Department of Civil Rights
Information Technology

City of Madison

5th Floor Master Plan

PRE-DESIGN REPORT

Prepared by Continuum Architects + Planners, S.C.

28 December 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 Civil Rights and Information Technology Departments to begin pre-design (programming and planning) for newly-remodeled office suites on the 5th floor of the City County Building. The main goals were to create a roadmap for future design and construction of spaces that would enhance workplace functionality, improve working relationships and adjacencies, and provide better access to daylight and staff amenities to significantly improve the office environment.

Following pre-design, the 5th floor project will be placed in a queue while 4th floor remodeling projects for the Mayor's Office, Common Council, City Attorney, and the Finance Department proceed through schematic design and construction. The intent is to revisit the 5th floor master plan as the 4th floor projects wind down, undertaking design and construction at that time. 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 spaces.

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, seeking to most effectively meet each department's needs. This report includes detailed space tabulations and descriptions, space adjacencies, and design expectations.

Project Solutions
Conceptual spatial organization diagrams and plans were developed for each department to explore potential design solutions for the project. One of the solutions was identified as the targeted scheme to follow for development of preliminary scope and budget recommendations.

Acknowledgements

Core Team

Randall S Wiesner	Project Manager, City of Madison, Engineering / Facilities Management

Department of Civil Rights

Norman Davis	Director, City of Madison, Department of Civil Rights
Michaelyn Gibson	Owner/Rep, City of Madison, Department of Civil Rights

Information Technology

Sarah Edgerton	Director, City of Madison, Information Technology Department
David Faust	Owner/Rep, City of Madison, Information Technology Department
Herbert King	Owner/Rep, City of Madison, Information Technology Department
Amanda Lythjohan	Owner/Rep, City of Madison, Information Technology Department

Consultants

Continuum Architects + Planners, S.C.

Corey Lapworth	Principal in Charge, Project Manager
Conlynn Goetsch	Project Architect

JDR Engineering

Timothy Meeker	Project Manager, HVAC / Energy Analysis
Mike Klubertanz	Designer, Electrical / Lighting
Chris Gehrke	Designer, Plumbing / Fire Protection

IMEG Corp

Donald Paul	Project Designer, Technology

Middleton Cost Consulting

Tom Middleton	President, Cost Estimator
Josh Houston	Cost Estimator

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
DCR	Department of Civil Rights
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
IT	Information Technology
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 master planning for approximately 14,500 GSF of space to be renovated on the 5th floor of the City County Building, portions currently occupied by the Departments of Civil Rights and Information Technology, and formerly occupied by Human Resources. The design team will provide analyses of current and future staffing, program and physical environments. Conceptual space plans will be developed based on each department's vision, mission and project-specific goals within the existing capacity of the available space, including systems narratives for future design of the spaces.

1.2 Specific Objectives

The central objectives for this project were to resolve the following:

- Identify space needs and functional requirements for the department.
- Develop a detailed test fit for the program spaces within potentially remodeled departmental spaces and describe a direction to pursue for the future design of the space.
- Develop systems narratives to inform future project scope and budget.

1.3 Vision and Mission Statements

The project will build on the established vision and mission statements of each department, as noted below.

Department of Civil Rights

Vision:

We see the Department of Civil Rights as a focal point for affirmative action, disability rights, equal opportunities, racial equity and social justice in the region. Our partnerships and programs serve to establish the City of Madison as a dynamic place, where the inherent worth of every individual is nurtured, enabling each to reach their full potential.

Mission:

The Department of Civil Rights is responsible for management development and implementation of Chapter 39 of the Madison General Ordinances. The Department of Civil Rights is responsible for ensuring that the rights of all people are respected and that all persons are given the equal opportunities to succeed based upon their personal merits. To this end, the Department of Civil Rights is created to vigorously pursue the policies and principles embodied in this Chapter both within the City as an employer and within the City as a community of people who respect the rights and the contributions of every community member.

Information Technology

Vision:

Our Madison – Inclusive, Innovative, & Thriving Through Technology

Mission:

Our mission is to provide the highest quality service for the common good of our residents and visitors through technology

1.4 Data Gathering, Analysis and Conclusions

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

Department of Civil Rights

Space		No. of	ASF	Total ASF	Notes
Office Director			1 @ 200sf	200	
Office - Typical			3 @ 120sf	360	
Workstation - Typical			18 @ 42sf	756	
Workstation - Intern			6 @ 30sf	180	
Hearing Room			1 @ 450sf	450	
Breakroom			1 @ 200sf	200	
Intake			1 @ 60sf	60	
Huddle Room			3 @ 100sf	300	
Receptionist			1 @ 60sf	60	
Reception Waiting			1 @ 200sf	200	
File Storage			1 @ 50sf	50	
Materials Storage			1 @ 100sf	100	
Printer Alcove			2 @ 50sf	100	
	Total ASF			3,016	
	Efficiency			56%	
	Suite Gross SF			5,420	

Information Technology

Space		No. of	ASF	Total ASF	Notes
Office - CIO			1 @ 200sf	200	
Office - Typical			8 @ 100sf	800	
Office - Customer Call			1 @ 65sf	65	
Workstation - Typical			37 @ 42sf	1,554	
Workstation - Intern			3 @ 30sf	90	
Help Desk - Bullpen Workstations			9 @ 64sf	576	Separate from rest of IT
Reception - Help Desk			1 @ 64sf	64	For all of IT shop
Waiting			1 @ 100sf	100	Adjacent to IT / access at public corridor
Conference Room			1 @ 440sf	440	Adjacent to IT / access at public corridor
Hardware/Equipment Closet - Help Desk			1 @ 150sf	150	
Network Closet (for Cabling needs)			1 @ 140sf	140	
MFP/ Plotter/Office Supply Space			1 @ 60sf	60	
Help Desk Receiving			1 @ 140sf	140	
Breakroom			1 @ 240sf	240	with kitchenette
Collaborative Work Area			1 @ 210sf	210	
Collaborative Work Area			1 @ 180sf	180	
Collaborative Work Area			2 @ 125sf	250	
	Total ASF			5,259	
	Efficiency			57%	
	Suite Gross SF			9,160	

2. PROBLEM STATEMENT

2.1 Project Background and Purpose

The approximately 13,960 GSF of space under consideration for this master planning effort is located on the 5th floor within the City County Building, an existing 1950s-era government office building. Most of the space has received little attention over the years and shows its age and inadequacies in responding to the daily needs of CCB staff. The space is based on an outmoded way of officing, heavy on private-offices and light on technology-supported collaborative spaces. Amenity spaces, such as breakrooms are usable but fall short of today's expectations and full functionality. Of that total, 7,360 GSF is currently occupied by Information Technology, 3,300 GSF is currently occupied by the Department of Civil Rights, and the remaining vacant 3,300 GSF was formerly occupied by Human Resources.

The purpose of the project is to envision how the existing building's spaces could be repurposed and improved to create new office spaces for Information Technology and the Department of Civil Rights that will be:

- A healthy, productive, and pleasant working environment that meets contemporary system, technology and programmatic needs of CCB staff and visitors
- Flexible, adaptable and responsive to changing needs
- Reflective of each department's mission, vision and core values

Within the project master planning scope, the team will develop programming and conceptual plans for private and open office space, meeting rooms, and support space for currently-identified and future staff positions.

2.2 Values, Goals and Recommendations

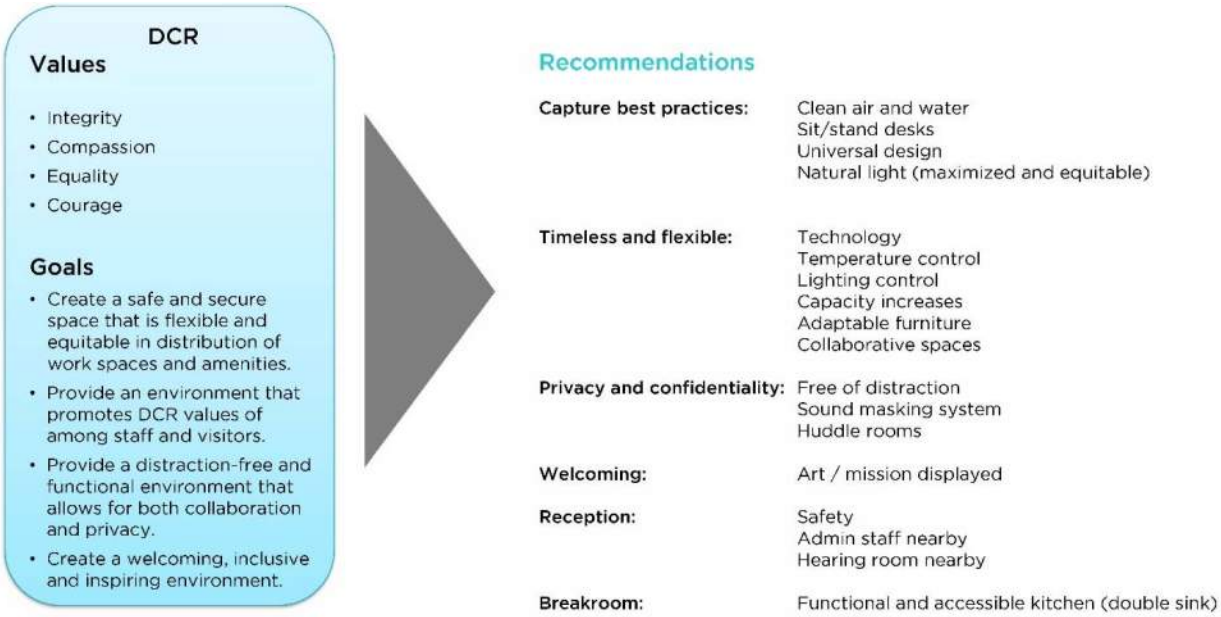
Department of Civil Rights

Values:

- Integrity
- Compassion
- Equality
- Courage

Project-specific goals:

- Adaptable furniture
- Breakroom
- Suite security
- Larger/dedicated hearing and conference room
- Larger intake area



Information Technology

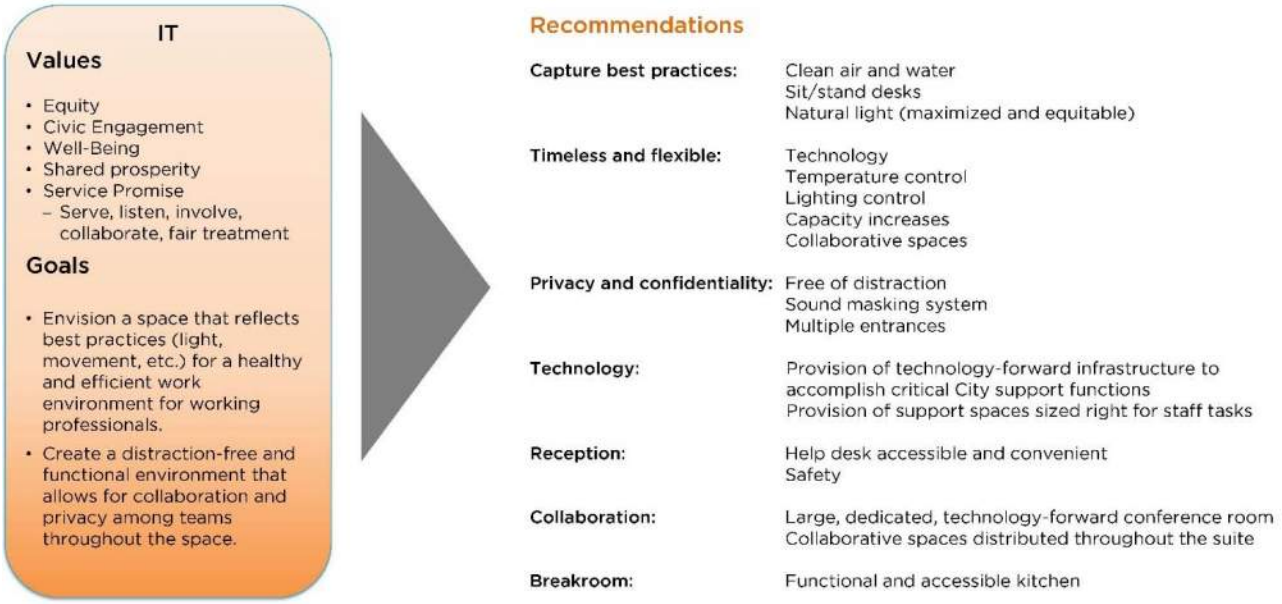
Values:

- 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:

- Collaborative work spaces for separate teams -- and throughout the space
- Public conference room with updated AV
- Help desk bullpen
- Hardware and equipment storage closet
- Front desk/reception
- Breakroom
- Collaborative intern/hourly work space
- Acoustic modulation between teams



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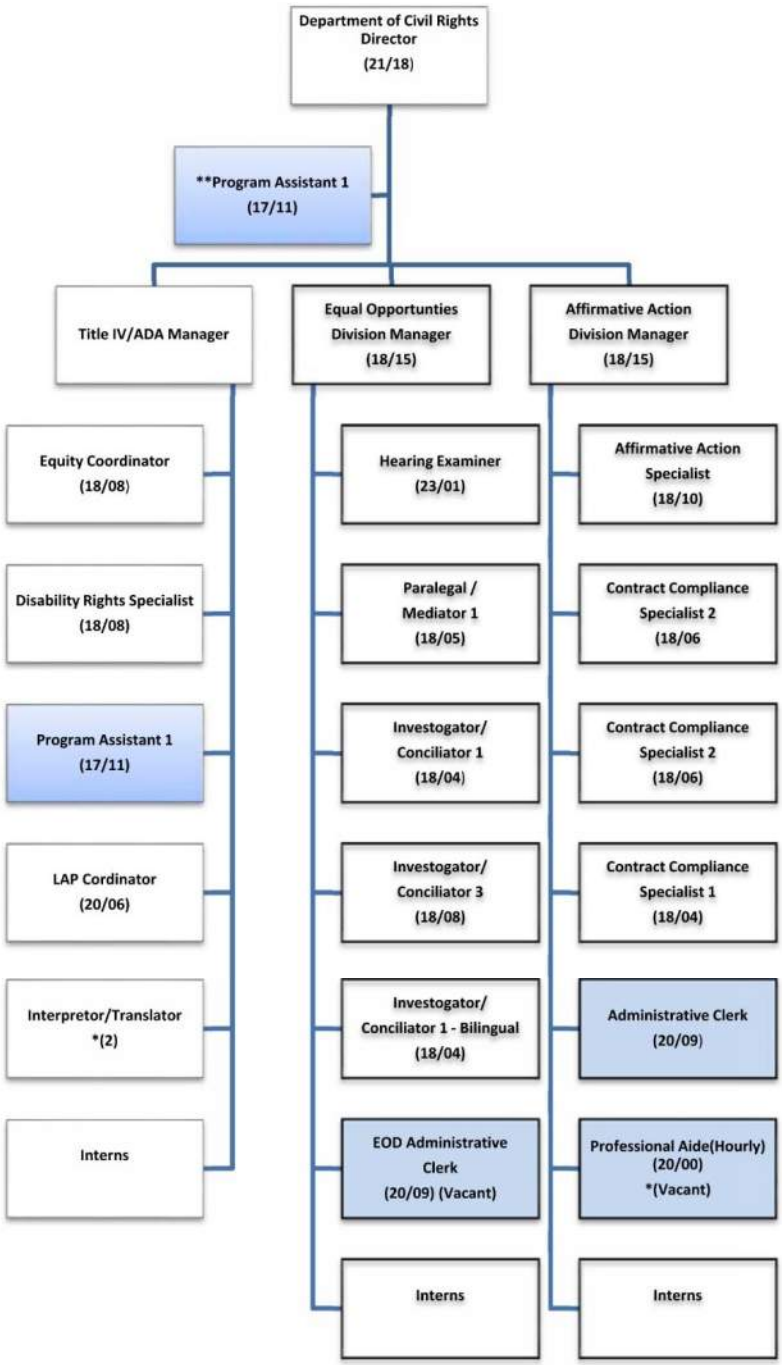
3. P EOPLE AND PROGRAM ANALYSIS

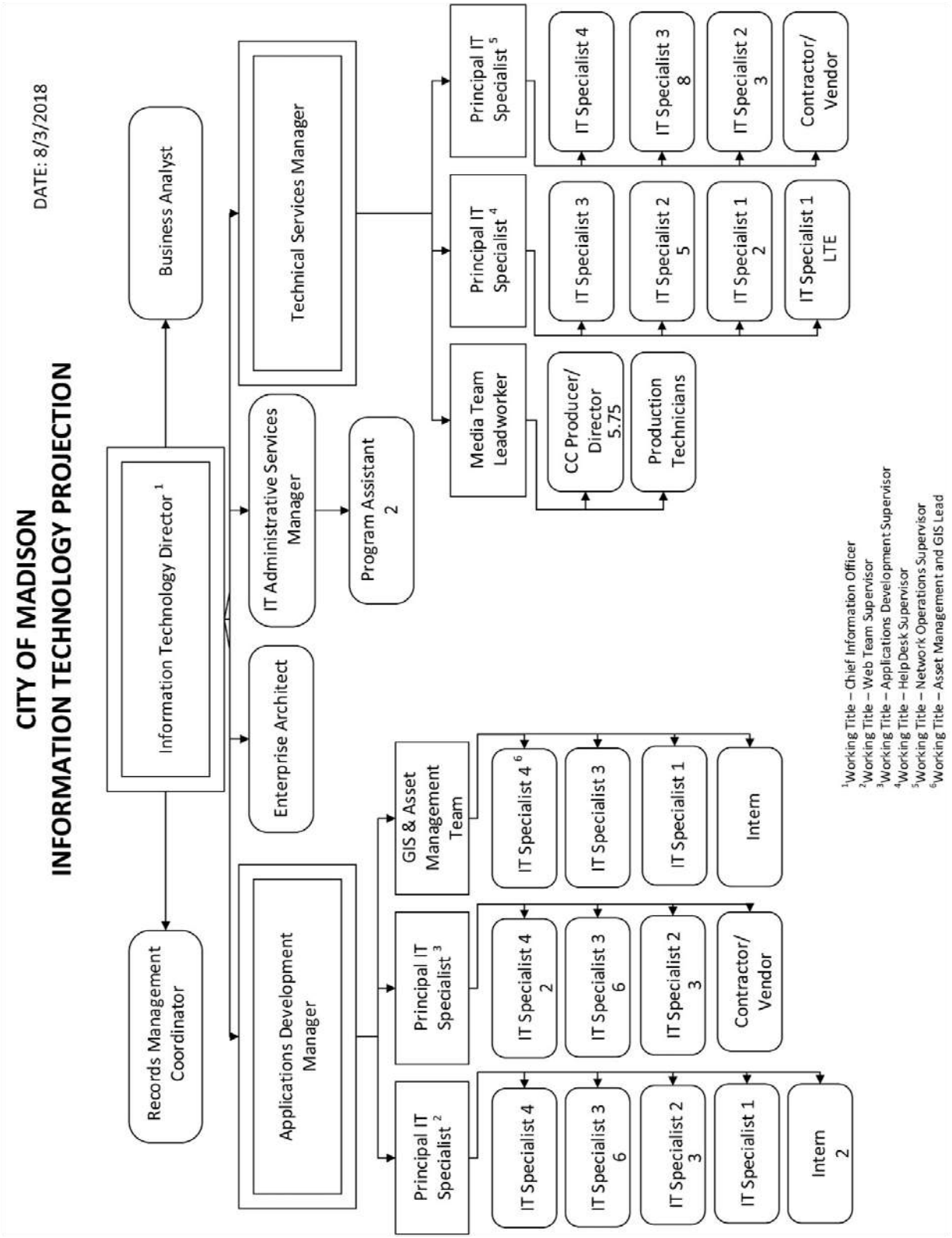
3.1 Organizational Structure

Department of Civil Rights - *Ten-year projection*



*Part Time **Administration Lead worker is Program Assistant 1

Information Technology



3.2 Staffing

The following matrix describes the full complement of each department, looking at today's staff positions and a planning view ten years out.

Department of Civil Rights

	SPACE	NAME	GROUP	FULL TIME OR PART TIME	OFFICE OR WORKSTATION	SF TODAY
	Today					
1	DCR Director	Davis	DCR	FTE	OFFICE	
2	Program Assistant 1	Gibson	DCR	FTE	WKSTN	
3	Affirmative Action - Division Manager	Jones	AAD	FTE	OFFICE	
4	Affirmative Action Specialist	Vanderscheuren	AAD	FTE	OFFICE	
5	Contract Compliance Specialist 2	White	AAD	FTE	OFFICE	
6	Contract Compliance Specialist 2	Johnson	AAD	FTE	OFFICE	
7	Contract Compliance Specialist 1	McCarthy	AAD	FTE	OFFICE	
8	Administrative Clerk	Vacant	AAD	FTE	WKSTN	
9	Professional Aide Hourly	Jameson	AAD	FTE	WKSTN	
10	Intern	Vacant	AAD	LTE	WKSTN	
11	Intern	Vacant	AAD	LTE	WKSTN	
12	Disability Rights Specialist	Glozier	DR	FTE	OFFICE	
13	LAP Hourly	Mendoza	DR	FTE	WKSTN	
14	Equity Coordinator	Pettaway	RESJI	FTE	OFFICE	
15	Program Assistant 1	Collingwood	RESJI	FTE	OFFICE	
16	Intern	Vacant	RESJI	LTE	WKSTN	
17	Intern	Vacant	DCR	LTE	WKSTN	
18	Equal Opportunities Division Manager	Bishop	EOD	FTE	OFFICE	
19	Hearing Examiner	Blackwell	EOD	FTE	OFFICE	
20	Paralegal / Mediator 1	Riphon	EOD	FTE	OFFICE	
21	Investigator / Concilliator 1	Woodly	EOD	FTE	OFFICE	
22	Investigator / Concilliator 3	Below	EOD	FTE	OFFICE	
23	Investigator / Concilliator 1 Bilingual	Garces	EOD	FTE	OFFICE	
24	EOD Administrative Clerk	Britni	EOD	FTE	WKSTN	
25	Intern	Vacant	EOD	LTE	WKSTN	
26	Intern	Vacant	EOD	LTE	WKSTN	

	SPACE	NAME	GROUP	FULL TIME OR PART TIME	OFFICE OR WORKSTATION	SF PROPOSED
	In Ten Years					
1	DCR Director	Davis	DCR	FTE	OFFICE	@ 200sf
2	Program Assistant 1	Gibson	DCR	FTE	WKSTN	@ 42sf
3	Affirmative Action - Division Manager	Jones	AAD	FTE	OFFICE	@ 120sf
4	Affirmative Action Specialist	Vanderscheuren	AAD	FTE	WKSTN	@ 42sf
5	Contract Compliance Specialist 2	McCarthy	AAD	FTE	WKSTN	@ 42sf
6	Contract Compliance Specialist 2	Future	AAD	FTE	WKSTN	@ 42sf
7	Contract Compliance Specialist 1	White	AAD	FTE	WKSTN	@ 42sf
8	Administrative Clerk	Future	AAD	FTE	WKSTN	@ 42sf
9	Professional Aide Hourly	Future	AAD	FTE	WKSTN	@ 42sf
10	Intern	Future	AAD	LTE	WKSTN	@ 30sf
11	Intern	Future	AAD	LTE	WKSTN	@ 30sf
12	Title IV/ADA Manager	Future	Title IV	FTE	OFFICE	@ 120sf
13	Equity Coordinator	Pettaway	Title IV	FTE	WKSTN	@ 42sf
14	Disability Rights Specialist	Glozier	Title IV	FTE	WKSTN	@ 42sf
15	Program Assistant 1	Collingwood	Title IV	FTE	WKSTN	@ 42sf
16	LAP Coordinator	Future	Title IV	FTE	WKSTN	@ 42sf
17	Interpreter / Translator	Future	Title IV	FTE	WKSTN	@ 42sf
18	Intern	Future	Title IV	LTE	WKSTN	@ 30sf
19	Intern	Future	Title IV	LTE	WKSTN	@ 30sf
20	Equal Opportunities Division Manager	Bishop	EOD	FTE	OFFICE	@ 120sf
21	Hearing Examiner	Blackwell	EOD	FTE	WKSTN	@ 42sf
22	Paralegal / Mediator 1	Below	EOD	FTE	WKSTN	@ 42sf
23	Investigator / Concilliator 1	Woodly	EOD	FTE	WKSTN	@ 42sf
24	Investigator / Concilliator 3	Riphon	EOD	FTE	WKSTN	@ 42sf
25	Investigator / Concilliator 1 Bilingual	Garces	EOD	FTE	WKSTN	@ 42sf
26	EOD Administrative Clerk	Sutton	EOD	FTE	WKSTN	@ 42sf
27	Intern	Future	EOD	LTE	WKSTN	@ 30sf
28	Intern	Future	EOD	LTE	WKSTN	@ 30sf

Information Technology

	SPACE	NAME	GROUP	FULL TIME OR PART TIME	OFFICE OR WORKSTATION	SF TODAY
	Today					
	Chief Information Officer			FTE	OFFICE	
	Records Management Coordinator			FTE		
	Business Analyst			FTE		
	IT Administrative Services Manager			FTE	OFFICE	
	Program Assistant			FTE	WKSTN	
	Program Assistant			FTE	WKSTN	
	Applications Development Manager		APP DEVEL	FTE	OFFICE	
	Web Team Supervisor		WEB TEAM	FTE	OFFICE	
	IT Specialist 4		WEB TEAM	FTE		
0	IT Specialist 3		WEB TEAM	FTE		
1	IT Specialist 3		WEB TEAM	FTE		
2	IT Specialist 3		WEB TEAM	FTE		
3	IT Specialist 2		WEB TEAM	FTE		
4	IT Specialist 2		WEB TEAM	FTE		
5	IT Specialist 2		WEB TEAM	FTE		
6	IT Specialist 1		WEB TEAM	FTE		
7	IT Specialist 1		WEB TEAM	FTE		
8	Applications Development Supervisor		APP DEVEL	FTE	OFFICE	
9	IT Specialist 4		APP DEVEL	FTE		
0	IT Specialist 4		APP DEVEL	FTE		
1	IT Specialist 3		APP DEVEL	FTE		
2	IT Specialist 3		APP DEVEL	FTE		
3	IT Specialist 3		APP DEVEL	FTE		
4	IT Specialist 3		APP DEVEL	FTE		
5	IT Specialist 3		APP DEVEL	FTE		
6	IT Specialist 3		APP DEVEL	FTE		
7	IT Specialist 2		APP DEVEL	FTE		
8	IT Specialist 2		APP DEVEL	FTE		
9	IT Specialist 2		APP DEVEL	FTE		
0	Asset Management/GIS Lead		GIS/AM	FTE		
1	IT Specialist 2		GIS/AM	FTE		
2	Technical Services Manager		TECH SERV	FTE	OFFICE	
3	Media Team Leadworker		MEDIA	FTE		
4	CC Producer / Director		MEDIA	FTE		
5	CC Producer / Director		MEDIA	FTE		
6	CC Producer / Director		MEDIA	FTE		
7	CC Producer / Director		MEDIA	FTE		
8	CC Producer / Director		MEDIA	FTE		
9	CC Producer / Director		MEDIA	FTE		
0	Production Technician		MEDIA	FTE		
1	Production Technician		MEDIA	FTE		
2	Help Desk Supervisor		HELP DESK	FTE		
3	IT Specialist 3		HELP DESK	FTE		
4	IT Specialist 2		HELP DESK	FTE		
5	IT Specialist 2		HELP DESK	FTE		
6	IT Specialist 1		HELP DESK	FTE		
7	IT Specialist 1		HELP DESK	FTE		
8	IT Specialist 1		HELP DESK	FTE		
9	IT Specialist 1		HELP DESK	FTE		
0	Network Operations Supervisor		NET OPS	FTE	OFFICE	
1	IT Specialist 4		NET OPS	FTE		
2	IT Specialist 3		NET OPS	FTE		
3	IT Specialist 3		NET OPS	FTE		
4	IT Specialist 3		NET OPS	FTE		
5	IT Specialist 3		NET OPS	FTE		
6	IT Specialist 3		NET OPS	FTE		
7	IT Specialist 3		NET OPS	FTE		
8	IT Specialist 3		NET OPS	FTE		
9	IT Specialist 2		NET OPS	FTE		
0	IT Specialist 2		NET OPS	FTE		
1	IT Specialist 2		NET OPS	FTE		

	SPACE	NAME	GROUP	FULL TIME OR PART TIME	OFFICE OR WORKSTATION	SF PROPOSED
	In Ten Years					
1	Chief Information Officer	Sarah Edgerton	Management	FTE	OFFICE	@ 200sf
2	Records Management Coordinator	Leslie Starczewski	Management	FTE	OFFICE	@ 100sf
3	IT Administrative Services Manager	Amanda Lythjohan	Management	FTE	OFFICE	@ 100sf
4	Applications Development Manager	Dave Faust	APP DEVEL	FTE	OFFICE	@ 100sf
5	Web Team Supervisor	Eric Olson	WEB TEAM	FTE	OFFICE	@ 100sf
6	IT Specialist 4	Vacant	WEB TEAM	FTE	WKSTN	@ 42sf
7	IT Specialist 3	Michael Newman	WEB TEAM	FTE	WKSTN	@ 42sf
8	IT Specialist 3	Danielle Fossum	WEB TEAM	FTE	WKSTN	@ 42sf
9	IT Specialist 3	??	WEB TEAM	FTE	WKSTN	@ 42sf
10	IT Specialist 3	??	WEB TEAM	FTE	WKSTN	@ 42sf
11	IT Specialist 3	Vacant	WEB TEAM	FTE	WKSTN	@ 42sf
12	IT Specialist 2	Nining Ningrum	WEB TEAM	FTE	WKSTN	@ 42sf
13	IT Specialist 2	Nathan Danielson	WEB TEAM	FTE	WKSTN	@ 42sf
14	IT Specialist 2	Deborah Thompson	WEB TEAM	FTE	WKSTN	@ 42sf
15	IT Specialist 2	New	WEB TEAM	FTE	WKSTN	@ 42sf
16	IT Specialist 1	Xue Liu	WEB TEAM	FTE	WKSTN	@ 42sf
17	Intern	Elva Paulina Kabibie	WEB TEAM	LTE	WKSTN	@ 30sf
18	Intern	Abigail Ferguson	WEB TEAM	LTE	WKSTN	@ 30sf
19	Applications Development Supervisor	Sharon Kauffeld	APP DEVEL	FTE	OFFICE	@ 100sf
20	IT Specialist 4	Rodney Cherek	APP DEVEL	FTE	WKSTN	@ 42sf
21	IT Specialist 4	Riki Sjachrani	APP DEVEL	FTE	WKSTN	@ 42sf
22	IT Specialist 3	Chris Hagen	APP DEVEL	FTE	WKSTN	@ 42sf
23	IT Specialist 3	Luis Nava-Gomez	APP DEVEL	FTE	WKSTN	@ 42sf
24	IT Specialist 3	Paul O'Leary	APP DEVEL	FTE	WKSTN	@ 42sf
25	IT Specialist 3	Tim Paskewitz	APP DEVEL	FTE	WKSTN	@ 42sf
26	IT Specialist 3	Brendan Pautsch	APP DEVEL	FTE	WKSTN	@ 42sf
27	IT Specialist 3	James Schmidt	APP DEVEL	FTE	WKSTN	@ 42sf
28	IT Specialist 2	Jackie Goltz	APP DEVEL	FTE	WKSTN	@ 42sf
29	IT Specialist 2	Jane Schneider	APP DEVEL	FTE	WKSTN	@ 42sf
30	IT Specialist 2	New	APP DEVEL	FTE	WKSTN	@ 42sf
31	Contractor / Vendor	New	APP DEVEL	FTE	WKSTN	@ 42sf
32	IT Specialist 4	Aaron Cohen	GIS/AM	FTE	WKSTN	@ 42sf
33	IT Specialist 2	Taletha Skar	GIS/AM	FTE	WKSTN	@ 42sf
34	IT Specialist 1	New	GIS/AM	FTE	WKSTN	@ 42sf
35	Intern	New	GIS/AM	LTE	WKSTN	@ 30sf
36	Technical Services Manager	Herb King	TECH SERV	FTE	OFFICE	@ 100sf
37	Help Desk Supervisor	Molly Larson	HELP DESK	FTE	OFFICE	@ 100sf
38	Program Assistant 2/ Receptionist	Brenda Davis	HELP DESK	FTE	WKSTN	@ 42sf
39	IT Specialist 3	Trevor Mendez	HELP DESK	FTE	WKSTN	@ 42sf
40	IT Specialist 2	Darcy Grzenia	HELP DESK	FTE	WKSTN	@ 42sf
41	IT Specialist 2	Chuck Newman	HELP DESK	FTE	WKSTN	@ 42sf
42	IT Specialist 2	Steve Dullum	HELP DESK	FTE	WKSTN	@ 42sf
43	IT Specialist 2	??	HELP DESK	FTE	WKSTN	@ 42sf
44	IT Specialist 2	New	HELP DESK	FTE	WKSTN	@ 42sf
45	IT Specialist 1	Jonny Miranda-Armen	HELP DESK	FTE	WKSTN	@ 42sf
46	IT Specialist 1	Vacant LTE	HELP DESK	FTE	WKSTN	@ 42sf
47	IT Specialist 1	Vacant	HELP DESK	FTE	WKSTN	@ 42sf
48	Network Operations Supervisor	Chris Lueder	NET OPS	FTE	OFFICE	@ 100sf
49	IT Specialist 4	Lee Jones	NET OPS	FTE	WKSTN	@ 64sf
50	IT Specialist 3	Juliet Sanders	NET OPS	FTE	WKSTN	@ 64sf
51	IT Specialist 3	Bob McFarlane	NET OPS	FTE	WKSTN	@ 64sf
52	IT Specialist 3	James Ferguson	NET OPS	FTE	WKSTN	@ 64sf
53	IT Specialist 3	Lisa Larson	NET OPS	FTE	WKSTN	@ 64sf
54	IT Specialist 3	Larry Chavez	NET OPS	FTE	WKSTN	@ 64sf
55	IT Specialist 3	Eric Lenters	NET OPS	FTE	WKSTN	@ 64sf
56	IT Specialist 3	Aaron Weinkauf	NET OPS	FTE	WKSTN	@ 64sf
57	IT Specialist 3	New	NET OPS	FTE	WKSTN	@ 64sf
58	IT Specialist 2	Vacant	NET OPS	FTE	WKSTN	@ 64sf
59	IT Specialist 2	??	NET OPS	FTE	WKSTN	@ 64sf

4. PHYSICAL ENVIRONMENT ANALYSIS

4.1 Existing Space

4.2 Existing Systems - Capacities, and Deficiencies

There currently (present day) is a deficiency in heating hot water capacity to service a portion of the project area. However, there are current plans, separate from this project, to address this concern. There are no other 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 planed 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 for terminal reheat use.

A Network Closet is being added to the project within the IT space which will function as an IDF room

PROJECT SOLUTION

5. PROPOSED SPACE DESCRIPTION

5.1 Space Type Narrative (all major categories of spaces)

Reception / Waiting Area

- The main public reception is to be located on the main corridor
- 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 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 the door between the public reception space and the private staff suite beyond.
- Key scan access shall be located at the front door for use after hours.

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.
- Staff in open workstations and bench stations 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)

- Both DCR and IT will have large conference rooms for the exclusive use of each department, as indicated on the plan. Each should feature flexible furniture that can be adapted to different rooms arrangements, hearing at DCR, seminar, conference, etc.

Small Conference Rooms (collaboration)

- Each department has a minimum of one smaller conference room for up to twelve 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.

Huddle (collaboration)

- These spaces are intended to have full walls with borrowed lights and flat panel displays, seating up to four people.
- At least one full-height, magnetic marker wall is to be included.

Breakroom (collaboration)

- Both IT and DCR will have a separate breakroom for staff use.
- DCR breakroom will seat up to eight people. The IT breakroom can seat up to twelve staff. Several moveable tables seating and counter seating are to be included for each.
- The breakrooms are located as identified on the plan, each should have one sink, two microwave ovens, and one toaster oven. DCR should have one refrigerator and IT requires two refrigerators.

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

- A card reader shall be located at the staff entry doors into each staff work area as indicated on the plan.

Specific Department Requirements

- Department of Civil Rights:
  - Waiting area should have two separate seating groups to accommodate claimant and respondent parties attending hearings.
  - Hearing/conference room requires storage for hearing equipment.\
  - In the DCR space in order to maintain the required exiting of the floor. The entrance door into the space must remain unlocked and accessible as an emergency exit. In the design of the space the other spaces off that corridor are to be secured from the general public.
- Information Technology Department:
  - At several locations throughout the IT suite, flat panel displays should be mounted to centrally-located wall surfaces. These displays will function as system status monitors.
  - The IT Department maintains a soda machine available to the public as a charitable fund-raising element. The soda machine should be provided with power in the alcove identified near the entry to large conference room.
  - In both the Help Desk and Network Operations areas upper cabinets for extra gear will be installed on the available long walls.
  - Through out the space several full wall white board writing surfaces need to be introduced into spaces.
  - Card reader access shall be included for the auxiliary conference room and breakroom area.

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 tabs, as updated during Pre-Design, follow.

Department of Civil Rights

Space		No. of	ASF	Total ASF	Notes
Office Director		1	@ 200sf	200	
Office - Typical		3	@ 120sf	360	
Workstation - Typical		18	@ 42sf	756	
Workstation - Intern		6	@ 30sf	180	
Hearing Room		1	@ 450sf	450	
Breakroom		1	@ 200sf	200	
Intake		1	@ 60sf	60	
Huddle Room		3	@ 100sf	300	
Receptionist		1	@ 60sf	60	
Reception Waiting		1	@ 200sf	200	
File Storage		1	@ 50sf	50	
Materials Storage		1	@ 100sf	100	
Printer Alcove		2	@ 50sf	100	
	Total ASF			3,016	
	Efficiency			56%	
	Suite Gross SF			5,420	

Information Technology

Space		No. of	ASF	Total ASF	Notes
Office - CIO		1	@ 200sf	200	
Office - Typical		8	@ 100sf	800	
Office - Customer Call		1	@ 65sf	65	
Workstation - Typical		37	@ 42sf	1,554	
Workstation - Intern		3	@ 30sf	90	
Help Desk - Bullpen Workstations		9	@ 64sf	576	Separate from rest of IT
Reception - Help Desk		1	@ 64sf	64	For all of IT shop
Waiting		1	@ 100sf	100	Adjacent to IT / access at public corridor
Conference Room		1	@ 440sf	440	Adjacent to IT / access at public corridor
Hardware/Equipment Closet - Help Desk		1	@ 150sf	150	
Network Closet (for Cabling needs)		1	@ 140sf	140	
MFP/ Plotter/Office Supply Space		1	@ 60sf	60	
Help Desk Receiving		1	@ 140sf	140	
Breakroom		1	@ 240sf	240	with kitchenette
Collaborative Work Area		1	@ 210sf	210	
Collaborative Work Area		1	@ 180sf	180	
Collaborative Work Area		2	@ 125sf	250	
	Total ASF			5,259	
	Efficiency			57%	
	Suite Gross SF			9,160	

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.

Department of Civil Rights

NUMBER	SPACE	GROUP	ADJACENCIES	PUBLIC ACCESS	DAYLIGHT AND/OR VIEW	PRIVACY	PLUMBING	SPECIAL EQUIPMENT	NOTES
			insert #s from NUMBER column	*Insert letter from code below*					
1	DCR Director	DCR	2	N	Y	H	N	N	
2	Program Assistant 1	DCR	1	N	Y	H	N	N	
3	Affirmative Action - Division Manager	AAD	8	N	Y	H	N	N	
4	Affirmative Action Specialist	AAD		N	I	H	N	N	
5	Contract Compliance Specialist 2	AAD		N	I	M	N	N	Sensitive conversations
6	Contract Compliance Specialist 2	AAD		N	I	H	N	N	Sensitive conversations
7	Contract Compliance Specialist 1	AAD		N	I	M	N	N	Sensitive conversations
8	Administrative Clerk/ Recpetionist	AAD	3	N	I	L	N	N	
9	Professional Aide Hourly	AAD		N	I	N	N	N	
10	Intern	AAD		N	N	N	N	N	
11	Intern	AAD		N	N	N	N	N	
12	Title IV/ADA Manager	Title IV	15	N	Y	H	N	N	
13	Equity Coordinator	Title IV		N	Y	M	N	N	
14	Disability Rights Specialist	Title IV		N	Y	M	N	N	Sensitive conversations
15	Program Assistant 1	Title IV	12	N	Y	M	N	N	
16	LAP Coordinator	Title IV		N	I	N	N	N	
17	Interpreter / Translator	Title IV		N	I	N	N	N	
18	Intern	Title IV		N	N	N	N	N	
19	Intern	Title IV		N	N	N	N	N	
20	Equal Opportunities Division Manager	EOD	26	N	Y	H	H	N	
21	Hearing Examiner	EOD		N	Y	H	N	N	Sensitive conversations
22	Paralegal / Mediator 1	EOD		N	I	N	N	N	Sensitive conversations
23	Investigator / Concilliator 1	EOD		N	I	H	N	N	Sensitive conversations
24	Investigator / Concilliator 3	EOD		N	I	H	N	N	Sensitive conversations
25	Investigator / Concilliator 1 Bilingual	EOD		N	I	H	N	N	Sensitive conversations
26	EOD Administrative Clerk	EOD	20	N	I	L	N	N	
27	Intern	EOD		N	N	N	N	N	
28	Intern	EOD		N	N	N	N	N	
29	Hearing Room - seats 20	-	33,34	Y	N	N	N	N	
30	Breakroom - seats 8	-	-	N	I	N	N	Y	
31	Intake - seats 3	-	33,34	Y	N	N	N	N	
32	Huddle Room	-	-	N	N	N	N	N	
33	Receptionist	-	29,34	Y	N	N	N	N	
34	Reception Waiting - seats 6	-	29,33	Y	N	N	N	N	
35	Materials Storage	-	-	N	N	N	N	N	
36	Printer Alcove	-	-	N	N	N	N	N	
37	Printer Alcove	-	-	N	N	N	N	N	
38	File Storage	-	-	N	N	N	N	N	

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

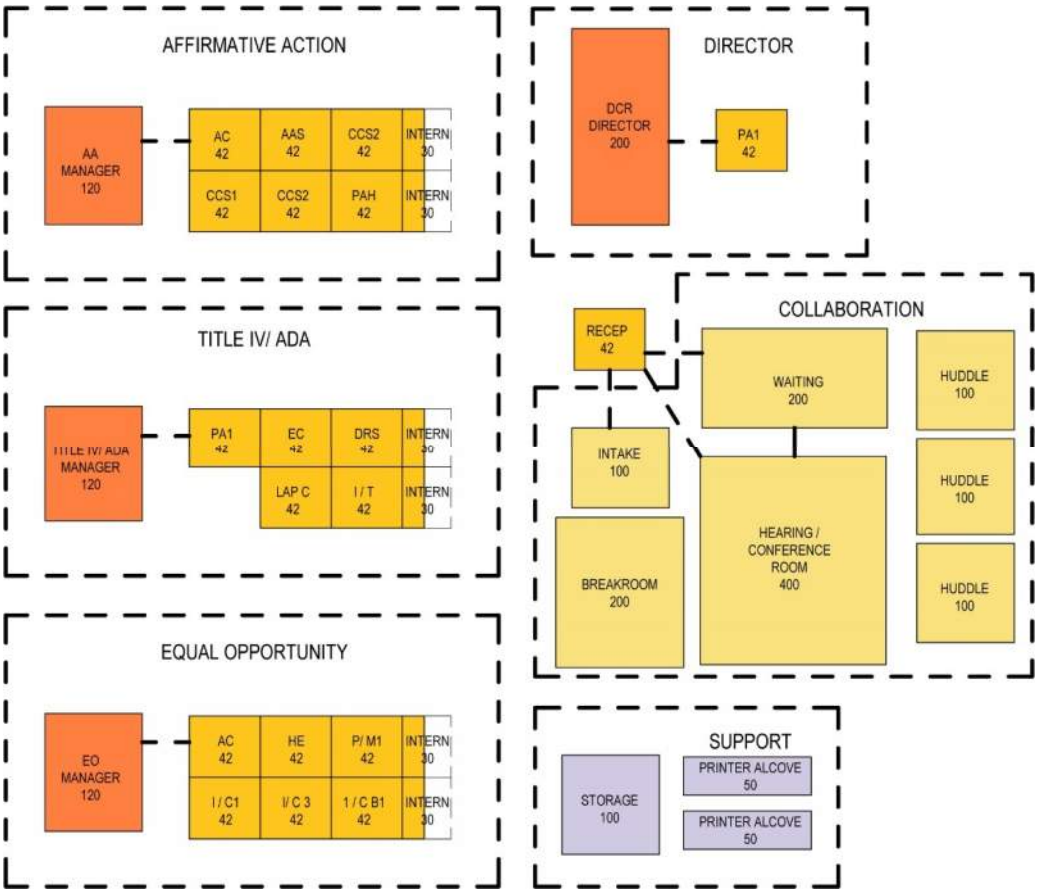
Information Technology

NUMBER	SPACE	GROUP	ADJACENCIES	PUBLIC ACCESS	DAYLIGHT AND/OR VIEW	PRIVACY	PLUMBING	SPECIAL EQUIPMENT	NOTES
			insert #s from NUMBER column	insert letter from code below					
1	Chief Information Officer	Management	43134	N	M	H	L	H	We would like all employees to be able to stand at the desk/workstation. We saw the MMB desk set ups with the cubicles, and like the desks/design/setup of these spaces. **We would also want all of IT in one space.
2	Records Management Coordinator	Management	1	N	M	H	L	H	
3	IT Administrative Services Manager	Management	1	N	M	H	L	H	
4	Applications Development Manager	APP DEVEL	5,19,32	N	M	H	L	H	
5	Web Team Supervisor	WEB TEAM	4,6-18	N	M	H	L	H	
6	IT Specialist 4	WEB TEAM	5	N	M	L	L	H	
7	IT Specialist 3	WEB TEAM	5	N	M	L	L	H	
8	IT Specialist 3	WEB TEAM	5	N	M	L	L	H	
9	IT Specialist 3	WEB TEAM	5	N	M	L	L	H	
10	IT Specialist 3	WEB TEAM	5	N	M	L	L	H	
11	IT Specialist 3	WEB TEAM	5	N	M	L	L	H	
12	IT Specialist 2	WEB TEAM	5	N	M	L	L	H	
13	IT Specialist 2	WEB TEAM	5	N	M	L	L	H	
14	IT Specialist 2	WEB TEAM	5	N	M	L	L	H	
15	IT Specialist 2	WEB TEAM	5	N	M	L	L	H	
16	IT Specialist 1	WEB TEAM	5	N	M	L	L	H	
17	Intern	WEB TEAM	5	N	M	L	L	H	
18	Intern	WEB TEAM	5	N	M	L	L	H	
19	Applications Development Supervisor	APP DEVEL	20-31	N	M	H	L	H	
20	IT Specialist 4	APP DEVEL	19	N	M	L	L	H	
21	IT Specialist 4	APP DEVEL	19	N	M	L	L	H	
22	IT Specialist 3	APP DEVEL	19	N	M	L	L	H	
23	IT Specialist 3	APP DEVEL	19	N	M	L	L	H	
24	IT Specialist 3	APP DEVEL	19	N	M	L	L	H	
25	IT Specialist 3	APP DEVEL	19	N	M	L	L	H	
26	IT Specialist 3	APP DEVEL	19	N	M	L	L	H	
27	IT Specialist 3	APP DEVEL	19	N	M	L	L	H	
28	IT Specialist 2	APP DEVEL	19	N	M	L	L	H	
29	IT Specialist 2	APP DEVEL	19	N	M	L	L	H	
30	IT Specialist 2	APP DEVEL	19	N	M	L	L	H	
31	Contractor / Vendor	APP DEVEL	19	N	M	L	L	H	
32	IT Specialist 4	GIS/AM	4,33-35	N	M	L	L	H	
33	IT Specialist 2	GIS/AM	32,34-35	N	M	L	L	H	
34	IT Specialist 1	GIS/AM	32-33,35	N	M	L	L	H	
35	Intern	GIS/AM	32-34	N	M	L	L	H	
36	Technical Services Manager	TECH SERV	37,49	N	M	H	L	H	
37	Help Desk Supervisor	HELP DESK	38	H	M	H	L	H	This office should be similar to that of Boyce Johnson's on 3rd floor.
38	Program Assistant / Reception	HELP DESK	36-37,39	N	N	N	L	H	This is the position for the front Entry/HelpDesk. The Helpdesk and this space should be connected. There should be a couple of different entry ways into the IT space through a key lock.
39	IT Specialist 3	HELP DESK	37	H	M	L	L	H	heavily sound proofed. Employees should be able to leave through a "side"
40	IT Specialist 2	HELP DESK	37	H	M	L	L	H	
41	IT Specialist 2	HELP DESK	37	H	M	L	L	H	
42	IT Specialist 2	HELP DESK	37	H	M	L	L	H	
43	IT Specialist 2	HELP DESK	37	H	M	L	L	H	
44	IT Specialist 2	HELP DESK	37	H	M	L	L	H	
45	IT Specialist 1	HELP DESK	37	H	M	L	L	H	
46	IT Specialist 1	HELP DESK	37	H	M	L	L	H	
47	IT Specialist 1	HELP DESK	37	H	M	L	L	H	
48	Network Operations Supervisor	NET OPS	49	N	M		L	H	
49	IT Specialist 4	NET OPS	49	N	M	L	L	H	
50	IT Specialist 3	NET OPS	49	N	M	L	L	H	
51	IT Specialist 3	NET OPS	49	N	M	L	L	H	
52	IT Specialist 3	NET OPS	49	N	M	L	L	H	
53	IT Specialist 3	NET OPS	49	N	M	L	L	H	
54	IT Specialist 3	NET OPS	49	N	M	L	L	H	
55	IT Specialist 3	NET OPS	49	N	M	L	L	H	
56	IT Specialist 3	NET OPS	49	N	M	L	L	H	
57	IT Specialist 3	NET OPS	49	N	M	L	L	H	
58	IT Specialist 2	NET OPS	49	N	M	L	L	H	
59	IT Specialist 2	NET OPS	49	N	M	L	L	H	
60	Customer Call	NET OPS	49	N	M	L	L	H	
61	Waiting - for 4	-	37,38	N	N	N	N	N	
62	Conference Room - for 25	-	-	Y	N	L	L	H	markerboards, conf phone, tack strips.
63	Breakroom - for 6	-	-	N	N	N	H	H	1 refrigerator , 2 microwaves
64	Collaborative Work Area - for 10	-	-	N	N	H	N	N	Needs markerboards and TV
65	Collaborative Work Area - for 8	-	-	N	N	H	N	N	Needs markerboards and TV
66	Collaborative Work Area - for 6	-	-	N	N	H	N	N	Needs markerboards and TV
67	Collaborative Work Area - for 6	-	-	N	N	H	N	N	Needs markerboards and TV
68	Hardware/Equipment Closet	HELP DESK	37-48	N	N	L	L	L	It will need to have keycard access
69	Network Closet (for Cabling needs)	NET OPS	-	N	N	L	L	L	This space needs to be secured.
70	MFP/ plotter/office supply space	GIS/AM	32-35	N	N	N	N	N	
71	Help Desk Receiving	HELP DESK	37-48	N	N	N	N	N	

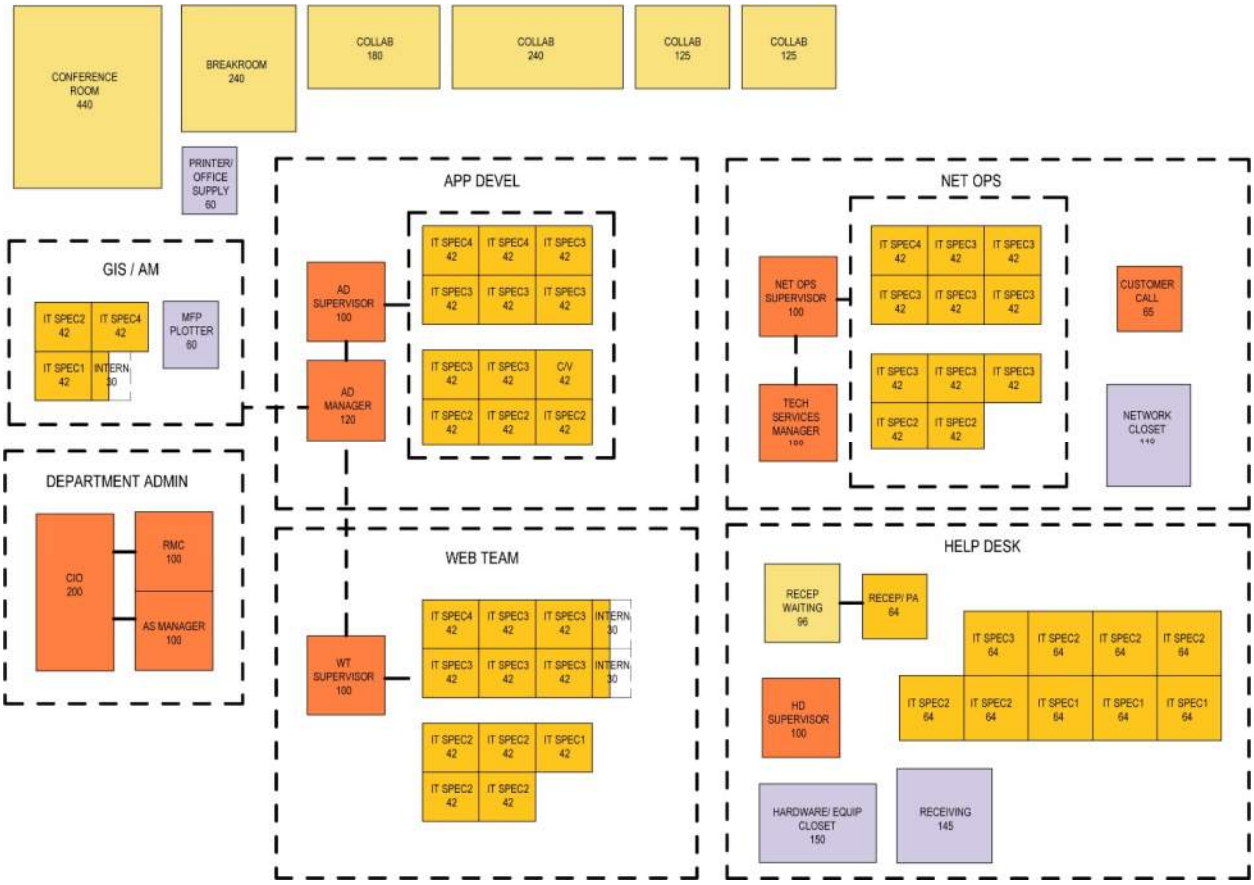
H	HIGH
M	MEDIUM
L	LOW
Y	YES
N	NO/NONE
I	IMPORTANT BUT NOT REQUIRED

5.4 Graphic Analysis of Spaces and Requirements

Department of Civil Rights



Information Technology



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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:

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

Design Code:	International Building Code (IBC), 2015
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

As this will be an interior renovation, from an architectural standpoint, sustainability will be all about material selection, making choices to create the largest impact within the budget. Specific ways to address sustainability can be studied as the project moves ahead in the future, including:

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.

7. RECOMMENDED PLANNING CONCEPT

7.1 Spatial Organization

Summary of Programming and Planning Decisions

Department of Civil Rights

Note: DCR is not yet certain that all staff tasks can be accommodated with adequate privacy in workstations. An example is the desire to avert possible disruptions in the open work environment by necessary staff use of dictation software. The next phase design team has been asked to study further the number of staff requiring full acoustic privacy for the majority of their work to determine whether more offices are required. Huddle spaces envisioned as spaces for private conversations may not be adequate to serve individual privacy and small group needs.

Information Technology

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7.2. System Narratives

7.2.1 Architectural Systems

Finishes / Materials

Per 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 color, floors, ceilings, etc.:

- 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 subtle accent colors.
- Conference Rooms – At least one 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.

Storm Windows

Existing interior storm window assemblies shall be removed if currently present. Provision of a replacement system should be explored during the design phases.

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, branch piping and header piping, within the area of demolition, be removed in their entirety and replaced with new header and branch piping, along with new fire protection heads.

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 in 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 both the mother's room and 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 2012 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 14,000 GSF on the fifth 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 fifth-floor project area:

- 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 provide a general overview of the proposed renovation scope of work:

- Within the fifth-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. Excepting 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.

Hot Water Heat

Steam heat will continue to be used, in conjunction with a steam to hot water heat exchanger 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.

Net Closet / IDF Room

Depending on internal heat gains, this room will be provided with either:

- A transfer fan (controlled by a reverse acting thermostat) for heat dissipation thru air movement.
- Ductless split mechanical cooling system.

The space temperature will be monitored by the building automation system.

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 or Distech Controls:

- 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 communications 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, 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 access control system will be provided for the area of renovation. Further study will determine whether it will be extended from the existing Department of Public Health system.

Emergency alert call buttons shall be installed at the reception desk. 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.

At least one room in both IT and DCR suites should be designated as a “safe” room. Doors requiring key scan locks and receptionist buzzed doors will be identified during future design phases for both suites.

Telecommunications

Category 6 communications cabling/jacks for data will be installed. All cabling will be routed to the new Net Closet/IDF room.

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

Each telecommunications drop at workstation locations will be provided with two (2) Category 6 cables and jacks, as a standard. Category 6A cables will be provided for wireless access point device.

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 the following: Video connections – HDMI and USB. Video inputs will be routed directly to the LCD display.
- Large Conference Room (400 square feet and larger):
  - 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 the following: Video connections – HDMI and USB video 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 little to save from the existing conditions based on the space needs and configurations required by each department.

The escalation cost in the estimate is shown at 2.5%. The general conditions are shown at 18%. 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.

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.

MCC Consulting & Contracting

CITY OF MADISON
CITY/COUNTY BUILDING
5TH FLOOR OFFICE REMODEL
Summary

Order of Magnitude Estimate
12/17/2018

COST SUMMARY	GSF	$/SF	BUILDING TOTAL
CIVIL RIGHTS	5,420	$200.31	$1,085,688
IT DEPARTMENT	9,160	$185.96	$1,839,696
TOTAL ESTIMATED CONSTRUCTION COSTS	**14,580**	**$200.64**	**$2,925,384**

MCC Consulting & Contracting

City Of Madison
City/County Building
5Th Floor Office Remodel
Summary

Order of Magnitude Estimate
12/17/2018
Rev 01

	COST SUMMARY	5,420 GSF	$/SF	BUILDING TOTAL
01000	GENERAL REQUIREMENTS		$0.00	$0
02000	EXISTING CONDITIONS		$11.64	$63,071
03000	CONCRETE		$0.00	$0
04000	MASONRY		$0.00	$0
05000	METALS		$0.00	$0
06000	WOODS, PLASTICS & COMPOSITES		$9.30	$50,405
07000	THERMAL & MOISTURE PROTECTION SYSTEM		$0.18	$966
08000	OPENINGS		$15.50	$84,010
09000	FINISHES		$19.65	$106,501
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		$3.00	$16,259
22000	PLUMBING		$2.50	$13,550
23000	HEATING, VENTILATING & AIR CONDITIONING		$35.70	$193,484
26000	ELECTRICAL		$19.48	$105,592
27000	COMMUNICATIONS AND A/V		$10.75	$58,264
28000	ELECTRONIC SAFETY AND SECURITY		$3.82	$20,713
31000	EARTHWORK		$0.00	$0
32000	EXTERIOR IMPROVEMENTS		$0.00	$0
33000	UTILITIES		$0.00	$0
	SUBTOTAL		**$131.52**	**$712,815**
	ESCALATION TO BID DATE	2.5%	$3.29	$17,820
	GENERAL CONDITIONS/BOND/INSURANCE	18.0%	$24.26	$131,514
	CONTRACTOR'S FEES	6.0%	$9.54	$51,729
	DESIGN CONTINGENCY	10.0%	$16.86	$91,388
	TOTAL ESTIMATED BID		**$185.47**	**$1,005,267**
	CONSTRUCTION CONTINGENCY-BPW	8.0%	$14.84	$80,421
	TOTAL ESTIMATED CONSTRUCTION COSTS		**$200.31**	**$1,085,688**

Project #18071

Civil Rights

MCC Consulting & Contracting

City Of Madison
City/County Building
5Th Floor Office Remodel
Summary

Order of Magnitude Estimate
12/17/2018
Rev 01

	COST SUMMARY	9,160 GSF	$/SF	BUILDING TOTAL
01000	GENERAL REQUIREMENTS		$0.00	$0
02000	EXISTING CONDITIONS		$11.21	$102,707
03000	CONCRETE		$0.00	$0
04000	MASONRY		$0.00	$0
05000	METALS		$0.00	$0
06000	WOODS, PLASTICS & COMPOSITES		$8.90	$81,523
07000	THERMAL & MOISTURE PROTECTION SYSTEM		$0.18	$1,632
08000	OPENINGS		$13.00	$119,080
09000	FINISHES		$22.45	$205,639
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		$3.00	$27,478
22000	PLUMBING		$2.00	$18,320
23000	HEATING, VENTILATING & AIR CONDITIONING		$36.29	$332,452
26000	ELECTRICAL		$22.35	$204,689
27000	COMMUNICATIONS AND A/V		$12.10	$110,848
28000	ELECTRONIC SAFETY AND SECURITY		$3.82	$35,005
31000	EARTHWORK		$0.00	$0
32000	EXTERIOR IMPROVEMENTS		$0.00	$0
33000	UTILITIES		$0.00	$0
	SUBTOTAL		**$135.30**	**$1,239,373**
	ESCALATION TO BID DATE	2.5%	$3.38	$30,984
	GENERAL CONDITIONS/BOND/INSURANCE	15.0%	$20.80	$190,554
	CONTRACTOR'S FEES	6.0%	$9.57	$87,655
	DESIGN CONTINGENCY	10.0%	$16.91	$154,857
	TOTAL ESTIMATED BID		**$185.96**	**$1,703,422**
	CONSTRUCTION CONTINGENCY-BPW	8.0%	$14.88	$136,274
	TOTAL ESTIMATED CONSTRUCTION COSTS		**$200.84**	**$1,839,696**

Project # 18071

IT Department

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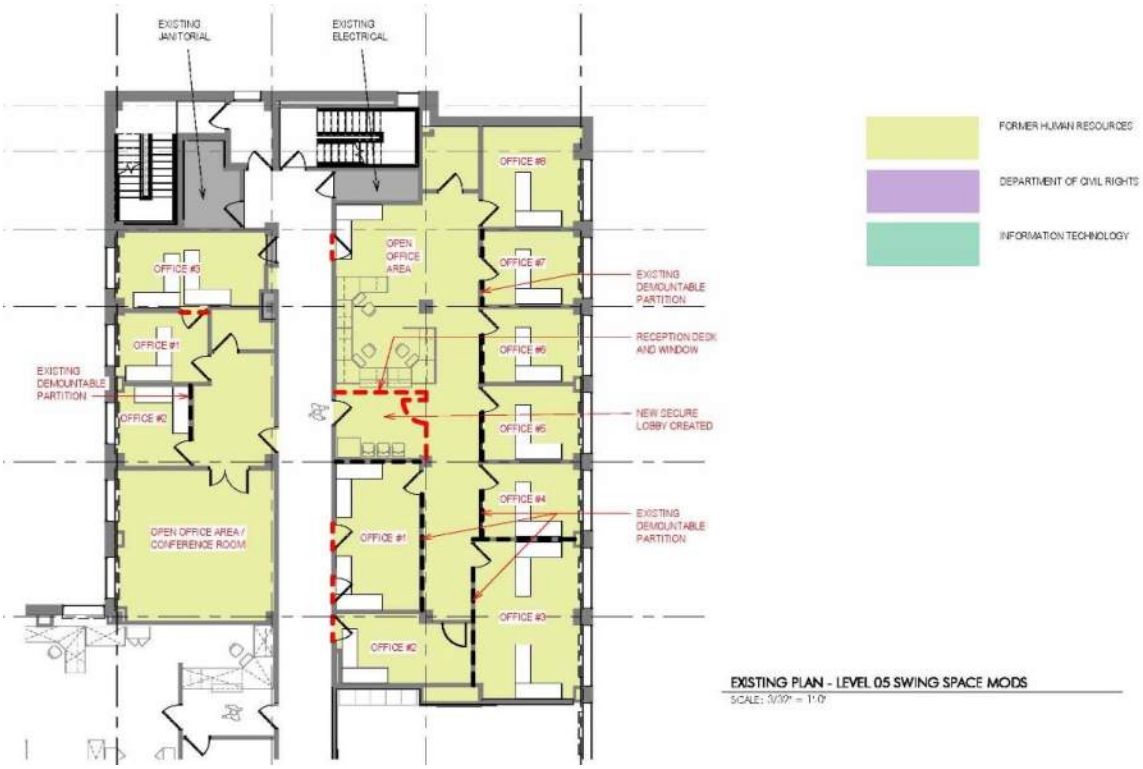
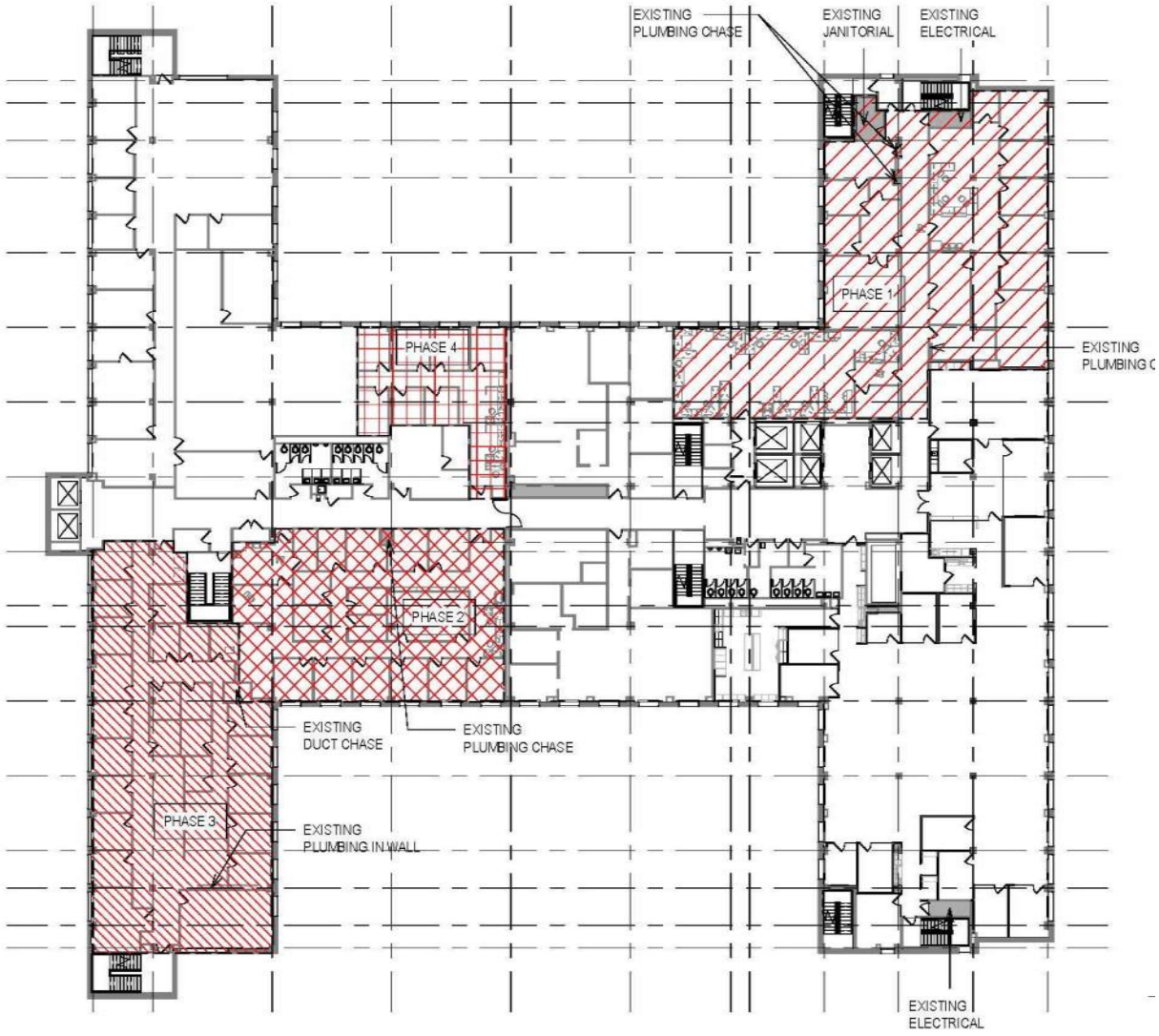
8.2. Project Phasing

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.

Unlike the 4th floor renovation, the former Human Resources space would not be available because it would be the first space renovated and would be the final space for DCR move into.



Based on the available square footage for swing space of 3,300sf, and the 10,660sf of existing space for renovation, the project may have to be phased for construction. In addition, since both departments are larger than the 3,300sf of available swing space, departmental renovations 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 four 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. It may be advantageous to lease space for DCR, then phase renovation of the IT space while using HR as swing space for IT. Thereafter, the HR space could be built out for DCR.


EXISTING
PLUMBING CHASE
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JANITORIAL
EXISTING
ELECTRICAL
PHASE 1
PHASE 4
EXISTING
PLUMBING C
PHASE 2
EXISTING
DUCT CHASE
EXISTING
PLUMBING CHASE
PHASE 3
EXISTING
PLUMBING IN WALL
EXISTING
ELECTRICAL

APPENDIX

Alternative Planning Concepts

Before selecting a preferred direction for further development, the departmental Core Teams explored 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

Concept presented at the 10.04.18 meeting

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Consulting & Contracting

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CITY OF MADISON
CITY/COUNTY BUILDING
5TH FLOOR OFFICE REMODEL

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

Order of Magnitude Estimate
December 17, 2018
Rev 01

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 12/05/2018.

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 Toliet Rooms.

CITY OF MADISON
CITY/COUNTY BUILDING
5TH FLOOR OFFICE REMODEL
Summary

COST SUMMARY	GSF	$/SF	BUILDING TOTAL
CIVIL RIGHTS	5,420	$200.31	$1,085,688
IT DEPARTMENT	9,160	$185.96	$1,839,696
TOTAL ESTIMATED CONSTRUCTION COSTS	**14,580**	**$200.64**	**$2,925,384**

	COST SUMMARY	5,420 GSF	$/SF	BUILDING TOTAL
01000	GENERAL REQUIREMENTS		$0.00	$0
02000	EXISTING CONDITIONS		$11.64	$63,071
03000	CONCRETE		$0.00	$0
04000	MASONRY		$0.00	$0
05000	METALS		$0.00	$0
06000	WOODS, PLASTICS & COMPOSITES		$9.30	$50,405
07000	THERMAL & MOISTURE PROTECTION SYSTEM		$0.18	$966
08000	OPENINGS		$15.50	$84,010
09000	FINISHES		$19.65	$106,501
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		$3.00	$16,259
22000	PLUMBING		$2.50	$13,550
23000	HEATING, VENTILATING & AIR CONDITIONING		$35.70	$193,484
26000	ELECTRICAL		$19.48	$105,592
27000	COMMUNICATIONS AND A/V		$10.75	$58,264
28000	ELECTRONIC SAFETY AND SECURITY		$3.82	$20,713
31000	EARTHWORK		$0.00	$0
32000	EXTERIOR IMPROVEMENTS		$0.00	$0
33000	UTILITIES		$0.00	$0
	SUBTOTAL		**$131.52**	**$712,815**
	ESCALATION TO BID DATE	2.5%	$3.29	$17,820
	GENERAL CONDITIONS/BOND/INSURANCE	18.0%	$24.26	$131,514
	CONTRACTOR'S FEES	6.0%	$9.54	$51,729
	DESIGN CONTINGENCY	10.0%	$16.86	$91,388
	TOTAL ESTIMATED BID		**$185.47**	**$1,005,267**
	CONSTRUCTION CONTINGENCY-BPW	8.0%	$14.84	$80,421
	TOTAL ESTIMATED CONSTRUCTION COSTS		**$200.31**	**$1,085,688**

	COST SUMMARY	9,160 GSF	$/SF	BUILDING TOTAL
01000	GENERAL REQUIREMENTS		$0.00	$0
02000	EXISTING CONDITIONS		$11.21	$102,707
03000	CONCRETE		$0.00	$0
04000	MASONRY		$0.00	$0
05000	METALS		$0.00	$0
06000	WOODS, PLASTICS & COMPOSITES		$8.90	$81,523
07000	THERMAL & MOISTURE PROTECTION SYSTEM		$0.18	$1,632
08000	OPENINGS		$13.00	$119,080
09000	FINISHES		$22.45	$205,639
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		$3.00	$27,478
22000	PLUMBING		$2.00	$18,320
23000	HEATING, VENTILATING & AIR CONDITIONING		$36.29	$332,452
26000	ELECTRICAL		$22.35	$204,689
27000	COMMUNICATIONS AND A/V		$12.10	$110,848
28000	ELECTRONIC SAFETY AND SECURITY		$3.82	$35,005
31000	EARTHWORK		$0.00	$0
32000	EXTERIOR IMPROVEMENTS		$0.00	$0
33000	UTILITIES		$0.00	$0
	SUBTOTAL		**$135.30**	**$1,239,373**
	ESCALATION TO BID DATE	2.5%	$3.38	$30,984
	GENERAL CONDITIONS/BOND/INSURANCE	15.0%	$20.80	$190,554
	CONTRACTOR'S FEES	6.0%	$9.57	$87,655
	DESIGN CONTINGENCY	10.0%	$16.91	$154,857
	TOTAL ESTIMATED BID		**$185.96**	**$1,703,422**
	CONSTRUCTION CONTINGENCY-BPW	8.0%	$14.88	$136,274
	TOTAL ESTIMATED CONSTRUCTION COSTS		**$200.84**	**$1,839,696**

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
CIVIL RIGHTS				
02000 EXISTING CONDITIONS				
Gut building, commercial, minimum demo	5,420	SQFT	11.64	63,071
TOTAL: EXISTING CONDITIONS				**$63,071**
06000 WOODS, PLASTICS & COMPOSITES				
Miscellaneous wood blocking & rough carpentry	5,420	SQFT	0.70	3,793
Finish Carpentry/Trim	5,420	SQFT	6.00	32,520
Casework	5,420	SQFT	2.60	14,092
TOTAL: WOODS, PLASTICS & COMPOSITES				**$50,405**
07000 THERMAL & MOISTURE PROTECTION				
Miscellaneous caulking & sealants	5,420	SQFT	0.18	966
TOTAL: THERMAL & MOISTURE PROTECTION				**$966**
08000 OPENINGS				
Doors/Frames/Hardware	5,420	SQFT	6.50	35,230
Interior storefront Systems	5,420	SQFT	9.00	48,780
TOTAL: OPENINGS				**$84,010**
09000 FINISHES				
** Drywall partition area **	5,420	SQFT	6.00	32,520
Ceiling Finishes	5,420	SQFT	3.90	21,136
Flooring-Carpet	5,420	SQFT	6.50	35,230
Wall Finishes	5,420	SQFT	3.25	17,615
TOTAL: FINISHES				**$106,501**
21000 FIRE SUPPRESSION				
Reconfigure existing wet sprinkler system for renovation/buildout	5,420	SQFT	3.00	16,259
TOTAL: FIRE SUPPRESSION				**$16,259**
22000 PLUMBING				
Plumbing- Sinks at Break and conference rooms	5,420	SQFT	2.50	13,550
TOTAL: PLUMBING				**$13,550**
23000 HEATING VENTILATION & AIR CONDITIONING				
Disconnect and remove VAV's and ductwork	5,420	SQFT	0.70	3,784
HVAC New VAV's and Ductwork, new heat exchanger, AHU's to remain	5,420	SQFT	30.00	162,600
DDC controls	5,420	SQFT	5.00	27,100
TOTAL: HEATING VENTILATION & AIR CONDITIONING				**$193,484**
26000 ELECTRICAL				
Disconnect and remove Light fixtures and conduits	5,420	SQFT	1.65	8,917
Lighting System - Light fixtures including installation and hook up	5,420	SQFT	7.25	39,294

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
Lighting System - Emergency and Exit Light fixtures including installation and hook up	5,420	SQFT	0.66	3,559
Lighting System - dual level, dimmed switching, occupancy sensors, time-based lighting control for exterior lighting	5,420	SQFT	1.51	8,166
Lighting System - Branch wiring installation 600 V, including 3/4" EMT conduit and THWN wire, 20A	5,420	SQFT	2.15	11,631
Branch Power - Miscellaneous receptacles and electrical equipment hook up	5,420	SQFT	3.47	18,808
Branch Power - Branch wiring installation 600 V, including 3/4" EMT conduit and THWN wire, 20A	5,420	SQFT	1.95	10,547
Motors connection, disconnect switches and associated feeders	5,420	SQFT	0.86	4,668
TOTAL: ELECTRICAL				**$105,592**
27000 COMMUNICATIONS				
Telecommunication/Data & Television System, complete	5,420	SQFT	4.75	25,743
Audio/visual System, complete	5,420	SQFT	6.00	32,521
TOTAL: COMMUNICATIONS				**$58,264**
28000 ELECTRONIC SAFETY & SECURITY				
Fire alarm System, replacement	5,420	SQFT	2.38	12,907
Intrusion Detection System, Scan/Swipe System	5,420	SQFT	1.44	7,805
TOTAL: ELECTRONIC SAFETY & SECURITY				**$20,713**
TOTAL: CIVIL RIGHTS				**$712,816**
IT				
02000 EXISTING CONDITIONS				
Gut building, commercial, minimum demo	9,160	SQFT	11.21	102,707
TOTAL: EXISTING CONDITIONS				**$102,707**
06000 WOODS, PLASTICS & COMPOSITES				
Miscellaneous wood blocking & rough carpentry	9,160	SQFT	0.70	6,411
Finish Carpentry/Trim	9,160	SQFT	6.00	54,960
Casework	9,160	SQFT	2.20	20,152
TOTAL: WOODS, PLASTICS & COMPOSITES				**$81,523**
07000 THERMAL & MOISTURE PROTECTION				
Miscellaneous caulking & sealants	9,160	SQFT	0.18	1,632
TOTAL: THERMAL & MOISTURE PROTECTION				**$1,632**
08000 OPENINGS				
Doors/Frames/Hardware	9,160	SQFT	6.00	54,960
Interior storefront Systems	9,160	SQFT	7.00	64,120
TOTAL: OPENINGS				**$119,080**
09000 FINISHES				
** Drywall partition area **	9,160	SQFT	8.80	80,608
Ceiiling Finishes	9,160	SQFT	3.90	35,721

DESCRIPTION	QTY	UM	UNIT COST	TOTAL COST
Flooring-Carpet	9,160	SQFT	6.50	59,540
Wall Finishes	9,160	SQFT	3.25	29,770
TOTAL: FINISHES				**$205,639**
21000 FIRE SUPPRESSION				
Reconfigure existing wet sprinkler system for renovation/buildout	9,160	SQFT	3.00	27,478
TOTAL: FIRE SUPPRESSION				**$27,478**
22000 PLUMBING				
Plumbing- Sinks at Break and conference rooms	9,160	SQFT	2.00	18,320
TOTAL: PLUMBING				**$18,320**
23000 HEATING VENTILATION & AIR CONDITIONING				
Disconnect and remove VAV's and ductwork	9,160	SQFT	0.70	6,395
IDF Room Split Cooling System	1	EACH	14,617.80	14,618
HVAC New VAV's and Ductwork, new heat exchanger, AHU's to remain	9,160	SQFT	29.00	265,640
DDC controls	9,160	SQFT	5.00	45,800
TOTAL: HEATING VENTILATION & AIR CONDITIONING				**$332,452**
26000 ELECTRICAL				
Disconnect and remove Light fixtures and conduits	9,160	SQFT	1.65	15,070
Lighting System - Light fixtures including installation and hook up	9,160	SQFT	7.25	66,409
Lighting System - Emergency and Exit Light fixtures including installation and hook up	9,160	SQFT	0.66	6,015
Lighting System - dual level, dimmed switching, occupancy sensors, time-based lighting control for exterior lighting	9,160	SQFT	1.51	13,801
Lighting System - Branch wiring installation 600 V, including 3/4" EMT conduit and THWN wire, 20A	9,160	SQFT	2.15	19,657
Branch Power - Miscellaneous receptacles and electrical equipment hook up	9,160	SQFT	5.30	48,551
Branch Power - Branch wiring installation 600 V, including 3/4" EMT conduit and THWN wire, 20A	9,160	SQFT	2.98	27,296
Motors connection, disconnect switches and associated feeders	9,160	SQFT	0.86	7,890
TOTAL: ELECTRICAL				**$204,689**
27000 COMMUNICATIONS				
IDF Room Buildout	1	EACH	10,090.40	10,090
Telecommunication/Data & Television System, complete	9,160	SQFT	6.50	59,535
Audio/visual System, complete	9,160	SQFT	4.50	41,222
TOTAL: COMMUNICATIONS				**$110,848**
28000 ELECTRONIC SAFETY & SECURITY				
Fire alarm System, replacement	9,160	SQFT	2.38	21,814
Intrusion Detection System, Scan/Swipe System	9,160	SQFT	1.44	13,191
TOTAL: ELECTRONIC SAFETY & SECURITY				**$35,005**
TOTAL: IT				**$1,239,375**