

## Memorandum

**To:** Mayor and Council  
**From:** Tom Baker, Town Administrator  
**Date:** December 16, 2014  
**Re:** Funding Request for Council Chambers Space Planning

---

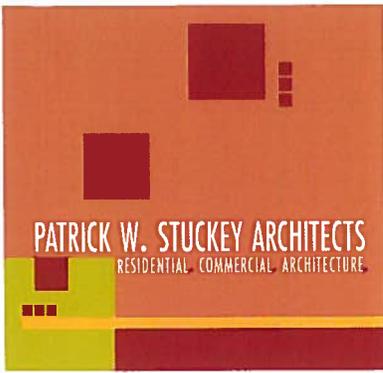
**Purpose:** The purpose of this memorandum is to request \$6,360 to develop some space planning concepts for Council to review and amend.

**Discussion:** Melody and I have met with Patrick Stuckey to create a scope of work for Council's consideration. At the end of our discussion Melody and I identified five possible alternatives for space planning. One of these alternatives will impact how we plan the 2<sup>nd</sup> floor, which Patrick is working on, as well.

Staff would like Council's direction on the number of alternatives they would like to see developed for space planning. The scope of work and budget is attached.

**Financial Implications:** The funding for this item can be taken from the Town Hall maintenance line item for 2015.

**Request:** Staff would like Council direction.



960 CLUBHOUSE DRIVE  
NEW CASTLE  
COLORADO 81647  
970.984.9220 P/F  
STUCARCH@COMCAST.NET

RESIDENTIAL,  
REMODELS AND ADDITIONS,  
MULTI FAMILY,  
COMMERCIAL,  
MULTI USE,  
INDUSTRIAL,  
PLANNING,  
INTERIOR DESIGN,  
LANDSCAPING.

December 12, 2014

Tom Baker  
Town Hall  
PO Box 90, 450 West Main Street  
New Castle, Colorado 81647

Re: Preliminary Space Planning of the Chambers and Offices for the Town of New Castle  
Town Hall Building Located 450 West Main Street, New Castle, Colorado

Dear Tom,

Per my discussion with you and Melody, and other information provided, I am proposing the following related architectural services. I understand that you are looking for five Preliminary Design Layout Alternatives for the Town Council Chambers.

## I DESCRIPTION OF PROJECT

Develop 5 Preliminary Design Layout Alternatives for the Town Council Chambers ranging from minimal adjustments to a very comprehensive change as described below.

## II SCOPE OF SERVICES

### Pre-design

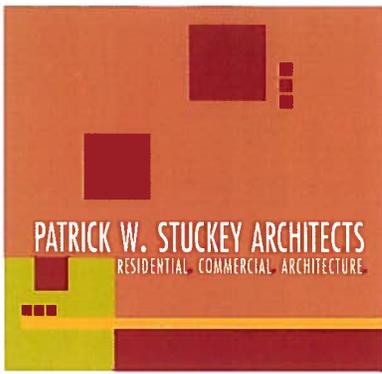
- A Cursory investigation of existing components of the space in consideration including Existing Interior and Exterior dimensions.
- B Interview Representative a Portion of Personnel that are to occupy and use the Council Chambers and Offices.
- C Placement of building configuration on Computer Aided Design and Drafting (CADD) program.

## SCHEMATIC DESIGN AND SPACE PLANNING

- A Develop 5 Preliminary Design Layout (*Space Plan*) Alternatives for Council Chambers based on Interview Information and Existing Component Information gathered.
- B Review the 5 Preliminary Design Layout (*Space Plan*) Alternatives with Town Council and Personnel (*users*) involved with the Project.
- C Revise and finalize the 5 Preliminary Design Layout (*Space Plan*) Alternatives or selected preferred Alternatives based on feedback from Town Council and Personnel (*users*) involved with the Project.

## DESCRIPTION OF ALTERNATIVES

- 1 Minimum Council Chambers Adjustments.
  - Move Entry Access Door.
  - Adjust Furniture Layout.
  - Adjust Council Table and Chairs, reconsider Mailbox Location.



960 CLUBHOUSE DRIVE

NEW CASTLE

COLORADO 81647

970.984.9220 P/F

STUCARCH@COMCAST.NET

RESIDENTIAL,

REMODELS AND ADDITIONS,

MULTI FAMILY,

COMMERCIAL,

MULTI USE,

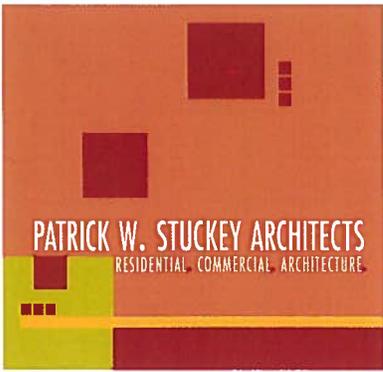
INDUSTRIAL,

PLANNING,

INTERIOR DESIGN,

LANDSCAPING.

- 2 Expand Council Chambers within Existing Building Walls.
  - Move Entry Access Door.
  - Adjust Furniture Layout.
  - Look at adjusting Council Table and Chairs, reconsider Mailbox Location.
  - Move Existing East Wall with minimum rearrangement of Clerk's Offices.
  - Maintain Judge/Attorney Office and Tech Space.
- 3 Partial Expansion of Council Chambers into West Park Area 10 feet +/- (or to North Parking Area).
  - Measure West Park Area and/or North Parking Area for accurate Design.
  - Look at Interior and Exterior Design in relationship of the Existing Building and Interior and Exterior Spaces.
  - Consider Door Location Access and Circulation Flow.
  - Plan Furniture Layout.
  - Look at adjusting Council Table and Chairs, reconsider Mailbox Location.
  - Consider impact, circulation and arrangement of Clerk's Offices.
  - Consider space location for Judge/Attorney Office.
  - Consider potential use of New Roof Top for Exterior Personnel Break Area.
- 4 Maximum Use Expansion of Council Chambers into West Park Area.
  - Measure West Park Area for accurate Design.
  - Look at Interior and Exterior Design in relationship of the Existing Building and Interior and Exterior Spaces.
  - Consider Door Location Access and Circulation Flow.
  - Plan Furniture Layout.
  - Look at adjusting Council Table and Chairs, reconsider Mailbox Location.
  - Layout and use of Portions of Existing Council Chambers for Conference space, Expansion of Clerks Offices and Expansion of Judge/Attorney Office.
  - Consider impact, circulation and arrangement of Clerk's Offices.
  - Consider space location for Judge/Attorney Office.
- 5 Locate Council Chambers on Second Floor.
  - Measure overall dimensions of Second Floor.
  - Consider Access and Circulation Flow with General Public Access to Second Floor via Stair and Elevator.
  - Conference Room.
  - Offices for Judge/Attorney and Town Administrator and Other as needed.
  - Restroom locations.
  - Plan Furniture Layout.
  - Look at adjusting Council Table and Chairs, reconsider Mailbox Location.
  - Layout and use of Existing Council Chambers for Building and Planning Department, Finance Department, possible Conference and/or Expansion of Clerks Office.
  - Consider impact, circulation and arrangement of Clerk's Offices.



960 CLUBHOUSE DRIVE

NEW CASTLE

CDLORADO 81647

970.984.9220 P/F

STUCARCH@CDMCAST.NET

RESIDENTIAL.

REMODELS AND ADDITIONS.

MULTI FAMILY.

COMMERCIAL.

MULTI USE.

INDUSTRIAL.

PLANNING.

INTERIOR DESIGN.

LANDSCAPING.

**III ESTIMATED FEE STRUCTURE**

A As compensation for Architectural Services including Predesign, Schematic Design and Space Planning with exterior design considerations for Alternatives 3 through 5, Patrick W. Stuckey Architects, proposes an estimated fee based on an hourly rate of \$80.00 per hour not to exceed a sum of estimates noted below. The Architectural Services will be billed on an hourly basis each month.

B Estimate break down per Design Alternative:

**Predesign** \$920.00

**Schematic Design and Space Planning**

Alternate 1 \$280.00

Alternate 2 \$440.00

Alternate 3 \$1,120.00

Alternate 4 \$1,200.00

Alternate 5 \$2,400.00

**Total** \$6,360.00

If you should have any questions, please contact me.

Sincerely,

Patrick W. Stuckey  
Architect, NCARB, AIA

