WDMCS - LEARNING RESOURCE CENTER
BUILDING NARRATIVE
3550 Mills Civic Pkwy
West Des Moines, IA 50265

Construction Document Approval for Bid
November 2nd, 2012
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INTRODUCTION

This document is a study of the existing West Des Moines Community School District (WDMCS) Learning Resource Center (LRC) located along Mills Civic Parkway just off 35th Street. The building, which serves as the headquarters for teachers and administration of the district, was built in 1994.

In the spring of 2012, OPN Architects and Twin Rivers Engineering were hired to help evaluate and implement the district’s long term strategic planning goals for the LRC. The goals focused mostly on upgrades to the building’s electrical and mechanical systems, as well as, updating and minor remodeling of the building’s interior finishes. OPN worked with the district to review current building conditions, past building upgrades, and also to determine a possible short term home for LRC, while examining a timetable for construction and a return to the existing building.

Through series of design meetings, OPN Architects and Twin Rivers Engineering, worked with the WDMCS administration staff to:

• Provide conceptual programming, and develop design program requirements
• Assess the architectural condition of the existing facility
• Assess the mechanical, electrical, and plumbing systems of the existing facility
• Provide conceptual drawings to meet the program requirements
• Provide a conceptual cost estimate of the preferred building concept.

The following narratives are a description of the concepts and discussions that occurred and the key programming concepts that are included in the preferred architectural concept.
ARCHITECTURAL NARRATIVE

STUDY OVERVIEW
The current Learning Resource Center serves as the hub for the WDMCS, housing offices for the Superintendent, Associate Superintendent, Business Manager, Curriculum Director, and Technology Director. It also houses several departments associated with the district: Human Resources, Kid’s West, School and Community Relations, Educational Services, Accounting Services, Four Oaks, Nutrition, and the Instructional Material Center. It provides space for staff, reception, central file storage, training services, and houses the district central servers, as well as meeting spaces not only for the district, but also for the city of West Des Moines.

The goal of the exercise was to investigate the current and future conditions of the LRC and evaluate potential solutions that would accommodate current needs, as well as allow for future flexibility with their spaces.

PROGRAM REQUIREMENTS
West Des Moines Schools and OPN worked together to gather existing room assessments, staff input and review, for the purpose of improving the current allocated spaces. These explorations sought to identify and develop requirements that would help improve the workflow and function of the Administration spaces and help develop ideas about future work needs and flexibility of the interior spaces.

The following key points represent critical program spaces within the building:
- Maintain privacy and confidentiality within the Human Resources Department
- Introduce the necessary office and waiting area for an improved Registrar Department
- Provide better visual control, security, and orientation of front entry space
ARCHITECTURAL NARRATIVE

BUILDING ENHANCEMENTS
In addition to the spacial requirements, the following building enhancements were identified as important to improving the quality and experience of the building:

- Provide a more identifiable front entry and improve public interaction and perception
- Introduce a new office and waiting adjacent to the front entry to provide an improved Registrar Department
- Provide better visual control, security, and orientation of front entry space from reception desk
- Provide better separation between public and private spaces, as well as creating improved acoustical separation between departments
- Provide new finishes throughout the building as required
- Provide better circulation throughout the building for both public users and administration staff

DESIGN PROCESS
The Design Team took the base programming requirements for LRC to explore solutions for accomplishing the key points above. These solutions explored ways to get a better work flow throughout departments while maintaining privacy where needed. Areas outside of the scope of work included: exterior facade, roof, exterior windows, with the exception of the site, which is as needed basis. A detailed description of the existing building and its enhancements are included on the following pages.
ARCHITECTURAL NARRATIVE

DESCRIPTION OF PREFERRED DESIGN
The preferred design solution for the current facility would look to improve the existing interior of the building and meet the programmatic needs by enhancing the following spaces:

HUMAN RESOURCES
The Human Resources Department often involves sensitive materials and conversations, so maintaining confidentiality and privacy were important to the users. The current HR layout includes a reception desk, which creates conflicts in maintaining confidentiality. Design modifications to space include walling off the opening to create more privacy, as well as enhancing the layout and privacy between work area. This scheme will be discussed further in the next section.

ENTRY/LOBBY
The front entry space must then start to help LRC’s visitors and staff orient themselves while creating a more warm and welcoming lobby. With an addition of new finishes and wayfinding, allowing better circulation for groups entering and exiting. A new reception desk that has visual control over the area provides an intermediary step between the public and the staff. This will provide opportunities for organization and the realization of WDMCS’s identity through new signage and ways to display schedules, promotional material, notices, or showcase student work throughout the district.
ARCHITECTURAL NARRATIVE

REGISTRAR
The programmatic needs of the Registrar’s office necessitates making the space more accessible to the public. By relocating the space adjacent to the main entry and providing adequate room for the office and waiting, the Registrar can better serve the public and eliminate confusion caused by its current location on the second floor.

EXISTING FINISHES
In addition to the areas noted previously, the remainder of the building will all have updates to the existing finishes. New paint and carpet/rubber cork flooring will be provided throughout the building. The majority of the casework and ACP ceilings are in good condition and will remain.
REVIEW OF EXISTING SYSTEMS
The existing HVAC system consists of (2) gas-fired boilers and (1) 120T air cooled chiller. Each of the units are approximately 18 years in age and past their useful expectancy. With a north-south building orientation there is diverse heating and cooling requirements. This puts strain on the variable frequency drives along with the fan powered variable air volume (VAV) boxes. The existing controls associated with the air handling units are aging as well. Outdoor air is provided by louvers in the mechanical penthouse. All of the ductwork upstream of the unit is unlined, while downstream of the fan powered VAV units are lined.

RECOMMENDATIONS
Feasible replacement of HVAC systems includes replacing the (2) gas fired boilers with condensing boilers to gain efficiency with aggressive hot water reheat. To gain a more efficient heating and cooling load within the building the chiller will be replaced. (2) VAV units with the existing VFD’s, as well as (1) constant air volume unit. Similarly, all air handling units should be replaced in this system. In that, we will replace all controls associated with the AHU’s, chiller, boilers and fan powered VAV boxes. It was also a request to provide back-up cooling to the Broadcast Room, which will be carried as an alternate.

MECHANICAL NARRATIVE
ELECTRICAL NARRATIVE

REVIEW OF EXISTING LIGHTING SYSTEMS
The existing interior lighting system consists of primarily 3-lamp parabolic troffers with T-8 lamps. The fixtures are proposed to be replaced with 2-lamp direct/indirect basket troffers with T-8 lamps and ballasts to reduce energy consumption. In addition, occupancy sensors will be added to provide additional energy savings. Exterior building mounted lights will be replaced with LED fixtures of a similar nature. Site/parking lot lighting is not scheduled to be replaced.

TELEPHONE AND DATA SYSTEMS
Existing voice and data cabling will be replaced with CAT 6 cable. Additional data locations will be added as identified by IT staff. Coaxial and AV cabling is not scheduled to be replaced. District cabling within the building will remain.

FIRE ALARM SYSTEM
The existing fire alarm system will be replaced with a new addressable fire alarm system to meet current codes. The system will include a control panel, central pull station, smoke detectors, heat detectors, horns, and strobes.
## PROPOSED SCHEDULE

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<tr>
<th>DATE</th>
<th>TASK</th>
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<tbody>
<tr>
<td>December 7th, 2012</td>
<td>CD Review @ F&amp;F Meeting</td>
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<td>January 4th, 2013</td>
<td>CD’s 100% - Print</td>
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<td>January 31st, 2013</td>
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<td>February 8th, 2013</td>
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<td>February 11th, 2013</td>
<td>Contract Approval @ Board Meeting</td>
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<td>February 25th-April 19th, 2013</td>
<td>Project Start-up/Shop Drawings</td>
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<td>April 22nd-September 13th, 2013</td>
<td>Construction</td>
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<td>September 13th-27th, 2013</td>
<td>Commissioning</td>
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<tr>
<td>September 30th, 2013</td>
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ENHANCE VISUAL CUES AND CONTROL AT ENTRY
PROPOSED RECEPTION AREA
FILL IN HR WALL AND RECONFIGURE FOR PRIVACY
NEW DOORS WITH CARD ACCESS FOR BETTER BUILDING SECURITY
PROVIDE BACK-UP COOLING FOR BROADCAST ROOM - ALTERNATE

GIVE PUBLIC ACCESS TO VENDING ALCOVE
EXPANDED REGISTRAR OFFICE AND SUPPORT
* ENHANCED NEW FINISHES THROUGHOUT
* ENHANCED LIGHTING THROUGHOUT
* REMOVE VINYL WALL COVERING WHERE NECESSARY - ALTERNATE
MOVE AND REPLACE DOOR WHERE NECESSARY

PROVIDE WINDOWS AS SEPARATION BETWEEN FIRST AND SECOND FLOOR

* REPLACE CASEWORK WHERE NECESSARY
* ENHANCED LIGHTING THROUGHOUT
* ENHANCED NEW FINISHES THROUGHOUT
* REMOVE VINYL WALL COVERING WHERE NECESSARY - ALTERNATE
# SD/DD COSTING EXECUTIVE SUMMARY

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<th><strong>BUDGET</strong></th>
<th><strong>ESTIMATE</strong></th>
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<td>Construction Costs</td>
<td>$2,697,000</td>
<td>$2,621,000</td>
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<tr>
<td>Bid/Scope Contingency (5%)</td>
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<td>$150,000</td>
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<tr>
<td>Construction Contingency (5%)</td>
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<td>Owner Costs</td>
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<td><strong>$3,367,000</strong></td>
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<td>Additional Scope (Registrar Office Relocation)</td>
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<td><strong>Grand Total</strong></td>
<td><strong>$3,367,000</strong></td>
<td><strong>$3,369,000</strong></td>
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## SUMMARY

A. LRC Project on budget with added scope of Registrar Office Relocation  
B. Bid/Scope Contingency of $150,000 still remaining  
C. Add Alternates  
   I. Remove vinyl wall covering / Whole Building $ 155,000  
   II. Back up Cooling for ICN/Control Room $ 46,000  
   III. Replace additional ACP ceilings.  
   IV. Replace Acoustic Panels

## REFERENCES

A. “BUDGET” from Weitz estimates in 2010 Facilities Improvement Plan dated 3/26/2010  
B. “ESTIMATE” from OPN Architects SD/DD Construction Estimate dated 10/17/2012