



## MEMORANDUM

Comfort Lake-Forest Lake Watershed District

**Date:** July 3, 2024  
**To:** CLFLWD Board of Managers  
**From:** Mike Kinney, District Administrator  
**Subject:** Office Space Planning



**District Wide**

### Background/Discussion

The purpose of this memo is to discuss planning for the new District Office Space. Enclosed is an outline from Emmons & Olivier Resources for assistance with the process.

In preparation for starting this proposed District building planning effort, it might be more efficient if the Board was to first decide what kind of building and programming, if any, would be included. In short, will this be just office space, or something like an office combined with a research and education facility. So, while we could track both options in parallel, the sooner the Board provided firm direction as to which option to prioritize, it will allow staff and consultants to be more focused.

### Recommended Motion

Manager \_\_\_\_\_ moves to authorize the Administrator on advice of Counsel to enter into an agreement with EOR in accordance with the July 3, 2024, scope of work for Task 1 and 2, and in an amount not to exceed \$21,200.

### Attached

Office Space Planning Outline

**Project Name** | District Facility Planning**Date** | 7.3.2024**To / Contact info** | CLFLWD Board of Managers and Administrator Kinney & Emily Heinz**Cc / Contact info** | Greg Graske, Cecilio Oliver, & Anne Wilkinson – EOR**From / Contact info** | Kevin Biehn – EOR**Regarding** | Proposal – District Facility Planning Assistance

Thank you for the opportunity to assist the District with realizing a potential Office / Research / Learning Center. Mr. Kinney requested that EOR identify ways in which EOR can aid the District in defining and advancing its vision. Based on our varied development and site design related experience, including our role with the Capitol Region Watershed District Campus, we are suggesting the District take the following steps to provide beneficial context and aid a future architect in realizing the facility.

EOR is willing to lead if the District is hesitant to engage another consultant at this time, but we highly recommend that the District engage an architect soon. We frequently participate with the metro architecture community and when the District is ready to involve an architect, we are also available to assist the District with any of the following vetting steps:

- Defining needs and writing a request for proposals
- Identifying and soliciting potential candidates
- Defining a decision-making process/matrix
- Reviewing and ranking proposals

## POTENTIAL NEXT STEPS/DELIVERABLES

We have identified the following steps and suggest that the District advance 1 and 2 now and initiate steps 3 through 5 upon garnering consensus and commitment from 1 and 2. If aspects of any of the following have already been internally fulfilled by the District and/or outside consultant(s) we request that this information be shared so that we may refine.

### 1) LESSONS LEARNED FROM METRO WATERSHED & LEARNING CENTER PRECEDENTS

Engaged metro Watershed Districts/Organizations with precedent facilities (e.g., Mississippi Watershed Management Organization) to inform CLFLWD vision and approach. Given the interest in the research + learning center components, exploring precedent learning centers is also prudent. Via interviews, surveys, and/or tours document findings on the following:

- Financing
- Budget → land acquisition, legal, design, construction, operations
- Experience with consultants
- Projecting growth and strategies to accommodate
- Space programing & sizing
- Design decision making process and delegation
- Approach to opposition from constituents and/or others
- Experience with intendent “tenants”
- Key commitments from Board and/or staff to effectively realize vision
- Pitfall avoidance

EOR Scope

- Assist District staff in identifying precedents
- Assist District staff in scripting survey and interview & follow up questions
  - WD/WMO deliverable
  - Learning Center deliverable
- Assist District staff in synthesizing and consolidating findings for District Board and future partners and/or collaborators
- Assist District staff in presenting findings to the Board

Assumptions

- District staff to conduct interviews without EOR present (this is a cost savings measure and positioning for more detailed/candid conversation)
- District staff to solicit and coordinate appointments with interviewees

Estimated EOR Hours / Cost

- 40 hours / \$9,400

## 2) ASSIST CULTIVATED ADVISORS IN → DETERMINING, UNIFYING, & COMMUNICATING (THE DISTRICT'S) VISION

Based on our, albeit limited, knowledge of the District's vision for this facility, it appears that the District may not hold a consistent nor sufficiently detailed vision across staff, Board, and stakeholders. Given this impression and the chicken & egg cycle the District has been in, we are suggesting that the District (staff, Board, and stakeholders) explore and unify your vision. Based on our knowledge of site development and Watershed District operations we would serve as a complementary participant to the Cultivated Advisors lead process the District is embarking on.

- Explore, detail, and unify organizational goals
- Defining/differentiating needs and wants
- Create a list of project objectives, preferences, and expectations. This list may include elements such as:
  - Desired functionality and layout
  - Preferred architectural style and materials
  - Specific design features or elements
  - Energy efficiency and sustainability goals
  - Necessary/beneficial natural resources and/or waterfront for learning center programming
- Explore how research and learning center will be operated
  - By District and/or another tenant/organization
  - Funding expectations

EOR Scope

- Strategize with staff and Cultivated Advisors on approach
- Participate in meetings
- Assist in setting of agendas
- Assist in defining beneficial tools/aids to explore options and garner consensus
- Review and critique deliverables

Assumptions

- Process led and organized by others
- Any EOR contributions to be provided to others to assemble and integrate

- To book end EOR's involvement and control cost, up to 50 hours are assumed for this step

#### Estimated EOR Hours / Cost

- 50 hours / \$11,800

## **FUTURE STEPS**

### 3) LOCATION/SITING STUDY

To more proactively position the District to both, identify and pursue (the likely limited) suitable properties within the District and to more efficiently determine and execute offers, we are suggesting the District complete a location/siting study. The study is intended to garner consensus amongst staff, Board, and stakeholders on the most suitable location to best position the District and its intended operation for success. Preferences and criteria learned via the completion of prior work, will be weighted along with the following contextual variables to identify the most suitable locations and potentially target specific parcels:

- Assemblage of District resources
- Visibility and draw for Environmental Learning Center program
  - Location of schools, preschools, and the like
  - Highway/road traffic counts
  - Existing and proposed trails
- Environmental resources to benefit research and/or learning center programs
- Draw for future staffing
- Water and sewer service

### 4) FACILITY PROGRAMING

Architectural programming is part of the pre-development phase of a building project. It is the research and decision-making process that brings together your list of building wants and needs, ultimately identifying the scope of work to be designed. The amount of space needed, and the relationships required among the spaces are two primary factors in determining building size and configuration. Programming also incorporates additional factors such as site analysis, aesthetic considerations, quality of building, circulation, exterior envelope, outdoor space needs, codes, budgeting demands, scheduling limitations, and other factors unique to CLFLWD. This work is akin the preliminary analysis EOR completed in 2021 for the District – see Table 1.

### 5) PRECEDENT STUDY (Building + Campus)

A precedent study is a research and learning method commonly used in architecture and design. It involves the investigation of existing buildings, designs, or projects that share similarities with the one being planned. Precedents are analogous projects that inspire or steer design decisions. They help generate ideas and understand client preferences. See Figure 1 for an example precedent (landscape) excerpt.

Table 1 - Excerpt for May 2021 spacing planning completed by EOR

CLFLWD - PROGRAMMING: INTERIOR			
ROOM NAME	NUMBER	AREA (SF)	TOTAL AREA (SF)
RECEPTION	1	180	180
WAITING	1	180	180
LOUNGE/VISITOR	1	180	180
LIVING LAB/BOARD ROOM	1	1500	2000
BREAK/CATERING	1	300	300
CONFERENCE	1	180	180
HUDDLE	1	100	100
OPEN WORK AREA	1	750	750
OFFICE	6	110	660
HOTEL	1	120	120
WELLNESS	1	80	100
RESTROOM/SHOWER ROOM	2	300	600
WORK/MAIL ROOM	1	250	250
STORAGE	1	200	200
IT	1	100	100
RESTROOM	2	100	200
GARAGE	1	1800	1800
		<b>SUBTOTAL</b>	<b>7900</b>
CIRCULATION	0.35	7900	2765
		<b>TOTAL</b>	<b>10665</b>
CLFLWD - PROGRAMMING: EXTERIOR (Sewered)			
BUILDING LOT	1	12600	12600
PARKING LOT	1	15000	15000
OVERFLOW LOT	1	12000	12000
SETBACK AREA	1	3600	3600
OUTDOOR PATIO	1	-4800	-4800
		<b>TOTAL</b>	<b>48000</b>
CLFLWD - PROGRAMMING: EXTERIOR (Septic)			
BUILDING LOT	1	12600	12600
PARKING LOT	1	15000	15000
OVERFLOW LOT	1	8000	8000
SETBACK AREA	1	3600	3600
OUTDOOR PATIO	1	-4800	-4800
ON SITE SEPTIC	1	-4000	-4000
		<b>TOTAL</b>	<b>48000</b>

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**West Facade**

An outdoor conference room is situated at the NW corner of the building just outside of the large interior conference room. These two spaces could be used separately or in conjunction, making one, large, indoor/outdoor conference space. The outdoor conference space will be enclosed by a screen on three sides to create privacy from the parking lot and buffer from the street.

Additionally, we would like to explore the external connection with the internal cistern and associated runoff overflow. For a portion of the west foundation landscape, we are envisioning a metered portion of roof overflow cascade over artistic elements that demonstrate the magic of water both during periods of fair weather and precipitation. Furthermore we are looking at opportunities for visitors to directly pump/release flow and inundate the feature.

Figure 3 - Stormwater runoff precedents (including 10th @ Hoyt Apt - Portland Oregon) applicable to west facade water feature

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**Miscellaneous**

Living Laboratory – akin to the building performance visualization/dashboard conversations there is considerable opportunity for the District to monitor and display (web and onsite) various BMP performance.

Habitat – beyond the obvious landscaping for pollinator species, opportunities for interweaving urban habitat for insects, birds, bats and the like are being explored in artistic fashions.

Figure 5 - urban art/habitat precedents

Greywater – given CRWD's interest in pushing the envelope on the sustainability fronts it seems prudent to consider greywater reuse in the overall net-zero water equation. What is the District interest in separating greywater and utilizing for interior/exterior irrigation, treating in a construction wetland or other demonstration opportunity?

Figure 1 - Example precedent study excerpt