



FACILITY PLANNING PROCESS

Council Work Session | April 18, 2022

FORMATION GROUP



Indianola Facility Planning Timeline

2018

City begins planning process

- July: Hires Formation Group to conduct municipal building assessment
- Fall: Study completed & reported to City Council

2019

City renews commitment to planning process

- May: Council approves moving forward with planning
- July: City-owned buildings assessed to accommodate city administration
- September/October: Recommend moving city administration to library site

2020

Planning process continues

- July: Initial timeline, cost, concepts developed
- September: Council approves RFP for architectural pre-design
- December: Hires OPN to conduct pre-design process

2021

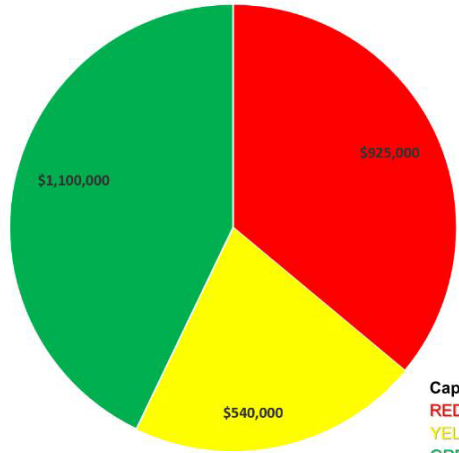
Pre-design process begins

- January: Facility walkthrough & Steering Committee kick-off
- February : Visioning session with users and steering committee; community surveys
- March/April: Bi-weekly user meetings, monthly steering committee meetings
- May: Public facility tours
- May: Pre-Design complete
- September: Steering committee update



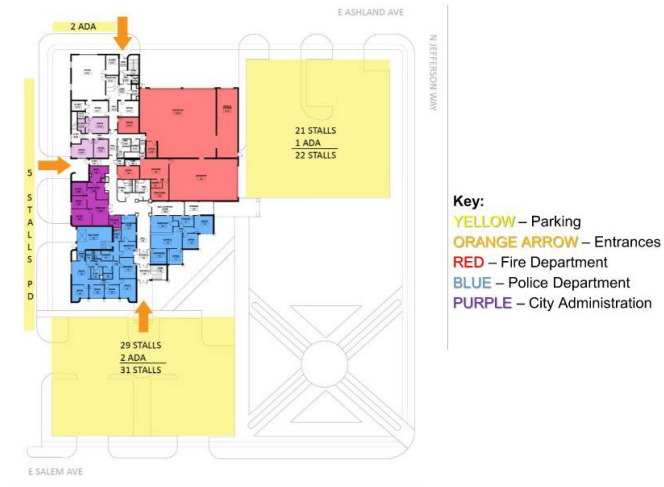
Municipal Building (City Hall & Public Safety Assessment) - 2018

Systems Life Assessment



Capital Asset Estimate: \$2,565,000
RED – Beyond 100% Life Expectancy
YELLOW – Between 80-100% Life Exp.
GREEN – Below 80% Life Expectancy

Accessibility & Wayfinding Assessment



Energy Performance & Cost

	Electric	Natural Gas
FY2013	\$34,488.68	\$10,192.40
FY2014	\$36,937.40	\$12,495.50
FY2015	\$30,982.27	\$8,315.29
FY2016	\$30,692.51	\$6,201.44
FY2017	\$46,029.42	\$7,076.09
FY2018	\$49,116.23	\$9,320.31

Existing Square Footages

Built	Location	User	BSF	Dept SF	%	Parking	Park ADA	Acres	Site SF	Notes
1960-09	110 N 1st Street	City Administration	29,110	4,183	14%	56	5	1.59	69,093	Incl Community Development
		Police		4,870	17%					
		Fire		8,752	30%					
		Mechanical		1,216	4%					
		Circulation		10,089	35%					
		Sub-Total		29,110	100%		56	5	1.59	
1950	206 N 1st Street	Fire	2,352	2,352	100%	0	0	0.12	5,400	
		Sub Total		2,352	100%	0	0	0.12	19,600	Square Foot per Acre
2011	410 N Jefferson Way	Police	5,000	2,500	50%	0	0	0.38	16,665	
		Fire		2,500	50%					
		Sub Total		5,000	100%	0	0	0.38	6,579	Square Foot per Acre
Usage by Department										
		City Administration		4,183	11%					
		Police		7,370	20%					
		Fire		13,604	37%					
		Mechanical		1,216	3%					
		Circulation		10,089	28%					
		Total		36,462	100%	56	5	2		



Library Building Assessment - 2021



Program Verification

Public Safety Building

Police Department - Public Areas	QTY	Program SF	TOTAL SF
Reception	1	200	200
Public Meeting Room (4-6)	1	150	150

Police Department - Work Areas	QTY	Program SF	TOTAL SF
Private Meeting Room (4-6)	1	150	150
Conference Room (12 person)	1	300	300
Work Room	2	120	240
Caucus/Work Room	1	120	120

Police Department - Intake/Processing	QTY	Program SF	TOTAL SF
Saltport Vestibule	1	80	80
Short-Term Officer Storage	1	20	20
Booking/Processing/Fingerprinting	1	200	200
Temporary Holding Cell	1	80	80
Offender Toilet	1	50	50
Interrogation Room	1	70	70
Interview Rooms	1	120	120
Computer Forensics	1	120	120
Forensics Testing Lab	1	15	15

Police Department - Storage	QTY	Program SF	TOTAL SF
QTY Storage	1	50	50
Record Storage	1	200	200
Computer Equipment Storage	1	80	80
Training Equipment Storage	1	100	100
Fitness and Tactical Gear Storage	1	150	150
Program/Small Eq/ Patrol Issue	1	80	80
Armory/Workroom	1	100	100
Long Term Evidence Storage	1	300	300
Evidence Storage	1	600	600
Evidence Weapons Storage	1	80	80
Evidence Cash Storage	1	40	40
Evidence Drug Storage	1	80	80
Evidence Property Position	1	65	65
Detective Team Area/File Storage	1	65	65

Police Department - Utility Bays	QTY	Program SF	TOTAL SF
Vehicle Saltport	1	800	800
Vehicle Evidence/Maintenance	1	900	900
Vehicle Maintenance Bay	1	900	900
Outdoor Storage Space	1	600	600
Covered Patrol Parking	1	2500	2500

Police Department - Other	QTY	Program SF	TOTAL SF
Mens Locker Room	1	300	300
Womens Locker Room	1	300	300
General Storage	1	200	200

Police Department - Private Offices	QTY	Program SF	TOTAL SF
Chief of Police	1	200	200
Captain	1	180	180
Administrative Assistant	1	100	100
Patrol Lieutenant	1	140	140
Patrol Sergeant	3	300	900
Detective Sergeant	1	140	140
Criminal Investigation Sergeant	1	150	150
Task Force Detective	1	65	65

Police Department - Workstations	QTY	Program SF	TOTAL SF
Full Time Detectives	3	35	105
Patrol Officers	8	80	640
Report Writing (2 workstations)	1	250	250

Fire Department - Public Areas	QTY	Program SF	TOTAL SF
Administrative Staff/Reception	1	100	100

Fire Department - Private Offices	QTY	Program SF	TOTAL SF
Chief's Office	1	250	250
Deputy Chief Office	1	150	150
Battalion Chief	2	150	300
EMS/Training Captain Office	1	150	150
Captain Office	1	220	220
Fire Marshal/Inspector (Captain)	1	120	120

Fire Department - Work Areas	QTY	Program SF	TOTAL SF
Break Room + Dining	1	400	400
Kitchen	1	280	280
Dayroom / Report Writing	1	300	300
Work Alcove	1	150	150

Fire Department - Living Areas	QTY	Program SF	TOTAL SF
Locker	1	650	650
Dormitory/Bunk Room	5	80	400
Laundry/Linen Storage	2	150	300
Lockers	2	230	460
Shower / Restroom	2	125	250
Tactical Fitness	1	600	600

Fire Department - Apparatus Bays	QTY	Program SF	TOTAL SF
Apparatus Bay (1/2 Bays Existing)	7	1400	9800

Fire Department - Apparatus Support	QTY	Program SF	TOTAL SF
Turnout Room - Bunker Gear	1	550	550
Decontamination Room	1	60	60
Dirty Maintenance Room	2	300	600
Extraction/Laundry/PPE	1	300	300
Vending	1	100	100

Fire Department - Storage	QTY	Program SF	TOTAL SF
EMS Equipment Storage	2	180	360
Gear Storage	2	180	360
Apparatus Storage	1	180	180
Hose-Rack Room & Hose Tower/Dryers	1	280	280

Shared Spaces	QTY	Program SF	TOTAL SF
Shared Lobby	1	500	500
Vestibule	1	100	100
Unisex Public Toilets	2	60	120
Women's Toilets	1	220	220
Men's Toilets	1	220	220
Mother's Room / Wellness Room	1	60	60
Janitors Closets	1	60	60
Classroom/Training Room	1	1500	1500
Fitness	1	700	700
Fitness and Tactical Gear Storage	1	150	150
Equipment Storage Room	1	100	100
Table and Chair Storage (Training)	1	150	150

Police Department Space Totals	QTY	Program SF	TOTAL SF
Police Department Space Totals	67	rooms	14,445
Circulation (20%)			2,889
Net to Gross (10%)			1,445
Police Department GSF Total			18,779

Fire Department Space Totals	QTY	Program SF	TOTAL SF
Fire Department Space Totals	48	rooms	18,580
Circulation (20%)			3,716
Net to Gross (10%)			1,859
Fire Department GSF Total			24,167

Shared Space Totals	QTY	Program SF	TOTAL SF
Shared Space Totals	13	rooms	3,880
Circulation (20%)			776
Net to Gross (10%)			388
Shared GSF Total			5,044

Program Space Totals	QTY	Program SF	TOTAL SF
Program Space Totals	128	rooms	36,215
Circulation (20%)			7,243
Net to Gross (10%)			3,622
Public Safety GSF Total			47,990

Program Space	Net Square Footage	Circulation (10%)	Net to Gross (20%)	Gross Square Footage
Police Department - Public Areas	350	35	70	455
Police Department - Private Offices	1,875	268	375	2,438
Police Department - Workstations	995	200	199	1,294
Police Department - Work Areas	1,515	152	303	1,970
Police Department - Intake/Processing	1,060	206	212	1,378
Police Department - Storage	2,150	215	430	2,795
Police Department - Utility Bays	5,700	570	1,140	7,410
Police Department - Other	800	80	160	1,040

Fire Department - Public Areas	QTY	Program SF	TOTAL SF
Police Department - Public Areas	100	10	130
Police Department - Private Offices	1,190	119	238
Police Department - Work Areas	1,130	113	226
Police Department - Living Areas	2,960	296	592
Fire Department - Apparatus Bays	9,800	980	19,600
Fire Department - Apparatus Support	2,230	223	446
Fire Department - Storage	1,180	118	236

Shared Spaces	QTY	Program SF	TOTAL SF
Shared Spaces	3,880	388	776
TOTAL			47,990

Library/City Hall Building

Library - Staff Areas	QTY	Program SF	TOTAL SF
Library Director (Private Office)	1	180	180
Staff Workstations	6	100	600
Workroom	1	1,500	1,500
Staff Meeting Room	1	250	250
Break Room	1	500	500
Mail	1	30	30
Staff Restroom	1	60	60
Staff Storage Room / Supplies	1	200	200

Library - Public Areas	QTY	Program SF	TOTAL SF
Circulation Desk	2	200	400
Conversation Nook	1	500	500
Self Service Checkout Stations	2	40	80
Self Service Holds Pickup	1	80	80
Book Sale	1	180	180
Public Computers w/ Workstations	1	400	400
Print & Copy	1	80	80
Reading Area	1	600	600
Maker Space	1	750	750
Program Room	1	1,400	1,400

Library - Adult Collections	QTY	Program SF	TOTAL SF
Adult Area	1	2862	2,862
Media / Games / Special Collection	1	600	600
Genealogy	1	100	100
Archival / Historic Materials	1	200	200
Periodical	1	165	165
Express Collection	1	200	200

Library - Teen Spaces	QTY	Program SF	TOTAL SF
Teen Area	1	1000	1,000
Teen Activity Space	1	600	600

Library - Childrens Spaces	QTY	Program SF	TOTAL SF
Juvenile Area	1	2000	2,000
Children's Area	1	2000	2,000
Storytime Room	1	675	675
Children's Activity Room	1	750	750
Children's Workroom & Storage	1	140	140

Library - Storage	QTY	Program SF	TOTAL SF
Storage	1	500	500

City Hall - Staff Offices	QTY	Program SF	TOTAL SF
City Manager	1	260	260
Assistant City Manager	1	200	200
Admin Asst / Receptionist	1	150	150
City Clerk	1	180	180
Accounting Technician	2	150	300
Human Resources	1	180	180
Finance Director	1	180	180
Flexible Admin Workstation	1	60	60
Office Manager	1	180	180
Comm. Development Director	1	180	180
City Planner	1	180	180
Senior Building Inspector (Inspectors)	1	100	100
Assistant Director	1	180	180
Intern	1	60	60
IT Director	1	180	180
IT Tech	1	180	180

City Hall - Staff Areas	QTY	Program SF	TOTAL SF
Chambers Kitchenette	1	80	80
Break Room	1	300	300
GIS Mapping	1	180	180
Study Rooms / Sm. Meeting	3	100	300
Plotter Room	1	120	120
Plan Review Work Area	1	50	50
Drawing Layout Room	1	60	60
Shared Council/Mayor Office	1	120	120
Ball Toilets	3	4	12
Work Room	1	450	450
Mail	1	20	20

City Hall - Public Areas	QTY	Program SF	TOTAL SF
Council Chambers	1	1,700	1,700
Vestibule	1	100	100
Program Room	1	1,400	1,400

City Hall - Storage	QTY	Program SF	TOTAL SF
AV / Chambers Storage	1	150	150
Program Room Storage	1	300	300
Long Term Records	1	200	200
Short-Term Records	1	400	400
File Storage	1	250	250
Long Term Roll Drawing Storage	1	120	120
Plat Drawing Storage	1	100	100
IT Work Area / Storage	1	120	120
Servers	1	400	400

Shared Spaces	QTY	Program SF	TOTAL SF
Lobby	1	800	800
Vestibule	1	100	100
Lg. Conference Room (dividing)	1	800	800
Meeting Room (10-12)	1	800	800
Public Toilets	2	150	300
Family Restrooms	1	60	60
Mothers Room / Wellness	1	60	60
Janitor Closet	1	80	80

Library Space Totals	QTY	Program SF	TOTAL SF
Library Space Totals	39	rooms	19,482
Circulation (20%)			3,896
Net to Gross (10%)			1,948
Library GSF Total			25,327

City Hall Space Totals	QTY	Program SF	TOTAL SF
City Hall Space Totals	42	rooms	9,560
Circulation (20%)			1,912
Net to Gross (10%)			956
City Hall GSF Total			12,935

Stakeholder & Community Engagement

January to September 2021

Steering Committee

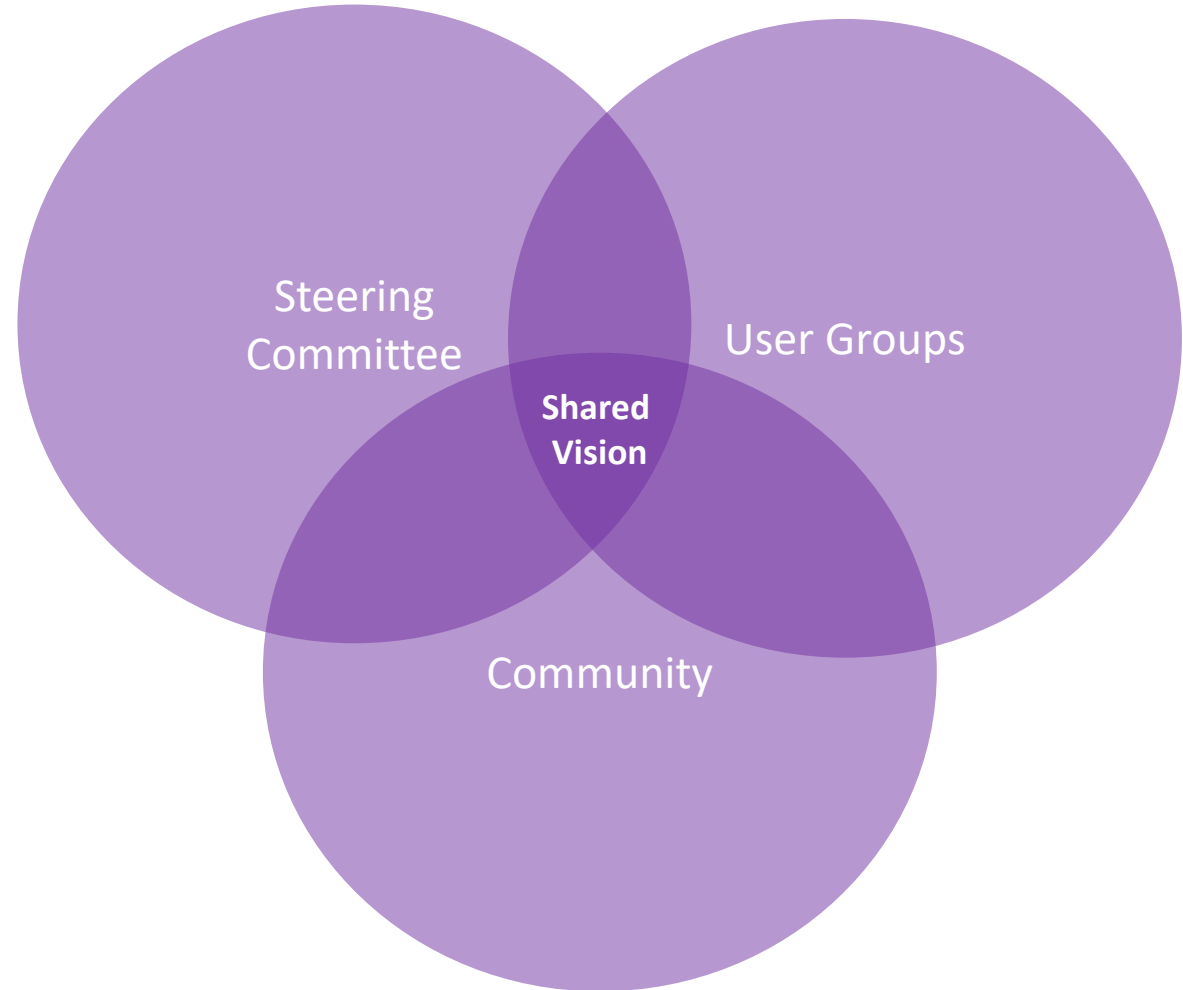
- City Manager
- Formation Group
- OPN Architects
- Library
- City Council

User Groups

- Public Safety
- Library
- City Administration

Community

- Surveys
- Open Houses
- Virtual Tours
- Online FAQ



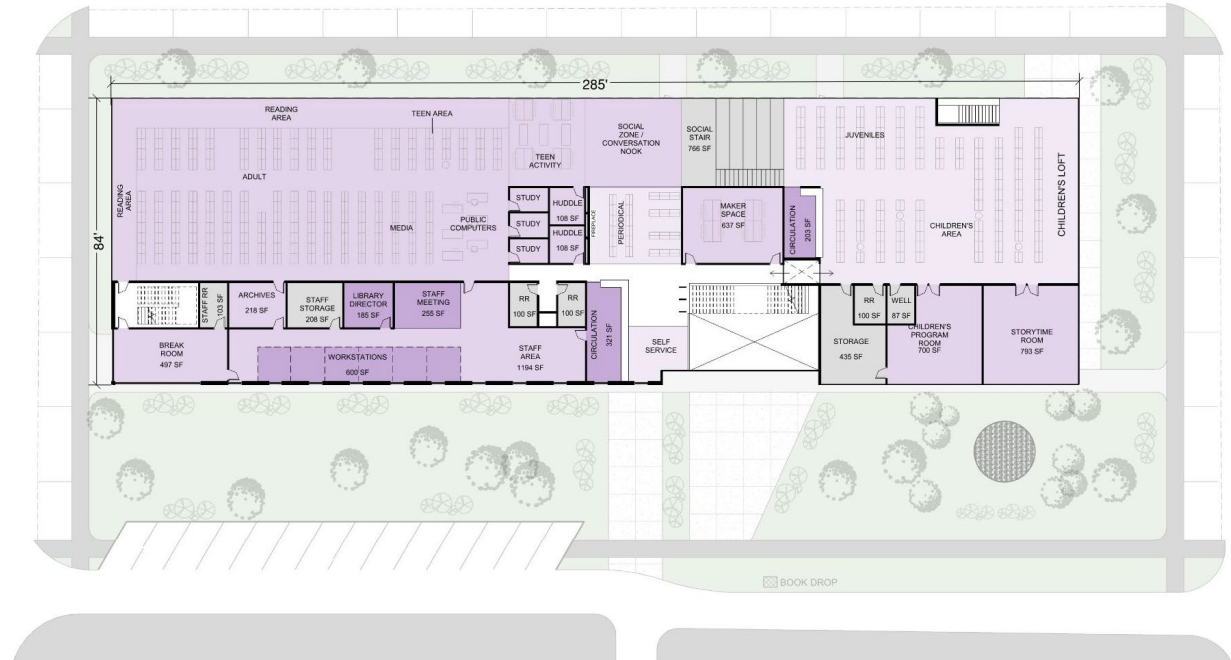
Design Concept



Facility Planning Process

City Council Meeting | April 18, 2022

Library & City Hall Floor Plan



Facility Planning Process

City Council Meeting | April 18, 2022



Design Concept



Facility Planning Process

City Council Meeting | April 18, 2022

Final Concept Cost

Category	Public Safety Building	Price per square foot	Library/Municipal Building	Price per square foot	Project Totals
Total Square Feet	49,000		42,800		91,800
Total Land	\$ -	\$ -	\$ -	\$ -	\$ -
Total Site Clearing	\$ 525,000		\$ 159,330		\$ 684,330
Total Building Construction	\$ 19,551,000	\$ 399.00	\$ 15,707,600	\$ 367.00	\$ 35,258,999
Total Building Costs	\$ 20,076,000	\$ 409.71	\$ 15,866,930	\$ 370.72	\$ 35,943,329
Total Design Fees	\$ 1,564,080		\$ 1,256,608		\$ 2,820,688
Total Furniture and Equipment Costs	\$ 1,029,000		\$ 1,078,560		\$ 2,107,560
Total Technology Costs	\$ 782,040		\$ 628,304		\$ 1,410,344
Total Security Costs	\$ 195,510		\$ 157,076		\$ 352,586
Total AV Costs	\$ 391,020		\$ 314,152		\$ 705,172
Total Administration Costs	\$ 293,265		\$ 235,614		\$ 528,879
Total Project Grants					\$ -
Total Project Contingency (5%)	\$ 1,216,545.75		\$ 976,862.20		\$ 2,193,408
TOTAL PROJECT COST	\$ 25,547,461	\$ 521.38	\$ 20,514,106	\$ 479.30	\$ 46,061,966

**Updated budget Sept 2021, Assuming simultaneous 2023 construction projects

2020 Council Estimate Reference \$ 44,698,283

**4.5% Construction Escalation per year

2024 Construction Dollars \$ 48,002,838

2025 Construction Dollars \$ 49,943,709

2026 Construction Dollars \$ 51,884,581



Final Concept Schedule

Indianola Municipal Building - Master Schedule			2022												2023												2024												2025														
Project Timeline and Milestones	Start	Finish	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec			
Schedule																																																					
Project Funding																																																					
Bond Referendum Marketing	1-May-22	30-Aug-22																																																			
Bond Referendum	13-Sep-22																																																				
Temporary Facilities Needed	1-Jun-23	1-Sep-25																																																			
Design / Construction																																																					
Project Design (Library / City Admin.)	1-Oct-22	31-Jul-23																																																			
Bidding	1-Aug-23	30-Sep-23																																																			
Construction	1-Oct-23	30-Mar-25																																																			
Move In	1-Apr-25	30-May-25																																																			
Project Design (Public Safety Building)	1-Oct-22	30-Sep-23																																																			
Bidding	1-Oct-23	30-Nov-23																																																			
Construction	1-Dec-23	30-Sep-25																																																			
Move In	1-Oct-25	30-Dec-25																																																			



Bond Communication

April

- Council Work Session: April 18
- Revise bond communication plan
- Finalize key messages & talking points
- Identify opportunities for community outreach
- Identify community advocates

May

- Council Calls Election: May 2
- Communication launch
 - Web
 - Social media
 - Press releases
- Community Open House
- Engage with community advocates

June, July, & August

- Additional public communication (web, social media, press releases)
- Messaging roadshow (Rotary, Chamber, etc)

September

- Election Day: September 13



WHY NOW?



Facility Planning Process

City Council Meeting | April 18, 2022

City Hall



Facility Planning Process

City Council Meeting | April 18, 2022

Library



Fire



Facility Planning Process

City Council Meeting | April 18, 2022

Police



Facility Planning Process

City Council Meeting | April 18, 2022