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ATTACHMENT B

Dane County Job Center and Northport Offices
Remodel Preliminary Scope of Design
1819 Aberg Ave & 1202 Northport Dr, Madison, WI 53704

Project Overview:

The Project consists of renovations at the Dane County Job Center and Dane County Human Services Northport Offices and includes three (3) program components.

1. Dane County Job Center – Aging and Disability Resource Center (ADRC) Remodel
2. Dane County Job Center – Veterans Service Office (VSO) Remodel
3. Dane County Human Services Northport Offices (NPO) Remodel

The work is anticipated to be developed as two (2) separate bid packages:

1. Bid Package 1: DCJCO – ADRC and VSO Remodels
2. Bid Package 2: NPO Remodel

The descriptions and conceptual drawings provided by COUNTY are intended to communicate the general Project scope, functional requirements, and desired locations of work. They are **not intended to constitute final design documents**. The A/E shall complete design and verify existing conditions, dimensions, applicable codes, building systems, constructability, accessibility requirements, and other conditions necessary to develop complete Construction Documents.
The A/E shall coordinate architectural, structural, mechanical, plumbing, electrical, lighting, fire protection, security, telecommunications, audio/visual, FF&E and other applicable disciplines as required by the work.

SCOPE OF WORK FOR REMODELS

1. **Dane County Job Center – ADRC Remodel**

COUNTY has established a preliminary layout and desired room configuration for the ADRC Remodel as generally indicated on the conceptual drawings. The A/E shall review and refine the COUNTY-provided layout and develop the architectural and engineering design necessary to accomplish the intended renovation.

The ADRC serves older adults and persons with disabilities, including individuals using wheelchairs and other mobility devices. Accessibility, maneuverability, client dignity, privacy, confidentiality, and staff/client safety are primary program requirements. Client-facing spaces, circulation routes, reception, waiting areas, meeting rooms, and associated facilities shall provide adequate space for intended users and shall be designed to support an accessible, welcoming, client-centered environment.
The anticipated work generally includes:

a. Private offices; reconfiguration of office area to maximize the number of functional private offices, approximately six (6) where feasible, subject to field verified dimensions, accessibility, safety and building system requirements.
b. Reception area; which shall accommodate accessible client check-in and clerical functions. The reception area shall include an accessible transaction/work surface suitable for wheelchair users, provisions for receiving and passing documents, and an effective means of verbal communication between staff and clients where security glazing is provided.
c. Client waiting area; accommodating seating for a minimum of four (4) clients, including accessible seating and adequate maneuvering space for persons using wheelchairs and other mobility devices. The A/E shall coordinate the size and configuration of the waiting area with reception, restroom access, client meeting rooms, circulation, and other adjacent program needs.
d. A minimum of three (3) private client meeting rooms shall be provided. One (1) meeting room shall be larger than the other two and capable of accommodating four (4) or more meeting participants while maintaining required accessibility and maneuvering clearances.
    i. All client meeting rooms shall be sized and configured to accommodate clients using wheelchairs or other mobility devices, accompanying individuals or caregivers, COUNTY staff, required meeting/work surfaces, computer/technology equipment, and document review/signing activities.
    ii. Client meeting rooms and associated confidential spaces shall provide appropriate speech privacy. DCJCO has an existing sound masking system. The A/E shall evaluate feasibility and cost of extending/integration with the existing system versus an independent solution.
e. Reception / Clerical Support Area; provide space supporting reception and clerical operations, including printer equipment, document receiving, processing, filing, temporary staging, distribution, and related supplies.
   The final size, location, and configuration shall be developed by the A/E in coordination with reception and waiting area requirements.
f. Separate storage/work area accommodating storage and approximately two (2) desk workstations.
g. Public Resource Display; provide accessible space within or adjacent to the public reception/waiting area for display and distribution of ADRC resources, pamphlets, program information, and other client-facing materials. Final location and display system shall be developed by the A/E.
h. Interior Construction;

   i. Removal of selected existing doors and infill of resulting wall openings.
   ii. Provide new and modified interior partitions, doors, openings, and associated finishes as necessary to accommodate the approved layout. Partitions separating private offices, client meeting rooms, and other confidential spaces shall be full-height and incorporate appropriate acoustical treatment necessary to maintain speech privacy.

i. New cased wall opening adjacent to the reception/workstation area.
j. New accessible restroom/adult changing station, including modification and reuse of existing nearby plumbing systems where practical. Fixtures, controls and clearances should accommodate intended users.
k. New exterior entrance through the existing glazed exterior wall/window system, including new door, framing, hardware, weatherproofing and associated modifications necessary to provide a complete accessible entrance. The A/E shall evaluate accessible automatic door operation and controls and determine whether a vestibule is required or otherwise warranted based on applicable codes, accessibility, energy performance, occupant comfort, constructability, and cost.
l. The A/E shall evaluate security requirements for reception, client meeting rooms, staff areas and circulation, including panic/duress notification, access control, staff safety, sightlines and integration with existing DCJCO security systems.
m. The A/E shall evaluate public and staff circulation through the ADRC area, including confidentiality, controlled access, staff access to supervisory/support areas, client and staff safety, required means of egress, and continued circulation needs within the existing Job Center. Appropriate separation, door, and access-control strategies shall be developed during Design Development in coordination with COUNTY and the User Agency.
n. Lighting in public and client facing spaces shall consider the needs of older adults and people with visual impairments, including adequate illumination, glare control and visibility.
o. Door hardware, fixtures, and surfaces shall be accessible and operable by intended users. Design shall consider accessible hardware, hands free fixtures where appropriate, accessible knee clearances, and safe corners or edges.
p. Associated flooring, ceilings, painting and interior finishes.
q. Associated HVAC, plumbing, electrical, lighting, fire protection, controls, telecommunications, security and other building-system modifications necessary to accommodate the renovation.
r. Coordination of FF&E with architectural and engineering design.

2. Dane County Job Center – VSO Remodel

COUNTY has identified a proposed general area for the Veterans Service Office but has not established a final space or room configuration. The A/E shall perform Schematic Design services to verify program requirements, evaluate the suitability of the available area and develop space-planning alternatives for review with COUNTY and the VSO.

The preliminary program includes:

a. The A/E shall develop a modern office environment that moves away from traditional, government office appearance while remaining functional, durable, secure, and appropriate for a public facility.
b. The design shall consider opportunities within circulation, shared area, and overall workplace environment to support staff decompression and transition following difficult or emotionally challenging client interactions. This requirement is intended as a design objective and does not require a dedicated room unless determined appropriate during design.
c. Natural light and spatial character; maximize access to natural light to the extent practical. A/E shall evaluate opportunities to enlarge existing window openings, provide additional glazing/window openings, and incorporate interior glazing or sidelights where appropriate to distribute natural light while maintaining required privacy and security.
d. Open ceiling concept; An exposed/open ceiling concept is desired in appropriate portions of the VSO area to create a more open and less confined environment. The A/E shall evaluate existing above ceiling conditions and develop an appropriate exposed ceiling approach, including coordination of structure, ductwork, piping, conduit, lighting, acoustics, life safety systems, and other exposed building systems.
e. Secure controlled entry from the public lobby into the primary office area.
f. Client lobby/waiting area accommodating at least six (6) client chairs, bulletin boards, literature display and a small supply cabinet.
g. Front office operations area accommodating approximately three (3) workstations, including lockable file storage appropriate for applicable privacy and security requirements. The front-office/reception area shall incorporate protective glazing and associated security construction consistent with COUNTY standards, including ballistic-resistant assemblies where applicable, while maintaining appropriate accessibility, visibility, and communication between staff and clients.
h. Dedicated storage/supply/print area accommodating office supplies, general storage, printing/copying equipment, paper, and related operational materials.
i. A minimum of seven (7) dedicated private Veterans Service Officer staff offices, with securable doors and lockable file storage. Offices shall be sized and configured to accommodate the staff member, client, and accompanying family members/caregivers, with a typical office capable of accommodating at least four (4) persons where practical. Offices shall provide appropriate wheelchair/mobility device maneuvering space and accessible use of required furniture and equipment. The A/E shall evaluate opportunities to accommodate an eighth (8th) private office where feasible to support future growth.
j. Conference/training room accommodating around 10-12 persons, with video-conferencing capability.
k. Appeal Hearing Room with video conferencing capability, anticipated to be the size of a standard office.
l. Appropriate client and staff circulation, privacy, accessibility and security. The design shall consider veterans and visitors with mobility limitations, hearing or vision impairments, PTSD, and other physical or mental health considerations.
m. An accessible, welcoming, respectful, and non-institutional environment to the population served.
n. Evaluation of opportunities for dedicated private entrance within the constraints of the proposed Job Center location.

o. Entrance and exterior door hardware shall be evaluated for accessible operation, including automatic operators where appropriate, and for controlled quiet closing suitable for intended client environment.
p. Associated architectural, mechanical, plumbing, electrical, lighting, fire protection, telecommunications, audio/visual, security and other building system accommodations.
q. FF&E programming and coordination.

3. Dane County Human Services - NPO Remodel

The Northport work consists of renovations to three existing areas to provide or improve reunification/visitation spaces, together with associated entrance/exterior work. COUNTY has identified the proposed locations and general intended use of these spaces on the conceptual drawings. The A/E shall develop the architectural and engineering design necessary to accomplish the intended renovations.

a. **Existing Reunification/Visitation Room**
This is primarily a refresh of an existing functioning space rather than creation of a new room.
Anticipated work generally includes:
   i. Replacement/addition of carpet or other approved flooring.
   ii. Painting and finish improvements.
   iii. Evaluation and improvement of lighting as appropriate.
   iv. Security/camera improvements as required by COUNTY.
   v. Minor architectural and building-system modifications necessary to refresh the existing room.
   vi. Coordination with existing conditions and reused furnishings/equipment.

b. **New Reunification/Visitation Room – Existing Waiting Area**

Convert the existing waiting/lobby area into a new reunification/visitation space.

Anticipated work generally includes:

   i. New interior partitions and doors necessary to create the visitation and observation spaces.
   ii. One-way observation glazing/mirror between appropriate spaces.
   iii. Sink, washer and dryer connections.
   iv. Plumbing modifications utilizing nearby existing plumbing systems where practical.
   v. Security/camera provisions.
   vi. Associated casework/carpentry as required. Flooring, ceilings, painting and finishes.
   vii. HVAC, electrical, lighting, plumbing, fire protection, controls, security and other building-system modifications necessary to accommodate the new use.
   viii. Coordination of reused and/or COUNTY-provided furnishings and equipment.

c. **New Reunification/Visitation Room – "Sanitarian" Space**

Anticipated work generally includes:
   i. Conversion of the existing area into a new reunification/visitation space.
   ii. New or modified partitions and doors as required.
   iii. Observation area and one-way observation glazing/mirror.
   iv. Sink, washer and dryer connections.
   v. Plumbing modifications utilizing nearby existing plumbing systems where practical.
   vi. Security/camera provisions.
   vii. Associated casework/carpentry. Flooring, ceilings, painting and finishes.
   viii. HVAC, electrical, lighting, plumbing, fire protection, controls, security and other building-system modifications necessary for the new use.
   ix. Coordination of reused and/or COUNTY-provided furnishings and equipment.

d. **Northport Entrance / Porch**

Anticipated work generally includes:

i. Modifications necessary to establish/improve the proposed entrance as indicated on the conceptual drawings.
ii. Evaluation and repair/restoration of the existing exterior concrete porch ceiling/soffit, including deteriorated concrete and associated finishes.
iii. Architectural treatment necessary to provide a durable and presentable finished condition.
iv. Associated entrance, lighting, electrical, security, accessibility and other modifications as applicable.