

City of Polk City

Municipal Facility Needs Assessment & Masterplan Study Final Report

June 29, 2021

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SECTION 1 EXECUTIVE SUMMARY +

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EXECUTIVE SUMMARY

The 2021 Polk City Facility Master Plan is a long-term strategy assessment tool to support the growth needs of the community for the next 30 years. Incremental population growth was measured at five-year increments until the year 2050. While the historical population growth rate for the City of Polk City has been averaging 5.3 percent per year, through a series of meetings with department staff and the City Manager, a less aggressive 4-percent population growth rate per year was selected. Additionally, a comparative analysis was completed to benchmark similar communities throughout Iowa for validation of the implemented population growth-rate model.

Coupled with the population projections and comparisons, was the identification of staffing considerations by department for current fiscal year 20-2021 with projected staffing considerations at 10-year increments over the 30-year evaluation period. Currently, a deficit staff condition was noted at 4 employees per 1,000 residents, the desired outcome of 5.6 employees per 1,000 residents was established. Currently, 23 staff positions were identified at the start of this master plan. After an aggressive initial 10-year period to achieve the targeted staffing goal of 40 employees across all departments in year 2030 at a projected population of 7,181 residents, ultimately the staffing ratios begin to taper off to 5 employees per 1,000 residents over the 30-year period, in the year 2050. After the 10-year staffing target is reached, future staffing considerations have identified three new administrative considerations focusing on Human Resources, Information Technologies, and Marketing / PR.

More specific information in Appendix A: Meeting Summary Reports outlines in greater detail the directional evidence-based findings at each step in this planning process, including both population and staffing projections.

The City’s goals and vision for improvement, and, where appropriate, to expand the existing structures and city-owned properties to align with civic needs for anticipated community growth targets three fundamental considerations:

- Addressing functional solutions to ensure flexibility and adaptability,
- Establishing priorities for the fiscally responsible management of budgets, and
- Defining civic identity with the community being served.

The master plan concepts outlined in this report through renovation, re-purposing and/or new construction with the implementation of the Plan will:

- Provide multi-functional spaces to promote community engagement with increased and diverse activity offerings,
- Support required municipal department growth, and
- Create high-functioning facilities while planning for future growth.

The integrated master plan objectives of this report are tied to the understanding of the City of Polk City’s growth, demographics, and determine future space needs for each department. This master plan identifies building and site opportunities that will enhance Polk City’s services, public engagement, and values. The flexible framework for potential growth is closely aligned to the 10-year fiscal budget framework.

MASTER PLAN PROCESS

Polk City is challenged with a shortage of usable building space to effectively serve their municipal departments. Specifically, city hall and the fire department require more space to support the staffing demands related to City growth. Public works requires increased equipment and support space to effectively maintain the increasing infrastructure needs. Library could offer twice as many community programs with more flexible and multi-functioning spaces. Today, parks and recreation are limited to outdoor program offerings due to no indoor facility.

Beginning in November of 2020, the City engaged with Shive-Hattery to establish the goals and vision that defined the Plan. Together, a baseline understanding of the City’s projected growth was developed and potential design solutions were analyzed. The scope of the planning efforts and this document focus on the long-term space needs, building concepts, and establishing a budgetary projection of needs associated with each of the current (and future anticipated) City departments including, but not limited to city administration and finance, fire, police, library, parks & recreation, public works, future building, and future IT departments.

The plan addresses current and future space needs, based on the annual projected growth increase, from current 5,597 residents to the projected year 2050 population of 17,060 residents. With the establishment of the staffing overlay incorporating departmental projections, focused meetings were held with each department to identify incremental space needs, specifically tailored on needs as opposed to wants.

The current state of the existing conditions infrastructure is a foundational element in evaluating how each site and/or buildings will preform within the framework of the identified master plan. Section 2 of this report is a summary of the existing conditions, Appendix B offers the detailed findings report associated with the existing conditions. The applicability of Appendix B with the overall outcome of this master plan is site specific. For example, the ongoing work associated with the fire department infrastructure -- the existing condition reports value was decidedly different given the need for continued operations in the existing location.

Another example, in the case of the existing library, with the determination to repurpose this existing location to the police department, the ongoing value of the existing conditions report for this location as a library is less meaningful. The basic parameters of this one-story building and the condition of the building envelope, shell and structural integrity contributed to the decision for repurposing. Given the fact that mechanical and electrical systems will need to be completely redone when this phase of the master plan is implemented, the existing conditions report information is less meaningful as upgraded service infrastructure and systems will need to be brought in.

With Section 3, the Concept Site Diagrams provide a sustainable evaluation of how each of the five sites will perform to achieve the phased implementation desired results of the City of Polk City’s long-term objectives. The site diagrams were developed after the Section 4, Space List Reports parameters were established around each sites implementation strategy necessary to support the physical infrastructure needed as staffing is onboarded, and community services are enhanced. Within the individual space lists in Section 4, each building component and area description needed is identified to meet the phased staffing expectations for 10-year incremental growth. The required space needed is measured against the existing space conditions and, where deficient, each area comparison has been indicated. Consideration for ancillary, community, building support, mechanical and electrical space considerations are either directly identified in the individual space list considerations, or have been accounted for in the net to gross ratios identified on each summary sheet. As each site concept diagram was developed, applicable zoning and code considerations were evaluated. Green space, site amenities, building setbacks, topography considerations as well as, parking requirements by code or based on operations have been evaluated. Ultimately, as each design solution moves forward from the concept phase, refinement for the integrated building and site elements is needed.

Section 5: Preliminary Cost Summary Reports are opinions of probably cost based on the programmatic level of detail, associated with each site location. Project construction costs, currently indicated as a cost in 2021 conditions, are inclusive of allowance for site work (row A), design and estimating contingencies (row B), as well as furniture, fixtures, and equipment (row C) in each worksheet presented. Project soft costs for estimated design fees, construction contingencies and other administrative costs (rows D-G) indicate the balance of the project cost to complete each site under consideration as a single phase. While the concept diagrams and this report describes the intent to execute the work in multiple phases, the cost opinions offered in this report are intended to provide a high-level opinion of the cost to complete each site in 2021 dollars. As the next generation, Section 6: Master Plan Implementation Strategy, is refined and developed further, phased opinions of probable cost that fall within each of the opinions being offered will need to be revisited as the phasing plan for each site is solidified.

ACKNOWLEDGEMENTS

The process to develop the plan was guided by a series of meetings held with administrative and departmental representatives. The strategic solutions offered are based on best-practice design, implemented to the fullest extent possible within the City’s budget considerations. With thoughtful input from City leadership, guidance on staffing considerations, and community enhancement strategies, multiple rounds of solutions were studied culminating in the solutions being offered in this report. Once the final solutions meet each department’s spatial, functional, operational needs expectations, within a fiscally responsible framework to enhance Polk City’s community presence, this re-purposing infrastructure master plan was presented to the City Council for approval in a council work session on April 12, 2021.

While there are a significant number of people who contributed countless hours to this endeavor, we would like to specifically acknowledge the contribution of the following individuals:

City of Polk City, IA representatives:

- Jason Morse, Mayor
- Chelsea Huisman, City Manager
- Jenny Gibbons, City Clerk
- Jamie Noack, Library Director
- Jim Mitchell, Fire Chief
- Jeremy Siepker, Police Chief
- Jason Thraen, Parks and Recreation Director
- Mike Schulte, Public Works Director

City Council:

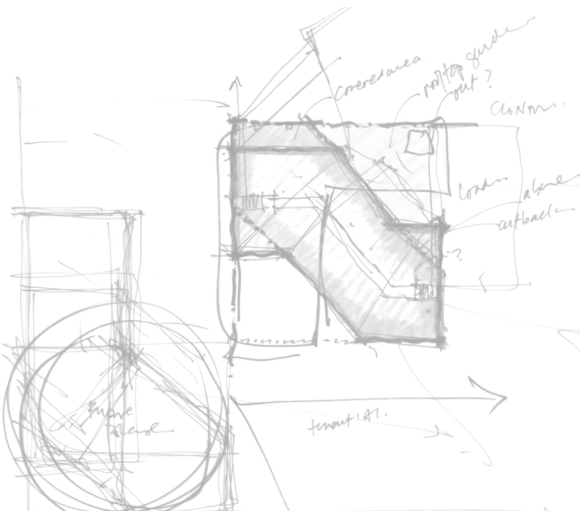
- Ron Anderson, Council Member
- Dave Dvorak, Council Member
- Jeff Walters, Council Member
- Mandy Vogel, Council Member
- Rob Sarchet, Council Member

With sincere appreciation for the opportunity to collaborate with you on the establishment of this long-term masterplan, representatives on behalf of Shive-Hattery, Inc.:

- Michael S. Lewis, AIA, NCARB
- Siri Fliehler, IIDA, Registered Interior Designer
- Monica Converse, PE, LEED AP
- Ron Hinds, Project Manager

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MASTER PLAN GOALS

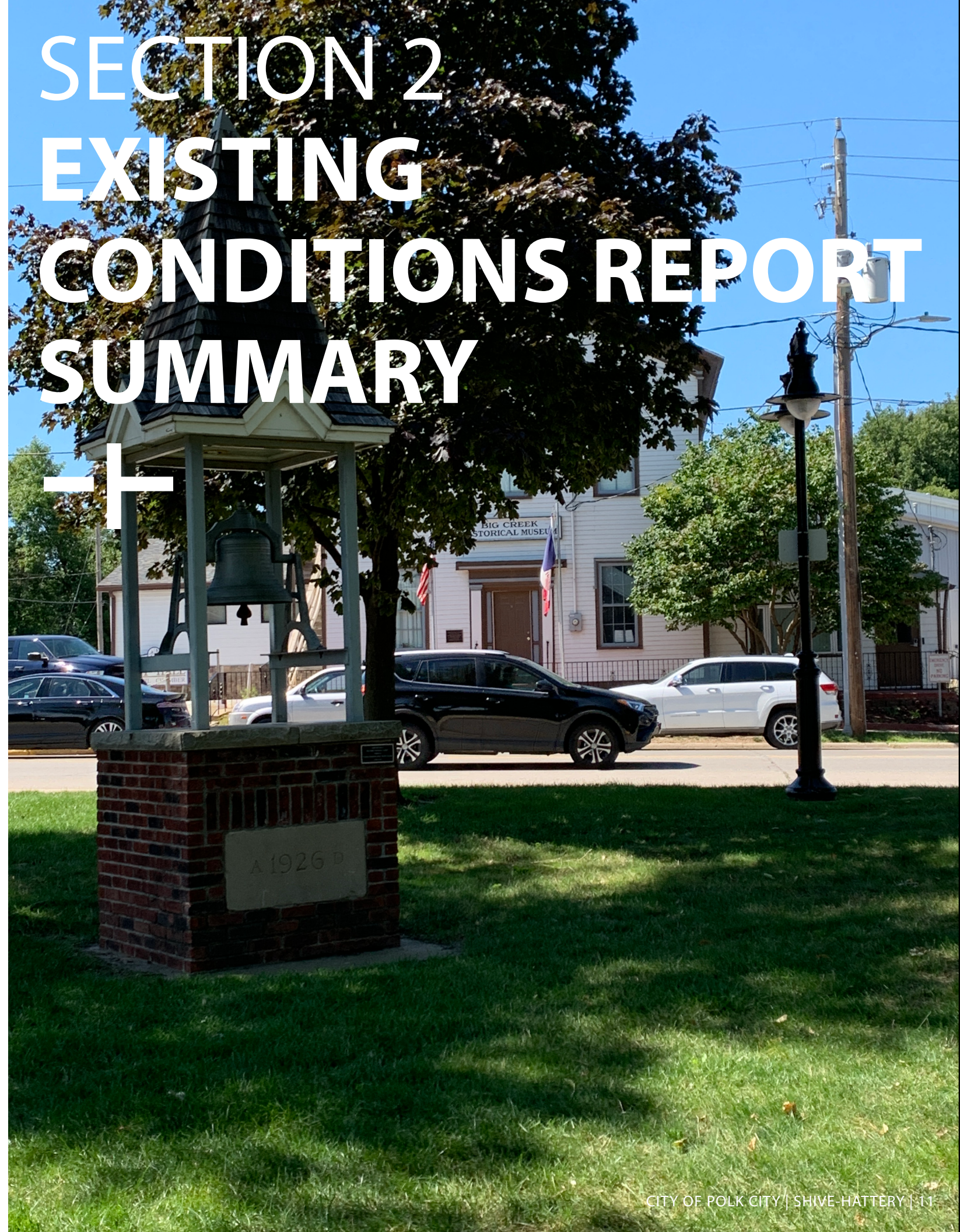


1 FUNCTIONAL
Solutions that **provide flexibility** for future growth to ensure the City’s facilities will remain functional for years to come.

2 PRIORITIZE
Establish priorities to help the City of Polk City **fiscally manage budgets**.

3 CIVIC IDENTITY
Define Polk City’s presence in the community through a common architectural language.

SECTION 2 EXISTING CONDITIONS REPORT SUMMARY



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EXISTING CONDITIONS REPORT SUMMARY

The process included an analysis of the existing municipal facilities; the full analysis is provided in Appendix B of this document. The report identified the current condition of the interior, exterior, building systems and limited site components of the existing city hall / historical museum, police and fire, library, and public works buildings to determine the constraints and opportunities at each site. The report provides a high-level recommendation for each facility.

In summary, a common challenge at the existing facilities is that the building usable square footage and sites are maximized, restricting opportunities for growth.

The city hall is located in the Big Creek historical museum building, where there are a number of accessibility and life safety deficiencies. There may or may not be structural concerns that need to be addressed; further research will be required. The report recommendation is the re-purpose the city hall occupied spaces of the building and remove the additions to restore the historical building. Other concerns should be addressed at that time.

The combined fire and community center building’s usable space is maximized and the site topography and property boundaries limit expansion opportunities. The community center and fire space needs overlap and create privacy and safety concerns. Some minor maintenance needs should be addressed with any future remodels. The report recommendation is to continue using this building, with renovations and department rearranging that allows for the fire administrative, living, and support spaces to expand into the full building.

The police facility is co-located with the fire and community center building. The existing building is in good condition and was recently remodeled 2017. However, the available space has been maximized and the site restrictions limit opportunity for expansion. Because both fire and the police department will need to grow to effectively serve and protect the community, the report recommendation is to re-purpose this space to meet fire’s long-term administrative needs.

The existing library building is in good condition, but the site restrictions limit opportunity for expansion. The existing space limits community program offerings and the library needs will continue to outgrow the space. The site is landlocked and cannot accommodate growth without land acquisitions, but the building is appropriately sized and located to serve the police department’s long-term needs, therefore the report recommendation is to re-purpose the space for police.

The public works facility is in good condition and the site allows for future expansion opportunities. There are minor accessibility issues that should be addressed with future renovations. The report recommendation is to continue to use the facility for public works needs.

Existing Site Constraints

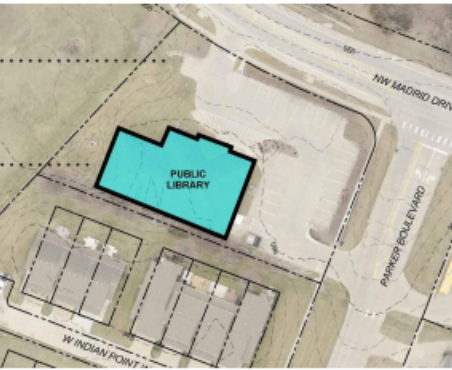
City Hall / Fire / Police / Community Center



Parking issues cannot be addressed on existing site

Existing sites are currently maximized (restrict opportunities for growth)

Public Library



“ The estimated population figures would suggest that Polk City will soon be classified as [a] Class E [library] ”
- Shana L. Stuart, Ph.D., MLIS, Consultant

Report Recommendation:				
	Current Polk City Size (Class D)	Avg Class D	Avg Class E	Avg Class F
Polk City Growth Need:	Present		20-Year	30-Year
Recommended Gross Area:	6,500 SF	10,500 SF	15,500 SF	20,000 SF
Polk City Projected Population Growth:	5,700 people	7,180 people	11,500 people	17,000 people

*Average Library Class Size information from WI Library Standards

EXISTING CONDITIONS REPORT SUMMARY FINDINGS

Existing Conditions Summary Findings - City Hall

Accessibility

- Several floor level changes that create barriers.
- A conference room, two offices, and a restroom are not accessible due to these floor level barriers.

Life Safety

- Building is not equipped with a fire sprinkler system.
- The City's administration areas have three exits, but one is routed through the Council Chambers and another through a conference room.
- Egress from the second floor is by the main stair in the foyer and an exterior open riser wooden stair on the south side of the building. The construction of the wood stair is not in compliance with current codes.
- At the main stair, there is not proper headroom clearance on the second floor.



Structural Integrity

- Building has noticeable settlement on the South side of the original building.
- Second floor has sloping floors.
- S-H team did not find any other evidence of settlement, like cracking or bowing of siding.

Report Recommendation:

Repurpose the building by removing the additions and restoring the historical building (while addressing the other deficiencies, such as accessibility life-safety, accessibility, and structural concerns.

Existing Conditions Summary Findings - Fire / Community Center

Maximized Efficiency

- The first floor has the apparatus bays, Chief's office, radio room and some storage. The turn-out gear area is part of the apparatus bay.



Site Restrictions limit Opportunity for Expansion

- Additional space will be required for full-time staffing (see planned Fire Marshal & Full-Time Firefighter hires).

Report Recommendation:

With the functional admin, living, and support needs and minor repair issues to be addressed, S-H team recommends the continued use of this building for intended purpose.

Privacy Concerns

- The restrooms are shared with the fire department. The restrooms also have a single shower but privacy during its use is an issue.

Minor Maintenance

- Several exterior hollow metal doors and frames and the overhead doors have rusted.
- The panels will need to be replaced or repaired within a couple of years.

Existing Conditions Summary Findings - Police



Existing Building is in Good Condition & Code Compliant

Site Restrictions limit Opportunity for Expansion

Report Recommendation:

While the facility condition is in good condition, the Police Department's staff and space needs will outgrow this space. The recommendation is to re-purpose this space.

Maximized Efficiency

Existing Conditions Summary Findings - Library



Existing Building is in Good Condition & Code Compliant

Site Restrictions limit Opportunity for Expansion

Space limits Community Program Offerings

Report Recommendation:

While the facility condition is in good condition, the Library's space needs have & will continue to outgrow this space. The site is landlocked and the recommendation is to re-purpose this space.

Existing Conditions Summary Findings - Public Works



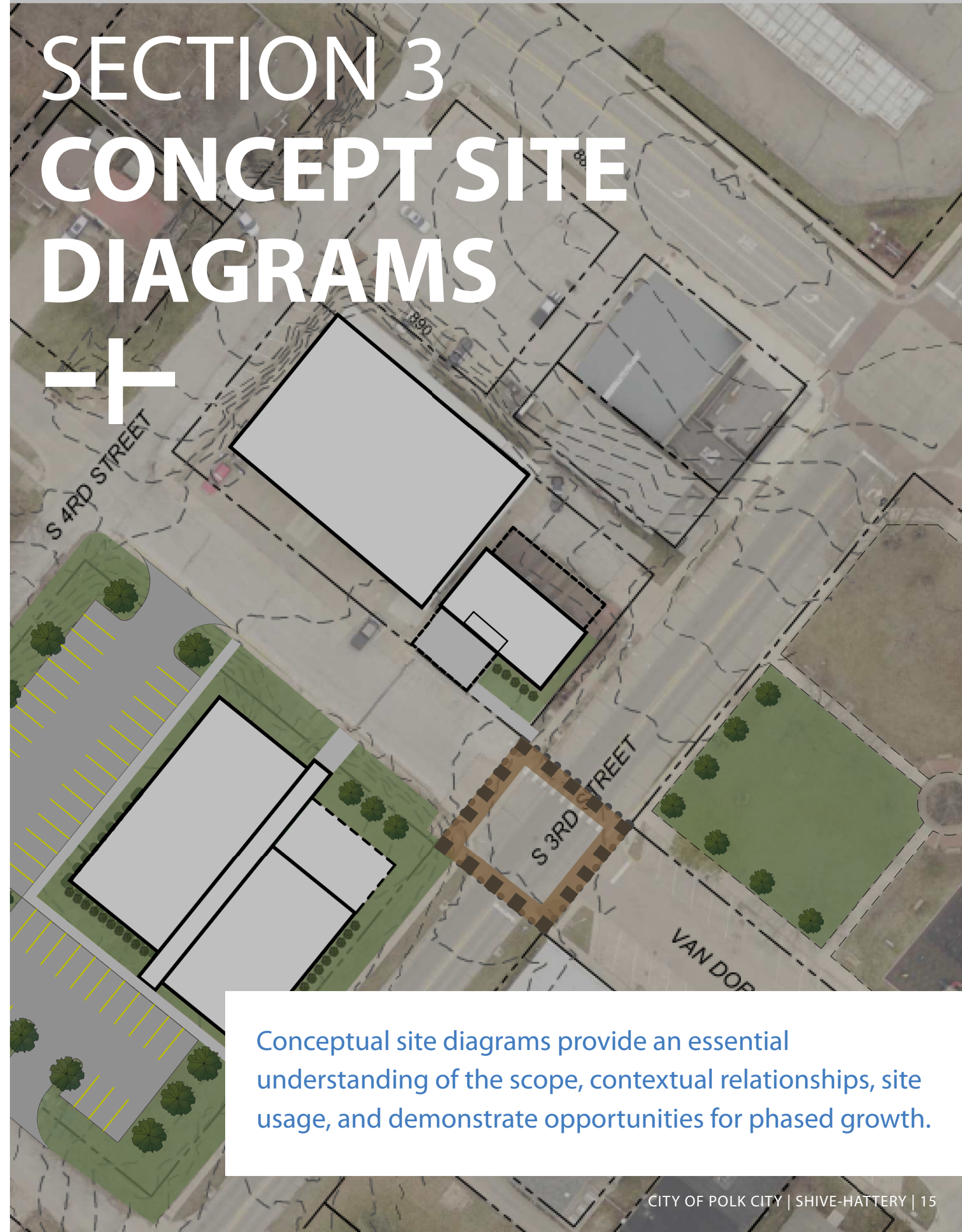
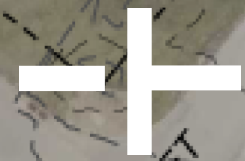
Existing Building is in Good Condition & with some Minor Accessibility Issues

Site allows for future Expansion Opportunities

Report Recommendation:

While the facility condition is in good condition & can continue to be used as they are intended.

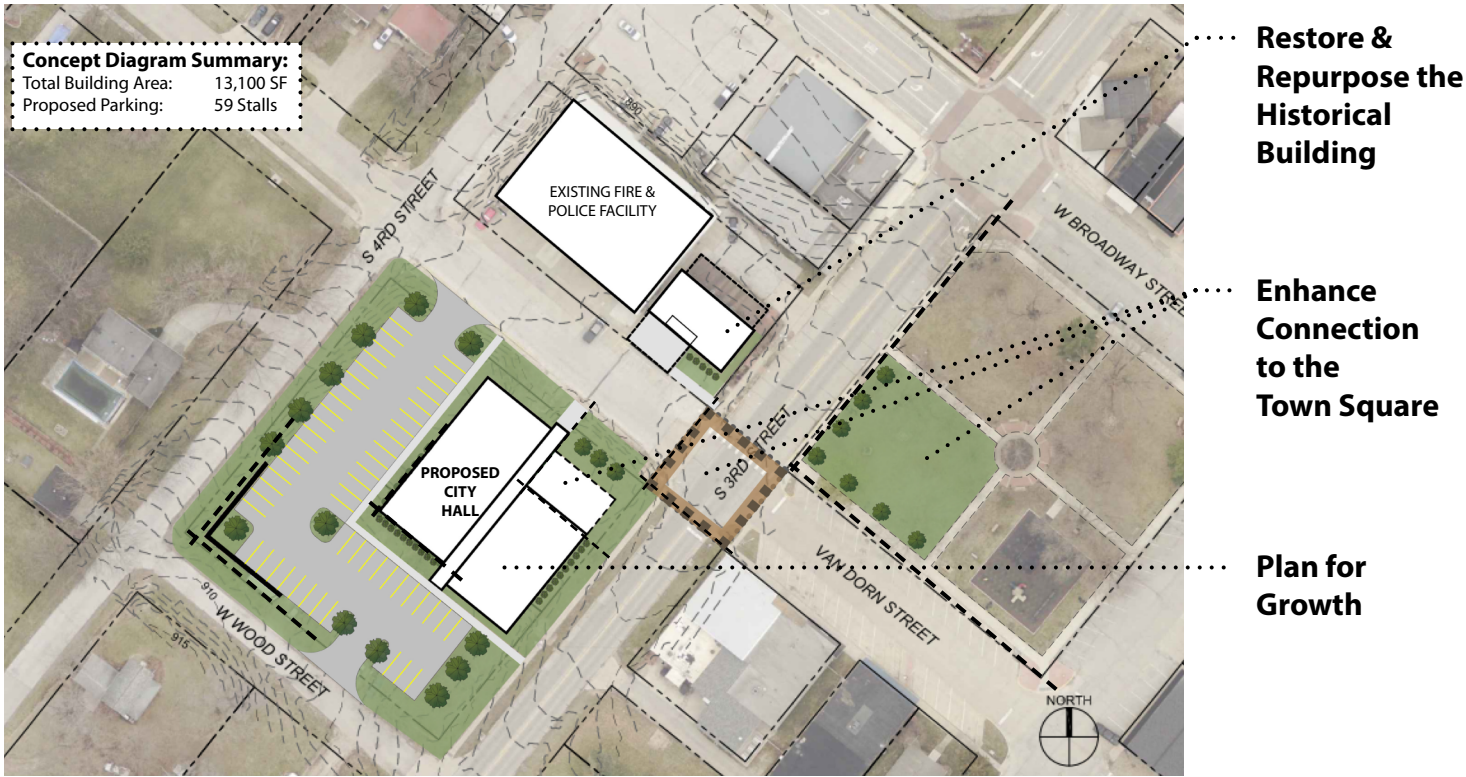
SECTION 3 CONCEPT SITE DIAGRAMS



Conceptual site diagrams provide an essential understanding of the scope, contextual relationships, site usage, and demonstrate opportunities for phased growth.

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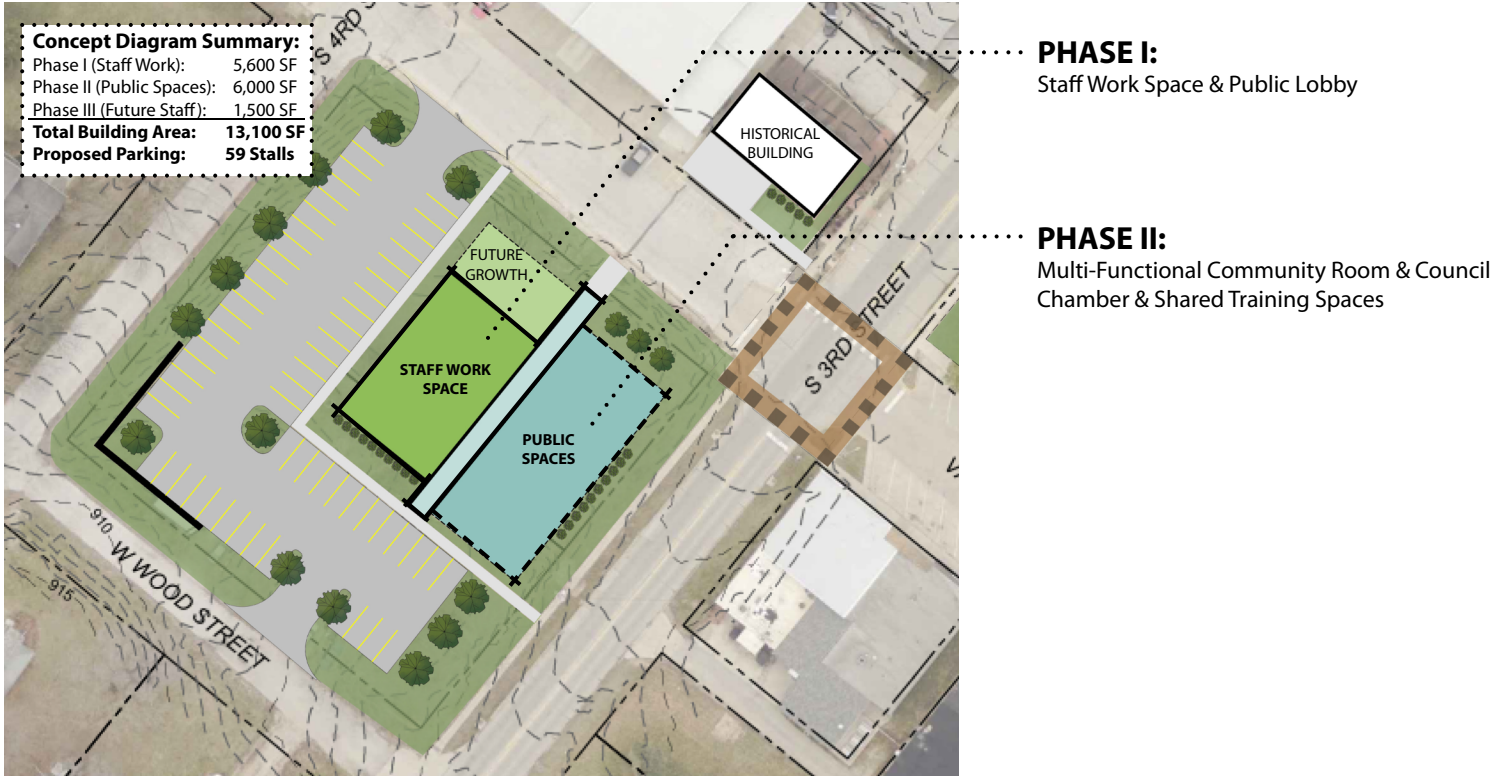
CITY HALL CONCEPT DIAGRAM (1 of 2)



City Hall at Town Square

The proposed City Hall site is highly visible from South 3rd Street and the Town Square, creating opportunity for the new civic building to be a welcoming beacon in Polk City. Vehicular site accesses are located off of West Wood Street and Van Dorn Street to prevent congestion on South 3rd Street. The concept creates an opportunity for an enhanced pedestrian “hub” at the intersection of Van Dorn Street and South 3rd Street. The preliminary building forms are intentionally held back from the intersection, creating public greenspace opportunities and interior building views of the square. The proposed site would maximize the parking capacity, while maintaining softer landscaping buffers at the perimeter.

CITY HALL CONCEPT DIAGRAM (2 of 2)

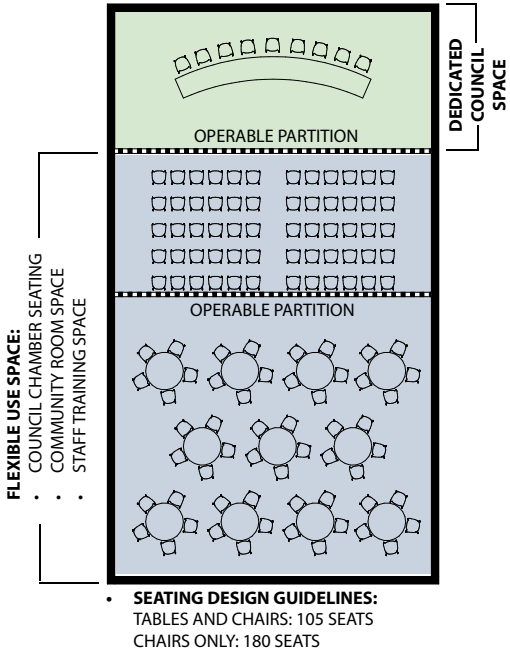


City Hall Growth Considerations

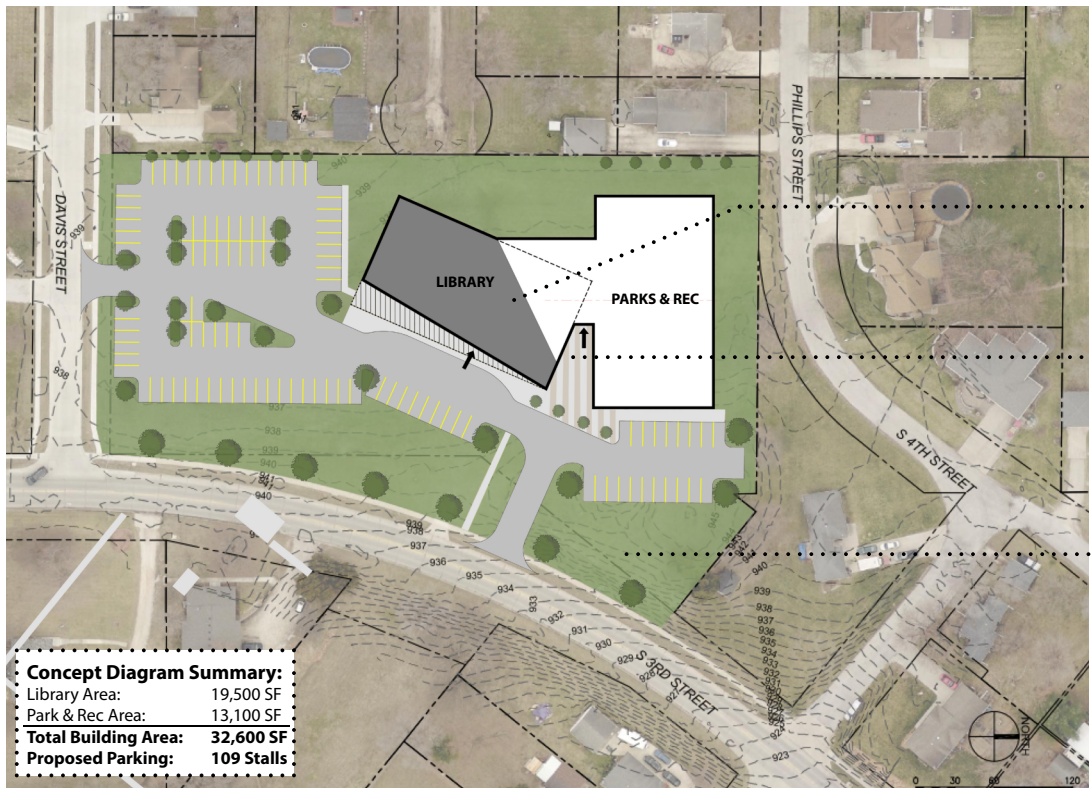
The final concept diagram breaks the 30-year space needs (for both community and staff spaces) into smaller phases to give the City control as to how and when to scale the project with the community’s needs and fiscally manage the projects.

The final version of the space needs lists incorporated multiple rounds of staff input and thoughtfully represents the needs. An example of the flexibility and multi-functional spaces discussed is shown at the right. This diagram explains how one multi-functional space could function as a council chamber space, staff training space, and a rentable community room.

The study findings and Staff maximized the City’s resources by planning for **flexible, adaptable, and multi-functional spaces**



LIBRARY / PARKS & RECREATION CONCEPT DIAGRAM



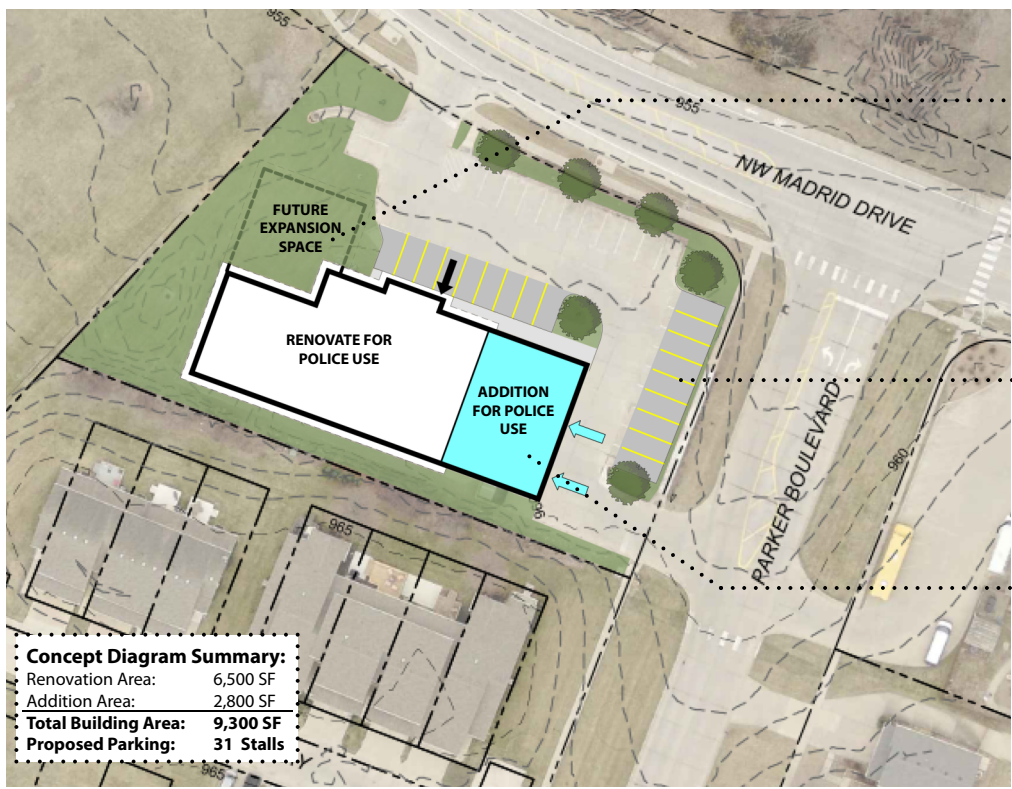
- Plan for the 30-Year projected growth (Class 'F' Library)
- Create a vibrant community-centered "public activity space"
- Preserve green space & embrace presence on 3rd Street

Library and Parks and Recreation Facility

Prior to this study, the City had recieved a grant to hire a library consultant to assess Polk City’s current and future library needs. The results overwhelmingly demonstrate how much the library does with programming, materials, and other community functions within the restricted existing space -- but also how many more offerings would be possible, given more space. The existing library is undersized, as compared to other municipalities of similar size. The City expressed a desire to pair the library and parks and recreation facility together to create a thriving and engaging community activity space. By co-locating these two departments the programming spaces could be shared and allow for increased and more diverse program offerings.

The final concept plan for the shared Library and Parks and Recreation site incorporate several modifications based on feedback recieved from multiple workshop meetings with Staff. Ultimately, the existing site is too constrained to meet the full program needs; this steered the team to consider alternate locations. By relocating the facility to the more prominent 3rd Street & Davis Street location, this exciting new facility would become a vibrant front door to the city. Preliminary building massing and orientation intentionally preserve and embrace the greenspace along 3rd Street to create a first impression as entering town.

POLICE CONCEPT DIAGRAM



- Plan for the 30-Year growth needs
- Re-Purpose the City-Owned Property to meet the community needs
- New proposed addition to accommodate Police Processing & Vehicle Maintenance program needs

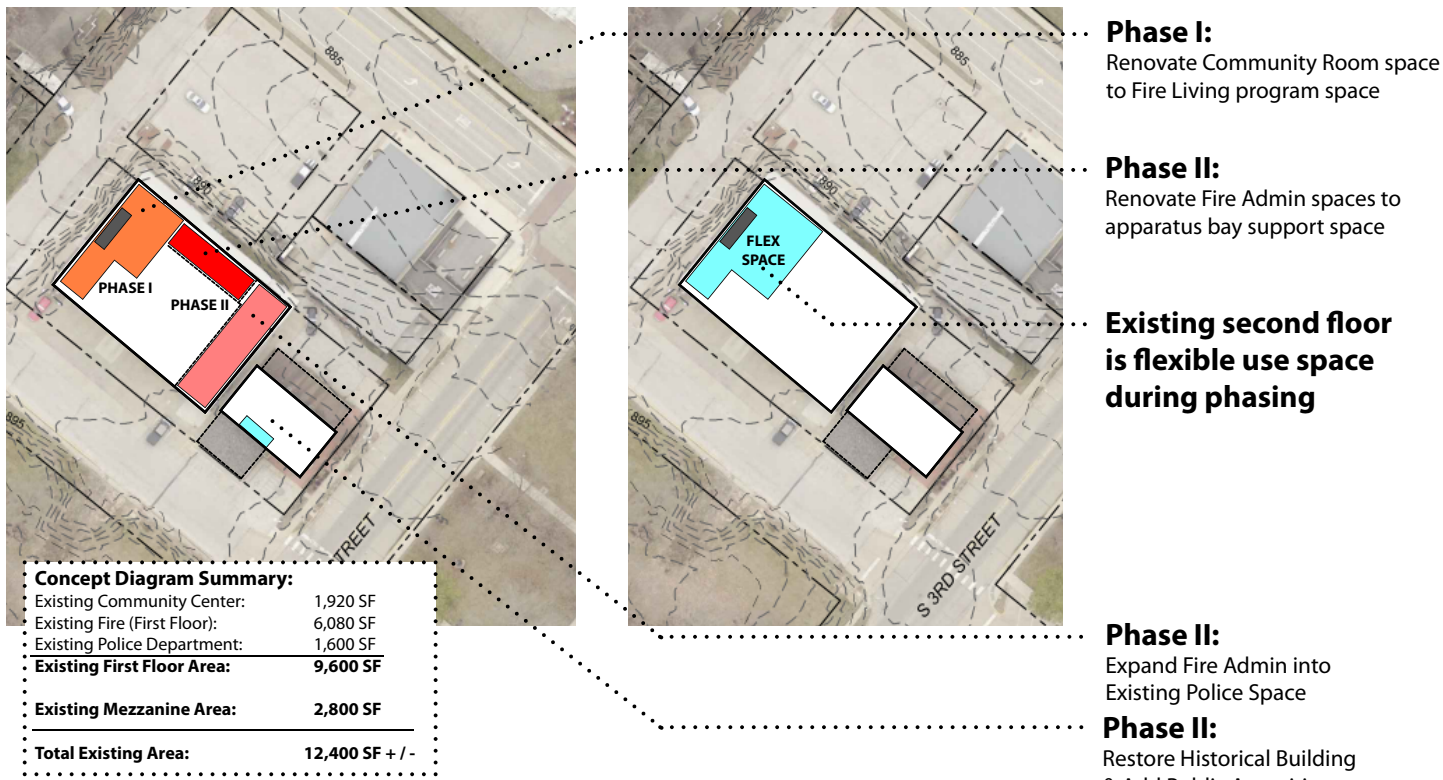
Police Facility - Renovation of Existing Library

Through analyzing both the 20-year and 30-year space needs for the police department, it was determined that the existing public safety site could not accommodate the future staff and support space needs of both Police and Fire that will be required to protect and serve a community the size of the growing Polk City.

The final concept plan for the Police department is to transform the existing library site into the Polk City police station. The existing library infrastructure and site more naturally translate to Police administrative and support functions, due to the existing construction types, location, and size.

A small proposed addition on the East side of the existing building would be required to create adequate processing space for police functions. This final concept shown meets the 20-year projected need and leaves flexibility and room for growth on the site to accommodate the 30-year needs.

FIRE CONCEPT DIAGRAM

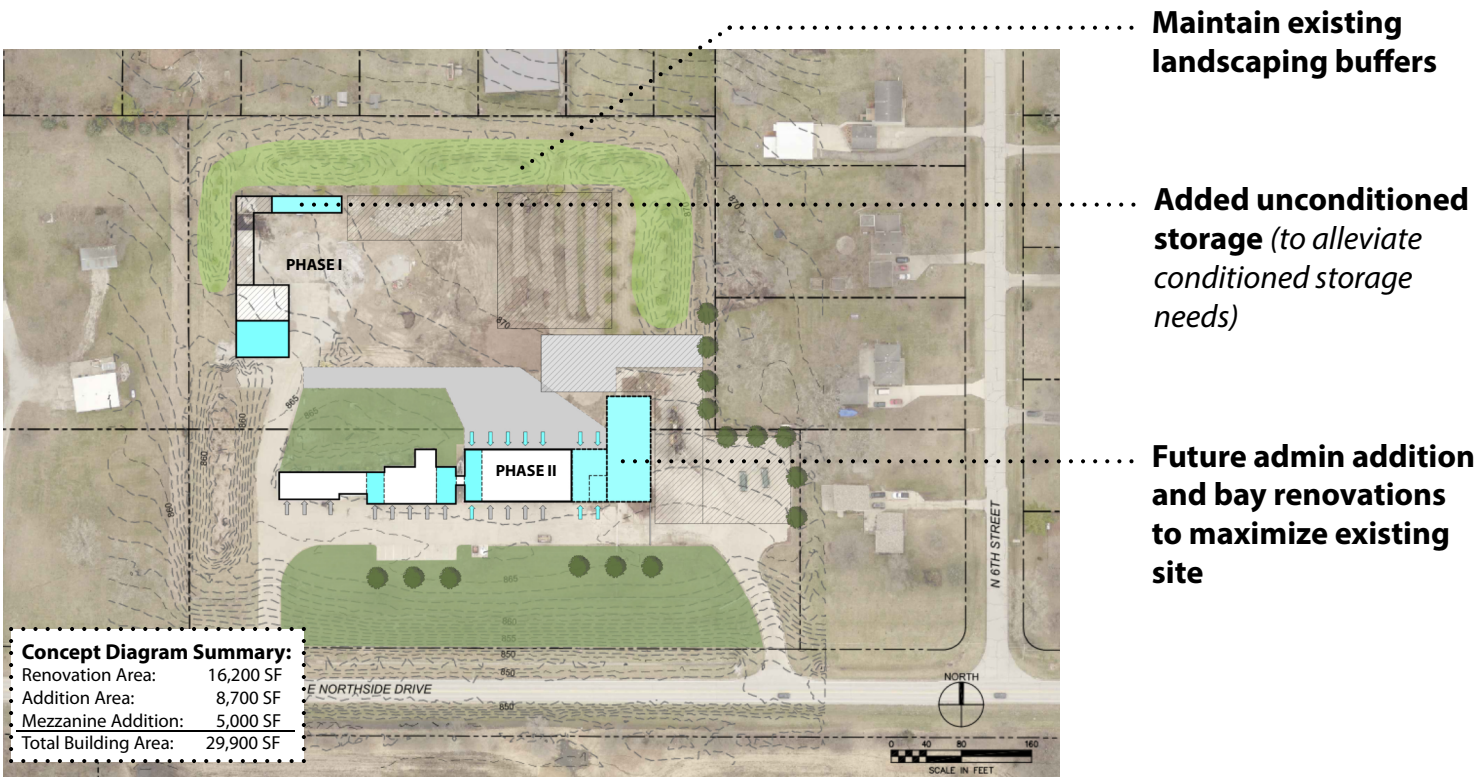


Fire Department Renovation

The Fire Department is reaching a critical point where the transition from a volunteer staff to a full-time hired staff is required to keep up with the additional housing and commercial growth Polk City is experiencing. The administrative and support spaces required to function as a staffed department largely drive the long-term space needs for this department.

Through analyzing both the 20-year and 30-year space needs for the fire department, it was determined that the existing police and fire site could not accommodate the future staff and support space needs of both departments. The existing infrastructure at the Van Dorn site makes it desirable to leave the Fire Department in place and vacate the Police space to allow for Fire administrative expansion. The existing apparatus bay space would remain largely untouched, the community center would be vacated when the City Hall phases are completed. The existing community center space would be transformed into fire support spaces. Finally, the existing police administrative space would be vacated when police relocates to the library site, and the existing police space can be re-purposed by the fire administrative staff with minimal effort.

PUBLIC WORKS CONCEPT DIAGRAM



Public Works Renovation & Expansion

The public works projected 30-year space needs anticipate additional conditioned bay space will be required to maintain the city streets and properties. The concept plan demonstrates the proposed phasing to allow the City flexibility in the timing of the investment.

The additional covered, non-conditioned space in Phase I will create more equipment storage opportunities and prioritizing the equipment that is required to be stored inside.

Phase II relocates the administrative space, currently landlocked by equipment bays, to the East side of the property with a new addition. The existing administrative space would be converted into additional bay space and there is an opportunity for an addition of two additional bays. The final concept shows the addition of overhead doors at the existing conditioned bays and a new paved drive on the North side of the building to fully maximize the space. Maintaining greenspace buffers between the adjacent residential properties was critical to the final concept.

SECTION 4 PRELIMINARY SPACE NEEDS REPORTS +



The City of Polk City's goal was to establish a facilities masterplan for the next 30 years. Spatial and operational needs for each department were established through analyzing staffing growth projections, user group meetings, and best practices.

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SECTION 3A - CITY HALL | Preliminary Space Needs Report

SECTION 3A - CITY HALL continued

Prelim Space List - Polk City, IA

SHIVEHATTERY
ARCHITECTURE+ENGINEERING

SUMMARY SHEET

	Component / Area Description	Number of Spaces	Avg. Space Size (NSF)	Total (NSF)	Gross Factor	Total (GSF)	Existing Building (NSF)*	Remarks	
A	City Administration / City Clerk Dept	8	140	1,117	1.20	1,300	1,000	30-year program deficiency to existing is (SF)	-300
PR	Parks & Rec Dept	3	200	600	1.20	750	190	30-year program deficiency to existing is (SF)	-560
FD	Future Departments (IT, HR, PR, Bldg)	10	127	1,268	1.20	1,500	0	30-year program deficiency to existing is (SF)	-1,500
CS	Council & Community Spaces	9	482	4,340	1.20	5,150	1,090	30-year program deficiency to existing is (SF)	-4,060
AN	Ancillary	11	214	2,355	1.15	2,700	350	30-year program deficiency to existing is (SF)	-2,350
Sub-Totals:		41	236	9,680	1.18	11,400	2,630		-8,770
		Spaces	Avg. Space Size	Net S.F.	Avg. G.F.	Gross S.F.			
X Gen'l Building Gross Factor (mech, elect, corridors, stairs, elev.): 1.150 =						13,100			
						Total G.S.F.			

STAFFING SUMMARY (CITY HALL)				
DEPARTMENT	PRESENT	10 YEAR	20 YEAR	30 YEAR
City Administration / City Clerk Dept	4	5	6	7
Parks & Rec Dept	1	2	3	4
Future Departments (IT, HR, PR, Bldg)	0	0	5	8
TOTALS	5	7	14	19

CITY ADMINISTRATOR

A

Prelim Space List - Polk City, IA

STAFF	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Remarks
P: QTY	F: QTY (10 YEAR)	F: QTY (20 YEAR)	F: QTY (30 YEAR)	A		
1	1	1	1	A.101	City Administration / City Clerk Dept	
1	1	1	1	A.102	City Administrator	225 O Adjacent to other dept heads
1	1	1	1	A.103	City Clerk	180 O Adjacent to Admin
1	1	1	1	A.104	Accounting Specialist	48 WS
1	1	1	1	A.105	Deputy City Clerk	48 WS
0	1	1	1	A.106	(Future) Admin / City Clerk Employee	120 O
0	0	1	2	A.107	(Future) Administrative Assistant	96 WS
					Record Storage	400 Required Hard Copies, Minute Book Storage, Etc. Lateral Files (4-Drawer)

Sub-Totals: A

PRESENT	10 YEAR	20 YEAR	30 YEAR		Spaces	Avg. NSF per Space	Total N.S.F.
4	5	6	7				
DEPT STAFFING SUMMARY				X Building Gross factor of:	1.20	=	1,300
							Total G.S.F.

Prelim Space List - Polk City, IA

PARKS & REC

PR

STAFF	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Remarks
P: QTY	F: QTY (10 YEAR)	F: QTY (20 YEAR)	F: QTY (30 YEAR)	PR		
1	1	1	1	PR.101	Parks & Rec Dept	
0	1	2	2	PR.102	Parks & Rec Director	180 O
0	0	0	1	PR.103	Parks & Rec (Future Rec & Superviso	120 O
					Parks & Rec Admin	0 WS One more workstation space provided for seasonal / interns / growth
				PR.104	Storage	300 Equipment Storage - onsite (Exterior door access preferred w/ double doors or garage door?) Group fitness equip, youth sports equipment

Sub-Totals:

PR

PRESENT	10 YEAR	20 YEAR	30 YEAR		Spaces	Avg. NSF per Space	Total N.S.F.
1	2	3	4				
DEPT STAFFING SUMMARY				X Building Gross factor of:	1.20	=	750
							Total G.S.F.

SECTION 3A - CITY HALL continued

Prelim Space List - Polk City, IA

City Hall

FUTURE DEPARTMENTS

FD

STAFF	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Remarks																																								
<table><tr><th>P: QTY</th><th>F: QTY (10 YEAR)</th><th>F: QTY (20 YEAR)</th><th>F: QTY (30 YEAR)</th></tr><tr><td>0</td><td>0</td><td>1</td><td>1</td></tr><tr><td>0</td><td>0</td><td>0</td><td>1</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>0</td><td>0</td><td>1</td><td>2</td></tr><tr><td>0</td><td>0</td><td>1</td><td>1</td></tr><tr><td>0</td><td>0</td><td>1</td><td>1</td></tr><tr><td>0</td><td>0</td><td>1</td><td>1</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table> FD	P: QTY	F: QTY (10 YEAR)	F: QTY (20 YEAR)	F: QTY (30 YEAR)	0	0	1	1	0	0	0	1					0	0	1	2	0	0	1	1	0	0	1	1	0	0	1	1										Future Departments (IT, HR, PR, Bldg)				Projected New Departments - Adjacent To Admin
P: QTY	F: QTY (10 YEAR)	F: QTY (20 YEAR)	F: QTY (30 YEAR)																																											
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0	0	1	1																																											
0	0	1	1																																											
		FD.101	(Future) IT Manager	1	120	120	O																																							
		FD.102	(Future) IT Staff	1	48	48	WS																																							
		FD.103	Data Center	1	150	150	Secure Space w/ workcounter for computer set up																																							
		FD.104	Secure Storage	1	150	150	Secure Space																																							
		FD.105	(Future) Human Resources Position	1	120	120	O																																							
		FD.106	(Future) Communications / Public Relations Officer	1	120	120	O																																							
		FD.107	(Future) Building Department Inspector	1	120	120	O																																							
		FD.108	(Future) City Engineer	1	120																																									
		FD.109	Construction Observation (Former PW)	1	120																																									
		FD.110	Building Project Storage	1	200	200	Plan Racks, Layout Space, Long Term project storage																																							

Sub-Totals: FD

10

127

1,268

Spaces

Avg. NSF per Space

Total N.S.F.

X Building Gross factor of:

1.20

=

1,500

Total G.S.F.

PRESENT	10 YEAR	20 YEAR	30 YEAR
0	0	5	8
DEPT STAFFING SUMMARY			

SECTION 3A - CITY HALL continued

Prelim Space List - Polk City, IA						ANCILLARY	AN
City Hall							
	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Remarks	
AN		Ancillary					
						1 Vestibule, Seating Space for impromptu meetings and filling out forms, 1 - 2 computer stations / kiosks, Community Events / Projects / Pride Display Area, Access to Admin, Council Chambers, Restrooms.	
	AN.101	Lobby	1	1,100	1,100	Adjacent to Lobby; 2 fixtures each	
	AN.102	Public Toilets	2	120	240	Shared space with seating for 6-8, Coffee, Pop machine (vending?), 1 microwaves, sink, 1 refrigerators, dishwasher.	
	AN.103	Shared Staff Break Room	1	300	300	<i>if site layout / architecture allows</i>	
	AN.104	Patio (outside)					
	AN.105	Janitors Closet	1	40	40		
	AN.106	Staff Toilets	2	65	130	Unisex Toilets	
	AN.107	Mothers Room / Health Room	1	65	65	Sink, Undercounter Refrigerator, Lockers, Seat	
	AN.108	Misc Use Storage	1	200	200		
	AN.109	Shared Work Room / Mail Room	1	200	200	Shared Space. Postage Meter, Storage for Office Supplies, 1 Scanner / Copier, 1 Printer, 1 Facsimile, 1 Bill Cutter, 1 Envelope Opener, Mail Boxes	
	AN.110	Separate Staff Entrance	1	80	80	Vestibule	
Sub-Totals: AN			11	214	2,355		
			Spaces	Avg. NSF per Space	Total N.S.F.		
X Building Gross factor of:			1.15	=	2,700		
			Total G.S.F.				

Prelim Space List - Polk City, IA						COUNCIL CHAMBERS & COLLAB SPACES		CS
City Hall								
	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Remarks		
CS		Council & Community Spaces						
	CS.101	Chamber Room	0	1400	0	Future Occupancy: 45 - 60 Citizens + 8 - 9 Person Dias - confirm # of future seats;		
	CS.102	Council Chamber storage	0	150	0	Verify this could act as a staff Training space. Existing space is approx 750 SF.		
	CS.103	Lobby-Side Vestibule	1	80	80	Chairs, Tables, and A/V		
	CS.104	Kitchenette / Catering Prep / Coffee for Chambers	1	50	50	Sound Barrier for Lobby Discussions		
						Alcove w/ countertop and easy access to chambers		
	CS.105	8-Person Meeting Space - Council Chamber Breakout	1	200	200	Adjacent to Council Chambers - Primarily Internal Use only (Opportunity for Movable Partition?)		
	CS.106	12-Person Meeting Room	1	300	300	External & Internal Use - Access from Lobby (Opportunity for Movable Partition?)		
	CS.107	6-Person Meeting Room	1	150	150	Internal Use Only		
	CS.108	1 - 2-Person Phone Room	1	60	60	Internal Use Only - Adjacent to Workstations		
	CS.109	Training Room / Council Chambers	1	3,000	3,000	Subdivide into 700 SF / 700 SF / 1400 SF		
	CS.110	Training Room Storage	1	250	250			
	CS.111	Kitchenette / Catering Prep / Coffee for Training Room	1	250	250			
	CS.112	Training Room Lobby (Shared with Public Lobby)	0	600	0			
Sub-Totals: AN			9	482	4,340			
			Spaces	Avg. NSF per Space	Total N.S.F.			
X Building Gross factor of:			1.20	=	5,150			
			Total G.S.F.					

SECTION 3B - LIBRARY & PARKS & REC
Preliminary Space Needs Report

SECTION 3B - LIBRARY & PARKS & REC continued

February 2, 2021

Prelim Space List - Polk City, IA

Library & Indoor Rec

	Component / Area Description	Number of Spaces	Avg. Space Size (NSF)	Total (NSF)	Gross Factor	Total (GSF)	Existing Building (NSF)*	Remarks	
CS	Collection Space	1	5,115	5,115	1.10	5,600	1,975	30-year program deficiency to existing is (SF)	-3,625
US	User Seating	85	30	2,550	1.10	2,800	1,080	30-year program deficiency to existing is (SF)	-1,720
PC	Public Computing	8	50	400	1.10	450	80	30-year program deficiency to existing is (SF)	-370
PS	Program Space	8	364	2,910	1.10	3,200	1,090	30-year program deficiency to existing is (SF)	-2,110
SWS	Staff Work Space	13	135	1,750	1.20	2,100	735	30-year program deficiency to existing is (SF)	-1,365
SUS	Special Use Space	7	238	1,665	1.25	2,100	0	30-year program deficiency to existing is (SF)	-2,100
RP	Parks & Rec Program Space	8	1,313	10,500	1.15	12,100	0		-12,100
Sub-Totals		115	216	24,890	1.14	28,350	4,960		-23,390
		Spaces	Avg. Space Size	Net S.F.	Avg. G.F.	Gross S.F.			

X Gen'l Building Gross Factor (mech, elec, restrooms, elev): 1.15 =

32,600	6,550
Total G.S.F.	

-26,050

SUMMARY				
	CURRENT	AVG CLASS D	AVG CLASS E	AVG CLASS F
	PRESENT	10-YEAR	20-YEAR	30-YEAR
Total Staff	3	4	6	7
	23,130	28,350	46,016	69,998
Recommended Gross Square Footage	6,500	10,419	15,378	19,534
		MIN REC	OPTIMAL	GROWTH
Projected Population Growth	5,700	7,181	11,525	17,000

This is an average Class F Size Library



SUMMARY SHEET

Prelim Space List - Polk City, IA

Library & Indoor Rec

COLLECTION SIZE		Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing (NSF)	Remarks
CURRENT		AVG CLASS D	20-YEAR AVG CLASS E	30-YEAR AVG CLASS F				
23,150		28,350	46,016	69,998				
CS		CS.101	Hard Copy Collection	1	5,115	5,115	1,665	These are estimated shelving space needs for the Average Class F library size @ 13 vol / SF
			Adult				0	
			Teen				0	
			Childrens				310	
			Media Items				0	
			Periodical Subscriptions				0	
Sub-Totals: CS				1	5,115	5,115	1,975	
CURRENT		CLASS D	CLASS E	CLASS F				
23,130		46,016	46,016	69,998				
COLLECTION SIZE		X Building Gross factor of: 1.10 =				5,600		
						Total G.S.F.		

Prelim Space List - Polk City, IA

Library & Indoor Rec

STAFF				Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing (NSF)	Remarks

SECTION 3B - LIBRARY & PARKS & REC continued

Prelim Space List - Polk City, IA										PUBLIC COMPUTING		PC
Library & Indoor Rec												
STAFF		Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing (NSF)	Remarks				
CURRENT		20-YEAR AVG CLASS E	30-YEAR AVG CLASS F	PC	Public Computing							
6		6	8	US.101	Childrens Computer Workstations	3	50	150				
				US.102	Tween & Teen Computer Workstations	2	50	100				
				US.103	Adult Computer Workstations	3	50	150	80			
Sub-Totals:				US	8	50	400	80				
					Spaces	Avg. NSF per Space	Total N.S.F.					
				X Building Gross factor of: 1.10 =				450	Total G.S.F.			

Prelim Space List - Polk City, IA									
Library & Indoor Rec									
PROGRAM SPACE									
PS									
			Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing (NSF)	Remarks
CURRENT	20-YEAR	30-YEAR	PS	Program Space					
1	2	3	PS.101	Multi-Functional Program Space	3	750	2,250	688	Program space for 300 individuals; sub-divided into 3 spaces. This would be a rentable community space (showers, graduation parties, etc.) & potential for program space to be share with Recs & Park (yoga, tai chi, etc)
			PS.102	Kitchen	1	200	200	60	kitchen area with additional counter space would greatly enhance programming and service.
			PS.103	Presenter	2	80	160		Sub Space of Program Room
			PS.104	Program Room Storage	1	300	300	100	1 storage room / subdivided space
			PS.105	Outdoor Program Space	1				outdoor program space - semi-covered / shaded area (300 - 400 SF) space
Sub-Totals:			US		8	364	2,910	848	
					Spaces	Avg. NSF per Space	Total N.S.F.		
					X Building Gross factor of: 1.10 =		3,200	Total G.S.F.	

SECTION 3B - LIBRARY & PARKS & REC continued

Prelim Space List - Polk City, IA

Library & Indoor Rec

STAFF WORK SPACE

SWS

STAFF		Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing (NSF)	Remarks			
10-YEAR AVG CLASS D MIN	20-YEAR AVG CLASS E OPTIMAL	30-YEAR AVG CLASS F GROWTH	SWS	Staff Work Space							
1	1	1	1	CS.101	Circulation Desk	1	200	200	250	Welcome and Reference desk functions; reduced size slightly, part-time staff located here	
1	1	1	1	CS.102	Library Director Office	1	180	180	120		O
1	1	1	1	CS.103	Future Office (Asst Director)	1	150	150	0		O
1	2	4	5	CS.104	Workroom Space	5	125	625	245	WS	Minimum recommendation: 5 staff workstations, in addition to circulation desk and director's desk. With, the (2) Youth Service Librarian spaces, 9 potential workspaces are planned for.
				CS.105	Project Area (Part-Time Staff)	2	100	200	0	WS	Study Recommended (2) Project Areas. Prepare program crafts, cataloging materials, processing items, processing interlibrary loans; Located adjacent to Circulation. Adjacent to Staff Work Areas Space for program storage, supplies, etc. Include Material Quarantine / Disinfecting Area
				CS.105	Staff Breakroom	1	120	120	95		
				CS.106	Storage	1	200	200	0		
				CS.107	Book Drop	1	75	75	25		
Sub-Totals: SWS				13	135	1,750	735				
PRESENT	10 YEAR	20 YEAR	30 YEAR	Spaces	Avg. NSF per Space	Total N.S.F.					
3	4	6	7								
STAFFING SUMMARY				X Building Gross factor of: 1.20 =		2,100					
						Total G.S.F.					

Prelim Space List - Polk City, IA							SPECIAL USE SPACE		SUS
Library & Indoor Rec									
	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing (NSF)	Remarks		
	SUS	Special Use Space							
	SUS.101	Quiet Study Rooms	3	80	240	0	2-3 Person patron space for tutoring, individual focus spaces		
	SUS.102	Small Conference Room	2	150	300	0	6-Person patron space for small study groups		
	SUS.104	Medium Conference Room	1	225	225		8-Person patron space for medium study groups, gathering areas		
	SUS.103	Open, Flexible Collab Space	1	150	150		Re-configurable space w/ flexible furnishings and dividers		
		Material Quarantining /							
	SUS.105	Disinfecting Station	0	50	0	0	New cleaning requirements due to COVID-19		
	SUS.106	Laundry Room	1	100	100	0	Washer and Dryer for disinfecting purposes		
							The space needed for this popular concept, which allows for the exploration of a variety of pursuits from technical to artistic to practical, should have a robust infrastructure with lots of power, venting, and controlled lighting and with adaptable and moveable furnishings.		
	SUS.107	Maker Space (Teens / Adults)	1	500	500	0			
	SUS.107	Maker Space Storage	1	150	150	0			
	SUS.109	Beverage Station / Vending	0	80	0	0			
Sub-Totals:		US	7	238	1,665	0			
			Spaces	Avg. NSF per Space	Total N.S.F.				
X Building Gross factor of:			1.25	=	2,100				
					Total G.S.F.				

SECTION 3B - LIBRARY & PARKS & REC continued

Prelim Space List - Polk City, IA

Library & Indoor Rec

REC PROGRAM

RP

	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing (NSF)	Remarks
	RP	Parks & Rec Program Space					
	RP.101	Recreational Program Space	1	7,800	7,800	0	(1) Regulation Basketball Court, (1) Regulation Volleyball, (2) Cross Court Basketball Courts
	RP.102	Rec Space - Storage	1	400	400	0	
	RP.103	Cardio Exercise	0	2,000	0	0	
	RP.104	Offices	3	100	300	0	
	RP.105	Reception	1	250	250	0	
	RP.106	Lobby	1	1,000	1,000	0	
	RP.107	Vending	0	60	0	0	
	RP.108	Outdoor Exercise	0	725	0	0	
	RP.109	Restroom, Shower, & Custodial	1	750	750	0	2 sinks, 3 holes, 2 showers
	RP.110	Kitchen	0	160	0	0	Accounted for in Library Space Programming
	RP.111	Multipurpose Program Space	0	470	0	0	Accounted for in Library Space Programming
Sub-Totals:			8	1,313	10,500	0	
			Spaces	Avg. NSF per Space	Total N.S.F.		
X Building Gross factor of:			1.15	=	12,100		
					Total G.S.F.		

SECTION 3C - POLICE | Preliminary Space Needs Report

Prelim Space List

City of Polk City Police Department

SUMMARY SHEET

S

	Component / Area Description	Number of Spaces	Avg. Space Size (NSF)	Total (NSF)	Comp. Factor	Total (CNSF)	Existing Building (NSF)	Remarks
POLICE DEPARTMENT								
A	Police Chief and Administration	6	144	865	1.20	1,050	210	30-year program deficiency to existing is (SF) -840
PD	Patrol Division	6	167	1,000	1.20	1,200	525	30-year program deficiency to existing is (SF) -675
CI	Criminal Investigation	8	78	625	1.25	800	105	30-year program deficiency to existing is (SF) -695
PR	Processing	10	137	1,370	1.15	1,580	290	30-year program deficiency to existing is (SF) -1,290
E	Evidence/Property	9	154	1,390	1.00	1,400	270	30-year program deficiency to existing is (SF) -1,130
V	Vehicle Maintenance	5	240	1,200	1.10	1,350	0	30-year program deficiency to existing is (SF) -1,350
Sub-Totals:		44	147	6,450	1.14	7,380	1,400	30-year program deficiency to existing is (SF) -5,980
		Spaces	Avg. Space Size	Net S.F.	Avg. N.F.	Comp. S.F.		
POLICE SUPPORT SPACES								
AN	Ancillary	8	94	755	1.15	900	0	30-year program deficiency to existing is (SF) -900
ST	Support	3	130	390	1.20	450	120	30-year program deficiency to existing is (SF) -330
Sub-Totals:		11	104	1,145	1.18	1,350		30-year program deficiency to existing is (SF) -1,230
		Spaces	Avg. Space Size	Net S.F.	Avg. N.F.	Comp. S.F.		
X Gen'l Building Gross Factor (mech, elect, corridors, stairs, elev.):			1.07	=		9,300	1,520	*Existing Library Space = 6,500 SF
						Total G.S.F.	Existing G.S.F.	

SECTION 3C - POLICE continued

Prelim Space List

City of Polk City Police Department

CHIEF AND ADMINISTRATION

A

STAFF				Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)	O W	Remarks
P: QTY	F: QTY (10 YEAR)	F: QTY (20 YEAR)									
1	1	1		A	Police Chief and Administration						
0.5	1	1.5		A.101	Chief of Police	1	200	200	130	O	
0	0	0		A.102	Administrative Assistants	1	65	65	80	WS	2nd Admin Asst space not accommodated in phase one
				A.103	Community Service Officer (Future)	0	150	0	0	O	
				A.104	Record Storage - Active	0	150	0	0		Space not accommodated in phase one
				A.104	Record Storage - Long Term	1	150	150	0		Lateral File Storage for Admin and Patrol Officers
				A.105	Conference Room	1	300	300	0		8 - 10 People
				A.106	NCIC Computer & Printer	1	30	30			
				A.107	Workroom & Scanning Station	1	120	120			
Sub-Totals: A						6	144	865	210	Existing Space approx 390SF with Police Chief at 130SF	
						Spaces	Avg. NSF per Space	Total N.S.F.			
X Building Gross factor of:						1.20	=	1,050			
						Total G.S.F.					

PRESENT10 YEAR20 YEAR30 YEAR

1.522.5N/A*

DEPT STAFFING SUMMARY

*20-year need has been addressed in this study

SECTION 3C - POLICE continued

Prelim Space List

City of Polk City Police Department

CRIMINAL INVESTIGATION

CI

STAFF				Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)	O W	Remarks
P: QTY	F: QTY (10 YEAR)	F: QTY (20 YEAR)									
0	0	1		CI	Criminal Investigation						
				CI.101	Criminal Investigation (Command)	0	150	0	0	O	Position not accommodated in phase one
1	1	1		CI.102	Civil Code Enforcement	1	120	120	0	O	
0	1	1		CI.103	Detectives (workstation)	1	100	100	0	W	2nd Detective space not accommodated in phase one
0	0	1		CI.104	Evidence Property (workstation)	0	80	0	0	W	Position not accommodated in phase one
				CI.105	Interview Toilet	1	65	65	45		
				CI.106	Interview Rooms	1	90	90	0		2nd Interview space not accommodated in phase one
				CI.107	Interview Room - Soft	1	60	60	60		
				CI.108	Major Case Room	0	300	0	0		Space not accommodated in phase one
				CI.109	Computer Forensics	1	100	100	0		Workspace for processing computer forensics. includes separate Evidence Room
					Server	1	45	45	0		
				CI.110	Finger Printing Room	1	45	45	0		Reduced to scanning station in lobby
Sub-Totals: CI						8	78	625	105		
						Spaces	Avg. NSF per Space	Total N.S.F.			
X Building Gross factor of:						1.25	=	800			

PRESENT

10 YEAR

20 YEAR

30 YEAR

1

2

4

N/A

DEPT STAFFING SUMMARY

*20-year need has been addressed in this study

Prelim Space List

City of Polk City Police Department

Patrol Division

PD

STAFF				Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)	O W	Remarks
P: QTY	F: QTY (10 YEAR)	F: QTY (20 YEAR)									
1	1	1		PD	Patrol Division						
				PD.101	Patrol Lieutenant	1	150	150	95	O	No future office in Phase 1
1	1	3		PD.102	Patrol Sergeants	1	150	150	0		Shared office space for 2
5	6	9.5		PD.104	Patrol Officers (4 - PT PO's @ .5 each)				120		
					Workroom Area, Library, Mail Report Writing (four stations)	1	100	100	80		Printer/copier, office supply storage, mail and library; adjacent to Patrol
						1	200	200	30		30 YR Program = 6 Stations. 4 Stations provided
				PD.105	Juvenile Waiting	0	120	0	0		Space not accommodated in phase one
				PD.106	Roll Call / Ready Room	1	300	300	160		Reduced size from 400 SF to 300 SF to accommodate site restrictions
				PD.107	Fire Arms and 'Small Eq Storage / Patrol Issue	1	100	100	40		
Sub-Totals: PD						6	167	1,000	525		
						s	Avg. NSF per Space	Total N.S.F.			
X Building Gross factor of:						1.20	=	1,200			
						Total G.S.F.					

PRESENT10 YEAR20 YEAR30 YEAR

7813.5N/A

DEPT STAFFING SUMMARY

*20-year need has been addressed in this study

Prelim Space List

City of Polk City Police Department

Processing

PR

STAFF				Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)	O W	Remarks
P:QTY	F:QTY (5 y)	F:QTY (15 y)	F:QTY (30y)								
				PR	Processing						
				PR.101	Vehicle Sally Port	1	500	500	0		Min. 24' x 15' for single drive thru plus walkway on each side (Plus
				PR.102	Decontamination	1	60	60	0		Mop sink, hose, eye wash (part of VSP)
				PR.103	Sally Port Vestibule	1	80	80	37		Min. 8'x 10' (transitional); Existing Space 37SF
				PR.104	Booking/Processing/OWI Area	1	240	240	195		Existing Space 195SF
				PR.105	OWI Room	1	120	120	0		Adjacent to Booking & SPV/Vehicle Sallyport - need 15 ft. length for sobriety testing, and an intoxilizer and small desk, chair, side chair for DREs, minimum size of 10 x 12 = 120 SF 24" deep concrete bench, 8" high - Indv. Holding Min. 80SF (Short term upto 4 ea.) Split up locations for seperation of M/F; floor drain in each for
				PR.106	Temporary Interview (Holding)	2	80	160	58		cleaning; dry room (no toilet); Existing Space 58SF
				PR.107	Toilet	1	50	50	0		Includes ADA detention-grade toilet/sink combo
				PR.108	Interregation / Interview Room	1	80	80	0		Hardened, small space
				PR.109	DRE Darkroom / Medical	1	80	80	0		
Sub-Totals: PR						10	137	1,370	290	Existing Space approx 290SF with Processing & Interview	
						Spaces	Avg. NSF per Space	Total N.S.F.			
X Building Gross factor of:						1.15	=	1,580			

PRESENT10 YEAR20 YEAR30 YEAR

7813.5N/A

DEPT STAFFING SUMMARY

*20-year need has been addressed in this study

SECTION 3C - POLICE continued

Prelim Space List							EVIDENCE		E
City of Polk City Police Department									
	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)		Remarks	
E		Evidence/Property							
E.101		Evidence Drop-off	1	150	150	35			
E.102		Large Item Evidence Storage	1	200	200	0		Connects to Vehicle Maintenanc Bay; for bikes (up to 10 bikes), fridges, mattress etc	
E.103		Evidence Storage	1	400	400	125			
E.104		Evidence Weapons Storage	1	80	80	0			
		Evidence Cash Storage	1	40	40	0			
E.105		Evidence Drug Storage	1	80	80	0			
E.106		Evidence Processing	1	120	120	110			
E.107		Forensics Testing Lab	1	200	200	0			
E.109		Evidence Release Vestibule	1	120	120	0			
Sub-Totals: E			9	154	1,390	270			
			Spaces	Avg. NSF per Space	Total N.S.F.				
X Building Gross factor of:			1.00	=	1,400				
						Total G.S.F.			

SECTION 3C - POLICE continued

Prelim Space List							ANCILLARY		AN
City of Polk City Police Department									
	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)		Remarks	
AN		Shared Ancillary							
AN.101		Shared Lobby	1	100	100				
AN.102		Shared Public Vestibule	1	70	70				
AN.103		Public Toilets	2	100	200	0		Adjacent to Lobby	
AN.104		Janitor's Closet	1	25	25	0			
AN.105		Mother's Room	1	60	60	0			
AN.106		Break Room	1	180	180	0			
AN.107		IT/Security	1	120	120	0		For security acess and video equipment, workstation; closed circuit; located near	
AN.108		Unisex Staff Toilets	0	65	0	0		Patrol; currently located in City Hall	
Sub-Totals: AN			8	94	755	0			
			Spaces	Avg. NSF per Space	Total N.S.F.				
X Building Gross factor of:			1.15	=	900				
						Total G.S.F.			

Prelim Space List							Vehicle Maintenance & Support		G
City of Polk City Police Department									
	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)		Remarks	
V		Vehicle Maintenance							
	V.101	Patrol Bike Storage	1	100	100	0		2 currently, need space for at least 4 in the future	
	V.102	Vehicle Maintenance / PD Wash Bay / Evidence	1	800	800	0		1 bays, shared with Vehicle Evidence when needed for this purpose	
		Speed Trailers	1	50	50	0			
		Gator / other	1	50	50	0			
	V.103	General Storage (traffic control / barricades)	1	200	200	0		Needs - traffic cones, barricades, maint. supplies, air compressor, floor jack, spare tires, etc.	
Sub-Totals: V			5	240	1,200	0			
			Spaces	Avg. NSF per Space	Total N.S.F.				
X Building Gross factor of:			1.10	=					
						Total G.S.F.			

Prelim Space List							Support		S
City of Polk City Police Department									
	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)		Remarks	
ST	Shared Training & Support								
S.101		Shared Locker Room Shower / Toilets	2	75	150	120		Shared Space - Fire & PD; Adjacent to Fire Sleeping Quarters (Existing is in Fire only - Shared w/ Comm room	
S.102		Shared Locker Room	1	240	240	0		10 Police Lockers (2' wide x 2' deep) lockers	
S.106		Educational Training Room	0	1400	0	0		Move this program space to City Hall and enlarge for community use.	
S.107		Kitchenette	0	60	0	0		Move this program space to City Hall and enlarge for community use.	
S.108		AV Storage	0	60	0	0		Move this program space to City Hall and enlarge for community use.	
S.109		Training Equipment Storage	0	100	0	0		Move this program space to City Hall and enlarge for community use.	
S.110		Table and Chair Storage	0	100	0	0		Move this program space to City Hall and enlarge for community use.	
S.111		Fitness	0	700	0	0		Removed from program - considered part of 30-year need	
S.112		Tactical Training	0	700	0	0		Removed from program - considered part of 30-year need	
S.113		Fitness and Tactical Gear Storage	0	150	0	0		Removed from program - considered part of 30-year need	
Sub-Totals: S			3	130	390	120			
			Spaces	Avg. NSF per Space	Total N.S.F.				
X Building Gross factor of:			1.20	=	450				
						Total G.S.F.			

SECTION 3D - FIRE | Preliminary Space Needs Report

Prelim Space List

City of Polk City Police & Fire Department

SUMMARY SHEET

S

	Component / Area Description	Number of Spaces	Avg. Space Size (NSF)	Total (NSF)	Comp. Factor	Total (CNSF)	Existing Building (NSF)	Remarks
FIRE DEPARTMENT								
A	Fire Administration	7	163	1,140	1.25	1,580	360	30-year program deficiency to existing is (SF) -1220
AP	Apparatus	12	425	5,100	1.00	5,100	5,010	30-year program deficiency to existing is (SF) -90
L	Living	5	290	1,450	1.20	1,750	660	30-year program deficiency to existing is (SF) -1090
Sub-Totals:		24	320	7,690	1.10	8,430	6,030	30-year program deficiency to existing is (SF) -2,400
		Spaces	Avg. Space Size	Net S.F.	Avg. N.F.	Comp. S.F.		
FIRE SUPPORT SPACES								
AN	Shared Ancillary	5	155	775	1.15	900	0	30-year program deficiency to existing is (SF) -900
ST	Training & Support	5	248	1,240	1.20	1,500	2,240	30-year program deficiency to existing is (SF) 740
Sub-Totals:		10	202	2,015	1.19	2,400	2,240	30-year program deficiency to existing is (SF) -160
		Spaces	Avg. Space Size	Net S.F.	Avg. N.F.	Comp. S.F.		

X Gen'l Building Gross Factor (mech, elect, corridors, stairs, elev.): 1.07 =

9,850
Total G.S.F.

12,000
Existing G.S.F.*

*Existing space includes mezzanine area and current police department space

SECTION 3D - FIRE continued

Prelim Space List

City of Polk City Police & Fire Department

ADMINISTRATION

A

STAFF				Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)	O W	Remarks
P: QTY	F: QTY (10 YEAR)	F: QTY (20 YEAR)									
A Fire Administration											
1	1	1		A.101	Chief's Office	1	180	180	120	O	Reduced from Full 30-Year Program Need
0	1	1		A.102	(Future)Fire Marshal Office	1	150	150	0	O	
0	0	1		A.103	(Future) EMS Captian Office	0	120	0	0	O	Full 30-YR Need cannot be accommodated
0	0	1		A.104	(Future) Shift Lieutenant's Suite	1	300	300	0	O	Office with sleeping quarters, shared by shifts, separate files & storage
0	0	1		A.105	(Future) Administrative staff / Reception	1	100	100	0	W	
				A.106	Public Lobby	1	50	50			
				A.107	Conference Room	1	240	240	120		10 people with technology; for internal admin/command staff meetings
				A.108	Work Area / Report Writing	1	120	120	120		
Sub-Totals: A						7	163	1,140	360	Existing Space approx 360SF, Confence Room at 120SF	
						Spaces	Avg. NSF per Space	Total N.S.F.			
PRESENT 10 YEAR 20 YEAR 30 YEAR				X Building Gross factor of: 1.25 =				1,450			
1 2 5 N/A								Total G.S.F.			
DEPT STAFFING SUMMARY				*20 Year Need has been accommodated in this study							

Prelim Space List

City of Polk City Police & Fire Department

APPARATUS

AP

STAFF				Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)	Remarks
P: QTY	F: QTY (10 YEAR)	F: QTY (20 YEAR)								
AP Apparatus										
				AP.101	Apparatus Bay	1	3900	3,900	3,900	No changes to existing space.
					Apparatus Storage	1	80	80	80	No changes to existing space.
				AP.103	EMS Equipment / Workroom	1	100	100	100	With workstation & secure space for medical supplies; Reduced from 30-YR
				AP.104	Gear Storage	1	120	120	120	Remains as part of the bay space (lockers around bay)
				AP.105	Turnout room - Bunker Gear	1	100	100	100	Removed from space needs to accommodate program
				AP.106	Decontamination Room	1	100	100	100	
				AP.107	Dirty Maintenance Room	1	120	120	120	Reduced size from 30-YR need program
				AP.108	Mezzanine Storage	1	200	200	200	Reuse Existing (existing area not confirmed)
				AP.110	Restrooms	2	60	120	120	
				AP.111	Extraction / Laundry	1	160	160	70	Sound seperation is preferred
				AP.113	Hose Rack Room	0	180	0	0	Removed from 30-YR need program to accommodate existing facility size
				AP.114	Hose Dryers	1	100	100	100	
Sub-Totals: AP						12	425	5,100	5,010	
						Spaces	Avg. NSF per Space	Total N.S.F.		
						X Building Gross factor of: 1.00 =		5,100		
						Total G.S.F.				

SECTION 3D - FIRE continued

Prelim Space List

LIVING

L

City of Polk City Police & Fire Department

STAFF				Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)	Remarks
P: QTY	F: QTY (10 YEAR)	F: QTY (20 YEAR)								
L Living										
				L.101	Dayroom	1	300	300	160	Space for 6 lounge chairs;
				L.102	Dining	1	300	300	300	Seating for 6 to 8 people
				L.103	Kitchen	1	300	300	200	Double sink, commercial grade range & cooktop;
				L.103a	Refrigerator Alcove	1	40	40		3 refrigerators;
				L.104	Dry Pantry	1	100	100		
				L.105	Individual Bunk Room	2	100	200		0 Future Goal: 2 people / night shift
				L.105a	Double Bunk Room	0	150	0		0
				L.106	Laundry	1	120	120		Residential washer / dryer; Quantity: 2 of each, uniform and linen storage
				L.106a	Uniform / Linen Storage	1	30	30		
				L.107	Mud Room / Storage	1	30	30		
				L.108	Staff Vestibule	1	30	30		
Sub-Totals: L						5	290	1,450	660	Existing Space approx 660SF, retrofit to new
						Spaces	Avg. NSF per Space	Total N.S.F.		
X Building Gross factor of:						1.20	=	1,750		
						Total G.S.F.				

SECTION 3D - FIRE continued

Prelim Space List						Support	S
City of Polk City Police & Fire Department							
	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)	Remarks
ST		Training & Support					
S.101		Unisex Locker Room Shower / Toilets	2	75	150	120	Adjacent to Fire Sleeping Quarters
S.102		Unisex Locker Room	1	240	240	0	10 (2' wide x 2' deep) lockers
S.103		Educational Training Room	0	1400	0	1,620	Move this program space to City Hall and enlarge for community use.
S.103a		Kitchenette	0	60	0	500	Move this program space to City Hall and enlarge for community use.
S.103b		AV Storage	0	60	0	0	Move this program space to City Hall and enlarge for community use.
S.104		Training Equipment Storage	0	100	0	0	Move this program space to City Hall and enlarge for community use.
S.105		Table and Chair Storage	0	100	0	0	Move this program space to City Hall and enlarge for community use.
S.106		Fitness	1	700	700	0	Option for Mezzanine Space to be repurposed
S.107		Tactical Training	0	700	0	0	Removed from program
S.108		Fitness and Tactical Gear Storage	1	150	150	0	Option for Mezzanine Space to be Repurposed
Sub-Totals: S			5	248	1,240	2,240	Exitng Space approx 2240SF; Move 2,120SF to City Hall
			Spaces	Avg. NSF per Space	Total N.S.F.		
X Building Gross factor of:			1.20	=	1,500		
			Total G.S.F.				

Prelim Space List							ANCILLARY		AN
City of Polk City Police & Fire Department									
	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing Building (NSF)		Remarks	
	AN	Shared Ancillary							
	AN.101	Janitor's Closet	1	25	25	0			
	AN.102	Mother's Room	0	60	0	0			
	AN.103	IT/Security	1	120	120	0			
	AN.104	Unisex Staff Toilets	2	65	130	0			
	AN.105	Misc Mezzanine Storage	1	500	500			Future Usage TBD	
Sub-Totals: AN			5	155	775	0			
			Spaces	Avg. NSF per Space	Total N.S.F.				
X Building Gross factor of:			1.15	=	900				
					Total G.S.F.				

SECTION 3E - PUBLIC WORKS | Preliminary Space Needs Report

Prelim Space List - Polk City, IA
Public Works



SUMMARY SHEET

	Component / Area Description	Number of Spaces	Avg. Space Size (NSF)	Total (NSF)	Gross Factor	Total (GSF)	Existing Building (NSF)*	Remarks	
A	Administration & Ancillary	14	300	4,200	1.25	5,250	1,570	30-year program deficiency to existing is (SF)	-3,680
M	Vehicle / Maintenance	17	1,165	19,800	1.10	20,440	13,400	30-year program deficiency to existing is (SF)	-7,040
E	Exterior	9	7,656	68,900	1.00	68,900	64,820	30-year program deficiency to existing is (SF)	-4,080
S	Sign Shop	2	500	1,000	1.00	1,000	1,000		
Sub-Totals:		40	2,348	93,900	0.28	26,690	15,970		-14,800
		Spaces	Avg. Space Size	Net S.F.	Avg. G.F.	Gross S.F.			
X Gen'l Building Gross Factor (mech, elec, restrooms, lobby, elev):		1.12	=			29,900	16,220		-13,680
						Total G.S.F.			

SECTION 3E - PUBLIC WORKS continued

Prelim Space List - Polk City, IA							Administration	A
Public Works								
	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing (NSF)	Remarks	
	A	Administration & Ancillary						
	A.101	Public Works Director Office	1	180	180	120		
	A.102	Offices	4	120	480	120	Existing: 2 offices, future needs total of 4 standard offices	
	A.103	Conference Room	1	400	400	200	Fit up to 10 - 12 people; Existing is all in one breakroom, workroom, and conf room	
	A.104	Break Room	1	300	300	300	Entire crew - host up to 10 people	
	A.105	Work Room	1	200	200	100	Printer / Copier / Office Supply Storage	
	A.106	Training Room	1	1,000	1,000	0		
	A.107	File Storage & Layout Space	1	400	400	0	Plan unit storage and layout space	
	A.108	Staff Restrooms / Showers	2	80	160	150	Existing: 4 lockers available; only 1 used currently	
	A.108	Unisex Shower	1	80	80	80	Existing: 2 RR's and 1 with a shower (only 1 person currently uses shower facility)	
	A.109	General Storage	1	1,000	1,000	500	Existing: at capacity, not ideal location	
Sub-Totals: CS			14	300	4,200	1,570		
			Spaces	Avg. NSF per Space	Total N.S.F.			
X Building Gross factor of:			1.25	=	5,250			
					Total G.S.F.			

Prelim Space List - Polk City, IA							Vehicle / Maintenance		VM
Public Works									
STAFF		Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing (NSF)	Remarks	
				</					

Prelim Space List - Polk City, IA							Exterior	E
Public Works								
STAFF	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing (NSF)	Remarks	
	E	Exterior						
	E.101	Salt Storage	1	5,000	5,000	2,500	Future expansion to double existing size Existing:4 at approx. 430 sf each, 1 at approx 800 sf. Future expansion 1,600 sf - Additional 3-4 open enclosures with roof covering	
	E.102	Material Containment Enclosures	1	4,100	4,100	2,520		
	E.103	Granular Stockpile	1	6,600	6,600	6,600		
	E.104	Various Material Stockpiles	1	20,000	20,000	20,000		
	E.105	Hazardous Material Storage	1	-	0	0	verify location on site	
	E.106	Brush Pile	0	-	0	0	Accounted for in Various Material Stockpile	
	E.107	Recycling Bin	2	5,000	10,000	10,000	Accounts for two existing bins and surrounding pavement	
	E.108	Dirt Stock Piles	1	20,000	20,000	20,000		
	E.109	Misc Materials and Storage	1	3,200	3,200	3,200	Along north side of building	
Sub-Totals:		US	9	7,656	68,900	64,820		
			Spaces	Avg. NSF per Space	Total N.S.F.			
			X Building Gross factor of: 1.00 =			68,900	Total G.S.F.	

Prelim Space List - Polk City, IA							Sign Shop	S
Public Works								
	Program No.	Space Description	Number of Spaces	Areas of Each (NSF)	Total (NSF)	Existing (NSF)	Remarks	
	S	Sign Shop						
	S.101	Shop Area	1	250	250	250	Future: Need dedicated area for sign shop, space currently shared with general hardware storage	
	S.102	Storage Area	1	750	750	750	Existing: storage for signs and vehicle, single overhead door, restroom, approx bay size 40'x25'	
Sub-Totals:		US	2	500	1,000	1,000		
			Spaces	Avg. NSF per Space	Total N.S.F.			
			X Building Gross factor of: 1.00 =			1,000	Total G.S.F.	

SECTION 5
PRELIMINARY
COST SUMMARY
REPORTS



Using the design intent information prepared, meaningful cost estimates and project budgets have been established to allow the City to plan the next 30 years. Because these are preliminary cost summary reports, the budgets are not representative of final or complete design. The reports are provided in Spring 2021 dollars to allow the City greater flexibility in planning.

CITY HALL OPINION OF PROBABLE COST**

STATEMENT OF PROBABLE COST - 2021 Cost Opinion



City of Polk City, IA - New City Hall Facility (with Community Event / Activity Space)
Project No: 420457-0 Bid Target: TBD (Adjust for Inflation)
Estimator: ML
4/12/2021 Council Presentation

Sub-Total Program 'Building' Components				\$2,850,000
A	Site Work Allowance (including site parking)			\$450,000
B	Design & Estimating Contingency - 15%			\$495,000
C	Furniture, Fixtures & Equipment - 7.5%			\$280,000
Project Construction Total (A+B+C)		GSF	13,100	\$4,075,000
Cost/Square Foot (2021 with FFE)			\$311.07	/SF with FFE
Project Soft Costs				
D	Land Acquisition			\$0
E	A/E Professional Service Fees - 8%			\$325,000
F	Construction Contingency - 4%			\$160,000
G	Other Administrative - Misc.			\$90,000
Median Project 2021 Costs Total 'New' City Hall - Bid TBD				\$4,650,000
Project Cost Range Analysis (Due to Market Conditions)				
		Range VAR	5.00%	Low Range High Range
H	Construction Cost incl. FFE Range at 5% Variance			\$3,875,000 \$4,275,000
	Cost per Gross Square Foot (Construction)			\$295.80 \$326.34
I	Soft Cost Carry-over (D+E+F+G)			\$575,000 \$575,000
Project Budget Range - Total for 'New' Construction (H+I)				\$4,450,000 \$4,850,000
Item G: Printing, geotechnical costs, commissioning, additional site visits (see Breakdown)				

Item G: Other Administrative Cost Breakdown:

	<u>Sheets</u>	<u>Sets</u>	<u>Cost / Set</u>	<u>Unit Cost</u>
1 Bid Document Printing	75	100	\$125.00	\$12,500
2 Site Survey				\$6,500
3 Geotechnical – AIA Contract Clause 4.1.28 (Site Borings & Eng. Report)				\$9,000
4 Commissioning – by Independent Agent, by Owner			0.50%	\$18,000
5 Testing / Inspections (Owner Misc.)			0.20%	\$8,000
	<u>Proj Const. Cost</u>		<u>Fee Percent</u>	
6 Civil Engineering - AIA Contract Clause 4.1.7 (In BS fee)	\$3,795,000		0.00%	\$0
7 A/E Reimbursable Expenses – AIA Contract Clause 11.8.1 (Excl. printing of bid docs (above))			0.30%	\$12,000
	<u># of Months</u>	<u>Add'l trips</u>	<u>Fee Per Trip</u>	
A/E On-Site Project Representation – AIA Contract Clause 4.1.12				
8 (Beyond Basic Services CA (twice a month))	12	2	\$1,000.00	\$24,000
9 Other Misc Fee				
Subtotal - Item G:				\$90,000

**TOTAL PROJECT COSTS AND CONSTRUCTION COSTS PROVIDED HEREIN ARE MADE ON THE BASIS OF ARCHITECT’S EXPERIENCE AND QUALIFICATIONS AND REPRESENT THE ARCHITECT’S BEST JUDGMENT. ESTIMATES ARE GIVEN IN TERMS OF 2021 PREDICTED CONSTRUCTION COSTS AND INFLATION FOR FUTURE TIMING OF BIDS HAS NOT BEEN ACCOUNTED FOR. HOWEVER, THE ARCHITECT / ENGINEER CANNOT AND DOES NOT GUARANTEE THAT BIDS OR ACTUAL TOTAL PROJECT OR CONSTRUCTION COSTS WILL NOT VARY FROM THE ESTIMATE OF PROBABLE CONSTRUCTION COST. THIS COST OPINION IS INTENDED TO ASSIST IN BUDGETARY ASSESSMENT AND DOES NOT GUARANTEE THAT ACTUAL PROJECT COSTS WILL NOT EXCEED OR BE LOWER THAN THE AMOUNTS STATED IN THIS ESTIMATE.

Shive - Hattery, Inc.
Copywrite - 2021
Contact: Michael S. Lewis, AIA, NCARB

4125 Westtown Parkway, Suite 100
West Des Moines, IA 50266
(515) 223-8104

LIBRARY & PARKS & REC OPINION OF PROBABLE COST**

STATEMENT OF PROBABLE COST - 2021 Cost Opinion



City of Polk City, IA - Library Addition (Two Story) / Reno - New Rec Facility
Project No: 420457-0 Bid Target: TBD (Adjust for Inflation)
Estimator: ML
4/12/2021 Council Presentation

Sub-Total Program 'Building' Components				\$6,725,000
A	Site Work Allowance (including site parking)			\$820,000
B	Design & Estimating Contingency - 10%			\$750,000
C	Furniture, Fixtures & Equipment - 5.8%			\$480,000
Project Construction Total (A+B+C)		GSF	32,600	\$8,775,000
Cost/Square Foot (2021 with FFE)			\$269.17	/SF with FFE
Project Soft Costs				
D	Land Acquisition			\$0
E	A/E Professional Service Fees - 8%			\$700,000
F	Construction Contingency - 4%			\$340,000
G	Other Administrative - Misc.			\$110,000
Median Project 2021 Costs Total 'Library & Rec' - Bid TBD				\$9,925,000
Project Cost Range Analysis (Due to Market Conditions)				
		Range VAR	5.00%	Low Range High Range
H	Construction Cost incl. FFE Range at 5% Variance			\$8,350,000 \$9,200,000
	Cost per Gross Square Foot (Construction)			\$256.13 \$282.21
I	Soft Cost Carry-over (D+E+F+G)			\$1,150,000 \$1,150,000
Project Budget Range - Total for 'Library / Rec' Construction (H+I)				\$9,500,000 \$10,350,000
Item G: Printing, geotechnical costs, commissioning, additional site visits (see Breakdown)				

Item G: Other Administrative Cost Breakdown:

	<u>Sheets</u>	<u>Sets</u>	<u>Cost / Set</u>	<u>Unit Cost</u>
1 Bid Document Printing	125	100	\$150.00	\$15,000
2 Site Survey				\$9,000
3 Geotechnical – AIA Contract Clause 4.1.28 (Site Borings & Eng. Report)				\$8,000
4 Commissioning – by Independent Agent, by Owner			0.25%	\$20,000
5 Testing / Inspections (Owner Misc.)			0.20%	\$17,000
	<u>Proj Const. Cost</u>		<u>Fee Percent</u>	
6 Civil Engineering - AIA Contract Clause 4.1.7 (In BS fee)	\$8,295,000		0.00%	\$0
7 A/E Reimbursable Expenses – AIA Contract Clause 11.8.1 (Excl. printing of bid docs (above))			0.20%	\$17,000
	<u># of Months</u>	<u>Add'l trips</u>	<u>Fee Per Trip</u>	
A/E On-Site Project Representation – AIA Contract Clause 4.1.12				
8 (Beyond Basic Services CA (twice a month))	12	2	\$1,000.00	\$24,000
9 Other Misc Fee				
Subtotal - Item G:				\$110,000

**TOTAL PROJECT COSTS AND CONSTRUCTION COSTS PROVIDED HEREIN ARE MADE ON THE BASIS OF ARCHITECT’S EXPERIENCE AND QUALIFICATIONS AND REPRESENT THE ARCHITECT’S BEST JUDGMENT. ESTIMATES ARE GIVEN IN TERMS OF 2021 PREDICTED CONSTRUCTION COSTS AND INFLATION FOR FUTURE TIMING OF BIDS HAS NOT BEEN ACCOUNTED FOR. HOWEVER, THE ARCHITECT / ENGINEER CANNOT AND DOES NOT GUARANTEE THAT BIDS OR ACTUAL TOTAL PROJECT OR CONSTRUCTION COSTS WILL NOT VARY FROM THE ESTIMATE OF PROBABLE CONSTRUCTION COST. THIS COST OPINION IS INTENDED TO ASSIST IN BUDGETARY ASSESSMENT AND DOES NOT GUARANTEE THAT ACTUAL PROJECT COSTS WILL NOT EXCEED OR BE LOWER THAN THE AMOUNTS STATED IN THIS ESTIMATE.

Shive - Hattery, Inc.
Copywrite - 2021
Contact: Michael S. Lewis, AIA, NCARB

4125 Westtown Parkway, Suite 100
West Des Moines, IA 50266
(515) 223-8104

POLICE RENOVATION OPINION OF PROBABLE COST**

STATEMENT OF PROBABLE COST - 2021 Cost Opinion



City of Polk City, IA - PD Renovation & Addition at Exist Library Site

Project No: 420457-0

Estimator: ML

4/12/2021 Council

Presentation

Bid Target: TBD (Adjust for Inflation)

Sub-Total Program 'Building' Components				\$2,440,000
A	Site Work (including mod. to site utilities)			\$244,000
B	Design & Estimating Contingency - 15%			\$400,000
C	Furniture, Fixtures & Equipment - 7.5%			\$231,000
Project Construction Total (A+B+C)		GSF	9,300	\$3,315,000
Cost/Square Foot (2021 with FFE)			\$356.45	/SF with FFE
Project Soft Costs				
D	Exterior Restoration of Historic Structure - Allowance			\$0
E	A/E Professional Service Fees - 8%			\$265,000
F	Construction Contingency - 5%			\$165,000
G	Other Administrative - Misc.			\$80,000
Median Project 2021 Costs Total 'Reno & Addition' PD - Bid TBD				\$3,825,000
Project Cost Range Analysis (Due to Market Conditions)				
	Range VAR	5.00%	Low Range	High Range
H	Construction Cost incl. FFE Range at 5% Variance		\$3,150,000	\$3,490,001
	Cost per Gross Square Foot (Construction)		\$338.71	\$375.27
I	Soft Cost Carry-over (D+E+F+G)		\$510,000	\$510,000
Project Budget Range - Total for 'PD/FD' Construction (H+I)			\$3,660,000	\$4,000,000
Item G: Printing, geotechnical costs, commissioning, additional site visits (see Breakdown)				

Item G: Other Administrative Cost Breakdown:

	Sheets	Sets	Cost / Set	Unit Cost
1 Bid Document Printing	50	100	\$90.00	\$9,000
2 Site Survey				\$4,500
3 Geotechnical – AIA Contract Clause 4.1.28 (Site Borings & Eng. Report)				\$4,500
4 Commissioning – by Independent Agent, by Owner			0.50%	\$15,000
5 Testing / Inspections (Owner Misc.)			0.40%	\$13,000
	Proj Const. Cost		Fee Percent	
6 Civil Engineering - AIA Contract Clause 4.1.7 (In BS fee)			\$3,084,000	0.00%
7 A/E Reimbursable Expenses – AIA Contract Clause 11.8.1 (Excl. printing of bid docs (above))			0.50%	\$16,500
	# of Months	Add'l trips	Fee Per Trip	
A/E On-Site Project Representation – AIA Contract Clause 4.1.12				
8 (Beyond Basic Services CA (twice a month))	8	2	\$1,000.00	\$16,000
9 Other Misc Fee				\$1,500.00
Subtotal - Item G:				\$80,000

**TOTAL PROJECT COSTS AND CONSTRUCTION COSTS PROVIDED HEREIN ARE MADE ON THE BASIS OF ARCHITECT’S EXPERIENCE AND QUALIFICATIONS AND REPRESENT THE ARCHITECT’S BEST JUDGMENT. ESTIMATES ARE GIVEN IN TERMS OF 2021 PREDICTED CONSTRUCTION COSTS AND INFLATION FOR FUTURE TIMING OF BIDS HAS NOT BEEN ACCOUNTED FOR. HOWEVER, THE ARCHITECT / ENGINEER CANNOT AND DOES NOT GUARANTEE THAT BIDS OR ACTUAL TOTAL PROJECT OR CONSTRUCTION COSTS WILL NOT VARY FROM THE ESTIMATE OF PROBABLE CONSTRUCTION COST. THIS COST OPINION IS INTENDED TO ASSIST IN BUDGETARY ASSESSMENT AND DOES NOT GUARANTEE THAT ACTUAL PROJECT COSTS WILL NOT EXCEED OR BE LOWER THAN THE AMOUNTS STATED IN THIS ESTIMATE.

Shive - Hattery, Inc.

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Page 1 of 1

FIRE RENOVATION OPINION OF PROBABLE COST**

STATEMENT OF PROBABLE COST - 2021 Cost Opinion



City of Polk City, IA - FD Existing Renovation 'retrofit' Construction

Project No: 420457-0

Estimator: ML

4/12/2021 Council

Presentation

Bid Target: TBD (Adjust for Inflation)

Sub-Total Program 'Building' Components				\$1,210,000
A	Site Work (including Demo. Existing City Hall appendages) (\$40k of \$60k)			\$60,000
B	Design & Estimating Contingency - 15%			\$190,000
C	Furniture, Fixtures & Equipment - 6%			\$90,000
Project Construction Total (A+B+C)		GSF	11,850	\$1,550,000
Cost/Square Foot (2021 with FFE)			\$130.80	/SF with FFE
Project Soft Costs				
D	Exterior Restoration of Historic Structure - Allowance			\$75,000
E	A/E Professional Service Fees (w/ R&D) - 9%			\$146,000
F	Construction Contingency - 5%			\$77,000
G	Other Administrative - Misc.			\$52,000
Median Project 2021 Costs Total 'Renovation' FD - Bid TBD				\$1,900,000
Project Cost Range Analysis (Due to Market Conditions)				
	Range VAR	5.00%	Low Range	High Range
H	Construction Cost incl. FFE Range at 5% Variance		\$1,475,000	\$1,625,000
	Cost per Gross Square Foot (Construction)		\$124.47	\$137.13
I	Soft Cost Carry-over (D+E+F+G)		\$350,000	\$350,000
Project Budget Range - Total for 'PD/FD' Construction (H+I)			\$1,825,000	\$1,975,000
Item G: Printing, geotechnical costs, commissioning, additional site visits (see Breakdown)				

Item G: Other Administrative Cost Breakdown:

	Sheets	Sets	Cost / Set	Unit Cost
1 Bid Document Printing	50	100	\$90.00	\$9,000
2 Site Survey				\$4,000
3 Geotechnical – AIA Contract Clause 4.1.28 (Site Borings & Eng. Report)				\$0
4 Commissioning – by Independent Agent, by Owner			0.50%	\$6,375
5 Testing / Inspections (Owner Misc.)			0.40%	\$5,480
	Proj Const. Cost		Fee Percent	
6 Civil Engineering - AIA Contract Clause 4.1.7 (In BS fee)			\$1,460,000	0.00%
7 A/E Reimbursable Expenses – AIA Contract Clause 11.8.1 (Excl. printing of bid docs (above))			0.50%	\$7,750
	# of Months	Add'l trips	Fee Per Trip	
A/E On-Site Project Representation – AIA Contract Clause 4.1.12				
8 (Beyond Basic Services CA (twice a month))	8	2	\$1,000.00	\$16,000
9 Other Misc Fee				\$3,395.00
Subtotal - Item G:				\$52,000

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Page 1 of 1

PUBLIC WORKS EXPANSION OPINION OF PROBABLE COST**

STATEMENT OF PROBABLE COST - 2021 Cost Opinion



City of Polk City, IA - Public Works Facility (Retrofit with New Addition & Site Amenities) - Phase 1 & 2
Project No: 420457-0
Estimator: ML
4/12/2021 Council Presentation
Bid Target: TBD (Adjust for Inflation)

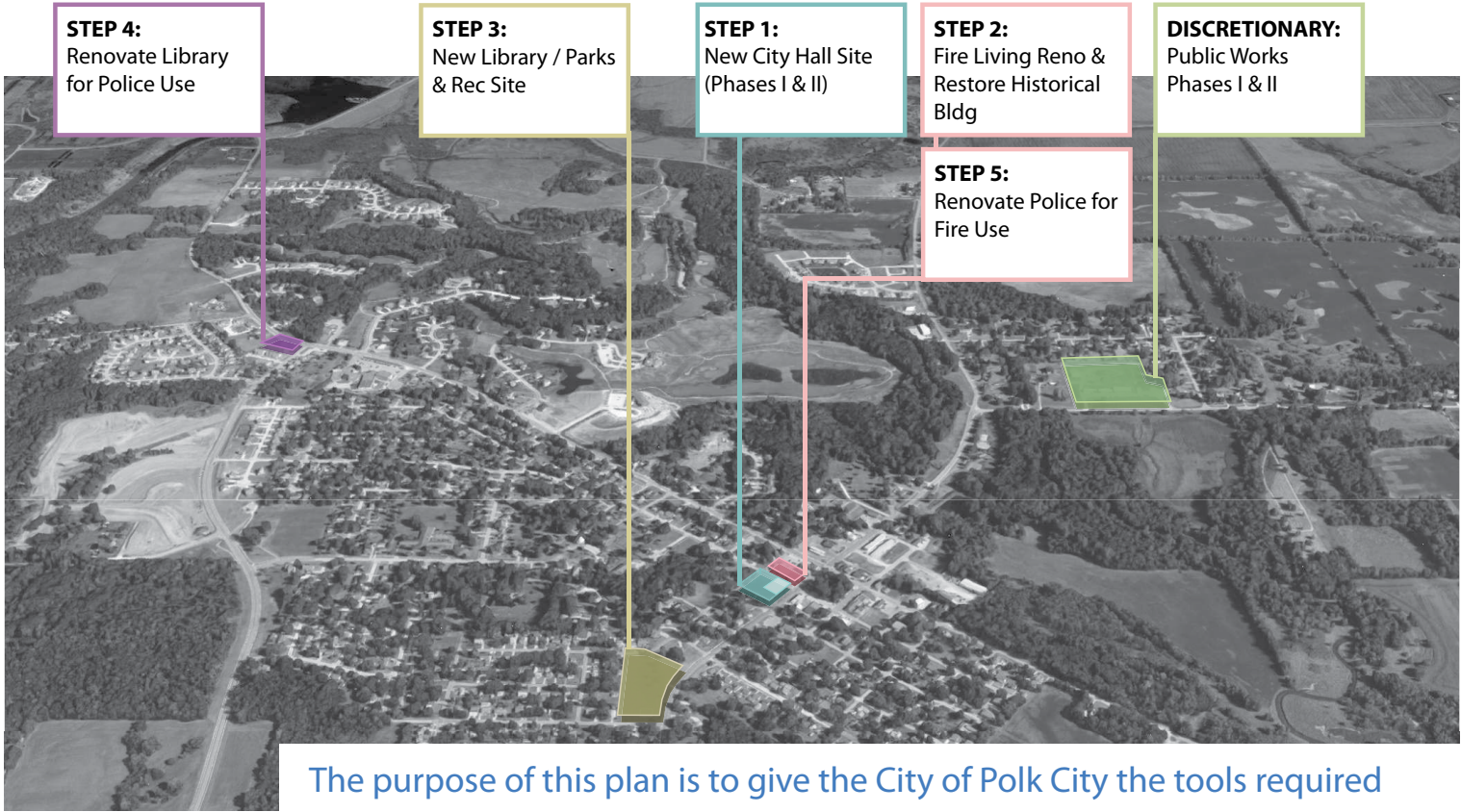
Sub-Total Program 'Building' Components		\$2,660,000
A	Site Work Allowance (including site parking)	\$230,000
B	Design & Estimating Contingency - 12.5%	\$360,000
C	Furniture, Fixtures & Equipment - 4%	\$125,000
Project Construction Total (A+B+C)		GSF 33,125 \$3,375,000
Cost/Square Foot (2021 with FFE)		\$101.89 /SF with FFE
Project Soft Costs		
D	Land Acquisition	\$0
E	A/E Professional Service Fees - 7.5%	\$250,000
F	Construction Contingency - 5%	\$165,000
G	Other Administrative - Misc.	\$70,000
Median Project 2021 Costs Total 'Public Works' - Bid TBD		\$3,860,000
Project Cost Range Analysis (Due to Market Conditions)		
		Range VAR 5.00% Low Range High Range
H	Construction Cost incl. FFE Range at 5% Variance	\$3,190,000 \$3,515,000
Cost per Gross Square Foot (Construction)		\$96.30 \$106.11
I	Soft Cost Carry-over (D+E+F+G)	\$485,000 \$485,000
Project Budget Range - Total for 'Public Works' Construction (H+I)		\$3,675,000 \$4,000,000
Item G: Printing, geotechnical costs, commissioning, additional site visits (see Breakdown)		

Item G: Other Administrative Cost Breakdown:

	Sheets	Sets	Cost / Set	Unit Cost
1 Bid Document Printing	75	100	\$150.00	\$15,000
2 Site Survey				\$4,500
3 Geotechnical – AIA Contract Clause 4.1.28 (Site Borings & Eng. Report)				\$6,500
4 Commissioning – by Independent Agent, by Owner			0.00%	\$0
5 Testing / Inspections (Owner Misc.)			0.40%	\$13,500
	Proj Const. Cost	Fee Percent		
6 Civil Engineering - AIA Contract Clause 4.1.7 (In BS fee)	\$3,250,000	0.00%		\$0
7 A/E Reimbursable Expenses – AIA Contract Clause 11.8.1 (Excl. printing of bid docs (above))		0.30%		\$10,000
	# of Months	Add'l trips	Fee Per Trip	
A/E On-Site Project Representation – AIA Contract Clause 4.1.12 (Beyond Basic Services CA (twice a month))	8	2	\$1,000.00	\$16,000
9 Other Misc Fee				\$4,500.00
Subtotal - Item G:				\$70,000

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SECTION 6
MASTER PLAN
IMPLEMENTATION
STRATEGY
+



The purpose of this plan is to give the City of Polk City the tools required to successfully plan for future facility needs by establishing a clear vision and strategy. This proposed phasing graphic (above) combines the detailed department information provided in the report into one high-level graphic summarizing next steps.

APPENDIX A MEETING SUMMARY REPORTS



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APPENDIX A: MEETING SUMMARY REPORTS

STAFF WORKSHOP 1 & 2

The first and second workshops were held in November and December of 2020. The purpose of these meetings was to establish a vision, goals, and a baseline understanding of the City’s projected growth. These key driving factors lead the design team and staff to the final study findings.

VISION AND GOAL SETTING

Defining the holistic goals and vision and gaining leadership consensus is critical to a successful project. The City had a very clear understanding of why this project was important to and what they were looking to accomplish. The goals established for the study guided the design process to findings that:

- Creat solutions that provide flexibility for **future growth** to ensure the City’s facilities **will remain functional for years to come.**
- **Establish priorities** to help the City of Polk City fiscally manage budgets.
- **Define Polk City’s presence** in the community through a common architectural language.

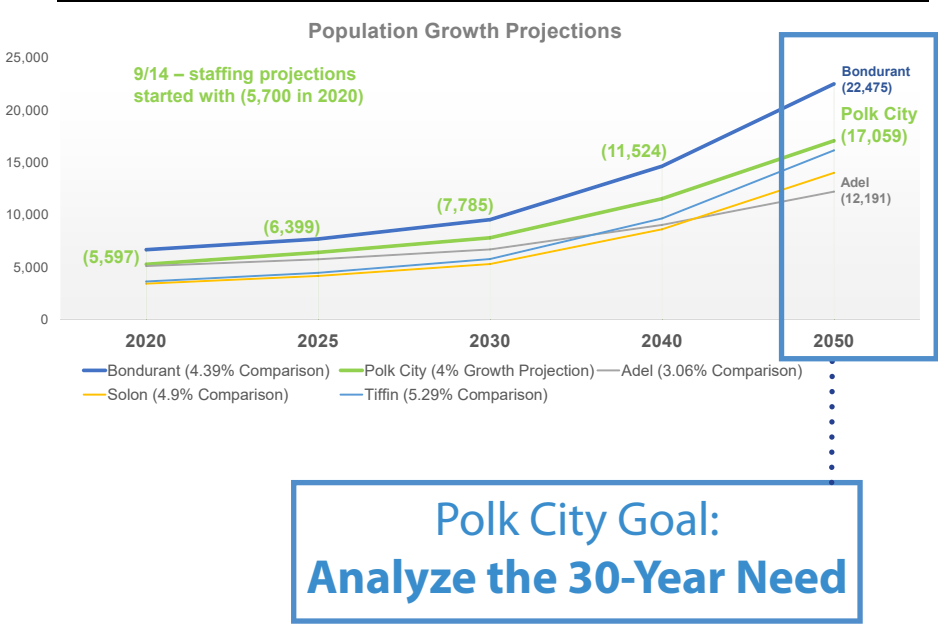
DEMOGRAPHICS ANALYSIS

Historically, Polk City has been growing at a 5.3% growth rate, however through discussions with City Leadership and Shive-Hattery’s growth projection models, the team determined a 4% growth rate is a more realistic and sustainable rate to plan around for the next 30 years.

STAFFING PROJECTIONS

In 2020, Polk City Leadership completed a study to assess the current and future staffing needs of all City departments. City Manager Huisman analyzed and researched multiple municipalities and honed in on communities similar to Polk City with inclining populations and similar department structures. The goal established by this study was to reach 5.6 full time employees / 1,000 people in population. After year 20, it is predicted the ratio would decrease slightly due to the nature of department structure.

Polk City Population: Projections & Comparisons



Polk City: Staffing Projections

	CURRENT	10 YEAR	20 YEAR	30 YEAR
	FY 20-21	FY29-30	FY 39-40	FY 49-50
ADMIN	4	5	6	7
POLICE OFFICERS	7	11	18	23
POLICE ADMIN	0	1	2	4
FIRE DEPT	1	6	10	14
LIBRARY	3	4	6	7
PARKS AND REC	1	2	3	4
PUBLIC WORKS	7	11	15	20
COMM DEV / ENGINEERING	0	0	2	2
HUMAN RESOURCES	0	0	1	2
IT	0	0	1	2
MARKETING / PR	0	0	1	1
TOTAL	23	40	65	86
POPULATION	5700	7,181	11,525	17,060
EMPLOYEES / 1000 RESIDENTS	4.0	5.6	5.6	5.0

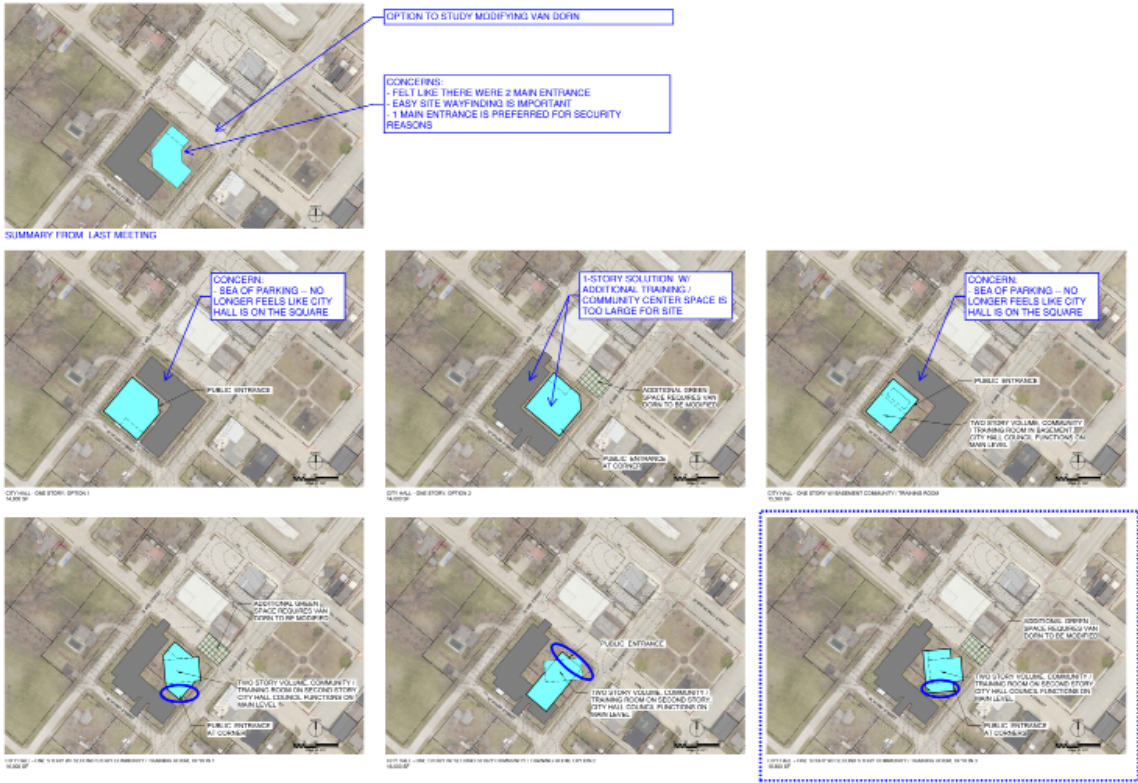
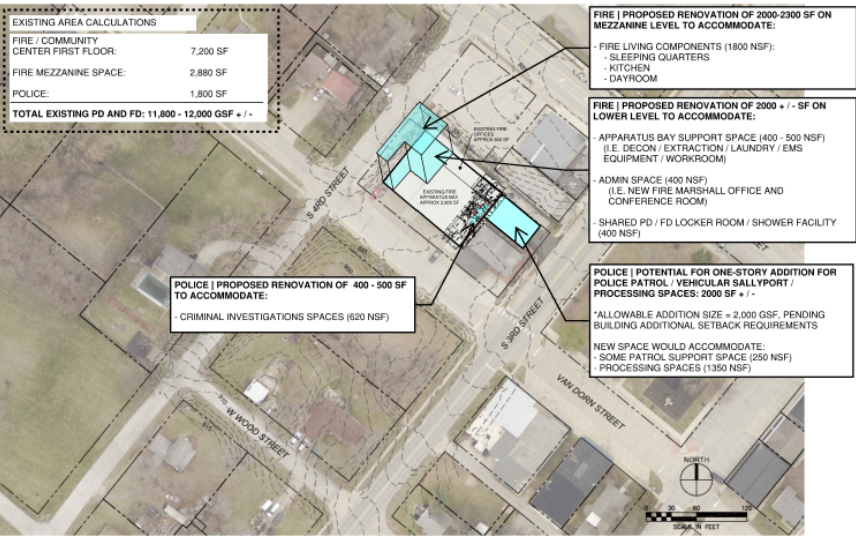
Polk City Goal: 5.6 FTE / 1,000 Population

STAFF WORKSHOP 3 & 4

The third and fourth workshops were held in Februray of 2021. Shive-Hattery met with the staff department leadership to review the initial concept diagrams and receive feedback.

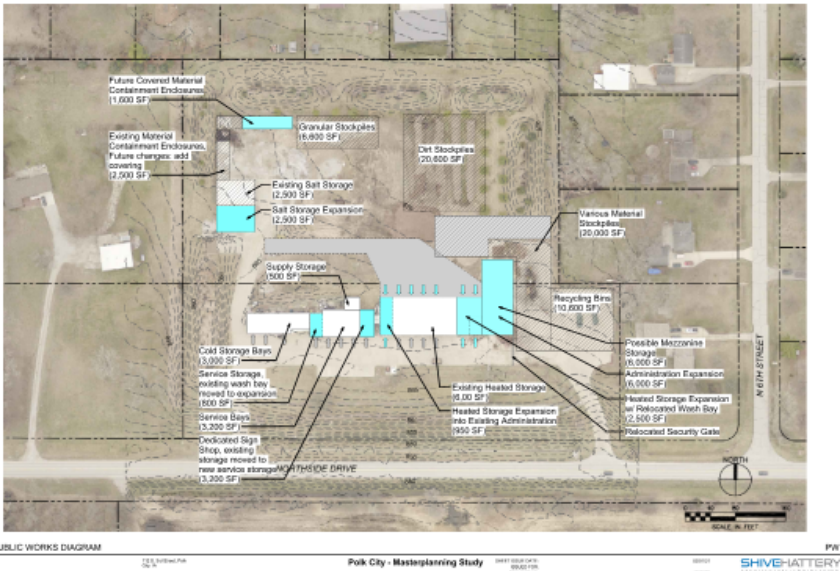
INITIAL IDEAS

Each of these sketched ideas was created with the goals and vision in mind, with an emphasis on how to preserve greenspace and provide ample room for growth at each site.



CITY STAFF INPUT

After considering many options for each site and incorporating staff's insights and feedback, the Polk City staff and design team arrived at the final concept diagrams. These concept diagrams (refer to Section 3 for more information) were used for preliminary cost estimating and planning purposes.



APPENDIX A: MEETING SUMMARY REPORTS

CITY COUNCIL WORKSHOP

FINAL PLAN

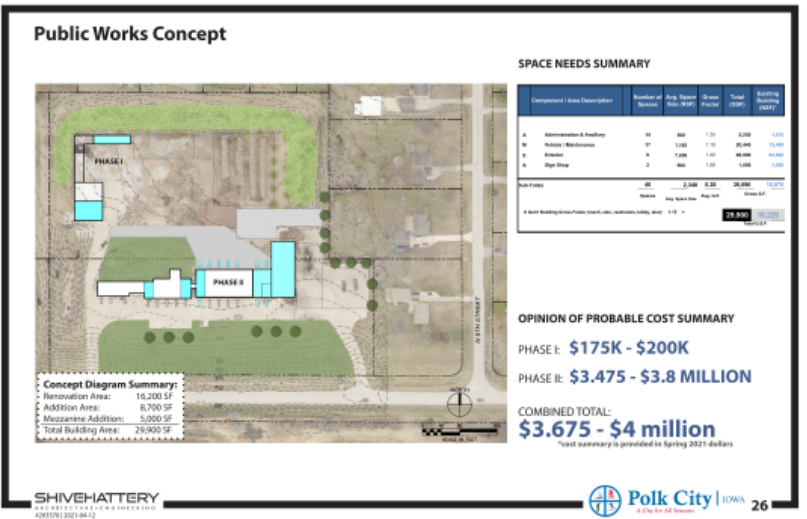
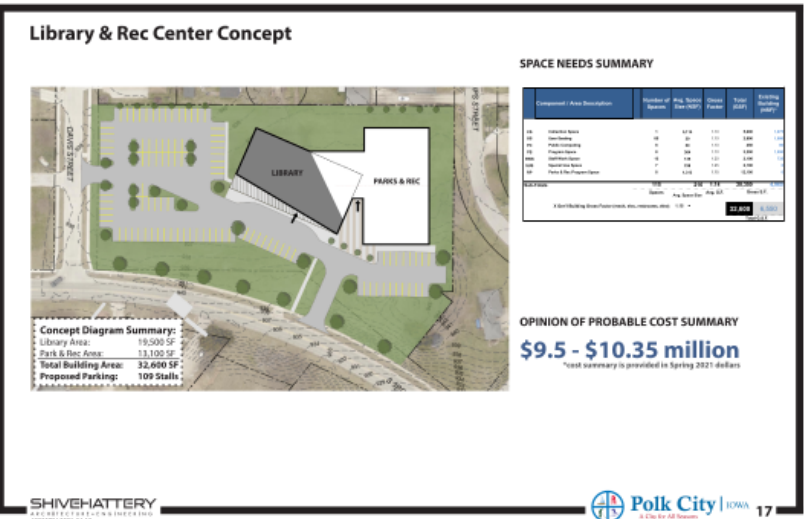
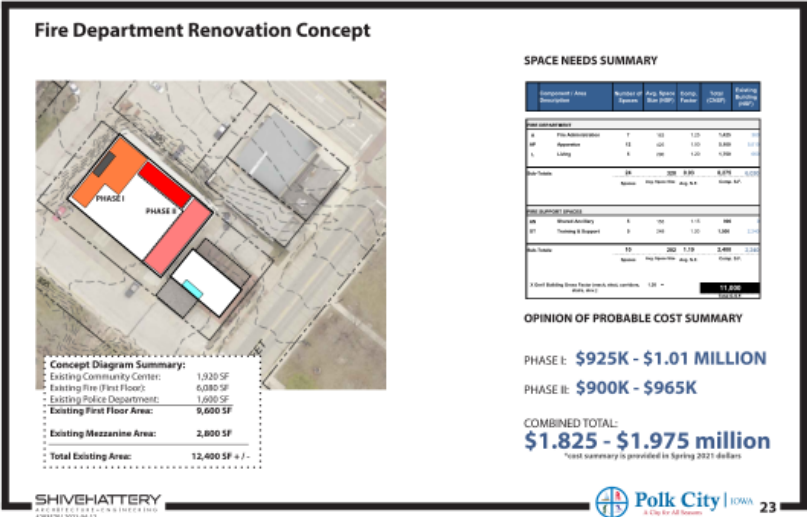
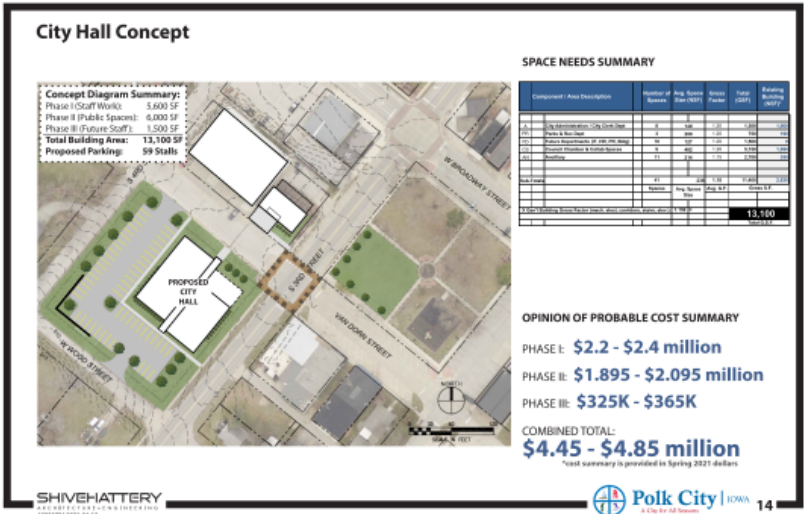
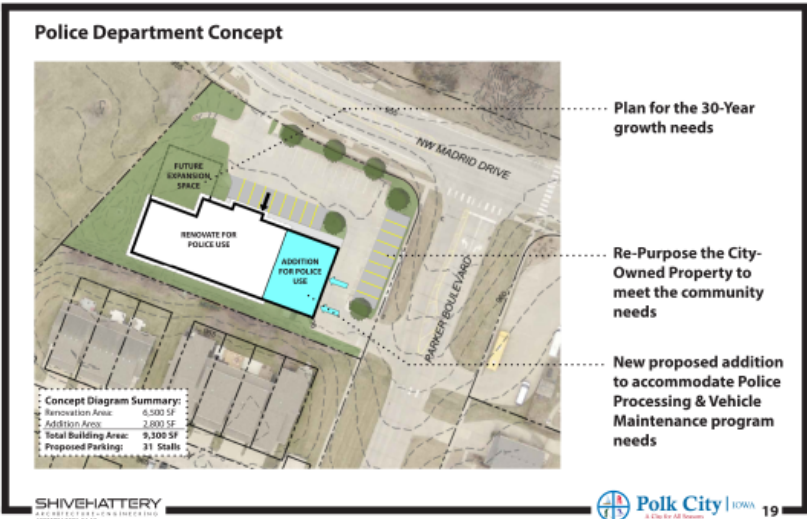
On Monday, April 12th 2021, the design team presented the final concept plan solutions to the City Council for review and comments.

COUNCIL INPUT

Input from the City Council is critical to the sustainability of a successful planning document. The intent of the meeting was to share the status of the final concepts, generate discussion and gather feedback to incorporate into revised concepts.

During the meeting, the City Council expressed many of the same concerns that City staff had noted through the masterplan process and many of the items requested had been studied and successfully addressed. An example of this was the desire to re-purpose the maximum amount of city-owned properties.

After contemplation, there were no additional items to study or add to the master plan documents and the Plan was ready to be finalized for implementation.



APPENDIX B EXISTING FACILITY CONDITIONS REPORTS +



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APPENDIX B: EXISTING CONDITIONS REPORT

SCOPE OF REVIEW

Shive-Hattery has performed the condition assessment of the Polk City municipal facilities. The facilities include City Hall, Police Department, Fire Department, Maintenance and Library buildings.

The evaluation included a site visit to generally observe and record the condition of the interior, exterior and limited site components of these buildings. Most areas were generally viewed, but no attempt was made to exhaustively cover all the areas. The assessment did not include any invasive procedures.

This report does not include a hazardous material survey. This service can be performed by Shive-Hattery under a separate contract.

The City staff has provided us with valuable information to assist Shive-Hattery in their evaluation. We especially would like to thank Chelsea Huisman, Jenny Gibbons and Dennis Godfrey for their efforts to organize and implement our tours of the buildings. We were accompanied on site by Dennis. Discussions with City staff, Police Chief Siepker, and Fire Chief Mitchell included known issues with the buildings. The on-site reviews were conducted on December 22, 2020 by Shive-Hattery personnel:

- Phil Parrott, AIA, Architectural
- Brady Gramenz, PE, Mechanical
- Kevin Bruxvoort, PE, Electrical
- Monica Converse, PE, Civil

APPLICABLE BUILDING CODES AND DESIGN GUIDELINES

Per the Planning & Zoning Department page on the Polk City website, the Codes enforced at the time of this report that have bearing on the facility are:

- 2012 International Building Code
- 2012 International Fire Code
- 2012 International Mechanical Code
- 2012 International Plumbing Code
- 2012 International Fuel Gas Code
- 2012 International Energy Conservation Code
- 2012 International Existing Building Code
- 2014 National Electrical Code
- 2009 ICC A117.1

BUILDING USES

The City’s buildings include a Museum, City Hall, Police Department, Fire Department, Community Center, Library and Public Works. Currently, the City Hall and Museum are combined into one building and the Fire Department, Police Department and Community Center occupy another.

NARRATIVE OVERVIEW

The primary objective of the evaluation was to observe/inspect the buildings and note physical or operational deficiencies as well as determining the life expectancy of the equipment, systems and materials. Shive-Hattery was instructed to base their assessment on a 20 year life expectancy. Shive-Hattery conducted the assessments to review the following major components: structural, architectural, roofing, mechanical, plumbing and electrical. The City provided access and escorted Shive-Hattery employee to all the areas and spaces reviewed. City personnel were knowledgeable and very helpful.

The information has been arranged into individual categories: structural, architecture, roofing, mechanical, and electrical. Survey checklists were used by each discipline and a general description of each category has been provided.

The Shive–Hattery team was instructed to evaluate the buildings based on current code and accessibility standards as well as energy efficiency, operational efficiency and creating pleasant working environments for staff.



APPENDIX A: EXISTING CONDITIONS REPORT | City Hall

CITY HALL

GENERAL DESCRIPTION

2-story building

Date of construction – 1863

Area – 2,675 sf

2 additions have been added to the original structure. The south one was built 1977 as a garage for the City’s ambulance, now it is the Council Chambers. The construction date of the north addition was not available. The siding material of the north addition does not match the siding material of the south additions, therefore it is assumed they were not constructed at the same time.

City Administrative offices utilize the 2 additions and the back half of the first floor of the original building. The Big Creek Historical Museum occupies the front half of the first floor and all the second floor of the original building.

Second floor was original designed as a theater with a stage. Currently, since there is no permanent seating, but chairs were set up for an assembly. This area should be considered as an assembly occupancy.

The City’s staff indicated that the original building does not have a basement.

With the south addition, several of the original building windows on the second floor were removed and filled in. Also, on the west side, a window was removed and filled in.

ARCHITECTURAL

Building Site

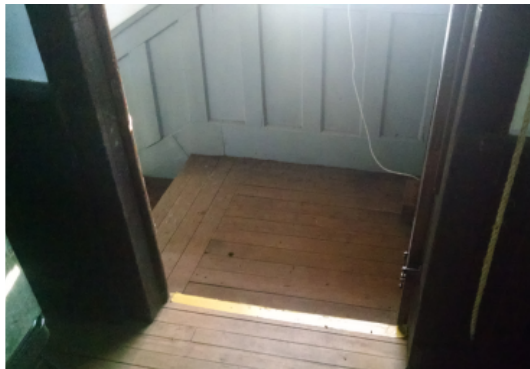
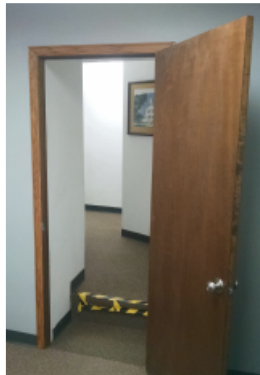
The Historical Museum building faces southeast out onto the Polk City Square. The current City Hall entrance is off Van Dorn Street, facing southwest. There are four parking spaces directly outside City Hall, with an additional 2 handicapped spaces around the corner near the Historical Museum building. Additional parking for the facility is accommodated by shared parking nearby around the Square.

Building Shell

The building is covered with clapboard siding. The windows are wood.

Roofing

Roofing is asphalt shingles



Building Interior

The interior walls construction is wood framing

Life Safety:

Building is not equipped with a fire sprinkler system.

The City’s administration areas have three exits, but one is routed through the Council Chambers and another through a conference room.

Egress from the second floor is by the main stair in the foyer and an exterior, open riser, wooden stair on the south side of the building. The construction of the wood stair is not in compliance with current codes.

None of the exits in the museum have exit signs.

At the main stair, there is not proper headroom clearance on the second floor.

Accessibility:

The original building’s main entrance is accessed via stairs. There is not a sufficient landing at the door. Once through the door in the foyer, there are more steps to gain access to the museum. On the south side of the original building an exterior ramp was constructed to provide access to the museum. The ramp does not comply with current accessibility standards. The door leading from the building gets stuck on the landing and does not open completely. The second floor is not accessible. The building does not have an elevator.

The council chamber appears to be accessible with the landing outside the door being the same level as the floor inside. The raised council seating area has a ramp to access.

The administration area has several floor level changes that create barriers. A conference room, two office and a restroom are not accessible by persons with mobility limitation due to these floor level changes.

The restroom facilities in the administration area and the museum do not comply with current code and accessibility standards. The restroom off the Council Chambers does have grab bars and other accessibility measures.

Doors and Hardware:

Exterior doors are metal with non-lever type hardware.

STRUCTURAL

The building structure could not be confirmed. Due to the period and the size, the framing is likely wood.

As evidenced by sloping floors on the second floor, the building has noticeable settlement on the south side of the original building. Staff indicated that they were aware of the settlement but they believe it has not worsened over the years. The S-H team did not find any other evidence of settlement, like cracking or bowing of siding.

MECHANICAL

The building is served by three gas furnaces and three condensing units. Two furnaces are located in a mechanical room off of the reception area. A third furnace is located in the ceiling space of the north addition. All three condensing units are located over the north addition and braced off of the second floor of the main City Hall building. Gas meter is located adjacent to the south entrance. Water heater is located in the mechanical room off of the reception area. The building is not sprinkled.

ELECTRICAL

There are two overhead electrical services that feed the city hall and museum. One service in on the southeast side of the building next to the entrance to the museum. The second service is on north side of the building. The second service has a transfer switch next to the meter. The entire second service is backed on by an emergency generator.

The lighting is a combination of recessed florescent fixtures in the city hall and surface mounted incandescent fixtures in the museum space. Battery power emergency lights and exit signs are installed in the building.

The building does not have a monitored fire alarm system. There are combination hard wired and battery backup smoke detectors installed in the ceiling.

Access control is from the Vanderbilt Lite Blue system. The main distribution frame (MDF) is located in the vault room located on the ground floor near the center of the city hall.

RECOMMENDATION

The recommendation is to remove the additions and restore the original building. The Museum would occupy the entire restored building. The remaining City Hall occupied spaces would be repurposed for other community amenity needs. During the restoration process, the listed deficiencies and maybe others, such as additional accessibility and life safety issues, will need to be addressed.



POLICE DEPARTMENT BUILDING

GENERAL DESCRIPTION

1-story building with a storage attic above a portion of the space.

Date of Construction – 1990s, most recent renovation was in 2017.

Area – 1,920 sf

Occupancy Type – Office

The space does have a detention level restroom with detention plumbing fixtures. However, the grab bars and some of the accessories are not detention type.

ARCHITECTURAL

Building Site

The building is adjacent to the City Hall and is in the same building as the Fire Department and Community Room. There are two designated city parking spaces directly in front of the station, with the rest of the parking shared with City Hall and around the nearby Square. A small open, non-secured parking area for squad cars is also located on the north side of the building.

Building Shell

The building shell consists of metal wall panels

The windows are vinyl clad, insulated glazing type.

The main entrance door is aluminum storefront.

The exterior doors are hollow metal door and frames.

The Police Chief indicated that water has infiltrated under the metal wall panels soaking the carpet into the lobby. A trench drain was installed in front of the wall to direct run-off away from the wall. The Chief stated water has not entered the building since the trench drain was installed.

Roofing

Roofing is metal roof panels. The roof appears to be in good condition.



Building Interior

The interior walls construction is wood framing.

Life Safety:

Building is equipped with a fire sprinkler system.

The space is served by two exits.

Accessibility:

The single restroom facility does comply with current code and accessibility standards.

Finishes:

Paint on gypsum wall board.

Doors and Hardware:

Solid core wood doors w/ lever type handles

STRUCTURAL

The building has a pre-engineered steel framed structure with wood framed mezzanines

MECHANICAL

The building is served by a gas furnace located in the attic space and a condensing unit located to the north. Gas entrance is located adjacent to the south entrance. Water heater is located in a mechanical room roughly in the center of the building.

ELECTRICAL

The building’s electrical distribution is fed from the Fire Station electrical service.

The lighting in the space is with surface mounted LED light fixtures. The lighting controls are manual switches and wall mounted occupancy sensors. Battery power emergency lights and exit signs are installed in the building.

Access control is from the Vanderbilt Lite Blue system. The main distribution frame (MDF) is located in the dedicated room located on the ground floor on the Southeast side of the building.

RECOMMENDATION

Only with minor issues to be addressed, S-H team recommends the continued use of this building for the fire administrative purposes.

FIRE DEPARTMENT BUILDING (includes Community Center)

GENERAL DESCRIPTION

1-story building with enclosed mezzanine/ second floor

Date of construction 1990’s.

Area – 10,401 sf including mezzanine

The police and fire department building was constructed by volunteer fire fighters.

The building houses the Community Center in the northwest corner with the main entrances on the west side. The community center has a kitchen, storage, and access to restrooms. The restrooms are shared with the fire department. The restrooms also have a single shower but privacy during its use is an issue.

The first floor has the apparatus bays, Chief’s office, radio room and some storage. The turn-out gear area is part of the apparatus bay.

The second floor has a training room, restroom, medication storage and vending, TV room, kitchen, sleeping room and storage rooms.

In the apparatus bay the floor is concrete with resinous coating.

Occupancy Type –Low-Hazard Storage and Assembly (Community Center and Training Room)

North and west sides have elevated walkways with steps leading to a parking lot.

The apparatus bay does not have a vehicle exhaust system.

There is no overhead fill for the tanker trucks. (The fire chief does not feel there is one needed).

Fire department has several paid staff, but most are volunteers, paid for each call made.

Department has limited storage.

No stove or oven in the second floor kitchen area.

ARCHITECTURAL

Building Site

The fire department is located within the same building as the adjacent Police Department. Emergency vehicle access faces southwest off Van Dorn Street. Additional parking for the department and community center is located west along S 4th Street, and in a parking lot north of the building. The designated accessible parking spaces to the west technically do not comply with current accessibility requirements due to the slopes and elevated accessible route into the building.

The railings of the raised walkways on the north and west sides are in needed of repair. There is significant rusting on the vertical post at the stairs. The railing on the west side is leaning to the west.

Building Shell

The building’s shell consists of metal siding.

Windows are vinyl cladded wood.

Overhead doors are metal, insulated sectional type.

Several exterior hollow metal doors and frames are showing signs of deterioration and will need replaced.

Several panels of the overhead doors have rusted. Although the rust is not severe, the panels will need to be repaired of replaced within a couple of years.

Roofing

Roofing is metal roof panels.

Some of the downspout boot connections to the underground storm sewer lines were missing.



Building Interior

The interior walls construction is wood framing.

Life Safety:

Building is equipped with a fire sprinkler system

The mezzanine/second floor has two means of egress.

Due to the construction type, the area of the building might be limited.

Accessibility:

The restroom facilities in the building do not comply with current code and accessibility standards.

Finishes:

Gypsum board with painted finishes.

VCT in the Community Center

Resinous coating in apparatus bay

Doors and Hardware:

Metal doors and frames.

STRUCTURAL

The building is of pre-engineered steel framed construction.

MECHANICAL

The building is served by two gas furnaces located in a mechanical room on the 2nd floor, two condensing units located north of the building, and a series of gas radiant heaters in the garage. Water service entrance, water heater, and sprinkler riser are located in a mechanical room on the first floor adjacent to the kitchen.

The apparatus bay is not currently served by a code-required vehicle exhaust system.

ELECTRICAL

The electrical service is located on the northeast side of the building. A single feed from a pole mounted transformer comes down the pole, underground into two meters on the exterior of the building. One meter appears to feed the fire station and the second meter feeds the 200A panel on the second floor of the community center.

A diesel fired generator located near the east corner of the building. The generator is 150 Kilo-Watts and has a sub-base tank located below the generator. Both the City Hall and the Fire Station are backed up by the generator. The community center is not backed up by the generator. Staff did not note any issues with the existing generator.

The lighting in the truck bays are overhead pendant mounted T-8 fluorescent fixtures. Areas outside the truck bays are recessed and surface mounted fluorescent fixtures. Battery power emergency lights and exit signs are installed in the building.

The building does not have a monitored fire alarm system. There are combination hard wired and battery backup smoke detectors installed in some spaces. The fire sprinkler system has a flow switch that in directly connected to a 4” fire alarm bell located in the backflow preventer room. Another fire alarm bell is located at the west entrance to the building.

The main distribution frame (MDF) is located in the storage/work room located on the ground floor on the Southeast side of the building.

RECOMMENDATION

Only with minor issues to be addressed, S-H team recommends the continued use of this building for intended fire purpose. Recommend the community center space be re-purposed for fire living and support needs. Additional administrative space will be required. Recommend adding a vehicle exhaust system to the apparatus bay with gas detection control.

PUBLIC WORKS MAINTENANCE FACILITY

GENERAL DESCRIPTION

The facility consists of three 1-story buildings with on hoop type storage building. The facility also has paved parking and service areas, bulk material storage areas and a community compost drop off/recycling area.

Date of construction – The two original buildings 1950s, east building 2008

Area – 16,200 SF

Occupancy Type – Low-Hazard Storage/offices

ARCHITECTURAL

Building Site

The three buildings are in a line with nine parking spaces along the south. North of the buildings is an open grassy/ granular surfaced storage area. The brush drop-off and recycling center is located on the eastern portion of the site. A stormwater detention basin is located along the west edge of the property.

Building Shell

The building shells consist of metal siding and vinyl windows.

The overhead doors are insulated metal sectional doors.

Egress doors are hollow metal doors and frames.

Roofing

Roofing is metal roof panels.

Building Interior

The interior walls construction is wood framing.

Life Safety:

Building is not equipped with a fire sprinkler system

Accessibility:

The one toilet facility does not comply with current code and accessibility standards.

Finishes:

Finishes are in good condition

Doors and Hardware:

Hollow metal door and frames. The overhead doors have antiquated operators.

In the two original buildings, the underside of the roof deck was covered with a spray foam insulation. The insulation is exposed. The Owner’s staff has indicated the material is fire resistant and is not required to be covered.

STRUCTURAL

The two original buildings are wood framed construction. Portions of the buildings has been structurally enhanced with additional wood posts. There is evidence that a section of roof was replaced sometime in the recent the past.

The 2008 building is pre-engineered wood structure with a wood framed mezzanine.

MECHANICAL

The building is served by a gas furnace located on the mezzanine space in the east garage addition, a condensing unit on the north side of the building, a series of gas radiant heaters in the east garage addition, and gas unit heaters in the maintenance spaces. Water heater is located in a mechanical room beneath the mezzanine in the east garage addition. Gas entrances is on the north side of the building.

ELECTRICAL

The Building’s electrical distribution is fed from a pole mounted transformer. The pole mounted transformer is located on the south side of the site. From the pole mounted transformer the feed runs underground to a meter on the south side of the building.

Lighting throughout the space is linear fluorescent fixtures.

The main distribution frame (MDF) is located in the Mechanical/electrical room located on the ground floor near the offices.

RECOMMENDATION

Overall the buildings are in good condition and can continue for the use they are intended, with opportunities for future modifications and additions.



LIBRARY

GENERAL DESCRIPTION

1-story building

2004

Area – 6,550 sf

Occupancy Type –Assembly

ARCHITECTURAL

Building Site

The site is situated southwest of the intersection of Parker Boulevard and Broadway Street. South of the site are existing townhomes, and west is an existing residential property.

There are 28 parking spaces in the existing parking lot, which frames the north and east side of the building. Two accessible parking spaces are located on the east side. There is a freestanding metal storage shed and dumpster enclosure located in the southeast corner of the site. A small stormwater detention basin is located at the west end of the parking lot.

Building Shell

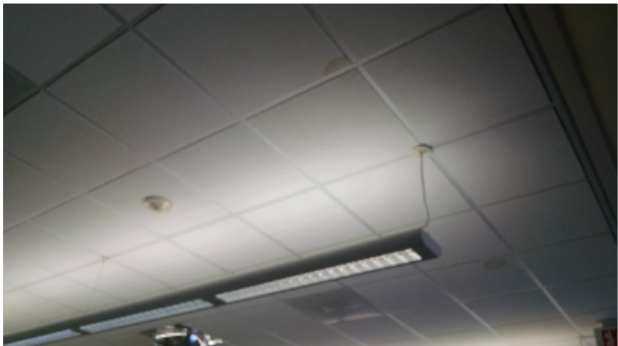
The building shells consist of brick veneer with metal stud framing. The windows are vinyl clad wood windows and the entrances are aluminum.

Roofing

Roofing consists of asphalt shingles on underlayment on plywood sheathing on wood trusses. New roof installed in 2020.

On the south side, a portion of gutter has pulled away from the fascia.

Joints in the gutters are leaking.



Building Interior

The interior walls construction is wood framing.

Life Safety:

Building is not equipped with a fire sprinkler system.

Accessibility:

The restroom facilities do comply with current code and accessibility standards.

No other accessibility barriers found.

Finishes:

Finishes are in good condition. Several water spots on ceiling tile.

Doors and Hardware:

Wood doors

STRUCTURAL

The building’s structure is a combination of steel and wood framing. The roof trusses are prefabricated wood.

MECHANICAL

The building is served by three gas furnaces and three condensing units. One furnace unit is located in a mechanical room in the women’s restroom and serves the east section of the building. The remaining two are located in a mechanical room in the west building. One condensing unit is located along the east wall. The remaining two are located along the north wall to the west of the main entrance. The water heater is located in the mechanical room in the women’s restroom. Gas service entrance is located along the east wall of the building.

ELECTRICAL

The electrical services is fed from a pad mounted transformer located outside the Southeast corner of the building. The 400 Amp 120/208 Volt main electrical panels is located in Storage Room 106. Additional electrical panels are located in Mechanical 110.

The lighting in the open areas is from pendant mounted direct/indirect fluorescent T-8 light fixtures. Recessed 2x4 and recessed downlights are installed in other spaces throughout the building. Battery backup exit signs are installed at the exterior doors. Emergency lighting is from integral battery ballasts installed in the general lighting fixtures.

The fire alarm system is a Notifier AFP-200 analog system. There are smoke detectors and notification devices installed throughout the building. Manual pull stations are installed at the exterior doors. All systems were normal at the time of the site visit.

The main distribution panel (MDP) is located in room Mechanical 110.

RECOMMENDATION

While the facility is in good condition, the Library’s anticipated growth is greater than the landlocked site can accommodate. The S-H recommendation is to continue using the building, but re-purpose it for a different city department.

Submitted,



Phillip Parrott, AIA
Shive-Hattery, Inc.

SHIVEHATTERY
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