

CITY OF MANHATTAN BEACH

The “Big 3” CIP Planning Study

September 21, 2016



GRIFFIN STRUCTURES, INC.
PROGRAM AND CONSTRUCTION MANAGERS

Report Presented to
The City of
Manhattan Beach, California

The “Big 3” CIP Planning Study

- City Hall and Parking •
- Fire Station #2 •
- City Aquatic Complex •

REPORT

Submitted September 21, 2016



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I. INTRODUCTION AND SUMMARY OF FINDINGS

INTRODUCTION AND APPROACH

This project addresses certain Manhattan Beach facility needs, assessing the size and nature of new space requirements, architectural concepts by which the needs can be met in new construction, and the costs associated with the delivery of those facilities. This will allow the City to continue its capital planning for these projects, and will provide a framework by which a comprehensive master plan can be assessed in terms of delivery schedule and budget. The projects included here are

- New construction and replacement of Fire Station #2
- New aquatic facilities at Polliwog Park
- New replacement City Hall facilities with associated structured parking

City Hall and Parking Structure Summary

Manhattan Beach outgrew its earlier City Hall, and a moderate earthquake in February of 1971 further damaged the old building. It was vacated, and city offices moved into temporary facilities for a time, while construction of a new facility, the existing City Hall, was planned. As time passed, additions, expansions, and adjustments have occurred, and city government technologies have advanced. The once-new, City Hall is now an old building, and does not serve the current city needs.

In this project, the Griffin Team addressed the need to identify accurate space and facility needs of City Hall operations by performing a careful conceptual program assessment of City departments located, or slated to be located, in new City Hall facilities. This included the accurate (and auditable) tabulation of space requirements, supported also by an assessment of relationships and proximities, technological options and requirements, current codes and legislative mandates, and options of modern office practices for efficient space use.

We obtained information from each relevant department, including Team observation and baseline accounting of existing space use, interviews with department representatives, reviews of budget and other information pertinent to City Hall operations, and collection of other data as needed. Space standards were compiled, and discussed with City project management personnel.

After completing the quantitative and functional analyses of this space, we compiled a conceptual space program for new City Hall facilities which is included in this report. A summary of space requirements can be found in the below exhibit. The analysis includes information about relationship clustering, adjacency layout planning, special technical requirements, shared support and conference opportunities, special equipment or utility needs (as applicable), and other information to guide subsequent analysis of conceptual design options, site layouts, and associated estimates of probable construction costs.

Exhibit – Summary of City Hall Space Requirements

| Organization | Actual NSF | Future Staff | Future NSF |
|-----------------------------------|---------------|-----------------|---------------|
| Manhattan Beach City Hall | | | |
| Management Services | | | |
| City Council Meeting Chambers | 2,924 | 0 | 3,700 |
| City Council Office Area | 262 | 5 | 380 |
| City Manager, Clerk, and Attorney | 2,447 | 12 | 3,419 |
| Subtotal, Management Services | 5,633 | 17 | 7,499 |
| Finance | 2,229 | 18 | 2,794 |
| Human Resources | 3,065 | 9 | 2,398 |
| Parks And Recreation | 1,443 | 16 | 2,614 |
| Community Development | 4,169 | 33 | 4,807 |
| Information Services | 1,987 | 13 | 2,062 |
| Shared By All | 3,312 | 0 | 5,168 |
| Subtotal City Hall, Net SF | 21,838 | 106 | 27,342 |
| Projected Gross Building Elements | | | |
| Net To Gross 80% | 6,001 | | 6,836 |
| Total City Hall, Gross Sf | 27,839 | 106 | 34,178 |

The options developed for City Hall include alternatives for adding parking decks and/or core and shell retail space. The costs range between \$26.7M - \$37.7M depending on what elements are included in the scope of the project.

Fire Station #2 Summary

Fire Station 2 is located at 1400 Manhattan Beach Boulevard, and was officially opened December 12, 1954. At approximately 3,000 square feet, this station houses one Paramedic Engine Company, E22. This station's first in responsibilities are Sepulveda Boulevard to Aviation Boulevard to the east and from Artesia to Rosecrans. This station also responds to Mutual aid calls in the surrounding cities and strike teams to areas of southern California during brush fire seasons.



In comparison, the 16,000 sq. ft. Station 1, located near City Hall at 400 15th Street, was officially opened July, 2006, and houses Engine 21 (crew of 3), Paramedic Rescue 21 (crew of 2), a BLS Ambulance (A21, crew of 2), one command vehicle (crew of 1), and administrative offices (3 staff, including the City Fire Chief).

Consequently, Fire Station 2 is over 60 years old, and was not designed to include the modern fire service facilities, which are expected today for necessarily increasing the response times for crews. With replacement, it is also possible to refine the mission of the station and consider location of certain other reserve or active apparatus at that location, possibly also allowing some transfer of resources, which now must be located at Station 1.

This report contains an assessment of facilities requirements at Fire Station 2. Space and facility components of Fire Stations depend primarily on the number of bays needed to house the apparatus and equipment deployed out of the station location, and the added service modules which may be considered, including training, storage, maintenance, medical support, and many others.

After meeting with the Fire Administration, we compiled this information into our project documentation, and computed programmatic space needs for a future station. The needed square footage for the future 3-bay Fire Station #2 can be found in the below exhibit.

Exhibit – Summary of Fire Station #2 Space Requirements

| Organization | Actual NSF | Future Staff | Future NSF |
|--|--|--------------|------------|
| Manhattan Beach Fire Station 2 | | | |
| Interior | | | |
| Administration | 248 | 6 | 1,098 |
| Living Areas | 2,129 | 0 | 3,441 |
| Apparatus and Support Rooms | 1,582 | 0 | 4,552 |
| Exterior | | | |
| Patio; Emerg. Generator; Trash Encl.; etc. | See details sheets for exterior area discussion. | | |
| Total Fire Station No. 2 | 3,959 | 6 | 9,091 |
| Net to Gross Factor | | | |
| net-to-gross 85% | 376 | | 1,604 |
| Gross SF Total | 4,335 | 6 | 10,695 |

This program square footage has been used for all concept planning scenarios and this report includes several real estate options on or adjacent to the existing site. The costs range between \$9.1M - \$9.2M and exclude any land acquisition costs.

City Aquatic Complex Summary

The City’s aquatics programs are offered at Begg Pool almost year-round. This includes youth and adult instruction, recreational swimming, water fitness, lap swimming, a competitive swim team and special events. The Foster A. Begg Pool is located on the campus of Manhattan Beach Transition School, which is adjacent to Polliwog Park. Parking is available on Manhattan Beach Boulevard and on the nearby streets. The five-lane, open-air pool is heated. Dressing rooms and showers are available for pool guests.

Griffin Structures, Inc., was engaged to address City interests in expanding and improving its aquatic program, and to describe requirements related to new pool facilities and other improvements either at the existing site (Begg Pool), or possibly integrated into programs at Marine Park.

At Marine Park, the City also has considered some possible integration into the AdventurePlex program there. AdventurePlex is a Beach Cities Health District Program, and operates in a new 20,000-square-foot youth fitness center designed to challenge children physically, mentally and intellectually with certain activities in a safe, structured environment. The project currently consists of an outdoors playground with rock climbing walls and ropes course, gymnasium, studio, multi-purpose room, classrooms, arts and crafts rooms, and fitness center. After careful consideration of integrating the required future program at the AdventurePlex site, it was advised by City staff to abandon this option and focus on a rebuild at the existing Begg Pool site in Polliwog Park.

The Griffin Team has interviewed City staff involved in the current aquatic program, to identify capacity and program elements that might be included in a new facility. A summary of space requirements can be found in the below exhibit. Conceptual options are described in the attached report and range in cost from \$17.6M – 17.7M.

Exhibit – Summary of Aquatic Complex Space Requirements

| Organization | Actual NSF | Future Staff | Future NSF |
|---|---------------|--------------|---------------|
| Manhattan Beach Pool | | | |
| Interior Components | | | |
| Administration | 1,053 | 3 | 2,130 |
| Reception / Lobby Area | 0 | 0 | 420 |
| Men's Locker, Shower, And Restroom | 1,747 | 0 | 2,249 |
| Women's Locker, Shower, And Restroom | 1,752 | 0 | 2,298 |
| Subtotal Interior Gross Sf | 5,340 | 3 | 7,855 |
| Exterior Components | | | |
| Pool And Support | 7,520 | 0 | 22,060 |
| Subtotal Exterior Gross Sf | 7,520 | 0 | 22,060 |
| Total Pool Program (Interior + Exterior) | 12,860 | 3 | 29,915 |

HOW REQUIREMENTS ARE COMPUTED

Method

The amount of space needed in a new yard facility depends on several factors, including the number and deployment of staff to be accommodated, assumptions of operational needs (levels of service, types of equipment, etc.), allowances made for operational support areas (such as storage areas, meeting areas, support rooms, etc.), the needs for various operational areas, and assumptions of circulation and access within the buildings and on the site. The computation of these elements has been based on a sequence of activities beginning with data collection and including analysis of each functional area in turn. In summary, the methodology used in this report is summarized in the following abbreviated steps.

Data Collection. Our first steps included a survey the current space use both in person and with the use of available plans and other City-supplied information, computing the amount of space in use as well as tabulating the equipment use, the nature of space use, and areas of apparent space deficiency or surplus. In coordination with this inventory and survey process, we interviewed key City staff regarding their operations, staffing levels, space usage, and long term requirements.

Projection of Operations and Areas Required We projected future space needs based on projections of staff and operations, in the form of information obtained during our interviews. In those interviews, we discuss the specific space needs of each respective division, while addressing the workflow required to increase efficiencies where possible. Through our discussions and knowledge of work space technologies, we identify the types of spaces needed for each position, the capacity and use of visitor spaces, and the relation of the spaces to other areas of the facility. In some cases, various efficiency topics are discussed, and later interpreted by our Team to project future space needs.

Space Standards. We have analyzed space standards for use in City buildings, and determined the best approach for use here by (a) review of existing operational requirements and working conditions, (b) consideration of existing and projected activities, (c) analysis of established standards in use in other cities, and (d) consideration of future trends and the needs for flexibility and adaptability. Space standards are used in computing space requirements by multiplying the standards sizes by the numbers of areas, when those areas are on the standards list.

Computation of Space Requirements. The calculation of space requirements for each of the functions and operations in each Department was accomplished in large part by applying space standards to the operational levels, or to the projected support areas required to perform City functions. For some workstation and equipment areas, we use the existing allowance for items now in use as a baseline and adjusted this square footage in the identified requirements, based on growth factors, space use efficiency, alternate systems, etc.

The requirements details are then tabulated on data sheets for each function area. These detail sheets show the items, the space standards used, and the projected quantity and well as square footage requirement at present and in the future. The projection of growth is quite small, so that the present needs and projected needs differ very little. We also show the current space occupied (for each unit and department) as a method of comparing the computed requirements with the actual amount of space in use. This allows the City to analyze the needs on an individual basis, and also to examine how requirements change from now to the future.

2. CITY HALL

STAFF AND OPERATIONS

Methodology and Assumptions

Space requirements depend on the services delivered, and the methods by which these services are provided. These requirements are reflected in the staff workstations, and in the types and sizes of support rooms, areas, and equipment elements.

Accordingly, staffing levels and staff deployment has a direct impact upon the computation of space requirements, and it is necessary to identify projected staffing assignments to identify City space needs. Griffin has discussed future operations with management staff, and we have based future space needs on projected staff, assumptions and guidelines given to us.

This project does not contain any analysis of operations alternatives or alternatives in service delivery. It is based solely on continuation of the existing levels of service with the addition of any future services that may be indicated in interviews with senior officials. It should be noted that we have taken a “modular” approach to the computation of space requirements, which allows the city to incrementally apply its own assumptions of operational levels, staffing plans, and service requirements on a unit-by-unit basis at any future time, so that internally the space needs can be updated in accord with City objectives as they evolve.

Staff Projections Table

The following Exhibit presents the results of the above discussion.

| Exhibit | | | | |
|--|---------------------------|-----------------|-----------------|----------|
| Staff Workstation Allocations for | | | | |
| City Hall Space Computation | | | | |
| Department / Division / Title | Workstation Type | Wkstn Actual | Wkstn Future | Comments |
| Manhattan Beach City Hall | | | | |
| Management Services | | | | |
| Councilmember | Office | 1 | 1 | |
| Councilmember | Shared Office | 4 | 4 | |
| City Manager | Office | 1 | 1 | |
| City Clerk | Office (now share office) | 1 | 1 | |
| City Attorney | Office | 1 | 1 | |
| Assistant City Manager | Cubicle / Desk | 1 | 1 | |
| Economic Vitality Manager | Cubicle / Desk | 1 | 1 | |
| Senior Deputy City Clerk | Cubicle / Desk | 1 | 1 | |
| Management Analyst | Cubicle / Desk | 1 | 1 | |
| Exec Sec'y/Admin. Asst. to C.M. | Cubicle / Desk | 1 | 1 | |
| Legal Secretary | Cubicle / Desk | 1 | 1 | |
| Administrative Clerk I/II | Cubicle / Desk | 1 | 1 | |
| Receptionist Clerk | Counter Station / Control | 1 | 1 | |
| Temporary Management Fellow | Cubicle / Desk | 1 | 1 | |
| Total, Management Services | | 17 | 17 | |

| Department / Division / Title | Workstation Type | Wkstn Actual | Wkstn Future | Comments |
|------------------------------------|--------------------|--------------|--------------|----------------------------------|
| Finance | | | | |
| Director | Office | 1 | 1 | |
| Manager (Revenue Services) | Office | 2 | 2 | 1 is Cubicle/Desk today |
| Controller | Office | 1 | 1 | |
| Revenue Specialist | Office | 1 | 1 | |
| Financial Analyst | Office (future) | 1 | 1 | Cubicle / Desk today |
| Buyer | Cubicle / Desk | 1 | 1 | |
| Senior Accountant | Cubicle / Desk | 1 | 1 | |
| Accountant | Cubicle / Desk | 2 | 2 | |
| Account Services Rep I | Cubicle / Desk | 5 | 5 | |
| Executive Secretary | Cubicle / Desk | 1 | 1 | |
| Purchasing Clerk | Cubicle / Desk | 1 | 1 | |
| Cashier | One-stop Shop Area | 1 | 1 | |
| Total, Finance | | 18 | 18 | |
| Human Resources | | | | |
| Director | Office | 1 | 1 | Conference Table + 4 Chairs |
| Risk Manager | Office | 1 | 1 | Conference Table + 2 Chairs |
| Human Resource Manager | Office | 1 | 1 | Conference Table + 2 Chairs |
| HR Analyst | Office | 1 | 2 | 2 Visitors |
| HR Technician | Office | 2 | 2 | 2 Visitors |
| Executive Assistant | Cubicle / Desk | 1 | 1 | Adjacent to Director if poss. |
| HR Assistant | Cubicle / Desk | 1 | 1 | |
| Total, Human Resources | | 8 | 9 | |
| Parks and Recreation | | | | |
| Director | Office | 1 | 1 | |
| Manager (on-site) | Office | 3 | 3 | |
| Manager (off-site) | Off-site | [1] | [1] | Works from Dial-a-Ride ofc |
| Supervisor (on-site) | Office (future) | 3 | 3 | Cubicle / Desk now |
| Supervisor (off-site) | Off-site | [3] | [3] | Work at recreation sites |
| Management Analyst | Office | 0 | 1 | |
| Ceramic Studio Supervisor | Office (future) | 1 | 1 | Cubicle / Desk now |
| Cultural Arts Manager | Off-site | [1] | [1] | Provide user office at City Hall |
| Park Enforcement Officer | Other | 1 | 0 | |
| Sports Coordinator | Cubicle / Desk | 0 | 1 | |
| Graphic Artist | Cubicle / Desk | 1 | 1 | |
| Executive Secretary | Cubicle / Desk | 1 | 0 | |
| Secretary | Cubicle / Desk | 0 | 1 | |
| FT Administrative Clerk II | Cubicle / Desk | 2 | 0 | |
| PT Administrative Clerk I/II | Cubicle / Desk | 3 | 3 | Rotate thru counter & desk |
| Reservation Clerk | Counter Station | 1 | 1 | |
| Total, Parks and Recreation | | 17 | 16 | |
| Community Development | | | | |
| Director | Office | 1 | 1 | |
| Asst. Director | Office | 0 | 1 | |
| Planning Manager | Office | 1 | 1 | |
| Traffic Engineer | Office | 1 | 1 | |
| Building Official | Office | 1 | 1 | |
| Senior Plan Check Engineer | Office | 1 | 1 | |
| Senior Management Analyst | Office | 1 | 1 | |
| Associate Planner | Cubicle / Desk | 2 | 2 | |
| Assistant Planner | Cubicle / Desk | 3 | 3 | |
| Plan Check Engineer | Cubicle / Desk | 1 | 1 | |
| Code Enforcement Officer | Cubicle / Desk | 3 | 3 | |
| Principal Inspector | Cubicle / Desk | 1 | 1 | |

| Department / Division / Title | Workstation Type | Wkstn Actual | Wkstn Future | Comments |
|-------------------------------|------------------|--------------|--------------|----------|
| Senior Building Inspector | Cubicle / Desk | 2 | 2 | |
| Inspector | Cubicle / Desk | 1 | 1 | |
| Senior Permits Technician | Cubicle / Desk | 1 | 1 | |
| Permits Technician | Cubicle / Desk | 2 | 2 | |
| Executive Secretary | Cubicle / Desk | 1 | 1 | |
| Building Secretary | Cubicle / Desk | 1 | 1 | |
| Planning Intern | Cubicle / Desk | 1 | 1 | |
| PT Admin Clerks | Cubicle / Desk | 4 | 4 | |
| Development Svcs. Coordinator | Cubicle / Desk | 0 | 1 | |
| PT Plan Check Engineer | Cubicle / Desk | 0 | 1 | |
| Planner | Cubicle / Desk | 0 | 1 | |
| Total, Community Development | | 29 | 33 | |
| Information Technology | | | | |
| Director | Office | 1 | 1 | |
| Manager | Office | 1 | 1 | |
| Network Administrator | Cubicle / Desk | 2 | 2 | |
| IS Specialist | Cubicle / Desk | 3 | 3 | |
| GIS Analyst | Cubicle / Desk | 1 | 1 | |
| GIS Technician | Cubicle / Desk | 1 | 1 | |
| Management Analyst | Cubicle / Desk | | 1 | |
| Business Systems Analyst | Cubicle / Desk | | 2 | |
| Webmaster / Social Media | Cubicle / Desk | | 1 | |
| Total, IT | | 9 | 13 | |
| Total Workstations | | 98 | 106 | |

COMPUTATION OF SPACE REQUIREMENTS

The amount of space needed in a City facility depends on several factors, including the number and deployment of staff to be accommodated (above), assumptions of operational needs (work activities, types of equipment, etc.), allowances made for support areas (such as conference areas, lunch room, filing and storage areas, etc.), the needs for special areas (such as public counters, possible vaults), and assumptions of circulation and access within the building. The computation of these elements depends on a sequence of analysis beginning with addressing the smaller component elements of each functional area, and accumulation of the requirements into blocks for each unit, section, and division. The methodology used in this report is explained in the introduction to this report.

The calculation of space requirements for each of the organizational components in our scope of work was tabulated onto data sheets which are presented as an appendix item. We use the existing allowance for items now in use as a comparative baseline in our space calculation, but have computed the “future required” square footage in a successive column on the data sheets.

The details underlying the space requirements are tabulated on the data sheets for each function area and are grouped according to the existing organization. This allows for easier review and comment by the departments and divisions involved. The detail sheets show the items, the space standards used, and the projected quantity and well as square footage requirement at each of the projection levels.

Space Standards

Space standards allow for consistent computation of space needs across departments, and provide allowances of space based on sets of functional elements which make up a cubicle, office, or other space element. Space standards used for this report are supplied as Appendix 1 to this report.

Computation of Space Requirements – Assumptions and Rationale

Computing the *present* required needed space has been performed in various steps of our analysis to determine the *future* requirements. The detail information presented in this report focus on the future requirement, noting that the present required and future required space is essentially the same, since the future need is derived from a computed present need primarily by adjusting the quantity of items to be accommodated in the space. The projected future needed space is what we use for planning building square footages.

The detailed data sheets are presented in Appendix 2 of this report. That appendix begins with a guide to reading the data sheets as well as abbreviations and annotations which may be used. As noted above, the standards which underlie the requirements are presented as Appendix 1.

In certain cases, to allow for increases in office file banks and other general use equipment, where this is logical and advisable, we have added a growth or reduction factor, as identified on the data sheets. Additionally, redundancies and inefficiencies have been removed where possible. Note that each block of required space also has a unit circulation allowance. We believe the figure we have used is a conservative figure which is appropriate to government facilities planning.

Space Requirements Summary

The following exhibit presents a detailed summary of space requirements taken from the detailed data sheets shown in the appendix. This summary is taken to the section level within each department.

**Exhibit – Space Requirements
Manhattan Beach City Hall**

| Organization | Actual NSF | Future Staff | Future NSF |
|-----------------------------------|---------------|-----------------|---------------|
| Management Services | | | |
| City Council Meeting Chambers | 2,924 | 0 | 3,700 |
| City Council Office Area | 262 | 5 | 380 |
| City Manager, Clerk, and Attorney | 2,447 | 12 | 3,419 |
| Subtotal, Management Services | 5,633 | 17 | 7,499 |
| Finance | 2,229 | 18 | 2,794 |
| Human Resources | 3,065 | 9 | 2,398 |
| Parks And Recreation | 1,443 | 16 | 2,614 |
| Community Development | 4,169 | 33 | 4,807 |
| Information Services | 1,987 | 13 | 2,062 |
| Shared By All | 3,312 | 0 | 5,168 |
| Subtotal City Hall, Net SF | 21,838 | 106 | 27,342 |
| Projected Gross Building Elements | | | |
| Net To Gross 80% | 6,001 | | 6,836 |
| Total City Hall, Gross Sf | 27,839 | 106 | 34,178 |

CONCEPTUAL SITE PLAN

A preliminary conceptual site plan has been developed to visually articulate the required space components identified in earlier sections as a proposed configuration, including open site amenities and parking. The sketch is conceptual in nature, to serve as a basis for cost estimation, and for subsequent reviews by the staff and officials of the City.

The intent is to provide required new City Hall facilities on the existing City Hall site, which will likely entail some use of temporary facilities to house operations during the construction period.

Existing Civic Center



The Team has examined various approaches by which new City Hall facilities might be placed on the site with least disruption to the other City operations at the Civic Center. The two-level parking structure in the center of the site, between City Hall/Library and Police Department in the above image, was initially considered for new City Hall facilities, so that the existing building could remain in operation during the construction period. Analysis of such an approach showed that disruptions to the parking, and implications of removing the existing parking and replacing it in some other manner on the site, were significant, and made such an approach less desirable than demolishing the existing City Hall and replacing it on its existing pad. In all scenarios, City hall operations would need to move to temporary location during the rebuild of City Hall.

Three Options

There are several approaches for doing this, and the Team has identified three options (Options A, B, and C) which are summarized below, based on alternative organization of functions within the City Hall building, on various ways for accommodating the connections between the new building and the existing parking structure, and on the design of the parking structure interface. Note that there are several drawings for each option.

Option A includes retail opportunities on the lower (basement) level of the new City Hall, and City offices on the at-grade and an upper (3rd) level of the building. The northern portion of the existing parking is extended upward one level by increasing the structural capability of the existing column capacities and other engineering improvements. Note: the retail space only includes core and shell space and anticipates lessees to be responsible for the tenant improvements relative to the specific operation within each space.

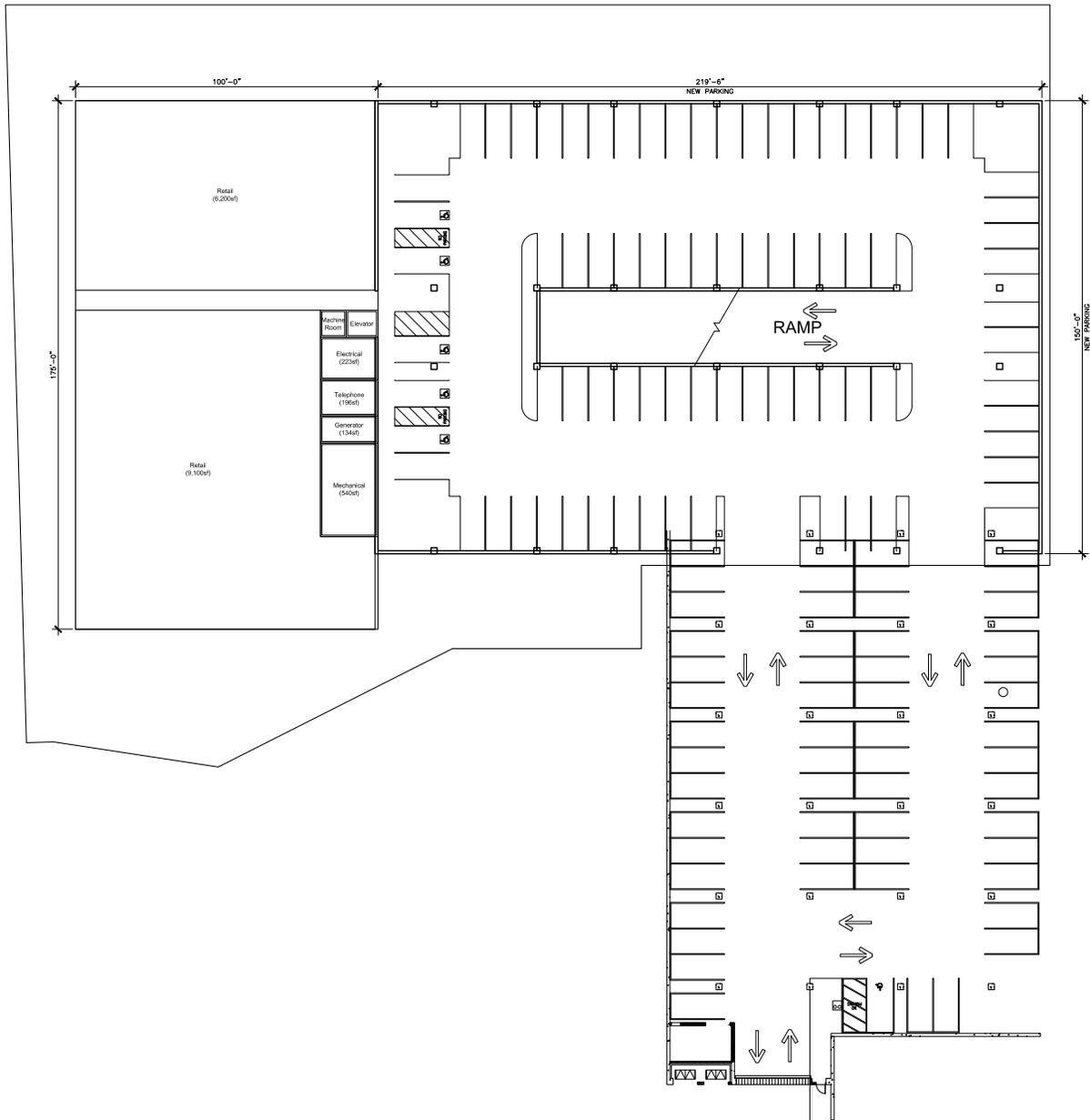
Option B places City operations on the lower and at-grade levels of a new City Hall. Unlike Option A, no third level is constructed, no retail component is included, and no additional third layer is added to the existing parking deck.

Option C continues the same City operations on the lower level and at-grade level as Option B, and provides no City operations on a third level to City Hall. (But there is an alternative which would provide such a third level for other uses, if the City should elect to do so.) Option C also provides for a third level of parking over the northern part of the existing parking structure, as in Option A.

The illustrations follow.

Note that larger images are included in Appendix 3 of this report.

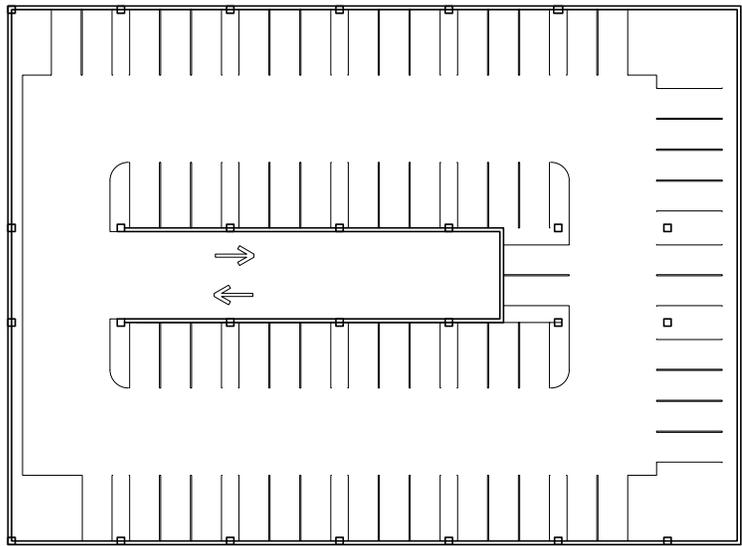
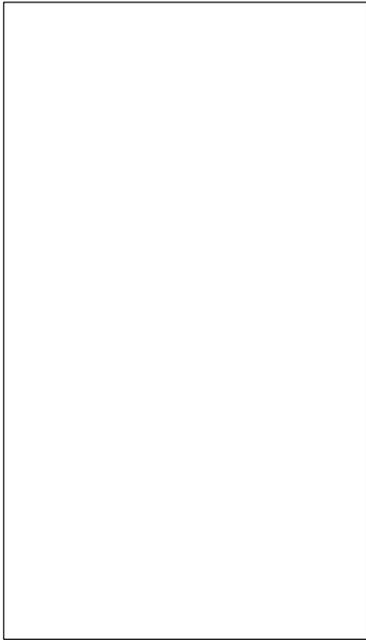
Option A – Basement Level



Option B – Basement Level



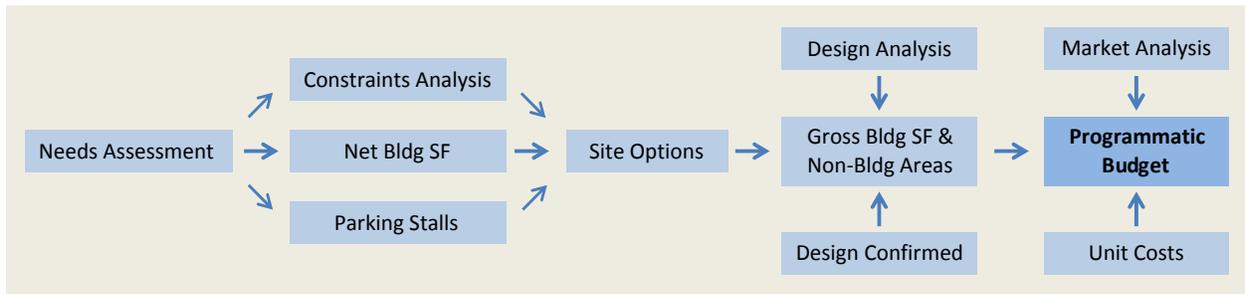
Option C – Upper (3rd) Level



PROGRAMMATIC BUDGET

Introduction to the Budget

A programmatic budget has been prepared based on the program requirements and conceptual site plan, as presented above. This is a total project conceptual budget, which is thorough and detailed appropriate to the scope of conceptual-level design and project description. As shown in the below diagram, a series of calculated steps have been performed to arrive at the programmatic budget.



It is intended that these budgets will be refined as the design process continues. However, this estimate may be relied upon for planning and “order of magnitude” budgeting purposes. Thus, if the design assumptions and criteria remain the same, the figures represented here may be refined (downwards) during future design phases. The costs presented here represent reasonable conceptual total project budgets with an appropriate contingency, and we expect these will not likely escalate as the project progresses, assuming no material changes in project scope, upgrades in identified materials assumptions, adverse revelations regarding unknown sub-soil conditions or hazardous materials, or other such changes in the project definitions.

Budget Summary

The following exhibit presents the results of applying our cost models on the assumptions and details associated with the programmed facility requirements. Note that costs for temporary facilities, if required, are not included in this budget.

**Manhattan Beach City Hall
Conceptual Statement of Probable Cost**

| | COMPONENT | Option A: CH w/ Retail & Pkg Deck | Option B: Only City Hall | Option C: CH w/ Pkg Deck | COMMENTS |
|----|--|--------------------------------------|-----------------------------|-----------------------------|--|
| 1 | PRE-CONSTRUCTION SERVICES | 125,000 | 125,000 | 125,000 | Allowance |
| | Needs Assessment / Feasibility Study | Incl | Incl | Incl | Completed |
| | Program Management | Incl | Incl | Incl | |
| | Scheduling | Incl | Incl | Incl | |
| | Estimating | Incl | Incl | Incl | |
| | Design Team Management | Incl | Incl | Incl | |
| | Reimbursables | Incl | Incl | Incl | |
| 2 | A/E SERVICES | 2,621,000 | 1,802,000 | 1,987,000 | 9% of Direct Costs |
| | Conceptual Design | Incl | Incl | Incl | Completed |
| | Schematic Design | Incl | Incl | Incl | |
| | Design Development | Incl | Incl | Incl | |
| | Construction Documents | Incl | Incl | Incl | |
| | Bidding | Incl | Incl | Incl | |
| | Construction Administration | Incl | Incl | Incl | |
| | Reimbursables | Incl | Incl | Incl | |
| | FF&E Design & Procurement Services | Incl | Incl | Incl | |
| | Design Fee Contingency | 131,000 | 90,000 | 99,000 | Allowance |
| 3 | GEOTECHNICAL | | | | |
| | Soils Reports (Buildings, Parking Areas) | 35,000 | 25,000 | 35,000 | |
| 4 | ENVIRONMENTAL | | | | |
| | Phase 1 ESA | 7,500 | 7,500 | 7,500 | Allowance |
| | Phase 2 Report | 0 | 0 | 0 | Assumes that Phase 1 will not require a Phase 2 report |
| | CEQA | 0 | 0 | 0 | Assumes that City will determine the project is exempt from CEQA |
| 5 | DEPUTY TESTING AND INSPECTION | | | | |
| | Soils Testing | 150,000 | 100,000 | 150,000 | Allowance |
| | Materials Testing | 200,000 | 175,000 | 200,000 | Allowance |
| | Roofing Inspections | 15,000 | 15,000 | 15,000 | Allowance |
| 6 | DIRECT COSTS | 29,120,000 | 20,020,000 | 22,076,000 | |
| | Prep Site | included | included | included | |
| | New City Hall Building | included | included | included | |
| | New Retail Space (Core and Shell Only; TI Excluded) | included | EXCLUDED | EXCLUDED | |
| | Additional Parking Deck | included | EXCLUDED | included | |
| | Course of Construction Contingency | 2,912,000 | 2,002,000 | 2,208,000 | 10.00% |
| 7 | RELOCATION EXPENSES | | | | |
| | Moving Costs | N/A | N/A | N/A | |
| 8 | FIXTURES, FURNISHINGS, & EQUIPMENT (FF&E) | | | | |
| | Office Equipment | 575,000 | 575,000 | 575,000 | Based on 23,000 NSF @ \$25/SF |
| | Council Chambers Seating | 100,000 | 100,000 | 100,000 | |
| | Council Room A/V Equipment | 500,000 | 500,000 | 500,000 | |
| | Conference Rooms A/V Equipment | 200,000 | 200,000 | 200,000 | |
| | Misc. Furnishings and Fixtures | 75,000 | 75,000 | 75,000 | includes monument signage |
| 9 | ELECTRONIC SYSTEMS AND SPECIAL EQUIPMENT | | | | |
| | Computers, Phones, Servers, Scanners, Fax, Copiers, WiFi | N/A | N/A | N/A | City TBD |
| 10 | PROGRAM & CONSTRUCTION MANAGEMENT | | | | |
| | Overhead, Fee & Administration costs | 750,000 | 675,000 | 700,000 | Assumes 4 days/week during construction |
| | Reimbursables | 25,000 | 25,000 | 25,000 | Includes online document management software |
| | Legal | 1,500 | 1,500 | 1,500 | |
| | Insurance | 5,000 | 5,000 | 5,000 | |
| | Contingency | 50,000 | 50,000 | 50,000 | |
| 11 | UTILITY COMPANY CONNECTION SERVICES AND FEES | | | | |
| | Electrical / Gas Service | 10,000 | 10,000 | 10,000 | Allowance |
| | Phone/Data Service | 10,000 | 10,000 | 10,000 | Allowance |
| | Cable TV Service | 7,500 | 7,500 | 7,500 | Allowance |
| | Water/Sewer Service | 10,000 | 10,000 | 10,000 | Allowance |
| 12 | CITY OF MANHATTAN BEACH FEES AND ADMINISTRATION | | | | |
| | Plan Check, Permit Fees, and Building Inspections | 100,000 | 100,000 | 100,000 | Allowance: City of Manhattan Beach |
| 13 | CONTINGENCY: CITY OF MANHATTAN BEACH | TBD | TBD | TBD | |
| | CONCEPTUAL STATEMENT OF PROBABLE COST | \$37,736,000 | \$26,706,000 | \$29,272,000 | |

NOTES:

1. Construction Costs are based on September 2016 values and include future escalation (midpoint of construction January 2018) reflecting the anticipated start and completion of construction.
2. Costs exclude land, financing, and other related costs.
3. Griffin Structures Inc. is offering this Statement of Probable Cost based on current level of documentation available which is based upon conceptual drawings. Griffin Structures has used its reasonable best efforts to assess identified project specific program requirements, geographic considerations, assumed building type, construction methods, current labor rates and material costs, and local market conditions to generate our opinion of possible project specific costs. Griffin Structures cannot be held responsible for adjustments to this estimate which could produce amendments to subsequent and future project budget updates based upon changes in project specific requirements or unforeseen adjustments in local market conditions affecting both direct and indirect costs.

Construction Assumptions, Clarifications, and Exclusions

General Items

- Programmatic Budget is based on the needs assessment and programmatic space requirements developed by Griffin Structures, Inc. and conceptual plans developed by LPA, Inc.
- Programmatic Budget is based on September 2016 values, and includes future escalation based on a midpoint of construction of January 2018 with a 12-month construction schedule, depending on the option.
- Construction budget assumes that city of Manhattan Beach will contract for the completion of the entire facility and associated site work improvements in a continuous phase to a single general contractor.
- Estimate includes a 10% design contingency and 10% construction contingency.
- Construction budgets are based on State of California Prevailing Wages and do not include Federal funding wages and requirements.
- Budget includes Phase 1 ESA, but excludes all other environmental consultant fees such as Phase 2 and/or California Environmental Quality Act (CEQA) process.
- Budget excludes any costs associated with hazardous material remediation.
- Budget excludes all design, construction, and commissioning fees associated with obtaining a LEED certification from the USGBC. Sustainable design practices and use of these materials are included in the budget.

Site Work

- Budget includes only 12” of rough and fine grading based on a rough graded site.
- Budget assumes utilities stubbed to the edge site.
- Budget assumes existing water pressures are adequate for domestic and fire water for the site and buildings without the need for fire or pressure booster pumps.
- Budget assumes conduits only to the perimeter of the site for electrical, telephone, CATV, and internet services.
- Budget includes cost for City to pay for installing natural gas to building.

Fixtures, Furnishings, and Equipment Allowances

- Typical furnishings (desks, tables, chair, cabinets, and office furniture) figured at \$25/SF.
- Council Chambers seating allowance is \$100,000.
- Council Chambers A/V equipment (computers, screens, speakers, and other equipment) budget is \$500,000.
- Conference Room A/V Equipment (computers, screens, speakers, and other equipment) budget is \$200,000.
- Budget for site furnishings (signs, benches, tables, and trash cans) is \$75,000.
- Personnel office equipment (computers, printers, servers, copiers, scanners, and telephone equipment) is excluded from budget.

3. FIRE STATION #2

STAFF AND OPERATIONS

Space requirements depend on the services delivered, and the methods by which these services are provided. These requirements are reflected in the apparatus complement, and in the types and sizes of residence facilities, station support rooms, and equipment elements.

The program is based on a shift complement of 6 staff, including EMT's, Firefighter's, and one Captain on duty, supporting a station with 3 apparatus bays of 65-70 feet length. Reserve equipment may be included in this configuration if and as the department wishes to organize its resources this way. Thus, for this planning study, the total staff (A, B, C shift total) is 18 persons.

COMPUTATION OF SPACE REQUIREMENTS

The amount of space needed in a fire station depends on several factors, including the number and type of apparatus and staff to be accommodated, assumptions of operational needs (work activities, types of equipment, etc.), allowances made for support areas, and assumptions of circulation and access within the building. The computation of these elements depends on a sequence of analysis beginning with addressing the smaller component elements of each functional area, and accumulation of the requirements into blocks for each unit, section, and division. The general approach and methodology used in this report is explained in Section 1 of this report.

The calculation of space requirements was tabulated onto data sheets which are presented as an appendix item. We use the existing actual areas for items now in use as a comparative baseline in our space calculation, and have computed the "future required" square footage in successive columns on the data sheets.

The details underlying the space requirements are tabulated on the data sheets for each function area and are grouped according to the functional area. This allows for easier review and comment by the department. The detail sheets show the items, the space standards used, and the projected quantity and well as square footage requirement.

Space Standards

Space standards allow for consistent computation of space needs across departments, and provide allowances of space based on sets of functional elements which make up various space elements. Space standards used for this report are supplied as Appendix 1 to this report.

Computation of Space Requirements – Assumptions and Rationale

As noted above, we assume three apparatus bays of standard length, and an on-site staff complement of one Captain and 5 others, a total of 6 persons. For three shifts, this totals 18 personnel positions. We also assume each on-duty person will have one private same-size bedroom and will share two persons to each bathroom. Other living areas are sized accordingly.

In addition to the apparatus bays themselves, support areas include rooms for workshop, breathing equipment, medical materials, turnout gear, and MEP/Fire support, etc. Note also that since this is both an essential services emergency response facility, and a residential facility, there are needs also for emergency power generator and other elements outside the building.

The detailed data sheets which appear as an appendix to this report. That appendix begins with a guide to reading the data sheets as well as abbreviations and annotations which may be used. As noted above, the standards which underlie the requirements are presented as Appendix 1.

Space Requirements Summary

The following exhibit presents a detailed summary of space requirements taken from the detailed data sheets shown in the appendix. This summary is taken do the section level within each department. For convenience we list General Government departments (“City Hall”) separately from the Police Department.

Exhibit – Space Requirements Manhattan Beach Fire Station #2

| Organization | Actual NSF | Future Staff | Future NSF |
|--|--|--------------|---------------|
| Interior | | | |
| Administration | 248 | 6 | 1,098 |
| Living Areas | 2,129 | 0 | 3,441 |
| Apparatus and Support Rooms | 1,582 | 0 | 4,552 |
| Exterior | | | |
| Patio; Emerg. Generator; Trash Encl.; etc. | See details sheets for exterior area discussion. | | |
| Total Fire Station No. 2 | 3,959 | 6 | 9,091 |
| Net to Gross Factor net-to-gross 85% | 376 | | 1,604 |
| Gross SF Total | 4,335 | 6 | 10,695 |

CONCEPTUAL SITE PLAN

Earlier, the City examined several options for improving the existing Fire Station #2 facilities. This project has examined these and arrived at several specific options for achieving the needs of a modern and adequately sized station, with recommended drive-through layout and other site improvements. All options entail expanding the existing site at the vicinity of Manhattan Beach Boulevard and Rowell Avenue.

City-Identified Options

Existing Site

The existing City-owned site consists of three original combined parcels at the corner of streets as noted. All future options entail demolition of the inadequate existing facility and its replacement with new construction.



Option 1

The first option earlier considered by the City includes the acquisition of the parcel south of the existing City-owned corner parcel, so as to allow for drive-through bay design and also provide needed parking. Operational requirements do not allow for disposing of any of the existing site and still meet space needs.



Option 2

The second option earlier considered by the City includes the acquisition of two parcels south of the existing City-owned corner parcel. This provides more than enough site area so that one of the City's three parcels is not needed for Fire Station operations, and can be sold if the City should elect to do so.



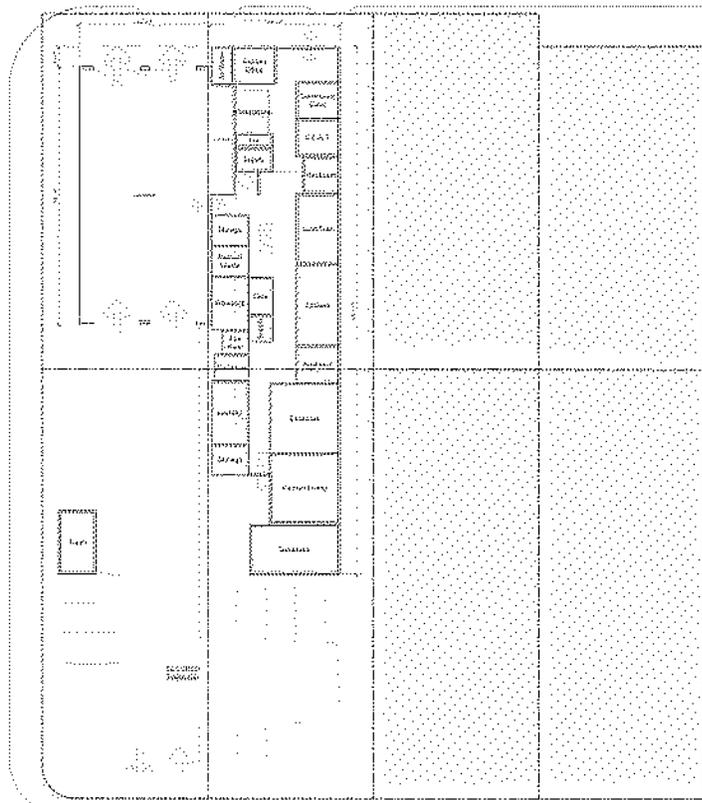
Option 3

The third option earlier considered by the City includes the acquisition of the parcel east of the existing City-owned corner parcel. As with options 1 and 2, this results in a site of four parcels, but due to the site depth it is not possible to provide a site layout that includes the required building while also providing for future drive-through apparatus bays.

Consequently, the earlier Option 3 approach is not feasible for planning the required Fire Station facilities, and we do not analyze it any further.



Option 2A



OPTION-2a

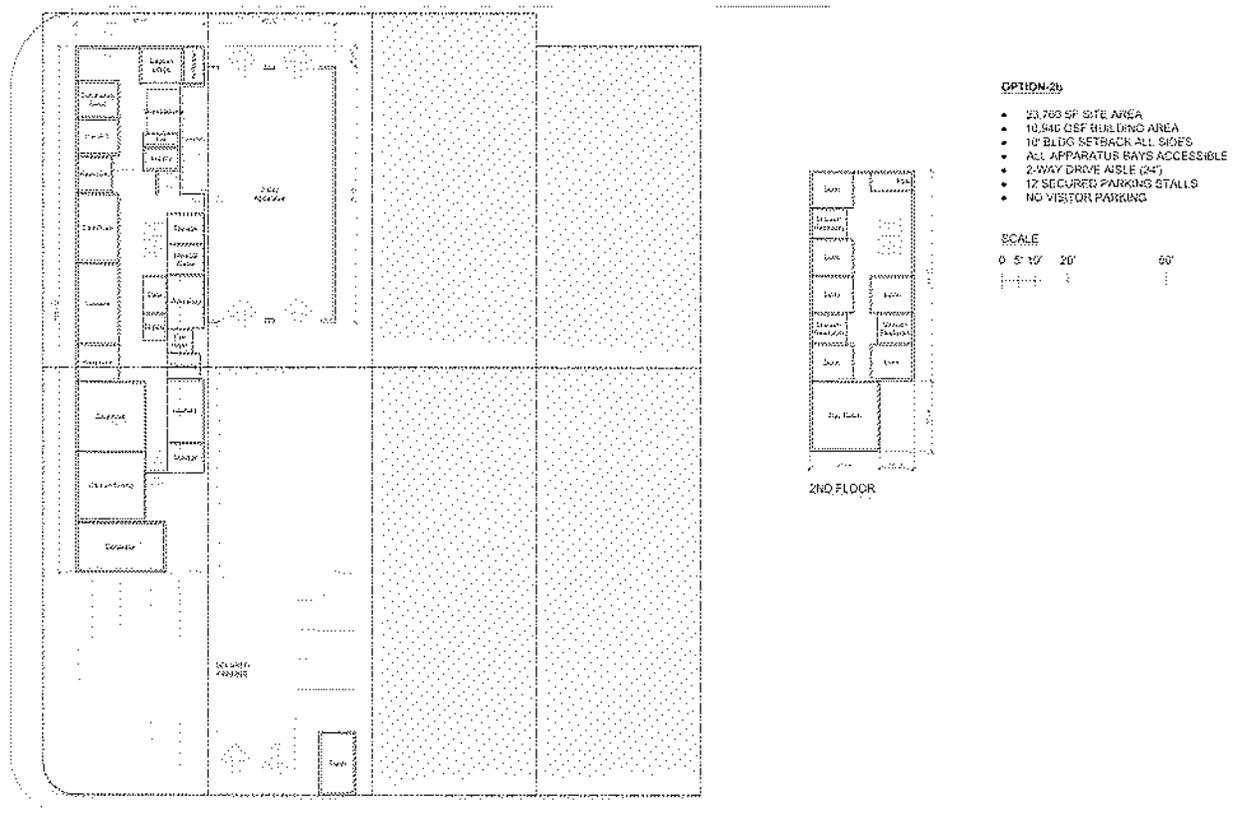
- 23,700 SF SITE AREA
- 16,040 GSF BUILDING AREA
- 10' BLDG SETBACK ALL SIDES
- ALL APPARATUS BAYS ACCESSIBLE
- 2-WAY DRIVE AISLE (24')
- 12 SECURED PARKING STALLS
- NO VISITOR PARKING

SCALE

0 5' 10' 20' 50'

2ND FLOOR

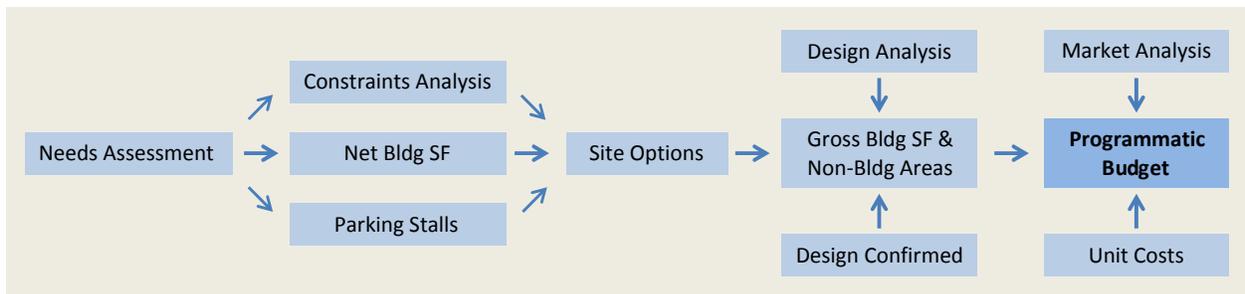
Option 2B



PROGRAMMATIC BUDGET

Introduction to the Budget

A programmatic budget has been prepared based on the program requirements and conceptual site plan, as presented above. This is a total project conceptual budget, which is thorough and detailed appropriate to the scope of conceptual-level design and project description. As shown in the below diagram, a series of calculated steps have been performed to arrive at the programmatic budget.



It is intended that these budgets will be refined as the design process continues. However, this estimate may be relied upon for planning and “order of magnitude” budgeting purposes. Thus, if the design assumptions and criteria remain the same, the figures represented here may be refined (downwards) during future

design phases. The costs presented here represent reasonable conceptual total project budgets with an appropriate contingency, and we expect these will not likely escalate as the project progresses, assuming no material changes in project scope, upgrades in identified materials assumptions, adverse revelations regarding unknown sub-soil conditions or hazardous materials, or other such changes in the project definitions.

Budget Summary

The following exhibit presents the results of applying our cost models on the assumptions and details associated with the programmed facility requirements. Note that site acquisition costs are not part of this project and are not included, and benefits from any parcel sales are similarly not included.

**Manhattan Beach Fire Station No. 2
Conceptual Statement of Probable Cost**

| | COMPONENT | Value | COMMENTS |
|----|--|--------------------|--|
| 1 | PRE-CONSTRUCTION SERVICES | 75,000 | Allowance |
| | Needs Assessment / Feasibility Study | Incl | Completed |
| | Program Management | Incl | |
| | Scheduling / Estimating | Incl | |
| | Design Team Management | Incl | |
| | Reimbursables | Incl | |
| 2 | A/E SERVICES | 663,000 | 10% of Direct Costs |
| | Conceptual Design | Incl | Completed |
| | Schematic Design | Incl | |
| | Design Development | Incl | |
| | Construction Documents | Incl | |
| | Bidding | Incl | |
| | Construction Administration | Incl | |
| | Reimbursables | Incl | |
| | FF&E Design & Procurement Services | Incl | |
| | Design Fee Contingency | 33,000 | Allowance |
| 3 | GEOTECHNICAL | | |
| | Soils Reports (Buildings, Parking Areas) | 25,000 | |
| 4 | ENVIRONMENTAL | | |
| | Phase 1 ESA | 5,000 | Allowance |
| | Phase 2 Report | 0 | Assumes that Phase 1 will not require a Phase 2 report |
| | CEQA | 0 | Assumes that City will determine the project is exempt from CEQA |
| 5 | DEPUTY TESTING AND INSPECTION | | |
| | Soils Testing | 50,000 | Allowance |
| | Materials Testing (Deputy Inspections) | 75,000 | Allowance |
| | Roofing Inspections | 25,000 | Allowance |
| 6 | DIRECT COSTS | 6,625,000 | Option 1: Use current site plus southwest parcel for new expanded site |
| | Prep Site | incl | |
| | New 10,695 SF Fire Station #2 | Incl | Based on steel frame 2-story structure |
| | Generator | incl | |
| | Sitework (Utilities, Demolition, Paving, Landscaping, etc) | Incl | Based on 22,700 SF Site |
| | Course of Construction Contingency | 663,000 | 10.00% |
| 7 | RELOCATION EXPENSES | | |
| | Moving Costs | N/A | |
| 8 | FIXTURES, FURNISHINGS, & EQUIPMENT (FF&E) | | |
| | Office furniture (Desks, Chairs, Files) | 30,000 | |
| | Misc furniture and furnishings (kitchen, dorms, day room, etc) | 25,000 | |
| | Fitness Equipment | 25,000 | |
| | Building Signage | 15,000 | |
| | Data System | 30,000 | |
| | AV System | 10,000 | |
| | Security System | 10,000 | |
| | Fire Alarm System | 50,000 | |
| | Communication System | N/A | To be moved from existing building |
| | Turnout Equipment | 50,000 | |
| 9 | ELECTRONIC SYSTEMS AND SPECIAL EQUIPMENT | | |
| | Computers, Phones, Servers, Scanners, Fax Machines, Copiers, WiFi | N/A | City TBD |
| 10 | PROGRAM & CONSTRUCTION MANAGEMENT | | |
| | Overhead, Fee & Administration costs | 400,000 | Assumes 4 days/week during construction |
| | Reimbursables | 25,000 | Includes online document management software |
| | Legal | 1,500 | |
| | Insurance | 5,000 | |
| | Contingency | 40,000 | |
| 11 | UTILITY COMPANY CONNECTION SERVICES AND FEES | | |
| | Electrical / Gas Service | 10,000 | Allowance |
| | Phone/Data Service | 10,000 | Allowance |
| | Cable TV Service | 7,500 | Allowance |
| | Water/Sewer Service | 10,000 | Allowance |
| 12 | CITY OF MANHATTAN BEACH FEES AND ADMINISTRATION | | |
| | Plan Check, Permit Fees, and Building Inspections | 100,000 | Allowance: City of Manhattan Beach |
| 13 | CONTINGENCY: CITY OF MANHATTAN BEACH | TBD | |
| | CONCEPTUAL STATEMENT OF PROBABLE COST | \$9,093,000 | |
| | ALTERNATE OPTION | | |
| | Option 2A & 2B: Sell eastern portion of existing site and build on current site plus two parcels to the south | 9,216,000 | Based on 23,800 SF Site |

NOTES:

1. Construction Costs are based on August 2016 values and include future escalation (midpoint of construction July 2018) reflecting the anticipated start and completion of construction.
2. Costs exclude land, financing, and other related costs.
3. Griffin Structures Inc. is offering this Statement of Probable Cost based on current level of documentation available which is based upon conceptual drawings. Griffin Structures has used its reasonable best efforts to assess identified project specific program requirements, geographic considerations, assumed building type, construction methods, current labor rates and material costs, and local market conditions to generate our opinion of possible project specific costs. Griffin Structures cannot be held responsible for adjustments to this estimate which could produce amendments to subsequent and future project budget updates based upon changes in project specific requirements or unforeseen adjustments in local market conditions affecting both direct and indirect costs.

Construction Assumptions, Clarifications, and Exclusions

General Items

- Programmatic Budget is based on the needs assessment and programmatic space requirements developed by Griffin Structures, Inc. and conceptual plans developed by LPA, Inc.
- Programmatic Budget is based on September 2016 values, and includes future escalation based on a midpoint of construction of July 2018 with a 12-month construction schedule.
- Construction budget assumes that city of Manhattan Beach will contract for the completion of the entire facility and associated site work improvements in a continuous phase to a single general contractor.
- Estimate includes a 20% design contingency and 10% construction contingency.
- Construction budgets are based on State of California Prevailing Wages and do not include Federal funding wages and requirements.
- Budget includes Phase 1 ESA, but excludes all other environmental consultant fees such as Phase 2 and/or California Environmental Quality Act (CEQA) process.
- Budget excludes any costs associated with hazardous material remediation.
- Budget excludes all design, construction, and commissioning fees associated with obtaining a LEED certification from the USGBC. Sustainable design practices and use of these materials are included in the budget.

Site Work

- Budget includes only 12” of rough and fine grading based on a rough graded site.
- Budget assumes utilities stubbed to the edge site.
- Budget assumes existing water pressures are adequate for domestic and fire water for the site and buildings without the need for fire or pressure booster pumps.
- Budget assumes conduits only to the perimeter of the site for electrical, telephone, CATV, and internet services.
- Budget includes cost for City to pay for installing natural gas to building.
- Budget includes security fence for secured fire department parking as well as automated rolling gates, cameras, card readers, etc. necessary for a secured site.

Building

- Budget includes facility constructed as an essential service facility to meet code requirements.
- Budget includes emergency generator, enclosure and screening to be located adjacent to building.
- Emergency power will provide 48-hour standby power for minimum facilities (bathrooms, exit corridors, common areas) but will not power the entire facility for lighting, heating, and air conditioning.

Fixtures, Furnishings, and Equipment Allowances

- Typical furnishings (desks, tables, chair, cabinets, and office furniture) figured at \$25/SF.
- Allowances have been provided for furniture and building data systems based on our experience with other stations of similar size.
- Personnel office equipment (computers, printers, servers, copiers, scanners, and telephone equipment) is excluded from budget.

4. CITY AQUATIC COMPLEX

STAFF AND OPERATIONS

Space requirements depend on the pool usage plans, lane size and configuration, and the capacities of user areas, staff areas, and support spaces. We provide for minimal staff support of 3 persons (plus any volunteer positions), and additional on-deck areas for lifeguard, training, and maintenance activities. Pool areas include

- a recreational / training pool (25-yard by 48 ft),
- a competitive fitness pool (25-yards and 8 6-ft lanes) with ADA access,
- judging and viewing areas, separate Jacuzzi pool,
- 50' x 50' splash pad allowance,
- user seating areas, and
- equipment allowances.

The space is programmed as new construction around the functional guidelines supplied to us.

COMPUTATION OF SPACE REQUIREMENTS

The amount of space needed depends on several factors, including the assumptions and related areas required for administrative functions, manner of receiving and managing user arrivals and movement into the facility, locker and lavatory allowances, the (outdoor) pool and other activity areas, and the pool equipment and storage allowances.

The pool and activity area assumptions noted above are converted into space requirements by computation of the surface area based on lane and pool dimensions, with additions for deck area and circulation as appropriate to the specific pool function. Support and equipment room sizes are based on assumptions of equipment and storage needs as identified by the City in our interviews, and based also on typical requirements for these elements in standard public pool facilities.

Computation of Requirements – Data Sheets

The calculation of space requirements for office components and some other areas (showers, lockers, lavatories, etc.) was based on part on the use of established space standards. Results of the needs computations were tabulated onto data sheets for each function area. These sheets show assumptions of the items, the space standards used, and the projected quantity and well as square footage requirement for each space element.

The detailed data sheets which appear as an appendix to this report. That appendix begins with a guide to reading the data sheets as well as abbreviations and annotations which may be used. Note that each block of required space also has a unit circulation allowance. We believe the figure we have used is a conservative and appropriate to the planning for these facilities.

Space Requirements Summary

The following exhibit presents a summary of space requirements taken from the detailed data sheets shown in the appendix.

Exhibit 4 – Space Requirements

| Organization | Actual NSF | Future Staff | Future NSF |
|---|---------------|-----------------|---------------|
| Manhattan Beach Pool | | | |
| Interior Components | | | |
| Administration | 1,053 | 3 | 2,130 |
| Reception / Lobby Area | 0 | 0 | 420 |
| Men's Locker, Shower, And Restroom | 1,747 | 0 | 2,249 |
| Women's Locker, Shower, And Restroom | 1,752 | 0 | 2,298 |
| Subtotal Interior Gross Sf | 5,340 | 3 | 7,855 |
| Exterior Components | | | |
| Pool And Support | 7,520 | 0 | 22,060 |
| Subtotal Exterior Gross Sf | 7,520 | 0 | 22,060 |
| Total Pool Program (Interior + Exterior) | 12,860 | 3 | 29,915 |

CONCEPTUAL SITE PLAN

Two alternate sites were evaluated for new municipal aquatic complex: (1) adjacent to the AdventurePlex site on Marine Avenue, or (2) replacing the existing aquatic complex (Begg Pool) near Polliwog Park on Peck Avenue. The sites are illustrated below.

Adjacent to the AdventurePlex Site



The suggested new aquatic facility pool(s) would be located to the right (east) of the AdventurePlex facility in the illustration above. There are several challenges to this location, which caused further consideration

of this option to be discontinued. First, this would require diminishing the size of the adjacent park area by a corresponding amount, and second, adequate parking would be very difficult to obtain on-site. Several approaches to providing parking were considered, including some various lease arrangements with adjacent commercial properties (see, for example, the site north of the existing park area in the illustration above). But negotiations would be difficult and clear access and use of the parking areas would be limited.

The Polliwog Park Site



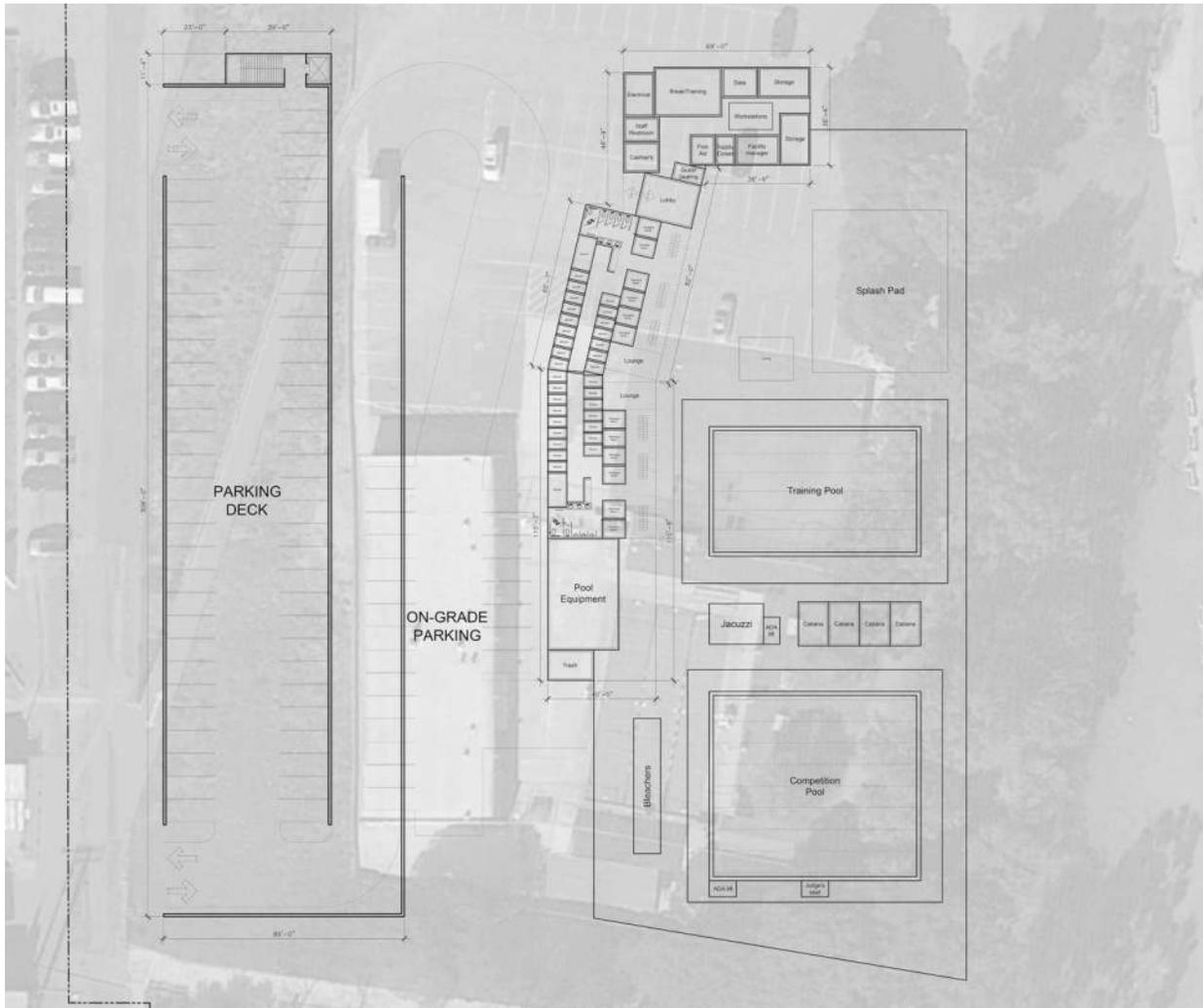
The best approach was determined to be a replacement of existing aquatic complex on Peck Avenue, with an associated expansion of the program as noted in the previously presented space requirements analysis. The topography of the existing site allows for creative parking solutions, and especially for an upper deck accessed from North Peck Avenue with added parking below.

Three Options

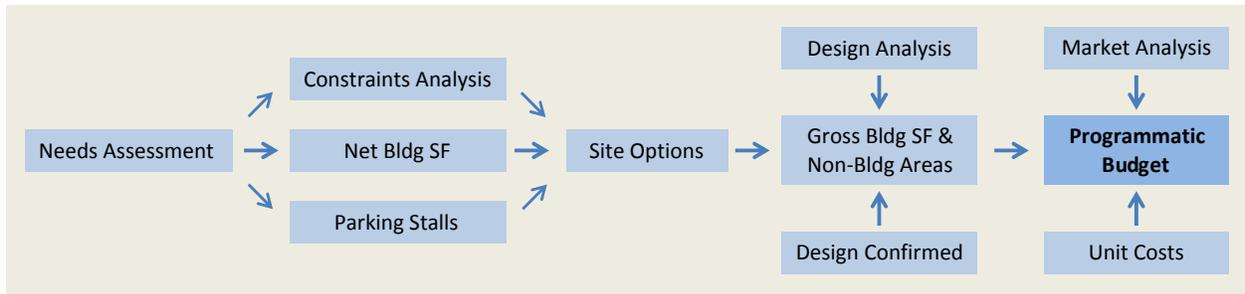
Three options were identified for this site. They are referred to here as Options 01, 02, and 03, and they are illustrated below. The parking deck is the same in each option, and the variations are derived from how the support areas and pools are arranged on the remaining site.

Note: enlarged copies of these plans appear in Appendix 3.

Option 01



In this option, a parking deck (59 spaces) and ramp of 26,494 GSF is provided, with 9,166 GSF of building area. In addition, 20 spaces of on-grade parking are provided



It is intended that these budgets will be refined as the design process continues. However, this estimate may be relied upon for planning and “order of magnitude” budgeting purposes. Thus, if the design assumptions and criteria remain the same, the figures represented here may be refined (downwards) during future design phases. The costs presented here represent reasonable conceptual total project budgets with an appropriate contingency, and we expect these will not likely escalate as the project progresses, assuming no material changes in project scope, upgrades in identified materials assumptions, adverse revelations regarding unknown sub-soil conditions or hazardous materials, or other such changes in the project definitions.

Budget Summary

The following exhibit presents the results of applying our cost models on the assumptions and details associated with the programmed facility requirements.

**Manhattan Beach Aquatic Complex
Conceptual Statement of Probable Cost**

| | COMPONENT | Option 1 | Option 2 | Option 3 | COMMENTS |
|----|---|---------------------|---------------------|---------------------|--|
| 1 | PRE-CONSTRUCTION SERVICES | 125,000 | 125,000 | 125,000 | Allowance |
| | Needs Assessment / Feasibility Study | Incl | Incl | Incl | Completed |
| | Program Management | Incl | Incl | Incl | |
| | Scheduling | Incl | Incl | Incl | |
| | Estimating | Incl | Incl | Incl | |
| | Design Team Management | Incl | Incl | Incl | |
| | Reimbursables | Incl | Incl | Incl | |
| 2 | A/E SERVICES | 1,353,000 | 1,337,000 | 1,346,000 | 10% of Direct Costs |
| | Conceptual Design | Incl | Incl | Incl | Completed |
| | Schematic Design | Incl | Incl | Incl | |
| | Design Development | Incl | Incl | Incl | |
| | Construction Documents | Incl | Incl | Incl | |
| | Bidding | Incl | Incl | Incl | |
| | Construction Administration | Incl | Incl | Incl | |
| | Reimbursables | Incl | Incl | Incl | |
| | FF&E Design & Procurement Services | Incl | Incl | Incl | |
| | Design Fee Contingency | 68,000 | 67,000 | 67,000 | Allowance |
| 3 | GEOTECHNICAL | | | | |
| | Soils Reports (Buildings, Parking Areas) | 25,000 | 25,000 | 25,000 | |
| 4 | ENVIRONMENTAL | | | | |
| | Phase 1 ESA | 7,500 | 7,500 | 7,500 | Allowance |
| | Phase 2 Report | 0 | 0 | 0 | Assumes that Phase 1 will not require a Phase 2 report |
| | CEQA | 0 | 0 | 0 | Assumes that City will determine the project is exempt from CEQA |
| 5 | DEPUTY TESTING AND INSPECTION | | | | |
| | Soils Testing | 100,000 | 100,000 | 100,000 | Allowance |
| | Materials Testing | 150,000 | 150,000 | 150,000 | Allowance |
| | Roofing Inspections | 15,000 | 15,000 | 15,000 | Allowance |
| 6 | DIRECT COSTS | 13,533,000 | 13,373,000 | 13,460,000 | |
| | Prep Site | incl | incl | incl | |
| | New Aquatic Complex | Incl | Incl | Incl | |
| | Includes building for office, showers, restrooms, etc. | Incl | Incl | Incl | |
| | Includes rec pool, competitive pool, jacuzzi, splash pad, deck, equipment, etc. | Incl | Incl | Incl | |
| | Includes parking deck | | | | |
| | Sitework (Utilities, Demolition, Paving, Landscaping, etc) | Incl | Incl | Incl | |
| | Course of Construction Contingency | 1,353,000 | 1,337,000 | 1,346,000 | 10.00% |
| 7 | RELOCATION EXPENSES | | | | |
| | Moving Costs | N/A | N/A | N/A | |
| 8 | FIXTURES, FURNISHINGS, & EQUIPMENT (FF&E) | | | | |
| | Office / Lobby Equipment | 75,000 | 75,000 | 75,000 | |
| | Deck Equipment (Umbrellas, Chairs, etc.) | 150,000 | 150,000 | 150,000 | |
| | Signage (Monument and Pool Signage) | 100,000 | 100,000 | 100,000 | |
| | Misc. Furnishings and Fixtures | 25,000 | 25,000 | 25,000 | |
| 9 | ELECTRONIC SYSTEMS AND SPECIAL EQUIPMENT | | | | |
| | Computers, Phones, Servers, Scanners, Fax Machines, Copiers, WiFi | N/A | N/A | N/A | City TBD |
| 10 | PROGRAM & CONSTRUCTION MANAGEMENT | | | | |
| | Overhead, Fee & Administration costs | 450,000 | 450,000 | 450,000 | Assumes 4 days/week during construction |
| | Reimbursables | 25,000 | 25,000 | 25,000 | Includes online document management software |
| | Legal | 1,500 | 1,500 | 1,500 | |
| | Insurance | 5,000 | 5,000 | 5,000 | |
| | Contingency | 45,000 | 45,000 | 45,000 | |
| 11 | UTILITY COMPANY CONNECTION SERVICES AND FEES | | | | |
| | Electrical / Gas Service | 10,000 | 10,000 | 10,000 | Allowance |
| | Phone/Data Service | 10,000 | 10,000 | 10,000 | Allowance |
| | Cable TV Service | 7,500 | 7,500 | 7,500 | Allowance |
| | Water/Sewer Service | 10,000 | 10,000 | 10,000 | Allowance |
| 12 | CITY OF MANHATTAN BEACH FEES AND ADMINISTRATION | | | | |
| | Plan Check, Permit Fees, and Building Inspections | 100,000 | 100,000 | 100,000 | Allowance: City of Manhattan Beach |
| 13 | CONTINGENCY: CITY OF MANHATTAN BEACH | TBD | TBD | TBD | |
| | CONCEPTUAL STATEMENT OF PROBABLE COST | \$17,744,000 | \$17,551,000 | \$17,656,000 | |

NOTES:

- Construction Costs are based on September 2016 values and include future escalation (midpoint of construction August 2019) reflecting the anticipated start and completion of construction.
- Costs exclude land, financing, and other related costs.
- Griffin Structures Inc. is offering this Statement of Probable Cost based on current level of documentation available which is based upon conceptual drawings. Griffin Structures has used its reasonable best efforts to assess identified project specific program requirements, geographic considerations, assumed building type, construction methods, current labor rates and material costs, and local market conditions to generate our opinion of possible project specific costs. Griffin Structures cannot be held responsible for adjustments to this estimate which could produce amendments to subsequent and future project budget updates based upon changes in project specific requirements or unforeseen adjustments in local market conditions affecting both direct and indirect costs.

Construction Assumptions, Clarifications, and Exclusions

General Items

- Programmatic Budget is based on the needs assessment and programmatic space requirements developed by Griffin Structures, Inc. and conceptual plans developed by LPA, Inc.
- Programmatic Budget is based on September 2016 values, and includes future escalation based on a midpoint of construction of January 2019 with a 14-month construction schedule.
- Construction budget assumes that city of Manhattan Beach will contract for the completion of the entire facility and associated site work improvements in a continuous phase to a single general contractor.
- Estimate includes a 20% design contingency and 10% construction contingency.
- Construction budgets are based on State of California Prevailing Wages and do not include Federal funding wages and requirements.
- Budget includes Phase 1 ESA, but excludes all other environmental consultant fees such as Phase 2 and/or California Environmental Quality Act (CEQA) process.
- Budget excludes any costs associated with hazardous material remediation.
- Budget excludes all design, construction, and commissioning fees associated with obtaining a LEED certification from the USGBC. Sustainable design practices and use of these materials are included in the budget.

Site Work

- Budget includes only 12” of rough and fine grading based on a rough graded site.
- Budget assumes utilities stubbed to the edge site.
- Budget assumes existing water pressures are adequate for domestic and fire water for the site and buildings without the need for fire or pressure booster pumps.
- Budget assumes conduits only to the perimeter of the site for electrical, telephone, CATV, and internet services.
- Budget includes cost for City to pay for installing natural gas to building.

Fixtures, Furnishings, and Equipment Allowances

- Typical furnishings (desks, tables, chair, cabinets, and office furniture) figured at \$25/SF.
- Deck equipment such as umbrellas, chairs, etc. is provided at \$150,000.
- Budget for signage (monument, wayfinding and pool regulations) is \$100,000.
- Budget for site furnishings (benches, tables, and trash cans) is \$25,000.
- Personnel office equipment (computers, printers, servers, copiers, scanners, and telephone equipment) is excluded from budget.

APPENDIX I – SPACE STANDARDS

SPACE STANDARDS

INTRODUCTION

A space standard is defined as a specific square footage allocation for an operation, an item of equipment, or a functional area, to which is added a description of what functions can be performed in that area. Thus, for example, once the functions and activities of a person are known, it is possible to select a workstation and a square footage allowance that are appropriate for that person. The following pages contain a description of the proposed workstation and private office standards, and also related definitions.

Development of Space Standards

What is Included in the Standard

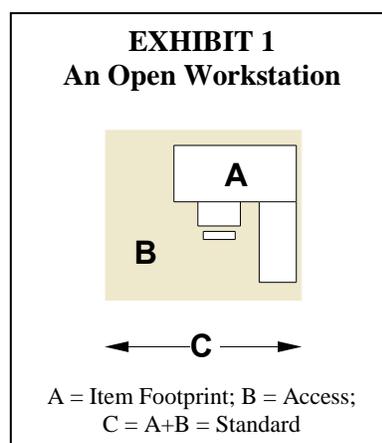
Equipment standards are based on the item footprint, workspace for operating the equipment (opening drawers, for example, and access to or around the equipment). Workstation standards are based on the work surface needs (equipment, papers, writing space, reference space, and so on, on the desk or work plane), on filing needs, on bookshelf requirements, and on guest seating. There is a distinction between enclosed (office) workstations and stations in “an open area.”

- For enclosed offices, our standards are measured to the center line of the boundary walls of the room, and include no access space outside. It is assumed either that access will be directly off major circulation networks or that it will be off unit circulation areas provided with other open work rooms.
- For elements in an open area, an allowance for access is added to the workstation footprint in the space standard. Similarly, for panel-enclosed stations, we include an allowance for access in the standard (to account for inner circulation).

Access Around Workstations and Equipment

Access is the space around the footprint of the item of equipment and open workstations, and it is used to create side aisles into a cluster of desks, or to allow for opening file drawers, cabinet door swings, and so on. As noted, we include this in the standard allowance for panel-enclosed or for open workstations. The item allowance and access comprise the equipment or workstation standard, as illustrated in Exhibit 1.

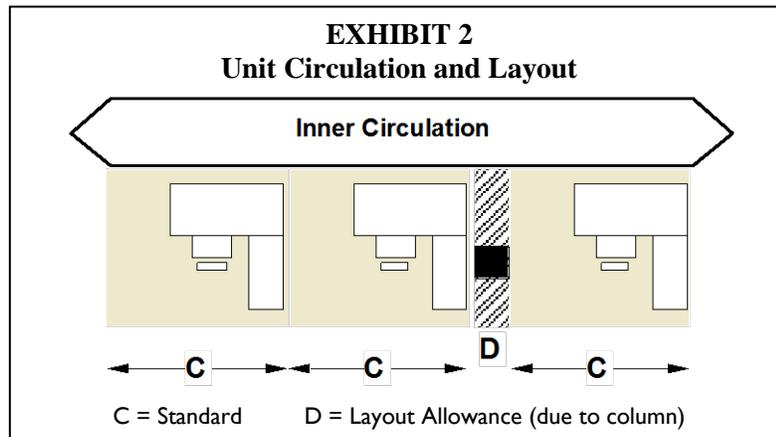
Unit Circulation and Layout Factor



Unit circulation is a network of main aisles, generally passing in front of offices or to shared work areas. An additional factor sometimes must be added to account for layout variances, which in the amount of

space required to account for non-rectilinear design, design features which are peculiar to a given plan or existing facility, including such factors as disproportionate number of offices, column placements, design flexibility, extra sense of openness, and so on. Generally, however, we include the layout factor in the unit circulation allowance rather than accounting for it separately.

Exhibit 2 illustrates these separate concepts: item space allowance, access, total standard, circulation, and layout. It shows a series of workstations, an area for "circulation," and an extra need for "layout" contingency due, in this case, to the location of a building column.



Computing Building Circulation, Core, and "Gross" Square Footage

The estimated net square footage needed equals the sum of the required standard areas, the unit circulation, and the other factors described above.

To estimate the size of (gross) building floors, it is necessary to add further allowances for the major circulation areas, mechanical areas, and building core. These additions are based on typical percentages encountered in actual building experience, and the ratio of total net to total gross square footage on an entire floor (or entire building) is the assumed "efficiency" of that floor (or building). The following definitions are repeated for reference:

- Assignable Net Sq. Ft. — This is the usable area less the unit circulation. It includes (a) the area of rooms or offices, (b) the open areas by or "footprints" of desks, equipment, and so on, (c) the access area around such furniture or equipment (unless this is part of the "unit circulation" aisle).
- Core (of a building) — The core of a building is the generally central group of support spaces which serve the building as a whole. These spaces include, (a) elevator shafts, (b) stairwells, (c) electric rooms, (d) fan rooms, (e) elevator lobbies and major corridors, (f) janitorial closets, (g) central or general use lavatories, and (h) other shafts or penetrations of the floor slabs.
- Efficiency — The efficiency of a building is the ratio of net sq. ft. to gross sq. ft., usually expressed as a percentage.
- Gross Sq. Ft. — The (interior) gross square footage of a building is the sum of the gross sq. ft. on each floor, which is measured to the outside finished surface of the permanent outer building walls. Basements, mechanical equipment areas, penthouses, etc., are all included. Note that this is sometimes referred to as the "construction area." This definition is based essentially on the Building Officer and Manager Association (BOMA) definition.

- Inner Circulation — This allowance is added inside rooms or areas to provide needed access to equipment or work stations that are listed there, especially when it is judged that the total allowance for access which is part of the items' space standard will otherwise be insufficient for proper layout.
- Major Circulation — This area typically consists of stairwells and corridors defined by fire-rated partitions and in a multi-tenant building is that corridor space which is shared by all tenants. "Major circulation" is excluded from the "usable area."
- Net Sq. Ft. — This is the same as usable area in this report. It equals assignable net sq. ft. plus unit circulation areas.
- Rentable Area — The total rentable area of a floor is computed by measuring to the inside finish surface of the dominant portion of the permanent outer building walls, excluding any major vertical penetrations of the floor. (This is taken from the BOMA definition.) Thus, stairwells, shafts, and elevators are excluded, as well as their bounding walls. Rentable areas include usable area, major circulation, and that part of the core which "has a floor."
- Total Building Area — This may be larger than the gross sq. ft. of the building (but never less) and includes any balconies, constructed covered areas which are part of the building but exterior to it, and the like. We generally do not compute a Total Building Area beyond the Gross Sq. Ft. figure, unless these elements are essential to the functional requirement. Outdoor elements are usually treated as separate items in this report.
- Unit Circulation — This area is equal to the walkways and defined aisles within the usable area. Access space around open-area desks and equipment is not included, unless it is overlapped with such well-defined aisles.
- Usable Area — The usable area of a floor is computed by measuring to the finished surface of the office side of the major circulation corridors or other core walls, and to the inside finish surface of the dominant partition of the permanent outer building walls. (This is taken from the BOMA definition.) Within this, separate usable areas are measured to the center-line of any separating walls.

Space Standards Presented Here

Space standards are presented for the following types of areas:

- Workstations – Private Offices
- Workstations – Traditional Open Stations
- Workstations – Systems Furnishings
- Open Area Equipment
- Conference Rooms
- Other Rooms and Areas

WORKSTATION STANDARDS — PRIVATE OFFICES

Private office standards are designated by the letters “PO” and are in most cases defined as having floor-to-ceiling walls and a door. The walls may be partially glass or may be equipped with pass-through openings, but such refinement considerations are noted in the program notations and not in the standard allowance itself.

We also provide for some private offices to be shared by two or more persons, and adapt the private office allocations to “shared” private office standards where needed. In this case we generally use the symbol “SPO” rather than “PO.”

EXHIBIT 3 Private Office Standards

| Symbol | Space Std Ftp't/Acc's/Tot'l | Typical Assignment | Typical Furnishings |
|--------|--------------------------------|---------------------------|---|
| PO-1 | 90 -- 90 | Not assigned | Desk and chair, file, seating for 1-2 guest. Often may not be a full height office. |
| PO-2 | 120 -- 120 | Not assigned | 5' Desk and chair, credenza or back table, file, seating for up to 2 guests. |
| PO-3 | 150 -- 150 | Not assigned | 5' Desk and chair, credenza, 2 guests at desk, side seating for up to two persons. |
| PO-3s | 165 -- 165 | Supv/Mgrs, Analysts | 6' Executive Desk and chair, credenza, 2 guests at desk, side seating for up to two persons. May include cabinet storage. |
| PO-4 | 180 -- 180 | Not Assigned | Like PO-3s, but larger to accommodate more filing and seating as may be required. Seats up to 4 guests. |
| PO-5 | 210 -- 210 | Not assigned | Executive desk and chair, credenza, 2 guests at desk plus side seating for 2 or small conference table. |
| PO-6 | 240 -- 240 | Not assigned | Executive desk and chair, credenza, 2 guests at desk plus side seating for 4 or small conference table. |
| PO-7 | 270 -- 270 | Directors / Dept. Mgrs | Executive desk and chair, credenza, 2 guests at desk, club seating for 4-6 or conference table. |
| PO-11 | 400 -- 400 | City Manager | Executive desk and chair, credenza, 2 guests at desk, club seating for 4 plus conference table. |

Illustration – Private Office Standards

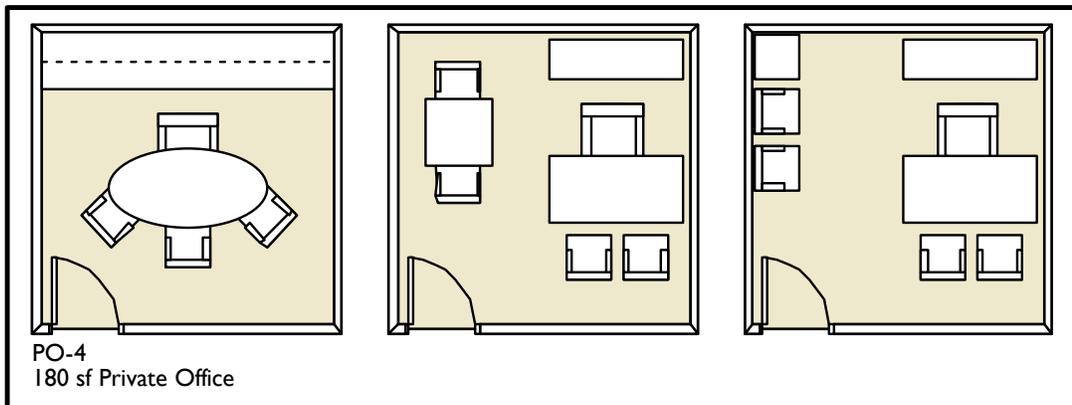
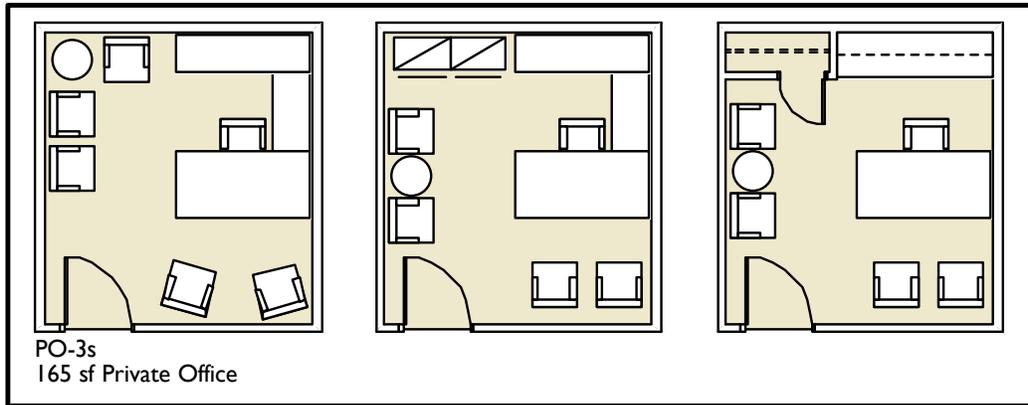
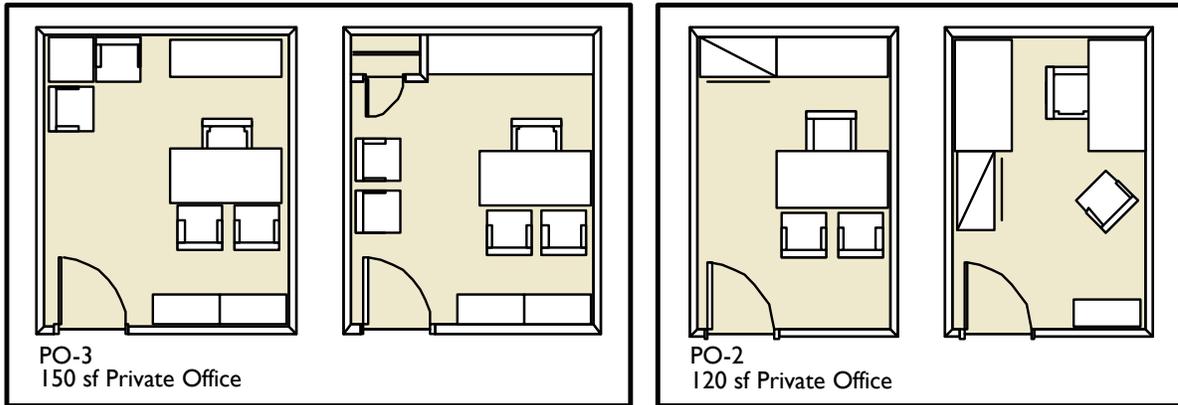


Illustration – Private Office Standards

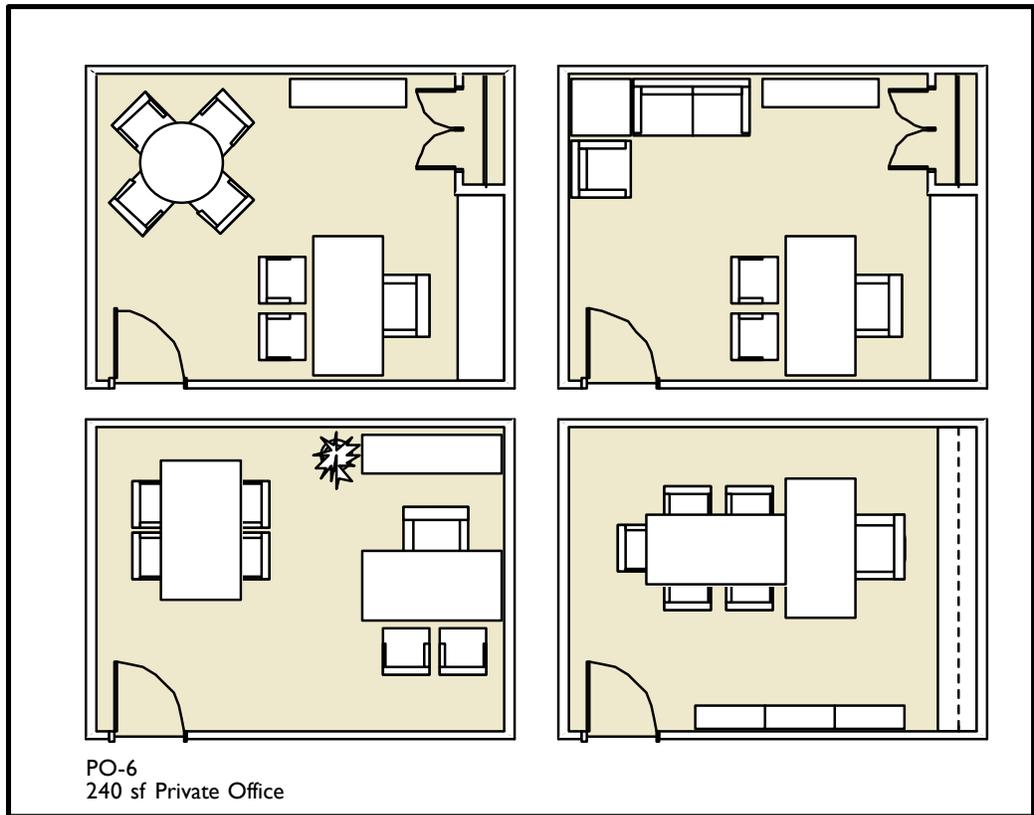
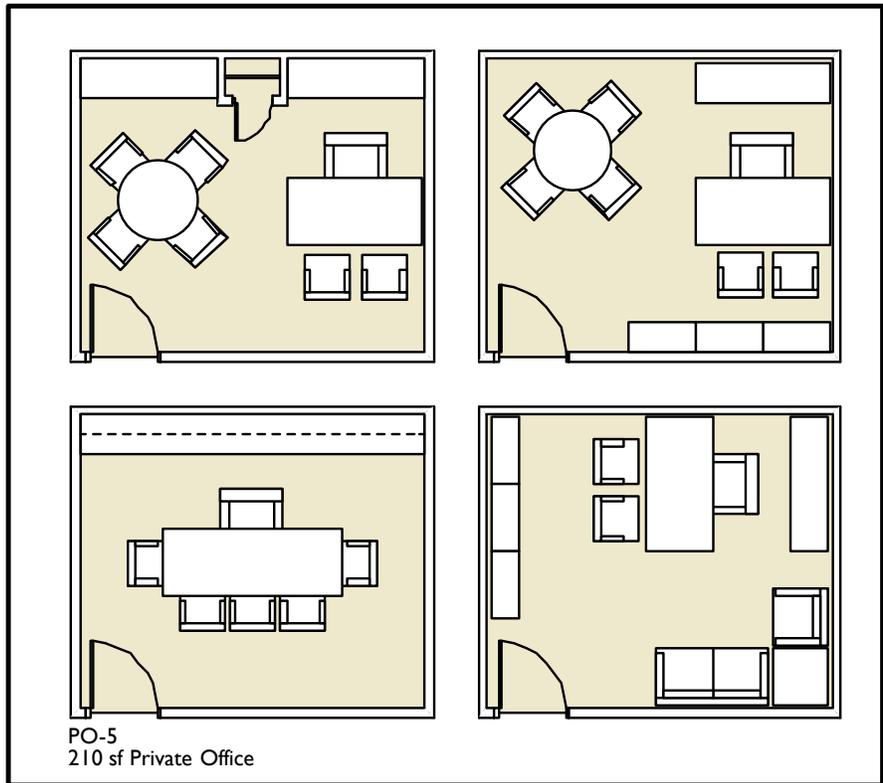


Illustration – Private Office Standards

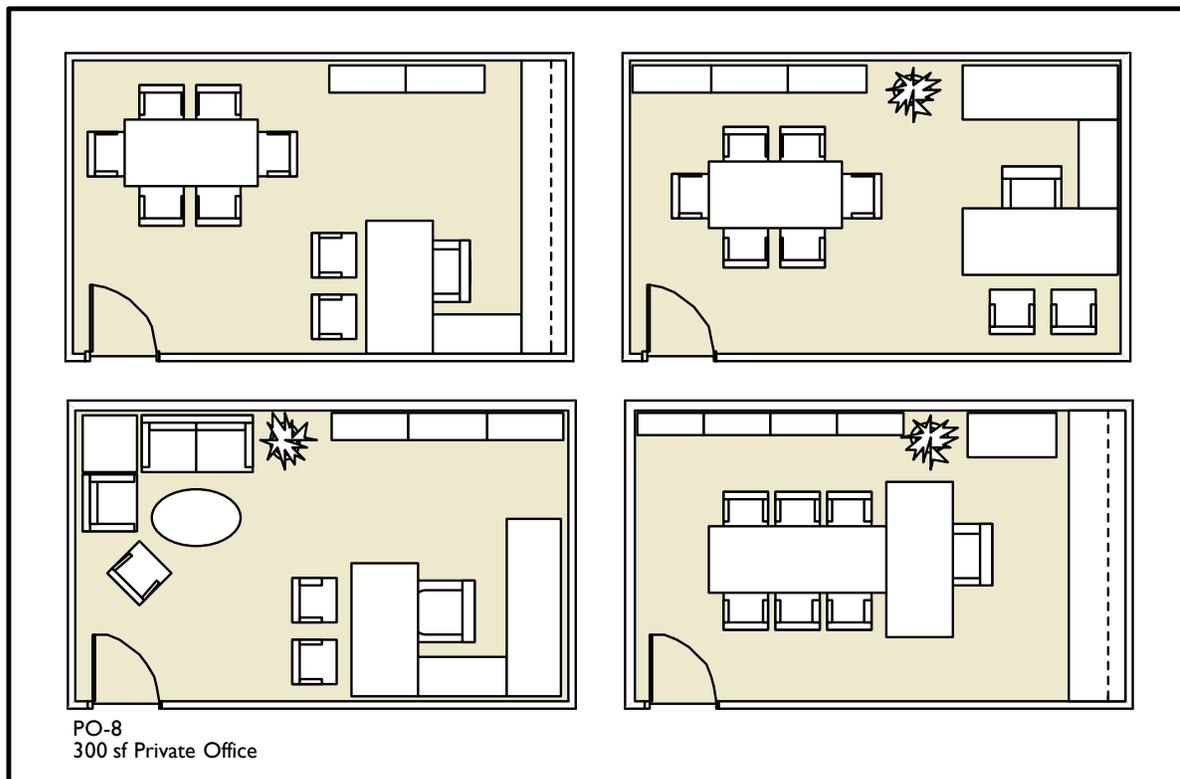
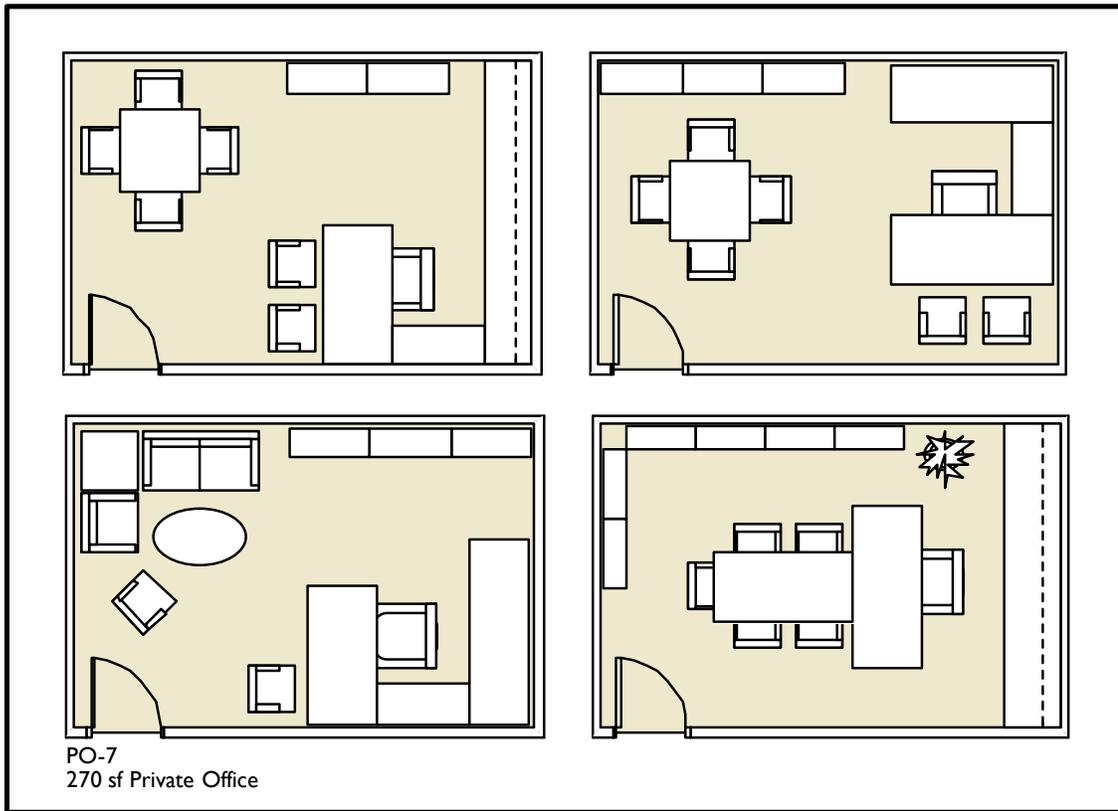


Illustration – Private Office Standards

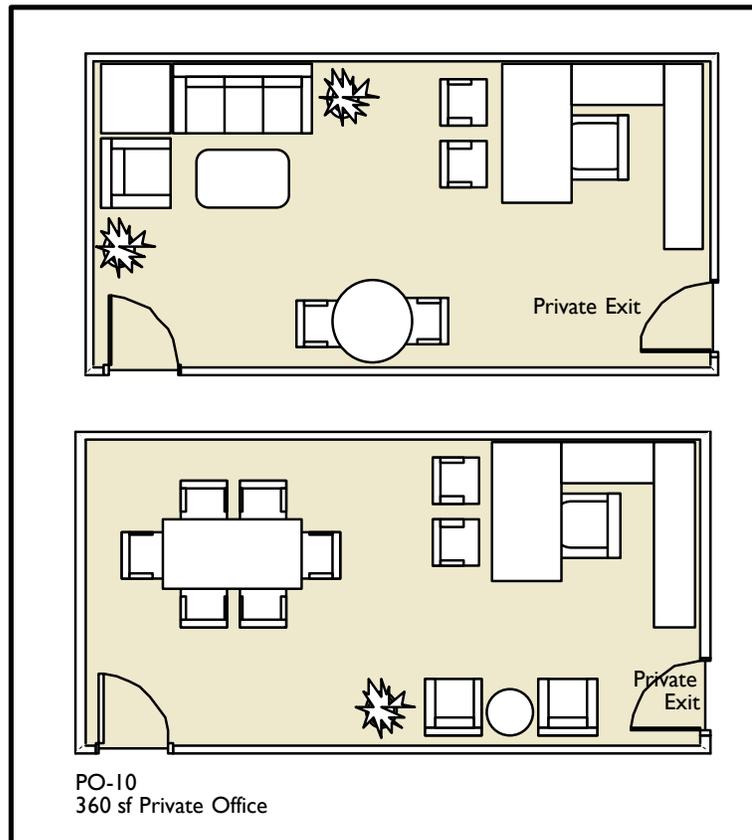
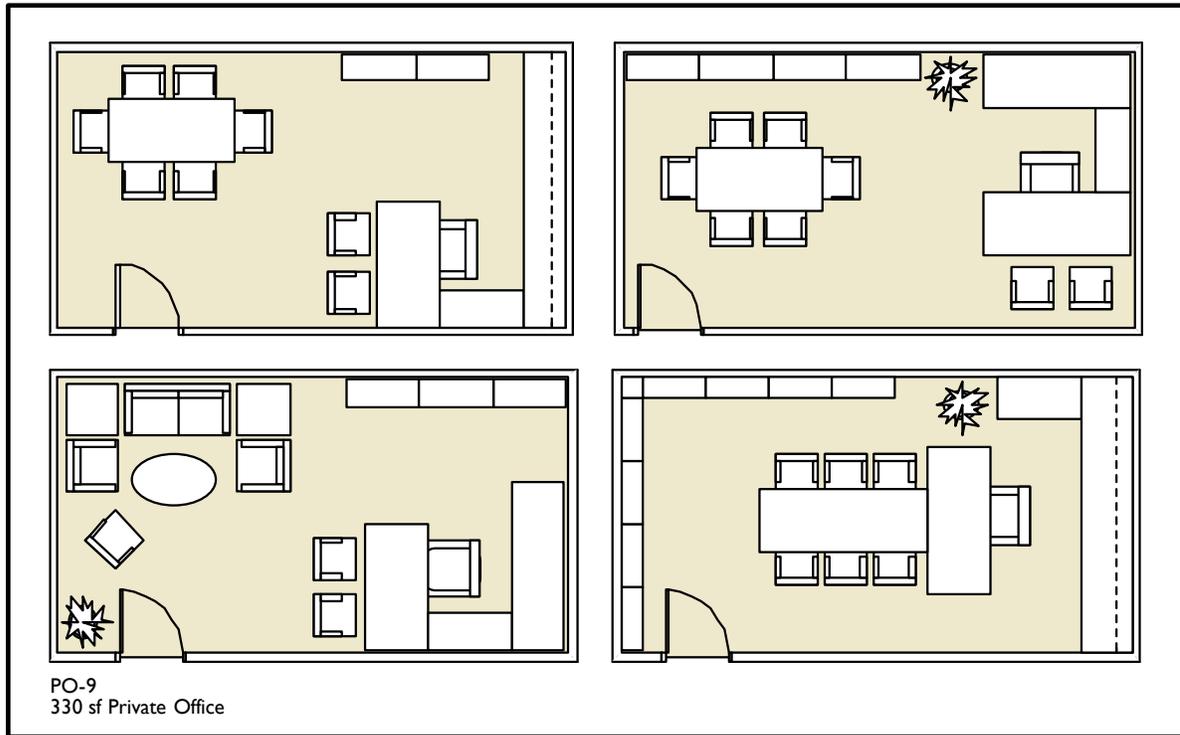


Illustration – Private Office Standards

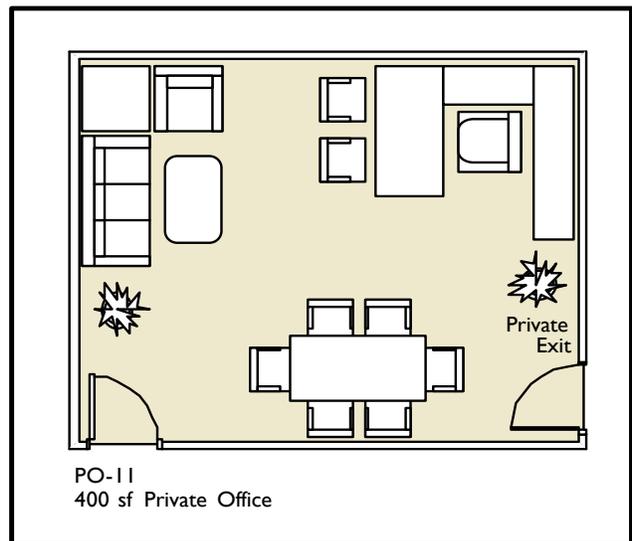
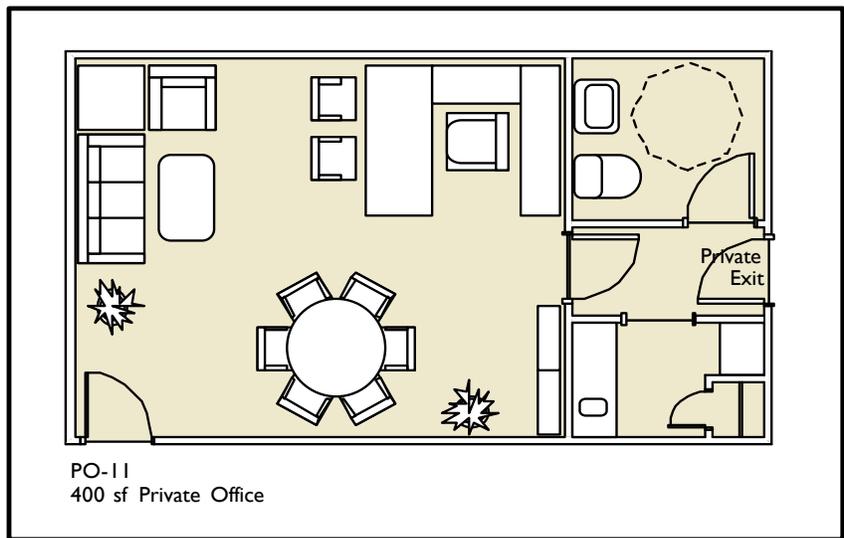
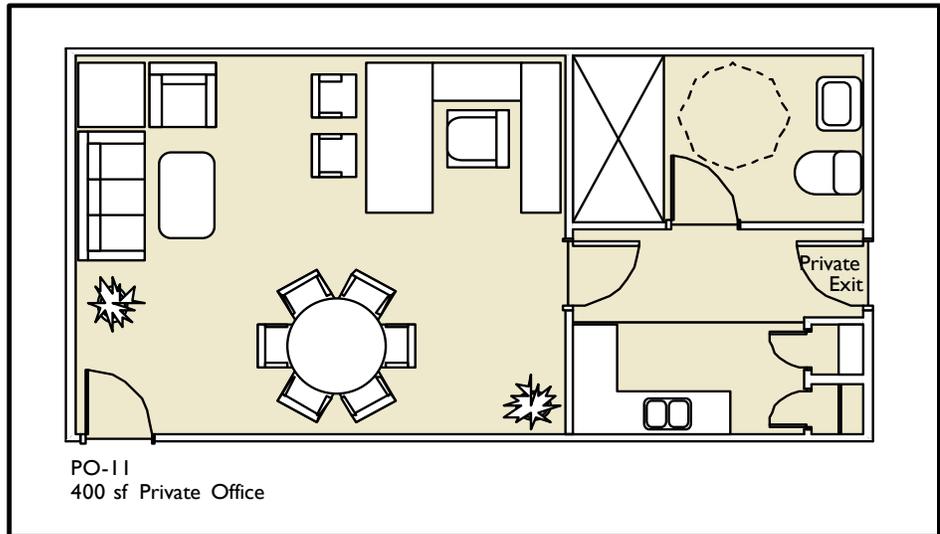
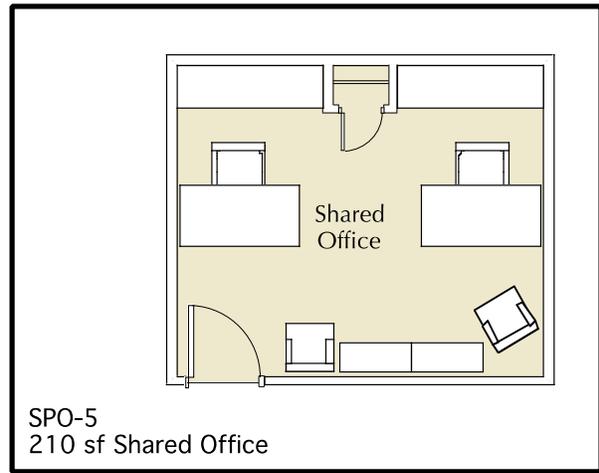
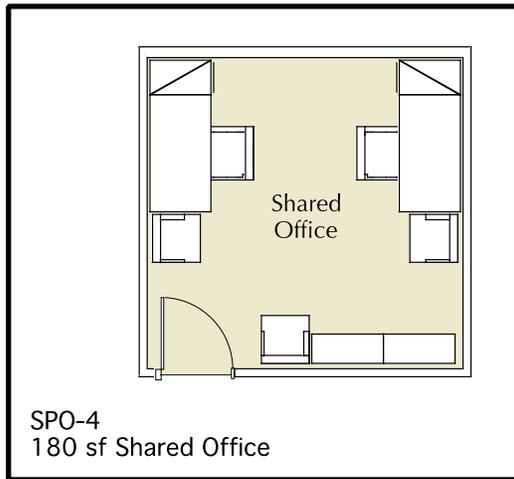
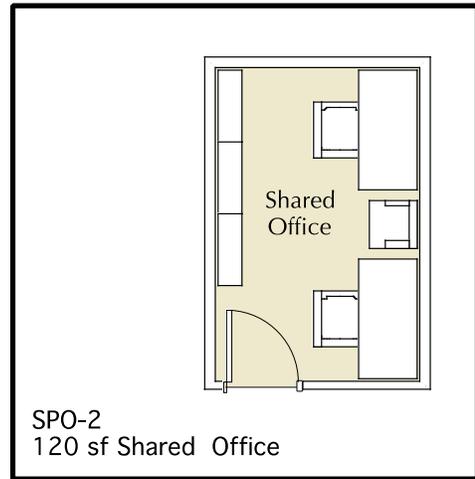
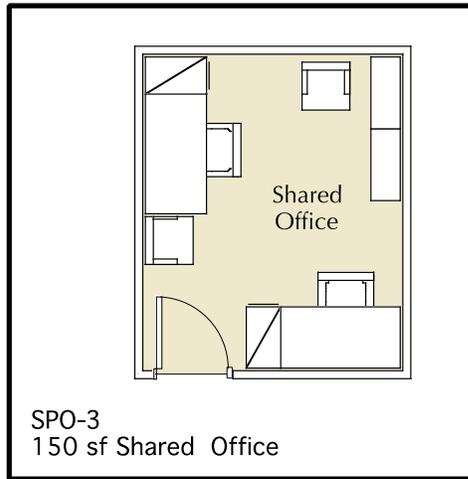


Illustration – Private Office Standards – Shared Offices



WORKSTATION STANDARDS — TRADITIONAL OPEN WORKSTATIONS

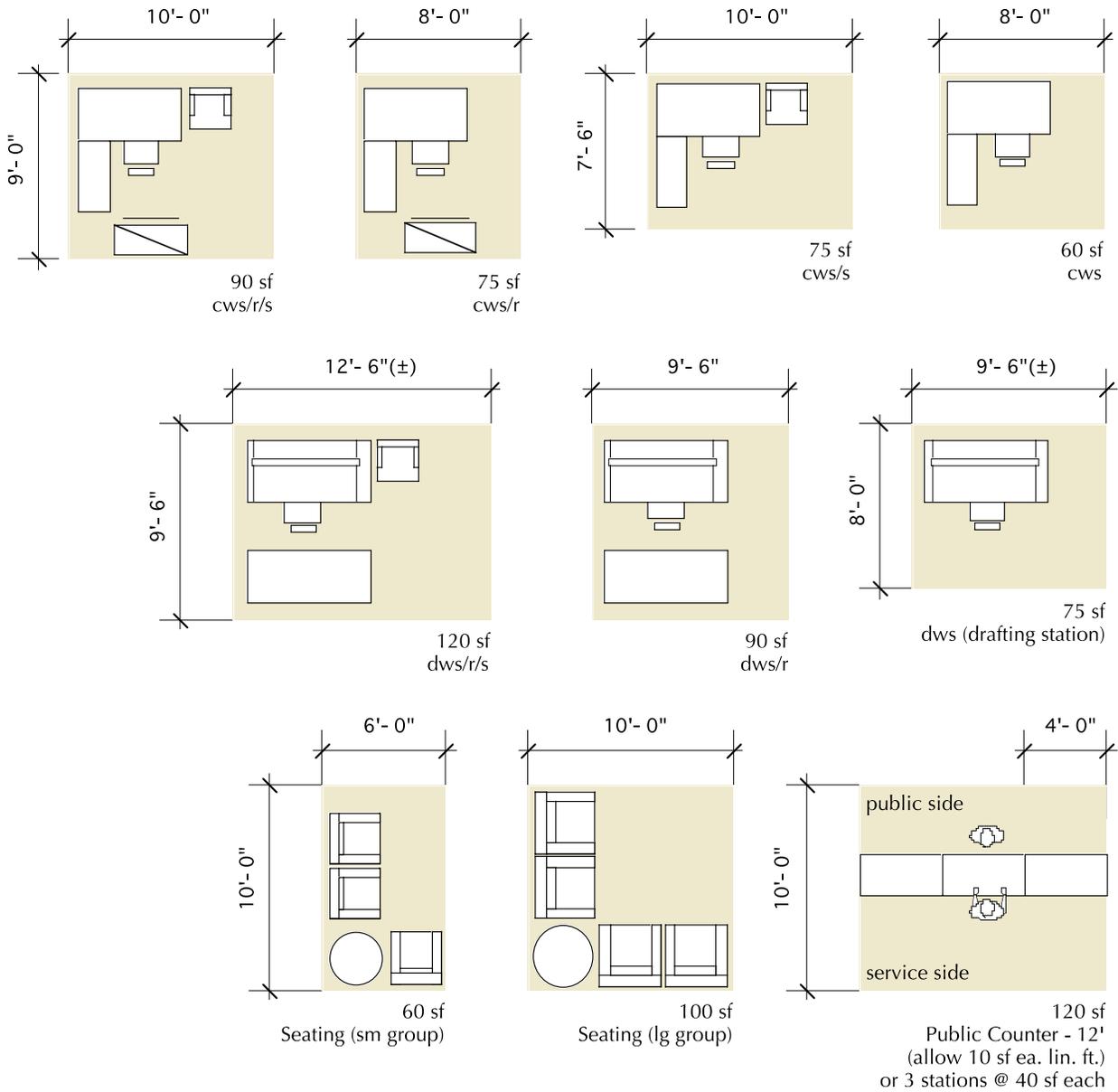
Traditional open stations are defined as having no integral panels as part of the stations, but are desks and work units which are found in traditional offices. These stations may have surrounding panels, for privacy or acoustic reasons, but traditional furniture is assumed. Open stations usually occur in groups of several stations or in conjunction with a block of filing or other unit equipment items. In some cases, the program may designate two (or more) open stations to be located in a room, as in a shared office.

The following Exhibit summarizes the space standards allocated to traditional open area workstations. Standards for System Work Stations are presented following.

EXHIBIT 4 Traditional Open Workstation Standards

| Symbol | Space Std | | | Typical | Typical |
|--------|-------------------|----|----|--------------|--|
| | Ftp't/Acc's/Tot'l | | | Assignment | Furnishings |
| cws | 30 | 30 | 60 | Not assigned | Clerical work station (cws), with lowered side return for terminal or typewriter. May include desks without a return, in some cases. |
| ews | 30 | 30 | 60 | Not assigned | Work station (executive work station) without a typing or equipment return (double pedestal desk) or else with a return at executive height. |
| /r | 10 | 5 | 15 | Not assigned | Indicates the addition of a reference unit (back table or lateral file) behind and as part of a work station. |
| /s | 5 | 10 | 15 | Not assigned | Indicates the addition of a guest side-chair beside and as part of a work station. |
| ews/r | 40 | 35 | 75 | Not assigned | Executive work station (see "ews") with back unit. |
| sws | 20 | 25 | 45 | Not assigned | Small work station (desk 36" - 48" wide); may be a single-pedestal desk. |
| dws | 40 | 35 | 75 | Not assigned | Drafting table and chair. |
| dws/r | 60 | 30 | 90 | Not assigned | Drafting table, reference unit or work desk, and staff chair. Some plan storage at the station may be included. |
| uws | 60 | 30 | 90 | Not assigned | "U"-station for Records Clerks, including a desk, computer work station, and side surface for reference materials, radio, etc. |

Illustration Traditional Open Workstation Standards



WORKSTATION STANDARDS — SYSTEM WORK STATIONS

The enclosures in an open furniture system are generally structural; that is, the panels carry the weight of surfaces, storage modules hung on the wall, and so on. The panels usually also have built-in chase-ways for electrical and communications lines (data and telephone), as part of an integrated wire management design. System work stations are designated by “en” which begins the symbol for the standard. The “en” is followed by a code which is associated with a particular square footage allowance based on the enclosed area of the workstation which is adjusted upward to allow for the addition of appropriate aisles and access (shaded in the illustrations and included in the "Total SF" column).

The following Exhibit summarizes the space standards allocated to system (cubicle) open area workstations. Note that it is possible to program the space with the footprint number and then add later the circulation and access for the whole unit. Or, it is possible to allocate each workstation with its access. When programmed using the larger figure, we denote the standard with a “+” symbol and use the “Tot'l” size below, which is larger than the cubicle enclosure by itself.

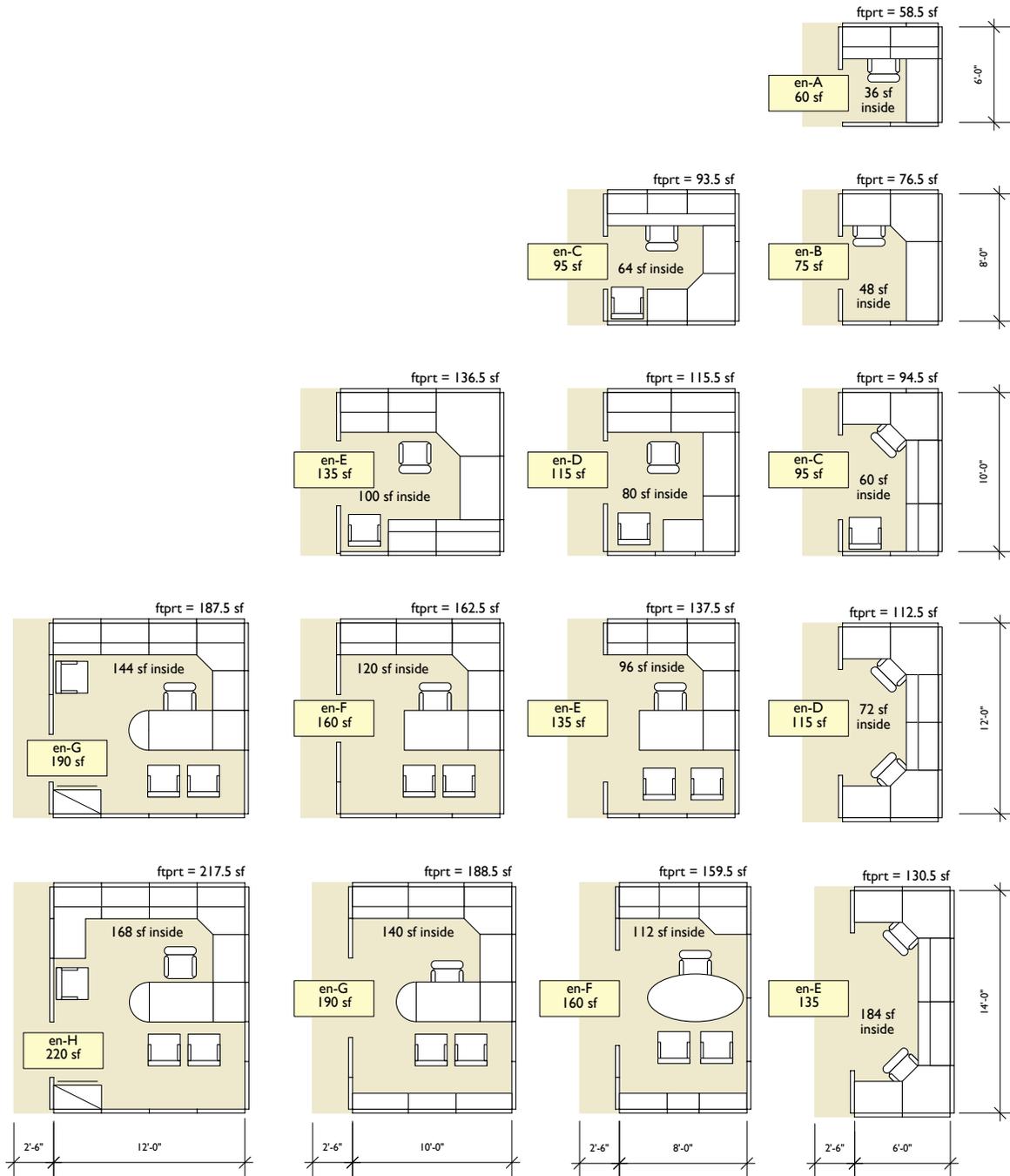
EXHIBIT 5 System (Cubicle) Open Workstation Standards

| Symbol | Space Std | | | Inside Dimensions | Typical Assignments |
|--------|-----------|-------|-------|----------------------|---|
| | Ftp't | Acc's | Tot'l | | |
| en-A | 36 | 24 | 60 | 6' x 6' | Not assigned |
| en-B | 48 | 30 | 75 | 6' x 8' | Not assigned |
| en-C | 64 | 31 | 95 | 8' x 8' | Majority of staff in cubicles are assigned this space |
| en-D | 80 | 35 | 115 | 8' x 10' | Sr. Office Specialists located in reception points |
| en-E | 96 | 39 | 135 | 8' x 12' | Not assigned |

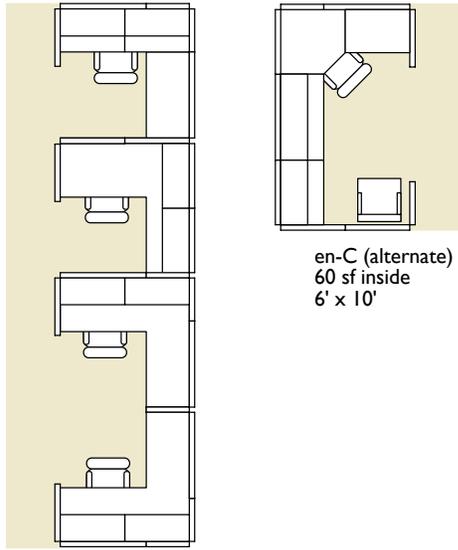
Note that there are alternative configurations that a given standard can have, so that, for example, an “en-xx” space allowance can accommodate different work requirements. Also note that these allowances are generic, in that no one vendor is used. Different vendors may have various dimensions and components available in a system line.

The following pages provide illustrations of dimension assumptions and of clusters of typical variations, as well as common conference spaces and reception stations developed with systems furnishings.

Illustration System Standards Array

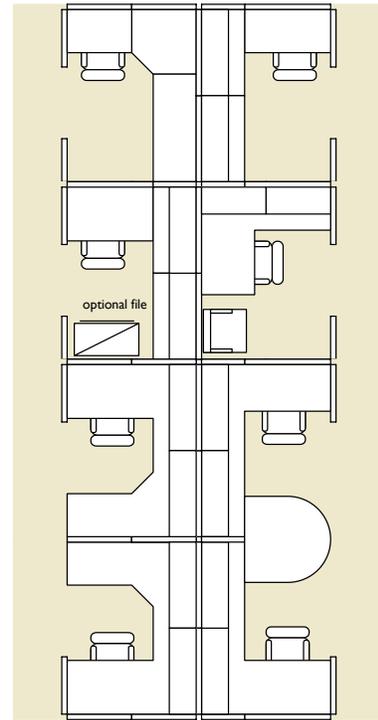


**Illustration
System Standards– Smaller Station Clusters**

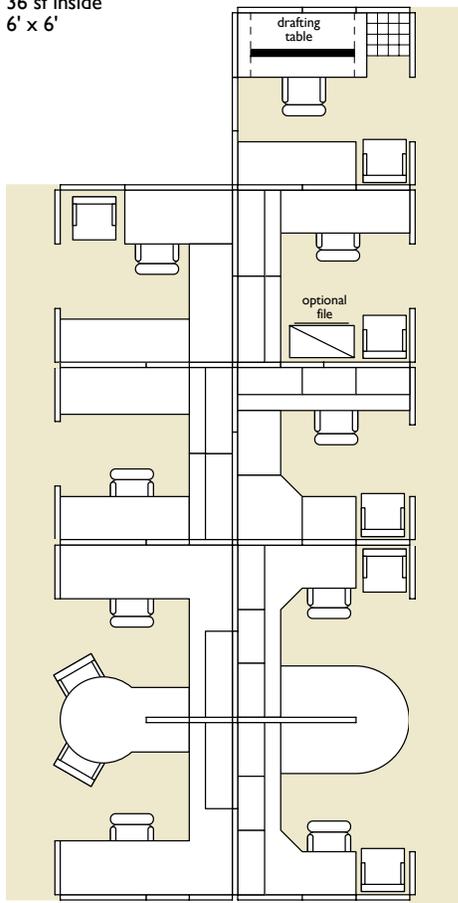


en-A
36 sf inside
6' x 6'

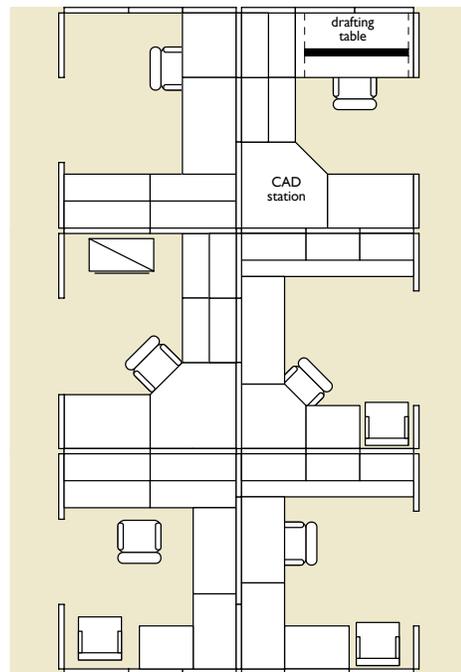
en-C (alternate)
60 sf inside
6' x 10'



en-B
48 sf inside
6' x 8'

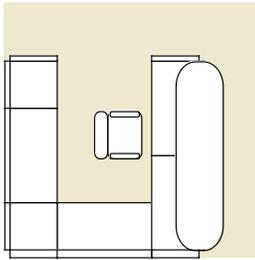


en-C
64 sf inside
8' x 8'

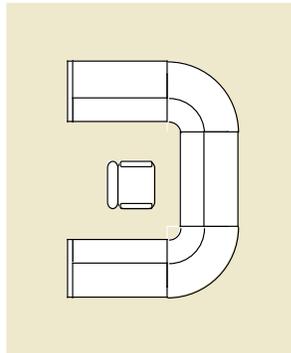


en-D
80 sf inside
8' x 10'

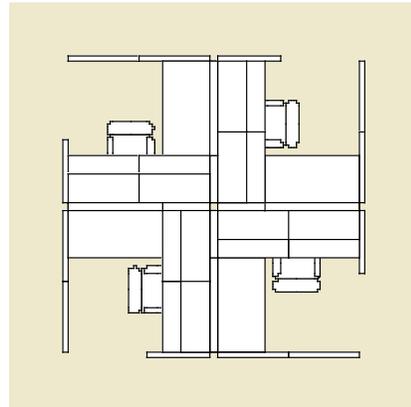
**Illustration
System Standards – Miscellaneous Elements**



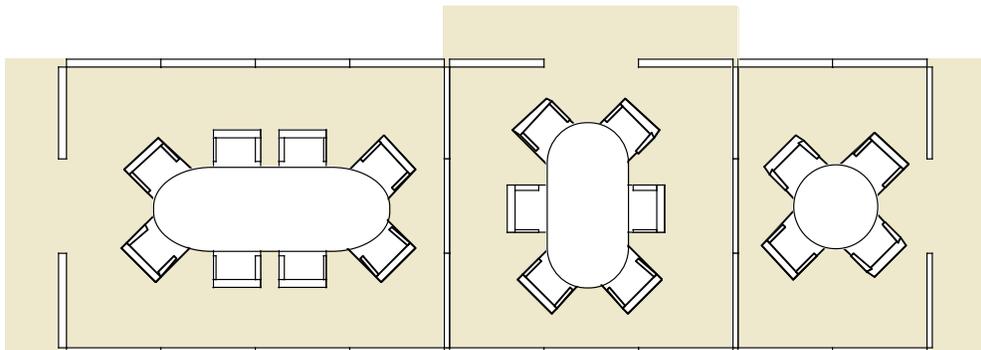
en/reception
115 sf allowance
64 sf inside



en/reception
185 sf allowance (colored)
72 sf station footprint
48 sf inside



en/pinwheel
300 sf allowance
145 sf inside (total)



en/conf—8 seats
240 sf allowance
192 sf inside

en/conf—6 seats
190 sf allowance
144 sf inside

en/conf—4 seats
135 sf allowance
96 sf inside

OPEN AREA EQUIPMENT AND RELATED STANDARDS

There are three primary considerations in determining the space requirements for a particular piece of equipment: (1) the area occupied solely by the equipment item, (2) the space required for the equipment user or operator, and (3) the need for access to the item.

The exhibit below outlines the equipment dimensions and square footage allocations for frequently used items. The total space requirement of each piece of equipment of this nature is determined by increasing the actual footprint area of the item to allow for access and use. This factor has been determined from previous experience in developing layouts for similar facilities; space for non-standard equipment is calculated on an individual item basis.

EXHIBIT 6 Typical Standards For Open Area Equipment

| Item | Symbol (If Any) | Typical Item Size | Base | Standard Access | Total |
|-------------------------------|--------------------|----------------------|------|--------------------|-------|
| Bookcase | bc | 36" x 12" | 3 | 7 | 10 |
| Card File | file | 18" x 28" | 4 | 6 | 10 |
| Coat Rack | coat or ctrk | 24" x 48" | 8 | 12 | 20 |
| File Cabinet—Traditional File | file or sf | 18" x 28" | 4 | 6 | 10 |
| File Cabinet—5-drawer | f-5 | 18" x 28" | 4 | 6 | 10 |
| File Cabinet—Lateral File | lf | 36" x 18" | 4 | 6 | 10 |
| | | 42" x 18" | 5 | 10 | 15 |
| | | 48" x 18" | 6 | 14 | 20 |
| Side Chair | chair | 24" x 24" | 4 | 11 | 15 |
| Storage Cabinet | stg cab | 36" x 18" | 5 | 10 | 15 |
| Table | table | 60" x 30" | 12 | 28 | 40 |
| Table—Extra Access Space | table | 60" x 30" | 12 | 48 | 60 |
| Typewriter Stand/Cart | type | 12" x 24" | 2 | 8 | 10 |
| | | 24" x 30" | 5 | 10 | 15 |
| Guest Seating—2-3 chairs | seat-1 | — | 40 | 20 | 60 |
| Guest Seating—4 lounge | seat-2 | — | 80 | 20 | 100 |
| Coffee Station—counter | cof-1 | — | 10 | 10 | 20 |
| Coffee Station—enclosable | cof-2 | — | 20 | 20 | 30 |
| Coffee Station—enclosable | cof-3 | — | 30 | 30 | 60 |

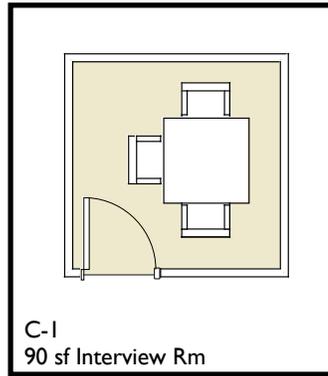
CONFERENCE ROOM STANDARDS

The size of conference rooms depends on (a) the number of persons seated at the table, (b) the size of the table (to accommodate bulky items, for example), (c) the possible requirement for spectators seated away from the table, and (d) presentation or display space. The last may include such needs as a projector area at the back of the room as well as a screen and presentation area with podium and such at the front. The standards we have used in this report are summarized in the exhibit below.

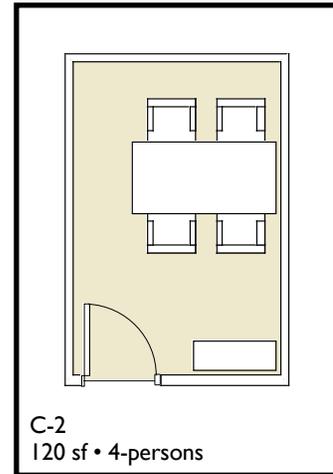
EXHIBIT 7 Summary of Conference Room Standards

| Symbol | Size | Type of Room | Typical Furnishings |
|--------|------|--|---|
| C-1 | 90 | 2-Person Interview Room | Table, 2 or 3 chairs. |
| C-2 | 120 | 2-4 Person Interview | Table, 2-4 chairs. |
| C-3 | 180 | 6 Person Conference | 8 ft table, 6 chairs, possible writing surface on wall. |
| C-4 | 240 | 8 Person Conference | 8 ft table, 8 chairs, possible tack boards or writing surface. Table can seat 10, but crowded. |
| C-5 | 300 | 8-12 Person Conference | 12 ft table, 12 chairs. Can add library at one end and seats 8, or add presentation area and room seats 8. |
| C-6 | 360 | 12-16 Person Conference | 12 ft table, 12 chairs, presentation area at end of room. Can accommodate 16 persons if presentation space is converted to conference space. |
| C-7 | 420 | 16-20 Person Conference | 16 ft table, 16 chairs, presentation area at end of room. Can accommodate 20 persons if presentation space is converted to conference space. |
| C-8 | 480 | 18-22 Seat Conference Room | 20 ft table, 18 chairs, presentation area at end of room; cabinet (possibly with coffee service) at other end of room. Can accommodate 22 persons if presentation space is converted to conference space. |
| C-9 | 560 | 22 Person Conference - 14 at main table - 8 at side seating | Conference seating 14 at table, plus 6-8 persons at the side, with a presentation area at the end of the room; and cabinet (possibly with coffee service) at other end of room. Seats 16 at main table if no cabinet. |
| C-10 | 640 | 28 Person Conference - 18 at main table - 10 at side seating | Conference seating 18 at table, plus 8-10 persons at the side, with a presentation area at the end of the room; and cabinet (possibly with coffee service) at other end of room. Seats 20 at main table if no cabinet. |
| C-11 | 720 | 34 Person Conference - 22 at main table - 12 at side seating | Conference seating 22 at table, plus 10-12 persons at the side, with a presentation area at the end of the room; and cabinet (possibly with coffee service) at other end of room. Seats 24 at main table if no cabinet. |
| C-11 | 720 | 20 – 24 person briefing room | Row seating for 20-24, with presentation area. |
| C-12 | 800 | 34-Person Conference Divisible : 8-10 person 20-22 person | Modular combination of C-9 and C-4 conference rooms which open into one large room using room-divider partitions. Full room seats 24 at the main table and 10 persons at the side. Cabinet at one end of room. |

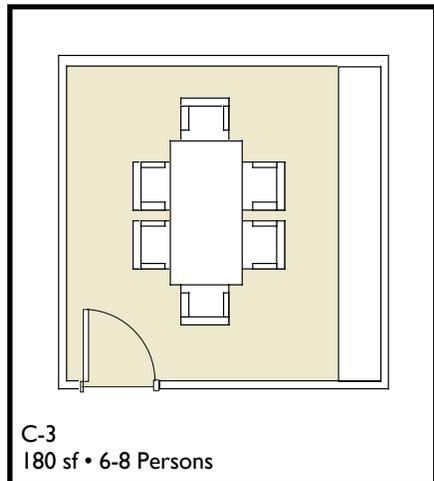
**Illustration
Small Conference Rooms**



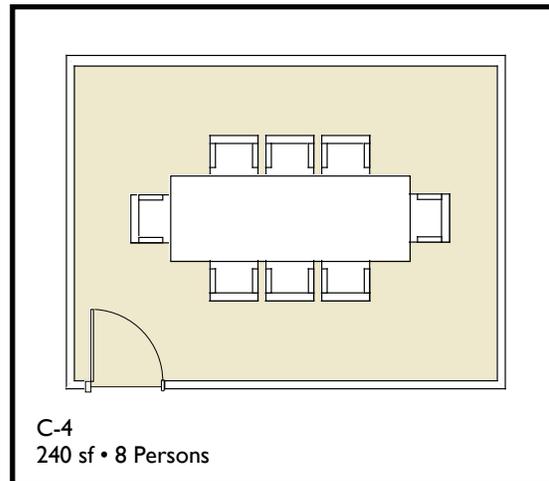
C-1
90 sf Interview Rm



C-2
120 sf • 4-persons

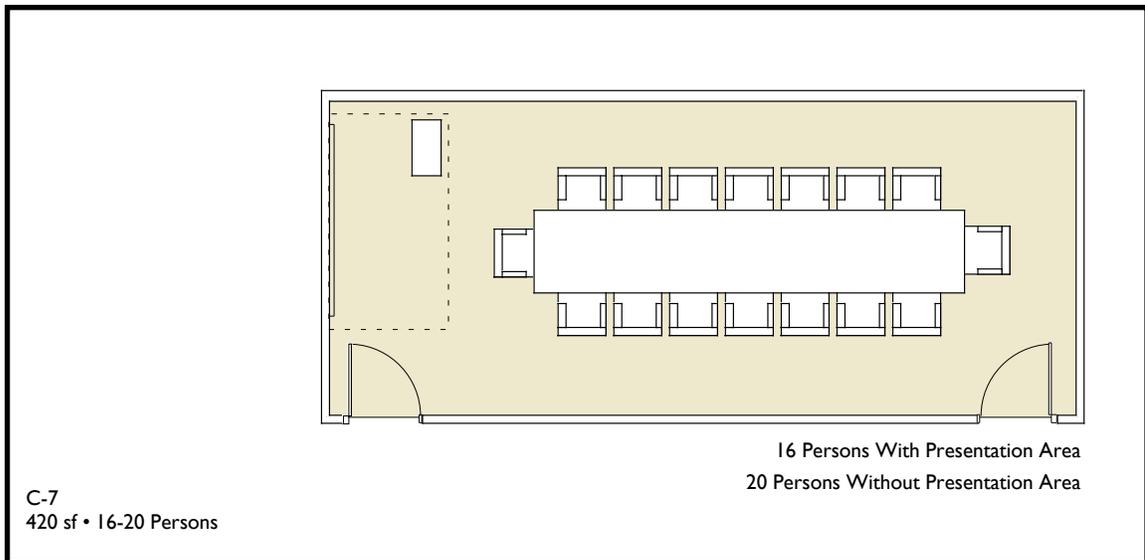
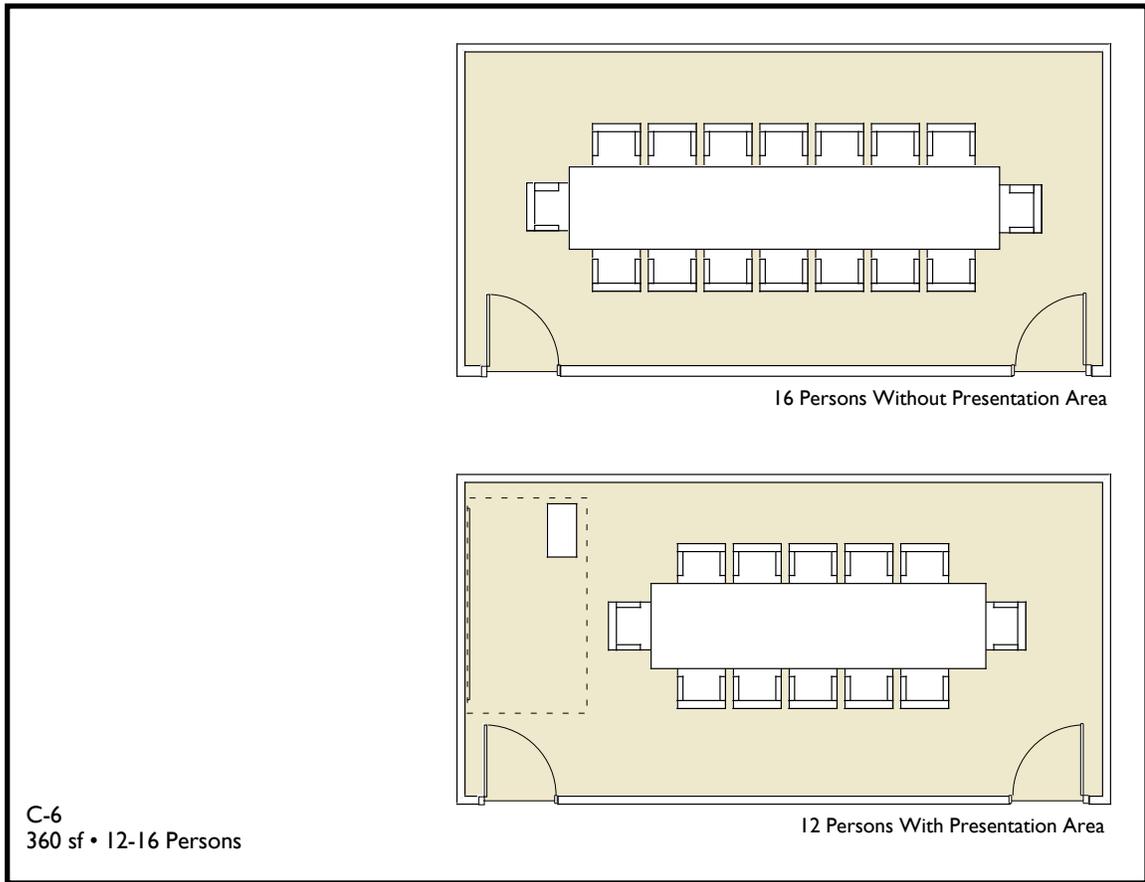


C-3
180 sf • 6-8 Persons

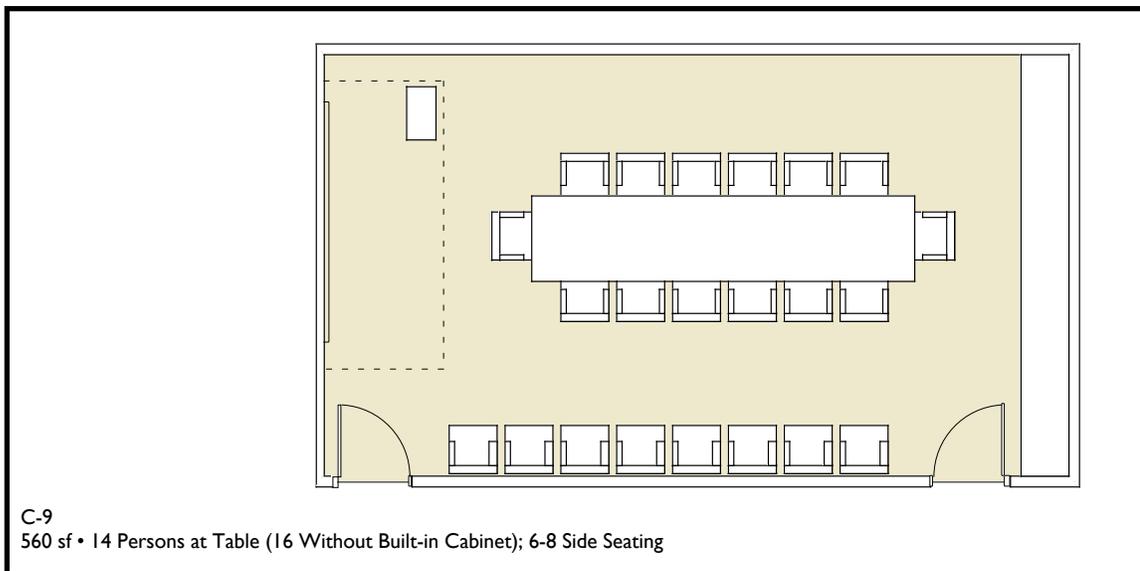
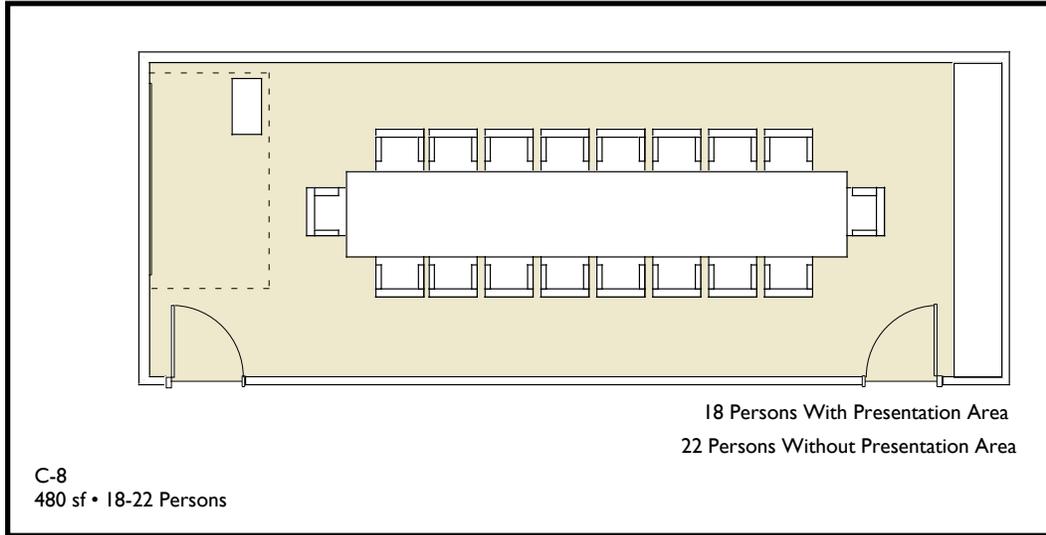


C-4
240 sf • 8 Persons

**Illustration
Medium Conference Rooms**

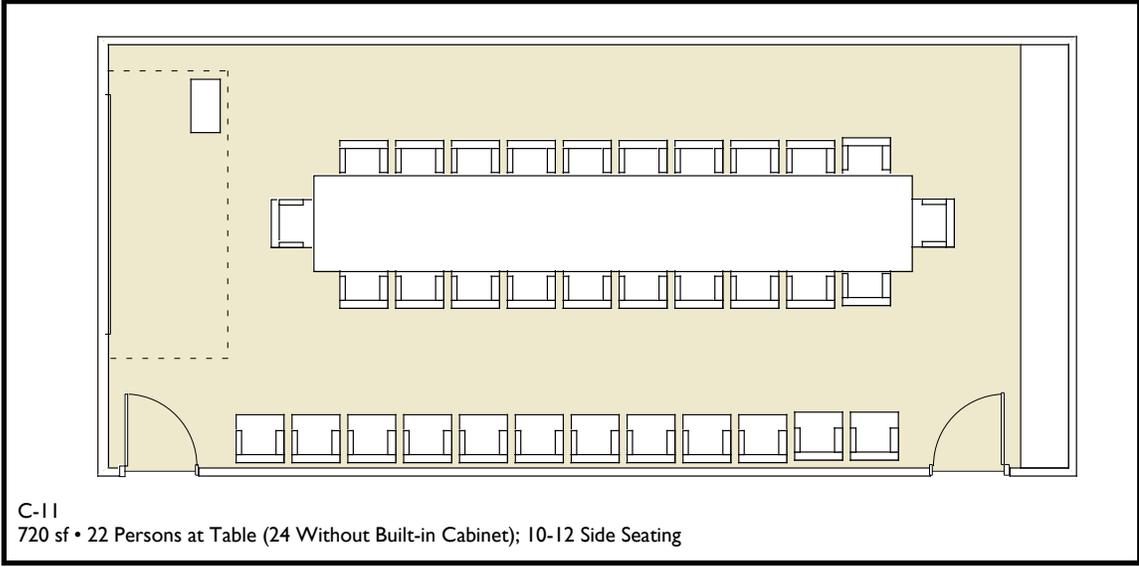
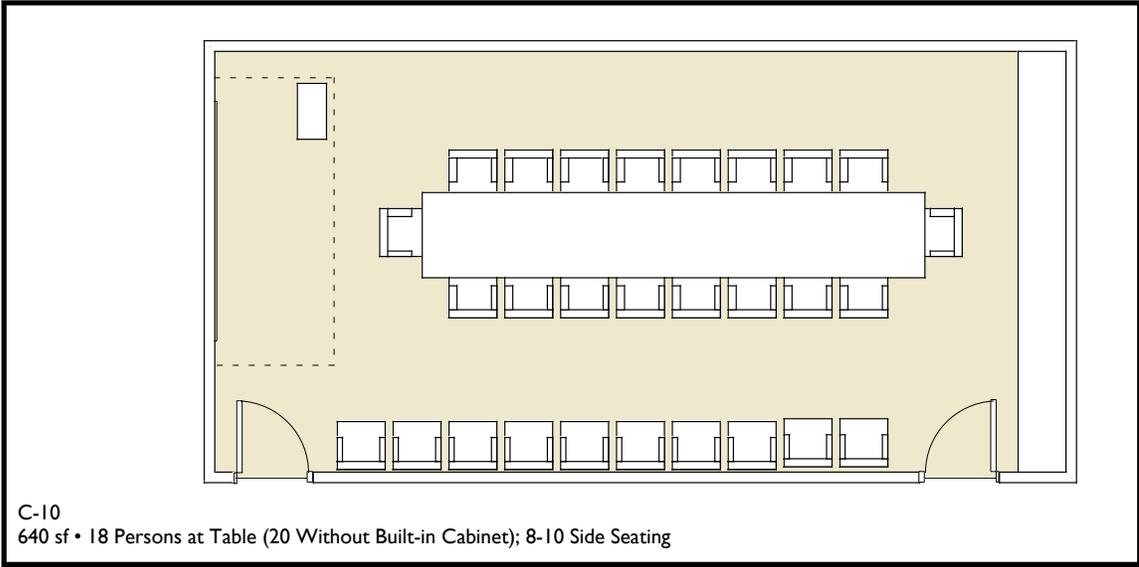


**Illustration
Large Conference Rooms I**

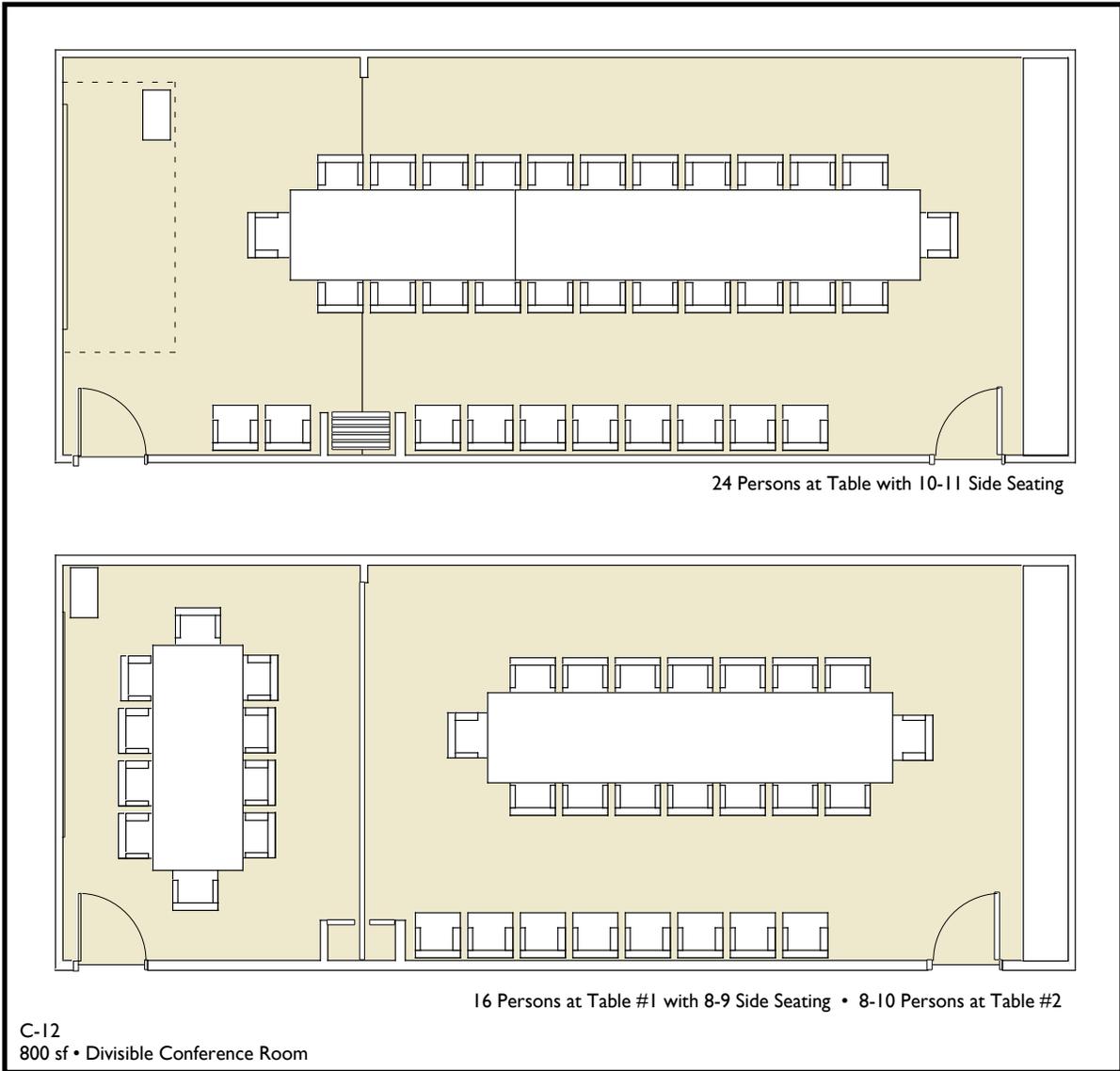


All side-seating layouts can substitute a side counter, and extend table to seat 2 more.
Table capacity of this room would become 18 or more persons

**Illustration
Large Conference Rooms II**



**Illustration
Divisible Conference Room**



TRAINING, BRIEFING, COMMUNITY ROOM STANDARDS

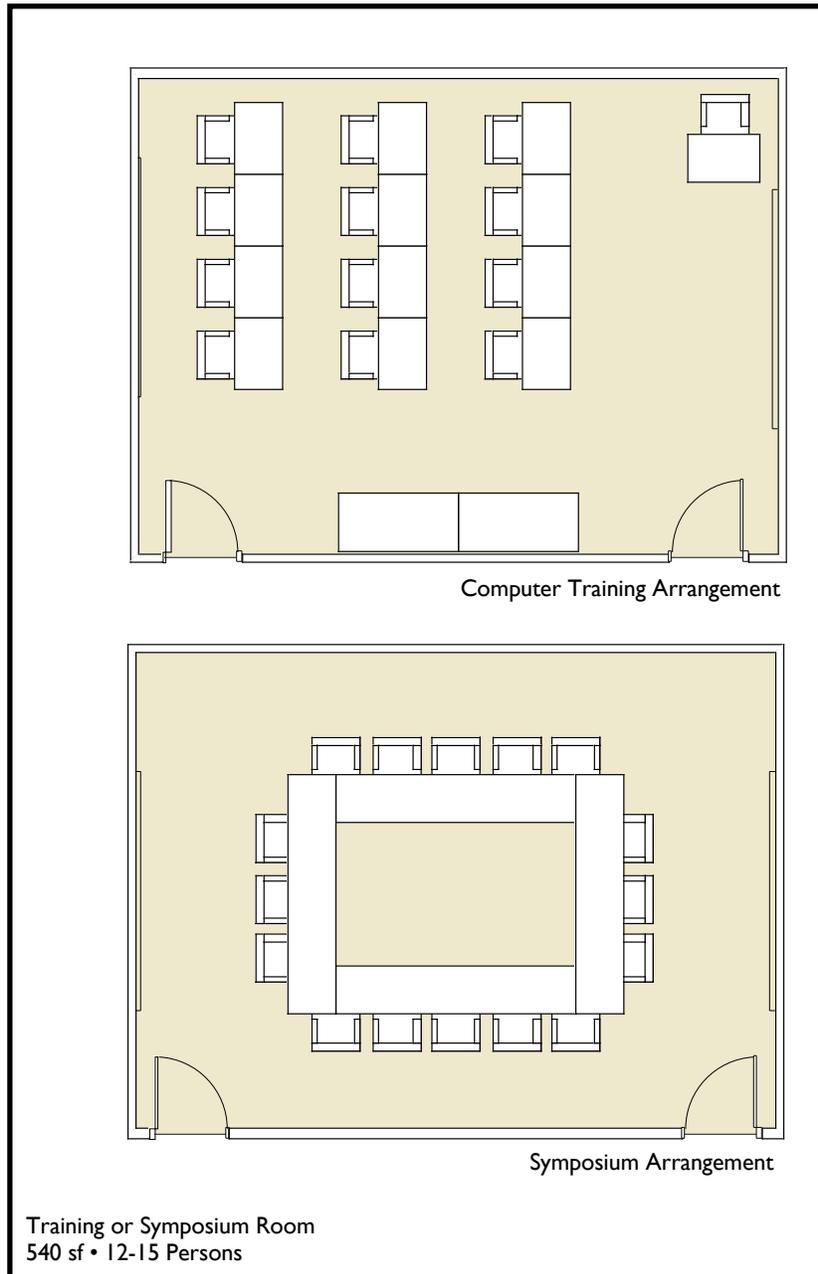
The size of large meeting rooms depends on similar factors as for conference rooms, discussed above: (a) the number of persons seated as audience, (b) the nature or configuration of audience seating, (c) presentation or display space, and (d) the need for support areas for hospitality, chair storage, and so on. The room likely will include needs for projection, podium area (though usually on a flat floor), and various levels of electronic components.

The needs vary with the type of application, and we do not use specific standard allocations, but formulate the need based on the specific functions required in each case. A selection of room allowances is summarized below.

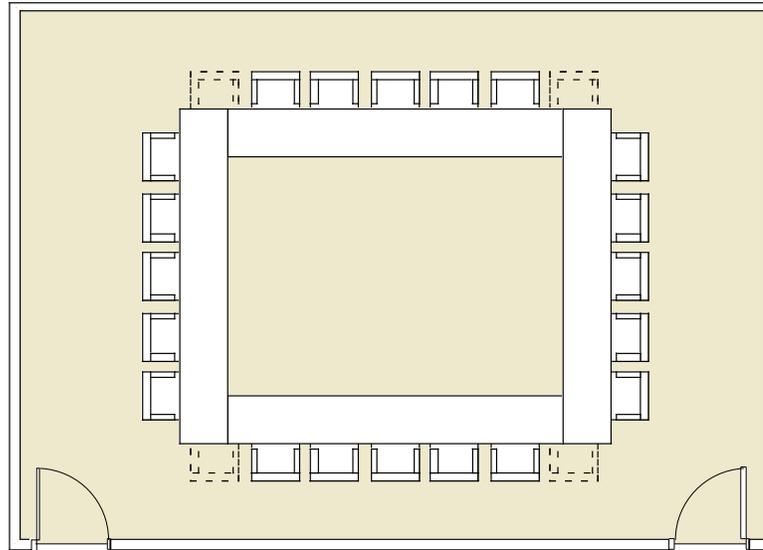
EXHIBIT 8 Selection of Training, Briefing, or Community Room Standards

| Symbol | Size | Type of Room | Typical Capacity |
|--------|------|---------------------------|-------------------------------------|
| -- | 540 | Training or Symposium | Accommodates 12-15 persons |
| -- | 700 | Training or Symposium | Accommodates 20-24 persons |
| -- | 720 | Briefing | Accommodates audience of 20-24 |
| -- | 1200 | Training or Community Mtg | Accommodates audience of 54-63 |
| -- | 1320 | Training or Community Mtg | Accommodates audience of 60 or more |
| -- | 1420 | Training or Community Mtg | Accommodates audience of 70 or more |
| -- | 1620 | Briefing (raked floor) | Accommodates audience of 60 |

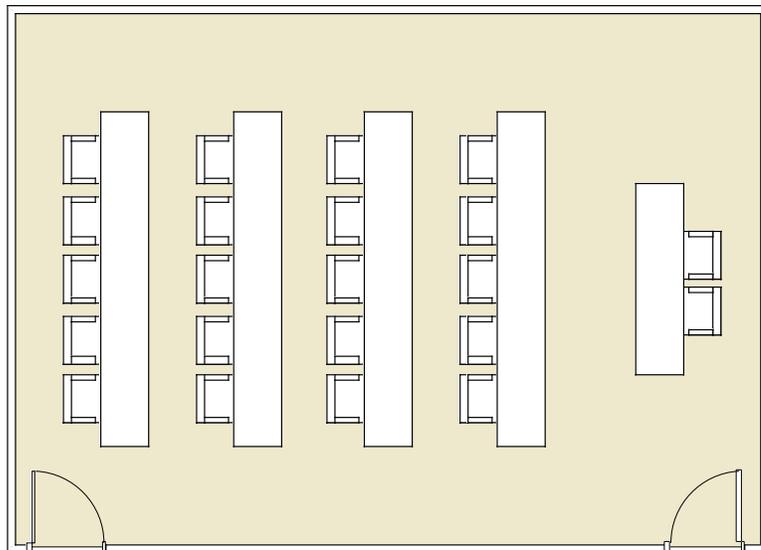
**Illustration
Training or Meeting Room I**



**Illustration
Training or Meeting Room II**



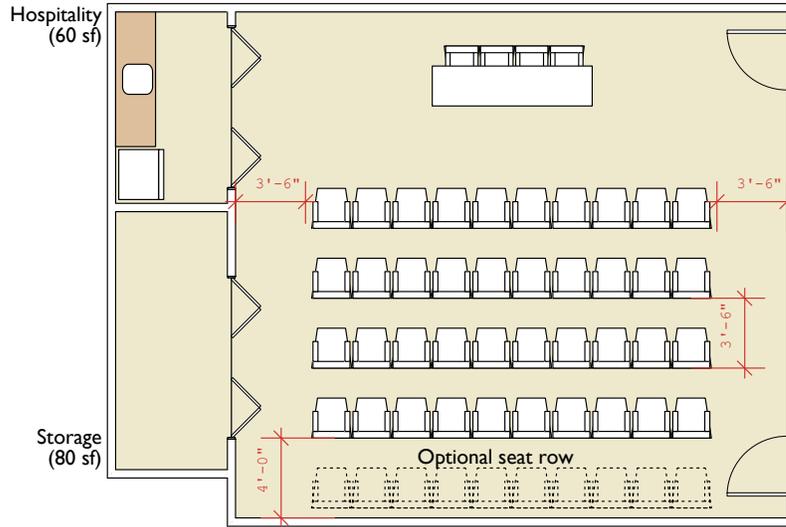
Symposium Seating



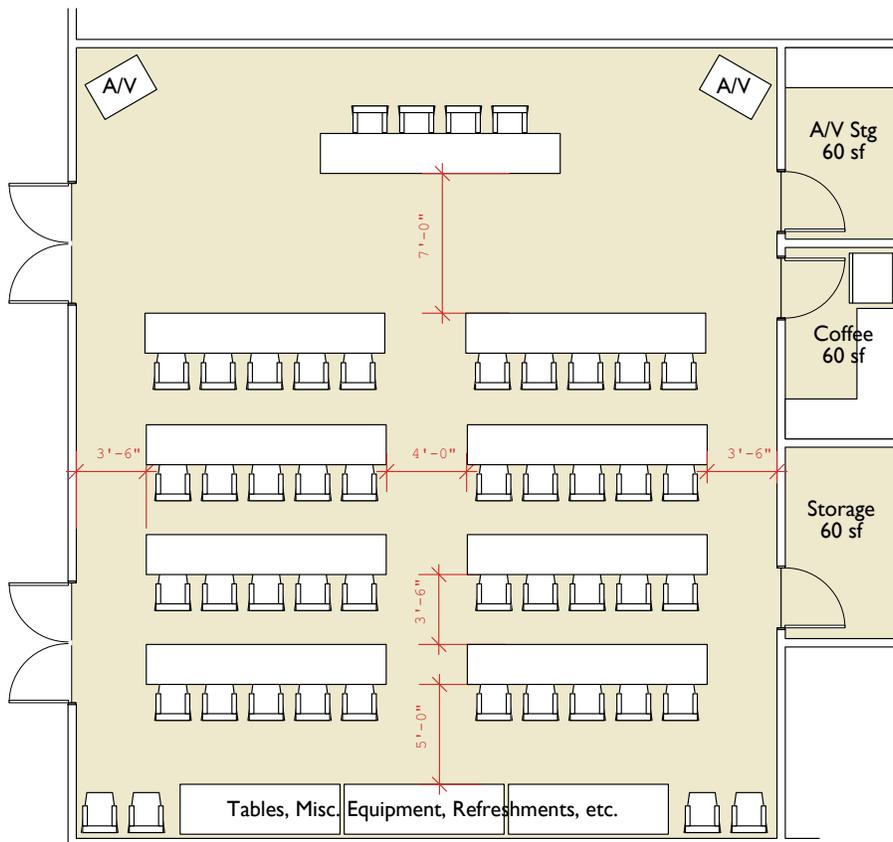
Presentation Seating

Meeting Room
700 sf • 20-24 Persons

Illustration
40-50 Person Meeting and Briefing Rooms (Table Seating v. Audience Seating)
(Flat Floor Multi-use Room)



40 - 50 Person Meeting Room
 (720 sf + 140 sf support areas)



40 - 50 Person Briefing Room
 (1,420 sf + 180 sf support areas)

**Illustration
Range of Briefing Room Options
(Raked Floor v. Flat Floor)**

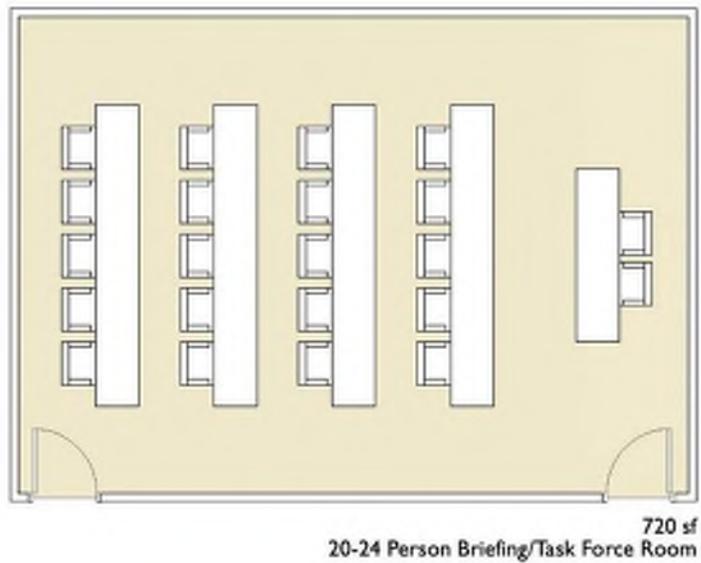
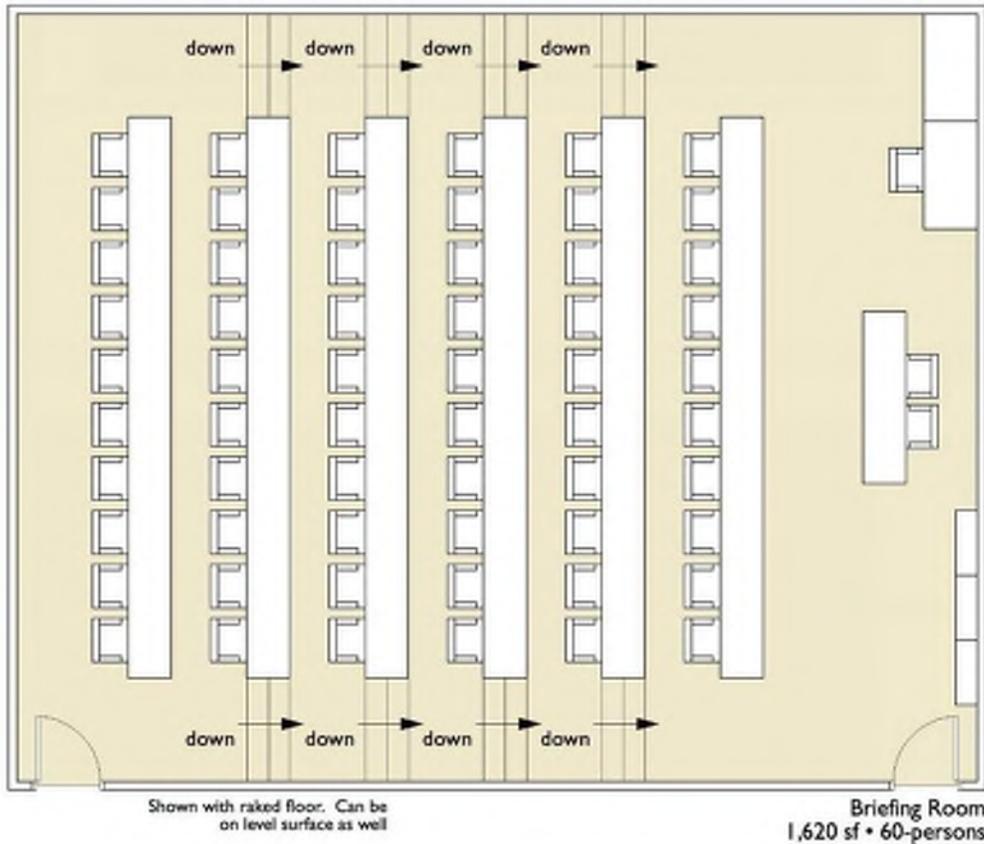


Illustration
Community Room (or Training Room)
(Typical 50 - 60 person Flat Floor Multi-use Room)

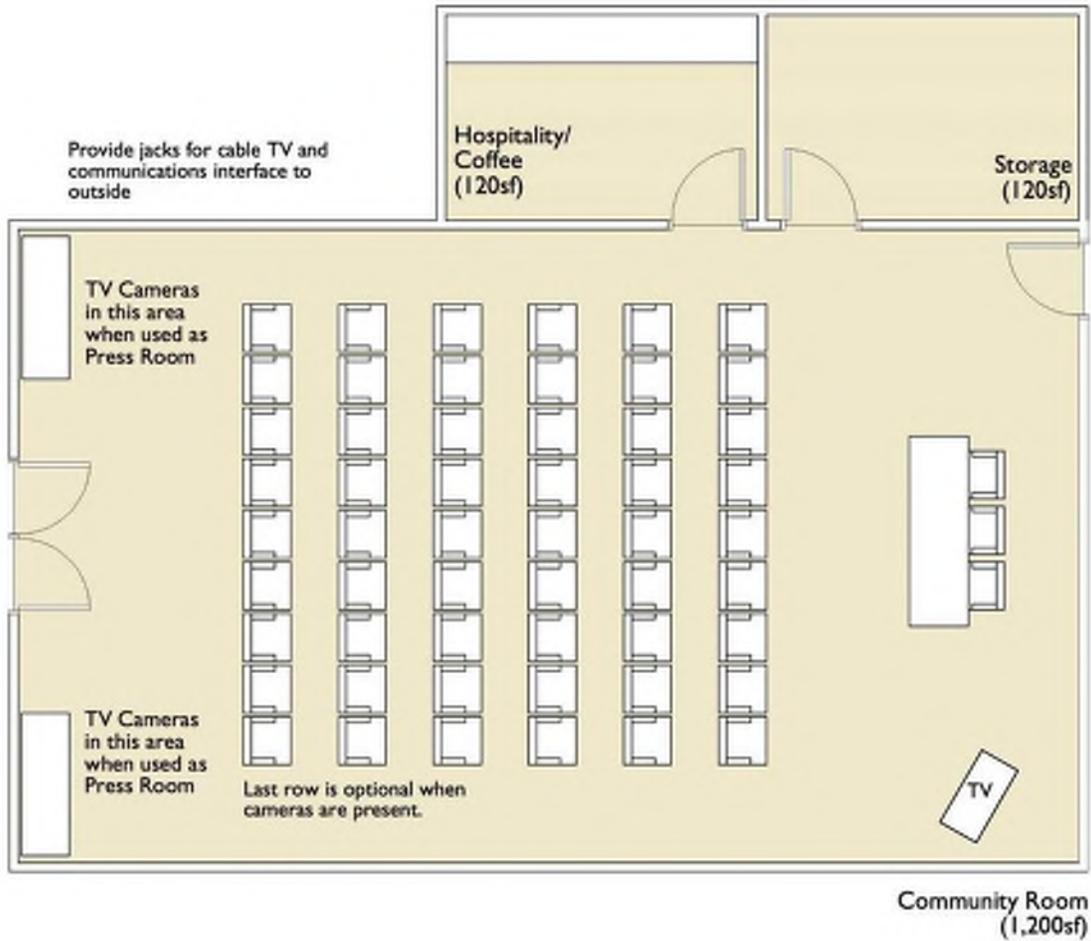
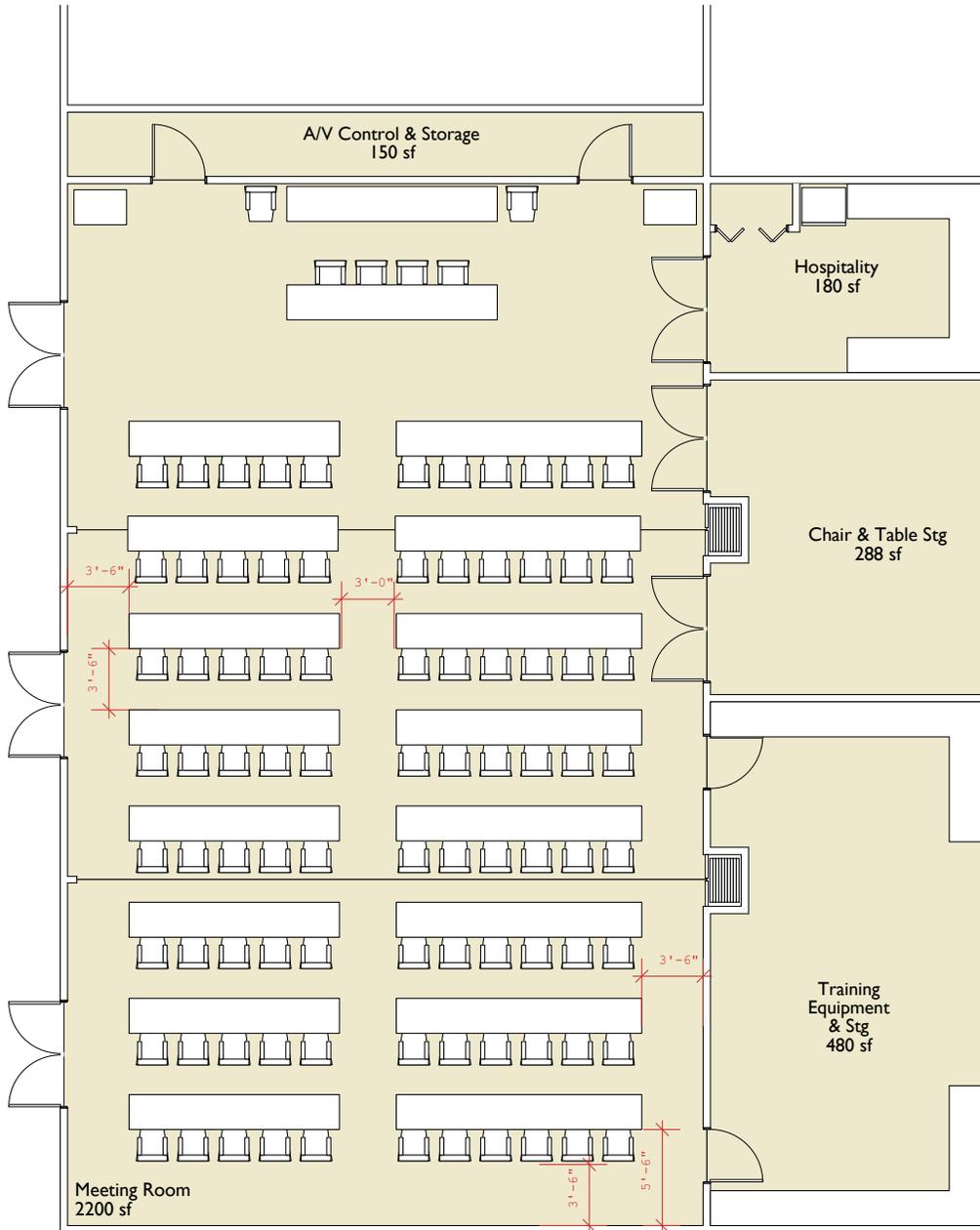
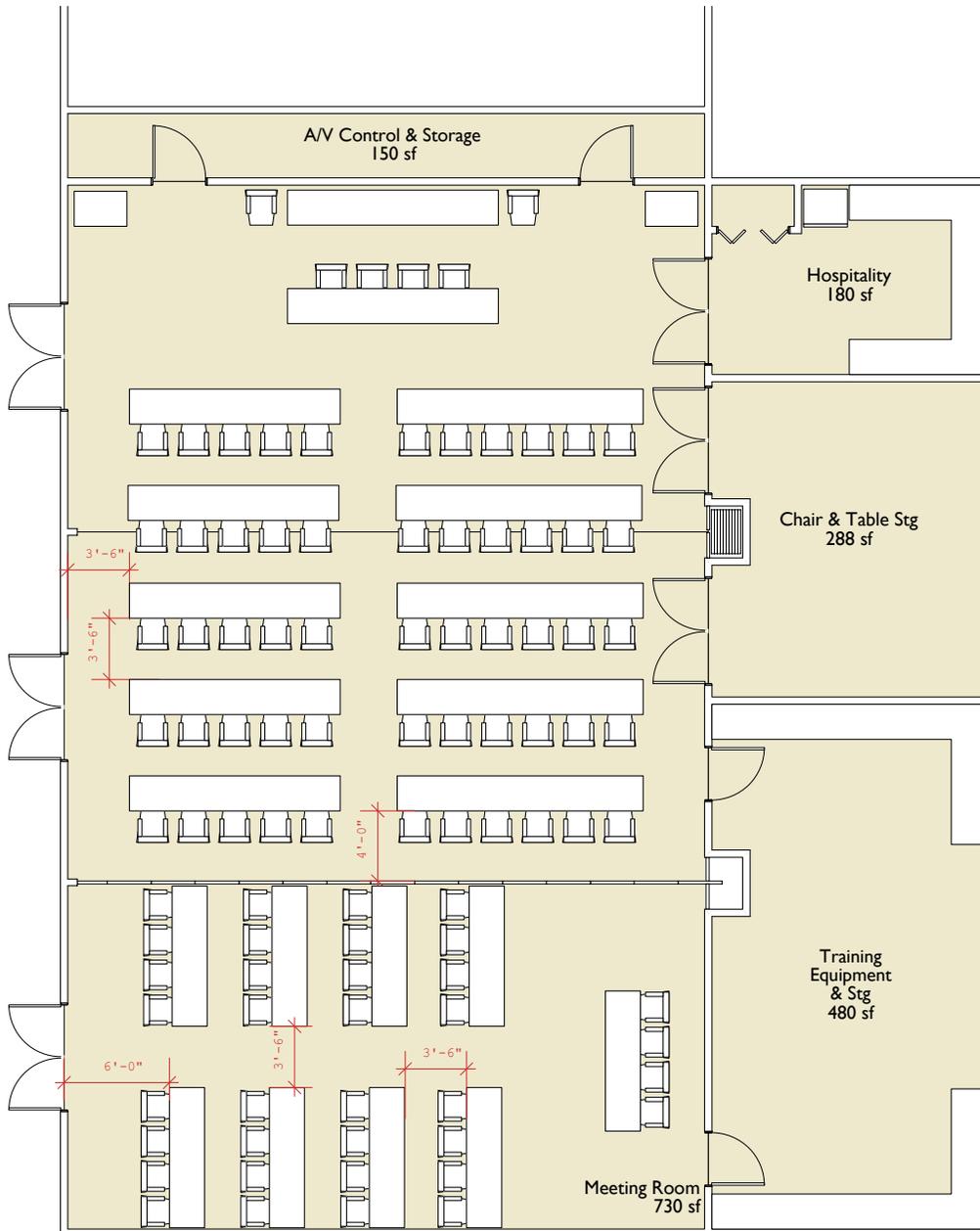


Illustration
Large Divisible Community or Training Room
(Illustration 1 of 3: Set-up with Training Tables)



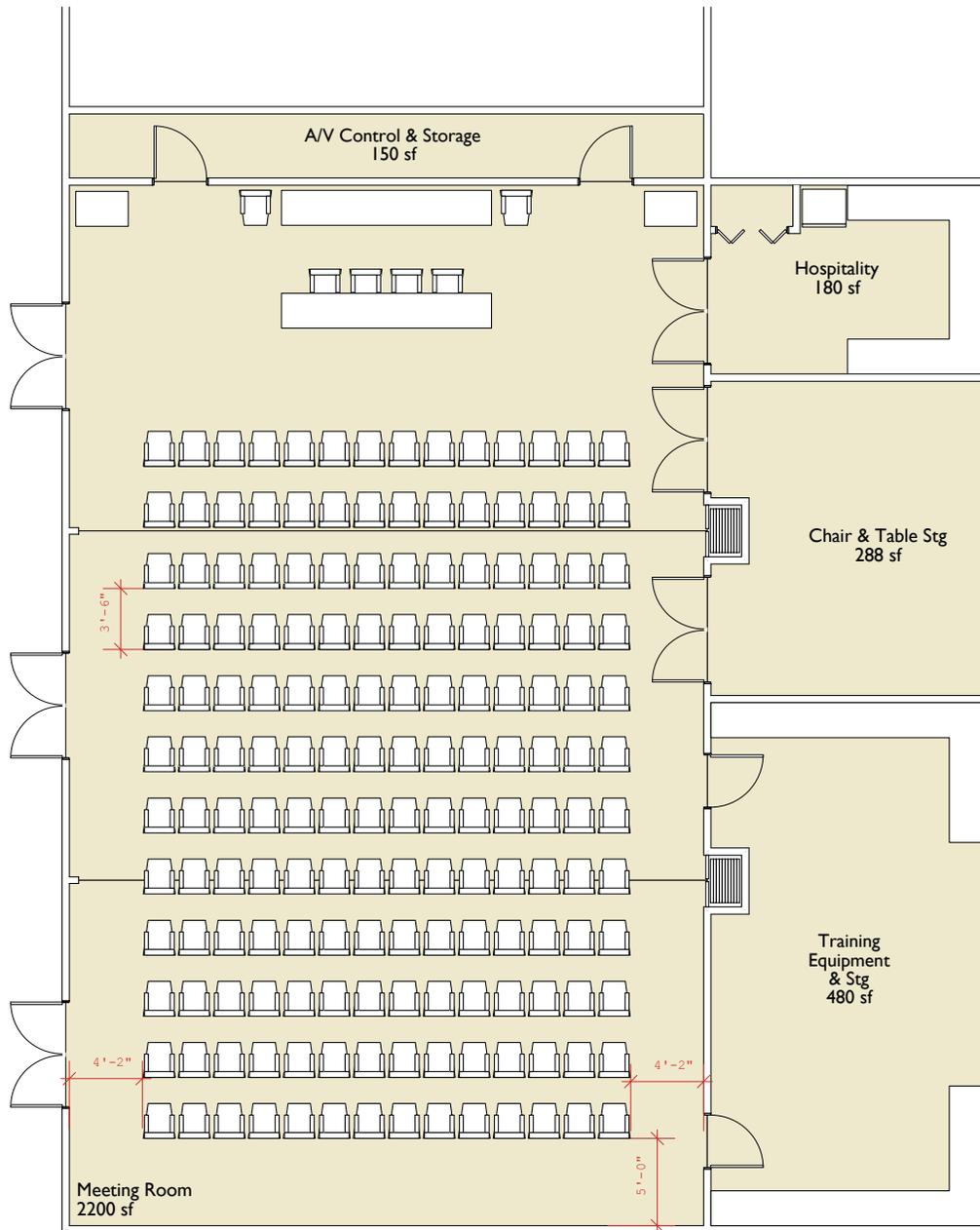
Meeting Room: 2,200 sf plus support areas
 Seats 85 - 90 at Tables in Rows

Illustration
Large Divisible Community or Training Room
(Illustration 2 of 3: Set-up with Training Tables, Showing Divisibility)



Meeting Room divisible into 2 - 3 areas
 As shown: one room seating 24 - 36; one room seating 55 - 60
 (all at training tables)

Illustration
Large Divisible Community or Training Room
(Illustration 3 of 3: Set-up with Audience Seating)



Meeting Room: 2,200 sf plus support areas
 Seats 150 - 170 in rows

STANDARDS FOR OTHER ROOMS

Other rooms, such as copy rooms, computer rooms, mail rooms, storage rooms, and so on are sized based on individual content needs. That is, standard requirements for the workstations, unit equipment, counters, and other items in the room are added together, with an allowance for extra circulation (when needed) and for the use of the items. The need for added circulation allowance is typically based on test layouts to assure an efficient yet workable standard is developed.

As with other rooms in this project, we have generally sized the (smaller) rooms in multiples of 60 sq. ft., to allow the design and layout process greater flexibility and modularity.

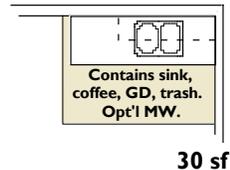
Standards for Coffee Service Areas

Illustrations of standards and assumptions for typical coffee service areas appear below.

Typical Coffee/Service Counter (small area)
(standard “cof-1”)



Typical Coffee/Service Counter
(standard “cof-2”)



Typical Coffee/Service Alcove
(standard “cof-3”)

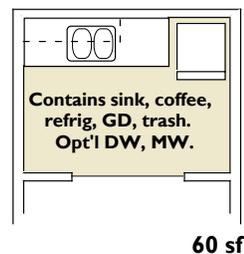
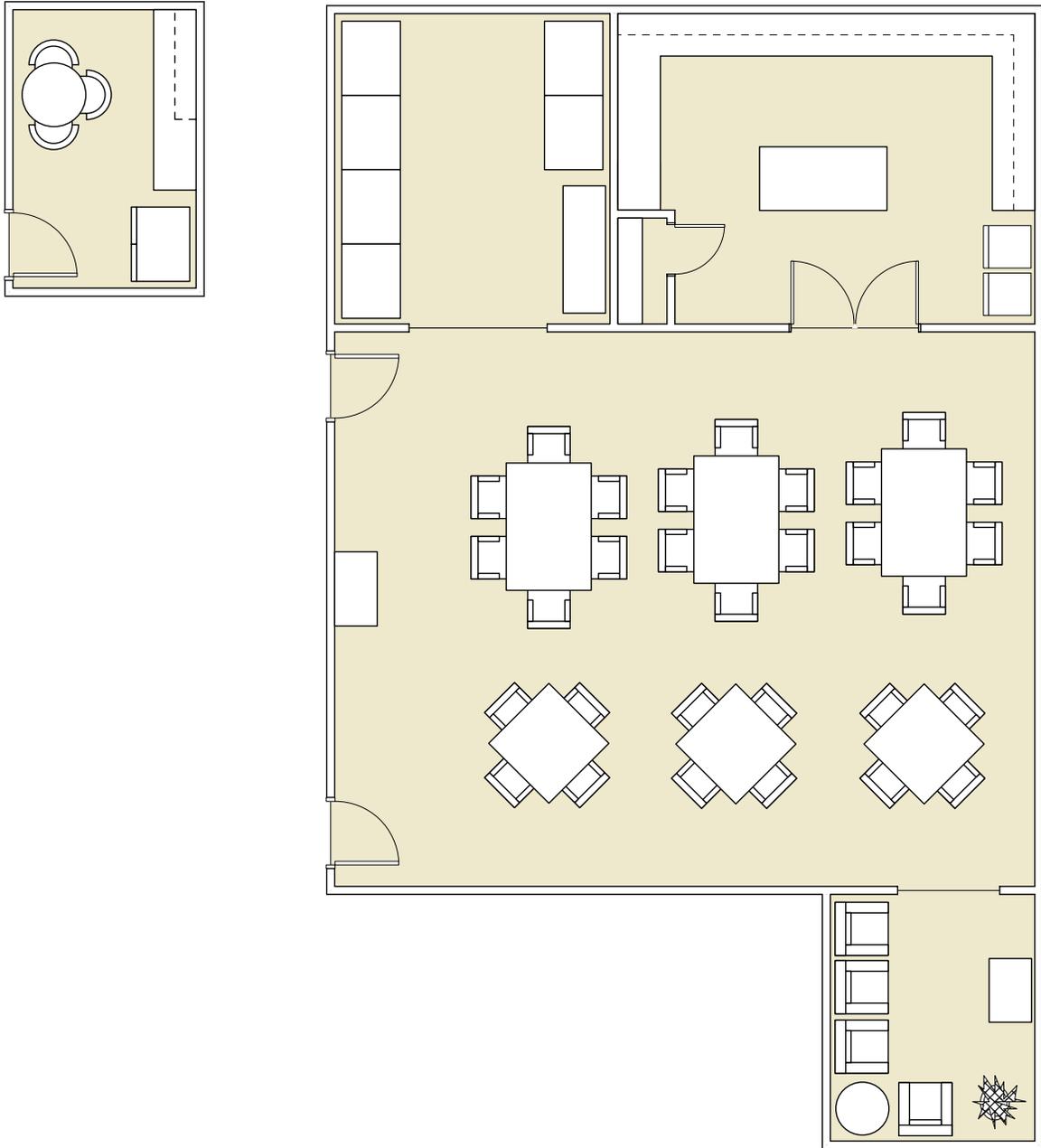


Illustration
Typical Break / Lunch Room Configuration



APPENDIX 2 – REQUIREMENTS DATA SHEETS

READING THE REQUIREMENTS TABLES

COMPUTATION OF REQUIREMENTS – DATA SHEETS

The pages following this introduction present the requirements detail computation sheets. The conventions used and other information which may assist in reading the data sheets are presented below.

We have listed equipment now in use as a baseline, and have applied standards to the list to show what space is needed today, but we would obviously not advocate building the “present required” amount of space since it has no expansion or contingency built in. To allow for increases in equipment, where this is logical and advisable, we have added a growth factor, which is identified on the data sheets.

Note that each block of required space also has a unit circulation allowance. In more spacious designs, and some commercial spaces, this allowance might be higher. We believe the figure we have used is nevertheless a generous figure which is still appropriate to government facilities planning. The circulation allows for department-based circulation and not the main building corridors or lavatories, etc.

Layout of the Data Sheets

The tabulation sheets are divided into columns which are grouped as follows:

Line – Dept. – Division

- Data lines of the computation are numbered consecutively. The information is presented in terms of the respective City departmental organization, as shown in indented organizational levels.

Item

- These columns list the personnel position, room, area, or equipment item described on its row of the data sheet. The small, multiple columns allow for indents that signify some relationships. Thus, the items that are indented from the line above are “attached” to, or a part of, the item just above.

Space Standard

- The first column identifies either a symbol for the area (such as "PO-4" for private office of type 4) or else identifies that a general allowance (“allow” / “allowance”) is used for the item.
- The second column identifies the size of the standard (or allowance), such as "180" to indicate an allocation of 180 square feet. See a separate discussion of space standards per se. In some cases, the standard increases in time, and “varies” may appear in the size column to call attention to this fact.

Actual Sq. Ft.

- This is the existing size of the area corresponding to the programmed area. In some cases, however, the program breaks down the existing area into components, so that several program lines must be added to arrive at the existing square footage for a particular existing room or area.

Current Need

- There are 3 sub-columns in this group. The first column is the quantity of staff (workstations) which has been identified as the current count.

- The second column identifies the quantity of items (which for private offices, desks, or other work modules, typically is the same as the staff count, unless, for example, several staff share one desk).
- The third column multiplies the quantity by the space standard or allowance. This is the space needed for the item described in this row. This first space computation is to determine what would be needed today based on existing staffing levels.

Future Need

- Again, there are 3 sub-columns, as described above. These are the same as for the “Current Need” calculation, but apply to the assumptions of growth or operational changes associated with the future projection scenario year.

Abbreviations

A number of regular abbreviations may be used in the space standard column and occasionally in the item description column. The following is a list of most abbreviations which might appear on the data sheets:

- + Used after another designation to indicate that the size of the standard is increased in a future period.
- /r Added to ‘cws’ or to ‘dws’ or to ‘ews’ to represent a reference unit (which may be a credenza, lateral file, or back table, etc.).
- /s Added to ‘cws’ or ‘dws’ to represent a side chair at the desk for a visitor.
- allow Allowance. Often used to describe the allocation of a non-standard space.
- bc Bookcase.
- C Conference room of various standard sizes (C-1, C-2, etc.).
- clos Closet.
- cntr Counter. As in a public counter station, abbreviated “cntr stn.”
- cof Coffee station, with cabinet and plumbing for a bar sink, water supply to a coffee maker, and (typically) a garbage disposal unit.
- cws Clerical work station or desk, with or without return, though generally with one.
- dws Drafting work station.
 - ews Executive work station. Same as ‘cws’ but specifically without a return (a double pedestal desk); or else with a return at executive height.
- f File cabinet, standard type, either of legal or letter size. A number following (f-4, f-5) indicates the number of drawers. Generally these can be converted into lateral files or other filing configurations in the design process, if new furniture is to be acquired. We use this notation when it is of interest to indicate the type of file cabinets in use currently.
- file File cabinet or file unit. Often either a generic item, meaning the same as “f” as noted above, or a special file such as a card file or other unspecified file cabinet (possibly converted from a built-in unit in existence at the time of inventory) or else a non-standard item.
- Inner Circ Inner circulation allowance. This is space added within a room or area to provide access to the items in it. It is added when a room’s size is based on a listing of items, and it is determined that the allowances of space for each of those items is in the aggregate likely not to have enough access space for proper layout.
- lav Lavatory or wash room, typically with water closet or toilet.
- lat file Lateral file cabinet, typically 42" wide.
- PO Private office of various standard sizes (PO-1, PO-2, etc.).
- recept Reception area with clerical staff work stations and waiting for visitors.
- sch Side chair. See also ‘/s’.

- seat Allowance for a seating area. Seat-1 represents a seating space for 2-3 in smaller-scale chairs, and Seat-2 represents a seating space for about 4 persons in larger-scale chairs (with side table).
- SPO Shared private office. An office for two or three persons.
- stg cab Storage cabinet. May be either a metal cabinet (traditionally 36" x 18" x 72" high) or an executive cabinet of lower height, etc. The meaning should be made clear by the context of spaces in the 'item description' column.
- sws Small work station or system work station, used for small single-pedestal desks or, when in conjunction with a 'cws' it may represent a computer system table. The item description column entry should clarify the meaning.
- tws Table work station. A table and a chair.
- Unit Circ This is circulation required for the unit, to access between rooms and areas. It is to be added to the open spaces of the unit, as determined during design, or else provided in lateral corridors or access ways.

Data Sheet Conventions

There are a number of conventions which we have adopted in the listing of items on the space requirements sheets that refer to how the space is to be configured.

- Indents Indenting indicates that the indented items are to be with or else make up the item that they are indented from.
- Room or Area The words 'room' and 'area' each mean slightly different things. 'Room' (or 'Office,' etc.) refers to an enclosed space, generally with a door. Typically, the only rooms further opening off a 'room' are closets or the like, that serve that room specifically. 'Area' refers to a space through which the other spaces in the unit may be accessed, and so can be termed 'an open area.' Unit circulation, when added at the end to a unit's space, might typically be added, in the design process, to the space requirement for the 'area' so as to provide for access aisles through it.
- Inner Circulation Note that 'Inner Circulation' differs from 'Unit Circulation.' Inner Circulation is added within a room or area when the list of items is sufficiently complex, or otherwise when it is felt that the space will need some added access allowance for the designers to accommodate the items comfortably.

SELECTED TERMS AND DEFINITIONS

The following terms are closely related, and the definitions for these terms often vary from user to user. Care should be taken to verify the definitions when these terms are encountered in other sources.

| | |
|-----------------------|--|
| Gross Building Area | <p>BOMA does not make much use of this figure, but for us the term means the total area of the building enclosed by the bounding walls, exclusive of overhangs and areas (including docks) outside the building line.</p> <p>The gross square footage of a building is the sum of the gross sq. ft. on each floor, which is measured to the outside finished surface of the permanent outer building walls. Basements, mechanical equipment areas, penthouses, etc., are all included. Note that this is sometimes referred to as the "construction area." Patios, overhangs, and similar elements are (usually) not included.</p> |
| Gross Measured Area | <p>BOMA defines Gross Measured Area to exclude the area outside the "dominant portion" of the bounding wall, and also excludes overhangs, areas (docks) outside the building line, and enclosed parking.</p> <p>The dominant portion is usually either the inside face of the wall or the glass-line of the wall, depending on whether windows make up more or less than half the wall surface. There are exceptions, however, as in the case of street-front storefronts.</p> <p>For us, this area differs from the Gross Building Area (by the thickness of the wall areas which are not included in the "dominant portion" and also by parking which is included in the Gross for Building E.</p> |
| Vertical Penetrations | <p>BOMA defines major vertical penetrations to include elevator shafts, mechanical shafts, and other areas "without a floor," including the bounding walls of these areas. We measure to the average thickness of these bounding walls, however.</p> |
| Tenant Area | <p>BOMA defines the area of a tenant (the "Office Area") to be the area where the tenant normally houses personnel, furniture, and operations under its sole control.</p> |
| Floor Common Area | <p>BOMA defines the Floor Common Area to be the areas on that floor available primarily for the use of tenants on that floor, such as washrooms, janitorial closets, electrical rooms, telephone rooms, mechanical rooms, elevator lobbies, and public corridors.</p> <p>The Rentable Area for a Tenant on a floor includes its prorated share of the Floor Common Area for that floor.</p> |
| Building Common Area | <p>BOMA defines the Building Common Area to be areas <i>to exclude</i> the Floor Common Areas and Vertical Penetrations, but <i>to include</i> areas which provide service to (all) building tenants, such as building lobbies and atria (at the floor level, not the shaft space above), building elevator lobbies, building mail rooms, and building core service rooms. The point is to identify areas servicing <i>all</i> tenants rather than just tenants on one floor.</p> <p>In the case of a campus setting, it is useful to think of each building as a "floor" in the BOMA definitions.</p> |

| | |
|------------------------|--|
| Usable Area | BOMA defines the Usable Area as the sum of the Tenant Areas and the Building Common Areas. Floor Common Areas are omitted. Thus, typically, the usable area equals the tenant spaces plus the areas which are shared by all tenants (such as main building lobbies and corridors, but not floor corridors, for example). |
| Net Sq. Ft | This is the same as usable interior area in this report, and is the space which is listed in the program tabulation. |
| Modified Usable Area | In this study, especially where needs are to be computed, it is useful to distinguish all the main circulation corridors rather than to divide this between "Building Common" and "Floor Common" allowances. Similarly, it is useful to identify all mechanical spaces needed by the building, not to distinguish the mechanical areas for a floor from those for the building as a whole. Consequently, where we make this distinction, we identify the Usable as being Modified accordingly. The usable space is always defined when the definition is being modified in this way. |
| Tenant's Rentable Area | BOMA defines the rentable area of a tenant to be Tenant Area (Office Area), plus the prorated share of Floor Common Area (computed on a floor-by-floor basis and added) plus the prorated share of the Building Common Area. Rentable area for a floor usually includes everything except Vertical Penetrations. |
| Building Rentable Area | BOMA defines the total rentable area of a building to be the sum of the rentable for each tenant (which equals the sum of the rentable for each floor). Rentable area usually includes everything except Vertical Penetrations. |
| Tenant Usable Area | This is the same as the Tenant Area, above. It equals the Tenant Assignable Area plus the Tenant Assignable Circulation. |
| Tenant Assignable Area | This is the tenant usable area less the tenant assignable circulation. It includes (a) the area of rooms or offices, (b) the open areas by or "footprints" of desks, equipment, and so on, (c) the access area around such furniture or equipment (unless this is part of the "unit circulation" aisle). |
| Assignable Circulation | This area is equal to the walkways and defined aisles within the tenant usable area. Access space around open-area desks and equipment is not included, unless it is overlapped with such well-defined aisles. Unit circulation is included in the net sq. ft. |
| Inner Circulation | This allowance is added inside rooms or areas to provide needed access to equipment or work stations that are listed there, especially when it is judged that the total allowance for access which is part of the items' space standard will otherwise be insufficient for proper layout. Inner circulation is part of the net sq. ft. of a room. |
| Efficiency | The efficiency of a building is the ratio of net sq. ft. to gross sq. ft., usually expressed as a percentage. While the "gross" is usually well defined, there are several ways that "net" can be calculated. |
| Major Circulation | This area typically consists of stairwells and corridors defined by fire-rated partitions and in a multi-tenant building is that corridor space which is shared by all tenants. |

**Manhattan Beach City Hall
Needs Assessment Program Summary**

| Line | Organization / Item | Space Standard | | Actual Space | Future Need | | | Comments |
|------|-----------------------------------|----------------|---------|---------------|-------------|-----|---------------|----------|
| | | Code | Sq. Ft. | | Staff | Qty | Sq. Ft. | |
| 1 | Manhattan Beach City Hall | | | | | | | |
| 2 | MANAGEMENT SERVICES | | | | | | | |
| 3 | City Council Meeting Chambers | | | 2,924 | 0 | | 3,700 | |
| 4 | City Council Office Area | | | 262 | 5 | | 380 | |
| 5 | City Manager, Clerk, and Attorney | | | 2,447 | 12 | | 3,419 | |
| 6 | Subtotal, Management Services | | | 5,633 | 17 | | 7,499 | |
| 7 | | | | | | | | |
| 8 | FINANCE | | | 2,229 | 18 | | 2,794 | |
| 9 | HUMAN RESOURCES | | | 3,065 | 9 | | 2,398 | |
| 10 | PARKS AND RECREATION | | | 1,443 | 16 | | 2,614 | |
| 11 | COMMUNITY DEVELOPMENT | | | 4,169 | 33 | | 4,807 | |
| 12 | INFORMATION SERVICES | | | 1,987 | 13 | | 2,062 | |
| 13 | SHARED BY ALL | | | 3,312 | 0 | | 5,168 | |
| 14 | | | | | | | | |
| 15 | SUBTOTAL CITY HALL, NET SF | | | 21,838 | 106 | | 27,342 | |
| 16 | Projected Gross Building Elements | net to gross | 80% | 6,001 | 0 | | 6,836 | |
| 17 | TOTAL CITY HALL, GROSS SF | | | 27,839 | 106 | | 34,178 | |

**Manhattan Beach City Hall
Needs Assessment Program Detail**

| Line | Organization / Item | Space Standard | | Actual Space | Future Need | | | Comments |
|------|--|----------------|---------|--------------|-------------|-----|---------|---|
| | | Code | Sq. Ft. | | Staff | Qty | Sq. Ft. | |
| 1 | Manhattan Beach City Hall | | | | | | | |
| 2 | MANAGEMENT SERVICES | | | | | | | |
| 3 | City Council Meeting Chambers | | | | | | | |
| 4 | <u>Council Chamber Areas</u> | | | | | | | |
| 5 | Council Chamber | | | 1,852 | | | | |
| 6 | | | | | | | | |
| 7 | Dais and Presentation Area | allow | 500 | | | 1 | 500 | |
| 8 | Public Seating Area | | 1,700 | | | 1 | 1,700 | |
| 9 | Capacity assumed (persons) | | 120 | incl. | | | | |
| 10 | Standard used: sf per seat | | 12.5 | incl. | | | | |
| 11 | Side access / layout allowance | | 200 | incl. | | | | |
| 12 | | | | | | | | |
| 13 | Vestibule Allowance | allow | 400 | 500 | | 1 | 400 | |
| 14 | Study Session Conference Room | C-5 | 300 | 213 | | 1 | 300 | |
| 15 | Coffee Area | cof-3 | 30 | 34 | | 1 | 30 | |
| 16 | | | | | | | | |
| 17 | Private Council Lavatories | allow | 100 | 46 | | 1 | 100 | |
| 18 | | | | | | | | |
| 19 | A/V Control Room | | | 224 | | | | |
| 20 | Control Booth | allow | 100 | incl above | | 1 | 100 | |
| 21 | Equipment / Server Rack Area | allow | 150 | incl above | | 1 | 150 | |
| 22 | | | | | | | | |
| 23 | Storage | allow | 80 | 55 | | 1 | 80 | |
| 24 | | | | | | | | |
| 25 | Subtotal Assigned SF | | | 2,924 | 0 | | 3,360 | |
| 26 | Circulation Allowance | unit circ-4 | 10% | incl. | | | 340 | Main Corridor circulation is tallied at end. |
| 27 | Total NSF, Chambers | | | 2,924 | 0 | | 3,700 | |
| 28 | | | | | | | | |
| 29 | | | | | | | | |
| 30 | City Council Office Area | | | | | | | |
| 31 | <u>Offices</u> | | | | | | | |
| 32 | Council Shared | C-5 | 300 | 262 | 5 | 1 | 300 | |
| 33 | <i>Includes small desk and conference table for 8 people</i> | | | | | | | |
| 34 | | | | | | | | |
| 35 | Subtotal Assigned SF | | | 262 | 5 | | 300 | |
| 36 | Circulation Allowance | unit circ-4 | 25% | incl. | | | 80 | Inner circulation is included in "Open Work Area" |
| 37 | Total NSF, Council Offices | | | 262 | 5 | | 380 | |
| 38 | | | | | | | | |
| 39 | | | | | | | | |

**Manhattan Beach City Hall
Needs Assessment Program Detail**

| Line | Organization / Item | Space Standard | | Actual Space | Future Need | | | Comments |
|------|--|----------------|---------|--------------|-------------|-----|---------|---|
| | | Code | Sq. Ft. | | Staff | Qty | Sq. Ft. | |
| 40 | City Manager, Clerk, and Attorney | | | | | | | |
| 41 | <u>Offices</u> | | | | | | | |
| 42 | City Manager | PO-7 | 300 | 277 | 1 | 1 | 300 | |
| 43 | Asst City Manager | PO-5 | 210 | 217 | 1 | 1 | 210 | |
| 44 | City Attorney | PO-5 | 210 | 207 | 1 | 1 | 210 | |
| 45 | City Clerk | PO-3 | 150 | 172 | 1 | 1 | 150 | Currently C Clerk and C Treasurer share one office. |
| 46 | Economic Vitality Manager | PO-3 | 150 | 76 | 1 | 1 | 150 | |
| 47 | Legal Secretary City Atty | PO-3 | 150 | 123 | 1 | 1 | 150 | |
| 48 | | | | | | | | |
| 49 | <u>Open Work Area</u> | | | | | | | |
| 50 | Central work area | | | | | | | |
| 51 | Management Analyst | en-c | 64 | 67 | 1 | 1 | 64 | |
| 52 | Executive Secretary | en-c | 64 | 67 | 1 | 1 | 64 | |
| 53 | Sr. Deputy City Clerk | en-c | 64 | 42 | 1 | 1 | 64 | |
| 54 | Administrative Clerk | en-c | 64 | 42 | 1 | 1 | 64 | |
| 55 | Management Fellow | en-c | 64 | 42 | 1 | 1 | 64 | |
| 56 | Vacant Workstation | en-C | 64 | 42 | 0 | 1 | 64 | Provided for future |
| 57 | | | | | | | | |
| 58 | Executive Reception (lobby area) | | | | | | | |
| 59 | Receptionist Clerk | recept-1 | 120 | 75 | 1 | 1 | 120 | includes counter area for guests |
| 60 | Guest Seating | guest-3 | 30 | 43 | | 2 | 60 | |
| 61 | Mail Room | allow | 180 | 215 | | 1 | 180 | locate near City Hall receptionist |
| 62 | | | | | | | | |
| 63 | <u>Other Rooms / Area</u> | | | | | | | |
| 64 | File Room / Supply Area | allow | 120 | 97 | | 1 | 120 | |
| 65 | Executive Conference Room (16 person) | C-6 | 360 | 259 | | 1 | 360 | Dedicated to Management Services |
| 66 | Coffee Alcove | coffee-1 | 45 | | | 1 | 45 | |
| 67 | Break / Print Room | | | 105 | | | | |
| 68 | | | | | | | | |
| 69 | Print / Copy Room | print-3 | 150 | | | 1 | 150 | Area for prep of council packets, general print, etc. |
| 70 | | | | | | | | |
| 71 | Records Vault | allow | 150 | | | 1 | 150 | Fireproof equipped with gas suppression system |
| 72 | | | | | | | | |
| 73 | Subtotal Assigned SF | | | 2,168 | 12 | | 2,739 | |
| 74 | Circulation Allowance | unit circ-4 | 25% | 279 | | | 680 | |
| 75 | Total NSF, City Administration | | | 2,447 | 12 | | 3,419 | |
| 76 | | | | | | | | |
| 77 | | | | | | | | |
| 78 | Subtotal, Council Offices + CM + City Atty | | | 2,709 | 17 | | 3,799 | |

**Manhattan Beach City Hall
Needs Assessment Program Detail**

| Line | Organization / Item | | | | Space Standard | | Actual Space | Future Need | | | Comments |
|------|---------------------|--|--|--------------------------------|----------------|---------|--------------|-------------|-----|----------|---|
| | | | | | Code | Sq. Ft. | | Staff | Qty | Sq. Ft. | |
| 79 | | | | | | | | | | | |
| 80 | | | | FINANCE | | | | | | | |
| 81 | | | | <u>Offices</u> | | | | | | | |
| 82 | | | | Director of Finance | PO-5 | 210 | 218 | 1 | 1 | 210 | |
| 83 | | | | Closet | | | 57 | | | | |
| 84 | | | | Controller | PO-3 | 150 | 167 | 1 | 1 | 150 | |
| 85 | | | | Revenue Services Manager | PO-3 | 150 | 112 | 2 | 2 | 300 | |
| 86 | | | | Financial Analyst | PO-3 | 150 | 111 | 1 | 1 | 150 | |
| 87 | | | | Revenue Specialist | PO-3 | 150 | 110 | 1 | 1 | 150 | |
| 88 | | | | | | | | | | | |
| 89 | | | | <u>Open Work Area</u> | | | | | | | |
| 90 | | | | Buyer | en-c | 64 | 64 | 1 | 1 | 64 | |
| 91 | | | | Senior Accountant | en-c | 64 | 64 | 1 | 1 | 64 | |
| 92 | | | | Accountant | en-c | 64 | 128 | 2 | 2 | 128 | |
| 93 | | | | Account Services Rep I | en-c | 64 | 320 | 5 | 5 | 320 | |
| 94 | | | | Executive Secretary | en-c | 64 | 64 | 1 | 1 | 64 | |
| 95 | | | | Purchasing Clerk | en-c | 64 | 64 | 1 | 1 | 64 | |
| 96 | | | | Cashier | | | 43 | 1 | | see note | Located with one-stop-shop in shared areas |
| 97 | | | | | | | | | | | |
| 98 | | | | <u>Other Areas / Rooms</u> | | | | | | | |
| 99 | | | | <u>Work Room / Area</u> | | | | | | | |
| 100 | | | | File Storage | lat-3 | 15 | 172 | | 12 | 180 | Can be a room but should be adjacent to workers |
| 101 | | | | Copy / Print Area | print-2 | 120 | 30 | | 1 | 120 | |
| 102 | | | | Administrative supplies | allow | 120 | 35 | | 1 | 120 | |
| 103 | | | | | | | | | | | |
| 104 | | | | Secured Room | allow | 150 | 107 | | 1 | 150 | includes financial records, etc. |
| 105 | | | | Includes coin machine and safe | | | | | | | |
| 106 | | | | | | | | | | | |
| 107 | | | | Counter (work areas) | | | see note | | | see note | Consolidated to Shared Areas below |
| 108 | | | | Counter (Public Area) | | | see note | | | see note | Consolidated to Shared Areas below |
| 109 | | | | | | | | | | | |
| 110 | | | | Subtotal Assigned SF | | | 1,866 | 18 | | 2,234 | |
| 111 | | | | Circulation Allowance | unit circ-4 | 25% | 363 | | | 560 | Inner circulation is included in "Open Work Area" |
| 112 | | | | Total NSF, Finance | | | 2,229 | 18 | | 2,794 | |
| 113 | | | | | | | | | | | |
| 114 | | | | | | | | | | | |
| 115 | | | | | | | | | | | |
| 116 | | | | | | | | | | | |
| 117 | | | | | | | | | | | |

**Manhattan Beach City Hall
Needs Assessment Program Detail**

| Line | Organization / Item | Space Standard | | Actual Space | Future Need | | | Comments |
|------|---|----------------|---------|--------------|-------------|-----|---------|---|
| | | Code | Sq. Ft. | | Staff | Qty | Sq. Ft. | |
| 118 | | | | | | | | |
| 119 | HUMAN RESOURCES | | | | | | | |
| 120 | <u>Offices</u> | | | | | | | |
| 121 | HR Director | PO-5 | 210 | 321 | 1 | 1 | 210 | |
| 122 | Human Resource Manager | PO-3 | 150 | 250 | 1 | 1 | 150 | |
| 123 | Risk Manager | PO-3 | 150 | 204 | 1 | 1 | 150 | |
| 124 | HR Analyst | PO-3 | 150 | 172 | 2 | 2 | 300 | |
| 125 | HR Technician | PO-3 | 150 | 189 | 2 | 2 | 300 | |
| 126 | Legal Secretary (2nd Office) | | | 135 | | | | |
| 127 | Vacant Office | | | 161 | | | | |
| 128 | | | | | | | | |
| 129 | <u>Open Work Area</u> | | | | | | | |
| 130 | Central work area | | | | | | | |
| 131 | Executive Assistant | en-C | 64 | 106 | 1 | 1 | 64 | |
| 132 | HR Assistant | en-C | 64 | 80 | 1 | 1 | 64 | |
| 133 | Vacant Workstation | | | 71 | | | | |
| 134 | Vacant Workstation | | | 40 | | | | |
| 135 | Vacant Workstation | | | 40 | | | | |
| 136 | Copy / Print Area | allow | 80 | 46 | | 1 | 80 | |
| 137 | Files and equipment allowance (open work area) | allow | 60 | 60 | | 1 | 60 | |
| 138 | | | | | | | | |
| 139 | <u>Other Areas / Rooms</u> | | | | | | | |
| 140 | Conference Room (6 person) | C-3 | 180 | 239 | | 1 | 180 | dedicated to HR |
| 141 | Secured File Room | allow | 240 | 271 | | 1 | 240 | Employee Records, etc. Should be high density storage |
| 142 | Counter (work areas / public area) | allow | 120 | 97 | | 1 | 120 | Reception point for department |
| 143 | | | | | | | | |
| 144 | <i>Note: HR Department needs to be lockable since there are cubicle workstations provided</i> | | | | | | | |
| 145 | | | | | | | | |
| 146 | Subtotal Assigned SF | | | 2,482 | 9 | | 1,918 | |
| 147 | Circulation Allowance | unit circ-4 | 25% | 583 | | | 480 | |
| 148 | Total NSF, Human Resources | | | 3,065 | 9 | | 2,398 | |
| 149 | | | | | | | | |
| 150 | | | | | | | | |
| 151 | | | | | | | | |
| 152 | | | | | | | | |
| 153 | | | | | | | | |
| 154 | | | | | | | | |
| 155 | | | | | | | | |
| 156 | | | | | | | | |

**Manhattan Beach City Hall
Needs Assessment Program Detail**

| Line | Organization / Item | Space Standard | | Actual Space | Future Need | | | Comments |
|------|---------------------------------|----------------|---------|--------------|-------------|-----|----------|---|
| | | Code | Sq. Ft. | | Staff | Qty | Sq. Ft. | |
| 157 | | | | | | | | |
| 158 | PARKS AND RECREATION | | | | | | | |
| 159 | <u>Offices</u> | | | | | | | |
| 160 | Director of Parks & Recreation | PO-5 | 210 | 220 | 1 | 1 | 210 | |
| 161 | Recreation Svcs. Manager | PO-3 | 150 | 172 | 1 | 1 | 150 | |
| 162 | Recreation Svcs. Manager | PO-3 | 150 | 108 | 1 | 1 | 150 | |
| 163 | Recreation Svcs. Manager | PO-3 | 150 | 108 | 1 | 1 | 150 | |
| 164 | Supervisor | PO-2 | 120 | 164 | 3 | 3 | 360 | |
| 165 | Management Analyst | PO-2 | 120 | | 1 | 1 | 120 | |
| 166 | Cultural Arts Manager | PO-2 | 120 | 108 | | 1 | 120 | |
| 167 | Ceramic Studio Supervisor | PO-2 | 120 | 36 | 1 | 1 | 120 | |
| 168 | | | | | | | | |
| 169 | <u>Open Work Area</u> | | | | | | | |
| 170 | Central work area | | | | | | | |
| 171 | Park Enforcement Officer | en-c | 64 | 36 | 0 | 0 | 0 | |
| 172 | Sports Coordinator | en-c | 64 | | 1 | 1 | 64 | |
| 173 | Graphic Artist | en-c | 64 | 36 | 1 | 1 | 64 | |
| 174 | Executive Secretary | en-c | 64 | 36 | | | | |
| 175 | Secretary | en-c | 64 | | 1 | 1 | 64 | |
| 176 | FT Administrative Clerk II | en-c | 64 | 72 | | | | |
| 177 | PT Administrative Clerk I/II | en-c | 64 | counter | 3 | 3 | 192 | space with parks counter and desk required |
| 178 | Reservation Clerk | en-c | 64 | | 1 | | see note | space with parks counter |
| 179 | | | | | | | | |
| 180 | Manager (off-site) | | 0 | offsite | [1] | 0 | 0 | Works out of Dial-a-Ride office |
| 181 | Supervisor (off-site) | | 0 | offsite | [3] | 0 | 0 | Works at recreation sites |
| 182 | | | | | | | | |
| 183 | <u>Other Areas / Rooms</u> | | | | | | | |
| 184 | Work Room / Area | | | | | | | |
| 185 | File Storage | lat-3 | 15 | 110 | | 12 | 180 | Can be a room but should be near workers |
| 186 | Copy / Print Area | allow | 90 | 30 | | 1 | 90 | |
| 187 | Administrative supplies | allow | 60 | 30 | | 1 | 60 | Includes Misc Parks Equipment / Flyers / Etc. |
| 188 | | | | | | | | |
| 189 | Counter (work areas) | | | see note | | | see note | Consolidated to Shared Areas below |
| 190 | Counter (Public Area) | | | see note | | | see note | Consolidated to Shared Areas below |
| 191 | | | | | | | | |
| 192 | Subtotal Assigned SF | | | 1,266 | 16 | | 2,094 | |
| 193 | Circulation Allowance | unit circ-4 | 25% | 177 | | | 520 | Inner circulation is included in "Open Work Area" |
| 194 | Total NSF, Parks and Recreation | | | 1,443 | 16 | | 2,614 | |
| 195 | | | | | | | | |

**Manhattan Beach City Hall
Needs Assessment Program Detail**

| Line | Organization / Item | Space Standard | | Actual Space | Future Need | | | Comments |
|------|--|----------------|---------|--------------|-------------|-----|---------|--------------------------------|
| | | Code | Sq. Ft. | | Staff | Qty | Sq. Ft. | |
| 196 | | | | | | | | |
| 197 | COMMUNITY DEVELOPMENT | | | | | | | |
| 198 | <u>Offices</u> | | | | | | | |
| 199 | Director | PO-5 | 210 | 217 | 1 | 1 | 210 | |
| 200 | Asst. Director | PO-3 | 150 | | 1 | 1 | 150 | |
| 201 | Planning Manager | PO-3 | 150 | 102 | 1 | 1 | 150 | |
| 202 | Traffic Engineer | PO-3 | 150 | 139 | 1 | 1 | 150 | |
| 203 | Senior Plan Check Engineer | PO-3 | 150 | 127 | 1 | 1 | 150 | |
| 204 | Building Official | PO-3 | 150 | 206 | 1 | 1 | 150 | |
| 205 | Closet | | | 77 | | | | |
| 206 | Senior Management Analyst | PO-3 | 150 | 108 | 1 | 1 | 150 | |
| 207 | | | | | | | | |
| 208 | <u>Open Work Area</u> | | | | | | | |
| 209 | Associate Planner | en-D | 80 | 220 | 2 | 2 | 160 | |
| 210 | Assistant Planner | en-D | 80 | 225 | 3 | 3 | 240 | |
| 211 | Plan Check Engineer | en-D | 80 | 146 | 1 | 1 | 80 | |
| 212 | PT Plan Check Engineer | en-D | 80 | 105 | 1 | 1 | 80 | |
| 213 | Planner | en-D | 80 | | 1 | 1 | 80 | |
| 214 | | | | | | | | |
| 215 | Code Enforcement Officer | en-C | 64 | 180 | 3 | 3 | 192 | Includes additional file space |
| 216 | Vacant Workstation | | | 60 | | | | |
| 217 | Vacant Workstation | | | 22 | | | | |
| 218 | | | | | | | | |
| 219 | Principal Inspector | en-C | 64 | 30 | 1 | 1 | 64 | |
| 220 | Senior Building Inspector | en-C | 64 | 60 | 2 | 2 | 128 | |
| 221 | Inspector | en-C | 64 | 30 | 1 | 1 | 64 | |
| 222 | Senior Permits Technician | en-C | 64 | 72 | 1 | 1 | 64 | |
| 223 | Permits Technician | en-C | 64 | 72 | 2 | 2 | 128 | |
| 224 | Executive Secretary | recept-1 | 120 | 96 | 1 | 1 | 120 | |
| 225 | Building Secretary | en-C | 64 | 60 | 1 | 1 | 64 | |
| 226 | Planning Intern | en-C | 64 | 55 | 1 | 1 | 64 | |
| 227 | PT Admin Clerks | en-C | 64 | 144 | 4 | 4 | 256 | |
| 228 | Development Services Coordinator | en-C | 64 | | 1 | 1 | 64 | |
| 229 | Vendor / Offsite Employee Workstation | en-C | 64 | | | 1 | 64 | |
| 230 | Internal staff plan counter with files below | allowance | 120 | 17 | | 1 | 120 | |
| 231 | | | | | | | | |
| 232 | | | | | | | | |
| 233 | | | | | | | | |
| 234 | | | | | | | | |

**Manhattan Beach City Hall
Needs Assessment Program Detail**

| Line | Organization / Item | Space Standard | | Actual Space | Future Need | | | Comments |
|------|----------------------------------|----------------|---------|--------------|-------------|-----|----------|---|
| | | Code | Sq. Ft. | | Staff | Qty | Sq. Ft. | |
| 235 | <u>Other Areas / Rooms</u> | | | | | | | |
| 236 | Plan Room | allow | 300 | 240 | | 1 | 300 | |
| 237 | File Storage Room | lat-3 | 15 | 210 | | 15 | 225 | May reduce size if storage under plan table is achievable |
| 238 | Print / Supply Room | print-4 | 180 | 36 | | 1 | 180 | Includes 2 plotters |
| 239 | | | | | | | | |
| 240 | Counter (work areas) | | | see note | | | see note | Consolidated to Shared Areas below |
| 241 | Counter (Public Area) | | | see note | | | see note | Consolidated to Shared Areas below |
| 242 | | | | | | | | |
| 243 | Subtotal Assigned SF | | | 3,056 | 33 | | 3,847 | |
| 244 | Circulation Allowance | unit circ-4 | 25% | 1,113 | | | 960 | |
| 245 | Total NSF, Community Development | | | 4,169 | 33 | | 4,807 | |
| 246 | | | | | | | | |
| 247 | | | | | | | | |
| 248 | | | | | | | | |
| 249 | | | | | | | | |
| 250 | | | | | | | | |
| 251 | | | | | | | | |
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| 256 | | | | | | | | |
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| 270 | | | | | | | | |
| 271 | | | | | | | | |
| 272 | | | | | | | | |
| 273 | | | | | | | | |

**Manhattan Beach City Hall
Needs Assessment Program Detail**

| Line | Organization / Item | Space Standard | | Actual Space | Future Need | | | Comments |
|------|---------------------------------|----------------|---------|--------------|-------------|-----|------------|-------------------------------------|
| | | Code | Sq. Ft. | | Staff | Qty | Sq. Ft. | |
| 274 | | | | | | | | |
| 275 | INFORMATION SERVICES | | | | | | | |
| 276 | <u>Offices</u> | | | | | | | |
| 277 | Director | PO-5 | 210 | 350 | 1 | 1 | 210 | |
| 278 | Manager | PO-3 | 150 | 198 | 1 | 1 | 150 | |
| 279 | | | | | | | | |
| 280 | <u>Open Work Area</u> | | | | | | | |
| 281 | Network Administrator | en-c | 64 | 128 | 2 | 2 | 128 | |
| 282 | IS Specialist | en-c | 64 | 201 | 3 | 3 | 192 | |
| 283 | GIS Analyst | en-c | 64 | 67 | 1 | 1 | 64 | |
| 284 | GIS Technician | en-c | 64 | 67 | 1 | 1 | 64 | |
| 285 | Management Analyst | en-c | 64 | | 1 | 1 | 64 | |
| 286 | Business Systems Analyst | en-c | 64 | | 2 | 2 | 128 | |
| 287 | Webmaster / Social Media | en-c | 64 | | 1 | 1 | 64 | |
| 288 | Open Cubical | en-c | 64 | 88 | | 1 | 64 | vendor space |
| 289 | | | | | | | | |
| 290 | <u>Other Areas / Rooms</u> | | | | | | | |
| 291 | Conference Room (12 person) | | | see shared | | | see shared | relocated to shared areas |
| 292 | Plot / Print Areas | Print-rm | 150 | 132 | | 1 | 150 | |
| 293 | Storage Room | storage | 150 | 60 | | 1 | 150 | misc storage / new equipment |
| 294 | Repair Counter | work-ctr | 36 | 143 | | 4 | 144 | |
| 295 | Broadcast Equipment | allow | 80 | | | 1 | 80 | |
| 296 | Misc Storage | | | 88 | | | | Weed and combine with storage above |
| 297 | | | | | | | | |
| 298 | | | | | | | | |
| 299 | Subtotal Assigned SF | | | 1,522 | 13 | | 1,652 | |
| 300 | Circulation Allowance | unit circ-4 | 25% | 465 | | | 410 | |
| 301 | Total NSF, Information Services | | | 1,987 | 13 | | 2,062 | |
| 302 | | | | | | | | |
| 303 | | | | | | | | |
| 304 | | | | | | | | |
| 305 | | | | | | | | |
| 306 | | | | | | | | |
| 307 | | | | | | | | |
| 308 | | | | | | | | |
| 309 | | | | | | | | |
| 310 | | | | | | | | |
| 311 | | | | | | | | |
| 312 | | | | | | | | |

**Manhattan Beach City Hall
Needs Assessment Program Detail**

| Line | Organization / Item | Space Standard | | Actual Space | Future Need | | | Comments |
|------|---|----------------|---------|--------------|-------------|-----|---------|----------------------------------|
| | | Code | Sq. Ft. | | Staff | Qty | Sq. Ft. | |
| 313 | | | | | | | | |
| 314 | SHARED BY ALL | | | | | | | |
| 315 | <u>Other Areas / Rooms</u> | | | | | | | |
| 316 | One-Stop-Shop Public Counter | | | | | | | |
| 317 | Finance | | | 594 | | | 336 | |
| 318 | Revenue Division Cashier | cntr stn | 48 | incl abv | | 1 | | |
| 319 | Finance Accountant | cntr stn | 48 | incl abv | | 1 | | |
| 320 | | | | | | | | |
| 321 | Parks and Recreation | | | incl abv | | | | |
| 322 | Registration | cntr stn | 48 | | | 2 | | |
| 323 | | | | | | | | |
| 324 | Community Development | | | incl abv | | | | |
| 325 | Planning Department Representative | cntr stn | 48 | see above | | 1 | | |
| 326 | Building Department Representative | cntr stn | 48 | see above | | 1 | | |
| 327 | Traffic Department Representative | cntr stn | 48 | see above | | 1 | | |
| 328 | | | | | | | | |
| 329 | <i>Note: Public Counter should have a silent alarm under counter and locate employees near respective divisions</i> | | | | | | | |
| 330 | | | | | | | | |
| 331 | One-Stop-Shop Public Lobby | allow | 800 | 802 | | 1 | 800 | Includes seating |
| 332 | Computer Kiosk Stations | en-A | 36 | | | 2 | 72 | |
| 333 | | | | | | | | |
| 334 | Public Restrooms | | | | | | | |
| 335 | Men's Restroom | allow | 300 | 258 | | 1 | 300 | |
| 336 | Women's Restroom | allow | 300 | 242 | | 1 | 300 | |
| 337 | | | | | | | | |
| 338 | Staff Restrooms | | | | | | | |
| 339 | Men's Restroom | allow | 300 | 280 | | 1 | 300 | Lower floor |
| 340 | Women's Restroom | allow | 300 | 267 | | 1 | 300 | Lower floor |
| 341 | | | | | | | | |
| 342 | Conference Rooms | | | | | | | |
| 343 | Executive Conference Room (16 person) | C-6 | 360 | [259] | | 1 | [360] | City Manager's Conference Room |
| 344 | Conference Room (6 person) | C-4 | 180 | [239] | | 1 | [180] | HR's Conference Room |
| 345 | Conference Room (12 person) | C-5 | 300 | 364 | | 1 | 300 | w divisible wall |
| 346 | Conference Room (12 person) | C-5 | 300 | 225 | | 1 | 300 | w divisible wall |
| 347 | Phone Room (1-2 person) | C-1 | 90 | | | 2 | 180 | |
| 348 | Shared Training Room (15 person at computers) | Training Rm | 540 | | | 1 | 540 | Centrally located for shared use |
| 349 | | | | | | | | |
| 350 | | | | | | | | |
| 351 | | | | | | | | |

**Manhattan Beach City Hall
Needs Assessment Program Detail**

| Line | Organization / Item | Space Standard | | Actual Space | Future Need | | | Comments |
|------|--|----------------|---------|---------------|-------------|-----|---------------|--|
| | | Code | Sq. Ft. | | Staff | Qty | Sq. Ft. | |
| 352 | | | | | | | | |
| 353 | Employee Break Room | | | 280 | | | 460 | |
| 354 | Kitchenette | Coffee-3 | 120 | | | 1 | | |
| 355 | Seating Area | seat | 15 | | | 20 | | seating for 20% of staff |
| 356 | Vending Machine | vend | 10 | | | 2 | | |
| 357 | Water / Trash / Recycle | allow | 20 | | | 1 | | |
| 358 | | | | | | | | |
| 359 | Mother's Room | lacion-1 | 120 | | | 1 | 120 | |
| 360 | | | | | | | | |
| 361 | | | | | | | | |
| 362 | Subtotal Assigned SF | | | 3,312 | 0 | | 4,308 | |
| 363 | Circulation Allowance | unit circ-3 | 20% | Incl | | | 860 | |
| 364 | Total NSF, Shared by All | | | 3,312 | 0 | | 5,168 | |
| 365 | | | | | | | | |
| 366 | | | | | | | | |
| 367 | | | | | | | | |
| 368 | SUBTOTAL CITY HALL, NET SF | | | 21,838 | 106 | | 27,342 | |
| 369 | <u>Gross Building Elements</u> | | | | | | | |
| 370 | Vertical Circulation (Stairs, Elevators, etc.) | | | 1,368 | | | | |
| 371 | Elevator | allow | 120 | 120 | | | | |
| 372 | Elevator Equipment Room | allow | 160 | 160 | | | | |
| 373 | | | | | | | | |
| 374 | Gross Circulation | | | 2,012 | | | | |
| 375 | Mechanical Shafts, Exterior Wall Thicknesses, Etc. | | | 883 | | | | |
| 376 | Elevator | allow | 120 | [120] | | | | |
| 377 | Elevator Equipment Room | allow | 160 | [160] | | | | |
| 378 | Janitor Wet Room | allow | 80 | 112 | | | | |
| 379 | MDF Room | allow | 80 | 50 | | | | Data Center and Council Chambers Master Control Room |
| 380 | Electrical Room | allow | 225 | 223 | | | | should have UPS Power, Dry fire-suppression, and anti-static |
| 381 | Chiller & Mechanical Room | allow | 600 | 540 | | | | |
| 382 | Telephone Room | allow | 180 | 196 | | | | |
| 383 | Emergency Generator Room | allow | 200 | 134 | | | | |
| 384 | Roof Access | allow | 60 | 56 | | | | |
| 385 | Misc Storage | allow | 150 | 147 | | | | |
| 386 | | | | | | | | |
| 387 | Projected Gross Building Elements | net to gross | 80% | 6,001 | | | 6,836 | |
| 388 | | | | | | | | |
| 389 | | | | | | | | |
| 390 | TOTAL CITY HALL, GROSS SF | | | 27,839 | 106 | | 34,178 | |

Manhattan Beach Fire Station #2
Needs Assessment Program

| Line | Organization / Item | Space Standard | | Actual Space | Future Need | | | Comments |
|------|---|----------------|---------|--------------|-------------|-------|---------|--|
| | | Code | Sq. Ft. | | Staff | Qty | Sq. Ft. | |
| 1 | Manhattan Beach Fire Station 2 | | | | | | | |
| 2 | Administration | | | | | | | |
| 3 | Offices | | | | | | | |
| 4 | Captain's Office | PO-2 | 120 | 81 | 1 | 1 | 120 | |
| 5 | Community Emergency Response Team Office | PO-2 | 120 | | | 1 | 120 | "CERT" |
| 6 | First Aid / Community Clinic | PO-2 | 120 | | | 1 | 120 | Locate near entry for public access |
| 7 | Conference / Training Room | C-4 | 240 | | | 1 | 240 | 8 seats |
| 8 | | | | | | | | |
| 9 | Work Area | | | | | | | |
| 10 | Workstations | en-c | 64 | 167 | 5 | 2 | 128 | includes copy/print on desk |
| 11 | File and Equipment | lat-3 | 15 | | | 2 | 30 | |
| 12 | Supply Cabinet / Closet | allow | 60 | | | 1 | 60 | |
| 13 | ADA Restroom | allow | 100 | | | 1 | 100 | |
| 14 | | | | | | | | |
| 15 | Subtotal Assigned SF | | | 248 | 6 | | 918 | |
| 16 | Circulation Allowance | Unit Circ-3 | 20% | incl above | | | 180 | |
| 17 | Total NSF, Administration | | | 248 | 6 | | 1,098 | |
| 18 | | | | | | | | |
| 19 | | | | | | | | |
| 20 | Living Areas | | | | | | | |
| 21 | Sleeping Quarters | | | | | | | |
| 22 | Dorms | dorm-1 | 120 | 450 | 6 | 720 | | Includes linen closets |
| 23 | Restroom / Shower | shower-jt | 80 | 132 | 3 | 240 | | 1 shower placed between 2 rooms |
| 24 | Standalone Restroom | allow | 120 | | | 1 | 120 | |
| 25 | Locker Room | locker-3 | 15 | 191 | 18 | 270 | | Locate near dorms and restrooms |
| 26 | 18 lockers includes 3, 6-person shifts | | | | | | | |
| 27 | Laundry | allow | 180 | 105 | 1 | 180 | | Locate in an area to limit noise |
| 28 | Utility Sink, 1 residential washer / dryer set, 1 commercial extractor and dryer | | | | | | | |
| 29 | Cleaning Supply / Storage Closet | allow | 36 | 36 | 1 | 36 | | |
| 30 | | | | | | | | |
| 31 | Living Areas | | | | | | | |
| 32 | Kitchen | kitchen-3 | 225 | 157 | 1 | 225 | | |
| 33 | Dining Room | allow | 200 | incl below | 1 | 200 | | |
| 34 | Day Room | allow | 400 | 288 | 1 | 400 | | |
| 35 | Exercise Room | allow | 400 | 520 | 1 | 400 | | Standard machines with dumbbell rack |
| 36 | <i>Note: rollup doors with additional program space under exterior canopy is highly desired</i> | | | | | | | |
| 37 | | | | | | | | |
| 38 | Storage Room | allow | 80 | | 1 | 80 | | |
| 39 | | | | | | | | |
| 40 | Subtotal Assigned SF | | | 1,879 | 0 | | 2,871 | |
| 41 | Circulation Allowance | Unit Circ-3 | 20% | 250 | | | 570 | |
| 42 | Total NSF, Living Areas | | | 2,129 | 0 | | 3,441 | |
| 43 | | | | | | | | |
| 44 | | | | | | | | |
| 45 | Apparatus and Support Rooms | | | | | | | |
| 46 | 3 Bay Apparatus Room | bay | 1,100 | 1,072 | 3 | 3,300 | | Include accordion door on front of bay and roll-up doors on back |
| 47 | Workshop / Tool Alcove | allow | 150 | 127 | 1 | 150 | | |
| 48 | Air Compressor / Water Heater | allow | 50 | 25 | 1 | 50 | | |
| 49 | Medical Waste / Storage Alcove | allow | 80 | incl above | 1 | 80 | | |
| 50 | Storage Room / Area | allow | 80 | 80 | 1 | 80 | | |
| 51 | Turnout Room | locker-4 | 20 | 278 | 18 | 360 | | includes 18 lockers; ventilated separately |
| 52 | Fire Riser | allow | 36 | incl | 1 | 36 | | |
| 53 | Electrical Room | allow | 50 | incl | 1 | 50 | | |
| 54 | Comm / Data | allow | 36 | incl | 1 | 36 | | |
| 55 | | | | | | | | |
| 56 | Subtotal Assigned SF | | | 1,582 | 0 | | 4,142 | |
| 57 | Circulation Allowance | Unit Circ-1 | 10% | incl above | | | 410 | |
| 58 | Total NSF, Living Areas | | | 1,582 | 0 | | 4,552 | |
| 59 | | | | | | | | |
| 60 | | | | | | | | |
| 61 | Exterior | | | | | | | |
| 62 | Patio | | | | | | | Allow 240 SF; Includes BBQ with seating for 8-10 |
| 63 | Emergency Generator | | | | | | | Needs to backup building for 72 hours |
| 64 | Trash Enclosure | | | | | | | Allow 180 SF; located on public side of building |
| 65 | | | | | | | | |
| 66 | Total Fire Station No. 2 Areas | | | | | | | |
| 67 | Net SF Total | | | 3,959 | 6 | | 9,091 | |
| 68 | Net to Gross Factor | net-to-gross | 85% | 376 | 0 | | 1,604 | |
| 69 | Gross SF Total | | | 4,335 | 6 | | 10,695 | |
| 70 | | | | | | | | |
| 71 | | | | | | | | end |

Manhattan Beach Pool
Needs Assessment Program

| Line | Organization / Item | Space Standard | | Actual Space | Future Need | | | Comments |
|------|--|----------------|---------|--------------|-------------|-----|---------|--|
| | | Code | Sq. Ft. | | Staff | Qty | Sq. Ft. | |
| 1 | MANHATTAN BEACH POOL | | | | | | | |
| 2 | | | | | | | | |
| 3 | INTERIOR COMPONENTS | | | | | | | |
| 4 | Administration | | | | | | | |
| 5 | Offices | | | | | | | |
| 6 | Facility Manager | PO-3 | 150 | 190 | 1 | 1 | 150 | |
| 7 | | | | | | | | |
| 8 | Work Areas | | | | | | | |
| 9 | Workstations | en-d | 80 | 190 | 2 | 2 | 160 | includes copy/print on desk |
| 10 | Cashier's Counter & Desk | receipt-1 | 120 | | | 1 | 120 | Direct link to lobby |
| 11 | First Aid Area | allow | 80 | | | 1 | 80 | locate near lobby for ease of access |
| 12 | Administrative Supply Cabinet / Closet | allow | 60 | | | 1 | 60 | |
| 13 | | | | | | | | |
| 14 | Support Areas | | | | | | | |
| 15 | Staff Break Room / Training Room | | | | | 1 | 400 | Duplicative multipurpose training room |
| 16 | Kitchenette | kitchen-3 | 180 | | | 1 | | |
| 17 | Seating Area for 8 | seat-2 | 25 | | | 8 | | |
| 18 | Water tank, Trash / Recycle | allow | 20 | | | 1 | | |
| 19 | | | | | | | | |
| 20 | Storage Room | storage-3 | 180 | 297 | | 1 | 180 | Equipment storage |
| 21 | Storage Room | storage-3 | 180 | incl above | | 1 | 180 | Supply storage |
| 22 | Staff Restroom (ADA) | allow | 100 | 134 | | 1 | 100 | |
| 23 | Electrical Room | allow | 150 | | | 1 | 150 | |
| 24 | Comm / Data | allow | 120 | | | 1 | 120 | |
| 25 | | | | | | | | |
| 26 | Subtotal Assigned SF | | | 811 | 3 | | 1,700 | |
| 27 | Circulation Allowance | Unit Circ-4 | 25% | 242 | | | 430 | |
| 28 | Total NSF, Staff Areas | | | 1,053 | 3 | | 2,130 | |
| 29 | | | | | | | | |
| 30 | | | | | | | | |
| 31 | Reception / Lobby Area | | | | | | | |
| 32 | Reception Point | | | | | | | |
| 33 | Lobby | allow | 300 | | | 1 | 300 | Integrate with cashier's desk above |
| 34 | Guest Seating | seat-2 | 25 | | | 2 | 50 | |
| 35 | | | | | | | | |
| 36 | Subtotal Assigned SF | | | | 0 | | 350 | |
| 37 | Circulation Allowance | Unit Circ-3 | 20% | | | | 70 | |
| 38 | Total NSF, Reception / Lobby Area | | | 0 | 0 | | 420 | |
| 39 | | | | | | | | |
| 40 | | | | | | | | |
| 41 | Men's Locker, Shower, and Restroom | | | | | | | |
| 42 | Coach's Office | | | [190] | | 0 | 0 | See above in administration |
| 43 | Private Restroom | | | [67] | | 0 | 0 | See above in administration |
| 44 | Storage Room | | | [147] | | 0 | 0 | See above in administration |
| 45 | | | | | | | | |
| 46 | Locker Areas | | | | | | | |
| 47 | Full-height Lockers | locker-3 | 15 | 900 | | 50 | 750 | Currently have 78 lockers |
| 48 | <i>Note: Consider locating under canopy on the exterior and creating a bank of unisex changing rooms for the public to utilize</i> | | | | | | | |
| 49 | | | | | | | | |
| 50 | Shower Areas | | | 371 | | | 533 | |
| 51 | Accessible Shower | sh-a | 35 | | | 1 | | |
| 52 | Standard Shower | sh-s | 20 | | | 15 | | |
| 53 | Shelving Area / Towel Area | allow | 20 | | | 1 | | |
| 54 | Inner Circulation | inner-circ | 50% | | | | | |
| 55 | | | | | | | | |
| 56 | Lavatories | | | 84 | | | 248 | |
| 57 | Accessible Bathroom Stall | staff-wc-a | 45 | | | 1 | | |
| 58 | Standard Bathroom Stall | staff-wc | 30 | | | 1 | | |
| 59 | Urinal | ur | 15 | | | 3 | | |
| 60 | Sink | staff-lav | 15 | | | 3 | | |
| 61 | Inner Circulation | inner-circ | 50% | | | | | |
| 62 | | | | | | | | |
| 63 | Changing Rooms | | | 112 | | | | 6 Rooms |
| 64 | | | | | | | | |
| 65 | Lounge | allow | 200 | | | 1 | 200 | |
| 66 | | | | | | | | |
| 67 | | | | | | | | |
| 68 | Subtotal Assigned SF | | | 1,467 | 0 | | 1,730 | |
| 69 | Circulation Allowance | unit circ-5 | 30% | 280 | | | 519 | |
| 70 | Total NSF, Men's Lockers | | | 1,747 | 0 | | 2,249 | |
| 71 | | | | | | | | |
| 72 | | | | | | | | |
| 73 | | | | | | | | |
| 74 | | | | | | | | |
| 75 | | | | | | | | |
| 76 | | | | | | | | |
| 77 | | | | | | | | |
| 78 | | | | | | | | |
| 79 | | | | | | | | |
| 80 | | | | | | | | |
| 81 | | | | | | | | |
| 82 | | | | | | | | |
| 83 | | | | | | | | |
| 84 | | | | | | | | |
| 85 | | | | | | | | |

**Manhattan Beach Pool
Needs Assessment Program**

| Line | Organization / Item | Space Standard | | Actual Space | Future Need | | | Comments |
|------|--|----------------|---------|---------------|-------------|-----|---------------|---|
| | | Code | Sq. Ft. | | Staff | Qty | Sq. Ft. | |
| 86 | Women's Locker, Shower, and Restroom | | | | | | | |
| 87 | Coach's Office | | | [190] | | 0 | 0 | See above in administration |
| 88 | Private Restroom | | | [67] | | 0 | 0 | See above in administration |
| 89 | Storage Room | | | [147] | | 0 | 0 | See above in administration |
| 90 | | | | | | | | |
| 91 | Locker Areas | | | | | | | |
| 92 | Full-height Lockers | locker-3 | 15 | 900 | | 50 | 750 | Currently have 78 lockers |
| 93 | <i>Note: Consider locating under canopy on the exterior and creating a bank of unisex changing rooms for the public to utilize</i> | | | | | | | |
| 94 | | | | | | | | |
| 95 | Shower Areas | | | 362 | | | 533 | |
| 96 | Accessible Shower | sh-a | 35 | | | 1 | | |
| 97 | Standard Shower | sh-s | 20 | | | 15 | | |
| 98 | Shelving Area / Towel Area | allow | 20 | | | 1 | | |
| 99 | Inner Circulation | inner-circ | 50% | | | | | |
| 100 | | | | | | | | |
| 101 | Lavatories | | | 85 | | | 315 | |
| 102 | Accessible Bathroom Stall | staff-wc-a | 45 | | | 1 | | |
| 103 | Standard Bathroom Stall | staff-wc | 30 | | | 4 | | |
| 104 | Sink | staff-lav | 15 | | | 3 | | |
| 105 | Inner Circulation | inner-circ | 50% | | | | | |
| 106 | | | | | | | | |
| 107 | Changing Rooms | | | 112 | | | | 6 Rooms |
| 108 | | | | | | | | |
| 109 | Lounge | allow | 200 | | | 1 | 200 | |
| 110 | | | | | | | | |
| 111 | | | | | | | | |
| 112 | Subtotal Assigned SF | | | 1,459 | 0 | | 1,798 | |
| 113 | Circulation Allowance | unit circ-5 | 30% | 293 | | | 539 | |
| 114 | Total NSF, Women's Lockers | | | 1,752 | 0 | | 2,337 | |
| 115 | | | | | | | | |
| 116 | | | | | | | | |
| 117 | EXTERIOR COMPONENTS | | | | | | | |
| 118 | Pool and Support | | | | | | | |
| 119 | Recreation & Training Pool | lane | 610 | incl below | | 6 | 3,660 | 25 yard pool |
| 120 | Pool Deck | allow | 1,400 | incl below | | 1 | 1,400 | 10' deck around pool plus drainage area |
| 121 | ADA Lift | allow | 60 | incl below | | 1 | 60 | |
| 122 | | | | | | | | |
| 123 | Competitive Fitness Pool | lane-25yd | 610 | 3,150 | | 8 | 4,880 | 25 yards pool with 8 lanes |
| 124 | Pool Deck | allow | 1,600 | 1,270 | | 1 | 1,600 | 8' deck around pool plus drainage area |
| 125 | ADA Lift | allow | 60 | | | 1 | 60 | |
| 126 | Judge's Seat | allow | 60 | | | 1 | 60 | |
| 127 | Bleachers | bleacher-1 | 5 | | | 100 | 500 | |
| 128 | | | | | | | | |
| 129 | Outdoor Jacuzzi | seat-2 | 20 | | | 15 | 300 | |
| 130 | ADA Lift | allow | 60 | | | 1 | 60 | |
| 131 | | | | | | | | |
| 130 | Pool Equipment Room | allow | 1,000 | 700 | | 1 | 1,000 | Should be directly adjacent to pools and spa. Includes acid room. |
| 132 | Splash Pad | allow | 3,000 | | | 1 | 3,000 | |
| 133 | Cabana / Umbrella Area | allow | 150 | | | 4 | 600 | Located off of the pool deck |
| 134 | Umbrella Table/Chair Areas | allow | 64 | | | 5 | 320 | Located off of the pool deck |
| 135 | Trash Enclosure | trash-3 | 150 | | | 1 | 150 | Allow 180 SF |
| 136 | | | | | | | | |
| 137 | Subtotal Assigned SF | | | 5,120 | 0 | | 17,650 | |
| 138 | Circulation Allowance | Unit Circ-4 | 25% | 2,400 | | | 4,410 | Concrete hardscape between program elements |
| 139 | Total NSF, Pool Areas | | | 7,520 | 0 | | 22,060 | |
| 140 | | | | | | | | |
| 141 | | | | | | | | |
| 142 | TOTAL INTERIOR COMPONENTS | | | | | | | |
| 143 | Interior Net SF Total | | | 4,552 | 3 | | 6,716 | |
| 144 | Net to Gross Factor | net-to-gross | 85% | 788 | 0 | | 1,185 | |
| 145 | Interior Gross SF Total | | | 5,340 | 3 | | 7,901 | |
| 146 | | | | | | | | |
| 147 | | | | | | | | |
| 148 | TOTAL EXTERIOR COMPONENTS | | | 7,520 | 0 | | 22,060 | |
| 149 | | | | | | | | |
| 150 | | | | | | | | |
| 151 | TOTAL PROGRAM (INTERIOR + EXTERIOR COMPONENTS) | | | 12,860 | 3 | | 29,961 | end |

Total Building Area This may be larger than the gross sq. ft. of the building (but never less) and includes any balconies, constructed covered areas which are part of the building but exterior to it, and the like. We generally do not compute a “Total Building Area” beyond the gross sq. ft. figure, unless these elements are essential to the functional requirement.

Outdoor elements are usually treated as separate items in this report.

ASSIGNABLE (NET) SQ. FT. / USABLE NET SQ. FT. / GROSS SQ. FT.

In our conventions, the space allocated to listed areas and items for which space is individually assigned is called “Assignable Sq. Ft.” To this a “unit circulation” allowance is added, which produces the “Usable Net Sq. Ft.” for that unit. The unit circulation allows for interior circulation paths, which may be open or may be designed as walled inner corridors inside a unit.

The main corridors of the building, and the other areas which are not assignable to the users in the office suites, is generally part of the net-to-gross addition. The usable net sq. ft. omits major corridors, elevator shafts, mechanical shafts, exterior wall thicknesses, structural elements, mechanical and equipment rooms, and other non-user specific elements of the building. To account for this necessary addition, it is customary to use a factor by which the net square footage is increased, called, variously, “the efficiency,” or “net-to-gross,” or “gross-up” factor for the building.

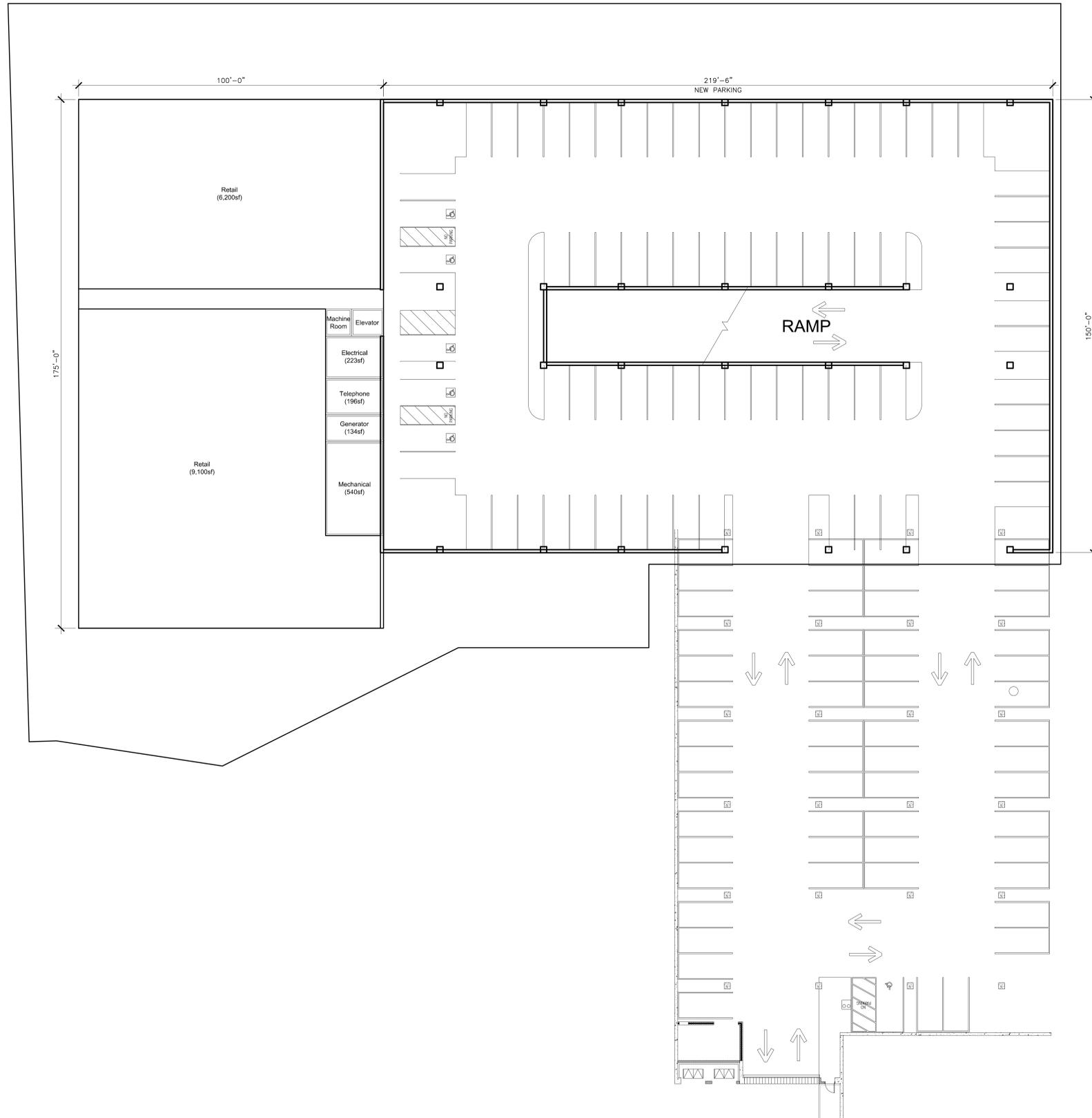
This can be expressed as a multiplier (like 1.25, a multiplier applied to the net sq. ft. to arrive at the gross) or as a ratio, or percent (like 80%, the ratio of the net sq. ft. to the final gross sq. ft.). Often, we suggest using the typical net-to-gross factor of 80% (which equals a multiplier of 1.25). However, note there are many examples of police building design in which a greater or lesser efficiency is achieved. One variable is the use of atriums or greater skin-to-floor-area ratio, which lowers efficiency (if the atrium space is not actually listed in a net allowance). Use of simpler, linear design typically increases the efficiency.

Generally, we recommend that if an atrium is desired, it should be listed in the programmed space, rather than accounted in the net-to-gross factor. This assures that the space is properly accounted for, and also gives a programmatic quantity or functional amount for the atrium area. As a general rule, to allow for various contingencies, it is typical for space programmers to use lower efficiencies in the earlier planning of the building, so that the space layout team (the building designers and architects) are given more latitude to work with. The reader should consult the Space Standards section for a discussion of related terms, including “assignable sq. ft.,” “building core,” efficiency,” “gross sq. ft.,” “net sq. ft.,” and others.

DETAILED DATA SHEETS

Detailed Data Sheets appear on the following pages.

APPENDIX 3 – CONCEPTUAL PLANS



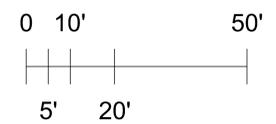
OPTION-A level-B1

- 36,250 GSF CITY HALL
- 15,300 GSF RETAIL

PARKING

| | | |
|--------------|----------|------------|
| • LEVEL B1 | = | 132 |
| • LEVEL 1 | = | 79 |
| • LEVEL 2 | = | 80 |
| TOTAL | = | 291 |

SCALE





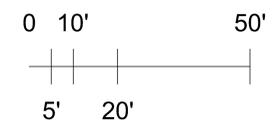
OPTION-A level-1

- 36,250 GSF CITY HALL
- 15,300 GSF RETAIL

PARKING

- LEVEL B1 = 132
- LEVEL 1 = 79
- LEVEL 2 = 80
- TOTAL = 291**

SCALE



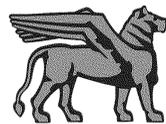
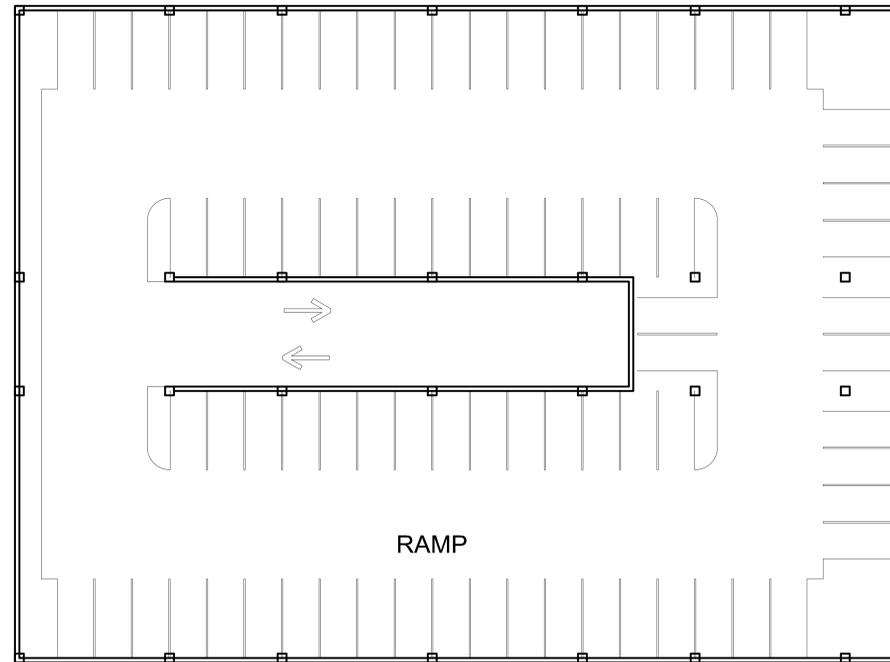
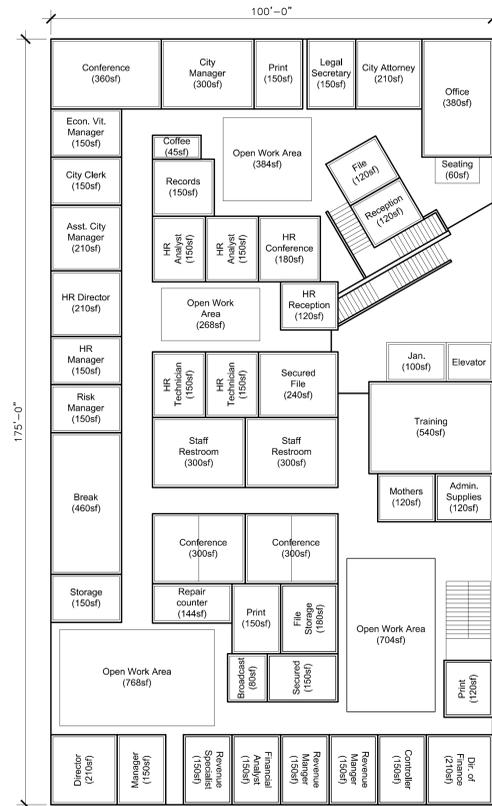
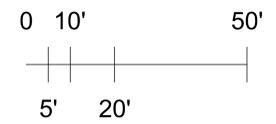
OPTION-A level-2

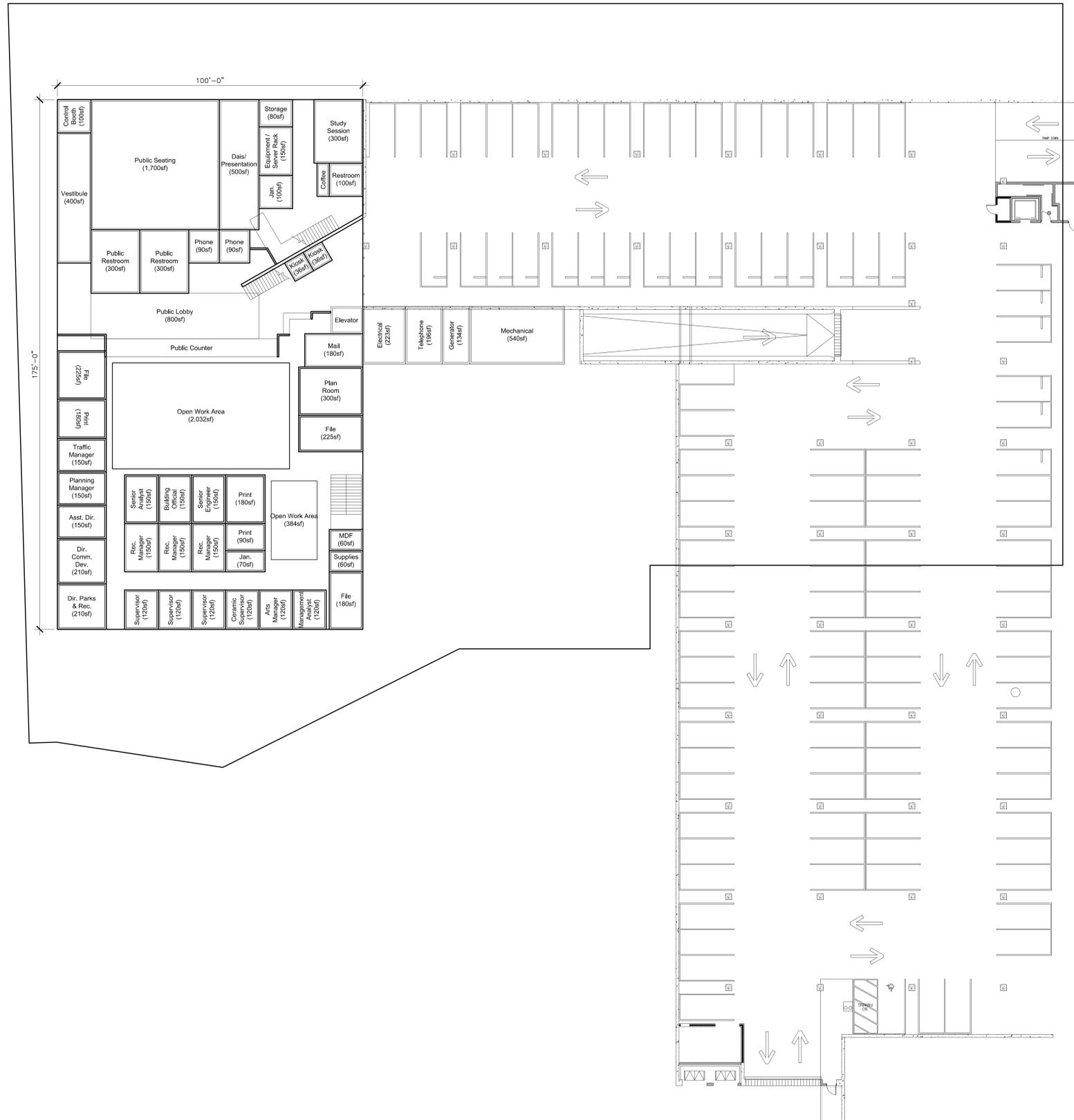
- 36,250 GSF CITY HALL
- 15,300 GSF RETAIL

PARKING

- LEVEL B1 = 132
- LEVEL 1 = 79
- LEVEL 2 = 80
- TOTAL = 291**

SCALE





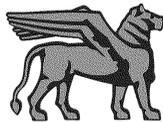
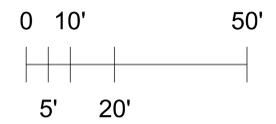
OPTION-B level-B1

- 36,250 GSF CITY HALL

PARKING

- LEVEL B1 = 109
- LEVEL 1 = 62
- TOTAL = 171

SCALE





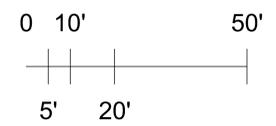
OPTION-B level-1

- 36,250 GSF CITY HALL

PARKING

- LEVEL B1 = 109
- LEVEL 1 = 62
- TOTAL = 171**

SCALE





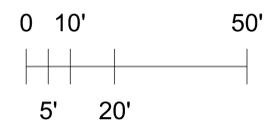
OPTION-C level-B1

- 36,250 GSF CITY HALL

PARKING

- LEVEL B1 = 109
- LEVEL 1 = 63
- LEVEL 2 = 67
- TOTAL = 239**

SCALE





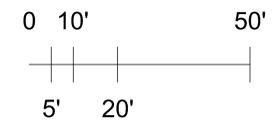
OPTION-C level-1

- 36,250 GSF CITY HALL

PARKING

- LEVEL B1 = 109
- LEVEL 1 = 63
- LEVEL 2 = 67
- TOTAL = 239**

SCALE



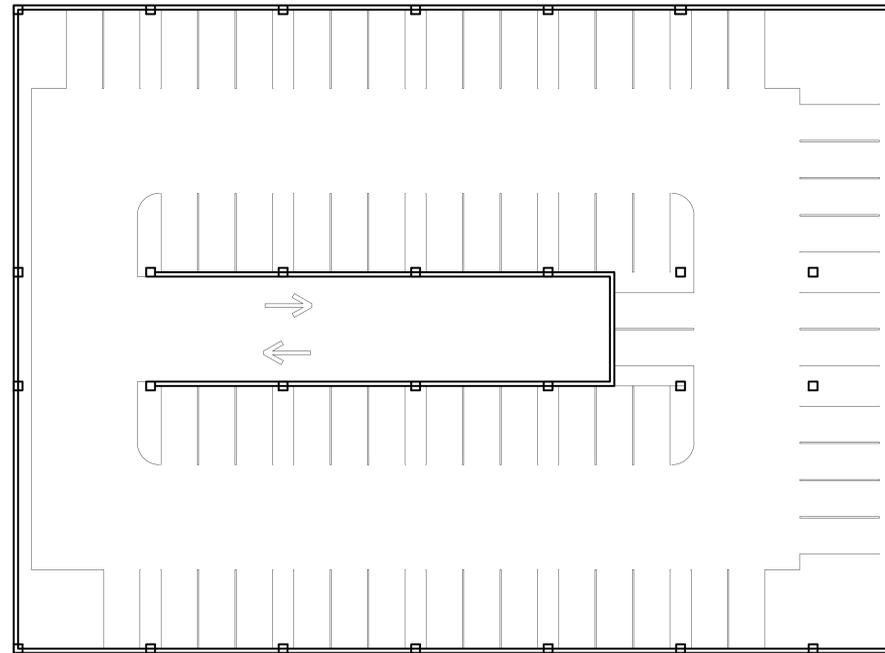
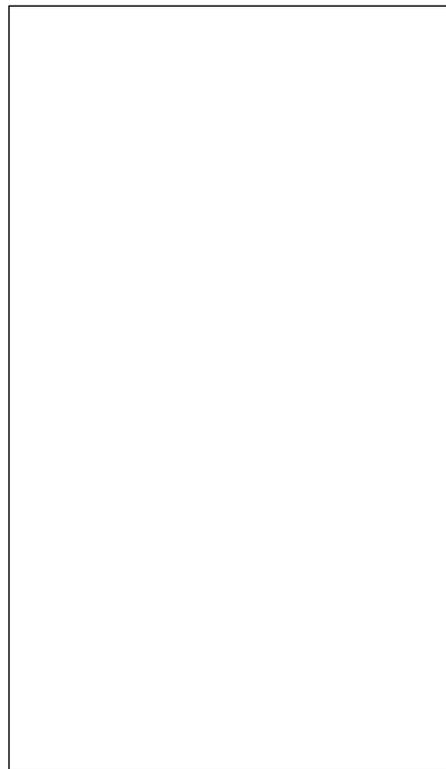
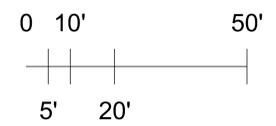
OPTION-C level-2

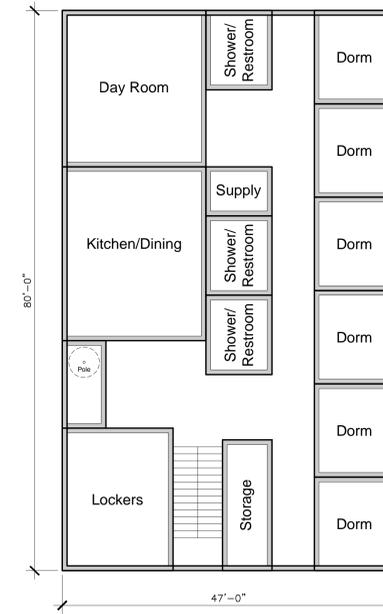
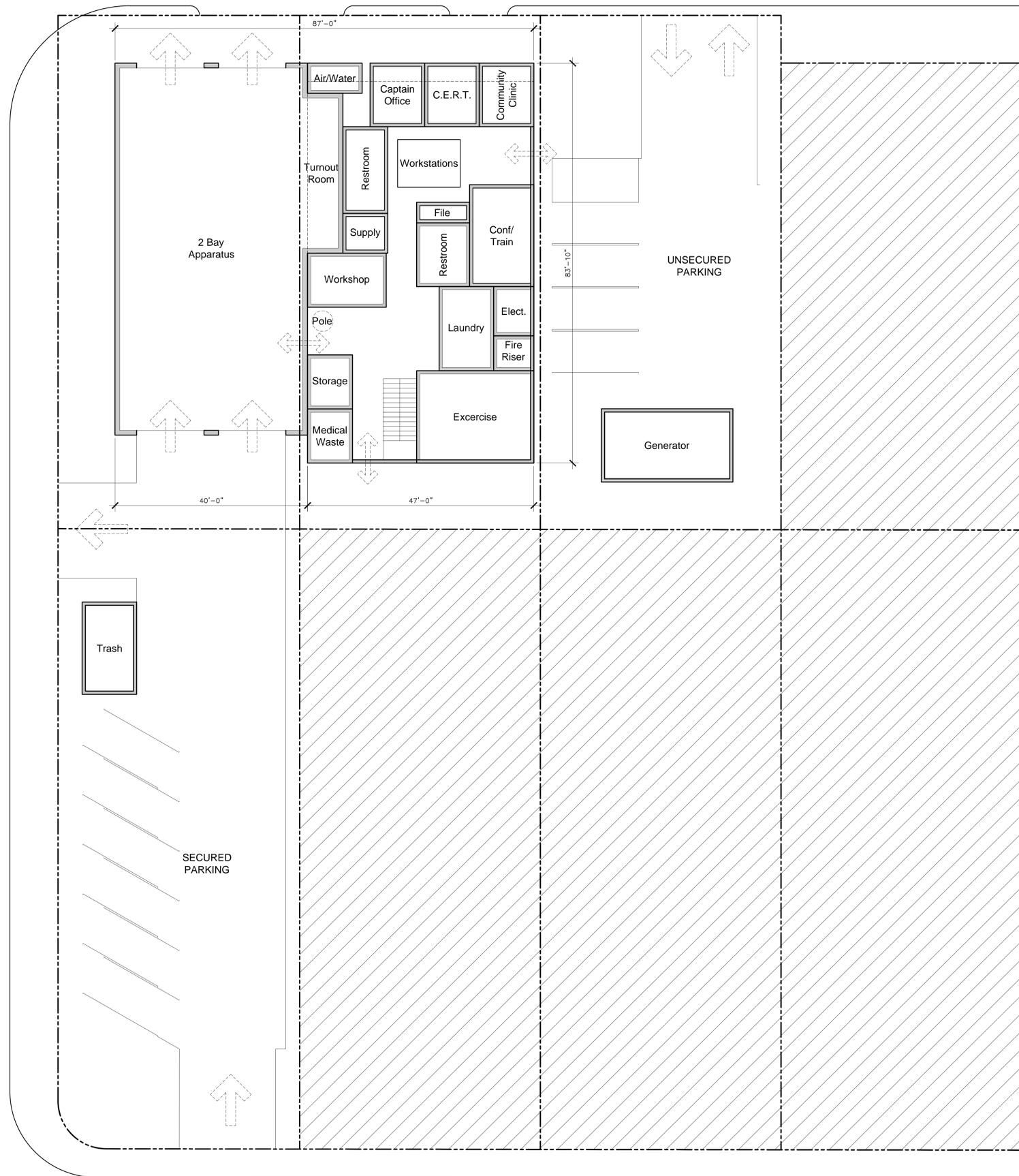
- 36,250 GSF CITY HALL

PARKING

- LEVEL B1 = 109
- LEVEL 1 = 63
- LEVEL 2 = 67
- TOTAL = 239**

SCALE





2ND FLOOR

OPTION-1

- 22,650 SF SITE AREA
- 10,820 GSF BUILDING AREA
- 10' BLDG SETBACK ALL SIDES
- ALL APPARATUS BAYS ACCESSIBLE
- 1-WAY DRIVE AISLE (20') @ SECURED
- 6 SECURED PARKING STALLS
- 4 UNSECURED PARKING STALLS

SCALE

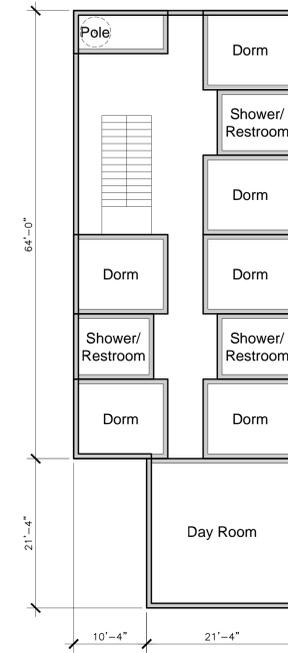




OPTION-2a

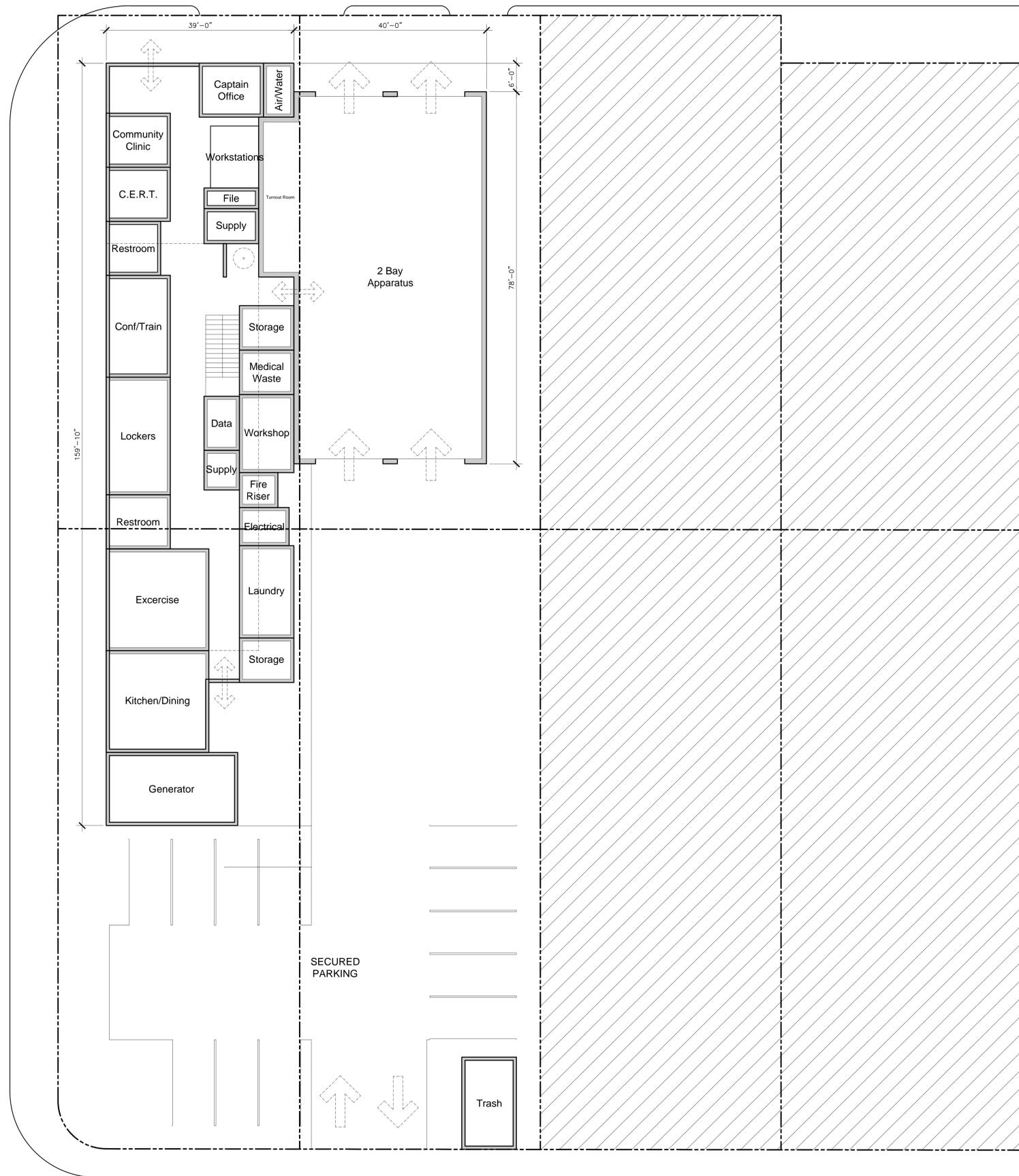
- 23,760 SF SITE AREA
- 10,946 GSF BUILDING AREA
- 10' BLDG SETBACK ALL SIDES
- ALL APPARATUS BAYS ACCESSIBLE
- 2-WAY DRIVE AISLE (24')
- 12 SECURED PARKING STALLS
- NO VISITOR PARKING

SCALE



2ND FLOOR

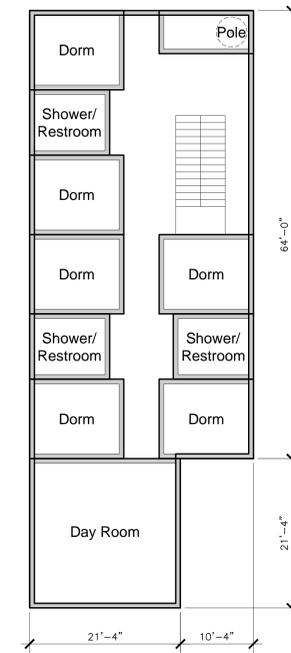
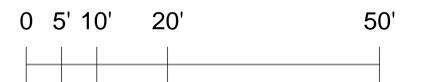




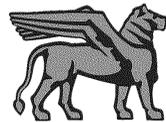
OPTION-2b

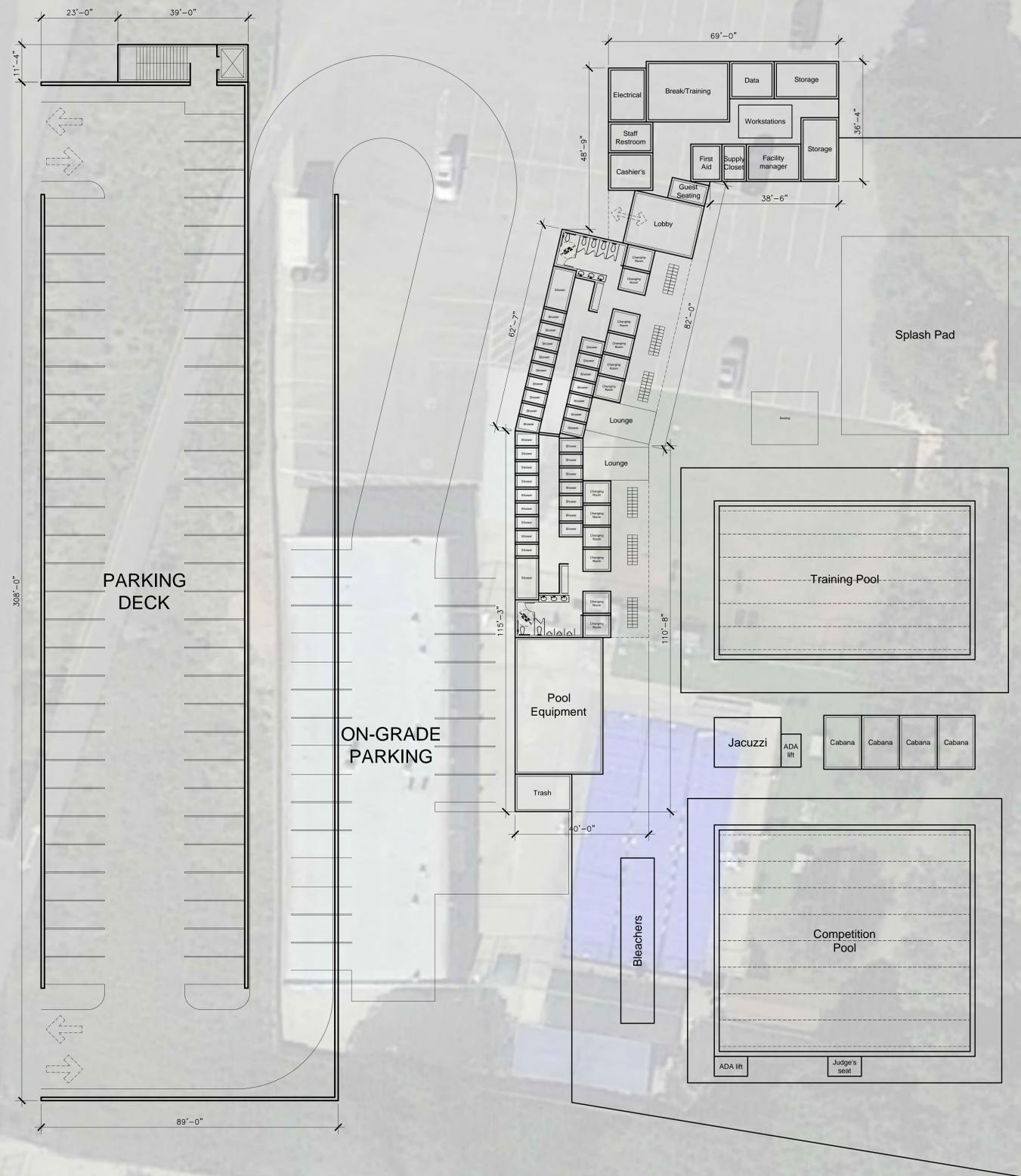
- 23,760 SF SITE AREA
- 10,946 GSF BUILDING AREA
- 10' BLDG SETBACK ALL SIDES
- ALL APPARATUS BAYS ACCESSIBLE
- 2-WAY DRIVE AISLE (24')
- 12 SECURED PARKING STALLS
- NO VISITOR PARKING

SCALE



2ND FLOOR

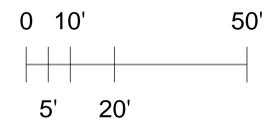


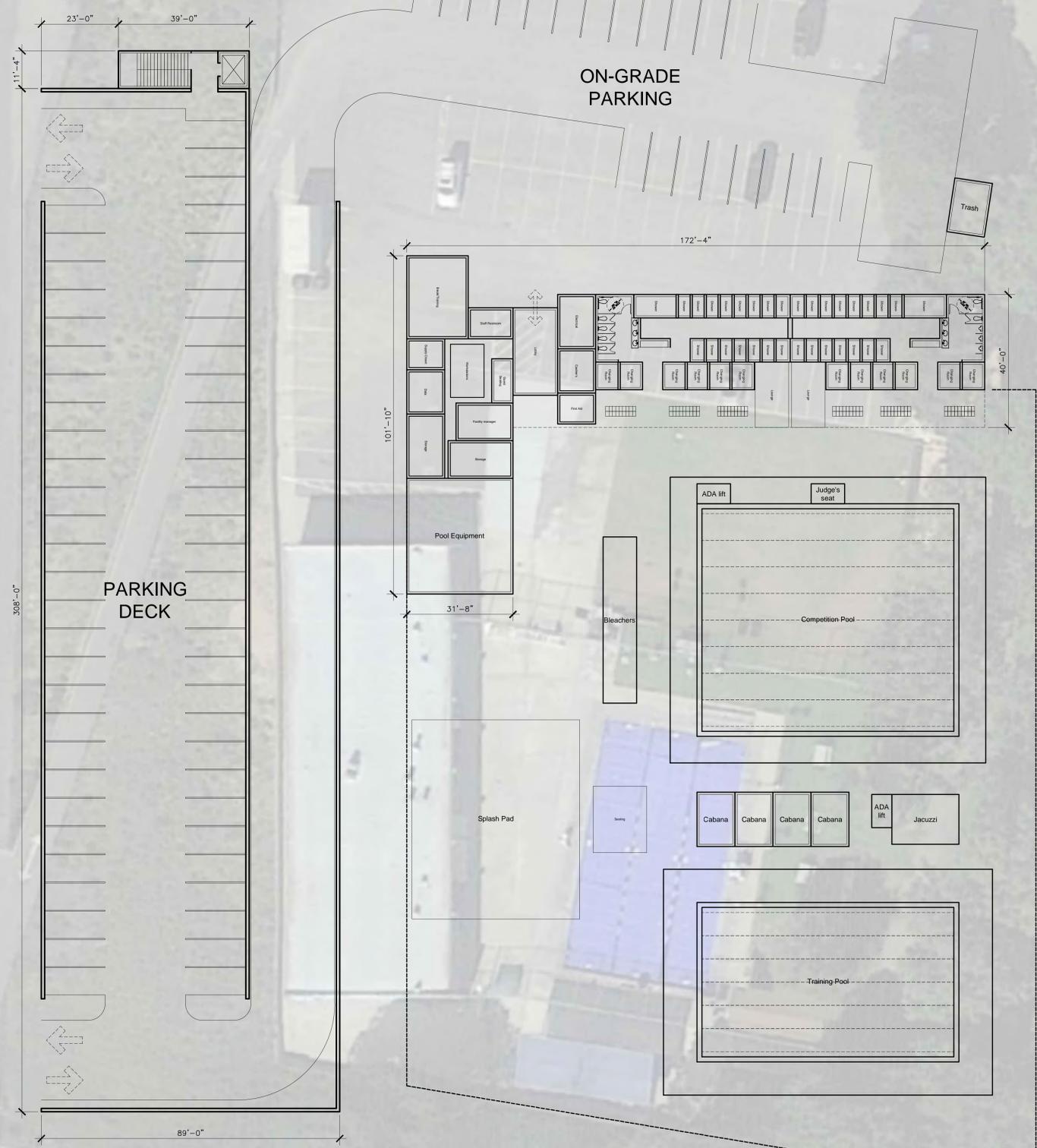


OPTION-01

- 26,494 GSF PARKING DECK & RAMP
- 9,166 GSF BUILDING AREA
- PARKING DECK (59 SPACES)
- ON-GRADE PARKING (20 SPACES)

SCALE

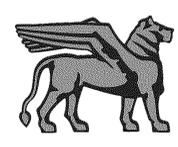
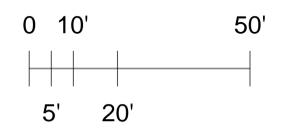


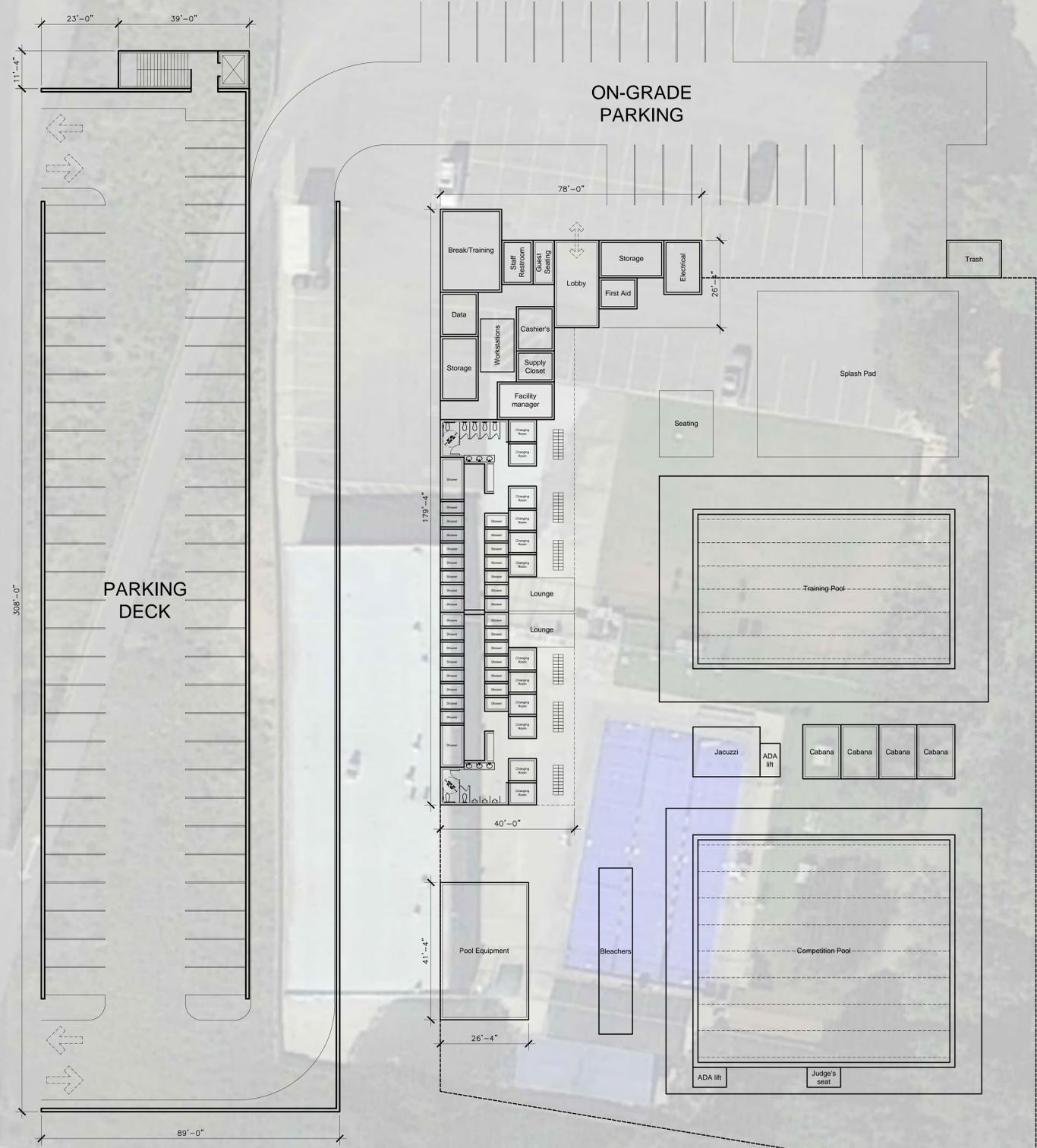


OPTION-02

- 26,494 GSF PARKING DECK & RAMP
- 8,774 GSF BUILDING AREA
- PARKING DECK (59 SPACES)
- ON-GRADE PARKING (20 SPACES)

SCALE

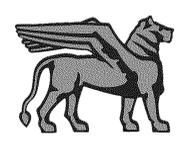
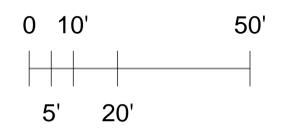




OPTION-03

- 26,494 GSF PARKING DECK & RAMP
- 8,987 GSF BUILDING AREA
- PARKING DECK (59 SPACES)
- ON-GRADE PARKING (20 SPACES)

SCALE





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