City Maintenance Complex

Request for Architect Proposals

city of Ankeny

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City of Ankeny, Iowa

September 2026

Respond by October 15, 2026

Architect RFP Table of Contents

I. INTRODUCTION AND BACKGROUND

The City of Ankeny is issuing this Request for Proposal (RFP) for professional Architectural Services for the design of the proposed City Maintenance Complex. Ankeny (2025 population estimated at 77,833) is one of the fastest growing communities in the Des Moines metropolitan area, and the fifth largest city in Iowa.

The City has 391 full-time employees and a $113 million annual operating budget. The current City Maintenance Complex, located at 211 SE Lorenz Drive, houses 19.5 full-time equivalents (FTE) in Public Works Operations, 5 FTE in Central Garage/Fleet Operations, 6 FTE in Traffic Operations, and 13.67 FTE in Water Maintenance. It is projected that the current staffing of 44.17 FTE will grow to approximately 66 FTE to accommodate community growth and service demands by the end of the minimum 20-year planning period envisioned in this effort. Placement of new or expanded buildings should be done with future construction projects beyond the planning period in mind. The current 13-acre site is expected to be expanded soon by a property acquisition, bringing the available site to 17 acres.

Additionally, the City wishes to examine housing of other functions at this site. These functions include Wastewater Operations and Stormwater Operations. Wastewater Operations currently includes 11.50 FTE, which is expected to grow to 18 FTE. Stormwater Operations currently includes 6.5 FTE, which is expected to grow to 12 FTE by the end of the minimum planning period. The addition of each of these functions should be examined as a discrete option, allowing for the selection of any combination of options by the City.

The City is seeking qualified architect-led project teams to submit proposals to complete conceptual designs and assist in a committee process for final design of the City Maintenance Complex. The team is expected to include an architecture firm, mechanical engineer, civil engineer & construction inspection staff, geotechnical, and other subconsultants as determined by the lead firm. The selected architect will review and advise the City on possible construction contract structure options for the project including design-bid-build and construction manager at-risk (CMAR). No public referendum is anticipated as part of the project. Estimated project cost for the City Maintenance Complex project, including construction, architect fees and all contingencies is $25.9 million.

Existing Facility

The 30,000 square foot (SF) Vehicle Maintenance Facility (VMF) on the Public Works Maintenance campus was built as part of a series of buildings in 2004. The VMF is comprised of three sections, the administrative wing, vehicle bays and parts storage and workrooms including the vehicle wash bay. This facility services all the city's vehicles and equipment that are not sent out for service due to warranties or specialized maintenance. The site is enclosed by chain-link fencing and gates but is typically open to the public during normal working hours, allowing contractors to utilize the water fill station in the yard daily. The building shell is predominantly architectural precast with a steel frame and standing seam metal roof. The shell at the administrative wing is brick masonry veneer and aluminum storefront glazing. The building is generally in good condition but is beginning to show signs of wear due to age and the nature of its use.

The 26,700 SF Waterworks Facility on the Public Works Maintenance campus was built as part of a series of buildings in 2004. The Waterworks Facility houses typical administrative spaces including workspaces, break rooms, restrooms, and locker rooms. It also includes a heated maintenance area and unconditioned vehicle and equipment storage spaces. Like the VMF, Waterworks maintenance and storage spaces are filled in the evening with city vehicles which must be moved in the mornings to use the space for other purposes or to access other stored equipment. The city's large dump truck and snowplow vehicles are stored in a stacked configuration in the south side of the unconditioned portion of the building filling the space completely. This method creates issues for accessing vehicles not at the front or end of the rows. This space also only has a few round floor drains which cannot drain the snowmelt from plows in the winter creating fall hazards for staff. These spaces are at or even beyond capacity.

A Municipal Facility Space Needs Study ("Space Needs Study" or "the study") was completed in November 2023, which includes review and recommendations on various City facilities. This study is attached as Appendix A.

Proposed Facility

The Space Needs Study recommended building additions totaling 61,590 SF, renovations to existing facilities affecting 8,500 additional SF, and extensive site paving to manage vehicle circulation. Please see the study for further information. The selected architect will be asked to revisit the assumptions made in the study with the committee, and the final recommended square footage may differ from the study.

The existing City Maintenance Complex shall stay operational throughout construction.

Design-Bid-Build Schedule

In the event the conventional design-bid-build process is selected, the preliminary project schedule is as such:

- Issuance of RFP: September 18, 2026
- Proposals due Thursday, October 15, 2026 by Noon.
- Committee review of proposals and interview of architects: by October 29, 2026
- Contract award for architectural services: November 16, 2026
- Initial work with committee: November 2026 to June 2027
- Conceptual design: July to August 2027
- Schematic design: September to November 2027
- Design development: December 2027 to February 2028
- Plans and Specifications: Completed by May 2028
- Contract Procedure:
    - Bid Project – June 2028
    - Bid Award – July 2028
    - Begin Construction – September 2028
    - Project Completion – May 2030

Construction Manager at Risk (CMAR) Schedule

In the event the CMAR option is selected, the following preliminary schedule will substitute for the dates above following the contract award for architectural services:

- Initial work with committee: November 2026 to June 2027
- RFP for CMAR preconstruction services, receipt of proposals, and completion of selection process: December 2026 to February 2027
- Conceptual design: July to August 2027

- Schematic design: September to November 2027
- Design development: December 2027 to February 2028
- Plans and Specifications: Completed by May 2028
- Contract Procedure:
    - CMAR submits Guaranteed Maximum Price (GMP): June 2028
    - Council public hearing to approve plans & GMP: July 2028
    - CMAR issues subcontractor RFQ: July 2028
    - CMAR awards subcontracts; City Council approval final GMP amendments: August 2028
    - Begin Construction – September 2028
    - Project Completion – May 2030

Key challenges for the Architect to address on this project are:

- Maintaining project budgets
- Delivering the project on schedule
- Incorporating new technologies and strategies to enhance efficiency
- Practical energy efficiency opportunities
- Functionality and flexibility of the building
- Designing with future growth in mind
- Understanding the importance of working around existing operations on the site

The Architect Scope of Services includes:

- Project budget analysis, development, estimating, and tracking
- Analysis of alternatives and development of recommendations for scope and construction contract delivery
- Preparation of bidding documents, bidding analysis and award recommendation, and preparation of contract documents
- Project coordination, permitting, and approvals
- Project management and project team management, including mechanical, civil, construction inspection staff, geotechnical, and other subconsultants as selected
- Value engineering, safety, sustainability, and quality standards review
- Work with City's project contact and committee; presentations to City Council when needed

- Project staging development and implementation
- Construction inspection and contract administration
- Management and coordination of final startup, testing, and occupancy
- Assistance in procurement of fixtures, furniture, and equipment

Project Committee

A City Maintenance Complex Project Committee has been established by the City Manager. This team has members from various departments within the City. The Architect will be expected to attend the monthly City Project team meetings. Attendance at City Council meetings is required at set points in the process.

The Project Committee includes:

- Jeremy Rydl, Public Works (PW) Operations Manager
- Jake Foust, PW Fleet Supervisor
- Joe Fogg, PW Traffic Safety Supervisor
- Jared Bright, PW Stormwater Coordinator
- Bob Bash, Municipal Utilities (MU) Water Supervisor
- Zach Landhuis, MU Wastewater Supervisor
- Casy Ungs, Facilities Maintenance Superintendent
- Brent Hinson, Assistant City Manager

All questions or inquiries pertaining to this RFP should be directed to project contact Brent Hinson, Assistant City Manager, at 515-965-6415 or bhinson@ankenyiowa.gov.

II. INSTRUCTIONS

Submission of Proposals

Submit ten (10) bound copies of the proposal in a sealed package, along with a USB electronic copy of the proposal, addressed to:

Brent Hinson
Assistant City Manager
City of Ankeny
410 West First Street
Ankeny, IA 50023

The City will accept any proposals until 12:00 Noon on October 15, 2026. Documents received after this time will not be accepted. All proposals must be submitted in writing (no solely electronic submissions will be accepted) and be clearly marked on the outside of the envelope as "CITY OF ANKENY CITY MAINTENANCE COMPLEX ARCHITECT PROPOSAL."

Examination of Proposal Documents

By submitting a proposal, the proposer represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of performing quality work to achieve the project's objectives.

Addenda/Clarifications

Any changes to this RFP will be made by written addendum. No verbal modification will be binding.

Pre-Contractual Expenses

Pre-contractual expenses are defined as expenses incurred by the proposer in:

1) Preparing its proposal in response to this RFP
2) Submitting that proposal to the City of Ankeny
3) Negotiating with the City of Ankeny any matter related to this proposal
4) Any other expenses incurred by the proposer prior to the date of execution of the proposed agreement.

The City of Ankeny shall not, in any event, be liable for any pre-contractual expenses incurred by the proposers in the preparation of this proposal. Proposers shall not include any such expenses as part of their proposals.

Exceptions and Deviations

Any exceptions to the requirements in this RFP, including the language in the contractual terms and conditions in Section IV, must be included in the proposal submitted by the proposer. Segregate such exceptions as a separate element of the proposal under the heading "Exceptions and Deviations."

Joint Offers

Where two or more consultants desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture. The City of Ankeny intends to contract with a single firm and not with multiple firms doing business as a joint venture.

City of Ankeny's Rights

The City of Ankeny may investigate the qualifications of any proposer under consideration, require confirmation of information furnished by the proposer, and require additional evidence of qualifications to perform the work described in this RFP. The City reserves the right to:

1) Reject any or all proposals if such action is in the public's interest
2) Cancel the entire Request for Proposal
3) Issue a subsequent Request for Proposal
4) Remedy technical errors in the Request for Proposal process
5) Appoint evaluation committees to review proposals
6) Negotiate with any, all, or none of the RFP respondents
7) Reject and replace one or more subcontractors

This RFP does not commit the City of Ankeny to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

III. PROPOSAL CONTENTS

Proposals shall be prepared two-sided on 8-1/2" x 11" paper. Use of 11" x 17" fold-out sheets for large tables, charts, or diagrams is permissible but should be limited. Index the proposal and sequentially number all pages through or by section. Proposals should be limited to twenty (20) pages, with each side of a sheet being considered one page. The proposal should include the following information:

1) Architect Qualifications
   Select a maximum of four (4) "representative" projects completed by your firm. For each project provide:
   - Name and location of project
   - Construction delivery method
   - Contract amount
   - Type of project
   - Owner name and contact person
   - Architect name and contact person
   - Date of completion
   - Simple explanation as to how and why this project is similar to the proposed project

   Describe your firm's special strengths and areas in which you believe your company to be exceptionally competent.

2) Staff Qualifications
   - Organizational chart showing how your firm will staff and organize and identify those individuals you propose for the design team.
   - Provide resumes for each person in your project team.
   - Provide two client references for the lead architect.
   - What capacity and resources do you possess for back-up and support of assigned staff?

3) Design and Construction
   Describe your firm's approach to the key challenges listed below:
   - Engaging Project Committee and affected staff
   - Maintaining project budgets
   - Delivering the project on schedule

Describe your firm's involvement with the following through the construction process:

- Contract administration
- Communication
- Inspection
- Ensuring project quality
- Change orders
- Management and coordination of final startup, testing, and occupancy

4) Cost Proposal
    - Provide lump sum cost for each phase of scope of services.
    - Identify key staff, consultants, and positions for each of the phases proposed for this work.
    - Identify project availability during the work and any project conflicts based upon other work or project commitments.
    - Describe which, if any, portions of the work would likely be performed by subcontractors. Provide the subcontractor's name, office location, and a brief description of the firm's experience working with them. List any past project relationships between the lead firm and subcontractors.

V. SELECTION

City of Ankeny representatives will evaluate all proposals received by the deadline. The City will use a best value approach to the selection of the firm which will be in the best interests of the City.

From the complete group of submitting firms, the committee may select two to four firms as finalists depending on the number and quality of proposals received. These finalists will be asked to make 30-minute formal presentations of their proposals and to respond to oral questions from the committee. Finalist firms must refrain from contact with committee members, Mayor, or City Councilmembers during the final selection process, and all inquiries should be routed through Brent Hinson, Assistant City Manager ("project contact").

The proposals will be evaluated using, though not exclusively, the following criteria:

1) Company Capability: Does the Architect have stability, experience, expertise, and finances to successfully complete the work? Is the Architect located in an area that ensures accessibility and timely meetings/connections between the Architect and the Project Team?

2) Does the proposed project Architect have the necessary skills and experience to fulfill the requirements of the project? Have they led similar projects successfully? Are the key team members available and committed to do the work without being pulled off to another project? Does the proposed Architect have a proven/consistent pattern of being responsive and focused on customer service?

3) Subcontractors: Is the type and percentage of work estimated to be performed by subcontractors appropriate for this type of project?

4) Relevant Project Experience: Has the Architect worked on projects similar in size and technical requirements to this project? Was this work of high quality in nature? Do the referenced projects reflect favorably in respect to completion within the contract schedule, cost, and number of change orders and claims?

5) Project Communications: How does the Architect handle the various communications including meetings and project schedule to keep the job running smoothly? It is expected that nearly all communications on the project will occur digitally (email, video conferencing, etc.) and the Architect must have a proven history of supporting this expectation.

VI. CONTRACT TERMS AND CONDITIONS

A professional services agreement will be prepared by the City upon selection of a firm. The professional services agreement will be the product of negotiations between the Firm and the City, but is expected to follow the AIA B101 format with the project delivery method initially undetermined.

Appropriate language will be added to document the specific nature and scope of services, costs, responsibilities, and liabilities of each party. Additional areas of concern

may be incorporated, subject to mutual agreement between parties. General conditions set forth in this section will be incorporated into the professional services agreement. These provisions are considered minimum requirements and may be increased or expanded if it is agreed to be in both parties' interests.

1) Equal Employment Opportunity – Civil Rights

   During the performance of the Agreement, the Architect agrees to the following:

   - No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, , creed or national origin, sexual orientation and gender identity be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provisions of any and all applicable federal and state laws against discrimination including the Civil Rights Act of 1964 and the Iowa Civil Rights statute.
   - If during the term of the Agreement, it is discovered that the Architect is not in compliance with the applicable regulations as aforesaid, or if the Architect engages in any discriminatory practices, then the City may cancel said Agreement as provided by the cancellation clause of the Agreement.

2) Standards

   The Architect shall comply with all applicable Federal and State statutes and regulations as well as local ordinances now in effect or hereafter adopted.

   Failure to meet the requirements of the above may be cause for cancellation of the contract effective the date of receipt of the Notice of Cancellation.

3) Data Privacy

   All data collected, created, received, maintained, or disseminated, or used for any purposes in the course of the Architect's performance of the Agreement must comply with all applicable Federal and State statues and regulations on data privacy. The Architect agrees to abide by these statutes, rules and regulations and as they may be amended. All plans and documents submitted by the Architect will be considered public records in accordance with Chapter 22 of the Code of Iowa.

4) Audits, Reports, Records, and Monitoring Procedures

The Architect will:

- Maintain records that reflect all revenues, costs incurred and services provided in the performance of the Agreement.
- Agree that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours, and as often as they may deem reasonably necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., and accounting procedures and practices of the firm which are relevant to the contract.

5) Indemnity

The Architect will need to agree that it will defend, indemnify, and hold harmless the City against any and all liability, loss, damages, costs, and expenses, which the City may hereafter sustain, incur, or be required to pay by reason of any negligent act or omission or intentional act of the firm, its agents, officers, or employees during the performance of the Agreement.

6) Insurance Requirements

For PRODUCTS or SERVICES requiring Firm's presence on any City property, the Firm shall, during the term of this Agreement and until completion thereof, provide and maintain the coverage set forth in this INSURANCE SECTION.

Workers Compensation Insurance: The Firm shall carry and maintain during the term of this contract, workers compensation and employers liability insurance meeting the requirements of the Iowa Workers Compensation Law on all the Firm's employees carrying out the work involved in this contract.

General Liability Insurance: The Firm shall carry and maintain during the term of this contract, general liability insurance on a per occurrence basis with limits of liability not less than $2,000,000 per occurrence for Bodily Injury and Property Damage. As a minimum, coverage for Premises, Operations, Products and Completed Operations shall be included. This coverage shall protect the public or any person from injury or property damages sustained by reason of the Firm or its employees carrying out the work involved in this contract.

Automobile Liability Insurance: The Firm shall carry and maintain during the term of this contract, automobile liability insurance with either a combined limit of at least $2,000,000 per occurrence for bodily injury and property damage or split limits of at least $2,000,000 for bodily injury per person per accident and $2,000,000 for property damage per occurrence. Coverage shall include all owned, hired, and non-owned motor vehicles used in the performance of this contract by the Firm or its employees.

Umbrella: The Firm shall carry and maintain during the term of this contract, umbrella coverage with at least $1,000,000 limit. Umbrella coverage can also be used to satisfy the required General Liability and Automobile Liability limits.

Subcontractors: In the case of any work sublet, the Firm shall require subcontractors and independent contractors working under the direction of either the Firm or a subcontractor to carry and maintain the same workers compensation and liability insurance required of the Firm.

Qualifying Insurance: The insurance required by this contract shall be written by non-assessable insurance companies licensed to do business in the State of Iowa and currently rated "A" or better by the A.M. Best Company. All policies shall be written on a per occurrence basis and not a claim made form.

Additional Insured: The City of Ankeny, its officers and employees shall be named as additional insured <u>without restrictions</u> on the Firm's, subcontractor's, and independent contractor's liability insurance policies and certificates of insurance.

<u>CERTIFICATE OF INSURANCE REQUIREMENTS</u>

a. A current Certificate of Insurance issued by the Firm's insurer or authorized insurance agent must be submitted. Electronically generated certificates and electronic signatures are acceptable.

b. The name, business address, and telephone number of the insurance company or authorized insurance agent issuing the certificate must be included on the certificate.

c. All addresses on the certificate shall list a street address (not a P.O. Box).

d. The following statement must be specifically indicated in the Description of Operations section of the certificate: "*The City of Ankeny, its officers, and employees*

are named as additional insureds on the Firm's liability policies with respect to Generator Maintenance Services."

e. The minimum liability limits required by the City are $2,000,000, except where otherwise specified in these insurance requirements.

f. If the policy requires an endorsement to provide additional insured status, evidence of the endorsement shall be submitted with the certificate.

g. The following address shall appear in the Certificate Holder section: City of Ankeny, 410 West First Street, Ankeny IA 50023-1557.

GENERAL TERMS AND CONDITIONS OF SALE AND PURCHASE (SERVICES)

a. The laws of the State of Iowa, U.S.A., shall govern in connection with the formation, performance and the legal enforcement of any order placed for services.

b. The firm pricing stated on the bid and purchase order shall not be changed without the approval of the City of Ankeny Finance Department. If mutually agreed between Bidder and the City, bid prices may be extended an additional twelve (12) months beyond the original expiration date.

c. Payment is authorized by the City Council on the first and third Mondays of the month. The City will pay a maximum of one time per month under normal circumstances.

d. In the event of Bidder's failure to deliver the services when specifically promised and as agreed between Bidder and the City in terms of quality, price and other requirements, the City reserves the right to cancel the order, or any part thereof, without prejudice to its other rights.

e. The City of Ankeny, Iowa is exempt from sales tax and certain other use taxes. Taxes which appear on invoices and for which the City is not responsible will be deducted from invoices before payment is made, without penalty to the City. Exemption numbers are available from the City of Ankeny Finance Department.

f. The Bidder agrees not to refuse to hire, discharge, promote, demote, or to otherwise discriminate in matters of compensation against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry or physical disability.

g. Neither party to this contract may assign any portion of the agreement without prior written consent of the other party.

h. All parties to this bid and any ensuing order for services agree that the representatives of both the City and Bidder are, in fact, bona fide and possess full authority to bind said parties.

i. All bid prices shall be shown in US Dollars ($). All prices must remain firm for the duration of the contract regardless of the exchange rate. All bid responses must be submitted in English.

j. Each bidder shall submit an original bid on the forms attached. The bidder shall sign their bid correctly, and the bid may be rejected if it shows any omissions, alterations of the form, additions not called for in the bid, or any irregularities of any kind. The City reserves the right to reject any or all bids. The City further reserves the right to waive technicalities and formalities in bids, as well as to accept in whole or in part such bids where it is deemed advisable in protection of the best interests of the City.

k. In case of a discrepancy between the unit price and the extended price, the unit price shall prevail.

l. Upon request, the results of this bid must be extended to any other City of Ankeny departments.

m. The Bidder agrees to protect, defend, indemnify and hold harmless the City of Ankeny and its officers and employees from any and all claims and damages of every kind and nature made, rendered or incurred by or on behalf of every person or corporation whatsoever, including the parties hereto and their employees that may arise, occur, or grow out of any acts, actions, work or other activity done by the Bidder, its employees, subcontractors or any independent contractors working under the direction of either the Bidder or subcontractor in the performance of this contract.

n. For SERVICES requiring the successful Bidder's presence on City property, the successful Bidder shall, throughout the term of this Agreement and until its completion, maintain Workers Compensation, General Liability, Automobile Liability and Umbrella Liability insurance. Upon request, the successful Bidder shall furnish the City with a copy of the declarations page (typically the first page) of each applicable insurance policy.

o. All documents submitted with any bid or proposal shall become public documents and subject to Iowa Code Chapter 22, which is otherwise known as the "Iowa Open Records Law". By submitting any document to the City of Ankeny in connection with a bid or proposal, the submitting party recognizes this and waives any claim against the City of Ankeny and any of its officers and employees relating to the release of any document or information submitted. Each submitting party shall hold the City of Ankeny and its officers and employees harmless from any claims arising from the release of any document or information made available to the City of Ankeny arising from any bid opportunity.

7) Independent Contractor

It will need to be agreed that nothing in the Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the firm as the agent, representative, or employee of the City for any purpose or in any manner whatsoever. The Architect is to be and shall remain an independent contractor with respect to all services performed under the Agreement.

The Architect represents that it has, or will secure at its own expense, all personnel required in performing services under the Agreement. Any and all personnel of the firm or other persons, while engaged in the performance of any work or services required by the firm under the Agreement, shall have no contractual relationship with the City and shall not be considered employees of the City.

8) Modifications

Any material alteration, modification, or variation shall be reduced to writing as an amendment and signed by the parties. Any alterations, modifications, or variations deemed not to be material by agreement of the City and the firm shall not require written approval.

city of Ankeny

MUNICIPAL FACILITY SPACE NEEDS STUDY

OPN ARCHITECTS

EVALUATION REPORT & RECOMENDATIONS

NOVEMBER 10, 2023

CONTENTS

PROJECT TEAM

Owner
City of Ankeny
410 W. First Street
Ankeny, IA 50023
515-965-6400

Architect
OPN Architects
100 Court Avenue Suite 100
Des Moines, Iowa 50309
515-309-0722
Team: Rick Seely, Brett Mendenhall, Nate Stieler

MEPT Engineers
MODUS
130 East 3rd St. STE. 300
Des Moines, IA 50309
515-251-7280
Contact: Roger Lesher

Cost Estimators
DCI Group, Inc.
220 SE 6th St. STE. 200
Des Moines, IA 50309
515-244-5043
Contact: Michael Steen, Sam Brandt

INTRODUCTION

This Municipal Facility Space Needs Study has been commissioned by the City of Ankeny to investigate the opportunities available for relocating or expanding existing City facilities. The City of Ankeny grew from a population of approximately 45,500 residents in 2010 to an estimated 70,000 residents in 2021. The city is projected to grow to a population of roughly 120,000 to 140,000 residents by the year 2040. This phenomenal residential growth of the City in recent history and the indications that this trend will continue suggest the staff size of the various city departments will continue to grow as well in order to continue to provide essential city services.

This report comprises the second and third parts of a three part effort by OPN and its Design Team to evaluate eight building structures. The main purpose of this facilities study is to analyze the space currently available for expansion in the existing facilities, evaluate the potential staff growth and to generate options and recommendations for future facility reconfiguration and/or expansion. This study looks at space needs in near term (within 5 years) and long term (20 years). Under separate cover, the Municipal Facilities Existing Conditions Report, contains Part 1 of this study which evaluates the current conditions of the existing facilities in terms of general, immediate maintenance recommendations.

Evaluations included in this study are of a general architectural nature. Detailed examinations of mechanical, electrical and structural systems are beyond the scope of this report. Likewise, financial evaluations of property values and land acquisition are not part of this report.

- PART 1: EXISTING FACILITIES INVENTORY
- PART 2: SPACE & PROGRAMMING NEEDS ASSESSMENT
- PART 3: RECOMENDATIONS

PART 2: SPACE & PROGRAMMING NEEDS ASSESSMENT

OPN and the Design Team gathered and reviewed pertinent existing condition data; developed and circulated information gathering surveys to each department, established interview schedules and format for obtaining feedback; conducted interviews with appropriate department personnel and facilities staff members for the following purposes:

- Identify the nature of the work performed in the workspaces
- Identify what working relationships exist between departments and the level of intensity of those relationships
- Identify the physical proximity needs of the inter-departmental working relationships
- Identify the number of current and future employees using each space
- Assess whether the space is currently adequate given the nature of the work performed in the space.
- Assess whether the space is adequate into the foreseeable future (5, 10, 20 years) given the nature of the work performed and the possible expansion of the work or employees performing the work.

CITY HALL

GENERAL OVERVIEW

The 11,300 SF City Hall building was originally constructed as a library in 1975 and adapted to a city hall in 1997. It was expanded again in 2006. Generally speaking, the building is in good to very good condition and will serve the city well for some time. The exterior walls, roof and structure seem sound yet may be need of some minor repair or maintenance. Exterior wall finishes do show signs of aging and weathering. See the Existing Conditions Report for more detailed information.

Due to the era in which the structure was originally constructed and initial use as a library, access to daylight and views for office functions is somewhat limited. Also, several interior walls are of masonry construction, making reconfiguration costly.

The recent partial renovation of the City Hall in 2020 addressed some portions of the building's finishes, but some older finishes remain in the public lobby, restrooms and break room.

Mechanical systems are reported to be moderately effective and somewhat difficult to service.

The building has some capacity to add additional staff without expanding the building, however projected growth over the next five years will push the building to capacity. The site may be able to accommodate expansion with some reconfiguration of the interior space. The building currently lacks for separation of activities requiring confidentiality therefore remodeling or reorganization may be of benefit.

The building is very centrally located within the city and close to other civic buildings. City Hall is located on a city park campus and is adjacent to a middle school and elementary school.

CITY HALL ORGANIZATION

Departments
City Manager, City Clerk, Communications, Economic Development, Finance, Human Resources, Information Technology, Utilities (under Finance)
City Growth (anticipated pop.)
5 yr = 90,000
20 yr = 130,000

Current Staff FTE – 33

PROJECTED STAFF GROWTH

Department	Current Staff	Anticipated Growth			Notes
		5 yrs	10 yrs	20 yrs	
Staff	***34***	***43***	***48***	***55***	***33 FTE - current*** ***42 FTE - 5 yrs*** ***47 FTE - 10 yrs*** ***54 FTE - 20 yrs***
City Clerk	4	1		1	
City Manager's Office	6	2	1		5.3 FTE current w/ .3 located at the airport Growth: 1 office, 1 cubicle (probably only 1); 1 intern/fellow
Communications	2	1		1	Digital marketing specialist
Economic Development	2	1		1	Requires an office
Finance	5	1	1		4.625 FTE current 2 individual PTEs share workspace
Utility Billing	6		1	1	5.125 FTE for current
Human Resources	3	1	1	2	
Information Technology	6	2	1	1	Includes 2 GIS staff
Vehicles	***1***				Passenger Van

DEPARTMENT FEEDBACK

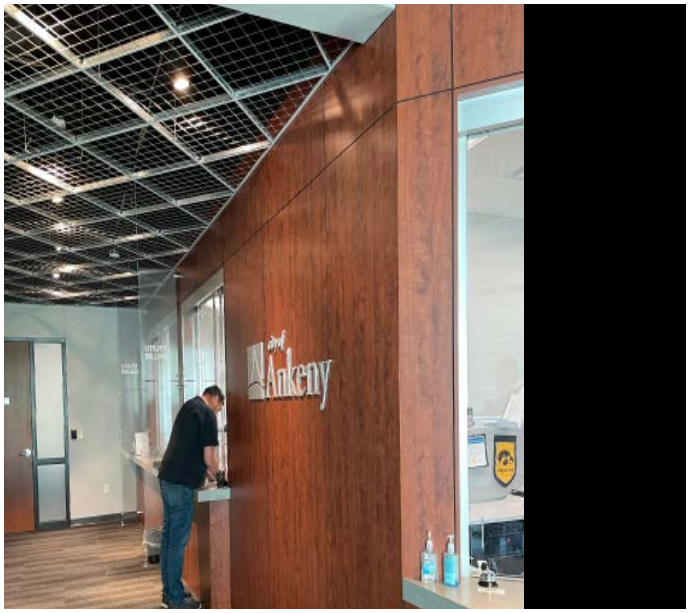
At City Hall, the following current and future space needs were identified by department leaders:
A larger conference room to fit twenty to twenty-five people would be ideal for director or committee meetings, however the City does have other facilities that could accommodate these needs depending on frequency. Another medium-sized conference room is needed regardless. In addition to the medium-sized conference room, smaller meeting rooms are needed for private conversations, phone calls or nursing mothers.

The communications department lacks an adequate studio space which is currently located in the conference room creating the potential for scheduling conflicts.

The IT department lacks areas for equipment delivery, inventory storage and recycling as well as an adequate IT workroom. As the city grows the existing server room will be too small for future needs. The IT department could be relocated to another facility since there are no physical proximity needs to other departments at City Hall.

A direct connection between the lobby and the reception work area limits the ability of the receptionists to interact with visitors. The current security configuration at the front desks is a sliding bulletproof glass window which is typically in an open position for public interaction. However, this short circuits the line of security and exposes staff to potential danger.

Parking is very rarely an issue at City Hall.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PUBLIC SERVICES

GENERAL OVERVIEW

The 26,000 SF Public Services Building (PSB) was originally constructed in 1996 as the Kirkendall Library and converted into its current function in 2021 when the library moved out and now houses the Parks and Recreation, Public Works and Engineering, and Utilities departments. The facility is generally in good to excellent condition though there are still some lingering issues that were not addressed in the recent remodel. See the Existing Conditions Report for more detailed information.

The exterior building envelope was not addressed in the recent remodel and should be addressed in the near future to avoid potential water intrusion issues. The arched EPDM membrane roof is in average condition and nearing the end of its anticipated service life. Age and the history of occasional roof leaks indicates replacement is necessary in the next few years.

Access to natural daylight and exterior views is good for a building of this type.

Based on the current department staff sizes, the building is adequately sized to meet the needs of the community. There is potential for staff growth within the PSB as each department has a handful of empty workstations in the near term by addressing some additional space needs such as additional mailboxes and lockers. Based on interviews conducted with the different department directors, additional meeting space is needed to meet the needs of the staff interaction with the public.

Due to the vaulted shape of the roof over the main open office areas and perimeter lighting strategy, light levels at desks require supplemental task lighting.

The building is generally well located within the city and close to other civic buildings.

PUBLIC SERVICES ORGANIZATION

Departments
Community Development, Public Works & Engineering, Municipal Utilities (Development Engineering), Parks and Recreation

Current Staff (at PSB) FTE – 57.5

PROJECTED STAFF GROWTH

Department	Current Staff	Anticipated Growth 5 yrs	10 yrs	20 yrs	Notes
Community Development	***26***	***32***	***35***	***38-42***	**25.5 current staff positions**
Director, Mgrs, Admin	6				
Permit	4	1			3.5 Current and 0.5 for 5 yrs
Code Enforcement	4	2	1	1 to 3	
Building Inspection	6	2	1	1 to 3	
Planners	6	1?	1	1	
Public Works	***20***	***24***	***28***	***35***	**17.5 FTE - current** **21 FTE - 5 yrs** **25 FTE - 10 yrs** **31 FTE - 20 yrs**
Director, City Eng., Admin	3	1			2.5 FTE current and 0.5 FTE for 5 yrs
Engineering	8	1	1	2	
Traffic	2	1	1	2	
Stormwater	5	1	1	2	
Summer Interns	*2*		*1*	*1*	**not included in FTE staff count*
Municipal Utilities	***10***	***14-15***	***16***	***20***	**9.5 FTE - current** **13-14 FTE - 5 yrs** **14-15 FTE - 10 yrs** **19 FTE - 20 yrs**
Director, Admin	2	1			
Engineer	2	1		1	
Engineer Technician	4	1 to 2	1	2	
Utility Engineer	2	1 office		1	
Parks & Recreation	***5***	***7***	***8***	***9***	
Admin	2	1			
Recreation	3	1	1	1	
Vehicles	***32***	***37***	***40***	***46***	
					CD – 10, add vehicles for addt'l code insp's PW – 10 MU – 3 P&R – 1 utility van 6-7 pool vehicles

DEPARTMENT FEEDBACK

At the Public Services Building, the following current and future space needs were identified by department leaders: Traffic is a significant issue for visitor and staff arrival in the parking lot at school pick-up and drop-off times due to parents clogging the parking lot and entrance. Creation of a secondary parking lot entrance drive to the west may help to alleviate this issue. City vehicle parking is at capacity with the current pool of vehicles.

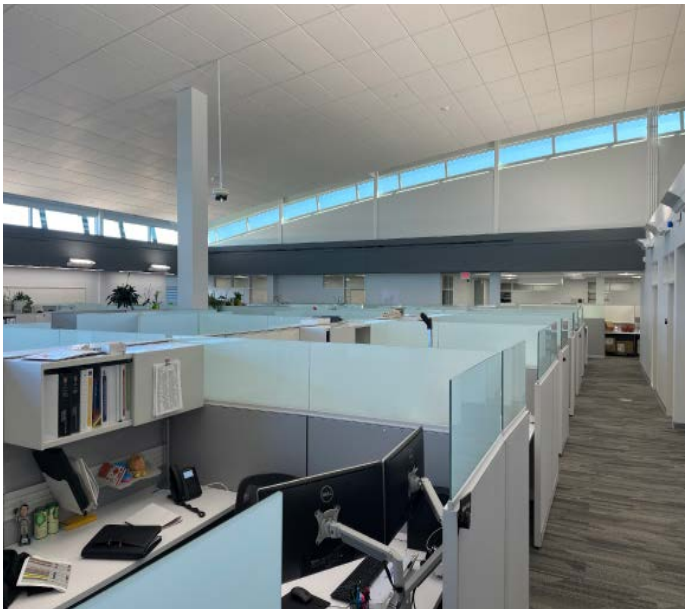
A conference room that accommodates 8 to 12 people near the public lobby would allow preapplication meetings typical group sizes without requiring public to travel through the employee work areas compromising security. The current security configuration at the front desks is a sliding bulletproof glass window which is typically in an open position for public interaction. However, this short circuits the line of security and exposes staff to potential danger.

Additional enclaves (small meeting or phone rooms) would benefit open office staff to allow for private conversations. Spaces that are currently at or near capacity in the PSB include the mailboxes, the locker room, and Parks & Rec. storage. The locker room has capacity for three more employees and should be expanded in the next 1 to 2 years. P&R storage will likely need to grow in the next 5 to 10 years or other off-site storage identified.

The basement file storage is not proximate to the staff that access it daily requiring travel across the entire building. Either it should be relocated more centrally or converted to digital files. The workroom and engineering file room in the center of the building are shared by all departments to one degree or another and may be potentially slightly underutilized and should be evaluated for reconfiguration and reuse.

Currently one manager, who should be in an office, is in an open office workstation. As Public Works and Municipal Utility staff grows it is anticipated that three additional offices will be needed for future management or senior staff. Some staff have expressed an interest in remote working, which is currently not an option but could allow for alternative workstations and delay the need for building expansion. Public Works technicians are typically in the field (seasonally) but need a full space from which to work in colder months.

Parks & Rec staff are the busiest users of the large community meeting room with various programmed activities year-round. More dedicated program space would be beneficial to expand public offerings, however space is available at other city facilities.




PARKS & RECREATION


Ankeny
Public
Services

PUBLIC WORKS MAINTENANCE

GENERAL OVERVIEW

The 30,000sf Vehicle Maintenance Facility (VMF) on the Public Works Maintenance campus was built as part of a series of buildings in 2004. The VMF is comprised of three sections, the administrative wing, vehicle bays and parts storage and workrooms including the vehicle wash bay. This facility services all the city's vehicles and equipment that is not sent out for service due to warranties or specialized maintenance. The site is enclosed by chain-link fencing and gates, but is typically open to the public during normal working hours allowing contractors to utilize the free water fill station in the yard on a daily basis.

The building shell is predominantly architectural precast with a steel frame and standing seam metal roof. The shell at the administrative wing is brick masonry veneer and aluminum storefront glazing. The building is generally in good condition but is beginning to show signs of wear due to age the nature of its use. See the Existing Conditions Report for more detailed information.

PUBLIC WORK MAINTENANCE ORGANIZATION

Divisions
Operations, Fleet, Traffic

Current Staff FTE – 26

PROJECTED STAFF GROWTH

Department	Current Staff	Anticipated Growth			Notes
		5 yrs	10 yrs	20 yrs	
Staff	***26***	***31***	***35***	***41***	
Operations	***17***	4	2	3	1 lead, 3 techs
Fleet	***5***		1	2	
Traffic	***4***	1	1	1	Traffic sig. shop (3) techs; Sign shop (1) tech
Vehicles	***50***	***53***	***55***	***59***	**Current: (36) PW, (14) Water**
Pickup trucks	27	1	1	2	2 plows in next 2 years; 1 plow/5 yrs; 1 other piece/5 yrs
Plow/Dump trucks	20	2	1	2	Taller, longer ladder truck may be added
Walk-in Van	1				
Street Sweepers	2				(4) existing vehicle bays; (6) needed
Trailers	***12***	***13***	***14***	***16***	
Air compressor	1				
Asphalt	2				
Concrete	2				
Flatbed	2				
Box trailer	1				
Water valve maintenance	1				
Crash	1				
Message sign	2				
Misc Equipment	***37***	***38***	***39***	***41***	Shared with Water Cranes, Bobcats, excavators, skid loaders, air compressors, backhoes, etc.

DEPARTMENT FEEDBACK

At the Vehicle Maintenance Facility, the following current and future space needs were identified by department leaders:
Combining Waterworks, Wastewater and Utilities all together with vehicles and equipment on a single campus would be ideal as the departments often share resources. This would also be a more effective condition for potential cross training of staff between departments.
The building does not have adequate office space for the current staff count. The Operations Manager and Street and Fleet Supervisors each have their own offices, though the Street Supervisors office doubles as a conference room and the Fleet Supervisor shares an office with the maintenance manual library and four mechanics. Shelf space for the manuals is not adequate and the library should have a dedicated workstation for on-line manuals. The three lead technicians currently sharing a single office should ideally have individual offices with a fourth office for future staff.

Meeting space is inadequate for current staff levels, the break room which doubles as the large meeting room is beyond capacity for all-staff meetings.

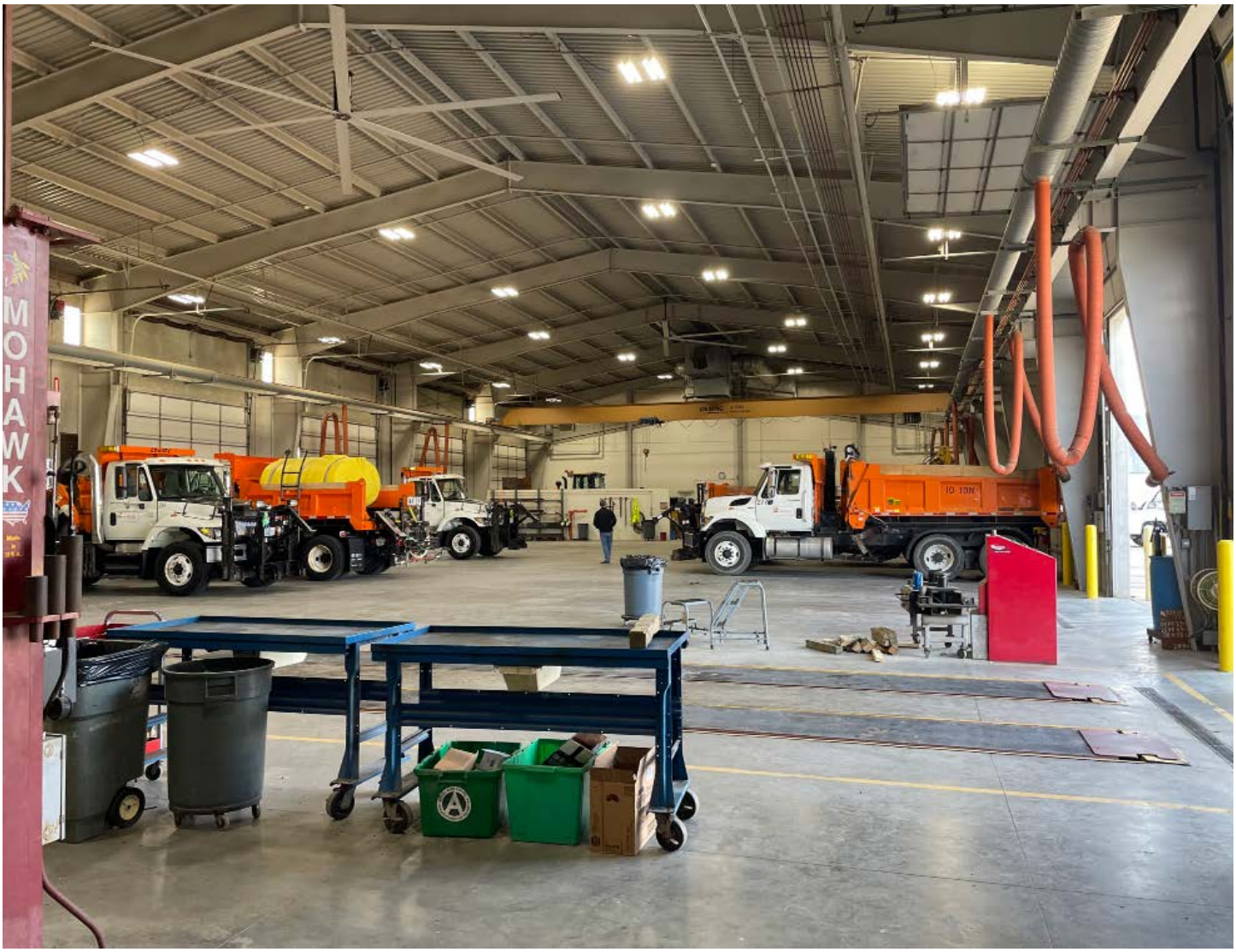
The locker rooms are short six lockers at the current staff count, men are using the female locker room as there are currently no female employees. Plumbing fixture counts are adequate per code for the occupancy count but the travel distance from the south work areas to the restrooms (over 300 feet) is well beyond the recommended travel distance to a restroom.

The current vehicle maintenance layout works well, but space is limited. Of the (12) vehicle bays (4) are used for maintenance the remainder for vehicle storage. Ideally two more bays should be converted to maintenance with added vehicle lifts. If the City acquires a new, larger aerial fire truck, the maintenance bays and lifts would be inadequate in size to service the truck. A larger lift or maintenance pit would be needed. The welding bays are adequately sized when vehicles or equipment are not being stored in them. Equipment and parts storage is generally adequate in the building with the exception of the lube room which is at capacity. Additional space is needed to accommodate (2) additional bulk fluid containers as well as DEFT containers. Fuel is not currently dispensed at this facility but is at the station across the street. The single manual, pass-through wash bay limits the frequency of vehicle cleaning. A second wash bay is needed to maintain an adequate fleet cleaning schedule.

Available vehicle storage is at capacity. Vehicles are parked stacked, bumper to bumper and between bays in order to secure them overnight and protect them from the weather. This creates a situation where time is spent shuffling vehicles in and out of the facility at the beginning and end of each day that could be used more productively. More vehicle storage is needed to correct this situation. Staff parking located at the perimeter of the campus is also at capacity and overflows into the public parking spaces.

Security of the campus is often a concern as the public has access to the yard during the day while the gates are open. The manual gates could be converted to mechanical gates with card access controls to limit public access. Currently the city offers a free water fill station for contractors that is often busy inside the yard, so this situation would need to be addressed.

Exterior storage on site was not evaluated as part of this report, however the need for additional material storage space was noted. The site is limited by the existing boundaries for material bunker storage and spoils stockpiling. These functions, however, do not necessarily need to be located on this campus.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PUBLIC WORKS - WATERWORKS MAINTENANCE

GENERAL OVERVIEW

The 26,700sf Waterworks Facility on the Public Works Maintenance campus was built as part of a series of buildings in 2004. The Waterworks Facility houses typical administrative spaces including workspaces, break rooms, restrooms, and locker rooms. It also includes a heated maintenance area and unconditioned vehicle and equipment storage spaces. Like the VMF, Waterworks maintenance and storage spaces are filled in the evening with city vehicles which must be moved in the mornings to use the space for other purposes or to access other stored equipment. The city's large dump truck and snowplow vehicles are stored in a stacked configuration in the south side of the unconditioned portion of the building filling the space completely. This method creates issues for accessing vehicles not at the front or end of the rows. This space also only has a few round floor drains which are not able to drain the snow-melt from plows in the winter creating fall hazards for staff. These spaces are at or even beyond capacity.

PUBLIC WORK WATERWORKS ORGANIZATION

Department
Municipal Utilities – Water

Current Staff FTE – 11

PROJECTED STAFF GROWTH

Department	Current Staff	Anticipated Growth			Notes
		5 yrs	10 yrs	20 yrs	
Water	***11***	***14***	***16***	***20***	+1 seasonal worker
Superint., Superv.	2				Superintendent has office, rest at shared workstation
Treatment/Testing	1	1	1	1	
Locating	1			1	1 additional seasonal worker
Customer Service	2			1	
Distribution	4	2		1	
Facilities	1		1		
Vehicles & Equipment	***(14)***				*Included in PWM Vehicle Maintenance count*

DEPARTMENT FEEDBACK

At the Waterworks Building, the following current and future space needs were identified by department leaders:

The finished office area lacks a supervisor office and adequate space for the shared office area and a dedicated copy work area. The break room doubles as meeting space and is at capacity. Access to the shop area is through this space which is disruptive to meetings. Shower and locker space is extremely limited for males, though there are no female employees currently. Locker count is currently not an issue.

There are no dedicated wash-down area for vehicles and tools, or laundry facilities for clothing for use after excavations. The vehicle shop storage area lacks dedicated workspace due to overnight vehicle storage requirements.

Proximity to Public Works is important because they share equipment and cooperate closely during emergency events. Though there is not currently a lot of interaction with Wastewater they do share some equipment and assist with sewer repairs. If located together there would be benefits to cross-training employees. Waterworks also assists with maintenance at shares some equipment with the Parks & Rec department.


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EDDY-WALKER
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DES MOINES, IOWA

WASTE WATER TREATMENT

GENERAL OVERVIEW

The 2,500sf Administration Building on the Sewer Treatment Campus (Wastewater) was originally constructed in 1975 and housed administration and testing facilities for the city sewer department. Since the connection to the Des Moines Metropolitan Wastewater Reclamation Authority the testing laboratory has sat unused. Only a small portion of the facility is currently in use by two administration staff.

The building shell is constructed primarily of load bearing masonry and precast hollow core roof decking which appears to be in sound condition. The interior walls are also primarily of concrete masonry construction making remodeling difficult and costly. Built in 1975, this facility generally does not comply with current accessibility codes and laws. Any significant changes or upgrades to areas of primary function would trigger certain accessibility upgrades as well. A recent tuck-pointing project has been completed. See the Existing Conditions Report for more detailed information.

The 5,300sf Maintenance Building was built at the same time as the Administration building and houses the utilities operators, shops, equipment and vehicle storage, and support spaces. The structure is primarily masonry veneer with steel framed structure. There is noticeable wear and damage to the shell from normal weathering and contact with vehicles at overhead doors. The facility houses (5) of the (9) department vehicles with no additional storage space. As the vehicles have grown in size the staff has adapted the spaces to accommodate. See the Existing Conditions Report for more detailed information.

Storage space is full and the welding and maintenance shop areas are undersized and old. Operationally the department would benefit from expanded and modernized shop areas. The break room, restroom/locker room and office spaces are significantly undersized in poor condition and should be updated. The facility does not have restroom or locker room facilities to serve female employees. Similar to the administration building, the maintenance building generally does not comply with current accessibility codes and laws.

Existing structures on the sewer campus that were excluded from this study include the headworks building (houses a large sewer vac truck), a pole building (general storage), blower building, plant pumping station, tower pumping station and various back up wastewater tanks.

WASTE WATER TREATMENT ORGANIZATION

Current Staff FTE – 10

PROJECTED STAFF GROWTH

Department	Current Staff	Anticipated Growth			Notes
		5 yrs	10 yrs	20 yrs	
Wastewater	***10***	***12***	***14***	***18***	
Admin Bldg.	2				
Maintenance Bldg.	8	2	2	4	
Vehicles	***9***	***11***	***12***	***14***	Current Vehicles: (3) Jet Trucks, (1) Camera Van, (1) 3/4 ton Pickup, (4) 1/2 Pickups
Pickup Trucks	4	1	1	2	
Oversized Trucks	5	1			
Trailers	***3***				
Misc. Equipment	***5***				Gators, mini excavator, skid steer, plow blade

DEPARTMENT FEEDBACK

At the Sewer Treatment Facility, the following current and future space needs were identified by department leaders:

The shop space is at capacity for storage and workspace. A larger shop space with overhead doors (for larger pieces of equipment) and additional storage is needed. The locker room is over capacity and should be expanded. A group training facility to accommodate the full staff is lacking and could be located in the empty testing lab. The existing break room doubles as a meeting room, but it is undersized for full staff meetings.

Though physical proximity to Waterworks, Public Works operations, Stormwater, Parks & Rec is not necessary, there would be some benefit to being located closer as they often share equipment with some of these departments.

OPN ARCHITECTS

POLICE HEADQUARTERS

GENERAL OVERVIEW

Built in 2009, the 77,900sf Ankeny Police Headquarters houses all functions of the Ankeny Police Department and is generally in very good condition. The holding cells in the southeast wing are underutilized since detention for Polk County moved to the new Polk County Jail facility a few years ago.

The exterior of the building has some maintenance issues including some roofing issues above the firing range and worn paint leading to rusting at exterior steel doors and windows. The roof likely has 10 to 15 years of life left. The major maintenance concern, however, is the site pavement. Drainage at the west patio has led to settlement damage of the pavements and stairs. And the staff parking lot pavements and curbs have significant cracking and deterioration issues. The interior of the building is generally in good to excellent condition with few exceptions. See the Existing Conditions Report for more detailed information.

Staff parking is at capacity in the lower-level garage with no room for expansion. With the projected staff growth in the next five years this issue should be addressed soon. There is expansion potential in the short term which would include remodeling of the jail space and relocation of other department functions in a phased reconfiguration of spaces. In the next ten to twenty years an addition to the existing facility will be required to accommodate the projected growth.

POLICE HEADQUARTERS ORGANIZATION

Divisions/Sections
Administration, Operations, Criminal Investigations

Current Staff FTE – 85.4

PROJECTED STAFF GROWTH

Department	Current Staff	Anticipated Growth 5 yrs	10 yrs	20 yrs	Notes
Administration	***9***	***12***	***13***	***15***	**8.4 FTE - current 11.4 FTE - 5 yrs 12 FTE - 10 yrs 14 FTE - 20 yrs**
Admin	2	1			Includes Chief, Admin. Assistant
Fleet	2	1		1	
Records	5	1	1	1	4.4 FTE current and .6 FTE at 10 yrs
Operations	***56***	***71***	***87***	***117***	
Admin	11		1	1	Includes Captain, Lieutenants, Sgts
Patrol	39	11	12	24	Growth about 2 to 3 per year
Comm. Service	3	3	1	2	
Traffic	2	1	1	2	
K-9	1		1	1	
Criminal Investigations	***20***	***27***	***35***	***48***	
Admin	4		1	1	Includes Captain, Lieutenants, Sgts
CI Unit	2	1	1	1	Includes civilian & detective
*Narcotics**	*(1)*				**Located off-site, not included in total*
General Investigations	8	3	2	4	Includes K9 handler
Property / Evidence	2		1	1	
School Resource Officers	2	2	1	2	
Community Engagement	2	1	2	4	CET Sgt. Included in Admin
Vehicles	***44***	***54-56***	***68-70***	***92-94***	
Police Vehicles	44	10-12	14	24	Police interceptors (SUV's)
Trailers	2				
ATV	1				

DEPARTMENT FEEDBACK

At the Police Headquarters, the following current and future space needs were identified by department leaders:

As the force has grown, the current meeting rooms have become inadequate in size and number. The current auditorium style meeting room is at capacity. The roll call/briefing room and report writing areas are currently too small. An addition off the west basement corridor could provide adequate roll call and report writing space. The open office space for criminal investigations detectives has recently been reconfigured and satisfies current needs but does not have space for future growth. Offices for the Operations department are at capacity. There is currently no flex work space for SRO's in the summer.

The evidence lab and evidence processing (report writing) areas are undersized and should double in size. A dedicated electronic storage download work area is also needed. The police department currently lacks a "war room" for coordination of emergency events with other agencies either in-person or virtually connected. The IT server space is undersized for current needs.

The physical and DAT training spaces are inadequate, and both need twice as much space to accommodate 12- 15 officers at a time. Locker room facilities are currently adequate to accommodate some minor, near term growth, however the men's locker room will need a major expansion in the next 5 to 10 years. The women's has more capacity. The firing range and support spaces are adequately sized to accommodate future growth. Stray dog kennels located in the garage should double in size.

There are some spaces in the building which are oversized or have been modified in use since the original design including unused library and video copying rooms, oversized quartermaster and patrol storage rooms, an oversized custodial closet, a converted bereavement to sleeping room, and paper file storage rooms that should be digitized in the future. The current records office has two staff but could accommodate two more for future growth. These spaces are minor in size but could be reconfigured to absorb some of the needed growth of other spaces.

The jail and holding facilities are severely underused. Though this space is hardened construction and more difficult and expensive to remodel than typical construction, it is an area that can be reconfigured to accommodate future growth needs for the next five years. Department leaders have indicated what is needed is booking and processing space, detox/intox space, and a holding area. Interview rooms on Level 2 are often used as holding areas.

The two-stall vehicle evidence storage area in the parking garage is currently inaccessible by tow truck and used to store the evidence vehicle. Three stalls is the preferred size with at least one lift. The garage is at capacity for patrol vehicle storage, and it is preferred to keep them in a weather protected space for quicker response. To accommodate future fleet growth, a separate pull through garage would be beneficial. This structure could also house additional vehicle equipment storage (i.e. ATV or trailers) and vehicular or large evidence storage accessible to tow trucks. Some of this storage could also be moved off-site as well. The department also needs space for larger storage lockers for SERT equipment.


THE COURAGEOUS POLI

PART 3: RECOMMENDATIONS

Based on the findings of the first two parts of the study, this final section of the report makes a recommendation for each of the structures to meet future needs of the city's building infrastructure. The recommendations herein were selected after review by city staff from multiple variations studied during the course of the project.

The scope of this report does not include detailed future building design. It is intended to guide the City as to the preparations needed to make each of the buildings viable across a range of time and make recommendations for building expansions or replacements. The options and proposed phasing plans include:

- Location and size of each existing building
- Building expansion and any new building that will be needed to address Ankeny's facility needs
- Proposed building layouts include the overall diagrammatic footprints of each building as well as areas in square feet.
- Exterior parking needs, vehicular and pedestrian access, and location details
- Considerations for the City's future space needs
- Development of immediate, short term, mid-term, and long-term sequences of events, establishing the necessary stages of design, construction, and code compliance.
- Preliminary Cost Estimates in today's dollars.

OVERVIEW & NOTES

The strategies generated were prepared for the City of Ankeny to consider as possible approaches to accommodate the City's anticipated workforce growth at particular locations over the next five, ten and twenty years. Though it is beyond the scope of this study, the City's end goal is to solve the growth issue for the next forty to fifty years.

Each facility will require additional space that does not currently exist in line with this growth. Some strategies explored keeping departments in their current locations and others explored relocating and combining them with other department locations to economize the necessary building additions required. The relocation strategies include relocating City Hall to the PSB and relocating Wastewater to the Public Works Campus.

All strategies keep public administrative facilities separate from maintenance facilities. Maintenance facility administration is located with maintenance staff.

Included with each strategy is a projected construction cost estimate separated into dollar amounts for 2023. These projected construction costs exclude any additional costs associated with land acquisition, site utility infrastructure development costs, professional design fees, as well as escalation factors. At this time a minimum escalation factor of 6% per annum is advised to adjust the construction values to a future year where the project is projected to begin construction.

Selling off land at any of the sites has not been considered. Sites where occupants are relocated are projected to be re-purposed.

CITY HALL

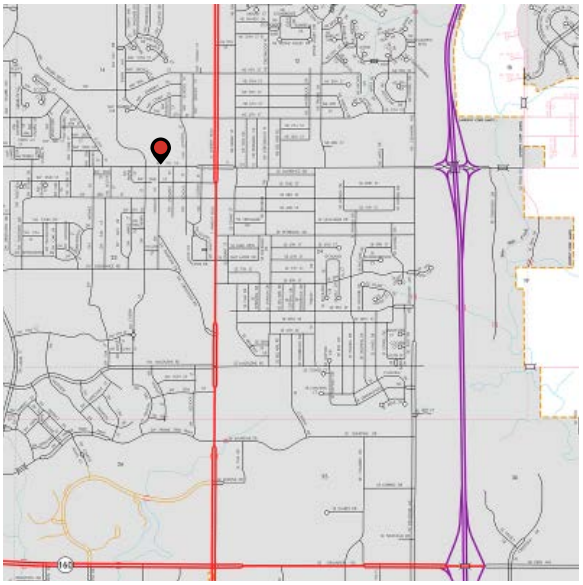
DESCRIPTION

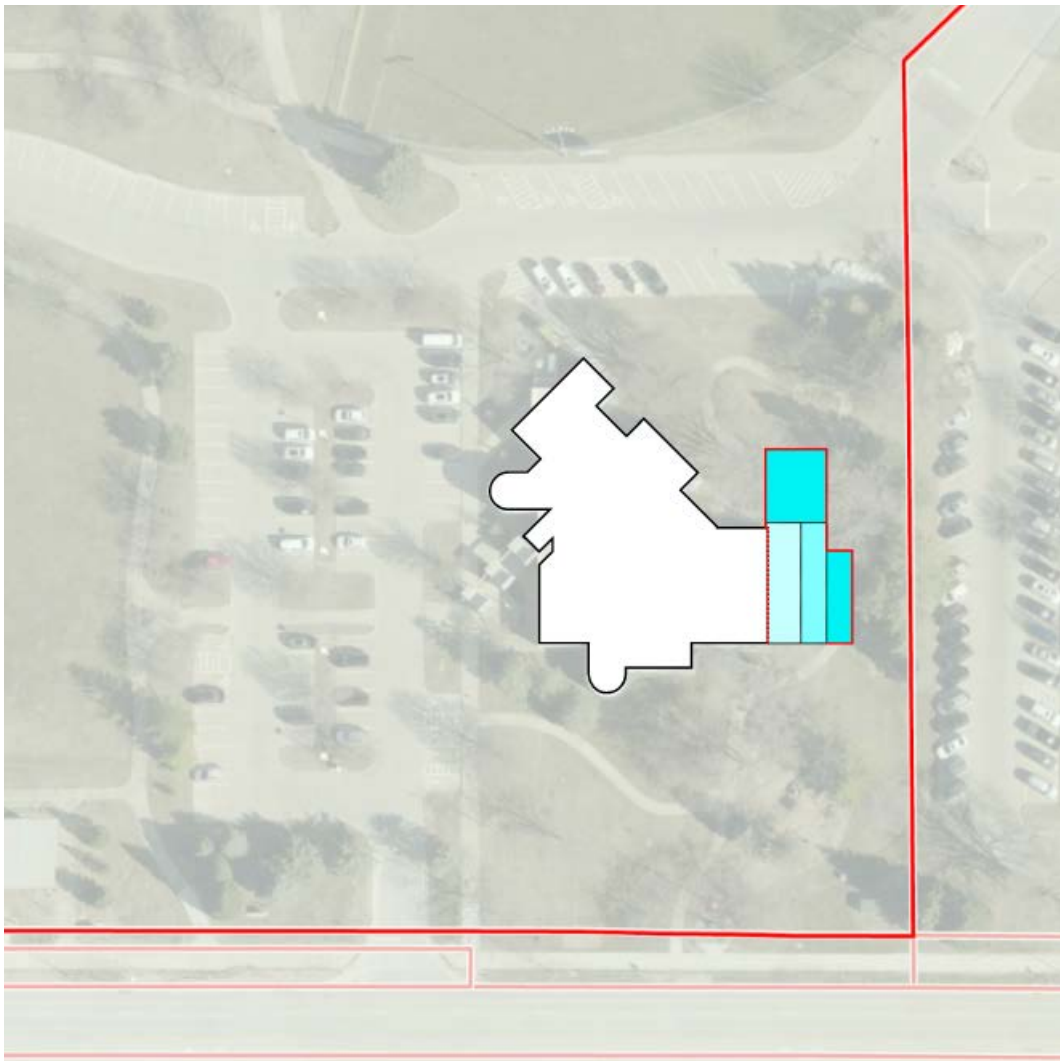
Relocation of all current city staff from this site to a new addition at the Public Services Building.
Note: Timing of movement will need to be tied to the completion of new construction at the PSB site. Once the new addition is finished, transfer of staff can begin. Use of the building follow the vacation of staff is beyond the scope of this report

PROJECTED CONSTRUCTION COSTS:

None

PROJECTED TOTAL CONSTRUCTION COST: $0.00





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NOTES:

PUBLIC SERVICES BUILDING (PSB)

DESCRIPTION

This single phase 2-story scheme provides expansion for both the PSB and City Hall building's growth needs required to meet the 20 year projections. City Hall staff would be relocated here and the existing City Hall building would be abandoned as City Hall. The 2-story scheme can be initially constructed with a portion of it left "unfinished". The unfinished areas could be completed over time as growth occurs. For purposes of this report, initial construction cost is based on meeting 10 years of growth. A second phase of interior build-out is projected (in today's dollars) to meet the 20 year growth projections.

PROJECTED CONSTRUCTION COSTS:

- 5 Year Growth:
  - -Existing PSB and City Hall buildings are sufficient for growth until final 3 workstations are needed at each building.

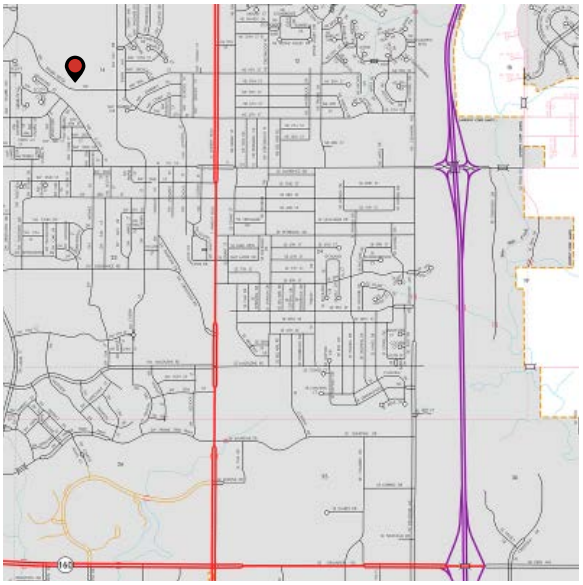
- 10 Year Growth:

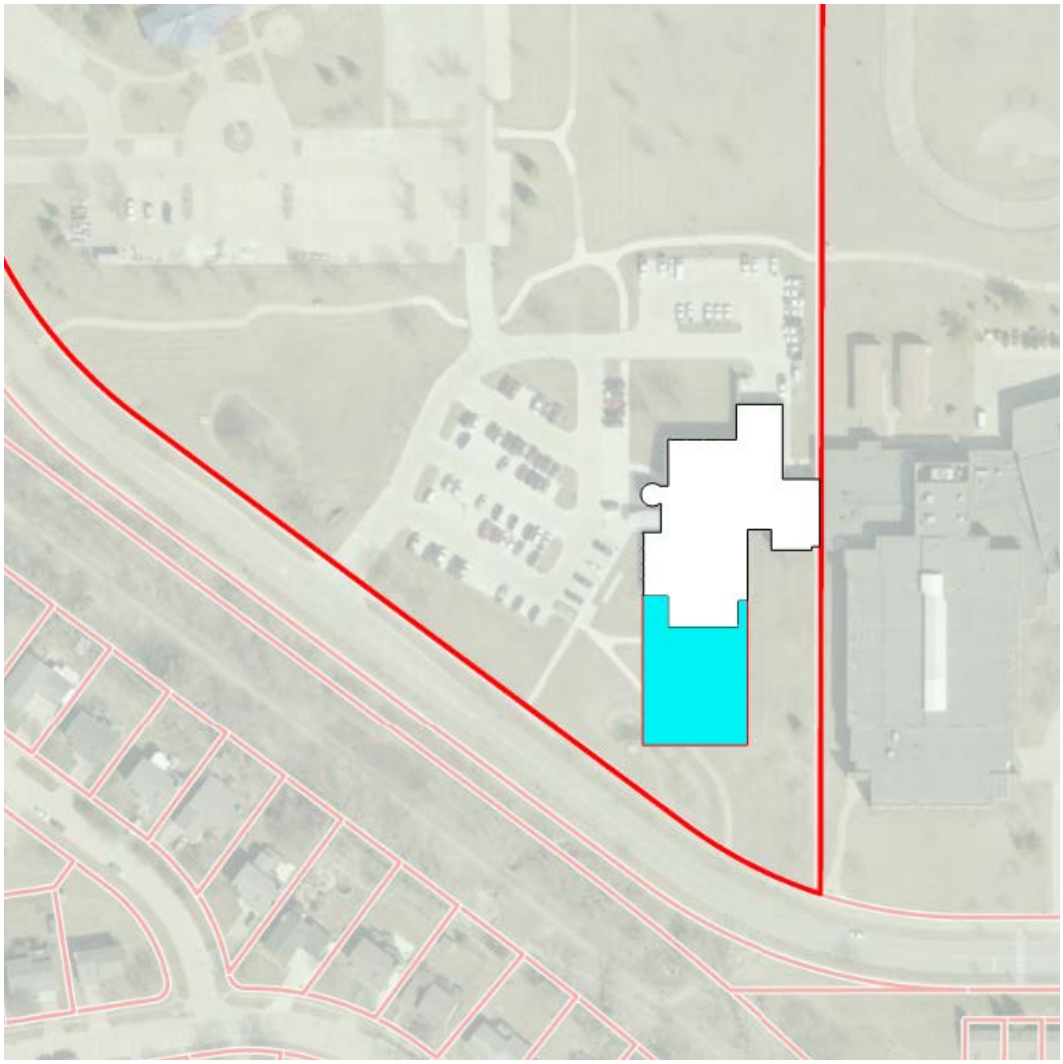
-Renovation --	Minimal		
-Building Addition shell (PSB) --	25,500 SF	@ $240/SF =	$6,120,000
-Interior Build-out--	20,000 SF	@ $185/SF =	$3,700,000
-Parking and Site Costs --			$350,000

- 20 Year Growth:

-Renovation --	Minimal		
-Interior Build-out --	5,500 SF	@ $175/SF =	$962,500
-Parking and Site Costs --			$350,000

PROJECTED TOTAL CONSTRUCTION COST: $11,482,500





NOTES:

- The calculation of building size is based on the size of building needed for 20 years of City Hall expansion, the additional space needs for 20 years at PSB, and additional space needs for stairs, elevators, toilets, and mechanical shafts for a 2 story building.
- Parts of the expansion can be "shelled" and would not need to be finished at the time the addition is constructed.
- Parking lot expansion would be required at time of building addition.
- The future use of the current City Hall building is beyond the scope of this report, but could provide the city with additional space for growth beyond the 20 year projections.

POLICE HEADQUARTERS

DESCRIPTION

Remodel project to begin process of reorganizing the building in order to accommodate as much growth as possible within the confines of the original building enclosure. This is accomplished by re-purposing the existing jail into the evidence department in order to create "swing" space within the building. Many aspects of this remodeling and reorganization will be necessary prior to engaging in expansions that accommodate growth beyond the 5 year projections. A covered police vehicle parking facility is also shown. It can be executed in an unenclosed fashion (covered only) or within a heated (unconditioned) enclosed structure.

PROJECTED CONSTRUCTION COSTS:

- 5 Year Growth:

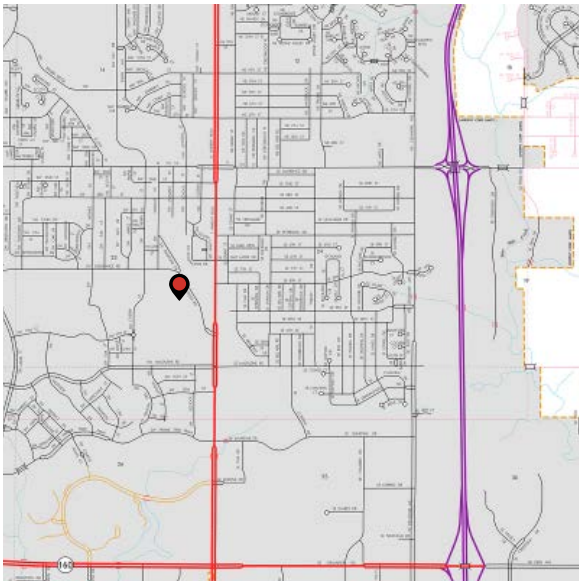
-Jail Demo & Renovation --	4,400 SF	@ $285/SF = $1,254,000
-Locker Room Renovations --	650 SF	@ $225/SF = $146,250
-General Demo and Renovation --	10,000 SF	@ $175/SF = $1,750,000
-Parking (Covered Only) --	8,500 SF	@ $100/SF = $850,000
-Parking (Enclosed) --	8,500 SF	@ $250/SF = $2,125,000

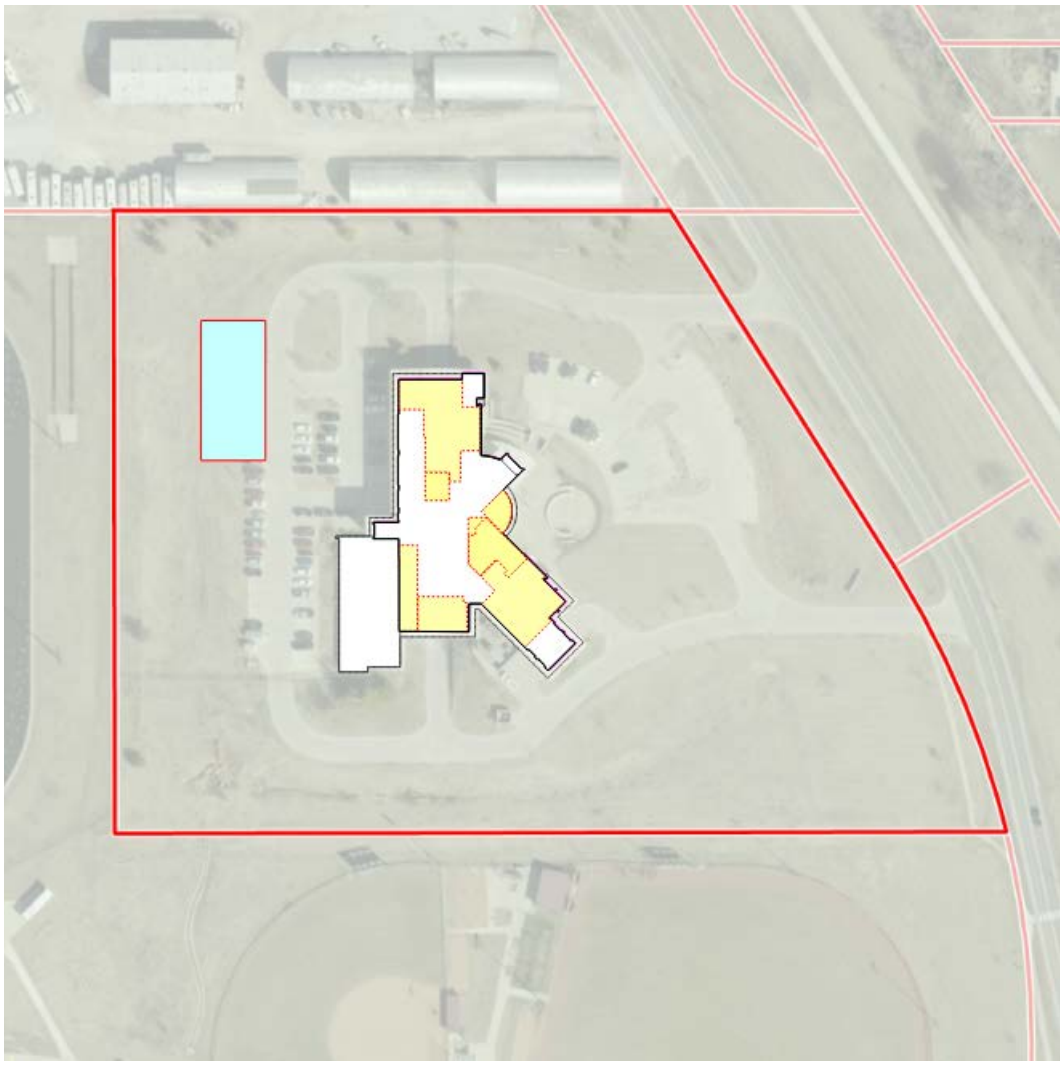
  10 Year Growth:
  -Not Applicable to this Scheme

- 20 Year Growth:
  -Not Applicable to this Scheme

PROJECTED TOTAL CONSTRUCTION COST: $4,000,250 - $5,275,250

Note: The range in costs is dependent on whether the parking is enclosed or not.





NOTES:

- Current jail spaces are remodeled for use by Evidence Department due to access to sally port, hardened walls for narcotics storage, and immediate exterior access by citizens to reclaim property
- Portions of former jail area may work as expansion for Records if necessary
- Portion of two story lobby remodeled for Records Department
- Evidence area vacated and remodeled for Briefing Room, Lockers, Operations and Criminal Investigations expansions (Criminal Investigations will be located on both first and second floors).
- Former Briefing Room remodeled into expanded Physical Training along with expansion of DAT room

PUBLIC WORKS MAINTENANCE SITE & WASTE WATER TREATMENT SITE

DESCRIPTION

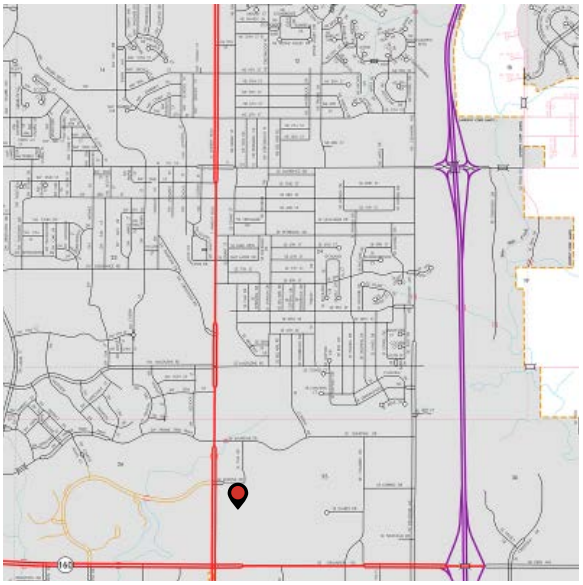
Multi-Building expansion scheme to meet the needs of the current operations at this location along with expansion needs for the sanitary sewer group at the old waste water treatment site. Expansions at the north end of the main building add administrative space and lockeroom expansions. An additional wash bay is added at the south end. The current maintenance bays would be used for maintenance only and not for storage of vehicles. A large addition to the end of the waterworks maintenance structure is constructed in a single phase to add vehicle storage space for the next 20 years.

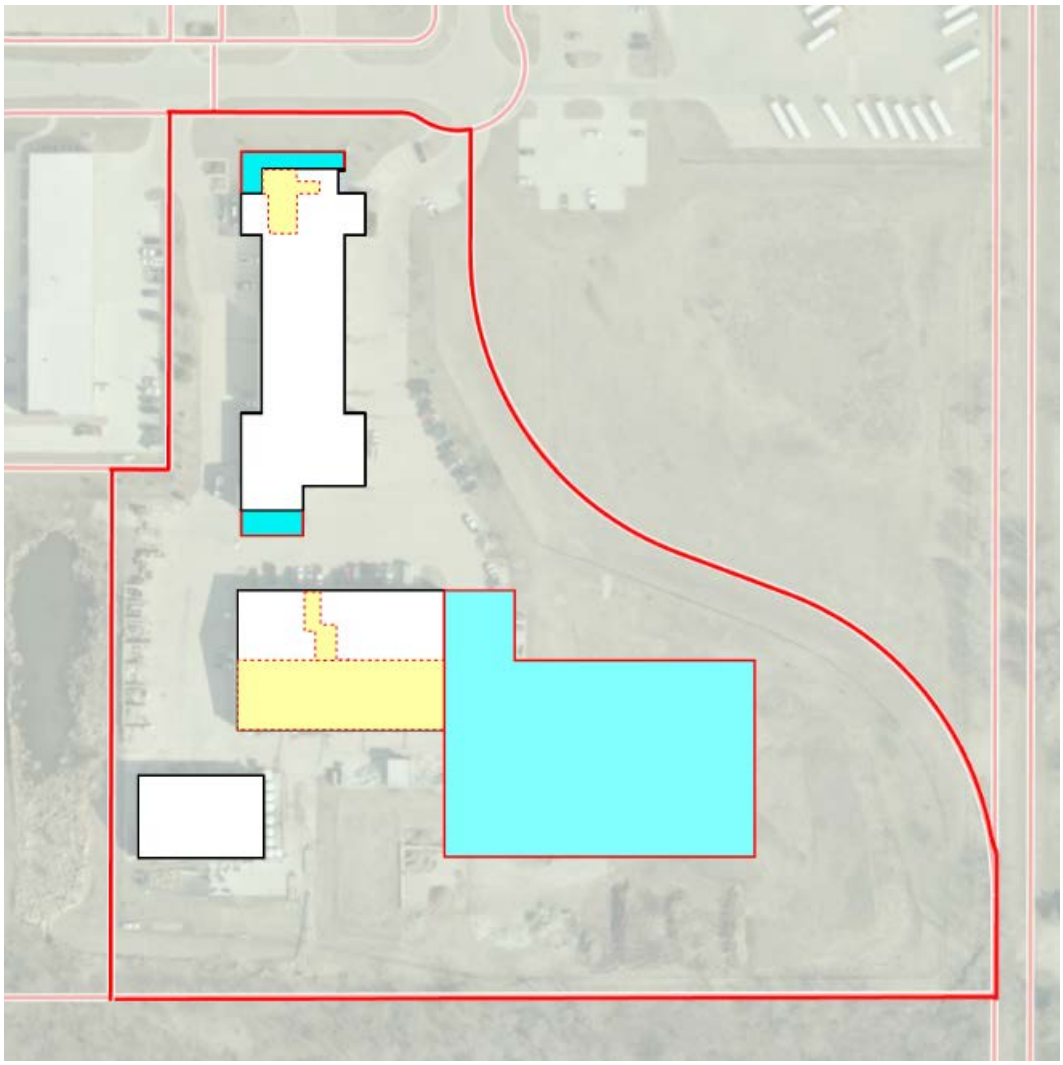
PROJECTED CONSTRUCTION COSTS:

- 5 - 20 Year Growth:

-Renovation (Admin) --	2,000 SF	@ $225/SF =	$450,000
-Renovation (Water Works)	1,500 SF	@ $225/SF =	$337,500
-Building Additions (Admin)--	3,500 SF	@ $600/SF =	$2,100,000
-New Wash Bay	1,500 SF	@ $450/SF =	$675,000
-Building Additions (Vehicles)--	54,000 SF	@ $250/SF =	$13,500,000
-Building Addition (Waste Water - Shops)	4,500 SF	@ $450/SF =	$2,025,000
-Building Addition (Waste Water - Admin)	3,000 SF	@ $575/SF =	$1,725,000
-Sitework / Paving --			$1,000,000

PROJECTED TOTAL CONSTRUCTION COST: $21,812,500





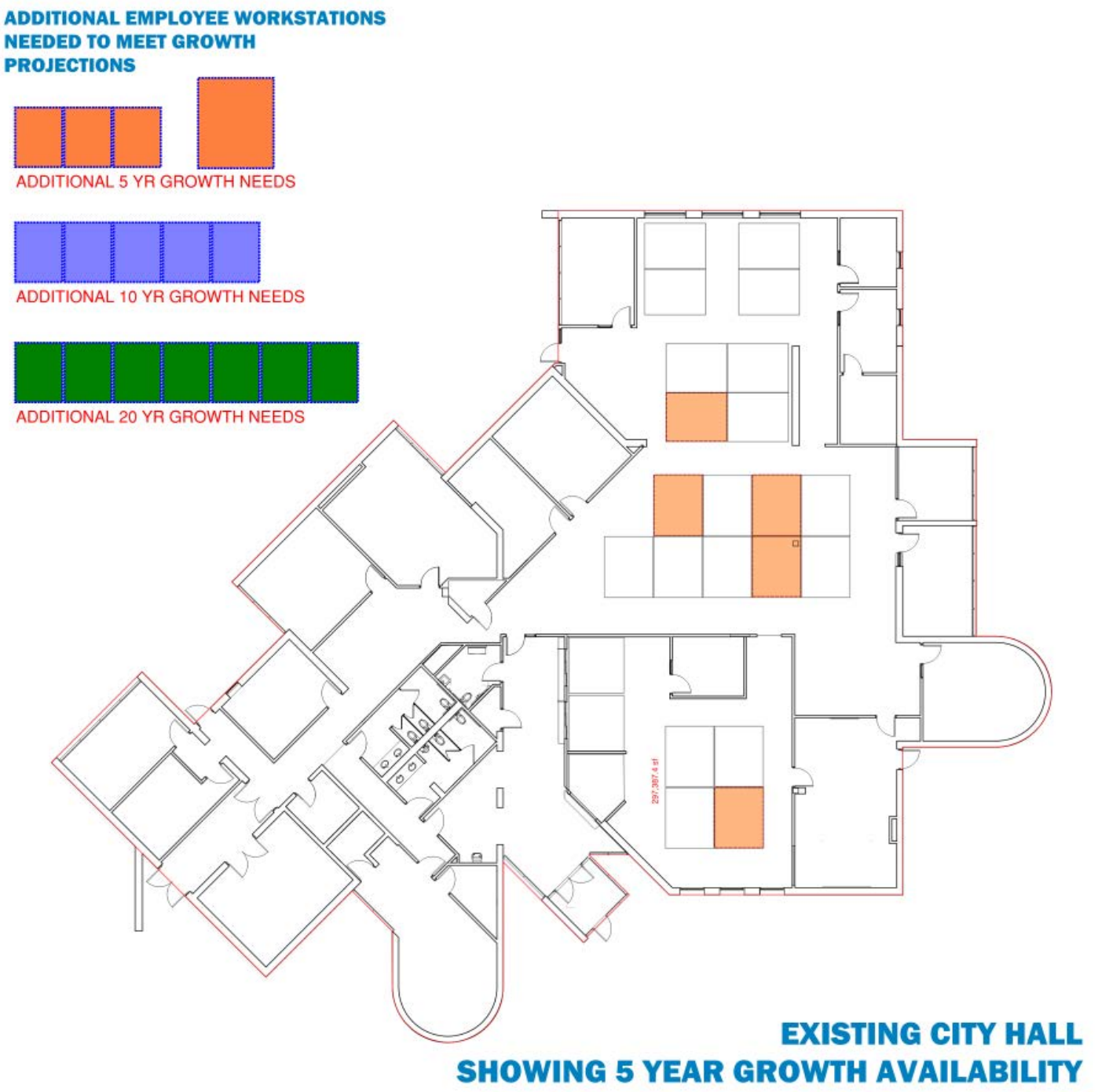
NOTES:

- Expansion to meet the 20 growth needs is executed in the first 5 years due to low incremental growth and need to meet storage of the current fleet.
- The vehicle storage addition would be heated only, not conditioned.
- Remodeling of the existing waterworks maintenance building is minimal, consisting only of making connection to the addition and reallocation of the parking spaces in the southern portion for pick-up vehicles only.
- Extensive repaving of the entire site will be required to manage vehicle circulation
- Existing areas of the site used for storage of waste and street maintenance materials would be relocated to the waste water treatment site.

APPENDIX

DESCRIPTION

The pages that follow are small scale floor plans of the various recommendations. They are included to provide a graphic representation of the analysis used in the generation of square footage required for each individual option. In some cases, they also provide a means to understand how the workspaces of each option are allocated across years of expansion.



CITY HALL & PSB ANALYSIS:

NOTE: The "Additional Growth" spaces shown on these sheets only represent the primary workstations for new staff. The total amount of new space required will need circulation, meeting, restroom, support and mechanical spaces.

EXISTING CITY HALL EMPLOYEE WORKSTATIONS TO BE RELOCATED

ENCLOSED OFFICE SPACES

OPEN OFFICE WORKSTATIONS

CITY HALL EMPLOYEE GROWTH WORKSTATIONS REQUIRED IN NEW ADDITION

5 YR GROWTH NEEDS

10 YR GROWTH NEEDS

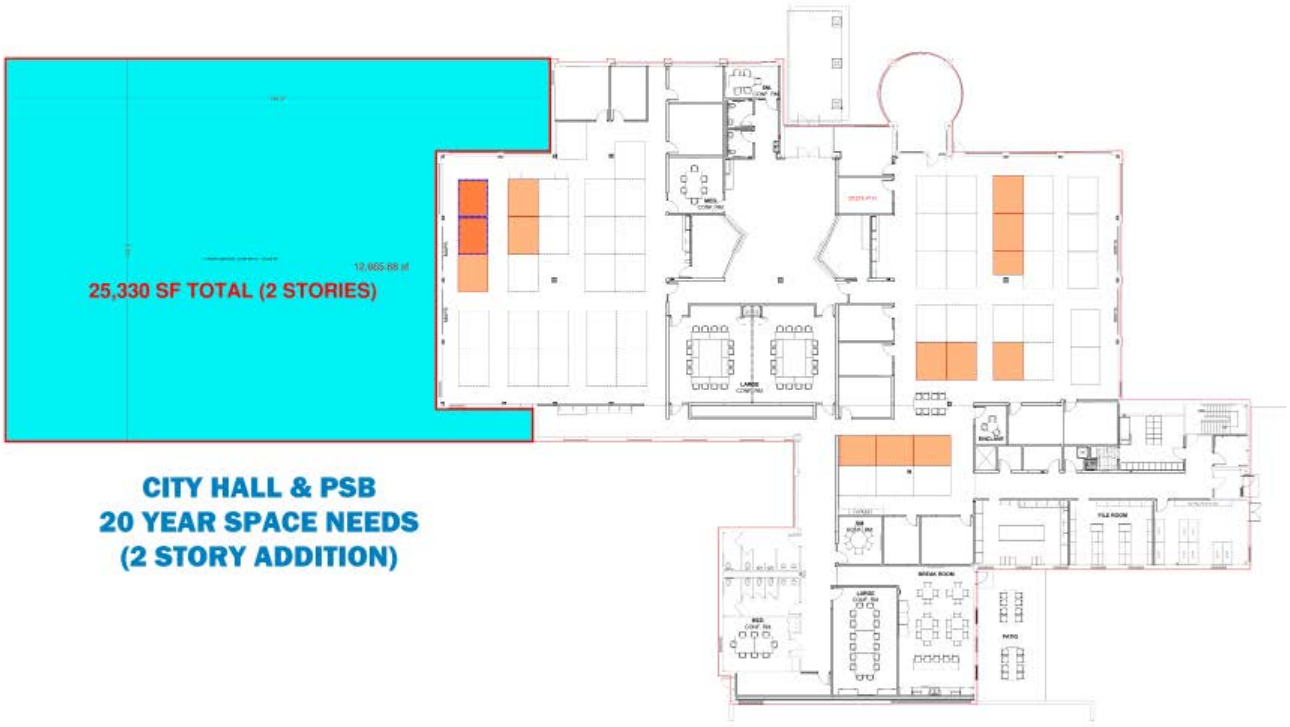
20 YR GROWTH NEEDS

PSB EMPLOEE GROWTH WORKSTATIONS REQUIRED IN NEW ADDITION

ADDITIONAL 5 YR GROWTH NEEDS

ADDITIONAL 10 YR GROWTH NEEDS

ADDITIONAL 20 YR GROWTH NEEDS



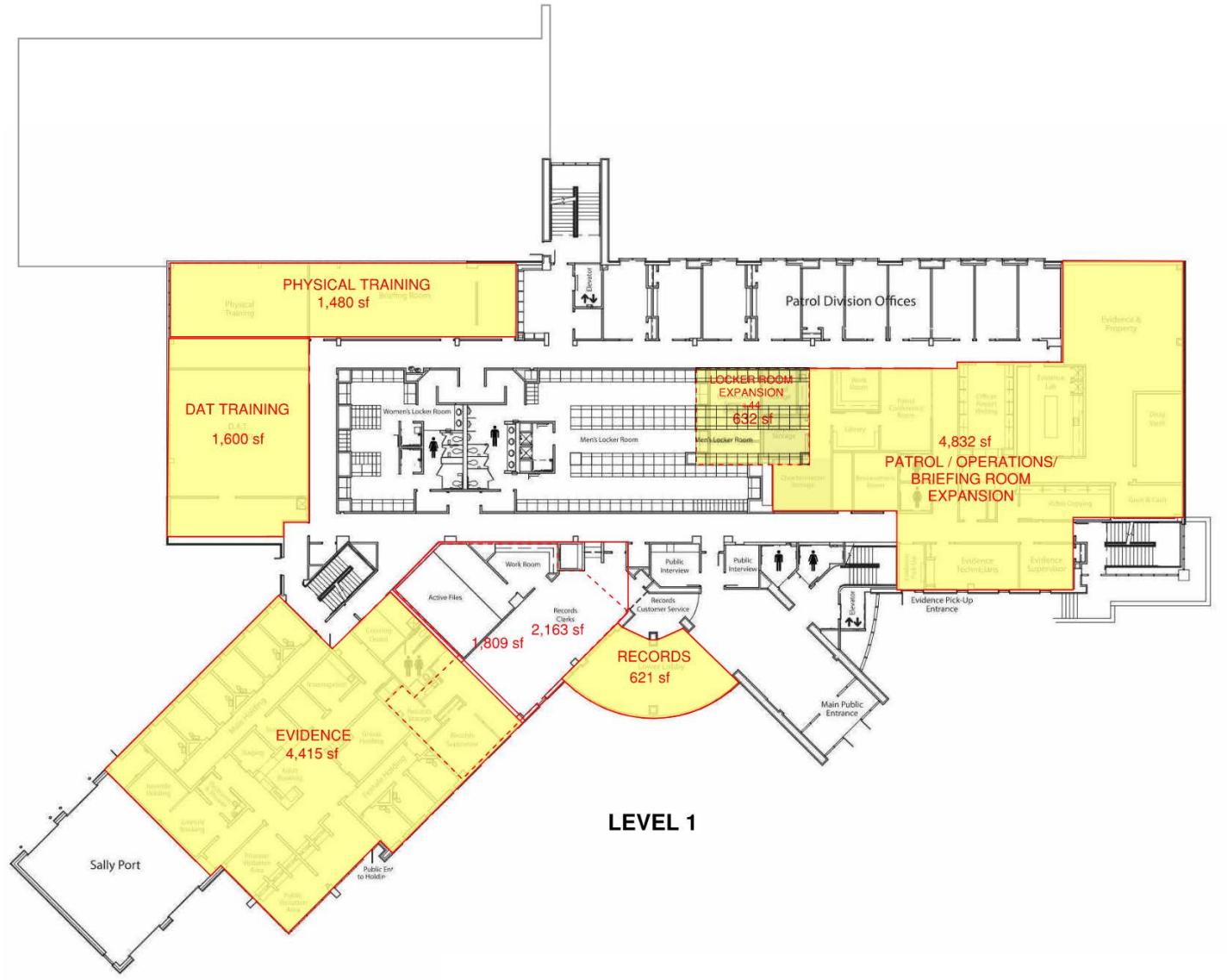
CITY HALL & PSB
20 YEAR SPACE NEEDS
(2 STORY ADDITION)

COMBINED CITY HALL & PSB - 20 YEAR PLAN
CITY HALL TO BE ABANDONED / RE-PURPOSED

COLOR KEY :

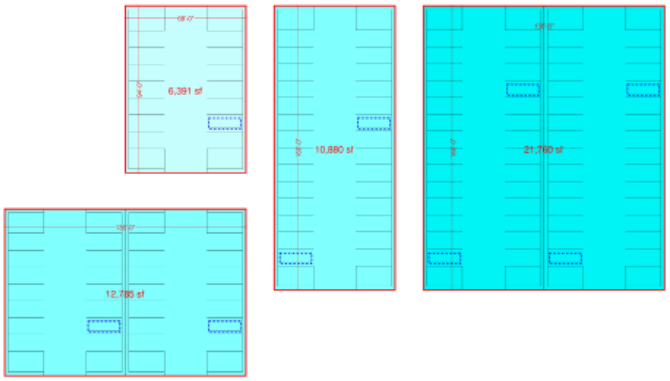
- EXISTING WORKSTATIONS - (5 YEAR GROWTH PROJECTIONS)
- NEW WORKSTATIONS - (5 YEAR GROWTH PROJECTIONS)
- NEW WORKSTATIONS - (10 YEAR GROWTH PROJECTIONS)
- NEW WORKSTATIONS - (20 YEAR GROWTH PROJECTIONS)
- RENOVATED AREAS - (5 YEAR GROWTH PROJECTIONS)
- BUILDING ADDITION - (5 YEAR GROWTH PROJECTIONS)
- BUILDING ADDITION - (10 YEAR GROWTH PROJECTIONS)
- BUILDING ADDITION - (20 YEAR GROWTH PROJECTIONS)

OPN ARCHITECTS

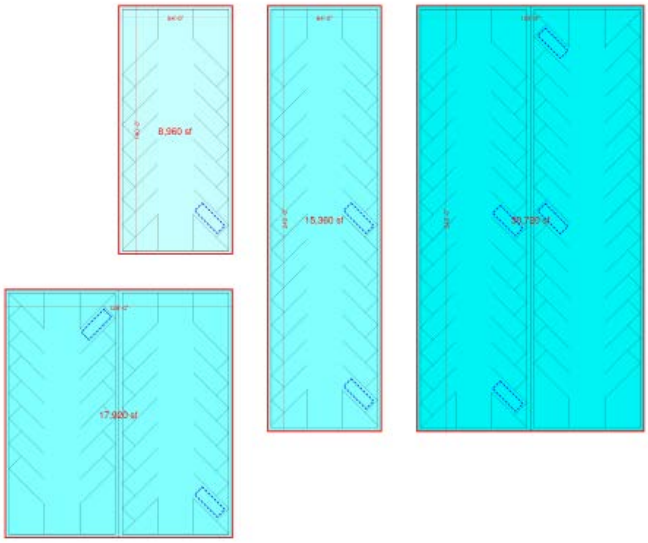


POLICE DEPARTMENT HQ
20 YEAR PLAN

POLICE DEPARTMENT HQ ANALYSIS:



POLICE VEHICLE PARKING STUDY
90 DEGREE GEOMETRY



POLICE VEHICLE PARKING STUDY
45 DEGREE GEOMETRY

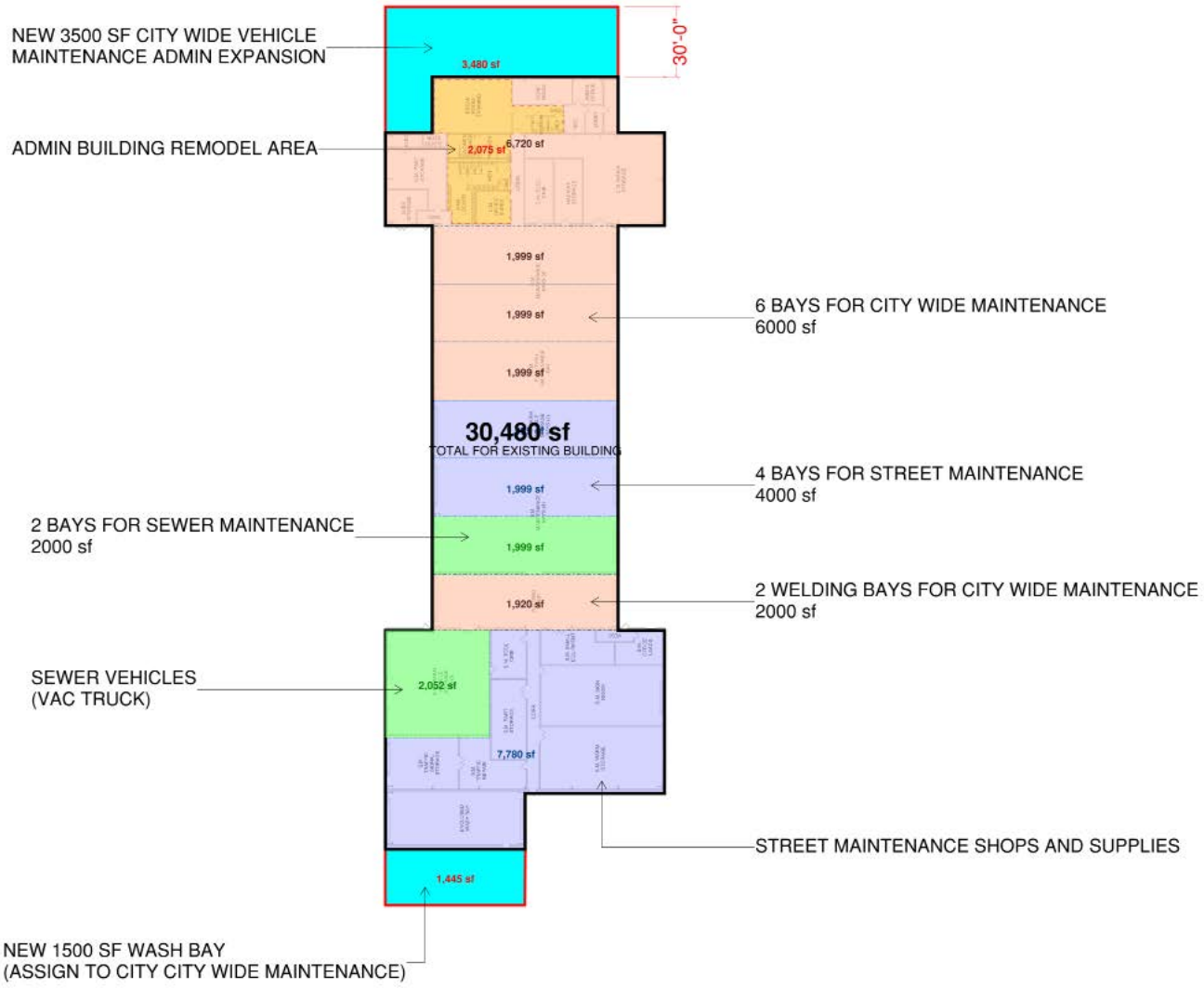
5 YEAR GROWTH: 14 STALLS
10 YEAR GROWTH: 14 ADDITIONAL STALLS
20 YEAR GROWTH: 28 ADDITIONAL STALLS

POLICE VEHICLE PARKING LAYOUTS
5 - 10 - 20 YEAR LAYOUTS

COLOR KEY :

- EXISTING WORKSTATIONS - (5 YEAR GROWTH PROJECTIONS)
- NEW WORKSTATIONS - (5 YEAR GROWTH PROJECTIONS)
- NEW WORKSTATIONS - (10 YEAR GROWTH PROJECTIONS)
- NEW WORKSTATIONS - (20 YEAR GROWTH PROJECTIONS)
- RENOVATED AREAS - (5 YEAR GROWTH PROJECTIONS)
- BUILDING ADDITION - (5 YEAR GROWTH PROJECTIONS)
- BUILDING ADDITION - (10 YEAR GROWTH PROJECTIONS)
- BUILDING ADDITION - (20 YEAR GROWTH PROJECTIONS)

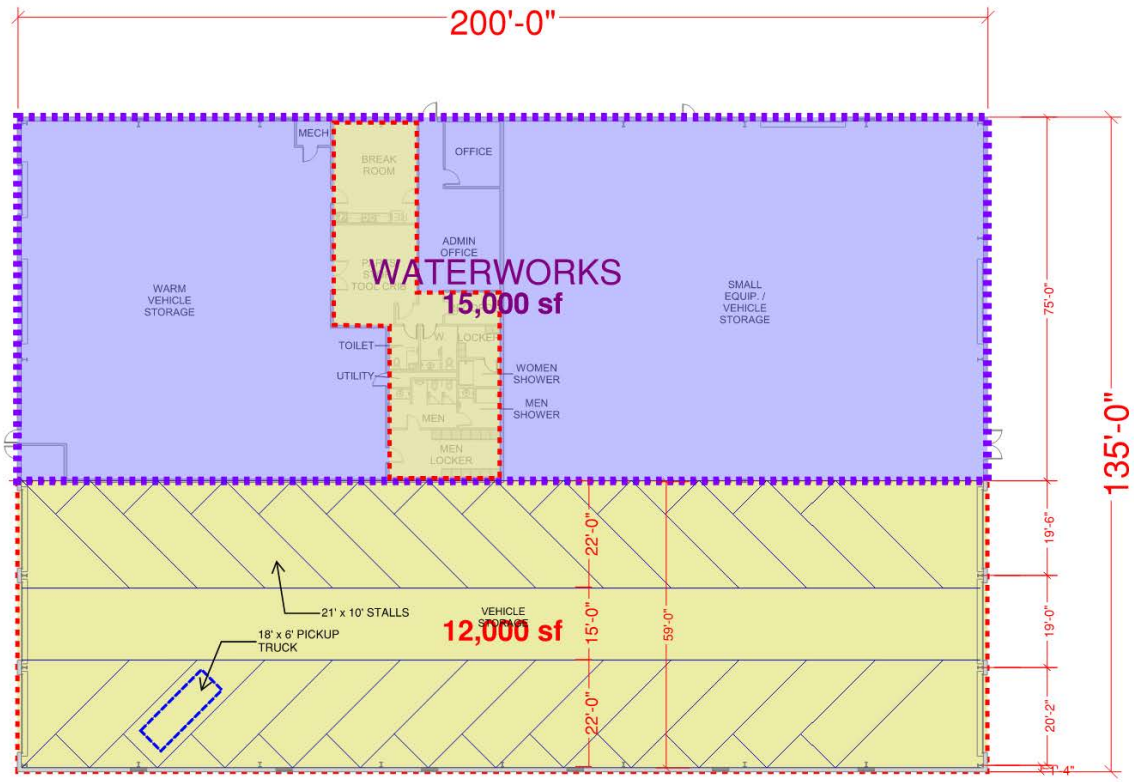
OPN ARCHITECTS



EXISTING FLEET MAINTENANCE BUILDING

REMODEL AND ADDITIONS
(BUILDING NO LONGER USED FOR "VEHICLE STORAGE)

PUBLIC WORKS MAINTENANCE CAMPUS & SEWER DEPARTMENT CAMPUS BUILDINGS STRATEGY DIAGRAMS



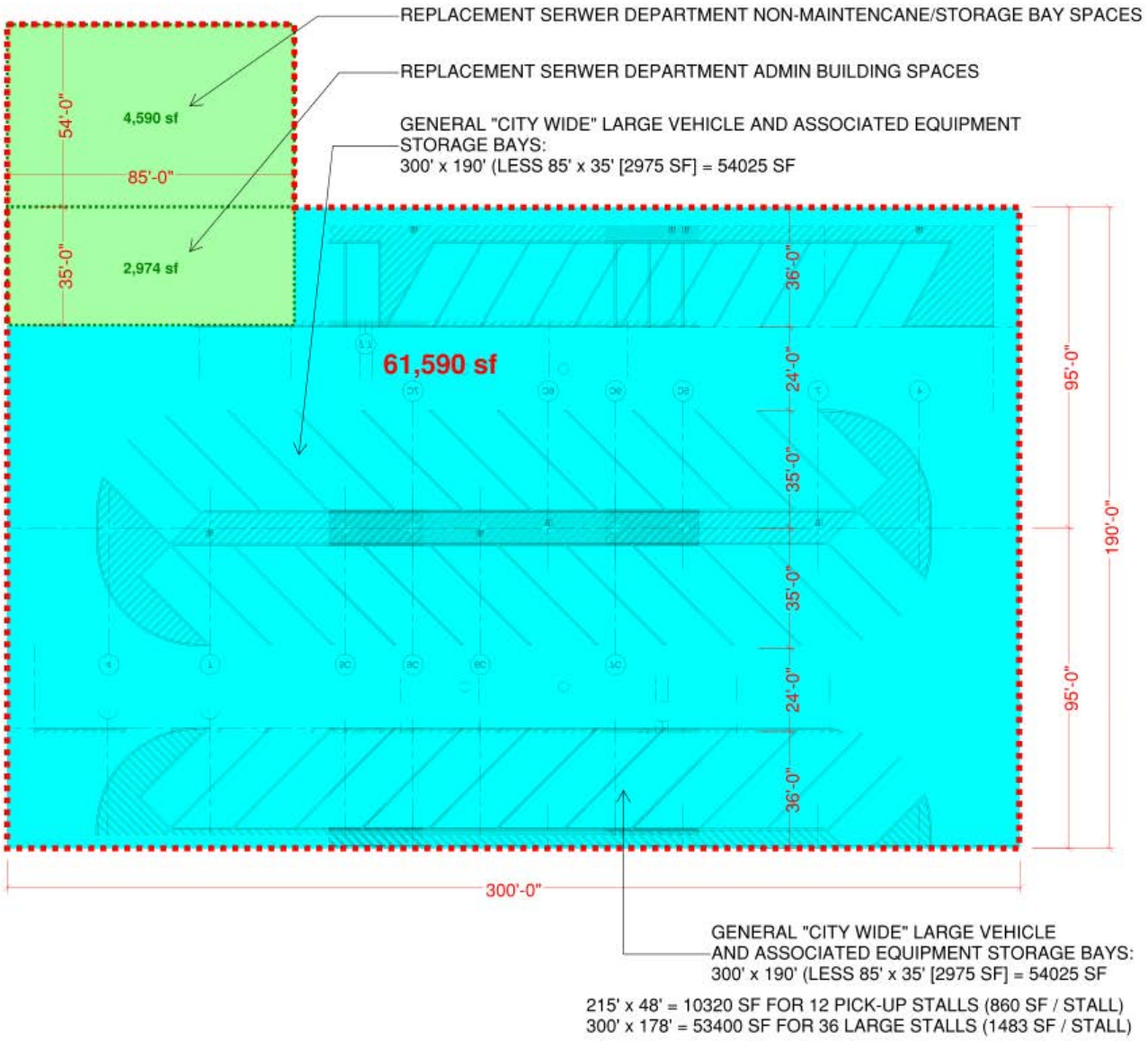
24 "PICK-UP" SIZED PARKING STALLS
APPROX. 500 SF / STALL

EXISTING WATERWORKS MAINTENANCE BUILDING

REMODEL
(VEHICULAR STORAGE BAY ON SOUTH SIDE RE-STRIPED FOR DRIVE THRU PICK-UP STORAGE)

COLOR KEY :

- CITY WIDE FLEET MAINTENANCE SPACES
- STREET MAINTENANCE SPACES
- WATERWORKS DEPARTMENT SPACES
- RENOVATED AREAS
- BUILDING ADDITION - (5 YEAR GROWTH PROJECTIONS)
- BUILDING ADDITION - (10 YEAR GROWTH PROJECTIONS)
- BUILDING ADDITION - (20 YEAR GROWTH PROJECTIONS)

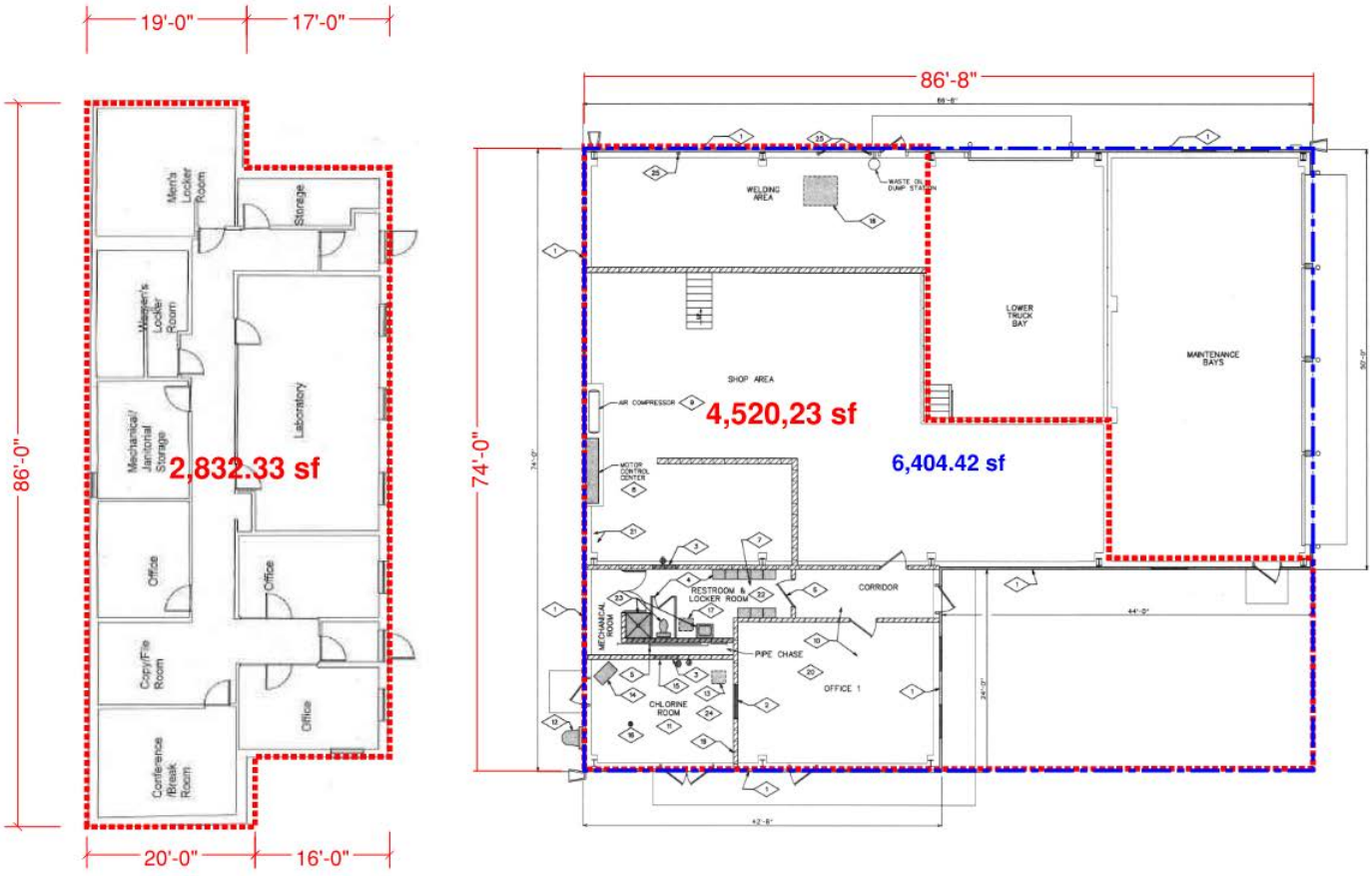


NEW VEHICLE STORAGE FACILITY

SERVES ALL MAINTENANCE DEPARTMENTS
CITY-WIDE FLEET MAINTENANCE / STREETS DEPT / WATERWORKS / SEWER DEPT

(INCLUDES SPACE REQUIRED TO RELOCATE SEWER DEPARTMENT TO PUBLIC WORKS CAMPUS)

PUBLIC WORKS MAINTENANCE CAMPUS & SEWER DEPARTMENT CAMPUS BUILDINGS



ADMIN BLDG

MAINTENANCE BLDG

EXISTING SEWER DEPARTMENT BUILDINGS AT WASTEWATER TREATMENT SITE EAST OF I-35

(TO BE ABANDONED / RE-PURPOSED)

COLOR KEY :

- CITY WIDE FLEET MAINTENANCE SPACES
- STREET MAINTENANCE SPACES
- WATERWORKS DEPARTMENT SPACES
- RENOVATED AREAS
- BUILDING ADDITION - (5 YEAR GROWTH PROJECTIONS)
- BUILDING ADDITION - (10 YEAR GROWTH PROJECTIONS)
- BUILDING ADDITION - (20 YEAR GROWTH PROJECTIONS)

OPN ARCHITECTS