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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1. 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
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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.

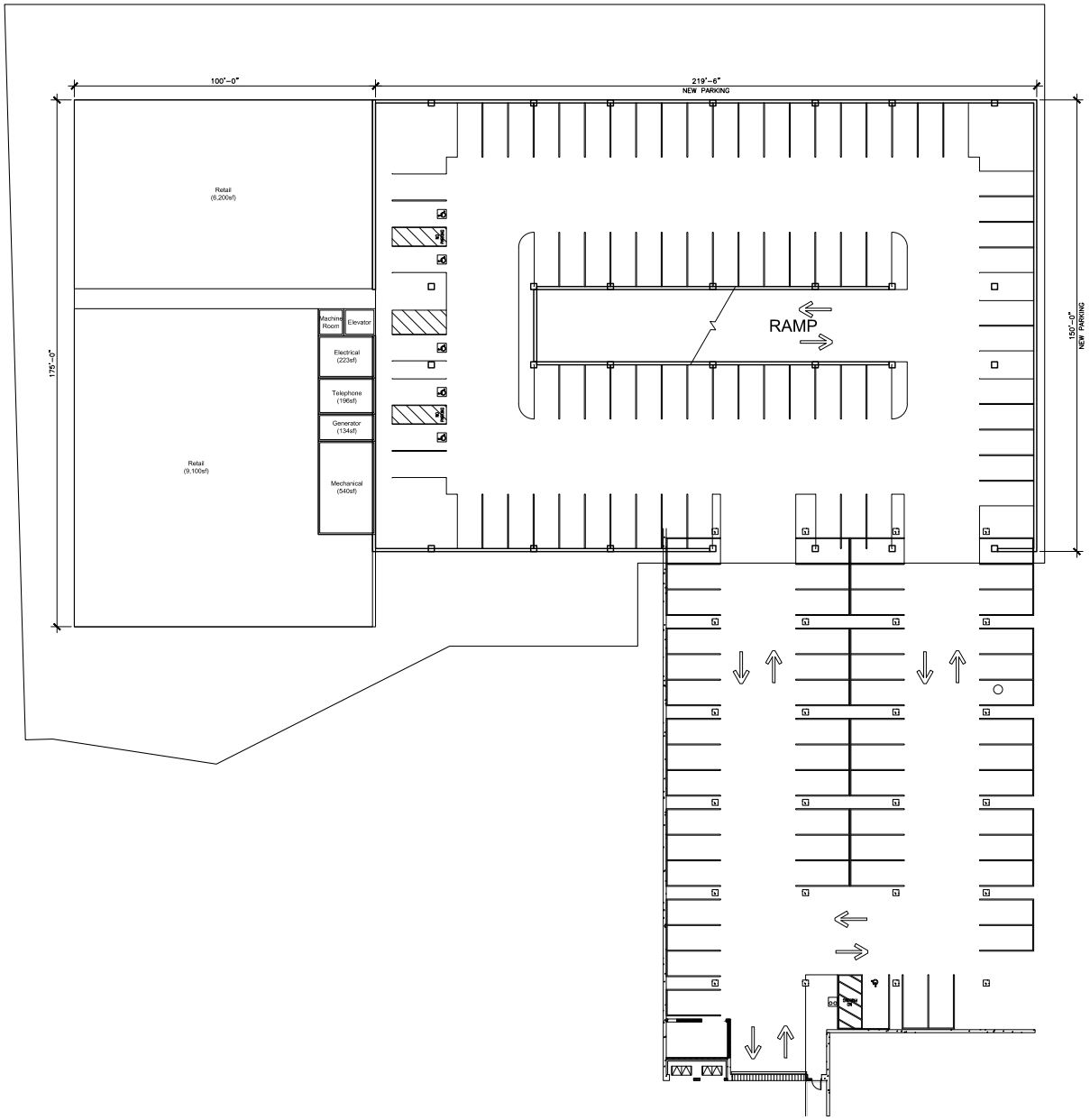
Option B places City operations on the lower and at-grade levels of a new City Hall. Unlike Option A, no third level is constructed, no retail component is included, and no additional third layer is added to the existing parking deck.

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.

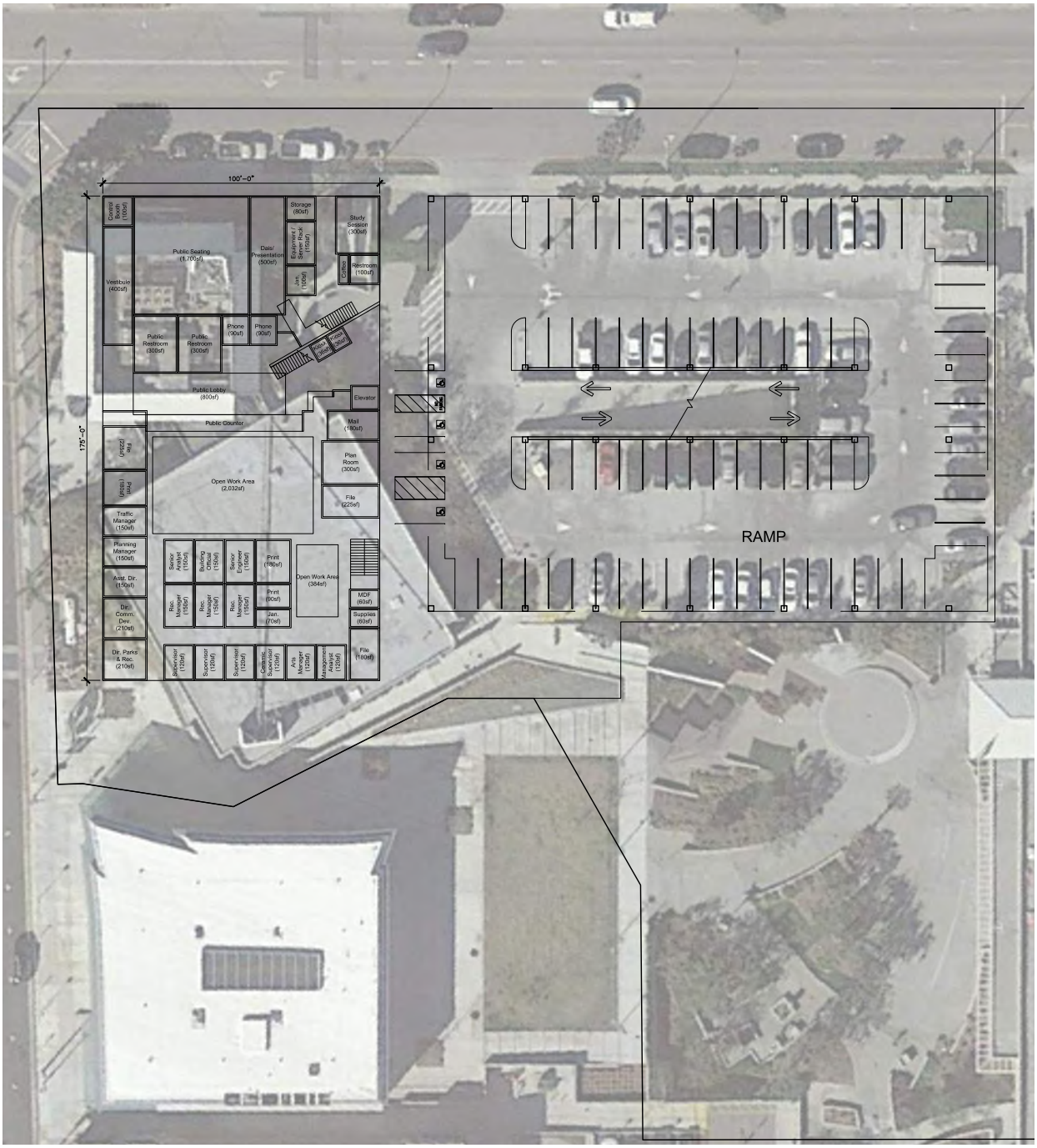
The illustrations follow.

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

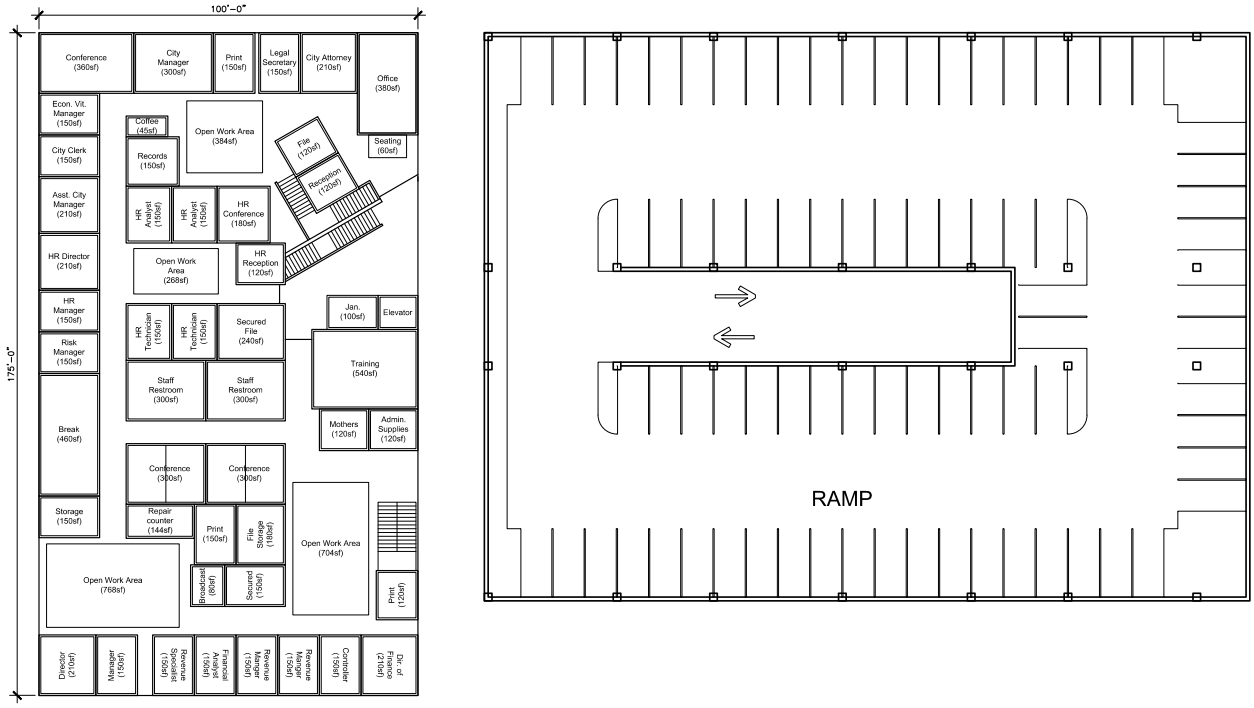
Option A – Basement Level



Option A – At-Grade Level



Option A – Upper (3rd) Level

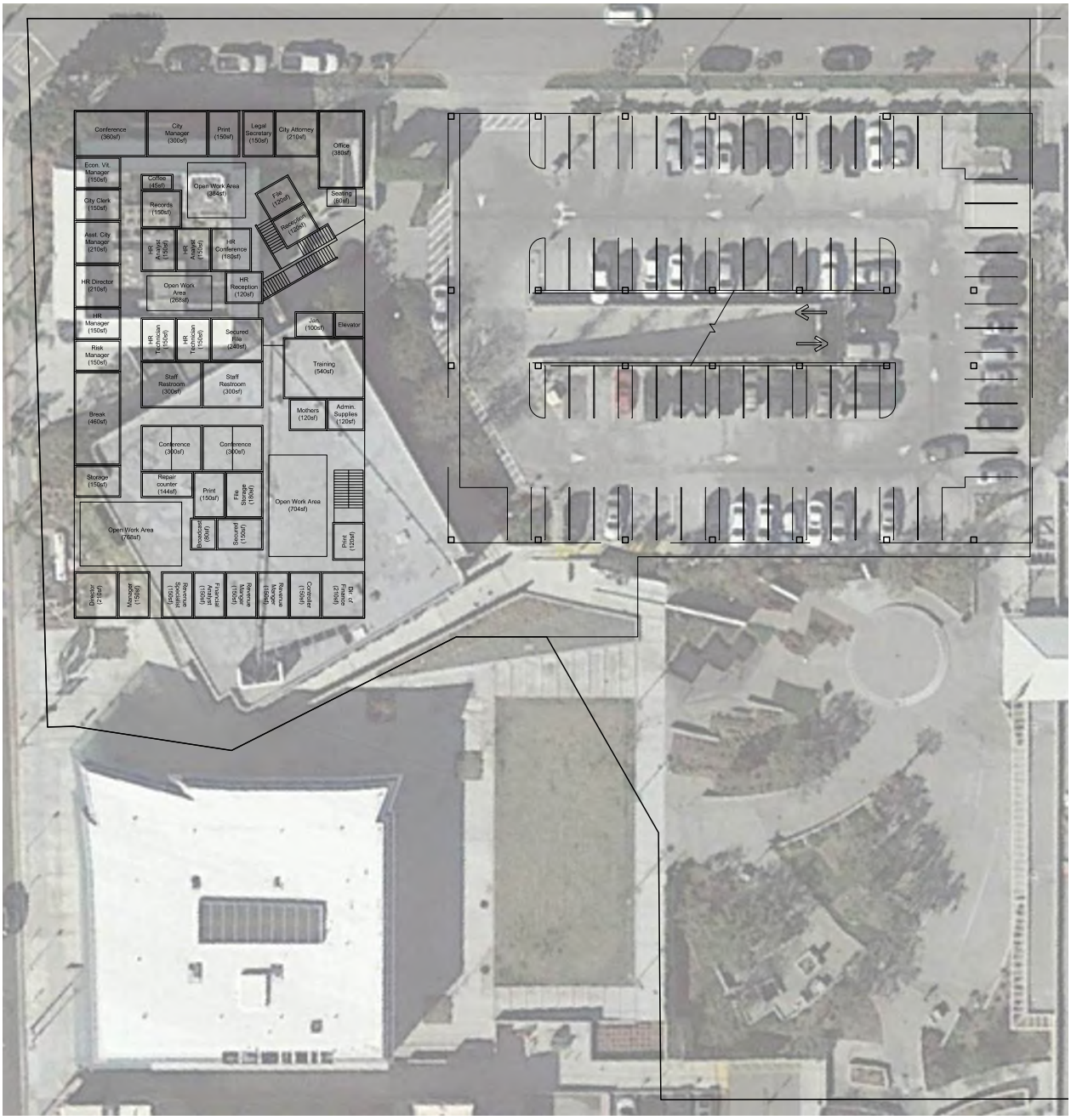


Option B – Basement Level

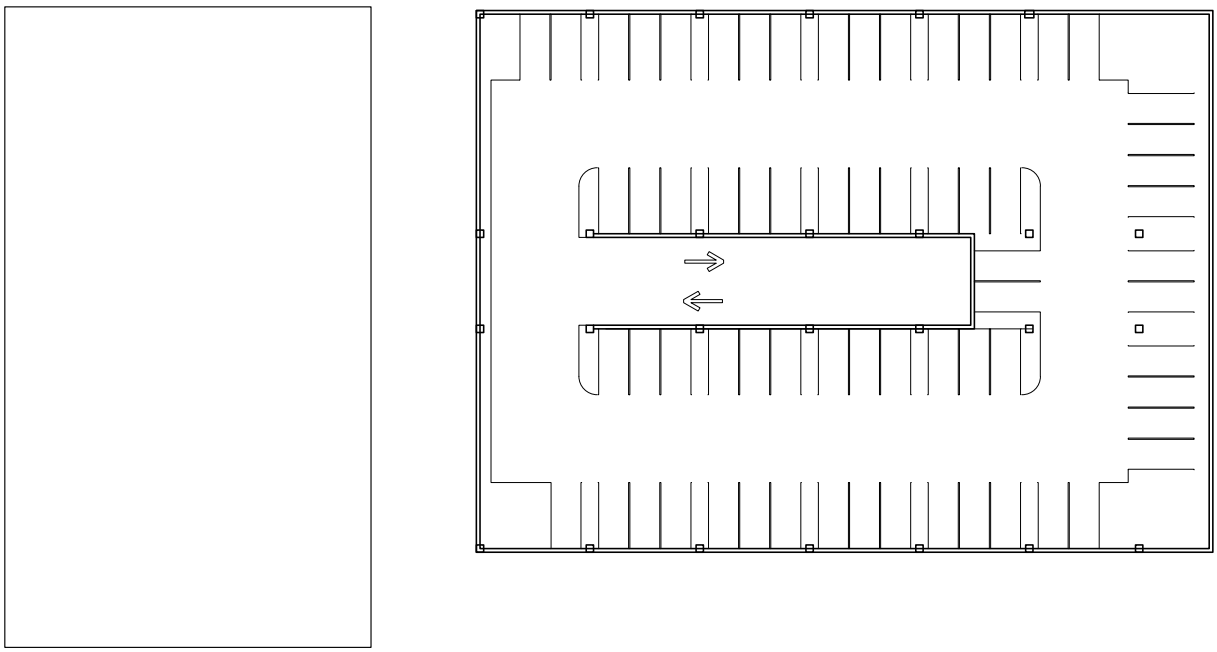
Option B – At-Grade Level

Option C – Basement Level

Option C – At-Grade Level



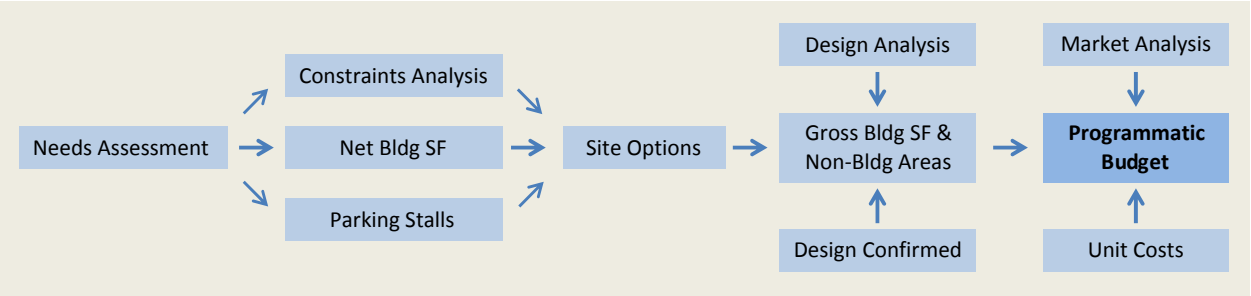
Option C – Upper (3rd) Level



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.

Griffin Structures, Inc.
Program and Construction Managers

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.

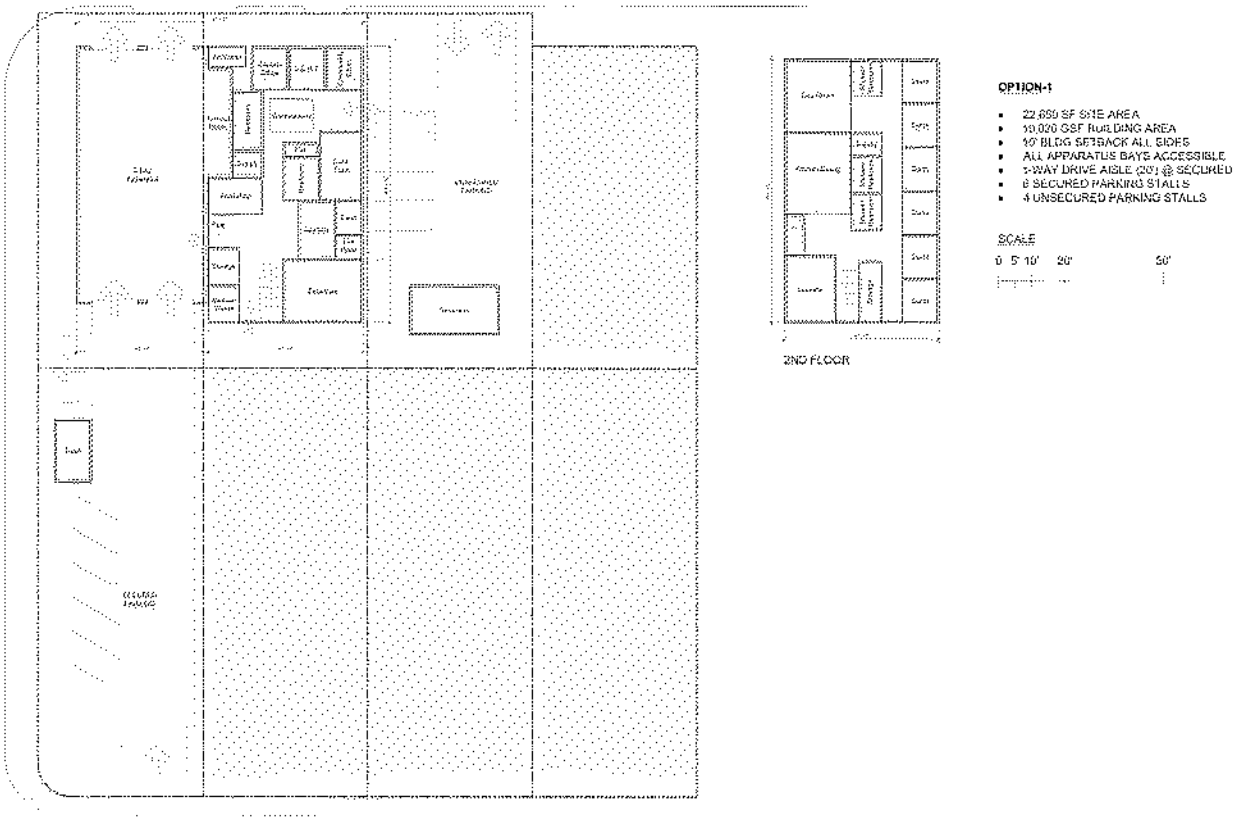
Optional Site Layouts

The following discussion identifies the proposed layouts based on Options 1 and 2, above. Option 2 has the shape of a regular rectangle, and allows for variations based on flipping the location of parking and building along Manhattan Beach Boulevard. This changes the nature of building mass along Rowell Avenue, and the position of the apparatus bays on the site. These variations are referred to here as Option 2A and Option 2B.

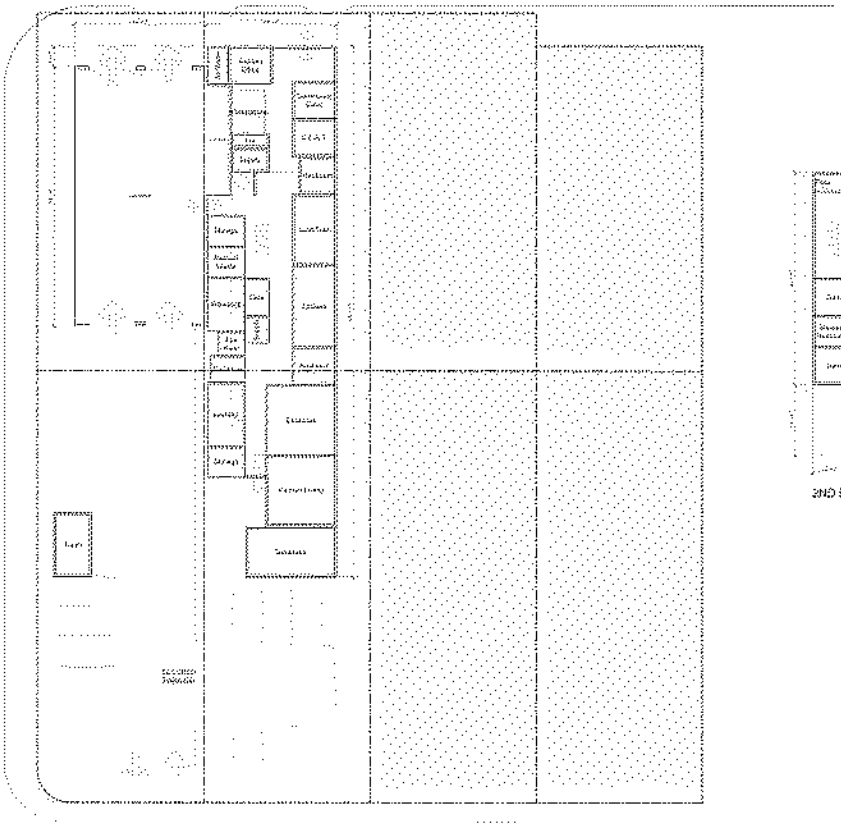
These conceptual site plan have been developed to visually articulate the required space components identified in this project. Note that though various details are illustrated, the plans are conceptual in nature, to serve as a basis for cost estimation efforts and for subsequent reviews by the staff and City officials.

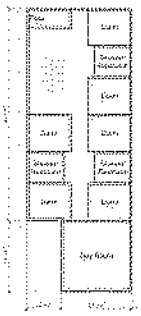
NOTE: Enlarged images of these site layouts are included in Appendix 3.

Option 1



Option 2A





2ND FLOOR

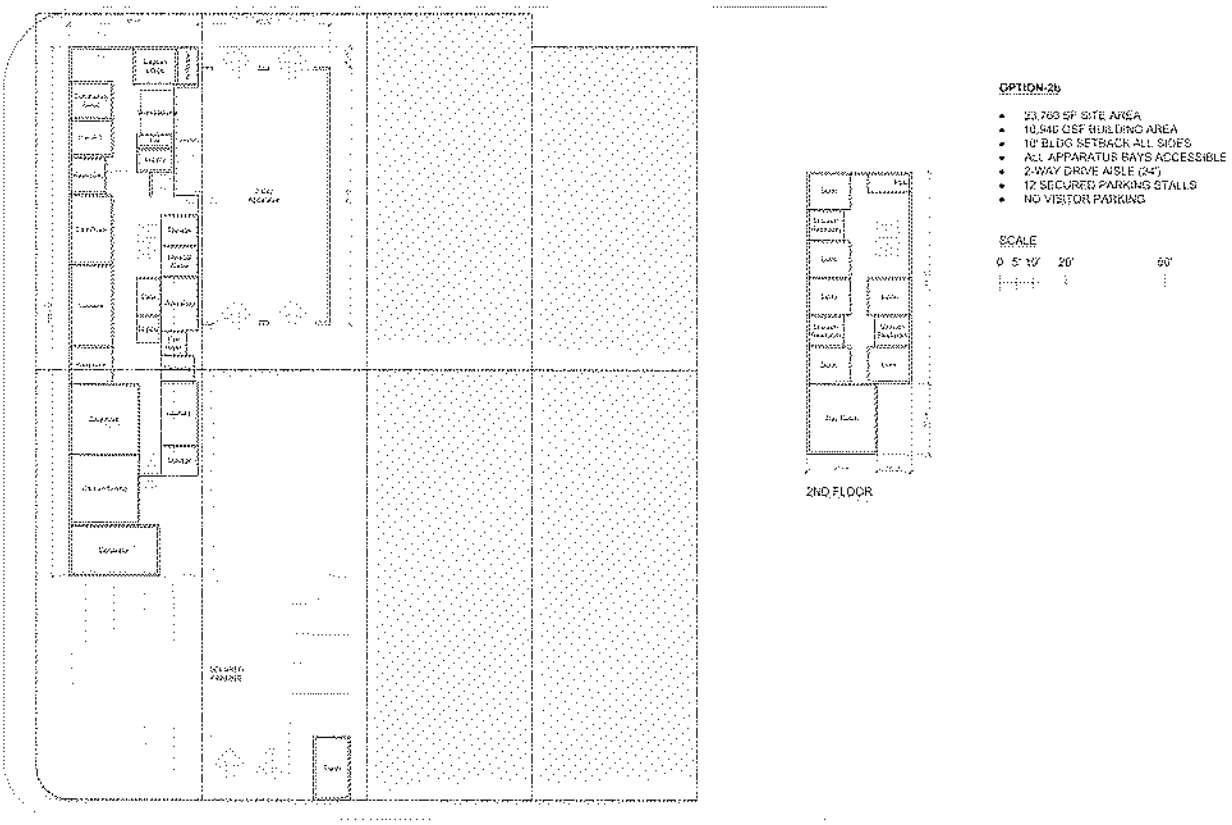
OPTION-2a

- 20,760 SF SITE AREA
- 16,048 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'

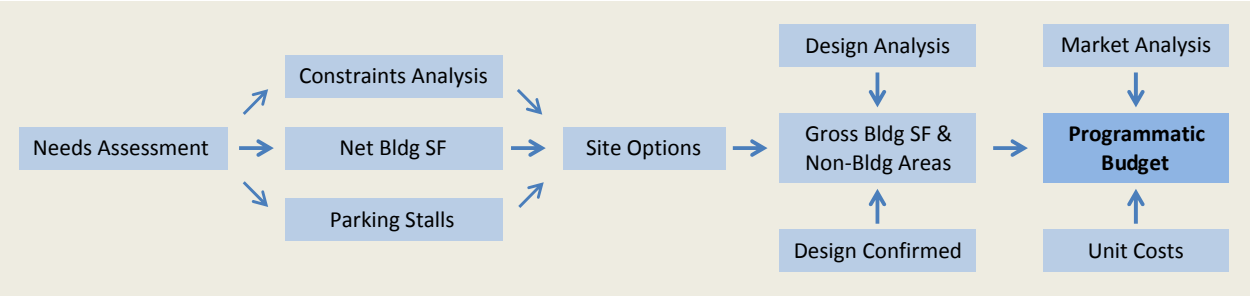
Option 2B



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.

Griffin Structures, Inc.
Program and Construction Managers

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

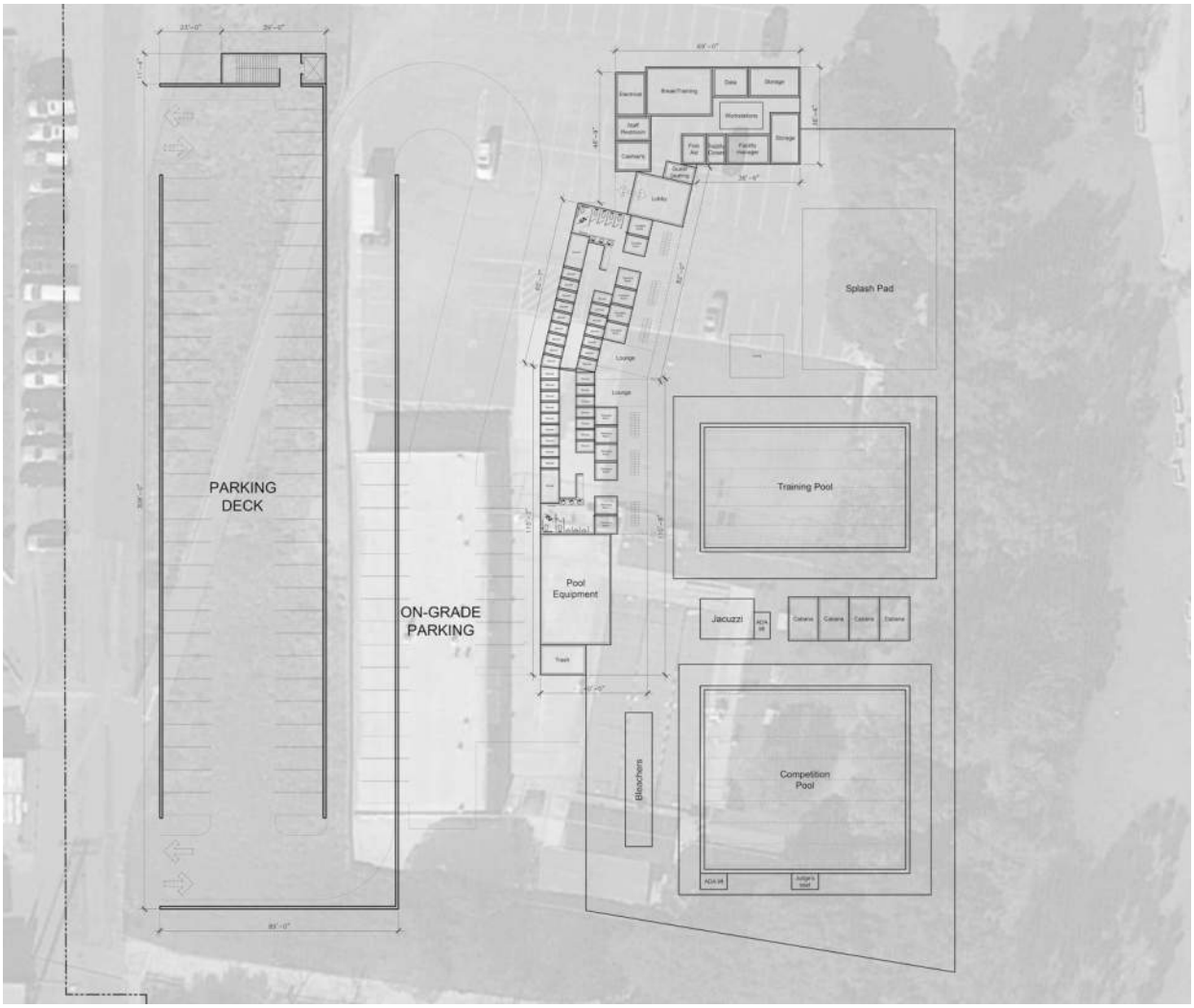
The best approach was determined to be a replacement of existing aquatic complex on Peck Avenue, with an associated expansion of the program as noted in the previously presented space requirements analysis. The topography of the existing site allows for creative parking solutions, and especially for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

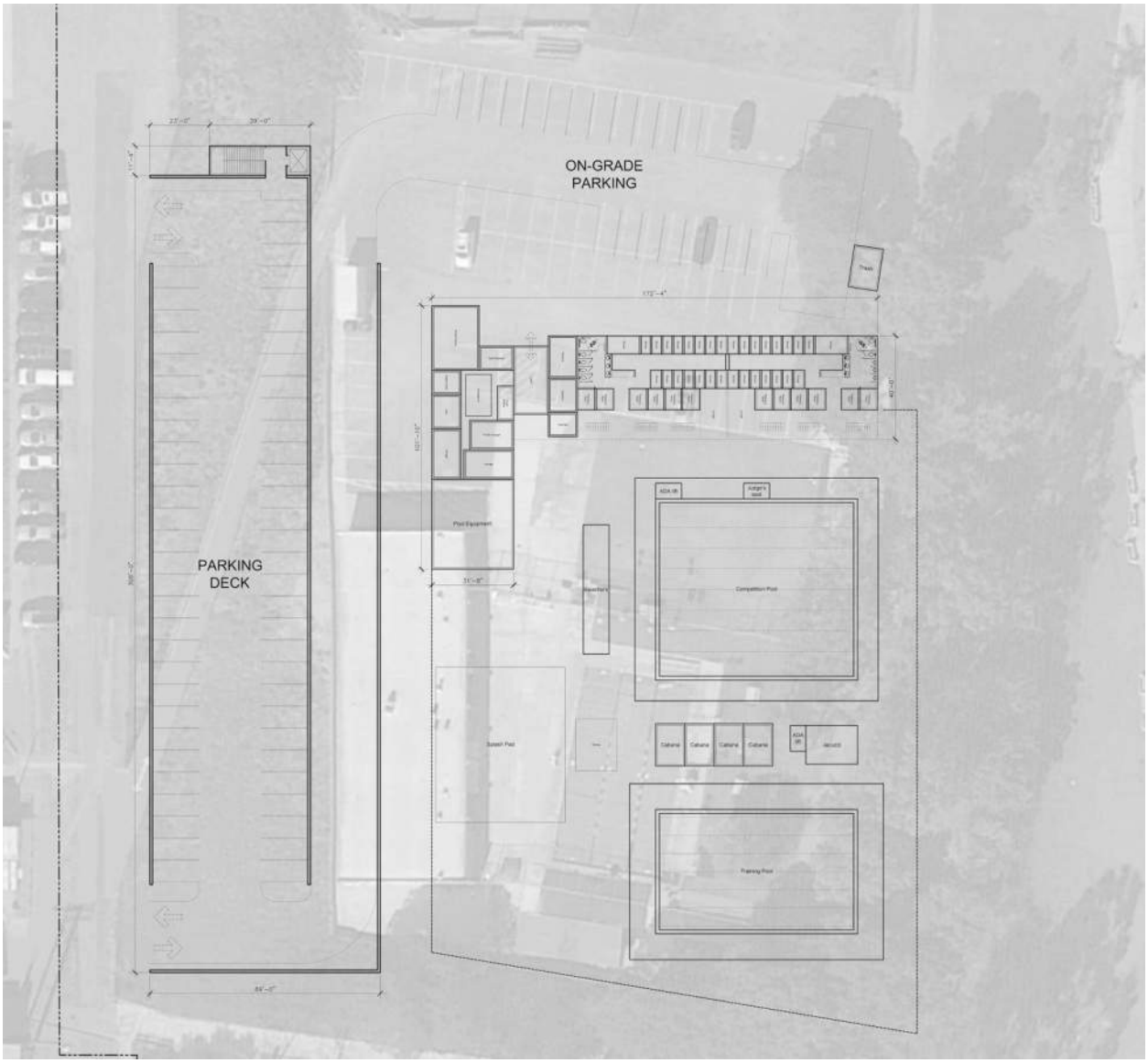
Note: enlarged copies of these plans appear in Appendix 3.

Option 01



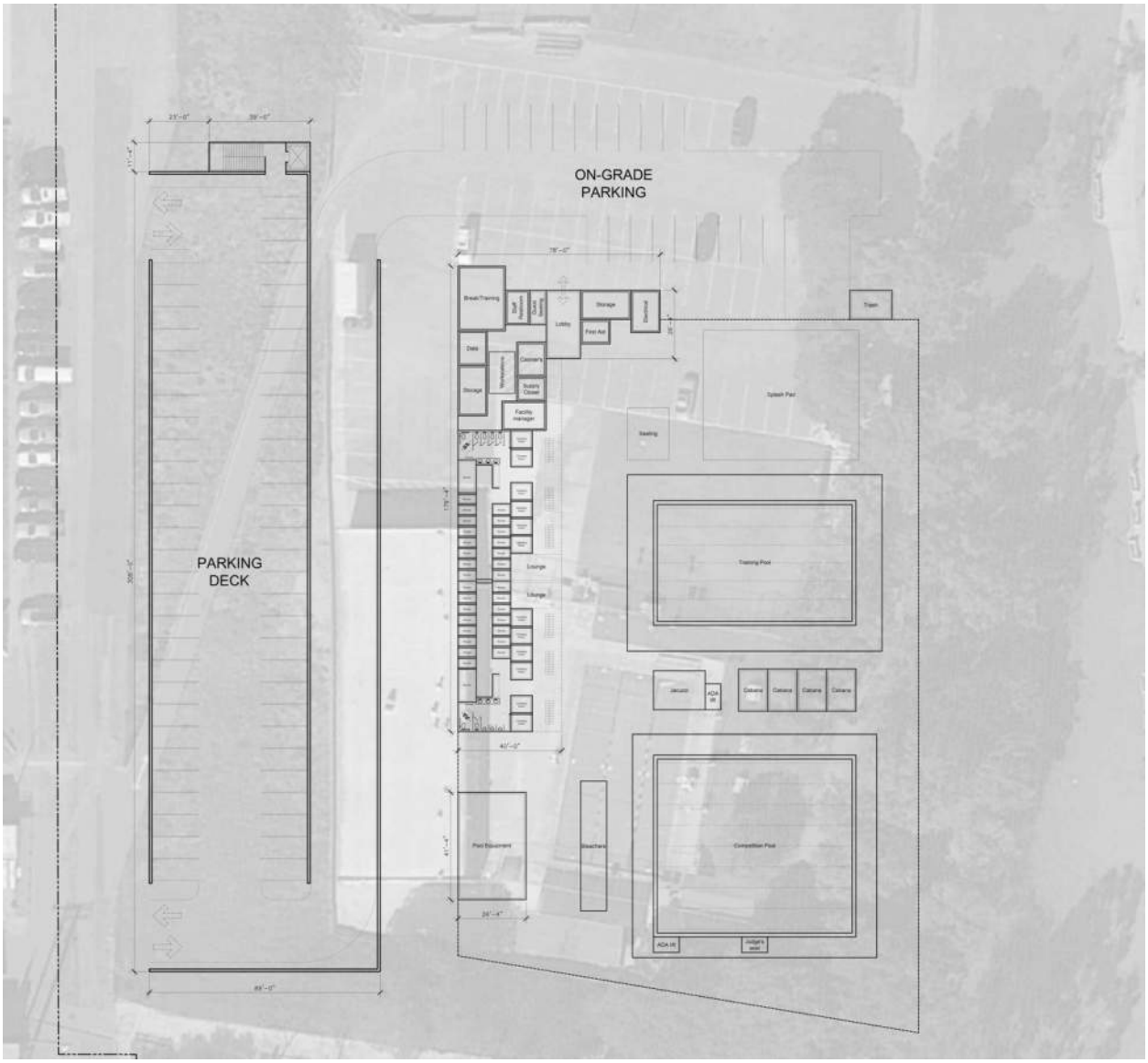
In this option, a parking deck (59 spaces) and ramp of 26,494 GSF is provided, with 9,166 GSF of building area. In addition, 20 spaces of on-grade parking are provided

Option 02



In this option, a similar parking deck (59 spaces) and ramp of 26,494 GSF is provided, with 8,774 GSF of building area. In addition, 20 spaces of on-grade parking are provided.

Option 03

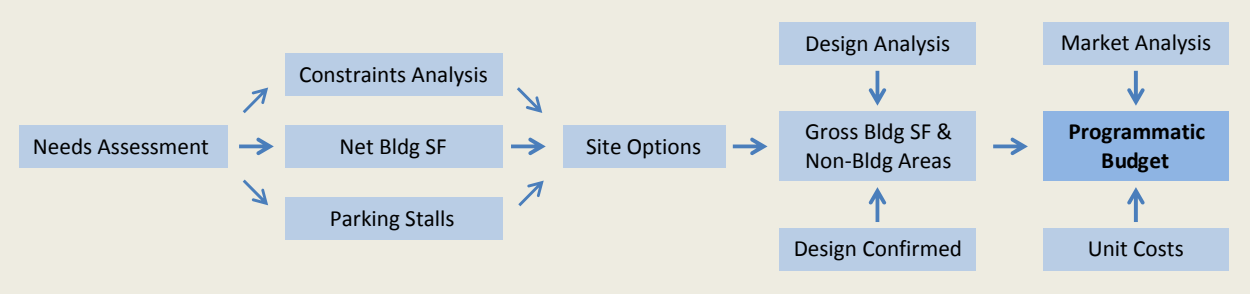


In this option, a similar parking deck (59 spaces) and ramp of 26,494 GSF is provided, with 8,987 GSF of building area. In addition, 20 spaces of on-grade parking are provided

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.

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 CEQ
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:

1. 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.
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 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 1 – 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."

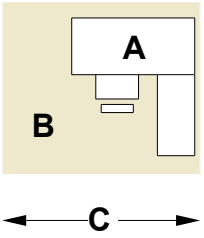
- For enclosed offices, our standards are measured to the center line of the boundary walls of the room, and include no access space outside. It is assumed either that access will be directly off major circulation networks or that it will be off unit circulation areas provided with other open work rooms.
- 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

EXHIBIT 1
An Open Workstation



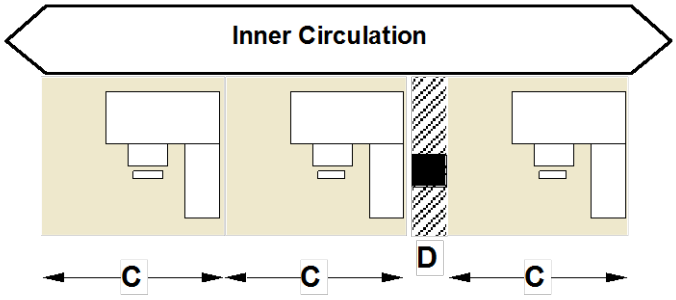
A = Item Footprint; B = Access;
C = A+B = Standard

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.

EXHIBIT 2
Unit Circulation and Layout



C = Standard D = Layout Allowance (due to 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

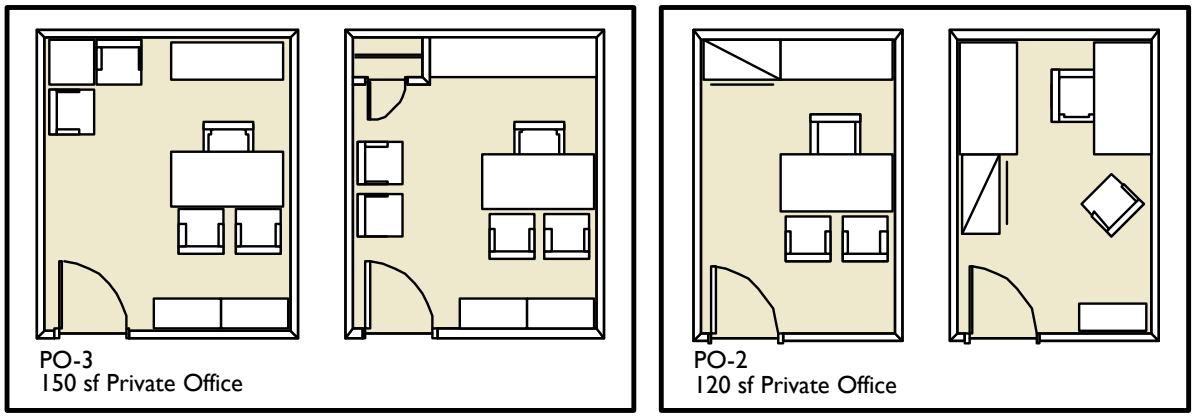
Private office standards are designated by the letters "PO" and are in most cases defined as having floor-to-ceiling walls and a door. The walls may be partially glass or may be equipped with pass-through openings, but such refinement considerations are noted in the program notations and not in the standard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

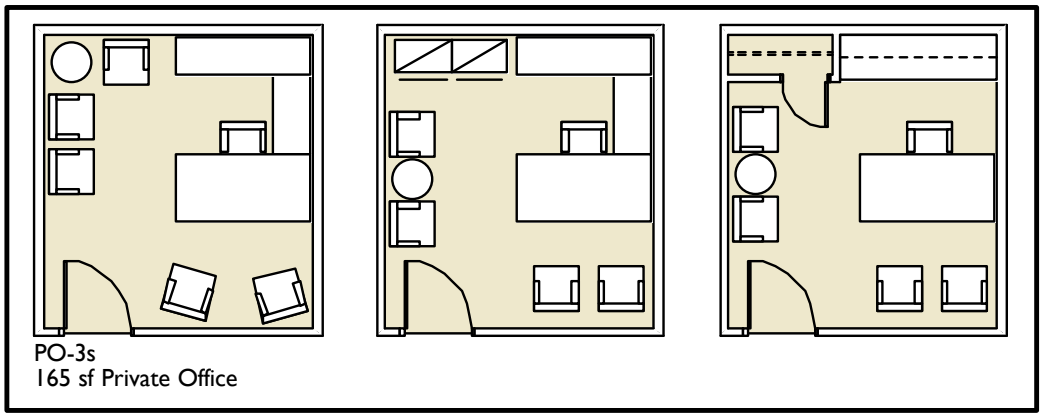
We also provide for some private offices to be shared by two or more persons, and adapt the private office allocations to "shared" private office standards where needed. In this case we generally use the symbol "SPO" rather than "PO."

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





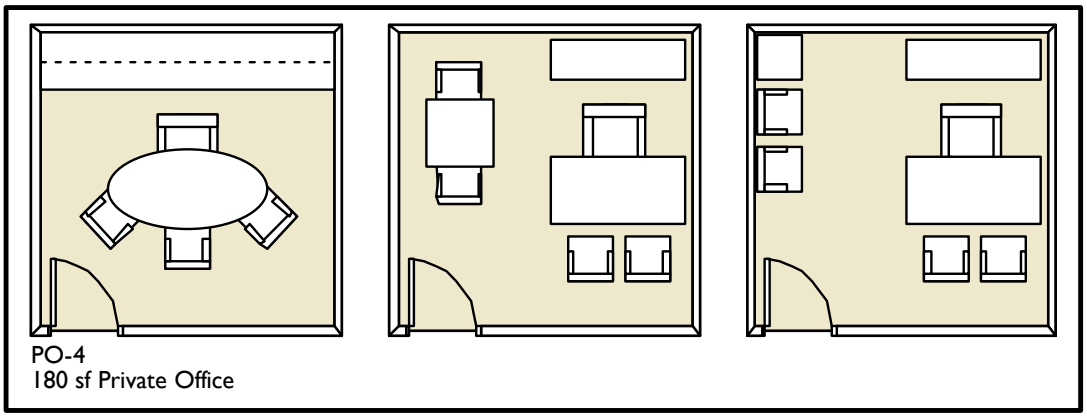
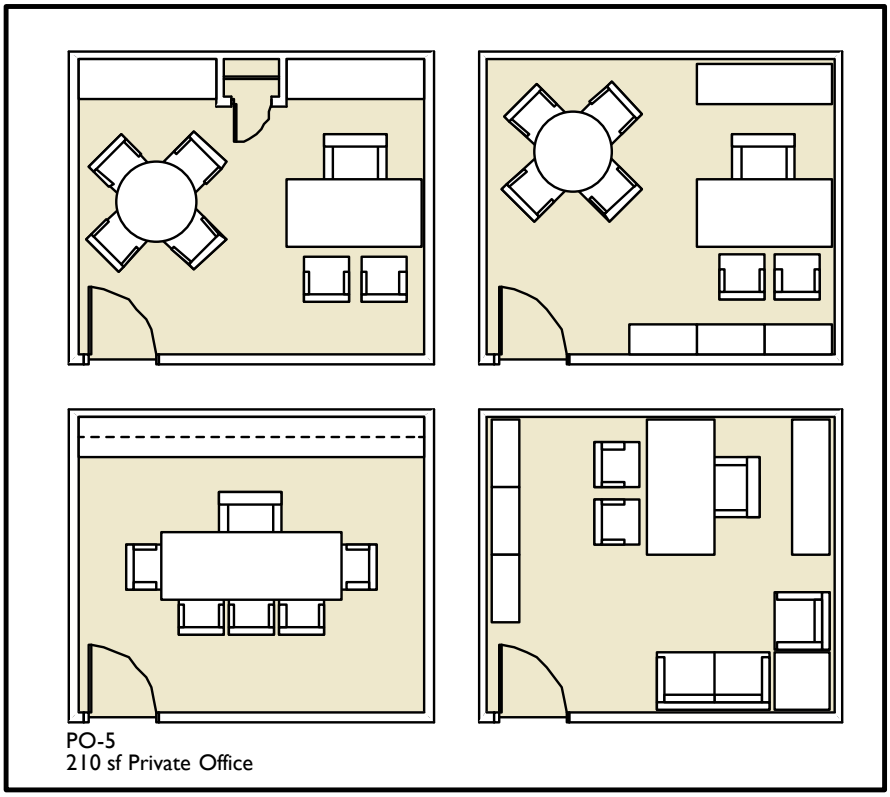
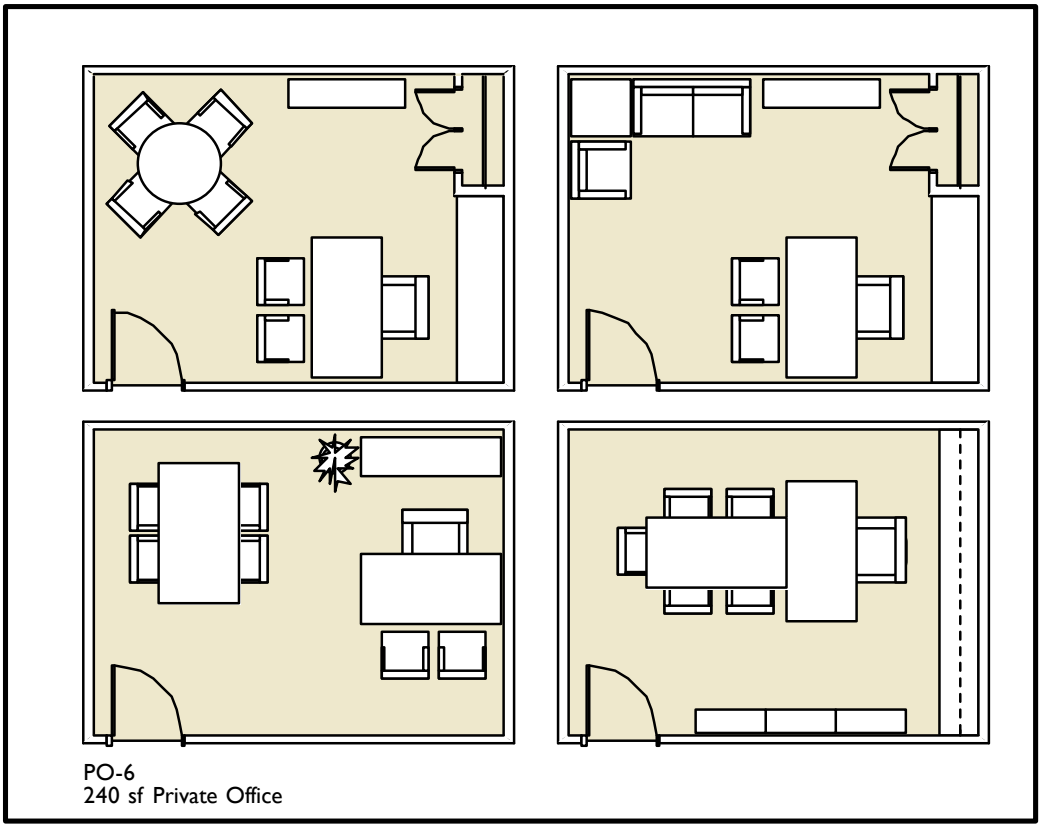


Illustration – Private Office Standards

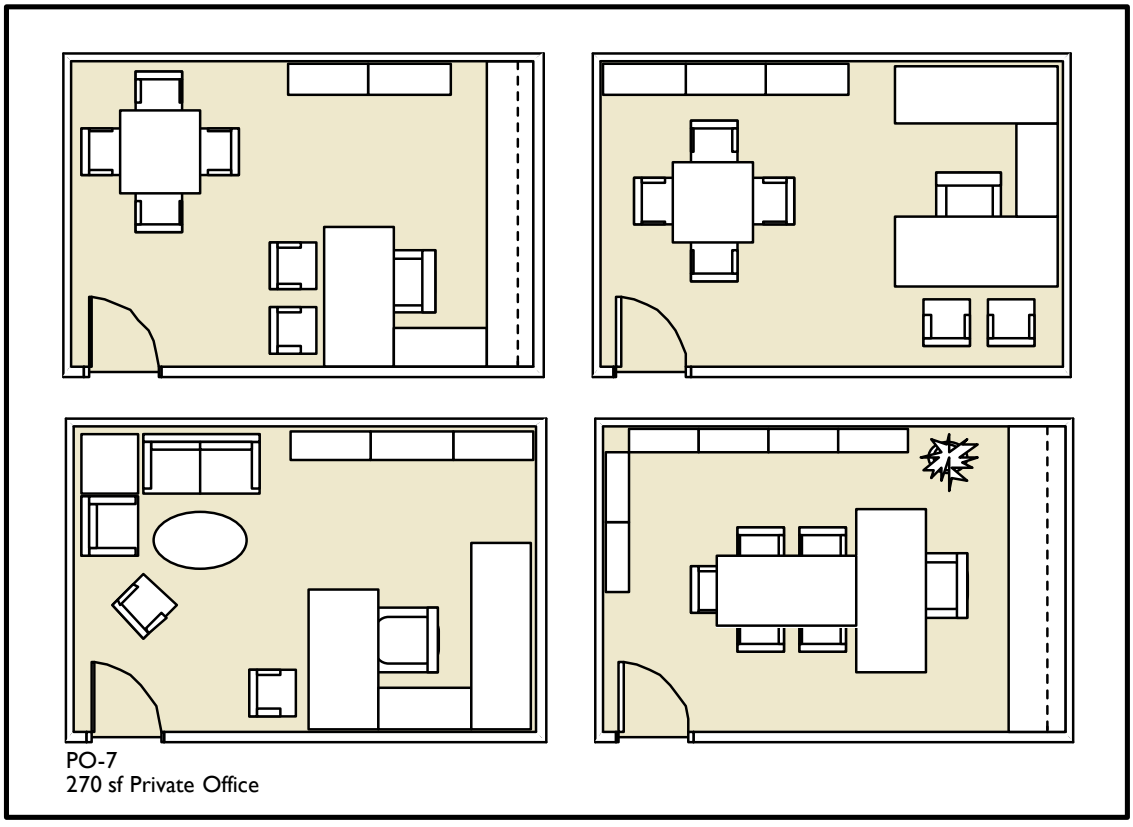


PO-5
210 sf Private Office

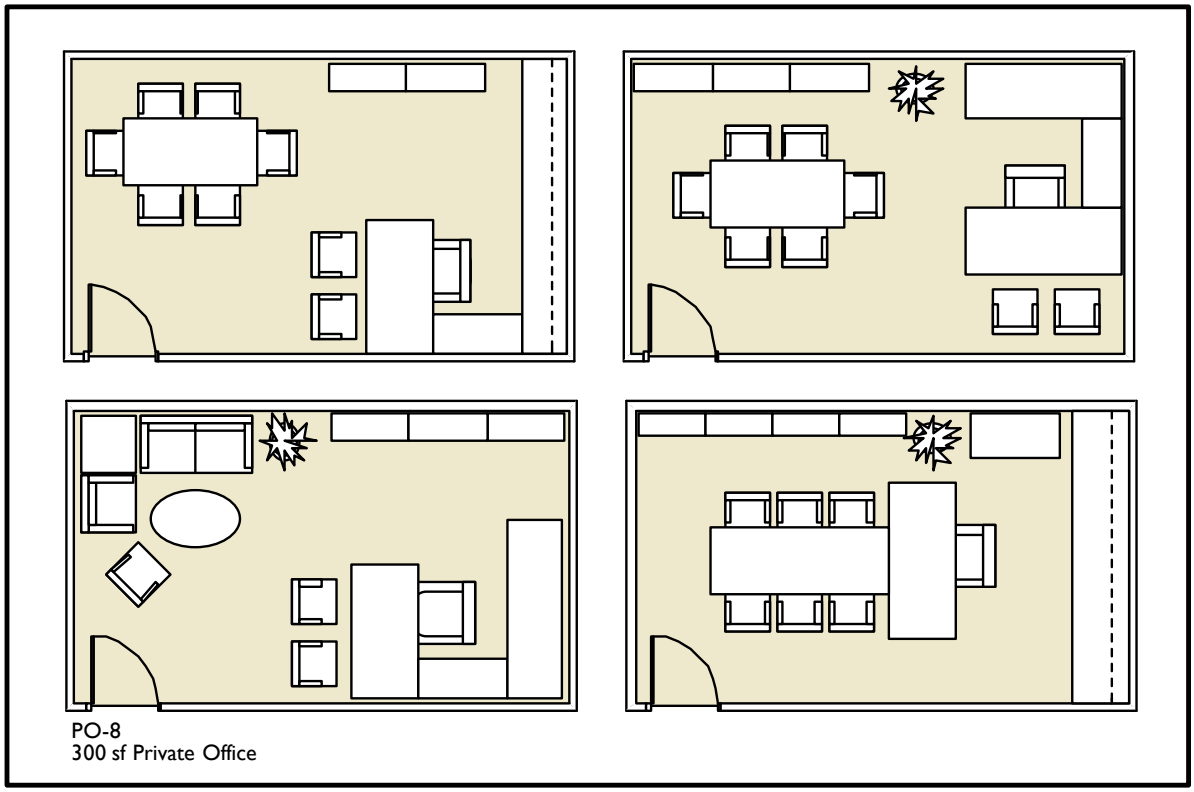


PO-6
240 sf Private Office

Illustration – Private Office Standards

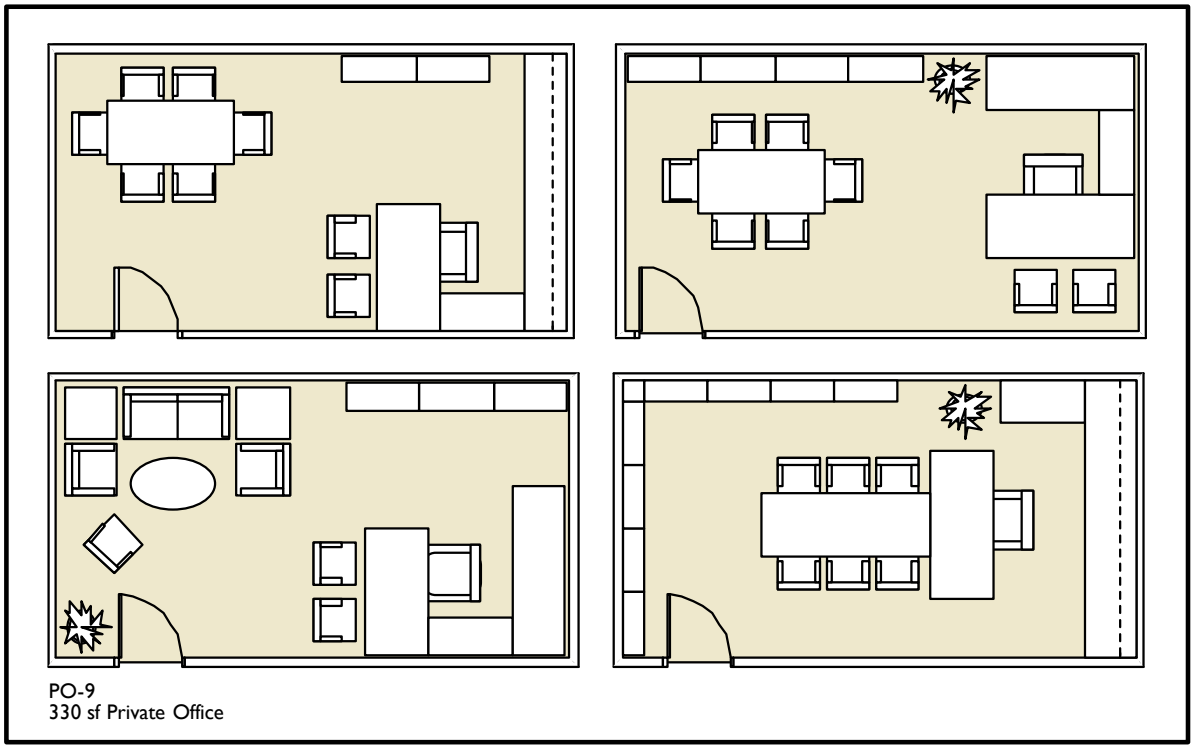


PO-7
270 sf Private Office

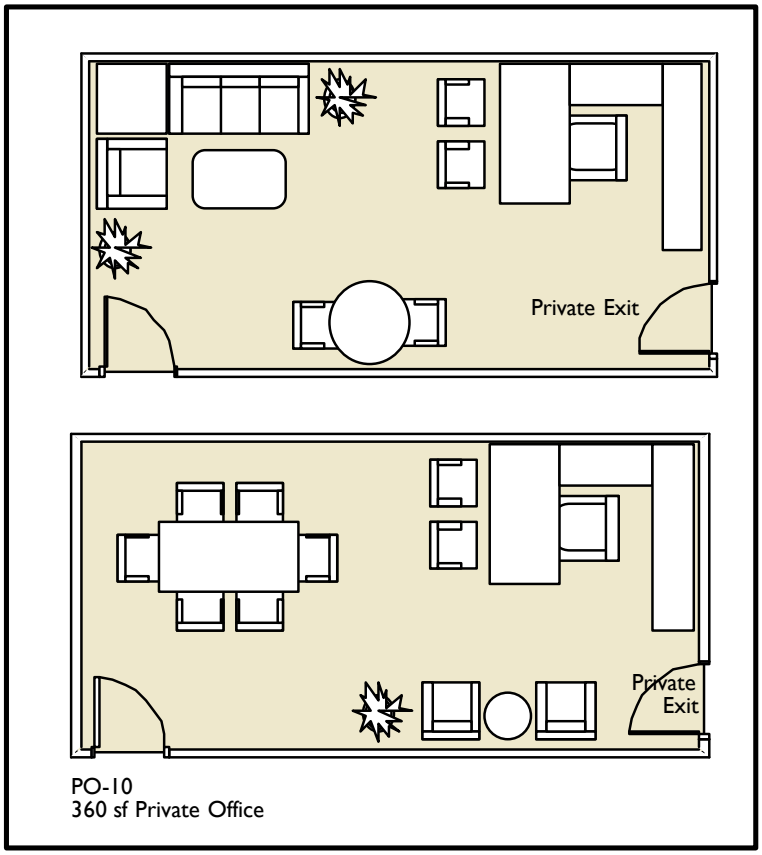


PO-8
300 sf Private Office

Illustration – Private Office Standards

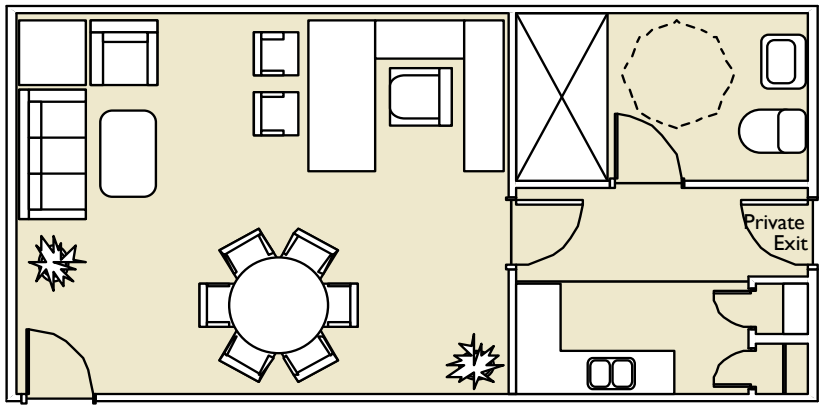


PO-9
330 sf Private Office

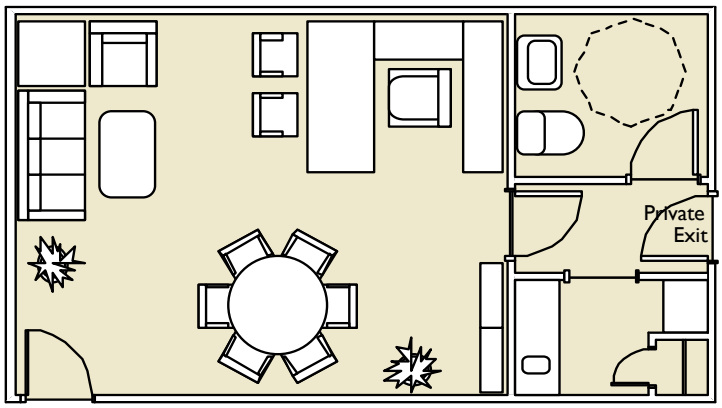


PO-10
360 sf Private Office

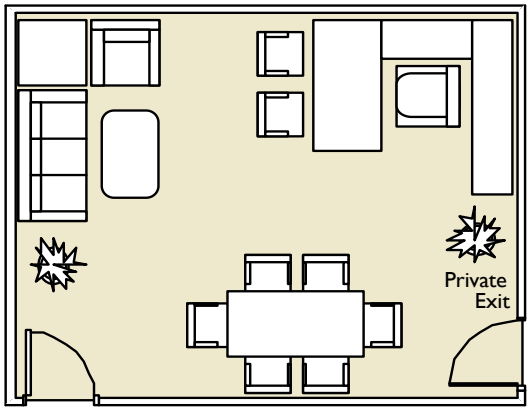
Illustration – Private Office Standards



PO-11
400 sf Private Office

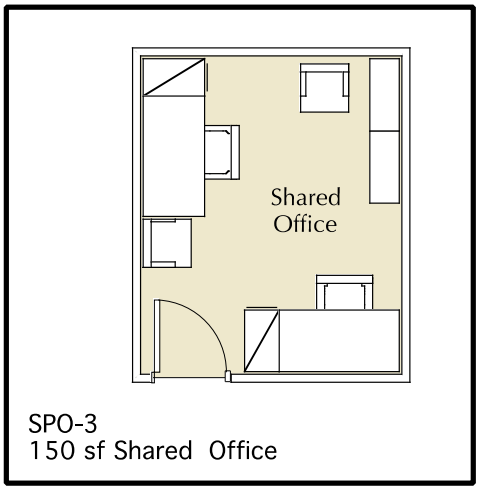


PO-11
400 sf Private Office

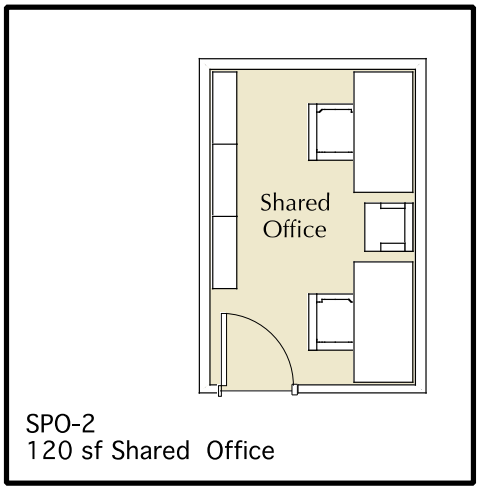


PO-11
400 sf Private Office

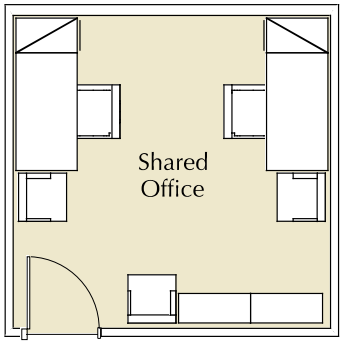
Illustration – Private Office Standards – Shared Offices



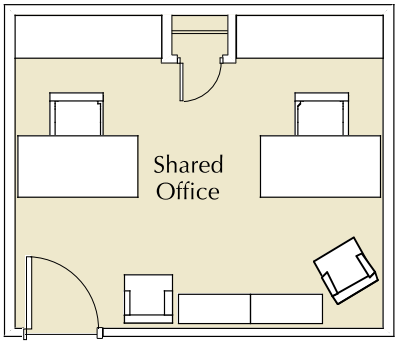
SPO-3
150 sf Shared Office



SPO-2
120 sf Shared Office



SPO-4
180 sf Shared Office



SPO-5
210 sf Shared Office

WORKSTATION STANDARDS — TRADITIONAL OPEN WORKSTATIONS

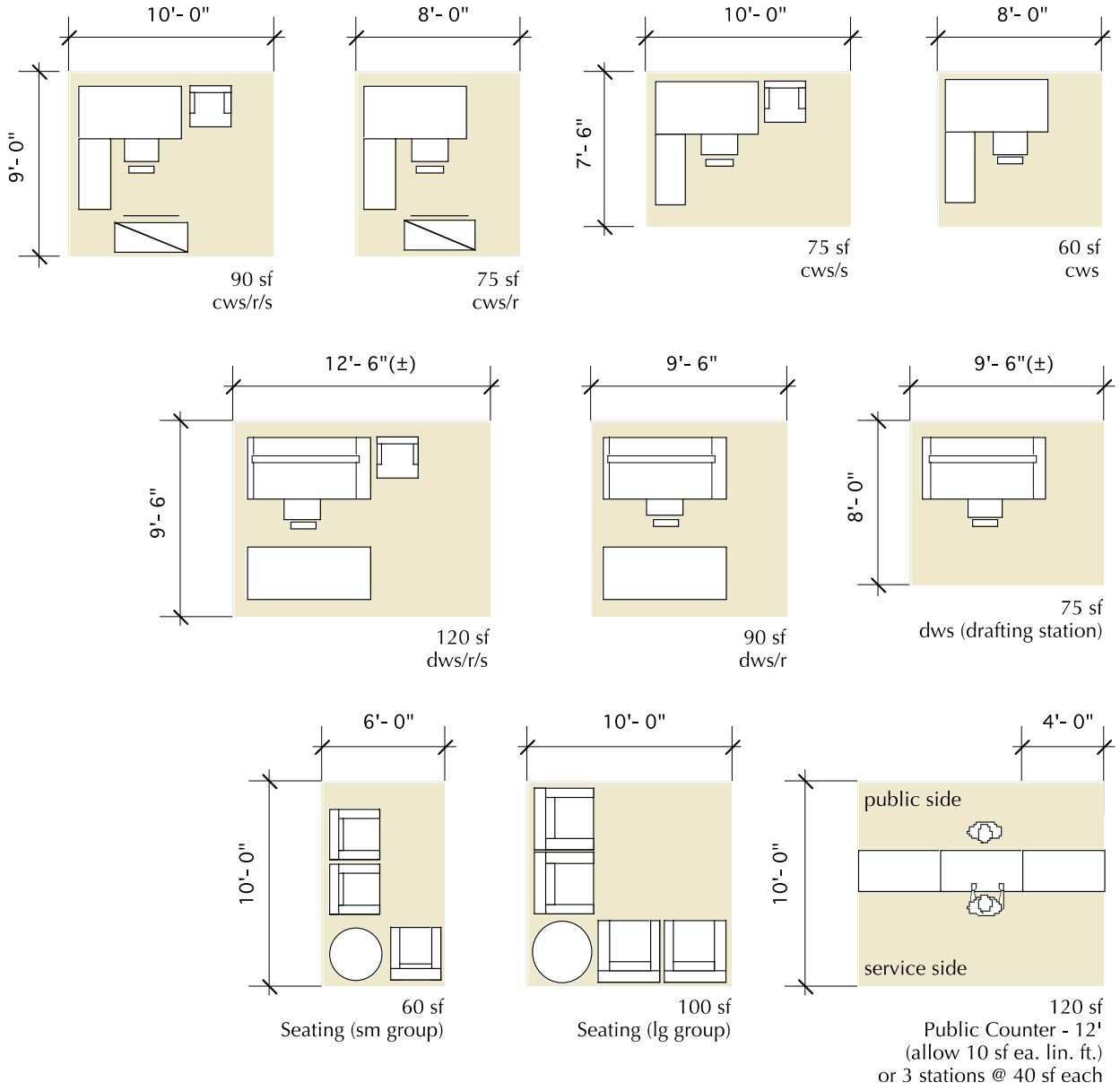
Traditional open stations are defined as having no integral panels as part of the stations, but are desks and work units which are found in traditional offices. These stations may have surrounding panels, for privacy or acoustic reasons, but traditional furniture is assumed. Open stations usually occur 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 Ftp't/Acc's/Tot'l			Typical Assignment	Typical 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 Ftp't	/ Acc's	/ Tot'l	Inside Dimensions	Typical Assignments
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

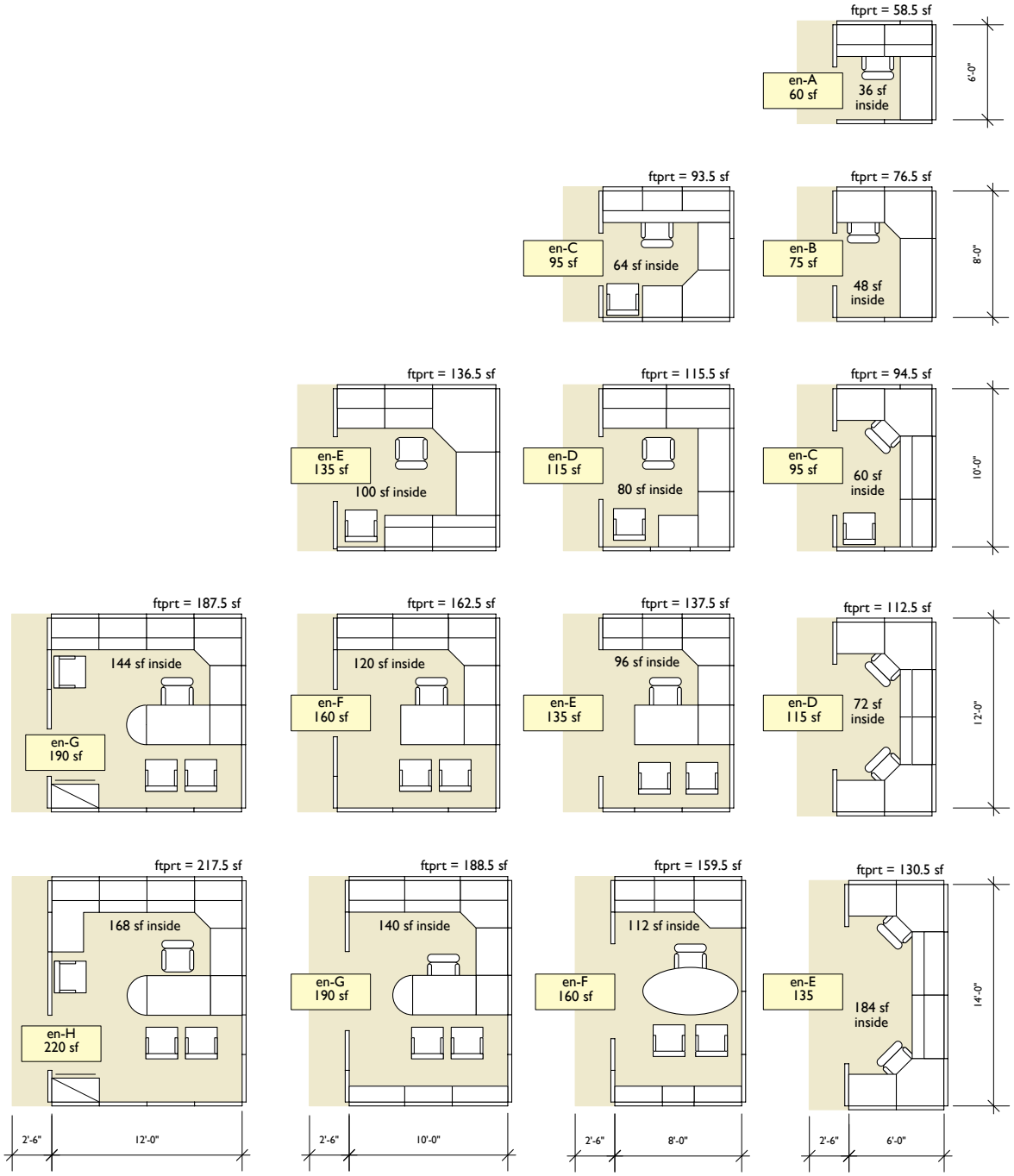
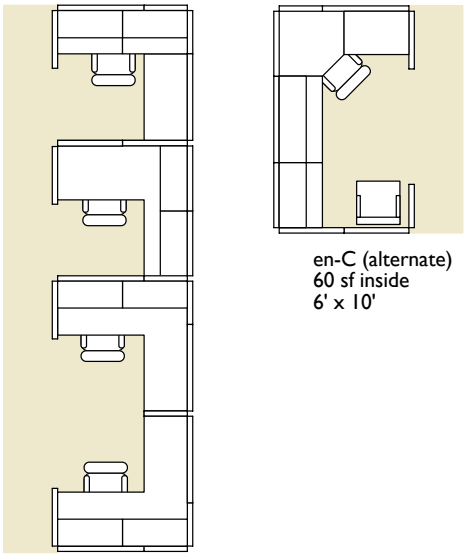
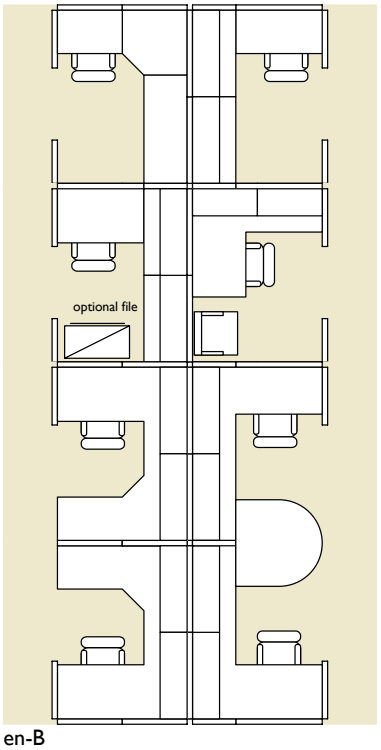


Illustration
System Standards– Smaller Station Clusters

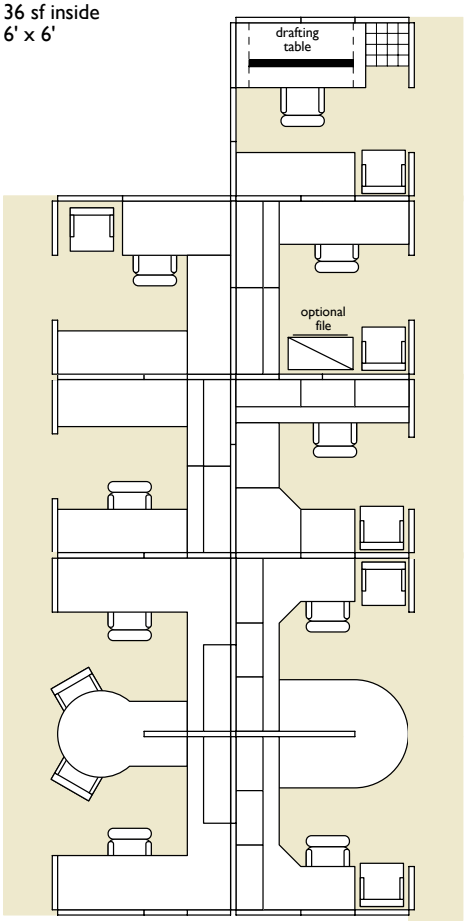


en-A
36 sf inside
6' x 6'

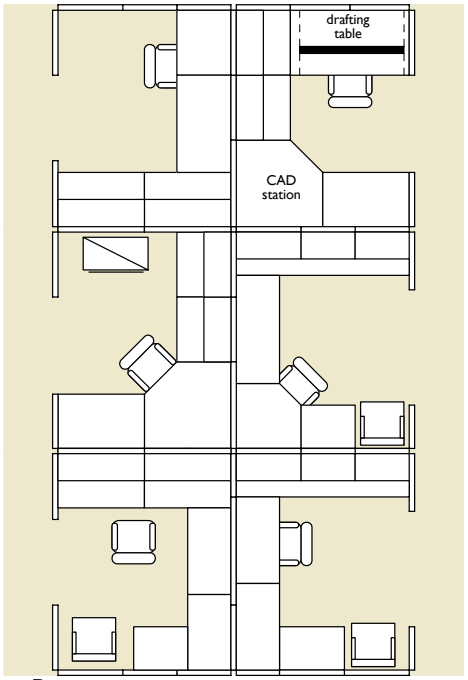
en-C (alternate)
60 sf inside
6' x 10'



en-B
48 sf inside
6' x 8'

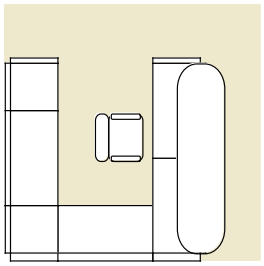


en-C
64 sf inside
8' x 8'

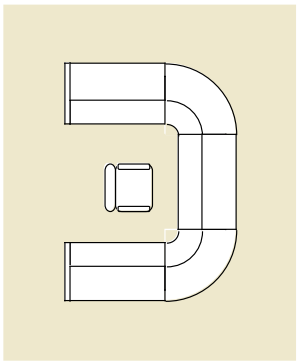


en-D
80 sf inside
8' x 10'

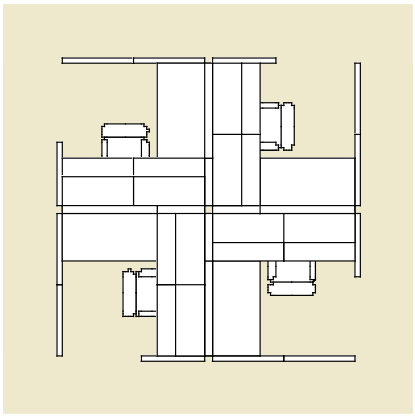
Illustration
System Standards – Miscellaneous Elements



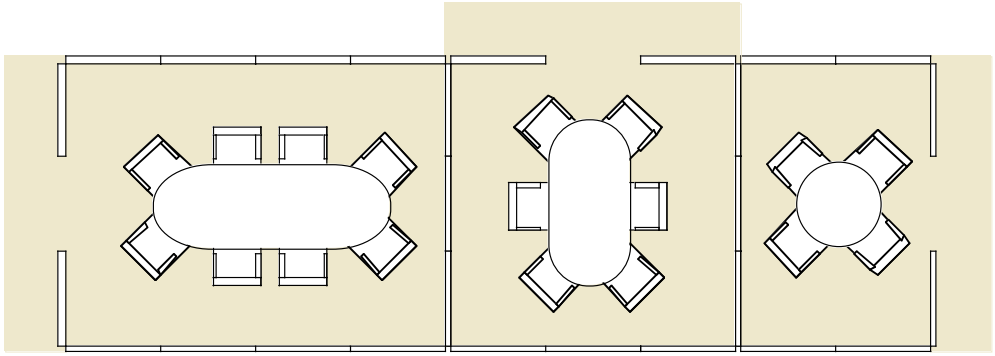
en/reception
115 sf allowance
64 sf inside



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	Standard Base	Standard Access	Standard 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

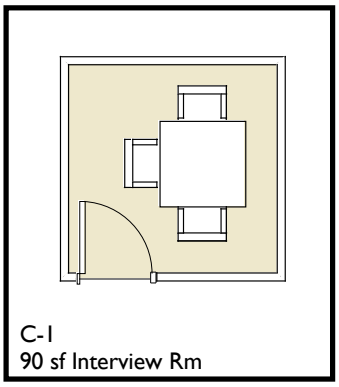
CONFERENCE ROOM STANDARDS

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.

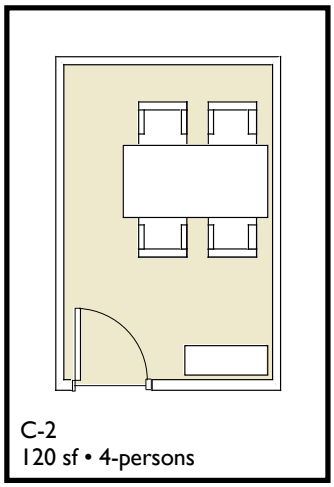
EXHIBIT 7
Summary of Conference Room Standards

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.

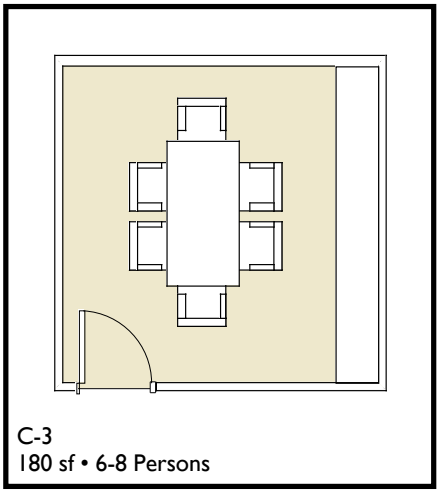
Illustration
Small Conference Rooms



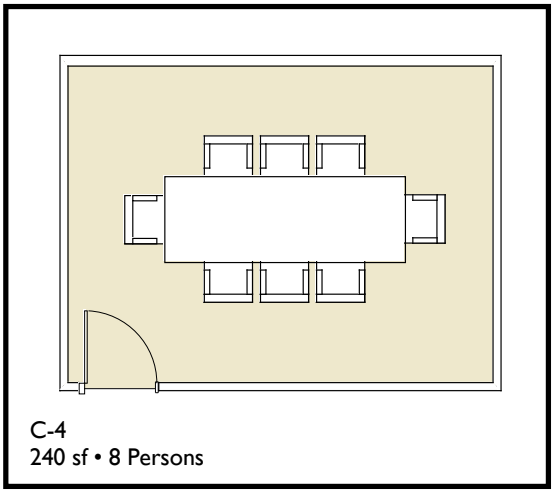
C-1
90 sf Interview Rm



C-2
120 sf • 4-persons

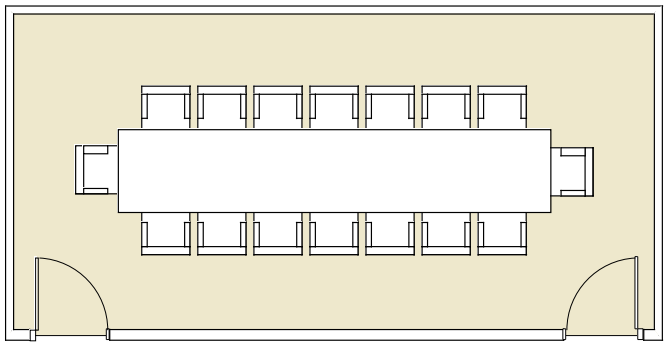


C-3
180 sf • 6-8 Persons

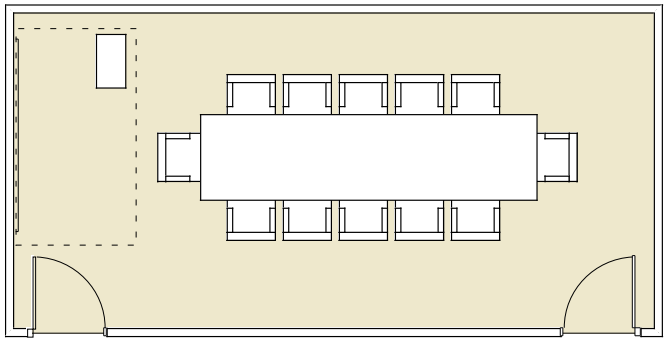


C-4
240 sf • 8 Persons

Illustration
Medium Conference Rooms

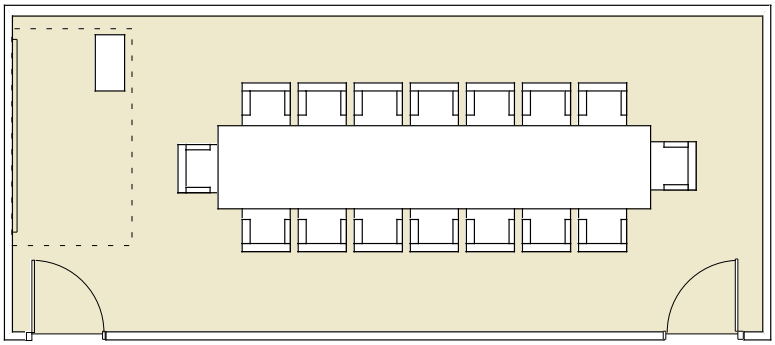


16 Persons Without Presentation Area



12 Persons With Presentation Area

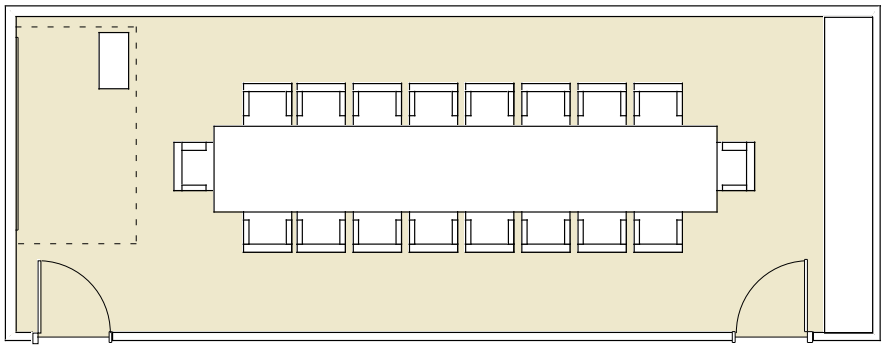
C-6
360 sf • 12-16 Persons



16 Persons With Presentation Area
20 Persons Without Presentation Area

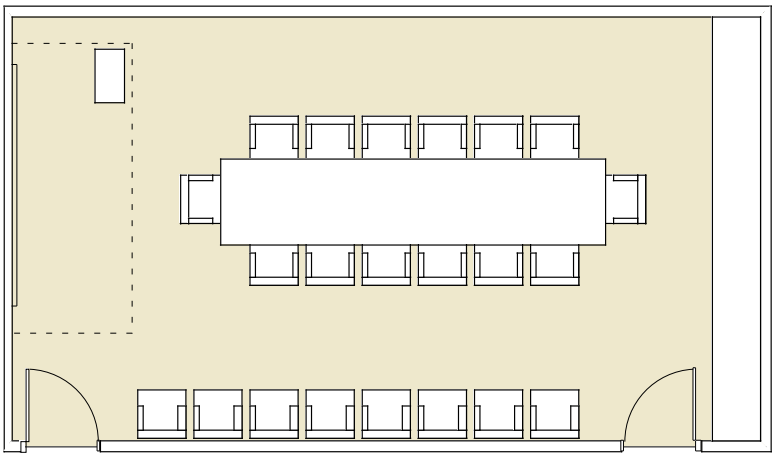
C-7
420 sf • 16-20 Persons

Illustration
Large Conference Rooms I



18 Persons With Presentation Area
22 Persons Without Presentation Area

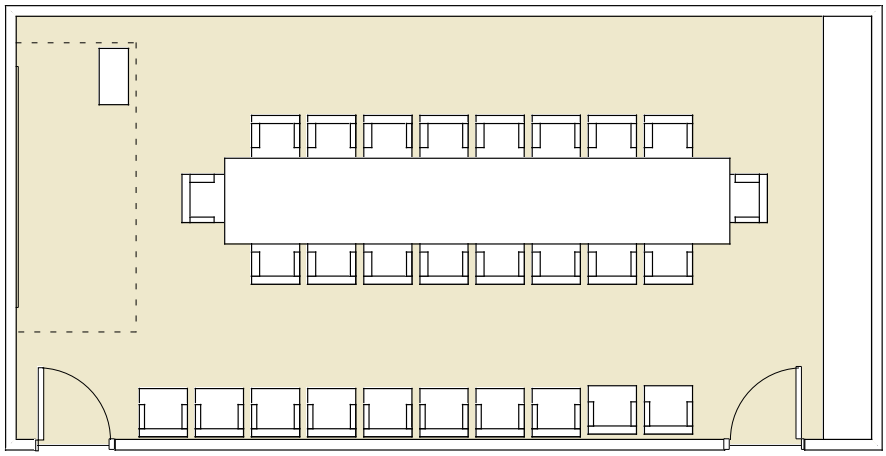
C-8
480 sf • 18-22 Persons



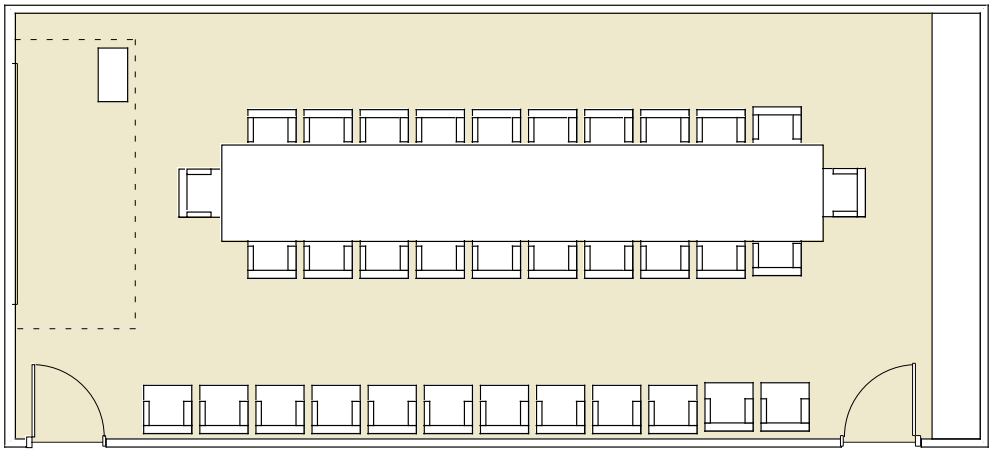
C-9
560 sf • 14 Persons at Table (16 Without Built-in Cabinet); 6-8 Side Seating

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

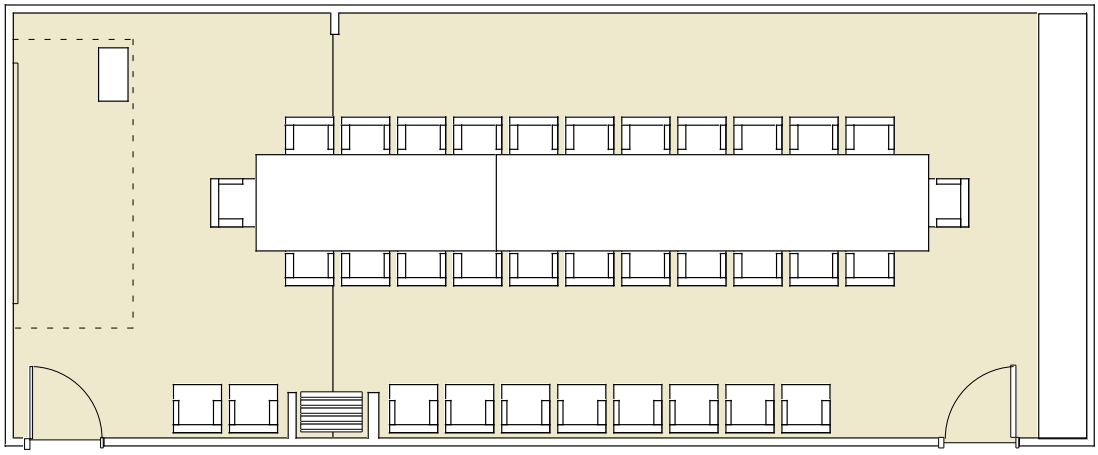


C-10
640 sf • 18 Persons at Table (20 Without Built-in Cabinet); 8-10 Side Seating

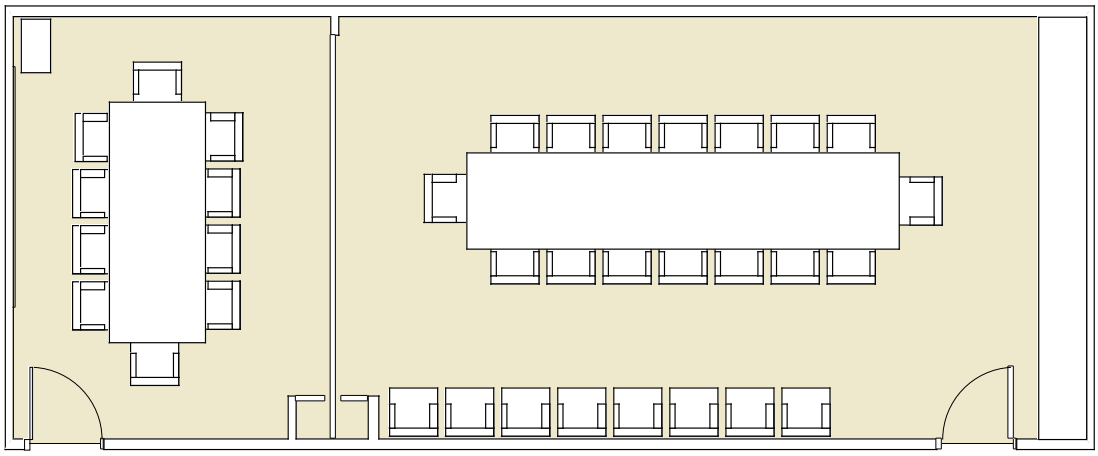


C-11
720 sf • 22 Persons at Table (24 Without Built-in Cabinet); 10-12 Side Seating

Illustration
Divisible Conference Room



24 Persons at Table with 10-11 Side Seating



16 Persons at Table #1 with 8-9 Side Seating • 8-10 Persons at Table #2

C-12
800 sf • Divisible Conference Room

TRAINING, BRIEFING, COMMUNITY ROOM STANDARDS

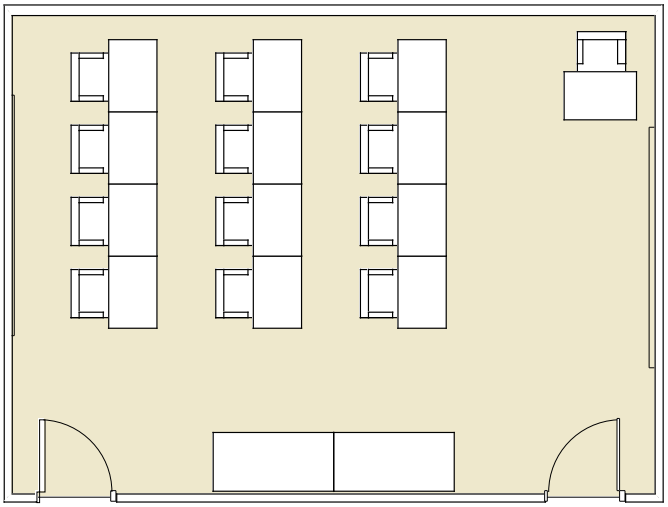
The size of large meeting rooms depends on similar factors as for conference rooms, discussed above: (a) the number of persons seated as audience, (b) the nature or configuration of audience seating, (c) presentation or display space, and (d) the need for support areas for hospitality, chair storage, 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.

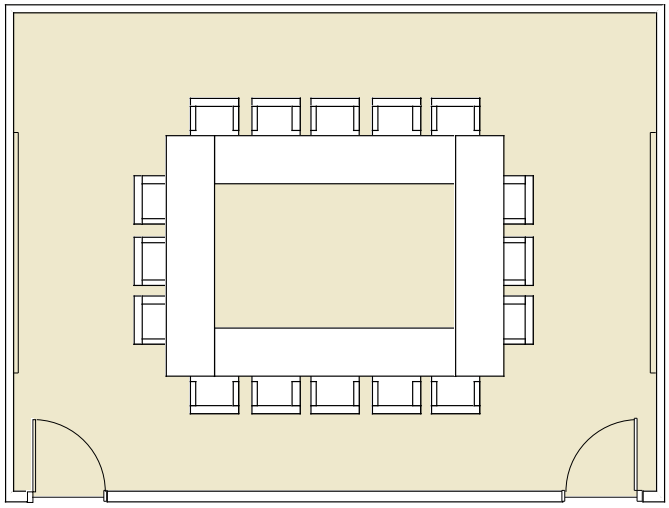
EXHIBIT 8
Selection of Training, Briefing, or Community Room Standards

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



Computer Training Arrangement



Symposium Arrangement

Training or Symposium Room
540 sf • 12-15 Persons

Illustration
Training or Meeting Room II

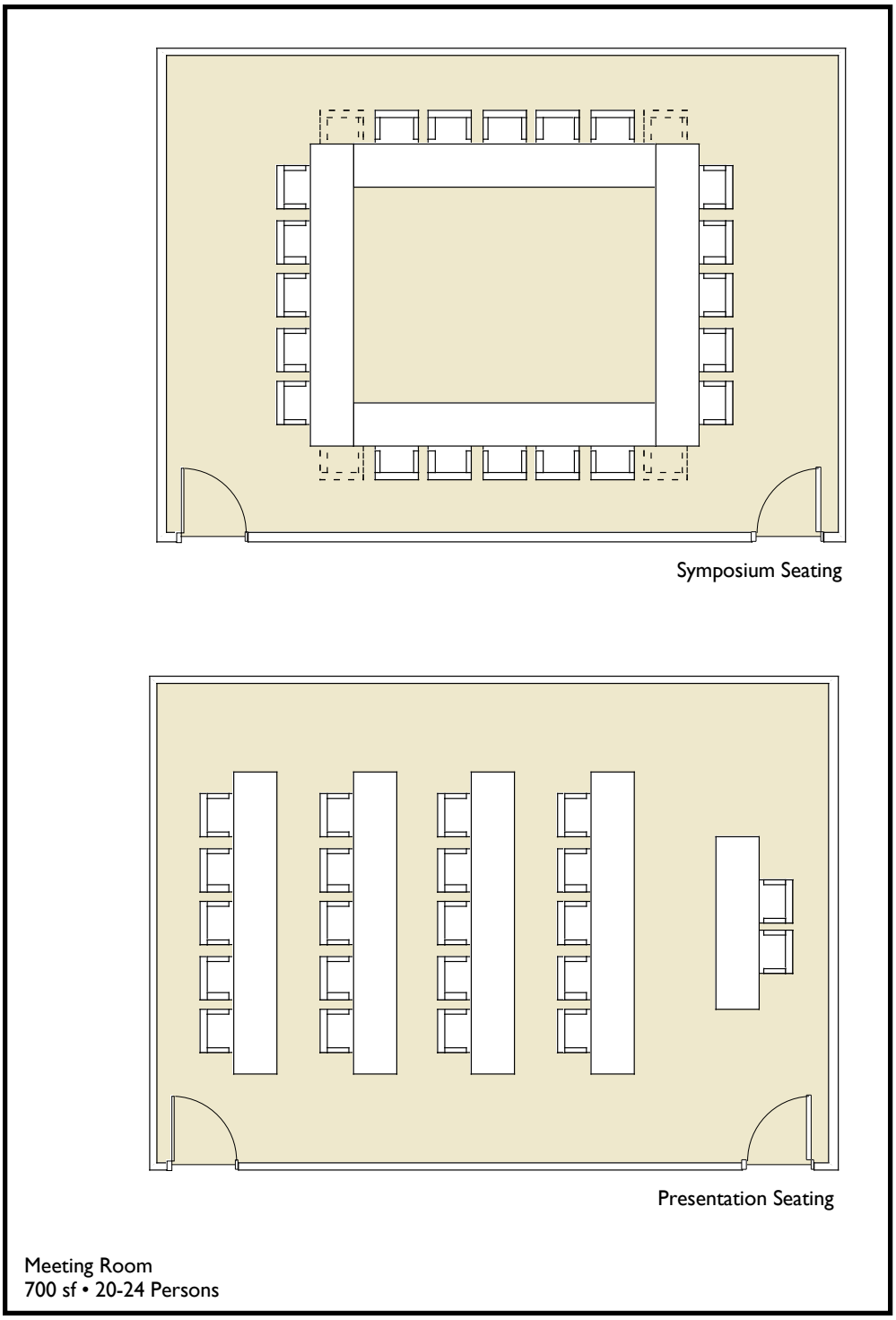
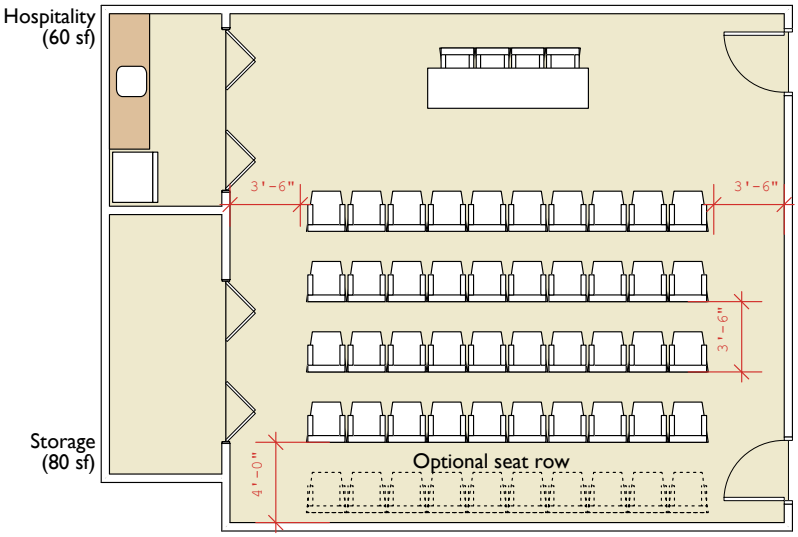
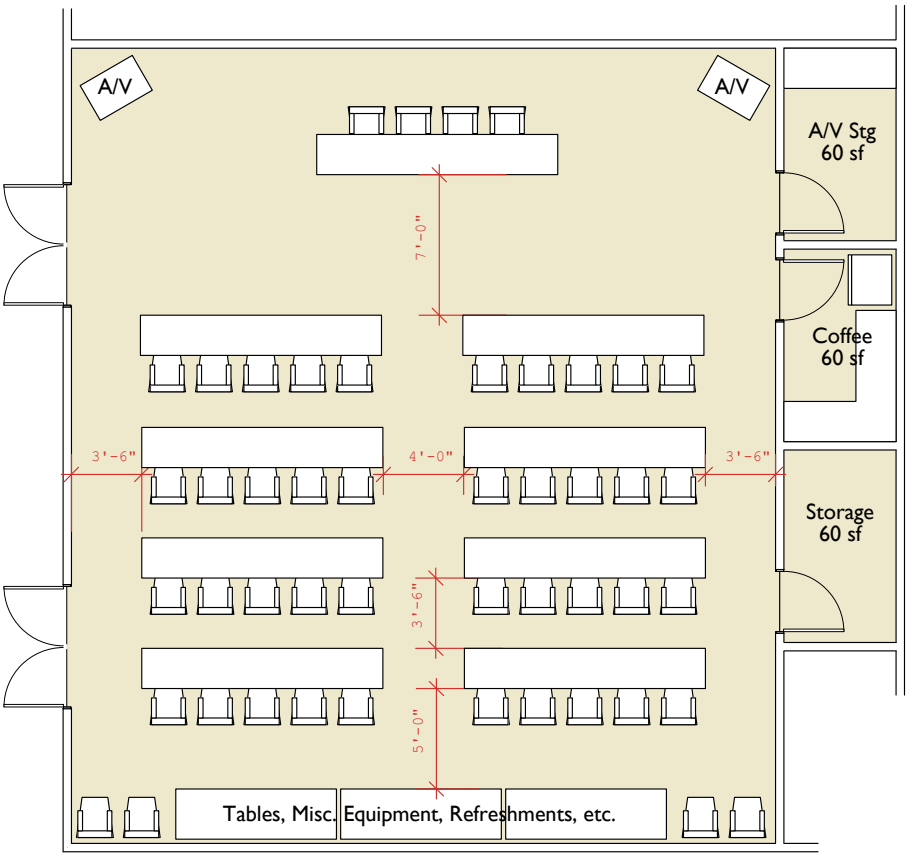


Illustration
40-50 Person Meeting and Briefing Rooms (Table Seating v. Audience Seating)
(Flat Floor Multi-use Room)

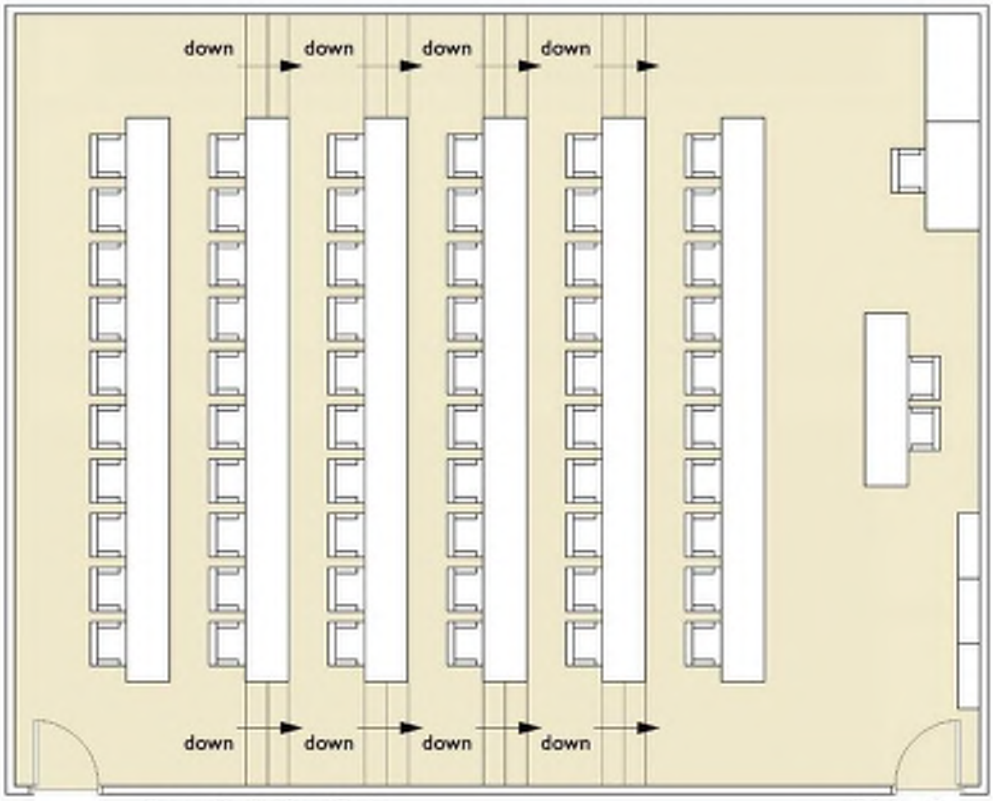


40 - 50 Person Meeting Room
(720 sf + 140 sf support areas)



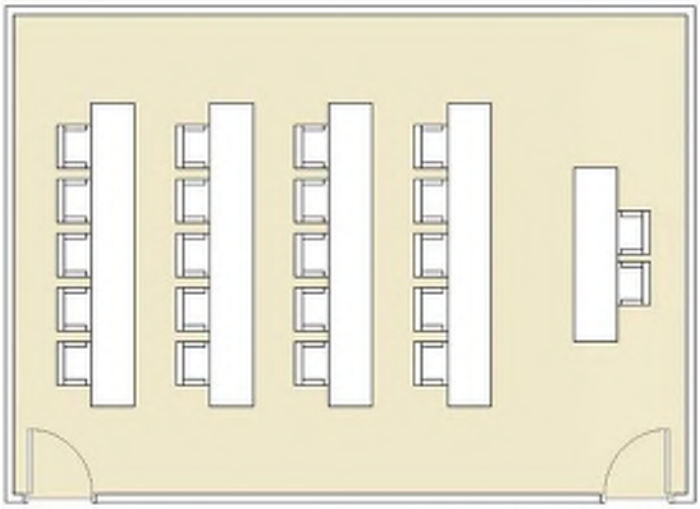
40 - 50 Person Briefing Room
(1,420 sf + 180 sf support areas)

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



Shown with raked floor. Can be on level surface as well

Briefing Room
1,620 sf • 60-persons



720 sf
20-24 Person Briefing/Task Force Room

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

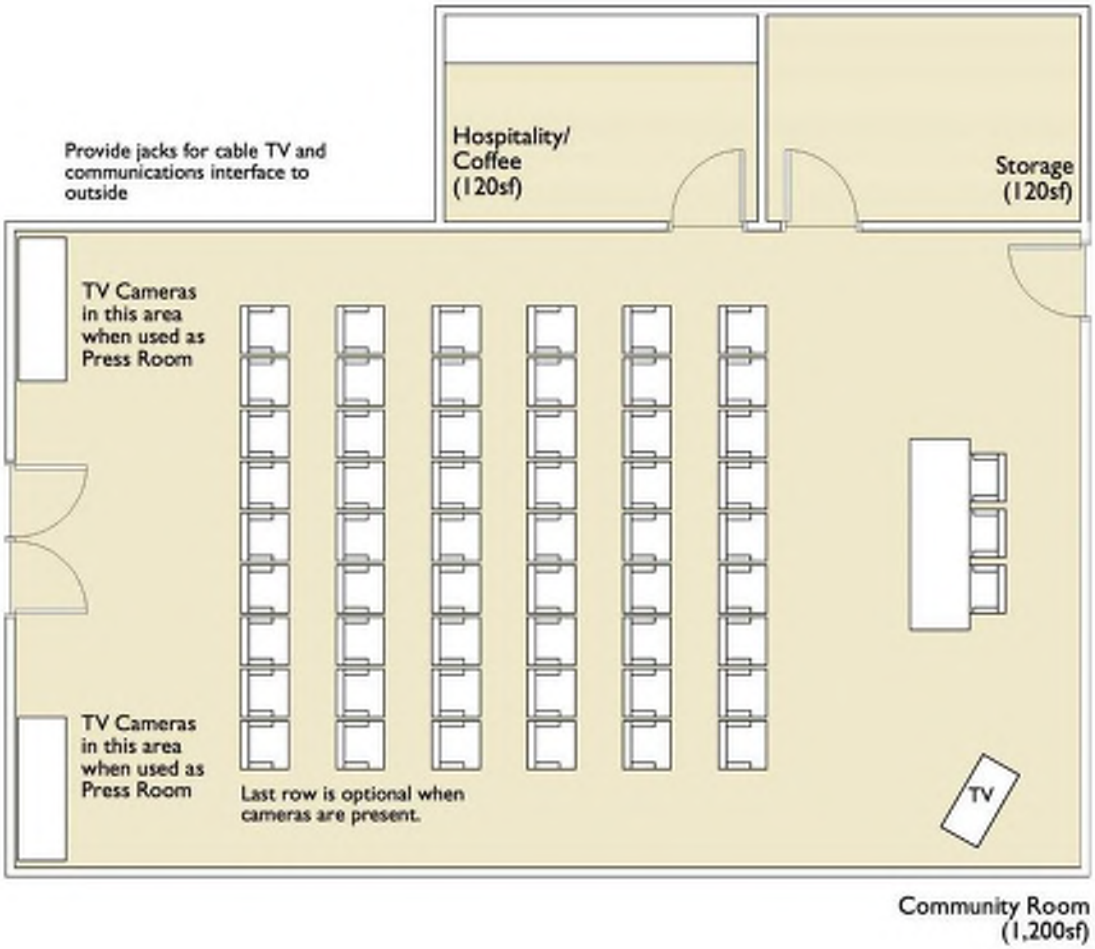
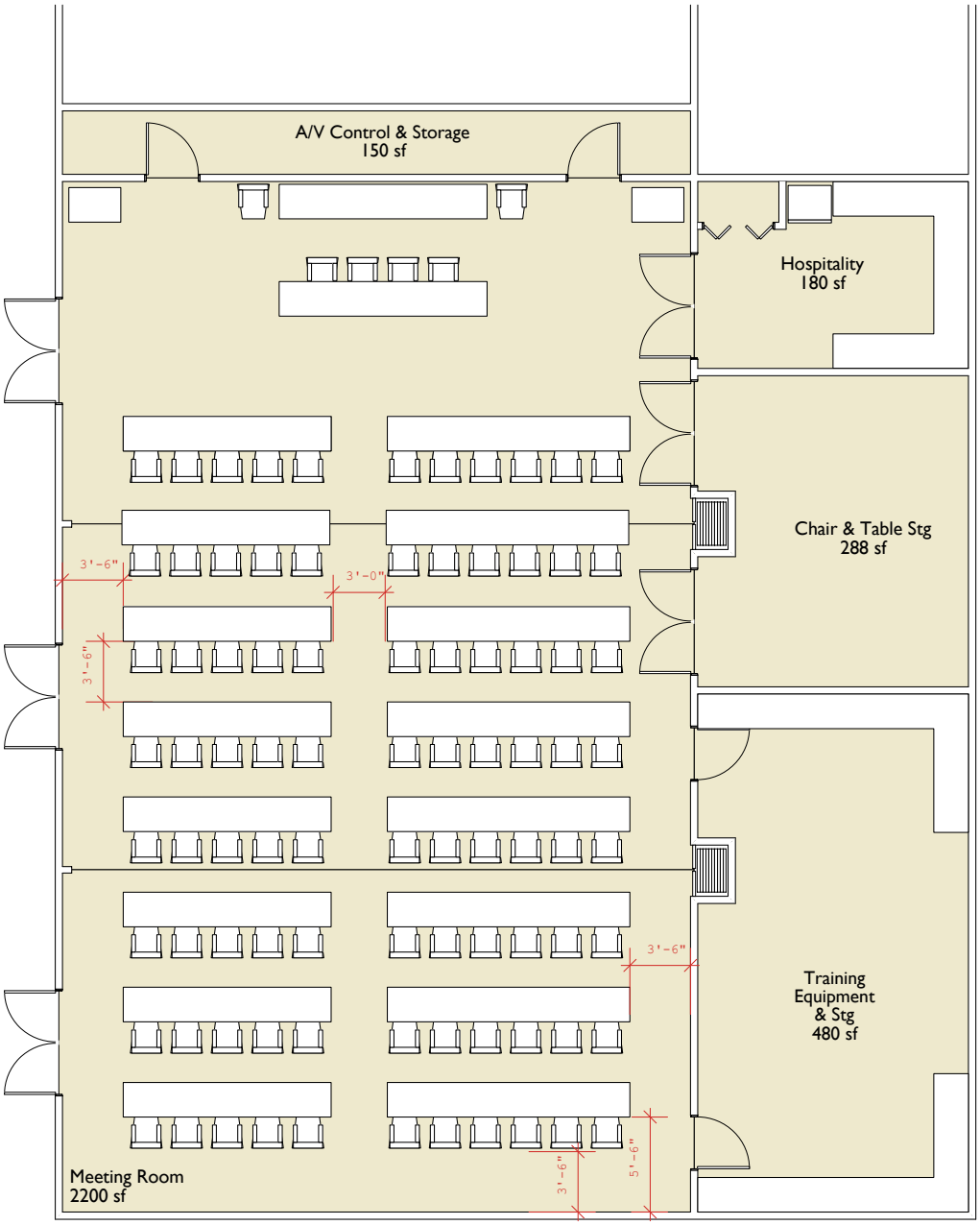
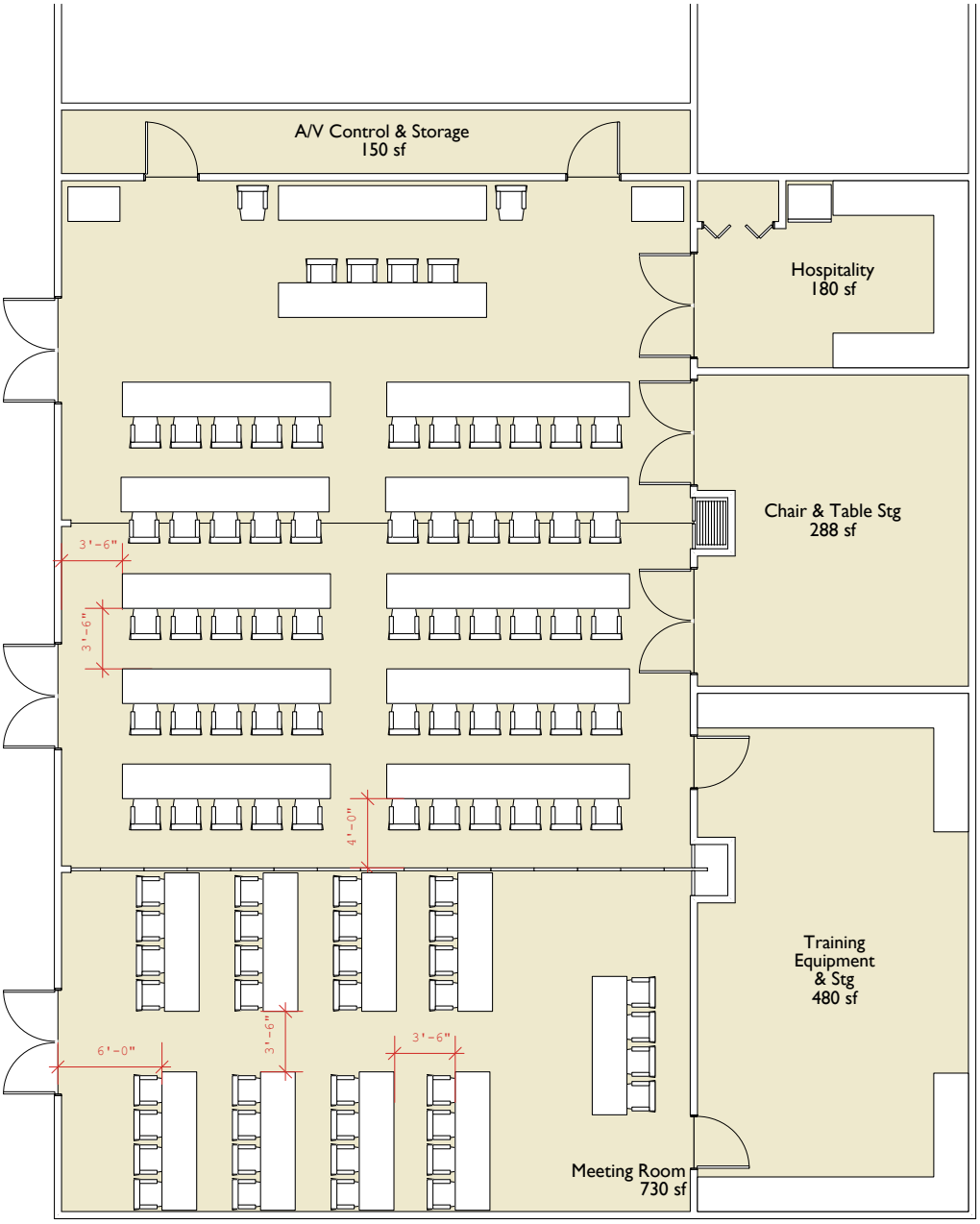


Illustration
Large Divisible Community or Training Room
(Illustration 1 of 3: Set-up with Training Tables)



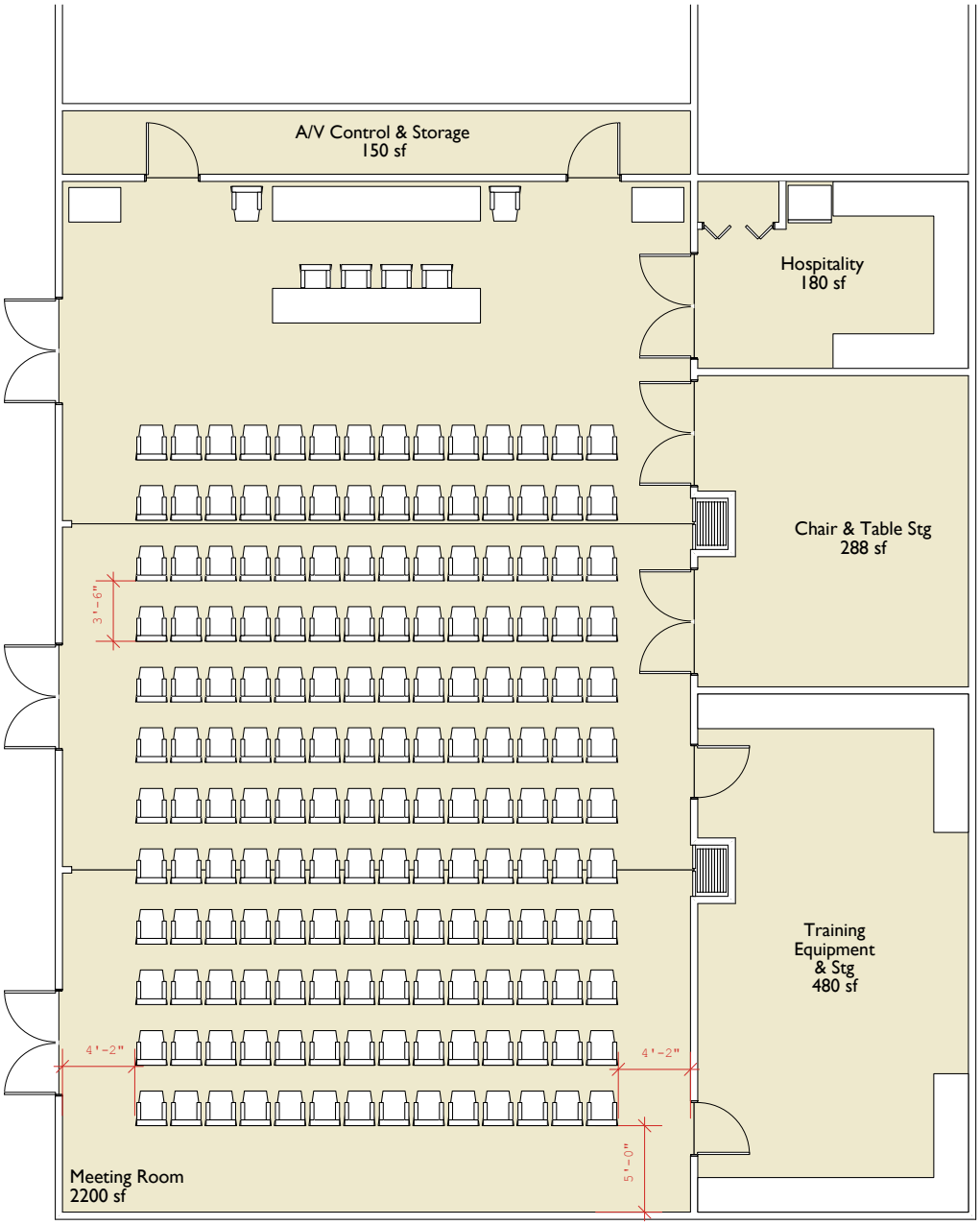
Meeting Room: 2,200 sf plus support areas
Seats 85 - 90 at Tables in Rows

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.

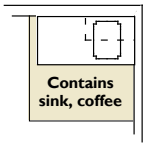
As with other rooms is this project, we have generally sized the (smaller) rooms in multiples of 60 sq. ft., to allow the design and layout process greater flexibility and modularity.

Standards for Coffee Service Areas

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

Typical Coffee/Service Counter (small area)

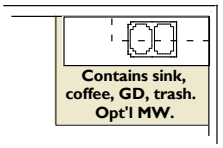
(standard "cof-1")



20 sf

Typical Coffee/Service Counter

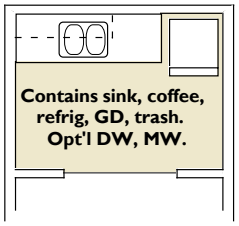
(standard "cof-2")



30 sf

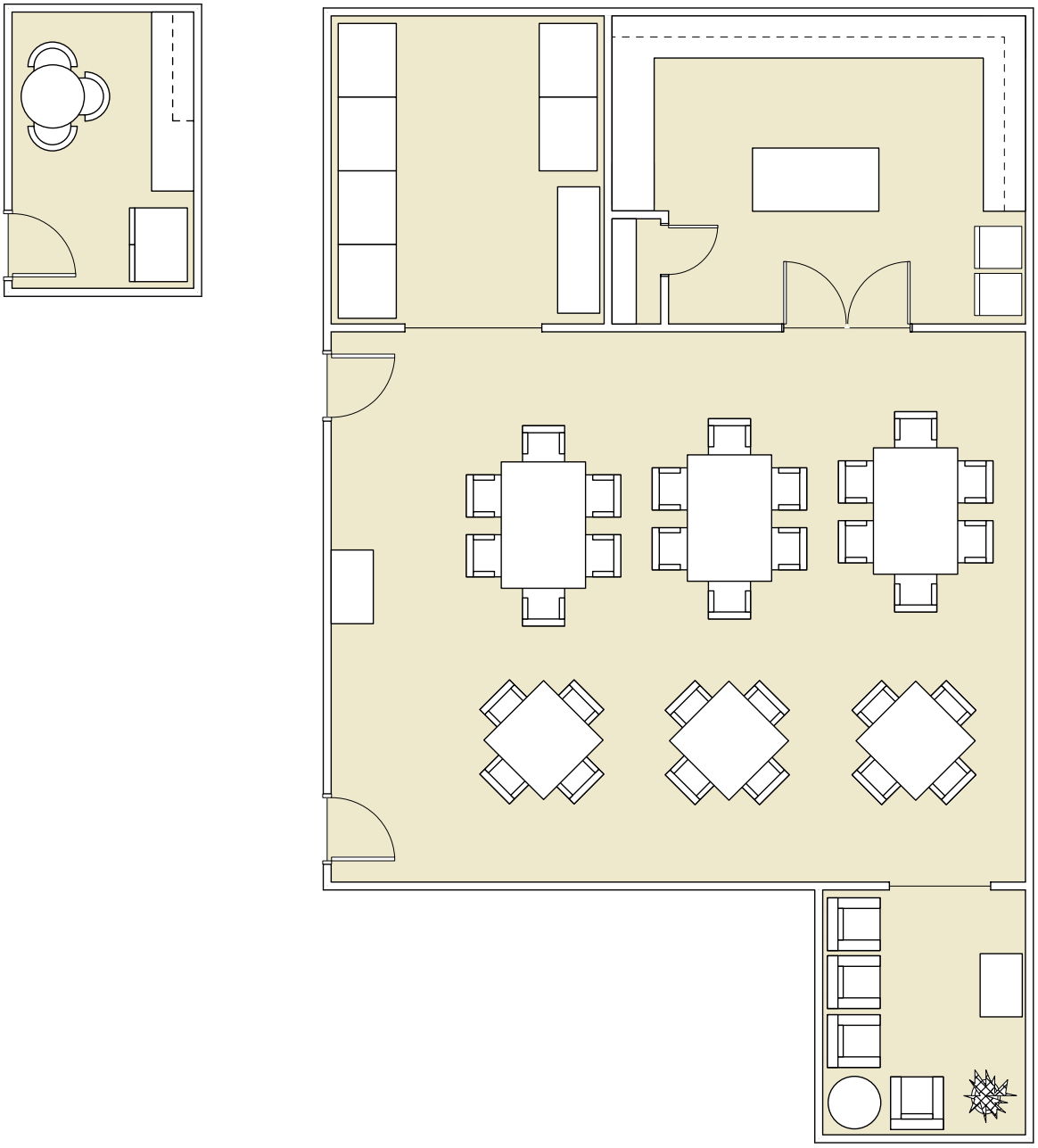
Typical Coffee/Service Alcove

(standard "cof-3")



60 sf

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	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. 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.
Gross Measured Area	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. The dominant portion is usually either the inside face of the wall or the glassline 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 streetfront storefronts. 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.
Vertical Penetrations	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.
Tenant Area	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.
Floor Common Area	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. The Rentable Area for a Tenant on a floor includes its prorated share of the Floor Common Area for that floor.
Building Common Area	BOMA defines the Building Common Area to be areas *to exclude* the Floor Common Areas and Vertical Penetrations, but *to include* 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 *all* tenants rather than just tenants on one floor. In the case of a campus setting, it is useful to think of each building as a "floor" in the BOMA definitions.

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 Code	Space Standard Sq. Ft.	Actual Space	Future Need Staff	Future Need Qty	Future Need Sq. Ft.	Comments
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 Code	Space Standard Sq. Ft.	Actual Space	Future Need Staff	Future Need Qty	Future Need Sq. Ft.	Comments
1	**Manhattan Beach City Hall**							
2	**MANAGEMENT SERVICES**							
3	**City Council Meeting Chambers**							
4	Council Chamber Areas							
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	Offices							
32	Council Shared	C-5	300	262	5	1	300	
33	*Includes small desk and conference table for 8 people*							
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 Code	Space Standard Sq. Ft.	Actual Space	Future Need Staff	Future Need Qty	Future Need Sq. Ft.	Comments
40	**City Manager, Clerk, and Attorney**							
41	Offices							
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	Open Work Area							
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	Other Rooms / Area							
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 Code	Space Standard Sq. Ft.	Actual Space	Future Need Staff	Future Need Qty	Future Need Sq. Ft.	Comments
79								
80	**FINANCE**							
81	Offices							
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	Open Work Area							
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	Other Areas / Rooms							
99	Work Room / Area							
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 Code	Space Standard Sq. Ft.	Actual Space	Future Need Staff	Future Need Qty	Future Need Sq. Ft.	Comments
118								
119	**HUMAN RESOURCES**							
120	Offices							
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	Open Work Area							
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	Other Areas / Rooms							
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	*Note: HR Department needs to be lockable since there are cubicle workstations provided*							
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 Code	Space Standard Sq. Ft.	Actual Space	Future Need Staff	Future Need Qty	Future Need Sq. Ft.	Comments
157								
158	**PARKS AND RECREATION**							
159	Offices							
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	Open Work Area							
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	Other Areas / Rooms							
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 Code	Space Standard Sq. Ft.	Actual Space	Future Need Staff	Future Need Qty	Future Need Sq. Ft.	Comments
196								
197	**COMMUNITY DEVELOPMENT**							
198	Offices							
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	Open Work Area							
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 Code	Space Standard Sq. Ft.	Actual Space	Future Need Staff	Future Need Qty	Future Need Sq. Ft.	Comments
235	Other Areas / Rooms							
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								
252								
253								
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255								
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Manhattan Beach City Hall
Needs Assessment Program Detail

Line	Organization / Item	Space Standard Code	Space Standard Sq. Ft.	Actual Space	Future Need Staff	Future Need Qty	Future Need Sq. Ft.	Comments
274								
275	**INFORMATION SERVICES**							
276	Offices							
277	Director	PO-5	210	350	1	1	210	
278	Manager	PO-3	150	198	1	1	150	
279								
280	Open Work Area							
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	Other Areas / Rooms							
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 Code	Space Standard Sq. Ft.	Actual Space	Future Need Staff	Future Need Qty	Future Need Sq. Ft.	Comments
313								
314	**SHARED BY ALL**							
315	Other Areas / Rooms							
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	*Note: Public Counter should have a silent alarm under counter and locate employees near respective divisions*							
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 Code	Space Standard Sq. Ft.	Actual Space	Future Need Staff	Future Need Qty	Future Need Sq. Ft.	Comments
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	lacation-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	Gross Building Elements							
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 Code	Space Standard Sq. Ft.	Actual Space	Future Need Staff	Future Need Qty	Future Need Sq. Ft.	Comments
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	*Note: rollup doors with additional program space under exterior canopy is highly desired*							
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

Line	Organization / Item	Space Standard Code	Space Standard Sq. Ft.	Actual Space	Future Need Staff	Future Need Qty	Future Need Sq. Ft.	Comments
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	recept-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	*Note: Consider locating under canopy on the exterior and creating a bank of unisex changing rooms for the public to utilize*							
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								

Line	Organization / Item	Space Standard Code	Space Standard Sq. Ft.	Actual Space	Future Need Staff	Future Need Qty	Future Need Sq. Ft.	Comments
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	*Note: Consider locating under canopy on the exterior and creating a bank of unisex changing rooms for the public to utilize*							
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.

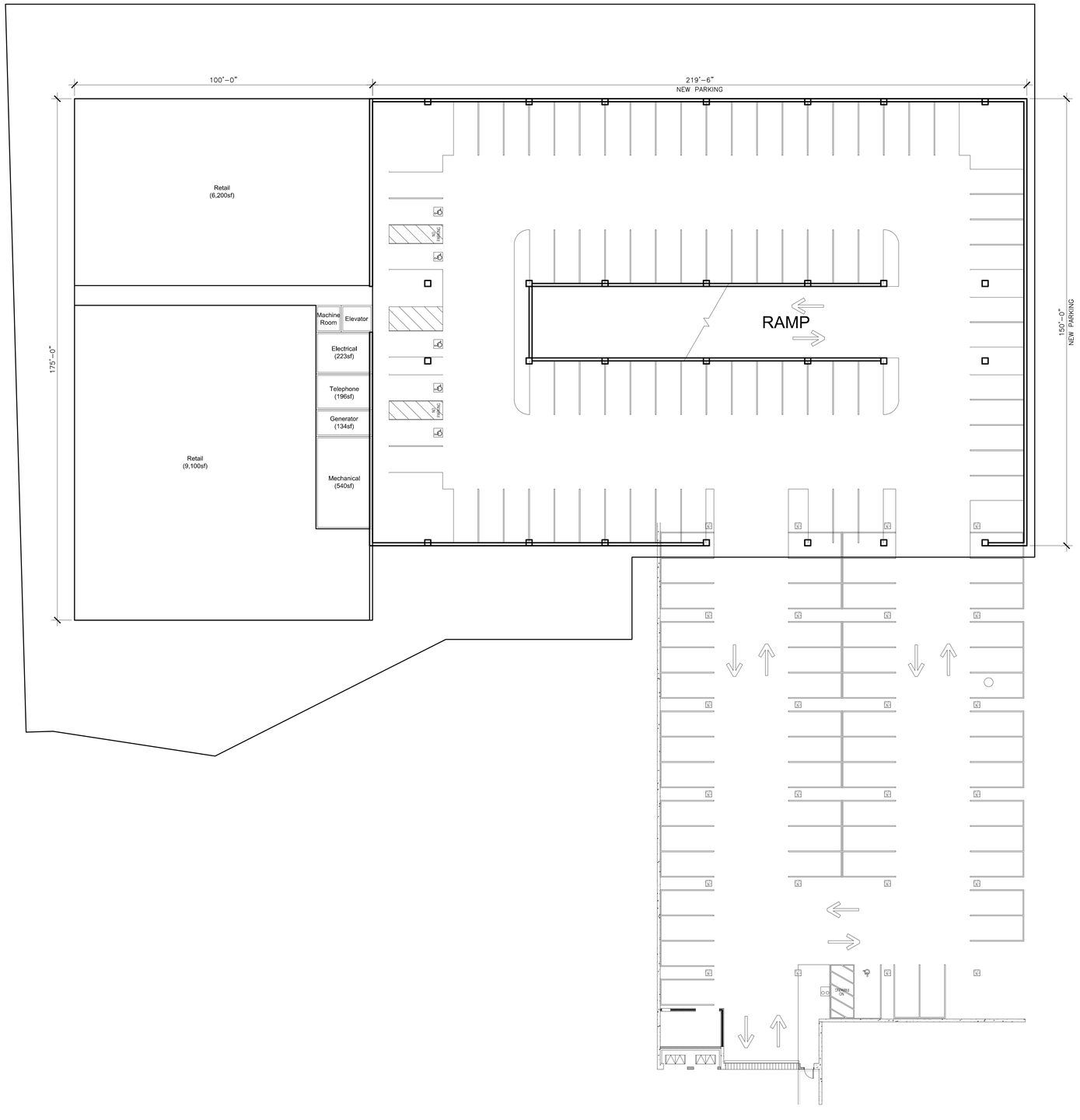
This can be expressed as a multiplier (like 1.25, a multiplier applied to the net sq. ft. to arrive at the gross) or as a ratio, or percent (like 80%, the ratio of the net sq. ft. to the final gross sq. ft.). Often, we suggest using the typical net-to-gross factor of 80% (which equals a multiplier of 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

0 10' 50'

5' 20'

N

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Manhattan Beach city Hall

1400 Highland Ave.
Manhattan Beach, CA 90266

Developed for
City of Manhattan Beach

Job. No.	16035.10
Date	08 25, 2016
Checked by	
Scale	1/16" = 1'-0"

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

0 10' 50'

5' 20'

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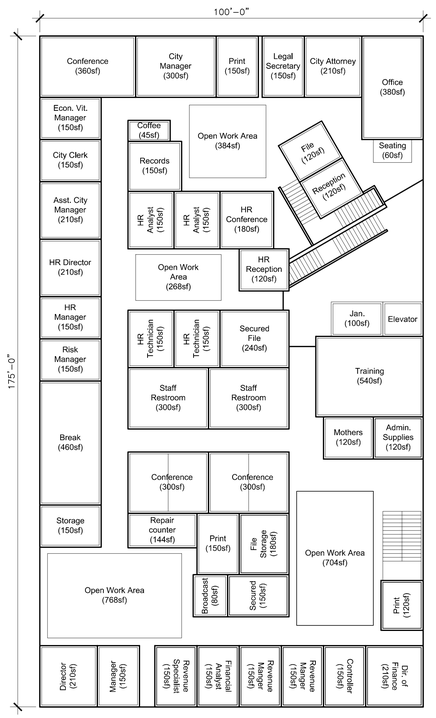

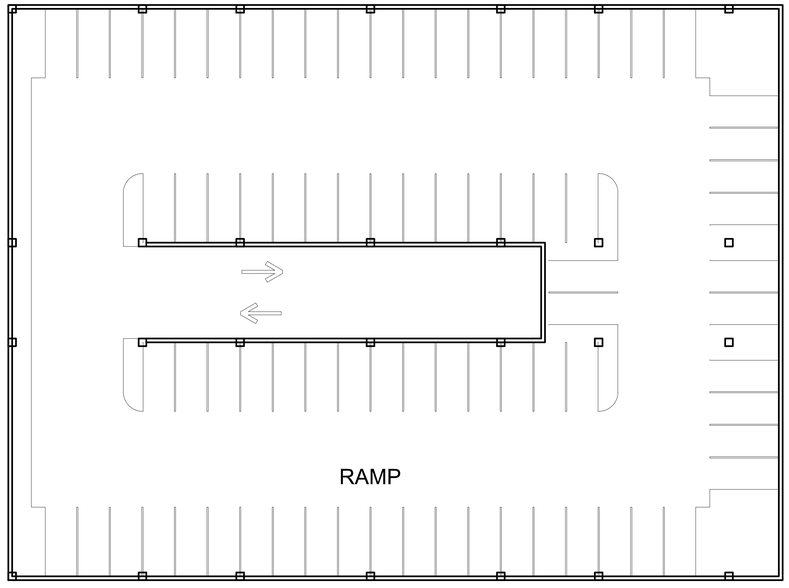

OPTION-A level-2

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

PARKING

- LEVEL B1 = 132
- LEVEL 1 = 79
- LEVEL 2 = 80

TOTAL = 291

SCALE

0 10' 50'

5' 20'

N

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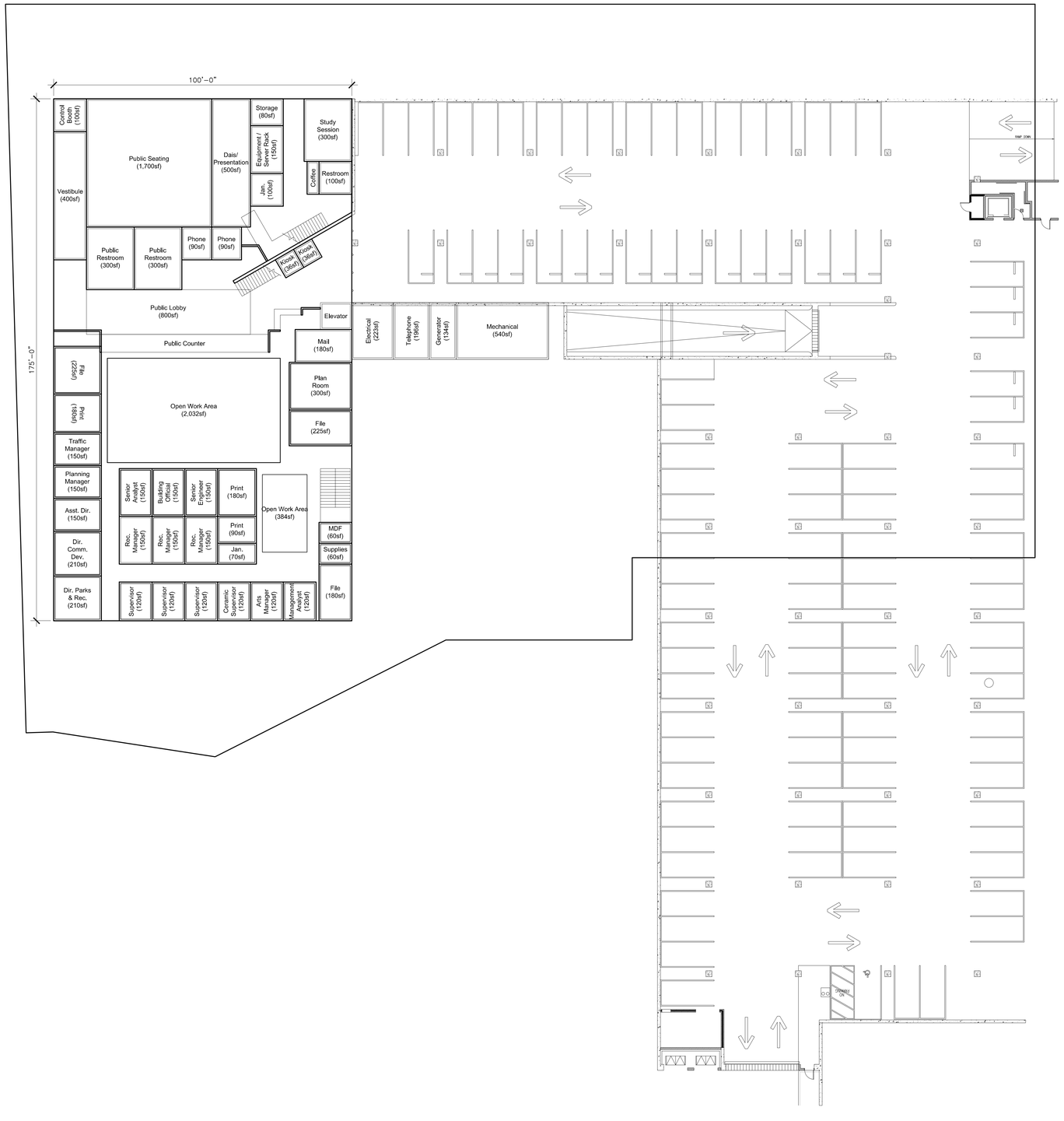

OPTION-B level-B1

- 36,250 GSF CITY HALL

PARKING

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

SCALE

0 10' 50'

5' 20'

N

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Job. No.	16035.10
Date	08 25, 2016
Checked by	
Scale	1/16" = 1'-0"

OPTION-B level-1

- 36,250 GSF CITY HALL

PARKING

- LEVEL B1 = 109
- LEVEL 1 = 62

TOTAL = 171

SCALE

0 10' 50'

5' 20'

N

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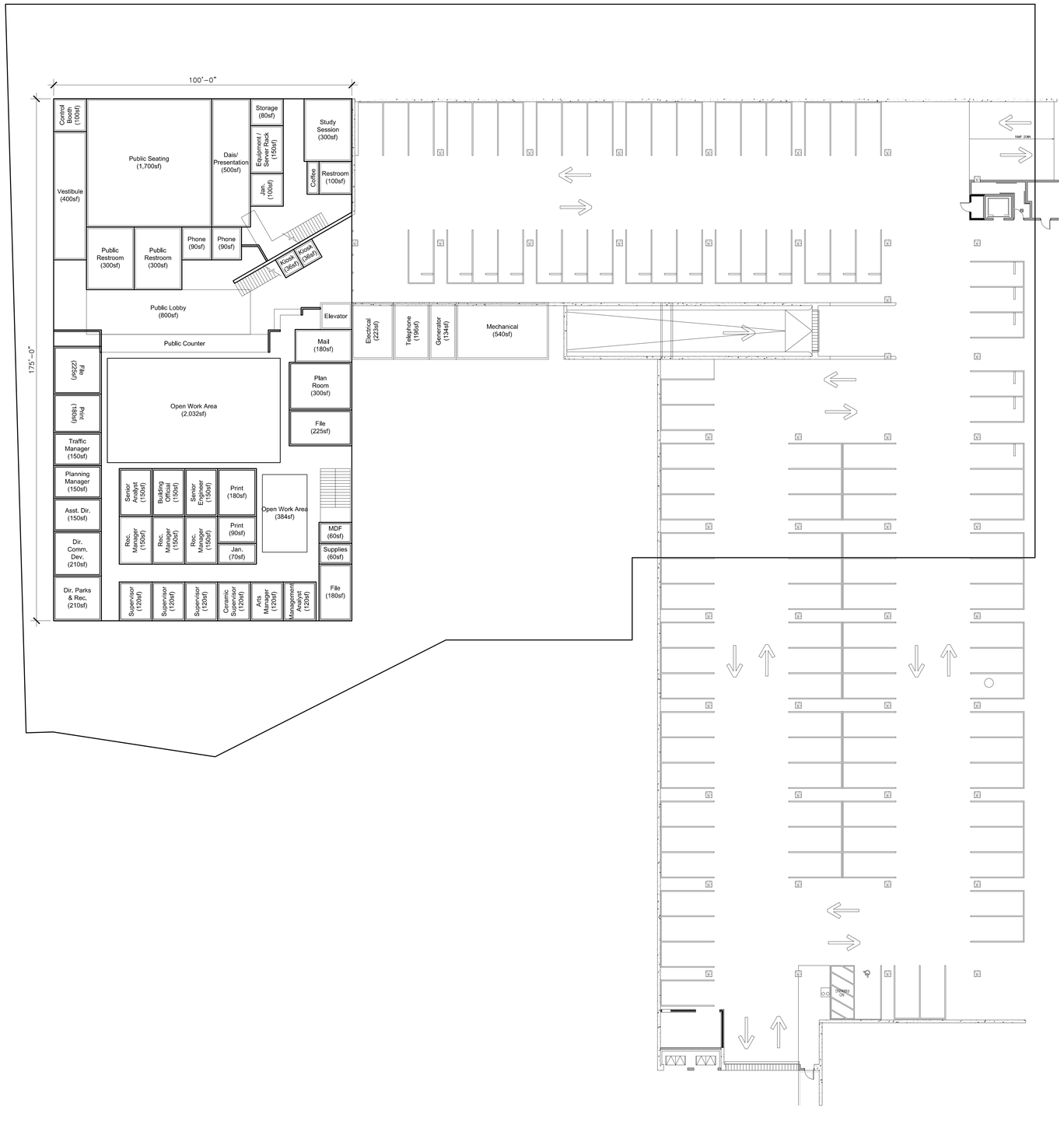

OPTION-C level-B1

- 36,250 GSF CITY HALL

PARKING

- LEVEL B1 = 109
- LEVEL 1 = 63
- LEVEL 2 = 67

TOTAL = 239

SCALE

0 10' 50'

5' 20'

N

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Date	08 25, 2016
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Scale	1/16" = 1'-0"

OPTION-C level-1

- 36,250 GSF CITY HALL

PARKING

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

SCALE

0 10' 50'

5' 20'

N

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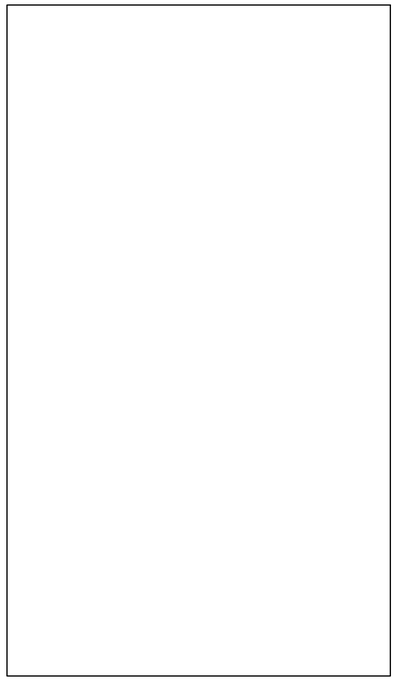

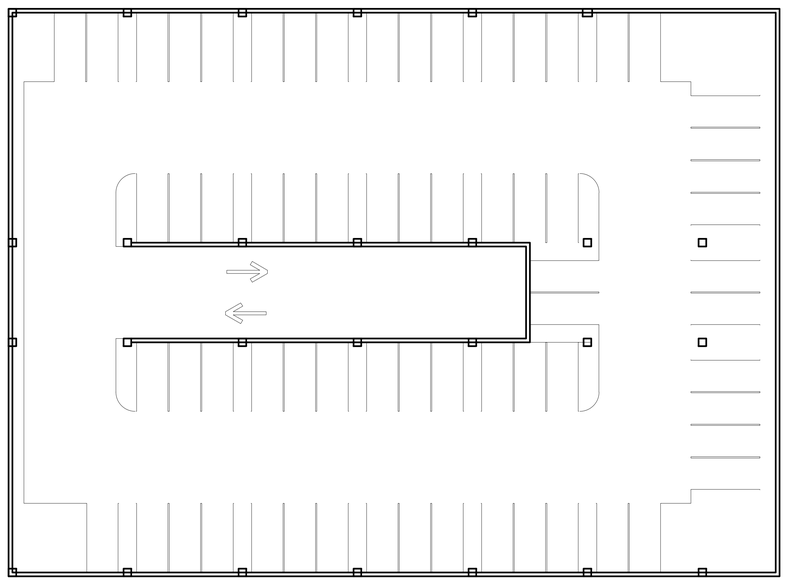

OPTION-C level-2

- 36,250 GSF CITY HALL

PARKING

- LEVEL B1 = 109
- LEVEL 1 = 63
- LEVEL 2 = 67

TOTAL = 239

SCALE

0 10' 50'

5' 20'

N

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Job. No.	16035.10
Date	08 25, 2016
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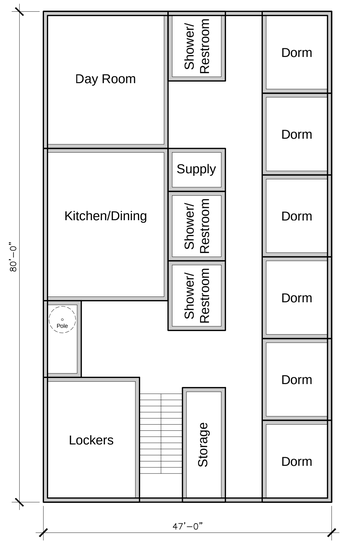

2ND FLOOR

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

0 5' 10' 20' 50'

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Manhattan Beach Fire Station 62

1400 Manhattan Beach Blvd.
Manhattan Beach, CA 90266

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City of Manhattan Beach

Job. No.	16035.10
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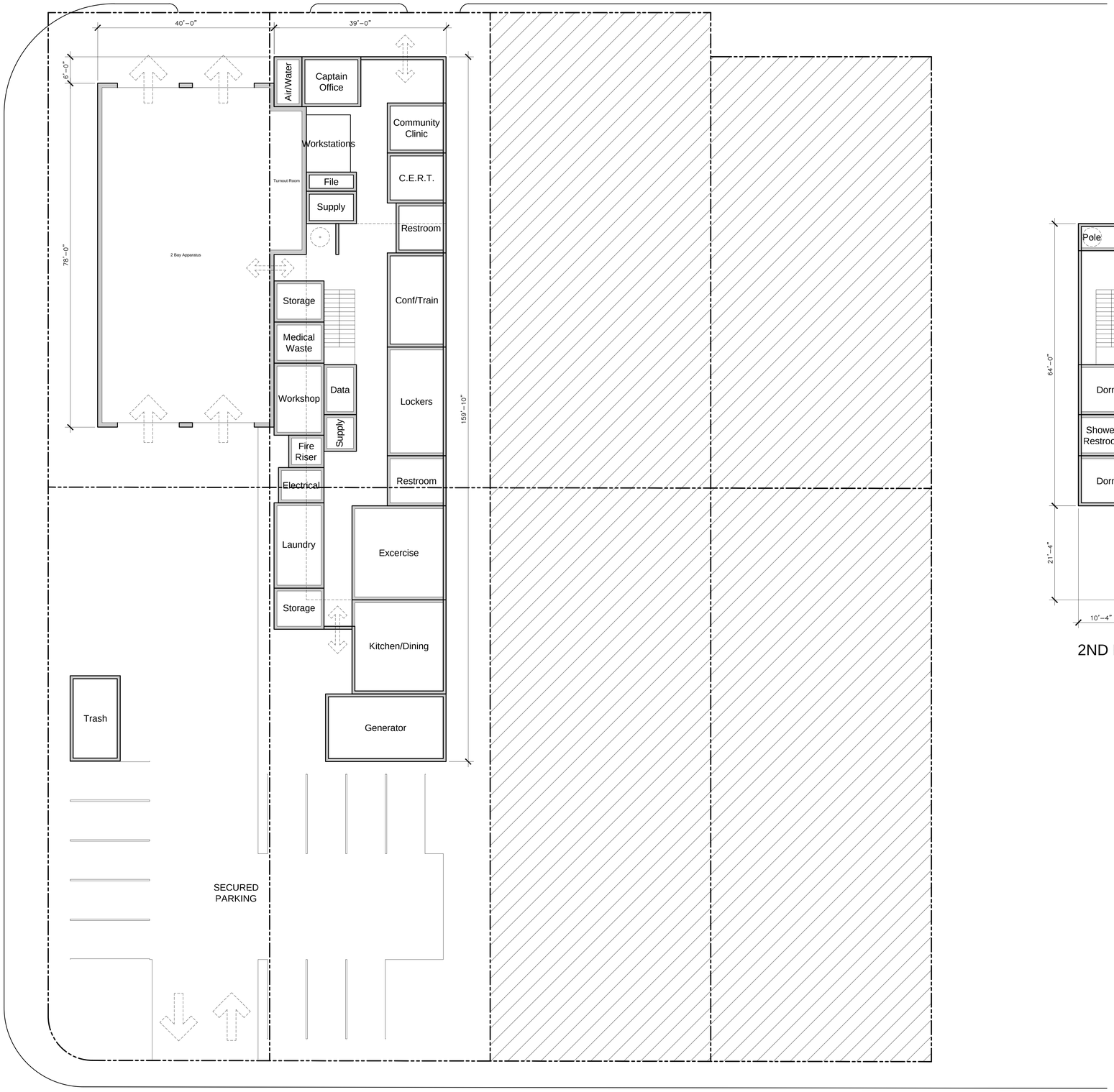

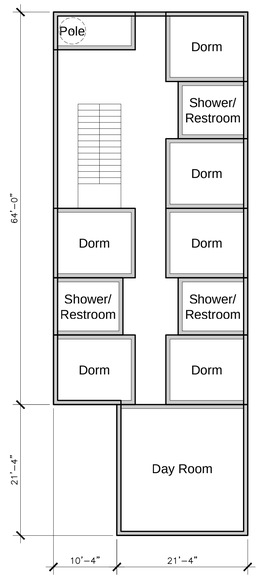

2ND FLOOR

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

0 5' 10' 20' 50'

LPA
p. 949. 261.1001 f. 949. 260.1190
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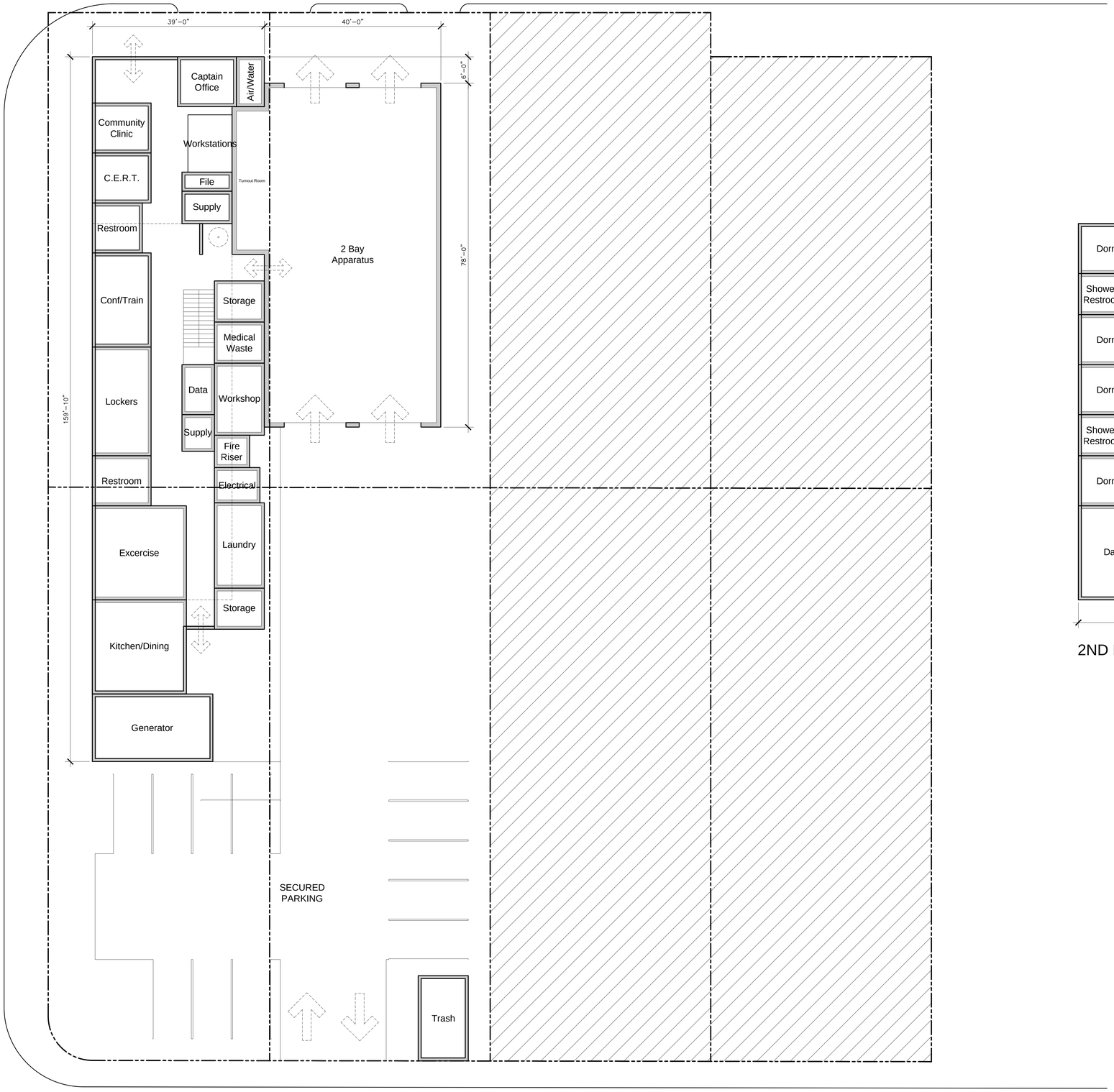
5161 California Avenue, Suite 100
Irvine, California 92617

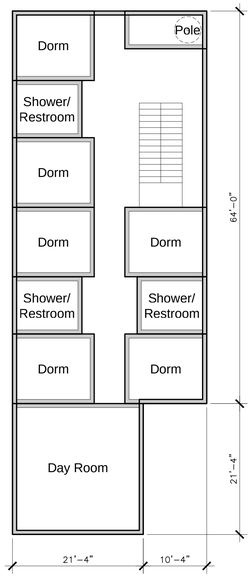
Manhattan Beach Fire Station 62

1400 Manhattan Beach Blvd.
Manhattan Beach, CA 90266

Developed for
City of Manhattan Beach

Job. No.	16035.10
Date	08 22, 2016
Checked by	
Scale	1" = 10'-0"





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

0 5' 10' 20' 50'

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Job. No.	16035.10
Date	08 22, 2016
Checked by	
Scale	1" = 10'–0"

OPTION-01

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

SCALE

0 10' 50'

5' 20'

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Manhattan Beach, CA 90266

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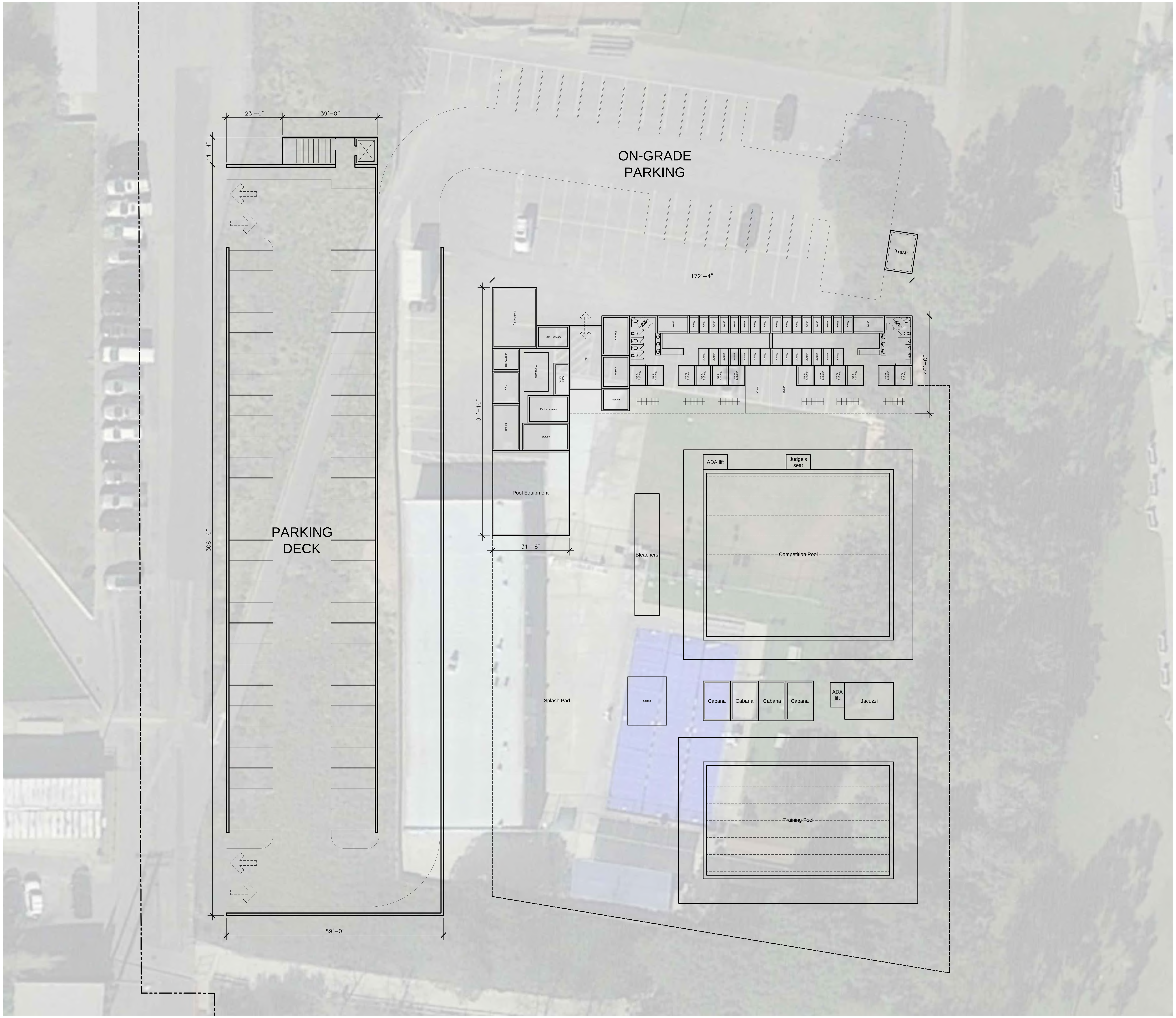
City of Manhattan Beach

Job. No.	16035.10
Date	08 24, 2016
Checked by	
Scale	1/16" = 1'–0"



OPTION-02

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

SCALE

0 10' 50'

5' 20'

N

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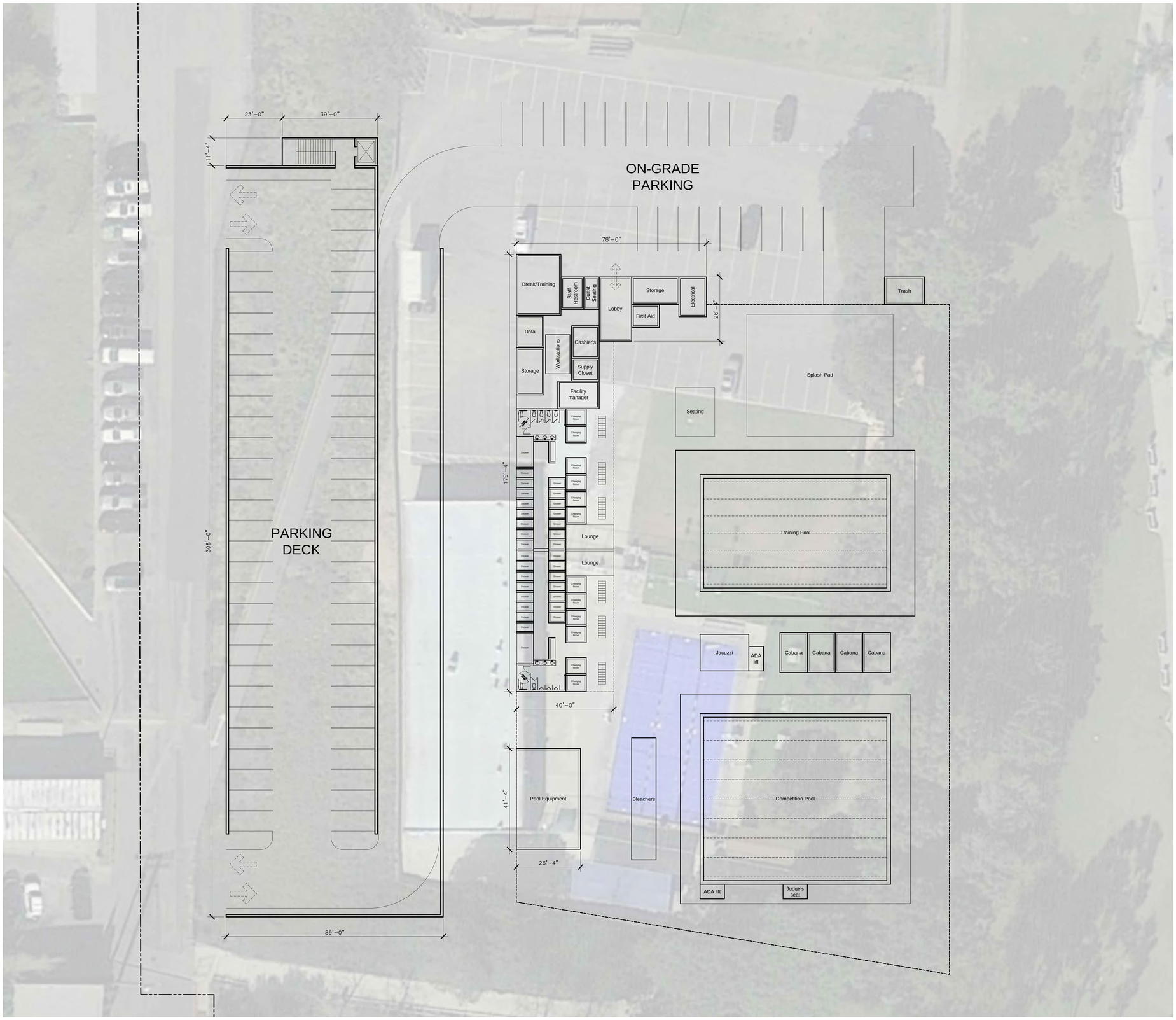
Scale	1/16" = 1'-0"



OPTION-03

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

SCALE

0 10' 50'

5' 20'

N

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Checked by	
Scale	1/16" = 1'–0"

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