

Memorandum

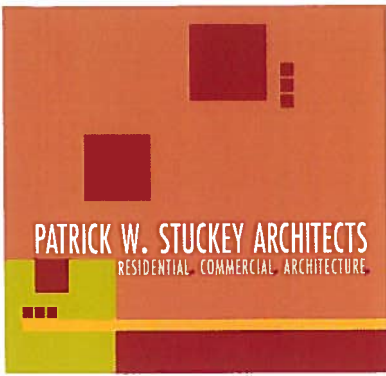
To: Mayor and Council
From: Tom Baker, Town Administrator
Date: January 6, 2015
Re: Follow-up: Council Chambers Space Planning request for Funding

Purpose: The purpose of this memorandum is to follow-up on our December 16th discussion regarding space planning for the Council Chambers.

Background and Discussion: At our last Council meeting, Patrick Stuckey explained the 5 space planning alternatives and asked Council for direction on which to pursue. Each Councilor talked about these alternatives and five Councilors suggested removing alternative 5 from the scope of work. Beyond the removal of alternative 5, Council did not reach a conclusion and suggested that Council digest the information and discuss in January.

Staff has attached Mr. Stuckey's proposal.

Request: Staff request Council discuss the scope of work and determine which alternatives to pursue.



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

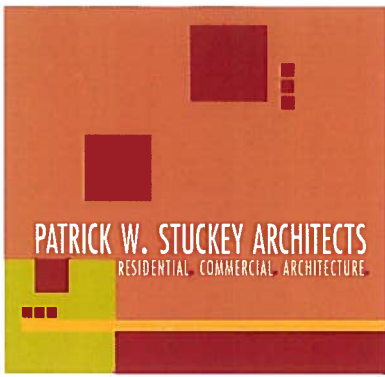
- A Cursory investigation of existing components of the space in consideration including Existing Interior and Exterior dimensions.
- B Interview Representative a Portion of Personnel that are to occupy and use the Council Chambers and Offices.
- C Placement of building configuration on Computer Aided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



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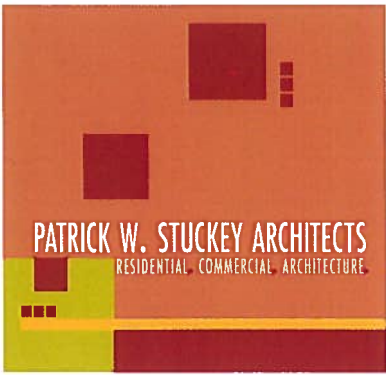
INDUSTRIAL,

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.



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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

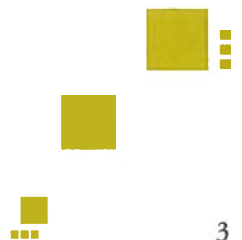
Alternate 5 \$2,400.00

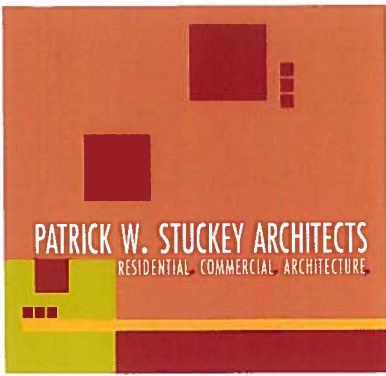
Total \$6,360.00

If you should have any questions, please contact me.

Sincerely,

Patrick W. Stuckey
Architect, NCARB, AIA





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II SCOPE OF SERVICES

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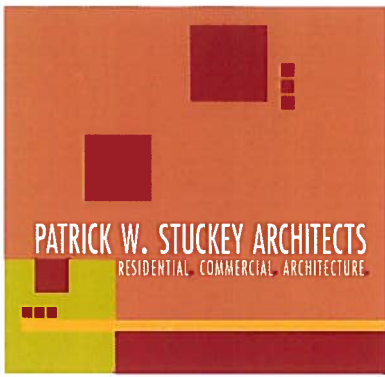
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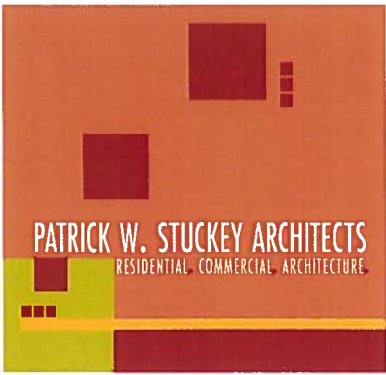
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