

# Mountain View Civic Center Design Competition Program

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# MOUNTAIN VIEW CIVIC CENTER COMPETITION PROGRAM

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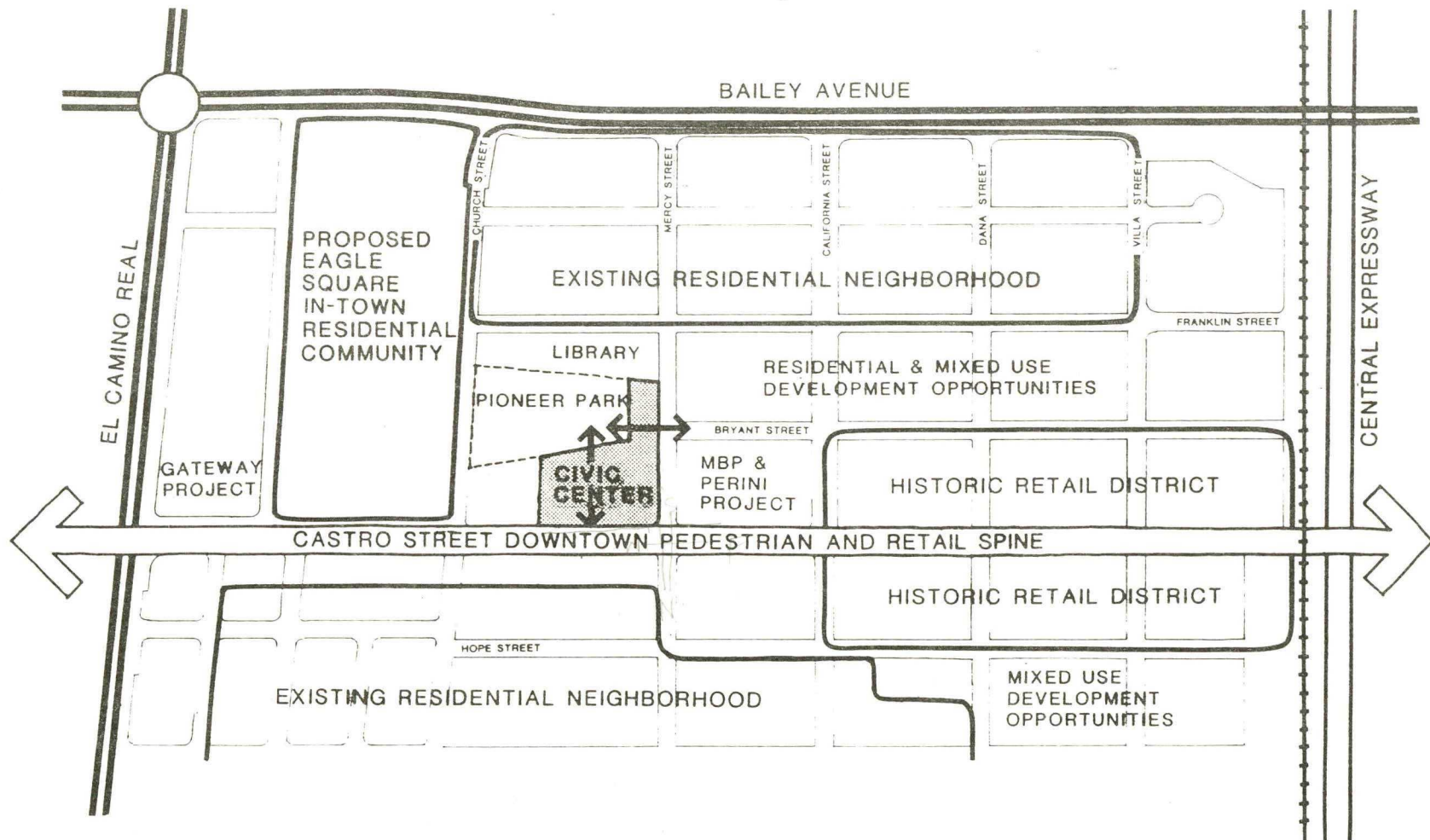
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CIVIC CENTER SITE : DOWNTOWN CONTEXT



## MOUNTAIN VIEW CIVIC CENTER COMPETITION PROGRAM

### PART ONE: BACKGROUND

#### A. INTRODUCTION.

In 1984, it became apparent that the present Mountain View City Hall could no longer meet the needs of a rapidly growing community. At this time, the City embarked on an action plan to replace the City Hall with a Civic Center complex that could reinforce and symbolize the City's ongoing efforts to enhance the downtown as the principal center of the community. During the planning process, the City also recognized the need for a performing arts facility to serve Mountain View's theatre community, and the potential of such a facility to strengthen the role and diversity of the downtown and of the Civic Center.

The vision that has emerged for the Civic Center is one that goes beyond the fulfillment of space needs and functions to include the creation of an active center of community life in the heart of downtown Mountain View, a place that gains significance, not by isolated monument buildings, but rather by the creation of a people gathering place that brings together cultural and governmental activities in the spirit of great civic places.

The City Council and staff have devoted many hours in discussing their ideas and objectives for the Civic Center project. This document incorporates these ideas within specific urban design objectives and design

criteria (see Part Two: Statement of the Problem), and within an architectural program for the City Hall and Community Theatre buildings (see Appendices A and B). Design competitors are asked to prepare a plan that meets the terms and conditions of the program and fulfills the spirit of the City's vision in creative and innovative ways.

#### B. THE SITE.

As illustrated, the 2.5-acre Civic Center site is located at the southwest corner of Castro and Mercy Streets. The site is comprised of the present City Hall structure and the existing surface parking areas along Mercy Street. In addition, the City will acquire the dental office property, immediately south of the present City Hall structure, for inclusion within the Civic Center site.

#### C. DOWNTOWN CONTEXT.

Because of its location in the heart of downtown Mountain View, the Civic Center will play a pivotal role in the ongoing renaissance of the center city. The City is currently preparing a plan aimed at enhancing the vitality and attractiveness of the downtown. This plan calls for a mixture of day and nighttime uses that can contribute to the vitality of the city center and the reinforcement of Castro Street between El Camino Real and the Central Expressway as the major pedestrian spine of the downtown. The Civic Center complex, positioned midway along this portion of Castro Street, is seen as a critical component of this vision, providing an



active people-oriented environment, and a clearly recognizable focus of cultural, civic and municipal life in the heart of the downtown.

Downtown Mountain View is undergoing considerable change. In the past few years, the historic retail district along Castro Street between Evelyn Avenue and California Street has evolved as a destination attraction with a wide range of restaurant and food establishments. The City is presently constructing a series of streetscape improvements that will further enhance this area, and is encouraging the extension of pedestrian-oriented activities south along Castro Street to El Camino Real.

The blocks immediately surrounding the retail core have been identified as attractive opportunities for mixed-use development that will serve to increase the vitality and diversity of downtown. One such project currently being planned is the phase two extension of the Mountain Bay Plaza, immediately north of the Civic Center site. This project will include 90,000 square feet of commercial space oriented to Castro and California Streets and approximately 80 residential units along Bryant Street.

To the south of the Civic Center block across Church Street, the 11-acre Eagle Square project on the old Mountain View High School site is presently being planned as a new in-town residential neighborhood. This major development opportunity is also intended to increase the number of people living and working in the downtown, with commercial and

retail uses along Castro Street and residential development and recreational open space on the remainder of the block. The City is presently working with the developer to ensure that this development is compatible with the public objectives for the Civic Center block, and that it is well integrated within the fabric of downtown Mountain View.

Immediately across Castro Street from the Civic Center site, a 30,000 square foot office development is nearing completion. Also under construction is the 90,000 square foot Gateway Center, a commercial and retail development at the corner of Castro Street and El Camino Real.

#### D. THE CIVIC CENTER BLOCK.

Historically, the block bounded by Castro, Church, Franklin and Mercy Streets has played a strong civic role in the community. In addition to the present City Hall and dental office buildings that will be demolished for the new Civic Center complex, the block includes Pioneer Park at its core, the public library along Franklin Street, the Wells Fargo bank at Castro and Church Streets, and the historic Masonic Temple at Church and Franklin Streets. Pioneer Park, the principal burial site of the city's early settlers, has been transformed into a lushly landscaped open space that provides an attractive setting for the City's key civic institutions. As discussed below, the City recognizes the potential of the Civic Center project to improve the park's visibility, accessibility and significance within the community, by making a strong connection through the Civic

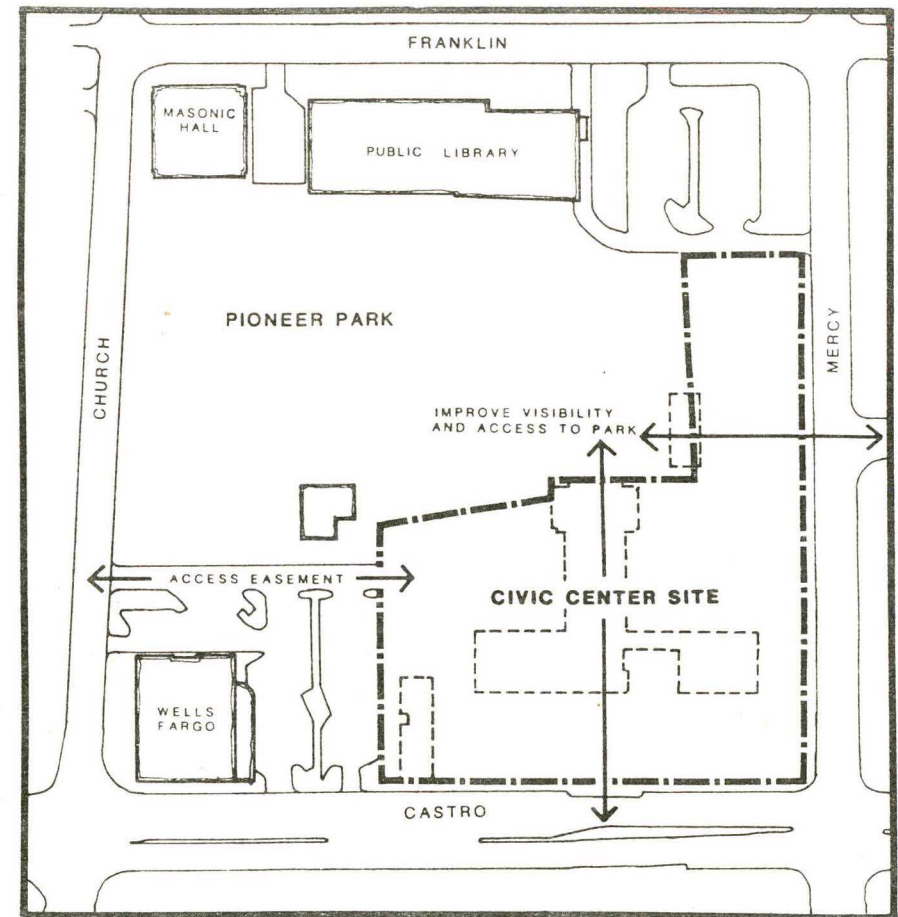
Center complex to Castro Street and by creating an attractive entry to the park along Mercy Street and at the terminus of Bryant Street.

The public library directly across the park from the City Hall is a key center of activity in the downtown. The City is presently considering expansion of the facility and the improvement of its relationship to Pioneer Park, and to the planned Civic Center. The shortage of convenient library parking has also been identified as a major issue for the expansion, and the City is studying alternative strategies for its resolution, including diagonal street parking along Franklin Street, and decked or depressed parking at the corner of Franklin and Mercy Streets. The potential for parking within the Civic Center project to serve some of the library's needs at off-peak periods has been identified as an objective that should be considered in the design of the complex.

The Wells Fargo Bank site at Castro and Church Streets will likely remain in private ownership, but will be carefully planned within the City's Precise Plan process to ensure compatibility of future development with the civic functions of the block. It is anticipated that future development of this site will be limited to three floors, that it will be required to provide a continuous and active street frontage along Castro Street, and, like the Civic Center project, it will be required to provide a majority of its parking below grade. Because of the desire to create a continuous street wall along Castro Street, no side yard setback require-

ments will be established along the property line with the Civic Center.

The public easement, providing vehicular access from Church Street to the Wells Fargo and City Hall sites, will be maintained and enhanced.



THE CIVIC CENTER BLOCK



## PART TWO: STATEMENT OF THE PROBLEM

### A. THE DEVELOPMENT PROGRAM.

The Civic Center complex must include the following key components:

- (a) A City Hall building including Council Chambers not to exceed 65,000 gross square feet (see Appendix A: City Hall Building Program).
- (b) A Community Theatre, containing a 550 to 600-seat main stage, and a 150 to 200-seat experimental theatre, not to exceed 37,000 gross square feet (see Appendix B: Community Theatre Building Program).
- (c) 200 to 225 employee parking spaces provided in an on-site structure below grade, and 10 to 15 visitor surface parking spaces related to the City Hall (see Section F: Urban Design Objectives and Criteria).
- (d) A central plaza and people gathering place to serve as the symbolic and activity center of the complex (see Section B: Urban Design Objectives and Criteria).

### B. URBAN DESIGN OBJECTIVES AND CRITERIA.

#### 1. THE IMAGE AND ROLE OF THE CIVIC CENTER WITHIN THE CITY AND DOWNTOWN

INTENT: The Civic Center is envisioned as the symbolic center of the community and should be clearly recognizable as such to first-time visitors as well as residents. It is also envisioned as a gathering place that gains significance through its role as a ceremonial center of civic and cultural activities, and as an integral part of everyday life in the downtown.

- a. The Civic Center complex should not be a series of isolated monument buildings, but rather an integrated and harmonious grouping of buildings that contribute to the life and vitality of the downtown.
- b. The complex should reinforce and extend the desired scale and character of the downtown by maintaining Castro Street as an active people-oriented place, and by linking the diverse sub-districts of the downtown (Pioneer Park, the historic retail district, Eagle Square, Mountain Bay Plaza, etc.).
- c. The complex should reinforce the traditional role of the block, bounded by Castro, Mercy, Franklin and Church Streets, as a civic center within the community, by



maximizing the significance, attractiveness and accessibility of Pioneer Park, and by complementing the activities of the public library on the opposite side of the park.

- d. The presence of the City Hall should be perceptible to motorists as well as pedestrians approaching from either direction along Castro Street.

## 2. THE ORGANIZATION OF THE CIVIC CENTER AROUND A PUBLIC PLAZA

INTENT: The complex should be oriented around a public plaza that serves as the principal symbolic focus of the Civic Center, and as a major activity center of the downtown. This open space is envisioned as an intimately scaled outdoor room in which one feels at ease and, at the same time, at the center of things; a grand public place that combines the pleasure of being out of doors with the scale and comfort of a warm and gracious living room.

### Activities within the Plaza

- a. The plaza space should accommodate individuals and small groups as well as larger formal gatherings. To this end, the plaza should create a variety of sitting environments, particularly at the plaza's edges, without excessive clutter in the main body of the open space.

- b. To promote maximum use of this public place, the design should invite not only City Hall employees, but other office workers, shoppers, park users, neighborhood residents, library users, and theatre goers, by creating a safe, comfortable and well-lit environment at the center of the downtown.

### Configuration and Organization

- c. The plaza must have one full side fronting Castro Street, and should be no more than 24 inches above the present Castro Street sidewalk elevation.
- d. The plaza must be defined by buildings on three sides to create a comfortable sense of enclosure. The principal space of the plaza is envisioned as being approximately 10,000 square feet, with a depth (curbside to building edge) of approximately 100 feet. Consideration should also be given to the treatment of the Castro Street opening that will enhance the enclosure of the space without obstructing views or circulation into the plaza.
- e. Pedestrian and visual linkage(s) between Pioneer Park and the plaza must be a strong feature of the design. This connection must call attention to the presence of the

park and allow easy access to and from the park while maintaining a properly enclosed plaza space.

#### Plaza Treatment

- f. The plaza should provide amenities that create a comfortable and inviting people place. These could include awnings and/or arcades at the building edges, trees that reflect seasonal change and produce dappled patterns of sunlight, attractive lighting fixtures, pleasing textures, etc. Consideration should also be given to the provision of a fountain or sculpture to complement the overall composition of the plaza and to enhance the open space environment.
- g. The comfort of the pedestrian is paramount, and consideration should be given to the microclimatic aspects of wind, sun and rain.
- h. Seating should be located to offer a variety of experiences, in sun or shade, in and out of the mainstream, quiet and not so quiet places, etc.
- i. Particular attention should be given to the paving of the plaza. High quality materials that age gracefully should be provided. The scale, texture and shape of pavers should be appropriate to the size and use of the plaza space(s), and

to the color, scale and texture of the architecture.

#### Site Trees

- g. The large Coast Live and Valley Oak trees in the vicinity of the existing City Hall building and on the Civic Center site have been recommended for removal by the City's Horticultural Consultant. Other trees on the site that can be positively incorporated within the design concept should be maintained (see Tree Survey: Attachment D).

### 3. THE TREATMENT AND ORGANIZATION OF BUILDINGS

INTENT: The City Hall and Community Theatre buildings should reinforce the identity and role of the complex as the principal focus of civic and cultural activity in the community, and should enhance Castro Street, the plaza, and Pioneer Park as the major public open spaces of the downtown.

#### Image and Identity

- a. The City Hall, as the center of municipal government, should have the most prominent civic presence on the plaza, Castro Street and Pioneer Park. The entry to the City Hall should be given particular significance on the plaza, and should be clearly visible from Castro Street.



- b. The City Hall and Community Theatre buildings should be designed as separate but complementary buildings. The two structures should convey their civic and cultural significance without the use of contrived or thematic architectural vocabularies that risk becoming "dated" in the future.
- c. In determining an architectural vocabulary for the City Hall, thoughtful and creative consideration should be given to the reinterpretation of civic architecture of the region. Care should be taken, however, to avoid literal or historical applications of a particular style.

#### Height, Massing and Setbacks

- d. The maximum height of buildings within the complex is three floors; however, the building profile should be well articulated and varied in response to the incremental and diverse development pattern already existing in the downtown. Building facades fronting the plaza should add interest and scale to the enclosure and avoid long uninterrupted expanses of building wall. A strong vertical element that penetrates the height limit and provides a civic landmark within the complex and downtown is encouraged.

- e. With the exception of the street frontage devoted to the plaza, buildings should be built to the Castro Street property line to maintain the continuity of the downtown "street wall".
- f. The City Hall and Community Theatre buildings should be appropriately scaled to the plaza, and should provide a strong sense of enclosure.
- g. The organization and massing of the Civic Center complex should respond appropriately to the "soft" green edge of Pioneer Park, enhance the park's role as a focus of the city's cultural and civic institutions, and maximize visual and pedestrian access to the park from Mercy Street.

#### Facade and Roof Treatment

- h. The buildings should be of the highest quality, and facades should be attractively detailed and articulated. Roof treatment should be highly articulated in order to provide a contrast to the building facades, in order to break up the overall mass of the buildings, and to provide vertical variation. Sloping roofs and roof elements will be permitted to exceed the three floor height limit. All mechanical equipment should be concealed and incorporated within the architectural vocabulary of the buildings.



- i. Large expanses of blank wall surface should be avoided; building walls should be punctured by well-proportioned openings that add scale and variation to the composition of the facades. Windows should be inset generously from the building wall to create shade and shadow detail.
- j. Ground level treatment of buildings should reinforce and extend the desired pedestrian scale of the downtown. The experience of moving along the edges of buildings should be enjoyable and interesting; ground level facades should be well detailed with materials that are pleasing to the touch as well as to the eye.
- k. Craftsmanship and detailing are of particular importance in the treatment of the facades. Buildings should reveal the craft of their construction, create a setting of lasting interest and authenticity, and "get better as you get closer".
- l. Buildings should be specially articulated at bases and where walls meet roofs.

#### Relationship of Ground Level Activities to Public Open Spaces

- m. To the extent possible, the public-oriented ground level functions within the City Hall and Community

Theatre should contribute to the life and activity of the plaza, Castro Street and Pioneer Park.

- n. The City Hall entry lobby should be designed as a gracious interior "hall" that extends the open space of the plaza and becomes the principal focus of the City Hall building. This space should be welcoming and understandable, leading the visitor easily to the major public functions of the building, including the public counters, and to the principal vertical circulation of the building. This entry space should also be designed to function as a public reception hall and should provide a generous visual and physical connection to Pioneer Park (see City Hall Building Program for a more detailed discussion of this space).
- o. The City Council Chambers should have a strong public presence within the Civic Center complex, and be directly accessible by the public from Castro Street, the plaza, and/or the City Hall entry hall (see City Hall Building Program).
- p. The entry lobby and foyer of the Community Theatre building should also provide a generous interior public space with direct and principal access from the plaza. This space should be designed to accommodate public receptions and exhibits

as well as the pre-function activities of the two theatres. The gift shop and cafe components of the theatre and the lobby should be programmed for use throughout the day, and should also be oriented to the plaza and Castro Street with generous outdoor seating. Consideration should be given to the location of the experimental "black box" theatre adjacent to Pioneer Park, to allow for special outdoor performances (see Community Theatre Building Program).

- q. Where public-oriented activities can not be situated adjacent to the plaza or Castro Street, special consideration should be given to the architectural treatment of the building/open space edge, to ensure that a comfortable transition is achieved between public open space activities and the more private and internalized uses (i.e., office functions) within the buildings.

#### 4. SITE TREATMENT, ACCESS AND PARKING

INTENT: The Civic Center complex should be welcoming, understandable and accessible by visitors arriving by car or on foot.

##### Pedestrian Access

- a. The principal pedestrian entry to the Civic Center complex and to each

of the principal buildings should be from the plaza.

- b. The plaza should have clear pedestrian connections to Pioneer Park and to the library, Eagle Square and Mercy Street beyond. Particular attention should be paid to the use of the westernmost part of the site at the terminus of Bryant Street to create an attractive entry to the park and the Civic Center complex.

##### Vehicular Access

- c. The principal vehicular access to the site should be from Mercy Street; curb cuts along Castro Street are not permitted.

##### Parking

- d. The majority of the parking program should be provided in a structure below grade. However, a limited amount of convenient surface parking should be made available to visitors arriving by car. It is considered desirable for this surface parking area to be designed to permit visitors to search for a surface space before circulating directly to the parking garage.
- e. Pedestrian access from the parking garage to the City Hall and Community Theatre should be through the plaza, in order to promote activity in the open space and security



within the buildings. Vertical circulation cores should not be free-standing within the plaza, but be incorporated within the buildings.

#### Service Access

- f. Service access to the site should be from Mercy Street, and/or the public easement along the eastern edge of Pioneer Park. All service areas should be well concealed from public view, and should not conflict with pedestrian or vehicular movement.

### 5. RESOURCE EFFICIENCY

INTENT: All buildings within the complex should be designed with sensitivity to energy and water consumption, and with consideration of the long-term costs of fuel and maintenance. Consideration should be given to the following energy conservation strategies:

- a. Passive solar design for heating and/or cooling.
- b. Daylighting, combined with appropriate shading of window surfaces to minimize solar heat gain and glare.
- c. Task lighting to minimize need for high levels of ambient lighting.
- d. Multiple control/supply zones for mechanical and lighting systems.

### C. CONSTRUCTION BUDGET.

A high quality project, appropriate to the complex's civic role and significance within the community, is envisioned. The City has established a maximum budget for the design and construction of all components of the project. The breakdown of this budget is as follows:

--City Hall	\$7,600,000
--Community Theatre	\$6,700,000
--Parking Structure	\$2,300,000
--Site Improvements/Landscape	\$ 750,000

This budget includes shell and core construction and finishes. In the case of the Community Theatre, the budget includes provision for special equipment (rigging, lighting, sound system) and fixed seating. In the case of the City Hall, the budget includes generous provision for interior finishes and fixed furnishings (i.e., counters, fixed Council Chamber seating, etc.) within public areas, but does not include provision for office or other furnishings within the building. The budget assumes that the City will provide for the demolition of existing site structures.

### D. CONSTRUCTION SCHEDULE

The City's intention is to proceed with the design and construction of the City Hall in an expeditious manner. The schedule for design and construction is as follows:



October 1, 1986: Awarding of A/E contract  
to winning entrant.  
 November 14, 1986: 50% completion of  
schematic design phase.  
 November 21, 1986: City gives direction on  
schematic design.  
 January 9, 1987: 100% completion of  
schematic design.  
 January 13, 1987: City approval of final  
schematic design.  
 April 17, 1987: 100% completion of design  
development.  
 April 24, 1987: City approval of design  
development drawings.  
 October 2, 1987: 100% completion of  
construction documents.  
 October 9, 1987: City approval of  
construction documents.  
 October 30, 1987: City Council approval of  
construction documents  
and authorization to  
proceed with project  
bidding.  
 December 4, 1987: Receipt of final bids and  
selection of contractor.  
 January 8, 1988: Commencement of  
construction.  
 March 4, 1988: Completion of excavation  
and foundations.  
 July 1, 1988: Completion of parking  
garage and basement  
level.  
 August 11, 1989: Completion of City Hall,  
Community Theatre, and  
plaza, and all site  
improvements.

### PART THREE: COMPETITION RULES AND REGULATIONS

#### A. GENERAL STRUCTURE OF THE COMPETITION

This is an invited design competition, organized and sponsored by the City of Mountain View. The purpose of the competition is to establish the architectural design concept for the City's proposed Civic Center, and to proceed with the design and construction of the complex. The City's intention is to award the winning entrant with the architectural and engineering contract for the design of the Civic Center. However the City reserves the right to award no contract.

#### B. AUTHORITY

The City Council has the sole authority to select the winning entry, and to enter into contractual agreements. To assist the City Council in interpreting and evaluating the design submissions, an Evaluation Committee comprised of city staff and professional consultants has been established. This committee includes: the City Manager, Bruce Liedstrand; the Assistant to the City Manager, Phil Rose; the Economic Development Director, William Bopf; other key City staff; the City's professional advisors, Boris Dramov and Jim Adams of ROMA Design Group; the City's urban design consultant Michael Freedman; the City's theatre consultant, Gene Angell; and the City's cost estimating consultant, Lee Saylor.

#### C. SELECTION PROCESS

The evaluation of design submissions and the selection of a winning entry for the Civic Center complex has been planned as an intensive and open two week process, conforming to the City's decision making procedures, and its desire to involve the community and the users of the complex in a meaningful way. Upon receipt of the design submissions, the City will conduct a one day community exhibit aimed at receiving citizen input and comments on each of the proposed design solutions. Following this event, employees and potential users of the City Hall and of the Community Theatre will be invited to review the submissions, and to make comments.

During this time, the City's professional consultants will also review the submissions for conformance with the programmatical requirements including design and cost objectives. The Evaluation Committee will then meet to discuss the submissions, and will prepare a memorandum for City Council consideration that summarizes issues raised by the committee, the community, the users, and the professional consultants. Upon receipt of this memorandum, the City Council will conduct a public hearing that offers the community an additional opportunity to comment, and will then make a final selection.



D. SELECTION CRITERIA

In evaluating the entries, the Evaluation Committee and the City Council will take particular account of the following criteria:

Imagination and creativity in the realization of the City's urban design objectives and criteria.

Fulfillment of the programmatical and functional requirements of the Civic Center Complex.

Ability to construct a high quality design solution within the City's cost parameters.

Adherence to the Competition Rules and Regulations.

E. COMPETITION SCHEDULE

June 17: Distribution of Competition Program and Materials

June 24: Deadline for Receipt of executed "Agreement of Terms and Conditions" form.

July 11: Deadline for receiving written questions.

July 18: Questions and answers distributed to all competitors.

Sept. 10: Submissions due (received no later than 2:00 pm PST).

Sept.: Display of submittals to community.  
13-17

Review of submittals by building users, evaluation committee, and preparation of evaluation memorandum to City Council.

Week of: Community's Comments Received at  
Sept. 22 Public Hearing.

City Council Selection and Notification to Competitors of Results.

F. SUBMISSION REQUIREMENTS.

Board One: Site Context and Design Concept

Using the 1/32"=1'-0" base map provided, prepare an illustrative site/roof plan that indicates the organization of buildings and open space within the Civic Center complex, and their relationship to Castro Street, Pioneer Park, and the immediate context of downtown. This board can also include recommended design interventions outside the project boundary to achieve or enhance desired connections. The board should also incorporate a narrative description of the proposed design, and may include images that will assist in conveying the design concept.

Board Two: The Plaza and Major Interior Public Spaces

At 1/16"=1'-0", prepare a plan drawing of the plaza and the ground level of buildings indicating major public interior spaces. In addition to illustrating the organization of



the plaza and the surrounding interior activities, the drawing should indicate landscaping, paving, street furniture, etc. The drawing should also indicate the relationship of the plaza to Castro Street and the linkage to Pioneer Park. Small vignettes or sketches that help to explain the major components of the plan may be included on this board.

#### Board Three: The Image and Life of the Civic Center

Prepare one colored rendering that gives the viewer a sense of the plaza's enclosure and a sense of what it would be like to be in the plaza. In addition, the rendering should clearly illustrate the character of the City Hall building, its entry, and the activities that are envisioned in the plaza.

#### Board Four: The City Hall

Prepare a series of plan drawings at  $1/32"=1'-0"$  that explain the organizational and architectural treatment of the City Hall building. These should include plans of each level, indicating the programmatic organization and area (sq. ft.) of the major building components, including the location of all fixed partitions. In addition to the plans, all building elevations, indicating proposed building materials, and key longitudinal and cross sections that indicate the organization of major interior spaces (including the garage) and their relationship to the public open space of the plaza, Castro Street and Pioneer Park shall be included at  $1/16"=1'-0"$ .

#### Board Five: The Community Theatre and the Garage

In a similar format to Board Four, prepare a series of drawings that explain the organizational and architectural treatment of the Community Theatre, and the layout of the below-grade parking garage (indicating the number of parking spaces). These should include: floor plans of each level at  $1/32"=1'-0"$ , indicating the programmatic organization and area (sq. ft.) of major building components; all building elevations at  $1/16"=1'-0"$ , indicating proposed building materials; and key longitudinal and cross sections as discussed above. (Note: Cross sections for both the City Hall and the theatre may be included on Board Four or Five, as appropriate.)

#### Monochromatic Architectural Model

Prepare a monochromatic architectural model of the Civic Center complex at  $1/16"=1'-0"$ , that depicts the character, scale, articulation and massing of the buildings, and their relationship to the open spaces of the plaza, Castro Street and Pioneer Park. The model should be built on a base not to exceed  $32"x32"$ .

#### Cost Estimate

Prepare a preliminary cost estimate for each major component of the project (City Hall, Community Theatre, Parking Garage, Site Improvements and Landscaping), using the format sheets provided in Attachment A to this

document. These forms should be submitted in a sealed envelope clearly marked "Cost Estimate" and affixed to the back of Board Five.

### Format

Boards shall be 30"x40" (the long dimension must be horizontal) and of rigid stock. Three full-size copies of each board must also be submitted. Blackline, blueline or sepia prints are acceptable. The use of tone, color or shadowing on boards is left to the discretion of the entrant. Note: All plan drawings must be oriented so that Castro Street runs parallel along the bottom of the board.

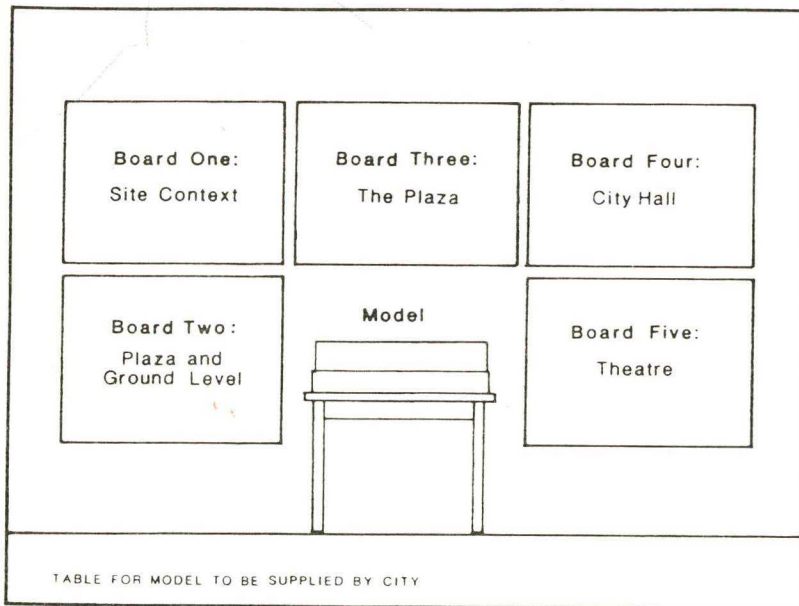


EXHIBIT FORMAT

### Anonymity

Drawings and boards must not bear any name or mark which could serve as a means of identification, nor should any competitor directly or indirectly reveal the identity of his/her entry. (It is the intention of the City to exhibit the proposals anonymously). The City's intended exhibit format for the boards is illustrated below.

### Delivery of Drawings

The entry should be clearly indicated on the outside package as a submission to the Civic Center Complex Design Competition and addressed to:

Phil Rose, Assistant to the  
City Manager  
City of Mountain View  
444 Castro Street  
Mountain View, California 94039

...or hand delivered to:

The City Manager's Office on the 12th  
floor of the above address

### G. COMPENSATION

The City will pay each of the invited competition entrants an initial fee of \$5,000 within thirty days of the ratification of the "Agreement to Terms and Conditions Mountain View Civic Center Design Competition" attached to this document as Appendix D. Each team that submits a complete submission



package, within the requirements and deadline described above, will receive an additional \$15,000. within thirty days of the City's receipt of the materials.

H. OWNERSHIP OF SUBMISSIONS

All materials prepared for the competition will become the property of the City of Mountain View, upon the City's payment of the competition award in full. These materials may be published as the City sees fit without compensation beyond this payment. The entrant, however, is free to use the materials for promotional and educational purposes.

I. COMMUNICATION AND QUESTIONS

Apart from questions concerning the Terms and Conditions Agreement, all entrants desiring any other information regarding the competition shall ask for this information by written request to the City and in no other way. All questions and answers pertaining to the competition will be sent simultaneously to each entrant. No questions received after July 11th will be answered. All answers will be sent to competitors by July 18th. Questions should be mailed to Phil Rose at the above address.

Entrants needing clarification of the Terms and Conditions Agreement, prior to the execution of that agreement, may make telephone inquiries to Phil Rose (415/966-6301), before June 24th.

All other communication with the competition sponsor, including the City Council, City

staff, the professional advisors and consultants, is prohibited.

J. AGREEMENT TO TERMS AND CONDITIONS OF COMPETITION

In order to establish eligibility, entrants must complete the "Agreement to the Terms and Conditions of the Design Competition" form attached to this document as Attachment B, and return it to the City of Mountain View at the above address for receipt by the City no later than 2:00 p.m. PST, June 24, 1986.

K. COMMISSIONS ARISING FROM THE COMPETITION

While it is the intention of the City to award the architectural and engineering contract to the winning entrant, the City does not guarantee this commission, and may choose to award no contract. If the City chooses to proceed with the architectural and engineering contract, the City intends to utilize its standard architectural and engineering contract, a copy of which is attached to this document as Attachment C. The fee for architectural and engineering services will be a fixed fee based upon a percentage of the City's estimated construction budget, as outlined in the Terms and Conditions Agreement, Attachment B.

APPENDIX "A"

CITY HALL BUILDING PROGRAM

June 10, 1986

Prepared by ROMA Design Group  
for the City of Mountain View



## CITY HALL BUILDING PROGRAM

### 1. INTRODUCTION AND SUMMARY.

Mountain View's new City Hall is envisioned as the symbolic, as well as the functional, center of city government and the key building component of the Civic Center complex. The building must be designed to be welcoming, accessible and understandable to the public, as well as comfortable, stimulating and efficient for City staff. The City Hall must be able to graciously accommodate a wide range of activities, including ceremonial and formal events, public meetings and gatherings, and the everyday business of municipal government. In this way, the City Hall must be clearly perceived by the public as the principal civic building of the community and, at the same time, provide a flexible working environment that can respond to the changing needs of a growing community.

The principal public entry to the City Hall is envisioned as a gracious reception hall or atrium-like space that can lead visitors easily from the plaza to the public areas of the building and function as the central gathering space within the building. As the plaza is conceived as the organizing element and activity generator of the Civic Center complex, this entry space is seen as the principal interior focus of the City Hall building, accommodating receptions and ceremonial events, as well as being a comfortable place for small groups and individuals. The Reception Hall should offer generous access and views to both the plaza and Pioneer Park, and

be configured so that visitors can have easy access to the public counters, which may be located on the same ground level and/or at an upper level. While the public counter areas should be easily accessible to the Reception Hall, they should be able to be visually closed off from the central space during formal events and after business hours. The Reception Hall should also lead the visitor directly to the vertical circulation core of the building and, if major public functions are located on the second floor, introduce an open stair that provides easy and comfortable access to the activities above.

The office areas of the building are conceived as efficient and pleasant spaces that create an attractive working environment for City employees, without being opulent or ostentatious. These areas should provide maximum flexibility of building systems and permit growth and change over time. Office space should be relatively separate from the public functions of the building to provide for an undisturbed working environment, and organized within the building to permit easy circulation by staff from one department to another. Open stairways that connect related office areas are seen as an ideal way of promoting efficiency of operations and communications within a multi-story City Hall building.

This program document has been prepared in close conjunction with the City Council and staff. It is based on a review of existing City office space, program information prepared for the old City Hall building, and interviews with department heads and key

staff. The document outlines space and organizational requirements for each component of the City Hall building, including specific workstations, ancillary departmental functions, and building-wide support areas, including the Council Chambers. The building has been programmed to allow for a 25 percent growth in office space, with 10 percent allocated directly to each department, and the remaining 15 percent to be accumulated in separate areas on each floor.

The building is projected to be approximately 65,000 gross square feet, with the space allocated in the following way:

Offices and Departmental Support Areas:	54%
Building-wide Support Areas (including Reception Hall and Council Chambers):	10%
Growth Areas (25% of office spaces):	13%
Circulation, Restrooms, Mechanical:	23%



## 2. SPACE NEEDS:

This section contains a summary of total building square footage requirements and descriptions of the space standards used to arrive at those totals (Figures 1 through 6).

### City Hall Square Footage Requirements Summary

	<u>Current Needs *</u>	<u>10% Growth*</u>
Information Services**	5,600	6,160
Finance	5,290	5,820
Personnel	1,620	1,780 ✓
Public Works	9,399	10,340 ✓
Planning and Housing	4,994	5,490
City Clerk	2,249	2,474 ✓
City Manager	2,982	3,280 ✓
City Attorney	2,140	2,350 ✓
Subtotal	34,274	37,694
Council Chambers and Meeting Rooms		4,000
Reception/Entry Hall		1,600
Showers and Lunchroom		1,100
Copy Rooms		300
Plus 13.5% Growth		5,120
(to equal a total of 25%)		
Subtotal		49,814
Plus 28% to 31% (Circulation, Restrooms and Mechanical)	13,950 to 15,440	
TOTAL BUILDING SQUARE FOOTAGE	63,760 to 65,250	

\*Includes 15% departmental circulation.

\*\*Includes 2,500 s.f. Computer Room.

The following Space Standards are divided into three categories: Office Work Areas, Departmental Support Spaces, and Building-Wide Support Spaces. Care has been taken to size workstations and rooms so that they meet the requirements of City employees, and also form modular units intended to make the building more flexible.

Office Work Areas: The typical configuration of furnishings that will satisfy most employees within a given job category.

Departmental Support Spaces: The ancillary requirements of each department, such as waiting areas, conference rooms, public counters, filing, shelving, etc.

Building-Wide Support Spaces: The areas not allocated to a particular department that support public and staff functions, such as the Reception/Entry Hall, the Council Chambers, public meeting rooms, lunch room, showers and lockers.

Note: Rest Rooms, Circulation and Mechanical Spaces are figured as a percentage (28 percent to 31 percent) of the combined total for Office Work Areas, Departmental Support Spaces, and Building-Wide Support Spaces.



## 2.1 OFFICE WORK AREAS

The following concepts should be considered in the planning of the Office Work Areas:

- To allow as much flexibility for future growth and change as possible, the use of long corridors should be minimized, allowing major circulation to take place in the office area itself.
- Enclosed offices should have acoustical privacy without the use of slab-to-slab walls, which interrupt the ceiling and limit the ability to make changes.
- The space plan should allow staff views to windows and other office areas from their workstations as much as possible.

Based on a survey of existing workstations and work requirements, "typical" workstations have been developed for six categories of employees. These basic workstations are meant to be flexible enough to meet the needs of each employee by adding or subtracting components such as overhead storage, drafting tables, side chairs, shelving and filing. Only the "E", "F" and "G" workstations are meant to be enclosed with full height partitions. All others are to be open office workstations. All workstations are designed to accommodate computer terminals, though most employees will not have terminals at move-in.

Two movable panel heights for open office workstations A through D have been selected:

- 42" - Clerical and Administrative Staff. This height is 12" above the desk surface and offers employees a feeling of territory while still allowing full visual access. This height also hides desk clutter, and with the addition of a transaction counter, provides a good reception station (see Figure 1).
- 60" - Professional and Supervisory Staff. The 60" high panel offers seated privacy but still allows some visual access to other office areas while standing. This size is high enough to provide a feeling of enclosure while not so high as to block all natural light or totally limit interaction with other employees (see Figures 2 and 3).

A. Clerical (39 square feet).

This workstation should accommodate most clerical personnel with typewriters or terminals, and would provide some feeling of territory and privacy while remaining open. The panel height is 42". This workstation can also be a receptionist station with the addition of the transaction counter (see Figure 1).

B. Clerical/Administrative (54 square feet).

This workstation will accommodate clerical personnel who require additional filing or other storage at their workstation. It can also contain a side chair or transaction counter as required. The panel height is 42" (see Figure 1).

C. Professional (60 to 72 square feet).

The Professional workstation has 60" high panels, and contains a primary work surface with overhead storage and a back work surface which could be a drafting table where required. In a drafting workstation, a large plan drawer should be provided under the drafting surface, along with an area for rolled plan storage and drafting supply storage. When finally designed, this station may require more than the 60 square feet as shown in Figure 2.

D. Professional/Supervisory (90 to 120 square feet).

This size workstation accommodates additional work surface space with overhead storage. The L-shaped configuration makes it especially adaptable for the addition of a computer terminal. Either a small conference table with two side chairs or optional drafting table and one side chair would be included. When finally designed, this workstation may require more than 90 square feet as shown in Figure 3.

E. Division/Section Manager (144 square feet).

This enclosed office is meant to be used for Assistant Department Heads and other senior staff. It is large enough to accommodate a work area and conference table for four (Figure 4) or a U-shaped workstation and one side chair.

F. Department Head (192 square feet).

This enclosed office is meant to be used for Department Heads. It is large enough to be arranged with a desk, credenza and soft seating area or work area and conference table for six (see Figure 5).

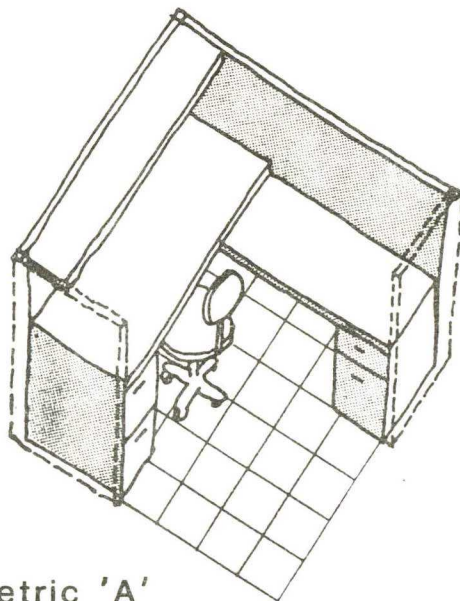


G. Mayor/City Manager (+250 square feet).

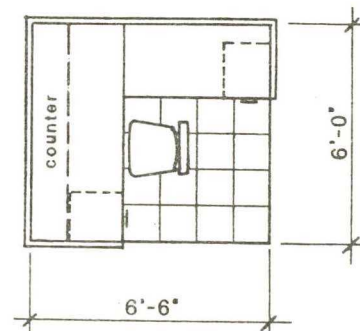
The Mayor and City Manager should have an office that would allow for a work area with a desk and credenza and a conference area to seat six to eight people. These offices are not illustrated with a diagram and are meant to be designed during the detailed design of the building.

# 'A' CLERICAL & 'B' CLERICAL/ADMINISTRATIVE

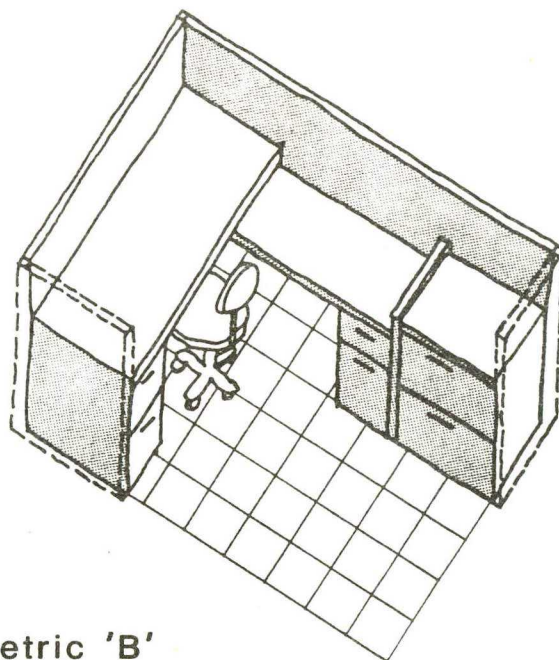
"A" = 39 S.F.    "B" = 54 S.F.



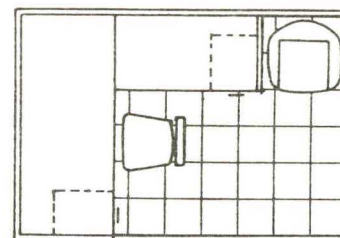
Axonometric 'A'



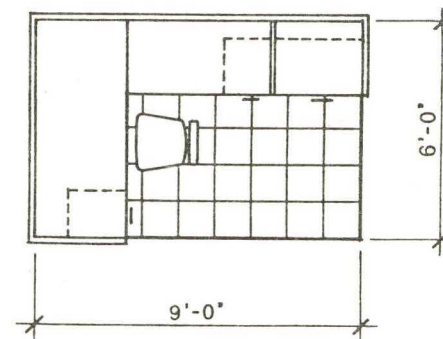
Floor Plan 'A'  
1 ft. square grid



Axonometric 'B'



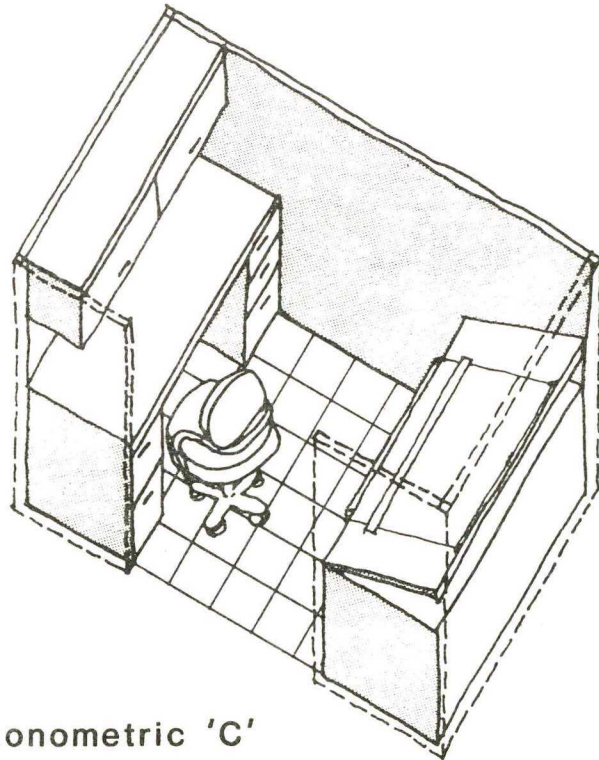
Alternative Plan 'B'



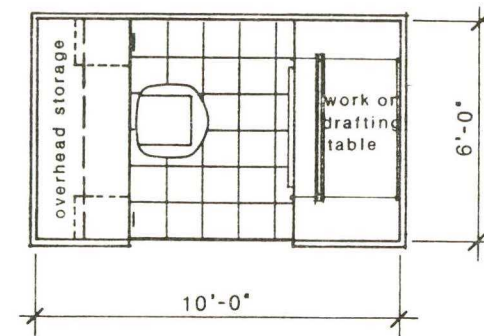
Floor Plan 'B'  
1 ft. square grid

Figure 1



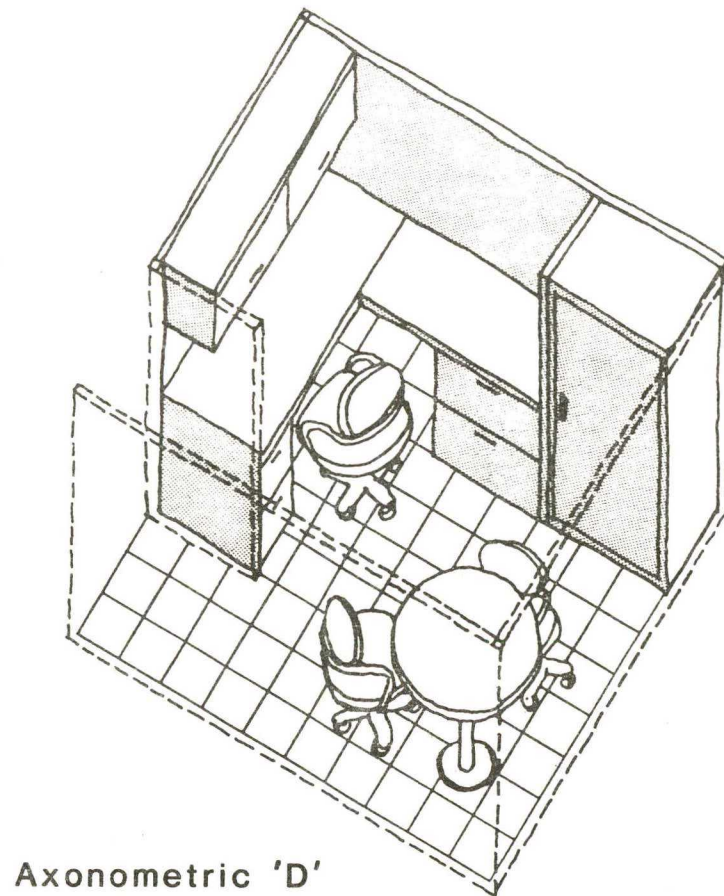


Axonometric 'C'

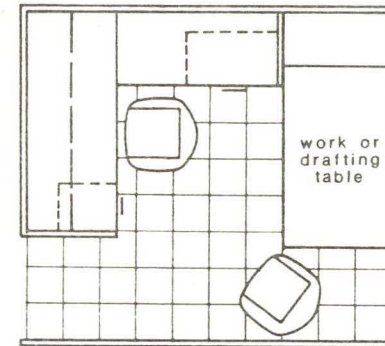


Floor Plan 'C'  
1 ft. square grid

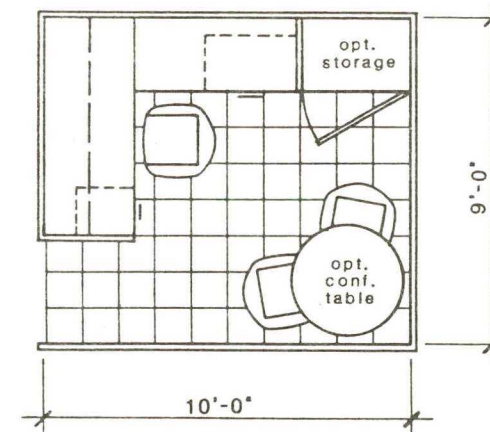
Figure 2



Axonometric 'D'



Alternative Plan 'D'



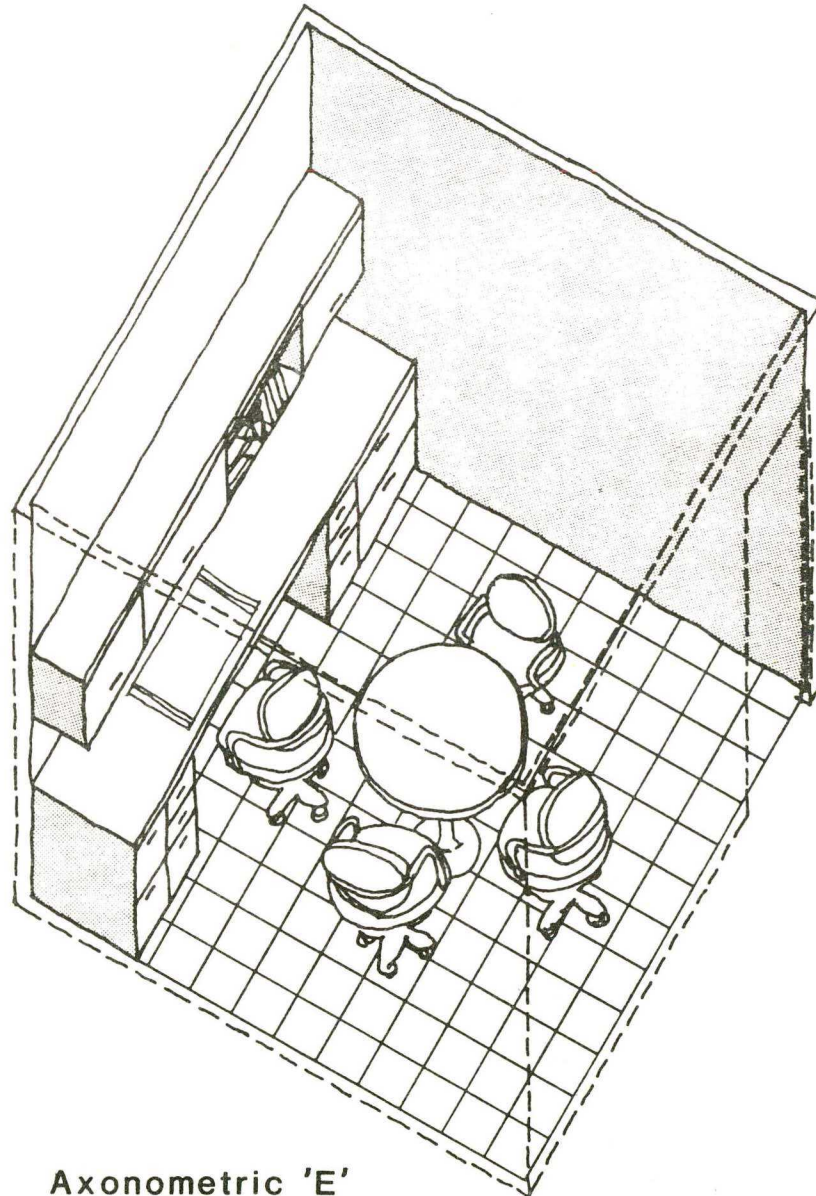
Floor Plan 'D'

1 ft. square grid

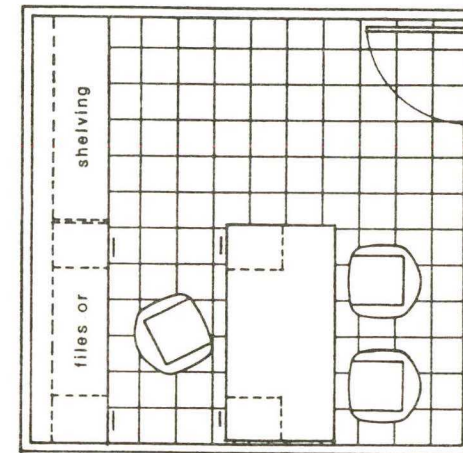


## 'E' DIVISION OR SECTION MANAGER

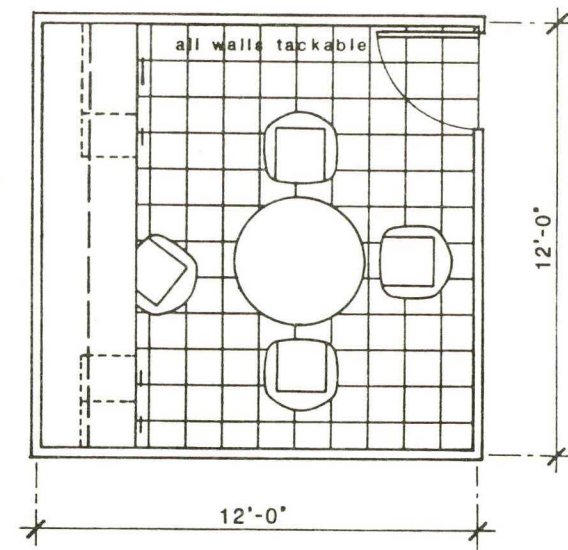
144 S.F.



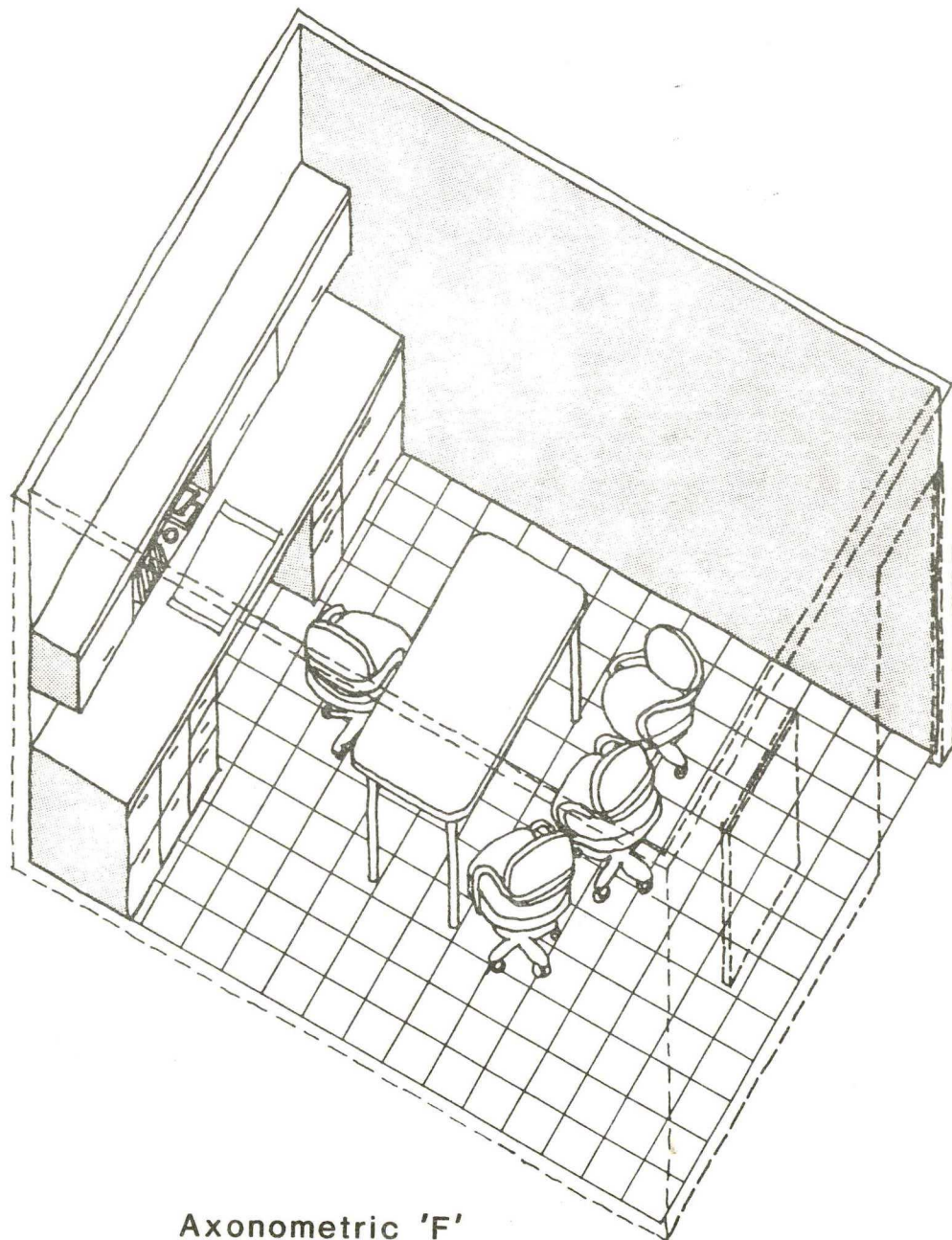
Axonometric 'E'



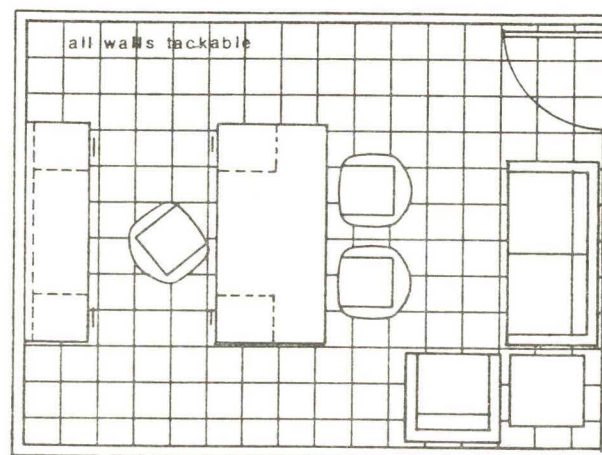
Alternative Plan 'E'



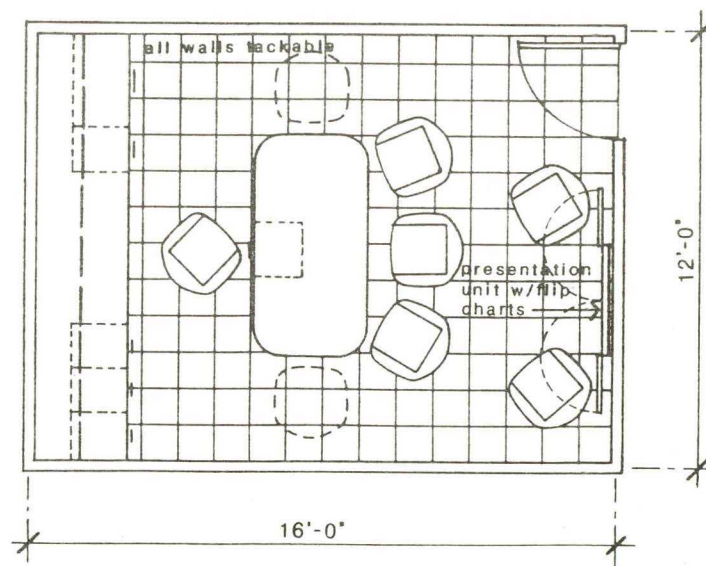
Floor Plan 'E'  
1 ft. square grid



Axonometric 'F'



Alternative Plan 'F'

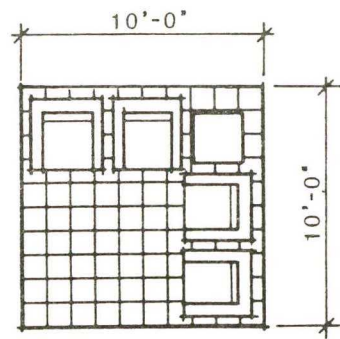


Floor Plan 'F'  
1 ft. square grid



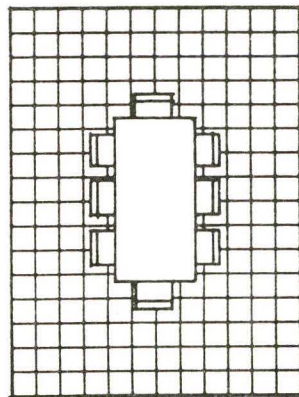
# SPACE STANDARDS

SCALE: 1/8" = 1'-0"



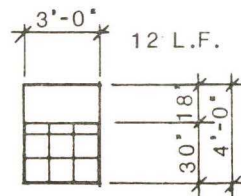
## RECEPTION AREAS

3-4 People 100 s.f.  
6-8 People 200 s.f.



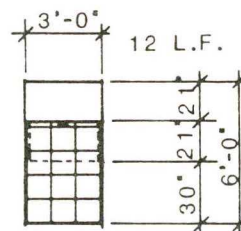
## CONFERENCE ROOMS

Sm. conf. 144 s.f.  
Med. conf. 192 s.f.  
Lg. conf. 384 s.f.



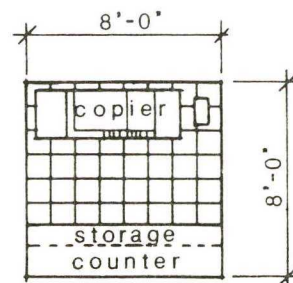
## SHELVING

1 linear ft. of shelving = 1 s.f.



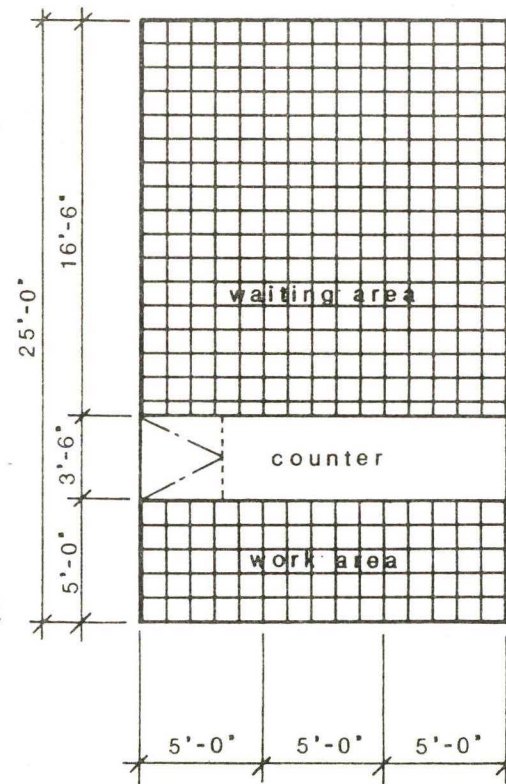
## FILING

1 linear ft. of filing = 1.5 s.f.



## COPY AREA

64 s.f.



## PUBLIC COUNTERS

10' long = 250 s.f.  
15' long = 375 s.f.  
30' long = 750 s.f.

## 2.2 DEPARTMENTAL SUPPORT SPACES

### Reception Areas (100 to 200 square feet each)

The following diagram shows only the public waiting area. Typically, departments have been provided with 100 to 200 square feet unless a public counter is used, in which case the waiting area space has been included in the public counter square footage.

### Filing Areas

The square footage provided here is for shared filing per department. Any filing within workstations or offices is not included here. It is assumed that four-drawer lateral files will be used, and by allowing space as shown in Figure 6, 12 linear feet of filing can be accommodated in 18 square feet, which equals 1.5 square feet of floor space for each linear foot of filing.

### Storage Shelving

Storage shelving can have lockable doors to accommodate office supplies or equipment, or can be open to accommodate library or manual storage. Assuming that shelving units are five shelves high (not to exceed 60"), one linear foot of shelving can be accommodated in one square foot (see Figure 6). As with filing, only shared storage shelving within departments is calculated this way. Shelving within workstations or offices is included in that square footage total.

### Conference Rooms

(144 to 384 square feet each)

A wide variety of conferencing facilities are required to meet the needs of the City Hall staff, Council and public. Conference rooms have been sized to correspond to office sizes so that they are flexible, and uses can be interchanged as changes occur in needs.

For example:

- Small conference room (144 s.f.):  
seats 4-6  
(corresponds to "E" office)
- Medium conference room (192 s.f.):  
seats 8-10  
(corresponds to "F" office)
- Large conference room (384 s.f.):  
seats 15-20  
(corresponds to two "F" offices)

In addition to the three sizes of conference rooms, one large public meeting room is provided near the Council Chambers which would be approximately 750 square feet and seat 50 to 60 people.

### Public Counters (250 to 750 square feet each)

All public counter areas should be easily accessible from the Reception/Entry Hall and adjacent vertically or horizontally to the departments they serve. If the adjacency is vertical, open stairways for staff circulation should be provided to improve interaction within the department.

As diagrammed, a typical public counter is designed to handle relatively high volumes of people for such activities as payment of fees, applications, review of drawings, etc. Of the total space, approximately 75 percent is for queuing and waiting and the remainder is counter and work area.



### 2.3 BUILDING-WIDE SUPPORT AREAS

Those spaces within the building that do not have a direct relationship to individual departments are considered building-wide support areas. These areas include two kinds of spaces: those that serve public functions, and those that serve the collective needs of employees. Public spaces include:

#### Entry/Reception Hall (1,600 square feet)

As stated, the Entry/Reception Hall is conceived as the principal interior focus of the City Hall building, accommodating receptions and ceremonial events, as well as providing a comfortable place for individuals and small groups. This space should be directly accessible from the plaza and from Pioneer Park, and should be considered an interior extension of these public open spaces. The Reception Hall should be configured to give arriving visitors a strong sense of orientation to the activities of the building; the space should provide easy access to the departmental counter areas, which may be located on the ground level and/or on the second floor, and should lead directly to the vertical circulation core of the building. If major public activities are located on the second level of the building, an open stair that provides easy and gracious access from the Entry Hall should be provided.

The Reception Hall should be a minimum of two floors in height, with generous natural lighting from the sides and/or the roof. It should be able to accommodate a reception of 100 people with sufficient space to set up a

portable bar and buffet. Public restrooms should be easily accessible. During receptions and events that occur after business hours, the space should be able to be visually and physically separated from public counters and other portions of the building. The actual size of the space will depend on adjacent uses, but should have a gathering space of approximately 1,600 square feet.

#### The Council Chambers (2,500 square feet)

The City Hall Council Chambers should have a strong presence within the Civic Center complex, and be directly accessible by the public from Castro Street, the plaza, and/or the Reception/Entry Hall. Separate access to the dais should be provided for the City Council. The Chambers should be a comfortable and welcoming space that conveys the importance of Council proceedings, without being overly formal or ostentatious. Provision for 125 fixed seats on a slightly sloping floor should be made.

The seven member Council should be seated at a raised dais with the Mayor's position in the center. Six additional positions (three on either side of the Council) should be provided at a slightly lower level for Council appointees (i.e., the City Manager, City Attorney and City Clerk) and key department heads. The dais should be elevated and configured to provide an intimate eye level relationship between the Council and the community in the audience. Speaker podiums for the public should be provided on either side of the dais, and seating for the press (four positions) should be made at the front of the



Chambers. Provision for audio-visual presentations, including video, slides, and overhead projection should be accommodated comfortably, permitting maximum visibility by both the Council and the audience.

Council Chamber Pre-function Area  
(500 square feet)\*

As illustrated in Figure 7, the Council Chambers are related to a series of ancillary functions. A pre-function area of approximately 500 square feet should be provided at the entry to the Chambers, and should also provide access to public restrooms.

\*(This pre-function space may be incorporated as part of the main Reception Hall, if the Council Chambers is made an integral part of the City Hall building.)

Public Meeting Room (750 square feet)

A public meeting room, capable of accommodating 50 to 60 people on movable chairs, should be provided in close proximity to the Council Chambers, and in direct adjacency to the pre-function space. This space will be used for public hearings and community meetings and could open directly to the Council Chambers to permit overflow seating for large meetings. The public meeting room should have natural daylighting and be configured to permit flexibility in furniture arrangement.

Committee Room (385 square feet)

A Committee Room for use by the City Council prior to Council meetings should be provided

in direct adjacency to the Chambers dais. This room should accommodate 16 to 20 people around a conference table.

Kitchen/Restroom/Lounge (200 square feet)

A small kitchen (with refrigerator, microwave oven, sink and coffee maker), restroom and lounge area should also be provided adjacent to, but well screened from, the Chambers dais and the Committee Room.

Video Storage (144 square feet)

A storage area for video equipment should also be provided in the vicinity of the Council Chambers.

Building-wide support areas serving employees include:

Lunch Room and Kitchen (700 square feet)

A well-lit employee lunch room, capable of seating 40 people, should be located to provide generous views to Pioneer Park. Considerations should be given to the provision of an outdoor terrace if the lunch room is located on an upper floor, or direct access to the park if it is placed on the ground level. The space should be accessible from employee circulation spaces, and should be decorated and configured to offer an attractive break from the office environment. A kitchen area with storage, refrigerator, sink, microwave, oven and stovetop, coffee

maker, and food/beverage dispensing machines should be provided adjacent to the lunch room.

Showers/Lockers (400 square feet)

A small shower and locker area should be provided for male and female employees in direct relationship to employee restrooms. The areas for men and women should include 3 shower stalls and 25 lockers each and are intended for use by employees returning from exercising at lunch or breaks. The showers should have convenient access to Pioneer Park without conflicting with work spaces or public areas.

Copy Areas (100 square feet per room)

One copier room with storage should be provided on each floor, at a location that is conveniently accessible by all departments. As necessary, smaller copiers will be located near heavy users.



750' x 1500' 2 entry  
"pre-function"

NOTE 5000 + circulat = 5750 if separate from main reception hall  
COUNCIL CHAMBERS

4,000 S.F. TOTAL

\*These functions could be combined with main public entry, if chambers is integrated within City Hall building.

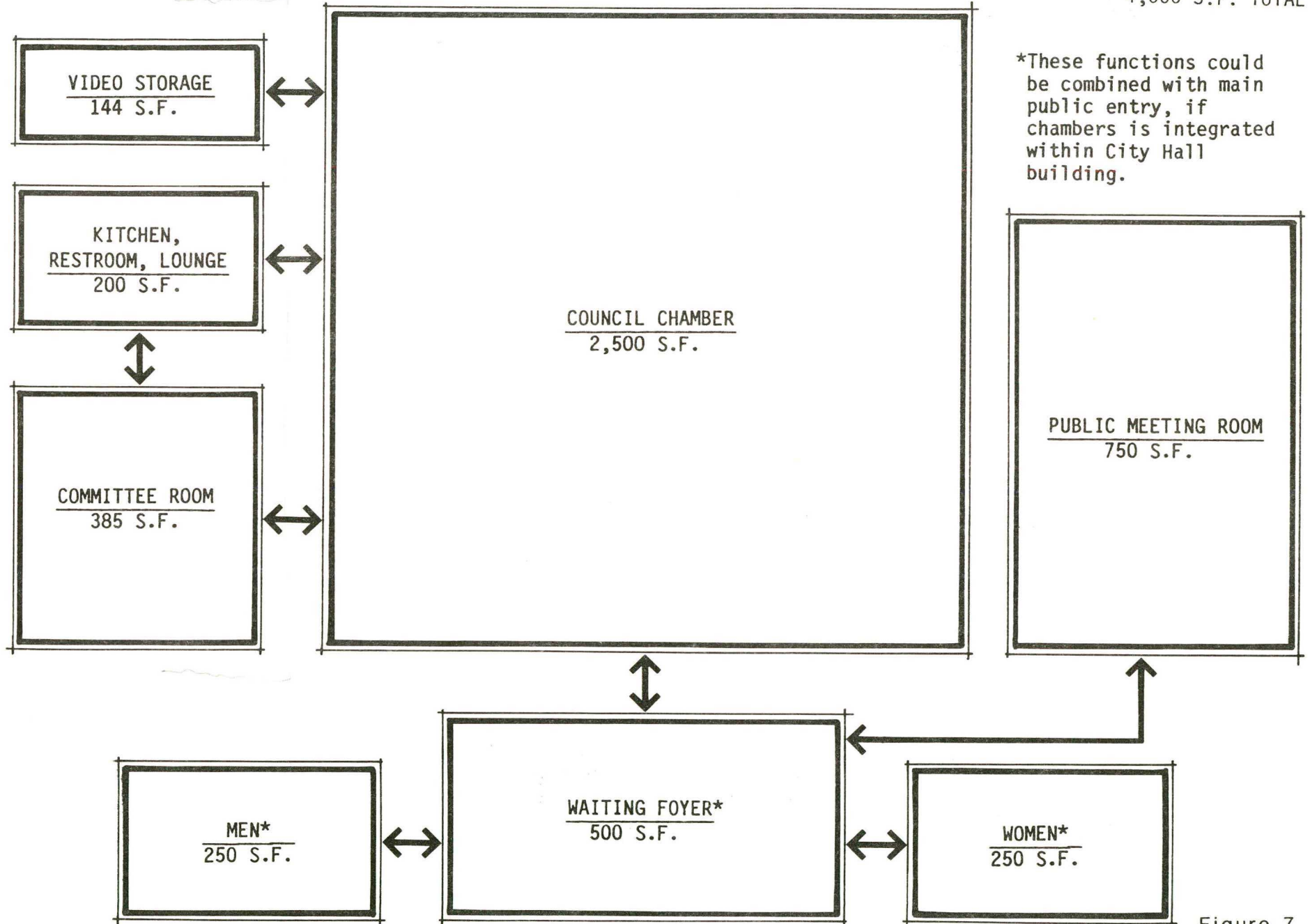


Figure 7

### 3. ORGANIZATIONAL REQUIREMENTS.

The Organizational Requirements of the City Hall departments are defined in Figures 8 through 16. Figure 8 shows the adjacency requirements between departments and to the Council Chambers.

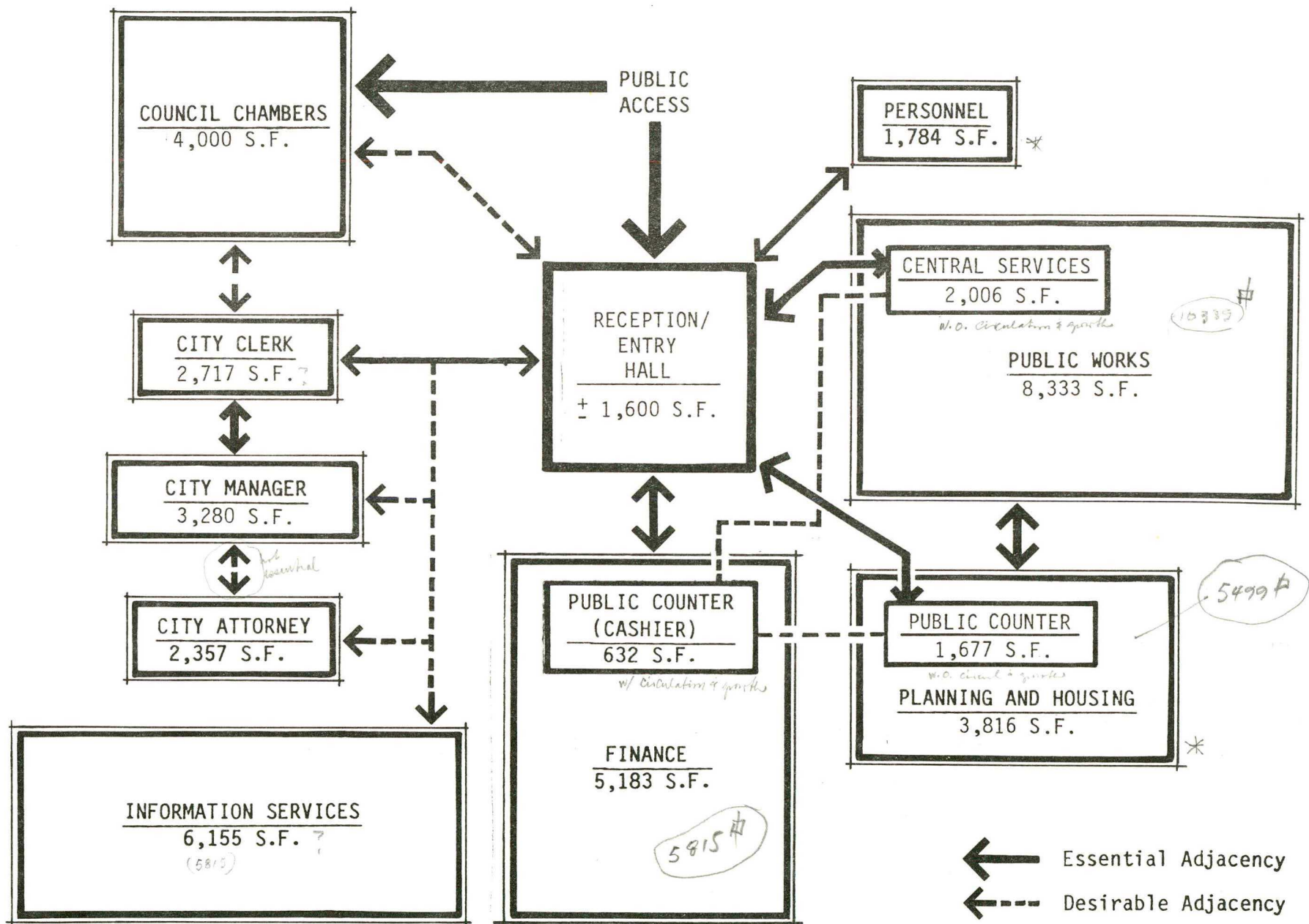
In addition to the requirements illustrated, there are a number of other points that should be noted:

- A. The Finance Cashier, Personnel, City Clerk, Public Works, and Planning and Housing Departments all have heavy public access requirements. It is important that all of these public counter areas be easily accessible from the Reception/Entry Hall.
- B. The building should be organized to provide efficient employee circulation between departments including the use of open stairways that vertically connect related office areas. These stairs should not have the appearance of a fire exit, but should be open and consistent with the interior office design.
- C. The most public components of each department (conference rooms, coffee areas, public counters) should be located near or adjacent to public circulation routes to keep noisy functions separate from quiet work areas.
- D. All rooms that require fixed partitions should remain modular, if possible, so that uses may be changed as needs change.

- E. In any office area, no more than 40 percent (plus or minus) of the exterior window space should be obscured with fixed partitions. Care should be taken so that natural light and views to the exterior are provided to employees. The floor to ceiling height in office areas should be no less than 9'-6".
- F. The use of a task/ambient lighting scheme should be considered. Indirect office lighting, or a combination of indirect and direct, is preferred to exclusive use of standard 2' x 4' fluorescent downlight fixtures.
- G. The power, telephone and computer cable distribution in the building should be given careful consideration and be designed for maximum function and flexibility. "Power poles" from the ceiling to workstations should not be considered as a solution to this complex problem.
- H. The feeling of the office spaces should be welcoming, efficient and pleasant, but not opulent or ostentatious.

The following diagrams (Figures 8 through 16) describe in detail the actual needs of each department and the overall department adjacencies.

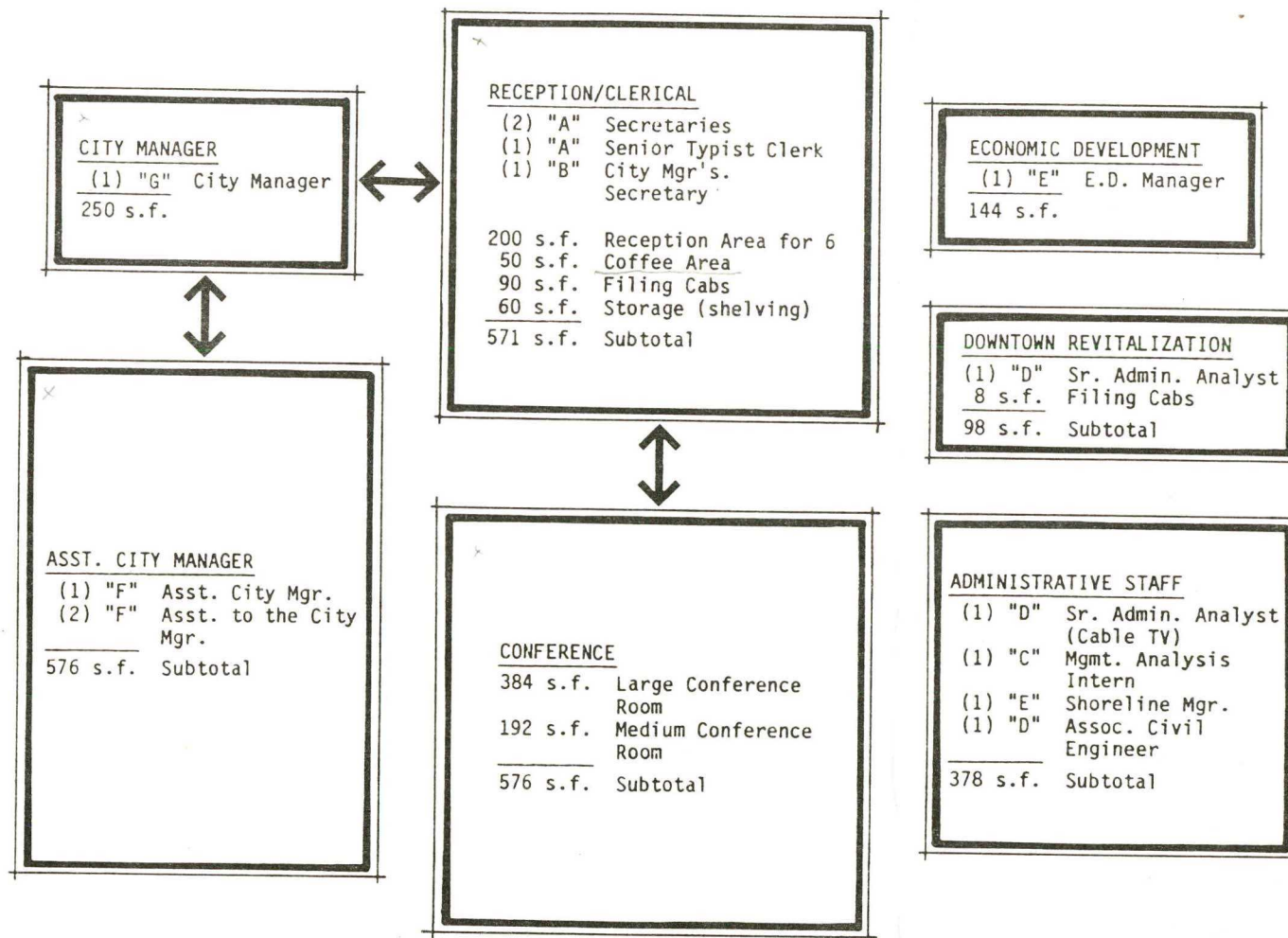
# DEPARTMENT ADJACENCIES





# CITY MANAGER

3,280 S.F. TOTAL



Department: City Manager's Office

Function: The City Manager is the chief administrative officer of the City. Appointed by the City Council, the Manager is directly responsible to the Council for the proper administration of the City's affairs.

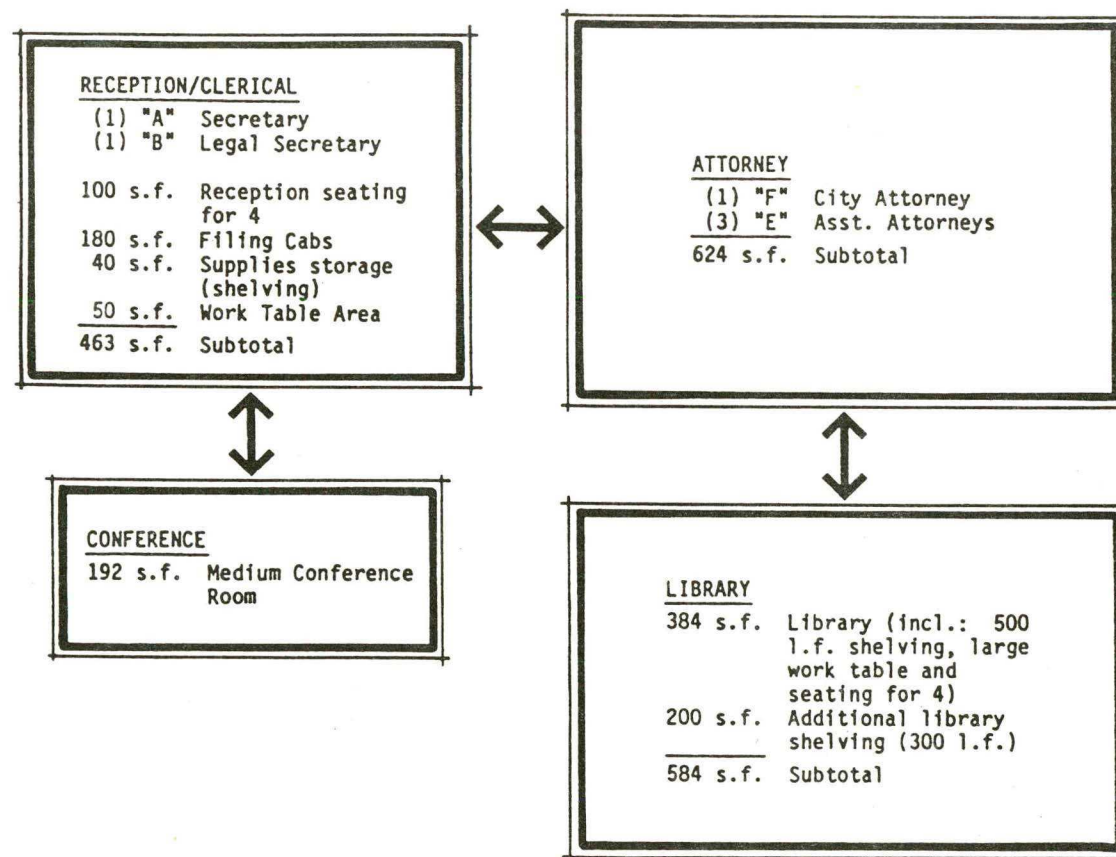
The City Manager's Office provides overall policy direction for all departments and provides staff assistance to the City Council. The City Manager's Office also formulates plans for the future growth and development of the City, presents and directs the administration of the annual budget, conducts management analyses and administrative reviews, performs public information and management services, and provides information services to City departments.

Proximity and Access Needs: Close proximity to the Mayor's Office and Council Offices (located in the City Clerk's Office) is essential. Proximity to the City Attorney's Office is desirable but not essential. Relatively light public traffic.

Number of Employees in 1986:	13.5
Net Square Footage:	2,593
+15% Circulation:	2,982
+10% Growth:	3,280
Total Department Square Footage:	3,280

# CITY ATTORNEY

2,357 S.F. TOTAL





Department: City Attorney's Office

Function: The City Attorney's Office defends or prosecutes all civil actions and proceedings in which the City or any of its officers is a party. The Office represents and advises the Council, boards, commissions, departments, and all City officials in matters of law. The City Attorney's Office also drafts necessary legal documents, ordinances, resolutions, contracts, and other documents pertaining to the City's business.

Proximity and Access Needs: Close proximity to City Manager's Office is desirable but not essential.

Other Special Requirements: The clerical staff should be separated somewhat from the waiting area for security reasons, but should have visual access to the reception area.

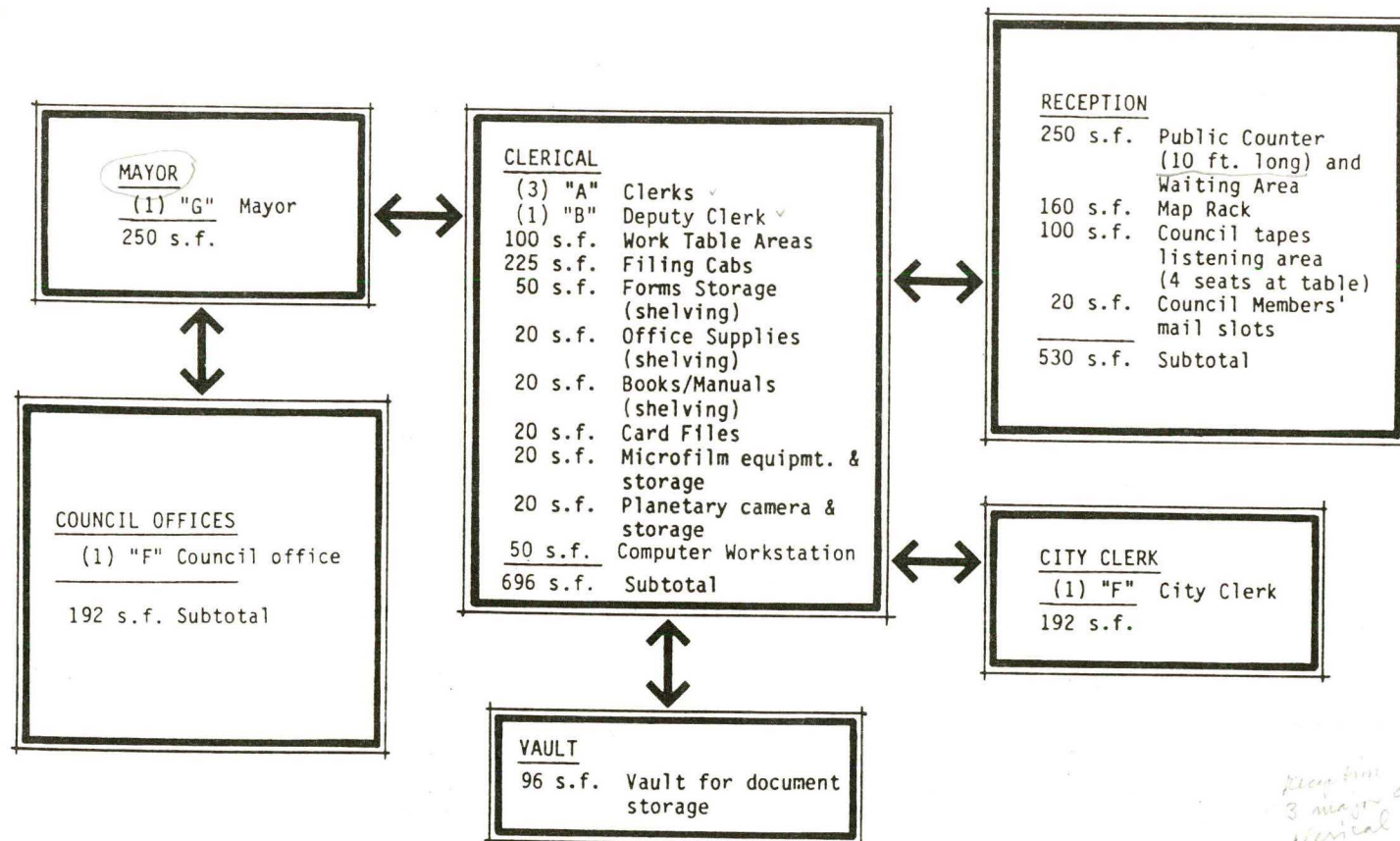
The library should accommodate as much shelving as possible while still allowing work space. Additional library shelving should be accommodated on walls outside the library and attorneys' offices.

*little/no  
publ. interaction*

Number of Employees in 1986:	6.0
Net Square Footage:	1,863
+15% Circulation:	2,142
+10% Growth:	2,357
Total Department Square Footage:	2,357

# CITY CLERK

2,474 S.F. TOTAL



Department: City Clerk's Office

Function: The Clerk is responsible for coordinating the business of the City Council and all City elections and administers campaign and financial disclosure laws. The Office also maintains a record of all proceedings of the Council. The City Clerk's Office provides administrative assistance to the Council members and Mayor and edits and maintains the City Code. The Office also maintains and provides certified copies of official City records.

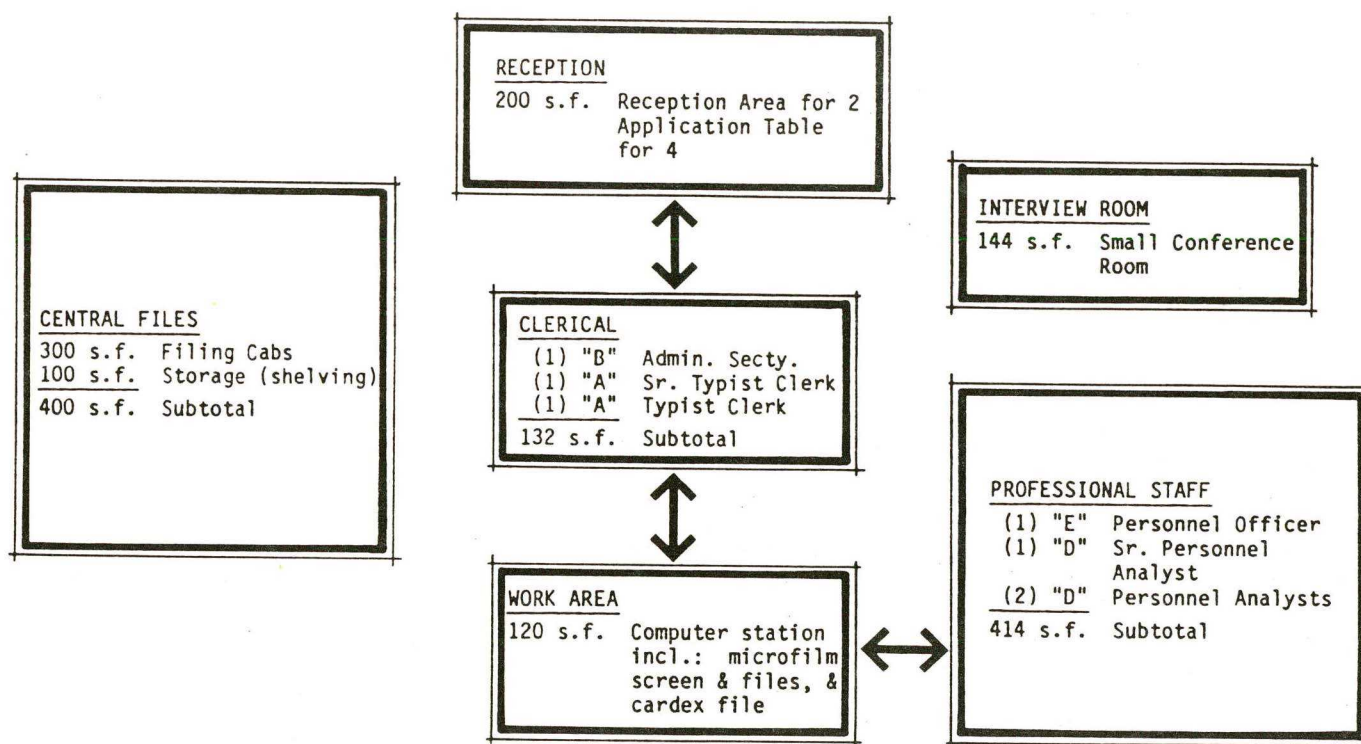
Proximity and Access Needs: The City Clerk's Office has moderate public interaction and requires a location that is clearly visible from the Reception/Entry Hall. It is essential that it have proximity to the City Manager's Office and somewhat desirable that it be near the Council Chamber for ease in setting up for meetings. Since some fees charged by the City Clerk must be paid at the Finance Cashier, an easy, understandable path between the two departments is required.

Number of Employees in 1986:	4.0
Net Square Footage:	1,956
+15% Circulation:	2,249
+10% Growth:	2,474
Total Department Square Footage:	2,474



# PERSONNEL

1,784 S.F. TOTAL



Department: Personnel Office

Function: The Personnel Office is responsible for recruitment, selection and placement of personnel, coordinating safety and training activities, administering employee benefits, and conducting labor relations and affirmative action activities.

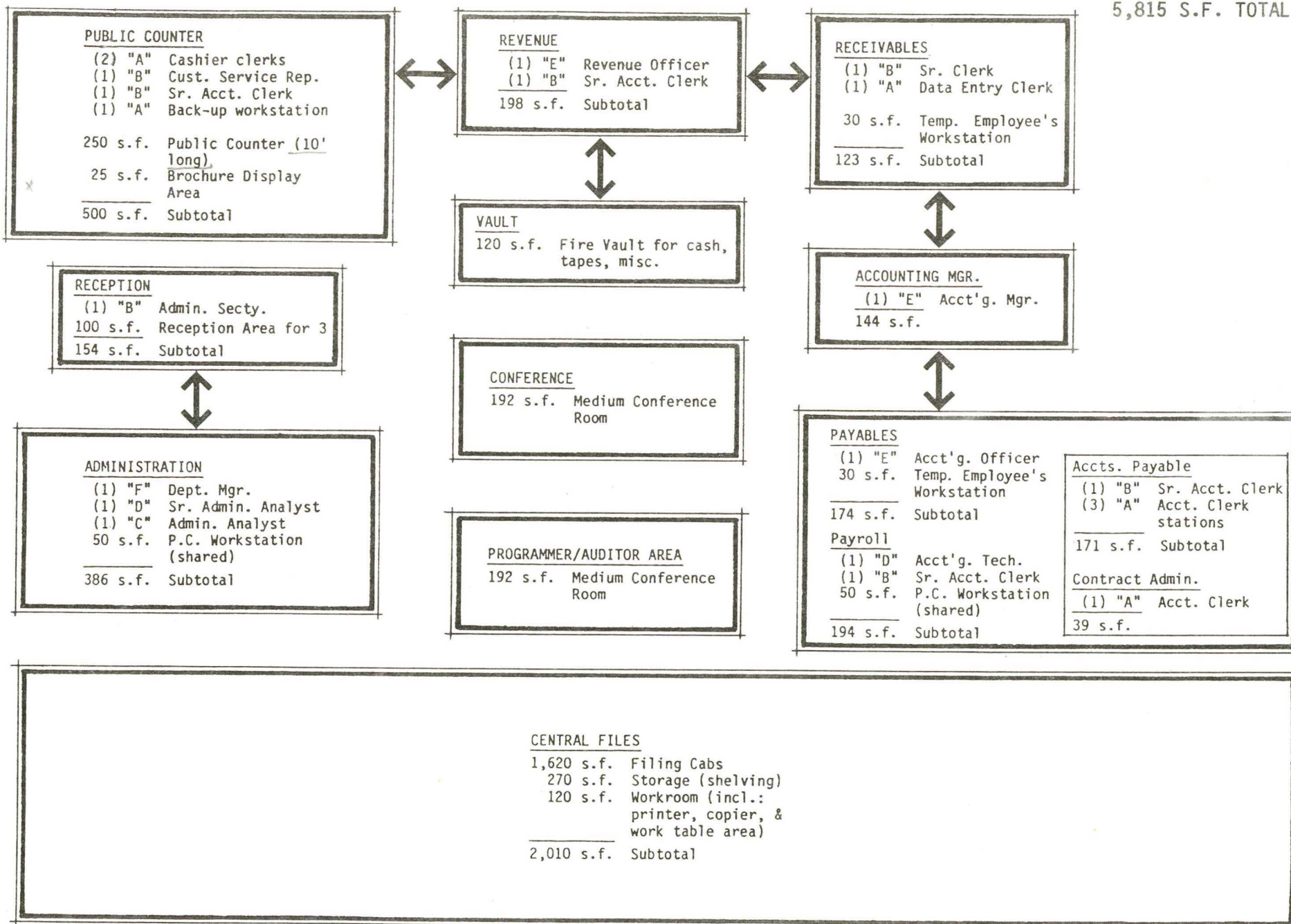
Proximity and Access Needs: Personnel has very heavy public traffic, so a ground floor location is desirable.

Other Special Requirements: Application table in the reception area should be separated from the waiting area for privacy. A large posting area is required for notices and announcements of job opportunities.

Number of Employees in 1986:	7.0
Net Square Footage:	1,410
+15% Circulation:	1,622
+10% Growth:	1,784
Total Department Square Footage:	1,784

# FINANCE

5,815 S.F. TOTAL





Department: Finance Department

Function: The Finance Department is responsible for the administration of the financial affairs of the City and preparing the annual budget. The Department also administers risk management activities for the City's self-insurance and contract insurance services. The Public Counter/Cashier receives payment of fees for City bills and permits, etc.

Proximity and Access Needs: Receiving many visitors each day, the cashier is the area of the Finance Department that has the greatest need for visibility and easy public access. The remainder of the Finance Department receives fewer visitors and has no specific adjacency requirements to other departments.

Other Special Requirements: The cashier function may be separated from the remainder of the Department to enhance public access. The rest of the Department should be accommodated close enough to allow for some supervision and easy access for backup staff.

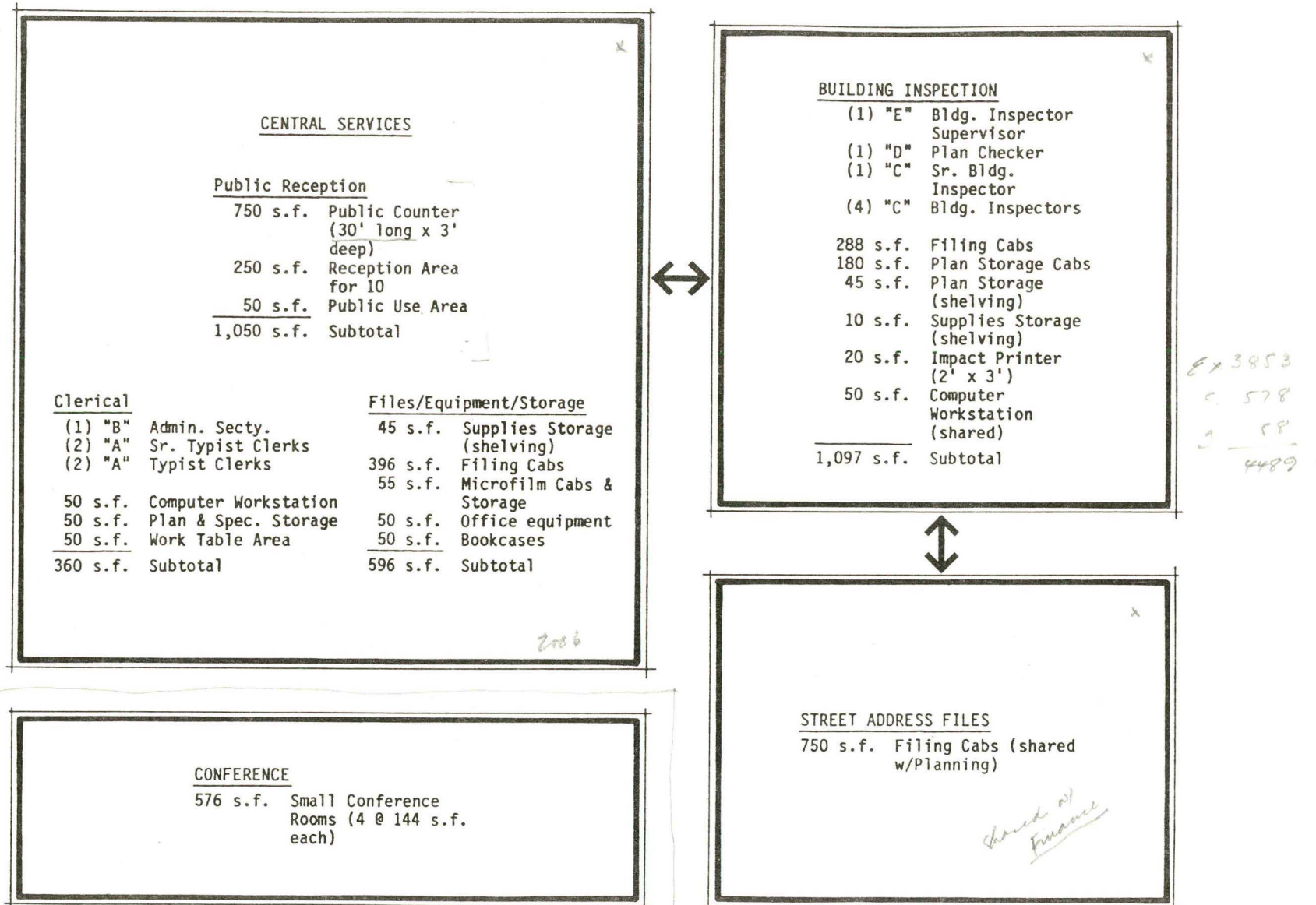
Number of Employees in 1986:	20.5
Square Footage Required in 1986:	4,597
+15% Circulation:	5,287
+10% Growth:	5,815
Total Department Square Footage:	5,815 ✓

Department: Public Works (see graphic overleaf)

Function: This department is responsible for planning, designing and constructing public buildings, trafficways, roads, and other City facilities. The Department also reviews plans for new residential, commercial and industrial buildings, and periodically inspects existing buildings to ensure they are safe and conform to all applicable codes and ordinances.

Proximity and Access Needs: The Public Works Department has very heavy public access needs. Their location in the building must be clearly visible and easily accessible to the public from the Reception/Entry Hall. Fees charged by Public Works are received by the Public Counter/Cashier in Finance, so easy access between these areas is imperative. Close proximity to Planning and Housing is essential because of frequent interaction and use of shared files such as the Street Address files.

Number of Employees in 1986:	42.0
Net Square Footage:	8,173
+15% Circulation:	9,399
+10% Growth:	10,339
Total Department Square Footage:	10,339



SURVEY EQUIPMENT  
24 s.f. Storage



DIRECTOR OF PUBLIC WORKS  
(1) "F" Public Works  
Director  
192 s.f.

PROPERTY SECTION  
(1) "E" Property Agent  
144 s.f.

CAPITAL IMPROVEMENTS

(1) "E" Deputy Public Works  
Director  
144 s.f.

<u>Design</u>		<u>Construction</u>	
(1) "D" Assoc. Civil Engineer		(1) "D" Assoc. Civil Engineer	
(4) "C" Asst. Civil Engineers		(1) "C" Sr. Public Works Inspector	
(1) "C" Engr. Assistant II		(1) "C" Engr. Assistant II	
		(3) "C" Construction Inspectors	
219 s.f. Filing Cabs & Storage (shelving)		360 s.f. Subtotal	
579 s.f. Subtotal		<u>Assessment District/ Administration</u>	
		(1) "D" Sr. Admin. Analyst	
		(1) "C" Admin. Analyst	
		60 s.f. Plan & Spec. Storage	
		120 s.f. Library Shelving	
		324 s.f. Subtotal	

1407

OPERATIONS

(1) "E" Deputy Public Works  
Director  
144 s.f.

Operations

(1) "D" Assoc. Civil Engineer		<u>Traffic</u>	
(3) "C" Assistants I & II		(1) "D" Traffic Engineer	
(1) "C" Office Assistant		(1) "C" Asst. Civil Engr.	
		(1) "C" Engr. Assistant II	
		(1) "C" St. Light Maintenance	
144 s.f. Filing Cabs			
450 s.f. Subtotal		12 s.f. Flat files	
		112 s.f. Filing Cabs & Storage (shelving)	
<u>Landfill</u>		144 s.f. Storage Room	
(1) "D" Sr. Civil Engineer		520 s.f. Subtotal	
(1) "C" Jr. Civil Engineer			
(1) "C" Engr. Assistant II			
60 s.f. Plan Storage			
45 s.f. Filing Cabs			
303 s.f. Subtotal			

1417

PRINT/FILE AREA

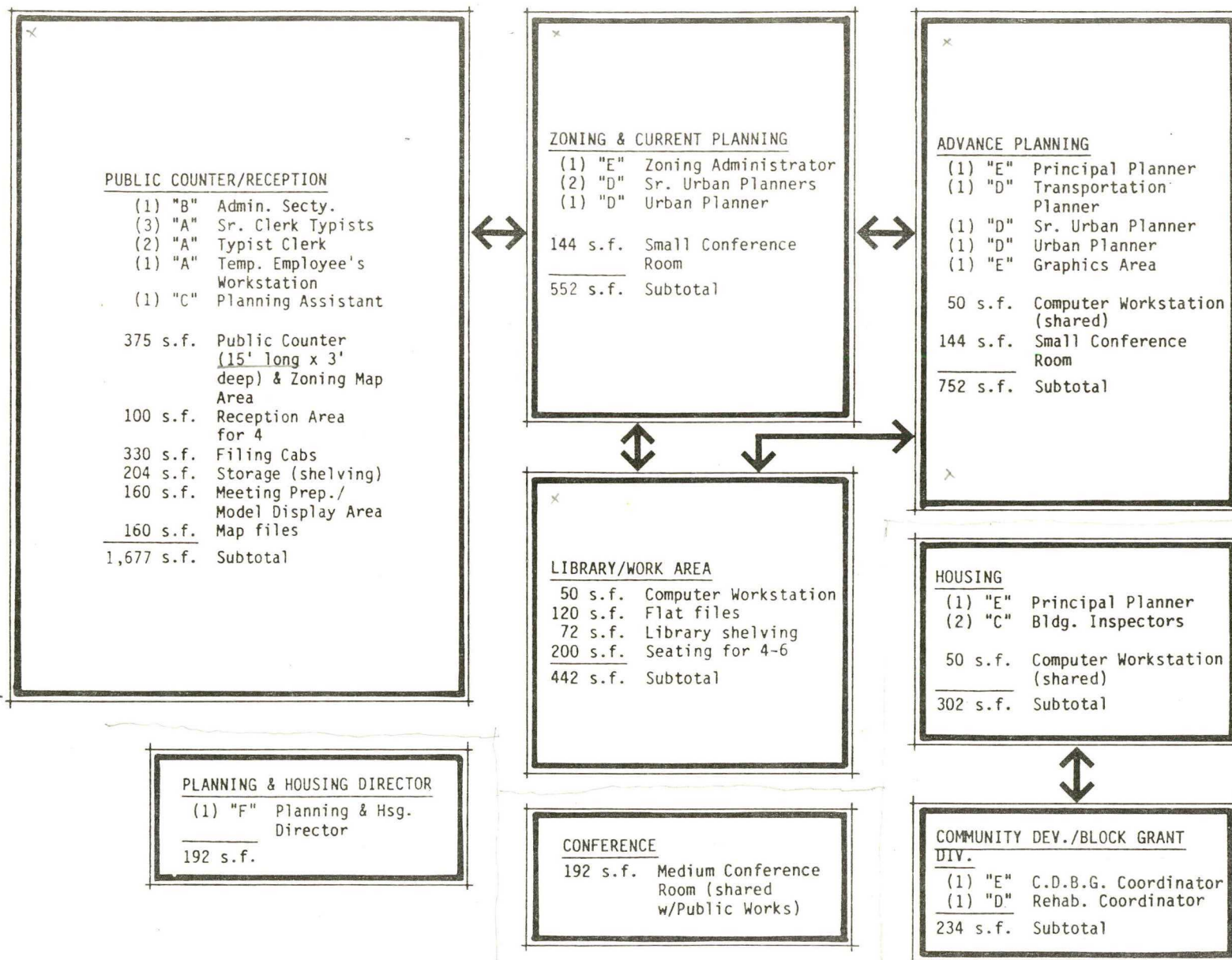
200 s.f. Blueprint Machine, Filing Cabs, and Plan Storage Area  
60 s.f. Plan Hanging Files  
250 s.f. Computer Workstation (shared, 5 @ 50 s.f. each)  
50 s.f. Light Table & Tube File Area  
560 s.f. Subtotal



# PLANNING AND HOUSING

5,493 S.F. TOTAL

Ex 3423  
C 514  
9 51  
3987.5



536  
80  
8  
624

Figure 15

Department: Planning and Housing

Function: The Planning and Housing Department undertakes comprehensive planning activities for the physical and social environment of the community. It initiates, formulates and recommends plans based upon basic data, citizen desires and economic potentials. The Department is also responsible for evaluating the environment and operating programs that regulate land development within the community, and serves as staff to the Environmental Planning Commission (EPC). The Department monitors projects for compliance with the California Environmental Quality Act. It also updates on a continuing basis the General Plan and specific or derivative plans, so that they continue to reflect the current policies of the City.

Proximity and Access Needs: It is essential that Planning and Housing be located adjacent to Public Works because of frequent interaction and some shared filing. Planning has fairly heavy public access needs and should be clearly and easily accessible to the public. Fees charged by Planning are collected by the Public Counter/Cashier in Finance. Easy access between these areas is essential.

Other Special Requirements: The Planning and Housing Department uses large maps and drawings and has a need for ample tackable wall space. They also would prefer that their "E" offices be open workstations rather than enclosed rooms. Because of the relatively few full height walls required in their space, it will be necessary to provide a design solution that allows adequate tack space.

Number of Employees in 1986:

Net Square Footage:

+15% Circulation:

+10% Growth:

Total Department Square Footage:

4,343

4,994

5,493

5,493

# INFORMATION SERVICES

6,155 S.F. TOTAL

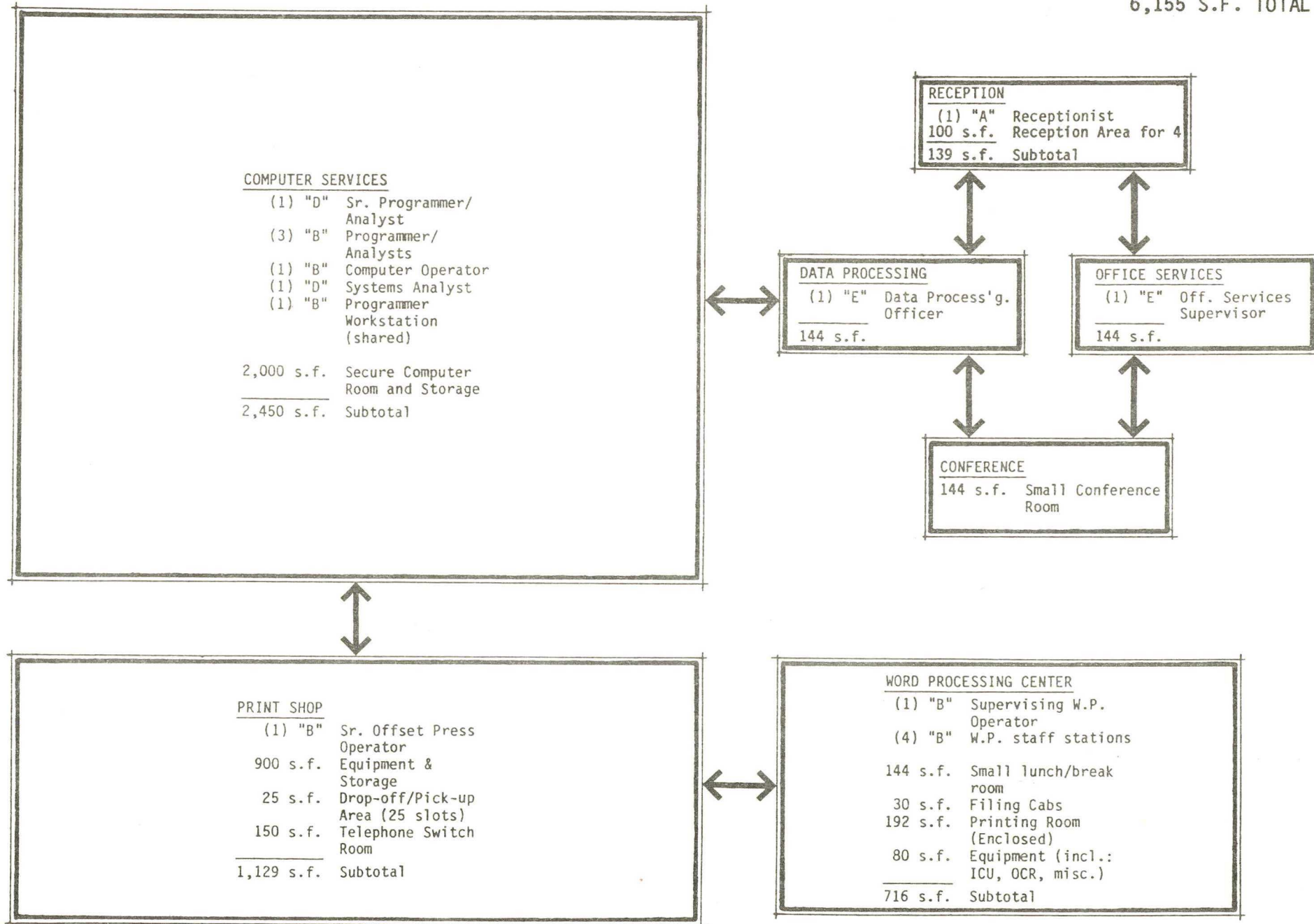


Figure 16



Department: Information Services

Function: Information Services is divided into two groups:

Computer Services, which operates the City's computer equipment, develops and maintains the software systems, produces accounting documents and reports, and prints utility bills and forms. Computer Services' personnel also provide technical assistance to other departments in the design and acquisition of automated systems and the use of computerized techniques.

Office Services is responsible for providing word processing, printing, duplicating, mail and other support services to City departments.

Proximity and Access Needs: The Computer Services Section, along with the Data Processing Officer, are now located at the Police and Fire Building. While there are no immediate plans to relocate the Computer Services Section, the City Hall should be designed to accommodate this function in the future. Because Office Services provides regular pick up and delivery of other work and mail to all departments, it is not necessary to locate them near any particular department.

Other Special Requirements: Because much of the equipment used by Information Services is quite large, it would be advisable to locate them on the ground floor.

Number of Employees in 1986:	21.5
Net Square Footage:	4,866
+15% Circulation:	5,596
+10% Growth:	6,155
Total Department Square Footage:	6,155

APPENDIX "B"

COMMUNITY THEATRE PROGRAM

June 10, 1986

Prepared by ROMA Design Group  
and Angell Lockwood for  
the City of Mountain View

## COMMUNITY THEATRE PROGRAM

### 1. INTRODUCTION

Recent years have seen a growth in cultural arts awareness in Mountain View, and the number of independently organized performing groups is on the increase. Though the momentum for performing arts appears to be growing, there are virtually no adequate performance spaces. The City Council, recognizing this need, sees the potential for a community theatre to play a positive role within the Civic Center project and within a revitalized downtown.

The theatre must be suitable for a variety of projected uses including drama, musicals, concerts, and dance; with presentations by diverse groups ranging from student organizations through professional companies.

The most appropriate character for the theatre will be a medium-sized auditorium providing a friendly, intimate relationship between performer and audience. Useful models for this have evolved over the last ten years from the regional repertory theatre movement in this country. Such theatres generally seat from 500 to 700 people and house supplementary performance, rehearsal and production facilities, along with generous public spaces.

Mountain View's theatre is envisioned as an integral part of the Civic Center complex, complimentary to the City Hall, and with strong relationships to the Plaza, Castro

Street, and Pioneer Park. Though the primary focus will be to serve the immediate community, the theatre will also be a showcase to attract a larger regional audience into the downtown.

A number of community groups would use the facilities on a regular schedule, while others would use them for only an occasional presentation or for the booking of a professional production. Scheduling and management of the theatre will be by the City for shared use by the different groups, with the eventual possibility of management by a resident performing arts organization.

This appendix includes all of the space needs and organizational requirements for the Community Theatre. Included is a "Schematic Illustration of the Main Auditorium" and an adjacency diagram. Minimum and maximum square footage for each space is given with the text, and a Summary Table of those areas is given below.

### 2. SUMMARY TABLE OF AREAS

Program areas are stated as minimum/maximum square feet. Uses which may be on an upper floor are indicated by an asterisk (\*). Uses which may be at the basement level are indicated by two asterisks (\*\*).



	Min./Max. S.F.	
✓ Lobby	3,000/3,300	
✓ Ticket Office/House Manager	200/250	
Cafe/Refreshment Center & Gift Shop/Gallery	1,500/1,650	
Vestibules	325/400	
Upper Lobby	900/1,000	*
Public Restrooms - main level	500/600	
Public Restrooms - upper level	300/350	*
Main Auditorium - main level	3,200/3,500	
Main Auditorium - upper level (Balcony)	1,300/1,450	*
Forestage	500/600	
Backstage	2,200/2,500	
Control Booth	200/225	*
Viewing Booth	150/175	*
Dimmer Room	125/150	*
Backstage Changing Room	75/100	
Orchestra Pit/Trap Space	700/850	**
Second Stage Performance Space	3,000/3,300	
Second Stage Storage	200/250	
Second Stage Control Booth/ Dimmer Room	150/175	*
Second Stage Offstage Room	175/200	
General Offices	1,800/2,000	*
Actors' Preparation Area	1,600/1,750	*
Rehearsal Hall	1,350/1,500	*
Scene Shop/Paint Shop	2,150/2,400	
Prop Shop	600/700	*
Costume Shop	1,250/1,400	*
Electrics Room	200/225	*
User Groups' Storage Rooms	1,100/1,250	**
General Storage Room	800/900	**
Mechanical Space	1,200/1,975	*
		**
Maintenance Areas	125/150	*
		**
Trash/Garbage Room	75/100	**

Electrical/Communications Rooms	125/150	*
		**
Circulation	3,700/4,000	*
		**

NOTE: These components should be within an overall building envelope that does not exceed 37,000 gross square feet. At least 3,000 gross square feet of this area must be located within the basement.

### 3. ORGANIZATION AND PERFORMANCE REQUIREMENTS Min./Max. S.F.

See Adjacency Diagram indicating required relationships.

#### 3.1 Lobby 3,000/3,300

Envisioned as a generous and inviting interior public space that opens directly onto the Plaza. This main entrance will provide circulation to all the public components of the theatre. It should also serve as a display gallery, as an extension of the Cafe/Refreshment Center, and as an informal meeting and gathering space for receptions and similar functions. The following related uses, adjacent to the Lobby, should be located to avoid conflict between queuing space and circulation patterns.

#### Ticket Office and House Manager's Office 200/250

Box office and ticket pick-up station with access to the Lobby and to the exterior (Plaza or Castro Street). Small office for House Manager adjacent.

Cafe/Refreshment Center and Gift Shop/Gallery 1,500/1,650

These functions should be oriented to the Plaza and could also be oriented to Castro Street. Although serving the theatre, this facility could operate independently of the theatre, with an outdoor eating area in the Plaza. The Cafe/Refreshment Center serves beverages, desserts, and small snacks (no cooking) and requires a serving counter to accommodate four queues, some seating area with small tables, and approximately 150 square feet of preparation/storage area. The Gift Shop/Gallery requires counter and display space and approximately 150 square feet of storage.

Vestibules 325/400

Access to the Main Auditorium and to the Second Stage Performance Space shall be through Vestibules to control light and sound.

Public Vertical Circulation

Elevator and stairs to upper levels of the building, including the Upper Lobby.

Upper Lobby 900/1,000

To serve Main Auditorium Balcony, upper level Restrooms, Offices, and support spaces.

Public Restrooms - main level 500/600

Public Restrooms - upper level 300/350

As Restrooms receive very heavy use at intermissions, space must be ample and circulation patterns clear. Fixtures required:

Main level - women: 8 water closets, 4 lavatories

Main level - men: 2 water closets, 4 urinals, 3 lavatories

Upper level - women: 4 water closets, 2 lavatories

Upper level - men: 1 water closet, 2 urinals, 2 lavatories

Provision for Latecomers

Closed circuit television will be provided in the Lobby so that latecomers will not interrupt a performance.

3.2 Main Auditorium

See reference drawing "Schematic Illustration of Main Auditorium". The Schematic Illustration indicates the preferred layout of seating and stage which conforms to the written program. Variations in dimensions, angles, and configuration are acceptable.

Main Auditorium - main level 3,200/3,500

Main Auditorium - upper level (Balcony) 1,300/1,450

Provision shall be made for 400 seats on the main floor. An additional 200 seats should be located in a Balcony in order for the Auditorium to function as either a 400-seat or a 600-seat house. The Auditorium is to be in the form of a thrust stage theatre with all seats within ten to twelve rows of the stage. Vomitories shall be provided for actors' entrances from the audience area (downstage), and these could serve also as entrances for the audience. Seating shall be tiered or raked for good sightlines.



### 3.3 Main Stage

See reference drawing "Schematic Illustration of Main Auditorium".

#### Forestage (Thrust Stage) 500/600

Stage shall have a minimum downstage width of approximately 20 feet and approximately 20 feet of depth from Forestage edge to Backstage opening. Forestage shall have a minimum 35-foot wide opening directly to area Backstage. This opening shall be expandable to 50 feet for concerts and large dramatic productions. Portions of the downstage area of the stage shall be removable to provide an optional orchestra pit. Orchestra pit size shall be variable. The entire area underneath the thrust stage shall be usable for access to trap doors in the stage floor.

#### Backstage 2,200/2,500

Backstage area is an extension of the Forestage and is an integral part of the performance area. Backstage depth from the stage opening to the back wall shall be approximately 25 feet, and floor area (wing space) of a 20-foot minimum dimension shall be provided on each side. For concert purposes, portable risers could be installed across the entire expanded opening width of 50 feet to provide space for up to 125 musicians. The Backstage shall have direct level access to the Scene Shop, and convenient access to all Technical Support areas.

#### Technical Requirements

Grids for hanging of curtains, scenic elements and lighting instruments will be located above the Forestage, the Backstage

and the audience area, with catwalks to serve them. Minimum clear height above the Forestage shall be 26 feet and above the Backstage shall be 34 feet. There will be a limited hoist system backstage, but not a complete fly loft.

#### Control Booth 200/225

Enclosed. For stage manager, lighting operator, and sound operator. Located behind the seating in the Auditorium in a central position with good visibility to the stage, and acoustically separated from the Auditorium. Minimum depth 8 feet, minimum length 25 feet.

#### Viewing Booth 150/175

Enclosed. For viewing by director and staff. Adjacent to and similar to Control Booth. Could be used as a supplementary control station for TV, broadcast, and recording.

#### Dimmer Room 125/150

Equipment room. Should be located near the Backstage. Minimum dimension 8 feet.

#### Backstage Changing Room 75/100

Dressing room with toilet. Located adjacent to Backstage.

#### Orchestra Pit/Trap Space 700/850

Located below Forestage, and including a changing room and toilet.

### 3.4 Second Stage Performance Space 3,000/3,300

A clear span with a minimum dimension of 50 feet, a level floor, and a minimum clear height of 20 feet. To be used as an "empty



space" or "black box" theatre with movable seating to be arranged in various configurations. It may also serve as a reception room, rehearsal hall or general meeting room. Public access will be through a vestibule from the main Lobby. There shall be direct access to the Scene Shop and to other backstage facilities for use by actors and theatre technicians.

A pipe grid will be located below the ceiling, serviced from below by portable ladders, for hanging lighting instruments and scenic elements.

Consideration could be given to location of the Second Stage space adjacent to Pioneer Park, with the possibility of an opening onto the park. A small bermed amphitheatre, designed as a natural extension of the park landscaping, could be developed to utilize this space as backstage support for outdoor performances.

Second Stage Storage 200/250

For movable seating, movable platforms, ladders, and related equipment.

Second Stage Control Booth/  
Dimmer Room 150/175

Located adjacent, on a raised level for good visibility. Minimum dimension 8 feet.

Second Stage Offstage Room 175/200

Actors' waiting area and changing room with toilet.

3.5 General Offices 1,800/2,000

For administration of the building and of theatre companies using the building. Accessible to main Lobby and to technical support areas. It is not necessary that these all be in one location.

3.6 Technical Support Areas

These include all backstage activities such as dressing rooms, rehearsal space, and shops for construction of sets, props and costumes.

Actors' Preparation Area 1,600/1,750

Green room, dressing rooms, toilets, and showers. Locate as close as possible to Backstage. One private dressing room. Four dressing rooms for six to eight persons each. Each room shall have lavatories and direct access to a toilet and a shower. The green room serves as a waiting room, lounge, and reception room for the actors. It shall contain a small kitchen facility with sink, hot plate, and refrigerator. Windows and adjacent outdoor area desirable.

Rehearsal Hall 1,350/1,500

Large enough to duplicate stage dimensions. Minimum dimension 36 feet. Locate adjacent to public circulation for possible shared use. No windows.

Scene Shop/Paint Shop 2,150/2,400

Contains space for power tools, layout and set up of scenery, painting of scenery, equipment and material storage, toilet and shop office. Shall have direct access to

outside loading area for material delivery. Shall be on same level as and have direct access to Backstage of Main Auditorium and to Second Stage (openings 10 feet wide by 16 feet high) for moving of constructed scenic elements. Clear height of room 20 feet in at least 50 percent of area. Fenced outdoor delivery space and debris box space required. Windows and adjacent outdoor work space desirable.

Prop Shop 600/700  
Workshop for construction of small scenic elements such as furniture and hand props. Windows and adjacent outdoor work area desirable.

Costume Shop 1,250/1,400  
Sewing shop and fitting room. Should be convenient to Rehearsal Hall and Actors' Preparation Area. Contains laundry facility. Windows desirable.

Electrics Room 200/225  
Lighting instruments maintenance shop.

Passenger/Freight Elevator  
Minimum cab area 50 square feet. Required for moving costumes and props between levels (if the Costume Shop, Prop Shop, and User Groups' Storage Rooms are not on the same level as the Main Stage, Second Stage, and Rehearsal).

### 3.7 Storage

Area allowances for contiguous storage areas for Offices, Cafe/Refreshment Area, Gift Shop/Gallery, Scene Shop, Prop Shop, and Costume Shop are included within program areas for those functions. Additional storage areas will be required as follows:

User Groups' Storage Rooms 1,100/1,250  
Six lockable rooms, approximately 10 feet by 20 feet each. On main floor or accessible to Passenger/Freight Elevator.

General Storage Room 800/900  
For prop stock and costume stock. Accessible to Passenger/Freight Elevator.

### 3.8 Miscellaneous Functions

Employee Restrooms  
No extra facilities required beyond previously stated requirements.

Mechanical Space 1,200/1,975  
All areas will be air conditioned. Provide machinery rooms and duct spaces as required.

Maintenance Areas 125/150  
Provide custodian's work and storage rooms, located where required.

Trash/Garbage Room 75/100

Electrical/Communications Rooms 125/150  
Provide for meters, panels, and distribution.



### Circulation

3,700/4,000

Corridors, stairs, and elevators as stated above and required by Code.

seating locations on both levels. All facilities that serve the audience shall be accessible.

### Delivery Requirements

Materials for set construction (lumber, paint, etc.) will be delivered at the Scene Shop loading area. Touring show sets could use the Scene Shop loading area; a touring show loading area adjacent to or opening onto the Backstage would be desirable.

Miscellaneous small deliveries of costume materials, office materials, and refreshment supplies will be delivered directly to those areas.

Note that vehicular access shall be from Mercy Street or from the easement adjacent to Pioneer Park.

### Trash Removal

Scrap materials from theatrical productions will be deposited in a removable debris box at the Scene Shop loading area. Garbage and routine trash will be picked up from the Trash/Garbage Room.

## 4. ACCESS FOR THE DISABLED

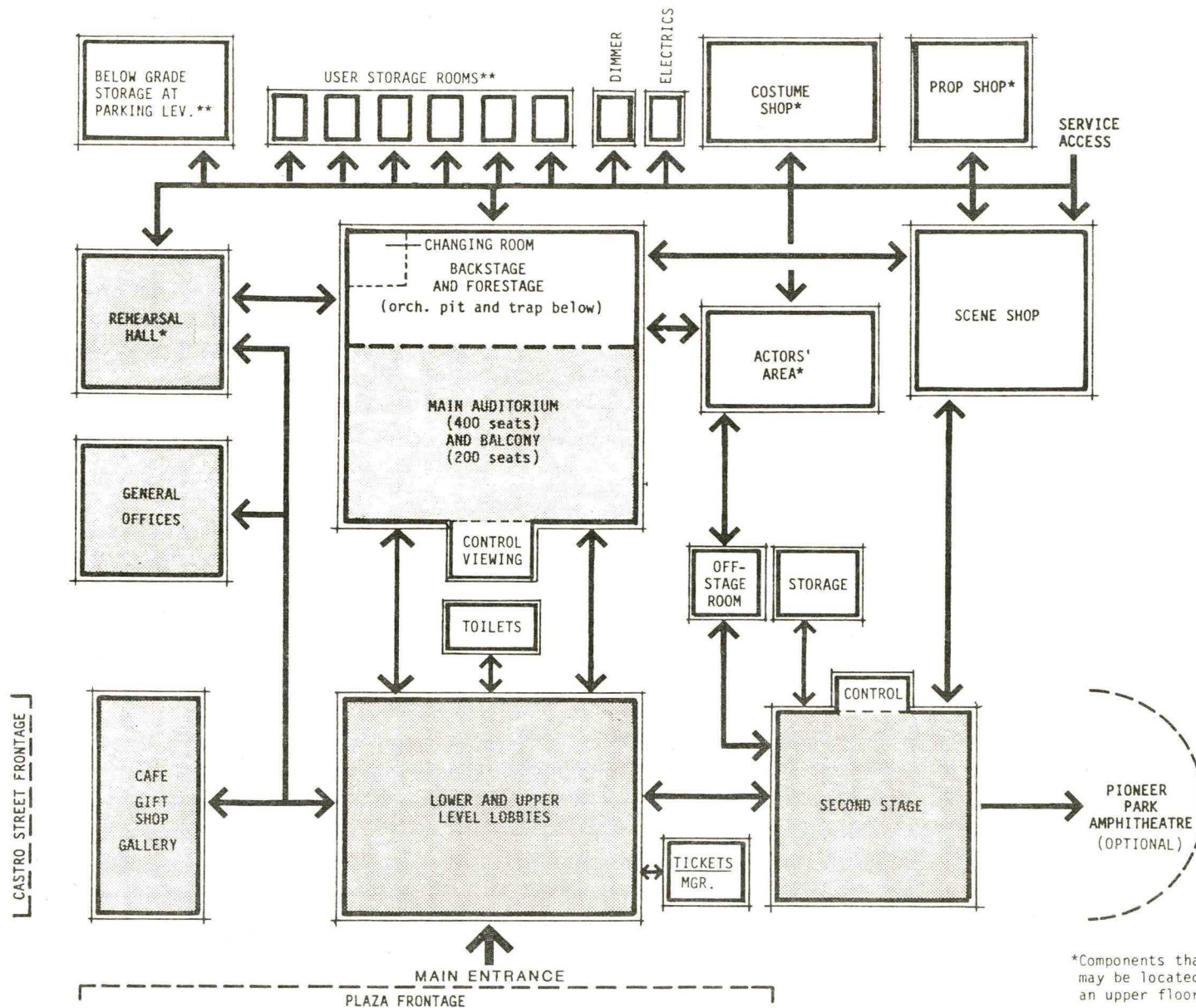
Theatre work spaces: Theatre professionals and amateurs work in all phases of theatre activity. All work spaces must be accessible.

Audience areas: Although it is not possible to make every seat position available, accessibility should be provided to a variety of



# COMMUNITY THEATRE

37,000 S.F. TOTAL



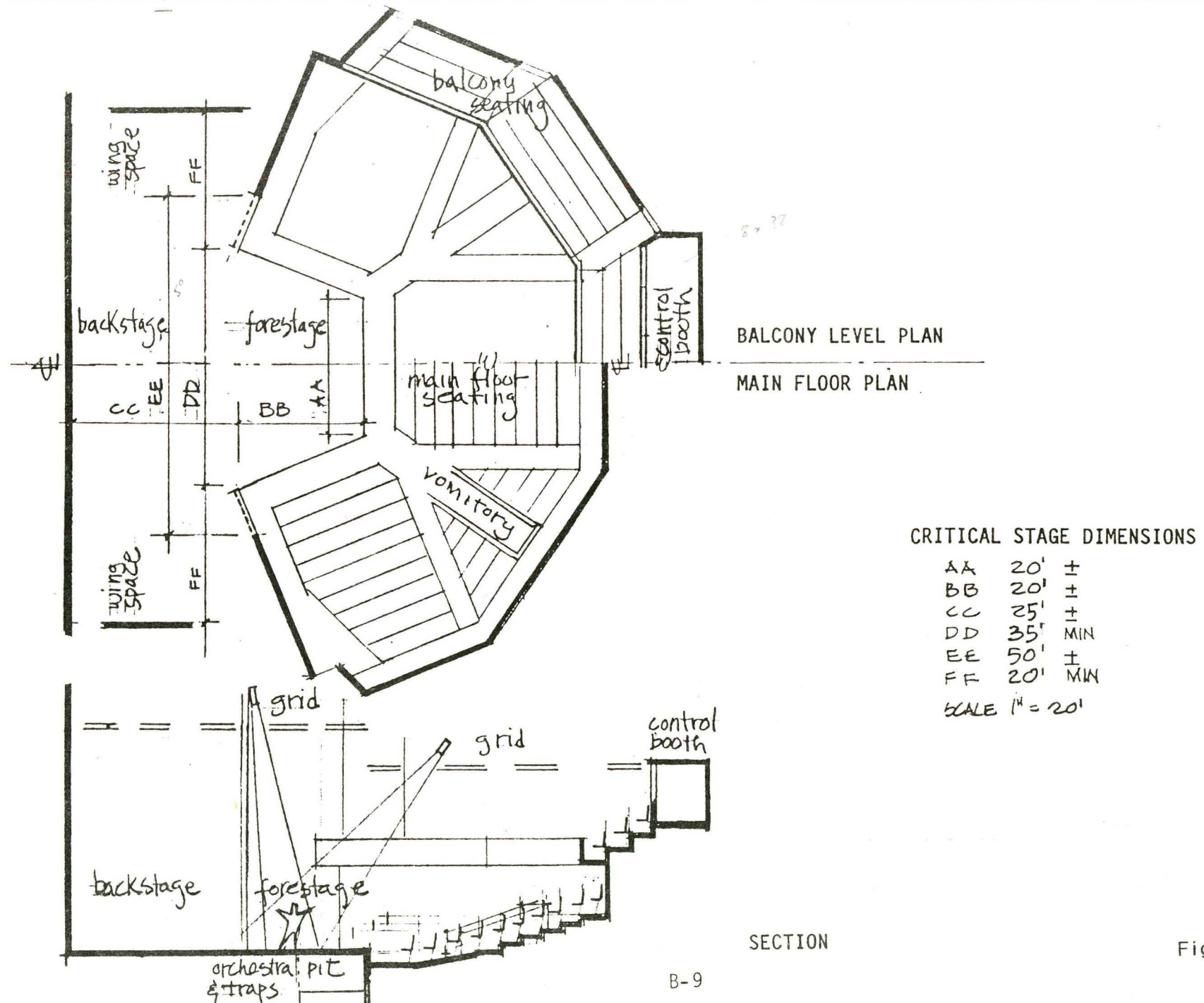
= PUBLIC ACCESS AREAS

\*Components that may be located on an upper floor

\*\*Components that may be located at basement level

Figure 17

# SCHEMATIC ILLUSTRATION OF MAIN AUDITORIUM





CIVIC CEN  
CITY OF MOUNTA  
FUNCTIONAL MATRI

FUNCTIONAL DESCRIPTION			SITWORK (A.I.A. GSF)	CITY HALL (A.I.A. GSF)
1.1 DEMOLITION			\$	\$
1.2 SITWORK				
2.1 SUBSTRUCTURE				
3.0 STRUCTURE				
4.1 ENCLOSURE, VERTICAL				
4.2 ENCLOSURE, HORIZONTAL				
4.3 SUPPORT ITEMS				
5.1 INTERNALS, VERTICAL				
5.2 INTERNALS, HORIZONTAL				
5.3 FINISHES, SPECIAL				
5.4 INTERIORS				
6.0 SPECIALITIES, BUILDING				
7.0 EQUIPMENT				
8.0 SPECIAL CONSTRUCTION				
9.0 CONVEYING				
10.1 PLUMBING & FIRE PROTECT.				
10.2 HVAC				
11.0 ELECTRICAL				
DIRECT COST			\$	\$
12.1 GENERAL CONDITIONS				
12.2 ESCALATION				
12.3 CONTRACTOR'S OH&P				
PRORATES			\$	\$
TOTAL COST			\$	\$



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PAGE OF

THEATRE (A.I.A. GSF)	PARKING (A.I.A. GSF)	PLAZA & PARK IMPROVEMENTS (A.I.A. GSF)	TOTAL	
\$	\$	\$	\$	



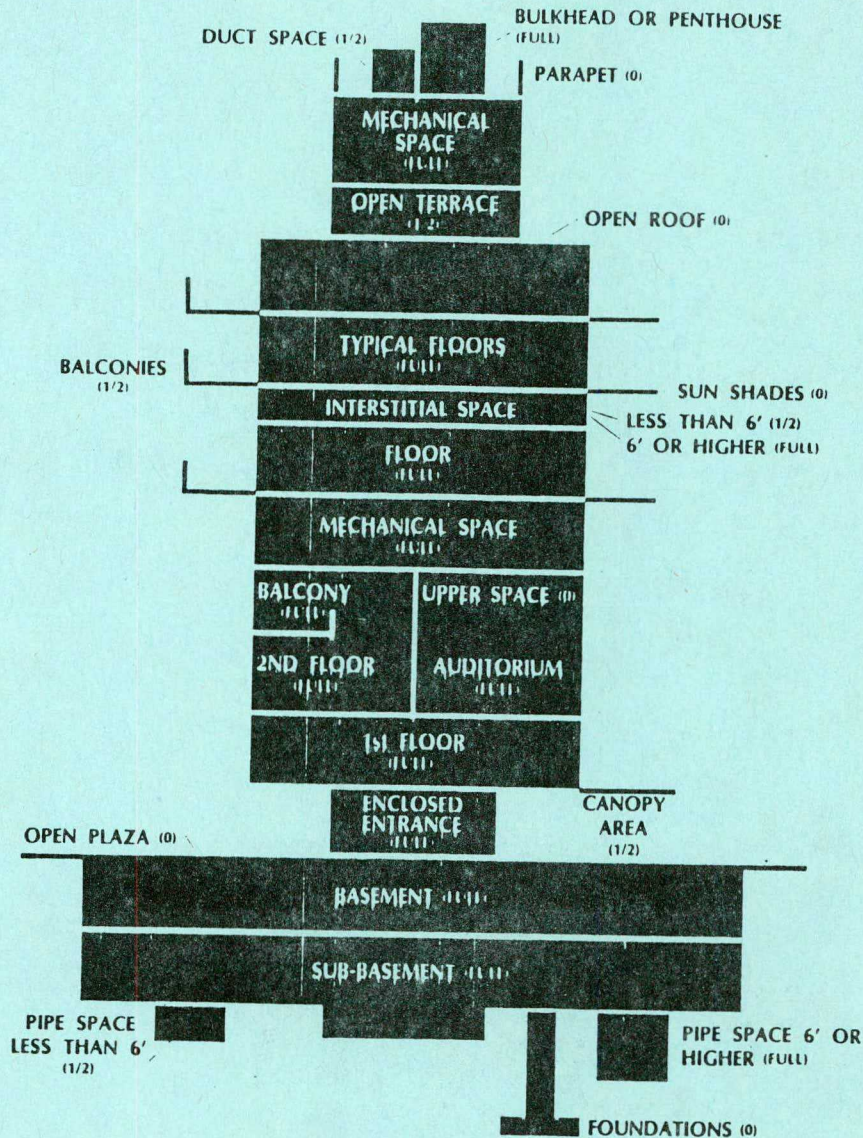
APPENDIX "C"

FORMAT FOR COST ESTIMATE



# Gross Area Tabulation And Area Takeoff Policy

Sheet 1 of 2  
Date 11-19-85



AREA DIAGRAM

## AREA TAKEOFF POLICY

1. Full scope is charged for floors, mezzanines, basements and penthouses.
2. Half area is charged for covered but not enclosed passages and porches, and for loading platforms.
3. No scope is charged for unroofed exterior stairs, paved terraces, interior spaces having an average ceiling height of less than 7 feet, and boiler facilities. Also for overhangs not covering paved areas.



## FUNCTIONAL ESTIMATE

### (Description of Function Inclusions)

- 1.1 DEMOLITION: Buildings, structures, paving and utilities.
- 1.2 SITE WORK: Clear and grub, site excavation and fill, paving, surface site work, underground utilities, offsite, landscaping and irrigation.
- 2.0 SUBSTRUCTURE: Piles, caissons, foundations, pile caps, grade beams, slabs on grade, wall and waterproofing below surface grade, columns below grade, structural slabs below surface grade.
- 3.0 STRUCTURE: Columns, structural beams and girders, slabs composite, slabs concrete, metal decks, concrete fills, wood floor systems, excludes all walls, whether structural or not.
- 4.1 ENCLOSURE VERTICAL: Includes all exterior wall materials, skins, coatings, fenestration, doors, interior surface of exterior walls, thermal insulation.
- 4.2 ENCLOSURE HORIZONTAL: Includes all roofing, sheet metal enclosures, insulation, roof penetrations.
- 4.3 SUPPORT ITEMS: All items not capable of categorization, such as miscellaneous iron, sheet metal, other than closures, rough hardware, caulking, waterproofing above grade.
- 5.1 INTERNALS VERTICAL: Includes all internal wall materials, concrete, steel studs, wood studs, wallboard, plaster, emulsions, doors (interior) bases, borrowed lights, sound isolation.
- 5.2 INTERNALS HORIZONTAL: Includes all floor coverings, sound isolation, ceiling suspension systems, integrated systems, acoustical tile, gypsum wallboard, plaster, sound isolation (other than concrete fill).
- 5.3 SPECIAL FINISHES: Hard surfaces for wall and floors, tile terrazzo, vinyl wall coverings, laminated plastics.
- 5.4 INTERIORS: Cabinets, drapes, other items appended to walls, floors or ceilings, furniture.
- 6.0 BUILDING SPECIALTIES: Including chalk and tack board, toilet partitions, fold and demountable partitions, toilet accessories, seating and building specialties general.



## FUNCTIONAL ESTIMATE

- 7.0 EQUIPMENT: Restaurant, school, church, bank, hospital, gym, shop, material handling.
- 8.0 SPECIAL CONSTRUCTION: Any and all unusual construction items not a part of the general construction: pools, incinerators, radiology shielding, pedestal floors, etc.
- 9.0 CONVEYING: Elevator, dumb-waiters, escalators, belts, pneumatic tube systems, chutes, stairs.
- 10.1 PLUMBING & FIRE PROTECTION: Equipment, fixtures, piping, valves, specialties & insulation, plumbing accessories, testing & permits, alarm & valve tree, FP piping, FP heads, FP specialties & permits, Halon systems. Site utilities are included under site work.
- 10.2 HVAC: Any and all equipment, boilers, chillers, air handling, terminal distribution items, controls, valves, thermostats, air dampers, actuators, duct work grills, registers, insulation, piping & insulation, valves, specialties, permits & testing.
- 11.0 ELECTRICAL: Any & all electrical equipment, H.V. switch gear, main switch gear, panel boards, transformers, circuit breakers, emergency generators, UPS systems. signal & communications equipment, fixtures, wiring, conduit & raceway systems, miscellaneous devices, fees, permits, testing, fire & life safety systems. Electrical site utilities are not included under this section but are included under the site work section.