

Working with you for responsible and innovative design



City of Ferndale

Facilities Masterplan

DRAFT

King Architecture
8 September 2017

Working with you for responsible and innovative design



TABLE OF CONTENTS

Executive Summary

The Masterplanning Process

Pre-Design Space Needs

Preliminary Cost Projections

Masterplan Option Selection Matrix

The Options

Option A1.0 Expand/Alter Existing

Option A2.0 Replace Existing on Existing Site

Option A3.0 Replace Existing on Main Street Site

Option B1.0 New Facility East of Police Station A

Option A2.0 New Facility East of Police Station B

Option B3.0 New Facility North of Police Station

Option C1.0 New Facility on Generic City Block

Option D1.0A New Facility on 2nd Ave – No On-Site Parking

Option D1.0B New Facility on 2nd Ave – with On-Site Parking

Option D2.0 New Chambers Only on 2nd Ave

Option E1.0 New Facility in Pioneer Park

Appendix

Space Types

Space Requirements Survey – Employee

Space Requirements Survey - Department

Space Requirements Survey – Equipment

Working with you for responsible and innovative design

Working with you for responsible and innovative design



EXECUTIVE SUMMARY

Just as the City of Ferndale is responsible for planning for the future demands that will be placed on infrastructure such as roads and public utilities, it must also plan for the long-term use of public buildings.

With the exception of Ferndale City Hall (which includes the majority of administrative offices and departments) and the City Hall Annex (which includes City Council Chambers, the Ferndale Municipal Court, and a range of other uses), the City's public buildings are anticipated to be of sufficient size and basic configuration to meet demands through the year 2037.

The Ferndale City Council has determined that Ferndale City Hall and the City Hall Annex will require replacement by 2037 or before, either in the form of a new building or buildings, or as part of a substantial demolition and subsequent reconstruction. Neither City Hall or the City Hall Annex were designed for their current purposes and as a result, each building's limitations are not solely associated with their overall size but also include inefficient partitioning of administrative departments, lack of safety features for the general public and City employees, inadequate systems for persons with disabilities, lack of meeting space, deficient storage space, and more. In addition, neither building is large enough to sustain the increase in staffing levels that will be necessary to serve a growing population.

The specific design or location(s) of a new or expanded City Hall and City Hall Annex have not been determined. Preliminary analysis suggests that a single structure joining the various services currently provided by both buildings may be the most cost-effective approach. Costs in 2017 dollars are anticipated to range from \$x-\$y million, not including land acquisition costs.

City consultants have estimated that staffing needs will exceed the capacity of City Hall by 2025. The City Hall Annex is already functionally obsolete, and it is anticipated that the ongoing maintenance costs will continue to expand without increasing the service life of the building. In addition, safety concerns associated with the ongoing use of the facility as a municipal court have already been identified and likely will not be resolved until a new building is put in place. Assuming a typical design-build timeline of five years, the City should plan on identifying and if necessary purchasing a future site by the end of 2020, with construction beginning no later than the end of 2022.

Working with you for responsible and innovative design

THE MASTERPLANNING PROCESS

The purpose of this study was to evaluate the immediate and long term needs of the facilities generally found in a municipal city hall. This includes Mayor's Office, City Administration, Finance, City Clerk, Community Development (Planning and Building Departments), , Public Works Administration, Council Chambers, incidental Police Department stations within the City Hall and general support facilities including circulation space.

This evaluation includes preliminary assessment of the existing facilities for condition of structure and building systems, and more importantly, configuration and size for accommodating the building users' needs.

This study went through the following steps:

1. Recording existing floor plans and site plan
2. Preliminary assessment of building condition
3. Survey of building users to determine current staffing levels, current needs for staffing levels and projected staffing levels in 2021 and 2026
4. Assignment of space needs for current and projected staffing levels
5. Assignment of space for all building support spaces including mechanical and circulation spaces
6. Projected overall building area based on findings in items 3 – 5
7. Projected overall site area needs including parking areas for staff and public access
8. Projected anticipated construction costs based on costs per square foot for similar projects in Whatcom County
9. Extended anticipated construction costs to include other project costs including fees, taxes, furnishing, escalation to projected time of construction.

With the projection of building space and site needs to 2026, this study evaluated a variety of sites and opportunities for development to accommodate those requirements.

The study developed the following scenarios:

Option A1.0 – Expansion / Alteration of Existing Facility

Options A2.0 and A3.0 – Replacement of Existing with all New on Existing Site

Options B1.0 and B2.0 – New Facility Adjacent and East of the Police Station

Option B3.0 – New Facility Adjacent and North of the Police Station

Option C1.0 – New Facility on Generic City Block

Option D1.0A – New Facility on 2nd Ave with No On-site Parking

Option D1.0B – New Facility on 2nd Ave with On-site Parking

Option D2.0 – Council Chambers Only on 2nd Ave

Option E1.0 – New Facility in Pioneer Park

These facilities are presented further in this study. Preliminary costs were generated for each of these options along with a matrix detrimental aspect of each for comparative purposes. The objective with quantifying each site is to identify those sites/scenarios that best meet the needs of the City of Ferndale with the most effective cost.

This study is preliminary to a more extensive pre-design of a selected option. This study is intended to assist with the selection of that option. When that option is selected, more detail should be developed regarding site development, regulatory limitations and requirements, value added strategies, sustainability strategies, basic building and structural systems, more detailed design, project funding vehicles, and project schedule, all of which will contribute to a more detailed project cost estimate. The objective of this next step would be to consolidate and clarify the vision for the short and long term plan to accommodate the City of Ferndale's city hall needs.

PRE-DESIGN SPACE NEEDS

Determining space needs are one of the main drivers in evaluating the needs of a municipal facility. We went through a fairly simple, yet deliberate process to approximate these current and future needs. One objective was to gain useful information from the city administration and staff while taking them away from their official duties as little as possible. Typical work spaces, private offices and meeting spaces were generated from descriptions of work activities, levels of privacy, shared uses, and office networking dynamics. The space types used can be found in the appendix.

Three different space requirement surveys were developed and distributed. One survey sent to staff members to better understand their typical daily activities, their space needs and the needed support facilities. A similar survey was distributed to department heads to get departmental activities, space needs, meeting needs, shared space needs and staffing levels and growth needs understood. A third space requirement survey went to department heads to inventory equipment, storage and filing needs, now and in the future. One topic here was the development of digital storage of files versus paper storage could reduce the need for storage space in the future. These surveys can be found in the appendix.

With the accumulation of information of space needs from the developed space types and space requirement surveys a matrix was developed to identify every individual space with associated floor area. The matrix also identified overlaying share uses so spaces could be utilized by those needing them at different times of the day or week or month.

Regarding shared use of meeting space, it became apparent that the City of Ferndale is not currently able to utilize one of their best meeting facilities. With the city council chambers in a separate building on a separate site, much needed large and medium meeting space goes unused during most business days. Developing a cohesive collocated city hall facility would bring better value and a more efficient facility for the needs of the city.

The Pre-Design Space Needs Matrix is on the following pages

City of Ferndale Facilities Master Planning

Pre-Design Space Needs DRAFT-IN-PROGRESS

King Architecture 21July16

Space	Area	Dept Head	Staff Member	Title	Now	Year End	2021	2026	Space Type	Space Area	Multi Area	Share Factor	Area w/ Share	Freq of use	Duration of use	Main	Upper	Comments
Mayor / Admin		Jon Mutchler																
M1	Executive / VP (office)				1	1	1	1	WS 1.0	285	285	1	285			285		
M2	Meeting Room (8?)							1	CF 4.0	285	285	0	-	1/wk	1 hr			See A3...
City Administration	Greg Young																	
A1	Executive / VP (office)				1	1	1	1	WS 1.0	285	285	1	285			285		
A2	Admin/Secretary (Workstation)				0	0	1	1	WS 3.0	100	100	1	100			100		
A3	Meeting Room (8)							1	CF 4.0	285	285	1	285	1/wk	1 hr	285		Mayor & Admin Share - Dedicated to Admin
A4	Large Meeting Room (15)							1	CF 3.0	560	560	0.25	140	1/wk?		140		Shared
A5	Small Meeting					1	?	?					-					Shared btwn Mayor & Admin - See above...
A6	Work Room																	Share Central Work Room
Finance	Mark Peterson																	
F1	Executive / VP (office)				1	1	1	1	WS 1.0	285	285	1	285			285		
F2	Manager (Office)		Dep Treasure		1	1	1	1	WS 2.0	140	140	1	140			140		
F3	Technical Staff (Workstation)				2	2	3	4	WS 3.0	100	400	1	400			400		
F4	Meeting Room (8)		Auditor Space					1	CF 4.0	285	285	1	285	4 wks/yr	8 hrs/day	285		Can't share for 4 wks/yr? (Auditor)
F5	Large Meeting Room (15)							1	CF 3.0	560	560	0.25	140	4/yr		140		Shared
Clerk Suite	Susan Duncan																	Supports Council Chambers/Muni Court
C1	Executive / VP (office)		Greg		x	x	x	x										See Admin...
C2	Manager (Office)		Susan		1	1	1	2	WS 1.0	285	570	1	570			570		
C3	Manager (Office)		Riley		1	1	1	2	WS 2.0	140	280	1	280			280		
C4	Admin/Secretary (Workstation)				2	2	3	4	WS 3.0	100	400	1	400			400		
C5	Technical Staff (Workstation)		Temp interns		2?	2?	2?	2	WS 4.0	72	144	1	144			144		Need minimal space
C6	Copy/Supply Room							1				0.5	-					See SF1
C7	Non-public Restrooms							2		72	144	1	144			144		
Community Development	Jori Burnett																	
CD1	Executive / VP (office)		Jory Burnett	Comm Dev Director				1	WS 1.0	285	285	1	285			285		
CD2	Manager (Office)		Jerry Shiner	Plans Examiner/Codes				1	WS 2.1	140	140	1	140			140		
CD3	Manager (Office)		haylie miller	assist planner				1	WS 2.1	140	140	1	140			140		
CD4	Manager (Office)		jenny welters	planning coordinator				1	WS 2.1	140	140	1	140			140		
CD5	Technical Staff (Workstation)		brenna sterling-borg	gis specialist				1	WS 3.0	100	100	1	100			100		
CD6	Technical Staff (Workstation)		toni segerman	permit specialist				1	WS 3.0	100	100	1	100			100		
CD7	Technical Staff (Workstation)		jesse ashbaugh	code enforc/planning				1	WS 3.0	100	100	1	100			100		
CD8	Technical Staff (Workstation)		kyle huebner	bldg inspect/fire inspect				1	WS 3.0	100	100	1	100			100		
CD9	Permit Work Room							1	WS2.1	140	140	1	140			140		Open large plans
CD10	Meeting Room (8)							1	CF 4.0	285	285	0.25	71	1/wk	1 hr	71		Shared
CD11	Large Meeting Room (12)							1	CF 3.0	560	560	0.25	140	1/mo	2-3 hrs	140		Shared
CD12	Large Meeting Room (15?)													6/yr				- Accommodated w/ CD10
CD13	Filing Room							1		510	510	1	510			510		17x30
CD14	Library							1		140	140	1	140			140		10x14
CD15	Shared PC Workstn							1	WS 4.0	72	72	1	72			72		Floating Staff members?
CD16	Storage Room							1		260	260	1	260			260		13x20
CD17	Bldg Permit File????							1		1,000	1,000	1	-					- Space uses future office space pre digitizing
CD18	Book Shelving							1		18	18	1	18			18		
CD19	Service Counter/Lobby											0.5	-					- See SF6
CD20	Work Room											0.5	-					- See SF1
Police Department	Matt Huffman																	
PD1	Work Space		Court		2	2	2	4	WS 2.0	140	560	1	560			560		Supports Council Chambers/Muni Court
PD2	Work Space		Probation		1	1	1	1	WS 2.0	140	140	1	140			140		Supports Council Chambers/Muni Court

2026 is only 10 year projection..

Need of PW Emergency Ops?

City Growth Projections

Proximities?

Approximate No. of Parking Spaces @ 1/200 SF 128 SF

Including Council Members...

Approximate Cost Per SF (New Const)	\$270
Approximate Construction Cost	\$7,449,449
Associated Costs @ 35%	\$2,607,307
Total Project Cost	\$10,056,755

Approximate No of Parking Spaces @ 1/200 SF	138	Spaces
Approximate Area of Building Footprint @ 70%	19,313	SF of Building Footprint - Assumes 2 Story
Approximate Parking Area @ 350 SF / Space	48,283	SF of Paving
Approximate Area of Plaza	2,000	SF of Plaza
Approximate Area of Landscaping & Walkways	48,283	SF of Landscape/Walks

Approx. Area of Existing City Hall Site (Less 30% Wetlands)	51,520	SF of Exist	Site Area including south parking
	1.18	Acres	

PRELIMINARY PROJECT COSTS

The balance of needs and project cost is an ongoing push and pull. The goal of this project was to project a reasonable space needs summary that will allow the staff to conduct the business of the city in the most efficient and effective way. Ultimately the cost of labor over the life of any municipal office facility will outweigh the cost of the building over the life of the building. Creating a vision of an effective and efficient facility is the focus of this study.

In the preceding matrix, at the bottom of the page, approximate costs of construction including that for the building construction and site development are assigned to the total area determined for the 2026 needs of the facility. These construction cost shown is in today's dollars, which means, depending on when the project is to be built, these amounts will need to be escalated to that date.

The projected building area, including city council chambers and associated space, is 27,591 square feet. For standard construction in Whatcom County for a municipal building of the type, \$270 per square foot represents the lower range of costs. 27,591 SF at \$270 per SF amounts to an approximate construction cost of \$7,449,449. This cost would include construction work at prevailing wage rates as required.

Associated costs are those costs beyond the direct costs of construction. Associated costs include fees, taxes, project management, furnishing, equipment, construction contingencies, and other miscellaneous project costs. For a typical public works project of this size and complexity, an associated cost of 35% would be recommended. This associated cost would then add \$2,607,307 to the project cost for a total, before escalation, of \$10,056,755.

The current construction market place in the northwest is in great demand. Work and equipment resources are scarce as there a huge amount of construction activity taking place in the region. Consequently, escalation on construction costs can be a big factor in the eventual cost of a project like this. For budgeting purposes, escalation of 4% to 5% should be used. Escalation calculations are usually applied to the mid-point of the construction period. If we were to assume this project would get notice to proceed in a year, it would take a year for design and permitting to a point where it would be ready for competitive bidding. Time to bid and process a notice to proceed would take several months. Construction might take 18 months. A total of 3 years of escalation should then be applied. At 4.5% per year, this would add approximately 14% to the project cost, or \$1,419,673, for a total project cost of approximately \$11,476,428.

Opportunities for phasing into the complete project are explored in several of the project scenarios.

MASTERPLAN OPTION SELECTION MATRIX

Each of the scenarios investigating different sites and building configurations were identified as numbered options and evaluated by a system identifying detrimental aspects of each option. This process is a tool to begin to see patterns that make it easier to see what site and configuration is the more appropriate for the needs and the resources available to the City of Ferndale. In this system, the higher the value score, the less desirable the site/configuration. The score system can be challenged. Perhaps different weights to the various evaluation points could be assigned depending on the viewer. Reviewing how the evaluation points are weighted is open for discussion. The system presented here is an interpretation of priorities perceived during the masterplanning discussion and process, and by professional understanding of the limitations of each option.

The Masterplan Option Selection Matrix additionally develops variations in construction costs for each option. These revised costs are adjusted for the complexity and size of each option. These numbers are for comparative analysis and should be considered very preliminary. All associated costs and escalation costs need to be added to these numbers to arrive at the total project cost for each option. When a specific option is selected, it will be important to take a closer look to develop a more detailed cost projection.

City of Ferndale
 FACILITIES MASTERPLAN
MP OPTION SELECTION MATRIX
 King Architecture 14MAR17

	ASSIGNED VALUE	OPTION A1.0 EXPAND/ALTER EXISTING	OPTION A2.0 REPLACE EXISTING ON EXISTING SITE	OPTION B1.0 NEW EAST OF POLICE STATION - A	OPTION B2.0 NEW EAST OF POLICE STATION - B	OPTION B3.0 NEW NORTH OF POLICE STATION	OPTION C1.0 NEW ON GENERIC CITY BLOCK	OPTION D1.0A NEW ON 2nd AVE - NO PARKING	OPTION D1.0B NEW ON 2nd AVE - WITH PARKING	OPTION D2.0 NEW CHAMBERS ON 2nd AVE	OPTION E1.0 NEW IN PIONEER PARK
In Flood Plane (Requires DOE Approval)	5	5	5								3
Occupied Space below Flood Plane	5	5									
City Hall Displaced During Const.	3	3	3								
Council Chambers Displaced During Const.	2							1	1	1	
Does not Include ALL City Hall MP	5	2									5
Does not Include Council Chambers	5	5									
Limited Future Expansion	4	4	1	1	1		1	1	1	3	1
Not a Long Term Solution	8	8									8
Phasing Difficult	3		3	3	3		3	2	2		2
Minimal Presence in Downtown	4			4	4	4					1
Requires Road Realignment	3			3	3						
Requires New PW Facilities	8					8					
Requires Acquisition of City Block	8						8				
Not Collocated with Pioneer Pavilion	2	2	2	2	2	2	2	2	2	2	
Not Collocated with Police	1	1	1				1	1	1	1	1
Not Collocated with Library	1			1	1	1	1	1	1	1	1
Train noise to be Mitigated	2							2	2	2	
Not Sufficient On-Site Parking	4		1	2	2	1	2	4	3		1
TOTAL VALUE SCORE	73	35	16	16	16	16	18	14	13	23	10
Number of On-Site Parking Stalls		50+	50+	62	70	80	50	0	26	26	26
On-Site Parking Required (Stalls)		45	100	100	100	87	100	91	103	19	100
Number of Levels		2	3	3	3	1	3	2	3	1	1
Approx Bldg Area (SF)		13,500	30,000	30,000	30,000	26,000	30,000	27,375	31,000	5,700	30,000
Approx Cost of Const (per SF)		\$230	\$290	\$290	\$290	\$240	\$290	\$260	\$290	\$250	\$260
Approx Cost of Const (x1000)		\$3,105	\$8,700	\$8,700	\$8,700	\$6,240	\$8,700	\$7,118	\$8,990	\$1,425	\$7,800
Approx Associated Costs @ 30% (x1000)		\$932	\$2,610	\$2,610	\$2,610	\$1,872	\$2,610	\$2,135	\$2,697	\$428	\$2,340
Approx Total City Hall Project Cost (x1000)		\$4,037	\$11,310	\$11,310	\$11,310	\$8,112	\$11,310	\$9,253	\$11,687	\$1,853	\$10,140
Additional Cost of New PW (Exist + 25%)											
Office Space (3750SFx \$230)(x1000)							\$863				
Garage Space (12,500SFx\$180)(x1000)							\$2,250				
Shed Space (10,875SFx\$150)(x1000)							\$1,631				
Total New PW Const Cost (x1000)							\$4,744				
PW Associated Costs @ 30%(x1000)							\$1,423				
Approx Total New PW Project Cost(x1000)							\$6,167				
Combined Cost of City Hall + PW(x1000)		\$4,037	\$11,310	\$11,310	\$11,310	\$14,279	\$11,310	\$9,253	\$11,687	\$1,853	\$10,140

OPTION A1.0 EXPAND/ALTER EXISTING

The first option reviewed was to modify the existing city hall for the long term needs. Generally, this building, which was built as a financial institution, has served the city well, but as the city grows, this facility and the site, with additions and alterations, is extremely limited.

The existing city hall facility is not only undersized for the current and future needs of the city, but the layout and spaces do not lend themselves well to the activities of the staff. The city is missing out on opportunities for interdepartmental and staff networking. Use of space is inefficient and does not typically meet the needs of the city and the public. In general, a facility is worth renovating when it generally meets the programmatic needs of the use. In the long range plan, it cannot be recommended to renovate the existing city hall, as it will not sufficiently allow needed modification to meet the needs of the Ferndale City Hall. To decide to do so, would only be recommended using a short term criteria.

Much of the downtown area of Ferndale is within the 100 year flood plain, this site included. To mitigate this requires a main level that is approximately seven feet above the sidewalk level. This inherently creates a barrier to a facility that should in general feel inviting to the public. Accommodating Americans with Disabilities would be challenging. In order to make some use of the space below the occupied floor, raising the floor additionally would allow parking below, but would only increase the barrier.

Construction within the flood plain requires response to additional regulations and permitting. The ability to accommodate these regulations and attaining the permits needs further study to confirm such a project is possible. In general, accommodating work in the flood plain will add cost to the project that would not be needed at a site outside the flood plain. On the other side, demonstrating that such a site, in the civic core, can be developed in a meaningful and economical way, is a worthy goal. It was identified that this site is strategically well located for the municipal center, with the new library, proximity to downtown and the police station.

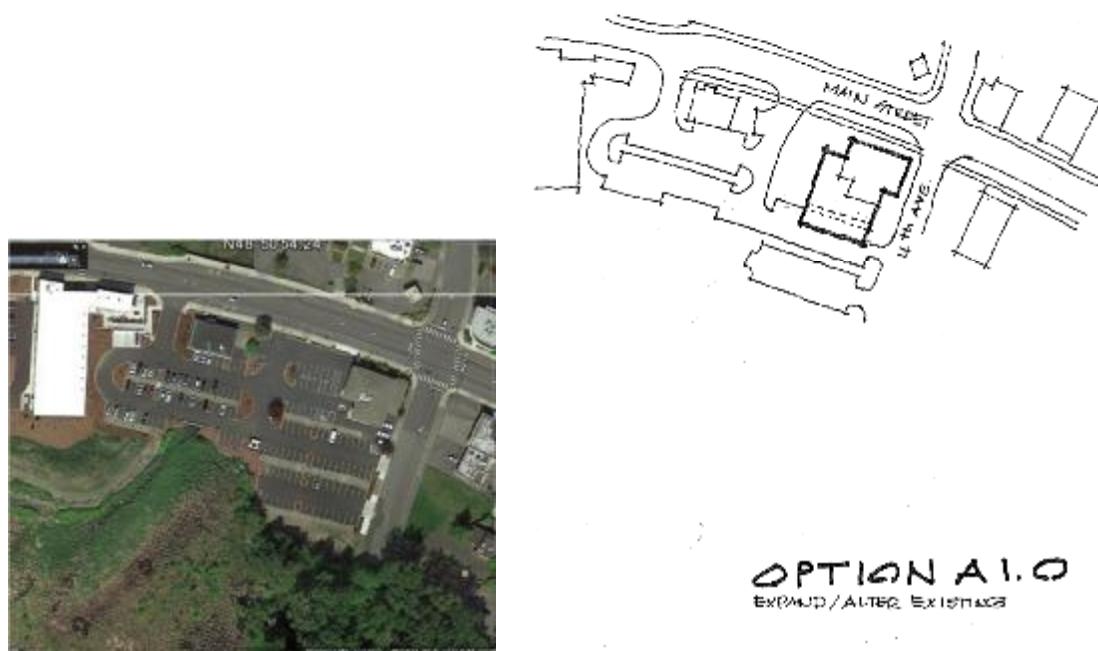
Wetland regulations are also a serious concern for this option. Option A3.0 takes a closer look at the ramifications of wetland buffer issues.

The soils on this site should be investigated for structural ability to support the building loads. There is a possibility that the site is of a silty composition and would require a more extensive foundation system than identified in this study.

City staff would need to be displaced to another work area during construction, making phasing a requirement, adding to overall project cost. Often, the displacement of building users during construction, can be a major driver to the selection of the masterplan option.

This plan does not include collocation with the City Council Chambers, still on the 2nd avenue site in this scenario. Not collocating these facilities in the long term, would be missing a great opportunity to get full value out of the resources of the City.

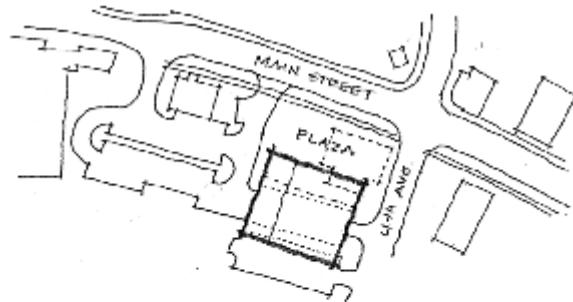
Use of this existing structure on the existing site should not be considered a recommended option. It is presented here for discussion purposes.



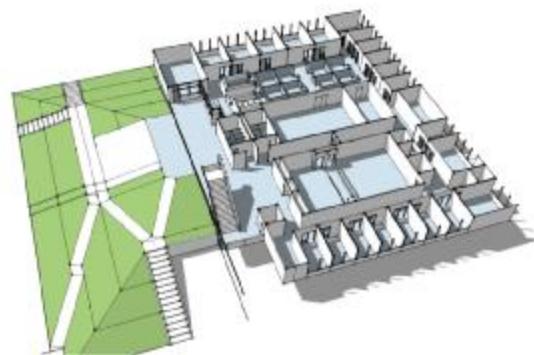
OPTION A2.0 REPLACE EXISTING ON EXISTING SITE

Many of the concerns of Option A1.0 are also a concern for this option. The improvements of this site over Option A1.0 are that this is an all new structure that would be designed specifically for this use, and the new structure could be built while the existing city hall building remains occupied. When the new building is built, staff could move in and the existing building then demolished.

This option would include collocation of the City Council Chambers.

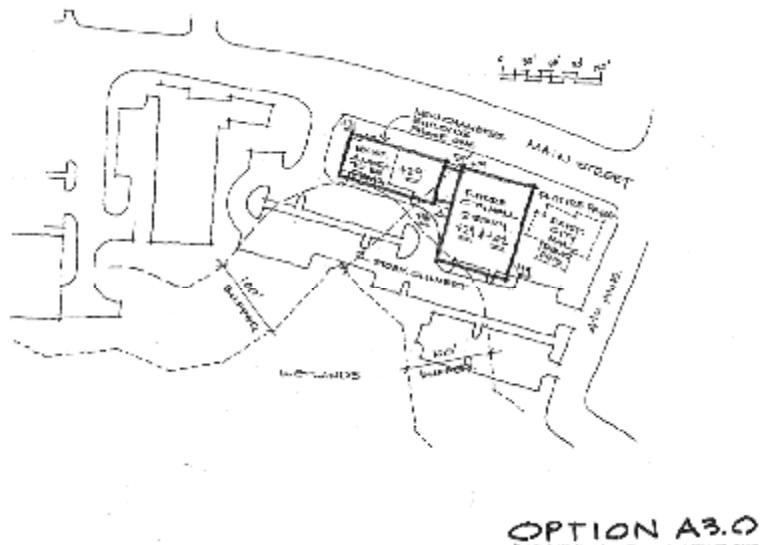


OPTION A2.0
REPLACE EXISTING ON EXISTING SITE



OPTION A3.0 REPLACE EXISTING ON MAIN STREET ANNEX SITE

This option represents a more detailed look at the flood plain issues of the site. Being able to build within the wetland buffer is unlikely. These regulations only get more restrictive. This plan is an attempt to evaluate the ramifications of accommodating the wetland buffer and other related issues. If this option is selected, considerable investigation regarding wetland mitigation will be needed to confirm that this is a viable choice.

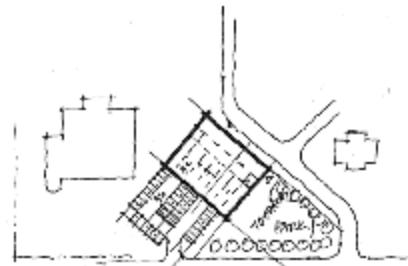


OPTION B1.0 NEW FACILITY EAST OF POLICE STATION

This site was chosen for review because it is still somewhat in the same municipal core as the new library and police station. This is an attempt to maintain a municipal center. In discussion, there was some conclusion that proximity of this site to the library were critically separated and would not really develop the notion of a municipal center.

Issues include acquiring what is now private property, realigning roads and more extensive topography than are found on other option sites.

This site plan provides for a small city park.



OPTION B1.0
NEW EAST OF POLICE STATION/A

OPTION B2.0 NEW FACILITY EAST OF POLICE STATION

This option does not vary considerably from that of Option B1.0. It provides a different site layout with a different access point, and better integration/connection to the police station. The collocation and connection to the Police Station was not identified and a driver to the development of a new city hall.



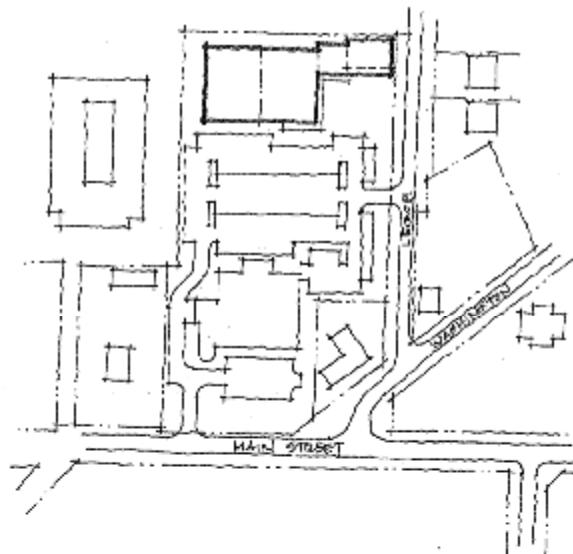
OPTION B2.0
NEW EAST OF POLICE STATION. B

OPTION B3.0 NEW FACILITY NORTH OF POLICE STATION

This option revisits what was apparently an aged plan to develop what is now the Police Station and the Public Works maintenance facility into a city campus with City Hall. This was before this neighborhood was as developed as much as it is today. This is all city owned property. There is discussion that eventually this location for Public Works will become too small for its future needs, and that the Public Works facilities may someday need to go somewhere else. If this occurs, the property would be available for development of city facilities like a new city hall or it could be sold for private development. If a City Hall were to go here and displace the Public Works facilities, the cost of a new Public Works facility would need to be added to an overall project cost.

This site allows a one-story city hall facility and reuse of some of the existing structures. This does bring some value to the project.

In general, it was discussed that a City Hall at this location may conflict with the residential neighborhood, and would be less visible to the downtown core than is desirable.



OPTION B3.0
NEW NORTH OF POLICE STATION

OPTION C1.0 NEW FACILITY ON GENERIC CITY BLOCK

Presented for discussion only, this option is not necessarily recommended. Though it is a high priority to connect with the commercial district of the city, to build a new city hall on a city block would likely need to displace existing businesses. This option does however show the extent of what that impact would be.

There might be benefits for parking issues at this location, as the parking for this facility could complement the parking needs in the downtown, and/or, parking for this facility could conceivably be reduced because of on-street parking in the area.



OPTION C1.0

OPTION D1.0 A NEW FACILITY ON 2ND AVE – NO ON-SITE PARKING

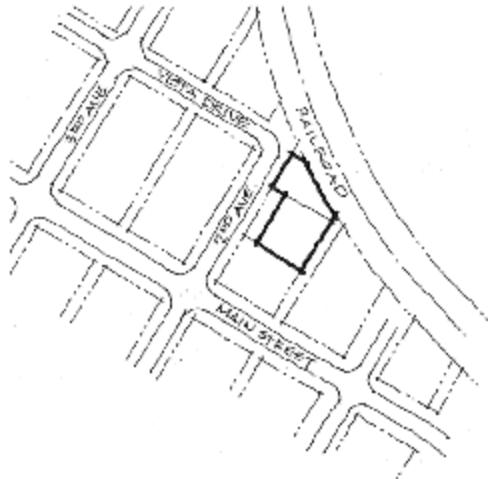
As the City owns the property that currently has the City Council Chambers, this site at 2nd Avenue and Vista Drive was investigated for a full collocated City Hall/Council Chambers facility.

Generally, the existing structures are in poor condition are not considered recoverable. The site is relatively confined and does not provide for all the needs including on-site parking and for future expansion as well as other sites under consideration.

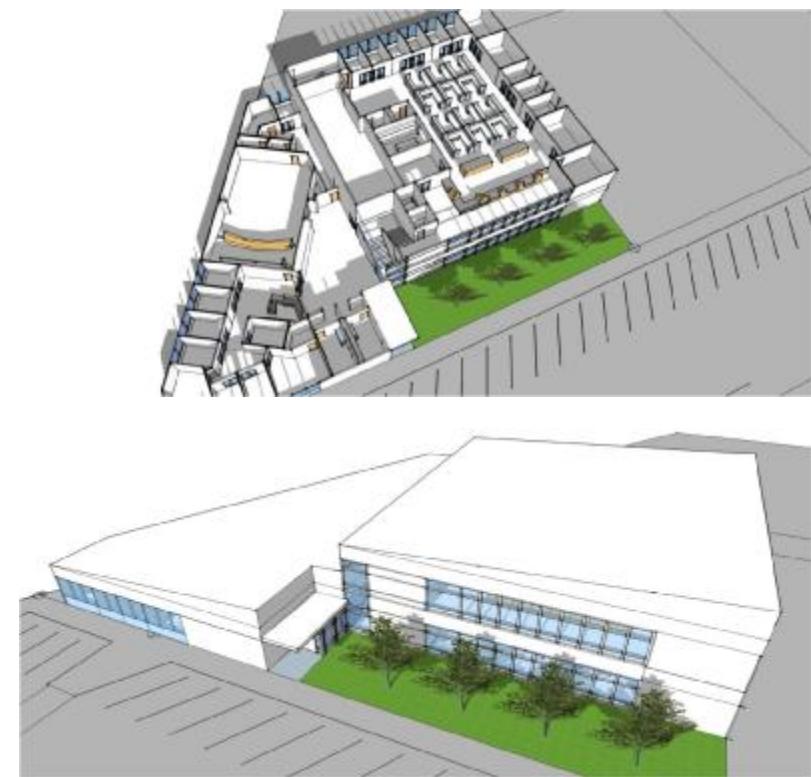
The noise from the train is currently an issue for the Council Chambers. Though with a deliberate acoustical design, this issue can be somewhat mitigated, this is remain a concern.

With a large privately owned parking facility across the street, this first option for this site provides no on-site parking. Street parking can conceivably be improved with traffic revisions to a one-way traffic and diagonal parking. This option assumes ongoing use of the privately owned public parking area.

This option could be built in 2 phases, spread out over years. The first phase being the Council Chambers portion, with the City Hall portion either being built at the same time, or sometime in the future, at a time when the need is greater and the funding is more achievable.



OPTION D1.0
NEW FACILITY ON 2ND AVENUE
NO PARKING #200 PARKING

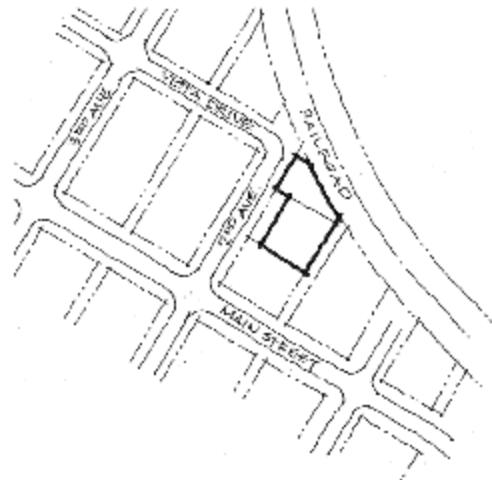


Working with you for responsible and innovative design

OPTION D1.0 B NEW FACILITY ON 2ND AVE – WITH ON-SITE PARKING

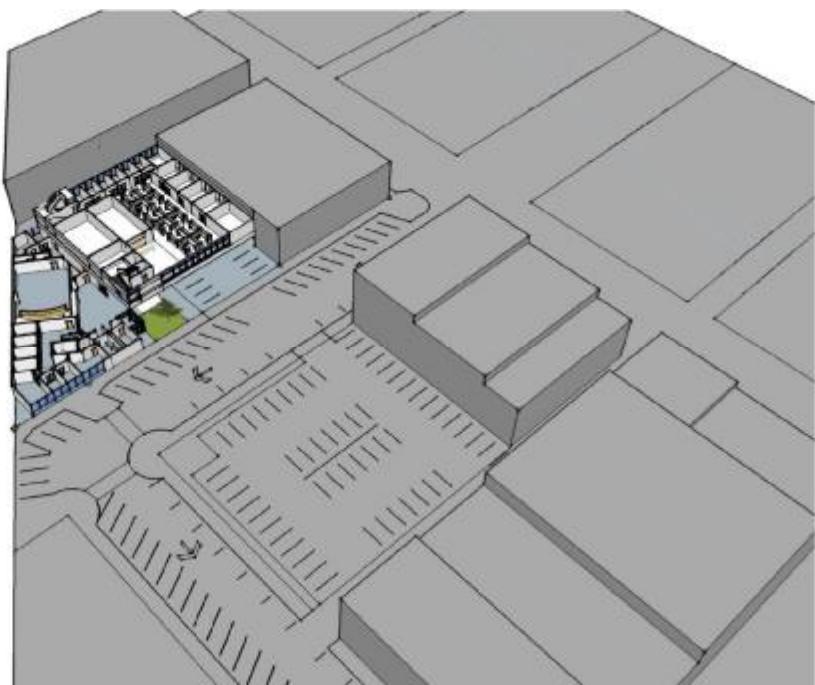
This option is similar to D1.0A, with the exception that it investigates providing as much on-site parking as possible. This requires parking at street level with a good portion of the building above. This presents added cost to the project and reduced flexibility for expansion in the future.

Generally this location would work well with the criteria to integrate with the commercial core.



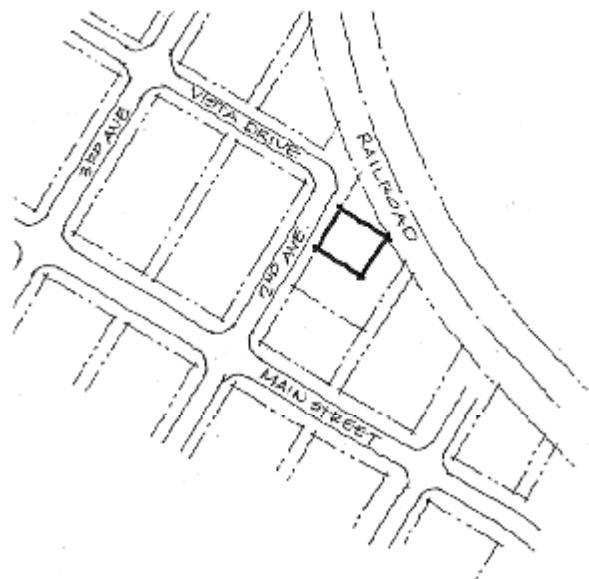
OPTION D1.0
NEW FACILITY ON 2ND AVE
WITH ON-SITE PARKING





OPTION D2.0 NEW CHAMBERS ONLY ON 2ND AVE

This is a third look at the same property. This prioritizes the Council Chambers portion only and does not accommodate a future City Hall on this site. To not house the Council Chambers with the City Hall is not a recommended long term option.



OPTION D2.0
NEW COUNCIL CHAMBERS ON 2ND AVE.

OPTION E1.0 NEW FACILITY IN PIONEER PARK

This was the last option considered and developed. Detrimental aspect include impact to the field facilities in the park and, again, a site in the flood plain. The flood plain level is not however as high above grade as the Front Street site and can more easily be addressed. Using the adjacent Boys & Girls Club as an example, grading the site to a foot above the flood plain is achievable. It is likely to require removal of a similar volume of ground elsewhere in the flood plain zone. Final strategies to address flood plain here will need to be confirmed with the regulatory bodies early in the complete pre-design process.

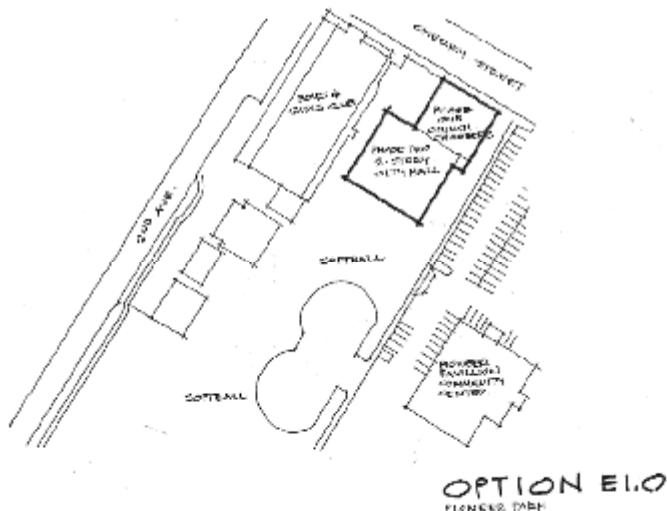
Impacts to the play field will need to be evaluated and weighed against the benefits of the placement of this facility at this location.

Space is adequate for this facility and is generally more generous than that found at the other optional sites. This allows project and phasing flexibility.

Parking needs seem adequate and can be share with the other uses in the area.

One of the significant benefits of this site is the collocation with the Pioneer Pavilion and the cross over use of the meeting facilities. This is a very civic core with the play fields, the Pioneer Pavilion, the youth activities, the elementary school and the river walk. This site also does not present conflicts with residential neighborhoods. It has reasonable proximity to the commercial core.

This site could be developed in phases with phase one being the Council Chambers portion and the City Hall portion to follow sometime in the future.







Working with you for responsible and innovative design

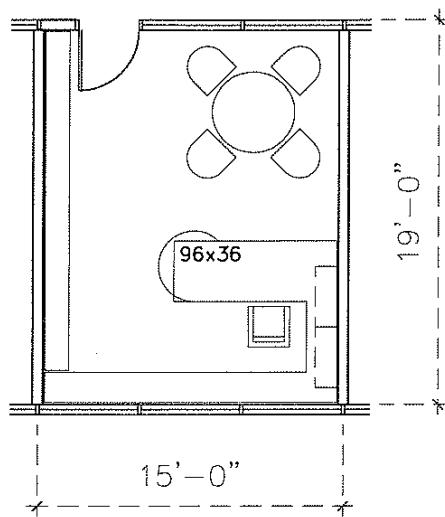


Appendix

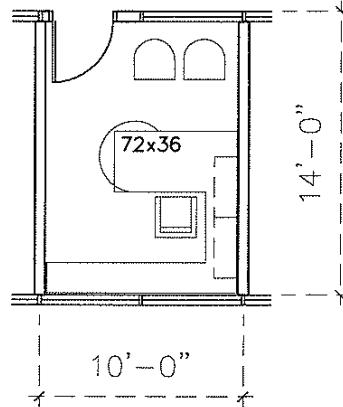
Space Types

Space Requirements Survey – Employee
Space Requirements Survey - Department
Space Requirements Survey – Equipment

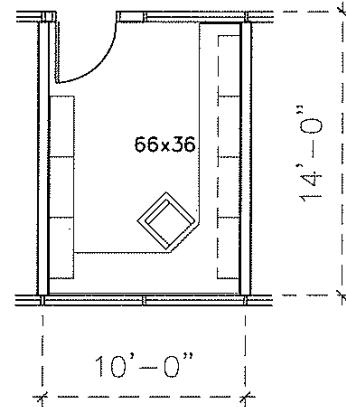
Working with you for responsible and innovative design



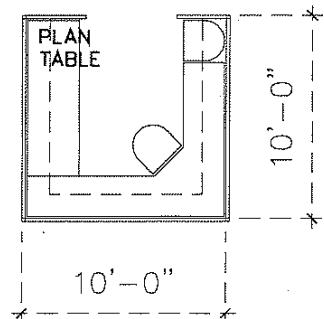
285 SF
WS 1.0



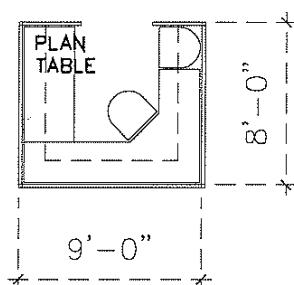
140 SF
WS 2.0



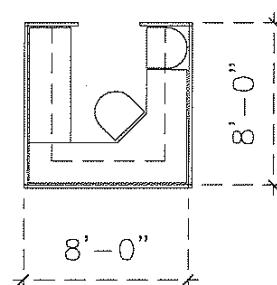
140 SF
WS 2.1



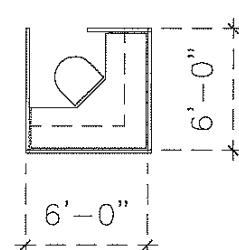
100 SF
WS 3.0



72 SF
WS 4.0



64 SF
WS 5.0



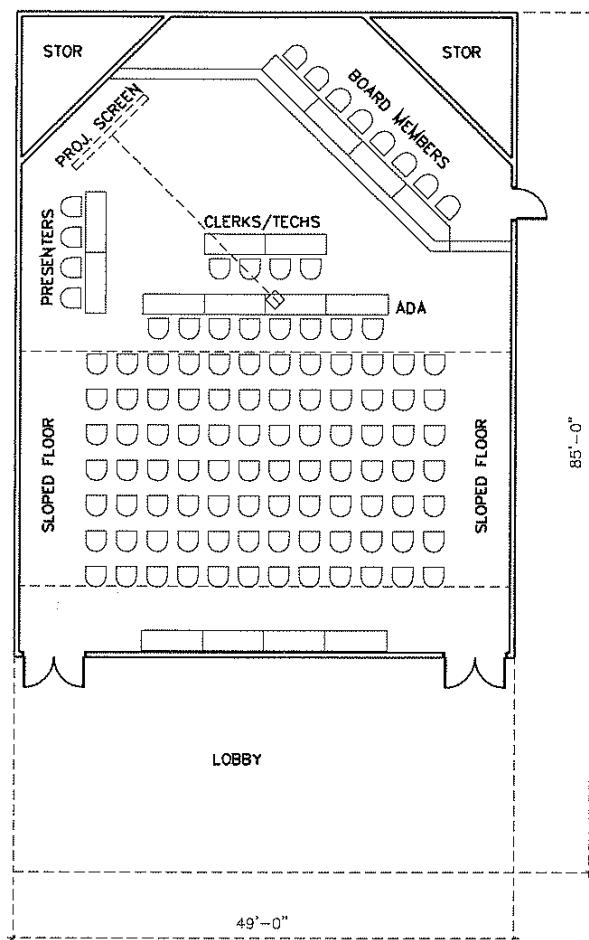
36 SF
WS 6.0

**City of Ferndale Facilities Master Planning
Pre-Design Space Needs
TYPICAL WORK STATIONS**

King Architecture

1/8" = 1'-0" 21July16

DRAFT-IN-PROGRESS



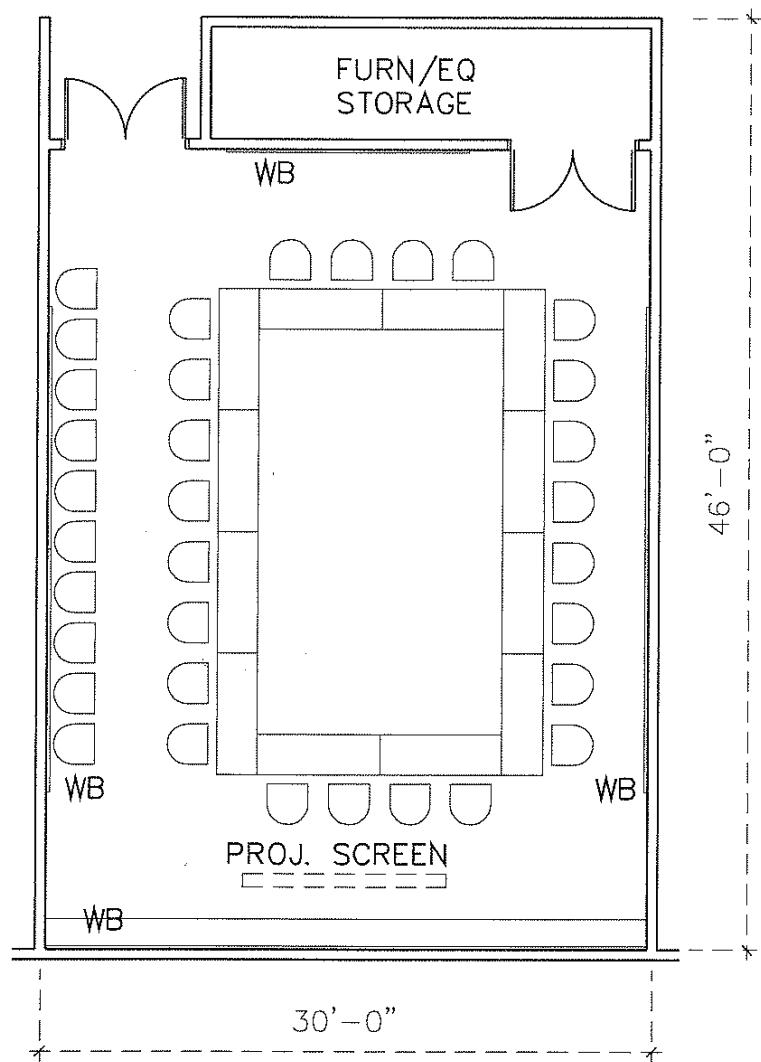
CONFERENCE
FOR 100
4165 SF
CF 1.0

City of Ferndale Facilities Master Planning
Pre-Design Space Needs
TYPICAL CONFERENCE FACILITIES

King Architecture

1/16" = 1'-0" 21July16

DRAFT-IN-PROGRESS



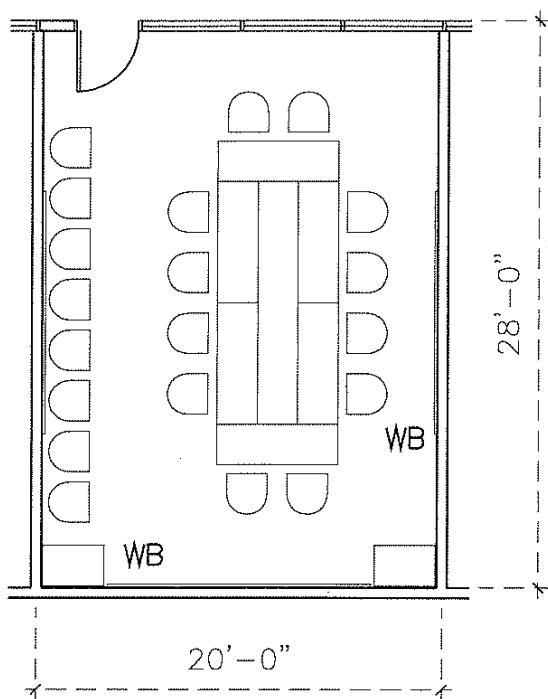
CONFERENCE
FOR 30
1380 SF
CF 2.0

City of Ferndale Facilities Master Planning
Pre-Design Space Needs
TYPICAL CONFERENCE FACILITIES

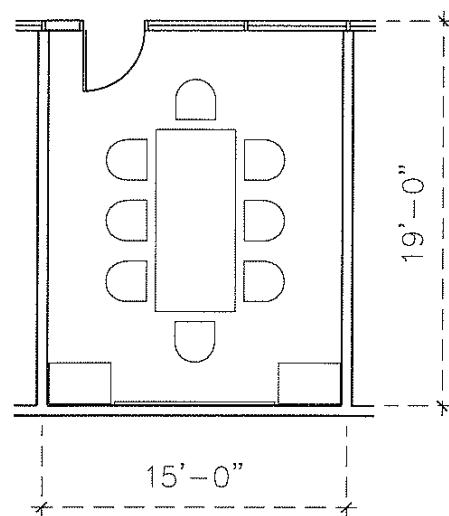
King Architecture

1/8" = 1'-0" 21July16

DRAFT-IN-PROGRESS



CONFERENCE
FOR 20
560 SF
CF 3.0



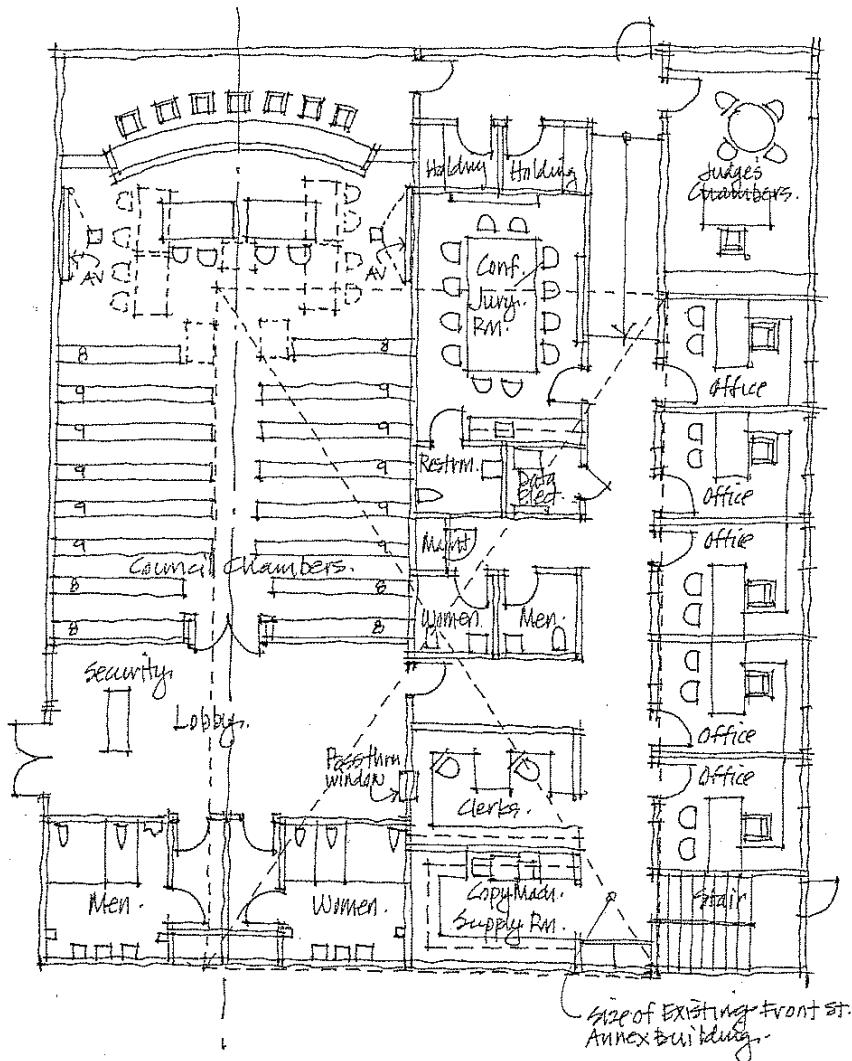
CONFERENCE
FOR 6-8
285 SF
CF 4.0

City of Ferndale Facilities Master Planning
Pre-Design Space Needs
TYPICAL CONFERENCE FACILITIES

King Architecture

1/8" = 1'-0" 21July16

DRAFT-IN-PROGRESS



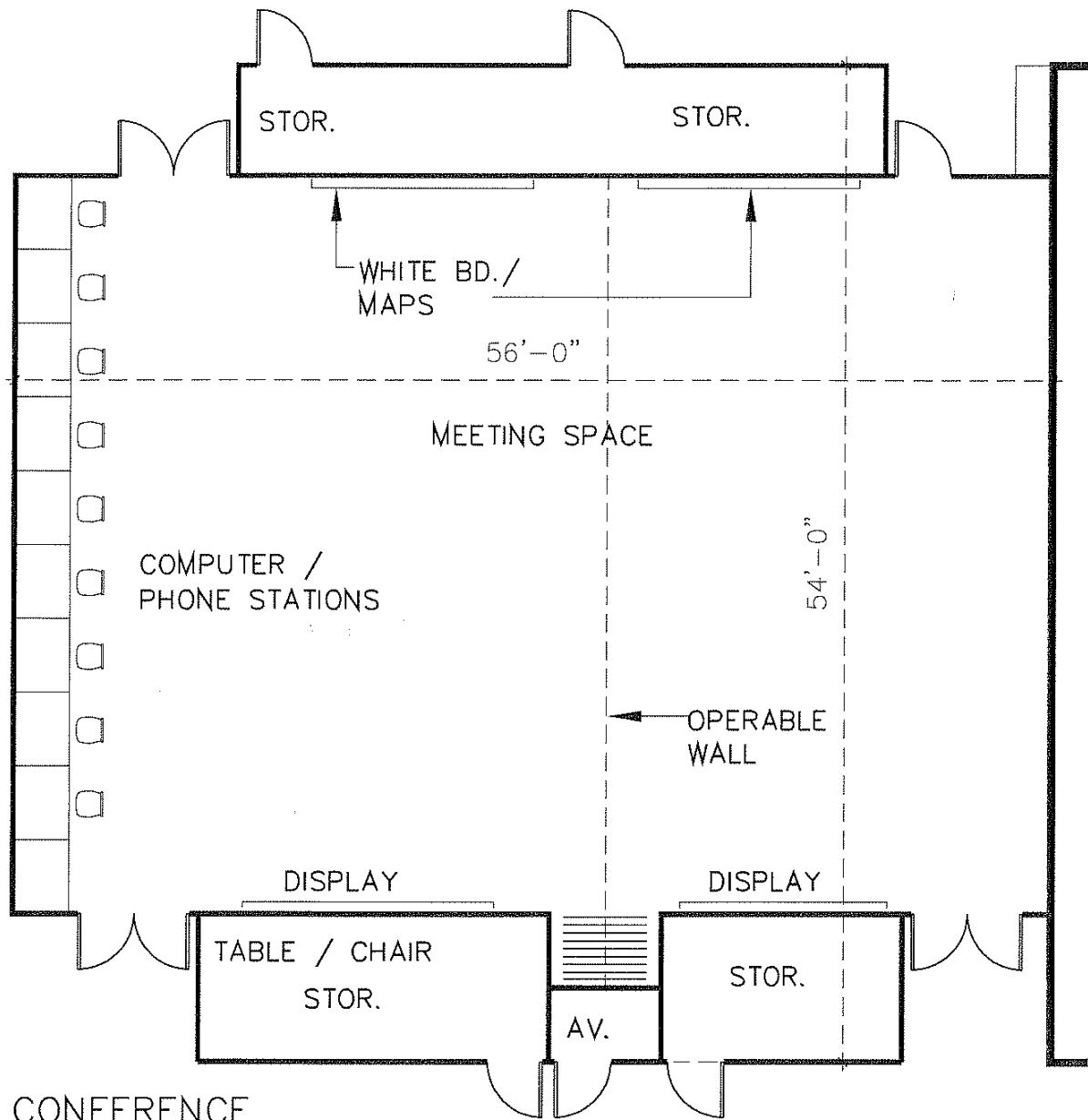
COUNCIL CHAMBERS
FOR 138 (& SUPPORTING FACILITIES)
4165 SF
CF 5.0

City of Ferndale Facilities Master Planning
Pre-Design Space Needs
TYPICAL CONFERENCE FACILITIES

King Architecture

1/16" = 1'-0" 21July16

DRAFT-IN-PROGRESS



CONFERENCE
SPECIAL OPS CENTER
3024 SF
CF 5.1

City of Ferndale Facilities Master Planning
Pre-Design Space Needs
TYPICAL CONFERENCE FACILITIES

King Architecture

1/8" = 1'-0" 21July16

DRAFT-IN-PROGRESS

City of Ferndale Facilities Masterplanning 2016

Space Requirements Survey- Employee

(To be issued to COF Employees)

Name_____

Department_____

Phone Number_____

Email Address_____

Date_____

City of Ferndale / Space Requirements Survey

Page 1

Introduction

This survey has been prepared to document information on the support space, equipment, services and operational requirements of your position. Accuracy is extremely important.

Please return the completed survey to Greg Young by June 17, 2016.

Thank you for your input

Please describe the services and function of your position:

General Information

1. The function of your position is primarily (check one):

- Customer Contact
- Non-Customer Contact

2. Is there frequent contact with:

- Visitors
- Vendors
- Job Applicants
- Others:

3. Define your normal working hours:

4. Do your hours of operation also include:

- Evening shift
- Night shift
- Operations on weekends
- Weeknight overtime
- Weekend overtime

5. Your position has security requirements for the following (check all that apply):

- Confidential activities
- Confidential materials and documents
- Valuable materials
- Other:

City of Ferndale Employee Survey

City of Ferndale / Space Requirements Survey

Page 2

Adjacency Requirements

1. Please check which best describes the work flow of your position:

Work independently
Team oriented, internal to department
Team oriented, mixes with other departments

Support Facilities

Please outline your positions support requirements below.

1. Meetings Profile/ Conference Room requirement:

Type of Meeting	# of persons	# of hours	Fre-quency	Sched - uled?	Level of Attendees
<i>Example: Staff meeting</i>	6	1	1/wk	yes	<i>Mgr., technical, asst.</i>

2. Centralized Conference Areas: Do you have a need to access large capacity meeting rooms on occasion?
How often/how many participants?

3. Position Support Facilities:

Facility	Use	Don't Use	Comments
Equipment Room			
Filing Room			
Library			
Shared P.C. Workstation			
Storage Room			
Training Room (Describe use)			
Computer Room			
Videoconferencing (Specify)			
Work Room (Describe use)			
Reception Area			
Staging Area			
<i>Other (Specify)</i>			

City of Ferndale / Space Requirements Survey

Page 3

Equipment

Please identify the equipment items required by your position which are located *inside of personal offices and workspaces*:

Item	Make	Model	Dimensions	Data/Power Requirements
Lateral file cabinet - 5 Drawer	x	x		
Lateral file cabinet - 4 Drawer	x	x		
Lateral file cabinet - 3 Drawer	x	x		
Vertical file cabinet - 5 Drawer	x	x		
Vertical file cabinet - 4 Drawer	x	x		
Vertical file cabinet - 3 Drawer	x	x		
Other Files (Describe):				
Bookcases				
Storage Cabinets	x	x		
Wall mounted shelves (linear feet)	x	x		
Copy Machine				
Fax Machine				
Microfilm/Fiche Reader				
Microfilm/Fiche Printer				
Large Format Printer				
Printer (other than Large; specify)				
Shredder				
Copier				
Presentation Monitor (TV/VCR)				
Other (Specify)				

Additional Comments

Please provide additional information not previously addressed in this survey which you feel is relevant to the planning of your department.

City of Ferndale

Facilities Masterplanning 2016

Space Requirements Survey

(To be issued to Department Leaders)

Name _____

Department _____

Phone Number _____

Email Address _____

Date _____

City of Ferndale / Space Requirements Survey

Page 1

Introduction

This survey has been prepared to document information on the staffing, support space, equipment, services and operational requirements of your Department. Accuracy is extremely important.

Please return the completed survey to Greg Young by 10 June, 2016. Also please ***attach a copy of your current organization chart.***

Thank you for your input

Please describe the services and function of your department:

General Information

1. The function of this department is primarily (check one):
 Customer Contact
 Non-Customer Contact

2. There is frequent contact with:
 Visitors
 Vendors
 Job Applicants
 Others:

3. Define your department's normal working hours:

4. Do your hours of operation also include:
 Evening shift
 Night shift
 Operations on weekends
 Weeknight overtime
 Weekend overtime

4. Your department has security requirements for the following (check all that apply):
 Confidential activities
 Confidential materials and documents
 Valuable materials
 Other:

City of Ferndale Departmental Survey

5. The level of security required by your department is:

Low: Standard building security
Medium: Verification required before admittance for outside visitors
High: Area restricted to personnel (no outside visitors)
Maximum: Restricted to specific personnel

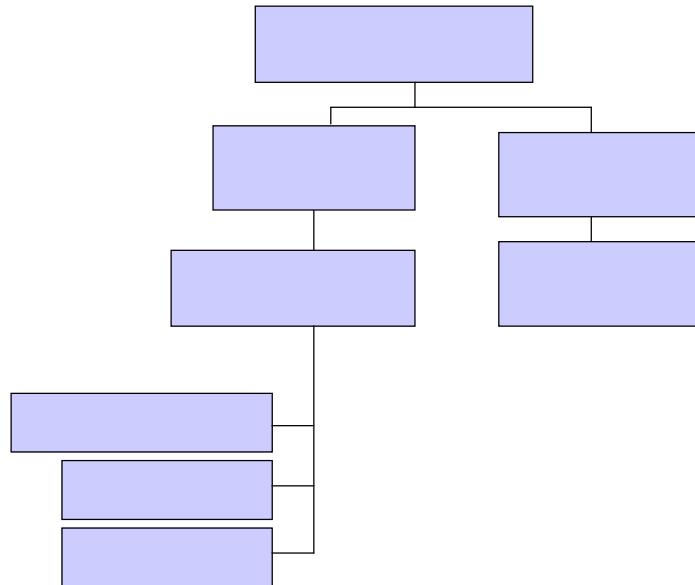
Adjacency Requirements

1. Please check which best describes the work flow of your department:

Works independently
Team oriented, internal to department
Team oriented, mixes with other departments

2. Please outline specific adjacencies WITHIN your department:

(Attach an organizational chart of your department to this survey)



City of Ferndale / Space Requirements Survey

Page 3

3. List other departments you require adjacency with, in order of importance:

Department	Remarks
1.	
2.	
3.	

Staff Requirements

1. Please outline the existing and projected ***year end*** staff requirements for your department:

- Provide the quantity of staff according to the titles listed;
- Outline part-time, shift deferred, temporary or other positions that may be able to share workspace with other staff;
- Outline special workspaces or conditions required by individuals due to job function;
- Outline special workspace equipment if required.
- For 2021 and 2026, provide your best guess of what you expect staff requirements to be. Additional methods will be used to determine these projections.

Title	Existing	Year End	2021	2026	Comments
Executive/VP (Office)					
Manager (Office)					
Manager (Workstation)					
Admin/Secretary (Workstation)					
Typical Staff (Workstation)					
Technical Staff (Workstation)					
Other (describe)					

2. Are there any open requisitions, consultants, outside auditors or temporary staff that are not included in the above projections and require space?

3. Please discuss any foreseen changes in your organization or services that will cause changes to your future staff and operational requirements:

City of Ferndale / Space Requirements Survey

Page 4

Support Facilities

Please outline your department's support requirements below.

1. Meetings Profile/ Conference Room requirement:

Type of Meeting	# of persons	# of hours	Frequency	Sched - uled?	Level of Attendees
<i>Example: Staff meeting</i>	6	1	1/wk	yes	<i>Mgr., technical, asst.</i>

2. Centralized Conference Areas: Do you have a need to access large capacity meeting rooms on occasion? How often/how many participants?

3. Department Support Facilities:

Facility	Existing	Year End	2021	2026	Comments
Equipment Room					
Filing Room					
Library					
Shared P.C. Workstation					
Storage Room					
Training Room (Describe use)					
Computer Room					
Videoconferencing (Specify)					
Work Room (Describe use)					
Reception Area					
Staging Area					
<i>Other (Specify)</i>					

City of Ferndale / Space Requirements Survey

Page 5

Shared Equipment

Please identify the shared equipment items required by your department which are located ***outside of personal offices and workspaces***:

City of Ferndale / Space Requirements Survey
Page 6

Additional Comments

Please provide additional information not previously addressed in this survey which you feel is relevant to the planning of your department.

City of Ferndale Facilities Masterplanning 2016

Space Requirements Survey- Equipment

(To be issued to Department Leaders)

Name_____

Department_____

Phone Number_____

Email Address_____

Date_____

City of Ferndale / Space Requirements Survey

Page 1

Introduction

This survey has been prepared to document information on the support space, equipment, services and operational requirements of your Department. Accuracy is extremely important.

Please return the completed survey to Greg Young by June 10, 2016.

Thank you for your input

Shared Equipment

Please identify the shared equipment items required by your department which are located ***outside of personal offices and workspaces***:

Item	Make	Model	Dimension	Power/Data requirements (i.e. networked)
Lateral file cabinet - 5 Drawer	x	x		
Lateral file cabinet - 4 Drawer	x	x		
Lateral file cabinet - 3 Drawer	x	x		
Vertical file cabinet - 5 Drawer	x	x		
Vertical file cabinet - 4 Drawer	x	x		
Vertical file cabinet - 3 Drawer	x	x		
Other Files (Describe):				
Bookcases	x	x		
Storage Cabinets	x	x		
Wall mounted shelves (linear feet)	x	x		
Copy Machine				
Fax Machine				
Microfilm/Fiche Reader				
Microfilm/Fiche Printer				
Large Format Printer				
Printer (other than Large; specify)				
Shredder				
Copier				
Presentation Monitor (TV/VCR)				
Other (Specify)				

City of Ferndale / Space Requirements Survey
Page 2

Additional Comments

Please provide additional information not previously addressed which you feel is relevant to include.
