



Town of Carrboro

Facilitied Condition Assessment and Space Needs Plan

June 28, 2016



Creech & Associates
ARCHITECTURAL DESIGN



David A. Creech, AIA

Principal-In-Charge
Creech & Associates

- Over 40 Years Experience
- Experience working with over 40 Municipalities in the Carolinas
- Extensive Civic Design Experience
- Extensive Experience with Space Needs Assessments



Plumbing Engineering Assessment
Mechanical Engineering Assessment
Electrical Engineering Assessment



Brent J. Green, LEED AP

Project Manager
Creech & Associates

- Over 23 years Experience
- Extensive Civic Design Experience
- Extensive Experience Managing Space Needs Assessments
- Clear Concise Deliverable Production



Structural Engineering Assessment



A Firm Dedicated to North Carolina Towns & Cities

- Creech & Associates has worked with over **40 municipalities** in the Carolinas
- Our specialty lies in the realm of **civic work** and many of our buildings were the result of Space Needs Assessments
- We are a mid-size firm that provides **specialized care and attention** to our clients and projects
- We believe in **creating solutions** and improving the lives of the communities we serve
- We have a **proven track record of success** as evidence by repeat clients and our firm reputations

Civic Experience



Creech & Associates





Kannapolis Municipal Center & Police Headquarters

Location:

Kannapolis, NC

Size:

106,000 sf

Description:

- Consolidation of all city departments including:
 - Administration
 - Fire Headquarters
 - Police Headquarters
 - Parks and Recreation
 - 911 Communication Center
- Result of space needs assessment
- Workflow efficiencies established
- Proper adjacencies established
- Unification, consolidation and collaboration among all city departments



Space Needs Assessment Experience



Creech & Associates

Space Needs Assessments Completed for:

- City of Charlotte
- City of Kannapolis
- Town of Huntersville
- City of Monroe
- City of Mount Holly
- Town of Waxhaw
- Town of Indian Trail
- Town of Mint Hill
- City of High Point



Adaptive reuse experience: Mount Holly Citizen's Center

Facilities Condition Assessment and Space Needs Plan



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Century Center



Town Hall



Fire Station 1



Fire Station 2

Facilities Condition Assessment and Space Needs Plan



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Study Progress

- Initial building assessments completed for Town Hall and both Fire Stations
- Century Center building assessment week of July 5th
- Surveys and Staff interviews completed for 10 departments:
 - Town Manager
 - Planning
 - Public Works
 - Police Department
 - Human Resources
 - Economic & Community Development
 - Town Clerk
 - Administration
 - Finance
 - Recreation and Parks
- Remainder of staff interviews Wednesday July 6th
- Presentation of initial findings to staff week of July 18th

Facilities Condition Assessment and Space Needs Plan



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Town of Carrboro, NC

Space Needs Analysis: Occupant Survey



Department: _____ Title: _____

Name: _____ Phone: _____

Email: _____ Date: _____

WHAT DO YOU DO?

1. Describe the tasks required by your position on a daily basis. Include any duties that are beyond typical office functions.

2. Adjacency requirements? What other departments do you work with most often—how?

3. How much interaction does your department have with the public on a daily basis?

4. Which type of spaces do you use to interact with the public?

Meet in the lobby: _____ Meet in office: _____
 Reception or Counter: _____ Training Room: _____
 Conference Room: _____ Delivery Area: _____
 Additional: _____



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ARCHITECTURAL DESIGN

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Town of Carrboro, NC
Space Needs Analysis: Occupant Survey

STORAGE
5. List the number of storage items that your department utilizes.

Number of Cabinets:
 2 drawers: _____
 3 drawers: _____
 4 drawers: _____

Number of Units:
 2 shelves: _____
 3 shelves: _____
 4 shelves: _____

6. List any special storage requirements you have.

7. Could you store items temporarily? If so, where?

Town of Carrboro, NC
Space Needs Analysis: Occupant Survey

GROWTH
8. Please indicate the number of full-time equivalents (FTE) and part-time personnel working in this department during the following years.

FTEs	2012	2013	2014	2015	2016
Personnel:					
Part-time:					

9. Are there currently any anticipated personnel growth or reduction or changes in public operations or services that you anticipate? If so, please explain.

10. If you have staff currently working in other locations, please indicate where they are working and how many.

Town of Carrboro, NC
Space Needs Analysis: Occupant Survey

TYPES OF SPACE
11. Describe the types of spaces that best suit your department's needs.

12. Describe the types of support spaces you currently use.

13. List your top three needs for types of spaces.

14. How many additional staff would you need to support your department's needs?

15. How many additional staff would you need to support your department's needs?

16. How many additional staff would you need to support your department's needs?

Opportunity for Aldermen to participate: Board Room and support spaces

Sample Staff Survey

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PROJECT SCHEDULE																				
Town of Carrboro Project Tasks	Month 1				Month 2				Month 3				Month 4				Month 5			
	Week				Week				Week				Week				Week			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Project Advisory Meetings	★				★				★				★				●	★	■	
Task 1: Establish and Meet with Project Advisory Committee																				
Task 2: Profile City Departments/Functions																				
Task 3: Facility Condition Assessments																				
Task 4: Building Verification/Establish Space Standards																				
Task 5: Forecast Future Personnel																				
Task 6: Storage Analysis																				
Task 7: Project Future Space Needs																				
Task 8: Identify Space and Infrastructure Needs																				
Task 9: Programming																				
Task 10: Capital Cost Estimation																				
Task 11: Development of Deliverables																				
Task 12: Prepare and Present Final Report																				
★ Project Advisory Meetings. ● Draft Report will be submitted. ■ Final Report will be submitted.																				

- Project accomplished through a series of 12 overlapping tasks
- 5 month duration running from June through October
- Monthly updates with Advisory Committee on progress

Questions?



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