Brame Heck
ARCHITECTS INC.
FOUNDED 1911

# COLUMBIA COUNTY
# ADMINISTRATION OFFICES


## PROJECT FEASIBILITY

SUBMITTED TO COLUMBIA COUNTY:

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# EXECUTIVE SUMMARY

## OVERVIEW

Brame Heck Architects is pleased to present this programming study and preliminary design analysis for the new Columbia County Administrative Offices. This study includes information we have collected about the space requirements of 10 county departments that will be potentially co-located in this building, including the size of the spaces, adjacencies, and required qualities such as security, public access, etc. This information is organized by department, and then in summary. We then took this data and prepared diagrams to study how departments could fit together in a single building, and also prepared three different siting options, 1) in a new building on the Lake Jeffrey Site, 2) within the footprint of the former hospital building at the Crown Professional Office Complex on Duval Street, and 3) in two new buildings that would be constructed in the downtown area near the intersection of Franklin Street and Hernando Avenue. Finally, we prepared analyses for all three siting options, looking at them not only in terms of first cost / construction budget, but also in terms of logistics, operational considerations, usability for staff and convenience to the public.

## PROCESS | DATA GATHERING

Our first step toward completing the space needs analysis was to obtain input from the department staff who are to be potentially relocated. This was done first by preparing and distributing a questionnaire for staff to complete and following up with a series of brief interviews. We included questions about current staffing needs and projected future staffing needs. We asked about needs for different space types (private offices, open office, work space, conference areas, break rooms, and reception areas.) We also asked specific questions about requirements for public access, security needs, equipment needs, storage, and space/function adjacencies. We then compiled the information obtained, and tabulated the square footage requirements for each department. This constitutes the program for the project, and although it is wide in scope, we would plan to refine the program requirements through more in-depth discussion with each department as we move forward with a schematic design phase. This may allow us to reduce areas as we find opportunities to increase plan efficiency further.

## PROCESS | SPACE ANALYSIS

We prepared several diagrams of the space needs data to study each group in terms of their requirements for regular (or periodic) public access, the volume of public access required, security, storage, and other needs. For example, the Tax Collector's office requires regular daily access by the public for obtaining driver license renewals, vehicle registration, concealed weapons permits, etc. Sometimes their volume can be quite high – around 400+ visitors in one day. Similarly, the supervisor of elections needs to accommodate very high volumes of public access during election cycles. In addition, they require secure storage for voting machines and ballots, publicly viewable canvassing space, and security procedures as required by the Florida Administrative Code. Other departments requiring regular public access, albeit in lower volumes, include Building and Zoning, and Environmental Health.

The Board of Commissioners require easy public access to meetings, with staff offices, support for the Commissioners' offices, and the County Manager's office in close proximity with somewhat more restricted access. The property appraiser's office also accommodates regular public access.

Departments that receive fewer in-office visits from the public include Tourist Development, Economic Development, and Code Enforcement. Public interaction with these departments generally occurs outside their offices.

Generally, within each department there are concerns about public access that are necessarily tempered by concerns about security, the handling of private data, etc. In addition, the organization of each department as an individual unit must be weighed against the need for spatial efficiency and economy. In our study, we have preliminarily grouped departments based on these concerns, looking for efficiency of shared building resources such as break areas, restrooms, conference spaces, and so forth. It should be emphasized that we have not generated building plans at this point. Two departments provided us with idealized plans for their spaces, and we have used those as the basis for our study with some minor modifications. The design portion of this study is preliminary, and we will endeavor to find additional efficiencies in the plan as we go forward with schematic design.

## PROCESS | SITE STUDIES

Once we had an understanding of the space needs of individual departments, we proceeded to arrange them on three different site configurations.

The first site we considered is known as the "Lake Jeffrey Site" and is a greenfield site behind and adjacent to the existing Fire Station 53 on Lake Jeffrey Road near the intersection of Bascom Norris Drive. This location is about 1.8 miles from the center of the downtown area. The site offers ample room for a new single story building sized to accommodate the program, with parking, storm water retention, and room for future expansion. This site also has the advantage that the county already owns it. Our conceptual study shows a U-shaped option that centralizes the entry to the building as approached form the public parking area. We took care to include as many requirements as possible, such as drive-through access for the tax collector, a separate public entrance for the supervisor of elections, and separation of public and private areas. The disadvantage of this site is its distance from the downtown.

The second site under consideration is the Crown Professional Complex on Duval Street. This complex is currently occupied by the Supervisor of Elections, Tourist Development, Economic Development, and Code Enforcement, among other organizations such as IFAS, the Red Cross, and the Suwannee River Economic Council. This property would need to undergo renovations to accommodate all the departments. The current layout is substantially unchanged from its original use as a hospital, so the net usable area is less than ideal because corridors are 8' wide, which is substantially wider than is required in a typical office building. This results in a loss of space efficiency. Therefore, our study of this option assumes that the interior would be completely remodeled, and only the building shell

would be used. We also assumed that the existing mechanical system is near the end of its useful life, and that the current electrical code would require a substantial upgrade to the power and lighting systems. Sloped portions of the roof appear to be in good condition, and the exterior building envelope also appears to be recently upgraded, however we assigned some allowances in our budget analysis to providing repairs to the flat portions of the roof. In addition, it was noted during our site visits that some exterior windows have been replaced with aluminum windows or storefront, while others are older and still in need of replacement, which would fall under the scope of this project. An advantage to this site is the renovation cost would be less than the cost of constructing a new building. However, this must be weighed against the cost of acquiring the property. Also, parts of this building are around 40 years old, so it would likely require more frequent and extensive maintenance going forward. The existing building thermal envelope is also a concern. Assuming it was constructed to existing standards at the time of construction, this building would require more HVAC tonnage to heat and cool the space than a comparable building constructed to current energy code standards, and would therefore require a greater energy cost to operate those systems going forward. This building has an excess of area/volume compared to the immediate program requirements, meaning some inefficiency will also be inherent in the planning of the space. Finally, the logistics of construction would require the departments currently occupying this building to move twice – once before construction, and again after construction is completed. Double moving costs, and leases on temporary space for these departments during construction has not been considered in our study, but should be weighed in the overall analysis.

The third and final option we analyzed is a downtown site consisting of four city blocks located five blocks north of the current County Administration Offices, near the intersection of the Franklin Street and Hernando Avenue. One advantage to this site is in its proximity to the existing county offices and court administration complex which will remain. The convenience of being located in the downtown is attractive. A two building, two story solution would fit easily on these blocks with room for future expansion. Parking can be readily accommodated on these blocks, and our conceptual design envisions that the north-south sections of Hernando Ave would be closed to create a public plaza entryways to the buildings, while maintaining all the east-west roads. We believe that the two story solution to a building of this type would be similar in cost for the same square footage to a one-story solution. This is because some efficiencies are gained in the building envelope, meaning the cost of providing stairwells and a structural second floor are offset by smaller roof areas and somewhat smaller HVAC system, among other factors. Because the existing blocks are variously zoned RO Residential/Office and CBG General Commercial, a public building would require obtaining a special exception on this site. In terms of cost construction, this site would be comparable to the Lake Jeffrey site. However, the downtown site would need to be acquired, and we do not have any data at this time on what the cost of acquiring these blocks would be.

## PROCESS | BUDGET ANALYSIS

We studied each of the three siting scenarios in terms of budget. A detailed discussion of this analysis follows in the Cost Analysis section of this report.

# DEPARTMENTS & SUB-DEPARTMENTS

## | BOARD OF COUNTY COMM.

-COUNTY MANAGER
-COUNTY COMMISSIONERS
-COUNTY ATTORNEY

## | CLERK TO BOARD - FINANCE

-FINANCIAL MANAGEMENT

## | SUPERVISOR OF ELECTIONS

-SUPERVISOR OF ELECTIONS
-CANDIDATE COORDINATOR
-VOTE BY MAIL COORDINATOR
-PRECINCT SUPPORT COORDINATOR

## | TAX COLLECTOR/MOTORIST SERVICES

-MOTORIST SERVICES
-TAX COLLECTOR
-CONCEALED WEAPON PERMITTING OFFICE
-FINANCE
-AD VALOREM TAX

## | PROPERTY APPRAISER

-ASSESSMENT DEPUTIES
-FIELD APPRAISERS

## | BUILDING & ZONING

-COUNTY PLANNER
-COORDINATOR
-INSPECTORS

## | ENVIRONMENTAL HEALTH

-WATER TEST LAB

## | CODE ENFORCEMENT

-CODE ENFORCEMENT OFFICERS

## | TOURIST DEVELOPMENT

-SPORTS MARKETING DIRECTOR
-MARKETING PROJECT MANAGER

## | ECONOMIC DEVELOPMENT

-ECONOMIC DEVELOPMENT DIRECTORS

## COLUMBIA COUNTY ADMINISTRATION
## DEPARTMENTS

| | | |
|---|---|---|
| Board of Co. Comm. | Staffing - 12 up to 14 | 8820 SF |
| Clerk to Board Finance | Staffing - up to 4 | 1637 SF |
| Supervisor of Elections | Staffing - 11 up to 15 | 12000 SF |
| Tax Collector | Staffing - 24 up to 26 | 9075 SF |
| Property Appraiser | Staffing - 18 up to 25 | 5980 SF |
| Building & Zoning | Staffing - 7 up to 11 | 3500 SF |
| Environmental Health | Staffing - 6 up to 8 | 1738 SF |
| Code Enforcement | Staffing - up to 3 | 611 SF |
| Tourist Development | Staffing - 4 up to 8 | 1600 SF |
| Economic Development | Staffing - up to 2 | 962 SF |

**TOTAL | 45,923 SF**

# BOARD OF COUNTY COMMISSIONERS
# BEN SCOTT

PRESENT DPT. | 12
DPT. IN 5 YEARS | 13
DPT. IN 10 YEARS | 14
# IN OPEN OFFICE | 3
PRIVATE OFFICES | 10

## STAFFING POSITIONS

| | | | |
|---|---|---|---|
| 1 | County Manager - Dept. Head | 1 office @ 260 SF | 260 SF |
| 2 | Assistant County Manager | 1 office @ 200 SF | 200 SF |
| 3 | Human Resources Director | 1 office @ 200 SF | 200 SF |
| 4 | Purchasing Director | 1 office @ 200 SF | 200 SF |
| 5 | County Attorney | 1 office @ 200 SF | 200 SF |
| 6 | County Commissioners | 1 office @ 260 SF | 260 SF |
| 7 | Risk Manager | 1 office @ 150 SF | 150 SF |
| 8 | Information Technology Director | 1 office @ 200 SF | 200 SF |
| 9 | IT Support Staff | 2 offices @ 150 SF ea. | 300 SF |
| 10 | Administrative Secretary | 3 cublicles @ 10'x10' ea. | 300 SF |
| | FUTURE GROWTH: | | |
| | Administrative Secretary | 2 cublicles @ 10'x10' ea. | 200 SF |
| | POSITION ELIMINATION: | | |
| | No. | | |
| | SUBTOTAL | | 2470 SF |

## SUPPORTING SPACES

| | | | |
|---|---|---|---|
| | Medium Conference Room | 1 - 18'x18' | 324 SF |
| | Kitchen/Lunch Area | 1 - 20'x15' | 300 SF |
| | Reception Area | 1 - 10'x20' | 200 SF |
| | Copy Room/Area | 1 - 8'x7' | 56 SF |
| | Board Room | | 4000 SF |
| | SUBTOTAL | | 4880 SF |
| | TOTAL | | 7350 SF |
| | Additional for MEP | 5% | 368 SF |
| | Circulation | 15% | 1103 SF |
| | GROSS TOTAL | | 8820 SF |

**GROSS TOTAL | 8,820 SF**

# CLERK TO BOARD FINANCE
# DANIELLE BEARD

PRESENT DPT. | 4
DPT. IN 5 YEARS | 6
DPT. IN 10 YEARS | 8
# IN OPEN OFFICE | 2
PRIVATE OFFICES | 4

## STAFFING POSITIONS

| | | | |
|---|---|---|---|
| 1 | Financial Management Director | 1 office @ 200 SF | 200 SF |
| 2 | Accountant | 1 office @ 150 SF | 150 SF |
| 3 | Payroll Clerk | 1 office @ 150 SF | 150 SF |
| 4 | Accounts Payable Clerk | 1 cublicle @ 10'x8' | 80 SF |
| | FUTURE GROWTH: | | |
| | Accounting Clerk | 1 cublicle @ 10'x8' | 80 SF |
| | Accountants | 2 offices @ 150 SF ea. | 300 SF |
| | Accounting Mngr/Investment Specialist | 1 office @ 150 SF | 150 SF |
| | POSITION ELIMINATION: | | |
| | No. | | |
| | SUBTOTAL | | 1110 SF |

## SUPPORTING SPACES

| | | |
|---|---|---|
| *Small Conference Room | 1 - 15'x17' | 254 SF |
| SUBTOTAL | | 254 SF |
| TOTAL | | 1364 SF |

| | | |
|---|---|---|
| Additional for MEP | 5% | 68 SF |
| Circulation | 15% | 205 SF |
| GROSS TOTAL | | 1637 SF |

* Financial Management Offices need to be separated to the Board but adjacent. Kitchen, Copy Room, & Reception can be shared.

**GROSS TOTAL | 1,637 SF**

PRESENT DPT. | 11
DPT. IN 5 YEARS | 13
DPT. IN 10 YEARS | 15
# IN OPEN OFFICE | 8
PRIVATE OFFICES | 3

# SUPERVISOR OF ELECTIONS
# ELIZABETH HORNE / TOMI BROWN

## STAFFING POSITIONS

| | | | |
|---|---|---|---|
| 1 | Supervisor of Elections - Dept Head | 1 office @ 260 SF | 260 SF |
| 2 | Asst. Supervisor of Elections | 1 office @ 200 SF | 200 SF |
| 3 | Candidate Coordinator | 1 office @ 150 SF | 150 SF |
| 4 | Asst. Candidate Coordinator | 1 office @ 130 SF | 130 SF |
| 5 | Vote by Mail Coordinator | 1 office @ 150 SF | 150 SF |
| 6 | Precinct Support Coordinator | 1 office @ 150 SF | 150 SF |
| 7 | Asst. Precinct Support | 1 office @ 130 SF | 130 SF |
| 8 | Bookkeeper | 1 office @ 150 SF | 150 SF |
| 9 | Equipment Manager and IT Help | 1 office @ 300 SF | 300 SF |
| 10 | Registration Clerk | Reception/Registration | |
| 11 | Clerical Floater/ Custodian | 1 cubicle @ 10'x8' | 80 SF |
| | FUTURE GROWTH: | | |
| | Registration | Reception/registration | |
| | Vote by Mail | Vote by Mail Office | |
| | Candidate/Felon/Records Liason | Candidate Filing Office | |
| | POSITION ELIMINATION: | | |
| | No. | - | |
| | SUBTOTAL | | 1700 SF |

## SUPPORTING SPACES

| | | | |
|---|---|---|---|
| Conference Room/Early Voting Room | 1 - 50'x46' | | 2300 SF |
| Reception/Registration/Lobby | 1 - 24'x26' SF | | 624 SF |
| Storage (Election Day Equipment) | 1 - 46'x30' | | 1380 SF |
| Storage (Precinct Support) | 1 - 13'x14' | | 184 SF |
| Vote by Mail Processing Room | 1 - 20'x11' | | 220 SF |
| Audit Room | 1 - 11'x12' | | 132 SF |
| Mail Room | 1 - 9'x11' | | 99 SF |
| Supply Room | 1 - 13'x9' | | 117 SF |
| Records Vault | 1 - 9'x13' | | 117 SF |
| Fax Room | 1 - 7'x20' | | 280 SF |
| Server/Rack Room | 1 - 13'x12' | | 156 SF |
| Logistc Support for Precincts/Polling | 1 - 30'x22' | | 660 SF |
| Canvassing/Tabulation/Vault | 1 - 26'x40' | | 1040 SF |
| Candidate Filing/Felon Area Office | 1 - 9'x11' | | 99 SF |
| Public Restrooms | 2 - 10'x20' | | 400 SF |
| Staff Restroom | 1 - 8'x14' | | 112 SF |
| Supervisors Restroom | 1 - 10'x6' | | 60 SF |
| Kitchen/Lunch Area | 1 - 24'x14' | | 336 SF |
| SUBTOTAL | | | 8316 SF |
| TOTAL | | | 10016 SF |
| Additional for MEP | | 5% | 501 SF |
| Circulation | | 14.8% | 1483 SF |
| GROSS TOTAL | | | 12000 SF |

**GROSS TOTAL | 12,000 SF**

PRESENT DPT. | 23+ TC
DPT. IN 5 YEARS | 25 + TC
DPT. IN 10 YEARS | NA
# IN OPEN OFFICE | 16
PRIVATE OFFICES | 5

# TAX COLLECTOR
# RONNIE BRANNON

## STAFFING POSITIONS

| | | | |
|---|---|---|---|
| 1 | Tax Collector - Dept. Head | 1 office @ 260 SF | 260 SF |
| 2 | Administrative Assistant | 1 office @ 180 SF | 180 SF |
| 3 | Directors | 4 offices @ 200 SF ea. | 800 SF |
| 4 | Supervisors | 4 offices @ 180 SF ea. | 720 SF |
| 5 | Specialist 1, 2 , or 3 (Motorist Svs, Tax, Finance) | 7 cubicles @ 6'x8' ea. | 336 SF |
| 6 | Revenue Clerks 1, 2 , or 3 (Motorist Svs) | 7 cubicles @ 6'x8' ea. | 336 SF |
| | FUTURE GROWTH: | | |
| | IT Technician (Funded but not filled) | 1 office @ 150 SF | 150 SF |
| | Motorist Services | 1 cubicle @ 6'x8' | 48 SF |
| | Finance Clk | 1 cubicle @ 6'x8' | 48 SF |
| | POSITION ELIMINATION: | | |
| | Yes | - | |
| | SUBTOTAL | | 2878 SF |

## SUPPORTING SPACES

| | | | |
|---|---|---|---|
| | Reception/Tax Counter/Queing Desk | 1 - 40'x12' | 480 SF |
| | Lobby | 1-40'x10' | 400 SF |
| | Concealed Weapon Permitting Office | 4 - 8'x6' desk areas | 192 SF |
| | Medium Conference Room | 1 - 12'x24' | 288 SF |
| | Motorist Customer Service Waiting Area | 1-54'x30' | 1620 SF |
| | Secure Vault Storage | 1 - 8'x6' | 48 SF |
| | Photo Booths | 4 booths @ 6'x8' ea. | 192 SF |
| | Testing Room | 4 cubicles @ 4'x5' ea. | 80 SF |
| | Break Room | 1 - 12'x16' | 192 SF |
| | Record/File Storage Room(s) | 1 - 12'x14' | 168 SF |
| | IT/Server Room | 1 - 10'x12' | 120 SF |
| | Private Tax Collector Restroom | 1 - 7'x8' | 56 SF |
| | Private Staff Restrooms | 2 @ 8'x12' ea. | 192 SF |
| | Drive-Thru Service Area | 1 - 12'x8' | 96 SF |
| | Public Restrooms | 2 @ 20'x10' ea. | 200 SF |
| | SUBTOTAL | | 4324 SF |
| | TOTAL | | 7202 SF |

| | | | |
|---|---|---|---|
| | Additional for MEP | 6% | 432 SF |
| | Circulation | 20% | 1440 SF |
| | GROSS TOTAL | | 9075 SF |

**GROSS TOTAL | 9,075 SF**

# PROPERTY APPRAISER
# JEFF HAMPTON

PRESENT DPT. | 18
DPT. IN 5 YEARS | 21
DPT. IN 10 YEARS | 25
# IN OPEN OFFICE | 14
PRIVATE OFFICES | 5

## STAFFING POSITIONS

| | | | |
|---|---|---|---|
| | PRESENT: | | |
| 1 | Property Appraiser | 1 office @ 260 SF | 256 SF |
| 2 | Supervisors | 4 offices @ 180 SF ea. | 720 SF |
| 3 | Assesment Deputies | 4 - 10'x10' cubicles | 400 SF |
| 4 | Field Appraisers | 5 - 10'x10' cubicles | 500 SF |
| 5 | GIS | 2 offices @ 150 SF ea. | 300 SF |
| 6 | TPP | 2 offices @ 150 SF ea. | 300 SF |
| | FUTURE GROWTH: | | |
| | Field Appraiser | 1 - 10'x10' cubicle | 100 SF |
| | Exemption Dept/Clerical | 1 - 10'x10' cubicle | 100 SF |
| | GIS Department | 1 office @ 150 SF | 150 SF |
| | SUBTOTAL | | 2826 SF |

## SUPPORTING SPACES

| | | |
|---|---|---|
| Map Room | 1 - 16'x36' | 576 SF |
| Medium Conference Room | 1 - 24'x12' | 288 SF |
| Small Conference Room | 1 - 12'x12' | 144 SF |
| Storage Room | 1 - 12'x12' | 144 SF |
| Break Room | 1 - 12'x16' | 192 SF |
| Computer Room | 1 - 8'x12' | 96 SF |
| Restrooms | 2 - 8'x12' | 192 SF |
| Reception/Entry Area | 1 - 24'x12' | 288 SF |
| SUBTOTAL | | 1920 SF |
| TOTAL | | 4746 SF |
| | | |
| Additional for MEP | 6% | 285 SF |
| Circulation | 20% | 949 SF |
| GROSS TOTAL | | 5980 SF |

**GROSS TOTAL | 5,980 SF**

PRESENT DPT. | 7
DPT. IN 5 YEARS | 9
DPT. IN 10 YEARS | 11
# IN OPEN OFFICE | 14
PRIVATE OFFICES | 5

## STAFFING POSITIONS

| | | | |
|---|---|---|---|
| 1 | Building & Zoning Coordinator - Dept Head | 1 office @ 260 SF | 260 SF |
| 2 | Assistant Coordinator | 1 office @ 200 SF | 200 SF |
| 3 | Planner | 1 office @ 150 SF | 150 SF |
| 4 | Office Manager | 1 office @ 150 SF | 150 SF |
| 5 | Technicians (Plans Review, Planning Tech) | 2 offices @ 150 SF | 300 SF |
| 6 | Inspector | 1 cubicle @ 10'x8' | 80 SF |
| | FUTURE GROWTH: | | |
| | Technician | 1 cubicle @ 10'x8' | 80 SF |
| | Inspector | 1 cubicle @ 10'x8' | 80 SF |
| | Plans Review | 1 cubicle @ 10'x8' | 80 SF |
| | POSITION ELIMINATION: | | |
| | No | - | |
| | SUBTOTAL | | 1380 SF |

## SUPPORTING SPACES

| | | | |
|---|---|---|---|
| Reception/Visitor Lobby Area | 1 - 22'x12' | | 264 SF |
| Plans Review Area/Payment Safe | 1 - 24'x12' | | 288 SF |
| Small Conference Room | 1 - 12'x13' | | 156 SF |
| File Room | 1 - 20'x20' | | 400 SF |
| Break Room | 1 - 12'x16' | | 192 SF |
| Large Format Plotter/Scanner Area | 1 - 8'x12' | | 98 SF |
| Restrooms - shared w/ Envr. Health | | | - SF |
| SUBTOTAL | | | 1398 SF |
| TOTAL | | | 2778 SF |
| | | | |
| Additional for MEP | | 6% | 166 SF |
| Circulation | | 20% | 555 SF |
| GROSS TOTAL | | | 3500 SF |

**GROSS TOTAL | 3,500 SF**

PRESENT DPT. | 6 +2
DPT. IN 5 YEARS | 8
DPT. IN 10 YEARS | 8
# IN OPEN OFFICE | 1
PRIVATE OFFICES | 1

## STAFFING POSITIONS

| | | | |
|---|---|---|---|
| 1 | Supervisor of EH | 1 office @ 200 SF | 200 SF |
| 2 | Health Inspectors | 3 cubicles @ 10'x8' ea. | 240 SF |
| 3 | Lab Technician (Water Test Lab) | | |
| 4 | Reception to front office | 1 cubicle @ 10'x8' | 80 SF |
| 5 | Temporary Workers | 2 cubicles @ 10'x8' ea. | 160 SF |
| | FUTURE GROWTH: | | |
| | additional inspectors, additional reception | - | |
| | POSITION ELIMINATION: | | |
| | Yes (maybe) | - | |
| | SUBTOTAL | | 680 SF |

## SUPPORTING SPACES

| | | | |
|---|---|---|---|
| Reception/Visitor Lobby Area | 1 - 10'x20' | | 200 SF |
| Water/Bacteria Testing Lab | 1 - 10'x20' | | 200 SF |
| Storage Room | 1 - 10'x10' | | 168 SF |
| Restrooms | 2 - 10'x10' ea. | | 200 SF |
| SUBTOTAL | | | 768 SF |
| TOTAL | | | 1448 SF |
| Additional for MEP | | 5% | 72 SF |
| Circulation | | 15% | 217 SF |
| GROSS TOTAL | | | 1738 SF |

**GROSS TOTAL | 1738 SF**

# CODE ENFORCEMENT
# JENNIFER DUBOSE

PRESENT DPT. | 3
DPT. IN 5 YEARS | 3
DPT. IN 10 YEARS | 3
# IN OPEN OFFICE | 4
PRIVATE OFFICES | 1

## STAFFING POSITIONS

| | | | |
|---|---|---|---|
| 1 | Code Enf. Officer II-Director | 1 office @ 200 SF | 200 SF |
| 2 | Code Enf. Officer II-Part-time | 1 office @ 180 SF | 180 SF |
| 3 | Contractual Employee - Tax Collector Office | Office shared | |
| | FUTURE GROWTH: | | |
| | Code Enf. Officer-Full-time | - | |
| | POSITION ELIMINATION: | | |
| | No. | - | |
| | SUBTOTAL | | 380 SF |

## SUPPORTING SPACES

| | | | |
|---|---|---|---|
| | Small Kitchen/Break Area | 1 - 7'x9' | 63 SF |
| | File Storage Area | 1 - 6'x7' | 42 SF |
| | Restrooms - shared w/ Envr. Health | | |
| | SUBTOTAL | | 105 SF |
| | TOTAL | | 485 SF |
| | Additional for MEP | 6% | 29 SF |
| | Circulation | 20% | 97 SF |
| | GROSS TOTAL | | 611 SF |

**GROSS TOTAL | 611SF**

PRESENT DPT. | 4
DPT. IN 5 YEARS | 6
DPT. IN 10 YEARS | 8
# IN OPEN OFFICE | 0
PRIVATE OFFICES | 4

## STAFFING POSITIONS

| | | | |
|---|---|---|---|
| 1 | Executive Director | 1 office @ 200 SF | 200 SF |
| 2 | Sports Marketing Director | 1 office @ 180 SF | 180 SF |
| 3 | Marketing Project Manager | 1 office @ 150 SF | 150 SF |
| 4 | Secretary Specialist | 1 office @ 150 SF | 150 SF |
| | FUTURE GROWTH: | | |
| | Support Positions - Sports Marketing | 2 cubicles @ 10'x8' | 160 SF |
| | Content Manager | 1 cubicle @ 10'x8' | 80 SF |
| | Office Manager | 1 cubicle @ 10'x8' | 80 SF |
| | POSITION ELIMINATION: | | |
| | No | - | |
| | SUBTOTAL | | 1000 SF |

## SUPPORTING SPACES

| | | | |
|---|---|---|---|
| Small Conference Room/Work Room | 1 - 12'x12' | | 150 SF |
| Storage Room | 1 - 12'x10' | | 120 SF |
| Restrooms - shared w/ Envr. Health | | | |
| SUBTOTAL | | | 270 SF |
| TOTAL | | | 1270 SF |
| | | | |
| Additional for MEP | | 6% | 76 SF |
| Circulation | | 20% | 254 SF |
| GROSS TOTAL | | | 1600 SF |

**GROSS TOTAL | 1,600 SF**

PRESENT DPT. | 2
DPT. IN 5 YEARS | 2
DPT. IN 10 YEARS | 2
# IN OPEN OFFICE | 0
PRIVATE OFFICES | 2

## STAFFING POSITIONS

| | | | |
|---|---|---|---|
| 1 | Economic Development Director | 1 office @ 200 SF | 200 |
| 2 | Manager | 1 office @ 150 SF | 150 |
| | FUTURE GROWTH: | | |
| | No. | - | |
| | POSITION ELIMINATION: | | |
| | No. | - | |
| | SUBTOTAL | | 350 |

## SUPPORTING SPACES

| | | | |
|---|---|---|---|
| Medium Conference Room | 1 - 18'x18' | | 324 |
| Hospitality/Coffee Area | 1 - 6'x5' | | 30 |
| Storage | 1 - 6'x7' | | 42 |
| Restrooms | 1 - 7'x 8' | | 56 |
| SUBTOTAL | | | 452 |
| TOTAL | | | 802 |
| Additional for MEP | | 5% | 40 |
| Circulation | | 15% | 120 |
| GROSS TOTAL | | | 962 |

**GROSS TOTAL | 962 SF**

# DEPARTMENT
## AREA DIAGRAM

This diagram shows the relative space needs of each department, based on questionnaire responses, brief interviews of each department, and other research. The departments are organized by reported space needs and tagged with respective square footage totals. These totals include space for the staffing positions (department head, supervisor and clerk offices), supporting spaces (conference/break/storage rooms), and growth in the department, as well as circulation and MEP (Mechanical/ Electrical/Plumbing) space.

SUPERVISOR OF ELECTIONS | 12,000 SF

BOARD OF COUNTY COMMISSIONERS + FINANCE | 10,457 SF

TAX COLLECTOR | 9,075 SF

PROPERTY APPRAISER | 5,980 SF

BUILDING & ZONING | 3,500 SF

ENVIRONMENTAL HEALTH | 1,738 SF

TOURIST DEVELOPMENT | 1,600 SF

ECONOMIC DEVELOPMENT | 962 SF

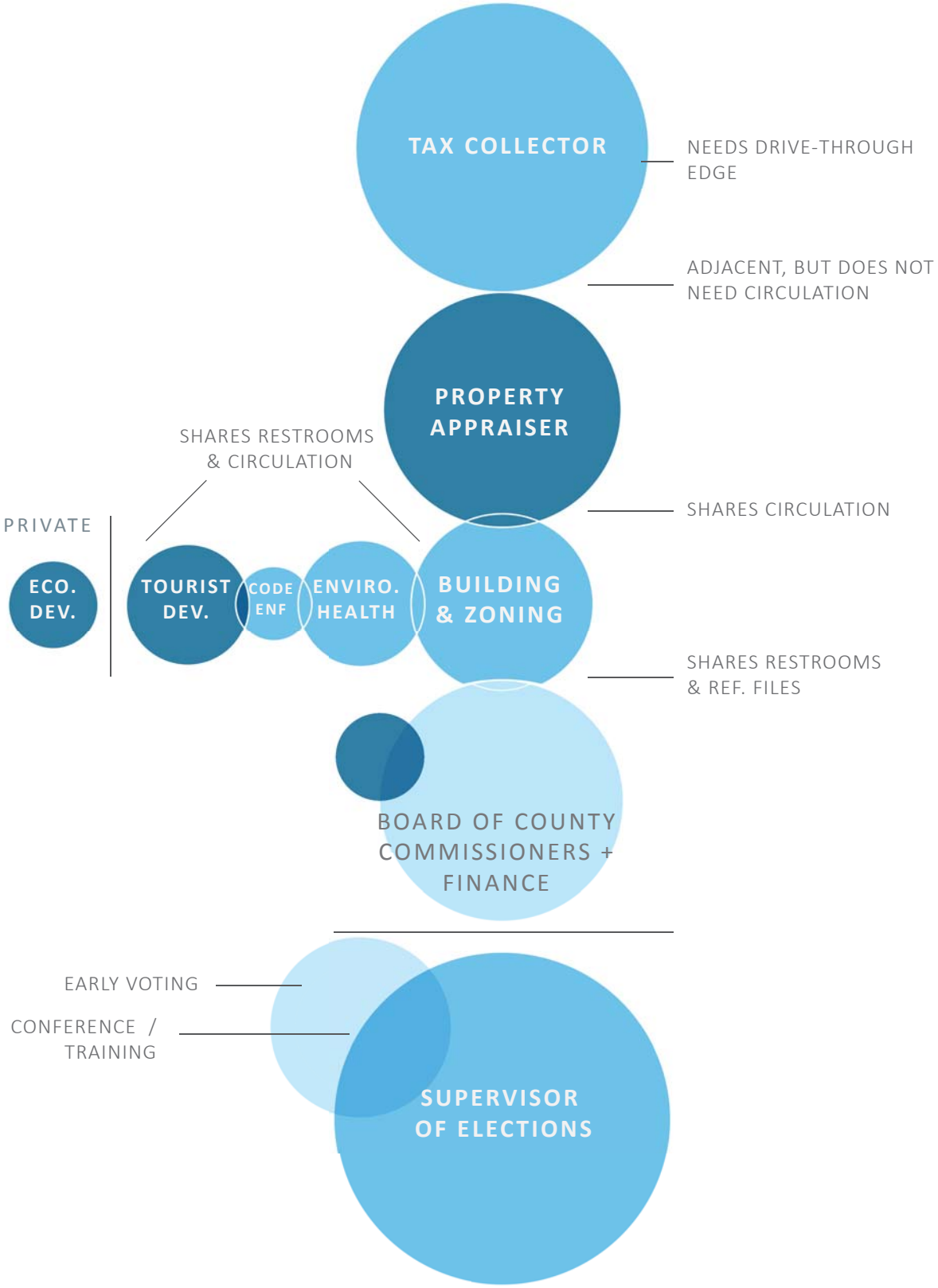
CODE ENFORCEMENT | 611 SF

# ADJACENCY DIAGRAM

The Adjacency, or “bubble” diagram is an analysis of relationships between departments. The colors are keyed to degrees of public/private access, providing a method of organizing the overall complex. This diagram also conveys some “sharable” elements of the program and department separation needs (based on input from the departments.)

Based on the information provided, we noted which departments will easily share resources. For example, the Building and Zoning department shares circulation with Environmental Health, Code Enforcement, and Tourist Development. These departments could also share restrooms with the Board of County Commissioners as well as reference files from the department. The Property Appraiser’s office will be able to share circulation with Building and Zoning, and could share a common reception area. Because of the volume and type of public interaction, we think the Tax Collector’s office would benefit from a separate public face. They have also requested a two-car drive through for its customer service branch, as their current drive through is used very frequently. The least public of departments is Economic Development. The Supervisor of Elections desires separate public accommodation for large numbers of people during certain periods, balanced with security requirements. While the current request from the department is that they be completely separate from the rest of the complex, we have found examples of SOE offices where space such as early voting rooms can be made available to other departments as training or conference centers when they are not being used by the SOE.

# ADJACENCY DIAGRAM



## OVERVIEW

These diagrams show space relationships within each department in greater detail, demonstrating private, semi-private, public, and shared spaces in a gradient of dark to light with yellow defining the shared spaces per department.

## COMBINED GROUP

Includes Building and Zoning, Environmental Health, Code Enforcement, Tourist Development and Economic Development. The Diagram focuses on these as a group that can connect to the Board of County Commissioners to reference files and also adjacent to the property appraisers' office.

## TAX COLLECTOR

A collection of public and private space with the clerk area hugging the perimeter of the public waiting area. Guests are greeted through the reception area and motioned to their appropriate clerk.

## PROPERTY APPRAISER

The Private offices of the head of the department and the supervisors line the edges of this department as the clerks form a collaboration towards the center, organizing public and private as well as quiet and loud loads.

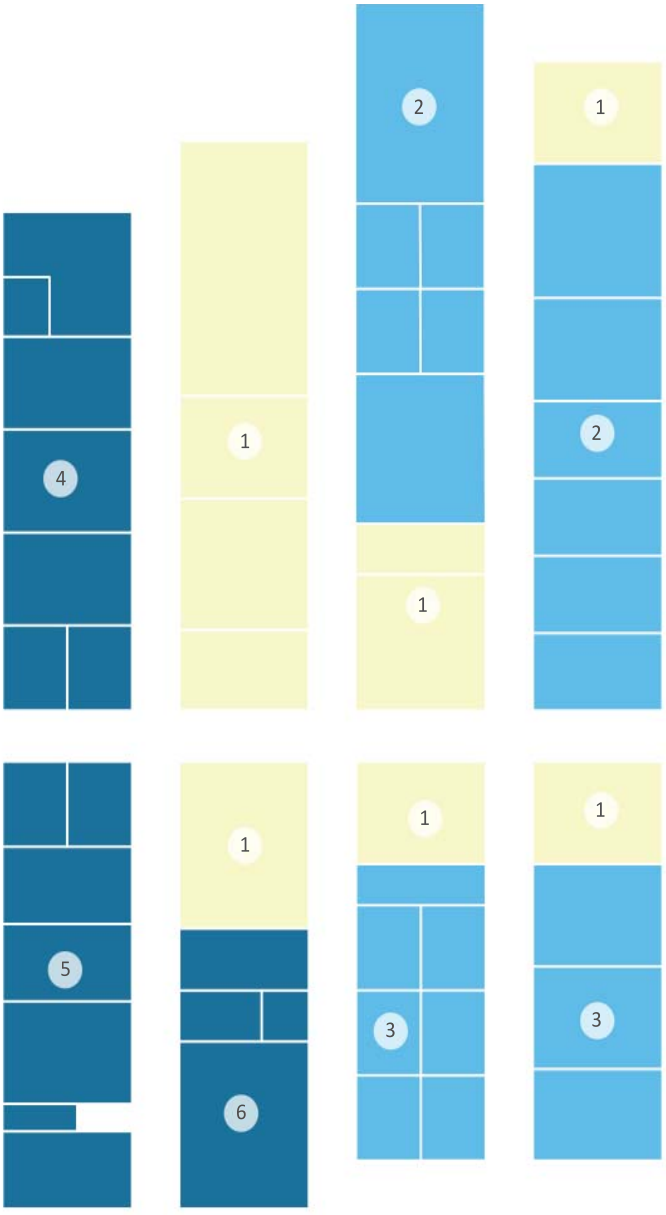
## SUPERVISOR OF ELECTIONS

This department houses functions catered to the voting season for the public and the organization of votes for the private staff. The organization gives way to form a line for when voting season comes and the department is flooded with around 400 guests. The Canvassing and Tabulation stations are central as to create transparency within.

## BOARD OF COUNTY COMMISSIONERS / FINANCE

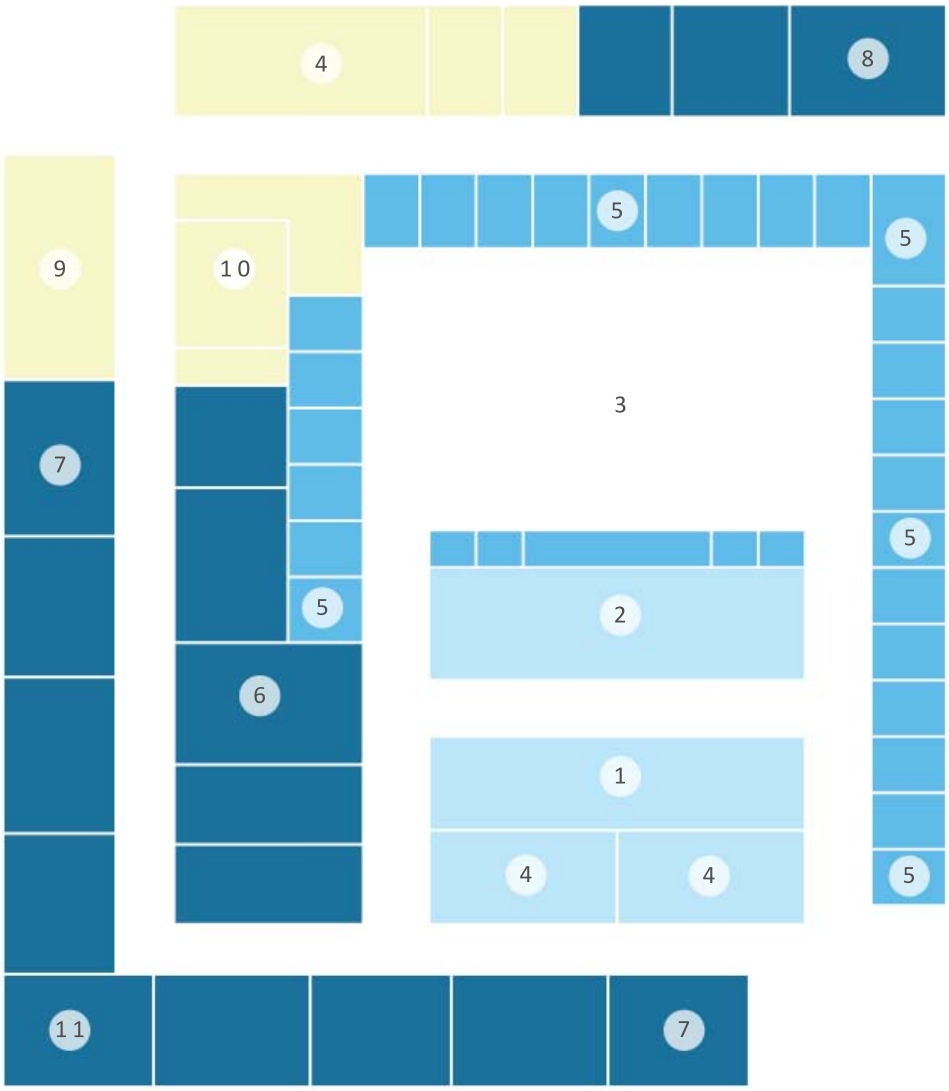
This department has both private and very public functions with some overlapping areas. The spaces are arranged with County Commissioners towards the upper corner to wrap the shared private spaces (conference rooms). The Financial department shares circulation but is situated in its own division of space. The board room has public access through the lobby and is also accessible to the private staff.

## COMBINED GROUP



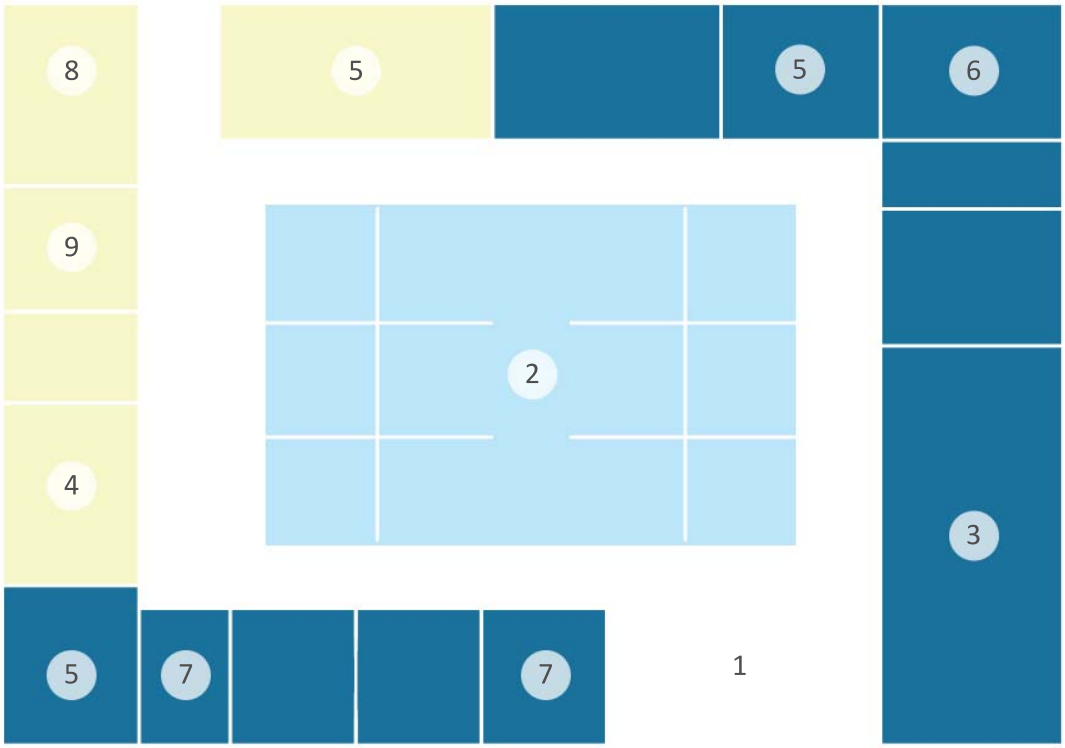

1. SHARED SPACES
2. BUILDING & ZONING
3. ENVIRONMENTAL HEALTH
4. CODE ENFORCEMENT
5. TOURIST DEVELOPMENT
6. ECONOMIC DEVELOPMENT

# TAX COLLECTOR



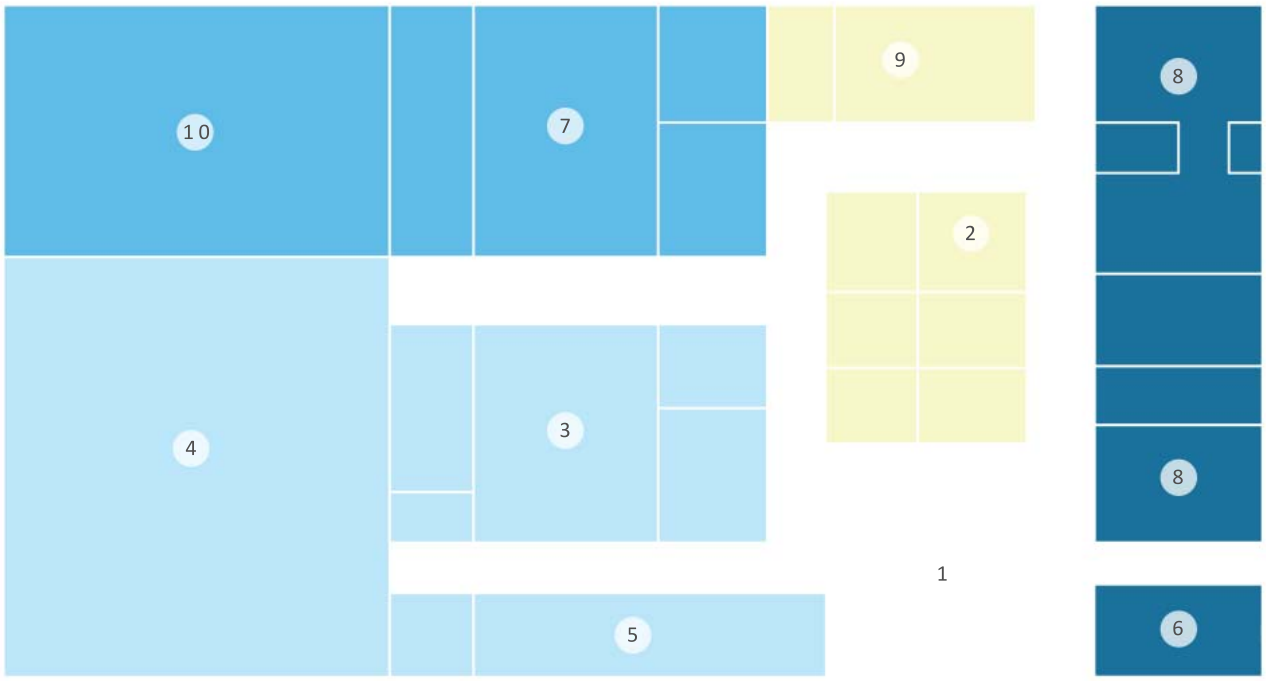

1. LOBBY
2. RECEPTION
3. CUSTOMER SERVICE WAITING ROOM
4. RESTROOMS
5. CLERK STATIONS
6. SUPORT STAFF OFFICES
7. TAX OFFICES
8. I.T. OFFICES
9. CONFERENCE
10. STORAGE
11. BREAK

# PROPERTY APPRAISER



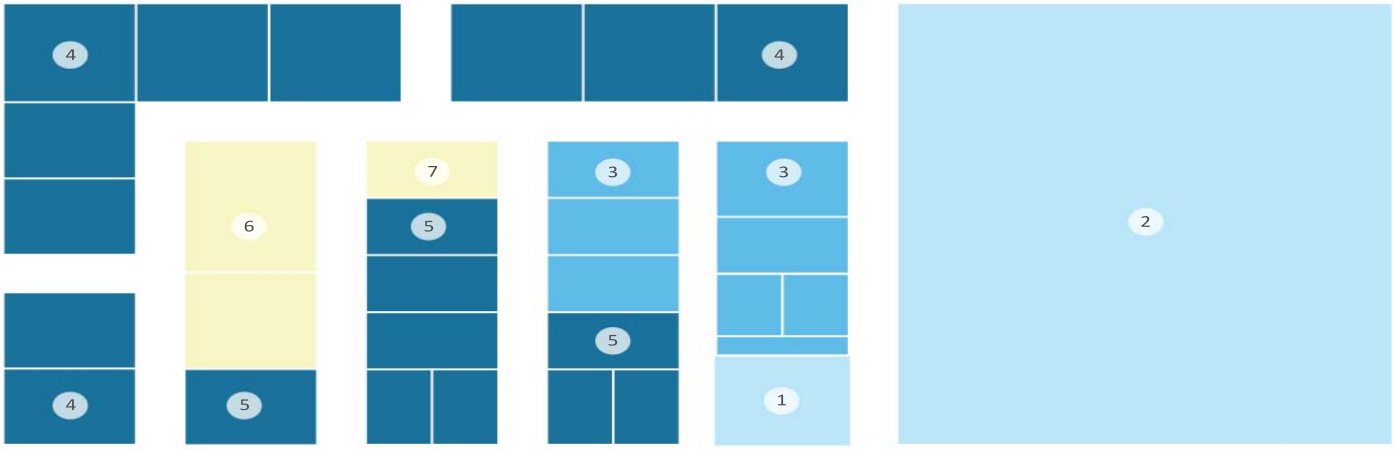

1. RECEPTION
2. CLERK STATIONS
3. MAP ROOM
4. RESTROOMS
5. CONFERENCE
6. PRIVATE OFFICES
7. SUPORT STAFF OFFICES
8. BREAK
9. STORAGE

# SUPERVISOR OF ELECTIONS




1. RECEPTION
2. SHARED SUPPLIES
3. CANVASSING/TABULATION
4. CONFERENCE/VOTING
5. RESTROOMS
6. PROCESSING
7. LOGISTICS
8. PRIVATE OFFICE
9. BREAK
10. STORAGE

## BOARD OF COMMISSIONERS




1. RECEPTION
2. BOARD ROOM
3. FINANCIAL OFFICES
4. BOARD OF COUNTY COMISSIONERS OFFICES
5. SUPPORT STAFF OFFICES
6. CONFERENCE ROOM
7. BREAK ROOM

## LAKE JEFFREY SITE

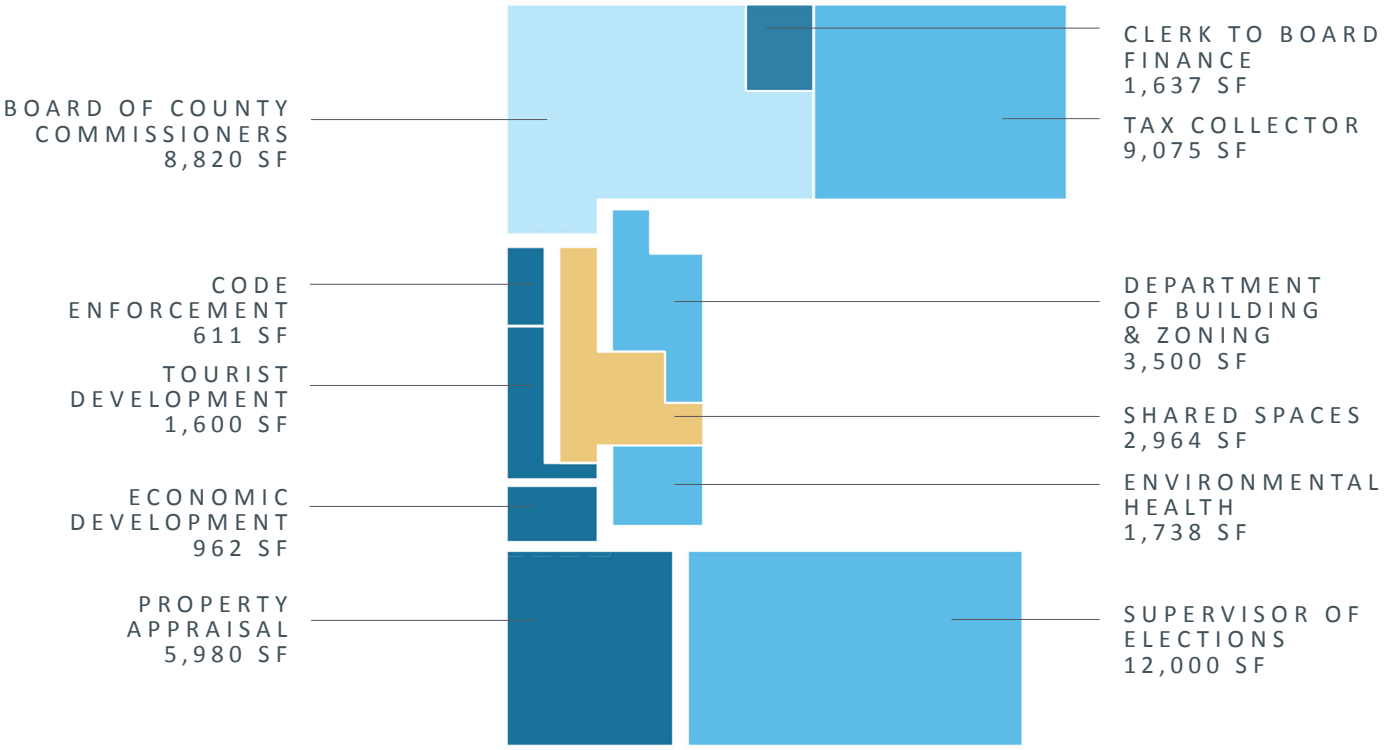
From our adjacency study, we developed several scenarios looking at how the departments could be configured on the site. From these configurations, we selected the U-shaped plan. This footprint has the advantage of creating a common entry courtyard, leading to separate entrances for the Tax Collector's Office, the Supervisor of Elections, and a common reception space serving the remaining offices. The Tax Collector's Office requires an edge for the stacking of cars at the drive through as well, and the supervisor of elections has a greater public face. We then developed a site plan including required parking, a "placeholder" for storm water retention, and identified area for future expansion.

## CROWN PROFESSIONAL COMPLEX / DUVAL STREET

Our hospital diagram overlays the existing building with the necessary square footages calculated in the initial area totals diagram. With adjacencies still at the forefront, we organized space per department into the allotted area within the existing footprint. This scenario assumes that the Red Cross may remain in the building, but that other tenants would move out.

## DOWNTOWN / FRANKLIN STREET

The Franklin Street site consists of four adjacent city blocks. Our plan for this site indicates (2) two-story buildings with footprints necessary to contain all the program areas. This leaves some room for future expansion, adequate parking, and public landscape areas.

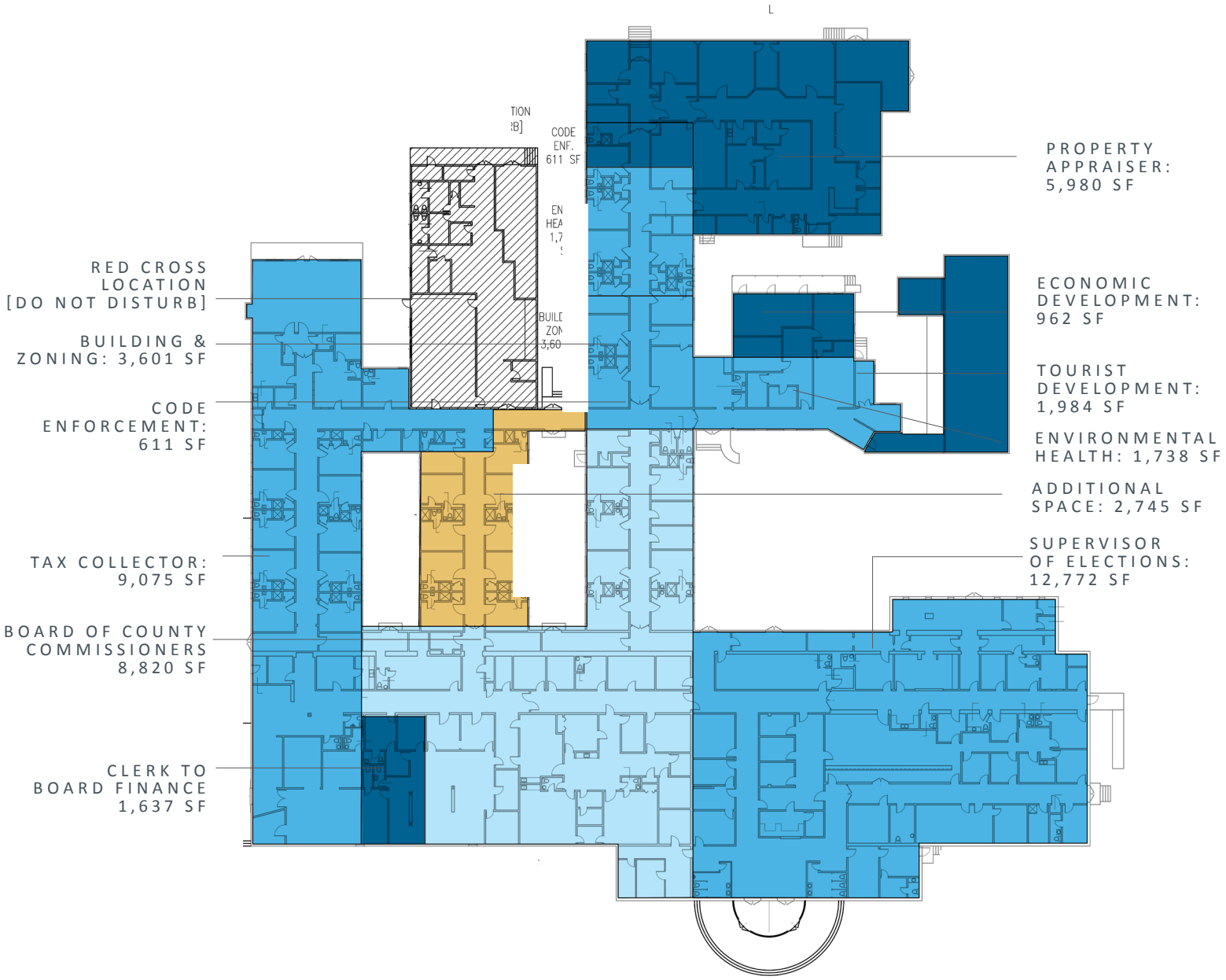

BOARD OF COUNTY COMMISSIONERS 8,820 SF
CLERK TO BOARD FINANCE 1,637 SF
TAX COLLECTOR 9,075 SF
CODE ENFORCEMENT 611 SF
TOURIST DEVELOPMENT 1,600 SF
ECONOMIC DEVELOPMENT 962 SF
PROPERTY APPRAISAL 5,980 SF
DEPARTMENT OF BUILDING & ZONING 3,500 SF
SHARED SPACES 2,964 SF
ENVIRONMENTAL HEALTH 1,738 SF
SUPERVISOR OF ELECTIONS 12,000 SF

# U SHAPE

PARKING SPACE TOTALS:

REQUIRED: 235; PROVIDED: 240
ADA SPACES REQUIRED: 9; PROVIDED 10

# DUVAL STREET
## FEASIBILITY STUDY

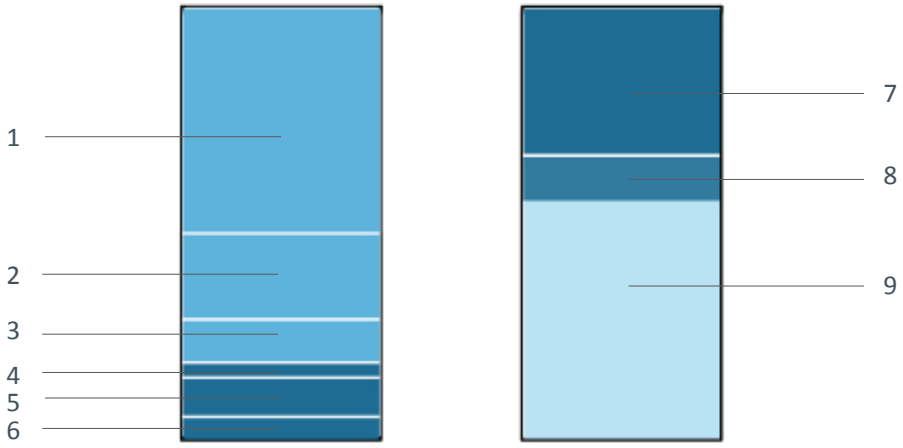


PARKING SPACE TOTALS:

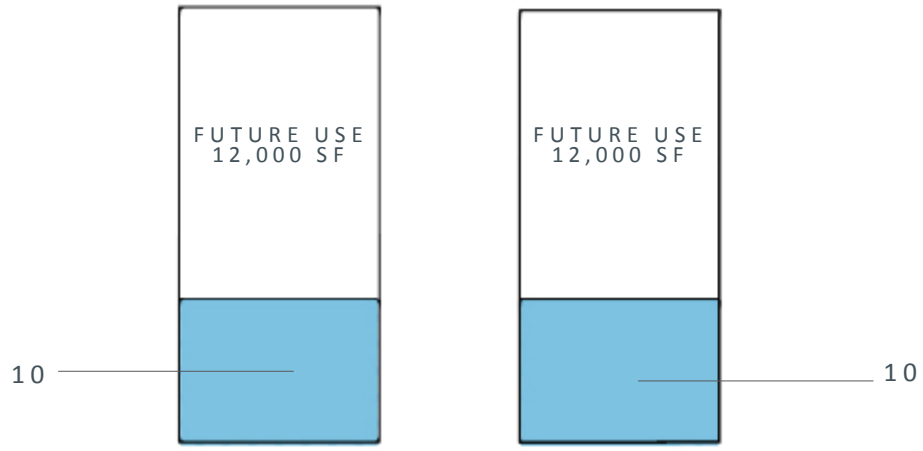
REQUIRED: 235; PROVIDED: 236
ADA SPACES REQUIRED: 9; PROVIDED 9

N

BUILDING A




BUILDING B




**KEY:**

1. TAX COLLECTOR
   9,075 SF

2. BUILDING & ZONING
   3,500 SF

3. ENVIRONMENTAL HEALTH
   1,738 SF

4. CODE ENFORCEMENT
   611 SF

5. TOURIST DEVELOPMENT
   1,600 SF

6. ECONOMIC DEVELOPMENT
   962 SF

7. PROPERTY APPRAISAL
   6,000 SF

8. CLERK TO BOARD FINANCE
   1,637 SF

9. BOARD OF COUNTY COMISSIONERS
   8,820 SF

10. SUPERVISOR OF ELECTIONS
    12,000 SF (6,000 EACH)

BUILDING A TOTAL AREA: 33,943 SF

BUILDING B TOTAL AREA: 12,000 SF

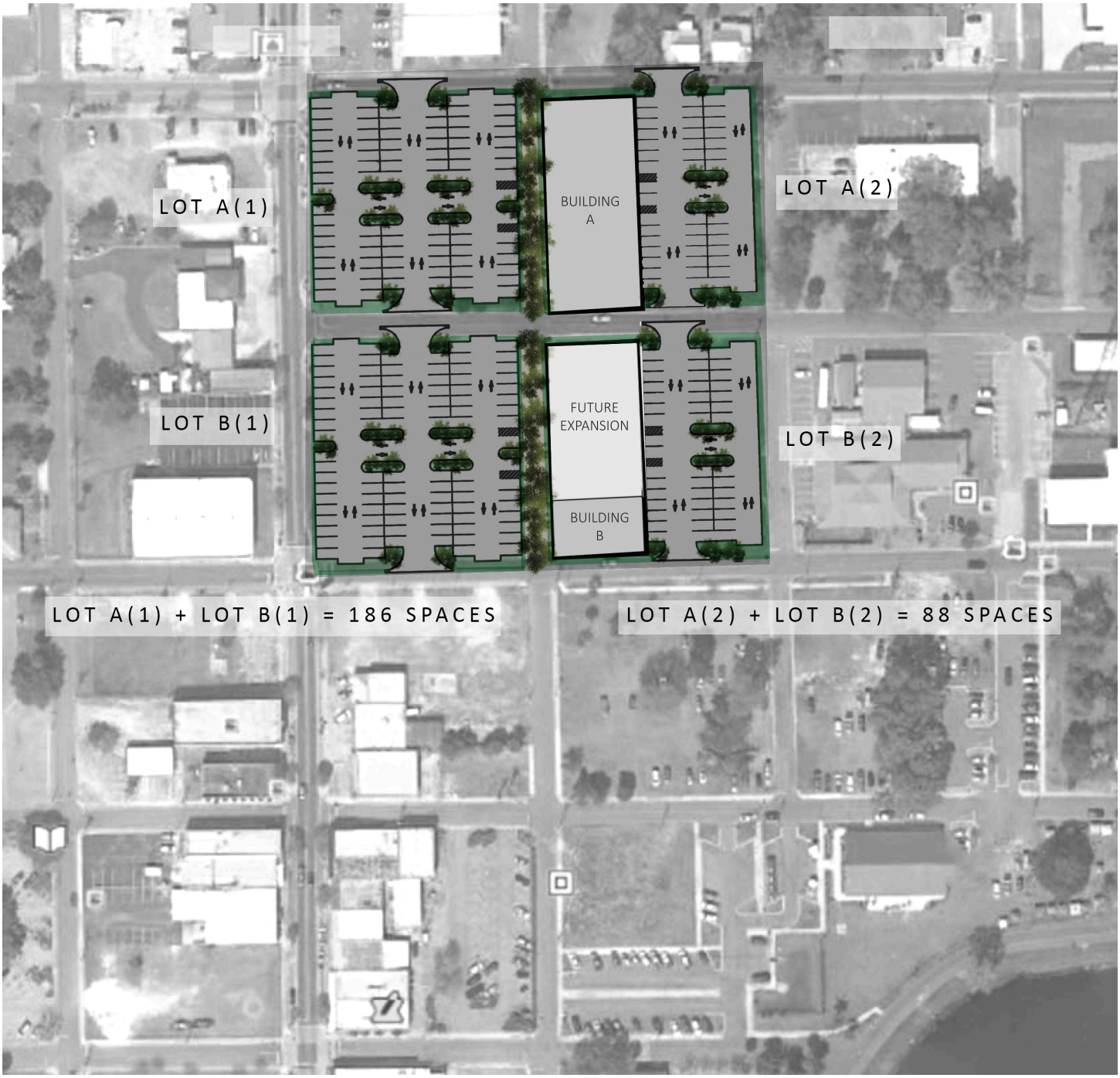
TOTAL AREA BUILDINGS A & B: 45,943 SF

FUTURE USE AREA: 24,000 SF

# FRANKLIN - LAKE SHORE
## SITE

PARKING SPACE TOTALS:

REQUIRED: 235; PROVIDED: 274
ADA SPACES REQUIRED: 12; PROVIDED



## | BUDGET ANALYSIS |

The methodology for the following cost estimates varies depending upon the site scenario. For the two new building strategies, we used RS Means Construction Cost Data to find a national average cost/sf for "Office Buildings". This is expressed as a range including the lower quartile, the median, and the upper quartile. We generally assume the median value when preparing a budget analysis. These cost/sf numbers are then adjusted for location, the closest geographic location to Lake City listed in RS Means is Gainesville, FL at 84% of the national average. We then adjusted for inflation, assuming that the current inflation rate remains somewhat consistent over the next two years. The adjusted square foot cost is then multiplied by the program square footage to generate a base budget number for the new building scenarios.

We also obtained budget data for the site work from the county engineer, which were based on our site layouts. Finally, we provided allowances for permitting, calculated professional design fees, and added appropriate contingency percentages for budgeting stage calculations.

Two things need to be considered in the downtown Franklin Street option – the demolition of existing buildings on the site and the acquisition cost of purchasing the site itself. We included an allowance for demolition of the existing buildings, however, we do not have any data on what the cost of acquiring these blocks would be, so that information is not included in the analysis.

A site plan budget for the Crown Office Complex on Duval Place was similarly derived. However the renovation calculations are arrived at in a different method. Because the existing interior layout of the spaces in this building do not align physically with the space needs of the County Offices, we assumed that in order to make the most efficient use of the space that this building would need to be essentially gutted. This means all the interior partitions, floors and ceilings would be removed, and a new interior layout would be created within the existing building shell. This resulted in separate demolition and construction estimates, both of which are derived also from RS Means Construction Cost Data. We also assumed that the existing HVAC system would require either major overhaul or replacement, electrical systems would also need to be largely replaced to bring them up to current code standards. Finally, plumbing systems would require attention.

Other differences in the remodeling scenario include – a higher percentage for design fees associated with the building, and a higher contingency percentage. This is because the unknown factors in a remodeling are inherently higher than in new construction. Finally, we included allowances for addressing some items noted with the building envelope, including replacing some windows (we assumed 20%) and re-roofing the flat roof areas.

In all three budget scenarios, we broke design fees into basic design services and additional services. The basic design includes all required Architectural, Structural, Mechanical, Electrical, Plumbing, and Fire Protection. Interior Design is considered and additional service for the building design,

and has varying degrees of service from space planning through finish selections and full furniture specifications. We also obtained the input of our interior design consultant on a budget for new furnishings for this building. The amount indicated assumes that all furnishings are new, and that we would be providing a complete furnishings specification for the project. Since we believe that at least some of the furnishings in this building would be relocated existing furniture, or may be otherwise already owned by the county, we excluded the amounts highlighted in red from the final total. Civil engineering fees, surveys, testing, etc. are also listed separately. We also assumed a 5% Construction Management fee.

| BUILDING AREA | Quantity |
|---|---|
| Board of County Commissioners + Finance | 10457 sf |
| Supervisor of Elections | 12000 sf |
| Tax Collector | 9075 sf |
| Property Appraiser | 5980 sf |
| Building & Zoning | 3500 sf |
| Environmental Health | 1738 sf |
| Code Enforcement | 611 sf |
| Tourist Development | 1600 sf |
| Economic Development | 962 sf |
| *Total (Gross)* | *45923 sf* |

| SITE ACQUISITION | | | |
|---|---|---|---|
| Purchase Site | $0 | $0 | |

| BUILDING BUDGET | 1/4 | Median | 3/4 |
|---|---|---|---|
| Means' Cost / SF (Office Buildings) | $142.00 | $176.00 | $246.00 |
| SF Cost Adjusted for location (X 84.2%) | $119.56 | $148.19 | $207.13 |
| Cost Adjusted for Inflation (2.3% for 2018 & 2.3% for 2019) | $125.13 | $155.09 | $216.77 |
| *Building Budget* | $5,746,216.10 | $7,122,070.66 | $9,954,712.40 |

| SITE DEVELOPMENT | | |
|---|---|---|
| New Asphalt Parking | $306,667 | |
| Pond Construction | $223,611 | |
| Hardscape & Landscape | $302,500 | |
| Mobilization | $79,542 | |
| *Site Cost* | $912,319 | $912,319 |

| PERMITS / SURVEYS / TESTING | | |
|---|---|---|
| Geotechnical Testing | $3,500 | |
| Topographical/Site Survey (2% of Site Costs) [1] | $16,656 | |
| Permits (Allowance) | $3,000 | |
| *Subtotal* | $23,156 | $23,156 |

[1] *Calculation Does Not Include Site Mobilization Cost*

| PROFESSIONAL FEES | 1/4 | Median | 3/4 |
|---|---|---|---|
| Basic Professional Design Fee % | | | |
| (Architectural, HVAC, Electrical, Structural) | 7.01% | 7.01% | 7.01% |
| | $402,809.75 | $499,257.15 | $697,825.34 |
| Interior Design Fee (Includes Design and Furn. Specs) [2] | $95,163.00 | $95,163.00 | $95,163.00 |
| Furnishings & Equipment | $1,200,000.00 | $1,200,000.00 | $1,200,000.00 |
| Site/Civil Engineering (23% of Site Costs) [1] | $209,833.47 | $209,833.47 | $209,833.47 |
| Construction Manager (5% of Bldg. & Site Costs) | $332,926.78 | $401,719.51 | $543,351.59 |
| *Subtotal* [3] | $1,040,733.00 | $1,205,973.13 | $1,546,173.41 |

[1] *Calculation Does Not Include Site Mobilization Cost*
[2] *Fee assumes All New Furniture is Specified*
[3] *Calculation Does Not Include FF&E Cost*

| ADDITIONAL SERVICES & EXPENSES | | | |
|---|---|---|---|
| Owner's Contingency Building (10% of Building Budget) | $574,621.61 | $712,207.07 | $995,471.24 |
| Owner's Contingency Sitework (25% of Site Budget) | $208,194.45 | $208,194.45 | $208,194.45 |
| *Subtotal* | $782,816.06 | $920,401.51 | $1,203,665.68 |

| | 1/4 | Median | 3/4 |
|---|---|---|---|
| **BUDGET (Range)** | **$8,505,240.16** | **$10,183,920.31** | **$13,640,026.50** |

**Site Name** **Lake Jeffrey (New Site)**
**Parcel #** **25-3S-16-02284-001**
**Jurisdiction** **Columbia County**
**Zoning** **RSF/MH-2**

| | | |
|---|---|---|
| Proposed Parking Area | 138000 | SF |
| Existing Parking Area | 0 | SF |
| Stormwater Pond Area | 80500 | SF |
| Building Area | 47000 | SF |
| Parking Required | 235 | |
| Parking Provided | 240 | |

**Parking/Stormwater Construction Estimate** **$** **874,958.33**

NOTES

1 - No boundary/topographic survey obtained. Parking shown may be reduced after acquiring boundary/topographic survey.

2 - County zoning is RSF/MH-2. Public buildings allowed by Special Exception Only. Parking requirements are 1 space per 200 SF.

3 - No geotechnical work performed. No permitting through SRWMD/FDOT/FDEP/other agencies performed. Conceptual design based on best case scenarios, and during actual design, parking/pond areas may increase or decrease.

4 - No environmental audits/assessments performed

5 - No off site improvements estimated

COST ESTIMATING

| | UNITS | QUANTITY | UNIT COST | TOTAL |
|---|---|---|---|---|
| ASPHALT REMOVAL/REHAB/PREP | SY | 0 | $ 10.00 | $ - |
| NEW ASPHALT PARKING | SY | 15333.333 | $ 20.00 | $ 306,666.67 |
| POND CONSTRUCTION | CY | 14907 | $ 15.00 | $ 223,611.11 |
| MOBILIZATION | | 15% | | $ 79,541.67 |
| CONTINGENCY | | 25% | | $ 132,569.44 |
| ENGINEERING/SURVEYING | | 25% | | $ 132,569.44 |
| | | | TOTAL | $ 874,958.33 |

| BUILDING AREA | Quantity |
|---|---|
| Board of County Commissioners + Finance | 12789 sf |
| Supervisor of Elections | 12772 sf |
| Tax Collector | 9075 sf |
| Property Appraiser | 5980 sf |
| Building & Zoning | 3601 sf |
| Environmental Health | 1738 sf |
| Code Enforcement | 611 sf |
| Tourist Development | 1984 sf |
| Economic Development | 974 sf |
| Additional Unassigned Space | 2745 sf |
| *Total (Gross)* | *52269 sf* |

| BUILDING / SITE ACQUISITION | | |
|---|---|---|
| Purchase Building and Site | $3,800,000 | $3,800,000 |

| BUILDING BUDGET | | |
|---|---|---|
| Selective Building Demolition (Architectural & MEP) [4] | $454,854.66 | |
| Building Construction (Architectural & MEP) [4] | $5,203,814.37 | |
| *Building Budget* | $5,658,669.03 | $5,658,669.03 |

[4] *See Attached Demolition & Construction Backup Calculations Page*

| SITE DEVELOPMENT | | |
|---|---|---|
| Asphalt Removal/rehab/Prep | $90,126 | |
| New Asphalt Parking | $248,629 | |
| Pond Construction | $44,639 | |
| Mobilization | $57,509 | |
| *Site Cost* | $440,902 | $440,902 |

| PERMITS / SURVEYS / TESTING | | |
|---|---|---|
| Geotechnical Testing | $3,500 | |
| Topographical/Site Survey (2% of Site Costs) [1] | $7,668 | |
| Permits (Allowance) | $3,000 | |
| *Subtotal* | $14,168 | $14,168 |

[1] *Calculation Does Not Include Site Mobilization Cost*

| PROFESSIONAL FEES | Renovation | |
|---|---|---|
| Basic Professional Design Fee % (Architectural, HVAC, Electrical, Structural) | 8.03% | $454,391.12 |
| Interior Design (Includes Design, Furniture Specs, & CA) [2] | | $106,509.00 |
| Furnishings and Equipment | | $1,200,000.00 |
| Site/Civil Engineering (23% of Site Costs) [1] | 23.00% | $88,180.47 |
| Construction Manager (Building & Site Costs) | 5.00% | $494,978.57 |
| *Subtotal* [3] | | $1,144,059.16 |

[1] *Calculation Does Not Include Site Mobilization Cost*
[2] *Fee assumes All New Furniture is Specified*
[3] *Calculation Does Not Include FF&E Cost*

| ADDITIONAL SERVICES & EXPENSES | |
|---|---|
| Owner's Contingency (15% of Building Budget) | $848,800.35 |
| Owner's Contingency (25% of Site Budget) | $87,694.20 |
| *Subtotal* | $936,494.55 |

| | |
|---|---|
| **BUDGET** | **$11,057,798.40** |

**Duval Place Demolition & Construction Backup Calculations**

| SELECTIVE DEMOLITION | Quantity | Cost per s.f. | Cost |
|---|---|---|---|
| Walls (Metal or Wood studs w/ gyp. Bd. Both sides; 10' tall) | 46647 sf | $2.82 | $131,544.54 |
| Window Replacement Allowance (approx. 30% of windows) | 25 ea | $96.00 | $2,400.00 |
| Ceilings (Suspended ceiling, mineral fiber, on suspension system) | 52720 sf | $0.80 | $42,176.00 |
| Doors (Metal 3'x7' doors) | 326 ea | $26.50 | $8,639.00 |
| Flooring (Carpet - 80% of flooring) | 42176 sf | $0.52 | $21,931.52 |
| Flooring (Composition tile - 20% of flooring) | 10544 sf | $2.40 | $25,305.60 |
| Selective Demolition MEP | | | $222,858.00 |
| *Total* | | | *$454,854.66* |

| NEW / REMODEL BUDGET (RSMeans) | Quantity | Cost per s.f. | Cost |
|---|---|---|---|
| Walls (10' tall) | 46647 sf | $8.21 | $382,971.87 |
| *6" Metal Studs w/ 5/8" Gyp. Bd. Both sides* | | | |
| *Unfaced Batt Insulation R19* | | | |
| *Level 4 Finish on Gyp. Bd.* | | | |
| *Paint* | | | |
| Acoustical Ceilings (Suspended ceiling system) | 52720 sf | $5.20 | $274,144.00 |
| *2' x 2' x 5/8" mineral fiber tiles* | | | |
| *Tegular Profile* | | | |
| *Heavy Duty Metal Grid and Suspension Brackets* | | | |
| Doors (Hollow Metal) | 326 ea | $724.00 | $236,024.00 |
| *3'x7' Doors* | | | |
| *Holow Metal Frames* | | | |
| Casework - Break Rooms (Grade 1) | 76 l.f. | $562.00 | $42,712.00 |
| Casework - Reception/DMV/Conference Rooms (Grade 2) | 329 l.f. | $1,120.00 | $368,480.00 |
| Casework - Board Room (Grade 3) | 63 l.f. | $1,680.00 | $105,840.00 |
| Flooring (Carpet tile - 80% of flooring) | 4686 s.y. | $35.50 | $166,353.00 |
| Resilient Flooring (12"x12"x1/8" Vinyl tile - 20% of flooring) | 10544 sf | $8.80 | $92,787.20 |
| Flooring Base (Resilient base, 4" base) | 4665 l.f. | $3.02 | $14,087.30 |
| New MEP (HVAC, Electrical, Plumbing) | | | $3,070,488.00 |
| *New Total* | | | *$4,753,887.37* |
| Re-roof (flat roof areas only) | 25231 sf | $17.00 | $428,927.00 |
| Window Replacement Allowance (approx. 30% of windows) | 25 ea | $840.00 | $21,000.00 |
| *Remodel Total* | | | $5,203,814.37 |

**Site Name** **Duval Place (Hospital)**
**Parcel #** **31-3s-17-06175-000**
**Jurisdiction** **City of Lake City**
**Zoning** **RO**

| | | |
|---|---|---|
| Proposed Parking Area | 111883 | SF |
| Existing Parking Area | 81113 | SF |
| Stormwater Pond Area | 16070 | SF |
| Building Area | 57000 | SF |
| Parking Required | 285 | |
| Parking Provided | 255 | |

**Parking/Stormwater Construction Estimate $ 632,599.00**

NOTES

1 - No boundary/topographic survey obtained. It appears some improvements are located 'off site', therefore parking provided may be reduced after acquiring boundary survey.

2 - City zoning is RO. Public buildings allowed by Special Exception Only. Parking requirements are 1 space per 200 SF.

3 - No geotechnical work performed. No permitting through SRWMD/FDOT/FDEP/other agencies performed. Conceptual design based on best case scenarios, and during actual design, parking/pond areas may increase or decrease.

4 - No environmental audits/assessments performed

5 - No off site improvements estimated

COST ESTIMATING

| | UNITS | QUANTITY | UNIT COST | TOTAL |
|---|---|---|---|---|
| ASPHALT REMOVAL/REHAB/PREP | SY | 9012.5556 | $ 10.00 | $ 90,125.56 |
| NEW ASPHALT PARKING | SY | 12431.444 | $ 20.00 | $ 248,628.89 |
| POND CONSTRUCTION | CY | 2976 | $ 15.00 | $ 44,638.89 |
| MOBILIZATION | | 15% | | $ 57,509.00 |
| CONTINGENCY | | 25% | | $ 95,848.33 |
| ENGINEERING/SURVEYING | | 25% | | $ 95,848.33 |
| | | | TOTAL | $ 632,599.00 |

| BUILDING AREA | Quantity |
|---|---|
| Board of County Commissioners + Finance | 10457 sf |
| Supervisor of Elections | 12000 sf |
| Tax Collector | 9075 sf |
| Property Appraiser | 5980 sf |
| Building & Zoning | 3500 sf |
| Environmental Health | 1738 sf |
| Code Enforcement | 611 sf |
| Tourist Development | 1600 sf |
| Economic Development | 962 sf |
| *Total (Gross)* | *45923 sf* |

| SITE ACQUISITION | | | |
|---|---|---|---|
| Purchase Site | *Unknown* | *Unknown* | |

| BUILDING BUDGET | 1/4 | Median | 3/4 |
|---|---|---|---|
| Means' Cost / SF (Office Buildings) | $142.00 | $176.00 | $246.00 |
| SF Cost Adjusted for location (X 84.2%) | $119.56 | $148.19 | $207.13 |
| Cost Adjusted for Inflation (2.3% for 2018 & 2.3% for 2019) | $125.13 | $155.09 | $216.77 |
| *Subtotal* | $5,746,216.10 | $7,122,070.66 | $9,954,712.40 |
| Existing Building Demolition [4] | $129,740.00 | $129,740.00 | $129,740.00 |
| *Building Budget* | $5,875,956.10 | $7,251,810.66 | $10,084,452.40 |

[4] *See Attached Demolition & Construction Backup Calculations Page*

| SITE DEVELOPMENT | | |
|---|---|---|
| Asphalt Removal | $118,056 | |
| New Asphalt Parking | $299,156 | |
| Hardscape & Landscape | $197,000 | |
| Mobilization | $62,582 | |
| *Site Cost* | $676,793 | $676,793 |

| PERMITS / SURVEYS / TESTING | | |
|---|---|---|
| Geotechnical Testing | $3,500 | |
| Topographical/Site Survey (2% of Site Cost) [1] | $12,284 | |
| Permits (Allowance) | $3,000 | |
| *Subtotal* | $18,784 | $18,784 |

[1] *Calculation Does Not Include Site Mobilization Cost*

| PROFESSIONAL FEES | 1/4 | Median | 3/4 |
|---|---|---|---|
| Basic Professional Design Fee % | | | |
| (Architectural, HVAC, Electrical, Structural) | 7.01% | 7.01% | 7.01% |
| | $402,809.75 | $499,257.15 | $697,825.34 |
| Interior Design fee (Includes Design and Furniture Specs) [2] | $95,163.00 | $95,163.00 | $95,163.00 |
| Furnishings & Equipment (FF & E) | $1,200,000.00 | $1,200,000.00 | $1,200,000.00 |
| Site/Civil Engineering (23% Site Costs) [1] | $155,662.34 | $155,662.34 | $155,662.34 |
| Construction Manager (5% of Bldg. & Site Costs) | $327,637.44 | $396,430.17 | $538,062.26 |
| *Subtotal* [3] | $981,272.53 | $1,146,512.67 | $1,486,712.94 |

[1] *Calculation Does Not Include Site Mobilization Cost*
[2] *Fee assumes All New Furniture is Specified*
[3] *Calculation Does Not Include FF&E Cost*

| ADDITIONAL SERVICES & EXPENSES | | | |
|---|---|---|---|
| Owner's Contingency Building (10% of Building Budget) | $574,621.61 | $712,207.07 | $995,471.24 |
| Owner's Contingency Sitework (25% of Site Budget) | $153,552.78 | $153,552.78 | $153,552.78 |
| *Subtotal* | $728,174.39 | $865,759.85 | $1,149,024.02 |

| | 1/4 | Median | 3/4 |
|---|---|---|---|
| **BUDGET (Range) [5]** | **$8,280,980.04** | **$9,959,660.19** | **$13,415,766.37** |

*5 Calculation Does Not Include Site Acquisition Cost.*

**Franklin St. Demolition & Construction Backup Calculations**

| STRUCTURE DEMOLITION | Quantity | Cost per s.f. | Cost |
|---|---|---|---|
| Abandoned House (Franklin Site #1) | 4650 sf | ea. | $16,100.00 |
| Hair Salon Brick Building (Franklin Site #2) | 13500 C.F. | $0.40 | $5,400.00 |
| Large Stucco Buildings (Future Parking Area - Franklin Site) | 264000 C.F. | $0.41 | $108,240.00 |
| *Total* | | | *$129,740.00* |

| | |
|---|---|
| **Site Name** | **Franklin - Lake Shore** |
| **Parcel #** | **Several Parcels along Franklin,Leon Streets** |
| **Jurisdiction** | **City of Lake City** |
| **Zoning** | **RO** |

| | | | |
|---|---|---|---|
| Proposed Parking Area | 134620 | SF | |
| Existing Parking Area/Buildings | 42500 | SF | |
| Stormwater Pond Area | 0 | SF | |
| Building Area | 72000 | SF | *2 story |
| Parking Required | 360 | | |
| Parking Provided | 330 | | |

**Parking/Stormwater Construction Estimate $ 688,398.33**

NOTES

1 - No boundary/topographic survey obtained. Parking shown may be reduced after acquiring boundary/topographic survey.

2 - City Zoning is RO. Public buildings allowed by Special Exception Only. Parking requirements are 1 space per 200 SF.

3 - No geotechnical work performed. No permitting through SRWMD/FDOT/FDEP/other agencies performed. Conceptual design based on best case scenarios, and during actual design, parking/pond areas may increase or decrease.

4 - No environmental audits/assessments performed

5 - No off site improvements estimated

COST ESTIMATING

| | UNITS | QUANTITY | UNIT COST | TOTAL |
|---|---|---|---|---|
| ASPHALT REMOVAL/REHAB/PREP/Building Demo | SY | 4722.2222 | $ 25.00 | $ 118,055.56 |
| NEW ASPHALT PARKING | SY | 14957.778 | $ 20.00 | $ 299,155.56 |
| POND CONSTRUCTION | CY | 0 | $ 15.00 | $ - |
| MOBILIZATION | | 15% | | $ 62,581.67 |
| CONTINGENCY | | 25% | | $ 104,302.78 |
| ENGINEERING/SURVEYING | | 25% | | $ 104,302.78 |
| | | | TOTAL | $ 688,398.33 |

CAMPBELL SPELLICY ENGINEERING

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Gainesville, Florida 32606
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Certificate of Authorization: 00008813

EMAIL

March 28, 2018

Mr. Mick Richmond
Brame Heck Architects, Inc.
m.richmond@brameheck.com

RE: Columbia County Administration Building
MEP Feasibility Analysis
CSEI Project No. 18023

Dear Mr. Richmond:

The purpose of this letter is to provide an analysis of three potential options for the Columbia County Administration Building in terms of mechanical, electrical, and plumbing feasibility, system configurations, initial cost, and life cycle cost. Our intent is to outline the most likely MEP scopes for each of the three proposed architectural options and highlight the pros and cons of each from the engineered systems perspective.

The three options presented for review include two potential new construction sites (Lake Jeffery and Franklin) as well as the potential renovation of an existing hospital building (Duval Place). At this point in the development process, even though the two new construction options may have different site requirements and overall building footprint, we will treat the MEP system conclusions and budget analysis as identical on a per square foot level. Therefore, we will consider only a generic new construction option versus the option for renovation of Duval Place. Based on the preliminary architectural diagrams, the new construction option would be 47,051 sf while the area of renovation at Duval Place would be 49,524 sf.

New Construction Option Proposed MEP Scope:

The HVAC system would consist of a central heating and cooling plant consisting of multiple air-cooled chiller systems and multiple high efficiency gas-fired (LP or natural pending availability) condensing boilers. Chilled water and heating hot water pumps would be provided at the plant to the distribution chilled water and heating hot water piping loops. VFDs will be provided for all pumps to create variable primary chilled and heating hot water distribution systems. Central station variable air volume air handling units would be provided throughout the building (likely one per department or building compartment). Within each AHU system footprint, VAV terminals (30% minimum airflow with hot water reheat coils) would be provided within each thermal zone. All areas would be provided with fully ducted supply and return systems and all required controllers, thermostats, etc. for optimized variability and turndown. Exhaust systems will be provided for all restrooms, janitorial spaces, and other user-specific areas as required by Code. A building automation system would be provided to integrate all mechanical equipment to a single front-end interface for ease of maintenance and energy management. Based on the area of the building, it is estimated that the total HVAC system would provide approximately 150 tons of cooling, approximately 1,500,000 btu/h of heating to serve approximately 8 AHUs providing a total of approximately 75,000 cfm supply air.

The electrical service for the proposed new building would be approximately 1200A at 480V-3ph. Main distribution gear would be provided, likely near the main mechanical plant equipment, and subpanels 480V and 208V would be provided throughout the building to serve all building power loads. We are assuming as well that the Supervisor of Elections user group will require

an optional standby generator system to ensure voting operations are uninterrupted in the event of a power outage and to protect all building IT infrastructure. Preliminarily, we are estimating that this generator would be approximately 100 kW. This generator would provide optional standby loads as well as life safety loads (fire alarm, egress lighting, fire pump, etc), and as such would require two automatic transfer switches for creating two separate branches of generator power.

The entire building would be provided with LED fixtures, full dimming and occupancy controls, and the necessary controllers for automatically controlling receptacles in offices and modular furniture as required by the Energy Conservation Code. It is assumed that the majority of spaces will have standard recessed LED fixtures, with a few spaces (conference rooms, lobbies, etc) having specialty lighting fixtures and design elements.

A full building fire alarm system will be provided in compliance with NFPA 72-2013. Conduits and boxes will be provided for data, communications, AV, security, and other user-coordinated systems with wiring and devices for these systems provided by the Owner's vendor.

New plumbing fixtures will be provided as outlined by the architectural design and new sanitary and domestic water piping (cold water, hot water and hot water return) will be provided to serve all areas of the building. Domestic hot water will be provided via central gas-fired water heaters and a re-circulating pump.

An automatic fire sprinkler system will be provided for all spaces in compliance with NFPA 13-2013. Given the location and size of the building, it is assumed that a fire pump and storage tank.

Renovation of Duval Place - MEP Scope:

Because the usage and general size of the building is similar to the proposed new building, all MEP/FP systems would be recommended to match those previously outlined (chilled water, hot water, sprinklers, generator power, etc). The primary difference for the renovation option will be that much of the existing systems provided specifically for the hospital would need to be removed and/or reconfigured before the new systems could be provided.

Mechanically, the HVAC systems serving a hospital are very different in form and function, especially those which serve operating rooms, patient rooms, clean-rooms, and pharmacy areas. The AHUs for areas that house more circulation and administrative areas are likely less unique. In either case though, the HVAC loads and ventilation requirements will differ greatly with the proposed office usage. For that reason, and given the age and likely condition of the equipment, ductwork, air distribution, etc., it would be recommended that HVAC systems be removed entirely. The only exception to this may be the existing heating and cooling plant equipment, which could be retained and operated until the need for their replacement. Again, though, because of the age and efficiencies, it is likely that replacement of this equipment would be the recommended approach to permit proper sizing and improved efficiency, reliability, and controllability. The suitability of the existing equipment would need to be confirmed based on the final load calculations, but for the purposes of this analysis we will assume that no portions of the existing HVAC system would be reused.

The other main difference in the HVAC system would be overall load. The area of renovation at Duval Place is 49,524 sf. Given the age of the building, envelope (wall/roof) insulation value, glazing insulation and shading, etc. the overall heating and cooling loads associated with the renovation would be approximately 20% higher per sf than that of a code-compliant newly constructed building. This discrepancy could be reduced by performing envelope upgrades, but the payback associated with these improvements would likely not justify performing them. Based on these estimates, the overall building cooling system for the Duval Place renovation would need to be approximately 180 tons, the overall building heating system would need to be approximately 1,900,000 btu/h, and the overall AHU airflow would be approximately 98,000 cfm.

As with the mechanical systems, the electrical system configuration would be very similar to that proposed for the new construction option. However, because of the increases in HVAC loads, the electrical service and system component sizes would increase (estimated 1500A service at 480V-3ph). All other electrical, power, data, lighting, and generator systems would be similar in configuration. It should be noted that nearly all of the existing electrical system will likely need to be removed because of the specific system requirements associated with hospital electrical systems. The new office usage would not require these specifics and therefore would need to essentially start from scratch with a new distribution system.

All plumbing systems would be similar to those proposed for the new construction, with the exception that some of the existing underground sanitary piping and existing domestic water piping may be able to be reused. This would depend ultimately on the total fixture loads and the proximity of the new restrooms/fixtures to those existing in the hospital currently. Given the propensity of plumbing piping throughout a typical hospital, it is likely that the plumbing costs would be less for the renovation than the new construction. The only caveat to this would be if any of the existing underground piping was deteriorated or if the existing building services were insufficient in size for the total loads.

As with the plumbing, the fire protection system would be slightly less expensive as the service equipment, main piping, fire pump, etc. are likely in place already and the only scope would be modification of existing head locations and branch piping. It is assumed at this point that the hazard class would be lowered as part of the renovation and that sufficient pressure and flow are achievable with the existing fire protection service at the hospital.

Summary of Comparisons

In general, it is our expectation that the MEP systems associated with the new construction option as a whole would be less expensive initially to install and would be far more efficient over the life of the building compared to the renovation of Duval Place. Because so little of the existing MEP systems in the existing hospital building will be able to be reused, there is little benefit (from the MEP perspective) to be gained through renovating the existing building.

If some of the existing plant equipment and electrical service gear was of the correct size and in operable condition, the renovation option could be reduced in cost significantly, making it more attractive from an initial cost perspective. However, given the age of this equipment, it would need to be budgeted for replacement within 5-7 years of the building being occupied. This fact, in addition to the increased size and lower efficiencies of the equipment in the renovation option, would dramatically increase the life cycle cost of the renovation option over the new construction. Therefore, even if portions of the existing systems could be reused, our recommendation, in the interest of overall cost-benefit and life cycle analysis, would be to pursue either of the new construction options being presented.

Please let us know if there are any questions regarding our analysis or if there are any details that we can clarify further.

Sincerely,

Kevin M. Spellicy, PE, LEED AP
President

KMS
N:\18023\Correspondence\L-01 (MEP Feasibility Analysis).docx

**From:** Elisabeth Manley
**To:** Mick Richmond
**Cc:** Eva Kirkman
**Subject:** RE: Columbia County
**Date:** Wednesday, March 28, 2018 11:51:34 AM

Mick-

Please see below re order of magnitude/decision making pricing (not bid pricing) and just let me know if you need anything further.

**Downtown Option – plaza area only**

- General input- Will need to remove all road base and replace with clean fill for a minimum of 36" depth for any planting areas. Plaza would offer a nice transition from large parking area.
- Enhanced paving (concrete unit pavers, brick pavers, etc) = approx. $10-15/SF
- Assume 20 canopy trees along outside of plaza = $400/ea = round up to $10,000
- Assume 4x8' tree cut outs with groundcover in paving versus tree grates = $2,000 in groundcover plantings
- Assume 4 litter receptacles ($1000 ea) and 8 benches ($2000 ea) = $20,000
- Pedestrian lighting? $7000/ea?
- Outdoor power risers? $5000/ea
- Beyond plaza area – likely trees in all parking lot islands and a continuous hedge around parking lots.
- Assumes no seatwalls or retaining walls

**Lake Jeffery Option – entry plaza area only**

- General input- Likely smaller area overall but could be a very nice courtyard/entry experience
- Enhanced paving (concrete unit pavers, brick pavers, etc) = approx. $10-15/SF
- Assume 10 canopy trees along outside of plaza = $400/ea = round up to $5,000
- Assume landscape area around outside of central main paved plaza area, between plaza and building facade, 10-15' wide = $20,000 in groundcover/shrubs plantings
- Assume 3 litter receptacles ($1000 ea) and 6 benches ($2000 ea) = $15,000 OR could also provide umbrella tables, assume 4 at $4000/ea = $16,000
- Pedestrian lighting? $7000/ea?
- Outdoor power risers? $5000/ea
- Beyond plaza area – likely trees in all parking lot islands and a continuous hedge around parking lots. Likely also tree and some ornamental grass plantings around retention pond
- Assumes no seatwalls or retaining walls

Thank you-

Elisabeth

## DEVELOPMENT COST

It is tempting to base a decision solely or primarily on the basis of project development or first cost, and our budget analysis attempts to arrive at a "bottom line" for each scenario, however a straight "apples to apples" comparison is difficult. Using the Lake Jeffrey site as a baseline, we will compare it first to the Franklin Street site and then to the Duval Place building to point out some factors that require consideration.

While the analysis indicates the overall budget for the Lake Jeffrey being higher than the downtown site, the Lake Jeffrey site is already owned by the County, and therefore does not need to be purchased. The Downtown site would need to be purchased, and some demolition would need to be done. The actual cost of purchasing this property is unknown. However, because the downtown site is more compact, and storm water would not be dealt with on site, the actual development cost of the downtown site excluding the purchase of the property is somewhat lower. As mentioned above, we assume the building cost for both of these sites would be more or less equal, and used the same cost/sf figure for both. Therefore, looking at just the development cost, the Lake Jeffrey site appears to be more attractive unless the cost of site acquisition is ignored, in which case the Franklin Street site is the better option.

Comparing the two new building options with the renovation option at Duval place, the development costs are slightly higher, but still within the same range. To develop a cost/sf for the renovation of this building, we did calculations using RS Means as a reference that included demolition of the existing interior partitions and finishes, and re construction new interior partitions and finishes. We also obtained renovation costs for associated HVAC, Power, Lighting, Fire Protection, communications, etc., expressed also as costs/sf. This building is larger than the program requires, even when excluding the area occupied by the Red Cross. Since we felt that the additional area would need to at least be minimally renovated, this partially offsets the lower construction cost. Because any existing building presents unforeseen challenges in renovation, we included a higher contingency percentage in this scenario. Additionally, design fees will be somewhat higher for this option due to complexities in inherent in renovations. (Design fees were generally derived from the State of Florida DMS Guide for Architectural and Engineering services.)

## LIFE CYCLE

A life cycle cost analysis was not performed in the context of this study, and would be prone to large errors without first carefully surveying the existing building and doing more preliminary design of the new building options. However, we can make some general statements about the comparative operating and life cycle costs of the options. The property appraiser's website indicates that the existing building at Duval Place was originally constructed in 1962. We understand that most of the building footprint is newer than that, we would suspect that portions of the building will be nearing the end of their expected serviceable life. This cannot be confirmed without an extensive survey of the building. Operating costs are a more predictable and calculable factor. In the renovated building, the thermal envelope will certainly not be in compliance with current energy code requirements, meaning that the HVAC system required to heat and cool the space will be sized larger, and require

more energy to maintain an acceptable thermal comfort range. This will result in higher energy costs. Two other factors also come into play, 1) the overall size of the building volume, and 2) the volume-to-envelope ratio. The new buildings would be obviously constructed with a footprint that was sized to accommodate the current space needs, plus some room for expansion. In other words, they would be sized to accommodate their program. The renovated building is larger than required, and therefore includes unoccupied areas/volumes that would need to be conditioned. (It is not recommended under any circumstances to leave parts of the building unconditioned.) Regarding the envelope/area ratio, the existing building was designed with narrow floor plates and exposure to courtyard spaces to bring daylight into patient rooms (the building was formerly a hospital). While this is beneficial from a daylighting perspective, it results in more exterior envelope than in either of the new building scenarios . This results in a larger exterior envelope that is also lower performing. From a building Envelope perspective, the most desirable shape would be the Franklin Street buildings, followed by the Lake Jeffrey Site, and finally the Duval Place building.

We generally feel that a new building will offer the longer term solution, will start out with the most up-to-date systems, equipment and standards and will serve the County for the lowest cost, especially when life cycle operating costs are considered.

## FUTURE GROWTH

All three options present space for future growth, but the amount of space available differs. Ranking them in order, the Lake Jeffrey site has the most room, followed by the Franklin Street site, and then the Duval Place Building.

## LOCATION

It is our understanding that there is a desire to locate this facility nearer to the downtown area. The three sites rank fairly obviously in this case with the Franklin Street site first, the Duval Place site second and the Lake Jeffrey site last.

## LOGISTICS

Construction logistics will be more cumbersome in the Duval Place building. This is mainly because the departments currently occupying the space would need to move out, then move back in, essentially doubling the cost of moving.

[1] To quantify this somewhat, the Lake Jeffrey footprint we have shown has a perimeter measuring 1300 linear feet of exterior envelope, while the existing building at Duval Place has a perimeter of nearly twice that, or 2426 linear feet. The footprint of the two-building downtown option has a perimeter of about 1160 linear feet. This is a 2 story option, so the envelope would be double that, at 2320. However, comparing this option to the Duval Place site, the roof area is less than half the size, so the overall envelope is less.