

Agenda Item No. ____
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Aroscha Jayawickrema, Town Manager

DATE: April 30, 2024

SUBJECT: Presentation by Brian Humes of Jacunski Humes Architects, LLC regarding the Space Needs Assessment for the Community Senior Center

SUMMARY:

In January 2024, the Town entered into contract with Jacunski Humes Architects, LLC and created a scope of work for Brian Humes. The Berlin Parks and Recreation Commission, the Commission for the Aging and staff have been working with Mr. Humes on a revised Space Needs Assessment for a Community Senior Center.

As a group, the previously submitted Statement of Needs were reviewed, as well as Mr. Humes' scope of work. The committee also went on some site visits to view other locations for similar areas. The Space Needs Assessment attached began to form as the committee went through the specific needs and Mr. Humes assigned a square footage to them.

On March 14, 2024 the Parks and Recreation Commission and the Commission for the Aging held a Joint Commission meeting where Mr. Humes presented the Space Needs Assessment created and answered any questions Commission members had. Feedback was also received by the public during Audience of Citizens.

On April 11, 2024, the two commissions met again in a joint meeting to vote on their acceptance on the draft space needs assessment. The vote was unanimous. Final revisions were made and the Space Needs Assessment was finalized.

The final Space Needs Assessment, as well as the scope of work for Jacunski Humes Architects, LLC is attached.

FUNDING:

Funding not needed.

ACTION NEEDED:

No action needed at this time.

ATTACHMENTS:

Scope of work for Jacunski Humes Architects, LLC for Community Senior Center
Space Needs Assessment for Community Senior Center

PREPARED BY:

Jennifer Ochoa, Director of Community, Recreation & Parks Services

AGREEMENT
COMMUNITY / SENIOR CENTER STUDY
for the
TOWN OF BERLIN
BERLIN, CT

The following provisions shall constitute an Agreement between the Town of Berlin, 240 Kensington Road, Berlin, CT 06037, acting by and through its Town Manager, hereinafter referred to as "Owner", and Jacunski Humes Architects, LLC, 15 Massirio Drive, Suite 101, Berlin, CT 06037, hereinafter referred to as "Consultant", effective as of the 10th day of January 2024. In consideration of the mutual covenants contained herein, the parties agree as follows:

Article 1: Scope of Work:

The Consultant shall furnish all equipment, labor and materials necessary to fulfill tasks as outlined within Article 1. Overall project objective is to explore and determine a reduced Statement of Need for the Berlin Senior / Community Center Project compared to previous efforts. The Consultant shall perform in full the following services:

Description of Tasks to be Performed:

Project Research and Analysis

1. Review existing documentation made available by the Owner related to former deliverables that have been produced related to the development of a concept for a new Community Center / Senior Center for the Town of Berlin.
2. It is understood that a Statement of Need for a new Community / Senior Center was previously prepared by representatives of the Parks and Recreation Commission and the Commission on Aging.
3. It is further understood that QA+M Architects produced schematic design documents and cost estimates based upon the Owner's Statement of Needs.
4. It is further understood that the Town Council appointed a Community & Senior Center Sub-Committee in July 2021, to investigate and research the potential of building a new Community and Senior Center in Berlin. Their report of findings was presented to the Town Council in April 2022.

Program Space Needs and Site Needs of the facility

1. Working with representatives from the Parks and Recreation Commission and the Commission on Aging (i.e. Community Center Advisory Committee), inquire and determine as to any revisions to the present and future space needs for a new Community / Senior Center as compared to the previous efforts with a goal of reducing the project scope. Also, identify priorities within the Statement of Need and highlight any identified needs that could not be accommodated within the existing Senior Center and Community Center.
 - a. Anticipate 20-year growth potential for your departments
 - b. Indicate desired adjacencies of functions/departments
 - c. Communication equipment needs
 - d. Community outreach requirements
 - e. Personnel growth potential and equipment anticipated
 - f. ADA requirements for departments
 - g. Security requirements within facility for each department
 - h. Shared facilities within departments
2. Inquire as to present and future site requirements for the facility
 - a. Parking demand - public and staff
 - b. Security
 - c. Refuse collection
 - d. Line of sight / site egress / traffic control

Establish Space Parameters for Identified Needs

1. Give square foot dimensions to identified areas of each space
 - a. Indicate hierarchy of spaces
 - b. Indicate furniture/equipment requirements of spaces
 - c. Indicate desired capacity of assembly spaces / locker rooms
2. Calculate acreage required for site needs
 - a. Landscaping desired
 - b. Required setback requirements
 - c. Impact on abutters
 - d. Line of site/ egress availability
 - e. Site circulation

3. Prepare a comparison chart to identify all deviations from the previous Statement of Need to the newly proposed Statement of Need as developed through this study.

Owner Review and Critique

1. Comparison between proposed Statement of Need and existing facility program spaces. Further identify which programmatic needs exist and which are proposed.
2. Present conceptual budget estimates based upon anticipated square footage and site needs as further described within the Statement of Need, including alternatives to repurposing or retaining uses within existing facilities.
3. Indicate size, general characteristics, and potential uses for any existing facility spaces that would be made available if a new Senior / Community Center is constructed.

Determination of Owner's Options to support a revised Statement of Need

1. Assist the Owner to determine alternative approaches to meeting the new Statement of Need.
2. Alternative approaches may include the potential for project "phasing" to obtain the overall objectives of the Statement of Need over time and / or addressing the Statement of Need at multiple sites.
3. If requested, provide the Owner with construction timelines to meet alternative approaches that may be in the best interest of the Owner.

Final Report and Presentation

A Final Report of all work will be compiled and presented to the Owner and will include:

1. Space Needs Assessment for a new Community Center / Senior Center based upon revisions to previously prepared documentation.
2. Other documentation as requested by the Owner during the duration of services.

The Consultant shall assist in preparing necessary information in a form acceptable to the Owner. The Consultant shall be available, as far as able, to attend meetings and prepare presentations as deemed necessary by the Owner.

Article 2: Time of Performance:

The Consultant shall carry out the project as specified in Article 1 above beginning on the date of the Owner's written Notice to Proceed and shall complete all items as listed above according to the schedule of the Owner.

It is anticipated that the entire project will take approximately four (4) months to complete the final report and presentation as set forth in Article 1. However, the Consultant and Owner acknowledge and understand that time is of the essence in regard to receiving the final report.

Article 3: Compensation

The Owner shall pay the Consultant for the performance of the work outlined in Article 1 above according to the published, hourly rates of the Consultant, with a not-to-exceed amount of Thirty Thousand Dollars and no cents (\$30,000.00). Billing to the Owner will be monthly based on time completed by presentation of the monthly invoice to the Owner for their review and recommendation for payment. As of the date of this agreement, there is zero dollars (\$0.00) due to the Consultant.

Final payment shall be due upon thirty (30) days of submission of invoice following Owner's receipt of all deliverables, specifically final report and/or oral presentation to Owner as described in Article 1.

Article 4: Contract Documents:

The following documents form the Contract and all are as fully a part of the Contract as if attached to the Agreement or repeated herein:

1. This Agreement.
2. Amendments, changes, or other revisions mutually agreed upon between the parties.

Article 5: Availability of Funds:

The compensation provided by this Agreement is subject to the availability and appropriation of funds. The Consultant shall not commence work until the Owner notifies Consultant in writing to proceed with the project.

Article 6: Assignment:

The Consultant shall not make any assignment nor subcontract any portion of this agreement without the prior approval of the Owner.

Article 7: Contract Termination:

The Owner may suspend or terminate this Agreement by providing the Consultant with ten (10) days written notice for reasons outlined as follows:

1. Failure of the Consultant, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the provisions of this Agreement by the Consultant.
3. A determination by the Owner that the Consultant has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity regarding the implementation of the Agreement.

4. Termination for the Owner's convenience without cause. Owner shall be responsible for all costs incurred by the Consultant up to the notice of termination for the purposes of this Agreement only. No additional termination compensation will be paid for by the Owner.

Article 8: Applicable Law:

The Consultant agrees to comply with all applicable laws, regulations, or ordinances of the State of Connecticut effecting the successful completion of this Agreement. The Consultant shall comply with all applicable laws, ordinances, rules, regulations, and orders pertaining to the protection of work, property, persons, and employees.

Article 9: Indemnification:

The Consultant shall comply with the regulations of all applicable laws, rules, and regulations in connection with the services of the Consultant, and shall defend, exonerate, indemnify and hold harmless the Owner's officers, agents, boards, commissions, committees, public agencies, elected and appointed officials, and all employees (1) from and against any damages, expenses, or claims arising from any alleged violations of said laws, rules and regulations by the Consultant, and (2) from and against any local taxes or contributions imposed or required under the Social Security, Worker's Compensation, and Income Tax Laws, including reasonable attorney's fee and cost. Further, the Consultant shall defend, exonerate, indemnify and hold harmless the Owner with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement, including reasonable attorney's fee and cost. This shall not be construed as a limitation of the Consultant's liability under the Contract or as otherwise provided by law.

Article 10: Amendments:

All amendments, change orders, or any changes to the provisions specified in this Agreement can only occur when mutually agreed upon by the Owner and Consultant. Further, such amendments, change orders, or changes shall be in writing and signed by officials with authority to bind the Owner and Consultant. Additionally, all amendments, change orders and changes shall be approved by the Owner's funding source prior to execution by the Owner and Consultant. No amendment, change order, or change to the Agreement provisions shall be made until after the written execution of the amendment, change order, or change to the Agreement by both parties.

Article 11: Insurance:

The Consultant shall be responsible to and shall indemnify (pursuant to Article 9) the Owner for any property damage or bodily injury caused by it, any of its subcontractors, employees, representatives, or agents in the performance of, or as a result of, the work under this Agreement, including reasonable attorney's fee and cost. The Consultant hereby certifies that they are insured for workers compensation, property damage, personal and product liability including professional liability, errors and omissions comprehensive general liability, and motor vehicle liability, and shall maintain in full force and effect all insurance for the duration of this Agreement. Prior to the commencement of any work under this Agreement, the Consultant shall name the Owner as an additional insured in the Consultant's comprehensive general liability and motor vehicle liability coverage. The Consultant shall provide the Owner with Certificates of Insurance for coverage as stated in amounts of coverage that is acceptable to the Owner in its sole discretion, prior to commencement of Consultant's obligations herein.

Article 12: Miscellaneous

Compliance with Laws, Regulations, Rules, and Executive Orders and other State Grant Requirements.

- a. The CONSULTANT agrees and warrants that in the performance of this Agreement: (a) the CONSULTANT will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such CONSULTANT that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the CONSULTANT further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the CONSULTANT that such disability prevents performance of the work involved; (b) the CONSULTANT agrees, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission on Human Rights and Opportunities (the "Commission"); (c) the CONSULTANT agrees to provide each labor union or representative of workers with which the CONSULTANT has a collective bargaining Agreement or other Agreement or understanding and each vendor with which the CONSULTANT has a Agreement or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the CONSULTANT's commitments under this section and to post copies of the

notice in conspicuous places available to employees and applicants for employment; (d) the CONSULTANT agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (e) the CONSULTANT agrees to provide the Commission with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the CONSULTANT as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the Agreement is a public works Agreement, the CONSULTANT agrees and warrants that it will make good faith efforts to employ minority business enterprises as subconsultants and suppliers of materials on such public works projects.

- b. The CONSULTANT shall include the provisions of subsection (a) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of this Agreement and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The CONSULTANT shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if the CONSULTANT becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the CONSULTANT may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

Agreement

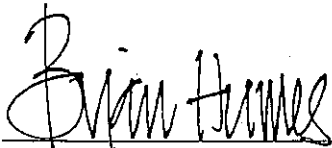
Town of Berlin / Jacunski Humes Architects, LLC

Page 10 of 10

- c. This contract is also subject to the applicable terms and conditions of the contract between the State of Department of Mental Health and Addiction Services and the Town of Berlin concerning the planning and design of a new Community, Senior Center, dated May 2023, that is attached hereto.

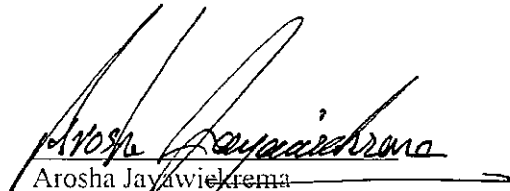
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

Jacunski Humes Architects, LLC
15 Massirio Drive, Suite 101
Berlin, CT 06037



Brian W. Humes, AIA, LEED AP
Member, Jacunski Humes Architects, LLC

Town of Berlin
240 Kensington Road
Berlin, CT 06037



Arosha Jayawickrema
Town Manager, Town of Berlin

ATTACHMENTS:

EXHIBIT A – SCHEDULE OF HOURLY RATES / PROFESSIONAL FEES, JANUARY 2024

EXHIBIT B - Contract between the State of Department of Mental Health and Addiction Services and the Town of Berlin concerning the planning and design of a new Community, Senior Center, dated May 2023

END OF AGREEMENT

Schedule of Hourly Rates / Professional Fees
January 2024

Jacunski Humes Architects, LLC

Principal Architect

W. Albert Jacunski, AIA	\$190.00/hour
Brian W. Humes, AIA	\$190.00/hour

Senior Project Architect

Mark E. Allen	\$165.00/hour
Andrew G. Whitehouse	\$165.00/hour

Project Architect

Job Captain

Michael J. Rinaldi	\$140.00/hour
--------------------	---------------

Draftsperson

Benjamin F. Kelly	\$125.00/hour
Wendy Smith	\$125.00/hour

Clerical

\$60.00/hour

Intern

\$60.00/hour

Reimbursable Expenses (if applicable)

Mileage	\$0.65.5/mile (or current federal rate)
Consultant Services	cost + 15%
Reimbursable Expenses	cost + 10%

WAJ/JH/01/24

Space Needs Assessment
for a new
Community & Senior Center
Berlin, CT



April 2024

Prepared By:

J H
JACUNSKI HUMES
ARCHITECTS, LLC

15 MASSIRIO DRIVE SUITE 101
BERLIN, CONNECTICUT
860-828-9221 FAX 860-828-9223

Space Needs Assessment for a new Community & Senior Center Berlin, CT

<u>Table of Contents</u>	<u>Page Number</u>
GENERAL INFORMATION	1
BERLIN COMMUNITY & SENIOR CENTER	2
1. Public	2
2. Administrative Offices (Parks and Recreation, Senior Services)	3
3. Break Room	4
4. Central Meeting Room	5
5. Kitchen	6
6. Congregate Meals Dining Room	6
7. General Purpose Meeting Room - Large	7
8. General Purpose Meeting Rooms - Small	7
9. Game Room	8
10. Living Room / Reading Room / Library	8
11. Health Room	8
12. Medical Supply Storage	8
13. Gymnasium	9
14. Vending Area	9
15. Low Impact Exercise Classroom	9
16. Fitness Room	10
17. Pool	10
18. Aquatic Staff Office	11
19. Locker Rooms	11
20. Department Seasonal Storage	11
21. Toilets and Custodial Services	12
22. Circulation	12
23. Mechanical	13
SPACE NEEDS SUMMARY	14
EXTERIOR CONSIDERATIONS	15
SITE NEEDS SUMMARY	17

GENERAL INFORMATION

Date: April 2024

Department: Berlin Community Center

Address: 230 Kensington Road
Berlin, CT 06037

Department: Berlin Senior Center

Address: 33 Colonial Drive
Berlin, CT 06037

Primary Contact: Jennifer Ochoa, Director of Community,
Recreation and Park Services
(860) 828-7010 (T)
(860) 828-1627 (F)
jochoa@berlinct.gov

Subcommittee: Jennifer Ochoa, Director of Community,
Recreation and Park Services
Tina Doyle, Director, Senior Center
Debbie Dennis, Superintendent of Recreation
Donna Bovee, Parks & Recreation Commission
Barbara Gombotz, Commission for the Aging

Community Area: 26.0 square miles total
(25.3 square miles of land)
(0.7 square miles of water)

Population: Total Population = 20,107
Total Households = 8,105
Age 50 to 59 = 18%
Age 60 and over = 28%

SPACE NEEDS ASSESSMENT

BERLIN COMMUNITY & SENIOR CENTER

***Square Footage
(Net)***

1. Public

a.	<u>Vestibule</u>	<u>100</u>
	1. Air-lock vestibule	
	2. Walk off mat	
	3. Automatic opening doors	
b.	<u>Public Lobby / Waiting</u>	<u>400</u>
	1. Waiting area for four (4), minimum	
	2. Public reception counter area with two (2) registers, handicap accessible	
	3. Public computer workstation (kiosk) for member registration upon entering / exiting, (MySeniorCenter)	
	4. Poster cases for public displays and events	
	5. Wall mounted monitor for public information / events / wayfinding	
	6. Adjacent to Administrative Secretary / Front Desk Reception, Public Restrooms	
c.	<u>Café / Coffee Station</u>	<u>400</u>
	1. Staffed by Volunteers on an as needed basis	
	2. Cashier's station	
	3. Countertop seating area for 6-8	
	4. Rear countertop with storage cabinets	
	5. Wall mounted monitor	
	6. Sink	
	7. Water fill to coffee makers	
	8. Refrigerator / freezer	
	9. Trash / recycling containers	
	10. Ability to secure area to restrict access after hours	

2. *Administrative Offices (Parks and Recreation, Senior Services)*

- a. Administrative Secretary / Front Desk Receptionist 250
 - 1. Workstations for two (2)
 - 2. Registration computer workstation (1)
 - 3. Lockable cash drawers
 - 4. Duress alarm near cash drawers
 - 5. File storage
 - 6. Bookshelving
 - 7. Vision panel to Director, Central Office
 - 8. Adjacent to Public Reception, Director of Community, Recreation, Parks

- b. Director of Community, Recreation, Park Services 200
 - 1. Workstation for one (1)
 - 2. Conference table seating for four (4)
 - 3. File storage
 - 4. Bookshelving
 - 5. Adjacent to Administrative Staff

- c. Superintendent of Recreation 180
 - 1. Workstation for one (1)
 - 2. Visitor's chairs for two (2)
 - 3. File storage
 - 4. Bookshelving
 - 5. Adjacent to Administrative Secretary, Recreation Supervisor, Program Coordinator

- d. Recreation Supervisor 180
 - 1. Workstation for one (1)
 - 2. Visitor's chairs for two (2)
 - 3. File storage
 - 4. Bookshelving
 - 5. Adjacent to Superintendent of Recreation

- e. Senior Center Director 180
 - 1. Workstation for one (1)
 - 2. Visitor's chairs for two (2)
 - 3. File storage
 - 4. Bookshelving
 - 5. Adjacent to Senior Center Assistant Director, Administrative Secretary, Senior Center Drivers, Program Coordinator

- f. Senior Center Assistant Director 160
 - 1. Workstation for one (1)
 - 2. Visitor's chairs for two (2)
 - 3. File storage
 - 4. Bookshelving
 - 5. Adjacent to Senior Center Director, Senior Center Drivers, Program Coordinator

- g. Central Work Office 250
1. Workstations for three (3): Senior Drivers (1), Program Coordinator (1), Seasonal Employees (1)
 2. Coat storage closet
 3. File storage
 4. Bookshelving
 5. Storage cabinets for office supplies, safe
 6. Open office plan
 7. Area for drivers to log in / log out
 8. Adjacent to Public Reception, Superintendent of Recreation, Senior Center Director
- h. Storage Room 150
1. Storage of supplies / inventory / archive files
 2. Lockable
 3. Adjacent to Central Work Office
- i. Conference Room 375
1. Conference table seating for up to twelve to fourteen (12-14)
 2. Adjacent to Administrative Secretary / Front Desk Reception
- j. Copy / Workroom 100
1. High speed copy, scanner, printer
 2. Office supplies storage cabinets
 3. Laminating equipment
 4. Bulk paper storage
 5. Paper shredder
 6. Sink
 7. Adjacent to Central Work Office
- k. Department General Storage 300
1. Storage of department supplies and equipment to support programmatic functions
 2. Arts & Craft supplies and equipment
 3. Adjustable shelving
 4. Mobile cart storage for distribution of supplies throughout facility
 5. Adjacent to Administrative Offices

3. ***Break Room***

- a. Break Room 250
1. Table seating for eight (8)
 2. Kitchenette with microwave, sink, refrigerator/freezer, storage cabinets
 3. Bottled water dispenser, bottle storage casework
 4. Tackboard
 5. Trash / recycling containers
 6. Natural light
 7. Adjacent to Administrative Offices

4. *Central Meeting Room*

- | | | |
|----|--|------|
| a. | Central Meeting Room | 3000 |
| | 1. Seating capacity for 150, minimum, at dining tables / chairs | |
| | 2. Ability to partition into two (2) smaller Meeting Rooms (60:40 split) | |
| | 3. Hard surface flooring | |
| | 4. Electrically operated, acoustic folding partitions | |
| | 5. Audio visual presentation equipment | |
| | 6. Projection screen | |
| | 7. Independent sound system with speakers, volume control, wireless microphones. | |
| | 8. Lighting on dimmers, varied lighting levels | |
| | 9. Wall mounted display monitors | |
| | 10. Movable tables and chairs | |
| | 11. Coat storage | |
| | 12. Bingo / Setback capability | |
| | 13. Sink, storage cabinets, countertop area to the rear of the room | |
| | 14. Adjacent to Public Lobby, Furniture Storage, Equipment Storage, Kitchen | |
| b. | Fixed Platform | 450 |
| | 1. Elevated floor area for presentations, small band, bingo caller, etc. | |
| | 2. Stage lighting with dimming capabilities | |
| | 3. Sound system input jacks to rack mounted sound system | |
| | 4. Handicap accessible | |
| | 5. Adjacent to Central Meeting Room oriented as focal point | |
| c. | Furniture Storage | 300 |
| | 1. Storage of portable tables and chairs | |
| | 2. Double door access to Central Meeting Room | |
| | 3. Directly adjacent to Central Meeting Room | |
| d. | A/V and Equipment Storage | 100 |
| | 1. Secure storage of audio / visual head-end equipment | |
| | 2. Adjustable shelving for equipment and program support materials (games, activities) | |
| | 3. Directly adjacent to Central Meeting Room | |

5. *Kitchen*

- | | | |
|----|--|------------|
| a. | <u>Kitchen</u> | <u>500</u> |
| | 1. Commercial kitchen (Health Department compliant) with storage cabinets | |
| | 2. Stainless steel countertops and work surfaces | |
| | 3. Central work island for meal preparation and 4-5 workers | |
| | 4. Microwave (1) | |
| | 5. Refrigerators (2) | |
| | 6. Freezer (1) | |
| | 7. Warming ovens (2) | |
| | 8. Serving counter with roll-up doors to Central Meeting Room | |
| | 9. Handwashing sink (1) | |
| | 10. Triple bay wash sink with disposal at first bay (1) | |
| | 11. Range / Griddle (1) | |
| | 12. Overhead exhaust hood, makeup air, and fire suppression above heating elements | |
| | 13. Dish sanitizing equipment, undercounter (1) | |
| | 14. Trash containers (2) | |
| | 15. Seamless or tiled flooring | |
| | 16. FRP wall paneled surfaces | |
| | 17. Direct, grade level access to exterior for deliveries / loading | |
| | 18. Suitable for use by Cooking Classes, Caterers, Congregate Meals Program | |
| | 19. Adjacent to Central Meeting Room, Congregate Meals Dining Room, Exterior. | |
| b. | <u>Pantry</u> | <u>250</u> |
| | 1. Commercial storage racks for equipment and food storage | |
| | 2. Adjacent to Kitchen, Exterior | |

6. *Congregate Meals Dining Room*

- | | | |
|----|---|--------------|
| a. | <u>Congregate Meals Dining Room</u> | <u>1,000</u> |
| | 1. Dining table seating for fifty (50), minimum, at dining tables / chairs | |
| | 2. Counter / cabinet area for food supplies and food distribution | |
| | 3. Sink | |
| | 4. Utilize for Congregate Meals Dining, Cooking Classes, Cooking Demonstrations, Small Group Meetings, etc. | |
| | 5. Adjacent to Kitchen | |

7. ***General Purpose Meeting Room - Large***

a.	<u>Large General Purpose Meeting Room</u>	<u>1,200</u>
1.	Seating for sixty (60), minimum, at training tables / chairs	
2.	Coat storage	
3.	Hard surface flooring	
4.	TV / Display monitor	
5.	Markerboard	
6.	Independent sound system	
7.	Sink, countertop, cabinet storage	
8.	Adjacent to General Purpose Meeting Rooms (small)	

8. ***General Purpose Meeting Rooms - Small***

a.	<u>General Purpose Meeting Rooms Potential Use / Function</u>	
1.	Arts & Crafts programs	
2.	Community / Senior Center functions (i.e. card playing, poker games, Mahjong groups, knitting groups, Swedish weavers, etc.)	
3.	Local for-profit groups and organizations (i.e. Taxpayers Assoc., Condo Assoc., etc.)	
4.	Local non-profit groups and organizations (i.e. Boy Scouts / Girl Scouts, etc.)	
5.	Town of Berlin groups and organizations (i.e. BOE pre-school screenings, staff training, Youth Soccer, Police Training, etc.)	
6.	Santa's Workshop	
7.	Disaster Recovery	
b.	<u>Small General Purpose Meeting Rooms Two (2) @ 880</u>	<u>1,760</u>
1.	Seating for thirty (30), minimum, at training tables / chairs	
2.	Coat storage	
3.	Hard surface flooring	
4.	TV / Display monitor	
5.	Markerboard	
6.	Sink, countertop, cabinet storage	
7.	Adjacent to General Purpose Meeting Rooms (large)	
c.	<u>Furniture Storage</u>	<u>400</u>
1.	Storage of movable tables / chairs for General Purpose Meeting Rooms	
2.	AV equipment racks, wall mounted, for sound system(s)	
3.	Equipment and supplies storage for meeting rooms use	
4.	Adjacent to Small General Purpose Meeting Rooms	

9. *Game Room*

a.	<u>Game Room</u>	800
1.	Billiards (1)	
2.	Ping Pong (2)	
3.	Air hockey (1)	
4.	Game storage cabinets	
5.	Adjacent to Community / Senior Center functions	

10. *Living Room / Reading Room / Library*

a.	<u>Living Room / Reading Room / Library</u>	400
1.	Comfortable seating areas for conversation / reading / quiet study	
2.	Bookshelving	
3.	Puzzle table / puzzle counter area for multiple puzzles	
4.	Natural light	
5.	Adjacent to Community / Senior Center Functions	

11. *Health Room*

a.	<u>Health Room</u>	150
1.	Confidential room for in-person mental health counseling, medical exams, foot care, dental cleanings, manicures, etc.	
2.	Sink for handwashing	
3.	Countertop and cabinet storage	
4.	Acoustic separation from adjacent spaces	
5.	Direct access to Restroom	
b.	<u>Restroom</u>	70
1.	Handicap accessible, single use restroom	
2.	Sink, toilet	
3.	Call-for-aid system	
4.	Grab bars	
5.	Tiled wall and floor surfaces	
6.	Floor drain	
7.	Direct access from Health Room	

12. *Medical Supply Storage*

a.	<u>Medical Supply Storage</u>	125
1.	Storage of medical equipment and supplies (first aid kits, defibrillators, medical training aids, PPE's, etc.)	
2.	Adjustable storage shelving	
3.	Adjacent to Administrative Offices	

13. *Gymnasium*

a.	<u>Gymnasium</u>	<u>8,500</u>
1.	Main basketball court, sized to High School use standards (84'x50')	
2.	Two (2) practice courts perpendicular to main court	
3.	Mesh divider screen between practice courts	
4.	Suspended basketball equipment to support all court configurations	
5.	Wood gym flooring with game lines (pickleball, basketball, volleyball)	
6.	Wall padding at perimeters	
7.	Bottle filler, accessible	
8.	Floor inserts for recreational equipment	
9.	Electronic scoreboard	
10.	Bleacher seating for spectator use during activities on main court, accessible, one-side of Gym only	
11.	Adjacent to Public Entry / Lobby, Low Impact Exercise Classroom, Restrooms	
b.	<u>Gym Equipment Storage</u>	<u>600</u>
1.	Storage of department gym equipment and supplies	
2.	Storage of bulk supplies and recreational equipment	
3.	Seasonal storage equipment	
4.	Storage of all recreation equipment, balls, uniforms, nets, etc.	
5.	Adjustable storage shelving	
6.	Adjacent to Exterior Entrance, Gymnasium	

14. *Vending Area*

a.	<u>Vending Area</u>	<u>200</u>
1.	Vending machines for drink / snacks / waters / etc.	
2.	Storage cabinets, lockable, for inventory	
3.	Adjacent to Gymnasium, Public Lobby	

15. *Low Impact Exercise Classroom*

a.	<u>Low Impact Exercise Classroom</u>	<u>625</u>
1.	Utilize for instructional yoga, dance, low impact exercise instruction, class sizes of twenty-five (25), max.	
2.	Wood flooring suitable for dance / low impact exercising	
3.	Sound system for instructional purposes	
4.	Mirrored wall surface	
5.	Dance bar along one (1) wall	
6.	Coat storage	
7.	Wall mounted display monitor for distance learning	
8.	Adjacent to Fitness Center, Equipment Storage	
b.	<u>Equipment Storage</u>	<u>120</u>
1.	Storage of mobile fitness equipment (therapy balls, chairs, mats, etc.)	
2.	Adjacent to Low Impact Exercise Classroom	

16. *Fitness Room*

a.	<u>Fitness Room</u>	<u>1,500</u>
1.	Stationary cardio exercise machines	
2.	Smaller free weights	
3.	Multi-station fitness equipment	
4.	Bottle filler	
5.	Mirrored wall surface	
6.	Wall mounted monitor(s)	
7.	Rubber sports flooring	
8.	Coat storage	
9.	Box lockers for personnel items (shoes/keys/valuables), total of fifteen (15), minimum	
10.	CCTV surveillance monitored by Administration	
11.	Adjacent to Gymnasium, Toilet Rooms	

17. *Pool*

a.	<u>Pool</u>	<u>8,250</u>
1.	Utilize for swimming lessons, recreational swim times, rental use (parties / events), water therapy / aerobics, competition events, etc.	
2.	Sized for 25-yard competitions: 75'-1-3/16" in length, 6 lanes, 7' wide per lane with additional width outside lanes 1 and 6	
3.	Pool depth: 4' minimum to 13' maximum (diving)	
4.	Diving board, total of one (1)	
5.	Pool water temperature: 81 degrees	
5.	Pool deck area surrounding all sides of pool	
6.	Ramped access for accessibility to shallow end	
7.	Overhead lighting designed for service and maintenance	
8.	Access control to locker / shower area	
9.	Operable windows / openings to the exterior for seasonal use	
10.	Adjacent to Locker Rooms, Pool Viewing Area, Pool Equipment, Aquatic Staff Office	
b.	<u>Pool Viewing Area</u>	<u>3,000</u>
1.	Permanent bleacher style seating area for pool viewing	
2.	Handicap accessible seating areas	
3.	Elevated from Pool Deck to enhance viewing angles to water surface	
c.	<u>Pool Equipment</u>	<u>250</u>
1.	Pool filters and pumps	
2.	Pool supplies and equipment storage area	
3.	Adjacent to exterior, Pool	

18. *Aquatic Staff Office*

a.	<u>Aquatic Staff Office</u>	<u>150</u>
1.	Workstation for one (1)	
2.	File storage	
3.	Lifeguard supplies / equipment storage	
4.	Refrigerator / freezer	
5.	Microwave	
6.	Vision panels to pool water surface and pool deck area	
7.	Adjacent to pool deck	

19. *Locker Rooms*

a.	<u>Male Toilets / Lockers / Showers</u>	<u>1,000</u>
1.	Locker storage (1/2 height) for up to fifty (50), padlock use, mesh fronts	
2.	Locker bench seating	
3.	Toilet / sink area (3 each, minimum)	
4.	Showers, individual stall / changing areas, three (3) total, one (1) accessible along route to Pool Area	
5.	Access control to locker / shower area	
6.	Adjacent to Pool, Gymnasium / Recreational uses	
b.	<u>Female Toilets / Lockers / Showers</u>	<u>1,000</u>
1.	Locker storage (1/2 height) for up to fifty (50), padlock use, mesh fronts	
2.	Locker bench seating	
3.	Toilet / sink area (3 each, minimum)	
4.	Showers, individual stall / changing areas, three (3) total, one (1) accessible along route to Pool Area.	
5.	Access control to locker / shower area	
6.	Adjacent to Pool, Gymnasium / Recreational uses	
c.	<u>Family Toilets / Lockers / Showers</u>	<u>Two (2) @ 350</u>
1.	Locker storage (1/2 height) for up to ten (10), padlock use, mesh fronts	
2.	Locker bench seating	
3.	Toilet / sink area	
4.	Showers, individual stall / changing areas, one (1) total, one (1) accessible along route to Pool Area.	
5.	Access control to locker / shower area	
6.	Adjacent to Pool, Gymnasium / Recreational uses	

20. *Department Seasonal Storage*

a.	<u>Department Seasonal Storage</u>	<u>600</u>
1.	General storage for seasonal equipment, decorations, and supplies	
2.	General storage for equipment to be distributed to parks / recreation	
3.	Adjustable shelving	
4.	Access controlled	

21. *Toilets and Custodial Services*

a.	<u>Custodial Office</u>	<u>200</u>
	1. Workstations for three (3)	
	2. Manual storage / Bookshelving	
	3. File storage	
	4. Adjacent to Custodial Equipment / Supplies Storage Room	
b.	<u>Custodial Equipment / Supplies Storage Room</u>	<u>400</u>
	1. Industrial adjustable shelving for supplies and equipment	
	2. Floor drain	
	3. Equipment storage area	
	4. Adjacent to Custodial Office	
c.	<u>Custodial Closets</u>	<u>100</u>
	1. One per floor (minimum)	
	2. Floor sink	
	3. Custodial supply storage	
	4. Cart storage	
d.	<u>Toilet Facilities</u>	
	1. Public use facilities to be provided per code/occupancy, handicap accessible	
	2. <u>Public facilities adjacent to Public Lobby</u>	<u>2 @ 300 600</u>
	3. <u>Public facilities adjacent to Recreational Uses</u>	<u>See Locker Rooms</u>
	4. <u>Family Toilet Room with changing stations</u>	<u>1 @ 80 80</u>
	5. <u>Administrative facilities adjacent to Administrative Offices</u>	<u>2 @ 70 140</u>
	6. <u>Health Restroom with Health Office</u>	<u>See Health Office</u>
	7. Call-for-aid stations in single use toilet rooms	
	8. Handicap accessible designs	

22. *Circulation*

a.	<u>Corridors / Stairs</u>	<u>w/in net to gross</u>
	1. Single-story facility preferred (no stairs)	
	2. 48" clear width (code min.), 60" minimum clear width preferred	
	3. Circulatory walking path established throughout facility corridor design	
	4. CCTV surveillance of interior corridors, Fitness Room, Points of Entry, Game Room, Central Meeting Room, Pool, Gymnasium	

23. *Mechanical*

- | | | |
|----|---|------------|
| a. | <u>Boiler Room</u> | <u>300</u> |
| | <ol style="list-style-type: none"> 1. Two boilers (min), preferred 2. High efficiency, full condensing boilers preferred 3. Condensate filter with PH meter 4. Hot water storage 5. Floor drains | |
| b. | <u>HVAC Equipment</u> | <u>300</u> |
| | <ol style="list-style-type: none"> 1. Ducted supply and returns 2. High efficiency filters, pumps, and motors 3. VAV boxes with DDC controls 4. Zoned systems throughout facility 5. Host computer for monitoring and diagnosis of temperature control systems | |
| c. | <u>Electrical Room</u> | <u>180</u> |
| | <ol style="list-style-type: none"> 1. Main switchgear equipment for service entrance 2. Panelboards, sub-panels, and circuits | |
| d. | <u>Emergency Electrical Room</u> | <u>120</u> |
| | <ol style="list-style-type: none"> 1. Automatic transfer switch 2. Emergency power panels and circuits 3. Diesel fired generator on exterior pad mount (see site needs) | |
| e. | <u>Fire Suppression</u> | <u>120</u> |
| | <ol style="list-style-type: none"> 1. Fully sprinkled facility according to NFPA 13 standards 2. FM 200 fire suppression within data rooms 3. Sprinkler control valve assembly and backflow preventer 4. Fire Department Siamese connection at designated location | |

SPACE NEEDS SUMMARY

Summary Sheet

Square Ft.
required

Berlin Community / Senior Center	
Public	900
Administrative Offices	2,325
Break Room	250
Central Meeting Room	3,850
Kitchen	750
Congregate Meals Dining Room	1,000
General Purpose Meeting Room - Large	1,200
General Purpose Meeting Rooms - Small	2,160
Game Room	800
Living Room / Reading Room / Library	400
Health Room	220
Medical Supply Storage	125
Gymnasium	9,100
Vending Area	200
Low Impact Exercise Classroom	745
Fitness Room	1,500
Pool	11,500
Aquatic Staff Office	150
Locker Rooms	2,700
Department Seasonal Storage	600
Toilets and Custodial Services	1,520
Circulation	w/in net to gross
Mechanical	1,020
Total Net Square Footage	43,015
Net to Gross Factor for Gymnasium / Pool (x +/-1.10)	2,000
Net to Gross Factor for all other spaces (x +/-1.35)	7,790
Total Gross Square Footage Required	52,805

EXTERIOR CONSIDERATIONS

- a. Building Orientation / Sustainability
 1. Main Entrance to be South / Southeast facing to take advantage of solar gain / minimize icing conditions in winter
 2. Take advantage of sustainable solutions for rainwater runoff, solar gain, power generation, etc.
 3. Roadway connection to adjacent roadway network
 4. Roof structure(s) to support PV panels (future)

- b. Public Parking 64,000
 1. Total number of spaces preferred = Two Hundred (200), minimum, preferred to support building occupancy
 2. Handicap parking spaces = Twelve (12), minimum, and van accessible
 3. Covered vehicle drop off area at Main Entrance for bus loading / unloading (14' clearance)

- c. Staff Parking 4,500
 1. Total number of spaces required = Ten (10), minimum

- d. Fleet Vehicle Parking (enclosed) 2,400
 1. Designated parking for Fleet buses and vans, four (4) total
 2. Electric charging capabilities
 3. Floor drains to grease / oil separator
 4. Heated and ventilated only
 5. Access controlled

- e. Flagpoles
 1. USA
 2. State
 3. Internal halyard
 4. Ground mounted lighting

- f. Signs
 1. Building identification at roadway and on building
 2. Illuminated
 3. Conforms to Local Zoning regulations

- g. Lighting
1. Lighting in public areas, roadways, parking areas, and sidewalks
 2. Illuminated entry locations
 3. Lighting coordinated with CCTV locations
 4. Night sky compliant
 5. Energy Star compliant, LED fixtures
- h. Handicap accessibility
1. Entire facility / parking / site amenities to be handicap accessible
 2. Handicap accessibility to all points of public entry
- i. CCTV Cameras
1. Color, multi-sensor cameras preferred to monitor site and points of entry
 2. Weatherproof housings
 3. Pole mounted away from structure to control points of entry
 4. Recording equipment within facility and monitored at Administrative Offices
- j. Plant Material
1. Minimize grass areas and required lawn maintenance
 2. Low ground cover preferred
 3. Decorative trees not to conflict with snow storage locations
 4. Low water usage plantings preferred
- k. Dumpster Enclosure / Trash Collection 500
1. Number of dumpsters required = One (1) general trash, one (1) recycling container, minimum
 2. Fenced enclosure with gate
 3. Concrete pad for rodent control
- l. Snow Storage Lawn Areas
1. Provide snow storage capacity adjacent to paved areas
- m. Exterior Hose Bibb Locations
1. Provide varied locations around building
 2. Exterior locations at Fleet Vehicle Parking
- n. Emergency Generator 250
1. Diesel fueled generator preferred
 2. 72-hour day tank, minimum
 3. Automatic transfer switch in Emergency Electrical Room
 4. Weatherproof enclosure on concrete pad
 5. Sized for 100% load of facility

SITE NEEDS SUMMARY

Site Requirements	Area Estimate (square feet)
Public Parking	64,000
Staff Parking	4,500
Fleet Vehicles Carport Shelter	2,400
Dumpster Enclosure	500
Emergency Generator	250
SUBTOTAL	71,650
Building Footprint (one story assumed)	52,805
Landscaped Setbacks / Zoning Setbacks	50,000
Future Expansion Potential	25,000
TOTAL SITE AREA	199,455

DIVIDED BY 43,560 = +/- 4.5 ACRES (MINIMUM BUILDABLE AREA, RECOMMENDED)

J H
JACUNSKI HUMES
ARCHITECTS, LLC

15 MASSIRIO DRIVE SUITE 101
BERLIN, CONNECTICUT
860-828-9221 FAX 860-828-9223