



# **Suffolk Downtown Library**

**SUFFOLK, VIRGINIA**

## **CHARRETTE REPORT FINAL**

### **VOLUME ONE**

**September 14, 2018**

**PROVIDED BY:**

**WALLER  
TODD &  
SADLER**  
ARCHITECTS

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**WTS PROJECT NO. 1418-S**



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# Executive Summary

## **EXECUTIVE SUMMARY**

Beginning in May 2018 a study was undertaken by a team of architects and engineers to program a Downtown Library and to evaluate it for a library in a new location and provide a comparative analysis to the existing for potential expansion. In cooperation with Gerry Jones, Department of Capital programs and Buildings; and Clint Rudy, Director of Libraries, the study team developed a preliminary Downtown Library Program to support the needs of the City of Suffolk Downtown Library. The study looked at a new library on city-owned property between Lee Street and South Street, fronting West Washington Street to the North and bounding on Jackson Street to the South. The design team also provided a comparative analysis of the existing Morgan Library and the additional space needs to utilize the existing site including a current built conditions analysis. The team through a process of charrette interactions with City and library staff, along with Public Meetings formulated needs of a 21<sup>st</sup> Century library that reflects the vision of the City of Suffolk. This report documents these findings and provides conclusions and recommendations for enactment with preliminary associated costs.

### **Study Team**

- Architecture: Waller, Todd & Sadler Architects, Inc.
- Library Programmers: Newman Architects, PC
- Civil Engineers: Kimley-Horn and Associates, Inc.
- Structural Engineers: McPherson Design Group, PC
- MEP Engineers: PACE Collaborative, PC
- HAZMAT/Environmental Engineers: GET Solutions, Inc.
- Geotechnical: GET Solutions, Inc.

### **Study Objectives**

- Develop 21<sup>st</sup> Century forward looking space program for a Downtown Public Library.
- Engage City Staff, Library Staff, and Public to compile and synthesize data collected that makes this program effort a vision to the current and future needs that support the needs of the City of Suffolk.
- Evaluate the developed program for siting of a facility on a new site and to provide a comparative analysis of program spaces on the existing site illustrating existing deficiencies.
- Evaluate current library conditions.
- Provide preliminary cost range.
- Provide recommendation based on findings with recognition to the proposed City of Suffolk Downtown Masterplan.

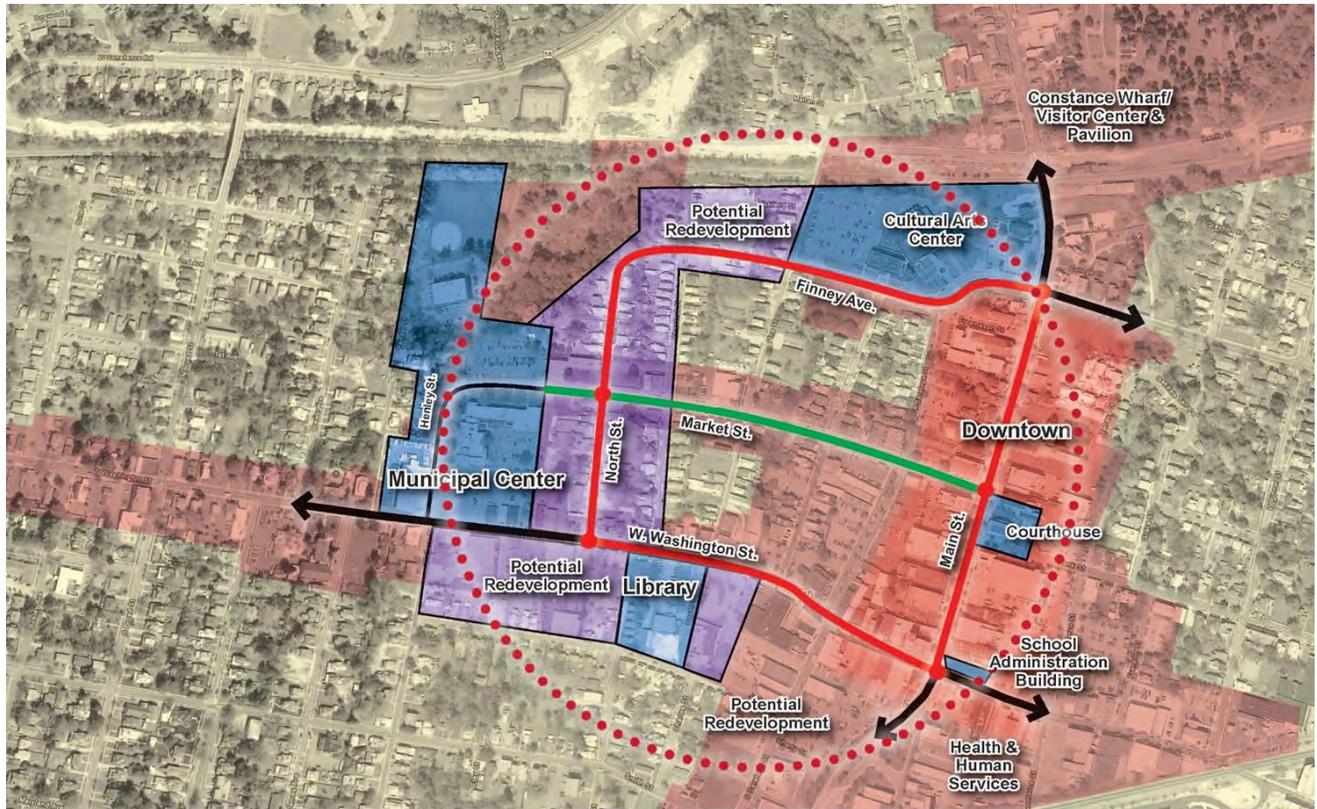
## Facility History and Background Information

The existing Morgan Library was established in 1986. The library location was an adaptive reuse of an existing furniture store. As of 1998 visions of a new library need were being discussed by City staff. The needs of the library were delayed for several years due to many economic reasons in the quickly growing City of Suffolk.



*City Owned Property shown in yellow.*

In December 2010 the Suffolk Municipal Building Conditions and Masterplan Report the library location was still shown in its current location. Shortly after the report was completed and during the construction of the New City Hall the concept of the “circle of opportunity” was further developed to place public facilities nodes along a generalized circle overlay of the downtown area. This “circle of opportunity” was to locate these public facilities as a catalyst to influence the infill development and redevelopment that would further energize the Downtown Suffolk cultural, social, and economic core.



*Circle of Opportunity*

In September 2012 Waller, Todd & Sadler Architects, as part of a new Library Masterplan, illustrated a new project site as the current proposed site that now linked the library location to this new concept of “circle of opportunity”. In July 2014 the Library Masterplan was again presented for continuing consideration for funding.

In September 2013 and September 2014, the New Library Masterplan location was incorporated into a Downtown Suffolk Masterplan produced by Waller, Todd & Sadler Architects that also included development opportunities such as the E. Washington Street residential development, Carver Circle, façade upgrade to E. Washington Street, parking enhancements, and open space/green space improvements for Downtown Suffolk. During this same time the proposed library location between Lee and South Streets; and W. Washington and Jackson Streets, the library and City were engaged in conversations with Paul D. Camp Community College as a possible partner in the facility.

After 2014 the emphasis was placed on much needed K-12 and other priority projects for the City of Suffolk and funding was delayed for new library until these priorities could be successfully be placed in operation.

In May 2018 Waller, Todd & Sadler Architects was commissioned to provide preliminary programming that captures the 21<sup>st</sup> Century needs of the Downtown Library for which this report herein defines and records.

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## Process

### 21st Century Library -The Evolving Library

The 21st century Library mandates acknowledgment of continuous change in both programs and physical planning. Successful libraries in the 21st century are being developed as future proof, easily modifiable based on rapidly developing technology and integration, and also evolving client needs. The Library remains an anchor in our communities, celebrating learning, and often serving as a beacon within the neighborhoods it serves. The new downtown library for Suffolk Public Libraries seeks to be just that, a beacon for its community which it serves earnestly. Offering a multitude of programs and services to the immediate neighborhood and the city as a whole, the existing Morgan Memorial Library has out grown its existing building and is in need of new space.

As identified by the City of Suffolk's downtown master plan, the new Library will serve as a catalyst for downtown development and growth. The new downtown library will create an urban place along Washington Street, encouraging opportunities for development on adjacent lots. The revitalization and renewal of this area of Downtown follows in the footsteps of the robust programming the Library is currently undertaking.

The programming process for the new downtown library has come through several milestone stages as outlined below. Each of these opportunities for engagement has led to an evolution of thought and ideas around what will specifically make the new downtown library a success.

#### **I. Benchmarking**

The design team programmer engaged in a benchmarking study to review new and recently renovated 21st century libraries in Virginia and in the Mid-Atlantic Region. Specific projects were chosen for their relation to the Suffolk downtown library in size, scale, proximity to the urban condition, and innovative programming supporting 21st Century Library ideas. Specific case studies were reviewed during the 2-day Library Staff Charrette. These case studies aided the conversation surrounding integration of various attributes of 21st Century Libraries, resulting in a short list of program goals. The key attributes of the benchmarking case studies are captured in the attached handout.

#### **II. Suffolk Public Library's Vision**

As part of the 2-day Library Staff Charrette, Suffolk Public Library Executive staff shared their vision for the new downtown library, including identified and established priorities for the development of the Building's program:

1. Growing Technology Trailblazers: Library as a Technology Hub
2. The New Town Square: Multipurpose/Multi-use, Flexible Spaces for All Needs
3. Fast Casual: 24/7 Access and New Models of Service
4. Flipped Learning: Library as Experience/Exploration Center
5. Maker Movement: Community-Created Content
6. Activists & Change-Makers: Library as Civic Connectors

Using Suffolk Public Library's vision as a guide, the 2-day Charrette resulted in a culmination of program spaces identified as vital to the success of the new downtown library.

1. 24/7 Access Spaces:
  - Entry Area
  - Outer 24/7 Lobby
  - Inner Lobby Concierge
  - Self-Checkout
  - Hold lockers
  - Technology loan / checkout
  - Quick Print
2. Library Spaces:
  - New / Popular Books
  - Print material – grab and go
  - Non-print
  - Technology Help-Desk and Workroom
  - Periodicals / Drop-in Area
  - Adult collection and reading areas
  - Local History & Genealogy- Archive Room
  - Memory Lab
  - Group Study
  - Youth and Family Services
  - Teens
3. Creative Spaces:
  - Maker-space (Adults)
  - Maker-space (Teens)
  - Repair café's
  - Multi-purpose Media Lab
4. Meeting Spaces:
  - Small / Group Study Stations (open)
  - Multi-purpose Dividable Meeting Rooms (closed)
  - Quiet study / tutoring rooms.
5. Staff Spaces:
  - Outreach Prep / Launch (for Library2Go and Pop-Up Library off-site programs)
  - Interlibrary Loan Staging
  - Closed Offices
  - Touchdown Staff Workroom
  - Staff Incubator Project Rooms
  - Staff Meeting Room
  - Staff Lounge + Flexible Work Area
6. Entrepreneur Incubator:
  - Hoteling and Shared Workspaces for Local Entrepreneurs / Startups
  - Meeting Rooms
  - Print Area/Business Center
7. Outdoor Spaces:
  - Launch area / Storage / utility space for Library2Go and Pop-Up Library off-site program components. Vehicle parking and exterior storage lockers.
  - Performance / activity space.
  - Gardening
  - Outdoor event space
  - Green space
  - General parking

Throughout the remainder of the 2-day Library Staff Charrette, initial program recommendations were made and an overall square foot analysis was assembled.

### **III. Community Engagement**

A robust process was put in place to engage with the community of Suffolk. The design team helped to develop an online survey, which was distributed by the Library broadly to the community. Two evening Community Meetings were held, one being at the City Hall, and the other at the East Suffolk Recreation Center. The design team also participated in walkthroughs of the existing Morgan Memorial Library to interview clients and community members.

The outcome of these methods of community engagement yielded a significant amount of public input and has been captured through written comments and feedback, Visual display visioning participation, and verbal communication. A summary of the Community Meetings and a summarized analysis of the Community Survey are included in the attached documents.

### **IV. Establishing Priorities and Incorporating Community Recommendations**

The following priorities were established by the Suffolk Public Library Executive team for the visioning of Suffolk's new downtown library:

- Growing Technology
- New Town Square
- Fast/Casual Delivery
- Flipped Learning
- Maker Movement
- Activists + Change Makers

These priorities reflect the growing trends in 21st Century Library programming and design and are consistent with benchmarking precedent as reviewed during the Library Staff Charrette meetings. Based on a thorough understanding of the library's public clientele and the specific geographic, demographic, and social considerations of Suffolk, the trends represent what is most important in implementation for the new downtown library. The priorities are based in an understanding that the new library will be in place for many years to come and will serve the needs future generations, of which the Library role has not been fully developed. Therefore, design criteria has been established including flexibility, transparency, mobility, and implementation of a sense of wonder to address as best it can the needs of the future.

The community meetings, as well as the online community survey distributed by the library, yielded an array of feedback including written comment cards, verbal conversation and documentation, visual prioritization exercise, and direct survey feedback. Overall, there were over 300 participants that shared their vision for the new downtown Library.

Based on the Library Staff Charrette documentation and outcomes, including information provided by the Suffolk Public Library Executive staff, and also resulting program documents, an analysis was conducted to show both points of *supporting priorities* and *diverging priorities* among the public interest conveyed at the community meetings. Keeping consistent with SPL's established priorities, the design team's review of current Library programming, and given the investment of the process in Community engagement and response, the design team recommended items for consideration for adaptation of the originally drafted program. These recommendations were reviewed during the meeting with Library Staff, held on August 21, 2018. The following feedback was given, and subsequently incorporated into the final building program summary document:

1. Incorporate designated Quiet Area

*RESOLUTION:* To be included in upstairs Adult Commons and Reading Room

2. Incorporate designated hard-wired computer space (e.g. Desktop Computers) with adjacent technology help desk.

*RESOLUTION:* Based on future goals for technology use in the Library, designated spaces for desktop computers will not be incorporated. Dedicated kiosks, and dedicated media pods for streaming and accessing online content will be provided. Dedicated work stations for specialty software will be included in the digital maker lab.

3. Incorporate dedicated Computer classroom

*RESOLUTION:* See above.

4. Study Carrels or Technology viewing 'pods' for individualized use

*RESOLUTION:* See above.

5. Reduce number of enclosed small group study rooms

*RESOLUTION:* The number of small group study rooms was kept the same. One small group study room was designated for the Teen Area.

6. Reduce number of Medium Sized Meeting Rooms

*RESOLUTION:* Medium sized meeting spaces were reduced by one.

7. Proportional breakdown of amount of space dedicated to flexible, short, retail-like book stacks, and traditional book stacks.

*RESOLUTION:* Proportional breakdown of stacks was considered. The final program reflects select collection types at a reduced quantity of retail like shelving, incorporating some full height shelving.

8. Full Commercial Teaching Kitchen

*RESOLUTION:* A full commercial teaching kitchen was discussed. It was determined that this need can be met by other entities within the downtown area and will not be included in the building program summary for the new central library.

9. Dispersed Storage

*RESOLUTION:* Storage has been dispersed in the building program summary to reflect the needs of individual space types.

10. Increased Parking

*RESOLUTION:* A need for increased parking has been noted in the building program summary.

## **V. Final Program Development**

Following the Library Staff Charrette, a draft building program outlining program spaces as identified in the charrette meeting was further developed. This program identified each space, along with capacity, size, quantity, and total square footages assigned. The program further identifies adjacencies required for each space, anticipated program and activities for each spaces' use, and additional notes as required to capture the content of discussion about the space.

After reviewing critical priorities following the Community Engagement meetings, the program draft was finalized based on Library Staff input on community recommendations. The final Building Program Summary is included in Tab 3 of this document.

## **Recommendations**

### **Site Considerations**

It is the recommendation of the study team to construct a new Downtown Library at the proposed library site. This site is on city-owned property between Lee Street and South Street, fronting West Washington Street to the North and bounding on Jackson Street to the South. Lee Street is a narrow two way street and the recommendation is to widen and improve this street to become the main access to the library parking lot, which would be towards the rear of the site, close to Jackson Street. South Street is recommended to be abandoned and the land incorporated into the library site. In preparation of closing South Street there is one site parcel that the city may need to acquire to prevent it from being land locked due to the fact that it does not have frontage on one of the adjacent streets. The parcel in question (34G17(A)\*167) is in common ownership with an adjacent parcel (34G17(A)\*164) that does have frontage on West Washington St, so it may be acceptable to leave the ownership if approved by planning. Otherwise, it's recommended that the city consider purchasing it because the value of needed improvements to the street outweigh the parcel value.



*Proposed Downtown Library Site and City Owned Property shown in yellow.*

The selection of this site would be in accordance with the Downtown Masterplan that was originally developed by Waller, Todd and Sadler Architects and more recently outlined in the Suffolk Downtown Masterplan Draft dated February 2018 prepared by Benchmark Planning. The recommendation provides for completing the “circle of opportunity” as discussed in this study and is also the most cost effective solution to provide the space needs vision of the Downtown Suffolk Library program for the benefit of the residents of Suffolk.

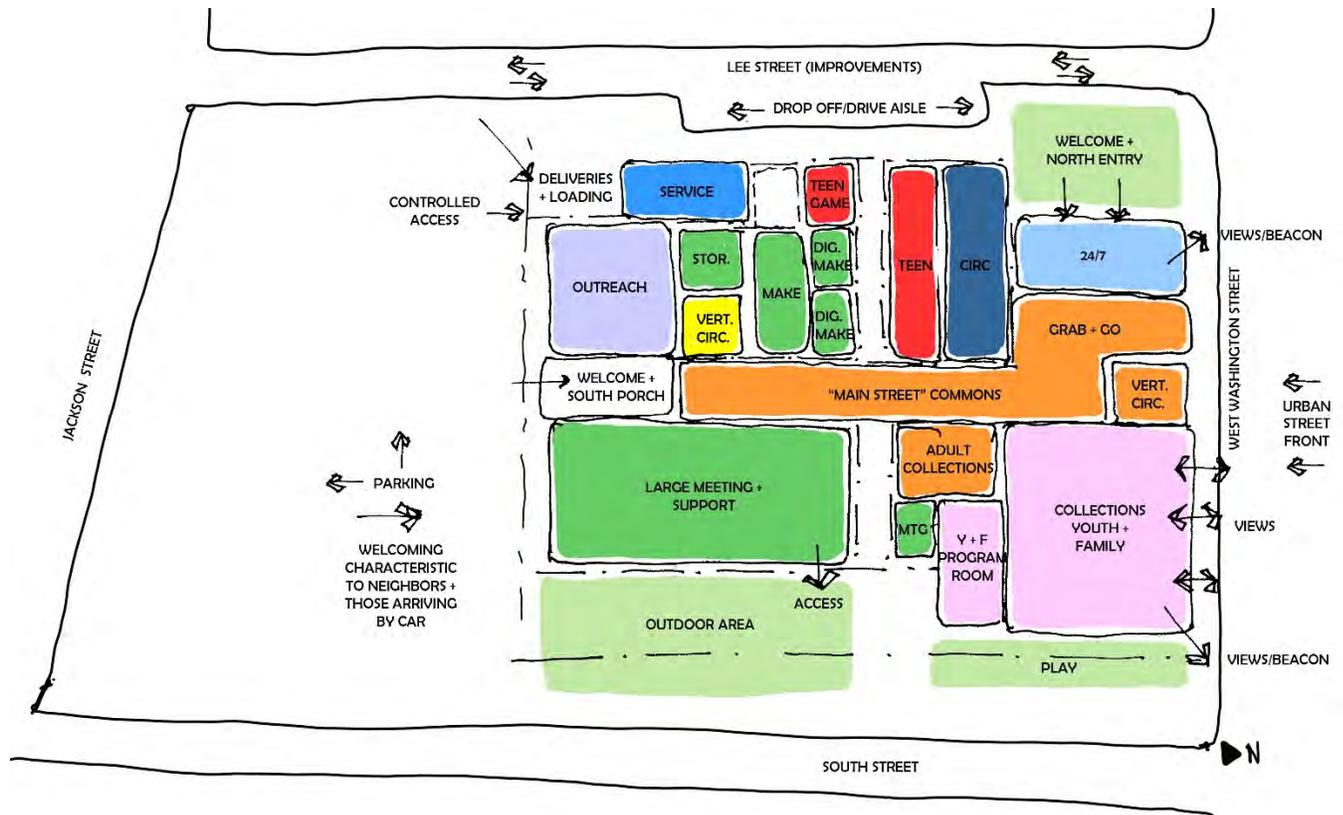
### **Building Program and Design Considerations**

The building program was developed to suit the specific needs of the City of Suffolk for a new downtown library. This was done by incorporating the input and vision of the library stakeholders, including the Suffolk Public Library staff, city staff, and community input. The final recommendation of the team is a two story building of approximately 45,000 sf. The building should front West Washington Street with an urban streetscape similar to City Hall just down the street. There is a desire to provide both visual and pedestrian connections with City Hall, and consideration should be given to a public plaza at the front of the site, off West Washington St. Parking should be located in the rear of the site along Jackson Street, with a drop off area off Lee Street.

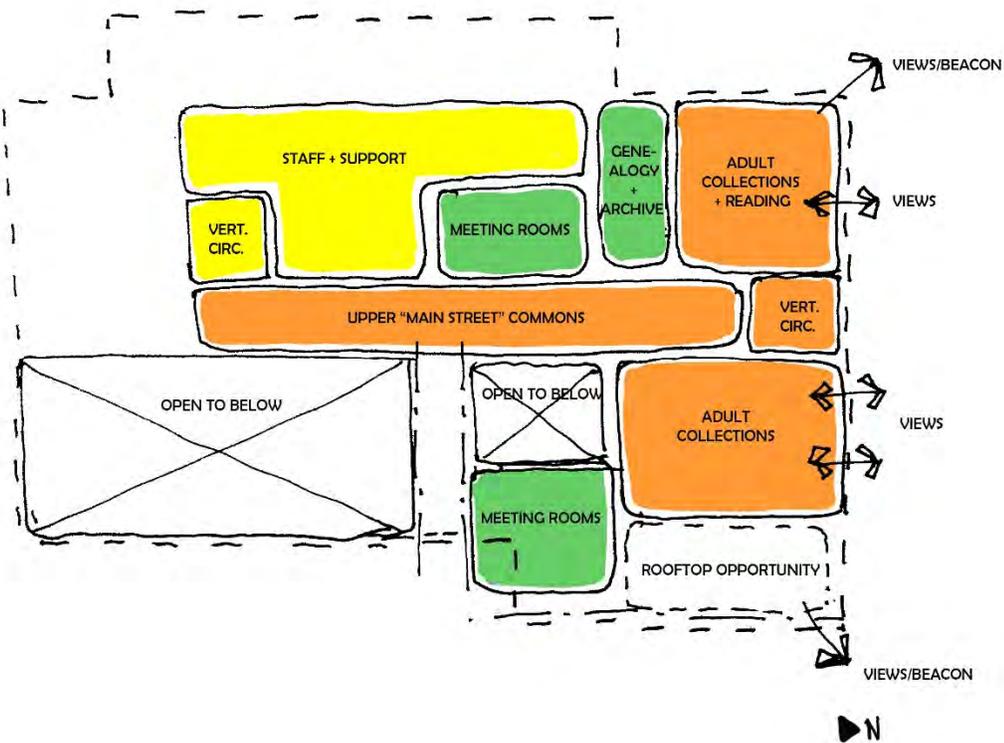
The building should be designed with significant glazing to provide good indoor/outdoor connections and allow for views into the facility from the streets, especially West Washington St. There is the desire for the building to be a beacon, welcoming people inside and influencing the streetscape and surroundings.

Due to the fact that the building will have a formal front on West Washington St for pedestrian access, and access to the building will be in the rear from the parking area and adjacent neighborhood, care should be taken to design a building that addresses both. Connections to outdoor amenities should be considered such as an amphitheater, outdoor play area, small garden or open space for library programs.

The design team used the proposed site to develop block diagrams that show the overall building footprint and associated programs on the site. These diagrams are for planning purposes only and do not represent a final design solution. The locations of programmatic space within the building was designed with input from the library staff, but is only a suggested solution. The library staff stated that some of the programs could be on either the first or second floors of the building. Overall it is desirable to have about 2/3 of the building square footage on the first floor and 1/3 on the second floor and allow for some 2 story interior space and visual connections.



Proposed Downtown Library – First Floor Block Diagram



Proposed Downtown Library – Second Floor Block Diagram

## Cost Estimate Summary

The following cost data provides a preliminary range of costs per square foot range for renovation/addition to the existing facility, proposed new facility, and streetscape improvements at the proposed building and streetscape improvements between east of the Municipal Center proceeding east to Lee Street (boundary of the proposed Downtown Library). Note these are preliminary estimates using mid-range cost per square foot assumptions. See Tab 5 – Cost Estimate for further breakdown and assumptions used in preparing the preliminary costs.

The next step should be to generate a more detailed cost estimate using parametric information with more developed project requirements. For planning purposes due to the uncertainty of the project requirements and the current bidding climate, it is recommended to use the upper level costs (\$425/sf) for budget assumptions, as shown below.

- A. Renovate/additions to existing Morgan Library including on-site improvements: \$25,000,000
- B. Proposed New Downtown Library including on-site improvements: \$21,150,000
- C. Streetscape improvements W. Washington St (north & south) at proposed library site: \$1,500,000
- D. Streetscape improvements W. Washington St (north & south sides) between Municipal Center and proposed library site: \$2,400,000

# Existing Morgan Library Evaluation

# Existing System Conditions

## Existing Conditions

### *Existing Structural Conditions*

The existing library is currently located in a single story structure across from City Hall off of West Washington Street. Original construction drawings of the building were not available for this study. The roof framing consists of metal decking supported by steel bar joists. The exterior walls are load bearing concrete masonry unit (CMU) walls with a brick veneer. An EIFS system and stucco coating was applied to the exterior walls sometime after original construction. The roof joists are supported by the exterior load bearing CMU walls and interior steel post columns throughout. The structure is most likely supported by a shallow foundation system consisting of concrete spread footings. And the first floor is most likely a concrete slab supported by the ground.

We performed a general walk through inspection of the structure to document any structural concerns. During our walk-through inspection, we spoke with the city's maintenance department and they indicated there were no known structural concerns according to their records. Our inspection concluded that the building appears to be in fair to good condition. There are some areas around the exterior that requires repairs to the EIFS system and stucco coating. We did not notice any obvious signs or indication that foundation settlement was a concern.

### *Renovation of Existing Structure*

The architectural study concluded that the existing library space is not adequate for the proposed upgrade. Additional square footage is needed in order to support the new upgrade plan. Due to site constraints around the existing building, there is no space to construct an addition to any side of the building in order to increase square footage. Therefore, an expansion of the existing structure will need to consider the construction of a new added story level.

The existing shallow foundation system is most likely not adequate to support the additional weight of added story levels. In addition, the existing roof framing and interior column supports are not capable of supporting new floor spaces above. The cost to reinforce the existing building and/or retrofit to support added story levels will be much more than demolishing the existing building and constructing a new facility.

Currently, there are not many window openings in the exterior walls around the building. The new upgrade plan will most likely consider more window openings and storefront to allow natural light to enter the building. Therefore, the existing CMU walls will need new steel beam headers over new openings and the CMU jambs will need to be reconstructed to provide new rough openings.

### *Existing Site Conditions*

The existing library building is located at 443 W. Washington Street on Tax Map number and is comprised of approximately 1 acre. The existing library structure is roughly 15,000 square feet. It is anticipated that the program requirements for the proposed structure will be 50,000 square feet.

### *Zoning*

The City of Suffolk is the governing body regarding zoning and allowable uses will be described in the **City's** Unified Development Ordinance (UDO) Section 31-406. According to the current zoning map, the subject parcels are zoned as follows:

Existing library building site (1.01-acre total):

- 34G17(A)\*199 Central Business District CBD                      43, 996 sf            1.01 ac.

In addition to the base zoning criteria, the site is partially situated within the Suffolk Historic and Cultural Conservation Overlay district. Generally the portions fronting W. Washington Street are within this overlay district. The Suffolk Historic District Guidelines will therefore apply to both developments, and a review of any development plan will be subject to review by the Historic Landmarks Commission and a Certificate of Appropriateness will be required for all new construction projects. Chapter 7 of the guidelines deal with New Construction and generally outline the form based requirements of this overlay district.

### *Roadways*

**All public roads in the City of Suffolk are owned and maintained by the City's Public Works Department.** Public road design standards are detailed in UDO Section 31-612 **as well as the City's Public Facilities Manual**, and are underpinned by Hampton Roads Planning District Commission (HRPDC) and Virginia Department of Transportation (VDOT) standards and specifications. Because the City owns and maintains its own roads, all decisions regarding roadways (typical sections, design elements, improvements, upgrades, and future expansions) will be determined by the locality generally without input from VDOT.

The existing downtown library site fronts and has driveway access from W. Washington Street and is situated between Wellons Street and Lee Street. The rear of the site fronts and has driveway access from Jackson Street.

The UDO categorizes roadways into three general types including Arterial, Collector, and Local. Based on the 2035 Comprehensive Plan (Map 4-2), the roadways fronting the project are designated as follows:

- W. Washington Street                      Minor Arterial
- Jackson Street                              Local
- Lee Street                                      Local
- South Street                                   Local

The 2035 Comprehensive identified level of service (LOS) for W. Washington Street near the project a **"D," however it's notable that the 2035 plan references 2012 traffic data.** The 2035 growth plan shows **this section of W. Washington Street at a LOS "E,"** indicating that the existing and future traffic is generally at or over capacity based on the existing number of lanes. The estimated 2035 average daily trips on W. Washington Street are approximately 11,700 vehicles per day. The Comprehensive Plan is silent on the local streets.

The 2035 Comprehensive Plan identifies no improvements to any of the streets fronting the projects as **either "Potential Future Improvement" or higher urgency "Priority Improvement."** This segment of W. **Washington Street is discussed in Section 4 "Other Roadway Considerations" where it states as follows:**

*While these facilities are not identified as an improvement priority due to funding constraints or limited potential for facility improvements due to restricted right-of-way, they are forecasted to serve increasing traffic volumes while exhibiting deteriorating service levels. As part of the annual development of the Transportation Improvement Program (TIP), these roads should be evaluated for inclusion as an improvement priority. Where roadway improvements are geometrically infeasible, the roadway segment should be evaluated on a periodic basis to identify operational deficiencies and opportunities for enhanced operations through signal timing optimization, modified signal operations, and improved equipment.*

The 2035 Comprehensive plan includes a new section on Complete Streets and the general broad public support for the concept, however acknowledging that there are many code and policy barriers to implementing Complete Streets at this time.

None of the roadways fall into the Special Corridor Overlay District or SCOD. The SCOD regulations are outlined in UDO Section 31-412.

Based on discussions with the City, there is a desire to reconstruct W. Washington Street between the proposed downtown library site and the Municipal Center. The suggested typical section should match to the degree possible the typical section that was used for the Municipal Center project. The general section is a two-lane roadway with parallel parking on the north side of the road and an enhanced pedestrian walkway, and traditional curbing with no parking and a plain concrete walkway on the south side of the street. Parallel parking spaces are protected and punctuated by planters that extend to the edge of the traveled way as a traffic calming and urban forest measure. High-contrast crosswalks at dedicated pedestrian crossing points will be of paver or similar materials. The streetscape is accentuated by traditional acorn style street lighting, furniture such as benches, bike racks, and planters, all with a common theme. These improvements are intended cover approximately 700 linear feet between the current terminuses of improvements (west of North Street) to the intersection of Pine Street.

There is a transit stop located at the Municipal Center near North Street. It is not anticipated that a new transit stop will be necessary at either of the library sites due to the relatively close proximity of this existing stop.

### *Parking and Loading*

UDO Section 31-606 generally governs the parking and loading requirements for development in the City. As noted in 31-606(a) (5), the Planning Director can waive the requirements in 31-606 based on **the "general availability of adequate public parking to serve anticipated parking needs."** Table 606-2 "Off-street Parking Requirements" identifies the library use in the Institutional category under the heading "Cultural" and has a minimum parking ratio of 1 space per 1,000 square feet of gross floor area and a maximum of 1.5 spaces per 1,000 square feet of gross floor area.

Based on these minimum and maximum ratios, the existing library site is over-parked as it sits. The existing parking lot has 50 striped parking spaces, with three dedicated to loading/oversize vehicles. The min/max requirement by zoning is 15 to 23 spaces. The existing library parking lot pavement is near the end of its life expectancy and is showing signs of severe stress and degradation. A full depth replacement of the pavement should be assumed with redevelopment of the site.

The Downtown Master Plan provided a review of the available parking in the downtown district and concluded that there is currently more than enough parking to support the demands in the district. At the existing facility there is on-site parking and overflow parking in a short walk behind the municipal center. At the proposed site, there is some on-street parking but no readily accessible public parking lot. This suggests that some parking will be necessary at the proposed site to support the use.

*Water Supply*

Water service in the City of Suffolk is provided by the City and is managed by the Public Utility Department. Water mains are located in all of the roadways surrounding the sites.

Water main pressures and flows have not been confirmed with the Public Utility Department. Based on correspondence with the Department of Public Utilities, water mains existing and proposed are as follows:

- W. Washington Street      **16"**      Suffolk distribution main
- W. Washington Street      **20"**      Portsmouth transmission main
- Jackson Street              **8"**      Between Lee St. and South St.
- Jackson Street              **6"**      Between Wellons St. and Lee St.
- Lee Street                      **8"**
- South Street                   **2"**

**The existing facility has a meter and tap from the 16" in W. Washington Street. An evaluation of the existing tap pipe diameter and meter will be necessary to determine if upgrades will be necessary with a renovated building on the site. The existing building is not sprinkled and has no hydrants on site. If the renovation is done, a new tap will need to be made to a public main to allow for adequate fire flow for the building sprinklers and on-site hydrant. It is unlikely that the existing tap is of adequate size.**

A site-specific water model will be required to model fire flows to either of the proposed buildings.

*Domestic Sewer*

Sewer service in the City of Suffolk is provided locally by the City, managed by the Public Utility Department, and regionally by the Hampton Roads Sanitation District (HRSD).

Based on correspondence with the Department of Public Utilities, gravity sewer mains existing and proposed are as follows:

- W. Washington Street      **8"**

During discussions with the Department of Public Utilities, it was noted that the existing gravity mains are all of questionable condition and need to be evaluated for replacement as part of any project.

**The existing site has a sewer connection to the 8" main in W. Washington Street. Notable by the markings and field observation it seems that the water and sewer connections are in very close proximity and will need to be separated with the reconstruction project to meet state guidelines.**

*Stormwater Management*

Storm water management in the City of Suffolk is regulated by the Public Works Department. The regulations found in the UDO and Public Facilities Manual are in compliance with the Virginia Department of Environmental Quality (DEQ) and follow their most current adopted guidelines for development in the Chesapeake Bay Watershed. The sites fall in both the Chesapeake Bay Preservation Area Overlay District as well as being designated as within an Intensely Developed Area (IDA).

There is not adequate room on the selected sites to construct the desired improvements and a traditional surface water BMP pond. Alternative methods of storm water treatment must be employed on the site. It should be anticipated that both underground storage and some type of filtering application near grade will be necessary to meet the water quality and quantity needs of these sites.

There is no on-site storm drainage at the existing library site. All of the runoff sheet flows to W. Washington Street right of way and is collected by curb inlets at that time. It is not anticipated that significant upgrades to the existing street drainage will be needed.

Because of the age and size of the existing receiving storm pipe infrastructure, it can be anticipated that significant on-site storm water storage will be needed. These will need to be located in some manner of cistern, likely underground. On the existing site this will certainly be located under the existing pavement. At the proposed site, there are opportunities to create storage in the planned public space along the frontage of W. Washington Street.

#### *Dry Utilities*

Natural gas is present in the right of way of W. Washington Street.

An underground telecom duct bank runs along the north side of W. Washington Street generally under the existing sidewalk. Based on previous projects this is a significant piece of infrastructure and cannot be easily relocated.

Overhead power runs along the north side of W. Washington Street. Several service drops cross the street especially in the area of the proposed site. There is also overhead power on the south side of Jackson Street. In following with the street improvement standard, all the overhead power lines will be placed underground with the streetscape project on W. Washington Street.

Co-located with the overhead power are numerous communications cables. These also will be relocated underground with the streetscape project on W. Washington Street.

#### *Environmental Constraints*

There are no wetlands, waters, or streams on at the subject site based on site observation and a review of available published data. It should not be anticipated that any Virginia Department of Environmental Quality or U.S. Army Corps of Engineers wetland or water permitting is necessary for this project.

There are no Chesapeake Bay Preservation Area buffers or resources on the subject site. The entire area is within the Chesapeake Bay Preservation Area Overlay District and therefore (as mentioned in the Stormwater section) state water quality requirements are required. The entire area is furthermore covered by an Intensely Developed Area (IDA).

There are no perennial streams in the vicinity of the site and no perennial stream buffers impact the site. FEMA flood maps show the site is in low hazard areas.

There are no known threatened and endangered species or cultural resources associated with the site.

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*Existing Building Conditions*

The following photographs describe the existing conditions of the Morgan Memorial Library's current building, focusing on program type and use.

1. Entry and Exterior Condition

The existing Library's exterior entrance is uninviting to the community and does not address the urban condition of downtown Suffolk. The Entrance lacks convenient access to book drop-off, community resources, and information sharing.



2. Seating area and common space

The seating and commons area within the existing Library seats approximately 20 people. The area is undersized and always full of people having one-on one meetings, reading, or working independently. The common space serves as a multifunctional learning space for large events in the Library. Because it is open to the rest of the Library, there are often complaints about noise. The furniture in the commons area is heavy, and not easily reconfigurable for events that frequently use the space.



3. Display

The current space for book display within the library is very small. While located conveniently in the center of the space, and close to the main entry, the display area does not have the proper infrastructure to support prominent display of public information, new books, and program information. The collections within the Library are all co-located within one space, allowing little room for growth, particularly of the non- print and special collections (e.g. Adventure2Go kits, Crocheting, Baking pans, Lendable Technology, etc.).



4. Storage

Existing storage in the Library is limited to one closet, which is approximately 50 SF. The Staff uses **this storage closet for storing large programming materials such as game equipment and Children’s program supplies**. The table on the right of the image is currently being used to store the new ESL collection. The staff at Morgan are currently using staff offices to store the remainder of tech equipment, program equipment, office supplies, program supplies, and circulation materials.



5. Digital Connections

The library has computer stations designated to desktop use. They are heavily used for education, games, job seeking, etc. There is currently no space within the existing library to expand access to technology, or to implement new technologies. The current main computer area is in the center of the Library and is very loud due to the lack of separation between areas. All age groups use these computers and there is concern about proper content due to mixed age groups.



6. Youth and Family

The youth and family area provides limited play space and collection space designated to youth of all ages. There is no separate space for teens, or pre-teen aged youth. The space is open to the rest of the Library, creating a large noise problem. Programs often take place in this area of the Library, creating noise and disruption to those browsing for books, reading, or working on concentrated effort.



7. Staff Offices

The existing Library has 3 offices, two of which are used for shared staff and storage. The image below depicts an office shared by two managers and is also used as storage for children's programming supplies, Library program supplies, and outreach.



8. Multipurpose Meeting Room

The multipurpose meeting room is the only public room within the Morgan Memorial Library that is separate from the rest of the Library. There is not accessible access to this room from the main floor of the Library. The room can hold medium sized events but is not big enough to house the large events that the Library frequently schedules. These events are held either in the parking lot when weather permits, or at the North Suffolk Branch. There is no storage or technology incorporated into **this room. Flexibility is minimal. The Library's use of this** space is constant and therefore there is not readily available to the public for community meetings or gatherings.



9. Staff Work Room

The staff work room depicted below includes acquisitions, cataloging, processing of new items, outreach and Library2Go/Pop-up libraries, events and classes planning and preparation, local **history/genealogy, City's grand sand records management administration, and storage for all the departments.** There are security concerns due to the lack of separation between staff work areas and the public area of the Library. There is no dedicated storage for individual staff members, or for outreach or programming materials. There is also no space for staff to have meetings or collaborate on program planning. Staff functions such as time cards, in/out board, shipping/receiving, printing, outreach staging, recycling, and trash are all co-located in a back corridor, causing significant concern for fire and life safety. There is currently a small staff lounge, however this is the only kitchen in the building, and it is not available for public use.



10. Accessibility

The **existing building has two levels, with the second level about 28" above the entry level.** The access to get to the upper level is by a stair with four risers or a ramp. The upper level houses the programs meeting room, staff offices, break room and storage. The interior ramp is not ADA compliant, and therefore a large portion of the building is non-compliant.

### *Existing Plumbing Conditions*

**The building's plumbing systems are** relatively simple, providing domestic cold water, hot water, and drainage to various toilet rooms, a drinking water cooler, and a breakroom sink. The building contains no showers or kitchen systems. Domestic hot water is produced with an electric water heater for hand washing or limited cleanup at the Janitor's sink or breakroom sink.

The existing plumbing fixtures are in fair condition. Water closets in gang toilet rooms are generally wall hung, flush tank type. Individual toilet rooms utilize floor mounted flush tank water closets. Urinals are standard wall mount with flush valve type.



Toilet room sinks are generally the wall mount type with exposed piping. Several sinks had been fitted with insulating piping jackets while others were bare piping. A drinking fountain was available but was not the appropriate height to meet the latest ADA requirements. The breakroom is fitted with a countertop mounted single bowl sink. Plumbing fixtures do not appear to be from the original construction and have been replaced and upgraded over time.

The plumbing piping systems are most likely original to the building construction. This means they are over 50 years old and reaching their anticipated service life. A higher incidence of failures should be expected moving forward.



Roof drainage is through external downspouts.



*Renovation of Existing Building*

A new domestic water service will be required. A reduced pressure zone back flow preventer will be provided at the point of entry to the building to protect the municipal water system. The domestic water will serve the toilet room fixtures, janitor's sinks and kitchenette sinks. **Special plumbing needs for "Maker" spaces will be evaluated and included where recommended. Wall hydrants will be located around the building with a maximum spacing of 100 feet.** The need for a domestic water pressure booster system will be likely due to the expanded height of the building.

*Existing Fire Protection Sprinkler System*

The building contains two limited area sprinkler systems; one in each mechanical/electrical room. This method of protection is no longer permitted by the building code. We recommend that a whole building sprinkler system be installed along with the proper fire alarm interfaces to notify the fire department in case of sprinkler system activation.



*Renovation of Existing Building*

The limited area sprinkler system will be removed. The new and existing building portions will be equipped throughout with wet pipe sprinkler systems. Each floor will be provided with a wet pipe sprinkler system with a floor control assembly. It will include automatic sprinklers attached to piping supplied with water from the automatic water supply. Water shall discharge immediately from sprinklers opened by heat from a fire.

Sprinkler spacing, application densities, and design areas will be for light hazard in the stack areas, meeting rooms, corridors, offices, and support spaces. Storage and mechanical rooms will be ordinary

**hazard occupancies. "Maker" spaces will be evaluated** for potential hazards and at a minimum will be treated as ordinary hazard. Flow from any sprinkler system will be monitored through the main alarm valve, and will cause an alarm signal to be transmitted to the FACP. All control valves for the sprinkler systems will be supervised. Tampering with a valve will cause a trouble signal to be transmitted to the FACP.

*Mechanical*

**The building's mechanical system is comprised of six gas furnaces with associated split system air conditioning units.** The gas furnace air handlers have been located in two separate mechanical rooms. The outdoor condensing units are all located on grade at the rear of the building.

The gas furnaces and air conditioning units are in very good condition with manufactured dates of 2017, 2017, 2014, 2014, 2013, and one unreadable nameplate. The majority of gas furnaces are the high efficiency, condensing type. All air conditioning units utilize the newer refrigerant, R410A.



There is a limited low pressure natural gas system serving the gas furnaces through schedule 40 steel pipe.



The gas service is located on the east side wall.

Ventilation air is introduced to air handler returns through an outside air duct to a sidewall louver or roof hood. Exhaust appears to be localized to bathroom groups and discharged through the roof.



Space temperature controls is via stand alone, wall mounted thermostats.



The ductwork systems are very old and possibly original to the building construction. City maintenance personnel indicate duct system are very dirty and in need of cleaning or replacement. Maintenance personnel also reported that fiberglass batts above the lay-in ceiling are in very poor condition and create environmental dust problems when disturbed.

### *Renovation of Existing Building*

The building mechanical system shall consist of two packaged, variable air volume, (VAV) rooftop units suitable for economizer operation. Variable air volume operation shall be achieved through variable frequency drives. Two 75 ton hi-capacity rooftop units are anticipated. Duct shaft(s) shall be utilized to transport air vertically through the building.

The VAV air handling units will deliver primary air to series fan powered and shut-off type VAV terminal units with hot water reheat. All air handling units shall incorporate economizer and demand controlled ventilation (DCV). Return air plenums will be utilized to the extent possible.

Each zone will have a single thermostat, placed to best capture the space temperature without interference from occupant motion and/or skin radiation. The ductwork will be designed such that noise transfer from the mechanical equipment, crosstalk between adjacent spaces and noise caused by air velocity is kept well below noticeable levels. Smoke detectors will be placed located in the supply and return ductwork as prescribed by NFPA 72-2007 and the State of Virginia Mechanical Code.

Maker spaces will be evaluated for special ventilation needs. A dedicated exhaust system will be provided with manual switching to allow removal of odors or other effluents when necessary

Electrical rooms and telecom closets will each be served by a dedicated ductless split located in the space. The elevator machine room will also be served by a dedicated ductless split system.

Heating Hot water will be generated using modular, condensing (high efficiency with sealed **combustion**) boilers. **Two (2) boilers will be provided. Each boiler will be sized at 100% of the building's** peak heating load. In normal heating system operation, 140°F heating supply water will be used and the temperature delta (between supply and return) will be optimized to reduce heating water flow rate and maximize (reheat and preheat) coil performance. The boilers will be fueled by natural gas and be equipped with low-NOx burners.

Pumping for the hot water system will be in a primary-secondary pumping arrangement. This system type was chosen in order to guarantee minimum flow through the boilers as well maximizing their fuel efficiency. Dedicated boiler pumping loops (one in-line pump per boiler loop) will be circulated in and out of the variable pumping loop, maintaining the system desired hot water temperature. Inline centrifugal secondary hot water pumps will be utilized. The heating hot water system will be protected from air through the use of tangential air separators. The secondary hot water pumps will take hot water from the boiler hot water loop and distribute the water for use throughout the building.

A Direct Digital Control (DDC) System shall be provided for the control of the building HVAC equipment and lighting. The system shall be capable of optimum start/stop, demand limiting, demand controlled ventilation, night setback, and night setback time accumulation recording, system security, energy management, scheduling, and off-site modem communications/alarm capabilities. The building lighting shall be controlled through the building DDC system.

*Existing Electrical Power Service and Distribution*

The **building's electrical service is via (3) 200A disconnects. Panelboards appear to be in good** condition, but original panels are near the end of their useful life and should be replaced as part of any major renovation.



*Renovation of Existing Building*

A new electrical service will be required. Due to the increased square footage it is recommended that the new service be 1200A at 277/480V with step down transformers. Large HVAC, pump, elevator, and lighting loads should be served at 277/480V. The existing lighting system, interior and exterior, should be replaced complete with energy efficient LED lighting and code compliant lighting controls. Select spaces shall be provided with scene selection lighting controls with dimming. Branch circuit wiring and devices, whether floor or wall mounted, shall be provided to serve the space.

### *Existing Interior Lighting*

Existing lighting fixtures are fluorescent and are in various states of repair. Lighting control is primarily through toggle switches. Emergency egress lighting is provided via wall mounted EBU fixtures. Light levels within the book stack area appeared to be inadequate. Lighting and the associated lighting controls do not meet current energy codes, inefficient, aged, and do not appear to provide adequate lighting within the book stack area. A full lighting system replacement is recommended with energy efficient dimmable LED fixtures and associated controls. Emergency lighting is provided via wall mounted EBU fixtures.



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### *Existing Exterior Lighting*

Exterior lighting is provided via a combination of recessed and surface ceiling fixtures and non-cutoff wall pack fixtures.

There is currently two pole-mounted parking lot site lighting fixtures adjacent to the drive entrance and drop off boxes. Exterior illumination is accomplished primarily with building mounted fixtures, resulting in poor uniformity levels, and lower lighting levels toward the property lines.

The overall condition of the exterior lighting system is poor. The exterior lighting system should be replaced utilizing full cut-off energy efficient LED fixtures.





### *Exterior Power and Telecommunications*

The building is served from a pad mount transformer located along W Washington St. The existing electrical utility equipment is owned and maintained by the local electric utility company.

The current telecommunications service enters underground from W Washington St.



### *Renovation of Existing Building*

The telecommunications systems shall be provided to suit the needs of each space. Dedicated IT rooms shall be provided. **IT rooms shall be centrally located to limit max cable length to 300'.**

### Special Systems

Existing fire alarm system is beyond its reasonable service life, and most of the fire alarm system devices are in poor condition. The dialer system for the fire alarm panel functions intermittently and should be repaired/replaced.

Over the years, various devices and equipment has been added and / or modified. Wall mounted IT racks have been installed above a desk in an open office space. This equipment should be located within a dedicated space.

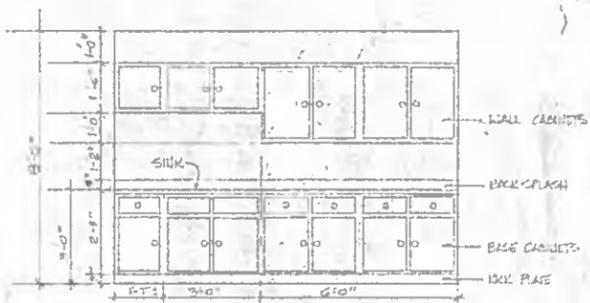
In general, the building fire alarm system and telecommunications infrastructure are in poor condition and are well beyond their expected 25-year service lives



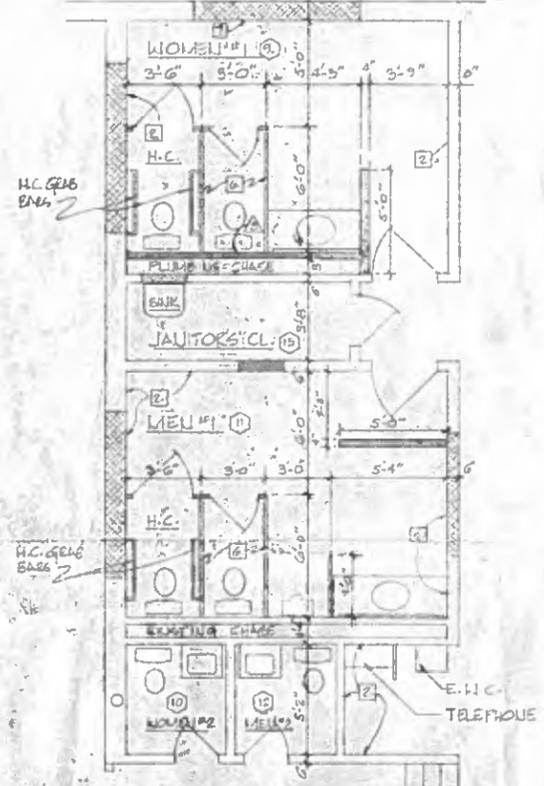
*Renovation of Existing Building*

An addressable code compliant fire alarm system shall be provided. Fire alarm system shall monitor the sprinkler system and interface with building elevator(s) for elevator recall. Fire alarm pull stations shall be provided at each egress door and entrance to each stairwell. Notification devices, audible and visual, shall be provided per code.

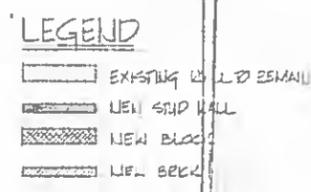
# Existing Plan



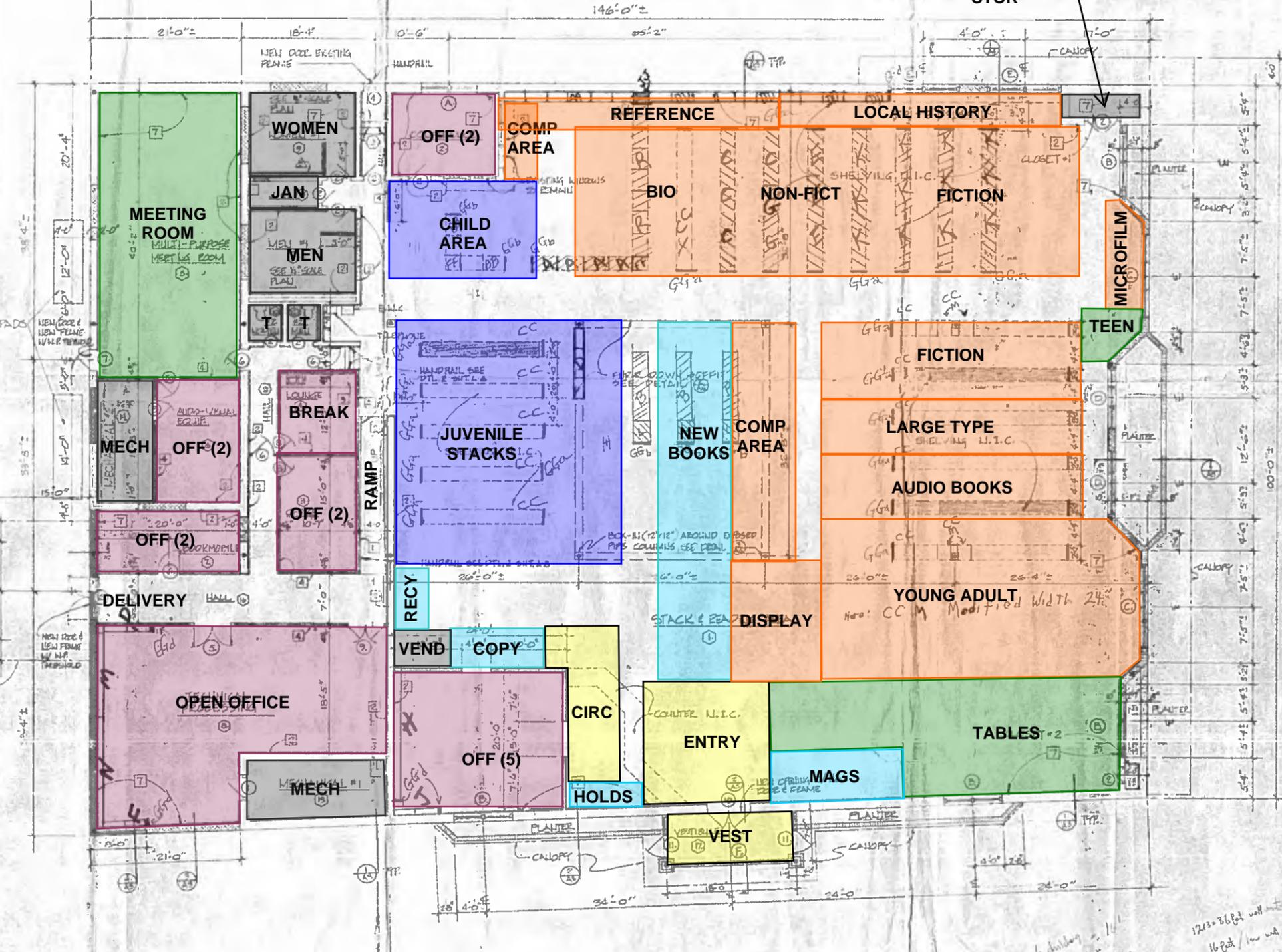
CABINET ELEVATION (LOUNGE): 1/8" = 1'-0"



TOILET LAYOUT: 1/4" = 1'-0"



PROGRAM  
STOR



FLOOR PLAN: 1/8" = 1'-0"

- NOTES:**
- 1. PROVIDE HAND RAILS BOTH SIDES OF RAMP, SEE DETAIL.
  - 2. PROVIDE 1/2" G.A.W.B. ON 1/2" GALV. MTL. FURRING CHANNELS @ 16" O.C.
  - 3. PROVIDE 1" INSUL. CONCRETE & CABINETS IN LOUNGE, PLANK ON OIL COUNTER, CONTRACTOR TO SUBMIT SHOP DRAWING FOR APPROVAL PRIOR TO FABRICATION OF CABINETS & COUNTER. SEE ELEVATION (P. 22).
  - 4. NEW INTERIOR PARTITION WALLS TO BE 3/8" STEEL STUDS 16" O.C. W/ 1/2" G.A.W.B.
  - 5. NEW WALL TO FORM CHASE TO BE 3/8" STEEL STUDS 16" O.C. W/ 1/2" G.A.W.B.
  - 6. NEW METAL TOILET PARTITIONS W/ CH BRACING.
  - 7. PROVIDE 1/2" GALV. MTL. FURRING CHANNELS @ 24" O.C., 1/2" RIGID INSUL. BOARD AND 1/2" G.A.W.B. ON ALL EXTERIOR MASONRY WALLS.

ARCHITECTS  
**WARNER AND BARNES, ASSOCIATES, P.C.**  
SUFFOLK  
VIRGINIA BEACH  
804-340-8828

ARCHITECTURAL PLANS  
FOR  
**NEW CITY LIBRARY FOR CITY OF SUFFOLK**

SHEET	<b>A2</b>	7 OF 18	REVISIONS	SHEET CONTENTS	FLOOR PLAN
JOB NO. 757-05	DRAWN E.A.B.	CHECKED M.D.B.	DATE 8-21-85		

12' x 36' wall unit  
16' x 16' wall unit  
15' x 15' wall unit

# Building Program Comparison

# BUILDING PROGRAM COMPARISON

## SUFFOLK PUBLIC LIBRARY NEW DOWNTOWN LIBRARY

Updated 9/4/18



SUFFOLK  
PUBLIC LIBRARY



### EXISTING TO PROPOSED SUMMARY

NEWMAN ARCHITECTS

GROUPS/SUBGROUPS	EXIST LIBRARY		PROGRAM DATA					
	Rooms	Area NSF	No. PPL	Room Qty.	Area NSF	Total NSF	Sub-group NSF	Group Total NSF
<b>24/7 Spaces</b>		<b>306</b>						<b>865</b>
Lobby/Commons	–		15	1	285	285		
Lockers	–		–		5	40		
Interior Book Drop	–		–	1		0		
Public Information	216		–	1	45	45		
Recycle Drop Off	45		–	1	45	45		
24/7 Medium Meeting Room	–		8 to 12	1	280	280		
Vending	45		–	1	50	50		
Print Services	–		–	1	15	15		
Service Pods	–		–	1	25	25		
Dedicated Restroom	–		1	1	80	80		
<b>Circulation</b>		<b>915</b>						<b>1,311</b>
Multi-Point Book Drop/ AMH	–		–	1	400	400		
"Shopping" Cart Storage	–		–	1	30	30		
Self Check Out	180		3	3	30	90		
Welcome/Concierge Kiosk	180		–	1	60	60		
Holds	15		–	1	65	65		
Gallery	–					0		
Print Services	80		–	1	15	15		
Database Search Stations - OPAC	–		–	3	12	36		
Circulation Work Room+ Cart Storage	460		3	1	615	615		
<b>Collections and Seating</b>		<b>4953</b>						<b>17,857</b>
<b>Adult Collections (quantified in Volumes)</b>		<b>2718</b>			w/ anticipated growth	Books/SF	4,129	
New/Popular	150		–	2000	10.00	200		
Adult Audiobook	300		–	4500	30.00	150		
Adult Bio/Non F	900		–	16000	16.00	1,000		
Adult Fiction	950		–	18500	12.00	1,542		
Graphic Novel	–		–	3000	12.00	250		
Magazines	118		–	45	1SF/Issue	50		
Large Type Bio/ Non F	300		–	500	8.00	63		
Large Type Fiction	–		–	7000	8.00	875		
<b>General</b>		<b>660</b>			51,845		3,650	
Flexible Commons- Seating	660		120	1	3600	3,600		
Service Pods	–		–	1	25	25		
Tech-To Go Cart	–		–	1	25	25		
<b>Special Collections</b>		<b>15</b>					280	

GROUPS/SUBGROUPS	EXIST LIBRARY		PROGRAM DATA					
	Rooms	Area NSF	No. PPL	Room Qty.	Area NSF	Total NSF	Sub-group NSF	Group Total NSF
Non Traditional Collections	15		–	1	280	280		
<b>Youth and Family Services</b>	<b>275</b>						3,645	
Early Childhood Play	275		30	1	520	520		
Elementary Play			18	1	420	420		
Gaming Pods	–		2 to 4	1	80	80		
Youth and Family Services' Program Room	–		25	1	850	850		
Youth and Family Services' Storage	–		–	1	150	150		
Flexible Commons- Seating	–		50	1	1500	1,500		
Print Services	–		–	1	15	15		
Service Pods	–		–	1	25	25		
Tech-To Go Cart	–		–	1	25	25		
Stroller Parking	–		5	1	60	60		
<b>Youth and Family Services' Collections (quantified in Volumes)</b>	<b>1100</b>						Books/SF	4,153
Juv. Audio Book	1100		–	500	20.00	25		
Juv. Bio/Non F			–	13000	8.00	1,625		
Juv. Fiction			–	18500	8.00	2,313		
Juv. Graphic Novel			–	1000	8.00	125		
Juv. Kit.			–	500	10.00	50		
Juv. Magazines			–	15	1SF/Issue	15		
<b>Teens' Services</b>	<b>60</b>						33,515	1,360
Teens' Commons	60		35	1	1050	1,050		
Small Group Study Rooms	–		2 to 5	1	100	100		
Service Pods	–		–	1	25	25		
Tech-To Go Cart	–		–	1	25	25		
Gaming Pods	–		2 to 4	2	80	160		
<b>Teens' Collections (quantified in Volumes)</b>	<b>400</b>						Books/SF	640
Y.A. Audio Book	–		–	300	20	15		
Y.A. Fiction	400		–	5000	8	625		
<b>Creative + Tech</b>	<b>1300</b>							<b>7,160</b>
<b>Tech Spaces</b>	<b>360</b>						540	
Digital Lab	360		8	1	420	420		
Print Services	–		–	1	15	15		
Tech- Media Pods	–		1	3	35	105		
<b>Maker Spaces</b>	<b>0</b>						1,340	
Digital Maker Lab	–		15	1	520	520		
Analog Maker + Experience Lab	–		15	1	520	520		
Creative Spaces General Storage	–		–	1	300	300		
<b>Meeting Spaces</b>	<b>800</b>						4,275	
Warming Kitchen	–		–	1	800	800		
Partitioned Meeting Space	800		150	3	750	2,250		
Storage	–		–	3	100	300		

GROUPS/SUBGROUPS	EXIST LIBRARY		PROGRAM DATA					
	Rooms	Area NSF	No. PPL	Room Qty.	Area NSF	Total NSF	Sub-group NSF	Group Total NSF
Small Group Study Rooms	-		2 to 5	3	100	300		
Service Pods	-		-	1	25	25		
Small Group Pods	-		2 to 5	4	80	320		
Medium Group Meeting Rooms	-		8 to 12	1	280	280		
<b>Local History and Genealogy</b>	<b>140</b>						1,005	
Digital Archive and Workroom Including Local History and Genealogy Collection	140		8 to 10	1	425	425		
Digital Recording Lab	-		1 to 2	1	100	100		
Display	-		-	1	120	120		
Secure storage	-		-	1	360	360		
<b>Staff</b>	<b>2,055</b>							<b>5,788</b>
<b>Flexible Work</b>	<b>1850</b>						3,120	
Private Offices	745		6	6	120	720		
Staff Workstations	900		25	25	55	1,375		
Staff Lounge	120		12	1	420	420		
Office Storage	-		-	2	120	240		
Mail and Deliveries	60		1	1	120	120		
Collections Processing	-		1	1	100	100		
Program Tech Storage and Processing	-		1	1	120	120		
Print Services	25		-	1	25	25		
<b>Learning Spaces</b>	<b>0</b>						430	
Conference Room	-		8 to 12	1	280	280		
Storage	-		-	1	150	150		
<b>Incubation Hub</b>	<b>205</b>						538	
Project Work Room	-		4 to 8	2	130	260		
Project storage Lockers	45		-	1	60	60		
Flexible Staff Work Area	-		8 to 10	1	180	180		
Professional	160		-	300	8.00	38		
<b>Outreach</b>	<b>0</b>						1,700	
Vehicle Garage	-		-	1	850	850		
Outreach Work Room and Storage	-		4 to 6	1	850	850		
<b>Building Services + Support</b>	<b>0</b>							<b>580</b>
Staff Restrooms	-			80	4	320		
Tel/Data/IT	-		Included in Grossing Factor (.35)					
Mechanical	-		Included in Grossing Factor (.35)					
Janitor Closets	-		Included in Grossing Factor (.35)					
Electrical	-		Included in Grossing Factor (.35)					
Trash/Recycle	-			2	50	100		
Lactation Room	-			2	80	160		
Public Restrooms	-		Included in Grossing Factor (.35)					
<b>Outdoor Spaces</b>	<b>0</b>							<b>0</b>
Community Garden	-		Included for Information Only					
Outdoor Classroom	-		Included for Information Only					

GROUPS/SUBGROUPS	EXIST LIBRARY		PROGRAM DATA					
	Rooms	Area NSF	No. PPL	Room Qty.	Area NSF	Total NSF	Sub-group NSF	Group Total NSF
Outdoor Maker Lab	-							
Play structure	-							
Flexible Open Space	-							
Pet Park	-							
Bike Racks	-							
Bike repair station	-							
Outdoor Lockers	-							
Drive Up Book Drop	-							
Utility Space for Library to Go	-							
Green Space	-							
Trash/Recycle	-							
General Parking	-							
<b>TOTAL NSF</b>		<b>27,610</b>						<b>33,560</b>
<b>GROSSING FACTOR</b>								<b>0.35</b>
<b>TOTAL GSF</b>		<b>14,500*</b>						<b>45,306</b>

Notes

\* Total Existing NSF and GSF numbers are approximate and should be verified with Architect's existing conditions

# Building Program Space Narrative

## PROGRAM SPACE NARRATIVE

The building program is a list of spaces with associate

### 24/7 SPACES

#### Description of Group:

Provide a welcoming entry lobby that is also available to library card holders 27/7. Space should provide access to a number of key library functions that can be accessed without the need for staff. Space is intended to function as a 24/7 library-in-miniature **providing library services to Suffolk's many residents and students who's school and work schedules necessitate off-hours access.**

Preliminary list of functions includes:

- WIFI
- Seating
- Lockers for holds pick-up.
- Book drop
- Public information including digital and non-digital displays and message boards.
- Recycling drop
- Meeting room
- Vending
- Self-serve print services
- Restroom

Occupancy:

- Staff: 0
- Patrons: 15

List of Sub-groups:

Sub-group	Number of Units	Unit Area NSF	Total Area NSF
Lobby/Commons	1	285	285
Lockers	9	5	40
Book drop to AMH	1	0	0
Recycle drop-off	1	45	45
Public information digital display and flyer / take-away display.	1	45	45
Vending	1	50	50
Service Pod	1	25	25
Print Services	1	15	15
24/7 Meeting room (8-12 persons)	1	280	280
Single occupant restroom	1	80	80
Sub-Total			865

## Spatial Adjacencies

- Adjacent to:
  - West Washington Street pedestrian access.
  - **Entry level "Main Street" Commons.**
  - Circulation
  - Automatic Materials Handling (AMH)
- Near proximity to:
  - Vertical circulation

## Environmental and Building System Requirements

- Acoustics:
  - Appropriate for use of space.
  - Sound absorbing material at ceiling.
- Heating / Cooling
  - Appropriate for space. 65-75 degrees / RH: NA
  - Provide vestibule at entry to maintain heating / cooling.
- Electrical (power)
  - Outlets as required for custodial.
  - Digital public information display.
  - Customer recharging stations.
  - Power to networked print station.
  - Vending
  - Service Pod
  - Holds lockers
  - Printer(s)
- Data Wiring / Cabling
  - Ample WIFI coverage
  - Ethernet connection points for:
    - Digital public information display
    - Networked print station.
    - Holds lockers.
    - Service Pod
  - Provide a combination of accessible ceilings, cable trays and conduit as required to achieve flexible, easily maintained cable pathways. Provide ceiling access panels if hard ceiling in Lobby.
  - Provide digital room signage at meeting rooms.
  - Provide wall-mount AV monitor back-box with power and required conduit at Meeting Room and Lobby / Commons digital display.
- Finishes:
  - Durable and easy to clean and maintain.
  - Hard non-slip flooring at Lobby / Commons and restroom.
  - Low pile carpet tile acceptable in Meeting Room.
- Lighting
  - Daylighting and appropriate lighting for function of this space.
  - Source: Dimmable LED (3000K color temp)
  - Target light levels:
    - Circulation workroom: 40-50FC
    - Customer areas: 30FC (general) 50FC at service desks.
    - Meeting Room: 30-40FC

- Audio-visual.
  - Provide wall mounted monitor, back-box and user-friendly AV setup at meeting room.
- Security
  - Ample and comprehensive security camera coverage.
  - Door contacts, break-glass and occupancy sensor detection.
  - Coordinate and tie into Suffolk city-wide municipal building security infrastructure.
  - Provide library card activated access control hardware at 24/7 space doors.
  - Provide proxy-card activated access control hardware at doors leading from 27/7 space to main library.
- Other
  - All areas and components to be fully accessible.
  - Provide automatic door operator at main entry and door between Lobby and main library.

CIRCULATION

Description of Group:

Circulation area includes public and staff components and spaces required to accommodate library material check-out and return. This includes interlibrary loan material processing, automatic materials handling (AMH), minor mending or cleaning of returned materials and preparation for reshelving. This circulation customer area may also include a circulation desk and/or welcome / concierge kiosk to assist with library card registrations, customer accounts, handling of fines and fees, self-checkout procedures and general wayfinding.

Occupancy:

- Staff: 3-6 persons
- Patrons: Varies

List of Sub-groups:

Sub-group	Number of Units	Unit Area NSF	Total Area NSF
AMH	1	400	400
<b>Customer "Shopping" Cart Storage</b>	1	30	30
Self-checkout Units	3	30	90
Holds Lockers Unit	1	65	65
Print Services Kiosk	1	15	15
OPAC Search Stations	3	12	36
Welcome / Concierge Kiosk	1	60	60
Tech-to-Go Cart	1	25	25
Circulation Workroom	1	615	615
Sub-Total			1,311

Spatial Adjacencies

- Adjacent to:
  - 27/7 Space / Front Entry
  - Main Street / Commons
- Near proximity to:
  - Deliveries / Loading
  - Outreach Support

Environmental and Building System Requirements

- Acoustics:
  - Appropriate for use of space.
  - Enclosed offices not required
- Heating / Cooling
  - Appropriate for space. 65-75 degrees / 30-45% RH
- Electrical
  - Outlets as required for custodial.
  - Provide ample power outlets at workroom workstations.

- Tech-to-Go Cart parking spot
  - Power outlet for AMH, printers, OPAC, self-checkout stations.
- Data Wiring / Cabling
  - Ample WIFI coverage.
  - Ethernet connection points for:
    - Staff workstations
    - AMH
    - Networked print station.
    - OPAC
    - Tech-to-Go Cart parking spot
    - Self-checkout stations
  - Provide a combination of accessible ceilings, cable trays and conduit as required to achieve flexible, easily maintained cable pathways.
- Finishes
  - Hard surface non-slip flooring at customer area.
  - Low pile carpet tile that permits easy rolling of book trucks is generally acceptable in staff area.
  - Durable and easy to clean and maintain.
  - Accessible acoustic panel ceiling at Circulation Workroom and AMH.
- Lighting
  - Daylighting and appropriate lighting for function of this space.
  - Source: Dimmable LED (3000K color temp)
  - Target light levels:
    - Circulation workroom: 40-50FC
    - Customer areas: 30FC (general) 50FC at service desks
- Security
  - Ample and comprehensive security camera coverage.
  - Break-glass and occupancy sensor detection.
  - Coordinate and tie into Suffolk city-wide municipal building security infrastructure.
  - Provide proxy-card activated access control hardware at doors to Circulation Workroom.

ADULT COLLECTION AND SEATING

Description of Group:

Provide library services and collection accommodation for adult age group. This area includes new books, all media, and periodicals along with fiction, non-fiction and reference. It also includes a combination of soft seating and table seating. Adult one-on-one technology assistance and instruction will take place in this area. Nontraditional collection includes such items as cake pans, tools, adventure-to-go kits, hot spots, and drones.

Occupancy:

- Staff: 2-4 (roaming)
- Patrons: Reader seats 110-120
  - Table seating-to-soft seating ratio: 6-1

List of Sub-groups:

Sub-group	Number of Units	Unit Area NSF	Total Area NSF
New / Popular Books	1	200	200
Audiobook	1	150	150
Non-fiction	1	1,000	1,000
Fiction	1	1,542	1,542
Graphic Novel	1	250	250
Periodicals	1	50	50
Large Type Fiction	1	63	63
Large Type Non-fiction	1	875	875
Non Traditional Collections	1	280	280
Tech-to-Go Cart	1	25	25
Service Pod	1	25	25
Seating	1	3,600	3,600
Sub-Total			8,060

Spatial Adjacencies

- Adjacent to:
  - Main Street / Commons
  - Outdoor space
  - Locate Ground Level portion of this area adjacent to Youth and Family Services.
- Near proximity to:
  - Teens

Environmental and Building System Requirements

- Acoustics:
  - Appropriate for use of space.

- 
- Consider white noise for sound masking.
    - Sound absorbing ceiling
  - Heating / Cooling
    - Appropriate for space. 65-75 degrees / 30-45% RH
  - Electrical
    - Outlets as required for custodial.
    - Power outlet for:
      - OPACs
      - Table-top outlets at library tables.
      - Ample recessed floor outlet points for library table position flexibility.
      - Ample outlet distribution for computers and charging throughout seating areas.
      - Service Pod
      - Tech-to-Go Cart parking spot.
      - Networked print station.
      - Self-checkout stations
  - Data Wiring / Cabling
    - Ample WIFI coverage.
    - Ethernet connection points for:
      - Table-top outlets at library tables.
      - OPAC
      - Networked print station.
      - Service Pod
      - Self-checkout stations.
      - Tech-to-Go Cart parking spot
    - Provide a combination of accessible ceilings, cable trays and conduit as required to achieve flexible, easily maintained cable pathways.
  - Finishes
    - Low pile carpet tile that permits easy rolling of book trucks.
    - Durable and easy to clean and maintain.
  - Lighting
    - Daylighting and appropriate lighting for function of this space.
    - Source: Dimmable LED (3000K color temp)
    - Target light levels:
      - Seating: 30-40FC
      - Shelving (open bookstore-type, measured horizontally): 30-40FC
  - Security
    - Ample and comprehensive security camera coverage.
    - Break-glass and occupancy sensor detection.
    - Coordinate and tie into Suffolk city-wide municipal building security infrastructure.

YOUTH AND FAMILY SERVICES COLLECTION AND SEATING

Description of Group

Provide library services and program room(s) for toddler through pre-teen age groups. Collections will be displayed on mobile (on casters) 4 high shelving units.

Occupancy:

- Staff: 2-4 (roaming)
- Patrons: 50 reader seats

List of Sub-groups:

Function	Number of Units	Unit Area NSF	Total Area
Early Childhood Play	1	520	520
Elementary Play	1	420	420
Gaming Pods	1	80	80
Program Room	1	850	850
Storage	1	150	150
Networked Print Services	1	15	15
Stroller Parking	1	60	60
Audio Books	1	25	25
Non-fiction	1	1,625	1,625
Fiction	1	2,313	2,313
Graphic Novel	1	125	125
Kits	1	50	50
Periodicals	1	15	15
Tech-to-Go Cart	1	25	25
Service Pod	1	25	25
Flex Common Seating	1	1,500	1,500
Sub-Total			7,798

Spatial Adjacencies

- Adjacent to:
  - West Washington Street
  - Outdoor space
  - Ground Level Main Street / Commons
- Near proximity to:
  - Entrance
  - Circulation

Environmental and Building System Requirements

- Acoustics:
  - Appropriate for use of space.

- Consider white noise for sound masking.
- Heating / Cooling
  - Appropriate for space. 65-75 degrees / 30-45% RH
- Electrical
  - Outlets as required for custodial.
  - Power outlet for:
    - OPACs
    - Table-top outlets at library tables.
    - Ample recessed floor outlet points for library table position flexibility.
    - Ample outlet distribution for computers and charging throughout seating areas.
    - Gaming pods
    - Service Pod
    - Networked print station.
    - Tech-to-Go Cart parking spot
    - Self-checkout stations
- Data Wiring / Cabling
  - Ample WIFI coverage.
  - Ethernet connection points for:
    - Table-top outlets at library tables.
    - OPAC
    - Networked print station.
    - Gaming pod
    - Service Pod
    - Tech-to-Go Cart parking spot.
    - Self-checkout stations.
  - Provide wall-mount AV monitor back-box with power and required conduit at Program Room.
  - Provide a combination of accessible ceilings, cable trays and conduit as required to achieve flexible, easily maintained cable pathways.
- Finishes
  - Low pile carpet tile that permits easy rolling of book trucks.
  - Durable and easy to clean and maintain.
  - Accessible acoustic panel ceiling.
- Lighting
  - Daylighting and appropriate lighting for function of this space.
  - Source: Dimmable LED (3000K color temp)
  - Target light levels:
    - Seating: 30-40FC
    - Shelving (open bookstore-type, measured horizontally): 30-40FC
    - Shelving (**library type, measured vertically**): **30FC at 30" AFF. 6 – 1** maximum-to-minimum ratio across stack face to achieve even distribution and reduce eye fatigue.
- Audio-visual.
  - Provide wall mounted monitor, back-box and user-friendly AV setup at Program Room.
- Security
  - Ample and comprehensive security camera coverage.
  - Break-glass and occupancy sensor detection.
  - Coordinate and tie into Suffolk city-wide municipal building security infrastructure.

#### TEEN SERVICES COLLECTION AND SEATING

### Description of Group

Provide library services for teens. Design should provide this group with some degree of autonomy to help foster a sense of ownership by user group. Activities within this area will include homework help, dedicated teen programs, movies, gaming. While this area will be separate from the main library spaces, the separation should be achieved with glass walls for transparency.

### Occupancy:

- Staff: 2 (roaming)
- Patrons: 35 reader seats. Flexible mix of soft seating and library table seating.

### List of Sub-groups

Sub-group	Number of Units	Unit Area NSF	Total Area
Gaming pods (2-4)	2	80	160
Audio Book (300 @ 20psf)	1	15	15
Fiction (5000 @ 8psf)	1	625	625
Tech-to-Go Cart	1	25	25
Service Pod	1	25	25
Small Group Study Room	1	100	100
Flex Common Seating (35)	1	1,050	1,050
Sub-Total			2,000

### Spatial Adjacencies

- Adjacent to:
  - Main Street Commons
- Near proximity to:
  - Youth and Family Services
  - Adult

### Environmental and Building System Requirements

- Acoustics:
  - Appropriate for use of space.
  - Consider white noise for sound masking.
- Heating / Cooling
  - Appropriate for space. 65-75 degrees / 30-45% RH
- Electrical
  - Outlets as required for custodial.
  - Power outlet for:
    - OPACs
    - Table-top outlets at library tables.
    - Ample recessed floor outlet points for library table position flexibility.
    - Ample outlet distribution for computers and charging throughout seating areas.
    - Service pod
    - Gaming pods
    - AV monitor back-boxes.
    - Networked print station.

- 
- Tech-to-Go Cart parking spot
  - Data Wiring / Cabling
    - Ample WIFI coverage.
    - Ethernet connection points for:
      - Table-top outlets at library tables.
      - OPAC
      - Networked print station.
      - Service Pod
      - Gaming pod
      - Tech-to-Go Cart parking spot.
      - Self-checkout stations.
    - Provide wall-mount AV monitor back-box with power and required conduit for Small Study Room and one additional location TBD.
    - Provide digital room sign at study room.
    - Provide a combination of accessible ceilings, cable trays and conduit as required to achieve flexible, easily maintained cable pathways.
  - Finishes
    - Low pile carpet tile that permits easy rolling of book trucks.
    - Accessible acoustic panel ceiling.
  - Lighting
    - Daylighting and appropriate lighting for function of this space.
    - Source: Dimmable LED (3000K color temp)
    - Target light levels:
      - Seating: 30-40FC
      - Shelving (open bookstore-type, measured horizontally): 30-40FC
      - **Shelving (library type, measured vertically): 30FC at 30" AFF. 6 – 1** maximum-to-minimum ratio across stack face to achieve even distribution and reduce eye fatigue.
  - Security
    - Ample and comprehensive security camera coverage.
    - Break-glass and occupancy sensor detection.
    - Coordinate and tie into Suffolk city-wide municipal building security infrastructure.

CREATIVE AND TECH

Description of Group

This area will provide spaces for a range of meeting rooms, digital technology labs, digital maker spaces and analog maker spaces. Spaces to be designed to accommodate a range of meeting / program types and will be technology rich.

Occupancy:

- Staff:
- Patrons: 203 - 213

List of Sub-groups:

Sub-group	Number of Units	Unit Area NSF	Total Area
Digital Lab (8 persons)	1	420	420
Print Services	1	15	15
Tech Media Pods	3	35	105
Digital Maker Lab (15 persons)	1	520	520
Analog Maker + Experience Lab (15 Persons)	1	520	520
General Storage	1	300	300
Warming Kitchen	1	800	800
Partitioned Meeting Space (50 persons)	3	750	2,250
Storage	3	100	300
Small Group Study Rooms (2-5 persons)	3	100	300
Small Group Pods (2-5 persons)	4	80	320
Service Pod	1	25	25
Medium Group Study Rooms (8-12 persons)	1	280	280
Sub-Total			6,155

Spatial Adjacencies

- Adjacent to:
  - Main Street Commons
- Near proximity to:
  - Adult
  - Family and Youth
  - Teens
  - Staff

Environmental and Building System Requirements

- Acoustics:
  - Appropriate for use of space.
  - Consider white noise for sound masking.

- Provide acoustical separation between rooms to allow for simultaneous meetings / programs.
- Heating / Cooling
  - Appropriate for space. 65-75 degrees / 30-45% RH
- Electrical
  - Outlets as required for custodial.
  - Power outlets for:
    - Tables to have wire management capability that includes outlets with whips to connect to floor outlet points.
    - Networked printer
    - Ample recessed floor outlet points for library table position flexibility.
    - At maker spaces, consider ceiling mount outlets for use with retractable chords.
    - Bench height room perimeter plugmold at labs and maker-spaces.
    - Ample outlet distribution for computers and charging throughout.
    - Tech Media pods
    - Service pod
    - AV monitor back-boxes.
  - Provide power for electro-mechanical operable partitions at Partitioned Meeting Space.
  - Provide power for projection screen at Partitioned Meeting Space.
- Data Wiring / Cabling
  - Ample WIFI coverage.
  - Ethernet connection points for:
    - All specialized digital lab equipment such as computers, scanners, recording technology, virtual reality, 3D printers, laser cutters etc.
    - Networked printer.
    - Tech media pods
    - Service Pod
    - At single ceiling mount projector at Partitioned Meeting Space (one total)
  - Provide wall-mount AV monitor back-box with power and required conduit at all labs and meeting spaces.
  - Provide a combination of accessible ceilings, cable trays and conduit as required to achieve flexible, easily maintained cable pathways.
  - Provide digital room signage at all meeting rooms, maker spaces and labs.
- Audio-visual.
  - Provide wall mounted monitor, back-box and user-friendly AV setup at all meeting rooms, maker spaces and labs.
  - Provide single ceiling mount projector at Partitioned Meeting Space (one total)
- Finishes
  - Low pile carpet tile at all spaces except for Warming Kitchen and Analog Maker and Experience Lab.
  - Provide rubber sheet flooring at Warming Kitchen and Analog Maker and Experience Lab.
  - Low maintenance durable wall finishes.
  - Accessible acoustic panel ceiling.
- Lighting
  - Daylighting and appropriate lighting for function of this space.
  - Source: Dimmable LED (3000K color temp)
  - Target light levels:
    - Seating: 40-50 FC at Meeting Rooms and Maker Spaces / Labs.

- Lighting design to take into consideration possible room darkening requirements dictated by technology and AV functionality.
- Security
  - Ample and comprehensive security camera coverage.
  - Break-glass and occupancy sensor detection.
  - All meeting rooms, maker spaces and digital labs to have proxy-card or library card access control that is tied into a digital reservation system.
  - Coordinate and tie into Suffolk city-wide municipal building security infrastructure.

LOCAL HISTORY AND GENEALOGY

Description of Group:

**Provide collection accommodation and patron services for SPL’s Local History and Genealogy Collection.**

This area will be technology rich. It will introduce customers to the use of digital tools for personal genealogical research along with digital archiving of personal historical records and oral histories that customers may wish to have SPL archive.

Occupancy:

- Staff: 1
- Patrons: 2

List of Sub-groups:

Sub-group	Number of Units	Unit Area NSF	Total Area
Digital Archive and Workroom including Local History and Genealogy Collection	1	425	425
Digital Recording Lab	1	100	100
Display	1	120	120
Secure Storage	1	360	360
Sub-Total			1,005

Spatial Adjacencies

- Adjacent to:
  - Creative and Tech
  - Main Street Common
- Near proximity to:

Environmental and Building System Requirements

- Acoustics:
  - Appropriate for use of space.
  - Consider white noise for sound masking.
  - Provide acoustical separation at recording lab.
- Heating / Cooling
  - Appropriate for space. 65-75 degrees / 30-45% RH
  - Consider tighter temperature / humidity / dust filtration for Secure Storage if materials necessitate. Consult Society of American Archivists (SAA) approved standards.
  - Provide gel-pack type humidity control at Display vitrines. See [www.smallcorp.com](http://www.smallcorp.com) (The Small Corporation) for museum quality vitrine / display case design guidance.
- Electrical
  - Outlets as required for custodial.
  - Power outlets for:
    - Digital equipment, computers, scanners, recording equipment.
  - Conference Room table
  - AV backbox locations.
- Data Wiring / Cabling
  - Ample WIFI coverage.

- Ethernet connection points for:
  - All specialized digital lab equipment such as computers, scanners, recording technology.
  - Conference Room table
  - AV backbox locations
- Provide a combination of accessible ceilings, cable trays and conduit as required to achieve flexible, easily maintained cable pathways.
- Provide digital room signage.
- Audio-visual.
  - Provide wall mounted monitor, back-box and user-friendly AV setup at Conference Room and Project Workroom.
- Finishes
  - Low pile carpet tile.
  - Low maintenance durable wall finishes.
  - Accessible acoustic panel ceiling.
- Lighting
  - Daylighting and appropriate lighting for function of this space.
  - Source: Dimmable LED (3000K color temp)
  - Target light levels:
    - 40-50 FC
  - Lighting design to take into consideration possible room darkening requirements dictated by technology and scanner requirements.
- Security
  - Ample and comprehensive security camera coverage.
  - Break-glass and occupancy sensor detection.
  - All meeting rooms, maker spaces and digital labs to have proxy-card or library card access control that is tied into a digital reservation system.
  - Proxi-card access control at Secure Storage
  - Coordinate and tie into Suffolk city-wide municipal building security infrastructure.

STAFF

Description of Group

Provide offices, work stations, meeting rooms, work rooms and lounge for library staff. Provide space **required to operate SPL’s extensive vehicle**-based outreach programs. SPL has requested that, to the greatest extent possible, staff be located in a single central location.

Occupancy:

- Staff
- Patrons

List of Sub-groups:

Sub-group	Number of Units	Unit Area NSF	Total Area
Private Offices	6	120	720
Staff Workstations	25	55	1,375
Staff Lounge	1	420	420
Office Storage	2	120	240
Mail and Deliveries	1	129	120
Collections Processing	1	100	100
Program Tech Storage and Processing	1	120	120
Networked Print Services	1	25	25
Conference Room (8-12 persons)	1	280	280
Storage	1	150	150
Project Workroom (4-8 persons)	2	130	260
Project Storage Lockers	1	60	60
Flexible Staff Work Area (8-10 persons)	1	180	180
Staff Professional Books / Manuals (300 items)	1	38	38
Outreach Vehicle Garage	1	850	850
Outreach Workroom and Storage (4-6 persons)	1	850	850
Sub-Total			5,788

Spatial Adjacencies

- Adjacent to:
  - Main Street Common
- Near proximity to:
  - All groups
  - Receiving

Environmental and Building System Requirements

- Acoustics:

- Appropriate for use of space.
- Consider white noise for sound masking.
- Provide acoustical separation at all sub-groups enclosed rooms.
- Consider noise at Outreach Vehicle Garage and Workroom
- Heating / Cooling
  - Appropriate for space. 65-75 degrees / 30-45% RH. No RH control needed at Outreach Vehicle Garage.
  - Appropriate ventilation at Outreach Vehicle Garage
- Electrical
  - Outlets as required for custodial.
  - Ample power outlets for:
    - Offices and staff workstations: 2 quad outlets per.
    - Digital equipment, computers, scanners.
    - **Plugmold at 42" at:**
      - Mail and Deliveries
      - Project Tech Storage and Processing
      - Project Workroom
      - Outreach workroom
    - Networked printer stations.
    - Staff Lounge appliances.
- Data Wiring / Cabling
  - Ample WIFI coverage.
  - Ethernet connection points for:
    - All specialized digital lab equipment such as computers, scanners, recording technology.
    - Networked printer station.
  - Provide a combination of accessible ceilings, cable trays and conduit as required to achieve flexible, easily maintained cable pathways.
- Finishes
  - Low pile carpet tile.
  - Hard non-slip flooring (rubber sheet) at:
    - Mail and Deliveries
    - Collections Processing
    - Program Tech Storage and Processing
    - Project Workroom
    - Outreach Workroom and Storage
  - Concrete floor at Vehicle Garage
  - Low maintenance durable wall finishes.
  - Accessible acoustic panel ceiling.
- Lighting
  - Daylighting and appropriate lighting for function of this space.
  - Source: Dimmable LED (3000K color temp)
  - Target light levels:
    - 40-50 FC
- Security
  - Ample and comprehensive security camera coverage.
  - Break-glass and occupancy sensor detection.
  - Proxi-card access control at all doors requiring locking
  - Coordinate and tie into Suffolk city-wide municipal building security infrastructure.

## BUILDING SERVICES AND SUPPORT

Description of Group

Provide space to accommodate building MEP-FP systems, IT / security systems, trash and recycling, restrooms along with related maintenance offices and workrooms. Refer to spread sheet for square footages.

List of Sub-groups:

Function	Number of Units	Unit Area NSF	Total Area
Staff Restrooms			
Tel/Data/IT			
Mechanical			
Janitor Closets			
Electrical			
Trash / Recycle			
Lactation Room			
Public Restrooms			
Sub-Total			

OUTDOOR SPACES

Description of Group

SPL intends to develop outdoor spaces adjacent to or in near proximity for a range of library program-related uses as well as building operations – utility functions. These include but are not limited to:

- Community Garden
- Outdoor Classroom
- Outdoor Maker Lab
- Play Structure
- Flexible Open Space
- Pet Park
- Bike Racks
- Bike Repair Station
- Outdoor Lockers for Holds
- Drive-up Book Drop
- Library-to-Go Utility Space
- Green Space
- Trash / Recycling
- General Parking

# Building Program Summary

# PROGRAMMING SUMMARY

SUFFOLK PUBLIC LIBRARY NEW DOWNTOWN LIBRARY

Updated 9/4/18



NEWMAN ARCHITECTS



## PROPOSED PROGRAM AREA SUMMARY

GROUPS/SUBGROUPS	EXISTING LIBRARY PROGRAM	PROGRAM DATA						CHARACTERISTICS				
		Rooms	Area NSF	No. PPL	Room Qty.	Area NSF	Total NSF	Sub-group Total NSF	Group Total NSF	Adjacencies	Program Activities and Use	General Programming Notes
<b>24/7 Spaces</b>								<b>865</b>				
Lobby/Commons	-	15	1	285	285					After-hours use.	Tables, Chairs, Soft Seating	Digital Display for Information
Lockers	-	-		5	40				Drive through drop-off, front entry.		"Amazon" Style drop off and pick up lockers. 9 lockers total.	
Interior Book Drop	-	-	1		0				Front Entry, Holds, Self Check Out, Circulation Work Room, AMH			
Public Information	216	-	1	45	45				Front Entry		Wall Display, Flyers and Take-aways	
Recycle Drop Off	45	-	1	45	45				Front Entry		Batteries, Ink Cartridges, Eye Glasses, Plastic Bags, Etc.	
24/7 Medium Meeting Room	-	8 to 12	1	280	280				Front Entry, Lobby/ Commons, Restroom	After-hours use; accessible via code entry		Hardwired connections, interactive digital display, power/data, teleconference capabilities. Card Reader Access Control
Vending	45	-	1	50	50				Front Entry, Lobby/Commons		Potentially a need for additional machines adjacent to staff area if staff area is not adjacent to front entry.	
Print Services	-	-	1	15	15				Front Entry, Lobby/Commons, public information		Built-in standing computer/kiosk.	Hardwired data connections
Service Pods	-	-	1	25	25				Dispersed throughout the Library. One at Youth and Family Services, one at Entry, one at Adults Collection, One at Teens, one at Maker Spaces.		De-Centralized service model; Mobile service station for staff to use as "home base" when providing individualized service to patrons throughout the Library.	Hardwired network + data connections
Dedicated Restroom	-	1	1	80	80				24/7 Medium Meeting Room	After-hours use; accessible via code entry	TBD Code requirements for full restrooms.	
<b>Circulation</b>								<b>1,311</b>				
Multi-Point Book Drop/ AMH	-	-	1	400	400				Mail and Deliveries, Collections Work Room, Front Entry.		Exterior Book Drop and Interior Book Drop required.	Hardwired network + data connections; Card Reader Access Control
"Shopping" Cart Storage	-	-	1	30	30				Front Entry			
Self Check Out	180	3	3	30	90				Front Entry, self- checkout, Circulation Work Room		Community Input is to have physical check out in addition to self checkout.	Specialty Interactive Displays for self-checkout; Hardwired data connections
Welcome/Concierge Kiosk	180	-	1	60	60							
Holds	15	-	1	65	65				Front Entry, self- checkout, Circulation Work Room			
Gallery	-				0					Local Artist's Display, Historic Collection Display	Not dedicated SF; Utilize space within Library Spaces. Creative Display space needed near front entry	
Print Services	80	-	1	15	15				Front Entry, Self- Checkout		Stand-up Computer station for print and go	Digital Display for Information, hardwired network + data connection
Database Search Stations - OPAC	-	-	3	12	36						Built-in Kiosks for searching digital collections and physical collections.	

GROUPS/SUBGROUPS	EXISTING LIBRARY PROGRAM	PROGRAM DATA						CHARACTERISTICS				
		Rooms	Area NSF	No. PPL	Room Qty.	Area NSF	Total NSF	Sub-group Total NSF	Group Total NSF	Adjacencies	Program Activities and Use	General Programming Notes
Circulation Work Room+ Cart Storage	460	3	1	615	615				AMH, Front Entry, Mail and Deliveries	Materials Handling, Special Collections Storage	Cart storage, Work Table.	Card Reader Access Control
<b>Collections and Seating</b>								<b>17,857</b>				
<b>Adult Collections (quantified in Volumes)</b>				w/ anticipated growth	Books/SF			4,129				
New/Popular	150	-	2000	10.00	200				Front Entry, Non Traditional Collections, Holds, Self-Checkout, High Interest Area		collection rotates in and out. High interest area to include soft seating, active and social environment. Calculation based on shelves at retail aisle width, 4 shelves high. Low shelves to be mobile.	
Adult Audiobook	300	-	4500	30.00	150				Centralize Adult Collections for Visibility to Youth and Family Services' Areas		Calculation allows for shelves at retail aisle width; 6 shelves high. Low shelves to be mobile.	
Adult Bio/Non F	900	-	16000	16.00	1,000				Centralize Adult Collections for Visibility to Youth and Family Services' Areas		Calculation allows for shelves at retail aisle width, 6 shelves high. Low shelves to be mobile.	
Adult Fiction	950	-	18500	12.00	1,542				Centralize Adult Collections for Visibility to Youth and Family Services' Areas		Calculation allows for shelves at retail aisle width, 50% at 4 shelves high, 50% at 6 shelves high. Primary Area of collection growth. Low shelves to be mobile.	
Graphic Novel	-	-	3000	12.00	250				Centralize Adult Collections for Visibility to Youth and Family Services' Areas		Calculation allows for shelves at retail aisle width, 50% at 4 shelves high, 50% at 6 shelves high. Low shelves to be mobile.	
Magazines	118	-	45	1SF/Issue	50				Centralize Adult Collections for Visibility to Youth and Family Services' Areas, High Interest Area		High interest area to include soft seating, active and social environment.	
Large Type Bio/ Non F	300	-	500	8.00	63				Centralize Adult Collections for Visibility to Youth and Family Services' Areas		Calculation wllows for shelves at retail aisle width, max. 4 shelves high. Low shelves to be mobile.	
Large Type Fiction		-	7000	8.00	875				Centralize Adult Collections for Visibility to Youth and Family Services' Areas		Calculation wllows for shelves at retail aisle width, max. 4 shelves high. Low shelves to be mobile.	
<b>General</b>			51845					3,650				
Flexible Commons- Seating	660	120	1	3600	3,600				Distributed throughout Collections	Reading areas, Grab and Go areas for social conversation, meetings. Discovery Appointments. Spaces to use lendable devices. Adult Care Groups, Tutoring, Counseling	Mix of seating type, all seating to have power and/or data capabilities. Kiosks for plug and play, listening and streaming. Study Carrols for individual work. Focus on tables for 4-6 and benching tables for lendable technology use. Soft Seating. Dispersed Play Area, exploration and wonder not just for kids. Device Charging stations. Incorporate Dedicated quiet areas with glass partitions. Calculation based on approx. 30 SF/Person.	Ample locations for power throughout
Service Pods	-	-	1	25	25				Dispersed throughout the Library. One at Youth and Family Services, one at Entry, one at Adults Collection, One at Teens, one at Maker Spaces.		De-Centralized service model; Mobile service station for staff to use as "home base" when providing individualized service to patrons throughout the Library.	Hardwired network + data connections
Tech-To Go Cart	-	-	1	25	25				One at Customer Service (front entry), One at Youth and Family Services, One at Teens, One in Adults Collections.	Carts for Patrons to check out laptop computers, other mobile technology. Discovery Appointments.	Mobile Carts for Lendable Technology, to be staffed. May be non-staffed in the future depending on technology advancement. Located on the floor 24/7, do not need dedicated storage. Requires Power and/or charging stations.	Hardwired network + data connections at "Home Base", typ. Of 5 locations.
<b>Special Collections</b>								280				

GROUPS/SUBGROUPS	EXISTING LIBRARY PROGRAM	PROGRAM DATA						CHARACTERISTICS				
		Rooms	Area NSF	No. PPL	Room Qty.	Area NSF	Total NSF	Sub-group Total NSF	Group Total NSF	Adjacencies	Program Activities and Use	General Programming Notes
Non Traditional Collections	15	-	1	280	280				Front Entry, New/Popular, Holds, Self-Checkout		Lending Library: Cake Pans, Adventure-to-go kits, WIFI Hot Spots, Drones, Tools, Knitting kits, etc.. Retail approach for browsing and display.	
<b>Youth and Family Services</b>						3,645						
Early Childhood Play	275	30	1	520	520			Youth and Family Services' Program Room, Storage, Print Services, Stroller Parking, Elementary Play Area (visual links), Youth and Family Services Collections	Story Time, Dedicated Play, Parenting	Separated from the rest of the Library with glass walls and doors. Integrated Story Time Area, built in things that kids can climb on, dispersed play area throughout the Library.		
Elementary Play		18	1	420	420			Youth and Family Services' Program Room, Storage, Print Services, Stroller Parking, Early Childhood Play Area (visual links), Teen Area (visual links), Youth and Family Services Collections	Story Time, Dedicated Play, Parenting	Separated from the rest of the Library with glass walls and doors. Life Size Play structure, flexibility.		
Gaming Pods	-	2 to 4	1	80	80			Elementary Play, Youth and Family Services Program Room, Youth Collections	Group Gaming, Individual Gaming		Hardwired network + data connections	
Youth and Family Services' Program Room	-	25	1	850	850			Early Childhood Play, Elementary Play, storage, stroller parking, Restrooms, Youth and Family Services Collections	Youth and Family Services Dedicated Programming (food programs, reading groups, story time, robotics, coding, etc).	Sink, Dishwasher, Refrigerator, Built-in Storage for arts and crafts. Bathroom nearby with appropriately sized toilets. Don't need to fit every event for Youth and Family in this area; will also use other meeting spaces.	Hardwired network + data connections , interactive digital display, power/data; Card Reader Access Control	
Youth and Family Services' Storage	-	-	1	150	150			Youth and Family Services' Program Room		Tables and Chairs, Supplies including Youth and Family Services Tech Supplies.		
Flexible Commons- Seating	-	50	1	1500	1,500			Distribtued throughout Youth and Family Services Area	Reading Areas, places for parents to have visual connections to play areas. Tutoring, Counseling	Mix of seating type, all to have power integration. Caclulation based on approx. 30 SF/Person.		
Print Services	-	-	1	15	15			Early Childhood Play, Youth and Family Services' Collections, Youth and Family Services' Program Room, Restrooms.			Hardwired network + data connections	
Service Pods	-	-	1	25	25			Dispersed throughout the Library. One at Youth and Family Services, one at Entry, one at Adults Collection, One at Teens, one at Maker Spaces.		De-Centralized service model; Mobile service station for staff to use as "home base" when providing individualized service to patrons throughout the Library.	Hardwired network + data connections	
Tech-To Go Cart	-	-	1	25	25			One at Customer Service (front entry), One at Youth and Family Services, One at Teens, One in Adults Collections.	Carts for Patrons to check out laptop computers, other mobile technology. Discovery Appointments.	Mobile Carts for Lendable Technology, to be staffed. May be non-staffed in the future depending on technology advancement. Located on the floor 24/7, do not need dedicated storage. Requires Power and/or charging stations.	Hardwired network + data connections at "Home Base", typ. Of 5 locations.	
Stroller Parking	-	5	1	60	60			Youth and Family Services Collections, Dedicated Play Areas, Youth and Family Services' Program Room		First floor location - all Youth and Family Services		
<b>Youth and Family Services' Collections (quantified in Volumes)</b>						Books/SF	4,153					
Juv. Audio Book	1100	-	500	20.00	25			Youth and Family Services Area		Calculation allows for shelves at retail aisle width; 4 shelves high. Shelves to be mobile.		
Juv. Bio/Non F		-	13000	8.00	1,625			Youth and Family Services Area		Calculation allows for shelves at retail aisle width; 4 shelves high. Shelves to be mobile.		
Juv. Fiction		-	18500	8.00	2,313			Youth and Family Services Area		Calculation allows for shelves at retail aisle width; 4 shelves high. Shelves to be mobile.		
Juv. Graphic Novel		-	1000	8.00	125			Youth and Family Services Area		Calculation allows for shelves at retail aisle width; 4 shelves high. Shelves to be mobile.		

GROUPS/SUBGROUPS	EXISTING LIBRARY PROGRAM	PROGRAM DATA						CHARACTERISTICS				
		Rooms	Area NSF	No. PPL	Room Qty.	Area NSF	Total NSF	Sub-group Total NSF	Group Total NSF	Adjacencies	Program Activities and Use	General Programming Notes
Juv. Kit.		-	500	10.00	50				Youth and Family Services Area		Calculation allows for shelves at retail aisle width; 4 shelves high. Shelves to be mobile.	
Juv. Magazines		-	15	1SF/Issue	15				Youth and Family Services Area		High interest area to include soft seating, active and social environment.	
<b>Teens' Services</b>			33515				1,360					
Teens' Commons	60	35	1	1050	1,050			Elementary Play (Visibility). Restrooms. Maker Spaces, Tech Spaces, Dedicated Gaming Pods, Teen's Collections, small group study room	Homework Help, Dedicated Teen Programs, Movies, Gaming,	Separated from the rest of the Library with glass walls and doors. Mixed and flexible soft seating, all seating to have power and data capabilities. Group Tables. Creative Furniture (Lofting, Climbing, etc.).	AV Monitors- wall panel interactive	
Small Group Study Rooms	-	2 to 5	1	100	100			Partitioned Meeting Space, Print Services, Teens' Area	Small Group meetings, reservable. Discovery Appointments, Adult Care Groups, Tutoring, homework help, Counseling	Table for 2-5, Technology Integration. One study room dedicated to Teens' Area. Include White boards for tutoring/studying. Dedicated to Analog Experience Lab	Hardwired network + data connections, interactive digital display, power/data; Card Reader Access Control	
Service Pods	-	-	1	25	25			Dispersed throughout the Library. One at Youth and Family Services, one at Entry, one at Adults Collection, One at Teens, one at Maker Spaces.		De-Centralized service model; Mobile service station for staff to use as "home base" when providing individualized service to patrons throughout the Library.	Hardwired network + data connections	
Tech-To Go Cart	-	-	1	25	25			One at Customer Service (front entry), One at Youth and Family Services, One at Teens, One in Adults Collections.	Carts for Patrons to check out laptop computers, other mobile technology. Discovery Appointments.	Mobile Carts for Lendable Technology, to be staffed. May be non-staffed in the future depending on technology advancement. Located on the floor 24/7, do not need dedicated storage. Requires Power and/or charging stations.	Hardwired network + data connections at "Home Base", typ. Of 5 locations.	
Gaming Pods	-	2 to 4	2	80	160			Teens' Commons, Teen's Collections	Group Gaming, Individual Gaming		Hardwired network + data connections , interactive digital display, power/data	
<b>Teens' Collections (quantified in Volumes)</b>			Books/SF				640					
Y.A. Audio Book	-	-	300	20	15						Calculation allows for shelves at retail aisle width; 4 shelves high. Shelves to be mobile.	
Y.A. Fiction	400	-	5000	8	625						Calculation allows for shelves at retail aisle width; 4 shelves high. Shelves to be mobile.	
<b>Creative + Tech</b>								<b>7,160</b>				
<b>Tech Spaces</b>								540				
Digital Lab	360	8	1	420	420			Storage, Print Services, Visibility to Maker + Experience Lab, Immediate Adjacency to digital Maker Lab.	Production of Digital Work, Programming for Adults and Youth, Techapalooza	Virtual Reality (requires dark room, no light), Software Lab, Telecommunications, Sound Isolation, Video Conferencing capabilities. .	Hardwired network + data connections , interactive digital display, power/data, telecommunication capabilities; Card Reader Access Control	
Print Services	-	-	1	15	15			Digital Lab, Maker Spaces		Stand-up Computer station for print and go	Hardwired network + data connections; Digital display for information	
Tech- Media Pods	-	1	3	35	105			Digital Lab, Maker Space, Open Reading Areas, dispersed	Movie Streaming, Music Streaming, online content review.			
<b>Maker Spaces</b>								1,340				

GROUPS/SUBGROUPS	EXISTING LIBRARY PROGRAM	PROGRAM DATA						CHARACTERISTICS				
		Rooms	Area NSF	No. PPL	Room Qty.	Area NSF	Total NSF	Sub-group Total NSF	Group Total NSF	Adjacencies	Program Activities and Use	General Programming Notes
Digital Maker Lab	-	15	1	520	520				Creative Spaces General Storage, Teens' Services, Digital Labs (visibility), Analog Maker + Experience Lab.	Creative Programs, Experience Classes, Techapalooza	Connected, Double Height. Wood Working, Vinyl Cutting, Textiles, Sewing, Laser Engraving, Drones, Virtual Reality	Hardwired network + data connections; Digital display for information, overhead power drops; Card Reader Access Control
Analog Maker + Experience Lab	-	15	1	520	520				Creative Spaces General Storage, Teens' Services, Digital Labs (visibility), Small Group Room to serve as office on an as-needed basis. Access to outside.	Creative Programs, Experience Classes, Techapalooza, Community Expert in Residence	Incubatory type workshop open to community experts "in residence". Incorporate Life Skills Development; ability for a vehicle to pull into the space including overhead door. "Light Industrial" quality. Collaborative Work Space. Adjacent small group room to function as an office on an as-needed basis.	Overhead power drops; Card Reader Access Control
Creative Spaces General Storage	-	-	1	300	300				Digital Labs, Software Lab, Digital Maker Space, Analog Maker Space,			
<b>Meeting Spaces</b>						4,275						
Warming Kitchen	-		1	800	800				Back Entry, Deliveries, Large Partitioned Meeting Space	To support Large Group and Community Events		
Partitioned Meeting Space	800	150	3	750	2,250				Warming Kitchen, Small Group Study Rooms, Front Entry, Mail and Deliveries, Storage, outdoor area	Public Meetings, Rentable Space, Large Group Meetings, Mess Hall Program, Library festivals and events, Speakers, Performances, Adult Care Groups, Music programs and events	1 large room dividable into 3 large spaces, to support 50 each. Sinks and storage for each meeting space.	Hardwired network + data connections, Interactive digital displays at each partitioned room; Audio connections and microphones, large projector to serve open position of the room. Card Reader Access Control
Storage	-	-	3	100	300				Partitioned Meeting Space		Flexible Furniture Storage for all meeting rooms.	
Small Group Study Rooms	-	2 to 5	3	100	300				Partitioned Meeting Space, Print Services, Teens' Area	Small Group meetings, reservable. Discovery Appointments, Adult Care Groups, Tutoring, homework help, Counseling	Table for 2-5, Technology Integration. One study room dedicated to Teens' Area. Include White boards for tutoring/studying. Dedicated to Analog Experience Lab	Hardwired network + data connections, interactive digital display, power/data; Card Reader Access Control
Service Pods	-	-	1	25	25				Dispersed throughout the Library. One at Youth and Family Services, one at Entry, one at Adults Collection, One at Teens, one at Maker Spaces.		De-Centralized service model; Mobile service station for staff to use as "home base" when providing individualized service to patrons throughout the Library.	Hardwired network + data connections
Small Group Pods	-	2 to 5	4	80	320				Partitioned Meeting Space, Print Services, Adult Collections.	Discovery Appointments, Adult Care Groups, Tutoring, gaming, Counseling	Table for 2-5, Technology Integration including built in Media.	interactive digital display , Power/Data
Medium Group Meeting Rooms	-	8 to 12	1	280	280				Partitioned Meeting Space, Print Services, Adult Collections, storage.	Programs and Meetings, reservable. Group Gaming, Entrepreneurial Support, Staff Meetings, Adult Care Groups, Tutoring, rentable work space for start-ups	Table for 8-12, Technology Integration.	Hardwired network + data connections, interactive digital display, power/data, telecommunication capabilities; Card Reader Access Control
<b>Local History and Genealogy</b>						1,005						
Digital Archive and Workroom Including Local History and Genealogy Collection	140	8 to 10	1	425	425				Digital recording Lab, Print Station, Display, Front Entry, Secure Storage		3D Scanner, Book Scanner, Work Room, Tables/ Chairs, Local History and Genealogy Collection. Temperature and Humidity Control.	Card Reader Access Control
Digital Recording Lab	-	1 to 2	1	100	100				Digital Archive and Workroom, Storage, Teens Services, Digital Labs.	Digital Recording for Archival Purposes, Oral History Recording, podcast creation	Recording Technology, Sound Isolation.	Hardwired network + data connections
Display	-	-	1	120	120				Front Entry, Digital Archive and Workroom		Digital Kiosks and enclosed Physical Display, Temperature and Humidity Control. Design Solutions.	Interactive Digital Display intergration
Secure storage	-	-	1	360	360				Digital Recording lab, Digital Archive and Workroom		Temperature and Humidity Control	Card Reader Access Control

GROUPS/SUBGROUPS	EXISTING LIBRARY PROGRAM	PROGRAM DATA						CHARACTERISTICS				
		Rooms	Area NSF	No. PPL	Room Qty.	Area NSF	Total NSF	Sub-group Total NSF	Group Total NSF	Adjacencies	Program Activities and Use	General Programming Notes
<b>Staff</b>								<b>5,788</b>				
<b>Flexible Work</b>								3,120				
Private Offices	745	6	6	120	720				Staff Workstations, Staff Lounge, Conference Room, Flexible Staff Work Room, Restrooms.		Glass walls and doors, visibility to staff work room.	Hardwired network + data connections, drops on opp. Sides of rooms. Card Reader Access Control
Staff Workstations	900	25	25	55	1,375				Mail and Deliveries, Flexible Staff Work Room, Conference Room, Project Room, Storage, Staff Lounge, Restrooms.		Sit/Stand benching desks. Staff numbers fluctuate due to Part time and Full time. Some workstations to be dedicated, others to be "hotelling" function.	Mobile work stations; Hardwired network + data connections; Card Reader Access Control
Staff Lounge	120	12	1	420	420				Staff Workstations, Private Offices, Flexible staff Work room, access to outside	Potlucks, Lunches.	Kitchenette (Sink, Ref., Dishwasher), Storage Cabinets, Table and seating for 8-12.	
Office Storage	-	-	2	120	240				Staff Workstations, Flexible Staff workroom, Project Room, Private Offices, Mail and Deliveries, Collections Processing, Program Tech Storage and Processing.		Program Materials, Give-Aways, Book Carts, Office Supplies,	
Mail and Deliveries	60	1	1	120	120				Back Entry, Staff Workstations, circulation work room			
Collections Processing	-	1	1	100	100				Back Entry, Mail and Deliveries, Staff Workstation, Flexible Staff Work Room	Deliveries, Donations, ILL	Part of Open Office, Storage for Book Carts	
Program Tech Storage and Processing	-	1	1	120	120				Back Entry, Mail and Deliveries, Staff Workstation, Flexible Staff Work Room		Part of Open Office, Shelving for Tech and Charging, flat surface for packaging/unpackaging	Hardwired network + data connections; Card Reader Access Control
Print Services	25	-	1	25	25				Staff Workstations, Private Offices, Flexible staff Work room.		Stand-up Computer station for print and go	Hardwired network + data connections
<b>Learning Spaces</b>								430				
Conference Room	-	8 to 12	1	280	280				Staff Workstations, Private Offices	Executive Team Meetings, Staff meetings, Closed Door Meetings, Virtual Learning, Staff Training		Hardwired network + data connections, interactive digital display, teleconference capabilities
Storage	-	-	1	150	150				Conference Room		For Flexible Furniture	
<b>Incubation Hub</b>								538				
Project Work Room	-	4 to 8	2	130	260				Staff Workstations, Conference Room, Flexible Staff Work Room, Project Storage Lockers.	Project based program development.	Dividable Space to include whiteboard walls, co-working space, smart boards, flexible furniture, integrated technology, space for collaborative projects.	Hardwired network + data connections, interactive digital display, teleconference capabilities
Project storage Lockers	45	-	1	60	60				Project Work Room		Large Lockers for Project Related Material	
Flexible Staff Work Area	-	8 to 10	1	180	180				Staff Workstations, Private Offices, Project Work Room, Staff Lounge, Project Work Room.	Open Meetings, Flexible co-work space, Project support area.	Flexible seating, large table, soft seating, power/data connections.	Hardwired network + data connections, ample power
Professional	160	-	300	8.00	38				Centralize Adult Collections for Visibility to Youth and Family Services' Areas		Calculation based on stacks 6 shelves high. Minimal Aisle width.	
<b>Outreach</b>								1,700				
Vehicle Garage	-	-	1	850	850				Back Entry, Outreach Work Room and Storage	Library to Go, Pop-Up Libraries	One Vehicle to be in garage at a time, ready for loading/unloading. Sized to support "Library-To-Go" E-450.	Card Reader Access Control

GROUPS/SUBGROUPS	EXISTING LIBRARY PROGRAM	PROGRAM DATA						CHARACTERISTICS					
		Rooms	Area NSF	No. PPL	Room Qty.	Area NSF	Total NSF	Sub-group Total NSF	Group Total NSF	Adjacencies	Program Activities and Use	General Programming Notes	IT/AV/Security Notes
Outreach Work Room and Storage	-	4 to 6	1	850	850				Staff Workstations, Mail and Deliveries, Vehicle Garage, Back Entry.	Library to Go, Pop-Up Libraries	Outreach program materials, Library to Go book carts, Pop-Up Library storage, Loading and Unloading materials, Table for preparing materials, Conditioned Space, shelving for Library To Go Collection and Materials,	Card Reader Access Control	
<b>Building Services + Support</b>								<b>580</b>					
Staff Restrooms	-		80	4	320				Staff Workstations, Staff Lounge, Private Offices		Gender Neutral Single stall toilets. Quantity TBD based on code review.		
Tel/Data/IT	-	Included in Grossing Factor (.35)								Dispersed, Back Entry			
Mechanical	-	Included in Grossing Factor (.35)								Back Entry			
Janitor Closets	-	Included in Grossing Factor (.35)								Dispersed, Back Entry			
Electrical	-	Included in Grossing Factor (.35)								Back Entry			
Trash/Recycle	-		2	50	100				Back Entry, Mail and Deliveries, Staff Workstation				
Lactation Room	-		2	80	160				Centralized Location, Public Restrooms, one dedicated to staff area				
Public Restrooms	-	Included in Grossing Factor (.35)										Quantity TBD Based on Code Review.	
<b>Outdoor Spaces</b>								<b>0</b>					
Community Garden	-	Included for Information Only									Public Gardening	Above Ground Gardening Beds	
Outdoor Classroom	-	Included for Information Only									Small Performances, Activities, outdoor Story Time		
Outdoor Maker Lab	-	Included for Information Only									Maker Spaces, Flex Experience Lab		
Play structure	-	Included for Information Only											
Flexible Open Space	-	Included for Information Only											
Pet Park	-	Included for Information Only											
Bike Racks	-	Included for Information Only								Front Entry			
Bike repair station	-	Included for Information Only									Outdoor Maker Lab and/or Bike Racks		
Outdoor Lockers	-	Included for Information Only									Front entry, Drive Up Book Drop		
Drive Up Book Drop	-	Included for Information Only									Outdoor Lockers		
Utility Space for Library to Go	-	Included for Information Only									Outreach Garage		
Green Space	-	Included for Information Only											Wi-Fi coverage in green spaces
Trash/Recycle	-	Included for Information Only								Back Entry			
General Parking	-	Included for Information Only									Electric car charging station, Motorcycle Parking	Parking criteria by City Zoning not required	
<b>TOTAL NSF</b>		<b>9804</b>						<b>33,560</b>					
<b>GROSSING FACTOR</b>								<b>0.35</b>					
<b>TOTAL GSF</b>		<b>14500*</b>						<b>45,306</b>					

Notes  
 \* Total Existing NSF and GSF numbers are approximate and should be verified with Architect's existing conditions

# Proposed Building Systems

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## **Proposed Downtown Library**

### ***Proposed System Descriptions***

Architectural features in the proposed Downtown Library will be in support of the library program needs. It is anticipated that wall finishes will be primarily gypsum wall board with additional applied material features for branding of library and for possible wayfinding/use identification purposes.

Acoustics will play a supporting role to reduce sound transmittances as required. This will vary from active to passive space uses. Ceiling may be acoustical panels, exposed to structure, specialized materials for accent or other design purposes or various combinations to identify and enhance special relationships.

The use of glass for transparency of spaces within and to bring outside in and inside to the outdoors would be anticipated. The use of natural day light and control of daylight should be incorporated into the design.

Floor material should be selected to be appropriate for the function and circulation the floor would receive.

The overall emphasis for materials and finishes should be to select durable material that are easily maintained. It is also important to select materials that do not date the library but are capable of being refreshed as the needs and functions may change in the future.

The new library location shall comply with the Historic District Design Guidelines. Character and material selection for exterior elements shall consider guideline requirements and the existing fabric of built construction of West Washington Street.

### ***New Structural Considerations***

The new proposed structure will require two story levels. According to the geotechnical report by GET Solutions, the new 2-story building can be supported by a shallow concrete foundation system and the first floor slab can be supported by the existing grade. The most economical framing system for the new structure is a steel frame system with steel joists supporting the 2nd floor and the roof. The 2nd floor system would consist of a concrete floor supported by light gage metal form decking. Steel columns and steel girders throughout will support the floor and roof levels. The lateral resistance system will consist of steel braced frames or steel moment frames. The back-up framing for the exterior walls will consist of non-load bearing light gage metal stud framing.

### ***New Site Considerations***

The proposed library site is an amalgamation of ten city-owned parcels, the largest of which is located at 309 West Washington Street. The site is approximately 700 feet east of the existing downtown library.

### ***Zoning***

The new proposed structure will require two story levels. According to the geotechnical report by GET Solutions, the new 2-story building can be supported by a shallow concrete foundation system and the first floor slab can be supported by the existing grade. The most economical framing system for the new structure is a steel frame system with steel joists supporting the 2nd floor and the roof. The 2nd floor system would consist of a concrete floor supported by light gage metal form decking. Steel columns and

steel girders throughout will support the floor and roof levels. The lateral resistance system will consist of steel braced frames or steel moment frames. The back-up framing for the exterior walls will consist of non-load bearing light gage metal stud framing.

The City of Suffolk is the governing body regarding zoning and allowable uses will be described in the City’s Unified Development Ordinance (UDO) Section 31-406. According to the current zoning map, the subject parcels are zoned as follows:

•	34G17(A)*19 1	Central Business District CBD	8,728 SF	0.20 ac
•	34G17(A)*190	Central Business District CBD	8,691 SF	0.20 ac.
•	34G17(A)*189	Central Business District CBD	8,372 SF	0.19 ac.
•	34G17(A)*181	Central Business District CBD	11,805 SF	0.27 ac.
•	34G17(A)*182	Central Business District CBD	3,621 SF	0.08 ac.
•	34G17(A)*183	Central Business District CBD	4,879 SF	0.11 ac.
•	34G17(A)*184	Central Business District CBD	12,146 SF	0.28 ac.
•	34G17(A)*176	Central Business District CBD	10,366 SF	0.24 ac.
•	34G17(A)*177	Central Business District CBD	39,474 SF	0.91 ac.
•	34G17(A)*166	Central Business District CBD	4,114 SF	0.09 ac.

In addition to the base zoning criteria, the site is partially situated within the Suffolk Historic and Cultural Conservation Overlay district. Generally the portions fronting West Washington Street are within this overlay district. The Suffolk Historic District Guidelines will therefore apply to the development, and a review of any development plan will be subject to review by the Historic Landmarks Commission and a Certificate of Appropriateness will be required for all new construction projects. Chapter 7 of the guidelines deal with New Construction and generally outline the form based requirements of this overlay district.

The Suffolk Downtown Master Plan was adopted in June of 2018. In this study, the proposed site is identified as a “Primary Opportunity Site” (see Map 2.16) and is further described in the short-term redevelopment opportunities as the “Library Square” development concept. It should be noted that the entire parcel area of the Library Square is not occupied solely by the library and there are concepts presented for several other adjacent complementary uses on the same general site.

*Roadways*

All public roads in the City of Suffolk are owned and maintained by the City’s Public Works Department. Public road design standards are detailed in UDO Section 31-612 as well as the City’s Public Facilities Manual, and are underpinned by Hampton Roads Planning District Commission (HRPDC) and Virginia Department of Transportation (VDOT) standards and specifications. Because the City owns and maintains its own roads, all decisions regarding roadways (typical sections, design elements, improvements, upgrades, and future expansions) will be determined by the locality generally without input from VDOT.

The proposed downtown library site fronts West Washington Street and is bifurcated by existing road rights of way for Lee Street and South Street. The rear of the site fronts on Jackson Street.

The UDO categorizes roadways into three general types including Arterial, Collector, and Local. Based on the 2035 Comprehensive Plan (Map 4-2), the roadways fronting the project are designated as follows:

- West Washington Street      Minor Arterial
- Jackson Street                      Local
- Lee Street                              Local
- South Street                          Local

The 2035 Comprehensive identified level of service (LOS) for West Washington Street near the project a "D," however it's notable that the 2035 plan references 2012 traffic data. The 2035 growth plan shows this section of West Washington Street at a LOS "E," indicating that the existing and future traffic is generally at or over capacity based on the existing number of lanes. The estimated 2035 average daily trips on West Washington Street are approximately 11,700 vehicles per day. The Comprehensive Plan is silent on the local streets.

The 2035 Comprehensive Plan identifies no improvements to any of the streets fronting the projects as either "Potential Future Improvement" or higher urgency "Priority Improvement." This segment of West Washington Street is discussed in Section 4 "Other Roadway Considerations" where it states as follows:

*While these facilities are not identified as an improvement priority due to funding constraints or limited potential for facility improvements due to restricted right-of-way, they are forecasted to serve increasing traffic volumes while exhibiting deteriorating service levels. As part of the annual development of the Transportation Improvement Program (TIP), these roads should be evaluated for inclusion as an improvement priority. Where roadway improvements are geometrically infeasible, the roadway segment should be evaluated on a periodic basis to identify operational deficiencies and opportunities for enhanced operations through signal timing optimization, modified signal operations, and improved equipment.*

The 2035 Comprehensive plan includes a new section on Complete Streets and the general broad public support for the concept, however acknowledging that there are many code and policy barriers to implementing Complete Streets at this time.

None of the roadways fall into the Special Corridor Overlay District or SCOD. The SCOD regulations are outlined in UDO Section 31-412.

Based on discussions with the City, there is a desire to reconstruct West Washington Street between the proposed downtown library site and the Municipal Center. The suggested typical section should match to the degree possible the typical section that was used for the Municipal Center project. The general section is a two-lane roadway with parallel parking on the north side of the road and an enhanced pedestrian walkway, and traditional curbing with no parking and a plain concrete walkway on the south side of the street. Parallel parking spaces are protected and punctuated by planters that extend to the edge of the traveled way as a traffic calming and urban forest measure. High-contrast crosswalks at dedicated pedestrian crossing points will be of paver or similar materials. The streetscape is accentuated by traditional acorn style street lighting, furniture such as benches, bike racks, and planters, all with a common theme. These improvements are intended cover approximately 700 linear feet between the current terminuses of improvements (west of North Street) to the intersection of Pine Street.

The proposed site is bifurcated by Lee and South Streets. Based on discussions with City staff, it is recommended that Lee Street stay active as a public right of way. It was also recommended that South Street right of way be abandoned and utilized for the redevelopment of the site.

There is a transit stop located at the Municipal Center near North Street. It is not anticipated that a new transit stop will be necessary at either of the library sites due to the relatively close proximity of this existing stop.

UDO Section 31-606 generally governs the parking and loading requirements for development in the City. As noted in 31-606(a) (5), the Planning Director can waive the requirements in 31-606 based on the "general availability of adequate public parking to serve anticipated parking needs." Table 606-2 "Off-street Parking Requirements" identifies the library use in the Institutional category under the heading "Cultural" and has a minimum parking ratio of 1 space per 1,000 square feet of gross floor area and a maximum of 1.5 spaces per 1,000 square feet of gross floor area.

The proposed facility of 50,000 square feet will require 50 to 75 parking spaces, unless this requirement is adjusted or waived by the Planning Director as noted above. Code also requires one dedicated loading space 12 by 45 feet in dimension.

Programming discussions with the user group indicated that they require 3 additional oversize vehicle parking spaces to support various fleet vehicles used in public outreach projects. These should be in addition to the code required parking which is necessary for commercial deliveries.

The Downtown Master Plan provided a review of the available parking in the downtown district and concluded that there is currently more than enough parking to support the demands in the district. At the existing facility there is on-site parking and overflow parking in a short walk behind the municipal center. At the proposed site, there is some on-street parking but no readily accessible public parking lot. This suggests that some parking will be necessary at the proposed site to support the use.

In the Library Square concept, the Downtown Master Plan suggests over 100 new parking spaces associated with the proposed site. Based on the proposed use demand per the UDO, the existing facility parking, and the apparent adequacy of the overall parking downtown, this number of spaces can likely be reduced. Given that the proposed site has a number of shared uses contemplated, further exploration of the overall parking demand is warranted.

### *Water Supply*

Water service in the City of Suffolk is provided by the City and is managed by the Public Utility Department. Water mains are located in all of the roadways surrounding the sites.

Water main pressures and flows have not been confirmed with the Public Utility Department. Based on correspondence with the Department of Public Utilities, water mains existing and proposed are as follows:

- West Washington Street      16"      Suffolk distribution main
- West Washington Street      20"      Portsmouth transmission main
- Jackson Street                      8"      Between Lee St. and South St.
- Jackson Street                      6"      Between Wellons St. and Lee St.
- Lee Street                              8"

- South Street 2"

Based on direction from the Public Utility Department, the mains in West Washington Street will not be taped for service to the new facility. The 16" city main is in poor condition and they discourage disturbing it unless absolutely necessary. The 20" Portsmouth main is set to be taken out of service and abandoned in place in 2022. Service for the new site will come from Jackson or Lee Street.

A site-specific water model will be required to model fire flows to either of the proposed buildings.

#### *Domestic Sewer*

Sewer service in the City of Suffolk is provided locally by the City, managed by the Public Utility Department, and regionally by the Hampton Roads Sanitation District (HRSD).

Based on correspondence with the Department of Public Utilities, gravity sewer mains existing and proposed are as follows:

- West Washington Street 8"
- Jackson Street 8"
- Lee Street 8"
- South Street No sewer

During discussions with the Department of Public Utilities, it was noted that the existing gravity mains are all of questionable condition and need to be evaluated for replacement as part of any project.

The existing site has a sewer connection to the 8" main in West Washington Street. Notable by the markings and field observation it seems that the water and sewer connections are in very close proximity and will need to be separated with the reconstruction project to meet state guidelines.

The proposed site has opportunities to connect on West Washington, Lee, or Jackson Streets. Further study of a site plan will be needed to determine the best connection point.

#### *Stormwater Management*

Storm water management in the City of Suffolk is regulated by the Public Works Department. The regulations found in the UDO and Public Facilities Manual are in compliance with the Virginia Department of Environmental Quality (DEQ) and follow their most current adopted guidelines for development in the Chesapeake Bay Watershed. The sites fall in both the Chesapeake Bay Preservation Area Overlay District as well as being designated as within an Intensely Developed Area (IDA).

There is not adequate room on the selected sites to construct the desired improvements and a traditional surface water BMP pond. Alternative methods of storm water treatment must be employed on the site. It should be anticipated that both underground storage and some type of filtering application near grade will be necessary to meet the water quality and quantity needs of these sites.

At the proposed library site, there is a lack of storm infrastructure. It appears that runoff sheet flows to the West Washington Street right of way, and then continues to the east, however there are not many inlets visible in the area and further evaluation is needed. It is also notable that the top of pavement at the curb flowline is within inches or at the top of curb because of repeated overlays without milling the existing surface. This reduces significantly the storage capacity in the roadway for runoff and increases

the likelihood of flooding in the adjacent buildings. An evaluation of lowering the road centerline should be done as the streetscape project is designed to restore the full curb height.

Because of the age and size of the existing receiving storm pipe infrastructure, it can be anticipated that significant on-site storm water storage will be needed. These will need to be located in some manner of cistern, likely underground. At the proposed site, there are opportunities to create storage in the planned public space along the frontage of West Washington Street.

#### *Dry Utilities*

Natural gas is present in the right of way of West Washington Street.

An underground telecom duct bank runs along the north side of West Washington Street generally under the existing sidewalk. Based on previous projects this is a significant piece of infrastructure and cannot be easily relocated.

Overhead power runs along the north side of West Washington Street. Several service drops cross the street especially in the area of the proposed site. There is also overhead power on the south side of Jackson Street. In following with the street improvement standard, all the overhead power lines will be placed underground with the streetscape project on West Washington Street.

Co-located with the overhead power are numerous communications cables. These also will be relocated underground with the streetscape project on West Washington Street.

#### *Environmental Constraints*

There are no wetlands, waters, or streams on at the subject site based on site observation and a review of available published data. It should not be anticipated that any Virginia Department of Environmental Quality or U.S. Army Corps of Engineers wetland or water permitting is necessary for this project.

There are no Chesapeake Bay Preservation Area buffers or resources on the subject site. The entire area is within the Chesapeake Bay Preservation Area Overlay District and therefore (as mentioned in the Stormwater section) state water quality requirements are required. The entire area is furthermore covered by an Intensely Developed Area (IDA).

There are no perennial streams in the vicinity of the site and no perennial stream buffers impact the site. FEMA flood maps show the site is in low hazard areas.

There are no known threatened and endangered species or cultural resources associated with the site.

### ***Proposed Plumbing, Mechanical, and Fire Protection Systems***

#### *Plumbing*

A new domestic water service will be provided. A reduced pressure zone back flow preventer will be provided at the point of entry to the building to protect the municipal water system. The domestic water will serve the toilet room fixtures, janitor's sinks and kitchenette sinks. Special plumbing needs for "Maker" spaces will be evaluated and included where recommended. Wall hydrants will be located around the building with a maximum spacing of 100 feet. No water booster system is anticipated due to the two story height

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### *Fire Protection*

The building will be equipped throughout with a wet pipe sprinkler system. Each floor will be provided with a wet pipe sprinkler system with a floor control assembly. It will include automatic sprinklers attached to piping supplied with water from the automatic water supply. Water shall discharge immediately from sprinklers opened by heat from a fire.

Sprinkler spacing, application densities, and design areas will be for light hazard in the stack areas, meeting rooms, corridors, offices, and support spaces. Storage and mechanical rooms will be ordinary hazard occupancies. "Maker" spaces will be evaluated for potential hazards and at a minimum will be treated as ordinary hazard. Flow from any sprinkler system will be monitored through the main alarm valve, and will cause an alarm signal to be transmitted to the FACP. All control valves for the sprinkler systems will be supervised. Tampering with a valve will cause a trouble signal to be transmitted to the FACP.

### *Mechanical*

The building mechanical system shall consist of two packaged, variable air volume, (VAV) rooftop units suitable for economizer operation. Variable air volume operation shall be achieved through variable frequency drives. Two 75 ton hi-capacity rooftop units are anticipated. Duct shaft(s) shall be utilized to transport air vertically through the building.

The VAV air handling units will deliver primary air to series fan powered and shut-off type VAV terminal units with hot water reheat. All air handling units shall incorporate economizer and demand controlled ventilation (DCV). Return air plenums will be utilized to the extent possible.

Each zone will have a single thermostat, placed to best capture the space temperature without interference from occupant motion and/or skin radiation. The ductwork will be designed such that noise transfer from the mechanical equipment, crosstalk between adjacent spaces and noise caused by air velocity is kept well below noticeable levels. Smoke detectors will be placed located in the supply and return ductwork as prescribed by NFPA 72-2007 and the State of Virginia Mechanical Code.

Maker spaces will be evaluated for special ventilation needs. A dedicated exhaust system will be provided with manual switching to allow removal of odors or other effluents when necessary

Electrical rooms and telecom closets will each be served by a dedicated ductless split located in the space. The elevator machine room will also be served by a dedicated ductless split system.

Heating Hot water will be generated using modular, condensing (high efficiency with sealed combustion) boilers. Two (2) boilers will be provided. Each boiler will be sized at 100% of the building's peak heating load. In normal heating system operation, 140°F heating supply water will be used and the temperature delta (between supply and return) will be optimized to reduce heating water flow rate and maximize (reheat and preheat) coil performance. The boilers will be fueled by natural gas and be equipped with low-NOx burners.

Pumping for the hot water system will be in a primary-secondary pumping arrangement. This system type was chosen in order to guarantee minimum flow through the boilers as well maximizing their fuel efficiency. Dedicated boiler pumping loops (one in-line pump per boiler loop) will be circulated in and out of the variable pumping loop, maintaining the system desired hot water temperature. Inline centrifugal secondary hot water pumps will be utilized. The heating hot water system will be protected from air through the use of tangential air separators. The secondary hot water pumps will take hot water from the boiler hot water loop and distribute the water for use throughout the building.

A Direct Digital Control (DDC) System shall be provided for the control of the building HVAC equipment and lighting. The system shall be capable of optimum start/stop, demand limiting, demand controlled ventilation, night setback, and night setback time accumulation recording, system security, energy management, scheduling, and off-site modem communications/alarm capabilities. The building lighting shall be controlled through the building DDC system.

### ***Proposed Electrical, Telecommunications and Fire Alarm Systems – New Building***

#### *Electrical*

A new electrical service will be required. Due to the increased square footage it is recommended that the new service be 1200A at 277/480V with step down transformers. Large HVAC, pump, elevator, and lighting loads should be served at 277/480V. The existing lighting system, interior and exterior, should be replaced complete with energy efficient LED lighting and code compliant lighting controls. Select spaces shall be provided with scene selection lighting controls with dimming. Branch circuit wiring and devices, whether floor or wall mounted, shall be provided to serve the space.

#### *Telecommunications*

The telecommunications systems shall be provided to suit the needs of each space, refer to Library Program Summary for additional information. Dedicated IT rooms shall be provided. IT rooms shall be centrally located to limit max cable length to 300'. Wi-Fi access points shall provide coverage throughout the library and to the green space(s) adjacent to the library.

#### *Audio / Visual*

Audio / Visual systems shall be provided to suit the needs of each space, refer to Library Program Summary for additional information. The library shall be provided with a white noise sound masking system throughout. A public address system shall be provided. PA speakers shall be provided in public spaces.

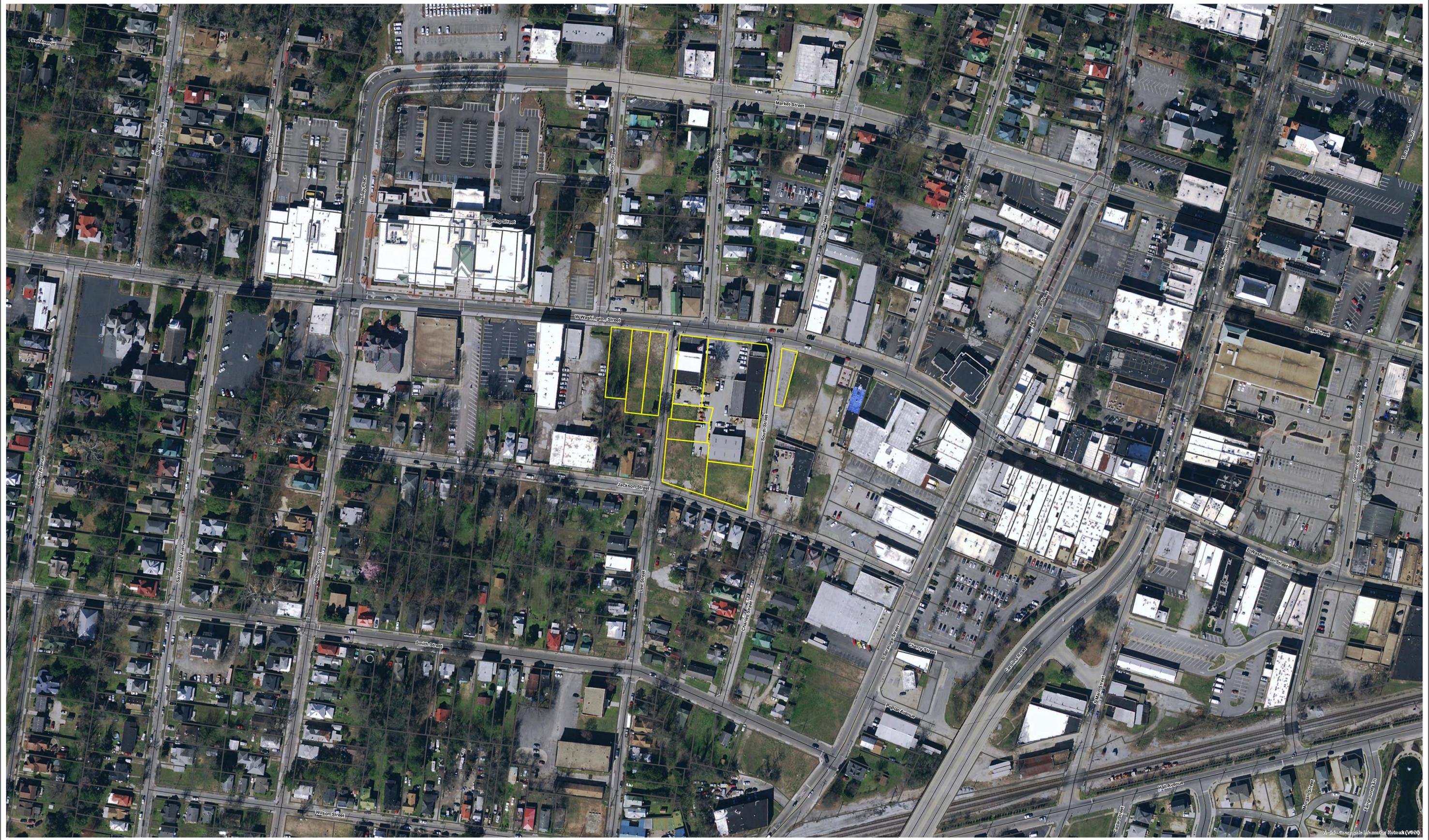
#### *Security*

Electronic access doors shall be provided, as required, refer to Library Program Summary for additional information. A security CCTV camera system will be required. Cameras shall provide full coverage of the library. Camera system shall report to the citywide camera system.

#### *Fire Alarm*

An addressable code compliant fire alarm system shall be provided. Fire alarm system shall monitor the sprinkler system and interface with building elevator(s) for elevator recall. Fire alarm pull stations shall be provided at each egress door and entrance to each stairwell. Notification devices, audible and visual, shall be provided per code.

# Proposed Site Base Maps



**Kimley»Horn**

4525 Main Street, Suite 1000  
Virginia Beach, VA 23462

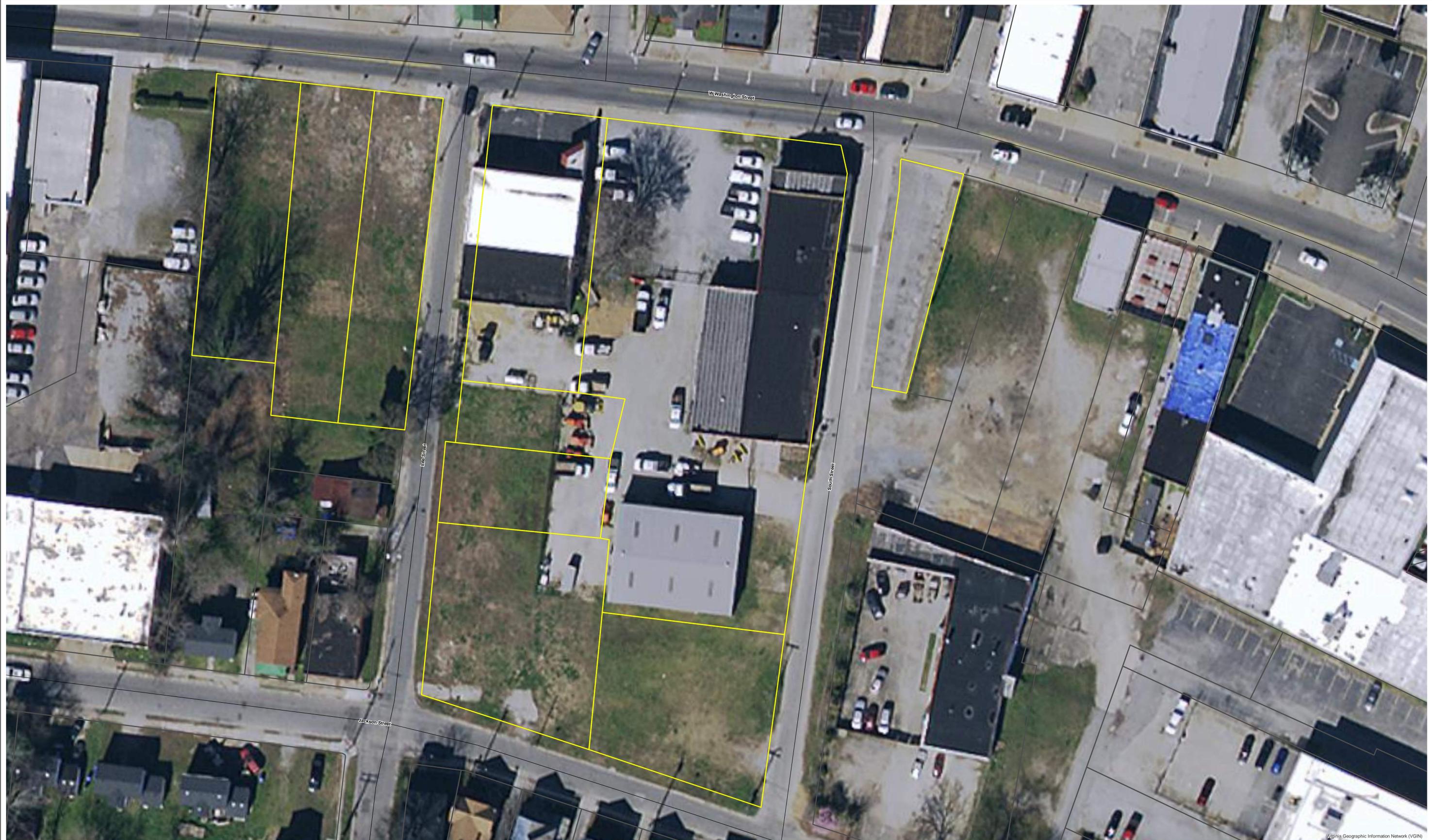


0 100 200 400  
Feet

**Legend**

- Subject Parcel
- Other Parcel

**Suffolk Downtown Library  
Overall Site Map**



**Kimley»Horn**

4525 Main Street, Suite 1000  
Virginia Beach, VA 23462



0 25 50 100  
Feet

**Legend**

-  Subject Parcel
-  Other Parcel

**Suffolk Downtown Library  
Site Map**



**Kimley»Horn**

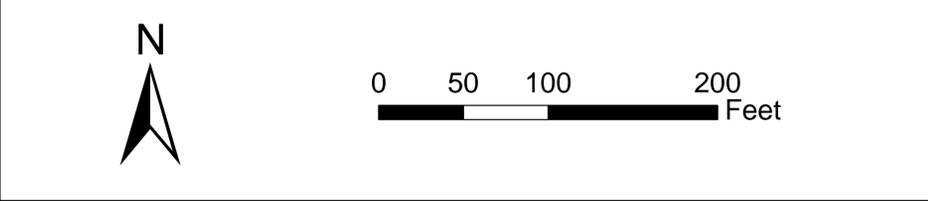
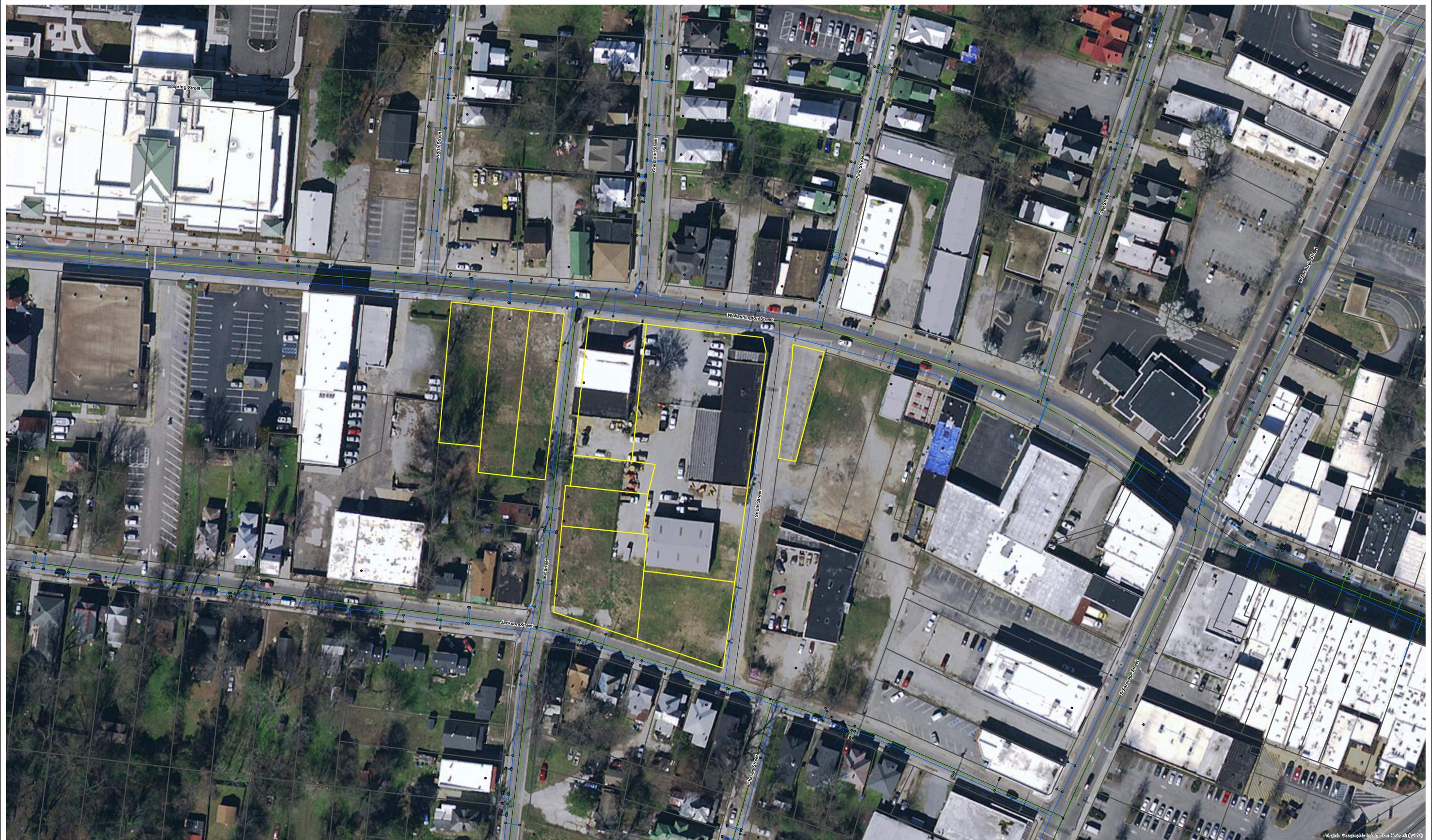
4525 Main Street, Suite 1000  
Virginia Beach, VA 23462



**Legend**

- Subject Parcel
- Other Parcel
- Stormwater Structures
- PIPE

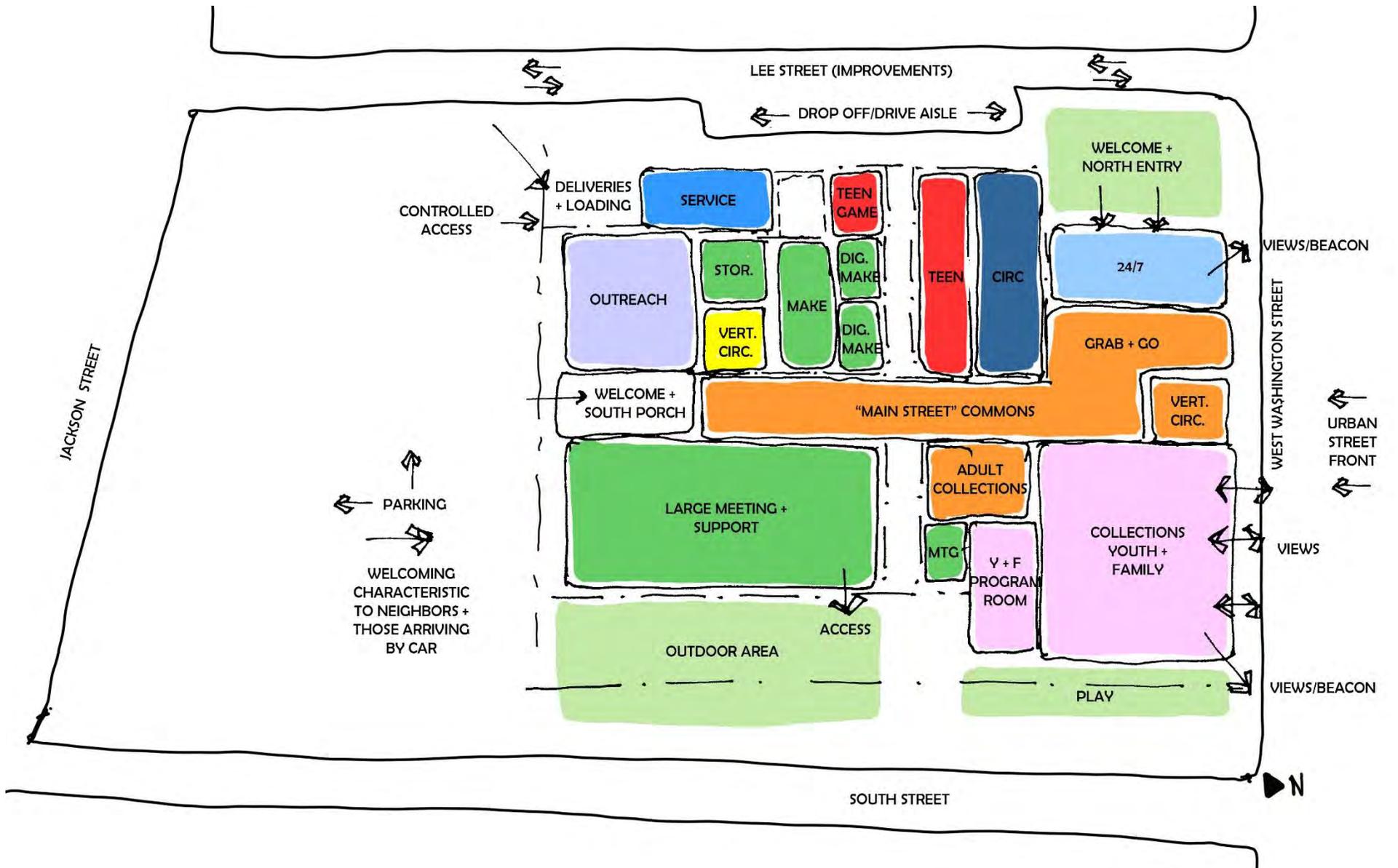
**Suffolk Downtown Library  
Stormwater Map**



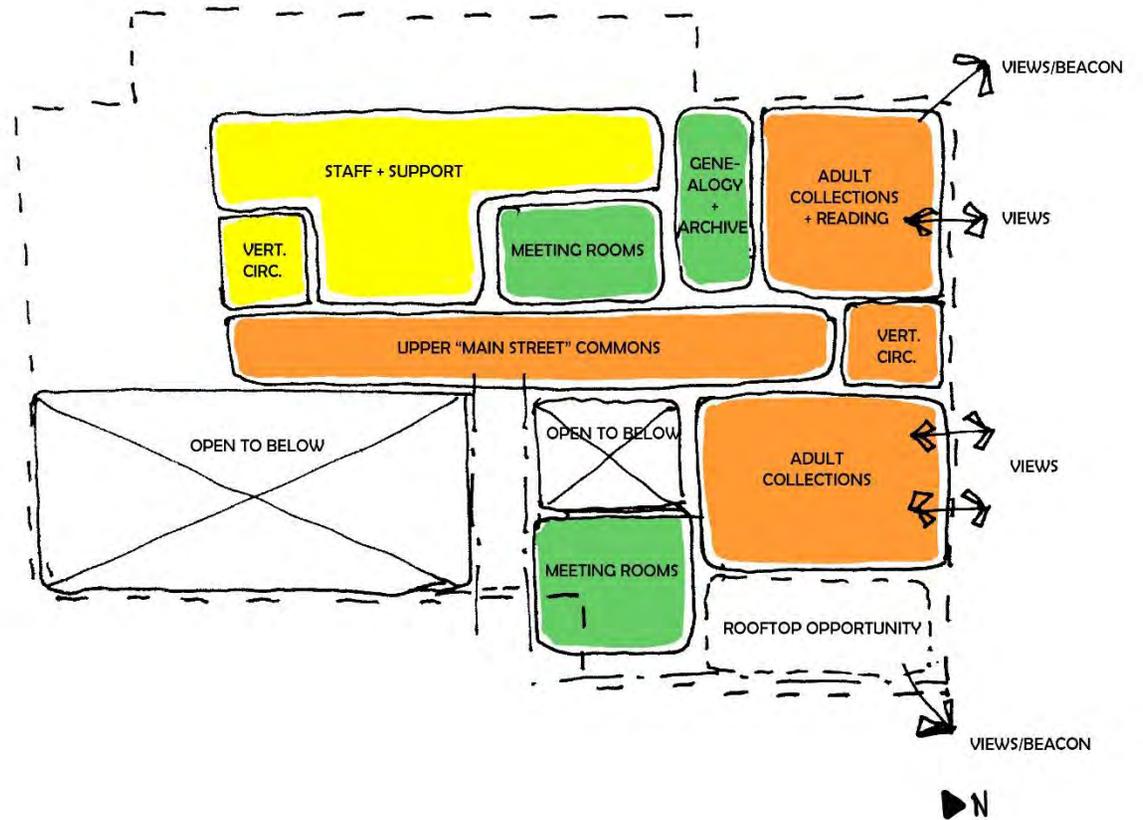
**Legend**

Water Main	Sewer Laterals
Water Line	Subject Parcel
Sewer Gravity Main	Other Parcel

# Proposed Library Block Diagrams



Proposed New Library – First Floor Block Diagram



Proposed New Library – Second Floor Block Diagram

# Summary of Public Input

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## Focused Summary

New Downtown Library Community Input Meetings  
57 Participants

07/11/18, 07/12/18

I. Comments and Feedback by category, based on conversations and written responses:

1. New Library Visioning- General Feedback:

A. Technology:

- i. Concern about lendable technology and replacement costs
- ii. Information Technology kiosks would be useful for learning how to do things and for navigating online collections. Include Digital boards for information to share about events and activities
- iii. Importance of Wi-Fi and technology to serve people in remote areas of the city was stressed
- iv. Computer work stations should include both Apple and Microsoft
- v. Concern about self-checkout and dependability of systems
- vi. White boards for tutoring area
- vii. Technology with easy input
- viii. Movies are not currently available, however there were several comments that they should be made available for renting, or for streaming/downloading within the Library
- ix. Technology for the future that creates space but keeps books safe for senior community

B. Program Spaces:

- a. Aisles shown in image are too wide, that the space should be used efficiently
- b. Dedicated Youth and Family separate from the rest of the Library is important
- c. Meeting space is good; Meeting spaces should be available to clubs, groups, music groups, seniors.
- d. Closed study rooms are needed.
- e. Include more books, more best- sellers and new books; The online collection of E-books is limited
- f. Book selection for adults continuing education
- g. Drop boxes do not work well, the spines of the books get broken at the Morgan Memorial Library, although they do not get broken at the North Suffolk Library.
- h. Rooftop Garden with access to food, local brewery involvement.
- i. Suggest ability to co-locate digital labs and maker spaces
- j. Outdoor space to support afternoon concerts, active space for all ages.
- k. Spaces for job training, places to post information about Jobs
- l. Paul D Camp Community College involvement
  - i. Distance for students and access to resources is an issue

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- ii. Provide study space (quiet) with access to resources and materials
    - m. Do not lose the input of the Downtown Master Plan:
      - i. Work Force needs- technology access and internet access
      - ii. "Votech" support - working with the Community College
      - iii. Full Commercial Kitchen (to be used as Incubator kitchen) was brought up by consultants for Master Plan and received good feedback from the community at the time.
      - iv. Goal: to draw people into downtown.
      - v. Research the local business needs in downtown and support vocational technology
    - n. Suggestion to pay close attention to the new Historic Archive, a need to document in Suffolk.
    - o. Life Skills area where a combination of teaching, kitchen, creative, making and life related skills (changing a car tire, balancing a check book, etc.) can be taught.
      - i. The life skills population would be young adults and adults, need to reach inner city community, a generational need.
      - ii. A "light weight" industrial space
      - iii. Room w/ roll-up door to pull vehicles in and out
    - p. Programs for special needs communities
    - q. Computer Classrooms
    - r. Nutrition Classes
  - C. Design:
    - a. Design should be contemporary/ modern/flexible
    - b. Suggestion that storage be dispersed to be close to program areas; even in mobile furniture type of wardrobe units that can be used to create walls and separation when needed.
    - c. LEED/Sustainable Design; permeable parking
    - d. Focus on Art and Creativity
    - e. Incorporate Judith Godwin's paintings; incorporate rotating artwork by local artists
    - f. Flexibility of space
    - g. More Parking is needed
2. Library Staff Comments:
- a. Staff shared concern for maker spaces to be well staffed to be successful
  - b. Flexible furniture, allowing patrons to move around furniture is a good idea
  - c. Cafés tend to be overpriced, which would not work for this community
  - d. Need access to software, capability for video recording
  - e. Concern with high-tech integration is that it will not be used once the "wow" factor wears off; comment about the touch screens at Slover Memorial Library and that they are not well used any longer.
3. Teens and Kids Comments:

- a. Generally, the teens group shared that the new library is a good idea
  - b. Teen Area with Homework help and places where people can volunteer to tutor.
  - c. They are looking for a place to have fun, to stay out of trouble.  
Positive environment
  - d. Looking for: hanging out spaces, game room, space to be loud, spaces that involve food, quiet spaces to do school work.
  - e. Many shared a desire to build things, learn things.
  - f. In general, they did not like the rooms that look like classrooms
  - g. Suggests operable walls at teen space to open the space when needed but also allow it to be closed off to the public areas when needed.
  - h. Teens are looking for a place to have fun, be creative. Like the open space presented for 21st century libraries, as well as teaching space. Wants to see more décor, children's programs including scholarship and academic focus in addition to gaming.
  - i. Separate kids and teens areas from adult areas due to noise control
  - j. Space for Legos and Play
  - k. Space for Robotics Classes
  - l. Space for teens to watch movies
4. Families with Young Kids:
- a. Dedicated teen space is a good idea
  - b. Multiple children's areas based on age is a good idea, however, if one parent is there to supervise kids of different ages they need to be able to see all.
  - c. Maker space should be flexible to accommodate many different activities for different age groups.
  - d. Include soft flooring at the kids' area
  - e. Computer areas should be separate from kids' areas due to inappropriate content being displayed
  - f. Safe space for story time
5. SPL Comments:
- a. SPL offers a good balance of programs at each location.
  - b. Great improvement in the past 5 years in programming
  - c. There is a need for more hours for the library
  - d. Concern was shared regarding the operational budget of staff and ability to staff the new library.
  - e. Keep up the good programming and outreach
6. City of Suffolk Comments:
- a. Resources aren't well distributed and/or well-coordinated throughout the city
  - b. It was suggested that there is a conversation about turning the existing Morgan Memorial into a dedicated commercial kitchen/incubator kitchen once the new Library is constructed.

7. In- Library Conversations:

- a. Teens would like to see a tree growing through the middle of the Library, with a large open space around it.
- b. Would like access to movie collections, online access to older movies
- c. Priority should be given to peaceful places to read
- d. 24-hour service would be great. Good for students and kids, with a focus on the downtown population.
- e. Places to watch movies would be great to have, more computers, more laptops to lend out
- f. Many book series are missing parts of the series, which is frustrating for readers.
- g. Good commentary about how friendly people are in the Library
- h. Looking for a "great" Library, with large spaces, tall book shelves, an experience of "awe" as you walk in and look up at all of the books.
- i. Better access to digital resources to help find books
- j. Better access for people with disabilities- Physical disabilities, hearing impaired, visually impaired services. Elevator access. Tablet for deaf interface. Audio Recordings for visually impaired.
- k. Comments that by eating, loud noises, and being on the phone leads to little respect for the Library
- l. Better Public restrooms
- m. Better access to outlets for charging, close to entry, available throughout
- n. Separate floors with separate areas for different age groups is needed
- o. Kids should have access to technology that will teach (Leap Frog tablets, for example). Kids will not know what they are interested in until they are exposed to it.

8. Neighborhood (walk around) comments:

- a. Concern about enough parking
- b. Perception is that there are more activities going on at North Suffolk Library. After review with Library Staff, this is not the case, however, events at North Suffolk are more visible. Increase visibility in new Library including transparency and outdoor events to promote vitality.

9. Comments on the Feasibility Study process:

- a. Suggestion to have a next step to include a smaller focus group where members of different demographics can hear each other's opinions and share, in effort to build community consensus.

II. Comment Card Feedback:

1. What Library Services are Most Important to you?
  - a. Informed staff
  - b. Access to quiet areas

- c. Diverse collection of print and audio materials for all ages
  - d. Visible, Helpful staff
  - e. Learning and advanced technology, not audio
  - f. Tutoring, outdoor book return
  - g. Research assistance, reference material, connection to city experts and sources, scheduling of events, children's story time, Mommy's Day out
  - h. Time of operations, easy to communicate with staff
2. What elements of 21st Century Library as conveyed in the slide show most appeal to you?
- a. Access to devices
  - b. Access to Wi-Fi
  - c. Places for gathering and continuing education opportunities- both academic and fun
  - d. Separate areas for children and teens
  - e. Kitchen and Ease of Access
  - f. Meeting Space
  - g. Computer Book programs, books
  - h. Outdoor library, large rooms for group use
  - i. Digital Collections, On-Loan Capability, 21st Century Conference rooms, Internet access, Wi-Fi, Inter Collegiate connection
  - j. Teen dedicated area
3. Are there any potential desirable collections or services that you feel may have been overlooked?
- a. Movies
  - b. Integration of a college in downtown Suffolk
  - c. Connection to citizens, learning resources to assist the community
  - d. Free online learning certificates,
  - e. Baking classes
  - f. Classrooms, computer rooms
  - g. Pursue LEED certificate, Build Green.
  - h. Roof Top facilities
4. Other Comments:
- a. Incorporate Suffolk History Museum
  - b. Adults to have their own quiet areas
  - c. Accessible for Aging population
  - d. Adult computer area that is not shared by Teens
  - e. Library should concentrate on what they do best: Books. " Other stuff" including Kitchen, gardening, and power tools should be housed elsewhere in the city.
  - f. More storage areas
  - g. Ensure the new library will look to the next 50 years
  - h. Ability to conference or communicate with 21st century (Video Tele-conference, Skype, Etc.).

- i. Based on many different commentaries, a focus group sharing thoughts would be great, so these various perspectives can hear from one another and build consensus.

III. Visioning Board Feedback:

1. Reference attachment - Visioning Boards Feedback
2. Categories established based on red/green sticker feedback:
  - Strongly Support (A lot of Green)
  - Some Support (Green)
  - Little Support (Some Green, Some Red)
  - Strongly Do Not Support (Mostly Red)

Visioning Space	Day 1	Day 2
Self-Checkout	Strongly Do Not Support	Some Support
Mobile Help Desk	Little Support	Strongly Support
Transparency	Little Support	-
New and Novel	Some Support	Some Support
Bright and Flexible	Strongly Support	Strongly Support
Wide Aisle and Quick Access	Some Support	Strongly Support
Flexible Reading Commons	Some Support	Some Support
Small Group Meeting Areas	Some Support	Some Support
Mixed Seating	Little Support	Some Support
Dedicated Youth and Family Area (1)	Little Support	Strongly Support
Youth and Family Area (2)	Some Support	Strongly Support
Integrated Play	Some Support	Some Support
Teen Area (1)	Some Support	-
Teen Area (2)	Some Support	Some Support
Teen Area (3)	Strongly Support	Strongly Support
Technology- Information Kiosk	Little Support	Some Support
Technology- Gaming	Strongly Support	Some Support
Technology- Loaning	Some Support	Some Support
Technology-Digital Lab	Strongly Support	Some Support
Technology- Audio Lab	Some Support	Some Support
Creative Spaces- Making and Fixing	Some Support	Strongly Support
Creative Spaces - Making	Strongly Support	Strongly Support

Creative Spaces - Special Collections	Little Support	Strongly Do Not Support
Meeting Spaces - Small Groups	Strongly Support	Strongly Support
Meeting Spaces- Medium Groups	Some Support	Strongly Support
Meeting Spaces- Large Gathering (1)	Some Support	Strongly Support
Meeting Spaces- Large Gathering (2)	Little Support	Strongly Support
Local History Display	Little Support	Little Support
Music Performance	Strongly Do Not Support	Some Support
Teaching Kitchen	Little Support	Little Support
Teaching Kitchen	Little Support	Little Support
Café	Little Support	Little Support
Gardening	Little Support	Strongly Support
Outdoor Library	Little Support	Strongly Do Not Support
Outdoor Events	Strongly Support	Strongly Support
Bike Storage	Some Support	Strongly Support

# Public Survey Summary

## Focused Summary

Survey Distribution	Survey Dates	Total # of Responses
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Online-Survey Monkey, In Person	06/26/18 through 07/16/18	258
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1. Books are preferred format of Library Materials for all age groups of community members, followed second by digital databases.
2. Community members ranked Library Services per the following:
  - a. Must Have: Access to Computers, Internet Access on Library Computers, Wi-Fi, Kids Programs, General Research Help, Access, and Help with New Technologies, Access to Printers, Library Website, Adults Programs, Meeting Spaces, Parking, Digital Reserve and Self-Checkout, and Drive through book return.
  - b. Split between Must Have and Nice to Have: Creative and Making Programs, Job Search and Application Services, and Local History/Genealogy services.
  - c. Nice to Have, but not critical: Book Sales, Pop-Up Library, ESL Classes, Special Collections Help, Library Out Loud Services, Financial Services, Outdoor Programs.
3. Events that community members envision taking place in the Library if given more space center around group meetings, programs for kids, reading spaces, classes, book clubs, adult programs, teen programs, community events, and author signing events.
4. Programs that community members participate in elsewhere that they would participate in at the Library if offered include exercise classes, book clubs, art activities, crafts, painting, meetings, night time activities, and children's activities.
5. Community Members ranked the space needs in the Public Library per the following:
  - a. Must Have: Help Desk, Area for ages 0-5, Area for Ages 6-12, Area for teens, Comfortable Seating, Small Meeting Rooms, Medium Meeting Rooms, Quiet Reading Room, study Rooms, Parking, Bicycle Parking.
  - b. Split between Must Have and Nice to Have: Local History/Genealogy Room, Nursing and Crying Room,
  - c. Nice to Have, but not critical: Large Conference or meeting rooms, Large Assembly Room, Maker Spaces, stroller parking.
  - d. Split between Nice to Have and Don't Need: Digital Gaming stations or rooms.
6. When asked about their favorite space in the Library, the community responded with comments about the reading stacks, children's area, and tables for sitting, browsing areas among the books, quiet areas, comfortable seating, and the program room.
7. When asked about their least favorite space in the Library, the community responded with comments about the general noise in the Library, lack of space, computer area being crowded and inappropriate for all ages, lack of space in the kid's area, and crowded conditions of the reading areas.
8. When asked what they looked for in a Library atmosphere, the community responded with a lot of natural light, easy access to help, computer areas, lively, quiet space, comfortable seating, and access to technology but with access to help as well.

9. The details that stand out in the community member's memories about visiting the Library center around books, the North Suffolk Library, friendly staff, children's programs, and books.
10. When asked what type of services, activities, or events would entice the community members to **travel thirty minutes or more, responses included kids' programs and events, crafts, group glasses, festivals, music concerts, art programs, and opportunities to learn.**
11. Among many, some highlights from additional comments that community members added to the survey include:
  - a. "We want to make the library a safe fun learning environment versus just a book disperser"
  - b. "Local History Room"
  - c. "Quiet Sensory room for kids with autism to take a break in"
  - d. "More books"
  - e. "Ask the children our future what we need. They need a place to be after school to do homework, a summer location that's cool and offers educational activities"
  - f. "LEED Certified Building"
  - g. "Would love to see the safety at the downtown library become a priority"
  - h. "Suffolk needs a museum telling visitors and residents about the history of this city"

# Cost Estimate

## Cost Estimate

The following cost data provides a preliminary range of costs per square foot range for renovation/addition to the existing facility, proposed new facility, and streetscape improvements at the proposed building and streetscape improvements between east of the Municipal Center proceeding east to Lee Street (boundary of the proposed Downtown Library). Note these are preliminary estimates using mid-range cost per square foot assumptions. The next step should be to generate a more detailed cost estimate using parametric information with more developed project requirements.

For planning purposes due to the uncertainty of the project requirements and the current bidding climate, it is recommended to use the upper level costs (\$425/sf) for budget assumptions.

<b>A. Existing Building Renovation and Additions</b>				
<b>Building SF</b>	<b>Inefficiency markup (building)</b>	<b>Cost/SF</b>	<b>Overall Building Cost</b>	<b>Notes</b>
45,305	1.25	\$375	\$21,237,188	1. Cost per square foot includes construction costs, FF&E, professional fees, testing, permits, and contingences 2. Excludes site costs
45,305	1.25	\$425	\$24,068,813	1. Cost per square foot includes construction costs, FF&E, professional fees, testing, permits, and contingences 2. Excludes site costs
<b>Site Improvements</b>	<b>Soft cost markup (site)</b>		<b>Overall Site Cost</b>	
\$753,000	1.2		\$903,600	See attachment A. (site costs)
		Overall cost at \$375/SF	<b>\$22,140,788</b>	
		Overall cost at \$425/SF	<b>\$24,972,413</b>	

<b>B. Proposed Building</b>				
<b>Building SF</b>	<b>Inefficiency markup (building)</b>	<b>Cost/SF</b>	<b>Overall Building Cost</b>	<b>Notes</b>
45,305		\$375	\$16,989,750	1. Cost per square foot includes construction costs, FF&E, professional fees, testing, permits, and contingences 2. Excludes site costs
45,305		\$425	\$19,255,050	1. Cost per square foot includes construction costs, FF&E, professional fees, testing, permits, and contingences 2. Excludes site costs

Site Improvements	Soft cost markup (site)		Overall Site Cost	
\$1,562,000	1.2		\$1,874,400	See attachment B. (site costs)
		Overall cost at \$375/SF	<b>\$18,864,150</b>	
		Overall cost at \$425/SF	<b>\$21,129,450</b>	
<b>C. Streetscape Improvements (At Proposed Building)</b>				
Site Improvements	Soft cost markup (site)		Overall Site Cost	Notes
\$1,278,000	1.2		<b>\$1,533,600</b>	1. Streetscape costs include construction, professional fees, testing, permits, and contingencies. 2. See attachment C. (site costs)
<b>D. Streetscape Improvements (Proposed Building to Municipal Center)</b>				
Building SF	Soft cost markup (site)	Cost/SF	Overall Building or Site Cost	Notes
Site Improvements				
\$2,002,000	1.2		<b>\$2,402,400</b>	1. Streetscape improvements are north and south side of W. Washington Street from Lee Street to the Municipal Center streetscape improvements (approximately North Street). 2. See attachment D. (site costs) 3. Streetscape cost includes construction, professional fees, testing, permits, and contingencies.

# Attachment A

## Opinion of Probable Construction Cost

Site:	Downtown Library Study - Existing
Location:	Suffolk, VA
Project No:	116019042
Prepared By:	Kimley-Horn and Associates
Checked By:	WDF
Date:	8/2/2018

**Notes:**

The Consultant has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Consultant at this time and represent only the Consultant's judgment as a design professional familiar with the construction industry. The Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

**Site Narrative:**

Reconstruction of the existing downtown library site at 309 W. Washington Street. The parking lot remains in the existing configuration but is completely reconstructed. The building renovation occurs within the existing footprint to the building and goes vertical to achieve approximately 50,000 square feet gross floor area. Water and sewer utilities are extended from new taps in W. Washington Street. Stormwater detention is underground and treatment is in filtering type structural BMP.

Group/Item	Quantity	Unit	Unit Price	Item total	Group Total
<b>Demolition</b>					
Mobilization	1	LS	\$20,000.00	\$20,000.00	
Survey and Stakeout	1	LS	\$10,000.00	\$10,000.00	
Erosion and Sediment Control	1	LS	\$5,000.00	\$5,000.00	
Site Clearing	1	LS	\$5,000.00	\$5,000.00	
Demolition of Site Features	2,333	SY	\$6.26	\$14,606.67	
Earthwork	1	LS	\$10,000.00	\$10,000.00	
					<b>\$64,606.67</b>
<b>Site Work</b>					
Concrete Curb and Gutter	1000	LF	\$45.00	\$45,000.00	
Concrete Sidewalk	222	SY	\$40.00	\$8,888.89	
Asphalt Pavement Heavy Duty	1111	SY	\$45.00	\$50,000.00	
Asphalt Pavement Standard Duty	1222	SY	\$35.00	\$42,777.78	
Signage and Striping	1	LS	\$5,000.00	\$5,000.00	
Site Amenities & Furnishings	1	LS	\$50,000.00	\$50,000.00	
Concrete Entrances	2	EA	\$30,000.00	\$60,000.00	
					<b>\$261,666.67</b>
<b>Site Utilities</b>					
8" Water Line	200	LF	\$120.00	\$24,000.00	
2" Water Line	200	LF	\$35.00	\$7,000.00	
Fire Hydrants	2	EA	\$3,500.00	\$7,000.00	
8" Detector Check and RPZ	1	LS	\$50,000.00	\$50,000.00	
Water Line Appurtenances (bends, tees, valves, etc.)	1	LS	\$15,000.00	\$15,000.00	
6" PVC Sanitary	200	LF	\$30.00	\$6,000.00	
Sewer Manholes	1	EA	\$5,000.00	\$5,000.00	
Site Lighting	4	EA	\$5,000.00	\$20,000.00	
					<b>\$134,000.00</b>
<b>Storm Drain and Stormwater Management</b>					
RCP Pipe	500	LF	\$100.00	\$50,000.00	
Drainage Structure	6	EA	\$4,000	\$24,000.00	
Stormwater Management - Water Quality	4	EA	\$20,000	\$80,000.00	
Stormwater Management - Water Quantity	185	CY	\$215	\$39,814.81	
					<b>\$193,814.81</b>
<b>Cost of Work Subtotal</b>					<b>\$654,088.15</b>
15% Contingency					\$98,200.00
<b>Cost of Work Total</b>					<b>\$753,000.00</b>

## Attachment B

### Opinion of Probable Construction Cost

Site:	Downtown Library Study - Proposed
Location:	Suffolk, VA
Project No:	116019042
Prepared By:	Kimley-Horn and Associates
Checked By:	WDF
Date:	8/2/2018

**Notes:**

The Consultant has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Consultant at this time and represent only the Consultant's judgment as a design professional familiar with the construction industry. The Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

**Narrative:**

Redevelopment of proposed site at 400 block of W. Washington Street with a new 50,000 square foot library, pocket park, and on-site 100-space parking lot. The estimate includes reconstruction of Lee Street and abandonment of South Street. No development is proposed west of Lee St. or east of South St. The existing buildings remaining on site are demolished. Water and sewer are extended from Jackson Street with new construction on Lee Street. Storm sewer upgraded on Lee Street and new storm on site. Water quality is accomplished using structural filtering BMPs and underground water detention is used for quantity.

Group/Item	Quantity	Unit	Unit Price	Item total	Group Total
<b>Demolition</b>					
Mobilization	1	LS	\$40,000.00	\$40,000.00	
Survey and Stakeout	1	LS	\$25,000.00	\$25,000.00	
Erosion and Sediment Control	1	LS	\$12,500.00	\$12,500.00	
Site Clearing	1	LS	\$12,500.00	\$12,500.00	
Demolition of Site Features	11,500	SY	\$6.26	\$71,990.00	
Earthwork	1	LS	\$20,000.00	\$20,000.00	
					<b>\$181,990.00</b>
<b>Site Work</b>					
Concrete Curb and Gutter	1650	LF	\$45.00	\$74,250.00	
Concrete Sidewalk	722	SY	\$40.00	\$28,888.89	
Asphalt Pavement Heavy Duty	3333	SY	\$45.00	\$150,000.00	
Asphalt Pavement Standard Duty	2222	SY	\$35.00	\$77,777.78	
Signage and Striping	1	LS	\$5,000.00	\$5,000.00	
Site Amenities & Furnishings	1	LS	\$100,000.00	\$100,000.00	
Concrete Entrances	2	EA	\$30,000.00	\$60,000.00	
					<b>\$495,916.67</b>
<b>Site Utilities</b>					
8" Water Line	600	LF	\$120.00	\$72,000.00	
2" Water Line	50	LF	\$35.00	\$1,750.00	
Fire Hydrants	4	EA	\$3,500.00	\$14,000.00	
8" Detector Check and RPZ	1	LS	\$50,000.00	\$50,000.00	
Water Line Appurtenances (bends, tees, valves, etc.)	1	LS	\$15,000.00	\$15,000.00	
6" PVC Sanitary	600	LF	\$30.00	\$18,000.00	
Sewer Manholes	4	EA	\$5,000.00	\$20,000.00	
Site Lighting	10	EA	\$5,000.00	\$50,000.00	
					<b>\$240,750.00</b>
<b>Storm Drain and Stormwater Management</b>					
RCP Pipe	1000	LF	\$100.00	\$100,000.00	
Drainage Structure	10	EA	\$4,000	\$40,000.00	
Stormwater Management - Water Quality	10	EA	\$20,000	\$200,000.00	
Stormwater Management - Water Quantity	463	CY	\$215	\$99,537.04	
					<b>\$439,537.04</b>
				<b>Cost of Work Subtotal</b>	<b>\$1,358,193.70</b>
				<b>15% Contingency</b>	<b>\$203,800.00</b>
				<b>Cost of Work Total</b>	<b>\$1,562,000.00</b>

# Attachment C

## Opinion of Probable Construction Cost

<b>Site:</b>	<b>Downtown Library Study - Streetscape at Proposed Site</b>
<b>Location:</b>	<b>Suffolk, VA</b>
<b>Project No:</b>	<b>116019042</b>
<b>Prepared By:</b>	<b>Kimley-Horn and Associates</b>
<b>Checked By:</b>	<b>WDF</b>
<b>Date:</b>	<b>8/2/2018</b>

**Notes:**

The Consultant has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Consultant at this time and represent only the Consultant's judgment as a design professional familiar with the construction industry. The Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

**Narrative:**

Reconstruct W. Washington Street in front of the proposed development site, approximately 275 linear feet from Lee Street to Pine Street. Typical section will be new 8' concrete walk on the south side, two 12' asphalt through lanes, 10' on-street parking with islands on the north side, decorative concrete and paver 10' walk on the north side. Utilities will be placed underground. New street lighting will be decorative acorn style.

Group/Item	Quantity	Unit	Unit Price	Item total	Group Total
<b>Demolition</b>					
Mobilization	1	LS	\$30,000.00	\$30,000.00	
Survey and Stakeout	1	LS	\$10,000.00	\$10,000.00	
Erosion and Sediment Control	1	LS	\$5,000.00	\$5,000.00	
Site Clearing	1	LS	\$5,000.00	\$5,000.00	
Demolition of Site Features	1,100	SY	\$6.26	\$6,886.00	
Earthwork	1	LS	\$32,000.00	\$32,000.00	
					<b>\$88,886.00</b>
<b>Site Work</b>					
Concrete Curb and Gutter (north)	390	LF	\$45.00	\$17,550.00	
Concrete Curb and Gutter (south)	320	LF	\$46.00	\$14,720.00	
Decorative Sidewalk (north)	367	SY	\$100.00	\$36,666.67	
Concrete Sidewalk (south)	244	SY	\$40.00	\$9,777.78	
Asphalt Pavement Heavy Duty	1100	SY	\$50.00	\$55,000.00	
Signage and Striping	1	LS	\$8,000.00	\$8,000.00	
Site Amenities & Furnishings	1	LS	\$40,000.00	\$40,000.00	
Concrete Entrances	2	EA	\$30,000.00	\$60,000.00	
					<b>\$241,714.44</b>
<b>Site Utilities</b>					
8" Water Line (spot repairs)	40	LF	\$120.00	\$4,800.00	
2" Water Line (spot repairs)	40	LF	\$35.00	\$1,400.00	
Fire Hydrants (new setting)	1	EA	\$3,500.00	\$3,500.00	
Water Line Appurtenances (valve boxes, valves, etc.)	1	LS	\$20,000.00	\$20,000.00	
8" PVC Sanitary (replace)	275	LF	\$250.00	\$68,750.00	
Sewer Manholes (replace)	2	EA	\$5,000.00	\$10,000.00	
Relocate o/h utilities to underground	560	LF	\$1,000.00	\$560,000.00	
Site Lighting	8	EA	\$5,000.00	\$40,000.00	
					<b>\$708,450.00</b>
<b>Storm Drain and Stormwater Management</b>					
RCP Pipe	560	LF	\$100.00	\$56,000.00	
Drainage Structure	4	EA	\$4,000	\$16,000.00	
					<b>\$72,000.00</b>
					<b>Cost of Work Subtotal \$1,111,050.44</b>
					<b>15% Contingency \$166,700.00</b>
					<b>Cost of Work Total \$1,278,000.00</b>

## Attachment D

### Opinion of Probable Construction Cost

Site:	Downtown Library Study - Gap Streetscape
Location:	Suffolk, VA
Project No:	116019042
Prepared By:	Kimley-Horn and Associates
Checked By:	WDF
Date:	8/2/2018

**Notes:**

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**Narrative:**

Reconstruct W. Washington Street from end of municipal center improvements near North Street, 425 linear feet east to Lee Street. Typical section will be new 8' concrete walk on the south side, two 12' asphalt through lanes, 10' on-street parking with islands on the north side, decorative concrete and paver 10' walk on the north side. Utilities will be placed underground. New street lighting will be decorative acorn style.

Group/Item	Quantity	Unit	Unit Price	Item total	Group Total
<b>Demolition</b>					
Mobilization	1	LS	\$50,000.00	\$50,000.00	
Survey and Stakeout	1	LS	\$20,000.00	\$20,000.00	
Erosion and Sediment Control	1	LS	\$5,000.00	\$5,000.00	
Site Clearing	1	LS	\$5,000.00	\$5,000.00	
Demolition of Site Features	1,700	SY	\$6.26	\$10,642.00	
Earthwork	1	LS	\$48,000.00	\$48,000.00	
					<b>\$138,642.00</b>
<b>Site Work</b>					
Concrete Curb and Gutter (north)	590	LF	\$45.00	\$26,550.00	
Concrete Curb and Gutter (south)	480	LF	\$46.00	\$22,080.00	
Decorative Sidewalk (north)	567	SY	\$100.00	\$56,666.67	
Concrete Sidewalk (south)	378	SY	\$40.00	\$15,111.11	
Asphalt Pavement Heavy Duty	1700	SY	\$50.00	\$85,000.00	
Signage and Striping	1	LS	\$12,000.00	\$12,000.00	
Site Amenities & Furnishings	1	LS	\$60,000.00	\$60,000.00	
Concrete Entrances	4	EA	\$30,000.00	\$120,000.00	
					<b>\$397,407.78</b>
<b>Site Utilities</b>					
8" Water Line (spot repairs)	60	LF	\$120.00	\$7,200.00	
2" Water Line (spot repairs)	60	LF	\$35.00	\$2,100.00	
Fire Hydrants (new setting)	3	EA	\$3,500.00	\$10,500.00	
Water Line Appurtenances (valve boxes, valves, etc.)	1	LS	\$30,000.00	\$30,000.00	
8" PVC Sanitary (replace)	425	LF	\$250.00	\$106,250.00	
Sewer Manholes (replace)	6	EA	\$5,000.00	\$30,000.00	
Relocate o/h utilities to underground	850	LF	\$1,000.00	\$850,000.00	
Site Lighting	12	EA	\$5,000.00	\$60,000.00	
					<b>\$1,096,050.00</b>
<b>Storm Drain and Stormwater Management</b>					
RCP Pipe	840	LF	\$100.00	\$84,000.00	
Drainage Structure	6	EA	\$4,000	\$24,000.00	
					<b>\$108,000.00</b>
					<b>Cost of Work Subtotal</b>
					<b>\$1,740,099.78</b>
					<b>15% Contingency</b>
					<b>\$261,100.00</b>
					<b>Cost of Work Total</b>
					<b>\$2,002,000.00</b>

# Suffolk Public Library Vision

## 21st Century Library – Trends and Visioning

### *Introduction*

In thinking about the library 20-30 years from now it is hard to speculate what the stuff in libraries will **look like**. While it's likely that more and more people will have technology and therefore information immediately at their disposal, what materials are available inside the library will change, but the role of the library as a community learning hub will not. With a digital divide that is likely to persist there, will **still be access issues in our communities**. However, the library's role as an institution that facilitates idea generation and connects people to each other and their community will only continue to grow.

### *Trends to shape the Suffolk Public Library*

#### *Growing Technology Trailblazers: Library as Technology Hub*

While many people have more technology personally at their disposal, there remains a digital divide. Access to technology may be limited by economic means or in the case of Suffolk, internet infrastructure in the community. Libraries continue to be, and increasingly are where people get access to the basics, such as computers and internet. However, libraries are also a place where people can touch and explore new technology, including those who have access to technology in their homes. Suffolk Public Library aims to provide opportunities for all users to explore and discover cutting edge technology, and most of all to learn tech in an informal, experiential setting, outside of school and work environments. Additionally, with new tech increasingly developing outside of those formal school and work environments, libraries can position themselves by providing the space, resources, and freedom for users to learn, explore, create, and be the incubator for new ideas and a hub for tech skill development.

- Emerging Tech
  - A Place where you can:
    - try out the newest device
    - play with virtual reality
    - explore tech not easily publically available
    - check out a device to take home
- Hack-a-thons
  - Growing a generation of engineers and coders through:
    - experiential learning
    - opportunities to design, develop, and test an app
- Tech Innovation Incubator
  - Facilitating tech start-ups
  - Providing business support for those growing new ideas

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*The New Town Square: Multipurpose/Multi-use, Flexible Spaces for All Needs*

Libraries are now more than ever community gathering spaces. Libraries have for a long time been a third place for people (other than work and home) where they can gather and grow. Unfortunately, communities have fewer places that bring people together, allowing them to explore, learn, socialize, and just be. Therefore, library spaces need to be flexible in order to accommodate uses that in the future could include:

- Family play and learn space
- Individual Tutoring, caseworker meetings, supervised family visits
- Community meetings and town halls
- Large event venue

*Fast Casual: 24/7 Access and New Models of Service*

We understand that **people's lives don't operate on a normal Monday through Friday 9 am – 5 pm schedule. Libraries must be flexible in accommodating people's needs no matter the time of day (or night) or location.** Outside of libraries, customers have an expectation that service is immediate and individualized, and libraries must be flexible and willing to provide this kind of service in order to remain relevant and useful. As such, one trend in libraries is to move more toward digital services, but are also exploring service models **that speak to people's desire for something that meets their needs and is something special.**

- Meeting people where they are inside and out of the building through
  - Service pods
  - Kiosks
  - Roving service (no desks!)
- Virtual Reality and Digital Programming
  - Provide opportunities for people to participate in classes and events when they are not in the building
- Push content to homes, such as:
  - Personal subscription service pushed to their device in their home
  - Book delivery service
  - Other ways the library can push content directly to the user without them requesting it
- Unstaffed libraries
  - Expanded hours and controls to allow people access some physical areas of the library available 24/7 so users do not have to be on our schedule
  - Partner with local businesses to **provide small, 'satellite' locations throughout the city** (Expanded hours and controls that allow people to access certain parts of the buildings no matter the time of day.)

*Flipped Learning: Library as Experience/Exploration Center*

Libraries are increasingly the cultural and educational center of a community. Large events, festivals, arts opportunities and educational/recreation experiences are what people are demanding of libraries more and more. While these events and opportunities might not always be something staff can provide, Libraries can reach out to their community and partner with organizations that can provide this kind of enrichment, thereby providing access for the community as a whole. While formal learning may happen in school for example, libraries are growing minds by providing experiences where people can build on

what they've already learned and explore further. In the future, libraries will likely become more imperative for their role in facilitating

- Large community events such as:
  - Concerts
  - Festivals
  - Comic cons
  - Resource fairs
- Cultural Experiences:
  - Bring outside arts and cultural opportunities to the community
- Discovery-based learning experiences such as:
  - Tech exploration
  - Conversation groups
  - Meet-ups

*Maker Movement: Community-Created Content*

Libraries are the conduits for community education, not necessary the content-creators or even the facilitators but the connection point to bring people together to learn from each other. They are also **spaces where people don't just learn how to do something but where they actually produce what they've learned how to do.** Libraries currently and in the future facilitate this through

- Maker/Hacker/Creation spaces
- Self-Publishing opportunities
- Community-led classes
- Digital Production Studios
- Think Tanks (Idea Incubators)

*Activists & Change-Makers: Library as Civic Connectors*

Libraries have long been a neutral ground where different ideas can converge. In an increasingly **politicized environment, the library's role has changed to be more of a connection point to grow new ideas, cultivate grass roots community change, and bring people together with groups and other change-makers.** As libraries take a role in transforming their communities they can act as:

- Non-profit incubators
  - Non-profit start-ups
  - Non-profit education center
  - Connect organizations for a common cause
- Volunteerism hub
  - Connecting volunteers to organizations and opportunities
- Community Connector
  - Building relationships between community organizations who are working toward the same goal
- Resource center for vetted information about current topics of debate and local decisions

## Library Staff Needs

### *Suffolk Public Library Guiding Principals*

#### *A Library Turned Outward*

Everything we do inside of our library we also replicate outside of our buildings through outreach and offsite programming. Anything developed in the library is designed to be mobile and flexible so it can be easily translated to different audiences and settings.

#### *Equity and Need-Based Services*

We are a library driven by community need. We try to infuse community data and authentic community **knowledge in every decision that we make. We ask "what need does this meet?" with every new project.** We seek to provide balance in the community by focusing on those most in need.

#### *A Staff Full of Creators and Innovators*

Our staff are extremely creative. We like to recruit from outside of the library field and therefore have staff that come from arts backgrounds, community activism, education, etc. Their work and creation process varies widely and cannot always be done at a desk in front of a computer.

#### *Collaborative-Team Approach*

We are very team-oriented. Collaborative project development is a core value of our organization, therefore our staff spend a lot of time working in groups.

## Staff Space Needs

### *Mobile Work*

Our staff work on the go. Whether traveling between library locations for meetings and programs, working out in the community or moving through our buildings working with different teams, they are rarely at their assigned desks.

- Technology
  - Ability to work no matter the location
  - No desktops
  - Ability to cast work on to walls while talking to a coworker in the hallway
  - Charging stations everywhere
- Furniture & Fixtures
  - Ability to adapt work and public spaces easily to accommodate either individual or group work easily
- Collaboration Tools
  - Ability to videoconference and collaborate over distance
  - Smartboards on every wall

### *Learning Spaces*

*Our staff are constantly learning and trying to develop new skills to keep up with the demand of our community.*

- Flexible Space
  - Allows for configuration for large or small group instruction
  - Incorporation of technology and equipment for practice purposes
- Furniture & Fixtures
  - Allows for the movement and configuration of tables and chairs for large and small group instruction.
  - Ability for staff members to learn together.
  - Fixtures to allow for the incorporation of technology and other equipment for learning and practice
- Technology
  - Ability to practice newly acquired skills on equipment and technology that will be used to serve the public

### *Efficient Operations*

- Storage & Furniture
  - Modular to take up less space and only use when needed
- Automated transactions
  - Self-checks and materials handling

### *Creation/Inspiration Space (Incubation Lab)*

- Space
  - Allows for multiple teams of staff working on different projects at the same time
  - Ability to store projects that are in progress
- Flexibility
  - Furniture and space are flexible to meet the needs of the individual or team working in the space
- Furniture & Fixtures
  - Allows for the movement and configuration of tables and chairs for groups of various size to work together.
  - Ability to plug in anywhere.
  - Comfortable
- Idea sharing
  - Ability to capture and share information easily
  - Ability to cast work on walls
  - Surfaces that allow staff to write wherever they are, without damaging walls, tables, etc.
  - Ability to have their works saved and transmitted
- Workspace
  - Allows for the ability to work through the design process, from analysis, idea generation, creation, right up to the point of implementation of classes/events and other services

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*Public Service*

**We are not tied to service desks and aim to “go to where the people are” when providing assistance.** In our buildings, that means roving through the stacks to help customers as they browse. That means sitting down at a study table to help someone with their device and the Wi-Fi.

- Technology
  - Ability to walk around and interact with customers
  - Quickly and efficiently show customers something on a screen
- Accessible Collections
  - Easy to find with info readily available (digital shelf talkers, kiosks, instructional videos)
- On the fly instruction
  - Ability to show others how to use our website and resources immediately, no matter where we are
  - Furniture with docks to attach devices and project to a built in screen or on the wall
  - **Ability to “push” info from our devices** to other devices
- Hassle-free transactions
  - What if library visitors could simply walk into the library, check a computer for the item they want, follow directions in an Augmented Reality app on their personal device, pull the item from the shelf, and leave the library?
  - We imagine a library where transactions – like checking items in and out – are no longer our main business
  - Rather, we dedicate the time to experiences and education and let the building and infrastructure handle the transactions
- Furniture
  - Ability to pull up a chair anywhere and sit with a customer to answer questions or walk them through how to do something
  - Oversized chairs where kids and caregivers can sit together, or moms can nurse

*Outreach Launching Site*

To expand on our public service goals above, outside of our buildings, we need to be able to take any **and all library services “on the road.”**

- Storage space in our buildings
  - Ability to store materials for outreach in accessible locations (i.e. near back doors/loading docks)
  - Moveable storage - carts for technology, bins for books, display shelving for flyers
  - Furniture taken on outreach such as foldable chairs and tables)
- Vehicle shelter
- New vehicles/Delivery Tools

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## Library Client Needs

*Who are our clients?*

### *Local*

People visit the library from all areas of Suffolk including the local neighborhoods, surrounding villages, and rural areas.

As part of downtown, the Morgan Memorial Library (Morgan) serves as part of the neighborhood with residential areas, businesses, and government surrounding it. This creates a different relationship as **people see the library as “theirs” and part of their daily lives.**

As the closest library location to the villages of Whaleyville (south) and Holland (west), as well as the rural areas in between, Morgan serves these people as they visit downtown for a variety of other needs.

### *Regional*

With over 430 square miles, Suffolk is a very large geographic area and is on the western edge of the Hampton Roads area. This positions the Library as a regional resource and serves people from western and northern rural Virginia communities as well as North Carolina residents, who visit Suffolk for various needs (e.g. shopping, recreation, medical, etc.) since it is their closest population center.

*When do we see our Clients? What are their needs?*

### *Morning*

- Caregivers with children (Typically one caregiver and 1-3 accompanying children 0-5 years old)
  - Experiences and educational opportunities such as classes and events (e.g. Storytime)
  - Checking out items
  - Social/interaction opportunities with other caregivers and children.
  - Opportunity for interactive and engaging play
- 20 – 40-year-old males (Potentially work in the evenings or unemployed)
  - Access to technology
  - Employment assistance
  - Interested in educational and recreational opportunities
- Adult care groups (Groups of adults with disabilities visiting the library with a caregiver)
  - Flexible spaces for educational and recreational exploration
  - SPL provides opportunities for this group regionally, as there are few opportunities that provide a welcoming and safe space

### *Late Afternoon*

- Unaccompanied children and teens (Typically 12-16 years old)
  - Save space for experiences, education, and social interaction
- Working adults (Typically want to come in after work to quickly accomplish a task)
  - Access to technology, education, and recreation
  - Stop in just to drop off books or pick up a hold
  - Stop in to check e-mail or make copies

### *Evening*

- Tutors and clients (e.g. Suffolk Literacy Council)
  - Flexible spaces for education
  - Quiet spaces
- Job Seekers
  - Access to technology
  - Individualized assistance (e.g. How to write a resume)
  - Educational and recreational classes & events
- Working adults (Typically want to come in after work to quickly accomplish a task)
  - Access to technology, education, and recreation
  - Stop in just to drop off books or pick up a hold
  - Stop in to check e-mail or make copies
- Families (Typically the whole family: e.g. Mom, Dad, and kids)
  - Access to technology, education, and recreation
  - Checking out books
  - Interacting in the play area
- Students (Adults returning to school, college students, groups of kids working on homework)
  - Access to technology
  - Flexible spaces for collaboration
  - Space for quiet study

### *Saturday:*

- Combination of all of the above

### *Who are we NOT Seeing in our Library and their Challenges?*

- East Suffolk Residents
  - Neighborhood off East Washington Street
  - Approximately 1.5 miles from the current Morgan Memorial Library
  - Transportation issues
  - Single parent homes
  - At or below the poverty level
- Young professionals (without children)
- Entrepreneurs

### *SPL Trends*

- Strategic Partnerships
  - Building relationships and collaborating on needs to have a greater community impact
  - Involvement with community organizations to ascertain community need and to develop classes, events, and services based on that need
- Tech2Go
  - Variety of technology options for people to use inside and outside the library
  - e.g. WiFi2Go, Lendable Tech, etc.

- Equity Based Outreach and Services
  - Strategic focus on providing the most impact where there is the greatest need
  - e.g. Prison Re-entry and Suffolk Redevelopment and Housing Authority (SRHA)
- Roving/Individualized Instruction
  - Providing interactions and education where and when people need it inside the library
- Flexible Spaces
  - Providing the technology, equipment, furniture and fixtures that can be easily configured to meet the needs of the individual or group
- Learning Through Play/Experiential Learning
  - Providing the flexible space and specialized resources to allow children to learn and grow while building social development with other children and families
  - Opportunities for people of all ages to experiment, explore, evolve, and to learn from one another