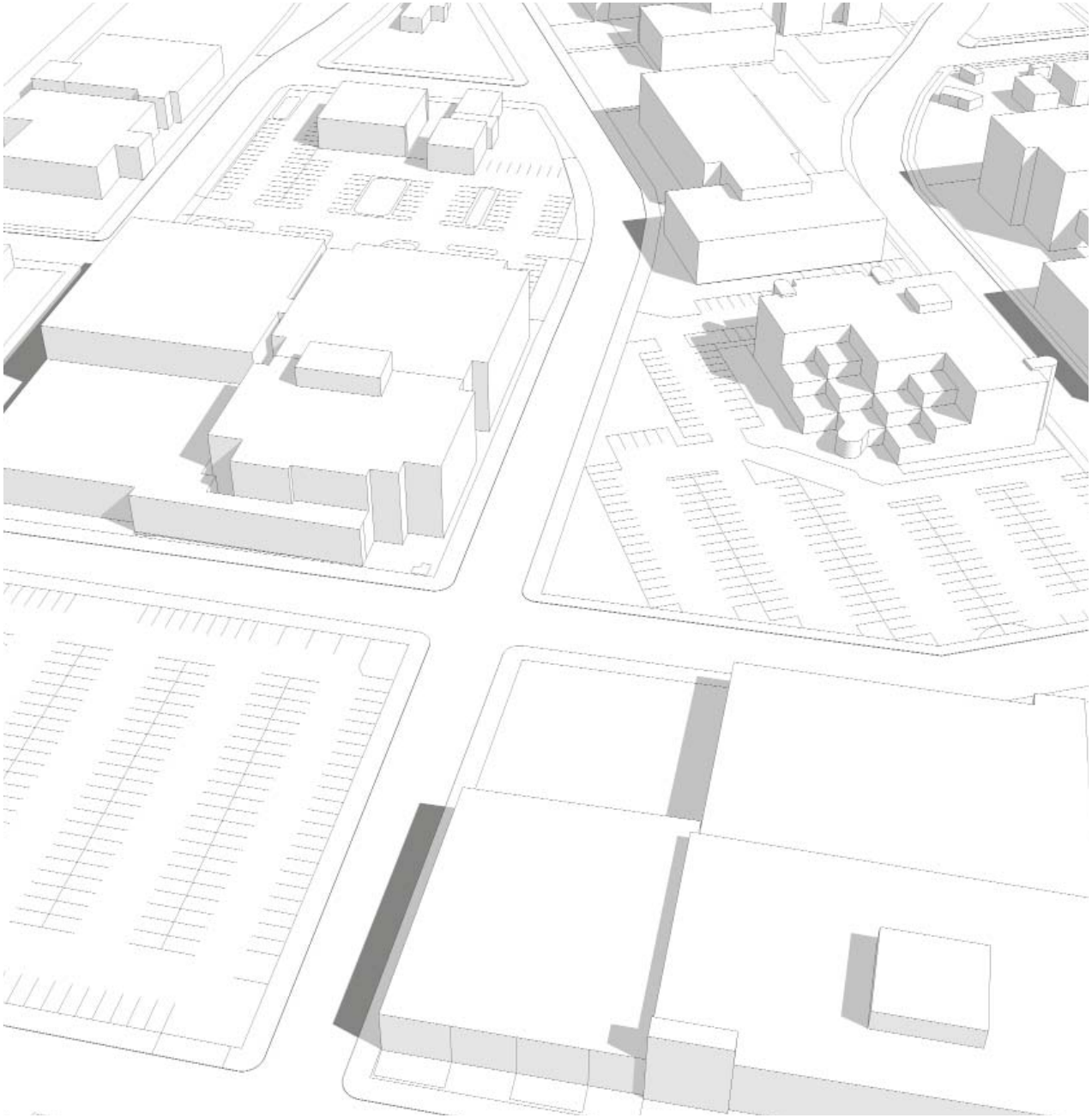
river ARCHITECTS

LA CROSSE COUNTY ADMINISTRATIVE CENTER

SPACE NEEDS STUDY

NOVEMBER 22, 2013
FINAL REPORT



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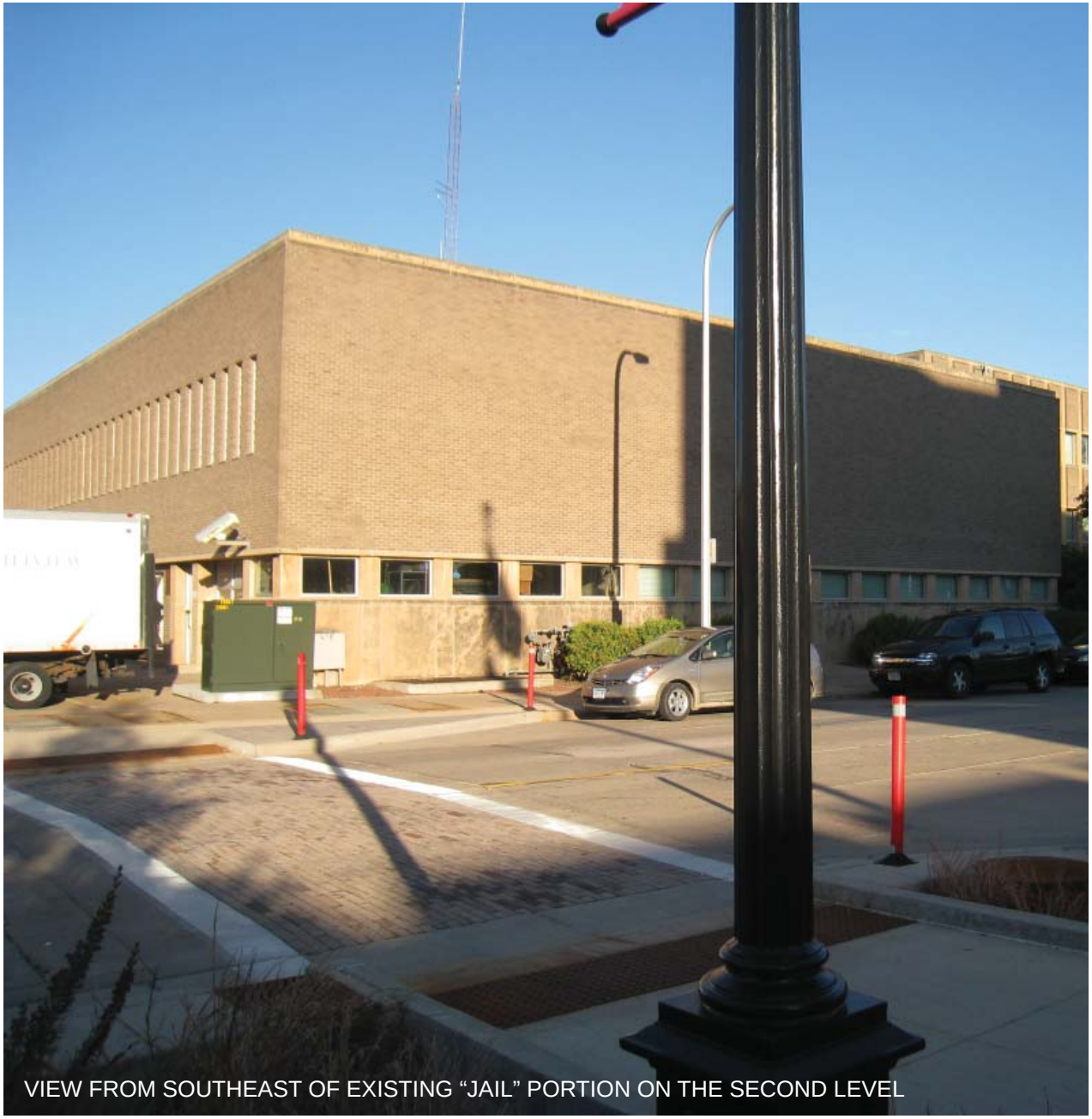


VIEW FROM SOUTHEAST OF EXISTING “JAIL” PORTION ON THE SECOND LEVEL

EXECUTIVE SUMMARY

INTRODUCTION

This “Space Needs Analysis” is the result of a collaborative effort between La Crosse County, River Architects, Inc., MEP Associates and Oneida Total Integrated Enterprises. The goal of this report is to investigate the existing La Crosse County Administrative Center and to assess its ability to provide functional, safe and productive space for both employee and constituent of La Crosse County. Though primarily tasked to understand this one building, a broader campus approach must be undertaken in order to understand all of the variables that will contribute to the best solution. Working from individual department goals to campus-wide parking demands, this study records the existing conditions affecting the Administrative Center and recommends courses of action with estimated costs to address programmatic needs and building upgrades into the future.

PROJECT SCOPE

A primary component of this report is the documentation of an existing building program and proposal of future building program for an improved Administrative Center. Grounded in County Staff Work Group meetings and departmental interviews, a basis for comparison (existing building program) is recorded and a new set of guidelines (proposed building program) is created based on interview comments, building efficiency goals and a standardized set of room modules. Aggregated into a program worksheet, this document describes each department's spatial needs, taking into account preliminary opportunities to share building amenities.

Complementing this worksheet is set of diagrams that visually describe organization and adjacency of individual departments within a comprehensive building or campus scheme.

The second component of the report is a focused documentation of the existing building's structure, systems, and exterior envelope. Experts in each discipline provide insight and preliminary solutions to various challenges of the existing building. An initial code and accessibility analysis is also included within the architectural report to better prepare for the implications and requirements of a major update.

Transcribing this information to the site, the third component of this study is to propose a range of solutions. A number of schemes were developed, each on offering unique possibilities for improving departmental flow and interaction with the public. Maximizing parking on campus, minimizing costs and working on a tight schedule were assumed goals in each scheme. Some schemes have notable advantages over the others, but the full range of options is presented so that all components can be evaluated and considered.

Finally, a decision matrix and set of recommendations is included to guide the County's first steps in this important decision.

EXISTING COUNTY BOARD MAIL ROOM AND NORTH PUBLIC GALLERY

PROGRAMMING

INTRODUCTION

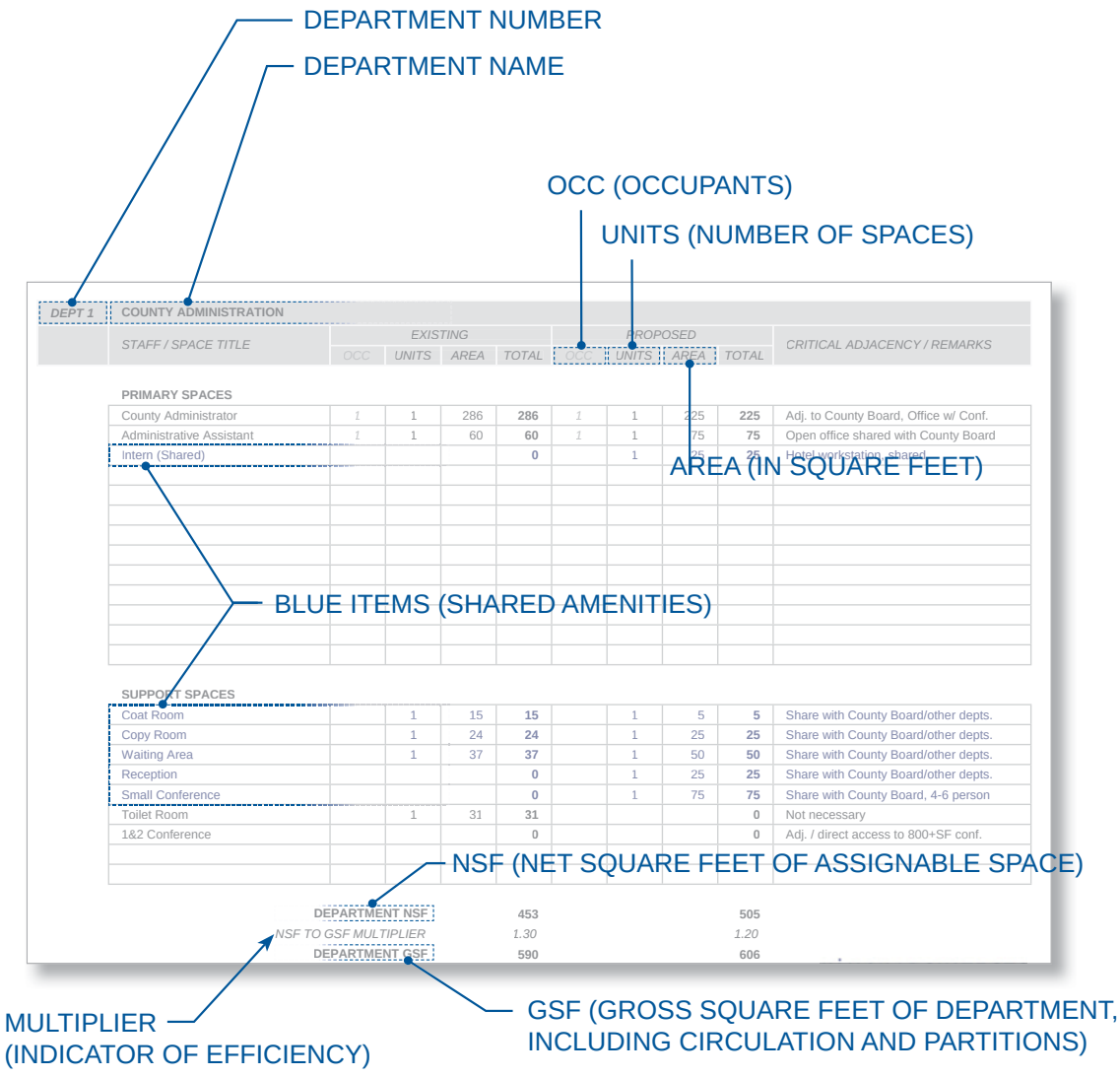
Beyond the physical challenges of an aging structure, this double-loaded linear building was initially designed as a courthouse and law enforcement center for La Crosse County. The building has since been reconfigured to fit the current office demands of an Administrative Center. Understood as a retrofit, departments aren't organized in the most effective and efficient manner, and staff encounter various challenges with their day-to-day work flow and comfort. Wide ten-foot corridors and abandoned portions of the building only exacerbate this building inefficiency.

On the other hand, the existing building is laid out with a rigorous modularity which could positively support a comprehensive reorganization of the building based on the current needs of each department. Through departmental interviews and multiple meetings with a County Staff Work Group and the , potential organizational strategies and efficiencies have been uncovered that might benefit a renovation or rebuild scenario. From the beginning, the objective has been to fully understand the County's spatial needs, and to provide a better environment for its staff and constituents in the future.

LA CROSSE COUNTY GOALS

Based on information from departmental interviews, general goals of La Crosse County emerge which might guide the County in its decisions to keep an existing building or move to a new space. These goals may find their roots in the challenges of an existing building that was not designed for its current use, but become positive guidelines for moving forward into the future. These goals should be consulted through each stage of design to assure a building that closely matches County staff needs:

Organizational Goal - To serve as a model organization to the constituents of La Crosse County.
Formal Goal - To greet all constituents of La Crosse County with an understandable and accessible environment.
Functional Goal - To provide prompt and efficient service to all county residents.
Time Goal - To make an informed decision about selling or renovating the building within the consideration period of an existing offer.
Management Goal - To provide staff the tools, spaces and adjacencies needed to best complete their work.
Security Goal - To provide constituents and staff of La Crosse County a confidential, safe and responsive environment at all times.



DEPT 1 | COUNTY ADMINISTRATION

STAFF / SPACE TITLE	EXISTING OCC	EXISTING UNITS	EXISTING AREA	EXISTING TOTAL	PROPOSED OCC	PROPOSED UNITS	PROPOSED AREA	PROPOSED TOTAL	CRITICAL ADJACENCY / REMARKS
PRIMARY SPACES									
County Administrator	1	1	286	**286**	1	1	225	**225**	Adj. to County Board, Office w/ Conf.
Administrative Assistant	1	1	60	**60**	1	1	75	**75**	Open office shared with County Board
Intern (Shared)				**0**		1	25	**25**	Hotel workstation, shared
SUPPORT SPACES									
Coat Room		1	15	**15**		1	5	**5**	Share with County Board/other depts.
Copy Room		1	24	**24**		1	25	**25**	Share with County Board/other depts.
Waiting Area		1	37	**37**		1	50	**50**	Share with County Board/other depts.
Reception				**0**		1	25	**25**	Share with County Board/other depts.
Small Conference				**0**		1	75	**75**	Share with County Board, 4-6 person
Toilet Room		1	31	**31**				**0**	Not necessary
1&2 Conference				**0**				**0**	Adj. / direct access to 800+SF conf.
DEPARTMENT NSF				**453**				**505**	
NSF TO GSF MULTIPLIER				*1.30*				*1.20*	
DEPARTMENT GSF				**590**				**606**	

Space Program Sheets

The following pages of worksheets describe each department's spatial needs in greater detail. Please refer to the sample diagram to the left to understand how these worksheets are structured.

The first worksheet to the right is structured similarly. It provides a summary of all spaces within the Administrative Center. It distills the specific departmental information into a general comparison of "Existing" and "Proposed" program. For the purpose of this study, "Existing" refers to the Administrative Center as currently configured. "Proposed" refers to program that has been adjusted to meet current and future departmental needs as indicated during departmental interviews.

	ADMINISTRATIVE CENTER TOTALS									
DEPT NO.	DEPARTMENT NUMBER/TITLE	EXISTING				PROPOSED				DEPT CONF
		OCC	NSF	MULT	GSF	OCC	NSF	MULT	GSF	
1	COUNTY ADMINISTRATION	2	453	1.30	**590**	2	505	1.20	**606**	Y
2	COUNTY BOARD	2	470	1.29	**608**	2	530	1.20	**636**	Y
3	COUNTY CLERK	4	1,148	1.26	**1,450**	4	1,213	1.20	**1,456**	
4	COUNTY TREASURER	3	898	1.37	**1,230**	3	830	1.20	**996**	
5	REGISTER OF DEEDS	5	2,427	1.10	**2,676**	5	2,010	1.20	**2,412**	
6	FACILITIES MANAGEMENT	5	1,291	1.16	**1,496**	5	1,280	1.20	**1,536**	Y
7	CORPORATION COUNSEL **	5	769	1.31	**1,004**	5	1,235	1.20	**1,482**	Y
8	CHILD SUPPORT **	13	1,701	1.28	**2,180**	16	2,810	1.20	**3,372**	Y
9	FINANCE	12	2,369	1.27	**2,998**	12	2,440	1.20	**2,928**	Y
10	PERSONNEL	6	1,629	1.22	**1,983**	7	1,915	1.20	**2,298**	Y
11	ZONING, PLANNING & LAND INFORMATION	9	1,758	1.35	**2,382**	9	1,735	1.20	**2,082**	Y
12	METROPOLITAN PLANNING ORGANIZATION	2	507	1.18	**598**	3	685	1.20	**822**	Y
13	LAND CONSERVATION	7	1,430	1.25	**1,786**	7	1,470	1.20	**1,764**	Y
14	COUNTY SURVEYOR	2	524	1.12	**587**	1	455	1.20	**546**	Y
15	VETERANS SERVICE OFFICE **	4	1,155	1.30	**1,497**	4	930	1.20	**1,116**	Y
16	UNIVERSITY OF WISCONSIN EXTENSION	9	3,079	1.11	**3,405**	11	5,370	1.20	**6,444**	Y
17A	IT & PRINTING (ADMIN) - EXISTING	3	4,720	1.15	**5,406**	0	0	1.20	**0**	Y
17B	IT (HHS)* - EXISTING	22	4,017	1.35	**5,431**	0	0	1.20	**0**	Y
17C	IT & PRINTING (ADMIN) - CONSOLIDATED	0	0	0.00	**0**	24	7,690	1.20	**9,228**	Y
18	MEDICAL EXAMINER	2	319	1.05	**335**	2	510	1.20	**612**	Y
19	ECONOMIC DEVELOPMENT / PLANNING	3	650	1.24	**805**	5	805	1.20	**966**	Y
20	COUNTY AGING UNIT **	10	1,159	1.33	**1,541**	14	2,130	1.20	**2,556**	Y
S	SUPPORT	3	19,815	1.00	**19,815**	3	19,356	1.00	**19,356**	
O	OTHER DEPARTMENTS	0	2,597	1.00	**2,597**	0	0	1.00	**0**	
	DEPARTMENTAL TOTALS (ASF)	111	OCC EXISTING ***		**56,969**	144	OCC NEW ***		**63,214**	
	ASF TO GSF MULTIPLIER				*1.88*				*1.35*	
	ADMINISTRATIVE CENTER TOTALS (GSF)				**107,347**				**85,338**	

* Existing IT space currently housed within H.H.S. - this space is not included in the "Existing" building calculation, but is included in the "Proposed" calculation. This consolidation opens up future build-out within H.H.S.

** Departments demonstrating potential to relocate outside of the Administrative Center.

*** Occupant totals do not reflect the integration of IT staff until after consolidation in "Proposed".

DEPT 1	COUNTY ADMINISTRATION									
	STAFF / SPACE TITLE	EXISTING				PROPOSED				CRITICAL ADJACENCY / REMARKS
		OCC	UNITS	AREA	TOTAL	OCC	UNITS	AREA	TOTAL	
	PRIMARY SPACES									
	County Administrator	*1*	1	286	**286**	*1*	1	225	**225**	Adj. to County Board, Office w/ Conf.
	Administrative Assistant	*1*	1	60	**60**	*1*	1	75	**75**	Open office shared with County Board
	Intern (Shared)				**0**		1	25	**25**	Hotel workstation, shared
	SUPPORT SPACES									
	Coat Room		1	15	**15**		1	5	**5**	Share with County Board/other depts.
	Copy Room		1	24	**24**		1	25	**25**	Share with County Board/other depts.
	Waiting Area		1	37	**37**		1	50	**50**	Share with County Board/other depts.
	Reception				**0**		1	25	**25**	Share with County Board/other depts.
	Small Conference				**0**		1	75	**75**	Share with County Board, 4-6 person
	Toilet Room		1	31	**31**				**0**	Not necessary
	1&2 Conference				**0**				**0**	Adj. / direct access to 800+SF conf.
	DEPARTMENT NSF				**453**				**505**	
	NSF TO GSF MULTIPLIER				*1.30*				*1.20*	
	DEPARTMENT GSF				**590**				**606**	

DEPT. 2	COUNTY BOARD								
	STAFF / SPACE TITLE	EXISTING				PROPOSED				CRITICAL ADJACENCY / REMARKS
		OCC	UNITS	AREA	TOTAL	OCC	UNITS	AREA	TOTAL	
	PRIMARY SPACES									
	County Board Chair	*1*	1	216	**216**	*1*	1	225	**225**	Adj. to Admin, Office with Conf.,Sidelight
	County Board Assistant	*1*	1	100	**100**	*1*	1	75	**75**	Share open office with Admin.
	Intern (Shared)						1	25	**25**	Hotel workstation, shared
	SUPPORT SPACES									
	Copy Room				**0**		1	25	**25**	Share with Admin./other depts.
	Storage - General		1	25	**25**		1	25	**25**	Dedicated
	Waiting Area		1	104	**104**		1	50	**50**	Share with Admin./other depts.
	Reception				**0**		1	25	**25**	Share with Admin./other depts.
	Coat Room				**0**		1	5	**5**	Share with Admin./other depts.
	Small Conference				**0**		1	75	**75**	Share with County Admin, 4-6 person
	1&2 Conference				**0**				**0**	Adj. w/ direct access to 800+SF conf.
	County Board Room				**0**				**0**	Good public access, adj. if possible
	Toilet Room		1	25	**25**				**0**	Not necessary
	DEPARTMENT NSF				**470**				**530**	
	NSF TO GSF MULTIPLIER				*1.29*				*1.20*	
	DEPARTMENT GSF				**608**				**636**	

DEPT. 3	COUNTY CLERK								
	STAFF / SPACE TITLE	EXISTING				PROPOSED				CRITICAL ADJACENCY / REMARKS
		OCC	UNITS	AREA	TOTAL	OCC	UNITS	AREA	TOTAL	
	PRIMARY SPACES									
	County Clerk	*1*	1	139	**139**	*1*	1	225	**225**	Two workstations - larger office
	Deputy County Clerk / Clerks	*3*	3	96	**288**	*3*	3	75	**225**	Open office shared with other depts
	SUPPORT SPACES									
	Storage - General		1	33	**33**		1	33	**33**	Dedicated
	Waiting Area		1	103	**103**		1	50	**50**	Share with adj. departments
	Reception		1	105	**105**		1	50	**50**	Share with adj. departments
	Copy Room		1	14	**14**		1	25	**25**	Shared with Treas., share w/ adj. depts.
	Storage - Records (Vault)		1	295	**295**		1	450	**450**	Fire rated enclosure, high density
	Marriage Applicant Room		1	171	**171**		1	150	**150**	Children's play area in small office
	Coat Room				**0**		1	5	**5**	Share with adj. departments
	DEPARTMENT NSF				**1,148**				**1,213**	
	NSF TO GSF MULTIPLIER				*1.26*				*1.20*	
	DEPARTMENT GSF				**1,450**				**1,456**	

DEPT. 4	COUNTY TREASURER								
	STAFF / SPACE TITLE	EXISTING				PROPOSED				CRITICAL ADJACENCY / REMARKS
		OCC	UNITS	AREA	TOTAL	OCC	UNITS	AREA	TOTAL	
	PRIMARY SPACES									
	Treasurer	*1*	1	139	**139**	*1*	1	150	**150**	Office w/ sidelight to open office
	Deputy Treasurer	*1*	1	80	**80**	*1*	1	75	**75**	Open office w/ adjacent dept.
	Clerk Treasurer	*1*	1	80	**80**	*1*	1	75	**75**	Open office w/ adjacent dept.
	LTE Work Station		1	72	**72**		1	50	**50**	Hotel workstation
	SUPPORT SPACES									
	Storage		1	50	**50**		1	50	**50**	Dedicated (soon to digitize)
	Copy Room		1	14	**14**		1	25	**25**	Shared with Clerk, share w/ adj. depts.
	Coat Room				**0**		1	5	**5**	Share with adj. depts.
	Waiting Area		1	148	**148**		1	100	**100**	Dedicated
	Reception		1	150	**150**		1	150	**150**	Glass barrier with smaller workstations
	Storage - Records (Vault)		1	131	**131**		1	150	**150**	Secure, fire rated, high density
	Work Area		1	34	**34**				**0**	Combine to copy room
	DEPARTMENT NSF				**898**				**830**	
	NSF TO GSF MULTIPLIER				*1.37*				*1.20*	
	DEPARTMENT GSF				**1,230**				**996**	

DEPT. 5	REGISTER OF DEEDS								
	STAFF / SPACE TITLE	EXISTING				PROPOSED				CRITICAL ADJACENCY / REMARKS
		OCC	UNITS	AREA	TOTAL	OCC	UNITS	AREA	TOTAL	
	PRIMARY SPACES									
	Register of Deeds	*1*	1	171	**171**	*1*	1	150	**150**	Office with sidelight, adj. to open office
	Chief Deputy	*1*	1	79	**79**	*1*	1	75	**75**	Open office w/ glass dividers for vision
	Assistant Deputy	*1*	1	79	**79**	*1*	1	75	**75**	Open office w/ glass dividers for vision
	Clerk	*2*	2	77	**154**	*2*	2	75	**150**	Open office w/ glass dividers for vision
	Extra Office		1	140	**140**				**0**	Currently gen storage, combine
	SUPPORT SPACES									
	Records Storage Vault		1	1,161	**1,161**		1	1,000	**1,000**	Fire-rated, high density mult. format files
	Abstractor Workstations		3	75	**225**		2	50	**100**	Reduce to two, downsize
	Storage - General		1	37	**37**		1	150	**150**	Replace extra office
	Storage - Confidential Records		1	120	**120**		1	100	**100**	Secure fire-rated storage, high density
	Reception		1	79	**79**		1	50	**50**	Dedicated for direct services
	Waiting Area		1	143	**143**		1	100	**100**	Dedicated for direct services
	Copy Room		1	39	**39**		1	50	**50**	Dedicated for frequent client use
	Coat Room				**0**		1	10	**10**	Dedicated
	DEPARTMENT NSF				**2,427**				**2,010**	
	NSF TO GSF MULTIPLIER				*1.10*				*1.20*	
	DEPARTMENT GSF				**2,676**				**2,412**	

DEPT. 6	FACILITIES MANAGEMENT									
	STAFF / SPACE TITLE	EXISTING				PROPOSED				CRITICAL ADJACENCY / REMARKS
		OCC	UNITS	AREA	TOTAL	OCC	UNITS	AREA	TOTAL	
	PRIMARY SPACES									
	Maintenance Director	*1*	1	259	**259**	*1*	1	225	**225**	Office with conf.
	Park/Office Supervisor	*1*	1	158	**158**	*1*	1	150	**150**	Office
	Maintenance Supervisor	*1*	1	94	**94**	*1*	1	150	**150**	Office
	Clerk	*2*	2	78	**156**	*2*	2	75	**150**	Open office
	Maintenance Intern				**0**		1	50	**50**	Hotel workstation
	SUPPORT SPACES									
	Storage - Records		1	116	**116**		1	200	**200**	Large format docs, larger space
	Waiting Area		1	79	**79**		1	50	**50**	Share w/ adj. depts.
	Conference		1	363	**363**		1	250	**250**	Share w/ adj. dept, Large format docs
	Reception		1	59	**59**		1	25	**25**	Share w/ adj. depts.
	Copy Room				**0**		1	25	**25**	Share w/ adj. depts.
	Coat Room				**0**		1	5	**5**	Share w/ adj. depts.
	Storage - Records		1	7	**7**				**0**	Combine w/ active storage

DEPARTMENT NSF	**1,291**	**1,280**
NSF TO GSF MULTIPLIER	*1.16*	*1.20*
DEPARTMENT GSF	**1,496**	**1,536**

DEPT. 7	CORPORATION COUNSEL **								
	STAFF / SPACE TITLE	EXISTING				PROPOSED				CRITICAL ADJACENCY / REMARKS
		OCC	UNITS	AREA	TOTAL	OCC	UNITS	AREA	TOTAL	
	PRIMARY SPACES									
	Corporation Counsel	*1*	1	146	**146**	*1*	1	150	**150**	Office
	Asst. Corporation Counsel	*2*	2	149	**298**	*2*	2	150	**300**	Office
	Administrative Assistant	*1*	1	74	**74**	*1*	1	75	**75**	Open office
	Legal Secretary	*1*	1	63	**63**	*1*	1	75	**75**	Open office
	Support Staff						1	75	**75**	Hotel workstation
	SUPPORT SPACES									
	Waiting Area		1	153	**153**		1	100	**100**	Confidential and secure, info kiosk
	Storage - Records		1	35	**35**		1	200	**200**	Fire rated in dept, 150 SF add'l req'd
	Reception				**0**		1	50	**50**	Dedicated
	Copy Room				**0**		1	50	**50**	Confidential and secure
	Small Conference				**0**		1	150	**150**	4-6 person dedicated for small mtgs.
	Coat Room				**0**		1	10	**10**	Dedicated
	7&10 Conference				**0**				**0**	12 person shared, adj. to dept.
	DEPARTMENT NSF				**769**				**1,235**	
	NSF TO GSF MULTIPLIER				*1.31*				*1.20*	
	DEPARTMENT GSF				**1,004**				**1,482**	

DEPT. 8	CHILD SUPPORT **								
	STAFF / SPACE TITLE	EXISTING				PROPOSED				CRITICAL ADJACENCY / REMARKS
		OCC	UNITS	AREA	TOTAL	OCC	UNITS	AREA	TOTAL	
	PRIMARY SPACES									
	Supervisor / Director	*1*	1	142	**142**	*1*	1	225	**225**	Office w/ conf., secure
	Child Support Specialists	*10*	10	131	**1,311**	*12*	12	150	**1,800**	Office, secure
	Legal Secretary	*1*	1	60	**60**	*1*	1	75	**75**	Open office, secure
	Office Associate II				**0**	*1*	1	75	**75**	Open office, secure
	Receptionist	*1*	1	60	**60**	*1*	1	75	**75**	Open office, secure
	Intern		1	28	**28**		1	50	**50**	Hotel workstation, secure
	SUPPORT SPACES									
	Waiting Area		1	65	**65**		1	100	**100**	Not shared, secure w/ children's area
	Reception				**0**		1	50	**50**	Not shared, secure w/ swing gate
	Coat Room				**0**		1	10	**10**	Dedicated
	Copy Room		1	11	**11**		1	50	**50**	Dedicated
	Storage - Records		1	25	**25**		1	150	**150**	Add'l 120 SF+, fire rated, secure
	Conference Room		0		**0**		1	150	**150**	Dedicated 8 person

DEPARTMENT NSF	**1,701**	**2,810**
NSF TO GSF MULTIPLIER	*1.28*	*1.20*
DEPARTMENT GSF	**2,180**	**3,372**

DEPT. 9	FINANCE								
	STAFF / SPACE TITLE	EXISTING				PROPOSED				CRITICAL ADJACENCY / REMARKS
		OCC	UNITS	AREA	TOTAL	OCC	UNITS	AREA	TOTAL	
	PRIMARY SPACES									
	Finance Director	1	1	147	**147**	1	1	150	**150**	Office
	Purchasing Manager	1	1	147	**147**	1	1	150	**150**	Office
	Purchasing Coordinator	1	1	143	**143**	1	1	150	**150**	Office
	Account Clerk	1	1	135	**135**	1	1	115	**115**	Enclosed workstation
	Payroll Supervisor	1	1	134	**134**	1	1	150	**150**	Office - larger than current
	Payroll Coordinator	1	1	134	**134**	1	1	150	**150**	Office - larger than current
	General Accounting Clerk	1	1	135	**135**	1	1	115	**115**	Enclosed workstation
	Internal Auditor	1	2	97	**194**	1	1	150	**150**	Enclosed workstation
	Deputy Finance Director	1	1	147	**147**	1	1	150	**150**	Office
	Senior Accountant	1	1	97	**97**	1	1	150	**150**	Enclosed workstation
	Financial Manager	1	1	97	**97**	1	1	150	**150**	Enclosed workstation
	Financial Accounting Manager	1	1	166	**166**	1	1	150	**150**	Office
	SUPPORT SPACES									
	Waiting Area		1	45	**45**		1	100	**100**	Share w/ adj. depts.
	Reception				**0**		1	50	**50**	Share w/ adj. depts.
	Coat Room				**0**		1	10	**10**	Share w/ adj. depts.
	Copy Room		1	22	**22**		1	50	**50**	Share w/ adj. depts.
	Check Room Storage		1	46	**46**		1	50	**50**	Secure
	Storage - Main Storage		1	159	**159**		1	300	**300**	Fire rated enclosure, high density
	Storage (multiple areas)		1	119	**119**				**0**	Relocate to main storage
	9 Conference Room		1	303	**303**		1	150	**150**	Share w/ adj. depts.
	DEPARTMENT NSF				**2,369**				**2,440**	
	NSF TO GSF MULTIPLIER				*1.27*				*1.20*	
	DEPARTMENT GSF				**2,998**				**2,928**	

DEPT. 10	PERSONNEL								
	STAFF / SPACE TITLE	EXISTING				PROPOSED				CRITICAL ADJACENCY / REMARKS
		OCC	UNITS	AREA	TOTAL	OCC	UNITS	AREA	TOTAL	
	PRIMARY SPACES									
	Personnel Director	*1*	1	149	**149**	*1*	1	150	**150**	Office, no sidelight
	Assistant Personnel Director	*1*	1	154	**154**	*1*	1	150	**150**	Office, no sidelight
	Reception / Clerical	*1*	1	77	**77**	*2*	2	75	**150**	Open office - confidential, do not share
	Trainer	*1*	1	145	**145**	*1*	1	150	**150**	Office, small sidelight
	Benefits Specialist	*1*	1	145	**145**	*1*	1	150	**150**	Office, small sidelight
	Recruiting Specialist	*1*	1	145	**145**	*1*	1	150	**150**	Office, small sidelight
	SUPPORT SPACES									
	Waiting Area		1	37	**37**		1	100	**100**	Confidential, do not share
	Reception				**0**		1	50	**50**	Confidential, do not share
	Coat Room				**0**		1	10	**10**	Confidential, do not share
	Copy Room		1	27	**27**		1	50	**50**	Confidential, do not share, adj. to records
	Applicant Test Room		1	74	**74**		1	115	**115**	Small room for badges
	Applicant Test Room				**0**		1	115	**115**	Small room for orientation (2-4 occ)
	7&10 Conference Room		1	263	**263**		1	150	**150**	Shared w/ Corp. Counsel, Finance?
	Storage - Records		1	209	**209**		1	425	**425**	High density, fire rated, adj. to copy
	Storage - Records		1	82	**82**				**0**	Combine with records
	Storage - Archival		1	122	**122**				**0**	Combine with records 20+ year access
	DEPARTMENT NSF				**1,629**				**1,915**	
	NSF TO GSF MULTIPLIER				*1.22*				*1.20*	
	DEPARTMENT GSF				**1,983**				**2,298**	

DEPT. 11	ZONING, PLANNING & LAND INFORMATION								
	STAFF / SPACE TITLE	EXISTING				PROPOSED				CRITICAL ADJACENCY / REMARKS
		OCC	UNITS	AREA	TOTAL	OCC	UNITS	AREA	TOTAL	
	PRIMARY SPACES									
	Director	*1*	1	305	**305**	*1*	1	225	**225**	Office w/ conf. & storage
	Land Use Specialist	*2*	2	81	**162**	*2*	2	115	**230**	Open office w/ cust area
	Reception / Secretary	*1*	1	100	**100**	*1*	1	75	**75**	Open office adj. to copy room
	Code Enforcement Specialist	*1*	1	142	**142**	*1*	1	150	**150**	Office w/ storage
	GIS Specialist	*2*	2	80	**160**	*2*	2	115	**230**	Open office w/ cust area
	Real Property Lister	*1*	1	196	**196**	*1*	1	150	**150**	Office
	Real Property Technician	*1*	1	80	**80**	*1*	1	115	**115**	Open office w/ cust area
	Intern				**0**		1	50	**50**	Hotel workstation for future, shared
	SUPPORT SPACES									
	Waiting Area		1	32	**32**		1	50	**50**	Share w/ adj. depts., 4 person
	Reception		1	33	**33**		1	25	**25**	Share w/ adj. depts. 2 person
	Coat Room		1	8	**8**		1	5	**5**	Share w/ adj. depts.
	Copy Room		1	20	**20**		1	50	**50**	Share w/ adj. depts., plotter
	Printing Area		1	20	**20**				**0**	Combine into copy room
	Map Storage / Plotter		1	38	**38**				**0**	Combine into small conf. / copy room
	Conference - Small		1	55	**55**		1	115	**115**	4 person, larger for map viewing
	Storage - Active		1	204	**204**		1	115	**115**	Fire rated, reduce by up to 50%
	Storage - Archival		1	127	**127**		1	150	**150**	Fire rated, near department
	Toilet Room		2	23	**46**				**0**	Not required, one abandoned
	Toilet Room		1	30	**30**				**0**	Not required
	Storage - Temporary				**0**				**0**	Include in IT/Printing, secure
	DEPARTMENT NSF				**1,758**				**1,735**	
	NSF TO GSF MULTIPLIER				*1.35*				*1.20*	
	DEPARTMENT GSF				**2,382**				**2,082**	

DEPT. 12	METROPOLITAN PLANNING ORGANIZATION								
	STAFF / SPACE TITLE	EXISTING				PROPOSED				CRITICAL ADJACENCY / REMARKS
		OCC	UNITS	AREA	TOTAL	OCC	UNITS	AREA	TOTAL	
	PRIMARY SPACES									
	MPO Director	*1*	1	172	**172**	*1*	1	225	**225**	Office with conf. / storage
	Transportation Planner	*1*	1	110	**110**	*2*	2	115	**230**	Enclosed workstation, 1 add'l 2016
	SUPPORT SPACES									
	12&20 Conference		1	203	**203**		1	75	**75**	Share w/ adj. depts., 6-8 occ
	Work area				**0**		1	100	**100**	Dedicated for 2 large E-size docs
	Coat Room		1	8	**8**		1	5	**5**	Share w/ adj. depts.
	Copy Room				**0**		1	25	**25**	Share w/ adj. depts.
	Storage - Records		*1*	*14*	*14*		*1*	*25*	*25*	Fire rated enclosure for large format and lateral records

DEPARTMENT NSF	**507**	**685**
NSF TO GSF MULTIPLIER	*1.18*	*1.20*
DEPARTMENT GSF	**598**	**822**

DEPT. 13	LAND CONSERVATION								
	STAFF / SPACE TITLE	EXISTING				PROPOSED				CRITICAL ADJACENCY / REMARKS
		OCC	UNITS	AREA	TOTAL	OCC	UNITS	AREA	TOTAL	
	PRIMARY SPACES									
	Land Conservation Director	*1*	1	215	**215**	*1*	1	225	**225**	Office w/ conf.
	Soil Conservationist	*2*	2	132	**264**	*2*	2	150	**300**	Office w/ table for large format maps
	Soil Conservationist	*3*	3	142	**426**	*3*	3	150	**450**	Office w/ table for large format maps
	Secretary / Technician	*1*	1	121	**121**	*1*	1	115	**115**	Large open office, more filing room
	SUPPORT SPACES									
	Reception		1	45	**45**		1	25	**25**	Share w/ adj. depts.
	Waiting Area		1	37	**37**		1	50	**50**	Share w/ adj. depts.
	Conference		1	210	**210**		1	75	**75**	Large docs, Share w/ adj. depts
	Coat Room		1	9	**9**		1	5	**5**	Share w/ adj. depts.
	Copy Room (multiple)		1	60	**60**		1	25	**25**	Share w/ adj. depts.
	Storage - Records		1	43	**43**		1	200	**200**	Dedicated in dept.

DEPARTMENT NSF	**1,430**	**1,470**
NSF TO GSF MULTIPLIER	*1.25*	*1.20*
DEPARTMENT GSF	**1,786**	**1,764**

DEPT. 14	COUNTY SURVEYOR								
	STAFF / SPACE TITLE	EXISTING				PROPOSED				CRITICAL ADJACENCY / REMARKS
		OCC	UNITS	AREA	TOTAL	OCC	UNITS	AREA	TOTAL	
	PRIMARY SPACES									
	County Surveyor	*2*	2	180	**359**	*1*	1	150	**150**	Office with work table facing door
	SUPPORT SPACES									
	Storage - Equipment		1	8	**8**		1	50	**50**	Dedicated in dept., lockable/secure
	Storage - Records		1	132	**132**		1	125	**125**	Fire rated, dedicated, large format
	Waiting Area				**0**		1	50	**50**	Share w/ adj. depts
	Reception				**0**		1	25	**25**	Share w/ adj. depts
	Copy Room				**0**		1	50	**50**	Share w/ adj. depts
	Coat Room				**0**		1	5	**5**	Share w/ adj. depts
	Toilet Room		1	25	**25**				**0**	Not required

DEPARTMENT NSF	**524**	**455**
NSF TO GSF MULTIPLIER	*1.12*	*1.20*
DEPARTMENT GSF	**587**	**546**

DEPT. 15	VETERANS SERVICE OFFICE **								
	STAFF / SPACE TITLE	EXISTING				PROPOSED				CRITICAL ADJACENCY / REMARKS
		OCC	UNITS	AREA	TOTAL	OCC	UNITS	AREA	TOTAL	
	PRIMARY SPACES									
	Veterans' Services Officer	*1*	1	213	**213**	*1*	1	225	**225**	Office w/ conf. , 1-3+ visitors
	Veterans' Services Specialist	*1*	1	257	**257**	*1*	1	150	**150**	Office
	Clerk	*1*	1	139	**139**	*1*	1	75	**75**	Open office
	Secretary / Receptionist	*1*	1	61	**61**	*1*	1	75	**75**	Open office
	Work Study LTE		2	54	**108**		1	50	**50**	Hotel Workstation
	SUPPORT SPACES									
	Waiting Area		1	55	**55**		1	50	**50**	Share w/ adj. depts., accessible
	Reception		1	26	**26**		1	25	**25**	Share w/ adj. depts., accessible
	Coat Room				**0**		1	5	**5**	Share w/ adj. depts.
	Copy Room		1	20	**20**		1	25	**25**	Share w/ adj. depts.
	Conference		1	105	**105**		1	75	**75**	4 person, share w/ adj. depts
	Kitchenette		1	56	**56**		1	50	**50**	Preferred but not necessary
	Storage - General		1	49	**49**		1	125	**125**	Wheelchairs, files
	Storage - General		1	66	**66**				**0**	Combine department storage
	DEPARTMENT NSF				**1,155**				**930**	
	NSF TO GSF MULTIPLIER				*1.30*				*1.20*	
	DEPARTMENT GSF				**1,497**				**1,116**	

DEPT. 16	UNIVERSITY OF WISCONSIN EXTENSION								
	STAFF / SPACE TITLE	EXISTING				PROPOSED				CRITICAL ADJACENCY / REMARKS
		OCC	UNITS	AREA	TOTAL	OCC	UNITS	AREA	TOTAL	
	PRIMARY SPACES									
	Family Living Agent	*1*	1	147	**147**	*1*	1	225	**225**	Private office, larger, should include 1/2 glass window to see out & not in, confidential space for phone & webinars
	Resource Agent	*1*	1	147	**147**	*1*	1	225	**225**	Private office, larger, should include 1/2 glass window to see out & not in, confidential space for phone & webinars, map storage area
	4H Agent	*1*	1	147	**147**	*1*	1	225	**225**	Private office, larger, should include 1/2 glass window to see out & not in, confidential space for phone & webinars
	Agriculture Agent	*1*	1	147	**147**	*1*	1	225	**225**	Private office, larger, should include 1/2 glass window to see out & not in, confidential space for phone & webinars
	Horticulture Agent/Volunteers		1	31	**31**	*1*	6	100	**600**	Large open office area with 5 additional workstations for seasonal employees and volunteers, adjacent to the front office
	Youth At Risk Coordinator	*1*	1	103	**103**				**0**	Combine with volunteer category
	Nutrition Coordinator		1	78	**78**	*1*	1	150	**150**	Private office, should include 1/2 glass window to see out & not in, confidential space for phone & webinars ***Optional to bring in-house***
	Nutrition Educators		1	63	**63**	*1*	1	115	**115**	Enclosed workstation, should include 1/2 glass window to see out & not in, confidential space for phone & webinars ***Optional to bring in-house***
	4H Youth Assistant	*1*	1	102	**102**	*1*	1	150	**150**	Office, should include 1/2 glass window to see out & not in, adj. to front office
	Office Supervisor	*1*	1	95	**95**	*1*	1	150	**150**	Office, adj. to front office, should include 1/2 glass window to see out & not in, confidential space for phone & webinars
	Secretary	*2*	2	52	**104**	*2*	2	75	**150**	Open office, adj. to reception and publication space

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DEPT. 16	UNIVERSITY OF WISCONSIN EXTENSION - *CONTINUED*								
	STAFF / SPACE TITLE	*EXISTING*				*PROPOSED*				*CRITICAL ADJACENCY / REMARKS*
		OCC	*UNITS*	*AREA*	*TOTAL*	*OCC*	*UNITS*	*AREA*	*TOTAL*	
	SUPPORT SPACES									
	Reception		1	52	**52**		1	50	**50**	Dedicated
	Coat Room				**0**		1	10	**10**	Dedicated
	Storage - General		1	50	**50**				**0**	Combine with other gen. stor.
	Storage - Publications		1	43	**43**		1	100	**100**	Counter in back, need larger storage space
	Resource Room		1	155	**155**				**0**	Combine with work area
	Copy / Supply / Work Area		1	265	**265**		1	700	**700**	Could be combined, centralized location, minimum size 700 SF
	Waiting Area		1	61	**61**		1	100	**100**	Currently insufficient space, need to be able to seat 6-8 people at one time, welcoming, dedicated
	Video Conference		1	494	**494**		1	600	**600**	Could be larger, not currently set up for classroom style teaching, all hours access
	Satellite Equipment		1	20	**20**				**0**	Combine with work area
	AV Conference Storage		1	70	**70**		1	125	**125**	Adjacent to work area, current size is insufficient, needs to be highly accessible for the department, secured and locked
	Toilet Room		1	21	**21**		1	40	**40**	Adjacent to conference room with all hours access
	Food Prep & Storage/Kitchen/Lab		1	38	**38**		1	100	**100**	Full refrigerator, sink, counter, micro, oven, vented, adjacent to conference room for prep
	Planning Room		1	246	**246**		1	280	**280**	Currenly insufficient space
	Storage - General		1	302	**302**		1	750	**750**	Move all basement storage into department, 2.5x larger with secured locked storage
	Small Conference Rooms				**0**		2	150	**300**	Dedicated, 4-6 person, 2 each @150 sf
	Storage - General		1	98	**98**				**0**	Combine with other gen. stor., move to department
	DEPARTMENT NSF				**3,079**				**5,370**	
	NSF TO GSF MULTIPLIER				*1.11*				*1.20*	
	DEPARTMENT GSF				**3,405**				**6,444**	

DEPT. 17A	IT & PRINTING *(ADMIN) - EXISTING*									
	STAFF / SPACE TITLE	*EXISTING*				*PROPOSED*				*CRITICAL ADJACENCY / REMARKS*
		OCC	*UNITS*	*AREA*	*TOTAL*	*OCC*	*UNITS*	*AREA*	*TOTAL*	
	PRIMARY SPACES									
	Printing Director	*1*	1	121	**121**				**0**	Office, combine with IT
	Printing Assistant	*1*	1	96	**96**				**0**	Open Office, combine with IT
	Remote Service Desk	*1*	1	40	**40**				**0**	Open Office, combine with IT
	Printing Manager		1	128	**128**				**0**	Duplicate office, now called Printing Director
	SUPPORT SPACES									
	Print / Copy Room		1	558	**558**				**0**	Combine with IT department
	Training Classroom		1	663	**663**				**0**	Combine with IT department
	IT/Print War Room		1	185	**185**				**0**	Small 4-6 person conf white boards, not needed
	PC / Print Lab		1	151	**151**				**0**	Sink/water access required, merge with Print / Copy Rm.
	Storage - Auction Prep (multiple)		1	525	**525**				**0**	Combine with IT department
	Storage - Receiving		1	901	**901**				**0**	Combine with IT department
	Folding Room		1	428	**428**				**0**	Merged into Print / Copy Room
	Mail Receiving		1	124	**124**				**0**	Merged into Print / Copy Room
	Cutter Room		1	347	**347**				**0**	Merged into Print / Copy Room
	Toner Room		1	134	**134**				**0**	Merged into Print / Copy Room
	Toilet Room		1	27	**27**				**0**	Not necessary
	Scanning Room		1	82	**82**				**0**	Merge into Print / Copy Room
	Zoning Temp Storage				**0**				**0**	Secure, temporary storage for Zoning
	Storage - Printing		1	210	**210**				**0**	Extremely inneficient storage currently
	DEPARTMENT NSF				**4,720**				**0**	
	NSF TO GSF MULTIPLIER				*1.15*				*1.20*	
	DEPARTMENT GSF				**5,406**				**0**	

DEPT. 17B	**IT** *(HHS)* - EXISTING*								
	STAFF / SPACE TITLE	*EXISTING*				*PROPOSED*				*CRITICAL ADJACENCY / REMARKS*
		OCC	*UNITS*	*AREA*	*TOTAL*	*OCC*	*UNITS*	*AREA*	*TOTAL*	
	PRIMARY SPACES									
	IT Director	*1*	1	180	**180**				**0**	Office with Door, no adjacent dependencies, needs to be near the front of the Office floor layout, but behind the Service Desk.
	Infrastructure Manager	*1*	1	90	**90**				**0**	Office with Door, should be adjacent to the Server Room and Techs
	Project Analysts	*2*	2	92	**184**				**0**	Enclosed workstation, should be adjacent to each other. An Option could be to a have office with door that could be shared by all in a cubicle configuration when needed. Adjustable work desk and chairs to allow standing and sitting. Option could be to work from home.
	Project Analyst	*1*	1	87	**87**					
	Project Analyst	*1*	1	75	**75**					
	Systems Administrator	*1*	1	83	**83**				**0**	Enclosed workstation
	Technicians	*3*	3	60	**180**				**0**	Cubicles adjacent to each other need sound barrier walls for phone calls and technical support conversations. Would be great if they could be near the Service Desk. Adjustable work desk and chairs to allow standing and sitting. An Option could be to a have office with door that could be shared by all in a cubicle configuration when needed.
	Application Manager	*1*	1	127	**127**				**0**	Office with Door, should be adjacent to the Application Developers
	Application Developers	*3*	3	73	**219**				**0**	Enclosed workstation, should be adjacent to each other. An Option could be to a have office with door that could be shared by all in a cubicle configuration when needed. Adjustable work desk and chairs to allow standing and sitting. Option could be to work from home.
	Application Developer	*1*	1	97	**97**				**0**	
	Compliance / Security Officer	*1*	1	95	**95**				**0**	Enclosed workstation, adjacent to Server Room, Infrastructure Manager or IT Director
	Server Technician	*1*	1	102	**102**				**0**	Enclosed workstation, adjacent to Server Room, Infrastructure Manager or IT Director
	Help Desk & Printing Manager	*1*	1	81	**81**				**0**	Office with door, adj. Service Desk and Printing Staff, merge multiple offices (81 sf and 128 sf) into a single location, no duplication of print manager

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DEPT. 17B	INFORMATION TECHNOLOGY *(HHS) - CONTINUED*								
	STAFF / SPACE TITLE	*EXISTING*				*PROPOSED*				*CRITICAL ADJACENCY / REMARKS*
		OCC	*UNITS*	*AREA*	*TOTAL*	*OCC*	*UNITS*	*AREA*	*TOTAL*	
	PRIMARY SPACES *(CONTINUED)*									
	Help Desk Staff	*3*	3	53	**159**				**0**	Cubical adjacent to each other need barrier walls for phone calls and tech support conversations. Adjustable work desk and chairs to allow standing and sitting. Option could be to work from home.
	Intern Workstations		2	60	**120**				**0**	Hotel workstation adjacent to tech staff
	Office Coordinator	*1*	1	148	**148**				**0**	Enclosed workstation, no adjacent dependencies, needs to be near the front of the Office floor layout, but behind the Service Desk. Adjacent to IT Director
	SUPPORT SPACES									
	Tech / Service Desk & PC Lab				**0**				**0**	Next to Service Desk to allow work and still be new Service Desk area for Customer Support, no need for remote service desk, water / counterspace required
	Computer / Server Room		1	1,110	**1,110**				**0**	Dedicated Server and Electronics Only… No storage or other items. Properly designed. Highly Secured, with good environmental controls
	Reception		1	89	**89**				**0**	Dedicated, next to the Service Desk
	Waiting Area		1	103	**103**				**0**	Adjacent to the Service Desk and Reception Counter
	IT Storage		1	127	**127**				**0**	HHS in dept, Combine to Auction Prep & Storage
	IT Storage		1	100	**100**				**0**	HHS Basement, Combine to Auction Prep & Storage
	IT Large Conference		1	367	**367**				**0**	Combine into Training, IT Staff are not able to leave support duties hard to meet as a department unless adjacent conference room is available. Tech enabled,
	IT Small Conference		1	94	**94**				**0**	Not necessary

DEPARTMENT NSF	**4,017**	**0**
NSF TO GSF MULTIPLIER	*1.35*	*1.20*
DEPARTMENT GSF	**5,431**	**0**

DEPT. 17C	**IT & PRINTING** *(ADMIN) - CONSOLIDATED*								
	STAFF / SPACE TITLE	*EXISTING*				*PROPOSED*				*CRITICAL ADJACENCY / REMARKS*
		OCC	*UNITS*	*AREA*	*TOTAL*	*OCC*	*UNITS*	*AREA*	*TOTAL*	
	PRIMARY SPACES									
	IT Director	*1*	1	180	**180**	*1*	1	225	**225**	Office with Door, no adjacent dependencies, needs to be near the front of the Office floor layout, but behind the Service Desk.
	Infrastructure Manager	*1*	1	90	**90**	*1*	1	150	**150**	Office with Door, should be adjacent to the Server Room and Techs
	Project Analysts	*2*	2	92	**184**	*4*	4	115	**460**	Enclosed workstation, should be adjacent to each other. An Option could be to a have office with door that could be shared by all in a cubicle configuration when needed. Adjustable work desk and chairs to allow standing and sitting. Option could be to work from home.
	Project Analyst	*1*	1	87	**87**					
	Project Analyst	*1*	1	75	**75**					
	Systems Administrator	*1*	1	83	**83**	*1*	1	115	**115**	Enclosed workstation
	Technicians	*3*	3	60	**180**	*3*	3	75	**225**	Cubicles adjacent to each other need sound barrier walls for phone calls and technical support conversations. Would be great if they could be near the Service Desk. Adjustable work desk and chairs to allow standing and sitting. An Option could be to a have office with door that could be shared by all in a cubicle configuration when needed.
	Application Manager	*1*	1	127	**127**	*1*	1	150	**150**	Office with Door, should be adjacent to the Application Developers
	Application Developers	*3*	3	73	**219**	*4*	*4*	*115*	*460*	Enclosed workstation, should be adjacent to each other. An Option could be to a have office with door that could be shared by all in a cubicle configuration when needed. Adjustable work desk and chairs to allow standing and sitting. Option could be to work from home.
	Application Developer	*1*	1	97	**97**					
	Compliance / Security Officer	*1*	1	95	**95**	*1*	1	115	**115**	Enclosed workstation, adjacent to Server Room, Infrastructure Manager or IT Director
	Server Technician	*1*	1	102	**102**	*1*	1	115	**115**	Enclosed workstation, adjacent to Server Room, Infrastructure Manager or IT Director
	Help Desk & Printing Manager	*1*	1	209	**209**	*1*	1	150	**150**	Office with door, adj. Service Desk and Printing Staff, merge multiple offices (81 sf and 128 sf) into a single location, no duplication of print manager

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DEPT. 17C	IT & PRINTING *(ADMIN) - CONTINUED*								
	STAFF / SPACE TITLE	*EXISTING*				*PROPOSED*			*CRITICAL ADJACENCY / REMARKS*
		OCC	*UNITS*	*AREA*	*TOTAL*	*OCC*	*UNITS*	*AREA*	*TOTAL*	
	PRIMARY SPACES *(CONTINUED)*									
	Help Desk Staff	*3*	3	53	**159**	*3*	3	75	**225**	Cubical adjacent to each other need barrier walls for phone calls and tech support conversations. Adjustable work desk and chairs to allow standing and sitting. Option could be to work from home.
	Intern Workstations		2	60	**120**		1	50	**50**	Hotel workstation adjacent to tech staff
	Office Coordinator	*1*	1	148	**148**	*1*	1	115	**115**	Enclosed workstation, no adjacent dependencies, needs to be near the front of the Office floor layout, but behind the Service Desk. Adjacent to IT Director
	Printing Assistant	*1*	1	96	**96**	*2*	2	75	**150**	Cubicles adjacent to the Service Desk Staff and Help Desk/Printing Manager. Sound Barrier walls, formerly "Printing Tech"
	Printing Director		1	121	**121**				**0**	Office space adjacent to the scanning room. Printing Director now merged with Help Desk Director in a single location.
	SUPPORT SPACES									
	Tech / Service Desk & PC Lab		1	191	**191**		1	225	**225**	Next to Service Desk to allow work and still be new Service Desk area for Customer Support, no need for remote service desk, water / counterspace required
	Computer / Server Room		1	1,110	**1,110**		1	400	**400**	Dedicated Server and Electronics Only… No storage or other items. Properly designed. Highly Secured, with good environmental controls
	Training Classroom		1	663	**663**		1	800	**800**	Need to hold 15-25 students and 1 front teacher area. Computer workstations for each student. Adjacent to the IT Department , Could double for our main department conference room listed above if properly designed
	Storage - Auction Prep		1	525	**525**		1	400	**400**	Auction Prep and Receiving for disposal of equipment, Adjacent to Storage and Service Desk, currently multiple rooms down in the basement

(Continued on next page)

DEPT. 17C	IT & PRINTING *(ADMIN) - CONTINUED*								
	STAFF / SPACE TITLE	*EXISTING*				*PROPOSED*				*CRITICAL ADJACENCY / REMARKS*
		OCC	*UNITS*	*AREA*	*TOTAL*	*OCC*	*UNITS*	*AREA*	*TOTAL*	
	SUPPORT SPACES *(CONTINUED)*									
	Reception		1	89	**89**		1	50	**50**	Dedicated, next to the Service Desk
	Waiting Area		1	103	**103**		1	100	**100**	Adjacent to the Service Desk and Reception Counter
	Coat Room				**0**		1	10	**10**	Dedicated
	Print/Copy Room		1	558	**558**		1	1,000	**1,000**	Adjacent to IT., dock, storage and receiving area
	Storage - Receiving		1	901	**901**		1	2000	**2000**	Combined storage for Printing and IT, configurable cages with locks. Highly secure with good environmental controls
	IT Storage		1	127	**127**				**0**	Combine to Auction Prep & Storage
	IT Storage		1	100	**100**				**0**	Combine to Auction Prep & Storage
	IT/Print War Room		1	185	**185**				**0**	Small 4-6 person conf, use training room instead
	Zoning Temp Storage				**0**				**0**	Secure, temporary storage for Zoning
	IT Large Conference		1	367	**367**				**0**	Combine into Training, IT Staff are not able to leave support duties hard to meet as a department unless adjacent conference room is available. Tech enabled,
	Mail Receiving		1	124	**124**				**0**	Combine to Print/Copy room
	Folding Room		1	428	**428**				**0**	Combine to Print/Copy room
	Cutter Room		1	347	**347**				**0**	Combine to Print/Copy room
	Toner Room		1	134	**134**				**0**	Combine to Print/Copy room
	Scanning Room		1	82	**82**				**0**	Combine to Print/Copy room
	Toilet Room		1	27	**27**				**0**	Not necessary
	IT Small Conference		1	94	**94**				**0**	Not necessary
	Storage - Printing		1	210	**210**				**0**	Extremely inneficient currently, combine & reduce

DEPARTMENT NSF	**8,737**	**7,690**
NSF TO GSF MULTIPLIER	*1.24*	*1.20*
DEPARTMENT GSF	**10,837**	**9,228**

DEPT. 18	MEDICAL EXAMINER								
	STAFF / SPACE TITLE	EXISTING				PROPOSED				CRITICAL ADJACENCY / REMARKS
		OCC	UNITS	AREA	TOTAL	OCC	UNITS	AREA	TOTAL	
	PRIMARY SPACES									
	Medical Examiner	*1*	1	180	**180**	*1*	1	115	**115**	Open/enclosed office with white boards
	Deputy Medical Examiner	*1*	1	139	**139**	*1*	1	115	**115**	Open/enclosed office with white boards
	Deputies on call (4)				**0**				**0**	Not on site
	SUPPORT SPACES									
	Storage - General				**0**		1	50	**50**	Secure for valuables, adj. to dept.
	Waiting Area				**0**		1	50	**50**	Share w/ adj. depts,
	Reception				**0**		1	25	**25**	Share w/ adj. depts
	Coat Room				**0**		1	5	**5**	Share w/ adj. depts
	Copy Room				**0**		1	25	**25**	Share w/ adj. depts
	Conference				**0**		1	125	**125**	Share w/ adj. depts for family meetings
	DEPARTMENT NSF				**319**				**510**	
	NSF TO GSF MULTIPLIER				*1.05*				*1.20*	
	DEPARTMENT GSF				**335**				**612**	

DEPT. 19	ECONOMIC DEVELOPMENT / PLANNING								
	STAFF / SPACE TITLE	EXISTING				PROPOSED				CRITICAL ADJACENCY / REMARKS
		OCC	UNITS	AREA	TOTAL	OCC	UNITS	AREA	TOTAL	
	PRIMARY SPACES									
	Econ. Development Specialist	*1*	1	176	**176**	*1*	1	150	**150**	Office
	Senior Planner	*1*	1	174	**174**	*1*	1	150	**150**	Office with white boards
	Sustainability Coordinator	*1*	1	24	**24**	*1*	1	75	**75**	Open office, share w/ adj. depts.
	Future planning staff	*0*	0		**0**	*2*	2	75	**150**	Open office, share w/ adj. depts.
	Intern		1	24	**24**		1	50	**50**	Open office, share w/ adj. depts.
	SUPPORT SPACES									
	19 Conference		1	208	**208**		1	75	**75**	Share w/ adj. dept, 6+ occ, white boards
	Storage - Records		1	44	**44**		1	50	**50**	Dedicated within department
	Copy Room				**0**		1	25	**25**	Share with adj. depts
	Coat Room				**0**		1	5	**5**	Share with adj. depts
	Waiting Area				**0**		1	50	**50**	Share with adj. depts
	Reception				**0**		1	25	**25**	Share with adj. depts
	Storage - Archival				**0**				**0**	None necessary

DEPARTMENT NSF	**650**	**805**
NSF TO GSF MULTIPLIER	*1.24*	*1.20*
DEPARTMENT GSF	**805**	**966**

DEPT. 20	COUNTY AGING UNIT **								
	STAFF / SPACE TITLE	EXISTING				PROPOSED				CRITICAL ADJACENCY / REMARKS
		OCC	UNITS	AREA	TOTAL	OCC	UNITS	AREA	TOTAL	
	PRIMARY SPACES									
	Director	*1*	1	125	**125**	*1*	1	150	**150**	Office
	Nutrition Coordinator	*1*	1	135	**135**	*1*	1	150	**150**	Office
	Administrative Assistant	*1*	1	100	**100**	*2*	2	75	**150**	Open office
	Nutrition Clerk				**0**	*1*	1	75	**75**	Open office
	Volunteer Coordinator				**0**	*1*	1	75	**75**	Open office
	Home Meals Coordinator	*1*	1	142	**142**	*2*	2	150	**300**	Office
	Elder Benefit Specialist	*2*	2	98	**196**	*2*	2	150	**300**	Office
	Family Caregiver Coordinator	*1*	1	55	**55**	*1*	1	150	**150**	Office
	Transportation Clerk	*1*	1	42	**42**	*1*	1	75	**75**	Open office
	Outreach & Education Coordinator	*1*	1	142	**142**	*1*	1	150	**150**	Office
	Hmong Elder & Caregiver Specialist	*1*	1	55	**55**	*1*	1	150	**150**	Office
	Intern				**0**		2	50	**100**	Hotel Workstation
	Meal Drivers (14)				**0**				**0**	No office space necessary
	Meal Site Managers (10)				**0**				**0**	No office space necessary

(Continued on next page)

DEPT. 20	**COUNTY AGING UNIT** (CONTINUED)								
	STAFF / SPACE TITLE	*EXISTING*				*PROPOSED*				*CRITICAL ADJACENCY / REMARKS*
		OCC	*UNITS*	*AREA*	*TOTAL*	*OCC*	*UNITS*	*AREA*	*TOTAL*	
	SUPPORT SPACES									
	Reception				**0**		1	25	**25**	Share w/ adj. dept
	Waiting Area		1	87	**87**		1	50	**50**	Share w/ adj. dept
	Conference				**0**		1	75	**75**	Shared w/ MPO, Share w/ adj. dept
	Work Area				**0**		1	75	**75**	Share w/ adj. dept
	Coat Room				**0**		1	5	**5**	Share w/ adj. dept
	Copy Room		1	50	**50**		1	25	**25**	Share w/ adj. dept
	Storage - General (multiple)		1	30	**30**		1	50	**50**	In department
	DEPARTMENT NSF				**1,159**				**2,130**	
	NSF TO GSF MULTIPLIER				*1.33*				*1.20*	
	DEPARTMENT GSF				**1,541**				**2,556**	

DEPT. S	SUPPORT								
	STAFF / SPACE TITLE	EXISTING				PROPOSED				CRITICAL ADJACENCY / REMARKS
		OCC	UNITS	AREA	TOTAL	OCC	UNITS	AREA	TOTAL	
	CONFERENCE SPACES									
	East Conference		1	149	**149**		1	150	**150**	Adj. to West Conf. with divider
	West Conference		1	184	**184**		1	150	**150**	Adj. to East Conf. with divider
	Auditorium		1	1,392	**1,392**		1	1,400	**1,400**	Raised stage with access from rear
	North Public Gallery		1	319	**319**		1	325	**325**	Adj. w/ vision to County Board Room
	County Board Room		1	1,792	**1,792**		1	1,800	**1,800**	Adj. to North Public Gallery, Board Mail
	County Board Mailboxes		1	100	**100**		1	100	**100**	Adj. to North Public Gallery, Board Room
	L3 Conference		1	111	**111**				**0**	Change to bookable 1 per floor
	L3 Conference		1	139	**139**				**0**	Change to bookable 1 per floor
	L3 Conference		1	830	**830**		1	850	**850**	Adj. to Admin & Cty Board Chair
	L3 Conference		1	252	**252**				**0**	Change to bookable 1 per floor
	L3 Conference		1	253	**253**				**0**	Change to bookable 1 per floor
	Small Conferences				**0**		4	150	**600**	Bookable, 1 per floor, 6-8 person
	L1 Conference		1	524	**524**		1	600	**600**	24 person conference

DEPT. S	SUPPORT - CONTINUED									
	STAFF / SPACE TITLE	EXISTING				PROPOSED				CRITICAL ADJACENCY / REMARKS
		OCC	UNITS	AREA	TOTAL	OCC	UNITS	AREA	TOTAL	
	DEPARTMENTAL REMOTE STORAGE									
	3 Storage - Archival		1	96	**96**		1	300	**300**	Fire rated enclosure, high density
	3 Storage - Archival		1	101	**101**				**0**	Combined
	3 Storage - Archival		1	121	**121**				**0**	Combined
	4 Storage - Archival		2	96	**192**		2	96	**192**	
	6 Storage - Archival				**0**		1	114	**114**	Fire rated enclosure, high density
	6 Storage - Parks Equip		1	198	**198**		1	300	**300**	Reduce size of total storage
	6 Storage - Parks Equip		1	125	**125**				**0**	Combined with other parks equip
	7 Storage - Archival		1	122	**122**		1	300	**300**	Fire rated enclosure, high density
	7 Storage - Archival		1	174	**174**				**0**	Combined
	9 Storage - Archival (multiple)		4	96	**384**		1	320	**320**	Fire rated enclosure, high density
	9 Storage - Archival (file vault)		1	117	**117**		1	120	**120**	Fire rated enclosure, high density
	11 Storage - Archival (Remote)				**0**		1	125	**125**	Fire rated enclosure, high density
	12 Storage - Archival		1	72	**72**		1	75	**75**	Fire rated enclosure, high density
	14 Storage - General		1	97	**97**		1	300	**300**	Adj. to mud room, move from W.Salem
	15 Storage - Archival		1	122	**122**		1	150	**150**	Better flag storage, file storage
	20 Storage - Equip (multiple)		1	329	**329**		1	550	**550**	Adj to loading dock
	20 Storage - Ensure		1	65	**65**		1	300	**300**	Adj. to loading dock
	20 Storage - Ensure		1	114	**114**				**0**	Combine with other Ensure storage
	20 Storage - Archival		1	72	**72**		1	70	**70**	Fire rated enclosure, high density
	General Archival Storage		1	1,952	**1,952**		1	2,000	**2,000**	Fire rated room, high density?

DEPT. S	SUPPORT - CONTINUED								
	STAFF / SPACE TITLE	EXISTING				PROPOSED				CRITICAL ADJACENCY / REMARKS
		OCC	UNITS	AREA	TOTAL	OCC	UNITS	AREA	TOTAL	
	GENERAL SPACES									
	Mud Room / Equip Lockers				**0**		1	100	**100**	Exterior access, adj. to locker room, shared w/ land con, med exam, surv., secure storage
	Locker Room (mult)		1	397	**397**		2	200	**400**	Adj to shower room, mens and womens
	Shower / Changing Rooms		1	283	**283**		2	250	**500**	Adj to locker room, mens and womens
	Bike Room		1	143	**143**		1	200	**200**	Expand bike parking, adj. to an entrance
	Staff Lounge		1	821	**821**		1	825	**825**	Natural light and outdoor access
	L1 Lobby		2	676	**1,352**		1	1,000	**1,000**	Combine L1 lobbies, smaller
	L2 Lobby		1	395	**395**		1	400	**400**	Poor circulation
	L3 Lobby		1	395	**395**		1	400	**400**	Poor circulation
	IT Data Closet		1	203	**203**		3	75	**225**	1 per floor except on server floor
	Shared Printer		1	82	**82**				**0**	Accommodate within depts.
	General Storage (Lounge)		1	140	**140**		1	150	**150**	Adj. to staff lounge, soda & supplies
	General Storage (L1 Conf)		1	41	**41**		1	50	**50**	Adj. to conference room
	General Storage (L1)		1	123	**123**		1	125	**125**	Distribute as necessary
	General Storage (L1)		1	67	**67**		1	75	**75**	Distribute as necessary
	General Storage (L1)		1	136	**136**		1	125	**125**	Distribute as necessary

DEPT. S	SUPPORT - CONTINUED								
	STAFF / SPACE TITLE	EXISTING				PROPOSED				CRITICAL ADJACENCY / REMARKS
		OCC	UNITS	AREA	TOTAL	OCC	UNITS	AREA	TOTAL	
	CAMPUS MAINTENANCE									
	Maintenance Open Office	*2*	1	220	**220**	*2*	1	220	**220**	Not necessary in building, adj. to maint.
	Maintenance Open Office	*1*	1	71	**71**	*1*	1	75	**75**	Not necessary in building, adj. to maint.
	Maint Storage (Garages)		1	425	**425**				**0**	Combine with loading dock
	Maint Storage		1	622	**622**		1	300	**300**	50% smaller
	Maint Storage		1	335	**335**		1	349	**349**	
	Maint Storage		1	214	**214**		1	145	**145**	
	Janitor Storage		1	236	**236**		1	225	**225**	Inefficient use of space
	Electrical Storage		1	412	**412**		1	200	**200**	50% smaller
	Maint Storage		1	27	**27**		0	0	**0**	Combine with other spaces
	Maint Storage		1	23	**23**				**0**	Combine with other spaces
	Maintenance Shop		1	542	**542**		1	542	**542**	
	Wood Shop		1	559	**559**		1	559	**559**	
	Maint Storage - Equip		1	236	**236**				**0**	Combine with other equip storage
	Loading Dock		1	351	**351**		1	500	**500**	Adj to printing / IT / maint areas
	Maintenance Storage		1	373	**373**		1	375	**375**	
	Salt Storage		1	93	**93**		1	100	**100**	

DEPARTMENT NSF	**19,815**	**19,356**
NSF TO GSF MULTIPLIER	*1.00*	*1.00*
DEPARTMENT GSF	**19,815**	**19,356**

	OTHER DEPARTMENTS									
	STAFF / SPACE TITLE	*EXISTING*				*PROPOSED*				*CRITICAL ADJACENCY / REMARKS*
		OCC	*UNITS*	*AREA*	*TOTAL*	*OCC*	*UNITS*	*AREA*	*TOTAL*	
	OTHER DEPARTMENT SPACES *(GSF)*									
	YWCA Restorative Justice		1	234	**234**				**0**	Move to LEC
	YWCA Restorative Justice		1	201	**201**				**0**	Move to LEC
	YWCA Restorative Justice		1	259	**259**				**0**	Move to LEC
	Emergency Services		1	351	**351**				**0**	Move to LEC
	HHS Temp Open Office		1	277	**277**				**0**	Move to HHS
	HHS Temp Open Office		1	213	**213**				**0**	Move to HHS
	HHS Fiscal Storage		1	30	**30**				**0**	Move to HHS
	DA		1	122	**122**				**0**	Move to LEC
	DA		1	194	**194**				**0**	Move to LEC
	Clerk of Courts Storage		1	50	**50**				**0**	Move to LEC
	Clerk of Courts Storage		1	230	**230**				**0**	Move to LEC
	Clerk of Courts Storage		1	234	**234**				**0**	Move to LEC
	Clerk of Courts Storage		1	106	**106**				**0**	Move to LEC
	Clerk of Courts Storage		1	96	**96**				**0**	Move to LEC
	OTHER DEPARTMENTS GSF				**2,597**				**0**	

DIAGRAM (NOTE THAT THICKNESS / COLOR OF LINES CORRESPOND TO DIAGRAM KEY)

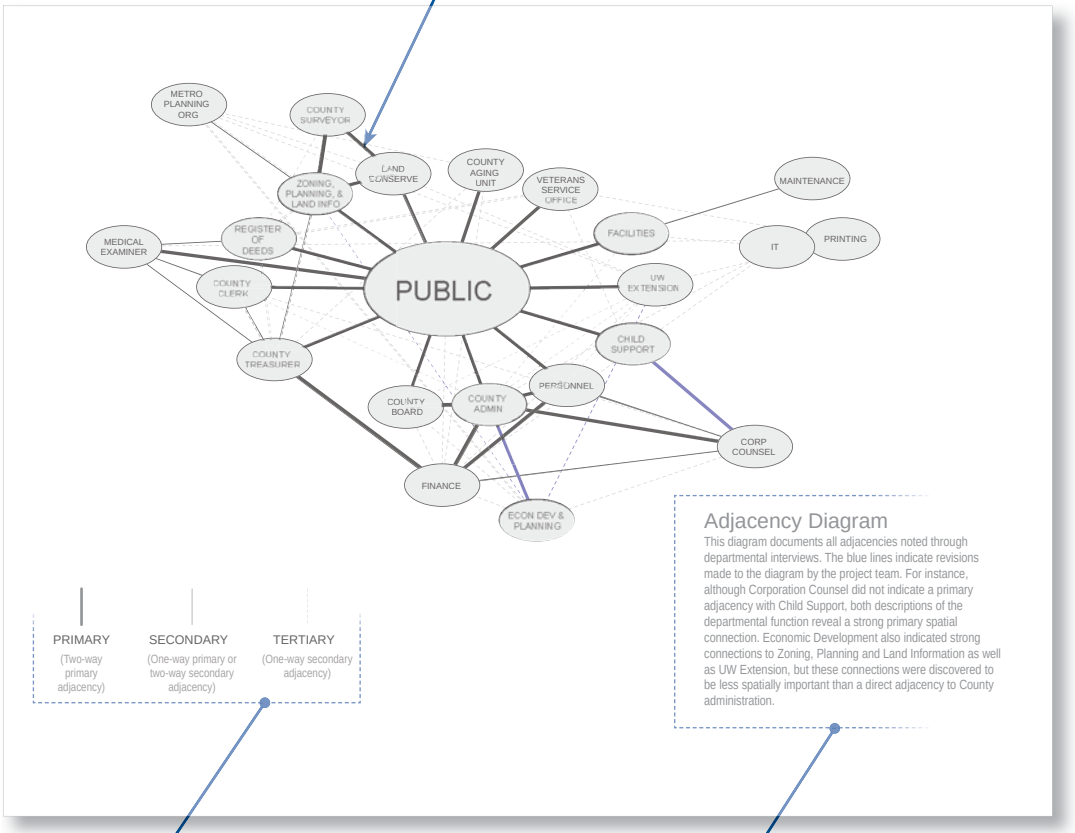
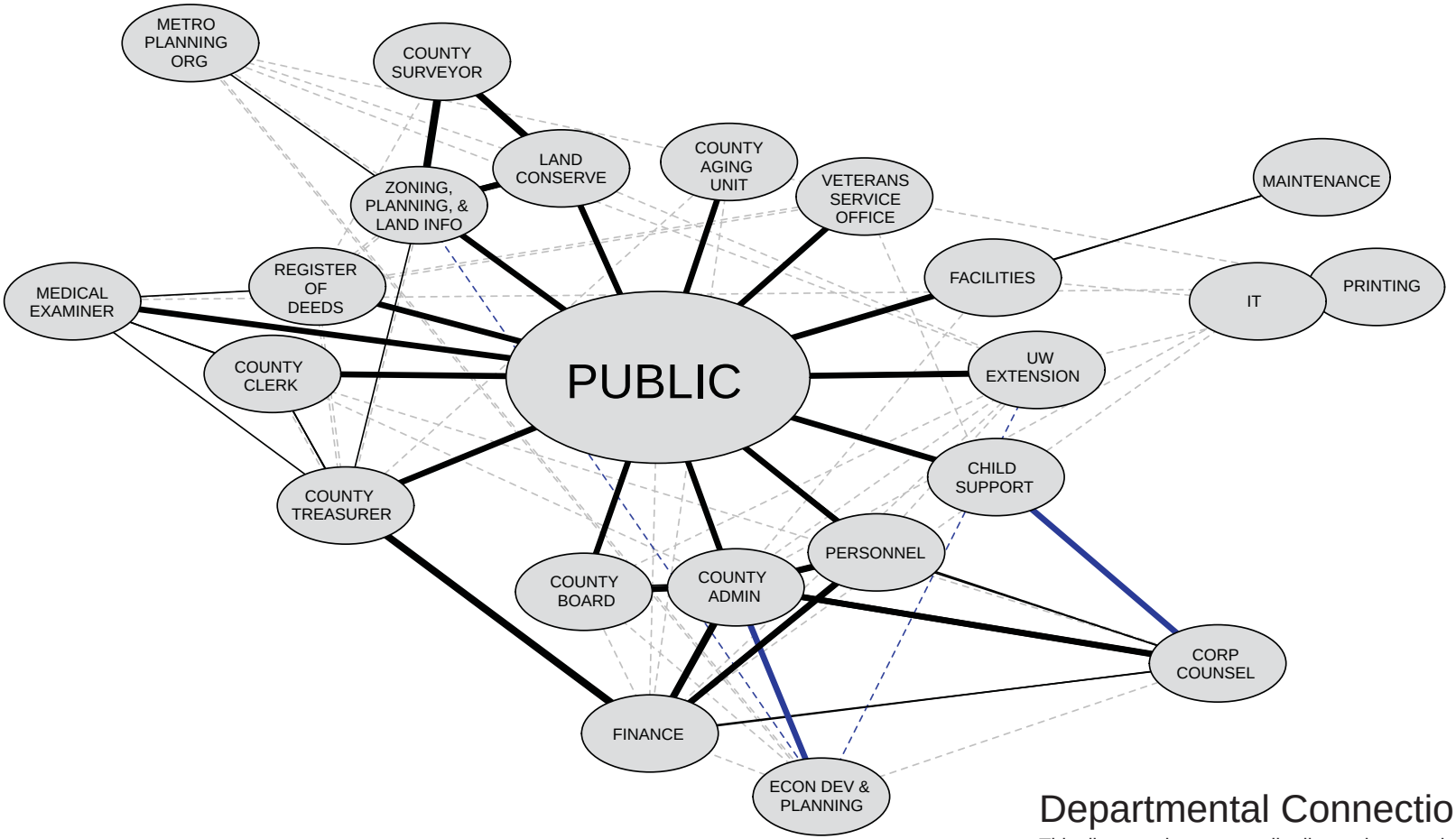


DIAGRAM KEY

DESCRIPTION

Spatial Diagrams

The diagrams on the following pages were completed to understand the adjacency and potential groupings for each department within the Administrative Center. Each diagram will be presented prominently on the page, with a diagram key to the lower left and a diagram title and description to the lower right of the page.



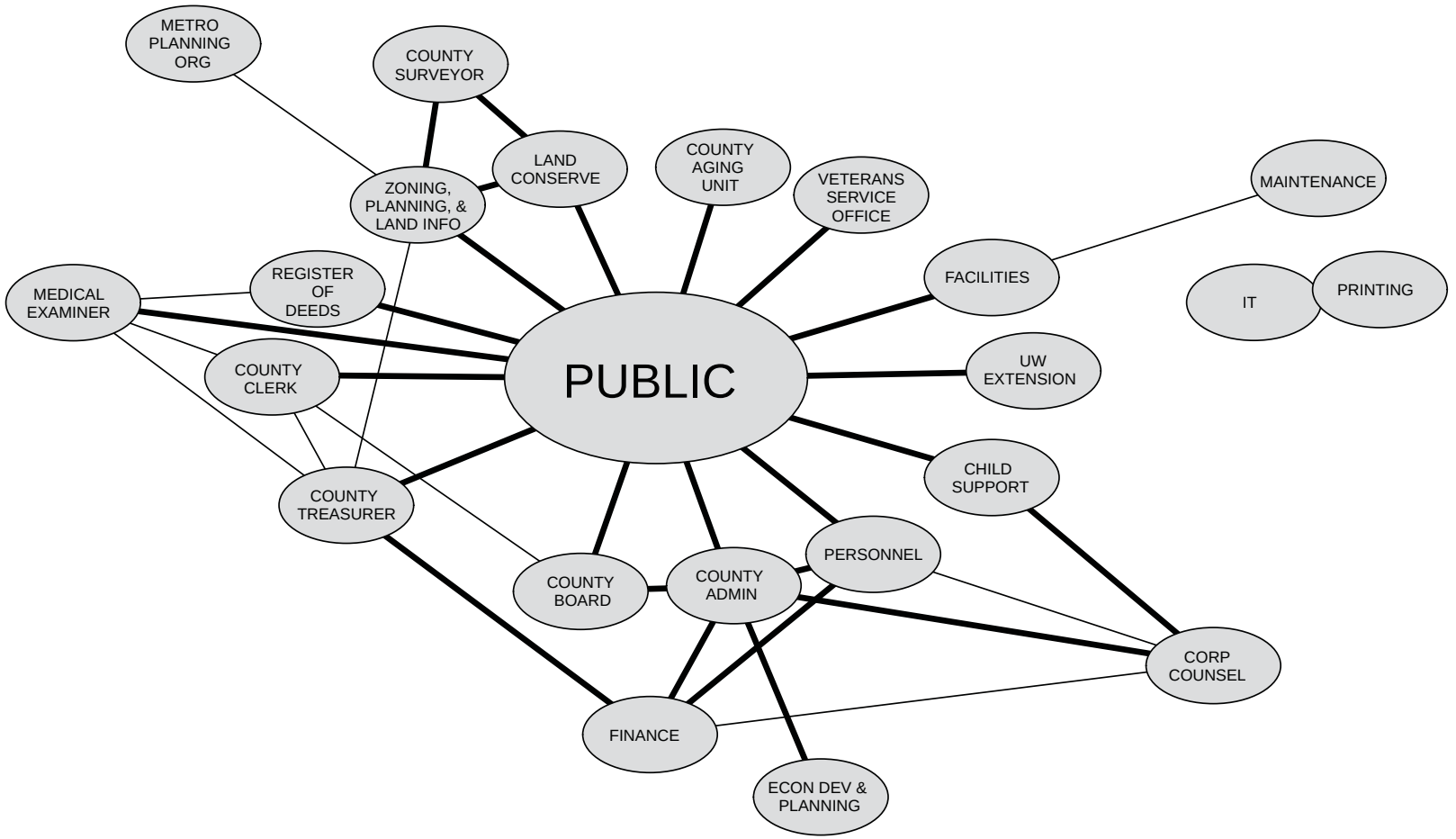
PRIMARY
(Two-way primary adjacency)

SECONDARY
(One-way primary or two-way secondary adjacency)

TERTIARY
(One-way secondary adjacency)

Departmental Connections

This diagram documents all adjacencies noted through departmental interviews. The blue lines indicate revisions made to the diagram based on comments by the Staff Work Group. For instance, although Corporation Counsel did not indicate a primary adjacency with Child Support, both descriptions of the departmental function reveal a strong primary spatial connection. Economic Development also indicated strong connections to Zoning, Planning and Land Information as well as UW Extension, but these connections were understood to be less spatially important than a direct adjacency to other County internal departments.

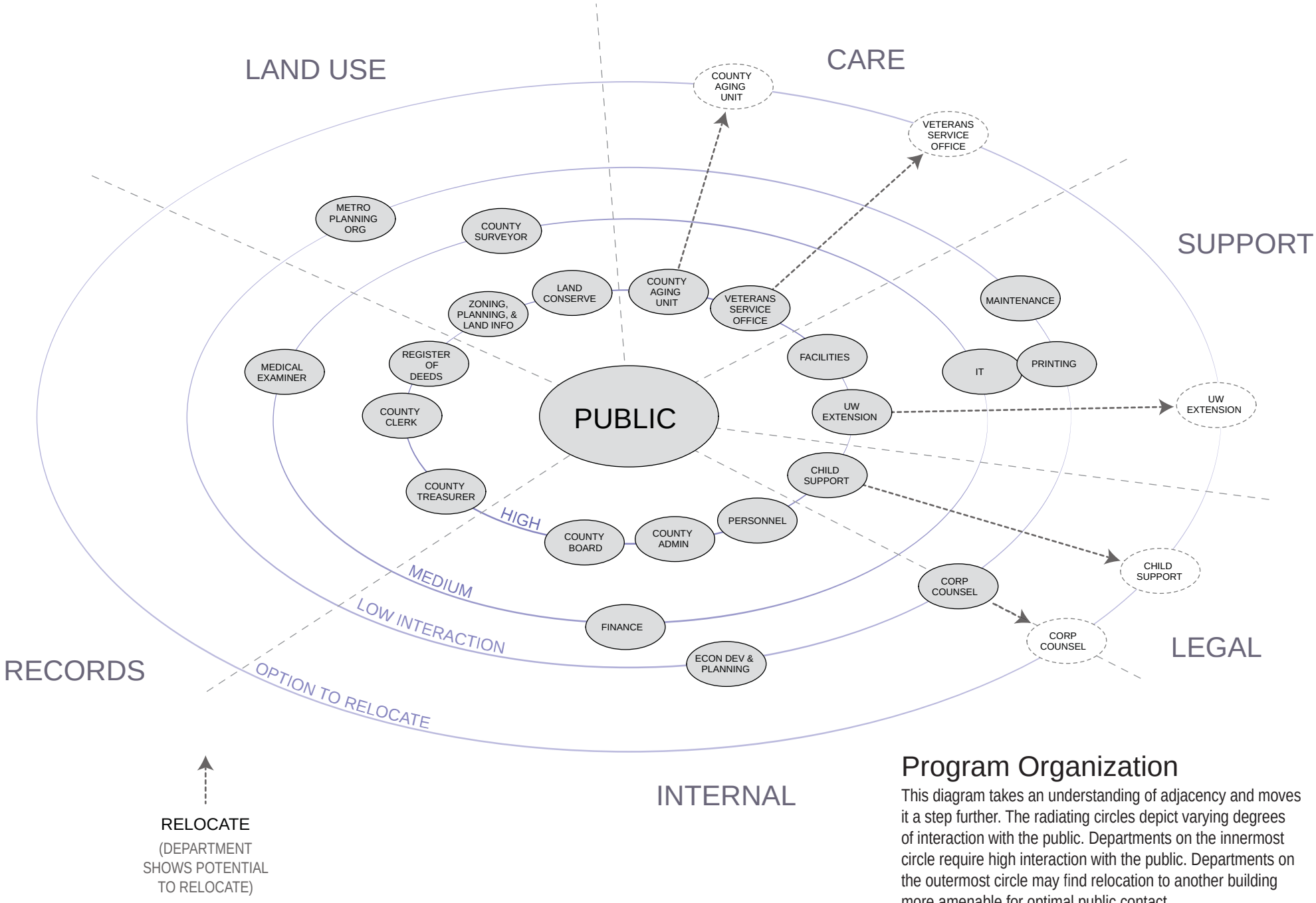


PRIMARY
(Two-way primary adjacency)

SECONDARY
(One-way primary or two-way secondary adjacency)

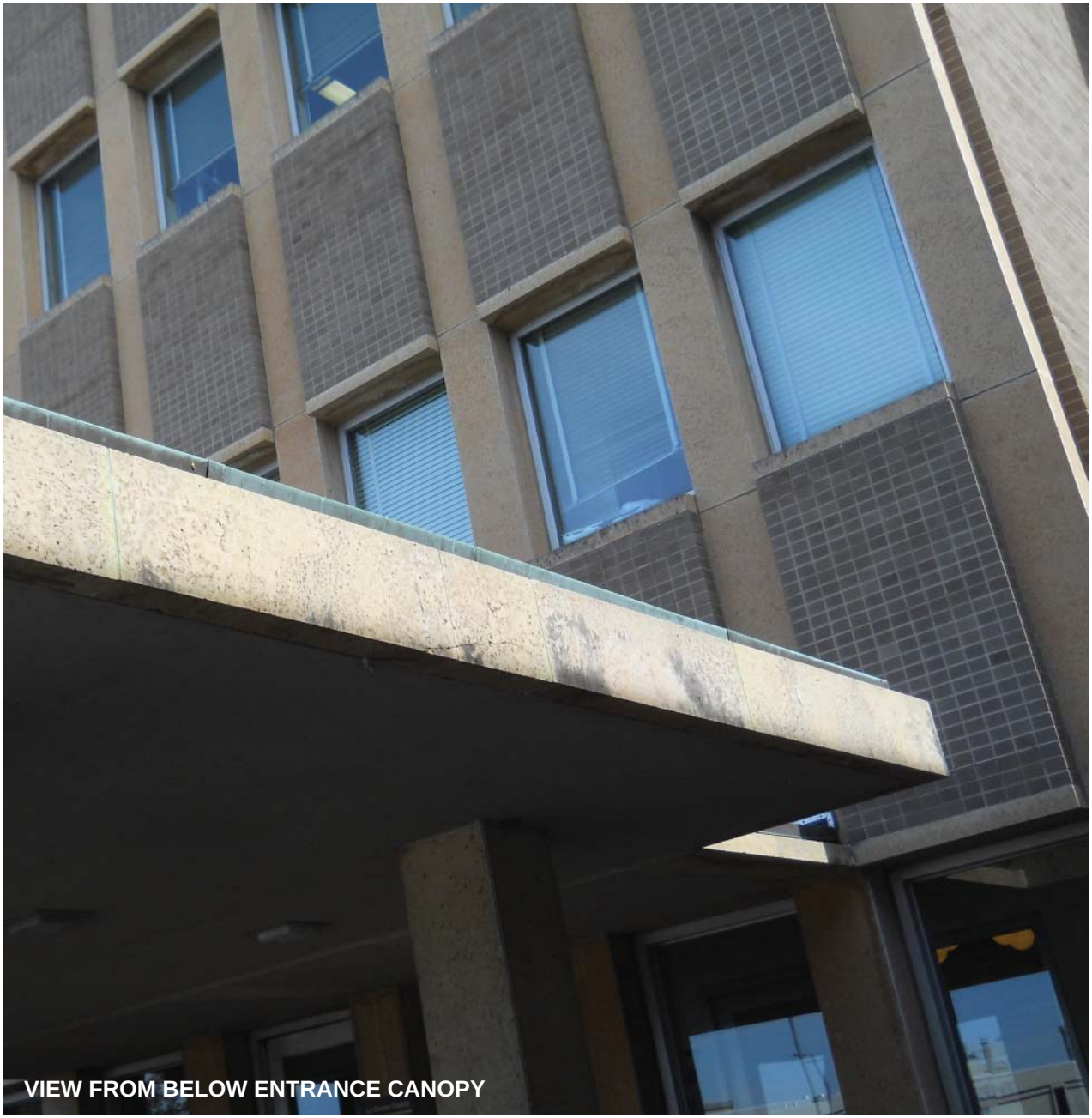
Adjacency Diagram

This diagram simplifies the requested connections into an adjacency diagram showing primary and secondary connections.



Program Organization

This diagram takes an understanding of adjacency and moves it a step further. The radiating circles depict varying degrees of interaction with the public. Departments on the innermost circle require high interaction with the public. Departments on the outermost circle may find relocation to another building more amenable for optimal public contact.



VIEW FROM BELOW ENTRANCE CANOPY

river ARCHITECTS

ARCHITECTURAL REPORT

EXECUTIVE SUMMARY

This Facility Condition Assessment is based on observation made at the site and on review of the available drawings from the original 1963 building project (1965 Completion) and drawings that were available from the subsequent remodeling/ renovation projects. There was no testing of material or any selective demolition performed. Observations were limited to open areas and limited closed areas due to the presence of friable Asbestos Containing Building Materials.

For the purposes of this report, the building is referred to in two distinct sections that match the original building drawings. The North office section of the building is referred to as "Building Unit 'A'" and the South Jail section of the building is referred to as "Building Unit 'B'". Refer to *Building Organization: Existing Building "Units"* in the appendix for more information.

SITE

Much work is required on the site. The storm damaged tree near the west wall of Building Unit 'B' should be removed. The retaining walls are failing and need to be completely removed and new walls built or the grades from the building to the sidewalks changed to eliminate the need for retaining walls. The small site wall on the east side should be removed and not be replaced. Many of the sidewalks should be removed and replaced. Concrete filled steel pipe bollards should be added at the overhead garage doors on the south side of Building Unit 'B' to protect the building from being struck by

vehicles if the overhead doors were to remain. The handrails at the exterior steps/stairs should be replaced an updated to meet current building codes.

BUILDING ENVELOPE

The existing concrete foundations are in good condition with no reported water leaks into the building despite the fact that there is no foundation waterproofing. With the building being constructed during a time period when energy conservation was not a concern, there is no insulation installed at the foundation walls. It is recommended that insulation be added on the interior face of the foundation walls in order to increase the thermal performance of the basement walls.

Even though the exterior brick and stone masonry walls have undergone a partial tuckpointing/repointing project in the past, the building is in need of additional masonry repairs. There is continued movement in the brick masonry including some areas that have been repaired in the past. There is also damage to the limestone panels that were not included in the earlier masonry repairs. We are recommending the repointing/tuckpointing and cleaning of the brick and stone masonry veneer of the building. As part of this work, damaged brick should be replaced with new or salvaged brick. All crack mortar joints to be repointed. New vertical masonry movement joints will need to be cut into the building exterior to account for the masonry movement and help prevent additional issues. Shelf angles and associated flashing systems should be exposed, inspected, and repaired/replaced as required and masonry weeps added at the masonry flashing. Damaged limestone should be repaired or replaced with new. The metal anchors and hangers for the stone must be inspected, and repaired or replaced where needed. All joint sealant at the limestone panels and caps needs to be cut out and replaced. New cap flashing installed at the parapet stone caps.

The original roofs have been replaced with EPDM roofs, but these EPDM roofs are out of warranty and have issues with shrinkage and failing seams. We are recommending a full roof replacement for all areas of the building. As part of a roof replacement, the remaining sections of the original build-up roof need to be removed. We also recommend that additional roof insulation be installed to increase the thermal performance of the roof. Additional roof drainage needs to be installed; what is currently installed is considered inadequate by today's standards and codes. Both additional roof drains and overflow drains or scuppers need to be installed on both the upper and lower roofs.

The limestone veneer on the canopies has suffered considerable damage in the past 48 years. There are cracks in some of the stone banding at the roof edges as well as numerous cracks in the lower panels at the seat walls. To repair the existing canopies we recommend that the existing lower limestone panels be removed so that repairs can be made to the underlying structure and replacement of the anchors that hold the stone panels in place. New stone panels may be required to replace those that are too severely damaged. We are also recommending that the damaged limestone at the roof edge either be repaired in-place or removed and replaced with new after repairing steel supports as required. To prevent further water intrusion behind the stone banding at the roofs we propose that the sheet metal roof coping/flashing detail be changed so that sheet metal covers the entire support steel and the top of the stone so as to shed water away from the joint and not rely on joint sealants only.

The aluminum window and aluminum framed entrances and glazing are original to the building and do not meet the current standards for thermal performance. The life expectancy of thermal glazing is between 10 and 20 years for modern glazing systems; the glazing systems on the building are 48 years old. Because of the age and condition of the existing aluminum frames and glazing we recommend that all windows, entrances and storefronts be replaced with new, thermally broken aluminum frames with 1", Low-E, insulated glazing. Door hardware would also need to be replaced and updated to meet current codes for accessibility and egress.

The exterior hollow metal doors and frames are also thought to be original to the building. Many of these doors and frames are rusting, and appear to have been for some time. We recommend that all exterior hollow metal doors, frames and

door hardware be replaced with new. New doors should be galvanized exterior grade, insulated hollow metal or they could be upgraded to Aluminum Storefronts depending on location and use. Door hardware should all be replaced with new so it meets current codes for accessibility and egress.

As with most of the exterior building material, it appears that the Aluminum Overhead Garage Doors are original to the building. Typically doors of this era where not insulated, though it appears that the aluminum infill panels on these doors do have some minimal insulation, the stile and rails type frames most likely have none. We recommend replacement of all overhead doors with new overhead, sectional, insulated, aluminum clad doors with new commercial operators.

BUILDING INTERIOR

Most of the interior partition walls are either constructed of structural clay tile (hollow core) or concrete masonry units (CMU) for the underlying structure with plaster installed as a finish coat. Neither of these materials allows for the easy installation of conduits, piping, wiring, etc. after the walls have been built. Also, with the open tops to the walls and the hollow cores it is possible that during the original construction of the building or over the life of the building that asbestos containing fireproofing has fallen into the cores of the structural clay tile or CMU. While this is not a hazard if it is not disturbed, it should all be removed as part of an Asbestos Abatement project so that it is not discovered later during a future renovation project. We are recommending that most interior partition walls be replaced with new. The typical new walls should be constructed from light gauge metal studs, and gypsum board. For sound control, acoustic insulation can be used to increase the acoustic performance of the walls.

While the exterior walls above grade are insulated, much of that insulation may need to be removed during an Asbestos Abatement project. We would recommend replacing the insulation with new and adding a vapor barrier which does not currently exist. The walls would be furred out allowing for conduits and piping to be installed in the walls. The plaster would be replaced with gypsum board.

The majority of the original flooring is still installed in the building. We recommend preserving and repairing the terrazzo flooring where it is currently installed. Per the Asbestos Report the terrazzo was not tested but it is currently assumed to contain asbestos but this should be verified with some minor destructive sampling and testing. The resilient tile flooring is known to contain asbestos and should be removed as part of a renovation/abatement project. The ceramic floor tile should be removed and replaced as part of any renovation project. The carpeting throughout the building is in fair to poor condition. Much of the carpeting would need to be removed to access the asbestos containing resilient floor tile for removal during an abatement project; all carpeting should be replaced.

Much of the original ceilings are still installed throughout the building. Some of the ceiling tiles used are no longer available, necessitating the need to reuse damaged ceiling tiles. It is recommended that all the finished ceilings throughout the building be removed and replaced with new. The removal should be completed as part of a whole building asbestos abatement project since it has been documented that asbestos fibers are contaminating the tops of many of the ceilings in the building.

The original interior wood doors and hollow metal frames are in fair condition considering the age of the building. It is not known if the wood doors, especially the fire rated wood doors have asbestos containing material in their cores. The only way to test for asbestos is with destructive sampling on the doors. We recommend replacing the wood doors throughout the building after they have been tested for asbestos. If the interior partition walls are replaced, there would be no point in trying to save the hollow metal frames that are currently installed. We recommend full replacement of all interior hollow metal frames and doors with new. New door locksets should have levers instead of knobs for accessibility. New door hardware should be coordinated with the hardware used at the LEC to reduce the types and styles of spare parts needed for the La Crosse County campus buildings.

The original elevators are still being used. While they are all still operational, there are numerous maintenance issues with

the elevators. We recommend that all elevators be replaced with new. If replaced, at least one of the elevators would need to be brought up to the current ADA standards. We would also recommend that there be at least one elevator that is sized for a standard ambulance stretcher/gurney. Only one elevator is required in the building, there are currently 3 elevators.

There are 8 different stairways within the building, while only two of them are currently "public" stairs. Many of the stairs are within Building Unit 'B' and are segregated and duplicated for security in the old jail. The recommendation for the stairways is to correct any safety issues and update stairs to current building codes. The current non-public stairs should be evaluated as part of a building renovation design; it may be possible to reduce the number of stairways within the building since there is no longer need for "secure" stairways.

CODE

When the La Crosse County Administrative Center was designed it met the building code requirements in place at that time. Since 1965 there have been many changes to the building code and if the building were designed today the existing building would not meet many of the requirements for a building of this size and use. The current prevailing building code is the 2011 Wisconsin Enrolled Commercial Building Code, which references the 2009 International Building Code and the 2009 International Existing Building Code.
If the building were to remain untouched it would be considered to meet the code it was constructed under and upgrades would not be required. At the time of the Administrative Center's construction the use of asbestos was widely accepted, it has since been classified as a hazardous material and requires encapsulation or removal in existing conditions, dependent on the state of disintegration of the material. The removal or containment of this material itself does not trigger any need to upgrade any other portions of the building to the current code requirements. However, if any alterations to the building, including relocation of partitions, addition of openings, or addition of systems, within the existing building are designed, the elements that do not meet current code requirements including fire suppression systems, ADA accessibility, and emergency egress must be addressed. Additions to the building will in their entirety need to meet the current code requirements.

Public buildings and places of employment constructed or altered in the State of Wisconsin are reviewed by the Department of Safety and Professional Services of Wisconsin prior to construction to ensure compliance with the Wisconsin Enrolled Commercial Building Code.

PHOTO 1

Site Evaluation

PARKING

The parking areas immediately adjacent to the building are located on the north, east, and south sides of the building. The north and east sides are dedicated to county employee and county owned vehicle parking. The south area is shared with the HHS building next door and has limited public parking on the west end of the parking lot. The east end of the south parking lot is reserved for county owned vehicles. The north lot shares a driveway with La Crosse City Hall, specifically the Police Department. Open street parking is available along east side of the building on 6th Street North. There are also a few metered public parking spots across 4th Street North in the north parking lot of the LEC.

SIDEWALKS

There are concrete sidewalks all the way around the building. Overall the sidewalks are in fair to poor condition. Many sections of the sidewalks have been patched in the past and many more are in need of replacement. There are many sections that are cracked and heaved, creating tripping hazards (Photo 1). The sidewalks under the canopy areas are a decorative exposed aggregate, colored concrete that has a similar appearance to terrazzo. These decorative sidewalks are in poor condition (Photo 2). There are exterior concrete steps/stairs located on the north and west ends near the entrances on those areas of the building. At least one of the aluminum handrails at both of these stairs has been damaged (bent).


PHOTO 2


PHOTO 3


PHOTO 4

RETAINING WALLS

Retaining walls are located to the north and west of Building Unit 'A'. These retaining walls have a brick veneer face and limestone cap similar to the building. The walls are located immediately adjacent to the sidewalks on the west and there is a small grass buffer between the north wall and the sidewalk. Without some exploratory demolition there is no way to verify what the underlying structure is constructed from, though it is thought to be either masonry or concrete; these walls do not appear on the original building documents. There is a matching landscaping wall that is approximately 4" to 6" above grade located along the east side of the building (Photo 3). All of these walls are in poor condition. The north wall has had some type of steel tieback (Photo 4) installed at two location to help keep the wall from tipping over. All the walls sections have areas where the masonry veneer is cracked and bowing out from its original position (Photo 5). The west wall at the intersection with the north wall has started to lean toward the west (Photo 4). Many of the cap stones have shifted from their original positions due to anchoring and/or mortar failure.

LANDSCAPING

Landscaping around the building is fairly minimal. There are open lawn areas with sod that is in fair condition but could use herbicide and fertilizer ("weed and feed") treatment. The remaining landscape plantings include various species of trees and shrubs. There are a few planning beds with rock mulch but there are few plants other than some shrubs located within the planting beds. The planting beds do provide a barrier to keep the lawn mowing equipment out away from the building. Most of the trees appear to be in good condition with the exception of one located near the west side of Building Unit 'B' which was damaged in a storm.

RECOMMENDATIONS

Due the required maintenance work on the building exterior and the site, most of the existing sidewalks and landscaping would most likely be damaged and would need to be replaced. It may be possible to save the majority of the trees or at least be able to relocate the smaller trees to new locations. The damaged tree near the west wall of Building Unit 'B' should be removed. The retaining walls need to be completely removed and new walls built or the grades from the building to the sidewalks changed to eliminate the need for retaining walls. The small site wall on the east side should be removed and not be replaced; this site wall is a trip hazard and does not positively add to the appearance of the landscaping. Most if not all sidewalks should be removed and replaced. Concrete filled steel pipe bollards should be added at the overhead garage doors on the south side of Building Unit 'B' to protect the building from being struck by vehicles if the overhead doors were to remain. The handrails at the exterior steps/stairs should be replaced an updated to meet current building codes.


PHOTO 5

PHOTO 6

Exterior Evaluation

FOUNDATION

The foundation walls are shown on the original building documents to be poured concrete walls that bear upon concrete footings. The east and west foundation walls of Building Unit 'A' are approximately 10" thick with an additional 8" thick by 1'-5" wide pilaster at every column/grid line; the pilasters are on the exterior side of the walls. Building Sections indicate that there are poured concrete haunches near the top of the walls to support the stone base located on the east and west walls of Building Unit 'A'. The north foundation wall of Building Unit 'A' is 1'-0" thick at the east and west ends and 1'-4" thick at the north stair tower. The foundation walls at the "Link" area (between Building Units 'A' and 'B') are 1'-0" thick with pilasters on the inside face of the walls. All the exterior foundation walls of Building Unit 'B' are indicated to be 1'-0" thick with pilasters on the interior side of the walls at the column/grid lines.

There is no insulation on either the interior or exterior face of the foundation walls. The original documents do not indicate any type of waterproofing being used to coat the foundation walls with the exception of the vault located in the north-east corner of the Basement Level of Building Unit 'A'. There are no other notes on the original building drawings that indicate any other areas of the foundation walls or under floor slab as being waterproofed, including the area at the large Vault located at the south-west corner of Building Unit 'B'. Despite the lack of foundation waterproofing or drain tile there are no

PHOTO 7


PHOTO 8

apparent issues with water or dampness in the basement, as reported by the Facilities Dept. Director.

Recommendations – Foundation
It is recommended that insulation be added on the interior face of the foundation walls and covered with an appropriate thermal barrier, meeting building code requirements, in order to increase the thermal performance of the basement walls. Unless a water/moisture issue develops, we do not feel it is worth the added expense to excavate around the perimeter of the building to add waterproofing and drain tile. If some added level of water protection is desired, the perimeter of the Basement floor slab could be cut out and drainage tile, clean stone, sumps and pumps installed, and the concrete slab patched, as part of a building renovation project.

EXTERIOR MASONRY

The original drawings from 1963 indicate that the exterior walls are comprised of face brick and limestone veneer exterior with structural clay tile or light weight CMU backup (depending on location of the wall). The limestone appears to be Minnesota Dolomite Limestone.

The walls are noted on the original drawings as being insulated with 2" of "Styrofoam" insulation; please note that the drawings do not indicated the "R-Value" of the insulation. The location of the insulation within the wall system varies depending on the location ot the wall within the building. At the east and west exterior walls of Building Unit 'A' the foam insulation is on the interior face of the walls and is exposed within the interstitial/plenum space between the ceilings and the floor/roof structure above. At the north wall of Building Unit 'A' and most areas of Building Unit 'B' the insulation is located in the cavity space between the exterior masonry veneer and the structural clay tile backup. There are also some exterior wall areas with no insulation indicated; these are located at the north and south walls of Building Unit 'B' at the 2nd floor level and at the 3 elevator shafts where the shafts extend above the roof line.

At some point during the 1990's the exterior masonry was repointed. Today the bulk of the exterior masonry is in good condition but there are areas that do require attention (Photo 6). In particular, the north face of Building Unit 'A' and the south face of the 3rd floor "Penthouse" area of Building Unit 'B' are in need of repointing. There are several horizontal and step cracks within brick masonry veneer of the north wall that appear to have had joint sealant installed. It was noted that there are no vertical movement joints in the brick masonry veneer.

The limestone is in good condition in most areas of the building with the exceptions of south end of the building especially near grade and at the east and west entrances and at the canopies. At the south elevation, it appears that the damage to the stone is caused by being struck by vehicles (areas around the overhead doors) and the areas adjacent to sidewalks or other paved surfaces where salt has been used in the winter to melt hard packed snow and ice (Photos 7 and 8). The east and west entrance areas have suffered a similar fate with the stone at the sidewalks where the salts have been deteriorating because of the salts used or abraded during snow removal operations. It also appears that the ties used to hold the stone to the underlying structure have most likely failed at the seat walls under the entrance canopies. This may have been caused by water entering thought open joints between the stone panels and rusting the anchors/ties that hold the panels in place. There have been past attempts to install new joint sealant in the open joints but as the panels keep moving the joint sealants fail.

The drawings note that there are shelf angles used at various


PHOTO 9

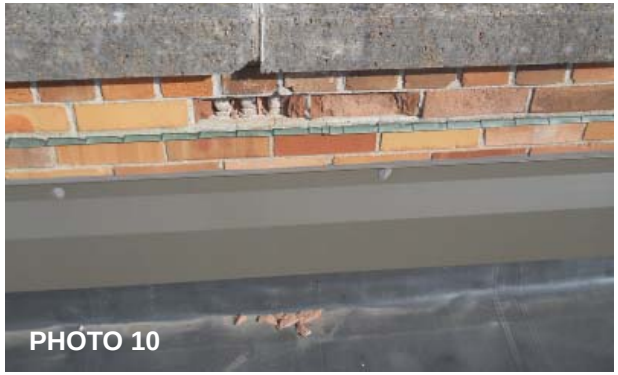


PHOTO 10


PHOTO 11

elevations within specific exterior walls. They also indicate that a fabric flashing was used to direct water out of the cavities at these shelf angles and where the masonry veneer bears on concrete. Unfortunately it is impossible to verify if the flashing exists or what condition it may be in without selective demolition. There are weep holes that appear to have been added to the south elevation most likely during the repointing work.

At the top of the exterior walls are masonry parapets that are capped with two piece stone copings. Drawings indicate that there is through-wall flashing under the lower stone band through to the back of the parapet. Copper flashing is visible on the backside (roof side) of the parapets but not on the front side, so it is unknown if it is truly through-wall flashing or part of the counterflashing leftover from the reroofing work in the 1980's. The visible backsides of the parapets are face brick that does not match the color of the face brick on the exterior faces of the walls. This was and still is a common practice to use none matching brick in these areas that are not exposed to view (Photo 10).

The conditions of the parapets vary depending on which face you are looking at. The exterior side (exposed to public view) is in good condition and should only require cleaning of the masonry (both brick and stone) and recaulking of the joints in the stone. The backsides of the parapets have not fared as well. There is evidence of water intrusion into the brick, most likely caused by water leaking into the parapets from the joints between the sections of stone copings (Photo 9). Many of the brick have spalled from freeze/thaw of the water that has soaked into the brick. This damage appears to be only above the visible line of the flashing (Photo 10).

Recommendations – Exterior Masonry

We are recommending the repointing/tuckpointing and cleaning of the brick and stone masonry veneer of the building. As part of this work, damaged brick should be replaced with new or salvaged brick. All crack mortar joints to be repointed. New vertical masonry movement joints would need to be cut into the building exterior. The existing brick shelf angles and associated flashing systems should be exposed, inspected, and repaired/replaced as required. New masonry weeps should also be added at the masonry flashing. Damaged limestone should be repaired or replaced with new. The metal anchors and hangers should be inspected and repaired or replaced where needed. All joint sealant at the limestone panels and caps needs to be cut out and replaced. New cap flashing installed at the parapet stone caps. All unused hardware from conduits and antennas should be removed from the masonry veneer and the holes filled as required.

PENTHOUSE CATWALK

The area that the original building drawings call the "Penthouse Catwalk" is located at the far south end of the 3 story section of Building Unit 'B'. This is at the south wall of the 3rd floor Mechanical Penthouse located above the old jail. The floor construction of this Catwalk area consists of precast floor/roof plank, which is believed to be an extension of the roof plank system used for the 2nd story roof of Building Unit 'B', with a 3" thick concrete topping. The exterior walls are insulated metal panels. The roof construction is the same type of precast concrete plank with rigid roof insulation and a blasted EPDM membrane roof. For unknown reasons, the exposed structural steel that supports the roof and insulated wall panels are not fireproofed. The exterior door from the Catwalk leading to the 2nd floor roof of Building Unit 'B' is a hollow metal door and frame. The door, doorframe, and door hardware appear to be original to the building. Please note that while this "Penthouse Catwalk" looks like it was added onto the building, it is in fact original to the building.

Recommendations – Penthouse Catwalk

The overall condition of the "Penthouse Catwalk" exterior is fair to good. The maintenance issues that should be addressed are replacing the roof, replacing the joint sealants and replacing the hollow metal door frame, door, and door hardware with new.

PHOTO 12

ROOFS

Building Unit 'A' Roof

The original roof construction at the 3rd story of Building Unit 'A' was comprised of fluted steel decking, 1-1/2" of insulation (type of insulation used is unknown), and built-up 6-ply roofing with pitch and gravel. The structural steel building columns in the center of the building extend up through the roof and are capped with sheet metal flashing. Note that we are unable to determine if the columns along the exterior walls also extend up above the roof line because they are not visible; it is thought that the columns may be buried within the parapet walls. This roof area of the building was originally designed for the future option of adding an additional story to this wing of the building. The roof drainage for this area of the building consists of two 6" roof drains. There are no overflow drains or scuppers installed. The shafts for Elevators 1 and 2 extend up through the roof.

In 1984 a roof replacement project took place for the roof on Building Unit 'A' and the upper roof on Building Unit 'B' (Mechanical Penthouse, south end of the upper roof is technically part of Building Unit 'B'). We were told that the existing roofing material was removed on the Building Unit 'B' area of the upper roof but only a small portion of the existing built-up roof was removed over Building Unit 'A' because of the vibrations from the roofing removal phase of the project was causing the asbestos laden fireproofing to shake loose and fall onto the ceilings below. Where the existing roofing was removed, new insulation and a ballasted 45 mil EPDM roof system was installed. In the area where the existing roofing was not removed, the contractors added insulation over the top of the existing roofing and installed a new ballasted 45 mil EPDM roof system with concrete walkway pavers. These walkway pavers have since deteriorated to the point where most are just piles of the aggregate used in the concrete (Photo 11).

Years after the reroofing project, there was an issue with the EPDM membrane shrinking on the upper roof (Building Units 'A' and 'B') and pulling away from the parapet walls. A local roofing contractor was hired to cut the EPDM away from the parapet walls to relieve the tension on the membrane and a new strip of EPDM was installed to tie the main roof membrane back to the parapet walls. New sheet metal counterflashing was also installed at that time. During our inspection we found that the seam between added strip of EPDM roofing and the main roof membrane has failed in areas and will require re-gluing and resealing (Photo 12). This needs to be done as soon as possible to prevent water damage to the building through the roof.

Building Unit 'B' Roofs

The Building Unit 'B' roof is broken up into two distinct areas. There is the upper roof which is tied to the Building Unit 'A' roof and the lower roof over the section of the building which is only 2 stories tall.

Building Unit 'B' - Upper Roof

The original roof construction at the 3rd story section of Building Unit 'B' was comprised of 4-1/2" concrete deck, 1-1/2" of rigid insulation, and built-up 6-ply roofing with pitch and gravel. The structural steel building columns at the center of the building and the exterior walls extend up through the roof and are capped with sheet metal flashing. This roof area of the building was originally designed for the future option of adding an additional story to this wing of the building. The upper roof of Building Unit 'B' was separated from the roof of Building Unit 'A' with a 12" tapered cant strip to make the transition from the higher Building Unit 'B' roof down the 2-1/2" to the Building Unit 'A' roof. The elevation difference is equal to the difference between the concrete roof deck in Building

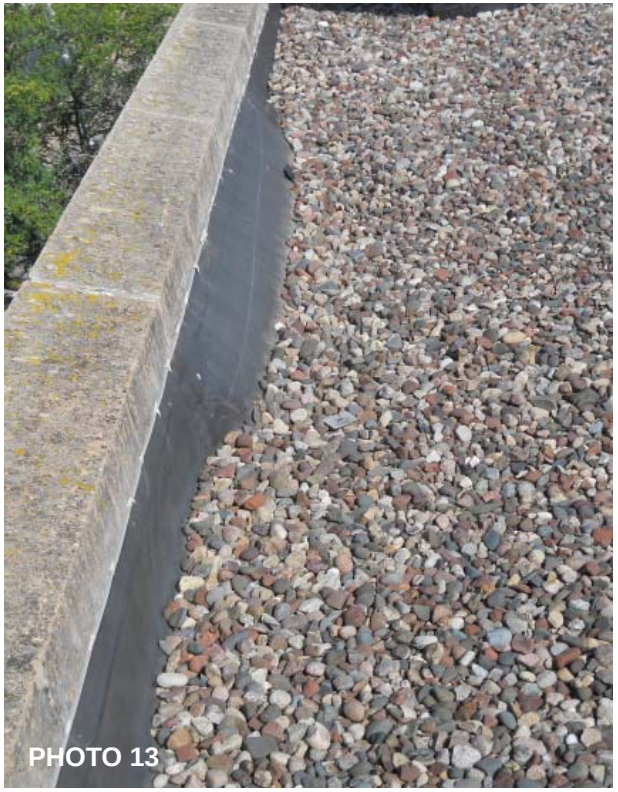


PHOTO 13

Unit 'B's high roof and the metal roof decking used at Building Unit 'A'. The roof drainage for this area of the building consists of one 4" diameter roof drain and an overflow scupper through the south parapet. The shaft for Elevator 3 extends up through the roof.

As noted above in comments about the Building Unit 'A' roof, this roof area was also replaced in the 1984 a roof replacement project. We were told that the existing roofing material was removed on the Building Unit 'B' area of the upper. Where the existing roofing was removed, new insulation and a ballasted 45 mil EPDM roof system was installed.


PHOTO 14


PHOTO 15

Building Unit 'B' – Lower Roof
The original roof construction at the 2nd story section of Building Unit 'B' was comprised of 2-3/4" thick precast planks, 1-1/2" of rigid insulation, and built-up 6-ply roofing with pitch and gravel. These same systems where used for the roof of the small Mechanical Penthouse Catwalk located on the south end of the 3rd story of Building Unit 'B'. The roof drainage for this area of the building consists of four (4) 4" diameter roof drains. There are no overflow drains or scuppers installed. The base of the communications antenna is located on this roof. The lower roof of Building Unit 'B' was replaced in 1998 with a new Ballasted EPDM membrane roof. It is thought that the original roofing was removed on this roof prior to the new roof being installed. There is currently a section of roof membrane along the west parapet wall where the EPDM has shrunk and is pulling away from the parapet (Photo 13).

Roofing Recommendations
We are recommending a full roof replacement for all areas of the building. The existing EPDM roof membranes at the lower Building Unit 'B' roof is 5 years past the end of the warranty and the Building Unit 'A' and upper portion of Building Unit 'B' roof is over almost 20 yeast past it warranty. As part of this work, the remaining roof areas with the original built-up roofing and insulation should be removed. New tapered roof insulation system should be installed under all roofs to better direct water to the roof drains. There have been issues in the past with the EPDM shrinking and pulling away from the parapets, including an area on the west side of the lower roof of Building Unit 'B' where it currently an issue. Where this was previously repaired on the upper roof of Building Units 'A' and 'B', there are seams between the perimeter patch and the main roof membrane that have failed and need to be reglued and resealed immediately. The Facilities Department was made aware of this issue at the time of discovery.

As part of an overall roof replacement, the roof insulation would be replaced with new. The roof insulation overall R-Value should be increased to at least building code minimum. Insulation values over that amount would help with making the building more energy efficient and is highly recommended.

We also recommend that additional roof drainage be installed. What is currently installed is considered inadequate by today's standards and codes. Both additional roof drains and overflow drains or scuppers need to be installed on both the upper and lower roofs.

CANOPIES

The canopies are attached to the building at the east and west entrances of the building. The concrete roof structure for the canopy is sitting on concrete columns/piers. The concrete structure is clad in the same limestone as the stone panels


PHOTO 16


PHOTO 17


PHOTO 18

used on the building. The original roofing material is shown as being built-up pitch and gravel roofing but it has been replaced an EPDM fully adhered roof membrane. The ceiling of the canopies is the exposed underside of the concrete roof deck which has been painted. Continuous steel hangers are attached to the perimeter edge of the concrete roof deck and support the limestone veneer on the roof edge. The steel hangers are partially covered by metal flashing/gravel stop that is also used as part of the roof membrane termination. The metal flashing does not completely cover the steel hangers, thus leaving them partially exposed to the elements (Photo 14).

The most visible issue with the canopies is the condition of the limestone cladding around the columns and the seat walls. The lower limestone panels have been damaged by weather, abrasion, and deterioration from salts used on the sidewalks (Photo 15). Several panels at both canopies have cracked (Photo 16). Past repairs by recaulking the open joints are failing from continuing movement in the panels. There are some joints/cracks between the panels that are approximately one inch wide (Photo 17). The movement in the panels may be caused by the steel ties/anchors that hold the panels in place rusting away and failing.

At the canopy roofs, there is a gap between the sheet metal flashing and the top of the stone band at the roof's edge. This gap allows water to come in contact with the exposed portions of the steel anchor plates that support the stone banding. Joint sealant is used to seal between the exposed steel mangers and the stone panels. This joint sealant is in poor condition and is potentially allowing water into the joint between the stone banding and the steel hangers. There are a couple of sections of the stone banding that have cracked; this may have been caused either by the freeze/thaw action of water that leaked down between the stone and the support steel or by the rusting of the steel supports. There is a possibility that a section of these damaged panels could become complete dislodged from the support steel and fall off the canopy (Photo 18).

As noted above, the exposed ceiling area of the canopies is the underside of the concrete roof slab. The paint is peeling and flaking off the concrete ceiling primarily around the edges of the slab (Photo 19). We suspect that the paint is peeling due to water intrusion into the concrete slab and the joint between the stone roof banding and the concrete slab.

Recommendations – Canopies

Recommend that the existing lower limestone panels be removed so that repairs can be made to the underlying structure and replacement of the anchors that hold the stone panels in place. Details for the top of the seat walls should be modified to allow for better drainage of water and to reduce

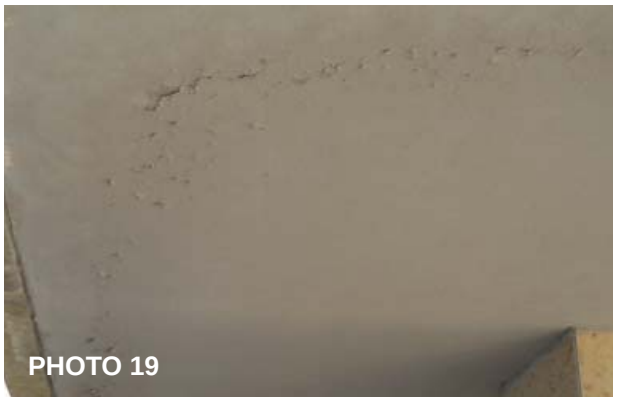


PHOTO 19

PHOTO 20

PHOTO 23

PHOTO 21

PHOTO 22

the number of joints at the top of the stone panels. New stone panels may be required to replace those that are too severely damaged. We are also recommending that the damaged limestone at the roof edge either be repaired in-place or removed and replaced with new after repairing steel supports as required. To prevent further water intrusion, the sheet metal roof coping/flashing detail should be changed so that sheet metal covers the entire support steel and the top of the stone so as to shed water away from the joint and not rely on joint sealants at this joint. The joint sealant between the concrete roof slab and the stone banding at the ceiling should be removed and replaced. The exposed concrete ceiling should be stripped of the existing paint and either cleaned and left exposed or primed and repainted with a paint system that is recommended for use on exterior concrete.

EXTERIOR WINDOWS AND DOORS

Aluminum Windows

The exterior windows on the building are aluminum framed with ¾" insulated glass that is thought to be the original glazing systems from 1965. The windows on the 1st floor are non-operable while the windows on the 2nd and 3rd floors of Building Unit 'A' are an operable casement type window; the operable windows are kept locked shut at all times. The original plans show that the window frames are a very early generation of thermally broken frames but it is not known if the window style drawn is the same as the window that were actually installed; no shop drawings for the windows were available for review from the original building project. There were no screens installed on the windows.

The windows in the 2nd floor area of Building Unit 'B' are aluminum framed security windows with single pane obscure glass with an interior security screen. There does not appear to be a way to tell what type of glass was used in these windows from just looking at them. There is no available Project Manual (specifications) or shop drawings available for these windows.

The windows on the 1st floor, West end of Building Unit 'B' appear to be original to the building as well. The windows are shown on the original building documents to be aluminum framed, thermally broken frames with ¾" insulated glazing. This area was renovated in 1987 for the new Huber Facility. The plans for this 1987 renovation indicate that the glazing on the windows was to be sandblasted to create obscure glazing. Security screens were also added to the windows at that time. The notes from this renovation project do not show the window glazing being replaced with a security glazing.

At some time in the 1990's the window frames and window glazing had new joint sealant installed on the exterior by one of the local glass shops. The joint sealant was installed between

the masonry veneer and the window frames and on some windows between the window frames and the glazing. There are some areas where this newer joint sealant is starting to fail (Photo 20). There are also indications on several windows that sealant used between the two sheets of glass has completely failed and is melting and running down the interior face of the glass in the air space (Photo 21). It was also reported by several building occupants that the window frames will frost up in the winter.

Recommendations – Aluminum Windows
Because of the age and condition of the existing aluminum window frames and glazing we recommend that all windows be replaced with new. New window frames should be a thermally broken, non-operable window frame with 1", Low-E, insulated glazing. We would also recommend enlarging the size of the window openings at the old jail area to let more light into the building and increasing the views from this area of the building. There would be a large upgrade in performance of the window systems especially at the 2nd floor jail area where the original windows area noted as only being single glazed.

Aluminum Framed Entrances and Storefronts
The Aluminum Entrances and Storefronts at the four public entrances appear to all be original to the building. According to the details on the original building drawings these units are non-thermally broken frames. The glazing on the exterior doors and sidelites is ¾" insulated glazing units that are thought to be original to the building as well. Various components of the door hardware have been replaced over the life of the building. In some cases the hardware is similar but not exact matches for what it replaced.

It appears that there are some door frames that have required some structural reinforcing/repairs in the past by the addition of aluminum angels screwed to the door frames and the floors. The repairs serve the intended purpose but are unattractive (Photo 22). The typical door hardware has exceeded its life expectancy and would require repairs if not replaced. The glazing units are well beyond the life expectancy of modern insulated glazing units; typically the seals will fail and the insulation value of the units will drop significantly. Also, glazing from this era would not include the more modern low-e coatings or have the Shading Coefficient of new glazing.

Recommendations – Aluminum Framed Entrances and Storefronts
We are recommending the replacement of all interior (vestibule) and exterior Aluminum Framed Entrances and Storefronts. New aluminum frames should be a thermally broken for the exterior frames; interior frames not required to be thermally broken. Exterior Glazing should be 1", Low-E, insulated glazing while interior glazing would be ¼" tempered glass. New weatherstripping would be included with the new framing and doors. Door hardware would also need to be replaced and updated to meet current codes for accessibility and egress.

EXTERIOR HOLLOW METAL DOORS AND FRAMES

Exterior hollow metal doors and frames where used at the service/non-public entrances to the building; most notably at the east and west stair exits for Building Unit 'B' and in the east area well at the south-east corner of Building Unit 'B'.

The exterior hollow metal doors and frames have areas where they are starting to rust (Photo 23). It is unknown if the doors are insulated or if they are insulated, what type of insulation was used. The hardware on theses doors appear to be in fair condition but is dated and in most cases appears to be original to the building.

Recommendations – Exterior Hollow Metal Doors and Frames
Recommend that all exterior hollow metal doors, frames and door hardware be replaced with new. New doors should be galvanized exterior grade, insulated hollow metal which could be upgraded to Aluminum Storefronts depending on location and use. Door hardware should all be replaced with new so it meets current codes for accessibility and egress.

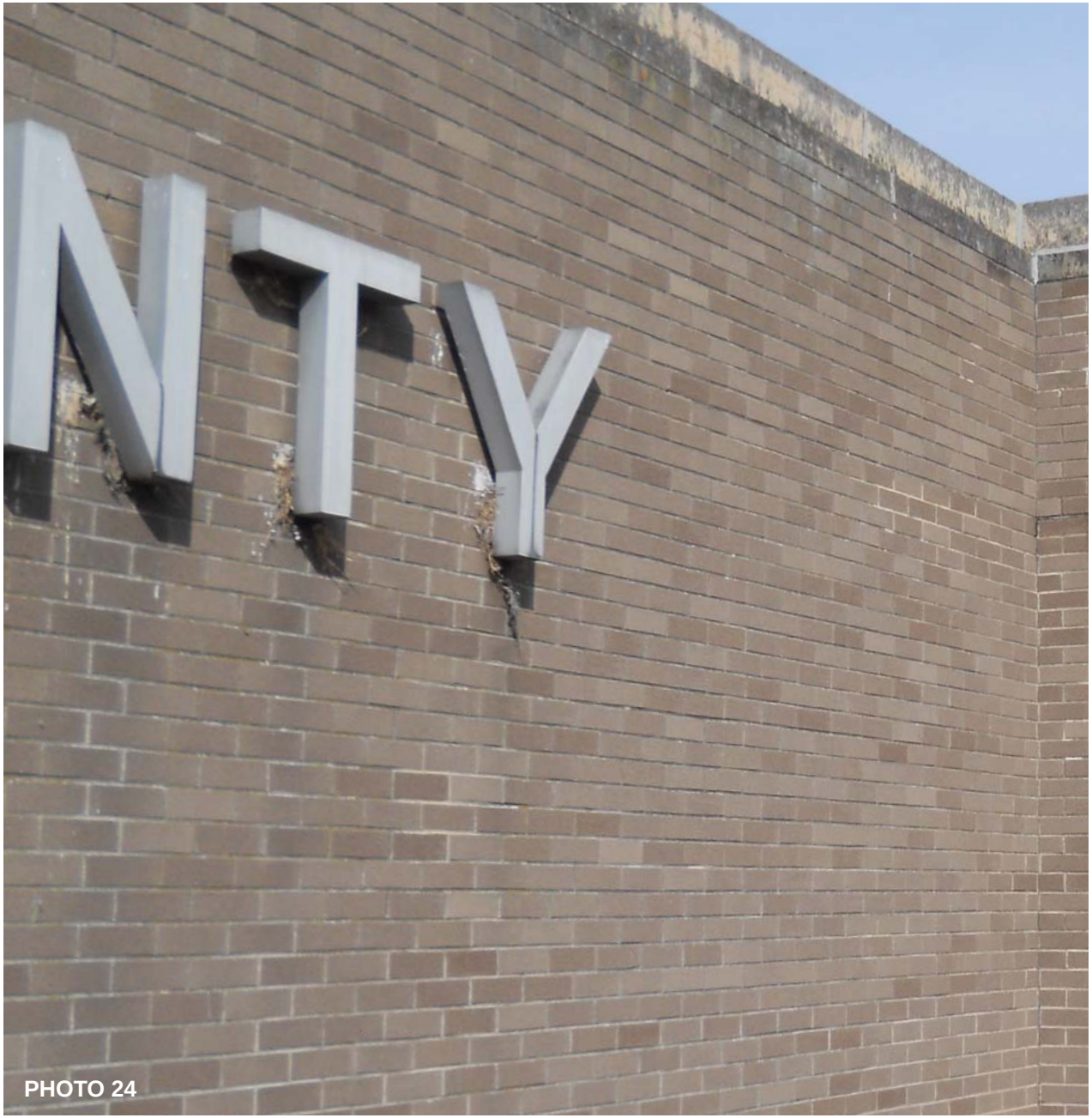


PHOTO 24

OVERHEAD GARAGE DOOR

Aluminum Overhead Garage Doors
Aluminum overhead garage doors are located on the south end of Building Unit 'B' where the Garages and Vehicle Sallyports for the Sheriff's Dept. where located. A few of these doors have since been removed and filled in as the spaces where renovated for other uses. The remaining doors are of an aluminum stile and rail construction with both aluminum and glass infill panels. Typically garage doors of this era where not insulated.

Recommendations – Aluminum Overhead Garage Doors
We recommend replacement of all overhead doors with new overhead, sectional, insulated, aluminum clad doors with new commercial operators.

EXTERIOR BUILDING SIGNAGE

There are various types of signage of on the building. The aluminum building lettering on the east and west elevations has become nesting grounds for birds (Photo 24). The lettering is installed on standoffs from the face of the building and the back of the letters are hollow/open. Wire screens where added to the backsides of some of the easily reached letters to prevent the nesting but not all letters. There is a recessed, lit sign located above the entry door at the south end of the building. There are other small placard signs at various locations on the building exterior (Photo 25). There are at least 3 different styles all visible on the same building elevation.

Recommendations - Exterior Building Signage

We recommend having a local sign company either replace the building lettering signage with new closed back lettering or remove and reinstall the current lettering tight to the building. The recessed lit sign on the south building elevation should be removed and the opening filled with brick to match the existing. The placard signs should be replaced so as to coordinate the style of the signs used on the building exterior. Placard signs need to meet ADA requirements.

PHOTO 25

PHOTO 26

Interior Evaluation

INTERIOR PARTITION WALL CONSTRUCTION

The interior construction of the partition walls and finishes varies between Building Units 'A' and 'B'. It appears that this was done to possibly save money in the areas requiring less extensive finishes or for the areas that required additional durability and strength due to room use or security concerns. There were also numerous remodeling/renovation projects over the life of the building. There are documents available for only three of the remodeling/renovation projects. Other changes where either made during the original building construction that where not noted on the Record Drawings or in subsequent projects that predate July of 1981. Due to the various projects over the life of the building, some of the concealed building materials used are known as they are undocumented.

Building Unit 'A' interior wall construction.

The original building documents indicate that the structure for the typical interior partition walls are structural clay tile (hollow core). Expanded metal mess was installed over the structural clay tile and served as the base for the cement plaster finishes of the walls (Photo 26). Where wall were furred out from the structure behind it, gypsum lath was used as the substrate for the plaster finishes. This appears to be only at the east and west exterior walls of Building Unit 'A'.

As noted in the paragraph above, there have been multiple remodeling/renovation projects over the life of the building.

PHOTO 27

Of the documented renovation projects for the building that included the construction of new walls in Building Unit 'A' the drawings indicate that metal stud framing was used with Gypsum Base and veneer plaster finishes.

The Vault located in the north-east corner of the basement in Building Unit 'A' is constructed of 1'-0" concrete walls and ceiling/roof. This was done for security reasons.

Most walls of Building Unit 'A' are plaster. Wall finishes include paint, fabric or vinyl wall coverings, and tile. Overall the plaster walls are in good condition.

One of the major downfalls to this type of wall system (plaster of structural clay tile) is that it is hard to run new concealed conduits, data/phone lines, or piping without major effort and expense. To avoid the high cost of installing the systems within the walls, surface-mounted (exposed) piping conduits and wiremold are used when new systems are installed. Another issue is that many of the partition walls are located directly underneath beams that are fireproofed with asbestos containing fireproofing and the structural steel columns are wrapped in structural clay tile either as a fireproofing measure or to protect the spray-on fireproofing that is on the columns. In either condition, there is likely to be friable asbestos material lying within these walls that would need to be removed as part of an Asbestos Abatement project.

PHOTO 28

Building Unit 'B' Interior wall construction

The original building documents indicate that the structure for the typical interior partition walls in Building Unit 'B' is Light Weight Concrete Masonry Units (CMU) though there are some walls in this area with Structural Clay Tile. Where the walls have a plaster finish, expanded metal mess was installed over the CMU and served as the base for the cement plaster finishes of the walls. There are exposed CMU walls that have painted, glazed block, or burnished block finishes (Photos 27 and 28).

The Jail area was constructed with CMU walls. Depending on which level of the jail and what the purpose of the space was changes the type of CMU used. Some walls are painted, some are Burnished CMU block, and some are glazed block.

PHOTO 29

The jail cells in the original 2nd floor jail are constructed of steel panels which were riveted/bolted together. The ceilings throughout the 2nd floor jail are a "security plaster". The ceilings of the jail cells are part of the jail cell system and are also steel plate that is riveted/bolted to the steel walls (Photo 29).

For a change in use of this area of the building would require extensive renovations to change it to viable office space. This would require a complete interior demolition, abatement, and renovation project. All jail systems would need to be removed as well as most interior CMU walls. Mechanical spaces could possibly stay as currently laid out but that is dependent upon new MEP system configurations. Similar to the issues with the structural clay tile (hollow core) is that it is hard to run new


PHOTO 30


PHOTO 31


PHOTO 32

conduits, data/phone lines, or piping without major effort and expense. Unless they are surface mounted and left exposed to view, another issue is that many of the partition walls are located directly underneath beams that are fireproofed with asbestos containing fireproofing and the structural steel columns are wrapped in CMU either as a fireproofing measure or to protect the spray-on fireproofing that is on the columns. In either condition, there is likely to be friable asbestos material lying within these walls that would need to be removed as part of an Asbestos Abatement project.

Recommendations – Interior Partition Wall Construction
We are recommending that most interior partition walls be replaced with new. The typical new walls should be constructed from light gauge metal studs, and gypsum board. For sound control, we would recommend that sound attenuation insulation be installed in the stud cavities where needed; acoustical joint sealant would be used at the base and head of the walls. The sound rated walls would extend from the floor to the floor/roof structure above. Walls that do not require sound treatments could be allowed to extend 6" above the ceilings. The interior side of the exterior walls should be furred out with metal framing. New insulation and vapor barriers installed; type of insulation to be determined by building type classification. Gypsum board would need to be installed from floor to the underside of the structure above at the exterior walls.

FLOORING

Flooring materials used in the building vary throughout the building. The original flooring installed in the building included terrazzo, ceramic tile, resilient tile, concrete, and carpet. Most of the original hard surface (non-carpet) floorings still exist in the building including the asbestos containing resilient tile flooring, much of which has been covered with newer carpeting.

The existing conditions of the floors are somewhat dependent upon the flooring type, location within the building and the use of the space. The Terrazzo flooring used in the Stairs 1 and 2, in the 1st, 2nd, and 3rd floor public corridors, the 1st floor vestibules, and jail areas are in very good condition (Photo 30). There is some minor cracking in some of the terrazzo but this could be easily repaired. The resilient tile flooring systems used in the building contained asbestos in either one or both the tile itself or the mastic used to adhere the resilient tile to the substrate. There are some areas where this resilient tile is still exposed but is well maintained (cleaned and sealed), some areas where it has been covered with carpeting, and some areas where it has been removed as part of Asbestos Abatement with earlier renovation projects.

Recommendations - Flooring
The recommendation for the flooring in the building depends on the flooring material and the future intended use for the space in which it is installed. We recommend preserving and repairing the terrazzo flooring where it is currently installed. Per the Asbestos Report the terrazzo was not tested but it is currently assumed to contain asbestos but this should be verified with some minor destructive sampling and testing.

The resilient tile flooring is known to contain asbestos and should be removed as part of a renovation/abatement project. The ceramic floor tile should be removed and replaced as part of any renovation project. It is not likely to be able to find the same ceramic floor tile to be able to repair the existing or add onto the existing if there is a future restroom expansion/ renovation. The carpeting throughout the building is in fair to poor condition. Much of the carpeting would need to be removed to access the asbestos containing resilient floor tile for removal during an abatement project. All carpeting should be replaced. Painted / sealed concrete floors would most likely be covered with new finishes as part of a renovation project.

PHOTO 33

CEILINGS

Ceiling materials used in the building vary throughout the building. The various types finished include but are not limited to the following types: plaster, Acoustical Tile Ceilings, Fiberglass Tile Ceilings, Acoustical Metal Tile Ceilings, open eggcrate ceilings, and luminous panel ceilings. With the various renovation and remodeling projects some ceilings have been updated to newer materials but many of the ceilings are still original to the building. Some of these ceilings in the renovated areas are still over 30 years old.

The conditions of the ceilings vary depending on location within the building and if the plenum space above has to be accessible to maintenance personnel and contractors. As an example, the domed fiberglass ceiling panels (Photo 31) and the perforated acoustical metal ceiling tiles (Photo 32) located in the main corridors have been damaged over the years caused be being removed and reinstalled numerous time. Once the acoustical metal ceilings tiles have been removed, they are very difficult to reinstall correctly. These two particular ceiling tile types need to be removed when Facilities Dept. personnel and contractors need to work on the ductwork, data wiring, lighting, plumbing, etc., located above the ceilings. As noted in the Asbestos Report there is evidence that asbestos fibers from the fireproofing has fallen onto the top side of the ceilings thus contaminating these areas and potentially creating a hazard to maintenance personnel and contractors whom have to access these areas.

There are areas where the ceilings are stained from old water leaks (Photo 33). In many areas the ceilings are discolored and yellowed both from age and from the days when smoking was allowed inside the building. There is also discoloration at the areas of HVAC registers and grilles which is very common for buildings of this age.

Recommendations – Ceilings

It is recommended that all the finished ceilings throughout the building be removed and replaced with new. The removal should be completed as part of a whole building asbestos abatement project since it has been documented that asbestos fibers are contaminating the tops of many of the ceilings in the building. The ceilings should be replaced with materials that are readily available; some of the existing ceilings systems may no longer be available.

PHOTO 34

PHOTO 35

PHOTO 36

INTERIOR DOOR AND FRAMES

The existing interior door frames are hollow metal frames. The doors are either hollow metal or wood depending on their location and function. Both wood and hollow metal fire rated doors are used in the building.It is not known if the fire rated doors contain asbestos; destructive testing would be required to determine which, if any, of the doors contained asbestos (refer to *Asbestos Building Inspection, Bulk Sampling & Management Planning*). The wood doors are structural in good condition but cosmetically they are in fair to good condition (Photo 34). Some of the wood doors could use refinishing. Most of the door hardware appears to be original to the building though hardware replacements have been made as needed. The door locksets use knobs.

Recommendations – Interior Doors and Frames

We recommend replacing the wood doors throughout the building after they have been test for asbestos. If the interior partition walls are replaced, new hollow metal frames should be installed. New door hardware should be installed. Levers should be used instead of knobs for accessibility. New door hardware could be coordinated with that used at the LEC to reduce the types and styles of spare parts needed for the La Crosse County campus buildings.

ELEVATORS

There are three elevators installed in the building. The elevators are all traction type passenger elevators and are original to the building. Elevator 1 located at the north end of Building Unit 'A'. Elevator 2 is located at the main Lobby area at the link between Building Units 'A' and 'B'. Elevator 3 is located roughly in the center of Building Unit 'B'. The Elevator Machine Rooms are located adjacent to the elevators and open to the elevator shaft for the passage of the cables that raise and lower the elevator cabs. The equipment located within the rooms includes the electrical controllers and motors. The elevators cabs appear to also be original to the building with no updates to the finishes or controls (Photos 35 and 36). None of the cabs are sized for stretchers/gurneys or meet the current ADA requirements for accessibility. At least one of the public elevators should meet these current requirements.

Recommendations - Elevators

While the elevators are all still operational, there are numerous maintenance issues with the elevators. We recommend that all elevators be replaced with new. If replaced, at least one of the elevators would need to be brought up to the current ADA standards. We would also recommend that there be at least one elevator that is sized for a standard ambulance stretcher/gurney. By code, only one elevator is required in the building, so there is the opportunity to reduce replacement and maintenance cost by removing one or two of the elevators. If only one elevator were used, we would strongly recommend that this elevator be a 3500 to 4000 lb. Hospital-grade sized elevator.

STAIRS

There are 8 separate stairways located within the building. While 8 stairways sounds excessive for a building of this size, many of these were required because of the requirements of having secure stairs for the Sheriff's Dept. and Jail area of the building. The locations of the stairwells are as follows:

Stair 1 – Located in Building Unit 'A', (north stair) between grid lines 1 -2 and H – H2. Extends from Basement up to 3rd Floor.

Stair 2 – Located in Building Unit 'A', (Lobby stair) between grid lines 19 – 19A and I1 – J. Extends from Basement to 3rd Floor.

Stair 3 – Located in Building Unit 'B', between grid lines 19B – 20 and H – J. Extends from Basement to 1st Floor.

Stair 4 - Located in Building Unit 'B', between grid lines 19B – 20 and H – J. Extends from 1st Floor to 2nd Floor (Jail).

Stair 5 – Located in Building Unit 'B', between grid lines 21A – 21C and L1 – M. Extends from Basement to 1st Floor and leads directly to exterior.

Stair 6 – Located in Building Unit 'B', between grid lines 21A – 21C and L1 - M. Extends from 1st Floor to 2nd Floor (Jail). Also leads directly to the exterior at the 1st Floor.

Stair 7 – Located in Building Unit 'B', between grid lines 21B to approximately 5'-0" to the south of 21D and from grid line A to B. Extends from Basement to 1st Floor and exterior.

Stair 8 – Located in Building Unit 'B', between grid lines 21A to 21D and A to B. Extends from 2nd Floor and leads directly to exterior at 1st Floor level (no door into the 1st Floor).

The stair structures themselves are in good condition. The main public stairs, Stair 1 and 2, both have terrazzo flooring at the landings, and the stairs themselves are constructed of precast terrazzo treads and riser system. The railings are an open stainless steel railing that does not meet current codes and need to be updated for safety reasons (Photo 37). This update may be as simple as adding glass guardrail panels to the existing handrail system. Glass panels have already been added to the upper landings of both stairs. The "ceilings", exposed underside of the stairs is painted but has dirt/water stains from water running over the edges when the stairs and landings are mopped. The walls have been covered with wall covers, "wall paper", which is dated and the seams are peeling away from the walls surface.

PHOTO 37

Recommendations - Stairs

The recommendation for the stairways is to correct any safety issues and update stairs to current building codes. It is thought that this can be completed without negatively affecting the current stair aesthetic. The current non-public stairs should be evaluated as part of a building renovation design; it may be possible to reduce the number of stairways within the building since there is no longer need for "secure" stairways.

VIEW OF MEN'S BATHROOM INTERIOR

Code Analysis

OVERVIEW

While the La Crosse County Administrative Center is a structurally intact facility that is capable of serving the County for a number of years, its current condition does pose challenges related to life safety and the Building Code. The building met the code requirements in place at the time of its construction in 1965, however, these building code requirements have changed in the past 48 years and elements that were once considered safe now pose distinct threats to life safety. The most pressing issue is the presence of hazardous materials, in the form of asbestos, which has become airborne. Other items that do not meet current code requirements include fire suppression systems, ADA accessibility, and emergency egress, among others.

The following code review is based on the current 2011 Wisconsin Enrolled Commercial Building Code, which references the 2009 International Building Code and the 2009 International Existing Building Code. It is organized by relevant chapters based on the 2009 International Building Code with pertinent Existing Building Code information included within these sections. The design and construction phases of the project will need to adhere to the applicable codes in effect at the time of their accomplishment.

The removal of the hazardous materials without a change to the configuration of any spaces or systems is classified as an Alteration Level 1. Elements may be removed and rebuilt in/

restored to the same location. Any alterations that include reconfiguration of elements will meet the requirements of Alterations Level 2, unless these alterations encompass more than 50 percent of the building at which point Alteration Level 3 requirements shall apply.

CHAPTER 1: ADMINISTRATION

Public buildings and places of employment constructed or altered in the State of Wisconsin are to meet the requirements of the Wisconsin Enrolled Commercial Building Code.
The Department of Safety and Professional Services of Wisconsin will perform a review of the building design prior to construction to ensure compliance with the Wisconsin Enrolled Commercial Building Code.

CHAPTER 2: DEFINITIONS

Repairs - Include the patching, restoration, or replacement of damaged materials, elements, equipment or fixtures for the purpose of maintaining such components in good or sound condition with respect to existing loads or performance requirements.

Alteration Level 1 – Include the removal and replacement or the covering of existing materials, elements, equipment, or fixtures using new materials, elements, equipment, or fixtures that serve the same purpose.

Alteration Level 2 – Include the reconfiguration of space, the addition or elimination of any door or window, the reconfiguration or extension of any system, or the installation of any additional equipment.

Alteration Level 3 – Include alterations defined as Level 2 where the work area exceeds 50 percent of the aggregate area of the building.

Area of Refuge – An area where persons unable to use stairways can remain temporarily to await instructions or assistance during emergency evacuation. This 30”x48” area is out of the path of travel and includes a communication system.

Atrium - An opening connecting two or more stories, other than enclosed stairways, elevator hoistways, escalators, plumbing, electrical, air conditioning or other equipment shafts, which is closed at the top and not defined as a mall.

Fire Separation Distance – Means of distance measured at right angles from the face of the building wall to one of the following:

1. The closest interior lot line
2. To a permanent no-build easement line
3. To the centerline of a street, alley, or public way
4. To an imaginary line between 2 buildings on the same property

Means of Egress – A continuous and unobstructed path of vertical and horizontal egress travel from any occupied portion of a building or structure to a public way. A means of egress consists of three separate and distinct parts: the exit access, the exit, and the exit discharge.

Occupant Load – The number of persons for which the means of egress of a building or portion thereof is designed.

CHAPTER 3: USE AND OCCUPANCY

The intended use of the building determines the Occupancy Classification. All parts of the building are considered. This building falls into two distinct occupancy classifications: A-3, which includes lecture halls, courtrooms, and community halls; and B, which includes civic administration and professional services. These disparate occupancies exist in the building without separation and as such must be considered as a whole. The I-3 classification (prison) has been removed from the building.

CHAPTER 4: SPECIAL DETAILED REQUIREMENTS

In addition to the occupancy and construction requirements of other code sections, the provisions within this chapter apply to specific situations. The main south stair is considered an atrium by definition as it is not separated from each floor by a fire barrier. This stair is a required egress stair and as such needs to be enclosed with fire-rated construction if any Level

2 or Level 3 work is performed on any floor. As an atrium of only two adjoining floors, if not a required egress, it would not require enclosure nor would it require a smoke control system. There are no other elements to the building, in this phase, which are governed by this chapter.

CHAPTER 5: GENERAL BUILDING HEIGHTS AND AREAS

The disparate occupancies exist in the building without separation and as such must be considered as a whole, with the requirements of the strictest occupancy governing the height and area restrictions for the entire building. Given this limitation the building, if new, would not be more than 2 stories and 16,625 square feet per floor (Table 503 of the IBC with allowed modification due to separation distances). The building is greater than this square footage and height. This is permitted as it is an existing building. Any addition to the building, horizontal or vertical, would require a sprinkler system to be provided throughout the entire building and an additional horizontal separation between the existing building and a vertical addition. This provision for adding a sprinkler system is also required if a portion of the building is removed and a new section added that would not meet height and area restrictions. With a sprinkler the building may be 3 stories and 35,625 square feet on each floor.

CHAPTER 6: TYPES OF CONSTRUCTION

The building consists of existing construction categorized as IIIB. This construction has exterior walls of non-combustible materials and interior walls may be of any construction materials. As a Type IIIB construction the exterior bearing walls are to have a fire-resistance-rating of two hours. Other building elements are not required fire-resistance-rated. The fire-resistance rating based on a separation distance of greater than 30 feet means that no additional rating is required. The building construction class will be re-classified as a Type IIB, which removes the need for the two hour exterior bearing wall structure, as long as any foam plastic insulation is covered and other than allowed fire-treated lumber as per the International Building Code, no combustible materials are utilized.

CHAPTER 7: FIRE PROTECTION FEATURES

The fire-resistance rating of structural elements is based on the requirements of Chapter 6. The allowable area of openings in exterior walls is based on Fire Separation Distance. The Fire Separation Distance of greater than 30 feet means that the amount of openings in exterior walls is unlimited.

In accordance with any alteration Level 2 work area shafts protecting openings and penetrations between floors are to be fire-resistance-rated fire barriers. This applies to elevator shafts, required means of egress stairs, duct chases, etc. In accordance with Level 3 all shafts on the story will comply with these requirements. These enclosures are to be 1 hour fire-resistance-rated when connecting three or fewer floors and 2 hour fire-resistance-rated when connecting four or more floors. Openings in these enclosures are also to be fire-resistance-rated. Where the fire barrier is to be 1-hour rated the doors are to be 1-hour rated as well. For 2-hour fire barriers the doors are to be 1 ½ hour rated.

Corridors serving work areas are to be 1 hour fire-resistance rated as required by the Occupancy Type. With the installation of a sprinkler system throughout the building, corridors for this project are reduced to a 0-hour fire-resistance rating.

CHAPTER 9: FIRE PROTECTION SYSTEMS

If alteration work on any level is greater than 50% of that level then a sprinkler system is required to be installed on that level. Any alteration work area on the basement level requires the installation of a sprinkler system. Any addition to the building will require the installation of a sprinkler system throughout the building. The building does not require a standpipe system in accordance with this code, however, the Fire Department may require the installation of this system. In a Level 3 alteration fire alarm and detection systems shall be installed throughout the building.

CHAPTER 10: MEANS OF EGRESS

Means of egress requirements are based upon the Occupant Load for any given space. The Occupant Load is determined by a factor assigned the intended use of a space applied to the square footage of that space. This Occupant Load may

be reduced (limited) from that calculated by the typical means with permission from the code official and permanent signage at the space indicating the maximum restricted load. Loads may be increased (set) as long as the increase number is used for Occupant Load dependent calculations. Refer to *Occupant Load Tables* in the appendix for detailed information about occupant loads on each floor.

Level 1 - 191 Occupants
Level 2 - 138 Occupants
Level 3 - 214 Occupants
Level 0 - 402 Occupants

The total load for the building is 945 occupants. This loading requires that all floors provide 2 means of egress. The building as a whole requires 3 means of egress.

The width of egress components are based on these Occupant Loads. New egress stairs need to be a sized to accommodate 0.3 inches of width per occupant that it serves. Doors and other egress components are to be sized as 0.2 inches of width per occupant served. Given these factors the required stairs from the second and thirds floors are to be 44 inches in width if there is a sprinkler system and 48 inches without. The basement stairs, if there are two, are to be 61 inches each. If there are more than two egress stairs, they are to be 44 inches in width if there is a sprinkler system and 48 inches without.


PHOTO 1

Egress stairs from any story where Level 2 or 3 work is completed will have guard rails and a handrail on at least one side. Egress routes from these work areas shall also have required exit signage (Photo 1 shows existing stair railings lack compliant guard rails).

Once an occupant has entered into a means of egress component they are to remain within a fire-resistant-rated path until discharged from the building.

If there is not a sprinkler system installed, stairs will require areas of refuge and elevators will require elevator lobbies. One area of refuge is required at each required stair on levels 2 and 3 and two areas of refuge are required at each of the two required stairs at the basement.

Rooms and spaces with an Occupant Load of 50 or more require doors to swing in the direction of egress. Existing doors in work areas serving 100 or more occupants require panic hardware. The egress doors to exit from the building are to be a minimum of 189 inches total. This may be distributed around the minimum of 3 exits.

CHAPTER 11: ACCESSIBILITY

At any level of alteration, elements altered shall be brought to the highest level of accessibility possible. Where existing toilet rooms are not able to be made accessible an unisex accessible toilet room shall be permitted instead. This is


PHOTO 2

required where the work area includes toilet rooms. Dressing and locker rooms shall be accessible if within the work area. If a primary function area is included in the work area an accessible route, including toilet facilities and drinking fountains, shall be provided regardless of alteration level or whether within the work area.

Accessible toilet fixtures include required grab bars and a clear area measuring a minimum 56x60 inches at the toilet. Mirrors are to be mounted a maximum 40 inches above the floor when above sinks or counters and 35 inches otherwise. If bathing/shower facilities are provided, an accessible facility shall also be provided for each gender (Photo 2 shows toilets throughout the building that are only ambulatory accessible, not fully accessible).

PHOTO 3


PHOTO 4

Counters, work stations, and other elements are to be provided at accessible heights and provide knee clearances and clear space for approach (Photo 3 shows counters throughout the building do not meet accessibility requirements).

The minimum width of an accessible route is to be 36 inches. This may be reduced for a maximum length of 14 inches to a width of 32 inches. Accessible doors are to be 32 inches clear from the face of the door to the stop opposite. With three means of egress required from the building, two of these need to be accessible. The east and south entries meet this requirement. Accessible ramps and stairs require handrails on both sides. These are to be located between 34 and 38 inches off the adjacent walking surface or tread nosing and be provided with extensions measuring 12 inches at the top and the depth of the tread beyond the bottom with returns to the wall or floor. Where vertical clearance is reduced, such as under stairs, a barrier a maximum 27 inches above the floor will prevent access (Photo 4 shows path widths that are reduced by storage below code-required widths).

A Level 3 alteration necessitates that at least one existing elevator shall meet emergency operation requirements of ASME A17.3. New elevators shall be provided with Phase I emergency recall operation and Phase II emergency in-car operation in accordance with ASME A17.1.

CHAPTER 29: PLUMBING SYSTEMS

Plumbing fixture calculations are based on anticipated use of each portion of the Occupant Load. The plumbing fixture count calculation results in totals (does not include the south end second level) found in the “Plumbing Fixture Counts” table to the right.

Fixtures located within unisex toilet bathing rooms are permitted to be included in determining the minimum required number of fixtures for this building. Up to 50% of the required male fixtures may be urinals.

MINIMUM CODE UPGRADES OF EXISTING ELEMENTS

Please refer to the “Code Compliance Checklist” to the right for more information on upgrades to meet code requirements.

Code Compliance Checklist

Element	*Existing*	*2013*
Rated vertical shafts including egress	n/a	x
stairs – 1 hr 3 stories or less		
2 hr 4 stories or more		
Rated openings w/closers and latches	n/a	x
Panic hardware for doors serving 100+	n/a	x
Guards at level changes >30 inches	n/a	x
Handrails with extensions on both sides of stairs	n/a	x
Height barrier under stair	n/a	x
Area of refuge at stairs in unsprinklered buildings	n/a	x
Elevator lobbies in unsprinklered buildings	n/a	x
Sprinkler system required	n/a	x
Accessible restrooms (not ambulatory)	n/a	x
Accessible water fountains (approach)	n/a	x
Accessible route to all required spaces – widths – stairs/ramps	n/a	x
Code compliant doors/hardware – not vault doors – hardware height, graspability	n/a	x
Accessible counter heights and approaches	n/a	x
Hazardous materials (asbestos)	A	N

Plumbing Fixture Counts

For Assembly Usage (A-3) – (357 Occupants)

Water Closets –	Male	1 per 125	= 2
	Female	1 per 65	= 3
Lavatories		1 per 200	= 2
Drinking Fountains		1 per 500	= 1
Service Sink		1	= 1

For Business Usage (B) – (588 Occupants)

Water Closets –	Male	1 per 50	= 7
	Female	1 per 50	= 7
Lavatories		1 per 80	= 9
Drinking Fountains		1 per 100	= 6
Service Sink		1	= 1

Building Fixture Total		2013 Code	Existing
Water Closets –	Male	= 9	21
	Female	= 10	16
Lavatories		= 11	20
Drinking Fountains		= 7	6
Service Sink		= 1	4

n/a – not applicable x – required
A – allowed N – not permitted

ABANDONED SPACE SHOWING ABATED FIREPROOFING AROUND STRUCTURE AND TEMPORARY WOOD SHORING

OTIE
Oneida Total Integrated Enterprises

STRUCTURAL ANALYSIS

EXECUTIVE SUMMARY

A cursory on-site review of this building shows good, structural performance over its life thus far. There is no apparent distress visible either interior or exterior, that would imply a structural deficiency of the building itself. There was an environmental condition that caused slab deterioration in the former garage at the south end in building area B. This should be repaired in a building renovation program, with slab removal, steel cleaning/repair and slab replacement. Exterior masonry and stone movement and cracking would appear to be primarily due to a lack of veneer movement joints, and perhaps to some degree due to a variation in wall construction from one area to another. A building renovation should, at a minimum, add vertical movement joints to areas currently lacking this mechanism. Existing building documentation available does not clearly show how horizontal “shelf” angles are installed. Renovation attempting to establish horizontal “soft” joints and use of the shelf angles as vertical support of the masonry veneer would require further investigation and may not be structurally feasible with the structural frame, as designed. The site retaining walls at sidewalk boundaries have had movement/rotation problems, as well as general masonry deterioration issues due to movement and moisture. The original drawings did not show these walls. Renovation would presumably either extensively re-build, replace or possibly remove (if site grading could accommodate) these walls.

STRUCTURAL REPORT

Report date: October 7,2013
Visit date: September 30, 2013

The facility was built in 1963/64 and consists of a three story north portion and a two story south portion. There is a full basement below the entire footprint. The building footprint is approximately 29,660 square feet, and the total building area is approximately 107,300 square feet.

The building's structural system consists of a full, steel frame, using wide-flange beams and columns. Original structural design drawings were not available, but structural steel erection and shop drawings illustrate the main frame elements, and combined with the architectural drawing sections, present a fairly complete picture of the system. The north, three story section of the building has frame lines/columns at 10 feet on center, in the east west direction. Beams span 35 feet from exterior wall to the 11 foot center corridor area. The steel erection drawings indicate that lateral resistance for this area is provided by type 2, "wind" connections, which provide rigidity with light moment connections designed for the wind load only. This type of resistance is provided both east-west and along the central beam/column lines at the center in the north-south direction. In addition, masonry walls, built integrally with the steel frame at exterior walls, add significantly to the lateral stiffness. The south, two story area of the building, while available drawings do not delineate,

PHOTO 1

appear to have a similar lateral resistance mechanism. All floors consist of the main steel frame, supporting flat-formed concrete slabs of 4.5 inch thickness (See Photo 1). Generally, maximum beam spacing is 10 feet. At lobby and corridor areas, the support beams and structural slab is recessed to allow for a 3 inch terrazzo setting. Primary wide-flange floor members are designed as composite steel members. This means that beams are mechanically engaged with the concrete slab (in this case with small steel channels welded to the top flanges) to utilize the properties of the concrete to increase overall beam bending capacity. The roof structure of the south, two story area consists of open-web steel trusses at approximate 5'-0" centers, supported on wide-flange steel beams. These trusses support precast concrete channel plank. The south, three story area roof is ribbed steel deck supported on the steel beams. This area is designed as a future floor and columns supporting this area are stubbed above the main framing level for future extension (see Photo 2). It is not known if the present deck is designed to be permanent, with future slab poured upon it, or if it would

need to be removed to place a similar slab to floors below. It is our assumption that deck would need to be removed and shear connectors applied, to utilize the likely composite characteristics for which the structure appears to have been designed. The south, two story area is not designed for future vertical expansion.

Design loads and notes, which may have been included in the original structural drawings, are not available, so exact delineation of design capacities is not possible without extensive analysis of existing framing. However; spot checks done in a couple areas, indicate adequate capacity for typical office functions and/or common area use. Should a remodeling project be undertaken and certain areas be desired to support a higher load, analysis and potential design for structural capacity upgrade could be done.

The building structure is required to maintain a fire-resistive rating and this was accomplished in this facility with spray-on fire proofing applied to the exposed structural steel surfaces (see again Photo 1) and steel deck areas on the roof framing. It was determined that this fire proofing contains asbestos within it and thus creates a hazardous exposure issue. It has been abated in some areas previously remodeled, however; much of the total floor/roof area has not been addressed. The building was re-roofed in approximately 1984. It was intended to completely remove the original built-up roofing and replace with a ballasted EPDM. This was completely

PHOTO 2

accomplished on the two story area, the penthouse and a portion of the three story area. However; during stripping of the built-up roofing over the courtroom and other open office areas, the fire-proofing was coming loose and sifting down to occupied areas below. The stripping was discontinued and the EPDM and ballast was applied over the existing roofing (see Photo 3). In as much as this level is designed as a future floor, the gross structure has ample capacity for this extra roofing weight. Since the deck size and gauge is unknown, there could be some decrease in required capacity, however; with the code change since the original design, the code-required snow loads are now less and the resultant net load is likely the same.

The first floor (south end) area originally used as the sheriff's garage and sally-port is constructed in similar fashion to the balance of the first floor structure with 4.5 inch concrete slab over steel wide-flange beams spaced at approximately 10'-8" on center. As this writer understands, the drains corroded and filled with grit, plugging them to the degree that ponding of road-borne materials and moisture remained on the slab for periods of time. Consequently, corrosion of the reinforcing steel within the concrete slabs corroded and caused delamination and spalling (see photo 4) of the top and bottom slab surfaces. This area has been fully shored (see Photo 5) with plywood below the entire underside, supported by wood post shores spaced approximately 4'-0"

PHOTO 3

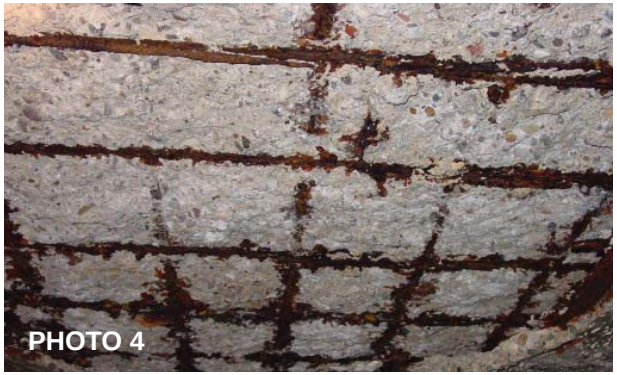


PHOTO 4

PHOTO 5

on center in both directions. Most of the top surface was repaired by removing loose concrete and replacing with new concrete and leveling the surface for new use as a printing shop. Resilient tile has been placed such that the top surface is not visible. One area of this end is still used as a garage, for yard care and mower storage. The top slab has been repaired and a portion of the bottom side has been shored. This writer understands that a City or State variance was obtained to shore and leave the slab in that fashion. Should a remodeling of the building be pursued, a full evaluation of the condition of the slab, reinforcing and beam flanges should be done. Possible repairs could range from additional patching to complete removal of the slabs, cleaning of support beams and replacement of like slabs.

An exterior review was completed to look for element or system distress that may be indicative of structural deficiencies. No issues indicating structural deficiencies were noted for the building. There are several issues in both brick and stone relating to either moisture or movement issues. In large areas of brick, there are no vertical movement joints to allow lateral movements (See Photo 6). Spacing of these types of joints can vary based on aspect ratio and opening size and spacing, but generally would be at 18-24 feet. There are shelf angles to create a type of horizontal relief joint, however; these do not appear to have been done as brick support shelves, with soft joints below to allow incremental brick growth floor-to-floor. There are no existing documents available which detail this angle and how it is set. This writer was informed that a complete re-pointing of the façade was done from 1998-2000. It is unknown if any has been done since that time. In some cases, no additional movement was noted in some repaired joints. In other cases, movement had re-occurred (see Photo 7 – vertical joints/cracking repaired, but upper has re-cracked). Some joints appear to have been filled with caulk rather than mortar. There are several cracked or damaged stone panels or bands. There are particularly significant stone panel problems at the south end (Photos 8 & 9), at the former garage doors. The retaining wall on the

PHOTO 6

PHOTO 7

PHOTO 8

north and west has or is presently, undergoing some outward movement. The north wall has had some tie-back anchors installed. It is apparent at the northwest corner that there is outward rotation (Photo 10) of the west wall in an ongoing basis. These retaining walls have a significant amount of brick and joint problems due to both movement and moisture (Photo 11). The original drawings do not show these walls and the actual construction is unknown. This west wall could be similarly stabilized with tie-backs as a maintenance item. If complete remodeling moves forward, consideration of re-building the walls may be in order.

In general, the building structure has performed well over the life of the facility, other than the external, environmental issues causing slab problems at the former garage/sally-port. It appears that there would be no structural reason that the building could not undergo a significant remodeling project. While many present masonry veneer issues may be addressed in a building renovation, it should be noted that it may not be feasible or structurally possible to completely eliminate all issues.

PHOTO 9

PHOTO 10

PHOTO 11

EXISTING MECHANICAL SPACE

SYSTEMS EVALUATION

EXECUTIVE SUMMARY

An on-site review of the MEP systems was performed with personnel from the La Crosse County Facilities Department. A majority of the original building systems are still intact from the original 1965 building construction. Though most of the systems are operational, they are not expected to sustain another 50 year building life cycle. Based on the evaluation of existing conditions and operations, MEP Associates recommends the mechanical, plumbing, fire protection and electrical systems be completely removed and replaced upon a building renovation. While some of the newer existing equipment could be salvaged, MEP Associates recommends installing new, higher efficient equipment to realize a higher energy savings potential and achieve greater system flexibility.

HVAC

The mechanical systems (i.e. air distribution, chilled water and heating water) are antiquated or nearing the end of their useful life, and do not operate at the achievable efficiencies of modern technology. There is no certainty that the existing systems will tolerate another building life cycle in their current condition. Much of the HVAC air distribution system would need to be removed as part of an Asbestos Abatement project to allow access to the asbestos -containing building materials. Although the chiller has only reached half of its useful life, there are reported issues arising with the well water serving the chiller that will shorten its typical life expectancy. If well water is desired or determined to be most appropriate for use in the new chilled water system, the well water should be filtered and or treated prior to entering the new chiller or other water-cooled type equipment to control the issues with the higher salinity well water. Most all of the equipment for the heating water system (i.e. piping, insulation, pumps, coils, valves and actuators, etc.) have reached the end, or nearing the end of the typical life expectancy. Building Control Systems are a mix of the original pneumatic systems and newer digital control systems. The pneumatic portions of the system leaks air throughout the system causing the compressors to cycle on excessively. The newer direct-digital control building automation system does not interface with all the HVAC equipment reducing the level of energy management and system flexibility.

PLUMBING

The domestic water piping systems are original and antiquated. The piping system could not tolerate another building life cycle without major repairs and ongoing maintenance. Additionally, there is no certainty that the pipes have not failed from the inside out. The Facilities Department reported frequent leaks in the water piping systems and that leaks in the sanitary system, which is also original to the building, have occurred in the past. An internal inspection of the sanitary mains leading to the city utilities should be performed. Without a means to further evaluate the existing mains and pipe integrity, plans to remove and replace the laterals should be in place. The plumbing fixtures are antiquated and inefficient; and locating replacement parts is a challenge.

FIRE PROTECTION

The fire protection system currently covers one small area of the building only. A full sprinkler system would be required to serve the renovated building area and therefore a larger infrastructure is required to support higher water flow rates and larger fire department connections, which are governed by code. Existing sprinklers cannot be reused for remodeled areas. A fire pump and stand pipes may be required, if so directed by the Authority Having Jurisdiction (La Crosse Fire Department).

ELECTRICAL

The electrical service entrance equipment including the bolted pressure switch, switchboard and panelboards are original to the building and have reached or are nearing the end of their service lives. Upon a building renovation, the lighting fixtures should be replaced with newer more efficient technologies, and new emergency lighting should be provided throughout for code compliance. While the Fire Alarm, Access Control System, CCTV, and Voice/Data System are all newer to the building, none are new systems. Based on the age of the systems and updates in technology these systems should be updated. The some existing systems components could be salvaged and kept for maintenance stock for other compatible county-owned systems.

FACILITY OVERVIEW

The La Crosse County Administrative Center (LCAC) building is located at 400 4th Street North in La Crosse, Wisconsin, and has a gross floor area of approximately 107,300 square feet. Included in the gross floor area are several County office suites with multiple individual office spaces, conference rooms, break rooms, mechanical and electrical rooms, server rooms, storage rooms and print rooms. The LCAC is composed of two wings, or units (Unit 'A' and Unit 'B'). Unit 'A' is the north wing with 3-stories and Unit 'B' is the south wing with 2-stories; the south wing is essentially divided into an east and west wing.

Construction of the LCAC building was completed in 1965 with a majority of the original mechanical and electrical systems still intact and operating. Three known retrofits/remodels followed the original construction in 1981, 1987, and 1997. These retrofits included an air-handling unit conversion, the addition of a new air-handling unit equipped with direct-expansion cooling, the addition of six exhaust fans, the addition of a variable-air volume roof-top unit, the addition of low voltage cabling and wiring, a lighting retrofit, the addition of a small air-handling unit to serve the original print room (no longer in operation), and several ductwork modifications and diffuser relocations. Following is an abbreviated summary of the aforementioned retrofits/remodels.

- 1981: New air handling unit (AHU-1) installed to serve the basement areas of Unit 'B'; exhaust fan added
- 1987: West wing on 1st floor of Unit 'B' renovated; new rooftop unit (RTU-1) was added to serve renovated area
- 1997: New air handling unit was installed to serve what is now the old print room; ductwork modifications and diffuser relocations; low voltage wiring upgrade and lighting retrofit throughout Unit 'A'

In 2003, direct-digital controls were added to communicate with two of the five main air-handling units, chillers, boilers, and pumps; the rooftop air-handling unit operates via a stand-alone controller and does not interface with the building automation system. Additionally, zone level controls are primarily pneumatic, with the exception of the third floor, and cannot communicate with the building automation system.

The 1987 renovation project involved modifications to the "west wing" of the first floor in Unit 'B' to allow for a jail. During this renovation project, restrooms and shower stalls, as well as, a rooftop unit and a wet-pipe sprinkler system were added to serve the jail area. The jail no longer exists and this area is now being used for office space, printing, and storage. The restroom fixtures and shower stalls previously used in the jail area have been removed; however, the rooftop unit and sprinkler system are intact and in operation.

FACILITY SCHEDULE

On average, the building is occupied from 7:00am to 5:00pm, Monday through Friday; and closed on Saturdays, Sundays, and Holidays. One of the five air-handling units (AHU-4) is scheduled to operate and serve Unit 'A' Monday through Friday, 5:00am to 10:00pm; the remaining air-handling units are scheduled to operate continuously. The building exhaust fans are started and stopped based on the AHU-4 operating schedule.

Mechanical Systems

FACILITY HEATING, COOLING, AND VENTILATION

Heating, cooling, and ventilation are provided for the building via: five (5) main air-handling units; approximately fourteen (14) exhaust fans; one (1) water-cooled chiller with well water used as the condensing source; one (1) well water pump; two (2) chilled water pumps piped in parallel; six (6) non-condensing hot water boilers (atmospheric vent) each with dedicated circulating pumps; two (2) primary heating water pumps and four (4) secondary heating water pumps; multiple duct-mounted heating coils and zone terminal units located throughout the building; and perimeter radiation (i.e. hot water convectors, unit heaters, and forced-air cabinet unit heaters). Further details of each of these systems is discussed below.

AIR DISTRIBUTION SYSTEMS

Five (5) air-handling units are currently in operation; all of which have exceeded their typical life expectancy. Air-handling units AHU-2, AHU-3 and AHU-4 are the original units installed. AHU-1 was added in 1981 to serve the basement area of Unit 'B', which led to the reconfiguration of AHU-2. AHU-2 was reconfigured to operate as the makeup air unit for the boiler room. In 1987, a rooftop unit was installed to serve the "west wing" of the first floor in Unit 'B', which was previously served by AHU-4. The last renovation project, which was in 1997, added an air-handling unit to serve the "old" print room and is no longer in service.

PHOTO 1

PHOTO 2

- AHU-1: 3-zone variable-air volume unit equipped with a chilled water coil and supply fan with variable-frequency drive. AHU-1 serves the basement level of Unit 'B' including the auditorium, computer room, and dispatch/maintenance office area. The unit is controlled via the building automation system and is currently scheduled to operate continuously. A supply air temperature reset schedule is incorporated and is utilized to reset the supply air temperature based on varying load conditions; however, the supply air temperature is most often set to the low limit of 55°F because the unit serves the computer room, which requires cooling all the time.
- AHU-2: Constant-air volume unit that serves as the boiler room makeup air unit. Unit does not interface with building automation system.
- AHU-3: Constant-air volume unit with reheat coils that serves the "east wing" of the first floor and all of the second floor in Unit 'B'.
- AHU-4: Dual-duct, variable-air volume unit that serves Unit 'A' (basement through third floor). Unit operates to maintain a fixed duct static pressure setpoint and hot duct temperature; cold duct temperature is reset based on the return air temperature.
- RTU-1: Single-duct, variable-air volume unit that serves the "west wing" of the first floor in Unit 'B'.

GENERAL CONDITIONS

- The useful life of all air-handling units has been exceeded.
- Ductwork insulation has deteriorated and has begun to fall apart (Photos 1, 2, and 3).
- Dirt and debris line the inside of AHU-3 quite well and there are signs of rust and pitting within the unit casing.
- Access to AHU-3 is constricted and does not allow for easy service and maintenance.
- All air-handling units and the rooftop unit utilize the space above the ceiling as a return-air plenum.
- Space above the ceiling was inaccessible due to the existing asbestos conditions; however, several indicators of dirty ducts were observed (Photos 4, 5 and 6).

PHOTO 3

PHOTO 4

PHOTO 6

- All ductwork, with the exception of the ductwork modifications in the 1981 and 1987 air-handling unit projects is original.
- Damper seals have hardened and do not seat tightly (Photo 7 is with camera flash on to illustrate condition of damper blades and linkages, and Photo 8 is with camera flash off to illustrate daylight penetrating through gaps).
- A ceiling panel was removed such that some visual inspection above the ceiling could be achieved. As seen in Photos 5 and 6, dirt lines the surfaces of piping and ductwork above the ceiling; this space is used as a return-air plenum.
- Pipe insulation has aged and is deteriorating (Photos 9, 10, 11 and 12).
- Chilled water piping insulation has fallen off resulting in pipe sweating and oxidation (Photos 9, 10 and 11).
- Surface oxidation is a good indicator that the pipes will soon, if not already, begin breaking down with pitting and pin hole leaks.

PHOTO 5

PHOTO 7

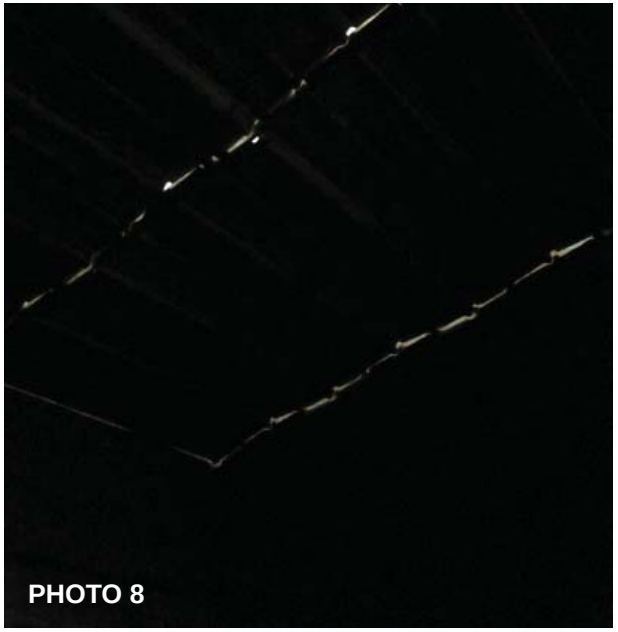


PHOTO 8

PHOTO 9

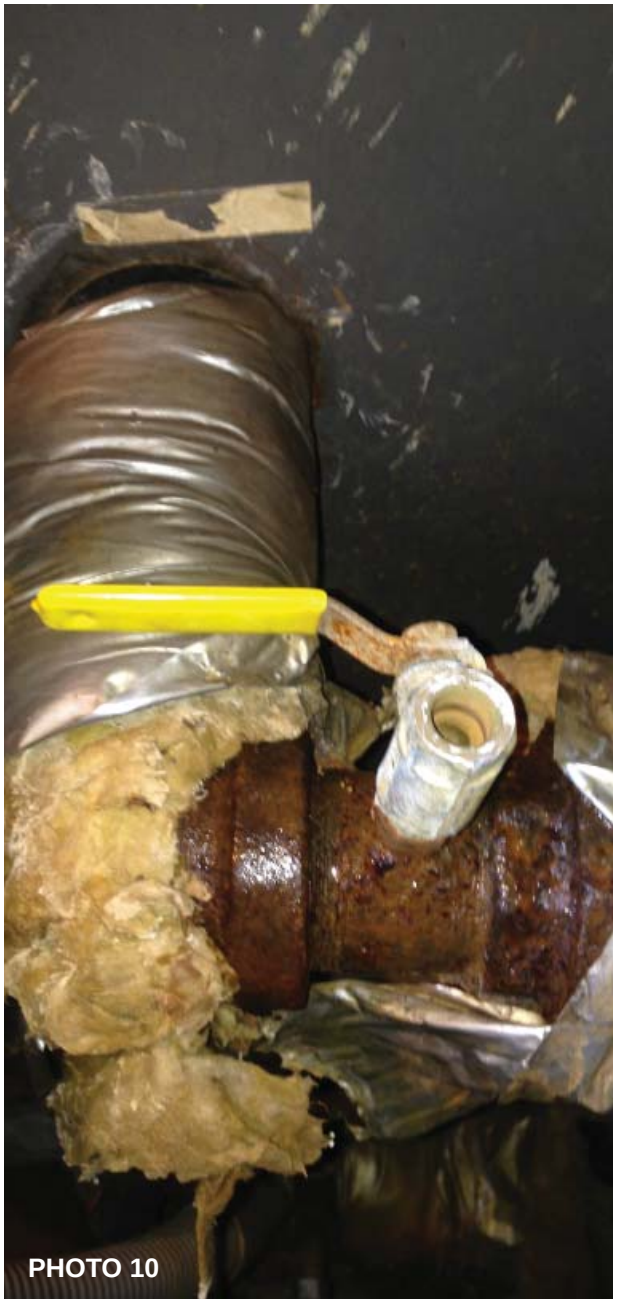


PHOTO 10

PHOTO 11

PHOTO 12

PHOTO 13

PHOTO 16

PHOTO 14

PHOTO 15

- RTU-1 (Photo 13) was installed in 1987 and has exceeded the typical life-expectancy of 20-25 years for a rooftop unit. The unit casing has a fair amount of rust and shows signs of failure and breakdown. Buildup of dirt and debris were observed on the condensing coil blocking approximately 10-15 percent of air flow (Photo 14), which de-rates the performance of the unit. Tape has been used to keep some parts intact (Photo 15). Caulking around the unit's access panels has hardened and is deteriorating (Photo 16); and several access points were observed to be loose (Photo 16).
- Considerable air leakage around the access doors and through the immediate duct connections of AHU-4 were observed (Photos 17, 18, 19 and 20).

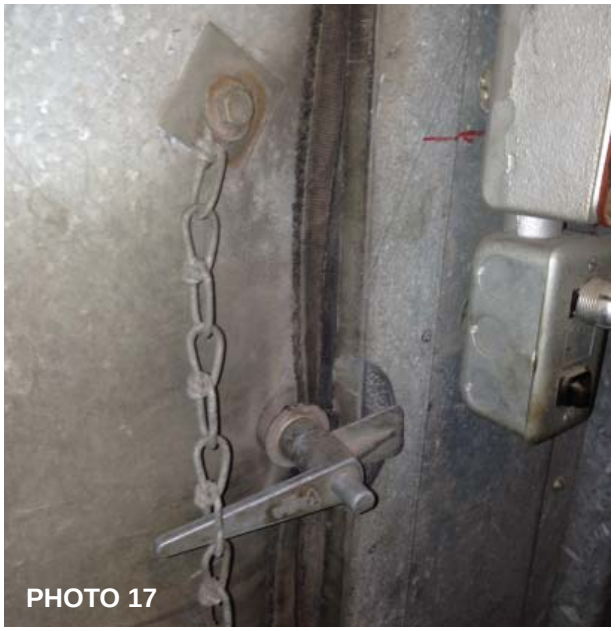


PHOTO 17

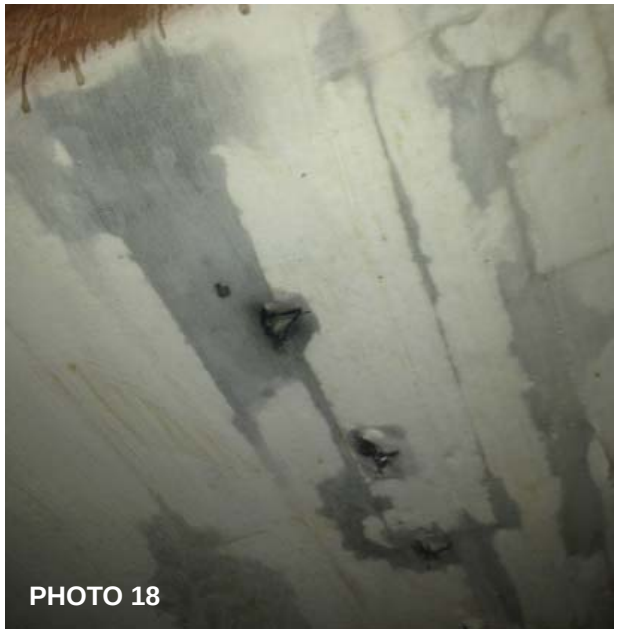


PHOTO 18

PHOTO 20

RECOMMENDATIONS

Upon a building renovation, the air distribution systems (air-handling units, rooftop units, exhaust fans, ductwork, piping and components) should be removed and replaced. The air distribution systems are antiquated and do not operate at the achievable efficiencies of modern technology. Additionally, there is no certainty that the existing systems will tolerate another building life cycle in their current condition.

Note: Due to the presence of asbestos and the use of a return-air plenum above the ceiling, there is a risk for entrained asbestos particles in the return air if the asbestos particles become air borne. Asbestos particle sizes can vary anywhere between 0.7 – 90 microns (1x10-6); and if air borne, could potentially be redistributed throughout the building without the appropriate filtration media. MEP recommends abatement of the asbestos and cleaning of the air distribution system if these systems and components are not removed and replaced.

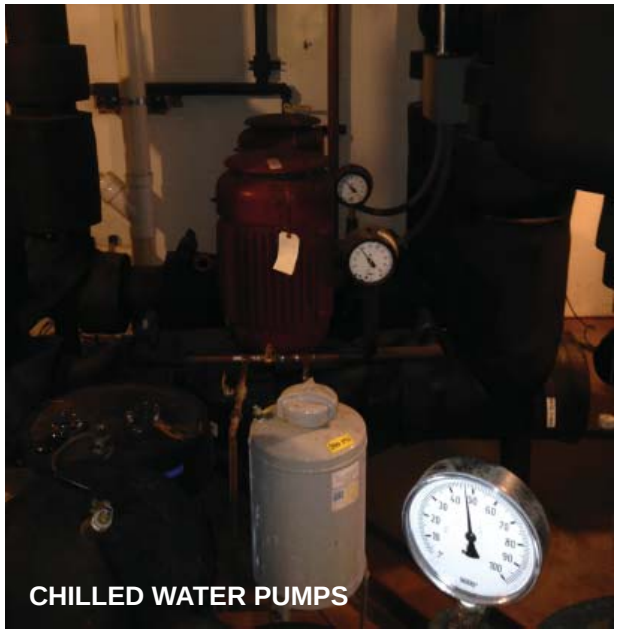
PHOTO 19

Chilled Water System

In 2002, the original 1965 centrifugal chillers were replaced with a 177-ton modular water-cooled chiller (Multistack), which consists of 2 modules each equipped with a two-stage screw compressor (0.77 kW/ton). The modular chillers operate to maintain a chilled water supply temperature to the building of 45°F. Chilled water is distributed to each of the air-handling unit coils through a primary chilled water loop with a 15 hp constant speed chilled water pump (a second pump is piped in parallel for 100 percent redundancy; the two pumps operate on a "lead/lag" schedule). A 20 hp variable-speed driven well pump is used to pump well water through the condensing side of the chiller where it is then discharged to the storm system. The well pump (design flow of 300 gpm) is controlled to maintain a set pressure across the chiller's condensing section. In the event the well pump fails, city water can be utilized to back-up the well water system. Upon a drop in well water pressure, the city water pressure can automatically be used as the condensing source without interruption to the chilled water system.

GENERAL CONDITIONS

- Useful life of chiller is 15-25 years, which has not been exceeded.
- Useful life of chilled water pumps is 15-20 years, which has not been exceeded.
- Chiller and chilled water pumps are operational with no visual detection of equipment fatigue.
- Piping insulation and connections appear to be in good condition.
- According to the building maintenance supervisor, the heat exchangers have experienced issues that have led to shutdowns and compressors cycling. The root cause is believed to be the water hardness and/or salinity of the well water being pumped through the condensing section. If not treated, this issue will lead to premature failure and could result in a significant shut-down of the chilled water system.
- Stand-alone controller with limited interface to building automation system.
- Chilled water piping insulation has and is deteriorating.
- Vapor barrier has fallen off in several locations of the chilled water piping; results in distribution losses, condensation on pipes, and pipe corrosion (refer to photos referenced above).
- Piping has surface oxidation, which is a good indicator that the pipes will soon, if not already, begin breaking down with pitting and pin hole leaks. Internal corrosion is suspect; however, this cannot be confirmed without proper internal inspections (refer to photos referenced above).



CHILLED WATER PUMPS

WATER COOLED CHILLER

- Because of age, the valves and valve actuators are suspect for leaks and inadequate sealing; however, this cannot be confirmed without proper internal inspection of valves or testing. Over time, dirt and debris build up on the valve seat limiting the valve from tight closure resulting in energy waste.

RECOMMENDATIONS

Upon a building renovation, the entire chilled water system (i.e. piping, insulation, pumps, coils, valves and actuators, etc.) should be removed and replaced. If well water is desired or determined to be most appropriate for use in the new chilled water system, the well water should be filtered and or treated prior to entering the new chiller or other water-cooled type equipment. Regardless of future equipment selection, cupronickel heat exchangers, which are more resistant to corrosion from water with high levels of hardness and/or salinity, should be reviewed and evaluated for use.

Heating Water System

Six (6) dual-fuel fired (natural gas and fuel oil) heating water boilers, each with dedicated circulating pumps, are the main source of heating and replaced the original steam boilers. The heating water piping system is arranged as a primary-secondary piping system consisting of two (2) base-mounted primary pumps, which operate at constant speed, and four (4) secondary pumps, which operate at constant speed. Two separate loops makeup the secondary distribution piping such that two of the four pumps, which are inline pumps, serve the preheat coil loop and the other two pumps, which are base-mounted, serve the perimeter radiation loop.

The heating water supply temperature is reset linearly with respect to outside air temperature from a maximum water supply temperature of 180°F down to a minimum water supply temperature of 140°F. Because the boilers are non-condensing type, the return water inlet temperature to the boilers cannot be lower than 120°F. Each boiler has a maximum input rate and output rate of 830 MBH and 664 MBH, respectively, resulting in a thermal efficiency of 80 percent.

GENERAL CONDITIONS

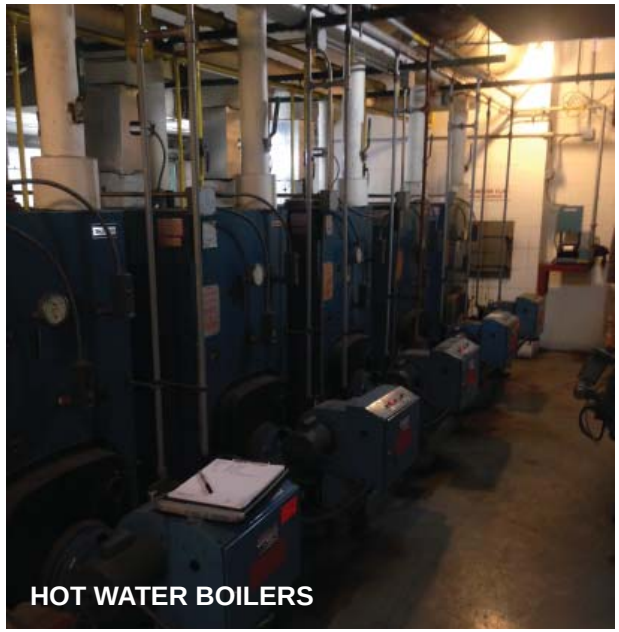
- Useful life of boilers is 20-30 years, which has not been exceeded
- Boilers are operational and appear to be in good condition
- Thermal efficiency is 80%

PUMP DISCONNECTS

- No signs of boiler failure or fatigue
- Useful life of heating water pumps is 15-20 years, which has been exceeded
- Dedicated boiler pumps are operational and appear to be functioning as intended
- Heating water distribution pumps are operational. Signs of oxidation on pump casing observed.
- Triple-duty valves are aging and have surface oxidation on outer casing.
- Heating water piping and connections are beginning to oxidize.
- Piping insulation has deteriorated and fallen off in several locations throughout the heating water piping system.
- Piping and connections have surface oxidation, which is a good indicator that the pipes will soon, if not already, begin breaking down with pitting and pin hole leaks. Internal corrosion is suspect; however, this cannot be confirmed without proper internal inspections.
- Because of age, the valves and valve actuators are suspect for leaks and inadequate sealing; however, this cannot be confirmed without proper internal inspection of valves or testing.

RECOMMENDATIONS

Upon a building renovation, the entire heating water system (i.e. piping, insulation, pumps, coils, valves and actuators, etc.) should be removed and replaced. Most all of the



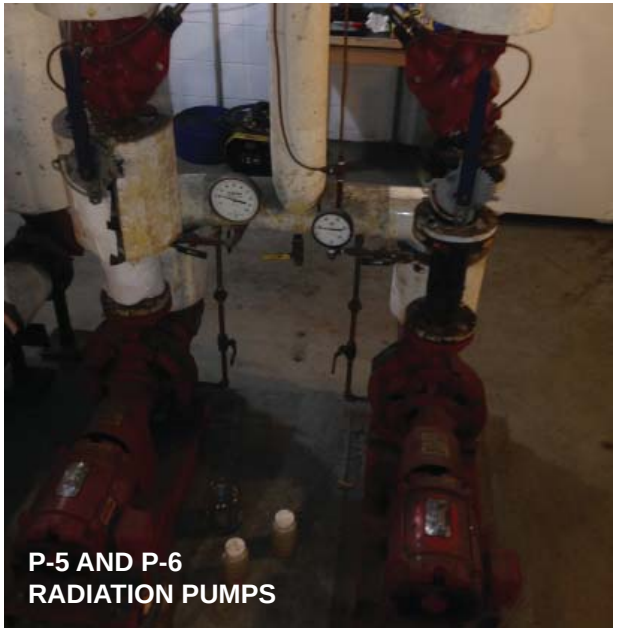
HOT WATER BOILERS

equipment has reached the end, or nearing the end of the typical life expectancy and can be replaced with higher efficient equipment. Modern technology has improved overall efficiencies of heating water boilers such that lower supply water temperatures are achievable allowing for a higher degree of energy savings and reduced annual operating expenses.

Simply replacing the boilers with a 92 percent efficient boiler would reduce the overall gas consumption by nearly 13 percent; this equates to an annual energy cost savings of approximately $5,000. In order to achieve these efficiency ratings, a lower heating water temperature system is required.

P-3 AND P-4
PREHEAT COIL WATER PUMPS

P-7 AND P-8
PRIMARY PUMPS



P-5 AND P-6
RADIATION PUMPS

AIR COMPRESSORS AND STORAGE TANK

Building Control Systems

The LCAC consists of pneumatic and direct-digital controls (DDC). The pneumatic control system is original to the building and is served by two (2) reciprocating air compressors; one is a 2 hp compressor and the other is a 3 hp compressor. During the walk-through, the air compressors were observed to be cycling every 3 minutes to maintain a tank pressure of 80 psig; cut-in pressure was observed to be 55 psig and the approximate runtime was 50 seconds. The building maintenance supervisor indicated that there are several leaks throughout the system and the air compressors need to run to keep system pressures up (only 20 psig is required to operate the largest pneumatic actuator). Air-handling units AHU-2 and AHU 3, as well as their associated zone terminals, are pneumatically controlled; these units currently operate continuously.

Stand-alone controllers are installed on the chiller, the boilers and associated pumps, and rooftop unit RTU-1. The boiler and chiller controllers have limited interface with the DDC system such that the DDC system is used primarily to enable and disable the heating water and chilled water systems via outside air temperature or via overrides. The chiller panel does monitor some alarm points, which are communicated to the DDC system and appear on the graphical display.

In 2003, a Trane direct-digital control system was installed to communicate directly with air-handling units AHU-1 and AHU-4, the well water pump, and the domestic water circulating

pump. AHU-1 and associated zone terminals are equipped with direct-digital controls. AHU-4 is equipped with direct-digital controls; however, the associated zone level controls are pneumatic with the exception of the third floor zone level controls, which are digital.

A SNAC-4 fire alarm notification panel is installed and monitors the sprinkler system installed on the west side of the 1st floor in Unit 'B', which was utilized in conjunction with the pre-existing jail space.

GENERAL CONDITIONS

- Useful life of controls is 15-20 years, which has been exceeded for the pneumatic controls and is close to half of the expected life for the direct-digital controls.
- Pneumatic tubing has leaks throughout
- Pneumatic control devices are antiquated; some appear to be non-functional
- Air compressor cycles every 3 minutes; indicator of system air leaks
- Compressors are operational and do not show signs of equipment failure

RECOMMENDATIONS

Upon a building renovation, the pneumatic and existing digital HVAC control systems should be removed and replaced with a new direct-digital control building automation system. The direct-digital control system should interface with all new equipment for full controllability and monitoring capabilities. Additionally, other systems such as lighting and security can be integrated with the building automation system for complete building control.

4" FIRE PROTECTION SERVICE ENTRANCE

Fire Protection System

In 1987, an overhead sprinkler system was installed to serve the medium security jail, which is now used as a printing area. Included in this project was the addition of a new dedicated 4" water service pipe, 4" fire department connection and 4" post indicator valve. The fire protection system is still intact and is separated from the city water service to the building.

RECOMMENDATIONS

Upon a building renovation, the fire protection system will need to be removed and replaced along with the 4" service line feeding the building fire protection system. A sprinkler system is required to serve the renovated building area and therefore a larger infrastructure is required to support higher water flow rates and larger fire department connections, which are governed by code. Additionally, existing sprinklers cannot be reused for remodeled areas. If the building renovation includes a vertical expansion, standpipes may be required.

URINALS

Plumbing Systems

WATER SUPPLY PIPING SYSTEMS

City water is provided for the LCAC to service the domestic water system and chilled water system when necessary. City water connected to the chilled water system is only used if the well water pump cannot be used. The city water backup service for the well pump is equipped with a sewer deduct meter for reduced billing rates.

City water enters the building through the northwest corner of the lower level mechanical room and is diverted to each service supply (i.e. domestic water, fire protection, etc.). A portion of the domestic cold water is softened by a Hellenbrand TN-300-X softener equipped with a 2" meter and electronic timer. Domestic hot water is provided via two (2) natural gas-fired, on-demand water heaters (Nortiz NRC111-DV) that operate with an approximate thermal efficiency of 93 percent. The on-demand water heaters are piped in series and operate to maintain a hot water temperature of 115°F. A small inline hot water circulating pump is installed to circulate hot water back to the water heaters and is scheduled to operate when the return water temperature is 2°F below setpoint and the building is occupied. Each of the water heaters is capable of modulating capacity from a maximum input rate of 199 MBH down to a minimum input rate of 11 MBH.

Well water is used as the condensing media for the water-cooled chiller and metered via a calculation based on pump run time and flow capacity; annual well water consumption is

estimated to have averaged 4 million gallons in 2012.

GENERAL CONDITIONS

- Most, if not all of the water piping is original
- Water piping materials are a mix of galvanized steel and copper
- Piping and pipe insulation within the basement mechanical room appear to be in acceptable conditions; however, hot water piping leaks were stated to be occurring.
- Not all water piping could be examined because a majority is concealed within the walls, above the ceiling, and/or underground. An inspection is required to confirm pipe conditions. NOTE: the above ceiling piping could not be examined due to the asbestos conditions.
- Shutdowns of piping system were noted as inadequate; entire areas of the building are required to be shut down to perform service in smaller areas.
- The building maintenance supervisor stated that when the circulating pump is operating the water heaters operate continuously, which was not expected and should not be occurring.

RECOMMENDATIONS

Upon a building renovation, the water piping systems should be replaced. Because the water piping systems are original and antiquated, there are concerns that the piping system could not tolerate another building life cycle without major repairs and ongoing maintenance. Additionally, there is no certainty that the pipes have not failed from the inside out. To better understand the integrity of the pipes, an internal examination is required and could be costly. If a use for the on-demand water heaters is found, they can be reused.

SANITARY SYSTEM

The sanitary piping system could not be reviewed because all of the piping is concealed within the walls, located above inaccessible ceilings, and underground. Building maintenance staff indicated that the drains and piping are mostly cast iron and are original to the building. Also noted was that the cast iron drains are breaking in areas throughout the building. Because the sanitary system is still intact from the original construction in 1965, the piping and connections are questionable as to whether or not they can tolerate another building life cycle.

RECOMMENDATIONS

Upon a building renovation, an internal inspection of the sanitary mains leading to the city utilities should be performed. Without a means to further evaluate the existing mains and pipe integrity, plans to remove and replace the laterals should be in place. All sanitary piping within the building should be removed and replaced with new.

PLUMBING FIXTURES

A large contributor to domestic water consumption is the type of water closets used throughout the building. Currently,

WATER CLOSET

the facility has approximately thirty (30) toilets that operate with a high number of gallons per flush, which was visually determined (actual gallons per flush was not determined). The plumbing fixtures are antiquated and upon failure, replacement parts are less available. Several plumbing fixtures, such as the floor mounted urinals, do not have shut off valves and cannot be serviced without a branch, or system shutdown.

RECOMMENDATIONS

Upon a building renovation, the plumbing fixtures should be removed and replaced. Increased water efficiency should be reviewed and evaluated for water closets and urinals to realize water savings.

Electrical Systems

POWER AND DISTRIBUTION

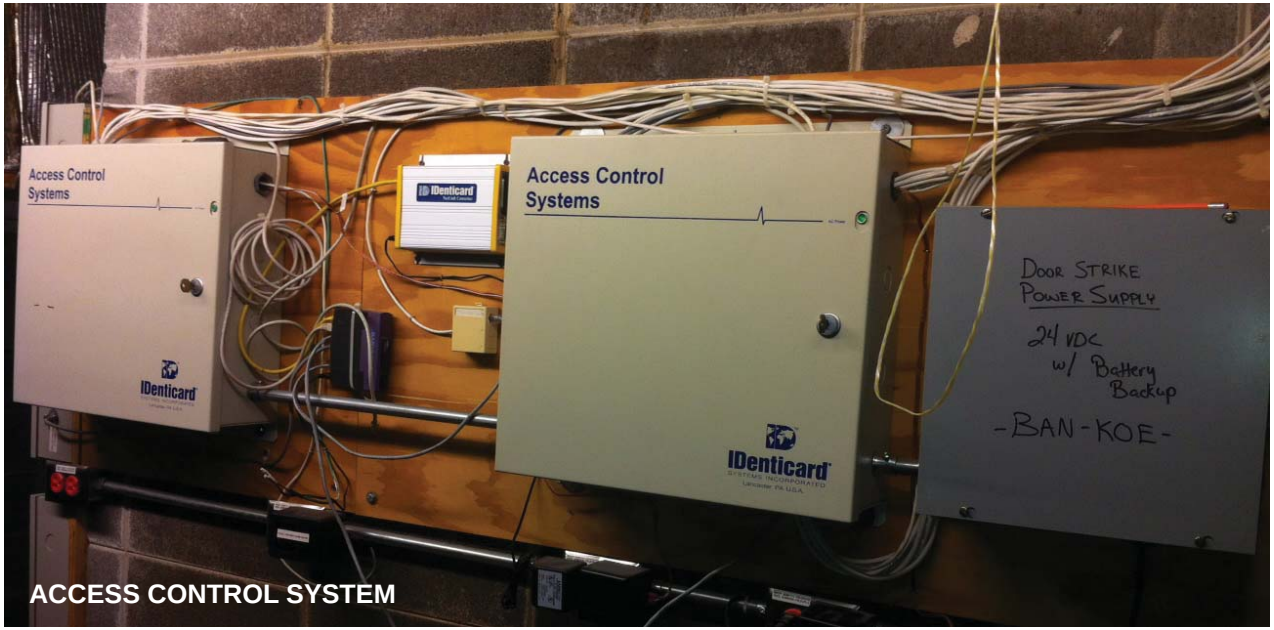
The electrical service currently serving the building is owned and maintained by XCEL Energy. It is rated at 208V/120V, 3-phase, 4-wire, and has a 2500Amp capacity. Service entrance conductors feed the original 2500Amp rated General Electric switchboard type 'DRSH' which is arranged in a cold sequence utility metering application. The arrangement of the existing switchboard from left to right is as follows: 2500Amp Bolted Pressure Switch Section, Xcel Energy Metering Section, and Circuit Breaker Distribution Section.
The original bolted pressure switch was manufactured by Pringle Electrical Manufacturing Company, who was purchased by Eaton Corporation approximately 10-15 years ago. These switches are still manufactured today, and if properly maintained over the course of its life should last 40 - 50 years. Bolted pressure switch maintenance consists of exercising switch and oiling linkages once a year, and cleaning parts of dirt and dust once every five years. The Pringle switch currently installed is original to the building and has reached its 50 year life span and should be replaced upon a building renovation.

The distribution section of the switchboard is group mounted circuit breakers. Roughly 80% of the mounting space is currently being taken up by existing small, medium, and large frame 3-pole circuit breakers. The remaining 20% mounting space that is available can house small frame 3-pole circuit breakers. When switchboards get to this age they typically start having problems with potential loosening of bussing and cabling connections, rusting of enclosure structure and mounting base, continuity of enclosure ground connections, and circuit breaker malfunctioning. Circuit breaker malfunctioning issues typically seen in this age of equipment problems with tripping and resetting of the circuit breakers. What this means to the facility is extended down time, and potential personnel safety issues. The General Electric switchboard currently installed is original to the building and has reached its 50 year life span and should be replaced upon a building renovation.

GE SWITCHBOARD

Power distribution throughout the facility consists of remote mounted 225Amp and 100Amp, 208/120V 3-phase, 4-wire, main lug only circuit breaker panelboards. The majority of these panels are recessed in the corridor walls on each floor for serving the lighting and receptacle loads. Typical life expectancy of electrical circuit breaker panelboards is around 40 - 45 years assuming there have been no issues to date and yearly exercising of circuit breakers has been completed. The same tripping and resetting issues of the circuit breakers apply to the panelboards too, as well as potential arc flash concerns

MAIN FIRE ALARM SYSTEM



ACCESS CONTROL SYSTEM

with having electrical panels located public corridors. The General Electric panelboards currently installed are original to the building and has surpassed their 40 -45 year life span and should be replaced upon a building renovation.

Currently the electrical feeders to the branch circuit panelboards do not incorporate a ground wire along with the phase and neutral conductors. Instead, it relies on the conduit/ raceway system for its grounding path. This was common practice when the building was built, however over the years connection fittings on boxes and conduits will tend to loosen, oxidize, and rust. All of which, decrease the continuity of the ground path. Without a good ground path established in an electrical circuit potential life safety and power quality concerns are elevated. Such concerns can range from electrical shock of personnel, arcing or faults resulting in a fire condition, and poor ground reference for sensitive electronic equipment.

FIRE ALARM SYSTEM

The existing fire alarm system currently serving the building is a Fire Control Instrument (FCI) fully addressable non-voice system. It is approximately 10 - 15 years old and consists of horns and strobes for notification devices, addressable spot type and duct type smoke detectors, addressable heat detectors, and fire protection system monitoring points. Duct smoke detectors are currently tied into the air handling units for shut down purposes. The overall fire alarm system is monitored via the C-Cure system via an Ethernet connection. The C-Cure system resides in the 911 call center in the LEC building. Fire alarm wiring throughout the building is plenum rated and appears to be installed as “free air” which is supported via j-hooks rather than a metallic conduit system. System capacity is approximately 256 points and the current design of the system is using approximately 1/3 of those available points. Upon building renovation, the existing head end equipment of the fire alarm system could be reused, however based on the age of the system full replacement of the head end equipment and field devices is recommended. Existing field devices could be placed in attic stock.

ACCESS CONTROL SYSTEM

The existing access control system currently serving the building is a web-based Identicard System. It consists of 2 - 3 control cabinets mounted in a common closet with centralized power supplies and available slots for hardware to be added in the future to support additional card readers. System is currently monitoring HID proximity type card readers and door monitoring switches. There is currently 12 – 14 card readers deployed on this system and the wiring is installed “free air” with plenum rated cable. Upon building renovation, the existing head end equipment of the fire alarm system could be reused, however based on the age of the system full replacement of the head end equipment and field devices is recommended. Existing field devices could be placed in attic stock.

CCTV HEAD END SYSTEM

CCTV SYSTEM

The existing CCTV system and recording equipment currently serving the building is a web-based Intellex system by Tyco with Sanyo and Pelco analog cameras. The system consists of one DVR and approximately 10 cameras. Head end system and power supplies are centralized with power and signal wiring run to each camera. The current system has some expansion capabilities and additional unused client licenses. Upon building renovation, the existing head end equipment of the CCTV system could be reused, however based on the age of the system full replacement of the head end equipment and field devices is recommended. Existing field devices could be placed in attic stock.

VOICE/DATA SYSTEM

The existing phone system for this building is a combination of Analog and VoIP. Both types of phones tie into the Mitel phone system server located in the 911 center. The majority of the phones throughout the building are VoIP, however there are a few analog phones still in use. VoIP jacks for voice and data connections in the building are wired to patch panels that are either located in equipment closets on that floor or remote cabinets within office spaces. Wiring to the outlets are either CAT5 or CAT 6. Telecommunications equipment on each of the floors are not installed in dedicated closets and currently share spaces with other mechanical and electrical equipment. The equipment racks currently on each of the floors have some space available for additional rack mounted equipment, however the patch panels and switches are currently at

capacity. Upon building renovation, the existing head end equipment of the voice and data systems could be reused, however based on the age of the system full replacement of the head end equipment and field devices is recommended. Existing patch panels and switches could be placed in attic stock.

LIGHTING

The LCAC is primarily lit fluorescent lighting fixtures with low mercury, energy efficient 32W, 4100K lamping, and high efficiency electronic ballasts with high power factor and low ballast factors. Secondary lighting includes compact fluorescent lighting with high power factor electronic ballasts and incandescent lighting, which were observed throughout the building in various locations. Up to this point this facility has not implemented a building wide lighting control system, local automatic motion sensing lighting controls, or day light harvesting devices. Except for a few restroom locations that have ultrasonic occupancy sensors installed, the remaining lights throughout the building are manually switched on/off. An energy savings measure for the building would be to provide these types of controls.

The stairwells throughout the building are lit with 2-lamp, T8 fluorescent fixtures at each floor level and intermittent landing, and currently operate 24-hours per day, 7-days per week. It appears that the original building design had flush mounted electrical enclosures in the corridors that housed time clocks and lighting contactors for implementing an on/off control schedule for the stairwell lighting, and 100Amp main lug only panel boards. However, the time clocks are currently disabled to allow constant operation.

Emergency lighting is achieved by a combination of battery operated stand-alone units with dual incandescent adjustable heads, and battery ballasts internal to fluorescent fixtures throughout the building. Both of these emergency sources provide 90 minutes of emergency lighting at a predetermined lumen output.

Upon a building renovation, the lighting fixtures should be replaced with newer more efficient technologies, and new emergency lighting should be provided throughout for a safe code compliant system.

OTHER LOADS

Several other loads contribute to the overall energy consumption of the building. These loads include, but are not limited to the following: data center equipment (i.e. servers, etc.); building automation control panels; chiller control panels; fans; standard office equipment, printers and copiers; personal computers and monitors; exit lighting; task lighting; security equipment; televisions/monitors; water coolers; elevator machine equipment; vending machines; sump pumps; water softener; break room appliances; and display lighting.

FLUSH MOUNT CORRIDOR PANELS

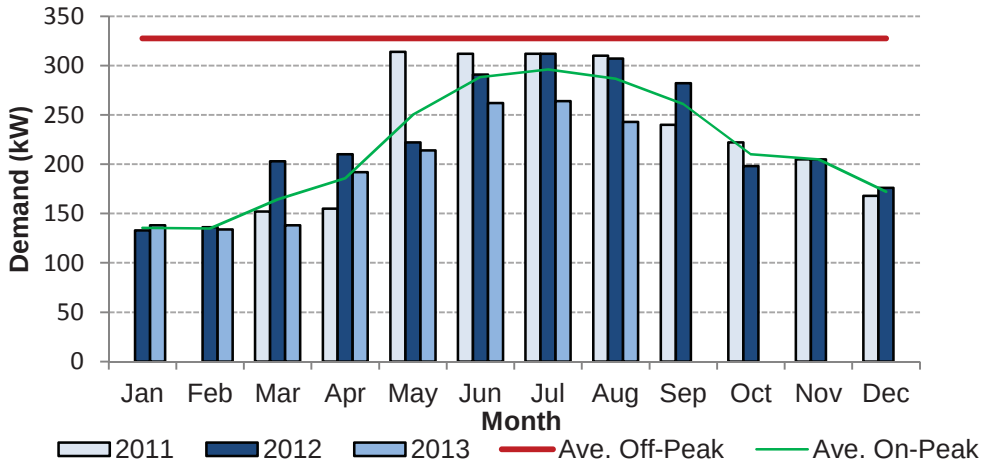


FIGURE 1: ELECTRIC DEMAND PROFILE - LCAC

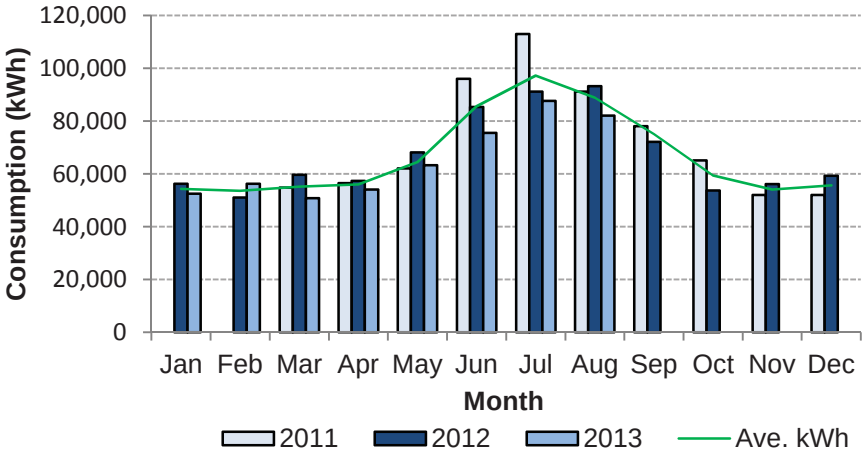


FIGURE 2: ELECTRICITY USE PROFILE - LCAC

Energy Use and Costs

La Crosse County purchases electricity from Xcel Energy under the Large General Time-of-Day Service rate schedule; and gas under the General Service rate schedule. Other services purchased are City water and sewage use. Water utility data is provided below, however, does not account for the sewer services or the city well water which is water used by the chilled water system. The buildings' domestic water consumption cost is determined based on a 2" meter size; and a cost deduct is applied for the city water used and discharge to storm.

Figure 1 illustrates the on-peak and average off-peak demand over the last 24 months. On-peak hours are Monday through Friday, 9:00am-9:00pm; off-peak hours are times not specified as on-peak hours. The average off-peak demand for the LCAC was 328 kW and is believed to occur during morning start-ups after the air-handling units, chilled water and or heating water systems return to normal operations after being turned off on weekends. Figure 2 illustrates the monthly electricity consumption over the last 24 months averaging 799,867 kWh per year. Electric demand and consumption vary in proportion to peak outside air temperatures, indicating that peak electricity loads at the LCAC are driven primarily by cooling loads. The LCAC maintains a base electric energy consumption of approximately 54,409 kWh per month throughout the winter months (average from January to March of during the past two years of billing data), which primarily serves non-seasonal equipment such as lighting, ventilation

fans, domestic hot water heating, office equipment, and other plug loads. The average summer peak energy consumption is 82,288 kWh per month (May through September). Based on the trends shown in the figures, cooling equipment accounts for approximately 18 percent of annual electricity use at the facility.

Figure 3 illustrates the monthly gas consumption profile for the LCAC building over the last 24 months. Natural gas consumption has averaged 495 therms per month during summer months (June through September) and 7,152 therms per month during winter months (November through February) indicating that the facility's peak gas consumption occurs during winter months. The annual average consumption is 40,750 therms. The hot water boilers are the main source for natural gas consumption at the LCAC building with the smaller source being the natural gas-fired rooftop unit and on-demand water heaters. Gas consumption during summer months is mostly attributed to domestic water heating and reheat for dehumidification.

Figure 4 illustrates the quarterly water consumption profile for the LCAC building over the last 24 months. Water consumption has averaged approximately 18,700 gallons (300 CCF) per month resulting in an average annual water expense of $3,300. Currently, a sewer deduct meter is in place for the purposes of being credited for city water consumed by the chiller during backup operations, which does not drain to the

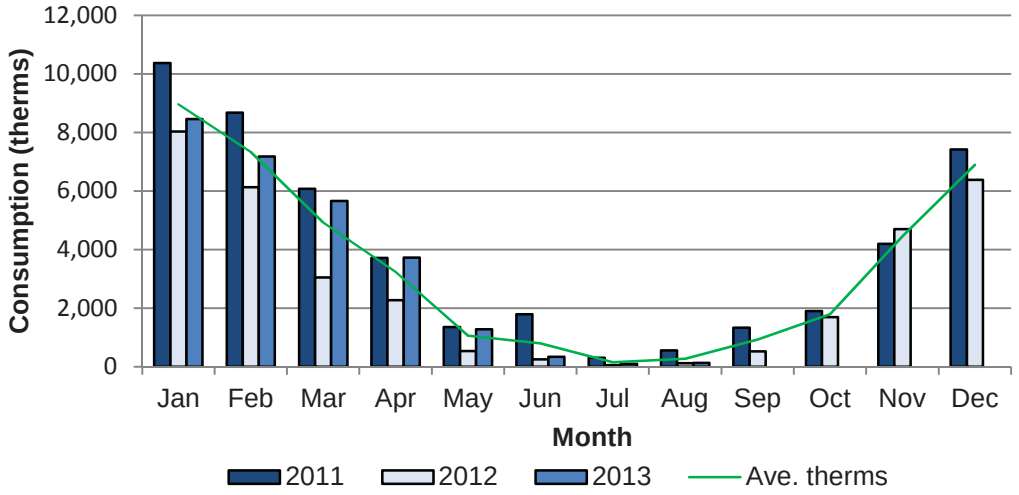


FIGURE 3: NATURAL GAS USE PROFILE - LCAC

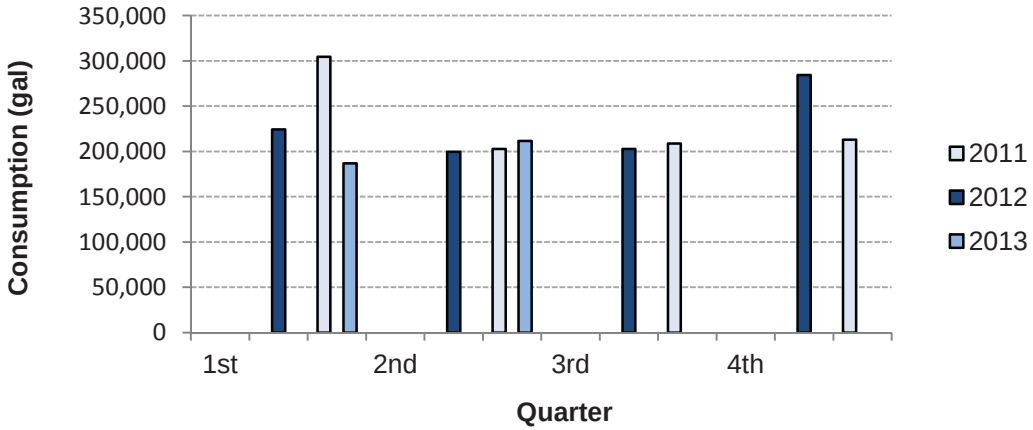


FIGURE 4: WATER CONSUMPTION PROFILE - LCAC

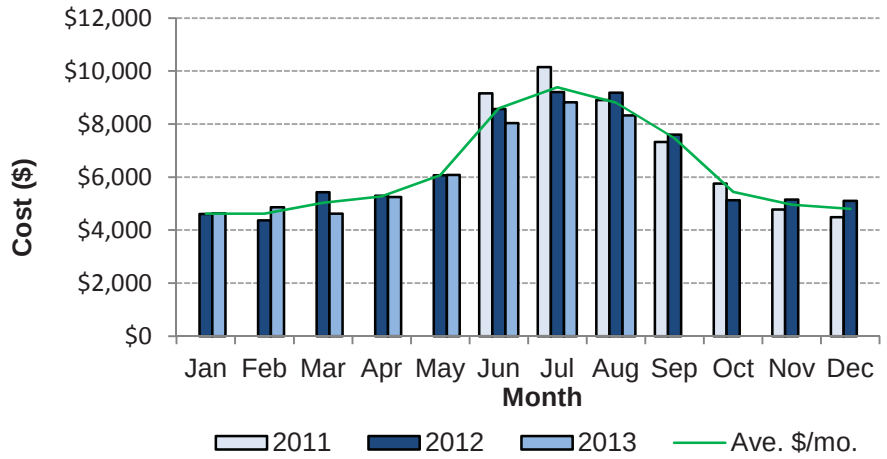


FIGURE 5: MONTHLY UTILITY COSTS - LCAC

	Consumption	Annual Expense	Blended Rate
Electricity ***(kWh, $/yr, $/kWh)***	804,000	$ 75,726	$ 0.0942
Gas ***(therms, $/yr, $/therm)***	33,707	$ 26,966	$ 0.80
Water ***(gallons, $/yr, $/CCF)***	911,064	$ 3,406	$ 2.80

FIGURE 6: 2012 UTILITY TOTALS

sewer system (Note: city water is used as a back-up source for the chiller should the well water pump ever fail). The fixed cost of the deduct meter is $35 per billing period. An evaluation of the existing sewer expenses and water usage concluded the minimum consumption required to offset the meter charge is approximately 23,400 gallons (31 CCF). The average sewer deduction over the last 24 months for the facility was 4,900 gallons (6.5 CCF) per billing cycle, which indicates the meter charge exceeds the amount that is credited for its use resulting in no payback.

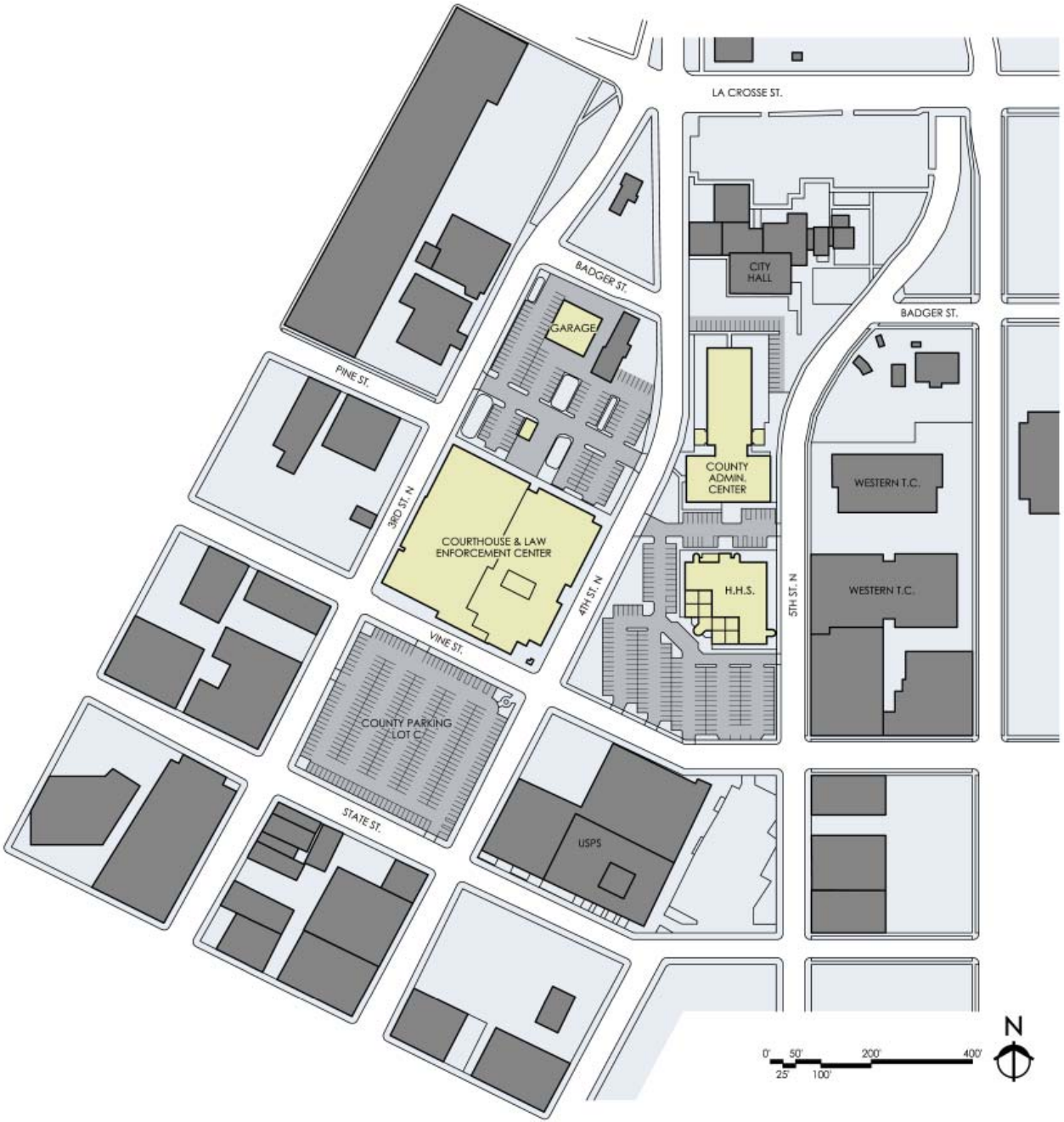
Figure 5 illustrates the monthly energy cost for the facility. As mentioned earlier, the energy trend varies proportionate to the outside air temperature where a larger consumption of gas is seen in the winter months with lower electric consumption and vice versa for the summer months. For the twelve month period ending in December 2012, the total electricity consumption was 804,000 kWh for an annual electric expense of $75,726; the gas consumption was 33,707 therms for an annual gas expense of $26,966; and the total water consumption was 911,064 gallons (1,218 CCF) for a total water expense of $3,406. In 2012, the average annual energy expense was $1.69/ft^2 (based on the actual assignable square footage of 62,272 ft^2). Figure 6 summarizes in table format the 2012 utility totals. Average total utility costs for the LCAC is $119,091 per year for an estimated cost of $1.91/ft^2 (based on the actual assignable square footage of 62,272 ft^2).

DESIGN SCHEMES

The Administrative Center currently operates with a large portion of interior space unused. An abandoned jail, the presence of hazardous materials within the building, and a degraded structure have left the current building at less than 53% efficiency. At over 107,000 square feet, the county would like to explore other options to remedy this condition. This study will look at four primary schemes as potential solutions, from renovation of the existing building to new construction.

After numerous departmental interviews and brief investigations into other campus buildings, four departments show potential to be relocated to other buildings. Security requirements and adjacency conditions demonstrated that Child Support and Corporation Counsel would be better served within the Law Enforcement Center (see L.E.C. Build-out in the Appendix). Interview comments and preferred adjacencies revealed that County Aging and Veterans Services Office could relocate, but would need to retain direct, ground-floor connections to the public. Since this requirement doesn't fit current build-out possibilities, these two departments will remain as part of the Administrative Center throughout this study. Consolidation of the Information Technology and Printing department out of H.H.S., as requested by the department Director, opens up over 5,000 SF of space for H.H.S. future expansion. Given these conditions, all schemes presented move 5,000 SF of departmental space out of the Administrative Center, leaving a gross area of approximately 80,000 SF to be sited.

VIEW OF EXISTING ADMINISTRATIVE CENTER FROM THE NORTHWEST



Campus Existing Conditions

The current campus includes three primary buildings separated by 4th Street N: the Law Enforcement Center (L.E.C.), the County Administrative Center (Admin.) and the Health and Human Services Building (H.H.S.). Surface parking surrounds most sides of the campus buildings. Western Technical College campus is to the East, and the United States Postal Service building lies to the south. The city of La Crosse surrounds the campus, with City Hall just north of the current County Administrative Center.

Parking is of primary concern, as demands from the county, city and nearby college regularly impact surface lot availability. The current parking counts are as follows:

Admin. Center	44	Spaces
Lot D (HHS)	187	Spaces
Lot C (LEC)	285	Spaces
Lot A (LEC)	130	Spaces
Total Parking	**646**	**Spaces**

Deferred Maintenance ...
Not a viable option.

As the existing building documentation details, the Administrative Center presents a myriad of challenges to overcome in order to remedy deferred maintenance of structure, systems and exterior envelope.

The presence of asbestos was documented in 2004 by Midwest Environmental Management Company in a report to the county entitled “Asbestos Building Inspection, Bulk Sampling & Management Plan.” The sample testing confirmed the presence of “friable” and “non-friable” asbestos containing building materials. The report notes that “All friable and Category I and II non-friable Asbestos Containing Materials that may be disturbed during the renovation must be removed, prior to disturbance, by a State certified abatement contractor per Wisconsin Administrative code NR 447.”

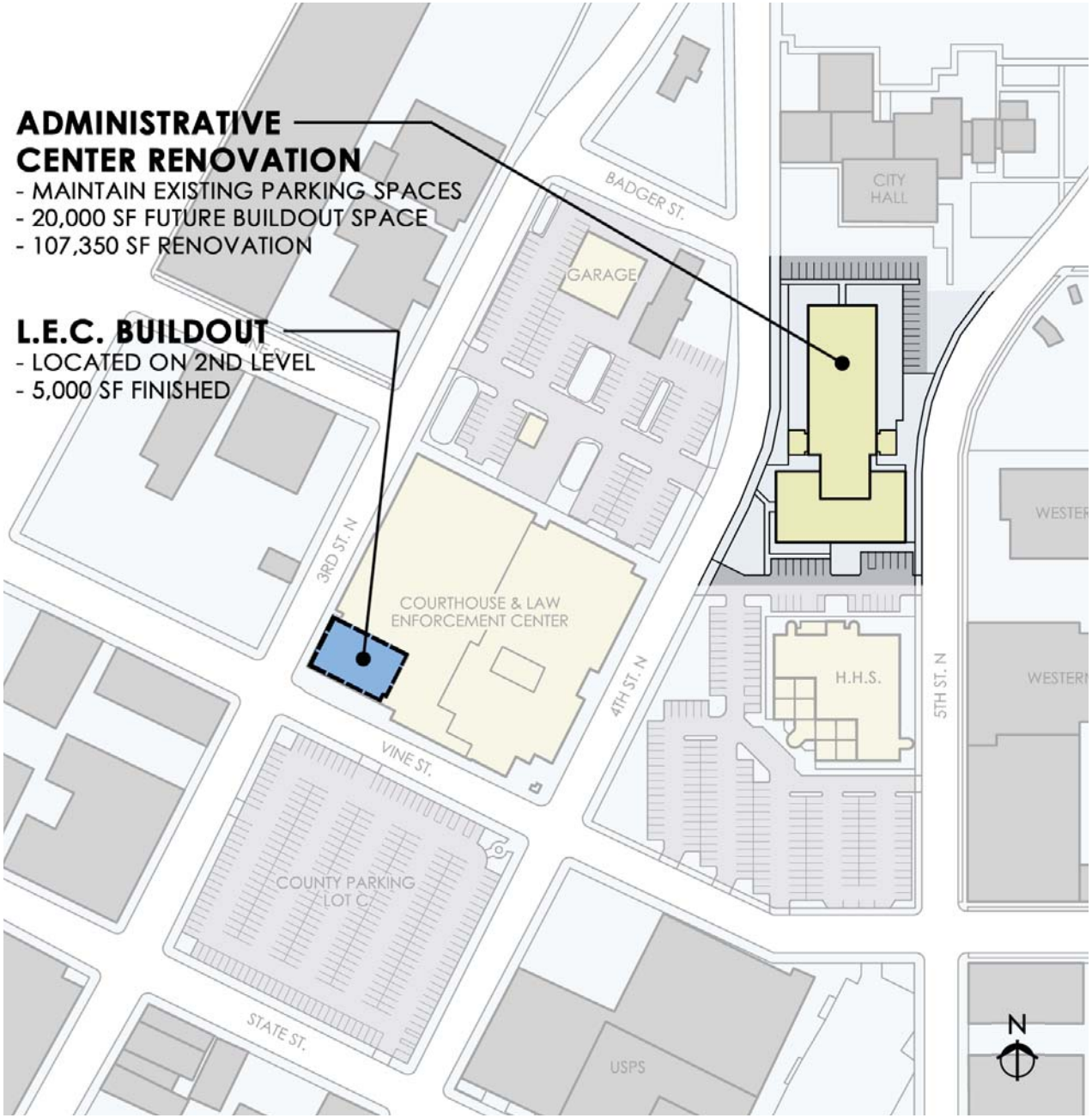
There are numerous asbestos containing materials in the building, but the most challenging “is approximately 139,906 sq. ft. of the fireproofing material and its overspray” on the structural frame of the building. The material is “in a friable, damaged condition” “above suspended ceilings, in pipe and valve chases.” The prevalence of this “extremely friable” asbestos containing material in the interstitial space between the dropped ceiling and the structure, which is also an open return air plenum, is a serious issue. The report recommends that “Due to the high cost of encapsulation, and the situation that many building air systems are affected by the fireproofing fallout contamination, encapsulation or enclosure are not recommended.” “Removal is the best option, with the lowest long term cost.”

A meeting on October 15, 2013, with Rick Stickler of Midwest Environmental Management Company confirmed the complications of an asbestos abatement process with a partially occupied building would be very challenging and expensive. He indicated that an interior demolition from exterior wall to exterior wall down to structure must occur to provide access to all asbestos sources.

Given the scope of this abatement, coupled with repair or replacement of other building components, there is little difference between a complete renovation and a strategy of simply completing deferred maintenance items.

Beyond cost considerations, deferred maintenance does not mandate code compliance or updates to accessibility. The building could be reconstructed to its former state without substantial change, but that reconstruction effort would not address changes to adjacency or the updated spatial requirements that departments have noted through interviews. Moving forward, minimum maintenance is not considered a viable option.

Note: Quotations are taken from the referenced document.



Scheme A
Renovate Administrative Center

Scheme A proposes a complete update of the Administrative Center. The entire exterior envelope will be repaired, and all glazing and roofing will be replaced. On the interior, all partitions, ceilings and floors will be removed and replaced where necessary for abatement of hazardous materials. The structure will be repaired and all building systems updated or replaced. The building interior organization will be adjusted to fit the proposed program, fulfilling present and future County staff needs. Though oversized, renovating this building will maintain parking counts and could be configured to allow for 20,000 additional square feet of future build-out or leasable space. *Please refer to the appendix section "Scheme A and B Supplement" for additional information.*

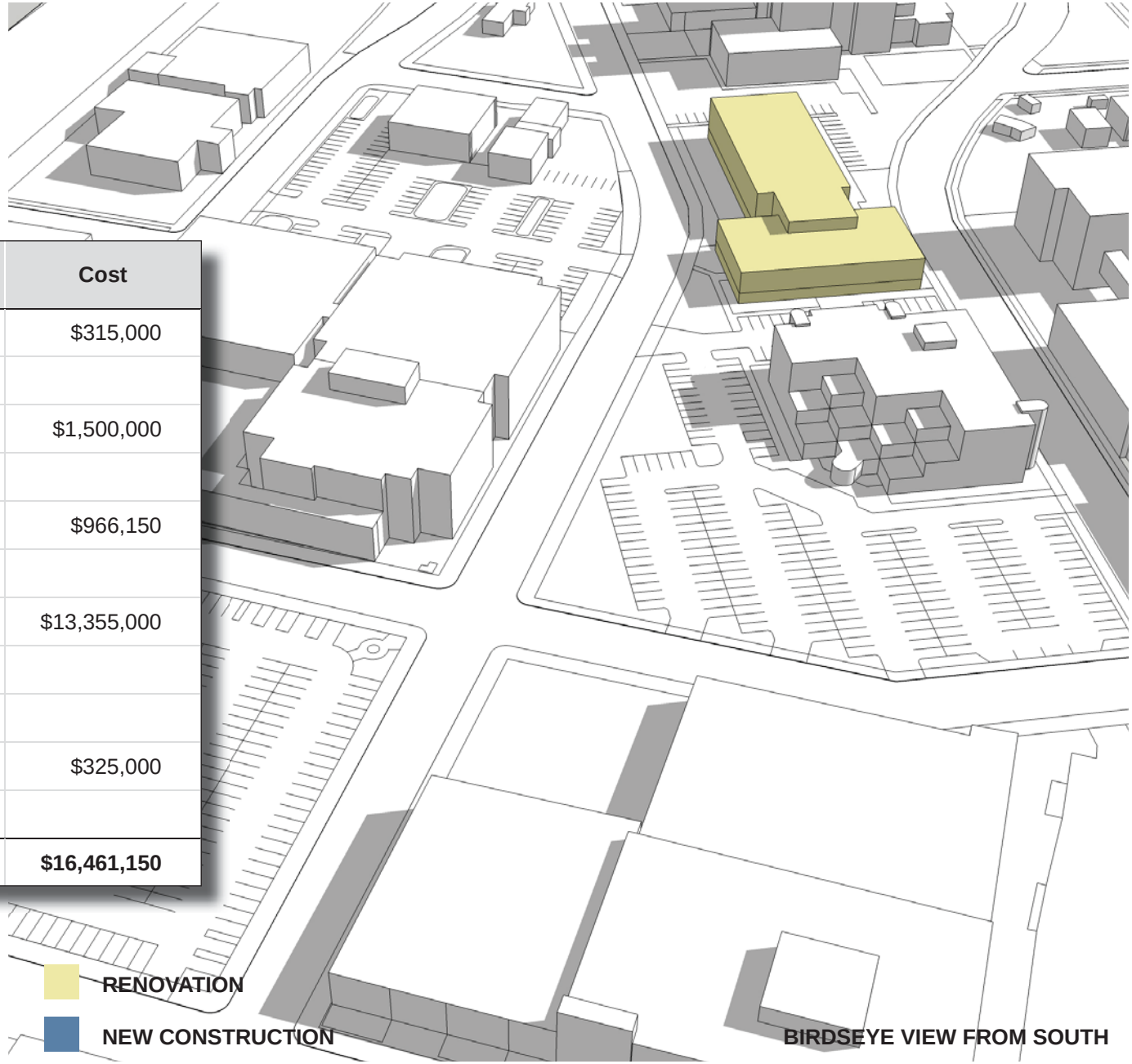
PARKING BREAKDOWN

Original Parking	646	Spaces
Proposed Parking	646	Spaces
Net Parking Change	**0**	**Spaces**

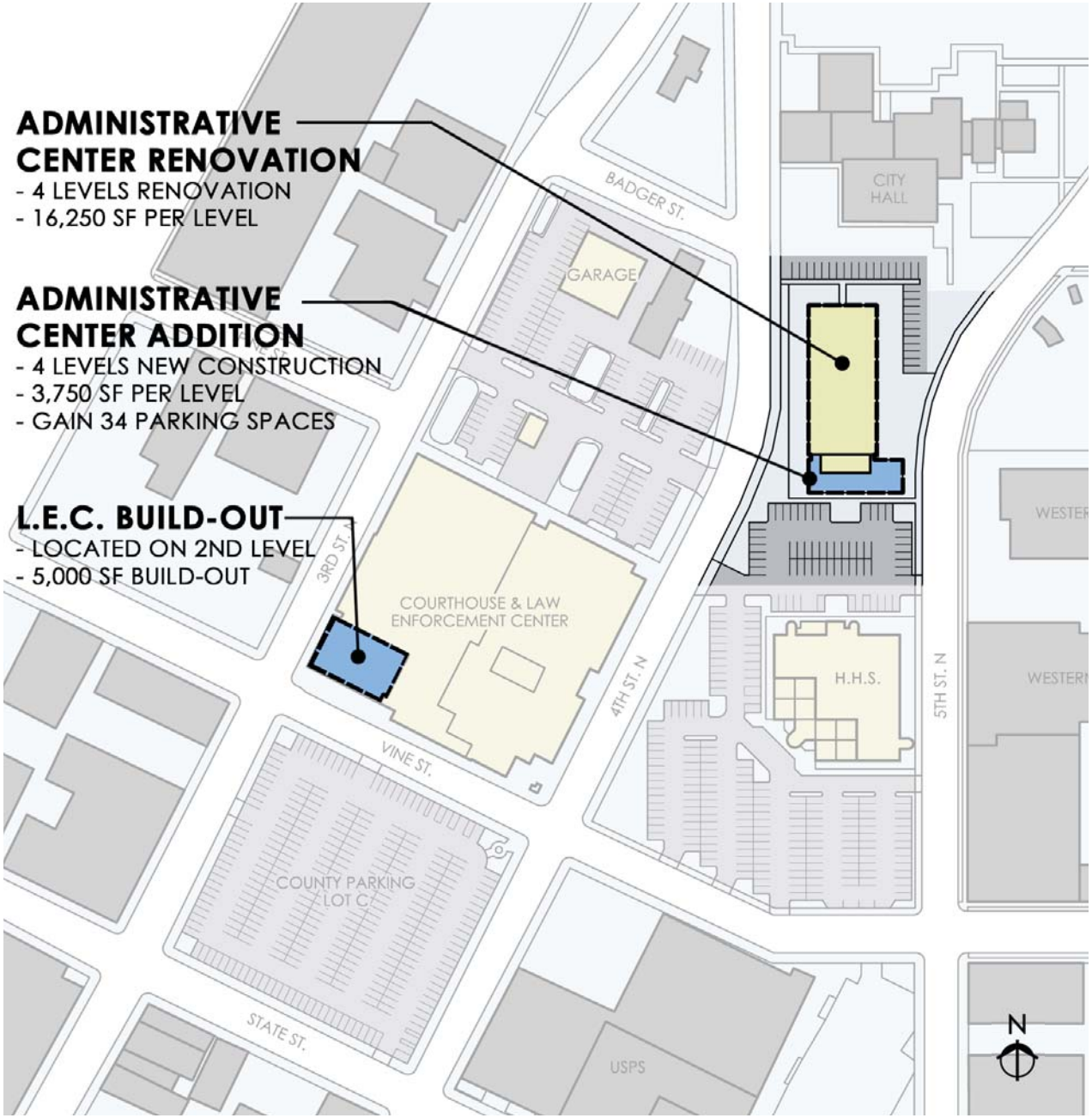
PROPOSED TIMELINE

Move Out	Spring 2014
Renovation	Spring 2014 - Summer 2015
Move In	Fall 2015

Item / Breakdown	Cost
A. Sitework	$315,000
45,000 SF @ $7 / SF = $315,000	
B. Asbestos Abatement Allowance	$1,500,000
$1,355,234 x 1.10 ESCL = $1,490,757	
C. Demolition	$966,150
107,350 SF @ $9 / SF = $966,150	
D. Renovation	$13,355,000
87,350 SF @ $130 / SF = $11,355,000	
20,000 SF @ $100 / SF = $2,000,000	
E. Build-Out	$325,000
5,000 SF @ $65 / SF = $325,000	
Scheme A Construction Subtotal	**$16,461,150**



BIRDSEYE VIEW FROM SOUTH



Scheme B
Redesign Administrative Center

Scheme B proposes a complete renovation of the Administrative Center, just as in Scheme A, but eliminates the south portion of the existing building to tighten the building area to proposed program and open up a significant amount of additional parking. A small addition would be added back to reorganize the building flow to the south and provide space for a lobby, vertical circulation and a possible loading dock. *Please refer to the appendix section "Fifth Level Addition" for another option for future expansion.*

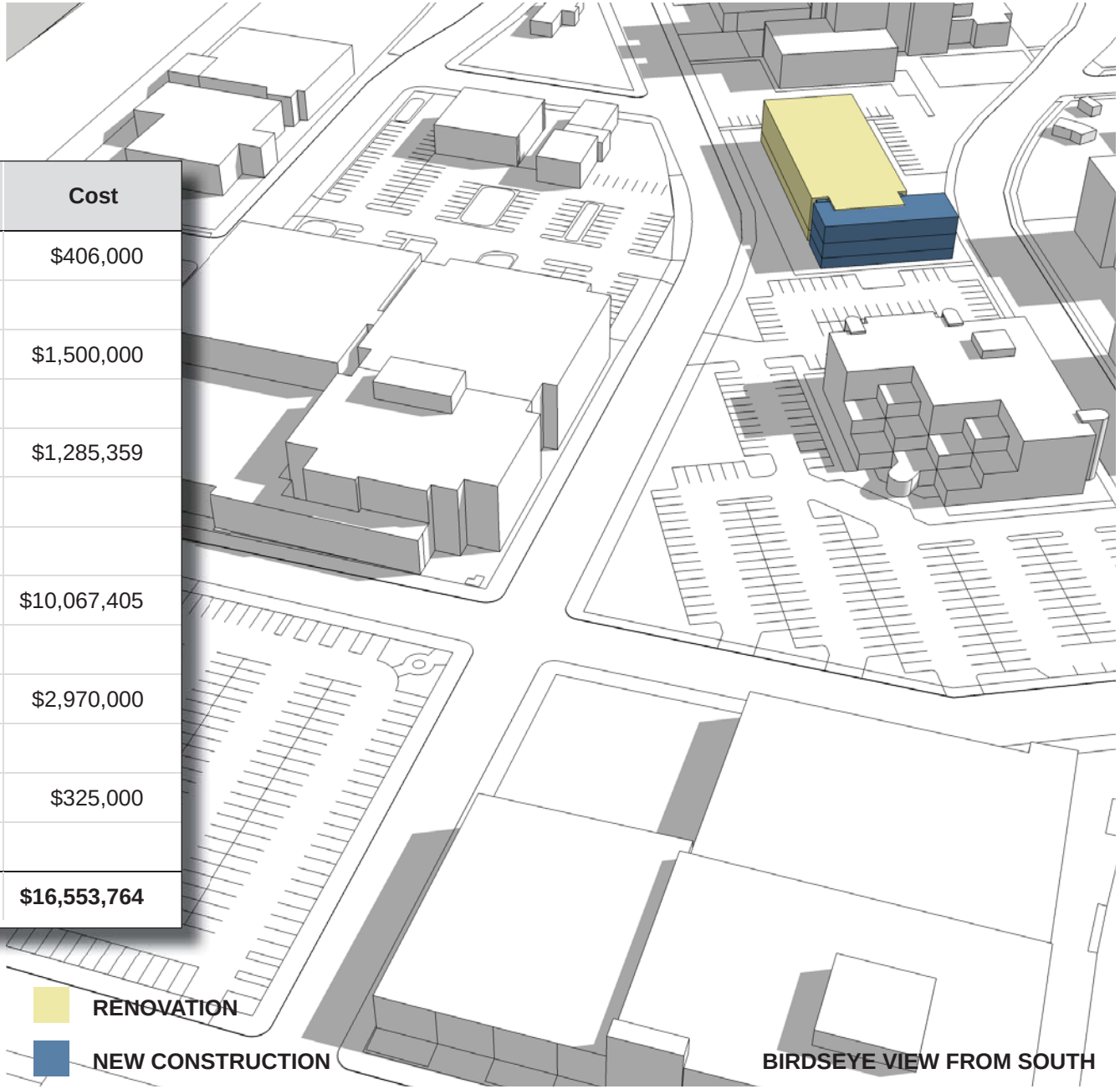
PARKING

Original Parking	646	Spaces
Proposed Parking	680	Spaces
Net Parking Change	**34**	**Spaces Gained**

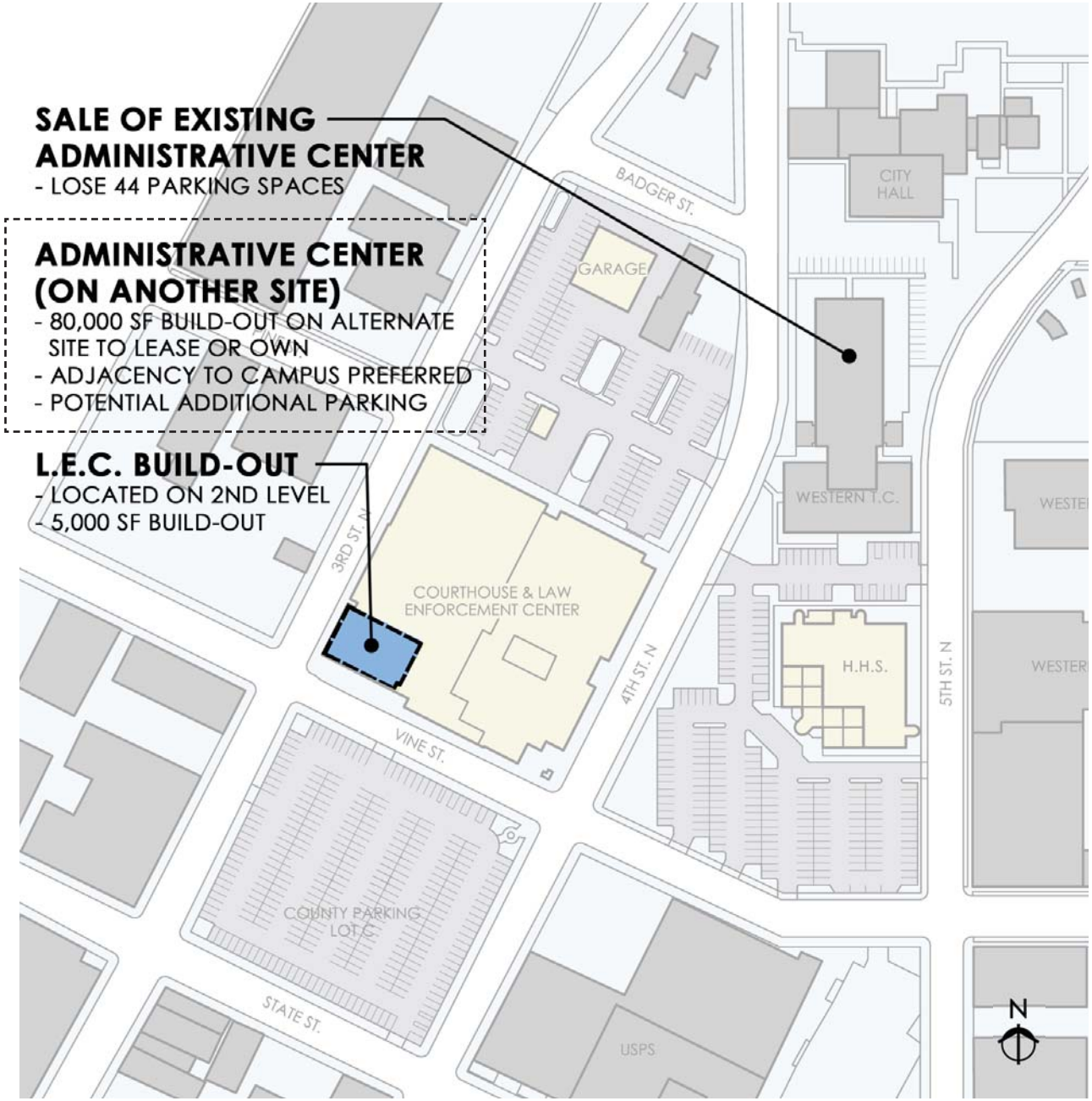
PROPOSED TIMELINE

Move Out	Spring 2014
Renovation	Spring 2014 - Summer 2015
Move In	Fall 2015

Item / Breakdown	Cost
A. Sitework	$406,000
58,000 SF @ $7 / SF = $406,000	
B. Asbestos Abatement Allowance	$1,500,000
$1,355,234 x 1.10 ESCL = $1,490,757	
C. Demolition	$1,285,359
Building: 43,800 SF @ 16 / SF = $700,800	
Interior: 64,951 SF @ $9 / SF = $584,559	
D. Renovation	$10,067,405
64,951 SF @ $155 / SF = $10,067,405	
E. New Construction	$2,970,000
15,000 SF @ $198 / SF = $2,970,000	
E. Build-Out	$325,000
5,000 SF @ $65 / SF = $325,000	
Scheme B Construction Subtotal	**$16,553,764**



BIRDSEYE VIEW FROM SOUTH



Scheme C
Relocate to an Existing Building

Scheme C proposes permanently moving the entire Administrative Center program to another building off campus. During this study, only one building on the market matched the County's needs with leasable space and parking. The building is the former La Crosse Rubber Mills, located less than two miles away from campus. The existing Administrative building would be sold, and all functions of county administration would be distributed to the L.E.C. and this new building. This scheme is not considered to be a preferred option by the County Staff Work Group as it would further fragment the campus which the County has worked hard to unify in the past. If a building would become available adjacent to the campus, this option would become more viable. Potential advantages of this option are a net gain of additional parking with the purchase of a new site and the sale of the existing building. For the purpose of this study, parking will remain static.

PARKING BREAKDOWN

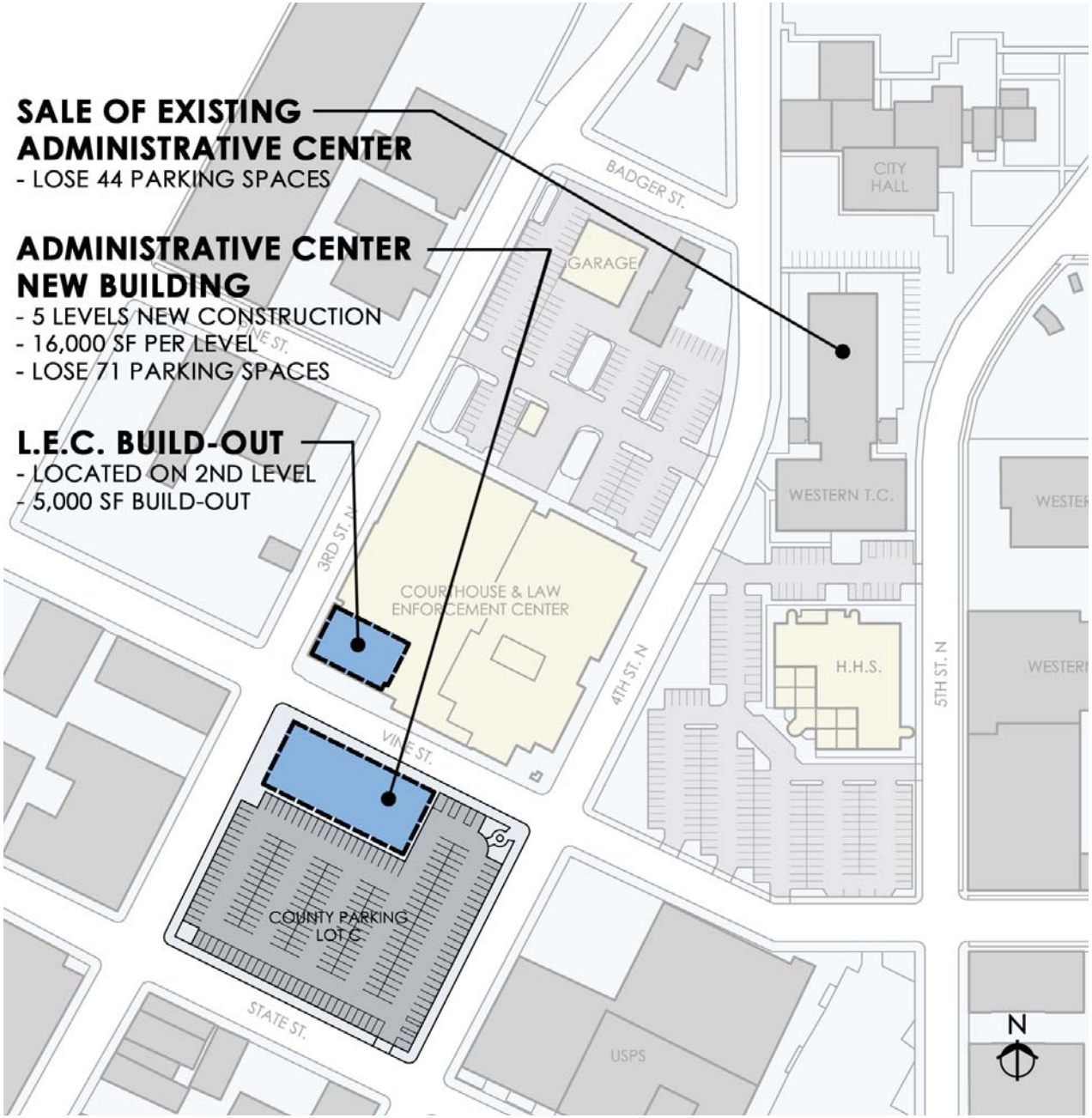
Original Parking	646	Spaces
Proposed Parking	646	Spaces
Net Parking Change	**0**	**Spaces**

PROPOSED TIMELINE

Rubber Mills Build-Out	Spring 2014 - Summer 2015
Move-In	Summer 2015

Item / Breakdown	Cost
A. Build-Out (L.E.C.)	$325,000
5,000 SF @ $65 / SF = $325,000	
B. Build-Out (Rubber Mills)	$0
Included in lease agreement	
Scheme C Construction Subtotal	**$325,000**

Images are provided courtesy of Access Commercial Real Estate.



Scheme D Option 1
Build New on Lot C

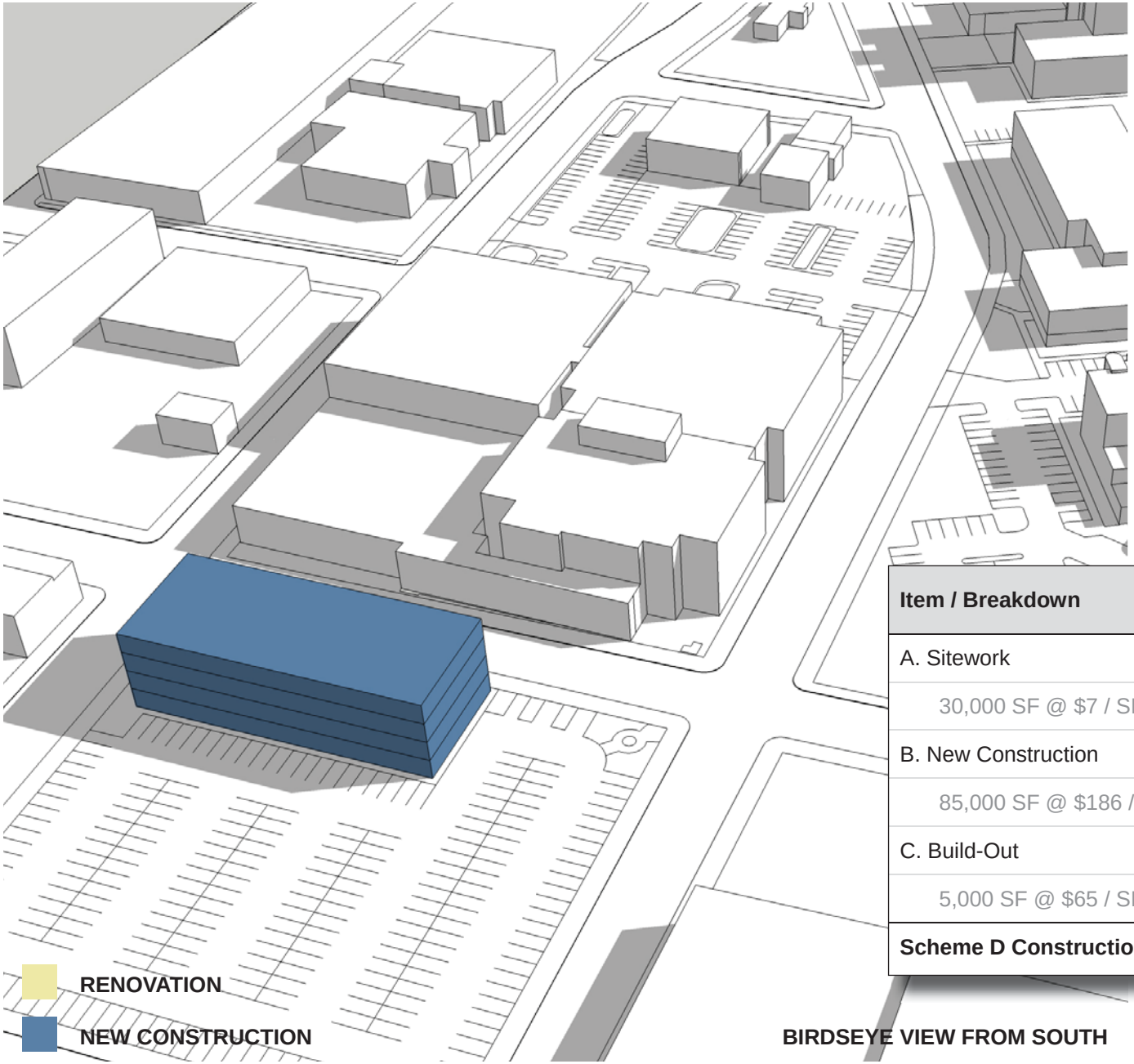
Scheme D proposes a new building located on a portion of Lot C. The entire Administrative Building would be sold, and all functions of county administration would be distributed to the L.E.C. and this new building. Parking adjustments to Lot C would be required. As an option, by lifting up the new, 40 parking spaces might be recovered. This scheme offers optimal solar orientation and a new and improved adjacency to campus parking. Please note: All Scheme D options incur similar costs.

PARKING

Original Parking	646	Spaces
Proposed Parking	531	Spaces
Net Parking Change	**115**	**Spaces Given Up**
(Lifted Option	*75*	*Spaces Given Up)*

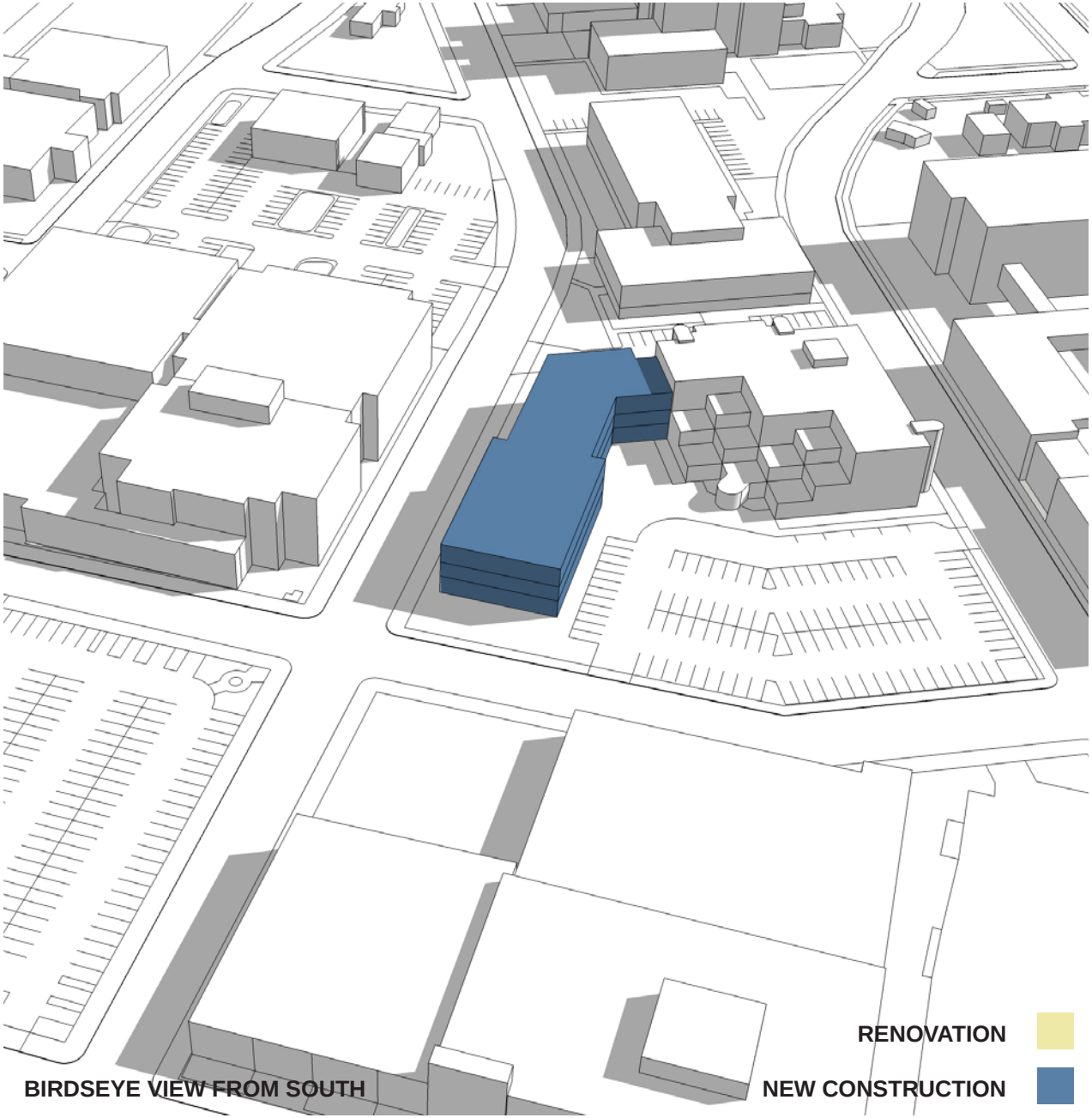
PROPOSED TIMELINE

New Construction	Spring 2014 - Summer 2015
Move-In	Summer 2015



BIRDSEYE VIEW FROM SOUTH

Item / Breakdown	Cost
A. Sitework	$210,000
30,000 SF @ $7 / SF = $210,000	
B. New Construction	$15,810,000
85,000 SF @ $186 / SF = $15,810,000	
C. Build-Out	$325,000
5,000 SF @ $65 / SF = $325,000	
Scheme D Construction Subtotal	**$16,345,000**



BIRDSEYE VIEW FROM SOUTH

Scheme D Option 2
West Addition to H.H.S.

Scheme D could also be configured as a large addition to Health and Human Services to the West. The entire Administrative Building would be sold, and all functions of county administration would be distributed to the L.E.C. and H.H.S. buildings. A second lobby would be required, as well as adjustments to the current parking layout near HHS. As an option, 30 parking spaces might be retained by lifting up the building addition. Please note: All Scheme D options incur similar costs.

PARKING

Original Parking	646	Spaces
Proposed Parking	541	Spaces
Net Parking Change	**105**	**Spaces Given Up**
(*Lifted Option*	*75*	*Spaces Given Up)*

PROPOSED TIMELINE

New Construction	Spring 2014 - Summer 2015
Move-In	Summer 2015

Scheme D Option 3
South Addition to H.H.S.

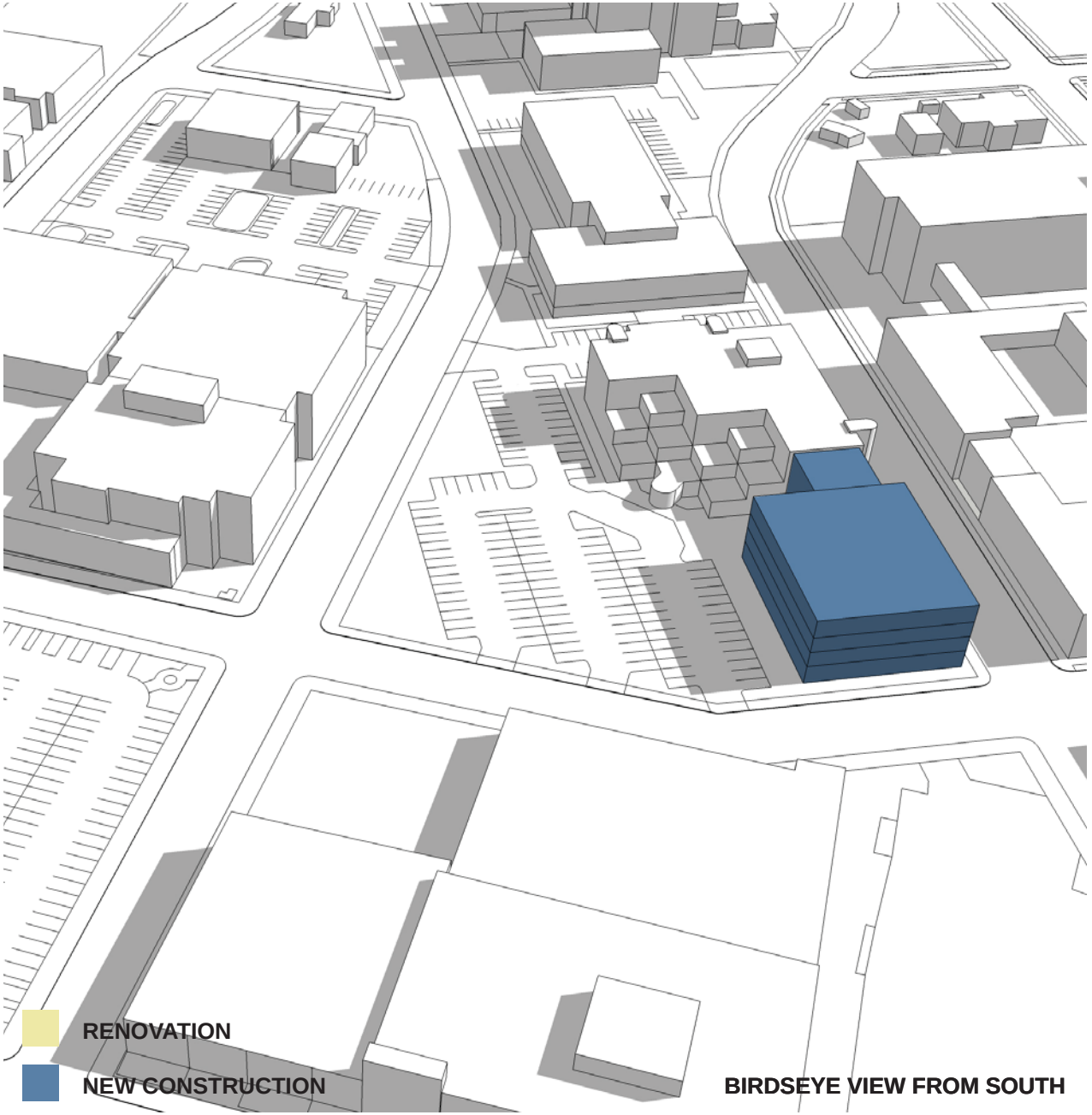
Scheme D could also be configured as a large addition to Health and Human Services to the South. The entire Administrative Building would be sold, and all functions of county administration would be distributed to the L.E.C. and H.H.S. buildings. A second lobby would be required, as well as adjustments to the current parking layout near HHS. As an option, 30 parking spaces might be retained by lifting up the building addition. Please note: All Scheme D options incur similar costs.

PARKING

Original Parking	646	Spaces
Proposed Parking	546	Spaces
Net Parking Change	**100**	**Spaces Given Up**
(*Lifted Option*	*70*	*Spaces Given Up)*

PROPOSED TIMELINE

New Construction	Spring 2014 - Summer 2015
Move-In	Summer 2015



BIRDSEYE VIEW FROM SOUTH

MOVING FORWARD
Cost Summary

The chart to the right breaks down the component costs of each scheme for easy comparison. It also takes into account those variables that are difficult to quantify yet important to making an informed decision: relocation, leasable space, sale of building, data center relocation, and tax revenue.

This cost summary (otherwise known as an Opinion of Probable Cost) is based on information obtained from: construction cost guides, similar projects and the judgement of the authors. It is not a bid, and it is possible that actual bid results may vary considerably from this Opinion of Probable Cost. Rapidly changing construction materials prices may not be reflected in construction cost guides. In addition, the monetary response to current economic difficulties creates additional uncertainty on the possible range of future price inflation or deflation.

SCOPE OF WORK	SCHEME A Renovate	SCHEME B Redesign	SCHEME C Relocate	SCHEME D Build New
Site Work	$315,000	$406,000	$0	$210,000
Asbestos Abatement	$1,500,000	$1,500,000	$0	$0
Building Demolition	$0	$700,800	$0	$0
Interior Demolition	$966,150	$584,559	$0	$0
Renovation Construction	$13,355,000 [1]	$10,067,405	$0	$0
Build-Out Construction	$325,000	$325,000	$325,000	$325,000
New Construction	$0	$2,970,000	$0	$15,810,000
Construction Sub-Total	**$16,461,150**	**$16,553,764**	**$325,000**	**$16,345,000**
Construction Contingency (10%)	$1,646,115	$1,655,376	$0	$1,634,500
Other Costs (15%) [2]	$2,716,090	$2,731,370	$1,500,000	$2,696,925
Sale of Building	$0	$0	($250,000)	($250,000)
Relocation Allowance	$500,000	$1,500,000	$150,000	$150,000
Data Center Relocation Option	$600,000	$600,000	$765,000	$600,000
Extra Office Build-Out (20,000 SF)	$2,080,000	$0	$0	$0
Estimated Project Cost	**$24,003,355**	**$23,040,510**	**$2,490,000**	**$21,176,425**
Office Lease	($240,000) / yr [3]	$0	$1,000,000/ yr	$0
Tax Value [4]	---	---	---	(26,316) / yr
Estimated Annual Cost	**($240,000) / yr**	**$0**	**$1,000,000 / yr**	**(26,316) / yr**

[1] Figure includes program area only. Future build-out area of approximately 20,000 square feet is unfinished.
[2] Other costs include Furnishing, Fixtures + Equipment (FF+E), Architectural/Engineering Fees, Code Approvals, Survey, Testing, and Miscellaneous Expenses.
[3] Office lease potential assumes a gross leasable space of 20,000 SF x $12/SF, an average lease rate cited in the Lot C Market Assessment.
[4] Tax Value refers to the annual tax revenue benefit to the County. According to 2012 figures provided by La Crosse County, this benefit to the community (including the City, County, School District, Tech College, and State)) would be approximately $195,731 per year, or a 6.8 million dollar tax base.

PROJECT COST COMPONENTS

ANNUAL COST COMPONENTS

	Evaluation Criteria	SCHEME A	SCHEME B	SCHEME C	SCHEME D
Objective Issues	Asbestos Abatement	$1,500,000	$1,500,000	$0	$0
	Construction Cost	$16,461,150	$16,553,764	$325,000	$16,345,000
	Data Center Relocation	$600,000	$600,000	$765,000	$600,000
	Relocation Allowance	$500,000	$1,500,000	$150,000	$150,000
	Sale of Administrative Center	$0	$0	($250,000)	($250,000)
	Extra Office Build-out	$2,080,000	$0	$0	$0
	Estimated Project Cost	**$24,003,355**	**$23,040,510**	**$1,038,750**	**$21,176,425**
	Finished Building Area	**107,300 SF**	**85,000 SF**	**85,000 SF**	**85,000 SF**
	Estimated Parking Counts	**646 (0)**	**680 (+34)**	**Unknown**	**531 (-100 to -115)**
	Annual Tax Revenue	$0	$0	$0	($26,316) / yr
	Annual Office Lease	($240,000) / yr	$0	$1,000,000 / yr	$0

	Ranking	Evaluation Criteria	SCHEME A	SCHEME B	SCHEME C	SCHEME D Options 1	2	3
Subjective Issues	1	Campus Unity	+ 6	+ 6	- 5	+ 7	+ 7	+ 7
	2	Staff Productivity	- 4	- 4	-6	+ 4	+4	+4
	3	Life Cycle Cost	+ 4	+ 4	- 6	+ 7	+ 7	+ 7
	4	Sustainability	+ 3	+ 3	- 4	+ 1	+ 1	+ 1
	5	Continuity of Services	- 6	- 6	- 6	+ 2	+ 2	+ 2
	6	Accessibility	0	- 4	-6	+ 2	+ 2	+ 2
	7	Debt Service	- 2	- 4	-4	- 4	- 4	- 4
	8	Parking Arrangement	+ 3	+ 7	0	- 7	- 7	- 7
	9	Tax Base	+ 1	- 1	- 2	+ 3	+ 2	+ 2
	10	Future Expansion	+ 5	+ 5	- 5	+ 2	+ 2	+ 2
	11	Environmental Quality	+ 3	+ 3	- 2	+ 7	+ 7	+ 7
	12	Civic Image	+ 5	+ 5	- 5	+ 2	+ 2	+ 2
	13	Urban Improvement	+ 2	+ 2	0	+ 5	+ 5	+ 5
		Subjective Totals	**+ 20**	**+ 16**	**- 50**	**+ 31**	**+ 30**	**+ 30**

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IMPORTANCE OF ISSUES ON A NUMERIC SCALE OF 1 TO 15
(1 = MOST IMPORTANT AND
15 = LEAST IMPORTANT)

PERCEIVED IMPACT OF SCHEME ON SUBJECTIVE ISSUES
(POSITIVE, NEGATIVE OR NEUTRAL)

Decision Matrix

Pending final discussion with the Committee...

Varied opinions will certainly surface regarding advantages or disadvantages of each scheme. For instance, to some project cost will be the most important variable, while to others parking might be a key factor. These ratings were collaboratively generated by River Architects, the County Staff Work Group, and the La Crosse County Administrative Center + Downtown Campus Study Committee and represent our collective opinion of how each scheme might perform.

A summary decision matrix is provided to the right, and descriptions of evaluation criteria are provided on the following pages. *Please note: All criteria are not objective. Subjective criteria will not be quantified but rather commented on (ranked in order of importance and noted as positive, negative or neutral) so that an individual may consider the total costs and benefits of each scheme moving forward in design. The summary matrix provides a tally of these comments and rankings by committee members which influence our recommendation.*

	Evaluation Criteria	SCHEME A	SCHEME B	SCHEME C	SCHEME D
Objective Issues	Asbestos Abatement	$1,500,000	$1,500,000	$0	$0
	Construction Cost	$16,461,150	$16,553,764	$325,000	$16,345,000
	Data Center Relocation	$600,000	$600,000	$765,000	$600,000
	Relocation Allowance	$500,000	$1,500,000	$150,000	$150,000
	Sale of Administrative Center	$0	$0	($250,000)	($250,000)
	Extra Office Build-out	$2,080,000	$0	$0	$0
	Estimated Project Cost	**$24,003,355**	**$23,040,510**	**$2,490,000**	**$21,176,425**
	Finished Building Area	**107,300 SF**	**85,000 SF**	**85,000 SF**	**85,000 SF**
	Estimated Parking Counts	**646 (0)**	**680 (+34)**	**Unknown**	**531 (-100 to -115)**
	Annual Tax Revenue	$0	$0	$0	($26,316) / yr
	Annual Office Lease	($240,000) / yr	$0	$1,000,000 / yr	$0

	Ranking	Evaluation Criteria	SCHEME A	SCHEME B	SCHEME C	SCHEME D Options		
						1	2	3
Subjective Issues	1	Campus Unity	+ 6	+ 6	- 5	+ 7	+ 7	+ 7
	2	Staff Productivity	- 4	- 4	-6	+ 4	+4	+4
	3	Life Cycle Cost	+ 4	+ 4	- 6	+ 7	+ 7	+ 7
	4	Sustainability	+ 3	+ 3	- 4	+ 1	+ 1	+ 1
	5	Continuity of Services	- 6	- 6	- 6	+ 2	+ 2	+ 2
	6	Accessibility	0	- 4	- 5	+ 2	+ 2	+ 2
	7	Debt Service	- 2	- 4	- 4	- 4	- 4	- 4
	8	Parking Arrangement	+ 3	+ 7	0	- 7	- 7	- 7
	9	Tax Base	+ 1	- 1	- 2	+ 3	+ 2	+ 2
	10	Future Expansion	+ 5	+ 5	- 5	+ 2	+ 2	+ 2
	11	Environmental Quality	+ 3	+ 3	- 2	+ 7	+ 7	+ 7
	12	Civic Image	+ 5	+ 5	- 5	+ 2	+ 2	+ 2
	13	Urban Improvement	+ 2	+ 2	0	+ 5	+ 5	+ 5
		Subjective Totals	**+ 20**	**+ 16**	**- 50**	**+ 31**	**+ 30**	**+ 30**

Evaluation Criteria Definitions

		Evaluation Criteria
Objective Issues		Asbestos Abatement
		Construction Cost
		Data Center Relocation
		Relocation Allowance
		Sale of Administrative Center
		Extra Office Build-out
		Estimated Project Cost
		Finished Building Area
		Estimated Parking Counts
		Annual Tax Revenue
		Annual Office Lease
	Ranking	**Evaluation Criteria**
Subjective Issues	1	Campus Unity
	2	Staff Productivity
	3	Life Cycle Cost
	4	Sustainability
	5	Continuity of Services
	6	Accessibility
	7	Debt Service
	8	Parking Arrangement
	9	Tax Base
	10	Future Expansion
	11	Environmental Quality
	12	Civic Image
	13	Urban Improvement
		Subjective Totals

OBJECTIVE ISSUES

Asbestos Abatement - Estimated costs associated with a complete asbestos abatement within the existing building.

Construction Cost - All direct costs associated with build-out, renovation and new construction. Please refer to *Construction Cost Breakdown* in the Appendix.

Data Center Relocation - Estimated costs above and beyond general technology costs associated with moving the data center to a new location. Please refer to *Relocation Estimates* in the Appendix.

Additional benefits of data center relocation are an increased efficiency of IT and Printing when consolidated (saving approximately 1,600 square feet of programmable space). Additionally, moving IT out of H.H.S. opens over 4,000 SF of assignable space for H.H.S. expansion.

Relocation Allowance - Estimated costs for relocation. Schemes A and B require temporary relocation, while Schemes C and D would only require a single move. Please refer to *Relocation Estimates* in the Appendix.

Sale of Administrative Center - Sale price of the Administrative Center if the terms of the *La Crosse County Administration Building Proposal* from Borton Construction and 360 Real Estate Solutions are met.

Extra Office Build-out - Additional construction costs associated with a complete interior build-out of 20,000 SF of space within the existing Administrative Center in Scheme A. This would be additional space which the County could either save for future expansion or lease to a related agency or private entity.

Estimated Project Cost - The entire cost of the project, including contingency and other misc. costs.

Finished Building Area - The gross area which a new or renovated scheme would produce. Please note that Scheme A remains at 107,300 SF, while all other schemes reduce the building to proposed program size.

Estimated Parking Counts - Total number of parking spaces available for each scheme, with net parking change in parentheses.

Annual Tax Revenue - The estimated annual tax benefit to the County as a result of the sale of the Administrative Center property, currently estimated at $26,316 per year.

According to 2012 figures provided by La Crosse County, this benefit to the community (including the City, County, School District, Tech College, and State)) would be approximately $195,731 per year. According to the *La Crosse County Administration Building Proposal* from Borton Construction

and 360 Real Estate Solutions, the sale of the Administrative Center property to a private entity could result in a tax base increase of 6.8 million dollars.

In addition to Administrative Center property potential, consideration must be given to Lot C development. Please refer to the *Lot C Market Assessment* by Stantec Consulting Services, Inc. and *Lot C Market Assessment Addendum* provided by La Crosse County Staff for more information.

Annual Office Lease - This figure represents costs or benefits associated with leasable space to the County for each scheme. Scheme A, with its 20,000 SF of leasable space, could provide $240,000 / year of annual income to the County (based on $12 / SF average potential rate cited in the *Lot C Market Assessment*).

SUBJECTIVE ISSUES

Staff Productivity - The level of efficiency realized during staff performance of daily tasks. This may be influenced by proximity to other buildings on campus, organization of interior spaces and degree of comfort during the workday.

Continuity of Services - The impact of relocation or construction on business services and daily operations.

Urban Improvement - The potential to improve the surrounding community, whether it be to enhance the density of the site or provide protected convenient areas of respite.

Future Expansion - The potential to expand, whether through interior build-out or future building or campus expansion.

Sustainability - Steps taken to benefit the environment or reduce the building's impact on the surrounding site, both now and into the future. Proper sizing, orientation and building materials are key issues to consider.

Civic Image - How the future building and its occupants are perceived. For instance, a new building might produce feelings of confidence and civic pride. A renovated building might reinforce perceptions of prudence and proper reuse.

Accessibility - Assuming ADA compliance in all four schemes, this refers to the degree of ease by which constituents approach the site and access County services.

Environmental Quality - Potential to provide proper interior lighting and acoustics as well as an understandable interior organization for both staff and client.

Campus Unity - Level of adjacency and direct access to other buildings on campus. This also includes the perceived unity of all La Crosse County services.

Life Cycle Cost - Overall energy costs of operating a building during its useful life. Proper orientation and the latest technologies can reduce this cost considerably.

Parking Arrangement - Setting aside actual parking counts for the campus, this issue considers how well parking might be arranged for close client parking and daily loading and unloading of equipment for staff both now and in the future.

Debt Service - The yearly cash flow required to cover principal and interest on a debt incurred by the project.

Tax Base - The potential for increasing tax base, whether through the immediate sale of land or by encouraging future private investment on land currently held by the County.

Recommendations

Pending final discussion with the Committee...

River Architects would like to recommend a course of action for the County Board to consider, but it must be a consensus-based opinion: We must address your future needs in our recommendation. Based on the primary assumption that deferred maintenance is financially untenable, we would like to briefly weigh the pros and cons of all four schemes.

Please use these two pages during the discussion to jot down your opinions of each scheme, both positive and negative.

SCHEME A COMMENTS

Pros

Cons

SCHEME B COMMENTS

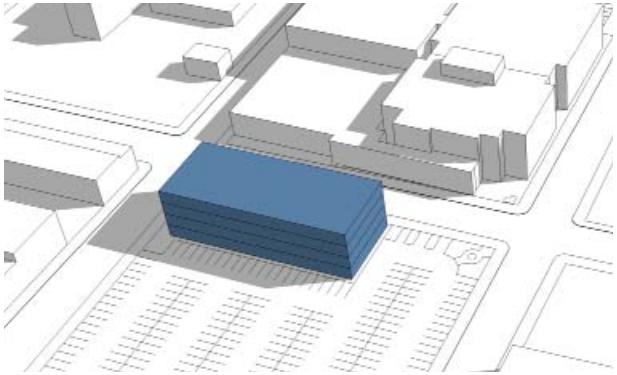
Pros

Cons

SCHEME E COMMENTS

Pros

Cons



SCHEME D COMMENTS

Pros

Cons