

# Chippewa County City / County Building

## Feasibility Study for Relocation of County Offices



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# A

# Introduction

Landmark Design Group, P.C., a Michigan architectural firm, was retained by Chippewa County to prepare a feasibility study. The goal of the study was to examine the feasibility of relocating the Annex Building departments into the City/County Building. District Court and selected Sheriff Department office and security needs also required examination.

The City of Sault Ste Marie will be moving out of the City/County Building into the renovated Federal Building later this year. With the exception of City Police, all space used by the City will be available for County use.

Currently six County departments are housed in the Annex Building. They are: Friend of the Court, Public Defender, Prosecuting Attorney, MDOC Probation and Parole, Cooperative Extension Service and Information Systems.

A requirement for the study was to work within the existing footprint of the City/County building. No plans for building additions or new construction are under consideration.

Landmark Design Group, P.C. interviewed each County department. This was followed by a second meeting to review conceptual floor plan layouts. The plans were revised as requested based on the input received. We also met several times with the Chippewa County Building and Grounds Committee.

Landmark Design Group, P.C. enjoyed working with each County department and the Committee. The input and cooperation was appreciated and we hope the study will help the County as it proceed with future planning.

# B

## Findings and Recommendations

### Findings:

Once the City moves out of the City/County Building, approximately 5,300 square feet of first and second floor space is available. This does not include City Police space at approximately 800 square feet. The six Annex Building departments use approximately 8,300 square feet.

To accommodate the Annex Building departments plus provide for District Court space needs the following is required:

1. Locate two Annex departments into the basement. They are Information Systems and Cooperative Extension Services.
2. Reduce the width of the first floor public corridor from 14 feet to 7 feet. This additional floor space will accommodate Probation and Parole.
3. Construct a floor within the existing boiler room. Today the boiler basement area is a two story space. The boiler replacement project replaces the old boilers with smaller equipment requiring less space. A floor constructed to be accessible from the first floor provides approximately 1,400 square feet of floor area for Friend of Court.
4. Move the second floor Sheriff staff locker room to the basement. Basement locker space used by the City Police would be renovated to Sheriff Department men and women's locker rooms. The second floor Sheriff locker space would be renovated into space for the Public Defender.
5. Finalize arrangements with the City to use the first floor detective office space and the basement locker rooms.

The following chart lists each County department located in the Annex Building and their current and proposed floor areas.

## Chippewa County – Annex Building Current Space

Annex Department	Current Space Net Usable Area	Proposed Space City / County	Comments
<b>LOWER LEVEL</b>			
Prosecuting Attorney	Approximately 1,800 sq. ft.	Approximately 2,000 sq. ft.	Today they have nine full time employees.
Probation and Parole	Approximately 1,000 sq. ft.	Approximately 1,000 sq. ft.	Existing space includes office in Extension Services.  Five full time employees.
<b>MAIN FLOOR</b>			
Cooperative Extension Service	Approximately 1,500 sq. ft.	Approximately 1,200 sq. ft.	Existing space includes shared copy and break room.  Existing space does not include office used by Probation Supervisor.  Three full time employees plus Director.
Public Defender	Approximately 1,200 sq. ft.	Approximately 1,200 sq. ft.	Existing space includes adjacent Interview / Law Library.  Three full time employees.
<b>UPPER FLOOR</b>			
Friend of the Court	Approximately 1,700 sq. ft.	Approximately 1,400 sq. ft.	Five full time employees.
Information Systems	Approximately 1,100 sq. ft.	Approximately 1,100 sq. ft.	Existing space includes work station for County Maintenance.  Two full time employees.
<b>TOTAL</b>	Approximately <b>8,300 sq. ft.</b>	Approximately <b>7,900 sq. ft.</b>	

The following chart lists County departments located in the City/County Building and the proposed space.

## Chippewa County – City / County Building

Department	Current Space Net Usable Area	Proposed Space City / County	Comments
Sheriff Department <ul style="list-style-type: none"> <li>• Tether</li> <li>• Gun Control</li> <li>• Community Service</li> </ul>	Approximately 100 sq. ft. 100 sq. ft. 100 sq. ft.	Approximately 100 sq. ft. 100 sq. ft. 100 sq. ft.	Tether requires waiting area and toilet for drug testing.  Community Service and Tether will share space.  Does not include Community Service tools/equipment storage.
<b>Subtotal</b>	Approximately <b>300 sq. ft.</b>	Approximately <b>300 sq. ft.</b>	
District Court <ul style="list-style-type: none"> <li>• Courtroom</li> <li>• Office Area</li> </ul>	Approximately 1,000 sq. ft. 1,200 sq. ft.	Approximately 1,000 sq. ft. 2,300 sq. ft.	Current space does not include basement storage areas or Magistrate's office.  Nine full time employees.
<b>Subtotal</b>	Approximately <b>2,200 sq. ft.</b>	Approximately <b>3,300 sq. ft.</b>	

The following chart lists the space used by the City in the City/County Building.

<p align="center"><b>Chippewa County – City / County Building</b>  <b>Approximate City Space Use</b></p>		
City Department	Current Space Net Usable Area	Comments
<b>BASEMENT</b>		
<ul style="list-style-type: none"> <li>• City Storage</li> </ul>	3,400 sq. ft.	Area total per 11-10-2003 Attachment A.
<b>FIRST FLOOR</b>		
<ul style="list-style-type: none"> <li>• City Police</li> <li>• City Clerk</li> <li>• City Detective</li> <li>• City Manager</li> <li>• City Building</li> </ul>	800 sq. ft. 600 sq. ft. 700 sq. ft. 1,000 sq. ft. 1,000 sq. ft.	Not including garage / storage areas.
<b>Subtotal</b>	<b>4,100 sq. ft.</b>	
<b>SECOND FLOOR</b>		
<ul style="list-style-type: none"> <li>• City Engineer /Assessor</li> <li>• City Vault</li> </ul>	1,900 sq. ft. 100 sq. ft.	
<b>Subtotal</b>	<b>2,000 sq. ft.</b>	Not including city storage vault at 100 sq.ft.
<b>Total</b>	<b>9,500 sq. ft.</b>	Space includes City Police

## Recommendations

We recommend that Chippewa County implement the following improvements to the City/County Building:

### **OVERALL BUILDING RECOMMENDATIONS:**

1. Enclose the two exit stairs in fire rated construction and install code compliant handrails.
2. Provide separate men and women's toilet rooms on the first floor.
3. Replace and upgrade all interior finishes including flooring, walls and ceilings. Replace doors and provide code compliant hardware.
4. Install a HVAC (heating, ventilation and air conditioning) system throughout the City/County Building. Improve indoor air quality by providing constant ventilation in occupied spaces.
5. Install a HVAC Building Management System (BMS) for temperature control, management and reduction of energy use during unoccupied hours.
6. Install a code compliant fire alarm, smoke detection and signaling system. Upgrade emergency lighting and exit signage throughout.
7. Upgrade the electrical service with panels, wire ways and receptacles to support technology needs and increased electronic equipment loads.
8. Install new ceilings, lights and air diffusers though out the building. Provide electronic occupancy sensors to reduce energy use during unoccupied hours.
9. Consider adding an emergency generator for stand-by power for either partial building or entire building loads.
10. Upgrade the building security system to provide CCTV with recording, door control/card access, duress alarms, etc as required.
11. Complete an environmental / asbestos evaluation of the entire building.

## **FIRST FLOOR :**

1. Locate Prosecuting Attorney and MDOC Probation and Parole into the first floor of the City/County Building.
2. Locate Friend of the Court into a new floor constructed within the existing boiler room structure. Space will be accessible from the first floor.
3. Provide space for Tether, Gun Control and Community Services in renovated jail space. Consider construction of two interview rooms for law enforcement use.
4. Construct a conference room to be shared by all departments.
5. Provide separate Men and Women's toilet rooms.

## **SECOND FLOOR :**

1. Construct a prisoner corridor with a secure holding area to provide safe and secure prisoner transport to the District Court.
2. Expand District Court space and provide a jury deliberation room.
3. Provide a judicial corridor allowing internal staff access separate from the public corridor.
4. Renovate the courtroom providing a judicial bench, jury box, witness area, litigation space and public seating.
5. Locate Public Defender in space currently used for Sheriff locker rooms. Sheriff locker rooms will be relocated to the basement.

## **BASEMENT :**

1. Renovate existing City Police locker rooms into men and women's locker rooms for the Sheriff Department's use.
2. Locate Cooperative Extension Service in the basement. If City Police moves out of the City/County Building, consider locating Cooperative Extension Service in the first floor City Police space.
3. Locate Information Systems, computer equipment, servers, storage, etc in the basement.

# C

## Cost Estimate

Detailed final cost estimates based on diagrammatic and preliminary design concepts cannot be firmly determined. In particular, the cost of renovation projects is difficult to estimate. We cannot predict what future building costs will be. However, the current Michigan economy is providing competitive contractor bidding.

Cost estimates are refined as more detailed drawings are developed and the exact scope of the project is determined. A technique we have used often is the acceptance of separate or alternate bids on a part or section of the plan that is expendable or can be temporarily shelved or deferred. This gives the Board of Commissioners the option to fit the project to available dollars.

A preliminary estimate of the construction cost is **\$1.5 to \$1.9 million dollars**. Cost is for construction only and does not include other project costs such as fees, furnishings and equipment.

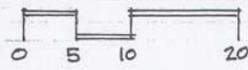
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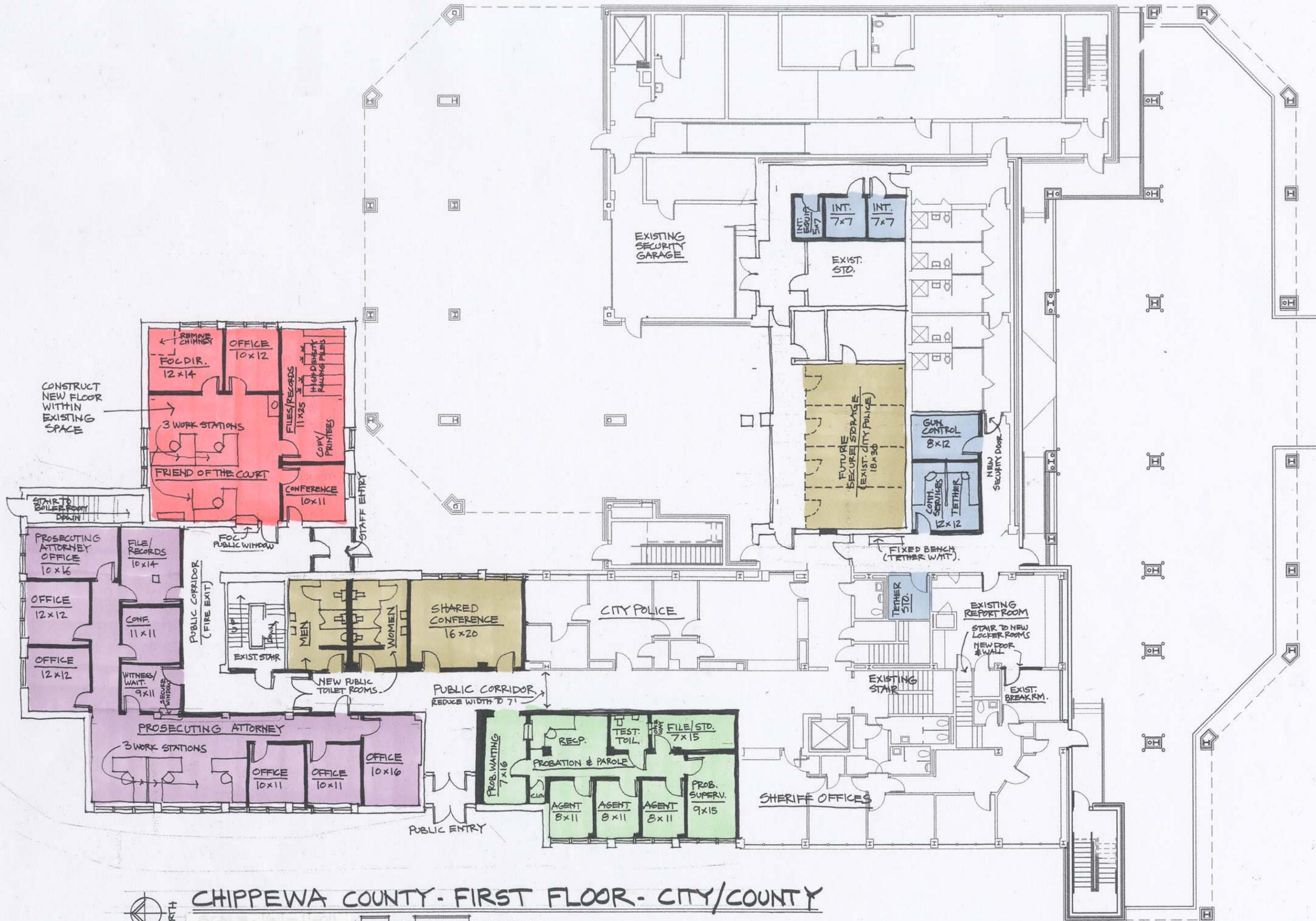
## **Preliminary Floor Plans**

Attached are preliminary plans illustrating the proposed layout for the basement, first and second floors of the City/County Building.

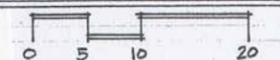


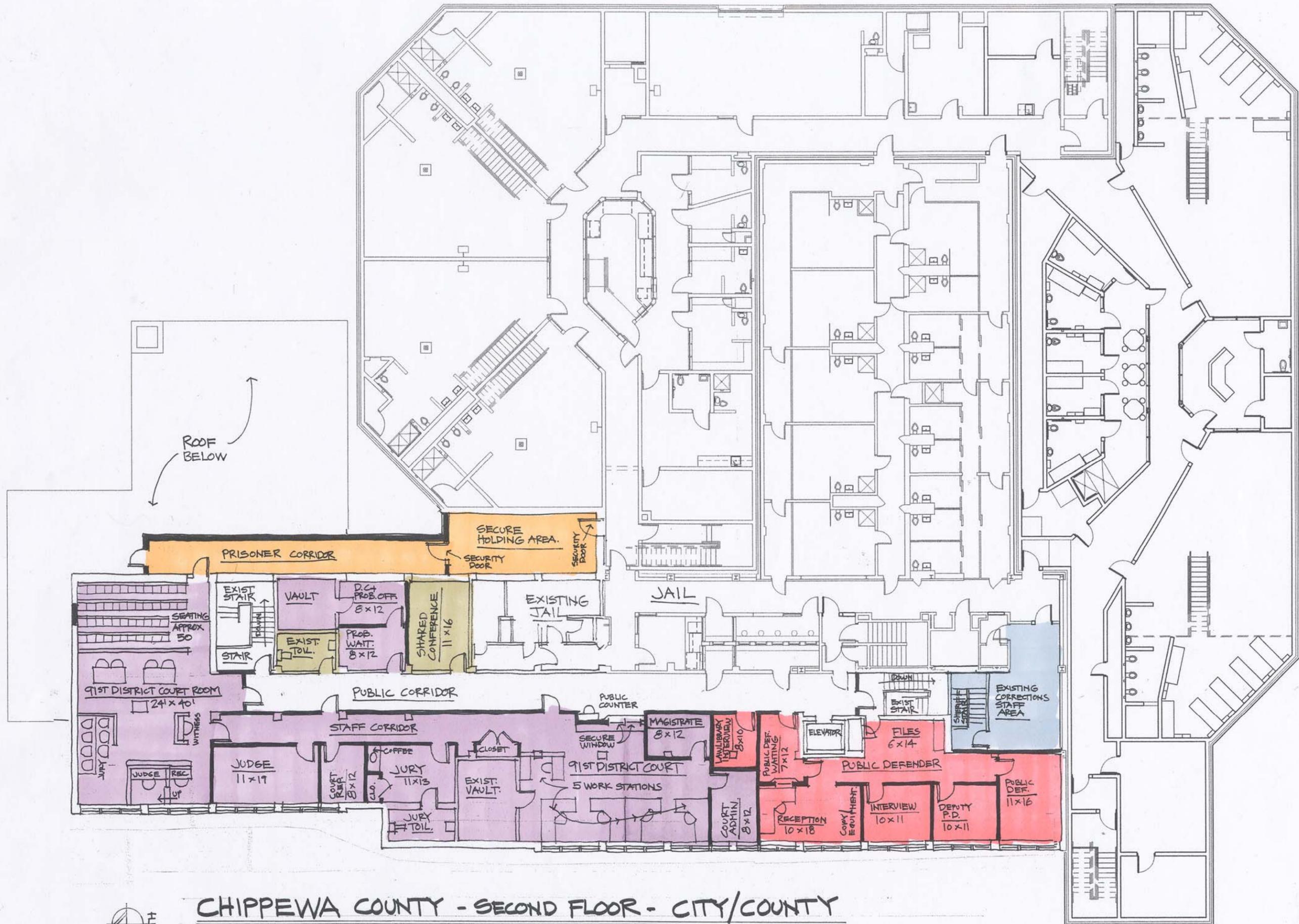
**CHIPPEWA COUNTY - BASEMENT - CITY COUNTY**



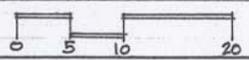


CHIPPEWA COUNTY - FIRST FLOOR - CITY/COUNTY





CHIPPEWA COUNTY - SECOND FLOOR - CITY/COUNTY



# E

## Conclusion

It is feasible to relocate all Annex Building departments into the City/County Building. District Court and Sheriff's Department space and security needs can also be addressed. It is undesirable to locate any County department into the basement. This appears unavoidable. It should be noted that the plan provides no additional storage. When City Police moves out, additional storage and first floor space becomes available.

County officials are in the best position to determine the future use of the Annex Building. Once again we wish to thank Chippewa County and please do not hesitate to contact us with questions.

Landmark Design Group, P.C.