

CITY OF BEND – TASK 5 - MASTER PLAN SUMMARY REPORT

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Prepared By: Steele Associates Architects
Subject: Master Planning Reports Review
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SUMMARY

Steele Associates Architects (SAA) has reviewed the master plan report documents listed below and has provided a list of recommendations of how to proceed. Additionally, SAA met with the Director of the Facilities Department on March 31, 2020 to discuss the reports and to address any new developments that may have occurred since the time the reports were published. All questions and clarifications for each report are documented in the Q & A sections below.

Master Plan Report Documents and Summary:

1. **Programming Report – City of Bend Public Works Facility Study** | February 2, 2015
Programming Report 2015 02 02.pdf

This programming report prepared by BLRB Architects and Maintenance Design Group summarizes the City's existing Public Works facilities functions, space needs, staffing and parking counts, and provides master plans for the Pilot Butte and Boyd Acres campuses.

2. **City of Bend City Hall Programming Report** | October 6, 2015
FINALBendCityHall_Programming Report_10.07.15_3.pdf

The report prepared by BLRB Architects outlines the program requirements for Bend City Hall with details on workspace typologies, space standards, department needs, and growth projections.

3. **City of Bend Public Works Master Planning Report** | October 26, 2018
Juniper Ridge 18.19B_COB-MasterPlan-Report-Complete-Reduced.pdf

This report prepared by BLRB Architects reviews program requirements for Streets & Operations Department (formerly known as Right of Way Operations and Maintenance), Facilities Division, Fleet Maintenance, and Utilities with master plan concepts at Juniper Ridge area. This effort blended findings from the City of Bend Public Works Facility Study to combine traditional Public Works functions onto one site.

4. **City of Bend Police Department Master Planning Report** | August 21, 2019
COB PD Master Planning Report_2019-08-21.pdf

This report prepared by BLRB Architects in collaboration with Lombard Conrad Architects provides a master plan for the Pilot Butte campus for the Police Department, Facilities Division, Streets & Operations winter operations yard, and related site work.

These master plan documents provide information of programming and staffing needs of the City's departments; the future plans for the campuses at Pilot Butte, Boyd Acres, Juniper Ridge, and Downtown; as well as plans for a new City Hall. It is our understanding that these goals have changed since the issuance of these reports and the City's current goals are to provide campus improvements at

the locations listed below. These current goals have served as a base for the recommendations and action items included in this report.

Current City Goals:

Pilot Butte Campus Improvements:

- Modify the use of the existing Streets & Operations building (referred to as “Annex” in the report) and Police Department building for Police Department and Facilities Division needs. Retain all essential functions of the Police Department in the existing Police Department building.
- Modify site access, parking, accessory structures and provide for a new Streets and Operations winter operations yard.

Juniper Ridge Campus Development:

- Develop lot(s) at Juniper Ridge to serve Public Works programs such as Streets and Operations, Fleet Maintenance, Engineering & Infrastructure Planning, and Utilities.

City Hall Building:

- Locate the new City Hall building within the Bend Central District.

The following are questions and clarifications to the reports as well as Steele Associates Architects’ recommendations and action items based on the feedback received and information provided in the reports.

PROGRAMMING REPORT – CITY OF BEND PUBLIC WORKS FACILITY STUDY | February 2, 2015

Programming Report 2015 02 02.pdf

Questions:

Section Two: Basis of Design

- **Q:** Does the new fire station at Pilot Butte (completed 2019) fulfill the needs outlined in this report? Is there fire department related program in this report that still needs to be provided at one of the future campuses?

A: *The fire station was not a part of the original report but was added later when the Fire Department recognized the need to site a central station to improve their response times. The new fire station fulfills their current needs however any future needs would need to be re-addressed. The City is not aware of any additional needs at this time and does not anticipate program needs for the Fire Department at any existing or future campus.*

- **Q:** One project objective is to keep Streets & Operations (formerly known as Right of Way Operations & Maintenance), Facilities Division, and Fleet Maintenance together, this conflicts with other reports. Is the City's goal to keep these divisions together?

A: *The current objective of the City is to maintain keeping Streets & Operations and Fleet Maintenance together, the Facilities Division is to be separated.*

Section Three: Space Needs Program

- **Q:** Does City of Bend feel that the space standards outlined in this report still reflect their current needs and can be used for future design exercises?

A: *The City feels that the concepts of open offices and minimizing private office space still align with current goals however these standards would need to be revisited and reanalyzed in any future design exercises. Space standards for vehicles and equipment would need to be revisited and reanalyzed as well.*

Section Four: Design Charette – Pilot Butte

- **Q:** These concepts for the Pilot Butte campus conflict with 2019 PD Master plan and 2019 Public Works Master plan, should this section be considered no longer valid?

A: *The concepts included in this report should remain for record however the 2019 PD Master plan and 2018 Public Works Master plan reflect the most current City goals and should be used as the leading reference going forward.*

Section Five: Design Charette – Boyd Acres

- **Q:** The Public Works Facilities has been analyzed in a more current master plan, should these design concepts be considered no longer valid and the 2018 Public Works Master Plan be referenced instead?

A: *The concepts included in this report should remain for record however the 2018 Public Works Master plan reflects the most current City goals and should be used as the leading reference going forward.*

Appendix A – Programming Questionnaires

- **Q:** Programming Questionnaires issued by Maintenance Design Group provide a review of current space, future needs, area requirements, etc., and were received in Fall of 2014. Should these be reissued to the appropriate departments and data recollected?
A: *The City would prefer that the questionnaires be reissued when/if a project is being reevaluated or started in order to provide more current information.*
- **Q:** If questionnaires are not reissued, does City of Bend plan to confirm that space standards, staffing, program, parking, etc. outlined in this report should be used for future design exercises? Is there a time limit that this information should remain valid?
A: *The questionnaires should be re-issued in order to obtain more current information.*

SAA Recommendations:

1. Prior to any design exercises, the responsibilities, hours of operation, staffing counts, vehicle parking, vehicles maintained, affinities, and key planning issues should be reassessed with the appropriate departments to confirm or revise the information provided in this report to assure the current and future needs are met as they may have changed.
2. Future projections of space needs and employee count were developed through a mix of anticipated growth and programming interviews conducted in 2015. Factors such as department responsibilities, organizational changes, and current needs may have changed since this information was obtained and therefore SAA cannot confirm if these projections are still accurate for 2024 and 2034. SAA recommends reanalyzing these projections with more current information and projection method that the City can agree on.
3. Space needs and workstation types should be reviewed with current standards and needs.
4. SAA recommends that questionnaires be reviewed and re-issued as the future needs of each department may have changed. Questions can be added to provide further feedback on any changes that were implemented between the time the first questionnaire was issued and new questionnaires are planned to go out. SAA recommends following up with in person interviews to compile data and produce a report based on the new questionnaires.

CITY OF BEND CITY HALL PROGRAMMING REPORT | October 6, 2015

FINALBendCityHall_Programming_Report_10.07.15_3.pdf

Questions:

- **Q:** Questionnaires and data from 2015 Programming report was used to create the City Hall report, do you feel this information is still accurate or needs to be revisited based on current needs or changes since 2015?
A: *The City believes this information will need to be revisited to determine the most current needs of the City and its employees.*
- **Q:** Workspace typologies reflect the use of smaller offices and more shared and open space, is this still in line with the city's needs? Have these types of workspaces been implemented since the 2015 report that staff can provide feedback on?
A: *Since the report was issued in 2015 some of the workspace typologies, like open work areas and smaller workstations, have been implemented and can provide feedback on the success of these changes for future design. The goal is to use workspace typologies that allow for high productivity in employees while being efficient and effective for the City.*
- **Q:** Do space standards need to be revisited based on current technology available and workspace evolution?
A: *Yes, space standards and workspace typologies will need to include current technology and be reconsidered in future design exercises to meet current and future needs.*
- **Q:** Municipal Court programming is missing from this report, should it be included in the programming requirements?
A: *Yes, it is the city's intent to have the Municipal Court included in the City Hall program.*
- **Q:** Engineering & Infrastructure Planning (EIPD) is included in this report's programming however it is understood this would be located at the Juniper Ridge Campus, is this correct?
A: *Yes, EIPD should be excluded from this report and instead be included in the Juniper Ridge Public Works program.*
- **Q:** Does the location of the proposed City Hall in this report reflect the City's current goals?
A: *No, the location for City Hall has been disused with City Council and determined that the current goal is to have City Hall located within the Bend Central District.*

SAA Recommendations:

1. SAA recommends that workspace typologies be revisited with current staff, the City's current needs, and furniture provider to ensure these choices will be sustainable and flexible in the future.
2. Report should be amended to reflect current proposed location for City Hall.
3. Municipal Court is missing from program and needs to be added.

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4. Engineering needs to be removed from program as it will be included at the Juniper Ridge campus.

5. Storage is not addressed in this report, SAA recommends City of Bend address storage needs and future plans/locations for meeting storage needs.

CITY OF BEND PUBLIC WORKS MASTER PLANNING REPORT | October 26, 2018

Juniper Ridge 18.19B_COB-MasterPlan-Report-Complete-Reduced.pdf

Questions:

Section One: Project Overview and Basis of Design

- **Q:** Facilities Division is included in the program however it is also covered in the PD Pilot Butte Campus program, where should facilities be located?

A: *Facilities Division should be removed from this report's program and included in the Pilot Butte Police Department program.*

- **Q:** Should the Engineering & Infrastructure Planning (EIPD) group be included in this reports program for Juniper Ridge?

A: *Yes, EIPD is intended to be included in the public works program at Juniper Ridge.*

Section Two: Design Concepts – Juniper Ridge

- **Q:** Does the Juniper Ridge site plan reflect the correct lots the city plans to use for the Juniper Ridge campus? Will other options be explored within the Juniper Ridge area?

A: *The areas shown in this report are no longer being considered however a different area East on Cooley Road is being considered instead. Lot location should be verified during future design exercises.*

Section Three: Design Concepts – Boyd Acres

- **Q:** This report includes design options for a Boyd Acres campus, is this still being considered by the City or is Juniper Ridge the current goal for Public Works location?

A: *The design concepts for Boyd Acres found in the report were intended for the development of options for the existing undeveloped property associated with Boyd Acres Campus if efforts to consolidate Public Works functions at Juniper Ridge discontinued. The concepts should remain for record.*

SAA Recommendations:

1. This report uses data from the 2015 Programming report, if there are changes that impact the 2015 report, we recommend this report, Public Works Master Plan, be revisited as well to review for conflicts.
2. Facilities Division to be removed from this program as this is to be included in PD Pilot Butte Campus program.
3. Engineering & Infrastructure Planning Department needs to be added to the program found in Section Two: Design Concepts – Juniper Ridge.
4. Review current Juniper Ridge design guidelines and what changes may need to be proposed in order to make the Public Works campus successful.

CITY OF BEND POLICE DEPARTMENT MASTER PLANNING REPORT | August 21, 2019

COB PD Master Planning Report_2019-08-21.pdf

Questions:

Section One: Project Overview

- **Q:** Per the report the program is to include Streets & Operations winter operational needs and Facilities Division along with the outlined PD program, is this in line with the City's current goals?
A: *Yes, both the Streets & Operations winter operational needs and Facilities Division should be accounted for in the Pilot Butte PD Department program.*
- **Q:** Is a Streets & Operations winter operations yard still to be included with this program or has this moved to Juniper Ridge?
A: *The winter operations yard is still planned to be included however additional sqft may be required. Space needs for the yard should be reevaluated to meet operational needs; a review of property Zones for the site may be necessary.*

Section Three: Design Concepts

- **Q:** Does the City want to revisit design concepts or use the report's site plan and floor plans of the Police Department building and Streets & Operations building as the basis of design moving forward?
A: *The master plan included in this report is still current with the City's needs.*
- **Q:** Are there changes/comments to the master plan or individual building plans that the city is aware of and need to be documented?
A: *Municipal Court program should be excluded from this report and moved to the City Hall programing. No further comments or changes are required to this report.*

SAA Recommendations:

1. Because this report is less than one-year old SAA recommends that this report can be used as accurate and current information for building program, staffing and parking needs for the campus.
2. City of Bend should provide cursory review and confirm report covers desired program and that no major changes have occurred since the creation of this report that would challenge its accuracy.
3. Unused City land assets at the Pilot Butte campus could be sold off to allow proceeds to help fund development of this or other City campuses and/or the new City Hall.

SUMMARY OF GENERAL SAA RECOMMENDATIONS

General Recommendations:

1. SAA recommends that workspace typologies be revisited with current staff, the City's current needs, and furniture provider to ensure these choices will be sustainable and flexible in the future.
Suggestions of workspace typologies:
 - i. Open office areas where furniture systems are partitions are utilized to allow flexible workspaces that can evolve over time.
 - ii. Small private phone rooms or spaces where employees can make calls or find quiet space to work.
 - iii. Small meeting rooms that can be used for group work, conversations, meetings and provides ample meeting space outside of the open office.
 - iv. Small private offices.
 - v. Large conference rooms.
2. SAA recommends prior to reissuing questionnaires' from the Programming report that these questions be reviewed to see if additional questions need to be added or questions need to be revised based on current functions and changes since the 2015 report.
3. Refresh future projections of staff and requirements based on current growth estimations.
4. City of Bend should provide cursory review of all report materials if they are to be used in future design exercises to ensure compliance with current goals and needs.
5. Opinion of cost provided in the reports are prepared by others and not at the responsibility of SAA. Due to inflation, changes in program, and current costs, SAA suggests that all Opinion of Cost estimates be reviewed for accuracy in future design exercises.

SAA PROPOSED ACTION ITEMS

Next Steps:

1. Re-issue programming questionnaires, complete interviews, and produce follow up report.
2. Develop master plan for Juniper Ridge campus using current land lots intended for this project and integrate new code and design standards.
3. Develop City Hall Master Plan and building concepts based on new location, current information from the city, and changes/recommendations outlined in this document.
4. Develop schedule of improvements to be made and goals for completion.
5. Develop strategic plan for sequencing of improvements and how departments will continue to function during construction.
6. Address and review storage needs. Develop a plan to address storage needs within or separately from reports.