



January 15, 2018

Mr. Peter Daniels  
City Engineer  
City of West Allis  
7525 Greenfield Ave.  
West Allis, WI 53214

**RE: SITE SELECTION, FACILITY PROGRAMING, & TIME MANAGEMENT STUDY  
Amendment One – City Hall Facility Programming & Planning Concepts**

Dear Peter,

In following with our current scope to plan for a new DPW Garage, Barrientos Design is pleased to present this Amendment to our base contract for integrating City Hall functions into the planning effort.

Our current scope of work involves facility programming for a new Public Works facility along with a site selection process to determine an appropriate new site. The City of West Allis now wishes to explore integrating City Hall functions into a combined Municipal Complex where both Public Works and City Hall operate from one location and under one consolidated building structure.

The current City Hall functions include the following Departments and major functions:

1. City Administrator & Mayor's Office
2. Clerk
3. Finance
4. Treasurer
5. Assessor
6. Purchasing
7. Attorney
8. Human Resources
9. Housing
10. Building Inspection
11. Development
12. Engineering
13. Information Technology
14. Communications
15. Creative Services
16. Support & common functions include: Fitness Center, Lounge, Kitchenettes/Lunch room, Conference Rooms, Council Chambers, Main Reception/Customer Service, and storage and receiving.

The goal of this planning effort will be to provide a facility that is spatially congruent with current officing needs, supports a collaborative work environment, engages the public with their visiting needs, and consolidates and utilizes building space across many City functions. Moreover, the City wishes to explore synergies of co-locating Public Works with City Hall functions for a more efficient and better utilized building.

## **SCOPE OF WORK**

Barrientos Design will undertake the following tasks and deliverables in two Tasks:

### **TASK 1 – FACILITY PROGRAMMING**

1. Interview key City Administration on the facility needs of each City Hall Department, as listed above.
2. Present to the City current trends in the office environment along with generational workplace differences.
3. Intake existing building data include plans, organizational charts, department functions and the prior UWM student effort.
4. Set standards for officing size and furniture by job classification
5. Develop meeting room standards for different occupancy levels and functions such as work meetings, Department level meetings, public interface, hearings, Committees and full Council meetings. Identify any external community groups and their assembly needs.
6. Calculate parking needs for staff and visitors. Assess if staff parking can be combined with DPW staff parking. Explore sizing requirements for a ramped parking structure.
7. Develop an Optimal Room Tabulation Program that identifies the needed space and configuration for each room. Compare recommended square feet against existing square feet and identify percent increases.
8. Create an Optimal floor plan that captures the sizing, relationships and operational flow required for City Hall.
9. Integrate Facility Programming information into the base DPW programming report and presentations. Separate out square footages for the DPW and City Hall facilities along with a comparison for a combined facility. Note any savings in size through consolidating.

### **TASK 2 – SITE SELECTION ANALYSIS & TEST FIT ARRANGMENTS**

In conjunction to the DPW site selection effort, Barrientos Design will create a second set of test fit arrangements that incorporate City Hall functions. Up to five candidate sites will be evaluated that can both house DPW and City Hall building and yard needs.

Specific tasks and activities will include:

1. Evaluate the candidate sites for the combining of City Hall into the development mix. Up to ten sites will be evaluated.
2. Analyze sites for best location for street access, utility access, stormwater retention, urban design features, neighborhood integration, visibility, delivery and security.
3. Assess how parking needs can be met meet. Identify if a structured parking ramp can work on these sites.
4. Assess economic and urban design impact of locating City Hall to these candidate sites.

5. Create building and yard arrangement plans that incorporate both City Hall and DPW functions. Up to five sites will be arranged.
6. Create 3D stacking diagrams indicating where Departments can be located on the site and by floor level.
7. Review the site and building plans with City staff as to how they meet their operational needs and update the arrangement plans.
8. Develop cost estimates for the development of each candidate parcels.
9. Quantify each candidate site's ranking in a Site Selection Decision Matrix and numerically tally their benefits or drawbacks.

Progress meetings, presentations and report documents will be combined with the base contract activity.

Our scope does not include exploring developing City Hall functions as a separate site development.

#### **SCHEDULE**

Barrientos Design will provide this work in conjunction with the base contract. The work will be completed within the schedule listed for the base contract.

#### **COMPENSATION**

Barrientos Design will provide this Amendment One work for a lump-sum fee of \$10,982.

Our revised fee will be as follows:

Base contract:	\$49,606
Amendment One contract:	\$10,982
Total fee:	\$60,588

Reimbursables will include printing and government application fees.

We look forward to integrating the City Hall functions into this programming and site selection effort.

Sincerely,

BARRIENTOS DESIGN & CONSULTING, INC.



Norman Barrientos, AIA, LEED AP  
President