



**Evanston Civic Center**  
Space Study Summary Report  
13 April, 2007

**SOM**

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## Table of Contents

- 1 Goals and Objectives
- 2 Methodology
- 3 Standards
- 4 Assumptions
- 5 Summary of Space Needs
- 6 Detailed Summary of Space Needs
- 7 City Government and City Council Space Components
- 8 Staff Work Area/Public Components
- 9 Departmental Adjacency Diagram
- 10 Public Space Conceptual Model
- 11 Space Impacts for Further Evaluation
- 12 Potential Space Impact

**Goals and Objectives**

**Evanston City Council Objectives**

**Study Response**

**Community**

Support community activities	Development of a variety of large meeting room configuration options
Facilitate interaction with City Government	Creation of smaller meeting rooms to meet with community members
Establish a welcoming space for the Evanston community	Arrangement of public spaces into "zone," to increase accessibility and way-finding
Support public interaction	Facilitate government - public interaction through adjacencies
Create a customer oriented space; easy for public use	<i>Consolidate service points for customers</i>

**Security**

Secure work environment for staff	Create distinct public and private areas while maintaining accessibility for the public
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**Workspace**

Enhance interdepartmental collaboration	<i>Create open work zones to support collaboration</i>
Design workspaces that do not restrict organizational change	Create open work zones with a limited number of workspace types

**Features**

Maintain openness of current space, "the feel of a park"	Apply appropriate public circulation factors
Comply with ADA accessibility guidelines	

**Fiscal Image**

Create a functional, not opulent building	Study is focused on functional needs
	<i>Prioritize functional adjacencies and efficiencies to remove redundancy of space/services</i>

**Environment**

Develop an environmentally conscious facility	Support alternative transportation Maintain circulation factors to provide potential for optimal daylight views
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**Site Amenities**

Consider parking needs, access to transportation

*\*Note: Gray italics indicates issues that are policy dependent or dependent on a real estate solution. These are not reflected in this report.*

## Methodology

### Timeline:

Summer 2006	Visioning session with Evanston City Council
Fall 2006	Distribution of programming surveys to individual divisions
Winter 2006/2007	Divisions complete programming surveys
Winter/Spring 2007	Division interviews to clarify survey data received
Spring 2007	Analysis of data and study completion

### Data Collection:

Survey data collected for the years 2006 (2007), 2009 and 2012

The survey and interview data identifies functional space requirements, not an inventory of existing space

The report focuses on the year 2012 and the projected space needs for the future.

Workspaces were defined rather than headcounts in order to accurately assess the required space needs. For example, workspace counts include hotelling and part-time/shared workspaces that are not occupied on a full-time basis, or are shared among two or more people.

ECC predicts growth patterns to be relatively flat between 2006 and 2012 resulting in an increase of only 16 workspaces including part-time and hotelling workspaces that do not currently exist.

This report is a neutral projection of functional space requirements. It is applicable to various real estate alternatives. The study allows for a comparative analysis of real estate alternatives such as:

1. Tenant space
2. New built-to suit
3. Existing building

### Building Common Areas:

Because no specific building space has been identified as the future home of the ECC, to determine the building common space required, a 20-30% factor range is used to determine a square footage range that might be expected.

## Standards

### Workspace Standards:

Director Office	15x15 225 SF	Department directors; includes small meeting space within office
Manager Office	10x12 120 SF	Assistant directors, managers, and staff dealing with confidential/private information on a regular basis
Special Workstation	8x8 64 SF	Staff in a supervisory role; staff needing a large surface area or space to roll out large plans
Workstation	6x8 48 SF	Standard workstation size
Part-Time and Temp. Workstation	6x6 36 SF	For summer interns, part time employees and temp positions

### Conference Room Standards:

6-8 Person Conference Room	300 SF
10-12 Person Conference Room	400 SF
14-20 Person Conference Room	525 SF

### Departmental Reception Space Standards:

4 Chairs	100 SF
6 Chairs	150 SF
8+ Chairs	200 SF or greater

### Building Common Spaces:

Includes: mechanical, and electrical rooms, freight / receiving, passenger and freight elevators, restrooms, staircases, and core circulation

20-30% range of total SF is used to determine an average size needed to support the required space

### Shared Support Space Standards:

Copy/Equipment/Supply Spaces	1 : 30 Workspaces (120 SF/each)
Pantries	1 : 100 Workspaces (120 SF/each)
Break room	1/3 of Workspaces (20 SF/Person)
Large Conference/Training Rooms	15 SF/Person

## Assumptions

**1. Reception spaces:** Have been included as requested by the departments. Some reception spaces have been indicated as shared between departments where appropriate.

**2. Shared spaces:** The report includes an assumed centralization of shared copy/equipment/supply rooms. Unique requirements for departments and divisions have been taken into account and identified as needed. There will likely be some redundancy of supply storage in the reported requirements. There is also an assumed centralization and distribution of pantries throughout the space for staff convenience.

**3. Storage:** Storage and filing requirements are reported as requested by the divisions. No analysis has been done regarding whether or not the storage requested conforms to ECC records storage policies. There may be some redundancies reported within storage and filing needs. The report does not plan for the use of high-density storage systems. It is possible that the employment of high-density filing could reduce the total active and archival storage square footage requirements.

**4. Ergonomics:** Taking into account sound ergonomic practices, the assumption was made to stack filing drawers no more than 4 high, and box storage no more than 3 high. This tactic is used as a safety measure for staff members when moving/lifting heavy files and boxes of paper. This assumption increases the square footage requirements for storage.

**5. Conference Space:** It has been assumed that conference space needs that were indicated as "shared" by the departments can be accommodated in shared conference space managed by the ECC's meeting room tracking system. There have been a limited number of dedicated conference rooms allocated to departments that reported that they used conference space with high frequency and duration.

**6. Sustainability:** Lockers have been included for employees using alternative forms of transportation (i.e. bike to work). Bike storage is assumed as a base building criterion.

**7. Growth/Vacancy:** This report projects the space needs for the ECC through 2012. Little growth is indicated in the numbers based on the assumption that staff population will only increase slightly - if any - projecting out over the next five years (16 workspaces). The growth of 16 workspaces seen in the report is a combination of minimal growth, hotelling, and shared part-time workstations. A vacancy factor (10%) has been included to allow for the expansion/ contraction or relocation of departments and divisions in the future and to accommodate departmental adjacencies as required.



**Projected Space Requirements Summary**

**Programmed Space**

- City Clerk's Office
- City Government
- City Manager's Office
- Community Development
- Evanston Community Media Center (ECMC)
- Finance
- Human Resources (HR)
- Health & Human Services (HHS)
- Law Department
- Mgmt., Business, & Info. Systems (MBIS)
- Parks/Forestry and Recreation
- Department of Public Works
- Township Offices
- General Spaces
- Conference Space/Public

	Workspace Count	Total SF
<b>2012 Programmed Space Totals</b>	<b>270</b>	<b>88,445</b>
<b>2012 Archival Storage Total*</b>		<b>4,979 - 5,975</b>
<b>Building Common Spaces**</b>	<i>Estimated</i>	<b>23,356 - 40,039</b>
Mechanical, Electrical, Core Circulation Freight/Receiving, Elevators, Restrooms, Stairs		
<b>Offsite</b>		<b>2,600</b>
Emergency Operations Center (EOC) and storage		

\*Archival storage may be located either on or off-site. The range indicated includes the total reported archival storage as well as a larger number that accounts for potential policy changes: an increase of 20%.

\*\*The SF for building common space was determined using a 20-30% factor range. This is a general number applicable to a variety of real estate options.



**Summary of Projected Space Requirements - 2012**

Department	Division	Workspace		Support	Storage	Total Dept/Division (excl. archive)	Storage
		qty	Total SF	Space SF	Active SF		Archive SF
<b>City Clerk's Office</b>		3	569	319	160	<b>1,048</b>	28
<b>City Government</b>		2	455	6,896	17	<b>7,368</b>	0
	<i>Mayor's Office / City Council / Chambers</i>						
<b>City Manager's Office</b>		21	2,894	1,933	113	<b>4,940</b>	351
	<i>Emergency Management / Human Relations</i>						
<b>Community Development</b>		48	4,646	2,775	691	<b>8,112</b>	0
	<i>General Admin / Building &amp; Zoning / Planning / Property Standards</i>						
<b>Evanston Community Media Center (ECMC)</b>		5	778	5,757	59	<b>6,593</b>	215
<b>Finance</b>		26	2,760	896	1,508	<b>5,163</b>	1,872
	<i>General Admin / Accounting / Budget / Payroll / Purchasing / Revenue</i>						
<b>Human Resources</b>		11	1,554	1,382	200	<b>3,136</b>	386
<b>Health &amp; Human Services</b>		26	2,587	1,343	397	<b>4,327</b>	0
	<i>Aging Services / Comm. Health Services / Community Intervention Services / Mental Health / Dental Clinic</i>						
<b>Law Department</b>		10	1,357	215	245	<b>1,816</b>	933
<b>Mgmt., Business, &amp; Info. Systems</b>		36	3,816	1,815	43	<b>5,674</b>	0
	<i>General Admin / GIS / IS / Hearings</i>						
<b>Parks/Forestry and Recreation</b>		18	1,751	1,284	359	<b>3,393</b>	0
<b>Department of Public Works</b>		27	2,407	1,618	523	<b>4,548</b>	1,194
	<i>Transportation / Facilities Management</i>						
<b>Township Offices</b>		12	1,578	1,790	205	<b>3,572</b>	0
<b>Common Spaces</b>		0	0	11,463	0	<b>11,463</b>	0
	<i>Central Services / Facilities / Staff Amenities</i>						
<b>Conference Space/Public</b>		0	0	17,292	0	<b>17,292</b>	0
<b>Total projected workspaces*</b>			<b>270</b>				
<b>Subtotal projected space need USF/workspace</b>			27,151	56,775	4,519	<b>88,445</b>	328
<b>Archive</b>							4,979 - 5,975
<b>Building common area</b>						<b>23,356 - 40,039</b>	
<b>Total projected space, including archive GSF/workspace</b>						<b>116,780 - 134,458</b>	<b>433 - 498</b>
<b>Offsite - Emergency Operations Center (EOC)</b>						<b>2,600</b>	

\* Projected workspaces includes 10% vacancy factor (25 workstations)



## City Government Components Summary

### Office of the Mayor

Mayoral Office  
Administrative Support workstation

### Shared Spaces

Foyer/Ante space  
6-8 Person Conference Room  
Pantry  
Coat Closet  
Office equipment/supply/work area

### City Council Suite

Aldermanic Library  
(2) Hotelling workspaces  
Council Chambers  
Council Chambers Ante Space

### Staff Work Areas

Access to break area/pantry within work zone  
Breakroom (brown bag)  
Locker room (Supplement fitness center, bike to work, etc.)  
Bike rack (Assumed in building common area)  
Work out room  
Production areas

### Public Amenities

**Access to:**

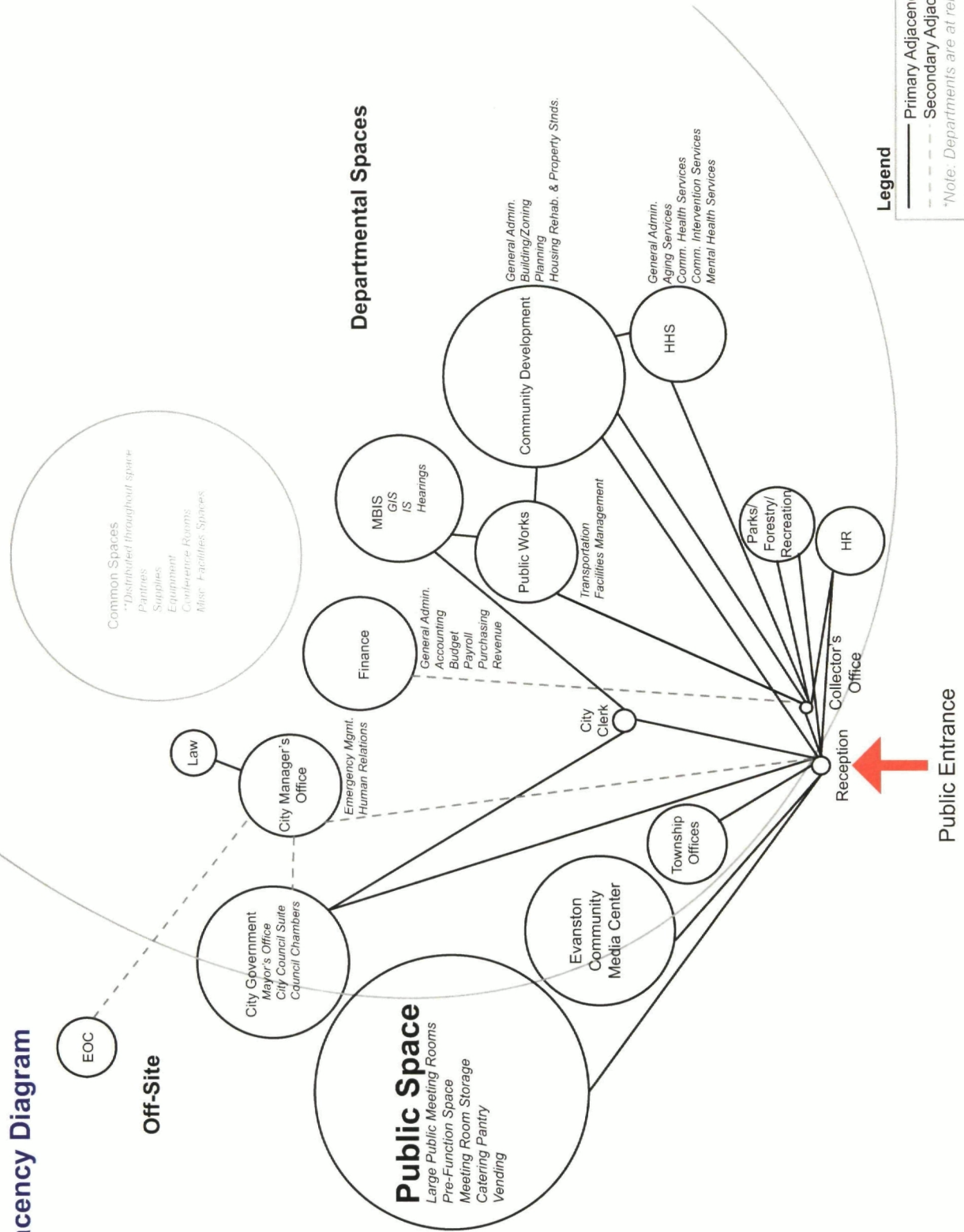
Public reception area (self-serve kiosks)  
Restrooms (assumed in building common area)  
Elevators (assumed in building common area)  
Large multi-purpose meeting rooms  
Catering pantry  
Pre-function space  
Vending

*Potentially: central collections desk*

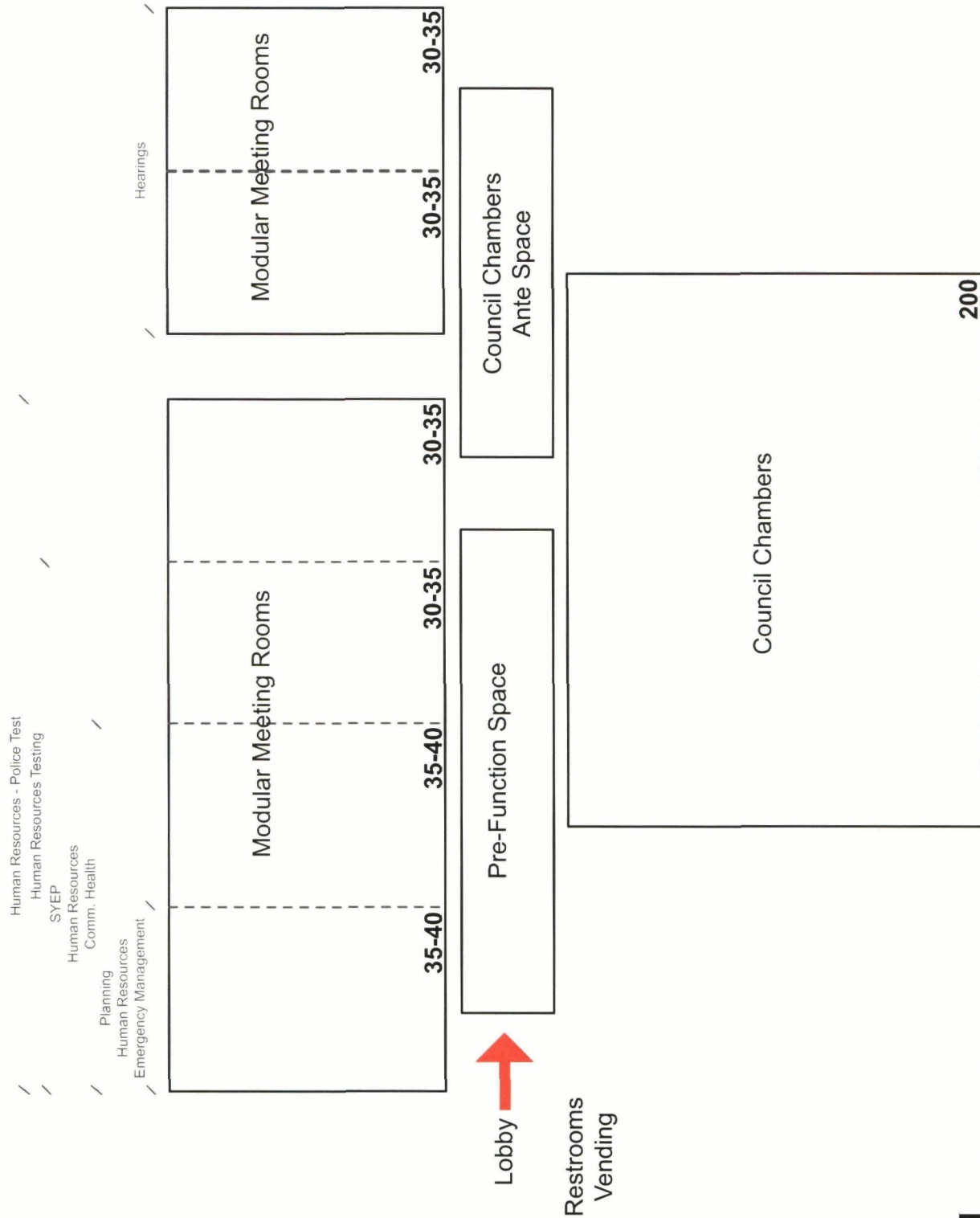
*Potentially: Consolidated reception areas*



# Adjacency Diagram



**Public Spaces: Conceptual Model**



## Space Impact Recommendations For Further Evaluation

### 1. Storage: active and archived documents

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- A. Employment of "active" document storage policies
- B. Managed central or semi-central file systems
  - Potential use of high-density storage systems
- C. Regular management of archives
- D. Electronic document management systems
  - "Active" document management systems
  - Archival electronic storage methods

### 2. Adjacencies: reduction of duplicated space

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- A. Co-location of divisions and/or departments
  - Sharing of temporary/part-time workspaces between divisions/departments
  - Potential support of cross-training and/or teaming of job functions\**
- B. Co-location of departments/divisions with similar needs
  - Reception, collections, and production spaces
- C. Creation of flexible "boundaries" between departments
  - Infrequently utilized support spaces (production, reception, teaming areas) may be shared
  - Lesser vacancy factor may be targeted
  - To expand and absorb unpredictable changes in departmental sizing or re-structuring*

### 3. Public & conference spaces

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- A. Co-location of public meeting spaces to reduce redundant public circulation
  - Increased security by separation of public and private spaces in the civic center*
  - Increased management and efficiency of the operations and activities conducted in the civic center*
  - Creation of an easier to use/more accessible space for the public*
- B. Function-based allocation of conference spaces can increase shared access and efficiency of space

### 4. Operational policies

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- A. Centralization of public services
  - Revenue/collections - centralized public interface
  - Reception areas - consolidate locations for public interface
- B. Centralization of staff support services
  - Mail, reprographics, stockroom/supply distribution, office and facility services
- C. Technology
  - Implementation of desktop facsimile services, electronic intake of documents/applications/bills

### 5. Other points for future evaluation/study

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- A. Conference utilization studies: Collection of duration & number of attendees data for analysis
- B. Food service: On-site versus access to adjacent alternatives
- C. The ability of space to structurally support high-density storage systems will need to be evaluated
- D. Provision of childcare

*\*Gray italics indicates possible operational policy changes that may not impact space needs*

**Potential Space Savings Impacts\*\***

	Potential % Reduction	Potential Space Reduction
<b>1. Storage: active and archived documents</b>		
A. Employment of "active" document storage policies	10-30%	450-1360 SF
B. Managed central or semi-central file systems - "active"	10-30%	450-1360 SF
Potential use of high-density storage systems - "active"	10-30%	450-1360 SF
C. Regular management of archives	10-30%	500-1500 SF
D. Electronic document management systems		
"Active" documents	5-10%	225-450 SF
Archival documents	10-30%	500-1500 SF
<b>2. Adjacencies: reduction of duplicated space</b>		
A. Co-location of departments/divisions with similar needs		
Reduction of requested 13 departmental reception spaces to 4 spaces*	30%	2300 SF
B. Creation of flexible "boundaries" between departments		
Lesser vacancy factor may be used (5%) in lieu of current factor (10%)	5%	800 SF
<b>3. Building Efficiencies</b>		
A. Building configuration/floor plate may affect adjacencies and/or the overall efficiency of space. This could cause an increase in square footage.	5-20%	4,400-17,600 SF

*\*In this scenario, designated reception spaces are maintained for the City Government, City Manager's Office, Health & Human Services, and Human Resources departments. All other reception spaces are consolidated into the central reception space. The total SF for all 13 departments is 3300 SF. It would be reduced to 975 SF; an approximate 70% reduction in space.*

*\*\*The space savings indicated are to illustrate potential space savings or increases. They are not recommendations or conclusions drawn from the space study.*