



**City of Indianola Municipal Building Condition and
Progress Summary**

September 3, 2019

Current Next Steps – August Update

Part 1 (Began July 2019)

- Address issues related to wayfinding, accessibility and security. *Formation Group (FG) has worked with staff to evaluate implementation cost proposal and participated in determining critical control points within existing space. FG will review wayfinding concepts with staff to determine next steps which may include implementation of a wayfinding plan and soliciting proposals for new signage on September 4.*
- Engage environmental engineer to conduct building assessment and testing. *Sampling and detailed review is complete.*
- Validate departmental space planning needs to reduce operational inefficiencies. *This will be discussed at September 4 meeting with Chiefs. Office and bunk room proposals attached to resolve office space issues for technology and fire and resolve gender separation concerns for fire bunk rooms.*
- Evaluate comparable building energy use and operational expenses for ongoing budget savings. *FG has worked with staff regarding ongoing boiler system maintenance.*
- Evaluate other City owned site opportunities to accommodate space program deficit. *FG has walked through YMCA and Library to understand potential. More detailed analysis will be performed after space needs refinement.*

Current Next Steps – August Update

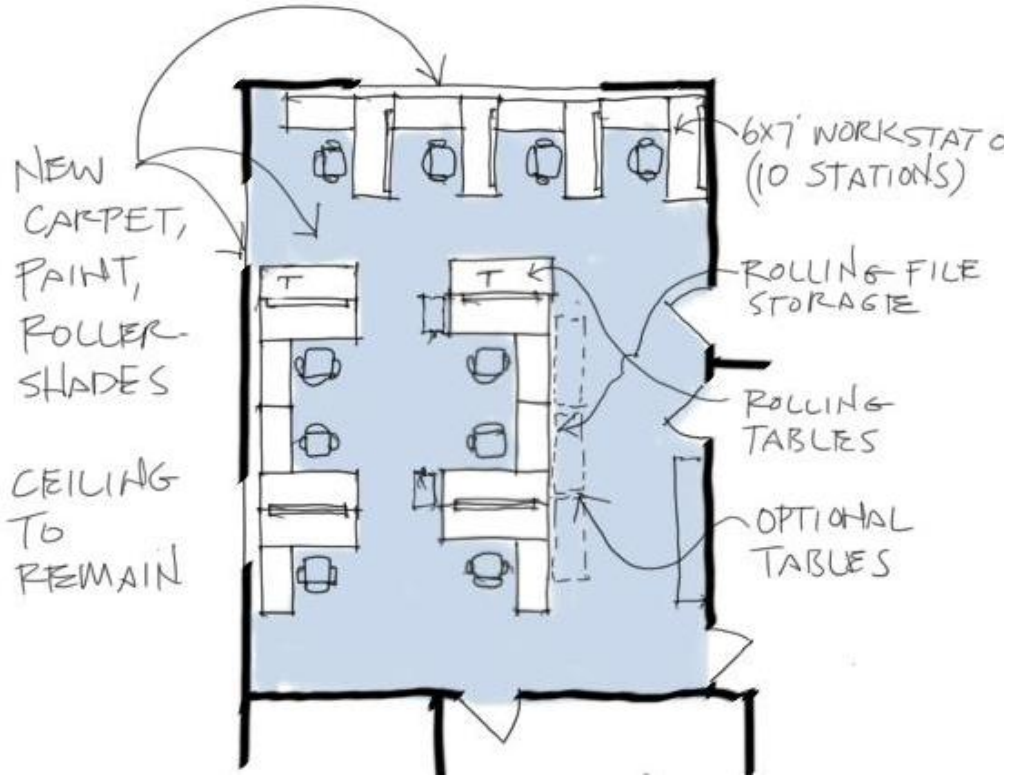
Part 2 *Not yet started – anticipate September/October completion*

- Establish schedule, project constraints and ongoing facility operational needs (Police/Fire/City Admin).
- Work with the City to establish project responsibilities and funding strategy.
- Prepare a project budget including all soft costs for design, building construction, equipment, technology, security and administration, contingency and other related costs.

Part 3 *Not yet started*

- Develop request for proposals and contract for design services.

Design Plan for Office and Bunk Rooms



OFFICE REFRESH CONCEPT
1,110 square feet



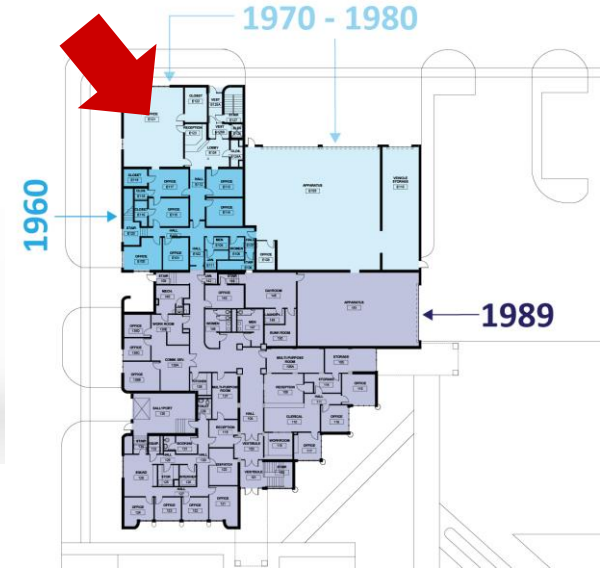
BUNK ROOM REFRESH CONCEPT
354 square feet

Office Remodel and Furniture



Adjustable ergonomic chair with lifetime warranty

Sit to stand adjustable height worksurface with tackable screen



Moveable side tables



Box/File Pedestal - 15"W x 23"D x 21"H

Moveable file for each staff member

The vacated Municipal Utility space is ideally located to meet the needs of technology and fire staff for functional work space with natural light and good proximity to other staff. The product being proposed is highly functional, portable, ergonomic and inexpensive. Treasonable timeline for implementation is 6 weeks including space refresh.

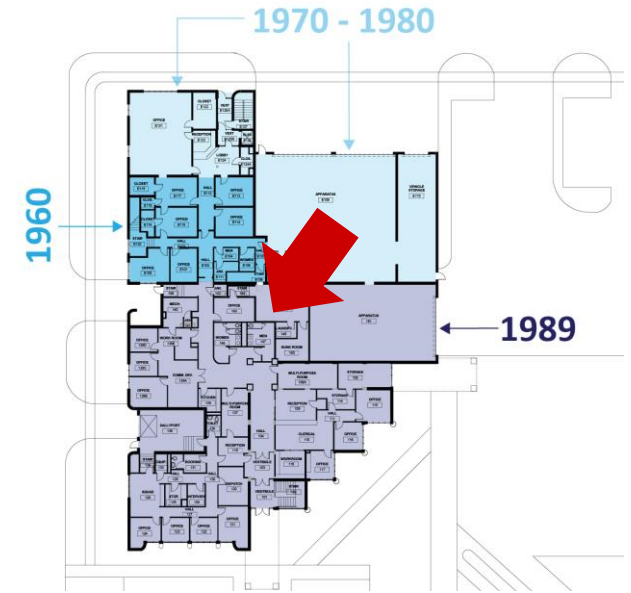
Bunk Room Remodel and Furniture



Adjustable ergonomic chair with lifetime warranty



Bunk bed can be stacked or single



Durable wardrobe, 35" W x 75" H

30" W x 20" D desk for each bed



The existing Bunk Rooms and Fire Office are not well utilized. Staff only have 3 undersized workstations that do not address individual needs and the existing 5 bunks do not adequately allow gender separation. Both areas are cramped and undersized. The product being proposed is highly functional, durable and reasonably priced. Reasonable timeline for implementation is 10 weeks including space refresh.

Summary of Cost

		Location:	Office	Bunk Rooms	
		Identifier:	NW	Central	
		Total Square Feet:	1,110	395	
Category	Sub Category				Comments
Remodel					
	Construction		\$22,200	\$9,875	Budget \$20/sf office \$25/sf bunk
	Design		\$1,200	\$800	
	Demo		x	x	Remove furniture and finishes
	Wall and Door Rework			x	Bunk room only
	Carpet		x	x	Carpet tile
	Paint		x	x	Paint existing walls
	Window Coverings		x		3 windows
	Electrical		x	x	Existing re-use as feasible
	Cabling		\$4,125	\$1,650	\$275/station estimate - re-use existing as feasible
Furniture					
	Workstations 'L shape'		\$31,492		10 total adjustable height (5 right hand, 5 left hand)
	Tack Screens		x		included at each workstation with additional on east
	Moveable Partition		x		included - 2 units (10' long, 5'6" tall)
	Task Chairs		x		included - 10 total
	Rolling Files		x		included - 16 total
	Movable Tables		x		included - 6 total (2 @ 30" tall, 2 @ 36" tall)
	Bunk stations			\$17,520	Each room sleeps 5 max (10 total) with two XL beds
	Wardrobe			x	included - 10 total
Estimate			\$59,017	\$29,845	
Contingency 5%			\$2,951	\$1,492	
Project Management			\$9,000	\$6,400	Formation Group coordination hours
Total Estimated Cost			\$70,968	\$37,737	
	Cost per Desk/Bed Location		\$7,097	\$3,774	

Note: Budgets do not include HVAC modifications

Thank you!