Core Team Meeting #3

Conceptual Schematic Design Study
Madison Municipal Building
May 13, 2013
### Conceptual Schematic Design Study – Progress

<table>
<thead>
<tr>
<th>Project</th>
<th>Status</th>
<th>Milestones</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Progress</td>
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<tr>
<td>X</td>
<td>Planning</td>
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<tr>
<td>X</td>
<td>Design</td>
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<tr>
<td>X</td>
<td>Construction</td>
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<tr>
<td>X</td>
<td>Testing</td>
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<tr>
<td>X</td>
<td>Commission</td>
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#### Site Analysis
- Identify key site constraints and opportunities
- Conduct a site survey
- Develop a site plan

#### Program Development
- Develop a functional program
- Conduct a program review

#### Conceptual Design
- Develop a concept design
- Conduct a concept review

#### Design Development
- Develop detailed design elements
- Conduct a design review

#### Construction Documents
- Develop construction documents
- Conduct a construction document review

#### Project Management
- Monitor project进度
- Ensure project compliance

#### Client Coordination
- Communicate with the client
- Conduct client meetings

#### Project Administration
- Manage project logistics
- Ensure project deliverables

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*Isthmus Architecture, Inc.*
*Continuum Architects + Planners*
*KJWW Engineering Consultants*
*Burse Surveying & Engineering*
Project Goals

The study will research, study, analyze and present options for the following:

1. Respect for this National and State Historic Building and Local Landmark
   All recommendations will follow National Park Service Guidelines for Rehabilitation and Renovation and the Madison Landmarks Ordinance

2. A functioning office building
   HVAC, Exterior Plumbing, Fire Protection, Electrical, Lighting, Data, Voice and A/V

3. Energy efficiency

4. Functional work environment
   Through consultation with City staff, update space needs program

5. Optimize sustainability where practicable

6. Be prepared for design discussions with Judge Doyle Square Redevelopment Team
Current building layout presents many challenges for a modern office environment. Some of the things we heard:

- The building is inefficient
- The office spaces do not encourage collaboration within departments
- The building layout does not promote synergy between departments
- The public spaces are not inviting
- The building does not project an image of a vibrant and growing city
- The public access to departments / wayfinding is difficult
- Security of building needs up-dating
- Conference rooms use efficiency should be increased
- There is a need for large conference rooms / training areas
- Purging of stored items needs to occur.
PROGRAMMING – NEXT STEPS

• We will compile and organize the information that you have given us, from the interviews as well as from the responses to the questionnaires.
• We will analyze this data and look at spaces that are under-utilized and places to increase efficiency.
• We will create a programming documents that lists each individual space as well as the requirements needed for that space.
• City Departments will have opportunity to review this document to ensure it accurately represents the needs of your department.
• We will overlay the programmed spaces on the existing building footprint to access space limitations and constraints as well as departmental adjacencies.
• We will have a Sustainability Visioning Session.
Historic Research

1927-29 Under Construction

1929 Occupied

1958: note that window balustrades have been removed

1960s: window a/c units added / grade is raised

1970s: first major renovation ...
Historic Research

Lobby in 1950s

Similar Lobby – West Chester, PA 2013

Office in 1950s
Historic Research

Exterior - 1979 Renovations

Lower Floors
Windows & Doors Replaced / Other WindowsFilled

Building Landmarked 2002
Original Interior Finishes

Finish No. 1: Marble wainscot, base and border. Dull red floor field tile. Wood trim, plaster walls, ceiling and **cornice**

Finish No. 2: Wood block floor, wood trim, base and T.G & V. wainscot. Plaster walls and ceiling

Finish No. 3: Wood floor, trim and base. Plaster walls, ceiling and **cornice**

Finish No. 4: Wood floor, trim and base. Plaster walls and ceiling

Finish No. 5: Marble base, border and ceramic tile floor. Wood trim, plaster walls and ceiling

Finish No. 6: Marble wainscot, border and ceramic tile floor. Marble stall partitions, wood trim, plaster walls and ceiling

Finish No. 7: Marble base, border and ceramic tile floor. Paneled wood wainscot, wood trim, plaster walls, ceiling and **cornice**.

Finish No. 8: Wood floor, base, trim, chair rail and picture mold. Plaster walls and ceiling
Hierarchical Historical Significance

Utilitarian - Storage, mechanical, basement offices, Post Office back of house functions

Good – Second and third floor offices

Better – Third floor main corridor, first floor secondary corridors, first floor Post Master’s office, second floor Judge’s offices, toilet rooms

Best – Room 260, first floor lobby and main corridor, second floor corridor and stairways
Lower Level
**Tasks**

<table>
<thead>
<tr>
<th>Building Condition Assessment</th>
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<tbody>
<tr>
<td>Tour of building with City Maintenance and MEP Teams</td>
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<tr>
<td>Field measure verification and historical assessment</td>
<td></td>
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<tr>
<td>Update floor plans, roof plans and building elevations</td>
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<tr>
<td>Photos, sketch and measure elements (doors, windows, etc.)</td>
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<tr>
<td>Drawing typ and drawings</td>
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<tr>
<td>Survey</td>
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<tr>
<td>Interior removals by bldg management</td>
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<td>In process Core Team meeting: MTG 2</td>
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<tr>
<td>Prepare and format documentation</td>
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<tr>
<td>Prepare REVIT base model + survey</td>
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<tr>
<td>Exterior condition survey (4th, 4 days)</td>
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<tr>
<td>March 19 and 28</td>
<td>March 19, 20 and 21</td>
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<tr>
<td>March 22 thru 26</td>
<td>March 27 thru 29 and April 1 thru 4</td>
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**Approach**

**Tour Building**

- Team Members: A/E Team, City Maintenance and MEP Team

**Field Measure Verification and Historical Assessment**

- Team Members: Isthmus, Burse and City Historic Preservation Team

**Photo, Sketch and Measure Building Elements**

- Team Members: A/E Team

**Condition Survey**

- Team Members: A/E Team

**Core Team Meeting**

Team Members: A/E Team and City Core Team

**Exterior Condition Survey**

Team Members: Isthmus Team and City Exterior Team
### Building Programming

#### Tasks

<table>
<thead>
<tr>
<th>Task</th>
<th>Team Members</th>
<th>Description</th>
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<tbody>
<tr>
<td>Analyze Spaces</td>
<td>A/E Team</td>
<td>X Analyze type and quantity of existing spaces</td>
</tr>
<tr>
<td>Interview Departments</td>
<td>Continuum and City Core Team</td>
<td>X Interview departments; 1.5 hrs per client &amp; MTG 364</td>
</tr>
<tr>
<td>Core Group Update Meeting</td>
<td>A/E Team and City Core Team</td>
<td>X Core Group meeting with sustainability focus MTG 5</td>
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<tr>
<td>City Review Process</td>
<td>A/E Team and City Administration Team</td>
<td>X Assisted with City review process; MTG 6</td>
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<tr>
<td>Informational Meetings</td>
<td>A/E Team and City Administration Team</td>
<td>X Informational presentations to C.O., C.O., O.P., O.S.E., MTG 7-10</td>
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<tr>
<td>Public Information Meeting</td>
<td>A/E Team and City Administration Team</td>
<td>X Public information meeting; MTG 11</td>
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#### Approach

- **Isthmus Architecture, Inc.**
- **Continuum Architects + Planners**
- **KJWW Engineering Consultants**
- **Burse Surveying & Engineering**