



FLORIDA STATE UNIVERSITY

Facility Program

for the

**Asian Art Study Center
at the
John and Mable Ringling Museum of Art
(FS-298)**

January 2012

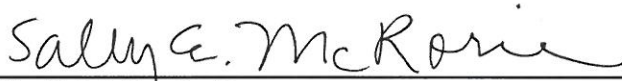
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III. Signature Sheet

In accordance with the provisions of the standard practice, the following signatures have been obtained as evidence of the required University approvals.



Dr. Sally E. McRorie, Dean
College of Visual Arts, Theatre and Dance

Signature signifies the Building Committee's approval of this facility program.



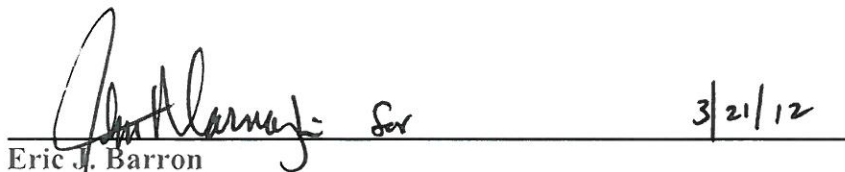
Michael Barrett
Associate Vice President / Chief Information Officer

Signature signifies that all IRM program requirements have been met.



Dennis Bailey
Associate Vice President for Facilities

Signature verifies that this planning document has been developed in accordance with the standard practice for the development of facility programs.



Eric J. Barron
President

Signature signifies the President's approval of this facility program.

IV. Introduction

A. Project Background and History

The Museum of Art, built by John Ringling to house his personal collection of masterpieces, today features paintings and sculptures by the great Old Masters including Rubens, Van Dyck, Velázquez, Titian, Tintoretto, Veronese, El Greco, Gainsborough and more. The European, American and Asian masterworks available here make the Museum of Art an awe-inspiring retreat.

In 1925, Ringling engaged architect John H. Phillips to design the museum. Construction began in 1927, but was slowed almost immediately by the collapse of Florida's land boom and later, Wall Street's stock market crash. Financial misfortune and Mable's death in 1929 might have ended the dream, but John Ringling instead gained a new resolve to complete the museum, borrowing money as needed, knowing that it would perpetuate the memory of his beloved Mable.

In October 1931, "The John and Mable Ringling Museum of Art" was officially opened to the public.

The Courtyard of the Museum of Art features casts of original antique and renaissance sculptures, including the towering *David* by Michelangelo. The Courtyard features two fountains - *Fountain of Tortoises*, one of three replicas from the Piazza Mattei in Rome, and the *Oceanus Fountain*, copied from the 16th century original by Giovanni Bologna in Florence's Boboli Gardens.

Special exhibitions are featured in The Ulla R. and Arthur F. Searing Wing, which opened in February 2007. The galleries mirror the original Museum of Art's exterior, but make available expansive exhibit space for major traveling shows.

The Museum and its collections continue to grow. In 2006, a combined endowment, building and collection gift from noted Asian art collector and philanthropist Dr. Helga Wall-Apelt, substantially bolstered the Ringling Museum's Asian art initiative, which aims to establish the Museum as an important venue in Florida for the study of Asian art. The building component of the endowment provides for the renovation of a portion of the existing museum as well as a gallery expansion that will provide exhibit space for a wide variety of Asian works including jewelry, prints, stone works, sculptures, and other miscellaneous objects.

B. Project Description

With the collection gift from Dr. Helga Wall-Apelt, the spatial capacity of both the available permanent exhibition space as well as storage space within the John and Mable Ringling Museum of Art is exceeded. Add to this the new space requirements associated with the establishment of the Center for the Study of Asian Art at the Museum, and the space deficiencies associated with the existing museum facility become even more significant. In order to meet demands of providing exhibit space, storage space and space to accommodate a Center for the Study of Asian Art, this program envisions limited renovations to the 'West Wing' of the existing Museum totaling approximately 10,400 net square foot (NSF) and a 9,000 NSF expansion.

C. Goals and Design Objectives

The University and The John and Mable Ringling Museum of Art endeavor to meet several worthy goals with the Asian Art Study Center. The following goals have been identified:

1. Asian Art Pavilion

As the centerpiece of the proposed program, the Asian Art Pavilion must serve as a monumental point of entry at the currently under-utilized southwest extremity of the Museum, while at the same time meeting a wide variety of program requirements. Programming of this space calls for it to serve as a unifying circulation hub for the Museum, a social gathering space for receptions, a queue for activities in the lecture hall and the galleries to the east, as well as an exhibit space for the Museum's jade collection.

The architectural character of the Pavilion will be required to meet two seemingly disparate goals. On the one hand, given the historic context of the project, it is important that the new construction complement the existing buildings that comprise the Museum. To this end, it is desirable that the building expansion correlate to the established massing and material palate. On the other hand, since the expansion will provide a new entry point for the Museum as well as form a new terminus to the West Wing, it has been determined that the expansion shall also make a monumental statement that addresses its role as a primary point of entry and vessel for art in the 21st Century.

2. Asian Art Study Center

This program provides for the renovation of space on the third floor of the West Wing of the John and Mable Ringling Museum of Art to house a new Asian Art Study Center. As such, the program provides for the long term storage and display of significant small objects and works on paper, gifted to the Museum by

Dr. Helga Wall-Apelt. It is envisioned that the research center will include works on paper storage, a seminar room, research stations and small object storage.

3. Expanded Exhibit Space

New gallery space will be coupled with renovation of a portion of the existing second floor gallery space in the West Wing to provide exhibit space that is of equal quality to the recently completed galleries of the Ulla R. and Arthur F. Searing Wing. To this end, the gallery space shall be configured to provide maximum flexibility for both permanent and traveling exhibitions. The exhibition space within the Pavilion shall primarily house Asian sculpture.

4. Expanded Storage Space

General storage space as well as service access needs shall be incorporated into the design of the first floor renovation of the West Wing. Additionally, the renovated third floor of the West Wing will provide much needed storage space for a variety of works on paper.

D. Project Delivery

At this point in time, the University contends that its interest is best served if the project is administered using the construction management project delivery system. This contention is based upon a series of factors, including the fact that this delivery system provides the best opportunity to complete the project in a timely manner. An accelerated design/construction schedule not only maximizes the effectiveness of the project funds, but also provides the best chance of having this project completed in time. Furthermore, there are high expectations that preconstruction services provided by the construction manager can help solve several constructability issues. As with all capital projects, the University reserves the right to reconsider the use of this delivery system if it is determined that an alternate system is more suitable or advantageous.

E. Design Professional's Scope of Work

The design professional shall be responsible for providing all architectural and engineering services required for this project. There is some interest of the University obtaining LEED (Leadership in Energy and Environmental Design) certification for this facility. Any additional consulting services, which may be necessary, will be provided by the design professional on an as-needed basis. The following is a brief description of the anticipated scope of services.

1. Program Review

The design professional shall be responsible for reviewing this facility program document and becoming thoroughly familiar with its content.

Following the review of this program and prior to the commencement of the design phase, the design professional shall be invited to meet with representatives from the building committee to discuss program requirements, project schedule, design constraints, and the like.

2. Site Analysis and Design

The design professional shall be responsible for becoming thoroughly familiar with the proposed site as well as its vicinity. This understanding shall include a thorough appreciation and comprehension of the project site, including but not limited to, all natural features, vegetation, surrounding facilities, utility systems, vehicular/pedestrian/bicycle circulation patterns, and the like. It is expected that the design professional shall be responsible for preparing and submitting a detailed site analysis of the existing conditions and to analyze the effects of this project on these existing conditions. Recommendations for mitigating any adverse effects created by this project are also expected. Prior to the commencement of the design phase, the design professional shall consult with the FSU Facilities Department to review specific site requirements and issues.

3. Architectural Design

The design professional shall be responsible for the preparation of all phases of architectural design, commencing with schematic design and continuing through the development and submittal of completed construction documents. As with the design of all major capital projects, the University desires to utilize the services of design professionals who are knowledgeable and proficient in the design and construction of similar facilities. In the case of this particular project, this type of experience should include museum exhibit space. The selected design professional shall be expected to provide all architectural, landscaping, interior design as well as all specialty-consulting services necessary for this type of project.

4. Engineering Design

The design professional shall be responsible for the preparation of all engineering design, commencing with schematic design and continuing through the development and submittal of completed construction bid documents. In general, engineering design shall include all civil, structural, mechanical, electrical, and plumbing disciplines necessary to complete the project. At this point it is worth mentioning that there is great concern to keep operating costs as low as possible. Details of this concern are indicated in the Utilities Impact Analysis in this document. Should any extraordinary engineering consulting services be deemed necessary to

complete the project, the design professional shall be responsible for obtaining such assistance.

5. Cost Control

During the design of this project, it is essential that the University be kept informed as to estimates of probable construction costs. Accordingly, the design professional shall provide with each submittal an estimate of all construction costs. If it becomes evident that the cost of construction exceeds the available budget, then the design professional shall work with University to resolve all cost over-runs. The design professional is strongly encouraged to provide recommendations for cost savings whenever possible.

6. Project Delivery and Construction Administration:

As mentioned earlier, the University proposes that this project be administered using the construction management delivery system. The University shall utilize its standard practice for the selection of the construction management firm. It is expected that the design professional shall assist the University in the selection of this firm.

The design professional shall provide all required construction administration and inspection services in accordance with all University and State requirements, including the following:

- a) Assist in the solicitation and review of all Guaranteed Maximum Price (GMP) proposals and provide recommendations of award to the University.
- b) Provide contract administrative services.
- c) Provide inspection of work in progress to the extent that the design professional can certify the work is being accomplished in strict compliance with the contract documents. Services of a qualified roofing inspector may be employed.
- d) Provide for the inspection of completed work and certify without qualification that the work has been completed in accordance with the contract documents.
- e) Provide an acceptable construction schedule that minimizes the impact of related construction noises, disruptions, and inconveniences on adjacent properties. Work schedules shall be closely developed and coordinated with the Facilities Department.

7. Governmental Interaction

The development agreement executed by the City of Sarasota and Florida State University was executed on June 10, 2005. This agreement has been extended through the end of 2013 at which time it is anticipated that a further extension will be negotiated. This agreement covers projects developed on the Ringling Campus. The amount of local inspection and jurisdiction is expected to be minimum. The design professional shall be responsible for assisting the University in reporting the impacts of the project to the City of Sarasota. Additionally this project will require an environmental review by the Florida Department of Environmental Protection (FDEP), especially for compliance with State statutes and regulations involving the handling and treatment of storm water. Prior to the commencement of the design phase, the design professional shall consult with the Facilities Department to discuss this item in greater detail.

8. Building Code Administration

The University's Building Code Administration Section shall provide plans review and construction inspection services for this project. An allowance has been provided for this purpose in the Project Budget Summary.

F. Construction Manager's Scope of Work

The construction manager's scope of work is well defined in the "Agreement Between Owner and Construction Manager" contract, which includes a complete list of requirements and responsibilities. The construction manager shall be required to provide all services listed in the construction management contract for this project. The following is a brief summary of this anticipated scope of services.

Generally speaking, the construction manager is required to provide pre-construction services that support the project team with regards to construction feasibility, cost and schedule. At an appropriate time the University shall solicit from the construction manager a Guaranteed Maximum Price (GMP) proposal that shall be reviewed by the University and the design professional. If accepted by the University, the GMP shall become part of the construction management agreement. Upon issuance of a notice to proceed, the construction manager shall proceed to construct the project according to the approved construction documents.

1. Pre-Construction Services

The following is a more detailed list of services that shall be provided by the construction manager during the construction phase.

a) Program Review

In much the same manner as the design professional, the construction manager shall be similarly responsible for reviewing this facilities program document and becoming thoroughly familiar with its content. Following the review of this program, the construction manager shall likewise be invited to meet with representatives of the Facilities Department and the Building Committee to discuss program requirements, project schedule, design constraints, and the like.

b) Cost Estimating Services

The construction manager shall provide continuing support to the project team during the design process confirming that the project can be constructed within the budget. This support includes a budget confirmation letter at the conceptual schematics phase and reports, including detailed cost estimates, at the advanced schematics phase, design development phase and the 50% construction documents phase.

Due to this project's schedule, it is expected that the construction manager shall be asked to submit a GMP proposal based upon a set of construction documents that is something less than 100% complete. The date of this solicitation shall be determined with input of the design professional and the construction manager.

The design team shall consider the option of packaging the work into multiple phases (e.g., site work, demolition, and new construction phases) if it is jointly determined that the interest of the project are better served through this approach.

c) Design Reviews

The construction manager shall advise the project team on issues relating to construction feasibility and cost effectiveness. These issues include, but are not limited to site use and improvements, construction staging, selection of materials, building systems, availability of materials, material procurement times, the relative feasibility of construction methods, cost factors for design and material alternatives, preliminary budgets and possible economies.

d) Project Schedule

The construction manager shall advise the project team on issues relating to construction feasibility and cost effectiveness. These issues include, but are not limited to site use and improvements, construction staging, selection of materials, building systems,

availability of materials, material procurement times, the relative feasibility of construction methods, cost factors for design and material alternatives, preliminary budgets and possible economies.

e) Other Services

The construction management agreement lists a number of other services that shall be provided by the construction manager. These services include the separation of work into subcontracts, materials purchasing schedules, analysis of labor required, development of bidding packages, compliance with MBE requirements, bidder pre-qualifications and monthly construction team meetings.

2. Construction Services

The following is a more detailed list of services that shall be provided by the construction manager during the construction phase.

a) Construction

In accordance with University policy, the construction manager shall not self-perform work. The construction manager shall manage, schedule and coordinate the work of trade contractors, and coordinate them with the activities and responsibilities of the University and the design professional. The construction manager shall provide and maintain a competent, full-time staff to direct the work and assure quality control of the construction. The composition of this staff shall be consistent with that presented at the oral interview phase of the selection process. The University shall approve all changes in the staffing of the construction management team.

The construction manager shall conduct on-going reviews of the adequacy of trade contractor's personnel, equipment and materials and act promptly when these are found to be inadequate. Furthermore the construction manager shall provide cost control reports that revise and refine the approved construction budget. The University shall be promptly notified of any deviation between actual and budgeted costs.

The construction manager shall initiate, maintain and supervise effective safety programs in accordance with OSHA requirements. In addition, the construction manager shall conduct weekly progress meetings with the construction team to review and coordinate progress. In order to ensure a safe jobsite, the construction manager shall provide for adequate project security.

b) Construction Administration

The construction manager shall administer the construction phase in accordance with the requirements outlined in the University Conditions of the Contract. On-site organization, line of authority, paperwork procedures and procedures for monitoring progress of the work shall be established in accordance with the construction management agreement, University rules and regulations, and good construction practice. To report these activities, the construction manager shall provide monthly progress reports.

VIII. Site Analysis

The Center for Asian Art is located on the grounds of the John & Mable Ringling Museum of Art in Sarasota, Florida. The physical address of the property is 5401 Bay Shore Road. The following description provides a summary outline of the physical conditions of the building and its immediate surroundings. A Project Location Map is provided in the Appendix – Exhibit 1.

The Ringling Museum is a culturally rich amenity that is unique to the State of Florida. In addition to the Museum's numerous collections within the confines of the gallery walls, the estate offers an abundance of opportunities to visitors. A system of scenic paths provides pedestrian and tram access to the historic Ca' d'Zan Mansion, Mable Ringling's Rose Garden, the Circus Museums, the Visitor Pavilion / Historic Asolo Theater, and a bayside walk with breathtaking views of both the estate and the Sarasota Bay.

As part of the design phase, the design professional shall be expected to conduct a more thorough analysis of the site that focuses on the items listed below at a minimum. The design professional shall have access to all existing documentation concerning the physical characteristics of this portion of the campus for reference.

A. Site Topography and Soil Conditions

The project site is located near the southern boundary of the Ringling grounds, with a slope descending from east to west. By and large, the sight is flat. The elevation of the site is approximately 12 feet AMSL at the southwest corner of the West Wing of the Museum.

At the time of this programming effort there has been no sub-surface soil testing performed in conjunction with this project. The observable soil conditions show a black dirt and sand topsoil, with a sand layer below. The design professional will be responsible for the required testing of soil conditions and verification of site topography.

B. Site Water Table, Flood Hazard and Storm Water Drainage Requirements

1. Site Water Table

The site water table varies depending on the time of year, amount of precipitation, and tidal water movement. The design professional will be responsible for determining water table levels and their impact on the proposed development.

2. Flood Hazard

According to the Federal Emergency Management Agency (FEMA) Flood Zone/Maps and the latest U.S. Geological Survey information, the site is within the 100-year floodplain. It is located on Sarasota Bay, which experiences storm events. The flood zone of the Pavilion footprint is zone B, with no required finish floor elevation.¹

However, the design professional should be aware that a flood zone does exist to the west of the site. The top of bank elevation of the stormwater pond directly to the west is at elevation 12 ft (+/-). The design professional is responsible for verifying all flood zone information at the time of design.

3. Storm Water Drainage

Storm water collection at the project site occurs by surface run off leading to multiple storm drain collection points on the north and south sides of the West Wing of the Museum. A large storm water pond exists west of the project site .

Construction of the Asian Art Pavilion is expected to create an additional +/- 3,000 square feet of impervious surface area, which will require approval from the jurisdiction having authority. The design professional will be required to address storm water management in accordance with the regulations and rules of the South West Florida Water Management District and the City of Sarasota.

C. Vehicular and Pedestrian Circulation

A service drive and surface parking exist south of the existing West Wing and project site for the expansion. In addition to providing service access to the Museum's loading area located on the south side of the building, the service drive provides both day to day access and emergency vehicle access to the Education Building, waterfront overflow parking, service to the Ca' d'Zan, and access to the maintenance building. The sidewalk between the Museum and the storm water pond is a required emergency vehicle lane that provides access to the entire Museum Building along the west and north sides of the facility. It is important that this feature be maintained throughout the entirety of the project. It's worth noting that a great deal of pedestrian and golf cart traffic uses the north-south sidewalk on a daily basis.

The design professional shall be responsible for assisting the University in maintaining or improving the integrity of all pedestrian and vehicular circulation routes around the project site during the construction process.

¹ FIRM Flood Insurance Map, NFIP, Community Panel Number 12150 0001 B, Panels 1 and 2.

D. Site Vegetation:

There is a variety of landscaping forms and features present surrounding the project site, including a variety of mature trees and shrubs. The building site is devoid of any significant landscaping.

The general nature of this project consists of an addition to the existing facility. It is anticipated that this project will include enhancement of the site around the footprint of the building. Accordingly, the design professional shall be expected to provide an evaluation of the trees and other landscaping features and make a recommendation as to which should be preserved and which should be removed. Such an evaluation may require the services of a landscape architect or similar professional. Furthermore, the design of this project shall include plans to replace or otherwise improve any of the landscaping found in the vicinity of the project.

University policy as it pertains to site vegetation in and around areas impacted by construction activities generally assumes that the scope of a project shall not, in most cases, be compromised as a result of existing vegetation and that, where necessary, trees or shrubs will be removed (or relocated) to accommodate the completion of a project. While the University's position on tree preservation is stringent, especially when viewed as a means of preserving its heritage, it is tempered with the realization that in some instances tree removal, relocation or replacement are viable alternatives. It is the University's preference to preserve trees where it is reasonable and to even incorporate them as a design feature. However, if it becomes necessary to remove a tree, consideration should be given to relocation or replacing it with one of meaningful size.

The design professional shall abide by the University's Landscape Design Guidelines on all landscape related matters. In addition, the design professional shall consult with the Grounds Section of the Facilities Operations and Maintenance Department on matters relating to the removal of existing landscaping and vegetation to determine whether the materials can be used elsewhere on the property.

Finally, it is imperative that, during the construction phase, construction activity shall have no negative impacts on existing vegetation on adjacent sites. Accordingly, it is expected that the design professional will recommend sites for construction staging areas as well as incorporate landscaping protection features in the construction documents where necessary.

E. Archaeological History

Existing documentation does not indicate archaeological sites in the vicinity of the Museum. However, a midden was disrupted during the initial construction of Ca' d'Zan, which lies along the waterfront.

Per the University's "Professional Services Guide," the design professional shall be responsible for petitioning, on behalf of the University, the Florida Department of State,

Division of Historical Resources for an assessment of the proposed site to verify this determination of historical or cultural resources.

**F. Location of Existing Utilities and Proximity of Utilities to the Project Site
(See Exhibit 4)**

1. Sanitary

An 8” sanitary line is located to the west and south of the existing building. The location of the line on the west side of the building encroaches into the likely footprint of the addition and will likely require relocation.

2. Water

a. Potable

A 3” water service line is located west and south of the existing building. The line on the west side encroaches into the footprint of the addition and will likely require relocation.

b. Fire

A 6” fire supply line runs along the west and southern sides of the existing building.

3. Chilled Water

The Ringling Campus shares a chiller plant with the New College Campus to the north. Two, six-inch lines run along the western boundary of the site from the chiller plant, with two, four-inch lines stubbed to the east, terminating in a valve box on site. The capacity of the campus chilled water system is in question as it pertains to this project. The design professional shall be responsible for examining the chilled water system to determine the system capacity and make a recommendation for the provision of chilled water for the expansion project.

4. Electric

A transformer is located due south of the existing Museum Building.

5. Communications and Data

A fiber optic line originates in the existing museum building, heading west before turning to the north to serve other facilities on campus.

G. Architectural significance of any structure on site and the proximity and significance of structures on adjacent sites which will have an impact on the project:

The site of the proposed work lies within the Caples'– Ringlings' Historic District, which was listed in the National Register of Historic Places on December 15, 1982. The site is a small but significant portion of this larger district, which encompasses the grounds of the Ringling Museum, and a portion of the New College campus. Buildings of particular significance include the Museum of Art, Ca' d'Zan, the Guest Cottage, and ancillary structures. There are also gardens and landscaping features that are listed as significant within the National Register Nomination. In particular, the following components of the surrounding site may need to be addressed by the design professional:

1. Alterations to Historic Site Improvements (thoroughfares, statuary, landscaping, etc.)
2. Alterations of the approach to the Ringling Residence, Ca' d'Zan
3. Landscape Features

The design professional shall work with the University to coordinate any proposed impacts to historically significant features with the State of Florida, Division of Historical Resources.

H. Any unusual site condition which may impact the cost or design of the project.

- a. Airport Runway Approach

The building site is located in the path of the runway approach to the Sarasota Bradenton Airport (SRQ). It is the responsibility of the design professional to coordinate building height and other relevant components of the facility design with the Airport Authority.

I. Direction of prevailing winds:

In the summer, the prevailing winds are from the south/southeast. In the winter, the prevailing winds are from the north/northeast. It is not expected that prevailing winds shall have a significant impact on the design of this facility.

IX. Program Area

This section of the facility program outlines the Center for Asian Art program needs as well as several subtle, but significant project issues. Resolutions of these issues are necessary to make this a successful project.

The program information contained in this particular section is divided into two areas. The first part of this section contains a summary of specific area, spatial and design requirements of this facility. A table is provided in Appendix stipulating the various areas or spaces required, the number of similar spaces, the programmed square footage and the total net assignable and gross square footage figures. A more detailed explanation of each type of space is provided in "Room or Space Data Sheets" also included in the Appendix.

The second part of this section contains information regarding important facility design problems as well as site and schedule issues, all of which need to be addressed in the design phase. These issues cover a wide range of topics and are presented to assist the design professional in understanding the obvious and not-so-obvious problems that must be solved with this project. The design professional is expected to become thoroughly familiar with the program requirements described in this section.

A. Specific Program Requirements

This section identifies the traditional requirements for the various spaces and rooms in the Center for Asian Art including an enumeration of the number of similar spaces, their size, and where not obvious, their environmental requirements.

1. Space Summary

The Space Summary that is presented in the Appendix lists the spaces that are to be included in the design of this project. This summary quantitatively describes the spatial needs of the project, as they are presently known. These figures are presented and totaled in tabular form. Included in this summary is a breakdown of the total square footage by space type (Room Use Code). The Room Use Code information is presented to assist in documenting this project's impact on the University's overall space inventory. It should be noted that this project was not presented for approval during the University's most recent Educational Plant Survey. Where appropriate, square footages have been based upon space and occupant design criteria found in the 1999 Space Requirements for Educational Facilities (SREF) standards.

The figures contained in this summary are not based upon a completed design. As with most types of program information, the design professional shall consider the delineation of space within the building as a framework for design. The Building Committee must approve any deviation from this baseline program information, such as room sizes.

2. “Room or Space” Sheets

The Space Summary represents only a partial image of this project’s spatial needs. While it is critical to know the number, size and types of space, it is equally important to understand the environmental and relationship needs of the spaces and their organization. To assist in the presentation of this information a series of Space Data Sheets have been included in the Appendix of this document. These forms describe the individual spaces in terms of the activities that occur within them and their relationship to other spaces. Additionally, these forms also prescribe environmental needs such as acoustic, indoor climate, architectural finishes, communications, lighting, and accessibility.

The design professional is expected to become thoroughly familiar with the spatial information for this project. Prior to the commencement of the design phase, the design professional shall have the opportunity to meet with representatives of the Facilities Department and the Building Committee to answer any questions and discuss any apparent revisions.

B. Design Issues and Opportunities

In addition to the program needs mentioned above, there are several major design issues that must be addressed in this project. These issues are briefly explained below. It is expected that the design professional shall take into serious consideration each of these issues and assist in the development and incorporation of solutions into the project design.

1. Site Plan / Relationship to Adjacent Buildings/Facilities

As with most projects, the design professional shall be responsible for preparing a site plan that illustrates how a project sits on the proposed site. The project outlined herein consists of the renovation of the southwest portion of the John & Mable Ringling Museum (Museum) and a building expansion to the west. The recently completed Education Building is located due south of the project area. The impacts of this project on the Ringling Campus have the potential to impact existing operations and future development on adjoining properties. Therefore, in order to fully understand the nature of these impacts and the design potential, the design professional will be required to undertake a thorough site analysis that extends well beyond the borders of this project.

In locating the proposed building addition, the design professional shall take into account the various facilities and infrastructure that are located around it and plan for connections/relationships that work not only for this project, but also for the other current and future development on the Ringling Campus. Special attention shall be paid to providing for adequate pedestrian access, service drives, utility connections, etc. Consideration should also be given to the areas between the Asian Art Pavilion and its neighbors.

2. Service Access

Vehicular access for delivery of freight and supplies has been identified as a design concern that is critical to the successful completion of this project. There are two areas of concern relative to this issue.

The first concern relative to access is the delivery of artwork and supplies to the new loading dock/receiving area for the Museum. The width of the service drive south of the Museum is for the most part, limited to two lanes. This drive serves as the only vehicular access to the Education Building, Ca'd'Zan, overflow parking along the waterfront, and the Facilities/Maintenance Building. The new loading dock/receiving area must be designed so that delivery vehicles utilizing the loading area do not interrupt the flow of traffic in either lane. Delivery vehicles utilizing this loading area are expected to range from as small as a standard delivery van up to a semi-truck and trailer rig.

Access to the lawn area between the Searing Gallery to the north and the West Wing to the south is the second concern relative to deliveries. The eastern portion of this area serves as a staging area for numerous events and receptions that take place in the museum courtyard. During the larger events, it is expected that multiple semi-trucks could need access to this area for event staging. Currently, trucks access this area by way of the expanded north/south sidewalk just east of the storm water pond and west of the project area. It should be noted that this extended north/south sidewalk also serves as the fire access lane for the Museum and as such it is imperative that the project not encroach on this route at any point before, during, or after project completion.

3. West Wing Building Shell

The West Wing of the Ringling Museum, an addition to the original Museum, was completed in 1966. The exterior of the building has remained as originally constructed without any significant improvements. With the reactivation of the West Wing as a component of the Asian Art Study Center, it becomes necessary to examine the building shell to identify any deficiencies that may exist. The building roof systems underwent a major retro-fit in 2002-04 and therefore are assumed to be in moderate to good condition. The windows appear to be original to the building and have been the source of leaks in the past. It is anticipated that the windows will be replaced as a part of this project. Similarly, the wall system shall be evaluated to determine the need for corrective work to provide for a water tight building envelope.

The design professional shall be responsible for conducting a thorough evaluation of the building shell and make recommendations for any corrective measures that may be required to allow the building to serve the Museum for the next 30 to 50 years.

4. Renovations to the West Wing

The first floor of this wing of the Museum remains a vital part of the daily operation of the facility providing much needed space for shipping/receiving, wood shop, storage, and security. With the possible exception of the former art conservation lab and break room area on the west end of the first floor, the programming on the first floor is to remain in its current configuration. The former conservation lab, bathrooms, associated common space, and break room are available to be re-purposed as the multi-purpose teaching lab and crate storage program components of this program if it is determined to be in the best interest of the project by the design professional. Any required mechanical, plumbing, fire protection or electrical systems upgrades required for the building as a whole will need to be implemented on the entire first floor with minimal project funds expended towards improvement of non-programmed existing spaces.

The second floor currently consists of approximately 7,400 gsf of gallery space. Due to budget limitations, we anticipate that approximately 3,000 to 4,000 gsf of the existing gallery space and building commons space on the second floor will be included in renovation efforts. The remaining space on the second floor will be used for other gallery purposes not directly related to the Asian Art Center. Similar to the first floor, any required mechanical, plumbing, fire protection or electrical systems upgrades required for the building as a whole will need to be implemented on the entire second floor.

The third floor currently houses the Ringling Museum Development Office in the eastern half of the third floor, with the remainder of the floor currently being vacant. It is anticipated that the Development Office will be located to the Education Building prior to initiation of this project, thereby freeing up the entire third floor for renovation to accommodate components of the Asian Art Study Center program.

A potential design opportunity exists on the third floor in the form of a small partially enclosed roof overlooking the grounds on the north side of the building. It is envisioned that this space be utilized as a roof top terrace for receptions and an extension of the Asian Art Study Center affording sweeping views of the museum courtyard to the east, the Seering Wing to the north and the Sarasota Bay to the west. The design professional shall evaluate the existing condition of the roof top area and make a recommendation regarding the feasibility of converting the roof to a functional entertainment and educational component of the project.

5. Pavilion Design

The Ringling Museum is located within the Caples'-Ringlings' Historic District, as defined by the National Register of Historic Places. The Pavilion will be required to be contextually designed in a manner that is sympathetic to the historic architecture as recommended by U.S. Secretary of the Interior's Standards and Guidelines. This fact notwithstanding, it is expected that the design of the new Asian Art Pavilion be of a monumental quality befitting of an international art pavilion in the 21st Century. The design professional shall be responsible for balancing the need for designing the Asian Arts Pavilion to be both historically sympathetic to the surrounding context and at the same time monumentally significant as an art destination.

A Teahouse and garden is contemplated in the master plan of the campus, northwest of the existing storm water pond and west of the project site. The design of the Asian Art Pavilion shall create a visual link to the location of the Teahouse, so as to create a synergy between the two, providing visitors with a prominent space within the new Pavilion to contemplate the beauty of the garden and Teahouse structure and the surrounding gardens. This design requirement may suggest that there be a generous quantity of windows on the western elevation of the structure. If this becomes the case, the design professional shall take extra precautions to provide integral design measures to control the intense sunlight that will threaten to enter the building from the west. The design professional shall work with the building committee to determine the exact location and program requirements for the Teahouse.

6. Interior Circulation

One of the principal requirements of this program calls for the design of an Asian Art Pavilion. It is envisioned that this Pavilion will create a new terminus to the existing West Wing of the Museum, serving as a new entrance to the Museum, including the new Asian art collections and the Asian Art Study Center. In addition to creating a new building entrance, the Pavilion will provide a new point of exit to the Ringling Gardens after patrons have completed a tour of the galleries.

Patron circulation, both internal and external, is paramount to the success of the design and daily operation of the Pavilion as an extension of the Museum. On the exterior of the building, a strong and inviting pedestrian oriented walk leading to the gardens and Teahouse will invite visitors to enjoy the natural beauty of the grounds. On the interior, a well planned and easily navigable circulation system will provide access to the new Asian art collection, and ultimately connecting to the existing galleries to the east. Transitions from one gallery experience to the next shall be given careful consideration in the design of the project so as to create a well-conceived progression from one space to the next.

At this point, it should be noted that a change in elevation of approximately three feet exists between the original structure and the West Wing at the second floor level. A chair lift currently provides vertical accessibility between the western most gallery of the original structure and the eastern circulation vestibule of the West Wing. As it exists, the chair lift has proven to be a problematic solution for vertical accessibility between the gallery and the west wing in terms of aesthetics and maintenance. Consequently, one of the goals of this program is the replacement of the existing chair lift with a more aesthetically pleasing and low maintenance solution.

The Asian art galleries, along with all the other galleries in the museum, are anticipated to be located on the second floor of the building. The Asian Art Study Center, as well as a new roof top reception area is envisioned on the third floor. The design professional will be responsible for providing a design solution for the vertical circulation system that will provide an appropriately monumental vertical circulation system from the exterior while at the same time meeting all applicable accessibility requirements. On the interior, the vertical circulation should provide access to the public areas of the building as a natural extension of the horizontal circulation of the building.

Service access within the building is another key component of the building circulation. A clear path must be provided from the receiving area, loading dock and art preparation areas up to the galleries on the second floor by way of an appropriately sized freight elevator.

7. Gallery Space

Renovation of the 2nd floor gallery space located in the existing West Wing of the Ringling Museum is a significant component of the Center for Asian Art Project. It goes without saying that the design of the gallery space is of vital importance to the overall success of the project. The design of this space shall provide for maximum flexibility in the display of both hanging pieces and sculpture; as well as seating opportunities for patrons.

An important component in the design of flexible gallery space is the lighting. The lighting system utilized must provide for the utmost flexibility in the arrangement of artwork within the space. Design of the lighting systems shall take in consideration the preservation of art and enhance the patrons' viewing experience. The use of direct day-lighting within the gallery space is strictly prohibited due to the sensitive nature of artwork.

It is expected that the design of all exhibit space, related storage, and preparation spaces be designed to meet Association of American Museum Standards. The current collection contains items as varied as jewelry from Central Asia, Japanese

woodblock prints, stone sculpture from the exterior of religious monuments along the Silk Road, Chinese ceramics and small bronzes from India, as well as many miscellaneous objects. Some space for temporary, traveling and rotating exhibitions will also be needed. Many objects will need to be displayed in cases. Opportunities for interaction with the object, verbal and otherwise, will be integral to the exhibits.

8. Temperature/Humidity Control

The gallery spaces, exhibit preparation area and collection storage areas associated with this project require careful attention to environmental control in order to maintain the integrity of the collections to be housed within the Museum. In addition to maintaining a constant temperature, the control of humidity and dust are important factors that must be taken into consideration.

Temperature and humidity control for the project are critical. The gallery, prep and storage areas must be continuously conditioned to maintain stable year-round conditions appropriate for the nature of the collection materials. The target temperature for the collection areas is 70⁰F, with a tolerance of +/- 3⁰ with 5% RH. Support spaces, adjacent to gallery space, shall be controlled and maintained at 40% RH during winter months and 50% during summer months. The fluctuations shall not exceed 5% during a 24-hour period.

Air filtration is necessary to control the level of dust that effects the collections. The mechanical systems shall be equipped with a multi-stage filtration system capable of providing a dust-free environment for all collection materials.

9. Fire Protection

Protection of the museum's valuable collection and traveling exhibits against fire is understandably a high priority of the project. For design of this project, the design professional is encouraged to review fire protection alternatives for the building that will provide adequate protection as well as make economic sense in both the initial construction and the long term maintenance of the system.

10. Utilities

As is to be expected with a building in service for over 40 years, much of the infrastructure of the West Wing has been in service well beyond its expected service life. Museum staff report that the many of the building's plumbing pipes are deteriorated and the HVAC has progressed to a point that it requires constant repair. The design professional shall be responsible for evaluating the buildings infrastructure and make recommendations for replacement of systems as required.

The mechanical system of the original Museum building has recently undergone a full upgrade. Provisions for the West Wing were provided to the extent that chilled water and steam lines have been stubbed out in preparation for this project. Renovation of the West Wing shall incorporate a building control system that is fully integrated with the system installed in the recent Museum renovation.

The capacity of the campus chilled water system is in question as it pertains to this project. The design professional shall be responsible for examining the chilled water system to determine the system capacity and make a recommendation for the provision of chilled water for the expansion project.

It is expected that a generator will be required to provide back-up environmental control and life safety devices for the collections contained not only within the renovated West Wing and Asian Art Pavilion, but also any portions of the existing Ringling galleries that are not currently on emergency back-up generator power. It is anticipated that this back-up generator capacity will be for short-term power outages, with long term events being addressed by other means. The design professional shall coordinate the design parameters associated with the generator in terms of which spaces to provide back-up environmental controls and the duration of back-up time.

11. Coastal Development

Any project constructed so close to the coast of Florida must take into account the possible, if not probable, occurrence of tropical storms and hurricanes. These events create storm surges that, if not designed for, will result in variable levels of property damage. It is imperative that the contents of the Asian Art Pavilion, West Wing Renovation and all associated support space be protected from storm surges and flooding. The design professional is advised to conduct a thorough evaluation the existing field conditions and any other important determining factors and make a recommendation to the Building Committee based on those findings.

12. Height Limitations

The John & Mable Ringling Museum of Art is located along a direct flight approach to the adjacent municipal airport and is therefore subject to height restrictions imposed by the Federal Aviation Administration. The design professional shall be responsible for determining the height limitations that may be imposed upon this project by the Federal Aviation Administration and ensure that the design of this project adheres to these regulations.

13. Landscaping

A sensitive and a well-conceived landscape plan is an important component of this project. It is expected that landscaping will be used to screen service areas; soften building masses; provide shade in seating areas, drives and pedestrian

pathways; and to organize and define exterior space. Additionally, an Asian garden is required as an integral component of the Teahouse. The design team shall assist the Building Committee to determine the size and scope of the garden.

It is generally assumed that the scope of this project shall not be compromised as a result of any existing vegetation and that, where necessary, trees or shrubs will be removed, or in some cases relocated to accommodate the construction of the project. The design professional shall make the Facilities Department aware of any such situation.

14. Project Schedule / Delivery

It is essential that the design professional and the construction manager understand and appreciate the sensitive nature of this project's schedule in relation to the operations of The John & Mable Ringling Museum of Art. Construction activity can be very disruptive to daily operations and special events, some of which are scheduled weeks, if not months in advance.

The ground floor of the West Wing acts as a de-facto nerve center for the entirety of the Ringling Museum and extends to many parts of the Estate. Spaces such as the Security Center and the Communications Switchboard are vital to the daily operation of the Museum. Other spaces such as the shipping/receiving area and the wood shop provide vital services that aren't available anywhere else on site. Prior to the commencement of the design phase, the design professional shall discuss the short and long-term schedules of the Museum, and the other facilities at the Museum in order to better understand the impacts that this project may have on daily operations and special events. The objective is to plan the construction work in such a manner so as to minimize any adverse affects. The design professional shall work with the Owner's Representative and Museum Staff to develop an agreeable phasing plan that will provide for the smooth ongoing operations of the Museum during the entirety of the construction phase of the project.

The construction manager shall also play a critical role in assisting with this planning and shall be fully integrated into the process at the appropriate time.

Both the design professional and the construction manager shall provide recommendations for strategies that prevent or minimize any adverse impacts. Such strategies may include the fast-tracking of certain construction phases, the identification of alternative access routes or points of entry, identification of appropriate lay down areas, temporary improvements designed to ensure user/visitor safety, long lead utility disconnections/reconnections, and the like. The Facilities Design and Construction Department must approve all recommendations prior to their employment.

At the risk of belaboring the point, it is essential that the design professional and the construction manager review the proposed project schedule, become

thoroughly familiar with its sensitivity and the consequences of a failure to meet the schedule, and make recommendations that shall ensure the timely completion of this project. It is essential that all activities associated with this project prevent or minimize any negative impact to the operations of the Museum.

15. Visual Clutter / Aesthetics

As with many construction projects, there are a certain number of building system components that are typically visible on the exterior of the building or elsewhere on a project site. These components, which include devices such as backflow preventers, transformers, switchgear, condenser units, newspaper racks, trashcans and waste dumpsters, usually detract from the facility's appearance if not appropriately handled. Additionally, they can become unattractive nuisances. The design professional therefore shall exercise special care to ensure that these types of devices do not impact or detract from the project's appearance.

Where appropriate, the design professional shall carefully plan for either the obscure placement of such items or the construction of some type of visual screen to hide them. There are several means by which this can be achieved. Ideally, the offending device can be incorporated into a project's design in such a manner that it is not conspicuous. Other types of concealment, such as screening walls or landscaping, should be utilized where appropriate. It is essential however that all methods of concealment comply with applicable codes.

16. Hazardous Materials and Abatement

The design professional shall be responsible for reviewing and complying with all applicable portions of the University document entitled "*Procedures to Identify and Manage Environmental Issues During Demolition Renovation and New Construction Projects at Florida State University*" dated October 16, 1996.

17. Security

As with all University construction projects, security, both in terms of personal safety and the protection of private and state property, is a very important issue. The safety and security of students, faculty, staff, and visitors as well as the protection of property frequently represents a formidable challenge during the design of any project. This project is no exception. Exterior lighting, emergency telephone systems, card access systems, alarm systems and similar methods should be included in the design of the project to assist in making this building and its operation as safe as reasonably possible. The design professional shall consult with the museum staff, the construction project manager, the Public Safety Department, and the Department of Environmental Health and Safety during the design phases of the project to insure that all aspects of personnel and property safety are adequately addressed. During the construction phase of the project, the construction manager shall be responsible for providing security

measures that will insure that all the contents of the Museum are safe from damage and theft.

18. Accessibility

It shall be the responsibility of the design professional to ensure that all areas of this project provide accessibility in accordance with all applicable statues, codes, and standards. The design professional shall consider accessibility, in all forms, as a basic design issue and provide maximum integrity of necessary elements into the overall project design. Although not mandated by code, the University has made it a standard practice to utilize features such as automatic door opening devices at the primary entrances of buildings (where possible) and other practical features that increase the accessibility to its facilities.

19. Building Signage

Exterior building identification signage consistent with the other existing facilities located on the Ringling Estate shall be implemented as part of this project. The design professional shall provide drawings indicating lettering, symbols and accessible route maps for review by the owner. Additionally, when an accessible route map is needed, the design professional is responsible for creating the artwork necessary for the sign vendor for creation of the sign. The owner will review drawings for content and style consistencies prior to manufacturing of signs. The project budget is expected to pay for the cost of all signage associated with this project.

X. Utilities Impact Analysis

The location of the proposed site(s) for the Asian Art Study Center is centrally located on the Ringling Museum Campus. This centralized location provides the project with the advantage of readily accessible utility service to the building. Many of the required utilities are located directly on site or are easily accessible. The design professional shall assist the University in determining whether sufficient capacity for all utility systems serving the project are in fact available. Furthermore, it shall be the responsibility of the design professional to advise the University of any utility distribution problems. The Facilities Design and Construction Department and the Facilities Operations and Maintenance Department must approve all necessary utility improvements prior to the commencement of design. The following is a brief utility analysis for this project.

A. Chilled Water

Chilled water piping is located along the western boundary of the site. It is believed that the chilled water system is at maximum capacity and will not be able to serve this project unless a new chiller is added to the plant. The design professional shall work with the University to determine the available capacity of the existing system and make a recommendation as to the volume of chilled water required to serve the project.

Due to the sensitive nature of the contents of the Ringling Museum, a redundant cooling system on backup power is required for not only this project, but the entire Museum. The design professional shall evaluate the existing system and make a recommendation relative to the provision of a backup cooling system for the entire Museum.

B. Steam

Steam service is not provided at the Ringling site. Heating requirements will be met either by electric reheat coils located in terminal boxes or small boilers located in the building. Final mechanical system recommendations by the design professionals shall be presented to the University for consideration.

C. Electrical

An electric utility transformer is currently located south of the West Wing. It is anticipated that the incoming service from Florida Power and Light will be sufficient to serve the project. The design professional shall be responsible for determining the electrical load requirements of the building and making a recommendation for connection to the utility provider. The estimated electrical load for this project is 150 to 200 kVA.

It is anticipated that the Asian Art Study Center will be provided with back-up power for life safety devices and short-term environmental controls. The design professional shall determine the anticipated loads of the buildings and make a recommendation for generator size and run-time duration.

D. Potable Water / Sanitary Sewer

Potable water is available by a 3" domestic water service serving the West Wing on the west side of the building.

Sanitary sewer service is located along the southern perimeter of the project.

E. Irrigation Water

Irrigation shall be provided for any new landscaping provided in conjunction with this project.

F. Storm Water

This project will be required to provide a storm water facility capable of meeting storm water requirements mandated by the South West Florida Water Management District (SWFWMD). Meeting these provisions may involve enlarging the existing storm water facility located due west of the project site or the development of a new facility located contiguous to the project. The design professional is expected to examine the site along with the applicable storm water requirements to develop viable alternatives for storm water retention for the site. The Facilities Design and Construction Department must approve all recommendations prior to the commencement of detailed design.

G. Telecommunications

A fiber optic duct bank is located on the western boundary of the site, turning east and entering the West Wing on the western exterior wall. The design professional shall make provisions to have this fiber loop relocated as a component of this project. The Ringling Museum telephone switchboard is located in the ground floor of the West Wing. It is anticipated that sufficient capacity exists in the building to serve the Asian Art Study Center.

I. Natural Gas

A large hot water requirement is not anticipated.

In summary, it is expected that the design professional shall meet the programmatic needs for the various utility systems described above (as well as any others which may become evident during the design phase), analyze the production capacities of the various utility sources and make recommendations for any necessary production improvements, analyze the components of the existing/proposed conveyance or distribution systems and make recommendations for any necessary distribution improvements.

XI. Information / Communication Resource Requirements

The need to provide adequate and appropriate information and communication resources for the Asian Art Study Center is essential to its daily functions. Technology features should be maximized as far as the budget will allow. If the budget does not allow for certain features to be placed now, then empty conduit (pathway) should be installed to incorporate future technology. Not only anticipated needs, but unanticipated needs should be accounted for as well. For example if LCD projectors or digital signage at the conference rooms cannot be purchased now, pathway should be installed now in anticipation of acquiring this technology in the future. Empty conduit "home-runs" should be located at strategic locations in anticipation of future need. Wireless should be incorporated now into the facility, to the maximum extent allowed by the budget, however, not at the expense of deleting wire pathway. The network lines shall be provided in an open trough (re-configurable) fashion whenever feasible.

Generally speaking, the term "Information Technology Resources" shall include the hardware, software, services, supplies, personnel, facility resources, maintenance, and training involved in the function of data processing. Examples of Information Technology Resources are computer hardware, and peripheral equipment, such as computers, file servers, printers, scanners, etc.

Similarly, the term "Communications" shall include the hardware, software, services, personnel, facilities and training involved in the transmission, emission, and reception of signs, signals, writings, images, and sounds of intelligence of any nature by wire, radio, or other electromagnetic systems. Examples of "Communications Resources": are wiring of the facility for voice, data, and video; connections within/between buildings, and campus networks; backbones; electronic classrooms; communications/data jacks in rooms; satellite up-links and down-links; communications closets; television; security systems; and radio transmission facilities equipment.

Standard guidelines and specifications have been developed and adopted by the University to assist the design professional in the design of this project. The Information Technology Services Department has developed a document entitled "Florida State University Telecommunications Infrastructure Standard" which can be accessed via the following web address:

<http://www.fpc.fsu.edu/guidelines.html>

The design professional shall be expected to become thoroughly familiar with the contents of this specification and shall plan for the design of all telecommunication systems according to this specification and coordinate all related work with the Ringling IT Department. The Information Technology Services Department must approve any departures from this standard specification. The University's Information Technology Services Department (ITS) is generally responsible for the installation, operation and maintenance of these networks.

ITS has the responsibility of closely overseeing design, development and approval of telecommunications systems. The Facilities Department along with the ITS will review design documents in several phases of completion to assure their compliance to local and national standards and codes. During the design phase, these reviews typically occur at the conclusion of the Design Development, 50% Construction Document and 100% Construction Document milestones.

The actual installation of information technology resources and communications shall either be done by the ITS or under their close supervision. As evidenced by the approval signature of this document's Signature Sheet, the University's Chief Information Officer has assisted in both the development and

review for final approval of this program document for compliance with the requirements for the development of facility programs.

In closing, it is worth repeating that the design professional shall work closely with the Facilities Department, the Information Technology Department, the Building Committee and other appropriate University departments from the early stages of design through the construction phases to ensure that all information and communication systems are fully understood, designed, and installed in accordance with all appropriate standards. The Information Technology Services/Classroom Technology Support Group shall review Classrooms and Conference/Seminar rooms in the design and construction phases for compliance with the Technology Enhanced Classrooms Initiative.

XII. Codes and Standards

Regarding building codes and state oversight of university projects, there have been over the past few years substantial changes to the regulatory system that controls university development. The restructuring of the higher education governance system, the adoption of a statewide building code, the evolution of a University Board of Trustees, and the advent of a University permitting department are just a few examples of such changes. Because some of these changes are still evolving, it is difficult to fully predict or evaluate how campus construction, and the systems and policies that oversee it will be impacted.

The vast majority of all capital construction projects completed at Florida State University, regardless of whether they fall within the category of either a major or minor project, are administered by the Facilities Department. All construction activities that occur on the Florida State University campuses are tightly regulated by a series of existing and new statutes, standard practices, guidelines, and policies. The responsibility for ensuring that the completion of this project meets these requirements has been assigned to the Facilities Department; that portion of the process remains unchanged.

The planning, programming, design and construction phases of any capital project are generally regulated by three areas of governance: Florida Statutes, building/life safety codes, and University standards, guidelines, and policies. Not surprisingly, there is a certain amount of overlap between many of these items.

Florida Statutes, especially those found in Chapter 1013, provide specific direction on various aspects of the University's capital improvements program, including capital budgeting, master planning, and the like. Other legislation is represented elsewhere in the Statutes, including information on the statewide building code. Of course, any discussion about legislation must also include federal initiatives, such as the Americans with Disabilities Act (ADA), which apply equally to all University projects.

Over the years, the University and the former Board of Regents developed and adopted various sets of guidelines and policies that assisted in the administration of construction and renovation projects. Though many of the former BOR policies and Chancellor's Memoranda have been rescinded by the Florida Department of Education, Florida State has chosen to adopt a similar set of policies and procedures. These can be found at the following website: <http://www.vpfa.fsu.edu/policies/facilities/forms.html>

A number of University guidelines and specifications are maintained in the "Design Guidelines and Specifications" section of the Facilities Planning and Construction website at <http://www.fpc.fsu.edu/guidelines.html>. The University's Campus Master Plan provides guidance on the design of new facilities and landscaping components in the form of "Architectural Design Guidelines and Landscape Design Guidelines" These guidelines describe the University's general design intent towards these project components. More specific direction can be found in the "Florida State University Design Guidelines and Standards," which are also kept on-line at this website. These guidelines contain specific information about preferred materials, methods of construction, systems information, and the like.

Other University departments have likewise promulgated similar kinds of guidelines. For instance, the Information Technology Services Department has standards and guidelines specifically developed for architects and engineers, which provide important information on telecommunication system infrastructure, and operating specifications for data networking equipment. This standard should be rigorously followed. Additionally, the Office of Technology Integration's User Services Group publishes "Design Criteria for Classrooms at Florida State University." These standards are available at:

<http://www.fpc.fsu.edu/guidelines.html>

Generally speaking, the design professional shall meet with the Museum staff, Facilities Department and other appropriate University and Museum departments prior to the commencement of the design phase to discuss all applicable statutes, codes, guidelines, standards, policies and procedures. Any questions concerning the applicability of any particular form of governance must be sufficiently answered so as to remove any confusion or question about how a project will be administered and by which statute or code. It shall be the responsibility of the design professional, the construction manager, or the general contractor to ensure that every capital project follows the requirements of all applicable statutes and codes. It should also be noted that the design professional shall ensure that the design documents comply with all codes until the date the project is permitted for construction as part of the basic service requirements.

It is worth noting that the Florida State University Building Code Administration Section, a unit of the University's Environmental Health and Safety Department, ensures that all new building construction, additions, alterations, repairs, remodeling or demolitions and all installations of building systems meet Florida Building Code requirements including all electrical, plumbing, mechanical, gas, gas fuel, fire prevention, energy conservation, accessibility, stormwater and flood plain management requirements. This office supervises, directs and enforces the permitting, plans examination and inspection program in all University buildings, including parking garages. When the Building Code Administrator is satisfied that all code requirements have been met, a certificate will be issued that allows completed buildings to be occupied.

It is the responsibility of the design professional, the construction manager and the University's construction project manager to ensure that all plans review and construction inspection requirements are met. It is highly recommended that at the commencement of this project, the design professional, the construction manager, and/or the general contractor meet with the University's Building Code Administrator to discuss the project and any possible code issues, schedules of plan review, and other administrative procedures.

XII. Project Schedule

The proposed schedule for this project is listed below in tabular form. It is expected that the construction manager shall review this schedule and make recommendations for adjustment. Refinements to this schedule must be made in consultation with the construction manager, the Facilities Department and the Building Committee.

The date of completion is a very important milestone for Florida State University and the Staff and Patrons of the Ringling Museum of Art. Of course, if the construction manager is able to devise methods or strategies of accelerating the design or construction phases, then that advancement of the completion date provides the staff and patrons use of the much needed facility at an earlier date.

Another reason for the concern for schedule involves the simple reality that the passage of time reduces the value of money. In order to maximize the effective use of the funds that are committed to this project, its timely expenditure is critical. Any delays in completing the project may have the potential of increasing the cost of the project. It is for these and other reasons that the construction manager understands the critical nature of the project schedule. Again, the design professional and CM are encouraged to make reasonable recommendations to meet the project schedule and if possible accelerate the completion date.

The schedule that is listed below is conservative and assumes a rather straightforward approach to both the design and construction phases. It does not necessarily reflect the potential savings in time that can be realized by using strategies such as the implementation of early bid packages (especially with regards to the development of the site), the purchase of long-lead items, accelerated design schedules, and the like. It is recognized however that there are practical limitations to the use of these and similar strategies and that the risk and rewards of each must be analyzed. It is not unreasonable however to assume that, at a minimum, the design professional and construction manager should be able to meet the schedule listed below. Again, both professionals are encouraged to make reasonable recommendations to meet the project schedule or to accelerate the completion date.

Project Schedule

2011

Dec Architect/Engineer (A/E) selection expected to begin

2012

Jan Facilities program expected to be completed and approved

Feb Construction Manager (CM) selection expected to begin

Mar A/E selection expected to be completed; design contract negotiated and executed; Notice to Proceed issued to commence design phase

May CM selection expected to be completed; contract for Preconstruction services expected to be negotiated and executed; Notice to Proceed issued to commence preconstruction phase

Sep Advanced Phase I 100% Documents (Site/Utilities/Demolition) received/approved

Oct Advanced Phase I Guaranteed Maximum Price (GMP) received/contract negotiated

Nov Phase I construction begins

2013

Jan Phase II 100% Construction Documents submitted and reviewed, including review by the Office of the State Fire Marshal, permits issued

Mar Phase II GMP proposal accepted; construction contract executed; Notice to Proceed issued to commence phase II construction

Dec Substantial Completion Expected (Phase I and II)

2014

Jan Final Completion Expected

XIV. Program Funds

This project shall be accomplished using a combination of private funds and matching University Funds. It is the University's intention to pursue matching funds through the Cortelis Challenge Grant Program. A breakdown of these funds, including the timing and the amounts derived from each, is shown below.

| <u>Source</u> | <u>Amount</u> |
|---------------------------------------|----------------------|
| FY2009-2010 Private Funds | \$4,100,000 |
| FY2011-2012 University Matching Funds | \$4,100,000 |
| Total | \$8,200,000 |

A summary of the project costs is shown in the following section. Based upon the scope of work described in this facilities program, a breakdown of those project costs is as follows:

| | <u>Funds Required</u> |
|--------------|------------------------------|
| Planning | \$ 716,100 |
| Construction | \$6,997,900 |
| Equipment | <u>\$ 486,000</u> |
| Total | \$8,200,000 |

XV. Project Budget Summary

A. Introduction

The Project Budget Summary that follows includes a breakdown of all project costs including administrative, construction, construction related, site development, furnishings and equipment costs. The construction manager shall be responsible for verifying these estimated costs and making recommendations for adjustments, where necessary. The following is a brief explanation of the various budgetary components that were considered in the development of this Summary.

B. Budget Items

1. Construction Components (Basic Construction Cost)

a) Construction Cost

The cost of the building itself is predicated in large part upon recent cost data for construction of similar types of spaces.

b) Site Development Costs

An allowance has been identified in the Project Budget Summary to provide for general site development costs that may be incurred by this project. This includes paving for service drives, vehicular drop off and sidewalks. Additionally this includes site preparation, relocation or extension of any required utility lines, grading, and landscaping.

2. Other Project Components (Other Project Costs)

Like most capital projects, the cost of completing this project includes a variety of construction related costs. These are briefly described as follows:

Professional Fees: An estimate of professional fees has been included and is based upon the standard fee curve used by the University. These fees cover items normally associated with the basic services portion of the project. The amount shown is for basic professional services as well as a small design contingency.

- Construction Manager: Funds have been reserved to provide preconstruction services that will be accomplished by the construction manager. These fees are based upon a percentage of the construction and site development costs.
- Fire Marshal Fees: Per standard University practice, funds have been reserved to cover the cost of plans review by the State Fire Marshal's Office.
- Inspection Services: Funds have been reserved to cover the number of inspection services that are required on this project, including the following:
- Resident Supervision:* An allowance has been provided to cover the costs of resident supervision.
- Threshold Inspection:* Due to the nature of this project, it is not believed that the services of a threshold inspector will be required; therefore, funds have not been reserved for this purpose. The design professional shall be responsible for reviewing the building occupancy and threshold building criteria to make a final determination.
- Insurance Consult.: Per University standard practice, funds have been reserved to fulfill the requirements for the OPI insurance consultant.
- Surveys and Tests: Funds have been reserved for the accomplishment of various surveys and tests that will be required to complete the project. This allowance does not include funds necessary for the surveying and testing of any hazardous materials.
- Plans Review/ Inspections: Funds have been reserved to cover the cost of plans review and inspections by the University's Building Code Official.
- Artwork: An allowance equal to 0.5% of the new construction costs (under roof) is set aside for the procurement of artwork.

Furnishings/
Equipment:

A modest allowance has been set aside for furnishings and equipment.

Telecommunications: An allowance has been provided for the cost of communications infrastructure for wiring the building as well as outside plant (OSP) improvements that may be necessary.

Project Contingency: A project contingency has been established to cover unforeseen conditions and impacts to the project.

| PROJECT BUDGET | | | | | |
|---|-----------------|-------------------------|--------------------|----------------------|--------------------|
| Facility/Space Type | Net Area (NASF) | Net to Gross Conversion | Gross Area (GSF) | Unit Cost (Cost/GSF) | Total Cost |
| Renovated Area | 10,375 | 1.00 | 10,375 | 125 | 1,296,875 |
| New Construction | 8,900 | 1.50 | 13,350 | 300 | 4,005,000 |
| TOTALS | 19,275 | | 23,725 | | \$5,301,875 |
| * Non-Assignable | | | | | |
| SCHEDULE OF PROJECT COMPONENTS | | | | | |
| | | Planning | Construction | Equipment | Total |
| 1. Construction Components (Basic Construction Cost) | | | | | |
| a. Construction Cost (from above) | | | 5,301,875 | | \$5,301,875 |
| b. Site Development Costs | | | | | |
| Tea House | | | 250,000 | | 250,000 |
| Landscaping | | | 50,000 | | 50,000 |
| Relocate Utilities | | | 75,000 | | 75,000 |
| Chiller Allowance | | | 650,000 | | 650,000 |
| Generator | | | 150,000 | | 150,000 |
| (1) Total Basic Construction Costs | | 0 | 6,476,875 | 0 | \$6,476,875 |
| 2. Other Project Components (Other Project Costs) | | | | | |
| a. Land/existing facility acquisition | | | 0 | | 0 |
| b. Professional Fees | | | | | |
| Basic Services | | 454,000 | | | 454,000 |
| Design Contingency Consultants | | 68,100 | | | 68,100 |
| Building Commissioning (1.0%) | | 54,000 | | | 54,000 |
| c. Construction Manager | | | | | 0 |
| Preconstruction Services | | 49,000 | | | 49,000 |
| d. Fire Marshal Fees (.0025) | | 17,000 | | | 17,000 |
| e. Inspection Services | | | | | 0 |
| Site Representation (1/2 time) | | | 60,000 | | 60,000 |
| Threshold Inspection | | | 0 | | 0 |
| Roof Inspection | | | 25,000 | | 25,000 |
| Plans Review/Inspection | | | 21,000 | | 21,000 |
| f. Insurance Consultant (.0006) | | 4,000 | | | 4,000 |
| g. Surveys & Tests | | | | | 0 |
| Surveys/Topography/Geotechnical | | 15,000 | | | 15,000 |
| Materials Testing | | 35,000 | | | 35,000 |
| HVAC Testing/Balancing | | 20,000 | | | 20,000 |
| h. Permit/Impact/Environmental Fees | | | | | 0 |
| i. Artwork (.005) | | | | 21,000 | 21,000 |
| j. Moveable Furnishings & Equipment | | | | 170,000 | 170,000 |
| k. Classroom Technology | | | | 80,000 | |
| l. Exhibit Construction and Furnishings | | | | 200,000 | 200,000 |
| m. Telecommunications | | | | 15,000 | 15,000 |
| n. Project Contingency | | | 415,025 | 0 | 415,025 |
| (2) Total - Other Project Costs | | 716,100 | 521,025 | 486,000 | \$1,723,125 |
| ALL COSTS (1) + (2) | | \$716,100 | \$6,997,900 | \$486,000 | \$8,200,000 |

XVI. Appendix

The following exhibits represent additional information relating to the planning and design of this project. They are included for information purposes only; questions relating to their content should be addressed to the construction project manager.

Exhibit 1: Project Location Map

Exhibit 2: Aerial Photographs

Exhibit 3: Campus Master Plan Graphics

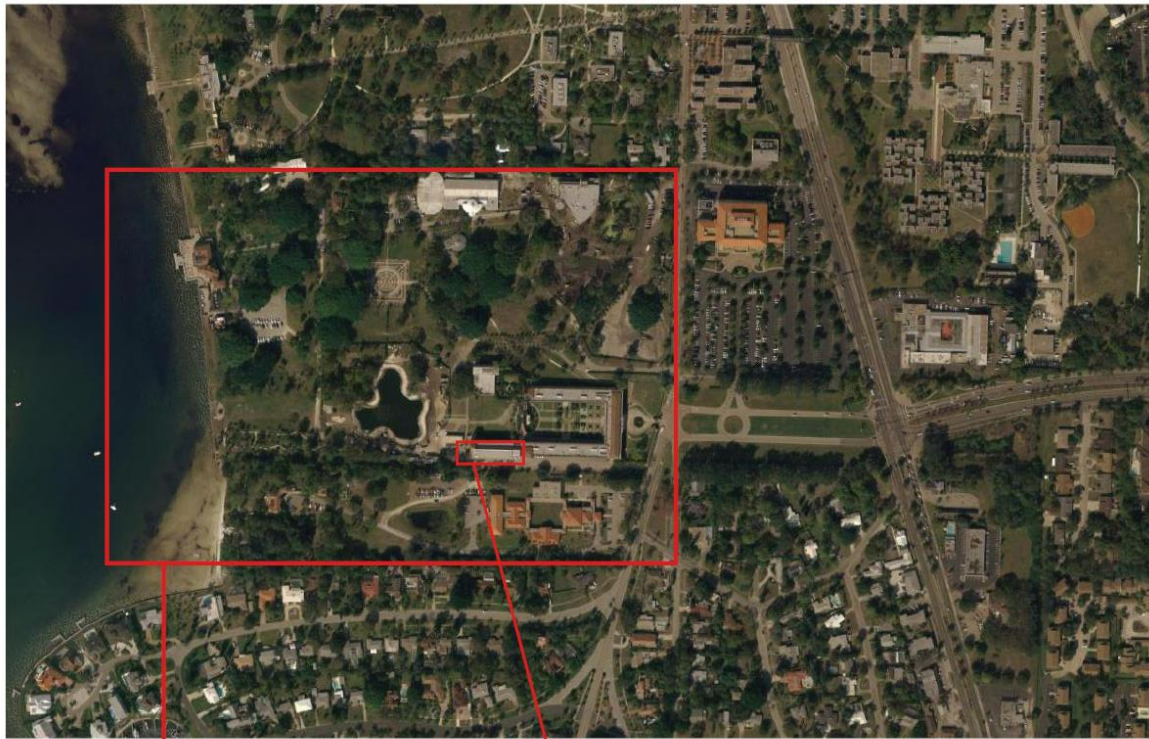
Exhibit 4: Site Utilities Maps

Exhibit 5: Existing Conditions Photographs

Exhibit 6: Space Summary

Exhibit 7: Room Data Sheets

Exhibit 1
Project Location Map



The John and Mable Ringling
Museum of Art
5401 Bayshore Road
Sarasota, FL 34243

Project Location



Exhibit 2

Aerial Photographs

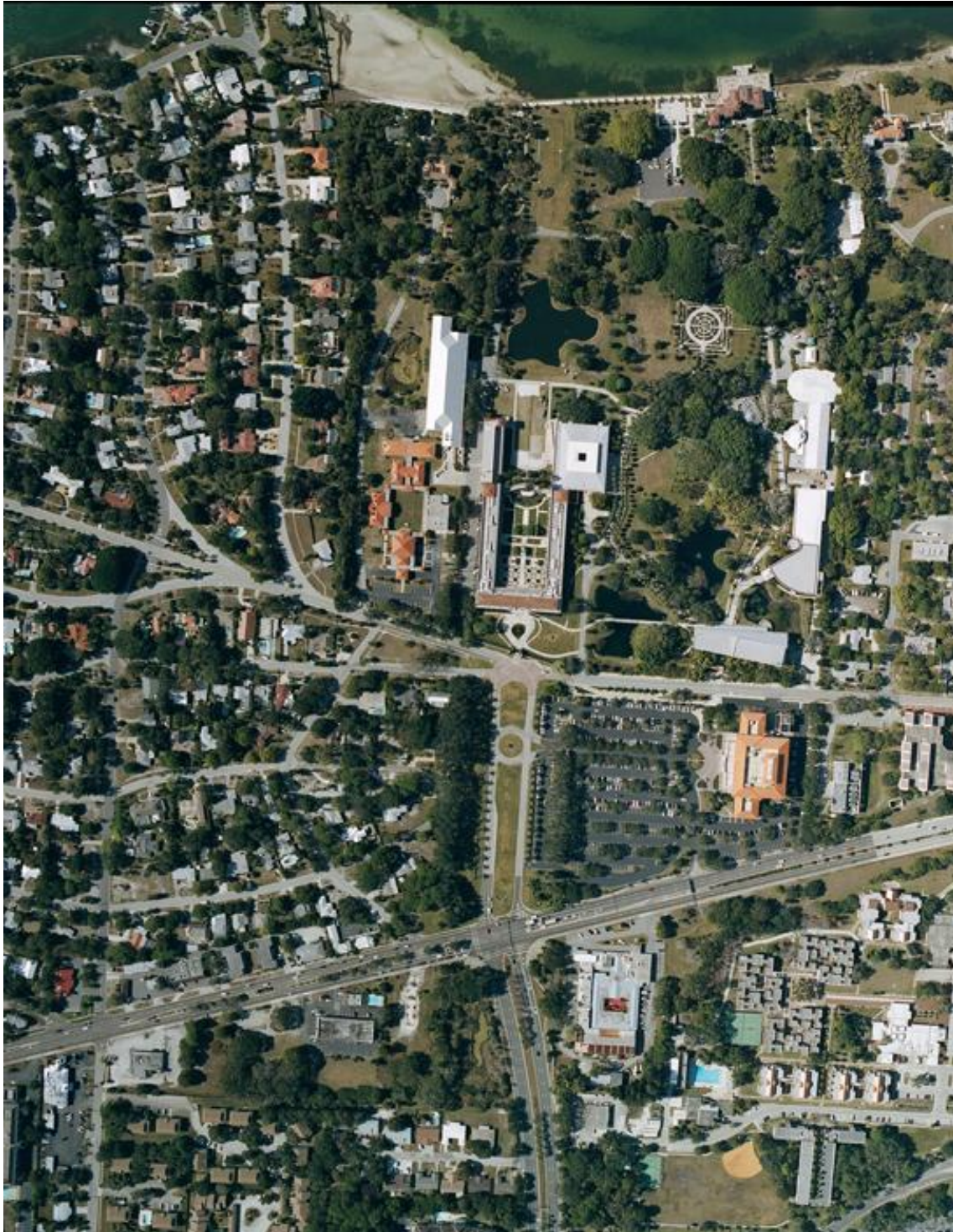


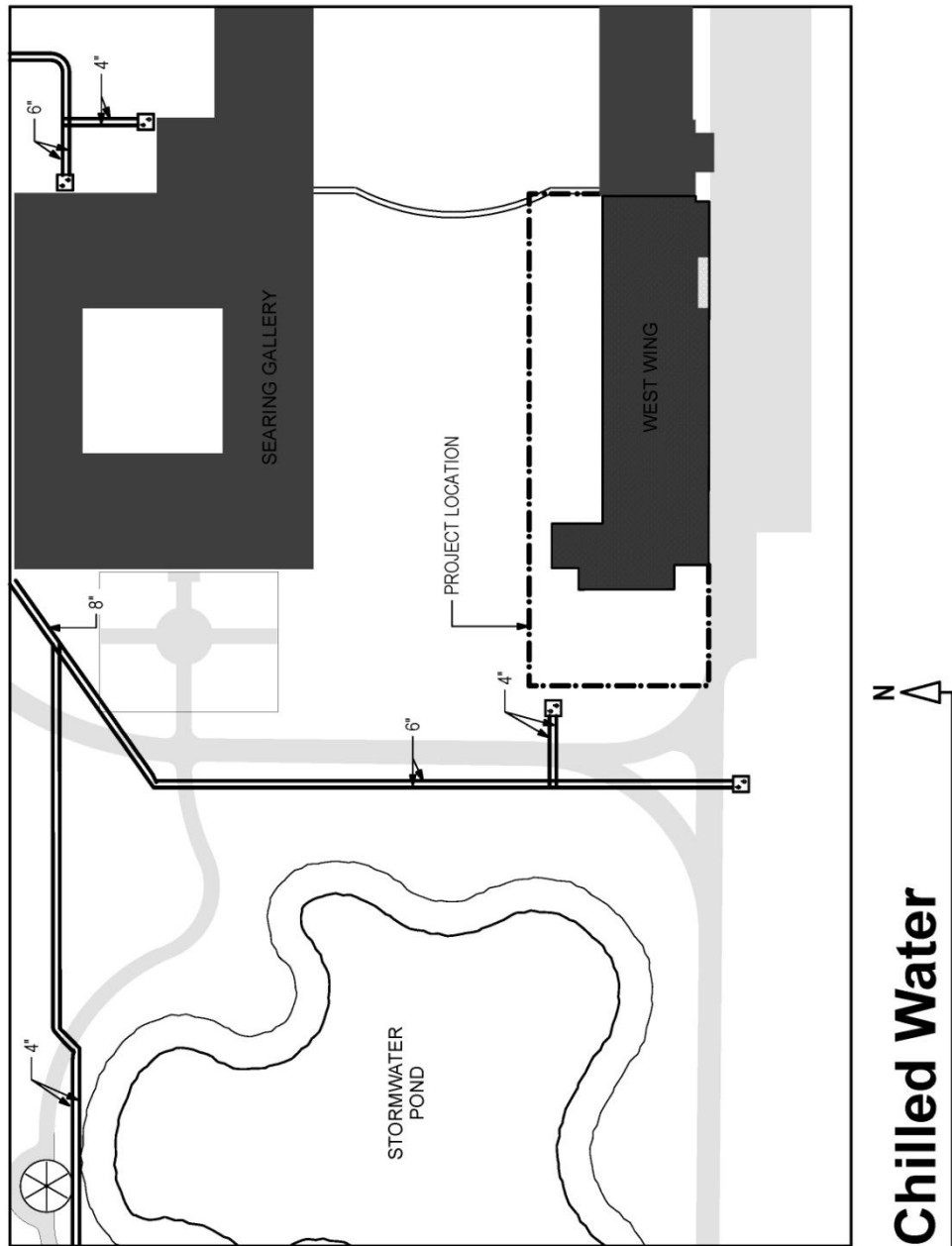


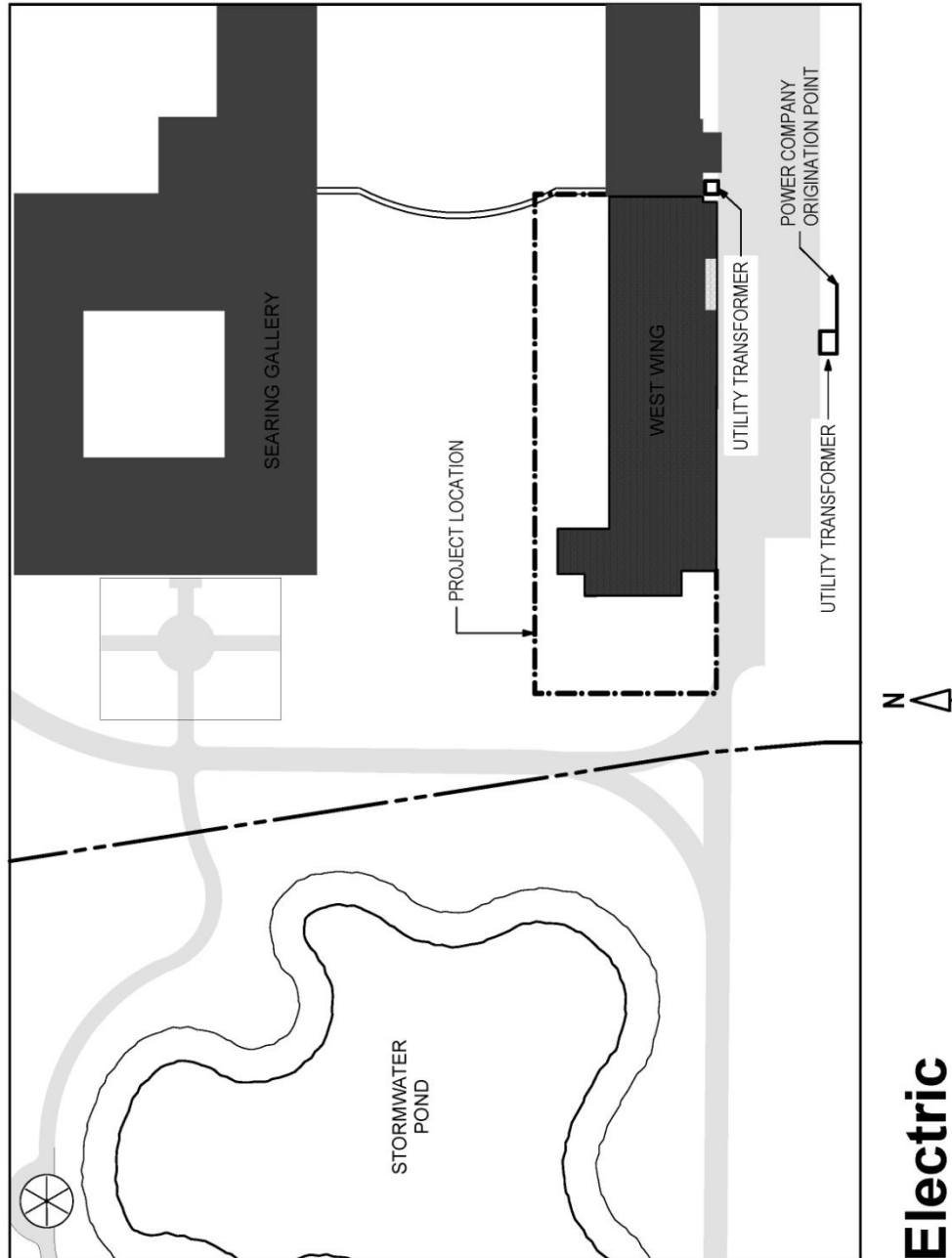
Exhibit 3
Campus Master Plan Graphics

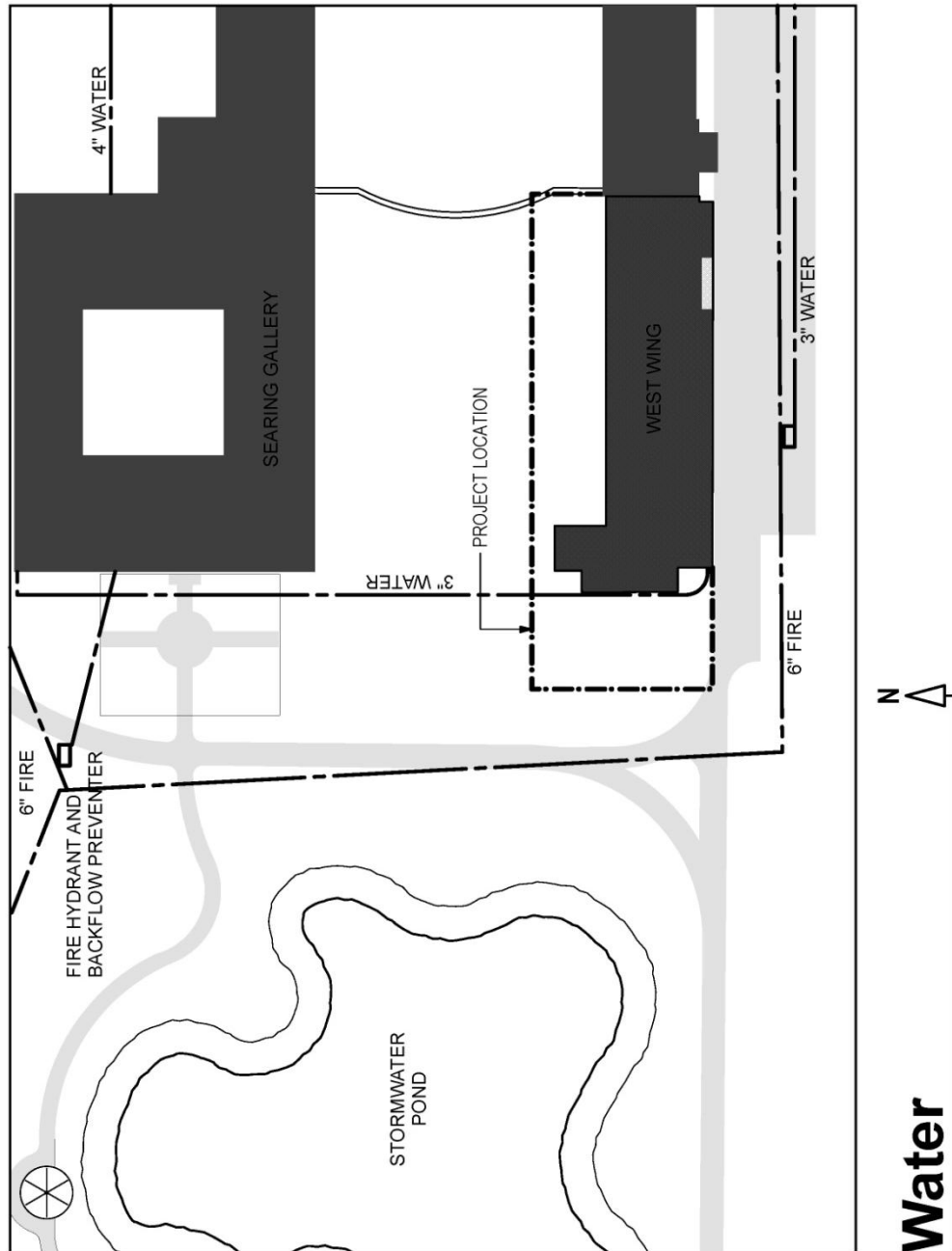
Exhibit 4

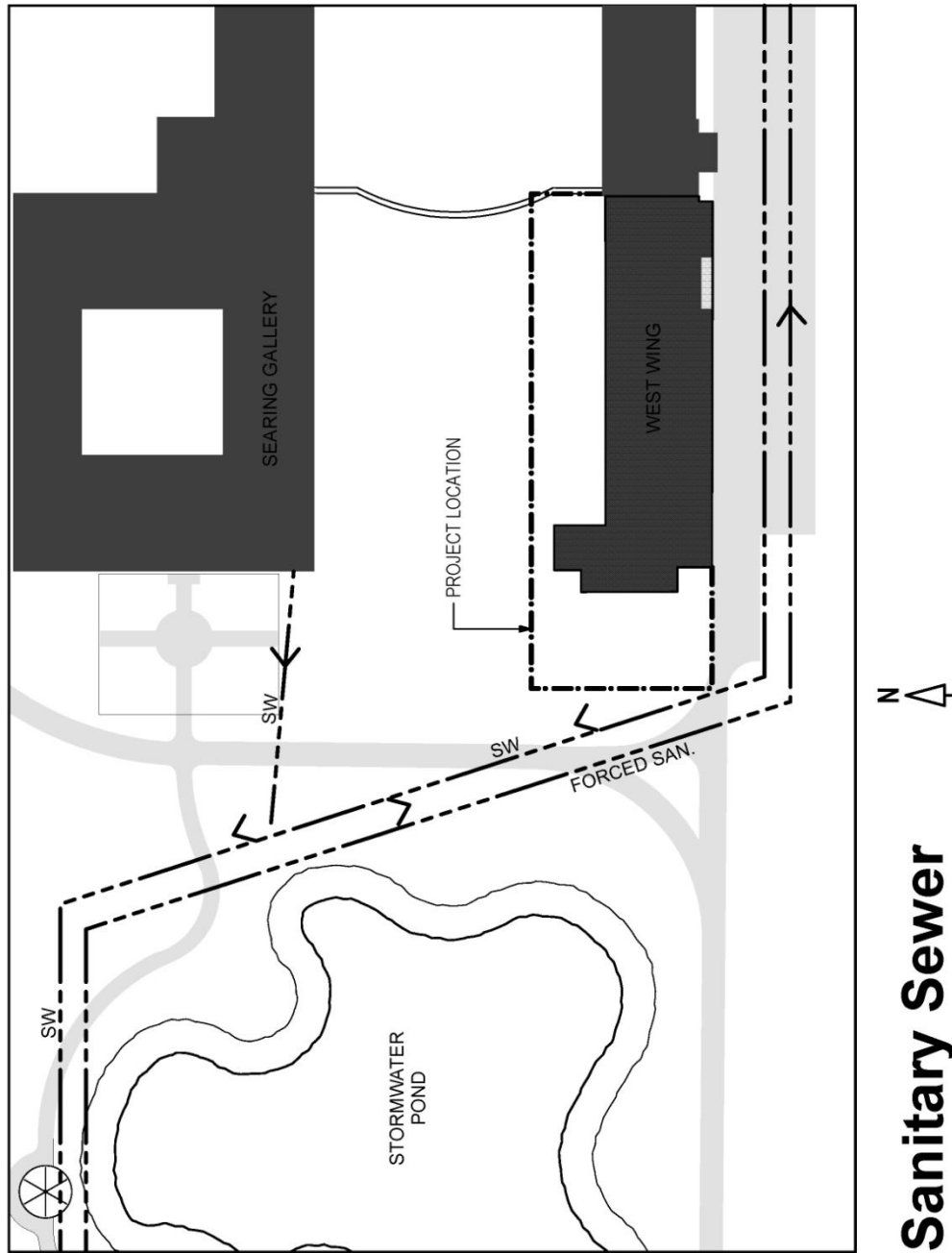
Site Utilities Maps

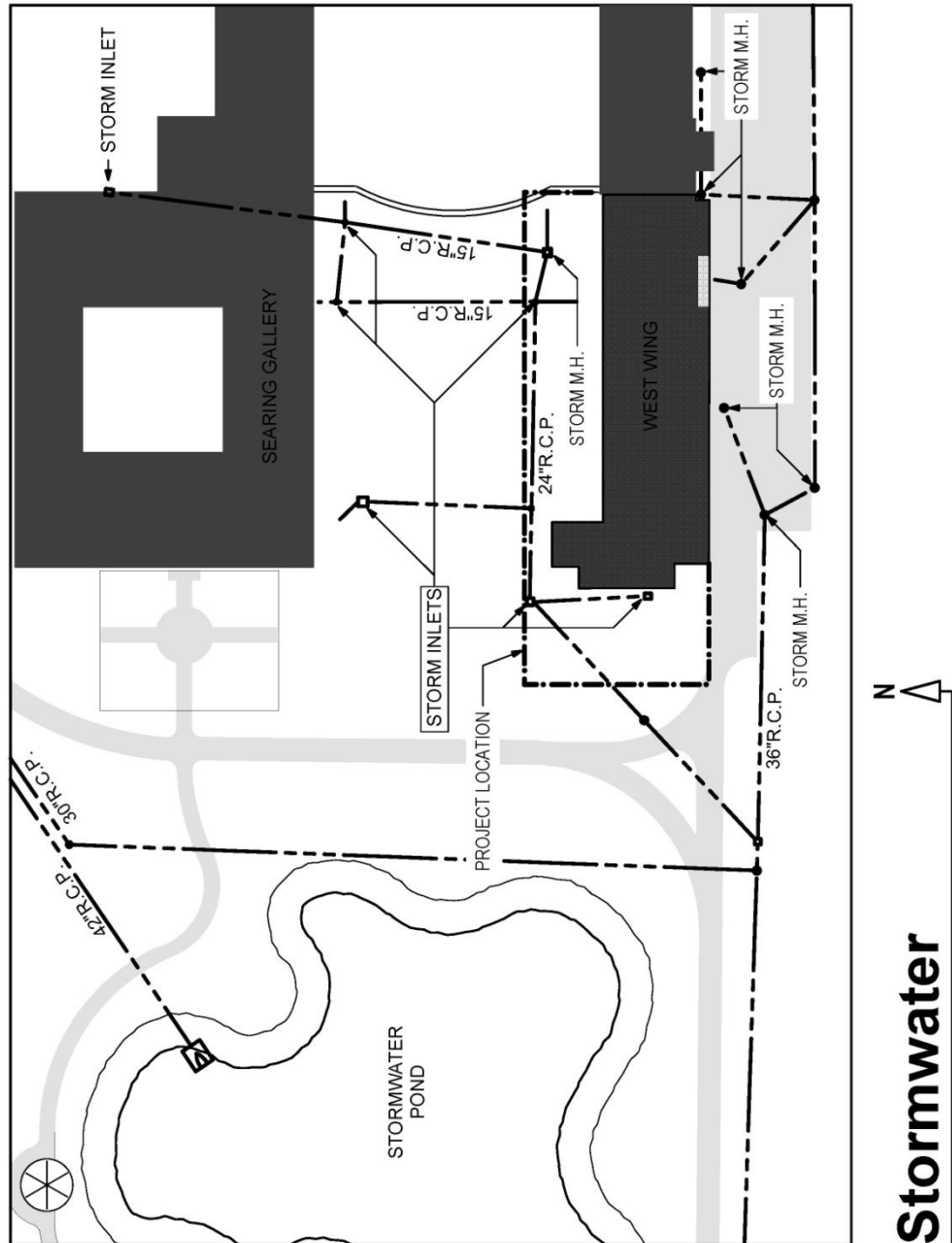
This Exhibit contains portions of University documentation of known utilities in the general area of the site. It is worth noting that this utility information is not necessarily complete, accurate or current and the design professional shall be responsible for identifying the location of all utilities in the area of the site.











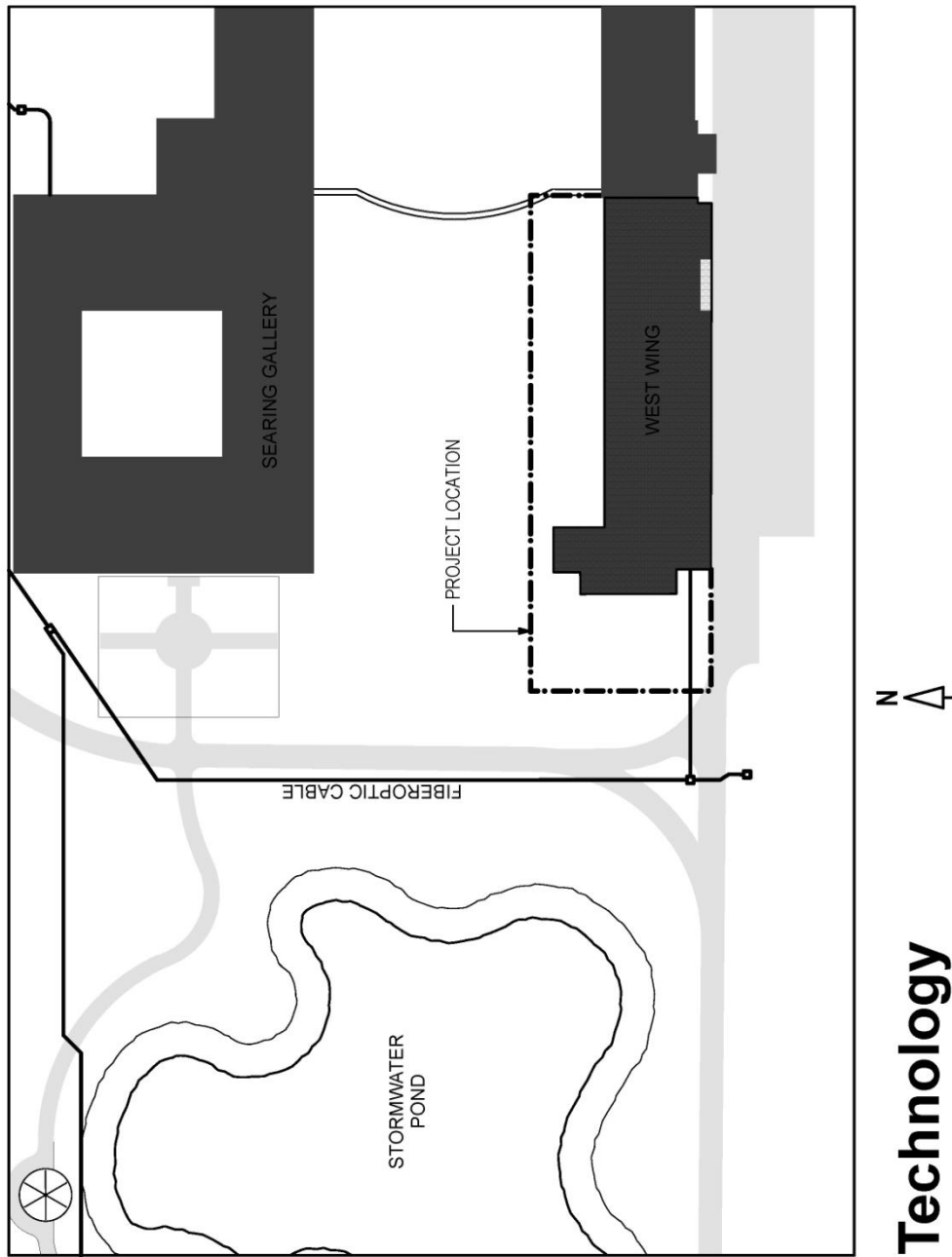


Exhibit 5

Existing Conditions Photographs

This Exhibit contains recent photos of the proposed site and building, which help describe existing conditions.



View of southwest corner of the West Wing
and service drive south of the building



View of loading area at the south side of the West Wing



View of northwest corner of the West Wing



View of northeast corner of the West Wing connecting to the original arcade



View of north-south emergency vehicle drive and pedestrian/golf cart path at the western border of the project site



View from project site looking west to Sarasota Bay from 2nd floor landing



View looking toward future Teahouse site from 2nd floor landing



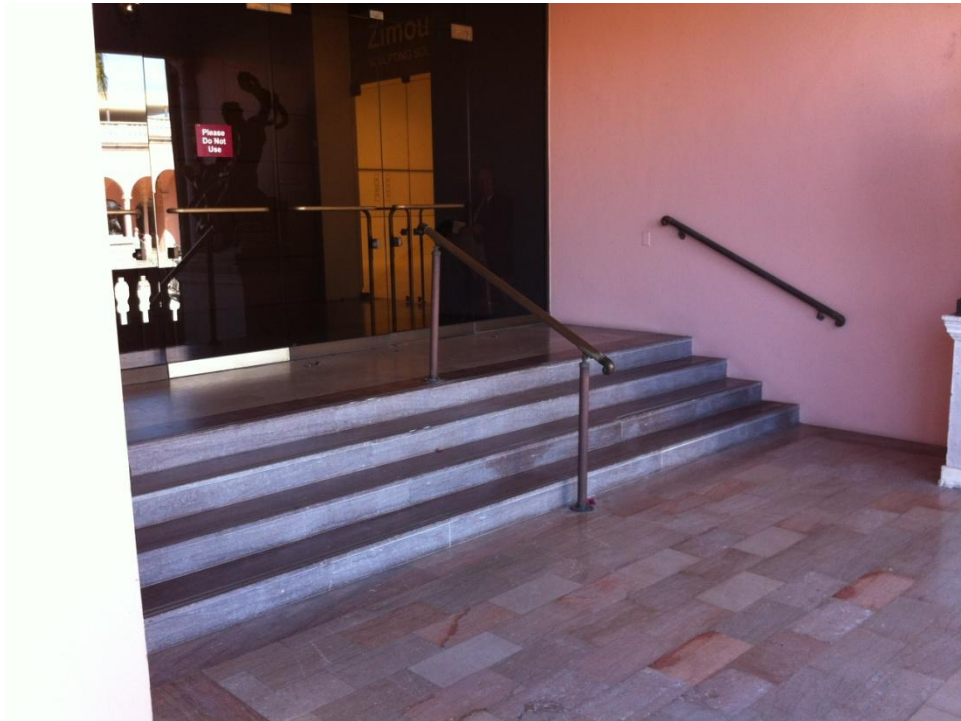
1st Floor east-west corridor



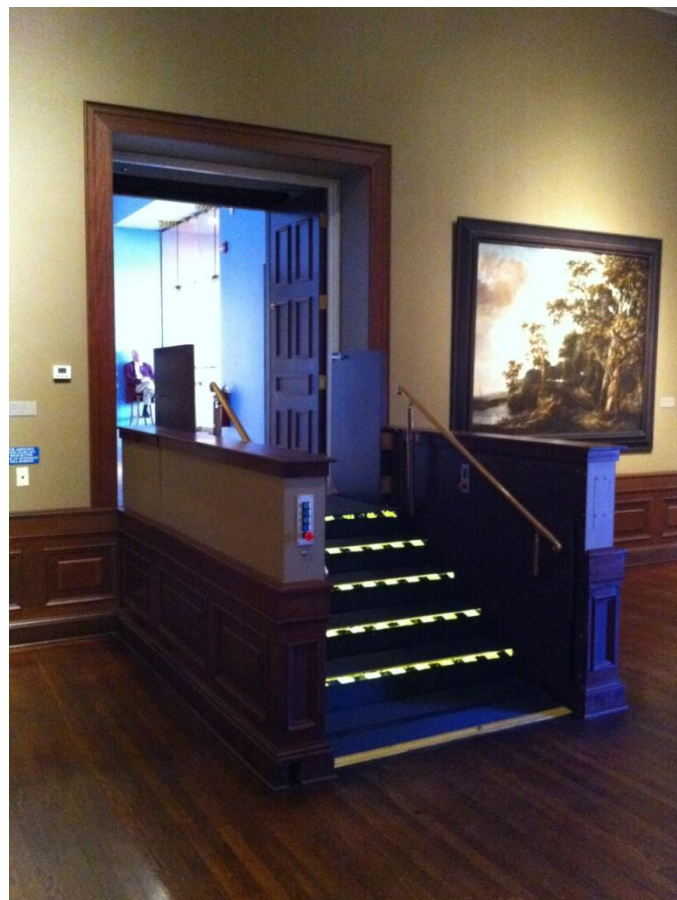
Vacant 2nd floor gallery



Elevation change at arcade transition from original museum to West Wing



Elevation change at arcade transition from original museum to West Wing



Chair lift at elevation change from original gallery to West Wing



Vacant 3rd floor space



3rd floor roof terrace

Exhibit 6

Space Summary Table

This exhibit contains the Space Summary.

| Space Number | Room Use Code | Space Name | Net to Gross Conversion | | | Notes |
|--------------|---------------|--------------------------------|-------------------------|--------|---------------|--|
| | | | N.A.S.F. | Factor | Gross Area | |
| A-1 | 210 | Multi-purpose Teaching Lab | 1,000 | 1.1 | 1,100 | Renovated or new space |
| A-2 | 255 | Teaching Lab Storage | 125 | 1.1 | 138 | Renovated or new space |
| A-3 | 730 | Crate Storage | 1,200 | 1.1 | 1,320 | Renovated or new space |
| A-4 | 735 | Loading Dock | 400 | 1.5 | 600 | |
| A-5 | 620 | Asian Art Exhibition | 3,000 | 1.5 | 4,500 | |
| A-5A | 620 | Asian Art Exhibition | 3,000 | 1.1 | 3,300 | Renovated West Wing Gallery |
| A-6 | 110 | Lecture Hall | 2,000 | 1.5 | 3,000 | 99 occupants @ 20 nsf ea |
| A-7 | 625/620 | Entry Lobby / Exhibition Space | 3,000 | 1.5 | 4,500 | |
| A-8 | 625 | Catering / Prep Service | 500 | 1.5 | 750 | |
| A-9 | 110 | Seminar Room | 800 | 1.1 | 880 | Renovated 3rd Fl Space; 2X (16 occupants @ 25 nsf ea.) |
| A-10 | 250 | Print /Small Object Study | 750 | 1.1 | 825 | Renovated 3rd Fl Space |
| A-11 | 255 | Paper Storage | 1,500 | 1.1 | 1,650 | Renovated 3rd Fl Space |
| A-12 | 255 | Small Object Storage | 1,500 | 1.1 | 1,650 | Renovated 3rd Fl Space |
| A-13 | 410 | Reading Room | 500 | 1.1 | 550 | Renovated 3rd Fl Space |
| TOTAL | | | 19,275 | | 24,763 | |

Exhibit 7

Room Data Sheets

This exhibit contains the Room Data Sheets for each space included in the program.

ROOM OR SPACE DATA SHEET

Space Number: A-1
Space Name: Multi-purpose Teaching Lab
Quantity: 1

Number of Occupants (max): 25
 Area (sq. ft.) and Min/Max Dimensions (if any): 1,000 nsf
 Ceiling Height:
 Activity Description: Educational and studio based activities.
 Adjacencies: A-2
 Proximities:

Features:

Fenestration (doors, windows, wall openings): exterior windows with daylight control
 Floor Finish: sheet vinyl or similar durable surface
 Wall Finish: painted CMU or similar durable surface
 Ceiling Finish: suspended acoustical ceiling system
 Acoustical: sound insulated from surrounding spaces
 Lighting: suitable for studio projects and instruction
 Other:

System and Utility Requirements:

Data / Voice: data and voice
 Audio Visual: TBD
 Distance Learning: N/A
 Ventilation / Exhaust: provide ventilation as required for equipment below
 Temperature: standard
 Humidity: standard
 Piped Services: industrial sink
 Electrical: standard plus power for equipment listed below
 Security: card swipe access

| Furnishings and Equipment | |
|---------------------------|----------------------------|
| Cabinets | Other studio equipment TBD |
| Countertops | |
| Tables / Chairs | |
| Laminator | |
| Drying Rack | |

ROOM OR SPACE DATA SHEET

Space Number: A-2
Space Name: Teaching Lab Storage
Quantity: 1

Number of Occupants (max):
Area (sq. ft.) and Min/Max Dimensions (if any): 125 nsf
Ceiling Height:
Activity Description: Storage for teaching materials
Adjacencies: A-1
Proximities:

Features:

Fenestration (doors, windows, wall openings):
Floor Finish: sheet vinyl or similar durable surface
Wall Finish: standard, painted gypsum board
Ceiling Finish: suspended acoustical ceiling system
Acoustical:
Lighting: standard
Other:

System and Utility Requirements:

Data / Voice:
Audio Visual:
Distance Learning:
Ventilation / Exhaust:
Temperature: standard
Humidity: standard
Piped Services:
Electrical: standard
Security: accessible only from within classroom

| Furnishings and Equipment | |
|---------------------------|--|
| Shelving | |
| | |
| | |
| | |

ROOM OR SPACE DATA SHEET

Space Number: A-3
Space Name: Crate Storage
Quantity: 1

Number of Occupants (max):
 Area (sq. ft.) and Min/Max Dimensions (if any): 1,200 nsf
 Ceiling Height: High volume space
 Activity Description: Receiving, uncrating, and storing shipping crates
 Adjacencies: A-4
 Proximities:

Features:

Fenestration (doors, windows, wall openings): Oversized door suitable for large crates
 Floor Finish: industrial epoxy coating
 Wall Finish: painted CMU or similar durable surface
 Ceiling Finish: exposed structure
 Acoustical:
 Lighting: industrial fluorescent with protective lens
 Other:

System and Utility Requirements:

Data / Voice: data and voice
 Audio Visual:
 Distance Learning:
 Ventilation / Exhaust:
 Temperature: maintain constant temperature of +/-72F
 Humidity: maintain constant humidity of +/- 50%
 Piped Services:
 Electrical: standard
 Security: card swipe access

| Furnishings and Equipment | |
|------------------------------|--|
| Racking system | |
| Pallet jack | |
| Ladders (2-step, 6' and 10') | |
| Hand trucks and dollies | |
| | |

ROOM OR SPACE DATA SHEET

Space Number: A-4
Space Name: Loading Dock
Quantity: 1

Number of Occupants (max):
Area (sq. ft.) and Min/Max Dimensions (if any): 400 nsf
Ceiling Height: High volume space
Activity Description: Loading/unloading, sending/receiving
Adjacencies: A-3
Proximities:

Features:

Fenestration (doors, windows, wall openings): Oversized door suitable for large crates
Floor Finish: industrial epoxy coating
Wall Finish: painted CMU or similar durable surface
Ceiling Finish: exposed structure
Acoustical:
Lighting: industrial fluorescent with protective lens
Other:

System and Utility Requirements:

Data / Voice: data and voice
Audio Visual:
Distance Learning:
Ventilation / Exhaust:
Temperature:
Humidity:
Piped Services:
Electrical: standard
Security: card swipe access

| Furnishings and Equipment | |
|---------------------------|--|
| | |
| | |
| | |
| | |
| | |

ROOM OR SPACE DATA SHEET

Space Number: A-5, A-5A
Space Name: Exhibition Space
Quantity: 1

Number of Occupants (max): 1,200 (5 nsf/person)
 Area (sq. ft.) and Min/Max Dimensions (if any): 6,000 nsf
 Ceiling Height: 14' minimum
 Activity Description: Permanent collection display and small temporary exhibits
 Adjacencies: A-7
 Proximities:

Features:

Fenestration (doors, windows, wall openings): diffused daylight capability
 Floor Finish: wood or other high quality durable surface
 Wall Finish: painted drywall
 Ceiling Finish: Open structure or high quality suspended ceiling
 Acoustical: Provide acoustical controls for reduction of reverberation, patron activity noise, lighting and hvac systems. Control sound transmission between exhibits and other programs.
 Lighting: Provide high quality, energy efficient gallery lighting
 Other:

System and Utility Requirements:

Data / Voice: Provide data for specialized exhibits
 Audio Visual: Provide provisions for audio/visual display(s)
 Distance Learning:
 Ventilation / Exhaust:
 Temperature: Maintain constant temperature of +/-72F
 Humidity: Maintain constant humidity of +/- 50%
 Piped Services:
 Electrical: standard
 Security: card swipe access

| Furnishings and Equipment | |
|------------------------------------|--|
| Display cases | |
| Pedestals | |
| Vitrines | |
| Kiosks | |
| Benches or other seating (movable) | |

ROOM OR SPACE DATA SHEET

Space Number: A-6
Space Name: Lecture Hall
Quantity: 1

Number of Occupants (max): 99 (20 nsf/person)
Area (sq. ft.) and Min/Max Dimensions (if any): 2,000 nsf
Ceiling Height:
Activity Description: Lectures
Adjacencies: A-7
Proximities:

Features:

Fenestration (doors, windows, wall openings): No daylight
Floor Finish: Carpet
Wall Finish: Painted drywall
Ceiling Finish: Suspended acoustical ceiling system
Acoustical: Provide acoustical controls
Lighting: Provide multi-zone lighting controls
Other:

System and Utility Requirements:

Data / Voice: Provide wired data at front of room, wireless through-out space
Audio Visual: Overhead fixed projection
Distance Learning: N/A
Ventilation / Exhaust: standard
Temperature: standard
Humidity: standard
Piped Services: none
Electrical: standard
Security: card swipe access

| Furnishings and Equipment | |
|---------------------------|--|
| Portable podium | |
| Projection screen | |
| Portable stage | |
| Seating | |
| | |

ROOM OR SPACE DATA SHEET

Space Number: A-7
Space Name: Entry Lobby / Exhibition Space
Quantity: 1

Number of Occupants (max): 600 (5 nsf/person)
 Area (sq. ft.) and Min/Max Dimensions (if any): 3,000 nsf
 Ceiling Height: 14' minimum
 Activity Description: Receptions, entry, display of jade collection
 Adjacencies: A-5, A-6, A-8
 Proximities:

Features:

Fenestration (doors, windows, wall openings): diffused daylight capability, dual exterior entry (air lock)
 Floor Finish: wood or other high quality durable surface
 Wall Finish: painted drywall
 Ceiling Finish:
 Acoustical: Provide acoustical controls for reduction of reverberation, patron activity noise, lighting and hvac systems. Control sound transmission between exhibits and other programs.
 Lighting: Provide high quality, energy efficient gallery lighting
 Other:

System and Utility Requirements:

Data / Voice: Provide data for exhibits and voice
 Audio Visual:
 Distance Learning:
 Ventilation / Exhaust:
 Temperature: Maintain constant temperature of +/-72F
 Humidity: Maintain constant humidity of +/- 50%
 Piped Services:
 Electrical: standard
 Security: card swipe access

| Furnishings and Equipment | |
|---------------------------|----------------------------------|
| Reception desk | Display cases |
| Pedestals | Movable benches or other seating |
| Vitrines | |
| Kiosks | |

ROOM OR SPACE DATA SHEET

Space Number: A-8
Space Name: Catering / Prep Service
Quantity: 1

Number of Occupants (max): 5
 Area (sq. ft.) and Min/Max Dimensions (if any): 500 nsf
 Ceiling Height:
 Activity Description: Food and beverage preparation for social events
 Adjacencies: A-7
 Proximities:

Features:

Fenestration (doors, windows, wall openings):
 Floor Finish: Vinyl or similar durable surface
 Wall Finish: painted drywall
 Ceiling Finish: Suspended acoustical ceiling
 Acoustical: Sound isolation from surrounding spaces
 Lighting: Lay-in fluorescent fixtures
 Other:

System and Utility Requirements:

Data / Voice: voice
 Audio Visual:
 Distance Learning:
 Ventilation / Exhaust: exhaust ventilation required
 Temperature: standard
 Humidity: standard
 Piped Services: 2-compartment sink, dishwasher, ice maker, coffee pot
 Electrical: as required for equipment list, power for warming carts
 Security:

| Furnishings and Equipment | |
|---------------------------|----------------------|
| (2) microwave ovens | Refrigerator/freezer |
| Ice maker | Coffee maker |
| 12 lf countertop | Base cabinet |
| | |

ROOM OR SPACE DATA SHEET

Space Number: A-9
Space Name: Seminar Room
Quantity: 1

Number of Occupants (max): 16
 Area (sq. ft.) and Min/Max Dimensions (if any): 800 nsf
 Ceiling Height:
 Activity Description: Group activities, small lectures
 Adjacencies:
 Proximities: A-13

Features:

Fenestration (doors, windows, wall openings): daylight with black-out shades
 Floor Finish: Carpet
 Wall Finish: Painted drywall
 Ceiling Finish: Suspended acoustical ceiling system
 Acoustical: Provide acoustical controls
 Lighting: Provide multi-zone lighting controls
 Other:

System and Utility Requirements:

Data / Voice: data, wireless data
 Audio Visual: Overhead fixed projection
 Distance Learning: N/A
 Ventilation / Exhaust: standard
 Temperature: standard
 Humidity: standard
 Piped Services: none
 Electrical: standard
 Security: card swipe access

| Furnishings and Equipment | |
|---------------------------|--|
| Portable podium | |
| Seminar tables and chairs | |
| Projection screen | |
| | |
| | |

ROOM OR SPACE DATA SHEET

Space Number: A-10
Space Name: Print / Small Object Study
Quantity: 1

Number of Occupants (max): 10
 Area (sq. ft.) and Min/Max Dimensions (if any): 750 nsf
 Ceiling Height:
 Activity Description: Handling of works on paper and small objects
 Adjacencies: A-11, A-12
 Proximities:

Features:

Fenestration (doors, windows, wall openings): No daylight
 Floor Finish: Carpet
 Wall Finish: Painted drywall
 Ceiling Finish: Suspended acoustical ceiling system
 Acoustical:
 Lighting: High quality artificial lighting
 Other:

System and Utility Requirements:

Data / Voice: data, wireless data, voice
 Audio Visual:
 Distance Learning:
 Ventilation / Exhaust:
 Temperature: Maintain constant temperature of +/-72F
 Humidity: Maintain constant humidity of +/- 50%
 Piped Services
 Electrical: standard
 Security: card swipe access

| Furnishings and Equipment | |
|---------------------------|--|
| Display racks & cases | |
| Tables, desks, chairs | |
| Carts | |
| | |
| | |

ROOM OR SPACE DATA SHEET

Space Number: A-11
Space Name: Paper Storage
Quantity: 1

Number of Occupants (max): -
 Area (sq. ft.) and Min/Max Dimensions (if any): 1,500 nsf
 Ceiling Height:
 Activity Description: Storage of works on paper, portfolios and photographs
 Adjacencies: A-10
 Proximities: A-12

Features:

Fenestration (doors, windows, wall openings): No daylight
 Floor Finish: Vinyl or other durable surface
 Wall Finish: Painted drywall
 Ceiling Finish: Suspended acoustical ceiling system
 Acoustical:
 Lighting: Controlled artificial lighting
 Other:

System and Utility Requirements:

Data / Voice: data, voice
 Audio Visual:
 Distance Learning:
 Ventilation / Exhaust:
 Temperature: Maintain constant temperature of +/-72F
 Humidity: Maintain constant humidity of +/- 50%
 Piped Services: sprinkler system requirement
 Electrical: standard
 Security: card swipe access

| Furnishings and Equipment | |
|------------------------------------|--|
| Compact flat files (various sizes) | |
| Racking for Solander cases | |
| | |
| | |

ROOM OR SPACE DATA SHEET

Space Number: A-12
Space Name: Small Object Storage
Quantity: 1

Number of Occupants (max): -
Area (sq. ft.) and Min/Max Dimensions (if any): 1,500 nsf
Ceiling Height:
Activity Description: Open access storage
Adjacencies: A-10
Proximities: A-11

Features:

Fenestration (doors, windows, wall openings): No daylight
Floor Finish: Vinyl or other durable surface
Wall Finish: Painted drywall
Ceiling Finish: Suspended acoustical ceiling system
Acoustical:
Lighting: Controlled artificial lighting
Other:

System and Utility Requirements:

Data / Voice: data, voice
Audio Visual:
Distance Learning:
Ventilation / Exhaust:
Temperature: Maintain constant temperature of +/-72F
Humidity: Maintain constant humidity of +/- 50%
Piped Services:
Electrical: standard
Security: card swipe access

| Furnishings and Equipment | |
|---|--|
| Cabinets and display cases for storage and public viewing | |
| | |
| | |
| | |

ROOM OR SPACE DATA SHEET

Space Number: A-13
Space Name: Reading Room
Quantity: 1

Number of Occupants (max): 20 (25 nsf/person)
 Area (sq. ft.) and Min/Max Dimensions (if any): 500 nsf
 Ceiling Height:
 Activity Description: Public, docent and scholar study area
 Adjacencies:
 Proximities: A-9

Features:

Fenestration (doors, windows, wall openings): daylight with black-out shades
 Floor Finish: Carpet
 Wall Finish: Painted drywall
 Ceiling Finish: Suspended acoustical ceiling system
 Acoustical:
 Lighting: High quality, controlled artificial lighting
 Other:

System and Utility Requirements:

Data / Voice: wired and wireless data, voice
 Audio Visual:
 Distance Learning:
 Ventilation / Exhaust:
 Temperature: standard
 Humidity: standard
 Piped Services: none
 Electrical: standard
 Security: card swipe access

| Furnishings and Equipment | |
|-----------------------------|------|
| Tables and chairs | Sofa |
| Shelving | |
| Book cases | |
| Computer workstations | |
| Lockable individual storage | |