



TO: Susan Fox
FROM: Bob Franzen AIA, LEED AP
DATE: August 25, 2010
RE: Capitol Building Master Plan – Progress Report

Preface

The following information has been assembled as a preview, with background information for the Legislative Council meeting scheduled on September 9, 2010. This document is intended to outline the processes taken in determining the current and projected space needs of the offices of the Legislative members and staff, Legislative Services Division, Legislative Audit Division, and Legislative Fiscal Division. The results of the programming interviews have been summarized and are also included. Rendered floor plans at the end of this document represent the current space assignments within the Capitol Building, for reference.

The contents of this document are in a draft form and are intended to be updated to include comments and direction provided by the Legislative Council. The Capitol Building Master Plan document is currently scheduled to be completed at the end of September 2010.

Introduction

The construction of Montana's State Capitol Campus began in 1898 with the construction of the Montana State Capitol Building in a rural / agricultural setting at the eastern outskirts of Helena. The original building was then expanded with two additional wings completed in 1902. This expansion brought the Capitol to its current form. A significant restoration and remodeling of the Capitol took place in 2000, updating the building's infrastructure and finishes.

The hearing rooms are inappropriately sized and may present challenges to those with accessibility needs, public access to and within the building is unclear, and general amenities are either lacking or insufficient. Legislative office space is cramped and often undersized.

In the ten years since the restoration, the number of full-time State employees that support the Legislature and work within the Capitol Building has increased by 7%. The need for additional facilities that enable them to perform their tasks has increased as well.

The historic character of the Capitol Building, its significant public spaces, and the spatial configuration have made it challenging to accommodate the current needs within the existing building.

MEMORANDUM (cont.)

The larger contiguous spaces necessary to accommodate Legislative services and Legislative Fiscal Divisions are few within the existing building.

Preliminary solutions will be proposed by CTA at the Legislative Council meeting; however, the final dispositions of which Divisions/Departments will be relocated have not been finalized. This decision will ultimately be determined at an administrative level. This document is intended to be used as a reference guide to how the Legislative Branch and supporting Divisions could grow. The implementation of the master plan will be the responsibility of the State government, through coordination of the State Architect, Department of Administration – Architecture and Engineering Division, and with appropriation through legislative action.

This document should be reviewed regularly to ensure that development follows the intent and guidelines outlined herein. This document can be amended as necessary by the Legislative Council and the State Architect to reflect changing views of what the Capitol Building should encompass.

Methodology

Legislative Council Authorization

On June 1, 2010 the State of Montana Legislative Council voted to support the request of their Executive Director, Susan Fox, to retain the services of a professional architecture and planning firm to develop a master plan for the Montana State Capitol Building.

The design team of CTA Architects Engineers was retained in June 2010.

Process

The design team formulated a program of space needs, growth patterns and projections using resources such as: programming interviews of the three Legislative Divisions that support the Legislature, organizational charts, GIS drawings, Capitol Campus Master Plan, and construction documents. The existing building was documented and evaluated. This information was used in the development of various planning concepts which were tested in workshops.

The first of three workshops was held June 28 - 30, 2010; it focused on interviews with stakeholders identified by the Director of the Legislative Services Division. The objective was to set the Vision & Goals for the master plan and define the users' needs. Workshop 2 was held on August 3, 2010; initial planning concepts were presented and findings from Workshop 1 were shared and confirmed. The third and final workshop took place on August 18, 2010 during which refined concepts were presented and master plan conclusions were discussed. Comments provided from these workshops were reviewed and incorporated into the master plan document.

Planning Goals and Principles

Introduction

The following Planning Goals and Principles outline what the legislative branch of government wants the Capitol Building to be and represent. This information was obtained through workshops with State employees and interviews with stakeholders. These statements are intended to be applied to all decisions and planning concepts for the Capitol Building and are the basis for the development of this master plan.

MEMORANDUM (cont.)

Planning Goals and Principles for the Capitol Building

- Enhance and promote public interaction with State government
 - to participate in the legislative process
 - to learn about and observe the legislative process
- Improve efficient delivery of services
- Provide a safe and healthy environment for the building occupants
- Respect the historic character of the Capitol Building
- Look for opportunities for synergy with other state agencies
- Improve public accessibility and way-finding to and within the Capitol Building

Many of these goals and principles are similar to those formulated for the Capitol Campus Master Plan.

Program

Introduction

Architectural space programming typically consists of stakeholder and user interviews to ascertain the space needs, adjacencies within departments as well as between departments and divisions, circulation, access to the public, and security needs of each group or department. The data obtained is analyzed and entered into a spread sheet called a Space Program. The Space Program computes the total area needed for each user group; this can be applied to the building plan.

Existing Conditions / Observations

The programming interviews revealed the following:

I. Hearing Rooms

- A. The first floor hearing rooms are in good locations and of a preferable size
- B. Public access to the hearing rooms on the third and fourth is difficult
- C. Several of the hearing rooms are undersized
- D. Some of the hearing rooms are difficult for the disabled to access
- E. Not all rooms have the same audio/visual capabilities
- F. Four additional hearing rooms the size of the existing first floor hearing rooms are needed
- G. A large hearing room capable of accommodating 200 visitors, staff and committee members is needed

II. Visitor Amenities

- A. Area for visitor coats is needed
- B. A space for group orientation is needed
- C. A more inviting café is desired

MEMORANDUM (cont.)

III. Office Conditions

- A. Several departments are fractured, occupying several disconnected spaces
- B. Workspaces are undersized for the task and amount of equipment needed to complete the task
- C. There is no consistent environmental control within and between spaces
- D. There is a desire to have access to natural light (daylight) and increased general lighting levels
- E. Adequate and appropriate storage is lacking

IV. Growth.

- A. Each legislative division has exhibited different rates of growth over the past ten years:
 - 1. Legislative Services has grown 20%
 - 2. Legislative Fiscal Division has grown 10%
 - 3. Legislative Audit has had no growth.
- B. The growth trends over the past ten years will be used to determine the growth over the next ten years. It has been acknowledged that actual growth which may be less than projected due to the current sluggish economic conditions in the State.

The existing planning efforts by the staff have been very successful in utilizing every possible space within the Capitol Building for the legislative staff.

Recommendations

The following space program summary indicates that the existing Capitol Building cannot accommodate the current space needs of the legislative branch and the other governmental entities of the building. Approximately 24,000 square feet of additional office space is required to meet the current needs and 27,000 square feet of space will be needed to accommodate the projected 10-year growth.

In order to accommodate the current and projected needs of the legislative staff CTA Architects Engineers recommends that an additional 30,000 square foot office building be constructed directly south of the Capitol Building on the south side of Lockey Avenue. A surface parking lot currently exists here. In addition to the new office building, new structured parking will be needed to accommodate the displaced parking as well as the additional parking required by the proposed office building.

The proposed location and scale of the new legislative office building and parking structure are in accordance to the 10-year Capitol Campus Master Plan.

	STAFFING POSITIONS				AREA REQUIREMENTS TOTALS				
	Existing	Current		Existing	Current		Existing	Current	
		Proposed	5 year Proposed		Proposed	5 year Proposed		Proposed	10 year Proposed
Legislative Services Division	59	59	65	71	13,710 sf	18,250 sf	19,150 sf	19,880 sf	
Legislative Fiscal Division	19	19	20	21	3,540 sf	4,220 sf	4,430 sf	4,650 sf	
Legislative Audit Division	55	55	55	55	6,640 sf	6,760 sf	6,760 sf	6,760 sf	
House of Representatives	155	155	155	155	27,670 sf	30,590 sf	30,590 sf	30,590 sf	
Senate	84	84	84	84	27,820 sf	30,700 sf	30,700 sf	30,700 sf	
Office of the Governor	na	na	na	na	17,137 sf	17,137 sf	17,137 sf	17,137 sf	
Secretary of State	na	na	na	na	6,866 sf	6,866 sf	6,866 sf	6,866 sf	
Public Space	0	0	0	0	50,200 sf	58,210 sf	58,210 sf	58,210 sf	
Total FTE	372	372	379	386	153,583 sf	172,733 sf	173,843 sf	174,793 sf	
NON ASSIGNABLE	Existing 22%	Proposed 22%	Proposed 22%	Proposed 22%	43,317 sf	48,717 sf	49,037 sf	49,297 sf	
TOTAL GROSS AREA					196,900 sf	221,450 sf	222,880 sf	224,090 sf	

27,190

EXISTING FLOOR AREAS

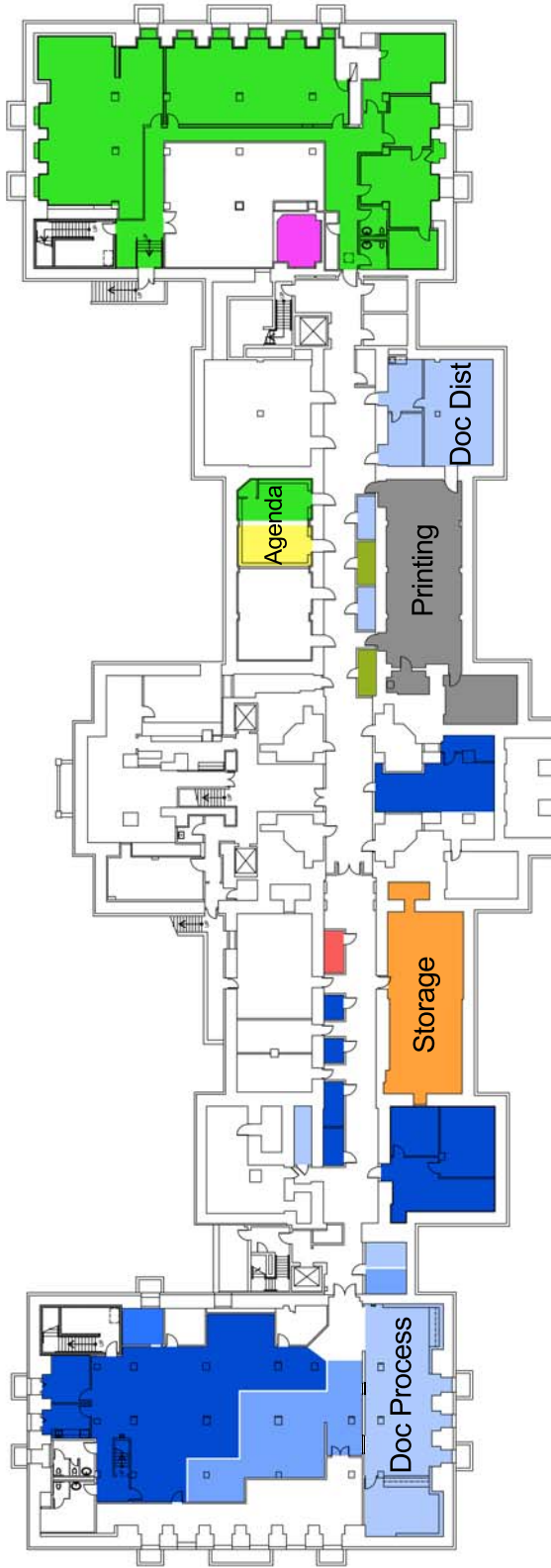
Floor	GSF
Lower Level	40,309
1st Floor	41,039
2nd Floor	38,071
3rd Floor	38,121
4th Floor Gross	39,329
Total	196,869



STATE OF MONTANA

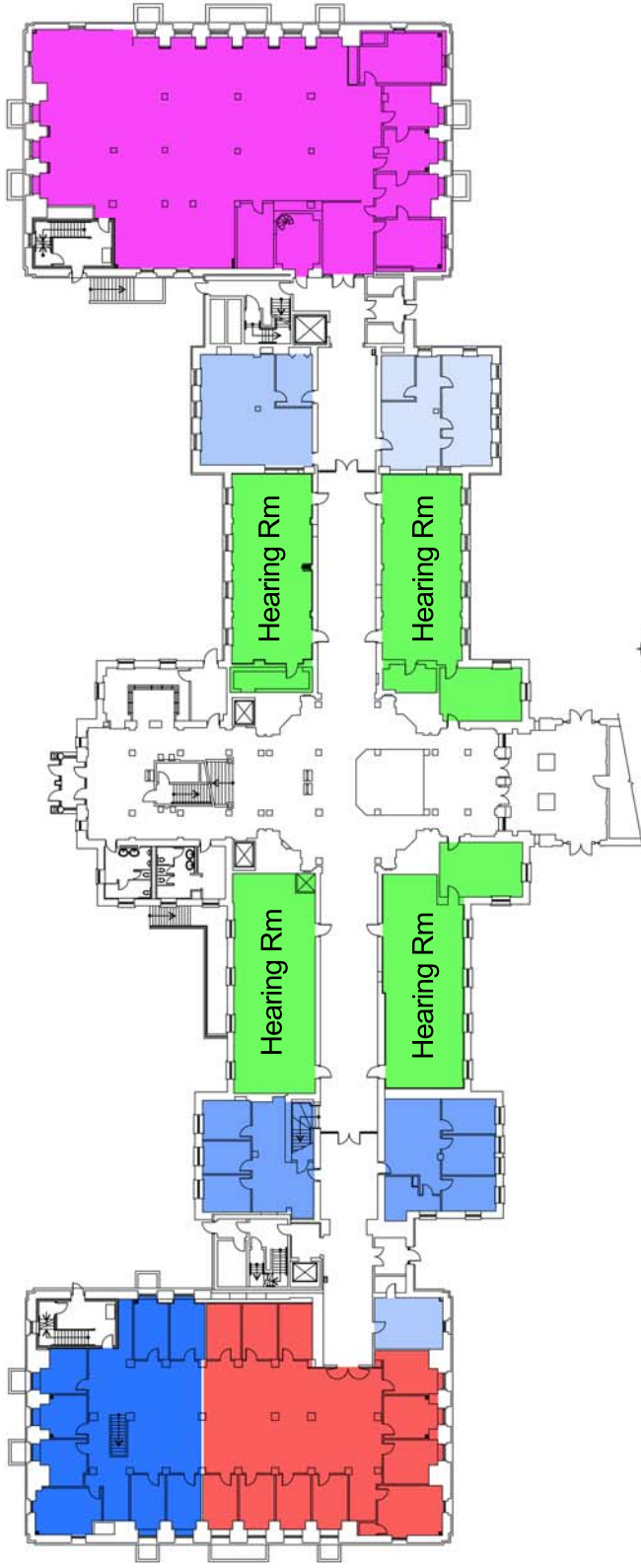
Capitol Building Master Plan

Existing Condition



Lower Level

- Legislative Services Division:**
- LSD IT
 - LSD Legal
 - LSD Research
 - LSD Central Services
- Executive Branch:**
- Secretary of State
 - Senate
 - House
 - Legislative Audit Division
 - Ligislative Fiscal Division



First Floor Plan

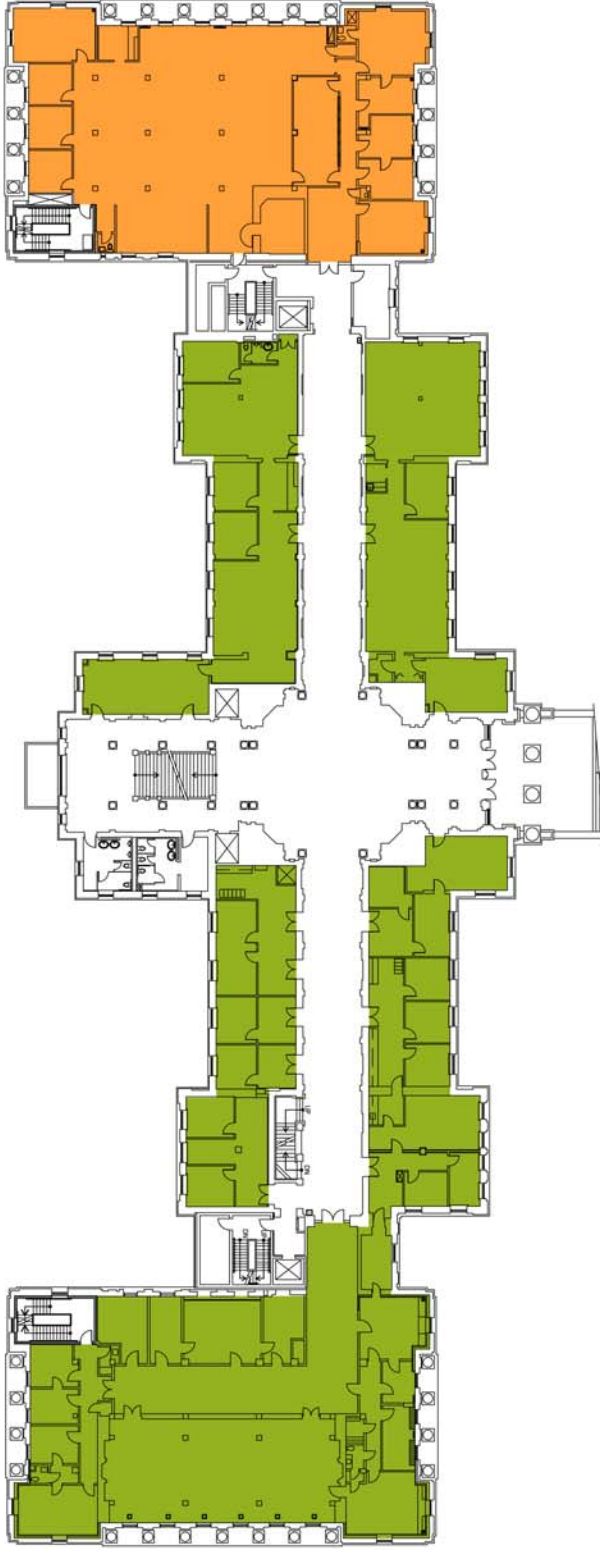


Legislative Services Division:

- LSD Legal
- LSD Research
- LSD Central Services
- LSD Environmental

- Legislative Fiscal Division
- Legislative Audit Division
- House





Second Floor Plan

■ Executive Branch

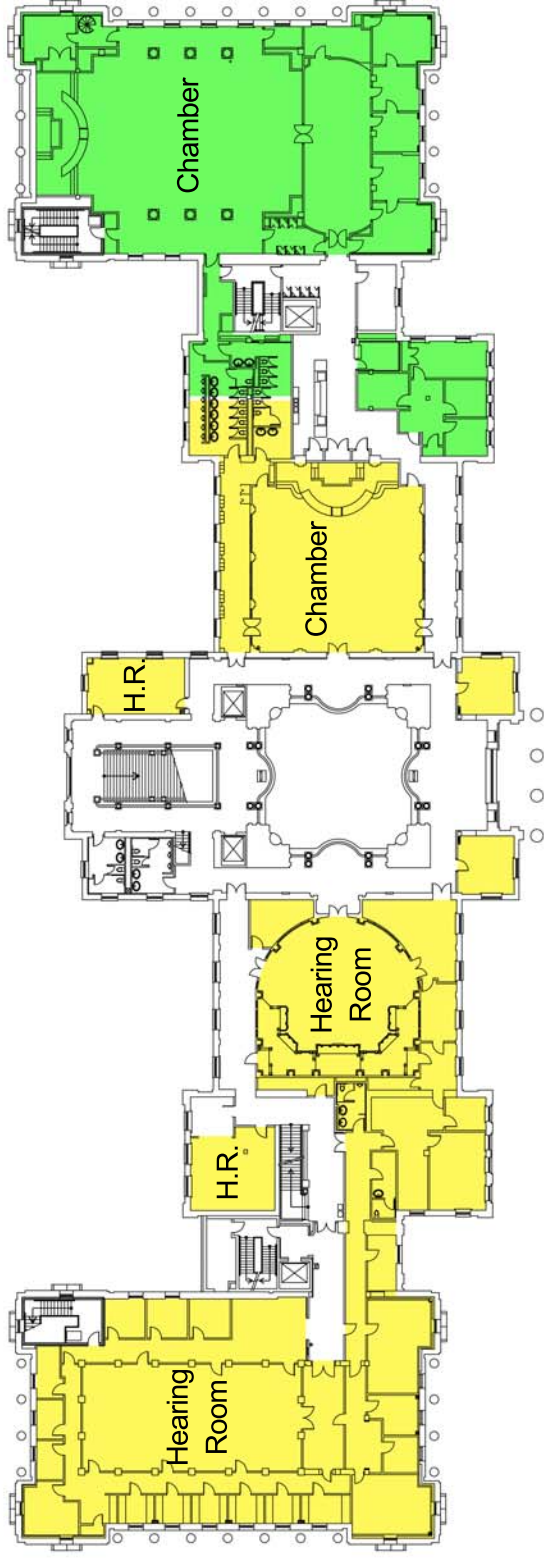
■ Secretary of State



STATE OF MONTANA

Capitol Building Master Plan

Existing Condition



Third Floor Plan
NORTH REF.

Senate

House

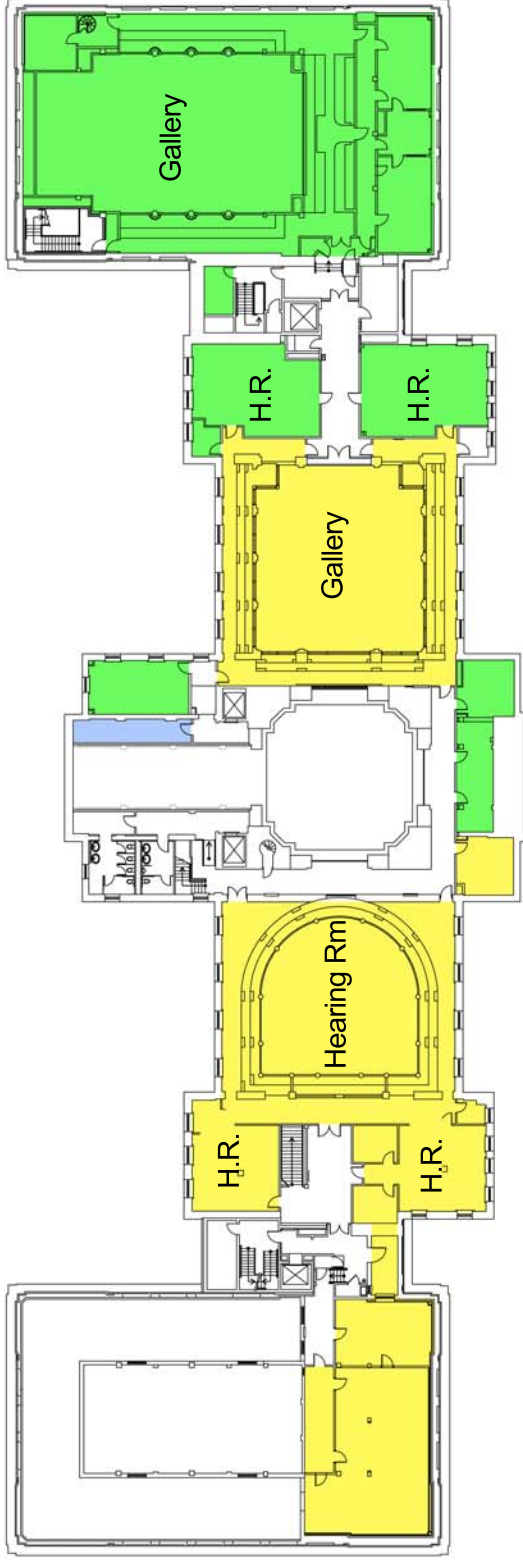


STATE OF MONTANA

Capitol Building Master Plan

Existing Condition





Fourth Floor Plan
 NORTH REF.

- Senate
- LSD Central Services
- House



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 Capitol Building Master Plan

Existing Condition