > 63rd District Court Facility And Space Needs Study

Fillmore County

Preston MN

- > Jail Addition – 24-Bed
- > Sheriff's Office Remodeling

Lino Lakes State Correctional Center

Lino Lakes, MN

- > Educational Center

Hennepin County

Plymouth, MN

- > Adult Detention Facility, Family Visitation
- > Training Center
- > City Hall Jail Finish & Furniture Phase 1
- > Public Safety Facility Jail Finish & Furniture Phase 1

Pennington County

Rapid City, SD

- > Jail Addition & Remodeling

Arapahoe County*

Centennial, CO

- > Courthouse Addition

Adams County*

Commerce City, CO

- > Jail Reskin
- > Sheriff Masterplan
- > Sheriff Administration Offices
- > Sheriff Flatrock Training Facility

City of Broomfield*

Broomfield, CO*

- > Detention Center

Fremont County*

St. Anthony, ID

- > Detention Facility Expansion

Gunnison County*

Gunnison, CO

- > Courthouse

Larimer County*

Ft Collins, CO

- > Sheriff & Jail Addition

Town of Erie*

Erie, CO

- > Police and Municipal Court

Montgomery County

Montgomery, MD

- > 4th District Police Station Task Order
- > Diversion Center



Education

Texas A&M University, Master of Architecture

Texas A&M University, Bachelor of Environmental Design

Registrations

Licensed Architect

LEED AP

Affiliations

American Institute of Architects (AIA)

Tenure

With BKV Group since 2024

In the industry since 1989

Donald Garofalo

Project Manager

As Project Manager, Don is responsible for providing outstanding technical and architectural expertise to the project and support for all project team members throughout the entire process. He uses his expertise to work with the Owner and Contractor/CM to develop and monitor budgets and schedules. Additionally, Don will manage the schematic, design development, contract documents, specification preparation, estimating and scheduling efforts of the project.

Relevant Experience

City of Livonia

Livonia, MI

- > New Police Station

Gibraltar City Hall/Fire/Police Station

Gibraltar, MI

- > New Facility

Rockwood City Hall/Police/Fire Station

Rockwood, MI

- > New Facility

Monroe Fire Stations

Monroe, MI

- > Miscellaneous Locations - Renovations/Upgrades

Flat Rock Community Center

Flat Rock, MI

New Recreation Facility (Aquatic Center/Gymnasium/Senior Center/Fitness Center/Daycare/Banquet Hall)

Romulus Recreation Center

Romulus, MI

- > New Recreation Facility Addition (Outdoor Aquatic Center/Gymnasium/Fitness Center/Running Track/Rock Wall/Daycare)

33rd District Court

Woodhaven, MI

- > Addition and Interior Renovations

Foothills Activity Center

Fort Collins, CO

- > New 2-Story Facility for the City of Fort Collins (Attached to the Foothills Mall)
- > Offices/Gymnasium/Fitness Center

Michigan Dept of Natural Resources

Multiple Locations

- > Northern Hatcheries: Marquette/Thompson/Oden
- > Misc. repairs and improvements to existing buildings and holding ponds
- > New Brood Isolation Building
- > Southern Hatcheries: Platte River/Harrietta/Little Manistee Weir/Wolf Lake
- > Misc. repairs and improvements to existing buildings and holding ponds
- > New Water Building

Guidance Center

Taylor, MI

- > New 2-Story Office Facility

Scottsdale Fashion Square

Arizona

- > LUX Wing Addition and Renovation (Received Real Estate Award for Best Retail Project in Arizona)

Foothills Mall

Colorado

- > Mall Renovation/Additions/Fitness Center/Retail Out Buildings



Education

Henry Ford Community College, Associate in Science in Architectural Construction

Awards

Part of the team to receive CAM awards for the Flat Rock Community Centers and Gibraltar City Hall/Police/Fire.

Henry Pittner, AIA, LEED AP

Justice Planner & Programmer

With more than 38-years' experience as a licensed architect, Henry has spent the last 25-years leading, planning, and designing justice projects across the county including jail, sheriff's office, 911 call centers, emergency operations centers, law enforcement kennels, courthouses, and county government offices. He has completed more than 20 government projects in Michigan including projects for Alpena, Kalkaska, Kent, Ingham, Macomb, St. Clair, Tuscola, Washtenaw, and Wayne counties.

Relevant Experience

City of Lansing

Lansing, MI

- > New Public Safety Facility
- > Relocation of City Offices & Departmental
- > Reorganization of City Hall

City of Warren

Warren, MI

- > 37th District Court

Ingham County

Mason, MI

- > Justice Complex – Sheriff's Office / Correctional Center and the 55th District Court

Kent County

Grand Rapids, MI

- > 63rd District Court Facility And Space Needs Study

Le Sueur County

Le Center, MN

- > Justice Center – jail, courthouse, and Sheriff's office

Wright County

Buffalo, MN

- > Justice Center – courthouse

Wayne County*

Detroit, MI

- > Regional Justice Center Complex Master Plan
- > Regional Justice Center Complex
- > Circuit Courts Needs Assessment/Facility Program

Washtenaw County*

Ann Arbor, MI

- > Courthouse Study
- > Circuit Courts
- > Courthouse
- > Public Safety and Court Facility Study

Shiawassee County*

Corunna, MN

- > Justice Center
- > Justice System Needs Assessment

State of California, Judicial Council of California, AOC*

Long Beach, CA

- > Governor George Deukmejian Courthouse

Lake County*

Waukegan, IL

- > 19th Judicial Circuit Court Expansion

Maricopa County*

Phoenix, AZ

- > Downtown South / Criminal Court Tower



Education

Master of Architecture, University of Illinois, Champaign/Urbana, IL

Bachelor of Science in Architectural Studies, University of Illinois, Champaign/Urbana, IL

Registrations

Registered Architect

Tenure

With BKV Group since 2016

In the industry since 1983

Awards

More than 40 awards on justice projects including: Ingham County Justice Complex; Le Sueur County Justice Center; Maricopa Downtown South Court Tower; Governor George Deukmejian Courthouse; 19th Judicial Circuit Court Expansion; Clark County Regional Justice Center; Kane County Adult Justice Center; Wheeling Federal Courthouse Addition

Publications

More than 12 publications

Paige Spagnuolo, AIA, NCARB, CSI

Project Architect

Paige is involved in all aspects of project delivery at Hobbs+Black. From planning and programming to construction administration, she provides technical overights to projects and manages consultant coordination. For projects in multiple market sectors, Paige's attention to detail ensures our clients have quality documents for their vital construction projects.



Relevant Experience

City of Lansing

Lansing, MI

- > New \$175M, 250,000 SF, replacement 54A District, Lansing Police Department, Fire Administration in one new facility

Title Company

West Branch, MI

- > Building Addition & Renovation

228 E. Saginaw St.

Breckenridge, MI

- > Mixed-Use/Office Renovation

The 3one3 Boutique Hotel

Alma, MI

- > Historic Renovation/ Rehabilitation

National Guard Joint Forces

Lansing, MI

- > Renovation

Capital Area Reconfiguration

Lansing, MI

- > DTMB St. Joseph Hwy.

The Macotta Club

Lansing, MI

- > Kitchen Incubator Build Out

Grove Street Sorority House

East Lansing, MI

- > New Construction

State of Michigan Dept of Technology, Management, & Budget

Lansing, MI

- > Capital Area Reconfiguration

Bridgeport - Cyber Crimes Unit Relocation

Bridgeport, MI

- > Renovation of existing facility

Meridian Township Central Fire Station

Okemos, MI

- > New Dormitory Addition

Education

Lawrence Technological University – Southfield, MI, Master of Architecture

Lawrence Technological University – Southfield, MI, Bachelor of Science in Architecture & Design

Registrations

Registered Architect | MI (2022)

NCARB Certificate

Affiliations

American Institute of Architects (AIA)

Jackie Wilcox, AIA, LEED AP

Senior Interior Designer

Jackie Wilcox has over a decade of experience leading and designing a wide range of project types, with a dedicated focus on creating high performing interior environments. As Director of Interior Design, she is embedded in the design and building process from concept to completion, ensuring an overall vision is realized and omnipresent in every detail. Spanning her professional education to career practice, Jackie is fascinated by the effect interior space has on culture, occupant mood and wellbeing. Driven by these curiosities, Jackie approaches each project with the intention of connecting people to their environment and each other.

Relevant Experience

City of Lansing

Lansing, MI

- > New Public Safety Facility & Renovations of Three Fire Stations
- > Relocation of City Offices & Departmental
- > Reorganization of City Hall

City of Warren

Warren, MI

- > 37th District Court

Ingham County

Mason, MI

- > Justice Complex – Sheriff's Office / Correctional Center and the 55th District Court

Pennington County

Rapid City, SD

- > Jail Addition & Remodeling

Fillmore County

Preston MN

- > Jail Addition – 24-Bed
- > Sheriff's Office Remodeling

Montgomery County

Montgomery, MD

- > Diversion Center

City of Goshen

Goshen, IN

- > New South Fire Station

Grand Blanc Township

Grand Blanc, MI

- > Department of Public Works & Fire Station

Village of Skokie

Skokie, IL

- > Village Hall Reno Master Plan

City of Chanhassen

Chanhassen, MN

- > Civic Campus – City Hall, Senior Center, & Park Building

City of Fernley

Fernley, NV

- > Fire and Emergency Response Facility

Village of Bensenville

Bensenville, IL

- > Fire Station #107 ADA Upgrades

Spotsylvania County

Spotsylvania, VA

- > New Fire & Rescue Station 3 & 12

City of Winchester

Winchester, VA

- > New Fire & Rescue Station



Education

Bachelor of Science in Architectural Studies, University of Illinois, Champaign-Urbana, IL

Registrations

Registered Architect

LEED Accredited Professional

Affiliations

American Institute of Architects (AIA)

IIDA, Northland Chapter

NEWH, North Central Chapter; USGBC

US Green Building Council (USGBC)

Tenure

With BKV Group since 2022

In the industry since 2004

Daniel Gillen, AIA, LEED AP BD+C

Designer

Daniel is an award-winning architect with more than 20 years of experience in designing buildings that balance functionality, fiscal responsibility, and long-term community impact. As the Chicago Office Senior Design Leader and Associate Partner, he plays an integral role in shaping projects that serve counties and municipalities. Daniel understands the financial constraints counties face and is committed to creating efficient, cost-effective designs that maximize value without compromising quality. His approach integrates environmentally sustainable solutions that reduce operational costs while enhancing resilience. He recognizes that county jails and sheriff's offices are more than just buildings—they influence the well-being of staff, the public, and those in custody. By fostering strong client relationships, mentoring his team, and inspiring collaboration among consultants and contractors, Daniel ensures that every project not only meets operational needs but also contributes positively to the community it serves.

Relevant Experience

Pennington County

Rapid City, SD

- > Jail Addition & Remodeling

Kent County

Grand Rapids, MI

- > 63rd District Court Facility And Space Needs Study

Google*

Chicago, IL

- > Design of the Thompson Center HQ, maintains its iconic form and strong DNA while bringing the design into the 21st Century

One Commerce Tower*

Reston, VA

- > Helmut Jahn designed office Tower will rise above the south entrance to the Wiehle-Reston East Metro Station

Lucas Museum of Narrative Art*

Chicago | San Francisco | Los Angeles

- > Bold new architectural design, will be a one-of-a-kind gathering place



Education

Virginia Polytechnic and State University, Bachelor of Architecture, Minor in Fine Arts

Registrations

Licensed Architect

LEED AP BD+C

Affiliations

American Institute of Architects (AIA)

Tenure

With BKV Group since 2024

In the industry since 2004

Awards

2025 Elected Commissioner of the Plan Commission of Oak Park

2023-2025 Selected AIA Chicago Editorial Committee Member

2022: AIA 2022 Illinois Delegate

2020: Board of Directors 'Association for Computer Aided Design in Architecture' Nominee; Board of Directors 'Association for Computer Aided Design in Architecture' Nominee



John Wiebolt, PE

Structural Engineer

John is an entry-level Structural Engineer soon to have a master's degree, with structural design and analysis experience using a variety of engineering materials including steel, stainless steel, concrete, and timber. Proficient with Risa and Excel, and have work and classroom experience with Revit, AutoCAD, and SAP2000. EIT Certification through the state of Minnesota.

Relevant Experience

City of Lansing

Lansing, MI

- > New Public Safety Facility & Renovations of Three Fire Stations
- > Relocation of City Offices & Departmental
- > Reorganization of City Hall

City of Fernley

Fernley, NV

- > Fire and Emergency Response Facility

City of Goshen

Goshen, IN

- > New South Fire Station

City of Chanhassen

Chanhassen, MN

- > Civic Campus – City Hall, Senior Center, & Park Building



Education

Bachelor of Science, Civil Engineering, University of Minnesota Twin Cities

Master of Science, Civil Engineering, University of Minnesota, Twin Cities

Registrations

Professional Engineer

Affiliations

American Society of Civil Engineers

Tenure

With BKV Group since 2020

In the industry since 2020

Awards

(ASHRAE) - American Society of Civil Engineers: Office Manager and Webmaster

AISC Steel Bridge Team: Current Treasurer & Captain, Leads the Design and Fabrication Process, Manages the yearly budget

Brent Huhn, PE, LEED AP BD+C

Mechanical Project Manager

Mr. Huhn's role as Mechanical Project Manager includes client contact and systems design. Mr. Huhn has broad experience with office buildings, schools, correctional facilities, and health care projects applying a wide variety of HVAC systems. His design experience includes, HVAC, Plumbing, Fire Protection, Medical Gas Systems, Geothermal Systems, and Data Room Systems. In addition to design Mr. Huhn is greatly involved in commissioning buildings HVAC, Plumbing, and Control systems. Mr. Huhn has contributed to multiple LEED certified buildings.

Relevant Experience

City Of Lansing - Public Safety Complex

Lansing, MI

- > Currently providing mechanical, electrical, and plumbing design services to build a new Public Safety Complex in Lansing made up of the 54A district court, police department, fire department administration and training facility, townhall, and the jail. The project for the City of Lansing also includes two (2) new fire stations and a new Fire Training Building. Fire Station 2, 9, and the new Fire Training Building each include an internal storm shelter.

Clinton County Courthouse

Saint Johns, MI

- > This project consists of the design for the replacement of the existing snowmelt system for the south and east doors. This includes the replacement of the piping, the circulating pump, snow melt heat exchanger, the snow melt pump, air separator, heat exchanger, air vents, isolation valves, gages, control valves and controls of south and east snowmelt zones. A new heater was designed to provide more heat into the south door vestibule.

State Of Michigan – Steven T Mason Building

Lansing, MI

- > Stevens T Mason Building project consists of renovating an eight-story building plus basement area that is approximately 253,000 square feet gross area. The HVAC, plumbing, electrical, and fire protection design consisted of evaluating the existing systems to determine the condition of the associated equipment. The mechanical and electrical systems were replaced and upgraded both due condition age and to assist in achieving LEED silver. Throughout the project matrix helped with value engineering ideas to keep the project in budget.

West Bloomfield Township Fire Station No. 3

West Bloomfield, MI

- > New 10,000 square foot fire station consisting of two apparatus bays, kitchen, day room, six bedrooms, locker room, shower/toiler rooms, laundry, communications room, EMS room, decontamination room, SCBA room, workshop, and gear room.



Education

Bachelor of Science in Mechanical Engineering, Michigan State University, 2004, magna cum laude

Lansing Community College, 2002

Registrations

Registered Engineer | MI (2009)

LEED AP BD+C (2010)

Affiliations

American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE)

Tau Beta Pi Honors Society Member

Pi Tau Sigma Honors Society Member

Tenure

With Matrix since 2006

In the industry since 2000



Joseph F. Sovis, PE

Electrical Project Manager

Mr. Sovis is a Principal responsible for all electrical power, lighting, fire alarm systems, and sound & communication systems. He has extensive experience with high technology buildings and specialized systems, engine test cell facilities, security systems, sound reinforcing, uninterruptible power and emergency power generation systems.

Relevant Experience

Ingham County Justice Complex

Mason, MI

- > The project consisted of mechanical, electrical and plumbing design services as well as fire protection performance specifications for a new Justice Complex that contain a new jail, administrative offices for the Sherriff's Department, Fire Department, and 54A District Court facilities. The jail and holding areas were designed as ligature resistant spaces.

Shiawassee County Courthouse

Corunna, MI

- > This project consisted of mechanical design to replace the building's four pipe fan coil units, boilers, pumps, hydronic piping, and air handling units. The new piping system was designed to avoid as much architectural rework as possible while still maintaining the proper sizing and performance of the system. A new building control system was included. The electrical design will consist of new emergency lighting, retrofit lighting design, and power design for all new HVAC equipment.

Clinton County Courthouse

Saint Johns, MI

- > Matrix has completed many projects at the Courthouse for Clinton County. Projects include a boiler replacement, snowmelt system replacement, generator replacement, ATS replacement, cooling for their Data Center, hydronic system replacement, chiller replacement, as well as an arc-flash coordination and infrared study.

Kent County Road Commission

Grand Rapids, MI

- > Renovated an existing 64,000 square foot bus garage that consisted of a heating system, make up air system, oil burning system, carbon monoxide/hydrocarbon detection system, and pressure controls. Added a new 45,000 square foot bus garage was also added to the existing bus garage that required a new HVAC system, plumbing, fire protection.



Education

Bachelor of Science in Electrical Engineering, Michigan State University, 1992

Associate of Applied Science in Architecture, Ferris State University, 1986

Registrations

Registered Engineer | MI (1999)

Registered Architect | WI (1996)

Registered Engineer | NC (2006)

Affiliations

National Society of Professional Engineers Illuminating Engineering Society

Tenure

With Matrix since 1999

In the industry since 1985

Bret Emerson, RCDD/NTS

Managing Partner | A/V/ Low Voltage Project Manager

Bret Emerson is the president of Commtech Design and has been designing and consulting on technology systems for the past 30 years. His projects run from single building offices to campus type installations with over 100 buildings. Whether you are looking for a new telephone system or need to upgrade to an advanced video security system, Bret has designed systems and infrastructures that allow you not only to use the technology but helps you to understand why it is needed and how to keep track of it through drawings that are included with each design.



Relevant Experience

City of Lansing Public Safety Buildings
Lansing, MI

- > Designed the security and technology systems at multiple City of Lansing buildings, including Fire Station #2, Fire Station #9, Fire Training, Public Safety Building, and the City Hall. Each facility had cabling, AV, security, and raceway designed throughout.

Kent County Courts
Grand Rapids, MI

- > Working directly with Kent County, Commtech managed the installation and designed the AV systems upgrades for all of their courtrooms in the downtown county courts building. This included new AV distribution between courts and the remote arraignment systems, and an update of the court reporting system.

County of Muskegon Hall of Justice Building
Muskegon, MI

- > Tasked with designing the cabling, AV, security, and raceway for the 4th and 6th floor of the County of Muskegon Hall of Justice Building.

Michigan Department of Corrections
State of Michigan

- > Design and Consult on a variety of projects through the MDOC, including Video Management Systems, Paging Systems, CATV Upgrades, and Wireless Networking at 27 different prisons within Michigan.

Benzie County Central Dispatch Center
Beulah, MI

- > Tasked with designing the technology for the 10,000 sq. foot Benzie County Central Dispatch Center remodel. This included access control, video security systems, AV, telecommunications grounding, master clock system, communications room equipment, and fiber backbone cabling.

Michigan State Police Headquarters
Grand Rapids, MI

- > Commtech Design was responsible for designing the technology for a facility used for both the MSP Headquarters and the MIOC (Michigan Intelligence Operations Center).

Registrations

BICSI Certified Registered Communications Distribution Designer (RCDD)

BICSI Certified in Network Transport Systems (NTS)

Novell Certified Network Engineer (CNE)

Cisco Certified Design Associate (CCDA)

Siemon Certified Consultant/Architect

Hubbell Certified Consultant

Awards

Bret was named one of Building Design & Construction magazines "40 Under 40" superstars in the AEC industry for 2006.

GOVCIO 2020. Commtech was named one of the Top Law Enforcement Technology and Security Design firms in the nation

Chris Toma

President | Cost Estimator | Target Value Design Manager

Chris has been in the construction industry for over 27 years. He has experience in many capacities including project engineer, project manager and chief estimator. Chris was the chief estimator at a national construction management firm Barton Malow. As the president of DCM Consulting, Chris will lead his team for the estimating effort at each design stage. He will attend all meetings and facilitate the cost and value studies of the project.

President, DCM Consulting, Inc. Bloomfield Hills, Michigan

- > Lead and manage a group of conceptual estimators primarily focused on conceptual construction cost estimating on a wide array of projects
 - > Perform material and labor quantity take-off for projects
 - > Establish unit prices for quantity take-off
 - > Establish general conditions for projects
 - > Lead and manage project cost while collaborating with designers to incorporate design intent
 - > Negotiate costs with General Contractors and Subcontractors for Change Order work
 - > Review and negotiate subcontractor pricing
 - > Create, maintain and manage project construction schedule while interfacing with the construction operation team
 - > Perform constructability reviews of construction documents
- > Perform material and labor quantity take-off for projects
 - > Establish unit prices for quantity take-off.
 - > Establish general conditions for projects.
 - > Perform constructability reviews of construction documents.
 - > Formulate project bidding documents and scopes of work.
 - > Manage bid process.
 - > Perform scope and contract buy-out of subcontractors on a wide range of projects.
 - > Work with operations on a wide array of preconstruction needs

Chief Estimator, Barton Malow Company

Southfield, Michigan

- > Lead and manage a group of estimators in the Preconstruction Department primarily focused on but not limited to conceptual estimating
 - > Perform conceptual and hard bid estimates on a wide range of projects
 - > Review estimate deliverables
 - > Lead teams in performing conceptual and hard bid estimates on a wide range of projects
- > Formulate project execution plan
 - > Formulate project bidding documents and scopes of work.
 - > Manage bid process.
 - > Manage project cost and general conditions.
 - > Create, maintain and manage project construction schedule.
 - > Manage construction progress with client.
 - > Review and negotiate subcontractor pricing.
 - > Coordinate and manage construction activities with subcontractors.
 - > Manage project submittals and RFI process.
 - > Manage project cost reporting.
 - > Coordinate construction activities with Project Superintendent.

Project Manager, Skanska USA Building Inc.

Southfield, Michigan

- > Formulate project execution plan
- > Formulate project bidding documents and scopes of work.
- > Manage bid process.
- > Manage project cost and general conditions.
- > Create, maintain and manage project construction schedule.
- > Manage construction progress with client.
- > Review and negotiate subcontractor pricing.
- > Coordinate and manage construction activities with subcontractors.
- > Manage project submittals and RFI process.
- > Manage project cost reporting.
- > Coordinate construction activities with Project Superintendent.



Education

2009: Master of Science in Construction Engineering Management, Lawrence Technological University, Southfield, Michigan.

1997: Bachelor of Science in Civil Engineering with a construction emphasis, Lawrence Technological University, Southfield, Michigan.

1996: Passed Part I of the Professional Engineering exam.

Professional Societies

2019 to Present: President of Sts. Peter & Paul Syriac Orthodox Church Parish Council

2008 to 2018: Member of The Engineering Society of Detroit

2008 to 2018: Member of American Society of Professional Estimators



Testimonials

"I think the work you all (BKV Group) did during the Courthouse study was phenomenal given the myriad challenges the pandemic presented."

Michael Kresse | Director, General Services, Fauquier County | Fauquier County Court Study

"The services provided by BKV Group balanced high quality design, technical proficiency, a sensitivity to our community, all within a budget performance to meet our expectations. Pine County is proud of the Government Center designed by BKV Group."

John Stieben | Former Pine County Coordinator | Pine County Justice Center

"We're just really proud of [the facility] and we're on time and we're under budget."

Brett Mason | Le Sueur County Sheriff | Le Sueur County Justice Center, Published in The Mankato Free Press