

***A SUMMARY OVERVIEW of
Contract 07-165-2C,
COMPREHENSIVE FACILITY STUDY
of the
MAIN OFFICE BUILDING COMPLEX***

Engineering Department

**Metropolitan Water Reclamation District
of Greater Chicago**

Board Study Session

July 9, 2009 MWRDGC 1

Background on the 2003 Space Study 02-876-1V

2003: Recognized Need for a Comprehensive Space Plan to Address Possible Staffing Downturn.

**02-876-1V, Comprehensive Facility Study,
Weiss Architects.**

Projected Staff Reduction – 15

Developed Workspace Standards by Title/Pay Grade

Projected Area Increase – 14,700 square feet

**No action on the report was directed by the
General Superintendent**

Background on the 2008 Space Study 07-165-2C

2008: Recognized Need for a Comprehensive Space Plan to Address Possible Staffing Upturn.

07-165-2C, Comprehensive Facility Study of the Main Office Building Complex, Weiss Architects.

Projected Staff Increase – 40

Applied 2003 Workspace Standards by Title/Pay Grade

Projected Area Increase – 40,315 square feet

Comparison of 2003 and 2008 Studies

2003: Started with 580 MOB Complex staff
Projected 565 staff in the year 2008.

2008: Started with 585 MOB Complex staff
Projects 625 staff in the year 2013.

The premise of the 2003 Study was not borne out – that there would be a staffing reduction. In fact, there were 5 more MOB Complex staff in 2008 than starting in 2003.

Methodology of the Study

1. Introductory Meeting on July 17, 2008 to introduce the scope of work to all Departments.

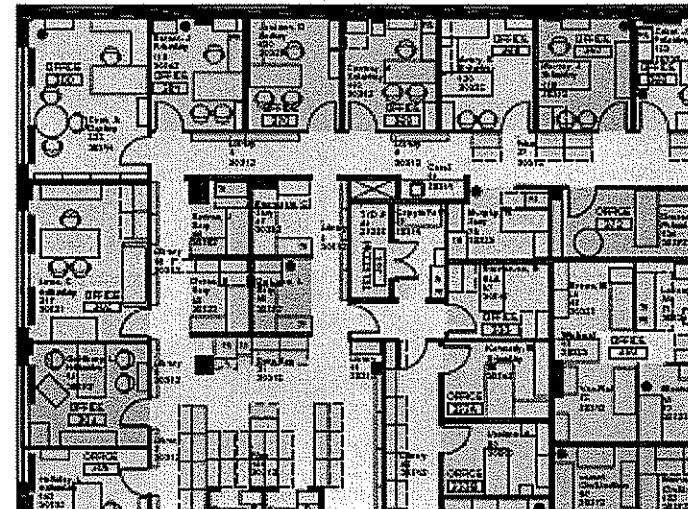
- *Department Surveys Provided*
- *Special Area Surveys Provided*

2. Reviewed all floors and updated CAD Floor Plans.

DEPARTMENT SUMMARY: Human Resources
DEPT. HEAD: Patrick Foley

COST CENTER: 25000
DATE: 9/4/08, 10/17/08

The Human Resources Department is desperately in need of additional space. Not only do they need additional conferencing rooms/capabilities for their own uses (Examinations particularly needs additional space for the several activities involved with their job functions), but also, nearly every other department names the two large conference/training rooms (corner and computer) on their respective surveys as using these two rooms frequently. This creates a scheduling nightmare for Human Resources, who often then must find additional conference/meeting/waiting spaces

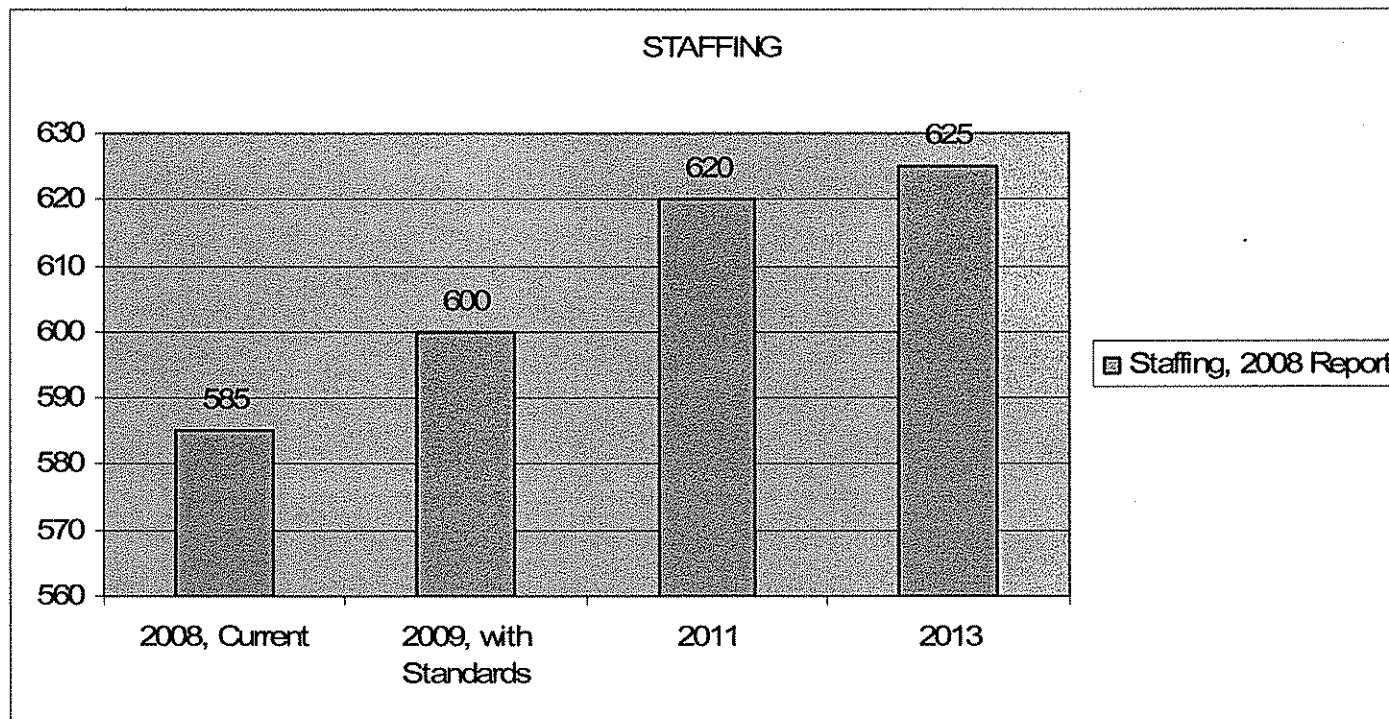


Methodology of the Study

- 3. 55 Interviews were conducted with Department, Division, and Section Heads.**
- 4. Report, diagrams, tables prepared and issued February 17, 2009**
- 5. Comments received and updated Report/Errata issued April 21, 2009**

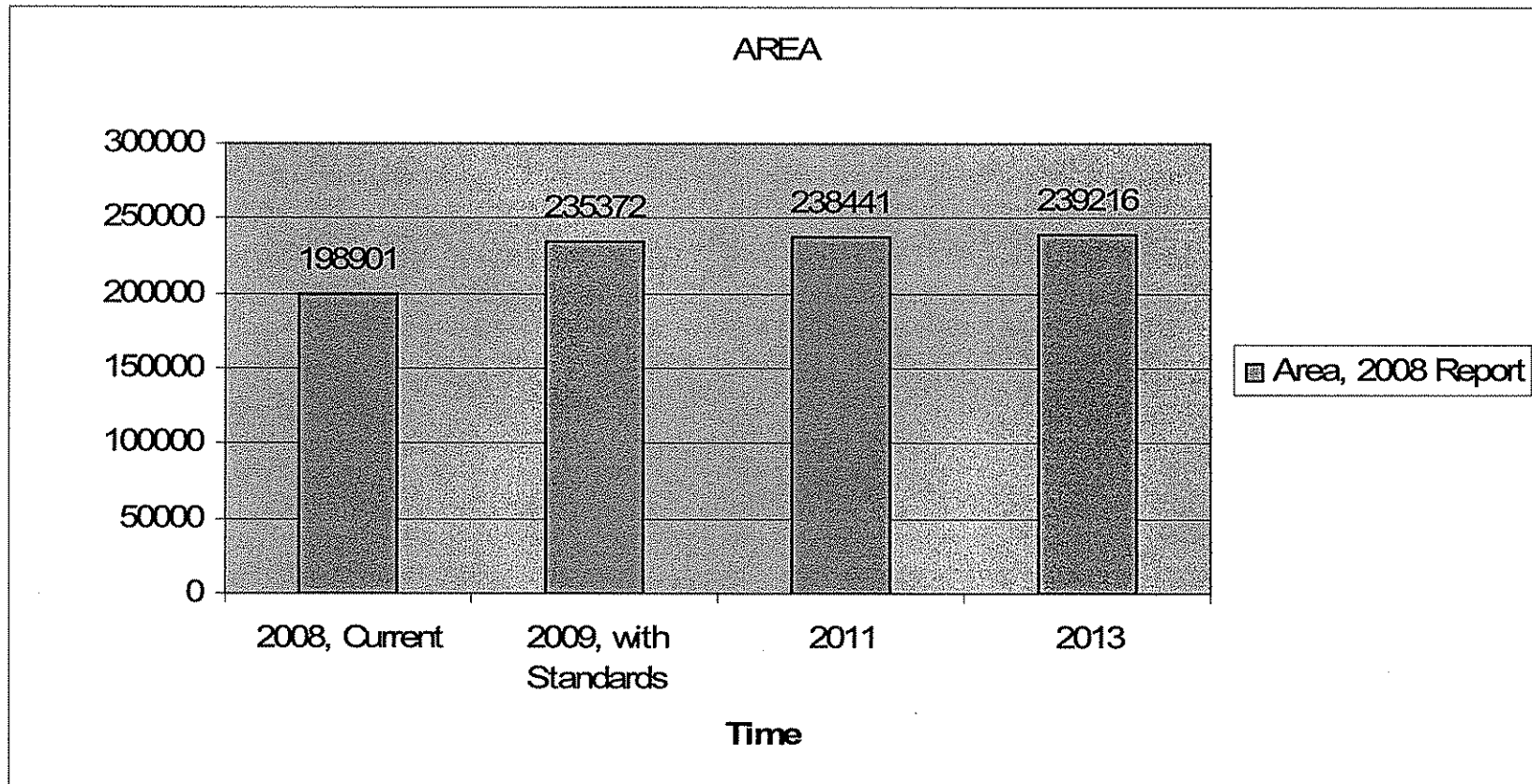
Significant Findings of the 2008 Report

An increase of 40 MOB Complex staff is anticipated between 2008 and 2013, progressing 585, 600, 620, and 625.



Significant Findings of the 2008 Report

Gross SF Space needs increase, from 198,901 up to 239,216 square feet.



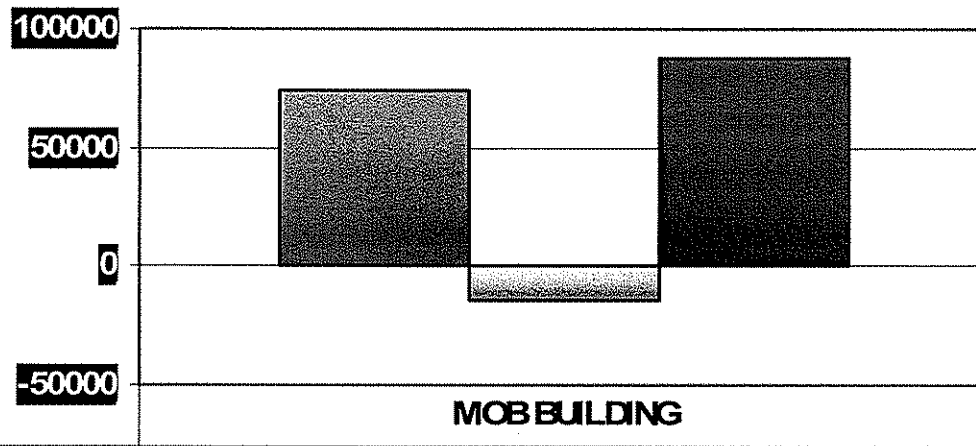
Significant Findings of the 2008 Report

Area increases not just due to Workspace Standards:

- ***Additional Conference Rooms***
- ***Additional Work Areas***
- ***Additional Storage Needs – very prevalent***

Area Requirements, MOB

MOB FLOOR AREAS - 2013

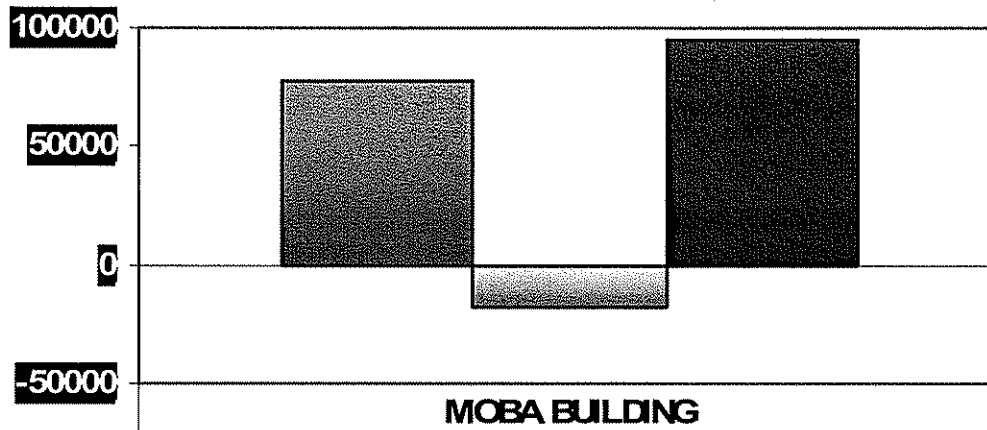


	EXISTING NET AREA
	2013 SHORTFALL NET AREA
	TOTAL 2013 NET AREA NEEDED

MOB BUILDING		
	EXISTING NET AREA	73571
	2013 SHORTFALL NET AREA	-14293
	TOTAL 2013 NET AREA NEEDED	87864

Area Requirements, MOBA

MOBA FLOOR AREAS - 2013



■	EXISTING NET AREA
■	2013 SHORTFALL NET AREA
■	TOTAL 2013 NET AREA NEEDED

■	EXISTING NET AREA	77433
■	2013 SHORTFALL NET AREA	-18176
■	TOTAL 2013 NET AREA NEEDED	95609

Workspace Standards

Since a majority of the area increase comes from the Workspace Standards, adopting this for only new areas makes some sense, although differences may exist.

GENERAL ADMINISTRATION

PUBLIC AFFAIRS SECTION - 070

SECTION PROGRAM

POSITION OR ROOM	Current		Space Designation	Unit Area (s.f.)	W.S. / Room Qty.			Floor Area		
	Quan	Area (s.f.)			2009	2011	2013	2009	2011	2013
Manager of Public Affairs	1	184	Office B	225	1	1	1	225	225	225
Community Education Specialist	1	91	Office E	120	1	1	1	120	120	120
Assistant Public Information Representative	3	130	WS B	64	3	3	4	192	192	256
Associate Public Information Representative	-	-	WS A	80	1	1	1	80	80	80
Senior Office Support Specialist	1	38	WS B	64	1	2	2	64	128	128
Records & Library Supervisor	1	-	-	-	1	1	1			
Principal Office Support Specialist	1	-	-	-	1	1	1			
Graphic Coordinator	1	-	-	-	1	1	1			
Graphic Artist	1	-	-	-	1	1	1			
OFFICE / WORKSTATION AREA TOTALS	10	443			11	12	13	681	745	809

Existing Area



Staffing Increase

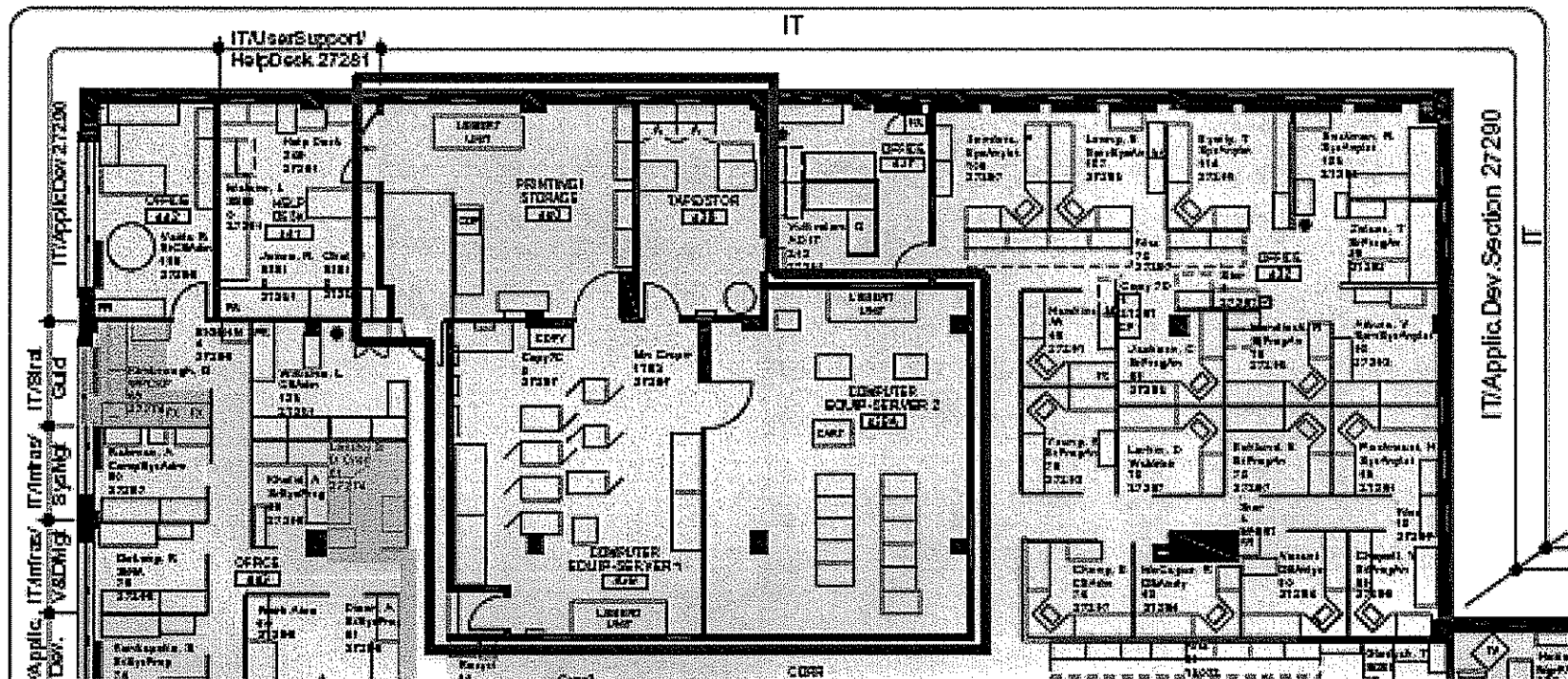


Increased Areas



Options and Alternatives Planned Relocations

There may be vacant space created by the movement of the MOB computer room and some staff to the Northside Data Center, 08-035-3V. This may occur in 2011.



Options and Alternatives

Expansion Possibilities

There are potential expansion possibilities within MOBA which are short-term solutions.

- *Expand onto part of the 8th Floor, and*
- *Expand onto part of the 9th Floor, or*
- *Expand onto an entire floor if other tenants relocate*

There is approximately 7,500 square feet available on the 8th Floor and 9th Floor, and about 14,900 square feet for a total floor.

Approximately 35 to 40 staff could be relocated to the partial 8th Floor.

Options and Alternatives Construction Possibilities

Long-term solutions:

- **Movement of various Sections to a WRP if space is available.**
 - *Renovate vacated SWRP Lab (occupy in 2018) after completion of new SWRP Lab.*
- **Acquisition of a new building as an Annex II**
- **Acquisition of a building to house all downtown staff.**
- **Demolition of the MOB and Construction of a new building in its place (temporary relocation of staff required)**

Closing

There is a significant space shortage due to projected increases in staffing, the lack of storage, and additional workspaces. The increase is anticipated within the next 4 years, requiring a short-term solution.

These are important issues for the District to address as we continue to occupy the existing buildings:

- **Remediate the immediate spatial needs for MOB and MOBA.**
- **Develop a strategy for resolving long term spatial needs.**