

CITY OF SPRING LAKE PARK

SPRING LAKE PARK
CITY ADMINISTRATION, POLICE,
PARKS/REC & PUBLIC WORKS
FACILITY & SPACE NEEDS
ASSESSMENT

FINAL REPORT
MAY 10, 2017

LEO A DALY NO. 023-10232-000

LEO A DALY

SECTION TITLE

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SECTION TITLE

Certification

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly registered Architect under the laws of the State of Minnesota.



	<u>46490</u>	<u>5-10-2017</u>
Cindy A. McCleary, AIA LEED AP	Reg #	Date
Market Sector Lead – Regional Government		
LEO A DALY		

SECTION TITLE

SECTION 1: Project Team

CITY OF SPRING LAKE PARK:

Dan Buchholtz, City Administrator
Doug Ebeltoft, Police Chief
Marian Rygwall, Recreation Director
Terry Randall, Public Works Director
Barry Brainard, Building Official

ARCHITECT / ENGINEER: LEO A DALY

Cindy McCleary, AIA, Principal in Charge
Matthew Heirigs, Assoc. AIA, Senior Job Captain

SECTION 2: Project Assessment

Architectural

Based upon the review of the existing facilities, the four departments within the building are compressed for space in their existing zones. The existing spaces are smaller and less adapt to the current needs of the office environment and the functional needs of each department. The existing square footage is less than typical design standards for most rooms within each department. The existing restrooms and egress clearances are not compliant with the current codes and building standards.

The layout of each department is not configured for adequate collaboration or sharing of resources as an administration. We have arrived at a near complete inventory of the space needs required to meet the future need, and protect the assets of the department. The attached space inventory itemizes the existing spaces and the proposed modified spaces necessary to meet a variety of goals for service and operations.

A few observations of note which have influenced the space needs inventory:

City Hall - Administration

1. The workstations and open office appear to have sufficient space for the number of employees within the existing square footage. However, the workstations and layout do not allow for any expansion. The existing workstations are oversized and do not allow for adequate lighting and function to accommodate the current needs. The office rooms for the city administrator, reception, accounting and codes are sufficient in SF but could benefit from updated furniture and layout modifications to function more appropriately to meet the current needs. We recommend a reconfiguration of the existing spaces and increase in square footage to support the needs of the administration office.
2. City Hall Administration occasionally will provide back up for information while Parks & Rec or Public Works staff is out of the office.
3. The support spaces to the administration room are either non-existent or undersized to meet the current and future needs of the department. The data/server room should have its own room and ventilation system. The copy/printing/work room should be larger to support work space for efficiency and equipment for all departments. The file and supply storage spaces need to be larger and adjacent to the departments to increase efficiency. Some current storage rooms are located in other areas of the building. The small and midsized conference rooms are undersized to accommodate the current staffing and furniture needs for any of the departments. There should be additional conference rooms including a large conference room for entire staff meetings. The technology should be updated to meet current and future needs. We recommend a reconfiguration and addition

of support spaces such as appropriate sized meeting rooms and updated code compliant spaces to accommodate the full administration needs with the building renovation and expansion.

4. The lobby and circulation spaces are small, dark and less inviting to the entrance of the building. The current way-finding and circulation between the departments is confusing and doesn't provide a clear path for the public or staff. Currently, there is no separation between public and staff spaces, especially after hours. The lobby could benefit from more natural light to create a more inviting public space. The floor finishes need to be updated. There is no space to provide private conversations with the public. We recommend a reconfiguration and an increase in size to provide a more functional defined space for the departments.
5. The reception area should allow for better customer interaction while providing security to staff members. Reception area should provide increased visibility for staff and customer interaction. The waiting area layout should accommodate people waiting in line and not interfere with seating area or circulation.
6. Restroom facilities should be updated and relocated to accommodate current building needs and privacy. The number of restrooms will need to be increased along with the overall square footage. Separate restroom facilities for staff and public use would be recommended.
7. The existing Public Works Garage is underutilized for a garage space and storage. It currently houses overflow of existing departments without any clear separation. The current height doesn't allow for adding additional occupiable space within the existing structure. See Mechanical notes for more information.
8. The north Storage garage is currently used by the Public Works Department. It was noted to be currently adequate in size and function to suit the PW needs. However, its location hinders expansion of the City Administration building. The building also restricts the options for site improvements for parking, accessibility, security (visibility) improvements. The wetlands pose expansion and access concerns for the continued use of the PW garage in its current location. We recommend a reconfiguration and/or reallocation of the PW garage to accommodate expansion as an option. Code improvements would be required if the building is linked in the expansion.
9. The PD has a gun range at the rear of the building. See Police Department section for further information.
10. The kitchen / break room is currently serving multiple purposes. There should be a break room separation between the PD and the rest of City Hall administration. There should also be a secure separation between from the public to the staff break room. An additional

teaching kitchen for Park & Rec department activities should be provided and separate from the employee side. The kitchen / break rooms should be updated for code compliance and ventilation for cooking / serving functions.

11. General Storage for all departments is spread throughout the building. The storage spaces should be relocated or added to the existing department spaces with appropriate adjacencies.
12. Council Chambers should be updated for code compliance and accessibility. The lighting, technology and visibility doesn't meet current needs for meetings and other city administration functions. The space doesn't provide adequate seating for the public meetings. The adjacent multi-purpose room allows for additional seating arrangements but have limitations on the number of seats, possible layouts and overall square footage. Privacy, security and accessibility should be updated to provide separation between public and committee members. The video/data room and the storage room are undersized and would require an additional ventilation system for the updates. We recommend an expansion and reconfiguration for a new council chambers room with options to utilize the space for other functions during other hours of operation.

Exterior

13. The exterior of the main building is in relatively good condition with some updates following areas:
14. Main entrance doors and windows should be updated and modified to allow more light into the lobby space.
15. The brick cladding on the exterior is in good condition with suggestion to provide minor repairs. The parapet on the east roof is breaking away from the building and should be rebuilt. More investigation is required to determine the reason for the separation of the brick wall.
16. The brick along the west elevation is showing signs efflorescence and moisture infiltration.
17. Some tuck-pointing and new sealants would be required throughout the exterior masonry and precast walls for both the City Hall building and the North Garage.
18. Most steel framed doors and overhead doors are in good condition but should be replaced to provide more energy efficient door systems. We recommend replacing and updating all doors.
19. Windows are in good condition and were replaced 1 year ago.

20. It is recommended to replace the roof and metal flashing on the Main Building. The metal panel roof over the PD is in good condition but we would recommend replacing with an expansion because the sloped roof creates limitations for expansion in its current design. The North garage is in good condition, but recommend a replacement as part of the total renovation.

Police Department

21. Police department is confined at the rear of the building. There isn't a clear indication on the exterior of the building for the entry of the police department. The lobby doesn't provide a clear separation or indication to the police department entrance either. It is located down a long hall off the main lobby and doesn't provide an inviting entry or waiting area. A separate entrance is requested and recommended for the PD.
22. It is also recommended to provide a more secure second entrance for PD department staff only. This area could be combined with the PD garage and Sally Port movement control while creating a secure perimeter.
23. There isn't a separation between the public and staff circulation spaces. All spaces within the PD are smaller than the required square footage to accommodate the number of staff and functions of the administration. There is no copy room or work area within the PD. Storage for general office is limited or located in other areas of the building. These items should be located within the PD department for security and privacy reasons.
24. The Chief office is too small to accommodate an additional table/seating area for interpersonal conversations behind closed doors. It is recommended to increase the square footage for additional table and seating.
25. The chief doesn't have many options for private conversations with public without bringing the public through the administration office. A more inviting and secure meeting room at the public/private secure perimeter would be more appropriate.
26. The current interview room is located within the general office / staff area and it should be located closer to the holding area/ waiting area or edge of the secure perimeter.
27. A few of the Patrol/ Sergeant spaces are adequate in size but do not provide enough separate office spaces for all Patrol staff. One office space doesn't have windows. We recommend all spaces be re-organized to create a more collaborative office layout and right sized in any building renovation.
28. A small conference room should be added to accommodate 4-6 people for administration meetings.

29. File/record storage and digital server storage should be in a secure room with additional ventilation for the data server. This room should be adjacent to the main administration area.
30. The training/briefing room currently doesn't provide enough square footage for the needs of the room. It provides seating for 12 and needs to accommodate 14 plus room for growth. We recommend the technology and furniture be updated for training and presentations.
31. Squad room is undersized for the number of officers, workstations, filing, and duty bags and officer equipment. It is recommended to update square footage to provide area for charging stations, separate area for duty bags, to improve workflow with entering the building and communicating with the PD staff. We recommend all spaces be re-organized and right sized in any building renovation.
32. Locker Rooms and restrooms are not code compliant or meet the right size standards for both genders. The locker room location should be relocated to improve workflow and provide privacy and separation from the general office area. We recommend all spaces be re-organized and right sized in any building renovation.
33. A break room should be added separate from other departments and not accessible to the public. The break room should be within the secure perimeter of the PD and adjacent to the new restrooms.
34. Current Sally Port is functional and adequate for its size. It is recommended to provide an additional stall that is interlocked with a secure corridor to holding /booking area.
35. Existing squad garage can hold 4 plus 1 in the sally port area. The PD currently utilizes the existing North Garage for storage of speed trailer and other squad cars. We recommend all spaces be re-organized and right sized in any building renovation to include a distinct separation between the other departments and the public. We recommend all PD squads to be in one secure garage separate from public access. It is recommended to provide equipment and technology with automatic download of data from squad cars as they enter the facility.
36. The outdoor parking area should be more secure and provide greater visibility for officers as they enter and exit the PD. We recommend all spaces be re-organized and right sized in any building renovation and parking access. The parking area for PD should be secure and separate from other departments and public parking.
37. Existing holding cell is adequate in size. We recommended providing additional holding cells with updated furniture, creating 3 total holding cells. The intoxilizer room should be increased in SF and layout changed to improve security and handling of detainees. We recommend the holding /booking area and evidence rooms to have a separate secure corridor from the general staff area or within the secure perimeter.

38. The type and amount of equipment patrols carry with them has changed dramatically since the building inception. Spaces for the secure storage of these items have been found based upon available real estate and not optimum work flow. Items are stored where space is available, including under stairwell and in multiple locations spread throughout the facility. This requires patrols to collect medical supplies, AED machines, fire arms, fire arms cases, duty bags and other necessary items prior to entering the vehicles to begin the beat. This results in loss of time on the streets and inefficiency of operations. We recommend these spaces be aggregated, and strung along the path of travel from roll call to squads to improve efficiency.
39. Firearms lockers, cleaning, ammo storage are spread throughout the facility, where secure space was available including on both first and upper floors. These items should be aggregated and relocated to be near the path to patrol vehicles.
40. PD believes the gun range meets their current needs, however the clearances and gross square footage is less than new standard gun range layouts. The PD would like to modify the range to accommodate long gun training. The PD has reviewed equipment for a potential upgrade within their current facility. We recommend updates to the equipment, current clearance requirements per code and a new location to accommodate the expansion of the City Hall Administration / Police facility. We suggest further investigation to the design and layout of the firing range to meet their needs.
41. Squad Garage; currently all squad cars are stored inside the two garages on the main building. If/when renovation and expansion of facility occurs, provide adequate provisions to ensure all PD vehicles and equipment are capable of indoor storage is recommended.
42. Evidence and Processing: The storage capacity has reached its maximum capacity. It is recommended to provide added chain link enclosed for larger items, including an exterior enclosed area for extra-large items (cars & equipment) and future needs.

Parks & Rec Department

43. Parks & Rec administration office area has considerably less square footage for all office space and work room support spaces for full time and seasonal employees. They would need additional storage for office supplies and printing/ work area. This could be shared with other departments if sized appropriately. It is recommended to reconfigure with a renovation and expansion to provide meetings/activity spaces and large work rooms that could serve as multi-purpose for their daily and evening activities.
44. It is important to have some collaboration or direct spatial relationship with the City Administration to share resources such as storage, lobby/waiting areas, public restrooms, staff restrooms, break rooms, and multiple conference rooms/activity rooms.

45. A display and advertisement area is needed for their department especially when staff is off site during the day.
46. They have requested a gymnasium with multi-purpose rooms to accommodate their large number of activities provided to the community and after hour events. Locker rooms additional MEP services would need to be considered with a gymnasium expansion/addition. Currently, their storage for activities and administration needs are stored in various locations throughout the building including other off site locations. This facility requires more parking than can be accommodated at the current location and address the existing wetlands and site constraints. We recommend alternative locations or phasing to accommodate the future needs of the facility and city.
47. A separation between the departments is important for security reasons considering they have after-hours activities.
48. If a teaching/cooking classes are provided, a separate kitchen facility should be commercial grade and separate from the staff break room for security and code requirements.

Public Works Department

49. Public works has one office in the main City Administration building. It is separated from the other office and administration functions. The current office supports the needs at this time. The location could benefit with being adjacent to the other administration.
50. Public works uses the North Garage and a second off-site location for all of its current needs. Public works office, storage, garage space and outdoor storage could be relocated to the second location, if required. Public works would benefit with having all administration, equipment and storage at a single location. v
51. It is preferred to maintain a presence at the city administration building but not required.
52. Seasonal staff and full time PW employees are primarily at second location or off site during the day.
53. Additional modifications and layouts of office space would be required at second location if entire PW office relocated with storage, office space and work room to accommodate the SCADA machine.

STRUCTURAL

Facility Overview:

The Spring Lake Park City Hall consists of two primary areas. The original city hall was constructed in 1977. An expansion was constructed on the west side of the original facility in 1994 to house the police station.

City Hall Building

1. The existing masonry, steel and precast concrete building is constructed to allow a second floor to be added above the existing precast plank roof with an office live load of fifty pounds per square foot maximum. The existing roof plank are bearing on the exterior perimeter walls and the interior corridor walls. See the attached drawing for reference. Below is a list of possible limitations on the type of second floor that can be added:
2. A new roof structure should be a standard metal deck on steel joist with preferably a single ply roof membrane to limit the dead load of the roof. The new roof spans should be sized to span the same distance as the existing concrete floor plank.
3. New exterior and interior bearing walls to support new roof structure need to bear on existing exterior and interior CMU bearing wall locations. Existing CMU bearing walls may require reinforcement in grouted cores. Existing CMU is stack bond and may require additional concrete or steel reinforcement within the existing walls to support a second floor addition. Existing CMU bearing walls shown in blue on attached drawings.
4. Existing first floor structure will need to be modified to accommodate the second floor structure. Cutting openings in existing first floor and providing additional steel structure and foundations may be required to support new second floor structure.
5. Drifting snow will need to be accounted for on the adjacent structures with the addition of the second floor. Additional roof steel joists may be needed at the public works garage area on the north side. The police station precast concrete roof to the west should be adequate for drifting snow.
6. Concrete topping on the existing precast concrete plank will be limited to one inch of light weight concrete to preserve the live load capacity of the plank.
7. Concrete plank is at two separate elevations between the City Hall area and the Police Station Addition and would require a ramp between the two areas to meet code.
8. New stairs and elevators to access the second floor would require modification of existing first floor structure unless the new stairs and elevator cores were constructed outside the existing floor plates.

Police Station Building

9. The existing masonry, steel and precast concrete building is not constructed to have a second floor added above the existing precast plank floor. The precast concrete plank is adequate for office floor loading of fifty pounds per square foot but the supporting structure is not. Extensive construction measures could be undertaken such as replacing existing columns or footings to provide proper supporting structure for the plank but may be cost prohibitive.
10. Existing exterior and interior CMU walls will need to be maintained to support the precast plank roof without building a second floor. Existing CMU bearing walls shown in blue on attached drawings.
11. The precast plank floor is bearing on CMU wall & steel structure between the existing City Hall building and Police Department addition. The precast concrete plank is currently at two different elevations.

CIVIL



Figure 1. City Hall aerial view

Overall Site Existing Conditions

1. Upon investigating the Spring Lake Park City Hall site, it is evident that the site is functional, but the needs of the building's users are starting to outgrow what the site can provide them in its current size and configuration. In Figure 1, an aerial view of City Hall is shown. The City Hall campus consists of 2 buildings (an administration building and a storage building), 2 parking locations (one for staff and the public, and one for the police department's personal vehicles), and an area for public works storage in the northeast corner of the property (shown in Figure 2). There are two driving entrances to the property, one from Central Avenue NE to the west of City Hall, and one to the southeast of the building from 81st Ave NE.
2. The landscape is relatively flat throughout the site, with storm water draining to wetlands to the west and north. There are six trees located between the wetland and the building to the west, shown in Figure 3. There are also four trees south of the administrative building, and two near the main entrance. Grass surrounds the building and parking areas. A flagpole is located south of the main entrance, and an emergency siren is located north of the main entrance, shown in Figure 4.



Figure 2. Public Works storage area



Figure 3. Trees west of building



Figure 4. Flag pole and emergency siren near main entrance



Figure 5. Estimated Site Drainage

Storm water Drainage Existing Conditions

3. East of the two buildings there is a high point at the far side of the chain link fence which divides the parking lot from the public works storage area. Figure 5 shows a general visual interpretation of how storm water drains from the City Hall site. The water from the building roof flows west into the wetland shown in Figure 6. This wetland drains to the north and is connected by a culvert to the much larger wetland located north of the site. Some storm water from Central Ave NE and 81st Ave NE also drain into this wetland system.



Figure 6. Wetland located west of administration building

4. Visible structures such as downspouts, catch basins, and flared end sections were in good condition, except the flared end sections were covered with grass and debris, as shown in Figure 7. Some concrete splash pads placed at the bottom of downspouts along the building were crumbling as well (See Figure 8). Ponding was visible around the flared end sections located in the wetlands, which is expected (see Figure 9).



Figure 7. FES with debris



Figure 8. Concrete splash pads crumbling at base of downspout



Figure 9. Ponding in the Wetland Area

Pavement Existing Conditions

5. The pavement throughout the parking lots, storage area, and driveways was in fair condition. Some large cracks were present to the east of the storage building, shown in Figure 10. Curb and gutter throughout the site was functioning, but some spots were crumbling or broken, seemingly where trucks or snowplows may hit them often (see Figure 11). Curb was only present on the north side of the driveway connected to Central Ave. A new sidewalk has been installed along Central Ave that is not shown in the aerial, but is shown in Figure 12. Parking stall striping was clear and visible throughout both lots, with 85 stalls for the whole site including 3 handicap stalls. There was no ponding water visible on the pavement anywhere, as it had not recently rained prior to the site visit.



Figure 10. Large pavement crack east of storage building



Figure 11. Crumbling curb along driveway facing Central Ave



Figure 12. New sidewalk along Central Ave NE

Suggested General Site Improvements

6. As the site is now, a few minor improvements should be made in order to help the site function more efficiently and continue to last for many years to come. Grass and debris surrounding the flared end sections in the wetlands should be removed. The crumbling concrete splash pads beneath the downspouts should be replaced to ensure positive drainage away from the building. Pavement in the parking lot, driveways, and storage area with significant cracks could be sealed or resurfaced to prevent further degradation. Curb could be added to the south side of the driveway connected to Central Ave in order to prevent vehicles from damaging the landscape. Curb should be added to the pavement near the storage building and public works storage area so that water possibly contaminated with vehicle fuel or sediment flows into the storm system instead of directly into the wetland to the north. A sidewalk could be added along 81ST Ave connecting the main entrance of City Hall to the new sidewalk along Central Avenue. A majority of items in the public works storage area should be relocated to the off-site public works facility, in order to better utilize this space for future parking and green space, and to prevent the rock and sand piles from washing into the wetland.
7. A high-priority concern of the client is the safety of those entering and exiting the current facility. Installation of a private gate requiring a keycard on the driveway along Central Ave would make this a police-only entrance. Other staff and visitors would be directed to enter the parking lot using the entrance on 81st Ave. Once the public works storage area is cleaned up, parking for police personal vehicles could be moved to the other side of the buildings to offer a more protected walk to the building.

Suggested Site Improvements with Building Addition to West or Community Center to North

8. If a 16,000 square foot addition is added to the west of the existing administration building, much of the existing wetland would likely be impacted. The same is true if a 14,000 square foot community center is added to the north of the site in the wetland located there. In Spring Lake Park, wetlands that are removed need to be replaced at a minimum 2:1 ratio, according to the Minnesota Water Conservation Act. Instead of replacement, Wetland Bank Credits can be purchased from the same Wetland Bank Service Area. Wetlands on this property are part of the Rice Creek Watershed District, and any work to remove or alter the wetlands requires a permit and prior approval. The wetlands will need to be delineated and surveyed as well before any work can begin.
9. According to the Minnesota Department of Natural Resources (DNR), the Ordinary High Water Level (OHWL) for the wetland to the north is at an elevation of 905.0. A survey of the area will be essential in determining the exact location of this OHWL, and will limit the location of the new community center to the north. A DNR public waters work permit maybe required if the proposed location is below the OHWL.

10. A concern with removing a large portion of the wetland to the west is that currently all the water that drains from the building roof, as well as storm water from 81ST Avenue, drains to this wetland which then ultimately drains to the wetland to the north. Further investigation will be required to determine what alternative areas the storm water could be redirected to before discharging into the wetland to the north, and if a reduced wetland to the north would be able to accommodate the same amount of storm water. Any new development or land disturbance will require a storm water management system in accordance with the rules of Rice Creek Watershed District and the Minnesota Pollution Control Agency, and direct discharge to any remaining portion of the existing wetland will likely not be allowed.
11. Adding curb to the south side of the driveway connected to Central Ave would be necessary with a building addition in order to redirect storm water away from the current wetland location. Any remaining wetland area to the west could be converted to a storm water best management practice (BMP), such as a bio retention basin or rain garden. A storm water BMP could also be placed in or near the area currently used for police department personal vehicle parking, as water from the addition and existing administrative building would likely be rerouted to the wetland north of the site.
12. If the building addition is placed to the west of the existing administrative building, the trees located there would need to be removed. The removal of the existing police personal vehicle parking lot would also create more green space on the property.
13. With a building addition to the west increasing the building size to roughly 35,000 square feet, a larger parking lot will be required. Using the *City of Spring Lake Park Parking Lot Development Guide* as a reference, and assuming the primary use for the City Hall facility is an office, a total of 146 spaces would be required, with five of those being ADA spaces. Therefore, the parking lot would need to accommodate sixty-one additional spots, including two additional ADA spaces. With a 16,000 square foot building addition and a 14,000 square foot community center, the site would need approximately 199 parking stalls, with six of those being ADA spaces.
14. Using the *City of Spring Lake Park Parking Lot Development Guide*, roughly 64 new parking stalls could be installed in the northeast area at a 90-degree angle. If the existing parking lot remains the same, this would bring the total number of stalls to 140. It is recommended that only a building addition is built on this site, as there is not enough space to accommodate the increased parking requirements for a community center, and there would be an even greater wetland impact with a community center to the north. With a building addition to the west, not all 60 stalls would be required, and therefore there would be space to include even more greenspace in the new parking lot area.

MECHANICAL

Facility Overview

The Spring Lake Park City Hall consists of two primary areas. The original city hall was constructed in 1977. An expansion was constructed on the west side of the original facility in 1994 to house the police station. A stand-alone storage building was constructed to the north of the original City Hall building in 1987.

Stand-alone Storage Building

1. The stand-alone storage building is provided with heating and ventilation (exhaust/makeup air). There is no cooling provided for this structure. Natural gas-fired unit heaters serve the main storage area and associated mezzanine space. Two power roof ventilators provide exhaust for the main storage area and mezzanine. Un-tempered makeup air had been provided to the storage areas through a wall mounted intake air louver located above the entry door. It originally was interlocked with the exhaust fans. This louver is now sealed with rigid insulation so there is no intentional source of outside air for the areas outside of the shooting range.
2. The shooting range below the mezzanine is exhausted by a dedicated exhaust fan with an integral air filtration system consisting of 2" pleated pre-filters and 90% efficient bag filters. Makeup air is provided to the shooting range by a dedicated natural gas-fired makeup air unit (no cooling) located in a mechanical room at the south end of the mezzanine. An electric unit heater serves the mechanical room at the mezzanine level.
3. All HVAC equipment in the storage building appears to be original to the building construction in 1987. All equipment is provided with local controls (no building automation system (BAS)).
4. Although the fans, makeup air units, and exhaust fans and controls were described as acceptably functional by the Owner, all equipment is approaching 30 years of age. It is recommended that existing equipment and controls be removed and replaced with new, more efficient equipment. New controls should be provided that would allow for variable control (variable speed motors, CO/CO2/NO2 sensors) so that the energy usage of the systems are reduced. A source of makeup air for the exhaust systems should also be provided. It may be possible to utilize the existing outside air intake louver and add some form of heat recovery in the exhaust air streams to temper the outside air
5. The domestic water/fire suppression systems are served by a 6" combined water service. The domestic water system is provided with a 5/8" water meter. There is a limited quantity of wall hydrants and hose bibs connected to the domestic water distribution system. There is no domestic hot water in this facility. The fire suppression system utilizes a dry-pipe pre-

action valve assembly with a dedicated source of compressed air. The compressor and dry-pipe valve assembly appear from a visual inspection to be in good condition. The fire suppression system should be tested and certified by a qualified testing agency to ensure that it is fully functional and in-compliance with current codes.

6. Two trench drains are located in the vehicle storage/parking area. The sanitary waste line connected to the trench drains is routed to a flammable waste interceptor with a 4" discharge line that continues south of the building and connects to a site manhole just north of the police station.
7. Roof drainage system consists of downspouts with overflow scuppers. There are no roof drains or internal rainwater leaders in the building.

City Hall and Police Station

Heating, Ventilation, and Air Conditioning

8. The original city hall portion of the building is served by six forced air furnaces with natural gas heat and electric DX cooling (furnace mounted 'A' coils with remote condensing units located on the roof). Outside air for ventilation is provided to each furnace by a ducted connection to a wall louver in a raised section of the building at the roof level. These six systems were replaced with similar units in 1998-1999.
9. The police station addition is served by a single forced air furnace with natural gas heat and electric dx cooling ('A' coil with remote condensing unit). The condensing unit serving this furnace is located on grade adjacent to the building. This system is original to the addition and was not replaced when the city hall systems were replaced. Outside air for ventilation is provided to the furnace by a ducted connection to an outside air intake louver.
10. Each of the seven forced air furnaces serves a single temperature control zone with a single controlling thermostat. Refer to Attachment 'A' for a floor plan with color coded system zoning information.
 - Furnace, S-1, serves the locker room adjacent to the service garage and the individual offices accessed from the east corridor including the two offices in the southeast corner and the main entry vestibule.
 - Furnace, S-2, serves the main open office area along the south side of the building and the two offices accessed from this open office area.
 - Furnace, S-3, serves the employee break room and the police reception and records storage room.

- Furnace, S-4, serves the following spaces in the police station: men's/women's toilet room and locker rooms, holding room and associated toilet room, council chamber video production/control room.
 - Furnace, S-5A, serves the west half of the council room and the adjacent council library room.
 - Furnace, S-5B, serves the east half of the council room.
 - Furnace, S-6, serves the main entry lobby area, reception office, and adjacent office, vault, copy storage room, and administrative storage room.
 - Furnace, S-7, serves the rooms along the west exterior wall of the police station. A "Thermafuser" diffuser has been provided in the Chief's corner office to provide better temperature control in this room.
11. The council room served by S-5A and S-5B also is provided with a dedicated exhaust fan, EF-8. The exhaust rate of this fan (2900 cfm) is equal to the total supply air volumes from the two furnaces. The fan is labeled, "Council Purge Fan" in the original contract documents. It is likely that this fan was provided to purge the council chambers of cigarette smoke back when people were allowed to smoke indoors. With the existing ban on smoking indoors, there is no reason for this fan to be retained. The penetration through the roof and associated curb should either be capped with an insulated curb cap or it may be a candidate for reuse as a curb for central exhaust discharge location incorporated into the energy recovery system.
 12. All systems currently use plenum return to a central return duct and many of the systems transfer air into the corridors. There will need to be a code study to identify egress pathways, required fire or smoke walls/separations/barriers, and ducted distribution system modified to bring the ducted systems into compliance with current building codes.
 13. Per discussion with the Owner, the current grouping of rooms in the individual temperature control zones served by a single thermostat results in a scenario in which the room with the zone thermostat is comfortable while the other spaces and rooms served by the same system are either too hot or too cold. This is a common issue with single zone HVAC systems. It was also communicated that the infiltration of outside air through the base of the exterior wall and the windows adds to the discomfort experienced by the occupants during the colder months.
 14. The furnaces are 15-20 years old. At the time they were new, they would have been marginally efficient and functional, but with age they are now quite inefficient and do not provide an acceptable or predictable level of occupant comfort. The issues they are experiencing with the uncontrolled infiltration of outside air also indicates that there is not an adequate or controlled amount of outside air for building pressurization or compliance with current standards for indoor air quality. The furnaces should be removed and replaced

with a new system or systems that meet current energy code requirements and also provide a greater amount of individual room or zone control of heating and cooling. The new system should also have a means to ensure that minimum standards for ventilation and building pressurization can be achieved.

15. Currently, all system components have local controls that do not allow for monitoring, trending, or troubleshooting of system performance. It would be advisable for the new systems to be provided with direct digital controls (DDC) that can communicate to a central controller or computer workstation.
16. The exhaust systems are original to the building. The building exhaust is simply discharged to the outdoors with no means of heat recovery. Since the exhaust fans are candidates for replacement, it would be recommended that new systems are provided that incorporate energy recovery from the exhaust air streams to pre-condition the outside air that is brought into the building for ventilation and pressurization purposes.
17. There are three garage/storage areas in the city hall/police station. Each garage area is heated with natural gas-fired unit heaters (two each in each area) and served by a dedicated exhaust system. The original service garage adjacent to the occupied city hall areas was provided with an additional, adjustable vehicle tailpipe exhaust system. The exhaust fan and adjustable exhaust branch lines still are functional but this system is not used anymore. Un-tempered makeup air for each exhaust system is provided by an outside air intake louver designed to be interlocked with its respective exhaust fan. A central compressed air system provides compressed air to quick connect fittings and compressed air hose reels in each garage area. All systems utilize local controls and are functional. There is no central BAS system for monitoring, scheduling, or controlling the garage mechanical systems.

Plumbing Systems

18. The building domestic water needs are served by a 2" domestic water main that enters the facility through the west wall of the police station garage. The service is metered by a 1" water meter.
19. A natural gas-fired, 80-gallon capacity, water heater is located in the primary mechanical room. The heater was replaced in 1983. Even though the Owner did not communicate any ongoing issues with the water heater, this piece of equipment has reached the end of its expected useful life and should be replaced with a new, high-efficiency water heater.
20. The facility utilizes flush-tank style water closets, flush-valve (manual) urinals, and wall-hung lavatories with manual faucets in public/staff toilet rooms. The original men's locker room in the city hall has a semi-circular wash fountain and a shower. Each of the two staff toilet rooms in the police station is provided with a shower. The toilet room in the holding

area of the police station utilizes security grade, stainless steel plumbing fixtures including a water closet with a concealed flush-valve and a lavatory with an anti-ligature style faucet. A floor set mop sink is located in the janitor's closet. A double basin, stainless steel kitchen sinks with individual hot and cold faucet handles and a gooseneck spout is located in the staff break room. Additional plumbing fixtures in the garage areas include hose reels, emergency eyewash stations, a fiberglass laundry tub, and a drinking fountain. There were no functional issues communicated by the Owner with regard to the plumbing fixtures. The shower in the city hall locker room does not appear to be used any more. Removal of older less efficient fixtures and faucets and replacement with new, low-flow fixtures and faucets should be considered as a part of a larger renovation project.

21. All plumbing fixtures and floor drains are connected to the 6" sanitary sewer main that exists below the floor slab of the police station. Floor drains and trench drains in the garage areas are routed through a flammable waste separator prior to connecting to the 6" building sanitary sewer main. This main also serves the storage building to the north of the city hall/police station facility. The building sanitary main is routed south of the building and connects to a site sanitary manhole. Review of original construction documents indicate that there is an 8" sanitary sewer line leaving this manhole. There were no issues or concerns with the sanitary sewer system communicated by the Owner during the facility walk-through. The 6" sanitary main should be of sufficient capacity to address any facility remodel project or small to medium size addition.
22. Roof drainage is address by a system of downspouts with overflow scuppers and two roof drains with internal rainwater leaders routed independently with discharge to splash blocks on grade. The building does not include a storm water connection to the site storm sewer system.

Fire Suppression System

23. There is no existing automatic fire suppression system provided within the facility.
24. Consideration should be given to the provision of a new fire service and a full building automatic fire suppression system.

ELECTRICAL

Summary

The electrical systems are in functional condition, though systems in the main building are currently operating beyond their anticipated service lives.

1. According to Utility bills from December 3, 2014, to December 5, 2015, peak electrical demand/consumption occurs in July and August and minimum demand/consumption occurs in March. Peak electrical demand was approximately 49.2 kW (137A at 208V, 3ph) and minimum demand was approximately 30.4 kW (85A at 208V, 3ph). Average daily electrical consumption was 554 kWh. These records indicate that the electrical service to the building is more than adequate for its current use.

Electrical Service

2. The existing electrical service is a 208/120V, 400A, 3 phase, 4 wire service from Xcel Energy. The utility transformer is located outdoors on the west side of the building, and the metering is located indoors at the main switchboard. The main switchboard is manufactured by Federal Pacific Electric (FPE) and was installed in approximately 1977. The switchboard is in fair condition but shows some signs of corrosion due to moisture, and it is well beyond its 30-year service life. Additionally, FPE was dissolved in the early 1980s following allegations that the company had obtained UL listings through fraudulent means, and as a result replacement parts are not readily available.
3. Due to the age and condition of the main switchboard, and the defunct status of its manufacturer, it is recommended that the equipment be replaced.

Emergency Power System

4. An existing 208/120V, 60 kW, six-cylinder diesel backup generator is located in the north garage area. The generator was manufactured in 1987 and is very near its anticipated service life. The generator is connected to panel ELP-1 via a circuit breaker that is equipped with a locking mechanism that prevents both the utility service and generator from being connected to the building distribution simultaneously. Because this generator is not capable of automatically starting and transferring within 10 seconds of a utility power failure, it is not considered an "emergency" system but instead an "optional standby" system. As such, it is not suitable for supplying power to life-safety loads such as emergency/egress lighting without alternate means of providing immediate power to such loads upon loss of utility power (e.g. battery packs).
5. Due to the age and condition of the generator, it is recommended that the equipment be replaced. Depending upon the nature and extent of the building expansion, renovation, or replacement, the emergency power needs of the building(s) will need to be reviewed and

modifications made to ensure code compliance and adequate generator power capacity for the project.

Electrical Distribution

6. The existing electrical distribution system consists of panel boards located in various spaces throughout the buildings. Metal raceway serves as an equipment grounding conductor for feeders. Panels ELP-1, LP-1, and LP-2 were manufactured by FPE and installed in approximately 1977. The panels are in fair condition and are currently operating, however they are now well beyond their 30-year service life and are at risk of improper operation during a fault or other overcurrent event. Replacement parts for these panels are not readily available. Panel LP-3 was manufactured by General Electric and was installed in approximately 1994, when the police department addition was built. This panel is in good condition, and replacement parts are readily available. Panel SL-1 was manufactured by Siemens and appears to be a recent installation. This panel appears to be a load center, a type of breaker panel typically used in residential construction and not suited for commercial buildings. The panel appears to be within its expected service life, and replacement parts are readily available. Panel G was manufactured by General Electric and was installed in approximately 1987, when the community building was built. The panel is fed by an underground feeder from the main switchboard. The panel is near the end of its expected service life, though replacement parts are still readily available. All of the panels are connected to the main switchboard on the load side of the main switch with the exception of panel ELP-1 which is connected on the line side of the switch.
7. Users report that the quantity of 120 V receptacle locations is insufficient to support the building's current use.
8. Due to the age and condition of panels ELP-1, LP-1, and LP-2, and the defunct status of their manufacturer, it is recommended that the equipment be replaced. Panel G is also recommended to be replaced due to the age of the panel, but it will likely function adequately for the foreseeable future provided it is properly cleaned and maintained. Panels LP-3 and SL-1 are suitable to remain, provided they are properly cleaned and maintained.

Interior Lighting

9. The existing interior lighting is predominantly fluorescent lighting. Fluorescent sources are generally used in common spaces, offices, garages, and support spaces. Some incandescent sources are found in the council chamber and the shooting range. Interior lighting controls consist of manual switches.

10. Users report existing lighting system and controls are adequate for the building's current use.
11. The current Minnesota State Energy Code will require any lighting replacement or modification that affect 10% or more of the installed lighting to comply with lighting power density (watts per square foot, installed) standards and to have automatic means of turning lighting off. Typical, commercial fluorescent and LED lighting strategies are sufficient for meeting the lighting power density requirement, and typical strategies for meeting the automatic shutoff requirement are occupancy sensors or time clock controls.

Exterior Lighting

12. The existing exterior lighting is predominantly high intensity discharge (HID) lighting and consists of surface mounted wall packs, sconces, and pole-mounted parking lot lights. An Intermatic mechanical timer switch, installed adjacent to panel LP-1, appears to be the control device for the exterior lighting. Users report that the exterior lighting is adequate for the building's current use.

Egress and Exit Lighting

13. Egress lighting is provided primarily by dual-head emergency lighting units (aka "frog eyes") connected to battery packs. Coverage of egress lighting could not be verified. Exit signage consists primarily of self-powered (containing a battery pack) signs with red stencil faces.

Data and Communications

14. The existing data system consists of rack mounted patch panels in the police station "copy room" and Category 5e cables. The existing voice system consists of Category 3 cables that originate from the telephone terminals in the main electrical/mechanical room, where telephone service enters the building.

Fire Alarm System

15. City Hall is not currently protected by an automatic fire detection and notification system.
16. The above items summarize the preliminary observations and information collected from the first step within this assessment effort. These observations have been utilized toward affirming the types and sizes of spaces that have been included in the space needs inventory, attached. Modifications to these assumptions, may affect the space need inventory and will affect the total final recommended space and square footage need of the departments.

CONCLUSION

17. Please see the attached Space Needs Diagram Options, pricing, schedule and this memo and comment on any modifications. We will utilize this as the basis for developing some preliminary test fit studies to modify the facility toward meeting the need.

SECTION 4: Executive Summary - Plan Options – Budget & Schedule

PLAN OPTIONS:

Four (4) options were developed for a new municipal center to meet the size, space and security needs required of a contemporary municipal civic and police facility. An additional plan option was developed that relocate and provide a full capacity community center at a second location. This option can “stand alone” (be constructed solely as its own independent project) or can be combined in a single financial bond sale, with any of the city hall / police renovation options to result in completely updated municipal facilities across multiple sites. This is option: Stand Alone Community Center.

NEW CONSTRUCTION REPLACEMENT OPTIONS

One additional cost only option was provided for a new replacement city hall and police building. This option was provided to inform the question “how do these cost numbers relate to a new construction?” This financial option is summarized in section 5 of the report. This is option D.

RENOVATION / EXPANSION OPTION:

The option places the City Hall / Police functions on the existing City Hall / Police parcel. This option radially renovates the existing building and expands the building to satisfy the additional spaces needed to achieve a contemporary city hall / police department, and to improve the non-code compliant conditions and configurations of the existing facility. These are options: A, B, C, E and F.

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Executive Summary of Preferred Options:

In April of 2017, Leo A Daly met with the city council to review the findings of this report. Based upon discussions, the general preference of the council was for an modified Option F which would enable a significant renovation of the existing city hall / police facility within a more judicious use of public funds.

Option A

Advantages

- This site is already familiar to the community as the City Hall and Police Station
- Public Works would stay on site utilizing the existing garage & having office space with City Hall
- No wetlands required
- New front entrance with space for each department to have an inviting presence

Disadvantages

- Public works and Police parking are sharing the same parking entrances and access routes
- Police could use second entrance, but outdoor parking would be located on main parking area with secure parking designation.
- Scope of work would require a relocation of the existing sewer line that is under the existing building
- A full delineation of the site for wetlands could restrict renovation of the parking area and access at second entrance

Option A2

Advantages

- This site is already familiar to the community as the City Hall and Police Station
- Public Works would stay on site utilizing the existing garage & having office space with City Hall
- New front entrance with space for each department to have an inviting presence
- Police would have separate parking and a second entrance for employees with a stronger visual and physical security protection barrier (fence/wall).

Disadvantages

- Public works and City Hall share the same parking entrances and access routes
- Police could use second entrance, but outdoor parking would be located on main parking area with secure parking designation.
- Scope of work would require a relocation of the existing sewer line that is under the existing building
- A full delineation of the site for wetlands could restrict renovation of the parking area and access at second entrance
- Wetlands credits are required

Option B

Advantages

- This site is already familiar to the community as the City Hall and Police Station
- Public Works would stay on site utilizing the existing garage & having office space with City Hall
- New front entrance with space for each department to have an inviting presence
- Police would have separate parking and a second entrance for employees with a stronger visual and physical security protection barrier (fence/wall).
- Second story addition for additional space and reuse of existing structure
- No Wetlands Credits required

Disadvantages

- Public works and City Hall share the same parking entrances and access routes
- A full delineation of the site for wetlands could restrict renovation of the parking area and access at second entrance
- Requires additional SF for 2nd floor circulation; min two (2) stairs and elevator are required.
- Requires new roof over the existing PD department and more extensive renovation on existing building for reuse.

Option C

Advantages

- This site is already familiar to the community as the City Hall and Police Station
- New front entrance with space for each department to have an inviting presence
- Police would have separate parking and a second entrance for employees with a stronger visual and physical security protection barrier (fence/wall).
- Reuse of existing building and provide phased construction opportunity
- No wetlands credits required

Disadvantages

- Public works relocates entire department to second location, requires additional storage space at second site
- Scope of work would require a relocation of the existing sewer line that is under the existing building
- A full delineation of the site for wetlands could restrict renovation of the parking area and access at second entrance

Option D & D2

Advantages

- All new facility
- This site is already familiar to the community as the City Hall and Police Station
- New front entrance with space for each department to have an inviting presence
- Police would have separate parking and a second entrance for employees with a stronger visual and physical security protection barrier (fence/wall).
- No wetlands credits required
- Possible phased construction without relocation during construction

Disadvantages

- Most expensive option, PW needs new space off site or new building on site for garage
- Option for 2 story facility requires additional SF for 2nd floor circulation; min two (2) stairs and elevator are required.
- New parking layout for entire site
- A full delineation of the site for wetlands could restrict renovation of the parking area and access at second entrance

Option E

Advantages

- This site is already familiar to the community as the City Hall and Police Station
- New front entrance with space for each department to have an inviting presence
- Police would have separate parking and a second entrance for employees with a stronger visual and physical security protection barrier (fence/wall).
- Reuse of existing building and provide phased construction opportunity
- No wetlands credits required
- PW keeps presence at main site but moves all equipment to one location (preferred)
- Forfeited vehicles can be placed on PW facility site in lieu of main City Hall/Police campus

Disadvantages

- With Public Works relocating entire department to second location, requires additional storage space at second site
- A full delineation of the site for wetlands could restrict renovation of the parking area and access at second entrance
- Possible expansion limitations with repurposing only existing buildings

Option F

Advantages

- This site is already familiar to the community as the City Hall and Police Station
- New front entrance with space for each department to have an inviting presence
- Police would have separate parking and a second entrance for employees with a stronger visual and physical security protection barrier (fence/wall).
- Reuse of existing building and provide phased construction opportunity
- No wetlands credits required
- Public Works maintains use of existing North Garage

Disadvantages

- Public works and City Hall share the same parking entrances and access routes
- A full delineation of the site for wetlands could restrict renovation of the parking area and access at second entrance
- Limits future expansion for other departments,
- Public works needs to maintain outdoor yard materials on site next to shoreline.

Stand Alone - Community Center

Advantages

- The site identified for a potential community center is currently owned by the city;
- The site is located convenient to mass transit and has the ability to accommodate overflow parking during heavy events, across the street in the mall parking lot;
- All community center staff and functions would be accommodated in a single building, allowing for departmental operational efficiency and observation of the park fields;
- Provides for a “government service” presence on the western side of the city;
- The full space need can be accommodated on the existing site, without further land acquisition, anticipating parking to be distributed on and off-site;

Disadvantages

- The site is not “central” to the city residents; though is easily accessible;
- Moving all community center functions (and staff) to this location would disconnect them physically from the day to day operations and staff at the city hall;
- On-site storm water management (assuming the site is maximized for ball fields) would need to be accommodate off site, in holding below grade, or other means.

SECTION 4: Project Cost and Schedule

PROJECT BUDGET SUMMARY:

One of the purposes of this project was to identify a general project cost range, based on the space needs, existing building and code review work, and available site area. The cost estimate is intended to provide a general order of magnitude cost, to assist in determining the general scope of the project.

The following project budget summary identifies the estimated costs of the project based upon the information known at the completion of this phase of work. The Construction Budget is dependent upon the final location and size. On the renovation option, the existing conditions, mechanical systems, plumbing and perimeter wall construction have been preliminarily investigated. (*pricing in **BOLD shows 2016 pricing**, escalation estimated at 5% per year.)

OPTION A

Preliminary Cost Estimate Range Renovation / Expansion

	<u>Cost Range</u>
Construction	9,411,027
Consulting	1,227,280
Furniture	570,732
Technology	390,925
Contingency	1,013,785
TOTAL	\$ 12,613,750
Combined Total (w/ Com Ctr)	\$18,573,847
*Police Range Equipment	350,000
*Police Ext. Security Wall/Perimeter	250,000

OPTION B

Preliminary Cost Estimate Range Renovation / Expansion

	<u>Cost Range</u>
Construction	\$10,445,341
Consulting	1,348,457
Furniture	570,732
Technology	390,925
Contingency	1,417,662
TOTAL	\$ 13,904,638
Combined Total (w/ Com Ctr)	\$19,864,735
*Police Range Equipment	350,000
*Police Ext. Security Wall/Perimeter	250,000

OPTION C

Preliminary Cost Estimate Range Renovation / Expansion

	<u>Cost Range</u>
Construction	10,163,677
Consulting	1,313,835
Furniture	570,732
Technology	390,925
Contingency	1,161,070
TOTAL	\$ 13,600,239
Combined Total (w/ Com Ctr)	\$19,560,336
*Police Range Equipment	350,000
*Police Ext. Security Wall/Perimeter	250,000

OPTION D

Preliminary Cost Estimate Range New Construction

	<u>Cost Range</u>
Construction	11,562,238
Consulting	2,249,588
Furniture	570,732
Technology	390,925
Contingency	1,425,281
TOTAL	\$ 16,198,763
Combined Total (w/ Com Ctr)	\$22,158,861
*Police Range Equipment	350,000
*Police Ext. Security Wall/Perimeter	250,000
*Public Works Addition @ 2 nd location	200,000

OPTION E

Preliminary Cost Estimate Range Renovation / Expansion

	<u>Cost Range</u>
Construction	5,572,761
Consulting	768,108
Furniture	570,732
Technology	378,808
Contingency	619,233
TOTAL	\$ 7,909,642
Combined Total (w/ Com Ctr)	\$13,869,739
*Police Range Equipment	350,000
*Police Ext. Security Wall/Perimeter	250,000
*Public Works Addition @ 2 nd location	200,000

OPTION F

Preliminary Cost Estimate Range Renovation / Expansion

	<u>Cost Range</u>
Construction	5,872,511
Consulting	804,780
Furniture	570,732
Technology	380,308
Contingency	640,266
TOTAL	\$ 8,268,597
Combined Total (w/ Com Ctr)	\$14,228,694
*Police Range Equipment	350,000
*Police Ext. Security Wall/Perimeter	250,000

STAND ALONE – Community Center

Preliminary Cost Estimate Range New Construction

	<u>Cost Range</u>
Construction	4,423,073
Consulting	581,641
Furniture	332,280
Technology	89,288
Contingency	\$533,989
TOTAL	\$ 5,960,097

PROJECT SCHEUDLE SUMMARY:

The project schedule is preliminary and subject to modifications as the location, and further project details are defined, dependent upon the option selected. The following schedule is provided for preliminary purposes.

<u>Task</u>	<u>Duration</u>
Predesign (to establish final budget)	1 months
Site Survey/ Soil Borings	1 months
Schematic Design	2 months
Design Development	2 months
Construction Documents	2 months
Bidding and Award	2 months
Construction	<u>14 months</u>
Total	24 months



City of Spring Lake Park

FACILITY & SPACE NEEDS ASSESSMENT
EXECUTIVE SUMMARY

[Work Session 06.13.2016](#)

[Work Session 04.10.2017](#)



Objectives

- Assess existing facilities for continuing to serve the community needs into the future;
- Explore the possibility for a community center

Part A: Discover

- Review existing conditions & opportunities

Part B: Identify Need

- Document Space Needs & Site Requirements

Part C: Options

- Develop Concepts & Pricing

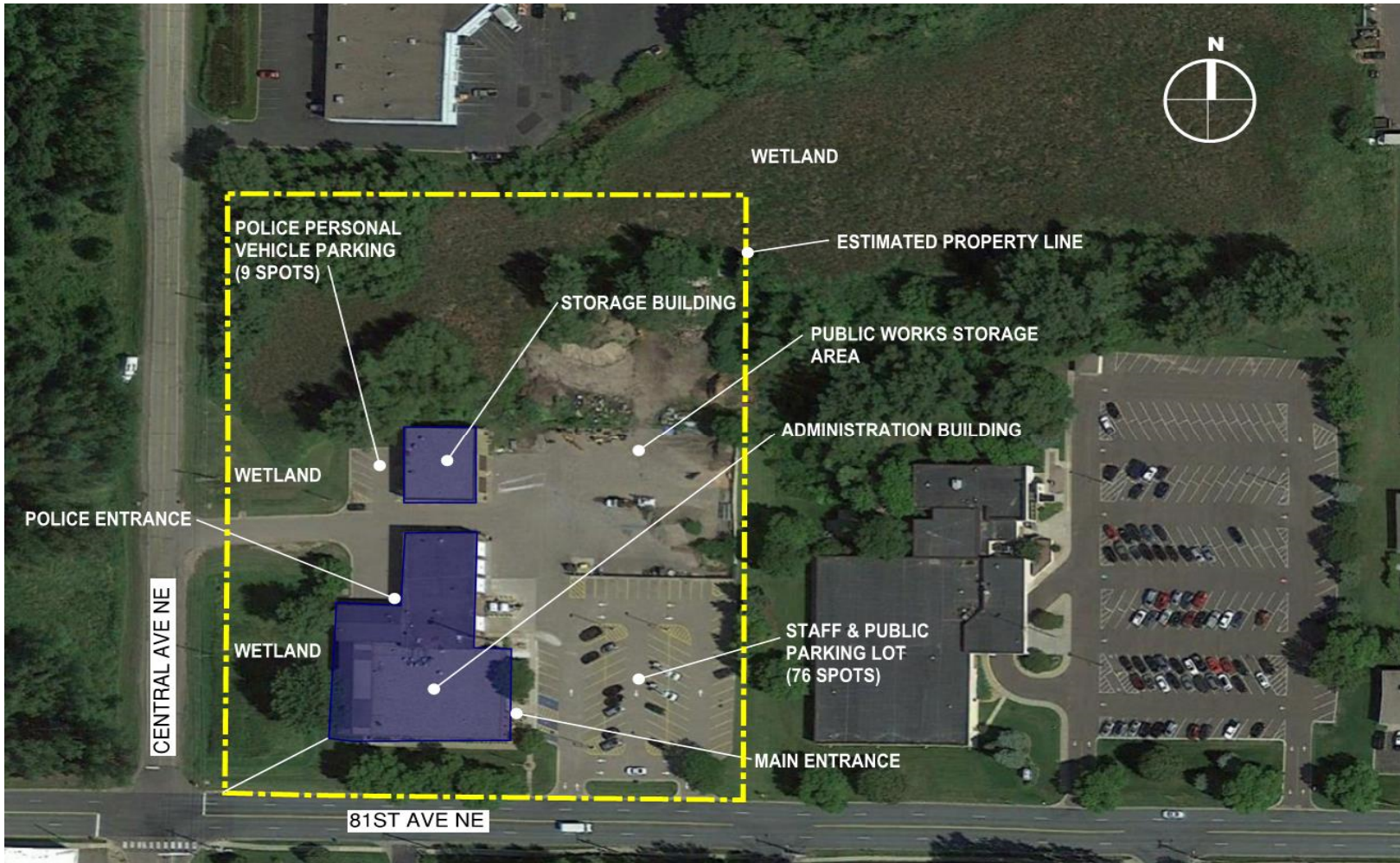




Part A: Discover

- Reviewed existing buildings & systems
- Reviewed existing site conditions / opportunities
- Noted the "Face to the Community"



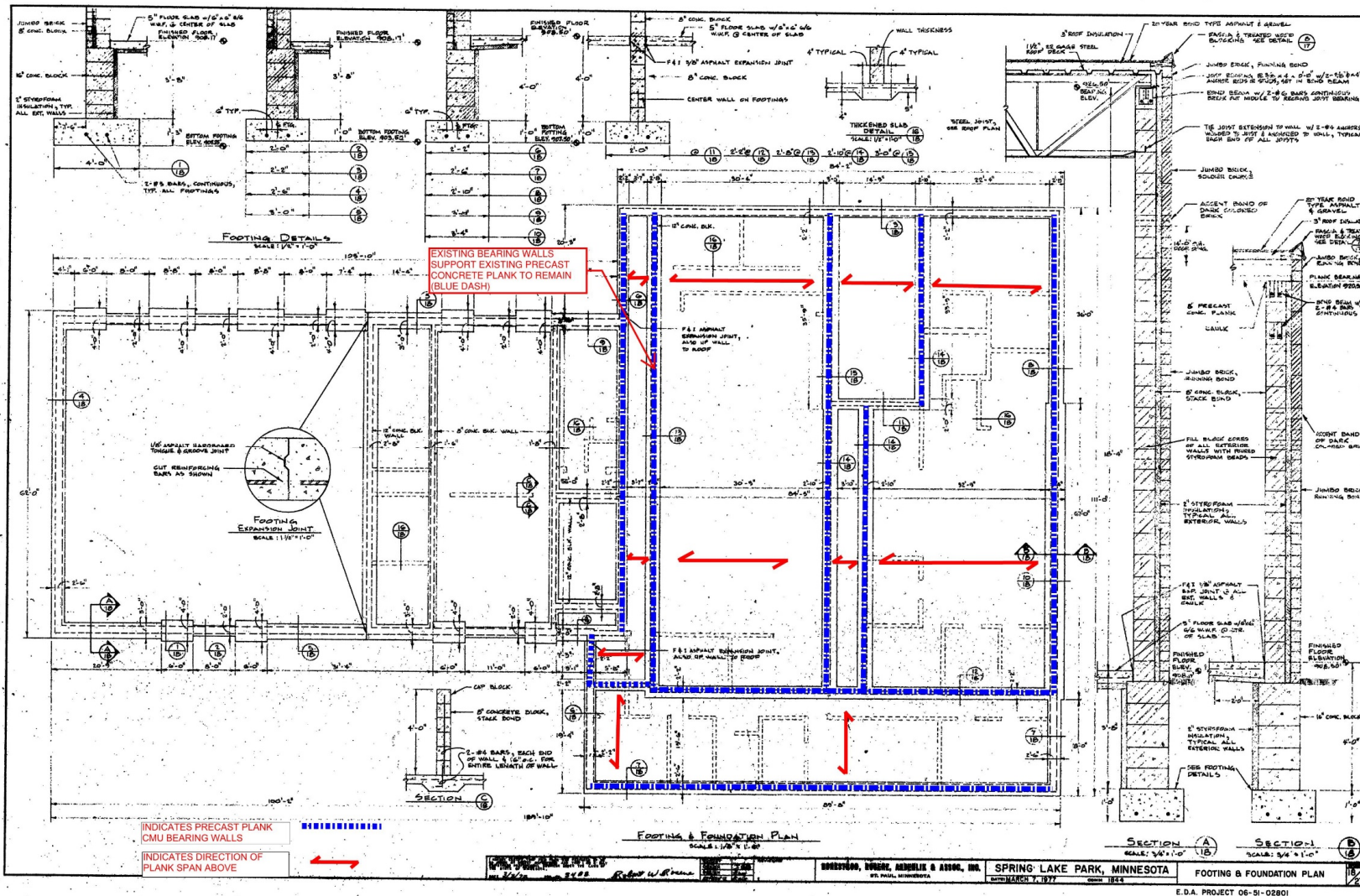


Part A:
Site Summary

- Removal of fuel tank requested. Testing recommended;
- Resurfacing of parking is recommended maintenance;
- The appears to be a wetland to the north, with water draining from south to north. Delineation of the wetland is recommended;
- Impacted wetlands require replacement, of 2:1 or credits required;

Part A:
Structural Summary

- The City hall / Parks portion of the building CAN be capable of a second floor addition for office function only.
- Blue walls are load bearing and would need to remain in place;
- The police expansion is not capable of a second floor addition;
- The garage space is not capable of a second floor addition;



SPRING LAKE PARK CITY HALL - SPACE NEEDS ANALYSIS
SPRING LAKE PARK, MN



File Room			1		1	180	180			
Adm Election Storage / Operations			1		1	120	120			election person designated area, dedicated gpu for elections,
Code Enforcement	123	1	1	120	120	1	off	120	120	workstation
Code Enforcement Assistant	123					1	wkstr	64	64	
BCO Plan & Storage						1		240	240	
Council Chambers	130	1	1,077	1,077	1	2,020	2,020			seating for 50
Library / Council Conf Rm	121	1	121	121	1	300	300			8-10 people
Video Production / Sound Rm	121a	1	74	74	1	100	100			
Storage - table/chairs					1	220	220			
Womens RR	128	1	94	94	1	150	150			5 stalls + ADA
Mens RR	129	1	80	80	1	150	150			5 stalls + ADA
Lobby / Wait / Entry	133	1	536	536	1	1,000	1,000			digital display, daily agenda, kiosk
Break Room	132	1	297	297	1	300	300			staff only, secure from public
outdoor patio space					1					request for outdoor space for staff ????
Storage	131	1	78	78	1	80	80			
Janitor	137	1	28	28	3	50	150			
Mechanical rm	138	1	240	240	3	240	720			
Locker Rm	126	1	277	277	1	400	400			could tandem with P&R gym facilities
Locker Rm					1	400	400			could tandem with P&R gym facilities
Fitness Rm					1	400	400			shared with all departments ? Staff access only
Exist PW Garage - Mezz storage	236a	1	750	750	1	750	750			approx.
Exist PW Garage - 1	139	1	3,620	3,620	1	3,620	3,620			
Public Works Director	135	1	168	168	1	off	168	168		
PW Lead Maint Worker					1	100	100			at PW second facility
PW storage					1	100	100			
SUBTOTAL						9,365				13,854

Parks & Recreation Office										
Recreation Director	124	1	1	114	114	1	off	120	120	
Recreation Program Supervisor	127	2	1	110	110	2	wkstr	80	160	
Parks book keeper (2/3) time	127a	1				1	wkstr	80	80	
Reception	127a	1				2	wkstr	64	128	
Seasonal Staff	127a	3								
PR - open office	127a	1	240	240	1					shared with adm copy room
Parks Storage / WK Rm	141	1	135	135	1					shared with city hall
PR Storage - garage	140		1	290	290	1		400	400	w/ kitchenette or support (divided into 4 jan community room?)
Lobby - wait counter						1				
lg community room	130a	1	1,000	1,000	1	1,000	1,000			adjacent to conf rm / community rm
catering kitchen						1		180	180	
SUBTOTAL						1,889				2,268

North Storage - Garage										
Garage			1	4,200	4,200	1		4,200	4,200	reconfigure to
Storage				658	658	1		658	658	relocate to North Facility
SUBTOTAL										4,858

ITF										
Employees			31							
Spices			43							
SUBTOTAL w/ N Garage										21,226
SUBTOTAL w/o N Garage										20,439
Circulation (20%)										6,083
TOTAL GROSS SF										25,948

TOTAL SQUARE FOOTAGE DIFFERENTIAL 135,959

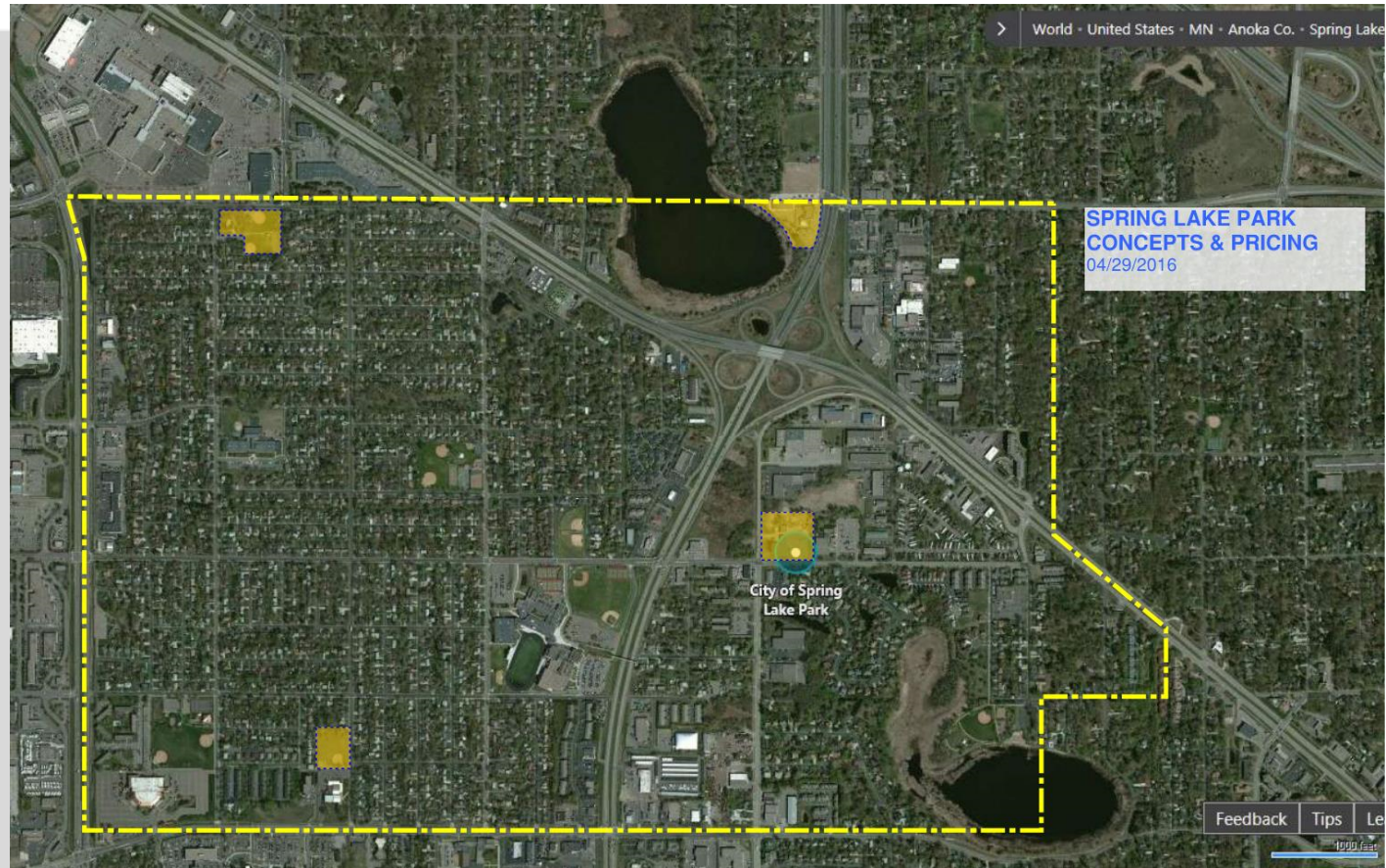
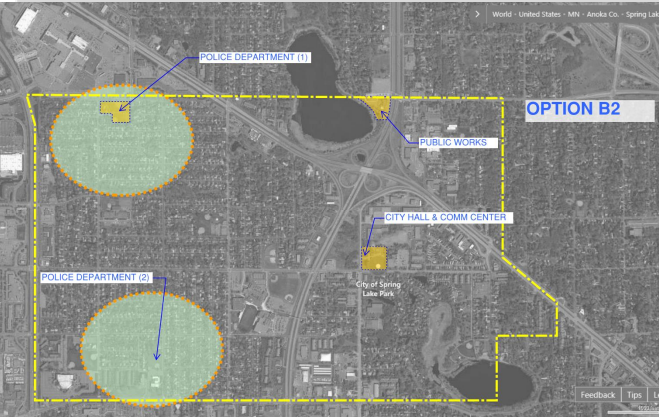
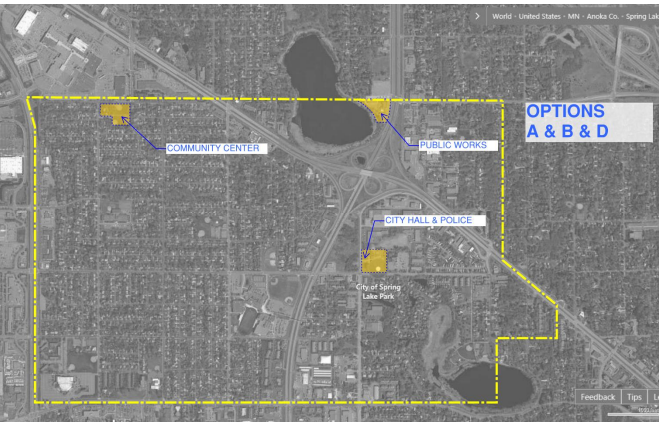
DEMOLITION SQUARE FOOTAGE

Parking										
Surface				76				231	1 per 250 SF - business	
Garage				6				6		
Community Center									1 per 100 SF - assembly ???	
SUBTOTAL				82				231		

Part B: Identify Needs

Reviewed existing spaces, functions, needs, utilization & possibilities

DEPARTMENT (IND SPACE)	EXISTING	REQUIRED	DIFF
POLICE	6,431 SF	14,317 SF	7,886 SF
CITY ADMINISTRATION	9,565 SF	13,854 SF	4,289 SF
PUBLIC WORKS	5,026 SF	5,226 SF	200 SF
* PLUS 2ND SITE	16,000 SF	21,226 SF	5,200 SF*
PARKS & REC	1,889	2,268 SF	379 SF
* COMM CENTER	-	16,197 SF	14,308 SF
CIRCULATION (~20%)			
GROSS TOTAL SF	25,426 SF	41,385 SF	15,959 SF
GROSS TOTAL SF (ADJ)	25,426 SF	30,426 SF	5,000 SF
			3,000 SF



Part C: Options Solve Concepts, Pricing & Moving Forward

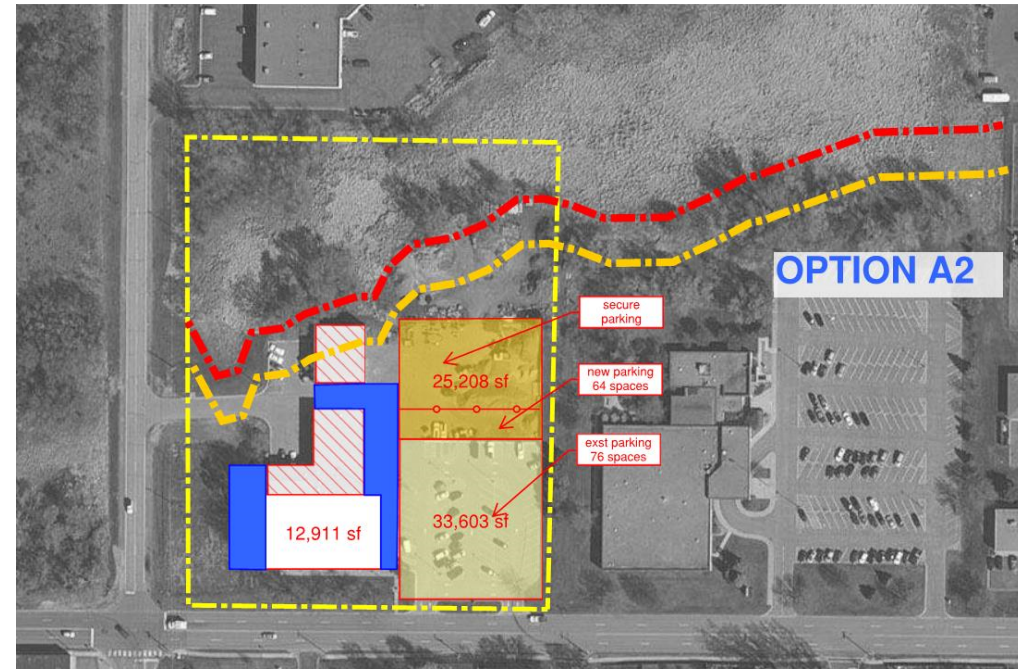
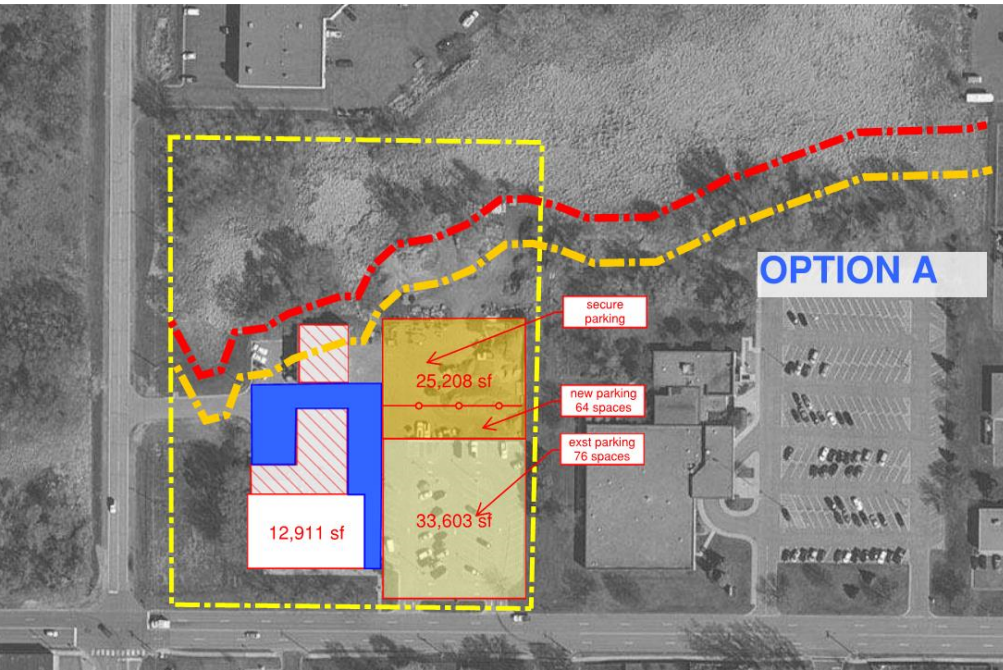
EXECUTIVE SUMMARY



STUDIED OPTIONS:

OPTION A	\$ 12,613,750
OPTION B	\$ 13,904,638
OPTION C	\$ 13,600,239
OPTION D	\$ 16,198,763
OPTION E	\$ 7,909,642
OPTION F	\$ 8,268,597
*OPTION A – Community Center	\$ 5,960,097

** Cost Estimates reflect 2016 Pricing



OPTION A

Preliminary Cost Estimate Range Renovation / Expansion

	<u>Cost Range</u>
Construction	9,411,027
Consulting	1,227,280
Furniture	570,732
Technology	390,925
Contingency	1,013,785

TOTAL **\$ 12,613,750**

Combined Total (w/ Com Ctr) **\$18,573,847**

*Police Range Equipment 350,000

*Police Ext. Security Wall/Perimeter 250,000

Advantages

- This site is already familiar to the community as the City Hall and Police Public Works would stay on site
- No wetlands required
- New front entrance with space for each department

Disadvantages

- Public works and Police parking are sharing the same access
- Police could use second entrance, but outdoor parking would be located on main parking area with secure parking designation.
- Scope of work would require a relocation of the existing sewer
- A full delineation of the site for wetlands could restrict renovation



OPTION B

Preliminary Cost Estimate Range Renovation / Expansion

	<u>Cost Range</u>
Construction	\$10,445,341
Consulting	1,348,457
Furniture	570,732
Technology	390,925
Contingency	1,417,662
TOTAL	\$ 13,904,638

Combined Total (w/ Com Ctr) \$19,864,735

*Police Range Equipment 350,000

*Police Ext. Security Wall/Perimeter 250,000

Advantages

Public Works would stay on site utilizing the exiting garage & having office space with City Hall
 Police would have separate parking and a second entrance for employees with a stronger visual and physical security protection barrier (fence/wall).
 Second story addition for additional space and reuse of existing structure
 No Wetlands Credits required

Disadvantages

Public works and City Hall share the same parking access
 A full delineation of the site for wetlands could restrict renovation
 Requires additional SF for 2nd floor circulation
 Requires new roof over the existing PD department and more extensive renovation on existing building for reuse.



OPTION C

Preliminary Cost Estimate Range Renovation / Expansion

	<u>Cost Range</u>
Construction	10,163,677
Consulting	1,313,835
Furniture	570,732
Technology	390,925
Contingency	1,161,070
TOTAL	\$ 13,600,239

Combined Total (w/ Com Ctr) \$19,560,336

*Police Range Equipment 350,000

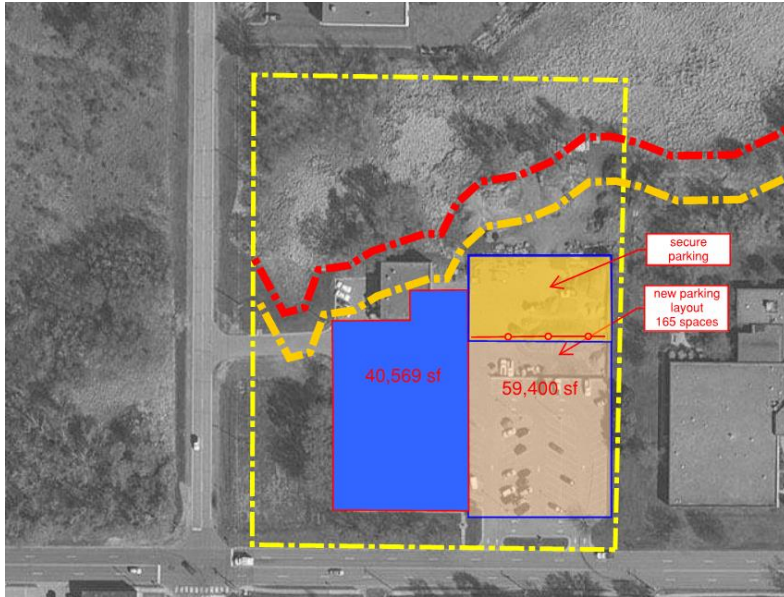
*Police Ext. Security Wall/Perimeter 250,000

Advantages

- Police would have separate parking and a second access
- Reuse of existing building and provide phased construction opportunity
- No wetlands credits required

Disadvantages

- Public works relocates entire department to second location, requires additional storage space at second site
- Scope of work would require a relocation of the existing sewer line that is under the existing building
- A full delineation of the site for wetlands could restrict renovation of the parking area and access at second entrance



OPTION D

Preliminary Cost Estimate Range New Construction

	<u>Cost Range</u>
Construction	11,562,238
Consulting	2,249,588
Furniture	570,732
Technology	390,925
Contingency	1,425,281
TOTAL	\$ 16,198,763

Combined Total (w/ Com Ctr) \$22,158,861

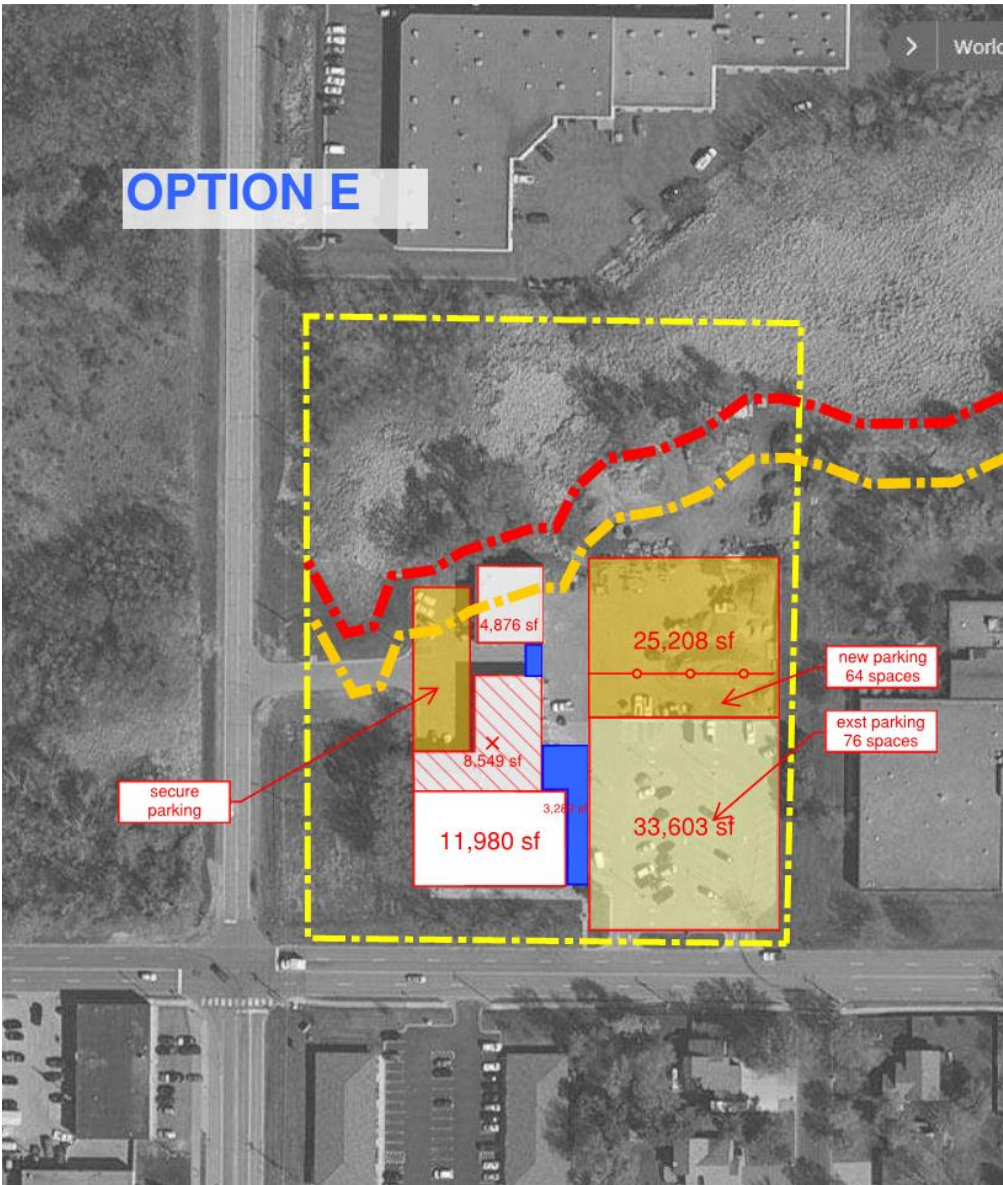
- *Police Range Equipment 350,000
- *Police Ext. Security Wall/Perimeter 250,000
- *Public Works Addition @ 2nd location 200,000

Advantages

- All new facility
- Police would have separate parking and a second entrance for employees with a stronger visual and physical security protection barrier (fence/wall).
- No wetlands credits required
- Possible phased construction without relocation during construction

Disadvantages

- Most expensive option, PW needs new space off site or new building on site for garage
- Option for 2 story facility requires additional SF for 2nd floor circulation; min two (2) stairs and elevator are required.
- New parking layout for entire site
- A full delineation of the site for wetlands could restrict renovation of the parking area and access at second entrance



OPTION E

Preliminary Cost Estimate Range Renovation / Expansion

	<u>Cost Range</u>
Construction	5,572,761
Consulting	768,108
Furniture	570,732
Technology	378,808
Contingency	619,233
TOTAL	\$ 7,909,642

Combined Total (w/ Com Ctr) \$13,869,739

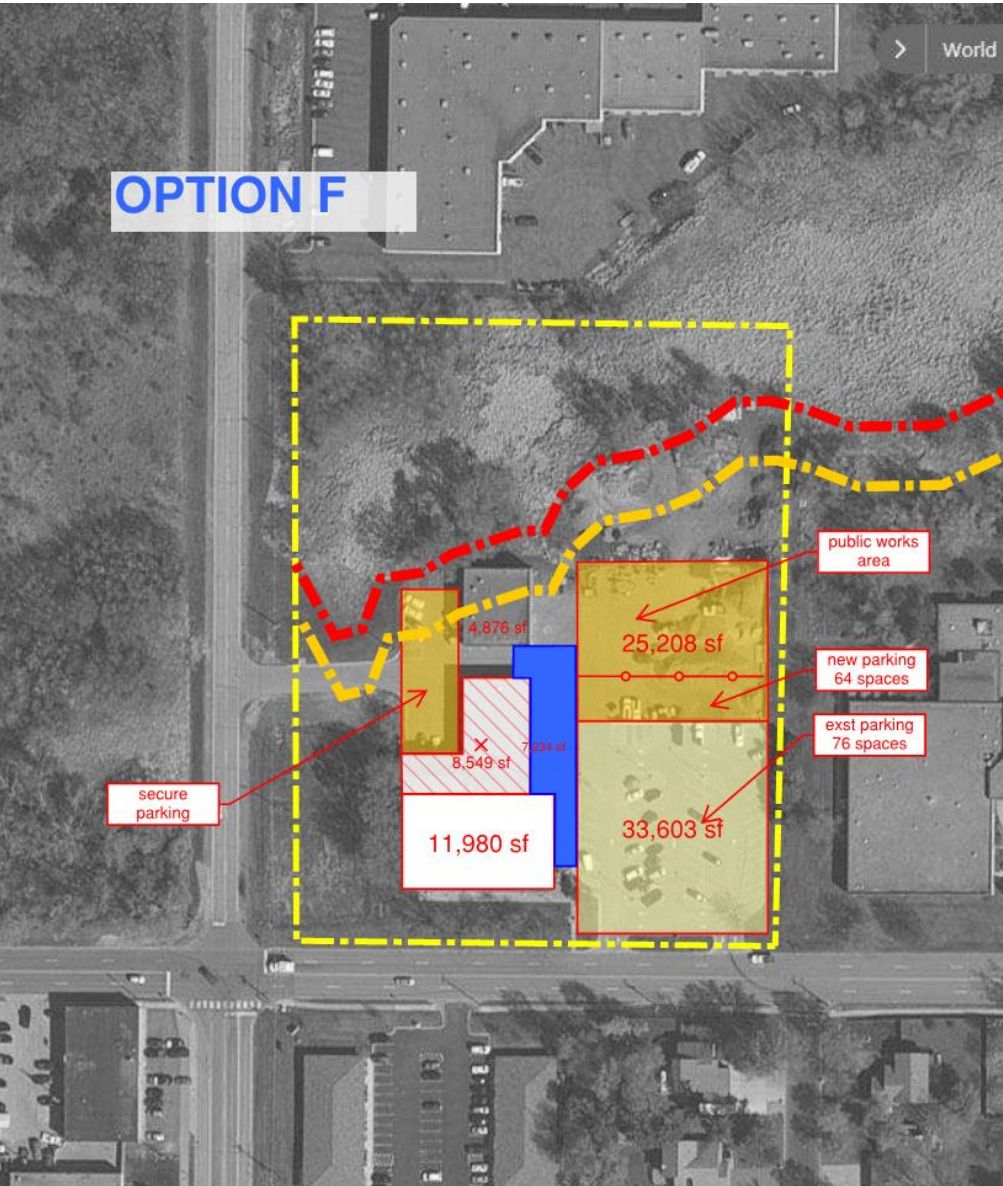
*Police Range Equipment	350,000
*Police Ext. Security Wall/Perimeter	250,000
*Public Works Addition @ 2 nd location	200,000

Advantages

- Police would have separate access and secure area
- Reuse of existing building and provide phased construction
- No wetlands credits required
- PW keeps presence at main site but moves all equipment to one location (preferred)

Disadvantages

- With Public Works relocating entire department to second location, requires additional storage space at second site
- A full delineation of the site for wetlands could restrict renovation
- Possible expansion limitations with repurposing only existing buildings



OPTION F

OPTION F

Preliminary Cost Estimate Range Renovation / Expansion

	<u>Cost Range</u>
Construction	5,872,511
Consulting	804,780
Furniture	570,732
Technology	380,308
Contingency	640,266
TOTAL	\$ 8,268,597

Combined Total (w/ Com Ctr) \$14,228,694

*Police Range Equipment 350,000

*Police Ext. Security Wall/Perimeter 250,000

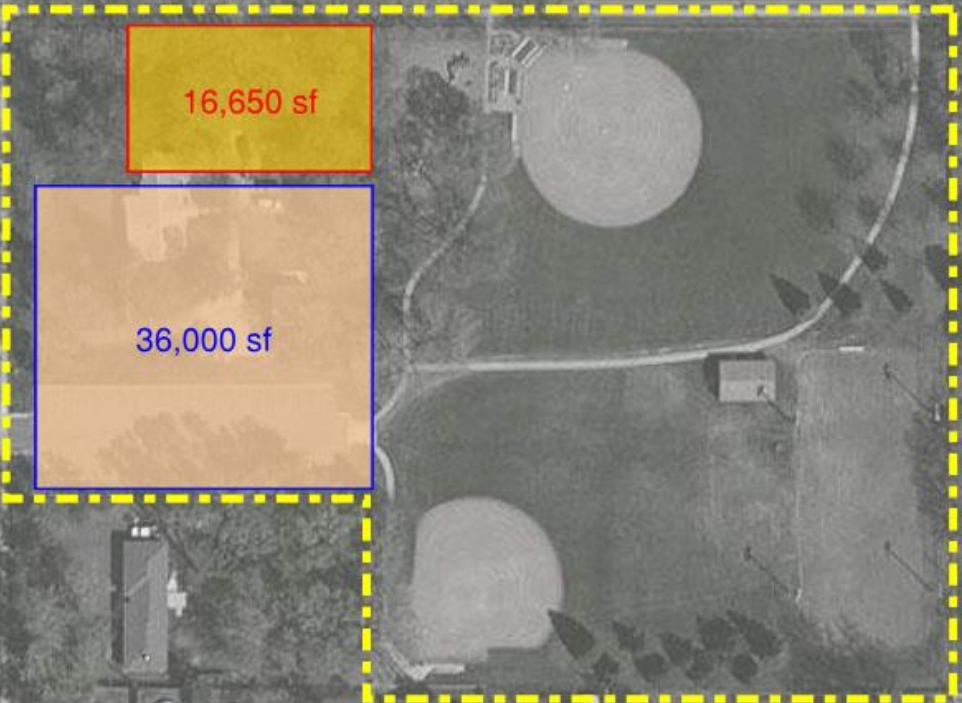
Advantages

- Police would have separate access
- Reuse of existing building and provide phased construction
- No wetlands credits required
- Public Works maintains use of existing North Garage

Disadvantages

- Public works and City Hall share the same access
- A full delineation of the site for wetlands restrictions
- Limits future expansion for other departments
- Public works needs to maintain outdoor yard materials on site next to shoreline.

OPTION A - CC

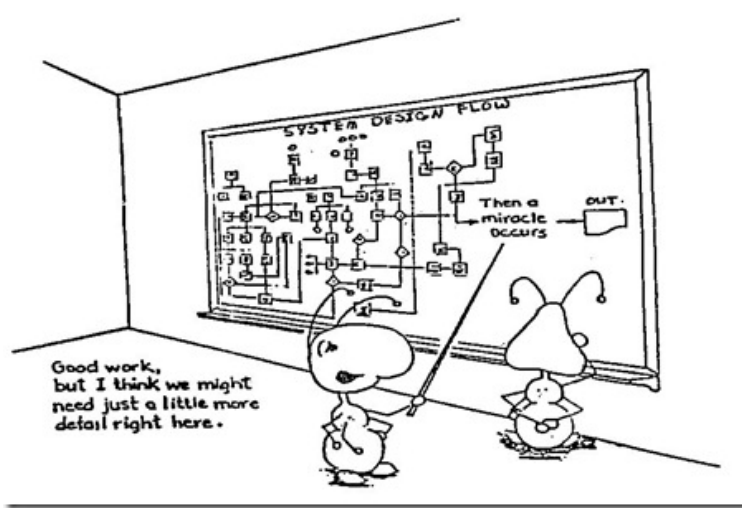


OPTION A – Community Center Preliminary Cost Estimate Range New Construction

	<u>Cost Range</u>
Construction	4,423,073
Consulting	581,641
Furniture	332,280
Technology	89,288
Contingency	\$533,989
TOTAL	\$ 5,960,097

OPTION A2





PROJECT SCHEUDLE SUMMARY:

The project schedule is preliminary and subject to modifications as the location, and further project details are defined, dependent upon the option selected. The following schedule is provided for preliminary purposes.

<u>Task</u>	<u>Duration</u>
Predesign (to establish final budget)	1 months
Site Survey/ Soil Borings	1 months
Schematic Design	2 months
Design Development	2 month
Construction Documents	2 months
Bidding and Award	2 months
Construction	<u>14 months</u>
Total	24 months



POLICE
OR
PW

POLICE

COUNCIL
CHAMBERS

CITY HALL &
PARKS

police
meeting room

police lobby

police
entrance

Council
Chambers
entrance

main entrance

main lobby

city hall &
parks/rec
lobby

city hall &
parks/rec
window

81st Ave NE