



# City of Florence, Oregon

## City Hall Space Needs Report

May 11, 2016



Presented by:

**hsr** | waterleaf



# City of Florence, Oregon

## City Hall Space Needs Report

May 11, 2016

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# City of Florence, Oregon

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May 11, 2016

# Executive Summary

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**City of Florence, Oregon**  
**City Hall**  
**Preliminary Floor Plans and Project Cost Estimate**  
May 11, 2016



In December of 2015 **hsr** / Waterleaf presented the findings of a space needs programming effort requested by the City of Florence for its City Hall based on current and future growth.

That Study was not intended to make recommendations on whether to stay in the existing facility either as is or renovated, or to relocate to another existing building or to a new location/building. The Programming was intended to provide information to City Leaders to help them make decisions on how to move forward.

The Study's conclusion stated:

*With respect to the current City Hall site, we believe the site is likely of sufficient size for a facility that can meet the estimated staffing and space requirements of an enlarged City Hall to meet Florence's growth of approximately twice or more of its present population.*

In February of this year **hsr** / Waterleaf was asked by City Staff to determine what modifications could be made to the floor plans of the existing city hall to meet the intent of the programming requirements (with the exception of some non-essential support areas, such as long term storage, omitted to fit into the existing building) to serve the City of Florence for 100% population growth, to present a dignified face of the City, to attract and retain quality staff members and to provide a satisfying experience for the public when conducting City Hall business.

The preliminary estimated costs of an on-site expansion/remodel are as follows:

<u>Construction</u> (By Architectural Cost Consultants LLC). Includes a 20% contingency and 6% future start cost escalation factor)	\$1,545,000.
<u>Soft Costs</u> (by City Staff)	
Architectural and Engineering:	\$150,000
Other Soft Costs per Worksheet	
<u>Attached:</u>	<u>\$260,000</u>
<u>Total Soft Costs</u>	<u>\$ 410,000</u>
<b>Total Preliminary Project Cost</b>	<b>\$1,955,000</b>

Note: Soft Costs = 25.5% of construction cost.

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The City also commissioned a review of Hazardous material (asbestos) present in the building by Koos Environmental. It is located in some floor tile and glue, paneling glue and some drywall. Actual cost of remediation cannot be determined at this time. The Contractors means and methods of construction will determine what material will need to be removed. It should be covered by a portion of the 20% contingency currently in the budget.

### **Process**

To achieve our task we first held a “design blitz” in Florence to jump start the process. We met with the City Manager and the Assistant to the City Manager, the Interim Finance Director and Assistant Finance Director, the City Recorder / Economic Development Coordinator, the Community Development Director and the Public Works Director. Together we reviewed the programming and existing floor plans to determine what modifications would be required to meet the future needs.

We spent the next day drawing preliminary modification plans based on the previous days input.

The following day we met with the staff members above as a whole to review the plans and seek approval.

Over the next week we had several phone conferences with the Interim Finance Director and the Assistant to the City Manager to further refine the plans.

The final results are attached.

A Structural Engineer provided a preliminary review of the load capacity of the attic storage area. It is found to be able to withstand a load of 50 psf (pounds per square foot) at the north and south areas and 75 psf in the middle portion. This equates to about 2 rows of banker boxes stacked 3 high on the floor with a 4' access aisle between.

Architectural Cost Consultants LLC (ACC) then provided a preliminary construction cost estimate based on the plans and a descriptive narrative (also attached). The estimate was reviewed and vetted by [hsr](#) / Waterleaf, then with City Staff. The attached estimate is the third revision.

We provided City Staff with our Overall Project Cost Worksheet to determine the soft costs (relocation, permit, SDC's, Architectural / Engineering and furniture, Fixtures and Equipment etc). It is CRITICAL that soft costs be included in addition to construction cost for any similar project so that the true project cost is considered.

## **MODIFICATIONS TO PLANS**

### **Accessibility**

The Community Development director who has responsibility for the Building Department was present at our meetings. Overall accessibility was discussed, and will need to be verified with the Building Official as the project moves forward to Schematic Design. Items to note are:

- In addition to code required quantity of exits, one accessible entry / egress (one required for remodel per building code) must be provided at the lower and main level.
- An elevator will not be required to be added because both the lower and main level have direct access at grade to the exterior, and the attic is used for storage only and has no public uses.
- Toilet rooms for both public and staff will need to be modified to meet current accessibility standards.
- Accessible route from upper and lower level accessible parking stalls to the entries must be provided / maintained.

### **Attic**

- The existing north stair does not meet building code requirements. If a new stair is added as shown (priced as an alternate) the attic can continue to be used as storage providing the load does not exceed the engineers recommended maximum.
- If the new north stair is not built the minimum travel distance to the building exterior required by code from the attic cannot be met. The attic should not be used unless arrangements are agreed to by the Building Official defining its use.
- Because the attic is only to be used for storage and there is no need for public access

### **Lower Level**

- In addition to a stair to the main level, this area has direct access to the parking area outside to the east of the building. Therefore, staff requiring access to loading and city vehicles would occupy this level including Information Technology (I.T.), Inspectors and Code Enforcement.
- An accessible restroom and shower are provided.
- The rest of the Community Development Department is located directly up the stairs to the mail level.

### **Main Level**

- A 812 (+/-) square foot addition is added to the west side of the building to accommodate a relocated Council Chambers. This will allow the two sides of the building currently separated by the existing Chambers to be united allowing:
  - Direct staff collaboration.
  - Secure nonpublic circulation between departments,
  - Shared staff facilities behind secure perimeter.

- The Chambers Addition will support the City's efforts to rejuvenate the appearance of the City Hall and address City efforts to rejuvenate development fronting 101.
- The Chambers would accommodate about the same number of spectators as the existing, but can accommodate additional folks in a large conference room adjacent to the north with a movable wall into the chambers. Video and other technologies would be updated to current standards. The conference room mentioned above off the lobby will provide additional public meeting space as well as a work area for council.
- The Public Lobby is secured from the staff areas.
- The main public entry is modified to present a clear identifiable point of entry.
- A plaza would be created outside the main entry, with access off the Council Chambers if desired.
- Public restrooms are modified to meet current accessibility standards.
- A Permit Center "One Stop Shop" is located off the lobby to the south. A roll down screen will secure it during off hours when the rest of the lobby is in public use for Council or Public Meetings.
- The Community Development Department is adjacent to the Permit Center to the south of the building.
- The City Management offices are located on the north side of the building.
- A conference room is located in the City Management area that connects to the large conference room adjacent to the Council Chambers that can serve staff as well as City Council.
- Shared staff facilities are located between the two main staff office areas providing accessible restrooms with showers (4 unisex rooms), conference, printing and work areas, file storage, break area and reception.
- East side of building entrances, stair and walkways to remain and be secured.

### **Conclusion**

With the modifications shown on the Preliminary Plans, the existing City Hall Building should accommodate the City's needs as the community's size population size doubles. Some sharing of support staff office space may be required.

The appearance and functionality of the City Hall will be updated as well, providing an attractive facility that will enhance public interaction with the City of which the citizens of Florence can be proud.

### **Next Steps**

Should the City decide to move forward, the next step is to start the final design process to take the project to the next level of detailed information including analysis and further design of site requirements, building code, mechanical, structural and electrical systems.

Community participation should be included to determine stakeholder reaction, comments and vision for the renovated City Hall and the image it projects to the public.

hsr / Waterleaf wishes to thank the City of Florence for the opportunity to assist with the compilation of this preliminary design information. Please do not hesitate to contact us should you have questions or require clarifications, or wish any further assistance. We will be happy to help!

Respectfully,



John Ralston



Leslie Hare Shick



Tom Whittaker



Bill Bailey





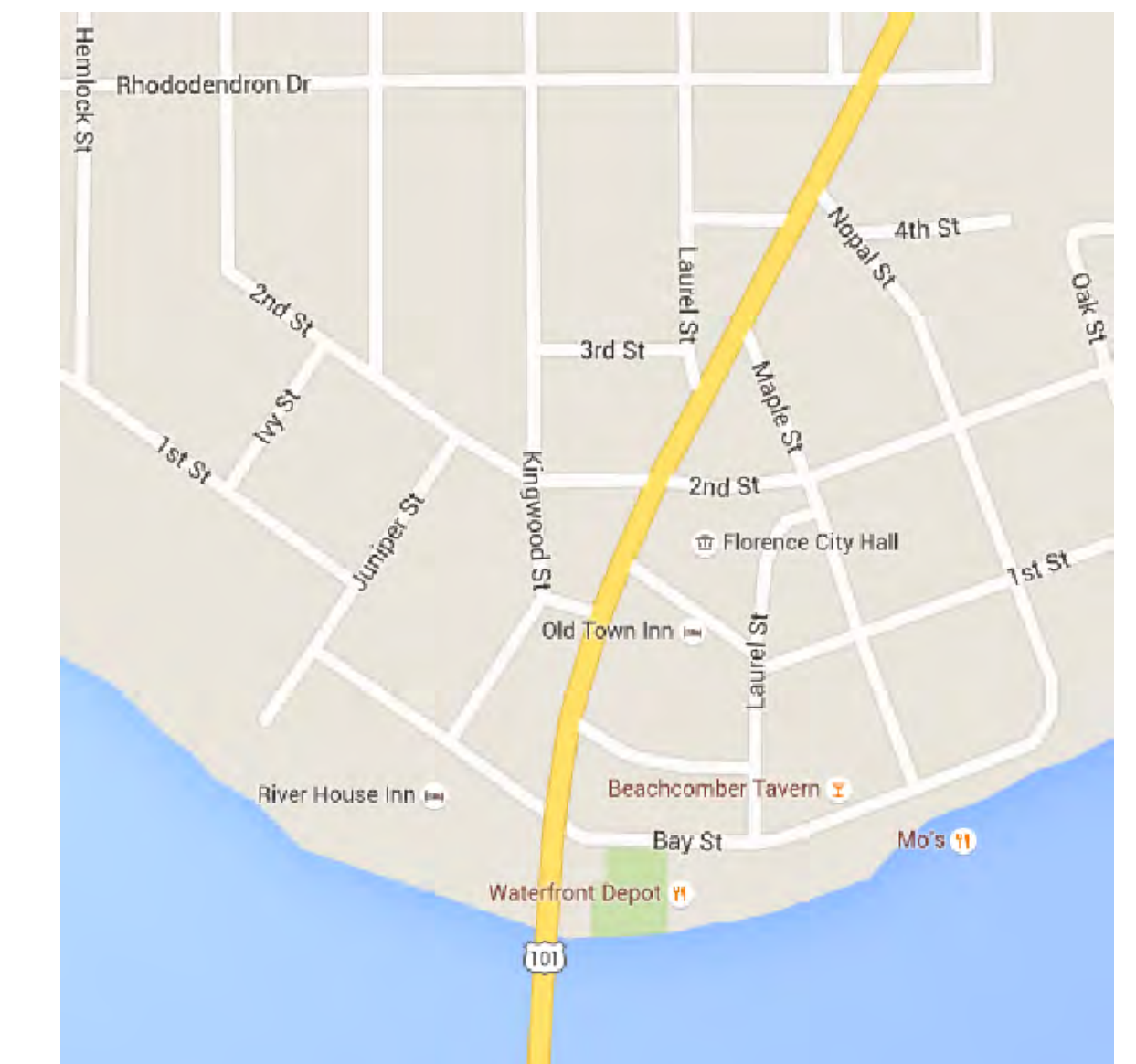
# City of Florence, Oregon

City Hall Space Needs Report

May 11, 2016

**Drawings**

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# City of Florence City Hall Preliminary

250 US-101  
 Florence, OR 97439  
 Schematic Design Set  
 04/12/2016

**hsr** master planning  
 architecture  
 interiors

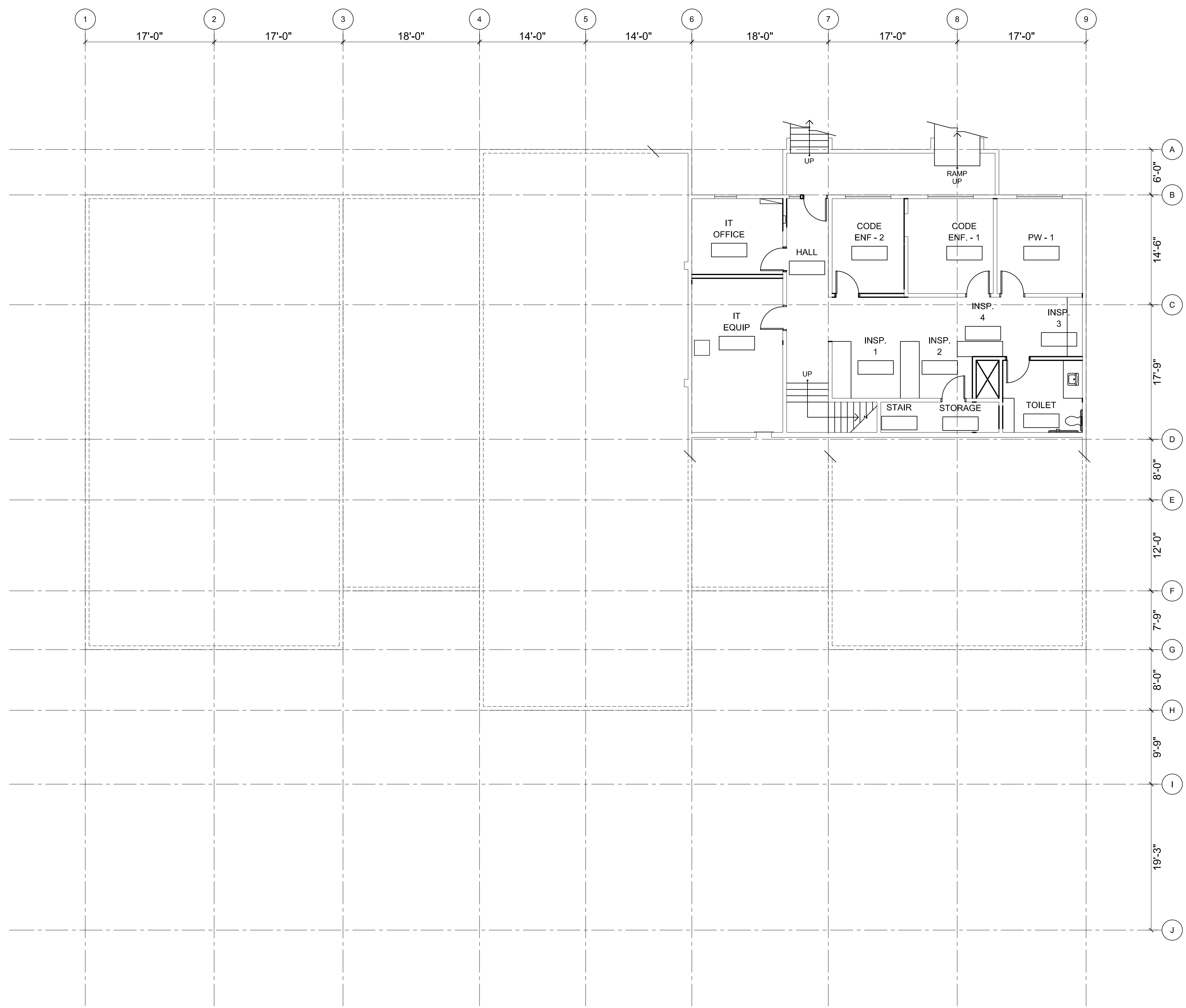
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architecture, interiors & planning



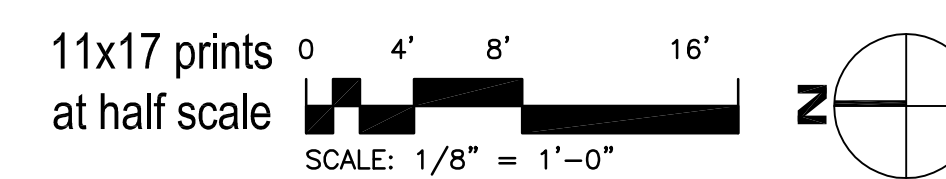
florence, or - city hall preliminary

basement floor plan

1512.00

04/12/2016

scale: 1/8"=1'-0"



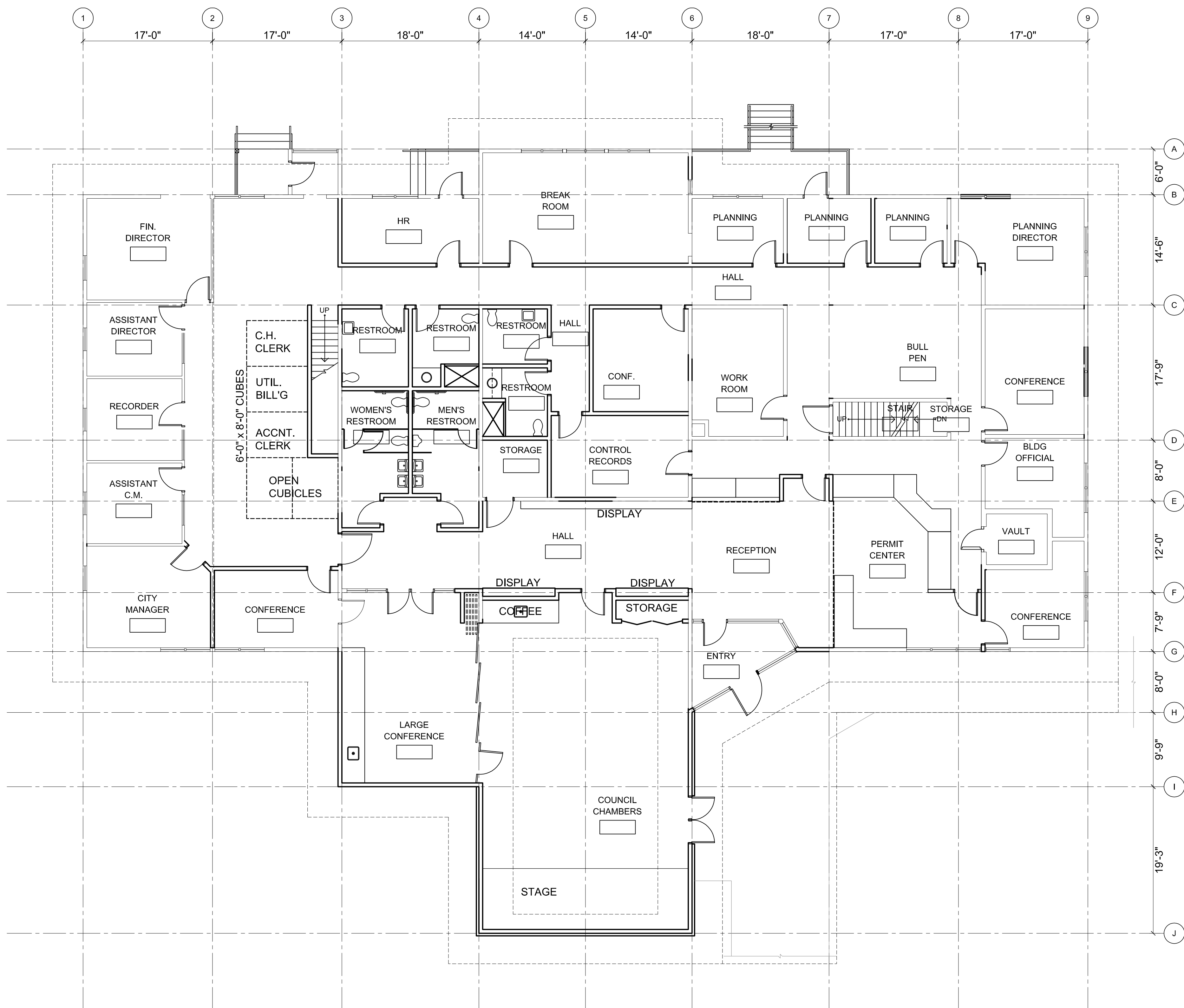
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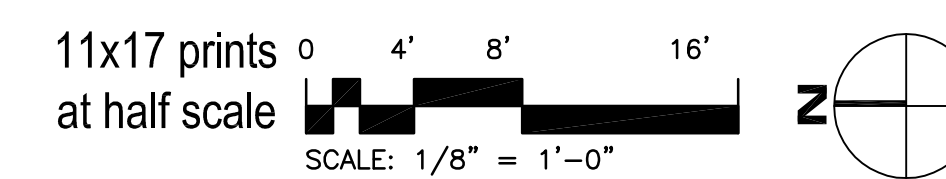
florence, or - city hall preliminary

ground floor plan

1512.00

04/12/2016

scale: 1/8"=1'-0"

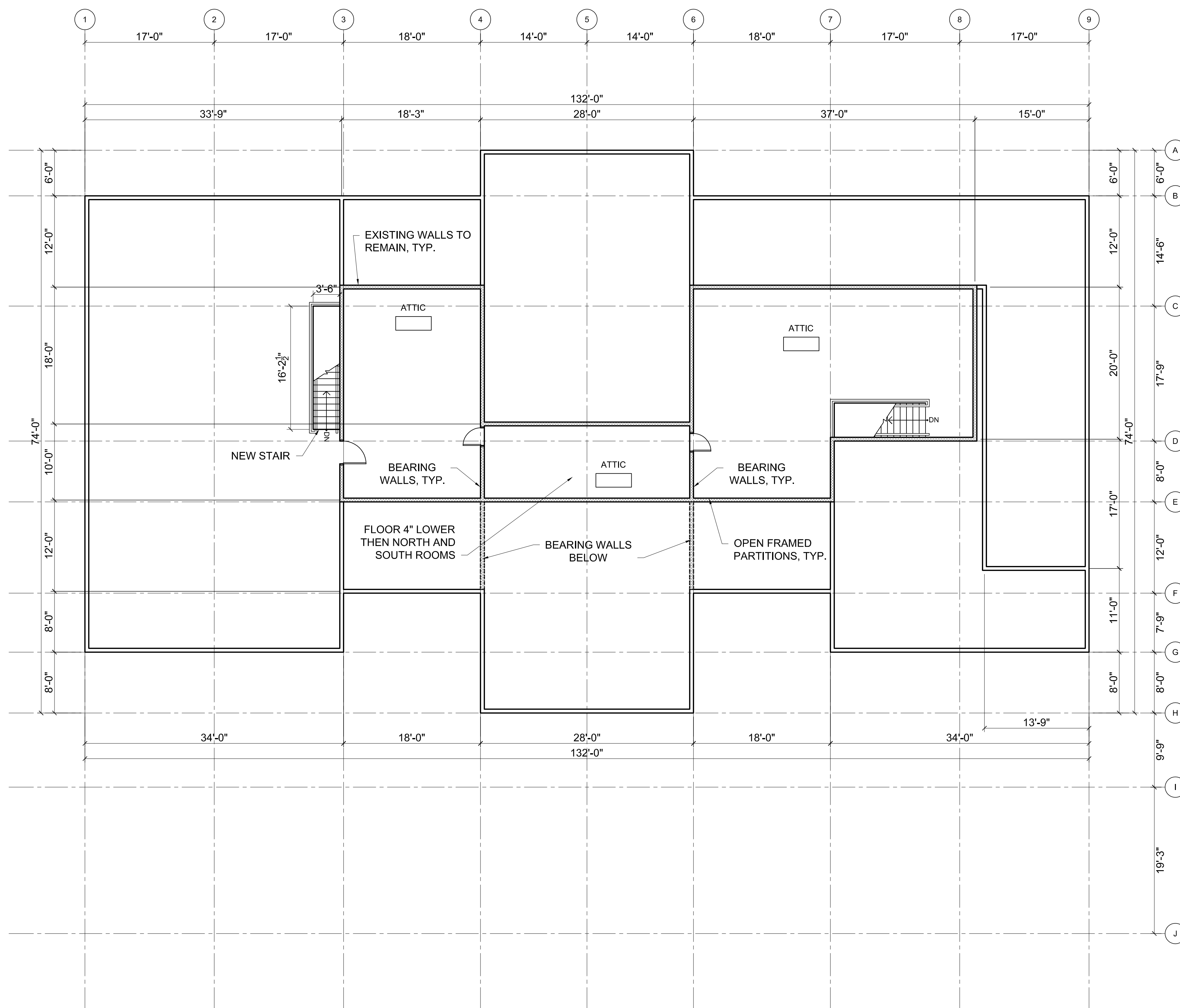


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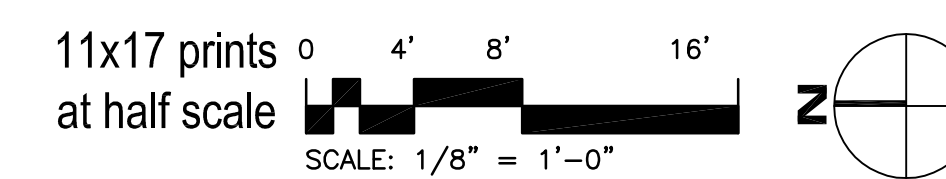
florence, or - city hall preliminary

attic floor plan

1512.00

04/12/2016

scale: 1/8"=1'-0"



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# City of Florence, Oregon

City Hall Space Needs Report

May 11, 2016

**Narrative**

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## **City of Florence**

### **City Hall Renovation and Expansion**

March 31, 2016

#### Project Summary

**Project Scope:** The work includes the renovation and expansion of the current City Hall. The building was designed and constructed in 1966 and 1967, and portions have been modified including changes designed in 1991. In December of 2015, the team of HSR and Waterleaf Architects, working with City staff, developed a Space Needs Analysis to forecast space needs over several time projection.

In March, the HSR/Waterleaf team worked with City staff to develop the current schematic design for the next renovations to the City Hall Building. The following elements are planned in the proposed work:

The City will perform an analysis to determine if there are environmental and health risks with materials in the current construction. Mitigation of hazardous materials will be contracted to a licensed contractor trained in the specific mitigations.

It is expected that the City will relocate staff and functions to other facilities and vacate the current premises during the work of this project.

The site is east of Highway 101, and south of 2<sup>nd</sup> Street. The site slopes from the Highway, down to the east.

#### **Existing Building**

The existing building is a wood framed structure, with a partial daylight basement level (approximately 1,588 square feet), main floor (7,812 square feet), and an attic area (1,622 square feet). The building does not have an automatic fire suppression system. Current construction that will not be incorporated into the new renovations will be demolished and removed from the premises, and disposed of in concert with current environmental methods.

The existing roof appears to be in good condition, and, except as required for the expansion, will not be impacted or modified for the new expansion. Existing exterior walls are in generally sound condition with some repair for dry rot required. The exterior wood siding and trim will be cleaned and repainted as part of this work. Most of the existing exterior door and window systems will be retained.

Utilities serving the building include water, sewer, electrical and communications system. Natural gas is not available in Florence.

Existing HVAC units are relatively new, approximately 3 years old. There is not water heater, and electric instant on demand units provide hot water, although we understand that this is not adequate for the use required.

## **Renovations and Expansion**

### Building Expansion Spaces:

Proposed building expansion is to accommodate new Council Chambers as well as a new Large Conference space. A perimeter foundation using standard poured-in-place concrete footings and stem walls will be utilized. Framed floor, wall and roof framing will be wood construction. New exterior walls will be designed to meet current energy code requirements, be framed using 2 x 6 studs and R-19 batt insulation. Roof insulation will achieve an R-30 insulation value.

The new Council Chambers will have a 6 inch high raised platform and casework for Council Seating, as well as staff seating and casework, will have interior carpet and wall finishes appropriate for a Council chamber, high vaulted ceiling with upper level clerestory window on the north wall and storefront on the south wall, and will incorporate current A/V technologies including built-in projection and display systems. A ramp on one side and a step on the opposite side will be required for access from the main floor up to the raised platform. The south wall of the Council Chambers will have a portion that is a wood storefront system with a pair of glazed doors to the exterior. The ceiling will be raised to allow perimeter clerestory glazing.

An acoustical operable wall will separate the New Large Conference from the new Council Chambers.

Casework with a sink unit will be provided in both the Large Conference space as well as the Council Chambers.

Renovated Spaces will generally continue with the current types of interior finishes, i.e., carpet and tile flooring in wet areas, rubber base, painted gypsumboard walls on wood framing, and either painted gypsumboard or acoustical tile adhered to backer board or gypsum board substrates. Vaulted

Public Areas will be finished to a higher level than staff spaces, and reflect more of a municipal feeling. Glass display cases will be in the main lobby, along with casework to house recycle bins and information flyers. Wall paneling on perhaps some walls. Flooring will be non-skid tile, and wood base. Walls will be painted with at least one wall with an accent color. Ceiling will be acoustical tile similar to existing, which is adhered to a backer board and the ceiling joists.

Staff spaces will be much like an office interiors with painted gypsumboard walls, carpet and rubber base, sheet flooring in work areas and wet areas, and acoustical tile ceilings over a backerboard, referred to in the original drawings as "baxboard."

### **Building Mechanical**

We understand the current HVAC equipment is about 3 years old, and is to be retained. We also understand that the system needs to be balanced to eliminate hot and cold spaces. Building Expansion Spaces will require a new, independent system for HVAC.

The building does not have an automatic fire suppression system, and none is anticipated in this project.

Although this needs to be confirmed, the electrical service for the building is expected to have enough added capacity to be retained. New lighting is to be placed throughout to achieve appropriate lighting levels and quality, as well as to realize energy savings.





# City of Florence, Oregon

City Hall Space Needs Report

May 11, 2016

**Estimate**

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<b>Florence City Hall Remodel</b> Florence, Oregon Waterleaf Architects Portland, Oregon SD Estimate 1.4	<b>ACC Cost Consultants, LLC</b> Stanley J. Pszczolkowski 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223-8489 Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com	Estimate Date: 20-Apr-16 Document Date: 31-Mar-16 Print Date: 20-Apr-16 Print Time: 11:04 AM Constr. Start: April' 17
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**DIRECT CONSTRUCTION COST SUMMARY**

Component	Area	\$ / SF	Total
Building Estimate	10,895 sf	\$132.09 /sf	\$1,439,167
Site Work Estimate			\$105,032
<b>TOTAL DIRECT CONSTRUCTION COST</b>	10,895 sf	\$141.73 /sf	<b>\$1,544,199</b>
Budget			0
Indicated Surplus / (Deficit)			(1,544,199)
<b><u>ALTERNATES</u></b>			
01   New North Stair		Add ±	14,661
02   High Density Storage		Add ±	1,876

The above estimates are for direct construction cost only. They do not include furnishings & equipment, architect and engineer design fees, consultant fees, inspection and testing fees, plan check fees, state sales tax, hazardous material testing and removal, financing costs, owners contingency, nor any other normally associated development costs.

The above estimates assume a competitively bid project, with at least three qualified bidders in each of the major sub-trades as well as the general contractors.

The above estimates assume a construction start date of: April' 17. If the start of construction is delayed beyond the date above, the estimates must be indexed at a rate of 5% to 7% per year compounded.

This is a probable cost estimate based on in-progress documentation provided by the architect. The actual bid documents will vary from this estimate due to document completion, detailing, specification, addendum, etc. The estimator has no control over the cost or availability of labor, equipment, materials, over market conditions or contractor's method of pricing, contractor's construction logistics and scheduling. This estimate is formulated on the estimator's professional judgment and experience. The estimate makes no warranty, expressed or implied, that the quantities, bids or the negotiated cost of the work will not vary from the estimator's opinion of probable construction cost.

<b>Florence City Hall Remodel</b> Florence, Oregon Waterleaf Architects Portland, Oregon SD Estimate 1.4	<b>ACC Cost Consultants, LLC</b> Stanley J. Pszczolkowski 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223-8489 Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com		Estimate Date: 20-Apr-16 Document Date: 31-Mar-16 Print Date: 20-Apr-16 Print Time: 11:04 AM Constr. Start: April' 17

<b>SUMMARY</b>	<b>Building Estimate</b>	<b>Site Work</b>	<b>Total</b>
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<b>DIRECT CONSTRUCTION COSTS</b>	<b>\$ / sf</b>	<b>Cost</b>	<b>Cost</b>	
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Area		10,895 sf			
02   EXISTING CONDITIONS		\$6.35	\$69,179	\$4,434	\$73,613
03   CONCRETE		1.89	20,540		20,540
04   MASONRY		0.00	0		-
05   METALS		0.77	8,363		8,363
06   WOOD, PLASTICS & COMPOSITES		20.91	227,847		227,847
07   THERMAL & MOISTURE PROTECTION		7.18	78,255		78,255
08   OPENINGS		9.03	98,369		98,369
09   FINISHES		16.10	175,364		175,364
10   SPECIALTIES		4.24	46,245		46,245
11   EQUIPMENT		0.46	5,000		5,000
12   FURNISHINGS		0.77	8,432		8,432
13   SPECIAL CONSTRUCTION		0.00	0		-
14   CONVEYING EQUIPMENT		0.00	0		-
21   FIRE SUPPRESSION		0.00	0		-
22   PLUMBING		4.33	47,206		47,206
23   HVAC		6.54	71,204		71,204
26   ELECTRICAL		10.82	117,929		117,929
31   EARTHWORK		0.73	7,990	8,750	16,740
32   EXTERIOR IMPROVEMENTS				58,478	58,478
33   UTILITIES				0	-
<b>SUB-TOTAL</b>		<b>\$90.13</b>	<b>\$981,923</b>	<b>\$71,662</b>	<b>\$1,053,585</b>
Estimating Contingency / Location Factor	20.00%	18.03	196,385	14,332	210,717
Index To Construction Start	6.00%	6.49	70,698	5,160	75,858
General Conditions / Insurance / Bond	10.00%	11.46	124,901	9,115	134,016
General Contractor OH & Profit	4.75%	5.99	65,261	4,763	70,023
<b>TOTAL DIRECT CONSTRUCTION COST</b>		<b>\$132.09</b>	<b>\$1,439,167</b>	<b>\$105,032</b>	<b>\$1,544,199</b>

**Building Estimate**

<b>Florence City Hall Remodel</b> Florence, Oregon Waterleaf Architects Portland, Oregon SD Estimate 1.4	<b>ACC Cost Consultants, LLC</b> Stanley J. Psczolkowski 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223-8489 Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com		Estimate Date: 20-Apr-16
			Document Date: 31-Mar-16
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			Print Time: 11:04 AM
			Constr. Start: April '17

Building Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
<b>02   EXISTING CONDITIONS</b>						
Structure Demolition						
remove shingle roofing @ raised roof only	1,700	sf	1.25	\$2,125		reduced per review
remove part of exist roof shtg	0	sf	0.00	0		delete per review
remove existing roof structure	0	sf	0.00	0		delete per review
cut access for roof supt @ raised roof	130	lf	20.00	2,600		add after review
remove storefront @ entries	54	lf	35.00	1,890		
remove exterior wall	87	lf	35.00	3,045		
remove ramp & platform	290	sf	3.50	1,013		
remove casework	24	lf	15.00	360		
remove interior partitions, basement	62	lf	20.00	1,240		
remove interior partitions, main level	395	lf	20.00	7,900		
remove doors and frames, basement	5	ea	75.00	375		
remove doors and frames, main level	39	ea	75.00	2,925		
remove ceilings, basement	0	ea	0.00	0		delete per review
remove ceilings, main level	7,812	sf	0.75	5,859		some exist will remain
remove flooring, basement	1,588	sf	0.75	1,191		
remove flooring, main level	7,812	sf	0.75	5,859		
dust protect/ cleanup	10,895	sf	0.25	2,724		
temporary weather protection	9,300	sf	0.45	4,185		
misc. mep demolition / removals	9,300	sf	0.35	3,255		allowance
misc. demolition / cut / patch	10,895	sf	1.50	16,343		
haul & disposal	1	sum	6,290.00	6,290		
Sub-total	10,895	sf	6.35 /sf		69,179	
<b>SUB-TOTAL 02   EXISTING CONDITIONS</b>			6.35 /sf		<b>\$69,179</b>	
<b>03   CONCRETE</b>						
Poured-In-Place Concrete						
footing	31.2	cy	375.00	11,700		
foundation wall	260	sf	34.00	8,840		
Sub-total	10,895	sf	1.89 /sf		20,540	
<b>SUB-TOTAL 03   CONCRETE</b>			1.89 /sf		<b>\$20,540</b>	
<b>04   MASONRY</b>						
Concrete Masonry Units (CMU)						
no work required		sf	0.00	0		
Sub-total	10,895	sf	0.00 /sf		0	
<b>SUB-TOTAL 04   MASONRY</b>			0.00 /sf		<b>\$0</b>	
<b>05   METALS</b>						
Structural Steel - Beams, Columns, Etc.						
canopy over entry walkway		sf	0.00	0		see sitework
Sub-total	10,895	sf	0.00 /sf		0	
Miscellaneous Metals						
railings						
stair handrail, wall mounted	130	lf	35.00	4,550		allowance
miscellaneous	10,895	sf	0.35	3,813		
Sub-total	10,895	sf	0.77 /sf		8,363	
<b>SUB-TOTAL 05   METALS</b>			0.77 /sf		<b>\$8,363</b>	

<b>Florence City Hall Remodel</b> Florence, Oregon Waterleaf Architects Portland, Oregon SD Estimate 1.4	<b>ACC Cost Consultants, LLC</b> Stanley J. Pszczolkowski 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223-8489 Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com		Estimate Date: 20-Apr-16 Document Date: 31-Mar-16 Print Date: 20-Apr-16 Print Time: 11:04 AM Constr. Start: April '17
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Building Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
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06   WOOD, PLASTICS & COMPOSITES						
<b>Rough Carpentry</b>						
ext. wall framing - 2x6	1,993	sf	7.25	14,449		incl's wall shtg on ext.
int. wall framing - 2x4	5,700	sf	4.50	25,650		reduce to 2x4 per review
support for raised roof	1,700	sf	10.00	17,000		changed after review
beams to support raised roof	0	lf	0.00	0		included above
floor joists @ lg conf/council ch	1,040	lf	7.50	7,800		assume 16" oc
roof joists @ lg conf/entry	292	lf	8.75	2,555		
roof platform @ council chambers	224	sf	15.00	3,360		incl's ramp
roof trusses @high roof extension	16	ea	350.00	5,600		only @ new extension
roof framing @ lg conf/ entry	300	sf	5.00	1,500		
fascia bds	134	lf	10.00	1,340		
floor sheathing	1,285	sf	2.50	3,213		
floor prep/repair exist	10,895	sf	1.00	10,895		
roof sheathing	2,957	sf	2.00	5,914		@ raised roof & extension areas
tie in to existing	2,000	sf	1.00	2,000		changed per review
repair exist dry rot	10,895	sf	0.75	8,171		reduced per review
temporary supports	10,895	sf	0.50	5,448		reduced per review
miscellaneous blocking & framing	10,895	sf	0.45	4,903		
fasteners & hardware	1	sum	5,990.00	5,990		
Sub-total	10,895	sf	11.55 /sf		125,788	
<b>Interior Finish Carpentry / Millwork</b>						
wood base	370	lf	14.00	5,180		@coun ch/public hall/lg conf
wainscot @ public hall/council chamb	480	sf	32.00	15,360		allowance
Sub-total	10,895	sf	1.89 /sf		20,540	
<b>Architectural Wood Casework</b>						
permit center						
counters	42	lf	300.00	12,600		plam
reception counter	12	lf	300.00	3,600		plam
council chambers						
base cabinet, coffee	10	lf	350.00	3,500		
wall cabinet, coffee	10	lf	150.00	1,500		
council casework	1	sum	35,000.00	35,000		reduce per review
large conference						
base cabinet	17	lf	350.00	5,950		
wall cabinet	17	lf	150.00	2,550		
restroom						
lav counter	20	lf	160.00	3,200		
misc. casework	10,895	sf	1.25	13,619		allowance
Sub-total	10,895	sf	7.48 /sf		81,519	
<b>SUB-TOTAL 06   WOOD, PLASTICS &amp; COMPOSITES</b>			20.91 /sf		<b>\$227,847</b>	

07   THERMAL & MOISTURE PROTECTION						
<b>Waterproofing &amp; Damproofing</b>						
damproof foundation wall	260	sf	1.00	260		
Sub-total	10,895	sf	0.02 /sf		260	
<b>Insulation</b>						
rigid insulation						
roof, r-30	0	sf	0.00	0		deleted per review
batt insulation						
roof, r-30	1,757	sf	2.00	3,514		@ extensions & attic areas
under floor	1,285	sf	2.25	2,891		

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Building Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
<b>07   THERMAL &amp; MOISTURE PROTECTION - Continued</b>						
Insulation - continued						
ext. walls, r-19	3,693	sf	1.00	3,693		
vapor & weather barriers	4,062	sf	0.60	2,437		
Sub-total	10,895	sf	1.15 /sf		12,535	
Wood Siding Systems						
new ext. wood siding	3,693	sf	10.00	36,930		
clean exist wood siding	3,600	sf	1.00	3,600		prep for re painting
Sub-total	10,895	sf	3.72 /sf		40,530	
Membrane Roofing						
TPO	784	sf	10.00	7,840		
Sub-total	10,895	sf	0.72 /sf		7,840	
Metal Roofing						
prefinished metal roofing	0	sf	0.00	0		deleted per review
slip sheet / ice & water shield	0	sf	1.00	0		
Sub-total	10,895	sf	0.00 /sf		0	
Shingle Roofing						
composite asphalt shingle, 40 year	2,657	sf	4.00	10,628		added per review
slip sheet	2,923	sf	0.20	585		
Sub-total	10,895	sf	1.03 /sf		11,213	
Flashing & Sheet Metal						
gutters	160	lf	10.00	1,600		verify
downspouts	75	lf	10.00	750		verify
flashing						
miscellaneous	3,441	sf	0.55	1,893		only @ new roofing
Sub-total	10,895	sf	0.39 /sf		4,243	
Caulking & Sealants						
caulking / firestopping	10,895	sf	0.15	1,634		reduced per review
Sub-total	10,895	sf	0.15 /sf		1,634	
<b>SUB-TOTAL 07   THERMAL &amp; MOISTURE PROTECTION</b>			7.18 /sf		<b>\$78,255</b>	

<b>08   OPENINGS</b>						
Doors, Frames & Hardware (includes installation)						
exterior						
entry doors	1	pair	3,000.00	3,000		
egress doors	3	ea	1,600.00	4,800		
interior doors						
single passage	13	ea	1,250.00	16,250		reduced per review
rehang exist drs on new frames	11	ea	500.00	5,500		re use 11 exist doors & hdwr
bi-fold doors	2	pair	850.00	1,700		
access panels / doors	1	sum	1,250.00	1,250		
Sub-total	10,895	sf	2.98 /sf		32,500	
Relites & Sidelites						
various locations	10,895	sf	0.30	3,269		allowance
Sub-total	10,895	sf	0.30 /sf		3,269	

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Building Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
<b>08   OPENINGS - Continued</b>						
Windows						
storefront windows	536	sf	70.00	37,520		@ entry/council chamb - verify
aluminum frame - @council ch/lg conf	456	sf	55.00	25,080		clerestory @ coun ch/lg conf
Sub-total	10,895	sf	5.75 /sf		62,600	
<b>SUB-TOTAL 08   OPENINGS</b>			9.03 /sf		<b>\$98,369</b>	

<b>09   FINISHES</b>						
<b>Gypsumboard Systems</b>						
gypbd interior	13,393	sf	2.50	33,483		int. walls, i/s ext. walls
acoustic at int. walls, ceiling	1,870	sf	1.00	1,870		@ public hall/rr's per review
suspended gypsum bd ceilings	1,520	sf	7.50	11,400		rr's, misc. - allowance
coffered ceilings - new	1,495	sf	7.00	10,465		allowance
patch existing coffered ceiling	7,812	sf	0.75	5,859		allowance
accessories, miscellaneous, bracing, etc.	1	sum	4,415.39	4,415		
Sub-total	10,895	sf	6.19 /sf		67,492	
<b>Ceilings</b>						
acoustical tile	1,643	sf	4.00	6,574		new extensions
patch existing	7,812	sf	0.50	3,906		
Sub-total	10,895	sf	0.96 /sf		10,480	
<b>Ceramic Tile</b>						
floor tile	1,160	sf	15.00	17,400		public hall & rr's
base	100	lf	13.00	1,300		rr's only
wall tile	0	sf	12.00	0		verify
Sub-total	10,895	sf	1.72 /sf		18,700	
<b>Resilient</b>						
sheet vinyl	1,300	sf	6.00	7,800		@ rr's/records/permit ctr
base						
rubber	2,045	lf	2.50	5,113		
Sub-total	10,895	sf	1.19 /sf		12,913	
<b>Carpet</b>						
carpet	941	sy	35.00	32,935		
Sub-total	10,895	sf	3.02 /sf		32,935	
<b>Wall Coverings</b>						
no work required		sf	0.00	0		verify
Sub-total	10,895	sf	0.00 /sf		0	
<b>Paint &amp; Wallcoverings</b>						
exterior painting	3,693	sf	1.00	3,693		ext. siding
paint / finish door & frame	16	lvs	95.00	1,520		
paint gypboard ceilings / fascias	1,894	sf	1.00	1,894		
paint new interior walls	13,393	sf	0.80	10,714		
paint exist interior walls	8,600	sf	0.80	6,880		
paint gypbd ceilings	1,819	sf	1.00	1,819		
paint exist exterior siding	3,600	sf	1.00	3,600		
miscellaneous specialty painting, touchup	10,895	sf	0.25	2,724		reduce per review
Sub-total	10,895	sf	3.01 /sf		32,844	
<b>SUB-TOTAL 09   FINISHES</b>			16.10 /sf		<b>\$175,364</b>	



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Building Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
<b>10   SPECIALTIES</b>						
Visual Display Systems	42	lf	500.00	21,000		
glass display cases in public hall						allowance - verify
Sub-total	10,895	sf	1.93 /sf		21,000	
Signage Systems	1	sum	0.00	0		
no work required						verify
Sub-total	10,895	sf	0.00 /sf		0	
Folding Panel Partition	250	sf	70.00	17,500		
operable partition @ council chb						btwn council chambers/lg conf
Sub-total	10,895	sf	1.61 /sf		17,500	
Toilet Accessories (includes installation)						
mirrors	9	ea	175.00	1,575		@ sinks
paper towel dispenser / receptacle	7	ea	425.00	2,975		
janitor tool holder	1	ea	80.00	80		
hooks	7	ea	15.00	105		
toilet paper dispenser	8	ea	45.00	360		
seat cover dispenser	8	ea	65.00	520		
soap dispenser	7	ea	115.00	805		
paper towel dispenser	7	ea	55.00	385		
Sub-total	10,895	sf	0.62 /sf		6,805	
Fire Extinguisher & Cabinets	4	ea	235.00	940		
fec						allowance
Sub-total	10,895	sf	0.09 /sf		940	
<b>SUB-TOTAL 10   SPECIALTIES</b>			4.24 /sf		<b>\$46,245</b>	
<b>11   EQUIPMENT</b>						
Equipment	1	sum	5,000.00	5,000		
Clock @ west face council chambers						allowance - verify
Sub-total	10,895	sf	0.46 /sf		5,000	
Residential Appliances		ea	0.00	0		
no work required						verify
Sub-total	10,895	sf	0.00 /sf		0	
<b>SUB-TOTAL 11   EQUIPMENT</b>			0.46 /sf		<b>\$5,000</b>	
<b>12   FURNISHINGS</b>						
Window Treatment	992	sf	8.50	8,432		
shades, mecho, manual						verify
Sub-total	10,895	sf	0.77 /sf		8,432	
<b>SUB-TOTAL 12   FURNISHINGS</b>			0.77 /sf		<b>\$8,432</b>	
<b>13   SPECIAL CONSTRUCTION</b>						
Special Construction	1	sum	0.00	0		
no work required						
Sub-total	10,895	sf	0.00 /sf		0	
<b>SUB-TOTAL 13   SPECIAL CONSTRUCTION</b>			0.00 /sf		<b>\$0</b>	

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Building Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
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<b>14   CONVEYING EQUIPMENT</b>						
Elevators						
no work required		stop	0.00	0		
Sub-total	10,895	sf	0.00 /sf		0	
<b>SUB-TOTAL 14   CONVEYING EQUIPMENT</b>			0.00 /sf		<b>\$0</b>	

<b>21   FIRE SUPPRESSION</b>						
Fire Sprinklers						
no work required		sf	0.00	0		verify
Sub-total	10,895	sf	0.00 /sf		0	
<b>SUB-TOTAL 21   FIRE SUPPRESSION</b>			0.00 /sf		<b>\$0</b>	

<b>22   PLUMBING</b>						
Waste Drainage Systems						
abs waste & vent ug 2"	35	lf	12.16	426		
abs waste & vent ug 3"	15	lf	18.22	273		
abs waste & vent ug 4"	40	lf	24.69	988		
abs waste & vent ag 2"	110	lf	10.38	1,142		
abs waste & vent ag 3"	40	lf	15.57	623		
abs waste & vent ag 4"	35	lf	21.10	739		
4" backwater valve	1	ea	500.00	500		
fd-1) floor drain	4	ea	263.00	1,052		
2"-3" vtr flashing	2	ea	310.00	620		
floor cleanout 3" - 4"	1	ea	221.00	221		
wall cleanout 2"	2	ea	145.00	290		
tp-1 thru 5) trap primers	2	ea	762.00	1,524		
saw cut / excavate / backfill	90	lf	56.00	5,040		
Sub-total	10,895	sf	1.23 /sf		13,438	
Domestic Hot & Cold Water						
l-cu dist. piping 1/2"	40	lf	14.00	560		
l-cu dist. piping 3/4"	26	lf	16.33	425		
l-cu dist. piping 1"	24	lf	19.63	471		
l-cu dist. piping 1-1/4"-1-1/2"	30	lf	23.00	690		
access panels	2	ea	120.00	240		
fire caulk piping penetrations	2	ea	55.00	110		
Sub-total	10,895	sf	0.23 /sf		2,496	
Piping Insulation						
piping insulation	120	lf	12.00	1,440		
Sub-total	10,895	sf	0.13 /sf		1,440	
Condensate Piping						
l-cu piping 1"	30	lf	14.00	420		
p-trap assembly	1	ea	103.78	104		
Sub-total	10,895	sf	0.05 /sf		524	
Plmbg Fixtures/Commercial						
demo existing plumbing fixtures/cap piping	9	ea	240.00	2,160		
wc-1) wall hung with flush valve and carriers	2	ea	1,136.00	2,272		
wc-2) wall hung with flush valve and carriers	4	ea	1,136.00	4,544		
lv-1) lavatory - c/top	6	ea	925.00	5,550		
df-1) drinking fountain	1	ea	2,126.00	2,126		
s-1) coffee sink	2	ea	1,020.00	2,040		add sink @ breakroom

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Building Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
<b>22   PLUMBING - Continued</b>						
Plmbg Fixtures/Commercial - continued						
s-2) large conference room sink	1	ea	1,150.00	1,150		
sh-1) shower complete	2	ea	3,250.00	6,500		
Sub-total	10,895	sf	2.42 /sf		26,342	
Plumbing equipment						
ewh-1) electric water heater - 52 gallon hi-ef	1	ea	1,052.00	1,052		
circ. pump & interconnect piping	1	sum	940.00	940		
det-1) expansion tank	1	ea	974.00	974		
Sub-total	10,895	sf	0.27 /sf		2,966	
<b>SUB-TOTAL 22   PLUMBING</b>			4.33 /sf		<b>\$47,206</b>	

<b>23   HVAC</b>						
Insulation						
liner	885	sf	1.96	1,735		
ductwork fg ash 1-1/2" thick	1,547	sf	2.68	4,146		
Sub-total	10,895	sf	0.54 /sf		5,881	
HVAC equipment						
2.5-ton split systems w/hp condensers	2	ea	6,250.00	12,500		
refrigeration piping	80	lf	62.00	4,960		
disconnect and fire-safing	1	sum	450.00	450		
Sub-total	10,895	sf	1.64 /sf		17,910	
Exhaust/Return Fans						
ef-1 thru 3) exhaust fans	1	sum	2,550.00	2,550		
rigging	1	sum	525.00	525		
Sub-total	10,895	sf	0.28 /sf		3,075	
Sup/Ret/Gen. Exh. Duct						
galvanized duct s/a [60% re-use / 40% new]	2,856	lb	7.00	19,992		
galvanized duct r/a [60% re-use / 40% new]	924	lb	7.00	6,468		
galvanized duct exhaust & osa	430	lb	7.00	3,010		
Sub-total	10,895	sf	2.70 /sf		29,470	
Flexible Duct						
insulated flex duct to diffusers	170	lf	9.39	1,596		
Sub-total	10,895	sf	0.15 /sf		1,596	
Air Distribution Devices						
supply air diffusers	20	ea	67.00	1,340		
return air grills w/filters	11	ea	196.00	2,156		
exhaust grills	3	ea	112.00	336		
volume dampers	29	ea	60.00	1,740		
fsd's with access panels	2	ea	750.00	1,500		
firecaulking	1	sum	1,500.00	1,500		
Sub-total	10,895	sf	0.79 /sf		8,572	
ATC Controls						
programmable thermostats	2	ea	1,120.00	2,240		
Sub-total	10,895	sf	0.21 /sf		2,240	

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Building Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
<b>23   HVAC - Continued</b>						
Air & Water Balancing	1	sum	2,460.00	2,460		
air balancing						
Sub-total	10,895	sf	0.23 /sf		2,460	
<b>SUB-TOTAL 23   HVAC</b>			6.54 /sf		<b>\$71,204</b>	

<b>26   ELECTRICAL</b>						
<u>Remodel</u>						
Electrical	9,400	sf	8.50	79,900		allowance
Sub-total	9,400	sf	8.50 /sf		79,900	
<u>New</u>						
power	1,495	sf	3.25	4,859		
Sub-total	1,495	sf	3.25 /sf		4,859	
Lighting	1,495	sf	10.00	14,950		
Sub-total	1,495	sf	10.00 /sf		14,950	
Low Voltage	1,495	sf	3.25	4,859		equipment is FF & E
av equipment/installation allowance	1	sum	7,500	7,500		
Sub-total	1,495	sf	8.27 /sf		12,359	
Fire Alarm/Security						
install smoke detectors	9	ea	181	1,629		
install notifications devices	5	ea	194	970		
card access locations	1	ea	3,262	3,262		
Sub-total	1,495	sf	3.92 /sf		5,861	
<b>SUB-TOTAL 26   ELECTRICAL</b>			10.82 /sf		<b>\$117,929</b>	

<b>31   EARTHWORK</b>						
Excavation & Fill - Building Related						allowance
excavate for addition, haul off	143	cy	30.00	4,283		
footing excavation	78	cy	25.00	1,950		
footing backfill	47	cy	30.00	1,404		
vapor barrier	1,414	sf	0.25	353		
Sub-total	10,895	sf	0.73 /sf		7,990	
<b>SUB-TOTAL 31   EARTHWORK</b>			0.73 /sf		<b>\$7,990</b>	

<b>SUB-TOTAL</b>			90.13	981,923	<b>\$981,923</b>	
Estimating Contingency / Location Factor			20.00%	196,385		change per review @ ± 6% per year  46.57%
Index To Construction Start	April' 17		6.00%	70,698		
General Conditions / Insurance / Bond			10.00%	124,901		
General Contractor OH & Profit			4.75%	65,261	457,244	
<b>TOTAL DIRECT CONSTRUCTION COST</b>						
<b>Building Estimate</b>		<b>10,895</b>	<b>sf</b>	<b>\$132.09 /sf</b>	<b>\$1,439,167</b>	
	Existing		New			
Basement	1,588	sf	0	sf		
Main Level	7,812	sf	1,495	sf		
	9,400	sf	1,495	sf		

Site Work Estimate

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Site Work Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
<b>02   EXISTING CONDITIONS</b>						
Site Demolition						
site demolition	10,896	sf	\$0.25	\$2,724		
sawcut concrete	10	lf	10.00	100		
remove exist walkway	300	sf	4.00	1,200		
haul & disposal	1	sum	410.00	410		
Sub-total	10,896	sf	0.41 /sf		\$4,434	
<b>SUB-TOTAL 02   EXISTING CONDITIONS</b>			0.41 /sf		<b>\$4,434</b>	
<b>31   EARTHWORK</b>						
Clearing & Grubbing						
clear & grub	10,896	sf	0.10	1,090		
haul & disposal	1	sum	160.00	160		
Sub-total	10,896	sf	0.11 /sf		1,250	
Site Excavation & Fill						
mobilization / misc. site work	1	sum	5,000.00	5,000		
Sub-total	10,896	sf	0.46 /sf		5,000	
Erosion & Sedimentation Controls						
erosion control	1	sum	2,500.00	2,500		
Sub-total	10,896	sf	0.23 /sf		2,500	
<b>SUB-TOTAL 31   EARTHWORK</b>			0.80 /sf		<b>\$8,750</b>	
<b>32   EXTERIOR IMPROVEMENTS</b>						
Canopy @ entry walkway						
Canopy	544	sf	55.00	29,920		
Sub-total	10,896	sf	2.75 /sf		29,920	
Site Walls						
earthwork	40	lf	35.00	1,400		
footing drain	40	lf	8.00	320		
footings	9	cy	375.00	3,500		
walls, retaining	200	sf	34.00	6,800		
brick veneer	0	sf	0.00	0		delete after review
cap	0	lf	0.00	0		delete after review
trellis / decorative structure	100	lf	100.00	10,000		reduce after review
Sub-total	10,896	sf	2.02 /sf		22,020	
Landscape / Irrigation Repair / Improvements						
landscape	10,896	sf	0.50	5,448		allowance
irrigation	10,896	sf	0.10	1,090		allowance
Sub-total	10,896	sf	0.60 /sf		6,538	
<b>SUB-TOTAL 32   EXTERIOR IMPROVEMENTS</b>			5.37 /sf		<b>\$58,478</b>	
<b>33   UTILITIES</b>						
Utilities						
no work required		sf	0.00	0		verify
Sub-total	10,896	sf	0.00 /sf		0	
<b>SUB-TOTAL 33   UTILITIES</b>			0.00 /sf		<b>\$0</b>	

<b>Florence City Hall Remodel</b> Florence, Oregon Waterleaf Architects Portland, Oregon SD Estimate 1.4	<b>ACC Cost Consultants, LLC</b> Stanley J. Pszczolkowski 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223-8489 Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com	Estimate Date: 20-Apr-16 Document Date: 31-Mar-16 Print Date: 20-Apr-16 Print Time: 11:04 AM Constr. Start: April' 17
--	--	---

Site Work Estimate	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
<b>SUB-TOTAL</b>			6.58	71,662	<b>\$71,662</b>	
Estimating Contingency / Location Factor Index To Construction Start General Conditions / Insurance / Bond General Contractor OH & Profit	April' 17		20.00% 6.00% 10.00% 4.75%	14,332 5,160 9,115 4,763	33,370	change per review @ ± 6% per year  46.57%
<b>TOTAL DIRECT CONSTRUCTION COST</b> <b>Site Work Estimate</b>	<b>10,896</b>	<b>sf</b>	<b>\$9.64 /sf</b>	<b>\$105,032</b>		

Alternates



<b>Florence City Hall Remodel</b> Florence, Oregon Waterleaf Architects Portland, Oregon SD Estimate 1.4	<b>ACC Cost Consultants, LLC</b> Stanley J. Psczolkowski 8060 SW Pfaffle Street, Suite 110 Tigard, Oregon 97223-8489 Phone: (503) 718-0075 Fax: (503) 718-0077 www.ArchCost.com		Estimate Date: 20-Apr-16 Document Date: 31-Mar-16 Print Date: 20-Apr-16 Print Time: 11:04 AM Constr. Start: April' 17

ALTERNATES	Quantity	Unit	Cost / Unit	Cost	Sub-totals	Comments
<b>01   New North Stair</b>						
Alternate One						
interior partitions	336	sf	\$4.50	\$1,512		
frame ceiling	80	sf	7.50	600		
stair framing	18	risers	98.00	1,764		
infill @ exist opening	40	sf	6.00	240		
misc blocking & framing	456	sf	0.50	228		
fasteners & hardware	456	sf	0.50	228		
insulation	336	sf	1.00	336		
gypboard @ walls	672	sf	2.50	1,680		
gypboard @ ceilings	80	sf	7.50	600		
accessories, misc , bracing	1	sum	503.16	503		
stair treads finish, carpet	72	lf	10.00	720		
paint walls, ceilings	752	sf	1.00	752		
handrail, wall mounted	24	lf	35.00	840		
Sub-total	10,895	sf	0.92 /sf		\$10,003	
<b>SUB-TOTAL 01   New North Stair</b>				10,003	<b>\$10,003</b>	
Estimating Contingency			20.00%	2,001		
Index To Construction Start	April' 17		6.00%	720		@ ± 6% per year
General Conditions			10.00%	1,272		
General Contractor OH & Profit			4.75%	665	4,658	46.57%
<b>TOTAL DIRECT CONSTRUCTION COST</b>						
<b>01   New North Stair</b>				<b>10,895 sf</b>	<b>\$1.35 /sf</b>	<b>\$14,661</b>
<b>02   High Density Storage</b>						
Alternate Two						
remove floor sheathing	80	sf	1.50	\$120		
add floor jpoists	80	sf	10.00	800		
misc blocking & framing	80	sf	1.00	80		
fasteners & hardware	80	sf	1.00	80		
new floor sheathing	80	sf	2.50	200		
Sub-total	80	sf	16.00 /sf		\$1,280	
<b>SUB-TOTAL 02   High Density Storage</b>				1,280	<b>\$1,280</b>	
Estimating Contingency			20.00%	256		
Index To Construction Start	April' 17		6.00%	92		@ ± 6% per year
General Conditions			10.00%	163		
General Contractor OH & Profit			4.75%	85	596	46.57%
<b>TOTAL DIRECT CONSTRUCTION COST</b>						
<b>02   High Density Storage</b>				<b>10,895 sf</b>	<b>\$0.17 /sf</b>	<b>\$1,876</b>



# City of Florence, Oregon

City Hall Space Needs Report

May 11, 2016

# Development Cost Worksheet

hsr | waterleaf

**HSR PROJECT DEVELOPMENT COST WORKSHEET**

	Last Revised March 23, 2016			
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>Responsible</b>	<b>Notes</b>	<b>Costs</b>
<b>1</b>	<b>STUDIES</b>			
1.1	Feasibility Studies			
	a. Phase I Feasibility			
	b. Phase II Feasibility			
	c. Bond Prep			
1.2	Environmental Assessment			
1.3	Geotechnical Survey Basic			
1.4	Geotechnical Survey Essential Facility			
1.5	Hazmat Abatement Study			
1.6	ALTA Survey			
1.7	Traffic Study			
1.8	Storm Water System			
1.9	DEQ			
1.10	Land Survey			\$2,000
1.11	Title Report			
	<b>Sub Total</b>			<b>\$2,000</b>
<b>2</b>	<b>DEVELOPMENT COSTS</b>			
2.1	Land and Rights			
	a. Land Acquisition			
	b. Appraisal			
	c. Right-of-way			
	d. Partitions			
	e. Lot line adjustment			
	f. Consolidation			
	g. Design Review / Conditional Use			
2.2	Hazmat Abatement/Brownfield issues			
2.3	Demolition			
2.4	Site Work			
2.5	Off Site Improvements			
	a. Streets			
	b. Sewer			
	c. Water			
	d. Power			
	e. Gas			
	d. Data/Communications			
2.6	Construction			
2.7	Structural Construction Testing			
2.8	Project Construction Insurance			
2.9	Temporary Utilities			
2.10	1.5% Construction Cost for Solar			
2.11	Art		Calculated at 1.5% of total	\$25,000
2.12	LEED			
	<b>Sub Total</b>			<b>\$25,000</b>

**HSR PROJECT DEVELOPMENT COST WORKSHEET**

	Last Revised March 23, 2016			
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>Responsible</b>	<b>Notes</b>	<b>Costs</b>
<b>3</b>	<b>PRECONSTRUCTION COSTS</b>			
3.1	Arch/Eng Fees			
	a. Architectural			
	b. Interiors			
	c. Civil / Structural			
	d. Structural			
	e. Mechanical			
	f. Elect / Plumb			
	g. Data/Communication			
	h. Security			
	i. Kitchen Consultant			
	j. Building Envelope Consultant			
	k. Acoustic Consultant			
	l. LEED Consultant			
	m. Landscape			
	n. Specifications			
	o. Cost Estimate			
	p. Planning and Zoning Coord.			
3.2	10% Consultant Coordination			
3.3	Reimbursable Expenses			
	<b>Sub Total</b>			<b>\$0</b>
<b>4.00</b>	<b>CITY/COUNTY/STATE FEES/PERMITS</b>			
4.1	System Development Changes			
	a. Transportation			\$600
	b. Sewer			\$1,500
	c. Stormwater			\$500
	d. Stormwater Permit			
	e. Water			\$1,200
4.2	Site & Design Review Type III			
	a. Conditional Use Type III			
	b. Pre app fee			\$1,500
4.3	Building Permit Fees			\$15,000
	a. Building Permit			
	b. Bldg. Plan Review			
	c. Fire/Life and Safety Review			
	d. Bldg Permit State Surcharge			
	e. School Tax			
	f. Metro Tax			
	g. Electrical			
	h. Plumbing			
	i. Mechanical			
	j. Deferred Submittal Fee			
4.4	DEQ Fees			
4.5	EPA Fees			
	<b>Sub Total</b>			<b>\$20,300</b>
<b>5</b>	<b>ADMINISTRATION COSTS</b>			
5.1	Administration			
5.2	Furnishings			\$100,000
5.3	Equipment			
	a. Phone/Data		AV in Council Chambers	\$30,000

**HSR PROJECT DEVELOPMENT COST WORKSHEET**

	Last Revised March 23, 2016			
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>Responsible</b>	<b>Notes</b>	<b>Costs</b>
	b. Security			
	c. Generator			
	d. UPS			
	e. Communication between buildings			
	f. Assisted Listening			
	g. Media in Comm/EOC Confs & brief			
5.4	Bond measure expenses		Debt Insurance	\$25,000
5.5	Funding/Grant/Admin Consultatnt			
5.6	Legal Expenses			
5.7	Owner's Project Manager			
5.8	Relocation During Construction Costs			\$35,000
5.9	POD/Storage Unit for Records			\$2,000
5.10	FEC Charges for Meetings			\$5,000
5.11	Updates to JC Round Room			\$15,000
	<b>Sub Total</b>			<b>\$212,000</b>
<b>6</b>	<b>MISCELLANEOUS</b>			
6.1	Relocation Expenses			
	a. Office Stationary			
	b. Moving			
	<b>Sub Total</b>			<b>\$0</b>
	<b>SUB TOTAL ABOVE</b>			<b>\$259,300</b>
<b>7</b>	<b>CONTINGENCY</b>			
7.1	Project			
7.2	Inflation			
	<b>Sub Total</b>			<b>\$0</b>
	<b>SUB TOTAL ABOVE</b>			<b>\$0</b>
	<b>GRAND TOTAL</b>			<b>\$259,300</b>



# City of Florence, Oregon

City Hall Space Needs Report

May 11, 2016

# Hazmat Report

hsr | waterleaf

# **KOOS** *Environmental Services, Inc*

Mike Miller  
Public Works Director  
City of Florence  
Florence OR 97439

2 May 2016  
K-4242

Re: Asbestos Survey at the Florence City Hall, 250 Highway 101, Florence OR.

You requested KOOS Environmental Services, Inc. conduct an asbestos survey at Florence City Hall, 250 Highway 101, Florence Oregon.

- **Background information**

The building is a level public building used as the Florence Oregon City Hall, the inspection only deals with areas that are expected to be disturbed during the remodel, if there are materials that are found during the remodel care must be taken to not disturb the materials until a certified asbestos inspector is consulted.

- **Building description**

The structure was built in the 1970's and is predominantly a cement building. The interior has an upper main floor where the majority of business is conducted and a small amount of offices in the basement. The floors have a mix of sheet vinyl, tile and carpeting and the walls are wood with sheet rock & texture and a small amount of paneling.

- **Survey methodology**

The survey was conducted in accordance with the sampling protocol in 40 CFR 763.86. There was no attempt to breach any covered or inaccessible areas. The classification of asbestos are as used in the AHERA standards, either SM (Surfacing Material), TSI (Thermal System Insulation), or MBM (Miscellaneous Building Material). Each is further characterized as either friable or non-friable. The condition of the ACM (Asbestos Containing Material) is further indicated, as is the potential for future disturbance. Each assessment is divided into the respective functional space they are found. The analysis of the suspect material has been done in a laboratory accredited by NIST (National Institute of Standards and Technology) under NVLAP (National Voluntary Laboratory Accreditation Program). The primary identification will be PLM (Polarized Light Microscopy) using EPA 600/R-93/116 method, the current accepted standard for bulk analysis of asbestos containing material.

Twelve samples were taken for testing during the inspection from inside of the building as directed for the future remodel project. See Lab results for samples taken.

- Asbestos identification

MBM 4242 BBFSV 1  
basement bathroom flooring                      25% Chrysotile  
Description:    friable  
Condition:     good  
Potential for Disturbance:                           high

MBM 4242 BBSR & JC 3  
sheet rock joint compound                         2% Chrysotile  
Description:    friable  
Condition:     poor  
Potential for Disturbance:                           high

MBM 4242 MRRFT 4  
Staff, Men's Rest room floor tile                 5% Chrysotile  
Description:    friable  
Condition:     good  
Potential for Disturbance:                           high

MBM 4242 CRPG 7  
Conference room paneling glue                    5% Chrysotile  
Description:    friable  
Condition:     good  
Potential for Disturbance:                           high

MBM 4242 CRFT & M 8  
Conference room floor tile                         5% Chrysotile  
Description:    friable  
Condition:     good  
Potential for Disturbance:                           high

- Recommendations

All asbestos containing materials must be abated by a licensed asbestos contractor prior to damaging the materials. If there are any suspect materials found during the demolition all work must stop and a licensed asbestos building Inspector contacted for identification and disposition. The floor tile and sheet rock joint compound are considered homogeneous throughout the building. Materials with the same appearance and qualities MUST be treated the same as those tested positive or negative for asbestos. Once the work is ready to begin it may be beneficial for the city to have the inspector walk through the building with the general contractor in charge of the project to clarify any concerns.



- Supporting information

Inspection Firm: KOOS Environmental Services, Inc.  
P.O. Box 4068  
Coos Bay, OR 97420 Phone 541 266-0511  
OR CCB #: 135210/LBP OR DEQ #: FSC665 ORHD# 1153

Inspector: Ken Newman, KOOS Environmental Service, Inc.  
EPA/AHERA Building Inspector ID# 1003-16

Laboratory: SanAir Technologies, Inc.  
1551 Oakbridge Drive Suite B  
Powhatan, VA 23139  
Phone 888-895-0070  
NVLAP #: 200870-0

Owner/Customer Mike Miller  
Public Works Director  
City of Florence  
Florence, OR 97439

Structure Inspected: Florence City Hall  
250 Highway 101  
Florence OR 97439

Inspection Purpose: For identification of hazardous materials prior to remodeling.

Inspection Dates: Physical survey done 18 April 2016  
Report completed 2 May 2016

Attached: Analysis by SanAir Technologies report  
Chain of custody for samples

Ken Newman

EPA/AHERA Building Inspector

# SanAir Technologies Laboratory

## Analysis Report

prepared for

**KOOS Environmental Services,  
Inc.**

Report Date: 4/21/2016  
Project Name: Florence City Hall  
Project #: K-4242  
SanAir ID#: 16013179



NVLAP LAB CODE 200870-0



Certification # 652931



License # LAB0166



804.897.1177

[www.sanair.com](http://www.sanair.com)



# SanAir Technologies Laboratory, Inc.

1551 Oakbridge Drive, Suite B, Powhatan, VA 23139  
804.897.1177 Toll Free: 888.895.1177 Fax: 804.897.0070  
Web: <http://www.sanair.com> E-mail: [iaq@sanair.com](mailto:iaq@sanair.com)

**KOOS Environmental Services, Inc.**  
**PO Box 4068**  
**Coos Bay, OR 97420**

April 21, 2016

SanAir ID # 16013179  
Project Name: Florence City Hall  
Project Number: K-4242

Dear Ken Newman,

We at SanAir would like to thank you for the work you recently submitted. The 12 sample(s) were received on Wednesday, April 20, 2016 via FedEx. The final report(s) is enclosed for the following sample(s): 4242 BBFSV 1, 4242 BBCB 2, 4242 BBSR & JC 3, 4242 MRRFT 4, 4242 HCBM 5, 4242 HSRJC 6, 4242 CRPG 7, 4242 CRFT & M 8, 4242 CR SR & JC 9, 4242 MMR SR & JC 10, 4242 PO CBM 11, 4242 PO SR & JC 12.

These results only pertain to this job and should not be used in the interpretation of any other job. This report is only complete in its entirety. Refer to the listing below of the pages included in a complete final report.

Sincerely,

Sandra Sobrino  
Asbestos & Materials Laboratory Manager  
SanAir Technologies Laboratory

Final Report Includes:  
- Cover Letter  
- Analysis Pages  
- Disclaimers and Additional Information

sample conditions:  
10 sample(s) in Good condition    2 sample(s) in Layer Missing condition



# SanAir Technologies Laboratory, Inc.

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804.897.1177 Toll Free: 888.895.1177 Fax: 804.897.0070  
Web: <http://www.sanair.com> E-mail: [iaq@sanair.com](mailto:iaq@sanair.com)

SanAir ID Number

**16013179**

FINAL REPORT

**Name:** KOOS Environmental Services, Inc.  
**Address:** PO Box 4068  
Coos Bay, OR 97420

**Project Number:** K-4242  
**P.O. Number:**  
**Project Name:** Florence City Hall

**Collected Date:** 4/18/2016  
**Received Date:** 4/20/2016 10:35:00 AM  
**Report Date:** 4/21/2016 9:38:07 AM  
**Analyst:** Vaughn, Nathaniel

## Asbestos Bulk PLM EPA 600/R-93/116

SanAir ID / Description	Stereoscopic Appearance	% Fibrous	Components		Asbestos Fibers
			% Non-Fibrous		
4242 BBFSV 1 / 16013179-001 Basement Bathroom Floor Sheet Vinyl	Beige Non-Fibrous Heterogeneous		75% Other		25% Chrysotile


SanAir ID / Description	Stereoscopic Appearance	% Fibrous	Components		Asbestos Fibers
			% Non-Fibrous		
4242 BBCB 2 / 16013179-002 Basement Bathroom Cove Base Mastic, Cove Base	Black Non-Fibrous Heterogeneous		100% Other		None Detected
4242 BBCB 2 / 16013179-002 Basement Bathroom Cove Base Mastic, Mastic	Yellow Non-Fibrous Heterogeneous		100% Other		None Detected

SanAir ID / Description	Stereoscopic Appearance	% Fibrous	Components		Asbestos Fibers
			% Non-Fibrous		
4242 BBSR & JC 3 / 16013179-003 Basement Sheet Rock And Joint Compound, Sheetrock	White Non-Fibrous Heterogeneous	10% Cellulose	90% Other		None Detected
4242 BBSR & JC 3 / 16013179-003 Basement Sheet Rock And Joint Compound, Joint Compound	White Non-Fibrous Heterogeneous		98% Other		2% Chrysotile

SanAir ID / Description	Stereoscopic Appearance	% Fibrous	Components		Asbestos Fibers
			% Non-Fibrous		
4242 MRRFT 4 / 16013179-004 Mens Rest Room Floor Tile And Mastic, Floor Tile	Grey Non-Fibrous Heterogeneous		95% Other		5% Chrysotile
4242 MRRFT 4 / 16013179-004 Mens Rest Room Floor Tile And Mastic, Mastic	Black Non-Fibrous Heterogeneous		100% Other		None Detected

SanAir ID / Description	Stereoscopic Appearance	% Fibrous	Components		Asbestos Fibers
			% Non-Fibrous		
4242 HCBM 5 / 16013179-005 Hall Cove Base Mastic	Brown Non-Fibrous Heterogeneous		100% Other		None Detected

### Certification

Analyst:   
Analysis Date: 4/20/2016

Approved Signatory:   
Date: 4/21/2016



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Web: <http://www.sanair.com> E-mail: [iaq@sanair.com](mailto:iaq@sanair.com)

SanAir ID Number

**16013179**

FINAL REPORT

**Name:** KOOS Environmental Services, Inc.  
**Address:** PO Box 4068  
Coos Bay, OR 97420

**Project Number:** K-4242  
**P.O. Number:**  
**Project Name:** Florence City Hall

**Collected Date:** 4/18/2016  
**Received Date:** 4/20/2016 10:35:00 AM  
**Report Date:** 4/21/2016 9:38:07 AM  
**Analyst:** Vaughan, Nathaniel

## Asbestos Bulk PLM EPA 600/R-93/116

SanAir ID / Description	Stereoscopic Appearance	Components		Asbestos Fibers
		% Fibrous	% Non-Fibrous	
4242 HSRJC 6 / 16013179-006 Hall Sheet Rock And Joint Compound, Sheetrock	White Non-Fibrous Heterogeneous	10% Cellulose	90% Other	None Detected
4242 HSRJC 6 / 16013179-006 Hall Sheet Rock And Joint Compound, Joint Compound	White Non-Fibrous Heterogeneous		100% Other	None Detected


SanAir ID / Description	Stereoscopic Appearance	Components		Asbestos Fibers
		% Fibrous	% Non-Fibrous	
4242 CRPG 7 / 16013179-007 Conference Room Paneling Glue	Olive Non-Fibrous Heterogeneous		95% Other	5% Chrysotile

SanAir ID / Description	Stereoscopic Appearance	Components		Asbestos Fibers
		% Fibrous	% Non-Fibrous	
4242 CRFT & M 8 / 16013179-008 Floor Tile And Mastic Under Carpet (Conference Room), Mastic	Yellow Non-Fibrous Heterogeneous		100% Other	None Detected
4242 CRFT & M 8 / 16013179-008 Floor Tile And Mastic Under Carpet (Conference Room), Floor Tile	Brown Non-Fibrous Heterogeneous		95% Other	5% Chrysotile
4242 CRFT & M 8 / 16013179-008 Floor Tile And Mastic Under Carpet (Conference Room), Mastic	Black Non-Fibrous Heterogeneous		100% Other	None Detected

SanAir ID / Description	Stereoscopic Appearance	Components		Asbestos Fibers
		% Fibrous	% Non-Fibrous	
4242 CR SR & JC 9 / 16013179-009 Conference Room Sheet Rock & Joint Compound, Sheetrock	White Non-Fibrous Heterogeneous	10% Cellulose	90% Other	None Detected
4242 CR SR & JC 9 / 16013179-009 Conference Room Sheet Rock & Joint Compound, Joint Compound				Not Submitted

SanAir ID / Description	Stereoscopic Appearance	Components		Asbestos Fibers
		% Fibrous	% Non-Fibrous	
4242 MMR SR & JC 10 / 16013179-010 Mens Rest Room Sheet Rock And Joint Compound, Sheetrock	White Non-Fibrous Heterogeneous	10% Cellulose	90% Other	None Detected
4242 MMR SR & JC 10 / 16013179-010 Mens Rest Room Sheet Rock And Joint Compound, Joint Compound				Not Submitted

### Certification

Analyst: 

Analysis Date: 4/20/2016

Approved Signatory: 

Date: 4/21/2016



# SanAir Technologies Laboratory, Inc.

1551 Oakbridge Drive, Suite B, Powhatan, VA 23139  
804.897.1177 Toll Free: 888.895.1177 Fax: 804.897.0070  
Web: <http://www.sanair.com> E-mail: [iaq@sanair.com](mailto:iaq@sanair.com)

SanAir ID Number

**16013179**

FINAL REPORT

**Name:** KOOS Environmental Services, Inc.  
**Address:** PO Box 4068  
Coos Bay, OR 97420

**Project Number:** K-4242  
**P.O. Number:**  
**Project Name:** Florence City Hall


**Collected Date:** 4/18/2016  
**Received Date:** 4/20/2016 10:35:00 AM  
**Report Date:** 4/21/2016 9:38:07 AM  
**Analyst:** Vaughan, Nathaniel

## Asbestos Bulk PLM EPA 600/R-93/116

SanAir ID / Description	Stereoscopic Appearance	% Fibrous	Components		Asbestos Fibers
			% Non-Fibrous		
4242 PO CBM 11 / 16013179-011 Planning Office Break Room Cove Base Mastic, Cove Base	Grey Non-Fibrous Heterogeneous		100% Other		None Detected
4242 PO CBM 11 / 16013179-011 Planning Office Break Room Cove Base Mastic, Mastic	Yellow Non-Fibrous Heterogeneous		100% Other		None Detected

SanAir ID / Description	Stereoscopic Appearance	% Fibrous	Components		Asbestos Fibers
			% Non-Fibrous		
4242 PO SR & JC 12 / 16013179-012 Planning Office Break Room Sheet Rock, Sheetrock	White Non-Fibrous Heterogeneous	10% Cellulose	90% Other		None Detected
4242 PO SR & JC 12 / 16013179-012 Planning Office Break Room Sheet Rock, Joint Compound	White Non-Fibrous Heterogeneous		100% Other		None Detected

### Certification

Analyst: 

Analysis Date: 4/20/2016

Approved Signatory:



Date: 4/21/2016

### **Disclaimer**

The final report cannot be reproduced, except in full, without written authorization from SanAir. Fibers smaller than 5 microns cannot be seen with this method due to scope limitations. The accuracy of the results is dependent upon the client's sampling procedure and information provided to the laboratory by the client. SanAir assumes no responsibility for the sampling procedure and will provide evaluation reports based solely on the sample and information provided by the client. This report may not be used by the client to claim product endorsement by NVLAP or any other agency of the U.S. government.

For NY state samples, method EPA 600/M4-82-020 is performed.

Polarized- light microscopy is not consistently reliable in detecting asbestos in floor covering and similar non-friable organically bound materials. Quantitative transmission electron microscopy is currently the only method that can be used to determine if this material can be considered or treated as non-asbestos containing.

NY ELAP lab ID 11983

# SanAir Technologies Laboratory, Inc.

1551 Oakbridge Drive, Suite B - Powhatan, VA 23139  
 804-897-1177 / 888-895-1177 / Fax 804-897-0070  
 www.sanair.com

## Asbestos Chain of Custody

SanAir ID Number

16013179

Company: KOOS Environmental Services Inc.		Project #: K-4242	Phone #: 541-266-0511
Address: PO Box 4068		Project Name: Florence City Hall	Phone #: 541-404-8642
City, St., Zip: Coos Bay OR 97420		Date Collected 4-18-16	Fax #: 541-266-8721
Samples Collected By: Ken Newman		P.O. Number:	Email: kneuman@koosenvironmental.com

### Asbestos Analysis Types

Bulk		Air			Soil/Vermiculite			
ABB	PLM EPA 600/R-93/116	<input checked="" type="checkbox"/>	ABA	PCM NIOSH 7400	<input type="checkbox"/>	ABSE	PLM EPA 600/R-93/116 (Qual.)	<input type="checkbox"/>
	Positive Stop	<input type="checkbox"/>	ABA-2	OSHA w/ TWA*	<input type="checkbox"/>	ABSP	PLM CARB 435 (LOD <1%)	<input type="checkbox"/>
ABEPA	PLM EPA 400 Point Count	<input type="checkbox"/>	ABTEM	TEM AHERA	<input type="checkbox"/>	ABSP1	PLM CARB 435 (LOD 0.25%)	<input type="checkbox"/>
ABB1K	PLM EPA 1000 Point Count	<input type="checkbox"/>	ABATN	TEM NIOSH 7402	<input type="checkbox"/>	ABSP2	PLM CARB 435 (LOD 0.1%)	<input type="checkbox"/>
	PLM EPA NOB	<input type="checkbox"/>	ABT2	TEM Level II	<input type="checkbox"/>			
ABBCH	TEM Chatfield	<input type="checkbox"/>						
ABBTM	TEM EPA NOB	<input type="checkbox"/>						
			Water			Dust		
ABBNY	TEM NY ELAP 198.4	<input type="checkbox"/>	ABHE	EPA 100.2	<input type="checkbox"/>	ABWA	TEM Wipe ASTM D-6480	<input type="checkbox"/>
OTHER/ Matrix :		<input type="checkbox"/>				ABDMV	TEM Microvac ASTM D-5755	<input type="checkbox"/>

Turn Around Times	3 HR (4 HR TEM) <input type="checkbox"/>	6 HR (8HR TEM)	12 HR <input type="checkbox"/>	24 HR <b>XX</b>
	2 Days <input type="checkbox"/>	3 Days <input type="checkbox"/>	4 Days <input type="checkbox"/>	5 Days <input type="checkbox"/>

Sample #	Sample Identification/Location	Volume or Area	Sample Type	Flow Rate*	Time* Start - Stop
4242 BBFSV 1	basement bathroom floor sheet vinyl				
4242 BBCB 2	Basement bathroom cove base mastic				
4242 BBSR & JC 3	Basement sheet rock and joint compound				
4242 MRRFT 4	Mens rest room floor tile and mastic				
4242 HCBM 5	Hall cove base mastic				
4242 HSRJC 6	Hall sheet rock and joint compound				
4242 CRPG 7	Conference room paneling glue				
4242 CRFT & M 8	Floor tile and mastic under carpet (conference room)				
4242 CR SR&JC 9	Conference room sheet rock & joint compound				
4242MRR SR&JC10	Mens rest room sheet rock and joint compound				
4242 PO CBM 11	Planning office break room cove base mastic				
4242 PO SR&JC 12	Planning office break room sheet rock & joint compound				

Special Instructions

Relinquished by	Date	Time	Received by	Date	Time
	4-18-16	1500		APR 20 2016	10:35AM

Unless scheduled, the turn around time for all samples received after 5 pm Friday will begin at 8 am Monday morning. Weekend or Holiday work must be scheduled ahead of time and is charged for rush turn around time. Work with standard turn around time sent Priority Overnight and Billed To Recipient will be charged a \$10 shipping fee.





# City of Florence, Oregon

City Hall Space Needs Report

May 11, 2016

# Space Requirements

hsr | waterleaf



# City of Florence, Oregon

## Space Requirements for City Hall Facility

December 8, 2015



Presented by:

**hsr** | waterleaf

# City of Florence, Oregon Space Requirements for City Hall Facility

December 8, 2015



hsr / Waterleaf was asked to determine square foot space needs for the City of Florence City Hall Facility based on: current need (beyond existing), 10% population increase (range of 0 – 10 years), 25% population increase (range of 5 – 20 years), 50% population increase (range of 10 – 25 years and 100% population increase (range of 15 – 30+ years).

This Study is not intended to make recommendations on whether to stay in the existing facility either as is or renovated, to relocate to another existing building or to a new location/building. The Programming is intended to provide an initial estimate of area requirements based on present and forecasted staffing requirements to serve the community of Florence now and into the future and to provide information to City Leaders to help them make decisions on how to move forward.

## Process

We sent a questionnaire to, and then met with: the City Manager and the assistant to the City Manager, the Interim Finance Director and Assistant Finance Director, the City Recorder / Economic Development Coordinator, the Community Development Director and the Public Works Director. We used the information from the questionnaire and interviews to compile a Programming Spreadsheet with square foot space needs for incremental population growth.

We also met with the department representatives as a group to hear about current issues regarding the existing City Hall and future goals and ideas for improving the delivery of city services with an improved facility floor plan.

## Staff Input

Staff members' comments were very informative and similar in terms of how to best foster a cooperative work environment and how to provide the best services to the public visiting the City Hall. The comments could be incorporated in a remodel at the existing site (a possible expansion/addition may be required) or at a new location. They include:

- It must be a priority to make it easy, convenient, and efficient for the public to do business at City Hall.
- A Central Lobby / Reception Area for all departments with centralized reception to direct visitors.
- Convenient access to utilities, permits and business licenses would be located in the Central Lobby.
- Open areas for waiting, children and customer service stations.

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- Meeting rooms off the lobby would provide an area for private meetings, pre-application reviews and other city business without visitors going beyond the public areas.
- Also off the Public Lobby would be restrooms and the City Council Chambers (similar in size to the existing).
- A Council meeting room located off the Chambers and adjacent to city offices could be a Council Conference / Work Room shared by the rest of city staff when not used by the Council.
  - These rooms could also be designed to be stand alone for use after business hours.
- Provide City Services in a safe and secure environment for City Staff.
  - Maintain separation of staff work areas from the public egress and ingress circulation.
  - Locate non-public staff areas and offices in a secure area that is easily accessible to Public Lobby areas.
- Locate the City Departments/staff work areas adjacent to each other and not separated by public areas.
- Provide shared and conveniently accessible facilities such as break, copy/collating/mail, restrooms and recycling.
  - Building design and layout should provide for “coincidental staff interactions”.
- Provide shared meeting rooms so that individual departments do not need their own designated conference rooms and offices do not need to be oversized to allow conference tables.
  - Insulate walls for sound isolation of confidential conversations.

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### **Programming Summary**

Spread Sheets compiling the results of the staff interviews are contained in this report. A 25% “circulation factor” (hallways, areas around work spaces and stations etc.) was used for most areas. These reflect remodel / renovation conditions. 5% area savings may result with a new building design. There is also a “gross-up factor” which accounts for actual wall thicknesses, shafts etc. A synopsis of those findings is:



City Population	Estimated Years	Estimated Staffing (FTE's)	Estimated Total Square feet
8,565	Current	18.65	11,237
9,420 (+10%)	0-10	19.75	11,378
10,700 (+25%)		22.00	12,076
12,850 (+50%)		27.50	13,536
17,130 (+100%)		33.50	15,002

Space for long term file archive in high-density storage systems is not included. Space for archival storage may not be suitable in the ground floor of the existing facility due to tsunami/flood concerns, and because of limited access requirements and value of City Hall space. An archival storage space could be programmed off site.

The existing City Hall building has approximately 1,665 SF on the lower level, 8,025 SF on the main level and 1,725 SF of storage space in the attic. Total area is 11,415 SF +/-, and 9,690 SF +/- without the attic storage. The building foundations and attic floor structure will require an engineer's examination to determine suitability to carry substantial paper storage or to accommodate an additional floor and what if any upgrades would be required.

### Conclusion

Although the existing City Hall facility appears sufficient to meet present operating requirements, the programming analysis indicates its square footage falls short of current needs. In its current configuration the layout is poorly designed (due to many alterations over the years) resulting in inefficiencies and duplication, negatively. Additionally, City Hall is not of sufficient size to meet the City's future space needs even if remodeled. The current floor plan is not easily expanded to meet space and staffing needs as the community grows. Prior to investing in improvements to the current facility we encourage the City to complete its due diligence on facility alternatives noted below.

With respect to the current City Hall site, we believe the site is likely of sufficient size for a facility that can meet the estimated staffing and space requirements of an enlarged City Hall to meet Florence's growth of approximately twice or more of its present population.

### Next Steps

Should the City wish to move forward, we suggest the following next steps:

Determine the preferred location

- Remain at the existing site as is or with a remodel with or without additional space. Provide archive storage elsewhere
- Relocate to another site with an existing building
- Relocate to another site and build a new facility

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Investigation of the existing facility or consideration of another site or building would include:

- At the existing facility perform structural, mechanical and electrical analysis and parking and zoning requirements/limitations. Determine scope of upgrades / remodel / addition desired. Verify that the existing site is of adequate size to accommodate to meet future space staff and parking requirements.
- To assist with the evaluation of potential sites for a new facility determine site area requirements for a 1, 2 or 3 story building including building footprint, landscape, site circulation and parking.
- Sites for possible relocation would be evaluated based on the programming requirements and extent of renovation required.
- Prepare preliminary cost estimates for improvements required for selected options based on industry square foot costs.
- A matrix would be created to evaluate possible sites and options including location and proximity to downtown, flood hazard, construction and property costs. Ability to expand in the future without disruption of services should also be considered. As it becomes obvious that sites will not be suitable further investigation (and related expense) of that site would cease.
- A timeline schedule for options would be created based on the specific requirements of each: existing facility, new or other existing building.

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The City may want to draft a preliminary overall timeline schedule (based on length of time, not dates) to include all the steps above. This will provide an idea of how long the process could take. This schedule would require periodic refinement as the process is implemented and decisions made that affect it.

The process above will help the City to make an informed decision on how to move forward.

hsr / Waterleaf wishes to thank the City of Florence for the opportunity to assist with the compilation of this information. We believe the City is well positioned to perform an evaluation of its options and determine a direction. Please do not hesitate to contact us should you have questions or require clarifications, or wish any further assistance.

Respectfully,

  
John Ralston

  
Leslie Hare Shick

  
Tom Whittaker

  
Bill Bailey

# Florence City Hall Programming

## Building Area Summary

Population growth:

Item	Department	Current Need	10%	25%	50%	100%	
1.0	Executive, Recorder, Economic Development	1,238	1,239	1,330	1,443	1,602	
		11.0%	10.9%	11.0%	10.7%	10.7%	
2.0	Finance and IT	1,018	1,042	1,302	1,734	1,860	
		9.1%	9.2%	10.8%	12.8%	12.4%	
3.0	Community Development	1,676	1,791	1,950	2,360	2,741	
		14.9%	15.7%	16.1%	17.4%	18.3%	
4.0	Public Areas	3,159	3,159	3,159	3,159	3,535	
		28.1%	27.8%	26.2%	23.3%	23.6%	
5.0	Staff and Building Support	4,147	4,147	4,335	4,840	5,264	
		36.9%	36.4%	35.9%	35.8%	35.1%	
	<b>TOTAL SQUARE FEET</b>	<b>11,237</b>	<b>11,378</b>	<b>12,076</b>	<b>13,536</b>	<b>15,002</b>	

Florence City Hall Programming

Staffing		Population Growth					
Item	Department	Current Need	10%	25%	50%	100%	
<b>1.0</b>	<b>Executive, Recorder, Economic I</b>						
<b>1.1</b>	<b>Executive Department</b>						
1.1-1	City Manager	1.00	1.00	1.00	1.00	1.00	
1.1-2	Assistant to City Manager/Public Information	1.00	1.00	1.00	1.00	1.00	
<b>1.2</b>	<b>Recorder/Economic Development</b>						
1.2-1	City Recorder/Economic Development Coordinator	1.00	1.00	1.00	1.00	1.00	
1.2-2	Economic Development Director	-	-	-	-	-	
1.2-3	Economic Development Assistant/Business Licensing Specialist	-	-	-	-	-	
1.2-4	City Hall Clerk/Deputy City Recorder	-	-	-	-	-	
1.2-5	Intern/Flex	0.25	0.25	0.50	0.50	1.00	
<b>1.3</b>	<b>Human Resources</b>						
1.3-1	Human Resources	1.00	1.00	1.00	1.00	1.00	
	Office Assistant	-	-	-	0.50	1.00	
<b>2.0</b>	<b>Finance and IT</b>						
2.1-1	Finance Director	1.00	1.00	1.00	1.00	1.00	
2.1-2	Assistant Finance Director/Accountant	1.00	1.00	1.00	1.00	1.00	
2.1-3	Budget Manager/Financial/Management Analyst	-	-	-	-	-	
2.1-4	Accountant/Accounts Payable/Payroll	1.00	1.00	1.00	1.50	1.00	
2.1-5	Utility Billing Clerk	1.00	1.00	1.00	1.50	1.00	
2.1-6	Reception/Exec Assistant	1.00	1.00	1.00	1.50	2.00	
2.1-7	Finance/Management Analyst	-	-	0.50	1.00	1.00	
2.1-8	Purchasing Agent	-	-	-	-	1.00	
<b>2.2</b>	<b>IT</b>						
2.2-1	Information Technologists	0.40	1.00	1.25	2.00	2.50	
<b>3.0</b>	<b>Community Development</b>						
<b>3.1</b>	<b>Permit Center</b>						
3.1-1	Receptionist	-	-	-	-	-	
<b>3.2</b>	<b>Community Development</b>						
3.2-2	Planning Director	1.00	1.00	1.00	1.00	1.00	
3.2-3	Assistant Planner	1.00	1.50	1.50	2.00	3.00	
3.2-4	Planning Admin Assistant	1.00	1.00	1.00	1.50	2.00	
3.2-5	Building Official	1.00	1.00	1.00	1.00	1.00	
3.2-6	Inspectors-Bldg, Mech., Elect.	2.00	2.00	2.50	3.00	4.00	
3.2-7	Code Enforcement	1.00	1.00	1.25	1.50	2.00	
3.2-8	Public Works	1.00	1.00	1.00	1.00	1.00	
3.2-9	Technician	1.00	1.00	1.50	2.00	3.00	
<b>STAFFING TOTALS</b>		<b>18.65</b>	<b>19.75</b>	<b>22.00</b>	<b>27.50</b>	<b>33.50</b>	
<b>Change</b>			1.10	3.35	8.85	14.85	
			5.9%	18.0%	47.5%	79.6%	



# Florence City Hall Programming

## 1.0 Executive, Recorder, Economic Development

Item	Position/description	Space Size			Room Type	Current Need		10%		25%		50%		100%		Note #	Location/Adjacencies
		W	L	Area		Units	NSF	Units	NSF	Units	NSF	Units	NSF	Units	NSF		
<b>1.1</b>	<b>Executive Department</b>																
1.1-1	City Manager	14	16	224	PO	1.00	224	1.00	224	1.00	224	1.00	224	1.00	224	2	Locate close to City Council office,
1.1-2	Assistant to City Manager/Public Information	10	12	120	PO	1.00	120	1.00	120	1.00	120	1.00	120	1.00	120		Locate next to the City Manager
<b>1.2</b>	<b>Recorder/Economic Development</b>																
1.2-1	City Recorder/ Economic Development Coordinator	10	14	140	PO	1.00	140	1.00	140	1.00	140	1.00	140	1.00	140	3	Locad adjacent to City Manager's Office staff
1.2-2	Economic Development Director	10	14	140	PO	-	-	-	-	-	-	-	-	-	-		City not likely staffing Economic Development
1.2-3	Economic Development Assistant/ Business Licensing Specialist	10	12	120	WS	-	-	-	-	-	-	-	-	-	-		City not likely staffing Economic Development
1.2-4	City Hall Clerk/Deputy City Recorder	8	10	80	WS	-	-	-	-	-	-	-	-	-	-	4	Position included in Finance - Reception
1.2-5	Intern/Flex	8	8	64	WS	0.25	64	0.25	16	0.50	32	0.50	-	1.00	64	5	
<b>1.3</b>	<b>Human Resources</b>																
1.3-1	Human Resources	10	14	140	PO	1.00	140	1.00	140	1.00	140	1.00	140	1.00	140		
	Office Assistant	8	8	64	WS	-	-	-	-	-	-	0.50	64	1.00	64		
<b>1.4</b>	<b>Storage</b>																
1.4-1	Active File Storage -Includes Finance	14	14	196	ER	1.00	196	1.25	245	1.50	294	1.75	343	2.00	392		
	<b>SUBTOTAL</b>						884		885		950		1,031		1,144		
	<b>CIRCULATION</b>					0.25	221		221		238		258		286		
	<b>GROSS UP</b>					0.12	133		133		143		155		172		
	<b>TOTAL SQUARE FOOTAGE</b>						1,238		1,239		1,330		1,443		1,602		

## **Florence City Hall Programming**

### 1 General

1.a Business license customers pay via the Finance Dept. -locate close to Finance and Planning/Building.

### 2 Records

2.a Record storage-original and hard copy- should be limited with digital copies made, originals filed in separate facility- can be outside of City Hall.

2.b City Recorder's Office is involved with records management including confidential records. Provide a locking file cabinet in a selected office.

2.c Currently need a considerable amount of document storage.

### 3 Economic Development

3.a Economic Development and business license program to be close to Planning



## **Florence City Hall Programming**

### **1 Finance Department**

- 1.a Currently the Finance Dept is the primary public contact at City Hall to accept payments, greet visitors, dispense information and answer incoming phone calls.
- 1.b Majority of work is performed at back office desks which can be performed almost anywhere with computers and considerable paper.
- 1.c In the future it is anticipated that the amount of paper will be reduced significantly as processes are automated.
- 1.d The current Finance Department proximity is convenient, but not required.
- 1.e Excluding meeting with City Staff it is also anticipated that foot traffic and the need for physical location proximity will be reduced in the future as customers/citizens utilize technology.
- 1.f Utility Billing and Miscellaneous Billing-likely outsourced within next six months
- 1.g Accounts Payable and Payroll-automate-paperless
- 1.h Cash Receipting-automated-less foot traffic
- 1.i Inter-departmental interactions are generally at City Hall. We can meet with other departments at their offices, which may open up some additional lines of communication and build awareness amongst the finance staff of issues incurred by the other departments.
- 1.j Employee-desk/work area with sufficient work surface area: computer, phone and calculator.
  - 1.j.1 Partial walls or dividers to provide better acoustics, create privacy and define work space.
  - 1.j.2 Phone, electrical and internet connections to allow reconfiguration of desks.
  - 1.j.3 Temperature regulation of work area
  - 1.j.4 Where needed provide sound proof offices
- 1.k Finance counter- one or two computers, cash drawers and printers.
- 1.l Vault-fireproof, secure

### **2 Information Technology**

- 2.a IT support services provided by contract services. No assigned location in City Hall.
- 2.b City's servers are at the Justice and Events Centers.
- 2.c Ideally, City servers would be located outside the flood/tsunami zone, are secure, temperature and climate controlled with fire suppression and room to service/replace equipment

# Florence City Hall Programming

## 3.0 Community Development

Item	Position/description	Space Size			Room Type	Current Need		10%		25%		50%		100%		Location/Adjacencies
		W	L	Area		Units	NSF	Units	NSF	Units	NSF	Units	NSF	Units	NSF	
<b>3.1</b>	<b>Permit Center</b>															
3.1-1	Receptionist	8	8	64	WS	-	-	-	-	-	-	-	-	-	-	Open to Lobby, position in finance
3.1-2	Child Waiting Area	8	10	80	OA	1.00	80	1.00	80	1.00	80	1.50	120	1.00	80	
3.1-3	Self Help Kiosks	5	5	25	WS	1.00	25	1.00	25	1.00	25	2.00	50	2.00	50	
3.1-4	Help Desks	8	8	64	OA	-	-	-	-	-	-	-	-	-	-	small offices will work
3.1-5	General Space	15	20	300	OA	-	-	-	-	-	-	-	-	-	-	space provided for specifics should be sufficient
<b>3.2</b>	<b>Community Development</b>															
3.2-1	Department Bull Pen	14	16	224	OA	1.00	224	1.10	246	1.25	280	1.50	336	1.50	336	Lay out files, stick files
	-Includes active file storage															
	-Behind secure perimeter															
3.2-2	Planning Director	12	14	168	PO	1.00	168	1.00	168	1.00	168	1.00	168	1.00	168	
3.2-3	Assistant Planner	10	12	120	PO	1.00	120	1.50	180	1.50	180	2.00	240	3.00	360	
3.2-4	Planning Admin Assistant	8	8	64	WS	1.00	64	1.00	64	1.00	64	1.50	96	2.00	128	
3.2-5	Building Official	10	14	140	PO	1.00	140	1.00	140	1.00	140	1.00	140	1.00	140	Contract Position presently
3.2-6	Inspectors-Bldg, Mech., Elect.	6	6	36	OA	2.00	72	2.00	72	2.50	90	3.00	108	4.00	144	Carols
3.2-7	Code Enforcement	10	12	120	PO	1.00	120	1.00	120	1.25	150	1.50	180	2.00	240	
3.2-8	Public Works	10	12	120	PO	1.00	120	1.00	120	1.00	120	1.00	120	1.00	120	
3.2-9	Technician	8	8	64	WS	1.00	64	1.00	64	1.50	96	2.00	128	3.00	192	
	SUBTOTAL						1,197		1,279		1,393		1,686		1,958	
	CIRCULATION					0.25	299		320		348		422		490	
	GROSS UP					0.12	180		192		209		253		294	
	TOTAL SQUARE FOOTAGE						1,676		1,791		1,950		2,360		2,741	

## Florence City Hall Programming

### 1 **General**

- 1.a Planning/building Dept provides a significant amount of customer service assistance for business licenses.
- 1.b Currently 700 customer visits per month
- 1.c Would like to have payments close by-one stop shopping for customers/public

### 2 **Planning**

- 2.a -Administers all current and long range land -use
- 2.b -Processes land use development and change of use applications at staff, Planning Commission and City Council levels
- 2.c -Long range planning, land use, policy implementation, city development
- 2.d -Administration for park volunteers and parks, transit and solid waste management programs.

### 3 **Building Department**

- 3.a -Administers all functions related to execution of State Building code Regulations.

### 4 Code Enforcement

- 4.a -Handles implementation and enforcement of building and planning codes and nuisance code issues.

# Florence City Hall Programming

## 4.0 Public Areas

Item	Description	Space Size			Room Type	Current Need		10%		25%		50%		100%		Location/Adjacencies
		W	L	Area		Units	NSF	Units	NSF	Units	NSF	Units	NSF	Units	NSF	
<b>4.1</b>	<b>Public Areas</b>															
4.1-1	Vestibule -2 Entries	8	9.5	76	ER	2	152	2	152	2	152	2	152	2	152	
4.1-2	Main Lobby -Recycling, displays, waiting	15	18	270	OA	1	270	1	270	1	270	1	270	1.5	405	Open to Permit Center
4.1-3	Child Waiting															3.1-2 in Permit Center
4.1-4	Public Counter	4	24	96	WS	1	96	1	96	1	96	1	96	1	96	
4.1-5	Self Help Kiosks	5	5	25	WS	0	-	0	-	0	-	0	-	0	-	Included in Community Development
4.1-6	Small Conference Rooms	12	14	168	CR	1	168	1	168	1	168	1	168	2	336	Used by Community Development and others
4.1-9	Women's Restroom -4 WC, 3 Lavs	10	25	250	RR180	1	250	1	250	1	250	1	250	1	250	
4.1-10	Men's Restroom -2 Urinals, 2 WC, 3 Lavs	10	25	250	RR180	1	250	1	250	1	250	1	250	1	250	
4.1-11	Drive through payment drop box	0	0	0		1	-	1	-	1	-	1	-	1	-	Located outside building - eliminate
<b>4.2</b>	<b>City Council</b>															
4.2-1	Council Chambers	27.5	45	1238	ER	1	1,238	1	1,238	1	1,238	1	1,238	1	1,238	
4.2-2	Council Work Room This is in a secure location															See 5.1-3 Medium Conference Room,
4.2-3	City Council storage -Table and chair storage	10	12	120	ER	1	120	1	120	1	120	1	120	1	120	
	<b>SUBTOTAL</b>						2,544		2,544		2,544		2,544		2,847	
	<b>CIRCULATION</b>						382		382		382		382		427	
	<b>GROSS UP</b>						234		234		234		234		262	
	<b>TOTAL SQUARE FOOTAGE</b>						3,159		3,159		3,159		3,159		3,535	

## Florence City Hall Programming

### 1 General

1.a Provide an attractive entry to City Hall

1.a.1 Weather/wind protected entrances

1.a.2 Secure entries-not used as shelter for transients

1.b Quality space versus quantity

### 2 Customer Service

2.a Utilities-most private utilities do not have local offices. Business is conducted over the phone, via mail and internet.

2.b Cities have been the outlier in this area, although a majority of customers transact their business over the phone, via mail and internet

2.b.1 The City has not experienced any real push back to exclude lunch availability.

3 Small meeting room(s) off of public reception to meet with customers/citizens/visitors for short meetings

4 Public access to records should be done via internet or public kiosk if necessary. Access to hard copy/original records should continue to be reduced

### 5 Centralized Reception

5.a Phone and in-person

5.a.1 Currently provided for Finance and City Admin Staff

5.a.2 May be opportunities to centralize Reception for other City Hall functions

5.a.3 Community Development-Building and Planning

5.a.4 Explore hours

-City Hall could be 9-5 or 10-5

-Community Development Customers often desire earlier hours, with technology this should be less of an issue.

5.a.5 Include (3) areas

1. City Hall Clerk/Reception

a. Business, Special Events, Liquor Licenses

b. City council Meeting Assistance

c. City Manager Reception and meeting arrangement

2. Planning/Building Department

a. Planning and Building Permits

b. Business, Special Events, Liquor License backup

3. Finance Department

a. Utility Billing

b. Dog Licenses

c. Etc.

5.a.6 Space for customers/citizens/visitors should be constrained as the number at any given time is very limited.

### 6 Earthquake retrofitting

### 7 City Council Chambers

7.a -Can this be located outside of City Hall?

7.b -There are more work sessions than City Council meetings, consider flexibility for use of the space, i.e. no raised dais, chair/table storage

### 8 City Council Work Room

8.a -Provide a dishwasher

9 Consider keeping the presence of City Hall as an important civic building in downtown.

9.a Bring people downtown

### 10 Lobby



**Florence City Hall Programming**

**5.0 Staff and Building Support**

Item	Description	Space Size			Room Type	Current Need		10%		25%		50%		100%		Location/Adjacencies
		W	L	Area		Units	NSF	Units	NSF	Units	NSF	Units	NSF	Units	NSF	
<b>5.1</b>	<b>Staff and Building Support</b>															
5.1-1	Vestibule	8	10	80	ER	1	80	1	80	1	80	1	80	1	80	
5.1-2	Small Conference Rooms	10	12	120	CR	1	120	1	120	2	240	2	240	3	360	
5.1-3	Med Conference/ Room	16	24	384	CR	1	384	1	384	1	384	1	384	1	384	Also City Council Work Room
5.1-4	Large Conference Room/ combine to n	16	12	192	CR	0	-	0	-	0	-	1	192	1	192	use City Council Chambers/FEC
5.1-5	Women's Restroom -2 WC, 1 Shower, 2 lavs	10	24	240	RR180	1	240	1	240	1	240	1	240	1	240	
5.1-6	Men's Restroom -1 Urinals, 2 WC,1 shower, 2 Lav	10	24	240	RR180	1	240	1	240	1	240	1	240	1	240	
5.1-7	Archival Storage -High Density	24	28	672	ER	0	-	0	-	0	-	0	-	0	-	Off site if City Hall is at present location  <i>Store archives offsite</i>
5.1-8	Shipping and Receiving - include with d	3	20	60	ER	1	60	1	60	1	60	1.25	75	1.5	90	Centralized and shared by staff
5.1-9	Main Copy Supply Room -Includes mail, large copy, printing, collating, binding, folding, stuffing, postage machine, office supplies	12	20	240	ER	1	240	1	240	1	240	1.25	300	1.5	360	Centralized and shared by staff
5.1-10	Break Room	14	20	280	ER	1	280	1	280	1	280	1.3	364	1.6	448	Centralized and shared by staff
5.1-11	Quiet/Lactation	8	10	80	ER	1	80	1	80	1	80	1	80	1	80	Centralized and shared by staff
5.1-12	Building Maintenance Equip	8	10	80	ER	1	80	1	80	1	80	1	80	1	80	
5.1-13	Janitor Clos/Supplies/Work Station	8	10	80	ER	1	80	1	80	1	80	1	80	1	80	make 16 x 10 - equipment/janitorial
5.1-14	Janitor Closet	6	6	36	ER	2	72	2	72	2	72	2	72	2	72	If 2 story
5.1-15	Stairs	10	18	180		2	360	2	360	2	360	2	360	2	360	If 2 story
5.1-16	Elevator	8	9.5	76		1	76	1	76	1	76	1	76	1	76	If 2 story
5.1-17	Elevator Machine Room	6	7	42	ER	1	42	1	42	1	42	1	42	1	42	If 2 story
5.1-18	Electrical	10	12	120	ER	1	120	1	120	1	120	1	120	1	120	
5.1-19	Mechanical	12	16	192	ER	1	192	1	192	1	192	1	192	1	192	
5.1-20	Fire Riser Room	10	12	120	ER	1	120	1	120	1	120	1	120	1	120	
5.1-21	Miscellaneous Controls	6	8	48	WS	1	48	1	48	1	48	1	48	1	48	
5.1-22	Recycling	6	8	48		1	48	1	48	1.3	62	1.5	72	2	96	
	<b>SUBTOTAL</b>						2,962		2,962		3,096		3,457		3,760	
	<b>CIRCULATION</b>					0.25	741		741		774		864		940	
	<b>GROSS UP</b>					0.12	444		444		464		519		564	
	<b>TOTAL SQUARE FOOTAGE</b>						4,147		4,147		4,335		4,840		5,264	

## Florence City Hall Programming

- 1 General
- 1.a Currently the departments are separated by the City Council Chambers-eliminate the separation between staff/departments
- 1.b Reduce hard copy storage via automation
  - 1.b.1 -Records-scanned and filed digitally
  - 1.b.2 -Evaluate Cloud storage to reduce requirements for technology equipment
- 1.c Security for staff is a significant consideration. Must retain openness to public. Striking an appropriate balance is needed.
  - 1.c.1 -A physical barrier between the public and staff that can be closed and locked.
- 1.d Provide appropriate acoustic qualities between working staff space and customer service areas
- 1.e Good lighting and ventilation
- 1.f Permanent Records storage for payroll and HR Records
- 1.g Locate all three administrative departments in the same general vicinity-City Manager, Planning and Finance