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# Monroe County Youth Services Bureau Facility Feasibility Study

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Exhibit A



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Prepared for: Monroe County Board of Commissioners

July 14, 2017

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# MONROE COUNTY YOUTH SERVICES BUREAU

## SCHEMATIC DESIGN REPORT

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### A. Introduction/Overview

RQAW Corporation (RQAW), with GSD Consulting, conducted a Feasibility Study to determine the immediate and future space needs of the Monroe County Youth Services Bureau. To conduct this study, the existing facilities (primary facility and “front house”) were documented. Questionnaires were also used to gather qualitative information about existing conditions, staffing, and programmatic uses. Staff interviews were completed (refer to Contact List for interview participants) and additional programmatic needs were identified. An assessment of the existing conditions and spaces (Existing Space Evaluation) was performed and then used as the basis for developing the space requirements (Architectural Space Program) and features of the proposed expansion and renovation of the Youth Services Bureau facility. This information was then utilized to develop a floor plan that improves functionality of the facility, accommodates immediate space needs and enables the County to satisfy the long-term evolving demands associated with this type of facility.

### B. Architectural Design Narrative

The existing facility is generally organized in two components. There is an Administrative / Clinical wing and the Shelter wing (refer to Existing Plans for more information). These two areas are accessed through a common lobby that is open twenty-four hours a day, seven days a week and serves as a Safe Place. The “front house” is separate from the primary facility and is utilized for a couple offices (Safe Place Coordinator and Prevention Coordinator), clothes storage, maintenance work space, general storage, small meeting and bus waiting.

The Shelter can house up to fifteen (15) residents that range from ages eight (8) to seventeen (17). The staff required to operate this portion of the facility include the Residential Coordinator, who is typically in the office (intakes, phone, etc.) and the Residential Specialist that is always in the living areas supervising the residents. Sometimes there are interns or other staff members that help in the living area as well.

The existing shelter requires some light renovation. Generally, the layout functions well and therefore, not major wall relocation is required. Some suggested modifications to enhance the space and facility include:

- ❖ Some new paint and carpet throughout to reinforce a “home” aesthetic.
- ❖ Resident restroom renovation including fixture and finish upgrades.
- ❖ Common Area storage cabinets
- ❖ Maintain sight and sound but improve the “separation” of spaces in the Common Area including non-breakable glazing in lieu of existing lattice. This will allow for less disruption and distraction between the spaces (those watching TV, studying, playing games). Potential to incorporate Common Area storage cabinets and improved counter in dining area.

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The Shelter needs additional space. The required spaces can be generally characterized as storage, group, and large multi-functional spaces.

Storage needs include the following:

- ❖ More client storage (one cabinet in laundry, extra belongings are put on the floor once there is no more space in cabinet). All clothing is inventoried. The children can keep five (5) days of clothing in the bedroom. Other extra personal belongings would be kept in this storage.
- ❖ Proper “Mall” space – currently the residents can earn tokens to buy things (behavior management program). These items are generally kept in offices. The Shelter should have a space dedicated to items that can be purchased.
- ❖ Dedicated storage space for bedding, clothes, supplies, etc.
- ❖ Walk-in Freezer/Cooler would allow for more bulk purchases – the residents are fed five (5) times a day.

Counselors, probation, families and other staff use conference rooms and visitation rooms. Therefore, more meeting spaces are required to accommodate the different uses. These rooms are proposed to accommodate small groups of 4-6, generally.

The need for a large multi-functional can be described in the following ways:

- ❖ Indoor Gymnasium, activity space is needed especially during the summers when the residents are not in school and all of them are at the shelter.
- ❖ Large group meeting room/classrooms
- ❖ Have a room to take the kids out of a stressful situation in the Shelter. While separate from the Shelter, the space should be near their day to day activities and be a welcoming, trauma informed space. Noise is a trigger for many and so it should be quiet and peaceful.

The Administrative / Clinical wing requires is dedicated to clinical and administrative functions that manage operations of the Youth Services Bureau. The clinical component provides coordination of care with outside providers and community based services/family therapy and performs assessments of the residents. The clinical staff currently includes the Clinical Coordinator, two Counselors and a Case Manager. The Administrative staff includes the Executive Director, Deputy Director, Program Coordinator, Finance/Personnel Director and the Shelter Manager. Also, included in this wing are support functions like a break room, file storage rooms, conference rooms, classroom and IT/copy, among others.

The Administrative/Clinical wing requires some light renovation as well. Again, only some minor wall and door opening modifications are required. Other renovations include:

- ❖ Due to the sensitive nature of information being discussed in offices, it is recommended that sound insulation be installed in the office walls.
- ❖ While the individual office sizes are adequate for one on one meetings, some existing offices should be converted to conference rooms to accommodate groups of 4-6.
- ❖ Convert existing reception space into a comfortable waiting area.

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In addition to these renovations, the Administrative / Clinical wing requires additional space. To accommodate the offices currently located in the “front house,” and the need for additional conference space, it is recommended that a new Administrative suite be constructed. The spaces in the existing wing that would be vacated could then be used for the purposes mentioned (refer to Proposed Floor Plans for more information).

Additional Administrative / Clinical space needs are as follows:

- ❖ Space for the children and a space for the parents and then a space to bring the two (2) groups together.
- ❖ Need a waiting area for counseling (confidentiality)
- ❖ Family session conference room (round-table, couches, softer space, might have large families – 4 parents, etc., small siblings)
- ❖ File storage – typically is not as secure as desired. Will want to begin to scan and keep digital. Over 18s are in the copy room.
- ❖ Prevention Coordinator has meetings with up to twelve (12) people, usually five to six (5 – 6) and therefore needs a large meeting area.
- ❖ Prevention Coordinator conducts training (CPR, classroom setting, crisis prevention); would use a banquet style for fifty to seventy-five (50 – 75).
- ❖ Storage for Prevention Coordinator (currently in cabinets under window and two large cabinets in classroom)
- ❖ Seasonal storage/maintenance storage/maintenance “office” (currently in basement of front house)
- ❖ Prevention Coordinator can have up to two (2) interns in the office; provide more intern office space
- ❖ Future office needs can serve as small conference rooms today.
- ❖ Executive Director needs larger office with meeting space for staff meetings.
- ❖ Additional Classroom (GED, other programs)
- ❖ Kitchenette in order to provide food for functions/meetings and also for future program expansion.
- ❖ Public restrooms for facility near front door.
- ❖ Financial and Personnel – need space to meet with four (4) people within office.
- ❖ Financial and Personnel – file storage for staff files that others need to access. Therefore, an adjacent space to office would be desirable for these files. Must keep personnel files for seventy-five (75) years. Consolidate all files in one location.
- ❖ Program Director – needs room for a couple people to meet within office

The exterior of the facility requires some added elements, enhancements and renovations. First, the existing primary facility needs a new roof. Next, parking and site vehicular circulation should be improved. The entry, when constructed, will be enhanced and welcoming with sufficient lighting, shrubbery and other plantings. It is recommended, for resident safety, that a fence be added along the edges of the basketball court between on the sides of the woods and road. New outdoor seating is desirable both immediately adjacent to the facility and in a pavilion. Finally, it is recommended that a walking path be included on the grounds.

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As part of the site work, it is recommended that the existing “front house” be demolished. Utilizing this house and the primary facility to house staff negatively impacts functionality. There are very practical reasons for discontinuing its which are not limited to but include:

- ❖ Significant renovations are required for the envelop (birds have entered the second floor through the attic)
- ❖ Continued long term maintenance of a non-commercial grade building
- ❖ Steep stairs are a hazard (storage is both upstairs and the basement – potential for injury)
- ❖ Mechanical, electrical and plumbing systems – maintenance will continue to be required

With the demolition of the “front house,” it is recommended that a bus shelter be constructed by the street for use by the residents.

### 1. Anticipated Construction Systems

- a. **Exterior Assembly – Large Multi-functional Space**
  - *Double Wythe 8” CMU block, 2” perimeter continuous rigid insulation (foundation and wall) with 1” in air space.*
- b. **Exterior Assembly – New Administration Suite, Classrooms, Etc.**
  - *Metal studs, masonry veneer, 2” perimeter continuous rigid insulation (foundation and wall) with 1” air space.*
- c. **Roofing**
  - *Flat roof – open web steel joists with corrugated steel decking, 4” minimum rigid insulation tapered ¼” per foot to roof drains, and roofing membrane.*
  - *Sloped roof – wood trusses, OSB decking, 30# felt paper, ice/water shield, 30 year warranty shingle*
  - *Prefinished cap flashing, counter flashing and other miscellaneous metals*
  - *2’ x 3’ roof access hatch and ladder.*
  - *Walk pads from roof access hatch to all rooftop equipment.*
- d. **Floor Assembly**
  - *Reinforced poured concrete foundation walls on reinforced spread footings with a 4”-6” concrete slab on grade.*

### 2. Interiors

- a. **Partitions**
  - *Typical wall partitions of 3 5/8” metal studs at 16” O.C. with 1 layer 5/8” type “x” gypsum board each side to deck above.*
  - *Fire rated wall partitions of 3 5/8” metal studs at 16” O.C. with 1 layer 5/8” fire rated type “x” gypsum board each side to bottom of the deck with fire caulking. Location: Walls requiring a 1 hour rating but not acoustical.*
  - *Fire rated acoustical wall partitions of 3 5/8” metal studs at 16” O.C. with 1 layer 5/8” type “x” gypsum board each side and 1 layer of standard 5/8” gypsum board*

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*each side to bottom of the deck with sound batt insulation and fire caulking.*

*Location: Walls defining separating office areas from public corridors.*

- *8" concrete masonry unit (CMU) walls with metal furring and 5/8" gypsum board on one side. Location: Staff, multi-purpose, and assembly spaces adjacent to corridors.*
- *5/8" moisture resistant gypsum board in toilet rooms and janitor's closet.*

#### **b. Interior Doors and Frames**

- *The typical door is anticipated to be 1 3/4" solid core wood veneer with a hollow metal door frame and hardware appropriate for the function. Doors with partial lights are anticipated to be at spaces not required to have visual privacy.*

#### **c. Fittings**

- *Floor mounted and overhead braced solid phenolic toilet and urinal partitions with coat hooks on the inside of the doors of the toilet partition doors.*
- *Toilet room accessories including surface mounted paper towel dispensers, dual roll toilet paper dispensers, stainless steel framed mirrors and grab bars, surface mounted soap dispensers, changing tables in the public toilet rooms and feminine napkin disposal units.*
- *Casework is anticipated to include plastic laminate base and wall cabinets where indicated with solid surface countertops and backsplashes, window sills and shelves at transaction windows.*

#### **d. Finishes:**

- *Floors:*
  - *The majority of spaces such as the classroom, offices and conference rooms, etc. are anticipated to be carpet.*
  - *The primary public corridors are anticipated to be carpet tile with defined storage rooms and breakrooms to be 12" x 12" x 1/8" luxury vinyl tile (LVT).*
  - *Rubberized sport flooring or gym carpet is anticipated to be used in the large multi-purpose space.*
  - *Vestibules will have carpet tile like Superflor.*
  - *Toilet rooms are anticipated porcelain paver tile.*
- *Base:*
  - *4" vinyl cove base in all carpeted areas*
  - *4" porcelain base in areas to receive porcelain paver flooring*
  - *Ceramic tile cove base in areas to receive ceramic tile flooring.*
- *Walls:*
  - *The majority of walls are anticipated to be painted with 1 coat primer and 2 final coats of eggshell finish paint.*
  - *Toilet rooms are anticipated to have ceramic tile around the perimeter to a wainscot height and paint above.*
  - *Wall and corner guards in the corridor.*
- *Ceilings:*

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- *The majority of the ceilings are anticipated to be 2' x 2' suspended acoustical with an accent color in the classroom and other strategic locations to add interest to the ceiling plane.*
- *Suspended acoustical ceilings in the toilet rooms will include moisture resistant ceiling tiles.*
- *Mechanical and other similar spaces are not anticipated to have a ceiling and be exposed to the structure above.*

### C. Site Design Narrative

Proposed site improvements and descriptions are listed as follows:

1. The proposed Monroe County Youth Services Bureau Addition and Renovation is to be constructed on their current property at 615 S. Adams Street in Bloomington, Indiana.
2. Demolition: An existing building structure shall be removed. Asphalt and Concrete paving will be saw cut and removed to allow for the construction of the building addition and associated parking improvements.
3. Site Improvements: The new building addition will be connected to the north side of the existing facility. Additional parking will be constructed on the west side of the site along South Adams St. between the existing parking and the north drive. The north access drive will be improved to allow for delivery truck access. A natural path and pavilion is anticipated to be constructed to the south of the existing building.
4. Utility Relocation: It is anticipated that storm sewers, sanitary sewers, electric, gas, telephone, cable and fiber lines will need to be relocated to allow for the construction of the building addition.
5. Earthwork: General Earthwork including stripping of topsoil, final grade, and seeding will be required for the new addition. The limits of construction will be developed as additional design is complete.

### D. Structural Design Narrative

1. The structure for the proposed building will be a slab on grade and consist of two general systems; a wood or steel stud framed structure with gabled roof trusses and a CMU bearing wall structure with open web joists and metal deck. The intent of the design will be to provide a serviceable, functional structure at as reasonable a cost as possible.
2. The foundations are assumed to be shallow spread footings, and will be designed for a bearing pressure as indicated in the geotechnical report. The slabs on grade will be 4" normal weight concrete slabs reinforced with 6x6W2.1xW2.1 WWF. Exposed concrete floors would require control joints at roughly 15 feet on center.



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3. Perimeter foundation walls will be poured stem walls on a shallow strip footing. All exterior foundations will bear at or near frost depth, while interior footings will have a top of footing elevation of approximately 18 inches below the top of slab elevation for the ground floor slab on grade.
4. The building frame is to be steel joists and 12" CMU bearing walls in the gymnasium. Other portions of the building will have 8" CMU bearing walls and/or 6" wood or metal stud bearing walls. Columns, if required, will be tube steel members and beams will be wide flange sections. The Columns will extend below the slab to "hide" the base plates and the portion below the slab will be covered with asphaltic paint for corrosion protection.
5. The flat roof structure will consist of open web steel joists in some areas, while metal stud joists will be used in areas with shorter spans. Roof deck will be 1 ½" galvanized metal roof deck. The roof structure will be sloped to facilitate drainage where possible. Pitched roof areas will be constructed with wood stud trusses.
6. Lateral loads (wind and seismic) will be resisted by CMU shear walls and/or metal stud shear walls with strapping. It is anticipated that no special seismic detailing for the lateral force resisting system will be required.
7. The design does not include any provisions for a future expansion.

#### **E. Heating, Ventilation and Air Conditioning (HVAC) Design Narrative**

1. The HVAC systems in this facility will comply with all local and state codes, NFPA and ADA requirements. The following codes and standards will be used:

2012 Indiana Building Code

2012 Indiana Mechanical Code

2012 Indiana Fuel Gas Code

2012 Indiana Energy Conservation Code

ASHRAE 62.1 – 2010 – Ventilation for Acceptable Indoor Air Quality

The following design criteria will be used:

Outdoor Air Temperature

Summer: 91F DB / 75F DB

Winter: Minus 3F

Indoor Air Temperature

Summer: 72F DB / 50% RH

Winter: 70F DB

2. The Youth Services building addition will receive standalone new HVAC systems with an emphasis on energy conservation, sustainability, safety, accessibility, and reliability. The system

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design selection and layout will also consider input from the facility's maintenance personnel. New equipment will be located in areas that are easily accessible. Equipment placement will also be strategic such that the equipment noise does not hinder the use of the surrounding areas.

Any modifications to the existing facility will result in the reuse of existing equipment, where applicable. We will look at the age, general condition of the equipment, and use of the space when considering reuse.

The Mechanical HVAC system will be designed to maintain indoor condition design criteria. Equipment sizing calculations will be completed with Trace 700 Load Design Software.

3. Cooling loads will likely be satisfied by a central chiller or by DX systems. Cooling functions will be staged or variable to allow for proper humidity control, system efficiency, and system longevity.
4. Heating loads will be satisfied via gas fired systems, if gas is available. Gas fired equipment will be staged to meet the load demand and to maximize efficiency. Reheat will be used to aid in dehumidification and at zone control boxes, if applicable.
5. Ventilation will be provided by exhaust fans in restrooms. Outside air will be provided by unitary equipment with energy recovery. Energy recovery will help take some demand off the main heating and cooling equipment, lowering utility costs.
6. Zoning will be strategically arranged for user comfort and minimal cost. Zoning will be designed to the conditions below:
  - Multi-Purpose, classrooms and conference rooms will each be an individual zone.
  - Interior spaces or open administration areas, maximum 1,500 sq.ft., will be a zone.
  - Perimeter rooms, maximum 300 sq.ft. will be a zone.
  - No more than three offices with the same exposure will be a zone.
  - All exterior rooms with a double exposure will be a zone.
7. IT/Server Equipment rooms with a significant heat load will be cooled by a Ductless Mini-Split System cooling-only process. Small equipment rooms with minor heat load will be cooled through ventilation or transfer air process in order to satisfy indoor condition design criteria.
8. Supply ductwork concealed above ceilings will be externally wrapped with 2" fiberglass insulation. Exposed supply ductwork will be dual-wall internally-insulated with perforated inner shell. Fiberglass internally-lined ductwork is not permitted. Return ductwork within the conditioned envelope of the building will not be insulated unless noted otherwise. All exhaust air ductwork will not be insulated unless noted otherwise. Large duct chases are to be centrally located to minimize material cost and maximize the usable program space.
9. The HVAC systems will be provided with a central control system for optimization, system configuration, trending, and scheduling. The central control system will include a work station within the mechanical room or equipment room.

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10. The system will be specified to be tested, balanced and commissioned. The HVAC contractor will be responsible for contracting the Total System Balance (TSB) and Commissioning contractor. The TSB will include both air and water testing/balancing procedures.

#### **F. Electrical Design Narrative**

1. The electrical systems in this facility will comply with all local and state codes, NFPA and ADA requirements. The following codes and standards will be used:

2014 Indiana Building Code (IBC)  
2014 Indiana Fire Code (IFC)  
2009 Indiana Electric Code (IEC)  
2010 Indiana Energy Conservation Code (IECC)  
ASHRAE 90.1 – 2007

2. A new service will be provided for the building addition and likely back-feed the service to the existing building to provide one power system disconnect. The new service will likely be 120/208V, 3 phase, 800-1000 amps; if found to be more economical, a 277/480V service will be provided. The main service gear will be provided with transient surge suppression and digital metering.

If desired by the owner, the contract documents will include requirements for the electrician to contract with a lightning protection contractor to provide a complete lightning protection system.

3. The building will have branch panelboards to minimize cost and to add safety and convenience. Panels serving exterior equipment will have transient surge suppression. High demand user equipment will be fed from dedicated circuits.
4. All branch circuits will be in conduit. EMT conduit will be used for all above ground, interior feeders and branch circuits. MC cable will only be permitted as final connection to a light fixture of not more than 6'. PVC conduit will be used for underground raceways. Vibrating equipment will be fed with flexible conduit for the last 3'-to-6' prior to the final connection.
5. Emergency power will be provided via integral batteries or a central inverter system. The design can include an emergency generator if desired by the owner but is not anticipated.
6. To provide even and efficient illumination, LED fixtures with volumetric distribution will be used in the conference rooms, offices, classrooms, and common areas. High bay LED fixtures will be used in the multi-purpose rooms. Equipment rooms and storage rooms will receive LED industrial-style light fixtures. LED fixtures will minimize the energy consumption by using an inherently efficient illumination source. LED fixtures also have a longer lifetime than traditional fluorescent and HID sources, which will lower the maintenance cost. The advanced lighting controls will provide energy savings by modulating the lighting intensity which will add little cost and have a positive savings-to-investment ratio. The control methods selected require little to no maintenance and require modest commissioning/setup.

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7. Occupancy control will be implemented for conference rooms, individual offices, and restrooms. Other areas of the building will have occupancy control or timeclock control with override. Building-mounted exterior lighting will be controlled via time clock and photocell. Dimming control will be implemented in offices, conference rooms, and classrooms. The multi-purpose room will have zone lighting control and/or dimming control.
8. Provisions will be provided for voice and data outlets. Provisions will include a 2-gang back box with 1-gang reducer and a 1" conduit with pull wire to the cable tray system. The telecommunications system will include cable tray, equipment racks, wire management, and patch panels. We anticipate servers, switches, UPS's and other equipment will be provided by the user.
9. Audio/Visual: A/V outlets will be provided in meeting rooms/areas. We anticipate each meeting area to have a wall mounted TV and/or projector connected to a floor or wall mounted box for input cables.
10. A fully addressable fire alarm system with voice evacuation will be provided. The system will include pull stations at all exits from each level and exits from the building. Full annunciation will be provided throughout the facility with horn strobes to effectively provide fire alarm alerts. The fire alarm system will monitor the emergency generator, the sprinkler system, and will have an interface to the access control system (if applicable).

### **G. Plumbing/Fire Protection Narrative**

1. General Plumbing: All new plumbing work will comply with the 2012 Indiana Plumbing Code and the 2014 Indiana Building Code – Chapter 11 for handicapped accessibility requirements. The existing water service will be extended to the addition. The exterior of the new construction will include freeze-proof wall hydrants, box mounted type (with lose-key). Floor drains will be installed in each restroom, Janitors closet and a drain near the proposed walk-in freezer.
2. Plumbing Fixtures:
  - a. Water Closets: Floor mounted, residential tank-type, ADA and regular use.
  - b. Urinals: Wall mounted, flush valve, ADA and regular use.
  - c. Electric Water Coolers: wall mounted, multi-level, ADA and regular use.
  - d. Lavatories: Countertop, drop-in, vitreous china, spout faucet with 4" wrist blade handles.
  - e. Mop Basin: Floor mounted, molded stone construction with 3" drain.
  - f. Kitchenette Unit: Furnished by the General Contractor, installed and connected by the Plumbing Contractor. Furnished with food waste disposal.
3. Domestic Water: The incoming domestic water service enters the existing building. The water supply that consist of a meter and backflow preventer which meets current code requirements.

To serve the addition, a 2" cold water line will be extended from the metered existing water system. The domestic water heating system will consist of a 40 gallon, 94% efficient, electric water heater (located in Janitor's Rm.) This heater is to provide 115 degree hot water throughout

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the addition. A thermostatic mixing valve will be used to temper all hand washing and public areas to a maximum of 115 degrees. Piping above grade shall be type "L" copper.

4. Sanitary sewer system: The existing sanitary drainage system is by a gravity flow system. The general sanitary drainage system is routed exterior of the building and connects to a sanitary manhole. Typically, the new sanitary line will be 4" in size when connected to a toilet fixture; otherwise a 3 inch pipe is to be installed. Cleanouts installed in the floor will provide access and maintenance. Cleanouts will be the full size of the piping it is connected to and cleanouts are to be installed at each 50 lineal feet of horizontal run and at every change of piping direction. Piping shall be schedule 40 PVC. Plumbing vents shall be 4" in size and extended through roof, typical of two locations. All floor drains shall have a cast iron bottom outlet body.

The contractor will be responsible for determining the condition of the existing sanitary sewer lines below the building floor slab. The contractor shall perform a general cleaning of the sewer piping before performing a video inspection. Results of the cleaning and video inspection shall be recorded and given to the owner for review and action.

5. Natural Gas Supply: A new gas line is to be extended from the existing service to the addition. The gas supply (7" WC pressure) will be provided to new gas-fired HVAC equipment. All gas piping shall be schedule 40 black iron pipe.
6. Fire Protection: All work will comply with the 2014 Indiana Fire Code and all related NFPA standards.

## *Appendix A: Existing Space Evaluation*

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**Monroe County Youth Services Bureau**  
Existing Space Evaluation Methodology

Rating	<i>Unacceptable</i>		<i>Unsuitable</i>		<i>Marginal</i>		<i>Adequate</i>		<i>Appropriate</i>	
Score:	1	2	3	4	5	6	7	8	9	10

Score	Rating	Definition
9 - 10	Appropriate	Sufficient quantity of space; good configuration and layout; little, if any improvement required
7 - 8	Adequate	Quantity may be barely sufficient; configuration/flow are less than ideal; some renovation or expansion would enhance operations
5 - 6	Marginal	Lacks sufficient quantity of space, quality of space or both; requires some expansion or renovation to achieve minimum recommended space standards
3 - 4	Unsuitable	Poor quality and quantity of space; too small, improper layout, urgently requires improvement
1 - 2	Unacceptable	Very overcrowded; numerous difficulties and inefficiencies; considered fundamentally unacceptable for continued use
0	Non Existent	Space currently does not exist but is critical to minimum operational efficiency

# Monroe County Youth Services Bureau

## Existing Space Evaluation

**Department: A. Administration/Clinical**

**Division: All**

<b>Plan Reference</b>	<b>Component</b>	<b>Existing NSF</b>	<b>Evaluation Score</b>	<b>Adjusted NSF</b>	<b>Comments</b>
A.1	Reception	354	7	354	
A.2	Financial & Personnel Coordinator	103	4	192	*Private Office Type "B"; Need space for (4) people in office
A.3	Executive Director	102	4	240	*Private Office Type "A"
A.4	Supplies/File Storage	130	8	130	*Used for mailboxes, work counter, files, office supplies.
A.5	Classroom	502	9	502	
A.6	Men's Toilet	43	1	67	Meet ADA requirements, check existing layout.
A.7	Women's Toilet	43	1	67	Meet ADA requirements, check existing layout.
A.8	Closet	5	6	5	
A.9	Breakroom/Library/File Room/Mtg Room	249	6	249	disposal.
A.10	Safe Place Coordinator	93	6	120	*Private Office Type "C"
A.11	Clinical Coordinator	127	8	192	*Private Office Type "B" size, should not share w/ anyone.
A.12	BSW Intern	103	8	120	Need info about position. *Private Office Type "C"
A.13	Counselor	98	8	120	*Private Office Type "C"
A.14	Counselor	104	8	120	*Private Office Type "C"
A.15	Clinical Case Manager	98	6	120	*Private Office Type "C"
A.16	Copy Room	80	9	80	Doubles as storage.
A.17	Closet	5	6	5	Random storage.
A.18	Women's Toilet	29	1	67	Meet ADA requirements, check existing layout.
A.19	Mechanical Room	29	9	29	
A.20	Deputy Director	121	7	192	*Private Office Type "B"
A.21	Program Coordinator	103	4	192	*Private Office Type "B"
A.22	Shelter Manager	103	4	0	Move to "Shelter" area.
A.23	Mechanical Room	12	9	12	
A.24	Corridor	574	9	574	
A.25	Mechanical/Electric Room	70	9	70	
A.26	Counseling Waiting	0	0	120	
A.27	Counseling Conference Room	0	0	210	Round table, couches, softer space, family session, etc.



A.28	Conference Room	0	0	240	Use for Clinical/Admin (10-12 people)
A.29	Intern Office	0	0	120	*Private Office Type "C"
A.30	Intern Office	0	0	120	*Private Office Type "C"
A.31	Small Conference/Program Expansion	0	0	120	*Private Office Type "C"
A.32	File Storage	0	0	100	Financial/Personnel files, adjacent to Financial/Personnel office.
Front House					
A.33	Reception	160	6	160	*Add seating/waiting area?
A.34	Prevention Coordinator	345	7	192	Can have up to (2) interns in office; has meetings up to (12) people. Put near conference room.
A.35	Storage	83	7	0	
A.36	Janitor	23	4	60	
A.37	Storage	82	3	0	Clothes storage; to be accomodated in new storage.
A.38	Toilet	39	1	0	
A.39	Toilet	41	1	0	
A.40	Safe Place Coordinator (Unused)	260	5	0	*Relocated to main building due to FH roof issues.
A.41	Meeting Space/Bus Wait	245	6	0	*Up to (10), accommodate w/ site component.
A.42	Storage	336	9	100	Seasonal/holiday storage
A.43	Maintenance	129	6	150	
A.44	Mechanical/Storage	230	6	0	
A.45	Mechanical Room	60	6	0	
A.46	Corridor	169	5	0	
A.47	Clothes Storage	158	7	0	
A.48	Closet	31	7	0	
A.49	Storage	22	5	0	
A.50	Toilet	31	1	0	
A.51	Storage	28	5	0	
A.52	Upstairs Room	130	6	0	
A.53	Closet	28	7	0	
A.54	Closet	24	7	0	
A.55	Attic	722	6	0	
A.56	Prevention Coordinator Storage	0	0	80	Included in cabinets in existing conference room.

<b>Total Existing NSF</b>	<b>6,656</b>	<b>5.00</b>	<b>5,591</b>	<b>Marginal:</b> Lacks sufficient quantity of space, quality of space or both; requires some expansion or renovation to achieve minimum recommended space standards.
<b>Total Existing (GSF)</b>	<b>8,242</b>			
<b>Required New Spaces SF</b>			<b>1,110</b>	Proposed New Construction
<b>New Spaces Grossing Factor SF</b>			<b>333</b>	Assumes 30% for Walls, Chases, etc.
<b>Total Adjusted and New GSF</b>	<b>7,266</b>			Utilizes a 24% Grossing Factor for Adjusted SF

# Monroe County Youth Services Bureau

## Existing Space Evaluation

Department: B. Shelter

Division: All

Plan Reference	Component	Existing NSF	Evaluation Score	Adjusted NSF	Comments
B.1	Corridor	123	5	123	"Mud room" & screening (too small).
B.2	Visitation	128	5	240	At least (6) persons. Can be used as "mall"? *Privacy.
B.3	Mechanical Room	13	9	13	
B.4	Residential Coordinator	312	7	312	Residential Coordinator/Residential Specialist desks. Storage for medicine, temp. storage for under 18 files.
B.5	Laundry	114	6	200	Too small for all current uses. Staff lockers, laundry, resident items.
B.6	Corridor	243	10	243	
B.7	Closet	17	10	17	
B.8	Toilet	67	10	67	*Ensure this meets ADA requirements
B.9	Mall	100	7	100	*Used for bedding/supplies
B.10	Television Room	377	7	377	*Review size; T.V., video/board games/study. Sound separation desired.
B.11	Activity Area	608	7	608	*Review size. Sound separation desired.
B.12	Bedroom	99	9	99	*Need new furniture. Anti-contraband design opportunities.
B.13	Bedroom	103	9	103	*Need new furniture. Anti-contraband design opportunities.
B.14	Bedroom	157	9	157	*Need new furniture. Anti-contraband design opportunities.
B.15	Bedroom	124	9	124	*Need new furniture. Anti-contraband design opportunities.
B.16	Restrooms	42	1	67	*Meet ADA requirements.
B.17	Restrooms	64	6	67	*Ensure this meets ADA requirements
B.18	Mechanical/Electrical Room	44	9	44	
B.19	Restrooms	64	6	67	*Ensure this meets ADA requirements
B.20	Restrooms	42	1	67	
B.21	Bedroom	124	9	124	*Need new furniture. Anti-contraband design opportunities.
B.22	Bedroom	157	9	157	*Need new furniture. Anti-contraband design opportunities.
B.23	Bedroom	103	9	103	*Need new furniture. Anti-contraband design opportunities.
B.24	Bedroom	99	9	99	*Need new furniture. Anti-contraband design opportunities.
B.25	Dining	391	7	391	*Review size. Sound separation desired.
B.26	Kitchen	202	4	300	*Size for walk-in freezer and larger refrigerator.

B.27	Pantry	46	7	46	
B.28	Mechanical Room	15	9	15	What are the mechanical needs of the existing building?
B.29	Shelter Manager	0	0	120	*Private Office Type "C".
B.30	Storage Room	0	0	120	Dedicated storage space for bedding, clothing, supplies, etc.
B.31	Resident Storage	0	0	100	Use for extra belongings/clothes of the kids.
<b>Total Existing NSF</b>		<b>3,978</b>	<b>6.61</b>	<b>4,670</b>	<b>Marginal:</b> Lacks sufficient quantity of space, quality of space or both; requires some expansion or renovation to achieve minimum recommended space standards.
<b>Total Existing (GSF)</b>		<b>4,690</b>			
<b>Required New Spaces SF</b>				<b>340</b>	Proposed New Construction
<b>New Spaces Grossing Factor SF</b>				<b>102</b>	Assumes 30% for Walls, Chases, etc.
<b>Total Adjusted and New GSF</b>		<b>5,893</b>		Utilizes a 24% Grossing Factor for Adjusted SF	

**Monroe County Youth Services Bureau**  
Existing Space Evaluation

**Department: C. Shared Components**

**Division: All**

<b>Plan Reference</b>	<b>Component</b>	<b>Existing NSF</b>	<b>Evaluation Score</b>	<b>Adjusted NSF</b>	<b>Comments</b>
C.1	Shared Foyer	416	5	416	Open 24/7, "safe place". Some visitation here.
C.2	Indoor Gym/Multi-Purpose	0	0	3,300	*54'x60' (1/2 basketball court)
C.3	Large Meeting/Board Room	0	0	750	*(35) Classroom arrangement
C.4	Classroom	0	0	1,500	*(75) Classroom arrangement
C.5	Kitchenette	0	0	80	
C.6	Public Restroom	0	0	67	Unisex (multi-fixture RR)
C.7	Public Restroom	0	0	67	Unisex (multi-fixture RR)
<b>Total Existing NSF</b>		<b>416</b>	<b>0.71</b>	<b>6,180</b>	<b>Non Existent:</b> Space currently does not exist but is critical to minimum operational efficiency
<b>Total Existing (GSF)</b>		<b>416</b>			
<b>Required New Spaces SF</b>				<b>5,764</b>	Proposed New Construction
<b>New Spaces Grossing Factor SF</b>				<b>1,729</b>	Assumes 30% for Walls, Chases, etc.
<b>Total Adjusted and New GSF</b>			<b>9,392</b>		Utilizes a 24% Grossing Factor for Adjusted SF
<b>Total Existing GSF</b>			<b>13,348</b>		Total gross square footage of existing space.
<b>Total Proposed GSF</b>			<b>22,551</b>		Total gross square footage for new and renovated construction.

## Monroe County Youth Services Bureau Needs Assessment

### Space Evaluation

#### A. Administration/Clinical

##### A.1 Reception



This area serves as the primary entrance for the Administrative/Clinical wing. Therefore, if anyone is waiting for Counseling and a resident enters from the Shelter, they cross paths. A dedicated waiting area for this wing is desirable.

##### A.2 Executive Director



Offices for Administration staff should be sized appropriately. The Executive Director office should allow for some staff meeting space within the office.

A.5 Classroom



Storage is limited in the facility. This storage casework is used by several staff, including those in the “front house.”

A.6 Toilet



Facility restrooms are sufficient for staff but new ADA compliant restrooms should be provided for the public outside of the Administrative/Clinical or Shelter wings.

A.9 Breakroom/Library



The Breakroom serves too many functions. This room is used for meetings, storage and a breakroom, among other things.

A.9 Breakroom/Library





#### A.12 Typical Office



Typical intern offices are sufficient for one or two interns to work with desks and seating.

#### A.13 Counselor



The typical Counseling offices are sufficient for the normal “one on one” session. However, the facility should provide additional space for larger meeting groups including families.

A.16 Copy Room



The Copy Room serves multiple functions. This room is used for filing, copying and IT. Filing should be consolidated in one location.

A.16 Copy Room



#### A.18 Toilet



Some existing restrooms do not meet current ADA requirements including grab bars and clear floor area requirements.

#### A.33 Front House Reception



The “front house” has several limited factors including narrow doorways and ramping. These are less than desirable for wheelchairs or those with other mobility issues.

### A.35 Storage



Areas within the “front house” are used for file storage. Filing should be centralized for the facility.

### A.37 Storage



Miscellaneous, seasonal storage is available in the “front house.” This type of storage should be made available in the primary facility.

#### A.40 Safe Place Coordinator



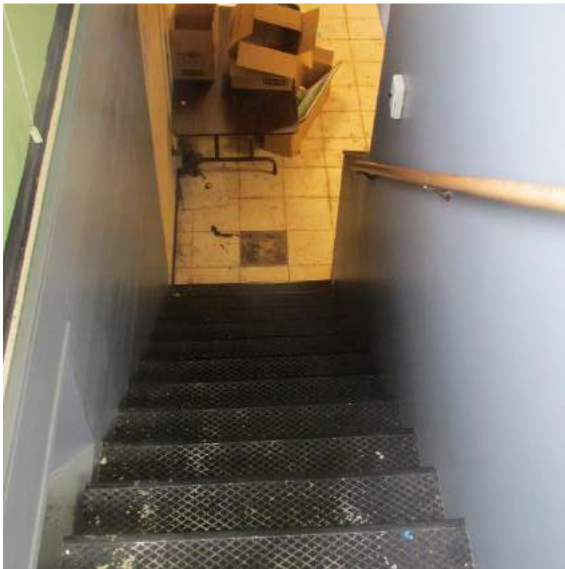
The Safe Place Coordinator needs access to storage. This should be accommodated adjacent to the office. Currently, there is storage in the “front house” and the classroom in the primary facility.

#### A .41 Meeting Space/Bus Wait



The “front house” living room functions as a meeting space. Sometimes, a larger space would be beneficial based on the number of occupants. This space also serves as the bus waiting space. Therefore, if the house is demolished, a bus waiting space will be necessary near the road.

Stairs to Basement



Stairs to the basement, which includes storage and maintenance space, is narrow and steep.

A.42 Storage



Storage is available in the basement but it is not ideal due to the stairs and having to move items up and down.



#### A.43 Maintenance



A space for maintenance supplies and staff is desirable in a new facility.

#### A.44 Mechanical/Storage



Storage is available in the basement but is not as accessible as desired.

Stairs to Second Floor



The stairs to the upstairs, which houses some storage, is narrow and steep. This makes the upstairs less than ideal for storage. It also makes the upstairs less functional for other uses.

A.52 Upstairs Room



This room has not been used as there were bird droppings. The room does not function well as an office or storage due to the steep and narrow stairs anyway.

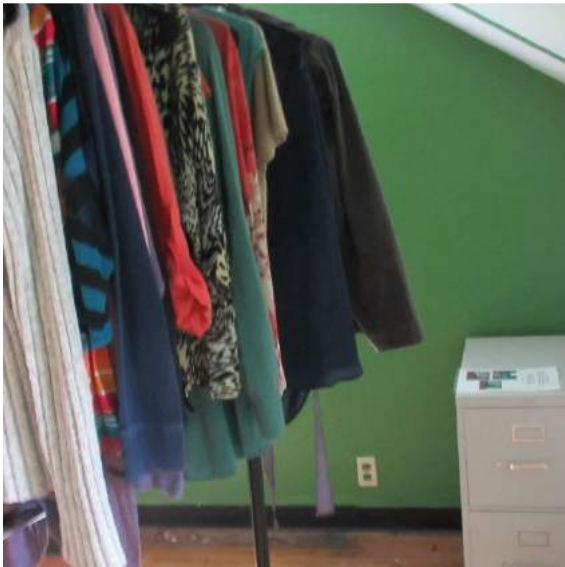


A.47 Upstairs Room



Some of the upstairs has been used for clothes storage. It would be more functional for these supplies to be kept near the Shelter.

A.47 Upstairs Room



## B. Shelter

### B.1 Corridor



The entrance to the Shelter is used as a screening area. Visitation is off this area. Keeping visitors out of this area would be desirable.

### B.2 Visitation



Visitation can be used for several functions, including probation meetings. Having more spaces like this available to accommodate more uses is recommended.

### B.5 Laundry



Laundry room serves several functions. Having more storage space, for both the residents and staff is recommended.

### B.5 Laundry



B.6 Corridor



Dedicated resident storage is required. When residents have additional items, they often end up on this floor.

B.8 Toilet



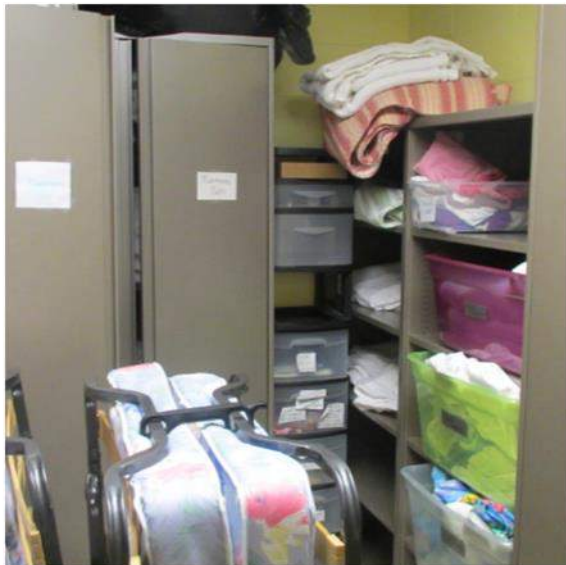
Additional storage is recommended. Many spaces are used to house lots of different items.

B.9 Mall



Additional storage should be provided for resident items, clothes, sleeping items, beds, cleaning supplies, etc.

B.9 Mall



B.10 Television Room



There are many functions that take place in the common area. These include watching television, playing video games, board games, studying, reading and eating. It is recommended that there be redesigned barrier between some of the spaces in the common area that generally maintains sight and sound but provides some barrier.

B.10 Television Room



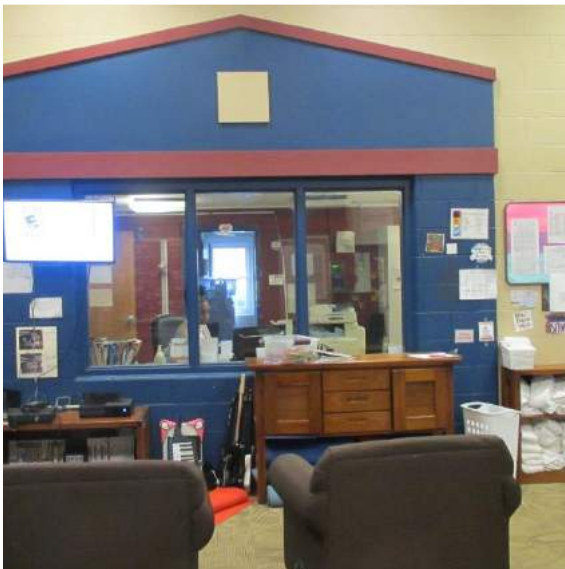


### B.6 Corridor



Access to the bedrooms is from the Common Area. The lockers are for resident supplies.

### B.11 Activity Area



The activity space is between the dining area and the television room. Some sound deadening would be beneficial so that the spaces are not distracting to each other, especially for school work.

B.17 Restroom



B.17 Restroom



Some softening of the space with new finishes is recommended. New fixtures, tile and accessories would be suggested.



B.14 Bedroom



Generally, the bedroom furniture is in good condition and the bedrooms are appropriately sized.

B.22 Bedroom



B.25 Dining



The Dining area serves many functions including dining, studying, activities and others. The divider should be upgraded as previously mentioned and include a larger counter for serving.

B.25 Dining



B.26 Kitchen



The kitchen is adequate and is functional. It requires a new dishwasher and additional cold storage. A new walk in freezer/cooler is recommended for bulk storage.

B.26 Kitchen



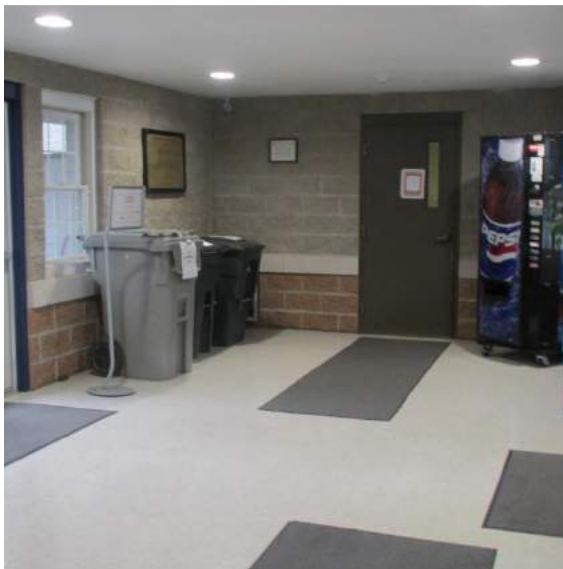
## C. Shared Components

### C.1 Shared Foyer



The entry foyer serves many purposes including being a Safe Place, visitation and general connection between the Shelter and Administration/Clinical wing.

### C.1 Shared Foyer



### Foyer Patio



Some outdoor seating is used during appropriate times throughout the year and should be maintained or provided in other areas around the building. It is proposed that this area be built out for additional interior space.

### Parking



The existing parking is narrow and generally difficult for medium sized trucks and vans to turn around making deliveries and drop offs challenging.

### Basketball/Parking



The basketball court does not have a fence between the woods, street and court. Therefore, balls can roll into either of them.

## *Appendix B: Space Standards*

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## SPACE PROGRAM

### SPACE: PRIVATE OFFICE "A"

#### AA.1 240 Square Feet

##### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 36" x 72"
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Units, Qty. -3
- F. Conference Table, Qty. -1
- G. Conference Chairs, Qty. -3

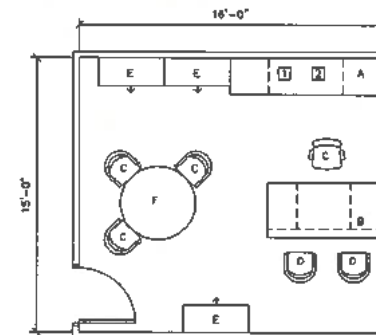
##### Storage

File	156"
Drawer	136"
Bookshelf	368"

\*Additional filing could replace bookshelves

##### Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment





# SPACE PROGRAM

## SPACE: PRIVATE OFFICE "A"

### AA.2 240 Square Feet

#### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 36" x 72"
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Units, Qty. -3
- F. Lounge Seating, Qty. -2
- G. Coffee Table, Qty. -1

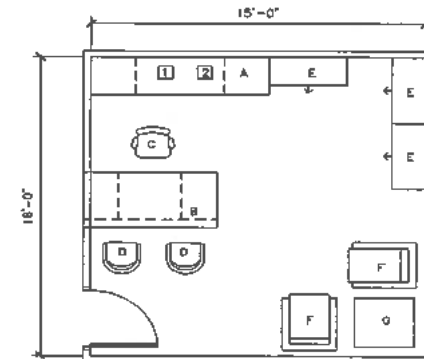
#### Storage

File	156"
Drawer	136"
Bookshelf	368"

\*Additional filing could replace bookshelves

#### Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment



# SPACE PROGRAM

## SPACE: PRIVATE OFFICE "A"

### AA.3 240 Square Feet

#### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 36" x 72"
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Units, Qty. -3
- F. Conference Table, Qty. -1
- G. Conference Chairs, Qty. -5

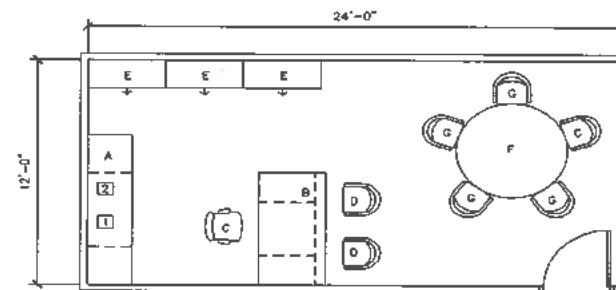
#### Storage

File	156"
Drawer	136"
Bookshelf	368"

\*Additional filing could replace bookshelves

#### Equipment

1. Suggested Location of Equipment
2. Suggested Location of Equipment



# SPACE PROGRAM

## SPACE: PRIVATE OFFICE "B"

### BB.1 192 Square Feet

#### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 36" x 72"
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Unit, Qty. -1
- F. Conference Table, Qty. -1
- G. Conference Chairs, Qty. -4-5

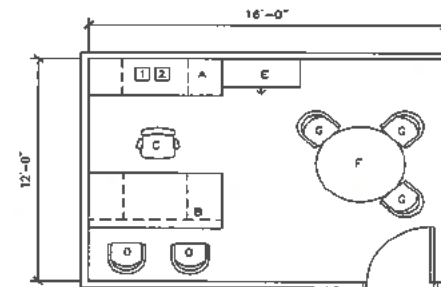
#### Storage

File	156"
Drawer	136"
Bookshelf	368"

\*Additional filing could replace bookshelves

#### Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment



# SPACE PROGRAM

## SPACE: PRIVATE OFFICE "B"

### **BB.2 192 Square Feet**

#### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 36" x 72"
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Units, Qty. -1
- F. Conference Table, Qty. -1
- G. Conference Chairs, Qty. -3-4

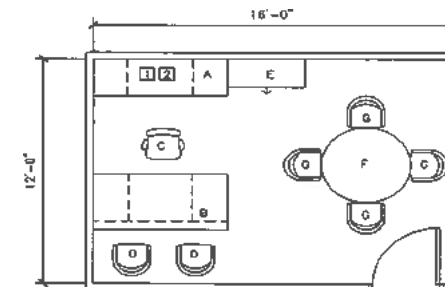
#### Storage

File	156"
Drawer	136"
Bookshelf	368"

\*Additional filing could replace bookshelves

#### Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment



# SPACE PROGRAM

## SPACE: PRIVATE OFFICE "B"

### BB.3 192 Square Feet

#### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 36" x 72"
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Unit, Qty. -1
- F. Lounge Seating, Qty. -2
- G. End Table, Qty. -1

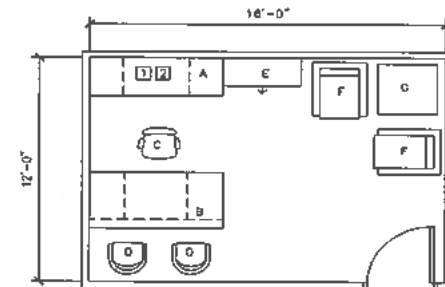
#### Storage

File	156"
Drawer	136"
Bookshelf	368"

\*Additional filing could replace bookshelves

#### Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment



## SPACE PROGRAM

### SPACE: PRIVATE OFFICE "C"

#### CC.1 120 Square Feet

##### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 30" x 60"
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Units, Qty. -3

##### Storage

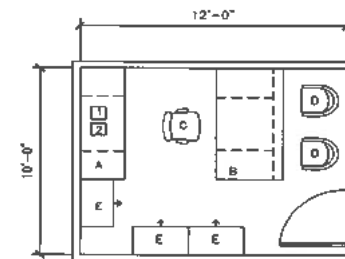
File	144"
Drawer	112"
Bookshelf	408"

\*Additional filing could replace bookshelves

##### Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment

NOTE: This layout will accommodate either an open or semi-private office also.



## SPACE PROGRAM

### SPACE: PRIVATE OFFICE "C"

#### CC.2 120 Square Feet

##### Plan View

- A. Credenza- shown with PC (1) and Printer (2) and Typewriter (3)
- B. Double Pedestal Desk- 36" x 72" with Return
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Units, Qty. -2

##### Storage

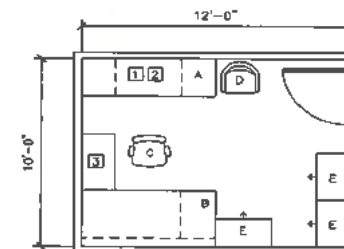
File	116"
Drawer	56"
Bookshelf	408"

\*Additional filing could replace bookshelves

##### Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment

NOTE: This layout will accommodate either an open or semi-private office also.



# SPACE PROGRAM

## SPACE: PRIVATE OFFICE "C"

### CC.3 120 Square Feet

#### Plan View

- A. Credenza- shown with PC (1) and Printer (2) and Typewriter (3)
- B. Double Pedestal Desk- 36" x 72" with Return
- C. Desk Chair
- D. Guest Chairs, Qty. -2
- E. Bookshelf Units, Qty. -2

#### Storage

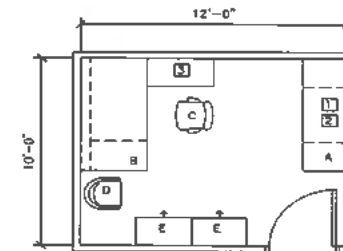
File	116"
Drawer	56"
Bookshelf	272"

\*Additional filing could replace bookshelves

#### Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment
- 3. Suggested Location of Equipment

NOTE: This layout will accommodate either an open or semi-private office also.





## SPACE PROGRAM

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### SPACE: WORKSTATION "D"

#### DD.1 96 Square Feet

##### Plan View

- A. Work Surface 36" x 96"- shown with PC (1) and Printer (2)
- B. Drafting Table or Large Work Surface
- C. Desk Chair
- D. Rolled Drawing, Qty.-1

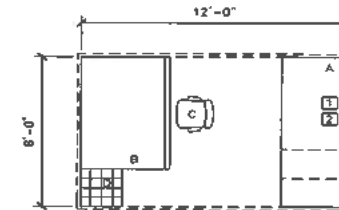
##### Storage

File 84"  
Drawer 56"

##### Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment

NOTE: This layout will accommodate a private office also.



## SPACE PROGRAM

### SPACE: WORKSTATION "D"

#### DD.2 96 Square Feet

##### Plan View

- A. Work Surface 30" x 96"- shown with PC (1) and Printer (2)
- B. Drafting Table or Large Work Surface
- C. Desk Chair
- D. Rolled Drawing, Qty.-1
- E. Bookshelves, Qty.-2

##### Storage

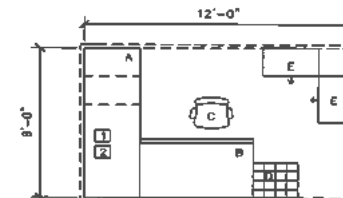
File	66"
Drawer	44"
Bookshelf	272"

\*Additional filing could replace bookshelves.

##### Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment

NOTE: This layout will accommodate either an open or semi-private office also.



# SPACE PROGRAM

## SPACE:    WORKSTATION “D”

### **DD.3 96 Square Feet**

#### Plan View

- A.    Work Surface 24” x 144” - shown with PC (1) and Printer (2)
- B.    Drafting Table or Large Work Surface
- C.    Desk Chair
- D.    Rolled Drawing, Qty.-1
- E.    Bookshelf Unit, Qty.-1

#### Storage

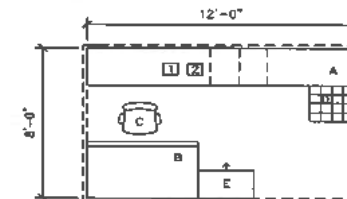
File	66”
Drawer	44”
Bookshelf	136”

\*Additional filing could replace bookshelves.

#### Equipment

- 1.    Suggested Location of Equipment
- 2.    Suggested Location of Equipment

NOTE: This layout will accommodate either an open or semi-private office also.



## SPACE PROGRAM

### SPACE: WORKSTATION "E"

#### EE.1 80 Square Feet

##### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 30" x 60"
- C. Desk Chair
- D. Bookshelf Units, Qty.-3

##### Storage

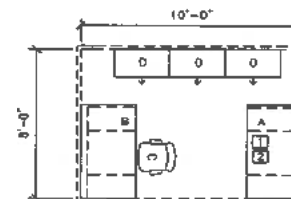
File	132"
Drawer	88"
Bookshelf	408"

\*Additional filing could replace bookshelves.

##### Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment

NOTE: This layout will accommodate a private office also.



## SPACE PROGRAM

### SPACE: WORKSTATION "E"

#### **EE.2 80 Square Feet**

##### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 30" x 60"
- C. Desk Chair
- D. Guest Chair, Qty.-1
- E. Bookshelf Units, Qty.-3

##### Storage

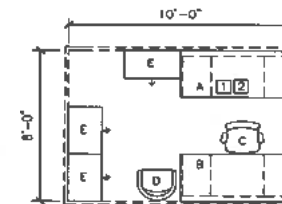
File	132"
Drawer	88"
Bookshelf	408"

\*Additional filing could replace bookshelves.

##### Equipment

1. Suggested Location of Equipment
2. Suggested Location of Equipment

NOTE: This layout will accommodate a private office also.



## SPACE PROGRAM

### SPACE: WORKSTATION "E"

#### EE.3 80 Square Feet

##### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 30" x 60"
- C. Desk Chair
- D. Guest Chair, Qty.-1
- E. Bookshelf Units, Qty.-2

##### Storage

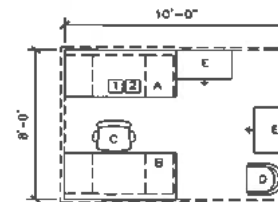
File	132"
Drawer	88"
Bookshelf	272"

\*Additional filing could replace bookshelves.

##### Equipment

1. Suggested Location of Equipment
2. Suggested Location of Equipment

NOTE: This layout will accommodate a private office also.



## SPACE PROGRAM

### SPACE: WORKSTATION "E"

#### EE.4 80 Square Feet

##### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 30" x 60"
- C. Desk Chair
- D. Guest Chair, Qty.-1
- E. Bookshelf Units, Qty.-1

##### Storage

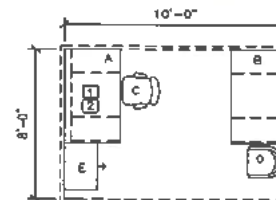
File	132"
Drawer	88"
Bookshelf	136"

\*Additional filing could replace bookshelves.

##### Equipment

1. Suggested Location of Equipment
2. Suggested Location of Equipment

NOTE: This layout will accommodate a private office also.



## SPACE PROGRAM

### SPACE: WORKSTATION "E"

#### EE.5 80 Square Feet

##### Plan View

- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 30" x 60"
- C. Desk Chair
- D. Bookshelf Units, Qty.-3

##### Storage

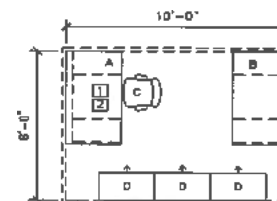
File	132"
Drawer	88"
Bookshelf	408"

\*Additional filing could replace bookshelves.

##### Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment

NOTE: This layout will accommodate a private office also.





# SPACE PROGRAM

## SPACE: WORKSTATION "F"

### FF.1 48 Square Feet

#### Plan View

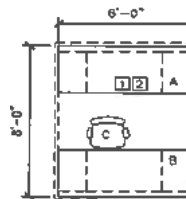
- A. Credenza- shown with PC (1) and Printer (2)
- B. Double Pedestal Desk- 33", 36" X 72"
- C. Desk Chair

#### Storage

File	132"
Drawer	88"

#### Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment



# SPACE PROGRAM

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## SPACE: WORKSTATION "F"

### **FF.2 48 Square Feet**

#### Plan View

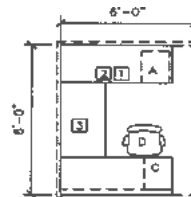
- A. Work Surface 24" x 48", shown with Typewriter (3)
- B. Desk with PC (1) and Return, shown with Printer (2)
- C. Desk Chair

#### Storage

File	22"
Drawer	44"

#### Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment
- 3. Suggested Location of Equipment



## SPACE PROGRAM

### SPACE: WORKSTATION "F"

#### FF.3 48 Square Feet

##### Plan View

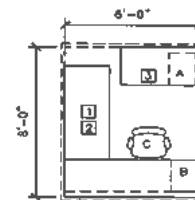
- A. Work Surface 24" x 60", shown with PC (1) and Printer (2)
- B. Work Surface, shown with Typewriter (3)
- C. Desk 30" x 60"
- D. Desk Chair

##### Storage

File	66"
Drawer	44"

##### Equipment

- 1. Suggested Location of Equipment
- 2. Suggested Location of Equipment
- 3. Suggested Location of Equipment



**Monroe County Youth Services Bureau**  
*Architectural Space Program Summary/Space Standards*

Space Standard		Net Square Feet (nsf)
<b>A. Offices</b>		
1. Private Office Type "A" a. Executive Director		240nsf
2. Private Office Type "B" a. Financial & Personnel Coordinator b. Program Coordinator		192nsf
3. Private Office Type "C" a. Clinical Case Manager b. MSW Intern c. BSW Intern	d. Counselor e. Clinical Coordinator f. Deputy Director g. Shelter Manager h. Office i. Direct Care Manager	120nsf
<b>B. Conference/Meeting Rooms</b>		
1. Seating for 2-4		120nsf
2. Seating for 4-6		150nsf
3. Seating for 6-8		180nsf
4. Seating for 8-10		210nsf
5. Seating for 10-12		240nsf
6. Seating for 12-14		280nsf
7. Seating for 14-16		320nsf
8. Seating for more than 16 persons		<i>Approximately 15-20nsf per person</i>
<b>C. Conference/Training</b>		
1. Large room (150 persons)		3,000nsf
2. Medium room (70 persons)		1,400nsf
3. Small room (35 persons)		750nsf
<b>D. Miscellaneous</b>		
1. Unisex (Handicap Accessible)		56nsf
2. Public Toilet Rooms		67nsf per person
3. Janitor's Closet		60nsf
4. Maintenance		150nsf

5. File Storage	<b>60nsf</b>
6. Classroom	<b>500nsf</b>
7. Bedroom	<b>120-150nsf</b>

## *Appendix C: Architectural Space Program*

**Monroe County Youth Services Bureau**  
*Proposed Architectural Program*

**Department: A. Administration/Clinical**

**Division: All**

<b>Plan Reference</b>	<b>Component</b>	<b>Proposed/ Adjusted NSF</b>	<b>Comments</b>
A.1	Reception	354	
A.2	Financial & Personnel Coordinator	192	*Private Office Type "B"; Need space for (4) people in office
A.3	Executive Director	240	*Private Office Type "A"
A.4	Supplies/File Storage	130	*Used for mailboxes, work counter, files, office supplies.
A.5	Classroom	502	
A.6	Men's Toilet	67	Meet ADA requirements, check existing layout.
A.7	Women's Toilet	67	Meet ADA requirements, check existing layout.
A.8	Closet	5	
A.9	Breakroom/Library/File Room/Mtg Room	249	Stores cleaning supplies, can't buy in bulk. *Install garbage disposal.
A.10	Safe Place Coordinator	120	*Private Office Type "C"
A.11	Clinical Coordinator	192	*Private Office Type "B" size, should not share w/ anyone.
A.12	BSW Intern	120	Need info about position. *Private Office Type "C"
A.13	Counselor	120	*Private Office Type "C"
A.14	Counselor	120	*Private Office Type "C"
A.15	Clinical Case Manager	120	*Private Office Type "C"
A.16	Copy Room	80	Doubles as storage.
A.17	Closet	5	Random storage.
A.18	Women's Toilet	67	Meet ADA requirements, check existing layout.
A.19	Mechanical Room	29	
A.20	Deputy Director	192	*Private Office Type "B"
A.21	Program Coordinator	192	*Private Office Type "B"
A.23	Mechanical Room	12	
A.24	Corridor	574	
A.25	Mechanical/Electric Room	70	
A.26	Counseling Waiting	120	
A.27	Counseling Conference Room	210	Round table, couches, softer space, family session, etc.
A.28	Conference Room	240	Use for Clinical/Admin (10-12 people)

[illegible]



**Monroe County Youth Services Bureau**  
*Proposed Architectural Program*

**Department: B. Shelter**

**Division: All**

<b>Plan Reference</b>	<b>Component</b>	<b>Proposed/ Adjusted NSF</b>	<b>Comments</b>
B.1	Corridor	123	"Mud room" & screening (too small).
B.2	Visitation	190	At least (6) persons. Can be used as "mall"? *Privacy.
B.3	Mechanical Room	13	
B.4	Residential Coordinator	312	Residential Coordinator/Residential Specialist desks. Storage for medicine, temp. storage for under 18 files.
B.5	Laundry	200	Too small for all current uses. Staff lockers, laundry, resident items.
B.6	Corridor	243	
B.7	Closet	17	
B.8	Toilet	67	*Ensure this meets ADA requirements
B.9	Mall	128	*Used for bedding/supplies
B.10	Television Room	377	*Review size; T.V., video/board games/study. Sound separation desired.
B.11	Activity Area	608	*Review size. Sound separation desired.
B.12	Bedroom	99	*Need new furniture. Anti-contraband design opportunities.
B.13	Bedroom	103	*Need new furniture. Anti-contraband design opportunities.
B.14	Bedroom	157	*Need new furniture. Anti-contraband design opportunities.
B.15	Bedroom	124	*Need new furniture. Anti-contraband design opportunities.
B.16	Restrooms	67	*Meet ADA requirements.
B.17	Restrooms	67	*Ensure this meets ADA requirements
B.18	Mechanical/Electrical Room	44	
B.19	Restrooms	67	*Ensure this meets ADA requirements
B.20	Restrooms	67	
B.21	Bedroom	124	*Need new furniture. Anti-contraband design opportunities.
B.22	Bedroom	157	*Need new furniture. Anti-contraband design opportunities.
B.23	Bedroom	103	*Need new furniture. Anti-contraband design opportunities.
B.24	Bedroom	99	*Need new furniture. Anti-contraband design opportunities.
B.25	Dining	391	*Review size. Sound separation desired.
B.26	Kitchen	300	*Size for walk-in freezer and larger refrigerator.

[illegible]

**Monroe County Youth Services Bureau**  
*Proposed Architectural Program*

**Department: C. Shared Components**

**Division:** All

<i>Plan Reference</i>	<i>Component</i>	<i>Proposed/ Adjusted NSF</i>	<i>Comments</i>
C.1	Shared Foyer	416	Open 24/7, "safe place". Some visitation here.
C.2	Indoor Gym/Multi-Purpose	3,300	*54'x60' (1/2 basketball court)
C.3	Large Meeting/Board Room	750	*(35) Classroom arrangement
C.4	Classroom	1,500	*(75) Classroom arrangement
C.5	Kitchen	115	Refridgerator, microwave, sink with disposal, small dishwasher, stove. "Full kitchen".
C.6	Public Restroom	67	Unisex (multi-fixture RR)
C.7	Public Restroom	67	Unisex (multi-fixture RR)
<b>Total Adjusted and Proposed NSF</b>		<b>6,215</b>	
<b>Proposed and Adjusted Spaces Grossing Factor SF</b>		<b>1,865</b>	Assumes 30% for Walls, Chases, etc.
<b>Total Adjusted and Proposed GSF</b>		<b>8,080</b>	
<b>Total Proposed and Adjusted Project GSF</b>		<b>24,185</b>	Total gross square footage for new and renovated construction.

## *Appendix D: Questionnaires/Staff Contact List*

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# Monroe County Youth Services Bureau

## Initial Interview: Questionnaire

Date completed:

User/Stakeholder

1. Name/Title: \_\_\_\_\_
2. Name/Title: \_\_\_\_\_
3. Name/Title: \_\_\_\_\_
4. Name/Title: \_\_\_\_\_

Department/Division: \_\_\_\_\_

### 1. Strategic Planning

#### 1. Historic Staffing Data:

Section	Staff Position/Title	2001	2006	2011	2016	Comments
A.						
	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
B.						
	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
	1.					
C.						
	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					

## 2. Anticipated 20 year growth (5 year increments)

a. How many additional staff would you anticipate having in the next 20 years?

Section	Staff Position/Title	2021	2026	2031	2036	Comments
A.						
	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
B.						
	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					
C.						
	1.					
	2.					
	3.					
	4.					
	5.					
	6.					
	7.					
	8.					

## 3. Historic Case Load:

Case Type	Annual Number of Cases				Comments
	2001	2006	2011	2016	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

4. What are the factors that will influence your Departmental/Division growth?



Crestview Courthouse Design Build to Renovate, Improve Security and Access Project										
Existing Space Evaluation Methodology										
Rating	Unacceptable		Unsuitable		Marginal		Adequate		Appropriate	
Score:	1	2	3	4	5	6	7	8	9	10
Score	Rating		Definition							
9 - 10	Appropriate		Sufficient quantity of space; good configuration and layout; little, if any improvement required							
7 - 8	Adequate		Quantity may be barely sufficient; configuration/flow are less than ideal; some renovation or expansion would enhance operations							
5 - 6	Marginal		Lacks sufficient quantity of space, quality of space or both; requires some expansion or renovation to achieve minimum recommended space standards							
3 - 4	Unsuitable		Poor quality and quantity of space; too small, improper layout, urgently requires improvement							
1 - 2	Unacceptable		Very overcrowded; numerous difficulties and inefficiencies; considered fundamentally unacceptable for continued use							
0	None Existent		Space currently does not exist but is critical to minimum operational efficiency							

## 2. Programming

1. Briefly discuss the duties/services your Department/Division perform and/or responsibilities and who are the major users of your services?



2. Do you currently perform all your duties and responsibilities in the same building or do you have staff at a remote location? If staff are at a remote location, where and how many staff?
  
3. Are you currently outsourcing any of your duties and/or responsibilities? If so, what are you outsourcing, is this anticipated to be a continuing trend and/or do you anticipating outsourcing in the future?
  
4. How many visitors do you typically have on a daily bases and what type?
  - a. Public:\_\_\_\_\_
  - b. Attorneys:\_\_\_\_\_
  - c. Other Department Staff:\_\_\_\_\_
  - d. Vendors:\_\_\_\_\_
  - e. Other:
    - i. \_\_\_\_\_
    - ii. \_\_\_\_\_
    - iii. \_\_\_\_\_
    - iv. \_\_\_\_\_
5. How many visitors on average do you have at any one time? \_\_\_\_\_
  
6. Describe your record/file storage needs (number and size of file cabinets and/or rooms, secure/non-secure) and duration you retain records by type:
  
  
  
  
  
7. Describe your departments special system needs:
  - a. Information Technology:

- b. Security:
  - c. Other:
8. Describe what type of space you need to operate efficiently?
- a. Conference/meeting rooms:
    - i. Number of people:
    - ii. Special amenities (A/V, other):
  - b. Supply storage:
  - c. Evidence Storage:
  - d. Break room/galley:
  - e. Reception Counter:
  - f. Reception/Waiting:
  - g. Workroom:
  - h. Public Work Stations/Data Stations:
  - i. Other:

9. Describe the station security system and components.

10. What types of vehicle do you use for transportation, number of passengers and size?

**3. Conceptual Design**

1. What departments do you need to be close to (Adjacency) to be operationally efficient?

2. What spaces do you anticipate being used by the general public, how many might use the space at any one time and what hours?

3. What spaces need public access and what level of security is anticipated to control access?

**4. Additional Comments:**

**Monroe County Youth Services Bureau**  
**Space Needs Study – Staff Contact List**

<b>Name</b>	<b>Representing</b>	<b>Address</b>	<b>Phone</b>	<b>E-mail</b>	<b>Present</b>
<b>Users/Stakeholders</b>					
1. Emily Arthur	Resident Coordinator			<a href="mailto:earthur@co.monroe.in.us">earthur@co.monroe.in.us</a>	
2. Victoria Thevenow	Executive Director			<a href="mailto:vthevenow@co.monroe.in.us">vthevenow@co.monroe.in.us</a>	
3. Nyla Hill	Residential Coordinator			<a href="mailto:nhill@co.monroe.in.us">nhill@co.monroe.in.us</a>	
4. Michael Shanks	Residential Specialist			<a href="mailto:mshanks@co.monroe.in.us">mshanks@co.monroe.in.us</a>	
5. Louis Malone IV	Deputy Director			<a href="mailto:lmalone@co.monroe.in.us">lmalone@co.monroe.in.us</a>	
6. Nicholas Ackerman	Case Manager			<a href="mailto:nackerman@co.monroe.in.us">nackerman@co.monroe.in.us</a>	
7. Nancy Nerad	Clinical Coordinator			<a href="mailto:nnerad@co.monroe.in.us">nnerad@co.monroe.in.us</a>	
8. Stacy Meadows	Counselor			<a href="mailto:smeadows@co.monroe.in.us">smeadows@co.monroe.in.us</a>	
9. Shaleen Guthrie	Counselor			<a href="mailto:sguthrie@co.monroe.in.us">sguthrie@co.monroe.in.us</a>	
10. Vanessa Schmidt	Program Coordinator			<a href="mailto:vschmidt@co.monroe.in.us">vschmidt@co.monroe.in.us</a>	
11. Sarah Borden	Financial & Personnel Coordinator			<a href="mailto:sborden@co.monroe.in.us">sborden@co.monroe.in.us</a>	
12. Allison Zimpfer-Hoerr	Prevention Coordinator			<a href="mailto:azhoerr@co.monroe.in.us">azhoerr@co.monroe.in.us</a>	
13. Sam Klahn	Office Manager				

<b>RQAW Design Team</b>					
<b>Name</b>	<b>Representing</b>		<b>Phone</b>	<b>E-mail</b>	
14 Eric Weflen, AIA	RQAW Director of Architecture	10401 North Meridian St Suite 401 Indianapolis, IN 46290	1. Office: 317-815-7248 2. Cell: 317-517-8999	<a href="mailto:eweflen@rqaw.com">eweflen@rqaw.com</a>	
15. Maria Meza	RQAW Intern Architect	10401 North Meridian St Suite 401 Indianapolis, IN 46290	1. Office: 317-815-7261	<a href="mailto:mmeza@rqaw.com">mmeza@rqaw.com</a>	
16. Jordan Crook	RQAW Graduate Architect	10401 North Meridian St Suite 401 Indianapolis, IN 46290	1. Office: 317-815-7238	<a href="mailto:jcrook@rqaw.com">jcrook@rqaw.com</a>	

# YOUTH

■ SERVICES BUREAU ■  
of Monroe County

March 29, 2017

615 S. Adams St  
Bloomington, Indiana 47403-2180  
Phone (812) 349-2506

Fax (812) 349-2892

[www.monroe.in.us/lcd/community/youthservices.aspx](http://www.monroe.in.us/lcd/community/youthservices.aspx)

Mr. Kevin Robling, Owner/President

GSD Consulting, LLC

Mr. Eric Weflen, Director of Architecture

RQAW Corporation

RE: Monroe County Youth Services Bureau Facility Feasibility Study

Dear Kevin and Eric,

I have attached our response to your information request. We look forward to meeting in person to further discuss our space needs. Let me know if you need anything prior to our Planning Committee meeting.

Sincerely,



Victoria Thevenow

Executive Director

# Monroe County Youth Services Bureau

## Initial Interview: Questionnaire

Date completed:

User/Stakeholder

1. Name/Title: Victoria Thovenow, Executive Director, YSB
2. Name/Title: Louis Malone, Deputy Director YSB
3. Name/Title: Vanessa Schidel, Program Coordinator, YSB
4. Name/Title: Sarah Borden, Finance & Personnel, YSB

Department/Division: Youth Services Bureau

### I. Strategic Planning

#### 1. Historic Staffing Data:

Section	Staff Position/Title	2001	2006	2011	2016	Comments
A.	Administrative STAFF					
	1. Executive Director			1	1	Full time
	2. Deputy Director			1	1	
	3. Finance & Personnel			1	1	
	4. Program Coordinator			1	1	
	5. Binkley House Mgr.			0	1	
	6. Safe Place Coord.			1	1	
	7. Office Manager			1	1	
	8.					
B.	Clinical STAFF					
	1. Clinical Coordinator			1	1	Full time
	2. Counselor			2	2	
	3. Case Manager			1	1	
	4. BSW Intern				1	PT
	5. MSW Intern			2	1	PT
	6.					
	7.					
	8.					
	1.					
C.	Direct Care STAFF					
	1. Residential Coord.			5	5	Full time
	2. Residential Specialist			4	4	Full time
	3. Residential Specialist			11	11	Part time
	4.					
	5.					
	6.					
	7.					
	8.					

## **RQAW Feasibility Study response:**

**Describe space deficiencies you are currently experiencing, how they are adversely affecting our operations/efficiency, and what makes our space work well:**

We are currently using the old building we refer to as the Front House for office space for two full time staff, for smaller community meetings, for significant storage of donated clothing, maintenance equipment, Safe Place marketing materials, programming equipment (i.e. Art supplies, games), for the residents to wait for the school bus, and miscellaneous storage. If the Front House is demolished, space for the items above would be required, as there is no additional space in the existing facility.

In addition to the office and storage space in the Front House which will need to be replaced, we currently do not have a meeting room large enough to have a full staff meeting, or to house any community programming with more than 20 people in attendance. This restricts any opportunity to provide programs to parent or community groups. Part of the mission of the Youth Services Bureau is to provide, support and develop services and community initiatives from prevention to crisis intervention.

In order to provide comprehensive information regarding space needs for youth programming, the YSB Executive Director met with Monroe Circuit Court Chief Probation Officer, Deputy Chief, and Juvenile Supervisor to discuss joint use of any building renovation. Probation and YSB agree neither agency has any room large enough to allow for a full staff meeting, or training room. Neither agency has any space large enough to hold educational, training, or meeting opportunities for any large group. Juvenile probation is facing the possibility of losing their small classroom to the need for additional staff office space. A list of potential youth serving groups who could use this space was developed with Probation: Asset Building Coalition subcommittees including IYI Youth Café, Bloomington After School Network, Building a Thriving Compassionate Community (BTCC), Nurture Engage Transform, Monroe County Youth Council, Monroe Circuit Court Probation Department staff and training, GED/ TASC classes for emergency shelter residents, JDAI Committee meetings, parenting classes, aggression replacement training, day reporting, family visitation, and other potential programming and training for parents and youth in our community. Probation and YSB believe two separate rooms for training and meeting would be appropriate. One would serve more as a board room/meeting room for staff and ABC subcommittee meetings, and the other would be a multipurpose room for larger community education programming, and could serve as classroom and recreational space for residents. The larger room would need to accommodate 50-60 people. Probation full time staff is 60, and YSB total staff is 31.

YSB currently has one visitation room which is utilized by parents who visit their youth, DCS caseworkers, probation officers, counselors, and community service providers working with youth who are residents in the shelter. The only other space for visiting is the public foyer with no privacy. Visitation space that can be visually monitored for safety by staff would allow more access for those service providers who are assisting the residents.

Storage for the residents' personal items, supplies for personal hygiene items, bedding, and the cots we use for emergency runaway and homeless youth if our capacity reaches the maximum, are being stored in a space that was originally built for a quiet space for resident's who were having difficulty with the noise or activity levels in the shelter living area. At this time, Intakes are done in the only office area in the shelter, which does not always allow for privacy. Staff is required to be able to view the resident living area while completing an intake which must be balanced with privacy issues.



The basketball court and grassy area to allow for outdoor activity including gardening, and grilling outdoors would need to remain accessible. There is no comfortable space outdoors that allows clinical or direct care staff to separate a resident for de-escalation or counseling.

The roof needs to be replaced on the existing building, and we do not have a generator when power goes out.

**Do you currently perform all your duties and responsibilities in the same building or do you have any staff at a remote location. Are you outsourcing any of your duties and responsibilities, and do you anticipate outsourcing in the future?**

As reported previously, there are two full time staff located in the Front House which is in dire need of repair or demolition. We do not outsource any other duties or responsibilities, but many meetings for former Asset Building Coalition subcommittees are held off site because we cannot accommodate the number of attendees.

**How many visitors do you typically have on a daily basis, and what type?**

**Public:** counselors, service providers like Centerstone, Ireland Services, and Family Solutions 10

**Attorneys:** Rarely have attorneys visit

**Other Department staff:** Probation Officers & DCS Caseworkers, and maintenance staff: 6

**Vendors:** UPS, FedX, Staples, contracted repair companies 1

**Parents:** Depends on number of youth in the shelter. Ranges from 6-8

**Community members to attend youth serving committees:** 6

**How many visitors on average do you have at one time?** 5 at one time, 20 during the course of one day

**Describe your record/file storage needs (number and size of file cabinets or rooms, secure or non-secure) and duration you retain records by type:**

Below are the existing number of file cabinets being utilized:

24 vertical four drawer file cabinets

6 three foot wide, three drawer horizontal file cabinets for resident files

2 three foot wide, three drawer horizontal file cabinets for financial files

All resident files must be maintained and cannot be destroyed due to the Indiana Department of Child Services contract/licensure. They are separated by those that are now 18 years of age, and those that are not. All resident files must be secured.

**Describe your department's special system needs. Information Technology, Security and other:**

All staff need their own computer. The shelter uses the computer 24 hours/day, 7 days/week, 365 days/year. The residents need access to computers to complete homework, conduct job searches, and for safe recreational programs, but need limited access to the internet which we can control. We have security cameras both internally and externally to monitor resident behavior, and safety. We have alarms on the windows, must have fire and emergency systems per our licensure requirements.

**Describe what type of space you need to operate efficiently?**

Any additional space would need to connect to the existing building with internal access.

Parking to accommodate the number of potential meeting attendees would be needed.

A multipurpose room which could function as both a large educational meeting space for probation, YSB staff, and community classes, and for recreational/programming space for shelter residents. This space would have a kitchen (noncommercial), could function as an exercise space for residents, could be divided into smaller break out rooms as needed, would have restrooms close by. Ideally, it was recommended by Probation there be a large training/meeting room with audio visual equipment, higher level furnishing and would be used as a boardroom/meeting room for both agency's staff. The multipurpose room would be more "gym like", with more durable furnishings, and flexible space utilization as sliding dividers to break into smaller rooms as needed. Probation full time staff is approximately 60, and YSB staff is 31.

A minimum of four offices. Two for the existing staff residing in the Front House, and two to four for future growth.

Storage for emergency shelter supplies, Safe Place marketing materials, programming materials used by Prevention Coordinator for community education, donated clothing for residents, resident's personal and confiscation items, former resident file storage, program supplies such as art materials & books, training materials for staff training like CPR, and equipment kept on site for county maintenance.

During the renovation/addition, upgrading the emergency shelter interior with more usable storage, computer stations for youth, and office area should be considered. An additional visitation room visible by shelter staff would be ideal.

Including a walk in freezer/refrigerator would allow the shelter to have food delivered rather than staff being required to shop at least twice a week at Kroger and Walmart for groceries due to food storage limitations.

**What types of vehicles do you use for transportation, number of passengers and size?**

We have a 15 passenger van, and are hoping to purchase a department five person vehicle. Staff also transport residents in their personal vehicles when necessary.

**Conceptual Design: What departments need to be close (adjacency) to be operationally efficient?**

The emergency youth shelter resident living area, commercial kitchen, laundry, youth lockers, shelter staff office/intake area, visitation rooms, and shelter staff lockers, must be in the shelter. Counselors and administrative staff responsible primarily for shelter operations need to be very close in proximity to the shelter.

**What spaces do you anticipate being used by the general public, how many might use the space at any one time and what hours?**

A multipurpose room might be used by various committees or groups in the daytime and evening hours. Parents and police often come into our open foyer which is unlocked 24 hours/day. We would want the entrances to be separate but access to the multipurpose area would need to be secure and only accessible through YSB staff permission.

Please let me know if you need any additional information. We look forward to meeting with you, and having more detailed discussion regarding the YSB space needs.

Respectfully submitted,



Viki Thevenow

Executive Director, YSB

## *Appendix E: Conceptual Graphics*

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### Department Legend

- A. Administration/Clinical
- B. Shelter
- C. Shared Components
- D. New Construction



**SITE PLAN**  
 Monroe County Youth Services Bureau Needs Assessment  
 Date: 07/14/17  
 SCALE: 1" = 20'







1 FIRST FLOOR PLAN - OVERALL  
1/8" = 1'-0"



# SPACE EVALUATION

Monroe County Youth Services Bureau Needs Assessment  
Date: 07/14/17



## *Appendix F: Preliminary Cost Estimate*

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# MONROE COUNTY YOUTH SERVICES BUREAU PRELIMINARY COST ESTIMATE

NO.	ITEM	AREA (SFT)	COST/SFT (\$)	LOW (\$)	HIGH (\$)
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## A LAND ACQUISITION

	City Property			\$0	\$0
	Purchase			\$0	\$0
	Land Appraisal			\$0	\$0
	Title and Insurance			\$0	\$0
	<b>Subtotal</b>			<b>\$0</b>	<b>\$0</b>
	<b>LAND ACQUISITION COST SUMMARY</b>			<b>\$0</b>	<b>\$0</b>

## B CONSTRUCTION COST

<b>SITE IMPROVEMENTS</b>					
	Demolition			Inc.	Inc.
	Site Excavation/Development			Inc.	Inc.
	Parking/Sidewalks/Drives			Inc.	Inc.
	Landscaping			Inc.	Inc.
	Bus/Walking Path/Fencing/Outdoor Pavilion			Inc.	Inc.
	Utilities			Inc.	Inc.
	<b>Subtotal</b>			<b>\$250,000</b>	<b>\$300,000</b>

BUILDING - RENOVATED CONSTRUCTION				
Administration/Clinical Renovation (Sound Batt Insulation, Door Hardware, Door Addition, Some Finishes)	-	-	\$45,000	\$49,500
Shared Foyer Renovation	-	-	\$10,000	\$11,000
Shelter Resident Restroom Renovation	-	-	\$20,000	\$22,000
Shelter Renovation (finishes, updates, activity space divider treatment)	-	-	\$30,000	\$33,000
BUILDING - NEW CONSTRUCTION				
Administration Suite (Vestibule, Safe Place)	1,880.00	\$150	\$282,000	\$310,200
Classroom,Meeting Room,Rest Rooms,Kitchen,etc.	5,885.00	\$165	\$971,025	\$1,068,128
Indoor/Multi-purpose Space	3,658.00	\$175	\$640,150	\$704,165
Subtotal	11,423.00		\$1,998,175	\$2,197,993

EQUIPMENT				
Kitchen (ref., range, dishwasher, double sink)			\$7,000	\$7,700
Small Kitchenware			\$1,000	\$1,200
Garbage Disposal			\$250	\$350
Walk-in Freezer			\$8,000	\$8,800
Signage			\$7,500	\$8,200
Miscellaneous Equipment/Supplies			\$2,000	\$2,700
Subtotal			\$25,750	\$28,950
CONSTRUCTION COST SUMMARY			\$2,273,925	\$2,526,943



**C SOFT COST**

<b>MISCELLANEOUS</b>				
Legal Advertising			\$1,000	\$1,500
Survey			\$1,500	\$2,000
Soils Investigation			\$2,000	\$3,000
Environmental Analysis			\$0	\$0
Construction Document Printing			\$5,000	\$7,500
State Plan Review Fees			\$1,000	\$1,200
<b>Subtotal</b>			<b>\$10,500</b>	<b>\$15,200</b>

<b>PROFESSIONAL COMPENSATION</b>				
<b>Architect/ Engineer</b>				
Basic Services			\$181,914	\$202,155
Additional Services			\$0	\$0
Reimbursable Expenses			\$5,000	\$8,000
<b>Construction Manager</b>				
Basic Services			TBD	TBD
Additional Services			TBD	TBD
Reimbursable Expenses			TBD	TBD
<b>Legal/Accounting</b>				
Financial Advisor			Inc. in VIII	Inc. in VIII
Bond Counsel			Inc. in VIII	Inc. in VIII
<b>Data/Communications Consultant</b>			\$0	\$0
<b>Special Consultants</b>			\$0	\$0
<b>Subtotal</b>			<b>\$186,914</b>	<b>\$210,155</b>

<b>PROJECT CONTIGENCIES</b>				
Design Contingencies (5%)			\$113,696	\$126,347
Construction Contingency (5%)			\$113,696	\$126,347
<b>Subtotal</b>			<b>\$227,393</b>	<b>\$252,694</b>

<b>Financing</b>				
Capitalized Interest (3%)			\$68,218	\$75,808
Bond Issuance Costs (2.5%)			\$56,848	\$63,174
Insurance			\$50,000	\$60,000
<b>Subtotal</b>			<b>\$175,066</b>	<b>\$198,982</b>
<b>SOFT COST SUMMARY</b>			<b>\$599,872</b>	<b>\$677,031</b>

<b>TOTAL PROJECT COST ESTIMATE</b>			<b>\$2,873,797</b>	<b>\$3,203,974</b>
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