



A Space Program For:

The State of Michigan
Department of Energy,
Labor & Economic Growth
Wayne County
Highland Park & Hamtramck Combined
Michigan Rehabilitation Services Office

Prepared By:

GHAFAARI 

17101 Michigan Avenue
Dearborn, Michigan 48126
Project Number 107035.020
01 October 2010 (REV 2)
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23 August 2010

APPROVAL OF SPACE PROGRAM

The space program contained in this document, totaling 13,430 usable square feet in the Highland Park and Hamtramck area, has been developed through stakeholder input by the Department of Technology, Management and Budget, Design and Construction Division, CB Richard Ellis, and Ghafari Associates as required to verify the space needs required for the relocation and merger of two existing Michigan Rehabilitation Services Offices located in Highland Park and Hamtramck. The purpose of this document is to outline the Michigan Rehabilitation Services needs in sufficient detail so that this project may be submitted for approval and execution.

By signing below, the agency acknowledges that they have reviewed the attached space program and approve it in order to move forward with the associated project. The agency further acknowledges that it represents to the best of their knowledge, the total space requirements for the project.

By signing below the Department of Technology, Management and Budget Facility Administration RED & DCD acknowledge that they have reviewed the space program and approve said program for this project.

For the Office of Design and Construction Division:

Printed Name: _____ Title: _____

Signature: _____

Date: _____

For the Office of RED:

Printed Name: _____ Title: _____

Signature: _____

Date: _____

For the Office of DELEG/MRS:

Printed Name : _____ Title: _____

Signature: _____

Date: _____



D/C: _____

RED: _____

MRS: _____

Executive Summary:

The following space program reflects the needs of the Michigan Rehabilitation Services Offices currently located in Highland Park and Hamtramck in Wayne County to a new combined location. The program was developed from an on-site interview, site visit, and correspondence between Todd Drouillard (Ghafari Associates) and the facility representatives from MRS:

- James Bunton - MRS Division Director
- Cathy Hardaway - MRS
- Pamela Collins - MRS
- Myron Freeman - DELEG Central Office

The purpose of this document is to articulate the detailed space requirements of the Highland Park / Hamtramck MRS Office totaling 13,430 square feet.

Programming Team:

Todd Drouillard	Project Manager / Architectural Programmer, Ghafari Associates, L.L.C.
Jeff Pedersen	Project Manager / Architectural Programmer, Ghafari Associates, L.L.C.
Teri Martin	Departmental Specialist State of Michigan DTMB Real Estate
James Clark	Design Section Manager, Design and Construction - State of Michigan

Design Considerations The State of Michigan has expressed a need to combine and relocate the existing DELEG Michigan Rehabilitation Services Offices located in Highland Park and Hamtramck to a new strategic location into a facility better suited to their space requirements and needs. This facility has been programmed for a single story building assumed to be in an urban area. Below are the 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.

MRS - Michigan Rehabilitation Services The Highland Park / Hamtramck MRS Office is a typical MRS office which serves to provide essential services and jobs for persons with disabilities. As information discussed with the rehabilitation specialists is confidential in nature and may contain health issues by law full height walled offices will be required. Furniture placement within the offices should take into consideration persons with disabilities.

Due to the nature of the MRS business, the office should have a private entrance and customer waiting lobby. The lobby area is also required to be separated by the rest of the office by a secured card access door. Like the other service departments in the Detroit area, this office must be accessible to public transportation and easy for customers to locate.

The MRS office needs to accommodate clients with disabilities and be designed to meet and exceed current Michigan Barrier Free requirements and standards set forth by the American Disability Association. The site must be within close proximity to public handicap parking and the building, office, and restroom must be fully accessible to clients with needs.

MRS Job Seeking Skills Training Room A computer training room has been included and planned for this office and will require computer workstations and adjacencies to common areas within the office including restrooms as training lasts for approximately three hours. This training will happen two to three times a week. Other considerations include a cable management system, video conference hookup, and supplemental cooling.

Site Considerations The Highland Park / Hamtramck MRS office has several site requirements that must be evident in the new location. Parking areas should be designated into (2) 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 employee entrance doors. 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. The site will need to be located directly on a public transportation route and easily accessible for persons with disabilities.

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 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 The MRS Highland Park / Hamtramck Office will be a newly constructed or renovated facility and 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.

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 MRS Highland Park / Hamtramck Office 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. The workstation is to be wired to the CCTV cameras to allow security to monitor remote areas. If other security staff is required they should be placed at the employee entrance door or as a roaming mobile guard.

- **Lobby**

The Customer waiting lobby is to be placed in direct view of the reception desk and security guard. Rectilinear rooms work well to provide clear vision lines and help avoid hidden corners. The reception area has been requested to be protected by bullet resistance glass; this requirement will need to be extended along the entire wall (including doors) separating the lobby from MRS employees to be effective.

- **Security hardware:**

All MRS 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 front and backs of visitors as they approach the entry. Cover the main interior circulation paths with cameras throughout the facility and main entry lobbies.

Totals:

SPACE REQUIREMENT BY DEPARTMENT

TOTAL USABLE SQUARE FOOTAGE	13,430	Staff Totals 39 (Not including Volunteers and Interns)
	344.36	Square Foot per Employee
Department Name	Usable S.F.	Comments
Administration	6,011	
Common Facility Areas	7,419	
Site Requirements	2.44 Acres	

*** Denotes space not per State of Michigan Design Standards. Space requirements to be reviewed by Design and Construction.**



D/C: _____

RED: _____

MRS: _____

Administration (Office)

Administration

Total Net Square Footage	4,208	Staff Total
Net to Usable Factor	70%	39
Total Usable Square Footage	6,011	(Not including Volunteers and Interns)

Total

Space Type	Employee Level	Number Required	Net S.F.	Net S.F.	Comments
Rehabilitation Services					
Site Manager	14	2	120	240	Special Designation Enclosed Office*
Counselor	10-12	17	120	2,040	Special Designation Enclosed Office*
Blended Staff		10	80	800	Open Workstation
Admin and Receptionist		8	64	512	Open workstation in open office - adjacent to file area and Lobby
Volunteers and Interns		2	64	128	Open Workstation
Rehabilitation Services Growth		2	80	160	Open Workstation
Secure Storage Area		1	100	100	Full height fire rated walls in room - secure door - Room for 24"x30"x50" Safe
Copy / Fax / Printing Area		3	36	108	
Miscellaneous Filing		1	120	120	

* Denotes space not per State of Michigan Design Standards. Space requirements to be reviewed by Design and Construction.



D/C: _____

RED: _____

MRS: _____

Common Facility Areas

Common Facility Areas	
Total Net Square Footage	5,193
Net to Usable Factor	70%
Total Usable Square Footage	7,419

Space Type	Number Required	Net S.F.	Total Net S.F.	Comments
Visitor Lobby	1	375	375	Secure from rest of office - Based on Estimated (25) person peak occupant load
Security Desk	2	48	96	Located at main entrance and employee entrance
Computer Training Room	1	480	480	Adjacent to Visitor Lobby with visual access from reception for 10 computers
Visitor Restrooms	1	300	300	Separate Men's & Women's facilities - Adjacent to Lobby
Family Restroom	1	80	80	Adjacent to Lobby
Employee Restrooms	1	340	340	Men's sized per code. Provide additional fixture for Women's based on employee ratio
Janitors Closet	2	64	128	One per restroom bank
Break Room	1	420	420	Assumes 60% utilization. 120 S.F Vending Area Included in S.F. number - includes sink and refridgerator(s)
Job Seeking Skills Clinic / Training	1	1,000	1,000	For large meetings, training, and videoconferencing. For approximately 30-40 persons in computer training configuration - Adjacency to Lobby with video conference ability. Movable partitions for sub-dividing space into (2) 500 S.F. Conference Rooms
Small Teaming / Conference / Vendor Meeting Room	2	100	200	For approximately 4-6 persons. Adjacent to Lobby
Medium Conference Room	1	250	250	For approximately 16 persons
Computer Room	1	120	120	Requires Supplemental Cooling - Secured Room - Computer Storage - Verify equipment requirement/ specification with DIT
File Room	1	250	250	Shared file space to be used by all departments
Recycling Area	1	36	36	(1) 36 s.f. per 60 staff
Mail Area	1	120	120	Adjacent to Reception Area
Hotelling Space	2	64	128	Allowance for visitors, volunteers and Interns
Supply/ Storage	1	120	120	Area to be located in the back of the building with double doors to a loading area
Multi-purpose Room (First Aid, Lactation ,etc.)	1	120	120	Includes sink and countertop.
Mechanical / Electrical Room	1	630	630	Estimate 5% of the Building S.F.

Site Requirements

Site Requirements

Total Net Square Footage - Footprint		13,430	Assume Rectangular building footprint
Allowable use Factor (Exterior Circulation)	30%	4,029	
Actual Building Pad		17,459	
Parking loading site requirements		36,372	
Setback (Assumed)		13,500	30' setback with 450' of frontage
Landscape/ Streetscape setback	38%	5,130	
Site Area Required (SF)		89,920	
Site Area Required (Acres)		2.06	
Site Contingency	18%	0.37	
Total Site Required (Acres)		2.44	

Space Type	Number Required	Net S.F.	Total Net S.F.	Comments
Employee Parking	43	360	15,444	Sized +10% Separate Lot with direct access to employee entrance and soft adjacency to state vehicle parking - Type 2 Secure parking (traffic arm). Opposite side of building from Visitor Parking
Visitor Parking	47	360	16,788	Direct Adjacency to main lobby entrance
State Vehicle Parking	4	360	1,440	Designated Space in Employee Parking lot
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