

**Do Not Remove From  
City Clerk's Office**

**City of Evanston  
Civic Center 2000+**

**2100 Ridge Avenue  
Evanston, Illinois**

**RECOMMENDATIONS FOR  
INTERIM MITIGATIONS**



**Doyle & Associates**  
ARCHITECTURE - PLANNING - INTERIORS

**Hinkle Engineering, Inc.**

MARCH 24, 1999

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## City of Evanston Civic Center 2000+

### RECOMMENDATIONS FOR INTERIM MITIGATIONS



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## Executive Summary

In the spring of 1998 Doyle & Associates was asked by the City of Evanston to analyze their existing administrative facilities at 2100 Ridge Avenue. The conclusions reached in this feasibility study included:

- The existing facility has many deficiencies causing inefficient operations, extraordinarily high maintenance costs and life safety hazards for the occupants and the public.
- The options available to address these issues ranged from abandonment of the existing facility and construction of a new Civic Center, to major renovation of the existing facility.

The costs associated with these options are significant and before any of the options can be selected, and implementation begin, it will be necessary for the City to develop a viable economic plan to provide the required funds. When the funding and a budget have been determined the programming, design and construction phases can begin.

If this process is begun immediately the City of Evanston will not have new or remodeled spaces for their Administrative Offices for three to five years or until 2002, at the earliest.

In this Interim Period there are critical deficiencies in the existing facility which remain and it is strongly recommended that these be addressed now.

This supplementary report lists those deficiencies which are considered to be most critical and proposes course of action for their mitigation. The City must ultimately decide if all or which of these actions should be undertaken now. Depending on what is determined to be the future use of the existing building, or if it were to be razed, will determine if the economics of those decisions are justified against the background of City liability.



The following deficiency areas are considered in this report:

- Heating, Ventilation and Cooling - The most critical HVAC deficiency is in the amount of outside air provided to the spaces.
- Plumbing - Critical needs are where plumbing interfaces with other deficiency areas such as electrical equipment conflicts and ADA toilet room requirements.
- Fire Protection - Minor revision to the existing system is recommended.
- Electrical - Major revision to the existing system is recommended to reduce significant deficiencies affecting safety and operation, and to bring into conformance with the National Electrical Code.
- Fire Alarm - The report recommends replacement of the existing deficient system.
- Handicapped Accessibility - The report recommends the immediate negotiation of a remedial phased plan under Title II, which would recognize the interim nature of the improvements required.
- Life Safety and Code violations - This report recommends a number of house keeping corrections and revisions in the Electrical systems. The interventions required to fully mitigate the code violations of the assembly spaces are so extensive that the report recommends primarily operational revisions, in association with the fire prevention bureau, as an interim measure.
- Building Enclosure - It is suggested that masonry repairs are delayed until resolution of the building's use is accomplished. Slate roof repairs are recommended to be undertaken now.



Following each section covering the above deficiencies is an outline of the recommended corrections and the associated budget allowances. A summary of these costs is included at the conclusion of this report.

In a separate section we propose a parallel course of action along with the above corrections. Interim Programming Options designed to reduce the population of the building are suggested. This action has two important benefits:

- First, it will ease the future process of temporary relocation when the reconstruction work is undertaken.
- Secondly, it will ease the requirements for deficiency corrections by reducing the area of spaces to be corrected, and providing greater flexibility in achieving corrections.

Finally we include a summary of a meeting with the City Manager held at the onset of developing this report of recommended interim measures. In addition to reviewing the general long and short term objectives of the Civic Center with the City Manager, a number of pre-renovation, or relocation, management and programming tasks were discussed. These should be considered for incorporation in the overall scope of work during this Interim Period.

MECHANICAL, ELECTRICAL,  
PLUMBING & FIRE PROTECTION  
EXISTING CONDITIONS  
RECOMMENDATIONS  
BUDGET

SECTION A

**City of Evanston  
Civic Center 2000+  
RECOMMENDATIONS FOR  
INTERIM MITIGATIONS**



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ARCHITECTURE - PLANNING - INTERIORS

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## Introduction

The purpose of this concept report is to describe proposed rehabilitation projects required to correct existing building code violations and make the building suitable for continued use for a period of 3 to 5 years.

The recommendations for repair or improvement, within a value engineered context, are accompanied by outline specifications and/or sketches to explain the proposed alterations, estimated costs or budgets for construction and design, and a priority list of alteration projects.

A second site visit to further observe the existing mechanical and electrical systems was conducted on December 17, 1998 by Hinkle Engineering, Inc. (HEI). Personnel on site included Mr. David Hinkle, P.E., and Mr. Dale Cook. This site visit was conducted starting in the attic and working down to the basement. The original site visit was conducted from the basement up. A final meeting on March 16, 1999 with facility personnel clarified several observations.

## EXISTING CONDITIONS

### Heating

Although the steam condensate piping in the building is deteriorating and leaks are occurring more frequently, we do not propose to make any major modifications to the piping system at this time. Increased maintenance for the next 3 to 5 years will have to be recognized in annual budgets.

### Ventilation

Outside air was originally designed in 1979 to be introduced into the building by 100% outside air units, ducted to a distributed system of water source heat pumps. The heat pumps reject heat through an open cell cooling tower and gains heat through a steam to hot water heat exchanger (the steam is produced from gas fired boilers). The system ventilation was never completely installed during the major renovation of 1979.

There are a number of modifications from the original design to the outside air fans and ducts which have occurred since 1979, or which were never incorporated. For example, the original plans called for electric heating of the outside air by 100 KW electric heating coils. These coils do not exist.



*Existing Conditions (cont.)*

There are steam coils and a simple heat recovery coil system installed at the North end of the building, between the exhaust air and the supply air ducts. These outside air fans frequently trip out on a freeze-stat during cold weather .

The 100% outside air units were designed to introduce code required minimum outside air into the building. The "conditioned" outside air, heating only, was designed to be ducted to each of the heat pumps, with constant volume air quantities maintained by manual balancing dampers. The system is arranged and manually controlled such that if any one heat pump is operating and ventilation is required, the entire outside air supply system must operate.

(Main ducts and trunk distribution ducts were installed on the third and fourth floors. The North half of the building on the first and second floors also has these ducts installed, as does the basement - running south to the elevators. The open stair through the building inhibits complete distribution of the outside air. These main ducts are not completely utilized and not connected to some of the heat pumps as designed.)

The outside air fans are not currently operated. Apparently, in addition to the fans tripping out during cold weather, there are severe vibration problems when the fans are operated. These deficiencies should be corrected to allow continued use of the building, as is, especially for those areas which do not meet required ventilation with natural ventilation.

The applicable building code (BOCA Mechanical) allows for natural ventilation rather than a mechanical ventilation system. However, the amount of free area through windows is a minimum of 4% of the total floor space to be ventilated, with 8% (but not less than 25 sq. ft. - Note: a 3' x 7' door only provides 21 sf !!!) of free area opening between interior spaces and the perimeter rooms with the windows. In some cases, the existing windows and ventilation openings do provide sufficient free area for this option, usually for first and second floor areas. However, in other cases, the free area opening between interior spaces and the perimeter rooms is not adequate.

***Existing Conditions (cont.)***

The third and fourth floors are marginal and the basement level does not have sufficient windows with sufficient free area to qualify for natural ventilation for today's building codes.

Toilet exhaust and general exhaust fans are located in the attic. In one instance, a toilet exhaust fan was observed to merely dump into the attic space and was not ducted to the outside. This code violation is currently being corrected.

Even if the existing outside air units were operated, the resulting indoor air quality may not be adequate. Today's ventilation codes require 20 cubic feet per minute (cfm) of outside air per person in an office environment. The 1979 renovation plans indicate outside air quantities of about 10 cfm per person was used.

For example, at the ground floor Health Department information desk and the four offices behind the desk, the total amount of outside air shown to be introduced is 55 cfm. If each office has one person and the desk has one person, the total outside air by today's codes should be 5 times 20 equals 100 cfm, which is greater than the 55 cfm indicated. If natural ventilation can not be used additional ventilation air should be supplied by mechanical means.

It was noted in the 1978 drawings that the outside air fans were sized for a greater air quantity and balanced down to a lower air quantity. The air quantity was reduced using an inlet damper. This inlet damper could be causing the air flow into the fan to be unstable causing surges and unacceptable vibration.

There may be a possibility to rebalance the fans to their higher capacity volume and to return some indoor air to mix with the correct minimum outside air, thus tempering the air temperature freely.

**Air Conditioning (Cooling)**

Cooling and heating of rooms and spaces is provided by a water source heat pump system. There are some original perimeter steam radiators remaining. Steam from the boiler room is converted to hot water and piped to the heat pumps. In the summer, building heat is rejected to open cell cooling towers.



*Existing Conditions (cont.)*

The water source heat pump system, installed in 1979, is a very high maintenance system. Units are taken out of service on a weekly basis. Some "spare" units have been recently purchased.

Also, there is a major problem with algae build up in the return or condensate piping. This is probably due to a problem with water treatment, especially since the water temperatures are maintained in a range of 65 to 95 degrees year round. In addition, two fires caused by motor burn outs of the heat pumps have occurred in the past five years.

The original heat pump manufacturer, Enercon, no longer makes this particular unit. The units use refrigerant R-22 for cooling. The evaporator (cooling) coil is in the ducted air stream. This is a "direct contact" type system. ASHRAE Standard 15-1994 requires R-22 direct contact systems to be limited to 9.4 pounds of refrigerant per 1,000 cubic feet of volume of the spaces served. Initial calculations indicate that the heat pump system is within these limits but this needs to be verified in detail for all spaces.

**Plumbing**

It was previously observed in the Feasibility Analysis Report, that there are existing plumbing and steam pipes running through the power distribution room above the electrical equipment. There is a drip pan currently installed below the piping as a remedial measure. Any new electrical equipment rooms should avoid this problem.

There are periodic problems with the basement sanitary drainage under the corridor. Sewer gas is smelled by the building occupants occasionally. The sanitary sewer system should be inspected by video tape to look for breaks. All existing floor drains should be inspected and a determination made regarding the possibility of dry traps being the source of odors

**Fire Protection**

The building has a dry sprinkler system installed in the attic, and standpipes in the stair wells.

The fire protection system does not have a back flow prevention double check detector assembly as required by today's codes.

***Existing Conditions (cont.)***

There are no supervisory switches on the existing valves which could be a serious problem if a valve was closed without annunciation and a fire started. This is a code violation and should be corrected. Either the valves should be chained and locked open or supervised electronically or a letter of variance should be obtained from the Fire Department.

**Electrical General Service**

The main building is presently serviced by a high voltage utility company feed which originates from an existing manhole located in the street at the south end of the building.

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

As of this date, Commonwealth Edison Company, the electric utility, has not been able to confirm the service voltages and meter numbers. The facility personnel have stated that both services are of the same voltages.

**Distribution**

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

It is unusual that a building of this size has two independent services of the same voltage. Fire departments usually desire a single source of disconnect to ensure that power is off before applying water and introducing personnel to a fire situation. The existing condition is in violation of the National Electric Code. The facility should obtain a letter of variance for its files.

***Existing Conditions (cont.)***

The existing fire pump is presently serviced from the general purpose transformer located outside. The general building's main switchboard is protected by an 800 amp main bolted pressure switch, and the distribution section is switch and fuse type.

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

Several small transformers were observed in the electrical room and attic space. These are used to reduce the voltage to 120/208 volt for the lighting and general purpose power requirements and 240 volt single phase for x-ray and medical clinic equipment. These transformers do not have secondary disconnects.

The branch distribution system has been divided into three risers. One, the original riser, is located in the center of the building(120/208) Two others, added in the 1979 renovations, are located at the north and south ends of the building(120/208, 277\480 lighting, and 277\480 heating).

In addition to the branch distribution located on each floor, two 480 volt distribution systems are located in the attic level and distribute down.

The existing panels should all have typed and correct labeling of voltages and circuit identification. For example, the panel serving the Parasol Room's lighting is marked 277 volts, but it actually serves 120 volt lighting. This is confusing and could be hazardous to the uninitiated.

The original distribution system installed in the center of the building is in very poor condition, at its capacity limit and can not be maintained.

**Interior Lighting**

The existing lighting system is very inconsistent, from both a visual aspect and a maintenance stand point. The color rendering of the lamps vary from cool white to warm white. The voltages range from 120v to 277v. With the diversity of the types of lighting, spacing, and mounting, the foot candle level varies from room to room.

The lamps installed in the existing lighting fixtures are 40 watts each and the ballasts are the magnetic type. These fixtures are not considered to be energy efficient.

**Existing Conditions (cont.)****Exterior Lighting**

The exterior lighting is pole mounted with ornate or acorn heads with mercury vapor and metal halide lamps. Some lighting standards are mounted on a concrete pedestal 24" in diameter and about 24" above the finish grade and some are on grade.

The lighting heads are generally in good condition but need to be cleaned.

The light poles are in average to very poor condition. Many are badly rusted and may require replacement. Others should be filled, sanded and re-painted to preserve their appearance.

**Emergency lighting**

The emergency lighting system is a mixture of several types of systems, from a tap on the main service to battery units.

**Exiting**

The existing egress lighting is battery backed-up. There is some minor inconsistency with the sign face nomenclature or the installation methods. For example, stairs should be identified as STAIRS rather than EXIT.

**General purpose devices  
(receptacles)**

The branch power system appears to have been installed on an as needed basis in wiremold raceways, out of economic necessity due to the masonry wall construction and to achieve some degree of flexibility.

The majority of the areas and offices observed did not have adequate amount of general purpose power receptacles. This is indicated by the use of extension cords and power strips. Since the 120v power source is limited in the amount of available power, the installation and the use of power strips places an additional burden on an already taxed distribution system.

**Grounding**

A grounding system at the main switchboard or at the main water service was not observed. This does not mean the distribution system is not grounded but it may be grounded in an unconventional manner deviating from the code approved method. This should be corrected.

An isolated grounding system for the medical clinic was not observed. An isolated grounding source or isolating transformer was not observed and does not appear to exist.

**Existing Conditions (cont.)****Low Voltage Telephone**

Ameritech leases a space located in the attic. This room is secured. It appears that Ameritech receives free electrical power as no "tenant" metering was observed.

The main phone distribution system is located on the ground level and was installed with the major remodeling in 1978.

A back up UPS system was installed in 1998.

The telephone system is distributed through the building by two telephone closets located on each floor. One closet located at the north and one closet located at the south. The north riser follows the stairwell and the south the plumbing chase next to the elevators.

The majority of the telephone wiring is installed exposed and stapled or in wiremold raceways until it enters the ceiling space, then it is installed open to the air.

The vertical risers enter the closets through conduit sleeves.

**Fire Alarm**

Facility personnel have stated that the current fire alarm system is totally DC voltage. The original "AC" system must be powered from the newer, but dated, "DC" system.

We observed the fire alarm circuits originating from an AC panel in the basement, circuited through AC fuses. We were not able to determine the location of the AC to DC transformer.

The fire alarm system is distributed through the building via two risers located at the north and south stairways.

At each stair location on the typical floors the following fire alarm devices were installed:

- "AC" Pull station.
- "AC" Audible device (Horn).
- "DC" Visual device (Strobe)

The number of pull stations appears to be inadequate. The number of visual strobes may be lacking, due to the limitation of the current system power.



*Existing Conditions (cont.)*

**Data Cabling**

The data wiring installation follows the same installation method as the telephone system.

The data system terminates in the Data Center equipment room located on the fourth floor.

The equipment in the Data Center room is equipped with a shunt trip on the main switch for emergency shut down mode. We did not see any connection to the fire alarm system.

**Mechanical Equipment**

The majority of the major mechanical equipment is served by the 480 volt distribution system, and the smaller equipment served by the 208 volt system via the 480v and step down transformers.

A large percentage of the mechanical electrical equipment is in poor condition. Open wiring in junction boxes, wire ways, and taps were observed in a number of locations, especially in the attic. In addition, minimum clearances around the electrical equipment are not maintained.

For example, in the existing main electrical room the clearances around one of the main switch boards does not meet national electrical code standards. On one end of the switch board the clearance is several inches shy of the required 36 inches. The disconnect switches and the metering installed to the rear of the switch board has less than 30 inches clear, as opposed to the required 36 inches clear.

This is a safety hazard according to the National Electric Code. All code required minimum clearance dimensions should be maintained. If these conditions are to remain, a letter of variance should be obtained from the Electrical Department.

## RECOMMENDATIONS

### General

Obviously any proposed future use of the building would affect the type of mechanical systems proposed, the electrical service and distribution sizing, the upgrade of fire alarm and annunciation, and ADA compliance at toilets.

It is strongly recommended that the City obtain Letters of Variance, in this interim period, covering conditions in violation of current code requirements.

### Mechanical

#### General

As bad as the heat pump system is, no major changes are recommended now due to the limited time of occupancy. The City was able to purchase some used heat pumps in 1998 for replacement purposes. If the Interim Program Options described in Section D were employed, the option of scavenging heat pump units from unoccupied portions of the building would also be possible. Without a sufficient supply of units it will be difficult, during a five year interim period, to keep the system operating satisfactorily, given the maintenance history of the heat pumps installed and purchased.

#### Heating

The boiler house and the boilers are in reasonable condition considering the age of the equipment and should be retained "as is". The boilers currently operate with a heat timer control system. Depending upon the outdoor air temperature the boilers continue to fire after main pressure is assured in a remote steam riser. The colder it is the longer the boilers can fire after pressure is reached. This control strategy seems to work reasonably well.

Any modifications to this control strategy can be delayed until full building rehabilitation is designed to integrate the boiler controls into a complete facility and energy management system.

### Ventilation

Present codes, and good practice for office environments, require that outside air be delivered to the building occupants in specified amounts. The outside air for ventilation must either be supplied by natural means or mechanical methods. If natural ventilation is to be used, the amount of free area required needs to be calculated for each space and/or room.

***Recommendations (cont.)***

On the first and second floors, assuming a free area opening of 10 sq. ft. per window and an occupied area of about 13,000 sq. ft. per floor (occupied area does not include corridors, closets, storage, etc.), 100 windows would provide 1000 sq. ft. of opening, and the required area of 5% of the occupied floor space is 650 sq. ft.. Therefore, natural ventilation can be claimed to be adequate for these floors.

However the basement only has about 50 windows which provide approximately 200 sq. ft. of free area opening, and natural ventilation will not meet the requirements.

The windows on the third and fourth floor are fewer and smaller than on the first and second floors. Natural ventilation for these floors is marginal and would have to be carefully checked.

**Mechanical Ventilation**

If mechanical methods are used for any of the floors, the following tasks need to be considered and accomplished :

- The existing fans should be tested for performance.
- The existing fans should then be evaluated for re-use. Replacement of the existing vibration isolation devices can be accomplished to eliminate vibration and noise transfer to the office spaces below.
- The main trunk ducts can be reused with minimal increases in size, especially if the population of the office floors are decreased. In any instance where the population density is substantially increased, the ventilation ducts may have to be increased or supplemented.
- The existing branch duct work is sized such that an increase of outside air to meet today's codes can be accomplished in most cases. For example, many of the branch duct run outs to the heat pumps are about 8x6. This duct size can handle up to about 200 cfm. In most cases, the existing plans indicate cfm's ranging from 45 to 105 cfm in these ducts.

**Recommendations (cont.)**

- The tempering of the outside air (during heating, maintaining a supply temperature of about 75° F, and during cooling maintain about 65° F) must be redesigned to accommodate the increased outside air quantities. Steam is available for heating, although existing pipe capacity is unknown at this time, and it is not always available. Rather than trying to rebuild the "heat recovery" systems, we recommend installing simple air cooled direct expansion (R-22) cooling coils to temper and dehumidify the summer air.
- The rebalance and introduction of return air to temper the outside air should be investigated.
- Correct all exhaust systems to be exhausted to the outside. (Note in particular the fourth floor women's room.)
- Provide outside air ventilation to the basement.

**Plumbing**

Upgrade for ADA compliance per architectural recommendations.

Eventually, remove piping over electrical equipment. Coordinate this with the proposed re-design of the incoming electrical service.

**Fire Protection**

Generally the systems shall remain as is. The installation of any type of back flow prevention devices can be accomplished when required by the City Water Department.

**Electrical General Service**

The existing service into the building is presently provided by two transformers and two high voltage switches located outside at the south end of the building (*See SK-1*). The two high voltage switches are most likely being serviced from one utility source at the man hole located in the street. This service is most beneficial to the utility company due to the line charge and transformer rental fee. This service would only be beneficial to the end user if a Rider 25 metering system was implemented.

Currently, there is a special billing agreement between Evanston and Commonwealth Edison.

**Recommendations (cont.)**

We recommend the following:

- The 480v service to be increased in capacity.

While it is acceptable to have two services of different voltages into the building, it can complicate the distribution system. Two services of the same voltage can create safety issues with the fire department. Generally, the fire department desires one service so they can ensure the electrical power is cut off inside the building when they respond to a fire. If the two existing services are to remain the facility should obtain a letter of variance from the Fire Department.

**Electrical Distribution**

The existing main distribution systems are located in the main electrical room where the following code issues have been identified:

- Lack of Code required clearances around electrical equipment.
- Lack of Grounding.
- Water piping over switchboards.
- Emergency egress.

**New Distribution System**

We believe a weak infrastructure is the wrong approach and recommend that the main electrical distribution system should be reconstructed. This would result in a simpler and more cost effective installation and correct the code issues for the short and long term. (See SK-2).

**New Switch Boards**

With the installation of a new switchboard, the following is recommended:

- The existing main switchboards are to be removed and replaced with new smaller wall mounted distribution boards. This would resolve the clearance issues noted above.
- The existing transformers would be removed and replaced with a single transformer.
- The existing branch distribution and risers would be re-connected to the new distribution boards.
- The existing distribution systems located in the attic would be upgraded to eliminate any hazards.

**Recommendations (cont.)****Interior Lighting**

The existing interior lighting system is powered from two sources, one being 120v and the other being 277v. Although both voltage are acceptable, they represent an increased potential for hazard when mixed.

Although the lighting system's lumen output is very inconsistent because of the various lighting fixture types, lamps, voltages, and efficiency, changing the entire system would result in an unrealistic pay back period for the short term. We recommend the system should remain with the following exceptions:

- Revise lighting as required by any new limited construction.

**Exterior Lighting**

The exterior lighting and some of the poles appear to be adequate for the short term of 1-3 years. However some of the poles which are badly rusted may require replacement now. To extend the lighting's life beyond 3-5 years we recommend the following.

- Paint poles.
- Re-lamp all fixtures.
- Clean all lens.
- Provide new ballast.
- Repair or Replace badly rusted poles.

**Emergency Lighting**

The reliability of any emergency system is primarily due to the available power sources. With the current installation there should be two emergency systems with a common interface or automatic transfer switch. The existing system lacks the required equipment to combine the services into one emergency power distribution system.

The existing exit lighting is in good condition with multiple battery backed up units distributed throughout the building and at the stairs.

**General purpose devices:  
(receptacles)**

The existing branch power system is in poor condition and is in need of repair. Under long term conditions we would recommend general replacement. Since the anticipated window is 3-5 years the pay back period would not be justifiable.



*Recommendations (cont.)*

Based on our field survey, several areas require "Ground Fault Interrupters" (GFI). Receptacles that are GFI rated are designed to protect people from inadvertent electric discharges. We recommend replacing any normal receptacle within a six foot distance of a sink or in areas with dense water piping.

**Grounding**

Based on our observations, the main switchboard was not grounded to the main water service or to independent ground rods. We believe it to be highly improbable that this basic system was over looked. We assume the system is grounded in some manner other than code approved.

The grounding system is an integral part of the utility service and main switchboard (See SK-2). With the implementation of the recommendation to upgrade the main electrical service, the grounding system would be brought up to current standards.

With the on going change in technology, a separate isolated ground system that was primarily used in hospitals has now been introduced into commercial buildings. During our field observation, numerous isolated grounded type receptacles were observed but they did not have the correct wiring. It was explained that they were installed for identification purposes and not intended to be an isolated ground system. Using specific colored receptacles for applications outside normal industry accepted practice can lead to confusion.

An isolated ground source is a separate system from the main ground described above. Without a separate system it is not isolated and the isolated receptacles installed serve the same purpose as a general receptacle. Where the function of the building has integrated electronically sensitive equipment an isolated source and separate distribution would be recommended.

**Low Voltage Telephone & Data**

Since the telephone and data system is new there are no major problems. However, in the new riser locations the floor to floor penetrations were not sealed. The purpose of sealing the cores is to prevent fire spread and maintain the floor fire rating. We recommend the cores should be packed and sealed with a fire resistant material.



**Fire Alarm**

The existing fire alarm system is sub standard and in poor condition. Because of the original "AC" system the "DC" system is very limited to what it can provide. The existing DC system can provide no more than 4-zone control and the building is need of a minimum of eight and possibly 10 zones. In addition to the zoning, ADA requirements increase the alarm circuit ampacities which the existing equipment can not provide.

We recommend complete replacement for the short or long term.



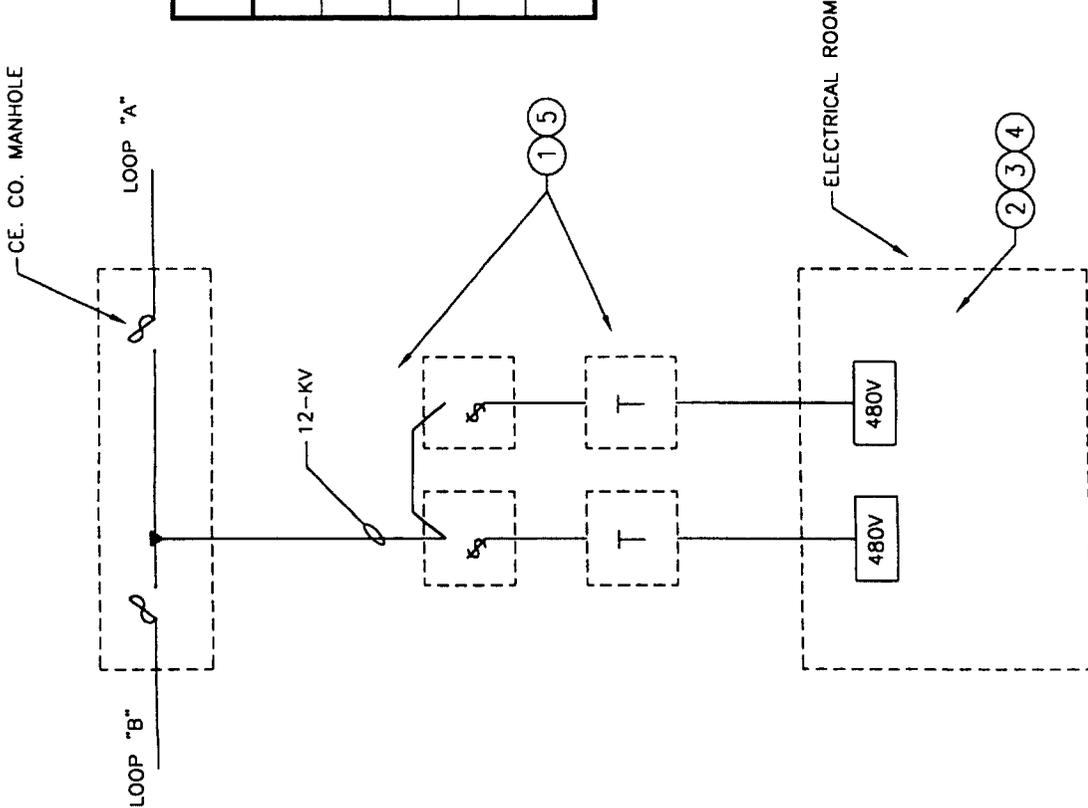
**COST ESTIMATES**

**Mechanical, Electrical, Plumbing  
& Fire Protection**

40,000	Repair outside air ventilation fans Must serve the basement as a minimum).
5,000	Route to the outside all exhaust system(s)
5,000	Revise plumbing code violation(s)
2,500	Video sanitary sewer under basement
120,000	Install new electrical distribution system (Includes proper service grounding. 75% of this cost will probably be retained in any future use of the building)
2,000	Correct identification of equipment and circuits
5,000	Correct grounding
2,000	Seal floor slab openings
50,000	Replace Fire Alarm System (75% of this cost will probably be retained in any future use of the building)
----- 231,500	
23,100	Engineering Fees (10%)
<b>\$254,600</b>	

Cost estimate does not include plumbing for ADA required modifications, repairs to under slab sewer piping (extent of problem to be determined by video inspection), additional maintenance costs, or mechanical and electrical system modifications due to consolidation activities.

TAG NOTES	
①	LINE & RENTAL FEES
②	GROUNDING CONFLICTS. (CODE ISSUE)
③	EMERGENCY DISTRIBUTION CONFLICTS (CODE ISSUE)
④	CLEARANCE CONFLICTS. (CODE ISSUE)
⑤	SEE SK-2 FOR PROPOSED SERVICE ENTRY.



**EXISTING SERVICE ENTRY**

N.T.S.

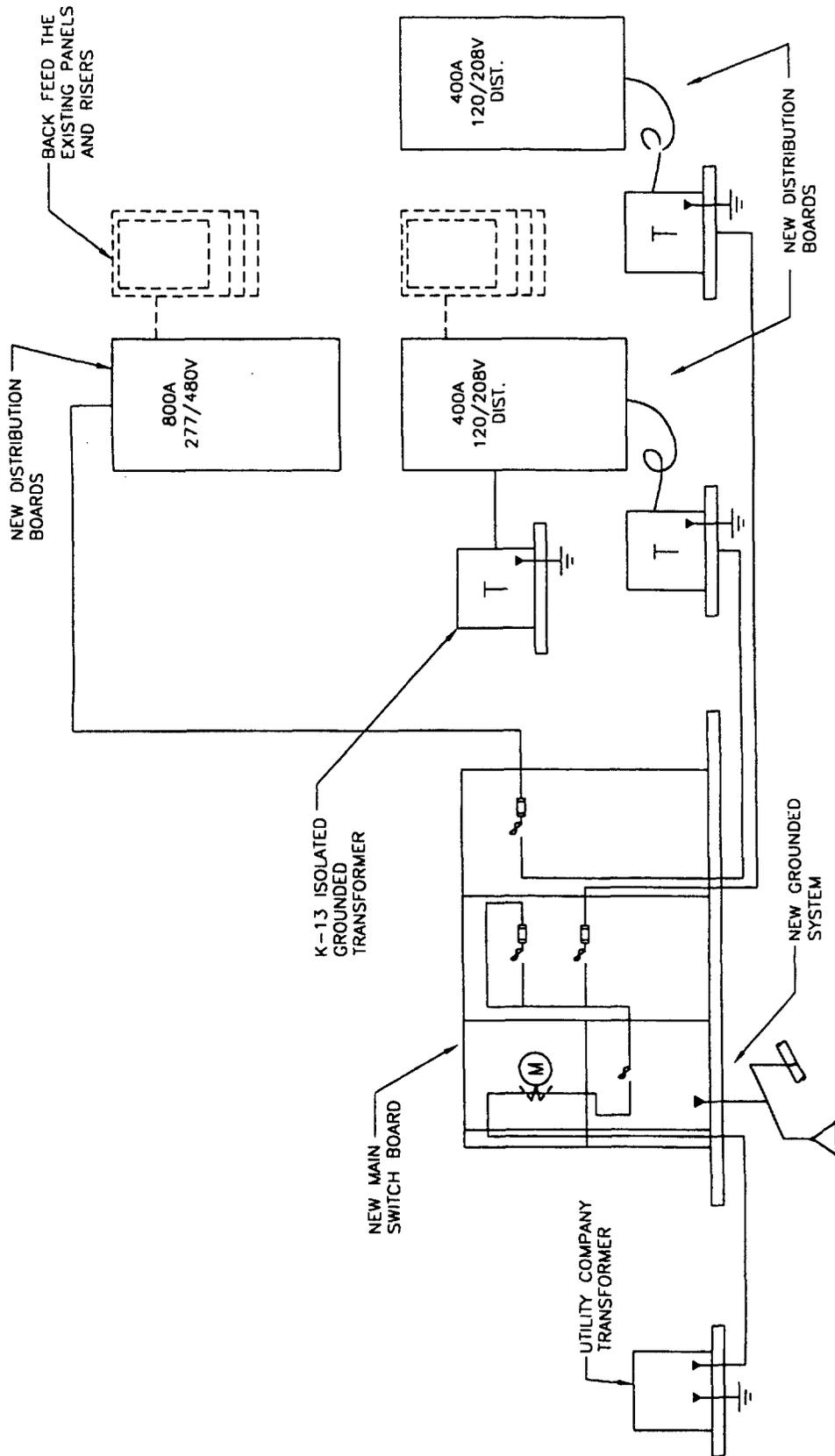
**Hinkle Engineering, Inc.**  
 175 W. Jackson Blvd., #2109  
 Chicago, IL. 60604  
 Tel: 312-789-8020 Fax: 312-789-8021

Drawing Title : **EXISTING SERVICE ENTRY**  
 Project : **EVANSTON CIVIC CENTER**

Date : **1-22-99**  
 Proj. # : **98-010b**

By : **D.C.**  
 Scale : **NONE**

Dwg No : **SK-1**



**PROPOSED DISTRIBUTION SYSTEM**

N.T.S.

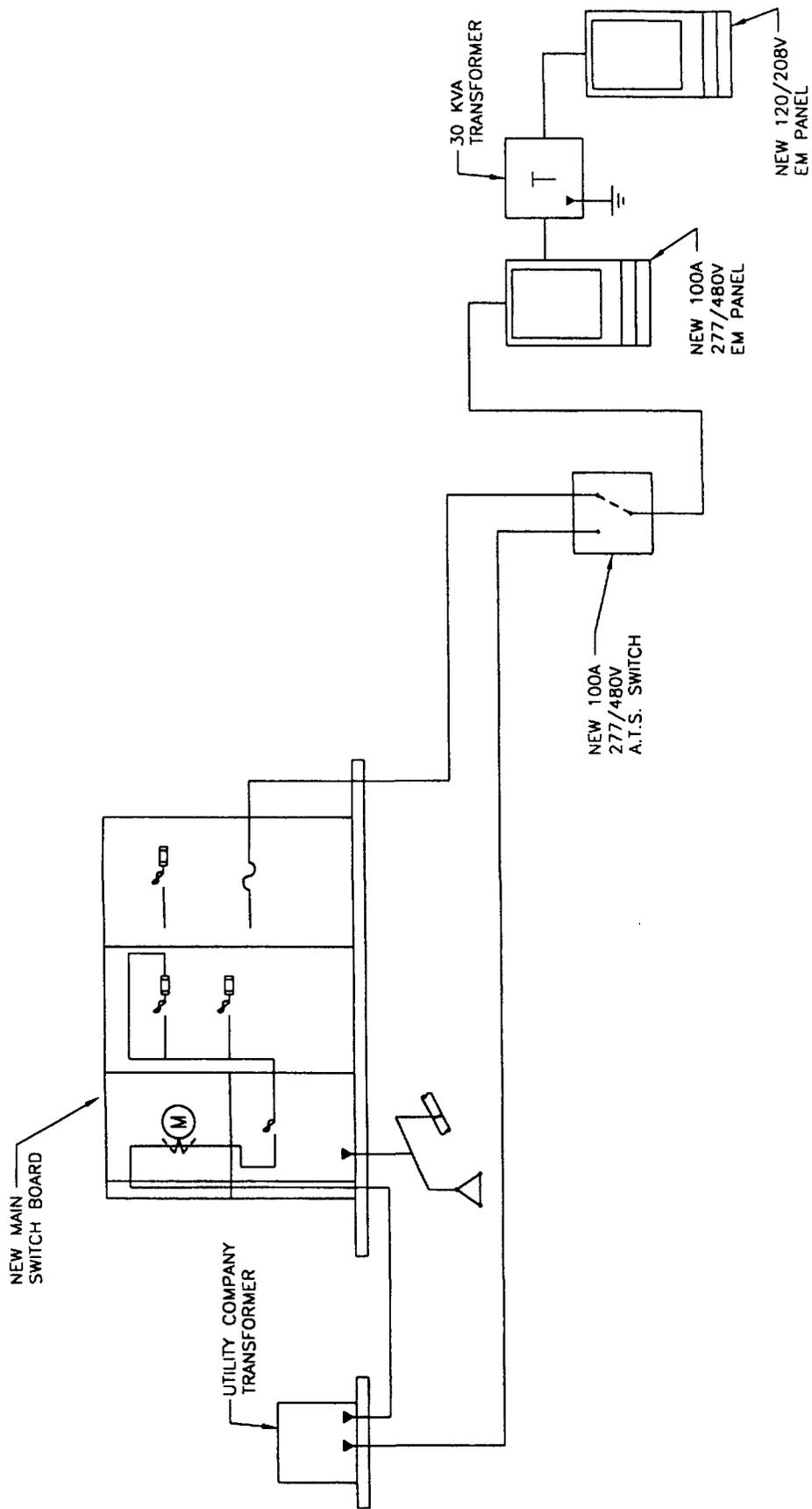
Hinkle Engineering, Inc.  
 175 W. Jackson Blvd., #2109  
 Chicago, IL. 60604  
 Tel: 312-789-8020 Fax: 312-789-8021

Drawing Title : **PROPOSED DISTRIB. SYSTEM**  
 Project : **EVANSTON CMC CENTER**

Date : 1-22-99  
 Proj. # : 98-010b

By : D.C.  
 Scale : NONE

Dwg No : **SK-2**



**PROPOSED EM DISTRIBUTION SYSTEM**  
N.T.S.

<b>Hinkle Engineering, Inc.</b> 175 W. Jackson Blvd., #2109 Chicago, IL. 60604 Tel: 312-789-8020 Fax: 312-789-8021	Drawing Title : <b>PROPOSED EM DIST. SYSTEM</b>	Date : 1-22-99	By : D.C.	Dwg No : <b>SK-3</b>
	Project : <b>EVANSTON CMC CENTER</b>	Proj. # : 98-010b	Scale : NONE	

HANDICAPPED ACCESSIBILITY  
EXISTING CONDITIONS  
RECOMMENDATIONS  
BUDGET

SECTION B

**City of Evanston  
Civic Center 2000+  
RECOMMENDATIONS FOR  
INTERIM MITIGATIONS**



**Doyle & Associates**

ARCHITECTURE - PLANNING - INTERIORS

**Hinkle Engineering, Inc.**

MARCH 24, 1999



## Introduction

The Civic Center's numerous ADA (American Disabilities Act) short comings should not be addressed on an item by item basis because there are governing issues which may negate the necessity of making the Civic Center fully ADA accessible at this time.

Remedial plans for ADA compliance for government facilities are frequently negotiated with the Federal Government under Title II. If this building is a temporary location, it may be acceptable to have a phased program which shows intent and achieves program accessibility as its top priority.

If the long term plan is to remain in this location, again a phased approach may be able to be negotiated based on the financial hardship placed on this facility to invest in accessibility items which have only a short term life.

Our recommendation is to try to negotiate under Title II public program accessibility. This could be accomplished by making the following changes:

- Designate only certain floors to be accessible and make corrections only on these floors.
- Determine which floors are most economically changed with respect to the offset cost of relocating public functions to these floors.
- Relocate any functions that serve the public to floor(s) which will be made accessible.
- Develop meeting spaces on accessible floors for departments on inaccessible floors to use when meeting with physically challenged public users.
- Have swing office space available on accessible floors for departments on inaccessible floors to use if they hire staff with physical limitations.

The following pages summarize the ADA deficiencies in the existing facilities. Also see the Interim Programming Options Section for additional alternatives which illustrate how the above recommendations could be implemented.



## EXISTING CONDITONS

### Parking

While the existing parking lot does have designated handicapped spaces, the designated spaces are not fully compliant. They are not arranged so that they are all the closest spaces to the entry and/or have access to entry without crossing traffic lanes. There is no designated passenger drop off zone with an accessible curb ramp.

The quantity of ADA parking spaces provided needs to be verified against the quantity required.

### Building Entries

#### -Signage

#### -Hardware

The ground level entries may be the easiest to achieve compliance. The slope of the ramped sidewalk requires modifications to the hand rails and may require additional modification for landings.

However, because of the sloping floor problem at the ground level elevator, achieving an accessible route at the ground level, may not be the best alternative.

The goal of ADA is to not discriminate. It therefore requires that the main entry be the accessible entry. ADA also requires that multiple entries be accessible when users arrive at different building points because of different modes of transportation. The Civic Center's primary entrance is on the west for users who drive, but pedestrian and public transportation requires an accessible east side entry. The Civic Center's main east entry has stairs just inside the doors. The South entrance at the east side is closest to the elevators and also does not have interior stairs.

ADA also has the following requirements for accessible entries which none of the existing Civic Center entries fully meet:

- Closer pressure cannot exceed eight pounds.
- Thresholds cannot exceed 1/2 inch.
- Pulls must have 1 1/2 inch hand clearance
- Both accessible and non-accessible entries must have identifying signage.
- Vestibules must be large enough for wheelchairs to navigate a series of doors.
- Door openings must be a minimum of 32 inches clear.



*Existing Conditions (cont.)*

**Building Circulation**

- Signage
- Area of Rescue Assistance
- Elevators
- Visual Alarms
- Ramps
- Flooring Surfaces
- Handrails
- Projections
- Public Phones

**SIGNAGE:** The existing signage does not meet ADA. Signs must be located 60 inches AFF (above finished floor) and must be at the latch side of doors whenever possible. The signs also must have 3 inch high letters supplemented with Braille. The directories, and wall and the ceiling suspended signs do not meet these requirements.

**AREA OF RESCUE ASSISTANCE:** These areas, also known as "Area of Refuge" are required on multi-story buildings. The spaces available in the Civic Center for this purpose lack the required signage, and two-way communication system.

**ELEVATORS:** The elevators do not have audible signals, and the call buttons and signage also do not meet ADA.

**VISUAL ALARMS:** Visual Alarms in addition to audible fire alarms are required. (This system is recommended and is included in Section A- Electrical Recommendations.)

**RAMP:** The existing interior ramp at ground level at the elevators exceeds the slope allowed by ADA. ADA also requires handrails at ramps.

**FLOORING SURFACES:** ADA requires there be a tactile change of flooring surfaces to define interior routes and circulation. While the wood and terrazzo floors may meet this requirement, ADA also has requirements that thresholds not exceed 1/2 inch in height and be in good condition. The existing thresholds and flooring transitions may require modification.

**HANDRAILS:** ADA requires that handrails be a certain height, diameter, and project 12 inches beyond the last stair. The existing stairs do not meet all of these requirements.

**PROJECTIONS:** ADA limits projections from walls to 4 inches if the bottom of the projection is over 27 inches above the floor. The wall mounted fire extinguishers are in violation of this requirement. If they are raised they probably will not meet the ADA reach requirements. Recessed fire extinguisher cabinets are the most common way that these requirements are met.



*Existing Conditions (cont.)*

**PUBLIC PHONES:** The municipal center phones do not provide the ADA required TTY devices. The phone height, kneespace, etc. also needs to be modified.

**Plumbing:**

- Toilet Rooms
- Drinking Fountains

**TOILET ROOMS:** None of the existing toilet rooms meet ADA. The Ground floor toilet room signed as accessible is not ADA compliant. The grab bars are non-compliant, as are the required mounting heights for dispensers, sinks, etc. The turn around radius also needs to be checked. In addition the route to this bathroom is over a non-compliant sloped floor making the toilet room inaccessible by ADA standards.

There apparently is another toilet room on an upper floor which has been made accessible. This room has not been checked, and in any case is not accessible unless the route to it, including the elevators, is made accessible.

**DRINKING FOUNTAINS** are non-compliant. ADA requires that wherever there is a drinking fountain there shall also be immediately adjacent an ADA compliant wheel chair height drinking fountain. The existing handicapped style unit is mounted too high and the pedestal style unit requires an ADA compliant wheel chair height drinking fountain adjacent.

**Departmental Public Service Areas**

- Doorways & Hardware
- Reception Counter Heights & Seating

All department areas that serve the public must be ADA compliant.

**Doorways and Hardware:** We have not measured all of the existing doors to determine if they all have the required 32 inch clear opening. Approximately 10% of those measured do not. Most of the existing doors have knobs instead of the ADA required lever handles.

**Reception Counter Heights and Seating:** The existing counters at the Main Entry, City Collectors Office, Building Department, and Parks & Forestry do not meet ADA.. It is required that a section of the desk or counter be at accessible height. ADA also requires that seating areas provide spaces for wheelchairs.

***Existing Conditions (cont.)*****Staff Areas**

- Doorways
- Work Stations
- Closets
- Controls & outlets

ADA typically requires a minimum of five percent of all work areas to be ADA accessible. This is not met.

**Doorways:** The same issues covered above with respect to hardware, thresholds, etc. apply to staff doors. Additionally, there are many offices where the ADA required door approach is blocked by FFE (Furniture, Fixtures, or Equipment) or existing walls.

**Work Stations:** Most of the existing desks and work areas do not meet the ADA required knee space dimensions or reach ranges.

**Closets:** Probably none of the existing coat closets meets the ADA door hardware, rod and shelf height, or approach maneuvering space requirements.

**Controls and Outlets:** ADA also requires that all controls and devices be ADA accessible. This includes, but is not limited to, fire alarms, thermostats, and light switches. Although we have not measured these devices, we know that typically in buildings of this age; these devices rarely meet ADA requirements.

**Parasol Room & Council Chambers**

- Assistive Listening Devices

If the Parasol Room or Council Chamber functions remain in the Civic Center, it should be noted that ADA requires Assistive Listening Devices in assembly type rooms. In rooms with fixed seating, it requires designated wheelchair spaces.

**RECOMMENDATIONS**

As stated in the introduction, it is our recommendation to immediately negotiate a compliance program and Accessibility Plan under Title II provisions. This will require an in depth survey of ADA deficiencies and require meetings with the City's attorneys and the Federal Government.

The Budget on the following pages assumes what may be required under an approved Accessibility Plan. It also assumes that certain operational changes would be made as suggested in Section D - Interim Programming Options.

**BUDGET**



HANDICAPPED ACCESSIBILITY

**PARKING LOT & PASSENGER DROPOFF ZONES**

6000 Rework existing striping, signage, curb cuts, and curb ramps

**EXTERIOR RAMPS & RAILS & ENTRIES**

25000 Provide ADA ramp at east building face to southeast entrance, using new grading and landscaping to reach 1st floor level. Correct door hardware.

5000 Make required corrections at west ramp and doors.

**GROUND FLOOR & ELEVATOR**

20000 Rework sloped floor at Ground Floor Elevators. (Raise floor at north half, new ramp in corridor north of doors, replace doors, add steps to south half.) Make revisions to north elevator as required for ADA accessibility.

**GENERAL BUILDING SIGNAGE**

8000 Provide ADA signage at all exterior entries, lobby directory, and at all program accessible rooms on Ground, 1st & 2nd floors only.

**AREA OF RESCUE ASSISTANCE**

1500 Designate area of Rescue Assistance on 2nd Floor. Add 2 way communication and ADA signage.

**VISUAL ALARM SYSTEM**

0 *See Mechanical, Electrical, Plumbing & Fire Protection Section A, for Budget.*

**RAMP & STAIR HANDRAILS**

0 See Ground Floor Elevator, above, for new ramp required. Request waiver on stair handrails.

**WALL PROJECTIONS**

500 Relocate or provide floor warning devices at wall projections such as fire extinguishers

**PUBLIC PHONES & TTY**

3000 Provide ADA public phone with TTY at 1st floor

---

**TOILET ROOMS**

**BUDGET**



HANDICAPPED ACCESSIBILITY

**30000** Request under Title II variance to have ADA compliant M&F toilet rooms at 1st floor only since this is an elevated building with short term use. Remove existing toilet room and storage rooms and provide two new toilet rooms west of south elevator.

**DOORWAYS & HARDWARE**

**15000** Determine accessible department entries and interior routes. Make all manager office entries accessible. Replace doors on ADA routes with accessible doors with lever handles and new closers. Estimate for 20 doorways

**RECEPTION AREAS**

**1600** Provide ADA accessible tables and designated seating areas at all reception areas & counters. Estimate for 4 locations.

**ACCESSIBLE ROUTES & WORK STATIONS**

**2000** Reconfigure furniture layouts where required for make accessible routes and interchange existing office furniture where required to gain accessible work areas.

**ACCESSIBLE CLOSETS & STORAGE**

**1500** Provide hookstrips at ADA height at all Ground thru 2nd Floor Departments

---

<b>119100</b>	<b>SUBTOTAL</b>
<b>14300</b>	<b>Consultant's Fees: 12%</b>

---

ADA CORRECTIONS SUBTOTAL >>> **133400**



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**TITLE II ACCESSIBILITY PLAN+C44**

**30000**      Develop a Title II accessibility plan which achieves program accessibility in a phased approach while recognizing existing conditions, financial hardship, and short term use of facility in its present condition.

Staff Time: 160 hrs x \$75  
Architectural Time for analysis & supporting documentation: 240 hrs x \$75

---

---

ADA CORRECTIONS TOTAL >>>

163400



## EXISTING CONDITIONS

### LIFE SAFETY AND CODE DEFICIENCIES

#### General

The Feasibility Analysis Report provided an extensive study of the Life Safety Code Issues. These primarily center on the Assembly spaces, their location and the building's construction.

Other code violations and their recommended mitigation are addressed in the Mechanical, Electrical, Plumbing and Fire Protection section of this report.

#### Southwest Exit Stair

The "observatory" stair at the west end of the original building and its landings have been constructed to meet code requirements - with the exception of the landing at the first floor which is not adequately protected from below. An assembly rating of two hours is required.

This stair is of importance in that it provides an important exit from both the Parasol Room and the Council Chambers - the two existing Assembly spaces.

### BUILDING ENCLOSURE

#### Walls

Repair and restoration of the masonry walls will be required in the next ten years but can be delayed until renovation of the building begins, when dirt and dust of the work is less of an issue.

#### Roof

The slate roof has presented problems since shortly after it was installed. The breaking or cracking of roof tile and their loosening or becoming unfastened, presents not only a water proofing problem but also causes damage to the gutter drainage, and is a potential safety hazard. There appears to be 75 to 100 tile which are in need of refastening.



## RECOMMENDATIONS

### LIFE SAFETY AND CODE DEFICIENCIES

#### Assembly Spaces

The Interim Programming Options section provides a more encompassing alternative for dealing with the assembly spaces which presents both a short term and potentially a long term solution.

Until that programming option is exercised, the following operational mitigation methods are recommended to be continued:

#### Operational Mitigation

When meetings are attended by more than fifty persons in either the Council Chambers or the Parasol Room, have a representative from the Fire Department or other appropriate agency present at all times, to look for and be attentive to possible danger, and provide instruction and aid in evacuation if it were to become necessary.

#### "Observatory" stair

This stair serves as an important exit from the two Assembly spaces : the Council Chambers on the second floor and the Parasol Room on the fourth floor. Although the enclosure of this stair at the west end of the original building was improved in 1979 to meet code requirements, an important section was omitted. This "leak" is below the second floor landing over the first floor exit vestibule, which is larger than the enclosed vestibule on the floors above.

To correct this the ceiling should be removed and an assembly rating of two hours achieved by following UL Design No. L511 for the existing wood joists and concrete topping, and the application of new gypsum wall board and channels (system 13).

The wall enclosures of this stair, based on available drawings, appear to meet the two hour requirement. It is suspected that the interior walls enclosing the first floor vestibule are not and an additional drywall layer is required to provide the two hour enclosure. The existing doors into this vestibule are also required to be labeled.

This work should be done to this stair regardless of the determined future use of the building.



## BUILDING ENCLOSURE

### Roof

The slate roof is of high quality and is considered as one of the most durable and trouble free systems for roofing a building such as the Civic Center. However, it does require maintenance and it is recommended that it be inspected every three to four years.

It appears that the maintenance has consisted of a reactive process, dealing with tiles when they have broken loose. The cause is either improper fastening to the deck or tile which have cracked. The amount of this which has occurred is not unusual, but the process has caused, and will continue to cause, contingent damage to the gutter and drain system and is a potential safety hazard.

It is recommended that a complete roof inspection and repair and/or refastening of the estimated 75 to 100 tile be authorized now. This will probably require the use of a crane, and this cost is included in the budget estimate.



**BUDGET COST ESTIMATES**

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**Life Safety Deficiencies**

**Operational Mitigation**

**T.B.D.**

The cost of operational mitigation will be determined by the number of meetings where safety personnel are required and their salary.

**Southwest "Observatory"  
Stair**

**6,000**

Installation of new 2 hour ceiling below second floor landing in first floor exit vestibule.

**1,500**

Provide new B Label door to storage room off of vestibule.

**1,500**

Upgrade wall construction in vestibule interior walls to two hour.

---

**9,000**

**TOTAL (plus operational costs)**

**Building Enclosure**

**Roof**

**11,000**

Inspection and Repair of Roof

---

**20,000**

**TOTAL-  
Life Safety & Building Enclosure**

INTERIM PROGRAMMING OPTIONS  
RECOMMENDATION  
DESCRIPTION  
PLAN DIAGRAM

SECTION D

**City of Evanston  
Civic Center 2000+  
RECOMMENDATIONS FOR  
INTERIM MITIGATIONS**



**Doyle & Associates**  
ARCHITECTURE - PLANNING - INTERIORS

**Hinkle Engineering, Inc.**

MARCH 24, 1999



## INTERIM PROGRAMMING OPTIONS

### Introduction

This Section of the report presents a scenario that would significantly reduce the population of the building during the interim period between now and 2002. While appearing at first glance to be extreme, it is in fact an important option to consider as part of the preparation for implementing the recommendations of the Feasibility Analysis.

If it is determined that the City's best course of action is to construct a new Civic Center, or move to a new location by leasing space, this option loses some of its long term validity.

If however it is determined that the best course of action is to remain at the present location and renovate and remodel the existing building, this option is not only valid but in all likelihood necessary.

Reducing overall building population has significant benefits for both short term and long term objectives. In the short term:

- Reducing the population, life safety risks are reduced because there are simply fewer people at risk and the building's exiting capability is greatly improved.
- The scope of ADA and other code corrections is reduced by limiting the area used.
- By relocating departments which serve the public to floors where access to exterior exits is most immediate risks for public users are reduced because they are not as familiar as staff with the building and its exiting options.
- The scope of mechanical and electrical corrections is reduced by limiting the area used.
- Reducing the population provides an opportunity to move out of areas of the building enabling mechanical parts to be salvaged and potentially available for use in occupied areas.
- Operating costs for these unoccupied building areas will be significantly reduced.

The most cost effective way to renovate as required and described in the Feasibility Analysis, is to empty the building of all occupants and equipment and to perform the renovation in a single step. Having fewer departments in the building will greatly reduce these relocation disruptions if the building is renovated in this manner.

If it is determined that the renovation must be done in a phased operation, keeping personnel in the building during construction, these programming options become even more important by allowing flexibility in internal relocation.

## RECOMMENDATIONS

The following plan suggests one alternative to accomplishing this objective. Many variations are possible within this plan and the objective can be achieved in varying degrees. The key plan illustrates the optimal vacating and relocation strategy resulting in complete vacation of the 3<sup>rd</sup>, 4<sup>th</sup>, and attic floors.

- At 18,400 square feet per floor, freeing up the top two office floors of the building represents reduced maintenance of 36,800 square feet of office area plus the attic level.
- If the building undergoes major renovation, new mechanical work could be installed on the upper floors prior to the occupied lower levels being displaced for the balance of construction. This could reduce the relocation time for departments remaining in the Civic Center from eighteen months to as little as six months.

### Optimized Relocation Plan

#### Ground Floor

Existing: Health Services is moved to another location, freeing up the entire ground floor except for the mechanical and related support areas.

Proposed: Relocation of the existing 3<sup>rd</sup> floor functions Community Development & Public Works to this level.

Rationale: Program areas are a good match and Building Department can have ADA accessibility on ground floor.

#### 1<sup>st</sup> Floor

Existing: All departments and functions remain as is except for the following modifications:

- Parks/Forestry: Approximately two thirds of the department is relocated, keeping primarily senior management at the Civic Center location.



*Recommendations (Cont.)*

*(1<sup>st</sup> Floor existing - cont.)*

- Human Services: Some form of this department's presence would remain at the Civic Center to deal with Birth & Death Certificates and Restaurant Permits.

Proposed: Relocate 2<sup>nd</sup> floor conference rooms to the now open 2/3 of Parks & Forestry area.

Rationale: Under the proposed ADA Title II mediation, the existing 2<sup>nd</sup> floor would not be made fully ADA accessible under the short term plan. Program accessibility would be achieved by using these 1<sup>st</sup> floor ADA accessible meeting rooms and office spaces for departments located on the non-ADA accessible 2<sup>nd</sup> floor.

2nd floor staff would meet with handicapped users in these 1st floor conference rooms, and any handicapped staff hired by 2nd floor departments would have 1st floor offices.

2nd Floor

Existing: Implementing the following actions will free up the entire 2<sup>nd</sup> floor:

- Relocation of the conference room - see 1<sup>st</sup> floor proposed.
- Renting a meeting space off site for Council Chamber meetings, and for other assembly functions..
- Termination of all tenant space leases.

Proposed: Relocate all 4<sup>th</sup> floor departmental functions to the 2<sup>nd</sup> floor (with the exception of the Parasol room which would be temporarily abandoned as a function).

Rationale: Complete vacancy has now been achieved on both the 3<sup>rd</sup> & 4<sup>th</sup> floors, and all departmental functions can be economically addressed with respect to both Life/Safety and ADA remediation.



***Recommendations (Cont.)***

3<sup>rd</sup> Floor

Status: Vacant

4<sup>th</sup> Floor

Status: Vacant

Attic Level:

Proposed: To be gradually emptied out. See Section E for phasing and programmatic recommendations.

**Budget Projections**

Budget Projections have not been developed or included in the Project Summary for the preceding Interim Programming Options.

To develop Budget Projections for this section user input will be required on the following items:

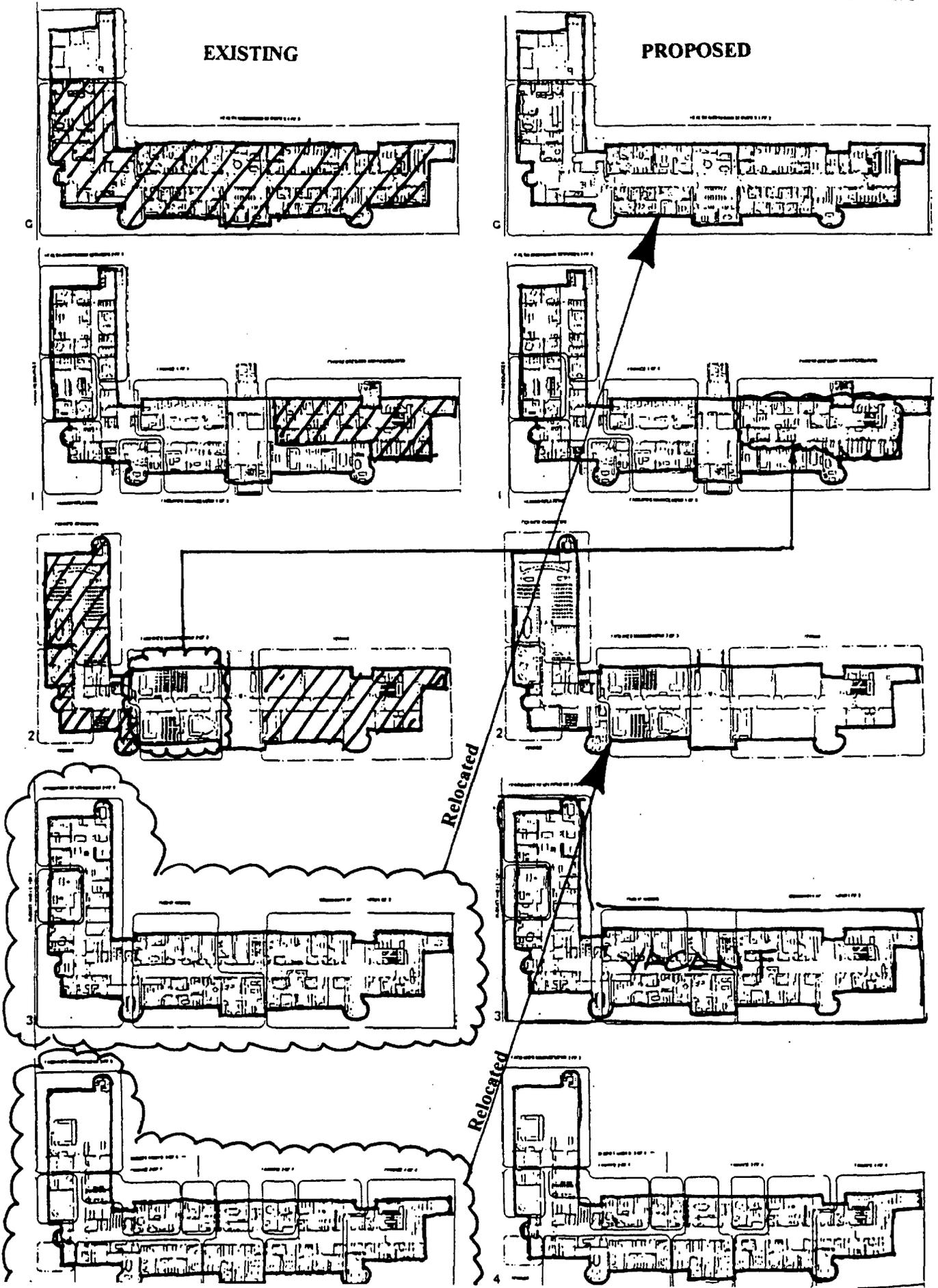
- Confirmation of degree of relocation the Civic Center is amenable to considering.\*
- Relocation costs for: Parks & Forestry, Health Clinic, and Council Chamber functions.

\* The reader is reminded that this is an optimal plan and even minor re-locations during the interim period will have significant benefits for both short term and long term objectives.

Relocate off site



INTERIM PROGRAMMING OPTIONS



CITY MANAGER REPORT  
RENOVATION & RELOCATION TASKS  
BUDGET

SECTION E

**City of Evanston  
Civic Center 2000+  
RECOMMENDATIONS FOR  
INTERIM MITIGATIONS**



**Doyle & Associates**  
ARCHITECTURE - PLANNING - INTERIORS

**Hinkle Engineering, Inc.**

MARCH 24, 1999



## **Introduction**

DOYLE & ASSOCIATES met with the City Manager on December 17<sup>th</sup>, 1998 to review from a management point of view the overall goals of the Evanston Civic Center. The City Manager's position was very positive to change. Citing his recent role in creating a new Civic Center in Spokane, he is very much in favor of making the transition to an updated work environment, feeling strongly that the benefits will outweigh the inconvenience of the transition if the funding is available for a major change.

Most of the goals and objectives, which are outlined below, are in keeping with the recommendations made in the Feasibility Analysis.

However, because of the financial uncertainties, it was not possible for the City Manager to give us directives with respect to how we should prioritize short and long term objectives.

The following is a summary of the issues discussed. Ultimately, the City will need to prioritize these items and their respective budgets.

### **Relocation:                      Health Clinic**

The City Manager agreed that it might be possible to move the Health Clinic to another location which would put it more proximate to the community it serves. The possibility of this relocation would be contingent on finding an appropriate site and having a budget to support this relocation.

### **Council Chambers**

The City Manager agreed that the Council Chambers could be developed as a separate structure. The only drawback would be its distance from other City offices which have paperwork frequently needed for Council meetings. This program issue would need to be addressed. Again, the issue is having funds for construction of a separate structure.

### **Parks & Forestry**

The City Manager felt that in an ideal world, all departments would be at the same central location. It is already problematic having both the Fire and Police Departments in separate facilities. It is not desired to have departments separated from the Civic Center.



However, the City Manager agreed that there was the possibility of locating many of the Parks and Forestry functions offsite to a location proximate to their programs if senior management in this division retained offices in the Civic Center.

### **Departmental Proximity**

In the original survey there was desire expressed by most department heads to have their departments located proximate to the City Manager. The City Manager stated that proximity to the Legal Department was the first priority, with proximity to the Finance Department as a second priority.

### **Department Configuration**

The City Manager concurred with the recommendations contained in the Feasibility Analysis: the number of existing private offices is excessive. He concurred that a modular work environment should be the objective, and that management should not be clustered, but dispersed in a non-hierarchical arrangement. He also emphasized the need for a spatial arrangement that supports informal interactions.

He concurs that the Civic Center is too compartmentalized and that a modular plan with "adequate" space, in addition to its inherent flexibility, would be preferable from a management point of view.

In conclusion, he could point to no benefits of the existing layout other than the corridor system providing space for informal interactions.

### **Paper Management**

DOYLE & ASSOCIATES gave an overview of the paper management issues derived from the departmental surveys: there are no long term systems in place, and each department has developed their own system of paper management in this electronic age.

The City Manager concurred with the description of the problem which was fueled by the abundance of space that was perceived to be inexpensive. Again, cost was cited as the major hindrance to solutions in this area.



## Security & Accessibility

The City Manager agreed with the Feasibility Analysis: the long corridors in conjunction with the building's multiple entries presents a security problem. This problem is further exacerbated by the evening use of the 2<sup>nd</sup> floor Council Chambers, which with the present layout, makes the entire building vulnerable to intrusion.

He concurred that the visitor's first impression was important. He proposed that the ultimate goal be visibility: when users come to the building they should be able to see their city government at work. We discussed a "Command Center" image where an electronic wall map would show current fire and police activities with the staff at work in the foreground also using the information reflected on this electronic wall.

He also recommended that future plans incorporate an alarm system where key personnel have panic alarms with direct links to the police located at their desks.

## Support Areas

We all agree that use of the existing Civic Center is an excellent testimonial to the adaptability and flexibility of the staff who continually transform the former school infrastructure with its dated corridors, toilet rooms, closets, etc. into an office environment.

The City Manager concurred that making do with existing conditions, has not translated into an efficient, manageable work environment which supports both staff and user needs.

## Tenant Spaces

The City Manager confirmed that the Civic Center's long term goal should not include the added burden of private sector tenants. There have been short term benefits to having rental tenants in the existing Civic Center with respect to offsetting costs and best use of surplus building area.

However, municipal centers do not belong in the office rental business, should not compete with local real estate development, and are not attractive locations for most potential renters.



### **Code Violations & Life Safety Issues**

Given the issues outlined in the prior paragraphs, we then asked the City Manager how he would prioritize, and to what extent he hoped to address the Code violations and Life Safety issues outlined in our Feasibility Analysis.

Again, because of the absence of a budget to address these issues, this posed an unanswerable question.

### **ADA Corrections**

Given the issues included in this report's ADA Summary, again we then asked the City Manager how he would prioritize the corrective measures.

Again, because of the absence of a budget to address these issues, this too posed an unanswerable question.

### **Other Considerations**

In conclusion, the City Manager stressed that both image and an updated work environment were extremely important goals. Again, he stressed the need for the work environment to be visible to the user.

With the possible exception of the Health Clinic, he reiterated that all the existing Civic Center departments were standardized and that no significant program changes were foreseeable at this time. Ideally, he would like to add a Command Center or Emergency Operation Center to any future program considerations.

Based on his past experience, he felt that a phased renovation of the Civic Center was not desirable. He would prefer to temporarily relocate the departmental functions while renovation work was being done if the Civic Center chooses to remain at its present location and renovate, but this may not be possible.

He concluded with a reminder that the current budget does not address the above issues, and that the current budget approval process is his major objective through March of 1999. Upon completion of this imminent deadline, there will be ample opportunity to address the budgetary issues raised in this report and in the Feasibility Analysis.



**Pre-Renovation or Relocation Tasks**

**INTRODUCTION:**

The following items are interim tasks which facilitate the long term goals & objectives. Their successful completion also reduces the overall costs of both long term & short term solutions. Note that approximate costs are listed for both City personnel and for Consultant hours. In addition budget estimates are provided for Furniture, Fixtures & Equipment (FF&E) costs.

**SHORT TERM FF&E MANAGEMENT**

Develop purchasing specifications and establish budgets for FF&E replacement to be done prior to renovation & to reduce renovation FF&E costs.

- 2000 Staff Time: 40 hours x \$50/hour
- 4000 Consultants Time: 80 hours x \$50/hour

**PAPER MANAGEMENT**

Research, select, develop, and implement management policy for departmental paper & record storage, retrieval, and disposal. Phase implementation so that new or renovated facility accommodates new paper management system only. Establish budget for any future "off-site" storage requirements.

- 6000 Management Time: 120 hrs x \$50/hr
- 20000 FF&E Cost: Budget Allowance
- 52000 Staff Implementation: 13 depts x 80 hrs x \$50/hr
- 6000 Disposal Costs: 4 dumpsters x \$1500
- 1200 Consultant Costs FF&E spec: Budget Allowance

**ATTIC & MISC STORAGE**

Inventory and analyze all stored items not covered by paper management task to determine future storage requirements. Develop policy for disposing of office FF&E which is currently stored or which will not be reused after renovation. Establish budget for future storage requirements & feasibility of "off site" storage.

- 1000 Management Time: 20 hrs x \$50/hr
- 2000 FF&E Cost: Allowance for steel shelves & boxes
- 2800 Staff Implementation Time: 80 hrs x \$35/hr
- 3000 Disposal Costs: 2 dumpsters x \$1500
- 1000 Consultant Costs:

**BUDGET SUMMARY**  
**Pre Renovation or Relocation**  
**Management Tasks**



	63800	SOFT COSTS: Staff & Mgmt Time
	<u>37200</u>	HARD COSTS: FF&E, Disposal, & Consultant Costs
<b>Subtotal&gt;&gt;&gt;</b>	<u>101,000</u>	

**PROGRAM & BUDGET DEVELOPMENT**

An interactive programming process should be commenced to establish a detailed program for the Civic Center which includes, but is not limited to, the following:

- Program confirmation of departmental totals with determination on required types of work areas (Offices and modular types)
- Departmental Reconfigurations to reduce need for public access to essentially private departments
- Determination of Visitor's first impression: number of reception points & possibility of a "Command Center"
- Quantifying support areas needed & which department will administrate
- Calculating growth and flexibility requirements
- Clear definition of image to be achieved
- It is our recommendation that the above items be developed with an architectural firm in a planning process which can incorporate accurate budgeting and square footages as part of the planning process.

**Pre Renovation or Relocation Programming Tasks**

	20000	Staff Time: 400 hours x \$50/hour
	<u>10000</u>	Consultants Time: 200 hours x \$50/hour
<b>Subtotal&gt;&gt;&gt;</b>	<u>30000</u>	
 <b>TOTAL&gt;&gt;&gt;</b>	 <u>131,000</u>	

COST BUDGET SUMMARY

**City of Evanston  
Civic Center 2000+  
RECOMMENDATIONS FOR  
INTERIM MITIGATIONS**



**Doyle & Associates**  
ARCHITECTURE - PLANNING - INTERIORS

**Hinkle Engineering, Inc.**

MARCH 24, 1999

## COST BUDGET SUMMARY

<b>Mechanical Electrical Plumbing &amp; Fire Protection</b>		<b>\$254,600</b>
Outside air ventilation and exhaust	45,000	
Plumbing violations and inspections	7,500	
Electrical Distribution	120,000	
Lighting and Power and misc.	9,000	
Fire Alarm System	50,000	
	Subtotal	231,500
Consultant Fees (10%)		23,100
<b>Handicapped Accessibility</b>		<b>\$162,280</b>
Exterior Access and Signage	43,000	
Elevators and Stairs	21,500	
Toilet Rooms	30,000	
Doorways and Hardware	15,000	
Other Miscellaneous	8,600	
	Subtotal	118,100
Consultant Fees (12%)		14,180
Title II Accessibility Plan	30,000	
<b>Life Safety and Building Enclosure</b>		<b>\$20,000</b>
Assembly Area Operational Mitigation	Salary costs to be estimated	
Southwest "Observatory" Exit Stair	9,000	
Roof	11,000	
<b><u>TOTAL RECOMMENDED BUDGET FOR INTERIM MITIGATIONS</u></b>		<b><u>\$436,880</u></b>

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### Pre Renovation or Relocation tasks

Short Term Management		
Soft Costs: Management & Staff Time	63,800	
Hard Costs: Equipment and Fees	37,200	
Programming and Budgeting		
Soft Costs: Management & Staff Time	20,000	
Consultant Fees	10,000	
<b>Recommended Budget for Equipment and Fees</b>		<b>\$47,200</b>
<b>Recommended Budge for Management &amp; Staff Time</b>		<b>\$83,800</b>
<b><u>TOTAL PRE RENOVATION OR RELOCATION TASKS</u></b>		<b><u>\$131,000</u></b>