

City Attorney's Office

Common Council

Finance Department

Mayor's Office

City of Madison

4th Floor Office Remodel

PRE-DESIGN REPORT



continuum
ARCHITECTS + PLANNERS

Prepared by Continuum Architects + Planners, S.C.
8 November 2018

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PREFACE

Summary of Programming and Planning Process

In August of 2018, the City of Madison selected a consultant team to work with the Mayor's Office, Common Council, City Attorney, and the Finance Department to begin pre-design (programming and planning) for newly remodeled office suites at the City County Building on the 4th floor. Following pre-design, the project team will commence Schematic Design, developing the project through construction and final completion. The consultant team was led by Continuum Architects + Planners, S.C.

Methodology Used

The programming and planning process included a series of major tasks as follows:

Project Planning

Kickoff and planning meetings occurred in which the overall project work plan and schedule were validated. Participants were assigned to the project's Core Team.

Project Vision

Building on already-established core values, visioning activities were undertaken with departments, leading to development of specific project values and project goals. In addition, recommendations were developed for the project reflecting preferred relationships and features of the new space.

Data Collection

Meetings were held with the Core Team to gather detailed information of each department related to functional, operational and space needs. City Engineering and Facilities Management provided additional information regarding building design standards and systems constraints.

Programming/Analysis and Synthesis

A complete pre-design report was developed, informed by both vision and data collection components, which seeks to most effectively meet each department needs for the project. This report includes detailed space tabulations and descriptions, space adjacencies, and design expectations.

Project Solutions

Conceptual spatial organization diagrams and plans were reviewed to explore potential design solutions for the project. One of the solutions was identified as the targeted scheme to allow future development of detailed project cost and schedule recommendations within the upcoming schematic design phase.

Acknowledgements

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Abbreviations

ADA	Americans with Disabilities Act
A/E	Architect / Engineer
ANSI	American National Standards Institute
ASF	Assignable Square Feet: Space used by occupants for program functions
ASHRAE	American Society of Heating Refrigeration and Air Conditioning Engineers
ASTM	American Society for Testing and Materials
CCB	City County Building
EFF	Efficiency Ratio
FC	Footcandle
FCC	Federal Communications Commission
FICM	Facilities Inventory Classification Manual
FTE	Full Time Equivalent
GFCI	Ground-Fault Circuit Interrupter
GSF	Gross Square Feet
HVAC	Heating Ventilating and Air Conditioning
IBC	International Building Code
LED	Light Emitting Diode
LTE	Limited Term Employee
MEP	Mechanical, Engineering and Plumbing
MMB	Madison Municipal Building
NC	Noise Criterion
NEC	National Electrical Code
NFPA	National Fire Protection Association
OSHA	Occupational Safety and Health Administration
psf	Pounds per Square Foot
RU	Rack Unit
SF	Square Feet
STC	Sound Transmission Coefficient
TBD	To be Determined
TPC	Total Project Cost
UL	Underwriters Laboratory
VAV	Variable Air Volume

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1. EXECUTIVE SUMMARY

1.1 General Project Description

The project entails demolition and new construction of approximately 17,500 sf on the 4th floor of the existing City County Building for renovated office space for multiple City of Madison departments. The construction budget has been identified as \$2,000,000. The design team will provide construction documentation with specifications for the following services; programming, planning, architectural design, demolition drawings, construction administration, mechanical, electrical, plumbing, fire protection, fire alarm, technology, and telecommunications, office furniture design, and construction administration services. The project will need to be phased and completed in stages to accommodate areas remaining operational. The project will be served by the building's existing mechanical systems, though upgrades to systems will be provided to the fullest extent possible within the budget.

1.2 Specific Objectives

The central objectives for the pre-design part of this project were to resolve the following:

- Identify space needs and functional requirements for the department currently and forecast for the next 10 years.
- Develop a detailed test fit for the program spaces within the remodeled office areas and determine direction to pursue for design of the space.
- Develop systems narratives for the project that will inform scope, budget and schedule with schematic design.

1.3 Value and Goal Statements

The project will build on the established vision, mission and core values of the City of Madison and the individual departments, as noted below.

City Attorney's Office

Mission: The City Attorney will provide professional legal representation to the City of Madison as an entity, including ordinance enforcement, legislative counsel services and general counsel services.

Goals: As the City's Lawyers, the office of the City Attorney engages in three major activities.

- First, we prosecute violations of the City's laws, enforcing ordinances adopted by the Common Council.
- Second, we provide legislative counsel, drafting and revising the City's code of ordinances and advising the Common Council and City Boards, Committees and Commissions on the meaning of legislative enactments.
- Third, we provide general legal counsel and representation to the City, drafting documents, advising City officials and managers on compliance with the law, representing the City in court, negotiating on the City's behalf, and otherwise using legal procedures to support and defend the lawful decisions of City officials and agencies.

Project-specific goals:

- Well-organized/papers and supplies not in public eye

- Good access to daylight
- Colors other than beige, white, and tan
- More copy/work areas
- Private offices for attorneys
- Eight-person conference room
- Bigger breakroom
- Some central filing
- Standardized furniture

Common Council

Mission: The Common Council's Mission is to represent the residents of Madison by promoting the safety, health and general well-being of the community by incorporating City core values.

Core values:

- Equity – We are committed to fairness, justice and equal outcomes for all
- Civic Engagement – We believe in transparency, openness, and inclusivity. We will protect freedom of expression and engagement
- Well-Being – We are committed to creating a community where all can thrive and feel safe
- Shared Prosperity – We are dedicated to creating a community where all are able to achieve economic success and social mobility
- Stewardship – We will care for our natural, economic, fiscal, and social resources

Project-specific goals:

- Defined reception area
- Adequate storage space for office and meeting supplies
- Twelve-person conference room

Finance Department

Mission: Our mission in the Finance Department is to enhance the financial health of the City and provide stewardship of City resources through financial information, advice and support to the public, employees, City agencies and policymakers.

Project-specific goals:

- Better connectivity among sections
- Larger conference room
- Larger training space
- Room to grow
- Updated look for staff and customers

Mayor's Office

Vision: Our Madison, Inclusive, Innovative, & Thriving

Mission: Our mission is to provide the highest quality of governance and services for the common good of our residents and visitors through civic engagement, and through dedicated employees and elected officials.

Core values:

- Equity – We are committed to fairness, justice and equal outcomes for all
- Civic Engagement – We believe in transparency, openness, and inclusivity. We will protect freedom of expression and engagement
- Well-Being – We are committed to creating a community where all can thrive and feel safe
- Shared Prosperity – We are dedicated to creating a community where all are able to achieve economic success and social mobility
- Stewardship – We will care for our natural, economic, fiscal, and social resources
- Service Promise – I have the highest expectations for myself and my fellow employees. Every day, I will:
 - Serve coworkers and members of the public in a kind and friendly manner
 - Listen actively and communicate clearly
 - Involve those who are impacted before making decisions
 - Collaborate with others to learn, improve and solve problems
 - Treat everyone as they would like to be treated

Project-specific goals:

- Provide display space at reception for Mayor's Office memorabilia.
- Improve the kitchenette, make it more functional
- Improve the large conference room's technology and increase its size if possible

Additional recommendations were developed for the entire 4th floor project based on updated City standards established during the complete renovation of the neighboring Madison Municipal Building (MMB). Standards have been established for:

- Individual work spaces: Office and workstation sizes have been established for different positions. These will be modified as necessary to meet each department's specific work needs.
- Furniture: standards have been established to work within the different-sized individual work spaces and shared conference spaces
- Technology: Standard packages have been developed to support both individual work spaces and shared conference rooms
- Finishes: Guidelines for colors and materials have been set.
- City logo and branding will be incorporated within spaces by departments, as desired.

1.4 Data Gathering, Analysis and Conclusions

The Core Team for each department has provided the designers with organizational, staffing and departmental space needs. A space tabulation reflecting all programmed spaces with the project was developed for each department.

City Attorney's Office

Assignable Square Footage					
Space		No. of	ASF	Total ASF	Notes
Office - City Attorney		1 @	200sf	200	
Office - Deputy Attorney		1 @	180sf	180	
Office - Attorney, Typical		15 @	110sf	1,650	
Office - Other, Small		2 @	95sf	190	
Workstation - Typical		6 @	64sf	384	
Workstation - Law Clerk		3 @	30sf	90	
Reception		1 @	64sf	64	
Waiting		1 @	140sf	140	
Conference Room - seats 8		1 @	200sf	200	
Copy / Work Area		1 @	60sf	60	
Copy Alcove		2 @	25sf	50	
Breakroom - seats 15-20 - can be combined with Library		1 @	300sf	300	
Library - can be combined with Breakroom		1 @	120sf	120	
Total ASF				3,628	
Efficiency				71%	
Suite Gross SF				5,090	

Common Council – Today's Organization

Assignable Square Footage					
Space		No. of	ASF	Total ASF	Notes
Office - Chief of Staff		1 @	120sf	120	
Office - Typical		1 @	120sf	120	
Alder Room		1 @	150sf	150	Mail sorter, 2 computers, couch
Workstation - Typical		2 @	42sf	84	
Workstation - Intern		2 @	30sf	60	
Conference Room - seats 12+		1 @	300sf	300	
Conference Room - seats 4-8		1 @	160sf	160	
Copy / Work / Storage		1 @	60sf	60	Office supplies, meeting equipment
Reception / Waiting		1 @	150sf	150	
Total ASF				1,204	
Efficiency				67%	
Suite Gross SF				1,800	

Common Council – Potential New Organization

Space		No. of	ASF	Total ASF	Notes
Office - Typical		18 @	120sf	2,160	
Workstation - Typical		5 @	42sf	210	Includes Exec Asst/Receptionist
Workstation - Intern		10 @	30sf	300	
Conference Room - seats 12		1 @	240sf	240	
Conference Room - seats 4		1 @	100sf	100	
Copy / Work / Storage		1 @	60sf	60	Office supplies, meeting equipment
Breakroom - seats 6		1 @	200sf	200	
Waiting		1 @	150sf	150	
Total ASF				3,420	
Efficiency				TBD	
Suite Gross SF				TBD	

Finance Department

Space	No. of	ASF	Total ASF	Notes
Office - Director	1 @ 200sf		200	
Office - Manager	3 @ 120sf		360	
Office - Typical	17 @ 90sf		1,530	
Workstation - Typical	20 @ 48sf		960	Includes Reception Desk
Workstation - Intern	5 @ 30sf		150	
Large Conference Room - seats 16	1 @ 275sf		275	Shelves for reference materials
Small Conference Room - seats 8	1 @ 170sf		170	
Huddle Room - seats 2-4	3 @ 80sf		240	
Library	1 @ 65sf		65	
Payroll Service Counter	1 @ 80sf		80	
Copy / Work	7 @ 30sf		210	Includes Braille Printer
Breakroom	1 @ 150sf		150	
Waiting	1 @ 50sf		50	
Total ASF			4,440	
Efficiency			60%	
Suite Gross SF			7,370	

Mayor's Office

Space	No. of	ASF	Total ASF	Notes
Office - Mayor	1 @ 240sf		240	Meeting space for 8 at separate table
Office - Deputy	5 @ 120sf		600	
Office - Staff	4 @ 95sf		380	
Workstation - Receptionist / Mayoral Office Clerk	2 @ 42sf		84	
Conference Room - Mayor	1 @ 260sf		260	Seats 16 at table / 30 in room
Conference Room	1 @ 220sf		220	Seats 10
Conference Room	1 @ 120sf		120	
Copy / Work	1 @ 95sf		95	
Reception Waiting	1 @ 120sf		120	
Kitchenette	1 @ 50sf		50	
Total ASF			2,169	
Efficiency			68%	
Suite Gross SF			3,210	

Space	No. of	Non-	Total Non- ASF	Notes
Unisex ADA Restroom	1 @ 50sf		50	
Total Non-ASF			50	

1.5 Budget Summary

Project Budget	Per Agency Request
General Construction	-\$2,000,000
8% BPW Contingency	- included
Furniture & AV Equipment	- included
Estimated Total Construction Cost	-\$2,000,000

1.6 Schedule Summary

Project Schedule	Per Agency Request	Current
A/E team Selection	July 27, 2018	August 10, 2018
Pre-Design Draft Report/Owner Review		Nov. 8, 2018
Complete 4 th Floor Pre-Design	Sept. 30, 2018	Dec. 3, 2018
Schematic Draft Report/Owner Review		Jan. 14, 2019
Complete 4 th Floor Schematic Design	Nov. 30, 2018	Feb. 8, 2019
Design Development Draft/Owner Review		March 22, 2019
Complete 4 th Floor Design Development	January 31, 2019	April 12, 2019
Complete 4 th floor Construction Drawings	March 31, 2019	June 14, 2019
Complete Pre-Bid Verifications	April 30, 2019	June 14, 2019
Cost Estimate on Construction Drawings		June 28, 2019
Construction Bidding and Contract Signing	June 30, 2019	July/Aug. 2019
Start Construction	July 2019	Oct. 14, 2019
Substantial Completion	January 31, 2020	Jan. 31, 2020
Closeout /Final Completion /Owner Occupancy	January 31, 2020	Jan. 31, 2020

PROGRAM DEFINITION AND NEEDS ANALYSIS

2. PROBLEM STATEMENT

2.1 Project Background and Purpose

The 17,500 SF project space is located on the 4th floor within the City County Building, an existing 1950s-era government office building co-owned by the City of Madison and Dane County. The space has received several renovations over the years but has not been specially renovated for the departments that currently occupy spaces within the building. The current space layouts do not allow the departments to be organized or operate efficiently based on current adjacency and organizational requirements. In addition, the project is to look at the space needs of the department within the next ten years and accommodate those growth needs. Currently, the spaces have been adjusted to accommodate immediate needs, but in most cases, are based on an outmoded way of officing, heavy on private-offices and light on technology-supported collaborative spaces. Amenity spaces, such as waiting areas, breakrooms and conference rooms, are usable but fall short of today's expectations and full functionality.

The purpose of the project is to create new office spaces for the Mayor's Office, Common Council, City Attorney's Office, and Finance Department that will be:

- A healthy, productive, and pleasant working environment that meets contemporary system, technology and programmatic needs of Departments staff and its visitors
- Flexible, adaptable and responsive to changing needs
- Reflective of departmental missions, visions and core values
- Creates a consistent City image and standard, following MMB's lead

Within the project scope, the team will develop programming and conceptual plans, space designs, plans and specifications, bid documents, provide assistance during the bid process, and construction and warranty phase administration for private and open office space, meeting rooms, and support space for currently-identified and projected staff positions. This will also encompass comprehensive demolition of the existing interior spaces followed by replacement with new interior architectural design, new finishes, and new systems design (mechanical, electrical, plumbing, fire protection, fire alarm, and technology).

2.2 Values, Goals and Recommendations

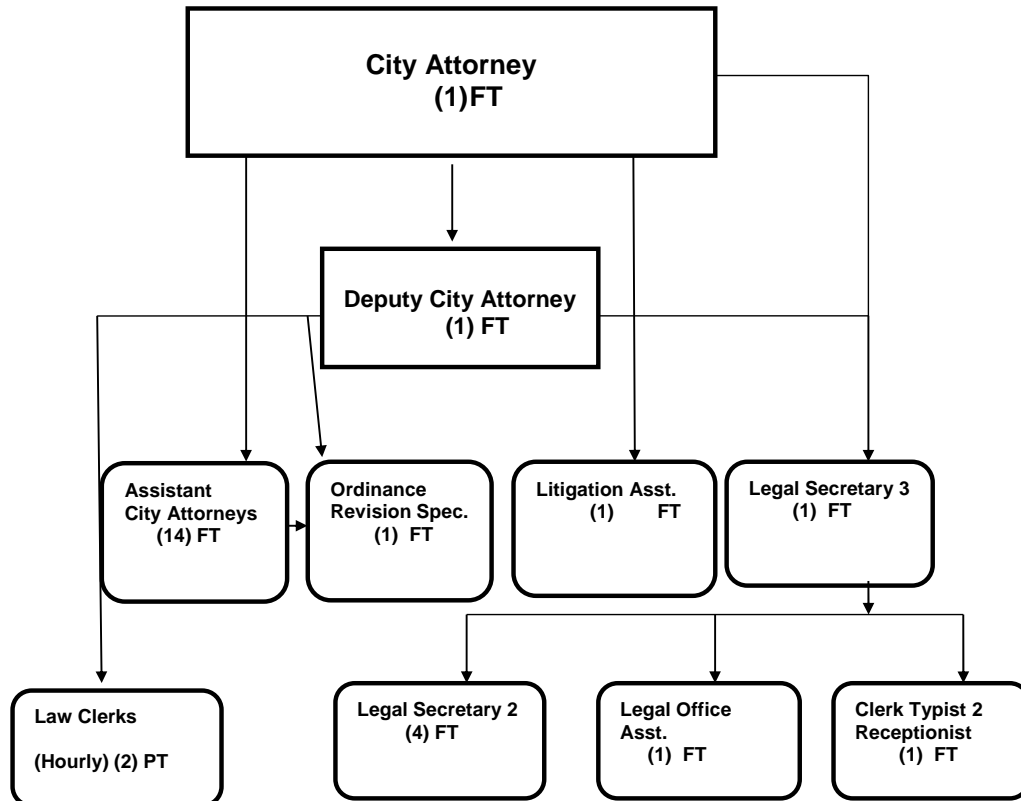
The different City departments already follow their own vision, mission and core values. These office designs are there to enhance what they currently do but will also follow these recommendations.

- Create equitable access to daylight for all staff.
- Organize staff to create appropriate adjacencies for efficient operations.
- Accommodate for future growth in the next 10 years
- Follow the standard furniture, space allocation, materials, and interior finishes of MMB to enhance consistency throughout all city departments.
- The city logo will be included in the design of the office areas public spaces.
- The Mayor's Office will have an interior design element that includes City memorabilia in the public waiting area of the office.

3. PEOPLE AND PROGRAM ANALYSIS

3.1 Organizational Structure

City Attorney's Office



Common Council – Today's Organization

Current Organizational Chart – Common Council Office August 1, 2018

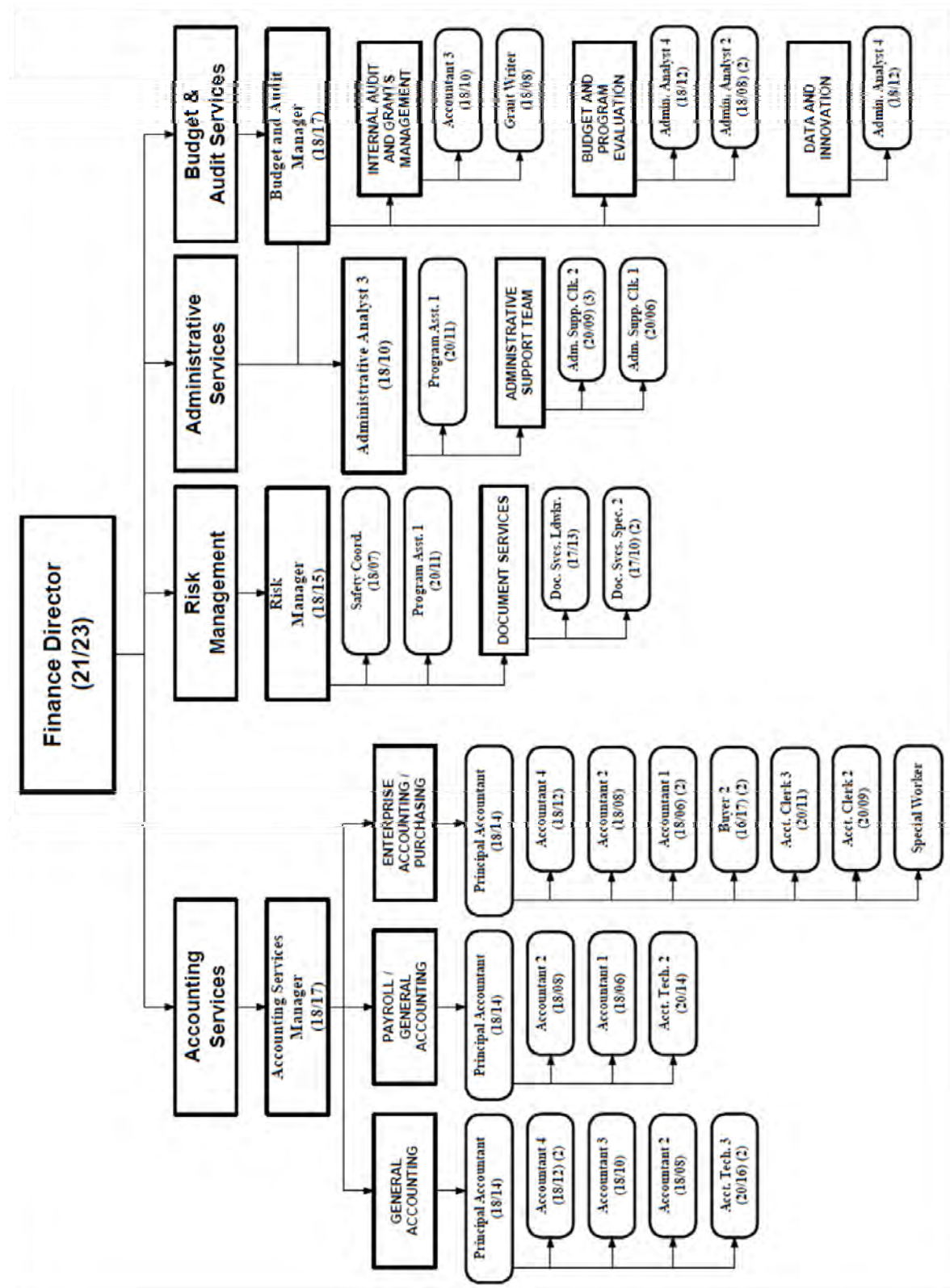
Alders	20 elected officials / PT
Council Chief of staff	1 position / FTE
Council Legislative Services & Office Manager	1 position / FTE
Council Legislative Analyst	1 position / FTE
Council Secretary	1 position / FTE
Interns (seasonal)	2 positions / LTE
Total	26 positions

Common Council – Potential New Organization

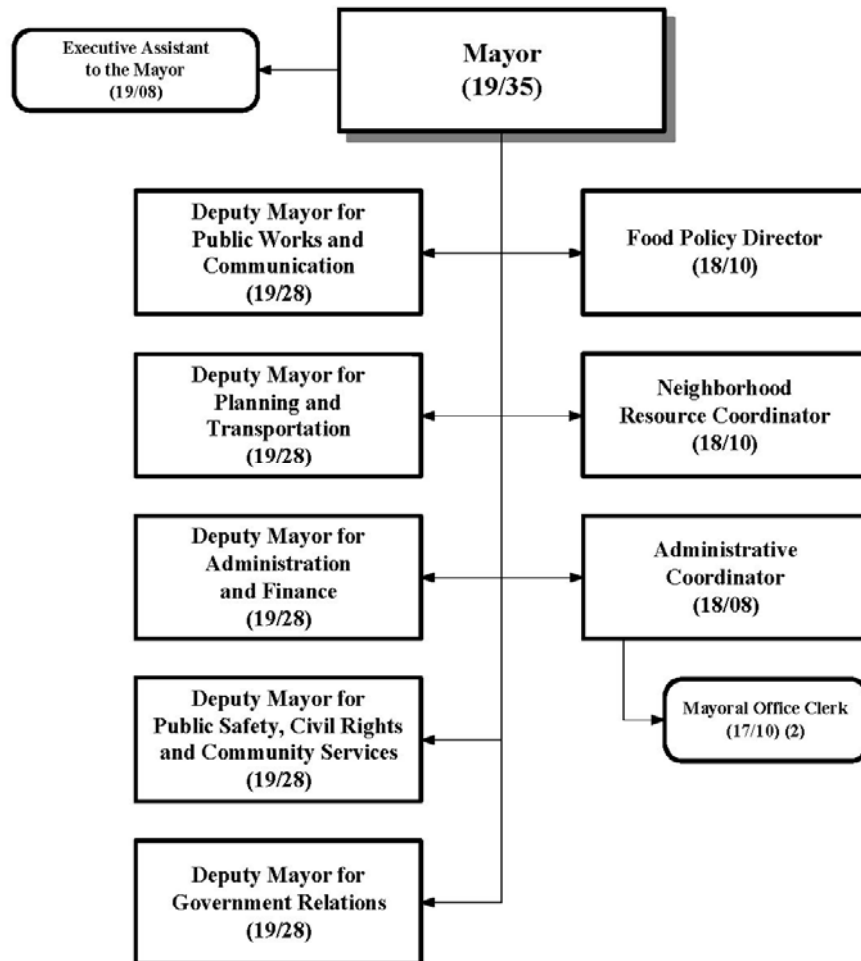
partially based on St. Paul Minnesota's Council Staffing

Alders/Common Council	8	FTE
Common Council President		
Common Council Member		
Common Council Member		
Common Council Member		
Common Council Member		
Common Council Member		
Common Council Member		
Council Chief of Staff (allotted to President)	1	FTE
Executive Assistants (one/two alders)	4	FTE
Legislative Aides/Analysts (one/alder)	8	FTE
Legislative Services/Office Manager	1	FTE
Council Interns	10	LTE
Total	36	Potential Positions

Finance Department



Mayor's Office



3.2 Staffing

The following staff matrices describe the full complement of departmental staff, including accommodation for staff growth.

City Attorney's Office

	SPACE	NAME	GROUP	FULL TIME OR PART TIME	OFFICE OR WORKSTATION	SF PROPOSED
	In Ten Years					
1	City Attorney			FTE	OFFICE	@ 200sf
2	Deputy Attorney			FTE	OFFICE	@ 180sf
3	Attorney			FTE	OFFICE	@ 110sf
4	Attorney			FTE	OFFICE	@ 110sf
5	Attorney			FTE	OFFICE	@ 110sf
6	Attorney			FTE	OFFICE	@ 110sf
7	Attorney			FTE	OFFICE	@ 110sf
8	Attorney			FTE	OFFICE	@ 110sf
9	Attorney			FTE	OFFICE	@ 110sf
10	Attorney			FTE	OFFICE	@ 110sf
11	Attorney			FTE	OFFICE	@ 110sf
12	Attorney			FTE	OFFICE	@ 110sf
13	Attorney			FTE	OFFICE	@ 110sf
14	Attorney			FTE	OFFICE	@ 110sf
15	Attorney			FTE	OFFICE	@ 110sf
16	Attorney			FTE	OFFICE	@ 110sf
17	Attorney - Future			FTE	OFFICE	@ 110sf
18	Litigation Assistant			FTE	OFFICE	@ 95sf
19	Ordinance Revision Specialist			FTE	OFFICE	@ 95sf
20	Legal Secretary			FTE	WKSTN	@ 64sf
21	Legal Secretary			FTE	WKSTN	@ 64sf
22	Legal Secretary			FTE	WKSTN	@ 64sf
23	Legal Secretary			FTE	WKSTN	@ 64sf
24	Legal Secretary			FTE	WKSTN	@ 64sf
25	Legal Office Assistant			FTE	WKSTN	@ 64sf
26	Law Clerk			LTE	WKSTN	@ 30sf
27	Law Clerk			LTE	WKSTN	@ 30sf
28	Law Clerk - Future			LTE	WKSTN	@ 30sf
29	Receptionist			FTE	WKSTN	@ 64sf

Common Council – Today's Organization

	SPACE	NAME	GROUP	FULL TIME OR PART TIME	OFFICE OR WORKSTATION	SF PROPOSED
	Today's Organization In 10 Years					
1	Chief of Staff			FTE	OFFICE	@ 120sf
2	Legislative Services + Office Manager			FTE	OFFICE	@ 120sf
3	Legislative Analyst			FTE	WKSTN	@ 42sf
4	Council Secretary / Receptionist			FTE	WKSTN	@ 42sf
5	Alder			PT	SHARED	
6	Alder			PT	SHARED	
7	Alder			PT	SHARED	
8	Alder			PT	SHARED	
9	Alder			PT	SHARED	
10	Alder			PT	SHARED	
11	Alder			PT	SHARED	
12	Alder			PT	SHARED	
13	Alder			PT	SHARED	
14	Alder			PT	SHARED	
15	Alder			PT	SHARED	
16	Alder			PT	SHARED	
17	Alder			PT	SHARED	
18	Alder			PT	SHARED	
19	Alder			PT	SHARED	
20	Alder			PT	SHARED	
21	Alder			PT	SHARED	
22	Alder			PT	SHARED	
23	Alder			PT	SHARED	
24	Alder			PT	SHARED	
25	Intern			LTE	WKSTN	@ 30sf
26	Intern			LTE	WKSTN	@ 30sf

Common Council - Potential New Organization

	SPACE	NAME	GROUP	FULL TIME OR PART TIME	OFFICE OR WORKSTATION	SF PROPOSED
	New Organization In 10 Years					
1	Chief of Staff			FTE	OFFICE	@ 120sf
2	Legislative Services + Office Manager			FTE	OFFICE	@ 120sf
3	Executive Assistant / Receptionist			FTE	WK/REC	@ 42sf
4	Alder - President			FTE	OFFICE	@ 120sf
5	Alder - Member			FTE	OFFICE	@ 120sf
6	Alder - Member			FTE	OFFICE	@ 120sf
7	Alder - Member			FTE	OFFICE	@ 120sf
8	Alder - Member			FTE	OFFICE	@ 120sf
9	Alder - Member			FTE	OFFICE	@ 120sf
10	Alder - Member			FTE	OFFICE	@ 120sf
11	Alder - Member			FTE	OFFICE	@ 120sf
12	Executive Assistant			FTE	WKSTN	@ 42sf
13	Executive Assistant			FTE	WKSTN	@ 42sf
14	Executive Assistant			FTE	WKSTN	@ 42sf
15	Executive Assistant			FTE	WKSTN	@ 42sf
16	Legislative Aide/Analyst			FTE	OFFICE	@ 120sf
17	Legislative Aide/Analyst			FTE	OFFICE	@ 120sf
18	Legislative Aide/Analyst			FTE	OFFICE	@ 120sf
19	Legislative Aide/Analyst			FTE	OFFICE	@ 120sf
20	Legislative Aide/Analyst			FTE	OFFICE	@ 120sf
21	Legislative Aide/Analyst			FTE	OFFICE	@ 120sf
22	Legislative Aide/Analyst			FTE	OFFICE	@ 120sf
23	Legislative Aide/Analyst			FTE	OFFICE	@ 120sf
24	Intern			LTE	WKSTN	@ 30sf
25	Intern			LTE	WKSTN	@ 30sf
26	Intern			LTE	WKSTN	@ 30sf
27	Intern			LTE	WKSTN	@ 30sf
28	Intern			LTE	WKSTN	@ 30sf
29	Intern			LTE	WKSTN	@ 30sf
30	Intern			LTE	WKSTN	@ 30sf
31	Intern			LTE	WKSTN	@ 30sf
32	Intern			LTE	WKSTN	@ 30sf
33	Intern			LTE	WKSTN	@ 30sf

Finance Department

	SPACE	NAME	GROUP	FULL TIME OR PART TIME	OFFICE OR WORKSTATION	SF PROPOSED
	In Ten Years					
1	Finance Director	Schmiedicke	Finance	FTE	OFFICE	@ 200sf
2	Accounting Services Manager	McDermott	AS	FTE	OFFICE	@ 120sf
3	Principal Accountant	Franklin	AS/GA	FTE	OFFICE	@ 90sf
4	Accountant	Horan	AS/GA	FTE	OFFICE	@ 90sf
5	Accountant	Hansen	AS/GA	FTE	OFFICE	@ 90sf
6	Accountant	Falkowski	AS/GA	FTE	OFFICE	@ 90sf
7	Accountant	Vacant	AS/GA	FTE	OFFICE	@ 90sf
8	Accountant	Ayeni	AS/GA	FTE	OFFICE	@ 90sf
9	Accounting Tech	Suiter	AS/GA	FTE	WKSTN	@ 48sf
10	Accounting Tech	Murkve	AS/GA	FTE	WKSTN	@ 48sf
11	Accounting Clerk	Gloyd	AS/GA	FTE	WKSTN	@ 48sf
12	Accounting Intern	Vacant	AS/Payroll	LTE	WKSTN	@ 30sf
13	Principal Accountant	DiGregorio	AS/Payroll	FTE	OFFICE	@ 90sf
14	Accountant	Hamre	AS/Payroll	FTE	WKSTN	@ 48sf
15	Accountant	Lisauskas	AS/Payroll	FTE	WKSTN	@ 48sf
16	Accounting Tech	Russell	AS/Payroll	FTE	WKSTN	@ 48sf
17	Principal Accountant	Whitehead	AS/Purch	FTE	OFFICE	@ 90sf
18	Accountant	Alliett	AS/Purch	FTE	OFFICE	@ 90sf
19	Accountant	Richards	AS/Purch	FTE	OFFICE	@ 90sf
20	Accountant	Stauffer	AS/Purch	FTE	OFFICE	@ 90sf
21	Buyer	Pittelli	AS/Purch	FTE	WKSTN	@ 48sf
22	Buyer	O'Donnell	AS/Purch	FTE	WKSTN	@ 48sf
23	Accounting Clerk	Rebello	AS/Purch	FTE	WKSTN	@ 48sf
24	Special Worker	Lipke	AS/Purch	LTE	WKSTN	@ 30sf
25	Risk Manager	Veum	RM	FTE	OFFICE	@ 120sf
26	Safety Coordinator	Newcomb	RM	FTE	OFFICE	@ 90sf
27	Program Assistant	Lloyd	RM	FTE	WKSTN	@ 48sf
28	Safety Intern	Zumeta	RM	LTE	WKSTN	@ 30sf
29	Document Services Leadworker	Blome	RM	FTE	WKSTN	@ 48sf
30	Document Services Specialist	Kaufmann	RM	FTE	WKSTN	@ 48sf
31	Administrative Support Clerk	Lemay	Admin	FTE	WKSTN	Shared @ 30sf
32	Administrative Support Clerk	Wild	Admin	FTE	WKSTN	
33	Administrative Support Clerk	White	Admin	FTE	WKSTN	
34	Program Assistant	Quieto	Admin	FTE	WKSTN	
35	Program Assistant - Receptionist	Garcia	Admin	FTE	WKSTN	@ 48sf
36	Budget + Program Evaluation Manager	Larsen	BPE	FTE	OFFICE	@ 120sf
37	Internal Auditor	Vacant	BPE	FTE	OFFICE	@ 90sf
38	Grant Writer	Olson	BPE	FTE	WKSTN	@ 48sf
39	Data Projects Coordinator	Kratowicz	BPE	FTE	OFFICE	@ 90sf
40	Data Analyst	Vacant	BPE	FTE	WKSTN	@ 48sf
41	Data Analyst	Vacant	BPE	FTE	WKSTN	@ 48sf
42	Budget Analyst	Sloat	BPE	FTE	OFFICE	@ 90sf
43	Budget Analyst	Martin	BPE	FTE	OFFICE	@ 90sf
44	Budget Analyst	York	BPE	FTE	OFFICE	@ 90sf
45	Budget Intern	Singer	BPE	LTE	WKSTN	@ 30sf
46	Future			FTE	WKSTN	@ 48sf
47	Future			FTE	WKSTN	@ 48sf
48	Future			FTE	WKSTN	@ 48sf
49	Future			FTE	WKSTN	@ 48sf

Mayor's Office

	SPACE	NAME	GROUP	FULL TIME OR PART TIME	OFFICE OR WORKSTATION	SF PROPOSED
	In Ten Years					
1	Mayor			FTE	OFFICE	@ 240sf
2	Executive Assistant to the Mayor			FTE	OFFICE	@ 95sf
3	Deputy Mayor for Public Works and Communication			FTE	OFFICE	@ 120sf
4	Deputy Mayor for Planning and Transportation			FTE	OFFICE	@ 120sf
5	Deputy Mayor for Administration and Finance			FTE	OFFICE	@ 120sf
6	Deputy Mayor for Public Safety, Civil Rights and Community Service			FTE	OFFICE	@ 120sf
7	Deputy Mayor for Government Relations			FTE	OFFICE	@ 120sf
8	Food Policy Director			FTE	OFFICE	@ 95sf
9	Neighborhood Resource Coordinator			FTE	OFFICE	@ 95sf
10	Administrative Coordinator			FTE	OFFICE	@ 95sf
11	Mayoral Office Clerk / Receptionist			FTE	WK/REC	@ 42sf
12	Mayoral Office Clerk / Receptionist			FTE	WKSTN	@ 42sf

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4. PHYSICAL ENVIRONMENT ANALYSIS

4.1 Existing Space



4.2 Existing Systems - Capacities, and Deficiencies

The existing steam to hot water heat exchanger serving heating hot water for the air terminal reheat coils is nearing its maximum capacity. The existing heat exchanger will need to be replaced with a larger unit with additional heating capacity.

There are currently no known capacity deficiencies associated with the plumbing, electrical and HVAC systems within the project area.

4.3 Opportunities and Special Planning Issues to be Resolved

Routing of supply air and return air to and in the area of renovation will need to be tightly coordinated and planned as currently return air is routed through the existing corridor.

Heating hot water is currently not available throughout the project area. Heating hot water will need to be piped to the project area as required.



PROJECT SOLUTION

5. PROPOSED SPACE DESCRIPTION

5.1 Space Type Narrative (all departments & major categories of spaces)

Reception / Waiting Areas

- The main public reception areas are to be located off the main corridor.
 - Mayor's Office & Finance Dept. will have one shared entrance off corridor but have separated receptions and waiting areas.
- The space is to be provided with a working area for a single receptionist plus visitor seating for up to four people in all departments.
- The City logo and colors will be incorporated into design of the spaces.
 - The Mayor's office shall have space to display city memorabilia.
- The space should feel welcoming, but the receptionist and waiting area will be behind a secure barrier till visitors are allowed to enter.
- A card reader shall be located at each front door for use when reception is unattended or after hours.
 - A card reader shall be located at the door between the public reception space and the private staff suite beyond.
- The staff side of reception areas will be provided with a secure separation partition from the general public.

Offices

- Private offices are to feature systems furniture. Typical private offices will be provided with borrowed lights for daylight access.
- The private offices should be located where indicated on the plans. Director offices shall have a table for a meeting with up to six people should be provided.
- Staff in open workstations and benches should be provided with access to daylight and views to the greatest extent possible across the entire depth of the office suites.
- A sound-masking system is being considered for the open office areas to reduce distraction.
- Open workstations are to follow one of the multiple standard sizes per the MMB projects.
- Benching stations serving LTEs/students are to follow one of the multiple standard sizes per the MMB projects.

Large Conference Room (collaboration)

- No large shared Conference Room Space is being provided for this floor.
- An opportunity is to open the enlarged Common Council conference room to other City staff.

Small Conference Rooms (collaboration)

- Each department has a minimum of one smaller conference room for up to 12 people to meet and sit at a table. These conference room locations and quantities are laid out on the plan but are only for exclusive use by the departments they are located within.
- The Mayor's office has a conference room to accommodate up to 24 people in the room but only 12 people sitting at the table.

Huddle (collaboration)

- These spaces are intended to have full walls with borrowed lights, seating up to 4 people. These spaces are only planned for in the Finance Department.

Breakroom (collaboration)

- The City Attorney's Office and the Finance Department will have separate breakrooms for staff to use within their office suites. Common Council will share the Finance breakroom. The mayor's Office has expressed no need for a breakroom but will have an improved kitchenette.
 - City Attorney's Office has a breakroom area to accommodate up to 18 people and will double as library space for the attorneys. Several moveable tables seating 4 people each are to be included in the space.
 - Finance Office has a breakroom area to accommodate 4 people
- The breakrooms are located as identified on the plan, should have one sink, one refrigerator, one microwave oven, and one toaster oven.

Copy/Print Areas (support)

- Within each department the copy print areas are to have a variation of the following items; large free-standing multifunction copy/print machines, countertop workspace, and upper/lower cabinets for storage, as possible.

General

- Mayor's Office is to have an ADA compliant, single-occupant toilet room for specific use by the Mayor and visitors.
- In the Mayor's Office, the City Attorney's Office and the Finance Department, the doors to the existing stairwells shall have electronic hardware that does not allow people to enter the space unless the fire department has an emergency and needs to enter the space from the stairwell. This will need to be reviewed and approved by the Fire Marshall but it has previously been done on other floors.
- A card reader shall be located at the staff entry door into the separate area of Finance Department where Risk Management, Document Services, and the breakroom are located.
- Provision of a "panic" room within each office suite will be studied during the next phase.

Specific Department Requirements

- Mayor's Office:
 - Waiting area to have display cases.
 - During schematic design, all spaces will be explored further with special attention being given to work areas for reception staff, waiting room arrangement, creating a sense of kitchenette separation from other spaces
- City Attorney's Office:
 - Breakroom area must be screened from the waiting area.
 - The conference room needs book shelves in room for media events. Several cases can be relocated from the library.
 - During schematic design, flipping the conference room inboard to allow for more attorney offices along the exterior wall should be explored.
 - Workstations will need lateral files in them. Will need to address with furniture selection options.

- Each office needs 4 drawer lateral files.
- A secure office that could do double duty as a panic room should be explored during schematic design. The Deputy City Attorney office may be a logical candidate for this function.
- Adjusting the floorplan to enable more attorney offices to have exterior offices will also be explored further.
- Finance Department:
 - Risk Management requires three lateral file cabinets.
 - Risk Management needs a public overnight in-wall drop-box near the entry. It shall be accessible after hours.
 - Document Services needs a half door at entrance for drop-by visitors.
 - Document Services requires one lateral file cabinet.
 - To facilitate shared work, the two 48SF workstations in Document Services should not feature dividing panels between them.
 - Optimal placement of copy/print stations will be explored during schematic design.

5.2 Space Tabulation of Proposed Spaces

Based on data provided by the Core Team, the following spaces were identified for inclusion within the project to serve the needs of the different departments staff and visitors. The space tab as updated during Pre-Design follows.

City Attorney's Office

Space	No. of	ASF	Total ASF	Notes
Office - City Attorney	1 @	200sf	200	
Office - Deputy Attorney	1 @	180sf	180	
Office - Attorney, Typical	15 @	110sf	1,650	
Office - Other, Small	2 @	95sf	190	
Workstation - Typical	6 @	64sf	384	
Workstation - Law Clerk	3 @	30sf	90	
Reception	1 @	64sf	64	
Waiting	1 @	140sf	140	
Conference Room - seats 8	1 @	200sf	200	
Copy / Work Area	1 @	60sf	60	
Copy Alcove	2 @	25sf	50	
Breakroom - seats 15-20 - can be combined with Library	1 @	300sf	300	
Library - can be combined with Breakroom	1 @	120sf	120	
Total ASF			3,628	
Efficiency			71%	
Suite Gross SF			5,090	

Common Council – Today's Organization

Space	No. of	ASF	Total ASF	Notes
Office - Chief of Staff	1 @	120sf	120	
Office - Typical	1 @	120sf	120	
Alder Room	1 @	150sf	150	Mail sorter, 2 computers, couch
Workstation - Typical	2 @	42sf	84	
Workstation - Intern	2 @	30sf	60	
Conference Room - seats 12+	1 @	300sf	300	
Conference Room - seats 4-8	1 @	160sf	160	
Copy / Work / Storage	1 @	60sf	60	Office supplies, meeting equipment
Reception / Waiting	1 @	150sf	150	
Total ASF			1,204	
Efficiency			67%	
Suite Gross SF			1,800	

Common Council – Potential New Organization

Space	No. of	ASF	Total ASF	Notes
Office - Typical	18 @	120sf	2,160	
Workstation - Typical	5 @	42sf	210	Includes Exec Asst/Receptionist
Workstation - Intern	10 @	30sf	300	
Conference Room - seats 12	1 @	240sf	240	
Conference Room - seats 4	1 @	100sf	100	
Copy / Work / Storage	1 @	60sf	60	Office supplies, meeting equipment
Breakroom - seats 6	1 @	200sf	200	
Waiting	1 @	150sf	150	
Total ASF			3,420	
Efficiency			TBD	
Suite Gross SF			TBD	

Finance Department

Space	No. of	ASF	Total ASF	Notes
Office - Director	1 @	200sf	200	
Office - Manager	3 @	120sf	360	
Office - Typical	17 @	90sf	1,530	
Workstation - Typical	20 @	48sf	960	Includes Reception Desk
Workstation - Intern	5 @	30sf	150	
Large Conference Room - seats 16	1 @	275sf	275	Shelves for reference materials
Small Conference Room - seats 8	1 @	170sf	170	
Huddle Room - seats 2-4	3 @	80sf	240	
Library	1 @	65sf	65	
Payroll Service Counter	1 @	80sf	80	
Copy / Work	7 @	30sf	210	Includes Braille Printer
Breakroom	1 @	150sf	150	
Waiting	1 @	50sf	50	
Total ASF			4,440	
Efficiency			60%	
Suite Gross SF			7,370	

Mayor's Office

Space	No. of	ASF	Total ASF	Notes
Office - Mayor	1 @	240sf	240	Meeting space for 8 at separate table
Office - Deputy	5 @	120sf	600	
Office - Staff	4 @	95sf	380	
Workstation - Receptionist / Mayoral Office Clerk	2 @	42sf	84	
Conference Room - Mayor	1 @	260sf	260	Seats 16 at table / 30 in room
Conference Room	1 @	220sf	220	Seats 10
Conference Room	1 @	120sf	120	
Copy / Work	1 @	95sf	95	
Reception Waiting	1 @	120sf	120	
Kitchenette	1 @	50sf	50	
Total ASF			2,169	
Efficiency			68%	
Suite Gross SF			3,210	

Space	No. of	Non-	Total Non- ASF	Notes
Unisex ADA Restroom	1 @	50sf	50	
Total Non-ASF			50	

5.3 Criteria Matrix

The following matrix identifies preferred and required adjacencies, degree of public access and privacy needs, plumbing and special equipment requirements for spaces and individual staffers.

City Attorney's Office

NUMBER	SPACE	NAME	SF NEED	ADJACENCIES	PUBLIC ACCESS	DAYLIGHT AND/OR VIEW	PRIVACY	PLUMBING	SPECIAL EQUIPMENT	NOTES
				<i>Insert #s from NUMBER column</i>		<i>Insert: letter from code below</i>				
1	City Attorney	May	@ 200sf	N	N	H	H	N	N	-
2	Deputy Attorney	Lauten	@ 180sf	N	N	H	H	N	N	-
3	Attorney	Allen	@ 110sf	N	N	H	H	N	N	-
4	Attorney	Brist	@ 110sf	N	N	H	H	N	N	-
5	Attorney	Mades	@ 110sf	N	N	H	H	N	N	-
6	Attorney	Mainella	@ 110sf	N	N	H	H	N	N	-
7	Attorney	McReynolds	@ 110sf	N	N	H	H	N	N	-
8	Attorney	Paulsen	@ 110sf	N	N	H	H	N	N	-
9	Attorney	Peguero	@ 110sf	N	N	H	H	N	N	-
10	Attorney	Ramakrishna	@ 110sf	N	N	H	H	N	N	-
11	Attorney	Smith	@ 110sf	N	N	H	H	N	N	-
12	Attorney	Staffaroni	@ 110sf	N	N	H	H	N	N	-
13	Attorney	Strange	@ 110sf	N	N	H	H	N	N	-
14	Attorney	Viste	@ 110sf	N	N	H	H	N	N	-
15	Attorney	Zilavy	@ 110sf	N	N	H	H	N	N	-
16	Attorney	Wilson	@ 110sf	N	N	H	H	N	N	-
17	Attorney - Future	Vacant	@ 110sf	N	N	H	H	N	N	-
18	Litigation Assistant	Gehler	@ 95sf	N	N	I	H	N	N	-
19	Ordinance Revision Specialist	Althaus	@ 95sf	N	N	I	H	N	N	-
20	Legal Secretary	Mautz	@ 64sf	N	N	N	H	N	N	-
21	Legal Secretary	Toliver	@ 64sf	N	N	N	H	N	N	-
22	Legal Secretary	Mendez-Smith	@ 64sf	N	N	N	H	N	N	-
23	Legal Secretary	Vacant	@ 64sf	N	N	N	H	N	N	-
24	Legal Secretary	Vacant	@ 64sf	N	N	N	H	N	N	-
25	Legal Office Assistant	Braselton	@ 64sf	N	N	N	H	N	N	-
27	Law Clerk		@ 30sf	28-29	N	N	H	N	N	-
28	Law Clerk		@ 30sf	27-29	N	N	H	N	N	-
29	Law Clerk - Future		@ 30sf	22-28	N	N	H	N	N	-
31	Conference Room - seats 8		@ 200sf	N	N	I	H	N	N	-
32	File Storage			N	N	N	H	N	N	10x3'W x 5-drawer H lateral file cabinets= 150LF
33	Copy / Work Area		@ 60sf	N	N	N	H	N	N	-
34	Copy Alcove		@ 25sf	N	N	N	H	N	N	-
35	Copy Alcove		@ 25sf	N	N	N	H	N	N	-
36	Breakroom		@ 300sf	37	N	I	H	Y	N	Seats 15-20 - Could combine with Library
37	Library		@ 120sf	36	N	I	H	N	N	Could combine with Breakroom - 10x3'wx7'h bookcases
38	Reception Desk		@ 64sf	39	Y	N	N	N	N	-
39	Waiting		@ 140sf	38	Y	N	N	N	N	-

H	HIGH
M	MEDIUM
L	LOW
Y	YES
N	NO/NONE
I	IMPORTANT BUT NOT REQUIRED

Common Council – Today's Organization

NUMBER	SPACE	ADJACENCIES	PUBLIC ACCESS	DAYLIGHT AND/OR VIEW	PRIVACY	PLUMBING	SPECIAL EQUIPMENT	NOTES
		<i>insert #s from NUMBER column</i>	<i>Insert: letter from code below</i>					
1	Chief of Staff	2	N	I	N	N	N	-
2	Legislative Services + Office Manager	1	N	I	N	N	N	-
3	Legislative Analyst	1-2	N	I	N	N	N	-
3	Council Secretary/Receptionist	10	Y	I	N	N	N	-
4	Alder Room - TOUCHDOWN FOR 20 ALDERS	-	N	N	N	N	N	-
5	Intern	-	N	I	N	N	N	-
6	Intern	-	N	I	N	N	N	-
7	Conference Room - seats 12+	10	Y	N	N	N	N	-
8	Conference Room - seats 4-8	-	N	N	N	N	N	-
9	Copy / Work	-	N	N	N	N	N	-
10	Reception/Waiting	3	Y	N	N	N	N	-

H	HIGH
M	MEDIUM
L	LOW
Y	YES
N	NO/NONE
I	IMPORTANT BUT NOT REQUIRED

Common Council – Potential New Organization

NUMBER	SPACE	ADJACENCIES	PUBLIC ACCESS	DAYLIGHT AND/OR VIEW	PRIVACY	PLUMBING	SPECIAL EQUIPMENT	NOTES
		<i>Insert #s from NUMBER column</i>	<i>Insert letter from code below</i>					
1	Chief of Staff	2	N	I	N	N	N	-
2	Legislative Services + Office Manager	1	N	I	N	N	N	-
3	Executive Assistant / Receptionist	1-2, 40	N	I	N	N	N	-
4	Alder - President	-	N	I	N	N	N	-
5	Alder - Member	-	N	I	N	N	N	-
6	Alder - Member	-	N	I	N	N	N	-
7	Alder - Member	-	N	I	N	N	N	-
8	Alder - Member	-	N	I	N	N	N	-
9	Alder - Member	-	N	I	N	N	N	-
10	Alder - Member	-	N	I	N	N	N	-
11	Alder - Member	-	N	I	N	N	N	-
12	Executive Assistant	-	N	I	N	N	N	-
13	Executive Assistant	-	N	I	N	N	N	-
14	Executive Assistant	-	N	I	N	N	N	-
15	Executive Assistant	-	N	I	N	N	N	-
16	Legislative Aide/Analyst	-	N	I	N	N	N	-
17	Legislative Aide/Analyst	-	N	I	N	N	N	-
18	Legislative Aide/Analyst	-	N	I	N	N	N	-
19	Legislative Aide/Analyst	-	N	I	N	N	N	-
20	Legislative Aide/Analyst	-	N	I	N	N	N	-
21	Legislative Aide/Analyst	-	N	I	N	N	N	-
22	Legislative Aide/Analyst	-	N	I	N	N	N	-
23	Legislative Aide/Analyst	-	N	I	N	N	N	-
24	Intern	-	N	I	N	N	N	-
25	Intern	-	N	I	N	N	N	-
26	Intern	-	N	I	N	N	N	-
27	Intern	-	N	I	N	N	N	-
28	Intern	-	N	I	N	N	N	-
29	Intern	-	N	I	N	N	N	-
31	Intern	-	N	I	N	N	N	-
32	Intern	-	N	I	N	N	N	-
33	Intern	-	N	I	N	N	N	-
34	Intern	-	N	I	N	N	N	-
35	Conference Room - seats 12	-	Y	N	N	N	N	-
36	Conference Room - seats 4	-	N	N	N	N	N	-
37	Office Storage	-	N	N	N	N	N	-
38	Copy / Work	-	N	N	N	N	N	-
39	Breakroom - seats 6	-	N	I	N	Y	N	-
40	Waiting	3	Y	N	N	N	N	-

H	HIGH
M	MEDIUM
L	LOW
Y	YES
N	NO/NONE
I	IMPORTANT BUT NOT REQUIRED

Finance Department

NUMBER	SPACE	GROUP	ADJACENCIES	PUBLIC ACCESS	DAYLIGHT AND/OR VIEW	PRIVACY	PLUMBING	SPECIAL EQUIPMENT	NOTES
			<i>insert #s from NUMBER column</i>		<i>insert letter from code below</i>				
1	Finance Director	Finance	2, 35	L	H	H	N	Y	Two screens, height adjustable desk, marker boards
2	Accounting Services Manager	AS	1, 12, 3, 17	L	H	H	N	Y	Two screens, height adjustable desk, marker boards
3	Principal Accountant	AS/GA	2, 4-12	L	M	M	N	Y	Two screens, height adjustable desk, marker boards
4	Accountant	AS/GA	2, 4-12	L	M	M	N	Y	Two screens, height adjustable desk
5	Accountant	AS/GA	2, 4-12	L	M	M	N	Y	Two screens, height adjustable desk
6	Accountant	AS/GA	2, 4-12	L	M	M	N	Y	Two screens, height adjustable desk
7	Accountant	AS/GA	2, 4-12	L	M	M	N	Y	Two screens, height adjustable desk
8	Accountant	AS/GA	2, 4-12	L	M	M	N	Y	Two screens, height adjustable desk
9	Accounting Tech	AS/GA	2, 4-12	H	M	M	N	Y	Two screens, height adjustable desk, sensitive topics
10	Accounting Tech	AS/GA	2, 4-12	H	M	M	N	Y	Two screens, height adjustable desk, sensitive topics
11	Accounting Clerk	AS/GA	2, 4-12	H	M	M	N	Y	Two screens, height adjustable desk, sensitive topics
12	Accounting Intern	AS/Payroll	2, 4-12	L	L	L	N	N	-
13	Principal Accountant	AS/Payroll	13-15	H	M	H	N	Y	Two screens, height adjustable desk, marker boards
14	Accountant	AS/Payroll	13-15	H	M	M	N	Y	Two screens, height adjustable desk
15	Accountant	AS/Payroll	13-15	H	M	M	N	Y	Two screens, height adjustable desk
16	Accounting Tech	AS/Payroll	13-15	H	M	M	N	Y	Two screens, height adjustable desk
17	Principal Accountant	AS/Purch	18-22	L	M	H	N	Y	Two screens, height adjustable desk, marker boards
18	Accountant	AS/Purch	19	L	M	M	N	Y	Two screens, height adjustable desk
19	Accountant	AS/Purch	18	L	M	M	N	Y	Two screens, height adjustable desk
20	Accountant	AS/Purch	17	L	M	M	N	Y	Two screens, height adjustable desk
21	Buyer	AS/Purch	21	H	M	M	N	Y	Two screens, height adjustable desk
22	Buyer	AS/Purch	20	H	M	M	N	Y	Two screens, height adjustable desk
23	Accounting Clerk	AS/Purch	-	H	M	L	N	N	-
24	Special Worker	AS/Purch	-	L	M	L	N	N	-
25	Risk Manager	RM	25-29	L	H	H	N	Y	Two screens, height adjustable desk, marker boards
26	Safety Coordinator	RM	25	L	M	M	N	Y	Two screens, height adjustable desk, marker boards
27	Program Assistant	RM	25	M	M	L	N	Y	Two screens, height adjustable desk
28	Safety Intern	RM	26	L	M	L	N	N	-
29	Document Services Leadworker	RM	25, 29	H	M	H	N	Y	Two screens, height adjustable desk, sensitive topics
30	Document Services Specialist	RM	25, 28	H	M	H	N	Y	Two screens, height adjustable desk, sensitive topics
31	Administrative Support Clerk	Admin	-	-	-	-	-	-	Administrative team floats to various city agencies in response to clerical support and elections schedules. Would like one small dedicated workstation for this team.
32	Administrative Support Clerk	Admin	-	-	-	-	-	-	
33	Administrative Support Clerk	Admin	-	-	-	-	-	-	
34	Program Assistant	Admin	-	-	-	-	-	-	
35	Program Assistant - Receptionist	Admin	65	H	M	L	N	Y	Two screens
36	Budget + Program Evaluation Manager	BPE	36-44	L	H	H	N	Y	Two screens, height adjustable desk, marker boards
37	Internal Auditor	BPE	36-44	L	M	H	N	Y	Two screens, height adjustable desk
38	Grant Writer	BPE	36-44	L	M	L	N	Y	Two screens, height adjustable desk
39	Data Projects Coordinator	BPE	36-44	L	M	M	N	Y	Two screens, height adjustable desk
40	Data Analyst	BPE	36-44	L	M	M	N	Y	Two screens, height adjustable desk
41	Data Analyst	BPE	36-44	L	M	M	N	Y	Two screens, height adjustable desk
42	Budget Analyst	BPE	36, 43-44	L	M	M	N	Y	Two screens, height adjustable desk
43	Budget Analyst	BPE	36, 42, 44	L	M	M	N	Y	Two screens, height adjustable desk
44	Budget Analyst	BPE	36, 42-43	L	M	M	N	Y	Two screens, height adjustable desk
45	Budget Intern	BPE	36-44	L	L	L	N	N	Two screens, height adjustable desk
46	Future	-	-	-	-	-	-	-	-
47	Future	-	-	-	-	-	-	-	-
48	Future	-	-	-	-	-	-	-	-
49	Future	-	-	-	-	-	-	-	-
50	Large Conference Room - seats 16	-	-	-	-	-	-	-	-
51	Small Conference Room - seats 8	-	-	-	-	-	-	-	-
52	Huddle Room - seats 2-4	-	25-34	-	-	-	-	-	-
53	Huddle Room - seats 2-4	-	-	-	-	-	-	-	-
54	Huddle Room - seats 2-4	-	-	-	-	-	-	-	-
55	Library	-	-	-	-	-	-	-	-
56	Payroll Service Counter	-	2, 12-16	-	-	-	-	-	-
57	Braille Printer	-	28-29	-	-	-	-	-	-
58	Copy / Print	-	28-29	-	-	-	-	-	-
59	Copy / Print	-	12-16	-	-	-	-	-	-
60	Copy / Print	-	36-45	-	-	-	-	-	-
61	Copy / Print	-	3-11, 17-24	-	-	-	-	-	-
62	Copy / Print	-	10	-	-	-	-	-	-
63	Copy / Print	-	25-27, 31-34	-	-	-	-	-	-
64	Breakroom	-	31-34	-	-	-	-	-	-
65	Waiting	-	35	-	-	-	-	-	-

H	HIGH
M	MEDIUM
L	LOW
Y	YES
N	NO/NONE
I	IMPORTANT BUT NOT REQUIRED

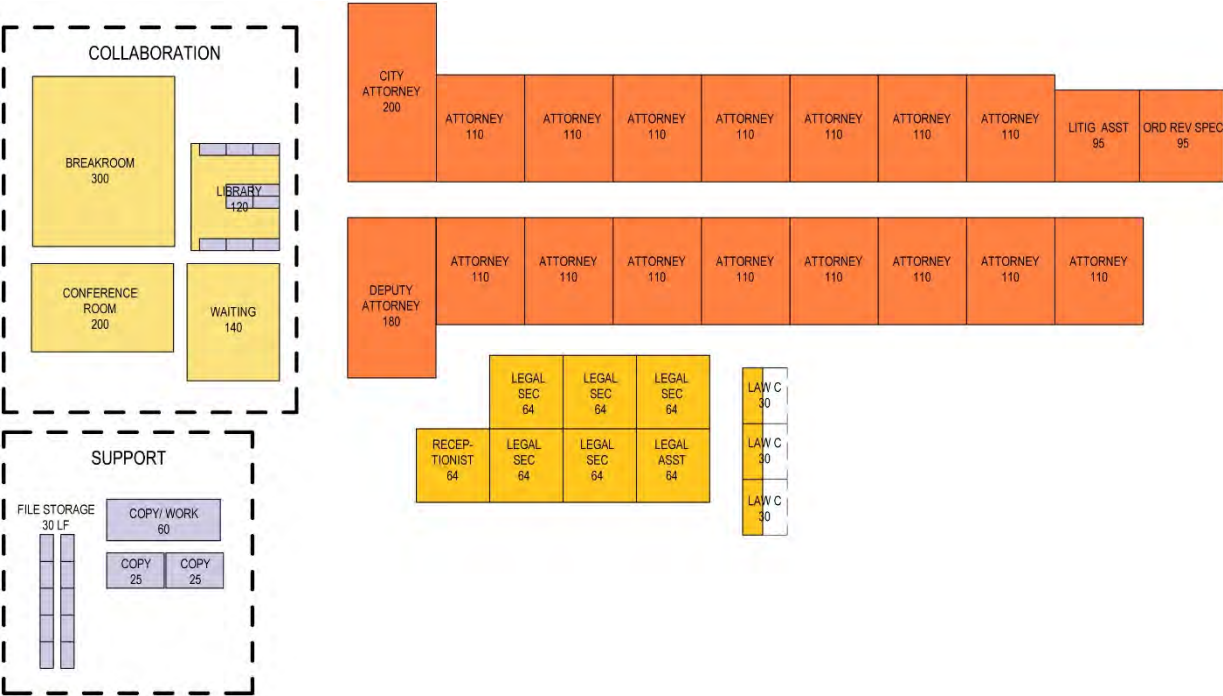
Mayor's Office

NUMBER	SPACE	ADJACENCIES	PUBLIC ACCESS	DAYLIGHT AND/OR VIEW	PRIVACY	PLUMBING	SPECIAL EQUIPMENT	NOTES
		<i>Insert #s from NUMBER column</i>	<i>Insert letter from code below</i>					
1	Mayor	2	-	H	H	N	-	-
2	Executive Assistant to the Mayor	1	-	-	H	N	-	-
3	Deputy Mayor for Public Works and Communication	-	-	H	H	N	-	-
4	Deputy Mayor for Planning and Transportation	-	-	H	H	N	-	-
5	Deputy Mayor for Administration and Finance	-	-	H	H	N	-	-
6	Deputy Mayor for Public Safety, Civil Rights and Community Service	-	-	H	H	N	-	-
7	Deputy Mayor for Government Relations	-	-	H	H	N	-	-
8	Food Policy Director	-	-	-	M	N	-	-
9	Neighborhood Resource Coordinator	-	-	-	M	N	-	-
10	Administrative Coordinator	-	-	-	M	N	-	-
11	Mayoral Office Clerk/Receptionist	12	-	-	-	N	-	-
12	Mayoral Office Clerk/Receptionist	11	-	-	-	N	-	-
16	Conference Room - Mayor	1	-	-	-	N	-	-
17	Conference Room	-	-	-	-	N	-	-
18	Conference Room - seats 6	-	-	-	-	N	-	-
19	Copy / Work					N		-
20	Reception Waiting	11-12	Y	-	-	N	-	-
21	Kitchenette	1	-	-	-	Y	-	-

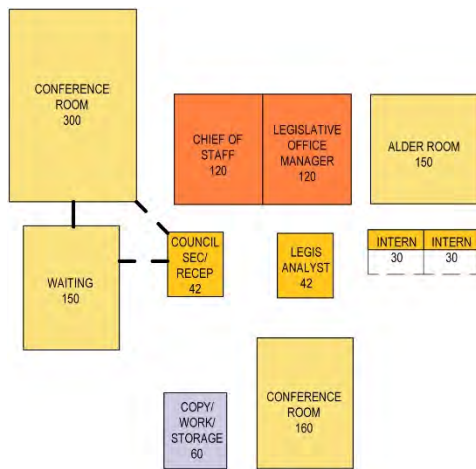
H	HIGH
M	MEDIUM
L	LOW
Y	YES
N	NO/NONE
I	IMPORTANT BUT NOT REQUIRED

5.4 Graphic Analysis of Spaces and Requirements

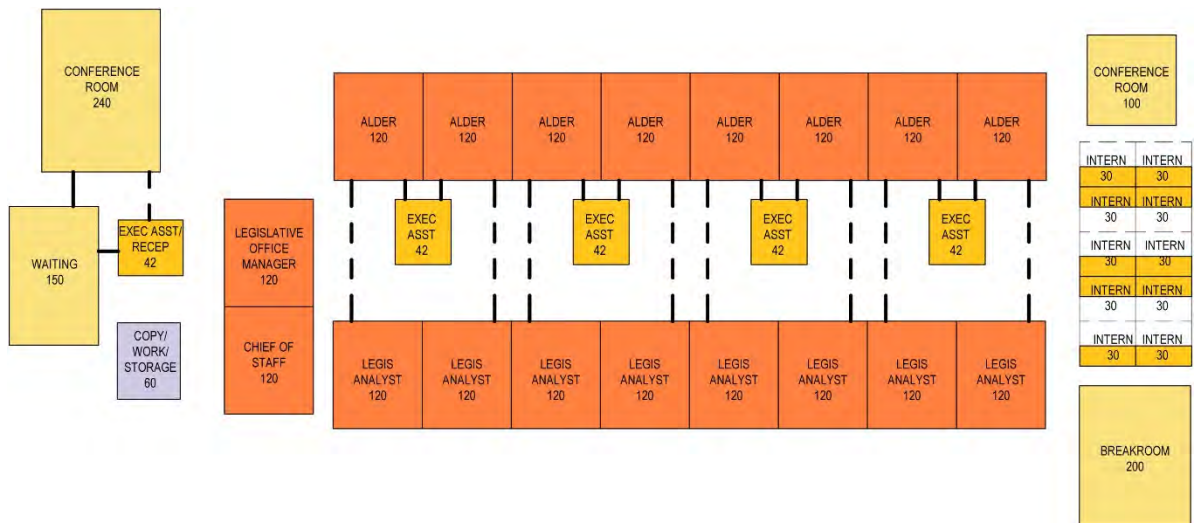
City Attorney's Office



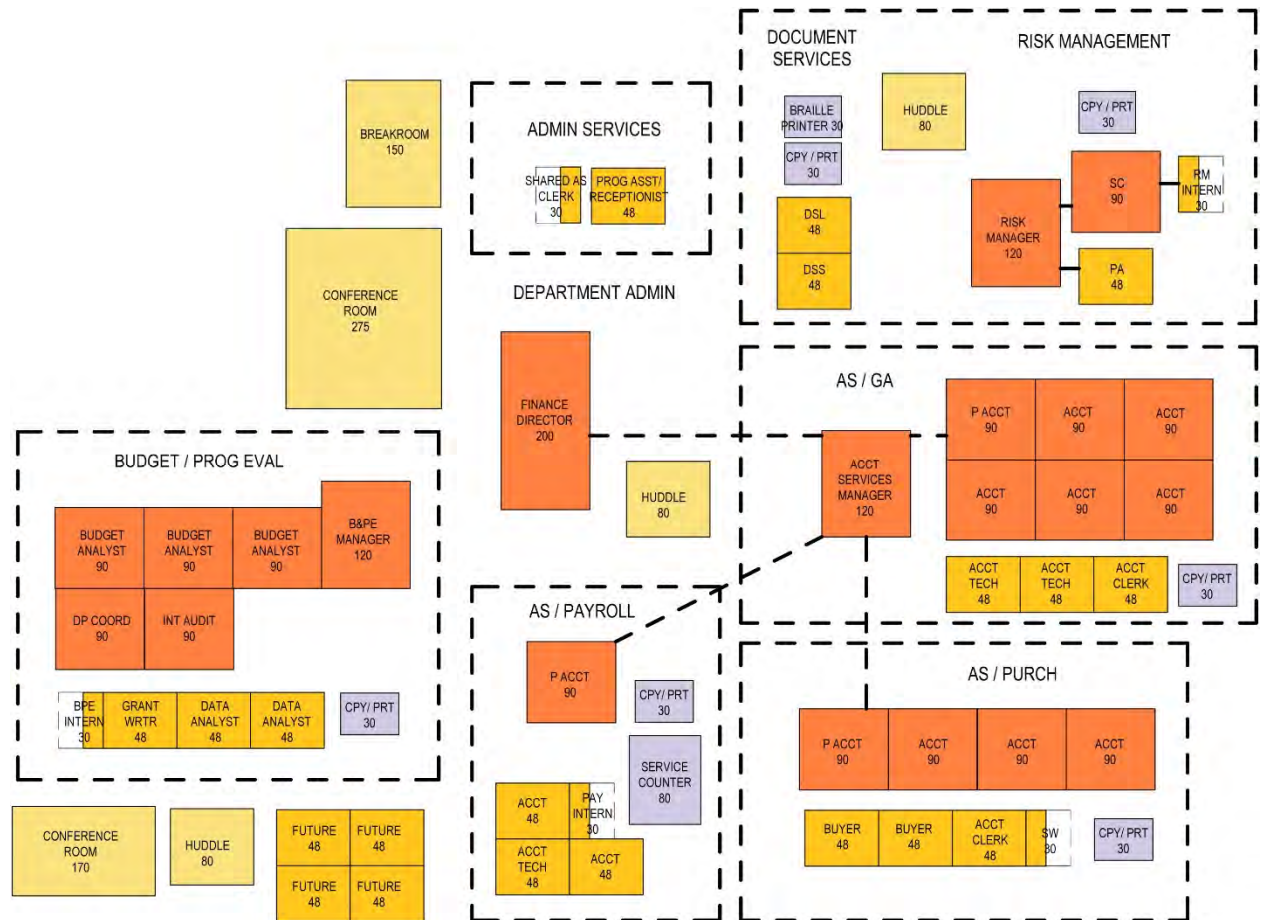
Common Council – Today's Organization



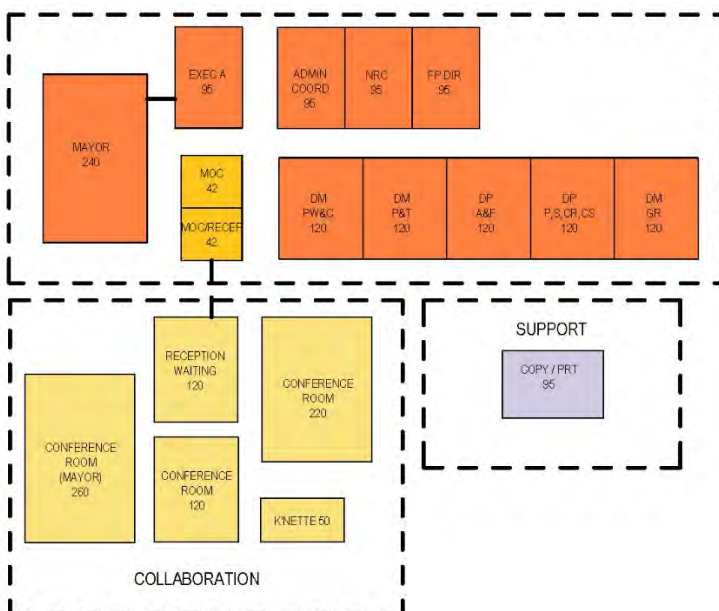
Common Council – Potential New Organization



Finance Department



Mayor's Office



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6. DESIGN CRITERIA AND METRICS TO ENSURE PROJECT SUCCESS

6.1 Applicable Codes, Regulations, and Design Guidelines

Building Codes

At a minimum, the following published building codes and standards are applicable for this project:

2018 Wisconsin Commercial Building Code, which consists of the International Building Code (IBC), 2015, and State of Wisconsin amendments.

Design Code:	International Building Code (IBC), 2015 (currently, the State is in the process of adopting a new building code but is unclear on exact date of adoption)
Building Construction Type:	IIB, building, fully sprinkled
Occupancy Classification:	Primary Use: Business (B) Accessory Uses: Assembly (A-2, A-3), Storage (S-2)

International Code Council (ICC) - 2015

- International Energy Conservation Code

- International Mechanical Code

Wisconsin Administrative Code

- Chapter 63 Energy Conservation (Amendments to IECC)

- Chapter 64 Heating, Ventilating, and Air-Conditioning (Amendments to IMC)

- Chapter SPS 316 Electrical

- Chapter 382 and 384 Plumbing Code

Americans with Disabilities Act Accessibility Guidelines (ADAAG)

Americans with Disabilities Act (ADA)

ASHRAE American Society of Heating, Refrigerating, and Air-Conditioning Engineers
90.1 - 2013 - Energy Standard for Buildings, Except Low-Rise Residential Buildings.

American Conference of Governmental Industrial Hygienists (ACGIH)

American Industrial Hygiene Association (AIHA) guidelines and standards

American National Standards Institute (ANSI)

American Society of Plumbing Engineers (ASPE)

American Society of Sanitary Engineering (ASSE)

American Society for Testing and Materials (ASTM)

Cast Iron Soil Pipe Institute (CISPI)

Factory Mutual (FM)

Institute of Electrical and Electronics Engineers (IEEE)

Illuminating Engineering Society of North America (IESNA)

National Electrical Code as adopted in Wisconsin (NEC)

National Electrical Manufacturers Association (NEMA)

National Fire Codes (NFC)

National Fire Protection Association

- NFPA 1: Fire Code

- NFPA 13: Installation of Sprinkler Systems

- NFPA 70: National Electrical Code with State of Wisconsin Amendments

- NFPA 72: National Fire Alarm Code

- NFPA 90A: Standard Installation of Air Conditioning & Ventilation Systems

- NFPA 101: Life Safety Code

National Sanitation Foundation (NSF)

Plumbing and Drainage Institute (PDI)

Occupational Safety and Health Administration (OSHA)
Owner's Insurance Underwriter
Underwriters Laboratories (UL)
WI Department of Safety and Professional Services (DSPS)
Wisconsin Electrical Code SPS 316

City of Madison Administrative Procedure Memorandum No. 6-5: *City-Owned Meeting Facilities*. The project will follow these guidelines regarding the shared large conference space accessible from the public corridor.

City of Madison *A/V Standards for Meeting Rooms*. The project shall follow these guidelines for A/V design of meeting spaces within the project.

6.2 Sustainability

The City of Madison has identified sustainability as one of the project's goals. As this is an interior renovation, architecturally, sustainability will be all about material selection, making choices to create the largest impact within the budget. Options to address sustainability concerns will be evaluated during Schematic Design and Design Development. These include:

Material selection - floors / walls / ceilings

- Salvage and utilize existing facilities, products, and equipment when possible
- Evaluate products using lifecycle thinking
- Use building materials and assemblies with recycled content
- Specify renewable materials
- Use non-polluting and non-toxic materials
- Prefer locally produced materials with low embodied energy content
- Use durable materials

Enhance indoor environmental quality

- Thermal comfort
- Daylighting
- Air quality and ventilation
- Acoustic comfort

Optimize O&M practices

- Automated controls
- Reuse and recycle
- Use of resource-efficient, biodegradable maintenance products

As for MEP systems, the existing facility HVAC system will be used for the renovation. The project does not have an opportunity to investigate or pursue higher-efficiency HVAC equipment. The renovated area, however, will include updated direct digital controls (DDC) and variable air volume terminals (VAV). The updated controls and air terminal units will allow the renovated project to:

- Offer better temperature control, potentially eliminating space heaters, space fans, etc. This could result in energy savings.

- Offer the ability to provide better occupied / unoccupied control (temperature and ventilation) when spaces are not used. This could result in energy savings.

Additionally, new lighting will consist of LED technology. This technology will increase energy efficiency and will greatly reduce lighting maintenance in the future, thereby increasing sustainability.

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7.2. System Narratives

7.2.1 Architectural Systems

Finishes / Materials

Per the City of Madison goals, the renovated office space will be constructed of sustainable, easy-to-maintain, long-lasting and timeless materials following the standards set by the recent Madison Municipal Building project.

The Core Teams agreed that the color palette should be neutral in with color being added in art work and possibly other accent walls.

The City logo and blue color palette will follow MMB standards.

The Architect recommends the following design elements including materials, spatial qualities, color, floors, ceilings, etc.

- Wood - Wood on accent walls and ceilings.
- Ceilings - Use ceilings (as high as possible), acoustic insulation (where ceilings are not desirable), and sound masking to increase sound attenuation.
- Flooring - A mix of carpet and hard surface. The carpet can feature a mix of neutral and bright colors.
- Reception - Elegant with some wood.
- Conference Rooms - An active wall with writing / tack surfaces.
- Huddle Rooms - Movable furniture and accent color or wood plus an active wall with writing / tack surfaces.
- Breakroom - A neutral palette with moveable furniture and accent color.
- Copy Areas - Simple casework with a mostly neutral palette with some accent color.
- Furniture - Following MMB standards with neutral colors that are consistent throughout the city.

Use of Sustainable Materials

Spray-on insulation:	20% recycled material
Acoustic ceiling tile:	71% recycled material / 100% recyclable/regional material
Linear wood panel:	100% recyclable/regional material
Paint:	Low-odor/Zero VOC/regional material
Acrylic resin panel:	40-50% recycled material/ 100% recyclable
Gypsum wallboard:	Greenguard-certified low VOC
Solid surface:	Greenguard-certified low VOC
Plastic laminate:	9% recycled material
Vinyl base:	10% recycled material / 100% recyclable
Carpet tile:	25% recycled material / 100% recyclable
Rubber flooring:	100% recyclable/rapidly renewable material

Storm Windows

Existing interior storm window assemblies shall be removed if currently present. Provision of a replacement system should be explored in the next phase.

Accessibility

The remodeled departmental spaces at a minimum shall conform to requirements of the Americans with Disabilities Act.

Code Compliance

All architectural aspects of the space that is to be remodeled, including furnishings, have been evaluated for compliance with current codes and standards and shall be upgraded as required to achieve compliance. The elements of the space that are being altered must comply with the requirements for new construction, but in no case, may the level of life safety be reduced by the remodeling.

Hazardous Materials Abatement

The need for asbestos and lead abatement is identified in the RFP as needed and is part of the owners' work for the project. The A/E team shall coordinate those areas needing abatement with the owner and the construction documents.

Penetrations

When floors, walls, etc. are penetrated, care will be taken not to compromise the integrity of the building structure. All penetrations of fire rated floors, walls, etc. shall be appropriately "fire-stopped" after construction is complete. This includes all penetrations made by new installations as well as any such existing penetrations that are exposed during the renovation work.

Access

Furniture and equipment shall be located and configured to allow adequate access to all equipment/devices that require operation and/or periodic maintenance such as perimeter heating units, thermostats, electrical outlets and voice/data jacks.

Abandoned Equipment

All abandoned materials, equipment, piping, conduit, wiring, etc. that are located within or that pass through a remodeled space shall be removed. This includes equipment and components that are remotely located (e.g. in a mechanical equipment room).

Noise Isolation, Room Acoustics and Speech Privacy

Partitions will be constructed using the following City-approved standards to reach the acoustic performance, as indicated below:

- Typical private office to open office: Minimum NIC 45 → Metal stud with 1 layer 5/8" gypsum board each side, running deck to deck, filled with batt insulation.
- Private office to private office: Minimum NIC 50 → Metal stud with 1 layer 5/8" gypsum board one side and 2 layers 5/8" gypsum board the other side, running deck to deck, filled with batt insulation.
- Conference room to conference room: Minimum NIC 52 → Metal stud with 2 layers 5/8" gypsum each side, running deck to deck, filled with batt insulation.

- Conference room to another noisy space: Minimum NIC 61 → Metal stud with 1 layer 5/8" gypsum board one side and 2 layers 5/8" gypsum board the other side over resilient channel. running deck to deck filled with batt insulation.
- Huddle spaces to any other space: Minimum NIC 50 → Metal stud with 1 layer 5/8" gypsum board one side and 2 layers 5/8" gypsum board the other side, running deck to deck, filled with batt insulation.
- The toilet room should also be mentioned here with an NIC 50 → as identified above.

Acoustical ceilings and exposed ceilings will meet the following City-approved standards:

- Acoustical ceilings in closed spaces with specified tile: NRC=0.90
- Exposed ceilings with spray-on acoustical insulation at 1" thickness in open spaces: NRC=0.90
- A sound masking system will be installed throughout the suite to enhance speech privacy. Each department will be able to choose between white noise and brown noise for the system.
<https://www.soundofsleep.com/2017/07/18/white-pink-brown-noise-whats-difference/>

7.2.2 Existing Structural System

The existing building frame is comprised of wide-flange structural concrete-encased steel beams and columns. Floors consist of reinforced concrete. As the occupancy is currently office use, the structural adequacy of the existing structure is not being reviewed for the new construction.

7.2.3 Fire Protection System

Demolition Project Area

The area of project demolition does not include areas of demolition mechanical or electrical spaces.

Demolition Scope of Work

It is anticipated that all existing fire protection heads in the project area will be removed and replaced. There will be heavy modification of existing branch piping and header piping, within the area of demolition to accommodate the new architectural floor plan.

Description of Fire Protection System

Provide a wet sprinkler system conforming to NFPA and Madison Fire Department standards. Modify the existing wet sprinkler system for renovated areas.

New fire protection piping will be routed below the existing structure.

Provide concealed sprinkler heads and exposed upright sprinkler heads as required in the building.

All components shall be FM or UL approved.

Pipe and Fittings

Carbon steel pipe, black, thickness per NFPA 13, conforming to ASTM A53, A135, A795. No light wall pipe less than Schedule 10 shall be used.

Provide pipe hangers or strut connected to structural elements to support piping. Space Hangers per NFPA 13 and FM Global requirements.

Testing

In accordance with the Standard for Inspection, Testing, and Maintenance of Water Based Sprinkler Systems as defined in FM Global requirements.

Hydro-statically pressure test the fire sprinkler system piping as required in FM Global requirements. Keep records of all testing for submission in Operation and Maintenance Manuals.

Sprinklers

Manufacturers: Central Sprinkler, Grinnell, Reliable, Star Sprinkler, Victaulic, or Viking.

Fusible link or glass bulb type, cast brass or bronze construction. Provide heads with nominal 1/2" discharge orifice except where greater than normal density requires large orifice.

Select fusible link or glass bulb temperature rating not to exceed maximum ambient temperature rating allowed under normal conditions at installed location. Provide ordinary temperature (165 degree) fusible link or glass bulb type except at skylights, sealed display windows, unventilated attics and roof spaces, over cooking equipment, adjacent to diffusers, unit heaters, uninsulated heating pipes or ducts, mechanical rooms, storage rooms, or where otherwise indicated.

Finished Areas

Semi-recessed, sprinkler heads in common spaces and occupied areas. Coordinate color of heads with architect, do not field paint.

Unfinished Areas

Plain bronze, upright or pendant sprinkler with solder link or glass bulb. Use higher temperature rated sprinkler heads in areas near heat sources, elevator equipment rooms, and elevator shafts.

Densities and hazard levels to be determined based on space usage.

Locate sprinklers maintaining clearances from obstructions, ceilings, and walls. Install sprinklers level in locations not subject to spray pattern interference.

Fire protection piping cannot interfere with building function.

Sprinklers shall be centered in ceiling panels and tiles.

Equipment Sizing Note

Where equipment sizes are indicated, they are PRELIMINARY only and will be confirmed or revised as the design progresses.

Manufacturers' Note

Where equipment manufacturers are listed, they are PRELIMINARY only to demonstrate the level of quality desired. Acceptable manufacturers will be confirmed as the design progresses.

7.2.4 Plumbing Systems

Demolition Project Area

The area of project demolition does not include areas of demolition mechanical or electrical spaces.

Demolition Scope of Work

It is anticipated that all existing domestic hot water and cold water piping within the space, not serving other floors, will be removed.

Fixture demolition, along with relocation of some vertical piping, will require demolition within the existing fourth floor ceiling.

Anticipated Plumbing Scope of Work Includes

Sanitary Drain and Vent

Provide a gravity drainage system for waste discharge from plumbing fixtures in renovated scope of work. The drain and vent piping serving the new fixtures in the existing building shall tie into the existing gravity sewer inside the existing facility.

Provide a sanitary vent system to protect the traps. The vents shall connect to a header pipe and connect to the existing vent system. Where no existing vent system is installed, provide new vent termination through the roof.

Changes in direction of drainage piping shall be made by the appropriate use of 45-degree wyes, long or short sweep 1/4 bends, 1/6, 1/8, 1/16 bends or combination.

Fittings shall be installed to make for the least possibility of stoppage. All horizontal drainage piping less than 3 inches shall be pitched a minimum of 1/4 inch per foot or run. Piping 3" to 10" shall be pitched a minimum of 1/8" per foot of run.

New sanitary piping will be required within the fourth floor ceiling to accommodate the fifth floor renovations.

Sanitary Waste and Vent, and Storm Pipe and Fittings

Cast iron, soil or no-hub, service weight, ASTM A74 or CISPI 301, with rubber gasket ASTM C564.

PVC, Schedule 40, ASTM D-1784 PVC-DWV socket fittings, ASTM D-2665 with PVC solvent cement, ASTM D-2564.

Drains and Cleanouts

By ACO, Josam, J.R. Smith, Sioux Chief, Wade, Watts, or Zurn.

Vent Termination

Existing to remain.

Pipe Joints

Install cast iron pipe and fittings, hub-less pattern, as recommended by CISPI in their publication "Installation Suggestions for Cast Iron No-Hub Pipe and Fittings".

Repair PVC pipe ends as recommended by manufacturer. Use a P-70 type primer (for PVC) and a PVC solvent cement appropriate to the pipe size and temperature range.

Cleanouts

Provide and install cleanouts as required by Code.

Testing

Hydrostatic test sanitary piping to 10 feet water column or with compressed air with no leaks per the Wisconsin Plumbing Code.

Water Filtration

An under-cabinet point-of-use water filtration system will be installed at the breakroom sinks. This filtration system shall accommodate lead filtration.

Water Distribution

Connect to existing domestic water piping located in the ceiling space of renovated area. Distribute water to sinks and fixtures as required.

Provide cross connection prevention devices for all connections to equipment.

Hot Water Re-Circulation System

Install return system including check valves, balancing valves, and pumps. Pitch and grade all lines as required to ensure satisfactory circulation.

Balance return flow to provide continuous circulation throughout entire system. Test and demonstrate to A/E upon request.

Pipe and Fittings

Interior Above Ground:

Copper tube, Type L, hard temper, ASTM Specification B88, wrought copper sweat fittings and 95/5 solder joints tin-antimony, or other lead-free solder.

Wrought copper or cast bronze fittings, grooved ends, joined with mechanical couplings, rubber gasket seal, Victaulic style 606.

Install a white union or flange, as required, at each automatic control valve and at each piping specialty or piece of equipment which may require removal for maintenance, repair, or replacement. Where a valve is located at a piece of equipment, locate the flange or union connection on the equipment side of the valve. Concealed unions or flanges are not acceptable.

Shutoff Valves

Ball valve, bronze body, two-piece, full port, Nibco, Series 580. All metallic valves shall be used for all pipe materials.

Balancing Valves

Bell & Gossett "Circuit Setter" bronze body balancing valve with sweat or threaded ends, calibrated brass orifice, integral adjustment knob with calibrated scale, memory stop indicator, drain tapping and differential pressure metering connections.

Check Valves

Swing check, bronze body, resilient seat, Nibco, Series 413.

Valve Installation

All valves with screwed ends shall be installed using "Teflon" tape applied on male portion of piping fitting.

Each individual fixture or piece of equipment shall have an independent shut-off valve adjacent to fixture in addition to the required branch shut-off. Where valves are installed in walls an access panel shall be provided.

Valve shut-off full size of branch tank-off to supply stack or fixture group.

Provide valved drains at low points of systems as required or directed. All **piping shall be arranged to drain through valved drains.**

Testing

Test water piping before connecting fixtures with hydrostatic pressure of 100 psi without loss of pressure for at least two hours.

Upon completion of the water distribution system, test all valves to insure their full opening and flush out the system progressively by opening drain valves and building outlets and permitting the flow to continue from each until the water runs clear.

Disinfecting

Provide chlorine disinfecting. Test for presence of disinfecting agent at remote locations to ensure the disinfecting agent has reached throughout the

domestic water systems. Other approved disinfecting methods may be used with prior approval of the Architect and local authorities.

Test for bacteria after disinfecting complete and domestic water system flushed.

Insulation

Elastomeric foam or fiberglass with kraft-paper jacket. Insulate horizontal storm and all domestic water pipes, above ground. Note that elastomeric foam insulation to be rated for installation in air plenum space. Elastomeric foam shall not be used on exposed piping except in mechanical rooms.

All piping shall be covered with 1-inch thick insulation except for cold water supply piping may be 1/2-inch. Note that 1/2-inch insulation may be used on all plastic water supply piping where used.

Plumbing Fixtures

Faucet Fittings

American Standard, Chicago Faucet, Kohler, Moen, Speakman, Symmons, T&S Brass, or Zurn.

Stainless Steel Sinks

Advance, Elkay, Just, or Kohler.

Drains, Traps, Stops, and Supplies

Brass Craft, Chicago Faucet, Dearborn, EBC, Keeney, Kohler, McGuire, or Zurn.

Equipment Sizing Note

Where equipment sizes, airflows, tonnages, etc. are indicated, they are CONCEPTUAL only and will be confirmed or revised as the design progresses.

Drawings and Narrative

Design development drawings and narrative shall complement each other and should both be considered part of the design development package.

7.2.5 HVAC System

Utility Service

No new utility services or modifications are anticipated for this project.

Ventilation

The project will be ventilated to current IMC 2015 requirements.

Outdoor Design Conditions

Winter: -15°F db.
Summer: 91°F db / 75°F wb.

Indoor Design Conditions

Occupied: Winter: 68°F.
Summer: 75°F db / 50% RH

Unoccupied

Winter: 65°F.

Summer: 80°F db / 50% RH

Pressure Relationships

There are no anticipated pressure relationships required as part of this project.

LEED Certification

The project will not be LEED certified.

Warranty

Provide 1-year warranty on all workmanship and equipment, unless otherwise indicated in the contract documents.

Testing, Adjusting and Balancing

The heating, ventilating and air conditioning systems will be tested, adjusted and balanced in accordance with AABC or NEBB Standards.

An independent third party, hired by Contractor, with AABC and NEBB certification shall perform all testing and balancing.

The test and balance contractor shall participate in the commissioning process as well as assist in the set-up of room pressurization control.

Owner Training

The HVAC and controls systems will be specified to include a set amount of owner training. Training will be provided by personnel from the installing contractor and/or equipment manufacturer. Training will be provided when the building is initially occupied, after 3 months of occupancy, after 6 months of occupancy, and 12 months if necessary.

Project Area

The project area is approximately 17,250 GSF on the fourth floor. Additional mechanical work will be required within the existing 3rd floor mechanical room and adjacent vertical chase.

Demolition Scope of Work

Demolish the following within the fourth-floor project area as required to accommodate the renovated architectural floor plan:

- Branch supply ducts.
- Variable air volume diffusers.
- Portions of existing supply air duct mains, as required to accommodate the architectural renovations.
- Pneumatic controls, including pneumatic tubing back to the point required to be active.
- Pneumatic steam temperature control valves at exterior convectors.
- Existing steam isolation valves at exterior convectors.

Renovation Scope of Work

The following provides a general overview of the proposed renovation scope of work:

- Within the fourth-floor project area, provide new variable air volume (VAV) terminal units with hot water reheat for zone control.
- Provide new insulated supply duct and diffusers (plaque style) for each new VAV zone.
- Exposed duct mains in open office space with no ceilings shall be oval with aircraft cable supports.
- The return air system will consist of a combination of direct ducted return and transfer ducts (from smaller spaces).
- Provide new direct digital controls (DDC) for all new VAV terminals. Some VAV terminals have hot water reheat and some have both hot water reheat and perimeter steam radiation
- Modify existing corridor mounted return air to reflect new architectural floor plan.
- Provide new DDC at existing perimeter radiation. Clean and paint convector covers or provide new radiation covers.
- Provide new heating hot water supply and return piping from existing steam/hot water heat exchanger and pumps located in the third-floor mechanical room.
- Clean the interior of all existing to remain supply duct within the project area.

Building Heating, Ventilation and Air Conditioning Systems

The project area (along with other areas of the building) are served by existing “plant” infrastructure that includes the following:

Air Handling System

The project area (along with other areas of the building) are served by an existing variable air volume air handling system. With the exception of air balancing, this system and sequence of control, are expected to remain unaltered.

This existing air handler includes:

- Ventilation, filtration, chilled water cooling and steam heating coil.
- VAV supply air fan with variable frequency drive.
- VAV return fan with variable frequency drive.
- Direct digital control (DDC) that is integrated into the existing building automation system.

Heating

The source of heat for the existing air handling system, perimeter radiation and new hot water reheat coils is low pressure steam from the Capital Heat and Power plant. The source of heat (steam) will not be modified as part of this project.

Steam Heat

Steam heat will continue to be provided to the existing air handler for heating.

Steam heat will continue to be provided to the perimeter radiation within the project area. The existing steam heat exchanger will need to be replaced as part of this project.

Hot Water Heat

Steam heat will continue to be used, in conjunction with a steam to hot water heat exchanger (to be replaced with additional capacity) and associated hot water pumps to provide heating hot water for VAV hot water reheat use.

The pumps will be rebalanced to reflect new design conditions.

Cooling

Cooling for the existing air handling system serving the project area is provided by the existing building chilled water plant. The chilled water plant consists of (2) water cooled centrifugal chillers.

Chilled water is pumped to the existing air handler to provide cooling.

The source of cooling and chilled water distribution for this project will remain unaltered.

Variable Air Volume Zone Control

New variable air volume (VAV) air terminals with hot water reheat will be provided within the project area for zone temperature control. All new VAV terminals will have direct digital control.

Generally speaking, each office will have its own VAV zone and thermostat. Open office space will be zoned, as much as possible, so that exterior and interior spaces are on separate zones.

VAV zones will utilize occupancy/presence sensor integration.

- When a space is not being used, during the building occupied time, the VAV will be controlled to maintain temperature only, and not ventilation.
- When a space is not being used, during the building unoccupied time, the VAV will be controlled to maintain setback temperature only.

Temperature Control System

Description

The project area (new VAV terminal units, reheat coils, perimeter radiation) will be provided with new direct digital controls (DDC) that will be extended from and fully integrated with the existing Alerton building automation system currently on site.

New graphics, reflecting the project area, will be integrated into the existing building automation system.

The division of work is anticipated to be as follows:

Alerton (Environment Systems Inc. is the Preferred Installer):

- Provide and install all control panels.
- Provide and install all BAS controllers (supervisory, programmable, application specific, etc.).
- Terminate all control wiring.
- Provide all programming and integration of sequences of operation.
- Provide operator interface, graphics, trending, etc.
- Provide all motorized dampers and actuators.
- Install all temperature control valves and actuators.
- Provide and install all temperature and pressure sensors (see notes below).
- Provide and install all control wiring and conduit from devices to control panels.
- Label all control wiring.

Project HVAC / Controls Contractor:

- Install all motorized dampers and actuators.
- Install all temperature control valves and actuators.
- Provide and install all sensor wells.
- Provide and install all supply air terminals and valves.

The building will use a web-based direct digital control (DDC) system with electronic actuation for all valves and dampers.

The system will have electronic room sensors with local setpoint adjustment ability within the parameters set through the DDC system computer terminal. The system will have the ability to “lockout” local user adjustment.

Ductwork

All ductwork shall be galvanized sheet metal manufactured in accordance with SMACNA guidelines.

The building may include areas of exposed ductwork. Areas of exposed ductwork shall be constructed of paint grip galvanized sheet metal, suitable for painting by others.

All annular spaces around ductwork shall be filled and sealed with escutcheon plate.

All ductwork shall be sealed. Pressure testing and documentation of all pressure testing will be required on all ductwork and per Owners requirements.

Exposed duct mains in open office space with no ceilings shall be white and oval with white aircraft cable supports.

Insulation

Hot water, condensate piping, ductwork and equipment shall be insulated to minimum ASHRAE 90.1-2007 standards including:

- Low Pressure Steam Piping: 2.5” Rigid Fiberglass with All Service Jacket.
- Steam Condensate: 2.5” Rigid Fiberglass with All Service Jacket.
- Heating Hot Water: Rigid Fiberglass with All Service Jacket – use 1.5” thick up to 1-1/2” pipe size and 2” thick over 1-1/2” pipe size
- Concealed Supply Ducts: 1½” Flexible Fiberglass with FSJ.

Heating of Non-Ventilated Areas

These areas are generally entries, corridors, storage rooms, mechanical rooms and similar areas. These areas of the building will be heated by hot water cabinet unit heaters, convectors or unit heaters.

Life Cycle Costing and Energy Analysis

Life cycle costing and energy analysis have not been performed on this project, since the existing HVAC system (including “plant” equipment such as air handler, heating source and cooling source) will remain.

Equipment Sizing Note

Where equipment sizes, airflows, tonnages, etc. are indicated, they are CONCEPTUAL only and will be confirmed or revised as the design progresses.

Drawings and Narrative

Design development drawings and narrative shall complement each other and should both be considered part of the design development package.

7.2.6 Electrical Systems

Demolition Project Area

The area of project demolition does not include areas of demolition in mechanical or electrical spaces.

Demolition Scope of Work

The electrical demolition in this project includes:

- Removing all existing electrical lighting, controls, devices, etc. within the project limits.
- Maintain the existing electrical panels currently serving this space for reuse.

Renovation Project Area

The area of project renovation does not include areas of demolition in mechanical or electrical spaces.

Renovation Scope of Work

Electrical Work

This project will renovate the electrical systems in the area described above. The existing electrical power distribution system will be maintained to serve new equipment and devices. This will include new branch circuit wiring.

Branch circuit wiring and associated devices and equipment will be provided for any new HVAC and plumbing equipment, and any architecturally specified/provided equipment.

New light fixtures and lighting control will be installed. All new light fixtures will be LED with 0-10 volt dimming capability. New lighting controls will

include automatic shut off, consisting of local vacancy and occupancy sensors, and local dimmers compatible with the LED drivers in the light fixtures.

New white Cat 6 communication cabling and devices for data will be installed. Cabling will be routed to the new IDF room. Maximum cable length to be 100 meters. All device labeling convention to match the existing system labeling.

The existing fire alarm system will be modified/extended to the renovated areas.

Provide new access control and security devices and wiring per existing system standards. Provide rough-ins for owner equipment monitoring.

Utility Service

No new utility services will be required.

The existing building electrical services are anticipated to be adequate to serve the new equipment and devices to be installed within the area of renovation.

LEED Certification

The project will not be LEED certified.

Normal Power Distribution

Existing Square D panelboards will be maintained/reused.

Emergency and Stand-by Power Distribution

The existing emergency and stand-by power distribution systems will be modified and extended to meet the requirements of the renovation.

Fire Alarm

The existing fire alarm system will be modified/extended to the renovated areas.

Access Control

If capacity exists, the existing access control system will be extended in the area of renovation. If capacity does not exist, a new access control system will be provided within the area of renovation.

Lighting

In general, all lighting shall utilize dimmable LED technology.

All lighting controls shall meet IECC requirements.

Emergency egress lighting and exit signs will be connected to the existing emergency power distribution system. All egress and exit sign lighting shall utilize LED technology.

All lighting controls will be local and will consist of a combination of general switching, dimmers, vacancy/occupancy sensors, and possibly light level sensors, where deemed appropriate.

All spaces provided with suspended direct/indirect fixtures shall be provided with dimmers to individually control the direct versus the indirect components of the light fixtures.

Vacancy/occupancy sensors shall be used for "automatic shutoff" control of most lighting circuits. This shall include the fixtures required for emergency egress function except for areas where having no egress fixtures could be a safety issue for the building occupants. Such areas could include the following: elevator lobbies, stairwells and stair lobbies. In these areas, occupancy sensors will be provided to reduce the lighting level to 50% of the normal level when unoccupied.

Devices and Equipment Connections

All switches and receptacles will be rated 20-amps, heavy-duty, specification grade.

Equipment requiring motor starters and disconnect switches will be provided by the electrical contractor. VFD controllers will be provided by the HVAC contractor.

Special outlets required for owner process equipment and refrigeration equipment will be installed in work areas. Specific requirements to be determined.

Security

A new key-scan/swipe system will be provided for the areas of renovation.

Emergency alert call buttons shall be installed at the reception desks. These will connect to 911 when called. Each space within the area of work shall be provided with a flashing light indicating an emergency has been called at reception.

Telecommunications

New Cat6 communications cabling/jacks for data will be installed. Category 6A cable will be installed to support the WiFi network infrastructure. All cabling will be routed to the new IDF room.

A new 12-strand single mode fiber will be provided from the existing MDF Room #G2A to the new IDF room.

Each telecommunications outlet location will be provided with two (2) cables and jacks, as a standard. Specialty locations that require additional infrastructure to support

Owner Training

The electrical systems will be specified to include a set amount of owner training. Training will be provided by personnel from the installing contractor

and/or equipment manufacturer. Training will be provided when the building is initially occupied, after 3 months of occupancy, after 6 months, and after 12 months (if necessary) of occupancy.

Equipment Sizing Note

Where equipment sizes, airflows, tonnages, etc. are indicated, they are CONCEPTUAL only and will be confirmed or revised as the design progresses.

Drawings and Narrative

Design development drawings and narrative shall complement each other and should both be considered part of the design development package.

Audio / Visual

- Director Offices:
 - A single wall mounted LCD flat panel display will be provided. LCD displays shall have HDMI connectivity run from the desk area.
 - A Crestron Air Media device will be provided which will allow users to wirelessly project content to the flat panel display from their portable computer, tablet computer, or mobile device.
- Huddle Rooms:
 - A single wall mounted LCD flat panel display will be provided. LCD displays shall have an upper and lower back-box with HDMI cable routed between boxes.
 - A Crestron Air Media device will be provided which will allow users to wirelessly project content to the flat panel display from their portable computer, tablet computer, or mobile device.
- Small Conference Rooms (up to 200 square feet):
 - A single wall mounted LCD flat panel display will be provided. LCD displays shall have an upper and lower back-box with HDMI cable routed between boxes.
 - A Crestron Air Media device will be provided which will allow users to wirelessly project content to the flat panel display from their portable computer, tablet computer, or mobile device.
 - An AV wall plate will be provided and will include HDMI video connections. Video inputs will be routed directly to the LCD display.
- Medium Conference Rooms (200 - 400 square feet):
 - Dual wall mounted LCD flat panel displays devices will be provided.
 - AV wall plates will be provided and will include HDMI video connections as well as 3.5mm audio. Video and audio inputs will be routed directly to the LCD display.
 - A Crestron Air Media device will be provided which will allow users to wirelessly project content to the flat panel display from their portable computer, tablet computer, or mobile device
- Large Conference Rooms (400 square feet and larger) and Mayor's Office:
 - Multiple wall mounted LCD flat panel display devices will be provided. Video switching and scaling will allow for multiple inputs of different formats to be displayed correctly on any display device.
 - AV wall plates will be provided and will include HDMI video connections as well as 3.5mm audio. Video and audio inputs will be routed directly to the LCD display.
 - A Crestron Air Media device will be provided which will allow users to wirelessly project content to the flat panel display from their portable computer, tablet computer, or mobile device

8. PROJECT BUDGET AND PHASING

8.1. Budget Detail

The following budget recommendations are based on the systems descriptions and conditions described in this report. All the work is seen as a complete gut renovation project as there is minimal to save of the existing based on the space needs and configurations required by the departments.

The escalation cost in the estimate is shown at 2.5% based on a 4% per annum rate. The general conditions are shown at 8%. The Contractor's fee is shown at 6%. These rates reflect the project duration according to the **multi-phase construction plan** indicated below in project phasing.

If the project was to go to a single-phase construction the following cost & duration adjustments would be made to the project.

- Construction cost add to complete 5 phases for construction = \$220,000
- Reduction in construction time frame = ten to twelve weeks.
- This assumes additional two weeks of time per each phases (five total phases)

Opinions of probable construction costs presented within the context of this report are prepared on the basis of Consultant's experience and qualifications and represent Consultant's judgment as a professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, over contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from Consultant's opinions or estimates of probable construction cost.

Below is summary pages of pre-design cost estimate, See Entire Cost estimate under separate cover, attached at end of document.



**CITY OF MADISON
CITY/COUNTY BUILDING
4TH FLOOR OFFICE REMODEL
Summary**

Order of Magnitude Estimate
11/15/2018

COST SUMMARY	GSF	\$/SF	BUILDING TOTAL
MAYOR'S OFFICE	3,214	\$178.17	\$572,647
ATTORNEY'S OFFICE	5,093	\$173.23	\$882,254
COUNCIL OFFICE	1,824	\$160.32	\$292,425
FINANCE OFFICE	7,370	\$130.74	\$963,531
TOTAL ESTIMATED CONSTRUCTION COSTS	17,501	\$154.90	\$2,710,856

ALTERNATES

Alternate #1: Add to Complete work in 5 phases in lieu of 1

ADD \$220,000



**City Of Madison
City/County Building
4Th Floor Office Remodel
Summary**

Order of Magnitude Estimate
11/15/2018

COST SUMMARY		3,214 GSF	\$/SF	BUILDING TOTAL
01000	GENERAL REQUIREMENTS		\$0.00	\$0
02000	EXISTING CONDITIONS		\$7.84	\$25,201
03000	CONCRETE		\$0.00	\$0
04000	MASONRY		\$0.00	\$0
05000	METALS		\$0.00	\$0
06000	WOODS, PLASTICS & COMPOSITES		\$8.45	\$27,164
07000	THERMAL & MOISTURE PROTECTION SYSTEM		\$0.18	\$573
08000	OPENINGS		\$10.10	\$32,461
09000	FINISHES		\$27.70	\$89,017
10000	SPECIALTIES		\$0.00	\$0
11000	EQUIPMENT		\$0.00	\$0
12000	FURNISHINGS		\$0.00	\$0
13000	SPECIAL CONSTRUCTION		\$0.00	\$0
14000	CONVEYING EQUIPMENT		\$0.00	\$0
21000	FIRE SUPPRESSION		\$2.90	\$9,329
22000	PLUMBING		\$4.50	\$14,463
23000	HEATING, VENTILATING & AIR CONDITIONING		\$36.20	\$116,341
26000	ELECTRICAL		\$23.28	\$74,806
27000	COMMUNICATIONS AND A/V		\$13.07	\$42,013
28000	ELECTRONIC SAFETY AND SECURITY		\$3.82	\$12,282
31000	EARTHWORK		\$0.00	\$0
32000	EXTERIOR IMPROVEMENTS		\$0.00	\$0
33000	UTILITIES		\$0.00	\$0
SUBTOTAL			\$138.04	\$443,650
	ESCALATION TO MID-POINT OF CONSTRUCTION	2.5%	\$3.45	\$11,091
	GENERAL CONDITIONS/BOND/INSURANCE	8.0%	\$11.32	\$36,379
	CONTRACTOR'S FEES	6.0%	\$9.17	\$29,467
	DESIGN CONTINGENCY	10.0%	\$16.20	\$52,059
TOTAL ESTIMATED BID			\$178.17	\$572,647
	CONSTRUCTION CONTINGENCY	0.0%	\$0.00	\$0
TOTAL ESTIMATED CONSTRUCTION COSTS			\$178.17	\$572,647

ADD TO COMPLETE PROJECT IN (5) PHASES IN LIEU OF (1)



**City Of Madison
City/County Building
4Th Floor Office Remodel
Summary**

Order of Magnitude Estimate
11/15/2018

COST SUMMARY		5,093 GSF	\$/SF	BUILDING TOTAL
01000	GENERAL REQUIREMENTS		\$0.00	\$0
02000	EXISTING CONDITIONS		\$7.84	\$39,934
03000	CONCRETE		\$0.00	\$0
04000	MASONRY		\$0.00	\$0
05000	METALS		\$0.00	\$0
06000	WOODS, PLASTICS & COMPOSITES		\$6.95	\$35,406
07000	THERMAL & MOISTURE PROTECTION SYSTEM		\$0.18	\$908
08000	OPENINGS		\$10.10	\$51,439
09000	FINISHES		\$26.10	\$132,909
10000	SPECIALTIES		\$0.00	\$0
11000	EQUIPMENT		\$0.00	\$0
12000	FURNISHINGS		\$0.00	\$0
13000	SPECIAL CONSTRUCTION		\$0.00	\$0
14000	CONVEYING EQUIPMENT		\$0.00	\$0
21000	FIRE SUPPRESSION		\$2.90	\$14,783
22000	PLUMBING		\$4.50	\$22,919
23000	HEATING, VENTILATING & AIR CONDITIONING		\$36.20	\$184,357
26000	ELECTRICAL		\$23.27	\$118,539
27000	COMMUNICATIONS AND A/V		\$12.34	\$62,857
28000	ELECTRONIC SAFETY AND SECURITY		\$3.82	\$19,463
31000	EARTHWORK		\$0.00	\$0
32000	EXTERIOR IMPROVEMENTS		\$0.00	\$0
33000	UTILITIES		\$0.00	\$0
SUBTOTAL			\$134.21	\$683,514
	ESCALATION TO MID-POINT OF CONSTRUCTION	2.5%	\$3.36	\$17,088
	GENERAL CONDITIONS/BOND/INSURANCE	8.0%	\$11.00	\$56,048
	CONTRACTOR'S FEES	6.0%	\$8.91	\$45,399
	DESIGN CONTINGENCY	10.0%	\$15.75	\$80,205
TOTAL ESTIMATED BID			\$173.23	\$882,254
	CONSTRUCTION CONTINGENCY	0.0%	\$0.00	\$0
TOTAL ESTIMATED CONSTRUCTION COSTS			\$173.23	\$882,254

Project # 18046

Attorney's Offices



**City Of Madison
City/County Building
4Th Floor Office Remodel
Summary**

Order of Magnitude Estimate
11/15/2018

COST SUMMARY		1,824 GSF	\$/SF	BUILDING TOTAL
01000	GENERAL REQUIREMENTS		\$0.00	\$0
02000	EXISTING CONDITIONS		\$7.84	\$14,302
03000	CONCRETE		\$0.00	\$0
04000	MASONRY		\$0.00	\$0
05000	METALS		\$0.00	\$0
06000	WOODS, PLASTICS & COMPOSITES		\$6.55	\$11,950
07000	THERMAL & MOISTURE PROTECTION SYSTEM		\$0.18	\$325
08000	OPENINGS		\$10.10	\$18,422
09000	FINISHES		\$21.50	\$39,210
10000	SPECIALTIES		\$0.00	\$0
11000	EQUIPMENT		\$0.00	\$0
12000	FURNISHINGS		\$0.00	\$0
13000	SPECIAL CONSTRUCTION		\$0.00	\$0
14000	CONVEYING EQUIPMENT		\$0.00	\$0
21000	FIRE SUPPRESSION		\$2.90	\$5,295
22000	PLUMBING		\$3.00	\$5,472
23000	HEATING, VENTILATING & AIR CONDITIONING		\$36.20	\$66,025
26000	ELECTRICAL		\$21.77	\$39,717
27000	COMMUNICATIONS AND A/V		\$10.34	\$18,864
28000	ELECTRONIC SAFETY AND SECURITY		\$3.82	\$6,970
31000	EARTHWORK		\$0.00	\$0
32000	EXTERIOR IMPROVEMENTS		\$0.00	\$0
33000	UTILITIES		\$0.00	\$0
SUBTOTAL			\$124.21	\$226,552
	ESCALATION TO MID-POINT OF CONSTRUCTION	2.5%	\$3.11	\$5,664
	GENERAL CONDITIONS/BOND/INSURANCE	8.0%	\$10.18	\$18,577
	CONTRACTOR'S FEES	6.0%	\$8.25	\$15,048
	DESIGN CONTINGENCY	10.0%	\$14.57	\$26,584
TOTAL ESTIMATED BID			\$160.32	\$292,425
	CONSTRUCTION CONTINGENCY	0.0%	\$0.00	\$0
TOTAL ESTIMATED CONSTRUCTION COSTS			\$160.32	\$292,425

Project#18046

Council Offices



**City Of Madison
City/County Building
4Th Floor Office Remodel
Summary**

Order of Magnitude Estimate
11/15/2018

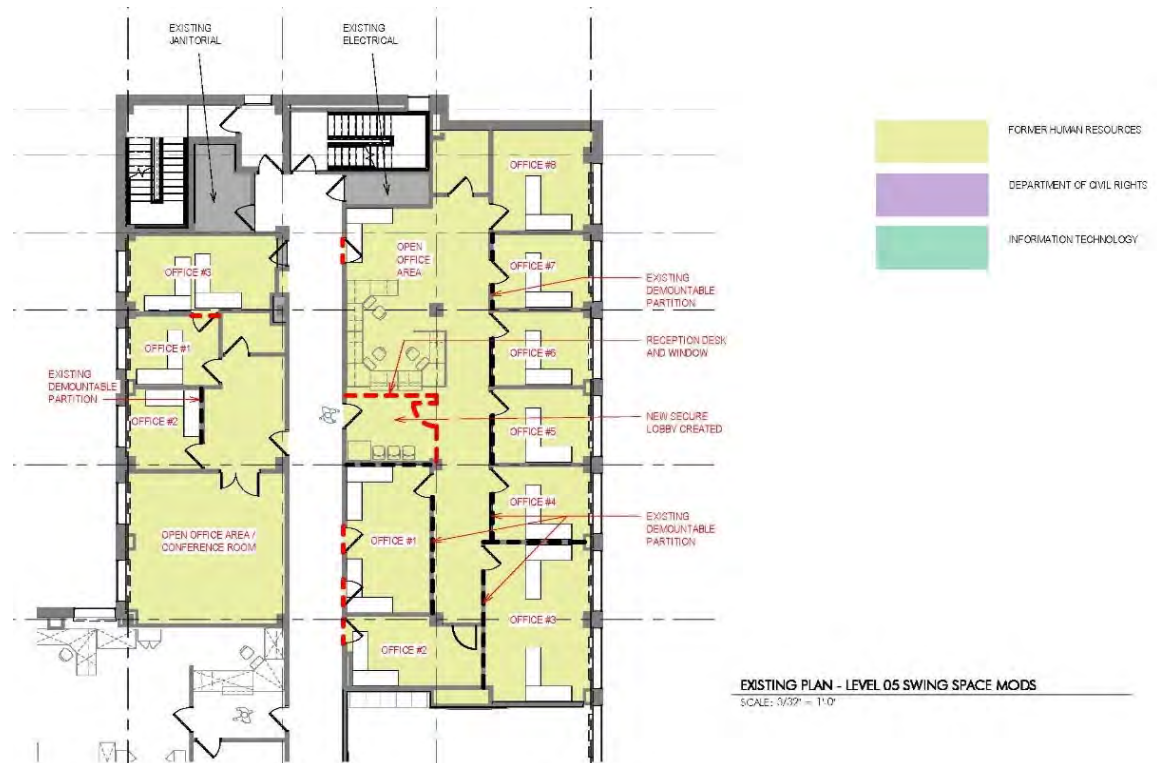
COST SUMMARY		7,370 GSF	\$/SF	BUILDING TOTAL
01000	GENERAL REQUIREMENTS		\$0.00	\$0
02000	EXISTING CONDITIONS		\$7.84	\$57,788
03000	CONCRETE		\$0.00	\$0
04000	MASONRY		\$0.00	\$0
05000	METALS		\$0.00	\$0
06000	WOODS, PLASTICS & COMPOSITES		\$4.85	\$35,758
07000	THERMAL & MOISTURE PROTECTION SYSTEM		\$0.18	\$1,313
08000	OPENINGS		\$7.00	\$51,590
09000	FINISHES		\$18.10	\$133,371
10000	SPECIALTIES		\$0.00	\$0
11000	EQUIPMENT		\$0.00	\$0
12000	FURNISHINGS		\$0.00	\$0
13000	SPECIAL CONSTRUCTION		\$0.00	\$0
14000	CONVEYING EQUIPMENT		\$0.00	\$0
21000	FIRE SUPPRESSION		\$2.20	\$16,234
22000	PLUMBING		\$2.00	\$14,740
23000	HEATING, VENTILATING & AIR CONDITIONING		\$27.70	\$204,135
26000	ELECTRICAL		\$19.19	\$141,466
27000	COMMUNICATIONS AND A/V		\$8.67	\$63,912
28000	ELECTRONIC SAFETY AND SECURITY		\$3.55	\$26,175
31000	EARTHWORK		\$0.00	\$0
32000	EXTERIOR IMPROVEMENTS		\$0.00	\$0
33000	UTILITIES		\$0.00	\$0
SUBTOTAL			\$101.29	\$746,482
	ESCALATION TO MID-POINT OF CONSTRUCTION	2.5%	\$2.53	\$18,662
	GENERAL CONDITIONS/BOND/INSURANCE	8.0%	\$8.31	\$61,212
	CONTRACTOR'S FEES	6.0%	\$6.73	\$49,581
	DESIGN CONTINGENCY	10.0%	\$11.89	\$87,594
TOTAL ESTIMATED BID			\$130.74	\$963,531
	CONSTRUCTION CONTINGENCY	0.0%	\$0.00	\$0
TOTAL ESTIMATED CONSTRUCTION COSTS			\$130.74	\$963,531

Project # 18046

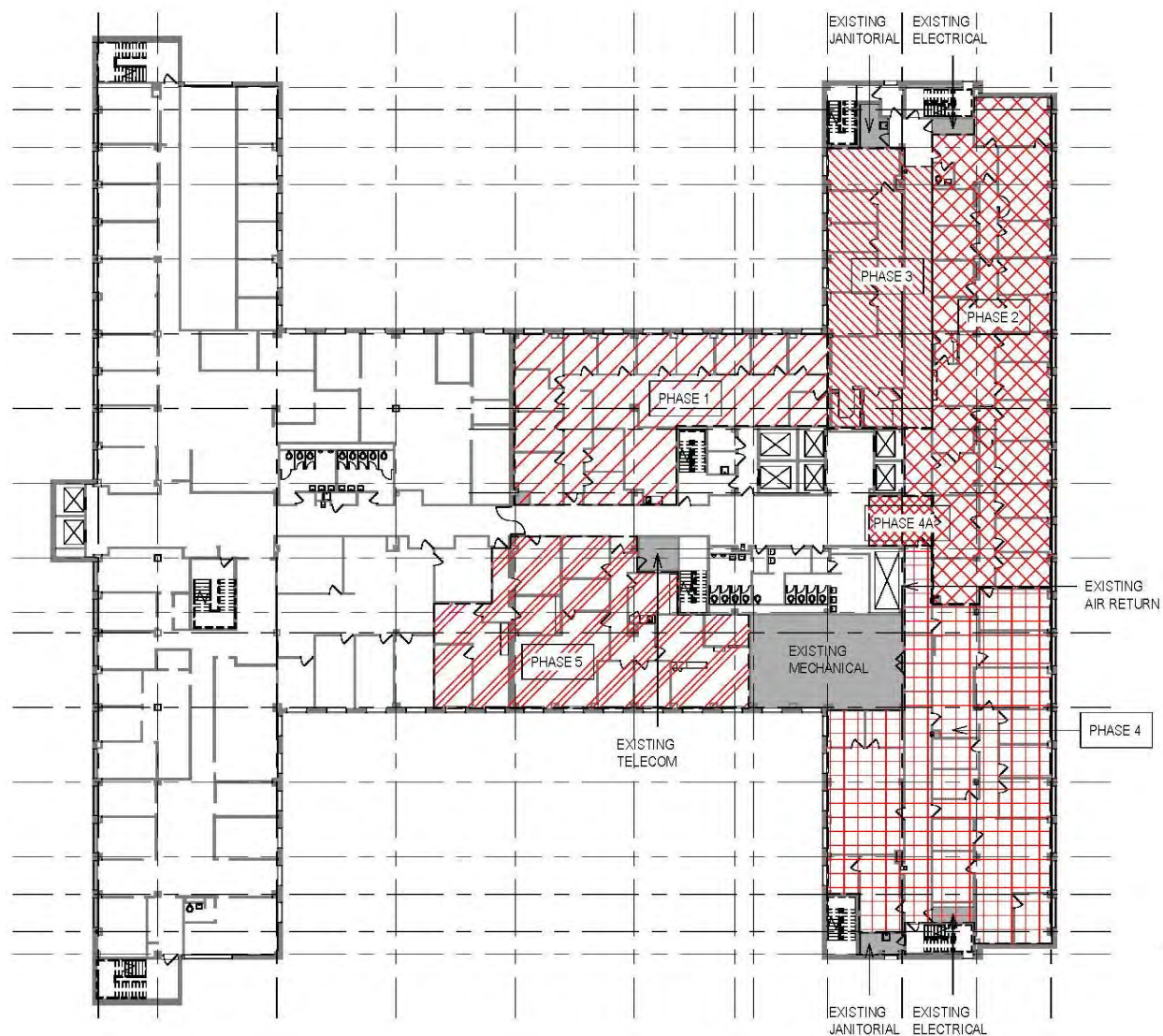
Finance Offices

8.2. Project Phasing

The current CCB has limited City-of-Madison-owned space that would be available to use as swing space during the renovations. The city space that is available is on the fifth floor. The space was previously used by the Human Resources Department prior to its relocation to the Madison Municipal Building. This space is currently broken up into two halves; one is 1,050sf and the other is 2,250sf. They are separated by the main building corridor. The space itself is functionally out of date, as much of it is original to the 1950s. We would estimate this space would need minor demolition to open it up to accommodate as many workstations as possible. In addition, there is no secure lobby entrance area here and this would have to be created to provide any department an equivalent security level as in their current space. We would estimate that 18 workstations / offices could be accommodated in this area.



Based on the available square footage for swing space of 3,300sf and the 17,500 sf of existing space for renovation, the project will have to be phased for construction. In addition, since some departments are larger than the 3,300sf of available swing space, the department renovation will have to be broken up into phases. Included below is a diagram of the different areas that will be renovated and the timing within which it will be done. In total there are five phases for the construction with approximately two weeks between each phase for a department to move out of the swing space and move into the finished space, allowing the next department to move into the swing space.



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APPENDIX

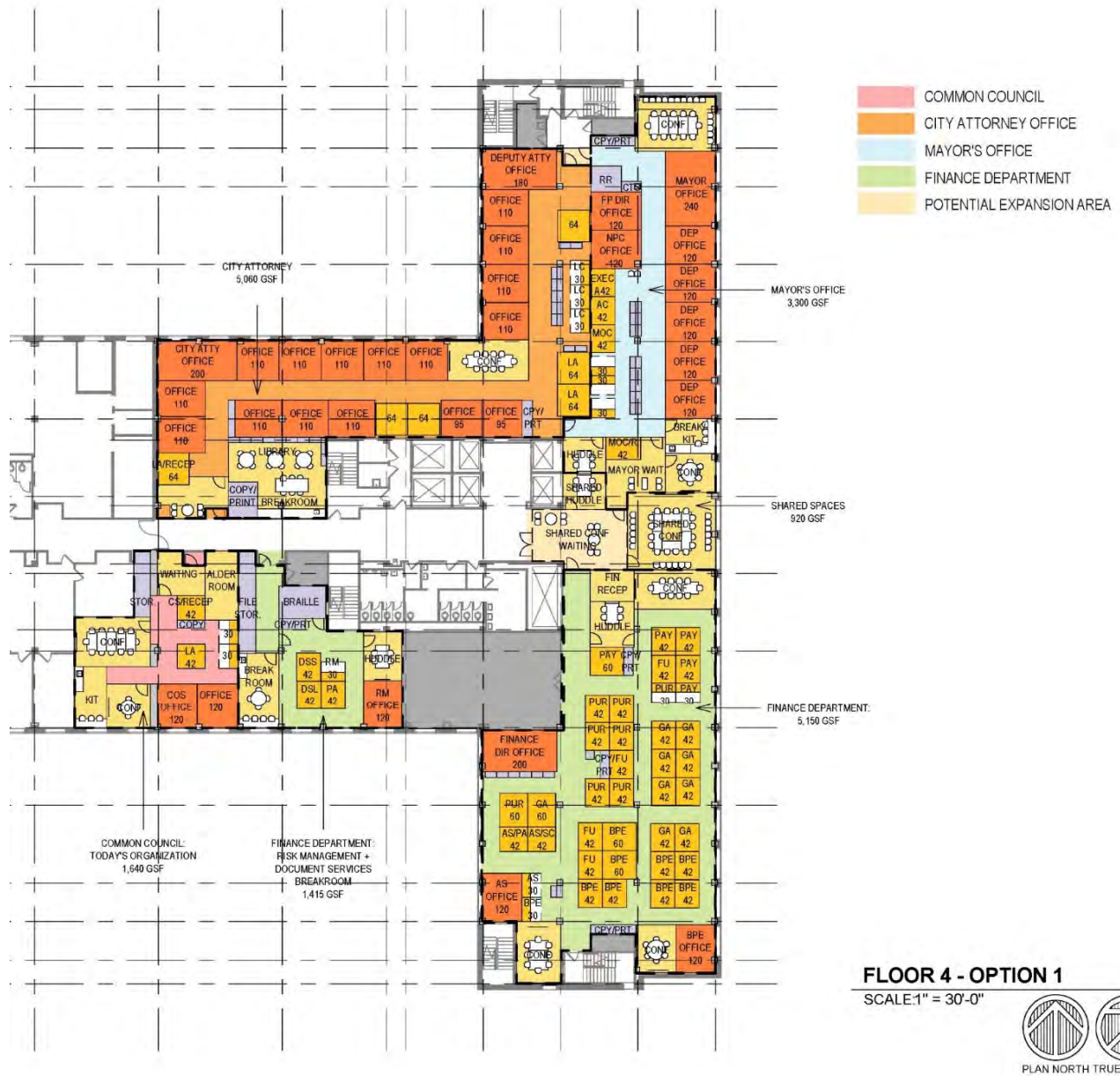
Alternative Planning Concepts

Before selecting a preferred direction for further development within the project, the Core Team explored several other organizational concepts for the new spaces. Diagrams follow.

Concept presented at the 08.29.18 meeting



Concept presented at the 09.19.18 meeting



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Concept presented at the 10.04.18 meeting



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CITY OF MADISON CITY/COUNTY BUILDING 4TH FLOOR OFFICE REMODEL

210 Martin Luther King Jr. Blvd.
Madison, WI 53703

Order of Magnitude Estimate
November 15, 2018

Prepared For:
Continuum Architects & Planners
PO Box 510663
Milwaukee, WI 53203

NOTES REGARDING PREPARATION OF ESTIMATE

This estimate was prepared based on the following documents provided by Continuum Architects & Planners

1. Pre Design report provided by Continuum Architects & Planners received 11/9/ 2018.
2. Information regarding the project was also obtained via meetings, phone conversations, and email messages that clarified the project scope.

BIDDING PROCESS - MARKET CONDITIONS

This document is based on the measurement and pricing of quantities wherever information is provided and/or reasonable assumptions for other work not covered in the drawings or specifications, as stated within this document. Unit rates have been generated from current material/labor rates, historical production data, and discussions with relevant subcontractors and material suppliers. The unit rates reflect current bid costs in the area. All unit rates relevant to subcontractor work include the subcontractors overhead and profit unless otherwise stated.

Pricing reflects probable construction costs obtainable in the Madison, Wisconsin area on the bid date. This estimate is a determination of fair market value for the construction of this project. It is not a prediction of low bid. Pricing assumes competitive bidding for every portion of the construction work for all subcontractors with a minimum of 3 bidders for all items of subcontracted work and a with a minimum of 3 bidders for a general contractor. Experience indicates that a fewer number of bidders may result in higher bids, conversely an increased number of bidders may result in more competitive bids.

Since Middleton Consulting has no control over the cost of labor, material, equipment, or over the contractor's method of determining prices, or over the competitive bidding or market conditions at the time of bid, this statement of probable construction cost is based on industry practice, professional experience and qualifications, and represents Middleton Consulting's best judgment as professional construction cost consultants familiar with the construction industry. However, Middleton Consulting cannot and does not guarantee that the proposals, bids, or the construction cost will not vary from opinions of probable cost prepared by them.

ASSUMED CONSTRUCTION PARAMETERS

The pricing is based on the following project parameters:

1. A construction start date of Spring 2019
2. A construction period of 16 weeks for a single phase
3. The contract will be competitively bid to multiple contractors.
4. Labor rates are based on the assumption that bidding contractors are union shops.
5. The project is tax exempt
6. Project to be completed in one phase
7. The contractors will have full access to the site during normal working hours
8. Estimate includes pricing as of November 2018.

EXCLUSIONS

The following are excluded from the cost of this estimate:

1. Professional Design Fees
2. Testing Fees
3. Construction Phasing
4. Finance and Legal Charges
5. Cost Escalation Beyond a Start Date of October 2018
6. Loose Furniture
7. HVAC System Commissioning (Support Only)
8. Electrical System Commissioning (Support Only)
9. Asbestos abatement
10. IT Rack Equipment & Switches
11. Artwork
12. Interior Signage
13. Renovation work in elevator core areas
14. Renovation of Public Toilet Rooms.



CITY OF MADISON
CITY/COUNTY BUILDING
4TH FLOOR OFFICE REMODEL
Summary

Order of Magnitude Estimate
11/15/2018

COST SUMMARY	GSF	\$/SF	BUILDING TOTAL
MAYOR'S OFFICE	3,214	\$178.17	\$572,647
ATTORNEY'S OFFICE	5,093	\$173.23	\$882,254
COUNCIL OFFICE	1,824	\$160.32	\$292,425
FINANCE OFFICE	7,370	\$130.74	\$963,531
TOTAL ESTIMATED CONSTRUCTION COSTS	17,501	\$154.90	\$2,710,856

ALTERNATES

Alternate #1: Add to Complete work in 5 phases in lieu of 1

ADD

\$220,000

COST SUMMARY		3,214 GSF	\$/SF	BUILDING TOTAL
01000	GENERAL REQUIREMENTS		\$0.00	\$0
02000	EXISTING CONDITIONS		\$7.84	\$25,201
03000	CONCRETE		\$0.00	\$0
04000	MASONRY		\$0.00	\$0
05000	METALS		\$0.00	\$0
06000	WOODS, PLASTICS & COMPOSITES		\$8.45	\$27,164
07000	THERMAL & MOISTURE PROTECTION SYSTEM		\$0.18	\$573
08000	OPENINGS		\$10.10	\$32,461
09000	FINISHES		\$27.70	\$89,017
10000	SPECIALTIES		\$0.00	\$0
11000	EQUIPMENT		\$0.00	\$0
12000	FURNISHINGS		\$0.00	\$0
13000	SPECIAL CONSTRUCTION		\$0.00	\$0
14000	CONVEYING EQUIPMENT		\$0.00	\$0
21000	FIRE SUPPRESSION		\$2.90	\$9,329
22000	PLUMBING		\$4.50	\$14,463
23000	HEATING, VENTILATING & AIR CONDITIONING		\$36.20	\$116,341
26000	ELECTRICAL		\$23.28	\$74,806
27000	COMMUNICATIONS AND A/V		\$13.07	\$42,013
28000	ELECTRONIC SAFETY AND SECURITY		\$3.82	\$12,282
31000	EARTHWORK		\$0.00	\$0
32000	EXTERIOR IMPROVEMENTS		\$0.00	\$0
33000	UTILITIES		\$0.00	\$0
SUBTOTAL			\$138.04	\$443,650
	ESCALATION TO MID-POINT OF CONSTRUCTION	2.5%	\$3.45	\$11,091
	GENERAL CONDITIONS/BOND/INSURANCE	8.0%	\$11.32	\$36,379
	CONTRACTOR'S FEES	6.0%	\$9.17	\$29,467
	DESIGN CONTINGENCY	10.0%	\$16.20	\$52,059
TOTAL ESTIMATED BID			\$178.17	\$572,647
	CONSTRUCTION CONTINGENCY	0.0%	\$0.00	\$0
TOTAL ESTIMATED CONSTRUCTION COSTS			\$178.17	\$572,647

ADD TO COMPLETE PROJECT IN (5) PHASES IN LIEU OF (1)



City Of Madison
City/County Building
4Th Floor Office Remodel
Summary

Order of Magnitude Estimate
11/15/2018

COST SUMMARY		5,093	GSF	\$/SF	BUILDING TOTAL
01000	GENERAL REQUIREMENTS			\$0.00	\$0
02000	EXISTING CONDITIONS			\$7.84	\$39,934
03000	CONCRETE			\$0.00	\$0
04000	MASONRY			\$0.00	\$0
05000	METALS			\$0.00	\$0
06000	WOODS, PLASTICS & COMPOSITES			\$6.95	\$35,406
07000	THERMAL & MOISTURE PROTECTION SYSTEM			\$0.18	\$908
08000	OPENINGS			\$10.10	\$51,439
09000	FINISHES			\$26.10	\$132,909
10000	SPECIALTIES			\$0.00	\$0
11000	EQUIPMENT			\$0.00	\$0
12000	FURNISHINGS			\$0.00	\$0
13000	SPECIAL CONSTRUCTION			\$0.00	\$0
14000	CONVEYING EQUIPMENT			\$0.00	\$0
21000	FIRE SUPPRESSION			\$2.90	\$14,783
22000	PLUMBING			\$4.50	\$22,919
23000	HEATING, VENTILATING & AIR CONDITIONING			\$36.20	\$184,357
26000	ELECTRICAL			\$23.27	\$118,539
27000	COMMUNICATIONS AND A/V			\$12.34	\$62,857
28000	ELECTRONIC SAFETY AND SECURITY			\$3.82	\$19,463
31000	EARTHWORK			\$0.00	\$0
32000	EXTERIOR IMPROVEMENTS			\$0.00	\$0
33000	UTILITIES			\$0.00	\$0
SUBTOTAL				\$134.21	\$683,514
	ESCALATION TO MID-POINT OF CONSTRUCTION	2.5%		\$3.36	\$17,088
	GENERAL CONDITIONS/BOND/INSURANCE	8.0%		\$11.00	\$56,048
	CONTRACTOR'S FEES	6.0%		\$8.91	\$45,399
	DESIGN CONTINGENCY	10.0%		\$15.75	\$80,205
TOTAL ESTIMATED BID				\$173.23	\$882,254
	CONSTRUCTION CONTINGENCY	0.0%		\$0.00	\$0
TOTAL ESTIMATED CONSTRUCTION COSTS				\$173.23	\$882,254



**City Of Madison
City/County Building
4Th Floor Office Remodel
Summary**

Order of Magnitude Estimate
11/15/2018

COST SUMMARY		1,824 GSF	\$/SF	BUILDING TOTAL
01000	GENERAL REQUIREMENTS		\$0.00	\$0
02000	EXISTING CONDITIONS		\$7.84	\$14,302
03000	CONCRETE		\$0.00	\$0
04000	MASONRY		\$0.00	\$0
05000	METALS		\$0.00	\$0
06000	WOODS, PLASTICS & COMPOSITES		\$6.55	\$11,950
07000	THERMAL & MOISTURE PROTECTION SYSTEM		\$0.18	\$325
08000	OPENINGS		\$10.10	\$18,422
09000	FINISHES		\$21.50	\$39,210
10000	SPECIALTIES		\$0.00	\$0
11000	EQUIPMENT		\$0.00	\$0
12000	FURNISHINGS		\$0.00	\$0
13000	SPECIAL CONSTRUCTION		\$0.00	\$0
14000	CONVEYING EQUIPMENT		\$0.00	\$0
21000	FIRE SUPPRESSION		\$2.90	\$5,295
22000	PLUMBING		\$3.00	\$5,472
23000	HEATING, VENTILATING & AIR CONDITIONING		\$36.20	\$66,025
26000	ELECTRICAL		\$21.77	\$39,717
27000	COMMUNICATIONS AND A/V		\$10.34	\$18,864
28000	ELECTRONIC SAFETY AND SECURITY		\$3.82	\$6,970
31000	EARTHWORK		\$0.00	\$0
32000	EXTERIOR IMPROVEMENTS		\$0.00	\$0
33000	UTILITIES		\$0.00	\$0
SUBTOTAL			\$124.21	\$226,552
	ESCALATION TO MID-POINT OF CONSTRUCTION	2.5%	\$3.11	\$5,664
	GENERAL CONDITIONS/BOND/INSURANCE	8.0%	\$10.18	\$18,577
	CONTRACTOR'S FEES	6.0%	\$8.25	\$15,048
	DESIGN CONTINGENCY	10.0%	\$14.57	\$26,584
TOTAL ESTIMATED BID			\$160.32	\$292,425
	CONSTRUCTION CONTINGENCY	0.0%	\$0.00	\$0
TOTAL ESTIMATED CONSTRUCTION COSTS			\$160.32	\$292,425



**City Of Madison
City/County Building
4Th Floor Office Remodel
Summary**

Order of Magnitude Estimate
11/15/2018

COST SUMMARY		7,370 GSF	\$/SF	BUILDING TOTAL
01000	GENERAL REQUIREMENTS		\$0.00	\$0
02000	EXISTING CONDITIONS		\$7.84	\$57,788
03000	CONCRETE		\$0.00	\$0
04000	MASONRY		\$0.00	\$0
05000	METALS		\$0.00	\$0
06000	WOODS, PLASTICS & COMPOSITES		\$4.85	\$35,758
07000	THERMAL & MOISTURE PROTECTION SYSTEM		\$0.18	\$1,313
08000	OPENINGS		\$7.00	\$51,590
09000	FINISHES		\$18.10	\$133,371
10000	SPECIALTIES		\$0.00	\$0
11000	EQUIPMENT		\$0.00	\$0
12000	FURNISHINGS		\$0.00	\$0
13000	SPECIAL CONSTRUCTION		\$0.00	\$0
14000	CONVEYING EQUIPMENT		\$0.00	\$0
21000	FIRE SUPPRESSION		\$2.20	\$16,234
22000	PLUMBING		\$2.00	\$14,740
23000	HEATING, VENTILATING & AIR CONDITIONING		\$27.70	\$204,135
26000	ELECTRICAL		\$19.19	\$141,466
27000	COMMUNICATIONS AND A/V		\$8.67	\$63,912
28000	ELECTRONIC SAFETY AND SECURITY		\$3.55	\$26,175
31000	EARTHWORK		\$0.00	\$0
32000	EXTERIOR IMPROVEMENTS		\$0.00	\$0
33000	UTILITIES		\$0.00	\$0
SUBTOTAL			\$101.29	\$746,482
	ESCALATION TO MID-POINT OF CONSTRUCTION	2.5%	\$2.53	\$18,662
	GENERAL CONDITIONS/BOND/INSURANCE	8.0%	\$8.31	\$61,212
	CONTRACTOR'S FEES	6.0%	\$6.73	\$49,581
	DESIGN CONTINGENCY	10.0%	\$11.89	\$87,594
TOTAL ESTIMATED BID			\$130.74	\$963,531
	CONSTRUCTION CONTINGENCY	0.0%	\$0.00	\$0
TOTAL ESTIMATED CONSTRUCTION COSTS			\$130.74	\$963,531



City Of Madison
City of Madison
4th Floor CCB Renovation

Order of Magnitude Estimate
11/15/2018
Draft

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
MAYOR'S OFFICE				
02000 EXISTING CONDITIONS				
2100 Selective Demolition				
Gut building, commercial, minimum demo	3,214	SQFT	7.84	25,201
SUBTOTAL: Selective Demolition				\$25,201
TOTAL: EXISTING CONDITIONS				\$25,201
06000 WOODS, PLASTICS & COMPOSITES				
6200 Rough Carpentry				
Miscellaneous wood blocking & rough carpentry	3,214	SQFT	1.05	3,380
SUBTOTAL: Rough Carpentry				\$3,380
6300 Millwork				
Finish Carpentry/Trim	3,214	SQFT	4.50	14,463
Casework	3,214	SQFT	2.90	9,321
SUBTOTAL: Millwork				\$23,784
TOTAL: WOODS, PLASTICS & COMPOSITES				\$27,164
07000 THERMAL & MOISTURE PROTECTION				
7800 Caulking & Sealants				
Miscellaneous caulking & sealants	3,214	SQFT	0.18	573
SUBTOTAL: Caulking & Sealants				\$573
TOTAL: THERMAL & MOISTURE PROTECTION				\$573
08000 OPENINGS				
8000 OPENINGS				
Doors/Frames/Hardware	3,214	SQFT	10.10	32,461
SUBTOTAL: OPENINGS				\$32,461
TOTAL: OPENINGS				\$32,461
09000 FINISHES				
9100 Plaster & Gypsum Board				
** Drywall partition area **	3,214	SQFT	9.40	30,212
SUBTOTAL: Plaster & Gypsum Board				\$30,212
9200 Floor Finishes				
Flooring-Carpet/Hard Surface mix	3,214	SQFT	6.00	19,284
SUBTOTAL: Floor Finishes				\$19,284
9400 Ceiling Finishes				
Ceiling Finishes	3,214	SQFT	5.90	18,951
SUBTOTAL: Ceiling Finishes				\$18,951
9600 Paints & Coatings				
Wall Finishes	3,214	SQFT	6.40	20,570
SUBTOTAL: Paints & Coatings				\$20,570



City Of Madison
City of Madison
4th Floor CCB Renovation

Order of Magnitude Estimate
11/15/2018
Draft

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
TOTAL: FINISHES				\$89,017
21000 FIRE SUPPRESSION				
21200 Fire Sprinkler Equipment & Specialties				
Reconfigure existing wet sprinkler system for renovation/buildout	3,214	SQFT	2.90	9,329
SUBTOTAL: Fire Sprinkler Equipment & Specialties				\$9,329
TOTAL: FIRE SUPPRESSION				\$9,329
22000 PLUMBING				
22200 Plumbing Fixtures				
Plumbing- Sinks at Break and conference rooms	3,214	SQFT	4.50	14,463
SUBTOTAL: Plumbing Fixtures				\$14,463
TOTAL: PLUMBING				\$14,463
23000 HEATING VENTILATION & AIR CONDITIONING				
23100 Selective Demolition				
Disconnect and remove VAV's and ductwork	3,214	SQFT	0.70	2,244
SUBTOTAL: Selective Demolition				\$2,244
23200 Ventilation & Exhaust				
HVAC New VAV's and Ductwork, new heat exchanger, AHU's to remain	3,214	SQFT	29.00	93,206
SUBTOTAL: Ventilation & Exhaust				\$93,206
23600 Temperature Controls				
DDC controls	3,214	SQFT	6.50	20,891
SUBTOTAL: Temperature Controls				\$20,891
TOTAL: HEATING VENTILATION & AIR CONDITIONING				\$116,341
26000 ELECTRICAL				
26100 Selective Demolition				
Disconnect and remove Light fixtures and conduits	3,214	SQFT	1.65	5,288
SUBTOTAL: Selective Demolition				\$5,288
26500 Lighting				
Lighting System - Light fixtures including installation and hook up	3,214	SQFT	10.47	33,644
Lighting System - Emergency and Exit Light fixtures including installation and hook up	3,214	SQFT	0.66	2,111
Lighting System - dual level, dimmed switching, occupancy sensors, time-based lighting control for exterior lighting	3,214	SQFT	1.51	4,843
Lighting System - Branch wiring installation 600 V, including 3/4" EMT conduit and THWN wire, 20A	3,214	SQFT	2.15	6,897
SUBTOTAL: Lighting				\$47,494
26600 Branch Power Distribution & Devices				
Branch Power - Miscellaneous receptacles and electrical equipment hook up	3,214	SQFT	4.05	13,001
Branch Power - Branch wiring installation 600 V, including 3/4" EMT conduit and THWN wire, 20A	3,214	SQFT	1.95	6,254
SUBTOTAL: Branch Power Distribution & Devices				\$19,256
26700 Mechanical Equipment Connections & Feeders				

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
Motors connection, disconnect switches and associated feeders	3,214	SQFT	0.86	2,768
SUBTOTAL: Mechanical Equipment Connections & Feeders				\$2,768
TOTAL: ELECTRICAL				\$74,806
27000 COMMUNICATIONS				
27200 Tele/Data Systems				
Telecommunication/Data & Television System, complete	3,214	SQFT	5.77	18,540
SUBTOTAL: Tele/Data Systems				\$18,540
27600 Audio/Visual & Television System				
Audio/visual System, complete	3,214	SQFT	7.30	23,473
SUBTOTAL: Audio/Visual & Television System				\$23,473
TOTAL: COMMUNICATIONS				\$42,013
28000 ELECTRONIC SAFETY & SECURITY				
28200 Fire Alarm Systems				
Fire alarm System, replacement	3,214	SQFT	2.38	7,654
SUBTOTAL: Fire Alarm Systems				\$7,654
28300 Intrusion Detection & Access Control Systems				
Intrusion Detection System, Scan/Swipe System	3,214	SQFT	1.44	4,628
SUBTOTAL: Intrusion Detection & Access Control Systems				\$4,628
TOTAL: ELECTRONIC SAFETY & SECURITY				\$12,282
TOTAL: MAYOR'S OFFICE				\$443,650
ATTORNEY				
02000 EXISTING CONDITIONS				
2100 Selective Demolition				
Gut building, commercial, minimum demo	5,093	SQFT	7.84	39,934
SUBTOTAL: Selective Demolition				\$39,934
TOTAL: EXISTING CONDITIONS				\$39,934
06000 WOODS, PLASTICS & COMPOSITES				
6200 Rough Carpentry				
Miscellaneous wood blocking & rough carpentry	5,093	SQFT	1.05	5,357
SUBTOTAL: Rough Carpentry				\$5,357
6300 Millwork				
Finish Carpentry/Trim	5,093	SQFT	3.00	15,279
Casework	5,093	SQFT	2.90	14,770
SUBTOTAL: Millwork				\$30,049
TOTAL: WOODS, PLASTICS & COMPOSITES				\$35,406
07000 THERMAL & MOISTURE PROTECTION				
7800 Caulking & Sealants				
Miscellaneous caulking & sealants	5,093	SQFT	0.18	908

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
SUBTOTAL: Caulking & Sealants				\$908
TOTAL: THERMAL & MOISTURE PROTECTION				\$908
08000 OPENINGS				
8000 OPENINGS				
Doors/Frames/Hardware	5,093	SQFT	10.10	51,439
SUBTOTAL: OPENINGS				\$51,439
TOTAL: OPENINGS				\$51,439
09000 FINISHES				
9100 Plaster & Gypsum Board				
** Drywall partition area **	5,093	SQFT	9.40	47,874
SUBTOTAL: Plaster & Gypsum Board				\$47,874
9200 Floor Finishes				
Flooring-Carpet/Hard Surface mix	5,093	SQFT	6.00	30,558
SUBTOTAL: Floor Finishes				\$30,558
9400 Ceiling Finishes				
Ceiling Finishes	5,093	SQFT	5.90	30,031
SUBTOTAL: Ceiling Finishes				\$30,031
9600 Paints & Coatings				
Wall Finishes	5,093	SQFT	4.80	24,446
SUBTOTAL: Paints & Coatings				\$24,446
TOTAL: FINISHES				\$132,909
21000 FIRE SUPPRESSION				
21200 Fire Sprinkler Equipment & Specialties				
Reconfigure existing wet sprinkler system for renovation/buildout	5,093	SQFT	2.90	14,783
SUBTOTAL: Fire Sprinkler Equipment & Specialties				\$14,783
TOTAL: FIRE SUPPRESSION				\$14,783
22000 PLUMBING				
22200 Plumbing Fixtures				
Plumbing- Sinks at Break and conference rooms	5,093	SQFT	4.50	22,919
SUBTOTAL: Plumbing Fixtures				\$22,919
TOTAL: PLUMBING				\$22,919
23000 HEATING VENTILATION & AIR CONDITIONING				
23100 Selective Demolition				
Disconnect and remove VAV's and ductwork	5,093	SQFT	0.70	3,555
SUBTOTAL: Selective Demolition				\$3,555
23200 Ventilation & Exhaust				
HVAC New VAV's and Ductwork, new heat exchanger, AHU's to remain	5,093	SQFT	29.00	147,697
SUBTOTAL: Ventilation & Exhaust				\$147,697

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
23600 Temperature Controls				
DDC controls	5,093	SQFT	6.50	33,105
SUBTOTAL: Temperature Controls				\$33,105
TOTAL: HEATING VENTILATION & AIR CONDITIONING				\$184,357
26000 ELECTRICAL				
26100 Selective Demolition				
Disconnect and remove Light fixtures and conduits	5,093	SQFT	1.65	8,379
SUBTOTAL: Selective Demolition				\$8,379
26500 Lighting				
Lighting System - Light fixtures including installation and hook up	5,093	SQFT	10.47	53,313
Lighting System - Emergency and Exit Light fixtures including installation and hook up	5,093	SQFT	0.66	3,345
Lighting System - dual level, dimmed switching, occupancy sensors, time-based lighting control for exterior lighting	5,093	SQFT	1.51	7,674
Lighting System - Branch wiring installation 600 V, including 3/4" EMT conduit and THWN wire, 20A	5,093	SQFT	2.15	10,930
SUBTOTAL: Lighting				\$75,260
26600 Branch Power Distribution & Devices				
Branch Power - Miscellaneous receptacles and electrical equipment hook up	5,093	SQFT	4.05	20,602
Branch Power - Branch wiring installation 600 V, including 3/4" EMT conduit and THWN wire, 20A	5,093	SQFT	1.95	9,911
SUBTOTAL: Branch Power Distribution & Devices				\$30,513
26700 Mechanical Equipment Connections & Feeders				
Motors connection, disconnect switches and associated feeders	5,093	SQFT	0.86	4,387
SUBTOTAL: Mechanical Equipment Connections & Feeders				\$4,387
TOTAL: ELECTRICAL				\$118,539
27000 COMMUNICATIONS				
27200 Tele/Data Systems				
Telecommunication/Data & Television System, complete	5,093	SQFT	5.04	25,662
SUBTOTAL: Tele/Data Systems				\$25,662
27600 Audio/Visual & Television System				
Audio/visual System, complete	5,093	SQFT	7.30	37,196
SUBTOTAL: Audio/Visual & Television System				\$37,196
TOTAL: COMMUNICATIONS				\$62,857
28000 ELECTRONIC SAFETY & SECURITY				
28200 Fire Alarm Systems				
Fire alarm System, replacement	5,093	SQFT	2.38	12,128
SUBTOTAL: Fire Alarm Systems				\$12,128
28300 Intrusion Detection & Access Control Systems				
Intrusion Detection System, Scan/Swipe System	5,093	SQFT	1.44	7,334
SUBTOTAL: Intrusion Detection & Access Control Systems				\$7,334

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
TOTAL: ELECTRONIC SAFETY & SECURITY				\$19,463
TOTAL: ATTORNEY				\$683,514
COUNCIL				
02000 EXISTING CONDITIONS				
2100 Selective Demolition				
Gut building, commercial, minimum demo	1,824	SQFT	7.84	14,302
SUBTOTAL: Selective Demolition				\$14,302
TOTAL: EXISTING CONDITIONS				\$14,302
06000 WOODS, PLASTICS & COMPOSITES				
6200 Rough Carpentry				
Miscellaneous wood blocking & rough carpentry	1,824	SQFT	0.85	1,554
SUBTOTAL: Rough Carpentry				\$1,554
6300 Millwork				
Finish Carpentry/Trim	1,824	SQFT	2.80	5,107
Casework	1,824	SQFT	2.90	5,290
SUBTOTAL: Millwork				\$10,397
TOTAL: WOODS, PLASTICS & COMPOSITES				\$11,950
07000 THERMAL & MOISTURE PROTECTION				
7800 Caulking & Sealants				
Miscellaneous caulking & sealants	1,824	SQFT	0.18	325
SUBTOTAL: Caulking & Sealants				\$325
TOTAL: THERMAL & MOISTURE PROTECTION				\$325
08000 OPENINGS				
8000 OPENINGS				
Doors/Frames/Hardware	1,824	SQFT	10.10	18,422
SUBTOTAL: OPENINGS				\$18,422
TOTAL: OPENINGS				\$18,422
09000 FINISHES				
9100 Plaster & Gypsum Board				
** Drywall partition area **	1,824	SQFT	8.80	16,051
SUBTOTAL: Plaster & Gypsum Board				\$16,051
9200 Floor Finishes				
Flooring-Carpet/Hard Surface mix	1,824	SQFT	4.20	7,661
SUBTOTAL: Floor Finishes				\$7,661
9400 Ceiling Finishes				
Ceiling Finishes	1,824	SQFT	3.90	7,107
SUBTOTAL: Ceiling Finishes				\$7,107
9600 Paints & Coatings				

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
Wall Finishes	1,824	SQFT	4.60	8,390
SUBTOTAL: Paints & Coatings				\$8,390
TOTAL: FINISHES				\$39,210
21000 FIRE SUPPRESSION				
21200 Fire Sprinkler Equipment & Specialties				
Reconfigure existing wet sprinkler system for renovation/buildout	1,824	SQFT	2.90	5,295
SUBTOTAL: Fire Sprinkler Equipment & Specialties				\$5,295
TOTAL: FIRE SUPPRESSION				\$5,295
22000 PLUMBING				
22200 Plumbing Fixtures				
Plumbing- Sinks at Break and conference rooms	1,824	SQFT	3.00	5,472
SUBTOTAL: Plumbing Fixtures				\$5,472
TOTAL: PLUMBING				\$5,472
23000 HEATING VENTILATION & AIR CONDITIONING				
23100 Selective Demolition				
Disconnect and remove VAV's and ductwork	1,824	SQFT	0.70	1,273
SUBTOTAL: Selective Demolition				\$1,273
23200 Ventilation & Exhaust				
HVAC New VAV's and Ductwork, new heat exchanger, AHU's to remain	1,824	SQFT	29.00	52,896
SUBTOTAL: Ventilation & Exhaust				\$52,896
23600 Temperature Controls				
DDC controls	1,824	SQFT	6.50	11,856
SUBTOTAL: Temperature Controls				\$11,856
TOTAL: HEATING VENTILATION & AIR CONDITIONING				\$66,025
26000 ELECTRICAL				
26100 Selective Demolition				
Disconnect and remove Light fixtures and conduits	1,824	SQFT	1.65	3,001
SUBTOTAL: Selective Demolition				\$3,001
26500 Lighting				
Lighting System - Light fixtures including installation and hook up	1,824	SQFT	8.97	16,357
Lighting System - Emergency and Exit Light fixtures including installation and hook up	1,824	SQFT	0.66	1,198
Lighting System - dual level, dimmed switching, occupancy sensors, time-based lighting control for exterior lighting	1,824	SQFT	1.51	2,748
Lighting System - Branch wiring installation 600 V, including 3/4" EMT conduit and THWN wire, 20A	1,824	SQFT	2.15	3,914
SUBTOTAL: Lighting				\$24,218
26600 Branch Power Distribution & Devices				
Branch Power - Miscellaneous receptacles and electrical equipment hook up	1,824	SQFT	4.05	7,378
Branch Power - Branch wiring installation 600 V, including 3/4" EMT conduit and THWN wire, 20A	1,824	SQFT	1.95	3,550



City Of Madison
City of Madison
4th Floor CCB Renovation

Order of Magnitude Estimate
11/15/2018
Draft

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
SUBTOTAL: Branch Power Distribution & Devices				\$10,928
26700 Mechanical Equipment Connections & Feeders				
Motors connection, disconnect switches and associated feeders	1,824	SQFT	0.86	1,571
SUBTOTAL: Mechanical Equipment Connections & Feeders				\$1,571
TOTAL: ELECTRICAL				\$39,717
27000 COMMUNICATIONS				
27200 Tele/Data Systems				
Telecommunication/Data & Television System, complete	1,824	SQFT	5.04	9,190
SUBTOTAL: Tele/Data Systems				\$9,190
27600 Audio/Visual & Television System				
Audio/visual System, complete	1,824	SQFT	5.30	9,673
SUBTOTAL: Audio/Visual & Television System				\$9,673
TOTAL: COMMUNICATIONS				\$18,864
28000 ELECTRONIC SAFETY & SECURITY				
28200 Fire Alarm Systems				
Fire alarm System, replacement	1,824	SQFT	2.38	4,344
SUBTOTAL: Fire Alarm Systems				\$4,344
28300 Intrusion Detection & Access Control Systems				
Intrusion Detection System, Scan/Swipe System	1,824	SQFT	1.44	2,627
SUBTOTAL: Intrusion Detection & Access Control Systems				\$2,627
TOTAL: ELECTRONIC SAFETY & SECURITY				\$6,970
TOTAL: COUNCIL				\$226,553
FINANCE				
02000 EXISTING CONDITIONS				
2100 Selective Demolition				
Gut building, commercial, minimum demo	7,370	SQFT	7.84	57,788
SUBTOTAL: Selective Demolition				\$57,788
TOTAL: EXISTING CONDITIONS				\$57,788
06000 WOODS, PLASTICS & COMPOSITES				
6200 Rough Carpentry				
Miscellaneous wood blocking & rough carpentry	7,370	SQFT	0.75	5,541
SUBTOTAL: Rough Carpentry				\$5,541
6300 Millwork				
Finish Carpentry/Trim	7,370	SQFT	1.20	8,844
Casework	7,370	SQFT	2.90	21,373
SUBTOTAL: Millwork				\$30,217
TOTAL: WOODS, PLASTICS & COMPOSITES				\$35,758
07000 THERMAL & MOISTURE PROTECTION				

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
7800 Caulking & Sealants				
Miscellaneous caulking & sealants	7,370	SQFT	0.18	1,313
SUBTOTAL: Caulking & Sealants				\$1,313
TOTAL: THERMAL & MOISTURE PROTECTION				\$1,313
08000 OPENINGS				
8000 OPENINGS				
Doors/Frames/Hardware	7,370	SQFT	7.00	51,590
SUBTOTAL: OPENINGS				\$51,590
TOTAL: OPENINGS				\$51,590
09000 FINISHES				
9100 Plaster & Gypsum Board				
** Drywall partition area **	7,370	SQFT	6.50	47,905
SUBTOTAL: Plaster & Gypsum Board				\$47,905
9200 Floor Finishes				
Flooring-Carpet/Hard Surface mix	7,370	SQFT	4.20	30,954
SUBTOTAL: Floor Finishes				\$30,954
9400 Ceiling Finishes				
Ceiling Finishes	7,370	SQFT	3.90	28,717
SUBTOTAL: Ceiling Finishes				\$28,717
9600 Paints & Coatings				
Wall Finishes	7,370	SQFT	3.50	25,795
SUBTOTAL: Paints & Coatings				\$25,795
TOTAL: FINISHES				\$133,371
21000 FIRE SUPPRESSION				
21200 Fire Sprinkler Equipment & Specialties				
Reconfigure existing wet sprinkler system for renovation/buildout	7,370	SQFT	2.20	16,234
SUBTOTAL: Fire Sprinkler Equipment & Specialties				\$16,234
TOTAL: FIRE SUPPRESSION				\$16,234
22000 PLUMBING				
22200 Plumbing Fixtures				
Plumbing- Sinks at Break and conference rooms	7,370	SQFT	2.00	14,740
SUBTOTAL: Plumbing Fixtures				\$14,740
TOTAL: PLUMBING				\$14,740
23000 HEATING VENTILATION & AIR CONDITIONING				
23100 Selective Demolition				
Disconnect and remove VAV's and ductwork	7,370	SQFT	0.70	5,145
SUBTOTAL: Selective Demolition				\$5,145
23200 Ventilation & Exhaust				
HVAC New VAV's and Ductwork, new heat exchanger, AHU's to remain	7,370	SQFT	22.00	162,140

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
SUBTOTAL: Ventilation & Exhaust				\$162,140
23600 Temperature Controls				
DDC controls	7,370	SQFT	5.00	36,850
SUBTOTAL: Temperature Controls				\$36,850
TOTAL: HEATING VENTILATION & AIR CONDITIONING				\$204,135
26000 ELECTRICAL				
26100 Selective Demolition				
Disconnect and remove Light fixtures and conduits	7,370	SQFT	1.65	12,125
SUBTOTAL: Selective Demolition				\$12,125
26500 Lighting				
Lighting System - Light fixtures including installation and hook up	7,370	SQFT	7.47	55,038
Lighting System - Emergency and Exit Light fixtures including installation and hook up	7,370	SQFT	0.66	4,840
Lighting System - dual level, dimmed switching, occupancy sensors, time-based lighting control for exterior lighting	7,370	SQFT	1.51	11,104
Lighting System - Branch wiring installation 600 V, including 3/4" EMT conduit and THWN wire, 20A	7,370	SQFT	1.65	12,131
SUBTOTAL: Lighting				\$83,113
26600 Branch Power Distribution & Devices				
Branch Power - Miscellaneous receptacles and electrical equipment hook up	7,370	SQFT	3.47	25,539
Branch Power - Branch wiring installation 600 V, including 3/4" EMT conduit and THWN wire, 20A	7,370	SQFT	1.95	14,342
SUBTOTAL: Branch Power Distribution & Devices				\$39,881
26700 Mechanical Equipment Connections & Feeders				
Motors connection, disconnect switches and associated feeders	7,370	SQFT	0.86	6,348
SUBTOTAL: Mechanical Equipment Connections & Feeders				\$6,348
TOTAL: ELECTRICAL				\$141,466
27000 COMMUNICATIONS				
27200 Tele/Data Systems				
Telecommunication/Data & Television System, complete	7,370	SQFT	4.37	32,197
SUBTOTAL: Tele/Data Systems				\$32,197
27600 Audio/Visual & Television System				
Audio/visual System, complete	7,370	SQFT	4.30	31,715
SUBTOTAL: Audio/Visual & Television System				\$31,715
TOTAL: COMMUNICATIONS				\$63,912
28000 ELECTRONIC SAFETY & SECURITY				
28200 Fire Alarm Systems				
Fire alarm System, replacement	7,370	SQFT	2.11	15,561
SUBTOTAL: Fire Alarm Systems				\$15,561
28300 Intrusion Detection & Access Control Systems				
Intrusion Detection System, Scan/Swipe System	7,370	SQFT	1.44	10,614



City Of Madison
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4th Floor CCB Renovation

Order of Magnitude Estimate
11/15/2018
Draft

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
SUBTOTAL: Intrusion Detection & Access Control Systems				\$10,614
TOTAL: ELECTRONIC SAFETY & SECURITY				\$26,175
TOTAL: FINANCE				\$746,482