



Brookhaven City Hall

Space Needs Assessment & Programming Report

August 2022



TABLE OF CONTENTS

I.	EXECUTIVE SUMMARY	1
	Methodology	2
	Team.....	3
II.	GOALS.....	4
	Function	5
	Form	5
	Economy.....	5
	Time.....	5
	Planning Guidelines.....	5
	Questionnaire Results	6
III.	FACTS	11
	Physical Setting.....	12
	Existing City Hall Floor Plan Diagrams	13
	Total Program Area	16
	Total Project Cost.....	16
	Schedule Summary.....	18
	Planning Parameters.....	19
IV.	NEEDS.....	26
	Summary	27
	Detailed Space List	28
	Concept Design-Planning Parameters	33
	Adjacency Diagrams	36

I. EXECUTIVE SUMMARY

- Scope** This document is a Space Needs Program for the permanent Brookhaven City Hall. It contains the goals, planning assumptions, and requirements needed to develop the design concept for this new facility.
- Purpose** The purpose of this document is to convey an understanding of the scope: size, level of quality, costs and schedule required to design this facility. The programming process sets the stage for the next two phases of work: the design of the facility and its construction. This document outlines the methodology used, summarizes the findings and provides detailed information in narrative, chart and graphic form. It is issued for review and approval.
- Resources** The information presented was originally gathered from representatives of the administrative and operating departments as well as the Mayor and City Council Members of the City of Brookhaven and then confirmed through questionnaires, meetings and work sessions.
- Content** This document contains the following sections:
- Goals** describe the client's aspirations for this project.
 - Facts** cover pertinent data and assumptions that are accepted as given for this project.
 - Needs** describe area requirements, budget, schedule and systems descriptions.

Methodology

Advanced planning is best described as a series of successive approximations. Starting by establishing a clear understanding of the “whole” as it exists, each step of the process better defines the issues, challenges and options available to meet the intended goals. Within each step, recurring topics or themes are addressed. Throughout the process, the assumptions and options are better defined and narrowed, thus leading to a final solution.

The process of developing this Program Document included four steps. The first step was to establish the work plan, participants and outline the working assumptions and goals. The second step was to review the initial program data and request input from the users to discern funding requirements. The third step was to conduct work sessions in order to develop the program requirements for spaces and systems in the building. This included establishing a general understanding of the building as a whole and what is needed for each room type, and understanding of the site parameters. The final phase focused on documenting the findings.

Note: This Space Needs Assessment and Programming Report is not a "design" document, only functional needs and adjacencies of these functions.

The Team Sizemore Group worked with the City Manager to identify the department heads and City Officials to be included in this process. Participants were given the opportunity to answer a questionnaire and elaborate on their responses interviews. City department heads and city officials include the following:

City of Brookhaven

John Ernst	Mayor
Linley Jones	City Council, District 1
John Park	City Council, District 2
Madeleine Simmons	City Council, District 3
John Funny	City Council District 4
Christian Sigman	City Manager
Steve Chapman	Deputy City Manager/CFO
Patrice Ruffin	Assistant City Manager
Shirlynn Fortson	Director of Economic Development
Chris Balch	City Attorney
Susan Hiott	City Clerk
Burke Brennen	Communications
Robert Mullis	Information Technologies
Patty Hansen	Strategic Partnerships
Lillian Young	Human Resources
Oscar Medina	Finance
Renee Areng	Convention and Visitors Bureau

Sizemore Group

William de St. Aubin	Principal-In-Charge
Kathryn Scott	Project Manager
Kim Bahn	Intern Architect
Wyatt Proudfoot	Intern Architect

*Public Safety and Community Development will be relocated to another facility.

II. GOALS

The following are goals that emerged through review of data and during work sessions. These Goals describe the client's aspirations for this project and establish a direction for the program. Project goals are specific to this facility.

- **Function Goals** concern activities, relationships of space, and people- their number and characteristics.
- **Form Goals** relate to the site, the physical environment and the quality of the space and construction.
- **Economy Goals** concern the initial budget and quality of construction, as well as the operating and life cycle costs.
- **Time Goals** deal with the influences of history, the critical benchmarks for delivery and the inevitability of changes from the present as well as projections into the future.
- **Planning Guidelines** provide overall working assumptions and parameters for developing the requirements.

PROJECT GOALS

Function Goals

- To provide for gathering spaces that will serve the community at large.
- To accommodate current and future needs of city departments.
- To provide appropriate security to the facility.
- To provide a setting for informal conversations where the public feels welcome.
- To create a facility that meets Well Building standards.
- To showcase the art and creativity of the Community.
- To provide regional meeting spaces to serve the community at large.

Form Goals

- To provide a stately entrance and Public Hall.
- To provide an anchor in the city center of Brookhaven.
- To illustrate the city's goals of sustainability and inclusion.
- Provide green spaces and gathering spaces for the community.
- To provide a roof top green space that captures the unique views.
- An iconic form in the Brookhaven city center to be the catalyst for growth and development in the community.
- To respect the character and materials seen throughout Brookhaven.
- To provide a formal setting for official functions while being welcoming.
- To create the feeling the this is "the people's house".

Economy Goals

- The project must meet the stated budget as approved by council

Time Goals

- The project must be constructed within the time frame as approved by council.

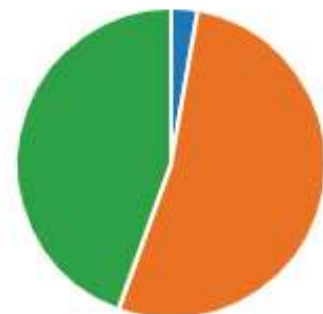
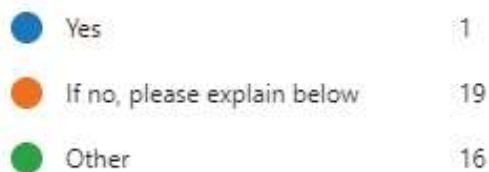
Planning Guidelines

- The design of the exterior, Grand Entrance Hall and Meeting spaces will be given priority in the design process.
- All staff offices will be designed to meet a building standard.
- Underground parking will be divided into public and private. It is to be aesthetically pleasing and well lit. It is to be designed so it can be converted for future office space and alternative uses as needed.

Questionnaire Results

The next step in the programming process was to issue a questionnaire to all department heads. These questions allowed staff to provide input and express their opinions. Items listed below are gathered from the results of the survey.

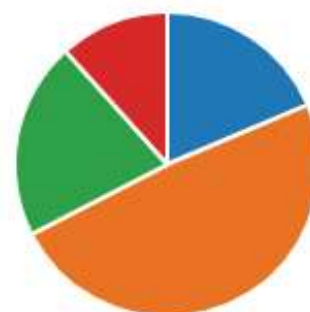
Do you use public transportation to get to work?



Would you like to Use public transportation to get to work?

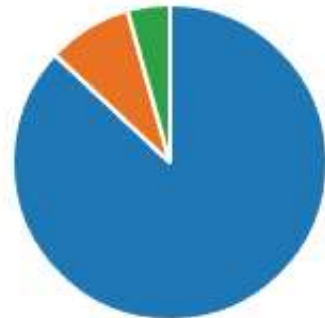


What collaboration spaces do you require?



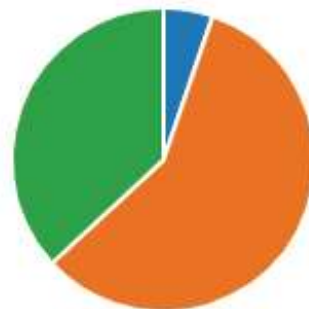
Do you plan to assign a dedicated seat to each employee working on-site?

Yes	20
No	2
Sometimes	1



How often are employees required to come into the office for meetings, training, etc.?

Monthly	1
Weekly	11
Other	7

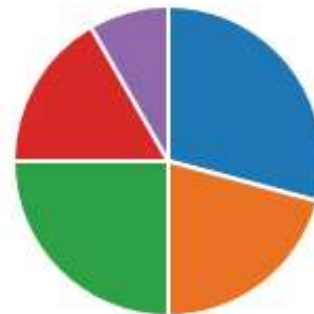
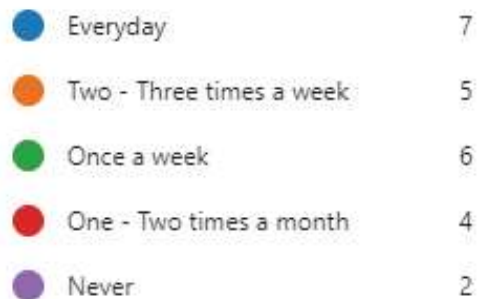


How do you plan to conduct meetings with employees and other departments?

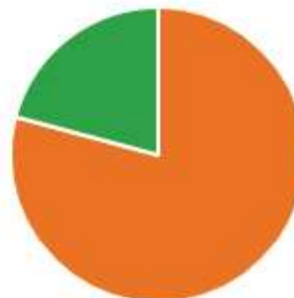
Onsite	5
Virtually	0
Both	16
Other	0



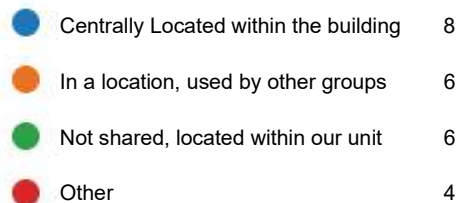
How often do you see visitors in the office?



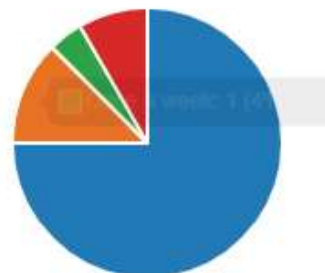
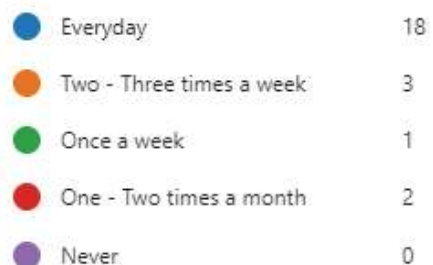
What is the average time duration for a meeting?



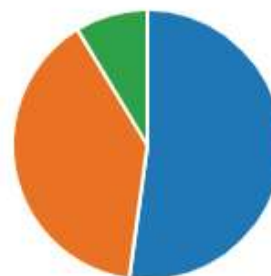
Where would you like your meeting place to be in the building?



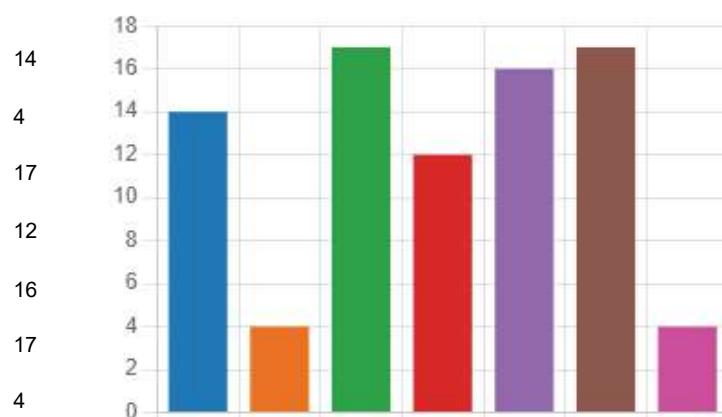
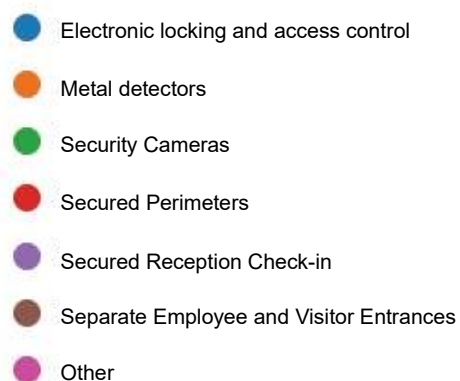
How often do visitors require parking?



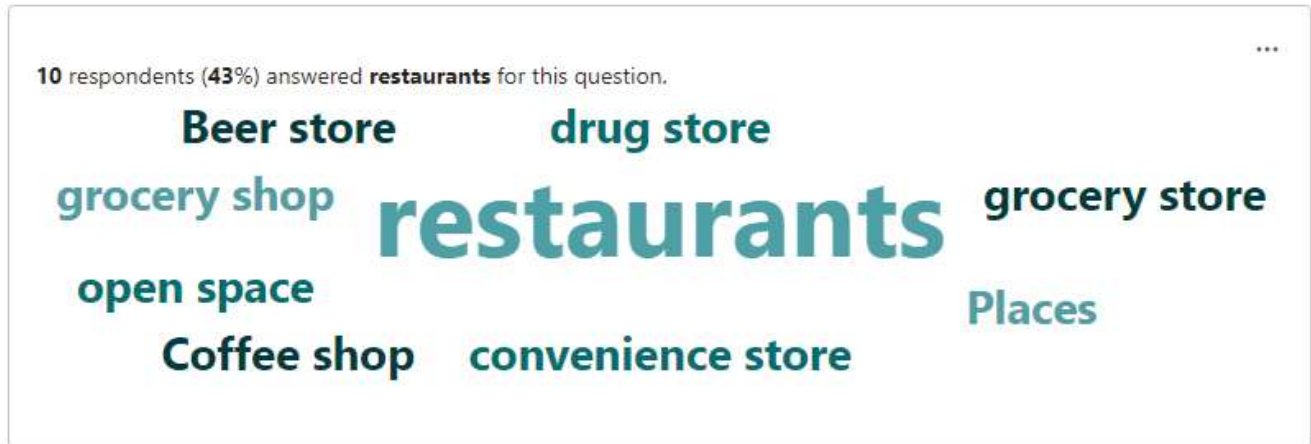
Do you require support staff adjacent to your work area?



What kind of security measures would you like to see in the future?



What amenities would you like to see within walking distance of your workplace?



Are there any outdoor spaces you like to see within walking distance of your workplace?



III. FACTS

The facts documented in this section describe important data and assumptions that are accepted as "givens" for this project. This section is divided into the following topics:

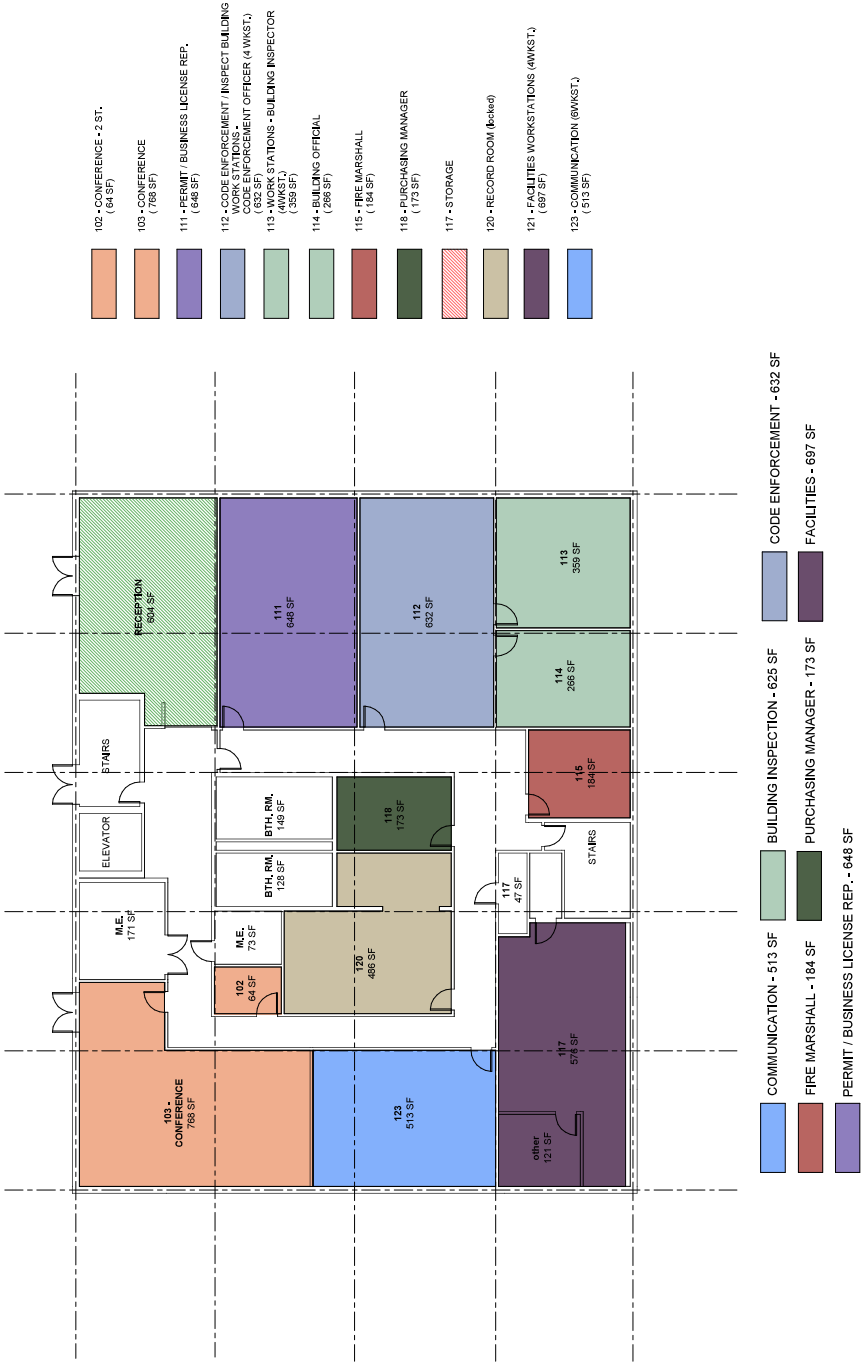
- **Physical Setting**
- **Existing City Hall Floor Plan Dia**
- **Total Existing Assignable Area**
- **Project Cost & Key Terms**
- **Schedule Summary**
- **Planning Parameters**

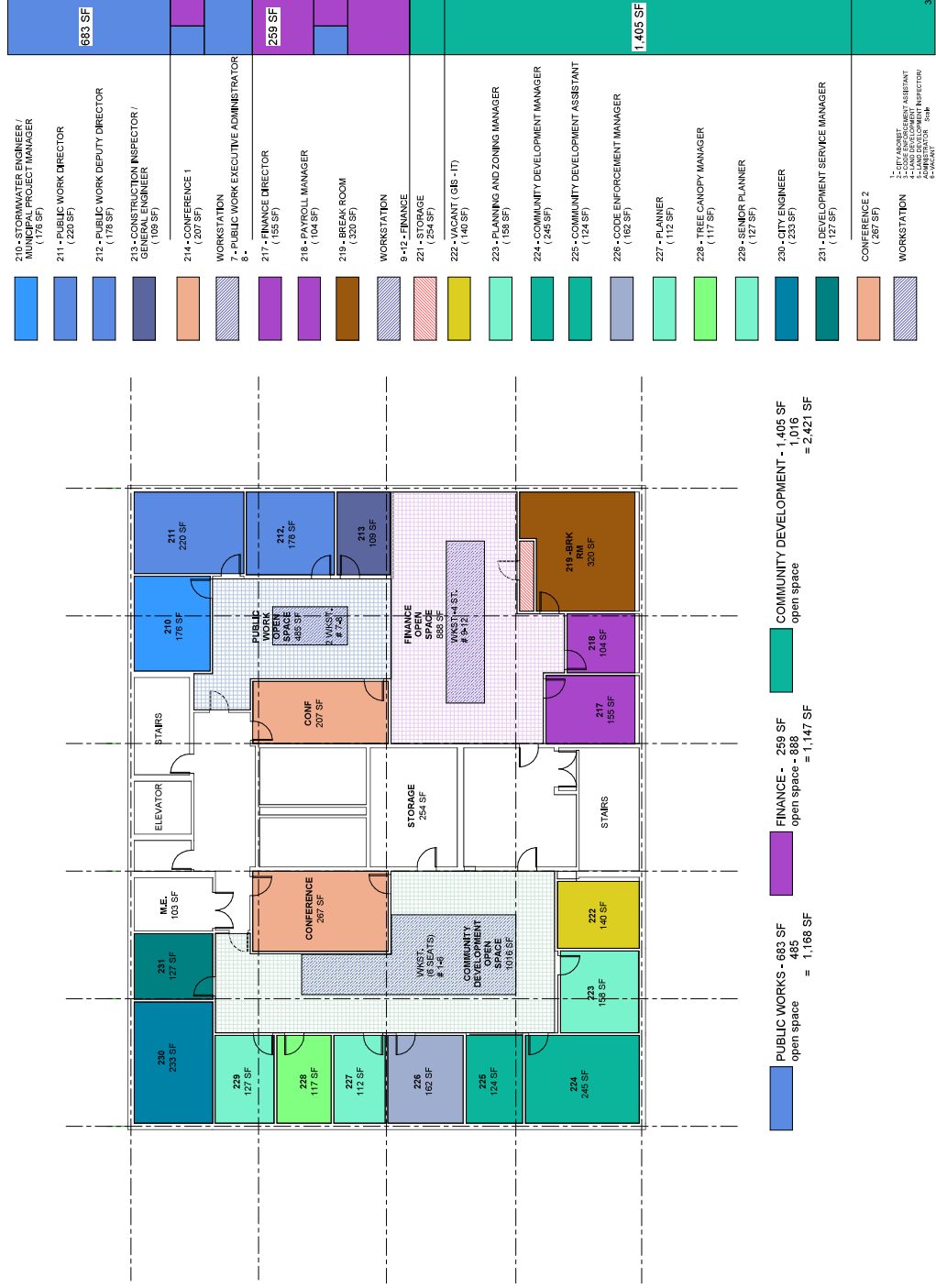
Physical Setting

Site selection and investigation was performed in a separate exercise between Sizemore Group, the City of Brookhaven and MARTA. The site for the new facility will be adjacent to the Brookhaven MARTA Station along Peachtree Road. The new site is within a mile of the existing facility. Negotiations with MARTA has been ongoing and a lease agreement between the City and MARTA has been reached. See attachment A: Site Exploration and MARTA documents in the Appendix.

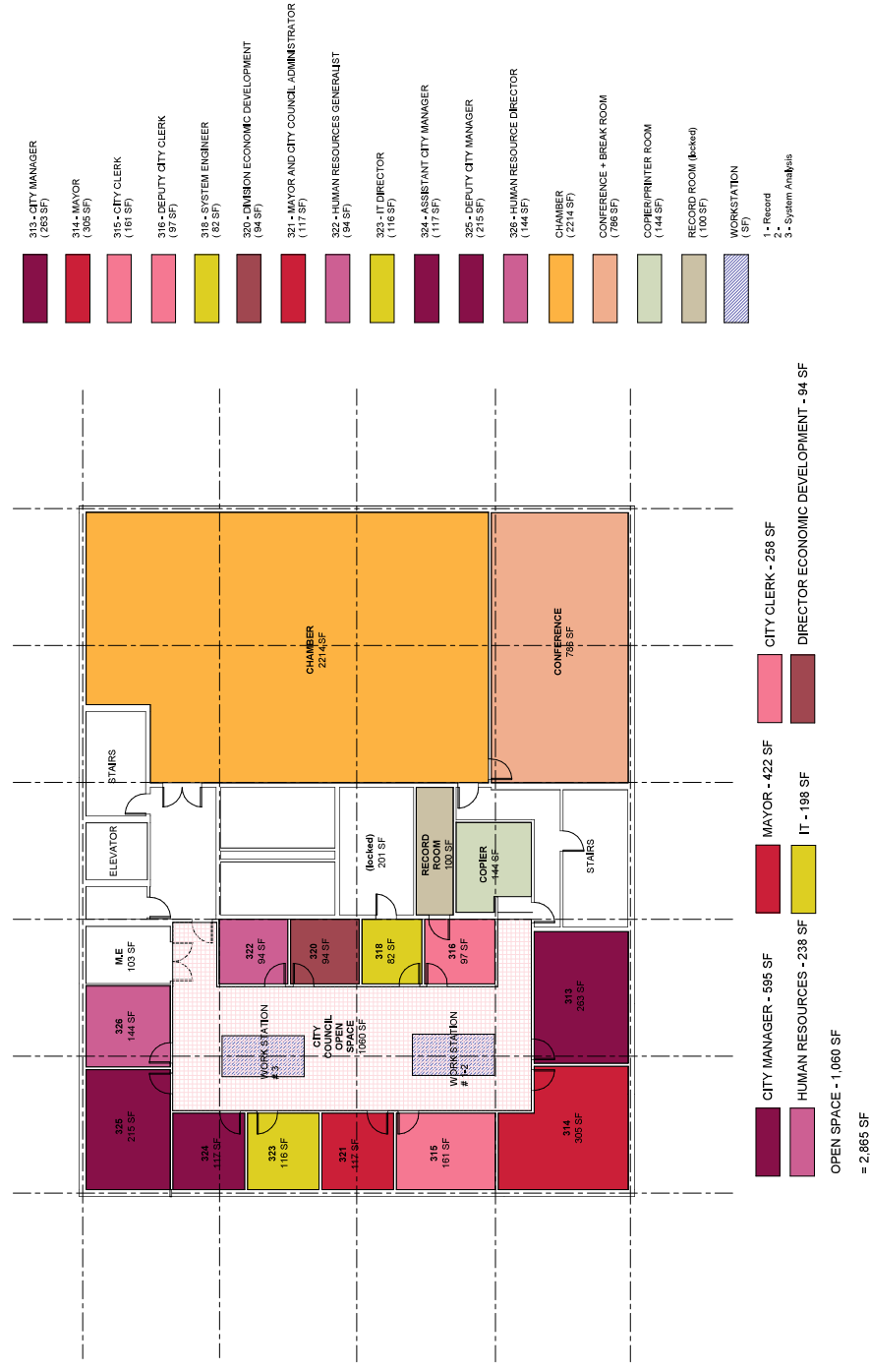
The following floor plans represent areas dedicated to each department in the existing leased facility that totals: 23,960 square feet (SF).

Existing City Hall Floor Plan Diagrams





Existing City Hall Floor Plan Diagrams



Total Existing Assigned Area

Assigned Square Footage (ASF) is area on all floors assigned to an occupant for a specific use. Gross Square Footage (GSF) is area on all floors included within the outside faces of its exterior walls.

Department	Area (SF)
Communications	513 SF
Building Inspection	625 SF
Code Enforcement	632 SF
Fire Marshall	184 SF
Purchasing Manager	173 SF
Facilities	697 SF
Permit/Business License Rep.	648 SF
Public Works	683 SF
Finance	259 SF
Community Development	1,405 SF
City Manager	595 SF
Mayor	422 SF
City Clerk	258 SF
Human Resources	238 SF
Information Technology	198 SF
Director Economic Development	94 SF
Support	
Conference Space	2,092 SF
Chamber Space	2,214 SF
Storage Space	445 SF
Mechanical	450 SF
Record Room	586 SF
Bathrooms	831 SF
Total	14,242 ASF
Total	23,960 GSF

Project Cost & Key Terms

Building Construction Cost (BCC)

Includes the cost of the building and the costs for fixed equipment. Costs for technology infrastructure and main technology equipment are also included. See definitions below:

- **Building Cost** - Includes cost for the building structure, the building envelope and interior finishes. It also includes the cost of all building systems (HVAC, plumbing, fire protection and electrical). All site work within 5 feet of the building is included in the building cost.
- **Fixed Equipment** - Includes items that are installed within the building such as casework, lockers, fixed seating, interior signage, etc.
- **Technology Infrastructure**

Associated Project Costs (APC)

Includes the cost of site development and other projects costs, including allowances for land acquisition, environmental issues, historic property issues, pedestrian and vehicular access, parking, utility/infrastructure requirements, swing space and/or temporary facilities, and special phasing or early site development costs.

Reserve for Subsurface Conditions (SC)

Includes an allowance for rock and other unforeseen subsurface conditions.

Stated Cost Limitation (SCL = BCC+APC+SC)

This is the cost that the Design Professional must design the project to. It is calculated by adding the Building Construction Cost (BCC), the Associated Project Costs (APC) and the Reserve for Subsurface Conditions (SC).

Other Cost Considerations Outside of SCL

Includes all loose equipment, AV equipment, computer workstations, printers, scanners and other items provided by the Institution. Also the fees and other "soft costs" needed to develop a project.

Other items that may effect the project cost may include:

- Design and construction of Green and Well Building element.
- Furniture Fixtures and Equipment.
- Specialty consultants such as Building Envelope, Arts Installation and Community Engagement.
- Concert Level Audio Visual.
- Other specialty consultants as required by the city.

Schedule Summary

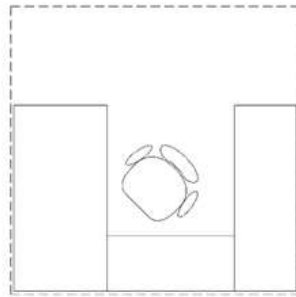
Proposed schedule for delivering Construction Documents for this project by April 2024

Approve Design Contract	Q3 2022
Schematic Design	Q4 2022
Design Development	Q1/Q2 2023
Construction Documents	Q2/Q3 2023
Construction	
Ground Breaking	Q3 2023
Move-in	Q1/Q2 2025

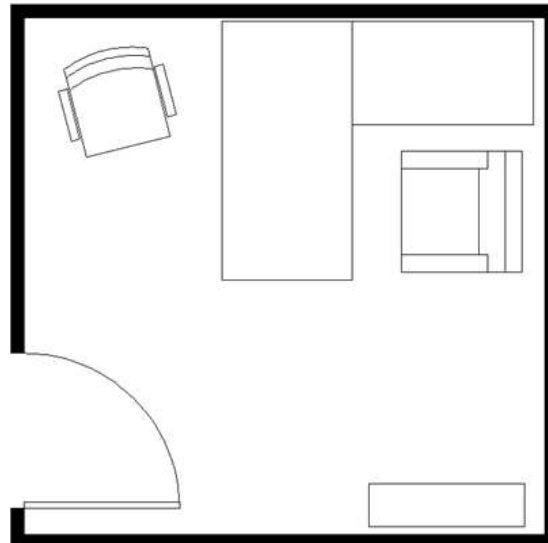
Planning Parameters

The following information indicates space allocations which were used for the programming of the facility and are meant as a guideline to the designer of the actual building. These standards are included in the Space List. Space allocation based on industry standards and decades of research by Sizemore Group.

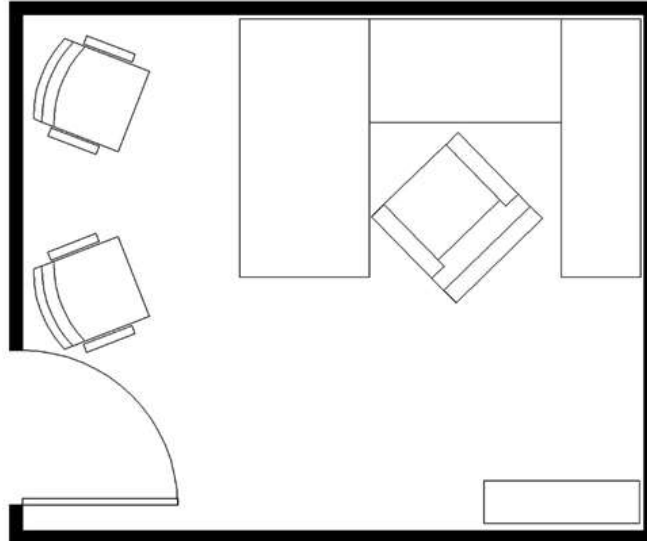
Workstation - 64 SF



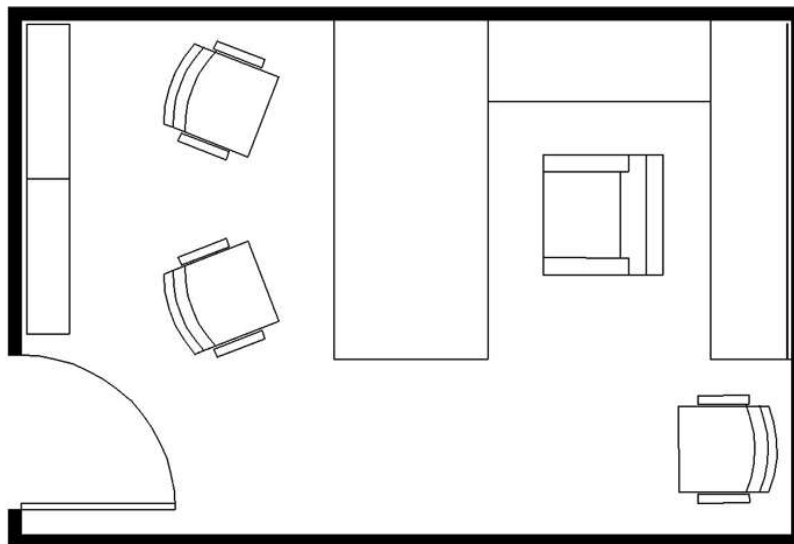
Office - 100 SF



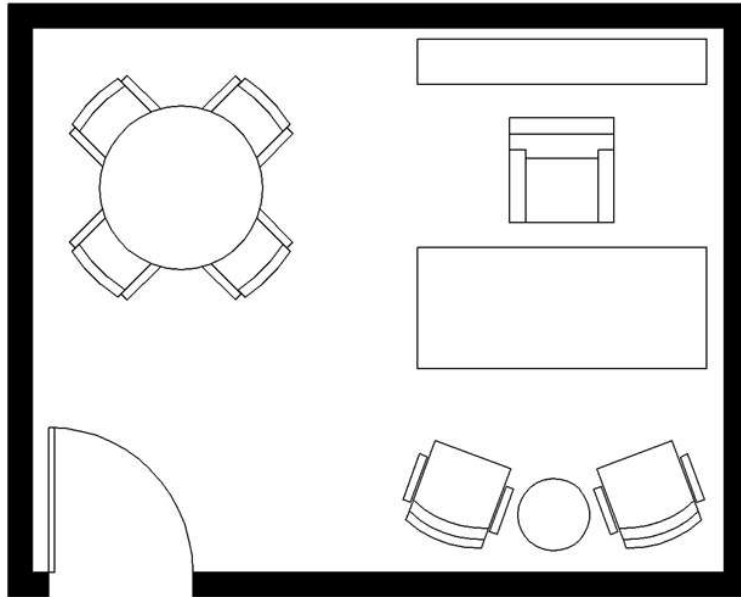
Private Office - 120 SF



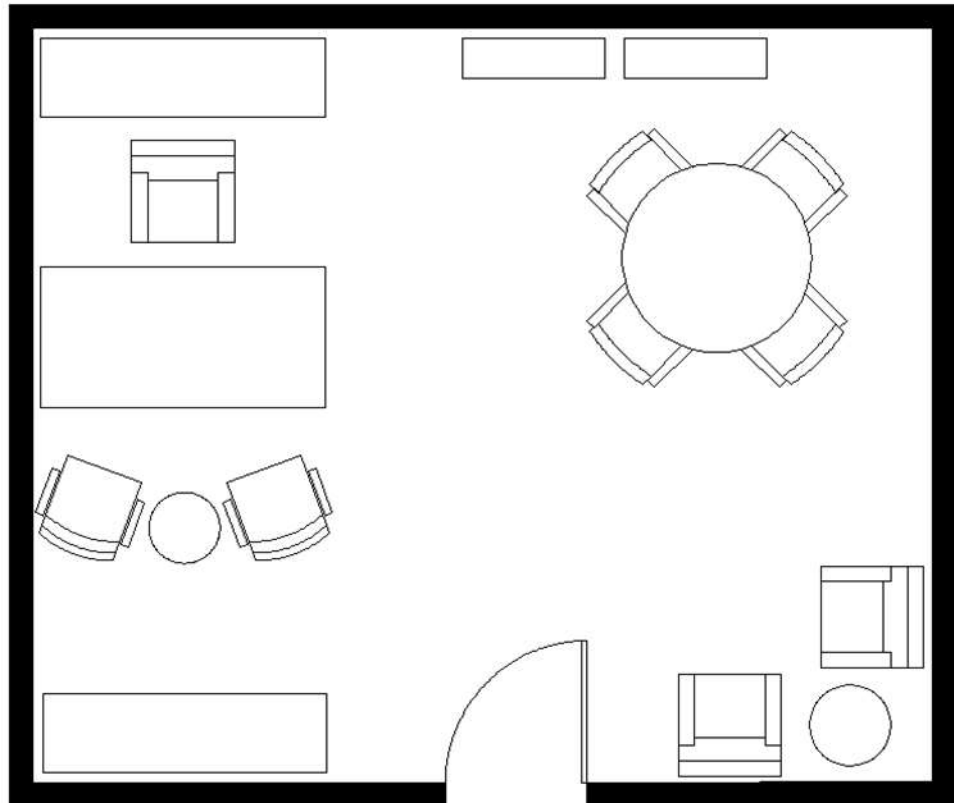
Private Office - 150 SF



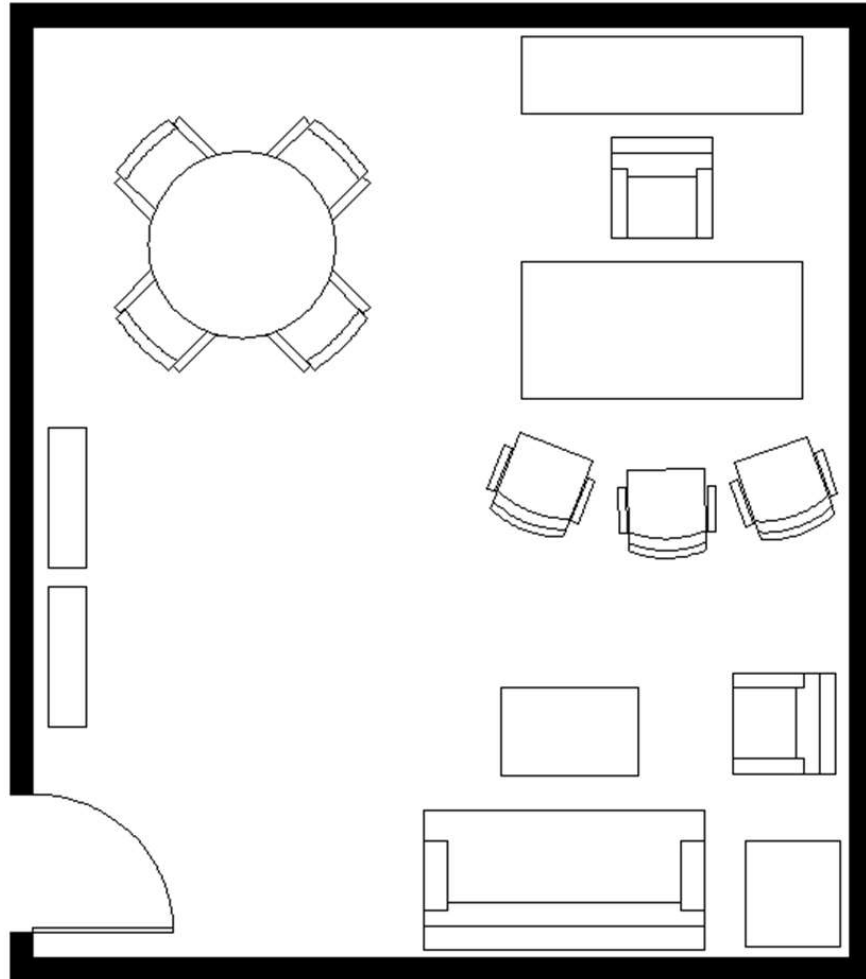
Private Office - 180 SF



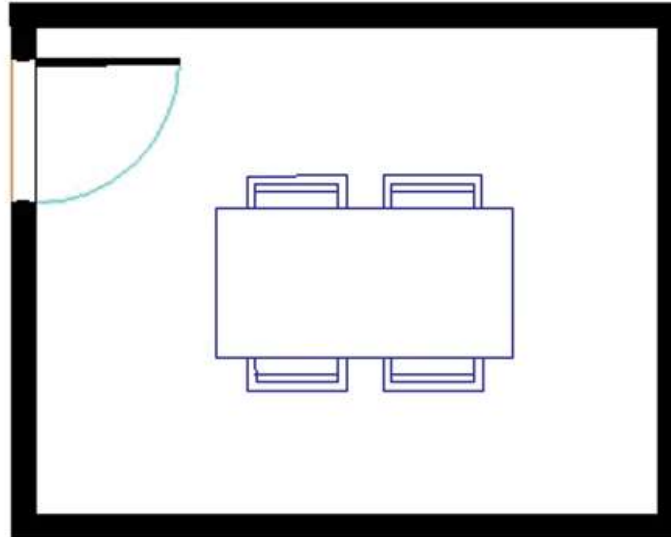
Private Office - 300 SF



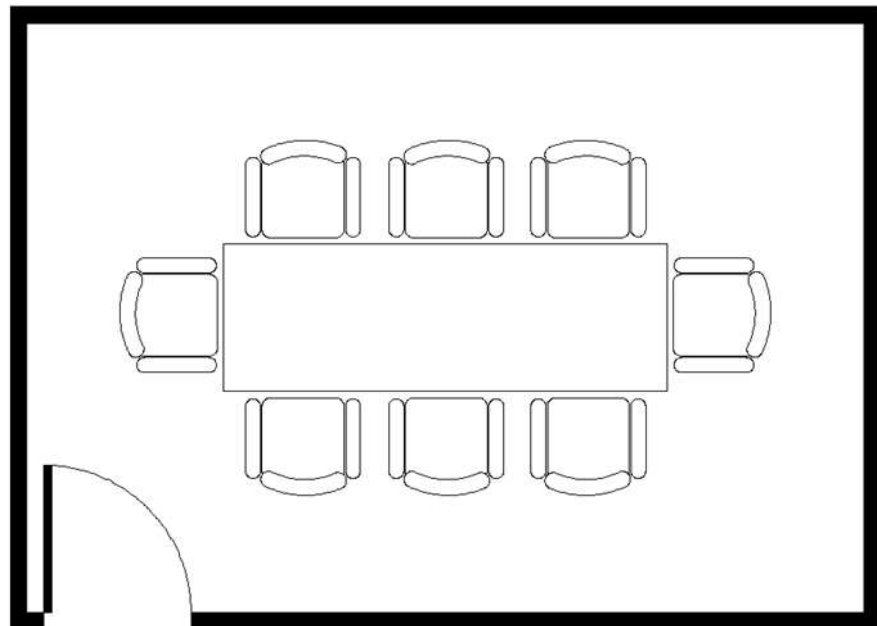
Private Office - 350 SF



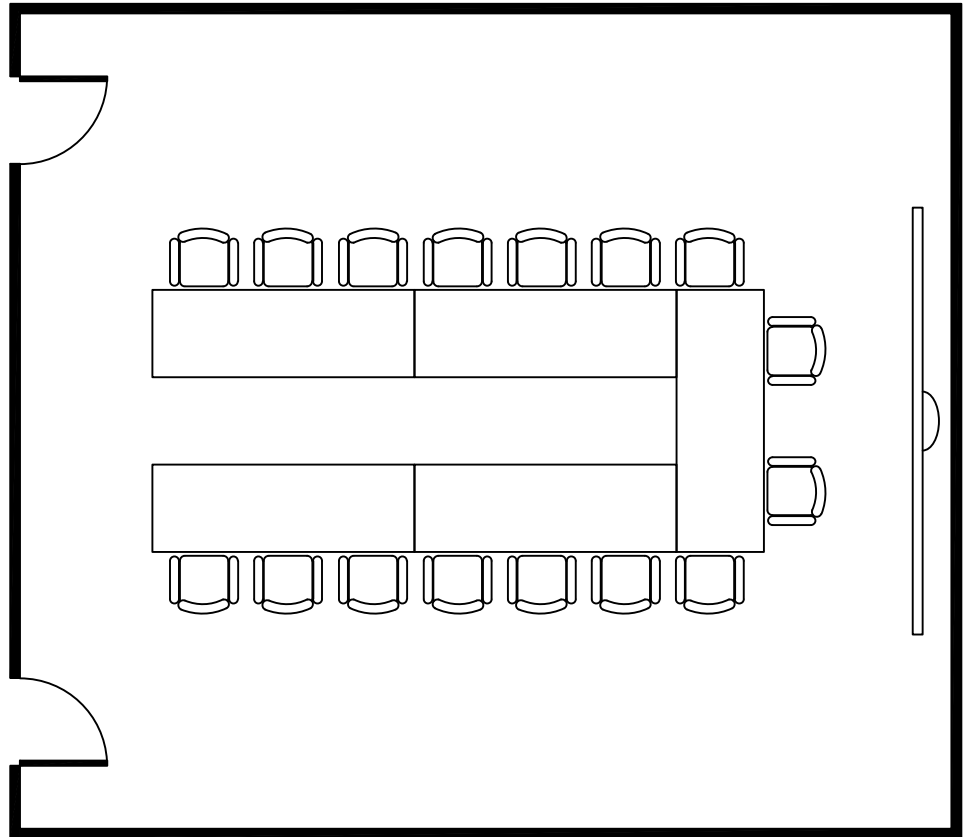
Small Conference/Huddle Room - 130 SF



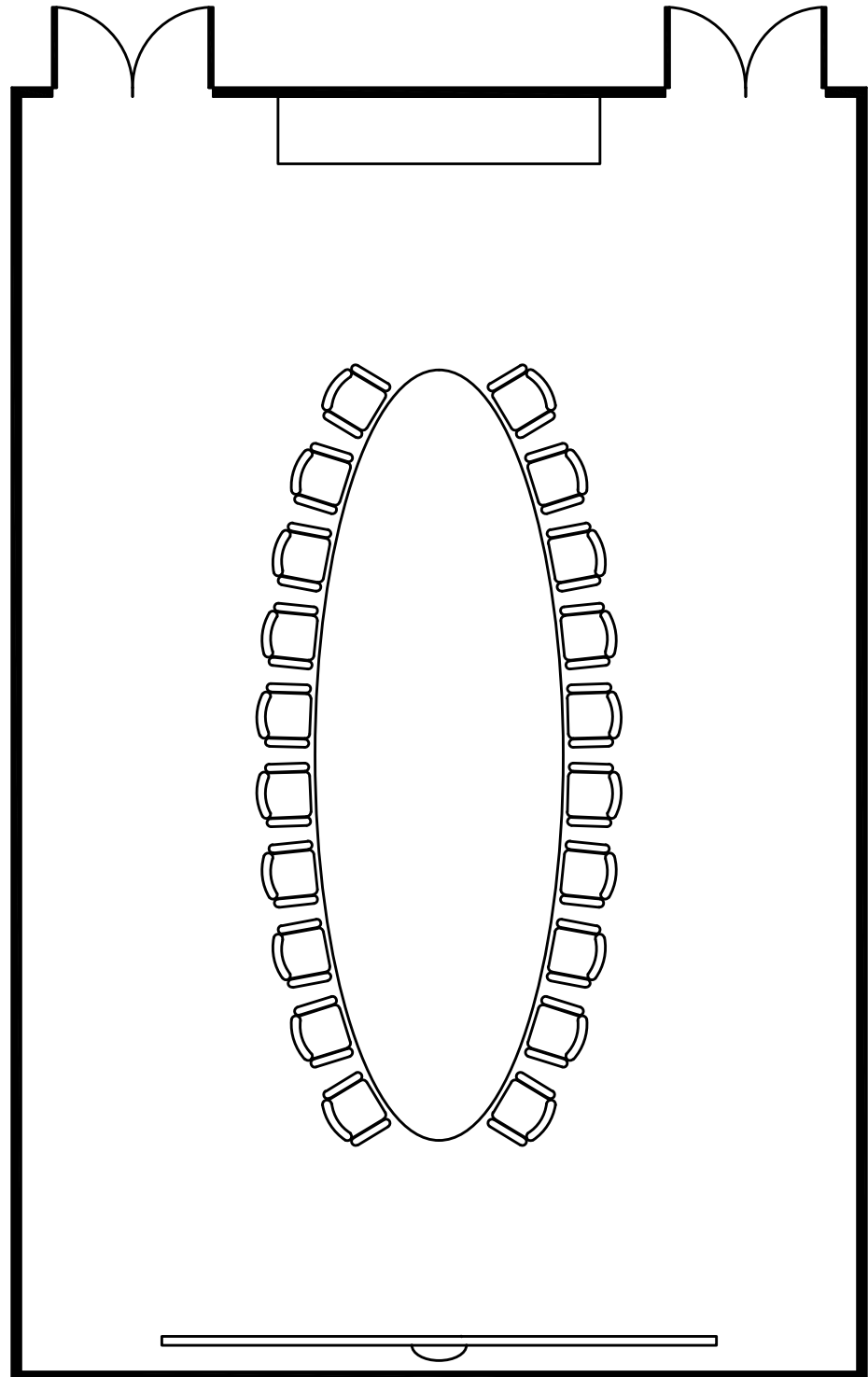
Conference Room - 225 SF



Training Conference - 900 SF



Executive Conference - 1,500 SF



IV. NEEDS

Needs quantify the project requirements that have been identified in the preceding sections. These requirements outline and test the feasibility of the project in terms of space (area), quality and cost. The requirements are also outlined in a time or sequence. This section is organized as follows:

- **Summary**
- **Detailed Space List**
- **Concept Design-Planning Parameters**
- **Adjacency Diagrams**

Summary

The City of Brookhaven will require more space than they have in their existing leased building. The detailed space list provides requirements for current needs and projections for 2027. The adjacency diagrams also provide area for future expansion. Parking is being planned, 2 levels beneath the building and the site. This area might also become future occupiable space should the need arise. The City of Brookhaven does not have enough meeting/gathering space for the community. Space in this building will be provided to meet that need.

The following chart is a summary of the space requested for offices, reception, conference, workspace, council chamber and multi-purpose and community rooms. It is broken down according to Department, Building Support and Multi-purpose/Community Spaces.

Assigned Square Footage (ASF) is area on all floors assigned to an occupant for a specific use. Gross Square Footage (GSF) is area on all floors included within the outside faces of its exterior walls.



SPACE LIST

	2023	2027
City Hall offices	TOTAL	SQFT.
SF Net Subtotal	9014	10778
Grossing Factor 0.65	13868	16582
Shared Spaces	2023	2027
	TOTAL	SQFT.
SF Net Subtotal	17286	17414
Grossing Factor 0.65	26,594	26,791
Multi Purpose /Community Space	2023	2027
	TOTAL	SQFT.
SF Net Subtotal	6600	6600
Grossing Factor 0.65	10,154	10,154
Total		
SF Net Subtotal	32900	34792
Grossing Factor 0.65	50,615	53,526
Expansion Space	5000	5000

Detailed Space List

City Attorney Space List

CITY ATTORNEY	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Executive Office	180		1	180	1	180
Office	150		1	150	1	150
Layout	200		1	200	1	200
Files	100		1	100	1	100
SF Net Subtotal				630		630
Grossing Factor 0.65				969		969
Parking					3	3

City Council Mayor Space List

CITY COUNCIL MAYOR	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Executive Office	350		1	350	1	350
Reception area	200		1	200	1	200
Antichamber to screen entrants	100		1	100	1	100
SF Net Subtotal				650		650
Grossing Factor 0.65				1000		1000
Parking					2	2

City Council Space List

CITY COUNCIL	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Executive Office	200		1	200	4	800
Constituent office	200		1	200	1	200
Staff Office	150		1	150	1	150
SF Net Subtotal				550		1150
Grossing Factor 0.65				846		1769
Parking					7	8

City Clerk Space List

CITY CLERK	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Staff Office	180		2	360	3	540
Work Station	64		1	64	1	64
Permanent File Storage	150		1	150	1	
Records room	200		1	200	1	200
SF Net Subtotal				774		804
Grossing Factor 0.65				1191		1237
Parking					4	5

Communications Space List

COMMUNICATIONS	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Staff Office	180		1	180	1	180
	150		3	450	3	450
Layout	400		1	400	1	400
File Storage	50		1	50	1	
Supply Storage	100		1	100	1	100
Studio	500		1	500	1	500
SF Net Subtotal				1680		1630
Grossing Factor 0.65				2585		2508
Parking			6		7	

Information Technologies Space List

INFORMATION TECHNOLOGY	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Staff Office	180		1	180	1	180
Staff office	150		2	300	4	600
SF Net Subtotal				480		780
Grossing Factor 0.65				738		1200
Parking			3		5	

Human Resources Space List

HUMAN RESOURCES	ASF	WS	Needs	Net SF	Needs	Net SF
Reception	100		1	100	1	100
Staff Office	180		1	180	1	180
Staff Office	150		2	300	2	300
Workstation	64		4	64	4	256
Conference	20 20/st		8	160	8	160
SF Net Subtotal				904		996
Grossing Factor 0.65				1391		1532
Parking			8		10	

Strategic Partnerships Space List

Strategic Partnership (Part of City Manager)	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Executive	180		1	180	1	180
Staff Office	150		1	150	2	300
SF Net Subtotal				330		480
Grossing Factor 0.65				508		738
Parking			2		3	

City Manager Space List

City Manager	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Executive	300		1	300	1	300
Staff Office	180		2	360	2	360
Work Stations	64		3	64	3	192
SF Net Subtotal				724		852
Grossing Factor 0.65				1114		1311
Parking			5		6	

Finance Space List

Finance	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Executive	180		1	180	1	180
Staff Office	150		5	750	5	750
Work Stations	64		2	64	2	128
File Cabinets	100		1	64	1	64
SF Net Subtotal				994		1058
Grossing Factor 0.65				1529		1628
Parking			8		8	

Economic Development Space List

Economic Development	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Executive	180		1	180	1	180
Staff Office	150			150	2	300
Work Stations	64			64	1	64
SF Net Subtotal				394		544
Grossing Factor 0.65				606		837

Explore Brookhaven Space List

Explore Brookhaven	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Executive	180		1	180	1	180
Staff Office	150		2	300	2	600
Work Stations	64		1	64	1	64
Display Lobby	600		1	600	1	600
SF Net Subtotal				544		844
Grossing Factor 0.65				837		1298
Parking			1		5	

Community Partner Space List

Community Partners	ASF	Office WS	2022 Needs	Net SF	2027 Needs	Net SF
Executive	180		2	360	2	360
SF Net Subtotal				360		360
Grossing Factor 0.65				554		554
Parking			5		5	

Multi-Purpose/Community Space List

Multi Purpose Community Space	SF	QUANTITY	TOTAL
Multi Purpose / Community Space	4000	3-400	4000
Lobby	600	1	600
Prep Kitchen	1500	1	1500
Pantry - Locked Storage	250	1	250
Furniture Storage	250	1	250
Outdoor Terrace	3000	1	3000
TOTAL Net		SQFT.	6600
TOTAL Gross		SQFT.	10,154

Shared Space List

SPACE LIST	2022		2027	
Reception	180	1	180	1
Security office and security station	180	1	180	1
Facilitie Manager	180	1	180	1
Executive Conference	1700	1	1700	1
Conference Rooms	450	3	1350	3
Huddle Room	150	5	750	5
Main Break room	450	1	450	1
Small Break Room	150	3	450	3
General Hotelling Work stations	64	4	256	6
General File Storage	200	1	200	1
General Supply Storage	120	1	120	1
Changing Room	100	2	200	2
Medical / Wellness	200	1	200	1
Meditation / Quiet Room	75	2	150	2
Lacation Room	120	1	120	1
Training Conference Room	800	1	800	1
Council Chamber	3400	1	3400	1
Public Lobby	5000	1	5000	1

Concept Design - Planning Parameters

- Executive conference room to be adequate for 20 people around a conference table plus perimeter support staff.
- Provide Wellness and Meditation / Quiet Spaces.
- Provide Greenspace at Plaza Level and Rooftop observation Patio.
- Provide Security Station adjacent to the Main Entrance.
- Provide Grand Hall at the public areas.
- Office Areas to be secured from the public and designed to meet city standards.
- Council Chamber to include seating for up to 100, raised dias, sound booth, and monitors throughout.
- Employee Break Room to be set up in a manner similar to a cafe, with a combination of high and low seating. The setting is to be suitable for informal interactions with the feel of a lounge
- Provide separate baniks of rest rooms on the lobby and chamber floors. One to serve the public and one to serve staff, council and the mayor and one for the public.

The project budget will be established by the City Council. The following are the key terms that will be used to establish Total Project Cost. It will be broken down into the following categories as defined in the Needs sectoin of this document.

Building Construction Cost (BCC)

- **Building Cost**
- **Fixed Equipment**
- **Technology Infrastructure**

Associated Project Costs (APC)

Reserve for Subsurface Conditions (SC)

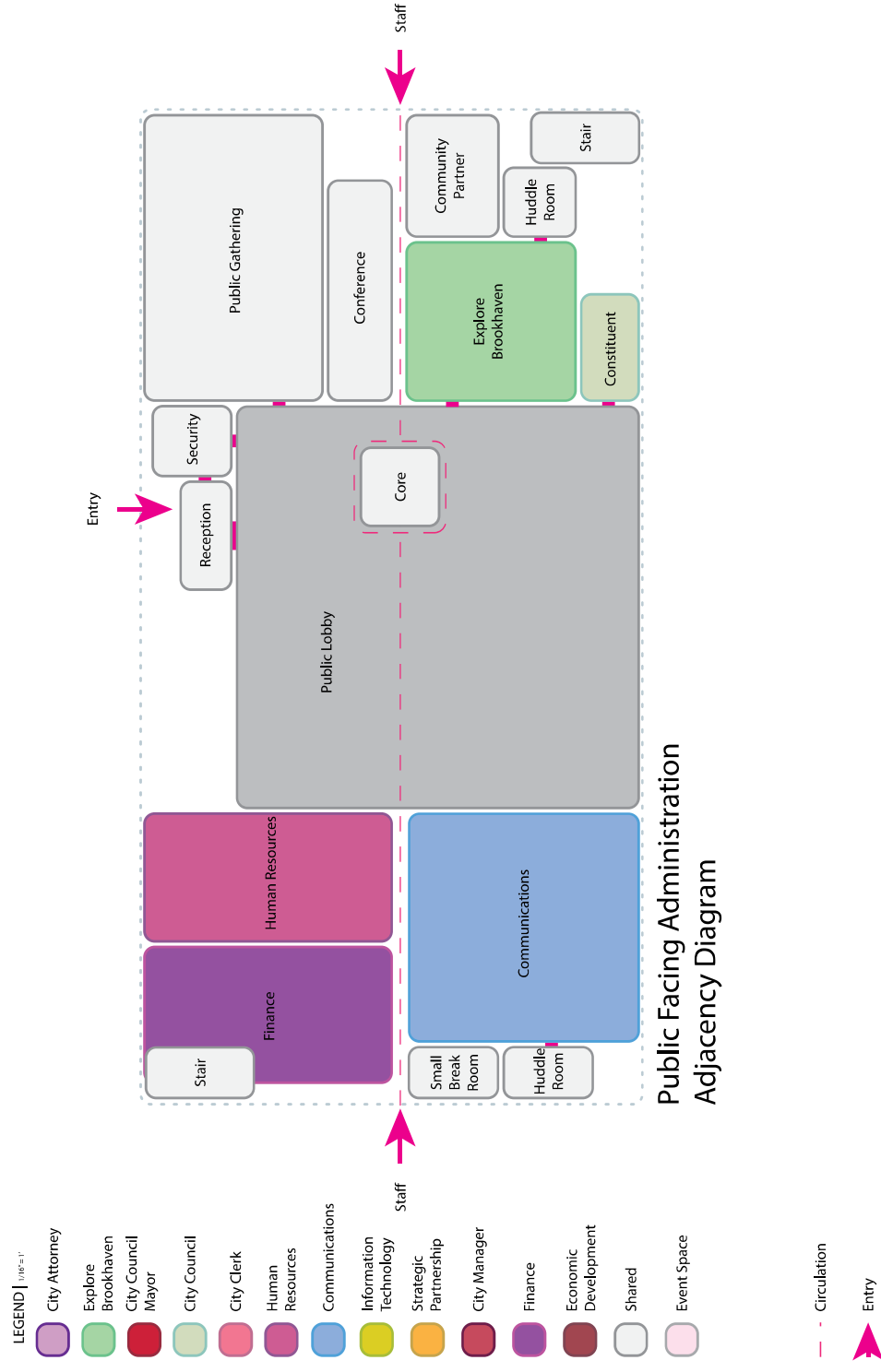
Stated Cost Limitation (SCL = BCC+APC+SC).

Other Cost Considerations Outside of SCL

Total Project Cost

- A. Stated Cost Limitation**
- B. Professional Services**
- C. Loose Equipment and AV**
- D. Special Cost**
- E. Contingency**

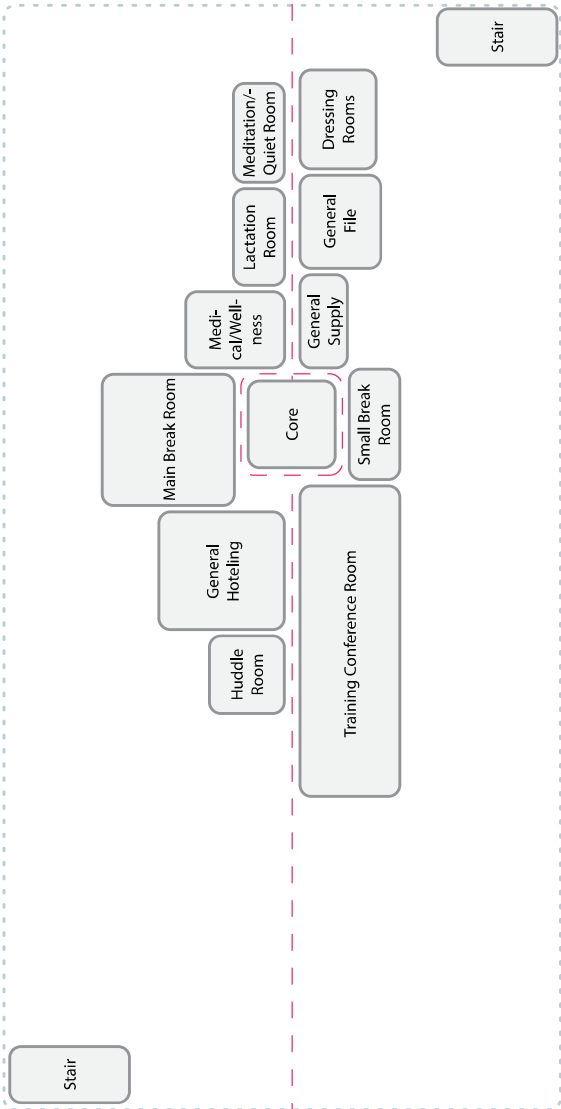
Building Organization Diagrams



Note: For "adjacency" of functions proposes only. The graphic is not intended to suggest any type of design, material, etc.

Building Organization Diagrams

- LEGEND | 1/10/21
- City Attorney
 - Explore Brookhaven
 - City Council Mayor
 - City Council
 - City Clerk
 - Human Resources
 - Communications
 - Information Technology
 - Strategic Partnership
 - City Manager
 - Finance
 - Economic Development
 - Shared
 - Event Space



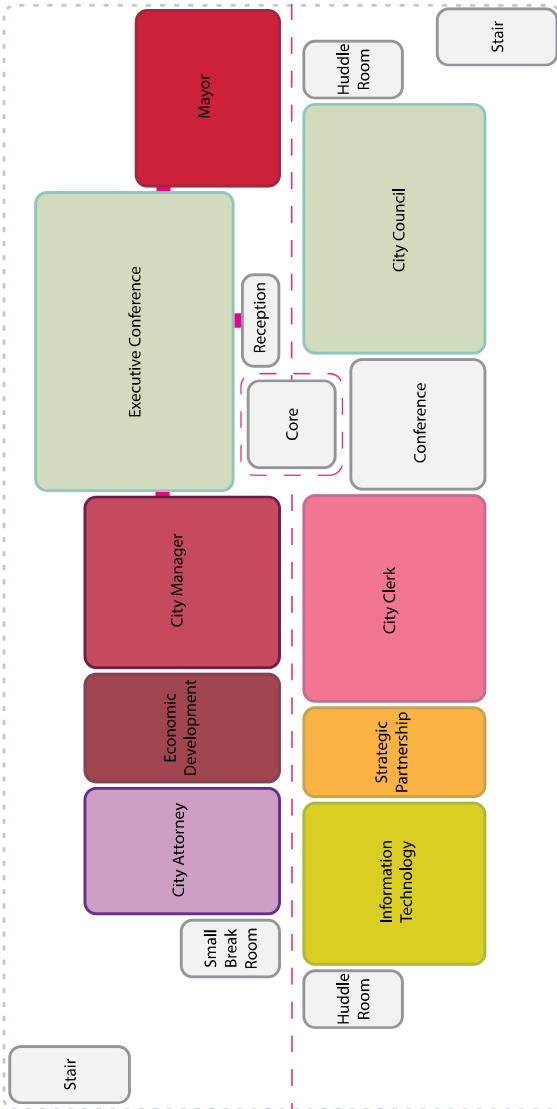
Shared Adjacency Diagram

- Circulation
- Entry

Note: For "adjacency" of functions proposes only. The graphic is not intended to suggest any type of design, material, etc.

Building Organization Diagrams

- LEGEND | 1/16/21
- City Attorney
 - Explore Brookhaven
 - City Council Mayor
 - City Council
 - City Clerk
 - Human Resources
 - Communications
 - Information Technology
 - Strategic Partnership
 - City Manager
 - Finance
 - Economic Development
 - Shared
 - Event Space



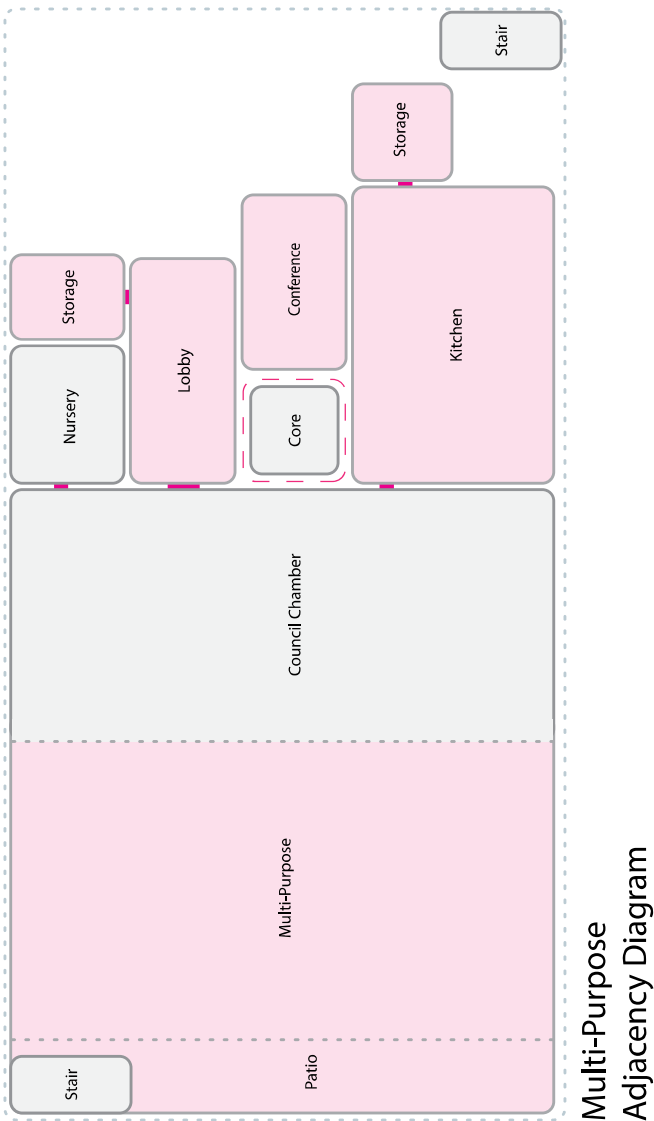
Executive Level
Adjacency Diagram

- Circulation
- Entry

Note: For "adjacency" of functions proposes only. The graphic is not intended to suggest any type of design, material, etc.

Building Organization Diagrams

- LEGEND | 1/16" = 1'
- City Attorney
 - Explore Brookhaven
 - City Council Mayor
 - City Council
 - City Clerk
 - Human Resources
 - Communications
 - Information Technology
 - Strategic Partnership
 - City Manager
 - Finance
 - Economic Development
 - Shared
 - Event Space



Multi-Purpose Adjacency Diagram

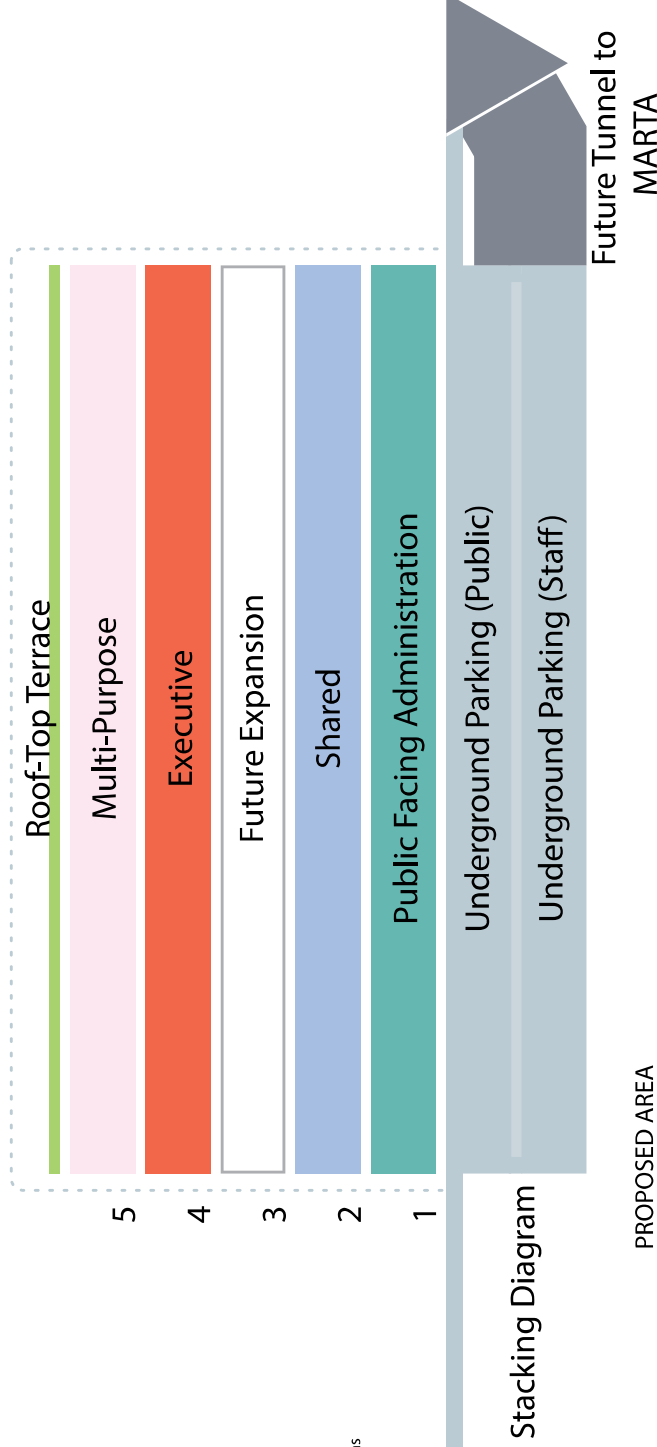
- Circulation
- Entry

Note: For "adjacency" of functions proposes only. The graphic is not intended to suggest any type of design, material, etc.

Building Organization Diagrams

LEGEND | 1/16/21

- City Attorney
- Explore Brookhaven
- City Council Mayor
- City Council
- City Clerk
- Human Resources
- Communications
- Information Technology
- Strategic Partnership
- City Manager
- Finance
- Economic Development
- Shared
- Event Space



PROPOSED AREA

Public Facing Admin. - 12,554 ASF	Shared - 2,924 ASF	Executive - 8,290 ASF	Multi-Purpose - 13,850 ASF	Other - 180 ASF
Explore Brookhaven - 844 SF	Shared - 2,924 SF	City Attorney - 630 SF	Multi-Purpose - 9,600 SF	Facility Manager - 180 SF
Communications - 1,636 SF	Medical/Wellness - 200 SF	Mayor - 650 SF	Multi-Purpose Space - 4,000 SF	
Finance - 1,058 SF	Main Break Room - 450 SF	City Clerk - 804 SF	Lobby - 600 SF	Expansion - 5,000 ASF
Human Resources - 996 SF	Small Break Room - 150 SF	City Council - 950 SF	Kitchen - 1,500 SF	*Not included in total.
City Council - 200 SF	General File & Supply - 370 SF	Strategic Partnership - 480 SF	Pantry - 250 SF	
Community Partner - 360 SF	General Hoteling - 384 SF	City Manager - 852 SF	Furniture Storage - 250 SF	
Shared - 7,460 SF	Huddle Room - 150 SF	Economic Development - 544 SF	Outdoor Terrace - 3,000 SF	
Reception - 180 SF	Training Conference Room - 800 SF	Information Technology - 780 SF	Shared - 4,250 SF	
Security - 180 SF	Meditation/Quiet Room - 150 SF	Shared - 2,600 SF	Council Chamber - 3,400 SF	
Small Break Room - 150 SF	Lactation Room - 120 SF	Executive Conference - 1,700 SF	Conference Room - 450 SF	
Huddle Room x2 - 300 SF	Changing Rooms - 200 SF	Small Break Room - 150 SF	Nursery - 400 SF	
Conference Room - 450 SF		Huddle Room x2 - 300 SF		
Public Lobby - 5,000 SF				
Lobby - 1,200 SF				

Total - 37,798 ASF = 58,150 GSF



Note: For "adjacency" of functions proposes only. The graphic is not intended to suggest any type of design, material, etc.