



October 1, 2019

Ryan Waller  
City of Indianola Public Safety  
110 North 1<sup>st</sup> Street  
Indianola, Iowa 50125

Ryan,

Please find an update regarding our Municipal Building study Part 1, per the scope outlined in our August 2018 presentation:

- *Address issues related to wayfinding, accessibility and security.* We have assisted staff with implementing building security (access control) and defined effective wayfinding strategies (diagrams included). After the wayfinding diagram is approved, Formation will request proposals for new signage and graphics for staff and council consideration.
- *Engage environmental engineer to conduct building assessment and testing.* Formation engaged Impact 7G (environmental engineer) to conduct building environmental assessment and testing. Asbestos containing materials and lead based paints were found by physical material sampling. The conclusion summary from Impact 7G is to abate all ACM located within the inspection area if those building materials are to be disturbed during future renovation or demolition activities.
- *Validate departmental space planning needs to reduce operational inefficiencies.* Our review validated program assumptions and resulted in a police/fire combined program reduction of 1,674 square feet.
- *Evaluate comparable building energy use and operational expenses for ongoing budget savings.* Replacing mechanical equipment and upgrading to digital controls could save as much as 25% per year in utility expense which equates to \$14,609 yearly energy savings. System upgrades will significantly enhance staff comfort, reduce energy cost and help avoid costly emergency repairs that are not budgeted. The current system is passively managed by staff and Air Con (\$10,600/year service contract for the Library, Municipal and Parks and Rec buildings). Our recommendation is that the City consider entering into a comprehensive maintenance contract that includes detailed system component analysis determining major risks. All maintenance should include intentional repair expense tracking and monthly utility use resulting from active control of systems for at least a 12-month period. The dilemma here is that a full system replacement is likely which would/should only be considered if the City decides to use the existing structure with a controls system upgrade and renovate.

- *Evaluate other City owned site opportunities to accommodate space program deficit.* We toured and reviewed the YMCA, IMU office and the Library. Our recommendations will be presented at the October 21 Council meeting for consideration.
- *Evaluate opportunity to repurpose and refresh old IMU office space and fire/EMS bunk space.* The project has received cost proposals and will be in the City Council packet for consideration on October 7.
- *Develop a schedule for the overall study and repurpose/refresh plan.* Draft schedule has been included with this memo.

Thank you for the opportunity to partner with the City. Let me know if you have any questions on the status or schedule attached.

A handwritten signature in black ink that reads "Matt Brown". The signature is fluid and cursive, with a long horizontal line extending to the right.

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# Indianola Municipal Building Part 1

Project Planning Document - Formation Group

1-Oct

Scope	Milestone	30-Sep	7-Oct	14-Oct	21-Oct	28-Oct	4-Nov	11-Nov	18-Nov	25-Nov	2-Dec	9-Dec	16-Dec	23-Dec	30-Dec	6-Jan	13-Jan	20-Jan	27-Jan	3-Feb	10-Feb	17-Feb	
Council Presentation			Refresh		Study								Scope								RFP		
Building Study		Part 1 Study Refinement				Part 2 Scope/Budget/Funding								Part 3 RFP Development									RFP
Confirm Office/Bunk Planning									H					H	H								
Furniture Procurement							Office		O	Bunk				O	O								
Demolition (Furniture/Built-in's)					Office			Bunk W	L		Bunk E			L	L								
Space Refresh									I					I	I								
Furniture Install							Office		D	Bunk W		Bunk E		D	D								
Technology Integration									A					A	A								
Final Clean									Y					Y	Y								
Staff Moves								Office			Bunk W		Bunk E										