

A Space Program For:

The State of Michigan
Department of Human Service
Children Services Administration
Wayne County
Russell Street

Prepared By:

GHAFARI 

17101 Michigan Avenue
Dearborn, Michigan 48126

Project Number 107035.002

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Executive Summary:

The following space program reflects the needs of the Department of Human Services – Children Services Administration (Wayne County) currently located on 2929 Russell Street in Detroit to a new location within Wayne County. The program was developed from an on-site interview, site visit, and correspondence between Todd Drouillard (Ghafari Associates) and the facility representatives from DHS:

- David Endyke - DHS Wayne County
- Lakeesha Perryman – DHS
- Dennis Roszkowski – DHS
- Audrey Williams – DHS
- Roger Christ - DHS
- Susan Moyer - DHS

The purpose of this document is to articulate the detailed space requirements of DHS Office in Wayne County, Michigan totaling **40,919** square feet.

Programming Team:

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Jeff Pedersen	Project Manager / Architectural Programmer, Ghafari Associates, L.L.C.
Teri Martin	Departmental Specialist State of Michigan DMB Real Estate
James Clark	Design Section Manager, Design and Construction - State of Michigan
Myrna Burroughs	Senor Real Estate Broker CB Richard Ellis

Design Considerations The State of Michigan has expressed a need to relocate the existing DHS (Wayne County) Child Services Administration Building currently located at 2929 Russell Street to a new strategic location that is closer to the children that this office serves. Currently DHS – CSA caseworkers spend a majority of their day-to-day activity out of the office in the Northwest metro Detroit area away from the location of the office. Wayne County DHS feels the new office would be better suited in a Northwest Detroit location. This facility has been programmed for a single story building assumed to be in an urban/ suburban area. Below are general design considerations that relate to the building, site, and its internal mechanics. Based on the State of Michigan Enhanced Energy Efficiency and Conservation Executive Directive, this building should strive for LEED Platinum level. Various standard LEED elements have been programmed into the building, but overall LEED compatibility will need to be developed during the design of the project. The project must conform to the Michigan Major Project Design Manual Guidelines as well as all applicable federal, state, and local building codes.

DHS/CSA - Department of Human Services/ Children Services Administration The Department of Human Services office is the Child Service Administration office for North and West Wayne County. This office provides a variety of children services including: Protective Services intake / referral staff, Foster Care Placement, Adoptions, Purchase of Service Staff, Indian Affairs, and Youth in Transition. Due to the nature of the DHS/CSA business, the office should have a public entrance into a secure lobby with access to common public areas only. The lobby and public areas shall be separated from the rest of the office by a secured card access doors. Employee entrances should be located out of sight of the lobby entrance and directly adjacent to employee parking. This door can also be serviced by foster parents, children drop off and others with specific purposes. Like the other service departments in the Wayne County, this office must be accessible to public transportation and easy for customers to locate.

CSA Special Requirements Unlike other DHS FIS offices in Wayne County, the Children Services Administration has fewer adult visitors and more children. Areas have been designated in the program to provide areas for the children to play, interact, and visit with their parents as necessary. This area should be self contained and provide all necessary amenities including eating areas, food prep, children's restrooms, and storage areas for donated goods. This area has a soft adjacency to the private entry of the building and has direct access for DHS employees to bring children directly into the children intake area without passing through the general office areas. Other children's areas include smaller enclosed play areas that can be observed by a DHS employee from an adjacent room via one-way glass with audio feeds.

Site Considerations The Detroit Children Services Administration Project has several site requirements that must be evident in the new location. Parking areas should be designated into two types of secure parking: Type 1 is for public parking and should be accessible from the main roads and to the building; Type 3 parking is designated for state employees and state owned vehicles and should be located near the employee entrance door. (See attached spreadsheet for parking space quantity) Type 3 parking will be required to be securely locked down and monitored 24 hours. Site considerations should include perimeter fencing around the Type 3 parking area, separation of public and private access/ entrances, and adequate building stand-off from perimeter roads along with CCTV monitoring.

Site Lighting Although the facility will not be open after normal working hours and the site will be secured with perimeter fencing, adequate lighting is required in order to deter

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vandalism and helps maintain security. Site lighting must conform to the State of Michigan Major Project Design Manual Guidelines.

Landscaping Dense shrubbery within 10 feet of the building should be avoided. Also, avoid large clusters of high shrubbery throughout the site or tall evergreens with branches lower than 5 feet above grade. Design landscaping to deter someone from hiding on the site after dark. Landscaping must conform to the State of Michigan Major Project Design Manual Guidelines.

General Office Requirements Interior finishes are to be provided in accordance with the State of Michigan Minimum Design Standards Section 2.9. Soundproofing is to be provided in accordance with the State of Michigan Minimum Design Standards Section 2.8. All enclosed offices are to be designed to Class C1. The open workstations are to be designed to Class C2. Conference and Training areas are to be designed to Class B1. General Office Requirements must conform to the State of Michigan Major Project Design Manual Guidelines.

Facility Accessibility The entire facility including lobby area and all office related spaces are required to be accessible to people with disabilities as required by the Americans with Disabilities Act (ADA) by law. This requirement extends to the parking areas as well as the walkways leading to the building entrances.

Energy Efficiency If the Children Services Administration Project is a newly constructed facility it will be subject to the State of Michigan Executive Directive No. 2007-22 Enhanced Energy Efficiency and Conservation and must conform to the State of Michigan Major Project Design Manual Guidelines. This building must be designed to strive for LEED Platinum status. LEED conformance will require a substantial amount of interaction with the building and its environment and may affect the overall space and land needs of the building. The overall LEED space requirements cannot be fully developed until the project is designed. Renovations will be subject to similar requirements and based on the Michigan Major Remodel Project Design Manual Guidelines.

Computer Server Room Requirements All computer hardware will be maintained by The Department of Information Technology. Each office requires a distribution rack to feed the local office served; this room may require supplemental cooling. This room may require emergency electrical backup, clean/redundant electrical power, and a chemical fire suppression system.

Security Considerations The Wayne County Child Services Administration Project has several security considerations that need to be included into the new facility.

- **Security Guard:**

The on-site security guard is viewed as the first line of defense. The security guard workstation is best suited near the front entry doors with a clear view of the customer waiting area. Other security staff should be placed at the employee entrance door or as a roaming mobile guard.

- **Security hardware:**

All office suites will be protected by either a deadbolt lock or a card access reader. Other security considerations include solid building wall construction, perimeter access around site for emergency vehicles, and perimeter security fencing around

type 3 parking lots. Equip the facility throughout with a monitored, proximity-access system. Provide access devices at doors to all employee and suite entry doors and non-public exterior doors. Public doors will be open during business hours and locked down at night. Locate the central control monitor for the security system within the security guards workstation.

- **Closed Circuit Television:**

Monitor key areas of the building and site by closed circuit television and captured on time-lapse video-tape. Determine the quantity of CCTV cameras by management policy as part of the overall security strategy. As a minimum, the types of locations covered by CCTV cameras for the facility might include, but are not limited to, the following: Locate pan/zoom/tilt cameras to view all exterior sides and entries of the building, parking areas and vehicle entries to the site. At entries these cameras should view the backs of visitors as they approach the entry. Cover the main interior circulation paths with cameras throughout the facility and main entry lobbies.

Administration (Office)

Total Net Square Footage	2,726	Staff Total
Net to Usable Factor	70%	24
Total Usable Square Footage	3,894	(Not including Volunteers and Interns)

Space Type	Employee Level	Number Required	Net S.F.	Total Net S.F.	Comments
District Office					
District Manager	17	1	160	160	Enclosed office with conference space
District Secretary	9	1	64	64	Open Workstation
Human Resource Filing		1	80	80	Area for Secured File Cabinets
Conference Room		1	120	120	Small conference room adjacent to Managers Office
Administrative Department					
Social Services Administrative Supervisor	12	1	100	100	Managers Workstation
Administrative Staff	8-9	15	64	960	Open Workstation
Department Analyst	11	2	100	200	Open workstation - Provide room for files
Motor Pool		1	64	64	Open Workstation
Storekeeper		1	64	64	Open Workstation
Receptionists		2	64	128	Open Workstation - Adjacent to Lobby Waiting reception desk
Volunteers and Interns		6	48	288	6 Total - Space to be shared as necessary
Copy / Fax / Printing Area		3	36	108	
Miscellaneous Filing		2	150	300	Open Office Filing Area
Safe Room		1	100	100	Full height fire rated walls in room - secure door - Room for 24"x30"x50" Safe

* Denotes space not per SOM min. Design Standards. Space requirements to be reviewed by Design and Construction.

Children Services Administration (CSA)

Total Net Square Footage	13,924	Staff Total
Net to Usable Factor	70%	168
Total Usable Square Footage	19,891	

Space Type	Employee Level	Number Required	Net S.F.	Total Net S.F.	Comments
Children Services Administration					
Program Manager	15	3	120	360	Special Designation Enclosed Office - HR Function*
CSA Supervisors	11-12	28	100	2,800	Managers Workstation
CSA Case Workers	9-11	150	64	9,600	Open Workstation
CSA Case Worker Growth	9-11	7	64	448	Open Workstation
Copy / Fax / Printing Area		6	36	216	Assumes open office on one-floor
Miscellaneous Filing		4	125	300	Open office filing adjacent to workstations

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Family Gathering / Play Room

Total Net Square Footage 2,340
 Net to Usable Factor 70%
 Total Usable Square Footage 3,343

Space Type	Number Required	Net S.F.	Total Net S.F.	Comments
Visitation Room	1	720	720	Large room with separate area with TV for older children
Kitchen Area	1	110	110	Directly adjacent to play area with hard surface flooring
Laundry Room	1	80	80	Room for full size washer and dryer with utility sink
Food Pantry	1	100	100	Area with full size refrigerator, freezer and cabinets - adjacent to kitchen area
Donation room	1	400	400	Storage room with shelving, clothing racks and cabinets
Children's belonging storage	1	120	120	Area with cubbies and lockers for temporary storage - soft adjacency to play room - adjacent to restrooms
Children's Restrooms	2	135	270	Children height fixtures - (3 fixtures per room)
Children's shower/ bath room	1	80	80	Bathroom with shower/ tub with sink
Diaper changing area	1	60	60	No door - semi private area with changing table
Meeting room	1	160	160	Enclosed room with windows overlooking play room
Playroom	1	160	160	Room used to observe child and adult interaction - adjacent to Observation Room
Observation room	1	80	80	Small area with 1 way glass looking into Play Room. Audio feed from Playroom. Dimmable incandescent lighting

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Common Areas

Total Net Square Footage 9,653
Net to Usable Factor 70%
Total Usable Square Footage 13,790

Space Type	Number Required	Net S.F.	Total Net S.F.	Comments
Visitor Lobby	1	920	920	Secure from rest of office - Direct adjacency to community meeting room, reception desk and interview rooms - separate restrooms
Security Desk	2	48	96	Located at main entrance and employee entrance
Reception Desk	1	120	120	Area for 2 receptionists with secure door
Visitor Restrooms	2	140	280	Separate Men's & Women's facilities - Adjacent to Lobby
Family Restroom	1	80	80	Adjacent to Lobby
Employee Men's Room	1	140	140	3 - fixtures as required by Building Code
Employee Woman's Room	1	200	200	Additional fixture added per request
Janitors Closet	2	64	128	One per restroom bank
Community Conference Room	1	600	600	For large community meetings and videoconferencing. Require movable partitions for sub-dividing space into (2) 300 S.F. Conference Rooms - Adjacent to Lobby Waiting Room for Collaborative Community Meetings
Conference room	1	900	900	Employee Conference rooms sized for 60 people - provide (2) partitions to subdivide into (3) 300 S.F. meeting rooms. Provide video conferencing hookups, data connections and cabinets with sink in one of the rooms
Medium Conference Room	1	225	225	Room for 10 - 12 people - data connection + video conference hook-up
Break Room	1	750	750	Assume total of 208 employees at 20% usage + 120 s.f. vending area - Includes sink and refrigerator(s)
Interview room	5	120	600	Seating for 8 people - directly adjacent to waiting room- non locking doors. Provide panic button/ hardware. Provide (1) room with 1 way glass into adjacent Interview Room
Small Conference Room	3	120	360	Teaming rooms for approximately 4-5 persons
IT Room	1	200	200	Requires Supplemental Cooling - Secured Room - Computer Storage - Venti equipment requirement/ specification with DIT - Include FM 200 Chemical Fire suppression system
File Room	1	1,000	1,000	File room with (2) 64 s.f. workstations - If high density file system is purchased room can be reduced to 680 s.f.
Secure video storage room	1	120	120	Secure room for storage of videos and DVD's - Also has small safe
Mail room	1	200	200	Secure room adjacent to file room. Included in S.F. is work area, intake and mailboxes - Consider soft adjacency to reception area and work areas
Recycling Area	4	36	144	(1) 36 s.f. per 60 staff
Multi-purpose Room (First Aid, Lactation, etc.)	2	120	240	(1) adjacent to children observation area and (1) in open office area - includes sink and countertop.
Supply/ Storage / Training Supplies	1	500	500	Area to be located in the back of the building with double doors to a loading area
Mechanical and Electrical Rooms	1	1,850	1,850	Estimate 5% of the building S.F.

Site Requirements

Total Net Square Footage - Footprint		40,970	Assume Rectangular building footprint
Allowable use Factor (Exterior Circulation)	30%	12,291	
Actual Building Pad		53,261	
Parking loading site requirements		112,548	
Setback (Assumed)		13,500	30' setback with 450' of frontage
Landscape/ Streetscape setback	38%	5,130	
Site Area Required (SF)		237,700	
Site Area Required (Acres)		5.46	
Site Contingency	18%	0.98	
Total Site Required (Acres)		6.44	

Space Type	Number Required	Net S.F.	Total Net S.F.	Comments
Employee Parking	233	360	83,952	Sized +10% Separate Lot with direct access to employee entrance and soft adjacency to state vehicle parking - Type 3 Secure parking (Fenced with gate). Opposite side of building from Visitor Parking
Visitor Parking	40	360	14,376	Direct Adjacency to main lobby entrance - sized per City of Detroit Parking Requirements
State Vehicle Parking	32	360	11,520	Type 3 fenced in secure parking - area for children drop off - direct adjacency to employee entrance
Loading Dock Area	1	1,500	1,500	Back of building adjacent to loading dock/ stock room
Dumpster/ Trash / Recycling Area	1	1,200	1,200	As required