



MUNICIPAL FACILITIES NEEDS ASSESSMENT and TOWN CENTER CONCEPTUAL DESIGN

INTERIM PROGRESS REPORT

PGAL

MARCH 19, 2019



- 
- 1) Project Scope
 - 2) Needs Assessment Findings
 - 3) Proposed Priorities and Recommendations
 - 4) Preliminary Cost Estimates
 - 5) Next Steps



1) Preliminary Needs Assessment for these facilities:

- Central Fire Station
- Public Library
- City Hall – all Departments
- Public Works – limited to customer service functions
- Senior Recreation / Community Center
- Police Station – limited to parking and training room

Facilities not included:

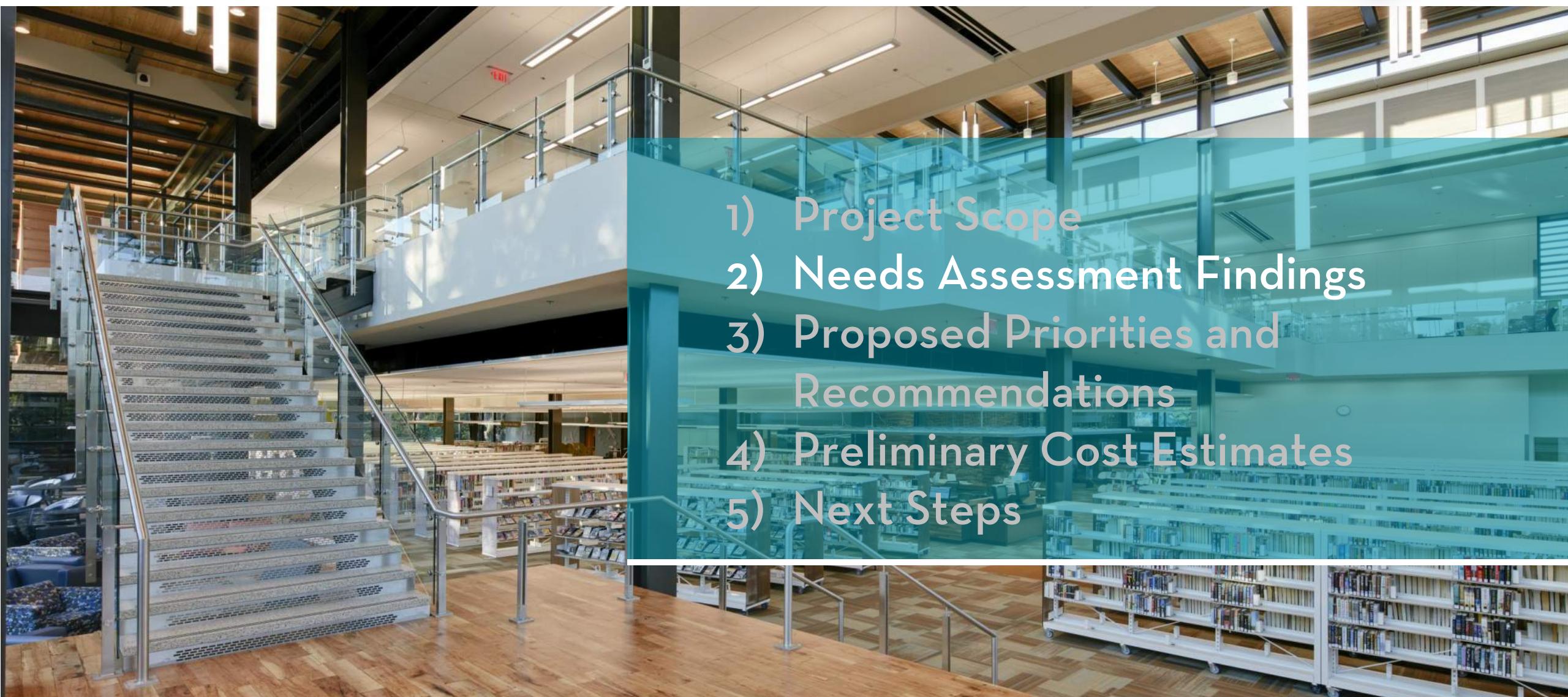
- Animal Care & Control
- Recreation Center
- Aquatics Center

2) Town Center & Facilities Conceptual Development

- Conceptual Development Recommendations
- Town Center Master Plan
- McLeroy Streetscape Enhancements
- Opinion of Probable Costs

PRESENTATION AGENDA

Saginaw, Texas

- 
- The background image shows a multi-level library interior. On the left, a wide staircase with metal railings leads up to a second floor. The second floor has glass railings and overlooks the main area. The main area has wooden floors and rows of bookshelves. The ceiling is high with exposed wooden beams and modern lighting fixtures. A semi-transparent teal box is overlaid on the right side of the image, containing the presentation agenda.
- 1) Project Scope
 - 2) Needs Assessment Findings
 - 3) Proposed Priorities and Recommendations
 - 4) Preliminary Cost Estimates
 - 5) Next Steps

ARCHITECTURE
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City of Saginaw
Departmental Needs Assessment

TYPICAL QUESTIONS FOR EACH DEPARTMENT

Department Name: _____

- 1) What is the purpose or mission of your department?
- 2) Briefly describe the physical activities that occur in your department. What would a visitor see actually happening?
- 3) How is your department organized, hierarchy, number of employees, etc.?
- 4) What are the future personnel needs for your department as the City increases from its current population of approximately 22,550 to 30,000 people in the next 20 years? How will your department evolve?
- 5) Please list the rooms that currently make up your department's facilities in your present space (or mark on floor plan). Be sure to include any remote areas that might be easily forgotten, such as storage, or "someone else's space" which you're using.

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11) How o do the time?
12) What e

ALEXANDRIA
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BOCA RATON
CHICAGO
DALLAS
HOUSTON
LAS VEGAS
LOS ANGELES

3030 LBJ Freeway, Suite 1220
Dallas, TX 75234
T 972 871 2225
F 972 871 2228

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City of Saginaw
Departmental Needs Assessment

SPACE STANDARDS

Workstations

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SHARED OFFICE
247 sq.ft. with Circ.
SO 1

WORK STATION
15 sq.ft. Actual
36 sq.ft. with Circ.
WS 1

WORK STATION
48 sq.ft. Actual
70 sq.ft. with Circ.
WS 2

WORK STATION
56 sq.ft. Actual
77 sq.ft. with Circ.
WS 3

RECP. WORK STATION
70 sq.ft. Actual
100 sq.ft. with Circ.
WS 4

SHARED OFFICE
255 sq.ft. with Circ.
SO 2

WORK STATION
81 sq.ft. Actual
108 sq.ft. with Circ.
WS 5

RECP. WORK STATION
108 sq.ft. Actual
144 sq.ft. with Circ.
WS 6

3030 LBJ Freeway, Suite 1220
Dallas, TX 75234
T 972 871 2225
F 972 871 2228

Space needs based on population "build-out" to 30,000 in 2040.

SAGINAW CENTRAL FIRE STATION

Saginaw, Texas



SAGINAW CENTRAL FIRE STATION

Saginaw, Texas

POSITION / SPACE		2019 CURRENT SPACE (23,000 POPULATION)				2040 PROPOSED SPACE (30,000 POPULATION = 30% GROWTH)			
	DEPT.	# of Staff	Type	RM #	SF	# of Staff	Type	SF	NOTES
Personnel Space:									
Central Administration Personnel									
Fire Chief	FF	1				1	PO 4	180	
Deputy Chief/ Fire Marshal	FF	1				1	PO 4	180	
Deputy Chief	FF	1				1	PO 2	120	
Deputy Chief	FF	1				1	PO 2	120	
Future Position	FF					1	PO 2	120	
Administrative Assistant	FF	1				1	WS 4	100	
Fire Station Personnel									
Company Officer	FF	3				3	PO 3	144	1 per shift?
Watch Office	FF					-	SO 1	247	Shared office for 2 persons?
Fire Personnel	FF	27				27			3 shifts of 9 each? No office space req'd
Subtotal A: Personnel Space		35			0	36		1,211	
Staff % Growth						3%			
Support Space:									
Central Administration									
Public Lobby	FF							200	
Training Classroom/EOC	FF							1,350	Training 1,000 SF + EOC 350 SF (6 workstations) separated by operable wall; to serve as Storm Shelter
Unisex Restrooms (2)	FF							140	within Storm Shelter
Training Storage Closet	FF							200	within Storm Shelter
EOC Storage Closet	FF							50	within Storm Shelter
EOC IT Room	FF							50	within Storm Shelter
Conference Room	FF							250	seat 8 people
Breakroom	FF							200	to serve Central Admin and Training Classroom
Plan Review Space	FF							200	
Evidence Storage	FF							100	
Copy/Workroom	FF							150	
Supplies Closet	FF							80	
IT Closet	FF							80	
Restrooms	FF							500	
General Storage	FF							200	

POSITION / SPACE		2019 CURRENT SPACE (23,000 POPULATION)				2040 PROPOSED SPACE (30,000 POPULATION = 30% GROWTH)			
Fire Station									
Station Lobby	FF							120	
Public Restroom	FF							70	
Day Room	FF							550	
Kitchen	FF							400	includes 3 shift pantries containing refrigerators
Dining Room	FF							250	
Single Occupant Restrooms	FF							140	Men and Women
Fitness Room	FF							800	
Study Room	FF							120	2 persons
Dormitories	FF							840	6 private rooms (90 SF ea) + 2 double-occupant rooms (150 SF ea)
Private Dormitory Bathrooms	FF							400	4 bathrooms serving 8 dormitories
Laundry	FF							130	
General Storage	FF							350	
Apparatus Bays:									
Aparatus Bays	FF							8,000	5 drive-thru bays, 16' x 100' each
EMS Supply Storage	FF							150	
Bunker Gear	FF							375	30 lockers (10 x 3 shifts)
Decontamination Room	FF							100	Biohazardous waste cleaning
S.C.B.A.	FF							80	
Gear Laundry/ Extractor	FF							100	
Restroom	FF							70	
Fire Riser Closet	FF							60	
Mechanical & Electrical Mezzanine	FF							750	
Subtotal B: Support Space								17,605	
Subtotal C:								18,816	SUBTOTALS A+B
75% Efficiency Factor								6,272	
Projected Total Department SF								25,088	

FUTURE NEED:	
Preferred Adjacencies	
Public Interaction	A few times weekly
Other Requirements	

25,088 Gross SF

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SAGINAW CITY HALL – AREA SUMMARY

Saginaw, Texas

DEPARTMENT	CURRENT LOCATION	EXISTING AREA	PROPOSED AREA
City Administratoion			1,323
Economic Development			431
Human Resources			390
Finance			1,750
Information Technology			560
Public Woriks Administration			2,956
Council/Court/Training Room			3,458
City Hall Support Spaces			3,668
Net Subtotal			14,536
Building Gross Factor (10%)			1,454
Total Projected Area (SF)		0	15,989

15,989 Gross SF



POSITION / SPACE		2019 CURRENT SPACE (23,000 POPULATION)				2040 PROPOSED SPACE (30,000 POPULATION = 30% GROWTH)			
	DEPT.	# of Staff	Type	RM #	SF	# of Staff	Type	SF	NOTES
Personnel Space:									
City Manager	CA	1		146	280	1	PO 6	280	access thru City Sec is not ideal
Assistant City Manager	CA	1		129	210	1	PO 5	210	adjacent to Finance, near CM
City Secretary	CA	1		145	168	1	PO 4	180	adjacent to City Manager
Administrative Assistant	CA	0.5		?	70	1	WS 4	100	shared with Econ. Development
Communications	CA					1	PO 3	144	
Mayor		-		136	135	-	PO 3	144	
Subtotal A: Personnel Space		3.5			863	5		1058	
Staff % Growth						43%			
Support Space:									
Records/General Files	CA							-	Refer to Shared Support Spaces Sheet.
Subtotal B: Support Space					88			0	
Subtotal C:					951			1058	Subtotals A+B
80% Efficiency Factor								265	
Projected Total Department SF								1,323	

FUTURE NEED:	
Preferred Adjacencies	Conference rooms, HR and Finance
Public Interaction	Frequent and varies from 4-8 times daily plus interaction with City Council and Mayor.
Other Requirements	

1,323 Gross SF

POSITION / SPACE		2019 CURRENT SPACE (23,000 POPULATION)				2040 PROPOSED SPACE (30,000 POPULATION = 30% GROWTH)			
	DEPT.	# of Staff	Type	RM #	SF	# of Staff	Type	SF	NOTES
Personnel Space:									
Director	ED	1	PO	143	168	1	PO 4	168	
Administrative Assistant	ED	0.5	WS	?		0.5	WS 4	100	currently shared with Administration, schedule meetings, book travel, etc.
Economic Development Intern	ED					1	WS 3	77	data analyses
Subtotal A: Personnel Space		1.5			168	2.5		345	
Staff % Growth						67%			
Support Space:									
Subtotal B: Support Space								0	
Subtotal C:					168			345	Subtotals A+B
80% Efficiency Factor								86	
Projected Total Department SF								431	

FUTURE NEED:	
Preferred Adjacencies	City Manager, City Secretary
Public Interaction	
Other Requirements	need access to small conference room

431 Gross SF

POSITION / SPACE		2019 CURRENT SPACE (23,000 POPULATION)				2040 PROPOSED SPACE (30,000 POPULATION = 30% GROWTH)			
	DEPT.	# of Staff	Type	RM #	SF	# of Staff	Type	SF	NOTES
Personnel Space:									
HR Director	HR	1	PO	127	162	1	PO 4	168	
HR Generalist	HR					1	PO 3	144	
Subtotal A: Personnel Space		1			162	2		312	
Staff % Growth						100%			
Support Space:									
Records/General Files								-	Refer to City Hall Support sheet
Subtotal B: Support Space					88			0	
Subtotal C:					250			312	Subtotals A+B
80% Efficiency Factor								78	
Projected Total Department SF								390	

FUTURE NEED:	
Preferred Adjacencies	near Records/General Files Storage
Public Interaction	minimal
Other Requirements	need access to small conference room

390 Gross SF

POSITION / SPACE		2019 CURRENT SPACE (23,000 POPULATION)				2040 PROPOSED SPACE (30,000 POPULATION = 30% GROWTH)			
	DEPT.	# of Staff	Type	RM #	SF	# of Staff	Type	SF	NOTES
Personnel Space:									
Finance Director	F	1	PO	128	154	1	PO 4	168	
A/P Office Manager	F	1	PO	123	190	1	PO 4	168	prefer view of front customer service Court Clerk & UB Specialists
Utility Billing Supervisor	F	1	PO	125	144	1	PO 3	144	
Management Analyst	F	1	PO	142	132	1	PO 3	120	
Utility Billing Specialist-Front	F	1	WS	121	54	1	WS 4	100	
Backup UB Position-Front	F	-	WS	121	54	1	WS 4	100	
Utility Billing Specialist-Drive-Thru	F	1	WS	121	100	1	WS 4	100	
Subtotal A: Personnel Space		6			828	7		900	
Staff % Growth						17%			
Support Space:									
Open Office				121	300			300	move noisy copier & mail to new Workroom
Workroom								120	near Open Office with mail, copier, supplies
File Storage								80	near Open Office area
Subtotal B: Support Space					300			500	
Subtotal C:					1,128			1,400	Subtotals A+B
80% Efficiency Factor								350	
Projected Total Department SF								1,750	

FUTURE NEED:	
Preferred Adjacencies	Lobby, Assistant City Manager
Public Interaction	Frequent
Other Requirements	need access to small conference room

1,750 Gross SF

POSITION / SPACE		2019 CURRENT SPACE (23,000 POPULATION)				2040 PROPOSED SPACE (30,000 POPULATION = 30% GROWTH)			
	DEPT.	# of Staff	Type	RM #	SF	# of Staff	Type	SF	NOTES
Personnel Space:									
IT Director	IT	1	PO	141	-	1	PO 4	168	currently shares with server room
IT Technicians Workroom	IT	1				2	SO	280	14' x 20', 3 workstations (2 Techs + Director) and storage racks
Subtotal A: Personnel Space		2			0	3		448	
Staff % Growth						50%			
Support Space:									
Subtotal B: Support Space								0	
Subtotal C:					0			448	Subtotals A+B
80% Efficiency Factor								112	
Projected Total Department SF								560	

FUTURE NEED:	
Preferred Adjacencies	MDF/Server Room
Public Interaction	
Other Requirements	Fiber runs thru Police Building

560 Gross SF

POSITION / SPACE		2019 CURRENT SPACE (23,000 POPULATION)				2040 PROPOSED SPACE (30,000 POPULATION = 30% GROWTH)			
	DEPT.	# of Staff	Type	RM #	SF	# of Staff	Type	SF	NOTES
Personnel Space:									
Director	PW	1				1	PO 4	168	
Chief Building Inspector	PW	1				1	PO 4	168	
Executive Assistant	PW	1				1	PO 3	144	
Administrative Assistant	PW					1	WS 4	100	
Receptionist/Admin Assistant	PW	1				1	WS 4	100	
Permit Tech	PW	1				1	WS 6	144	window at front customer service counter w/ Utility Billing, near Workroom
Senior Code Enforcement	PW	1				1	PO 3	144	
Code Enforcement Office	PW	1				2	SO 1	247	
Building Inspectors Office	PW	2				3	SO	350	3 workstations, plan racks, layout table
Subtotal A: Personnel Space		9				12		1,565	
Staff % Growth						33%			
Support Space:									
Pre-development Conference Room	PW							400	seat 15, larger groups will meet in Training Room
Plan Review Room	PW							200	electronic review table w/ monitors, layout table, wide-format printer, shelves
Plan Storage	PW							200	city infrastructure record drawings
Subtotal B: Support Space								800	
Subtotal C:								2,365	
80% Efficiency Factor								591	
Projected Total Department SF								2,956	

2,956 Gross SF

SAGINAW CITY HALL – COUNCIL/COURT/TRAINING RM

Saginaw, Texas

POSITION / SPACE		2019 CURRENT SPACE (23,000 POPULATION)				2040 PROPOSED SPACE (30,000 POPULATION = 30% GROWTH)			
	DEPT.	# of Staff	Type	RM #	SF	# of Staff	Type	SF	NOTES
Personnel Space:									
Court Administrator	CC	1	PO	122	132	1	PO 3	144	part of Open Office customer service
Court Clerk	CC	1	WS	121	54	1	WS 4	100	
Subtotal A: Personnel Space		2		1	186	2		244	
Staff % Growth						0%			
Support Space:									
Council/Court Lobby	CC			101	340			340	
Council/Court/Training Room	CC								used by Court 1-1/2 days per month
Council/Court Chamber	CC			102	700			1,200	increase public seating from 35 to 50 & staff/attorney side seating from 10 to 14. would like flexibility for use as Training Room to accommodate 30 people at seminar tables facing forward, with A/V capability
Council Dias / Judge Dias	CC			104	275			300	7 seats (mayor + 6 Council) is fine, but would prefer a moveable setup
Court Clerk Station	CC				-			-	adjacent to Judge w/ computer & printer; could be mobile "desk"
Judge Storage Closet	CC			106	70			25	Judge is contract labor, but needs to store robe books, etc. adj to Courtroom
A/V Control Room	CC			103	70			70	
Table & Chair Storage	CC							150	
Small Conference Room	CC			111				100	used by Prosecutor on Court days for half day; would prefer direct connection to Courtroom; shared with other City Depts.; refer to City Hall Support sheet
Jury Pool Room	CC							600	currently use Library meeting room; hold 30 people for twice yearly jury trials
Juror Check-in Station	CC							100	
Subtotal B: Support Space				7	1,455			2,885	
Subtotal C:					1,641			3,129	Subtotals A+B
90% Efficiency Factor								329	
Projected Total Department SF								3,458	

3,458 Gross SF

SAGINAW CITY HALL – CITY HALL SUPPORT

Saginaw, Texas

POSITION / SPACE		2019 CURRENT SPACE (23,000 POPULATION)				2040 PROPOSED SPACE (30,000 POPULATION = 30% GROWTH)			
	DEPT.	# of Staff	Type	RM #	SF	# of Staff	Type	SF	NOTES
Support Space:									
Main Entrance Vestibule				100	150			150	
City Hall Lobby				110	350			350	
Public Restrooms				113/14	360			360	
Small Conference Rm (public)				111	100			100	off Lobby shared w/ Court; Admin to meet with public in lieu of taking them to back
Large Conference Room				144	480			480	12 seats at table with room for overflow
Small Conference Rm (staff)								150	6 seats at table, counter w/ sink & coffee service
Breakroom				142	350			350	
Records/General Files Storage				126	154			210	compact shelving: increase from 4 to 6 sections
Staff Restrooms				131/33	280			280	
Janitor's Closet				134	64			64	
Recycle Storage				112	50			50	is this still used for recycling?
Server Room				141	140			140	
Electrical				132	90			90	
General Storage								100	
Fire Riser								60	
Subtotal B: Support Space					2,568			2,934	
80% Efficiency Factor								734	
Projected Total Department SF								3,668	

3,668 Gross SF

JOHN ED KEETER PUBLIC LIBRARY

Saginaw, Texas



JOHN ED KEETER PUBLIC LIBRARY

Saginaw, Texas

POSITION/SPACE		Quantity	Square Feet	Subtotal	Collection Quantity	Patron Seats	Public Comptrs	Additional Requirements
A. Lobby					1,850 SF			
1	Vestibule with Automatic Sliding Doors	1	250	250				community display information, patron card access to Lobby
2	Patron Services Lobby							direct access to Library, meeting rooms and AISD spaces
	Pre-function Area	1	500	500				CCTV surveillance, transparent space visible from drive/parking
	Interior Book Return	1	80	80				no book theft detection gates required
	Built-in Displays	1	60	60				
	Vending Area with Café-style Seating	1	200	200		6		perhaps 2 tables with 3 chairs each
3	Friends Book Sell Area	1	120	120				
4	Men & Women's Public Restrooms	2	320	640				electric water cooler
B. Public Meeting & Conference Center					2,530 SF			
1	Multipurpose Meeting Room A	1	1,000	1,000		67		adjacent to After-hours Lobby, MP Rooms A & B separated by operable wall
2	Multipurpose Meeting Room B	1	1,000	1,000		67		state of the art AV capability with large monitors and sound system
3	Table & Chair Storage	2	150	300				
4	AV Closet	1	80	80				
5	Kitchenette	1	150	150				
C. Customer Service Area					790 SF			
1	Service Desk							
	Queuing Area	1	200	200				
	Staff Workstations	2	80	160				2 service points
	Book Truck Area	1	60	60				
	Safe/Secure Cabinet	1	20	20				
	Cash Register	1	20	20				
	Printer	1	40	40				
2	Self-Check Stations	2	40	80				
3	PAC	2	15	30				
4	Book Holds Shelving	1	180	180				
D. Browsing					520 SF			
1	New Books - 48" high (4 shelves)	4	20	80				
2	Video's	5	20	100				
3	Audio Books	7	20	140				
4	Staff Picks	1	20	20				
5	Lounge Seating	6	30	180		6		

JOHN ED KEETER PUBLIC LIBRARY

Saginaw, Texas

POSITION/SPACE		Quantity	Square Feet	Subtotal	Collection Quantity	Patron Seats	Public Comptrs	Additional Requirements
E Adult Library					3,317 SF			
1	Adult Collections							needs to be very welcoming, could hold up to 60 adults at one time confirm no reference desk?
	Non-Fiction - 66" (5 shelves high)	32	12	384				
	Biographies	4	12	48				
	Fiction	28	12	336				
	Fantasy	4	12	48				
	Inspirational	2	12	24				
	Mystery	14	12	168				
	Romance	4	12	48				
	Science Fiction	2	12	24				
	Western	1	12	12				
	Foreign	4	12	48				
	Large Type	6	12	72				
	Graphic Novels	5	12	60				
	Magazines	4	12	48				
2	PAC	3	15	45				
3	Computer Stations	12	36	420		12	12	would like raised tech floor on first floor is can afford it
4	Laptop Bar	1	100	100		6		
5	Table Seating			0				integrated power
	Two-Person Square Modular Tables	2	66	132		4		
	Four-Person Tables	4	100	400		16		
	Eight-Person Tables	1	180	180		8		
	Community Table (high top, 12' long)	1	180	180		5		
6	Lounge Seating	12	30	360		12		
7	Business Center							
	Printer/Copy/Scanner Station	1	50	50				
	3D Printer	1	50	50				
	Layout Table	1	60	60				
	Change Machine?	1	20	20				
F. Children's Library (toddlers - age 10)					3,831 SF			
1	Service Desk							toddler thru elementary ages, well-defined not necessarily enclosed area
	Queuing area	1	100	100				
	Staff Station	1	80	80				
	Printer	1	20	20				
	Self Check Unit	1	40	40				

JOHN ED KEETER PUBLIC LIBRARY

Saginaw, Texas

POSITION/SPACE		Quantity	Square Feet	Subtotal	Collection Quantity	Patron Seats	Public Comptrs	Additional Requirements
2	Pre-School Collection							all shelving and furniture to be flexible and movable
	Easy Reader - 48" (3 shelves high)	4	15	60				
	Picture Books - 48" (3 shelves high)	30	15	450				
	Board Books	2	15	30				
3	Junior Collection			0				
	Non-Fiction - 66" (5 shelves high)	20	12	240				
	Biographies	4	12	48				
	Graphic Novels	4	12	48				
	Foreign	2	12	24				
	New Books - 66" (5 shelves high)	2	15	30				
	AV	2	15	30				
	Audio Books	2	16	32				
4	PAC	1	15	15				
5	Display Space / School Art Gallery	1	100	100				
6	Family Place (future in 5 years)							
	Early Learning/Hands-on	1	200	200				
	Parenting Shelves - 66" (5 shelves high)	2	12	24				
	Brochure Display	1	20	20				
7	Technology							
	AWE Station	3	40	120		3	3	standalone computers with preloaded content
	Parent/Child Computer Station	1	40	40		2	1	
	Printer Station	1	20	20				
8	Round Activity Tables	3	80	240		12		
9	Family Reading Seating	4	60	240		8		
10	Storage Closet	1	200	200				
11	Storytime/ library space (enclosed)	1	1,200	1,200		60		60 persons (45 children + parents + staff), 6 times/week, enclosed, no stage or puppets
	Counter with utility sink	1	20	20				
	Storage Closet	1	80	80				
12	Family Restroom	1	80	80				
G. Tween Library (ages 11-13)				910 SF				
1	Juvenile Fiction Collection - 66" (5 sh high)	10	12	120				well-defined but not enclosed area
2	Computer Stations (2-person)	4	40	160		8	4	
3	Technology Bar	1	100	100		4		lots of personal devices = lots of power
4	Collaborative Tables (4-person modular)	4	80	320		16		exciting, flexible, movable furniture
5	Comfortable Lounge Chairs w/ tablet arms	6	35	210		6		

JOHN ED KEETER PUBLIC LIBRARY

Saginaw, Texas

POSITION/SPACE	Quantity	Square Feet	Subtotal	Collection Quantity	Patron Seats	Public Comptrs	Additional Requirements
H. Young Adult Library				1,985 SF			
1 YA Collection - 88" (5 shelves high)	18	15	240				preferably glass-enclosed, but definitely acoustically isolated, could be on 2nd Floor
2 YA New Books - 66" (5 shelves high)	2	15	30				
3 YA Audio Collection	2	15	30				
4 Computer Stations (2-person)	6	40	240		6	6	
5 Technology Bar	1	200	200		4		lots of personal devices = lots of power
6 PAC	1	15	15				
7 Collaborative Tables (4-person modular)	4	80	320		16		exciting, flexible, movable furniture
8 Comfortable Lounge Chairs w/ tablet arms	6	36	210		6		
9 Collaborative Programming/Hang-out	1	400	400		12		AV w/ large monitor(s), STEM/STEAM/Book Clubs, Teen Advisory Board meetings
Counter with utility sink	1	20	20				
10 Gaming Station (5 person)	1	200	200		5		
11 Storage Closet	1	80	80				
I. Collaborative Areas				1,316 SF			
1 Two-Person Study Rooms	2	72	144		4		CCTV surveillance, glass-enclosed, dry erase board
2 Four-Person Study Rooms	4	120	480		16		CCTV surveillance, glass-enclosed, monitor, dry erase board
3 Eight-Person Study Rooms	1	192	192		16		CCTV surveillance, glass-enclosed, monitor, dry erase board
4 Conference Room (for 12)	1	500	500		16		could be on 2nd Floor, up to 16 persons at modular tables
J. Staff Work Areas				3,496 SF			
1 Library Director Office	1	180	180				could be on 2nd Floor
2 Assist. Director / Reference Librarian Office	1	120	120				could be on 2nd Floor
3 Teen Librarian	1	120	120				could be on 2nd Floor
4 Staff Work Area							12 staff total now, probably 18 in future
Sorting/Staging Area	12	18	216				need 12 sections 90" high, adjacent to Delivery/Receiving
Check-in Stations	5	30	150				height-adjustable work surfaces, open to Sorting/Staging
Printer	1	40	40				
Book Truck Parking	12	6	72				
Work Stations	4	72	288				
Large Work Table	1	100	100				height-adjustable
Cull Shelving	4	18	72				4 sections 90" high, items to be removed from Collection
5 Daily Delivery/Receiving Area	1	180	180				provide wide door (3'-8"?) instead of overhead door
Tub Shelving (60)	1	240	240				
Outgoing Materials Shelving	5	18	90				5 sections 90" high, to deliver to other libraries
6 Workroom	1	180	180				Printer/Copier/Supplies/Mail
7 Storage Closet	1	100	100				
8 Friends Storage Closet	1	80	80				

JOHN ED KEETER PUBLIC LIBRARY

Saginaw, Texas

POSITION/SPACE		Quantity	Square Feet	Subtotal	Collection Quantity	Patron Seats	Public Comptrs	Additional Requirements
9	Staff Lounge							
	Seating for 8	1	200	200				
	Kitchen	1	120	120				
	Lockers	12	4	48				12 two-high lockers
10	Unisex Restrooms	2	70	140				
11	Children's Staff Area	1	180	180				
	Children's Specialist + Assistant Office	1	180	180				shared office? Adjacent to Children's Library
	Children's Project Workroom	1	250	250				large height-adjustable work table(s) to accommodate 6 staff & volunteers
	Children's Storage Closet	1	150	150				
K. Building Support Spaces				2,730 SF				
	Men & Women's 2nd Floor Restrooms	2	280	520				electric water cooler
	Public Elevator	1	100	100				
	Service Elevator	1	100	100				
	Egress Stair	1	200	200				
	Monumental Stair	1	300	300				
	Custodial Closets	2	100	200				
	Recycling Area	1	50	50				
	General Storage	1	400	400				
	MDF Room (1st Floor)	1	100	100				
	IDF Room (2nd Floor)	1	60	60				
	Main Electrical Room	2	100	200				
	Secondary Electrical Panel Room (2nd Flr)	2	60	120				
	Mechanical Room	1	300	300				
	Fire Sprinkler Closet	1	80	80				
Assignable Square Footage				23,275 SF				
Net to Gross Factor (80%)				5,819 SF	Collection	Seats	Computers	
TOTALS				29,094 SF		429	26	

29,094 Gross SF

PGAL



SAGINAW SENIOR RECREATION CENTER

Saginaw, Texas

SPACE	2040 PROPOSED SPACE (30,000 POPULATION)		
	Persons	Area	
Lobby & Reception Area	Varies	1,500	SF
Connected to entry vestibule			
Receptionist desk (2 positions) adjacent to Admin Suite			
Information center			
Open common "heart" of Center			
Coffee café and Library			
WiFi throughout facility			
Administrative Suite	4	580	SF
Senior Activity Center Supervisor's Office (150 SF)			
Rec. Program Coord./ Assistant Supervisor's Office (120 SF)			
Copy/supply workroom (150 sf)			
Shared Office (160 SF)			
Game Room	15-20	650	SF
WII, shuffle board, billiards, air hockey			
Large TV with lounge seating			
Storage closet (50 sf)			
Arts & Crafts Room	20	650	SF
With counter and sink			
Storage closet (50 sf)			
Medium Activities Room	15-20	650	SF
Various programs			
Storage closet (50 sf)			
Large Activities Room	20-40	1,000	SF
Table games, lectures, classes, chair exercise, bingo			
Subdividable to 2 rooms			
Storage closet (50 sf)			
Cabinetry with sink			

SPACE	2040 PROPOSED SPACE (30,000 POPULATION)		
Large Multipurpose Hall	200	3,200	SF
Dining, dancing, lectures, special events, movies			
Elevated platform			
Dividable with operable partition to create 2 spaces			
Storage for tables & chairs (200 SF) and AV closet (25 SF)			
Perimeter cabinets/countertops for serving			
Fitness Center	8-12	600	SF
Various cardio and weight training machines			
Storage (50 SF)			
Commercial Kitchen		1,200	SF
Pantry			
General & Maintenance Storage		200	SF
Public Restrooms		500	SF
1 set of men's and women's			
Airport style entries			
Janitors Closet		60	SF
Fire Riser		60	SF
Telecom & Electrical Closets		100	SF
Subtotal		10,950	SF
75% Efficiency Factor: circulation, HVAC, walls, chases, etc.		3,650	SF
Projected Total Area		14,600	SF

14,600 Gross SF

PGAL

- 
- 1) Project Scope
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- 1) Build new Central Fire Station
- 2) Build new Public Library
 - recommended November 2019 Bond Proposition
- 3) Renovate existing City Hall and existing Library to create enlarged City Hall
 - including Public Works Administration / Permit Center
- 4) Create a “Town Center” with the redevelopment of McLeroy Blvd. (and Knowles Dr.)
- 5) Build new Senior Recreation Center as Addition to the existing Saginaw Recreation Center
- 6) Provide additional parking and expand Police Station

PROPOSED PRIORITIES and RECOMMENDATIONS

Saginaw, Texas

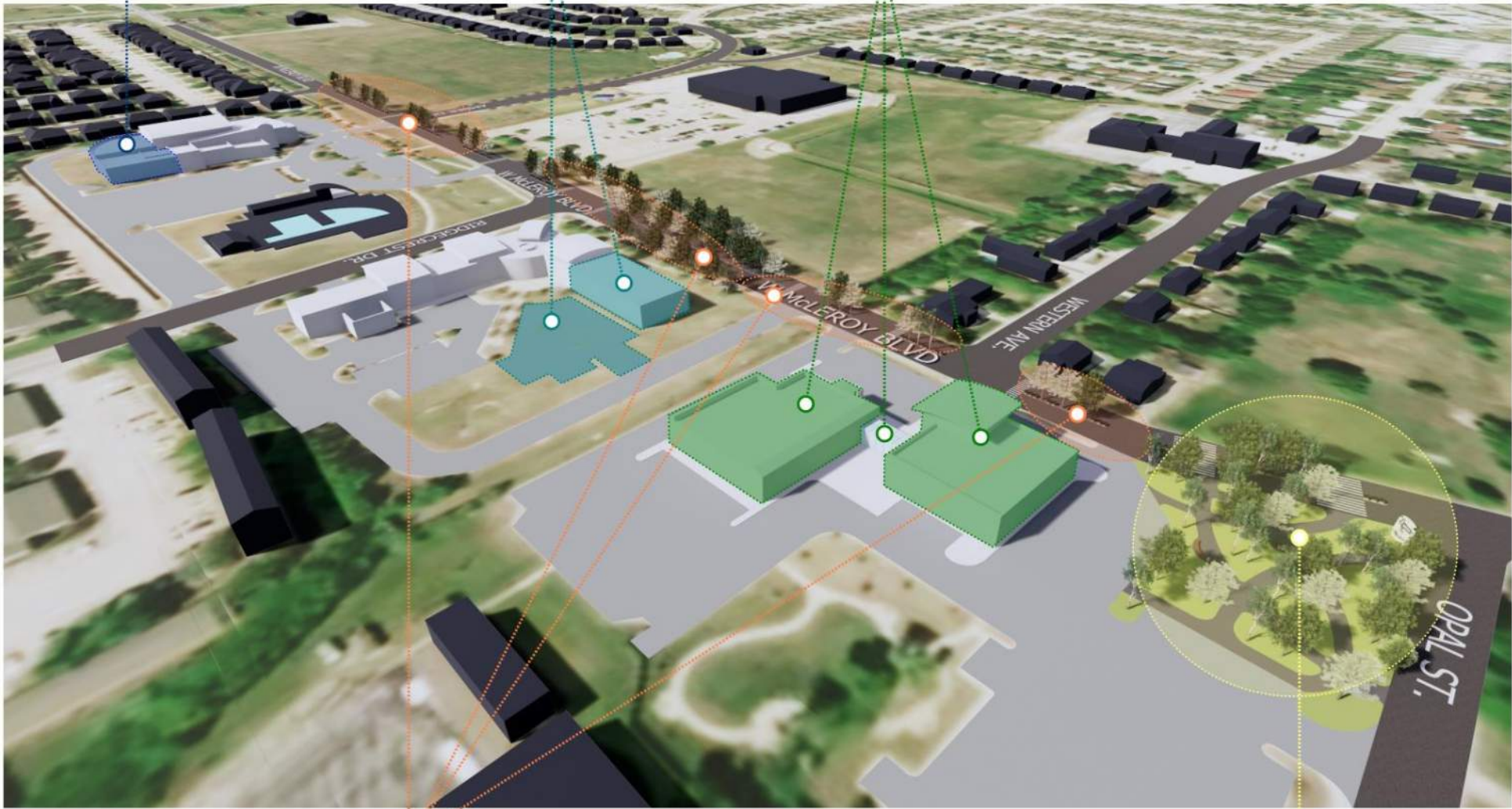
PRIORITY #4: SENIOR CENTER
ADDITION TO EXISTING SAGINAW
RECREATION CENTER

PRIORITY #5: POLICE DEPT.
IMPROVEMENTS
ADDITIONAL PARKING AND BUILDING
EXPANSION

PRIORITY #3: EXPAND CITY HALL
RENOVATE EXISTING LIBRARY & CITY HALL.
BOTH BUILDINGS COULD BE CONNECTED
WITH GLASS BOX CONNECTOR

PRIORITY #1: NEW CENTRAL FIRE
STATION

PRIORITY #2: NEW PUBLIC LIBRARY



W. McELROY BLVD. STREETSCAPE
IMPROVEMENTS TO CREATE A PEDESTRIAN-FRIENDLY "TOWN CENTER"

NEW PUBLIC PARK
CITY SIGN, BENCHES AND WATER FOUNTAINS

PRIORITY #1: BUILD NEW CENTRAL FIRE STATION

Saginaw, Texas



Existing Fire Station No. 1 does not present a viable option for renovation and expansion:

- 1966 and 1974 construction is not on par with today's building standards
- Facility maintenance is ongoing challenge
- 16,000 SF is not large enough to serve City
- Expansion would not be prudent
- Possible higher and better use of site for City economic goals

Recommendation:

- **Build new 25,000 SF Central Station along McLeroy Blvd.**

PRIORITY #2: BUILD NEW PUBLIC LIBRARY

Saginaw, Texas

Existing John Ed Keeter Public Library is too small at 10,000 SF to serve current population, much less build-out to 30,000 people.

Recommendation:

- **Build new 30,000 SF Public Library along McLeroy Blvd.**



PRIORITY #3: EXPAND AND RENOVATE CITY HALL

Saginaw, Texas

At 8,000 SF, the existing City Hall is at capacity and needs to be enlarged to serve the City's growing needs. Minimum size = 16,000 SF

Recommendation:

- Renovate the existing City Hall (8,000 SF) and the existing Library (10,000) to create 18,000 SF for City Hall functions
- Move Public Works Administration / Permit Center to City Hall complex
- Connect the two structures with additional common space between, including landscaped courtyard



PRIORITY #4: CREATE A “TOWN CENTER”

Saginaw, Texas

Recommendation: Redevelop McLeroy Blvd. to create a “Town Center” with a great pedestrian-friendly environment from Saginaw Blvd. to Willow Creek Park



- Link various City facilities, including potential new Fire Station, Library and Senior Center
- Connect with Saginaw Elementary School and Weldon Hafley Development Center
- Wider sidewalks with landscaping and parklets
- No curbs; sidewalk & street to be separated with planters or similar improvements
- Creation of linear event space with temporary street closure
- Parallel or angled parking
- Bike lanes, bike racks
- Enhanced paving, Pedestrian-scaled lighting, and Benches
- Large gathering “plaza” adjacent to street

PRIORITY #4: CREATE A "TOWN CENTER"

Saginaw, Texas



POSSIBLE McLERoy BLVD ENHANCEMENTS

Saginaw, Texas



PRIORITY #5: BUILD NEW SENIOR CENTER

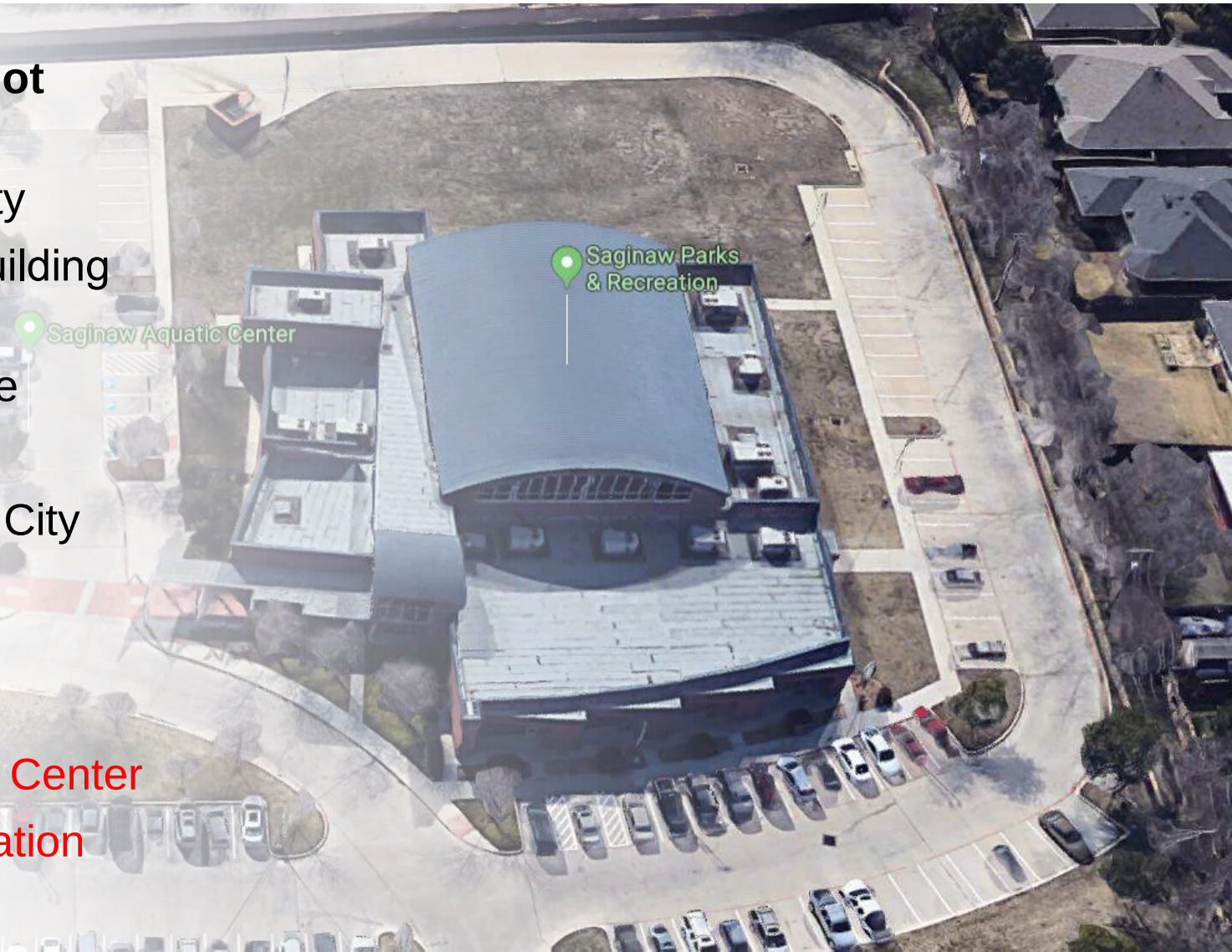
Saginaw, Texas

Existing Senior Citizen Log Cabin does not present a viable option for expansion:

- 4,030 SF is not large enough to serve City
- Construction is not on par with today's building standards
- Facility maintenance is ongoing challenge
- Expansion would not be prudent
- Possible higher and better use of site for City economic goals

Recommendation:

- Build addition to the Saginaw Recreation Center
- Could save 1,000 – 2,000 SF with collocation



PRIORITY #6: ADD PARKING & EXPAND POLICE STATION

Saginaw, Texas

The Police Dept. identified the following needs:

- Additional 40 spaces for fleet and public parking
- Training Room (seminar & defensive tactics) for 35 people; could use Fire Dept. Training Room if nearby
- Locker Room renovations
- Community Services Office
- Enlarged Evidence and Property Storage
- SWAT Tactical Room
- Armory
- Larger Fitness Room
- Add (1) console workstation if Fire dispatch moves back to Police
- More storage

Recommendation:

- Build additional 40-space parking lot
- Renovate Police Station
- Expand Station, primarily to the east



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CENTRAL FIRE STATION - PRELIMINARY ESTIMATE

Saginaw, Texas

Estimate does not include costs for land or any off-site improvements.

Estimate is based on current year costs. Add a suitable inflation factor for each year until construction.

Preliminary Budget		Cost
Construction		\$ 11,443,550
New construction (25,000 SF at \$450 PSF)	\$ 11,250,000	
Quality Assurance Materials Testing	\$ 40,000	
HVAC Testing & Balancing	\$ 20,000	
TDLR TAS Plan Review and Inspection	\$ 1,550	
IT/Data/AV/Security	\$ 50,000	
Emergency Alerting System	\$ 30,000	
Opticom Controller	\$ 12,000	
Furniture & Equipment	\$ 40,000	
Professional Fees		\$ 1,164,250
Architectural, Structural & MEP Engineering Professional Fees	\$ 956,250	
Geotechnical Investigation	\$ 10,000	
Site Survey & Platting	\$ 15,000	
Civil Engineering Fees	\$ 25,000	
Landscape Design	\$ 20,000	
IT/Data/AV/Security Design Consulting	\$ 25,000	
Commissioning	\$ 50,000	
FF&E Design & Procurement	\$ 8,000	
Stormshelter Design	\$ 25,000	
3rd Party Stormshelter Design Review (IBC required)	\$ 18,000	
Reimbursable expenses	\$ 12,000	
Project Development Soft Costs		\$ 20,000
Bid Advertisement	\$ 5,000	
Miscellaneous expenses	\$ 15,000	
Subtotal Project Costs		\$ 12,627,800
Project Contingency at 15%	\$ 1,894,170	
Total Probable Project Costs		\$ 14,521,970

NEW LIBRARY - PRELIMINARY ESTIMATE

Saginaw, Texas

Estimate does not include costs for land or any off-site improvements.

Estimate is based on current year costs. Add a suitable inflation factor for each year until construction.

Preliminary Budget		Cost
Construction		\$ 13,961,550
New construction (30,000 SF at \$425 PSF)	\$ 12,750,000	
Quality Assurance Materials Testing	\$ 40,000	
HVAC Testing & Balancing	\$ 20,000	
TDLR TAS Plan Review and Inspection	\$ 1,550	
IT/Data/AV/Security	\$ 100,000	
Furniture & Shelving	\$ 1,050,000	
Professional Fees		\$ 1,378,750
Architectural, Structural & MEP Engineering Professional Fees	\$ 1,083,750	
Geotechnical Investigation	\$ 10,000	
Site Survey & Platting	\$ 15,000	
Civil Engineering Fees	\$ 25,000	
Landscape Design	\$ 20,000	
IT/Data/AV/Security Design Consulting	\$ 75,000	
Commissioning	\$ 50,000	
FF&E Design & Procurement	\$ 85,000	
Reimbursable expenses	\$ 15,000	
Project Development Soft Costs		\$ 20,000
Bid Advertisement	\$ 5,000	
Miscellaneous expenses	\$ 15,000	
Subtotal Project Costs		\$ 15,360,300
Project Contingency at 15%	\$ 2,304,045	
Total Probable Project Costs		\$ 17,664,345

CITY HALL RENOVATION - PRELIMINARY ESTIMATE

Saginaw, Texas

Estimate is based on current year costs. Add a suitable inflation factor for each year until construction.

Preliminary Budget		Cost
Construction		\$ 4,446,550
Renovated area construction (16,000 SF at \$225 PSF)	\$ 3,600,000	
New construction (1,000 SF at \$400 PSF)	\$ 400,000	
Quality Assurance Materials Testing	\$ 15,000	
HVAC Testing & Balancing	\$ 10,000	
TDLR TAS Plan Review and Inspection	\$ 1,550	
IT/Data/AV/Security	\$ 100,000	
Furniture & Equipment	\$ 320,000	
Professional Fees		\$ 567,500
Architectural, Structural & MEP Engineering Professional Fees	\$ 360,000	
Geotechnical Investigation	\$ 5,000	
Site Survey & Platting	\$ 7,500	
Civil Engineering Fees	\$ 10,000	
Landscape Design	\$ 10,000	
IT/Data/AV/Security Design Consulting	\$ 100,000	
Commissioning	\$ 35,000	
FF&E Design & Procurement	\$ 25,000	
Reimbursable expenses	\$ 15,000	
Project Development Soft Costs		\$ 20,000
Bid Advertisement	\$ 5,000	
Miscellaneous expenses	\$ 15,000	
Subtotal Project Costs		\$ 5,034,050
Project Contingency at 15%	\$ 755,108	
Total Probable Project Costs		\$ 5,789,158

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