

# CITY OF LEON VALLEY

## PUBLIC WORKS DEPARTMENT NEEDS ASSESSMENT



JULY 23, 2021

  
ARDURRA

  
LPA

# CITY OF LEON VALLEY

## PUBLIC WORKS DEPARTMENT NEEDS ASSESSMENT



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# CITY OF LEON VALLEY

## PUBLIC WORKS DEPARTMENT NEEDS ASSESSMENT



goals + methodology

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### goals

LPA was retained to conduct a space and site needs assessment study for the City of Leon Valley Public Works Department. The needs assessment study process was guided by the following primary goals and tasks:

- Assess current building conditions and identify deficiencies.
- Assess current site conditions and identify deficiencies.
- Assess and quantify present and future space needs.
- Assess and quantify present and future site needs.
- Provide an estimated opinion of probable construction costs.

### methodology

LPA, Ardurra, and Leon Valley Public Works representatives met on site at the Public Works Department building on July 14, 2021. A meeting was held to discuss current functions, daily operations, personnel counts, and projected growth. We also identified current deficiencies and opportunities while reviewing Leon Valley's proposed scope of building additions and renovations as well as site improvements. Following the meeting, we toured the existing building and site to allow for photography and additional questions and answers.

The data collected during the site visit is provided in the following section, along with associated recommendations. This study provides Leon Valley with data suitable for long-term decision-making.

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findings

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### findings overview

The City of Leon Valley Public Works Building, located at 6429 Evers Road, was constructed in 1984. It is a one-story, pre-engineered metal building with offices, a breakroom and kitchenette, warehouse/shop space, and loft storage. The immediate site is largely paved to accommodate city vehicle and equipment parking, as well as deliveries from 18-wheelers. Public Works shares the site with the Leon Valley Public Library, Veterans Memorial, Community Center, and Conference Center. It is a crowded, aged facility with a number of deficiencies, liabilities, and vulnerabilities that are explored in this section.



Existing site plan

### site findings

The immediate site at the Public Works building is accessible through a sliding vehicular gate on the west side and a pedestrian gate on the south side. Employees park their vehicles in the rear of the building, while parking for city vehicles and equipment is designated at the front and side of the building. The center of the site remains open for 18-wheeler access and turnaround. Throughout the remainder of the site is a vehicle impound lot, gas pump, covered parking/storage areas, multiple sheds, material stockpiles, fenced animal runs, and various collections of metals, tires, signage, and other items lacking designated storage space.

The list below summarizes the identified site deficiencies:

- Employee parking undersized
- Covered parking needed for sweepers, dump trucks, and other city vehicles
- Impound lot currently floods and needs to be regraded and paved
- Central asphalt area in very poor condition; needs new heavy-duty asphalt
- Loading dock needed for deliveries
- Canopies needed over stockpile area to keep materials dry
- Lawnmower shed undersized
- Radio tower may not be needed
- Many areas of dumped materials without a designated storage location
- No security system at property; intrusions have occurred



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### site findings



### building findings

The Public Works building is a one-story, pre-engineered metal building with approximately 12,400 sq. ft. of office spaces, toilet rooms and showers, a break room and kitchenette, and warehouse/shop space. Given its age, condition, and multitude of functions, it no longer provides an optimal working environment for its users. It is lacking in storage space, creating crowded, inefficient, and hazardous conditions. There are currently fire hazards and accessibility issues that must be addressed.

The list below summarizes the identified building deficiencies:

- Visitor entry/secured vestibule needed; angry customers have approached employees
- Many offices are undersized or have shared functions
- Storage spaces nonexistent or undersized; items placed anywhere room can be found
- Conference room needed
- Break room / training room cannot accommodate all personnel
- Kitchenette has oven with no hood
- Locker room/changing area needed; employees currently change clothes in shop
- Washer and dryer needed
- Additional overhead door(s) needed for greater workflow efficiency
- Drainage system at vehicle wash area often clogged with grass washed off lawnmowers
- Security system needed
- Considerable lack of natural daylight and views to outside
- Dedicated electrical and IDF rooms needed
- New mechanical system recommended; current system dates to 1984 and may be cause of observed leaks
- Exterior insulation failing allowing for air infiltration
- Fire hazards and ADA noncompliance throughout

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### building findings



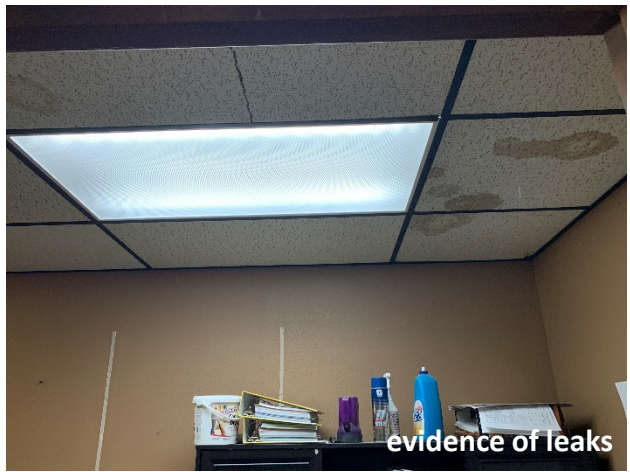
storage room; entry



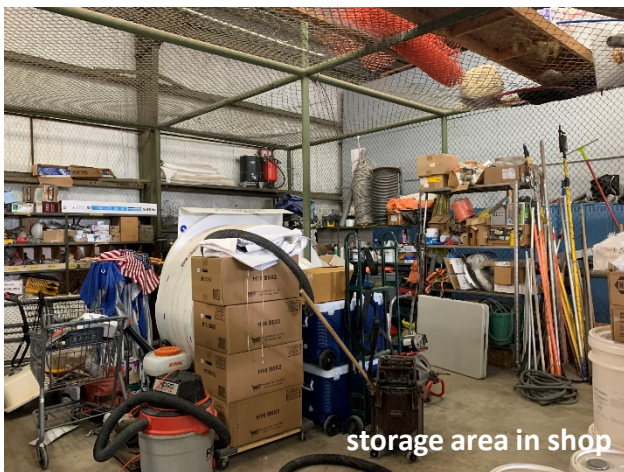
break room; kitchenette



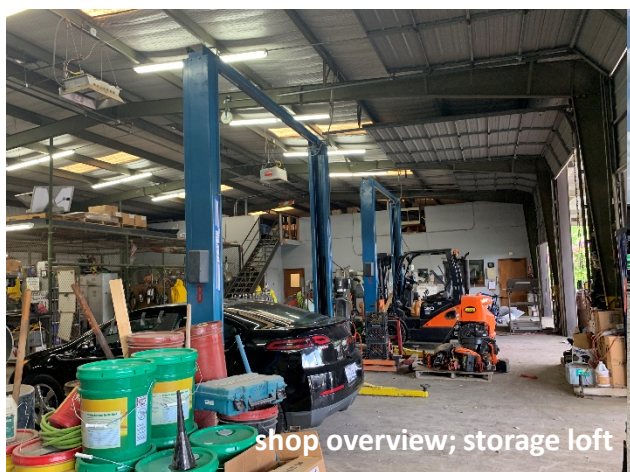
office; plotter room



evidence of leaks



storage area in shop



shop overview; storage loft

### **findings summary**

The Public Works site and building are encumbered with many functions in inefficient spaces. In summary, lack of storage is a major deficiency and leads to overcrowding of supplies, equipment, vehicles, and personnel. As a result, workspaces are undersized and fail to meet functional needs and accessibility requirements. Safety and security concerns are prevalent.

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**recommendations**

**LPA**

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### recommendations overview

Through a process of touring the existing Leon Valley Public Works Department, and in discussion with staff, the following design recommendations have been developed for consideration in the planning of any new or renovated buildings. These recommendations synthesize the ideas brought forth by staff with the expertise of the LPA team and propose providing a prefabricated storage building, renovating the existing public works building and grounds, and constructing a new administration building.



Proposed site plan

### **recommended new storage building**

There are several existing storage sheds haphazardly placed throughout the site, yet storage remains an issue. It is recommended to remove all storage sheds, purge and consolidate stored items and materials, and procure a 1,000 sq. ft., secured, prefabricated storage building. This would help organize and streamline both the storage methods and the overall site layout.

### **recommended renovations to existing building**

The existing building can be heavily renovated to focus its function primarily on the “shop” operations: maintenance, utilities, construction, and mechanics. The intent is an open floor space with each shop having its own quadrant or area. Other renovations would address mechanical, life safety, and accessibility issues.

The list below summarizes proposed spaces and revisions for the renovated 12,400 sq. ft. building:

- Wood working shop with storage
- Welding shop with storage
- Mechanics shop with storage
- Signage shop with storage
- Maintenance storage room
- Office (1 to serve Head Mechanic)
- Toilet rooms
- New exterior overhead door
- Support spaces to include custodial and electrical rooms
- Vehicle wash area
- New mechanical system
- New security system
- Site improvements: canopies, regrading, repaving, striping

### **recommended new administration building**

A new administration building would help alleviate many of the functional issues present at the overcrowded existing building while providing the opportunity to create a safe, modern, inspiring work setting for Leon Valley employees.

The list below summarizes the proposed spaces for a new 4,000 sq. ft. building:

- Secured vestibule and reception area
- Offices (9-10)
- Multipurpose workroom/storage room: plotter, files, supplies
- Miscellaneous storage closet
- Conference room to accommodate 10-15 people
- Break room / Training room to accommodate 30-40 people
- Male and female restrooms with showers, lockers, and changing areas
- Support spaces to include custodial, mechanical, electrical, IDF, and fire riser rooms



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### recommended square footages

The new administration building is outlined below per room and its recommended square footage. The net square footage is the total actual or assignable space needed for offices, storage rooms, or equipment such as copy machines. A grossing factor is applied to allow for required circulation, building structure, wall thicknesses, and support spaces such as janitor closets, mechanical rooms, and electrical rooms. The total gross square footage is then determined and is indicated as the last line item.

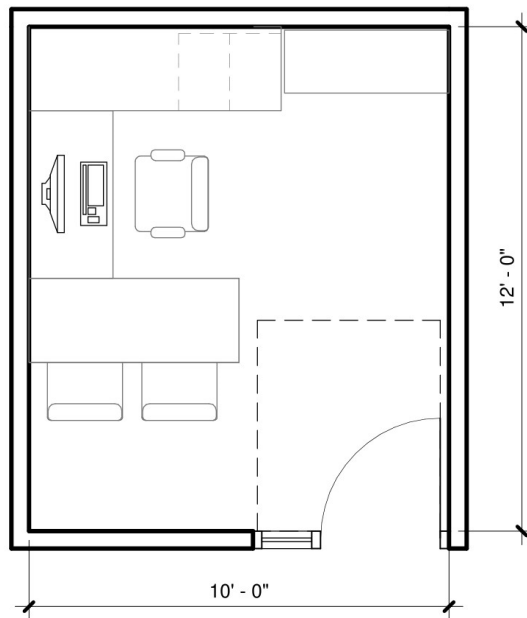
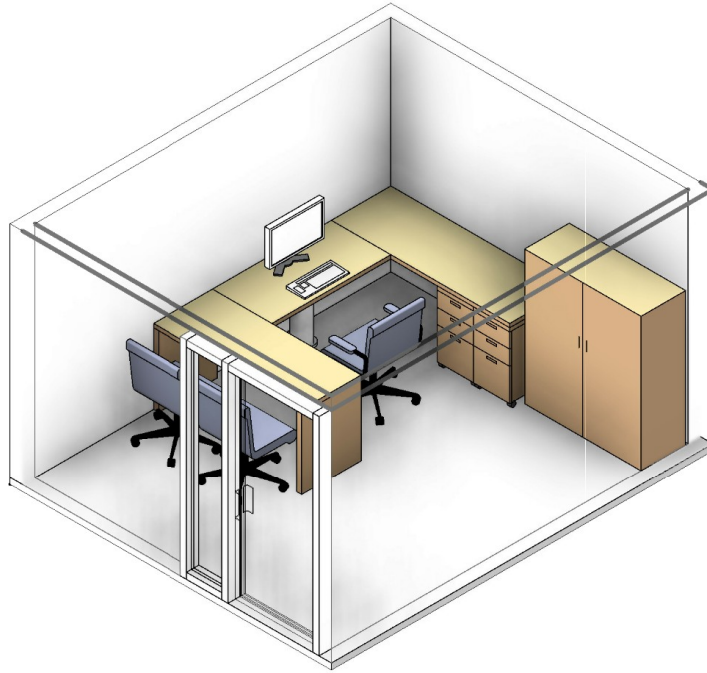
PROPOSED NEW ADMINISTRATION BUILDING			
Room	Square Footage	Quantity	Subtotal
Secured Vestibule	350	1	350
Reception	150	1	150
Visitor Toilet Room	64	1	64
Office	150	10	1500
Workroom/Storage Room	250	1	250
Miscellaneous Storage	48	1	48
Conference Room	350	1	350
Break Room/Training Room	620	1	620
Toilet Room/Shower/Locker	315	2	630
Net Square Footage			3332
Grossing Factor		20%	666
<b>TOTAL GROSS SQUARE FOOTAGE</b>			<b>3998</b>

### **recommended space standards**

The diagrams below are graphic representations of typical spaces proposed for the new administration building, with the intent of conveying general proportions and layouts. Once programming and design begin, various factors may necessitate deviations from these general standards.

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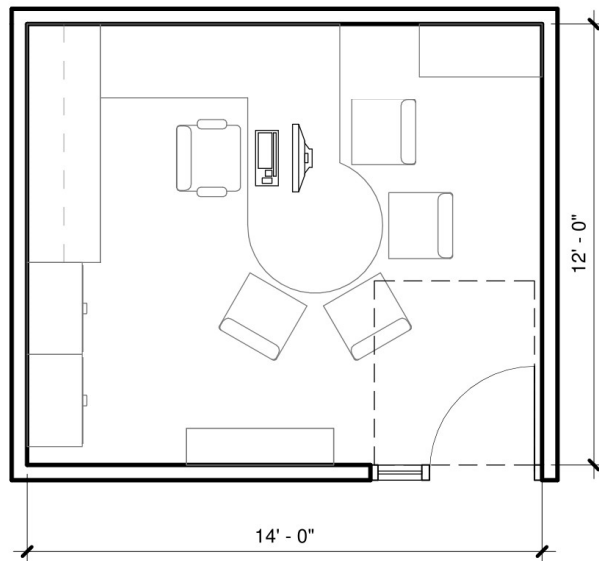
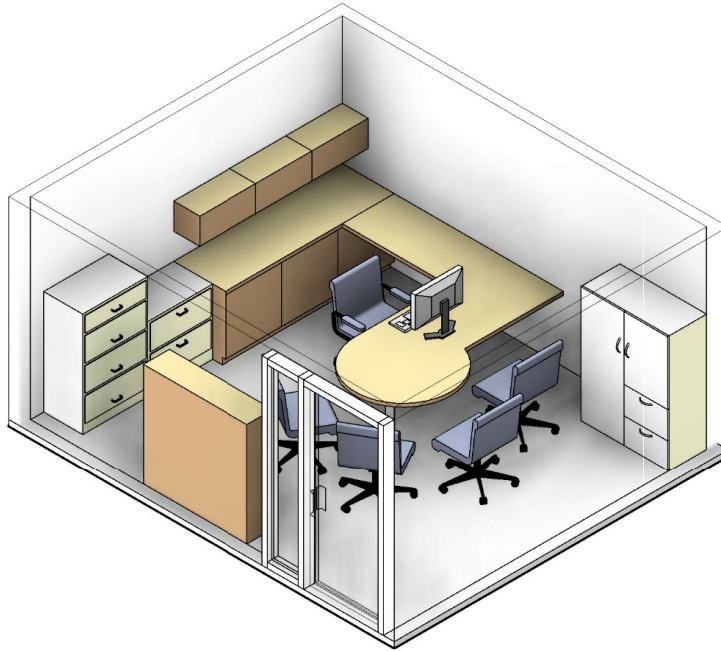
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Private Office 120 SF

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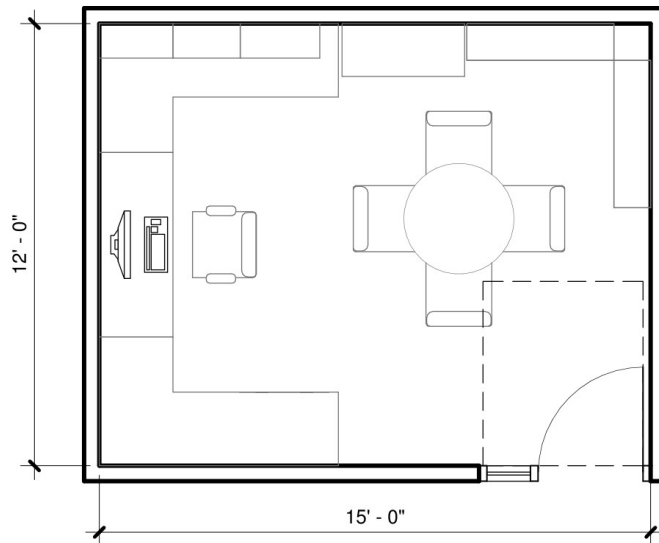
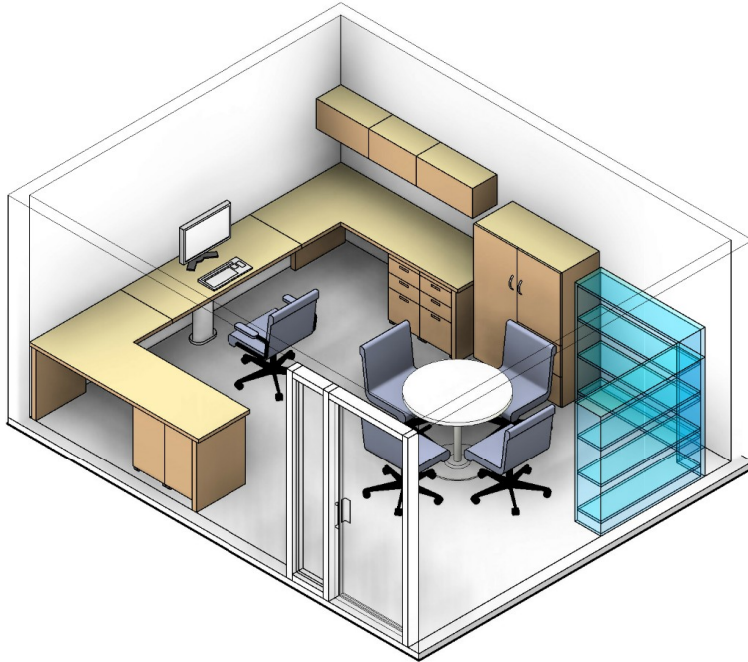
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Private Office 168 SF

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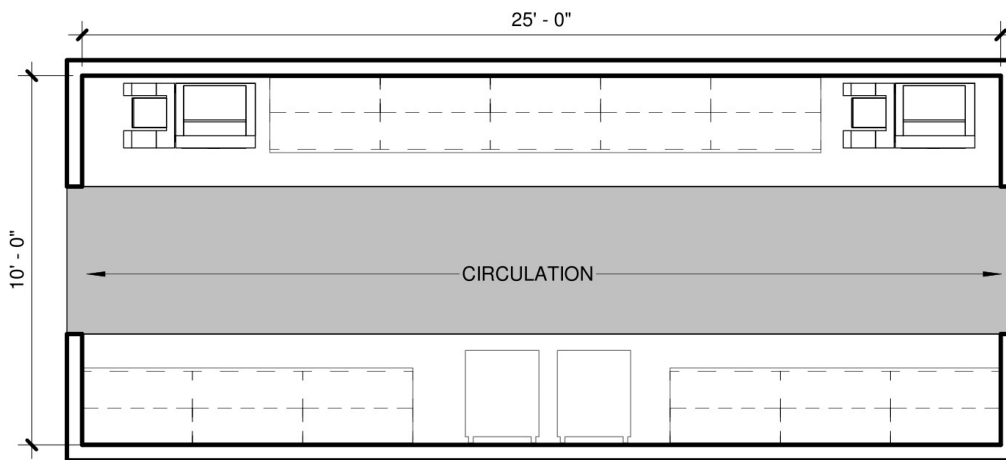
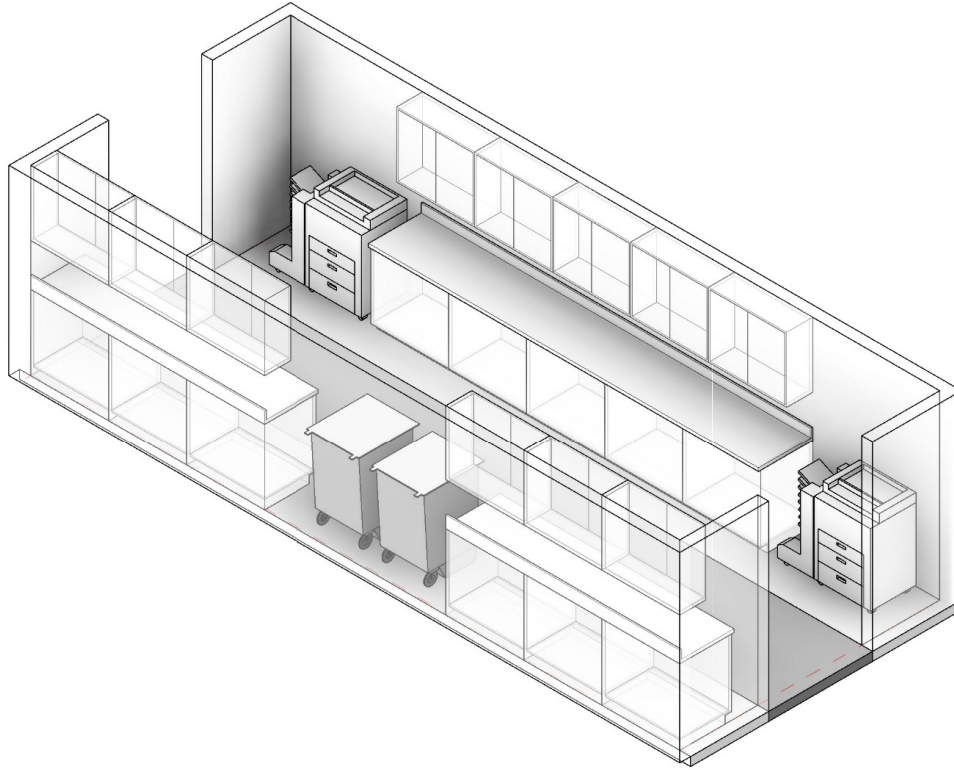
## PUBLIC WORKS DEPARTMENT NEEDS ASSESSMENT



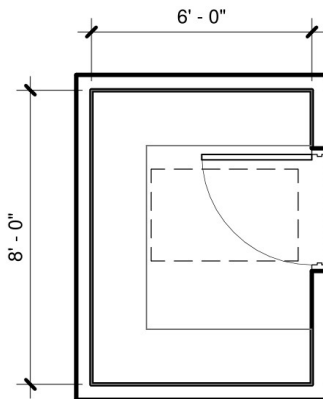
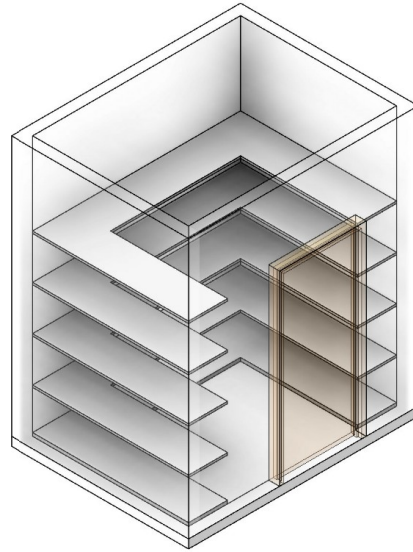
Private Office 180 SF

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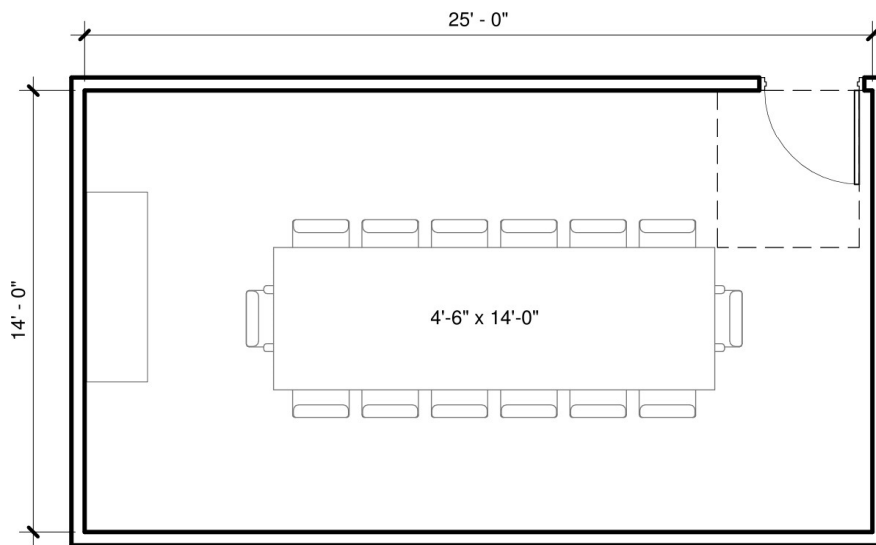
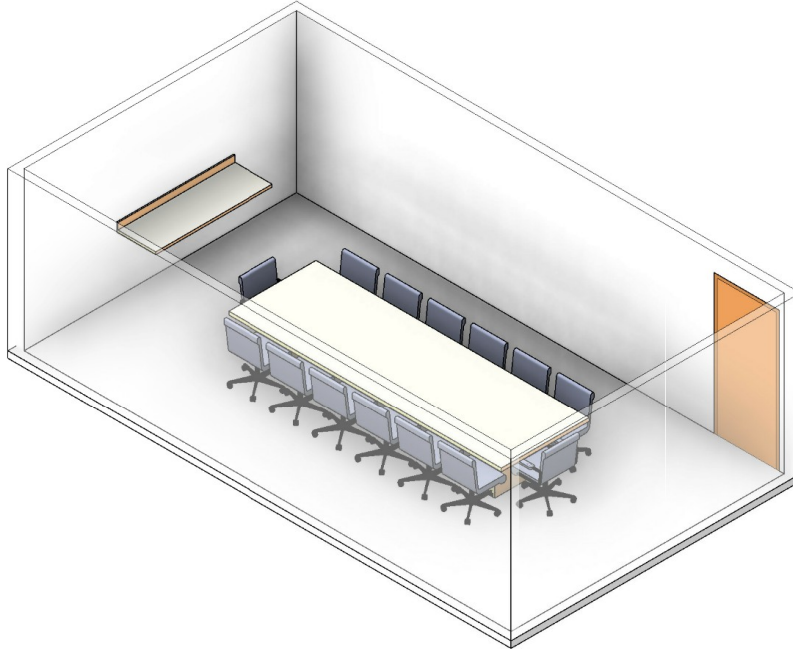
Workroom/Storage Room 250 SF



Miscellaneous Storage Room 48 SF

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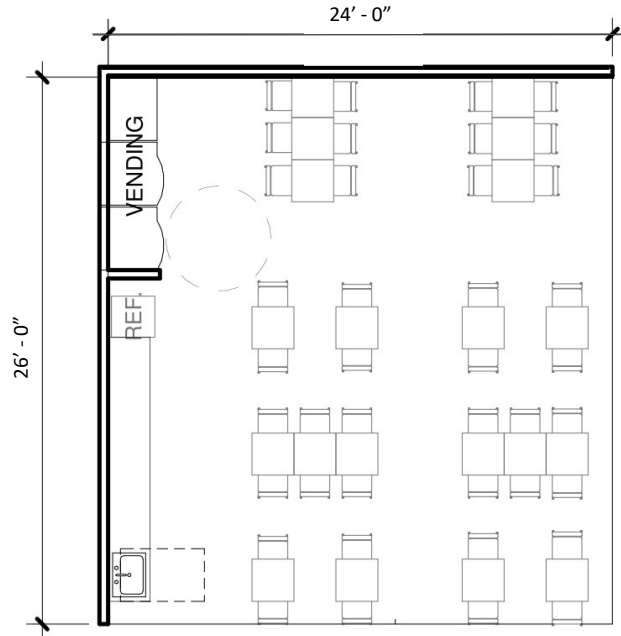
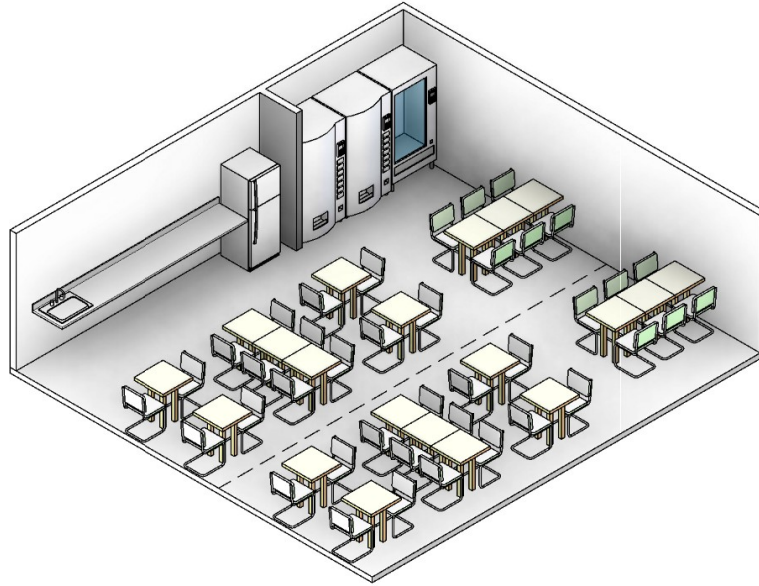


Conference Room 350 SF

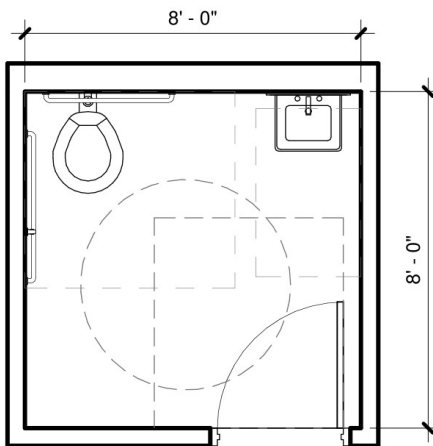
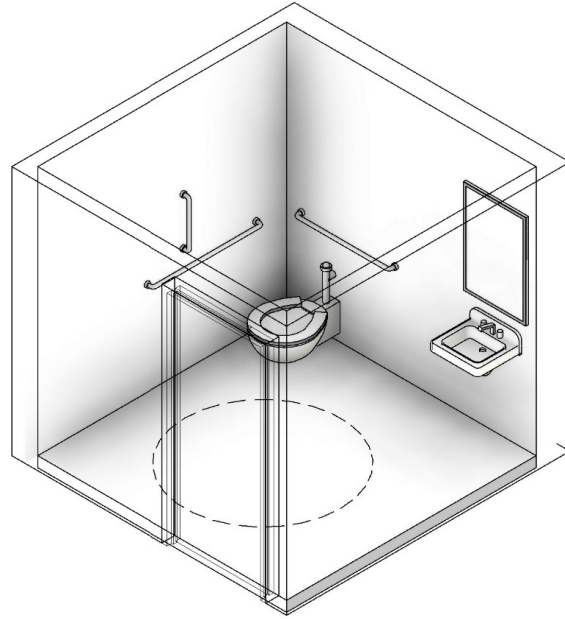


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Break Room/Training Room 626 SF



Visitor Toilet Room 48 SF

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**opinion of probable costs**

**LPA**

### estimated opinion of probable costs

Estimated opinions of probable construction cost have been assigned to each of the proposed buildings, based on an estimated cost per square foot. Also estimated is the “soft costs” for the project such as permitting, insurance, furniture, etc. Finally, an estimated architectural and engineering (MEP and Structural) services fee is provided as well, with the qualification that this may change depending on project scope and contract discussions. Once variables are better defined, these estimations can be further vetted and used to establish a project budget.

New prefabricated storage building – 1,000 sq. ft.....	\$30,000
Renovations at existing building – 12,400 sq. ft.....	\$1,714,000
New administration building – 4,000 sq. ft.....	\$1,300,000
<b>ESTIMATED TOTAL CONSTRUCTION COST.....</b>	<b>\$3,044,000</b>
<b>ESTIMATED TOTAL SOFT COSTS.....</b>	<b>\$1,272,000</b>
<b>ESTIMATED TOTAL ARCHITECTURAL, MEP, and STRUCTURAL SERVICES FEE.....</b>	<b>\$250,000</b>
<b>ESTIMATED GRAND TOTAL.....</b>	<b>\$4,566,000</b>

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