

CITY OF NORTHFIELD
MINNESOTA

MUNICIPAL FACILITIES SPACE
NEEDS ANALYSIS

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I.0 SUMMARY STATEMENT

1.1 INTRODUCTION

This document is the Municipal Facilities Space Needs Analysis. It compiles and summarizes information that identifies and responds to the overall project needs. This report is a summary of architectural and programmatic issues that have been investigated, evaluated through various methods to explore alternatives, and are being recommended for implementation.

These recommendations will be a guideline for concepts of building and systems sizing, arrangement, performance and relationships for architects and engineers during schematic design, design development, detailed design and subsequent contract documentation. Actual final sizes and configuration of rooms, equipment and furnishings may change with continued development of more detailed architectural layout, building envelope design, site specific context response and more specific engineering. However, overall concepts should remain consistent with these recommendations.

The following facilities are part of this study:

- The City Hall
- The Public Safety, including the Fire and Police department
- The Department of Water Building
- The Municipal Maintenance Building
- The Northfield Community and Resource Center (NCRC)
- Cursory investigation of the wastewater treatment plant, the transit building and the liquor store were included to track the city's investments.
- The Library Study completed by others in April 2006 is included for planning purposes.
- Recreational Facilities
- Municipal Liquor Store

1.2 EXECUTIVE SUMMARY

The City of Northfield is a municipality with a population of approximately 18,000. Northfield has long been the home of two outstanding private colleges, St. Olaf College and Carleton College. The combined enrollment of these colleges, around 5,000 students, is included in the total population figures for the city. According to the State of Minnesota Department of Employment and Economic Development (DEED) the projected population of Northfield in the year 2023 will be just over 20,000.

In anticipation of this growth, and as part of an effort to address current space needs, the City of Northfield retained Hay Dobbs P.A. in late 2006 to undertake a municipal space needs study. Hay Dobbs is a full service Architecture, Urban Design, Planning and Interior Design firm with extensive experience in the planning, programming and design of municipal and civic facilities. The intent of the study was to identify municipal facilities, define their current use, document their location and analyze their programmatic use. Simply stated, the charge was to determine if the City has, or will have, enough space in the coming years to adequately conduct city business and provide for the safety and welfare of the community.

The study began by identifying the municipal facilities that were to be included in the study. Floor plans were collected and documented if available. Limited site tours were conducted and location mapping was carried out. Questionnaires were sent out to many municipal employees seeking feedback on occupational and empirical observations about the current buildings and spaces. Interviews were conducted with key leadership personnel and several meetings and workshops were conducted to gather additional data and feedback. Statistical data was derived through several means including as-built measurements, floor plan square foot take off's, use of prior studies, and square foot data collected from personnel. This data was then categorically aligned to arrive at an objective understanding of current facility space use. The core efforts of this study focused on primary statutory municipal facilities including City Offices and Council Chambers (City Hall), Police Department, Fire Department and the Library. In April 2006, a space needs study was completed for the Library (by MS&R, Ltd.) and those findings have been incorporated herein. This study also addressed the Water Department, Waste Water Treatment Facility, Public Works Maintenance Facility, the Municipal Liquor Store, Recreational Facilities, and the Northfield Community Resource Center.

With an understanding of current building sizes and programmatic space allocation, Hay Dobbs determined the shortfall or surplus of space based on 2006 usage. The planning horizon of the year 2023 was established to add time parameters to the analysis. Based on population projections, geographic location, anticipated municipal service delivery methodology and incorporation of professional space standards, projections were made for future space needs in the year 2023. As a comparative analysis, a benchmarking exercise was also undertaken, comparing the projected need to five Minnesota communities of similar size to Northfield's projected future growth. This exercise demonstrated that the projections and findings fall squarely into the norm for communities of similar size and area. It was determined that the City will have a core deficit of nearly 34,000 square feet of space by the year 2023 and that to accommodate this need, additional remodeling, renovations, and/or expansion and/or reuse must be undertaken, in addition to new construction. A likely need will be to renovate or build over 100,000 square feet of space by the year 2023.

These findings were presented to staff and City Council members in several iterative workshops to establish some overall principles and assumptions to guide decision making about subsequent steps, as well as to discuss some probable opportunities for solutions.

The results of this entire effort were presented at a 2 hour public meeting in late March where feedback and dialogue occurred, relating to the merits, emphasis, direction and potential costs of future renovation or construction.

1.3 AFFECTING ISSUES AND CONSIDERATIONS

- Increasing and changing population demands expanded services.
- The current City Hall building is a converted 1950's elementary school that has major inefficiencies, both space and energy.
- Decreasing budgets demand more of current staff and more efficient operations.
- Disconnections in department floor plans, adjacencies and locations have diminished staff efficiencies as well as public use.
- The existing buildings and sites offer very little strategic expansion possibilities. This includes the City Hall, Public Safety and the Library.
- The City owns and operates the Northfield Community and Resource Center that is leased to non-city agencies.
- There are opportunities of other sites available that the City wishes to investigate.
- The City of Northfield has a strong desire to make its facilities a more environmentally responsible, including energy use and a healthier place for staff and the people it serves.
- The public wishes to keep the Library downtown.
- Changes in technology offer opportunities to consolidate and increase efficiencies but will demand a more progressive plan. Changes in technology also impact methods of contact between staff, departments and public.
- Providing healthier environments for staff will increase productivity and decrease sick days, insurance claims and turnover.
- Lack of security, especially in the detention area of the police department has potential judicial ramifications.
- The rapid increase in illegal methamphetamine use has created a heavy burden on the police staff and detention facilities.
- Parking, both secure for police, fire, and city hall staff and public parking needs to be addressed.
- Community use of the municipal facilities indicates the need for multi-use and multi-functional friendly citizen spaces.
- Emergency management and preparedness and the need for enhance security and safety has placed more burdens on staff and facilities.
- The City needs to determine the most fiscally and strategically sound avenue to proceed, whether to fix what is there or to look beyond.
- Many of the buildings do not meet building codes and ADA codes.

1.4 GOALS

The goal of this Facility Space Needs Analysis is to provide the necessary information to plan for practical remodeling and for future facilities for the City of Northfield. These facilities should support the functions and programs required to service their public and staff, accommodating known space needs, projected space needs and flexible and adaptable space for the next 15 to 20 years.

2.0 FINDINGS AND ANALYSIS

2.1 BACKGROUND

The City Facility Space Needs Analysis seeks to establish the feasibility, size and cost of developing facilities to efficiently and effectively house governance, municipal administration, public works, public safety (police), emergency services (fire and ambulance) needs. The study makes a determination of the projected space requirements needed to meet a 18 year projection for municipal office, council, police, fire and community support facilities to service this growing community. This includes current department needs, additional department and space needs required, and unforeseen future programs that will be supported. The study addresses the existing City facilities in terms of meeting program needs and opinions of probable costs associated with various options deemed financially, effectively and culturally acceptable to the city.

2.2 PROJECT APPROACH

The City Facility Space Needs Analysis reflects a shared vision for efficient and comprehensive public facilities for the City of Northfield, Minnesota. Critical to achieving “The Vision” for the City is the process for attaining consensus, setting direction and gaining approvals for the study and its recommendations. This was achieved by listening to staff ideas, community opinions, researching trends and legislative directives. The data was gathered, analyzed and transformed into realistic spatial, functional and aesthetic requirements. These requirements will set the groundwork for site and building design and project implementation. It is the intent of this study to create an indispensable tool which, when used properly, will result in a viable working document for the City of Northfield.

The study process was undertaken with an understanding of the goals and aspirations of those involved in the project along with a strong sense of fiscal responsibility. Research, dialog, analysis and professional synthesis have all informed the recommendations contained herein.

2.3 DEMOGRAPHICS

The League of Minnesota Cities currently lists the population of Northfield at 17,818. Northfield is the second largest city in Rice County behind Faribault, population 22,605. According to the Metropolitan Council, Northfield's current population of approximately 17,818 is anticipated to grow to 22,059 by 2023. This is growth of approximately 124%.

Rice County's current population of approximately 60,680 is predicted to blossom to 80,010 by 2030. This is growth of about 132%. Most of the County's growth is projected to occur in the 45 to 64 year old age group. The number of 15 to 24 year old population will increase slightly, and the 25 to 44 year old group will decrease slightly.

Employment forecasts for the county also indicate growth of about 12% shifting from manufacturing to health care and communications jobs.

Clearly, this anticipated growth of approximately 124% and the change in ages groups over the next 24 years will require the city to expand and adapt its capacity to provide municipal administration, police and fire department staffing, services and space to support these services.

COMPARABLE CITIES

To Northfield's Projected Size

City	2006 Populat'n	Size (sq. mi.)	2005 Tax Base
Owatonna	23,755	12.6	1,484,097,763
Faribault	22,605	12.7	1,227,655,670
Prior Lake	22,168	13.5	2,130,137,297
Stillwater	17,429	6.5	1,803,600,733
Albert Lea	18,635	10.8	769,281,114
Average	20,918	11.22	1,482,954,515
Northfield	17,818	7	1,185,252,562
Northfield Projections for 2025	22,059	7	

2.4 SUMMARY OF NEEDS ANALYSIS

The facility space needs analysis and future staffing projections have identified a need for additional square footage to accommodate additional staffing and support needs. In general the project provides needed consolidated and efficient space for:

GOVERNANCE:

- City Council and Council Chambers

City Administration:

- Administration
- Finance
- Human Resources
- Community Development
- Public Services

Public Spaces:

- Community Rooms
- City Government access
- Public Toilet Rooms
- Senior Center Services

Shared Spaces:

- Meeting and Training Rooms
- Lunch Rooms and Kitchen
- Locker Rooms and Toilets
- Central Mail/Copy/Storage

WATER DEPARTMENT:

- Administration, Garage, Systems

WASTE WATER MANAGEMENT:

- Administration, Garage, Systems

MAINTENANCE AND TRANSIT:

- Administration, Garage, Systems

LIBRARY

RICE COUNTY SERVICES

PUBLIC SAFETY (POLICE DEPARTMENT):

- Administrative and Investigative Offices
- Communications
- Records Storage and Evidence
- Briefing/Squad Room
- Detention and Booking
- Interview Rooms and Holding Cells
- Sally Ports
- Juvenile Area
- Proprietary Toilets, Storage, Supplies
- Kennels
- Patrol Car Parking - Indoor and Outdoor
- Mechanical and Electrical Space

EMERGENCY SERVICES (FIRE DEPARTMENT):

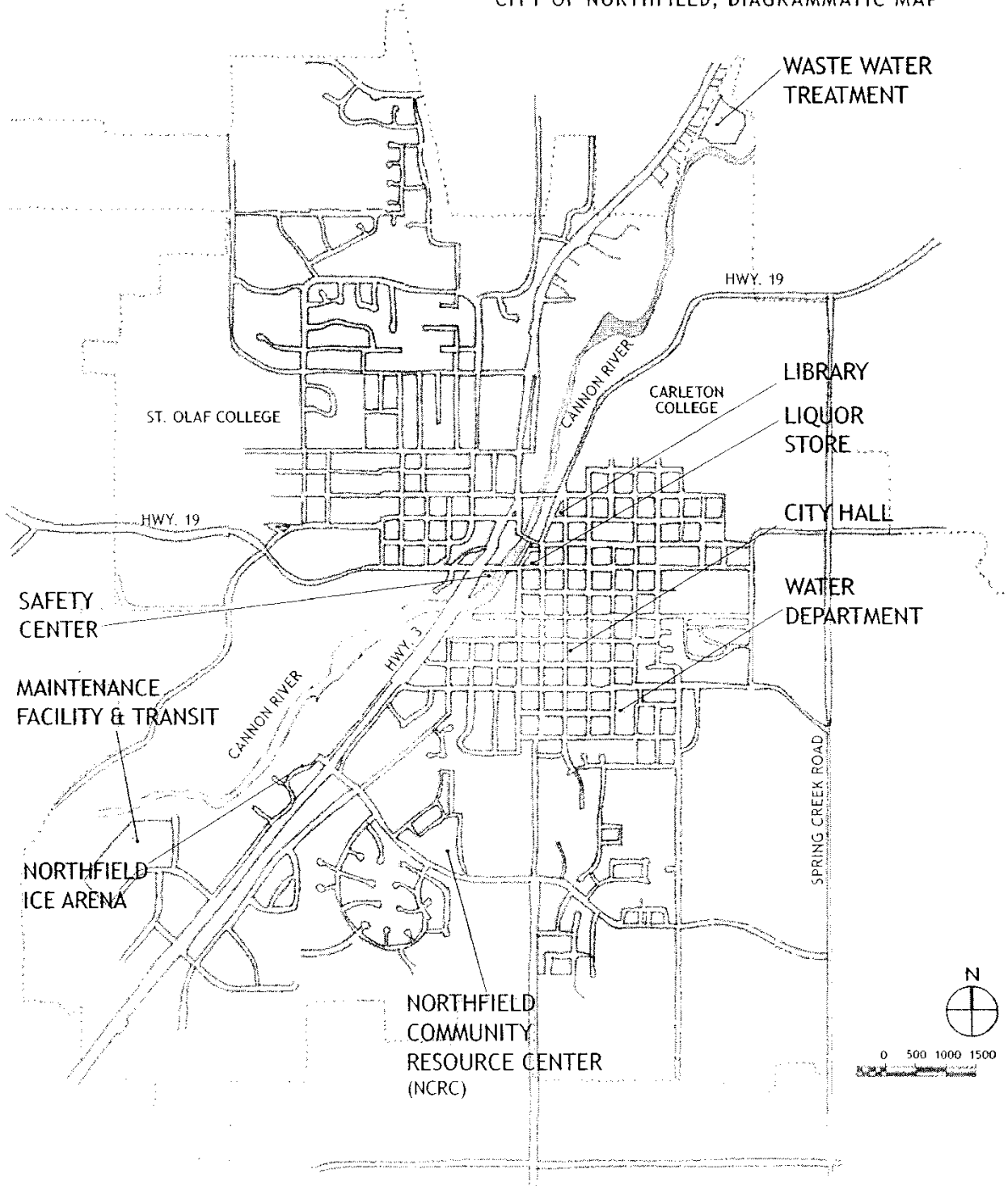
- Apparatus Bays (including ambulance)
- Maintenance Area (including SCBA)
- Gear Lockers
- Dispatch and Administrative Offices
- Day Room, Kitchen / Break
- Decontamination Area
- Proprietary Toilets
- Hazardous Material Storage
- Hose Storage/Drying
- General Storage

RECREATIONAL FACILITIES:

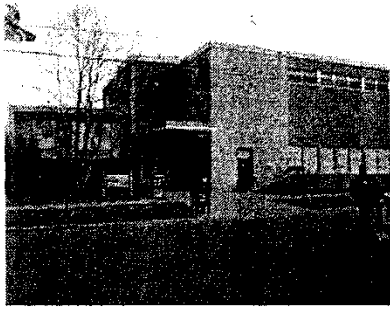
- Replacing existing
- Joint facility possible
- Public access and amenities

2.5 OVERVIEW OF MUNICIPAL BUILDINGS

CITY OF NORTHFIELD, DIAGRAMMATIC MAP



2.5 OVERVIEW OF MUNICIPAL BUILDINGS



CITY HALL

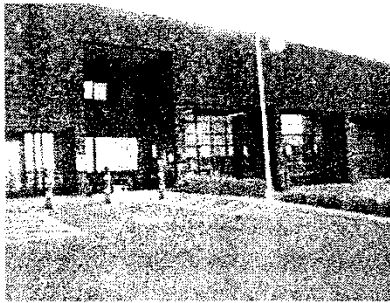
Facility Location: 801 Washington Street

Dates of Construction: 1960's, Remodeled 1993

Current GSF: 22,297 SF

Current Uses: Administration, Council Chambers,
Human Resources, Finance, Public
Services, Community Development,
Motor Vehicle, County Services.

The building is concrete block, double loaded corridor, 2 story, and non-sprinkled. The windows are single pane glass and covered with "blankets" in the winter months. It is located in a residential neighborhood with some opportunity for expansion. Parking is ample for the size and occupancy. There is ample space in the building to support the departments and their expansion needs, however because of the construction and non-sprinkled issue, the space is very inflexible and departments are landlocked.



PUBLIC SAFETY (POLICE AND FIRE)

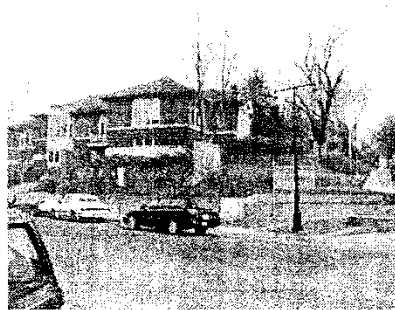
Facility Location: 300 5th Street West

Dates of Construction: 1971

Current GSF: 21,398 SF

Current Uses: Police and Fire Operations

Building is a concrete block, 3 story, sprinkled/non-sprinkled. Police occupy most of the main and lower levels with entry spaces, administration, detention, training room, investigation, squad room, dispatch, lockers/showers, and storage. Fire department occupy most of the apparatus bays, and day room, dormitory, storage and lockers/shower on the upper level. The building is landlocked on a busy intersection with one outlet for fire and public. The facilities are not ADA compliant and detention does not meet minimum DOC requirements.



LIBRARY

Facility Location: 210 Washington Street

Dates of Construction: 1910, Addition 1985

Current GSF: 12,320 SF

Current Uses: Public Library

A study by others, completed April of 2006, indicates the need to double the size. To expand on the existing site would greatly alter the design of the building. Enough parking cannot be accommodated on the current site.

PUBLIC WORKS MAINTENANCE FACILITY

Facility Location: 1710 Riverview Drive

Dates of Construction: 1994

Current GSF: 20,267 SF

Current Uses: Public Works, Staff, Maintenance
Equipment, Parks equipment,
Storage for other departments

Location is limited with no expansion space for staff and storage in the current building. There is 2,640 square feet of office space, 5,600 square feet of repair and parts space, 16,800 square feet of heated garage space

WATER DEPARTMENT

Facility Location: 1101 College Street

Dates of Construction: 1978, Office Addition-1997

Current GSF: 8,160 SF

Current Uses: Wells, Mechanical and Staff

The building construction at office is steel siding, and insulated. This location houses staff and wells #1 and #2. Office space is ample for staff, however, there is a need for more cold storage for off-season equipment. There is little room for expansion due to its residential location.

WASTEWATER TREATMENT FACILITY

Facility Location: Highway 3 North

Dates of Construction: 1980

Current GSF: 19,875 SF

Current Uses: Offices, Water Treatment, and
Water Collection

Continued population growth indicates the treatment facility will need to be updated and expanded in 15 years. The site is north of town in an agricultural setting. The facility works well, although there is a need for more garage space.

TRANSIT FACILITY

Facility Location: 1710 Riverview Drive

Dates of Construction: 2002

Current GSF: 12,830 SF

Current Uses: Transit, Vehicle & Equipment Storage

Built in 2002, this facility houses 1,060 square feet of office space for staff, 5,871 square feet of heated garage and 920 square feet of cold storage.

2.5 OVERVIEW OF MUNICIPAL BUILDINGS CONTINUED

NORTHFIELD COMMUNITY RESOURCE CENTER (NCRC)

Facility Location: 1651 Jefferson Parkway

Dates of Construction: 1999

Current GSF: 58,451 SF

Current Uses: Youth, Human and Shared Services,
Senior Center and Wellness Center

The building is publicly owned and managed by the City of Northfield. The City coordinates leases and is responsible for building maintenance. The NCRC building consists of four separate designated wings. The wing of Human Services is a 2-story structure. All the wings are linked with circulation down the middle of each wing.

MUNICIPAL LIQUOR STORE

Facility Location: 116 5th Street West

Current Uses: Liquor and Related Sales

The store is owned and managed by the City of Northfield; profits from the liquor store directly support public services and projects.

NORTHFIELD ICE ARENA

Facility Location: 1280 Bollenbacher Drive

Dates of Construction: 1975, Sold to City in 1984

Current GSF: 26,042 SF

Current Uses: Hockey, Ice Skating, & Figure Skating

The present arena was built 30 years ago by local citizens. The arena ownership and operation was moved to the city in the early 1980's. Northfield since that time has housed many teams. The facility is no longer capable of keeping up with current demands. Issues relating to ADA accessibility, locker rooms, and seating capacity need to be resolved to adapt to future demands. Three compressors operate the glycol coolant system. The coolant system also uses plastic coolant line pads for the manufacturing of ice, typically used for temporary ice sheets.

2.6 SUMMARY OF STAFFING REQUIREMENTS

The following are staff projections for each department based on staff and administrator interviews, questionnaires, and comparable community benchmarking data for growth over the next sixteen years. The table is a suggested guide to gauge staff needs for the short term and long term to support a growing Northfield population.

Rice County currently houses 5 staff members in City Hall and are indicated within the table. However, projections are inconclusive as to if Rice County will be housed at City Hall in the future.

SPACE LISTING - City of Northfield		Existing and Projected Staff Requirements				
Location	Space	Exist No. of Staff	PROGRAM			
			2007 Staff Needs	2012 Staff Needs	2017 Staff Needs	2023 Staff Needs
CITY HALL						
City Hall	CITY HALL					
	Mayor	1	1	1	1	1
	City Administrator	1	1	1	1	1
	Admin Assistant	1	1	1	1	1
	Total Staff:	3	3	3	3	3
	CITY CLERK					
	City Clerk	1	1	1	1	1
	Deputy Clerk	1	1	1	1	1
	Admin Assistant	0	0	1	1	1
	Motor Vehicle Clerk	2	2	3	3	3
	Transit Coordinator	1	1	1	1	1
	Welcome Center Coordinator	1	1	1	1	1
	Transit Driver	5	5	6	7	7
	Total Staff:	11	11	14	15	15
	HUMAN RESOURCES					
	Director	1	1	1	1	1
	Staff	1	1	1	1	1
	Admin Assist	1	1	1	1	1
	Total Staff:	3	3	3	3	3
	COMMUNITY DEVELOPMENT					
	Director	1	1	1	1	1
	Building Official	1	1	1	1	1
	Economic Develop Mgr	1	1	1	1	1
	Housing Manager	1	1	1	1	1
	Admin Assist	1	1	2	2	2
	City Planner	1	1	2	2	2
	Building Inspector	1	1	2	2	2
	Permit Technician	1	1	1	1	1
	Total Staff:	8	8	11	11	11
	FINANCE					
	Finance Director	1	1	1	1	1
	Accountant	1	1	2	2	2
	Accounting Technician	2	3	3	3	3
	Total Staff:	4	5	6	6	6
	ENGINEERING - Public Services					
	City Engineer	1	1	1	1	1
	Civil Engineer	1	1	1	1	1
	Admin Assistant	1	1	1	1	1
	Engineer Tech	2	2	3	3	3
	Total Staff:	5	5	6	6	6
	INFORMATION TECHNOLOGY					
	IT Manager	1	1	1	1	1
	IT Assistant	0	0	1	1	1
	Total Staff:	1	1	2	2	2
	RICE COUNTY					
	Admin Assistant	1				
	Development Disabilities	1				
	Mental Health	1				
	Financial Coordinator	1				
	Other	1				
	Total Staff:	5				0

2.6 SUMMARY OF STAFFING REQUIREMENTS CONTINUED

SPACE LISTING - City of Northfield		Existing and Projected Staff Requirements				
Location	Space	Exist No. of Staff	PROGRAM			
			2007 Staff Needs	2012 Staff Needs	2017 Staff Needs	2023 Staff Needs
POLICE						
Safety Center	POLICE ADMIN					
	Police Chief	1	1	1	1	1
	Captain	1	1	1	1	2
	Clerk - Records (Civilian)	3	3	3	3	3
	Administrative Assistant	1	1	1	1	1
	Total Staff	6	6	6	6	7
	POLICE PATROL					
	Patrol Sergeant	3	3	4	4	5
	Patrol Officers	12	12	15	18	21
	Community Resource Officer	1	1	2	2	4
	School Resource Officer	1	1	1	2	2
	Total Staff	17	17	22	26	32
	POLICE INVESTIGATION					
	Investigative Sergeant	1	1	1	1	1
	Investigators	3	3	3	4	4
	Total Staff	4	4	4	5	5
	POLICE EVIDENCE					
	Evidence Tech	1	1	1	1	1
	Total Staff	1	1	1	1	1

SPACE LISTING - City of Northfield		Existing and Projected Staff Requirements				
Location	Space	Exist No. of Staff	PROGRAM			
			2007 Staff Needs	2012 Staff Needs	2017 Staff Needs	2023 Staff Needs
FIRE						
Safety Center	FIRE ADMIN					
	Fire Chief	1	1	1	1	1
	Rescue Captain	1	1	1	1	1
	1st Assistant	1	1	1	1	1
	2nd Assistant	1	1	1	1	1
	Fire Fighters	26	26	27	28	29
	Total Staff	30	30	31	32	33

SPACE LISTING - City of Northfield		Existing and Projected Staff Requirements				
Location	Space	Exist No. of Staff	PROGRAM			
			2007 Staff Needs	2012 Staff Needs	2017 Staff Needs	2023 Staff Needs
WATER						
1101 College St	WATER ADMINISTRATION					
	Superintendent	1	1	1	1	1
	Crew Supervisor	1	1	1	1	1
	Water Operators	2	2	3	3	3
	Summer Temps	2	2	2	2	2
	Total Staff	6	6	7	7	7

SPACE LISTING - City of Northfield		Existing and Projected Staff Requirements				
Location	Space	Exist No. of Staff	PROGRAM			
			2007 Staff Needs	2012 Staff Needs	2017 Staff Needs	2023 Staff Needs
WASTE WATER						
Hwy3 N.	WASTE ADMINISTRATION					
	Superintendent	1	1	1	1	1
	Super/Tech	1	1	1	1	1
	Forman	0	0	1	1	1
	Operations	5	5	5	5	5
	Part Time	2	2	2	2	2
	Total Staff	9	9	10	10	10

SPACE LISTING - City of Northfield		Existing and Projected Staff Requirements				
Location	Space	Exist No. of Staff	PROGRAM			
			2007 Staff Needs	2012 Staff Needs	2017 Staff Needs	2023 Staff Needs
PUBLIC WORKS - MAINTENANCE						
1710 Riverview Dr	MAINTENANCE ADMINISTRATION					
	Streets Superintendent	1	1	1	1	1
	Facility Superintendent	1	1	1	1	1
	Admin Assist	1	1	1	2	2
	Operators	7	8	10	11	12
	Mechanic	1	1	2	3	4
	Custodian	5	6	6	7	7
	Total Staff	16	18	21	25	27

2.7 BENCHMARKING

In addition to proprietary operational needs specific to the City of Northfield, it is important to understand perceived needs and space in comparison to other municipalities. This benchmarking activity provides sound data for a comparative analysis and subsequent recommendations for actions. The following table averages the data from the cities of Owatonna, Faribault, Prior Lake, Stillwater and Albert Lea.

All statistics are derived from the State of Minnesota Demographer's Office, the Metropolitan Council and League of Minnesota Cities research and statistics.

FIRE

City	2006 Populat'n	Size (sq. mi.)	Fire Station	Total Fire Staff				Total Apparatus Bays	Drive thru	Apparatus Bays per 1000 pop.	Apparatus Bays per sq. mi.	Approx. Annual Call Volume
				FT	PT	V	Total					
Average	20,918	11.22	1	10	29.7	24.5	37.6	5	Yes	0.239	0.473	924.4
Northfield	17,818	7	1	4		26	30	3	No	0.168	0.428	500
Northfield Projections for 2025	22,059	7	1	4		31	35	8	Yes	0.363	1.143	

POLICE

City	2006 Populat'n	Size (sq. mi.)	2005 Tax Base	Total Police Staff				Total Police Vehicles	Marked Patrol Cars	Police Staff per 1000 population	Patrol Cars per 1000 population	911 Dispatch
				FT	PT	V	Total					
Average	20,918	11.22	1,482,954,515	24.4	11.3		32.6	22.67	11.33	1.55	0.75	City
Northfield	17,818	7	1,185,252,562	26			26	18	9	1.45	0.505	City
Northfield Projections for 2025	22,059	7		45			45	19	10	2.04	0.453	
National Average										2.21		

CITY HALL

City	2006 Populat'n	Size (sq. mi.)	2005 Tax Base	Total City Hall		# of Depts	Police Connected	Fire Connected
				Staff	Council			
Average	20,918	11.22	1,482,954,515	29	6.2	6.8	No	No
Northfield	17,818	7	1,185,252,562	35*	7	6	No	No
Northfield Projections for 2025	22,059	7		46*	7	7		

* Existing Staff count at City Hall does not include Rice County, which consists of 5 part time employees.

3.0 SPACE NEEDS AND PROGRAM RECOMMENDATIONS

3.1 DEFINITIONS OF PROGRAMMED SPACE

Base Area is the individual space allocated for an office, workstation or equipment needs. It is measured from the center line of normal office partitions and the interior surface of exterior walls. Workstations are measured as interior clear space.

Net Area is the result of the multiplying base area by an appropriate factor for internal circulation within the department areas. Net Square Footage is designated as "NSF".

Gross Area is the total area of a building including exterior walls, circulation between departments, mechanical and electrical spaces, and vertical circulation (if any). Gross Square Footage is designated as "GSF". The Net-to-Gross Factor includes: Mechanical/ Electrical and Communications at 12% of the net area; the structure (columns) and thickness of exterior walls at 9% of the net area; and general circulation at 6% of the net area.

3.2 DEPARTMENT NEEDS SUMMARY

Through data collected from existing conditions assessments, staff and administrator interviews, and benchmarking activities, there is an overall facilities need of approximately 34,000 square feet by the year 2023. Primary facilities requiring attention are City Hall, Police and Fire, Library and Recreation. The following chart highlights estimated increases or decreases in department need.

Buildings	Population Projections		22,059		Estimated Increase/Decrease	
	Staff	GSF	Staff	GSF	GSF	
	Existing		2023 Needs			
City Hall	40	22,297	52	17,418		4,879
Police Department*	28	8,400	45	18,648	10,248	
Fire Department*	30	9,400	33	14,600	5,200	
Water Department	6	8,161	7	8,283	122	
Wastewater Department	9	19,875	10	21,419	1,544	
Public Works - Maint Bldg	16	20,267	27	24,000	3,733	
Transit		12,883		12,883		0
Library		12,329		30,382	18,053	
Northfield Comm. & Resource Ctr.		58,451		58,451		0
Recreational Facilities		Varies		TBD		
TOTALS		172,063		206,084	38,900	4,879
					Net Increase:	
					34,021	

*Net Sq.Ft for space used by Police and Fire.
 - Both currently share the Public Safety Center - the +/- 4,000 square feet are storage and unusable spaces.

4.0 FINANCIAL CAPITAL EXPENDITURES

4.1 PRIMARY OPTIONS

	Expand/Renovate Existing Building	Combine w/ Police Dept. & Build New	Combine w/ City Hall & Build New	Combine w/ Library	Combine w/ Multiple Agencies/ Dept.'s	New Stand Alone Building
City Hall	X*	X		X	X	X
Police Dept.			X		X	X
Fire Dept.	X**	X				X
Library	X		X			
Recreational						X***
Key Building	X****					

* Only renovation required, No expansion.

** If Police Department moves out of the Public Safety Building.

*** Possibly combine with other recreational facilities.

**** Possibly divest and use proceeds.

4.2.1 SITE CONSIDERATIONS AND BUILDING PLACEMENT

- During the process of Design the size of the site should be more thoroughly investigated. The size of the facility, the type of occupancy and the possibilities of a one to two story building will all affect the proper sizing of the site.
- Access and from to the building is critical and of different functions:
 - Public access needs to be controlled, ideally with one main access point, visible recognizable, with convenient parking and access from the street. It should also be inviting.
 - Assess by general city office staff can be at several locations if a security system is in place. This also allows for parking to be divided up.
 - Emergency Apparatus: Quick and safe exiting from the facility is key. Placement with regards to the surrounding area needs to be considered as well as traffic and pedestrian control needs at the times of existing and entering. Drive-through bays are required.
 - Police Officer access to their vehicles, exiting and entering should be separate from public.
 - Police bringing detainees in: Separate, secure, safe access to the salleyport, separate from all other entrances and exists.
- Site upgrading should consider the waste water run off, snow removal and heat contributors. Provide for pedestrian traffic, bicycle and motorized vehicles.
- Design needs to take into consideration of the cost of up-keep of vegetation, pervious and impervious materials used.
- Building should be orientated to take advantage of prevailing winds and natural sunlight.
- Parking and Green Space are important considerations.
- City may consider improving a contaminated ("brown") site.

4.2 POTENTIAL SCENARIOS AND RELATED COSTS

The following scenarios for relocation, renovation, and new construction were discussed at length during workshops with City staff and City Council. The associated costs to each scenario are to serve as a generalized estimate and should not be misconstrued as actual project costs. These scenarios address the square feet needs required by the year 2023. In addition to City Hall, Police, Fire, and the Library, recreational and other municipal facilities may ultimately be included in any capital planning and construction effort.

See appendix for further cost breakdowns by scenario.

SCENARIO-1	ESTIMATE:
1.0 Renovate City Hall	\$3,800,000
1.A Renovate City Hall/Add New Police Dept.	\$8,800,000
1.B Renovate City Hall/Add New Library	\$13,400,000

SCENARIO-2	
2.0 New City Hall	\$4,800,000
2.A New City Hall/Add New Police Dept.	\$9,800,000
2.B New City Hall/Add New Library	\$14,400,000

SCENARIO-3	
3.0 Build New Police Department	\$5,000,000
3.A Build New P.D. With New Fire Dept.	\$7,900,000
3.B Build New P.D./Renovate Existing Fire Dept.	\$7,400,000

SCENARIO-4	
4.0 Build New Library	\$8,400,000
4.A Expand and Renovate Existing Library	\$8,200,000

SCENARIO-5	
5.0 Joint Facility w/ City Hall & Library	\$12,700,000
5.A Joint Facility w/ City Hall, Library, & Police	\$17,800,000

SCENARIO-6	
6.0 New Stand Alone Recreational Facility	
6.A Sell or Demolish "Key Building"	
6.B Liquor Store	
6.C NCRC	
6.D Transit Building	
6.E Maintenance Building	
6.F Water Building	
6.G Waste Water Building	

4.3 PROBABLE COSTS BREAKDOWN

CITY HALL

1) Renovate City Hall	\$3,800,000
2) New Stand Alone City Hall	\$4,800,000
3) Renovate City Hall/Add New Police Dept.	\$8,800,000
4) New City Hall w/ New Police Dept.	\$9,800,000
5) Renovate City Hall/Add New Library	\$13,400,000
6) New City Hall w/ New Library	\$14,400,000

POLICE

1) New Police Department	\$5,000,000
2) New P. D. w/ Renovate Existing Fire Department	\$7,400,000
3) New Police Dept. w/New Fire Department	\$7,900,000

LIBRARY

1) Expand & Renovate Library	\$8,200,000
2) New Library	\$8,400,000

JOINT FACILITY

1) City Hall & Library	\$12,700,000
2) City Hall/ Library/ Police	\$17,800,000

RECREATIONAL FACILITY

1) New Recreational Facility	VARIES
2) Sell or Demolish "Key Building"	TBD

PLAUSIBLE RANGE

\$9,800,000 - \$18,000,000 (Approximately 1 to 2 Buildings)

POSSIBLE RANGE

\$3,800,000 - \$24,800,000 (Ranges From Minor Remodeling to 3 - 4 New Buildings)

4.4 BUDGET AND SCHEDULE CONSIDERATIONS

For Every \$1,000,000, Property Owner taxes increase by the following:

Impact - Property Owner:				
	150,000	220,000	375,000	600,000
	Home	Home	Home	Busines
2008	\$ 9.27	\$ 13.60	\$ 23.19	\$ 69.56
2009	\$ 9.08	\$ 13.32	\$ 22.70	\$ 68.11
2010	\$ 8.72	\$ 12.79	\$ 21.80	\$ 65.40
2011	\$ 9.37	\$ 13.74	\$ 23.42	\$ 70.27
2012	\$ 8.97	\$ 13.15	\$ 22.42	\$ 67.25

Source: Northfield City Finance Director, March 2007

E.G. \$14 Million = +- \$190/Yr. Increase For \$220,000 Home

5.0 APPENDICES

5.1 DEPARTMENT SUMMARIES

Population Projections	17,818
Buildings	Existing GSF
City Hall	
1st Floor	GSF: 12,877
2nd Floor	GSF: 9,420
Total City Hall	GSF: 22,297
Public Safety Building	
Main Floor	GSF: 9,056
2nd Floor	GSF: 3,276
Lower/Basement	GSF: 9,056
Total Public Safety Building	GSF: 21,389
Water Department	
Office	GSF: 1,680
Garage	GSF: 6,481
Total Water Department	GSF: 8,161
Wastewater Department	
RBC Bldg	GSF: 8,245
Vehicle Maintenance	GSF: 3,200
Control Bldg.	GSF: 3,390
Mezzanine	GSF: 1,440
Lower Level Control	GSF: 3,600
Total Wastewater	0 19,875
Public Works - Maint Bldg	
Office	GSF: 2,560
Heated Garage	GSF: 11,616
Mezzanine	GSF: 490
Repair/Parts	GSF: 5,600
Total Maintenance Building	0 20,267
Transit	
Office	GSF: 1,060
Heated Garage	GSF: 5,871
Ext. Cold Storage	GSF: 4,992
Salt Storage	GSF: 960
Total Transit Building	GSF: 12,883
Library	
Total Library Building	GSF: 12,329
Northfield Community and Resource Center	
Total NCRC	GSF: 58,451

TOTAL 175,652

5.2 WORKPLACE CONSIDERATIONS

- **Flexibility and Adaptability**

The City facilities must have flexible spaces. This implies that the building should be designed to meet the demands of new technology and external forces. That systems and constructs should be flexible and adaptable to avoid obsolescence. The facility should be programmed to meet multiuse requirements and adapt to accommodate changing staff and public needs, technology and legislative directives. Non-dedicated areas within the building should invite staff and local residents to use the facility as part of a partnering effort that builds a strong sense of community.

- **Smart Working Environment and Design**

Office, meeting and training and support venues should be enabled to plug into the digital communications infrastructure and talk to each other. These spaces should become electronically mediated places that are simultaneously imbedded in and sustained by systems of physical, visual and acoustic communication, and remote interconnection. The best designed of these spaces should contain qualities that are typically expected in a physical work place together with startling new opportunities provided by widely available, inexpensive electronic intelligence and telecommunications.

The cost of building a new municipal facility is minor in comparison with the staffing. Through smart design, creating critical site lines and adjacencies as well as shortening travel distances, efficiencies re gained and the necessity of hiring more staff can be avoided. This is especially affective in the design of the processing and detention area of the police department and the support areas of the fire department.

- **Technology**

Telecommunications services, virtual meeting places, on-line data bases, research and search engines and services, along with a host of other digital and telecom systems are all changing the way we disperse information, catalog data and interact. Council meetings are being televised to the citizens in their own home. Much of public access is on-line. Documents that used to be required by law to be kept in paper form can be scanned and electronically stored. Dispatch services and access to county and state help are more and more efficient allowing less time for response. Patrol officers are equipped to do searches and follow-up reports in their own vehicles. Staff is able to connect to the workplace from remote locations by cell phone and on-line. Much training can be done on-line individually, remotely and/or as a group. All of this and more has a direct impact on space and equipment needs. Effort should be invested into wiring up the facility to create a "smart place" where information flows abundantly, both in the physical and digital worlds.

5.2 WORKPLACE CONSIDERATIONS

- **Building Materials**

Consider initial and long term costs when selecting materials. This includes replacement and general maintenance. Consider use of materials found locally, including the locations of manufacturers of brick, windows, roofing materials, etc. This will not only support the local economy, but also save on shipping expenses. Consider materials that will support heat and cold reflectivity.

- **Support Systems:**

Lighting:

Provide indirect lighting supplemented by task lighting where required to reduce eyestrain and glare on computers. Provide appropriate lighting levels in multi-activity spaces. This will also reduce energy costs.

Power:

Power supplies should be designed to enable users to plug in multiple locations. Power to recharge equipment used by officers and fire fighters needs to be convenient, in their designated lockers.

Data:

Data jack and/or wireless solutions should be provided to enable users to connect to supporting networks, intranets, extranets, the Internet, and other sources and systems.

Presentation Systems:

Information delivery systems should be enhanced and supplemented beyond the white board to more capable systems of conveyance and retention. Records management with roll call needs to be integrated. The interconnection of data systems and pre-wire for 800 MHz needs to be initiated.

Building Control Systems:

Building Control Systems that control power, heating, cooling, security and communications should be incorporated to increase comfort, safety, reliability and reduce energy consumption costs. Areas to consider are motion and temperature sensors to reduce energy consumption in spaces not in use. Commissioning of building systems will provide optimized energy efficiency, indoor air quality and occupant comfort by verifying the delivery of the building systems incorporated.

Furniture Systems:

Furniture for open office and private offices that are ergonomically sound, adjustable and efficient for the individual, provide options, support technology, economical, non-obsolent, interchangeable, and easily managed are required. The design should allow required site lines and allow day-lighting to penetrate deep into the workspaces.

Wayfinding:

Wayfinding systems are those systems that enable users to better understand access, circulation and arrival. These systems should work together to provide direct and indirect cues to create a legible exterior and interior holistic facility and grounds wayfinding system. This system should take into account the users' ability to extract the needed information.

5.3 SPACE STANDARDS DRAWINGS

City of Northfield Space Standards include standards for private offices and workstations. During the information gathering process, special accommodations were identified, responded to and incorporated as deemed necessary. The following is a list of recommended office space standards.

OPEN OFFICES: PROPOSED STANDARD

- Workstation Typical A: 64 SF

This size station is most commonly suited for majority of positions. By providing options in work surface sizes, filing, storage and other amenities, this size station can be “customized” to the job description.

- Workstation Typical B: 48 SF

Suited for positions that require a touch down space, much of the time is spent out of the building.

- Workstation Typical C: 36 SF

Suited for positions that require a touch down space, much of the time is spent out of the building.

PRIVATE OFFICES:

- Private Office Typical D: 80 SF

Allows for seating of 2 to 3

- Private Office Typical E: 120 SF

Allows for seating of 3 to 4

- Private Office Typical F: 144 SF

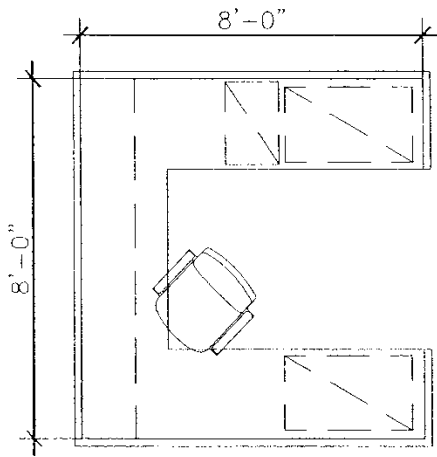
Allow seating of 4 to 5

- Private Office Typical G: 168 SF

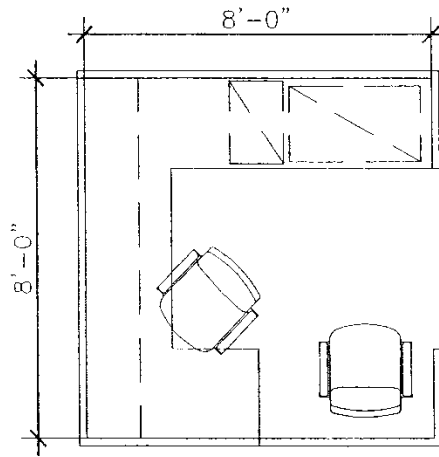
Allows for small conference table and seating for 7

CONFERENCE ROOMS AND SPECIAL FUNCTION ROOMS:

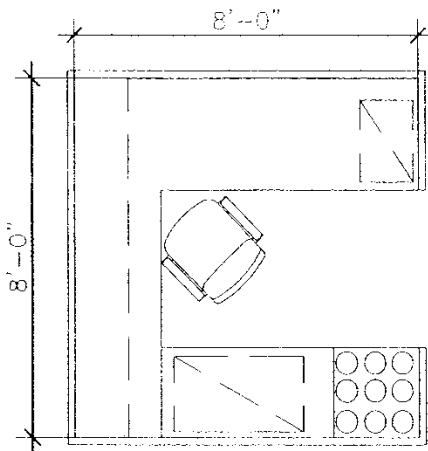
These rooms will be designed as function and program dictate.



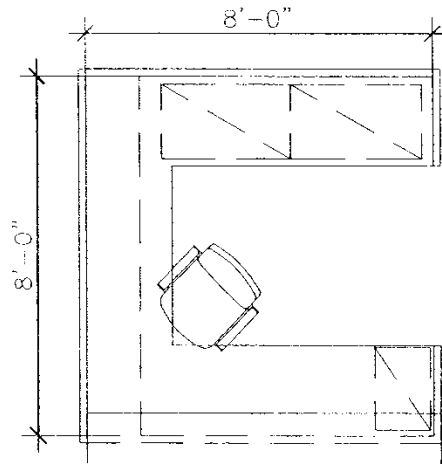
'A-1' WORK STATION 64 SF
 14' of Worksurface
 2 Files
 1 Chair, Pad Ped
 8' of Shelving



'A-2' WORK STATION 64 SF
 10' of Worksurface
 1 Files
 1 Chair, Pad Ped
 8' of Shelving
 1 Guest Chair



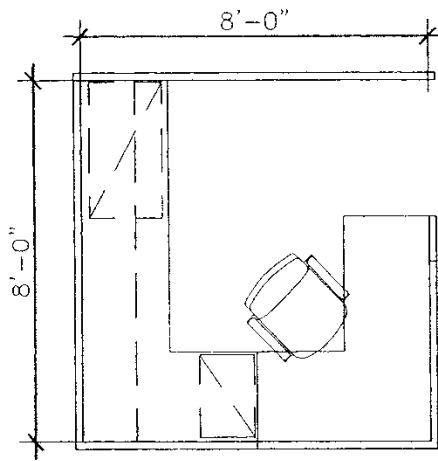
'A-3' WORK STATION 64 SF
 16' of Worksurface
 6' @ 30" deep
 1 File, Plan Storage
 1 Chair, Pad Ped
 8' of Shelving



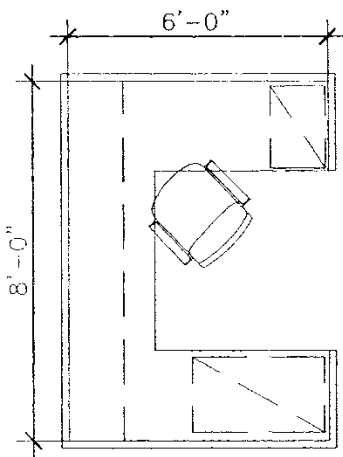
'A-4' WORK STATION 64 SF
 14' of Worksurface
 2 Files
 1 Chair, Pad Ped
 8' of Shelving
 8' of Transaction Counter

SCALE: 1/4" = 1'-0"

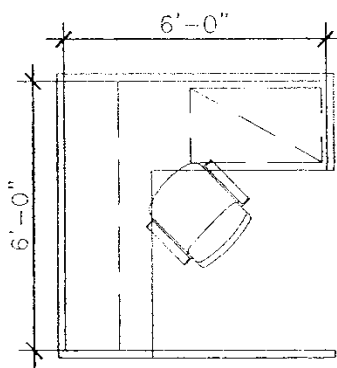
5.3 SPACE STANDARDS DRAWINGS CONTINUED



'A-5' WORK STATION 64 SF
 13' of Worksurface
 1 Files
 1 Chair, Pad Ped
 8' of Shelving

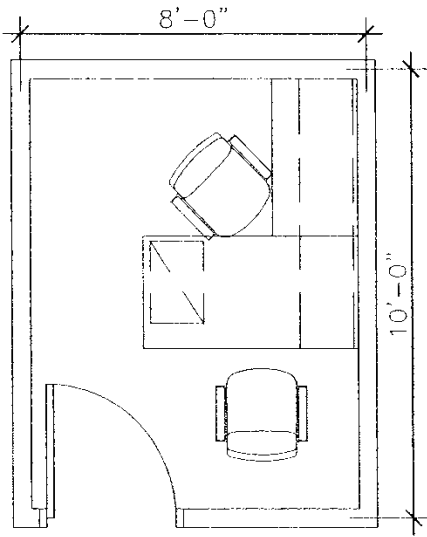


'B-1' WORK STATION 48 SF
 14' of Worksurface
 File
 1 Chair, Pad Ped
 8' of Shelving

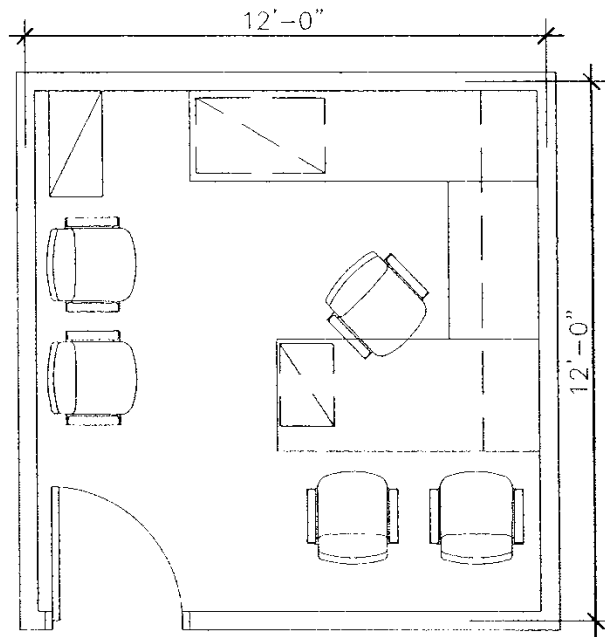


'C-1' WORK STATION 36 SF
 10' of Worksurface
 File
 Chair
 6' of Shelving

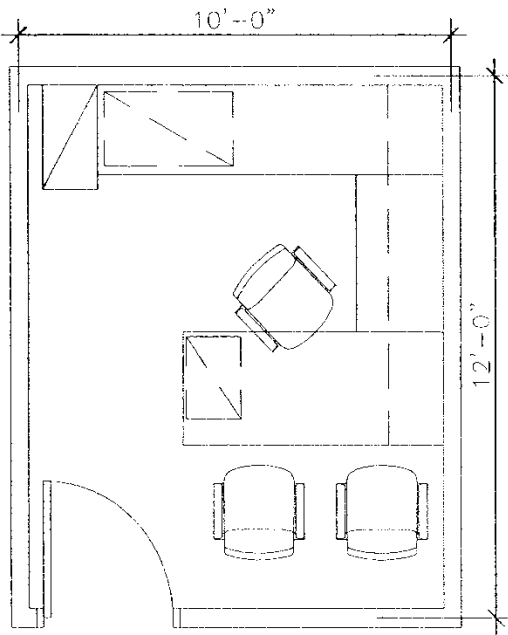
SCALE: 1/4" = 1'-0"



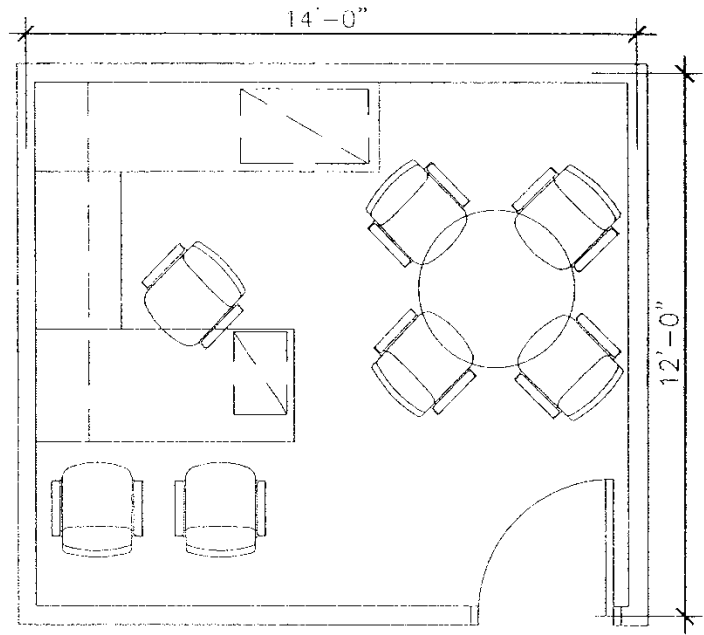
'D-1' PRIVATE OFFICE 80 SF



'F-1' PRIVATE OFFICE 144 SF



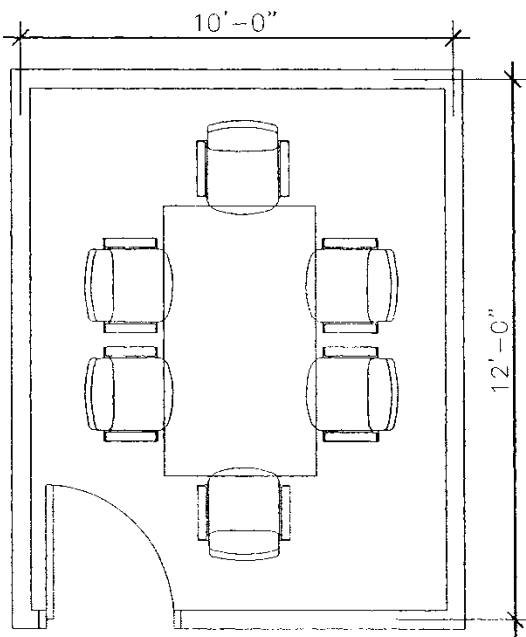
'E-1' PRIVATE OFFICE 120 SF



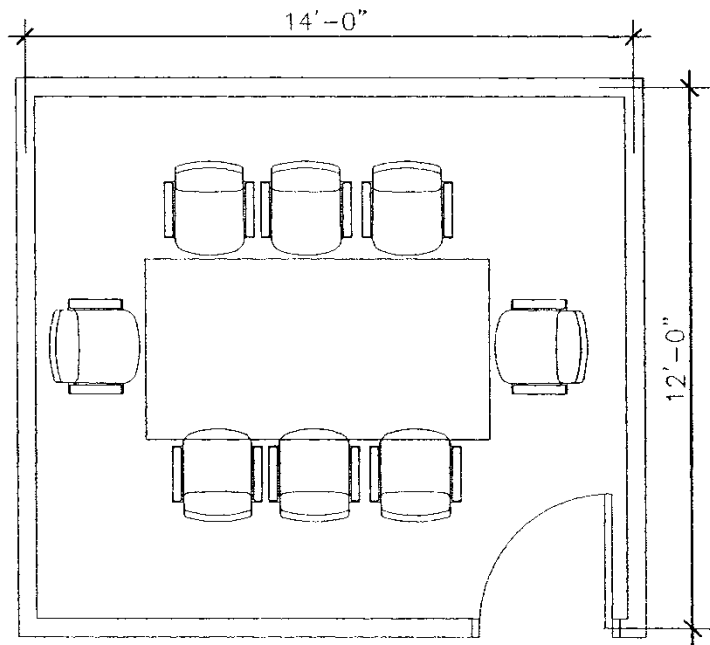
'G-1' PRIVATE OFFICE 168 SF

SCALE: 1/4" = 1'-0"

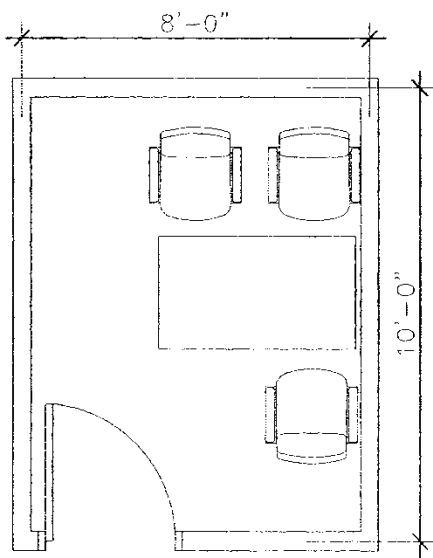
5.3 SPACE STANDARDS DRAWINGS CONTINUED



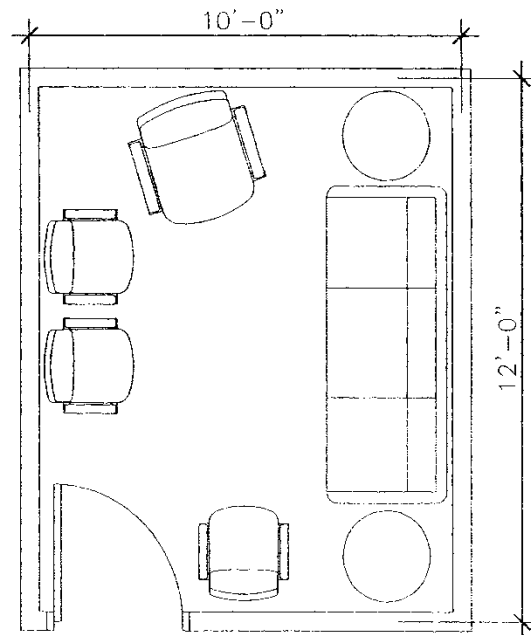
CONFERENCE ROOM 120 SF



CONFERENCE ROOM 168 SF



HARD INTERVIEW 80 SF



SOFT INTERVIEW 120 SF

SCALE: 1/4" = 1'-0"

5.4 FACILITIES SPACE NEEDS BENCHMARKING DATA

FIRE

City	2006 Populat'n	Size (sq. mi.)	Fire Station	Total Fire Staff				Total Apparatus Bays	Drive thru	Apparatus Bays per 1000 pop.	Apparatus Bays per sq. mi.	Approx. Annual Call Volume	Approx. Annual Call Volume per 1000 pop.	Ambulance Service
				FT	PT	V	Total							
Owatonna	23,755	12.6	1	10	28		38	4	Yes	0.168	0.317	450	19	No
Faribault	22,605	12.7	1	9	31		40	8	Yes	0.354	0.630	1,421	62	No
Prior Lake	22,168	13.5	1	1		35	36	5	Yes	0.225	0.370	1,011	45	No
Stillwater	17,429	6.5	1	8	30		38	5	Yes	0.287	0.770	1,325	76	No
Albert Lea	18,635	10.8	1	22		14	36	3	Yes	0.161	0.278	415	22	No
Average	20,918	11.22	1	10	29.7	24.5	37.6	5	Yes	0.239	0.473	924.4	44.8	No
Northfield	17,818	7	1	4		26	30	3	No	0.168	0.428	500	28	Yes
Northfield Projections for 2025	22,059	7	1	4		31	35	8	Yes	0.363	1.143			

POLICE

City	2006 Populat'n	Size (sq. mi.)	2005 Tax Base	Total Police Staff				Total Police Vehicles	Marked Patrol Cars	Police Staff per 1000 population	Patrol Cars per 1000 population	911 Dispatch
				FT	PT	V	Total					
Owatonna	23,755	12.6	1,484,097,763	31	4		35	31	9	1.47	1.3	
Faribault	22,605	12.7	1,227,655,670	26	24		50	17	2.21	0.75		
Prior Lake	22,168	13.5	2,130,137,297	19			19	20	10	0.85	0.90	County
Stillwater	17,429	6.5	1,803,600,733	17	6		23			1.31		City
Albert Lea	18,635	10.8	769,281,114	29		7	36		15	1.93	0.8	City
Average	20,918	11.22	1,482,954,515	24.4	11.3		32.6	23	11	1.554	0.75	
Northfield	17,818	7	1,185,252,562	26			26	18	9	1.45	0.505	City
Northfield Projections for 2025	22,059	7		45			45	19	10	2.04	0.453	
National Average										2.21		

This benchmarking activity provides sound data for a comparative analysis and subsequent recommendations for actions.

All statistics are derived from the State of Minnesota Demographer's Office, the Metropolitan Council and League of Minnesota Cities research and statistics.

5.4 FACILITIES SPACE NEEDS BENCHMARKING DATA CONTINUED

CITY HALL

City	2006 Populat'n	Size (sq. mi.)	2005 Tax Base	Total City Hall		# of Depts	Police Connected	Fire Connected
				Staff	Council			
Owatonna	23,755	12.6	1,484,097,763	33	7	6	No	No
Faribault	22,605	12.7	1,227,655,670	30	7	6	No	No
Prior Lake	22,168	13.5	2,130,137,297	30	5	8	No	No
Stillwater	17,429	6.5	1,803,600,733	26	5	8	Yes	Yes
Albert Lea	18,635	10.8	769,281,114	26	7	6	No	Yes
Average	20,918	11.22	1,482,954,515	29	6.2	6.8	No	No
Northfield	17,818	7	1,185,252,562	35*	7	6	No	No
Northfield Projections for 2025	22,059	7		46*	7	7		

* Existing Staff at City Hall does not include Rice County, which consists of 5 Part Time employees

5.5 COSTS BY SCENARIO

Scenario 1

1.0 Renovate City Hall

	Assumed Gross Sq.Ft. Building:	22,300
Est. Construction Costs		\$2,742,900
Est. Total Cost *		\$3,757,773

Renovate City Hall AND:

1.A Add New Police Department (On C.H. Site)

	Assumed Gross Sq.Ft. Building:	41,000
Est. Construction Costs		\$6,425,700
Est. Total Cost *		\$8,803,209

Renovate City Hall AND:

1.B Add New Library (On C.H. Site)

	Assumed Gross Sq.Ft. Building:	52,700
Est. Construction Costs		\$9,734,900
Est. Total Cost *		\$13,336,813

SUMMARY:	Estimated:
1.0 Renovate City Hall	\$3,757,773
1.A Reno. City Hall/Add New Police Dept.	\$8,803,209
1.B Reno. City Hall/Add New Library	\$13,336,813

* Total Cost includes soft costs, F.F.E., Moving, Testing, Commissioning Etc. Estimate is calculated using a project multiplier of 1.37% based on historic construction costs and project data. This estimate does not include land acquisition costs.

Multiplier assumes consistent and similar site, parking, utility costs for the purposes of comparison. Site specifics and context specific solutions will have unique and varied costs.

5.5 COSTS BY SCENARIO CONTINUED

Scenario 2

2.0 Demolish City Hall & Build New (On C.H. Site)

Assumed Gross Sq.Ft. Building:	18,000
Est. Construction Costs	\$3,492,000
Est. Total Cost *	\$4,784,040

Demolish City Hall/Build New **AND:**

2.A Add New Police Department (On C.H. Site)

Assumed Gross Sq.Ft. Building:	36,600
Est. Construction Costs	\$7,174,800
Est. Total Cost *	\$9,829,476

Demolish City Hall/Build New **AND:**

2.B Add New Library (On C.H. Site)

Assumed Gross Sq.Ft. Building:	48,400
Est. Construction Costs	\$10,484,000
Est. Total Cost *	\$14,363,080

SUMMARY:	Estimated:
2.0 New City Hall	\$4,784,040
2.A New C.H./Add New Police Dept.	\$9,829,476
2.B New C.H./Add New Library	\$14,363,080

* Total Cost includes soft costs, F.F.E., Moving, Testing, Commissioning Etc. Estimate is calculated using a project multiplier of 1.37% based on historic construction costs and project data. This estimate does not include land acquisition costs.

Multiplier assumes consistent and similar site, parking, utility costs for the purposes of comparison. Site specifics and context specific solutions will have unique and varied costs.

Scenario 3

3.0 Build New Police Department

Assumed Gross Sq.Ft. Building:	18,600
Est. Construction Costs	\$3,682,800
Est. Total Cost *	\$5,045,436

Build New P.D. **AND:**

3.A Add New Fire Department

Assumed Gross Sq Ft. Building:	33,200
Est. Construction Costs	\$5,770,600
Est. Total Cost *	\$7,905,722

Build New P.D. **AND:**

3.B Renovate Public Safety Bldg. Into Fire Department**

Assumed Gross Sq.Ft. Buildings(2):	40,000
Est. Construction Costs	\$5,352,000
Est. Total Cost *	\$7,332,240

SUMMARY:	Estimated:
3.0 Build New Police Department	\$5,045,436
3.A Build New P.D./Add New Fire Dept.	\$7,905,722
3.B Build New P.D./Reno. For Fire Dept.	\$7,332,240

* Total Cost includes soft costs, F.F.E., Moving, Testing, Commissioning Etc. Estimate is calculated using a project multiplier of 1.37% based on historic construction costs and project data. This estimate does not include land acquisition costs.

Multiplier assumes consistent and similar site, parking, utility costs for the purposes of comparison. Site specifics and context specific solutions will have unique and varied costs.

5.5 COSTS BY SCENARIO CONTINUED

Scenario 4

4.0 Build New Library

Assumed Gross Sq.Ft. Building:	30,400
Est. Construction Costs	\$6,080,000
Est. Total Cost *	\$8,329,600

4.A Expand and Renovate Existing Library

Assumed Gross Sq.Ft. Building:	30,400
Est. Construction Costs	\$5,958,400
Est. Total Cost *	\$8,163,008

SUMMARY:	Estimated:
4.0 Build New Library	\$8,329,600
4.A Expand and Renovate Existing Library	\$8,163,008

* Total Cost includes soft costs, F.F.E., Moving, Testing, Commissioning Etc. Estimate is calculated using a project multiplier of 1.37% based on historic construction costs and project data. This estimate does not include land acquisition costs.

Multiplier assumes consistent and similar site, parking, utility costs for the purposes of comparison. Site specifics and context specific solutions will have unique and varied costs.

Cost Estimates from MS&R, Ltd. Northfield Public Library Needs Assesment. completed in April 2006.

Scenario 5

5.0 Develop New Joint Use Facility - City Hall & Library

Assumed Gross Sq.Ft. Building:	48,400
Est. Construction Costs	\$9,266,000
Est. Total Cost *	\$12,694,420

5.A City Hall/ Library /Police Department

Assumed Gross Sq.Ft. Building:	67,000
Est. Construction Costs	\$12,948,800
Est. Total Cost *	\$17,739,856

SUMMARY:	Estimated:
5.0 Joint Facility w/ City Hall & Library	\$12,694,420
5.A Joint Facility-City Hall, Library, Police	\$17,739,856

* Total Cost includes soft costs, F.F.E., Moving, Testing, Commissioning Etc. Estimate is calculated using a project multiplier of 1.37% based on historic construction costs and project data. This estimate does not include land acquisition costs.

Multiplier assumes consistent and similar site, parking, utility costs for the purposes of comparison. Site specifics and context specific solutions will have unique and varied costs.

