



A nonprofit organization improving justice through leadership and service to courts

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Denver Office

March 25, 2015

D. Lee Gabel, PMP
Colonel, US Army (Retired)
Codington County Commissioner, District 1
14 1st Avenue Southeast
Watertown, South Dakota 57201

Dear Commissioner Gabel:

The National Center for State Courts (NCSC) would be pleased to work with Codington County, South Dakota (County), in planning for suitable space for the proposed county courthouse project.

The County is requesting technical assistance from the NCSC to review the court space needs for its proposed courthouse initiative. The NCSC agrees to provide its services under the NCSC's technical assistance program. Per request from the County, the NCSC consultants propose to perform the following tasks/deliverables:

1. Analyze historic court filing data, workload measures, and population forecasts to infer the future growth of the court system, in terms of the staffing levels and service for the next 20 years.
2. Review the existing court operations and the use of the court facility to assess the proper implication to the planned needs of future physical work environment.
3. Establish functional space standards for the major court functional areas, such as courtrooms, judges' chambers, offices, prisoner holding areas, jury facilities, courtroom ancillary areas, clerk's office stations, record storage, building security areas, and public accommodations, based on the projected future court operations and service delivery schemes.
4. Estimate future court functional space requirements and the overall building square footages for the proposed courthouse plans over the next 20 years.
5. Provide a document summarizing the study findings from the project tasks aforementioned.

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NCSC Project Staff and Service Budget Estimate

The NCSC will offer the services of Chang-Ming Yeh, principal court facility planner, and Nathan Hall, senior staff architect, to work on this project. Please find attached their resumes. Also enclosed, for your reference, is a five-year project list of the NCSC's previous court facility and security projects. The NCSC facility consulting team plans to visit the County to tour the existing facility and observe court operations at the early stage of the study. During the NCSC facility consulting team's visit, the NCSC consultants will also meet with court and County officials to gather input and comments on the courthouse facility issues. The NCSC consultants will compile the information, analyze the statistical data, and develop its recommendations no later than 120 days from the inception of the project. The project could tentatively be scheduled to start in late April 2015.

The NCSC technical assistance program will cover the fees for the time that the NCSC consultants spend working on the project. The cost to the County will be the actual project expenses, which are estimated to be \$3,000. The estimate of the project expenses includes travel expenses for the two consultants to travel from Denver, Colorado, to Codington County, South Dakota; work on-site for two days; miscellaneous project expenses; and the required NCSC G&A cost. The NCSC will bill the County for the actual project expenses (estimated to be \$3,000) at the time the summary report is delivered to the County.

I trust this proposal addresses your request. If there are questions, I can be reached at (303) 308-4302 or by e-mail at cveh@ncsc.org. I look forward to working with you on this project.

Sincerely,



Chang-Ming Yeh
Principal Court Facility Planner
National Center for State Courts

Approved by:


Date 5-12-15