



December 17, 2021

**Re: Request for Qualifications for Space Needs Assessment and Facilities Master Plan
RFQ No.: 2021-49**

Dear Scott Dunlap:

We are excited to be submitting our qualifications for your project. PGAL brings a unique and fun facility programming approach that is a product of our 75-year history of working on municipal projects. We believe successful planning requires two key elements: “Blinders Off” and “Show the Math.”

ALEXANDRIA
ATLANTA
AUSTIN
BOCA RATON
CHICAGO
DALLAS/FORT WORTH
DENVER
HOBOKEN
HOUSTON
LAS VEGAS
LOS ANGELES
SALT LAKE CITY
SAN DIEGO

Blinders Off

We feel strongly that the City and PGAL need to “zoom out” and understand how a project fits within a City’s big picture growth and facility plan. The “Blinders Off” idea has several manifestations during planning. First, we want to foster an environment where City departments can have their blinders off and learn the needs and priorities of their fellow departments. Second, we want to foster an environment where there are no bad ideas and no stone is unturned. The ultimate goal of this approach is to lend confidence to our planning solution because we know we worked together to determine the best possible plan.

Show the Math

Our process has a rigorous method of determining the ultimate space needs of projects. We must “Show the Math.” It is like a math problem in school when your teacher required you to show your work, and if you didn’t, you didn’t get credit, even if the answer was right. We want anyone (council member, citizen, future City staff) to be able to read through our final planning book and be able to see exactly how we arrived at our planning solutions.

We strongly believe the City of Manor is doing the right and smart thing in conducting this broad city facility **Space Needs Assessment and Facilities Master Plan**. We would be thrilled and honored to help.

Thank you again. We encourage you to contact our clients, as they can best communicate the commitment, dedication, skill, imagination, and insight of the PGAL team and our commitment to service excellence. If you have any questions concerning our qualifications, you can contact me at 512.634.5100 or cruebush@pgal.com.

Sincerely,

Cris Ruebush, AIA, LEED AP BD+C
Principal and Project Manager
cruebush@pgal.com
512.634.5100

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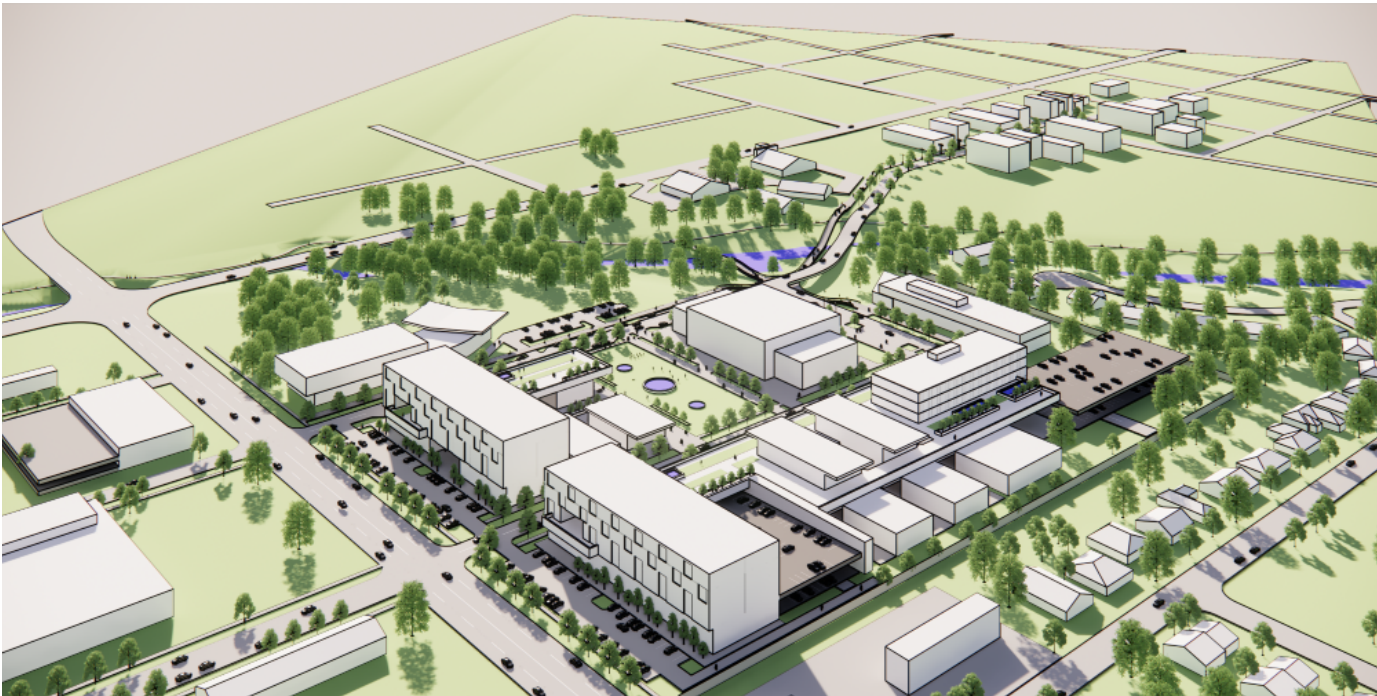
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WORK PLAN



| POSITION / SPACE | DEPT | STAFF | | | | EXISTING SF | | SPACE STND | | AREA | | | | NOTES |
|---|------|----------|----------|----------|----------|-------------|-----|------------|-----|------------|--------------|--------------|--------------|---------------------------|
| | | 20,000 | 40,000 | 70,000 | 100,000 | TYPE | SF | TYPE | SF | 20,000 | 40,000 | 70,000 | 100,000 | |
| Population Growth Percentage | | | 100% | 250% | 400% | | | | | | | | | |
| Administration | | | | | | | | | | | | | | |
| Public Works Director | | 1 | 1 | 1 | 1 | OF | 112 | OF-4 | 200 | 200 | 200 | 200 | 200 | |
| Administrative Assistant | | 1 | 1 | 1 | 1 | OF | 87 | WS-3 | 81 | 81 | 81 | 81 | 81 | |
| Receptionist / Records Clerk | | 1 | 2 | 2 | 2 | OF | 88 | WS-3 | 81 | 81 | 162 | 162 | 162 | |
| Assistant Public Works Director | | 1 | 1 | 1 | 1 | | | OF-7 | 120 | 120 | 120 | 120 | 120 | No staff member currently |
| Emergency Management Coordinator/Specialist | | 1 | 1 | 1 | 1 | | | OF-7 | 120 | 0 | 120 | 120 | 120 | No staff member currently |
| Office Manager | | 1 | 1 | 1 | 1 | | | OF-7 | 120 | 120 | 120 | 120 | 120 | No staff member currently |
| Shop Manager (Inventory) | | | 1 | 1 | 1 | | | OF-7 | 120 | 0 | 120 | 120 | 120 | |
| Transit Manager | | | 1 | 1 | 1 | | | OF-7 | 120 | 0 | 120 | 120 | 120 | |
| Subtotal: Staff | | 5 | 8 | 9 | 9 | | | | | | | | | |
| Staff % Growth | | | 60 | 80 | 80 | | | | | | | | | |
| Personnel Space | | | | | | | | | | 602 | 923 | 1043 | 1043 | |
| Departmental Circulation (40%) | | | | | | | | | | 241 | 369 | 417 | 417 | |
| Projected Total Departmental SF | | | | | | | | | | 843 | 1,292 | 1,460 | 1,460 | |

image of typical departmental needs assessment spreadsheet with descriptive notes

Needs Assessments are tricky tasks. PGAL and the client have to make presumptions and forecasts in an effort to predict the future – and predicting the future is clearly a challenge. But with our extensive Needs Assessment experience, we have arrived at the belief that the process of working together and creating a publication documenting the process and results is extremely valuable to cities. Here is how to think about it: It gets you in the zip code. It is better to get in the zip code than to be flying blind. When we first visited with the City, the discussion was centered on the Police Department, so the fact that the City is making the effort to zoom way out and look at the full bucket of departments is to be applauded. This **Needs Assessment and Facilities Master Plan** is truly an opportunity to create a road map to provide the City and its citizens with the space and functions needed to serve a fast-growing community.

PROJECT APPROACH

Our approach is simple.

We listen ...

What sets PGAL apart from other architectural firms is our sincere passion to seek **the deepest understanding of our client’s desires, program, site, challenges, and community. From there, we create a solution exclusively and uniquely crafted to fit.**

We also believe the following brings value to your project and sets our team apart from the pack:

Principal-driven performance delivered via a personal process. At PGAL, our principals are always engaged in the management and design of all projects.

Your trusted partner successfully serving municipalities for nearly 75 years. We specialize in municipal design and focus our services to your vision and goals.

User-engaged process proven to successfully involve our clients in the design process. Our designs are created to serve and express the unique attributes of every client.

History of budget and schedule performance. High quality does not cost more. We offer an impressive track record providing lasting landmarks for municipalities, no matter their budget.

Proven and tested results. Our process will exceed expectations and deliver value – just ask our clients!

WORK PLAN

Our planning approach has two major themes: **“Take off the Blinders”** and **“Show the Math.”**

“Blinders Off”: We feel strongly that the City and PGAL need to “zoom out” and understand how a project fits within the City’s big-picture growth and facility plan. The “Blinders Off” idea has several manifestations during the planning. First, we want to foster an environment where City departments can have their blinders off and learn the needs and priorities of their fellow departments. Second, we want to foster an environment where there are no bad ideas and no stone is unturned. The ultimate goal of this approach is to lend confidence to our planning solution because we know we worked together to determine the best possible plan.

“Show the Math”: Our process has a rigorous method of determining the ultimate space needs of projects. The reason is, we must “Show the Math.” It’s like a math problem in school when your teacher required you to show your work, and if you didn’t, you didn’t get credit even if the answer was right. We want anyone (council member, citizen, future City staff) to be able to read through our final planning book and be able to see exactly how we arrived at our planning solutions.

NEEDS ASSESSMENT KEY STEPS

To communicate our work plan for your **Needs Assessment and Facilities Master Plan** that accomplishes “Take off the Blinders” and “Show the Math,” we have described each key step below.

Collect Existing Information

We want to collect from the City all existing information related to all the project types including: drawings of the existing buildings, drawings of potential sites for future projects, past master-planning documents, and population growth forecasts.

Review Existing Facilities

We will tour your existing city facilities to update drawings and dimensions, take photos, verify/document how all existing spaces are being used, document where each staff member works/offices, and document code and ADA violations. We will tour potential future project sites to study the area’s context/character, take photos, and identify site opportunities and constraints.

Determine Population Benchmarks

PGAL and the City will review current population growth projections and select appropriate population benchmarks to be used in our Space Needs projections. Typically the population benchmarks will be mapped to a year.

Document Existing Staff

The first step in creating a Needs Assessment program spreadsheet is to catalog all existing staff that will be involved in the projects and the amount of space each staff member currently has.

Space Standards

All staff members need a work space to perform their job. But how much space do they need? We are strong believers in the need to work with the City to create a series of Office and Workstation templates that provide a menu of spaces for various job descriptions. With this menu of spaces, we will zoom into the task of each staff member and assign them an appropriate office or workstation. Also, a space standard assignment is typically influenced by creating or maintaining desired staff hierarchies.

Forecast Staff Growth

An important part of planning is to forecast how City staff will need to grow as the population grows in order to maintain customer service levels. Typically we will ask the City’s department heads to do the first pass at these projections; often they can draw upon recent budgeting projections of upcoming staff needs. After the City’s initial projection, we review them as a group to identify departments that have over-projected or under-projected in relation to one another. We are also able to provide staffing information of comparable cities to serve as valuable check and balance benchmarking. The process of forecasting staff growth will take a lot of back and forth to arrive at a forecast that all stakeholders are confident in. The two steps above yield the hard numbers for square footage needs. The formula is as follows:
 Number of Staff (at population benchmarks) X Assigned Space Standard = Square Footage Needs
 Then, the space need for each staff member is totaled to yield the overall Square Footage Needs at the selected benchmark Populations.

STAFF PROJECTION SUMMARY

The chart below is a summary of the Public Works and Parks staff today and at future benchmark populations. Details of the staff projections are shown on the previous pages of detailed department spreadsheets. The orange colored spreadsheet cells compare the percentage of population growth versus the percentage of staff growth.

| DEPARTMENT | STAFF | | | |
|------------------------------------|--------|--------|--------|---------|
| | 20,000 | 40,000 | 70,000 | 100,000 |
| Population Growth Percentage | | 100% | 250% | 400% |
| Public Works Administration | 5 | 8 | 9 | 9 |
| Facilities | 2 | 3 | 4 | 6 |
| Fleet | 4 | 5 | 6 | 8 |
| Streets | 15 | 23 | 30 | 35 |
| Stormwater | 4 | 8 | 12 | 15 |
| Water | 10 | 15 | 17 | 21 |
| Wastewater | 10 | 14 | 17 | 20 |
| Parks | 14 | 28 | 46 | 55 |
| Projected Total Departmental Staff | 64 | 104 | 141 | 169 |
| Staff % Growth | | 63% | 120% | 164% |

sample image of a summary of staff count projections / growth

Forecast Support Spaces

Every project type needs support spaces such as file rooms, copy rooms, conference rooms, break rooms, storage rooms, trainings rooms, council chambers, stairs/elevators, mechanical rooms, etc. Projecting the needs (size and quantity) of support spaces can, in many ways, be more challenging than the forecasting of staff space needs because support space can be more discretionary. So, the team will need to discuss big picture policy ideas for conference rooms (dedicated versus shared), storage needs (digital filing versus paper), and flexible spaces (multiple use).

Finalize Square Footage Needs

In the end, the square footage needs for a given facility is the sum total of each department’s staff square footage needs + each department’s support space square footage needs + shared support space square footage. The spreadsheet graphic, at the bottom of the page, shows a sample square footage tally from a Needs Assessment for the City of Buda.

Create Project Roadmap

With a grand total square footage need for each project type at future population benchmarks, the final task is to create a roster of projects that can satisfy the space needs. Key decisions for each project will be Day 1 project size/cost versus Day Future project expansions size/cost.

Establish Project Budgets

The creation of project budgets is important and very tricky. The budgets are inherently high. What we know: square footages. But, with no actual design work, what we don’t know: site realities (storm water, soil, utilities), exterior materials, design simplicity/complexity, interior materials, and MEP systems. So, the budgets will be high level and have to be as follows: conservative, informed by similar recently built project costs, include allowances for design fees, contractor fees, furniture/fixtures/equipment, and

cost escalation over future years. Pandemic-related supply chain constraints and material cost escalations have rocked the confidence of budget estimates. Regardless, we must work together, along with our proposed cost estimator, CCM, to form budgets that allow the City to financially plan a way to fund the proposed project road map.

Final Facility Program Document

Our final step is to create a clear and concise book that documents the journey that PGAL and the City of Manor took to create the **Needs Assessment and Facilities Master Plan**. The document will include all the elements we have listed above: existing building/site drawings and photos, population benchmark determinations, space needs spreadsheets, space standards, final square footage needs, project road map, and budgets.

PROJECT TYPES

The **Needs Assessment and Facilities Master Plan** has distinct project types. We offer expertise for each. We have assigned staff members to each project type. Below, we list each project type, our dedicated staff member, and discuss key considerations for each.

City Hall

Key staff: Gerri Gusler, Cris Ruebush

Key discussion topics:

Council Chambers: multipurpose flat floor versus formal, sloped floor and fixed seats.

Public versus Private: security versus “friendly”

Public Space: flexible space accessible and usable by the public.

Development Services

Key staff: Gerri Gusler, Cris Ruebush

Key discussion topics:

Location: can be independent or part of City Hall or a Public Works complex.

| DEPARTMENT | AREA | | | | | NOTES |
|--|--------------|---------------|---------------|---------------|---------------|--------------------------------|
| | Existing | 20,000 | 40,000 | 70,000 | 100,000 | |
| PUBLIC WORKS & PARKS COMPLEX | | | | | | |
| Administration | | 843 | 1,292 | 1,460 | 1,460 | |
| Facilities | | 196 | 224 | 252 | 308 | |
| Fleet | | 252 | 280 | 308 | 364 | |
| Streets | | 840 | 1,299 | 1,730 | 2,010 | |
| Stormwater | | 112 | 224 | 476 | 560 | |
| Water | | 505 | 645 | 701 | 899 | |
| Wastewater | | 420 | 532 | 616 | 700 | |
| Parks | | 1,019 | 2,118 | 3,640 | 4,203 | |
| Public Works Support Space | | 3,964 | 4,988 | 6,274 | 7,382 | currently 75% split of overall |
| Parks Support Space | | 1,321 | 1,663 | 2,091 | 2,461 | currently 25% split of overall |
| Public Works Support Space - Storage/Work Bays | | 21,692 | 30,657 | 33,847 | 35,277 | |
| Parks Support Space - Storage/Work Bays | | 9,900 | 15,235 | 17,050 | 20,680 | |
| Projected Total Departmental SF | 9,874 | 41,064 | 59,157 | 68,446 | 76,303 | |

sample image of a summary of grand total square footage needs projections

Public interface: level of accessibility by the public to directly interact with City staff.

Police

Key staff: Gerri Gusler, Cris Ruebush

Key discussion topics:

Large scale spaces: need for training room(s), Community Briefing Room, and flexibility and accessibility for the public.

Evidence Storage: Evolving/increasing agency requirements for evidence storage influence the square footage needs.

Emergency Operations: Often police projects include a space that can serve as an EOC.

Officer spaces: key amenities that can improve staff moral: day-lit spaces, break room, dedicated gear lockers, fitness room.

Public Works

Key staff: Klay Pavlicek, Cris Ruebush

Key discussion topics:

Critical vehicles: Key large, expensive vehicles are ideally stored inside in inclement (cold) weather

Fleet vehicle storage: A big part of space needs for public works is exterior paving to account for circulation and parking/storing of vehicle fleet.

Material storage: Quantifying needs for space on site to store sand, rock, signs, poles, pipes, etc are important and challenging.

Library

Key staff: Adeline Williams, Eric Lashley

Key discussion topics:

Automated Book Handling: If the City's goals included using automated book handling, adequate space for these systems need to be factored in.

Book Drop: highly desirable to citizen convenience, space for the site plan maneuvering needs to be considered.

24-Hour Lobby: often City Librarys want to offer generous public space that can be accessed and used by the public even when Library collection is closed.

Number of Public Computers: the number of public computer stations factors into the needed space.

Multi-generational Recreation Center

Key staff: Linsey Barta

Key discussion topics:

Fitness Scope: goals for size and functions of a fitness area are big space factors. Need cardio class space? Need a full-service weight area? What private gyms are near?

Target square footage per citizen: often Park/Rec departments have a target square footage per citizen.

Multipurpose: flexible space leads to increased space usage with the negative being the "flex" space may not be 100% perfect for each usage type.

OTHER THOUGHTS

Community Input

PGAL is an adept team player in Community Input strategies and meetings. As the Needs Assessment gets rolling, we will want to proactively decide which project types will need community input and which will not. We find the projects most needing public input are the highly public ones such as the Library and Multi-generational Recreation Center. The best time for input is after a "draft" program has been developed from the Needs Assessment process (see our Schedule concept in Section 3). As for the



image from City of Pflugerville City Hall Needs Assessment: citizen committee prioritizing features of a City Hall development

Community Input format, we have been part of meetings of all shapes, sizes and strategies. We will customize the game plan with City staff/department/leadership input.

Blocking Exercises

With all the square footage information from the Space Needs Spreadsheets, we can create to-scale “blocks” of all the programmed spaces (see image below). We will have workshops with the City and use the “blocks” to identify key space adjacencies and vital work flows, and discuss trade-offs of various layouts. This process is fun and interactive. It allows us, as a team, to come up with layout solutions that have the buy-in and support of all stakeholders because they were part of the process.

Project Combinations

As the “Master Plan” piece of the project develops, it will be super interesting to see what combinations of departments and functions the City will be interested in exploring.

- Should/can the Library/Recreation Center combine?
- Should City Hall and Police combine? (tricky topic)
- Where is the ideal location for Public Works?
- Is Public Works separated from other projects?
- How does project phasing influence the combinations?



image of City of Pflugerville City Hall development concept



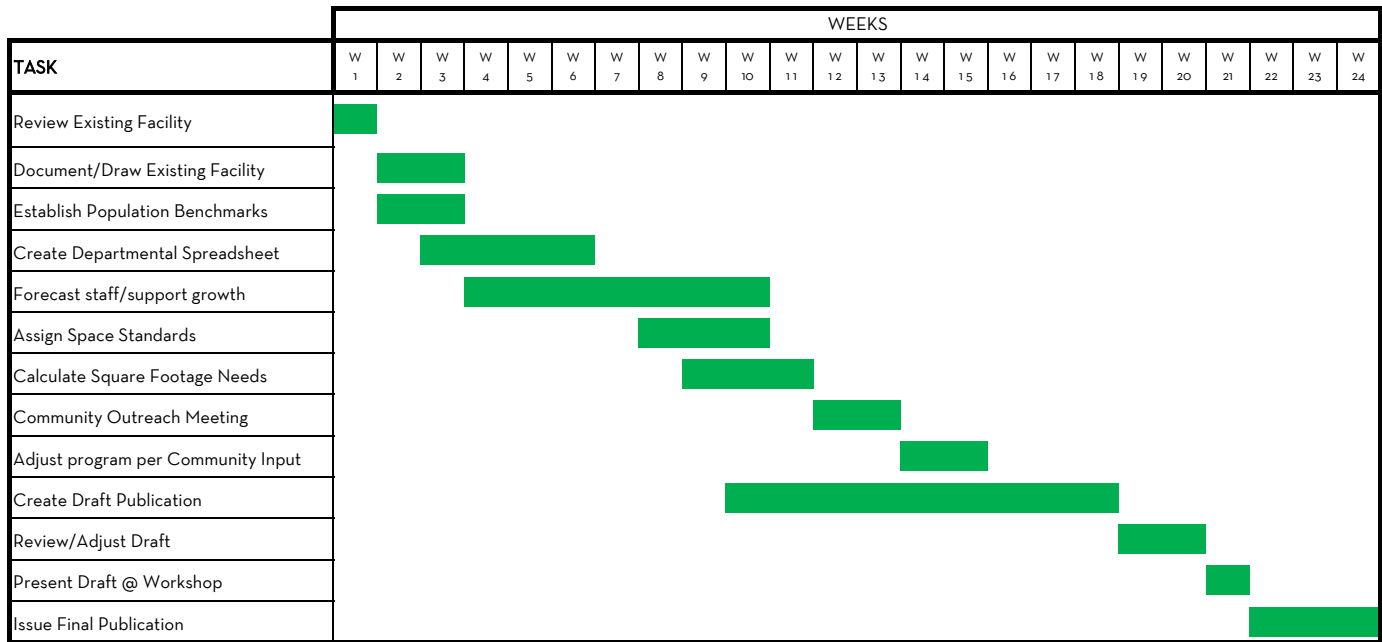
photo of 'Blocking Exercise' from Austin PD Canyon Creek Substation identifying work flow and adjacencies

SCHEDULE



Our approach to Facility Programming takes a lot of communication and interaction between PGAL and the City, which can be a challenge as we align the calendars of busy City staff. At the beginning of the process, we like to establish a standard/typical day of the week for the group to meet so that everyone can mark their calendars far in advance. The schedule below illustrates proposed durations of the programming process steps.

With the six project types/elements -- City Hall, Development Services, Police, Public Works, Library, Multi-generational Recreation Center -- we feel each will run in tandem with having a schedule similar to the concept below, which shows a six-month timeline.



A few other schedule thoughts:

1. These project are highly collaborative with involvement from each City Department.
2. We all must be flexible and realize that the schedule may need to go faster or slower for a host of reasons.
3. Community Input: We placed an idea of the right time for such input into the schedule.
4. Community Input: It is likely that some project types will need more, and some will require less.
5. Staff/Team Meetings: We will need to be interfacing formally, at minimum, every other week.
6. Six-Month Thought: with the six-nth schedule concept, we believe it will be a challenge to shorten it.

PROJECT TEAM



LEADERSHIP

PGAL Principal Cris Ruebush, AIA, LEED AP, will serve as the main point of contact and lead the project team. Cris has vast experience in performing Space Needs Assessment and Facilities Master Planning for a wide variety of municipal buildings in Central Texas. He is recognized for his collaborative spirit, skills in community engagement, facilitating open community meetings and creating consensus among stakeholders. His extensive architectural background and can-do/will-do attitude guarantees an attention to detail and skills necessary to sift through multiple ideas and hone in on the best possible solution for your unique project.

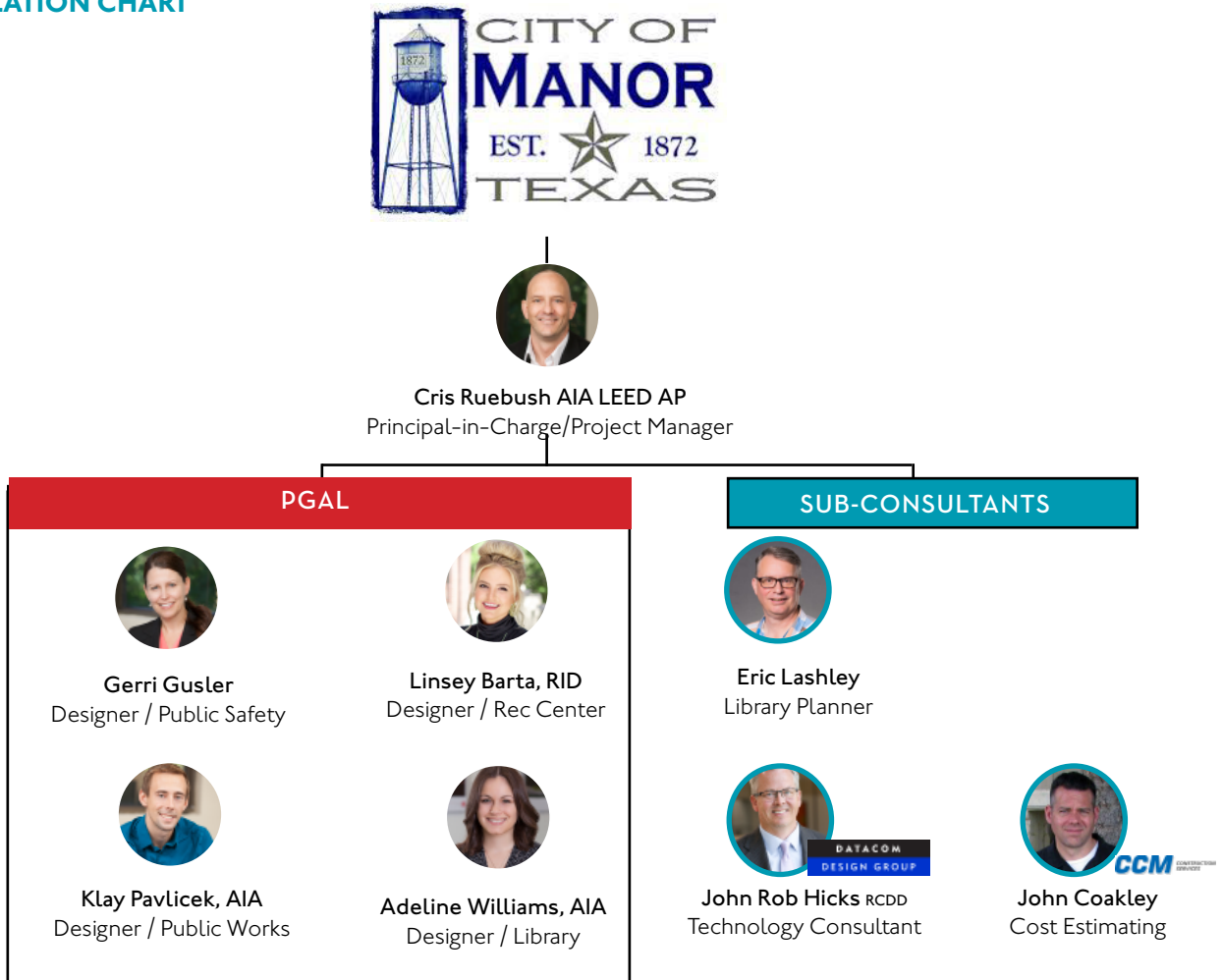
TEAM

PGAL is a financially sound, 75-year-old architectural and engineering firm that was founded in Houston, Texas. We have 13 offices with more than 250 professionals across the country, giving us the depth of resources to complete this contract.

We use cloud computing to facilitate collaboration across multiple offices. The nature of our environment allows staff to work from anywhere and provides access to high-powered computing in order to complete high-quality renderings and other project deliverables. As a result, we are able to add resources immediately if necessary for the project.

Above all, our people are our most valuable resource. The strengths and talents of our professionals will provide a strong foundation for your project, bringing leadership, programming, planning, and design experience from numerous municipal projects. **Our Austin team is known across Texas for its creative approach and “can do...will do” attitude that seeks a truly unique and fitting solution for each project.**

ORGANIZATION CHART





CRIS RUEBUSH AIA, LEED AP

Principal-In-Charge

Cris has 24 years of experience providing architectural design and construction administration services for cities and counties throughout Texas. He has extensive experience successfully delivering projects in Central Texas including vast experience with needs assessments.



PROJECT EXPERIENCE WITH NEEDS ASSESSMENT COMPONENT

EDUCATION

Bachelor of Architecture
University of Houston

REGISTRATION/LICENSES

Registered Architect
Texas No. 20946

LEED Accredited
Professional

AFFILIATIONS

American Institute of
Architects

- › City of New Braunfels Police Headquarters, New Braunfels, Texas
- › City of College Station Police Headquarters, College Station, Texas
- › City of Burnet Police Headquarters, Burnet, Texas
- › City of Kyle Police Headquarters, Kyle, Texas
- › City of Austin Canyon Creek Police Substation, Austin, Texas
- › City of Georgetown Westside Service Center, Georgetown, Texas
- › City of San Marcos City Hall and Community Service Center Needs Assessment, San Marcos, Texas
- › City of Cedar Park Field Operations Center, Cedar Park, Texas
- › City of Seabrook Public Works Needs Assessment, Seabrook, Texas
- › City of Kerrville Needs Assessment, Kerrville, Texas
- › City of Pearland Needs Assessment, Pearland, Texas
- › City of Sugar Land Needs Assessment, Sugar Land, Texas
- › City of Leander Public Works Needs Assessment, Leander, Texas
- › City of College Station City Hall and Police Needs Assessment, College Station, Texas
- › City of Nolanville City Hall Needs Assessment, Nolanville, Texas
- › Facility Needs Assessment for City of Pflugerville City Hall Complex, Pflugerville, Texas
- › City of Hutto City Hall Needs Assessment, Hutto, Texas
- › City of Buda Public Works and Parks Needs Assessment, Buda, Texas





GERRI GUSLER

Project Designer - City Hall, Development Services, Police Focus

Gerri has provided planning, design and management services on many of PGAL's municipal projects for the last 24 years. She is a thoughtful and thorough designer. Her ability to listen makes her an intuitive designer and ensures her projects meet the expectations of our clients. Relevant project experience includes:



EDUCATION

Bachelor of Architecture
University of Houston

RELEVANT PROJECT EXPERIENCE

- › City of Navasota City Hall, Navasota, Texas
- › City of Sugar Land City Hall, Sugar Land, Texas
- › City of College Station Police Headquarters, College Station, Texas
- › City of Austin Canyon Creek Police Substation, Austin, Texas
- › City of Georgetown Westside Service Center, Georgetown, Texas
- › City of Cedar Park City Hall, Cedar Park, Texas
- › City of Kerrville Needs Assessment, Kerrville, Texas
- › City of Sugar Land Needs Assessment, Sugar Land, Texas
- › City of College Station City Hall and Police Needs Assessment, College Station, Texas



ADELINE WILLIAMS AIA

Project Architect - Library Focus

Adeline joined PGAL in 2017. She has experience in all aspects of projects from programming thru construction administration. She is very skilled in creating thoughtful designs that are clean, simple, and cost effective with an ability to present and convey the designs with 3D renderings and virtual walk-thrus. Adeline has recently worked on the City of San Marcos Library Expansion and Renovation and the City of Round Rock Library. Relevant project experience includes:



EDUCATION

Bachelor of Architecture,
Rensselaer Polytechnic
Institute

REGISTRATION/LICENSES

Registered Architect
Texas No. 29239

AFFILIATIONS

American Institute of
Architects

RELEVANT PROJECT EXPERIENCE

- › City of Georgetown Convention Center & Visitors Bureau Program/Feasibility Study, Georgetown, Texas
- › City of San Marcos Public Library, San Marcos, Texas
- › City of Round Rock Public Library. Round Rock, Texas
- › City of New Braunfels Public Library Conceptual Design, New Braunfels, Texas
- › Facility Needs Assessment for City of Pflugerville City Hall Complex, Pflugerville, Texas
- › City of College Station Police Headquarters, College Station, Texas
- › City of New Braunfels Police Headquarters, New Braunfels, Texas
- › City of Austin Canyon Creek Police Substation, Austin, Texas



KLAY PAVLICEK AIA

Project Architect - Public Works Focus

Klay joined PGAL in 2013. Since then, he has become a licensed and knowledgeable Architect delivering detailed projects under-budget and on-time. His experience encompasses all levels of project development from conceptualization through construction administration. Klay is currently working on the City of Austin Convention Center Warehouse and Marshalling Yard (70,000 SF). Klay has recently completed the Facility Planning Services for the City of Buda Public Works and Parks Department and the Leander Public Works Needs Assessment.

EDUCATION

Masters of Architecture,
Texas A&M University

REGISTRATION/LICENSES

Registered Architect:
Texas No. 27124

AFFILIATIONS

American Institute of
Architects

RELEVANT PROJECT EXPERIENCE

- › City of Leander Public Works Needs Assessment, Leander, Texas
- › City of Buda Public Works and Parks Needs Assessment, Buda, Texas
- › City of Georgetown Westside Service Center, Georgetown, Texas
- › City of Seabrook Public Works Center, Seabrook, Texas
- › City of Austin Convention Center Marshalling Yard, Austin, Texas
- › City of Burnet Police Headquarters, Burnet, Texas
- › City of Cedar Park Field Operations Materials Storage Building #2, Cedar Park, Texas



LINSEY BARTA RID

Interior Designer - Multi-generational Recreation Center Focus

Linsey focuses on universal design and utilizes sustainable materials particularly with the Cradle to Cradle design initiative in mind. Designing for all age ranges and encompassing multiple industries including community centers, recreation centers and public safety facilities, Linsey has great insight into client needs. Her personality fosters good team communication and a collaborative approach. She brings a passion to all of her projects and enjoys creating environments that positively impact people's daily lives. She strives to use a fresh perspective on each project and is adept at developing both computer generated and hand rendered 3-D images.

EDUCATION

Bachelor of Science
Interior Design and
Hospitality Management
Colorado State University

REGISTRATION/LICENSES

Registered Interior
Designer No. 12734

AFFILIATIONS

IIDA

RELEVANT PROJECT EXPERIENCE

- › UNT Multicultural Center, Denton, TX
- › Cedar Hill Premiere Library, Cedar Hill, TX
- › Shadow Creek Library, Pearland, TX
- › Harrington Public Library, Plano, TX
- › Midland Senior Centers Master Plan, Midland, TX
- › Richardson Senior Recreation Center, Richardson, TX
- › Princeton Community Center Adaptive Reuse, Princeton, TX
- › Leander Senior Recreation Center, Leander, TX





ERIC LASHLEY AIA, LEED AP

Library Planner; Executive Director of PLAN

Eric Lashley is the former Director of the Georgetown Public Library. Eric served nearly 25 years with the City of Georgetown. In 2018, during his tenure, the Georgetown Public Library was awarded the Institute of Museum and Library Services National Medal, the nation's highest honor for libraries and museums in our country. Eric was named the Texas Librarian of the Year in 2019 by the Texas Library Association.

OVERVIEW OF PARTNERS LIBRARY ACTION NETWORK (PLAN)

In 1969, the Texas Legislature passed the Texas Library Systems Act which created the framework for the 10 regional systems. The Central Texas Library System, along with the other nine systems, received little state funding for a number of years. Over time, the funding increased and many new libraries were established to serve the rapidly growing central Texas population. By 2005, the system had 76 member libraries. In the fall of 2004, 54 member libraries voted to join a non-profit corporation for the purposes of administering the system grant. On September 1, 2005, CTLS, Inc. was awarded a contract to manage the System and TANG grants from the Texas State Library. In 2021, the Central Texas Library System (CTLS) was renamed Partners Library Action Network (PLAN). Staff members work diligently to assist over 215 member libraries with the daily challenges of running a public library in Texas.



JOHN COAKLEY CPE, LEED BD+C, AVS

Cost Estimator

John is a founding principal of CCM Construction Services, LLC and has over 15 years of construction industry experience. John's background involves both finance and construction allowing an in-depth understanding of economics and construction costs. John first became interested in the construction industry while working during high school and college for an equipment distributor serving the industrial and commercial construction markets. Positions held during his career have involved industry analysis, project cost control, construction claims, project management, scheduling, and estimating. Project experience includes major airport terminals and renovations, university facilities, healthcare, schools, libraries, courthouses, jails, fire stations, parks, museums, light rail, heavy/highway, manufacturing facilities, marine, and industrial installations. John holds degrees in finance and construction management as well as several industry certifications. John is an active member of the American Society of Professional Estimators (ASPE) and currently serves on the local chapter board.



RECENT PROJECT EXPERIENCE WITH PGAL

- › Cedar Park Building #6 Fire Administration Build-Out
- › College Station Police Headquarters
- › Travis County Evidence Warehouse



JOHN ROB HICKS RCDD

Technology Consultant

John Rob Hicks has more than 25 years of experience in the consulting and design of technology projects, including municipal facilities of all types. He has compiled an outstanding portfolio that exemplifies his dedication to excellence and a unique ability to direct diverse teams to perform at the highest levels of quality and timeliness. Through his extensive knowledge and expertise, John Rob provides clients with independent technology solutions, while ensuring continuous and open communication throughout the planning and decision-making process. As a Project Manager and Principal-in-Charge, he actively promotes a thorough, team-wide understanding of design objectives, system requirements and timelines related to the project.

EDUCATION

Bachelor of Science
Architecture
University of Virginia
Master of Architecture
University of Texas at
Austin
Executive Master of
Business Administration
Georgia State University

REGISTRATION/LICENSES

RCDD

RELEVANT PROJECT EXPERIENCE

- › City of Buda, Municipal Complex & Library, Buda, Texas
- › City of Farmer's Branch Fire Station #2, Farmer's Branch, Texas
- › City of San Marcos Public Library Expansion and Renovation, San Marcos, Texas
- › City of Anna Municipal Complex, Anna, Texas
- › City of Arlington Fire Station No. 1, Arlington, Texas
- › City of Frisco Public Works Facility, Frisco, Texas
- › City of Lubbock Police Headquarters, Lubbock, Texas
- › City of Lubbock Citizens Tower, Lubbock, Texas
- › City of San Antonio Frost Tower Renovation, San Antonio, Texas
- › City of San Antonio Alamo Region Security Operations Center (ARSOC), San Antonio, Texas



RELEVANT EXPERIENCE



We are the right firm for your **Space Needs Assessment and Facilities Master Plan** because we have the right combination of:

1. Direct and local experience on Needs Assessments
2. Direct and local experience with each of the project types



photo of City of College Station New Police Headquarters

Below are Needs Assessments, of all shapes and sizes for Central Texas cities, that PGAL's Austin staff have been directly involved with since 2008:

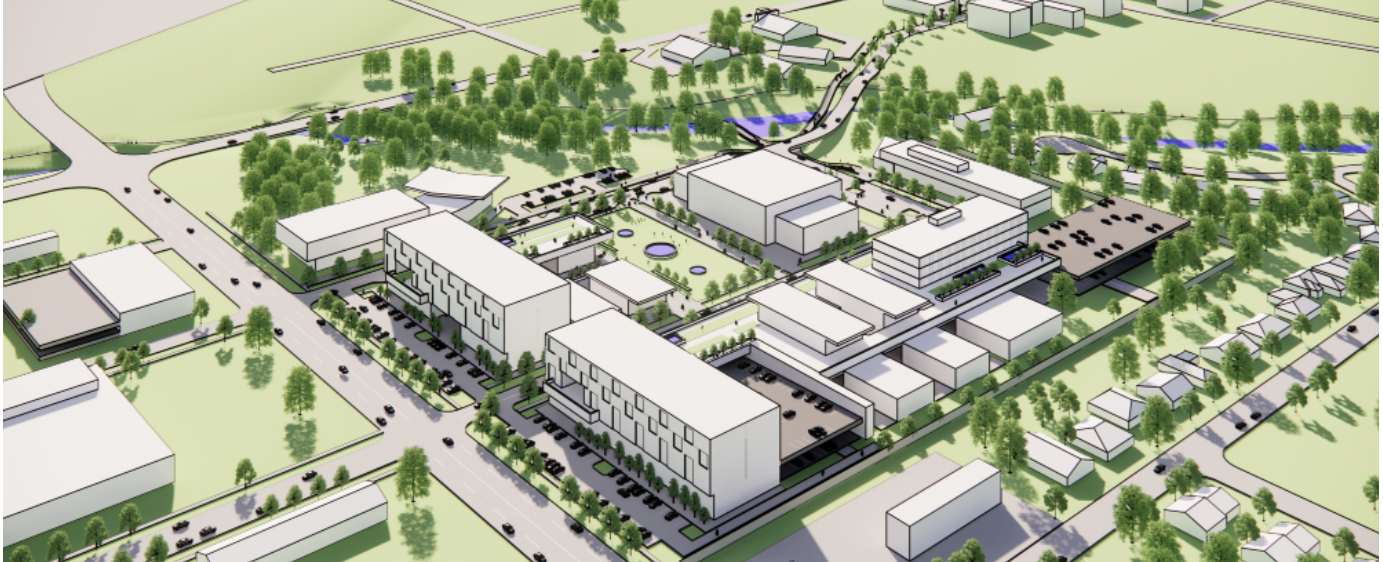
- City of Kerrville
- City of Round Rock
- City of Cedar Park
- City of Pflugerville
- City of Burnet
- City of Leander
- City of Georgetown
- City of San Marcos
- City of College Station
- City of Buda
- City of Hutto
- City of Nolanville

We chose these six Relevant Experience projects to show a project for each project type within the scope of your **Space Needs Assessment and Facilities Master Plan**. They are listed in the same order on RFQ pages 5 and 6):

| Project: | Project Type: |
|---|--------------------------------------|
| City of Pflugerville City Hall Needs Assessment | City Hall |
| City of San Marcos City Hall and Community Service Needs Assessment | Development Services |
| City of College Police Headquarters | Police |
| City of Buda Public Works and Parks Need Assessment | Public Works |
| City of Round Rock Public Library | Library |
| City of Leander Senior & Child Advocacy Center | Multi-generational Recreation Center |

CITY OF PFLUGERVILLE CITY HALL NEEDS ASSESSMENT

PFLUGERVILLE, TEXAS



This Facility Needs Assessment documented the process and results of determining the City of Pflugerville’s space needs for a new City Hall that would provide the space needs for the following City departments: CIP Engineering, City Manager, City Secretary, Development Services, Finance/Utility Billing, Human Resources, GIS, Information Technology, Municipal Court, Parks, Public Information.

Methodology:

The planning process progression was as follows: Document all existing buildings, document current staff and their current space use and type (office or workstation), forecast staff and support space growth at benchmark populations, establish space standards (map space to staff positions), develop resulting square footage needs at benchmark populations, and create concepts to provide the needed space.

2021 Citizen Committee:

In the late summer of 2021, the City of Pflugerville appointed a citizen committee to reach a go or no-go recommendation for the purchase of land that could provide a site for a City Hall (based on our Needs Assessment), a Recreation Center (already approved by a bond vote), and private development (office, retail, etc). The City hired PGAL to lead three committee meetings to brainstorm a vision for the site feature (wants and non-wants), do a site concept, and discuss public-private partnerships. The rendering at the top of the page was a site concept created over the course of the short-fuse, three-week exercise.

Relation to your Needs Assessment:

We are mapping this project to your *City Hall* element.

Owner Reference

Trey Fletcher, Deputy City Manager
City of Pflugerville
512.990.6301
TREYF@pflugervilletx.gov

Project Schedule

Needs Assessment Booklet published:
September 2019

Potential Site Visioning/Planning via three
committee charrettes: July 2021

**Proposed Project Budget from Needs
Assessment in 2019: \$34 Million**

PROGRAM SUMMARY



Below is the headcount and space summary of the program/needs assessment at each population benchmark:

Space Totals:

CITY HALL PROGRAM SUMMARY

| POSITION / SPACE | AREA | | | |
|-----------------------------------|---------------|---------------|---------------|---------------|
| | 60,000 | 100,000 | 160,000 | 260,000 |
| Population Growth Percentage | | 67 | 167 | 333 |
| New CITY HALL | | | | |
| CIP Engineering | 2,939 | 3,685 | 5,134 | 5,589 |
| City Manager's Office | 1,318 | 1,534 | 2,139 | 2,821 |
| City Secretary | 1,476 | 1,757 | 2,005 | 2,208 |
| Development Services | 4,553 | 6,835 | 9,068 | 10,773 |
| Finance / Utility Billing | 2,764 | 3,356 | 5,044 | 6,174 |
| Human Resources | 1,610 | 1,778 | 2,016 | 2,184 |
| GIS | 638 | 1,420 | 1,420 | 1,642 |
| Information Technology | 1,190 | 1,600 | 1,764 | 1,909 |
| Parks | 1,268 | 1,753 | 2,940 | 3,651 |
| Public Information | 1,800 | 2,535 | 3,216 | 3,556 |
| Municipal Court | 5,993 | 6,220 | 6,721 | 6,948 |
| Shared Support Space | 22,694 | 22,694 | 23,394 | 23,394 |
| | | | | |
| | | | | |
| GRAND TOTAL SQUARE FOOTAGE | 48,243 | 55,166 | 64,860 | 70,849 |

Staff Totals:

| POPULATION BENCHMARKS | 60,000 | 100,000 | 160,000 | 260,000 |
|------------------------------|-----------|------------|------------|------------|
| Population Growth Percentage | | 67 | 167 | 333 |
| CIP Engineering | 10 | 16 | 26 | 29 |
| City Manager's Office | 3 | 5 | 8 | 13 |
| City Secretary | 3 | 5 | 7 | 9 |
| Development Services | 25 | 46 | 63 | 77 |
| Finance / Utility Billing | 13 | 18 | 30 | 39 |
| Human Resources | 3 | 5 | 8 | 10 |
| GIS | 4 | 11 | 11 | 13 |
| Information Technology | 3 | 8 | 10 | 12 |
| Municipal Court | 6 | 9 | 12 | 15 |
| Parks | 9 | 13 | 22 | 28 |
| Public Information | 7 | 13 | 19 | 22 |
| | | | | |
| TOTAL CITY STAFF | 86 | 149 | 216 | 267 |
| Staff Growth Percentage | | 73 | 151 | 210 |

CITY OF SAN MARCOS SPACE NEEDS ASSESSMENT

SAN MARCOS, TEXAS



1st

PUBLIC/COMMUNITY SERVICES COMPLEX
62,108 sf

EXPANSION
23,894 sf

2nd - A

RENOVATE 630 HOPKINS
42,300 sf

NEW ANNEX
32,517 sf

2nd - B

OR

NEW CITY HALL
74,817 sf

image from City of San Marcos Needs Assessment showing 'to scale' representations of the facility square footage needs

This Facility Needs Assessment documented the process and results of determining the City of San Marcos' space needs for a new Community Services Complex and City Hall that would provide the space needs for the following City departments: City Manager, City Clerk, Communications, Human Resources, Legal, Technology, Capital Improvements, Planning & Development, Finance, Utility Billing, Community Services, Public Services, Neighborhood Services, Electric Utility, Transportation, Water/Wastewater.

In an unusual setup, the City's City Hall and primary Public Works functions shared a site in the heart of the City. The main goal became to build a new Community Services Complex to consolidate all Public Works functions on a new, 'less prime real estate' site. With Public Works functions removed from the City Hall site, the opportunity opens up to do an all-new City Hall on the existing site with the potential to include other private amenities.

From this 2016 plan, the City has implemented the design and construction of a new Community Services Complex via a developer-led delivery method. Now the City has the ability to redevelop their City Hall property, which we anticipate happening over the next years.

Relation to your Needs Assessment:

We are mapping this project to your *Development Services* element, given the complexity of the City of San Marcos Community Services departmental setup. In the overall plan, the Development Services department was assigned to the new City Hall so that the public would have good access.

Owner Reference

Steve Parker
Former Assistant CM for San Marcos
Currently CM for Seguin
830.401.2302
sparker@seguintexas.gov

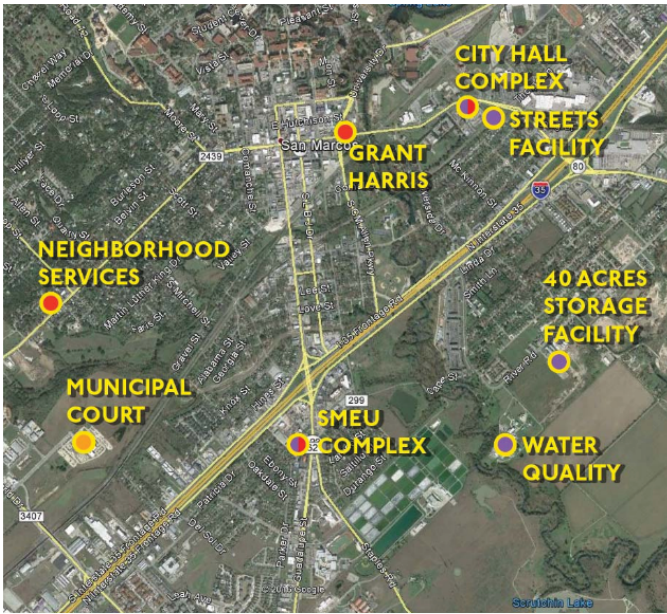
Project Schedule

Needs Assessment Published: May 2016

Proposed Project Budget from Needs Assessment in 2016:

Community Services Complex: \$19 Million
City Hall: \$30 Million

Link to PGAL Civic Design Portfolio:
https://issuu.com/pgalconnect/docs/national_civic_brochure_2021



The map above shows the locations of the recorded complexes and buildings. These locations are color coded to represent their occupant's intended destination. The next page shows thumbnails and basic info for each building.

The following pages have detailed plans showing the layout of each building and use of spaces.

- CITY HALL
- PC COMPLEX
- BOTH
- STAY



image of existing facilities location map

image of color-coded existing layout floor plan

| | | | |
|---|--|---|--|
| City Hall 12,400sf 630 East Hopkins Built: 1975 | | Permitting Building 3,900sf 630 East Hopkins Built: 2008 | |
| Municipal Building 20,000sf 630 East Hopkins Built: 1985 | | Public Services Building 11,000 sf 630 East Hopkins Built: 1985 | |
| Streets Building 5,000sf 639 East Hopkins | | W/WW 2,800sf 630 East Hopkins | |
| Grant Harris 6,300sf 401 East Hopkins Built: 1975 | | SMEU 9,050sf 1040 Seguin Hwy Built: 1967 | |
| SMEU Distribution 5,200sf 1040 Seguin Hwy Built: 1971 | | SMEU Metering 1,230sf 1040 Seguin Hwy | |
| W/WW Quality 3,850sf 720 River Road Built: 1975 | | Neighborhood Services 3,360sf 1402 Hopkins Road Built: 1975 | |
| Fleet and Streets 3,600sf 750 River Road Built: 1975/1985 | | Municipal Court 2,800sf 712 S Stagecoach Trail | |

image of existing facilities thumbnails

The intent of this section is to summarize the existing square footage at the existing City Municipal buildings reviewed in this report.

| DEPARTMENT | Existing |
|---|--------------|
| City Manager | 1,834 |
| City Clerk | 1,314 |
| Communications | 567 |
| Human Resources | 1,787 |
| Legal | 1,593 |
| Technology | 3,050 |
| Capital Improvements | 3,757 |
| Planning and Development | 3,964 |
| Finance | 3,075 |
| Utility Billing | 2,050 |
| Community Services Administration | 3,000 |
| Neighborhood Services | 2,160 |
| City Hall: Support Space | 16,705 |
| Public Services Admin | 1,900 |
| Community Services | 1,000 |
| Electric Utility | 3,480 |
| Transportation | 4,000 |
| Water/Wastewater | 3,650 |
| Public Works: Support Space: Administration | 7,730 |
| Public Works: Support Space: Operations | 27,000 |
| Municipal Court | 4,869 |
| Projected Total SF | 93616 |

Note: Municipal Court space at Hays County Courthouse not included in calculation above.

image of grand total of existing space chart

CITY OF COLLEGE STATION POLICE NEEDS ASSESSMENT

COLLEGE STATION, TEXAS



PGAL was commissioned by City of College Station to perform master planning, programming, and design services for the City's new two-building police headquarters.

The 63,625-square-foot "main" building features a welcoming two-story lobby connecting the first and second floors visually. The T-shaped first floor consists of a large community media room, training room, lockers, and other PD office functions. The one-story, rear back-of-house portion presents a higher volume to serve evidence and property storage functions as well as a forensics vehicle bay. The second floor of the main building is highlighted by a balcony overlooking the main entry lobby and includes services such as an administration suite, dispatch, detective work space, recruiting, and training spaces. The main building's T-shape plan allows for future expansion into an H-shape, as required, as the city grows.

The second, 11,000-square-foot "annex" building is located on the southern portion of the site and will mainly be used for department vehicular functions as well as fitness and storage spaces.

The stone and brick façade feature large punch windows on the ground floor with a continuous ribbon window on the second floor. The building aesthetic is inspired by a blend of the prairie-style movement melded with city council's desire for a historic and timeless architectural design, creating a prototype for the design language of future City of College Station buildings.

Relation to your Needs Assessment:

We are mapping this project to your *Police* element.

Owner Reference

Emily Fisher, PE
Director
Public Works Department
979.764.3690
efisher@cstx.gov

Project Schedule

Needs Assessment Published: Jan 2016

Proposed Project Budget from Needs Assessment in 2016: \$28 Million

Link to PGAL Police Facility Portfolio:

https://issuu.com/pgalconnect/docs/2020_police_facility_design_brochure_for_client_up

DEPARTMENT: Police Department 6-27-2016
 OCCUPATION:

| POSITION / SPACE | SQ FT | AREA | | | |
|-----------------------------------|---------------|---------------|---------------|----------------|---------|
| | | 100,000 | 150,000 | 200,000 | 300,000 |
| Population Growth Percentage | | | 50 | 100 | 200 |
| Staff Office Space | | | | | |
| Administration | 2,442 | 3,252 | 3,792 | 4,212 | |
| Administrative Services Bureau | 1,973 | 2,898 | 4,376 | 5,254 | |
| Field Operations Bureau | 1,835 | 4,882 | 6,498 | 9,587 | |
| Operations Support Bureau | 2,917 | 5,066 | 8,145 | 11,945 | |
| Support Space | | | | | |
| Training Center | 3,350 | 4,550 | 4,550 | 5,550 | |
| Front Lobby | 2,090 | 2,090 | 2,270 | 3,000 | |
| General Building | 7,270 | 7,545 | 7,870 | 11,745 | |
| Field Operations | 12,225 | 12,225 | 15,365 | 19,880 | |
| Communications | 2,450 | 2,450 | 3,080 | 3,580 | |
| Jail | 2,180 | 2,180 | 2,180 | 2,180 | |
| Operations Support | 300 | 300 | 300 | 590 | |
| Records | 400 | 400 | 450 | 700 | |
| SWAT / Storage | 8,570 | 8,570 | 8,620 | 12,030 | |
| Building Circulation | | | | | |
| | 19,201 | 22,563 | 26,998 | 36,101 | |
| GRAND TOTAL SQUARE FOOTAGE | 67,203 | 78,971 | 94,494 | 126,354 | |

| POSITION / SPACE | AREA | | | |
|-----------------------------------|---------------|---------------|---------------|----------------|
| | 100,000 | 150,000 | 200,000 | 300,000 |
| Population Growth Percentage | | 50 | 100 | 200 |
| Staff Office Space | | | | |
| Administration | 2,442 | 3,252 | 3,792 | 4,212 |
| Administrative Services Bureau | 1,973 | 2,898 | 4,376 | 5,254 |
| Field Operations Bureau | 1,835 | 4,882 | 6,498 | 9,587 |
| Operations Support Bureau | 2,917 | 5,066 | 8,145 | 11,945 |
| Support Space | | | | |
| Training Center | 3,350 | 4,550 | 4,550 | 5,550 |
| Front Lobby | 2,090 | 2,090 | 2,270 | 3,000 |
| General Building | 7,270 | 7,545 | 7,870 | 11,745 |
| Field Operations | 12,225 | 12,225 | 15,365 | 19,880 |
| Communications | 2,450 | 2,450 | 3,080 | 3,580 |
| Jail | 2,180 | 2,180 | 2,180 | 2,180 |
| Operations Support | 300 | 300 | 300 | 590 |
| Records | 400 | 400 | 450 | 700 |
| SWAT / Storage | 8,570 | 8,570 | 8,620 | 12,030 |
| Building Circulation | | | | |
| | 19,201 | 22,563 | 26,998 | 36,101 |
| GRAND TOTAL SQUARE FOOTAGE | 67,203 | 78,971 | 94,494 | 126,354 |

image of square-footage needs at future populations

| POPULATION BENCHMARKS | 100,000 | 150,000 | 200,000 | 300,000 |
|--------------------------------------|------------|------------|------------|------------|
| Population Growth Percentage | | 50 | 100 | 200 |
| TOTAL POLICE DEPARTMENT STAFF | 210 | 337 | 468 | 654 |
| Staff Growth Percentage | | 60 | 123 | 211 |
| Administration | 18 | 24 | 28 | 31 |
| Administrative Services Bureau | 53 | 72 | 97 | 120 |
| Field Operations Bureau | 102 | 177 | 241 | 355 |
| Operations Support Bureau | 37 | 64 | 102 | 148 |
| SWORN VERSUS UNSWORN STAFF | 0 | 0 | 0 | 0 |
| Sworn | 134 | 224 | 312 | 457 |
| Sworn % Growth | 0 | 67 | 133 | 241 |
| Sworn Staff per 1,000 population | 1.34 | 1.49 | 1.56 | 1.52 |
| Un-Sworn | 76 | 113 | 156 | 197 |
| Un-Sworn % Growth | 0 | 49 | 105 | 159 |

image of staffing counts at future populations



photo of annex building

massive full final square-footage needs spreadsheet

CITY OF BUDA PUBLIC WORKS NEEDS ASSESSMENT

BUDA, TEXAS



| DEPARTMENT | AREA | | | | NOTES | |
|--|--------------|---------------|---------------|---------------|---------------|--------------------------------|
| | Existing | 20,000 | 40,000 | 70,000 | | 100,000 |
| PUBLIC WORKS & PARKS COMPLEX | | | | | | |
| Administration | | 843 | 1,292 | 1,460 | 1,460 | |
| Facilities | | 196 | 224 | 252 | 308 | |
| Fleet | | 252 | 280 | 308 | 364 | |
| Streets | | 840 | 1,299 | 1,730 | 2,010 | |
| Stormwater | | 112 | 224 | 476 | 560 | |
| Water | | 505 | 645 | 701 | 899 | |
| Wastewater | | 420 | 532 | 616 | 700 | |
| Parks | | 1,019 | 2,118 | 3,640 | 4,203 | |
| Public Works Support Space | | 3,964 | 4,988 | 6,274 | 7,382 | currently 75% split of overall |
| Parks Support Space | | 1,321 | 1,663 | 2,091 | 2,461 | currently 25% split of overall |
| Public Works Support Space - Storage/Work Bays | | 21,692 | 30,657 | 33,847 | 35,277 | |
| Parks Support Space - Storage/Work Bays | | 9,900 | 15,235 | 17,050 | 20,680 | |
| Projected Total Departmental SF | 9,874 | 41,064 | 59,157 | 68,446 | 76,303 | |

image showing Buda’s grand total interior square footage needs ad future population benchmarks

This Facility Needs Assessment documented the process and results of determining the City of Buda’s space needs for their Public Works and Parks Departments. Their current site has two buildings - one dedicated to Public Works and one dedicated to Parks. The site is floating within City park land that can not be infringed on, so the site does not have enough free land to fit the full ultimate build-out. Therefore, the plan became as follows:

- Step 1 - Do an expansion of the existing site to maximize its use
- Step 2A- Build an all-new dedicated Public Works Complex
- Step 2B- Modify original site to operate solely as Parks
- Step 3 - Expand Public Works Complex

Relation to your Needs Assessment:

We are mapping this project to your *Public Works* element.

Owner Reference

Ray Creswell
Facility Manager
City of Buda
512-523-1073
Rcreswell@ci.buda.tx.us

Project Schedule

Needs Assessment Published: August 2021

Proposed Phased Project Budgets from Needs Assessment:

- Project 1: \$7.6 Million
- Project 2A: \$21 Million
- Project 2B: \$2.1 Million
- Project 3: \$3 Million

Link to PGAL Civic Design Portfolio:
https://issuu.com/pgalconnect/docs/national_civic_brochure_2021

department staff titles

department staff counts

current population

future populations

current staff member space

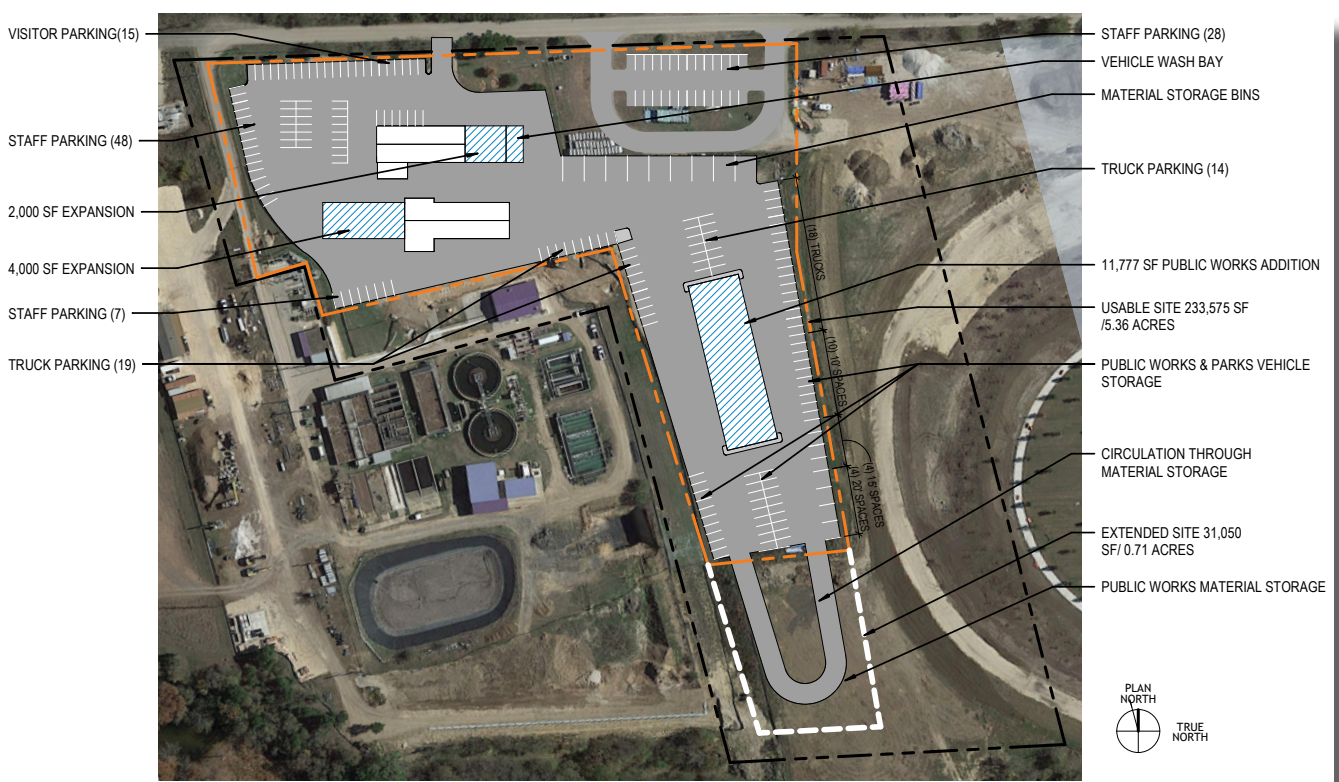
assigned space standard

square footage need for each staff member as a product of staff count multiplied by space standard

| POSITION / SPACE | DEPT | STAFF | | | | EXISTING SF | | SPACE STND | | AREA | | | | NOTES |
|---|------|--------|--------|--------|---------|-------------|-----|------------|-----|--------|--------|--------|---------|---------------------------|
| | | 20,000 | 40,000 | 70,000 | 100,000 | TYPE | SF | TYPE | SF | 20,000 | 40,000 | 70,000 | 100,000 | |
| Population Growth Percentage | | | 100% | 250% | 400% | | | | | | | | | |
| Administration | | | | | | | | | | | | | | |
| Public Works Director | | 1 | 1 | 1 | 1 | OF | 112 | OF-4 | 200 | 200 | 200 | 200 | | |
| Administrative Assistant | | 1 | 1 | 1 | 1 | OF | 97 | WS-3 | 81 | 81 | 81 | 81 | | |
| Receptionist / Records Clerk | | 1 | 2 | 2 | 2 | OF | 98 | WS-3 | 81 | 81 | 162 | 162 | | |
| Assistant Public Works Director | | 1 | 1 | 1 | 1 | | | OF-7 | 120 | 120 | 120 | 120 | | No staff member currently |
| Emergency Management Coordinator/Specialist | | 1 | 1 | 1 | 1 | | | OF-7 | 120 | 0 | 120 | 120 | | |
| Office Manager | | 1 | 1 | 1 | 1 | | | OF-7 | 120 | 120 | 120 | 120 | | No staff member currently |
| Shop Manager (Inventory) | | 1 | 1 | 1 | 1 | | | OF-7 | 120 | 0 | 120 | 120 | | |
| Transit Manager | | 1 | 1 | 1 | 1 | | | OF-7 | 120 | 0 | 0 | 120 | | |
| Subtotal: Staff | | 5 | 8 | 9 | 9 | | | | | | | | | |
| Staff % Growth | | | 60 | 80 | 80 | | | | | | | | | |
| Personnel Space | | | | | | | | | | 602 | 923 | 1043 | 1043 | |
| Departmental Circulation (40%) | | | | | | | | | | 241 | 369 | 417 | 417 | |
| Projected Total Departmental SF | | | | | | | | | | 843 | 1,292 | 1,460 | 1,460 | |

percentage comparison of population growth with staff growth

image showing Buda's Public Works Administration Department's space needs with note about the spreadsheet



site plan of the first project needed to meet Buda's space needs

CITY OF ROUND ROCK PUBLIC LIBRARY

ROUND ROCK, TEXAS



The new Public Library is to be located on North Mays Street in Downtown Round Rock, overlooking Bushy Creek and connected to the public hike and bike trail. The library will act as a landmark and a natural extension of Historical Downtown; to create a public link between Downtown and the larger circuit of cultural and historic options available in Round Rock.

The 3-story, 65,000 square-foot facility is to include highly flexible and adaptive spaces such as technology hub, maker space, café, large multipurpose rooms, quiet reading room, genealogy room, ample study spaces and rooms, an entire floor dedicated to children and teens, and secure outdoor interactive space. The site is to include a 300+ car parking garage that will provide parking for the Library as well as the neighboring middle school and public parking for the community.

The building is positioned around a Heritage tree that is to be the focal point for many spaces within the library. Large glass facade will provide abundant natural light and will draw visitors to connect with nature. Cantilevered patios and secured outdoor space overlook the creek and trail.

Project was designed in association with 720 Design.

Relation to your Needs Assessment:

We are mapping this project to your *Library* element.

Owner Reference

Michelle Cervantes, Library Director
500 North Mays St
Round Rock, Texas 78664
512-218-7010
mcervantes@roundrocktexas.gov

Project Schedule

Design Completion: December 2020
Construction Completion: December 2022

Final Cost: \$34 Million

Link to PGAL Library Design Portfolio:

https://issuu.com/pgalconnect/docs/library_brochure_2021_tla_pages



| Building Program Summary ROUND ROCK PUBLIC LIBRARY | | | | Quantity | Square Feet | Total Square Feet | Volumes per Single Face Sections | Total Volumes Housed | % In Circulation | Collection Total Capacity | Seating | Power/Data | Other Requirements |
|---|--|----|-------|----------|-------------|-------------------|----------------------------------|----------------------|--------------------|---------------------------|--|--|---|
| A. Lobby | | | | | | | 6,340 SF | | | | | | |
| does not include housekeeping outlets | | | | | | | | | | | | | |
| 1. | Pre-function Space/Gallery | 1 | 1,000 | 1,000 | | | | | | | | power for auto doors, digital screens, floor outlets for holiday/display | door hardware PGE system; people counter @ main entrance, meeting spaces |
| | Digital Endpoints | | | | | | | | | | | power for auto doors, digital screens | timed/controlled locks; badge and key access |
| 2. | Vestibule with community information | 1 | 200 | 200 | | | | | | | | restrooms except for hand dryer | new book security system - no gates; lobby information digital display |
| 3. | Public Restrooms and drinking fountain | 6 | 400 | 2,400 | | | | | | | | digital signage power/data | |
| 4. | Reception/Greeter/Security Desk | 1 | 60 | 60 | | | | | | | | quads/data for each station | |
| | 2 work stations | 2 | 80 | 160 | | | | | | | | | |
| 5. | Reception Off desk space | | | | | | | | | | | | |
| | Meeting Room Coord. Office | 1 | 110 | 110 | | | | | | | | 2 quads, data | |
| | Storage | 1 | 80 | 80 | | | | | | | | power near door | |
| | Art reception storage | 1 | 80 | 80 | | | | | | | | power near door | |
| | Supply Storage | 1 | 95 | 95 | | | | | | | | power near door | |
| | Holiday Storage | 1 | 95 | 95 | | | | | | | | power near door | |
| | Lateral Files | 4 | 20 | 80 | | | | | | | | | |
| | Copy/Printer - possible to share | | | | | | | | | | | dedicated power/data | depending on location |
| | Shared staff/Public Conference Room | 12 | 15 | 180 | | | | | | | | power, data in table and in wall box | high tech, video conference connectivity, lighting controls, scheduler, adjustmt to admin |
| 7. | Café - Full Service | | | | | | | | | | | | digital history display, wall mounted digital display, pan/tilt/zoom camera, table top mic, speakers, controls in IDF |
| | Sales Area | 1 | 220 | 220 | | | | | | | | power/data for register | |
| | Storage/Staff Area | 1 | 220 | 220 | | | | | | | | power | |
| | Bistro Seating | 6 | 60 | 360 | | | | | | | | power/USB at each table/WiFi | |
| | Booths | 5 | 80 | 400 | | | | | | | | power/USB at each table/WiFi | |
| | Separate Restroom | 2 | 80 | 160 | | | | | | | | power for hand dryer | |
| 8. | Friends Area | | | | | | | | | | | | adjacent to staff work area |
| | Sale Area-compact shelving | 1 | 180 | 180 | | | | | | | | power/data for register | |
| | Processing Area | 1 | 140 | 140 | | | | | | | | power | |
| | Shelving | 10 | 12 | 120 | | | | | | | | | |
| B. Multi-purpose Activity/Meeting Space | | | | | | | 7,135 SF | | | | | | |
| 1. | Multi-purpose Room A | 1 | 1,175 | 1,175 | 4,595 | | | | 167 seats on floor | 78 | power in walls and floor for training layout, power for lecterns, AV; screens, window shades, high powered WiFi, laptop connection, dig. end | displays in each room | |
| 2. | Multi-purpose Room B | 1 | 1,175 | 1,175 | | | | | 78 chairs | 78 | projector, tv tuner, wireless mic, speakers, ADA assist | classrooms | |
| 3. | Multi-purpose Room C (YS Priority) | 1 | 1,175 | 1,175 | | | | | | 78 | power near door | laser projectors for when all three are combined, pan tilt cameras | |
| | Table/Chair /Stage storage | 3 | 150 | 450 | | | | | | | power near door | Skylight partitions for acoustics | |
| | Youth Service Storage (baby time) | 1 | 80 | 80 | | | | | | | power near door | Assisted listening | |
| | Teen Services Storage | 1 | 80 | 80 | | | | | | | power near door | Sound system, VDP | |
| | Puppet stage Storage | 1 | 100 | 100 | | | | | | | power near door | simplest, most effective control panels for public use | |
| | AV Storage - could co-locate with IT/IDF | 1 | 80 | 80 | | | | | | | power in three walls, blu ray DVD, equipment rack | more advanced functionality for staff | |
| | Catering/teaching/Learning Kitchen | 1 | 160 | 160 | | | | | | | ice maker (water line), coffee | hd, wireless mic | |
| | C - Counter with Sink for YS | 1 | 40 | 40 | | | | | | | GFCI power near sink | Access control: card access for staff, separate access for public | |
| | C - YS story time Storage | 1 | 80 | 80 | | | | | | | power near door | room scheduling display at each meeting space/room | |
| 4. | Literacy Classroom/Low TechMaker Space | 24 | 360 | 360 | 595 | | | | | 25 | power in walls and floor for training layout, power for | audio/video conference room | |
| | Lectern - ht adjustable | 1 | 15 | 15 | | | | | | | overhead projector | wireless mic | |

image of first page of Round Rock Library program (done in conjunction with 720 design)

CITY OF LEANDER

SENIOR & CHILD ADVOCACY CENTER

LEANDER, TEXAS



This 12,000-square-foot new Senior and Williamson County Children's Advocacy Center occupies a 3.5-acre site that is surrounded by residences. The desired design will allow for multi-generational interaction. In this shared facility, separately designated areas for three portable buildings house the community's Head Start program with a courtyard to provide a safe place for children to play.

The client prefers an additional outdoor fitness area -- a trail that meanders through the green space -- allowing an exterior alternative to the indoor fitness center.

Programming for the Center includes:

- Lobby/Reception
- Administrative Suite
- Game Room
- Activities Room
- Large Multipurpose Hall
- Fitness Center
- Commercial Kitchen
- Storage and Restrooms

Relation to your Needs Assessment:

We are mapping this project to your *Multi-generational Recreation Center* element.

Owner Reference

Mark Tummons, Director
Parks & Recreation
City of Leander
512.528.2993
mtummons@leandertx.gov

Project Schedule

Project construction on hold

Budget \$3.7 Million

Link to PGAL Civic Design Portfolio:
https://issuu.com/pgalconnect/docs/national_civic_brochure_2021

Leander Senior Activity Center

| Summary of Proposed Interior Spaces | | No. of Persons | Total Area |
|---|--|----------------|------------------|
| A. Lobby & Reception Area | | Varies | 1,500 SF |
| | Connected to entry vestibule Receptionist desk (2 positions) adjacent to Admin Suite Information center Open common "heart" of Center Coffee café and Library WiFi throughout facility | | |
| B. Administrative Suite | | 4 | 550 SF |
| | Senior Activity Center Supervisor's Office (120 SF) Rec. Program Coord./ Assistant Supervisor's Office (120 SF) Copy/supply workroom (150 sf) Shared Office (160 SF) | | |
| C. Game Room | | 15-20 | 650 SF |
| | Shuffle board, 3 card tables and 1 larger table-holds 6+, darts Large TV with lounge seating Storage closet (50 sf) | | |
| D. Activities Room | | 20-40 | 1,000 SF |
| | Table games, lectures, classes, chair exercise, bingo, arts & crafts Subdividable to 2 rooms Storage closets (1 at 50 sf and 1 at 75 sf for arts & crafts supplies) Cabinetry with sink | | |
| E. Large Multipurpose Hall | | 100 | 1,800 SF |
| | Dancing, lectures, special events, movies Dividable with operable partition to create 2 spaces Storage for tables & chairs (200 SF) and AV closet (25 SF) Perimeter cabinets/countertops for serving | | |
| F. Fitness Center | | 8-12 | 600 SF |
| | Various cardio and weight training machines Storage (50 SF) | | |
| G. Williamson Co. Children's Advocacy Center | | | 700 SF |
| | Private Entrance/ Foyer (100 SF) Waiting room for 6 people with reception desk (300 SF) 2 counseling rooms (150 SF each) 1 single-use restrooms (80 SF) Supplies Closet (50 SF) Kitchenette niche (20 SF) | | |
| H. Commercial Kitchen | | | 1,360 SF |
| | Refer to Foodservice Design Professionals Program | | |
| I. General & Maintenance Storage | | | 200 SF |
| J. Public Restrooms | | | 500 SF |
| | 1 set of men's and women's Airport style entries | | |
| K. Janitors Closet | | | 60 SF |
| L. Telecom & Electrical Closets | | | 100 SF |
| Assignable Square Footage | | | 9,020 SF |
| | 75% Efficiency Factor: circulation, HVAC, walls, chases, etc. | | 2,977 SF |
| TOTAL AREA | | | 11,997 SF |

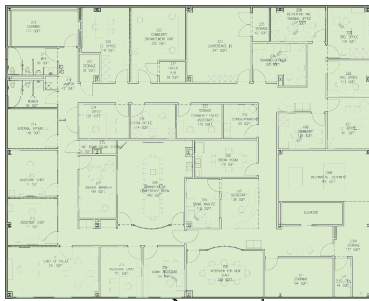
image of overall space needs program

QUALITY CONTROL



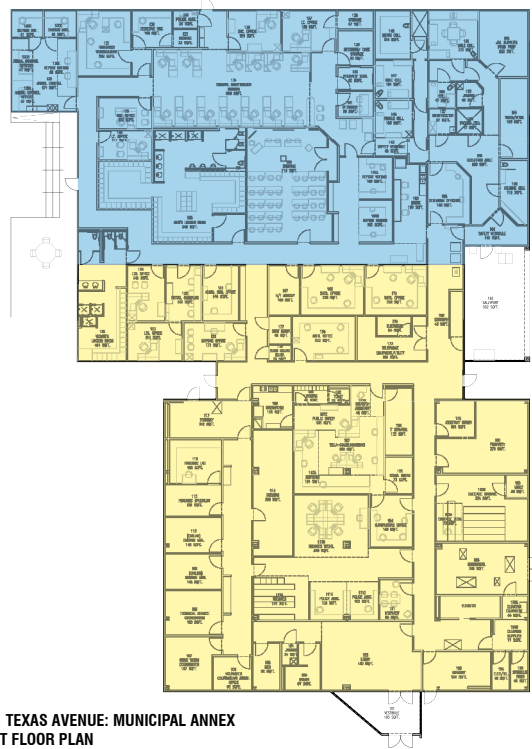
Annex Concept: Floor Plan Concept

The floor plan diagrams on these two pages represent the concept layout for the three selected departments within the former Police Headquarters. The department with the most public interaction - Planning and Development - is located on the south half of the First Floor where the main entrance is location. Planning and Development's footprint is illustrated by the yellow fill. Community Services would be on the north side of the First Floor as illustrated by the blue fill. Being a department with lower public interaction and benefiting from some level of segregation, Human Resources is located on the Second Floor as represented by the green fill.



2611 TEXAS AVENUE: MUNICIPAL ANNEX
SECOND FLOOR PLAN

40



2611 TEXAS AVENUE: MUNICIPAL ANNEX
FIRST FLOOR PLAN

41

Image from a side-by-side page spread of College Station Needs Assessment showing strong graphic quality

PGAL attributes its more than 75 years of success and repeat clients to quality services. PGAL has always emphasized quality throughout the entire project process rather than relying simply on checking procedures. Although formal checking and review procedures are required, they can only catch errors, not enhance quality.

The PGAL approach stresses quality management throughout the project by all team members. PGAL has a written QA/QC program which is disseminated to staff as part of the Project Management Manual published by the firm and issued to its project managers, architects, engineers, designers, planners, and construction specialists.

The purpose of the QA/QC program is to specify the documentation, review, and coordination required to ascertain whether a project is meeting the quality standards established by the firm and approved industry standards. To achieve the quality standards established by the firm, PGAL's quality management program includes: training of PGAL employees in the concepts and methods of quality improvements; implementation of workshops to familiarize staff members with the requirements of PGAL's system; and regularly scheduled meetings for each PGAL office in which

the employees (including disciplines of management, technical, and administrative) address important questions and topics such as what is going well, what lessons were learned, what is next to accomplish, how is the group working together, and what can be improved.

NEEDS ASSESSMENT SPECIFIC

Needs Assessment publications are not like a set of complicated/complex architectural and engineering design documents. They are books.

What is important: spelling and graphic quality.

Spelling note (Cris speaking): My first Needs Assessment was for the City of Pearland. Toward the end of assessment, I gave a presentation to the City Council. In the middle of it, a council member interjected and hammered me for a typo in the draft report. It was a lesson I do not forget: the quality and accuracy of our final product is crucial to lending credibility to the entire process and the final product.

Graphic Quality: We believe our Needs Assessments are organized, clear, concise with a graphic quality that is readable and that leaves a positive impression.

FORMS



ATTACHMENT A: CERTIFICATION

The undersigned affirms that they are duly authorized and qualified to submit this response. The undersigned affirms that the firm is willing to sign the enclosed Standard Contract without modification.

Respondent must initial next to each addendum received in order to verify receipt:

Addendum #1

Addendum #2

Addendum #3

C. Ruebush

Respondent Must Fill in and Sign:

NAME OF CONSULTANT/FIRM: PGAL

AGENTS NAME: Chris Ruebush, AIA

AGENTS TITLE: Principal

MAILING ADDRESS: 2222 Western Trails Blvd.
Suite 300

CITY, STATE, ZIP: Austin, TX 78745

PHONE & FAX NUMBERS: T - (512) 236-1005
F - (512) 853-6126

E-MAIL ADDRESS: cruebush@pgal.com

AUTHORIZED SIGNATURE:
DATE: 12/17/2021

C. Ruebush

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

PGAL, Inc.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes

No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes

No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

12/17/2021

Date