



## **CITY COUNCIL NEW CITY HALL AD HOC COMMITTEE MEETING AGENDA**

Notice is hereby given of a meeting of the La Porte City Council New City Hall Ad Hoc Committee to be held July 13, 2023, beginning at 3:30 p.m., in the City Hall Council Chamber, 604 West Fairmont Parkway, La Porte, Texas, for the purpose of considering the following agenda items. All agenda items are subject to action.

Remote participation is available, also. Attend via a screen using this link:

<https://us02web.zoom.us/j/84711879323?pwd=MTUxWDJlVQnorOHkweVdmSXJPc1lZZz09Join> by phone at 888-475-4499 or 877-853-5257. The meeting ID is 847 1187 9323 and the passcode is 891059.

1. **CALL TO ORDER**
2. **CITIZEN COMMENT** *(Generally limited to five minutes per person; in accordance with state law, the time may be reduced if there is a high number of speakers or other considerations.)*
3. **STATUTORY AGENDA** The purpose of this meeting is to discuss and formulate City Council and staff plans, operations, policies, and/or future projects, including the following:
  - (a) Presentation, discussion, and possible action to approve the minutes of the February 13, 2023, meeting. [Councilperson McCauley]
  - (b) Presentation, discussion, and possible action to provide a recommendation to City Council for the new City Hall project. [Corby Alexander, City Manager]
4. **COUNCIL COMMENT** - *Hear announcements concerning matters appearing on the agenda; items of community interest; and/or inquiries of staff regarding specific factual information or existing policy from the Mayor, Councilpersons, and City staff, for which no formal action will be discussed or taken.*
5. **ADJOURN**

If, during the course of the meeting and discussion of any items covered by this notice, City Council determines that a Closed or Executive Session of the Council is required, then such closed meeting will be held as authorized by Texas Government Code, Chapter 551, Section 551.071 - consultation with counsel on legal matters; Section 551.072 - deliberation regarding purchase, exchange, lease or value of real property; Section 551.073 - deliberation regarding a prospective gift; Section 551.074 - personnel matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; Section 551.076 - implementation of security personnel or devices; Section 551.087 - deliberation regarding economic development negotiation; Section 551.089 - deliberation regarding security devices or security audits, and/or other matters as authorized under the Texas Government Code. If a Closed or Executive Session is held in accordance with the Texas Government Code as set out above, the City Council will reconvene in Open Session in order to take action, if necessary, on the items addressed during Executive Session.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the City Secretary's office (281-470-5019), two working days prior to the meeting for appropriate arrangements.

Pursuant to Texas Government Code Sec. 551.127, on a regular, non-emergency basis, members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members will be physically present at the location noted above on this agenda.

## **CERTIFICATE**

I, Lee Woodward, City Secretary, do hereby certify that a copy of the July 13, 2023, City Council agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, [www.LaPorteTX.gov](http://www.LaPorteTX.gov), in compliance with Chapter 551, Texas Government Code.

DATE \_\_\_\_\_

TIME \_\_\_\_\_

TAKEN DOWN \_\_\_\_\_

*Lee Woodward*

\_\_\_\_\_  
Lee Woodward, City Secretary

**BRENT McCaulley, CHAIR**  
Councilperson At Large, Position B



**LOUIS R. RIGBY**  
Mayor

**BILL BENTLEY**  
Councilperson District 3

**MINUTES OF THE NEW CITY HALL COUNCIL  
AD HOC COMMITTEE MEETING  
FEBRUARY 13, 2023**

The New City Hall Ad Hoc Committee of the City of La Porte met on Monday, February 13, 2023, at the City Hall Council Chambers, 604 West Fairmont Parkway, La Porte, Texas, at 4:00 p.m. to consider the following items of business:

**Committee Members present:** Brent McCaulley, Louis Rigby, Bill Bentley

**Committee Members attending remotely:** None

**Committee Members absent:** None

**Council-appointed officers present:** Corby Alexander, City Manager; Lee Woodward, City Secretary

**CALL TO ORDER** – Chair McCaulley called the meeting to order at 4:06 p.m.

- 2. CITIZEN COMMENT** *(Generally limited to five minutes per person, in accordance with state law, the time may be reduced if there is a high number of speakers or other considerations.)*

There were no citizen comments.

**3. STATUTORY AGENDA**

- a. Presentation, discussion, and possible action to approve the minutes of the January 9, 2023, meeting. [Councilperson McCaulley]**

Member Bentley moved to approve the minutes of the January 9, 2023, meeting; the motion was seconded by Member Rigby; the motion was adopted, 3-0.

- b. Presentation, discussion, and possible action to provide direction to staff for the new City Hall project. [Corby Alexander, City Manager]**

Corby Alexander updated the Committee that the TIRZ Board of Directors had declined to include the new City Hall in the TIRZ.

Committee members noted a local bank building considered was only five years younger than the current City Hall, 4,400 sq. ft. smaller, has no sprinkler system, and its functional utility is graded as poor. Additionally, the fact was discussed that the bank's location was on one of the last hard freeway corners and that a government building might not be the best and highest use of the property. Mr. Alexander confirmed that an additional \$7 million could be added to the City's debt capacity with no impact to the tax rate, although using the funds for an administrative building might require a bond election. A suggestion was made to issue general obligation bonds for CIP/infrastructure projects if other CIP funds were reallocated to the new city hall project.

Member Rigby moved to move forward with Option 3, allocating funds from the City's fund balance; the motion was seconded by Member Bentley; the motion was adopted, 3-0.

#### **4. COMMITTEE COMMENT**

Member Rigby noted the Committee's action was a recommendation to the City Council.

**ADJOURN** – The meeting was adjourned without objection at 4:27 p.m.

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Lee Woodward, City Secretary





## REQUEST FOR CITY HALL STEERING COMMITTEE ITEM

Agenda Date Requested: July 13, 2023

Requested By: Corby Alexander, City Manager

Department: Administration/CMO

☒ Report ☐ Resolution ☐ Ordinance

**Exhibits:** BRW Proposal, BRW Opinion of Probable Cost, BRW Draft Report

### Appropriation

Source of Funds: \_\_\_\_\_

Account Number: \_\_\_\_\_

Amount Budgeted: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Budgeted Item: ☒ Yes ☐ No

## SUMMARY & RECOMMENDATION

City staff has been working very diligently with BRW Architects, the firm selected to perform the design/engineering for the new City Hall project. With input, BRW has prepared both exterior and interior concept drawings for the proposed City Hall. These drawings have been included in the packet for the steering committee's review, discussion, and direction.

In addition to developing conceptional drawings, BRW has been working to refine the budget/anticipated cost for the project. Due to a number of factors in the world economy, recent bids for similar projects in the region have been significantly higher than originally estimated. The enclosed opinion of probable cost puts the estimated design and construction cost in the range of \$25.7 to \$27 million. Note that the City Council has allocated \$20 million for the proposed City Hall.

On June 13, 2023, Staff presented the project to the Tax Increment Reinvestment Zone Number 1 Board (TIRZ), the second time, for possible funding of the remaining \$7 million for the proposed City Hall. TIRZ discussed the issue and declined to participate in any funding for this project. Staff is moving forward with recommending a transfer of \$7 million from the General Fund to this project in FY24.

BRW Architects has completed the needs assessment and conceptual drawings for the City Hall project. They have provided their draft report and a Professional Services Proposal for architectural services for the City Hall project at a proposed cost of \$2,138,000.00 excluding additional testing and travel expenses. These services include:

## ARCHITECTS RESPONSIBILITIES

A. The Architect shall provide the professional services as set forth in this agreement.

B. Architectural

- Description of the basic services listed below under scope of services by phases for the new administration building and remodel and additions to various existing structures.
- Asbestos Survey of the existing City Hall Building. Further action beyond the survey will require additional fees.
- Assist the City by Providing RFQ documents, reviews, scoring, and interviews for Solicitation for
- Construction Manager at Risk Delivery Method.

C. Interior Design

- Furniture, Fixture and Equipment Procurement
- Design of all interior Space
- Selection of Interior materials and Colors throughout the building
- Coordination of delivery and installation of furniture

D. Landscape Architecture

- Landscape design to meet zoning ordinance requirements as applicable and drought-tolerant / Native
- vegetation goals.

E. Landscape Irrigation

- Irrigation system design and documentation plans and specifications, as necessary.

F. Civil Engineering

- Drainage, grading and paving design
- Grading spot elevation adequate for TAS compliance
- On-site water, gas, and sewer utilities
- On-site electrical
- Geotechnical Survey for foundation and paving design recommendations.
- Complete Surveying with additional information to add to the meets and bounds, easements, and setbacks with topo, existing utilities, existing vegetation.
- Storm Water Pollutant Prevention Plan (SWPPP to be provided by Contractor)
- Detention Pond Design, calculations, TCEQ approval, and city review process, as necessary.

G. Structural Engineering

- Structural foundation
- Structural framing
- ASCE 7-05 wind speed (mph) occupancy category II, Inland I, 120 mph at 3 sec gusts

#### H. Mechanical, Plumbing and Electrical Engineering

- Mechanical systems, including temperature controls systems and written sequence of operations
- Fire protection sprinkler system (performance specifications)
- Electrical power, lighting, and fire alarm systems
- Coordination with utility companies for electrical power, telephone, fiber, cable TV, etc. service entrances
- Emergency generator
- Coordination with City's IT department
- Design and Documentation of Technology and Telecommunication/Data along with wiring, including voice data, cable TV, and data drop locations and terminations.
- Assisting IT in Selecting/specifying telecommunications, computer equipment, fiber optic Cabling, wire management systems and terminations.

The complete proposal is attached along with the draft report and statement of probable cost. BRW Architects will present the project along with an explanation of different construction delivery methods.

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### STRATEGIC PLAN STRATEGY AND GOAL

#### **3.0 Infrastructure and Facilities**

The City of La Porte will have and maintain a strong infrastructure and up to date facilities in order to continue to provide superior services for our citizens.

#### **3.8 Address long-term maintenance needs of City Infrastructure.**

The new City Hall will replace an aging facility and allow citizens easier access to service delivery through water, utility billing, tax, Fire Marshal, planning and permitting.

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### ACTION REQUIRED BY CITY COUNCIL

**Presentation, discussion, and possible action to provide a recommendation to City Council for the new City Hall project.**

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**Approved for the City Council meeting agenda**

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**Corby D. Alexander, City Manager**

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**Date**

# CITY OF LA PORTE CITY HALL FACILITY NEEDS ASSESSMENT

**DRAFT - JANUARY 31, 2023**









## BROWN REYNOLDS WATFORD ARCHITECTS



175 CENTURY SQUARE DRIVE  
SUITE 350  
COLLEGE STATION, TEXAS 77840  
979-694-1791  
WWW.BRWARCH.COM

January 31, 2023

Corby Alexander  
City Manager  
604 W Fairmont Parkway  
La Porte, TX 77571

### RE: City Hall Facility Needs Assessment

Dear Mr. Alexander,

Brown Reynolds Watford Architects, Inc. is pleased to submit to the City of La Porte the Needs Assessment for a new City Hall. Attached is a final report of the results of the study, which was carried out over the course of several site visits, meetings, and discussions between the City of La Porte Department Heads, City Council, and BRW.

The new building will replace the current City Hall and will meet current and future employee and public needs as well as provide a safe and healthy space for both parties.

The enclosed study consists of documentation of programmatic spaces for the facilities current and future needs, programmatic test fit room layouts, conceptual floor plans, existing and new conceptual site plans, and conceptual design renderings.

We are pleased to have had the opportunity to complete this study for the City of La Porte and we hope to continue our successful working relationship. Until then, if you have any questions, please do not hesitate to contact me at 979.694.1791.

Thank you,

Ray Holliday, AIA, ASLA, APA, LI  
Principal







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# 1

## INTRODUCTION

Acknowledgements

Introduction

Executive Summary



## Acknowledgements

The commission of this study is important to us and we value the relationship we have built with the City of La Porte during the process. We appreciate your assistance with performing this study and look forward to the continuation of this project.

### PROJECT MANAGERS

Ray Mayo  
Lorenzo Wingate

### CITY MANAGER

Corby Alexander

### ASSISTANT CITY MANAGER

Matt Daeumer

### DEPARTMENT HEADS

Lee Woodward  
Michael Dolby  
Teresa Evans  
Matt Hartleib  
James Janoch  
Clif Meekins

### ARCHITECT - BRW

Ray Holliday  
Peri Sutton  
Jason Teal  
Garret Duckworth  
Daniel Pesek

### MAYOR

Louis R. Rigby

### COUNCIL MEMBER - AT LARGE A

Brandon Lunsford

### COUNCIL MEMBER - AT LARGE B

Brent McCaulley

### COUNCIL MEMBER - DISTRICT 1

Mandi Williams

### COUNCIL MEMBER - DISTRICT 2

Chuck Engelken

### COUNCIL MEMBER - DISTRICT 3

Bill Bentley

### COUNCIL MEMBER - DISTRICT 4

Rick Helton

### COUNCIL MEMBER - DISTRICT 5

Jay Martin

### COUNCIL MEMBER - DISTRICT 6

Robbie McLarrin

## Introduction

The City of La Porte commissioned BRW Architects to develop a needs assessment and conceptual design to replace the existing City Hall located at 604 West Fairmont Parkway with a more efficient and aesthetically pleasing City Hall. The existing City Hall was built in 1978 to house 24 employees and was expanded in 2003 to accommodate additional staff. Today there are 60 full-time employees operating at City Hall within approximately 28,000 square feet.

The following Programming and Conceptual Design Study is intended to provide the city with the immediate and long term spatial needs for the La Porte City Hall. This report identifies the current and future programmatic needs, operational adjacencies, and site requirements. Based on these needs, several floor plan layouts as well as a conceptual exterior design were created to complement the values and character of the City of La Porte.

## Study Process

The study began in June of 2022 with defining the overall desires for the project, the specific needs of each department head, and the tasks for the BRW team to achieve.

The team proceeded with a series of programming sessions with the user design committee to review existing operational needs as well as design and layout desires for the proposed new city hall. BRW then proceeded to develop a list of programmatic needs, test fits examining each room for spatial layout and function and then floor plan layouts and corresponding designs and site plans. After gaining feedback from the user design committee and the city council subcommittee, BRW refined the floor plans and design to meet the specific needs of the city.

## Study Objectives

La Porte City hall design committee and the design team were guided by the following project objectives:

- *Create a comprehensive building space program with input from the user groups to ensure current and future needs are met.*
- *Utilize the space program to create individual room layouts to test fit the spatial needs.*
- *Provide a topographic/boundary survey with easement descriptions.*
- *Develop conceptual design options consisting of various floor plans, site plans, and aesthetic options for La Porte Project Team to review.*
- *Research and review related and pertinent project information regarding to this project including budget guidelines, utility requirements, site restrictions, adjacencies, relationship to existing City Hall, and context to the immediate neighborhood.*
- *Identify constructability opportunities, such as code requirements, permit needs, and related items.*
- *Review with the City of La Porte Team current trends and best practices for City Hall design. Work with the La Porte Project Team together to create design solutions to meet the needs of today and the anticipated future needs.*
- *At completion of the study, present the City Hall design including the building space program, floor plans, site plan, colored renderings of interior and exterior views, as well as a statement of probable project costs to La Porte City Council for approval.*

## Executive Summary

BRW met with the City of La Porte Administration, City Council, and Department Heads through multiple meetings and planning sessions to understand the deficiencies of the existing building and to identify the current and future needs for City Hall. The existing building does not operate efficiently and the major deficiencies identified include lack of security for staff members, way finding issues for the public visiting and doing business within City Hall, too few meeting spaces and conference rooms, no large training room for all staff, too few rest room facilities for employees, little to no access to natural daylight and very limited ability to accommodate future growth of the departments. The current design does not provide the employees a healthy environment or support interdepartmental collaboration.

At the beginning of the programming process, discussions were held to determine which departments should remain or be relocated to or from City Hall. It was determined that each of the existing departments would remain a part of City Hall and the Fire Marshal's Office would be relocated to City Hall to improve the public's customer services experience. This relocation would alleviate some space constraints within the fire station and centralize the building permitting and payment process into one, easily identifiable, location. The design team then facilitated meetings with each department and every city council member, to determine the current and future programmatic needs of the City Hall. The same questions were asked of each group which gave the design team an initial understanding of the programmatic needs, space requirements, operational adjacencies, and site requirements for each department. From this information, the design team began to develop a building space program with test fit diagrams to better understand each component of City Hall. After review with the user design committee, the design team utilized the finalized program to test fit and develop multiple design options.

Once the building space requirements were identified, several site development options were explored.

- Option 1 was to build a new city hall on the city-owned property to the east of the existing city hall. Once the new building and necessary parking were built, the existing building would be repurposed for another city function or sold. While this option seemed financially appealing, upon further investigation, it was determined that nearly all the site's green space would become impervious coverage. Not only would this eliminate nearly all the trees and green space, this option would require very extensive rainwater detention methods to meet the county's storm water code requirements.
- Option 2 was to temporarily relocate all city employees to another location and build a new city hall in the exact location of the existing building. This option would retain all existing green space and trees and since no new impervious coverage would be created, no additional rainwater detention would be required. However, this option would be the most disruptive to the city's day-to-day operations and would require additional costs to relocate and house city staff.
- Option 3 was a combination of both Option 1 and 2. In this option, a new city hall and a smaller wet bottom detention pond will be built on the east portion of the property while the existing city hall remains operational. Once the new City Hall is built, the old building will be demolished and the remainder of the site will be developed to provide necessary parking, green space, and other public amenities. This option also allows space for additional buildings to be built on the site should the city need additional space in the future.

Ultimately, the user design committee decided to move forward with Option 3 which is the most cost effective and allows the city to maximize the full potential of the entire city-owned property.

To gain a better understanding of the aesthetic characteristics, building materials, and design style preferences, the design team performed a Vision Board exercise with each of the city staff members and city council. The prevailing exterior design preferences included a two-story building form with shed or low-slope roofs, a welcoming public plaza, an elevated front porch type entry, deep roof overhangs, and lots of windows. The exterior material preferences included rough-cut stone, metal panels, cast stone banding, and wood-looking accents. For the interior design style, the majority of staff preferred an inviting environment with lots of natural daylight, warm wood tones, light colored walls, large format flooring, statement lighting, and the continuation of the exterior natural stone materials on the interior.

While developing the exterior building form, the design team began developing several two-story floor plan options.

- Option 1 was a more linear layout with an elongated 2-story lobby/entry corridor with all first floor departments and service windows directly off the lobby. The council chamber was located to the west side of the building and the Fire Marshal's office was located on the east side of the building.
- Option 2 was a more condensed layout with the service windows on either side of a centralized 2-story lobby. In this option the council chamber was centrally located directly across from the main public entrance.

Option 2 was ultimately selected because it was preferred to have the council chamber centrally located and a more condensed public lobby provided better way finding and circulation for the public.

Once an overall floor plan layout was selected, the design team then developed several floor plan options. Each of these options were reviewed by the department heads and modifications were made to accommodate the operational needs of each department.

It was imperative to locate all departments with daily public contact on the first floor without compromising necessary operational adjacencies. In the proposed first floor plan, the Planning Department is located on the west side of the building with Permit Tech service windows located directly on the lobby. The Fire Marshal's office is located on the northwest side of the building with a separate secured entrance for bringing in juveniles or other suspects for interviews. The Fire Marshal Receptionist also has access to the lobby to assist customers with permits from the fire marshal's office. The main reception window and the council chambers are both easily visible from the main entrance. This will allow citizens to immediately know where to go when visiting City Hall or attending a council meeting. The council chambers also has direct access to the council conference room, council offices, and separate private entrance. The Finance Department is strategically located on the east side of the building to facilitate a more ideal location for the drive-thru payment kiosk. The Utility Billing service windows are located on the lobby directly across from the permit tech windows to help facilitate a better payment process for customers seeking building permits. The first floor also features two conference rooms for meeting with the public which are secured from the rest of the building. For the safety of the staff, the line of security is maintained around the lobby and meeting spaces by bullet-resistant glass, walls, and doors and card reader access at secured entrances.

The second floor features a large conference/training room as well as a centralized break room with an adjacent covered patio. The goal of having one large break room is to encourage camaraderie and interaction within the different departments. For security purposes, the public can only access the second floor when escorted by a staff member. The Mayor and City Manager's office suite is clearly identified when coming off the elevator. The I.T., Human Resources and City Secretary's office suites are also located on the second floor within their own office suites. The training room and both covered patios on the second floor may be converted to additional office space if necessary in the future.

In conclusion, the proposed design for the new La Porte City Hall will meet the current and anticipated future employee operational needs and will allow for a more efficient work flow, public interaction, better employee health, and overall better plan efficiency. Once the City of La Porte has chosen a course of action and decides to move forward, the next step will start with the further development of the conceptual design into a buildable set of construction documents and specifications.



## 2

### PROGRAM

Building Program  
City Council  
City Secretary  
Mayor + City Manager  
Human Resources  
Information Technology  
Finance + Purchasing  
Planning + Engineering  
Fire Marshal's Office  
Shared spaces

# CITY HALL BUILDING PROGRAM

PROGRAM SPACE	BUILDING LOCATION / ADJACENCIES	FUNCTION	SPECIAL REQUIREMENTS / NOTES	CURRENT OCCUPANTS	FUTURE OCCUPANTS	EXISTING AREA	APPROXIMATE ROOM SIZE (FT)	QUANTITY	PROPOSED AREA
<b>CITY COUNCIL</b>									<b>4,050</b>
Council Chambers	Near Lobby	Meeting Room	Bulletproof Panels at Dais	-	125	2,925	45 X 65	1	2,925
Council Conference Room	Adjacent to Chambers	Conference Room	Coffee Bar built in	12	16	410	16 X 31	1	495
City Council Office	Council Chambers	Shared Office Space	Private Offices	-	-	215	10 X 14	4	560
Table & Chair Storage	Council Chambers	Storage	-	-	-	-	8 X 8	1	65
<b>MAYOR + CITY MANAGER'S OFFICE</b>									<b>1,875</b>
Mayor's Office	-	Private Office	Seating for at least 6 people	1	1	255	18 X 21	1	380
City Manager Office	-	Private Office	Seating for 4-6	1	1	240	16 X 23	1	370
Assistant City Manager	-	Private Office	Small Conference Table and Chairs	1	1	240	15 X 18	1	270
Senior Administrative Assistant	Department Lobby	Admin. Assistant Office	-	1	1	820 w/ lobby	11 X 15	1	165
Small Conference Room	-	Small Conference	Future A.C.M. Office	6	8	-	14 X 19	1	265
Future Economic Development	-	Private Office	-	1	1	-	12 X 14	1	170
Future P.R. Office	-	Private Office	-	-	1	-	12 X 14	1	170
Coffee Bar	-	Coffee Bar	-	-	-	-	2 X 7.5	1	15
Storage	-	Storage	-	-	-	-	12 X 6	1	70
<b>CITY SECRETARY'S OFFICE</b>									<b>975</b>
City Secretary	-	Private Office	Two guest chairs	1	1	155	12.5 X 18	1	225
Records Administration	-	Private Office	-	1	1	135	12 X 13	1	155
Executive Administrative Assistant	Center of Department	Workspace	Within open space	1	1	385 w/ lobby	10 X 12	1	120
Deputy City Secretary	-	Private Office	-	1	1	150	10.5 X 12	1	125
Logo Storage Closet	-	Storage	Logo Storage Closet	1	1	-	12 X 8.5	1	100
Print Station	Center of Department	Workroom	2 printers, large copier, and scanner	-	-	-	3 X 12	2	70
Workstations	-	Workspace	Future department expansion	-	3	-	6 X 8	4	190
<b>HUMAN RESOURCES</b>									<b>800</b>
Human Resources Manager Office	Center of other offices	Private Office	Small table and chairs, soundproofing	1	1	165	12 X 14	1	170
Senior Human Resources Generalist	-	Private Office	Soundproofing	1	1	150	10.5 X 12	1	125
Human Resources Generalist	-	Private Office	Soundproofing	1	1	135	10.5 X 12	1	125
Human Resources Specialist Office	Close to public access	Workspace	-	1	1	165 w/ lobby	12 X 13	1	155
Future Risk Management Office	-	Private Office	-	-	1	-	10.5 X 12	1	125
File Storage	-	Storage	Fireproof, lockable	-	-	-	9 X 12	1	110
<b>INFORMATION TECHNOLOGY</b>									<b>1,275</b>
I.T. Manager Office	Cubicles	Private Office	Small table with chairs	1	1	150	12 X 14	1	170
Network Administrator Office	Cubicles	Private Office	-	1	1	140	10.5 X 12	1	125
I.T. Technicians Office(s)	Outside access for PD	Private Office	Space for 3 monitors	5	6	150	10.5 X 12	6	755
Equipment Storage	-	Storage	-	-	-	-	15 X 10	1	150
A/V Booth	Attached to Council Chambers	Small Private Office	Multiple Internet Ports, large screens	-	1	-	7.5 X 9.5	1	70
<b>FINANCE &amp; PURCHASING DEPARTMENT</b>									<b>2,900</b>
Director of Finance Office	-	Private office	Small table with chairs	1	1	265	14 X 16	1	225
Assistant Director of Finance Office	Adjacent to Director of Finance, Utility Billing, Accounting, and Tax	Private office	Two guest chairs	1	1	160	12 X 14	1	170
Accounting Coordinator	Accountants	Private office	Two guest chairs	1	1	115	10.5 X 12	1	125
Finance Accountant	Budget Analyst	Private office	-	1	1	190	10.5 X 12	2	250
Budget Analyst	Finance Accountant	Private office	-	1	1	190	10.5 X 12	1	125
Senior Financial Services Technician	Technicians Workspace	Private office	Two guest chairs	1	1	140	10.5 X 12	1	125
Technician Workspace	Near Accounting Coordinator and Senior Financial Services Tech	Workspace	-	3	4	225	6 X 8	4	190
Money Counting	Vault Storage	Private office	Table for 2 people & counting machine	2	2	103	10.5 X 12	1	125
Purchasing Manager	Buyer/Contract Administrators	Private Office	Two guest chairs	1	1	150	12 X 14	1	170
Buyer and Contract Administrator	Purchasing Manager	Private Office	Like current setup	1	1	514	12.5 X 20	1	250
Future Employee Office	-	Private Office	For future staff needs	-	1	-	10.5 X 12	1	125
Utility Billing Supervisor	Front Windows	Private Office	Two guest chairs	1	1	150	10.5 X 12	1	125
Utility Billing Coordinator	Utility Billing Supervisor	Private Office	Workspace or like planning	1	1	135	10.5 X 12	1	125
Tax Window	Public Lobby	Public Counter	Bullet resistant glass, panic button	2	2	115	7 X 7	2	100
Utility Billing Window	Public Lobby	Public Counter	Bullet resistant glass, panic button	2	2	115	7 X 7	2	100
Future Employee Office	-	Private Office	For future growth	-	1	-	10.5 X 12	1	125
Drive Through Kiosk / City Drop Off	Parking Lot	Storage	Merged with money counting	-	-	-	-	1	-
Department drop off	Drive Through Kiosk	Storage	Merged with money counting	-	-	-	-	1	-
Meter Reader Charging Station	Mud Room	Work Station	Outlets, counter, computer	-	-	10	2 X 5	1	10
Trash Bag Storage	Front windows	Storage	Close to outdoor access, built in heavy duty shelves, hard floors	-	-	-	5.5 X 7	1	40
File Room	-	File Room	For the existing 7-10 file cabinets	-	-	-	2.5 X 30	1	75
Coffee Bar	-	Coffee Bar	-	-	-	-	2 X 7.5	1	15
Print Station	Center of Department	Workroom	2 printers, large copier, and scanner	-	-	-	3 X 12	2	70
Vault/High Density Storage	City Secretary	Secure Storage	4 Hour Fire Rated	-	-	390	12 X 20	1	240

## CITY HALL BUILDING PROGRAM

PROGRAM SPACE	BUILDING LOCATION / ADJACENCIES	FUNCTION	SPECIAL REQUIREMENTS / NOTES	CURRENT OCCUPANTS	FUTURE OCCUPANTS	EXISTING AREA	APPROXIMATE ROOM SIZE (FT)	QUANTITY	PROPOSED AREA
<b>PLANNING + ENGINEERING</b>									<b>2,800</b>
Planning Director's Office	Permit Techs	Private Office	Large Monitor, small table and chairs	1	1	225	14 X 16	1	225
Department Coordinator	-	Private Office	Large Monitor	1	1	225 Includes access to Director	12 X 14	1	170
City Planner	-	Private Office	Large Monitor, small table and chairs	1	1	225	12 X 14	1	170
Planning Tech	-	Private Office	Deep desk	1	1	150	10.5 X 12	1	125
Permit Technician Counter	Public Lobby	Public Counter	Bullet resistant glass, panic button	3	3	265 Includes counter and cubicles	7 X 7	3	145
Large Print Public Counter	Public Lobby	Public Counter	Bullet resistant glass, panic button, needs to accommodate 24x36 sheets, dual monitor for displaying/helping the public	-	-	-	7 X 7	1	50
Chief Building Official	Permit Techs	Private Office	Large Monitor, two guest chairs, does not need storage, needs bookshelf	1	1	195	12 X 14	1	170
Deputy Building Official	-	Private Office	Large Monitor, two guest chairs, bookshelves	1	1	130	10.5 X 12	1	125
Plans Examiner's Office	-	Private Office	Large Monitor, table to lay plans on, bookshelves	1	1	130	10.5 X 12	1	125
Inspections Services Coordinator	Public Counter	Private Office	Large Monitor, two guest chairs, glass wall to public counter	1	1	Currently in cubicle behind permit counter	10.5 X 12	1	125
Inspection Workstations	Inspections Coord., Public Counter	Workstation	-	4	4	120	6 X 8	4	190
Code Enforcement Workstation	Public Counter	Workstation	-	2	3	120	6 X 8	3	145
GIS Manager Office	-	Private Office	Includes Plotter	1	1	150	10.5 X 12	1	125
GIS Analyst Office	-	Private Office	-	1	1	160	10.5 X 12	1	125
Intern Workspace	-	Workspace	-	1	1	-	6 X 8	1	50
Future City Engineer Office	-	Private Office	Personal Storage, monitor	-	1	-	12 X 14	1	170
Future Assistant City Engineer	-	Private Office	Personal Storage, monitor	-	1	-	10.5 X 12	1	125
Coffee Bar	-	Coffee Bar	-	-	-	-	2 X 7.5	1	15
Work Room and File Storage	Center of Department	Workroom	2 printers, 1 plotter, large area to lay out maps	-	-	585	15 X 28	1	420
<b>FIRE MARSHAL'S OFFICE</b>									<b>1,550</b>
Fire Marshal	-	Private Office	-	1	1	-	12.5 X 18	1	225
Deputy Fire Marshals	-	Private Office	-	1	1	-	10.5 X 12	2	250
Secretary	F.M. Lobby	Private Office	-	1	1	-	9 X 14.5	1	130
Inspectors Office	-	Private Office	-	-	1	-	10.5 X 12	1	125
Future Office	-	Future Private Office	-	-	1	-	10.5 X 12	1	125
Storage	-	Storage	-	-	-	-	9 X 10	1	90
Evidence	Back Entrance	Storage	Dedicated exhaust	-	-	-	8 X 13	1	105
Interview Room	-	Interview Room	-	-	-	-	8 X 13	1	105
Juvenile Interview	-	Interview Room	Space for work station	-	-	-	13 X 18	1	235
Print Station	Secretary	Print Area	-	-	-	-	3 X 13	1	40
Recording Room	Interview Room	Recording for interview	-	-	-	-	6 X 8	1	50
Coffee Bar	-	Coffee Bar	-	-	-	-	2 X 7.5	1	15
Restroom	-	-	-	-	-	-	7 X 8.5	1	60
<b>SHARED SPACES</b>									<b>11,425</b>
Lobby	Council Chambers	Lobby	Seating, TV with La Porte Info, Public Coffee Bar	-	-	2,840	-	1	3,250
Vestibule	Lobby	Building Vestibule	-	-	-	-	8 X 40	1	320
Reception	Front of building	Reception	-	1	-	243	12.5 X 15	1	190
Building Mailroom / Workroom	Building Receptionist	-	Merged with planning department work room	-	-	245	-	-	-
Executive Conference/Training Room	Break Room	Training Room/Future Expansion	-	-	49	-	24 X 31	1	745
Large Conference Room	On First Floor	Conference Room	Public access, but also securable on first floor	-	16	-	16 X 26	1	415
Medium Conference Room	One per floor	Conference Room	Public access on first floor, employee access on second floor	-	10	-	12 X 23	2	550
Small Conference Room	Within City Secretary Department	Conference Room	-	-	6	-	12 X 14	1	170
Table & Chair Storage	Executive Conference	Storage	-	-	-	-	7.5 X 11.5	1	85
Break Room / Kitchen	Centrally Located, Outdoor access	Large Employee Break Room	Refrigerators, microwaves, range, upper and lower cabinets	-	30-40	600	28 X 31	1	870
Outdoor Patio	Break Room	Outdoor Break Room	-	-	15-20	-	14 X 25.5	2	715
Patio Storage	Outdoor Patio	Storage	-	-	-	-	9.5 X 10	2	190
Employee Wellness Rooms	Centrally Located	Employee Wellness	1 per floor	-	1	-	8 X 8	1	65
Public Restroom	Lobby	Men and Women's Public Restroom	-	-	-	260	20 X 23	2	920
Employee Restrooms	Break Room, Centrally Located	Men and Women's Employee Restroom	-	-	-	225	8 X 7	4	225
Mud Room	Planning + Finance Departments, Employee Parking	Inspectors + Meter Readers Change Shoes	-	-	-	-	8 X 8.5	2	135
Janitor(s)	Restrooms	Janitor Closet	-	-	-	60	7 X 8	2	110
Switch Rooms	Central in plan	-	1 per floor	-	-	-	6 X 8	2	95
Electrical Rooms	Central in plan	-	1 per floor	-	-	-	7.5 X 12	2	180
Fire Riser Room	Exterior Wall	Fire Sprinkler Riser	-	-	-	-	6 X 8	1	50
Mechanical Rooms	Central in plan	-	-	-	-	-	13 X 26	1	340

Building Program Sub-Total: 27,700 SF

Structure, Circulation (26%): 7,250 SF

**TOTAL PROGRAM: 34,950 SF**



**CITY COUNCIL**

# CITY COUNCIL CHAMBERS, CONFERENCE ROOM, AND OFFICES

## Existing Conditions

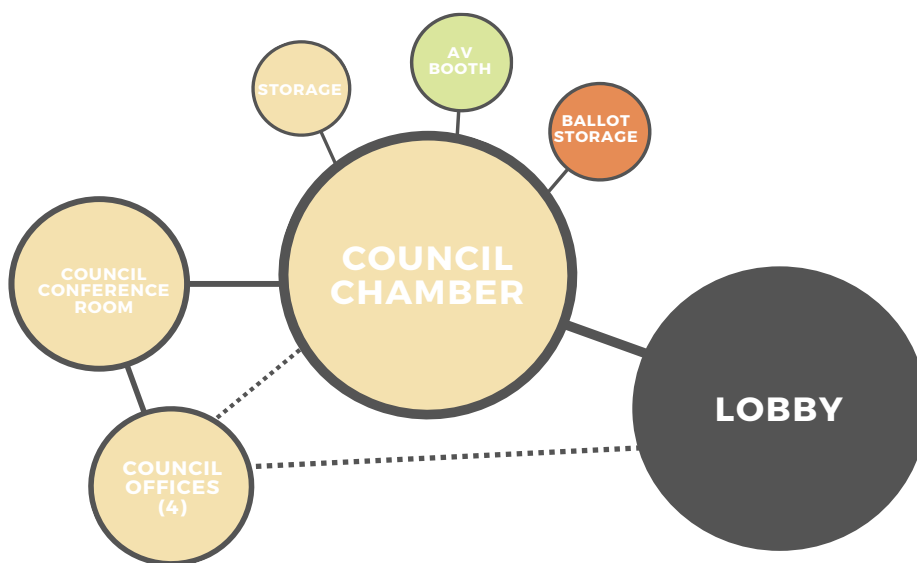
The existing City Council Chamber seemed to meet the majority of the council member's and staffs needs. The main deficiency of this space is that the fixed, pew seating did not allow for flexibility in the types of functions the space could serve. The staff expressed a desire to have moveable seating so that the council chamber could more effectively be used as a polling location and for city employee training events.

The current city hall was designed to give each council person their own, individual office. The majority of the current offices are very small and do not provide sufficient space to meet with a constituent. After meeting with each council person, it was determined that providing 1 larger office to be shared by 2 council people would be a more efficient use of space while still giving each council member an area to individually meet with the public.

## Department Objectives

La Porte City hall design committee and the design team were guided by the following project objectives:

- Increase Council Chamber size to accommodate 15% more visitors
- Need a better digital display between council members and the public
- Enable better connection between council offices, the public, and the Council Chamber
- Provide enough room in the chamber for council to easily see each other and walk behind the 12 person dais
- Increase size of council conference room to accommodate 16 people



**SOLID LINE** = DIRECT ADJACENCY REQUIRED BETWEEN SPACES

**DASHED LINE** = SOFT CONNECTION. SPACES SHOULD BE NEARBY BUT DO NOT HAVE TO BE DIRECTLY ADJACENT

## CITY COUNCIL CHAMBERS

### FUNCTION:

This area will serve as the public city council meeting space for the City of La Porte.

### OCCUPANCY TYPE:

A-3

### PLANNED AREA:

2,925 SF

### NUMBER OF OCCUPANTS:

12 at Dais

112 in chairs

### ADJACENCY:

Public lobby, council conference room, and A/V booth,  
table + chair storage



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted) with acoustical panels and millwork

*Ceiling:* Acoustical Tile

### LIGHTING:

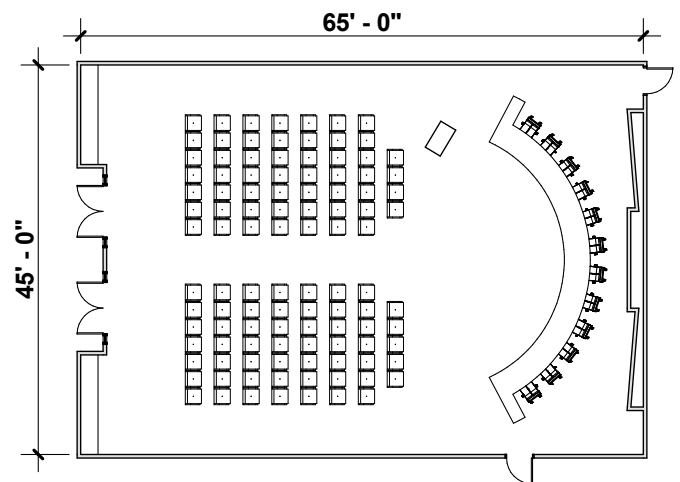
Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall with floor and ceiling locations for equipment

### REQUESTED MODIFICATIONS:

- Integration of existing technology



### SPECIAL REQUIREMENTS:

Secondary, secure exit for council members

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Dais - with bullet-resistant panels

(1) Large TV Wall behind Dais

(2) Wall-mounted, side TVs

### MOVEABLE EQUIPMENT / FURNISHINGS:

(12) Executive Chairs

(112) Chairs

Presentation podium

# COUNCIL CONFERENCE ROOM

## FUNCTION:

This area will serve as an meeting space and conference room for council executive sessions.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

495 SF

## NUMBER OF OCCUPANTS:

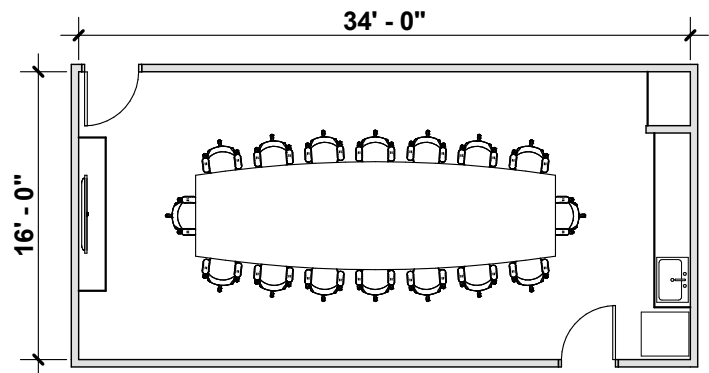
14-16

## ADJACENCY:

Council Chambers, Council Offices

## REQUESTED MODIFICATIONS:

- Food preparation area



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall with table and ceiling locations for equipment, power above counter, at refrigerator.

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Conference table  
AV equipment for virtual meetings  
Refrigerator  
Counter with sink  
Upper and Lower Cabinets  
Built in large trash  
Lockable Pantry

## MOVEABLE EQUIPMENT / FURNISHINGS:

(16) Conference Chairs  
(1) Wall mounted TV



## CITY COUNCIL OFFICES

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

4 @ 140 SF each (560 SF Total)

### NUMBER OF OCCUPANTS:

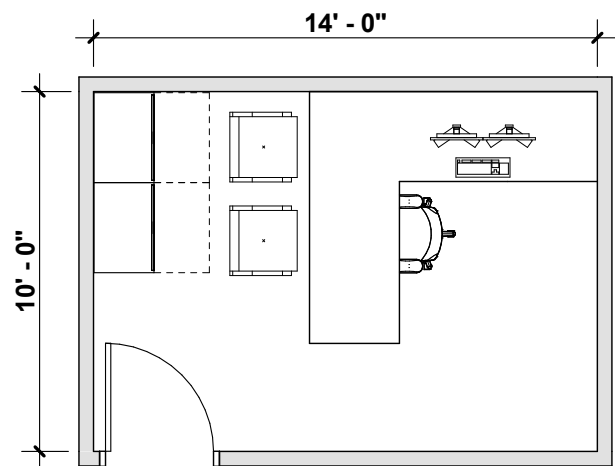
1-3

### ADJACENCY:

Council Chambers, Council Conference Room

### REQUESTED MODIFICATIONS:

- Acoustic privacy



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (2) Guest Chairs
- (2) Lockable File Cabinets

## TABLE + CHAIR STORAGE

### FUNCTION:

This area will store movable tables + chairs from council chambers.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

65 SF

### NUMBER OF OCCUPANTS:

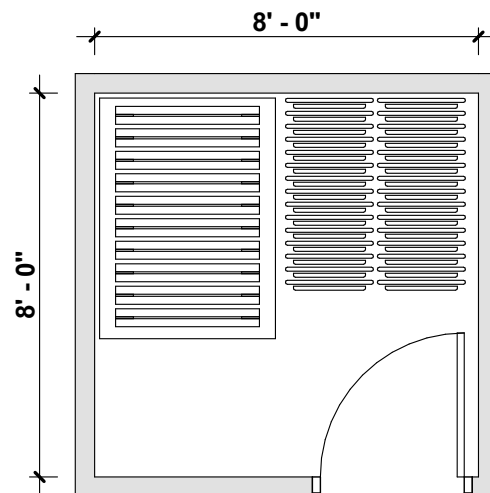
N/A

### ADJACENCY:

Council Chambers.

### REQUESTED MODIFICATIONS:

■ N/A



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Convenience outlet adjacent to door

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

### MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

## MAYOR AND CITY MANAGER'S OFFICE

# MAYOR & CITY MANAGER'S DEPARTMENT

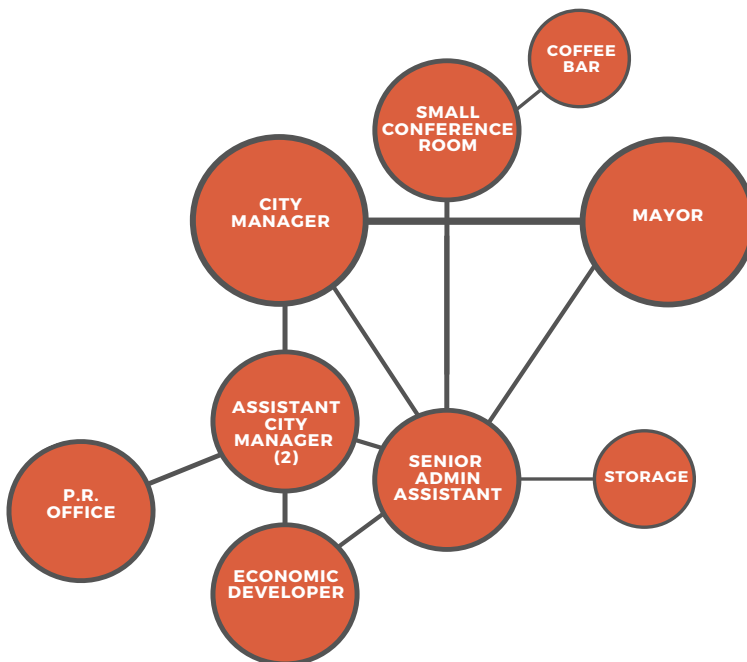
## Existing Conditions

The current size of the City Administrations offices are all adequate in size. However, the department expects to double in size over the next 10 years. Need to continue to have space for meetings both with the public as well as with various staff members.

## Department Objectives

La Porte City hall design committee and the design team were guided by the following project objectives:

- Senior Administrative Assistant should work as the “gatekeeper” to the City Manager and Mayor with a secondary waiting area.
- Provide for future staff growth expect 2-3 new positions
- Department conference room can be converted to an office in the future if needed



**SOLID LINE** = DIRECT ADJACENCY REQUIRED BETWEEN SPACES

**DASHED LINE** = SOFT CONNECTION. SPACES SHOULD BE NEARBY BUT DO NOT HAVE TO BE DIRECTLY ADJACENT

## MAYOR'S OFFICE

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

380 SF

### NUMBER OF OCCUPANTS:

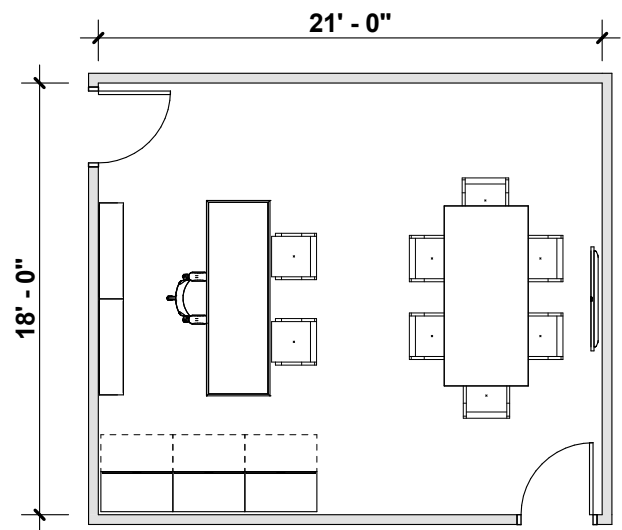
6

### ADJACENCY:

Close proximity to City Secretary and City Manager.

### REQUESTED MODIFICATIONS:

- Sound Proofing



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

TV

### MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (8) Guest Chairs
- (2) File Cabinets
- (2) Bookshelves
- (1) Small Table

# CITY MANAGER'S OFFICE

## FUNCTION:

This area will serve as a private office space.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

370 SF

## NUMBER OF OCCUPANTS:

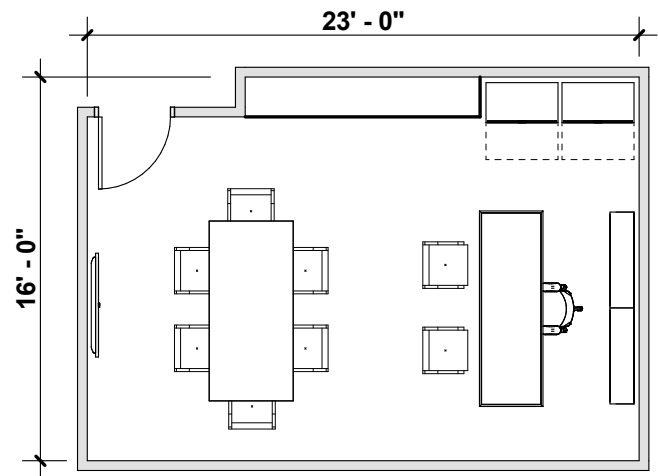
1

## ADJACENCY:

Mayor, Assistant City Manager

## REQUESTED MODIFICATIONS:

- Sound Proofing



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall.

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

TV

## MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair

(6) Guest Chairs

(2) File Cabinets

(2) Bookshelves

(1) Small Table

## ASSISTANT CITY MANAGER'S AND FUTURE OFFICE

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

2 @ 270 SF (540 SF Total)

### NUMBER OF OCCUPANTS:

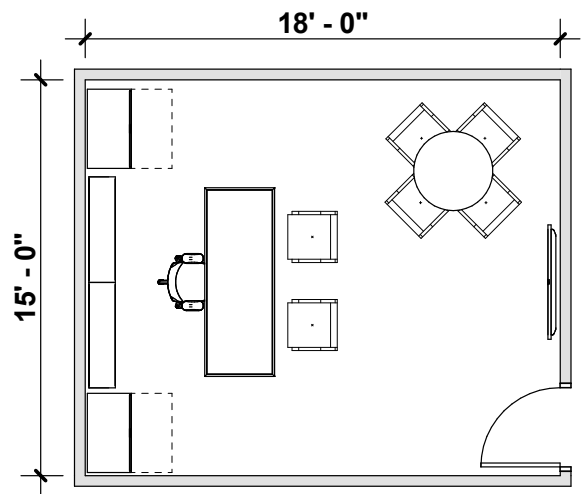
1

### ADJACENCY:

Mayor, City Manager

### REQUESTED MODIFICATIONS:

- Sound Proofing



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

TV

### MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (6) Guest Chairs
- (2) File Cabinets
- (2) Bookshelves
- (1) Small Table

# SENIOR ADMINISTRATIVE ASSISTANT

## FUNCTION:

This area will serve as an open work/reception area.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

165 SF

## NUMBER OF OCCUPANTS:

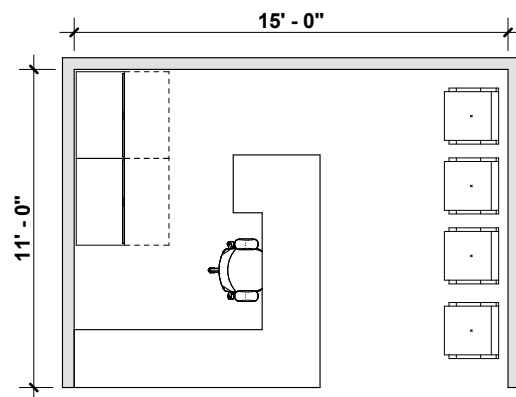
1

## ADJACENCY:

Front of department from public corridor.

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall.

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

## MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair

(4) Guest Chairs

(2) File Cabinets



# CONFERENCE ROOM

## FUNCTION:

This area will serve as a conference room that for the department.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

265 SF

## NUMBER OF OCCUPANTS:

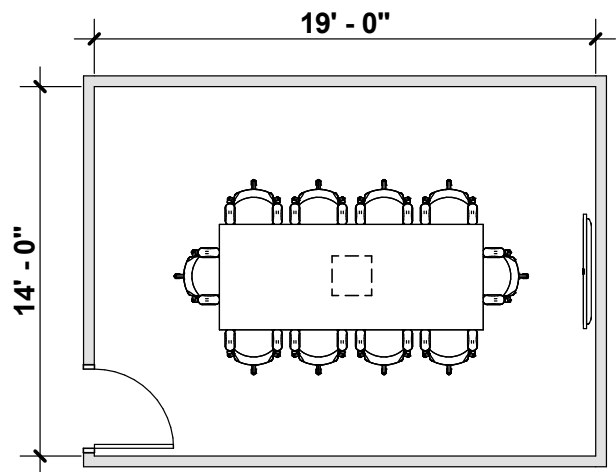
10

## ADJACENCY:

Within City Manager department

## REQUESTED MODIFICATIONS:

- Sound Proofing



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall.

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Conference Table

TV

## MOVEABLE EQUIPMENT / FURNISHINGS:

(10) Conference Chair

(1) Conference Table

(2) File Cabinets

# FUTURE PUBLIC RELATIONS OFFICE

## FUNCTION:

This area will serve as a private office space.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

170 SF

## NUMBER OF OCCUPANTS:

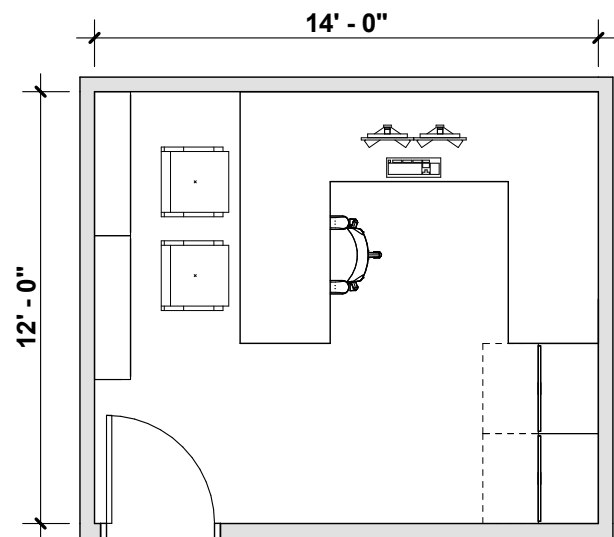
1

## ADJACENCY:

Within City Manager department

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall.

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

## MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair

(2) Guest Chairs

(2) File Cabinets

(2) Bookshelves

## FUTURE ECONOMIC DEVELOPMENT OFFICE

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

170 SF

### NUMBER OF OCCUPANTS:

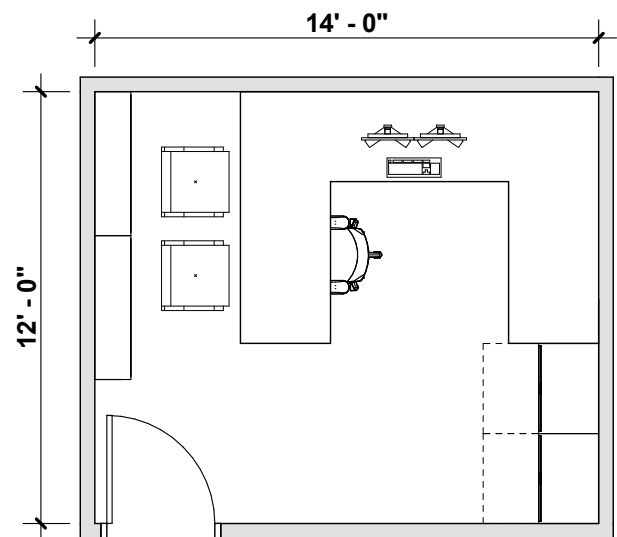
1

### ADJACENCY:

Within City Manager department.

### REQUESTED MODIFICATIONS:

■ N/A



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (2) Guest Chairs
- (2) File Cabinets
- (2) Bookshelves

## COFFEE BAR

### FUNCTION:

This area will be a small coffee bar.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

15 SF

### NUMBER OF OCCUPANTS:

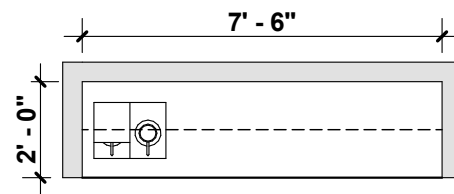
N/A

### ADJACENCY:

Off main corridors

### REQUESTED MODIFICATIONS:

- Undercounter Refrigerator



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Outlets above counter, as necessary for equipment.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Countertop

Upper and Lower Cabinets

Undercounter Refrigerator

### MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Coffee Maker

# STORAGE

## FUNCTION:

This area will serve as storage for the city manager office.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

110 SF

## NUMBER OF OCCUPANTS:

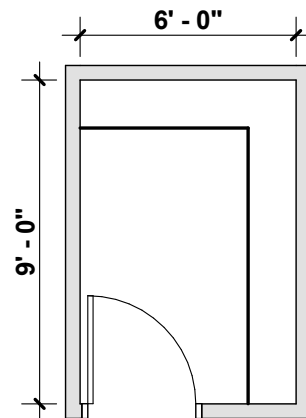
1

## ADJACENCY:

Within City Manager department.

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Convenience outlet adjacent to door.

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Adjustable Shelving

## MOVEABLE EQUIPMENT / FURNISHINGS:

N/A



**CITY SECRETARY'S OFFICE**

# CITY SECRETARY DEPARTMENT

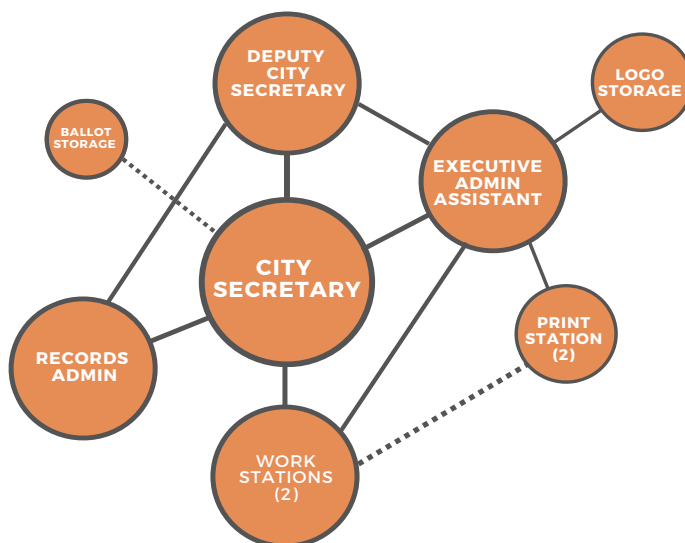
## Existing Conditions

The existing City Secretary department currently function's fairly well, however over the next 10 years they expect the size of their staff to more than double. This department collaborates with each other on tasks as well as other departments, and will need to be in close proximity to the City Manager and Mayor.

## Department Objectives

La Porte City hall design committee and the design team were guided by the following project objectives:

- Increase department size, expect a staff of 6 in 5 years, 10 in another 10 years.
- Streamline voting process. Need adequate space during voting and ballot counting. As well as storage space for equipment.
- Provide similar amount record storage as in existing city hall
- Provide logo/marketing materials storage room
- Department conference room can be converted to an additional office in the future if needed



**SOLID LINE** = DIRECT ADJACENCY REQUIRED BETWEEN SPACES

**DASHED LINE** = SOFT CONNECTION. SPACES SHOULD BE NEARBY BUT DO NOT HAVE TO BE DIRECTLY ADJACENT



## CITY SECRETARY'S OFFICE

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

225 SF

### NUMBER OF OCCUPANTS:

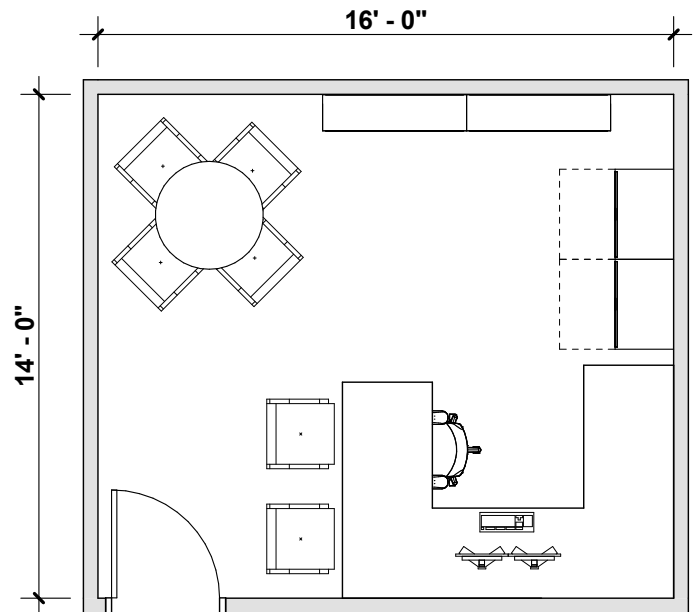
1

### ADJACENCY:

Close proximity to mayor.

### REQUESTED MODIFICATIONS:

- Sound proofing



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (6) Guest Chairs
- (3) File Cabinets
- (2) Bookshelves
- (1) Small Table

# RECORDS ADMINISTRATION OFFICE

## FUNCTION:

This area will serve as a private office space.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

155 SF

## NUMBER OF OCCUPANTS:

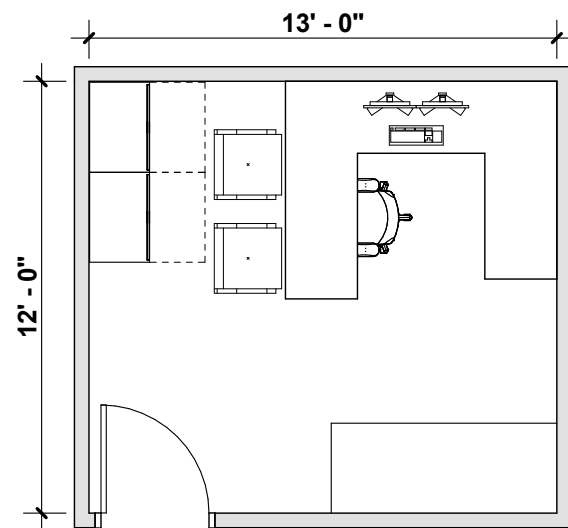
1

## ADJACENCY:

Close proximity to city secretary

## REQUESTED MODIFICATIONS:

- Space for flatbed scanner



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall.

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

## MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (2) Guest Chairs
- (2) File Cabinets
- (1) Flat Bed Scanner

## EXECUTIVE ADMINISTRATIVE ASSISTANT WORKSTATION

### FUNCTION:

This area will serve as an open work/reception area.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

120 SF

### NUMBER OF OCCUPANTS:

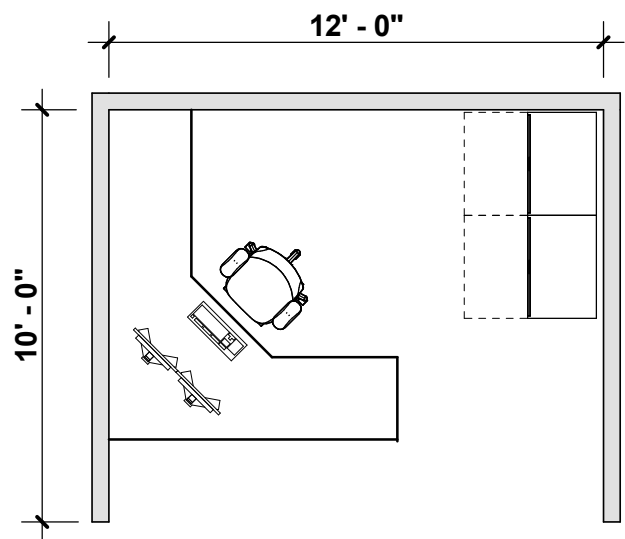
1

### ADJACENCY:

Front of department from public corridor.

### REQUESTED MODIFICATIONS:

■ N/A



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair

(2) File Cabinets

## DEPUTY CITY SECRETARY OFFICE

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

125 SF

### NUMBER OF OCCUPANTS:

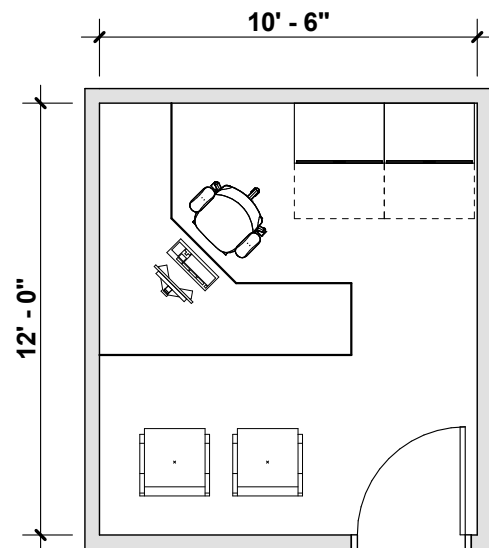
1

### ADJACENCY:

Close proximity to city secretary.

### REQUESTED MODIFICATIONS:

■ N/A



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair

(2) Guest Chairs

(2) File Cabinets

## LOGO STORAGE CLOSET

### FUNCTION:

This area will hold the department's supplies and files that need to be stored.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

100 SF

### NUMBER OF OCCUPANTS:

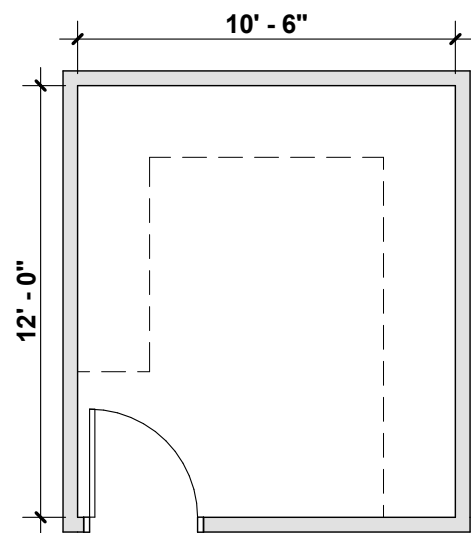
N/A

### ADJACENCY:

Within city secretary department

### REQUESTED MODIFICATIONS:

■ N/A



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Convenience outlet adjacent to door.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Adjustable shelving

### MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

# BALLOT STORAGE

## FUNCTION:

This area will hold the ballots from elections and serve as a sorting location for mail-in ballots.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

60 SF

## NUMBER OF OCCUPANTS:

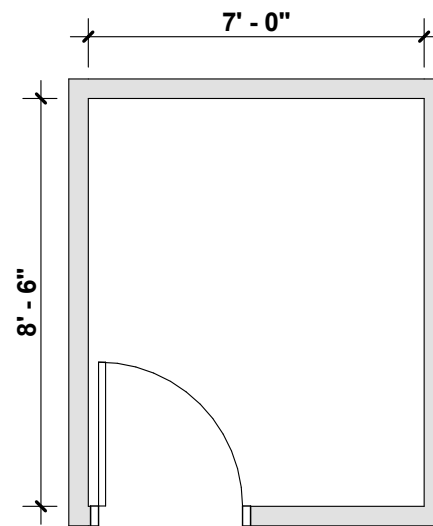
N/A

## ADJACENCY:

Close proximity to council chambers

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Convenience outlet adjacent to door.

## SPECIAL REQUIREMENTS:

Secured storage

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

## MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

## CITY SECRETARY WORKSTATIONS

### FUNCTION:

This area will have a general use for the department, but allow for future expansion.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

3 @ 48 SF each (190 SF Total)

### NUMBER OF OCCUPANTS:

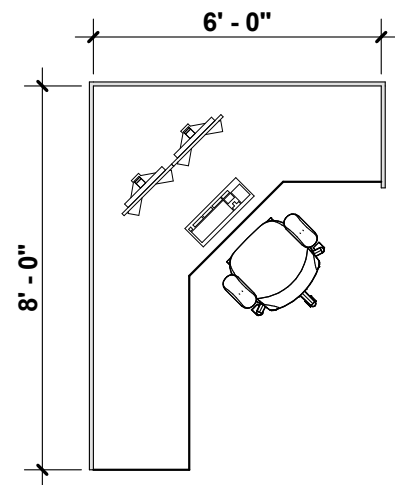
1 ea.

### ADJACENCY:

Centrally located within department.

### REQUESTED MODIFICATIONS:

■ N/A



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets at each workstation.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

### MOVEABLE EQUIPMENT / FURNISHINGS (PER WORKSTATION):

(1) Computer Chair ea.

(1) Under desk Storage ea.

(1) Workstation ea.





## HUMAN RESOURCES DEPARTMENT

# HUMAN RESOURCES DEPARTMENT

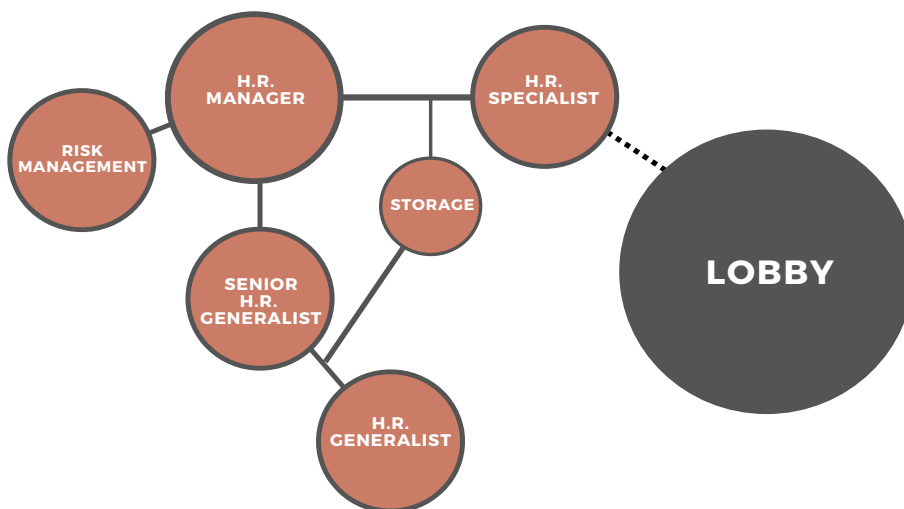
## Existing Conditions

The existing Human Resources department is comprised of a staff of 4 people. They anticipate needing 1-2 more staff members in the near future. The current layout of offices is not conducive to staff communication. Due to the departments responsibility of interviewing all city staff, they will need to have easy access to the public lobby as well as close proximity to a space where they can conduct interviews. Ideally they would also like a space where they can conduct staff training session for 25-50 people.

## Department Objectives

La Porte City hall design committee and the design team were guided by the following project objectives:

- *Facilitate better interaction and connection within HR Dept.*
- *Provide secure storage of personnel files*
- *Provide office for future staff*
- *Facilitate secure interview process*



**SOLID LINE** = DIRECT ADJACENCY REQUIRED BETWEEN SPACES

**DASHED LINE** = SOFT CONNECTION. SPACES SHOULD BE NEARBY BUT DO NOT HAVE TO BE DIRECTLY ADJACENT

# HUMAN RESOURCES MANAGER'S OFFICE

## FUNCTION:

This area will serve as a private office space.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

225 SF

## NUMBER OF OCCUPANTS:

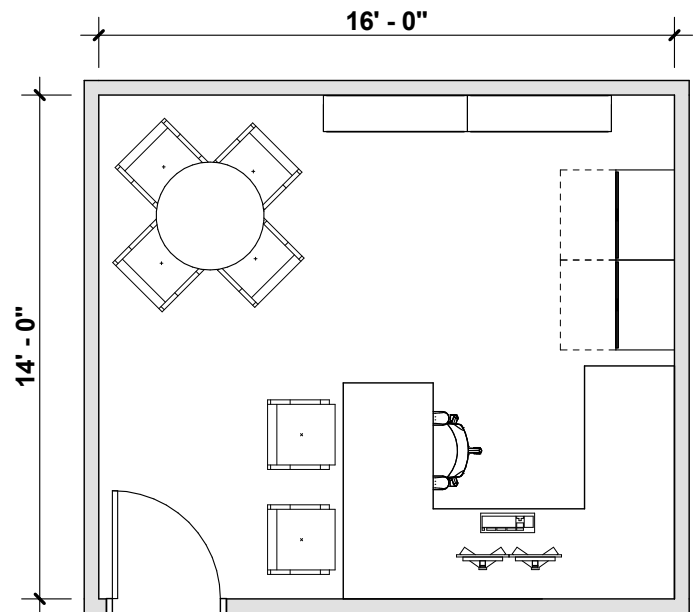
1

## ADJACENCY:

The rest of human resources department

## REQUESTED MODIFICATIONS:

- Sound Proofing



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall.

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

## MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (6) Guest Chairs
- (3) File Cabinets
- (2) Bookshelves
- (1) Small Table

# SENIOR HUMAN RESOURCES GENERALIST OFFICE

## FUNCTION:

This area will serve as a private office space.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

125 SF

## NUMBER OF OCCUPANTS:

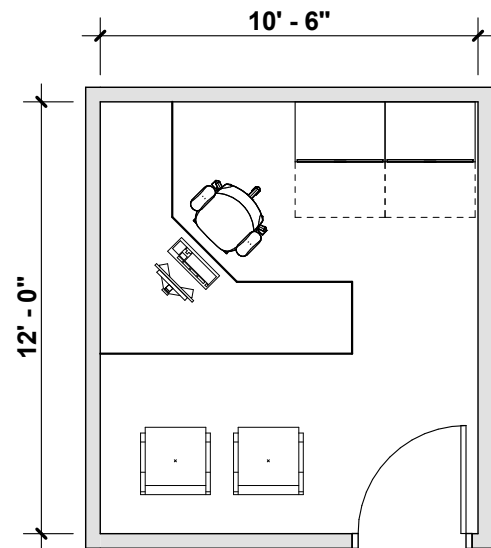
1

## ADJACENCY:

Human resources manager

## REQUESTED MODIFICATIONS:

- Sound Proofing



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

## MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (2) Guest Chairs
- (2) File Cabinets

## HUMAN RESOURCES GENERALIST OFFICE

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

125 SF

### NUMBER OF OCCUPANTS:

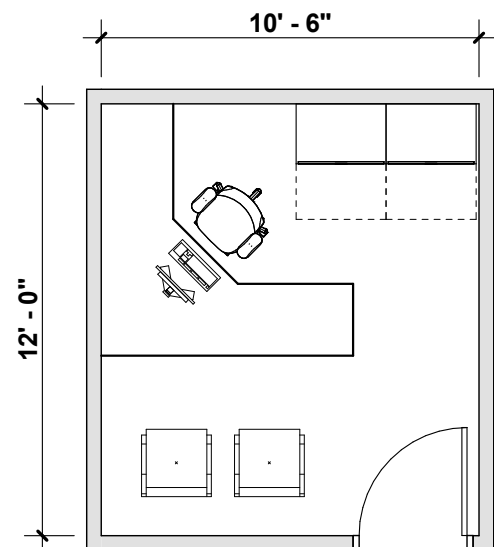
1

### ADJACENCY:

Human resources manager

### REQUESTED MODIFICATIONS:

- Sound Proofing



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (2) Guest Chairs
- (2) File Cabinets

# HUMAN RESOURCES SPECIALIST OFFICE

**FUNCTION:**

This area will serve as an open work/reception area.

**OCCUPANCY TYPE:**

B

**PLANNED AREA:**

155 SF

**NUMBER OF OCCUPANTS:**

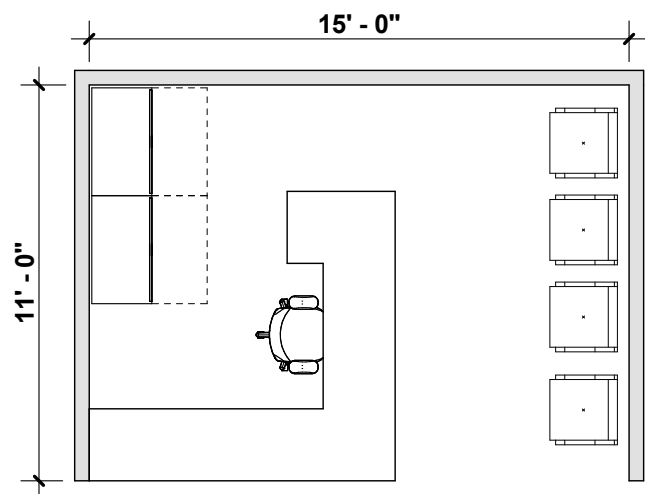
1

**ADJACENCY:**

Front of department off public corridor

**REQUESTED MODIFICATIONS:**

■ N/A


**FINISHES:**

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

**LIGHTING:**

Non-glare LED lighting

**ELECTRICAL/DATA:**

Power and data outlets on each wall.

**SPECIAL REQUIREMENTS:**

N/A

**NON-MOVEABLE EQUIPMENT / FURNISHINGS:**

Desk

**MOVEABLE EQUIPMENT / FURNISHINGS:**

(1) Computer Chair

(2) Guest Chairs

(2) File Cabinets

## FUTURE RISK MANAGER'S OFFICE

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

125 SF

### NUMBER OF OCCUPANTS:

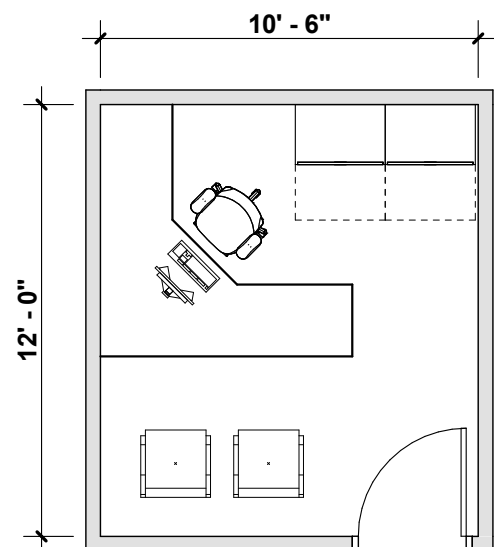
1

### ADJACENCY:

Human resources manager

### REQUESTED MODIFICATIONS:

- Sound Proofing



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (2) Guest Chairs
- (2) File Cabinets

# FILE ROOM

## FUNCTION:

This area will store the files maintained by the human resources department.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

110 SF

## NUMBER OF OCCUPANTS:

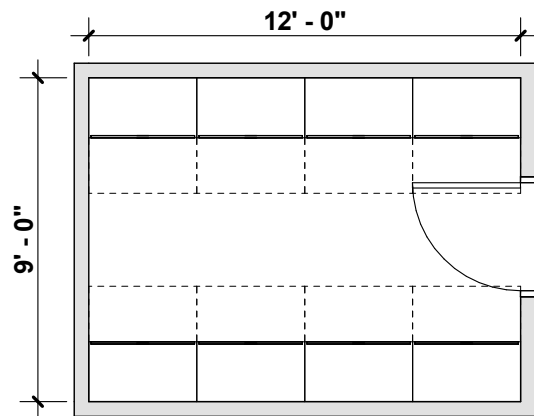
1

## ADJACENCY:

1

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Convenience outlet adjacent to door.

## SPECIAL REQUIREMENTS:

Lockable room

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

## MOVEABLE EQUIPMENT / FURNISHINGS:

(9) File Cabinets



## INFORMATION TECHNOLOGY DEPARTMENT

# INFORMATION TECHNOLOGY DEPARTMENT

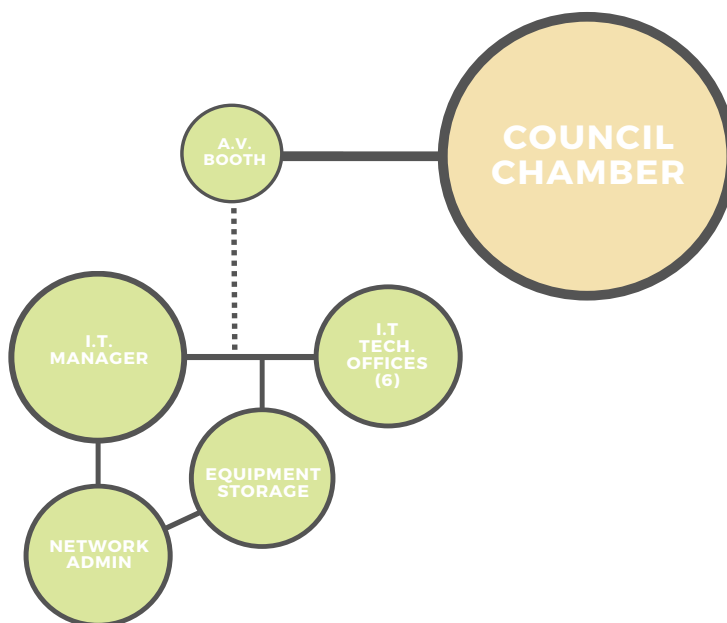
## Existing Conditions

Major deficiencies of the existing I.T. Department included lack of dedicated space. They were recently relocated to city hall and are somewhat scattered in available space throughout the facility.

## Department Objectives

La Porte City hall design committee and the design team were guided by the following project objectives:

- *Prefer individual offices as they are often in virtual meetings with other city departments*
- *Provide access to an exterior door to service police vehicles*
- *Increase amount of dedicated IT storage*
- *Need large space to work on equipment*
- *Requested standardization of equipment and flexibility through out the building*



**SOLID LINE** = DIRECT ADJACENCY REQUIRED BETWEEN SPACES

**DASHED LINE** = SOFT CONNECTION. SPACES SHOULD BE NEARBY BUT DO NOT HAVE TO BE DIRECTLY ADJACENT

## INFORMATION TECHNOLOGY MANAGER'S OFFICE

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

170 SF

### NUMBER OF OCCUPANTS:

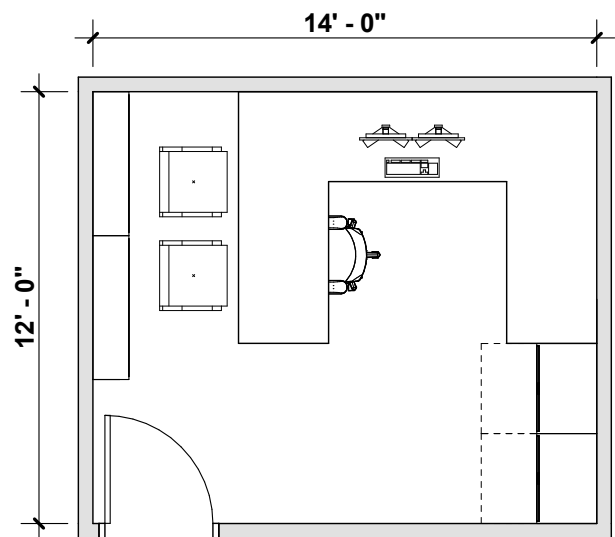
1

### ADJACENCY:

The rest of the I.T. department

### REQUESTED MODIFICATIONS:

- Sound Proofing



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (2) Guest Chairs
- (2) File Cabinets
- (2) Bookshelves

# NETWORK ADMINISTRATOR'S OFFICE

## FUNCTION:

This area will serve as a private office space.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

125 SF

## NUMBER OF OCCUPANTS:

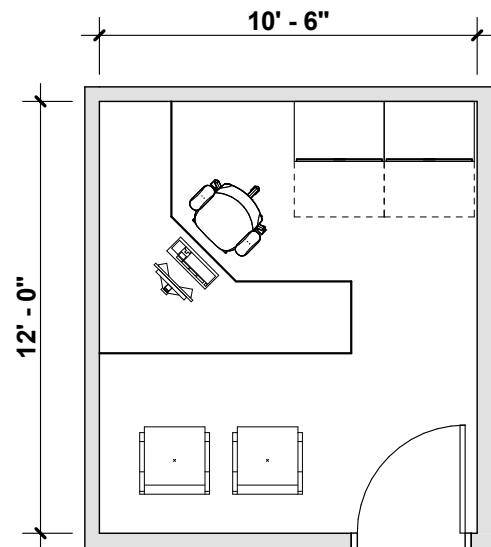
1

## ADJACENCY:

I.T. department

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

## MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair

(2) Guest Chairs

(2) File Cabinets

## I.T. TECHNICIAN OFFICE

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

6 @ 125 SF (755 SF Total)

### NUMBER OF OCCUPANTS:

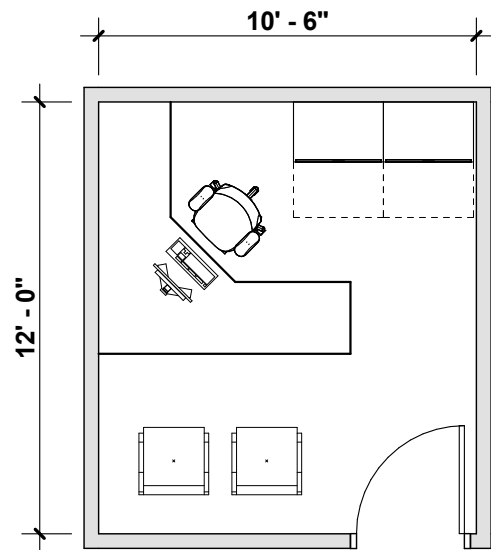
1 ea.

### ADJACENCY:

I.T. Manager and Network Administrator's office.

### REQUESTED MODIFICATIONS:

■ N/A



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair ea.

(2) Guest Chairs ea.

(2) File Cabinets ea.

# STORAGE ROOM

## FUNCTION:

This area will serve as the main storage for the I.T. Department

## OCCUPANCY TYPE:

B

## PLANNED AREA:

95 SF

## NUMBER OF OCCUPANTS:

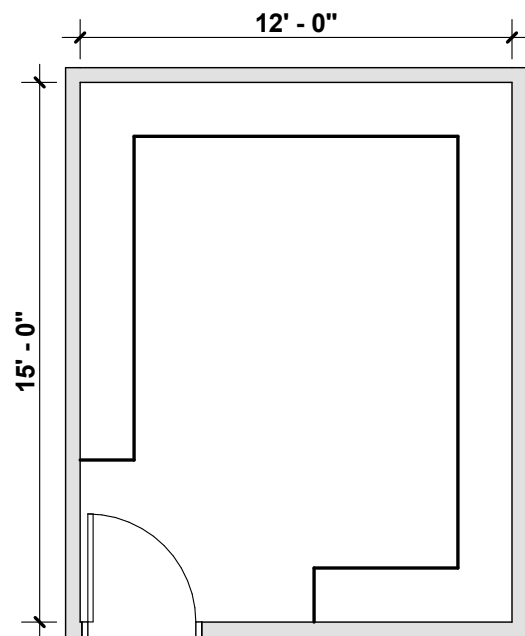
1

## ADJACENCY:

Located within department

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Convenience outlet adjacent to door

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Adjustable shelving

## MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

## A/V BOOTH

### FUNCTION:

This is where the I.T. department will monitor the sound and displays during council sessions.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

70 SF

### NUMBER OF OCCUPANTS:

1

### ADJACENCY:

Next to council chambers.



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

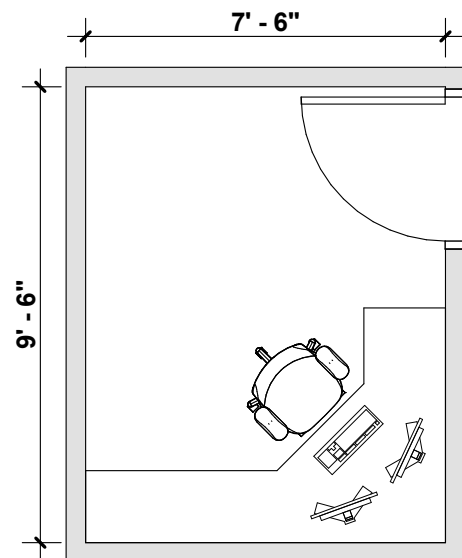
Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall

### REQUESTED MODIFICATIONS:

- Sound Proofing



### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Work station

### MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair





## FINANCE + PURCHASING DEPARTMENT

# FINANCE + PURCHASING DEPARTMENT

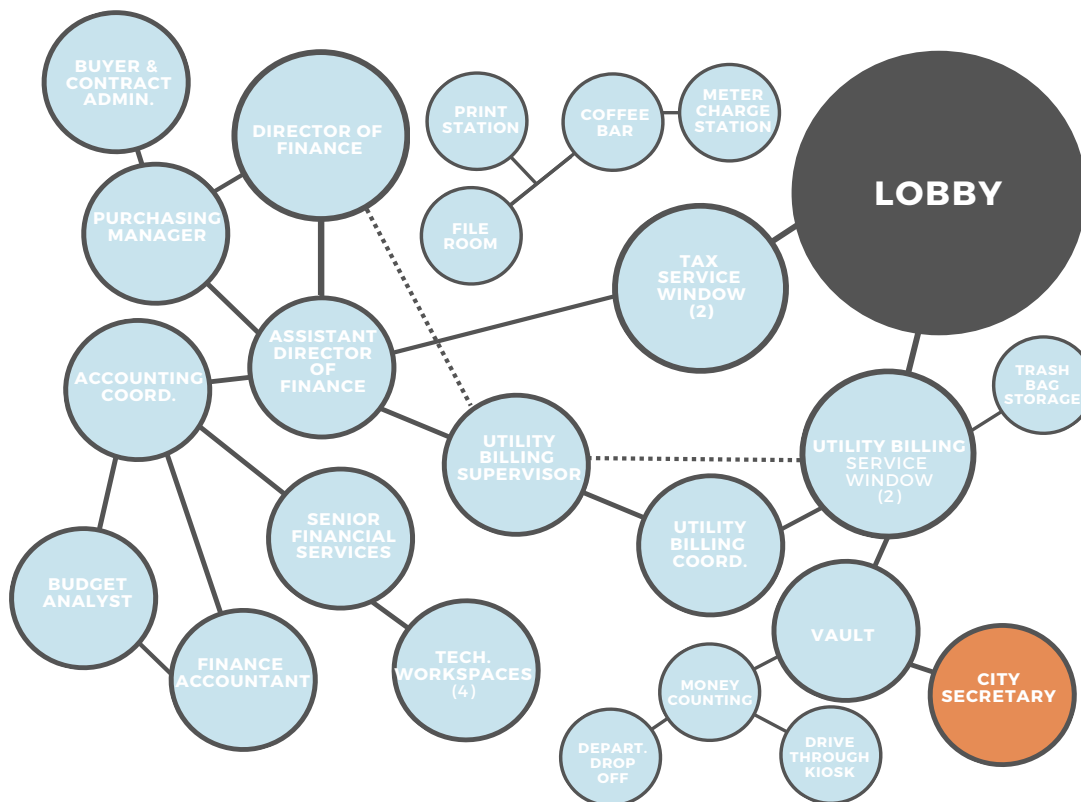
## Existing Conditions

The major deficiencies of the existing Finance and Purchasing Department include lack of secure connection to the other city departments, poor functional layout, and not enough secure offices.

## Department Objectives

La Porte City hall design committee and the design team were guided by the following project objectives:

- Increased security for Utility Billing and Tax Service windows
- Better arrangement for inter-departmental operations and efficiency
- Allow room for expansion
- Provide mud room entrance for utility meter readers
- Dedicated storage for city provided trash bags
- Move drive-through payment kiosk to avoid sun glare on the machine



**SOLID LINE** = DIRECT ADJACENCY REQUIRED BETWEEN SPACES

**DASHED LINE** = SOFT CONNECTION. SPACES SHOULD BE NEARBY BUT DO NOT HAVE TO BE DIRECTLY ADJACENT

## DIRECTOR OF FINANCE'S OFFICE

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

255 SF

### NUMBER OF OCCUPANTS:

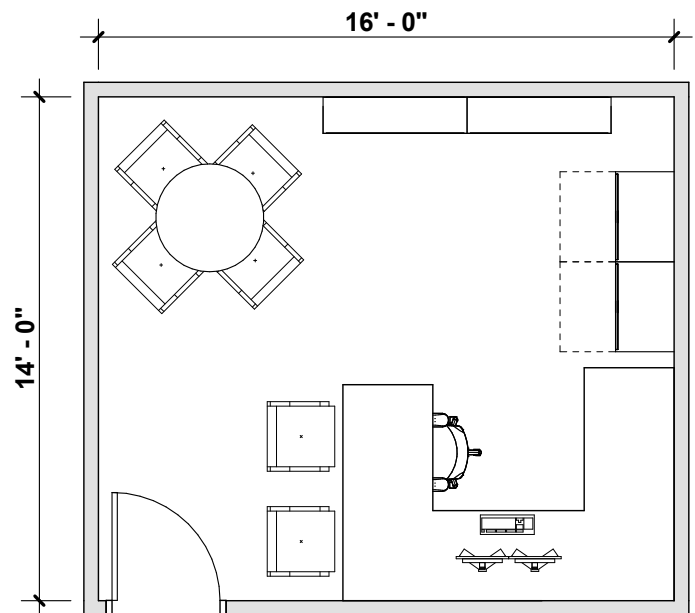
1

### ADJACENCY:

Assistant Director of Finance

### REQUESTED MODIFICATIONS:

- Sound Proofing



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (6) Guest Chairs
- (2) File Cabinets
- (2) Bookshelves
- (1) Small Table

# ASSISTANT DIRECTOR OF FINANCE'S OFFICE

## FUNCTION:

This area will serve as a private office space.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

170 SF

## NUMBER OF OCCUPANTS:

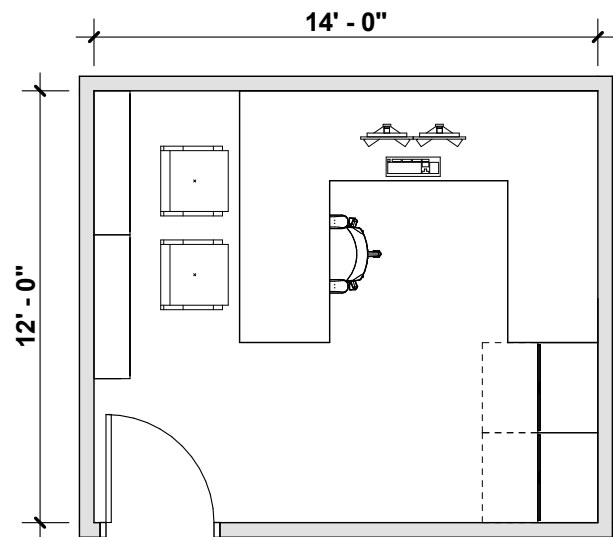
1

## ADJACENCY:

Finance Director

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall.

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

## MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair

(2) Guest Chairs

(2) File Cabinets

(2) Bookshelves

# ACCOUNTING COORDINATOR

## FUNCTION:

This area will serve as a private office space.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

125 SF

## NUMBER OF OCCUPANTS:

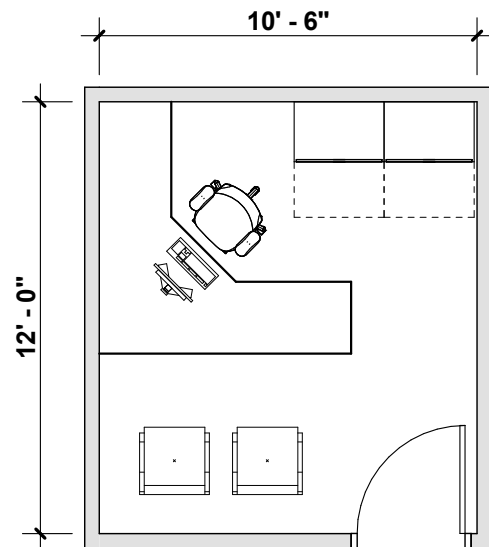
1

## ADJACENCY:

Finance Accountant, Budget Analyst

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall.

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

## MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair

(2) Guest Chairs

(2) File Cabinets

# FINANCE ACCOUNTANT

## FUNCTION:

This area will serve as a private office space.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

2 @ 125 SF (250 SF Total)

## NUMBER OF OCCUPANTS:

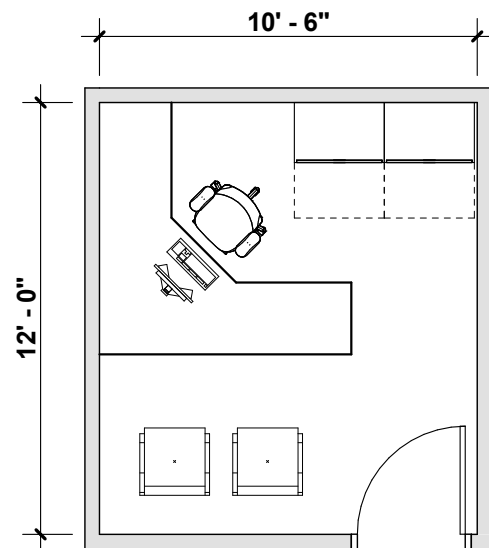
1

## ADJACENCY:

Accounting Coordinator, Budget Analyst

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall.

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

## MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair

(2) Guest Chairs

(2) File Cabinets

## BUDGET ANALYST

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

125 SF

### NUMBER OF OCCUPANTS:

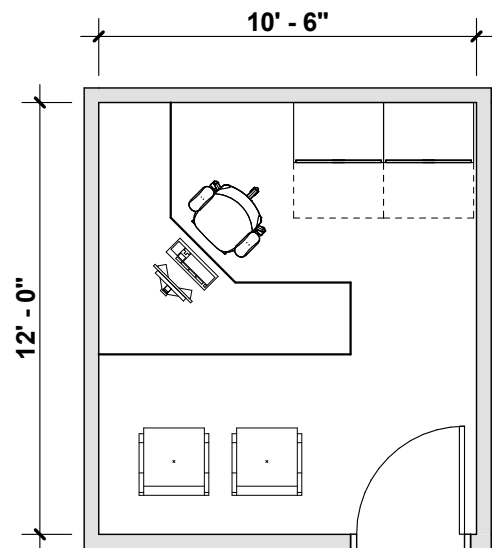
1

### ADJACENCY:

Accounting Coordinator, Finance Accountant

### REQUESTED MODIFICATIONS:

■ N/A



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair

(2) Guest Chairs

(2) File Cabinets



# SENIOR FINANCIAL SERVICES TECHNICIAN

## FUNCTION:

This area will serve as a private office space.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

125 SF

## NUMBER OF OCCUPANTS:

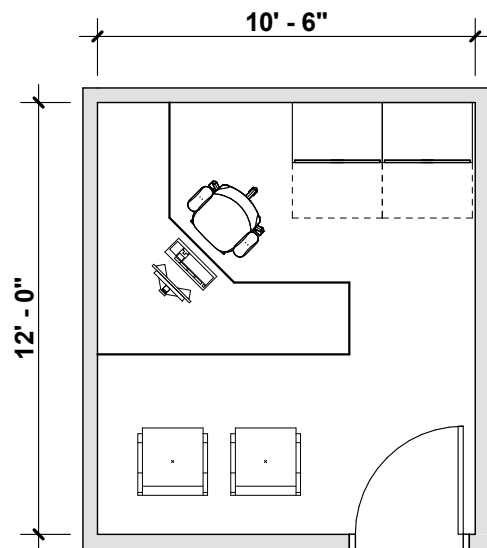
1

## ADJACENCY:

Technician workstations

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall.

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

## MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair

(2) Guest Chairs

(2) File Cabinets



## TECHNICIAN WORKSTATION

### FUNCTION:

This area will serve as an open office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

4 @ 48SF each (190 SF Total)

### NUMBER OF OCCUPANTS:

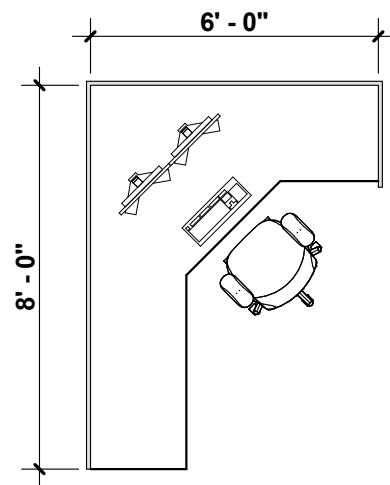
1 ea.

### ADJACENCY:

Senior Financial Services Technician

### REQUESTED MODIFICATIONS:

■ N/A



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

### MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair ea.

(1) Under desk Storage ea.

(1) Work Station ea.

# MONEY COUNTING

## FUNCTION:

This area will serve as a secure space for money counting, house the money drop-off, and drive thru kiosk

## OCCUPANCY TYPE:

B

## PLANNED AREA:

125 SF

## NUMBER OF OCCUPANTS:

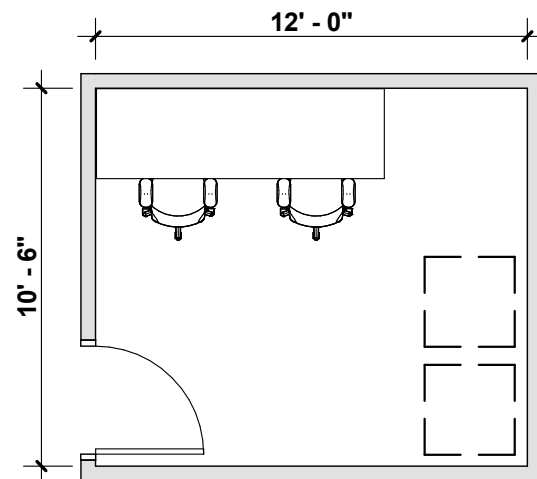
2

## ADJACENCY:

Finance Department

## REQUESTED MODIFICATIONS:

- Sound Proofing



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall, as required for equipment.

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Work Surface

## MOVEABLE EQUIPMENT / FURNISHINGS:

(2) Chairs

(1) Money Counting Machine

## PURCHASING MANAGER'S OFFICE

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

170 SF

### NUMBER OF OCCUPANTS:

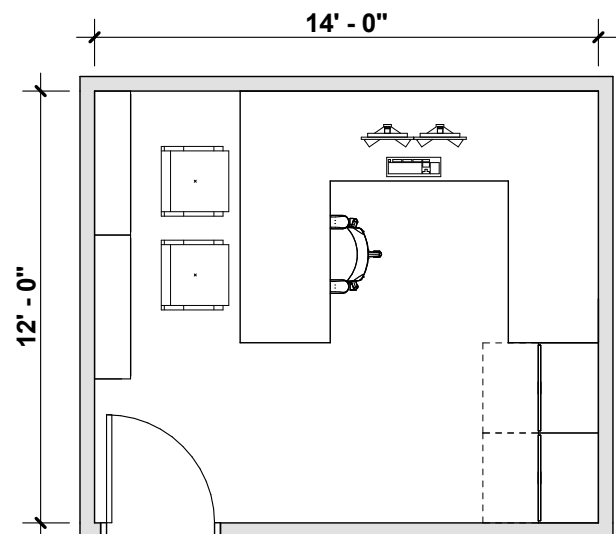
1

### ADJACENCY:

Buyer and Contract Administrator

### REQUESTED MODIFICATIONS:

■ N/A



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (2) Guest Chairs
- (2) File Cabinets
- (2) Bookshelves

# BUYER AND CONTRACT ADMINISTRATOR OFFICE

## FUNCTION:

This area will serve as a shared office space.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

250 SF

## NUMBER OF OCCUPANTS:

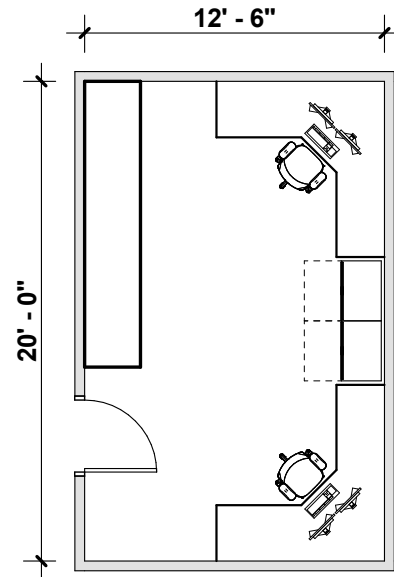
2

## ADJACENCY:

Purchasing Manager

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

(2) Desks

## MOVEABLE EQUIPMENT / FURNISHINGS:

(2) Computer Chair

(2) File Cabinets

## UTILITY BILLING SUPERVISOR'S OFFICE

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

125 SF

### NUMBER OF OCCUPANTS:

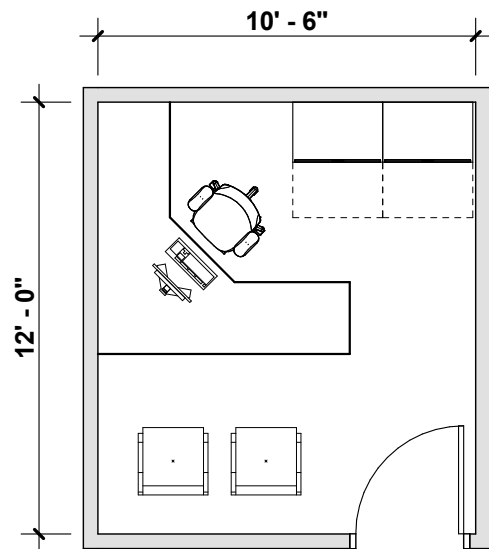
1

### ADJACENCY:

Utility Billing Coordinator

### REQUESTED MODIFICATIONS:

■ N/A



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair

(2) Guest Chairs

(2) File Cabinets

# UTILITY BILLING COORDINATOR'S OFFICE

## FUNCTION:

This area will serve as a private office space.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

125 SF

## NUMBER OF OCCUPANTS:

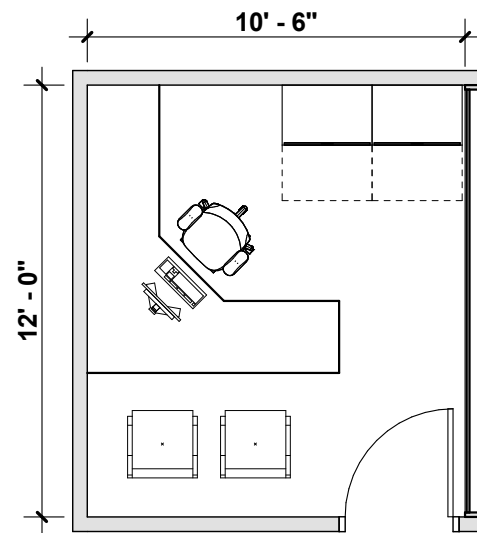
1

## ADJACENCY:

Directly adjacent to public counter.

## REQUESTED MODIFICATIONS:

- Glass wall to see public counter



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall.

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

## MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (2) Guest Chairs
- (2) File Cabinets



## TAX WINDOW

### FUNCTION:

This area will serve as a public counter for tax payments.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

2 @ 50 SF each (100 SF Total)

### NUMBER OF OCCUPANTS:

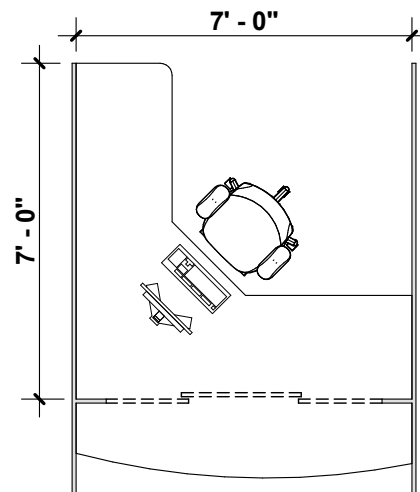
1 ea.

### ADJACENCY:

This space needs to be accessible from the main lobby.

### REQUESTED MODIFICATIONS:

■ N/A



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets at each workstation

### SPECIAL REQUIREMENTS:

Bullet resistant glass

Ricochet resistant counter

Panic button

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Public counter ea.

### MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair ea.

(1) Lockable under desk storage ea

# UTILITY BILLING WINDOW

## FUNCTION:

This area will serve as a public counter for utility payments.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

2 @ 50 SF each (100 SF Total)

## NUMBER OF OCCUPANTS:

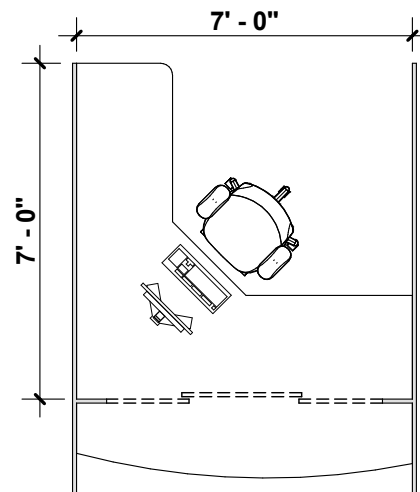
1 ea.

## ADJACENCY:

This space needs to be accessible from the main lobby.

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets at each workstation

## SPECIAL REQUIREMENTS:

Bullet resistant glass

Ricochet resistant counter

Panic button

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Public counter ea.

## MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair ea.

(1) Lockable under desk storage ea.



## FUTURE EMPLOYEE OFFICE

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

125 SF

### NUMBER OF OCCUPANTS:

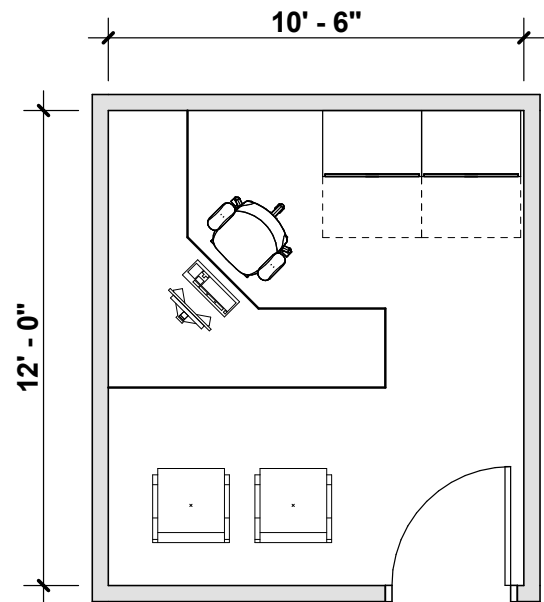
1

### ADJACENCY:

Utility Billing Supervisor

### REQUESTED MODIFICATIONS:

■ N/A



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair

(2) Guest Chairs

(2) File Cabinets

## DEPARTMENT DROP-OFF

**FUNCTION:**

Drive-thru city employee money drop-off box

**OCCUPANCY TYPE:**

B

**PLANNED AREA:**

Included within money counting

**NUMBER OF OCCUPANTS:**

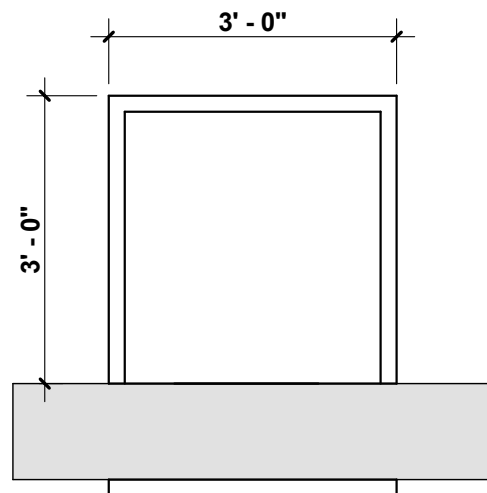
N/A

**ADJACENCY:**

Kiosk

**REQUESTED MODIFICATIONS:**

■ N/A


**FINISHES:**

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

**LIGHTING:**

Non-glare LED lighting

**ELECTRICAL/DATA:**

Power and data outlets as required by equipment.

**SPECIAL REQUIREMENTS:**

External wall with vehicular access

**NON-MOVEABLE EQUIPMENT / FURNISHINGS:**

Drop box and safe

**MOVEABLE EQUIPMENT / FURNISHINGS:**

N/A

# DRIVE THROUGH KIOSK

## FUNCTION:

Drive-thru public payment collection

## OCCUPANCY TYPE:

B

## PLANNED AREA:

25 SF (Included within money counting)

## NUMBER OF OCCUPANTS:

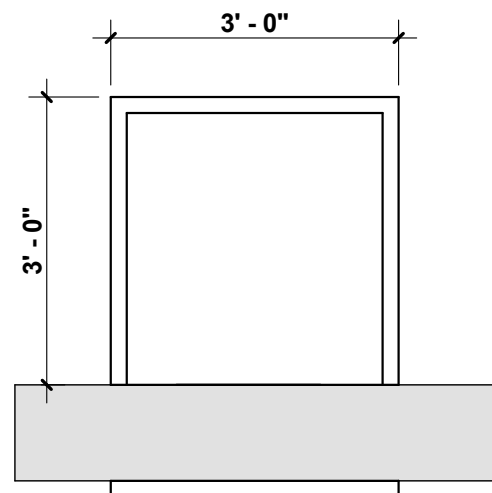
N/A

## ADJACENCY:

Department drop-off

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets as required by equipment.

## SPECIAL REQUIREMENTS:

External wall with vehicular access

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Built in kiosk and safe

## MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

## COFFEE BAR

### FUNCTION:

This area will be a small coffee bar.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

15 SF

### NUMBER OF OCCUPANTS:

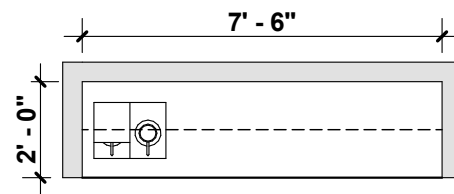
N/A

### ADJACENCY:

Off main corridors

### REQUESTED MODIFICATIONS:

- Undercounter Refrigerator



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Outlets above counter, as necessary for equipment.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Countertop

Upper and Lower Cabinets

Undercounter Refrigerator

### MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Coffee Maker

## METER READER CHARGING STATION

### FUNCTION:

This area will function as a place for meter checkers to charge their readers.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

10 SF

### NUMBER OF OCCUPANTS:

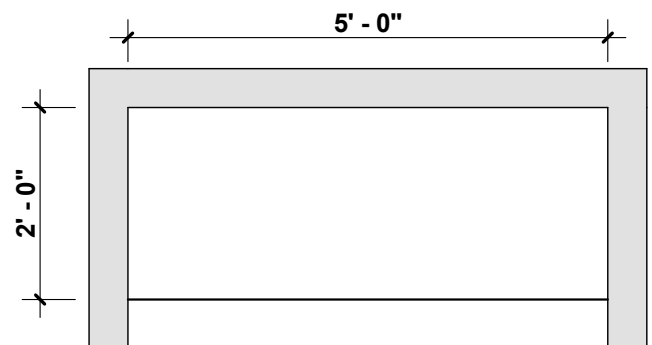
N/A

### ADJACENCY:

Next to mudroom

### REQUESTED MODIFICATIONS:

■ N/A



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall.

### SPECIAL REQUIREMENTS:

Outlets for chargers

Data port for computer

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Work surface

Upper and lower cabinets

### MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

# TRASH BAG STORAGE

## FUNCTION:

This area will be a place to store the trash bags for the community program.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

40 SF

## NUMBER OF OCCUPANTS:

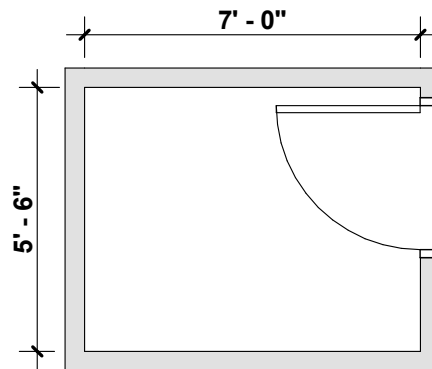
N/A

## ADJACENCY:

External door

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Resilient Flooring

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Convenience outlet adjacent to door.

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Adjustable Shelving

## MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

## FILE ROOM

### FUNCTION:

This area will store the files maintained by the finance department.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

75 SF

### NUMBER OF OCCUPANTS:

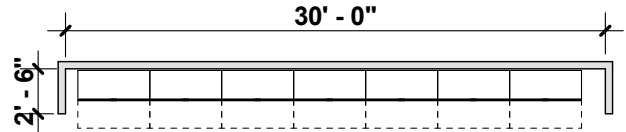
1

### ADJACENCY:

Within finance department

### REQUESTED MODIFICATIONS:

■ N/A



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Convenience outlet adjacent to door.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

### MOVEABLE EQUIPMENT / FURNISHINGS:

(7) 48" File Cabinets



# PRINT STATION

## FUNCTION:

This area will serve as a workroom for printing, copying, etc.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

2 @ 35 SF (70 SF Total)

## NUMBER OF OCCUPANTS:

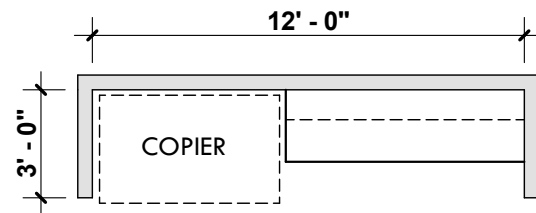
1

## ADJACENCY:

Fully accessible by all within a department

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data for printers and above counter top.

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Countertop

Upper and Lower Cabinets

## MOVEABLE EQUIPMENT / FURNISHINGS:

Printer



## VAULT STORAGE

### FUNCTION:

This area will function similarly to existing storage with more integration and organization.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

240 SF

### NUMBER OF OCCUPANTS:

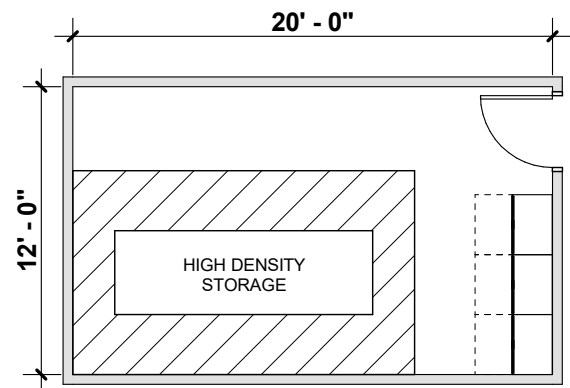
1

### ADJACENCY:

Within the Finance Department

### REQUESTED MODIFICATIONS:

■ N/A



### FINISHES:

*Floor:* Concrete

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data on each wall

### SPECIAL REQUIREMENTS:

4 hour fire rating, no plumbing overhead

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

High density shelving

Adjustable shelving

### MOVEABLE EQUIPMENT / FURNISHINGS:

(3) 30" File Cabinets



## PLANNING + ENGINEERING DEPARTMENT

# PLANNING + ENGINEERING DEPARTMENT

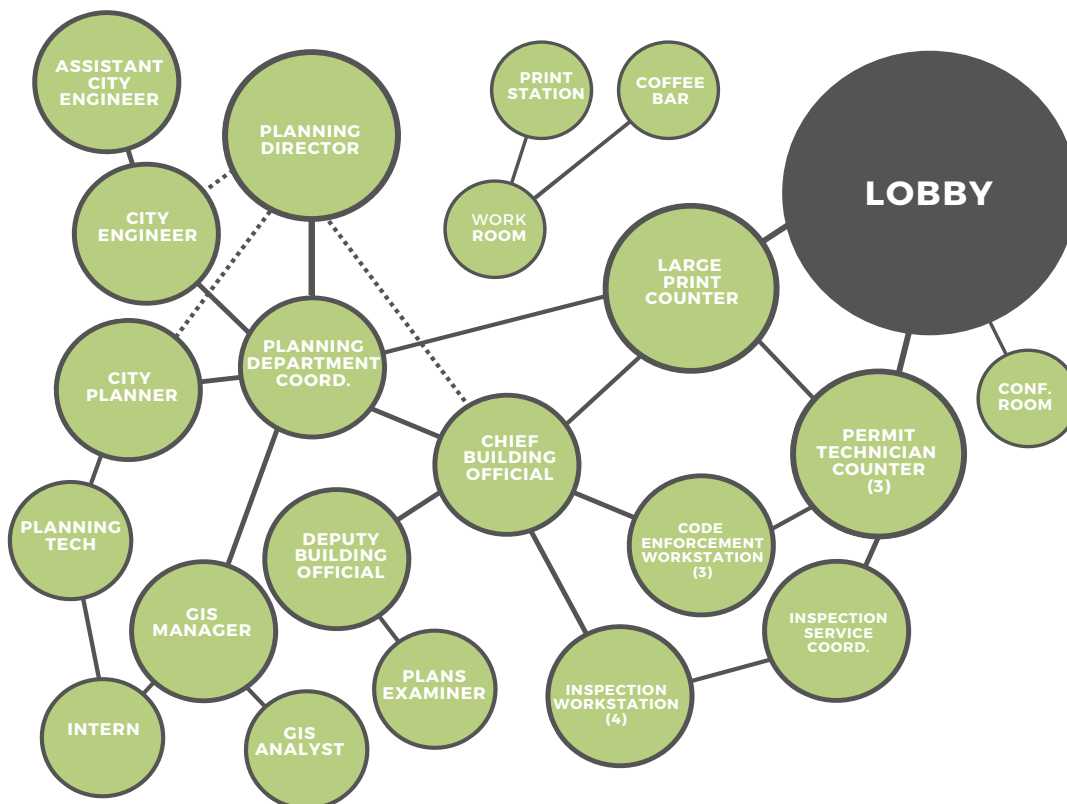
## Existing Conditions

The major deficiencies of the existing Planning and Engineering Department include lack of public connection to the Utility Billing payment windows, poor functional layout, and not enough secure offices.

## Department Objectives

La Porte City hall design committee and the design team were guided by the following project objectives:

- *Locate permitting service windows within visible eye sight of the utility billing service windows where all payments to the city will be made*
- *Increase security for permitting windows*
- *Provide dual monitor screens at one permitting window to better communicate with citizens and customers*
- *Provide one service window with large pass-thru drawer for exchanging large documents*
- *Provide conference room off the lobby with secure entrance for employee access*
- *Need better arrangement for inter-departmental operations and efficiency*
- *Allow room for expansion*
- *Provide mud room entrance for building inspectors*



**SOLID LINE** = DIRECT ADJACENCY REQUIRED BETWEEN SPACES

**DASHED LINE** = SOFT CONNECTION. SPACES SHOULD BE NEARBY BUT DO NOT HAVE TO BE DIRECTLY ADJACENT

## PLANNING DIRECTOR'S OFFICE

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

225 SF

### NUMBER OF OCCUPANTS:

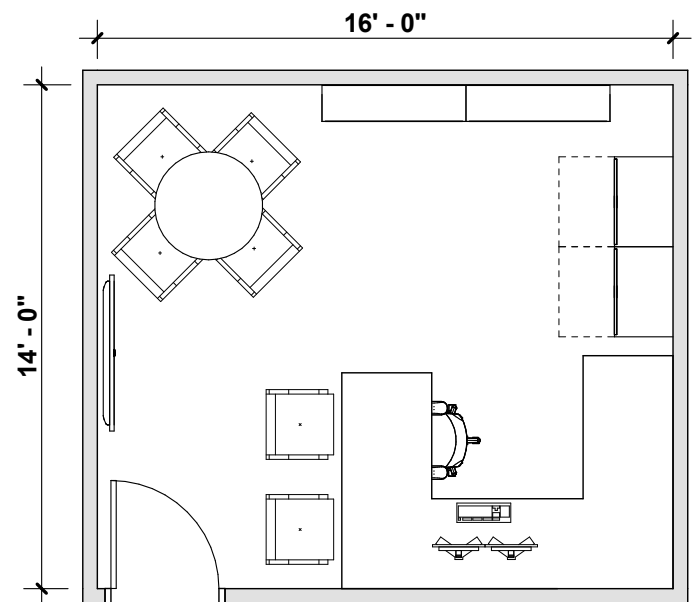
1

### ADJACENCY:

Planning Coordinator

### REQUESTED MODIFICATIONS:

- Sound Proofing
- Smart TV



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (6) Guest Chairs
- (2) File Cabinets
- (2) Bookshelves
- (1) Small Table
- (1) Smart TV

# DEPARTMENT COORDINATOR'S OFFICE

## FUNCTION:

This area will serve as a private office space.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

170 SF

## NUMBER OF OCCUPANTS:

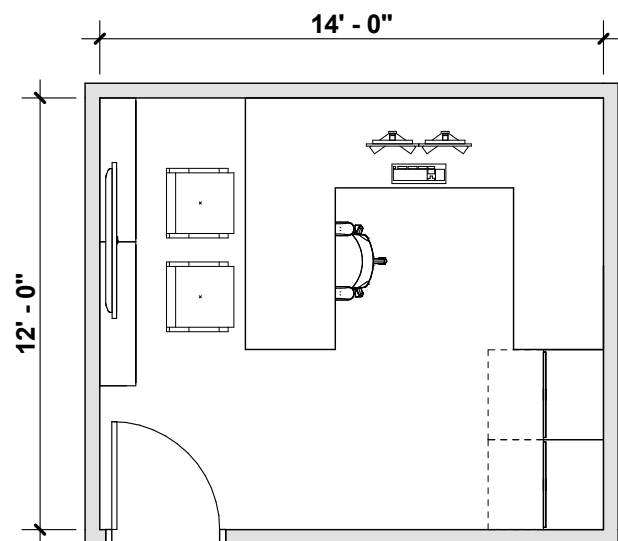
1

## ADJACENCY:

Planning Director

## REQUESTED MODIFICATIONS:

- Smart TV



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall.

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

## MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (2) Guest Chairs
- (2) File Cabinets
- (1) Smart TV

## CITY PLANNER'S OFFICE

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

170 SF

### NUMBER OF OCCUPANTS:

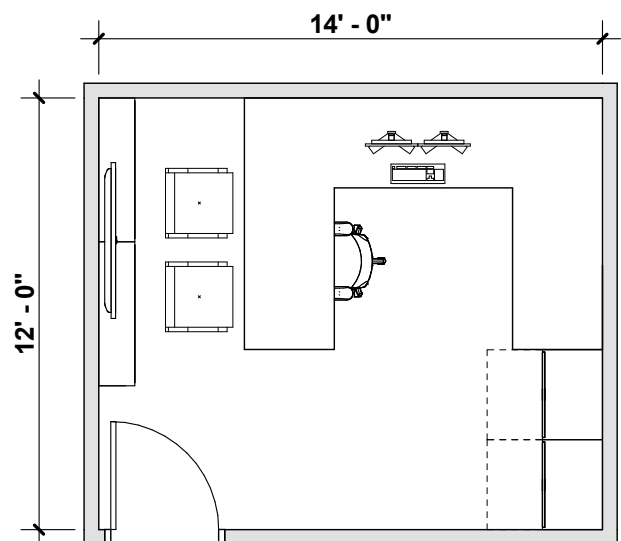
1

### ADJACENCY:

Planning Director

### REQUESTED MODIFICATIONS:

- Smart TV



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (2) Guest Chairs
- (2) File Cabinets
- (1) Smart TV

# PLANNING TECHNICIAN

## FUNCTION:

This area will serve as a private office space.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

125 SF

## NUMBER OF OCCUPANTS:

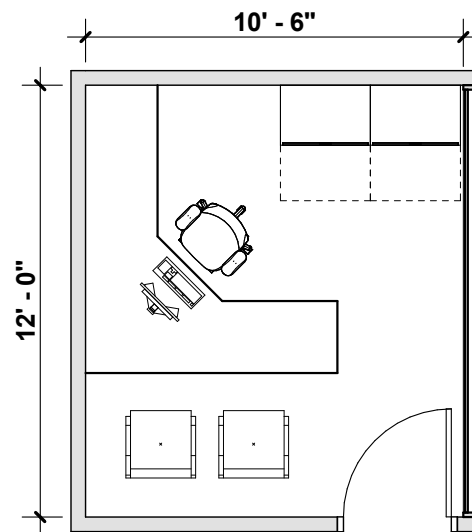
1

## ADJACENCY:

Directly behind permit counter

## REQUESTED MODIFICATIONS:

- Wide desk for prints
- Glass wall to see public counters
- Smart TV



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall.

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

## MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (2) Guest Chairs
- (2) File Cabinets
- (1) Smart TV



## PERMIT TECHNICIAN'S COUNTER

### FUNCTION:

This area will serve as a public counter for permits.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

3 @ 50 SF each (150 SF Total)

### NUMBER OF OCCUPANTS:

1 ea.

### ADJACENCY:

Accessible from the public lobby

### REQUESTED MODIFICATIONS:

■ N/A



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted), Bullet resistant panels

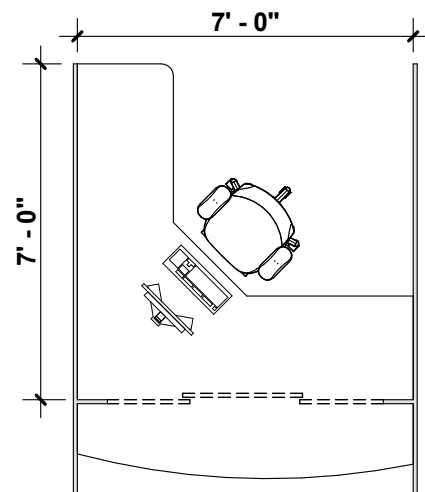
*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets at each workstation.



### SPECIAL REQUIREMENTS:

Bullet resistant glass

Ricochet resistant counter

Panic Button

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Public counter ea.

### MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer chair ea.

(1) Lockable under desk storage ea.

# LARGE PRINT PUBLIC COUNTER

## FUNCTION:

This area will serve as a public counter for large prints and to display information on the dual monitors.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

50 SF

## NUMBER OF OCCUPANTS:

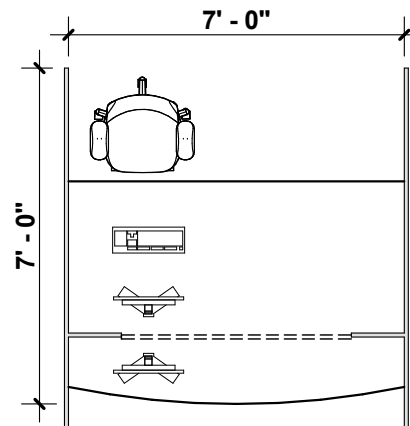
1

## ADJACENCY:

Accessible from the public lobby

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted), Bullet resistant Panels

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets at workstation.

## SPECIAL REQUIREMENTS:

Bullet resistant glass

Ricochet resistant counter

Panic Button

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Public Counter

## MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer

(1) Computer Chair

(1) Double monitors

(1) Lockable under desk storage

## CHIEF BUILDING OFFICIAL'S OFFICE

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

170 SF

### NUMBER OF OCCUPANTS:

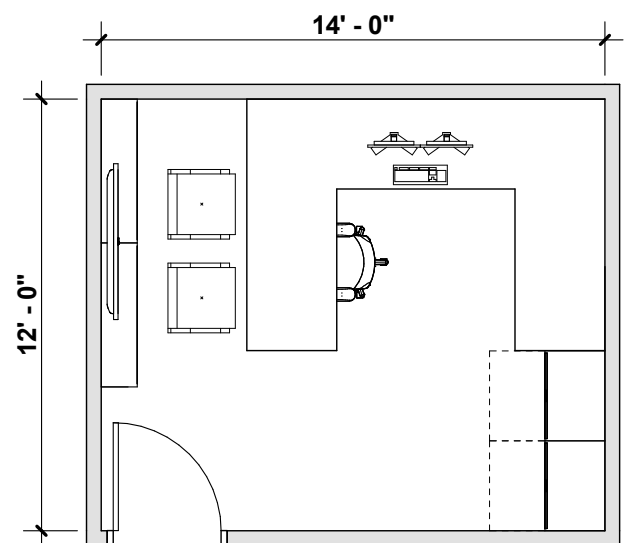
1

### ADJACENCY:

Planning Director

### REQUESTED MODIFICATIONS:

- Smart TV



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (2) Guest Chairs
- (2) File Cabinets
- (1) Smart TV

## DEPUTY BUILDING OFFICIAL'S OFFICE

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

125 SF

### NUMBER OF OCCUPANTS:

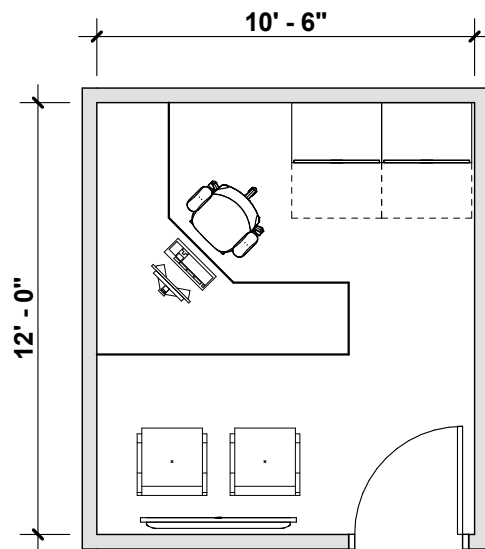
1

### ADJACENCY:

Chief Building Official

### REQUESTED MODIFICATIONS:

- Smart TV



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (2) Guest Chairs
- (2) File Cabinets
- (1) Smart TV

## PLANS EXAMINER'S OFFICE

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

125 SF

### NUMBER OF OCCUPANTS:

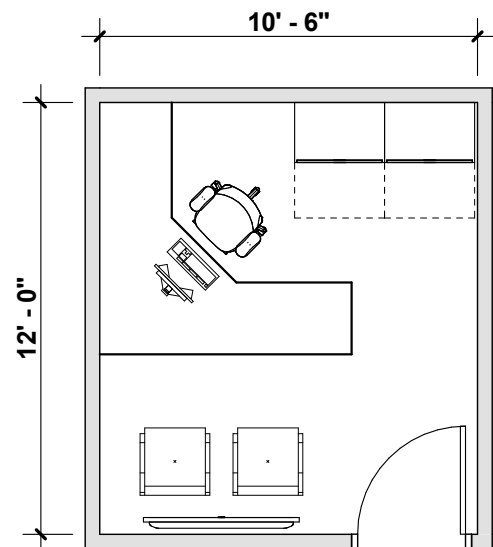
1

### ADJACENCY:

Planning Technician

### REQUESTED MODIFICATIONS:

- Smart TV



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (2) Guest Chairs
- (2) File Cabinets
- (1) Smart TV

# INSPECTIONS SERVICES COORDINATOR'S OFFICE

## FUNCTION:

This area will serve as a private office space.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

125 SF

## NUMBER OF OCCUPANTS:

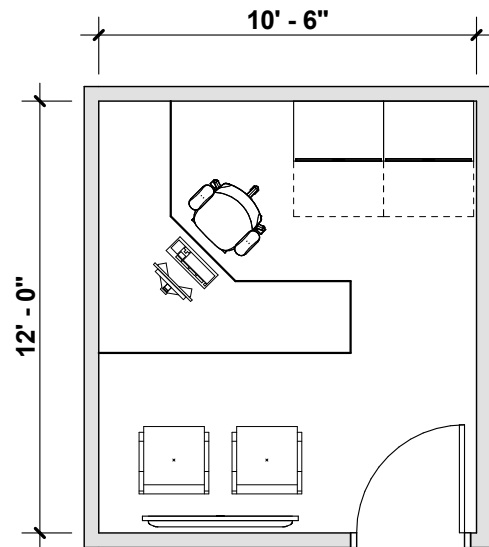
1

## ADJACENCY:

Directly behind permit counter

## REQUESTED MODIFICATIONS:

- Smart TV



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall.

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

## MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (2) Guest Chairs
- (2) File Cabinets
- (1) Smart TV



# INSPECTION WORKSTATIONS

## FUNCTION:

This area will serve as an open office space for inspectors

## REQUESTED MODIFICATIONS:

■ N/A

## OCCUPANCY TYPE:

B

## PLANNED AREA:

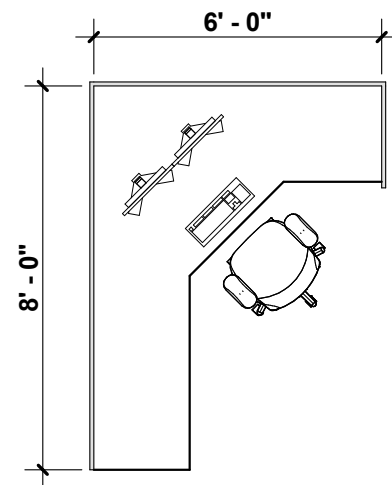
4 @ 48 SF each (190 SF Total)

## NUMBER OF OCCUPANTS:

1 ea.

## ADJACENCY:

Inspection Coordinator, Shared workspace



## FINISHES:

Floor: Carpet

Walls: N/A

Ceiling: Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

## MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair ea.

(1) Under desk Storage ea.

(1) Workstation ea.

# CODE ENFORCEMENT WORKSTATION

## FUNCTION:

This area will serve as an open office space for the code enforcers.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

3 @ 48 SF each (145 SF Total)

## NUMBER OF OCCUPANTS:

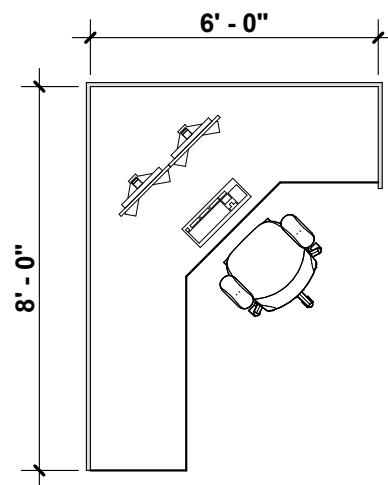
1 ea.

## ADJACENCY:

Centrally located within department

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

Floor: Carpet

Walls: N/A

Ceiling: Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

## MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair ea.

(1) Under desk Storage Cabinets ea.

(1) Workstation ea.



## G.I.S. MANAGER OFFICE

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

125 SF

### NUMBER OF OCCUPANTS:

1

### ADJACENCY:

G.I.S. Analyst, Intern workstation

### REQUESTED MODIFICATIONS:

- Smart TV



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

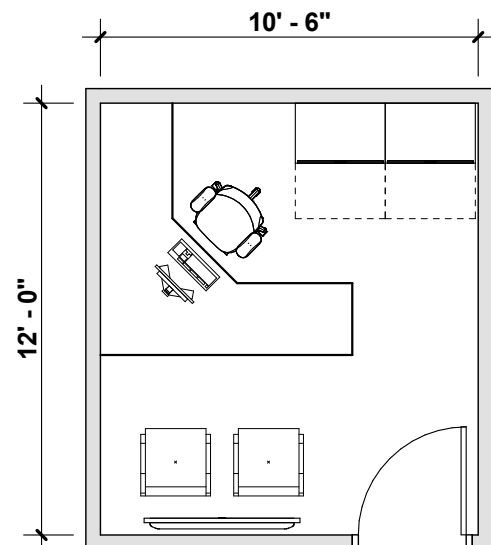
*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall



### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (2) Guest Chairs
- (2) File Cabinets
- (1) Smart TV

## G.I.S. ANALYST OFFICE

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

125 SF

### NUMBER OF OCCUPANTS:

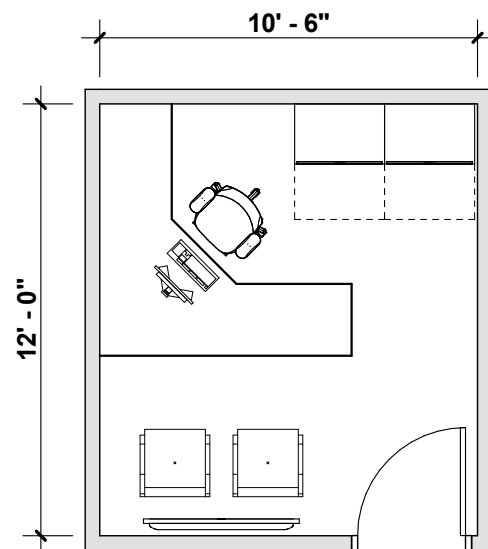
1

### ADJACENCY:

G.I.S. Manager, Intern workstation

### REQUESTED MODIFICATIONS:

- Smart TV



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (2) Guest Chairs
- (2) File Cabinets
- (1) Smart TV

## INTERN WORKSTATION

### FUNCTION:

This area will serve as an open office space for interns.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

50 SF

### NUMBER OF OCCUPANTS:

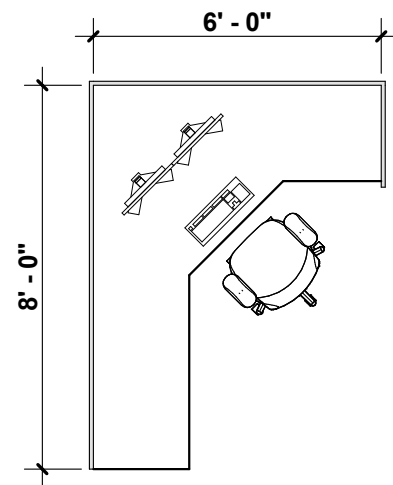
1

### ADJACENCY:

G.I.S. Manager, G.I.S Analyst

### REQUESTED MODIFICATIONS:

■ N/A



### FINISHES:

*Floor:* Carpet

*Walls:* N/A

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall

### SPECIAL REQUIREMENTS:

Wireless capabilities

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

### MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair

(1) Under desk Storage

(1) Workstation

# CITY ENGINEER OFFICE

## FUNCTION:

This area will serve as a private office space.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

170 SF

## NUMBER OF OCCUPANTS:

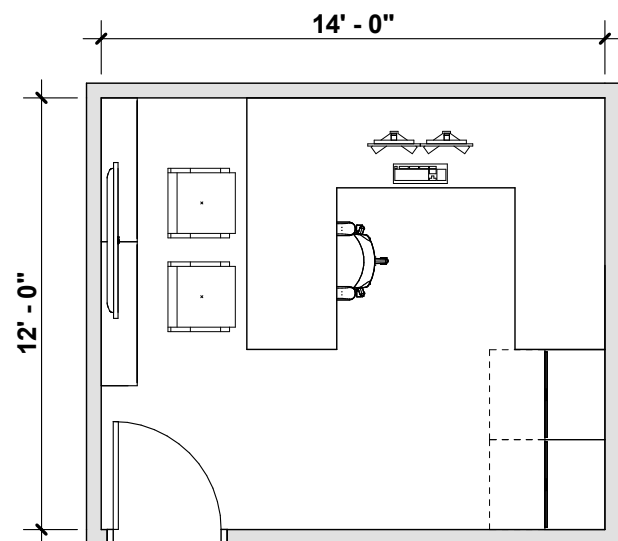
1

## ADJACENCY:

Planning Director, Assistant Engineer

## REQUESTED MODIFICATIONS:

- Smart TV



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

## MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (2) Guest Chairs
- (2) File Cabinets
- (1) Smart TV

## ASSISTANT CITY ENGINEER OFFICE

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

125 SF

### NUMBER OF OCCUPANTS:

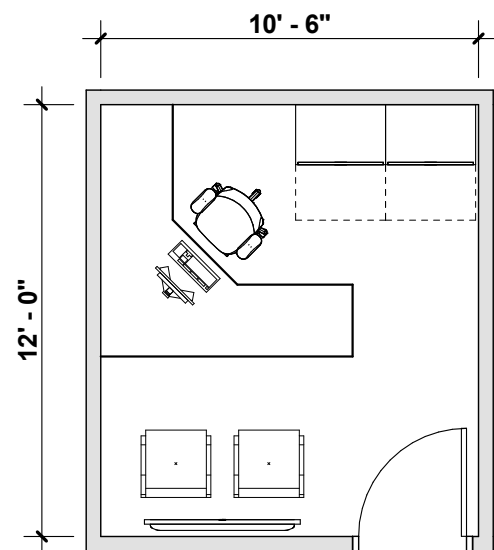
1

### ADJACENCY:

City Engineer

### REQUESTED MODIFICATIONS:

- Smart TV



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (2) Guest Chairs
- (2) File Cabinets
- (1) Smart TV

## COFFEE BAR

### FUNCTION:

This area will be a small coffee bar.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

15 SF

### NUMBER OF OCCUPANTS:

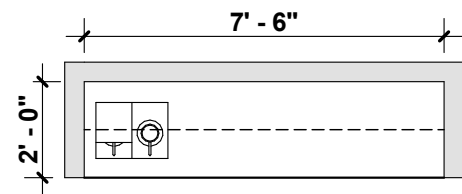
N/A

### ADJACENCY:

Off main corridors

### REQUESTED MODIFICATIONS:

- Undercounter Refrigerator



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Outlets above counter, as necessary for equipment.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Countertop

Upper and Lower Cabinets

Undercounter Refrigerator

### MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Coffee Maker



## WORK / FILE ROOM

### FUNCTION:

This area will serve as a workroom for printing, copying, and file storage.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

420 SF

### NUMBER OF OCCUPANTS:

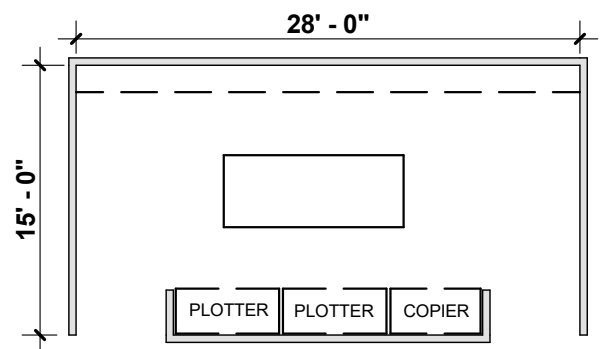
1

### ADJACENCY:

Fully accessible by all within a department

### REQUESTED MODIFICATIONS:

■ N/A



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets for plotters and above counters.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Large print counter

### MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Copier

(2) Plotters

(1) Large Print Rack

Adjustable shelving





## FIRE MARSHAL'S OFFICE

# FIRE MARSHALL'S OFFICE

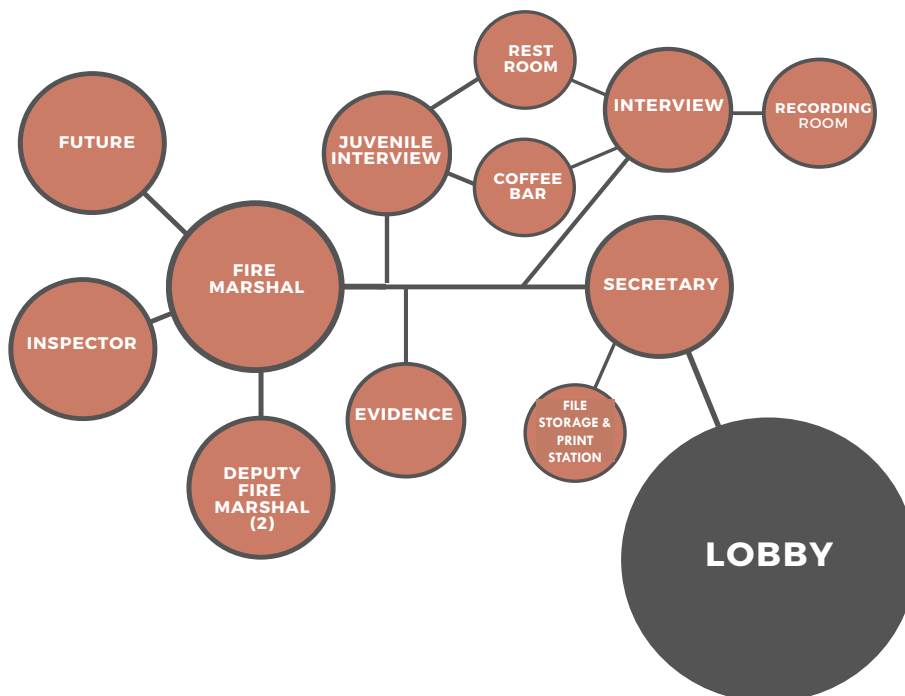
## Existing Conditions

The existing fire marshal offices function well for the department. The adjacencies and spaces work well together and they would like a similar layout in the new building. They do need additional space for future growth as well as more storage.

## Department Objectives

La Porte City hall design committee and the design team were guided by the following project objectives:

- Move Fire Marshal Offices to be a part of City Hall, consolidating permitting process for citizens
- Allow for a separate entrance to bring suspects in for interviewing
- Secretary should have a window to the public lobby with visibility to the Utility Billing window where all payments to the city will be accepted
- Provide an inviting / disarming space for the juvenile and interview room
- Include office for future growth
- Provided adequate venting of evidence storage room



**SOLID LINE** = DIRECT ADJACENCY REQUIRED BETWEEN SPACES

**DASHED LINE** = SOFT CONNECTION. SPACES SHOULD BE NEARBY BUT DO NOT HAVE TO BE DIRECTLY ADJACENT

## FIRE MARSHAL'S OFFICE

### FUNCTION:

This area will be used as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

225 SF

### NUMBER OF OCCUPANTS:

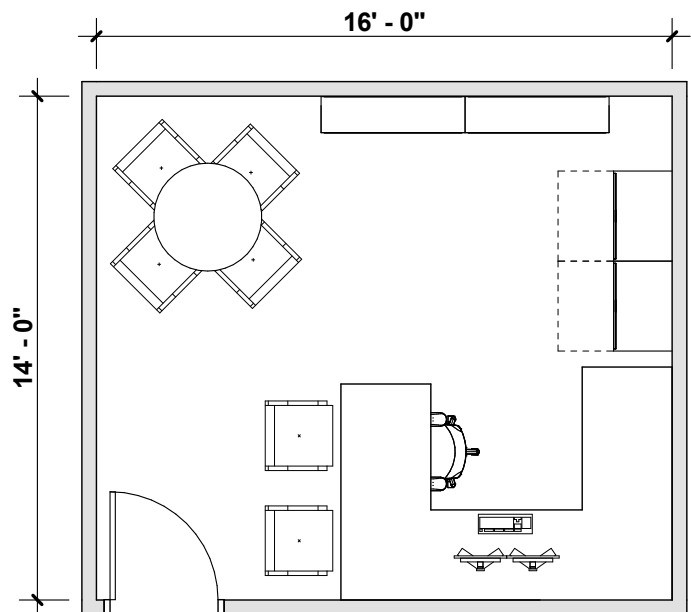
1

### ADJACENCY:

Deputies, Inspector

### REQUESTED MODIFICATIONS:

- Sound Proofing



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall.

### SPECIAL REQUIREMENTS:

All walls to deck

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (6) Guest Chairs
- (2) File Cabinets
- (2) Bookshelves
- (1) Small Table

# DEPUTY FIRE MARSHAL

## FUNCTION:

This area will serve as a private office space.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

2 @ 125 SF (250 SF Total)

## NUMBER OF OCCUPANTS:

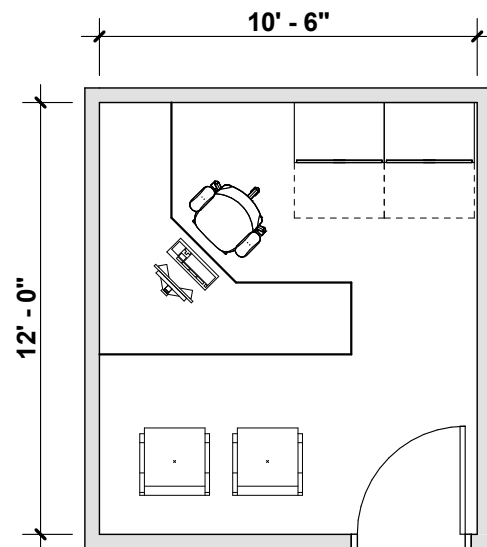
1

## ADJACENCY:

Fire Marshal

## REQUESTED MODIFICATIONS:

- Sound Proofing



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall.

## SPECIAL REQUIREMENTS:

All walls to deck

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

## MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair

(2) Guest Chairs

(2) File Cabinets

## SECRETARY OFFICE

### FUNCTION:

This area will be used as the public reception space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

130 SF

### NUMBER OF OCCUPANTS:

1

### ADJACENCY:

Easy access to public, at front of department

### REQUESTED MODIFICATIONS:

- Lockable office



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

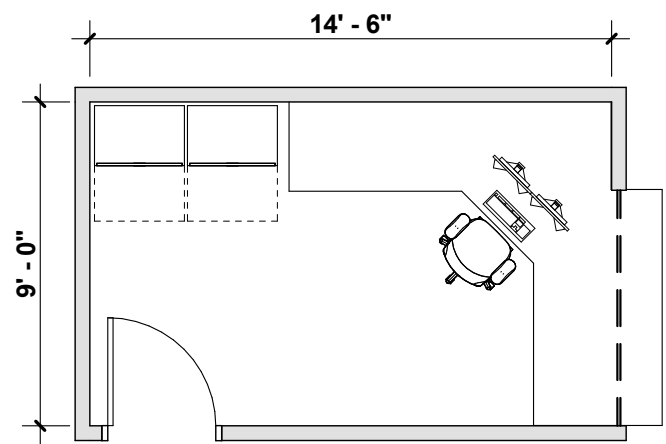
*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall.



### SPECIAL REQUIREMENTS:

Bullet resistant glass

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair

# INSPECTOR'S OFFICE

## FUNCTION:

This area will serve as a private office space.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

125 SF

## NUMBER OF OCCUPANTS:

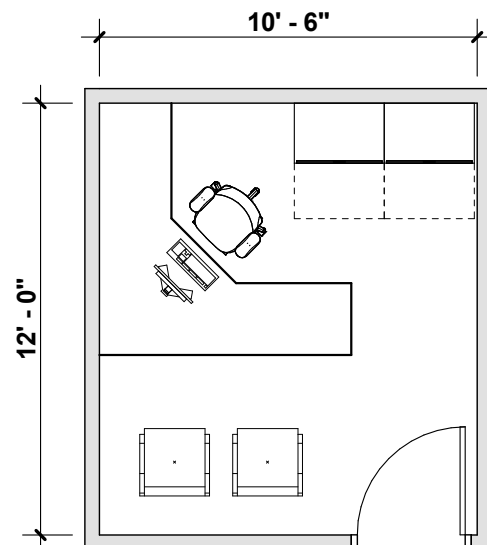
1

## ADJACENCY:

Fire Marshal, print station

## REQUESTED MODIFICATIONS:

- Sound Proofing



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall.

## SPECIAL REQUIREMENTS:

All walls to deck

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

## MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair

(2) Guest Chairs

(2) File Cabinets

## FUTURE OFFICE

### FUNCTION:

This area will serve as a private office space.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

125 SF

### NUMBER OF OCCUPANTS:

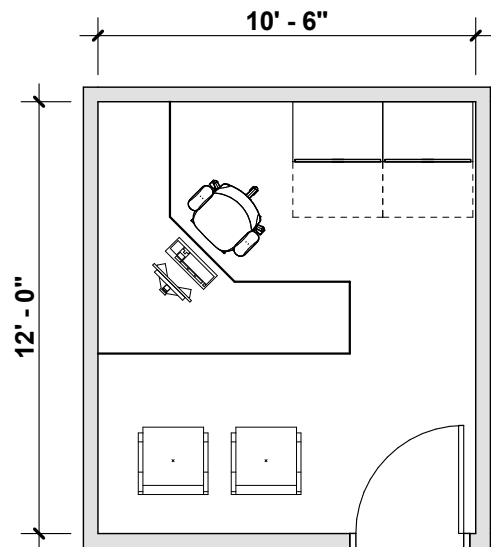
1

### ADJACENCY:

Fire Marshal

### REQUESTED MODIFICATIONS:

- Sound Proofing



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall

### SPECIAL REQUIREMENTS:

All walls to deck

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Computer Chair
- (2) Guest Chairs
- (2) File Cabinets

# STORAGE

**FUNCTION:**

This area will serve as the main storage for the Fire Marshal's Office.

**OCCUPANCY TYPE:**

B

**PLANNED AREA:**

90 SF

**NUMBER OF OCCUPANTS:**

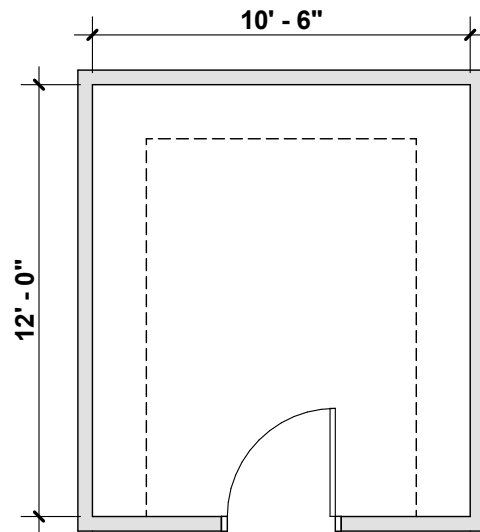
1

**ADJACENCY:**

Centrally located within department

**REQUESTED MODIFICATIONS:**

■ N/A


**FINISHES:**

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

**LIGHTING:**

Non-glare LED lighting

**ELECTRICAL/DATA:**

Convenience outlet adjacent to door

**SPECIAL REQUIREMENTS:**

N/A

**NON-MOVEABLE EQUIPMENT / FURNISHINGS:**

N/A

**MOVEABLE EQUIPMENT / FURNISHINGS:**

Fire Cabinets

Adjustable Shelving



## EVIDENCE STORAGE

### FUNCTION:

This area will be used as storage for evidence.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

105 SF

### NUMBER OF OCCUPANTS:

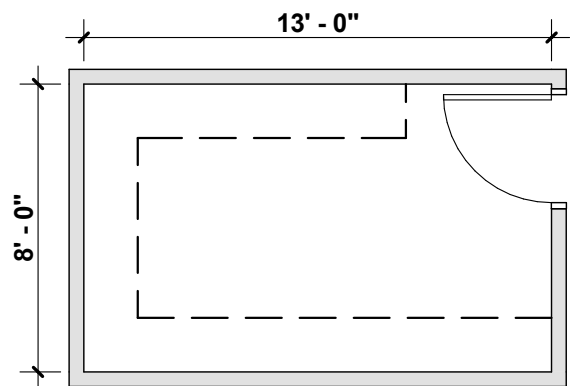
1

### ADJACENCY:

Centrally located within department

### REQUESTED MODIFICATIONS:

■ N/A



### FINISHES:

*Floor:* Concrete

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Convenience outlet adjacent to door.

### SPECIAL REQUIREMENTS:

Dedicated Exhaust, all walls to deck

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Adjustable shelving

### MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

# INTERVIEW ROOM

## FUNCTION:

This area will serve as the primary interview space.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

105 SF

## NUMBER OF OCCUPANTS:

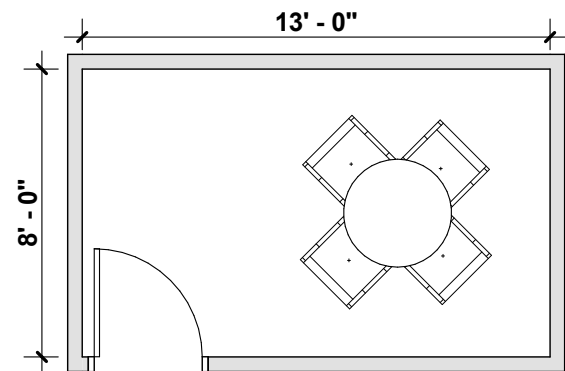
1

## ADJACENCY:

In secure section of department

## REQUESTED MODIFICATIONS:

- Sound Proofing



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall.

## SPECIAL REQUIREMENTS:

All walls to deck, Recording Monitor tied to Recording Room

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

## MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Table

(4) Chairs

## JUVENILE INTERVIEW

### FUNCTION:

This area will be used as a place to interview juveniles and have a workspace.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

235 SF

### NUMBER OF OCCUPANTS:

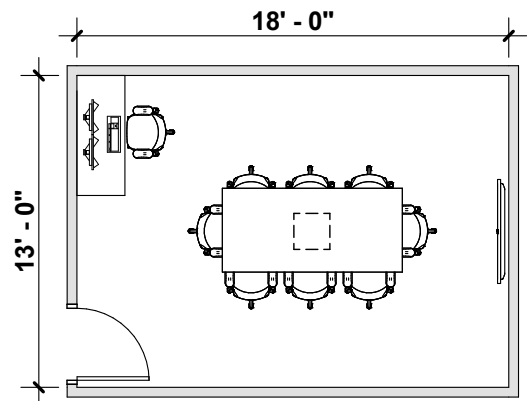
9

### ADJACENCY:

In secure section of department

### REQUESTED MODIFICATIONS:

- Sound Proofing



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall.

### SPECIAL REQUIREMENTS:

All walls to deck

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Desk

### MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Conference Table
- (9) Chairs
- (1) Smart TV

# PRINT STATION

## FUNCTION:

This area will serve the department as a print station

## PLANNED AREA:

40 SF

## NUMBER OF OCCUPANTS:

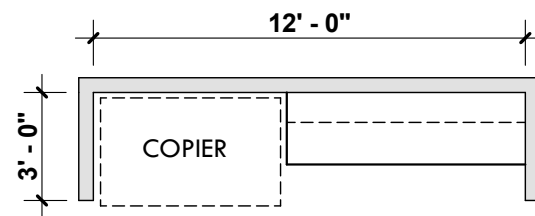
1

## ADJACENCY:

Secretary, Inspectors

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data for printers and above counter top.

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Countertop

Upper and Lower Cabinets

## MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Copier

## RECORDING ROOM

### FUNCTION:

This area will be for the monitoring of recordings from the interview room

### PLANNED AREA:

50 SF

### NUMBER OF OCCUPANTS:

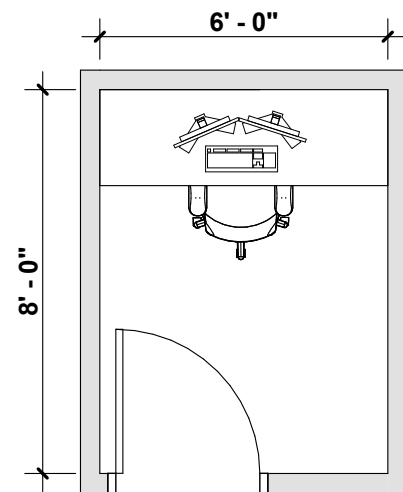
1

### ADJACENCY:

Interview Room

### REQUESTED MODIFICATIONS:

- Sound Proofing



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Outlets above/below work surface

### SPECIAL REQUIREMENTS:

All walls to deck

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Work surface

### MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Chair
- (1) Recording Equipment

## COFFEE BAR

### FUNCTION:

This area will be a small coffee bar.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

15 SF

### NUMBER OF OCCUPANTS:

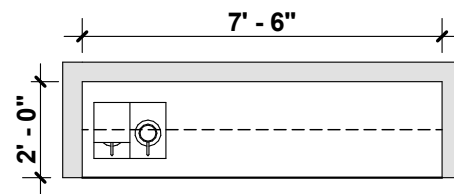
N/A

### ADJACENCY:

Off main corridors

### REQUESTED MODIFICATIONS:

- Undercounter Refrigerator



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Outlets above counter, as necessary for equipment.

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Countertop

Upper and Lower Cabinets

Undercounter Refrigerator

### MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Coffee Maker

# RESTROOM

## FUNCTION:

This area will be the restroom for the department.

## OCCUPANCY TYPE:

## PLANNED AREA:

60 SF

## NUMBER OF OCCUPANTS:

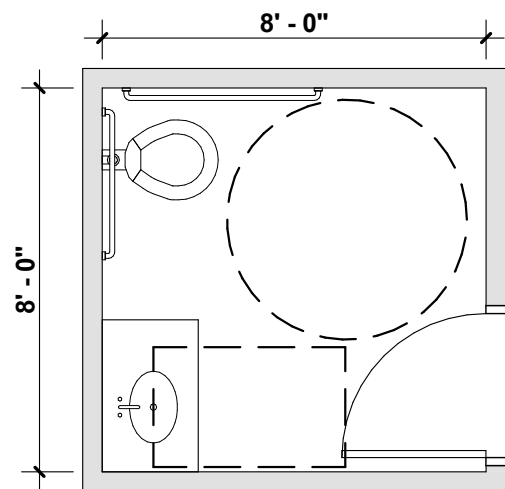
1

## ADJACENCY:

In secure section of department.

## REQUESTED MODIFICATIONS:

- Sound Proofing



## FINISHES:

*Floor:* Tile

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Outlet at sink

## SPECIAL REQUIREMENTS:

All walls to deck

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Toilet

ADA sink

Built-in trash can

## MOVEABLE EQUIPMENT / FURNISHINGS:

N/A





## SHARED SPACES

# SHARED SPACES

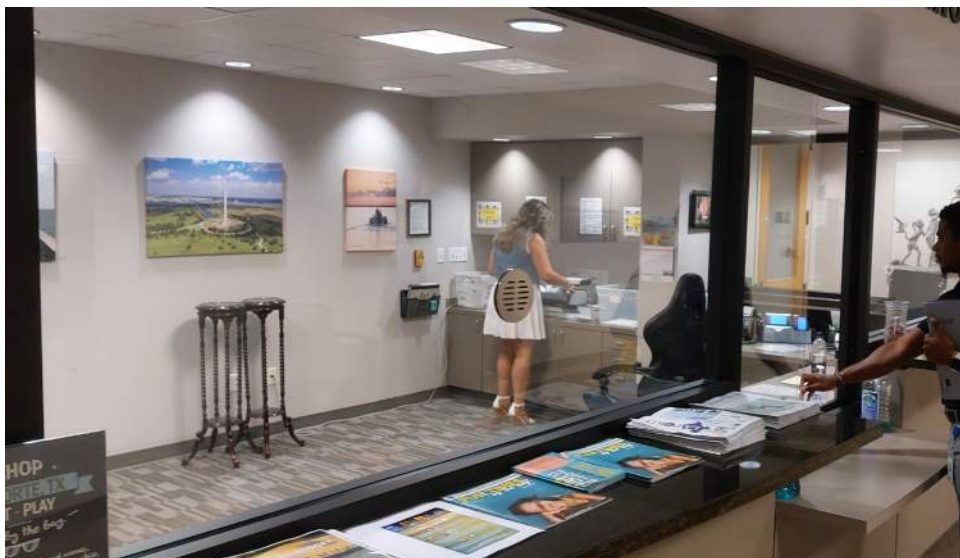
## Existing Conditions

The existing lobby and other support spaces..

## Department Objectives

La Porte City hall design committee and the design team were guided by the following project objectives:

- *Create a functional lobby space that is secure, but provides a sense of openness and stability*
- *Arrange spaces in a way that keeps offices secure, so that the public never has to leave the lobby area*
- *Further enhance the safety of staff, with bullet resistant panels, video surveillance, and controlled access points*
- *Create accessible spaces for people of all abilities*
- *Plan for future technology and possible future growth*
- *Provide space for interdepartmental gatherings and interaction*
- *Allow for natural lighting and possible patio/green space*



## LOBBY

### FUNCTION:

This area will be the waiting spot for the public as they need various departments within city hall.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

3,200 SF

### NUMBER OF OCCUPANTS:

### ADJACENCY:

This space needs to be the front of the building near council chambers.



### FINISHES:

Floor: Tile

Walls: Drywall (Painted)

Ceiling: Acoustical Tile

### LIGHTING:

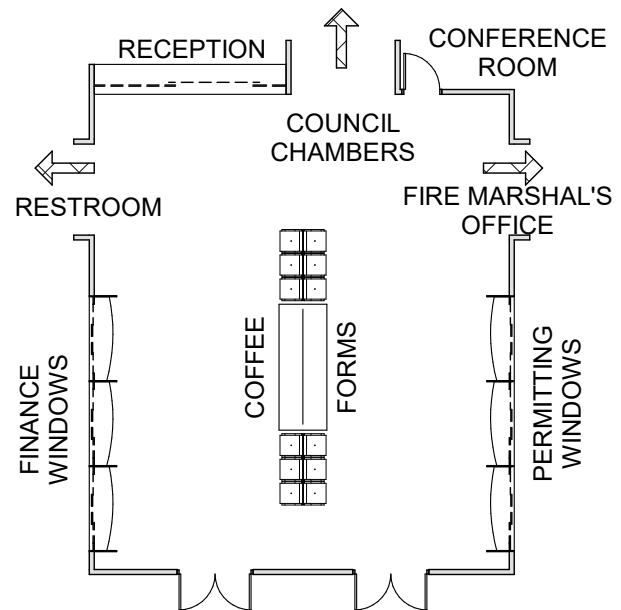
Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall

### REQUESTED MODIFICATIONS:

■ N/A



### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Coffee bar

### MOVEABLE EQUIPMENT / FURNISHINGS:

(16) Waiting chairs

# VESTIBULE

## FUNCTION:

This area will serve as the transition from the plaza to the lobby.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

320 sf

## NUMBER OF OCCUPANTS:

## ADJACENCY:

The front of the building



## FINISHES:

*Floor:* Walk off Carpet, Tile

*Walls:* Drywall (Painted), Glass

*Ceiling:* Acoustical Tile

## LIGHTING:

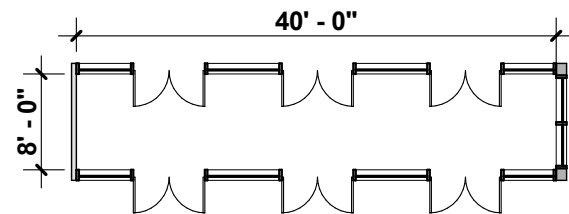
Non-glare LED lighting

## ELECTRICAL/DATA:

N/A

## REQUESTED MODIFICATIONS:

■ N/A



## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

## MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

# RECEPTIONIST

## FUNCTION:

This area will be the work space for the receptionist

## OCCUPANCY TYPE:

B

## PLANNED AREA:

190 SF

## NUMBER OF OCCUPANTS:

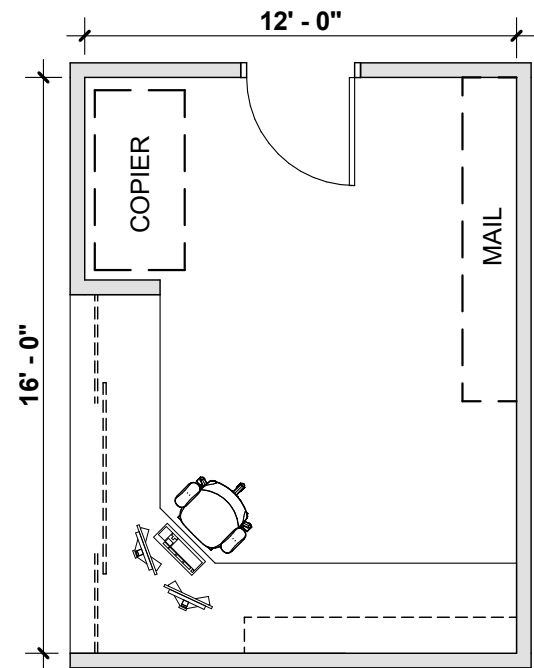
1

## ADJACENCY:

Public lobby

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall

## SPECIAL REQUIREMENTS:

Bullet resistant glass

Panic Button

Door access buttons

Shelter in place switch

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Large desk space

## MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Computer Chair

# EXECUTIVE CONFERENCE/TRAINING ROOM

## FUNCTION:

This area will serve as a conference room and training room.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

745 SF

## NUMBER OF OCCUPANTS:

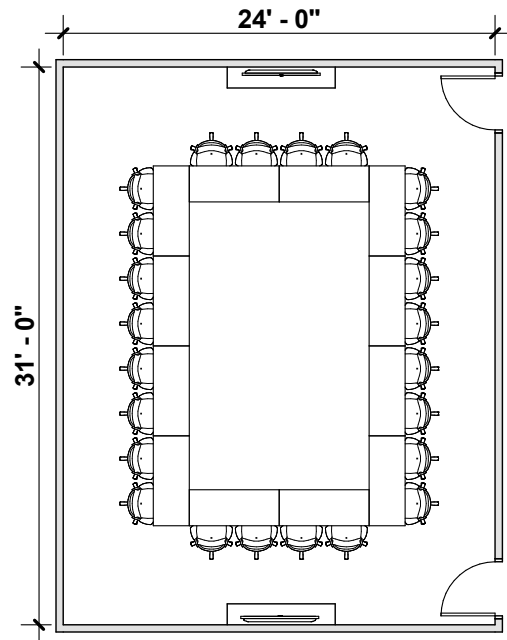
49

## ADJACENCY:

Breakroom

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and Data outlets along wall and as required by equipment.

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

(2) TV

## MOVEABLE EQUIPMENT / FURNISHINGS:

(12) Conference Table

(24) Conference Chair



# LARGE CONFERENCE ROOM

## FUNCTION:

This area will serve as a large conference room used for department meetings.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

415 SF

## NUMBER OF OCCUPANTS:

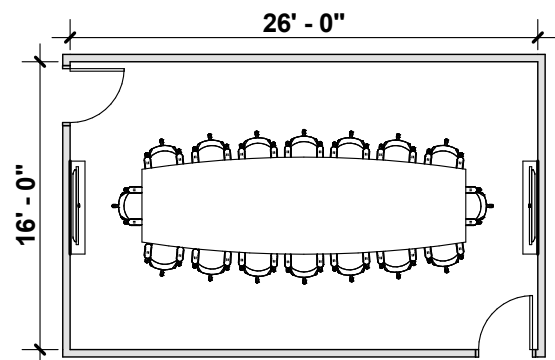
16

## ADJACENCY:

Off lobby on first floor

## REQUESTED MODIFICATIONS:

- Sound Proofing
- Public and secured second entrance on first floor



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Power and data outlets on each wall and at TV

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Projector
- (2) Smart TV

## MOVEABLE EQUIPMENT / FURNISHINGS:

- (1) Large Conference Table
- (16) Conference chairs

## MEDIUM CONFERENCE ROOM

### FUNCTION:

For meetings with city staff and public.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

2 @ 225 SF (550 SF Total)

### NUMBER OF OCCUPANTS:

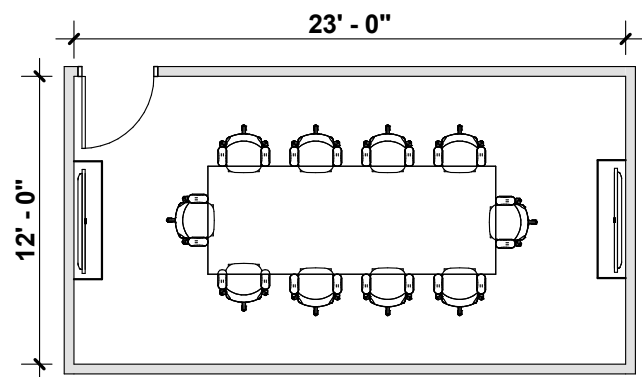
10

### ADJACENCY:

Public Lobby on first floor and public corridor on second floor.

### REQUESTED MODIFICATIONS:

- One per floor
- Secured second entrance on first floor conference room.



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall and at TV

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

(2) TV

### MOVEABLE EQUIPMENT / FURNISHINGS:

(10) Conference Chair

(1) Conference Table



## SMALL CONFERENCE ROOM

### FUNCTION:

This area will serve as a small meeting space

### OCCUPANCY TYPE:

B

### PLANNED AREA:

170 SF

### NUMBER OF OCCUPANTS:

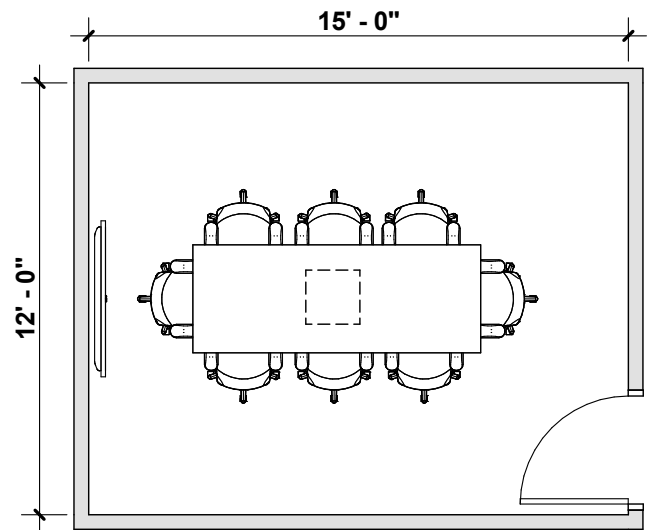
8

### ADJACENCY:

Within departments

### REQUESTED MODIFICATIONS:

■ N/A



### FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on each wall and at TV

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

TV

### MOVEABLE EQUIPMENT / FURNISHINGS:

(8) Conference Chair

(1) Conference Table

# EMPLOYEE BREAKROOM + KITCHEN

## FUNCTION:

This area will be the breakroom for the staff of city hall.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

870 SF

## NUMBER OF OCCUPANTS:

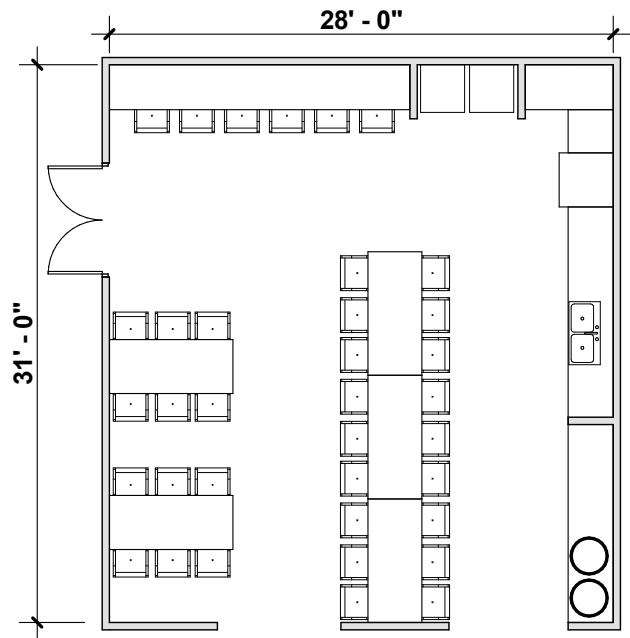
30-40

## ADJACENCY:

Covered Patio

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

Floor: Tile

Walls: Drywall (Painted)

Ceiling: Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Outlets above counters, as needed for appliances, along walls for convenience.

## SPECIAL REQUIREMENTS:

N/A

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

- (2) Refrigerator
- (2) Dishwasher
- (1) Commercial Sink
- (1) Range
- Upper and Lower Cabinets
- Food Prep Space

## MOVEABLE EQUIPMENT / FURNISHINGS:

- (36) Chairs
- (5) Six Person Tables

## OUTDOOR PATIO

### FUNCTION:

Outdoor space for breaks

### OCCUPANCY TYPE:

B

### PLANNED AREA:

2 @ 357 SF (715 SF Total)

### NUMBER OF OCCUPANTS:

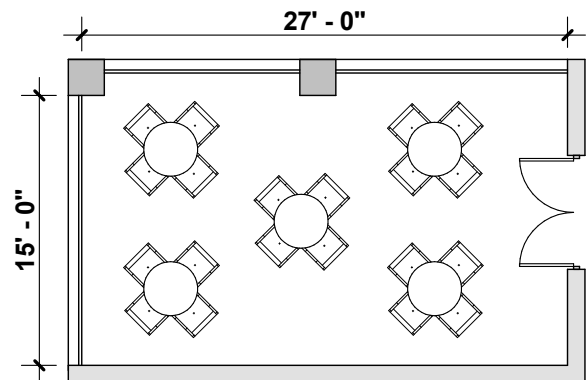
20 ea.

### ADJACENCY:

Break Room, City Manager Department

### REQUESTED MODIFICATIONS:

■ N/A



### FINISHES:

*Floor:* Raised Pavers

*Walls:* Exterior Brick

*Ceiling:* Cementitious Soffit Panels

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

Power and data outlets on walls

### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

### MOVEABLE EQUIPMENT / FURNISHINGS:

(20) Chair

(5) Table

# EMPLOYEE WELLNESS ROOM

## FUNCTION:

This area will serve as a room for personal care away from the shared spaces.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

65 SF

## NUMBER OF OCCUPANTS:

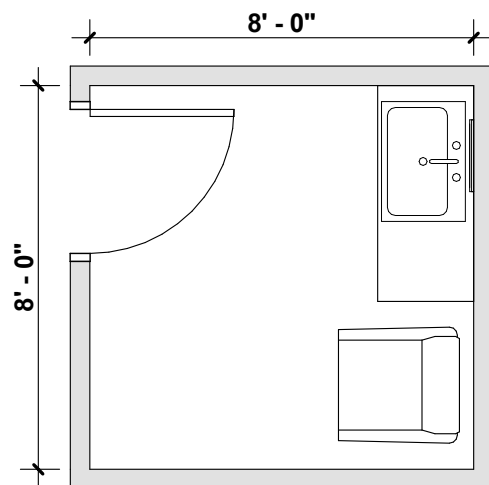
1

## ADJACENCY:

Accessible to all employees

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Carpet

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Outlets above counter

## SPECIAL REQUIREMENTS:

Sound proofing

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Countertop

Sink

## MOVEABLE EQUIPMENT / FURNISHINGS:

(1) Chair

## PUBLIC RESTROOM

### FUNCTION:

This area will be the restroom for any of the public that enters the building.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

2 @ 460 SF (920 SF Total, Second floor for employees)

### NUMBER OF OCCUPANTS:

16

### ADJACENCY:

This space needs to be near the reception/lobby on first floor and center of building on second.



### FINISHES:

*Floor:* Tile

*Walls:* Tile and Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

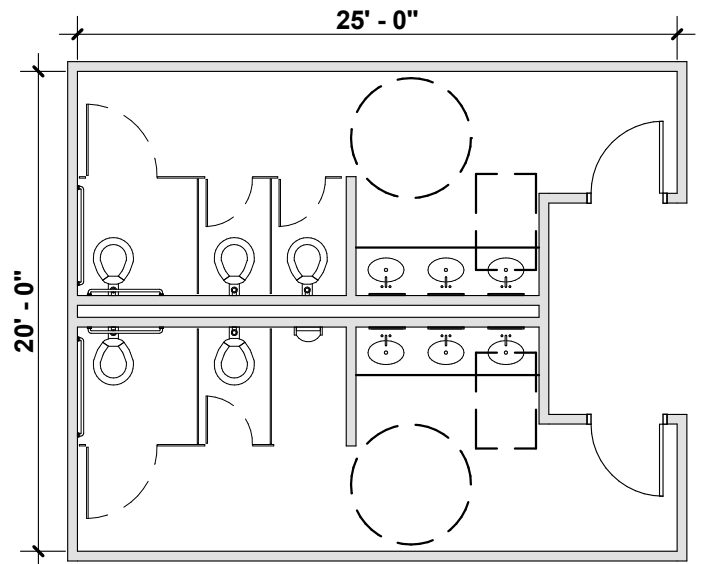
Non-glare LED lighting

### ELECTRICAL/DATA:

Outlets above counter

### REQUESTED MODIFICATIONS:

■ N/A



### SPECIAL REQUIREMENTS:

Soundproofing

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Toilets/Urinals

Partitions

Sinks

Fold-down changing station

### MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

# EMPLOYEE RESTROOM

## FUNCTION:

This area will be the restroom for the city hall employees.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

225 SF (4 @ 56 SF)

## NUMBER OF OCCUPANTS:

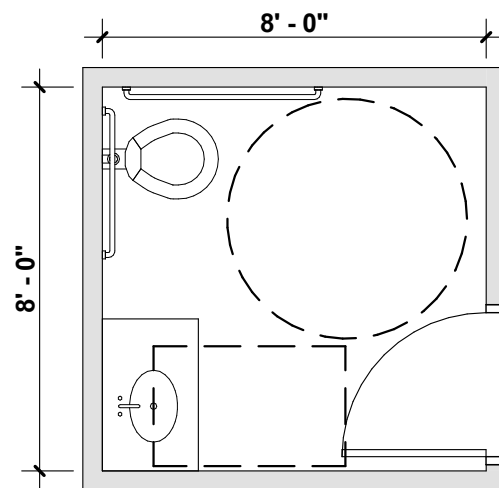
1

## ADJACENCY:

This space should be centrally located.

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Tile

*Walls:* Tile and Drywall (Painted)

*Ceiling:* Acoustical Tile

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

Outlets above counter

## SPECIAL REQUIREMENTS:

Sound proofing

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Toilet

ADA sink

## MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

## MUD ROOM

### FUNCTION:

This area will serve as an space for workers to clean boots and wash up before entering the building.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

2 @ 67.5 SF (135 SF Total)

### NUMBER OF OCCUPANTS:

N/A

### ADJACENCY:

Direct access outdoors, by finance and planning departments



### FINISHES:

*Floor:* Tile

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

### LIGHTING:

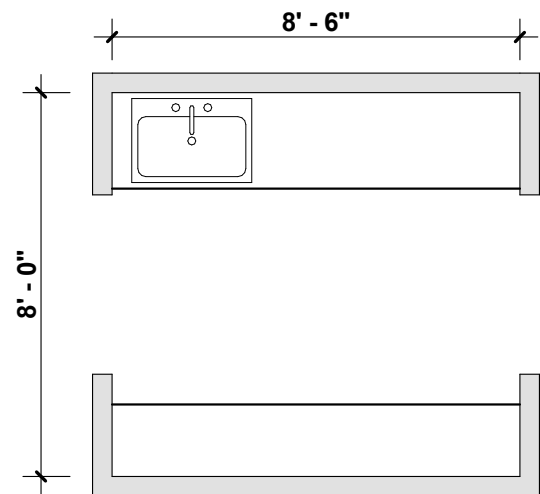
Non-glare LED lighting

### ELECTRICAL/DATA:

Outlets above counter

### REQUESTED MODIFICATIONS:

■ N/A



### SPECIAL REQUIREMENTS:

N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Countertop

Sink

Bench

Cubbies

### MOVEABLE EQUIPMENT / FURNISHINGS:

N/A



# JANITOR

**FUNCTION:**

Janitor Closet

**OCCUPANCY TYPE:**

B

**PLANNED AREA:**

2 @ 56 SF (110 SF Total)

**NUMBER OF OCCUPANTS:**

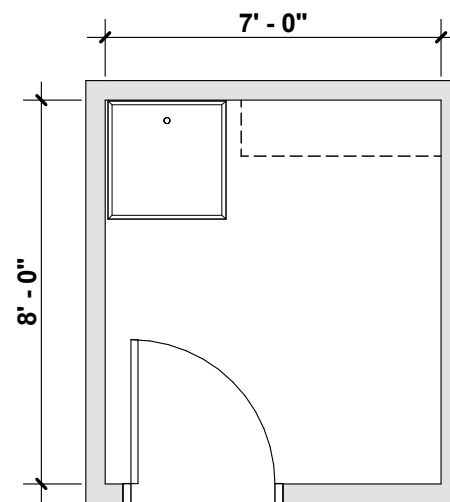
N/A

**ADJACENCY:**

Near bathrooms on each floor

**REQUESTED MODIFICATIONS:**

■ N/A


**FINISHES:**

*Floor:* Concrete

*Walls:* Drywall (Painted)

*Ceiling:* Acoustical Tile

**LIGHTING:**

Non-glare LED lighting

**ELECTRICAL/DATA:**

Convenience outlet adjacent to door

**SPECIAL REQUIREMENTS:**

N/A

**NON-MOVEABLE EQUIPMENT / FURNISHINGS:**

Mop Sink

Adjustable Shelving

**MOVEABLE EQUIPMENT / FURNISHINGS:**

N/A



# SWITCH ROOM

## FUNCTION:

This area will be the central location for the switches.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

2 @ 50 SF (100 SF Total)

## NUMBER OF OCCUPANTS:

N/A

## ADJACENCY:

Mechanical spaces

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Concrete

*Walls:* Drywall (Painted)

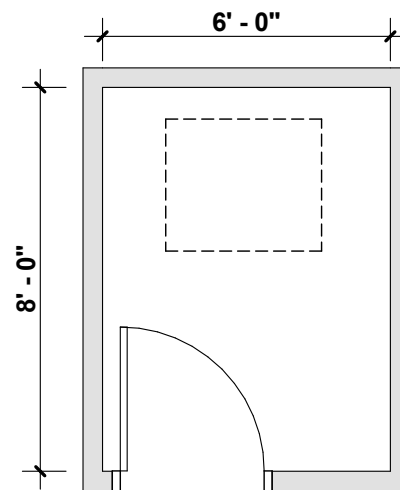
*Ceiling:* None

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

As required by equipment



## SPECIAL REQUIREMENTS:

No plumbing overhead

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

Ports for IT monitoring

## MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

# ELECTRICAL ROOM

## FUNCTION:

This area will be the location for the electrical system components.

## OCCUPANCY TYPE:

B

## PLANNED AREA:

180 SF (2 @ 90 SF)

## NUMBER OF OCCUPANTS:

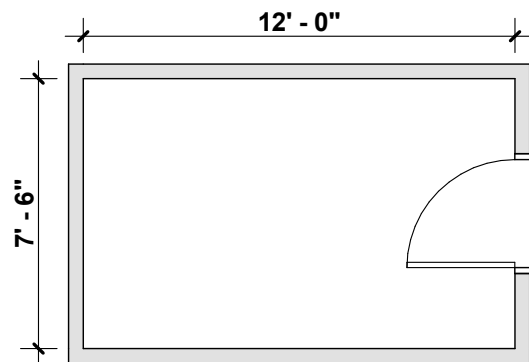
N/A

## ADJACENCY:

Mechanical spaces

## REQUESTED MODIFICATIONS:

■ N/A



## FINISHES:

*Floor:* Concrete

*Walls:* Plywood

*Ceiling:* None

## LIGHTING:

Non-glare LED lighting

## ELECTRICAL/DATA:

As required by equipment

## SPECIAL REQUIREMENTS:

No plumbing overhead

## NON-MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

## MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

## FIRE RISER

### FUNCTION:

This area will house the Fire Riser for the Fire Suppression system for the building.

### OCCUPANCY TYPE:

B

### PLANNED AREA:

50 SF

### NUMBER OF OCCUPANTS:

N/A

### ADJACENCY:

Exterior Wall

### REQUESTED MODIFICATIONS:

■ N/A



### FINISHES:

*Floor:* Concrete

*Walls:* Drywall

*Ceiling:* None

### LIGHTING:

Non-glare LED lighting

### ELECTRICAL/DATA:

N/A

### SPECIAL REQUIREMENTS:

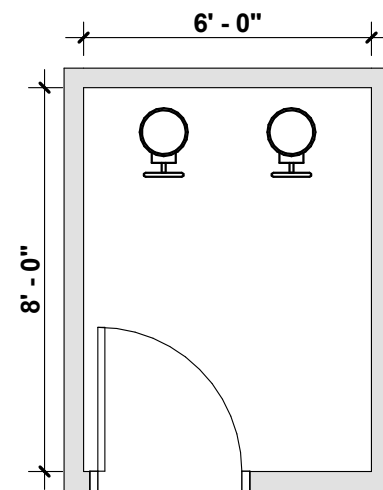
N/A

### NON-MOVEABLE EQUIPMENT / FURNISHINGS:

N/A

### MOVEABLE EQUIPMENT / FURNISHINGS:

N/A



# MECHANICAL ROOM

**FUNCTION:**

This area will be the central location for the mechanical systems.

**OCCUPANCY TYPE:**

B

**PLANNED AREA:**

340 SF

**NUMBER OF OCCUPANTS:**

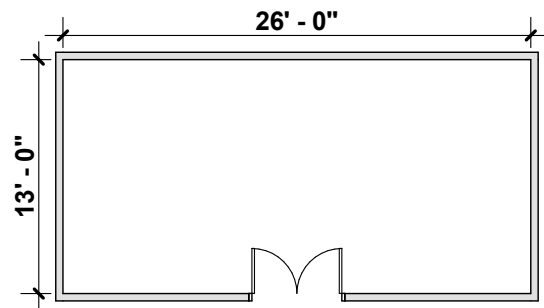
N/A

**ADJACENCY:**

Electric and switch room

**REQUESTED MODIFICATIONS:**

■ N/A

**FINISHES:**

*Floor:* Concrete

*Walls:* Drywall (Painted)

*Ceiling:* None

**LIGHTING:**

Non-glare LED lighting

**ELECTRICAL/DATA:**

As required by equipment

**SPECIAL REQUIREMENTS:**

N/A

**NON-MOVEABLE EQUIPMENT / FURNISHINGS:**

N/A

**MOVEABLE EQUIPMENT / FURNISHINGS:**

N/A

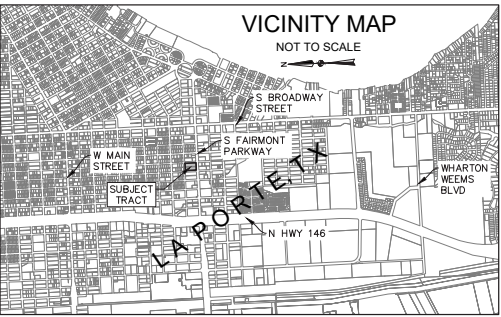
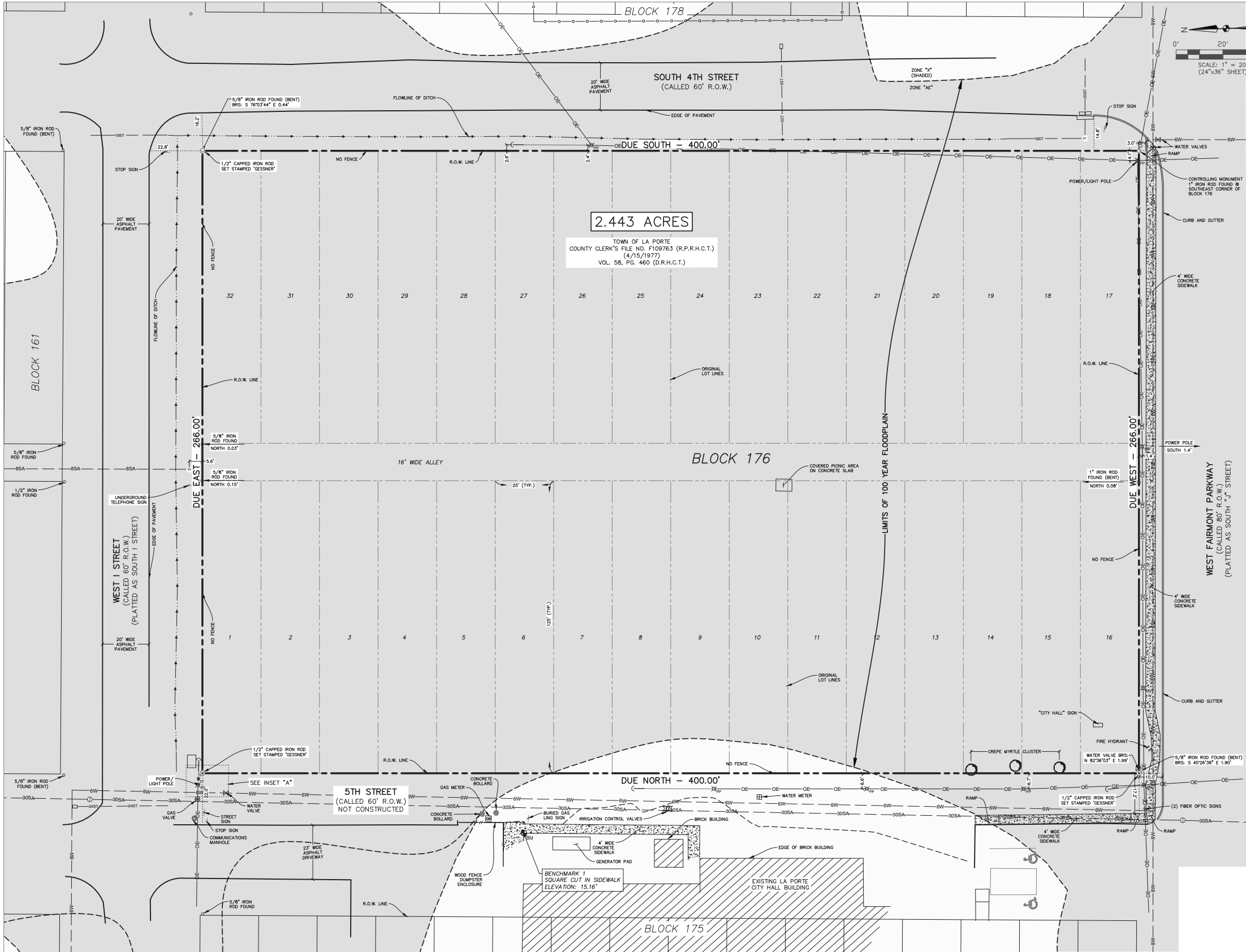
# 3

## CONCEPTUAL DESIGN

Site Survey  
Existing Site Plan  
Conceptual Site Plan  
Conceptual Floor Plans  
Conceptual Renderings



SITE SURVEY



- NOTES:
1. BASIS OF BEARINGS IS DUE NORTH APPLIED TO THE RE-ESTABLISHED EAST LINE OF BLOCK 176 ACCORDING TO THE PLAT OF THE CITY OF LA PORTE, HARRIS COUNTY, TEXAS NO. 262086, RECORDED DECEMBER 1, 1926. SEE ALSO VOL. 58, PG. 460, DEED RECORDS HARRIS COUNTY, TEXAS.
  2. SUBJECT PROPERTY IS OWNED BY THE CITY OF LA PORTE. THIS SURVEY WAS PERFORMED AT THE OWNERS REQUEST TO OBTAIN SURFACE INFORMATION OF THE PROPERTY.
  3. THE DIRECTION AND DISTANCE SHOWN ON ALL OFFSETS ARE FROM THE PROPERTY LINE TO THE OBJECT.
  4. THE SUBJECT TRACT DOES LIE WITHIN THE 100 YEAR FLOODPLAIN ACCORDING TO THE F.E.M.A. FLOOD INSURANCE RATE MAP FOR HARRIS COUNTY, TEXAS AND INCORPORATED AREAS, COMMUNITY NO. 485487, PANEL NO. 0945M, MAP NO. 48201C0945M, EFFECTIVE DATE OF JANUARY 6, 2017.
  5. UTILITY MARKINGS SHOWN ON THIS SURVEY WERE MARKED ON THE GROUND IN RESPONSE TO TEXAS 811 TICKET REQUEST #2261000728. LOCATIONS OF UNDERGROUND UTILITIES MAY VARY FROM LOCATIONS SHOWN HEREON AND ADDITIONAL BURIED UTILITIES MAY BE ENCOUNTERED. NO EXCAVATIONS WERE MADE DURING THE PROGRESS OF THIS SURVEY TO LOCATE BURIED UTILITIES. IN ADDITION IN SOME JURISDICTIONS, 811 OR OTHER SIMILAR UTILITY LOCATE REQUESTS FROM SURVEYORS MAY BE IGNORED OR RESULT IN AN INCOMPLETE RESPONSE.
  6. THIS SURVEY WAS CONDUCTED WITH THE BENEFIT OF A TITLE REPORT ISSUED BY UNIVERSITY TITLE COMPANY, OF NO. 223339, CERTIFICATION DATE: AUGUST 7, 2022, TO WIT:  
NO EASEMENTS LISTED IN SAID TITLE COMMITMENT.  
\*\* NOTE: THE DOCUMENTS PROVIDED BY UNIVERSITY TITLE CONTAIN AN ORDINANCE (DOC. NO. U966034) FOR "SANITARY CONTROL RESTRICTIONS TO PROTECT CITY WATER WELLS". EXHIBITS "A" & "B-2" APPEAR TO INDICATE THAT THE SUBJECT TRACT IS AFFECTED BY THESE RESTRICTIONS. \*\*
  7. SANITARY SEWER AND WATER LINES SHOWN HEREON WERE TAKEN FROM CITY OF LA PORTE GIS DATA AND NOT 811 MARKINGS.

LEGEND

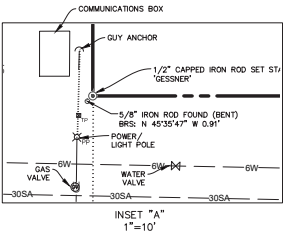
- |                 |   |           |                                   |
|-----------------|---|-----------|-----------------------------------|
| ○               | SURVEY MONUMENT                           | ---       | BOUNDARY LINE                     |
| ⊙               | 1/2" CAPPED IRON ROD SET MARKED "GESSNER" | - - - - - | ADJOINER BOUNDARY LINE            |
| X <sub>sp</sub> | POWER POLE                                | - - - - - | CHAIN FENCE LINE                  |
| X <sub>lp</sub> | LIGHT POLE                                | - - - - - | FLOW LINE                         |
| →               | GUY WIRE                                  | - - - - - | STORM SEWER LINE                  |
| ⊞               | WATER METER                               | - - - - - | SANITARY SEWER LINE (SIZE VARIES) |
| ⊞               | WATER VALVE SANITARY                      | - - - - - | WATER LINE (SIZE VARIES)          |
| ⊞               | SEWER MANHOLE                             | - - - - - | OVERHEAD ELECTRIC LINE            |
| ⊞               | CLEANOUT                                  |           |                                   |
| ⊞               | PAVEMENT BOLLARD                          |           |                                   |
| ⊞               | SIGN                                      |           |                                   |
| ⊞               | GAS METER                                 |           |                                   |
| ⊞               | GRAPE MYRTLE                              |           |                                   |
| IRF             | IRON ROD FOUND                            |           |                                   |
| H.C.C.F.        | HARRIS COUNTY CLERK FILE                  |           |                                   |
| [CM]            | CONTROLLING MONUMENT                      |           |                                   |



CERTIFICATE OF SURVEYOR

I, S.M. KLING, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, DO HEREBY CERTIFY THIS PLAT TO BE A TRUE AND CORRECT REPRESENTATION OF LAND AS SURVEYED ON THE GROUND UNDER MY SUPERVISION AND DIRECTION.

S.M. KLING  
S.M. KLING, R.P.L.S. NO. 2003  
JANUARY 2023



**SURVEY PLAT**  
**BLOCK 176**  
**CITY OF LA PORTE**  
**2.443 ACRES**

J. HUNTER SURVEY ABSTRACT NO. 35  
LA PORTE, HARRIS COUNTY, TEXAS  
SCALE: 1"=20' JANUARY 2023

SURVEY PLAT

ISSUE DATE: 1/25/23  
DRAWN BY: TPD  
CHECKED BY: KJP/SMK  
PROJECT #: 22-0732

22-0732 Topo & Boundary Platting Performed: 1/20/2023 10:09 PM

**BENCHMARK 1:**  
SQUARE CUT IN SIDEWALK LOCATED NEAR  
CURRENT CITY HALL BUILDING.  
ELEVATION = 15.16'

INCOMPLETE 811 RESPONSE  
SEE NOTE 5

CAUTION: CONTACT THE TEXAS EXCAVATION  
SAFETY SYSTEM (DIG-TESS) AT 1-800-344-8377  
TO LOCATE EXISTING UTILITIES PRIOR TO  
CONSTRUCTION. CONTACT GESSNER  
ENGINEERING IF CONFLICTS OCCUR.

REVISED: 1/30/23  
ADDED SANITARY SEWER  
AND WATER LINES FROM  
CITY GIS DATA.

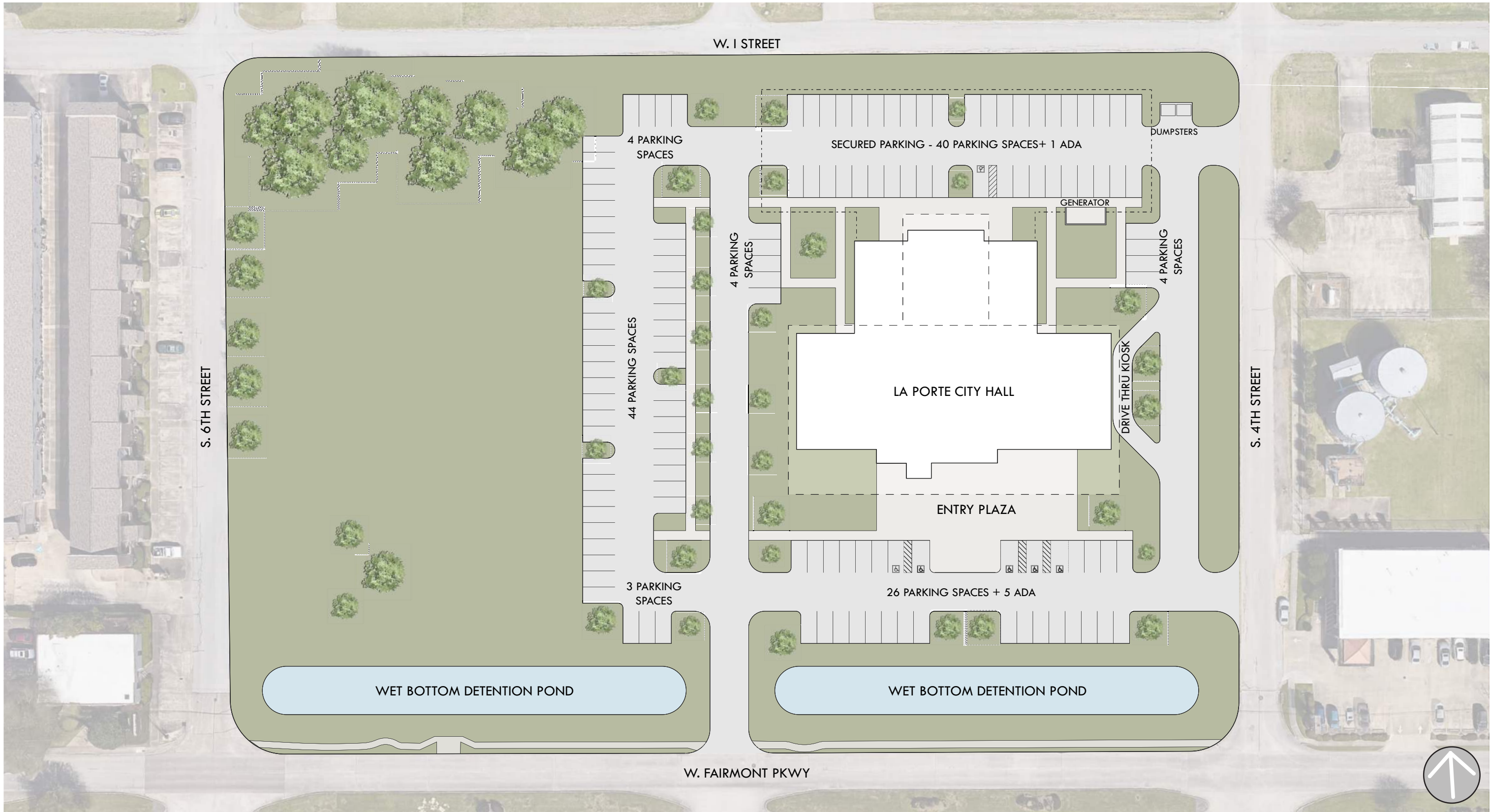




**LA PORTE CITY HALL - EXISTING SITE PLAN**  
SCALE: NOT TO SCALE

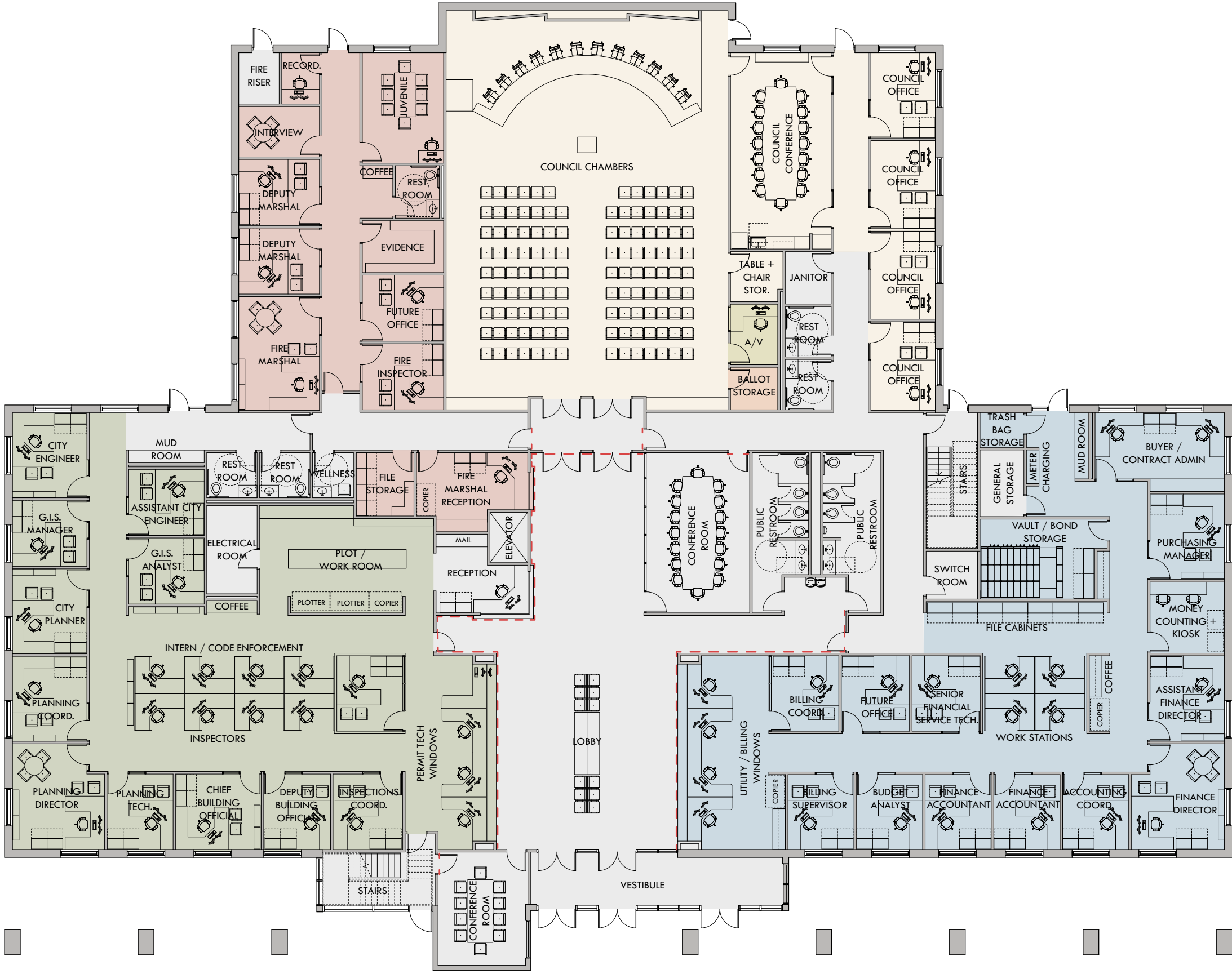
EXISTING PARKING COUNT	
PARKING SPACES	116
ACCESSIBLE SPACES	6
TOTAL SPACES	122





**LA PORTE CITY HALL - PROPOSED NEW SITE PLAN**  
SCALE: NOT TO SCALE

NEW PARKING COUNT	
PARKING SPACES	125
ACCESSIBLE SPACES	6
TOTAL SPACES	131



- LEGEND**
- CITY COUNCIL
  - CITY MANAGER
  - CITY SECRETARY
  - H.R. DEPARTMENT
  - I.T. DEPARTMENT
  - FINANCE DEPT.
  - PLANNING DEPT.
  - FIRE MARSHAL
  - SHARED SPACE
  - SECURED AREA

**FIRST FLOOR PLAN**  
**PROPOSED NEW LA PORTE CITY HALL**  
SCALE: NOT TO SCALE

BUILDING AREA	
FIRST FLOOR:	21,675 SF
SECOND FLOOR:	13,275 SF
TOTAL AREA:	34,950 SF



**LEGEND**

- CITY COUNCIL
- CITY MANAGER
- CITY SECRETARY
- H.R. DEPARTMENT
- I.T. DEPARTMENT
- FINANCE DEPT.
- PLANNING DEPT.
- FIRE MARSHAL
- SHARED SPACE
- - - SECURED AREA

**SECOND FLOOR PLAN**  
**PROPOSED NEW LA PORTE CITY HALL**  
SCALE: NOT TO SCALE

BUILDING AREA	
FIRST FLOOR:	21,675 SF
SECOND FLOOR:	13,275 SF
TOTAL AREA:	34,950 SF





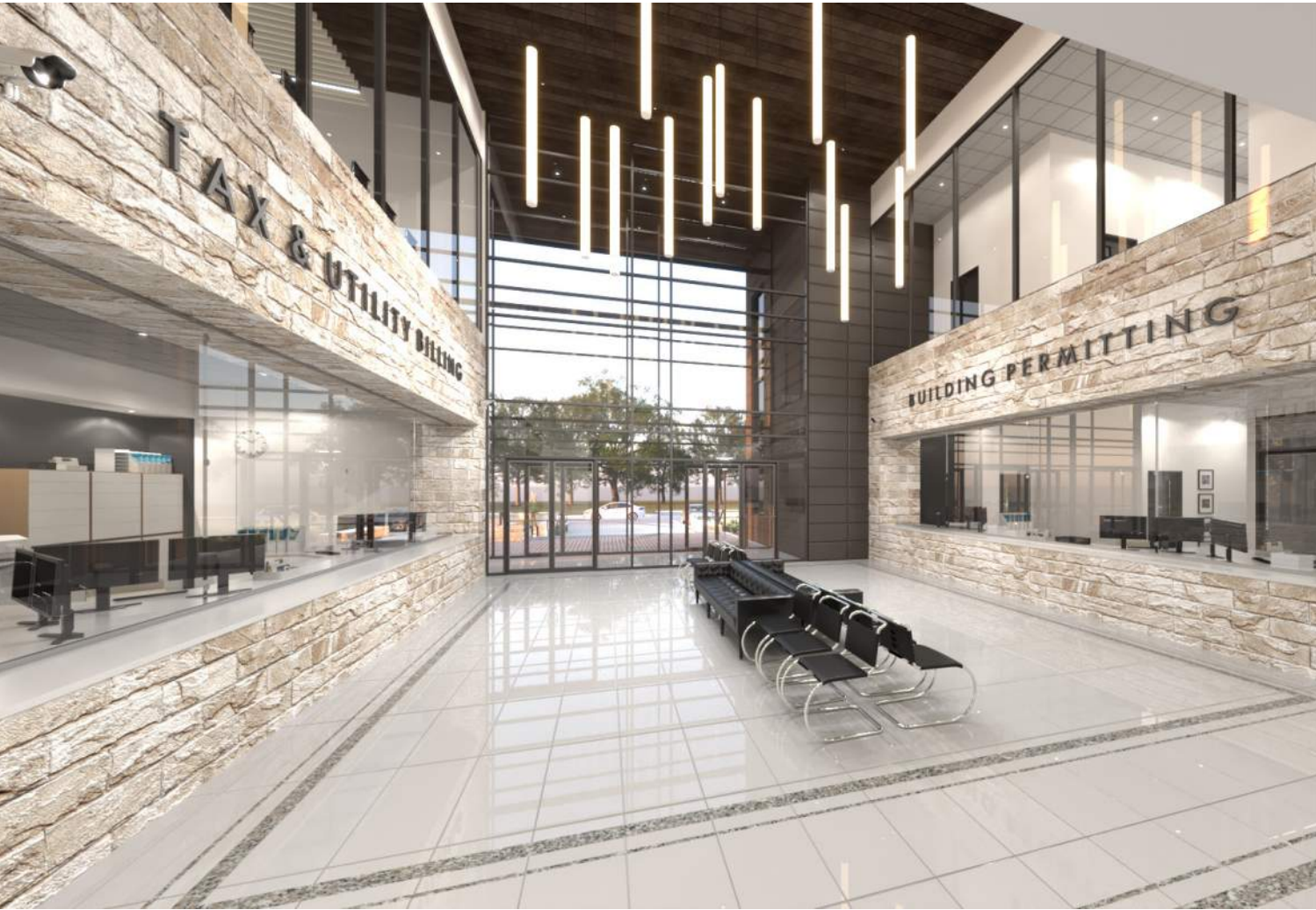


















# 4

## BUILDING CODE SEARCH



## BUILDING CODE ANALYSIS

### CITY OF LA PORTE ADOPTED CODES

BUILDING	2018 INTERNATIONAL BUILDING CODE
MECHANICAL	2018 INTERNATIONAL MECHANICAL CODE
PLUMBING	2018 INTERNATIONAL PLUMBING CODE
ELECTRICAL	2020 NATIONAL ELECTRICAL CODE
FIRE	2018 INTERNATIONAL FIRE CODE
ENERGY	2018 INTERNATIONAL ENERGY CONSERVATION CODE
FUEL GAS CODE	2018 INTERNATIONAL FUEL GAS CODE

### BUILDING OCCUPANCY

OCCUPANCY CLASSIFICATIONS	ASSEMBLY GROUP A-3, GROUP B (BUSINESS)
---------------------------	--

### TYPE OF CONSTRUCTION

CONSTRUCTION TYPE	TYPE II(B) CONSTRUCTION*
*BUILDING STRUCTURE NOT REQUIRED TO BE FIRE RATED PER TABLE 601.	

### GENERAL BUILDING HEIGHTS AND AREAS

REQUIRED SEPERATION OF OCCUPANCIES (HOURS)	1
*BASED ON TABLE 508.4	

OCCUPANCY CLASSIFICATION		TYPE II(B) CONSTRUCTION
A-3	HEIGHT (FT)	75
	STORIES	3
	AREA/FLOOR (SF)	28,500
B	HEIGHT (FT)	75
	STORIES	4
	AREA/FLOOR (SF)	69,000

\*BASED ON TABLES 504.3/504.4/506.2 ALLOWABLE BUILDING HEIGHTS, STORES, AND BUILDING AREAS.  
BUILDING HEIGHTS, STORIES, AND AREAS BASED ON A BUILDING WITH TWO OR MORE STORIES, EQUIPPED  
WITH AN AUTOMATIC SPRINKLER SYSTEM IN ACCORDANCE WITH SECTION 903.3.1.1.

### FIRE AND SMOKE PROTECTION

FIRE-RESISTANCE RATINGS SHALL BE IN ACCORDANCE WITH ASTM E119 OR UL 263.
BUILDING WILL HAVE AUTOMATIC SPRINKLER SYSTEM, SHALL BE IN ACCORDANCE WITH NFPA 13.
FIRE ALARM SYSTEM SHALL BE IN ACCORDANCE OF NFPA 72.
AN AUTOMATIC FIRE-EXTINGUISHING SYSTEM SHALL BE PROVIDED AND BE IN ACCORDANCE WITH UL 300. *PER DISCUSSION A SINGLE USE RANGE SUPPRESSION SYSTEM IS ACCEPTABLE.

## CODE ANALYSIS

### MEANS OF EGRESS

OCCUPANCY CLASSIFICATION			
FUNCTION OF SPACE	OCCUPANT LOAD FACTOR	AREA	OCCUPANTS
ASSEMBLY WITHOUT FIXED SEATS - CONCENTRATED	7 NET	2,025	290
ASSEMBLY WITH TABLES AND CHAIRS - UNCONCENTRATED	15 NET	600	40
BUSINESS	150 GROSS	33,550	224
BUILDING TOTAL			554

MAXIMUM EXIT ACCESS TRAVEL DISTANCE: 300 FT.

MAXIMUM DEAD END CORRIDOR: 50 FT

### PLUMBING FIXTURE COUNTS

PLUMBING FIXTURE REQUIREMENTS					
CLASSIFICATION	WATER CLOSETS		LAVATORIES		DRINKING FOUNTAIN
	M	F	M	F	
ASSEMBLY	1 PER 125	1 PER 65	1 PER 200		1 PER 500
	2	3	1	1	1
BUSINESS	1 PER 25 FOR FIRST 50 THEN 1 PER 50		1 PER 40 FOR FIRST 80 THEN 1 PER 80		1 PER 100
	6	6	3	3	3
TOTAL	8	9	4	4	4

### DETENTION REQUIREMENTS - PER CITY OF LA PORTE

DEVELOPED AREA	STORAGE COEFFICIENT
1 TO 10 ACRES	.55 ACRE FT./ACRE
~6 ACRES X .55 ACRE FT./ACRE = 3.3 ACRE FT	

# 5

## PROBABLE PROJECT COSTS





# OPINION OF PROBABLE PROJECT COSTS

## CONSTRUCTION COSTS

### Construction Division/ Description

Division 01 - General Requirements (Contractor's Overhead & Profit, Insurance, Bonds)	\$1,750,000 - \$1,840,000
Division 02 - Existing Conditions (Demolition, Hazardous Material Abatement)	\$525,000 - \$550,000
Division 03 - Concrete (Concrete Form work, Cast-In Place Concrete)	\$1,855,000 - \$1,950,000
Division 04 - Masonry (Stone Masonry, Cast Stone Masonry, Unit Masonry Assemblies)	\$1,260,000 - \$1,325,000
Division 05 - Metals (Structural Steel, Cold Formed Metal Framing, Metal Pan Stairs, Metal Fabrications)	\$2,625,000 - \$2,755,000
Division 06 - Wood + Plastics (Rough Carpentry, Interior Architectural Wood Work, Finish Carpentry)	\$875,000 - \$920,000
Division 07 - Thermal + Moisture Protection (Air Barrier, Thermal Insulation, Metal Roof)	\$1,400,000 - \$1,470,000
Division 08 - Doors + Windows (Curtain Wall System, Glazing, Wood Doors)	\$2,135,000 - \$2,240,000
Division 09 - Finishes (Gypsum Board Assemblies, Ceramic Tiling, Carpet, Acoustical Ceilings)	\$1,785,000 - \$1,875,000
Division 10 - Specialties (Signage, Toilet Partitions, Toilet Accessories, Fire Protection Specialties)	\$175,000 - \$185,000
Division 11 - Equipment (Residential Appliances, Range Hood)	\$60,000 - \$75,000
Division 13 - Special Construction (Bullet Resistance Fiberglass)	\$105,000 - \$110,000
Division 14 - Conveying Equipment (Elevator)	\$75,000 - \$85,000
Division 21 - Fire Suppression (Fire Suppression System)	\$175,000 - \$185,000
Division 22 - Plumbing (Underground Plumbing, Plumbing Fixtures, Water Heater)	\$700,000 - \$735,000
Division 23 - Heating, Ventilating, Air Conditioning (Duct Work, Diffusers)	\$1,260,000 - \$1,325,000
Division 26 - Electrical (Generator, Lighting, Electrical Circuiting, Electrical Panels)	\$1,715,000 - \$1,800,000
Division 27 - Communications (Structured Cabling, A/V Equipment)	\$280,000 - \$295,000
Division 28 - Electronic Safety + Security (Access Control, Criminal Investigative CCTV System)	\$210,000 - \$220,000
Division 31 - Earthwork (Site Grading, Excavation + Fill, Storm Water Pollution Prevention Plan)	\$350,000 - \$370,000
Division 32 - Exterior Improvements (Unit Paving, Concrete Paving, Planting Irrigation, Landscaping)	\$630,000 - \$660,000
Division 33 - Utilities (Utility Services, Detention)	\$1,050,000 - \$1,105,000

**PROBABLE CONSTRUCTION COSTS \$21 M - \$22 M**

\$600 - \$630 Per Sq. Foot

## OTHER PROJECT COSTS

### Description

A/E Fees (Architect, Engineer, Specialists Design Fees)	\$1,995,000 - \$2,100,000
FF&E (Fixtures, Furniture, Equipment)	\$1,260,000 - \$1,325,000
Materials Testing (Third Party Material Testing, Commissioning)	\$140,000 - \$150,000
Contingency (Allowance for Unforeseen Conditions)	\$1,260,000 - \$1,325,000

**OTHER PROJECT COSTS \$4.7 M - \$4.9 M**

**TOTAL PROJECT COST \$25.7 M - \$27 M**



**[www.brwarch.com](http://www.brwarch.com)**

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# OPINION OF PROBABLE PROJECT COSTS

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**OTHER PROJECT COSTS \$4.7 M - \$4.9 M**

**TOTAL PROJECT COST \$25.7 M - \$27 M**

**BROWN REYNOLDS WATFORD  
ARCHITECTS**



175 CENTURY SQUARE DRIVE  
SUITE 350  
COLLEGE STATION, TEXAS 77840  
979-694-1791  
WWW.BRWARCH.COM

June 30, 2023

**PROFESSIONAL SERVICES PROPOSAL  
CITY OF LA PORTE  
NEW CITY HALL**

**ATTN: Corby Alexander, City Manager**  
**2963 N 23<sup>rd</sup> Street**  
**La Porte, TX 77571**  
[citymanager@laportetx.gov](mailto:citymanager@laportetx.gov)  
281-470-5013

BRW Architects is pleased to submit this proposal for architectural services to design a new City Hall building. The project has an estimated budget of \$22 Million.

The project scope, scope of services, project schedule, and compensation are described below:

**1. INITIAL INFORMATION**

The following professional architectural services described in this proposal is for the new La Porte City Hall that will meet the current and anticipated future employee operational needs and will allow for a more efficient workflow, public interaction, better employee health, and overall better plan efficiency. A new 35,000 SF city hall will be built on the city-owned property to the east of the existing city hall located at 604 West Fairmont Parkway.

The following existing city departments will be included in the new City Hall: City Council Chambers and workspaces, Mayor and City Administration, City Secretary, Human Resources, Information Technology, Finance and Purchasing, Planning and Engineering, and Fire Marshal's Office. Also included is the Planning Department Permit, council conference room, council offices, Finance Department, Utility Billing, training room, and covered patios

The current facility and parking will remain operational throughout construction. A wet bottom detention pond will also be built on the east portion of the property to accommodate rainwater detention. Once the new City Hall is built, the old building will be demolished, and the remainder of the site will be developed to provide necessary parking, green space, and other public amenities. The final site plan also allows space for additional buildings to be built in the future should the city ever need additional space.

The selected exterior design preferences include a two-story building form with shed or low-slope roofs, a welcoming public plaza, an elevated front porch type entry, and deep roof overhangs. The exterior material preferences include rough-cut stone, metal panels, and cast stone banding.

The new Building will be designed and engineered to be durable, functional, low maintenance and to resist hurricane winds per local and FEMA codes.

**2. ARCHITECTS RESPONSIBILITIES**

- A. The Architect shall provide the professional services as set forth in this agreement.
- B. Architectural
  - Description of the basic services listed below under scope of services by phases for the new administration building and remodel and additions to various existing structures.

- Asbestos Survey of the existing City Hall Building. Further action beyond the survey will require additional fees.
- Assist the City by Providing RFQ documents, reviews, scoring, and interviews for Solicitation for Construction Manager at Risk Delivery Method.
- C. Interior Design
  - Furniture, Fixture and Equipment Procurement
  - Design of all interior Space
  - Selection of Interior materials and Colors throughout the building
  - Coordination of delivery and installation of furniture
- D. Landscape Architecture
  - Landscape design to meet zoning ordinance requirements as applicable and drought-tolerant / Native vegetation goals.
- E. Landscape Irrigation
  - Irrigation system design and documentation plans and specifications, as necessary.
- F. Civil Engineering
  - Drainage, grading and paving design
  - Grading spot elevation adequate for TAS compliance
  - On-site water, gas, and sewer utilities
  - On-site electrical
  - Geotechnical Survey for foundation and paving design recommendations.
  - Complete Surveying with additional information to add to the meets and bounds, easements, and setbacks with topo, existing utilities, existing vegetation.
  - Storm Water Pollutant Prevention Plan (SWPPP to be provided by Contractor)
  - Detention Pond Design, calculations, TCEQ approval, and city review process, as necessary.
- G. Structural Engineering
  - Structural foundation
  - Structural framing
  - ASCE 7-05 wind speed (mph) occupancy category II, Inland I, 120 mph at 3 sec gusts
- H. Mechanical, Plumbing and Electrical Engineering
  - Mechanical systems, including temperature controls systems and written sequence of operations
  - Fire protection sprinkler system (performance specifications)
  - Electrical power, lighting, and fire alarm systems
  - Coordination with utility companies for electrical power, telephone, fiber, cable TV, etc. service entrances
  - Emergency generator
  - Coordination with City's IT department
  - Design and Documentation of Technology and Telecommunication/Data along with wiring, including voice data, cable TV, and data drop locations and terminations.
  - Assisting IT in Selecting/specifying telecommunications, computer equipment, fiber optic Cabling, wire management systems and terminations.

### **3. EXCLUSIONS FROM SERVICES**

- A. The services shown below are not anticipated at this time; however, project requirements identified during design may require them to be added.
- B. Architectural
  - LEED Design / LEED Certification
  - Full-time on-site construction observation

- Environmental or hazardous materials conditions / issues
  - Preparation or assistance of additional bid packages after the initial bid
  - Mold analysis
  - Asbestos environmental remediation beyond the analysis
  -
- C. Civil Engineering
- Zoning modifications, including street abandonments, easements
  - Environmental II or hazardous materials conditions / issues
  - Platting
  - Traffic analysis and traffic signals
- D. Mechanical, Electrical and Plumbing Engineering
- Building utility bill estimates
  - Acoustical Design and Documentation
  - Energy Efficient / Life Cycle
  - Audio / Visual Equipment

#### **4. OWNER RESPONSIBILITIES**

- A. The Owner shall provide written comments within fourteen-twenty-one (14-21) calendar days pertaining to documents submitted by the Architect in order to avoid unreasonable delay in the orderly and sequential progress of the Architects' services. The Owner shall not modify a decision once given to the Architect without additional compensation to the Architect.

#### **5. OWNER PROVIDED SERVICES AND SYSTEMS**

- A. The Owner shall furnish services or building systems other than Basic Services or authorize the Architect in writing to furnish them as an Additional Service, when such services are required to complete the project, provided that the City may use another subcontractor to provide the following services. These services may include those listed below as applicable:
- Laboratory materials testing / inspections (during construction)
  - Environmental or hazardous materials conditions / issues

#### **6. SCOPE OF SERVICES BY PROJECT PHASE**

- A. Kick Off Meeting
- Review scope of work with project team. Identify contact information as well as chain of command for distributing information.
- B. Programming
- BRW, working with city staff, will review the needs assessment study of the program of spaces, equipment needs, and site modifications for the new the new City Hall.
- C. Code Research
- Research the International Building Code requirements as well as plumbing, electrical, lighting, and mechanical, site, floodplain, TAS by identifying requirements and restrictions related to the new and existing buildings at the public works facility.
  - Research regulatory agencies requirements to verify the agencies needs and review their process of receiving and approving submitting documents.
- D. Schematic Design



- Schematic Design documents shall include a site plan, building plans, sections, elevations and renderings. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.
- Meet with City of La Porte Development Services Departments for Pre-Application/Approval Meeting.
- BRW will provide a statement of probable cost at the completion of Schematic Design, which will be a general estimate developed from several cost databases including our own to determine the cost per square foot.
- Meetings and Deliverables. The schematic Development phase shall include three (3) working design meetings with the Owner. BRW will provide the City of La Porte PDF's of the drawings and documents for the schematic design phase.

E. Design Development

- BRW will develop the Schematic Design to greater detail. The Architect shall provide Design Development Documents based on the approved Schematic Design Documents and probable cost of the Work. The Design Development Documents shall illustrate and describe the refinement of the design establishing the scope, relationships, forms, size and appearance of the project by means of plans, sections and elevations, typical construction details, and outline specifications. The Design Development Documents shall include in general the quality levels for major materials and project systems.
- During the design process, the Architect shall work with the Owner and user group to coordinate the scope of the project. At the completion of Design Development, the Architect shall update the statement of probable cost of the Work and the project schedule. The Architect shall advise the Owner of any changes from previous cost projections due to adjustments in the project scope, refinement of the probable cost of the work, or general market conditions. If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget, the Architect shall make appropriate recommendations to the Owner to adjust the project's size, quality or budget, and the Owner shall cooperate with the Architect in making such adjustments.
- BRW will provide preliminary Civil, Structural, Mechanical, Electrical, and Plumbing engineering. Design and coordination with the Owner's IT department will be implemented at this phase. During this phase interior elevations will be developed and BRW will review finish materials, lighting, and furniture. BRW will review with the Owner, equipment and furniture that are owner supplied vs. items supplied by the contractor during construction. Door hardware will be outlined and reviewed. BRW will prepare an outline for materials and products used for specifications.
- BRW's civil engineer will evaluate our site conditions along with parking requirements, drainage, landscaping, and irrigation.
- Meetings and Deliverables. The Design Development phase shall include four (4) working design meetings with the Owner. BRW will provide the City of La Porte PDF's of the drawings and documents for design development phase. Furthermore, PDF's will be provide for the project manuals (front ends).
- BRW will provide a statement of probable cost at the completion of Design Development, which will be a general estimate developed from several cost data bases including our own to determine the cost per square foot and general costs of selected materials and methods. BRW will submit the estimate in PDF/electronic format.
- Assist the City by Providing RFQ documents, reviews, scoring, and interviews for Solicitation for Construction Manager at Risk Delivery Method.

F. Construction Documents

- The Architect shall provide Construction Documents based on the approved Design Development Documents and updated probable cost of the Work. The Construction Documents shall set forth in

detail the requirements for construction of the Project. The Construction Documents shall include Drawings and Specifications that establish in detail the quality levels of materials and project systems required for construction.

- The Architect shall update the estimate of the Cost of the Work and project schedule at 30%, 60% and 90% completion of Construction Documents. The statement of Probable Cost shall be an estimate to include materials, equipment, component systems and construction types for construction costs. The Statement of Probable Cost will also include project costs consisting of alternates to the bid, owner provided furniture and equipment, an allowance for construction testing, along with the contingency. The contingency includes Owner Generated Changes, Architectural and Engineering Design Contingency, and Unforeseen Construction Conditions. It is recognized that neither the Architect nor the Owner has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, over competitive bidding, or market conditions. Accordingly, the Architect acknowledges that the bids may vary from the Owner's budget or the Architect's cost estimate.
  - During the development of the Construction Documents, the Architects shall prepare a Project Manual including (1) bidding and procurement information which describes the time, place and conditions of bidding; bidding or proposal forms; and (2) the Conditions of the contract for Construction (General, Supplementary and other Conditions).
  - Construction Documents phase deliverables shall include PDF documents at 30%, 60% and 90% completion for the Owner's review and comment. Final deliverables at 100% completion shall include and one electronic file of the Contract Documents in PDF format and Specifications in PDF format.
  - Final design and coordination of the mechanical, electrical, and plumbing will be completed. Mechanical engineering will include sizing of equipment, ducts, diffusers, dampers, and appropriate calculations. Plumbing engineer will include design of wastewater system tied into the existing system, supply water, and gas system. Electrical engineer will provide lighting, speaker system, phone, cable, and data wiring. Civil engineering work will be reviewed and coordinated, and final details will be drawn and specified.
  - Prepare complete Construction Documents, Specifications, Architect's Cost Estimate and Schedule and submit for Permit. Submit plans to Developmental Services Department for their review. Two (2) full size plan sets and PDF's.
  - BRW will be responsible for submitting construction documents to Development Service (DS) for plan review. Engineering Services (ES) will process plan review and permit fees internally to Development Services. BRW will be responsible for addressing any DS code comments and providing ES with a permit ready set of construction documents. ES understands that DS will not release the permit until a contractor of record is identified after bid opening.
  - Submit plans and coordinate with Texas Department of Licensing and Regulation (TDLR) or Registered Accessibility Specialist (RAS) for accessibility review and city permitting. Obtain EAB Number and Plan Review Report and approval for permit.
  - Coordination of all architectural drawings will be detailed and finalized. Specifications will be coordinated with drawings and completed. BRW shall assist in the solicitation for inclusion in the specifications.
  - The Construction Documentation Phase shall consist of four (4) meetings. Construction Documents phase deliverables shall include PDF sets of documents at 30/60/90/100 percent completion for the Owner's review and comment. Final deliverables will be coordinated and submitted per standard process with Permitting Division. BRW understands that revisions based on direction from the Permitting Division are incidental to the project.
- G. Bidding includes the following
- BRW will provide bid-ready construction drawings and specifications.

- The delivery method is to be determined by either Competitive Sealed Proposal or Construction Manager At Risk delivery methods for this project.
- The Architect shall prepare responses to questions from proposers and provide clarifications and interpretations of the Contract Documents in the form of Addenda.
- The Architect shall consider requests for substitutions during the bidding period, as permitted by the Contract Documents, and shall prepare Addenda including approved substitutions.
- The Architect will participate a pre-proposal conference for prospective bidders.
- BRW will evaluate the bids for accuracy, check references, and provide a letter of recommendation to award.

H. Construction Administration

- Participate in Pre-Construction Meeting.
- Attend and chair (or as requested by Project Manager) construction progress meetings based roughly on one (1) meeting per month on site.
- The Architect shall not have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction as selected by the Contractor, or for the safety precautions and programs incident to the work of the Contractor, or for the failure of the Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to the Contractor furnishing and performing the work.
- The Architect shall review and approve or take other appropriate action upon Contractor's submittals such as shop drawings, product data, samples, and mock-ups for general conformance with information given and the design concept expressed in the Contract Documents. Review is not conducted for the purpose of determining the accuracy, completeness, or quantities, or for substantiating instructions for installation or performance of equipment or systems.
- The Architect shall visit the site to become generally familiar with the progress of the quality of the work completed (assuming work is ongoing). The Architect's representative shall attend pre-arranged progress meetings and prepare field reports described the status of the work and any deviations observed from the Construction Documents. The Architect anticipates the buildings being built and renovated to be constructed all in one phase of construction.
- Through the construction administration activities with monthly progress meetings, submittal approvals, RFI's, change orders, construction schedule approval, and project close-out, BRW will serve as the representative of the Owner during construction to observe the construction effort and the general conformance by the construction contractor with the construction drawings and specifications.
- Architect shall perform final closeout procedures as defined in the Contract Documents, including preparation and verification of Punch Lists for the Contractor's use and transfer red-lined drawings into as set of as-builts.
- Construction Administration services beyond the following limits shall be an Additional Service:
  - Evaluation of Contractor's substitution requests after thirty (30) days following the execution of the contract.
  - Owner requested project scope changes resulting in changes to the Construction Documents.
  - Evaluation of claims submitted by the Contractor in connection with the work.
  - One (1) year warranty walk through after completion.
- Construction Delays Caused by the General Contractor that result in the Architects Construction Administration services to extend beyond more than sixty (60) days after the date of the Substantial

Completion, originally established in the construction contract shall be Additional Services, with the exception of final completion and project closeout, and warranty walk. The monthly lump-sum fee for extended Construction Administration (CA) services shall be the CA portion of the fee divided by the number of months for construction originally established in the construction contract.

#### I. Warranty Period

- During the 12-month warranty period BRW will manage the coordination of possible issues with the new building by informing the City and by contacting the contractor for correction of possible issue and report to the City on status and completion of resolved issue.
- BRW will Participate in warranty walk of the building after 11 months from substantial completion.

### 7. TRAVEL

- A. Twenty-eight visits to the site by BRW over the duration of the Project. The 32 visits by project team shall be split into 12 visits during design and 30 visits during construction and any additional site visits requested by the Owner shall be reimbursable expenses to BRW. Additional reimbursement excludes additional site visits required to correct design errors or omissions.

### 8. COMPENSATION

- A. Payment for Architectural services is not to exceed an amount of **\$2,138,000** to be invoiced monthly based on the percentage of the hourly not to exceed amount projected.
- B. Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as stated below.
- C. If the square footage of the buildings increases by more than 5% prior to acceptance of the construction contractor's competitive sealed proposal or construction manager's guaranteed maximum price, the Architect shall request additional fees for additional services for owners' approval of the additional fees.

#### D. COST BREAKDOWN BY PHASES

Needs Assessment Study (completed 2022)	-\$77,800
Programming	\$0
Schematic Design (20%)	\$448,520
Design Development (15%)	\$336,390
Construction Documents (40%)	\$897,040
Bid Phase (5%)	\$112,130
Construction Admin Phase (20%)	<u>\$448,520</u>
Total	\$2,138,000

#### E. COST BREAKDOWN BY DESIGN DISCIPLINE

Architectural	\$1,260,800
FFE Procurement Assistance (not to exceed)	\$62,000
Civil (Site, Detention, Recharge, agency reviews)	\$248,800
Structural	\$172,000
Mechanical, Electrical, Plumbing, Low Voltage	<u>\$394,400</u>
Total Services	\$2,138,000

#### F. ADDITIONAL COSTS (not Included in Total)

- Full Time onsite Construction Observation Daily. 40 hr weeks, 18 months = \$215,000
- Recommend 1-1/2 visits a week. 123 visits, \$550 a visit = \$67,650
- Two (2) hours for each site visit including local travel time. Field Report (1 hr.) 3 hrs total = \$550 per visit
- Same day Construction Observation for Public Works project and City Hall project = \$825 per visit
- Surveying Cost plus 5% not to exceed \$18,000
- Geotech Engineering Cost plus 5% not to exceed \$14,800

- Asbestos Study Cost plus 5% not to exceed \$15,000

#### G. COST OF THE WORK

- In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques.

#### H. BILLING RATES

The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.

▪ Principal Architect/ Engineer	\$240.00/hour
▪ Sr. Project Manager Architect/ Engineer	\$185.00/hour
▪ Project Manager Architect/ Engineer	\$170.00/hour
▪ Project Architect Architect/ Engineer	\$150.00/hour
▪ Architect / Engineer	\$125.00/hour
▪ Intern Architect I / Engineer I	\$105.00/hour
▪ Intern Architect II / Engineer II	\$85.00/hour
▪ Admin	\$70.00/hour

#### I. ADDITIONAL SERVICES

- Additional Services may be provided after execution of this Agreement, without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services shall entitle the Architect to compensation and an appropriate adjustment in the Architect's schedule. Additional Services will be negotiated on a lump sum basis.
- Upon recognizing the need to perform Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following services until the Architect receives the Owner's written authorization.
- If the services covered by this Agreement have not been completed within two (2) years of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

#### J. REIMBURSABLE EXPENSES

- BRW does not anticipate compensation for reimbursable expenses. Travel and other related expenses are figured into the overall fee.

#### K. INVOICING

- Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid thirty days (30) days after the invoice date shall bear interest at the rate of 5% or the maximum rate allowed under Chapter 2251, Texas Government Code.

### 9. PROJECT SCHEDULE

We anticipate the following time periods for the project phases:

PROJECT PHASE	COMPLETED
Design Programming/ Schematic Design (30%)	12 weeks

Design Development (50%)	10 weeks
Construction Documents (100%)	22 weeks
City review	<u>4 weeks</u>
Sub-total	48 weeks (12 months)
Construction	
Bidding	2 months
Building Construction	<u>18 months</u>
Sub-total	20 months
<b>Total</b>	<b>32 months</b>

## 10. SCOPE AGREEMENT

Agreement represents the entire and integrated agreement between Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral.

This Agreement entered as of the day and year first written above.

### OWNER

\_\_\_\_\_  
(Signature)

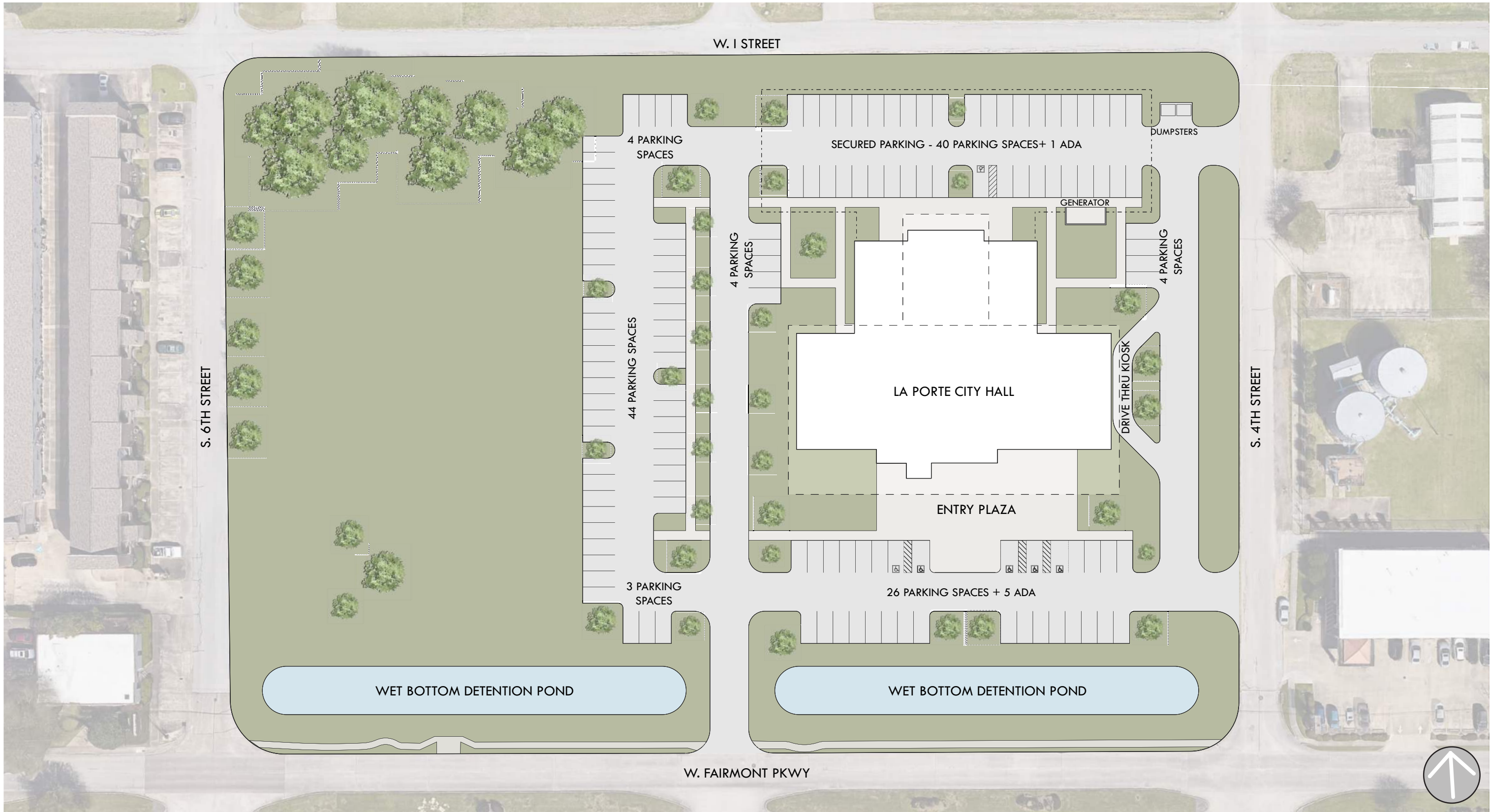
**Corby Alexander**  
**City Manager**  
City of La Porte

### ARCHITECT

  
\_\_\_\_\_  
(Signature)

**Ray W. Holliday, AIA, ASLA, ASID, APA, LI**  
**Principal**  
Brown Reynolds Watford Architects, Inc.





**LA PORTE CITY HALL - PROPOSED NEW SITE PLAN**  
SCALE: NOT TO SCALE

NEW PARKING COUNT	
PARKING SPACES	125
ACCESSIBLE SPACES	6
TOTAL SPACES	131





**NEW CITY HALL STUDY**  
CITY OF LA PORTE, TEXAS

NOT FOR REGULATORY APPROVAL,  
PERMITTING OR CONSTRUCTION  
RAY W. HOLLIDAY, III  
TEXAS REG. NO. 18834

**EXTERIOR RENDERING**  
DECEMBER 13, 2022







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# LA PORTE CITY HALL FEASIBILITY STUDY FIRST FLOOR PLAN - OPTION A

FIRST FLOOR ≈ 21,600  
SECOND FLOOR ≈ 13,400  
BUILDING TOTAL ≈ 35,000 S.F.

- CITY COUNCIL
- CITY MANAGER
- CITY SECRETARY
- FINANCE DEPT.
- FIRE MARSHAL
- H.R.
- I.T.
- PLANNING DEPT.
- SHARED SPACE
- LINE OF SECURITY

