City of Evanston
Civic Center 2000 +

2100 Ridge Avenue - Evanston
Adaptive Reuse & Programming
FEASIBILITY ANALYSIS

Doyle & Associates
ARCHITECTURE - PLANNING - INTERIORS

The Lambert Group
REAL ESTATE CONSULTANTS

Hinkle Engineering, Inc.

JULY 10, 1998

Contents

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What if the City of Evanston decides that they should maintain their operations in the existing facility and not undertake any major renovation at this time?

After reading and reviewing this Feasibility Analysis, it is very possible that some will say that given the need for such an investment the City will be better served maintaining the Status Quo and put off making any decision regarding relocation or a major renovation.

While this option exists it should not be chosen without fully realizing the liabilities that accompany such a decision.

LIFE SAFETY CONSIDERATIONS

Section 2-C of this document, Code Analysis, states that as presently used, the existing building is too tall to be legally occupied. Were there to be a fire, or any major event to occur, which caused harm to an occupant or visitor, the City would likely be subject to major liability.

MAJOR CODE VIOLATION

While there are many Life Safety code violations (stair enclosures, alarm systems, electrical violations, etc.), most of these can be solved without major renovation, the height restriction can not.

The building contains both business use and assembly use. For this combined use the building is one story too high and thirty-six feet too tall. Were the assembly uses taken away, and the building used only for business occupancy, it would still be twenty-six feet too tall.

AUTOMATIC SPRINKLER SYSTEM

Were an automatic sprinkler system installed throughout the building, the height violation would be six feet for business occupancy and sixteen feet for assembly uses.

To install a sprinkler system and maintain occupancy, the City has estimated the cost to be $1,020,000. We believe this is a low estimate, and would not include the cost of time lost by City employees while the work is underway. To install this system as part of the major renovation project is estimated at less than 1/3 this amount.

Another option could be to abandon all use of the top floor and the attic, and remove all items in these levels other than mechanical equipment. This option would also require rework of the fourth floor of the original building to provide fire separation.

OTHER CODE VIOLATIONS

To correct the other Life Safety code violations while maintaining occupancy would require in excess of $1,000.000. To correct ADA violations while maintaining occupancy would cost between $200,000 and $300,000 without improvements to plumbing. To improve the plumbing, attempting to utilize the existing piping where possible, could more than double these costs.

ESCALATING MAINTENANCE COSTS

While the structure of the building and its envelope are relatively sound, the building's systems have reached their expected life. A quick analysis of the annual operating cost shows that the costs now experienced in maintenance will continue to escalate at an ever increasing rate of ten to fifteen percent and could quickly approach a twenty percent annual increase.each year.

CONTINUING INVESTMENT

In addition to excessive maintenance, continued investment in building equipment and improvement of systems just to stay operational, will be required. Providing these on a piece meal basis results in unneeded expenditures at a cost significantly higher than the value they provide.

EMPLOYEE PRODUCTIVITY

The substandard environmental conditions, when compared to other Class A or B office buildings, has a deleterious affect on employee productivity. This is difficult to assess in actual dollars but a five to ten percent increase in productivity could result in annual savings to the City of one half million dollars.

SERVICE TO THE RESIDENTS OF EVANSTON

Most importantly, improved working conditions will improve the City's ability to provide a higher quality level of service to its residents.

Foreword

The focus of this report is to outline in functional and economic terms, the most viable options available for the location of the Civic Center, and to provide the supporting data and analysis which supports these recommendations.

The key is "economic". What may be most economic may be offset by other managerial and civic considerations. Consequently, this report documents several options, with their respective costs, to give the City choices for the future.

SECTION 1
Location Analysis

Capital Cost Range
$14 to $16 Million

The following options were analyzed:

1. Renovation of the existing building, relocating the Council Chamber's functions and possibly relocating the Health Clinic functions. This makes available two to three floors of the building for tenant income. This option has several viable permutations which are also covered.

2. Construction of a new Civic Center at another Evanston location.

3./4. Selling the building for development and relocating. Again, there are several permutations on this option which are documented.

5. Construction of a new Civic Center on the southern sector of the site followed by demolition of the existing building. There are no land costs and minimal relocation costs.

SECTION 2

Building & Site Analysis

A. ANALYSIS: SITE POTENTIAL USES
B. RECOMMENDATIONS
C. CODE ANALYSIS
D. BUILDING STRUCTURE & SYSTEMS

The physical analysis of the existing building documents the condition of the building and its components. This assessment details the scope of work required to bring the infrastructure up to the standards typical for long term usage or investment.

Considerable investment has already been made. It will take considerable more investment to continue to maintain the building at its current operational level.

A decision has to be made on what level of investment is viable, and over what time period. Deferred work costs more in the future, and where are also intermediate costs of the temporary work required in order to hold off on major investments.

Obviously, the investment only escalates if the goal is to achieve current office standards.

SECTION 3

EXISTING Program & Building Usage Analysis

A. ANALYSIS
B. FLOOR AREA UTILIZATION CALCULATIONS
C. EXISTING FLOOR PLANS
D. DEPARTMENTAL FLOW CHARTS

The existing office work areas allocate 317 square feet per person. This is almost 50% more square footage per person than recommended by current office standards. The surplus is the result of inefficient floor plan layouts and inappropriate use of space. Unfortunately the staff does not benefit from this surplus square footage; their substandard furniture precludes that.

The existing floor plans, which include the furniture layouts of each space, along with organizational flow charts of each department are also included in Section 3. This documentation was generated as the foundation for our analysis; we have included it for reference and use on other projects.

Operational Costs for Unneeded Space:
Approximately $125,000 per year

Revenue loss from Potential Tenant Space:
Approximately $360,000 per year

Salary loss for travel time & inefficiencies of poor work environment:
5 to 10% of Gross Salary Cost =
Approximately $350,000 to $700,000 per year

SECTION 4

PROPOSED Program & Building Usage Analysis

A. RECOMMENDATIONS
B. CONCEPT PLANS
C. PROGRAMMING

Whether the Civic Center stays at 2100 Ridge, moves to another building, or builds a new building, the recommendations remain the same:

- Reduce the number of offices
- Use space more efficiently
- Update a Master Plan for Space Planning Regularly
- Purchase new furniture

This section also includes three Concept Plans which illustrate how typical departments, and floors, can be organized in the 2100 Ridge Building using 145 to 195 square feet per person, instead of the existing 317 square feet.

It is also recommended that the Council Chambers and Health Clinic be considered separate from the other Civic Departments. Options are shown for having the Council Chamber located proximate to, but not within, the Civic Center with the possibility of treating the Health Clinic as a separate entity.

Included are site plans which graphically illustrate various program options.

SECTION 5

Specification & Cost Analysis

A. RENOVATION COST BUDGET
B. FURNITURE BUDGET

Renovation Costs are budgeted for Option 1.

Furniture, Fixtures, and Equipment (FFE) Costs are budgeted for all options and separate the Clinic and Council Chambers.

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OPTION 2- LEAST EXPENSIVE

The least expensive capital option for the City of Evanston is to have a developer build a new Civic Center on private land. This option has a budgeted capital cost of $13.2 million.

OPTION 5- NEW BUILDING ON SITE DEMOLISH EXISTING

At almost the same cost the City can demolish the existing Civic Center and construct a new Center on the south half of the existing site. This option has a budgeted capital cost of $13.5 million. and the advantage of maintaining the Ridge Avenue address and the park land.

OPTION 1- RENOVATE EXISTING BUILDING MOST EXPENSIVE

The most expensive capital option for the City is to remain in the existing Civic Center and renovate it to lease to other office tenants. This option has a budgeted capital cost of $15.3 million. However, this option can produce $358,000/year in rental income from tenants.

There are currently no 67,000 square foot spaces in Evanston to accommodate the Civic Center. There are several developers who would like to construct a Civic Center for Evanston at a projected cost of $12 to $14 million.

DEVELOPER USE AS OFFICE BUILDING

The office market in Evanston is not deep and Class A and B buildings quote rates of $18 to $26 gross / square foot per year. In order to achieve a market rate of return on a conversion of the Civic Center to office, a developer would have to lease the space at $27.74/ gross / square foot per year (see Section 1-A, Market Analysis). This rent is based on the City giving the building to the developer at no cost. Therefore we do not believe that a developer would purchase the Civic Center for office conversion.

DEVELOPER USE AS RESIDENTIAL BUILDING

The condominium market in Evanston is very strong. Units tend to be one or two bedroom and are generally priced below $160,000. In order to achieve a market rate of return on a conversion of the Civic Center to condominiums, a developer would have to sell an average unit of 1,100 square feet for over $200,000. This sales price is based on the City giving the building to the developer at no cost. Therefore we do not believe that a developer would purchase the Civic Center for conversion to condominiums.

RETIREMENT HOUSING

Another potential use of the building would be for retirement housing. The costs of conversion would be considerably less than for residential or for office use. However this kind of development is usually subsidized and the rate of return and feasibility of this option would require further investigation. We do not believe that a developer would purchase the Civic Center for conversion to retirement housing, but if the building was to be given to a developer, or to a not-for-profit institution, this option should be explored.

PARK LAND DEVELOPMENT

This study has not considered the sale of the park land for development, with or without the existing building. The use of the land for multi-unit residential development would be economically attractive, but of questionable value given the importance of this open space to the City of Evanston.

Market Analysis

SECTION 1 - A

The Lambert Group

REAL ESTATE CONSULTANTS

Office Market

There is a wide variety of office space in Evanston ranging from first class high rise buildings to inexpensive space in second floors above retail stores in the shopping districts. People interviewed cited the following as first class space: Research Park buildings, Shand Morahan Plaza, 1800 Sherman, Rotary Building, and 500 Davis Street. Most said that the NBD Building, recently purchased by The John Buck Company, is considered class B space. Rental rates for first class space range from $18.00 to $26.00/SF gross (tenant's prorata share of real estate taxes and operating expenses is included in the gross rent). Rents for class B building are $15.00 to $18.00/SF and for class C buildings, approximately $7/SF.

One of the reasons for the relatively high rates in class A buildings is that there is little space available. With the vacancy rate at approximately 4%, building owners do not have an incentive to lower the rates to lease what little space is left. The one large block of space now available is the Tenneco space at the NBD Building. The John Buck Company, owner and manager of the NBD Building, indicates that they are leasing the space quickly at $18/SF. Shand Morahan Plaza will have 65,000 square feet available in 18 months when Shand Morahan vacates a portion of their space.

There are two new buildings that have been proposed for the Research Park. Scribcor is planning a 50,000 square foot "new" loft building. Three floors of 16,500 square feet each will feature open duct work, operable windows, indirect and direct lighting and a conduit raceway; high tech firms are the target tenants, particularly graduates of the incubator. Scribcor is seeking tenants of 2,000 to 50,000 square feet. The rents are quoted as

$24/SF gross with 5 to 10 year terms. Tenant improvement allowance is $25/SF. Mesirow Stein is also planning a new first class office building in the Research Park with rents said to be in the $25 to $26/SF range.

Operating expenses are generally $4.50/SF and real estate taxes range from $7.00 to $8.00/SF in the Research Park buildings and the Shand Morahan Plaza to $4.50/SF in class B buildings. Deducting operating expenses and taxes from the gross rents results in net rents of $9 to $13.50/SF.

Condominium Market

The condo and townhouse market is very strong in Evanston now. Many new construction projects have been sold out before construction began. Units are priced in a wide range. Condominiums range in price from $144,000 to $243,000 for a two bedroom/two bath unit; and $59,000 to $175,000 for a one bedroom/one bath unit. Assuming an area of between 1,100 to 1,200 square feet for a two bedroom/two bath unit, prices range from $131 to $202/SF. Assuming an area of 700 to 800 square feet for a one bedroom/one bath unit, prices range from $84 to $196/SF. Most condominiums are priced below $160,000; the market appears to be shallow for units above $200,000.

Conclusions

Most of the people interviewed believed that with a proper retrofit the Civic Center could be leased to outside office tenants. However they also stated that the rents would not approach class A rents. On the positive side, the interviewees cited the charm of the Civic Center, the operable windows and the free parking. On the negative side, they cited the location as being "off the beaten path" and the proximity of the government functions.

One person interviewed had two other suggestions: the first is to study a consolidation of the two public entities that are currently assessing their space - District 65 and Evanston government- and the second is to consider how Civic services will be delivered in the next 10 to 30 years. With the increasing use of technology, the space needed for personnel may be less.

People interviewed:

- Steven Hearn, The Hearn Company, owner of Shand Morahan Plaza 312-408-3000
- Ronald Kysiak, Northwestern Evanston Research Park, 847-474-7170
- James Nash, commercial real estate broker, 847-328-3330
- James Nesbitt, Scribcor, developer of new Research Park Building, 847-733-9701
- Chris Wenders, Evanston Planning Dept, 847-328-2100
- Jonathan Permin, Evanston Chamber of Commerce, 847-328-1500
- Terry Jenkins, EVMARK, 847-570-4624
- Valerie Kretchmer, real estate consultant, 847-864-8895
- Stephen Hudson, Beliard Gordon & Partners, 312-943-1980

Pro Formas

SECTION 1-B

Doyle & Associates

ARCHITECTURE - PLANNING - INTERIORS

EVANSTON CIVIC CENTER

Summary Matrix

Option		Capital Costs to City	Other Costs to City	Net Rent Paid by City	Operating Expenses of City	Net Income from tenants	Proceeds from sale of Civic Center
1	City remains at Civic Center Remaining space leased to office users	$15,333,937	$1,694,240	$0	$305,721	$358,465	N/A
2	City moves to new building on private land City owns new building City sells Civic Center for office use	$13,152,530	$1,012,178	$0	$305,721	$0	$0
3	City moves to new building on private land City leases space in new building City sells Civic Center for office use	$0	$1,012,178	$1,149,313	$305,721	$0	$0
4	City moves to new building on private land City leases space in new building City sells Civic Center for residential use	$0	$1,012,178	$1,149,313	$305,721	$0	N/A
5	City demolishes existing Civic Center City moves to new building on City land	$13,451,180	$1,012,178	$0	$305,721	$0	$0

OPTION 1: ALL CIVIC FUNCTIONS REMAIN AT CIVIC CENTER
REMAINING SPACE IS LEASED TO OTHER TENANTS

Step A: Assess the capital costs to renovate the Civic Center for both the City and other tenants.

	Type	Area (GSF)	$/GSF	%	Cost
1 *Base Building Construction Costs*					
City Space					
Department Space	Renovation	40,788	$69.61		$2,839,375
Health and Human Services Dept.	Renovation	15,650	$69.61		$1,089,443
Council Chambers	New Const.	11,500	$150.00		$1,725,000
Remaining Space	Renovation	35,562	$69.61		$2,475,481
					$8,129,299
2 *Tenant Finish*					
City Space					
Department Space		40,788	$26.66		$1,087,530
Health and Human Services Dept.		15,650	$26.66		$417,254
Council Chambers		11,500	$67.50		$776,250
Remaining Space		35,562	$26.66		$948,138
					$3,229,173
Subtotal: Base Building and Tenant Finish					$11,358,472
3 *Base Building Contingency*				15%	$1,703,771
4 *Soft Costs*					
Assumptions list costs				20%	$2,271,694
TOTAL COSTS BEFORE FF&E AND RELOCATION					$15,333,937
5 *Furniture, Fixtures & Equipment (City)*					$944,240
6 *Relocation Costs (City)*					$750,000
TOTAL COSTS FOR CITY					$17,028,177

Assumptions for Option 1

1 Areas are gross square feet developed by Doyle & Associates for reconfigured City departments.
Doyle recommends that the City Council Chambers be in a newly constructed building.
Remaining gross square footage is calculated as 92,000 GSF (attic not included) less 40,788 GSF for departments and less 15,650 GSF for Health and Human Services department.

2 We have used $26.66/SF based on office standards in Evanston.
The Council Chambers interior finish is projected to cost $67.50/SF due to the higher level of finish.

3 The budget assumes a 15 % contingency due to the risks of renovation.

4 Soft costs include architecture/engineering fees, insurance, marketing, leasing commissions and other non-construction costs associated with development.

5 Doyle & Associates' estimate for the City's needed Furniture, Fixtures & Equipment (FF&E).

6 Doyle & Associates' estimate for relocation costs for this option.

Step B: Assess the revenues that the City derives and the expenses that the City incurs from this option.

		Area (RSF)	G. Rent/SF	%	Total/Year
1	*Revenues to City*				
	Rent from tenants	28,450	$18.00		$512,093
	Less: Vacancy			5%	($25,605)
	Gross Revenues				$486,488
2	*Operating Expenses of Tenants*				
	All tenant space	28,450	$4.50		($128,023)
	Net Revenue from tenants				$358,465
3	*Operating Expenses of City*	67,938	$4.50		($305,721)
	Net Operating Income to City				$52,744

Assumptions for Option 1

1 Rentable square feet is projected as 80% of gross square feet due to common areas, shafts and mechanical areas which are not rentable.

Tenants are projected to pay $18.00/SF, which includes their share of operating expenses. They are not projected to pay real estate taxes.

2,3 Operating expenses are projected to be $4.50/SF for both the City and tenants. This is the norm for Evanston office space. Real estate taxes are not projected to be paid.

CONCLUSIONS FOR OPTION 1

Market analysis indicates that the Civic Center could be leased to office tenants if the building undergoes a proper renovation. The renovation would include wiring to attract high-tech tenants.

The City is projected to spend $15.3 million to renovate the Civic Center for both their use and other tenants' use. The City is projected to incur additional costs of $944,240 for FF&E and $750,000 for the complex relocation process.

The City is projected to receive $358,000/year in net revenue from other tenants.

The City is projected to incur operating expenses of $305,000/year. The City is not projected to pay real estate taxes.

OPTION 2: CIVIC SPACE MOVES TO AND OWNS NEW BUILDING
CITY SELLS CIVIC CENTER TO DEVELOPER FOR OFFICE USE

Step A: Assess development costs to a private developer to build a new Civic Center and sell it to City.

	Type	Area (GSF)	$/GSF	%	Cost
1 *Land Costs*		60,000	$10.00		$600,000
2 *Base Building Construction Costs*					
All Departments and Health Space	New const.	56,438	$90.00		$5,079,420
Council Chambers	New const.	11,500	$150.00		$1,725,000
					$6,804,420
3 *Tenant Finish*					
All Departments and Health Space	New const.	56,438	$26.66		$1,504,806
Council Chambers	New const.	11,500	$67.50		$776,250
					$2,281,056
Subtotal: Base Building and Tenant Finish					$9,085,476
4 *Base Building Contingency*				10%	$908,548
5 *Soft Costs*					
Assumptions list costs				15%	$1,499,104
6 *Developer's Profit*				10%	$1,059,402
TOTAL COSTS BEFORE FF&E AND MOVING					$13,152,530
7 *Furniture, Fixtures & Equipment (City)*					$944,240
8 *Moving Costs (City)*		67,938	$1.00		$67,938
TOTAL COSTS FOR CITY					$14,164,708

Assumptions for Option 2

1 Land cost is assumed to be $10/SF based on commercial properties in Evanston. This would yield the land area necessary to construct a 3 story building plus parking.

2 The City's space is assumed to be the same as their reconfigured space in the existing Civic Center. New construction is projected to cost $90/SF for the departments and $150/SF for the Council Chambers.

3 We have used $26.66/SF based on office standards in Evanston. The Council Chambers interior finish is projected to cost $67.50/SF due to the higher level of finish.

4 The budget assumes a 10 % contingency due to the lessened risks of new construction.

5 Soft Costs include arch./eng. fees, insurance, and other non construction costs associated with development. The costs are less than Option 1 because the developer will not incur such costs as marketing and brokerage commissions as with the releasing of the Civic Center.

6 The developer of a new Civic Center is projected to require a profit on costs of 10%.

7 Doyle & Associates' estimate for the City's needed FF&E.

8 Lambert's estimate for moving costs for this option.

Step B: Assess the expenses that the City incurs from this option.

		Area (RSF)	Exp./SF	%	Total/Year
1	*Operating Expenses paid by the City*	67,938	$4.50		$305,721

Assumptions for Option 2

1 Operating expenses are projected as $4.50/SF which is the norm for the Evanston office market. No real estate taxes are assumed to be paid.

Step C: Assess the price that a developer would pay for the Civic Center to convert it to office use.

		Type	Area (GSF)	$/GSF	%	Cost	
1	*Building Purchase*					$0	
2	*Base Building Const Costs* Tenant Space	Renovation	92,000	$69.61		$6,404,396	
3	*Tenant Finish*		92,000	$26.66		$2,452,812	
	Subtotal: Base Building and Tenant Finish					$8,857,208	
4	*Base Building Contingency*				15%	$1,328,581	
5	*Soft Costs*				20%	$2,037,158	
	TOTAL COSTS					$12,222,947	
6	*Return Required on Costs*					12%	per year
7	*Net Operating Income Required*					$1,466,754	per year
8	*Net Rent/SF Required at 95% occupancy*		73,600 RSF			$20.98	/RSF/year
9	*Plus: Operating Expenses*					$4.50	/RSF/year
10	*Plus: Real Estate Taxes*					$6.00	/RSF/year
11	*Gross Rent/SF Required*					$31.48	/RSF/year

Assumptions for Option 2

1 Assuming a $0 building value initially allows the proforma to "back into" a purchase price.

2 All space is assumed to be renovated for $69.61/GSF per the renovation budget developed by Doyle.

3 Tenant finish is projected as $26.66/SF, the norm for the Evanston office market.

4 The budget assumes a contingency of 15% doe to the risks of renovation.

5 Soft costs include architecture/engineering fees, insurance, marketing, leasing commissions and other non-construction costs associated with development.

6 Developers require a return on costs that is a composite of debt and equity. We have used a blended rate of 12%. The return is higher that the profit on a build to suit Civic Center due to risk of releasing the existing Civic Center.

7 Net Operating Income required is calculated as total cost times the rate of return, yielding an annual income stream.

8 Assuming 73,600 rentable square feet (loss factor of 20 % off of gross square feet) and a vacancy rate of 5%, the net rent per square foot required is $20.98/RSF.

9,10,11 Adding $4.50/SF for operating expenses and $6.00/SF for real estate taxes, the gross rent/SF required is projected as $31.48/RSF. Market rate for this type of property is $18.00/SF gross.

CONCLUSIONS FOR OPTION 2

A developer would build a new Civic Center on private land for a budgeted $13.15 million.

The City is projected to incur additional costs of $944,240 for FF&E and $68,000 for moving costs.

The City would incur operating expenses of $305,000/year. The City is not assumed to pay real estate taxes.

Based on the high renovation costs of the existing Civic Center, a developer would not be able to lease the space at market rates and achieve an acceptable return. Therefore a developer would be unlikely to purchase the Civic Center for conversion to office use.

OPTION 3: CIVIC SPACE MOVES TO AND LEASES NEW BUILDING
CITY SELLS CIVIC CENTER TO DEVELOPER FOR OFFICE USE

Step A: Assess the development costs to a private developer to build a new Civic Center and lease it to the City.

		Type	Area (GSF)	$/GSF	%	Cost	
1	*Land Costs*		60,000	$10.00		$600,000	
2	*Base Building Construction Costs*						
	All Department and Health Space	New const.	56,438	$90.00		$5,079,420	
	Council Chambers	New const.	11,500	$150.00		$1,725,000	
						$6,804,420	
3	*Tenant Finish*						
	All Department and Health Space	New const.	56,438	$26.66		$1,504,806	
	Council Chambers	New const.	11,500	$67.50		$776,250	
						$2,281,056	
	Subtotal: Base Building and Tenant Finish					$9,085,476	
4	*Base Building Contingency*				10%	$908,548	
5	*Soft Costs*						
	Assumptions list costs				15%	$1,499,104	
	TOTAL COSTS BEFORE FF&E AND MOVING					$11,493,128	
6	*Return Required*					10%	per year
7	*Net Operating Income Required*					$1,149,313	per year
8	*Net Rent per SF Required*					$16.92	/SF/year
9	*Plus: Operating Expenses*					$4.50	/SF/year
10	*Gross Rent per SF Required*					$21.42	/SF/year
	Additional Costs for the City						
11	*Furniture, Fixtures & Equipment (City)*					$944,240	
12	*Moving Costs (City)*		67,938	$1.00		$67,938	
	ADDITIONAL COSTS FOR CITY					$1,012,178	

Assumptions for Option 3

1	Land cost is assumed to be $10/SF based on commercial properties in Evanston. This would yield the land area necessary to construct a 3 story building plus parking.
2	The City's space to be constructed is assumed to be the same as their reconfigured space in the existing Civic Center. New construction is projected to cost $90/SF for the departments and $150/SF for the Council Chambers.
3	We have used $26.66/SF based on office standards in Evanston. The Council Chambers interior finish is projected to cost $67.50/SF due to the higher level of finish.
4	The budget assumes a contingency of 10% due to the lessened risks of new construction.
5	Soft Costs include architecture/engineering fees, insurance, and other non construction costs associated with development. The costs are less than Option 1 because the developer will not incur such costs as marketing and brokerage commissions C363as with the releasing of the Civic Center.
6	The developer of a new Civic Center is projected to require a profit on costs of 10%.
7	A 10% return on costs results in a net operating income/year of $1.149 million.
8	The resulting net rent is $16.92/SF/year.
9,10	Adding $4.50/SF/year for operating expenses results in a required gross rent of $21.42/SF.
11	Doyle & Associates' estimate for the City's needed FF&E.
12	Lambert's estimate for moving costs for this option.

Step B: Assess the rent and expenses to be paid annually for a new Civic Center.

	Area (RSF)	$/SF	%	Total/Year
1 *Net Rent paid by City*	67,938	$16.92		$1,149,313
2 *Operating Expenses*	67,938	$4.50		$305,721
Total Rent and Expenses/Year				$1,455,034

Assumptions for Option 3

1	The City would pay $16.92/SF/year in net rent to the developer/owner of the building.
2	Operating expenses are projected as $4.50/SF/year which is the norm for the Evanston office market. No real estate taxes are projected to be paid.

Step C: Assess the price that a developer would pay for the Civic Center to convert it to office use.

		Type	Area (GSF)	$/GSF	%	Cost	
1	*Building Purchase*					$0	
2	*Base Building Const Costs*						
	Tenant Space	Renovation	92,000	$69.61		$6,404,396	
3	*Tenant Finish*		92,000	$26.66		$2,452,812	
	Subtotal: Base Building and Tenant Finish					$8,857,208	
4	*Base Building Contingency*				15%	$1,328,581	
5	*Soft Costs*				20%	$2,037,158	
	Total Costs					$12,222,947	
6	*Return Required on Costs*					12%	per year
7	*Net Operating Income Required*					$1,466,754	per year
8	*Net Rent/SF Required at 95% occupancy*		73,600 RSF			$20.98	/RSF/year
9	*Plus: Operating Expenses*					$4.50	/RSF/year
10	*Plus: Real Estate Taxes*					$6.00	/RSF/year
11	*Gross Rent/SF Required*					$31.48	/RSF/year

Assumptions for Option 3

1 Assuming a $0 building value initially allows the proforma to "back into" a purchase price.

2 All space is assumed to be renovated for $69.61/GSF per the renovation budget developed by Doyle.

3 Tenant finish is projected as $26.66/SF, the norm for the Evanston office market.

4 The budget assumes a contingency of 15% due the risks of renovation.

5 Soft costs include architecture/engineering fees, insurance, marketing, leasing commissions and other non-construction costs associated with development.

6 Developers require a return on costs that is a composite of debt and equity. We have used a blended rate of 12%. The return is higher that the profit on a build to suit Civic Center due to the increased risk of releasing the existing Civic Center.

7 Net Operating Income required is calculated as total costs times return, yielding an annual stream of income.

8 Assuming 73,600 rentable square feet (loss factor of 20 % off of gross square feet) and a vacancy rate of 5%, the net rent per square foot required is $20.98/RSF.

9,10,11 Adding $4.50/SF for operating expenses and $6.00/SF for real estate taxes, the gross rent/SF required is projected as $31.48/RSF. Market rate for this type of property is $18.00/SF gross.

CONCLUSIONS FOR OPTION 3

A developer would build a new Civic Center and lease it to the City for a budgeted $1.149 million/year in net rent.

The City is projected to incur additional costs of $944,240 for FF&E and $68,000 for moving costs.

The City would incur operating expenses of $305,000/year. The City is not assumed to pay real estate taxes.

Based on the high renovation costs of the existing Civic Center, a developer would not be able to lease the space at market rates and achieve an acceptable return. Therefore a developer would be unlikely to purchase the Civic Center for conversion to office use.

OPTION 4: CIVIC SPACE MOVES TO AND LEASES NEW BUILDING
CITY SELLS CIVIC CENTER TO DEVELOPER FOR RESIDENTIAL USE

Step A: Assess the development costs to a private developer to build a new Civic Center and lease it to the City.

	Type	Area (GSF)	$/GSF	%	Cost
1 *Land Costs*		60,000	$10.00		$600,000
2 *Base Building Construction Costs*					
All Department and Health Space	New const.	56,438	$90.00		$5,079,420
Council Chambers	New const.	11,500	$150.00		$1,725,000
					$6,804,420
3 *Tenant Finish*					
All Department and Health Space	New const.	56,438	$26.66		$1,504,806
Council Chambers	New const.	11,500	$67.50		$776,250
					$2,281,056
Subtotal: Base Building and Tenant Finish					$9,085,476
4 *Base Building Contingency*				10%	$908,548
5 *Soft Costs*					
Assumptions list costs				15%	$1,499,104
TOTAL COSTS BEFORE FF&E AND MOVING					$11,493,128
6 *Return Required*					10% per year
7 *Net Operating Income Required*					$1,149,313 per year
8 *Net Rent per SF Required*					$16.92 /SF/year
9 *Plus: Operating Expenses*					$4.50 /SF/year
10 *Gross Rent per SF Required*					$21.42 /SF/year
Additional Costs for the City					
11 *Furniture, Fixtures & Equipment (City)*					$944,240
12 *Moving Costs (City)*		67,938	$1.00		$67,938
ADDITIONAL COSTS FOR CITY					$1,012,178

Assumptions for Option 4

1	Land cost is assumed to be $10/SF based on commercial properties in Evanston. This would yield the land area necessary to construct a 3 story building plus parking.
2	The City's space to be constructed is assumed to be the same as their reconfigured space in the existing Civic Center. New construction is projected to cost $90/SF for the departments and $150/SF for the Council Chambers.
3	Tenant finish is budgeted as $26.66/SF for department and Health space and $67.50/SF for the Council Chambers.
4	The budget assumes a contingency of 10% due to the lessened risks of new construction.
5	Soft Costs include architecture/engineering fees, insurance, and other non construction costs associated with development.
6	The developer of a new Civic Center is projected to require a profit on costs of 10%.
7	A 10% return on costs results in a net operating income/year of $1.149 million.
8	The resulting net rent is $16.92/SF/year.
9,10	Adding $4.50/SF/year for operating expenses results in a required gross rent of $21.42/SF.
11	Doyle & Associates' estimate for the City's needed FF&E.
12	Lambert's estimate for moving costs for this option.

Step B: Assess the rent and expenses to be paid annually for a new Civic Center.

	Area (RSF)	$/SF	%	Total/Year
1 *Net Rent paid by City*	67,938	$16.92		$1,149,313
2 *Operating Expenses*	67,938	$4.50		$305,721
Total Rent and Expenses/Year				$1,455,034

Assumptions for Option 4

1	The City would pay $16.92/SF/year in net rent to the developer/owner of the building.
2	Operating expenses are projected as $4.50/SF/year which is the norm for the Evanston office market. No real estate taxes are projected to be paid.

Step C: Assess the price that a developer would pay for the Civic Center to convert it to residential use.

	Type	Area (GSF)	$/GSF	%	Cost
1 *Building Purchase*					$0
2 *Finished Construction Costs*					
Residential Space	Renovation	73,600	$90.00		$6,624,000
Ground Floor	Renovation	18,400	$60.00		$1,104,000
					$7,728,000
3 *Covered parking*	New const.	6,000	$40.00		$240,000
4 *Base Building Contingency*				15%	$1,195,200
5 *Soft Costs*				25%	$2,290,800
6 *Developer's Profit*				12%	$1,374,480
TOTAL COSTS					$12,828,480
Price per Saleable SF required		66,240 SF			$193.67 /SF

Assumptions for Option 4

1. Assuming a $0 building value initially allows the proforma to "back into" a purchase price.
2. All space except the attic and ground floor is assumed to be renovated for $90/GSF.
   The ground floor space is assumed to be renovated for $60/SF and used for indoor parking and storage.
3. Additional covered parking is needed for 30 cars. The budget assumes a 6,000 SF structure constructed near the main building for $40/SF.
4. The budget assumes a contingency of 15% due to the risks of renovation.
5. Soft costs include architecture/engineering fees, insurance, marketing, brokerage commissions and other non-construction costs associated with development.
6. Developers require a return on costs that is a composite of debt and equity. We have used a blended rate of 12%. The return is higher that the profit on a build to suit Civic Center due to the increased risk of selling the space as condominiums.
7. Assuming 66,240 saleable square feet (loss factor of 10 % off of gross square feet), the net sales price per square foot required is $193.67/SF.

CONCLUSIONS FOR OPTION 4

A developer would build a new Civic Center and lease it to the City for a budgeted $1.149 million/year in net rent.

The City is projected to incur additional costs of $944,240 for FF&E and $68,000 for moving costs.

The City would incur operating expenses of $305,000/year. The City is not assumed to pay real estate taxes.

Based on the high renovation costs of the existing Civic Center, a developer would not be able to sell condominiums at market rates and achieve an acceptable return. Therefore a developer would be unlikely to purchase the Civic Center for conversion to residential use.

OPTION 5: CIVIC SPACE MOVES TO AND OWNS NEW BUILDING ON CITY PROPERTY
CITY DEMOLISHES CIVIC CENTER AND ADDS PARK

Step A: Assess development costs to a private developer to build a new Civic Center and sell it to City.

	Type	Area (GSF)	$/GSF	%	Cost
1 *Demolition of Civic Center*		110,400	$3.00		$331,200
2 *Site work*	Allowance				$250,000
3 *Base Building Construction Costs*					
All Department and Health Space	New const.	56,438	$90.00		$5,079,420
Council Chambers	New const.	11,500	$150.00		$1,725,000
					$6,804,420
4 *Tenant Finish*					
All Department and Health Space	New const.	56,438	$26.66		$1,504,806
Council Chambers	New const.	11,500	$67.50		$776,250
					$2,281,056
Subtotal: Base Building and Tenant Finish					$9,085,476
5 *Base Building Contingency*				10%	$966,668
6 *Soft Costs*					
Assumptions list costs				15%	$1,595,002
7 *Developer's Profit*				10%	$1,222,835
TOTAL COSTS BEFORE FF&E AND MOVING					$13,451,180
Additional Costs for the City					
8 *Furniture, Fixtures & Equipment (City)*					$944,240
9 *Moving Costs (City)*		67,938	$1.00		$67,938
ADDITIONAL COSTS FOR CITY					$1,012,178

Assumptions for Option 5

1. Demolition of the existing Center is budgeted to cost $3/SF.
2. An allowance of $250,000 has been budgeted to cover conversion of the building footprint and parking to new park area.
3. The City's constructed space is assumed to be the same as their reconfigured space in the existing Civic Center.

   New construction is projected to cost $90/SF for the departments and $150/SF for the Council Chambers.

   The site is assumed to be in the south area of the Ridge site.
4. Tenant finish is budgeted as $26.66/SF for the department and Health space and $67.50/SF for Council Chambers.
5. The budget assumes a contingency of 10% due to the lessened risks of new construction.
6. Soft Costs include arch./eng.fees, insurance, and other non construction costs associated with development.
7. The developer of a new Civic Center is projected to require a profit on costs of 10%.

Step B: Assess the rent and expenses to be paid annually for a new Civic Center.

	Area (RSF)	$/SF	%	Total/Year
1 *Operating Expenses*	67,938	$4.50		$305,721

Assumptions for Option 5

1 Operating expenses are projected as $4.50/SF/year which is the norm for the Evanston office market.
No real estate taxes are projected to be paid.

CONCLUSIONS FOR OPTION 5

The City could demolish the existing Civic Center to create more park area.

A developer would build a new Civic Center on the site for a budgeted $13.45 million.

The City is projected to incur additional costs of $944,240 for FF&E and $68,000 for moving costs.

The City would incur operating expenses of $305,000/year. The City is not assumed to pay real estate taxes.

Building & Site Analysis

SECTION 2

City of Evanston
Civic Center 2000 +

FEASIBILITY ANALYSIS

Doyle & Associates

ARCHITECTURE - PLANNING - INTERIORS

Hinkle Engineering, Inc.

JULY 10, 1998

SUMMARY

- Major Code Violations - The building cannot be legally occupied with its present uses and construction.
- Accessibility - Major ADA violations exist: not accessible from public transportation, no accessible toilets or drinking fountains, alarm systems, signage, etc.
- Ventilation - Code required ventilation provided only by use of operable windows.
- Heating - Steam radiators serve only the upper floors, and controls and piping have reached the end of their useful life.
- Cooling - Heat pump system not capable of meeting load demands or fresh air requirements; excessive maintenance and energy inefficiency.
- Sanitary - Plumbing drainage and sewer system is leaking causing basement slab support erosion and sewer gas entering building.
- Electrical - Distribution system full to rated capacity. Electric room in violation of National Electric Code; Transformers are old and likely contain PCB's. Center branch distribution is beyond capacity and in bad condition.
- Clinic - Facility is outmoded; separate water supply needed for laboratory; no grounding system in violation of NEC.
- Telephone - A complete new system is required.
- Building envelope - Tuck pointing, gutter drainage, and roof repairs required.
- Vertical Circulation - Elevators are inadequate and poorly located; required exit stairs are not enclosed.
- Hazardous Materials - Asbestos is present in pipe insulation and in floor tiles.

Analysis: Site Potential Uses

SECTION 2-A

Doyle & Associates

ARCHITECTURE - PLANNING - INTERIORS

The following analysis of the existing building and site looks at the potential for renovation and/or adaptive reuse of the structure for Civic offices and meeting functions, or for residential uses. Included with the residential adaptive reuse is the potential for an elderly retirement facility, or Institutional Residential use.

The original use of the building as a school was changed to house Civil offices, Council Chambers and a clinic. This was a difficult adaptive reuse and certain short cuts were made at that time which now have become recognized as costly in terms of inefficient use of the building as well as escalating maintenance costs.

Site

The very attractive ten acre site on the north side of Evanston contains mature trees and a park like setting which has been adopted by the surrounding residential area as a public park. Development of this site for other uses, while attractive, may not be feasible given the public perception of the site as a community and open space amenity.

However, to analyze all options some intrusions into the park have been considered. These range from the addition of a relatively small structure to house the Council Chambers; to the possible addition of elevator towers and possibly mechanical fan rooms; to the extension of a north wing to match the south wing; and, at the most extreme, to the development of a new Civic Center facility along the south border of the site and then the demolition of the existing building. This last option could actually increase the park land available to the community but would require a sensitive design and community involvement in its development.

Civic Center Use

With major renovation and rework of the building systems, the building can provide offices with an environment equal to class B office buildings, serviceable for the next twenty years. Proper space utilization will yield considerable space, depending on lay out options, for expansion and/or tenant use and income.

With this option we strongly recommend the construction of a satellite building to house the Council Chambers/public assembly spaces.

Residential Use

If the Civic Center was to relocate, the building's character and site make it physically attractive for residential development.

Its major physical drawback is that the height of the windows above the floor is too great for residential use. This could be solved by raising the floors. Residential use could utilize a horizontal plenum for plumbing runs and ventilation, and wood floors for living spaces. To meet code requirements, increased fire resistance of the floors is required and a new raised floor could accomplish that as well.

The same code requirements would compartment the building into 3,000 SF areas. While these could accommodate more than one apartment, the most attractive use of the building would be for large luxury units providing six per floor, or a total of twenty-four units with enclosed parking at the lower ground level.

However, this seemingly attractive adaptive reuse has a major drawback. To be attractive to a developer, sales prices for these large units would have to range between $300 to $500,000. Market analyses do not show a strong demand for this type of luxury unit in Evanston.

Institutional Residential Use

The building and site make institutional residential an attractive reuse of the facility. The window height is still an issue but it is not as critical for this use. Further, the requirement for compartmentalization and floor construction are not required for this use providing the building is fully sprinklered.

The existing floor plan and column structure with central double loaded corridor is a natural for this use. The remaining depth for one bedroom and/or studio units is also very workable. HVAC would be accomplished with individual units on the exterior wall. Plumbing alterations would be extensive but reasonably accomplished and the ground level could be used for kitchen, dining and support uses.

The feasibility of this use would have to be explored further utilizing the services of a retirement community developer. This kind of development is often subsidized by a not-for-profit organization.

The viability of this reuse for the building will depend on the ability of the City to find or develop suitable quarters elsewhere, and the ability of a developer to finance an institutional residential use.

Recommendations

SECTION 2 - B

Doyle & Associates

ARCHITECTURE - PLANNING - INTERIORS

Given the uncertainties of relocating the Civic Center to a new location and selling the property to a developer for residential or retirement housing, we offer two separate recommendations based upon maintaining the Civic Center functions at this site.

Construct New Facility (See Option 5 Plan)

Before this can be accepted as a viable recommendation, the City must determine that the historic and neighborhood values of the existing structure will not preclude this option.

PROGRAM AND COST

We recommend building a 68,000 gross square foot facility in the south half of the site, housing all of the functions currently on the site. A construction budget of between $13 and $14 million should be allotted. This would include razing the existing structure and landscaping of the demolished building's footprint.

Alternatively Evanston could build a new clinic, or house a new clinic in an existing structure nearer its served population. 16,000 GSFwould be required and a budget of $2.5 to $3 million required depending on the site or building found. The 52,000 GSF Civic Center project would then be budgeted between $10 and $11 million.

PHASING AND RELOCATION

No temporary relocation costs would be required with this recommendation. The new facility can be of low rise construction (one and two story) to relate to the scale of the surrounding residential area, and it could be built and occupied prior to the demolition of the existing facility. There are still moving costs.

SCHEDULE

A one year design phase could begin immediately followed by a two year bidding and construction phase, with occupancy in 2001.

Renovate Existing Facility (See Option 1 Plan)

CODE COMPLIANCE

The recommendation to meet life safety and other code violations requires obtaining a height variance, installing a complete building automatic sprinkler system, providing new controls and fire alarm systems, reconstructing the electrical room, correcting other electrical code violation corrections, and installing two new plumbing tiers providing accessible toilets at each floor.

HEATING, VENTILATION AND AIR CONDITIONING

The recommendation is to convert steam boilers to heating water and to provide automatic controls, replace the heat pump system with a variable volume type system with perimeter heating and a four pipe system allowing simultaneous heating and cooling.

The recommendation is to reconstruct the west half of the attic roof to allow use of the entire attic floor for mechanical space for air handlers, outside air and exhaust, pumps and other mechanical equipment, and provide two major air shafts vertically through the building. (A variation is to provide air handling space on each floor.)

NEW COUNCIL CHAMBERS

The recommendation is to construct a new satellite building of approximately 11,500 GSF containing the Council Chambers, public meeting areas and other support space. The location of this building would be either at the center of the facility or at the southern end..

VERTICAL CIRCULATION

The recommendation is to provide a new bank of two elevators, either at the north wing or at the center of the facility.

ADA ACCESSIBILITY

The recommendation is to provide a ramp to the south entrance from Ridge Avenue, or to provide accessibility from the west by utilizing the new Council Chambers building or the new elevator bank.

INTERIOR RENOVATIONS

The recommendation is to renovate each floor of the facility per the plan layout option selected after further schematic design.

PHASING AND RELOCATION

Phasing of the above recommendations is difficult, because of the lack of any space in Evanston to receive the temporary relocation of the offices. The following scenario appears feasible but will require further study and analysis:

1. Relocate the Clinic and Council Chambers and offices into new quarters and/or off site. Relocate all departments into the north half of the building or relocate off site to temporary housing.

2. Phase the above construction and building systems work by splitting the building vertically at the center entrance and performing the first phase work on all floors of the south half, maintaining services to the north half with temporary exterior connections.

3. Move all departments into the south half of the building and complete work on the north half. If the option to split the building horizontally for tenant spaces is selected, a second move of departments is required.

COSTS

Depending on the options selected, the construction costs for the above recommendation will vary from between $13.3 and $16.5 million. A breakdown of the major cost elements is included at the end of this study. Not included in the above figures are relocation costs or cost benefits from tenant rentals.

SCHEDULE

A fast track design process could allow construction to begin one year from the start of Schematic Design. A three year construction period should be anticipated.

Code Analysis

SECTION 2-C

Doyle & Associates

ARCHITECTURE - PLANNING - INTERIORS

Applicable Codes

Utilized in this analysis are the: 1996 BOCA National Building Code and the 1994 NFPA 101 Life Safety Code. BOCA Fire Prevention Code, Mechanical Code and the State of Illinois Plumbing Code and the National Electric Code were also consulted.

Occupancy Type

Four potential Use Group Classifications were analyzed for their requirements and limitations upon building type construction:

1. Use Group R - 2: Multiple Family Residential where each unit does not have an independent means of egress, nor a two hour fire separation from other units.
2. Use Group I - 1: Institutional Residential including Board and Care facilities, Convalescent facilities, for persons capable of responding to an emergency situation without personal assistance.
3. Use Group B, Business: including Civic Administration; Professional Offices; Outpatient Clinics; etc.
4. Use Group A - 3: "All buildings, or parts thereof, ...used...for the gathering ...of persons for purposes such as civic functions." with or without an auditorium, without a theatrical stage other than a raised platform, and principally used without fixed seating.

ACCESSORY USE

The fourth use group is necessary to include because if a room or space in an office houses more than fifty persons, that space cannot be considered as accessory and the building requirements (unless provided with a two hour floor/ceiling and fire area separation) must meet those of the Assembly occupancy.

Building Structure & Systems

SECTION 2-D

Doyle & Associates

ARCHITECTURE - PLANNING - INTERIORS

Building Construction and Condition

Original plans of the building were not available. Plans from the 1977 renovations and alterations provided the background for the following analyses.

SOUTH WING

The original four story plus basement school building at the south end of the site was constructed in the early 1900's. It has masonry bearing walls and wood floor construction additionally supported by steel pipe columns. The roof is supported on timber trusses.

MAIN BUILDING

A few years later a major addition was constructed along Ridge Avenue providing the present building configuration. The exterior is very similar in appearance to the original building and is also a bearing wall. However the floor construction is concrete over tile forming joists spanning between steel beams supported by steel columns. The roof is supported by steel trusses.

Floor to floor heights are generous with the first and third floor at 13'-5", the second at 15'-5", the fourth at 16'-0" and the ground level at 11'-11".

Interior partitions are non load bearing and mostly constructed of clay tile with plaster finish.

CONDITION

There are no signs of structural distress in the buildings with the exception of the ground level floor slab where it is suspected that a leaking sewer pipe has eroded the supporting soils and undermined the slab. Further investigation of this condition should be undertaken.

A new slate roof was installed and there have been ongoing problems with tile replacement and repair. This is coupled with damage caused to the gutter and drain system from loosened tile.

1977 ALTERATIONS

Minor structural changes were made in 1977. Most of the work involved removal of toilets and changing of building systems.

Building Systems

The systems installed in 1977 to change a non-air conditioned school building to an air conditioned office building were undertaken without full import of the costs required to successfully accomplish the conversion.

Primary among the many complaints was the inadequacy of the heat pump system and the escalating costs of maintenance and repair.

MECHANICAL CONTRACTOR INVESTIGATION

An initial investigation was made by DeHart Air Conditioning, a mechanical contractor well acquainted with heat pump systems. The prognosis was not good in that to obtain adequate ventilation and fresh air, the existing heat pumps would have to be replaced at considerable cost and little gain in efficiency or lower maintenance costs.

DeHart's recommendation was a new forced air system for heating and cooling, and would require a study by qualified engineers. Hinkle Engineering Inc. was employed to perform this investigation. A full study is beyond the scope of this feasibility study but could be commissioned simultaneously with the Schematic Design for the building renovation.

REPORT ON EXISTING CONDITIONS OF MECHANICAL, ELECTRICAL, PLUMBING AND FIRE PROTECTION SYSTEMS

A site visit to observe the existing mechanical and electrical systems was conducted on May 6, 1998 by Mr. David Hinkle and Dale Cook of HEI, accompanied by Carl Hunter of Doyle & Associates and Evanston Civic Center personnel Frank and Gene. The site visit was limited in time and scope.

The following observations were made:

GENERAL

The existing building was originally constructed around 1920. A major renovation was undertaken in 1977 and 1978 and the City of Evanston governmental offices moved in February 1979.

UTILITIES

Natural gas service is provided through contract purchases by the City of Evanston.

Electrical service is provided by the Commonwealth Edison Company. A franchise agreement allows the facility to pay a "Heat Rate" October 15 through May 15.

1. Two separate feeders provide power to the main building.
2. One separate feed is provided to the Boiler House.

Mechanical, Electrical, Plumbing, Fire Protection (MEPF) Existing Conditions

1. MECHANICAL HEATING

a. The existing mechanical heating system consists of two gas fired boilers located in a remote boiler plant. The boilers were installed in 1966 to replace original steam boilers. The boilers are in excellent condition and well maintained. Starting and stopping of the boilers is done manually. Safety shut off valves and gas vent pipes are installed per today's codes, the American Gas Association standards, the gas utility (North Shore Gas) and possible insurance requirements.

b. The existing boilers produce low pressure steam which is distributed to the building through direct buried piping. Recently, this piping has been partially replaced with a pre-insulated pipe for the steam and a new steel pipe for the condensate. Condensate return is produced by a vacuum pump system in the boiler house and condensate receivers and pumps throughout the building.

c. Control of the boilers is by a Heat Cycle system, with a sensor located at the far end of the third floor steam piping. This sensor cycles the boilers to maintain a minimum steam pressure in the system.

d. There are existing steam heating radiators along the outside walls. The heating of rooms is controlled by Honeywell valves at the perimeter radiators. **The steam condensate piping in the building is deteriorating and leaks are occurring more frequently.** The estimated life of steam condensate piping is over 50 years. The remaining life is very limited.

e. There is a steam to hot water heat exchanger located in the basement that provides hot water to the heat pump system. It is manually valved off to change from heating to cooling

2. VENTILATION

a. Outside air is introduced into the building by 100% outside air units, ducted to a distributed system of water source heat pumps. This system was installed during the major renovation in 1979. Toilet exhaust fans are in the attic.

b. Indoor air quality is not adequate. The 100% outside air units are not capable of being modified to introduce more than code required minimum outside air into the building. The outside air is ducted to each of the heat pumps.

c. There are no relief air fans to be used even if the outside air could be increased. Without some method to relieve the outdoor air, over pressurization of the building would result (doors would be standing open, whistling noises might be a problem, etc.).

d. There are periodic problems with the basement sanitary drainage under the corridor. It could be a leak that is eroding the space below the floor slab (the floor sounds hollow in places) and sewer gas is smelled by the building occupants occasionally.

e. The existing telephone equipment room has been modified to serve an additional building. The space needs improved ventilation and a dedicated air conditioning system.

3. AIR CONDITIONING (COOLING)

a. Cooling (and heating) of rooms and spaces is provided by a water source heat pump system. The water source heat pump system, installed in 1979, is a **very high maintenance** system. Units are taken out of service on a weekly basis. During our inspections, several units were presently out of service and being worked on.

i. The original heat pump manufacturer, Enercon, no longer makes this particular unit and parts for the units are almost impossible to obtain. Replacement parts are scavenged from units and older units have been purchased from other facilities when possible. Generally, the compressor and the coils are the most expensive parts to replace. (The compressor, and therefore the refrigerant, is in the air stream).

ii. The units are noisy.

b. The cooling source for the heat pumps is a cooling tower with multiple cells and fans located south of the main building. It is drained and winterized every winter.

c. Motors with more than 2 horsepower in size have generally been updated to energy efficient motors (93% efficiency.).

d. The "Parasol" Room is not air conditioned and there is no spare electrical capacity to provide it. (This assembly use is illegal in the building. See Code Analysis Section 2-C.)

4. TEMPERATURE CONTROLS

a. The existing temperature control system is pneumatic and is outdated and unreliable.

5. PLUMBING

a. No observations were made of the general plumbing systems. However, it was observed that there are existing plumbing and steam pipes running through the electrical transformer and distribution room. **This is a code violation and a safety hazard.**

b. There is an updated gas fired water heater. The water heater is a high efficiency full condensing type.

c. The basement Health Department laboratory needs separate water service for higher quality water.

6. FIRE PROTECTION

a. The building has a partial wet sprinkler system installed in the basement and a dry sprinkler system installed in the attic.

b. The fire protection system does not have proper Reduce Pressure Zone (RPZ) backflow preventers. There are no supervisory switches on the valves. This could be a serious problem if a valve was closed and a fire started.

A. Electrical

1. GENERAL SERVICE (CIVIC CENTER)

a. The main building is presently serviced by a high voltage utility company feed which originates from a manhole.

b. The utility company feed is routed underground to two (2) high voltage switches and service transformers. The two transformers service the two independent switchboards in the electric room.

c. The electrical room does not have sufficient clearances in front of the electrical equipment and is in violation of the National Electric Code (NEC).

2. DISTRIBUTION

a. The existing main distribution system consists of two services. One is an 800 amp 277/480 volt service which accommodates the building's general purpose power and lighting. The second distribution system is a 600 amp 277/480 volt and is dedicated to the heating system. Both distribution systems appear to be full to their rated capacity.

b. The existing fire pump is presently serviced from the general purpose transformer located outside.

c. The general building's main switchboard is protected by a 800 amp main bolted pressure switch, and the distribution section is switch and fuse type.

d. The building heating main switchboard is protected by an 600 amp main bolted pressure switch, and the distribution section is switch and fuse type.

e. Several small transformers were observed in the electrical room. These are used to reduce the voltage to 120/208 volt for the lighting and general purpose power requirements. These transformers are old and could contain P.C.B's.

f. The branch distribution system has been divided into various risers during past renovations. One is located in the center of the building and other is located at the north end of the building. The distribution in the center of the building is beyond capacity and in bad condition.

3. BOILER HOUSE:

a. The boiler room is presently serviced from a utility company vault which is located on the south side of the building. The apartment located above the boiler room is also serviced from the same source.

b. The existing boiler room distribution panel is 200 amp, 120/208 volt, 42 circuits.

c. The apartment feed appears to 60 amps. We could not determine the voltage from our visual inspection because the vault was locked.

d. The existing distribution is in good condition and does not appear to be in violation of the building codes.

4. CLINIC:

a. Based on our visual inspection, a grounding system was not present and in violation of the NEC. No ground fault receptacles were observed.

5. TELEPHONE:

a. A new UPS backup system has been provided on the 4th floor. A new telephone system and switch is required, and is anticipated to be a major investment in the new future.

I. RECOMMENDATIONS

A. GENERAL

1. A more detailed engineering study needs to be undertaken when the potential uses of the building are more clearly defined. During the schematic phase of the final design, a life cycle cost analysis of the various alternative mechanical systems should be performed. The anticipated use of the building will affect the type of mechanical systems studied due to possible different usage times, patterns, ventilation needs, potential interior cooling load, etc. This will also affect the electrical service and distribution sizing.

2. The existing mechanical heating, ventilating, and air conditioning (HVAC) systems are in need of major changes. Too much time and money is being spent on the maintenance of the heat pump system for the level of comfort returned. The heat pump system is not conducive to using outside air for "free" cooling. While the heat pump system allows simultaneous heating and cooling in multiple zones or exposures, it is limited in its flexibility to expand. The noise and maintenance interruptions are a nuisance to the building occupants.

3. Depending upon the future use of the building it may be necessary to allocate more space for floor by floor air handling systems with improved outside air capabilities.

B. MECHANICAL

1. General - Replace the heat pump system.

2. Heating - The boiler house and the boilers are in excellent condition and should be retained "as is" with the exception of improving the controls for full automatic operation. Conversion of the steam boilers to heating water boilers should be investigated. A four pipe heating and cooling system should be investigated. This would provide simultaneous heating and cooling if required, and allow for an efficient method of energy transport.

3. Ventilation - Improve the capability to use outside air for "free" cooling and improved ventilation.

4. Air Conditioning - Install new air handling systems on a floor by floor basis, possibly zoned by wing and/or exposure. The air handlers should be variable volume type systems with perimeter heating, possibly hot water fin tube radiation. An estimated cost for this type of system is $10.00 to $15.00 per square foot. For this building of about 100,000 SF, the cost would be $1,000,000 to $1,500,000, depending upon phasing and demolition costs.

5. Plumbing - Upgrade for ADA compliance.

6. Fire Protection - Install a complete wet sprinkler system throughout the building. Estimated costs for this work would be about $2.00 per square foot for the distribution system on each floor, plus controls,pumps and service/water supply.

C. ELECTRICAL

1. Correct all electrical code violations.

2. Based on our visual inspection, a complete new emergency system should be installed, complete with an automatic transfer switch.

3. Re-construct the main electrical equipment room to comply with building codes. Increase the service size to allow for more expansion to serve modern office technology equipment. The estimated cost for this work is between $250,000 and $350,000.

4. Address and revise the fire alarm system in compliance with all ADA requirements.

5. Evaluate condition of site lighting system.

EXISTING Program & Building Usage Analysis

SECTION 3

City of Evanston
Civic Center 2000 +

FEASIBILITY ANALYSIS

Doyle & Associates

ARCHITECTURE - PLANNING - INTERIORS

JULY 10, 1998

SUMMARY

Existing Space Plan is substandard

- 13,000 Square Feet of gross floor area is under utilized
- Public Image is negative
- Unnecessary Security Risks
- Travel distances are too long
- Reception Areas are excessive
- Departments are fragmented
- No Master Plan or 5 Year Development Plan is in place.

Work Area sizes and furnishings are inappropriate

- 122 Private and Semi-Private Offices for 11 Departments is obviously excessive. This:
  1. Creates management problems.
  2. Adds to mechanical costs.
  3. Adds to electronic wiring costs.
  4. Impedes flexibility and change.
- Existing desk and file components at non-management levels hinder work performance, paper management and computerization.
- Too many offices have meeting tables which cannot be used by other staff.

Support Services

- Reception Areas are not centralized. The quantity of them is excessive. Almost every door opening off the main corridors creates a reception point.
- Support Areas are poorly located and under utilized.
- Toilet Facilities are poorly distributed, substandard in quality, and do not meet ADA.
- Conference and Multi-Purpose Rooms are under utilized.
- Storage areas, rooms, and closets are under utilized.
- Storage rooms are located in Prime Office Areas.
- Copier and printing equipment is duplicated and not centralized.
- Attic storage is used inappropriately and is lacking appropriate storage systems.

Analysis

SECTION 3-A

Doyle & Associates

ARCHITECTURE - PLANNING - INTERIORS

Typical Corridor Circulation

Not only is excessive square footage used for these corridors, there is also the cost for:

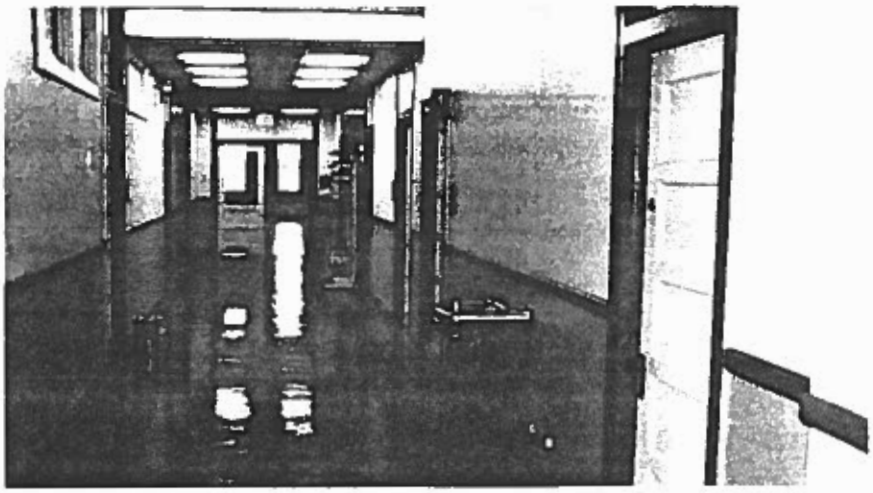
- Heating and cooling
- Maintenance

They are not an amenity for the users. For the departments and staff, the corridors are:

- Long travel distances
- Splitting up Departments
- Making each corridor door a potential reception point
- A security problem. The area they occupy is too large to monitor, and they give the public access to every part of the building.

For the Civic Center user these corridors:

- Provide long travel distances.
- Make way finding difficult. The corridor lengths preclude effective signage.
- Users expect this type of corridor length in schools, malls, and airports - not in Civic Centers.
- Make a negative first impression. Visitors cannot be greeted and assisted by public service staff.



Offices: Internal Circulation

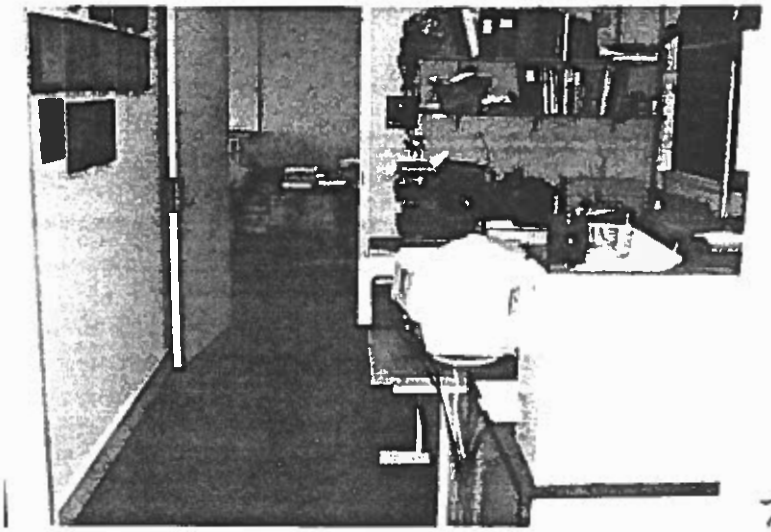
Circulation within the office zones:

- Is circuitous, non-linear and inefficient.
- Is disruptive to most staff who do not have private offices. This leads to the majority of staff wanting a private office so that they can get their work done.

Office Furniture

The existing office furniture is a collection of mismatched pieces accumulated over decades.

- It does not provide adequate paper management: files, drawers, overbins, and shelving.
- Flexible systems are needed to handle advancing electronic technologies. The only wiring is in walls - electronic needs are currently served by exposed cables and extension cords.
- Since there are few modular furniture partitions to provide privacy, staff is continually disrupted and all paperwork is on view.
- Again, staff members aspire to private offices to solve their work environment problems.



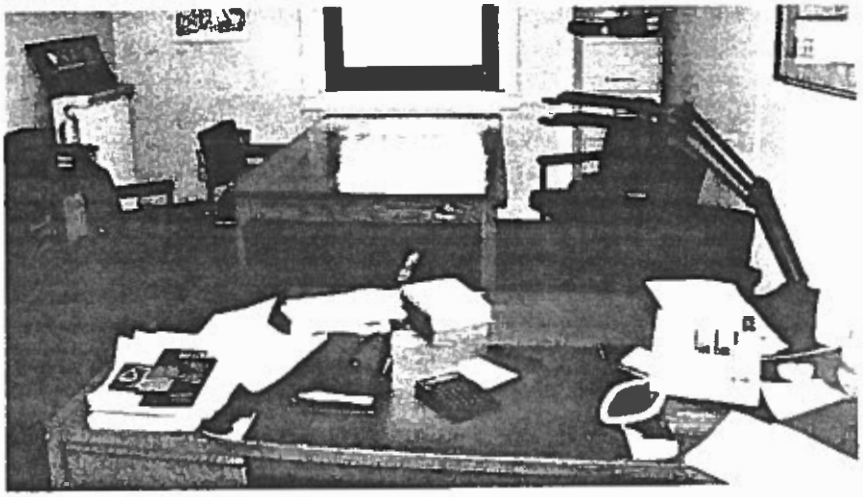
Office Conference Areas

The most frequent space request by all departments is for meeting and conference areas. Too many of these areas are within private offices:

- They cannot be used by others.
- This square footage is obviously under-utilized.
- This square footage is unnecessarily used to denote status.

It is important to meet these needs. Common meeting rooms:

- Remove disruptive visitor traffic from work areas.
- Facilitate interaction and management.
- Serve as work areas for special projects and outside consultants.

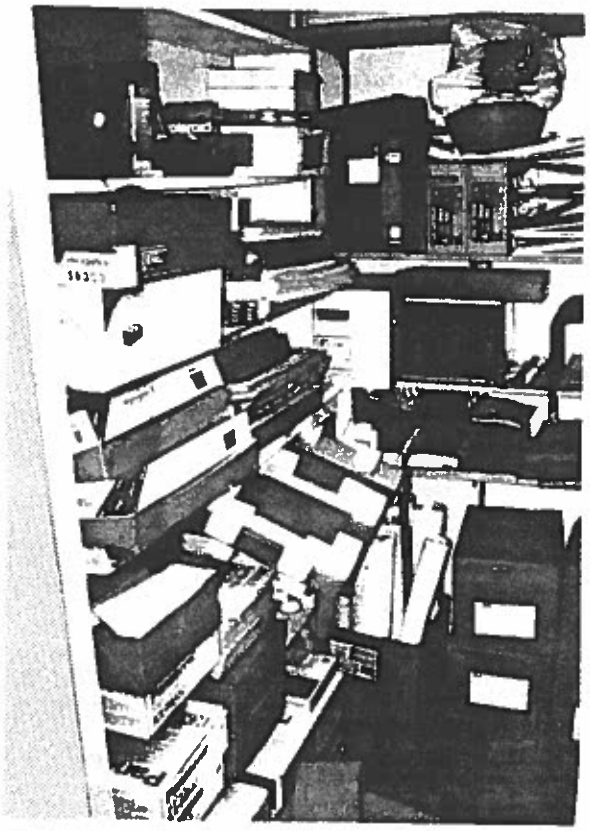


Storage on Office Floors

Valuable, potential work area space is lost every time storage is location on a prime office area floor.

Storage in these areas should be minimal, highly organized, and limited to frequently used supplies and equipment.

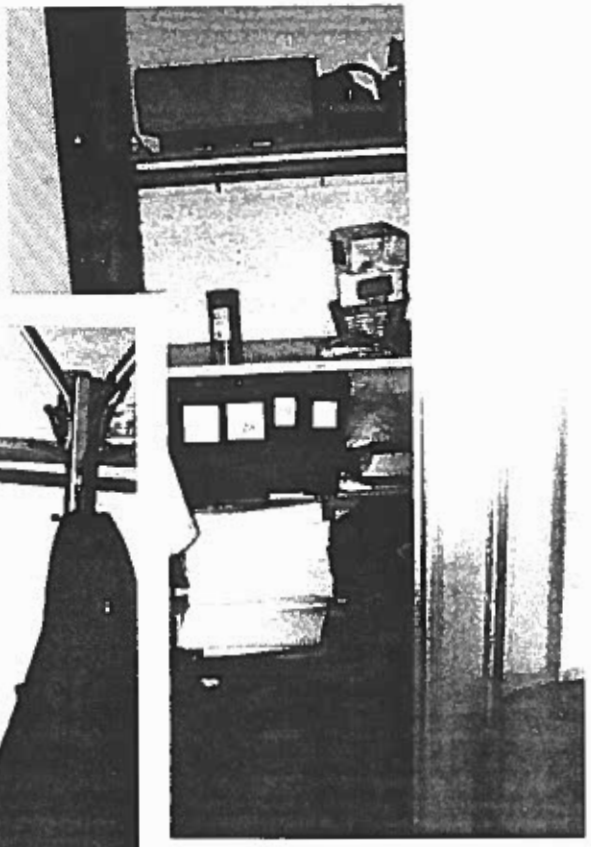
Paper and record storage should be handled with appropriate paper management systems.

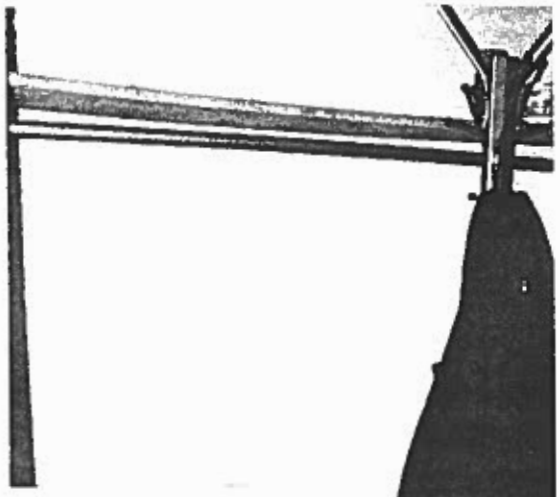


Closets

The closets in the CivicCenter are the old-fashioned deep, narrow ones.

They don't work in homes; they are even more ineffective in an office environment.





Attic Storage

The CivicCenter has an amenity that would be coveted by any office or institution: an entire floor where inactive storage is the best use.

The alternative is off-site storage and time consuming file retrieval.

In its present state, this valuable asset is not effectively utilized.

Property Value is not recognized by Users

REDUCE OPERATIONAL COSTS
REDUCE PER PERSON AREAS

The following analysis recognizes the existing building as a prime piece of real estate, and treats the usage of space accordingly, using standards that apply to office buildings at class A or B market level. The impact of this approach is that every square foot of a building has not only market value, but also represents both operational and maintenance costs to the owner. There is no "free space" - it is in the best interest of the owner to maximize the use of every square foot of the building.

Public Image and Security Problems

Two major goals are: ADA accessibility and responsible use of public funds. To these two objectives the Evanston Civic Center is at the extreme.

INCREASE SECURITY
IMPROVE MAIN ENTRY RECEPTION
CENTRALIZE RECEPTION AREAS

Offices are so accessible that there is potentially a very serious security problem. There is an excessive number of staff who serve as receptionists, and there are many staff who are unnecessarily interrupted because their offices are accessible to the public. The perceived value to the public of this accessibility is questionable. The building is not user friendly - people are neither greeted or directed when they enter the cavernous lobby. Reception areas should be centralized; this will better serve both the public, and the staff. The public will not have to walk corridors looking for departments, and the staff will not be interrupted by inquiries. Finally, the vulnerability to theft, assault, or worse, is greatly reduced.

REPLACE EXISTING FURNITURE

The low budget image of used, dated, and mismatched furniture systems does initially convey that public funds are not being used frivolously. The bottom line, however, contradicts this. The amount of time lost by staff who do not have functional work spaces offsets the savings realized with this old furniture. The public perception of value is also reduced by the number of staff visibly walking around rather than productively producing at efficient work stations.

REDUCE TRAVEL DISTANCES

The desire of conveying a public image of cost consciousness may be entirely defeated by the user's first impression of the building's luxurious exterior and grounds.

Public Image

NOT WELCOMING
NOT USER FRIENDLY
WASTED SPACE
INEFFICIENT WORK AREAS

The two main areas of consideration are accessibility and responsible use of public funds. To these two objectives the Evanston Civil Center is at the extreme...

The desire to convey a public image of cost conscientiousness may be entirely defeated by the user's first impression of the building's luxurious exterior and grounds.

Existing Space not valued appropriately

REVIEW BUDGETING PROCESS
COMMUNICATE VALUE OF SPACE
MANAGE USE OF SPACE

The existing FF&E (Furniture, Fixtures, and Equipment) is a dispirit collection of components accumulated over decades, yet only one manager expressed a need for new furniture. Managers are not motivated to solve the problems created by non-functional furniture: they are judged by budget performance. They are encouraged to submit budgets which show only a nominal increase over the prior year, and they work to stay within these approved budgets. This leaves no vehicle for them to consider major purchases, like furniture.

MORE SPACE IS NOT A SOLUTION

The managers try to resolve their functional problems by requesting more space because it's free, at least with respect to departmental budgets. Despite the abundance of space, almost every manager requested more space. They do not think in terms of furniture to resolve their problems. Only one department requested additional file cabinets despite the fact that in nearly every department paper and file boxes are piled everywhere. They believe that private offices are a solution for acoustical and privacy needs. Again, offices are free; acoustical paneled work stations, which would also solve these problems, are not.

INEFFICIENT USE OF ATTIC STORAGE

SUPPORT AREAS ARE UNDERUTILIZED

The abundance of space has also created other problems. Space is undervalued and not appreciated by staff. There is not only little effort made to maximize its utilization (closets with two coats, or file boxes stacked horizontally rather than laterally), there is also reluctance to travel to use other amenities. Departments are requesting meeting rooms because they perceive the Parasol Room as "too far away" in this elevatored building.

INEFFICIENT USE OF ATTIC STORAGE

The attic space is a major asset that would be coveted by agencies that currently rent off site storage facilities for files. At the Civic Center, some managers are proud that they have never been to the attic where their files are stored.

Existing Space Planning is Inefficient

The existing Space Plan is driven by two major factors: the current budgeting process and short term solutions. This results in many spatial inefficiencies:

PRIVATE SPACES IN PUBLIC AREAS

1. The lower floors of the building contain departments and functions with nominal public interface.

PLAN IS NOT ADAPTABLE TO CHANGE

2. As departments expand, they use the nearest available space which is rarely contiguous to their existing space.

TURRET OFFICES DISRUPT CONTINUITY

3. Within floors, the driving organizational concept is that senior management offices occupy the turret spaces. While this makes sense in that these are the nicest spaces, it is very disruptive to most floors' organization. By fixing the turret spaces as management nodes, the departments are clustered around these node points. When they don't fit, they become fractured.

PROFESSIONAL SPACE PLANNING IS LACKING

No significant professional space planning has been done since the building's occupancy 19 years ago. As departments grow or evolve space is juggled; walls are rarely reconfigured, much less removed. The departments are currently

comprised of over 160 separate spaces. This excessive compartmentalization dramatically increases the amount of building area used for circulation. This format is also counter productive to management; it discourages departmental evolution and flexibility.

Space planning is needed every five years.

Management Issues

REDUCE INTRA-DEPARTMENT CROSSOVERS

There are a number of departments which do not have significant public interface. The departments, whether in this building or another, could be programmed much more efficiently if these crossovers were reduced. These crossovers include:

LIQUOR LICENSES

1. Liquor licenses: Presently three different departments interface with the public on liquor licenses: Finance, Budget and Building Department. Ideally interface would occur between the departments via computers, with only the Building Department (which meets with the public for many other functions) maintaining public contact.

I.S. TRAINING
GEO DIVISION

2. Budget and I.S. has nominal public interface, except for its relatively new GEO map department. While it may seem to be a natural outgrowth of this department which manages the overall computer systems, it introduces the public into a department where it does not belong. Budget & I.S. anticipates that as the GEO division develops, more of the public will use it. We suggest that the GEO division be moved over to Community Programs (Building and Zoning) because it also relates to public research on zoning and planning issues.

MISCELLANEOUS PERMITS

3. The City Manager not only meets with senior level public visitors, but also handles loudspeaker, film, café, and farmers' market permits. This introduces random foot traffic into the inner sanctum of management. It would make more programming sense if these miscellaneous permits were handled by the City Collector which would programmatically be most accessible to the public.

RESTAURANT PERMITS

4. The Health Department's only interface with the other departments (other than senior management, i.e. City Manager and Corporation Counsel) is with Community Programs on restaurant permits. It would make more programmatic sense if this interface was limited to the computer.

Office Allocations

90 EXISTING PRIVATE OFFICES

32 EXISTING SEMI-PRIVATE OFFICES

EXCESSIVE REQUESTS FOR PRIVACY, QUIET, ETC.

MORE OFFICES ARE NOT THE SOLUTION.

The number of private offices in the existing layout is excessive with ninety private offices serving eleven departments. In keeping with other Civil and governmental agencies, we recommend that offices be limited to Director / Manager level.

1. Permanent office walls impinge on flexibility. This is evidenced by the present inefficient usage of space, and leads segmenting of divisions within departments. This problem is exemplified by Budget/LS. which has three non-contiguous zones on the fourth floor.
2. When managers were questioned why they were designating offices for certain staff levels, they explained that there was a need for "privacy", "creative thinking", "confidential materials", "quiet", or because the individual met with others which would disturb the surrounding staff. These are all issues that are resolved by proper space planning without the use of private offices.
   - A. Centralized reception areas will eliminate traffic through private work zones.
   - B. Work spaces with appropriate storage will reduce staff traffic to and from adjacent storage areas for files, reference materials, etc.
   - C. Work stations will have acoustical sidewalls which will greatly reduce the noise level within the work areas.
   - D. Relocating small conference areas out of offices into rooms accessible to all will enable many more meetings to take place in conference areas rather than restricted office areas.
   - E. Uniformity of work areas and delegated distribution of offices will reduce management problems with respect to:
     1. Competition for space: staff members compete to

express their hierarchy by taking over additional space.

2. Staff also expresses hierarchy by commandeering furnishings (side tables, bookcases) etc. to expand the impact and size of their work area.

- A valid reason which was never mentioned was that a person should have an office because of their tenure, and the manager's desire to keep them on board.

Support Areas

CONFERENCE ROOMS UNDER UTILIZED

Naturally, many Departments expressed the need for Conference Rooms and more large function meeting Rooms. Ironically, the facility already has an excellent set up for both of these. The Parasol Room is especially underutilized. Presently, Departments reserve both the communal Conference Rooms on the Second Floor and the Parasol Room on the Fourth floor through Facilities Management. The utilization of Support Areas like these could be maximized if they were managed by the City Management Department who has the power to work with departments in structuring their programs.

Toilet Rooms

POORLY DISTRIBUTED
DO NOT MEET ADA
NEED RENOVATION
LOCATIONS ARE A SECURITY PROBLEM

The existing toilet rooms are not worth refurbishing, or making ADA accessible. They are also poorly located: floors typically do not have both a men's and a women's facility, and existing locations tend to maximize travel distances for both public and private users. Many of the locations are not accessible to the public, and some of them pose security hazards in out of the way areas. We recommend that a new plumbing core be put through the building so that there are centralized, ADA-accessible toilet rooms on all the floors with a fixture count appropriate for both public and private use.

Supply Management

SUPPLIES NOT CENTRALIZED

Currently office supplies are not centrally stored. Each department has its own storage area. We recommend that supplies be centralized and controlled, and that supply storage within departments be sized in proportion to what a department typically accesses weekly.

Coat Closets

CONFIGURATIONS NOT USABLE

Even when there is a coat closet within a department, it is never effectively utilized for the storage of coats. We recommend that closets be located either at department entry areas or break areas. Closets should be adequately sized to accommodate both guest and staff needs.

Floor Area Utilization Analysis

SECTION 3 - B

Doyle & Associates

ARCHITECTURE - PLANNING - INTERIORS

Tare

If the existing spaces were layed out to meet industry standards of efficiency, approximately 13,000 additional square feet of space would be gained.

Presently, an estimated 43,250 square feet is used for circulation and support areas: this is almost half the area of this 92,000 square foot building: this yields an existing tare of 1.89. The existing layout has a 1.67 tare for the common area centralized hallways and toilet rooms. The layout should have at least a 1.67 Tare for both these items AND the circulation within the departments.

A 1.67 Tare Ratio has safety factors built into it to cover different building configurations and column layouts. This ratio also applies more directly to private sector corporate clients. Public sector projects typically achieve tare ratios fifteen to twenty-five percent below 1.67.

** TARE: Tare is an industry standard multiplier used to calculate gross square footage projections. Gross Square footage includes corridors, support areas, mechanical, etc.*

Area per person

Within the departmental office areas, there is an average of 317 square feet per person. Using a 1.67 tare, this number should be 234 square feet per person. Existing square footage per person ranges from a high of 468 in Corporation Counsel to a low of 83 in Public Works.

The Concept Plans in Section 4 illustrate that areas ranging from 145 to 194 square feet per person can readily be achieved in this building. Our initial premise was that the existing corridor configuration and shallow side bays left over from the original school layout would be the main reason for the building's layout inefficiencies. The Concept Plans prove this premise wrong; the building's configuration, corridors, and column layout are very adaptable to office layouts.

Area Calcualtions

The following pages contain the area calculations from which the preceding information is drawn. The reader is reminded that for the sake of these calculations, gross area for departments excludes the building's central corridors and general support areas, but does include intra-departmental circulation which has been estimated at 20 %.

All Program Areas are grouped together: Civic departments and tenant spaces. All support spaces are grouped together. The Clinic and Council Chambers are treated as separate program areas as offices are not their primary function.

The attic level is not included in this analysis as it is not a potential office area.

1 - SUMMARY OF EXISTING BUILDING USAGE

Ground Floor	59%	10846
1st Floor	69%	12649
2nd Floor	72%	13276
3rd Floor	70%	12915
4th Floor	66%	12099
Gross Department & Tenant Gross Area: Subtotal 1	**67%**	61785
Ground Floor	17%	3145
1st Floor	2%	432
2nd Floor	9%	1740
3rd Floor	1%	264
4th Floor	18%	3266
Support Area: Subtotal 2	**10%**	**8847**
Ground Floor	24%	4409
1st Floor	29%	5319
2nd Floor	18%	3384
3rd Floor	28%	5221
4th Floor	16%	3035
Circulation: Subtotal 3	**23%**	**21368**

2 - SUMMARY OF EXISTING PROGRAM AREAS

Note Includes Department Areas with related support & circulation areas
Does NOT include Clinic, Council Chambers, or Tenants

1st Floor	18400	
2nd Floor	4869	
3rd Floor	18400	
4th Floor	17967	
	59636	Square Feet

Total Personnel in these Areas

174	
14	(1st Floor Human Services without Clinic)
188	

317	**Existing Square Footage per Staff Person**
	versus
234	Industry standard w/ 0.67 Tare
145 to 194	with 172 average per Section 4 Concept Plans
182	Per Concept Plan with same Corridors

3 - TARE CALCULATIONS FOR EXISTING LAYOUT

	Building Total Area		92000
	Existing **GROSS** Program Area		61785
>>>	Tare Factor	67%	30893
	Projected Gross Program Area		**92678**

<<Existing Building Layout Hallways Require 0.67 Tare Factor

Estimated Department Tare for Circulation within the Departments

20% of Gross	12357	Intra-Department Circulation
67%	30893	Inter-Department Circulation & Support
47%	**43250**	**Existing Tare**

~13000 square feet over 1.67 Tare Standard

Floor Area Utilization:
PER FLOOR - 2

Department	% of Floor	Floor Subtotal	Office	Storage	Tenant	Other	Notes
Ground Floor							
Health & Human Services		10846	6650	690		3506	Other: Clinic Areas
Gross Area: Subtotal 1	**59%**	**10846**					
Mech & Maintenance		2735				2735	Includes maintenance and storage areas
Toilet Rooms		410				410	
Support Area: Subtotal 2	**17%**	**3145**					
Vertical Circulation		1026				1026	
Horizontal Circulation		3383					
Circulation: Subtotal 3	**24%**	**4409**					
Ground Floor Total:	**100%**	**18400**					Typical Dept. Program Area: N.A. (Clinic Level)

1st Floor							
Facilities Mgmt		624	448			176	Other: Switchboarrd & Mailrm
Finance		2530	1078			1452	Other: Collector's Office
Health & Human S		2120	2120				
Human Relations		620	620				
Human Resources		1390	1290	100			
Parks, Forestry, Rec		5365	4980	385			
Gross Area: Subtotal 1	**69%**	**12649**					
Toilet Rooms		432				432	
Support Area: Subtotal 2	**2%**	**432**					
Vertical Circulation		1767				1767	
Horizontal Circulation		3552					
Circulation: Subtotal 3	**29%**	**5319**					
1st Floor Total:	**100%**	**18400**					Typical Dept. Program Area: 100% = 18,400

Floor Area Utilization:
PER FLOOR - 3

Department	% of Floor	Floor Subtotal	Office	Storage	Tenant	Other	Notes
2nd Floor							
Alderman		620			80	540	
Assessor		350	350				
CC Library		570	570				
CC Waiting Area		820					
Council Chambers		2032		192		1840	Note: Stg is Mechanical
Mayor's office		442					
Meeting Rms		2770				2770	
Rental Tenant		5552			5552		Leckotek & Szakowski
Women Voters		120			120		
Gross Area: Subtotal 1	**72%**	**13276**					
Vending / Eatery		1230				1230	Vending: 310 & Eating: 920
Toilet Rooms		510				510	
Support Area: Subtotal 2	**9%**	**1740**					
Vertical Circulation		1780				1780	Department Program Areas:
Horizontal Circulation		1604					Meeting Rooms 2770
Circulation: Subtotal 3	**18%**	**3384**					Vending 1230
							Pro-Rated Circulation 869
2nd Floor Total:	100%	18400					4869

3rd Floor							
Budget - IS		675	675				
Community Devlpmt		10320	9750	570			
Public Works		1920	1920				
Gross Area: Subtotal 1	**70%**	**12915**					
Toilet Rooms		264				264	
Support Area: Subtotal 2	**1%**	**264**					
Vertical Circulation		1172				1172	
Horizontal Circulation		4049					
Circulation: Subtotal 3	**28%**	**5221**					
3rd Floor Total:	**100%**	**18400**					Typical Dept. Program Area: 100% = 18,400

Floor Area Utilization:
PER FLOOR - 4

Department	% of Floor	Floor Subtotal	Office	Storage	Tenant	Other	Notes
4th Floor							
Budget - IS		3573	3573				
City Manager		1905	1465	440			
Corporation Counsel		1870	1290	580			
Council Chambers		215				215	Control Room
Finance		4356	3501	855			
Rental Tenant		180	180				
Gross Area: Subtotal 1	**66%**	**12099**					
Parasol Rm		2846				2846	Incl 250 Kitchen & 250 Stg
Toilet Rooms		420				420	3481
Support Area: Subtotal 2	**18%**	**3266**					
Vertical Circulation		1274				1274	4540
Horizontal Circulation		1761					
Circulation: Subtotal 3	**16%**	**3035**					
4th Floor Total:	**100%**	**18400**					Typical Dept. Program Area: 100% = 18,400

Floor Area Utilization:
PER FLOOR - 5

Department	Staff #	Area per person	% of Bldg Area	Sq Ft Subtotal	Office	Stg	Tenant	Other	Notes
1-Human Services & Clinic									
Ground Floor Clinc				10846	6650	690		3506	Other: Clinic Areas
1st Floor Offices				2120	2120				
	56	**NA**	**14%**	**12966**					
2-Human Resources									
1st Floor Offices				1390	1290	100			
	9	**154**	**2%**	**1390**					
3-Human Relations									
1st Floor Offices				620	620				
	6	**103**	**1%**	**620**					
4-Facilities Management									
Ground Floor Maintenance				2735				2735	Incl maintenance Stg Areas
1st Floor Offices				624	448			176	Other: Switchbrd & Mailrm
	9	**NA**	**4%**	**3359**					
5-Parks, Forestry & Recreation									
1st Floor Offices				5365	4980	385			
	22	**244**	**6%**	**5365**					
6-Public Works									
3rd Floor Offices				1920	1920				
	23	**83**	**2%**	**1920**					
7-Community Development									
3rd Floor Offices				10320	9750	570			
	49	**211**	**11%**	**10320**					
8-City Manager									
4th Floor Offices				1905	1465	440			
	10	**191**	**2%**	**1905**					

Floor Area Utilization:
PER USER - 6

Department	Staff #	Area per person	% of Bldg Area	Sq Ft Subtotal	Office	Stg	Tenant	Other	Notes
9-Corporation Counsel									
4th Floor Offices				1870	1290	580			
	4	**468**	**2%**	**1870**					
10-Budget & I.S.									
3rd Floor Offices				675	675				
4th Floor Offices				3573	3573				
	20	**212**	**5%**	**4248**					
11-Finance									
1st Floor Collectors Office				2530	1078			1452	Other: Collector's Office
4th Floor Offices				4356	3501	855			
	21	**328**	**7%**	**6886**					

NON - DEPARTMENTAL BUILDING FUNCTIONS

12-Council Chambers							
2nd Floor Council Chambers		2032		192		1840	Note: Stg is Mechanical
4th Floor Cable Room		215				215	Control Room
2nd Floor Aldermanic Library		570	570				
2nd Floor Waiting Room		820					
2nd Floor Mayor's Office		442					
	4%	**4079**					
13-Tenant Spaces							
2 Women Voters		120			120		
2 Alderman		620			80	540	
2 Assessor		350	350				
2 Rental Tenant		5552			5552		Leckotek & Szakowski
4 Rental Tenant		180	180				
	7%	**6822**					

TARE AREAS

14-Support Spaces					
2 Meeting Rms		2770	2770		
2 Vending / Eatery		1230	1230	Vending: 310 & Eating: 920	
4 Parasol Rm		2846	2846	Incl 250 Kitchen & 250 Stg	
0 Toilet Rooms		410	410		
1 Toilet Rooms		432	432		
2 Toilet Rooms		510	510		
3 Toilet Rooms		264	264		
4 Toilet Rooms		420	420	8882	
	10%	**8882**			
15-Circulation					
0 Horizontal Circulation		3383			
1 Horizontal Circulation		3552			
2 Horizontal Circulation		1604		Meeting Rooms	2770
3 Horizontal Circulation		4049			
4 Horizontal Circulation		1761			
0 Vertical Circulation		1026	1026		
1 Vertical Circulation		1767	1767		
2 Vertical Circulation		1780	1780	Department Program Areas:	
3 Vertical Circulation		1172	1172		
4 Vertical Circulation		1274	1274	8213	
	23%	**21368**			

92000 Building Area Total without Attic

Floor Area Utilization:
PER USER - 8

Compartmentalization of Space

	Private Offices	Semi-Private Offices	Other Defined Spaces	Total Compart-ments
Ground Floor	21	7	22	50
1st Floor	29	7	15	51
2nd Floor			24	24
3rd Floor	18	10	25	53
4th Floor	22	8	22	52
	90	**32**	**108**	**230**

Existing Floor Plans

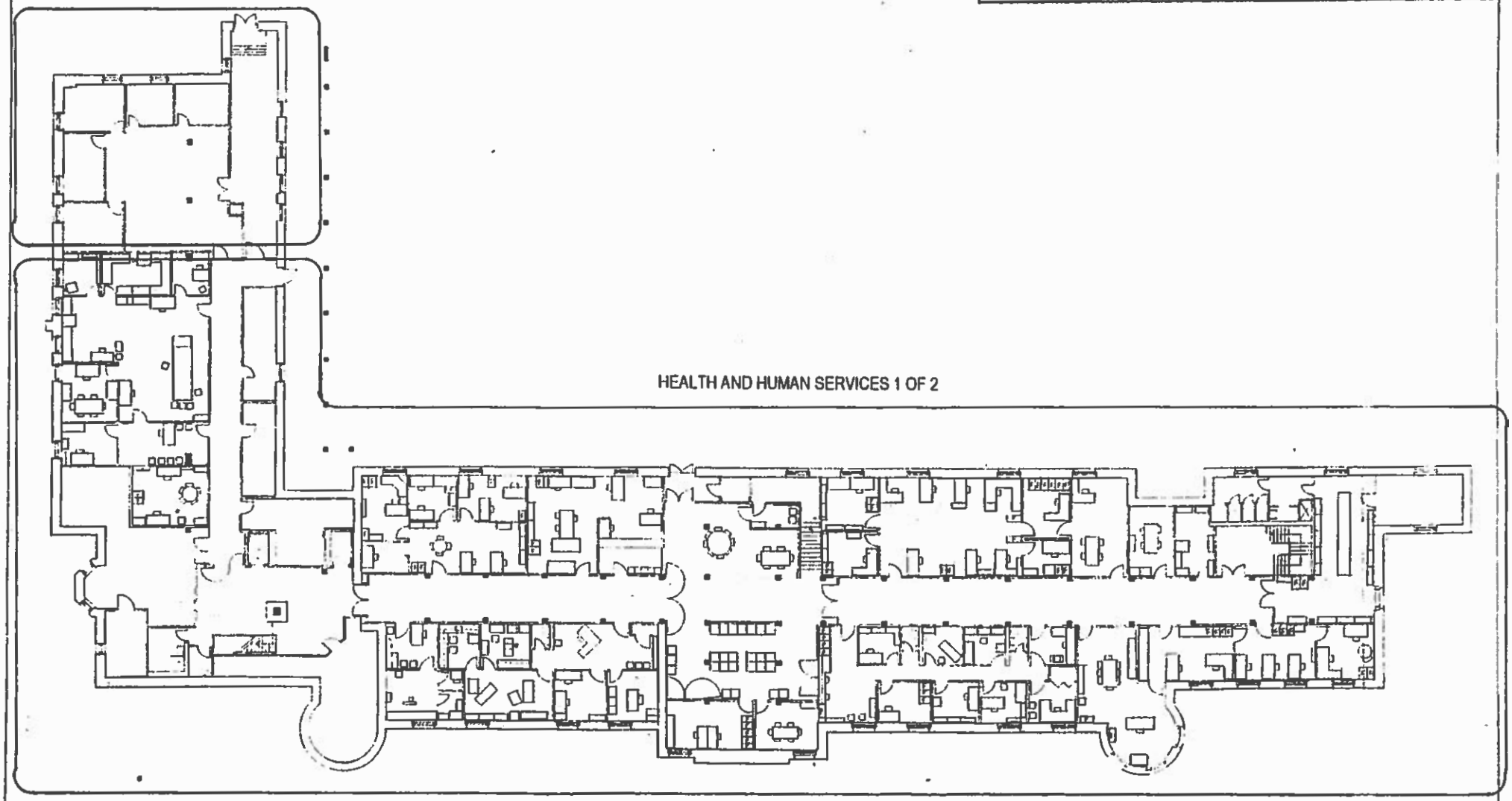
SECTION 3 - C

Doyle & Associates

ARCHITECTURE - PLANNING - INTERIORS

	Private Offices	Semi-Private Offices	Other Defined Spaces	Total Compart-ments
Ground Floor	21	7	22	50

MECHANICAL

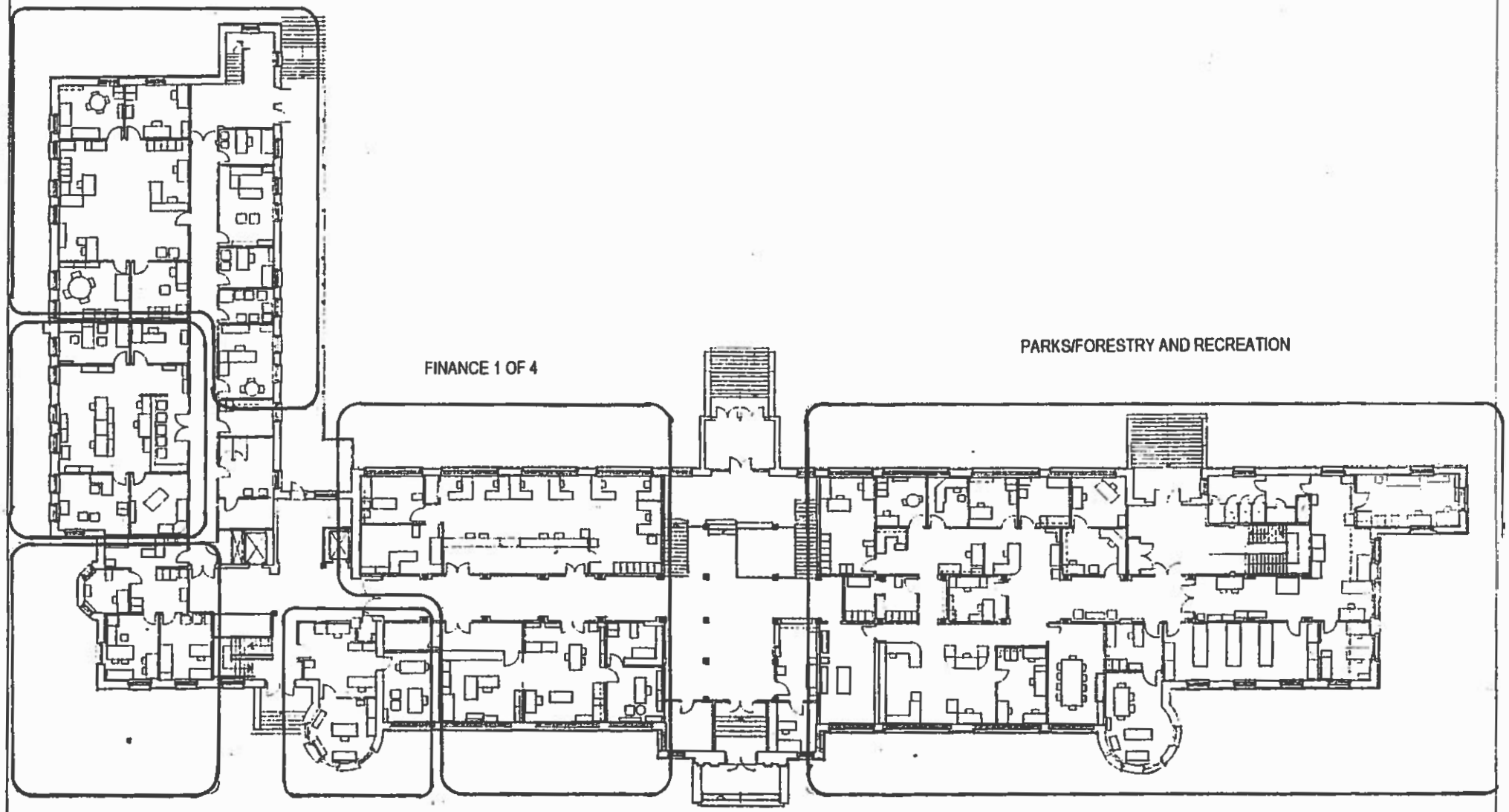


EVANSTON CIVIC CENTER

2100 RIDGE AVENUE
EVANSTON, ILLINOIS

GROUND FLOOR PLAN

	Private Offices	Semi-Private Offices	Other Defined Spaces	Total Compart-ments
1st Floor	29	7	15	51

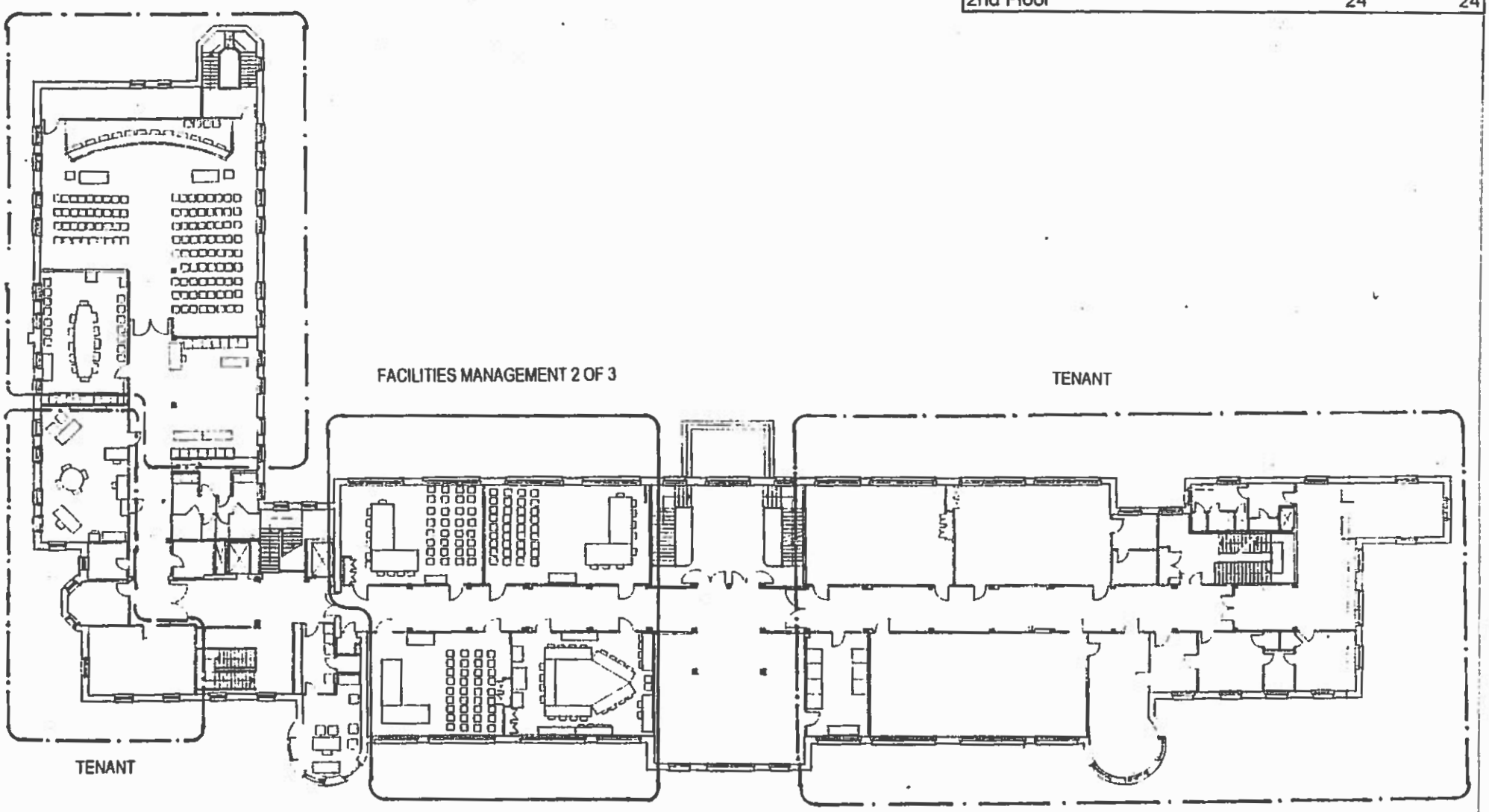


EVANSTON CIVIC CENTER

2100 RIDGE AVENUE
EVANSTON, ILLINOIS

FIRST FLOOR PLAN

	Private Offices	Semi-Private Offices	Other Defined Spaces	Total Compart-ments
2nd Floor			24	24



EVANSTON CIVIC CENTER

2100 RIDGE AVENUE
EVANSTON, ILLINOIS

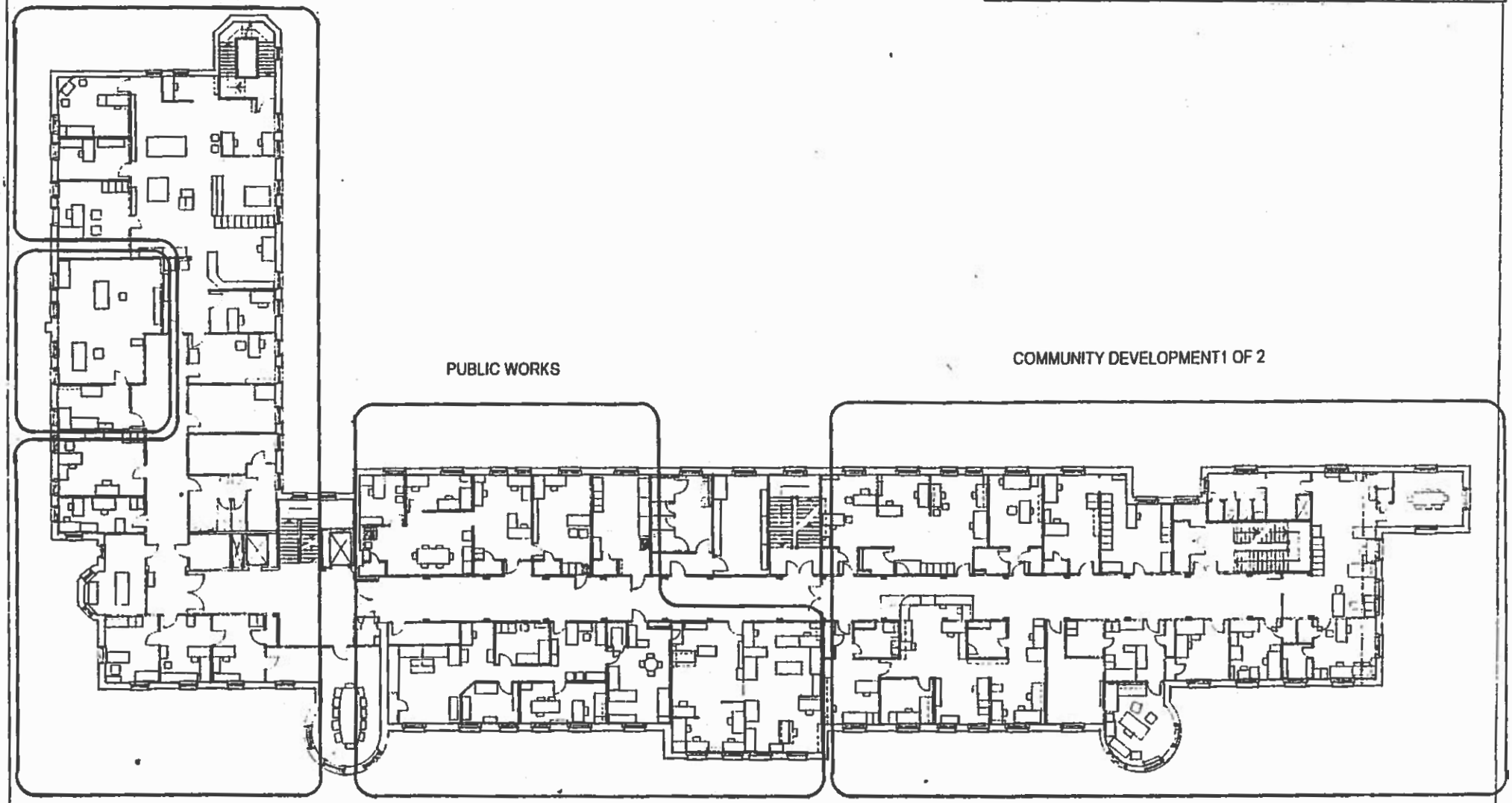
SECOND FLOOR PLAN

	Private Offices	Semi-Private Offices	Other Defined Spaces	Total Compart-ments
3rd Floor	18	10	25	53

COMMUNITY DEVELOPMENT 2 OF 2

PUBLIC WORKS

COMMUNITY DEVELOPMENT1 OF 2

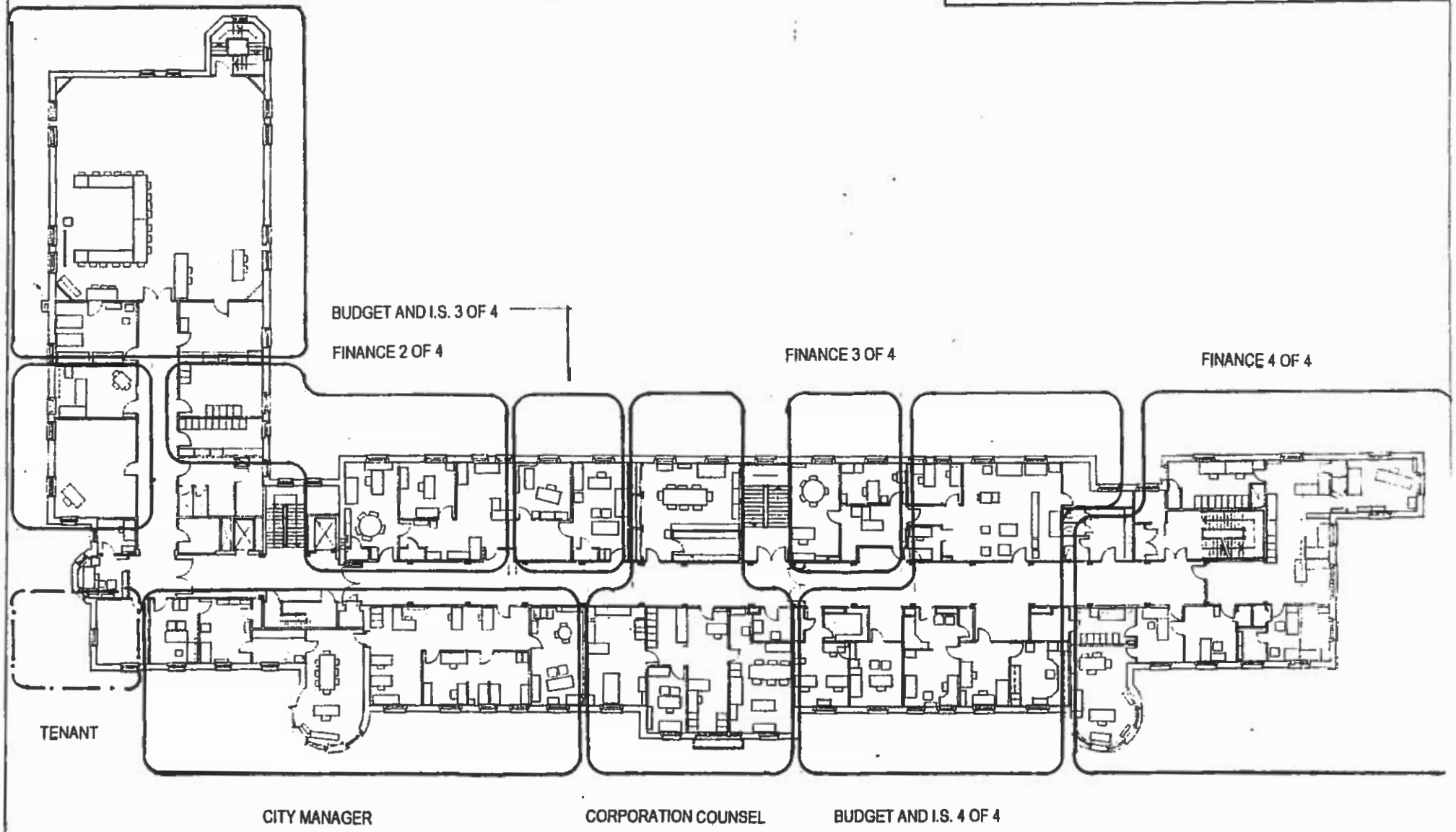


EVANSTON CIVIC CENTER

2100 RIDGE AVENUE
EVANSTON, ILLINOIS

THIRD FLOOR PLAN

	Private Offices	Semi-Private Offices	Other Defined Spaces	Total Compart-ments
4th Floor	22	8	22	52



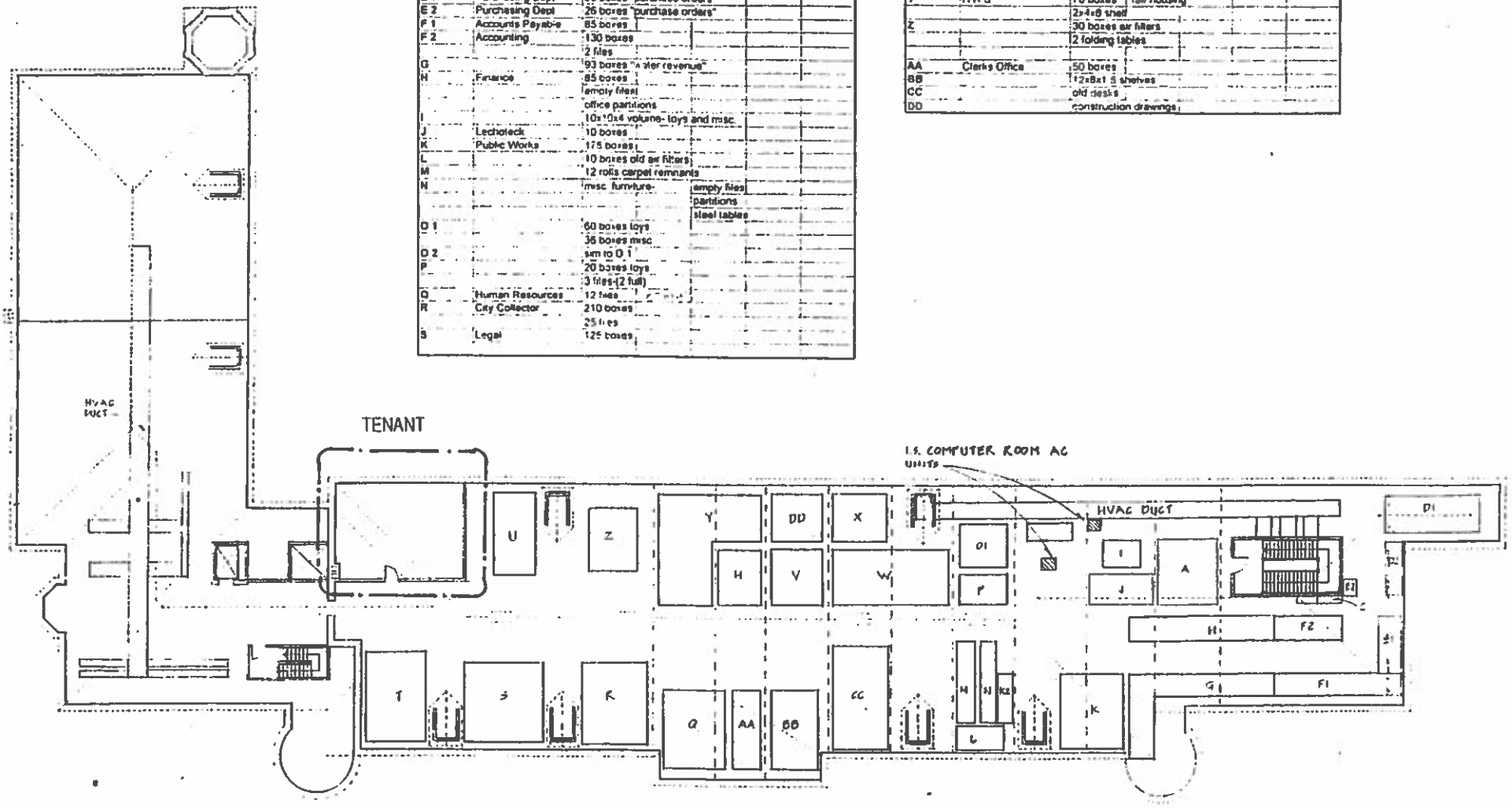
EVANSTON CIVIC CENTER

2100 RIDGE AVENUE
EVANSTON, ILLINOIS

FOURTH FLOOR PLAN

Key to Attic Notes		
A	Accounting	202 boxes
B	Accounting	47 boxes "special assessments"
C	Accounting	shelving "distribution transaction reports"
D	I.S.	defunct computers- 50 monitors and hard drives
		10 boxes
		40 printers
E 1	Purchasing Dept	60 boxes "purchase orders"
E 2	Purchasing Dept	26 boxes "purchase orders"
F 1	Accounts Payable	85 boxes
F 2	Accounting	130 boxes
		2 files
G		93 boxes "water revenue"
H	Finance	85 boxes
		empty files
		office partitions
I		10x10x4 volume- toys and misc.
J	Lechoteck	10 boxes
K	Public Works	175 boxes
L		10 boxes old air filters
M		12 rolls carpet remnants
N		misc. furniture- empty files
		partitions
		steel tables
O 1		60 boxes toys
		35 boxes misc
O 2		sim to O 1
P		20 boxes toys
		3 files-(2 full)
Q	Human Resources	12 files
R	City Collector	210 boxes
		25 files
S	Legal	125 boxes

T		Christmas decorations
		shelving lumber
		sanitation supplies
		bathroom fixtures
U		75 boxes office supplies
V	Human Services	30 boxes
W	Mental Health	108 boxes
X	Payroll	30 boxes
Y	H R S	70 boxes "fair housing"
		2x4x8 shelf
Z		30 boxes air filters
		2 folding tables
AA	Clerks Office	50 boxes
BB		112x8x1 5 shelves
CC		old desks
DD		construction drawings



EVANSTON CIVIC CENTER

2100 RIDGE AVENUE
EVANSTON, ILLINOIS

ATTIC PLAN

Existing Departmental Flow Charts

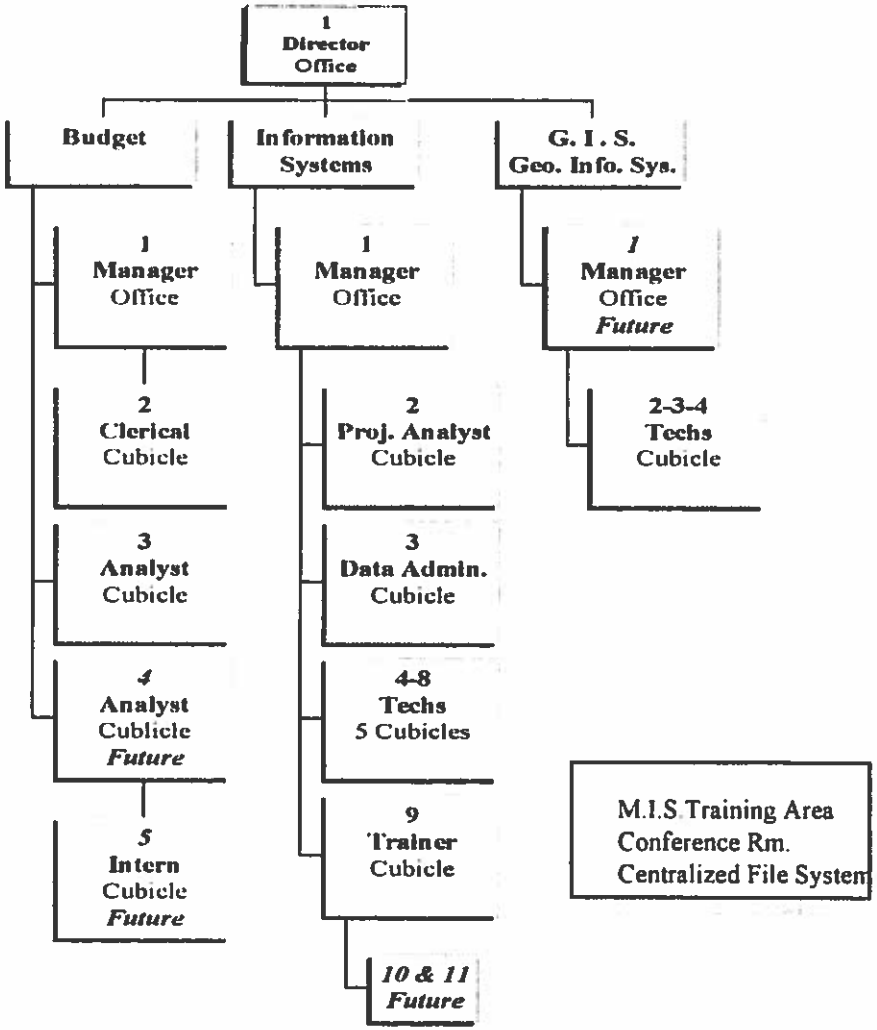
SECTION 3 - D

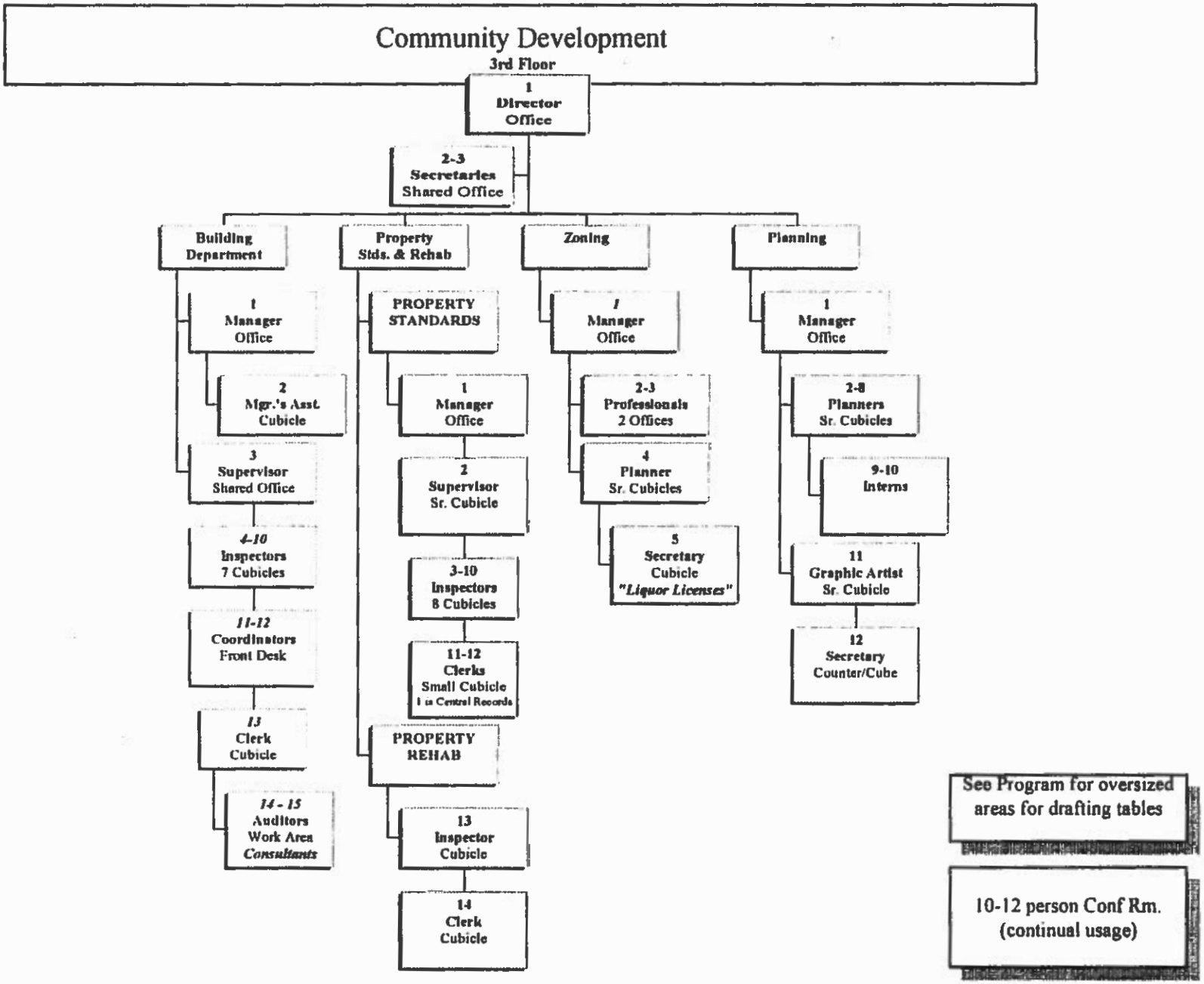
Doyle & Associates

ARCHITECTURE - PLANNING - INTERIORS

Budget & I. S.

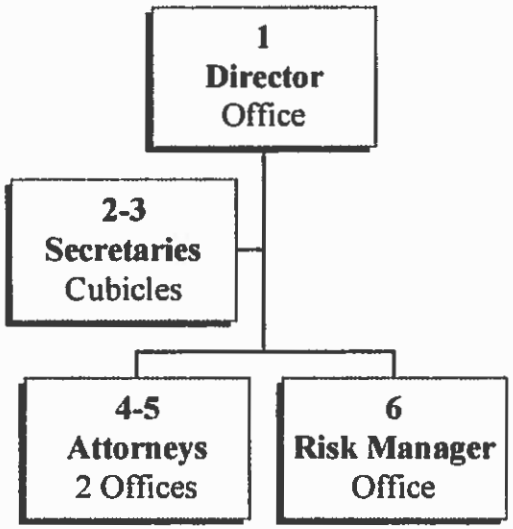
4th Floor with MIS Training on 3rd Floor




Community Development
3rd Floor
1
Director
Office
2-3
Secretaries
Shared Office
Building
Department
Property
Stds. & Rehab
Zoning
Planning
1
Manager
Office
2
Mgr.'s Asst.
Cubicle
3
Supervisor
Shared Office
4-10
Inspectors
7 Cubicles
11-12
Coordinators
Front Desk
13
Clerk
Cubicle
14 - 15
Auditors
Work Area
Consultants
PROPERTY
STANDARDS
1
Manager
Office
2
Supervisor
Sr. Cubicle
3-10
Inspectors
8 Cubicles
11-12
Clerks
Small Cubicle
1 is Central Records
PROPERTY
REHAB
13
Inspector
Cubicle
14
Clerk
Cubicle
1
Manager
Office
2-3
Professionals
2 Offices
4
Planner
Sr. Cubicles
5
Secretary
Cubicle
"Liquor Licenses"
1
Manager
Office
2-8
Planners
Sr. Cubicles
9-10
Interns
11
Graphic Artist
Sr. Cubicle
12
Secretary
Counter/Cube
See Program for oversized areas for drafting tables
10-12 person Conf Rm.
(continual usage)

Corporation Counsel

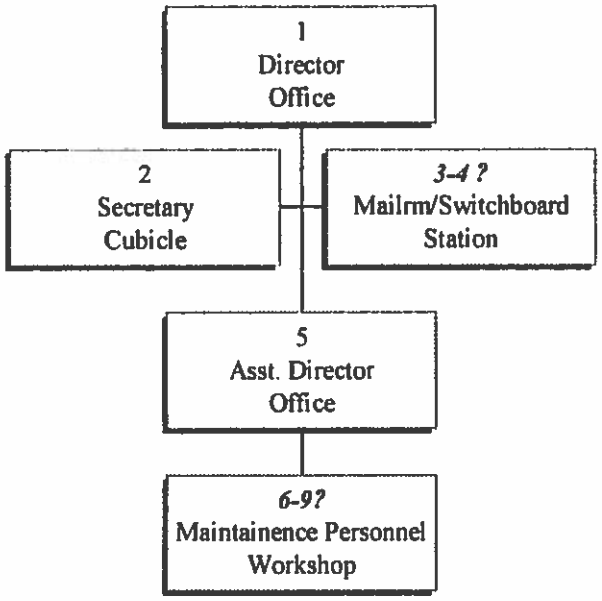
4th Floor - Center



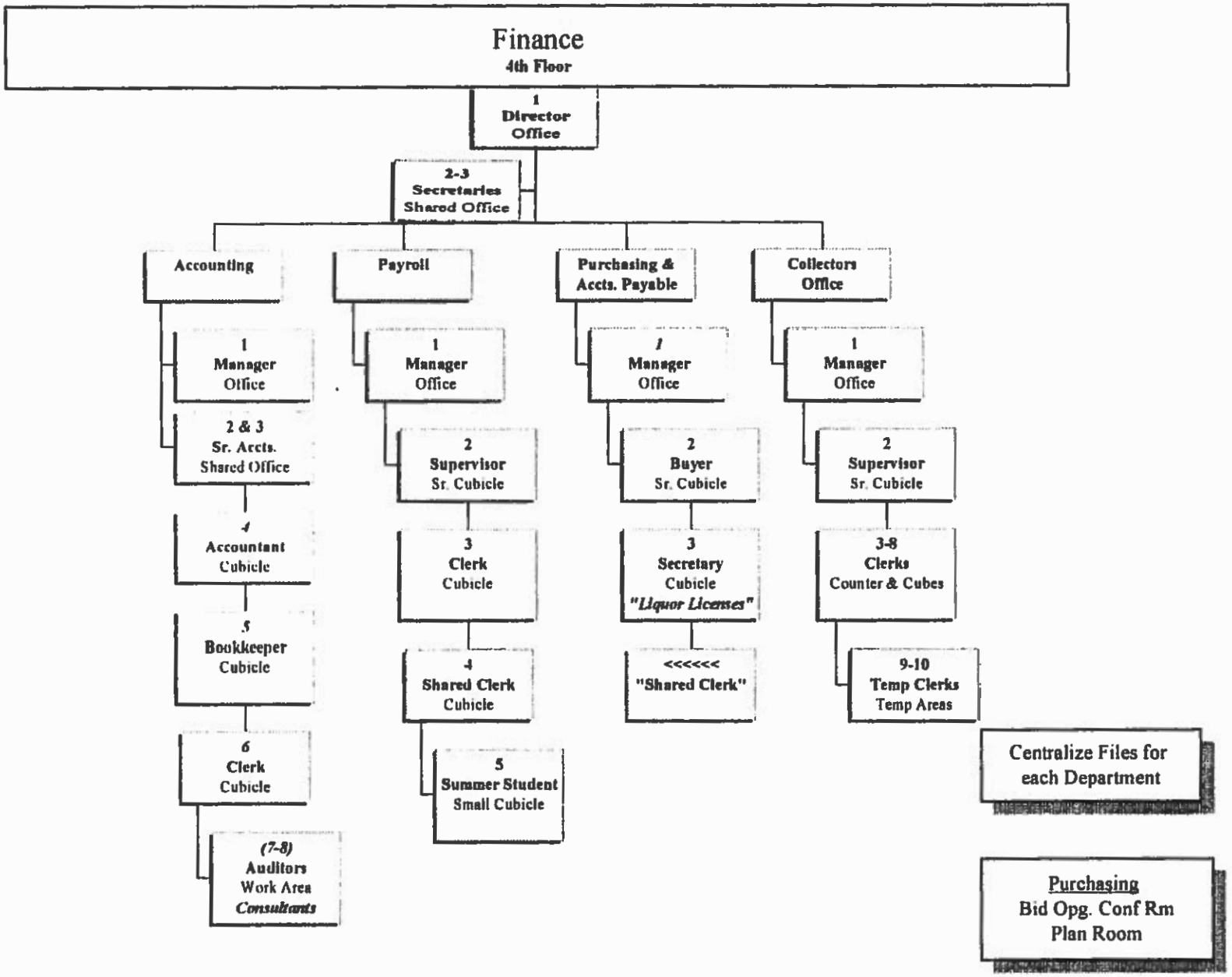
Law Library
Director's Office
- Conference Area

Facilities Management

1st Floor Center

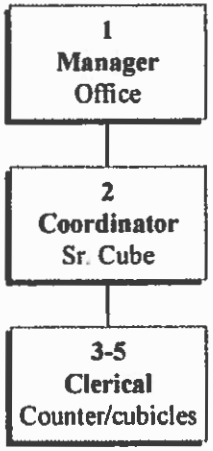


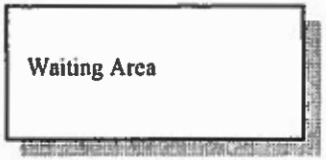
Conference Rm. 6-8p
Plan Reference Area
Reception
Storage & Maintenance Areas


Finance
4th Floor
1
Director
Office
2-3
Secretaries
Shared Office
Accounting
Payroll
Purchasing &
Accts. Payable
Collectors
Office
1
Manager
Office
1
Manager
Office
1
Manager
Office
1
Manager
Office
2 & 3
Sr. Accts.
Shared Office
2
Supervisor
Sr. Cubicle
2
Buyer
Sr. Cubicle
2
Supervisor
Sr. Cubicle
4
Accountant
Cubicle
3
Clerk
Cubicle
3
Secretary
Cubicle
"Liquor Licenses"
3-8
Clerks
Counter & Cubes
5
Bookkeeper
Cubicle
4
Shared Clerk
Cubicle
<<<<<<
"Shared Clerk"
9-10
Temp Clerks
Temp Areas
6
Clerk
Cubicle
5
Summer Student
Small Cubicle
(7-8)
Auditors
Work Area
Consultants
Centralize Files for
each Department
Purchasing
Bid Opg. Conf Rm
Plan Room

Human Relations

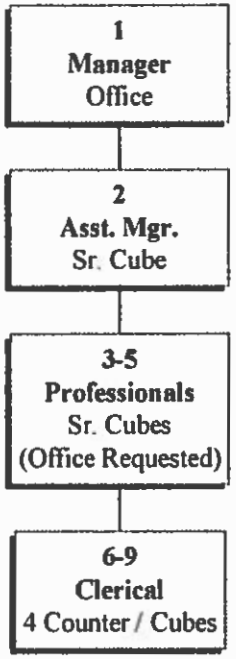
1st Floor South





Human Resources

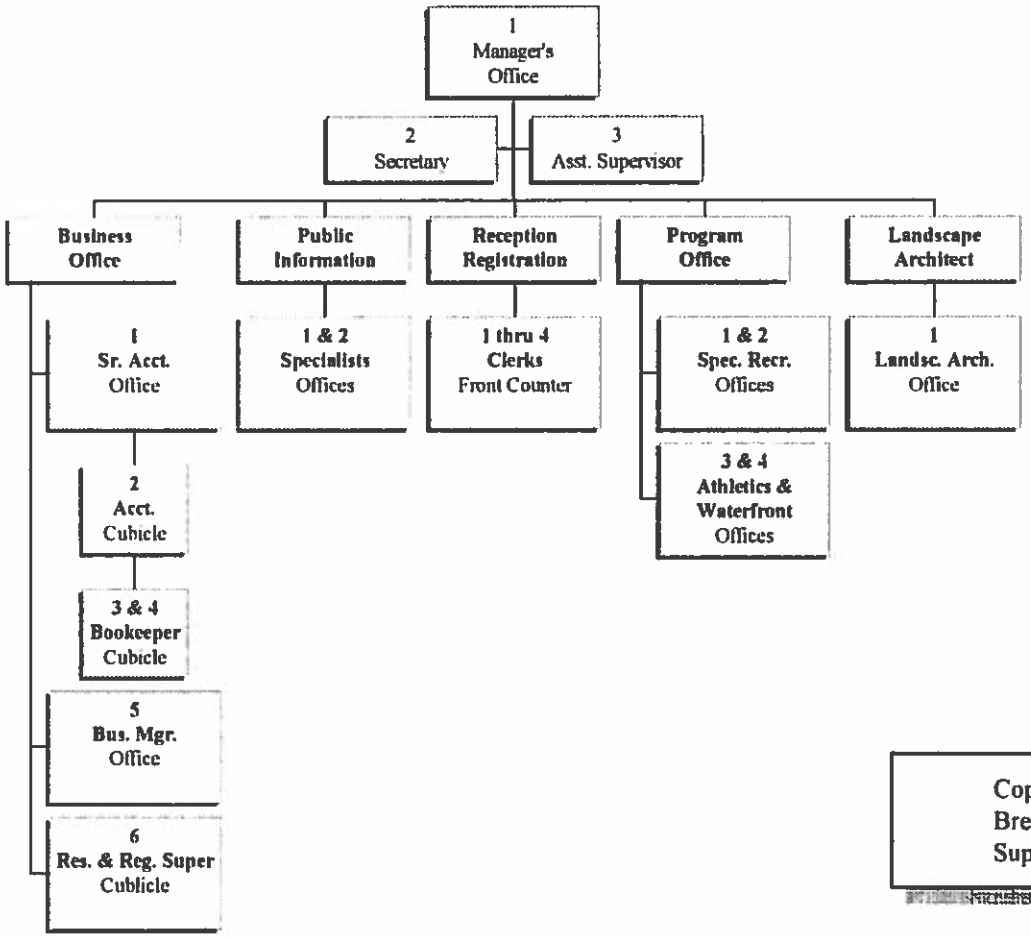
1st Floor South



Training Room
30-50p classroom style
6 Interview/Testing Carrels
Waiting Area

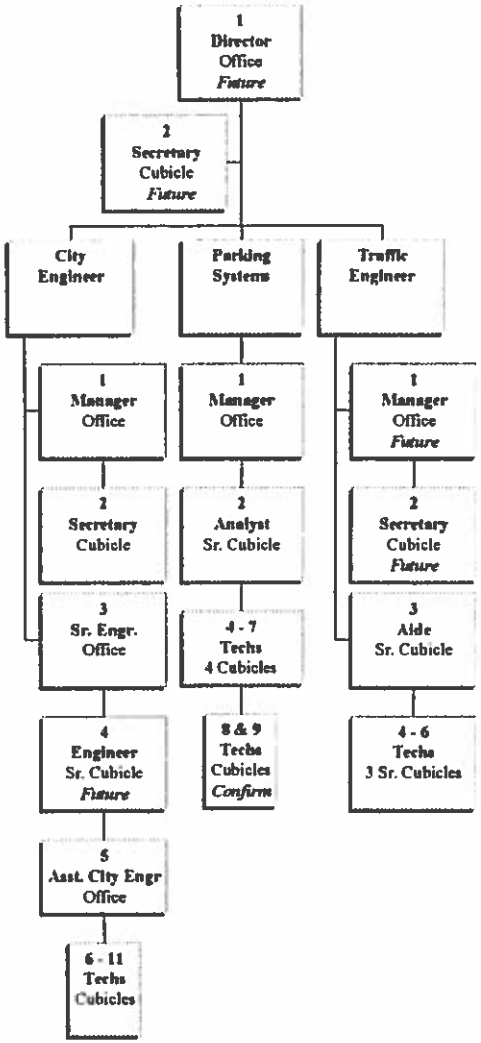
Parks, Forestry, & Recreation

1st Floor - North



Public Works

3rd Floor Center



Conference Rm.: 6person
Drafting Tables & Plotter
Flat File Stg. Area

PROPOSED **Program & Building Usage Analysis**

SECTION 4

City of Evanston
Civic Center 2000 +

FEASIBILITY ANALYSIS

Doyle & Associates

ARCHITECTURE - PLANNING - INTERIORS

JULY 10, 1998

Departments

The Civic Departments (excluding the Council Chambers and Human Services) can fit on two floors of the building.

1. These departments can fit on the 1st and 2nd floors which will make the 3rd & 4th floors available for income, or
2. These departments can fit in the south half of the building making the north half available for income with the option of a building expansion.

Human Services

There are several viable options for Human Services:

1. Remain on the Ground Floor
2. Relocate to an economically depressed area of Evanston
3. Do a cost analysis to determine whether this would be more economic as a subsidized service rather than an actual department.

Council Chambers

The column layout and bay size of the 2100 Ridge Building is not suited to the Council Chambers function. If the Civic Center remains at 2100 Ridge, a new structure should be built to house this function. There are several advantages to housing this function in a separate structure:

1. It will eliminate public traffic onto an upper floor of the building, and will increase security in the 2100 Ridge Building by allowing the building to be closed at night.
2. The new building could be located at the main west entry of the existing building, and with elevators solve the ADA entry problems of the Ridge Building.
3. The new building with parking could also be located to the south of the 2100 Ridge Building. This would solve some of the parking shortage problems without impinging on the northwest park area. It would also facilitate using the south Ridge entry to the 2100 Ridge building as the new ADA Main Entry.

4. The building could be multi-functional and serve as a classroom / conference center for Civic programs. It could also generate income from rentals.

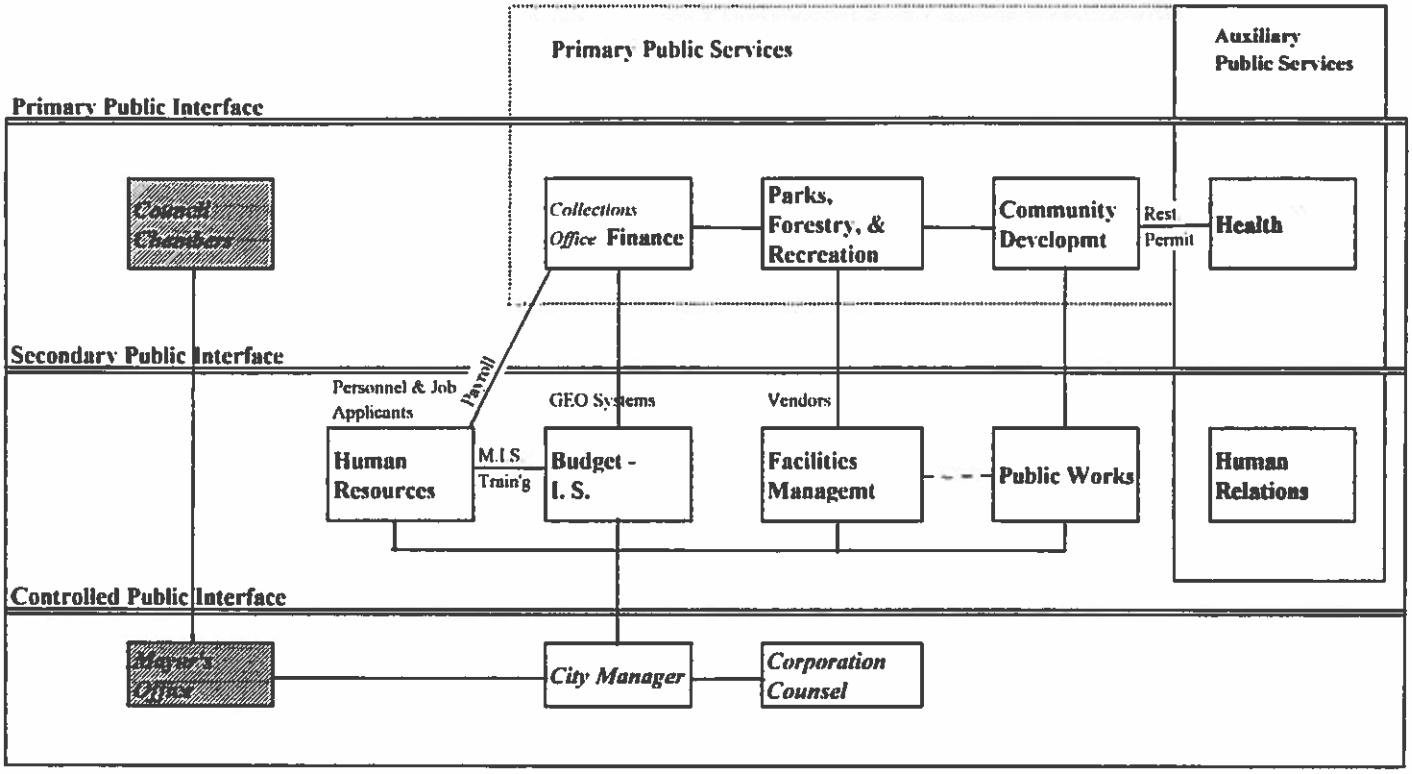
Recommendations

SECTION 4 - A

Doyle & Associates

ARCHITECTURE - PLANNING - INTERIORS

Evanston Municipal Center
Department Organization Chart
with Public Interface



This Organizational Chart illustrates:

1 The functional separation that exists between the core departments and Health Services and the Council Chambers functions.

2 Departmental crossovers (Payroll, Restaurant Permits, and M.I.S. Training) would facilitate programming if computerized.

3 All primary public/interface departments would be best served by direct connection to building entries.

4 The above relationships are based on information given by Department representatives. While all Departments stated that they had interface with Corporation Counsel, the above chart minimizes that degree of interface.

Program Division

TYPICAL DEPARTMENTS
COUNCIL CHAMBERS
HUMAN SERVICES AND CLINIC

The Programming Analysis (Section 4c) is valid for the 2100 Ridge location and other potential locations.

This analysis separates the existing Civic Center program into three distinct program functions:

1. Typical Departments
2. Council Chambers functions
3. Human Services with the Health Clinic

While these three functions are all currently in the 2100 Ridge Building, we recommend that other options be considered.

Council Chambers

NOT COMPATIBLE WITH 2100 STRUCTURE
2100 BUILDING SECURITY PROBLEMS
INDEPENDENT OPERATION NEEDS

The Council Chambers need to be at the same location as the typical departments, but it would be better if it were housed in a new structure at the 2100 Ridge location.

For the Council Chambers to be in the 2100 Ridge Building with its present column layout, the only viable column free locations are on the 3rd or 4th floors of the south wing. This is a poor location for the Council Chambers:

1. Large meeting rooms serving the public are ideally located on 1st floor with immediate access to entries and support areas like toilet rooms and reception areas.
2. They should also be able to operate independently of the building for evening functions.
3. The present location violates life safety codes.

None of these parameters can be easily met within the 2100 Ridge Building. It is not economically feasible to eliminate columns to locate this function on a lower level.

If the Civic Center remains at 2100 Ridge, a new structure should be built to house these functions. There are several advantages to house the Council Chambers functions in a separate structure:

1. .It will eliminate public traffic onto an upper floor of the building, and will increase security in the 2100 Ridge Building by allowing the building to be closed at night.

2. The new building could be located at the main west entry of the existing building, and with elevators solve the ADA entry problems of the Ridge Building.

3. A new building with parking could also be located to the south of the 2100 Ridge Building. This would solve some of the parking shortage problems without impinging on the northwest park area. It would also facilitate using the south Ridge entry to the 2100 Ridge building as the new ADA main entry.

4. The building could be multi-functional and serve as a classroom / conference center for Civic programs. It could also generate income from rentals.

There are illustrated plans of these concepts in the following Section 4-b.

Human Services & Health Clinic Options

REMAIN IN PRESENT LOCATION

At the 2100 Ridge location, the ground floor is an ideal location for the clinic with respect to best use of existing space:

1. The lower ceiling heights and area well windows do not make the area Class A or B building space for offices.
2. There has already been considerable economic investment in bringing utility services required for a clinic to this area of the building. This investment would not be recovered if the building were sold, and this investment would have to be duplicated if the clinic were relocated.

If the Civic Center feels that its Clinic is an important service offered to the public, an off-site location may better serve the Clinic's clients.

SEPARATE LOCATION FROM CIVIC CENTER

The existing facility is very dated in appearance. It will take considerable investment to bring its appearance and some of its equipment to a quality level that would put it on a par with current clinic standards.

If the Civic Center were to make such an investment, it would be better to relocate the Clinic. For a clinic to be viable it needs to have a public presence and be located near its users.

1. The Clinic function at the Civic Center is incongruous with the other departmental functions.
2. The building image does not have a clinic identity.
3. 2100 Ridge is not an ideal location for a clinic that serves low income users. It is not near their residences or place of employment.

ELIMINATE CLINIC

The third option, which is beyond the scope of this study, is for Evanston to do a cost-

benefit analysis of the Clinic function. This function is an anomaly to standard Civic center functions. It is possible that this branch of services could be more economically provided to users through subsidies or via a relationship with another existing institution specializing in health care.

Civic Center Program Areas

EXISTING: 317 SQ. FT. PER PERSON

PROPOSED: 200-225 SQ. FT. PER PERSON

The programming matrix shows our recommendations for the Civic Center. It includes information from our interviews with representatives of most departments. It also includes our recommendations with respect to office sizes and allocation. Our recommendations are based on space utilization standards currently used for public sector offices.

The existing office layout generates 317 square feet per person. Considerable space is lost because of redundant circulation, inefficient layout, and under-utilization of storage or inappropriate storage areas on office floors.

If the Civic Center remains at 2100 Ridge, the Concept Plans (Division 4b) illustrate that the existing structure can easily achieve a high efficiency exceeding the 234 square feet per person generated with a 0.67 tare ratio (industry standard ratio used to calculate support areas required for given program areas). The concept plans illustrate layouts ranging from 145 to 194 square feet per person. We therefore recommend allocating 200-225 sq. ft. per person to allow for unknown program requirements.

TYPICAL DEPARTMENTS WILL FIT IN HALF OF THE AREA OF THE RIDGE BUILDING

The Civic Departments (excluding the Council Chambers and Human Services) can fit on two floors of the building.

1. These departments can fit on the 1st and 2nd floors which will make the 3rd & 4th floors available for income, or

2. These departments also fit in the south half of the building making the north half available for income with the option of a building expansion

Whether the Civic Center stays at 2100 Ridge or relocates, the 2100 Ridge building, although a former school building, is ideally configured for office layouts. These layouts can also be used to demonstrate the office potential of this building to prospective tenants or purchasers.

Modular Work Stations

INSTEAD OF 90 PRIVATE OFFICES
AND 32 SEMI-PRIVATE OFFICES
PROVIDES NEEDED EQUALITY
PROVIDES QUIET WORK AREAS
INCREASES PRODUCTIVITY
FACILITATES COMPUTER NETWORKING

These plans provide personnel with work areas larger than those existing along with file capacity currently needed. The plans recommend large modular work stations in lieu of many of the private offices requested. Privacy can be provided by high panels. Large stations have room for guest chairs, and can even have doors on them. The need for "quiet" can be easily accomplished with the use of acoustical panels typical in these modular systems.

Modular stations reduce managerial problems created when personnel have unequal work areas. They increase employee productivity by providing privacy and efficient work areas which support computer operation. They also offer the following amenities regardless of the station size:

1. There are many available storage components including drawers, file cabinets, file hangers, task lighting, and overhead shelves or storage units.
2. Integral to the stations are wire raceways which can be prewired to handle evolving computer and telecommunication needs.
3. The stations can be reconfigured and added onto. As department functions evolve and change, work areas can be reconfigured to maintain efficiency.

Office Location & Allocation

REMOVED FROM TURRET LOCATIONS
RELATED TO STAFF WORK AREAS
RESERVED FOR MOST SENIOR STAFF ONLY

We recommend that directors are not limited to turret locations as they are now. Instead, offices should be located with appropriate relationships to the staff areas.

Although the program matrix (Section 4c) provides offices for Department Managers only, the Concept Plans clearly illustrate that more offices can be provided even with a reduced square footage per person.

The Concept Plan offices are sized so that Directors' offices will have auxiliary meeting tables within the offices. Secondary offices are sized to typical office standards (10 feet x 12 feet) and do not have auxiliary seating areas.

Reception Areas

QUANTITIES REDUCED
LOCATION CENTRALIZED

Reception areas have been centralized. This is an advantage over the existing layout with its over thirty different staff reception points. Multiple reception areas are a hindrance to public users, and are an unnecessary and costly expense of staff time. All but one of the Concept Plans illustrate reception areas located off of a centralized vertical core. This minimizes circulation area, while facilitating the users' way finding. The remaining Concept Plan (I) has separate reception areas along a corridor spine.

Storage

MINIMIZED ON OFFICE FLOORS
MAXIMIZE ATTIC CAPACITY
PROVIDE APPROPRIATE STORAGE

The program matrix also eliminates major storage areas on prime office floors. At the 2100 Ridge Building, the attic level's best use is for storage and its current capacity can easily be tripled if not quadrupled with organization and storage systems.

Prime office area is never cost effectively used for storage. The Concept Plans provide nominal storage for each department to handle office supplies and irregularly shaped objects.

The Concept Plans also provide normal coat closets. As the photos in the front of this section demonstrate, the existing closet and storage areas are not used effectively because of their configuration and lack of shelving.

Record Storage

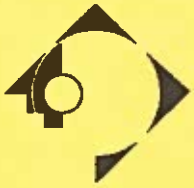
If the Civic Center chooses to relocate, these inactive file storage needs would be best handled with:

1. High capacity storage systems (rolling files) for past year record storage.
2. CD ROM storage systems for future record storage.
3. Off-site storage for items not referenced annually.

Nominal storage is provided within each department area.

Concept Plans

SECTION 4 - B



Doyle & Associates

ARCHITECTURE - PLANNING - INTERIORS

1- Corridor Spine

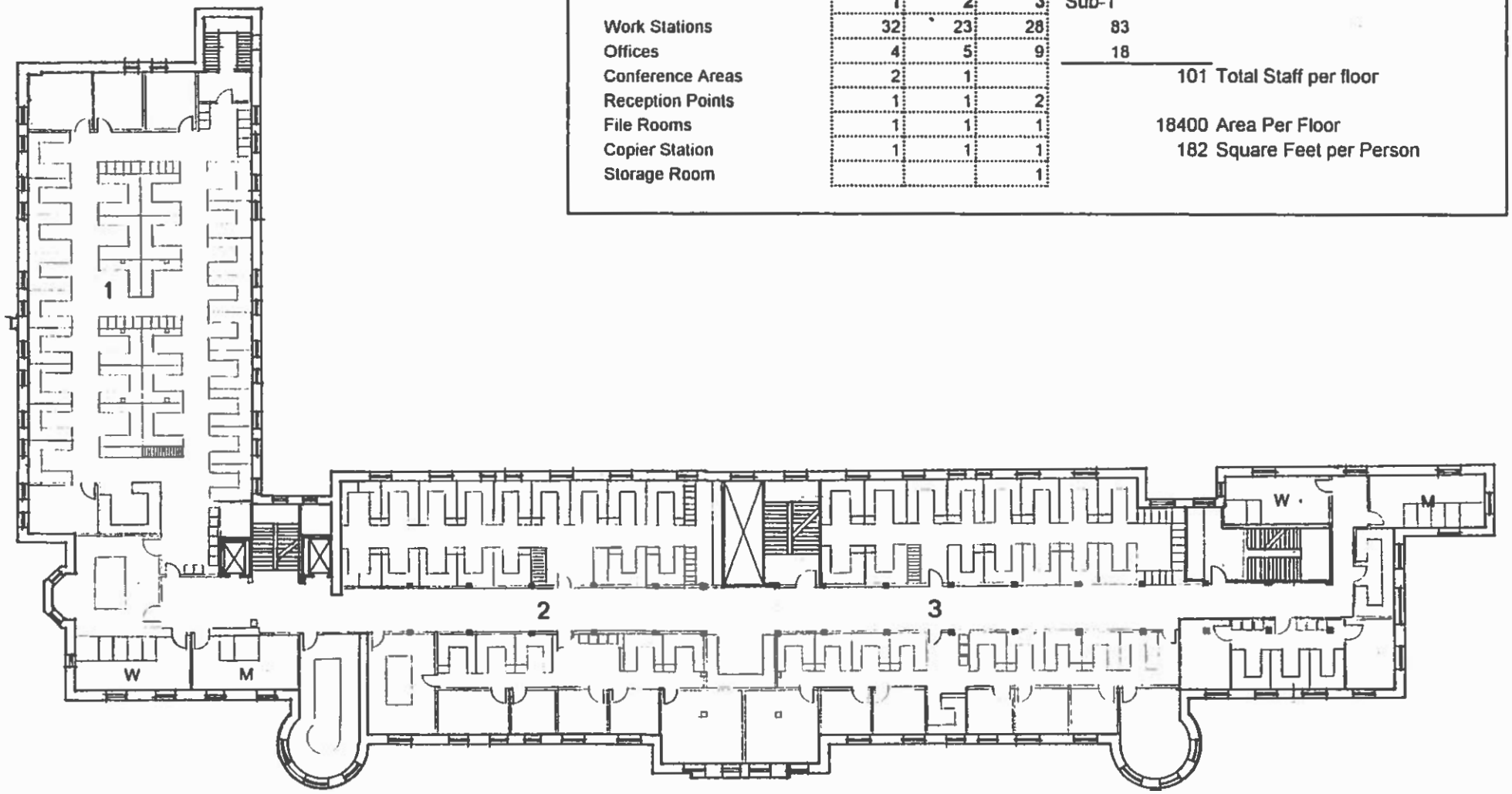
Preserves Existing Corridor Layout while maximizing space usage efficiency

	Zone 1	2	3	Sub-T
Work Stations	32	23	28	83
Offices	4	5	9	18
Conference Areas	2	1		
Reception Points	1	1	2	
File Rooms	1	1	1	
Copier Station	1	1	1	
Storage Room			1	

101 Total Staff per floor

18400 Area Per Floor

182 Square Feet per Person



EVANSTON CIVIC CENTER

2100 RIDGE AVENUE
EVANSTON, ILLINOIS

TYPICAL FLOOR

SCHEME 1

I

2 - North End Tenant

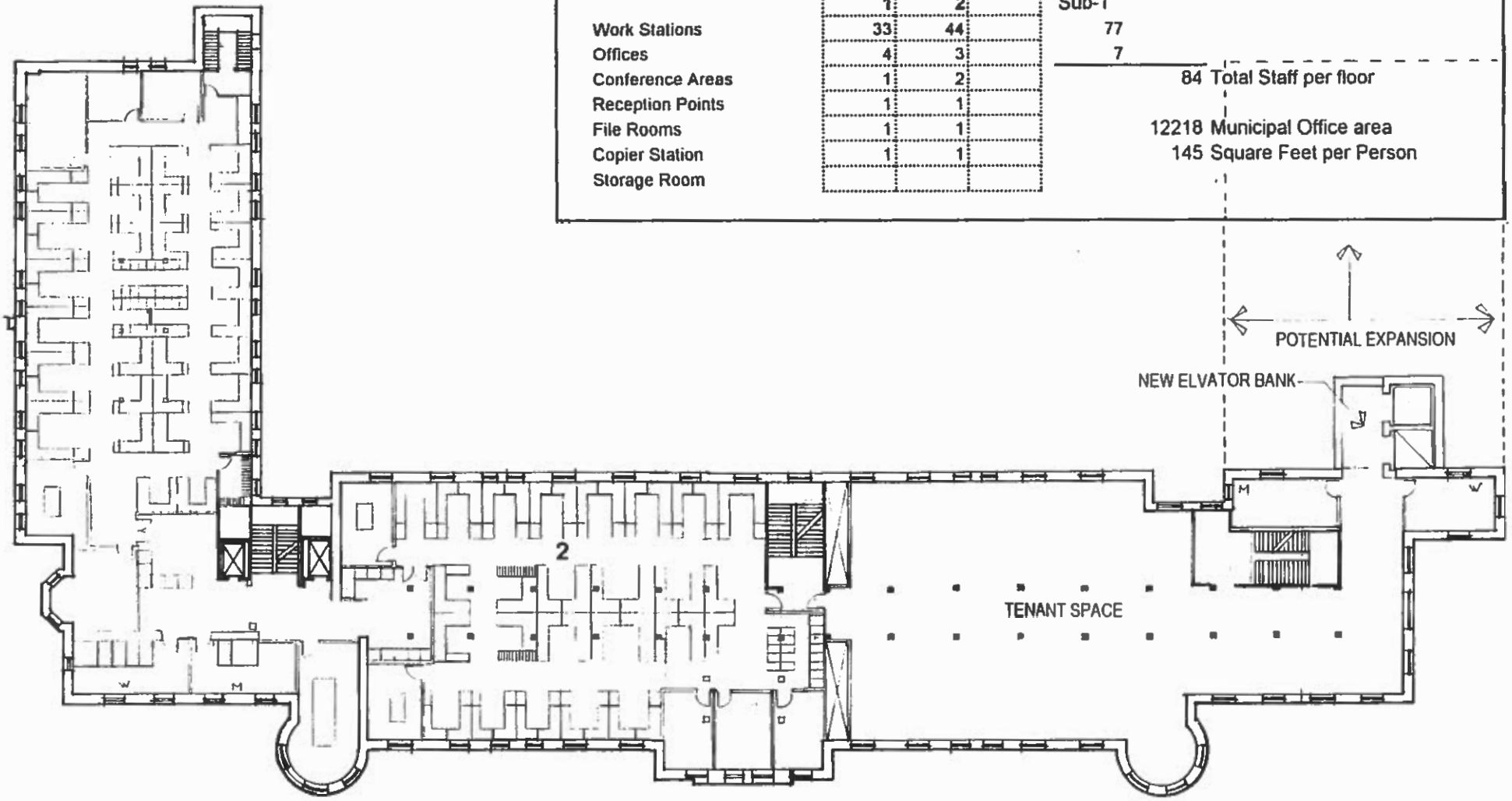
Potential Tenant Expansion to underwrite cost of Municipal Center Renovation

	Zone 1	Zone 2		Sub-T
Work Stations	33	44		77
Offices	4	3		7
Conference Areas	1	2		
Reception Points	1	1		
File Rooms	1	1		
Copier Station	1	1		
Storage Room				

84 Total Staff per floor

12218 Municipal Office area

145 Square Feet per Person



EVANSTON CIVIC CENTER

2100 RIDGE AVENUE
EVANSTON, ILLINOIS

TYPICAL FLOOR

SCHEME 2

3 - New Main Entry at South End of Ridge Building Face

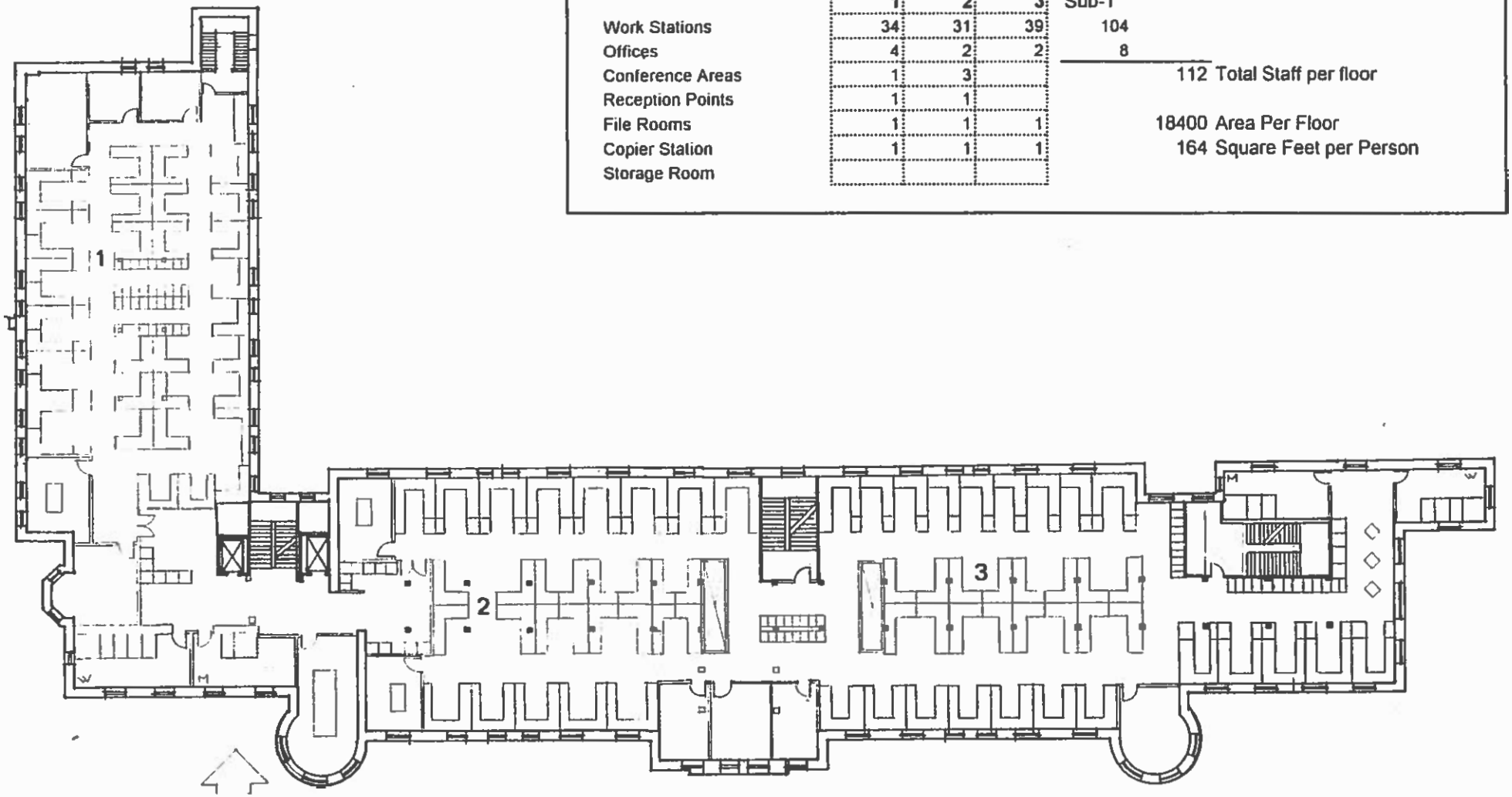
Relates to Proposed Coucil Chamber Annex Building to South of Building

	Zone 1	Zone 2	Zone 3	Sub-T
Work Stations	34	31	39	104
Offices	4	2	2	8
Conference Areas	1	3		
Reception Points	1	1		
File Rooms	1	1	1	
Copier Station	1	1	1	
Storage Room				

112 Total Staff per floor

18400 Area Per Floor

164 Square Feet per Person



FIRST FLOOR ENTRY

EVANSTON CIVIC CENTER

2100 RIDGE AVENUE
EVANSTON, ILLINOIS

TYPICAL FLOOR

SCHEME 3

III

4 - Centralized Vertical Spine

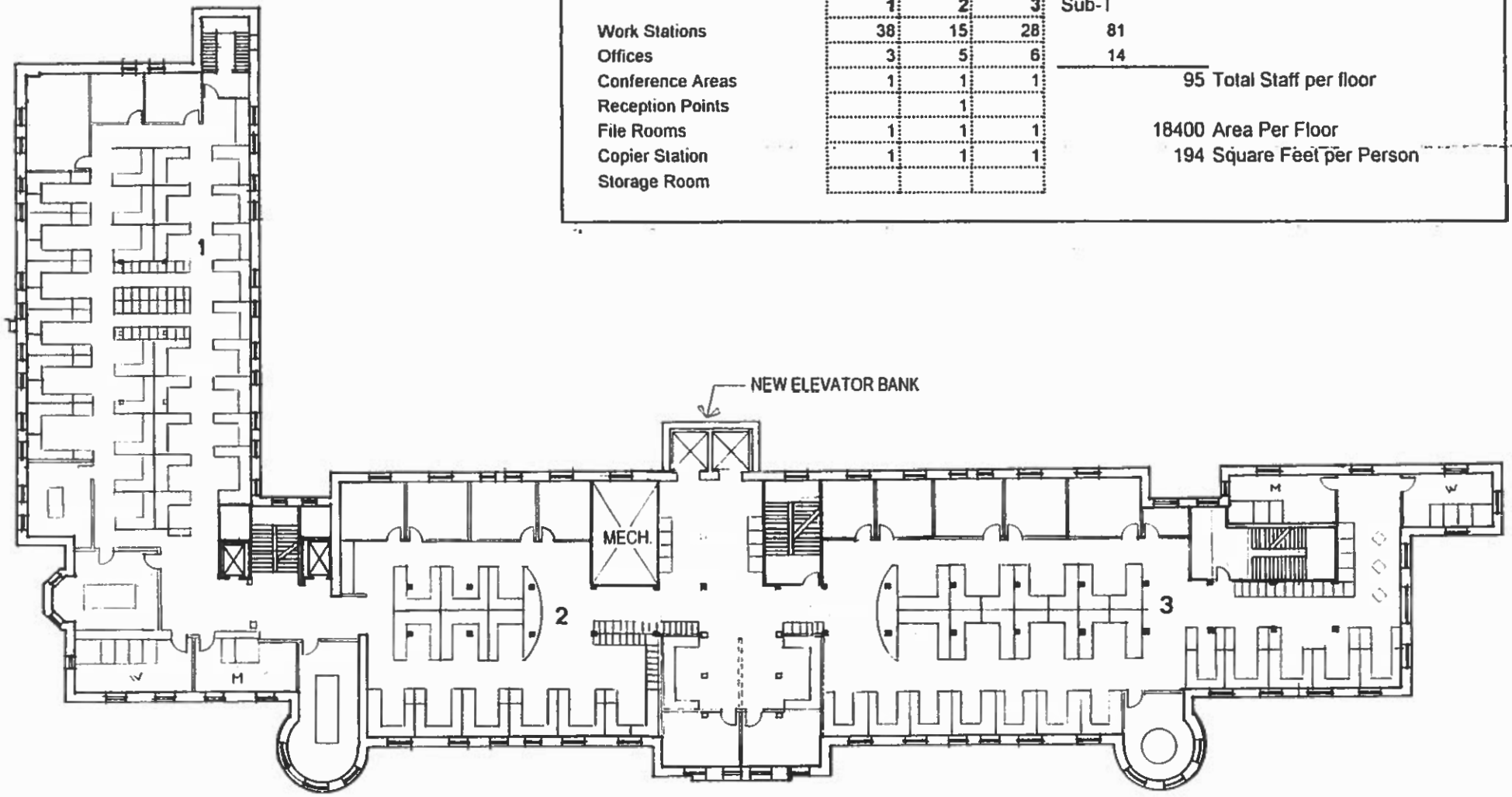
Relates to Proposed Coucil Chamber Annex with Elevators to Main Building at Rear Center Entry

	Zone 1	2	3	Sub-T
Work Stations	38	15	28	81
Offices	3	5	6	14
Conference Areas	1	1	1	
Reception Points		1		
File Rooms	1	1	1	
Copier Station	1	1	1	
Storage Room				

95 Total Staff per floor

18400 Area Per Floor

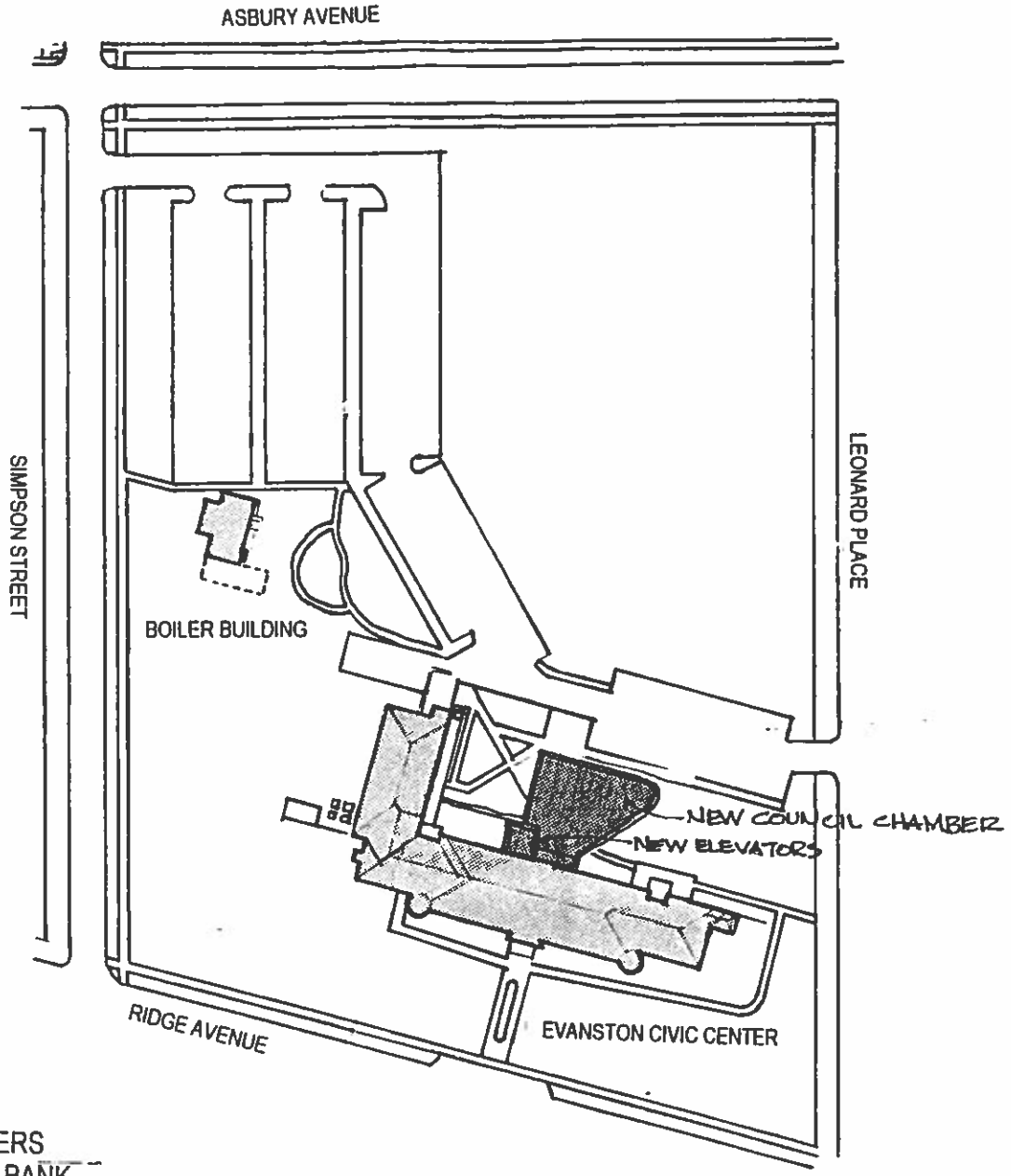
194 Square Feet per Person



EVANSTON CIVIC CENTER

2100 RIDGE AVENUE
EVANSTON, ILLINOIS

TYPICAL FLOOR | SCHEME 4 | IV



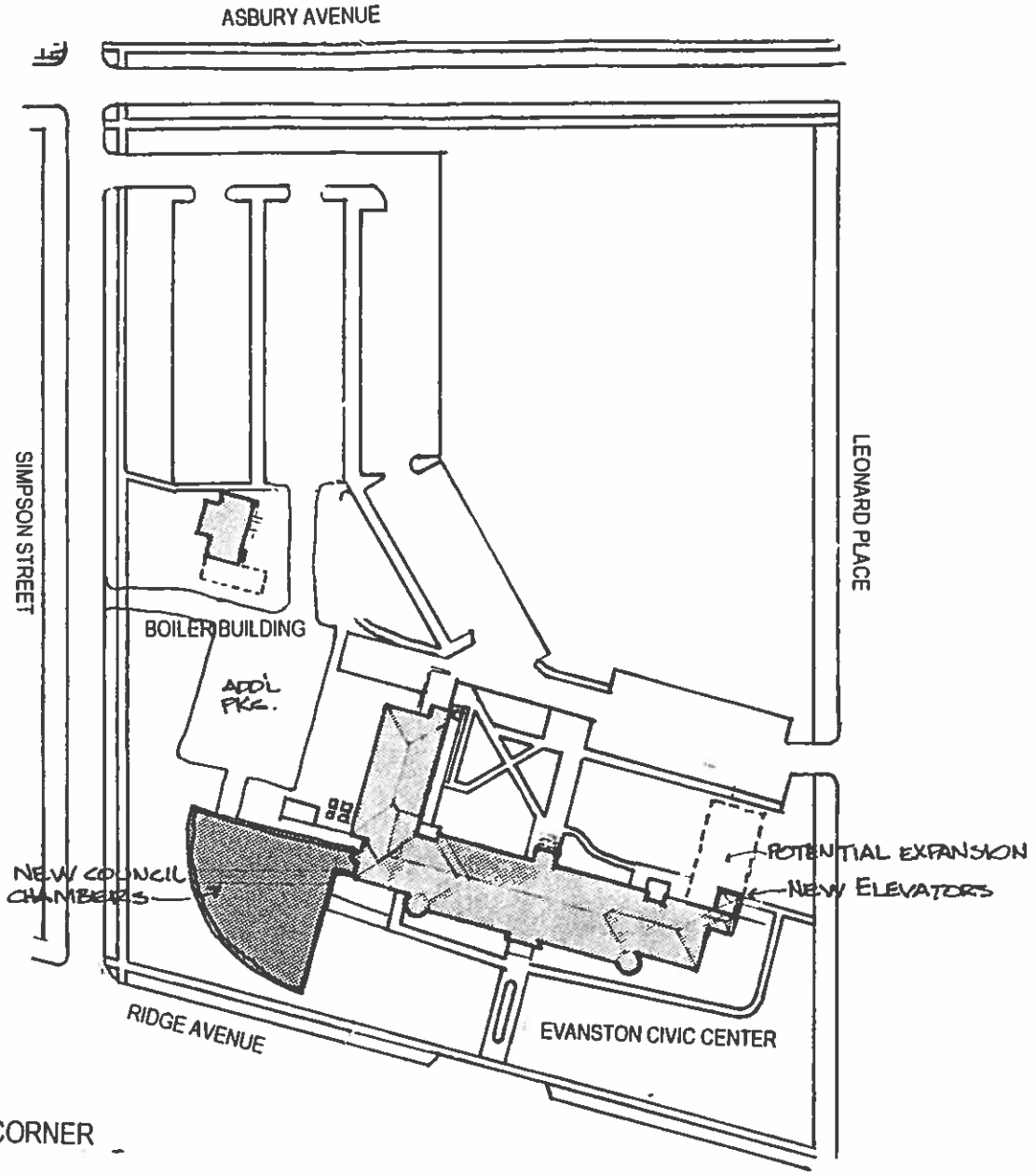
NEW CENTRAL COUNCIL CHAMBERS
2 STORIES AND NEW ELEVATOR BANK

EVANSTON CIVIC CENTER

2100 RIDGE AVENUE
EVANSTON, ILLINOIS

SITE PLAN

A



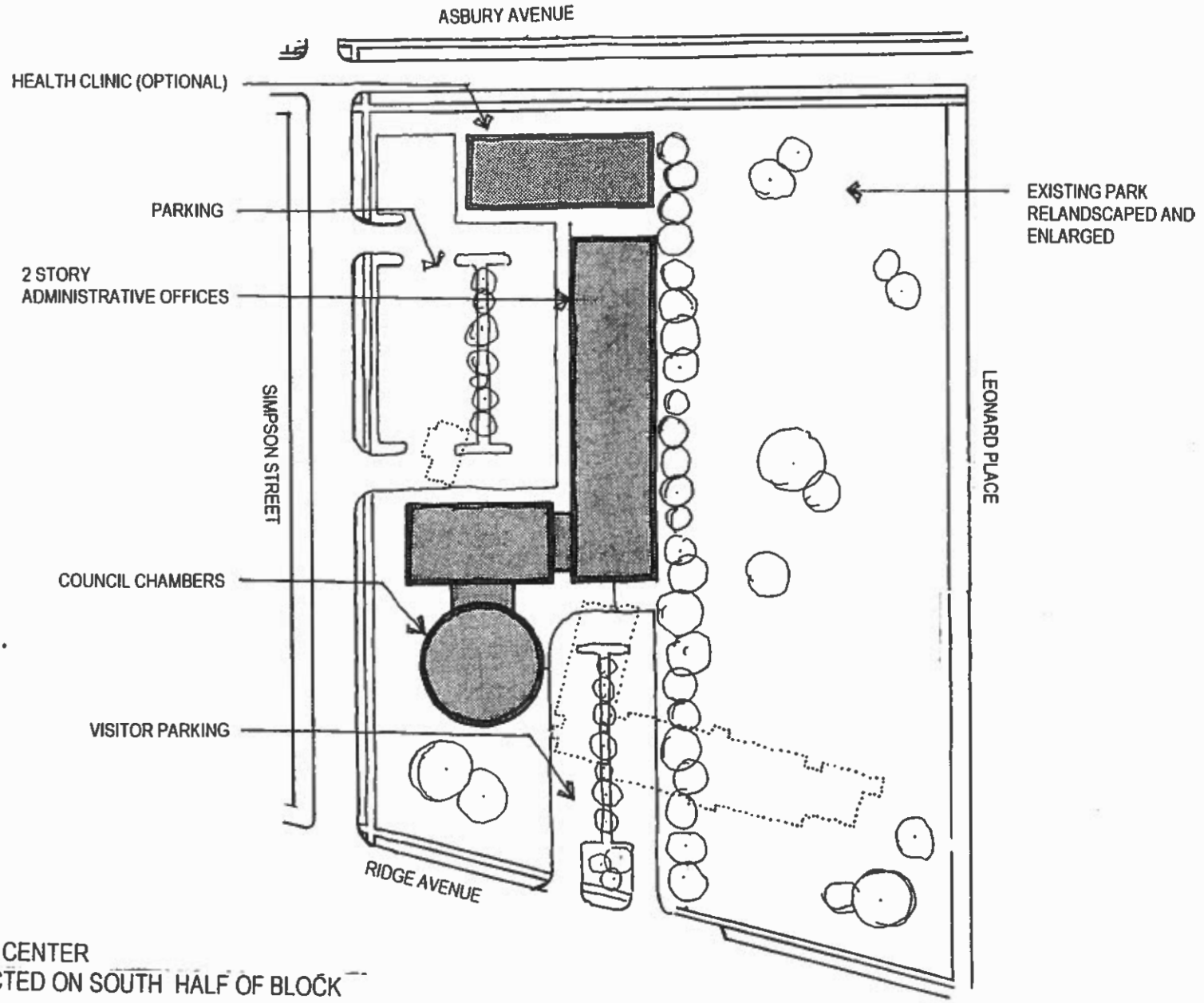
NEW COUNCIL CHAMBERS @ S. E. CORNER
SINGLE STORY

EVANSTON CIVIC CENTER

2100 RIDGE AVENUE
EVANSTON, ILLINOIS

SITE PLAN

B



NEW CIVIC CENTER
CONSTRUCTED ON SOUTH HALF OF BLOCK

EVANSTON CIVIC CENTER

2100 RIDGE AVENUE
EVANSTON, ILLINOIS

SITE PLAN

C

Programming

SECTION 4 - C

Doyle & Associates

ARCHITECTURE - PLANNING - INTERIORS

Typical Departments

This section calculates the areas required for the departments using industry standards for the number of offices per department and the sizes of work areas and support areas appropriate for each department. An average of 234 square feet per person, in typical departments, is provided. 234 square feet includes storage and reception areas.

These calculations also reflect the future staff that each department currently anticipates.

Council Chambers and Health Clinic

The programs in this section are for new or relocated facilities and include program areas that presently do not exist.

The Council Chambers program includes areas enabling this facility to double as a conference center.

The Health Clinic includes counseling rooms, exam rooms, and a classroom / meeting room which do not exist in the existing facility.

Tare Areas

Tare Areas in this section are calculated using the 1.67 industry standard tare. As stated in previous sections, this is a very generous tare factor. Consequently, the areas in this section are inflated and have an adequate safety factor built into them to cover additional program requirements.

Summary of New Areas

Typical Department Areas	40,788
Human Services Clinic	15,650
Council Chambers	11,467
Total New Program Area:	**67,905**

AREA CALCULATIONS

1- Typical Departments

		Office	Senior Cube	Std Cube	Other	Subtotal		
G & 1st FL S	1-Human Services	*(See Area Calcuation #2)*						
1st FL S	2-Human Resource:	1	4	4	0	9	660	<Departmental Support Areas
1st FL S	3-Human Relat'ns	1	2	3	0	6	150	
1st FL Ctr	4-Facities Mgmt	1	1	1	6	9	100	
1st FL N	5-Parks, F & R	7	5	10	0	22	820	
3rd FL Ctr	6-Public Works	4	18	1	0	23	515	
3rd FL N	7-Community Dev	5	17	27	0	49	500	
4th FL Ctr	8-City Manager	1	5	4	0	10	300	
4th FL Ctr	9-Corp.Counsel	4	1	0	0	5	500	
4th FL Ctr & 3	10-Budget & I.S.	3	9	8	0	20	1030	
4th FL N	11-Finance	4	5	12	0	21	1840	
General	12-Support Areas							
	Subtotal	31	67	70	6	174	<Total Pesonnel	6415

Includes future staff/part-time/interns etc.

Offices

14 x 20	Dept Directors - 11	3080	
10 x 12	Asst Directors - 22	2640	

Modular Work Stations

10 x 9	Senior Cube	6300			
8 x 6	Standard Cube		288		
100 Sq Ft	Other			600	
		Subtotal of Net Work Areas >			**12908**

Departmental Support Areas **6415**

12-Building Support Areas

Conference Rms			**1920**	
Miscellaneous Support			**3230**	
	Subtotal Net Areas>		24473	
Tare Factor: 0.67			16315	
(60/40 ratio: program area to circulation & mechanical)			**40788**	<Subtotal #1: Program Area of Typical Department
			234	< Square Feet per Person

92000 Area of Existing Bldg.

Program Area> 0.44 % of Existing Bldg.

AREA CALCULATIONS

2- Human Services Clinic - *(includes both C. Louise Brown & Jay Terry Departments)*

		Office	Senior Cube	Std Cube	Other	**Subtotal**	**Notes:**
G & 1st FL S	1-Human Services	2	14	32	8	56	750 <Departmental Support Areas
Offices							
14 x 20	Dept Directors - 2	560					
Modular Work Stations							
10 x 9	Senior Cube		1260				
8 x 6	Standard Cube			1536			
100 Sq Ft	Other				800		
					Subtotal of Net Work Areas >	**4156**	
					Subtotal of Departmental Support Areas >	**750**	

Size	*Type*	*Quant*	
10 x 10	Exam Rooms	10	1000
8 x 8	Counseling Rms	6	384
20 x 20	Lab	2	800
15 x 15	Drug Stg	1	225
15 x 15	Supply Stg	1	225
20 x 20	Record Stg	1	400
10 x 10	Clean Rm	1	100
20 x 30	Reception Seating	1	600
25 x 30	Classrm / Conf. Rm	1	750
		Subtotal of Net Clinic Areas >	**4484**

	Subtotal Net Areas>	9390
Tare Factor: 0.67		6260
(60/40 ratio: program area to circulation & mechanical)		**15650** <Subtotal #2: Program Area of Human Services includes Clinic Area

AREA CALCULATIONS

3 - Council Chambers

Size	*Type*	*Quant*	Proposed	*Existing*
60 x 60	Council Chambers		3600	*2850*
60 x 30	Receptn / Overflow		1800	*820*
14 x 20	Mayor's Office		280	
10 x 12	Mayor's Asst		120	
14 x 20	Alderman Mtg Rm		280	
10 x 12	Cable TV		120	*215*
10 x 12	Storage		120	
14 x 40	Kitchen / Toilets		560	
		Subtotal of Net Council Areas >	**6880**	
	Tare Factor: 0.67		4587	
	(60/40 ratio: program area to circulation & mechanical)			**11467** <Subtotal #3: CivicChambers

SUMMARY

1- Typical Departments	**40788**
2- Human Services Clinic	**15650**
3 - Council Chambers	**11467**
	67905

Location Combination Options

		Typ. Depts	Human Service	Council Chambers	
		40788	15650	11467	
Typical Departmts	40788		**56438**	**52255**	
Human Services	15650			**27117**	
Council Chambers	11467				**67905**

Existing Building Gross Area (not including Attic)>>	**92000**
Percent occupied by Proposed Program>	**74%**
Gross Area available for Rental Income>	**24095**
Net Area available for Rental Income>	**16063**

1- Human Services: Ground Floor & 1st Floor South

Division 1:	1st Floor South Human Services	Office	Senior Cube	Std Cube	Other	Subtotal	Notes:	Files	Conf Rm	Receptn		Other	Notes:
Position 1:	Director	1							1				
Position 2:	Asst. Director		1				Requested office	3					SE: Verify file #
Position 3:	Ombudsman		1				Requested office						
Position 4:	Outreach Spec.		1				Requested office						
Position 5:	EA Adminstrator		1				Requested office	3					
Position 6:	EA Prog. Coord			2			Requested office	2					
Position 7:	EA Caseworker			1			Requested office	4					
Position 8:	Handyman Coor			1			Requested office	3					
Position 9:	Secretaries				2			10		1			
Position 10:	Interns				3								
		1	4	4	5	**14**	<Division Total>	25	1	1	**750**	<Approx Support Area Square Footage	

Division 2:	Ground FL Clinic Health Services	Office	Senior Cube	Std Cube	Other	Subtotal	Notes:	Files	Conf Rm	Receptn		Other	Notes:
Position 1:	Director	1								1		Storage Rm	
Position 2:	Sr. Personnel		10				Requested office						SE: Verify file #
Position 3:	Public Receptn				3							Waiting Rm for 20	
Position 4:	Other			28						1		Labs, Exam Rms	
		1	10	28	3	**42**	<Division Total>	0	0	2	**NA**	<Approx Support Area Square Footage	
												See Section 12	**Support Areas**

Division General Notes:

Description: Responsible for community's Public Health Services
General: Health Services itemized job descriptions not available from Director
Interface Human Relations and Collector's offices
Work Areas Believes that all staff requires offices because they have confidential meetings with public
Traffic Public
*Wishlist** Additional counseling rooms
Future No foreseeable staff additions
Interviewee Jay Terry with C. Louise Brown

	Office	Senior Cube	Std Cube	Other	Subtotal		
Department Total	2	14	32	8	**56**	**750**	<Departmental Support Areas

2- Human Resources: 1st Floor South

		Office	Senior Cube	Std Cube	Other	Subtotal	Notes:
Position 1:	Manager	1					
Position 2:	Asst. manager		1				
Position 3:	Professionals		3				
Position 4:	Clerical			4			
		1	4	4	0	9	<Division Total>

	Files	Conf Rm	Receptn		Other	Notes:
Office Requested	2	1		240	Attic Stg Area	*Insert Area*
Office Requested				150	Training Rm	30-50p classrm style
To adjoin counter	1			150	Carrels	6 for interviews & testing
	9		1		Waiting Area	
				120	Storage Rm	Has adjacent storage rm
	12	1	1	660	<Approx Support Area Square Footage	

Department General Notes:

Description:	Handles interviewing and training for all civil employees
	Also handles typical HR issues (insurance, benefits, etc.) for civil employees
Interface	City Manager, Corporation Counsel and Payroll
Work Areas	Believes that all senior staff requires offices because of the confidentiality of their work and meetings
Traffic	Evenly split between applicants and civil employees
*Wishlist**	Conference room for 6 people (labor negotiations, union meetings and litigation)
	Lecture room for 30-50 people to handle classroom style training
	Carrels to handle applicant training (6 total) with individual computers
Future	No foreseeable staff additions
Interviewee	Judith Witt - 15 years in this position.

Department Total	1	4	4	0	9	660 <Departmental Support Areas

3- Human Relations: 1st Floor South

		Office	Senior Cube	Std Cube	Other	Subtotal	Notes:
Position 1:	Manager	1					
Position 2:	Coordinator		2				
Position 3:	Clerical			3			
Position 4:							
Position 5:							
Position 6							
		1	2	3	0	6	<Division Total>

Files	Conf Rm	Receptn		Other	Notes:
1					
3		1			150
4	0	1		150	<Approx Support Area Square Footage

Counter

Department General Notes:

Description: Responsible for handling community problems
Programs include "Kids at Risk" and other predirected activities.

Interface

Work Areas Department has copier / storage area. Files are 4 drawer.

Traffic

*Wishlist**

Future

Interviewee Director unavailable. Information gathered from physical survey with Coordinator.

Department Total	1	2	3	0	6	150	<Departmental Support Areas

4- Facilities Management -1st Floor Center

Floor		Office	Senior Cube	Std Cube	Other	Subtotal	Notes:	Files	Conf Rm	Receptn		Other	Notes:
Division:													
Position 1:	Manager	1					Bookshelves						
Position 2:	Coordinator		1							1			
Position 3:	Clerical			1			Receptionist					100	
Position 4:	*Mailroom*				2		Confirm No.						
Position 5:	*Maintenence*				4		Confirm No.						
		1	1	1	6	9	<Division Total>	0	0	1	100		<Approx Support Area Square Footage

Department General Notes:

Description: Responsible for physical maintenance and improvements to building.
Responsible for departmental booking of all support spaces: meeting rooms, Council Chambers, Parasol room.
Responsible for mailroom and telephone switchboard.

Interface

Work Areas Manager and Coordinator have plan table areas (for meeting with contractors)
Mailroom
Switchboard
Maintenence

Traffic Contractors

*Wishlist**

Future

Interviewee Max Ruben & Joel Wells

Department Total	1	1	1	6	9	100	<Departmental Support Areas

5- Parks, Forestry & Recreation: 1st Floor North

		Office	Senior Cube	Std Cube	Other	Subtotal	Notes:	Files	Conf Rm	Recepin		Other	Notes:
Division:	**Management**												
Position 1:	Manager	1							1		240		
Position 2:	Asst. Rec. Supv.	1						2		1	100	Waiting Area	
Position 3:	Secretary		1					3					
Position 4:	Stations			2			For outside staff						
		2	1	2	0	5	<Division Total>	5	1	1	340	<Approx Support Area Square Footage	
Division Notes:	*Waiting Area*	Requested for management area - separate from main reception area											
Division:	**Business Office**												
Position 1:	Business Mgr	1						2					
Position 2:	Reserv & Reg Sup		1					2					
Position 3:	Sr. Acct	1						2					
Position 4:	Accountants		1				Office Requested	11					
Position 5:	Bookkeepers			2				8					
		2	2	2	0	6	<Division Total>	25	0	0	150	<Approx Support Area Square Footage	
Division Notes:	*File Room*	11 files are in separate room											
Division:	**Public Information**												
Position 1:	Specialists	2						3					
		2	0	0	0	2	<Division Total>	3	0	0	25	<Approx Support Area Square Footage	
Division Notes:	*Work Area*	Offices request because Specialists "needs quiet for creativity"											
Division:	**Reception & Registration**												
Position 1:	Clerks			4			with counter				225		
		0	0	4	0	4	<Division Total>	0	0	0	225	<Approx Support Area Square Footage	
Division Notes:	*Work Area*												
Issues:		Security is a concern for these clerks; an on-site homicide occurred several years ago.											

5- Parks, Forestry & Recreation: 1st Floor North *Continued*

		Office	Senior Cube	Std Cube	Other	Subtotal	Notes:	Files	Conf Rm	Receptn		Other	Notes:
Division:	**Program Office**												
Position 1:	Waterfront		1				Office Requested						
Position 2:	Athletics		1				Office Requested	1					
Position 3:	Rec. Specialists			2				1					
		0	2	2	0	4	<Division Total>	2	0	0	0		<Approx Support Area Square Footage
Division Notes:	*Work Area*												

Division:	**Landscaping**												
Position 1:	Landsc. Architect	1						4					
		1	0	0	0	1	<Division Total>	4	0	0	80		<Approx Support Area Square Footage
Division Notes:	*Work Area*	Relatively new division. 10 feet of books & flat files.											

Department General Notes:

Description:

Interface	Planning, Facility Mgmt, Finance/Purchasing and Legal
Work Areas	"21st Century" work areas requested
Traffic	Reception: averages 75 to 80 people per day
*Wishlist**	
Conference Rm	Department has large 10 person conference room
Production Area	Department has large production area w/floor model copier, cutter, work tables (also used as break room)
Storage	Does not use attic; has large storage room within department.
Future	Above numbers include anticipated staff additions
Interviewee	Douglas Gaynor

Department Total	7	5	10	0	22	Incl 2 desks for outside staff.	820	<Departmental Support Areas

6- Public Works: 3rd Floor Center

Floor		Office	Senior Cube	Std Cube	Other	Subtotal	Notes:	Files	Conf Rm	Receptn		Other	Notes:
Division:	**Management**												
Position 1:	Manager	1					Future		1		150		6p Conf Rm@ City Engr
Position 2:	Secretary		1				Future						
								5			240	Stg Rm: Plan Files	& Surveying Equipmt
								4				Drwg Rack	& 2- Stg cabinets
		1	1	0	0	2	<Division Total>	9	1	0	390	<Approx Support Area Square Footage	
Division:	**City Engineer**												
Position 1:	Manager	1						3			1	Bookcase	& Plan Rack
Position 2:	Sr. Engineer		1				Draft Tbl & Desk	1					
Position 3:	Engineer		1										
Position 4:	Asst. City Engr.		1				Desk & 2 guest Chrs						
Position 5:	Techs		3										
Position 6	Secretary			1									
		1	6	1	0	8	<Division Total>	4	0	0	50	<Approx Support Area Square Footage	
Division:	**Parking Systems**												
Position 1:	Manager	1											
Position 2:	Analyst		1										
Position 3:	Techs		6				**Confirm number**				2	Plotters	
		1	7	0	0	8	<Division Total>	0	0	0	75	<Approx Support Area Square Footage	
Division:	**Traffic Engineer**												
Position 1:	Manager	1											
Position 2:	Aide		1					3			1	Bookcase	
Position 3:	Techs/Clerks		2				**Confirm number**	1					
Position 4:	Secretary		1										
		1	4	0	0	5	<Division Total>	4	0	0	0	<Approx Support Area Square Footage	

6- Public Works: *Continued*

Department General Notes:

Description:	Engineering Department for Streets and Traffic
Interface	Community Development
Work Areas	Typically have drafting stations and plan reference areas Techs for 3 divisions are typically in a centralized drafting room (with plotters)
Traffic	No public traffic
*Wishlist**	
Conference Rm	Currently has 6 person conference room
Reception Area	None currently
Storage	
Future	

Interviewee Max Rubin and Joel Wells

Department Total	4	18	1	0	**23**	Includes open Manager & Secretary Positions	**515** <Departmental Support Areas

7-Community Development: 3rd Floor North

Floor		Office	Senior Cube	Std Cube	Other	Subtotal	Notes:	Files	Conf Rm	Recepin		Other	Notes:
Division:	**Management**												
Position 1:	Dept. Manager	1							1				Existing: 8 person
Position 2:	Secretaries		2										
								4			1	Copier Room	
		1	2	0	0	3	<Division Total>	4	1	0	150	<Approx Support Area Square Footage	

Division Notes: *HVAC*

Secretary area has no heat or air.

Division:	**Building Department**												
Position 1:	Manager	1											
Position 2:	Asst. Manager		1										
Position 3:	Supervisor		1										
Position 4:	Inspectors			7									
Position 5:	Coordinators			2			with Counter			1	2	Application Carrel	
Position 6:	Clerk			1									
Position 7:	Auditor			2			Consultants						
		1	2	12	0	15	<Division Total>	0	0	1	200	<Approx Support Area Square Footage	

Division Notes: *Work Area*

Division:	**Property Standards & Rehab**												
Position 1:	Manager	1											
Position 2:	Supervisor		1										
Position 3:	Inspectors			8				8					
Position 4:	Clerks			2				6			1	Bookcase	
Position 5:	Rehab Inspector		1								1	Coffee Area	
Position 6	Rehab Clerk			1							1	Copier	
											1	Microfiche Reader	
		1	2	11	0	14	<Division Total>	14	0	0	150	<Approx Support Area Square Footage	

Division Notes: *Work Area*

7-Community Development: 3rd Floor North - *Continued*

Floor		Office	Senior Cube	Std Cube	Other	Subtotal	Notes:	Files	Conf Rm	Receptn		Other	Notes:
Division:	**Zoning**												
Position 1:	Manager	1											
Position 2:	Professionals		2				Office Requested						
Position 3:	Planner		1										
Position 4:	Secretary			1									
		1	3	1	0	5	<Division Total>	0	0	0	0		<Approx Support Area Square Footage
Division Notes:	*Public Interface*	Secretary responsible for issuing Liquor Licenses											

Division:	**Planning**												
Position 1:	Manager	1								1			
Position 2:	Planners		7					4					
Position 3:	Graphic Artist		1										
Position 4:	Secretary			1									
Position 4:	Interns			2									
		1	8	3	0	12	<Division Total>	4	0	1	0		<Approx Support Area Square Footage
Division Notes:	*Work Area*	Have large centralized work surfaces					Has 14 x 14 area for model building & Large Flat Files						

Department General Notes:

Description:	Building, Planning and Zoning Departments
Interface	Traffic Engineer and Engineer Department
	Health Department (Restaurants)
	Law Department
	Fire Department (1 mile away)
Work Areas	See Division Notes: Department is computerized, but also uses drafting tables and plan tables
Traffic	Public for Building Permits - Permits are paid for at Collectors Office on 1st Floor (wants another system)
*Wishlist**	Needs Planning and Zoning closer together.
Conference Rm	Presently has almost exclusive use of Rm 3650 "Fish Bowl" conference room.
Reception Area	Recently redesigned to reduce public penetration of work areas.
Storage	Does not use attic storage; has former men's toilet room as storage area
Future	Staff size is stable; no future additions anticipated.
	Anticipates converting to CD ROMs to reduce paper storage.
Interviewee	James Wolinski

							Includes present addition of 4 people who h have no desks and 2 Planning Interns	
Department Total	5	17	27	0	49	500	<Departmental Support Areas	

8 - City Manager: 4th Floor Center

Floor		Office	Senior Cube	Std Cube	Other	Subtotal	Notes:
Position 1:	City Manager	1					
Position 2:	Asst. C. Mgrs.		2				
Position 3:	Public Info Officer		1				Future Staff
Position 4:	MBE Coordintr		1				
Position 5:	Secretaries			4			1-Future & 1 shared w/Mayor
Position 6	Prof. Intern		1				
		1	5	4	0	10	<Division Total>

Files	Conf Rm	Receptn		Other	Notes:
	1	1			2 chair reception
3	1				4 p conf table in 1 office
2					
3					
2					
16					Stg Rms 1 & 2
26	2	1		300	<Approx Support Area Square Footage

Department General Notes:

Description: Responsible for management of Evanston civil Center Departments
Also handles loudspeaker, film, café, farmer's market permits and agendas for City Council Mtgs.

Interface Corporation Cousel (daily interface)
Human Resources and Finance

Work Areas Requested shared offices for all but City Manager due to confidential nature of materials handled.

Traffic Average 30 people daily.

Location MBE Coordinator is located south of department - which is the nearest available space.

*Wishlist** City Manager needs larger office to hold meetings. (Presently has 8 person conference table.)

Conference Rm Need a 10-12 person conference room to use for 50% of each day.

Reception Area

Storage Does not use Attic Storage.

Future Department is stable upon additions of staff included above.

Interviewee Michael Guttman

Department Total 1 5 4 0 **10** **300** <Departmental Support Areas

Includes addition of 1 Public Info Officer and 1 ..Secretary

9 - Corporation Counsel: 4th Floor Center

Floor / Division:		Office	Senior Cube	Std Cube	Other	Subtotal	Notes:
Position 1:	Director	1					
Position 2:	Attorneys	2					
Position 3:	Risk Manager	1					
Position 4:	Secretary		1				
Position 5:							
Position 6							
		4	1	0	0	0	<Division Total>

Files	Conf Rm	Receptn		Other	Notes:
2	1				2 Bookcases @ 3'
11	1			180	
				300	Law Library
				20	Closet Stg
13	2	0		500	<Approx Support Area Square Footage

Reception

Department General Notes:

Description: Responsible for civil legal issues.
Interface Almost all departments have interface with this Department.

Work Areas Need to oversize offices to include law reference bookcases.
Traffic
Location
*Wishlist**
Conference Rm Law library is used as a conference room by other departments
Reception Area Existing area has no guest chairs.
Storage
Future
Interviewee Director Unavailable

Department Total						
	4	1	0	0	5	Includes addition of 1 Public Info Officer and 1 secretary
					500	<Departmental Support Areas

10 - Budget and I.S.: 4th Floor Center & 3rd Floor

Floor		Office	Senior Cube	Std Cube	Other	Subtotal	Notes:
Division:	**Budget**						
Position 1:	Manager	1					
Position 2:	Analyst		2				
Position 3:	Clerical		1				
Position 4:	Intern			1			
		1	3	1	0	5	<Division Total>

Offices Requested

Files	Conf Rm	Receptn		Other	Notes:
2	1				4 person Conf. Area
2	1	0		300	<Approx Support Area Square Footage

Division Notes: Public Interface
Part of liquor license process; also see Finance / Mgmt Division
Reason given for need for private offices was "quiet is important!"
Conducts budget reviews with Department Heads; usually at Dept Head offices
Keeps 5 years of paper storage (vs Finance at 10 yrs.)
Needs use of conference room.

Division:	**Information Systems**						
Position 1:	Manager	1					
Position 2:	Proj. Analyst		1				
Position 3:	Data Admin.		1				
Position 4:	Techs			5			
Position 3:	*Future*			2			
Position 4:	Trainer		1				
		1	3	7	0	11	<Division Total>

Office Requested

1				
			120	Tech Work Rm
2			100	Need Reference Tables
			240	Computer Rm w/AC & Parts Stg Rm
			120	MIS Workrm
3	0	0	580	<Approx Support Area Square Footage

Division Notes: M.I.S. Training Rms Located on 3rd Floor: 12 person room for training in conjunction w/Human Resources
Tech Rm Needs work room for Tech to work on computers
Computer Rm Must be secured to prevent theft or sabotage

Division:	**G.I.S Geo. Info. Sys.**						
Position 1:	Manager	1					
Position 2:	Tech		3				
		1	3	0	0	4	<Division Total>

4			150 Public User Area
			Need Reference Tables
4	0	0	150 <Approx Support Area Square Footage

Division Notes: Public Interface Will increase as this new department develops

10 - Budget & I.S.: 4th Floor Center & 3rd Floor - *Continued*

Department General Notes:

Description:	Responsible for Purchasing, Accounts Payable, and Collector's Office on 1st floor
	Develops and tracks budgets. Does not interface with, but is a balance system to Finance Department.
Interface	Nominal Interface with Finace. Has directed meetings with all Department heads.
	Information systems has MIS training interface with Human Resources.
Work Areas	
Traffic	Quiet needed in accounting areas.
	Public interface required for Liquor Licenses and Geo. Info. Systems.
Location	
*Wishlist**	Existing storage is "woefully inadequate" ; wants organized storage
	Wants workroom for Techs.
Conference Rm	Needs access to 12 person conference room for department head meetings.
Reception Area	
Storage	Information Systems is currently storing old computer hardware in attic.
	"because public property can't be thrown out."
Future	Staff additions notated in matrix.
Interviewee	Patrick Casey

	Office	Senior Cube	Std Cube	Other	**Subtotal**
Department Total	3	9	8	0	**20**

1030 <Departmental Support Areas

11 - Finance: 4th Floor North

Floor		Office	Senior Cube	Std Cube	Other	Subtotal	Notes:	Files	Conf Rm	Recepin		Other	Notes:
Division:	**Management**												
Position 1:	Director	1							1		150	6p Conference w/	Bookcases
Position 2:	Secretaries		2					8			100		
		1	2	0	0	3	<Division Total>	8	1	0	250	<Approx Support Area Square Footage	

Division Notes: Liquor Licenses

Secretary also handles liquor licenses with Budget/I.S.
Needs meeting space to meet with restaurant owners.

Division:	**Accounting**												
Position 1:	Manager	1											
Position 2:	Sr. Accts.		2										
Position 3:	Accountant		1					4					
Position 4:	Bookkeeper			1				2					
Position 5:	Clerk			1									
Position 6	Auditors				2								
								10			Stg Rm with 6		Bookcases
		1	3	2	2	8	<Division Total>	16	0	0	0	<Approx Support Area Square Footage	

Division Notes: File System

Need more files and a centralized file area. (record retention: 10 years)
Attic storage currently used to hold back years
Auditors work in pairs in file room
Anticipate going to CD ROM in future for record storage (current vendor can't provide this service)

Division:	**Payroll**												
Position 1:	Manager	1						2	1		225	9 Bookcases & Conf Table for 4 (with Work Area)	
Position 2:	Supervisor		1										
Position 3:	Clerk			1									
Position 4:	Shared Clerk			1			Shared w/Purch						
Position 5:	Summer Student			1				6			75	Storage Rm	
		1	1	3	0	5	<Division Total>	8	1	0	300	<Approx Support Area Square Footage	

Division Notes: Work Area

Down hall from Accounting; not tangential to main area

11 - Finance: 4th Floor North - *Continued*

		Office	Senior Cube	Std Cube	Other	Subtotal	Notes:	Files	Conf Rm	Recepin		Other	Notes:
Division:	**Purchasing & Accts. Payable**												
Position 1:	Manager	1						2	1		120	4p table	
Position 2:	Buyer		1										
Position 3:	Secretary			1									
Position 4:	*Shared Clerk*			0			See Payroll #						
								12			120	File Room	
											300	Bid Opg Rm	w/Pickup - Dropoff Area
											300	Plan & File Rm	
		1	1	1	0	3	<Division Total>	2	1	0	840	<Approx Support Area Square Footage	

Division Notes: *Work Area* Down hall from main area; location not tangential
Shared Clerk Currently has 2 desks: 1 in each department

		Office	Senior Cube	Std Cube	Other	Subtotal	Notes:	Files	Conf Rm	Recepin		Other	Notes:
Division:	**Collector's Office (located on 1st Floor)**												
Position 1:	Manager	1						1					
Position 2:	Supervisor		1					1					
Position 3:	Clerks			6				7			450	4p Public Counter	
Position 4:	*Temp Clerks*			2									
		1	1	8	0	10	<Division Total>	9	0	0	450	<Approx Support Area Square Footage	

Division Notes: *Public Interface* Major point of public interface, more than any other department
Access to public parking important
Peak period: Vehicle Stickers (temporary clerks and many forms)

11 - Finance: 4th Floor North - *Continued*

Department General Notes:

Description:	Responsible for Accounting , Payroll and Collections
Interface	City Manager
	Payroll has interface with Human Resources
	Mgmt Secretary handles liquor licenses with Budget/I.S.
Work Areas	
Traffic	
Location	Collector's Office has major public interface: Other divisions do not.
*Wishlist**	
Conference Rm	
Reception Area	Almost every existing division has a reception-type area.
Storage	
Future	
Interviewee	James Fetty

	Office	Senior Cube	Std Cube	Other	**Subtotal**
Department Total	4	5	12	0	**21**

1840 <Departmental Support Areas

12 - General Support Areas

See Appendix "B" This Section for Layout Diagrams"

Conference Centers

Main Conference Center:	32 x 30	Also functions as Multi-purpose room	960
Mini-Conference Centers	16 x 20	Quantity: 3	960
			1920 <Conference Rooms

Miscellaneous

Toilet Rooms	14 x 20	Quantity: 6	1680
Lunch Room	20 x 35	Quantity: 1 or 2 at half the size	700
Copier Center	20 x 35	Quantity: 1 or 2 at half the size	700
Coat Areas	5 x 5	Quantity: 6 or 12 at half the size	150
			3230

Specification & Cost Analysis

SECTION 5

City of Evanston
Civic Center 2000 +

FEASIBILITY ANALYSIS

Doyle & Associates

ARCHITECTURE - PLANNING - INTERIORS

JULY 10, 1998

INTRODUCTION

The following pages contain a listing and description of construction items in association with Option 5 - the renovation of the existing building, and a listing and description of Furniture, Fixtures and Equipment (FFE) for all of the work stations programmed.

RENOVATION CONSTRUCTION COSTS

A Low Budget cost and a High Budget cost is listed for each item. In some cases this is a relatively narrow range. In others, the range is significant due to unknown conditions or possible design and finish alternatives. In all cases an average budget cost has been used to arrive at a reasonable total budget number.

PHASED CONSTRUCTION

The numbers are based on a two phase construction process: occupying all floors of the North half of the Main Building and removing all personnel from the south half and original "ell" to allow initial construction to take place in this portion. The second phase is to move into the south half and "ell" and complete the work on the North half.

This is an over-simplification of the actual process which may have many alternate possibilities. The important consideration from a cost factor is that there are just two primary construction phases in the renovation work and that there is just one major temporary move for personnel.

RELOCATION COSTS

Under this phasing scenario relocation costs will vary depending upon the number of departments which need to be temporarily located off site.

COST ADVANTAGES

In many cases the listed costs are considerably less than the City has experienced or may have budgeted for repairs and improvements. This is because the two phase construction allows the work to be done in a relatively efficient manner as opposed to working in small increments and/or around existing personnel.

An example of this is in the installation of an automatic sprinkler system. The budgeted City costs for this work are four times the expected costs when the work is done in just two phases.

FURNITURE BUDGET COSTS

Quantities and types of offices, modular furniture and storage are all based upon the recommendations developed in Section 4C - Programming.

LOW BUDGET APPROACH

A low budget approach has been used for estimating the cost requirements for Furniture, Fixtures and Equipment (FFE). There is extensive reuse of existing furniture and files. Senior level personnel in offices reuse all of their existing furniture.

REUSE OF EXISTING

Other than the five drawer lateral file included with each Sr. Cube station there are no dollars allocated for additional files. The 10% contingency may be used in part for augmenting existing files to create file banks as shown on the concept plans.

PRICING

The most attractive pricing (GSA) has been used, and a credit has been included for the reuse or trade of existing modular furniture.

The budget costs have been broken down into Typical Departments, Health and Human Services (Clinic), and the Council Chambers. No specialized equipment, medical, audio visual, etc. has been budgeted.

APPLICABILITY

The modular workstation concept is essential to the efficient work place in today's electronic and data intensive environment. It has also been developed to create humane environments which are not only space efficient but pleasurable to work within.

No matter what option is chosen, this FFE budget is applicable to the Civic Center 2000 + program.

Renovation Cost Budget

SECTION 5 - A

Doyle & Associates

ARCHITECTURE - PLANNING - INTERIORS

ITEM Description	Low Budget	High Budget	Average	Sub-Total
General				**$5,721,250**
Remodeling All Floors	2,944,000	3,496,000	3,220,000	
Includes demolition, new partitions, ceiling, lights, and general finishes. (Based upon typical floor Concept Plan II or III)				
New Council Chamber	2,242,500	2,760,000	2,501,250	
Assumes an 11-12,000 GSF building with chambers and meeting rooms. (Based upon Conceptual Site Plans II or III)				
Sitework				**$292,500**
Landscaping	90,000	120,000	105,000	
General site landscaping plus construction of ramp with earth and landscape to provide wheelchair access to southeast entrance.				
Parking	75,000	150,000	112,500	
Rework of existing parking and additional spaces to serve new council chambers and present inadequacies.				
Lighting	50,000	100,000	75,000	
General site lighting and rework and additions to parking lighting.				
Building Envelope				**$575,400**
Asbestos Removal	75,000	250,000	162,500	
Concrete	20,000	100,000	60,000	
Repair of basement floor where undermined by sewer leaks.				
Masonry	264,000	316,800	290,400	
Tuckpointing and Sealing				
Metals	10,000	25,000	17,500	
Miscellaneous railings, new area well covers, etc.				
Woods & Plastics	20,000	30,000	25,000	
Replacement and repair of fascia and miscellaneous wood trim.				
Thermal & Moisture Protection	15,000	25,000	20,000	
Roof slate and Gutter repairs				
Finishes				**$152,922**
Carpet	139,020	166,824	152,922	
4 Flrs @ 85%, 6951 Yards				
Specialties				**$40,000**
Complete Interior and Exterior ADA Signage	30,000	50,000	40,000	
Conveying Systems				**$620,000**
Construct New two car elevator Bank serving all floors	540,000	700,000	620,000	

ITEM Description	Low Budget	High Budget	Average	Sub-Total
Mechanical				**$3,068,900**
General Construction				
Construct Air Handling Mechanical Room in existing attic by removing roof of west gable at center of main building and constructing new roof at ridge line.	750,000	800,000	775,000	
Demolish floors and construct shaft walls to provide two Air supply/Return vertical duct runs.	100,000	120,000	110,000	
HVAC Replacement				
Provide new variable volume system with equipment in new attic space. Includes new intakes, exhausts, pumps and new cold water lines, utilizing existing piping for new perimeter hot water fin tube heating.	1,250,000	1,500,000	1,375,000	
Convert Boilers to Heating water	65,000	85,000	75,000	
Provide temporary water and steam piping to allow phasing of reconstruction work	15,000	20,000	17,500	
Plumbing				
Remove and/or cap and abandon all existing plumbing lines.	20,000	40,000	30,000	
Construct Two new toilet room plumbing banks providing four new toilets on each floor.	250,000	300,000	275,000	
Sewer				
Connect new plumbing risers to existing sewer main and repair existing sewer as required.	25,000	100,000	62,500	
Fire Protection				
Provide complete automatic sprinkler system throughout entire building, including all pumps, controls, etc.	262,200	395,600	328,900	
Allowance for improved water service to meet NFPA Requirements	5,000	35,000	20,000	
Electrical				**$887,500**
Construct a new electrical room with increased service size, new panels, risers, feeds, etc.	250,000	350,000	300,000	
Provide temporary electrical feeds to allow phasing of reconstruction work	10,000	15,000	12,500	
Upgrade 45 KVA transformer	40,000	60,000	50,000	
Life safety				
Provide and install new Fire Alarm System	200,000	250,000	225,000	
Data - Com				
Replacement of entire phone system with data inter link. Telephone Switch.	280,000	320,000	300,000	

TOTALS	Low Budget	High Budget		Recommended Budget
Subtotal 1: Net Budget Costs - Construction	10,036,720	12,680,224		$11,358,472
Contingency Fund: 15%	1,505,508	1,902,034	1,703,771	
Subtotal 2: Gross Budget Costs - Construction	11,542,228	14,582,258		$13,062,243
Design Services				
A/E Services: 8 1/2% x Gross	981,089	1,239,492	1,110,291	
Subtotal 3: Gross Construction Budget Costs w/ Fees	12,523,317	15,821,749		$14,172,533
Furniture Fixtures & Equipment (FFE)	944,240	944,240	944,240	
Design Services: 8 1/2% x Gross	80,260	80,260	80,260	
Subtotal 4: Gross Budget Costs w/ Fees & FFE	13,547,818	16,846,250		$15,197,034
Relocation Costs	500,000	1,000,000	750,000	
Subtotal 4: Budget w/ Fees & FFE & Relocation	14,047,818	17,846,250		$15,947,034

Furniture Budget

SECTION 5 - B

Doyle & Associates

ARCHITECTURE - PLANNING - INTERIORS

1- Typical Departments

Reference: Section 4

Modular Furniture

		Office	Senior Cube	Std Cube	Other	Sub-T
G & 1st FL S	1-Human Services	*(Calculated Separately - See Below)*				
1st FL S	2-Human Resource:	1	4	4	0	9
1st FL S	3-Human Relat'ns	1	2	3	0	6
1st FL Ctr	4-Facities Mgmt	1	1	1	6	9
1st FL N	5-Parks, F & R	7	5	10	0	22
3rd FL Ctr	6-Public Works	4	18	1	0	23
3rd FL N	7-Community Dev	5	17	27	0	49
4th FL Ctr	8-City Manager	1	5	4	0	10
4th FL Ctr	9-Corp.Counsel	4	1	0	0	5
4th FL Ctr & 3	10-Budget & I.S.	3	9	8	0	20
General	12-Support Areas					
	# Of Stations		67	70	6	174
	Cost per Station		$3,500	$2,700	$1,750	
	Subtotal		234500	189000	10500	434000
	Credit for reuse of Existing Furniture & Stations					-40500
						393500

Pricing Notes:
1- Based on GSA Pricing for stations with Lifetime Warrantee
2- Includes Chairs, Overbins & Tasklites for each station
3- Senior Stations include 4 drwr file cabinet & Guest Chair

Offices		Total Quant	New Quant	Unit Cost		
14 x 20	Dept Directors	10	3	5500	16500	
10 x 12	Asst Directors	21	12	3500	42000	
						58500

Pricing Notes:
1- Based on GSA Pricing
2- Includes extensive reuse of senior level FF&E

Departmental Support Areas		New Quant	Unit Cost	Extension	
	Conference Rms				
	Tables	2	3500	7000	
	Chairs	24	450	10800	
	Credenzas	2	1200	2400	
					20200

Pricing Notes:
1- Majority of Existing Furniture Reused
2- Pricing for Multi-Configuration Conference Center Table

Files & Storage Shelving	New Quant	Unit Cost	Extension	
4-Drwr Lateral	50	500	25000	
File Tops	20	1200	24000	
Metal File Box Stg Shelves	100	250	25000	
				74000

Subtotal of Typical Department FF&E **546200**

2- Human Services Clinic - *(includes both C. L. Brown & J. Terry Depts)*

Modular Furniture

		Office	Senior Cube	Std Cube	Other	Sub-T		
G & 1st FL S	1-Human Services	2	14	32	8	56		
	# Of Stations		14	32	8	54		
	Cost per Station		$3,500	$2,700	$1,750			
	Subtotal		49000	86400	14000		149400	

Offices		Total Quant	New Quant	Unit Cost			
14 x 20	Dept Directors	2	1	5500		5500	
							154900

Clinic Functions (Note: New Program)

Size	*Type*	*Quant*	*Budget*	*Description*			
10 x 10	Exam Rooms	10	3500	Chair, Table, Stg	35000		
8 x 8	Counseling Rms	6	1000	Table & Chairs	6000		
20 x 20	Lab	2	4500	Counter/Stg & Chrs	9000		
15 x 15	Drug Stg	1	2500	Shelving	2500		
15 x 15	Supply Stg	1	1500	Shelving	1500		
20 x 20	Record Stg	15	500	Files	7500		
10 x 10	Clean Rm	1	1800	Counter/Stg & Chrs	1800		
20 x 30	Reception Seating	1	1000	Supplement Exist'g	1000		
	Reception Counter	1	1500	Counter	1500		
25 x 30	Classrm / Conf. Rm	1	9000	Table & Chairs	9000		
							74800
Subtotal of Clinic FF&E							**229700**

3 - Council Chambers (Note: New Program)

Size	*Type*	*Quant*	*Budget*	*Description*	
60 x 60	Council Chamber	1	20000	Casework	20000
		10	550	Council Chairs	5500
		200	175	Stack Seating	35000
60 x 30	Receptn / Overflow	1	8000	Lounge Area	8000
14 x 20	Mayor's Office			Reuse Existing	0
10 x 12	Mayor's Asst			Reuse Existing	0
14 x 20	Alderman Mtg Rm			Reuse Existing	0
10 x 12	Cable TV			Reuse Existing	0
10 x 12	Storage	1	1500	Misc Shelving	1500
14 x 40	Kitchen	1	12500	Cabts & Appliance	12500

Subtotal of Council FF&E **82500**

SUMMARY

1- Typical Departments	**546200**
2- Human Services Clinic	**229700**
3 - Council Chambers	**82500**
	858400
10% Contingency	85840
FF&E BUDGET TOTAL	**944240**