CITY OF BLOOMINGTON UTILITIES
WINSTON THOMAS MASTERPLAN

Prepared for

City of Bloomington Utilities

CITY OF BLOOMINGTON

springpoint ARCHITECTS PC

Cripe®

Solutions by Design Since 1937

3939 Priority Way South Drive, Suite 200 Indianapolis, Indiana 46240 Telephone 317 844 6777 Facsimile 317 706 6464

www.cripe.biz

Cripe Job No: 0200098-10000

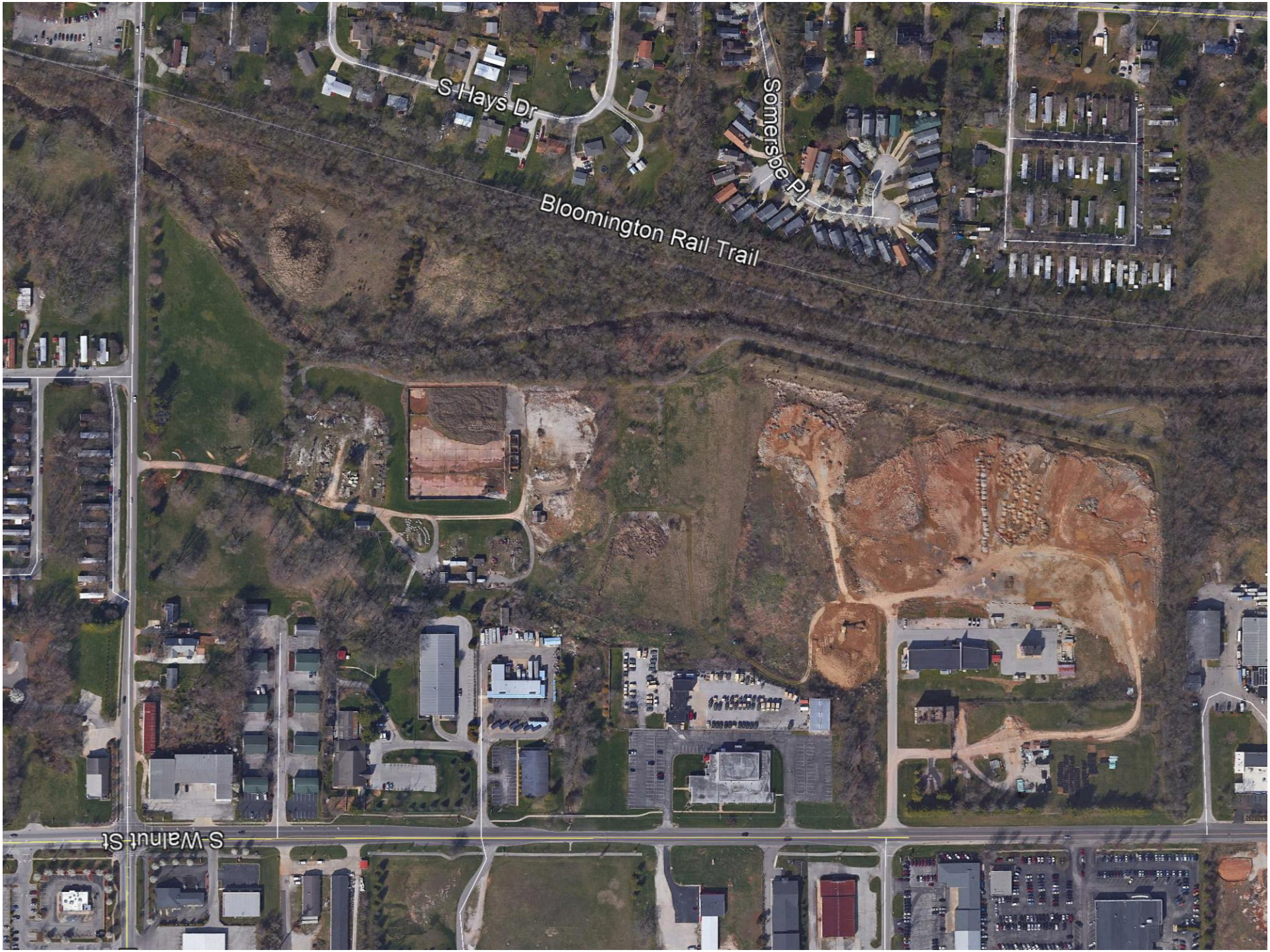
TABLE OF CONTENTS

MASTER-PLAN IMPLEMENTATION SUMMARY

The City of Bloomington has utilized this master planning process to evaluate their existing facilities (located at 600 E. Miller Drive) and develop a plan for replacement and relocation of the city's existing utility services, including office space, employee and customer parking, garage/maintenance area, storage area, landscaping, and site amenities. This master-plan also lays out sustainability and green infrastructure opportunities for the future site, furthering the city's commitment to energy saving and green infrastructure.

The master-plan report is broken out to show the evaluation of existing site conditions, existing departmental plans, proposed site plan conditions and sustainability initiatives, and the proposed program and general departmental adjacencies discussed with utility staff. This report also contains a proposed design and construction schedule and preliminary project estimate to complete the work.

The intent of this master-plan is to show the proposed use of the existing Winston Thomas site to implement the proposed new City of Bloomington Utilities (CBU)


S Hays Dr
Somersbe Pl
Bloomington Rail Trail
S Walnut St

SITE HISTORY AND EXISTING CONDITIONS

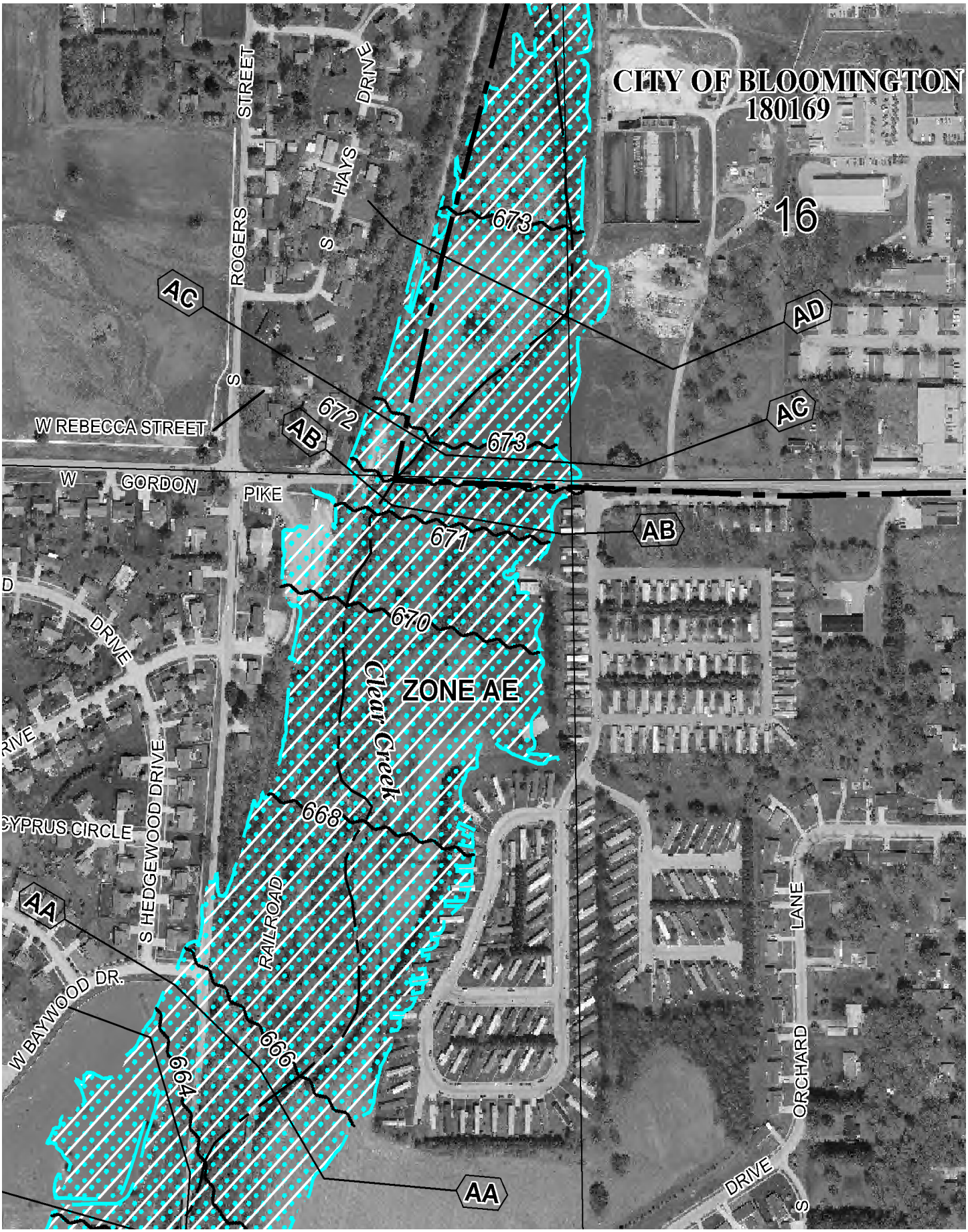
The site is bound by Clear Creek on the west, Gordon Pike on the South, a remediation project to the north, and a commercial development to the east. Currently the site is used for material storage, such as manholes, culvert sections, and concrete pipe. It is also a location for construction debris taken in from various City of Bloomington Public Works Projects.

One lone structure in need of major overhaul stands on the site. It is believed to be one of the original treatment plant buildings. CBU Utilities would like to rehabilitate this building for educational opportunities.

A large portion of this site is undeveloped and within the floodway to Clear Creek. Outside of the Floodway Zone the City of Bloomington has 3 zones that preserve the corridor's habitat and restrict development. Any new projects will need to stay out of these zones.

Any utilities that once served the treatment plant and have been abandoned. A large clarifier tank that once served the treatment plant still exists and is half full with debris. It is concrete walled and measures approximately 250'-0" by 280'-0". One operational sanitary sewer line runs east to west across the property. Any development will need to plan for possible future maintenance of this line.

EXISTING FLOOD MAPPING



EXISTING BUILDING PROGRAM AND OPERATIONS

The existing facility at Miller Drive offered a number of operational challenges for staff, ranging from delivery operation and existing material storage to customer access. The COVID-19 pandemic also accelerated many trends, both in the customer service delivery model and existing employee work habits that made the city of Bloomington assess how they wanted to work at their new facility.

The Miller Drive facility was developed with a community focused front entrance with a transition to office staff and a dividing wall further separating equipment and parts storage and maintenance. This storage and maintenance building further transitioned to outdoor equipment and parts storage. All of this was on a relatively compact site which limited and congested public and private traffic on the site and created operational inefficiencies.

The Cripe and Springpoint team reviewed the existing layout and current conditions of the existing CBU Service Center facility and then conducted meetings as well as a walk-through to learn what functioned well in the building and what could be improved upon when the new Service Center is designed and constructed.

The process began by loading the existing building plans into CAD and tabulating the existing square footage areas to develop the existing Service Center Program (attached). On August 4, 2020 we conducted a meeting where the overall master-plan process was discussed. Below is a summary of the discussion about the building including comments from the Service Center walk-through with Brad Schroeder on August 11, 2020.

FROM LEFT TO RIGHT:
EXTERIOR OF EXISTING UTILITY DEPARTMENT OFFICE ENTRY, MAINTENANCE AND SHOP BUILDING

- The front of the existing Service Center contains the customer service and lobby areas. There are three (3) customer service stations where clients meet with staff to manage their water services and pay bills. Currently the lobby is closed to the public and the customer service area may be a thing of the past due to COVID and security concerns. Interactions with clients are now by appointment or phone. However, there will always be some public visits to the building (such as contractors and engineers). A drop box is currently being used for payments and there are arrangements with local banks for drive-through payments.

- The Control Room is located within the Service Center. This position is manned 24 hours a day. There is a window between the Control Room and the garage but this is not a necessary component to the function of the room.

- The Board Room was sufficiently sized pre-COVID but it is now difficult to socially distance with the typical number of people in attendance. If the new Board Room was bigger, it could offer a dual function with training programs. There is an adjacent, well-used Storage closet and room within the space for Public Access TV equipment. The Board Room contains a small counter area for beverages and is the typical location for retirement parties/special occasions within the organization.

- The Finance Department is adjacent to both the Customer Service area and Administration Department. It has a combination of open cubicle space and private offices. There are a couple of positions housed in the open cubicle area that would be better suited to private offices. There is insufficient storage space in the Finance Department.

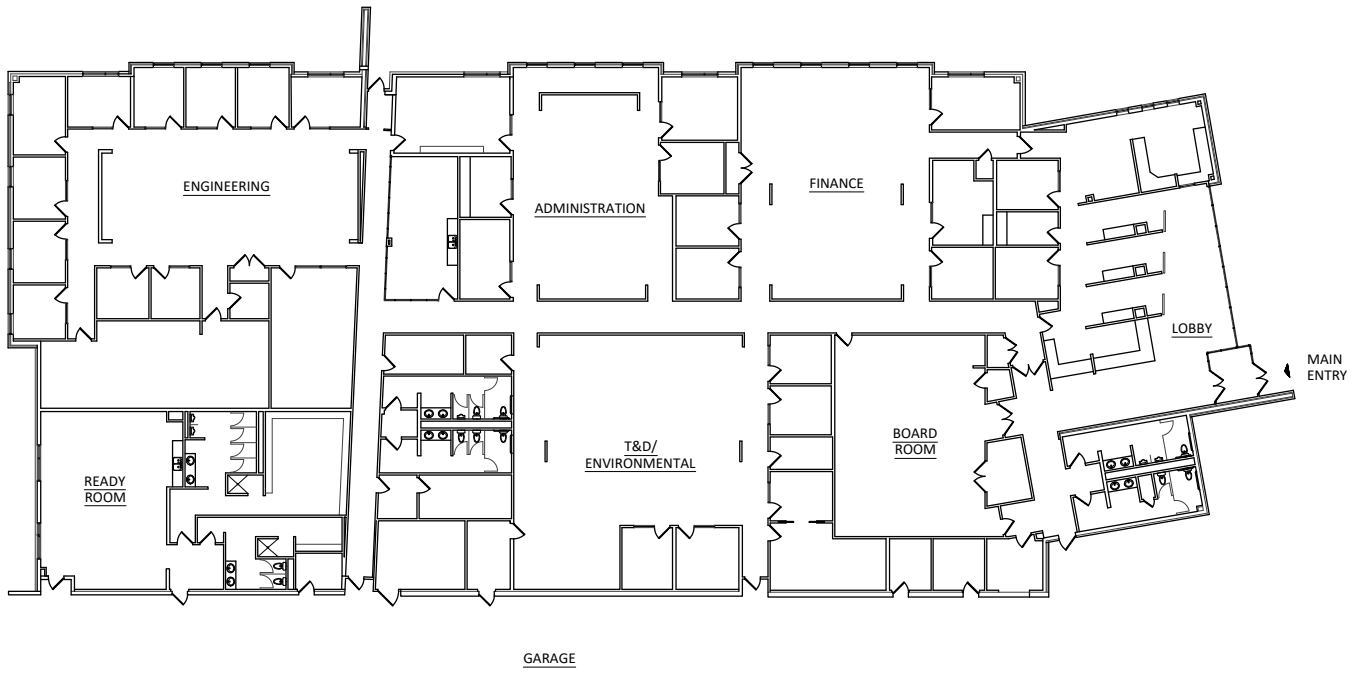
- The Administration Department has a combination of open cubicle space and private offices. Some additional Environmental positions are located within the Administration area. One of the two shared conference rooms for the building is located in Administration. The department storage for community outreach and marketing items (water bottles, etc.) is insufficient.

- The T&D Offices and Environmental Departments share a space with open cubicle area and private offices. The open cubicle area has six (6) Environmental and ten (10) T&D personnel. The 3-person Purchasing Department which handles the purchasing for CBU and Plant is located adjacent to this space. There is direct access from T&D/Environmental to the Garage.

- A core area in the building contains a break room, mail room, restrooms, IT office and storage, and utility areas. The break room is enclosed on two walls with glass and is not well-used due to the "fishbowl" feeling when inside.

- The largest department in the building is Engineering which has an open cubicle area and private offices. There is a need for more private offices in the department. There is a second large conference room located in the Engineering Department. A large Copy/File Room contains record drawings and printing equipment.

- Additional T&D department areas are located within the existing Service Center building with access off the garage. This includes the Ready Room and restroom/locker rooms. The Ready Room is used for training but is about a third the size it needs to be for that purpose.



DISCOVERY - DEPARTMENTAL INTERVIEWS

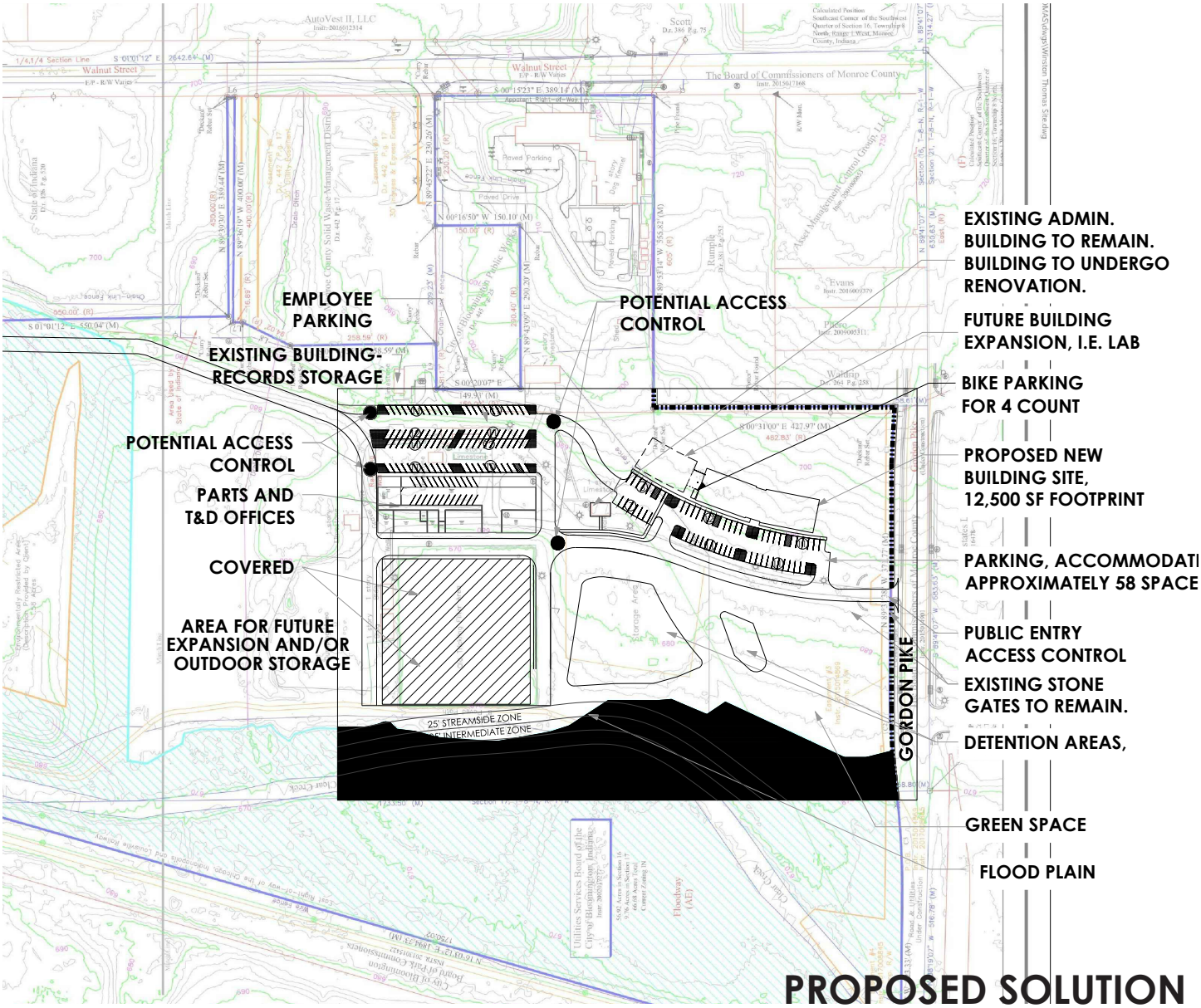
Questions about the current functions within the existing Service Center building were generated and distributed to CBU Department heads. Virtual meetings were then held with each department to discuss departmental opinions about the function of the existing building spaces. The meeting notes from those interviews are attached.

Several main themes appeared in the departmental interviews:

- The mix of open office and private offices was generally good but there is a need for a few more private offices in several departments
- Additional small conference rooms or "huddle spaces" would be helpful for personnel issues, small impromptu meetings and coordination, and phone calls
- More storage is needed in several departments, especially within the maintenance yard and T&D area
- Staff noted several requests within the maintenance storage yard related to operations, storage, and outdoor space requests

LEFT TO RIGHT: EXISTING BOARD ROOM, T&D READY ROOM, UTILITY AND EQUIPMENT TESTING ROOM

LEFT TO RIGHT: COVERED STORAGE YARD WITH PARTS STORAGE, EXTERIOR MATERIAL STORAGE BINS, EXISTING OUTDOOR PICNIC SPACE



PROPOSED SOLUTION

CBU would like to the develop the site into the new Customer Center, Operational Offices, and in the rear of the site, a maintenance and operations garage. The site is intended to store the truck fleet of CBU, as well as provide material storage to maintain the sanitary and water system of the City.

Cripe Reviewed the City of Bloomington Development Standards to plan and incorporate into our site sketches as they relate to building setbacks, stormwater detention, parking lot layouts and counts. GIS Mapping was provided by CBU to better evaluate topographic features, known underground piping, and access from adjacent public roads.

The site has been divided into two zones. The South Zone will provide the Customer Center and Offices along with parking. Stormwater Detention will be provided by two detention basins. The basins have been dived to allow for the continued operation of a sanitary sewer main.

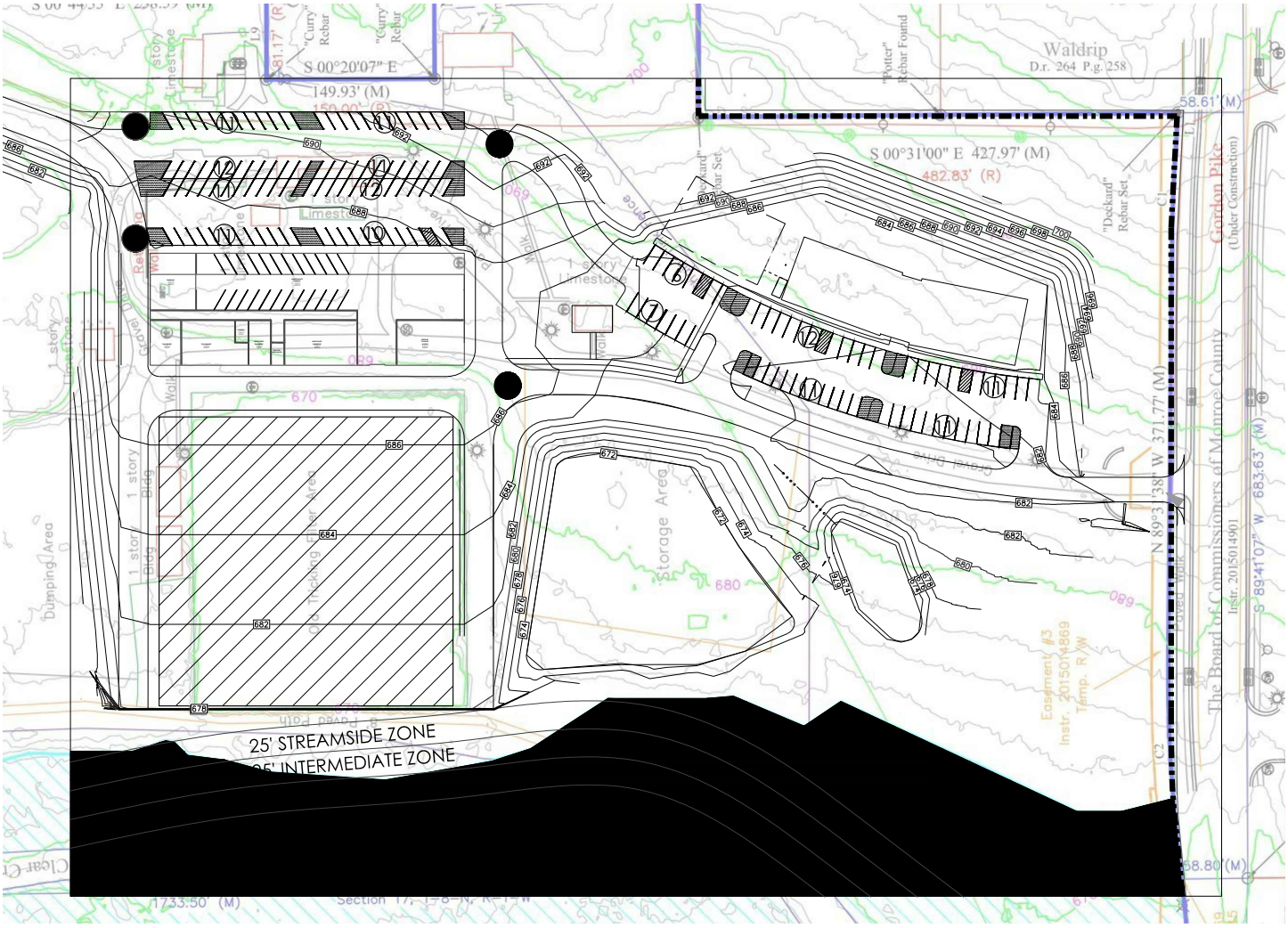
The North Zone will serve as the base for storage of fleet storage and materials, as well as a maintenance garage service any CBU vehicle needs. Turning movements have been evaluated to negotiate access to the maintenance building as will as the adjacent parking lot service the employees.

SITE CHALLENGES

The site has several challenges that will need to be evaluated, planned for and implemented. The site receives a numerous amount of debris that is dumped on this site. This material is believed to come from ongoing City projects that need a site to place excess material and debris. Currently there is not a locked gate to pass through nor is there an easy way to verify all this material comes from City sources. This material will need to be removed from the site, and a new site found for any future waste that may occur.

A large amount of debris has been placed inside of the settling tank. It appears that it is approximately one -third full of material that we do not believe has been compacted properly. New parking placed in this area will need to plan appropriately. It is recommended to work closely with a Geo-technical Engineer to properly place fill material Operational operations will need to find a new site The existing area where development is to occur has a large mount of debris that will need to be removed. Cut and Fill of the existing site will need to be determined from a more in-depth engineering standpoint, but preliminary grading costs are expected to be in the $1.5-2 Million dollar range based on 2021 rate reviews

Any proposed site development will need to respect the State's regulations concerning Floodway and Floodplain Development Standards, as well as the City's requirements along riparian corridors.




U.S. PIPE

PROPOSED SUSTAINABILITY INITIATIVES

The new home for CBU offers an opportunity for CBU to lead by example with sustainability and to proudly show this leadership. Educational programming is already a strong component of CBU's outreach to citizens, businesses, contractors, and other stakeholders. The new facility affords additional ways that CBU can bring its message to the community.

The big picture sustainability story of the new site is connected to its previous use as the water treatment plant and former headquarters of the water utility from Miller Drive to the Winston Thomas site. The legacy of these uses are still evident in the physical site, beginning with the historic gates which were relocated to accommodate the new road, to the historic buildings and infrastructure on the site, in various stages of neglect and decay. While most of these structures are likely not usable, there are opportunities to select with discernment certain components of these structures to express in the future design. The more strongly these connections to the cultural history of the plan can be expressed, the more deeply woven into the story of Bloomington the new development will be.

Of course, the legacy of the site is not all roses. Environmental damage was done here. Some of this has been remediated and lies safely below "the berm." The future development of the site offers the potential to remediate any damage that remains on the rest of the site. Additional environment assessment work is required for complete redevelopment.

LEED SILVER TARGET

The redevelopment goal would be targeting LEED Silver, which requires a minimum of 50 points. To be safe, projects generally set the point target will a buffer, so a target of about 55 would be reasonable. While the detailed analysis of most credits and their feasibility occurs later in the design process, because the site for the project has been selected, credits in the Location and Transportation category can be evaluated more closely. Credits in the Sustainable Sites category can also be tested for feasibility at the Master Plan phase.

LOCATION AND TRANSPORTATION CREDITS

There are 16 points available in the Location and Transportation Category. Of these, the two credits with the largest point values (5 each) are Surrounding Density and Diverse Uses and Access to Quality Transit. A handful of other credits in this category offer 1 point and High Priority Site offers 2 points.

Unfortunately, based on current Bloomington Transit bus routes and trip counts, none of the points in the Quality Transit credit can be achieved. Should new routes, stops, or trips be added before or during the design of the new facility, this credit should be reevaluated.

Surrounding Density and Diverse Uses offers up to 3 points for the density in the area and up to 2 points for being within ½ mile walking distance of a diversity of use types. The density around the site is not enough to qualify for any of the points for Surrounding Density. Fortunately, points can be earned in the credit for Diverse Uses. Depending on the exact location of the building entrance, much or all of the strip mall anchored by Kroger is within this walking distance. This development, along with the uses near the Walnut St. and Rhorer Rd./Gordon Pike intersection, are likely to provide the eight required uses that LEED requires to achieve 2 points.

A point will be earned for Sensitive Land Protection, as the project is located on a previously developed site. High Priority Site rewards projects for locating in infill, historic districts, and/or on brownfields. Research will need to be done by the final design team to evaluate the applicability of re-development of a brownfield site.

The Bicycle Facilities credit, which would be fully evaluated during the design process, seems a likely credit to target given the possibility for a future multi-use trail in the area and the fact that some CBU employees are already bicycling to work. The Green Vehicles credit also seems a likely target, parking around the office will allow opportunities for charging stations. The Reduced Parking Footprint credit is likely to be targeted as well.

The above targets total to achieving 6-8 likely points in the Location and Transportation category. The projected point total in this category appears sufficient to support achieving the target of LEED Silver. To reiterate, most of the credits in this category are location dependent, so this projected target is less flexible than targets that may be established for other categories that are more design-dependent than location-dependent. An image of the projected credit targets for the LT category is below

6	2	8	**Location and Transportation**		**16**
			Credit	LEED for Neighborhood Development Location	16
1			Credit	Sensitive Land Protection	1
1	1		Credit	High Priority Site	2
2		3	Credit	Surrounding Density and Diverse Uses	5
		5	Credit	Access to Quality Transit	5
1			Credit	Bicycle Facilities	1
	1		Credit	Reduced Parking Footprint	1
1			Credit	Green Vehicles	1

SUSTAINABLE SITE CREDITS

The credits in the Sustainable Sites category, while less location dependent than the Location and Transportation category, can still be evaluated at the Master Plan phase with more depth than the rest of the credits in other LEED categories that are focused at the building scale and need to be evaluated fully as the building design is undertaken. The Sustainable Sites credits reward teams for integrating project site design with the surrounding ecosystem and ecosystem services.

- Site Assessment: See attached site assessment worksheet for LEED information

- Site Development/Protect and Restore Habitat: This credit seeks to preserve a minimum 40% of the area that is considered greenfield. The bulk of the site master-plan looks to develop on previously developed land as not to encroach on this percentage. Development within the existing flood plain should be avoided. This will open up opportunities for credits within the "Protect and Restore Habitat" area

- Open Space: Base on preliminary calculations. This credit should be utilized as a goal during the design process to maximize the most open space available on the site

- Rainwater Management: Due to the specific client and their focus on utilities. This credit should be utilized a major goal to achieve. This will also allow the utility department to create an education program around innovative uses for stormwater management

- Heat Island Reduction: Evaluation of the feasibility of this credit should be done during the schematic and design development phase

- Light Pollution Reduction: Evaluation of the feasibility of this credit should be done during the schematic and design development phase.

WATER EFFICIENCY CREDITS

The WE credits offer a special opportunity for this project. While the full vetting of the feasibility of these credits is beyond the scope of a Master Plan and will be engaged during the design process, it is worth pointing out that these credits – because they directly engage topics of water use and efficiency – closely relate to the work of CBU. When the design process picks up where the Master Plan leaves off, it is recommended that the credits this category are given special attention as targets are set. Achieving all the credits in this category could be a way of demonstrating outstanding leadership related to water use and sustainability.

OTHER CREDIT CATEGORIES

The other LEED credit categories of Energy and Atmosphere, Materials and Resources, Indoor Environmental Quality are focused on building design and are therefore beyond the scope of a Master Plan. In the summary below, a rough projection of how many points need to be earned in these categories has been provided.

INNOVATION AND REGIONAL PRIORITY CREDIT OPPORTUNITIES

LEED offers the possibility of earning up to 5 innovation credits in addition to offering a credit for a LEED-accredited professional as part of the project team. The credits available in this category are constantly changing, as USGBC tests pilot credits. It is impossible to know what these credits will be at the time of building design and construction, but it can be reasonably assumed that there will be enough credits that are a "good fit" that this category can be maxed out for 6 points.

Regional priority credits are established by LEED to encourage specific efforts that are known to be important in different regions. These are not additional credits, but merely reward teams for credits they are achieving in other categories with an additional point. These, too, change over time, but with less frequency than the innovation credits. Currently, the Regional Priority credits for this zip code are:

- Bicycle Facilities
- Rainwater Management
- Building Product Disclosure and Optimization – Sourcing of Raw Materials
- Demand Response
- Optimize Energy Performance
- Enhanced Indoor Air Quality Strategies

The first two of these credits have already been identified as likely targets. This means that the future design team will need to target just two other credits from the remaining four which are building focused, in order to max out this category, as well. This should be achievable and can be considered a likely target.

LEED TARGET SCORE SUMMARY

With a likely target of 6-8 points for the Location and Transportation credits, 5-10 points for Sustainable Sites credits, 6 points for Innovation credits, and 4 points for Regional Priority credits, the likely target for these categories is between 21-28 points. This would require a target of between 27-34 points for WE, EA, MR, and IEQ categories. There are 73 credits available in these categories, so the required target of 27-34 represents a comfortable proportion of the total. Based on this information, the target of LEED Silver for this project is considered feasible and achievable.

DATE	REVISIONS	No.	BY	APP.

utilities department

PROJECT NO. xxx

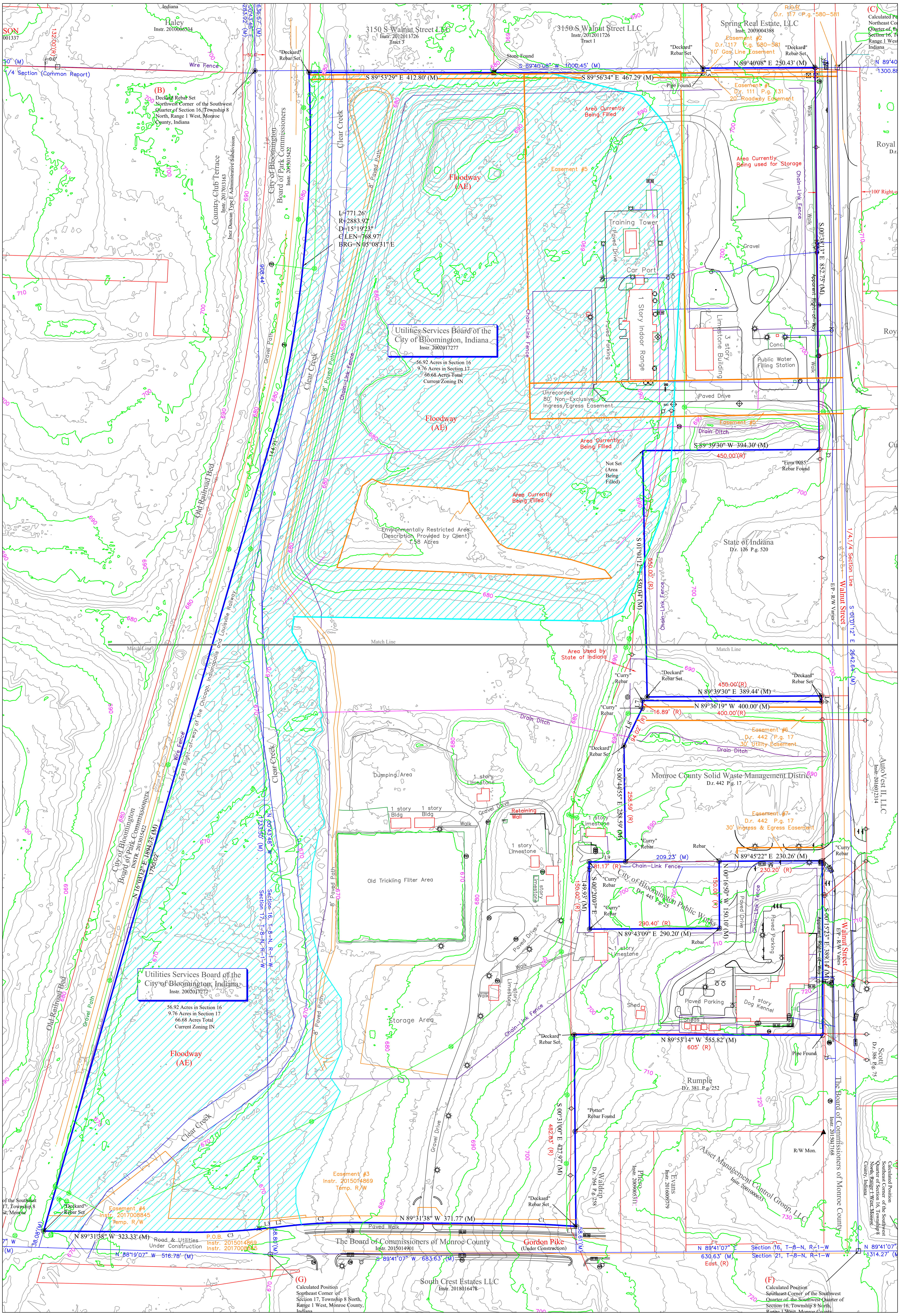
Designed by: MH, MC, JR
Drawn by: JR
Checked by: MH, MC
Approved by:
Date: 08/06/2019

certified:

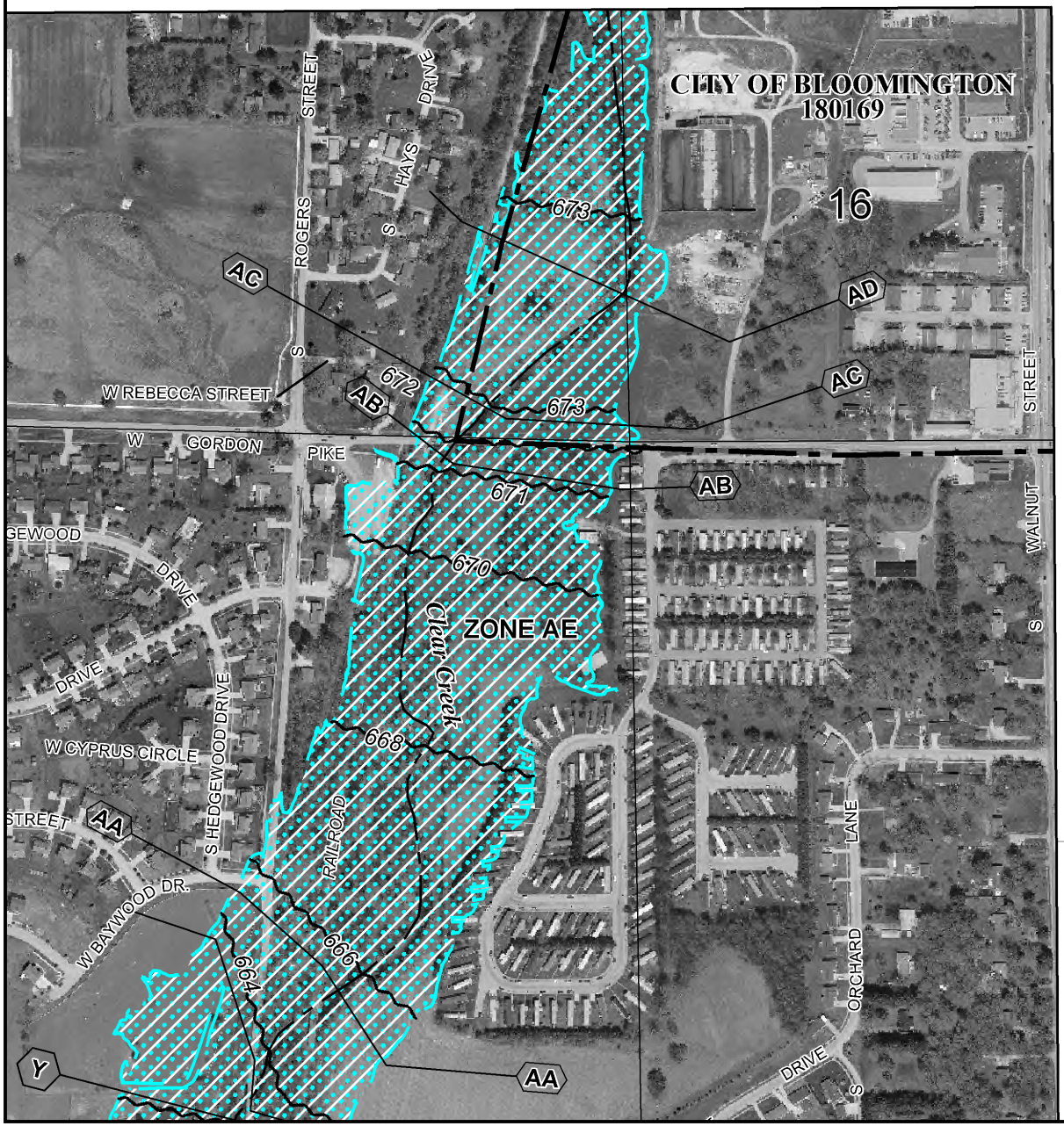
CITY OF BLOOMINGTON UTILITIES
WINSTON THOMAS
SITE PLAN

SHEET No. 1 of 1

SCALE: 1"= 100'



I:\common\WINSTON THOMAS\dwgs\Winston Thomas Site.dwg



MAP SCALE 1" = 500'

250 0 500 1000 FEET

150 0 150 300 M

NFIP NATIONAL FLOOD INSURANCE PROGRAM

PANEL 0231D

FIRM

FLOOD INSURANCE RATE MAP

MONROE COUNTY, INDIANA AND INCORPORATED AREAS

PANEL 231 OF 400

(SEE MAP INDEX FOR FIRM PANEL LAYOUT)

CONTAINS:

COMMUNITY	NUMBER	PANEL	SUFFIX
BLOOMINGTON, CITY OF	180169	0231	D
MONROE COUNTY	180444	0231	D

Notice to User: The **Map Number** shown below should be used when placing map orders; the **Community Number** shown above should be used on insurance applications for the subject community.

MAP NUMBER
18105C0231D

EFFECTIVE DATE
DECEMBER 17, 2010

Federal Emergency Management Agency

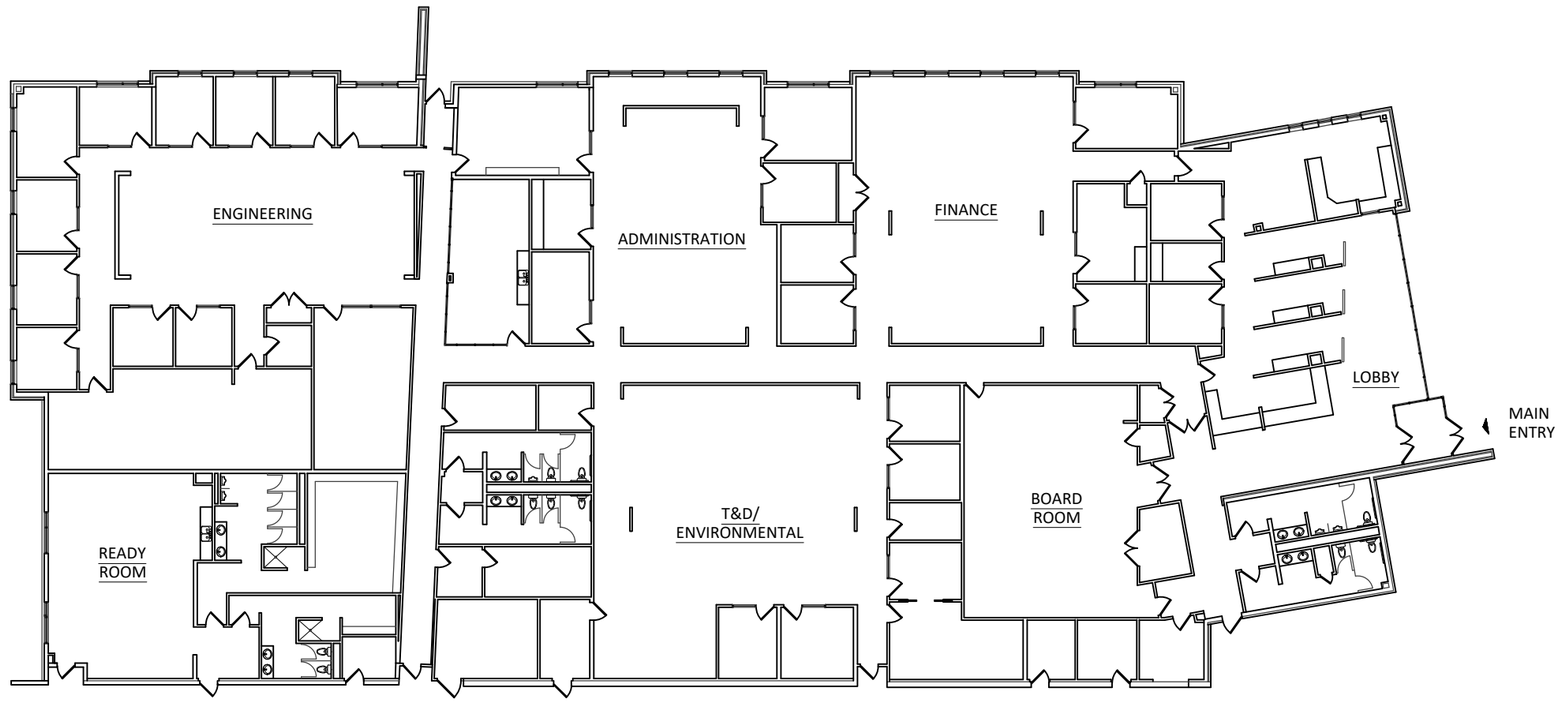
City of Bloomington Utilities Masterplan
Building Program for the Existing CBU Service Center
September 30, 2021

ROOM NAME	QUANTITY	AREA (SF)	TOTAL AREA (SF)	NOTES
ACCOUNTS RECEIVABLE				
Cashier	1	221	221	
Accounts Receivable Manager	1	217	217	
Accounts Receivable Coordinator	1	115	115	
Accounts Receivable Workroom	1	78	78	
Customer Service Coordinator	1	123	123	
Customer Service/Lobby	1	1,400	1,400	Includes front desk and three (3) customer service desks
Customer Service Representative				
TOTAL ACCOUNTS RECEIVABLE			2,154	

ROOM NAME	QUANTITY	AREA (SF)	TOTAL AREA (SF)	NOTES
FINANCE				
Assistant Director of Finance	1	178	178	
Workroom	1	178	178	
Finance Manager	1	121	121	
Finance Open Office	1	1,136	1,136	Ten (10) workstations
Managerial Accountant	1	119	119	
Account Manager	1	121	121	
Storage				
Small Meeting Room				
TOTAL FINANCE				
ADMINISTRATION				
Director	1	181	181	
Plant Manager Office	1	123	123	
Administration Open Office	1	778	778	Five (5) workstations
Adminstration Conference Room	1	330	330	
Small Meeting Room				
Storage				
TOTAL ADMINISTRATION				
ENVIRONMENTAL/T&D OFFICES				
Environmental Office, large	1	151	151	
Environmental Office	3	115	345	
Assistant Director of T&D	1	147	147	
T&D Coordinator	1	118	118	
Environmental/T&D Open Office	1	1,587	1,587	Sixteen (16) workstations
T&D Storage	1	68	68	
Environmental Storage				
Small Conference				
TOTAL ENVIRONMENTAL				
TOTAL T&D				

ROOM NAME	QUANTITY	AREA (SF)	TOTAL AREA (SF)	NOTES
ENGINEERING				
Assistant Director of Engineering	1	154	154	
Administrative Project Coordinator	1	120	120	
Capital Projects Manager	1	111	111	
Engineer	2	115	230	
Senior Project Coodinator	2	122	244	
Project Coordinator	2	100	200	
GIS Coordinator	1	105	105	
Conference Room	1	442	442	
Small Conference	1	132	132	
Copy Center	1	712	712	
Engineering Open Office	1	840	840	Ten (10) workstations
Storage	1	52	52	
Electrical Closet	1	20	20	
TOTAL ENGINEERING				
T&D				
Ready Room	1	867	867	
Men's Restroom & Locker Room	1	654	654	
Women's Restroom & Locker Room	1	265	265	
MS Analyst	1	80	80	
Assistant Superintendent	1	100	100	
Uniform Storage	1	63	63	
TOTAL T&D				

ROOM NAME	QUANTITY	AREA (SF)	TOTAL AREA (SF)	NOTES
OTHER PROGRAM AREAS				
Control/24-hour Phone	1	110	110	
Purchasing Manager	1	116	116	
Purchasing Office	1	263	263	Shared by two (2) people
Board Room	1	1,186	1,186	
Board Room Storage	1	94	94	
Board Room Tech Closet	1	28	28	
Mail Room	1	116	116	
Break Room	1	375	375	
Mechanical	1	228	228	
Electrical	1	112	112	
IT Office	1	64	64	
IT Room	1	153	153	
Men's Restroom	2	190	380	
Women's Restroom	2	190	380	
Greeter/Front Reception				
Centralized Workroom				
Small Meeting Room				
Nursing Mother Room				
Marketing Storage				
TOTAL OTHER PROGRAM AREAS				
TOTAL PROGRAM AREA			**18,985**	
TOTAL BUILDING AREA			23,250	
Ancillary Area (walls, circulation)			4,265	
Ancillary Percentage			18.3%	



FLOOR PLAN

EXISTING SERVICE CENTER

SCALE: NOT TO SCALE

Cripe
Solutions by Design Since 1937

springpoint
ARCHITECTS PC

CBU SERVICE CENTER

BLOOMINGTON, INDIANA

SEPTEMBER 30, 2021

Date:	09/09/2020	**Start Time:**	9:00 AM	**End Time:**	9:45 AM
Title:	CBU – Masterplan – Administration and Operations				
By:	Matt Amore		**Project #:**	200098-10000	
Present:	See Sign-In		**Firm:**	See Sign-In	

MEETING MINUTES

1) Introductions
2) Intent of Meeting
    a) Project Goals
    b) Project Status
3) Department Planning
    a) Program Review
        i) More privacy needed for employees in the office
            (1) "Huddle" spaces would be preferred
            (2) Departmental storage is needed
            (3) Marketing storage is needed
                (a) Water Bottles
            (4) Technology Storage
                (a) Laptop Checkout
                (b) Currently in Control Office
            (5) Mother's Room
        ii) Passive solar is preferred
        iii) Building Operations system is something that would be preferred in future building
            (1) Shade Control and temperature management
        iv) Acoustics are considered adequate
        v) Administrative Conference Room is not really used currently
        vi) Centralized workroom is preferred
    b) Adjacency Planning
        i) Tom Axsom – CBU is "home base" but doesn't spend majority of the time in the building
        ii) Board room facilitation is part of Administration
            (1) Technology and microphones should be thought of at the forefront

iii) Data monitoring from plants and being able to be displayed in multiple locations

(1) Educational component for employees and staff

iv) Outdoor space to be shared by employees would be appreciated

4) Master Planning Schedule Review

5) Action Items

a) Adjacency Diagram Review

END OF MEETING

The summary above constitutes the writer's understanding of the basic matters discussed and the conclusions reached. The participants are requested to review these matters and notify **Cripe** in writing, within five (5) days of receipt of the Meeting Minutes of any exceptions. In the absence of such notice, the Meeting Minutes will be considered accurate.

Attachment(s):

c: Attendees, Springpoint Meeting Minutes, Departmental Program

Date:	09/09/2020	**Start Time:**	9:00 AM	**End Time:**	9:45 AM
Title:	CBU – Masterplan – Administration and Operations				
By:	Matt Amore		**Project #:**	200098-10000	
Present:	See Sign-In		**Firm:**	See Sign-In	

SIGN IN SHEET

Name	Company	Email
Matt Amore	Cripe	mamore@cripe.biz
Jayne York	Springpoint	jayne@springpointarchitects.com
Tom Axsom	City of Bloomington	
Vic Kelson	City of Bloomington	
Holly McLauchlin	City of Bloomington	

MEETING NOTES September 9, 2020

MEETING PURPOSE: Departmental Interviews – Administration & Operations

ATTENDEES via ZOOM:

Vic Kelson, Director of CBU and Director of Administration
Tom Axsom, CBU Assistant Director of Operations
Holly McLauchlin, Public Relations for CBU
Matt Amore, Cripe Architecture
Jayne York, Springpoint Architects

A. CBU is one of (18) eighteen, and soon to be one of (19) City of Bloomington departments.
B. Operations is responsible for two (2) wastewater plants and one (1) water treatment facility. Tom has an office at the Service Center and starts and ends his day there but is usually at one of the other facilities.
C. There is a need in the Administration department for additional or part-time privacy for conference calls, etc. among the cubicle staff. Holly enjoys the community aspect of the open office but a private space would be convenient at times. These private spaces could be small conference rooms that also provide a quiet workspace.
D. Currently there is no storage in Administration. Storage in the new building would be used for files, promotional materials, and laptops for checkout. The promotional items are not stored in private offices and the laptops are currently stored in the storage room off the Boardroom.
E. The Control office is staffed 24 hours a day, 365 days a year. The checkout items need to be convenient to this person.
F. The limitations of the existing building were discussed:
    1. There is no nursing mother area. This should be included in the new building.
    2. Temperature control is an issue. Some days are very hot and some days it is like a refrigerator. Passive solar design is desired. A building systems approach was discussed including automated control of daylight.
G. The Administration department used to have its own Copy Room but that was converted into an office and now the Workroom in Finance is used. Holly likes the shared community space for overlap between departments.
H. Vic finds it odd that Administration isn't closer to the front door in the existing Service Center, however it is more centrally located in the building. With a reduction of in-person customer service, this may be an opportunity to shift department locations. In any case, a place in the building to meet with contractors or customers will be still be needed.
I. The education component of the building was discussed in regard to adjacencies. Administration will facilitate the public education program and stormwater is handled by MS4.
J. The Boardroom is used for bi-weekly Board Meetings and is also available for use by the public if there is a water-related component to the group or meeting. It would be ideal if the new Boardroom was better set up for technology, including permanent microphones and ports for Board Meetings and cameras. It would be good if it were set up as a multi-media conferencing center. The largest conference rooms in the building (located in Administration and Engineering) currently have flat-screen displays and microphones. Touchscreen displays that could be used for presentations and a whiteboard function would be good.

MEETING NOTES September 9, 2020

K. Vic has been pushing hard for data monitoring systems that could be tied to monitors around the building for employees to see and interact with. These "dashboards" could display the data reports, and other messaging such as weather and public safety announcements.
L. Vic would like a nice place for lunch to be enjoyed outdoors. A similar area at the existing building is well-used.

Respectfully submitted,

Jayne York, AIA, LEED AP
Springpoint Architects, pc

CBU Masterplan
Existing Building Program

prepared by Springpoint Architects, pc

Quantity	Room Name	Area	Total Area	Notes
ACCOUNTS RECEIVABLE				
1	Cashier	221	221	
1	Accounts Receivable Manager	217	217	
1	Accounts Receivable Coordinator	115	115	
1	Accounts Receivable Workroom	78	78	
1	Customer Service Coordinator	123	123	
1	Customer Service/Lobby	1,400	1,400	Includes front desk and three (3) customer service desks
FINANCE				
1	Assistant Director of Finance	178	178	
1	Workroom	178	178	
1	Finance Manager	121	121	
1	Finance Open Office	1,136	1,136	Ten (10) workstations
1	Managerial Accountant	119	119	
1	Account Manager	121	121	
ADMINISTRATION				
1	Director	181	181	
1	Plant Manager Office	123	123	
1	Administration Open Office	778	778	Five (5) workstations
1	Adminstration Conference Room	330	330	
ENVIRONMENTAL/T&D OFFICES				
1	Environmental Office, large	151	151	
3	Environmental Office	115	345	

1	Assistant Director of T&D	147	147	
1	T&D Coordinator	118	118	
1	Environmental/T&D Open Office	1,587	1,587	Sixteen (16) workstations
1	T&D Storage	68	68	
ENGINEERING				
1	Assistant Director of Engineering	154	154	
1	Administrative Project Coordinator	120	120	
1	Capital Projects Manager	111	111	
2	Engineer	115	230	
2	Senior Project Coodinator	122	244	
2	Project Coordinator	100	200	
1	GIS Coordinator	105	105	
1	Conference Room	442	442	
1	Small Conference	132	132	
1	Copy Center	712	712	
1	Engineering Open Office	840	840	Ten (10) workstations
1	Storage	52	52	
1	Electrical Closet	20	20	
T&D				
1	Ready Room	867	867	
1	Men's Restroom & Locker Room	654	654	
1	Women's Restroom & Locker Room	265	265	
1	MS Analyst	80	80	
1	Assistant Superintendent	100	100	
1	Uniform Storage	63	63	
OTHER PROGRAM AREAS				
1	Control/24-hour Phone	110	110	
1	Purchasing Manager	116	116	
1	Purchasing Office	263	263	Shared by two (2) people
1	Board Room	1,186	1,186	
1	Board Room Storage	94	94	

1	Board Room Tech Closet	28	28
1	Mail Room	116	116
1	Break Room	375	375
1	Mechanical	228	228
1	Electrical	112	112
1	IT Office	64	64
1	IT Room	153	153
2	Men's Restroom	190	380
2	Women's Restroom	190	380
	TOTAL PROGRAM AREA		16,831
	TOTAL BUILDING AREA		23,250
	Ancillary Area (walls, circulation)		6,419
	Ancillary Percentage		27.6%

Date:	09/09/2020	**Start Time:**	9:45 AM	**End Time:**	10:30 AM
Title:	CBU – Masterplan – Environmental				
By:	Matt Amore		**Project #:**	200098-10000	
Present:	See Sign-In		**Firm:**	See Sign-In	

MEETING MINUTES

1) Introductions
2) Intent of Meeting
    a) Project Goals
    b) Project Status
3) Department Planning
    a) Program Review
        i) Coordinators for each department should each have individual offices
        ii) Currently not enough space is allocated for employees
            (1) Multiple people share cubicles within the department. Cubicles are fairly large but do not allow for individual spaces
        iii) Lab
            (1) Would prefer that to be a part of the WT site
                (a) 5 people currently
            (2) Need to evaluate need and desire to move Lab to WT site
                (a) James to send sf requirements along to design team for record and evaluation
        iv) Current Building does not have enough storage
            (1) Water Quality storage
                (a) Marketing Storage
        v) Meeting spaces are needed but current needs are meeting needs. Flexibility of rooms is important
    b) Adjacency Planning
        i) Need to evaluate LAB requirements
        ii) Lots of overlap with different departments
            (1) Various levels of communication with engineering so adjacency to that department would be important
4) Master Planning Schedule Review

Date:	09/09/2020	**Start Time:**	9:45 AM	**End Time:**	10:30 AM
Title:	CBU – Masterplan – Environmental				
By:	Matt Amore		**Project #:**	200098-10000	
Present:	See Sign-In		**Firm:**	See Sign-In	

5) Action Items
   a) Adjacency Diagram Review

END OF MEETING

The summary above constitutes the writer's understanding of the basic matters discussed and the conclusions reached. The participants are requested to review these matters and notify **Cripe** in writing, within five (5) days of receipt of the Meeting Minutes of any exceptions. In the absence of such notice, the Meeting Minutes will be considered accurate.

Attachment(s):

c: Attendees, Springpoint Meeting Minutes, Departmental Program

Date:	09/09/2020	**Start Time:**	9:45 AM	**End Time:**	10:30 AM
Title:	CBU – Masterplan – Environmental				
By:	Matt Amore		**Project #:**	200098-10000	
Present:	See Sign-In		**Firm:**	See Sign-In	

SIGN IN SHEET

Name	Company	Email
Matt Amore	Cripe	mamore@cripe.biz
Jayne York	Springpoint	jayne@springpointarchitects.com
James Hall	City of Bloomington	

MEETING NOTES September 9, 2020

MEETING PURPOSE: Departmental Interviews - Environmental

ATTENDEES via ZOOM:

James Hall, Assistant Director of Environmental Programs
Matt Amore, Cripe Architecture
Jayne York, Springpoint Architects

A. The environmental department is currently spread out between two office areas. This doesn't really impede the function of the department.
B. The traditional office distribution within the department is currently working pretty well. The coordinator positions need closed office spaces and currently do not have office space for everyone.
C. A dedicated storage space is required. Currently storage is within offices.
D. The low cubicle walls are good for collaboration.
E. The laboratory function is currently located at the Dillman road facility and contains an office for a lab supervisor, a workspace for three (3) lab technicians, large lab and lab storage. It would be more centrally located at the Winston-Thomas site; currently the public drops samples off at Dillman Road. The drop off procedure has changed and now the public drops their sample in a refrigerator at the front of the building, signs paperwork and rings a bell. The fact that this is a very public function for CBU may make it better suited to remain at Dillman Road.
F. The Water Quality coordinator works with the potable water plant at Lake Monroe, Tom Axsom with Operations and T&D. Bi-weekly meetings are held.
G. Pre-Treatment works with the Lab, Operations and Engineering. Bi-weekly meetings are held.
H. Stormwater works with T&D and Engineering and has meetings every other day with the former and weekly with the latter.
I. Zoom Meetings do not work for large coordination meetings with large maps and other visuals.
J. The biggest limitation in the existing Service Center is the lack of storage. There are two (2) closets shared by the middle three (3) sub-departments. Environmental has lots of sampling materials, educational items, water bottles and water carts for events. James suggested there be a central marketing closet for multiple departments to use.
K. All the small and large meeting rooms are well utilized within the current facility. The Boardroom is used for large Stormwater Grant Meeting which are sometimes at full capacity.
L. James shared the previous Program Assessment and Lab Layout for a separate masterplan effort for the Dillman Road facility with Matt and Jayne.

Respectfully submitted,

Jayne York, AIA, LEED AP
Springpoint Architects, pc

MEETING NOTES September 9, 2020

CBU Masterplan
Existing Building Program

prepared by Springpoint Architects, pc

Quantity	Room Name	Area	Total Area	Notes
ACCOUNTS RECEIVABLE				
1	Cashier	221	221	
1	Accounts Receivable Manager	217	217	
1	Accounts Receivable Coordinator	115	115	
1	Accounts Receivable Workroom	78	78	
1	Customer Service Coordinator	123	123	
1	Customer Service/Lobby	1,400	1,400	Includes front desk and three (3) customer service desks
FINANCE				
1	Assistant Director of Finance	178	178	
1	Workroom	178	178	
1	Finance Manager	121	121	
1	Finance Open Office	1,136	1,136	Ten (10) workstations
1	Managerial Accountant	119	119	
1	Account Manager	121	121	
ADMINISTRATION				
1	Director	181	181	
1	Plant Manager Office	123	123	
1	Administration Open Office	778	778	Five (5) workstations
1	Adminstration Conference Room	330	330	
ENVIRONMENTAL/T&D OFFICES				
1	Environmental Office, large	151	151	
3	Environmental Office	115	345	

1	Assistant Director of T&D	147	147	
1	T&D Coordinator	118	118	
1	Environmental/T&D Open Office	1,587	1,587	Sixteen (16) workstations
1	T&D Storage	68	68	
ENGINEERING				
1	Assistant Director of Engineering	154	154	
1	Administrative Project Coordinator	120	120	
1	Capital Projects Manager	111	111	
2	Engineer	115	230	
2	Senior Project Coodinator	122	244	
2	Project Coordinator	100	200	
1	GIS Coordinator	105	105	
1	Conference Room	442	442	
1	Small Conference	132	132	
1	Copy Center	712	712	
1	Engineering Open Office	840	840	Ten (10) workstations
1	Storage	52	52	
1	Electrical Closet	20	20	
T&D				
1	Ready Room	867	867	
1	Men's Restroom & Locker Room	654	654	
1	Women's Restroom & Locker Room	265	265	
1	MS Analyst	80	80	
1	Assistant Superintendent	100	100	
1	Uniform Storage	63	63	
OTHER PROGRAM AREAS				
1	Control/24-hour Phone	110	110	
1	Purchasing Manager	116	116	
1	Purchasing Office	263	263	Shared by two (2) people
1	Board Room	1,186	1,186	
1	Board Room Storage	94	94	

1	Board Room Tech Closet	28	28
1	Mail Room	116	116
1	Break Room	375	375
1	Mechanical	228	228
1	Electrical	112	112
1	IT Office	64	64
1	IT Room	153	153
2	Men's Restroom	190	380
2	Women's Restroom	190	380
	TOTAL PROGRAM AREA		16,831
	TOTAL BUILDING AREA		23,250
	Ancillary Area (walls, circulation)		6,419
	Ancillary Percentage		27.6%

Date:	09/09/2020	**Start Time:**	8:15 AM	**End Time:**	9:00 AM
Title:	CBU – Masterplan – Accounting/Finance/Cust. Rel./Purchasing				
By:	Matt Amore		**Project #:**	200098-10000	
Present:	See Sign-In		**Firm:**	See Sign-In	

MEETING MINUTES

1) Introductions
2) Intent of Meeting
    a) Project Goals
    b) Project Status
3) Department Planning
    a) Program Review
        i) Customer Service
            (1) Customer Service Coordination
            (2) (6) Customer Service Representatives
        ii) Finance
        iii) Purchasing
        iv) Accounts Receivable
        v) Maintenance and Inventory
    b) Open Office vs. Closed Office
        i) Current mix between open office and closed office is appropriate
    c) Customer Service Reps in COVID
        i) Large front area is not needed since people are not coming to the door anymore
    d) Digitizing of process was already done
    e) Spaces could be more uniformly sized if storage was better sized
        i) File Cabinet Storage
            (1) Paper Files are required for auditing purposes
        ii) Work Room is used for all departments
            (1) Centralized printing and work room would be preferred
        iii) Finance Storage
    f) Small meeting room would be preferred
    g) Working on reducing paper requirements with governing body.

Date:	09/09/2020	**Start Time:**	8:15 AM	**End Time:**	9:00 AM
Title:	CBU – Masterplan – Accounting/Finance/Cust. Rel./Purchasing				
By:	Matt Amore		**Project #:**	200098-10000	
Present:	See Sign-In		**Firm:**	See Sign-In	

h) Adjacency Planning

i) Visible Review of the Dropbox and oversight of the front door safe

ii) Control and Finance have different door oversight

(1) Control provides Access

iii) There is some wasted space but

4) Master Planning Schedule Review

5) Action Items

a) Adjacency Diagram Review

END OF MEETING

The summary above constitutes the writer's understanding of the basic matters discussed and the conclusions reached. The participants are requested to review these matters and notify **Cripe** in writing, within five (5) days of receipt of the Meeting Minutes of any exceptions. In the absence of such notice, the Meeting Minutes will be considered accurate.

Attachment(s):

c: Attendees, Springpoint Meeting Minutes, Departmental Program

Date:	09/09/2020	**Start Time:**	8:15 AM	**End Time:**	9:00 AM
Title:	CBU – Masterplan – Accounting/Finance/Cust. Rel./Purchasing				
By:	Matt Amore		**Project #:**	200098-10000	
Present:	See Sign-In		**Firm:**	See Sign-In	

SIGN IN SHEET

Name	Company	Email
Matt Amore	Cripe	mamore@cripe.biz
Jayne York	Springpoint	jayne@springpointarchitects.com
Laura Pettit	CBU	
Michelle Walden	CBU	

MEETING NOTES September 9, 2020

MEETING PURPOSE: Departmental Interviews - Finance

ATTENDEES via ZOOM:

Laura Pettit, Utilities Assistant Director of Finance
Michelle Walden, Utilities Finance Manager
Matt Amore, Cripe Architecture
Jayne York, Springpoint Architects

A. The Finance department handles the following at CBU: Finance, Accounts Receivable, Customer Service and Purchasing (Building Inventory).
B. There will no longer be in-person customer service at CBU. The cashier positions will be turning into Customer Service representatives and they will report to the Customer Service Coordinator.
C. The current mix of open office and private offices is acceptable, except that the Web and Information Manager should have a private office. The open office cubicles are currently almost full; one (1) desk space is always reserved for auditors.
D. Due to going to an "appointment only" system for the public, the front atrium is now mostly a "waste of space". With the public component eliminated, the Finance department would not necessarily need to be at the front of the building, with the exception of the Control person who needs a view and access to the Dropbox and payment safe.
E. A greeter/front reception position will still be needed for front door access and control.
F. Most of the department files have become digitized, but there is some file storage needed for Active Contracts, Prior Fiscal Year Records, etc. The file storage is currently located in the Workroom. Finance, Administration, Environmental and T&D all use the workroom. A separate, central printing room/area would be better.
G. A small meeting room in the department would be a useful addition.
H. In general, people like the current open office area and the cubicle sizes are adequate. A couple more offices could be utilized for complex tasks.

Respectfully submitted,

Jayne York, AIA, LEED AP
Springpoint Architects, pc

CBU Masterplan
Existing Building Program

prepared by Springpoint Architects, pc

Quantity	Room Name	Area	Total Area	Notes
ACCOUNTS RECEIVABLE				
1	Cashier	221	221	
1	Accounts Receivable Manager	217	217	
1	Accounts Receivable Coordinator	115	115	
1	Accounts Receivable Workroom	78	78	
1	Customer Service Coordinator	123	123	
1	Customer Service/Lobby	1,400	1,400	Includes front desk and three (3) customer service desks
FINANCE				
1	Assistant Director of Finance	178	178	
1	Workroom	178	178	
1	Finance Manager	121	121	
1	Finance Open Office	1,136	1,136	Ten (10) workstations
1	Managerial Accountant	119	119	
1	Account Manager	121	121	
ADMINISTRATION				
1	Director	181	181	
1	Plant Manager Office	123	123	
1	Administration Open Office	778	778	Five (5) workstations
1	Adminstration Conference Room	330	330	
ENVIRONMENTAL/T&D OFFICES				
1	Environmental Office, large	151	151	
3	Environmental Office	115	345	

1	Assistant Director of T&D	147	147	
1	T&D Coordinator	118	118	
1	Environmental/T&D Open Office	1,587	1,587	Sixteen (16) workstations
1	T&D Storage	68	68	
ENGINEERING				
1	Assistant Director of Engineering	154	154	
1	Administrative Project Coordinator	120	120	
1	Capital Projects Manager	111	111	
2	Engineer	115	230	
2	Senior Project Coodinator	122	244	
2	Project Coordinator	100	200	
1	GIS Coordinator	105	105	
1	Conference Room	442	442	
1	Small Conference	132	132	
1	Copy Center	712	712	
1	Engineering Open Office	840	840	Ten (10) workstations
1	Storage	52	52	
1	Electrical Closet	20	20	
T&D				
1	Ready Room	867	867	
1	Men's Restroom & Locker Room	654	654	
1	Women's Restroom & Locker Room	265	265	
1	MS Analyst	80	80	
1	Assistant Superintendent	100	100	
1	Uniform Storage	63	63	
OTHER PROGRAM AREAS				
1	Control/24-hour Phone	110	110	
1	Purchasing Manager	116	116	
1	Purchasing Office	263	263	Shared by two (2) people
1	Board Room	1,186	1,186	
1	Board Room Storage	94	94	

1	Board Room Tech Closet	28	28
1	Mail Room	116	116
1	Break Room	375	375
1	Mechanical	228	228
1	Electrical	112	112
1	IT Office	64	64
1	IT Room	153	153
2	Men's Restroom	190	380
2	Women's Restroom	190	380
	TOTAL PROGRAM AREA		16,831
	TOTAL BUILDING AREA		23,250
	Ancillary Area (walls, circulation)		6,419
	Ancillary Percentage		27.6%

Date:	09/09/2020	**Start Time:**	10:30 AM	**End Time:**	11:15 AM
Title:	CBU – Masterplan – T&D				
By:	Matt Amore		**Project #:**	200098-10000	
Present:	See Sign-In		**Firm:**	See Sign-In	

MEETING MINUTES

1) Introductions
2) Intent of Meeting
    a) Project Goals
    b) Project Status
3) Department Planning
    a) Program Review
        i) Updated technology may require less office space for coordinators
        ii) Closed vs. Open Office
            (1) Not enough space for assistant superintendents to conduct closed door meetings
        iii) Meter Services is a part of T&D
        iv) Huddle spaces would be preferred
        v) Ready room is not large enough currently
            (1) Bi-Weekly Meetings are held with entire department
                (a) Multi-use room would be preferred
                (b) Ready room is used every morning but break room space may not be needed appropriately
        vi) Small Conference room would be preferred
    b) Adjacency Planning
        i) T&D needs to be located close to yard and maintenance area
        ii) Garage may not need to be immediately adjacent to the service center
            (1) Needs to be evaluated
            (2) Exterior equipment storage is important where some of the equipment would prefer to be indoors
4) Master Planning Schedule Review
5) Action Items
    a) Adjacency Diagram Review

Date:	09/09/2020	**Start Time:**	10:30 AM	**End Time:**	11:15 AM
Title:	CBU – Masterplan – T&D				
By:	Matt Amore		**Project #:**	200098-10000	
Present:	See Sign-In		**Firm:**	See Sign-In	

END OF MEETING

Attachment(s):

The summary above constitutes the writer's understanding of the basic matters discussed and the conclusions reached. The participants are requested to review these matters and notify **Cripe** in writing, within five (5) days of receipt of the Meeting Minutes of any exceptions. In the absence of such notice, the Meeting Minutes will be considered accurate.

c: Attendees, Springpoint Meeting Minutes, Departmental Program

Date:	09/09/2020	**Start Time:**	10:30 AM	**End Time:**	11:15 AM
Title:	CBU – Masterplan – T&D				
By:	Matt Amore		**Project #:**	200098-10000	
Present:	See Sign-In		**Firm:**	See Sign-In	

SIGN IN SHEET

Name	Company	Email
Matt Amore	Cripe	mamore@cripe.biz
Jayne York	Springpoint	jayne@springpointarchitects.com
Brandon Prince	City of Bloomington	

MEETING NOTES September 9, 2020

MEETING PURPOSE: Departmental Interviews – T&D

ATTENDEES via ZOOM:

Brandon Prince, Assistant Director of T&D
Matt Amore, Cripe Architecture
Jayne York, Springpoint Architects

A. T&D is a little short on space for private offices. The new workorder management system and tablets will reduce demand for desk space but there is not enough closed office space for personnel issues, etc. The Assistant Superintendents do not have enough privacy; they should be within private offices.
B. There are (2) two Administration Assistants that should have private offices. The T&D Coordinator office was converted into a small conference room. The small conference room has a flat screen monitor and is used for training purposes and private conversations.
C. The Purchasing Manager located near T&D is part of the Finance Department. The Parts Storage and Supply located off the garage is part of Purchasing but the funding comes from the T&D budget. Parts Storage and Supply needs adjacency with T&D.
D. T&D needs direct access to the garage. The current adjacency is convenient but separation from the building would also make sense in regard to noise and safety. There is an estimated 100 trips in and out of the garage on a daily basis. The garage space is limited and valuable, especially in winter. Brandon estimates that the current garage is half the size it should be to house the vehicles and miscellaneous equipment (compressors, etc.) that should be covered from the elements. A vehicle list was previously shared with the design team and will be consulted.
E. Currently there are enough lockers but the Ready Room is far undersized. T&D has 65-68 employees and bi-weekly meetings are held. A larger room for both training opportunities and Ready Room function could be a better solution. The Ready Room functions as a Break Room on a daily basis; about 10 people are using it in the morning at one time. Lunch is typically offsite, rather than in the building.

Respectfully submitted,

Jayne York, AIA, LEED AP
Springpoint Architects, pc

MEETING NOTES September 9, 2020

CBU Masterplan
Existing Building Program

prepared by Springpoint Architects, pc

Quantity	Room Name	Area	Total Area	Notes
ACCOUNTS RECEIVABLE				
1	Cashier	221	221	
1	Accounts Receivable Manager	217	217	
1	Accounts Receivable Coordinator	115	115	
1	Accounts Receivable Workroom	78	78	
1	Customer Service Coordinator	123	123	
1	Customer Service/Lobby	1,400	1,400	Includes front desk and three (3) customer service desks
FINANCE				
1	Assistant Director of Finance	178	178	
1	Workroom	178	178	
1	Finance Manager	121	121	
1	Finance Open Office	1,136	1,136	Ten (10) workstations
1	Managerial Accountant	119	119	
1	Account Manager	121	121	
ADMINISTRATION				
1	Director	181	181	
1	Plant Manager Office	123	123	
1	Administration Open Office	778	778	Five (5) workstations
1	Adminstration Conference Room	330	330	
ENVIRONMENTAL/T&D OFFICES				
1	Environmental Office, large	151	151	
3	Environmental Office	115	345	

1	Assistant Director of T&D	147	147	
1	T&D Coordinator	118	118	
1	Environmental/T&D Open Office	1,587	1,587	Sixteen (16) workstations
1	T&D Storage	68	68	
ENGINEERING				
1	Assistant Director of Engineering	154	154	
1	Administrative Project Coordinator	120	120	
1	Capital Projects Manager	111	111	
2	Engineer	115	230	
2	Senior Project Coodinator	122	244	
2	Project Coordinator	100	200	
1	GIS Coordinator	105	105	
1	Conference Room	442	442	
1	Small Conference	132	132	
1	Copy Center	712	712	
1	Engineering Open Office	840	840	Ten (10) workstations
1	Storage	52	52	
1	Electrical Closet	20	20	
T&D				
1	Ready Room	867	867	
1	Men's Restroom & Locker Room	654	654	
1	Women's Restroom & Locker Room	265	265	
1	MS Analyst	80	80	
1	Assistant Superintendent	100	100	
1	Uniform Storage	63	63	
OTHER PROGRAM AREAS				
1	Control/24-hour Phone	110	110	
1	Purchasing Manager	116	116	
1	Purchasing Office	263	263	Shared by two (2) people
1	Board Room	1,186	1,186	
1	Board Room Storage	94	94	

1	Board Room Tech Closet	28	28
1	Mail Room	116	116
1	Break Room	375	375
1	Mechanical	228	228
1	Electrical	112	112
1	IT Office	64	64
1	IT Room	153	153
2	Men's Restroom	190	380
2	Women's Restroom	190	380
	TOTAL PROGRAM AREA		16,831
	TOTAL BUILDING AREA		23,250
	Ancillary Area (walls, circulation)		6,419
	Ancillary Percentage		27.6%

Date:	09/15/2020	**Start Time:**	2:00 PM	**End Time:**	2:45 PM
Title:	CBU – Masterplan – Engineering				
By:	Matt Amore		**Project #:**	200098-10000	
Present:	See Sign-In		**Firm:**	See Sign-In	

MEETING MINUTES

1) Introductions
2) Intent of Meeting
    a) Project Goals
    b) Project Status
3) Department Planning
    a) Restrooms are not sized appropriately
        i) T&D Restrooms also seem to be filled more than not
        ii) Breakroom
            (1) "Fish Bowl" aspect may lead it to not being used
            (2) Most people eat at their desk, so the current space is not used
    b) Program Review
        i) Current Engineering space seems to work well for current staff
        ii) Some people would like some more "concentration spaces"
        iii) Paper Drawing space need will likely go down with the movement toward digital
            (1) Copy center may be able to shrink from current design spaces
        iv) Office count seems to work appropriately
        v) Cubicle space is dense but larger cubicles are preferred for drawing review and can feel crowded when everyone is in the office
        vi) Noise is an issue
        vii) Daylighting for "cubicle" employees would be appreciated
        viii) "Huddle Spaces" would be preferred.
    c) Adjacency Planning
        i) Adjacencies not as critical as other departments
            (1) T&D and Environmental departments would be preferred if need be.
            (2) Connection to board room would be important for city review meetings
4) Master Planning Schedule Review
5) Action Items

Date:	09/15/2020	**Start Time:**	2:00 PM	**End Time:**	2:45 PM
Title:	CBU – Masterplan – Engineering				
By:	Matt Amore		**Project #:**	200098-10000	
Present:	See Sign-In		**Firm:**	See Sign-In	

a) Adjacency Diagram Review

b) Incorporation of lab into masterplan

   i) CBU to send along planning requirements for building

END OF MEETING

The summary above constitutes the writer's understanding of the basic matters discussed and the conclusions reached. The participants are requested to review these matters and notify **Cripe** in writing, within five (5) days of receipt of the Meeting Minutes of any exceptions. In the absence of such notice, the Meeting Minutes will be considered accurate.

Attachment(s):

c: Attendees, Springpoint Minutes, Departmental Program

Date:	09/15/2020	**Start Time:**	2:00 PM	**End Time:**	2:45 PM
Title:	CBU – Masterplan – Engineering				
By:	Matt Amore		**Project #:**	200098-10000	
Present:	See Sign-In		**Firm:**	See Sign-In	

SIGN IN SHEET

Name	Company	Email
Matt Amore	Cripe	mamore@cripe.biz
Jayne York	Springpoint	jayne@springpointarchitects.com
Brad Schroeder	City of Bloomington	

MEETING NOTES September 15, 2020

MEETING PURPOSE: Departmental Interviews – Engineering & General Building

ATTENDEES via ZOOM:

Brad Schroeder, Utilities Assistant Director for Engineering
Matt Amore, Cripe Architecture
Jayne York, Springpoint Architects

A. The current Engineering department in the Service Center building is adequate and works fairly well.
B. While drawing submissions are going electronic, storage for old drawings is still needed. In the future, less storage could be required in the Copy Room. The existing storage closet is well used for books and drawings.
C. The current amount of private offices works well. The open office area is densely packed. There are six (6) decently-sized cubes with u-shaped desks and three (3) smaller ell-shaped desks for interns. The larger desks are best for drawings. Three (3) of the open-office staff are often working in the field but when everyone is in the office it tends to be loud.
D. Everyone likes the natural light and windows that the existing department area has in the Service Center.
E. While Engineering works mostly with T&D and Environmental, adjacency is not imperative as they can walk to them.
F. Restrooms in the building seem to be undersized. There's a fair amount of use in the south restroom group with office occupants and T&D employees coming in to use those facilities. The front restroom group is rarely used except by the Finance department.
G. Very few people eat in the Break Room. It is not a comfortable environment where you sit with your colleagues.
H. A separate office for Engineering and T&D or "Huddle Space" would be a nice addition to the new building. It should contain a table to seat four to six (4-6) people and have a flatscreen monitor.
I. The Environmental department could use more square footage in their Open Office area.
J. The proportions of Brad's office are not as functional as the other large offices in the building. Vic and Laura's offices are more square in proportion than Brad's and work better for furniture layout.
K. The Boardroom should be better equipped for technology. If a large conference room or rooms are located adjacent to the Board Room, operable walls could be utilized to expand the Board Room for large training sessions. The large conference room currently in the Engineering Department could be located outside their department. The Engineering department uses the large conference room to look over large drawings. Often their meetings are with outside parties so it would make sense to be located near the front of the building.
L. The existing lab is undersized at its current location at the Dillman Road facility and James with Environmental suggested that it be located in the new facility. It is unknown if the Lab will be moved to the Winston Thomas site; a 5,600 placeholder will be included in the site plan.

MEETING NOTES September 15, 2020

Respectfully submitted,

Jayne York, AIA, LEED AP
Springpoint Architects, pc

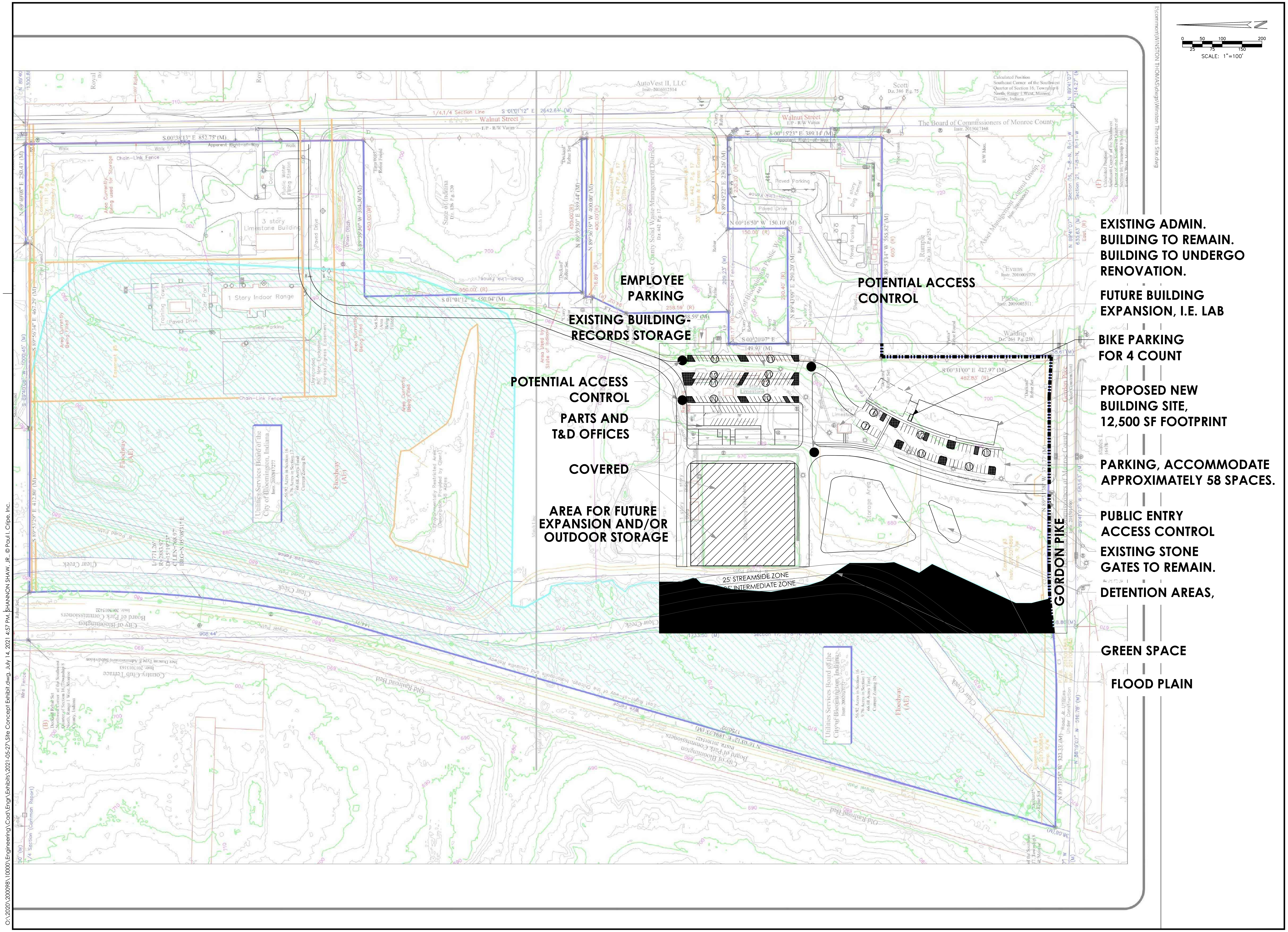
CBU Masterplan
Existing Building Program

prepared by Springpoint Architects, pc

Quantity	Room Name	Area	Total Area	Notes
ACCOUNTS RECEIVABLE				
1	Cashier	221	221	
1	Accounts Receivable Manager	217	217	
1	Accounts Receivable Coordinator	115	115	
1	Accounts Receivable Workroom	78	78	
1	Customer Service Coordinator	123	123	
1	Customer Service/Lobby	1,400	1,400	Includes front desk and three (3) customer service desks
FINANCE				
1	Assistant Director of Finance	178	178	
1	Workroom	178	178	
1	Finance Manager	121	121	
1	Finance Open Office	1,136	1,136	Ten (10) workstations
1	Managerial Accountant	119	119	
1	Account Manager	121	121	
ADMINISTRATION				
1	Director	181	181	
1	Plant Manager Office	123	123	
1	Administration Open Office	778	778	Five (5) workstations
1	Adminstration Conference Room	330	330	
ENVIRONMENTAL/T&D OFFICES				
1	Environmental Office, large	151	151	
3	Environmental Office	115	345	

1	Assistant Director of T&D	147	147	
1	T&D Coordinator	118	118	
1	Environmental/T&D Open Office	1,587	1,587	Sixteen (16) workstations
1	T&D Storage	68	68	
ENGINEERING				
1	Assistant Director of Engineering	154	154	
1	Administrative Project Coordinator	120	120	
1	Capital Projects Manager	111	111	
2	Engineer	115	230	
2	Senior Project Coodinator	122	244	
2	Project Coordinator	100	200	
1	GIS Coordinator	105	105	
1	Conference Room	442	442	
1	Small Conference	132	132	
1	Copy Center	712	712	
1	Engineering Open Office	840	840	Ten (10) workstations
1	Storage	52	52	
1	Electrical Closet	20	20	
T&D				
1	Ready Room	867	867	
1	Men's Restroom & Locker Room	654	654	
1	Women's Restroom & Locker Room	265	265	
1	MS Analyst	80	80	
1	Assistant Superintendent	100	100	
1	Uniform Storage	63	63	
OTHER PROGRAM AREAS				
1	Control/24-hour Phone	110	110	
1	Purchasing Manager	116	116	
1	Purchasing Office	263	263	Shared by two (2) people
1	Board Room	1,186	1,186	
1	Board Room Storage	94	94	

1	Board Room Tech Closet	28	28
1	Mail Room	116	116
1	Break Room	375	375
1	Mechanical	228	228
1	Electrical	112	112
1	IT Office	64	64
1	IT Room	153	153
2	Men's Restroom	190	380
2	Women's Restroom	190	380
	TOTAL PROGRAM AREA		16,831
	TOTAL BUILDING AREA		23,250
	Ancillary Area (walls, circulation)		6,419
	Ancillary Percentage		27.6%



O:\2020\200098\10000\Engineering\Cad\Engr\Exhibits\2021-05-27\Site Concept Exhibit.dwg, July 14, 2021 4:57 PM, SHANNON SHAW, JR., © Paul I. Cripe, Inc.

Mark	Date	Description	Mark	Date	Description

Revisions

Cripe® Solutions by Design Since 1937

3939 PRIORITY WAY SOUTH DRIVE, SUITE 200
INDIANAPOLIS, INDIANA 46240
(317) 844-6777
www.cripe.biz

ARCHITECTURE + INTERIORS
CIVIL ENGINEERING
SURVEY + 3D LASER SCANNING
ENERGY + FACILITIES
EQUIPMENT PLANNING
REAL ESTATE SERVICES

OVERALL SITE CONCEPT EXHIBIT

SITE DEVELOPMENT MASTER PLAN

CITY OF BLOOMINGTON UTILITIES

600 E. MILLER DR.
BLOOMINGTON, IN 47401

CERTIFIED BY:

PRELIMINARY NOT FOR CONSTRUCTION

Date 00-00-00

Indiana811 Know what's below. Call before you dig.
811 FOR CALLS IN INDIANA 1-800-382-5544 CALL TOLL FREE

Drawn By: --

Checked By: --

Quality Assurance: --

Scale: 1" = XX'

Sheet SC-1

Date 06-10-21

Project Number 200098-10000

SCALE: 1" = 60'

0 15 30 45 60 90 120

GRADING CONCEPT EXHIBIT

SITE DEVELOPMENT MASTER PLAN

CITY OF BLOOMINGTON UTILITIES

600 E. MILLER DR.
BLOOMINGTON, IN 47401

Cripe®
Solutions by Design Since 1937

3939 PRIORITY WAY SOUTH DRIVE, SUITE 200
INDIANAPOLIS, INDIANA 46240
(317) 844-6777
www.cripe.biz

- ARCHITECTURE + INTERIORS
- CIVIL ENGINEERING
- SURVEY + 3D LASER SCANNING
- ENERGY + FACILITIES
- EQUIPMENT PLANNING
- REAL ESTATE SERVICES

Revisions

Mark	Date	Description	Mark	Date	Description

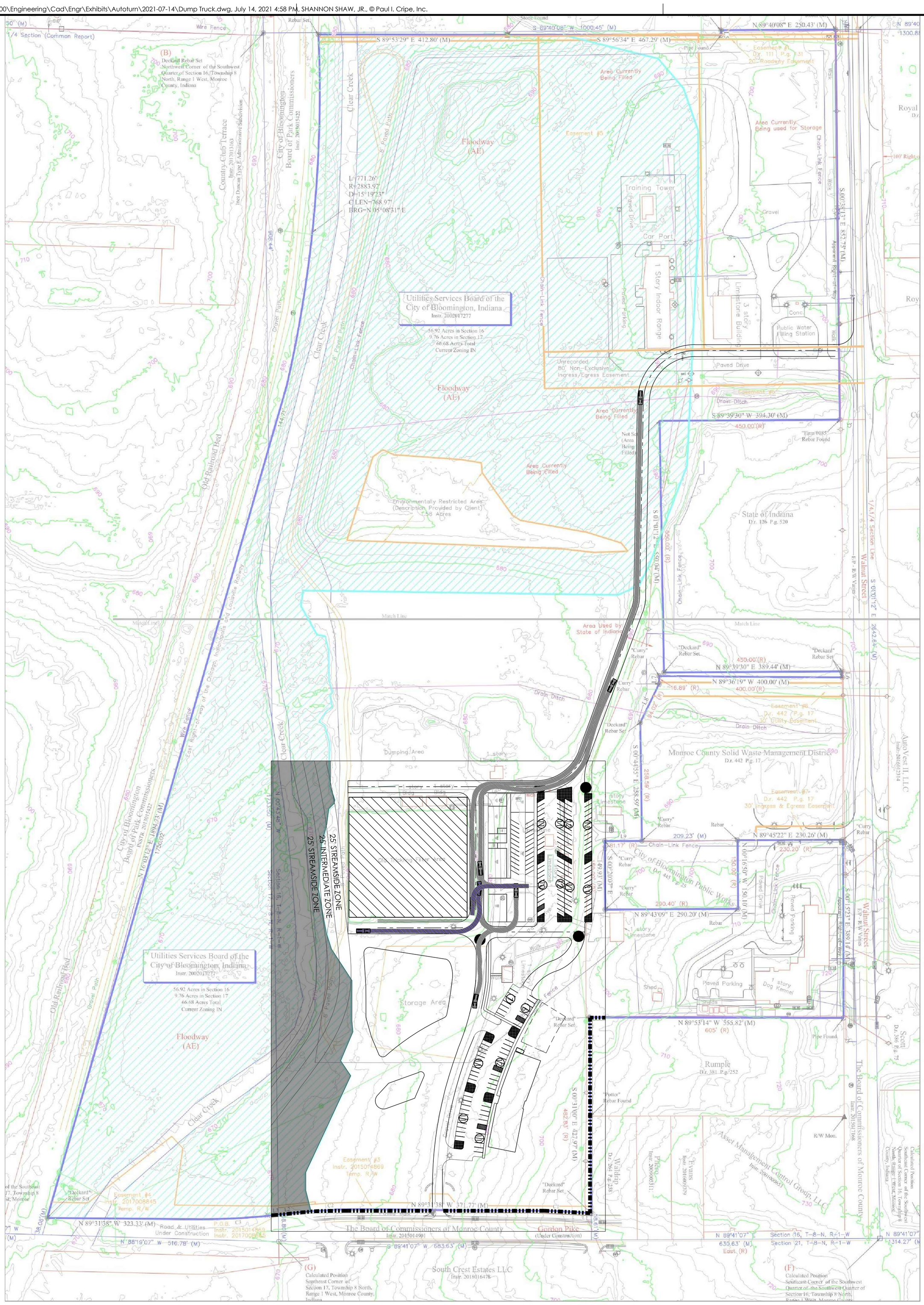
CERTIFIED BY:

PRELIMINARY NOT FOR CONSTRUCTION
Date 00-00-00

811 Know what's below. Call before you dig.
FOR CALLS IN INDIANA 1-800-382-5544 CALL TOLL FREE

Drawn By: –
Checked By: –
Quality Assurance: –

Project Number 200098-10000
Date 06-10-21
Sheet GC-1
Scale: 1" = XX'



I:\common\WINSTON THOMAS\dwgs\Winston Thomas Site.dwg

SCALE: 1"=100'

Project Number	200098-10000
Date	06-10-21
Sheet	EX-1
Scale: 1" = XX	
Quality Assurance:	–
Checked By:	–
Drawn By:	–

811 FOR CALLS IN INDIANA 1-800-382-5544 CALL TOLL FREE

Know what's below. Call before you dig. Indiana 811

PRELIMINARY NOT FOR CONSTRUCTION

Date 00-00-00

CERTIFIED BY:

AUTO TURN EXHIBIT

SITE DEVELOPMENT MASTER PLAN

CITY OF BLOOMINGTON UTILITIES

600 E. MILLER DR.
BLOOMINGTON, IN 47401

Cripe®
Solutions by Design Since 1937

3939 PRIORITY WAY SOUTH DRIVE, SUITE 200
INDIANAPOLIS, INDIANA 46240
(317) 844-6777
www.cripe.biz

- ARCHITECTURE + INTERIORS
- CIVIL ENGINEERING
- SURVEY + 3D LASER SCANNING
- ENERGY + FACILITIES
- EQUIPMENT PLANNING
- REAL ESTATE SERVICES

Revisions

Mark	Date	Description	Mark	Date	Description

springpoint ARCHITECTS PC

City of Bloomington Utilities Masterplan
Building Program for Future CBU Service Center
September 30, 2021

ROOM NAME	QUANTITY	AREA (SF)	TOTAL AREA (SF)	NOTES
ACCOUNTS RECEIVABLE				
Cashier	1	220	220	
Accounts Receivable Manager	1	220	220	
Accounts Receivable Coordinator	1	120	120	
Accounts Receivable Workroom	1	80	80	
Customer Service Coordinator	1	120	120	
Customer Service/Lobby			0	
Customer Service Representative	3	120	360	
TOTAL ACCOUNTS RECEIVABLE			**1,120**	
FINANCE				
Assistant Director of Finance	1	180	180	
Workroom			0	
Finance Manager	1	120	120	
Finance Open Office	1	1,650	1,650	Ten (10) workstations
Managerial Accountant	1	120	120	
Account Manager	1	120	120	
Storage	1	120	120	
Small Meeting Room	1	120	120	
TOTAL FINANCE			**2,430**	

ROOM NAME	QUANTITY	AREA (SF)	TOTAL AREA (SF)	NOTES
ADMINISTRATION				
Director	1	180	180	
Plant Manager Office	1	120	120	
Administration Open Office	1	1,300	1,300	Five (5) workstations
Adminstration Conference Room	1	350	350	
Small Meeting Room	1	120	120	
Storage	1	120	120	
TOTAL ADMINISTRATION			**2,190**	
ENVIRONMENTAL				
Environmental Office, large	1	150	150	
Environmental Office	5	120	600	
Environmental Open Office	1	700	700	Five (5) Workstations
Environmental Storage	1	120	120	
Small Conference	1	120	120	
TOTAL ENVIRONMENTAL			**1,790**	

ROOM NAME	QUANTITY	AREA (SF)	TOTAL AREA (SF)	NOTES
ENGINEERING				
Assistant Director of Engineering	1	150	150	
Administrative Project Coordinator	1	120	120	
Capital Projects Manager	1	120	120	
Engineer	2	120	240	
Senior Project Coodinator	1	120	120	
Project Coordinator	2	100	200	
GIS Coordinator	1	100	100	
Conference Room	1	450	450	
Small Conference	2	140	280	
Copy Center	1	600	600	
Engineering Open Office	1	1,600	1,600	Ten (10) workstations
Storage	1	120	120	
Electrical Closet	1	20	20	
TOTAL ENGINEERING			**4,120**	

ROOM NAME	QUANTITY	AREA (SF)	TOTAL AREA (SF)	NOTES
OTHER PROGRAM AREAS				
Board Room	1	1,400	1,400	
Board Room Storage	1	100	100	
Board Room Tech Closet	1	100	100	
Mail Room	1	120	120	
Break Room	2	200	400	
Mechanical	1	250	250	
Electrical	1	100	100	
IT Office	1	60	60	
IT Room	1	150	150	
Men's Restroom			500	
Women's Restroom			500	
Greeter/Front Reception	1	400	400	
Centralized Workroom	1	300	300	
Small Meeting Room	6	120	720	
Nursing Mother Room	1	100	100	
Marketing Storage	1	200	200	
TOTAL OTHER PROGRAM AREAS			**5,400**	
TOTAL PROGRAM AREA			**17,050**	
TOTAL BUILDING AREA			**24,357**	
Ancillary Area (walls, circulation)			7,307	
Ancillary Percentage			30%	

BOARD ROOM
ADMINISTRATION
FINANCE
ACCOUNTS RECEIVABLE
ENVIRONMENTAL
ENGINEERING
T&D
OTHER PROGRAM AREAS
CIRCULATION
COMMUNICATIONS/CONTROL OFFICE

MAIN LEVEL:	12,595 SF
UPPER LEVEL:	12,040 SF
TOTAL AREA:	24,635 SF

T&D OFFICES AND SUPPORT SPACES LOCATED IN MAINTENANCE BUILDING

ADJACENCY DIAGRAM - 2 STORIES

NEW SERVICE CENTER

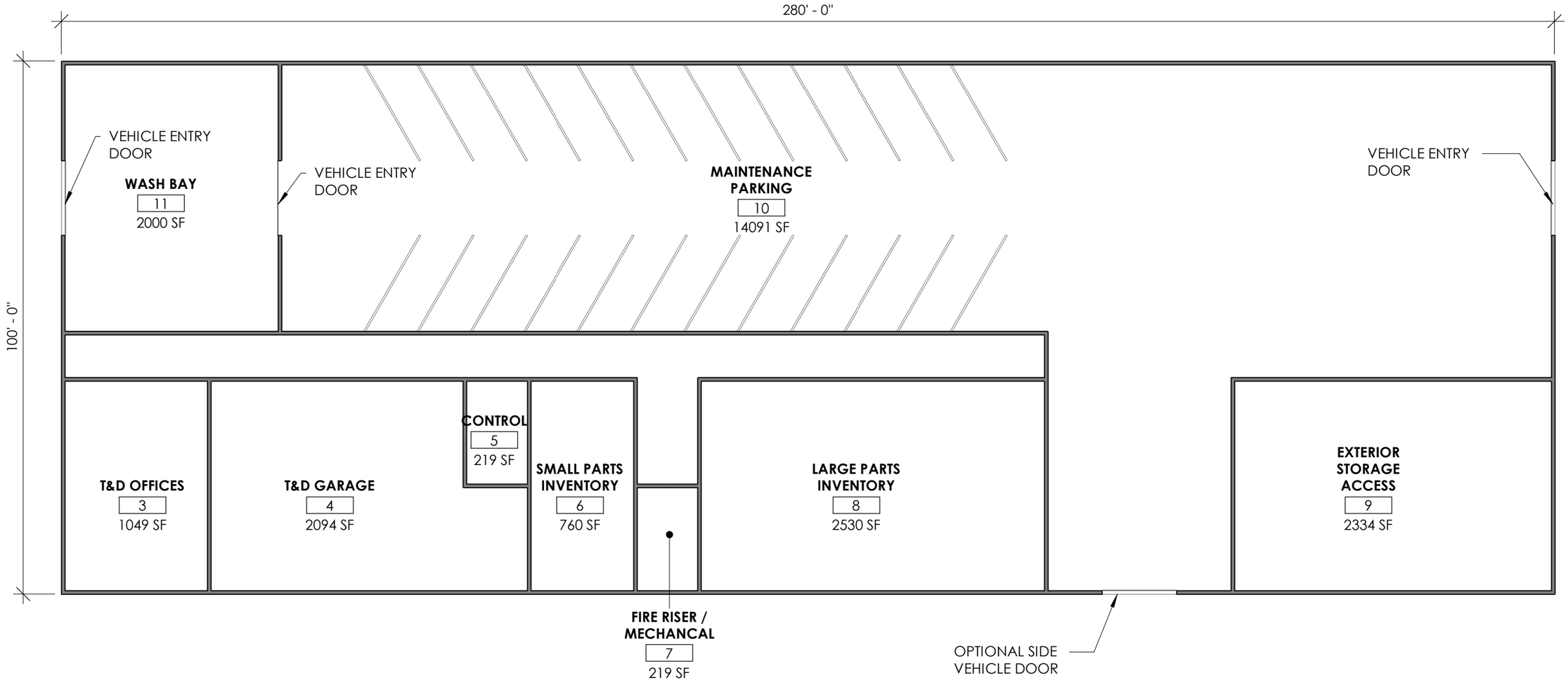
SCALE: NOT TO SCALE

Cripe
Solutions by Design Since 1937

springpoint ARCHITECTS PC

CBU SERVICE CENTER
BLOOMINGTON, INDIANA

SEPTEMBER 30, 2021



MAINTENANCE BUILDING

SCALE: NOT TO SCALE

Cripe
Solutions by Design Since 1937

springpoint ARCHITECTS PC

CBU SERVICE CENTER
BLOOMINGTON, INDIANA

SEPTEMBER 30, 2021

Site Assessment Worksheet

LEED v4 SS Credit Site Assessment

Include the results of the site inventory on this worksheet. For each item listed below, list the results of the inventory, if the information collected influences the project design, and how.

Topography

Contours

Intervals will depend on the scale and topography of the site, but should be small enough to influence site design considerations.

Shown on site plan? (Yes or No)	Yes
Did this information influence the project design? (Yes or No)	Yes

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

The site slopes steeply.The site also contained a pit that required a significant amount of fill to make it useable as a storage yard. A hill was cut down to provide the necessary fill and also create a flat area for construction of a parking loot

---

Locations of unique or significant topographic features

(such as rock outcroppings, steep topography, overland flow direction, etc)

Shown on site plan? (Yes or No)	Yes
Did this information influence the project design? (Yes or No)	Yes

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

The existing steepness (12-18%) of the site and the location of a "waters of the US" along the western boundary influenced the site layout and positioning of certain site elements.

Areas of potential slope stability risk

Area of potential slope stability risk (sq ft, acres, sq m, or hectares)	No
Shown on site plan? (Yes or No)	No
Did this information influence the project design? (Yes or No)	No

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

NA

Hydrology

Flood hazard areas

Shown on site plan? (Yes or No)	Yes
Did this information influence the project design? (Yes or No)	Yes

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

Clear Creek, located on the western boundary of the site is classified as a "water of the US". It has a 100 year floodway and flood fringe, which together are referered to as the floodplain. Due to jurisdictional requirements involving construction in this area, it was avoided altogether. Avoiding this area affected the locations of the detention areas,

---

Existing surface water resources and associated buffers

Brief description of existing surface water resources (such as lakes, streams, shorelines, estuaries, delineated wetlands) and associated buffers

Clear Creek, along the western site boundary has a mapped floodplain associated with it. FEMA Panel #18105C0231D effective December 17, 2010 depicts this area.

Shown on site plan? (Yes or No)	Yes
Did this information influence the project design? (Yes or No)	Yes

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

The subject area had many jurisdictional requirements placed on it if construction activites are proposed. For this reason he subject area was avoided and not used for any site features.

Rainwater infrastructure and collection/reuse opportunities

Brief description of rainwater infrastructure and collection/reuse opportunities

A storm sewer system will convey the rainwater to two (2) detention areas before being released to Clear Creek.

Shown on site plan? (Yes or No)	Yes
Did this information influence the project design? (Yes or No)	Yes

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

It affected the size of the detention basins and the need to have two basins. Final design was not a part of the scope of services at this point in time

---

Estimated TR-55 initial water storage

Estimated TR-55 initial water storage capacity of the site (or local equivalent for projects outside the United States) (cu ft or cu m)	63,324 FT3
Shown on site plan? (Yes or No)	Area yes, volume requirement no.
Did this information influence the project design? (Yes or No)	No

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

Gave us the information required to size the detention basins and where they could be physically located.

Climate

Solar exposure and seasonal sun angles

Solar exposure and seasonal sun angles (North, South, East, West)	South
Did this information influence the project design? (Yes or No)	No

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

NA

Heat island effect potential

(existing conditions that could result in site heat gain)

Shown on site plan? (Yes or No)	No
Did this information influence the project design? (Yes or No)	No

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

NA

Prevailing Winds

Prevailing wind direction (Trade winds, Westerlies, or Polar easterlies)	Westerlies
Did this information influence the project design? (Yes or No)	No

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

NA

Average Monthly Precipitation

Average monthly precipitation (in or mm)	3.95 inches
Did this information influence the project design? (Yes or No)	Yes

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

Rainfall amounts for the 10-year and 100-year design storms influence the sorm sewer system pipe sizes and the detention volume respectively. These design storms vary by municipality.

Seasonal Temperature Ranges

Seasonal temperature ranges (degrees Fahrenheit or degrees Celsius)	37-95 degrees Fahrenheit
Did this information influence the project design? (Yes or No)	No

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

NA

Vegetation

Primary vegetation types

List of primary vegetation types

NAPrimarily grass with a few trees

Did this information influence the project design? (Yes or No)	Yes

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

Detention requirement is determined by existing 10-year design storm runoff rate. The curve number associated with grass cover is different that cultivated farm land.

Greenfield areas

Greenfield areas (sq ft or sq m)	0.03 square miles
Shown on site plan? (Yes or No)	Yes
Did this information influence the project design? (Yes or No)	Yes

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

The greenfield area is the portion of the site defined as floodplain and was totally desiged around.

Significant Trees and Vegetation

Shown on site plan? (Yes or No)	No
Did this information influence the project design? (Yes or No)	No

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

NA

Threatened or Endangered Species and Unique Habitat/Corridors

List of threatened or endangered species

No

Unique habitat/corridors shown on site plan? (Yes or No)	No
Did this information influence the project design? (Yes or No)	No

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

NA

Invasive Plants

Locations of invasive plants shown on site plan? (Yes or No)	No
Did this information influence the project design? (Yes or No)	No

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

NA

Soils

NRCS Soils Delineation

Brief description of NRCS soils delineation (or local equivalent for projects outside the U.S.)

Hydrologic Soil types B and C are present on the site CaD (Caneyville Silt Loam), CtC (Crider-Urban land complex), Hd (Haymond silt loam) and Ua (Udorthents).

Shown on site plan? (Yes or No)	No
Did this information influence the project design? (Yes or No)	Yes

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

Soils are classified the the SCS methodology by their abilitly to infiltrate stormwater. The soil types thereby affect runoff rates and ultimately the amount of detention required.

Prime Farmland Soils

Brief description of prime farmland soils (or local equivalent for projects outside of the U.S.)

Haymond silt loam is classified as a prime farmland soil if kept from flooding

Did this information influence the project design? (Yes or No)	Yes

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

Hamond soils cover approximately 17.8% and are mainly within the floodplain areas. These areas were avoided due to regulatory requirements if disturbed.

Healthy Soils and Previously Developed or Disturbed Soils

Brief description of healthy soils and previously developed or disturbed soils

The site was previously developed

Did this information influence the project design? (Yes or No)	No

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

NA

Human Use

View Corridors

(such as views looking onto other properties that could be enhanced)

Shown on site plan? (Yes or No)	No
Did this information influence the project design? (Yes or No)	NA

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

NA

Existing and Known Planned Adjacent Transportation Infrastructure

(such as roadways, mass transit, bicycle and major pedestrian facilities)

Shown on site plan? (Yes or No)	Yes
Did this information influence the project design? (Yes or No)	No

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

There is an existing pedestrian trail along the western boundary of the site along an abandoned railroad corridor.

Adjacent Properties

(such as land uses and significant wildlife habitat)

Shown on site plan? (Yes or No)	No
Did this information influence the project design? (Yes or No)	No

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

NA

Construction Materials with Existing Recycle or Reuse Potential

Brief description of construction materials (such as structures, building materials, vegetation, roads, parking lots, pathways, and historical structures/landscapes) with exiting recycle or reuse potential

A Concept Site Plan was the deliverable at this point. Construction documents indicating materails were not prepared. Although there is the opportunity to re-use some materials in the development of the site.

Did this information influence the project design? (Yes or No)	No

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

NA

Human Health Effects

Proximity of Vulnerable Populations

Proximity of vulnerable populations (miles or kilometers)	NA
Did this information influence the project design? (Yes or No)	NA

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

NA

Adjacent Physical Activity Opportunities

Adjacent physical activity opportunities (miles or kilometers)	Pedestrian trail is adjacent to the site and also along the south side of the site
Did this information influence the project design? (Yes or No)	NA

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

NA

Proximity to Major Sources of Air Pollution

Proximity to major sources of air pollution (miles or kilometers)	NA

Did this information influence the project design? (Yes or No)	NA

Provide a brief explanation of how the information gathered influenced the project design. If applicable, give reasons for not addressing these topics.

NA

PRELIMINARY COST AND SCHEDULE BREAK DOWN

Make Ready Work (Site and Utilities)						Expected 6 Month Timeline	
						Sub-Total	
Utility Work					$ 250,000		
Grading/Earthwork					$1,500,000		
Site Paving					$ 450,000		
						$ 2,200,000	
Architectural Work						Expected 18 Month Timeline	
			area	cost/s.f.	cost		
Service Center			24,635	$ 250	$6,158,750		
Maintenance Building			28,000	$ 200	$5,600,000		
						$ 11,758,750	
Line Item Subtotal							$ 13,958,750
Contingency Allowance					8%		$ 1,116,700
"Hard" Construction Costs							**$ 15,075,450**
Conversion Factors							
Soft Costs (not including A+E)					5%	$ 753,773	
A+E Fees	(Arch/Struct/Civil/Survey)				12%	$ 1,809,054	
"Soft" Construction Costs							**$ 2,562,827**
TOTAL PROJECT COST							**$ 17,638,277**