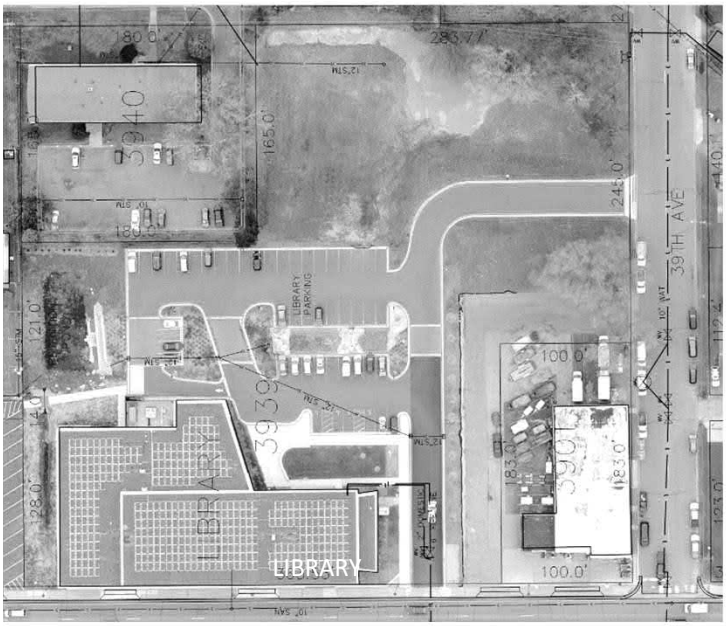

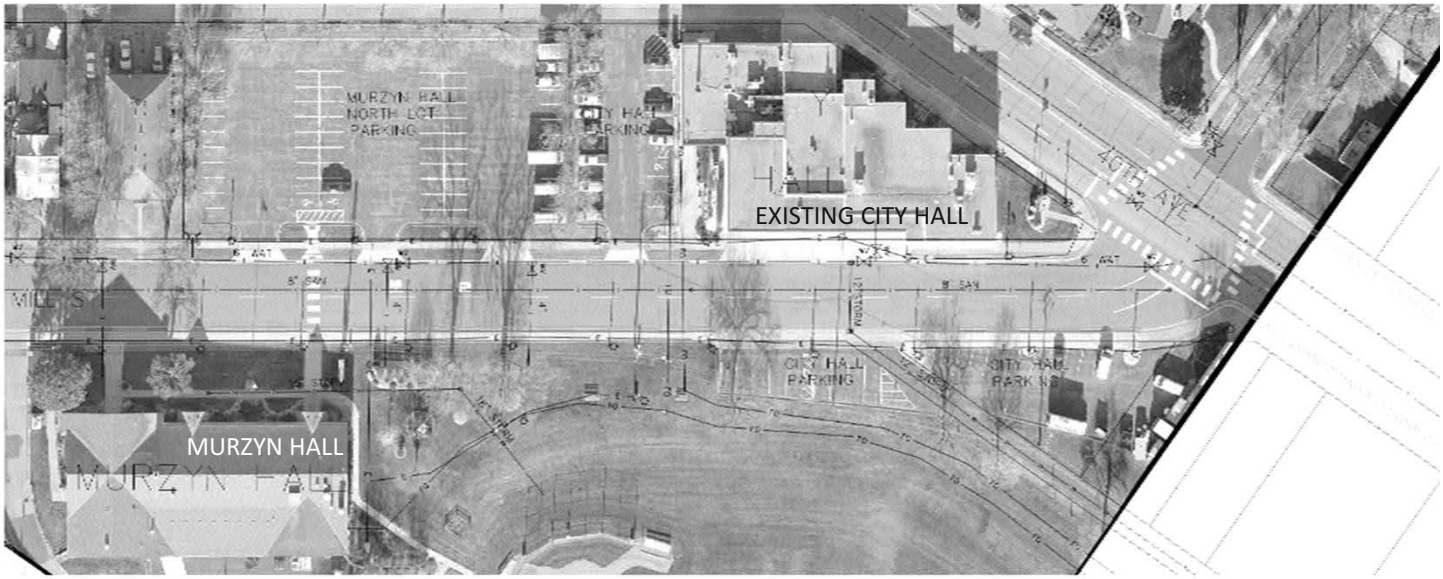

PREPARED BY:
LEO A DALY

CITY OF COLUMBIA HEIGHTS MN
CITY HALL SPACE NEEDS ASSESSMENT SCOPING DOCUMENT

UPDATED SEPTEMBER 2018

SCOPING NARRATIVE
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SCOPING NARRATIVE
EXECUTIVE SUMMARY

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EXECUTIVE SUMMARY

METHODOLOGY: Leo A Daly was commissioned by the City of Columbia Heights to conduct an analysis of the City Hall space needs to meet the contemporary and future needs of the community. The Assessment was based upon the following: (a) a decade-old study conducted of the current City Hall facility which indicated that the facility, at that time, was nearing the end of its useful life, (b) tours of the existing facility conducted over 2018, (c) multiple interviews and meetings with city staff to learn of current business operations over 2018 and 2019, and needs for space, (d) an analysis of the existing building infrastructure, systems, envelope, roofing and windows, and (e) the definition of space needs to meet the next 20+ years including preliminary planning and budgeting for a replacement City Hall.

The City formed a space planning committee which operated as the liaison, providing critical guiding input into the city services, city council goals, and business operations. The space planning committee toured multiple recent and similar municipal facilities gathering preferences, likes, dislikes, lessons-learned and facility amenities offered other communities. These items were collected and informed the overall analysis and report recommendations.

GOALS: An initial goal setting meeting was facilitated with the space planning committee. The following goals were identified by the committee and became the guiding principles:

- The City Hall should have a primary focus on serving the Public and Community;
- The City Hall should put forth a new "public face" to residents and developers;
- The City Hall should function effectively for the delivery of public services;
- The City Hall building should serve the community for the next 50-100 years;
- The City Hall should enable a reinvestment in the community and the City spurring improvement and development of parcels city wide.

SUMMARY OF CURRENT FACILITY: The current facility was toured and systems and envelope (exterior walls, roof, doors and windows) were reviewed for general building health and "remaining useful life". Through the review it was determined that many systems were beyond their useful life. Mechanical Systems and elevators are original to the building and require full replacement. Windows and doors are original to the building and require full replacement. Interior finishes are beyond useful life. The building exterior walls have seen water infiltration and are lacking adequate code-compliant insulation, contributing to energy loss. The overall building is larger in square footage than is required to support city governance and public functions. Departments are spread out over multiple floors and compartmentalized into strictly defined office environments leading to challenges in collaboration, job sharing and interaction between staff. The public spaces are tight, limited in accessibility and with limited amenities. With significant building systems having reached the end of their useful lives, investment to replace virtually all systems will be required, in the short term. Though the building has served the community well, it was determined that a replacement facility is in the best long-term benefit of the community.

DEFINITON OF NEED: Leo A Daly performed a space needs inventory, working with staff department heads to identify overall operational needs. Square footage of these needs was identified. The needs are summarized as: (a) Community Meeting and Public Meeting spaces, (b) Public City Council Chambers, (c) staff office areas, open office and office support spaces. Based upon this analysis, the city requires 17,200 Gross Square Feet for a new Facility.

IDENTIFCATION / TESTING OF SITES: Four sites were identified as possible candidates for a new City Hall. The four sites included: (a) on top of the current Public Safety Facility, (b) behind the current Public Safety Facility, (c) behind the new Library facility and (d) at the current City Hall location. Ten total concepts were generated of the 4 possible sites. Concepts were reviewed with the staff Planning Committee, and with City Council members at public workshops.

Eleven concepts were developed. Consensus evolved for a concept at the existing City Hall site, with the interest of co-joining the new building with the City's Murzyn Hall. The existing City Hall site was attractive as it has a presence on the Park, could spur the revitalization of 40th, enables the possibility of a future public outdoor space to serve as a "bridge" between the community and the park, providing pedestrian access from 40th to the City Park. The public outdoor space, viewed as a significant amenity to the public, could be used for outdoor events, craft shows, farmers markets, dining, events and ceremonies. This concept was determined to meet the intent of the Goals. It not only transitions the current City Hall property reinvesting on 40th, but also re-invests in a current asset, enabling interior renewal and renovation possibilities of Murzyn Hall. Co-joining the facilities also enables the ability to share building amenities (elevator, kitchen, support spaces) if appropriate.

PREFERRED SITE: Based upon the analysis and input, the preferred site became the location of the existing City Hall. The alternative site analysis is summarized as:

(a) Site A - Above the Public Safety Facility posed significant impacts to the function of the building and the site, as the current parking need is not met at that facility currently, the addition of more office space and more parking compromised the sites ability to meet the intent of either adequate Public Safety or City Hall space.
(b) Site B - behind the Public Safety Facility was adequate in size for the City Hall building and parking but did require significant infrastructure redevelopment as that site is currently the storm water management area of the surrounding city block. As such, below grade utilities supporting the storm water would need to be removed and redesigned to support the additional burden of the new paving and building hard surface in addition to the current load.
(c) Site C - behind the Library facility was not adequate in size to accommodate the City Hall, nor the parking need of the City Hall without additional site acquisition.
(d) Site D - the existing City Hall site is adequate in size to accommodate the building and parking though will require demolition of the existing facility and rerouting of street utilities. A benefit of co-joining with Murzyn Hall reinvests in an existing asset and offers City Hall views to the park.

CONSTRCTION BUDGET: Of the eleven concepts generated, 7 were forwarded for cost analysis. The overall project budgets for each site were developed based upon the information known at the time. The specifics of each sites soil infrastructure were not known and therefore a common structural foundation concept was assumed at each site. Storm water and site utilities were preliminarily defined, and costs were assumed into the budget ranges. The overall design quality of the facility was assumed to be a 50-100-year building, comprised of materials similar in quality and type to the recent library facility. The budget range of the project has been established as between $5,300,000 – 7,200,000. The preferred site Concept, City Hall Site Option 5, is attached. Budgetary numbers for the City Hall range from $6.9-$7.5M. The renovation of Murzyn Hall is estimated at $2.16M and an additional $1M for the Farmers Market and outdoor dining area. Refer to Chapter 4 for budgetary breakdowns.

SUPPORTING DOCUMENTS: Supporting documents, including the Space Needs Inventory, the concepts studies, the building narratives (describing the materials and systems assumptions), and budgetary analysis are bound into an overall project report.

City hall site
OPTION 5
PREFERRED CONCEPT

PROS

- Stream lined municipal services and shared building services (elevator, kitchen);
- City Hall has a “community presence” on a well traveling road and can spur investment along 40Th;
- Has a significant presence and views/access to the park site (and a PORCH);
- Maximizes opportunities for shared parking, leveraging the opportunity that City Hall functions and Murzyn Hall functions typically occur during opposite hours of each other. Multi-purposing lot better supports heavy events;
- Mill Street would terminate at Murzyn Hall, enabling additional parking for Murzyn Hall/City Hall and a more “municipal campus-feel”
- Potential lower level walk out & view to park.
- Provides pedestrian connection from 40th to the Park, consistent with 2040 Comp Plan.
- Enables outdoor Farmers Market, Event Plaza, Seating/Dining. Will require some creative use of retaining walls to connect to 40th sidewalk

CONS

- Requires closing of Mill Street and relocation of below-road utilities;
- Likely Requires relocation during construction;
- Due to reaching maximum site buildout, storm water holding would need to be combination of on site, below site, and potential off-site contributions.
- Site has more limited ability to handle significant overflow traffic during heavy events or concurrent city hall / event center events.

CITY HALL (Option 5)
17,200 sf Single Story

Cost Range:	Building Cost	$4,988,000 to $5,418,000
	Building Demolition	$125,000 to $160,000
	Site Cost	$625,000
	- Parking Lot, Porch on the Park, Sidewalks	
	- Curb & Gutter, Landscaping, General Excavation	
	TOTAL CONSTRUCTION COST	$5,738,000 to $6,203,000
	Soft Cost - 20% (Permitting, Professional Services, Testing)	$1,147,600 to $1,240,600
	TOTAL PROJECT COSTS	**$6,885,600 to $7,443,600**

Alternate #1
Murzyn Hall

Cost Range:	2,500 sf Addition	$750,000
	10,000 sf Remodel	$700,000
	Relocation of Bathrooms/ Tie in	$350,000
	TOTAL CONSTRUCTION COST	$1,800,000
	Soft Cost - 20% (Permitting, Professional Services, Testing)	$360,000
	TOTAL PROJECT COSTS	**$2,160,000**

Alternate #2
Farmers Market

Cost Range:	15,000 sf Paver Patio	$525,000
	Power Distribution	$67,500
	Lighting	$60,000
	TOTAL CONSTRUCTION COST	$652,500
	Soft Cost - 15% (Permitting, Professional Services, Testing)	$97,875
	TOTAL PROJECT COSTS	**$750,375**

Alternate #3
Dining Area

Cost Range:	5,000 sf Decorative Concrete	$100,000
	Built in Concrete Seating	$80,000
	Power Distribution	$20,000
	Lighting	$20,000
	TOTAL CONSTRUCTION COST	$220,000
	Soft Cost - 15% (Permitting, Professional Services, Testing)	$33,000
	TOTAL PROJECT COSTS	**$253,000**

*** NOT INCLUDED IN COSTS***
Overhead Power Relocation
Road Closure and Reconstruction of Utilities
Storm Water Management for entire site

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SCOPING NARRATIVE
ARCHITECTURAL, INTERIOR & SITE DESIGN NARRATIVES

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BUILDING ZONING & ORGANIZATION

This building will be a Business Occupancy building ***(Non-Separated, Mixed Occupancy comprised of B with A accessory to B)*** providing work and support spaces to the several divisions of the City of Columbia Heights. The building will have an open public lobby and public meeting spaces and secured office spaces for city staff. The building will be comprised of a series of functional zones as described below.

The building will be organized into zones of activities that can be separated or secured from each other zone. The zones consist of: (a) a Public Zone, (b) a Support Zone, and (c) a Staff-secure Zone. The public zone shall function in support of public meeting activities, planning commission and council events and public service counters and will remain open to the public during routine business hours. All other zones will be secured for City operations. Secured zones will have card access. Within each zone, keyed access or card access control to individual rooms will be determined based upon the function of each space. The primary building zones are as follows:

PUBLIC ZONE – (ENTRY, LOBBY & COMMUNITY ROOM) ZONE

The public zone consists of the public entry, lobby, access to the customer service counters, public restrooms, a community room access to council chambers and access to Murzyn Hall. As the public zone, this space is the significant visual feature of the building from the street and the public perspective. The zone will function for multiple purposes including: a living-room like lobby and waiting area, public access to City services and meeting rooms for planning and zoning activities, prospective development project reviews, public meetings of community groups, public notification meetings, and press video events.

Interior Quality: As this zone will be utilized to serve both residents and the public, the finishes are to be of higher aesthetic quality than all other areas of the building. Community activities press events/media coverage and other public activities are anticipated to occur in this zone. Refer to Interior design section for finish materials.

Operation: This zone will be controlled independently for HVAC and lighting controls. The exterior vestibule door shall also have card access and electronic locks for remote door locking/unlocking capability. The interior vestibule door shall have electronic locks for remote door locking/unlocking capability, without card access. Card access entry on primary doors to secure zones.

Furniture: Loose furniture will be selected by the design team, procured from State contracts. The meeting room furniture will be small and portable to allow for several room layouts and to accommodate various sized groups. Lobby furniture shall feel living-room like.

AV/Media/Technology: Meeting Rooms, Public Lobby and Council Chambers to all have video, media/audio and speaker capabilities. Meeting room and Public lobby to function as "overflow" space to council chambers with video/audio feed of Council activities. AV/Media devices and cabling, boxes, conduits and relays paths to be selected by Architect and procured and installed by the contractor, including adequate structure for wall or ceiling support of components.

The Public Conference Room and Lobby, both will have large overhead monitors and computer access points, and Wi-Fi as well as data access points in the adjacent walls. The room will also be acoustically separated without disturbing other occupants in the building. The Council Chambers will have a dais with individual media capabilities and microphones at each council seat location, and up to 6 additional stations for city staff and legal counsel. Two large overhead video monitors will be

provided for public viewing. Public podium with media / microphone / computer projection equipment will be provided. An adjacent room with viewing and audio connections to the Council Chambers for television production equipment and controls will be provided. Broadcast of council room events to the public lobby and additional public meeting rooms for large scale events shall be provided.

SUPPORT - LOCKER ROOM, FITNESS & BREAKROOM ZONE

Staff support spaces including break room, quiet room, fitness and locker rooms are to support all staff in the building. Locker rooms include restroom, shower and locker amenities to all staff in the building. Passage hardware on all corridor entry doors. Card access from any public zone location. Quiet room to have classroom lock.

Interior Quality: Refer to Interior design section for finish materials.

Operation: Fitness room is to be fully fitted out (fitness equipment and floor mats) procured by owner and installed by owner's vendor.

Locker room & Breakroom: All doors to be passage sets.

Quiet room to have privacy lock from interior side, walls to go to deck, or to have hard lid ceiling. Walls and ceiling to be CMU or acoustically insulated gyp board construction. Room to include closed casework, solid-surface countertop and single basin bar-style sink and under-counter refrigerator.

Break room casework and solid-surface countertop, kitchen equipment, including microwave, dishwasher, refrigerator, (no stove / oven) and coffee pot to be selected by Architect and procured by contractor. Vending equipment by owner.

Furniture: Loose furniture will be selected by design team from State contracts.

AV/Media/Technology: Break room (1 monitor) and Fitness room (2 monitors) to be equipped with wall mounted or ceiling suspended monitors. Devices to be selected by Architect. Devices, Boxes, Conduits and relays paths to be installed by the contractor, including adequate structure for wall or ceiling support of components.

STAFF OFFICE DIVISION ZONE

The Office Zone serves the city staff offices and consultant staff working out of the facility during day shifts. The office zone backs up to the public zone at the Customer-Service Counter. Office spaces are comprised of a secured office environment with card access control to (A) City Administration office suite, (b) Finance office suite and (c) General office suite. Each zone with dedicated T-stat control.

General office suite is to be primarily contiguous to enable growth in individual divisions through staff re-assignment of workstations or through workstation expansion without requiring building modification. General office workstation area is intended to support work sharing across positions and to enable a collaborative inter-department work environment. Most staff positions will be in open workstations with proximity and access to the customer-service counter, with shared amenities such as Work Rooms (containing printing, recycling, layout and general office supply storage), coat closets and restrooms. Some divisions will include additional secured spaces for file storage, ballot equipment storage or other individual dedicated needs. Public meeting rooms will be accessible from the staff office side, when possible, to allow public meeting rooms to be utilized as staff meeting rooms or development plan review rooms when other events are not occurring.

Interior Quality: This portion of the building is to be primarily of commercial office materials, able to withstand light abuse including heavy foot traffic. If affordable, sound masking may be implemented for an effective office work environment. Refer to Interior design section for finish materials.

Operations: Staff offices shall have interior gyp board walls, to deck with acoustic insultation at all offices, office suite perimeters and conference rooms. Offices shall be key controlled and shall have power, data and wi-fi capability. Open office to have adequate power and data capabilities in walls and floors and assumed wire mold for power / data expansion within workstations.

Support rooms, such as print / copy / workrooms are to have adequate power and data for wall monitors and computer workstations / presentation stations, as well as copiers, printers, shredders and other office support functions.

Fully secured rooms, such as file rooms or large equipment storage rooms shall be of either gyp board to deck with keyed lock or CMU construction to deck with card access control and the door and video camera monitoring within the room, depending upon the necessary level of security of the room. Ample power, lighting, cooling and exhaust shall be provided to this room.

Furniture: Loose furniture will be selected by the design team and procured through State contract.

AV/Media/Technology: Open office suite will each have wall capability for (1) large overhead or wall mounted monitor with computer access capabilities to the monitor, overall Wi-Fi as well as hard wired-data access points in the adjacent walls. Devices, monitors, boxes, conduits and relays paths to be selected by the Architect and installed by the contractor, including adequate structure for wall or ceiling support of components.

DESIGN INTENT – ARCHITECTURAL DESIGN

The building and site design is a response to the physical location, and Columbia Heights local context, and the important design contributions provided by the space planning committee and council members through workshops. The site design in many ways is a balance of the demands of technical site circulation required for public and staff vehicles and emergency vehicles (if needed) and the goal of presenting to the public a visibly intuitive, safe, and navigable roadway system and a comfortable pedestrian-scale entry plaza that blends with the natural landscape feel of the adjacent park. Additionally, the building is oriented to two primary directions – the primary orientation being toward 40th, and secondarily, toward the Park.

The building is designed to be durable and to be able to absorb the varied heavy use expected in a public facility. The exterior wall construction is planned as metal stud and gypsum board with exterior brick or stone with some metal details. The exterior materials are to compliment but not mimic Murzyn Hall and be of a quality consistent with the recently constructed Public Library.

All interior door frames are hollow metal with wood veneer doors where the public interfaces with the building and hollow metal doors in utilitarian spaces. Acoustic isolation is planned for all conference rooms and dedicated offices. Similarly, the Council Chambers will receive careful acoustic study to assure both acoustic containment / isolation for the room itself as well as proper reverberation time intended for ease of public speaking in this environment. Acoustic considerations are also carefully considered for the Public Concourse which will be used for public gatherings.

Exterior windows are planned as aluminum framed store-front systems with insulated glass. The aluminum frame types will vary depending on the location on the building and the size of the opening. Large glass zones such as at the front of the building are planned as curtain wall while aluminum framed storefront will span the openings at all other areas and smaller sized glass openings. Glass will be insulated low-e, low iron, 1″ thick units. Aluminum snap covers at the curtain wall are intended to create a profile that is greater in depth than standard ½″ profiles.

An exterior porch is referenced in the concept drawing, which overlooks with park area. The porch may consist of open air space with covered roof and post and beam, or of screened porch with covered roof, or as enclosed building and is to be further developed in the future design phases. An enclosed connection to Murzyn Hall is expected. The connection will displace functions within Murzyn, specifically public toilets and the Parks & Rec offices. It is expected that these will be folding into the City Hall or relocated as a part of the project.

DESIGN INTENT - INTERIOR DESIGN / INTERIOR MATERIALS

The design of the interior spaces will assist in creating a professional, enduring space that supports the multiple functions throughout the building. The interior materials have been selected for aesthetics as well as ease of maintenance, value, sustainability and durability. Finishes are used to accentuate architectural elements, assist in wayfinding and provide visual interest in public and office areas. The interior materials have been identified by general space types, as listed below.

- Public Vestibule: Wall to wall walk-off carpet. Adjacent walls to be of same materials as exterior building materials. Ceiling to be lay-in wood or other more-polished material like other public spaces.
- Public Lobby and Public Concourse: floors to be porcelain tile with porcelain tile base. Walls to be gyp board. Some walls may be feature walls for display of city artifacts or city logo and will be designed with contrasting wall finish (veneer wood or millwork or other non-gyp material). Ceilings and light fixtures to be lay-in or suspended wood or other more-polished material appropriate for public spaces.
- Public Meeting Rooms: Floors to be carpet with vinyl base. At minimum one wall is to be a feature wall with vinyl wallcovering or other contrasting material. Ceilings to be high STC gyp with lighting and lighting controls for zoned lighting capabilities.
- Council Chambers: Floors to be carpet with vinyl base. Wall behind dais to be a feature wall with veneer wood or other contrasting material. Dias to be of similar materials and solid surface counters. Ceilings to be high STC gyp with lighting and lighting controls for zoned lighting capabilities. Some coffers or other ceiling height variations are likely for acoustics and visual prominence.
- Reception/Customer-Service counter shall be solid surface with glazing above. Glazing shall be BL-3 with ADA and Standard height transaction, document tray and talking pieces. Customer-Service wall to receive Kevlar panels behind finish materials above, below and adjacent to windows. Adjacent door/frame to secure side to be of BL material and BL-3 interior light.
- Office environments: carpet with vinyl base. Ceilings to be high STC lay in ceilings with task lighting. Counters to receive higher light levels and counter-specific lighting. Walls to be gyp.
- Restrooms / Locker rooms: floors, floor base, and wet walls to be of porcelain tile. Showers to be of solid surface. For long term durability, countertops in restrooms are solid surface and toilet partitions are stainless steel. Non-tiled wall and ceiling surfaces to be epoxy paint over gyp. Hard lid ceilings and lighting. Powered hand dryers. Lockers to be a high-pressure laminate.
- Breakroom: flooring to be Marmoleum or equivalent. Casework to be high pressure laminate with solid surface counters and serving island counter. Vinyl base and gyp board walls. Ceilings to be open to structure above, painted, with suspected lighting and suspended monitors.
- Fitness room: floor to be polished concrete with vinyl base and athletic mat flooring. Walls to be epoxy paint over gyp board. Ceilings to remain open to structure above and be painted. Suspected lighting, suspected fans, and suspended monitors are anticipated.

In addition to the finishes noted below, all exterior windows receive manual light filtering shades and horizontal blinds will be provided as required on interiors windows. Interior doors, except for utility doors, are wood, and hollow metal frames are painted. All meeting rooms to receive a minimum of (1) white board in rooms serving under 10 and (2) white boards for rooms serving more than 10.

DESIGN INTENT – REFURBISHMENT OF MURZYN HALL

It is intended that the new City Hall will physically connect to Murzyn Hall with an enclosed, temperature-controlled corridor. It is further the intent that the two buildings could – with double door connections – operate independently and be secured from each other or be opened and operate as a single facility. It is anticipated that there will be two separate central plants with a new central plant developed for the City Hall portion. The connection location to Murzyn Hall is not specifically developed but it is anticipated that modification to the exterior wall of Murzyn Hall, and the removal and relocation of existing restrooms, janitorial room, and Parks and Rec office area will be required to make the connection. This work is to be included in the base project scope. Relocation of Restrooms and Parks and Rec to likely be within the new portions of the City Hall further enabling the Muryn Hall banquet room to be expanded into those current spaces.

Interior refurbishment and renewal of the interior of Murzyn Hall is anticipated as a separate budget cost and may occur simultaneously with the City Hall construction or at a later point in time. Interior renewal is likely to include the following:

- Ball Room refurbishment: Patch/repair hardwood floors and refurbish. All walls to be painted. All ceilings and light fixtures to be replaced. Head table end wall / feature walls to be completely refurbished with new finish materials.
- Bar area refurbishment: Patch/repair floors. Remove all floor tile and replace with new ceramic tile. All walls to be painted. All ceiling and light fixtures to be replaced. Bar surface to be refurbished. Behind bar including plumbing to be scoped and replaced if deteriorated.
- Lounge area refurbishment: Stair Guardrail to be fully removed and new more modern stair and overlook guardrail to be provided. New carpet throughout. New paint throughout. New ceilings and new lighting.
- Restrooms & Janitorial Closets @ Eastern end of Murzyn Banquet Hall: The new corridor connection from the new City Hall building to Murzyn Hall will displace the existing main level restrooms and janitorial closet. This will be constructed new, either in the new City Hall space, potentially serving the loads of both buildings, or within an addition to the eastern side of Murzyn Hall.
- Parks & Recreation Office: This suite will be relocated to accommodate an expansion of the banquet hall seating area into this space. It is anticipated that the New Parks & Rec office will either find a new location within the Murzyn Hall side of new City Hall building or within a new one-story addition on the eastern side of Murzyn Hall.
- Restrooms refurbishment (other locations): Anticipates new finishes, new countertops, new toilet partitions and new fixtures in existing locations, replaced in-kind. All ceilings to be painted and lighting to be replaced. ADA compliance to be met with new restrooms.
- First floor meeting rooms and classrooms: Carpet replacement, lighting replacements, new paint and ceiling replacements. New access point for wall mounted monitors to be provided. (monitors not included).
- Lower level hallways and classrooms: Assumed to remain as is.
- Central plant. Assumed to remain as is.

DESIGN INTENT – CIVIL / LANDSCAPE DESIGN

PUBLIC PLAZA / FARMERS MARKET

Hardscape: The plaza is intended to be an extension of the building's public space and a blending of the natural environment of the park. The PLAZA is expressed in various forms including site walls of varying heights providing double use as seating, plaza pavers and specialty pavements, benches, low planting beds, and accent plantings. The plaza design should allow for a series of visual layers such as walls, benches, signage and shade trees that allow through-access from residential through the plaza to the public park. The plaza is further intended as a park-like extension to the City Hall, as well as to ease the transition from elevation at 40th to elevation at Muryn Hall.

The retaining walls can be constructed of both man-made and natural materials and, when used as benches, possibly topped with wood slats for comfort and warmth and to tie into the overhang of the building entrance.

To provide visual interest, with minimal use of plantings, the ground plane will consist of materials with varying patterns, colors and textures. This may include concrete, acid-etched concrete, sandblasted concrete, pavers of different shapes and sizes, and stone cobbles.

Landscape: The landscape treatment for the public plaza is intended to be low maintenance and minimal with minor swatches of plant texture and color for aesthetic value. Shade trees will provide shade and cooler temperatures for those utilizing the plaza space.

GENERAL SITE

Relocation: With the location of the City Hall adjacent to Murzyn Hall, some existing site features will require careful removal and relocation in a new location to be determined. Examples include certain dedicated landscape materials and memorials.

Hardscape: Materials will be chosen for their aesthetics and durability. Material preference will also be given to recycled, regional and/or renewable materials.

If irrigation is desired, careful selection of water-efficient equipment will be used for plant establishment and maintenance only in periods of drought. This may consist of a quick coupler system located at the perimeter of the building for establishing planting beds adjacent to the building.

Landscape: The landscape treatment for the entirety of the site is minimal and low maintenance with accents of plant texture and color only at the entry to the site and at pedestrian entries.

Decorative aggregate mow edges will be provided at the building and fencing to prevent mower damage.

Existing topsoil will be stripped and stockpiled, tested and amended as needed to promote plant growth. These amendments will be based on the results of soil testing and will ensure optimal soil pH, nutrient levels, organic content and water retention.

Native and/or adapted plants, as well as regionally available plants, will be selected to reduce maintenance requirements such as irrigation, fertilizing, and mowing. Plants will be selected to respond to individual micro-climatic site conditions by reviewing plant hardiness, sun exposure, soil analysis, and individual water requirements. These factors determined the location for each plant type and species to guarantee long term survivability. Following a year-long establishment period, these plants will adapt to the growing conditions and thrive without any permanent irrigation system.

Tree species will be selected for their adaptability to harsh growing conditions and their ability to forgo irrigation. All the tree species chosen will be tolerant of drought, poor soils and poor drainage.

Plants that are adaptable to dry shade conditions will be selected for the north facade of the building. Plants selected for the south facade will be species that will grow in dry soils. These plants are adapted to full-sun locations with minimal maintenance needs.

Additionally, a locally adapted fescue turf mix and/or native grass mix will be used to stabilize the site. These seed mixes will be comprised of species that have been used locally with success and will adapt to the tough growing conditions.

STREET UTILITIES

The current building concept layout sits atop a lightly used residential road. Street utilities below the road will require relocation and alteration to enable the building location and connection of the building to new services. It is anticipated that the street utilities work is allocated as a part of the overall public works street utilities asset renewal and not within the project budget.

PARKING

The current building location, post demolition, will require excavation of footings and will impact the current adjacent parking lot, which likely will be used for construction phasing. An eastern portion of the existing lot will therefore be fully reconstructed. The parking lot which serves Murzyn Hall is presumed to remain operational and in support of Murzyn Hall events and will receive new stripping and Handicap stalls, but no other regrading.

STORMWATER MANAGEMENT

The current site is believed to not meet current storm water management requirements. Once the existing city Hall is demolished, it is likely the plaza design may accommodate some water at swales or other landscape features. The new building, connected to Murzyn Hall, will sit adjacent to the City Park. It is anticipated that storm water management for the new facility is likely to be accommodated through existing open land areas infrastructure at the park.

GEO TECH ANALYSIS

A Geotech analysis was not completed as a part of this analysis. Therefore, the structural design assumptions, site, parking and storm water assumptions shall be re-reviewed after an analysis of contemporary soil borings is performed.

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SCOPING NARRATIVE
ENGINEERING SYSTEMS NARRATIVES

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2.1 DESIGN INTENT – STRUCTURAL SYSTEM DESIGN

DESIGN OVERVIEW

The City Hall Facility is being structurally designed in accordance with the International Building Code (2006 Edition) as amended by the 2015 Minnesota State Building Code. The major loading conditions used in design of the structure includes the weight of the building materials (dead loads), occupancy loads (live loads), snow loads, and wind loads.

The facility consists of three (1) distinct components:

1. City Hall

The narrative provided below is broken up into major areas of structural construction. Overall, the construction proposed utilizes relatively common materials and methods. The goal of the framing is to provide an efficient and economical framing system, while remaining easily constructible to ensure that the goal of economical framing is realized.

DESIGN LOADS

The facility is designed for the Dead Load (self-weight) of the structure as well as other building components, the following superimposed loads:

- Live Load: In accordance with IBC 2012 and ASCE 7-05 as follows:
  1. Typical Office..... 50 psf + 20 psf Partition
  2. Lobbies & Main Level Corridors..... 100 psf
  3. Assembly Areas..... 100 psf
  4. Storage ..... 125 psf
  5. Mechanical Rooms ..... 125 psf
  6. File Storage..... 250 psf

- Snow Load: In accordance with Minnesota State Building Code, IBC 2012, and ASCE 7-05 as follows:
  1. Ground Snow Load..... 50 psf
  2. Importance Factor (code defined)..... 1.20*
  3. Flat Roof Snow Load ..... 42 psf + Drift

- Wind Load: In accordance with ASCE 7-05 as follows:
  1. Typical Wind ..... 90 mph, Exposure C
  2. Importance Factor (code defined)..... 1.15*

- Seismic Load: In accordance with ASCE 7-05 as follows:
  1. N/A per the Minnesota State Building Code

- Other: Support for special case loadings such as mechanical equipment, antennae, or other components are designed based on their actual weight and configurations.

* The nature of the occupancy dictates that this is an essential facility, which results in Occupancy Category IV and the increased design load importance factors.

FOUNDATIONS

The facility will be constructed on spread and continuous wall footings. The geotechnical analysis – when performed - may indicate questionable bearing capacity and or may require structured fill at the demolished building or at locations of poor soils. Further testing will be required once the existing building is demolished to more accurately finalize the recommendations.

A 4" concrete slab on grade will be constructed for the main level floors the City Hall. The concrete slabs on grade will be reinforced with deformed reinforcing steel bars.

EXTERIOR WALL CONSTRUCTION

The exterior walls of the city hall will consist of metal stud walls with either masonry veneers or some other architectural finish material. Portions below grade will have concrete foundation walls. It is assumed that the elevator currently provided at the Murzyn Hall facility will be adequate to serve the elevator need for the full combined building, if lower level mechanical spaces for the New City Hall are required. New stairwell walls, if stairwells are needed to access lower level spaces, are anticipated to be constructed with concrete masonry units.

ELEVATED FLOOR FRAMING

The elevated floors of the facility (if a basement and first floor approach is taken) are anticipated to be constructed of steel beams supporting either precast concrete plank or a steel deck and concrete floor system. Used in conjunction with the steel deck and concrete system, the beams are anticipated to be composite with the slab to help reduce their overall size while providing a well performing floor structure.

The floor framing system will be designed to ensure vibration serviceability and will meet the vibration requirements given by the American Institute of Steel Construction (AISC) and other related guidelines. The floor vibration criterion is based upon the dynamic response of a floor system to walking forces and is given as an acceleration limit for steel members and frequency range for wood members. The acceleration limit given by the AISC is a function of occupancy, loading, and a human's perception to floor vibration. The limits will be set so that people in an assembly area or office should not perceive the vibrations as objectionable according to some industry standard design guidelines.

ROOF FRAMING

Most of the roof structure of the facility will be constructed of a system of steel beams, steel bar joists, and steel decking. The steel framing will be supported by exterior masonry or to be supported by steel columns.

All of the roof framing is to be constructed at a relatively low slope of approximately ¼" per foot. In some areas, it may be found to be more economical to provide tapered insulation than to slope the framing.

LATERAL FORCE RESISTING SYSTEM

Masonry or poured concrete walls will be used as the structure's main lateral force resisting system in the areas where they exist. If not masonry or concrete, steel braced frames are anticipated to resist the lateral forces.

DEFLECTION AND DRIFT LIMITS

Deflection limits criteria for design of structural members are in accordance with applicable material standards such as ASCE, ACI, AISC and are as follows:

- Roof Members:
    1. Supporting Plaster (Hard) Ceilings ..... L/360 Snow, L/240 Total
    2. Supporting Ceiling (Hung) ..... L/240 Snow, L/180 Total
    3. Not Supporting Ceiling ..... L/180 Snow, L/120 Total
- Floor Members ..... L/360 Live, L/240 Total
- Walls ..... L/240 Wind

MATERIALS

The design is based upon use of the following material strengths to be used in construction:

- Concrete (f'c):
    1. Foundation Walls & Footings ..... 3,000 psi
    2. Foundation Walls ..... 4,000 psi
    3. Interior Slab-on-Grade ..... 4,000 psi
    4. Exterior Concrete ..... 4,000 psi

- Masonry:
    1. Concrete Masonry Units ..... ASTM C90, Grade N, Type 1
    2. Unit Strength (f'm) ..... 1,500 psi
    3. Mortar ..... ASTM C270, Type S
    4. Grout ..... 3,000 psi (ASTM C476)

- Reinforcing Steel:
    1. Standard Deformed ..... ASTM A615, Grade 60

- Structural Steel:
    1. WF Shapes ..... ASTM A992 (50 ksi)
    2. Misc. Shapes/Plates ..... ASTM A36 (36 ksi)
    3. Structural Tubes ..... ASTM A500, Grade B (46 ksi)
    4. Structural Pipes ..... ASTM A53, Type E, Grade B

(35 ksi)

SPECIAL INSPECTIONS

Structures designed in accordance with IBC 2006 are required to have "special inspections" performed by independent testing agencies during the construction of the project. "Special Inspections" are quality control inspections and testing that are typically performed on a periodic basis to ensure the adequacy of construction. The following special inspections will be required to be performed during the construction of the project:

- Steel Construction ..... Table 1704.3
- Concrete Construction ..... Table 1704.4
- Masonry Construction ..... Table 1704.5.1

2.2 DESIGN INTENT - MECHANICAL DESIGN

BUILDING CODES AND REGULATIONS

2012 International Building Code (IBC)
2012 International Mechanical Code (IMC)
2012 International Fire Code Mn Rules Chapter 7615
2012 Uniform Plumbing Code Chapter 4715
ANSI/ASHRAE 90.1-2004 Minnesota Energy Code MN Rules Chapter 7670-7678
Accessibility Code Chapter 11 of the 2012 IBC with Minnesota amendments
-National Fire Protection Association:

- Installation of Sprinkler Systems NFPA-13
- Installation of Air Conditioning and Ventilating Systems NFPA 90A

STANDARDS AND LISTINGS

Air Conditioning and Refrigeration Institute (ARI)
Air Movement and Control Association (AMCA)
American Gas Association (AGA)
American National Standards Institute (ANSI)
American Society of Heating, Refrigeration and Air-conditioning Engineers (ASHRAE)
American Society of Mechanical Engineers (ASME)
American Society of Testing and Materials (ASTM)
Sheet Metal and Air-Conditioning Contractors' National Association (SMACNA)
Underwrites Laboratory (UL)

COMMISSIONING

Commissioning of mechanical system is recommended to verify the system is performing as intended to provide optimal and safe operation within equipment operating parameters. At a minimum, we recommend commissioning the following mechanical systems within the building:

a. Variable Refrigerant Flow System including associated pumps, fluid cooler, boiler(s), control sequences and devices.
b. Energy Recovery Ventilation System including fans, energy recovery wheel and control system

WARRANTIES

Warranties shall be specified to be the manufacturer's standard or as specifically requested by the Owner.

Variable refrigerant flow system will have an extended 5-year manufacturer's warranty

SERVICES

UTILITIES

The building will be connected to the following municipal utilities:

- 6″ Fire Service
- 4″ Domestic water service
- 4″ Sanitary service
- 15″ Storm Service @ 1/8″ Slope
- 12″ Storm Service @ 1/2″ Slope

Gas service to the building and the gas meter will be provided by the local utility

PLUMBING AND MECHANICAL PIPING

SANITARY SEWER

Sanitary Drainage system throughout will utilize cast iron no-hub or schedule 40 PVC piping system. Cast iron shall be used in all air plenums.

Service from the building will use a single 4″ main with connection located on the east side of the structure.

ROOF DRAINAGE

A system of roof drains with interior rainwater piping will be collected and directed to the storm service. Scuppers will provide overflow roof drainage.

Standard roof drain bodies will be used. All above grade roof drain piping will be standard weight cast iron and all below grade roof drain piping will be schedule 40 PVC to 5 feet outside the building footprint.

Roof drain bodies and horizontal runs will be insulated with 1″ fiberglass or elastomeric insulation.

DOMESTIC WATER PIPING

Domestic hot and cold-water piping shall be Type L copper with soldered fittings. The domestic hot water circulation system shall maintain a constant supply of hot water to within 15′ of each plumbing fixture requiring hot water. Domestic hot water recirculation pump will be provided and located adjacent to domestic water heater.

DOMESTIC WATER HEATER

Domestic water heater will be gas-fired, high efficiency, sealed combustion, storage type with high recovery. Tank shall be ASME rated and glass lined

PLUMBING FIXTURES

a. Water Closets and Urinals: Commercial wall-mounted white vitreous china fixtures. Public areas shall use low-flow (1.28 GPF water closets, 0.125 GPF urinals) fixtures with exposed infrared battery powered sensor flush valves. ADA compliant fixtures will be used as applicable

b. Lavatories: Public lavatories will be drop in type with the countertop specified by the architect. Thermostatic mixing valves will be installed at each group of lavatories. Wall hung vitreous china lavatories will be used in staff and public restrooms with single toilets. Infrared battery powered sensor faucets with thermostatic mixing valves will be provided.

c. Service Sink: Service sinks in janitor closets will be provided with a floor-mounted, molded stone (stone dust and resin mixture) mop basin with mop basin faucet with mop hangers and stainless-steel wall guards. (Fiat or equivalent)

d. Water Cooler: Individual high/low self-contained units with side and front operation. One high/low water cooler will be provided per floor.

e. Double Compartment Stainless Steel Sink: Provided in break rooms. Sinks will be provided with a commercial grade faucet with hand spray.

f. Shower Valve and Drain: Showers will be provided with commercial grade pressure/temperature balanced mixing valve, commercial grade shower head, and drain system with nickel bronze strainer. ADA accessible showers will be provided with standard fixed head and removable hand-held shower with diverter valve. Shower stalls will be tiled construction.

g. Ice Maker Box: Provided for refrigerators within break room(s). Galvanized steel box construction.

h. Washer Box: Provided for commercial washer. Galvanized steel box construction.

i. Floor Sinks: Provided in mechanical rooms adjacent to water service entrance, water heaters and equipment that generates condensate.

j. Floor Drains: Provided in all toilet rooms, janitor closets, and mechanical rooms.

k. Wall Hydrants: Freeze proof, lockable exterior hose bibs will be provided at 150-foot intervals along exterior of building with one located near each exit door.

l. Hose Bibs: Provided in each mechanical room and in corridor outside of holding cells - rough chrome with removable handle

m. Miscellaneous: Water hammer arrestors will be provided as necessary for all quick closing valves, such as flush valves.

n. Boot Washing Station: Provided in staff vestibule “wet area” for inspectors to wash boots prior to entering the building.

MECHANICAL PIPING

Gas piping shall be schedule 40 black steel. Gas pressure shall be reduced at the appliances and mechanical equipment with the use of regulators.

Condenser water piping shall be schedule 40 grooved steel with mechanical connectors or Type L copper with soldered connections.

Refrigerant piping shall be brazed Type K or ACR copper.

FIRE PROTECTION AND SMOKE CONTROL

FIRE PROTECTION

Entire facility will be served by a wet sprinkler system installed in accordance with NFPA 13 and NFPA 14.

a. Fire Sprinkler Service: A double check valve will be provided, and the fire department connection will be located near the address door entrance or in accordance with the requirements of the local fire department. A wall indicating valve or post indicator valve will be located adjacent to the fire service. Static and residual pressure is assumed to be adequate for sprinkler protection of the structure without the need of a fire pump.

b. Wet Sprinkler System: The full building will be served by a wet sprinkler system designed and installed according to light or ordinary hazard classification. Semi-recessed, quick response, pendent and sidewall, fire sprinkler heads will be provided in all finished areas. Upright and pendent heads will be provided in mechanical rooms.

HVAC

FORCED AIR HEATING & COOLING THROUGH MULTI-ZONE VAV

Heating and cooling will be provided through a forced air system utilized multi-zone VAV boxes for moderation of air flow and temperature control.

Corner and north exterior offices will be individually zoned (i.e. one FCU per office). Zoning in other areas will combine spaces with a maximum of three offices per FCU. Conference Rooms will be zoned individually.

An Energy Recovery Unit will provide ventilation air requirements. Return Plenum systems will be used throughout the building where possible.

ENERGY RECOVERY /DOAS SYSTEM

Ventilation air will be pre-conditioned utilizing Dedicated Outside Air Systems (DOAS) with energy recovery which will recover energy from the exhaust and relief air streams. A DOAS will be provided for all FCUs to maximize energy recovery. A separate energy recovery

ventilator will be provided for intermittently densely occupied Council Chambers.

Heating and cooling will be provided to the DOAS by an integral water source heat pump connected to the VRF water loop.

Air flow rate for the DOAS unit for general occupancy, building ventilation, and exhaust offset is estimated to be 3,500 CFM.

Air flow rate for the DOAS unit for the Council Chambers is estimated to be 600 CFM.

VENTILATION AND BUILDING PRESSURE

Minimum ventilation rate will be calculated based on ASHRAE Standard 62.1-2010 and the 2009 International Mechanical Code.

Under normal operating conditions, the building will be maintained at a slight positive air pressure differential with respect to ambient to minimize uncontrolled infiltration.

DUCTWORK

Supply ductwork will be sized for low velocity and static pressure. All ductwork will be sealed to SMACNA Seal Class A. Tees and elbows will incorporate turning vanes or be of long sweep radius construction. Branch ducts will incorporate high efficiency takeoffs with volume dampers located near the main supply duct. Combination fire/smoke and fire dampers will be provided as required.

DIFFUSERS

Diffusers and grilles, standard color or field painted, of steel or aluminum construction shall be provided. Typical supply terminals will be adjustable three cone diffusers and typical return, or exhaust grills will be aluminum egg crate construction suitable for ACT grids or hard ceilings.

Ducted filter/return grilles will be provided for fan coil units serving finished areas. Filter changing will be from below the ceiling.

UNIT HEATERS

Electric cabinet unit heaters and horizontal unit heaters will be used in areas such as stairwells, storage rooms, entry vestibules, and mechanical rooms.

INSULATION

Board insulation will be provided on exposed ductwork within mechanical rooms and insulation wrap will be provided for supply ductwork in concealed spaces.

CONTROLS

Direct Digital Control (DDC) system will be installed for the boiler, fluid cooler and pump controls. Programmable controllers and thermostats for the fan coil units and water source heat pumps will be provided by the variable refrigerant flow system manufacturer.

2.3 DESIGN INTENT - ELECTRICAL DESIGN

BUILDING CODES AND REGULATIONS	2015 Minnesota State Building Code 2015 Minnesota State Fire Code 2017 National Electrical Code (NEC) National Fire Protection Association – Fire Code (NFPA-70)
MATERIALS/QUALITY	Materials shall be new, UL labeled and of type and quality as required by the specifications. Materials and equipment shall be supplied to the site in original packages, containers, or crates. Concrete housekeeping pads shall be provided for all floor mounted electrical equipment.
RACEWAYS	Conduit shall be provided for conductor raceways. Conduit shall be sized, provided and installed per industry standards and codes. Conduit shall be concealed or embedded where possible. Empty conduits shall be provided with a pull wire and opposite-end labeling for future installations. Provisions shall be made for low voltage systems that include Telecommunication, Security, Audio/Visual, CATV, and CCTV. A combination of empty boxes, conduit, cable tray, and J-hooks shall be used for low voltage systems cable pathways. Low voltage systems conduit is to be installed from the device junction box to accessible ceiling space in the corridor. Throughout the corridor and other common places, the cabling shall be run in cable tray or suspended from J-hooks, enclosed as directed or deemed necessary for protective reasons. Two 3″ conduits will be provided from the roof, one each, to the server room and the radio console for Owner provided antenna connections. All fire alarm wiring is to be installed in red conduit. Exterior conduits above ground shall be galvanized rigid steel. Minimum 1/2″ conduit for power and 3/4″ conduit for telecommunications. Minimum 1″ conduit below grade. The conduit system shall include rigid PVC, galvanized steel Rigid Metal Conduit, Intermediate Metal Conduit, Electrical Metallic Tubing, Flexible Metal Conduit, and Liquid tight Flexible Metal Conduit as appropriate for the installation and as allowed by the specifications.
CONDUCTORS	Conductors shall be copper, sized per the National Electric Code, and shall have 600-volt THHN/THWN or XHHW insulation. Branch circuit conductors shall be No 12-minimum size.

ELECTRICAL SERVICE	The building will have a 208/120 Volt, 3 Phase, 4 Wire electrical service fed from an Xcel Energy pad-mounted transformer. The service will power a switchboard with circuit breakers for overcurrent protection. Power will be distributed from the switchboard to panelboards in the building to serve electrical loads. Switchboards and panelboards to have copper bussing.
EMERGENCY AND STANDBY POWER	An exterior generator shall provide emergency power for life safety lighting and stand-by power equipment as directed by the owner. The generator shall be enclosed in a sound attenuated, weather resistant, enclosure near the building. Automatic transfer switches and panelboards will control and distribute power in the building.
UNINTERRUPTIBLE POWER SUPPLY (UPS)	A UPS will provide back-up power for the building telecommunication system. The UPS will also be provided with back-up power from the generator.
ELECTRICAL CONNECTIONS AND RECEPTACLES	Electrical connections and receptacles (NEMA 5-20R) will be provided for HVAC equipment, Owner furnished equipment, furniture systems, Audio/Visual, Security, Telecommunications, and general convenience needs.
INTERIOR LIGHTING – GENERAL	Office area lighting shall be recessed volumetric style with T8 fluorescent or LED light source. Recessed downlights will be LED type. Utility rooms will have industrial fixtures with T8 lamps.
INTERIOR LIGHTING - SPECIAL	Special lighting and controls will be provided in the council chambers to facilitate video recording of the council meetings. Dimmable LED light fixtures will be used in conference/training rooms with special wall wash fixtures at whiteboards. Accent lighting shall be used to highlight architectural features and displays.
EXTERIOR LIGHTING	Pole mounted and building mounted light fixtures will be LED type with full cutoff distribution. Fixtures shall be a decorative design that blends with the architectural design of the building. Pole mounted lighting shall have a maximum height of 25 feet. Flag lighting will be provided by LED floodlights with glare shielding.
FIRE ALARM SYSTEM	Building will be provided with a fully addressable fire alarm system. System shall include fire alarm control panel, remote annunciator panel, manual pull stations, initiating devices, notification devices, alarm modules, and power supplies.

3

SCOPING NARRATIVE
SPACE NEEDS INVENTORY

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DEPARTMENT:		PROPOSED				
			OFFICE	AVG.	TOTAL	COMMENTS
CITY MANAGER					1,038	
City Manager	Walt	1	Office	200	200	Desk + 3-person Conference table. Acoustic walls
Human Resources Director / Asst City Manager	Kelli	1	Office	120	120	Desk + Conference table extension. Acoustic walls
City Clerk	Katie	1	Wkst	80	80	11x12 cubicle
Administrative Assistant - Human Resources	Nancy	1	Wkst	80	80	13x10 (includes space for fax & printer)
Future Staff / Communications Coordinator	-	1	Wkst	120	120	Desk + Conference table extension. Acoustic walls
Future Staff / Council-Mayor shared work space	-	1	Wkst	80	80	access to conference room
Future Staff / Summer Intern	-	1	Wkst	64	64	
File Area	-	1	Area	64	64	locked. HR files, assessment files, contracts
Administation Conference Room (4-6 ppl)	-	1	Room	190	190	near City Managers for negotiations, HR, etc. acoustic walls.
Shared: Workroom / Mailroom	-	1	Room	-	-	See Shared.
Coffee Area / Refrigerator	-	1	Area	20	20	sink, under counter refrig, coffee pot and storage
Waiting Area	-	1	Area	20	20	2 people
		-				
CITY COUNCIL					1,850	
Council Chambers	-	1	Room	1,600	1,600	first floor. Seats 40. Prefer all staff on one side. Crescent shaped dias, like the dias and behind dias of the Forest Lake City Hall, liked the glass visibility. Liked the stone at Cottage Grove Council Chambers.
Council Chambers AV Room	-	1	Room	100	100	window to chambers, 1 rack for Broadcast servers. Cooling/ventilation. Liked the location of room at Forest Lake with view and access to dias, but not in camera view.
Council Conference Room	-	1	Room	150	150	Can double as a conference room Accessible to public side or from staff side.

DEPARTMENT:		PROPOSED				
FINANCE / UTILITY BILLING					1,210	adjacency to public lobby (utility) and copy room (finance)
Back office staff						
Finance Director	Joe	1	Office	140	140	Previous Study noted 200 GSF. Confirm
Assistant Finance Director	Jackie	1	Office	120	120	Previous Study noted 150 GSF. Confirm
Accounting Coordinator	LeAnn	1	Wkst	80	80	
Account Clerk II - Finance/ Budget Coordinator	Sue	1	Wkst	80	80	
Payroll Accountant	Stacey	1	Wkst	80	80	adjacent to payroll storage
Accounting Clerk II - Finance	Jess	1	Wkst	80	80	
Accounting Clerk I - Finance	pending	1	Wkst	80	80	backs up the counter
Future Staff / FLEX Station	-	-	Wkst	64	-	
Secured File Room (in-suite)	-	1	Room	120	120	Payroll records, vendor receipts (short term), 2 locking fireproof cabinets (in lieu of safe) (4) standard upright 4-5 drawer lateral files
Shared: Secured File Room (long term)	-	1	Room	-	-	See Shared Spaces.
check signing station	-	1	Room	10	10	stand up station AS400 Server and UPS
Supplies / Collating / Open Work Areas	-	1	Room	60	60	cabinets for Finance specific supplies (report covers, bulk paper, etc), shreddi
Shared: Water Cooler & Jug Storage	-	1	Room	-	-	See Shared Spaces.
Shared: Workroom / Mailroom	-	1	Room	-	-	See Shared Spaces.
Shared: Conference Room (4-6 ppl)	-	1	Room	-	-	See Shared Spaces. Doubles as Auditors Work Area (temporary)
Utility Billing / Reception						
Service Counter	-	1	Area	60	60	visibility to reception / public lobby
Receptionist	Paula	1	Wkst	80	80	
Accounting Clerk II - Utilities	Jill	1	Wkst	80	80	
Accounting Clerk I - Utilities	Debbie	1	Wkst	80	80	
collating counter / copier	-	1	Room	60	60	
INFORMATION SERVICES (IS)					1,356	
IS Director	Aleksandr	1	Office	140	140	triple monitor at desk
Assistant IS Director	Jeff	1	Wkst	80	80	triple monitor at desk
IS Technician	Steve	1	Wkst	80	80	works at set up lab space often
Future Staff / Summer Intern or Work Comp Audit	-	-	Wkst	64	-	
Set Up & Lab Workroom	-	1	Room	600	600	mailboxes, bulletin board, printer, shredder, work tables, equip/supply stg
Decommissioning & Disposal	-	1	Room	144	144	shelving and storage for disposal items, work table for sanitizing hd drives
Server Room	-	1	Room	312	312	(4) 4-pole racks, demarc pts, security panel, phone system. Lockable. Fiber
Shared: Workroom / Mailroom	-	1	Room	-	-	See Shared Spaces.
Shared: Conference Room (4-6 ppl)	-	1	Room	-	-	See Shared Spaces.

DEPARTMENT:		PROPOSED				
COMMUNITY DEVELOPMENT/PLANNING					1,292	
CD Director	Joe	1	Office	140	140	
Future Staff / Asst CD Director	-	1	Office	120	120	
Planner - Zoning	Elizabeth	1	Office	120	120	
Community Development Manager	Keith	1	Office	120	120	
Secretary II - Community Development	Jodi	1	Wkst	80	80	
Building Official / Building Inspector	Larry	1	Office	120	120	(Property Maintenance Inspector?)
Secretary II - Permits & Licensing	Shelly	1	Wkst	80	80	(Property Maintenance Secretary?)
Future Staff / Econ Dev Intern	-	1	Wkst	64	64	
Future Staff / Planning Intern	-	1	Wkst	64	64	
Future Staff / Building Inspector	-	1	Wkst	64	64	(Property Maintenance Inspector?)
Conference Room (4-6 ppl)	-	1	Room	-	-	See Shared Spaces. Doubles as Auditors Work Area (temporary)
Service Counter	-	1	Area	60	60	standing height. cntr surface 30" deep. Office supplies below. Lobby access.
Copy / Work Area	-	1	Area	60	60	
File/Drawing Room (in-suite)	-	1	Room	120	120	current and active drawings and permits
Shared: File/Drawing Room (long term)	-	1	Room	-	-	See Shared Spaces.
Shared: Workroom / Mailroom	-	1	Room	-	-	See Shared Spaces.
Shared: Conference Room (4-6 ppl)	-	1	Room	-	-	See Shared Spaces.
		-				

DEPARTMENT:		PROPOSED				
SHARED SPACES					5,865	
Public Waiting Area / Lobby		1	Area	1,200	1,200	Current called for 500. Liked the open feel of Cottage Grove counter, but prefer some type of glass at window but do not want it to feel institutional.
Main Vestibule		1	Room	80	80	Was not included in previous
Mens Restroom		1	Room	170	170	Shared.
Womens Restroom		1	Room	170	170	Shared.
Janitor Closet		2	Room	80	160	Vfy. Location
Multi-Purpose Conference Room		1	Room	1,500	1,500	Doubles as Elections sapce. Adjacent to voting booth stg. & lobby. Post Tours, this room increased in size to be similar to Cottage Grove City Hall Meeting Room. Interested in possible mobil wall to enable split to 2 meeting rooms.
Multi-Purpose Room - Kitchenette		1	Room	-	-	included in the space noted above.
Unisex Restroom (single stall)		1	Room	64	64	Adjacent to Multi-purpose. Doubles for Drug Testing
Multi-Purpose Room - Large Table / Chair Storage		1	Room	65	65	
Conference room - Medium (for 12-16)		1	Room	600	600	Shared. Locate adjacent to Community Development. One door from staff side, one door from public side.
Conference Room - Small (for 2-4)		1	Room	190	190	Shared. Locate adjacent to Community Development. One door from staff side, one door from public side.
Conference Room - Administration		-	Room	190	-	Located in Admin. Area. See Admin. Spaces
Shared: Workroom	-	1	Room	240	240	(2) MFP's, Interoffice Mail, work surface (for postage, laminator, folder-inserter), open work surface for collating, office supply storage (includes utility bill paper and envelopes), bulk paper storage, shred bin.
Shared: Water Cooler & Jug Storage	-	1	Area	6	6	
Shared: Secured File Room (long term)	-	1	Room	500	500	Long term secured files storage (similar to former fire hall storage room) with layout table and shredding bin. Assumed compressed storage.
Shared: Break room		1	Room	384	384	Previous indicated 300 GSF believed to be too small. Door to outside.
Shared Quiet/Wellness Room		1	Room	36	36	
Storage - Voting Equipment		1	Room	500	500	ideally lopcated by multi-purpose room. Lockable.
Storage - Ballots		-	Room	-	-	space is accounted for w/in votinh equip storage.

SHARED / BUILDING SUPPORT				1,330	
Mechanical Room	1	Room	890	890	Was not included in previous
Electrical Room	1	Room	80	80	Was not included in previous
Data Room	1	Room	80	80	Was not included in previous
Sprinkler Room	1	Room	80	80	Was not included in previous
Storage - Maintnenace	1	Room	200	200	vfy. Location
	-				

SUBTOTAL		13,821
Circulation (25%)-existing included in above totals		3,455
TOTAL CITY HALL GROSS SF		**17,276**

LESSONS LEARNED FROM TOURS: Liked the warm color pallette of Cottage Grove (buff, green, stone, champaigne metals). Liked that Forest Lake was clean and tidy and had room to grow. Liked the public conversational seating in the public lobby concourse. Liked work stations with low to mid height walls, preferable with some glass in the panel. Prefer departments be open and accessible to other departments.

PRELIMINARY PARKING COUNTS:					
Staff Parking (HeadCount with growth)	31	stall	450	13,950	
Visitor Parking (1:100 of Meeting)	23	stall	450	10,445	
ADA Parking	2	stall	450	900	
Event Parking (1:50 of Council)	32	stall	450	14,400	
Total Stalls	**88**	**stall**	**450**	**39,695**	
Assuming a straightline code caclulation 1:250	69				

4

SCOPING NARRATIVE
ALL CONCEPTS DEVELOPED

North of psf site

CONS

- Results in separation of public services across the City, with City Hall, library, Public Safety Facility (PSF), & Murzyn Hall each a separate, un-connected site;
- Displaces current storm water infrastructure which is providing the local area a 100-year flood capacity. Current Stormwater ALSO services the site to the east. The site will require significant re-installation of its infrastructure to accommodate the existing & additional impervious areas;
- Will require re-platting of stormwater easement;
- Previous soil borings indicate weak soils which will require extensive foundations, increasing construction cost;
- From a community development perspective, site does not reinforce or encourage the re-development of other areas of the community;
- Does not have a civic presence at a heavily traveled road.

PROS

- Offers the opportunity to expand parking for the currently underserved PSF facility and for the additional City Hall parking need (though will require exterior stairs connecting upper and lower sites and will require winter maintenance of stairs to meet parking needs);
- “saves” other available sites for future building use and / or enables sale of existing City Hall site;
- This site has been available for some time. Due to poor soils and the sites current function in serving local area storm water, this site has seen no development interest. A municipal function may be the “highest and best use” of the site.

Public safety facility site

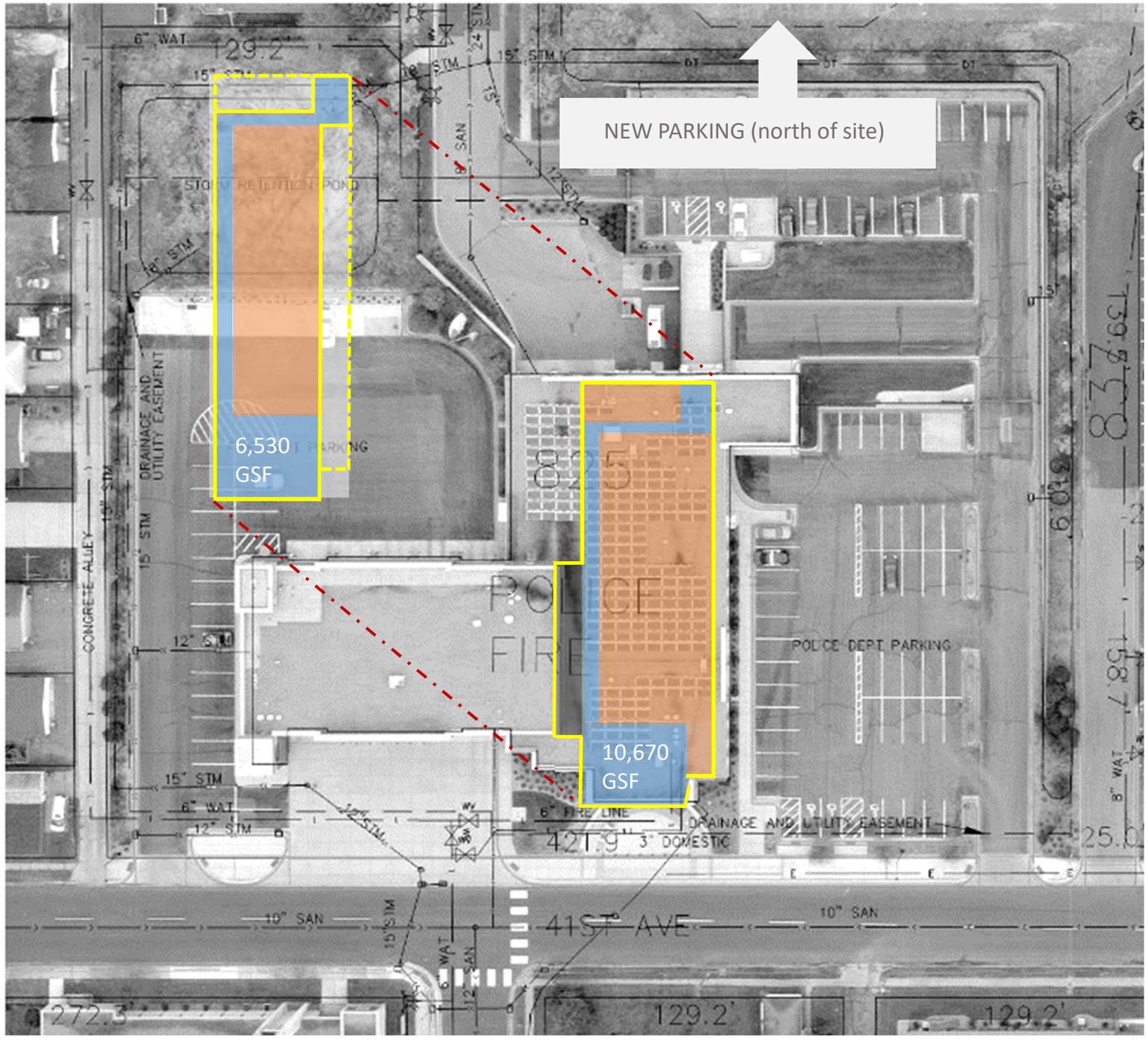
2nd and 3rd story option (meets full need)

CONS

- Results in separation of City Hall Services over 2 floors;
- Inadequate parking currently. Expansion will require additional parking, on lower site, requiring exterior stair and walk to access parking from building. Due to need for CH public parking at the PSF/CH site, all staff parking would be re-assigned to a new lower site parking lot;
- Multi-purposes both interior stairs within Public Safety for shared use (will require new hardware, cameras, security) to maintain secure police operations;
- Multi-purposes front elevator within Public Safety for shared use (will require new hardware, cameras, security and assumes elevator hoist way is expandable);
- Construction while operational with police functions will impact police security and use (noise, traffic, dust, periodic utility shut downs, and reduced available parking);
- Construction while operational increases projects costs;
- From a community development perspective, does not reinforce/encourage re-development of other areas of city;
- Existing property is already parking deficient.
- Relocation and reinstall of Solar panels onto new roof.
- Eliminates any possibility of PSF expansion in the future.
- In order to meet full need of 17,200 GSF, must provide both a second and third floor expansion;

PROS

- Stream lined municipal services;
- “saves” other available site for future building use and or enables sales of existing City Hall site;
- Opportunities for day light into all office and corridor areas.
- Continues the investment within an existing facility, therefore keeping the total number of facilities down.



Public safety facility site

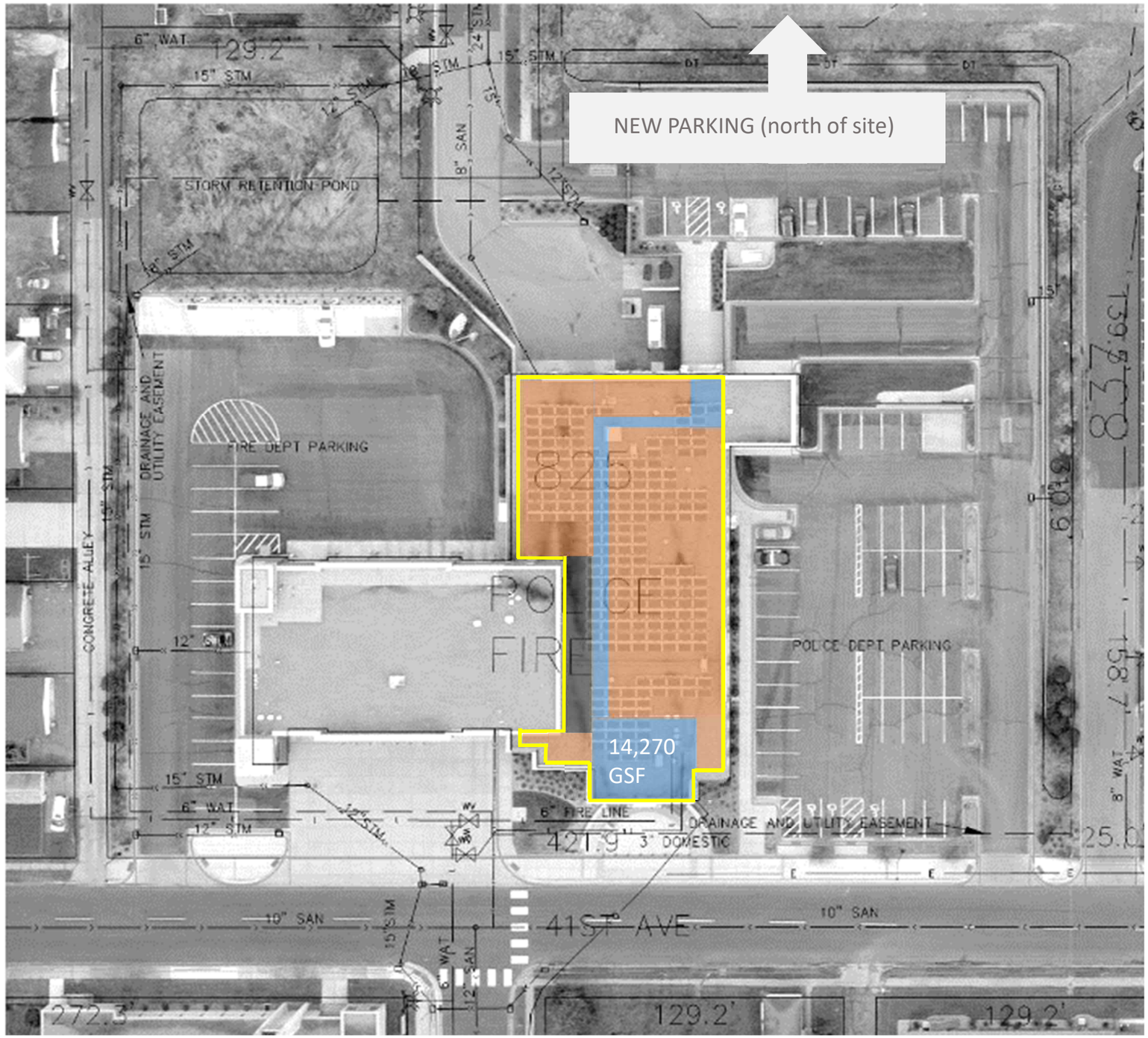
2nd story only option (does not meet full need)

CONS

- Does not meet full need of 17,200 GSF (+/- 4,000 GSF short);
- Inadequate parking currently. Expansion will require additional parking, on lower site, requiring exterior stair and walk to access parking from building. Due to need for CH public parking at the PSF/CH site, all staff parking would be re-assigned to a new lower site parking lot;
- Multi-purposes both interior stairs within Public Safety for shared use (will require new hardware, cameras, security) to maintain secure police operations;
- Multi-purposes front elevator within Public Safety for shared use (will require new hardware, cameras, security and assumes elevator hoist way is expandable);
- Meeting room is only available through elevator / stair access.
- All services on the second floor making the experience less welcoming to customer / residents;
- Assumes existing Mechanical Room is adequate;
- Construction while operational with police functions will impact police security and use (noise, traffic, dust, periodic utility shut downs, and reduced available parking);
- Construction while operational increases projects costs;
- From a community development perspective, it does not reinforce/encourage re-development of other areas of city;
- Relocation and reinstall of Solar panels onto new roof.

PROS

- Stream lined municipal services;
- “saves” other available site for future building use and or enables sales of existing City Hall site;
- Continues the investment within an existing facility, therefore keeping the total number of facilities down



library site

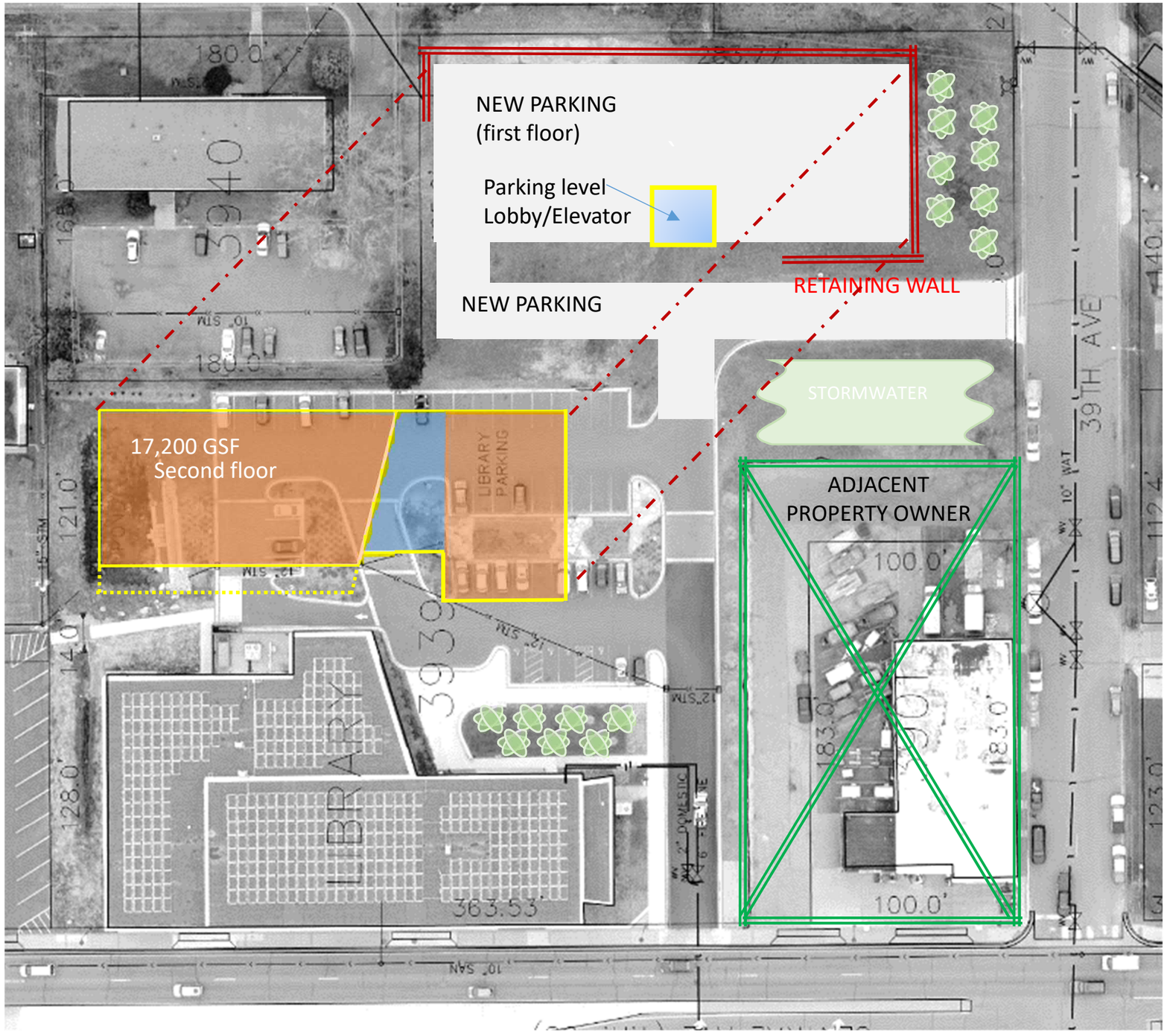
ALTERNATIVE option #1 – 1 story building over 1 story of structured parking

CONS

- Partial below grade parking (under building) will be required to meet parking need and results in higher construction costs;
- City hall building is elevated to enable 39th Avenue on-grade access, with second entry lobby from below grade parking (which is at the same elevation as library entry);
- Multi-purposes parking lot to manage large events;
- Construction so close to library site will likely impact library operations, parking and access (noise, construction traffic, dust, and reduced available parking lot).
- Due to reaching maximum site buildout, storm water holding would need to be a combination of on site, below site, and potential off-site contributions.
- Soil borings indicated contamination and peat with contained water of varying depths. Peat and native soils are water bearing; entire building will require piles for extensive foundations increasing construction costs.
- Site has no ability to handle significant overflow traffic during heavy events or concurrent city hall / library events, though city parking ramp is in walkable distance.

PROS

- Stream lined municipal services; and campus feel;
- Continues the investment along Central Avenue;
- City Hall has a “community presence” on a well traveled road;
- Maximizes opportunities for shared parking, leveraging activities that occur off hours between library and city hall for typical functions. (see parking note above);
- Access to City owned parking ramp for peak use needs;
- Enables current city hall site to be sold for redevelopment.



library site

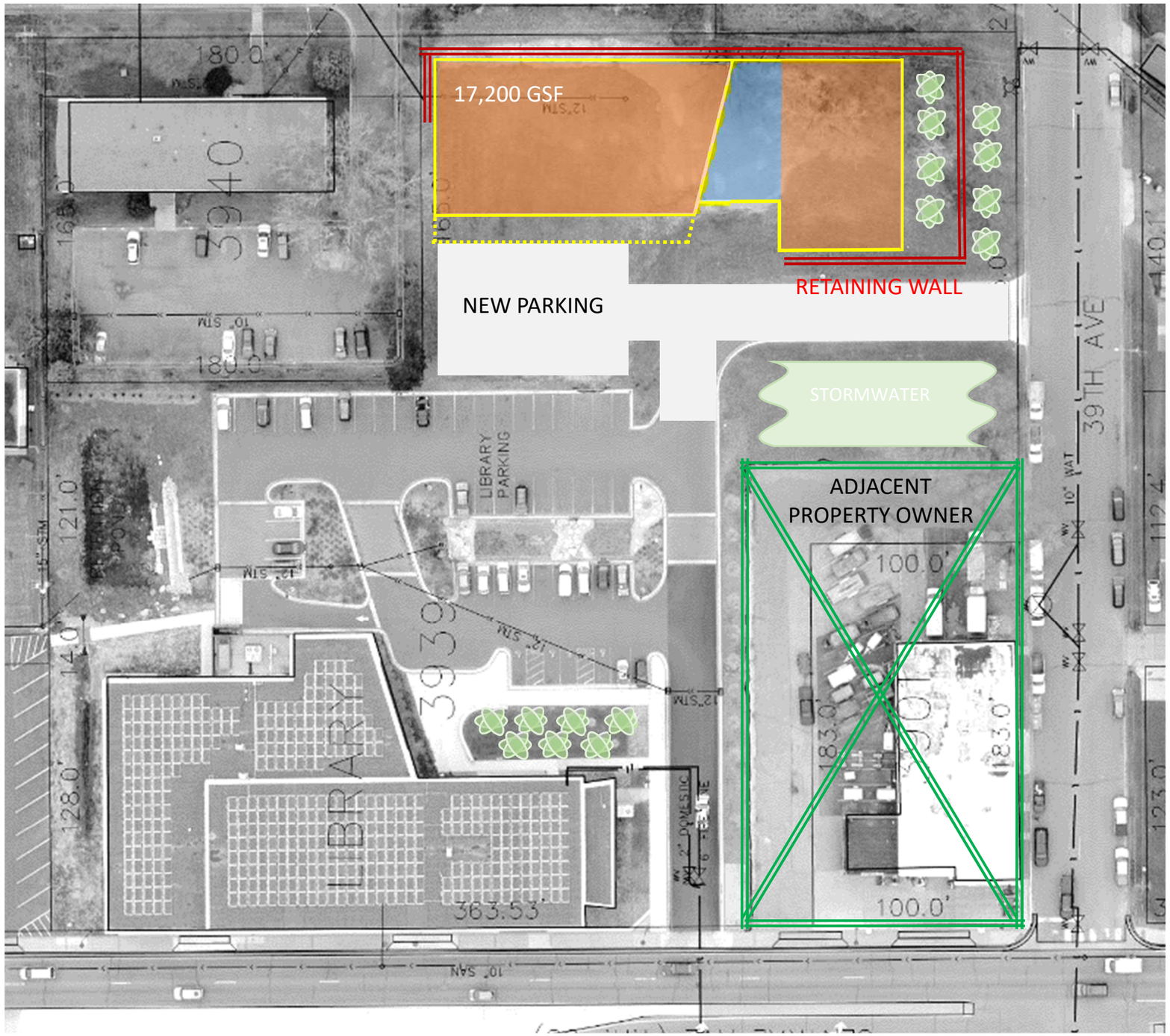
ALTERNATIVE option #2 – 1 story shortage of parking

CONS

- Does not meet minimum parking need. Will rely on City ramp to provide almost the full parking need;
- Extensive retaining wall on north side, results in partial below grade building, may require skylights or roof monitors for natural light into the building;
- Construction so close to library site will likely impact library operations, parking and access (noise, construction traffic, dust, and reduced available parking lot).
- Due to reaching maximum site buildout, storm water holding would need to be a combination of on site, below site, and potential off-site contributions.
- Soil borings indicated contamination and peat with contained water of varying depths. Peat and native soils are water bearing; entire building will require piles for extensive foundations increasing construction costs.
- Site has no ability to handle significant overflow traffic during heavy events or concurrent city hall / library events, though city parking ramp is in walkable distance.

PROS

- Stream lined municipal services and campus-feel;
- Continues the investment along Central Avenue;
- City Hall has a “community presence” on a well traveled road;
- Maximizes opportunities for shared parking, leveraging activities that occur off hours between library and city hall for typical functions. (see parking note above);
- Access to City owned parking ramp for peak use needs;
- Enables current city hall site to be sold for redevelopment.



library site

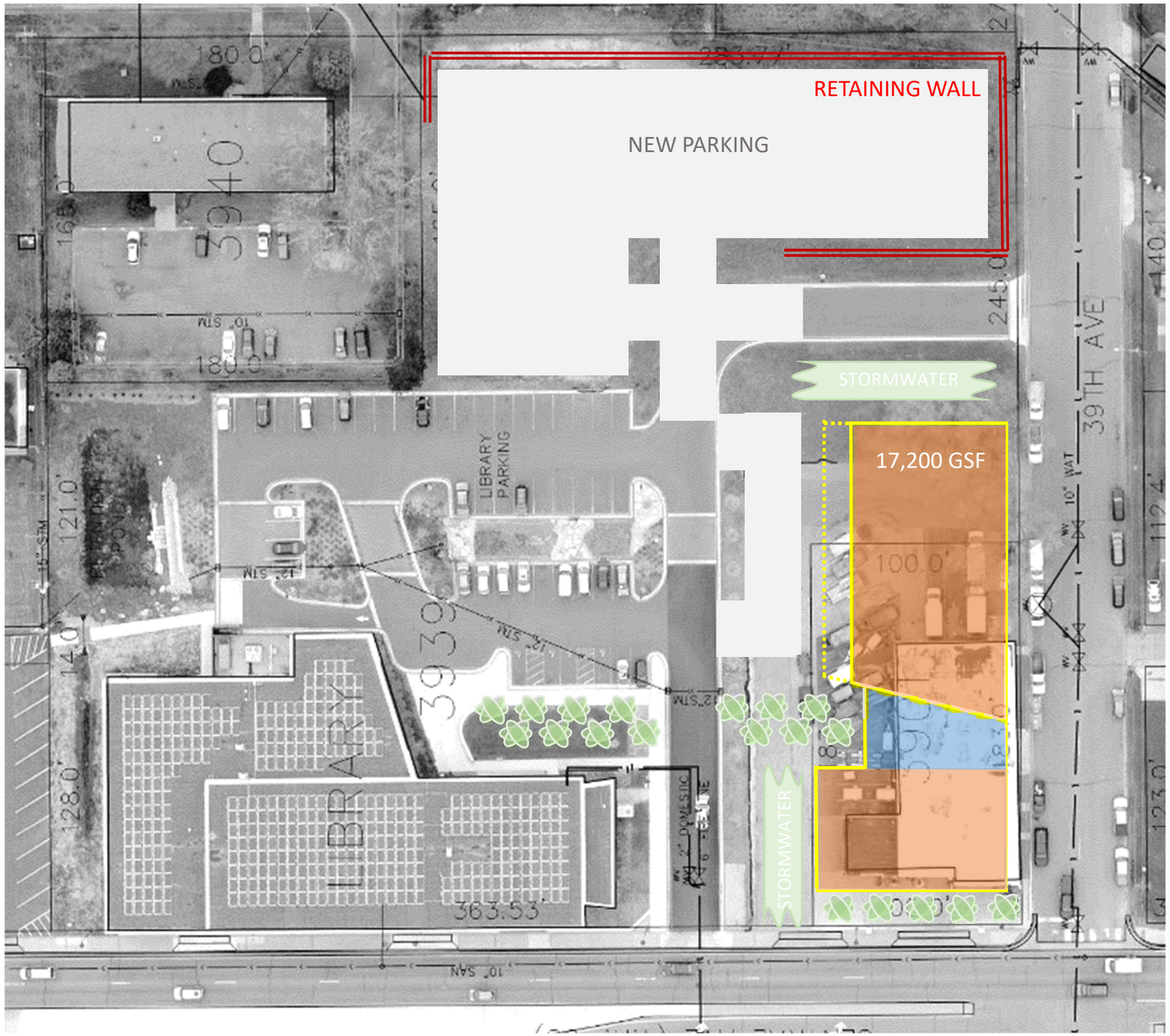
ALTERNATIVE option #3 – 1 story

CONS

- Requires land acquisition of adjacent parcel;
- Expands parking capacity and Multi-purposes parking lot to manage large events for either City Hall or Library;
- Construction so close to library site will likely impact library operations, parking and access (noise, construction traffic, dust, and reduced available parking lot).
- Due to reaching maximum site buildout, storm water holding would need to be a combination of on site, below site, and potential off-site contributions.
- Soil borings indicated contamination and peat with contained water of varying depths. Peat and native soils are water bearing; entire building will require piles for extensive foundations increasing construction costs.
- Site has no ability to handle significant overflow traffic during heavy events or concurrent city hall / library events, though city parking ramp is in walkable distance.

PROS

- Stream lined municipal services and campus feel;
- Continues the investment along Central Avenue;
- City Hall has a “community presence” on a well traveled road. From a community development perspective, its place on the corner, anchors the development and completes the pedestrian / sidewalk experience along this section of Central Avenue;
- Maximizes opportunities for shared parking, leveraging activities that occur off hours between library and city hall for typical functions. (see parking note above);
- Access to City owned parking ramp for peak use needs;
- Enables current city hall site to be sold for redevelopment.



City hall site
OPTION 1

PROS

- Stream lined municipal services;
- “saves” other available sites for future building use;
- City Hall has a “community presence” on a well traveled road and can spur investment along 40Th;
- Has a significant presence and views / access to the park;
- Maximizes opportunities for shared parking, leveraging the opportunity that City Hall functions and Murzyn Hall functions typically occur during opposite hours of each other. Multi-purposeing lot better supports heavy events;
- Provides pedestrian connection from 40th to the Park, consistent with 2040 Comp Plan.

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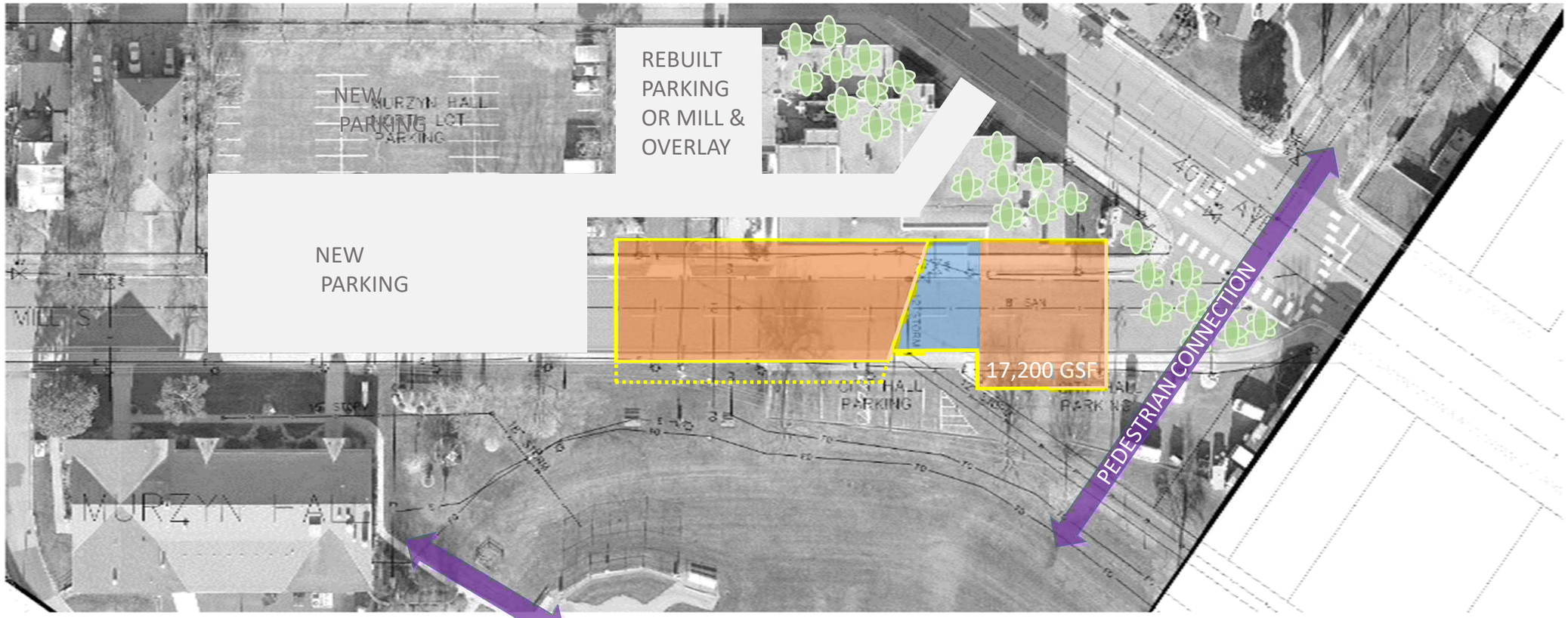
CONS

- Requires closing of Mill Street and relocation of existing below-street utilities;
- Requires relocation during construction;
- Due to reaching maximum site buildout, storm water holding would need to be combination of on site, below site, and potential off-site contributions.
- Due to grade elevation change from 40th to Mill Street or to Park, this site may require significant fill or basement.

City hall site
OPTION 2



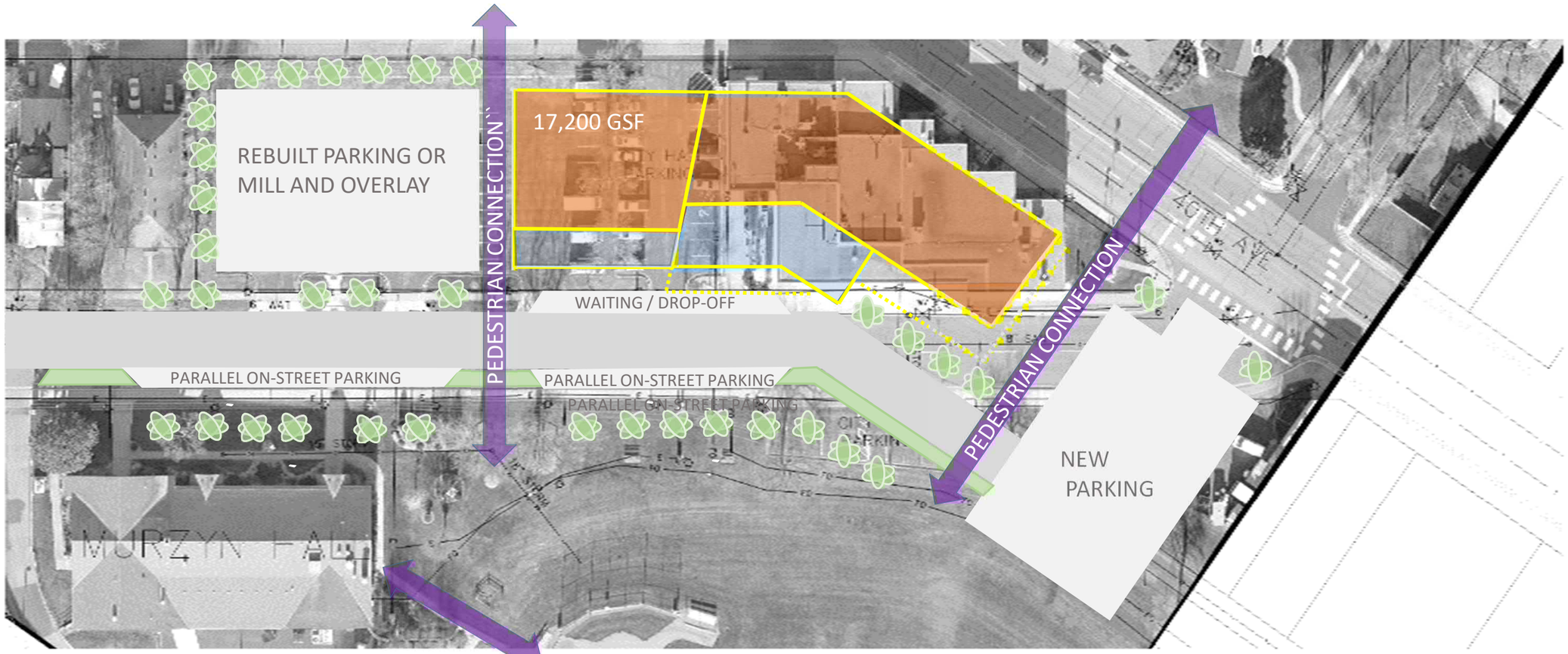
PROS

- Stream lined municipal services;
- City Hall has a “community presence” on a well traveling road and can spur investment along 40Th;
- Has a significant presence and views/access to the park site;
- Maximizes opportunities for shared parking, leveraging the opportunity that City Hall functions and Murzyn Hall functions typically occur during opposite hours of each other. Multi-purposing lot better supports heavy events;
- Mill Street would terminate at Murzyn Hall, enabling additional parking for Murzyn Hall/City Hall and a more “municipal campus-feel”
- Potential lower level walk out & view to park.
- Provides pedestrian connection from 40th to the Park, consistent with 2040 Comp Plan.

CONS

- Requires closing of Mill Street and relocation of below-road utilities;
- Requires relocation during construction;
- Due to reaching maximum site buildout, storm water holding would need to be combination of on site, below site, and potential off-site contributions.
- Soil borings indicated weak soils and some contaminated soils, requiring extensive foundations increasing construction costs.
- Site has more limited ability to handle significant overflow traffic during heavy events or concurrent city hall / event center events.

City hall site
OPTION 3



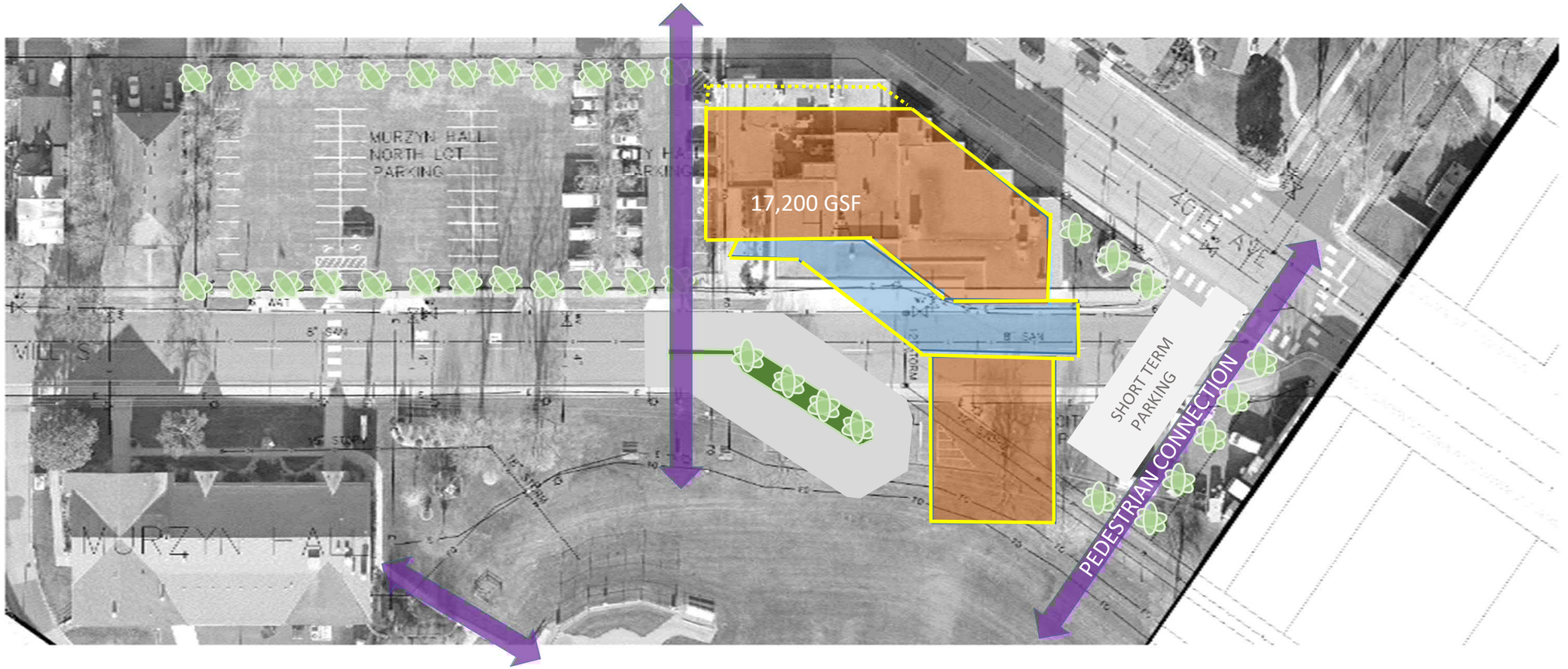
PROS

- Stream lined municipal services;
- City Hall has a “community presence” on a well traveled road and can spur investment along 40Th;
- Has a significant presence and views/access to the park site;
- Maximizes opportunities for shared parking, leveraging the opportunity that City Hall functions and Murzyn Hall functions typically occur during opposite hours of each other. Multi-purposing lot better supports heavy events;
- From a Community Development perspective, enables pedestrian-oriented development with combination of off-street/on-street parking and tree’d sidewalks;
- Creates a strong “campus feel” uniting the Park, City Hall & Murzyn Hall.
- Provides pedestrian connection from 40th to the Park, consistent with 2040 Comp Plan;

CONS

- Requires closing of Mill Street and relocation of below-road utilities;
- Requires relocation during construction;
- Due to reaching maximum site buildout, storm water holding would need to be combination of on site, below site, and potential off-site contributions.
- Due to grade elevation change from 40th to Mill Street or the Park, may require significant fill or basement.

City hall site
OPTION 4



PROS

- Stream lined municipal services;
- City Hall has a “community presence” on a well traveling road and can spur investment along 40Th;
- Has a significant presence and views/access to the park site;
- Maximizes opportunities for shared parking, leveraging the opportunity that City Hall functions and Murzyn Hall functions typically occur during opposite hours of each other. Multi-purposing lot better supports heavy events;
- Provides pedestrian connection from 40th to the Park, consistent with 2040 Comp Plan.

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CONS

- Requires closing of Mill Street and relocation of below-road utilities;
- Requires relocation during construction;
- Due to reaching maximum site buildout, storm water holding would need to be combination of on site, below site, and potential off-site contributions.
- Due to grade elevation change from 40th to Mill Street or the Park, may require significant fill or basement.

City hall site
OPTION 5

PROS

- Stream lined municipal services and shared building services (elevator, kitchen);
- City Hall has a “community presence” on a well traveling road and can spur investment along 40Th;
- Has a significant presence and views/access to the park site (and a PORCH);
- Maximizes opportunities for shared parking, leveraging the opportunity that City Hall functions and Murzyn Hall functions typically occur during opposite hours of each other. Multi-purposing lot better supports heavy events;
- Mill Street would terminate at Murzyn Hall, enabling additional parking for Murzyn Hall/City Hall and a more “municipal campus-feel”
- Potential lower level walk out & view to park.
- Provides pedestrian connection from 40th to the Park, consistent with 2040 Comp Plan.
- Enables outdoor Farmers Market, Event Plaza, Seating/Dining. Will require some creative use of retaining walls to connect to 40th sidewalk

CONS

- Requires closing of Mill Street and relocation of below-road utilities;
- Likely Requires relocation during construction;
- Due to reaching maximum site buildout, storm water holding would need to be combination of on site, below site, and potential off-site contributions.
- Soil borings indicated weak soils and some contaminated soils, requiring extensive foundations increasing construction costs.
- Site has more limited ability to handle significant overflow traffic during heavy events or concurrent city hall / event center events.