

555 Poyntz Avenue
Suite 295
Manhattan, KS
66502
P 785-776-1011
F 785-776-9785



332 West 7th Street
Suite A
Junction City, KS
66441
P 785-238-5678
F 785-238-5767

**BRUCE McMILLAN AIA
ARCHITECTS, P.A.**

The Community House Conversion Planning Study Report For

The City of Manhattan, Kansas

June 30, 2015

SERVING OUR CLIENTS AND THE PROFESSION SINCE 1983

555 Poyntz Avenue
Suite 295
Manhattan, KS
66502
P 785-776-1011
F 785-776-9785



332 West 7th Street
Suite A
Junction City, KS
66441
P 785-238-5678
F 785-238-5767

**BRUCE McMILLAN AIA
ARCHITECTS, P.A.**

June 30, 2015

Members of the City Commission
City Hall
1101 Poyntz Avenue
Manhattan, KS 66502

Project: The Community House Conversion Planning Study (CD1416)

Project #15.06

Members of the Commission:

Enclosed please find information developed during the Community House Conversion Planning Study to address spatial analysis and upgrades to the Community House.

The components of the study include a synopsis report describing the process conducted, decisions made, and results determined. Schematic building plans and facade elevations are included describing spatial requirements and improvements to address needs identified by City staff from Community Development, Parks & Recreation, and Administration.

In addition, a preliminary estimate of probable construction cost is shown for budgeting purposes. All meeting minutes and consultant information are included in the appendix that identifies the processes that were followed to arrive at an approved concept plus final concept drawings.

The opportunity to provide this information is certainly appreciated and we look forward to assisting with this intriguing project as you move forward.

Sincerely:

A handwritten signature in black ink, appearing to read 'Bruce McMillan', with a long, sweeping flourish extending to the right.

Bruce McMillan AIA
BEM/DW/lb

A handwritten signature in black ink, appearing to read 'Dana Williamson', written in a cursive style.

Dana Williamson, Associate AIA

Dana Williamson, Associate AIA

555 Poyntz Avenue
Suite 295
Manhattan, KS
66502
P 785-776-1011
F 785-776-9785



332 West 7th Street
Suite A
Junction City, KS
66441
P 785-238-5678
F 785-238-5767

**BRUCE McMILLAN AIA
ARCHITECTS, P.A.**

Synopsis Report for the Community House Conversion Planning Study

A Request for Qualifications was provided in February, 2015 by the City of Manhattan Community Development Department for response from interested design firms to investigate the feasibility of providing and maximizing office space within the Community House for social service agencies as well as maintaining space for Parks & Recreation Department activities. Community Development Block Grant funding has been used to provide consultant fee structures for design concepts and estimated construction costs for improvements to the building for future use. The Kansas State Historic Preservation Office (SHPO) representatives visited the building in 2013 to identify original elements to be retained and to determine elements that were not considered historic that could be removed in a future rehabilitation project. The letter is included in the appendix.

The Community House, at 121 North Fourth Street in Manhattan, KS, is a free-standing structure built in 1917. It was partially renovated in 1987, including accessible upgrades to provide access to the basement and main levels from the east (rear) entrance. In 2006, the building was listed on the National Register of Historic Places and the Register of Historic Kansas Places. Currently, the City of Manhattan Parks & Recreation Department utilizes the building.

The Request for Qualifications stipulated that design solutions determine and prioritize upgrades and repairs needed to rehabilitate the building as office space that would coincide with the Kansas State Historic Preservation Office requirements in order to maintain the building's historic significance. Coordination with the SHPO has occurred. Improvements to address the Americans with Disabilities Act guidelines needed to be identified and prioritized, as currently not all levels in the building are accessible. The City of Manhattan would like to determine how many offices can be created and how many square feet might be available in each office. A preliminary estimate of construction cost is provided with the design solutions.

A proposed design schedule, included in our firm's response to the Request for Qualifications, outlined the steps the design team would take in order to provide the requested feasibility study. Documentation of the existing building, including acquisition of existing drawings from the City, measuring, photographs, and input of information into a workable AutoCAD drawing file, was scheduled to be completed by the end of April 2015. May 2015 was dedicated to developing several design concepts, from a basic solution addressing building codes, ADA, and historical issues, to a complete reconfiguration of the building that maximized the amount of office space at all levels, including within the gymnasium.

Discussion was held regarding the City's needs for the building, including Parks & Recreation activities that would continue to use space after its conversion to offices. The possibility of different social service agencies was discussed, and several options were considered ranging from converting the basement to offices while retaining the use of the gymnasium for Parks & Recreation Department use, to maximizing the amount of office space in the gymnasium area while maintaining its historic presence. Meeting minutes describing the various items discussed are included herein.

After several meetings with City staff to discuss concept options, it was determined that a single option would be finalized to present to the City Commission that addressed "phased" implementation, in which the gymnasium would continue to be utilized as a gymnasium by the Parks & Recreation Department but would also show how the space could be converted into office space in the future.

This required strategies that addressed security issues between the private office space and the public Parks & Recreation spaces, as well as support spaces (restrooms, storage) for each. These were designed to require the minimum amount of reconstruction if, in the future, the gymnasium is converted to office space.

The conversion of the Community House can be completed as a base project with a future implemented alternate or phased in as:

- Base Project: exterior entrance ramp, elevator, upgraded stairs & handrails, new restrooms, stage conversion to rentable community-use space with kitchenette and restroom. Replacement of electrical, heating and air conditioning, and plumbing (HVAC) systems. Please see the report from Orazem & Scalora Engineering, consultants, in the appendix.
- Alternate or Phase 2: office space built as needs arise.

The base project provides the necessary upgrades to continue to use the building for Parks & Recreation activities while also providing the infrastructure to support office space for social service agencies in a future phase.

Base Project Space Allocation:

- Parks & Recreation Department Use:
 - 4480 SF gymnasium
 - 580 SF office/storage
 - Two (2) ADA-compliant family restrooms
 - 1130 SF rentable community-use space (on the stage)
 - ADA-compliant family restroom
 - 17 LF catering kitchen
- Social Service Agency Use:
 - Second Level:
 - 1160 SF office space (shown as 1 agency, up to 3 available)
 - 500 SF private offices
 - Basement Level:
 - 3650 SF office space (4 agencies)
 - 1160 SF private offices
 - 18 LF kitchenette
 - 560 SF conference room
 - Optional reception area
 - ADA-compliant men's and women's restrooms

Alternate Space Allocation:

- Parks & Recreation Department Use: 0 SF
- Social Service Agency Use:
 - Second Level:
 - 1160 SF office space (2 or 3 agencies)
 - 260 SF private offices
 - Main Level:
 - 5100 SF office space (2+ agencies)
 - 230 SF private offices
 - Two (2) ADA-compliant family restrooms
 - 1130 SF conference room
 - 17 LF catering kitchen
 - ADA-compliant family restroom
 - Basement Level:
 - 2550 SF office space (up to 20 offices/agencies)
 - 2550 SF private offices
 - 18 LF kitchenette (included in base project)
 - 560 SF conference room (included in base project)

- Optional reception area
- ADA-compliant men's and women's restrooms (included in base project)

Included herein are schematic plans and elevations of the proposed modifications.

The preliminary estimate of probable cost is provided for initial budgeting; it is not provided as a bid that a general contractor, or contractors, may provide and actual costs may vary depending upon implementation, timing, and availability of material and labor when applied.

Also included herein for reference purposes only is the component of the strategic planning report by RDG Inc. that has addressed all facilities utilized by the Parks & Recreation Department. The report by RDG Inc. does not directly align with this Conversion Planning Study report; however, it does acknowledge major needs for consideration regardless of future options for building use.

Thank you for the opportunity to provide this study. It is most appreciated and we look forward to assisting with moving your project forward in the near future.



1 WEST ELEVATION
 SCALE: 1/8" = 1'-0"
 CONCEPT DEVELOPMENT - BASE PROJECT

A101

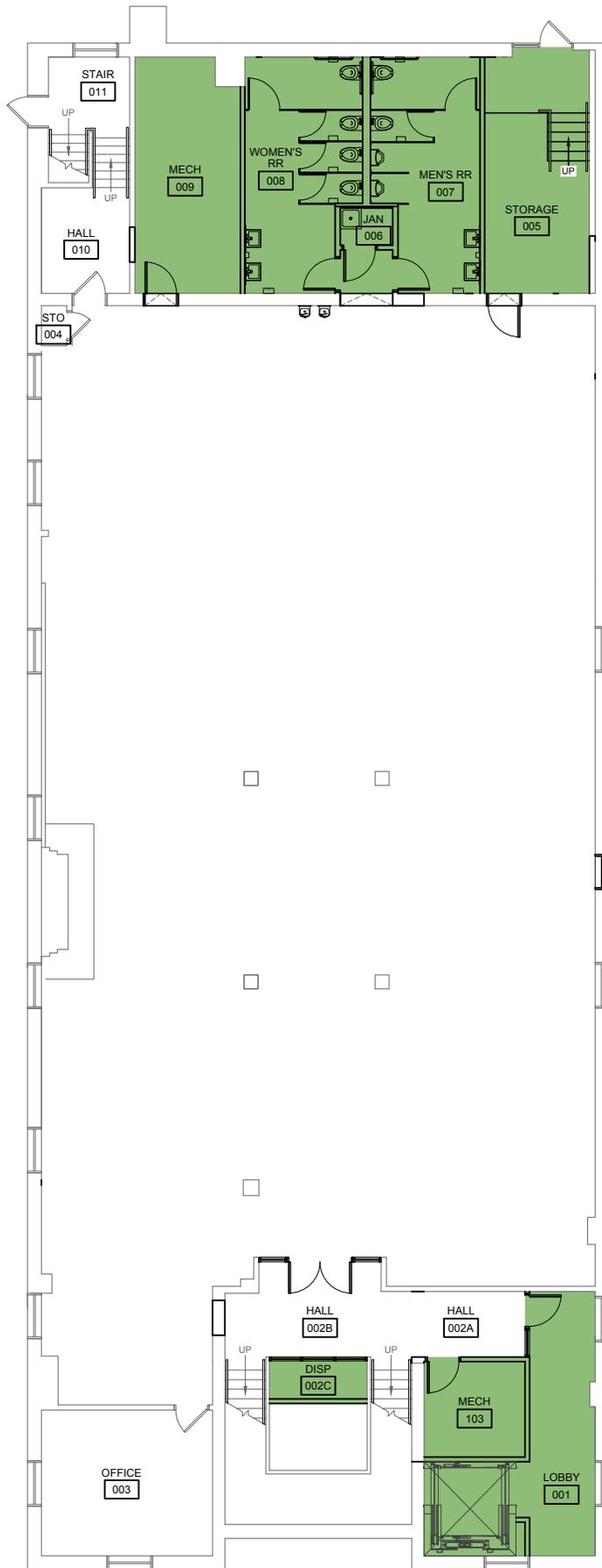
DRAWN BY: DW
 PROJECT NUMBER: 15.06
 DATE: JUNE 30, 2015

COMMUNITY HOUSE
CONVERSION PLANNING STUDY
121 NORTH FOURTH STREET
MANHATTAN, KS 66502

BRUCE McMILLAN AIA
ARCHITECTS, P.A.

555 POYNTZ AVENUE, STE 295
 MANHATTAN, KS 66502
 785.776.1011
 785.776.9785 FAX
 332 WEST 7th STREET
 JUNCTION CITY, KS 66441
 785.238.9976
 785.539.5767 FAX





BASEMENT LEVEL PLAN

SCALE: 1/16" = 1'-0"

CONCEPT DEVELOPMENT - BASE PROJECT

COMMUNITY HOUSE
CONVERSION PLANNING
STUDY

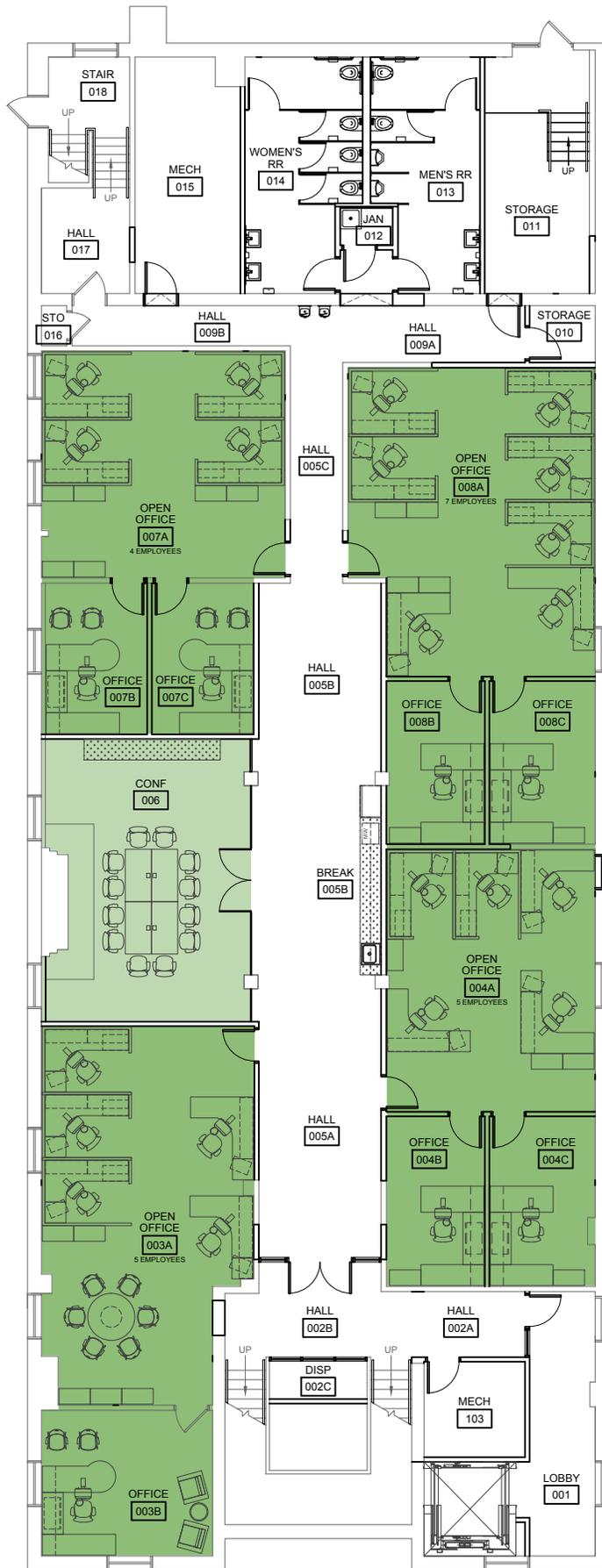
A102

**BRUCE McMILLAN AIA
ARCHITECTS, P.A.**

555 POYNTZ AVENUE, STE 295
MANHATTAN, KS 66502
785.776.1011
785.776.9785 FAX

332 WEST 7th STREET
JUNCTION CITY, KS 66441
785.238.9876
785.539.5767 FAX





1 **BASEMENT LEVEL PLAN**
 SCALE: 1/16" = 1'-0"
 CONCEPT DEVELOPMENT - ALTERNATE 1

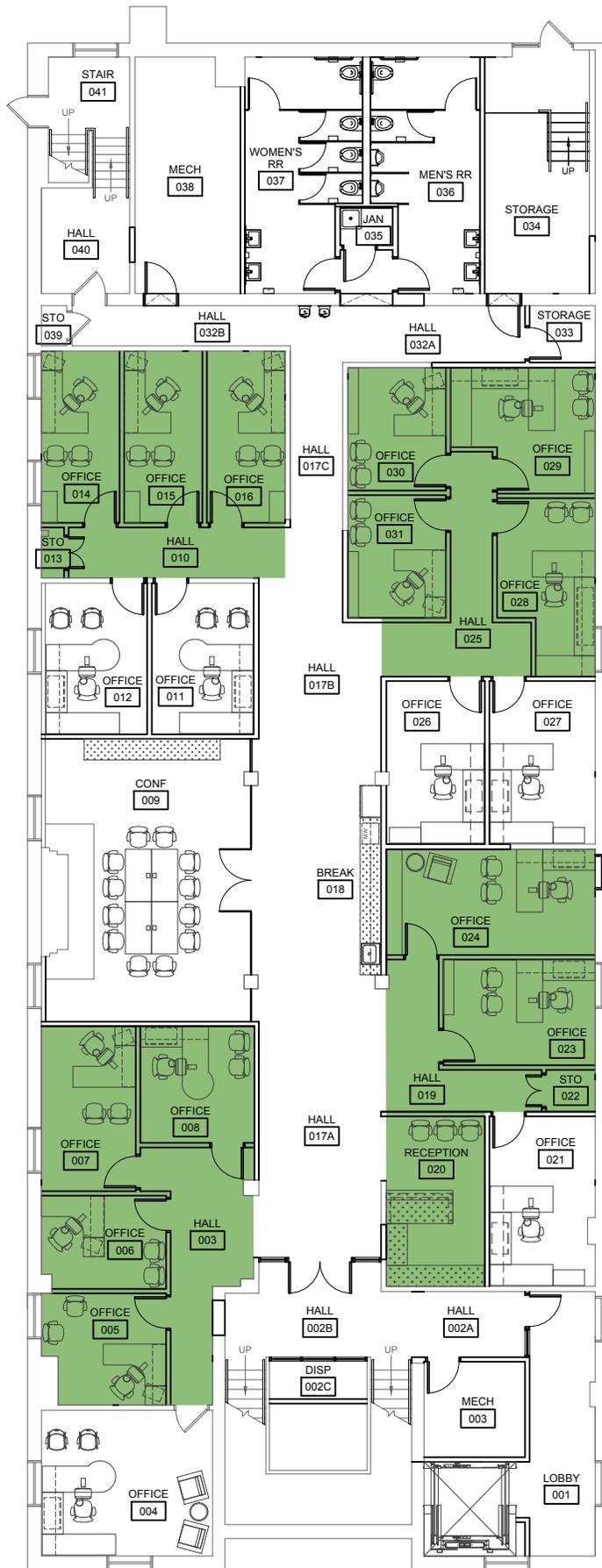
COMMUNITY HOUSE
 CONVERSION PLANNING
 STUDY

A103

**BRUCE McMILLAN AIA
 ARCHITECTS, P.A.**

555 POYNTZ AVENUE, STE 295
 MANHATTAN, KS 66502
 785.776.1011
 785.776.9785 FAX
 332 WEST 7th STREET
 JUNCTION CITY, KS 66441
 785.238.9876
 785.539.5767 FAX





BASEMENT LEVEL PLAN

SCALE: 1/16" = 1'-0"

CONCEPT DEVELOPMENT - ALTERNATE 2

COMMUNITY HOUSE
CONVERSION PLANNING
STUDY

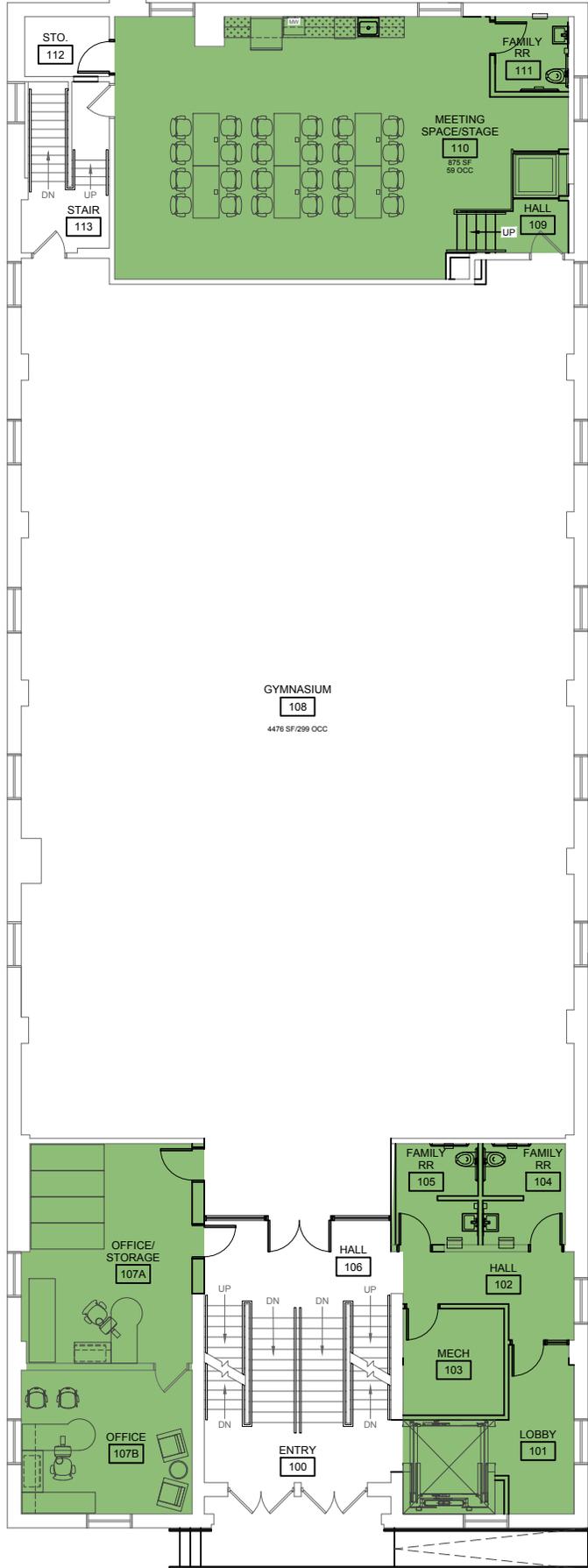
A104

**BRUCE McMILLAN AIA
ARCHITECTS, P.A.**

555 POYNTZ AVENUE, STE 295
MANHATTAN, KS 66502
785.776.1011
785.776.9785 FAX
332 WEST 7th STREET
JUNCTION CITY, KS 66441
785.238.9876
785.539.5767 FAX



HUMBOLDT ST.



1 MAIN LEVEL PLAN

SCALE: 1/16" = 1'-0"

CONCEPT DEVELOPMENT - BASE PROJECT

4TH ST.

COMMUNITY HOUSE
CONVERSION PLANNING
STUDY

A105

**BRUCE McMILLAN AIA
ARCHITECTS, P.A.**

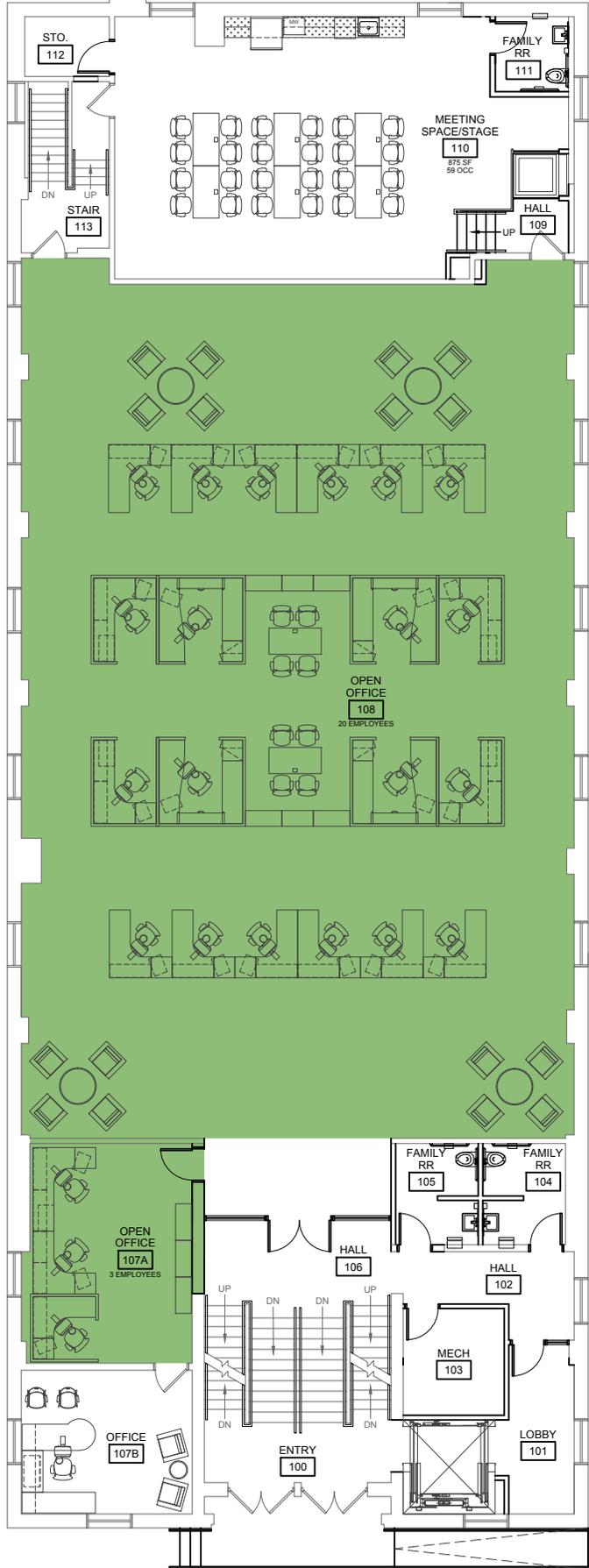
555 POYNTZ AVENUE, STE 295
MANHATTAN, KS 66502
785.776.1011
785.776.9785 FAX

332 WEST 7th STREET
JUNCTION CITY, KS 66441
785.238.9878
785.539.5767 FAX



Copyright © 2015, Bruce McMillan AIA, Architects, P.A.

HUMBOLDT ST.



1 MAIN LEVEL PLAN

SCALE: 1/16" = 1'-0"

CONCEPT DEVELOPMENT - ALTERNATE

4TH ST.

COMMUNITY HOUSE
CONVERSION PLANNING
STUDY

A106

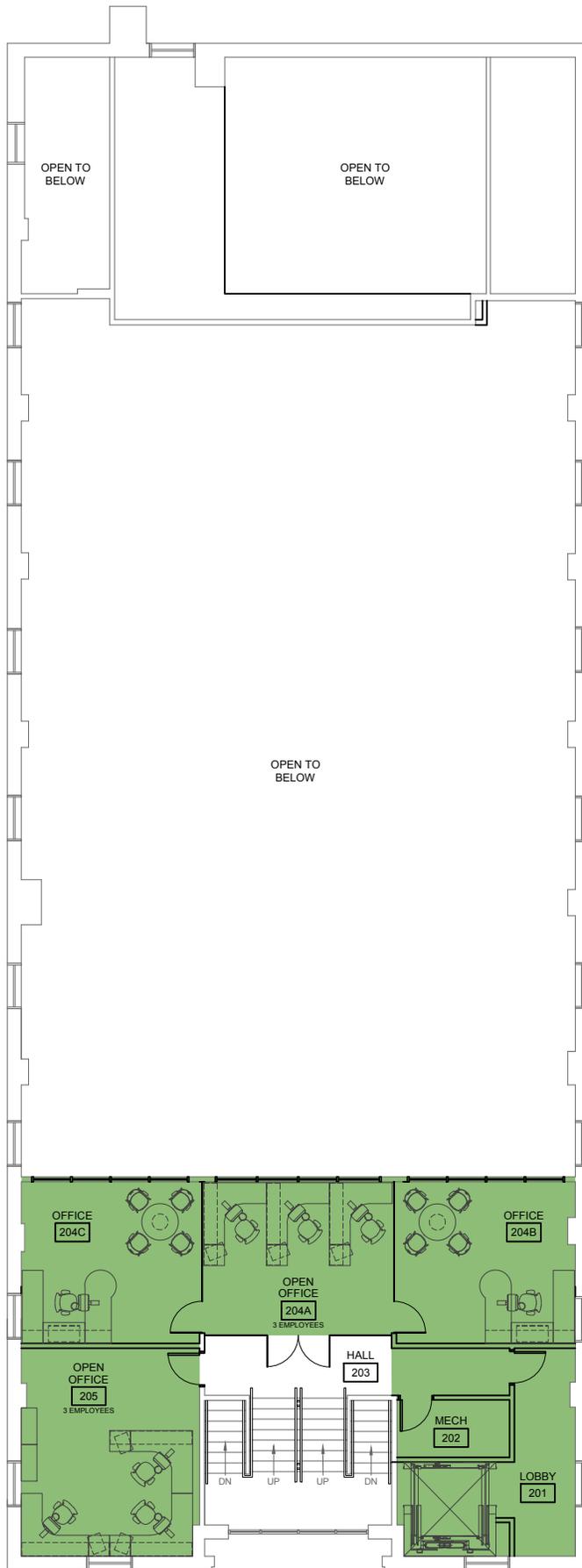
**BRUCE McMILLAN AIA
ARCHITECTS, P.A.**

555 POYNTZ AVENUE, STE 295
MANHATTAN, KS 66502
785.776.1011
785.776.9785 FAX

332 WEST 7th STREET
JUNCTION CITY, KS 66441
785.238.9878
785.539.5767 FAX



Copyright © 2015, Bruce McMillan AIA, Architects, P.A.




1 **SECOND LEVEL PLAN**
 SCALE: 1/16" = 1'-0"
 CONCEPT DEVELOPMENT - BASE PROJECT

COMMUNITY HOUSE
 CONVERSION PLANNING
 STUDY

A107

BRUCE McMILLAN AIA
ARCHITECTS, P.A.

555 POYNTZ AVENUE, STE 295
 MANHATTAN, KS 66502
 785.776.1011
 785.776.9785 FAX

332 WEST 7th STREET
 JUNCTION CITY, KS 66441
 785.238.9276
 785.539.5767 FAX



Copyright © 2015, Bruce McMillan AIA, Architects, P.A.



Basement — Conference Room, Looking Northwest



Second Level Office, Looking Toward Gymnasium

Community House Conversion Planning Study
Manhattan, Kansas

DATE: June 30, 2015

This is a preliminary opinion of probable cost

Description	TOTAL
General Construction	
Construction Mobilization	\$ 13,400.00
Supervision	\$ 16,000.00
Bond (minimum)	\$ 13,000.00
Construction Equipment / Overhead / Profit	\$ 185,900.00
Subtotal General Construction	\$ 228,300.00
Remodeling, Upgrades, & Modifications (Architectural Components)	
Exterior Demolition	\$ 1,400.00
Exterior Concrete Ramp / Railings	\$ 7,400.00
Exterior Mechanical Screening	\$ 5,000.00
Interior Demolition	\$ 46,600.00
Environmental Interior Demolition (asbestos & lead-based paint removal)	\$ 76,800.00
Elevator & Masonry Shaft	\$ 112,900.00
Vertical Lift at Stage	\$ 22,700.00
Plaster Repair	\$ 27,200.00
Interior Partitions (framing, drywall, insulation)	\$ 45,200.00
Doors / Frames / Hardware	\$ 61,800.00
Interior Aluminum Window Systems / Sidelights	\$ 38,900.00
Ceiling Grid & Tile	\$ 52,400.00
Flooring (carpet & vinyl tile)	\$ 52,800.00
Stair Upgrades (treads / risers / handrails)	\$ 19,300.00
Millwork / Casework / Cabinetry	\$ 15,600.00
Paint / Caulking	\$ 33,400.00
Tile / Bath Finishes	\$ 10,200.00
Toilet Partitions & Accessories	\$ 13,500.00
Cleanup	\$ 15,400.00
Subtotal Remodeling, Upgrades, & Modifications (Arch. Components)	\$ 658,500.00

(continued on next page)

Mechanical, Electrical, & Plumbing Modifications

Mechanical	\$	515,000.00
Electrical	\$	320,000.00
Plumbing	\$	62,000.00
Fire Protection	\$	65,000.00
Subtotal MEP Components	\$	962,000.00
General Contractor Markup (8% estimated)	\$	77,000.00
Subtotal Mechanical, Electrical, & Plumbing Modifications	\$	1,039,000.00
Preliminary Construction Subtotal (Gen. Const., Arch., & MEP)	\$	1,925,800.00
Estimated Contingency (20%)	\$	385,160.00
Preliminary Estimate of Probable Construction Cost (Base Project & Alt.)	\$	2,310,960.00
Preliminary Estimated A/E Fees at 8-10%	\$	231,100.00
(dependent on phasing & implementation; 10% Shown)		
Total Preliminary Estimate of Probable Construction Cost (Base & Alt.)	\$	2,542,060.00
2550 SF Basement Office Space x \$100/SF (estimated) if initially deleted	\$	(255,000.00)
Total Preliminary Estimated Construction Cost (Base Project)	\$	2,287,060.00
Preliminary Estimated SF Construction Cost @ 16,809 SF (Base & Alt.)	\$	152.00
Preliminary Estimated SF Construction Cost @ 14,259 SF (Base)	\$	161.00
Estimated Range for Furniture (not included in total)		\$40,000.00 - \$230,000.00

REQUEST FOR QUALIFICATIONS THE COMMUNITY HOUSE CONVERSION PLANNING STUDY CITY OF MANHATTAN, KANSAS

I. PURPOSE

The City of Manhattan is requesting submissions for professional services to determine the feasibility of utilizing space in the Community House, at 121 N. Fourth Street, for a Public Services Facility.

II. BACKGROUND

The Community House is a free-standing structure, which was constructed in 1917. It was the first permanently constructed community house in the United States, built to serve soldiers during World War I and the community afterward. The building was federally owned until after World War I and then sold to the City. During World War II, the Federal government repurchased the building and used it as a USO center, after which was returned to the City.

The building underwent a renovation project in 1987, and was listed on the Register of Historic Kansas Places and the National Register of Historic Places in 2006. A variety of clubs and organizations have used the building for meetings throughout the years and this two and a half-story masonry building continues to function as an important part of the City's Parks system. Currently the Community House provides services and activities for persons of all ages living in Manhattan. These activities include fitness, personal growth, arts and crafts, educational, recreational, and public and private social events.

In 2013, the Kansas State Historic Preservation Office conducted a site visit of the building and identified original elements of the building that must be retained and elements not considered historic that can be removed in a future rehabilitation project. A copy of this document is attached as Appendix A.

The City has secured funds through the Community Development Block Grant (CDBG) Program to fund a planning study for conversion of the facility to office space. The intended final use could be an accessible community facility to house social service agencies that serve low and moderate income persons and families.

III. SCOPE OF PROJECT

The design team will work closely with City Administration and confer with the Kansas State Historic Preservation Office regarding design options. Professional services are needed to develop concepts that:

- identify and prioritize allowable upgrades and repairs needed to rehabilitate the building as office space while maintaining its historic significance
- identify and prioritize ADA improvements to accommodate all uses
- determine the potential number of offices and square footage of space available in each
- provide cost estimates for conversion of the building and for ADA improvements

The design team will be responsible for attending various meetings with City Administration, the City Commission, and others as necessary. Design teams are advised that the building is in use and a review of the facility should not interfere with current activities. Recommendations related to access and accessibility will apply for current as well as future patrons and activities. A contract and detailed Scope of Work will be developed after the design team has been selected.

IV. TIMETABLE

The estimated project schedule is as follows:

- | | |
|-----------------------------|---------------------------------------|
| • February 15, 2015 | Begin advertising RFQ |
| • March 9, 2015 | Submissions due |
| • March 12 through 19, 2015 | Consultant interview dates, if needed |
| • April 7, 2015 | City Commission approval of contract |
| • April 2015 | Begin planning study process |
| • June 2015 | Complete report |
| • July 2015 | Final report to City Commission |

V. CRITERIA FOR SELECTION

The ability to communicate, develop and maintain an effective working relationship with the City and stakeholders is critical to the success of the project. The successful consultant must provide a team with demonstrated qualifications, experience and expertise to complete the Community House Conversion Planning study as well as demonstrate a capacity to manage the project. The consultant must demonstrate an interest in and convey an understanding of the requirements for the project, provide references for similar projects involving historic properties, show an ability to work within the time schedule, and demonstrate the ability to identify and appropriately address problems or issues.

Key points the Committee will consider in selecting the successful firm include:

1. **Professional Qualifications.** The education, training, registration, and amount of relevant experience of the proposed key project personnel.
2. **Specialized Experience and Technical Competence.** The firm's specialized experience and technical competence on similar projects. The effectiveness of the proposed project team (management structure and coordination of disciplines, offices and/or subcontractors) will also be considered.
3. **Capacity of the Firm to Accomplish the Required Services on Schedule and within Budget.** The firm must demonstrate an ability to complete projects within specified completion dates and budget.
4. **Past Performance.** Past performance of work on similar or comparable projects should be demonstrated. References and letters of commendation with a focus on work with buildings of similar and larger scale and character to The Community House will also be evaluated.
5. **Understanding of Project.** A clear understanding of the type of project work to be performed and a plan to complete the work should be clearly demonstrated.
6. **Design Quality Assurance.** The team's quality control processes and management approach that will be used on the project.

VI. INTERVIEW PROCESS

Firms submitting a proposal may be asked to participate in an interview. Submissions will be reviewed by a Selection Committee comprised of members of City Administration. Following the potential interviews and reference checks, the Selection Committee will forward a recommendation to the Manhattan City Commission.

VII. BUDGET AND CONTRACT

The City of Manhattan will enter into a contract with the selected consulting firm. In order to provide maximum flexibility, the City of Manhattan will require a time and expense agreement, with an established maximum fee.

VIII. SUBMISSION REQUIREMENTS

All submissions must include the following information

1. Project Director with list of team members:

- a. Must include principal participants.
- b. Contact information for the Project Director, including e-mail address
- c. Response to the six key points mentioned in *Section V. Criteria for Selection*

2. Qualifications:

- a. Resumes of all principals and professional staff involved, demonstrating qualifications and related experience and expertise.
- b. Descriptions of similar projects completed by the firms involved in the team.

3. References:

- a. List of references, including brief description of projects and contact name and telephone number

IX. DIRECTIONS FOR SUBMISSION

Interested firms must provide five (5) written copies and one (1) electronic copy of the submission by 5:00 P.M. on March 9, 2015, to the following address:

Karen Davis, AICP
Director of Community Development
City of Manhattan
1101 Poyntz Avenue
Manhattan, KS 66502

Submissions shall be enclosed in a sealed envelope. The City of Manhattan will **not** accept oral submissions, or copies received by telephone, facsimile machine, or email. All submissions received after the deadline shall be returned.

Questions concerning this project should be addressed to Christina L'Ecuyer, Grant Administrator (lecuyer@cityofmnhk.com), or by phone (785) 587-2430.

All persons awarded and/or entering into contracts with the City of Manhattan shall be subject to and required to comply with all applicable City, State and Federal provisions pertaining to Non-Discrimination, Equal Employment Opportunity and Affirmative Action and the Americans with Disabilities Act (ADA).

April 12, 2013

Lance Evans
City of Manhattan
Community Development
1101 Poyntz
Manhattan, KS 66502



RE: Community House SHPO Site Visit Report

Dear Mr. Evans:

Thank you for inviting Katrina and I to visit the Community House. This letter serves to convey our observations while at the building and our recommendations regarding rehabilitation in accordance with the Secretary of the Interiors *Standards for Rehabilitation*.

Overall:

- Character-defining features that generally exist throughout the interior of the building include window trim; original plaster walls with curved returns at the windows; base molding; some doors; some wainscoting; staircases. These features should be retained and repaired where needed.
- The majority of the windows have been replaced. There are several examples of the original windows in the building and new windows should match or be compatible with the originals. The original windows that remain are on the front of the building and should be repaired or replaced to match.
- Radiators are throughout the building and may be removed if desired. A new HVAC system may be installed, but care should be taken with placement of ducting (install in attic and basement if possible).
- The exterior of the building retains integrity of design and materials including the brick and stone accents. There are some areas of damage that should be patched or replaced to match the material that is damaged. There are some areas where tuck pointing is needed and new mortar should match the historic in color, composition, and tooling. See Preservation Brief #2 *Repointing Mortar Joints in Historic Masonry Buildings*. Avoid drilling holes in the masonry surfaces. Where building penetrations are required, drill into mortar joints.

Basement

- Features in the basement that should be retained are the original plaster walls, chamfered columns, fireplace, and pass through windows. Since this space is of lesser significance than the upper floors it may be subdivided as long as it is done in a reversible manner. Some historic plaster walls may also be removed on this floor if a larger space is desired. The flooring material does not appear to be significant and may be replaced if desired.

First Floor

- The front staircase is original and should be retained in its current configuration including the railings. The wainscoting should be retained in this front central area on the first and second floor.
- This level features the gymnasium which should be retained as a large open space. The window openings in this space should be retained although the current replacement windows may be replaced. The window trim should be retained. The wainscoting does not appear to be significant

- and may be removed if desired. The stage has been partitioned and this may be retained or it may be opened back up as a stage.
- The NE secondary staircase appears to retain integrity and should be retained including wood trim and configuration.

Second Floor

- The balcony has been filled in and this may be retained or it may be opened back up as a balcony
- There are two doors on this level that are original and should be retained. The others, within non-historic partitions, may be retained or removed if desired.
- The historic wainscoting should be retained in the 2nd floor landing area.

If you have any additional questions please don't hesitate to contact me.

Sincerely,



Kim Gant

Review & Compliance Coordinator



Improvement Scenarios

This chapter of the Manhattan Parks and Recreation Strategic Facility Improvement Plan provides a series of improvement scenarios to enhance existing recreation and athletic facilities and conceptual make up of potential new facilities. These improvement scenarios have been developed based on needs identified through evaluation of the demographic summary and market review, level of service analysis, parks and facilities assessment and discussions with City staff, steering committee, focus groups, citizens and elected officials throughout the planning process.

The scenarios are representative of needed improvements to parks and facilities and not organized by citizen-supported priorities. “Chapter 8: Implementation” provides a prioritization of improvements based on citizen support identified in “Chapter 6: Community Survey”.

The improvement scenarios identified for each park and/or facility and associated capital costs for these improvements have been developed based on 2015 dollars in the central United States construction market. Figures represent

estimated construction costs only. Several factors will ultimately impact the total cost of any given improvement effort. For example, if the community decides warning tracks are to be included on renovated baseball or softball fields, this can be achieved within the cost estimates included in this chapter for irrigated, natural turf outfields.

Additional factors include scope of work, volume of work/economy of scale, unforeseen conditions, contingencies, permitting, contractor general conditions, design and engineering fees and other owner related costs to complete the work. For planning and budgeting purposes, it is recommended a cost multiplier of 20% to 30% be applied to each combination or subtotal of improvement scenarios explored to account for these factors. Additional budgeting consideration should be given to account for annual inflation and other potential market circumstances.

Photos within this chapter are of renovated and/or newly constructed facilities in the central United States and have been included to provide a general visual character of the improvement scenarios identified.



Community House

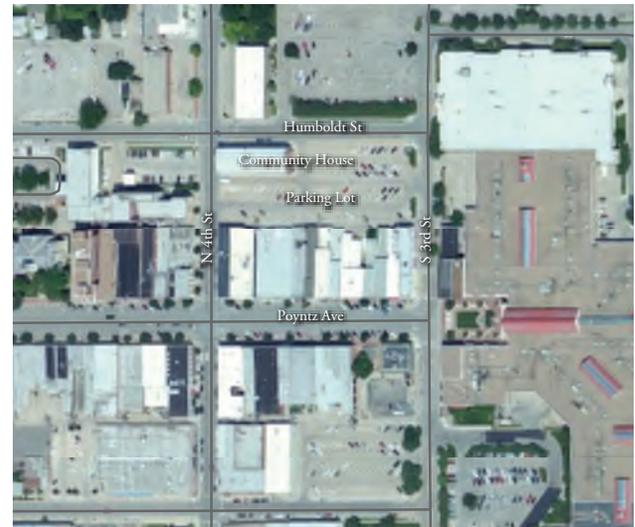
Overview

The recommended improvements for Community House in order for it to continue under its existing range of uses but be comparable to newer modern facility are significant. Every part of this building is in need of updating or replacement – especially mechanical and electrical systems. The building has had periodic updates over the course of its life span but these improvements have been on an as needed basis rather than a wholesale building renovation.

Building Code

The restrooms need a complete renovation and there is a need to add additional fixtures to meet current code requirements. The existing kitchen uses all residential grade appliances and should be updated to commercial standards. Replacement of the majority of the door hardware is required to meet current accessibility requirements.

There is a mezzanine space of approximately 2,100 SF that is not ADA accessible and in order to make it accessible would require the addition of another vertical lift. For the purposes of these improvement scenarios the existing childcare program will not be considered as one of the continued program functions that would remain at this facility due to costs and/or effects on



Scale: 1" = 400'

Legend

- Park Utility
- ▲ Park Amenity
- Street
- Existing Trail
- Park Fence & Wall
- Park Boundary (City Own)
- Park Boundary (County Own)
- City Boundary
- School Boundary
- Creek/Drainage

other program uses associated with making that program space fully ADA accessible. If continued preschool program use at this facility is critical to the community, replacement of the existing ADA lift is critical as it constantly requires maintenance and repairs. However, a much more conducive approach for the preschool program to continue operating in the current space would be significant investment in an elevator system not included as part of these improvement scenarios.

Building Code	Short-Term (0-5 Years)	Mid-Term (5-15 Years)	Long-Term (>15 Years)
Replace existing vertical lift	\$12,000		
New vertical lift for mezzanine	\$22,000		
New ADA compliant restrooms	\$72,000		
Replace door hardware throughout	\$8,000		
Install commercial kitchen hood	\$10,000		
Building Code Subtotals	\$124,000	\$0	\$0



Structural

The building is structurally sound and in average condition. No structural repairs or replacement

are needed other than standard maintenance and tuck pointing of existing masonry.

Structural	Short-Term (0-5 Years)	Mid-Term (5-15 Years)	Long-Term (>15 Years)
Tuck point existing masonry		\$18,000	
Structural Subtotals	\$0	\$18,000	\$0

Mechanical

Both heating and cooling systems in general are at a stage in their useful lives that replacement should be considered. A more permanent type air

conditioning system would be the replacement. Newer equipment and controls would provide more flexibility in maintaining spaces and greater energy efficiency. Current boiler has reliability issues.

Mechanical	Short-Term (0-5 Years)	Mid-Term (5-15 Years)	Long-Term (>15 Years)
Complete replacement of mechanical systems with addition of central cooling and new building controls	\$185,000		
Mechanical Subtotals	\$185,000	\$0	\$0

Electrical

Electrical system is adequate for building for the time being. When HVAC upgrades are completed,

it is anticipated the building's main service size would need to be upgraded at that time.

Electrical	Short-Term (0-5 Years)	Mid-Term (5-15 Years)	Long-Term (>15 Years)
Upgrade building electrical system to 400 A for addition of new air conditioning	\$50,000		
Electrical Subtotals	\$50,000	\$0	\$0

Lighting

Exterior lighting is in need of replacement.

All interior fixtures should be planned for replacement in the mid-term.

Lighting	Short-Term (0-5 Years)	Mid-Term (5-15 Years)	Long-Term (>15 Years)
Upgrade exterior fixtures	\$2,000		
Upgrade interior fixtures from T12		\$92,500	
Lighting Subtotals	\$2,000	\$92,500	\$0



Plumbing

Restrooms are mainly original and have been semi upgraded to meet ADA standards. Quantity of fixtures is very low for building.

Plumbing	Short-Term (0-5 Years)	Mid-Term (5-15 Years)	Long-Term (>15 Years)
Rework of existing restrooms with new fixtures to meet ADA standards	\$20,000		
Plumbing Subtotals	\$20,000	\$0	\$0

Finishes

All interior surfaces and finishes are in need of repair or replacement.

Finishes	Short-Term (0-5 Years)	Mid-Term (5-15 Years)	Long-Term (>15 Years)
Repair plaster walls/paint interior	\$50,000		
Replace ceiling grid/tile in all areas except gymnasium	\$15,000		
Replace ceiling grid/tile in Gym	\$18,500		
Repair wood trim and plaster walls	\$50,000		
Replace flooring in all areas except gymnasium	\$15,000		
Replace gymnasium sport flooring		\$60,000	
New windows throughout	\$120,000		
Replace attic insulation	\$18,000		
Replace stair treads and risers	\$7,000		
Kitchen casework & countertops	\$15,000		
Finishes Subtotals	\$308,500	\$60,000	\$0





Equipment and Furnishings

The existing kitchen equipment is all residential in nature and does not meet commercial food preparation requirements. The existing assortment of tables and chairs are showing their age but still have some useful service

life remaining. For the purposes of these improvement scenarios replacement of items such as a new pool table, foosball table, and pottery wheels were not considered.

Equipment and Furnishings	Short-Term (0-5 Years)	Mid-Term (5-15 Years)	Long-Term (>15 Years)
All new commercial kitchen appliances	\$40,000		
All new tables and chairs		\$20,000	
Equipment and Furnishings Subtotals	\$40,000	\$20,000	\$0

Community House	Short-Term (0-5 Years)	Mid-Term (5-15 Years)	Long-Term (>15 Years)
Totals	\$729,500	\$190,500	\$0

555 Poyntz Avenue
Suite 295
Manhattan, KS
66502
P 785-776-1011
F 785-776-9785



332 West 7th Street
Suite A
Junction City, KS
66441
P 785-238-5678
F 785-238-5767

**BRUCE McMILLAN AIA
ARCHITECTS, P.A.**

March 26, 2015

Ms. Karen Davis, Director
Community Development Department
City Hall
1101 Poyntz Avenue
Manhattan, KS 66502

Project: Community House Conversion Planning Study

Dear Karen:

Initially, on behalf of our firm and consulting team we would like to express our appreciation for being chosen to assist the city in the Community House Conversion Planning Study. We look forward to working with you and Christina again.

We have assembled fee structures from our consultants and attached the proposed scope of work included in our original response to the R.F.P. We propose to complete basic services on an hourly basis not to exceed \$23,825.00. Should electronic images and video production be requested we will be pleased to quote these services in addition.

Should further information be requested at this time please contact our office. We look forward to proceeding with your project. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bruce McMillan', with a long, sweeping flourish extending to the right.

Bruce McMillan AIA
BEM/lb

Firm Approach, Understanding of the Project & Plan of Action

For many years it has been our practice to conduct an initial study (conceptual/feasibility) for design projects to ascertain existing conditions, investigate designs and offer our clients an opportunity to visualize options for rehabilitation, and repurposing in some instances, older buildings. Many have been of an historic nature, listed on State and National Registers of Historic Places.

Upon establishing our working relationship this firm will work closely with you to evaluate the project scope of your described needs and utilization of available funding. Throughout the evaluation and investigative process it is extremely important that we are consistent in our interaction with you and discuss project solutions as well as related budgets. The following describes our process to guide your project.

PROJECT INCEPTION

- We will meet with you, the Owner, as required to synthesize information into a manageable plan of action. Based upon the R.F.Q. information and stipulations of the State Historic Preservation Office we will begin to organize the process.
- We will document existing conditions with surveys and field review and use of existing documents showing original and modified construction to serve as a base “map” from which to proceed.
- We will use experience gleaned from similar previous projects to focus on potential design solutions to best meet your needs and the SHPO guidelines. These will address upgrades/repairs, ADA compliance, space configuration and allocation for offices etc.
- We will utilize the experience and expertise our consultants bring to the project having worked with our firm consistently over many years. We will utilize these services to more closely identify work scope and budget for each component of the potential project.

CONCEPT(S) DESIGN

- We will work through potential concept design solutions and evaluate each as it pertains to overall need, budget, etc. and be willing to accept, reject or modify concept proposals until a “right” solution(s) is reached.
- We will concurrently work with building codes, ordinances, ADA compliance and identify specific conditions which need to be addressed as they pertain to the final evaluation and planning effort.
- We will offer design solutions and focus upon those most acceptable to you as the Owner and other potential users from both a design and cost basis.
- We will provide schematic design drawings to clearly explain the intent of the proposed project and be available to discuss these during meetings. Typically, drawings will include necessary plans for new space, building exterior elevations, interior/exterior drawings, sketches, etc. as required. Electronic images and video presentation are available should they be requested.
- We will provide a statement of probable cost, working with a local construction cost consultant with respect to available funding for the project.
- This information will be compiled into a Feasibility Study report that with mounted drawings for display, and electronic images if required, will be presented to necessary entities at mutually agreed upon times.

COST STRUCTURE

- Construction cost estimating is completed by using 2015 cost data from “Means” Cost Guides, reference to local vendors, contractors and suppliers and in coordination with a local cost estimating consultant.
- Cost information is structured by the 16 Division C.S.I. (Construction Specifications Institute) format to include base costs plus overhead and profit, contingencies, inflation, as well as a budget line item for fixtures and furniture (F.F.& E) if necessary.



BRUCE McMILLAN AIA, ARCHITECTS, P.A.

555 Poyntz Ave Ste. 295, Manhattan, KS 66502 p. 785.776.1011
332 West 7th Street Ste. A, Junction City, KS 66441 p. 785.238.5678





**MEP Systems Report on:
The Community House Conversion Planning Study
OSE Project No: 15020**

Prepared for:

City of Manhattan
1101 Poyntz Avenue
Manhattan, KS 66502

Prepared by:

Engineer:

Orazem & Scalora Engineering, P.A.
2312 Anderson Avenue
Manhattan, Kansas

Architect:

Bruce McMillan AIA Architects, P.A.
555 Poyntz Avenue, Suite 295
Manhattan, Kansas

June, 2015

Purpose:

Orazem and Scalora Engineering assisted Bruce McMillan AIA Architects in the study for the renovation of The Community House. The space is currently utilized by the Parks and Recreation Department for use as a gymnasium and multipurpose space and currently minimally air conditioned. Heating is provided by a steam boiler in the basement with radiators in the spaces. The project also incorporates the unique challenge of not providing large areas on the site for mounting mechanical equipment.

MEP Systems Narrative:

HVAC

The system selected for this renovation is a variable refrigerant flow zoning (VRFZ) system. The VRFZ system utilizes outdoor heat pumps controlling a refrigerant cycle to provide either heating or cooling to a space depending on the requirements of the space. The system will incorporate multiple small air supply cassette units installed in the ceilings, ducted small blower coil units for areas where multiple spaces can be served by a single unit, and larger blower coil units for conditioning the existing gymnasium space. The cassettes and blower coil units will contain a fan and refrigerant coil to provide heating or cooling. The blower coil units and cassettes will be grouped together into zones and served from multiple heat pump systems based on their respective zone. The outdoor heat pump units will be installed on grade in an area created by reconfiguring parking. The system will also utilize energy recovery ventilators (ERVs) to provide the code-required fresh air to the space. A small duct heater will be required for extreme cold conditions for the all of the ERVs. The existing steam boiler and radiant heaters will be removed along with the existing piping.

Electrical:

Power:

Electrical modification for the renovation include new power and data outlets for the all of the spaces, and power to the new VRFZ and ERV systems. The electrical service will need to be upgraded to provide the required power for the new air conditioning systems as well as the added load from the office spaces.

Lighting:

New fluorescent or LED lighting will be provided throughout the building.

Fire Alarm:

A new fire alarm system will be installed.

Plumbing:

Plumbing modification will be required to incorporate the new bathroom spaces on the basement and first floor levels.

Fire Protection:

A new fire protection system will be installed.

Anticipated MEP Construction Budget:

Mechanical = \$515,000

Electrical = \$320,000

Plumbing = \$62,000

Fire Protection = \$65,000

Total Anticipated MEP Subcontractor Construction Budget = \$962,000

The General Contractor mark-up & contingency will also apply.

Community House Conversion Planning Study
Manhattan, Kansas

DATE: June 30, 2015

This is a preliminary opinion of probable cost for furniture packages for the base project & alternates.

Description	TOTAL
Furniture - Base Project	
Private Office Style A (2)	\$ 8,800.00
Private Office Style B (2)	\$ 4,800.00
Open Office (6)	\$ 18,000.00
Conference / Training Table (6)	\$ 8,400.00
Estimated Total - Base Project	\$ 40,000.00
Furniture - Alternate 1	
Private Office Style A (10)	\$ 42,000.00
Private Office Style B (2)	\$ 4,800.00
Open Office (50)	\$ 150,000.00
Open Office Meeting Area (4)	\$ 13,200.00
Conference / Training Table (13)	\$ 18,200.00
Estimated Total - Alternate 1	\$ 228,200.00
Furniture - Alternate 2	
Private Office Style A (20)	\$ 88,000.00
Private Office Style B (2)	\$ 4,800.00
Open Office (29)	\$ 87,000.00
Open Office Meeting Area (4)	\$ 13,200.00
Conference / Training Table (12)	\$ 16,800.00
Estimated Total - Alternate 2	\$ 209,800.00

MEETING MINUTES CONFERENCE CALL

Date: March 19, 2015
By: Bruce McMillan AIA, Architects P.A.

Re: Community House
Project No. Pending

DISTRIBUTION

City Of Manhattan
Karen Davis, Christina L'Ecuyer

Orazem & Scalora Engineering
Tom Orazem

Dudley Williams & Associates
Mark Hodges

Paradoxx Designs
Betty Mattingly-Ebert

Office
Bruce McMillan

PRESENT

City Of Manhattan: Karen Davis, Christina L'Ecuyer
Bruce McMillan AIA, Architects, P.A.: Bruce McMillan

The phone conversation was held to discuss the scope of the project.

1. The Community House Concept Study will be utilizing 2014 Community Development Block Grant Funds and this study needs to be completed by June 30, 2015 and our billings will need to be completed by that time.
2. The building is listed on the Historic Register and will need to be reviewed based upon criteria from the State Historic Preservation Office as well.
3. The primary focus will be to identify space and use for offices for social service agencies and ADA compliance. Concept studies will be the primary focus. There will not need to be any public meetings, these can be conducted at a later date.
4. The Parks & Recreation study, currently in process, has components that address the Community House conditions and needs. These are available for the design team to use.
5. Offices to be created will be serving the general public.
6. All usable space needs to be identified.
7. The building has various levels most of which are not on grade and are half levels above or below grade or a full two floors above grade.
8. The area that was formerly a balcony needs to be reviewed and the inclusion of an elevator in the building needs to be assessed as well.
9. Tax credits may be available for improvements on the building, this will be further identified.
10. A scope of work and fee structure needs to be provided to Karen Davis and Christina L'Ecuyer by Monday, March 30, 2015 and this will need to be reviewed by the Historic Preservation Office as well.
11. The final presentation on concept will be in July, 2015 at a City Commission Work Session.
12. Project implementation is likely to occur over a period of time.
13. The Parks & Recreation functions that currently occur in the building will need to be relocated to a different facility in order for improvements to be made on the Community House.
14. Block Grant funding could be also used to relocate Parks & Recreation activities to another building.
15. McMillan will provide these minutes to the consultants as well as the information from the consultant on the Parks & Recreation Facility Study, and provide information to Karen Davis and Christina L'Ecuyer by their requested deadline.

The above constitutes the writer's understanding of the items discussed and the conclusions reached. This understanding will be deemed correct unless any additions and/or corrections are made within 7 days of this memorandum.

BEM/ib

MEETING MINUTES

Date: April 17, 2015
By: Bruce McMillan AIA, Architects P.A.

Re: Community House Conversion
Planning Study
Project No. 15.06

DISTRIBUTION

City Of Manhattan
Karen Davis, Christina L'Ecuyer

Orazem & Scalora Engineering
Tom Orazem

Dudley Williams & Associates
Mark Hodges

Paradoxx Designs
Betty Mattingly-Ebert

Office
Bruce McMillan

PRESENT

City Of Manhattan: Jason Hilgers, Eddie Eastes, Wyatt Thompson, Chris Curtis, Casey Smithson, Karen Davis, Christina L'Ecuyer

Bruce McMillan AIA, Architects, P.A.: Bruce McMillan, Cameron Tross, Dana Williamson

The meeting was called to discuss procedures for the Community House concept plan.

1. It was noted that the Wee Wiggles group occupies the stage area in the building until noon daily as part of the Parks & Recreation program but will be leaving the building. Other activities are scheduled for the building as well. Documentation processes will accommodate this schedule that will be provided by Parks & Recreation.
2. Existing plans are available in digital and hard copy format. These will be obtained from Wyatt Thompson.
3. ADA access at the front entry was discussed. This will require a ramp, modified steps, and modifications to the front entry doors to access the entry landing, which would then access an elevator.
4. New ADA compliant restrooms are needed in the building.
5. The kitchenette will likely serve as a break room and will require modification. There will not be a commercial kitchen in the building at this juncture.
6. Karen Davis will contact individuals at the Public Works Department regarding street, curb, and sidewalk modifications.
7. The focus of the project is on Social Service offices. There could possibly will be a central administration area and a central conference room.
8. Building occupancy will likely be scheduled as Type "B" (Business Occupancy). Bruce McMillan Architects will explore mixed used occupancies as well to allow the gymnasium to remain assembly occupancy.
9. Two sides of the building have recently been tuck-pointed.
10. Some HVAC information will be available for Orazem & Scalora Engineering in a report provided by Wyatt Thompson.
11. Floor tile is likely scheduled for the gymnasium if converted to office space.
12. The existing closed-in balcony can remain closed-in or can be opened up depending on space needs.
13. The building will be investigated to be sprinklered.
14. The building could be a mix of Parks & Recreation and Social Services spaces.
15. Bruce McMillan Architects will provide studies showing options for use of the kitchen, gymnasium, and restrooms as well as office space.
16. Survey information and needs assessment will be conducted in a synopsis report and will address these needs along with plan modifications, budget considerations, site plan adjustments, and display boards for Commission and public meetings.
17. The project is to be completed by the end of June, 2015 with a meeting with City Commissioners in July, 2015.

The above constitutes the writer's understanding of the items discussed and the conclusions reached. This understanding will be deemed correct unless any additions and/or corrections are made within 7 days of this memorandum.

BEM/lb

MEETING MINUTES

Date: May 12, 2015
By: Bruce McMillan AIA, Architects P.A.

Re: Community House Conversion Planning Study
Project No. 15.06

DISTRIBUTION

City Of Manhattan
Karen Davis, Christina L'Ecuyer

Orazem & Scalora Engineering
Tom Orazem, Brad Ross

Dudley Williams & Associates
Mark Hodges

Paradoxx Designs
Betty Mattingly-Ebert

Bruce McMillan AIA Architects, P.A.
Bruce McMillan, Dana Williamson

PRESENT

Paradoxx Design: Betty Mattingly-Ebert

Orazem & Scalora Engineering: Tom Orazem, Brad Ross

Bruce McMillan AIA, Architects, P.A.: Bruce McMillan, Dana Williamson

The meeting was called to walk through the Community House and discuss different schematic options.

1. A tour was taken of the building.
2. Major project deadlines were discussed. Schematic options need to be realized and a review meeting scheduled with Karen Davis, Christina L'Ecuyer, and Parks & Recreation employees before the end of May. Schematic design, budgets, and proposal will be finalized by the end of June.
3. Betty Mattingly-Ebert and Dana Williamson will work through a few design options to be sent to Orazem & Scalora Engineering so they can begin their design as well.

MEETING MINUTES

Date: May 26, 2015
By: Bruce McMillan AIA, Architects P.A.

Re: Community House Conversion Planning Study
Project No. 15.06

DISTRIBUTION

City Of Manhattan: Karen Davis, Christina L'Ecuyer
Orazem & Scalora Engineering: Tom Orazem, Brad Ross
Dudley Williams & Associates: Mark Hodges
Paradoxx Designs: Betty Mattingly-Ebert
Bruce McMillan AIA Architects, P.A.: Bruce McMillan, Dana Williamson

PRESENT

City of Manhattan: Karen Davis, Eddie Eastes, Ron Fehr, Jason Hilgers, Christina L'Ecuyer, Kiel Mangus, Casey Smithson, Wyatt Thompson
Paradoxx Design: Betty Mattingly-Ebert
Orazem & Scalora Engineering: Tom Orazem, Brad Ross
Bruce McMillan AIA Architects, P.A.: Bruce McMillan, Dana Williamson

The meeting was called to review several concepts for reconfiguration of interior space at the Community House.

Option A

1. This option shows a west entrance with elevator access to the south and office and restrooms to the north on the main floor. The gymnasium is left in the current configuration and the stage is opened up to the gymnasium.
2. The basement shows three suites; one with eight offices, one with four offices, and one with nine offices with one separate office in the northwest corner. Also included on this level is a shared conference room as well as a shared file/storage room, with the new warming kitchen and mechanical room in the same locations as they are currently.
3. The second floor has five separate offices or four and one conference room.
4. Public restrooms are located on the main and basement levels.
5. Discussion was held regarding being able to reconfigure suites into various options depending on the needs of the different agencies using the spaces. This is possible within Option A.
6. The question was raised if McCullough Development might manage the building or if this might interfere with the Historical Society's intentions for the project. It did not appear to be an issue.
7. There is no separate metering on the building for HVAC at this time.
8. Outside equipment would sit at the southeast corner in an area cordoned off from parking.
9. Mitsubishi wall units would be used as have been used on previous projects as multiple tenants will want different temperature ranges at different times.

Option B

1. Entry access to the building is located on the north side, which moves the ramp to the north as well as the elevator.
2. The basement restrooms are enlarged, allowing for two unisex, single-occupant restrooms on the main floor. It was mentioned that these can be used as family restrooms which are frequently used at other Parks & Recreation facilities.
3. Offices are shown on the stage with a lift. There is an open office area within the gymnasium but leaves the gym as an intact volume.
4. Acoustic considerations in this space would be required.
5. Ductwork could be in soffits or exposed round units.
6. HVAC load, in this configuration, would be less as the occupant load would likely be less.
7. The second floor remains approximately the same as in the first option.

8. The basement has more open cubicles shown.
9. The kitchen would stay in generally the same area.
10. The south side exit in the basement is retained.

Option C

1. This option shows the second floor area extended into the gymnasium area and there is another open office space above the stage to maximize the amount of space available for offices.
2. The west ramp entry is retained with the elevator to the south.
3. Electrical/mechanical closets are located on each floor.
4. This concept has been reviewed with the City Code Services for compliance.
5. The basement reverts to a completely open floor area for offices with a private conference room at the existing fireplace (as shown in the other two options).
6. The teaching kitchen is open to the entire space and moved to the southeast corner.
7. The mechanical room in the basement has been reduced in size and the large men's and women's restrooms are located next to this mechanical room, which is an ideal location in terms of HVAC efficiency.

Discussion & Feedback

- Options A & B both have the ability to separate a lower level from the rest of the building for security purposes.
- Square footages were assigned for basement level in each configuration.
- Locating the restrooms closer to the mechanical room might be more efficient in HVAC terms; however, for ease of use it might be best to locate them near the west entrance.
- It is anticipated that the entire building will be sprinkled.
- The stage area is not likely to be used for performance venues and would probably be best utilized as a private break-out or conference space, a multi-use classroom, or even a large open space that can be rented out for events. A single-occupant restroom would be advantageous within this space.
- It was determined that a designated cooking/teaching kitchen is not necessary; a catering kitchen within the stage space and a break room/kitchenette area in the basement are probably better uses of space.
- Central storage off of the gymnasium is beneficial. This can be used for equipment while the gym is used by the Parks & Rec department and will still be useful if, in the future, the gymnasium space is phased into more office space. This would make the northwest corner available as a shared conference room.
- It was proposed to contact the State Historic Preservation Office. Christina L'Ecuyer will make this contact for a meeting on June 11 or 12 to review concepts and then bring these back to City staff with the packet available by approximately June 30th.
- Office suites will have options within the options for maximum flexibility.
- The ramp along the west facade will remain as the primary entry access into the building.
- Final conclusions were that two options with a mix and match of components of all three will be presented to the City Commission on July 7.

The above constitutes the writer's understanding of the items discussed and the conclusions reached. This understanding will be deemed correct unless any additions and/or corrections are made within 7 days of this memorandum.

MEETING MINUTES

Date: June 12, 2015
By: Bruce McMillan AIA, Architects P.A.

Re: Community House Conversion Planning Study
Project No. 15.06

DISTRIBUTION

City Of Manhattan: Karen Davis, Christina L'Ecuyer
Orazem & Scalora Engineering: Tom Orazem, Brad Ross
Dudley Williams & Associates: Mark Hodges
Paradoxx Designs: Betty Mattingly-Ebert
Bruce McMillan AIA Architects, P.A.: Bruce McMillan, Dana Williamson

PRESENT

City of Manhattan: Christina L'Ecuyer
Kansas State Historical Society: Katrina Ringler, Sarah Hunter
Paradoxx Designs: Betty Mattingly-Ebert
Bruce McMillan AIA Architects, P.A.: Bruce McMillan, Dana Williamson

The meeting was called to review the status of schematic design for the Community House Concept Study.

1. Prior to proceeding it was determined it would be advantageous to obtain further input from the State Historical Society and determine their particular issues.
2. Initially interior photographs were reviewed.
3. Questions were raised regarding the infill at the former balcony level at second floor and if it would be restored to the original opening, either completely open or with glazing.
4. Further discussion ensued regarding the stage being used as a conference room and a front façade window being blocked by the proposed elevator shaft installation.
5. The elevator shaft installation would partially block an existing façade window. It was noted that spandrel glass will likely need to be used at this location.
6. The ramp entrance on the west face of the building was of concern although it was understood that this was the most likely location for ADA access. The railing has been requested to blend with the water table on the lower portion of the building and that the ramp and stairs be built over the top of the existing stairs so that at some point in the future they could be removed if necessary.
7. The original wall at the second floor balcony will remain. The material above the railing is shown to be glass. It was determined that for restoration purposes this would be a level 3 modification according to the Existing Building Code.
8. Code compliance issues will need to be considered with respect to any modifications to the second floor area.
9. At the basement level, stairway separation will likely need to occur. Doors to this level are shown as being moved; if they are historic in nature it was requested that these remain in the project. Retaining the original doors is preferred over replication, but they will need to be checked for code compliance.
10. The doors to the gymnasium need to be checked if they can be reused. Fire separation for exit purposes needs to be considered.
11. It is noted that the stairway at the rear, on the southeast corner of the building, was redone in the 1986 remodeling.
 - Where a window replaces a door on the south side, photos need to be provided. This area has a small drainage way that collects water and debris and may be infilled with brick that matches existing in shape, color, and texture.
12. Two options were shown. The second floor of Option 2 has the same considerations as the second floor of Option 1.
13. In the gymnasium, work cubicles are shown in lieu of a full gymnasium being available for Parks & Recreation use.

14. The existing sport-tile gym floor will be removed if the gymnasium space is converted to office space.
15. Window replacement is not in the project at this time. It is not known that these are existing windows. If they are to be replaced we need a list of the historic units and replacement units. Cut sheets will be requested. Non-historic window replacement was requested to match original and the historic windows would need to be documented. Fixing the existing original windows or adding storm windows is preferred to replacement.
16. If storm windows are provided they need to be properly vented.
17. It was reiterated that this is not a review for a final project and is for a concept study only.
18. A review for Section 106 will be conducted as well as with the Historic Review Board of the City of Manhattan as the project goes forward.
19. The volume of the gymnasium needs to be retained in either configuration.
20. The existing stage wall may remain if unaltered; any alterations to this wall would preferably be to return it to its original opening.
21. The basement columns and doors will remain. Photos of this area are requested.
22. Questions may be emailed to staff for quick responses.
23. Final plans would be funded through a Community Development Block Grant. Review would be by Sarah Hunter. Lance Evans, City of Manhattan, will also be reviewing.
24. Tax credits were addressed. If tax credits are pursued, \$5,000.00 is the minimum project amount recommended for tax credit applications. Photographs must be submitted at the end of construction and tax credits can be sold to the taxpayer at 80% - 90% on the dollar.
25. All modifications need to follow the Secretary of Interior Standards.
26. The south door, if original, needs to be labeled and stored onsite. The stairs to this door can be removed and brick infill is to match existing.
27. The balcony level is to have as much glass as possible.
28. It was noted that tuck-pointing is not part of this project.

The above constitutes the writer's understanding of the items discussed and the conclusions reached. This understanding will be deemed correct unless any additions and/or corrections are made within 7 days of this memorandum.
BEM/lb

MEETING MINUTES

Date: June 24, 2015
By: Bruce McMillan AIA, Architects P.A.

Re: Community House Conversion Planning Study
Project No. 15.06

DISTRIBUTION

City Of Manhattan: Karen Davis, Christina L'Ecuyer
Orazem & Scalora Engineering: Tom Orazem, Brad Ross
Dudley Williams & Associates: Mark Hodges
Paradoxx Designs: Betty Mattingly-Ebert
Bruce McMillan AIA Architects, P.A.: Bruce McMillan, Dana Williamson

PRESENT

City of Manhattan: Ron Fehr, Karen Davis, Eddie Eastes, Lance Evans, Christina L'Ecuyer, Kiel Mangus, Casey Smithson, Wyatt Thompson
Paradoxx Designs: Betty Mattingly-Ebert
Bruce McMillan AIA Architects, P.A.: Bruce McMillan, Dana Williamson

The meeting was called to review the status of schematic design for the Community House Concept Study.

1. Bruce McMillan opened with an overview of the contents of the report that will be submitted to the Commission, including:
 - o cover letter
 - o synopsis report detailing the process of the study
 - o bulleted lists that quantify the maximum number of offices, square footages for offices, and the number of staff members that can be accommodated
 - o highlights of the design such as code, accessibility, and full HVAC & electrical upgrades as well as conformance to State Historic Preservation Office (SHPO) standards
2. Option 1 shows the main level of the building continuing as Parks & Recreation space:
 - o The gymnasium remains as a gym.
 - o Offices in the northwest corner are reconfigured as offices and equipment storage for Parks & Recreation purposes.
 - o There are two family restrooms available for public use that keep a separation between the private offices on the second and basement levels.
 - o The stage is a rentable space with a dedicated family restroom and catering kitchen.
3. Discussion with the SHPO about the existing stage wall determined that this wall could remain as long as it was untouched; if it was to be altered in any way, it would need to be converted back to its original configuration.
4. Ron Fehr asked if the plumbing elements on the stage in Scheme 1 could be relocated along the east wall so that the stage could possibly be opened up to the gymnasium again in the future. The kitchenette will be shown along the east wall and the restroom will be in the southeast corner if there is enough clearance for entering and exiting the accessible lift.
5. The second level was originally open to the gym. The SHPO has asked that any improvements try to recreate this openness as much as possible; perhaps visually with the use of glazing. Glass partitions for the new office spaces at the original balcony area would provide this openness. Originally, there was a balcony wall that overlooked the gymnasium. Any glazing opening up the existing wall into the gymnasium area will need to terminate at the line of the original balcony wall.
6. The south basement entrance has been eliminated. This change is approved by the SHPO as long as the original brick and windows are replicated in the infill.
7. One of the offices near the west double doors in the basement can be opened up and utilized as a reception area if needed.
8. Parking modifications will need to be made to accommodate new exterior mechanical equipment.

9. Option 2 shows how the building can be converted from Option 1 into more office space if the City determines that would be the best use of space. For the report to the Commission, the conversion from Option 1 to Option 2 can be shown as an overlay. Option 2 currently shows:
 - o Cubicles in the gymnasium that leave the historic volume intact while providing 20+ workspaces
 - o The stage area as office space; the accessible entrance to the stage is only accessed by walking through the gymnasium area, which is now office space. For security reasons, the stage no longer functions as a rentable community space.
 - o The south wall of the family restroom at the northwest corner of the stage is extended to the east to create a self-enclosed area with restroom and break room, apart from the office space on the stage.
 - o The second level is unchanged from Option 1.
 - o In the basement level, the larger office suites have been divided into smaller open offices. The private office areas within the larger suites have been eliminated.
10. It was determined that the stage area in Option 2 would be shown as unchanged from Option 1 in the report. It will be shown as a conference room supporting the workspaces in the gymnasium area.
11. The basement level overlay will need to show more privacy, not less as is currently shown in Option 2. More private offices are requested.
12. The cost estimate will reflect the maximum compartmentalized scheme.
13. The report to the Commission will be a "draft final" to leave room for comments from the Commission after the July 7 meeting.
14. The architect's report will reference the Parks & Recreation current study that addresses the Community House and the needed code and accessibility improvements in order for the building to continue to be used for Parks & Recreation activities.
15. The MEP cost estimate and a rough estimate cost for the elevator still need to be added to the final estimate amounts that will be included in the report.
16. An optional phasing plan will be outlined in the report, detailing how the code and accessibility improvements can be made initially, including new restrooms on the main and basement levels, with office spaces in the basement built out as needs arise.