

ASSESSMENT REPORT

CITY OF CHEYENNE

CHEYENNE MUNICIPAL BUILDING SPATIAL ANALYSIS

2101 O'NEIL AVENUE, CHEYENNE, WY 82001

DATE: SEPTEMBER 20, 2024





TABLE OF CONTENTS

CONTENTS

TABLE OF CONTENTS..... 1
EXECUTIVE SUMMARY..... 2
EXISTING CONDITIONS AND INITIAL FINDINGS..... 5
BUILDING HISTORY AND ASSESSMENT..... 10
ASSESSMENT OF PROGRAM NEEDS..... 14
METHODOLOGY OF RECOMMENDATIONS..... 22
SYSTEM EVALUATION & RECOMMENDATIONS..... 28
COST ESTIMATE 29

FIGURES

EXISTING EXTERIOR PHOTO..... 2
STAY IN EXISTING SPACE GRAPH..... 5
EXISTING FACILITY WAYFINDING GRAPH..... 5
EXISTING FACILITY SECURITY GRAPH..... 6
CURRENT FACILITY / LAYOUT ALLOW EFFICIENT STAFFING GRAPH..... 7
NON-PUBLIC ENTRY GRAPH..... 7
NON-PUBLIC INTERNAL MOVEMENT GRAPH..... 8
TOLERANCE WORKING DURING RENOVATION GRAPH..... 8
SITE PROGRESSION PHOTO..... 12
SITE OPPORTUNITIES PHOTO..... 13
OVERALL BUILDING ADJACENCY..... 14
LEVEL 1 ADJACENCY..... 15
LEVEL 2 ADJACENCY..... 15
LEVEL 3 ADJACENCY..... 15
NEW BUILDING LOCATION ON ADJACENT PARKING LOT..... 25

TABLES

BUILDING PROGRAM PROGRESSION..... 10
DEPARTMENT CURRENT AND FUTURE FTE..... 16
ASSESSMENT OF PROGRAMMATIC NEEDS..... 17
DEPARTMENT FLOOR LOCATION..... 23
UTILIZING EXISTING BUILDING ADVANTAGES AND DISADVANTAGES..... 24
LAND USE SUMMARY..... 26
UTILIZING NEW LOCATION ADVANTAGES AND DISADVANTAGES..... 26

APPENDICES

BOWMAN MEP SYSTEMS REPORT..... A
CITY OF CHEYENNE BUILDING COST ASSESSMENT..... B
CORE RESTROOM RENOVATION COST..... C
INTERVIEW RESPONSE MATRIX..... D
CURRENT FLOOR PLANS..... E
1970'S FLOOR PLANS..... F
ENLARGED ADDITION FLOOR PLAN..... G
NEW FLOOR PLAN DIAGRAMS..... H

EXECUTIVE SUMMARY

Background:

The Cheyenne Municipal Building was constructed in 1977 to be a primarily open office layout. Over the years the building has undergone numerous renovations to accommodate the growing use and staff. These changes have caused many unforeseen and unplanned interruptions to the overall flow and function of the building. The segmented development, focusing on singular departments at a time, and aging systems have taxed the mechanical, electrical, and plumbing systems of the building, causing an environment that is not ideal for the users. The HVAC system has experienced numerous breakdowns, causing staff to be relocated and spaces that are poorly heated and cooled. Additionally, the existing strong structural look of the building, which was common of governmental architecture in 1977, lacks natural light and now feels uninviting for both employees and visitors. This affects employee morale and visitor wayfinding both at the entry and throughout the structure.



Observations:

GSG, in collaboration with the department heads at the City of Cheyenne Municipal Building, engaged in a spatial analysis of the existing building structure and current programming. The objective is to determine the most beneficial course of action for the City moving forward: whether to remodel the existing building, remodel it and provide an addition, or construct an entirely new building.

The following represents a summary of deficiencies within the existing facility.

- Lack of spatial organization both within and between departments.
- No additional space for departments to grow.
- Lack of security inside and outside the building.
- Lack of wayfinding in the building.
- Few windows to bring in natural lighting.
- Despite mechanical upgrades and piecemeal attempts to correct the situation, the HVAC system is consistently underperforming, not providing adequate ventilation or control.
- Not up-to-date with current code requirements.
- Lack of ADA accessibility.
- Outdated, uninviting environment, deterring department's ability to attract new employees.

During our initial discussions with each department head individually, our focus was on gathering information to help us analyze and evaluate each department's current location within the building and how they operate. GSG examined office layout, capacity, functions, and obstacles to daily efficiency. We especially considered aspects of the space that employees find beneficial and enjoyable.

This comprehensive approach has provided us with a deep understanding of the building limitations and opportunities for improvement. It has allowed us to identify ways to enhance the daily work experience of users and to serve the citizens of Cheyenne effectively. Surprisingly, most departments stated that their current space is adequately sized for their current staff load, and having all the department heads under one roof has led to improved interdepartmental communication.

Based on interview statements, the current space meets the current staff load of each department, at present, but does not account for expected future employment growth. Spatial layouts within each department are not functionally organized, resulting in awkward, underutilized square footage. We also discovered concerns regarding the outdated building infrastructure, including technology, electrical capacity, and the HVAC system. The HVAC system no longer functions properly due to its age and the numerous singular department focused remodels the building has undergone over the years. Because of this health and safety have become major user concerns.

Objective:

The goal of this study is to provide building occupants and citizens with a modernized, organized, efficient, and safe environment that they can enjoy and take pride in. This will not only contribute to a better work atmosphere but also enable the municipal government to better serve the citizens of Cheyenne by updating the current building infrastructure, addressing concerns related to effective wayfinding, improved traffic flow, and functional spatial organization. These measures aim to maximize work efficiency and address safety concerns for building occupants and guests.

The intent of this study is to identify facility shortcomings and provide the City with recommendations for alleviating these concerns. Specifically, GSG will be looking to address the following identified issues:

- Organizational flow and adjacencies.
- Spatial efficiency.
- Future growth opportunities.
- Security.
- Wayfinding.
- Daylighting.
- MEP upgrades to improve building environment and technological needs.
- Code Upgrades.
- ADA Upgrades.
- Modernized finishes that are durable and inviting.

Overall Recommendation:

After a thorough review of departmental requirements, including potential growth, and an assessment of the physical conditions of the facility, GSG Architecture provides the following recommendations for considerations:

- **Recommendation 01 – Addition and Remodel of Existing Building:**

Repurposing the existing Cheyenne Municipal Building through a new addition and complete gut and remodel is a viable and strategic choice. The addition offers opportunities for controlled entry, creates a recognizable entry focal point, improves public interaction, and the construction of new ADA elevator core reduces the need for extensive structural modifications within the existing building. By reconfiguring the layout to enhance adjacencies, flow, security measures, and overall

functionality, the project can create a modernized, efficient workspace for occupants. Preserving core spaces while upgrading infrastructure to meet current needs is a cost-effective, practical approach that aligns with resource utilization and strategic planning considerations. The recommended layout of the addition and programmatic layouts showcase a thoughtful approach to maximizing existing infrastructure, enhancing functionality, and meeting the evolving needs of the City's operations. The diagrammatic plans address key elements identified through interviews, aiming to enhance productivity and functionality. Overall, with an addition and remodel, the building can continue to serve the City of Cheyenne effectively in the future.

Construction Cost: \$14.4 Million (parenthetically rounded).

Construction Cost - Five Year Projection: \$20.1 Million (parenthetically rounded).

Timeline: 3 Years.

- **Recommendation 02 – New Building on Adjacent Parking Lot:**

Utilizing the adjacent parking lot to construct a new building presents several advantages that warrant consideration. By constructing a new building on the existing parking lot with a regular-shaped structure, a larger footprint can be achieved. This offers greater flexibility for customization and potentially maximizes the use of the available space.

Construction Cost: \$39.5 Million (parenthetically rounded).

Construction Cost - Five Year Projection: \$58 Million (parenthetically rounded).

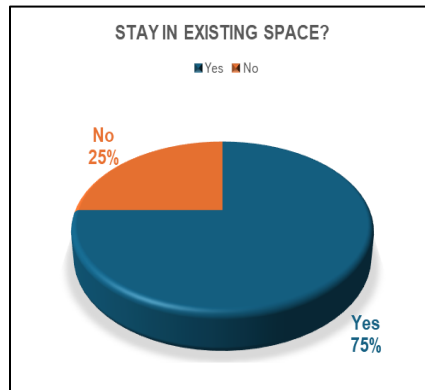
Timeline: 3.5 to 4 Years.

Each option will have advantages and disadvantages and those will be enumerated in the report that follows. However, after careful study, GSG believes Recommendation 01 to be the most viable solution. This recommendation is based on several factors including but not limited to overall cost, time-lines for achieving the objectives, the condition of the facility, adjacent available properties, and the centrality of the present location.

EXISTING CONDITIONS INITIAL FINDINGS

Initial investigation began with GSG, along with Adele Bartel from the Public Works department, performing separate departmental interviews, with the heads of each department. The entities interviewed are City Attorney, City Clerk, City Council, City Engineer, City Treasurer, Community Recreation and Events, Compliance, Facilities Maintenance, Human Resources, and Mayor’s Office. These interviews aimed to gain an understanding of each department's unique requirements and needs. A list of pre-designed questions was used to delve into the existing building, site, department spaces, and specific needs in order to analyze and recommend suitable options. Below is a list of key questions and a summary of responses received. For a full list of questions and responses see Appendix D.

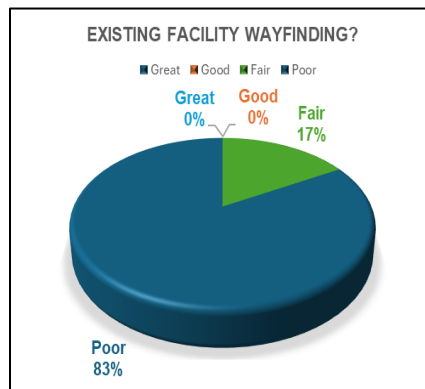
Question 01: If you could stay in the existing space, would you?



Summary of Additional Comments:

1. The majority of those that would remain in their existing spaces listed a specific feature that they appreciate or benefit from in their space.
2. Most felt that their spaces would benefit tremendously from reconfiguration to allow for a more efficient layout. This would also allow them to add specific space-related items to their departments benefit.
3. It was almost unanimously stated that there is no room for staff growth in each department.

Question 02: How do you rank wayfinding in the existing facility? Can the public easily navigate the facility without asking for directions? How would you improve wayfinding? (Poor / Fair / Good / Great)



Summary of Additional Comments:

1. Personnel unanimously stated that the wayfinding within the building was nonexistent.
 - a. Regarding wayfinding, personnel expressed a desire for digital signs and interactive kiosks. These could be updated easily and display current events. This would help, especially at the front entry, to direct the public to each department, whether it is in the Municipal Building or not.
2. Many responded that the existing signs are not in the direct line of sight and that more signs are needed throughout the building. For example, when exiting the elevators, the signs are behind those stepping off the elevator, instead of in the line of sight.
3. Individuals clearly agreed that the building’s entrance is not clearly identifiable to visitors.

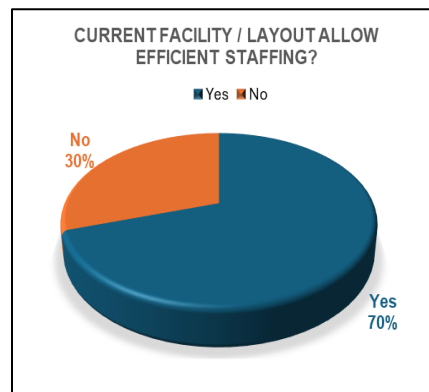
Question 03: How do you rank security in the existing facility? How would you improve security? (Poor / Fair / Good / Great)



Summary of Additional Comments:

1. The majority of those interviewed felt that the building strongly lacks security.
 - a. There was a strong inclination to have the building separated between public and private spaces, ensuring all the public spaces with customer interaction reside on the first floor and that the departments with no public interaction move to the third floor.
 - b. Some common meeting locations should be provided on the first floor so staff on the upper floors can meet with the public without the public accessing the upper floors.
2. A front desk should greet visitors as they enter the building. The rest of the building, including the elevator and stairways, should not be accessible until the employee at the front desk has a chance to vet the guests and buzz them in, upon deeming them safe.
 - a. The front desk should be able to see those entering the building before they have gained access to stop identifiable safety concerns before they enter the building, enabling them to lock down the building if there is a security risk.
3. Building personnel should wear badges to be clearly identifiable. These badges should also provide access to their individual departments.
4. The building needs to provide a better exit strategy for the mayor, staff, and those who are being terminated or have discretionary issues.

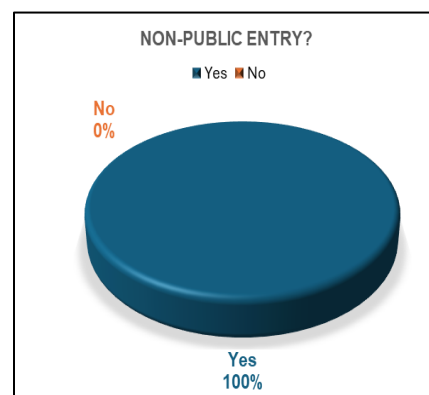
Question 04: Does the current facility / layout allow for full and efficient staffing?



Summary of Additional Comments:

1. The majority felt that the current space was efficient to house the current staff load but would not accommodate future staff.
2. There is room, in each department, to provide more efficient space that eliminates underutilized awkward areas, unintentionally created through various remodels.
3. Most departments have spaces or areas that are needed and currently lacking. The most common space stated was a private meeting space.
4. Most expressed the desire to maintain close proximity to departments that they work interdependently with on a regular basis.

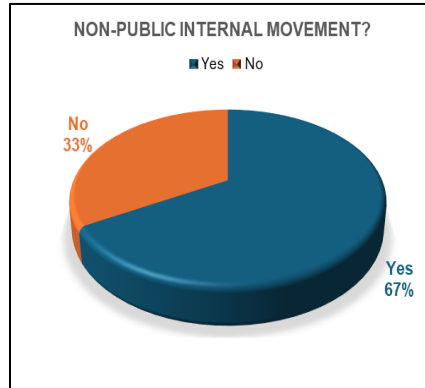
Question 05: Does staff need or want a separate (non-public access) entry?



Summary of Additional Comments:

1. Personnel expressed unanimously that a non-public entry was desired for the staff. This would allow staff to enter the building without interacting with the public or going through public security and could allow for a quick exit pathway in emergency situations.
2. There needs to be clear public entry and a not-so-publicly-located staff entry and parking lot.
3. Staff feel that a non-public entry would improve building security by keeping the public versus private departments within the building separate.

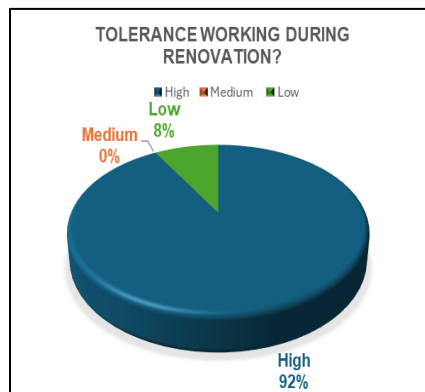
Question 06: Does staff need or want a separate (non-public access) internal movement (separate staff stairs, corridors, elevators)?



Summary of Additional Comments:

1. Staff like the idea of having at least one non-public stairwell and elevator.
2. This would improve security in the building, allowing safe passage from the building in an emergency.
3. Having a separate movement path through the building would enforce the separation between public (first floor) versus completely private (third floor) spaces desired; by restricting the public to specified locations within the building.

Question 07: What is your tolerance for working in an area undergoing renovation? As with any renovation of an existing facility, it will create disruption. (Low / Medium / High)



Summary of Additional Comments:

1. The majority of the departments have the ability to either relocate or work remotely.
2. Those who had a low tolerance consisted of the departments that deal with the public on a daily basis and human resources.

During initial interviews, it was determined that personnel highly value the building's central location within Cheyenne and that all departments are consolidated under one roof. Common areas of concern identified by staff include the need for organizational flow and adjacencies, opportunities for workforce growth, departmental spatial efficiency to enhance workflow, security measures, effective wayfinding, increased daylighting, modern and efficient MEP building systems and technology, as well as updated finishes.

BUILDING HISTORY AND ASSESSMENT

Building Progression:

Appendix E are the floor plans detailing the current department layouts and the 1977 building layout can be seen in Appendix F. These plans showcase the evolution of departments since the building's inception in 1977. Through a thorough analysis of these plans and a physical walkthrough of the building, GSG has gained valuable insights into the growth and changes within the departments over the years. These insights are explored below in the chart listing departments and their changes.

Building Program Progression		
Original Departments	Removed Departments	Added / Modified Departments
<ul style="list-style-type: none"> • Security Office • Information • Shared Meeting Rooms (5) • Multi-Purpose Space • Council Chambers • Council Office • Computer Room • Data Processing • Auditing • City Treasurer • Mail Room • City Clerk • Parks and Recreation • Purchasing • Public Works • Central Duplicating • Word Processing • Planning • Community Development • Engineering • Inspections • Large Break Room with Vending Machines • Fire Department • City Attorney • Mayor's Office • Expansion Spaces (3) 	<ul style="list-style-type: none"> • Security Office • Data Processing • Auditing • Purchasing • Central Duplicating • Word Processing • Vending Machines • Fire Department • Shared Meeting Rooms (4) 	<ul style="list-style-type: none"> • Smaller Computer Room • Smaller Break Room • Human Resources • IT • Council Office became HR Conference Room • Multi-Purpose Room in Council Chambers became Staff Seating During Public Meetings • Compliance • Multiple File Storage Locations • Facilities and Maintenance • Council Private Meeting Room • DDA • MPO

It is evident from the plans that certain departments have remained in their original locations, providing us with a clear understanding of the departmental evolution and anticipated growth.

The analysis of departmental changes within the building, spanning from 1977 to the anticipated growth projected in initial interviews, provides one with a comprehensive view of the evolution of departments over time. By examining this progression, one is better equipped to anticipate future growth trends, as well as identify areas of unintended programmatic loss and functional space constraints. This holistic approach enables us to make informed decisions and effectively address any challenges that may arise in the future.

Building observations to address:

1. Council Chambers lack ADA compliance.
2. Elevators in the building are not ADA compliant.

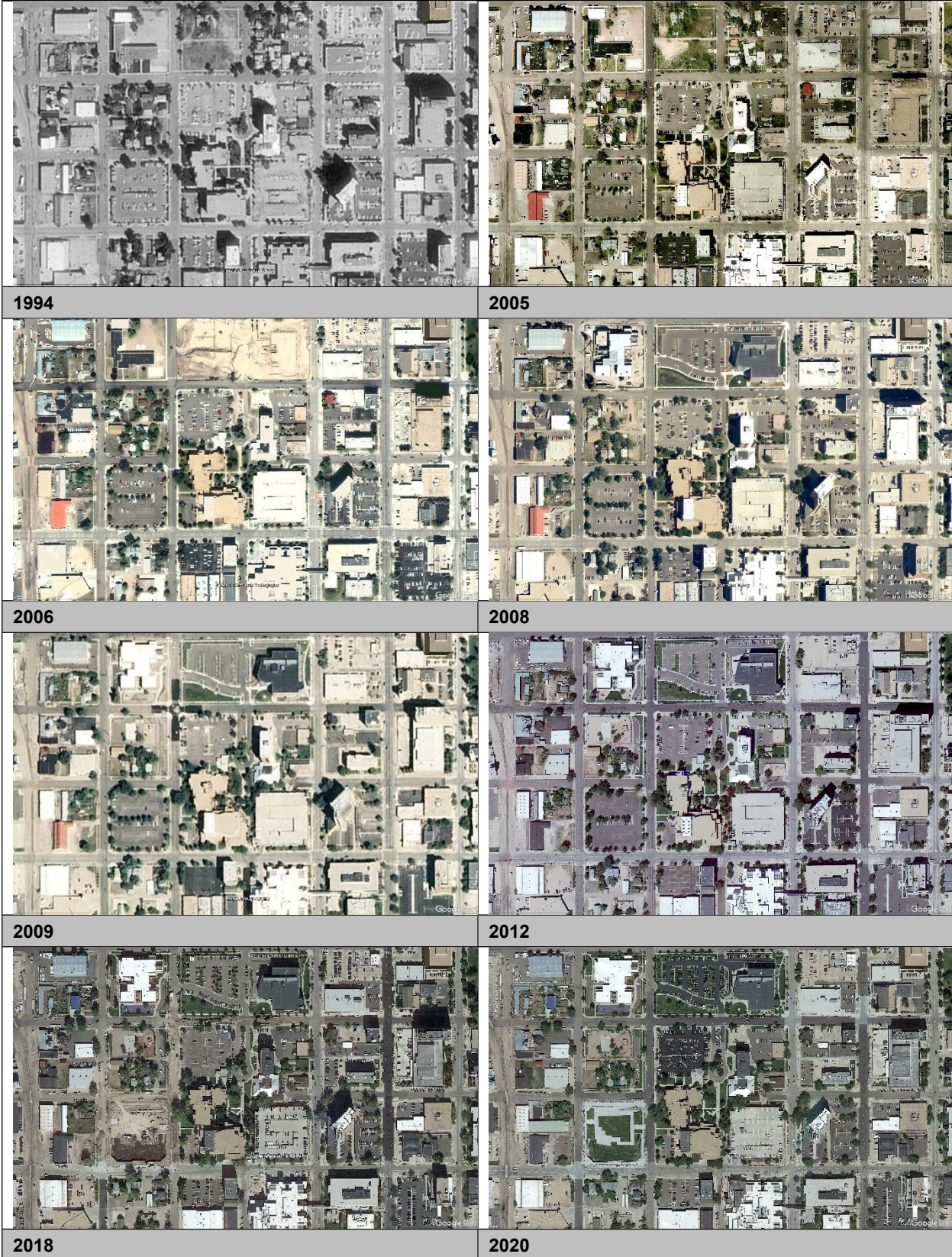
3. Restrooms do not meet ADA standards.
4. The building does not have a comprehensive floor plan and fire plan for the building.
5. Incomplete department list and floor layout, leading to visitor confusion and unintended wandering of the building.
6. The IT department has excess unused space.
7. Server room requirements have decreased.
8. The facilities department operates in cramped conditions primarily used for storage purposes.
9. Underutilized space in the north stairwell.
10. Potential for a freight elevator in the north stairwell to enhance accessibility, life safety, and mobility of furniture and equipment.
11. Lack of shared space between DDA and MPO departments.
12. Multiple entry points in various rooms and offices.
13. Scattered file storage throughout the building.
14. Large fans in rear mechanical room cause increased noise levels in surrounding office spaces.
15. Lack of separation between departments.
16. Use of file cabinets and furniture to create makeshift separation and reception areas.
17. Individual creation of coffee / break rooms in various spaces.
18. Limited private meeting space.
19. Inefficient interior overhead lights in several spaces.
20. The majority of doors in the building are unlocked.

Site Progression:

After the construction of the Municipal Building, an adjacent parking lot was developed, while another parking lot existed across from the building. Through our analysis, it has become evident that the adjacent parking lot was intended for staff and government vehicle parking, whereas the lot across the street served as visitor parking. By comparing this layout to the initial building design in relation to employee access points and the main entry point, this was originally identified as a strategic separation between employees and the public. This separation reduced confusion at the building's entry points, and enhanced security by directing public and non-public users through their intended paths.

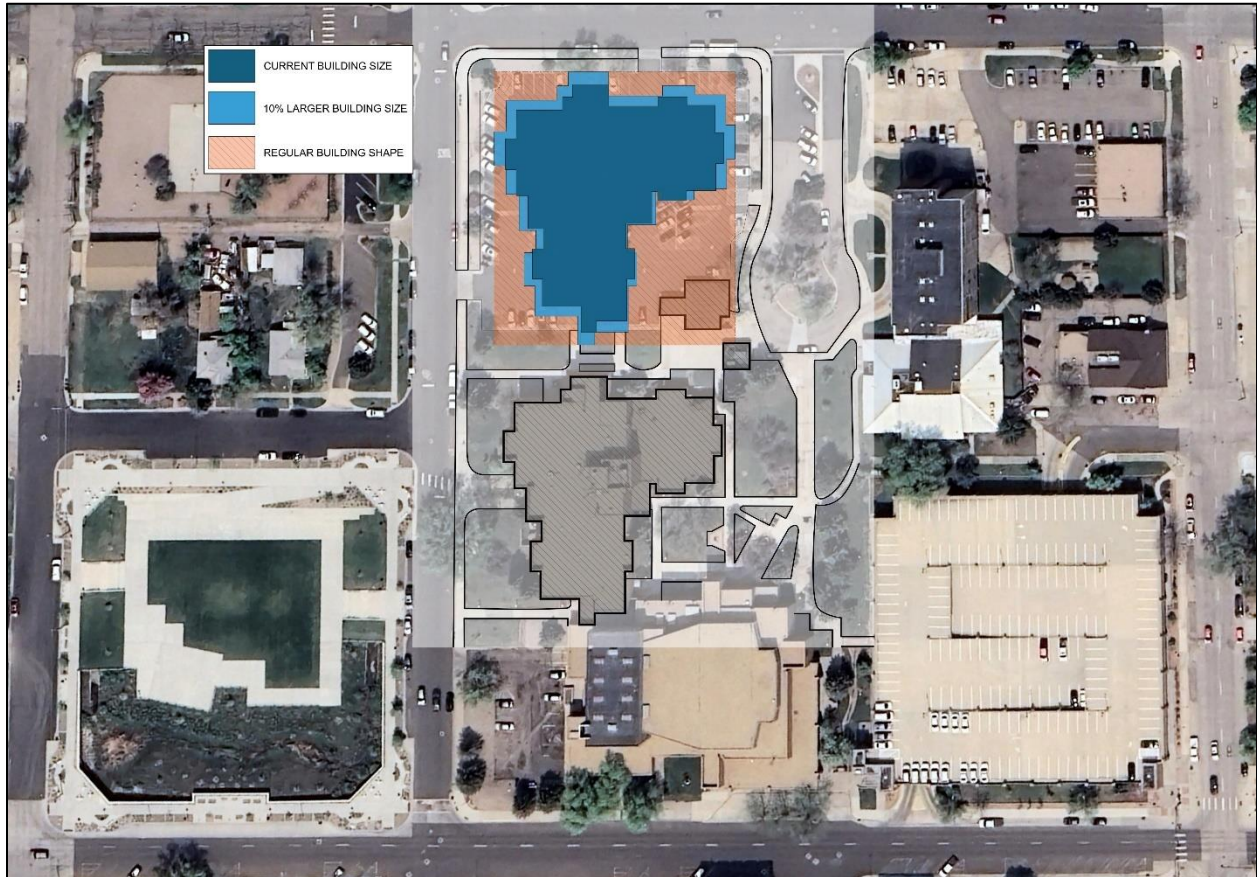
The loss of a permanent parking location across from the building has caused the adjacent parking lot to become used for dual purposes, causing a loss of separation between the public and private. This loss of separation and the building's nonapparent entry has created confusion for visitors and shaped the perception of the employee entrance as the building's main entrance. This reduced the control of public versus private and is one of the several reasons for increased security issues within the building. This further highlights the need for strategic planning to enhance employee access, public separation, and overall security measures.

Site Progression Images



Site Utilization:

The adjacent parking lot provides an opportunity for a potential new building. Utilizing the parking lot not only can maintain the current building square footage, but also potentially increase it by 10%. With a more efficient building footprint this will increase the potential for additional square footage even more, as displayed in the image below. This approach would allow for seamless construction without requiring occupants to relocate or follow a phased schedule. However, it will require occupants to use an adjacent parking option near the building.



ASSESSMENT OF PROGRAM NEEDS

Department Adjacencies:

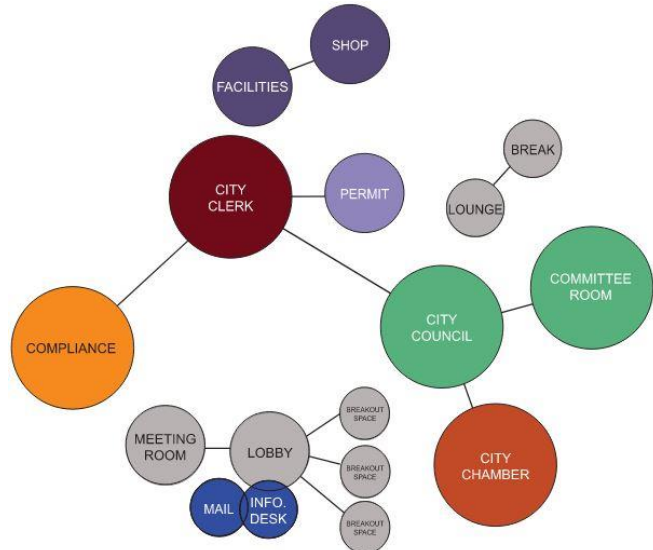
Based on investigations and interviews, it is clear that the Cheyenne Municipal Building benefits from having key departments housed together to enhance communication and collaboration. The desire to maintain all departments within the building while improving spatial relationships is a strategic approach that will optimize operational efficiency. By conducting interviews with each department, GSG was able to identify vital relationships and plot these adjacencies, developing a comprehensive understanding of departmental interactions. This data also informs decisions on department placement within the building to enhance workflow and communication.

Overall Building Adjacency

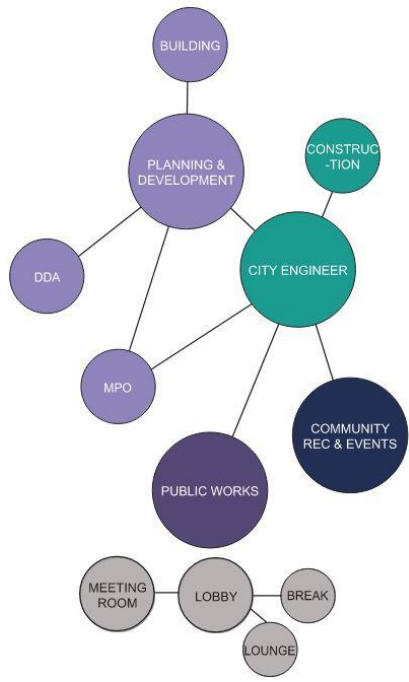


The floor breakout diagrams below showcase department adjacencies and their level of public interaction. This is a valuable tool for assessing the current layout and identifying opportunities for improvement. By analyzing these relationships, one can create a more cohesive, functional environment, supporting the day-to-day activities of municipal players.

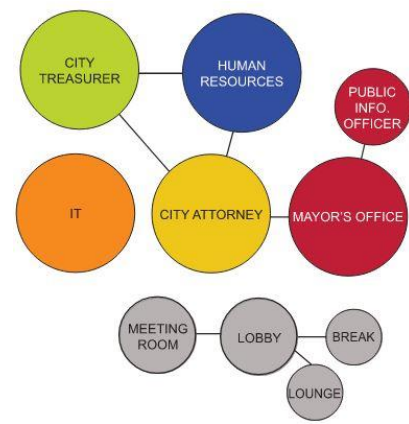
Level 1 Adjacency



Level 2 Adjacency



Level 3 Adjacency



The findings from the department adjacency study provide a solid foundation for enhancing the spatial relationships within the Cheyenne Municipal Building. By leveraging this data, the client can make an informed decision to optimize department placement and improve overall operational effectiveness.

Assessment of Programming Needs Breakdown:

The comprehensive list below of current departments and their outlined staffing needs for the next five and ten years provides valuable insight into the future workforce requirements of the organization. This data enables a spatial understanding of the needs of each department, facilitating a detailed programmatic breakdown. The information also serves as a critical foundation for workforce planning and organizational success in the long term.

Department Current and Future FTE			
Department	Current	Future	
	FTE	(+) FTE 5 Years	(+) FTE 10 Years
City Attorney	6	1 - Prosecutor	1 - Civil
City Clerk	7 1 - PTE	2	3 to 4
City Council	10 9 - Council 1 - Staff	Potential (Population Based)	Potential (Population Based)
City Engineer <ul style="list-style-type: none"> • GIS • SWD • Construction 	22 10 - Engineers (8 - FTE & 2 - PTE) 3 - GIS 1 - SWD 8 - Construction (7 - FTE & 1 - PTE)	13 3 - Engineers 2 - GIS 4 - SWD 2 - Construction 2 - PTE	2 - Engineers
City Treasurer	10	1	1
Community Recreation & Events	5	1	1
Compliance Department <ul style="list-style-type: none"> • Animal Control • Safety • Risk Management • Code Enforcement • IT 	21 3 - Administration 5 - Code Enforcement 1 - Safety 6 - IT 6 - Animal Control	-	16 (Annexation could change) 1 - Administration 5 - Code Enforcement 2 - Safety 4 - IT 4 - Animal Control
Human Resources	5 2 - PTE	2	2
Mayor's Office	4	3	0
Planning & Development <ul style="list-style-type: none"> • DDA • MPO • Building 	35 2 - PTE 13 - Planning & Development 3 - DDA 4 - MPO 15 - Building	3 2 - PTE	3 2 - PTE
Public Works	5	1	1
Facilities (Part of Public Works)	5	3	3

Note: Current and Future FTEs listed are based on interviews with City designated department heads.

It is evident, through interviews and site visits with departments, that a thorough analysis of program scope is needed within each department and the building as a whole. This has led us to perform a detailed breakdown analysis of program needs and projected square footage requirements for each department. The consideration of programmatic needs, as highlighted by department heads, has led to the identification of key areas for improvement within the current building programming, such as meeting rooms, small breakout meeting rooms, employee break room, and employee lounge spaces.

The assessment of programmatic needs table provided below, reflects a systematic approach to assessing and addressing the evolving needs of each department, ensuring that the recommended enhancements align with organizational objectives and support future growth. By leveraging this data-driven process, the organization is well-positioned to optimize its existing resources and enhance operational efficiency in the years to come.

CHEYENNE MUNICIPAL BUILDING SPATIAL ANALYSIS



Assessment of Programmatic Needs						
Function	Existing Space		Comments	New Program Space		
	Qty	Total SF		Size (SF)	Qty	Total SF
Lobby / Lounge / Public Spaces						
Entry Lobby - Floor 1	1	1,086		1,086	1	1,086
Elevator Lobby - Floor 1	1	314		315	1	315
Elevator Lobby - Floor 2	1	314		315	2	630
Elevator Lobby - Floor 3	1	314		315	2	630
Information Desk - Floor 1	1	213	Main entrance, part of HR.	100	1	100
Men's Restroom - Floor 1	2	346		175	2	350
Women's Restroom - Floor 1	2	363		175	2	350
Men's Restroom - Floor 2	1	204		175	1	175
Women's Restroom - Floor 2	1	146		175	1	175
Men's Restroom - Floor 3	1	208		175	1	175
Women's Restroom - Floor 3	1	149		175	1	175
Meeting Rooms - Floor 1	-	-		400	1	400
Meeting Rooms - Floor 2	1	383	By Engineering, used by all.	400	1	400
Meeting Rooms - Floor 3	-	-		400	1	400
Break Out Rooms - Floor 1	-	-		150	3	450
Computer Room - Floor 3	1	576		625	1	625
Mail Room - Floor 1	1	112	Main entrance, part of HR.	300	1	300
Break Room - Floor 1	-	-		225	1	225
Break Room - Floor 2	-	-		225	1	225
Break Room - Floor 3	1	545		225	1	225
Lounge / Common Area - Floor 1	-	-		225	1	225
Lounge / Common Area - Floor 2	-	-		225	1	225
Lounge / Common Area - Floor 3	-	-		225	1	225
Janitor Closet - Floor 1	1	36		36	1	36
Janitor Closet - Floor 2	1	36		36	1	36
Janitor Closet - Floor 3	1	36		36	1	36
MEP / Data / Elevator - Floor 1	1	869		869	1	869
MEP / Elevator - Floor 2	1	690		690	1	690
MEP / Elevator - Floor 3	1	690		690	1	690
MEP / Elevator - Floor 4	1	302		302	1	302
MEP / Elevator - Floor 5	1	146		146	1	146
Circulation - Floor 1	1	3,165		3,165	1	3,165
Circulation - Floor 2	1	2,171		2,171	1	2,171
Circulation - Floor 3	1	2,132		2,132	1	2,132
Subtotal		15,546				18,359

Assessment of Programmatic Needs – Continued						
Function	Existing Space		Comments	New Program Space		
	Qty	Total SF		Size (SF)	Qty	Total SF
City Attorney						
Reception	1	470	One desk in existing open area.	70	1	70
Office 1	-			120	2	240
Office 2	3	496		100	6	600
Meeting Room	1	310	Existing is shared with MPO.	150	1	150
Copy Room	1	-	Existing is meeting room.	60	1	60
Library	1	-	In existing open area.	100	1	100
File / Storage	2	130		280	1	280
Subtotal		1,406				1,500
City Clerk						
Reception	1	-	In existing open area.	70	1	70
Office 1	-	-		120	1	120
Office 2	2	386		100	12	1,200
Cubicle	7	1,512		72	1	72
Meeting Room	1	-	In existing open area.	150	1	150
Copy Room	1	-	In existing open area.	120	1	120
Mail Room	1	-	In existing open area.	180	1	180
File / Storage	1	394	Existing throughout open space.	450	1	450
Subtotal		2,292				2,362
City Council						
Office 1	1	271		120	1	120
Cubicle	9	940	Existing in underutilized open area.	72	9	648
Committee Room	1	1,210		1,200	1	1,200
Copy Room	1	185	Existing shared with file / storage.	60	1	60
File / Storage	1	-	Existing shared with copy room.	400	1	400
Subtotal		2,606				2,428
City Council Chambers						
Meeting Room	1	1,765		1,900	1	1,900
TV	1	52		72	1	72
Radio	1	39		72	1	72
Press	1	52		72	1	72
Storage	2	211		200	1	200
Subtotal		2,119				2,316

Assessment of Programmatic Needs – Continued						
Function	Existing Space		Comments	New Program Space		
	Qty	Total SF		Size (SF)	Qty	Total SF
City Engineer (GIS, SWD & Construction)						
Office 1	-	-		120	2	240
Office 2	12	1,983		100	30	3,000
Cubicle	8	2,176	In existing open area.	72	5	360
Meeting Room	1	-	In existing open area.	400	1	400
Copy Room	1	103		180	1	180
File / Storage	3	369		300	1	300
Subtotal		4,631				4,480
City Treasurer						
Reception	1	765	In existing open area.	70	1	70
Office 1	-	-		120	2	240
Office 2	7	1,295		100	10	1,000
Meeting Room	1	276		150	1	150
Copy Room	1	-	In existing open area.	60	1	60
File / Storage	2	346		180	1	180
Subtotal		2,682				1,700
Community Recreation and Events						
Office 1	-	-		120	1	120
Office 2	3	377		100	6	600
Meeting Room	1	328	Also used as Director's Office.	150	1	150
Copy Room	1	-	In existing open area.	60	1	60
File / Storage	2	713	In existing open area.	120	1	120
Subtotal		1,418				1,050
Compliance Department						
Office 1	-	-		120	2	240
Office 2	2	359		100	5	500
Cubicle	8	701	In existing open area.	72	20	1,440
Meeting Room	1	-	In existing open area.	150	1	150
Copy Room	1	-	In existing file storage.	60	1	60
File / Storage	1	195		200	1	200
Subtotal		1,255				2,590

Assessment of Programmatic Needs – Continued						
Function	Existing Space		Comments	New Program Space		
	Qty	Total SF		Size (SF)	Qty	Total SF
Human Resources						
Office 1	1	324		120	2	240
Office 2	-	-		100	8	800
Cubicle	7	918	In existing open area.	72	1	72
Meeting Room	-	-		150	1	150
Training Room	1	677	Existing underutilized area. Utilize for increased training area needs.	900	1	900
Copy Room	1	-	In existing open area.	60	1	60
File / Storage	2	251		280	1	280
Subtotal		2,170				2,502
Mayor's Office						
Reception	1	528	In existing open area.	70	1	70
Mayor's Office	1	340		300	1	300
Chief of Staff's Office	1	300		120	1	120
Public Information Officer	1	240	Existing is on 1 st floor.	120	1	120
Office 1	3	551		100	5	500
Meeting Room	1	431		400	1	400
Copy Room	1	115		60	1	60
Unisex Restroom	1	30		64	1	64
File / Storage	1	51		100	1	100
Subtotal		2,586				1,734
Planning and Development (DDA, MPO, & Building)						
Office 1	5	1,309		120	7	840
Office 2	6	990		100	11	1,100
Cubicle	16	3,733	In existing open area.	72	29	2,088
Permitting	1	554	In existing open area.	1	600	600
Meeting Room	2	-	In existing open area.	400	1	400
Copy Room	3	-	In existing open area.	180	1	180
File / Storage	4	690		450	1	450
Subtotal		6,722				5,658
Public Works						
Office 1	1	274		120	2	240
Office 2	3	473		100	4	400
Cubicle	1	526	In existing open area.	72	1	72
Meeting Room	-	-	In existing open area.	150	1	150
Copy Room	1	-	In existing open area.	60	1	60
File / Storage	1	148		150	1	150
Subtotal		1,421				1,072

Assessment of Programmatic Needs – Continued						
Function	Existing Space		Comments	New Program Space		
	Qty	Total SF		Size (SF)	Qty	Total SF
Facilities						
Office 1	-	-		100	2	200
Cubicle	5	582	In existing open area.	72	9	648
Janitor's Supplies - Floor 1	1	89	Part of 1st floor mechanical room.	90	1	90
Custodial Storage	1	-	1,600 SF off-site (houses half year of supplies).	-	1	-
Copy Room	1	-	Existing shared with file / storage.	60	1	60
File / Storage	1	78		200	1	200
Shop	-	-		400	1	400
Subtotal		749				1,598
IT						
Offices 1	1	192		100	3	300
Cubicle	5	1,061	Existing in underutilized open area.	72	7	504
Meeting Room	1	-	In existing open area.	150	1	150
Copy Room	1	-	In existing open area.	60	1	60
Server Room	1	207	Existing larger than needed.	300	1	300
Equipment Storage	2	451	Also use existing open area.	220	1	220
Subtotal		1,911				1,534
TOTAL		49,514				50,883
First Floor		19,846				19,765
Second Floor		16,718				16,387
Third Floor		12,502				14,283
Fourth Floor		302				302
Fifth Floor		146				146

Note: Additional number of offices / cubicles are based on future FTEs provided at the time of interviews with department heads.

The comprehensive program breakdown determined that the projected program needs for the next ten years, based on departmental input gathered during interviews, can be accommodated within the existing square footage available in the current building. This analysis indicates that there is potential for optimizing space utilization through internal revisions and remodels, thereby addressing underutilized and inefficient spaces within the facility.

METHODOLOGY OF RECOMMENDATIONS

Recommendation 01 – Addition and Remodel of Existing Building:

Our first recommendation is to utilize the existing Cheyenne Municipal Building for accommodating programmatic needs through a new addition and complete gut and remodel is a viable option that addresses various key considerations. In light of the absence of alternative property locations, repurposing the current building aligns with cost-effective and practical considerations.

A new addition affords opportunity for a fully controlled entry and metered public interaction with the City's staff, as well as an opportunity to construct new ADA elevator cores without providing structural augmentation and major renovations within the existing building. By reconfiguring the layout to enhance adjacencies, public-to-private flow, security measures, interdepartmental efficiencies, and overall building functionality, the project could create a modernized and efficient workspace for occupants.

Preserving core spaces such as the elevator core and mechanical space while upgrading infrastructure to meet current needs and technology requirements is a strategic approach to maintaining essential building elements and structural components. With this recommendation, we would advise a geotechnical analysis of the existing building to understand the settling concerns and stabilization needs of the northeast and south sides of the building.

The detailed table above outlines programmatic functions and related square footage between departments, providing valuable insights that support this option. By leveraging this data, decisions on department placement, spatial layout, and overall building design can be made with a comprehensive understanding of departmental needs.

This option demonstrates a thoughtful approach to maximizing the existing infrastructure, enhancing functionality, and creating a workspace that meets the evolving needs of the City's operations.

It is worth highlighting below the following key functions, allowing the City's needs to be met within the existing building:

- With the remodel we would recommend a complete overhaul of the existing mechanical, electrical, and plumbing infrastructure to improve the interior conditions and take advantage of the enhancement in technology.
- To enhance the building's entry, a new addition of 1,740-SF plus an additional 170-SF on both level 2 and 3 can be constructed on the north side of the building to connect the current stairwell from the parking lot. This new entry point would create a more prominent, easily accessible entrance for visitors, as it is located near the main parking area and away from O'Neil Street. This reconfiguration improves security by providing better visibility and control over public access to the building. With the recommended layout there is an opportunity for an employee entrance to be created on the east side of the new addition, offering employees a private, direct access point from the parking lot while maintaining separation from public areas. This design would ensure quick and secure access for employees while creating a prominent entry that makes sense with site logistics and natural path of the public from adjacent parking, as well as enhancing overall functionality and security of the building entry. This is demonstrated in Appendix G.
- Using the department adjacencies and public interaction levels, departments can be strategically located between floors and within the space. The layout prioritizes public spaces on the first floor and more private spaces on the third floor. While some upper floor programs have limited public interaction, provisions have been made for potential public engagement through the placement of meeting rooms on the first floor. This arrangement enhances building and occupant security, by restricting public access to the first floor and improves building wayfinding. The table below outlines the departments that we suggest be relocated to different floors for improved functionality and security. Departmental adjacencies floor plan diagrams can be seen in Appendix H.

Department Floor Location		
Department	Current Floor	Future Floor
City Attorney	3	3
City Clerk	1	1
City Council	1	1
City Engineer (<i>GIS, SWD, 7 Construction</i>)	2	2
City Treasurer	3	3
Community Recreation & Events	3	2
Compliance Department (<i>Animal Control, Safety, Risk Management, & Code Enforcement</i>)	1	1
Human Resources	1	1 – Mail & Information Desk 3 -Others
Mayor’s Office	3	3
Planning & Development (<i>DDA, MPO, & Building</i>)	2	1 - Permits 2 - Others
Public Works (<i>City Facilities Maintenance, Fleet Maintenance, Solid Waste, Street & Alley, Traffic, & Transit Divisions</i>)	2	2
Facilities (<i>Under Public Works</i>)	1	1
IT (<i>Under Compliance Department</i>)	1	3
Public Information Office	1	3
Common Breakout Spaces	-	1
Common Meeting Rooms	2	1, 2, 3
Restrooms	1, 2, 3	1, 2, 3
Circulation	1, 2, 3	1, 2, 3
Mechanical	1, 2, 3	1, 2, 3

- To enhance daylighting throughout the building, we recommend doubling the number of windows on the façade. This strategic adjustment will not only increase natural light intake but also boost employee morale, enhance the building's aesthetic appeal, and address concerns about the current perception of the building as mentioned in department interviews. By implementing this recommendation, we aim to create a more inviting and pleasant work environment while addressing the feedback received regarding the building's ambiance and overall atmosphere.
- The HR department would be relocated to the third floor, due to their lack of public interaction, positioned next to the stairwell for efficient staff escort to the parking lot without traversing through the building. This setup enhances privacy and security during sensitive and distressing situations. The first floor will house an information desk and mail room, currently overseen by HR, which will necessitate the hiring of additional trained staff for effective management.
- To address the facilities maintenance division needs while maintaining a smooth public-to-private flow, we recommend relocating them to the underutilized on-site, 1,705-SF, storage building. Remodeling this space would optimize flow and functionality, providing a dedicated area for shop work. This move ensures that the facilities division remains on the first floor without occupying prime real estate designated for public departments. Additionally, the adjacent building allows for noisy activities with small machines and hand tools without disrupting building users. This setup also enables quick maintenance access while minimizing disturbances within the main building.
- To further improve and address wayfinding, signboards should be located at the elevators and entry kiosks near the front entrance, to guide visitors through the building.

To further understand and assist in deciding on a direction it is helpful to understand the advantages and disadvantages.

Utilizing Existing Building	
Advantages	Disadvantages
<ul style="list-style-type: none"> • Improved Security. • Prominent Entry. • Programmatic flow to improve inter-department efficiencies. • Stronger departmental adjacencies. • Hierarchy of departmental interaction with the public, providing controlled path for the public through building. • Improved lines of site to entry and parking. • Much needed meeting spaces throughout. • Improved efficiency. • Opportunity to modernize the building. • Opportunity to improve important infrastructures (MEP). • New ADA elevators. • Additional daylighting. • Minimal effects on existing structural components. 	<ul style="list-style-type: none"> • Upgrade of existing elevators to ADA. • Limited opportunity for added square footage. • Limited opportunity for incorporating additional daylighting. • The relocation of the City council chambers, to eliminate access to the rest of the building, will be one of the more expensive to recreate in its new location.

Attached are drawings showing a recommended layout of the addition, per Appendix G, along with programmatic layouts, per Appendix H, showcasing department sizes within each floor plan, offering insights into the recommended building layout. These plans address key aspects identified through interviews, aiming to enhance functionality and productivity. We believe that the proposed addition and remodel of the building would continue to serve for the City of Cheyenne in the future, meeting future FTE calculations based on the assessment of program needs table, on previous pages.

Construction Cost: \$14,336,250.00 (rounded up), per Appendix B.

Note: Hard cost only, soft cost of Architecture and Engineering services, insurance, and testing not included.

- Explanation of Cost:
 - Renovation of Existing Building and Addition, per Appendix B: \$13,710,398.96.
 - Remodel of Existing Core Restrooms, per Appendix C: \$625,850.00.
Note: Based off consideration of bid.

Construction Cost - Five Year Projection: \$21,064,680.00 (rounded up).

Note: Hard cost only, soft cost of Architecture and Engineering services, insurance, and testing not included.

- Explanation of Cost:
 - Renovation of Existing Building and Addition, per Appendix B: \$20,145,096.96.
 - Remodel of Existing Core Restrooms: \$919,580.00.
Note: Based off consideration of bid plus the same percentage of escalation used in Appendix B for the renovation of the existing building and addition.

Added Cost – Furnishings: Add \$716,815.00 for refurbishing the building. This amount is not included in the construction cost and projection above nor the cost estimate in Appendix B.

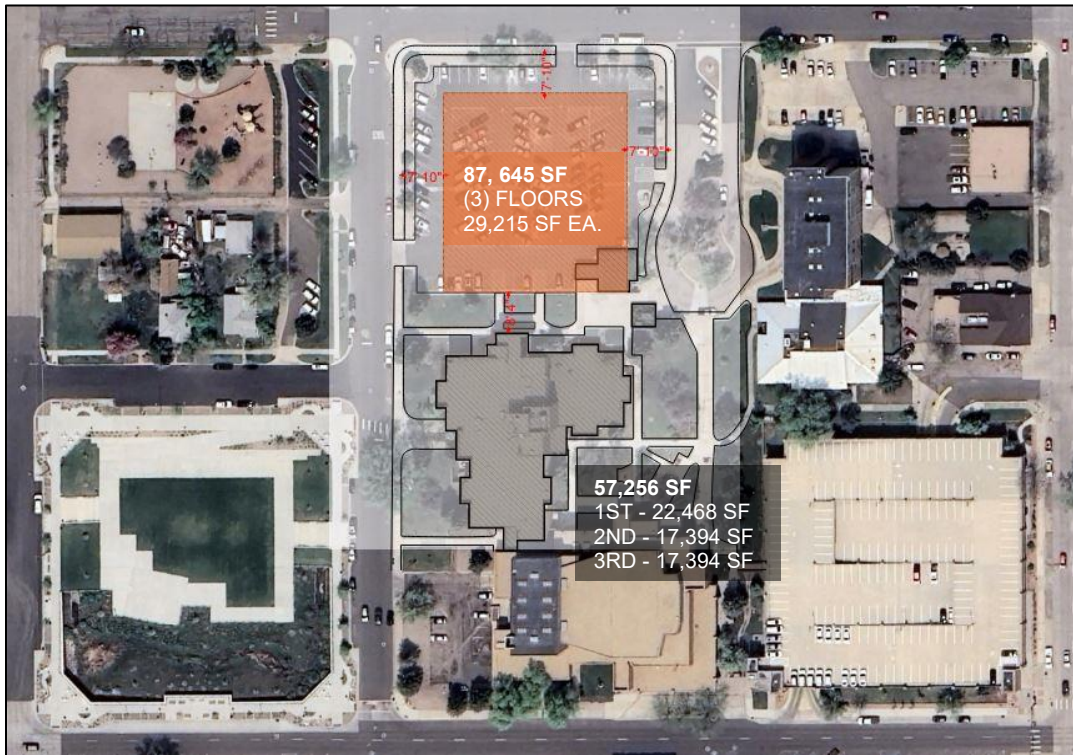
Timeline:

- *Design:* The solicitation process to obtain and contract with an architect will take at least three to four months. From notice to proceed expect the design timeline to be around twelve months.
- *Construction:* Anticipate eighteen to twenty-four months of construction time frame for a phased renovation of the existing structure to minimize impact of occupants during construction and eliminating the need to completely displace employees and the public.

Recommendation 02 – New Building on Adjacent Parking Lot:

An alternative recommendation to explore involves utilizing the adjacent parking lot to construct a new building. This approach would result in a more regular-shaped structure with a larger footprint, offering greater flexibility for customization. From a financial perspective, considering the current investment in the existing building, a potential strategy could involve leasing out the original building to generate financial returns.

The image below illustrates the potential advantages of the new site location in comparison with the existing building.



Note: Square footage of this image shows differently than the detailed assessment of programmatic needs because of the inclusion of the overall building footprint and not just floor square footage of rooms.

To determine the building's footprint and square footage, we carefully considered the zoning requirements for the site, including regulations on use, setbacks, height restrictions, and other pertinent factors. Detailed zoning information can be referenced in the table below, ensuring compliance with all relevant regulations and guidelines throughout the planning process.



Land Use Summary	
Zoning District	
Type P-CV3	Prominent Civic Building
Dimensional Standards:	
80,000 SF	Min. Lot Size
50'	Min. Front Setback
50'	Min. Side Setback
50'	Min. Rear Setback
80%	Max Coverage – Percentage covered by building
70'-0"	Max Building Height
200' - 600'	Lot Frontage Min-Max
3	Max. Number of Stories

Since this recommendation takes away the current parking location there are few ways to combat this problem.

- A parking deck could conceivably be designed under the building, but it is prudent to note that this can cause security concerns.
- The existing building could be demolished once the building is complete, and parking could be utilized in its existing location. When considering this option, it is important to note that this would remove the possibility of a rental income for the City.

Each recommendation presents unique advantages and challenges that must be thoroughly assessed to make an informed decision. By weighing the implications of each approach, we can determine the most suitable solution that aligns with the project's objectives and addresses the parking needs effectively.

Like the previous option, it is important to understand the advantages and disadvantages to make a logical decision on a specific path forward.

Utilizing New Location	
Advantages	Disadvantages
<ul style="list-style-type: none"> • Clean slate. • Larger footprint with regular size building footprint. • Improved security. • Prominent entry. • Programmatic flow to improve inter-department efficiencies. • Stronger departmental adjacencies. • Hierarchy of departmental interaction with the public providing controlled path of public through building. • Much needed meeting spaces throughout the building. • Improved efficiency. • Complete modernization of building. • New infrastructure (MEP). • Ability to add ADA elevators. • Opportunity to increase natural daylighting. 	<ul style="list-style-type: none"> • Replacing parking. • Not being able to utilize existing site for opportunity to open space. • Trying to lease the building.

Construction Cost: \$39,444,335.00 (rounded up), per Appendix B.

Note: Hard cost only, soft cost of Architecture and Engineering services, insurance, and testing not included.

Construction Cost - Five Year Projection: \$57,956,635.00 (rounded up).

Note: Hard cost only, soft cost of Architecture and Engineering services, insurance, and testing not included.

Added Construction Cost – Demolition and Site Preparation: Add \$2,000,000.00 - \$5,000,000.00 to demolition the existing building and provide site preparation. This amount is not included in the construction cost and projection above nor the cost estimate in Appendix B.

Added Cost – Furnishings: Add \$1,972,215.00 for refurbishing the building. This amount is not included in the construction cost and projection above nor the cost estimate in Appendix B.

Timeline:

- *Design:* The solicitation process to obtain and contract with an architect will take at least three to four months. From the notice to proceed, expect the design timeline to be no less than sixteen months.
- *Construction:* Anticipate twenty-four months of construction time for the construction of a new City Municipal Office Building. The City of Cheyenne staff will remain in the existing structure until the new building is complete.

SYSTEMS EVALUATION AND RECOMMENDATIONS

Bowman MEP Systems Report, per Appendix A, provides detailed recommendations and options for the mechanical, electrical, and plumbing systems that applies to both options presented as a comprehensive overhaul of all MEP systems as required for the existing building. The report highlights optimal functionality and efficiency that align with industry best practices and standards. This thorough analysis of the MEP systems is crucial for the successful execution of either option, ensuring that the building meets the required safety, performance, and sustainability criteria.

COST ESTIMATE

Kemp Estimating's City of Cheyenne Building Assessment, per Appendix B, provides a comprehensive construction cost analysis for both options, inclusive of contingencies and a cost escalation factor. Also, attached, per Appendix C, is the report for the Core Restroom Renovation Cost, where the cost to upgrade the existing core restrooms based on a design and estimate recently presented to City Council members, giving an estimate of the cost for that scope to be added to the City of Cheyenne Building Assessment for option one. This detailed assessment offers valuable insights into the financial implications of the recommendations, enabling informed decision-making regarding budgeting and resource allocation, offering stakeholders a clear understanding of the financial requirements associated with each option.

APPENDICES

MEP Systems Report

**City of Cheyenne - Cheyenne Municipal Building
Assessment**

Cheyenne, WY



Submitted To:

City of Cheyenne

2101 O Niel Avenue
Cheyenne, WY 82001

Submitted By:

Bowman Consulting Group Ltd.

323 3rd Avenue, Suite 100
Longmont, Colorado 80501
(303) 678-1108
bowman.com

Table of Contents

1.0 – Project Background and General Information	3
2.0 – Mechanical Systems.....	4
2.1 – Mechanical System Overview	4
2.2 – Mechanical System Options.....	4
3.0 – Plumbing Systems	7
3.1 - Domestic Cold Water	7
3.2 - Domestic Hot Water	7
3.3 - Waste and Vent Systems	7
3.4 - Storm Drainage	7
4.0 – Electrical Systems.....	8
4.1 – General.....	8
4.2 – Electrical Loads.....	8
4.3 – Electrical Service	8
4.4 – Power Distribution (Normal).....	8
4.5 – Power Distribution (Emergency).....	9

1.0 – Project Background and General Information

The project is a full remodel of the City of Chyenne Municipal Building located at 2101 O Niel Avenue Cheyenne, WY 82001. The building was originally built in 1977 and is a 3-story office building used by the City of Cheyenne. Bowman will be providing an evaluation and recommendation for replacement Mechanical, Electrical, and Plumbing (MEP) systems for the new building layout.

The existing building mechanical systems will be removed in their entirety and new mechanical systems will be provided. Three mechanical system options are presented within. See Section 2.0 – *Mechanical Systems* for more information.

The existing plumbing utilities (water, sewer, gas) are anticipated to be re-used with new piping for building fixtures/appliances connecting to the existing utilities. See Section 3.0 – *Plumbing Systems* for more information.

The existing building electrical systems will be removed in their entirety and new electrical systems will be provided. See Section 4.0 – *Electrical Systems* for more information.

2.0 – Mechanical Systems

2.1 – Mechanical System Overview

The existing mechanical systems including air handlers, boilers, chiller, terminal units, ductwork, and air devices are anticipated to be removed in their entirety. The majority of the existing equipment is original to the building and past its expected life span. Ownership has communicated issues with system functionality as well as gas leaks originating from the boiler room.

Three mechanical system options are presented for evaluation. Bowman will work with ownership and design consultants to determine the best option to balance functionality, constructability, and affordability.

Mechanical system options 1a and 1b are both variable air volume (VAV) systems with different equipment configurations. Mechanical system option 2 is an all-electric variable refrigerant flow (VRF) system. These options are further explored in the following section.

2.2 – Mechanical System Options

Option 1a – VAV System – Single Packaged Rooftop Unit

This option has a single variable air volume rooftop unit (VAV RTU) which provides supply, return, and ventilation air to the entire building. The supply air will be distributed to various VAV terminal boxes (with hot water reheat) throughout the building. A boiler system will provide hot water to the VAV terminal boxes.

This option requires less equipment than Option 1b as the packaged VAV RTU provides the full building cooling, airflow, and ventilation. This option requires the most ductwork as the VAV RTU will be ducted to all portions of the building via building shafts and above ceiling ductwork. Structural analysis will be required to determine the feasibility of installing the large unit on the roof.

Overview of Option 1a equipment:

- 80-90 Ton VAV RTU
 - Packaged DX Cooling
 - Gas Heat
 - Supply and Return Fans (variable airflow)
 - Economizer
- 34 (+/-) VAV Terminal Boxes
 - Fan Powered
 - Hot Water Reheat
- Gas Fired Boiler System
- Restroom Exhaust Fans
- Split System Heat Pumps for Electrical Room(s), Elevator Machinery Room, IT Room(s)

Option 1b – VAV System – Indoor Air Handling Units and Chiller

This option has three (one per floor) variable air volume air handling units (VAV AHU) which provide supply, return, and ventilation air to each floor. These units would be located in the existing mechanical fan rooms on each floor. An air-cooled chiller on the roof will supply chilled water for cooling at each VAV AHU. The supply air will be distributed to various VAV terminal boxes (with hot water reheat) throughout the building. A boiler system will provide hot water to the VAV terminal boxes and each VAV AHU.

This option reduces the required ductwork from Option 1a as each floor has an independent duct system but requires additional piping/pumps for the chilled water system. Structural analysis for the new chiller will still be required, but since the existing rooftop chiller is being removed, minimal structural impact is anticipated. This option most closely matches the existing building systems.

Overview of Option 1b equipment:

- 80-Ton Chiller
- 30-Ton VAV AHU (1st Floor)
 - Chilled Water Coil
 - Hot Water Coil
 - Supply and Return Fans (variable airflow)
 - Economizer
- 20-Ton VAV AHU (2nd Floor)
 - Chilled Water Coil
 - Hot Water Coil
 - Supply and Return Fans (variable airflow)
 - Economizer
- 25-Ton VAV AHU (3rd Floor)
 - Chilled Water Coil
 - Hot Water Coil
 - Supply and Return Fans (variable airflow)
 - Economizer
- 34 (+/-) VAV Terminal Boxes
 - Fan Powered
 - Hot Water Reheat
- Gas Fired Boiler System
- Restroom Exhaust Fans
- Split System Heat Pumps for Electrical Room(s), Elevator Machinery Room, IT Room(s)

Option 2 – VRF System – All-Electric Heat Recovery Heat Pumps

This option is an all-electric system utilizing variable refrigerant volume (VRF) heat pumps. The heat pump outdoor units would be located on the roof and each outdoor unit would serve multiple ducted fan coils located throughout the building.

This option requires the least amount of ductwork of the three options and does not require any hot water or chilled water piping. Due to the new refrigerant requirements for heat pumps, this option will require rated shafts for refrigerant piping to route between floors. Energy Recovery Ventilators (ERV) will be provided to supply ventilation air to each fan coil and will also be used to provide exhaust air in restrooms. Structural analysis will be required for the outdoor unit installation, but the impact is anticipated to be less than that of Option 1a.

Overview of Option 2 equipment:

- (2) 20-Ton Outdoor Unit HPs (to serve 1st Floor Fan Coils)
- (1) 20-Ton Outdoor Unit HP (to serve 2nd Floor Fan Coils)
- (1) 30-Ton Outdoor Unit HP (to serve 3rd Floor Fan Coils)
- 34 (+/-) Ducted Indoor Unit Fan Coils
- Various Refrigerant Branch Boxes (number TBD)
- 2 (+/-) ERV's per floor
- Split System Heat Pumps for Electrical Room(s), Elevator Machinery Room, IT Room(s)

General Information for all Options

All mechanical system options are anticipated to have the same space zoning layout and level of temperature control. The exact number of temperature control zones (served via VAV Box or Fan Coil) will be determined during the design phase based on heating/cooling loads and owner preferred level of control.

All mechanical system options are anticipated to include a Building Automation System (BAS) network to control/monitor the system components locally and remotely.

Please note that equipment sizing provided for all options is preliminary, based on current building information available, and is subject to change as design progresses.

The Shop area adjacent to the main building is anticipated to be utilizing small, portable, plug-in hand tools only. If any woodworking equipment or permanently installed machinery that produces combustible dust will be used, then a dust collection exhaust system with explosion-control will be required.

3.0 - Plumbing Systems

3.1 - Domestic Cold Water

The existing building domestic cold-water service is anticipated to be sufficient for re-use without modification (existing size to be confirmed). Based on the current new building design, a 2" cold water service or greater is required.

3.2 - Domestic Hot Water

The domestic water heating system is anticipated to be a new Tank-Type Gas Water Heater to serve the building plumbing fixtures.

Based on the current new building design either one (1) 150-gallon water heater or three (3) 50-gallon water heaters (one per floor) will be required for the building fixtures.

3.3 - Waste and Vent Systems

The existing building sanitary sewer service is anticipated to be sufficient for re-use without modification (existing size to be confirmed). Based on the current new building design, a 6" sanitary service or greater is required.

New venting will be provided for the building and re-use of the existing vent thru roof locations will be assessed during design.

3.4 - Storm Drainage

The existing building roof drains are anticipated to remain with interior piping modifications as required for the new building layout.

4.0 – Electrical Systems

4.1 – General

The existing electrical systems including switchgear, panelboards, and any transformers, are anticipated to be removed in their entirety. Most of the existing equipment is original to the building and past its expected life span. Ownership has communicated issues with system functionality.

The proposed recommended electrical systems for this building shall attempt to balance occupant usage requirements with other factors such as budgets, first costs and operating costs. Within this narrative, the electrical system characteristics for the building will be addressed. System design characteristics will include:

- Anticipated Electrical Loads
- Primary Building Electrical Service
- Normal & Emergency Power Distribution

4.2 – Electrical Loads

The electrical power demand for the building has been estimated based on a Watts per square foot (W/SF), mechanical and plumbing equipment provided within this document, and general demand load basis per the NEC. The demand load includes general receptacle and common area loads, HVAC equipment, plumbing devices, interior and exterior lighting loads, elevators, and room for future growth.

4.3 – Electrical Service

Existing building electrical service is provided by the local utility (Black Hills Energy). If required for the project, the utility company will provide a new 208V, 3-phase, 4-wire pad-mounted transformer, a pre-cast pad, primary cabling, and primary terminations. The transformer is anticipated to be located outside on grade near the building. The contractor shall provide a pad site that is compacted and level. The contractor shall install schedule 40 PVC conduit for the primary service with capped 90-degree sweep elbows and 10' copper clad ground rod. The electrical contractor will need to provide a customer connection point on the secondary side of the transformer.

The location of the utility meter will be coordinated with the utility company, likely on the exterior of the building. The electrical contractor shall coordinate the installation of the primary electrical service with the utility company.

The largest anticipated calculated demand load is approximately 750kVA. A new 1200A, 277/480V, 3-phase switchgear with a 1200A, 277/480V, 3-phase main disconnect shall be provided. Oversized service equipment has been provided to accommodate any future modifications and any HVAC/plumbing options listed in the narrative sections above.

4.4 – Power Distribution (Normal)

A new 1600A, 120/208V, 3-phase, 4-wire switchgear with 1600A main breaker shall be fed from the new 1200A, 277/480V, 3-phase switchgear via a new 500kVA, 480V-120/208V, 3-phase step-up transformer and 800A, 277/480V, 3-phase circuit breaker. The new 1200A, 277/480V, 3-phase switchgear shall feed the larger HVAC equipment. The new 1600A, 120/208V, 3-phase switchgear shall feed the general lighting, receptacle, and miscellaneous loads.

The building will be metered by a single utility company meter.

All panelboards and sub-distribution panels shall have tinned aluminum bus bars. All distribution and branch panel circuit breakers will be bolt-in molded case type. Arc-fault breakers shall be used where required. 25% spare breakers/breaker spaces will be provided in every panelboard. Panelboards for common space loads will be located in electrical room on each floor.

All conductors shall be copper for branch circuits. All other conductors may be copper or aluminum.

All exposed conduits in utility or exterior areas will be routed in conduit. Exposed raceways in finished spaces shall be avoided, with conduits running inside wall systems where required to conceal conduit runs and associated outlet boxes and cabinets. Minimum conduit size shall be 1/2". All above grade feeders and branch circuits will consist of THHN/THWN conductors in EMT conduit. All below grade feeders and branch circuits will consist of XHHW in PVC.

Wire sizes for branch circuit power and lighting in the units will be a minimum of #12 AWG. Separate neutral and ground conductors will be provided for each circuit. All common area circuits will be a minimum of #12 AWG.

Tamper resistant receptacles shall be utilized in all public spaces and any additional spaces required by the NEC.

4.5 - Power Distribution (Emergency)

A new 1250kW generator shall be provided for full building backup of the Municipal Building. Additional altitude derating may apply. Generator shall feed the main building service via a 1200A, 277/480V, 3-phase Automatic Transfer Switch (ATS).

A new generator and associated equipment shall be provided and sized accordingly for full building backup of the Civic Center. Additional altitude derating may apply.

APPENDIX B - CITY OF CHEYENNE BUILDING COST ASSESSMENT

Johan Kemp
Estimating Services

Cost Plan Summary

Estimate: Concept
Date: August 15, 2024
Project: City Cheyenne - Bldg Assessment
Location: Cheyenne, WY

	GSF	\$ / sf	Estimated Cost
Renovation of Existing Offices	61,033	\$224.64	\$13,710,398.96
Renovation of Existing Offices - 5 year escalation @ 8% pa	61,033	\$330.07	\$20,145,098.96
New Office Building	87,645	\$450.05	\$39,444,332.82
New Office Building - 5 year escalation @ 8% pa	87,645	\$661.27	\$57,956,632.82

NOTES:

Costs are based on assumed normal soil conditions.
 Costs are based on a competitive design, bid, build Contract Basis.
 No allowance made for possible hazardous materials or soils.
 Costs based on a 2024 baseline.
 Costs are For Construction Only.
 Renovation costs are for phased construction.
 Escalation percentages are assumed.
Estimated costs exclude:
 Costs include AV/telecom and telecom infrastructure. AV and telecom equipment **excluded**.
 Moving expenses and relocation costs are not included.
 Tap fees and utility connection fees excluded.
 All FF&E.
 Design fees.

Renovate Existing Building

Estimate: Concept
Date: July 23, 2024
Project: City Cheyenne - Bldg Assessment
Location: Cheyenne, WY

	Element Description	Quantity	Unit	Rate \$	Cost \$	Totals
A	SUBSTRUCTURE					
1	Foundations					\$127,560.00
1.1	Standard Foundations				\$106,098.00	
	Excavate to reduce levels	129	cy	\$35.00	\$4,511.11	
	Engineered fill	129	cy	\$46.00	\$5,928.89	
	Concrete footing and bases including rebar and formwork	1,740	sf	\$32.00	\$55,680.00	
	Elevator pit	2	ea	\$18,000.00	\$36,000.00	
	Perimeter insulation	276	sf	\$3.00	\$828.00	
	Perimeter drain	90	lf	\$35.00	\$3,150.00	
1.2	Slab on Grade				\$21,462.00	
	4" concrete slab on grade with 4x4-W2.1xW2.1 mid-depth of slab	1,740	sf	\$12.00	\$20,880.00	
	Expansion joint allowance	42	lf	\$6.00	\$252.00	
	Thickened slabs	15	lf	\$22.00	\$330.00	
B	SHELL					
	Demolitions					\$3,145.00
	Cut opening in external door for single door	3	ea	\$475.00	\$1,425.00	
	Cut opening in external door for double door	1	ea	\$590.00	\$590.00	
	Cut opening in external wall for new window	2	ea	\$385.00	\$770.00	
	Remove storefront and doors	8	lf	\$45.00	\$360.00	
1	Super Structure					\$78,300.00
1.1	Structural steel				\$78,300.00	
	Structural steel	1,740	sf	\$45.00	\$78,300.00	
2	Exterior Enclosure					\$152,945.05
2.1	Exterior walls				\$96,751.05	
	Exterior wall to match existing	3,377	sf	\$28.65	\$96,751.05	
2.2	Exterior windows				\$20,144.00	
	Aluminum storefront	194	sf	\$76.00	\$14,744.00	
	Pre-finished metal sunshades - 3'-0" wide	30	lf	\$180.00	\$5,400.00	
2.3	Exterior doors				\$36,050.00	
	Aluminum door - single - 3'-0" x 7'-2"	1	pr	\$4,800.00	\$4,800.00	

	Aluminum door - double - 6'-0" x 7'-2"	2	pr	\$8,500.00	\$17,000.00
	Hardware set	3	ea	\$4,750.00	\$14,250.00
3	Roofing				\$40,020.00
3.1	Roof coverings				\$40,020.00
	Roofing to match existing	1,740	sf	\$23.00	\$40,020.00
C	INTERIORS				
1	Interior Construction				\$988,754.80
1.1	Partitions				\$566,284.80
	GWB walls to metal studs	58,988	sf	\$9.60	\$566,284.80
1.2	Interior doors & windows				\$147,470.00
	Allow for internal doors	58,988	pr	\$2.50	\$147,470.00
1.3	Fittings				\$275,000.00
	Allowance for millwork	1	allow	\$275,000.00	\$275,000.00
2	Interior Finishes				\$943,808.00
2.1	Wall finishes				\$265,446.00
	Paint to GWB walls	58,988	sf	\$4.50	\$265,446.00
2.2	Floor finishes				\$383,422.00
	Floor finishes	58,988	sf	\$6.50	\$383,422.00
2.3	Ceiling finishes				\$294,940.00
	Ceilings	58,988	sf	\$5.00	\$294,940.00
D	MECHANICAL / ELECTRICAL				
1	Conveying				\$240,000.00
1.1	Elevators & Lifts				\$240,000.00
	Passenger elevator - double entry - 3 stops	2	ea	\$120,000.00	\$240,000.00
2	Plumbing				\$767,585.97
2.1	Plumbing				
	Demolition:				
	1st Floor Area				
	Demo Plumbing System	23,493	SF	2.63	61,786.59
	2nd Floor Area				
	Demo Plumbing System	16,788	SF	2.63	44,152.44
	3rd Floor Area				
	Demo Plumbing System	16,788	SF	2.63	44,152.44
	Installation:				
	1st Floor Area				
	Plumbing System	23,493	SF	10.50	246,676.50
	2nd Floor Area				
	Plumbing System	16,788	SF	10.50	176,274.00
	3rd Floor Area				

	Plumbing System	16,788	SF	10.50	176,274.00	
	1st Floor Secure Entrance Addition Plumbing System	1,740	SF	10.50	18,270.00	
3	HVAC					\$2,955,064.50
3.1	Mechanical Equipment HVAC					
	Demolition:					
	1st Floor Area Demo HVAC System	23,493	SF	8.50	199,690.50	
	2nd Floor Area Demo HVAC System	16,788	SF	8.50	142,698.00	
	3rd Floor Area Demo HVAC System	16,788	SF	8.50	142,698.00	
	Installation:					
	1st Floor Area HVAC System	23,493	SF	42.00	986,706.00	
	2nd Floor Area HVAC System	16,788	SF	42.00	705,096.00	
	3rd Floor Area HVAC System	16,788	SF	42.00	705,096.00	
	1st Floor Secure Entrance Addition HVAC System	1,740	SF	42.00	73,080.00	
4	Fire protection					\$313,041.39
	Demolition:					
	1st Floor Area Demo Sprinkler System	23,493.00	SF	1.06	\$24,902.58	
	2nd Floor Area Demo Sprinkler System	16,788.00	SF	1.06	\$17,795.28	
	3rd Floor Area Demo Sprinkler System	16,788.00	SF	1.06	\$17,795.28	
	Installation:					
	1st Floor Area Sprinkler System	23,493.00	SF	4.25	\$99,845.25	
	2nd Floor Area Sprinkler System	16,788.00	SF	4.25	\$71,349.00	
	3rd Floor Area Sprinkler System	16,788.00	SF	4.25	\$71,349.00	
	1st Floor Secure Entrance Addition Sprinkler System	1,740.00	SF	5.75	\$10,005.00	
5	Electrical					\$2,737,333.40
	Demolition:					
	1st Floor Area Demo Electrical System	23,493	SF	7.50	176,197.50	
	2nd Floor Area					

Demo Electrical System 3rd Floor Area	16,788	SF	7.50	125,910.00
Demo Electrical System	16,788	SF	7.50	125,910.00
Installation:				
1st Floor Area Electrical System	23,493	SF	38.00	892,734.00
2nd Floor Area Electrical System	16,788	SF	38.00	637,944.00
3rd Floor Area Electrical System	16,788	SF	38.00	637,944.00
1st Floor Secure Entrance Addition Electrical System	1,740	SF	33.00	57,420.00
New Elevator Power Feeder	140	LF	24.75	3,465.00
New Elevator Power Feeder	140	LF	24.75	3,465.00
Access Controllers (Headend Equipment)	4	EA	4,235.95	16,943.80
CCTV Cameras (POE)	4	EA	1,980.56	7,922.24
Communication Intercom - Voice/Video	3	EA	2,916.56	8,749.68
Card Reader	6	EA	766.35	4,598.10
Door Position Sw	6	EA	115.93	695.58
Door Power Lock	6	EA	734.15	4,404.90
Electric Hinge	6	EA	221.60	1,329.60
Security Wiring	2,000	LF	15.85	31,700.00

E EQUIPMENT & FURNISHINGS

1 Equipment				\$7,500.00
1.1 Specialty Equipment				\$7,500.00
Kitchen appliances	1	allow	\$7,500.00	\$7,500.00
				\$0.00

Subtotal				\$9,355,058.11
General Conditions Profit & Overhead		18.00%		\$1,683,910.46
Subtotal				\$11,038,968.57
Estimate Contingency		15.00%		\$1,655,845.29
Escalation in Construction Cost - Mid point of construction - Oct 2025		8.00%		\$1,015,585.11
Total Construction Cost				\$13,710,398.96

New Building

Estimate: Concept

Date: July 23, 2024

Project: City Cheyenne - Bldg Assessment

Location: Cheyenne, WY

Element Description	Quantity	Unit	Rate \$	Cost \$	Totals
---------------------	----------	------	---------	---------	--------

A SUBSTRUCTURE

Element Description	Quantity	UOM	Rate \$	Cost \$	Totals
---------------------	----------	-----	---------	---------	--------

A SUBSTRUCTURE

\$818,020.00

Foundations & Slab on Grade

29,215

sf

\$28.00

\$818,020.00

B SHELL

1 Super Structure

\$1,402,320.00

Structure

87,645

\$16.00

\$1,402,320.00

2 Exterior Enclosure

\$2,782,728.75

Exterior walls

87,645

\$20.00

\$1,752,900.00

Exterior windows

87,645

\$9.00

\$788,805.00

Exterior doors

87,645

\$2.75

\$241,023.75

3 Roofing

\$730,375.00

Roof coverings

29,215

\$25.00

\$730,375.00

C INTERIORS

1 Interior Construction

\$3,900,202.50

Partitions

87,645

\$23.50

\$2,059,657.50

Interior doors and windows

87,645

\$16.00

\$1,402,320.00

Fittings

87,645

\$5.00

\$438,225.00

2 Interior Finishes

\$2,322,592.50

Wall Finishes

87,645

\$10.00

\$876,450.00

Floor finishes

87,645

\$8.50

\$744,982.50

Ceiling finishes

87,645

\$8.00

\$701,160.00

D MECHANICAL / ELECTRICAL

1	Conveying					\$460,000.00
	Elevators & Lifts					
	3 Stop Hydraulic Elevator	4	ea	\$115,000.00	\$460,000.00	
2	Plumbing					\$1,665,255.00
	Plumbing installation	87,645		\$19.00	\$1,665,255.00	
3	HVAC					\$3,944,025.00
	HVAC Installation	87,645		\$45.00	\$3,944,025.00	
4	Fire protection					\$569,692.50
	Fire sprinklers	87,645	sf	\$6.50	\$569,692.50	
5	Electrical					\$4,206,960.00
	Electrical services & distribution	87,645		\$48.00	\$4,206,960.00	
E	EQUIPMENT & FURNISHINGS					
	Equipment					\$12,000.00
	Kitchen appliances	1	allow	\$12,000.00	\$12,000.00	
G	SITEWORK					\$4,100,000.00
	Earthwork	1	Allow	\$750,000.00		
	Paving and Site Features	1	Allow	\$2,500,000.00		
	Utilities	1	Allow	\$850,000.00		
Subtotal						\$26,914,171.25
	General Conditions Profit & Overhead		18.00%			\$4,844,550.83
Subtotal						\$31,758,722.08
	Estimate Contingency		15.00%			\$4,763,808.31
	Escalation in Construction Cost - Midpoint of construction - Oct 2025		8.00%			\$2,921,802.43
Total Construction Cost						\$39,444,332.82

APPENDIX C - CORE RESTROOM RENOVATION COST

CITY COUNCIL AGENDA ITEM COVER SHEET

DATE OF CITY COUNCIL MEETING: 05/13/2024

TYPE OF DOCUMENT:

- *ORDINANCE) *RESOLUTION) *NEED COUNCIL MEMBER SPONSOR
- PRELIMINARY PLAT/PRELIMINARY ZONE CHANGE LEASE/CONTRACT
- CHANGE ORDER/CONTRACT MODIFICATION CONSIDERATION OF BID
- APPLICATION/LICENSE/PERMIT) APPOINTMENT
- ANNOUNCEMENT/REPORT/MOTION) OTHER (ex: Minutes)

*COUNCIL MEMBER SPONSOR(S) (ORDINANCES/RESOLUTIONS ONLY): _____

EXACT WORDING OF AGENDA ENTITLEMENT/ITEM: Consideration of Bid #S-21-24 for an Agreement between the City of Cheyenne and Spire Building Group, for the Municipal Building Restroom Renovations project.

- Optional 1% Sales Tax Fund (5th Penny) Ballot Years: _____
- Specific Purpose Option Tax Fund (6th penny) Ballot Years: 2021

Other Funding: _____ Grant: _____

CONTACT PERSON: TJ Barttelbort PHONE: 307-773-1045 DEPT. Purchasing

OTHER CITY DEPTS OR GOVERNMENTAL AGENCIES AFFECTED: _____

FINANCIAL IMPACT/CONDITIONS WHICH AFFECT CITY: \$625,850.00

LEASE/CONTRACT TERM: _____ STARTING DATE: _____

	YES	NO	N/A
Is funding budgeted?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were Bids called for?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affected parties notified of Council procedure & dates?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has bond, insurance or other security been arranged?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have legal descriptions been checked?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>


Agenda item reviewed and/or approved by:
 Risk Manager* () City Attorney () Dept. Head () Affected party ()
(*Leases/Contracts) (If applicable)

General Comments: _____

Submitted by: TJ Barttelbort *TJB* Title: Purchasing Manager Date: 05/07/2024

UPON PASSAGE OF THIS AGENDA ITEM, COPIES SHOULD BE SENT TO:
 _____ (CT) _____ (CT)
 _____ (CT) _____ (CT)
 CT (Copy Type): S = Scanned/electronic copy; P = Paper copy (Revised 09/2022)

MEMORANDUM

TO: Mayor Patrick Collins, and City Council
FROM: TJ Barttelbort, Purchasing Manager 
DATE: May 7, 2024
SUBJECT: Consideration of Bid #S-21-24 for an Agreement between the City of Cheyenne and Spire Building Group, for the Municipal Building Restroom Renovations Project

Bid #S-21-24 was solicited for the Municipal Building Restroom Renovations project (Rendering Included).

Three (3) bidders responded to this bid, and the bid tabulation is attached. The Bids were received from:

1. Spire Building Group
2. S&S Builders LLC
3. Synergy Construction

The bids were reviewed by Steve Gaer (Facilities Maintenance), Craig LaVoy (Public Works), and Vicki Nemecek (Public Works) and their recommendation is to accept the lowest responsive bid from Spire Building Group.

The total Bid Award is \$625,850.00.

Project Completion is scheduled for August 30, 2024.

Funding: 032-14-1412-40-43111 (2021 SPOT Ballot / Municipal Building Project)





City of Cheyenne
Purchasing

TJ Barttelbort, Purchasing Manager
2101 O'Neil Ave., Room 309, Cheyenne, WY 82001

EVALUATION TABULATION
IFB No. S-21-24
Municipal Building Restroom Renovations
RESPONSE DEADLINE: May 3, 2024 at 2:00 pm
Report Generated: Friday, May 3, 2024

SELECTED VENDOR TOTALS

Vendor	Total
Spire Building Group	\$625,850.00
S&S Builders LLC	\$769,269.00
Synergy Construction LLC	\$819,000.00

MUNICIPAL BUILDING RESTROOM RENOVATIONS

Municipal Building Restroom Renovations					Spire Building Group		S&S Builders LLC		Synergy Construction LLC	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	1	Municipal Building Restroom Renovations	1	Lump Sum	\$625,850.00	\$625,850.00	\$769,269.00	\$769,269.00	\$819,000.00	\$819,000.00
Total						\$625,850.00		\$769,269.00		\$819,000.00

VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	American Standard Steel Buildings Systems	S&S Builders LLC	Spire Building Group	Synergy Construction LLC	Unipak Corp.
REQUIRED FORMS					
BID BOND FORM	No Response	Pass	Pass	Pass	No Response

EVALUATION TABULATION

IFB No. S-21-24

Municipal Building Restroom Renovations

Question Title	American Standard Steel Buildings Systems	S&S Builders LLC	Spire Building Group	Synergy Construction LLC	Unipak Corp.
CITY OF CHEYENNE NON-COLLUSION AFFIDAVIT OF PRIME BIDDERS FORM	No Response	Pass	Pass	Pass	No Response
CITY OF CHEYENNE SUBCONTRACTORS AND MATERIALS SUPPLIERS LIST FORM	No Response	Pass	Pass	Pass	No Response
WYOMING RESIDENCY CERTIFICATION					
RESIDENT CONTRACTOR	No Response	Pass	Fail	Pass	No Response
RESIDENT CONTRACTOR - SUBCONTRACTING	No Response	Pass	Pass	Pass	No Response
RESIDENT CONTRACTOR - CERTIFICATE	No Response	Pass	No Response	Pass	No Response
FIRM / BIDDER INFORMATION					
FIRM / BIDDER NAME	No Response	Pass	Pass	Pass	No Response
FIRM'S / BIDDER'S LEGAL STATURE	No Response	Pass	Pass	Pass	No Response
STATE OF INCORPORATION	No Response	Pass	Pass	Pass	No Response
BIDDERS PHYSICAL ADDRESS	No Response	Pass	Pass	Pass	No Response
FIRM / BIDDER PHONE NUMBER	No Response	Pass	Pass	Pass	No Response

EVALUATION TABULATION

IFB No. S-21-24

Municipal Building Restroom Renovations

Question Title	American Standard Steel Buildings Systems	S&S Builders LLC	Spire Building Group	Synergy Construction LLC	Unipak Corp.
FIRM / BIDDER E-MAIL ADDRESS	No Response	Pass	Pass	Pass	No Response
FULL COMPLIANCE WITH BIDDING DOCUMENTS	No Response	Pass	Pass	Pass	No Response
BIDDERS SIGNATURE (NAME & TITLE)	No Response	Pass	Pass	Pass	No Response

CITY OF CHEYENNE, WYOMING
AGREEMENT

Bid No. S-21-24

Contract No. _____

THIS AGREEMENT, entered into this ____ day of _____, 2024, by and between the CITY OF CHEYENNE, WYOMING, hereinafter referred to as the "CITY", and **Spire Building Group**, hereinafter referred to as the "CONTRACTOR".

WITNESSETH that the Contractor and the City, for the considerations stated herein, mutually agree as follows:

ARTICLE 1. STATEMENT OF WORK. The Contractor shall furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment, and services, including utility and transportation services, and perform and complete all work in an efficient and workmanlike manner in the construction of the "**Municipal Building Restroom Renovations**" project all in strict accordance with the Contract Documents including all addenda thereto, numbered and dated: **Addendum One (1), dated April 23, 2024, and Addendum Two (2), dated April 24, 2024.**

ARTICLE 2. RESPONSIBLE DESIGNEE FOR THE CITY. The Contractor shall in any and all matters relating to the scope of services to be provided under this Contract or any other provisions herein, contact the City Engineer, or his/her designated representative.

ARTICLE 3. TIME FRAME FOR COMPLETION. The services to be performed under this Agreement shall commence on the date stipulated in the "Notice to Proceed" that will be issued by the City. The work shall be completed by **August 30, 2024**. If the work has not been completed within the time stipulated above, including any extensions of time issued by the City for excusable delays, the Contractor and his/her sureties shall pay the City fixed, agreed liquidated damages, as stipulated in the Supplemental Conditions, for each calendar day of delay until the work is completed.

ARTICLE 4. COMPENSATION AND METHOD OF PAYMENT. The CITY will pay the CONTRACTOR for the performance of the Contract in current funds, **the sum of Six Hundred Twenty-Five Thousand, Eight Hundred Fifty Dollars (\$625,850.00)**. In the event there are changes in the estimated quantities shown on the Bid Proposal, the unit prices multiplied by the actual quantities shall govern, and the total contract amount will be adjusted accordingly. The City agrees to pay the above amount for contractual services in the following manner, upon receipt of appropriate documentation:

- a. The Contractor will be paid on a monthly basis for the percentage of estimated work completed. Submittal will be at least seven (7) business days prior to the payable due date as established annually by the City Treasurer's Office. The pay request shall be submitted on the Contract Payment Request Form and Itemized Pay Request or the AIA Documents G702 and G703. The engineer will review the estimate for approval prior to payment.

b. The City will withhold five percent (5%) of the dollar value of the work completed for a minimum of forty-one (41) calendar days after Notice of Final Settlement has been published in accordance with Wyo. Stat. §16-6-116. Upon completion of the work under this Contract, the Contractor shall submit a Contractor's Certificate of Completion; the Consent of Surety; Final Waivers of Lien from the Contractor, and all Sub-Contractors, Suppliers and Materialmen; Affidavit of Release of Liens; Affidavit of Payment; and a current Workers Compensation Certificate. Final payment will not be made until the above documents have been received by the City and all items on the Punch List have been completed, and the advertising requirements have been met.

ARTICLE 5. CONTRACT. The executed Contract Documents shall consist of the following:

1. This Agreement;
2. Addenda;
3. Invitation for Bids;
4. Instructions to Bidders;
5. Signed Bid Proposal;
6. General Conditions and Insurance;
7. Supplemental Conditions;
8. Part IV Forms & Notices;
9. Specifications and Special Provisions; and
10. Drawings.

This Agreement, together with other documents enumerated in this Article 5, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, forms the Contract between the parties hereto.

IN WITNESS WHEREOF, THAT the governing body of the City of Cheyenne has authorized the Mayor as Executive Officer of the City to enter into this Agreement, and that the parties hereto have caused this Agreement to be executed on the day and year in the first part herein written.

ATTEST:

CITY OF CHEYENNE, WYOMING

Kristina F. Jones, City Clerk

Patrick Collins, Mayor

Contractor

Spire Building Group

By

Title: _____
5911 Middlefield Rd. Suite 100
Littleton, CO 80123

APPENDIX D

INTERVIEW RESPONSE MATRIX



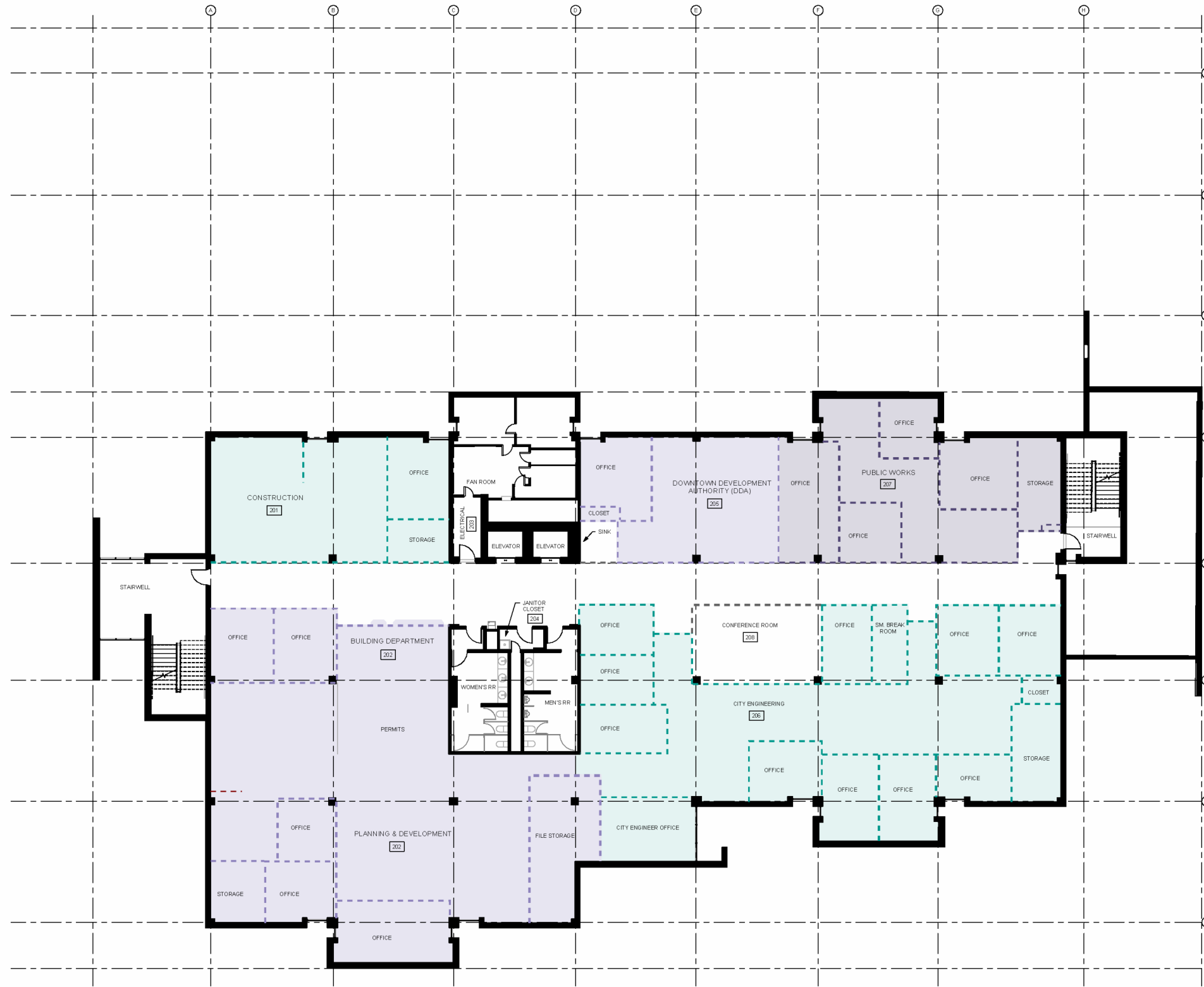
DEPARTMENT	CURRENT FLOOR	PUBLIC / PRIVATE SPACE	OFF-SITE LOCATION	NEW FLOOR	WOULD YOU STAY IN YOUR EXISTING SPACE?	WHAT UPDATE TO THE EXISTING SPACE WOULD MOST IMPROVE YOUR WORK EFFICIENCY?	TOLERANCE FOR WORKING IN AN AREA UNDERGOING RENOVATION? (LOW / MEDIUM / HIGH)	BEST ASSET OF THE EXISTING FACILITY INSIDE / OUT?	HOW DOES THE EXISTING BUILDING AFFECT OPERATIONS AND WHAT ARE YOU HOPING TO IMPROVE?	RANK OF EXISTING FACILITY WAYFINDING? (POOR / FAIR / GOOD / GREAT)	RANK OF EXISTING FACILITY SECURITY? (POOR / FAIR / GOOD / GREAT)
CITY ATTORNEY	3rd	Private	-	3rd	Yes WHY OR WHY NOT? Like the third floor. Convenience to Mayor.	Would like to add a window / skylight. Office as storage poorly organized - three separate areas used for storage. Office not well laid out. Column in front entry - awkward room entry. Looks unprofessional - makes a poor impression for new hires. The break room is also a conference room and copy room.	High Can work remotely or at court building.	All department heads are in one location. Physical locations.	lack of security - sending people up that are upset that they do not deal with. Common entryway. Improve office sprawl. The law library is the hallway - not efficient. No area to sit and have conversations. Better layout for collaboration. Very small offices. No conference room - not comfortable. "Band-aids & scotch tape."	Poor HOW WOULD YOU IMPROVE WAYFINDING? Members of the public do not know where they are going. Signage not helpful! Remove the City Attorney sign - Members of the public do not need to come to their office. Individual office signs. Hide non-public offices behind security - tucked away and hard to find.	Poor - zero. HOW WOULD YOU IMPROVE SECURITY? Terrifying - entire building open. Have panic buttons - not sure if they work. Badging to get into departments. Lock doors to non-public offices. Front desk to call and confirm meetings before sending people. Obvious public entrance. No confusion between public and private. Magnetometers.
CITY CLERK	1st	Public	-	1st	Yes WHY OR WHY NOT? Vault located in space for record keeping - would need moved to new location. Outgrown current record keeping space.	Customer service window. Improved security - Safe staff.	High - Staff & Low - Public Will be an issue with public access.	Way outdated. Will not keep up with growth and staffing.	Better flow between departments - organization and adjacencies.	Poor HOW WOULD YOU IMPROVE WAYFINDING? Educate staff. Map of off-site locations. Billboard locating departments. Still need staff at the front desk to direct the public. Currently a free for all.	Poor - Zero. HOW WOULD YOU IMPROVE SECURITY? Storage entry presence. Entry control.
CITY COUNCIL	1st	Public	-	1st	Yes WHY OR WHY NOT? Have a window. Have a private office. Like layout. Like the first floor. No cubical.	Close to committee room - want to remain close. Near departments they work with.	High Ability to work remotely. Except for meeting days - public meetings.	Location - county building and other public buildings. No traffic / easy commute.	Departments space is large and possibly underutilized. Copy area. Private conference space in department. Need committee room separate from council chambers.	Poor HOW WOULD YOU IMPROVE WAYFINDING? Never updated. Maintenance issue. Correct universality throughout building.	Fair HOW WOULD YOU IMPROVE SECURITY?
CITY ENGINEER GIS (Geographic Information System), SWD (Storm Water Division), & Construction	2nd	Semi-Private - Meet w/ Constructors & Developers Only	-	2nd	No WHY OR WHY NOT? Not large enough for staff in the next 5-10 years.	Better separation. Not enough space for GIS. Share space with MPO.	High Adaptable - remote work. Do have a lot of meetings. Does not want to be full time at home.	Integrate with all departments - daily. Good connectivity.	Better conference rooms - used by everyone and their department has a lot of meetings. Small dedicated (ten-people) conference room. Private offices over cubical - private phone calls.	Poor HOW WOULD YOU IMPROVE WAYFINDING? Highly inefficient. No direction board in main lobby. Directory behind the point of entry from elevator. Accuracy, size, color, and logo. Dynamic kiosk.	Poor - Fair (Only because it is better than it was). HOW WOULD YOU IMPROVE SECURITY? No security. Way too easy to get into and around the building. Better access control. Customer Screening at entry. Better personnel / training. Key code entry into the building. Need public vs. private restrooms.
CITY TREASURER	3rd	Private	-	3rd	No WHY OR WHY NOT? Not enough windows, it makes the space depressing. HVAC does not work properly and makes the space toxic.	Current space is pretty functional but would like more program functionality. Add doors to adjoin existing spaces. Enough room for their current staff load. Open office area at front is wasted space. Have own copy room (front open office area) - fine sharing with others but not a long term to access. No public access is needed. Locked down. Storage inadequate - vendor invoices, large amount of paper files, and office supplies. (Records must be maintained for five years.)	High Can work from home if necessary but not permanently. Have tasks they must come in to complete during the day are cash deposits and meetings. Current City Treasures come into the building three times a day. Two employees come in daily to pick stuff up for files.	Civic Commons. Near police and fire station - part of city so visit a lot. Banks.	Break room with sink - third floor break room gross. Currently terrible and depressing. Need offices. Currently near Mayor, Engineering, Human Resources, and City Clerk.	Poor HOW WOULD YOU IMPROVE WAYFINDING? Citizens end up wondering about the building and are typically already upset when they come to the building, so it makes it worse. Digital boards / digital bulletin board - something that can be updated easily. Kiosk to tell people where to go. More signs with arrows.	Poor HOW WOULD YOU IMPROVE SECURITY? Buzz people in. Vet people before they are buzzed in. Err on the side of caution. Weapon screening before citizens enter the building.
COMMUNITY RECREATION AND EVENTS	3rd	Private	-	1st	Yes WHY OR WHY NOT? Reconfiguring space to fit their needs. Copy room in main office area.	Bad air temperature. Lighting. Humidity. HVAC. Technology / opportunities to improve - Big screen display. Improve electrical capacity currently have bunch of extension cords which is constantly tripping breaker. IT.	High Can relocate outside if needed. Have swing spaces available to the department that they could use during this time.	Synergy between departments. Quickly able to walk to other offices / departments - increases productivity.	Location to twelve outside divisions that department works with - do not need located within building. Larger meeting spaces to host most meetings. This department gets a lot of public interruptions due to people getting lost and helping them find their way - typically interrupted two times a day.	Poor - Horrible. HOW WOULD YOU IMPROVE WAYFINDING? Train staff. External audits of building (lights and security system) - need more. Keypad locks / key cards for entry into different departments & non-public entrances. Employee badges so you can identify employees in the building verse public visitors. Magnetometers. Security officer at front desk. Employee safety training. Safe path of entry to building from parking lot. Concerns: Transit people sleep at door entries. Employee entrance gets propped open and non-employees gain entry.	Poor - Zero. HOW WOULD YOU IMPROVE SECURITY?
COMPLIANCE DEPARTMENT Animal Control, Safety, Risk Management, Code Enforcement, & IT	1st	Public	Yes	1st	Yes. WHY OR WHY NOT? Only good for five-to-six-people. Like existing space but new hires crammed in. Not enough room for everyone to sit down / desk space.	Add windows. Update technology.	High	The downtown location - courts, civic commons, Lyons Park, etc. The building is ugly and outdated. Facility dirty - restrooms awful.	Animal control needs a tower to run dispatch. No storage / tool storage - need on-site because they waste a lot of time traveling between city building, storage, and site. No facility showers - need for personnel or must send home for the day. Lawn mowers parked inside.	Poor - inaccurate. HOW WOULD YOU IMPROVE WAYFINDING? Digital board - constantly updated and accurate. Digital signs on doors.	Poor HOW WOULD YOU IMPROVE SECURITY? Need quick exit for Mayor and staff. Building could easily be taken hostage. One stairwell that is not open to the public. Security. No visibility of parking lot. No freight elevator. Magnetometers.
HUMAN RESOURCES	1st	Private	-	3rd	Yes WHY OR WHY NOT? Have the nicest and the most newly renovated space in the building. Easy access for new hires. First Floor ADA access route.	High need for privacy - too many open conversations. More private offices for confidential conversations. Especially with deliveries as have not signed confidentiality agreements. Need more sound efficient walls.	Low Confidentiality concerns.	Parking. Proximity. Civic Commons. Walking / Health. Centrally located to other entities.	Security. Visibility issues at front door buzzing people in. Not staffed to provide security. HVAC problems. Human Resources assemblies and sends out around 20,000-pieces of mail a month from a cubicle which is not enough space.	Poor HOW WOULD YOU IMPROVE WAYFINDING? They must direct everyone that comes in. A lot of people come to pay for tickets, not knowing where to go as it is in a completely different building. Digital / Information Board. Have it show where things are located. Badging system for employees so you know can tell if people wondering halls are employees or not.	Poor HOW WOULD YOU IMPROVE SECURITY? The fire and police alarm system in the building is currently faulty and constantly malfunctioning; it needs to be fixed. Better exiting strategy for discretionary issues and terminations.
MAYOR'S OFFICE (Public Information Officer)	3rd	Semi-Private	-	3rd	Yes WHY OR WHY NOT? Proximity - ideal location.	Natural light - feels like a jail. Collaboration inefficiently - spatial use.	High	Location. Team all in one building - collaboration.	Too many shutdowns (six-to-seven-months over last three years) - air quality / HVAC issues.	Poor HOW WOULD YOU IMPROVE WAYFINDING? Signs across from the elevators. Digital signs.	Poor - None. HOW WOULD YOU IMPROVE SECURITY? Customer facing departments on main floor with security. Window between staff and public. No public upstairs. No police in the building.
PLANNING & DEVELOPMENT DDA (Downtown Development Authority), MPO (Metropolitan Planning Organization), & Building	2nd - Others 3rd - MPO	Public - Permit Private - Others	-	1st - Permit 2nd - Other	Yes WHY OR WHY NOT? If updated. Need private doors / private offices.	Haphazard spaces do not match use. No bull pin. Comprehensive upgrade of HVAC and provide zoning.	High Can work remote - Tear it apart.	Location - adjacent to County buildings, events, and library.	Looks like a prison - inside and out. Lacking ADA compliance. Electrical and Technology in the council room poor for video conferencing.	Fair - Outdated. HOW WOULD YOU IMPROVE WAYFINDING? Floor maps / directions. Digital signage.	Fair - Good HOW WOULD YOU IMPROVE SECURITY? Front doors do not lock properly. Balance security and access to the public. Policy issues - no badges. Improve vestibule timing. No emergency egress for council - homeless in public meetings.
PUBLIC WORKS City Facilities Maintenance, Fleet Maintenance, Solid Waste, Street & Alley, Traffic, & Transit Divisions	2nd	Private	Yes	2nd	Yes WHY OR WHY NOT? Right size - fully moved in and designed themselves. Windows. File space. Storage space. New Looking.	HVAC. More windows/ natural light - too much artificial light.	High Ability to work remotely. No customer interaction.	Location / center of city. Parking. Near other department heads (Mayor's Office, Human Resources, City Engineers, and City Treasures).	No effects - recently remodeled.	Poor - Fair HOW WOULD YOU IMPROVE WAYFINDING? Antiquated signage - want modern signs. Signs across from elevators. Clear department identification. Entry signage. Digital sign board - computer interactive. Current project to upgrade restrooms and signage (TV display) near restrooms.	Poor HOW WOULD YOU IMPROVE SECURITY? Rearrange all departments - first floor public access. Serviced through window. Conference rooms on the first floor for public meetings - the public do not pass the first floor. Pass / escort badging system. Department badge into office / department.
FACILITIES (Under Public Works)	1st	Private	Yes	1st	No WHY OR WHY NOT? Their department does not have security concerns so their space could go to those that are or need to be on the first floor - to improve safety. Public assistance on first floor would be better.	Shop. Storage. Located on end or corner of the building. They are out and about a lot - only one person in the building all day. The building is settling the closer you get to the Civic Center. Geotech issues when built the building - around room 104. Ground water issues - river runs under the Civic Center. Civic Center and City Building built at separate times. The building was originally intended to be wide open.	High	Centrally located. Building structure strong - layout terrible. Expansion falling between City building and Civic Center. The building is settling the closer you get to the Civic Center. Geotech issues when built the building - around room 104. Ground water issues - river runs under the Civic Center. Civic Center and City Building built at separate times. The building was originally intended to be wide open.	Needs more rooms and offices. Heating / cooling issues. Power issues - exceed peak load now.	Poor HOW WOULD YOU IMPROVE WAYFINDING? Location signs are bad and misspelled. TV screens with wayfinding near restrooms - adding as part of restroom remodel. Security desk helping / providing direction.	Poor HOW WOULD YOU IMPROVE SECURITY? Better than it was but still bad. Security desk call department to confirm appointment before sending up. People's location in the wrong building - correcting will help. Service windows on each floor blocking people off elevators before accessing floor. Have a decent camera system but not necessary in proper location - need one at front door that someone is always watching. Be able to lock down the building before entry of concerning looking individual. Cannot see who is coming into the building all they enter. Everything by appointment.

DEPARTMENT	DOES THE CURRENT FACILITY / LAYOUT ALLOW FOR FULL AND EFFICIENT STAFFING?	CURRENT FTE	(+) FTE 5 YEARS	(+) FTE 10 YEARS	DEPARTMENT / INDIVIDUALS MOST DEPEND ON TO WORK EFFICIENTLY?	DEPARTMENTS / INDIVIDUALS WHICH SHOULD NOT BE CO-LOCATED?	COMMON B/W DEPARTMENTS	DOES STAFF NEED / WANT A SEPARATE (NON-PUBLIC ACCESS) ENTRY?	DOES STAFF NEED OR WANT A SEPARATE (NON-PUBLIC ACCESS) INTERNAL MOVEMENT (SEPARATE STAFF STAIRS, CORRIDORS, ELEVATORS)?	ONE THING THAT WOULD MAKE PERSONAL WORK LIFE BETTER?
CITY ATTORNEY	No - Not large enough. Public defender back in building - creates conflict with prosecutor, separate office, and reports to Mayor.	6	1 - Prosecutor (Maybe)	1 - Civil	Mayor's Office. Planning and development. City Engineer. City Treasurer. City Clerk. Risk Management (Compliance). Human Resources.	Compliance Department. Public side of Planning & Development. City Council.	Not for their department - confidentiality. Do not want an open office where people can walk in.	Yes Little interaction with the public as possible - stairwell is the way to avoid public in this building.	Yes Stair non-public. Elevator non-public. With the same qualifications for efficiency's sake.	Window / Skylight / Natural light - current windows face into each other. Bug issue - flies and wasps. Clean building - currently not clean. Building is a deterrent for hiring staff. Operable windows - fresh clean air. Be able to hang photos - current walls not conducive. No fresh clean air - unhealthy.
CITY CLERK	Yes Currently enough space but not enough to add employees - one empty desk now. Good file access. Staff close enough to work together. Want private conference room / meeting space. Small breakout space useful.	7 1 - PTE	2 (Conservative)	3 to 4	City Council. City Attorney. Mayor's Office. Compliance Department. Need mail room access - have a lot of communication mailed in.	No. Interact with most departments.	Combined conference rooms are challenging - have consistent meetings throughout the week and current rooms are consistently booked. Scheduling of rooms between departments more readily available.	Yes Need separate entrance not so publicly located. Separate staff and public parking. No proper / visual front entry.	Logically yes but logistically no. This is a public space.	Co-locate deputy. Good access to staff. Half private and half bull pin style offices. Separation of duties within space. Walkway / Atrium within building to walk on breaks (exercise). Centrally located break rooms. Yoga Room.
CITY COUNCIL	Yes Council members do not come in daily.	10 9 - Council 1 - Staff	Potential (Population Based)	Potential (Population Based)	City Clerk & Deputy Clerk. Committee Room.	IT. Interact with almost everyone.	Committee Room. Council chambers. Need own copy room - confidentiality.	Nice, but not necessary.	No	Improved HVAC. Department temperature controls.
CITY ENGINEER GIS (Geographic Information System), SWD (Storm Water Division), & Construction	- Going to be getting a new storm water division (SWD) coming on-line and do not have enough room - do not need to be in the same office.	22 10 - Engineers (8 FTE & 2 - PTE). 3 - GIS 1 - SWD 8 - Construction Department (7 - FTE & 1 - PTE).	13 3 - Engineers. 2 - GIS 4 - SWD 2 - Construction 2 - PTE	2 - Engineers (Hard to predict)	Planning. MPO. Community Recreation and Events. Construction Department. City Treasurer. City Clerk. City Attorney. Public Works. They interact with all.	IT They touch all departments.	Large Conference room. Break room. Huddle space on each floor.	Yes - Security. For security. Control where public can come in and out.	Yes - state of the world. Public access on the first floor only. Large conference room on the main floor.	Lighting (Natural) / Windows.
CITY TREASURER	Yes Could change the layout. Not enough room to add FTEs.	10	1	1	Mayor's Office. City Attorney. Human Resources. City Clerk.	Departments with high public volume. Due to investments and cash, they deal with. Would like the first floor to be public departments and third floor to be private departments.	IT Room. Training Room. Break Room. Would like to be able to make her smoothie every day. Copy Room. Meeting Rooms. They perform audits four times a year, so they need one close to them. Use typically two times a week.	Yes Would like a non-public entrance, but not 100% necessary. They currently have one.	No Nice but not necessary.	Break Room / Kitchen. Exercise space for mental health. Yoga room. Treadmill. Would like to have private offices because of the type of work they do. Improve sound, as they do not like a lot of sound. Improve toxicity. Currently have been having frequent gas leaks and carbon monoxide issues. Their space is above the boiler room, so they have had to move to remote working till the gas leak from the boiler can be fixed.
COMMUNITY RECREATION AND EVENTS	- The city owns two parcels of land on 21st Street and Civic Commons (O'Neil and Kent). Recommend purchasing and demolishing two houses on land, so they can build a new building. Put departments with the most public interaction in one and private interactions in the other (current) building, etc.	5	1	1	Primary: City Treasurer (Accounting). City Attorney (Legal). Mayor's Office. Secondary: Compliance Department. Human Resources. County Clerk.	No. Wants public department on first floor and ones with least public interaction on third floor.	Large (forty-people) / meeting rooms on each floor - most common meeting rooms seat twenty-people. Employee lounge on each floor - refrigerator, microwave, dishwasher, three compartment sink, table and chairs for large celebrations / potlucks. Sink with three compartments.	Yes Improved current staff entry - public confusion. Better lighting at entries. Directional signage.	Yes Does not feel the current building can adequately accommodate. 100% desire if it could be laid out properly.	Cleanliness - bathrooms dirty, not stocked, and trash cans not emptied. The building is not maintained enough. Building sterile but unhygienic. Better air circulation. Better humidity. Windows to the outside - currently feels like a jail cell. Living plants in the building. Most employees work ten-to-twelve-hour days.
COMPLIANCE DEPARTMENT Animal Control, Safety, Risk Management, Code Enforcement, & IT	Yes Currently enough space for staff but not efficient. Sound issues - no privacy. Have need for confidentiality. Vehicles are currently held elsewhere at two different locations - inefficient movement of vehicles.	37 3 - Administration 5 - Code Enforcement 1 - Safety 6 - IT 6 - Animal Control ----- 4 - Animal Control Vehicles 9 - Building Vehicles 1 - Risk Management Vehicle	-	18 (Annexation could change) 1 - Administration 5 - Code Enforcement 2 - Safety 4 - IT 4 - Animal Control	City Clerk. City Attorney.	No.	Conference room on each floor. Their department does not need a copy room.	Yes - Very Important. The parking lot needs more security.	Yes - More Secure. Better security. Better training.	The building needs to be cleaned up, it is dirty and gross. The building needs to be more welcoming. Not look like state penitentiary.
HUMAN RESOURCES	OK, except new hire orientations - scramble to find location. Two PTEs - run lobby and will remain a part time. Adding one PTE / eventually one FTE wellness coach (within next six months) need office space for outside of department.	5 2 - PTE	2	2	Treasury (Payroll / Accounting). Compliance. Cannot share spaces with but need to be nearby.	None. No combining departments within space- need a little separation. Separation from front desk.	Breakroom - each floor. Central meeting rooms - each floor. Lacking good meeting room spaces - current max capacity twelve-people. Need a meeting room to accommodate twenty-to-thirty-people with computers - new. Wellness space for employee wellness program - Treadmills, Stair stepper, etc.	Yes Better exit strategy for termination and suspension. Badged entry.	No Overall better secure in building.	Better quality IT department and staff limited on when they can contact. More proactive IT. Privacy for conversations: private areas, situational rooms, and private offices. Mail and Receiving room out of department and in separate space. Improve sound quality issues.
MAYOR'S OFFICE (Public Information Officer)	Yes For now. Change in form of government with city managers and administration.	4 (Recently Hired Public Information Officer, Chief of Staff and Project Manager.)	3	0	City Treasur. City Attorney. City Clerk.	No.	Break room - do not need it on each floor. More conference rooms. High speed printers. More collaboration spaces.	No strong opinion. Secure and covenant.	Not necessary - like walking through main areas. Possible on the first floor but not on upper floors.	Ergonomic furniture. Lighting. Environmental controls.
PLANNING & DEVELOPMENT DDA (Downtown Development Authority), MPO (Metropolitan Planning Organization), & Building	No MPO and DDA need to be in our space.	35 2 - PTE 13 - Planning & Development 3 - DDA 4 - MPO 15 - Building	3 2 - PTE	3 2 - PTE	City Engineers. City Attorney. Mayor's Office. MPO / DDA. City Clerk. City Council.	Public Works. IT. Human Resources. Community Recreation and Events. No one they cannot be near; just do not need to be.	Conference rooms. Breakrooms. Lactation. Bike parking. Gym / yoga / exercise room / showers. Printing and scanning - need more than one copier if combined.	Yes Keep the public away from private entrance.	No	Indoor bike racks. More natural light. Private phone room / Break out spaces. Workout / shower. Most of records are starting to go digital - storage shed housing files. Historic Preservation.
PUBLIC WORKS City Facilities Maintenance, Fleet Maintenance, Solid Waste, Street & Alley, Traffic, & Transit Divisions	Yes Enough space. Have a good corner space. Efficient enough - could be better. Reception feels displaced.	5	1	1	City Engineers - same floor. Anywhere in the building is fine: City Treasurer. City Clerk. Mayor's Office. Human Resources.	No. Clear division between departments.	Breakroom. Restrooms, elevators, and stairs. Conference Rooms - a dedicated one is not required. Do not want to share a copy room.	Yes Do not want to wait / go through security. Co-workers might not honor security.	Yes Still segregated. Mayor needs protection. Employees need protection. Need to be let know that someone is here to see them.	Soundproofing. HVAC / Heating / Air Quality. Modern outlets - cell phone plug with cube. Wells spaced outlets at correct heights. Coffee house / cafe - more than vending machine. More localized breakrooms - help morale.
FACILITIES (Under Public Works)	No Not bad but need dedicated on-site storage space - current space full of boxes and cannot utilize.	5 8 - Vehicles	3 3 - Vehicles	3 3 - Vehicles	Public Works. Feel they could be at their own facility because they service other buildings. Their location in the building is just nice for emergencies.	Does not matter. Just want the outer end of the building - make noise and not bother others. Their location in the building is just nice for emergencies.	Meeting rooms. Council rooms - have two and feels like a lot. The council room has an odd "L" shape making seating difficult. Large state-of-the-art conference room on first floor.	Yes - Like Feels it solves some problems.	Yes Need freight elevator - current elevators too small to get equipment up - must take stairs. Stretchers will not fit in elevators - must take downstairs.	More storage - Need 40-FTx40-FT now and 60-FTx60FT in ten years. They order a years' worth of supplies but must have the manufacture house and ship in two orders because of lack of space. Shop space. Everything is located at one facility. Retention building on-site is underutilized. The council room in odd L-shape making seating difficult. Vehicles parked on-site - currently parked off-site at other facilities. North interference outside of vestibule opening looks out for an elevator. Each floor has a janitorial closet between restrooms - not used much since cleaning is outsourced. The cleaning company does not have the same people on site any day of the week - when consistent they were good. The cleaning company only comes three-days a week for two-hours - facilities must stock in between their visits. Power capacity significantly under what is needed. The boilers and chillers are getting replaced in the next two-weeks, but the delivery system will still be outdated and not suitable for building. Stuff stored everywhere that is no longer needed or could be digitized. HVAC open plenum is the worst thing for this building. Emergency power is ok in some areas and non-existent in others - very few outlets on emergency power. Outside lighting around building terrible. Everyone wants a window that opens. Sidewalks are heaving - trip hazard. Not allowed to remove living trees blocking building entry. Recommends new building built next to site (north side of site) and turn existing building into a parking garage.

CURRENT FLOOR PLANS

DEPARTMENT COLOR LEGEND

- CITY ENGINEERING
- PLANNING & DEVELOPMENT
- PUBLIC WORKS



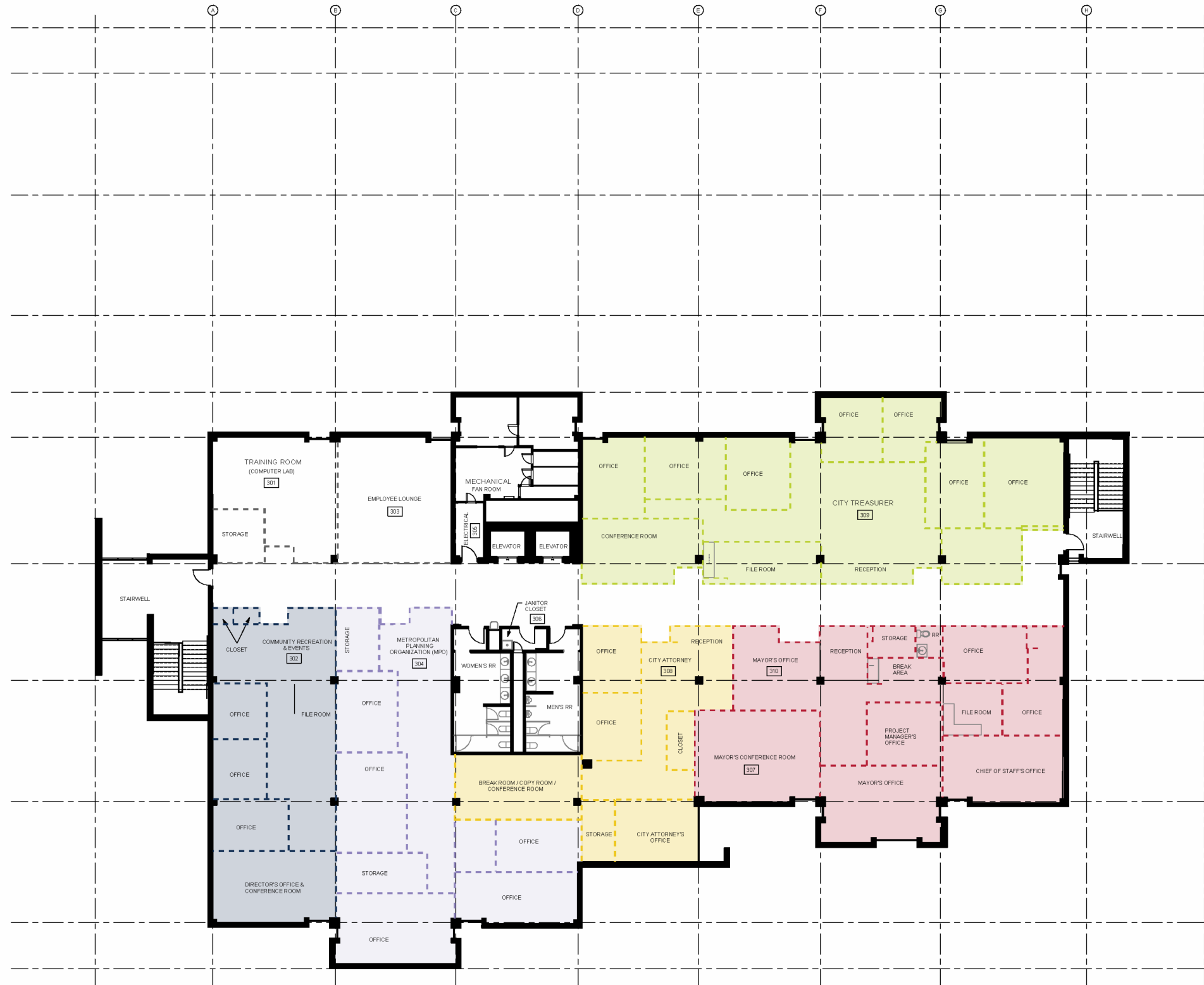
SECOND FLOOR



CURRENT FLOOR PLANS

DEPARTMENT COLOR LEGEND

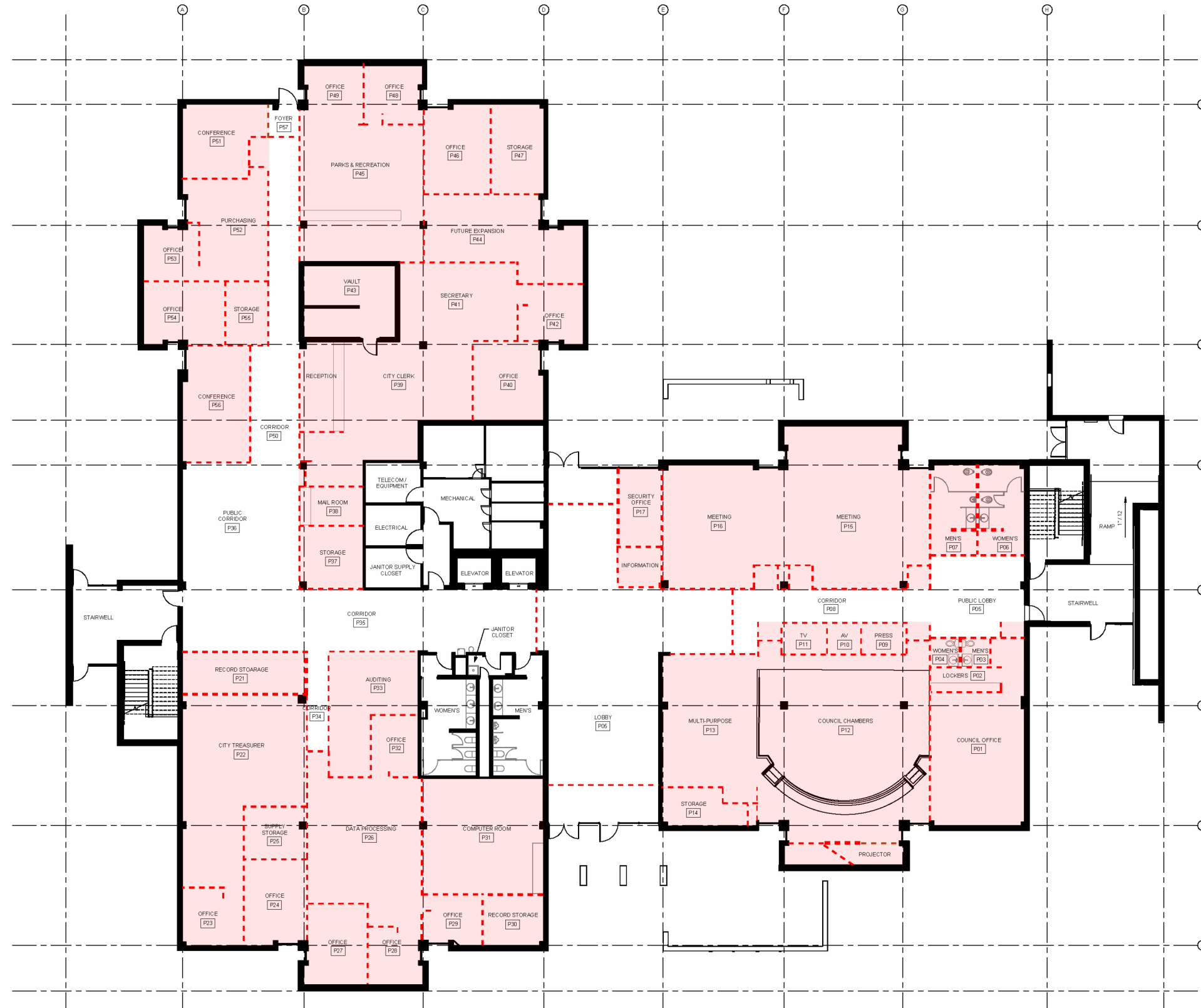
Light Blue	COMMUNITY RECREATION & EVENT
Light Purple	CITY ENGINEERING
Yellow	CITY ATTORNEY
Light Green	CITY TREASURER
Pink	MAYOR'S OFFICE



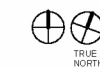
THIRD FLOOR



1970'S FLOOR PLANS

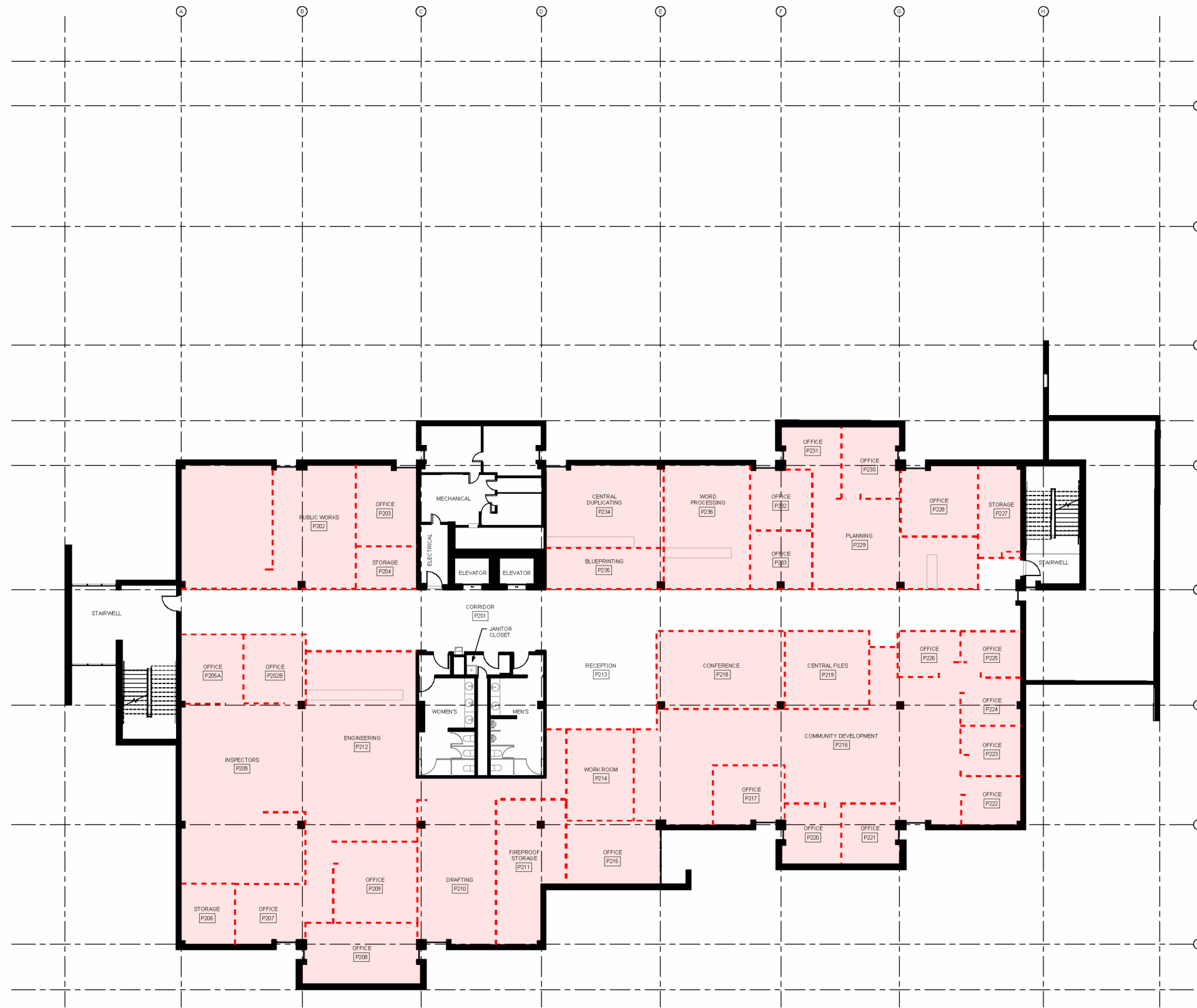


FIRST FLOOR



cklo

1970'S FLOOR PLANS

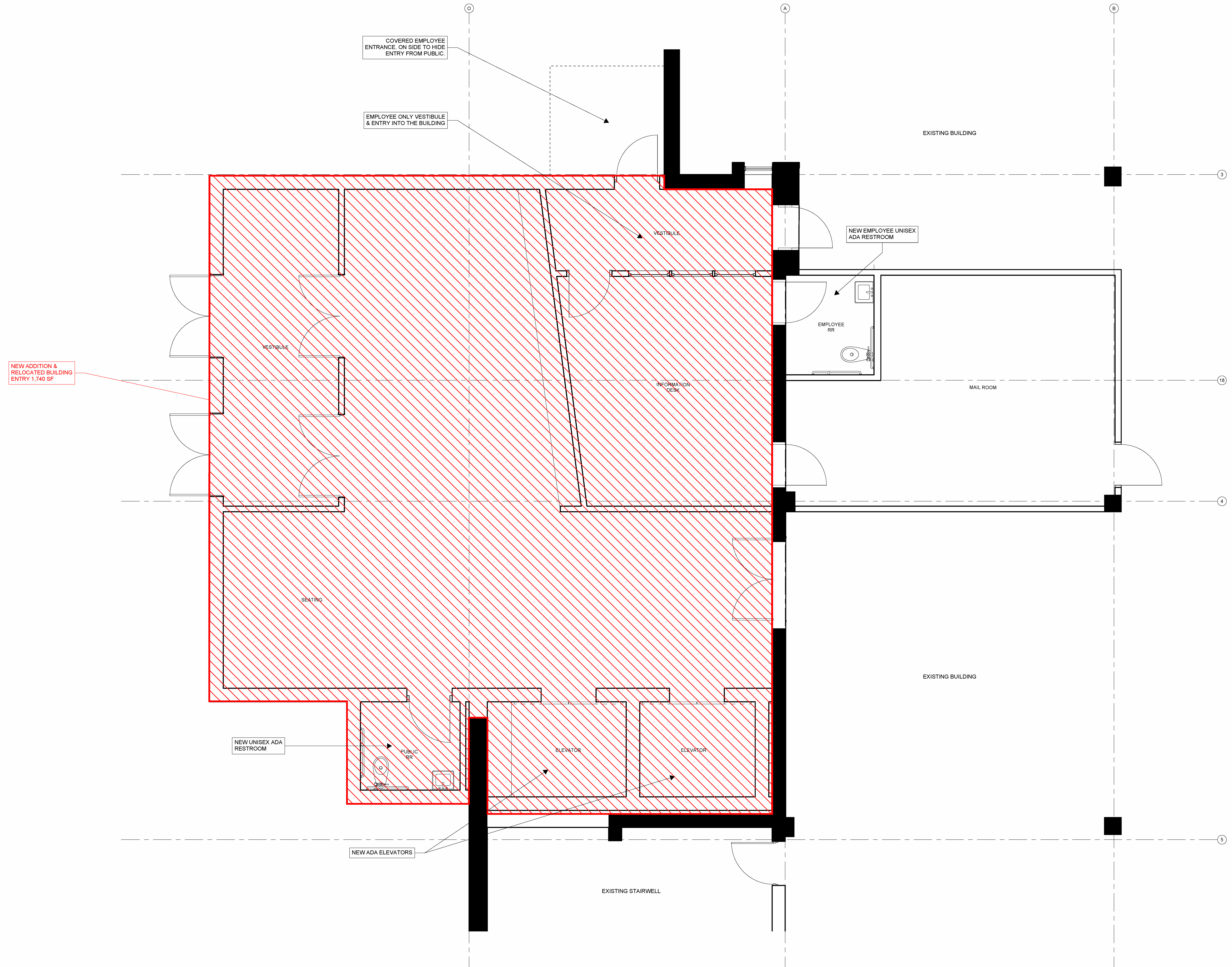


SECOND FLOOR



ENLARGED ADDITION FLOOR PLAN

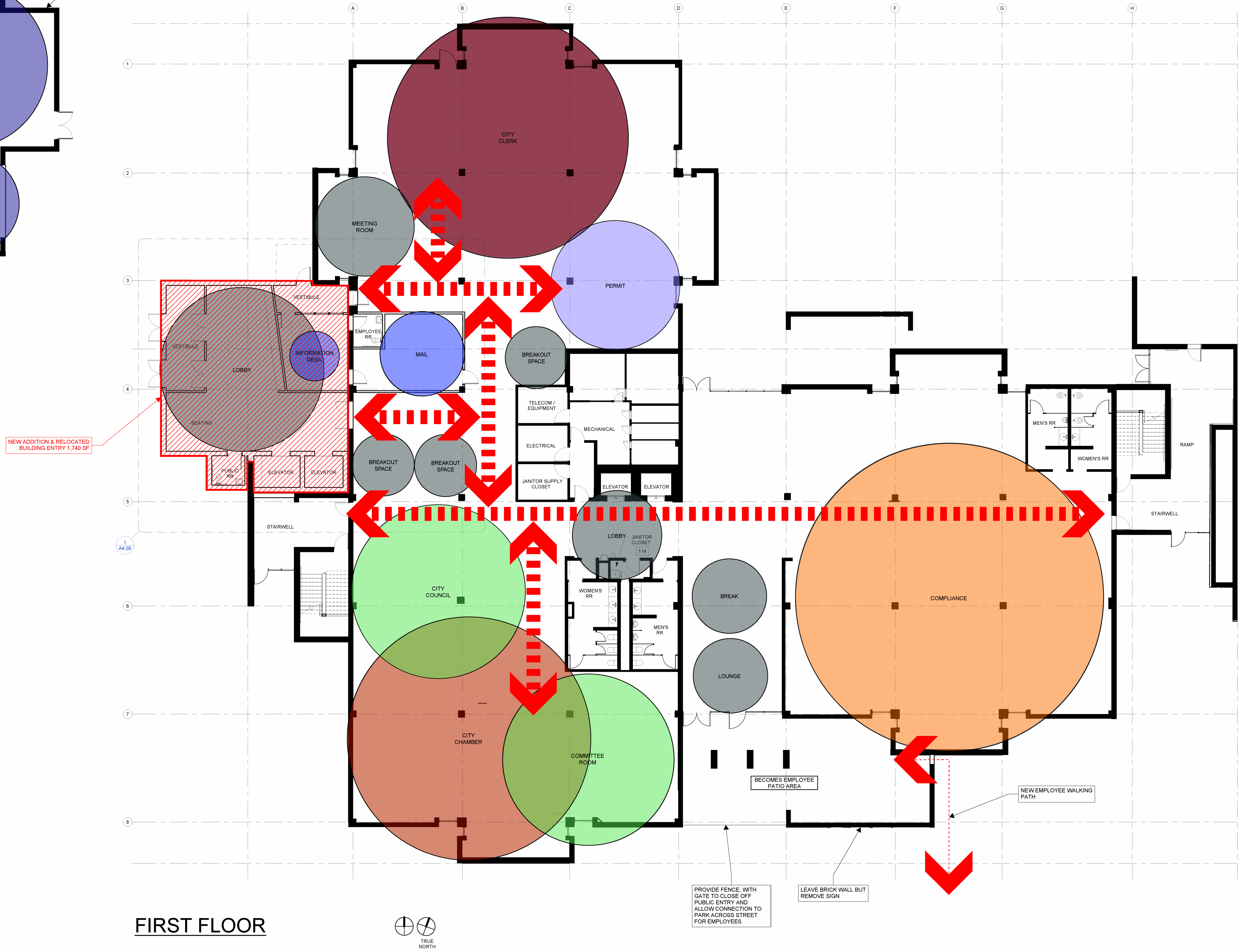
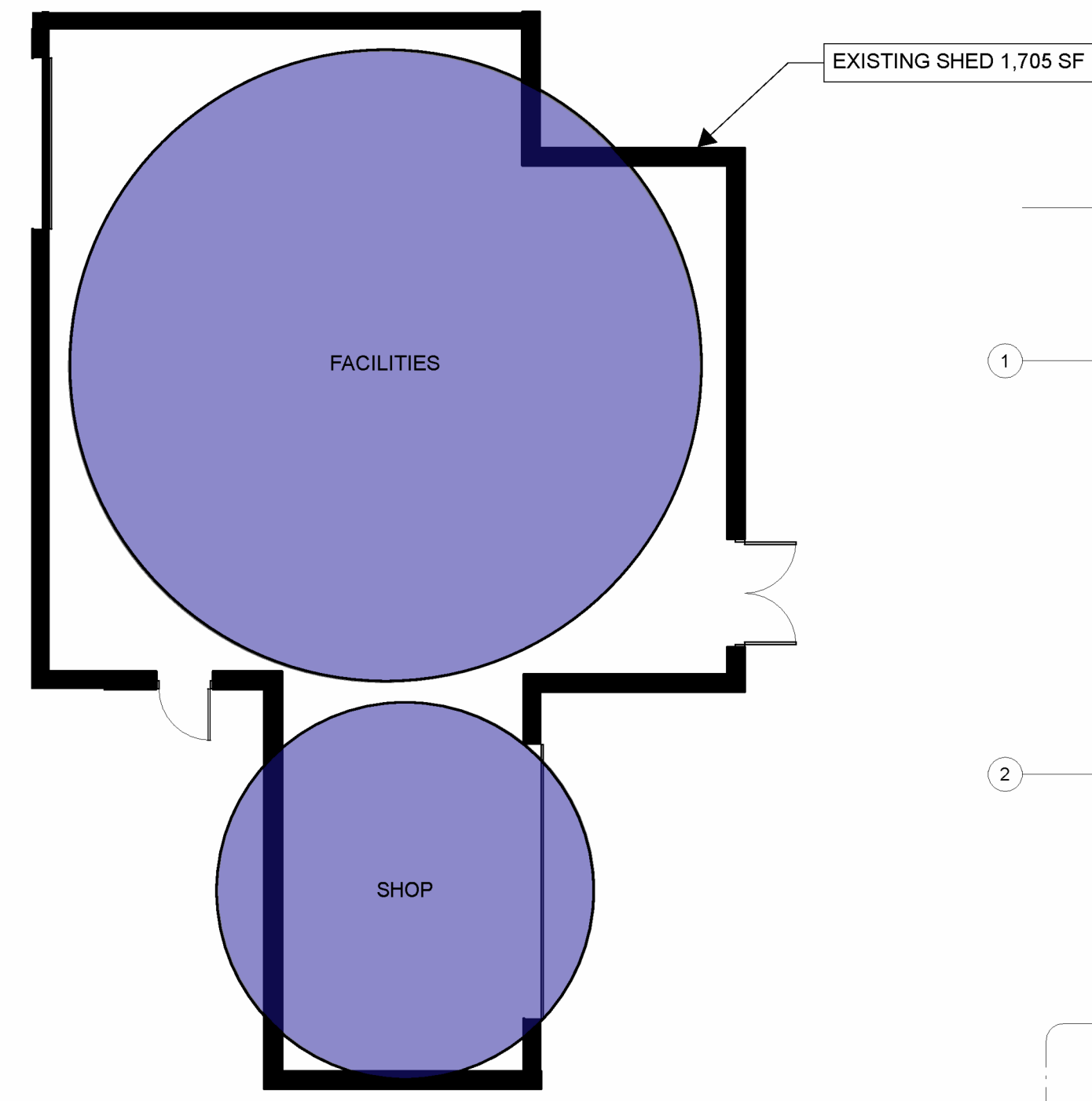
APPENDIX G



FIRST FLOOR

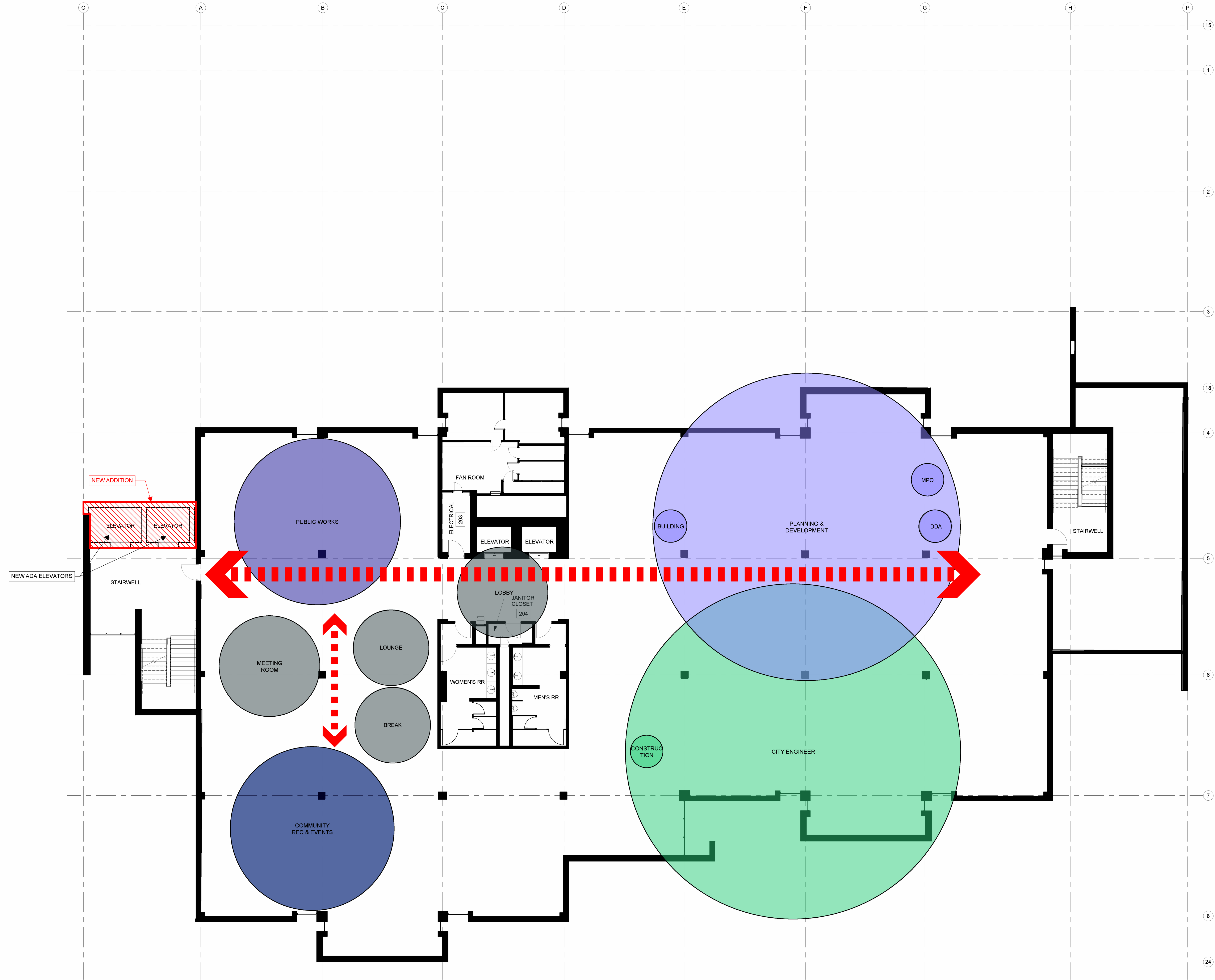
APPENDIX H

NEW FLOOR PLAN DIAGRAMS

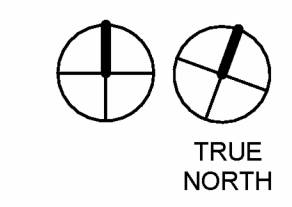


FIRST FLOOR

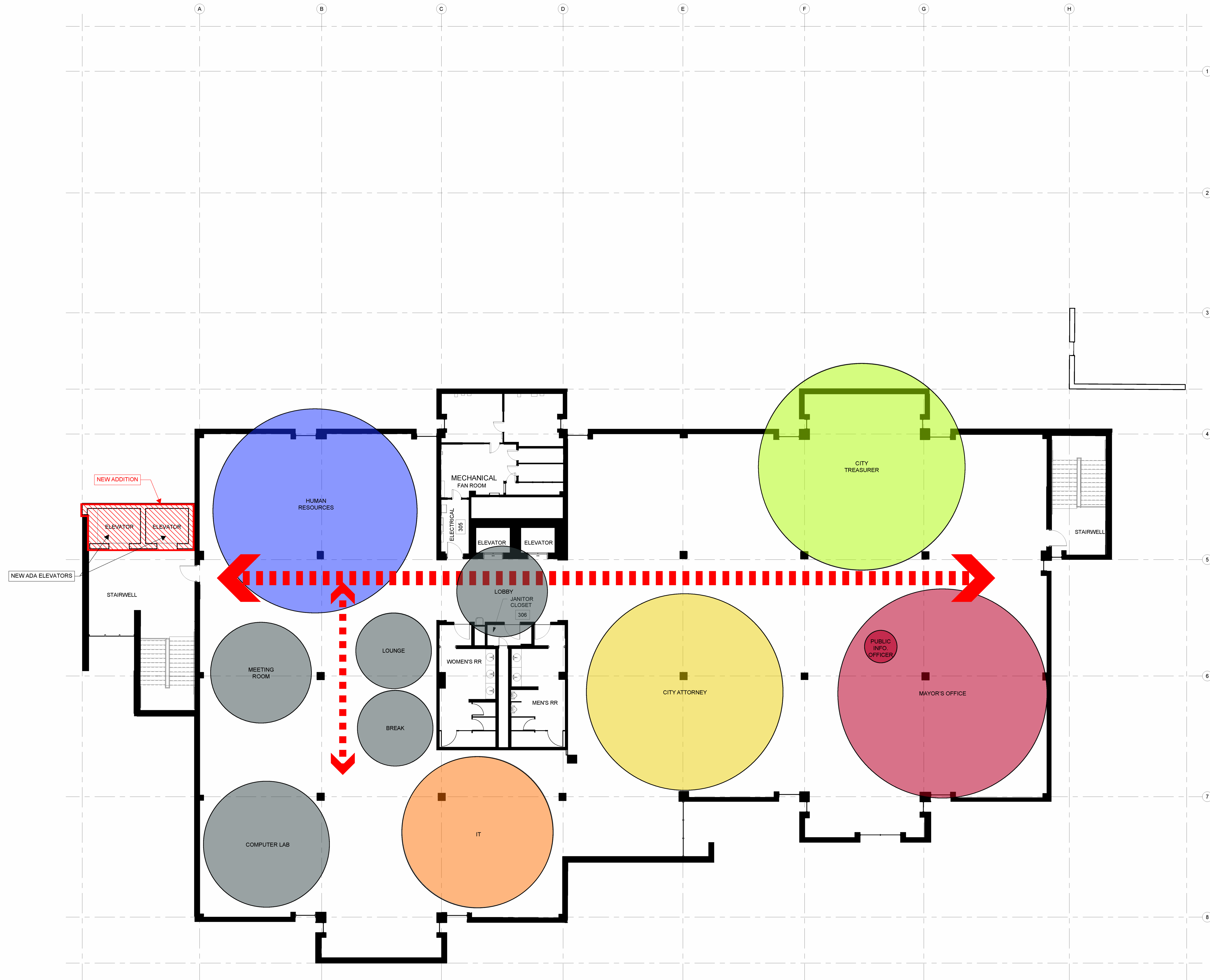
NEW FLOOR PLAN DIAGRAMS



SECOND FLOOR



NEW FLOOR PLAN DIAGRAMS



THIRD FLOOR

