



**The Florida State University
Facility Program**

for

Institute for Global Entrepreneurship

FS-232

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Prepared by:

The Facilities Department

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III. Introduction

This introduction provides a general overview of the proposed Institute for Global Entrepreneurship.

A. Project Background

The Institute for Global Entrepreneurship represents an opportunity for FSU to collocate two of the University's premier entrepreneurial programs, the Jim Moran Institute (JMI) and the newly created Jim Moran School of Entrepreneurship (SoE), into a prime downtown Tallahassee location steps away from the State Capital. In addition to serving as home to the Jim Moran Institute and the School of Entrepreneurship, the building will serve as a downtown hub for the FSU Innovation and Entrepreneurship Network. The goal of the combining JMI and the SoE into one facility is to provide a readily available resource for government leaders, trade associations, entrepreneurs, non-profits and small businesses, and entrepreneurship educators on a state and national level.

The new location for the Jim Moran Institute will become a statewide headquarters for the Institute's statewide operations. All of JMI's Tallahassee programs will be held in the new facility. Given JMI's longstanding ties with the FSU College of Business, relocation to the new downtown location will be an opportunity to create an extension of the main campus, with School of Entrepreneurship hosting Business graduate courses and social events.

The Jim Moran School of Entrepreneurship will serve as a lasting tribute to the vision and commitment of Jim Moran and his legacy and to the study, support and advancement of entrepreneurship and entrepreneurs. The creation of the Jim Moran School of Entrepreneurship will encourage the growth of interdisciplinary entrepreneurship at FSU. It will also greatly broaden the educational reach of the curriculum to the local community as well as extending the reach and impact of Jim Moran to a national level. No other university in the country teaches entrepreneurship from a truly interdisciplinary perspective. In addition, no other university ties its entrepreneurship curriculum to a set of broad-based outreach programs designed to help entrepreneurs and small businesses. This approach will ensure that the Jim Moran name becomes synonymous with entrepreneurial education throughout the state, region and nation.

IV. Site Analysis

A. General

The building is located at 111 S. Monroe Street in an urban setting bound by buildings on the adjacent north and south property lines, a parking deck owned by an adjacent property owner on the east property line, and urban sidewalk on the west. There is a 10' strip of property east of the building that is part of the building parcel, and will overlap with the parking deck. Redevelopment of this 10' buffer is envisioned to consist of a sidewalk adjacent to the building façade and parking. Improvements to the parking garage are the responsibility of the adjacent property owner.

Construction access for the project will be a significant challenge. The only available access for materials is off South Monroe. It will be the responsibility of the design-build team to coordinate access and staging with the City of Tallahassee and/or the Florida Department of Transportation. The construction schedule for this project overlaps with construction of a new office building on the adjoining north parcel. There is a construction easement on the eastern border of the site; however, access is controlled by the adjacent construction project. To the extent possible, the contractor of the adjacent site has agreed to provide access to the east side of the building for required access and construction activities. It's the design-build contractor's responsibility to coordinate access to the east side of the site.

The University is aware of an underground fuel tank buried underneath the eastern side of the building. Removal of this tank will be the responsibility of others and is being coordinated by the University under a separate contract.

B. Project Site

1. Location of Exist. Utilities & Proximity of Utilities to Project Site
(See Exhibit 5)

The design professional shall be responsible for examining the condition and capacity of the various utility systems that will serve this facility and make recommendations for all necessary improvements to these systems. Generally, these recommendations shall focus on the two primary areas of concern: first, the condition of the existing distribution system, and second, the capacity of the distribution system and its ability to serve the project. In addition, the design

professional shall be responsible for acquiring and verifying the locations and capacity of all utilities, which serve the project site.

a) Steam

Steam is not available for this project. The design professional shall suggest alternative heating sources for University approval.

b) Potable Water and Fire Hydrant

Potable water is supplied by the City of Tallahassee. The design professional shall coordinate access to potable water with City staff.

The building does not currently have a sprinkler system installed. It is anticipated that a sprinkler system will be required.

c) Chilled Water

Chilled water is not available for this project. The design professional shall suggest alternative cooling systems for University approval.

d) Sanitary Sewer and Storm Sewer

Sanitary sewer service is supplied by the City of Tallahassee. The design professional shall coordinate sewer service access with City staff.

Storm water conveyance for the site is in Calhoun Street. The design professional shall coordinate storm water conveyance with City staff.

e) Natural Gas

Natural gas service is supplied by the City of Tallahassee. The design professional shall coordinate gas service (if required) with City staff.

f) Power

Electrical service is supplied by the City of Tallahassee. The design professional shall coordinate electrical service with City staff.

g) Telecommunications

Telephone and high speed internet services are provided by a number of private vendors in the project area. The design professional shall coordinate voice, video, data security, and telephone service with the FSU Office of Telecommunications who will determine the preferred service provider and access for the project.

V. Codes and Standards

Over the past few years, there have been 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, the advent of a university-wide permitting office are just a few examples of such changes. Since many of these changes are very recent, it is difficult to fully predict or evaluate how campus construction and the systems 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 campus are tightly regulated by a series of existing and new statutes, standard practices, 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 following is a general enumeration of the accreditation credentials, statutes, standard practices and policies that the design professional shall follow in developing this project. This list may not be entirely complete nor does it absolve the design professional from any legal or contractual responsibilities. 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. The design professional shall also ensure that all codes utilized during the design process shall be the most currently adopted.

A. Florida Statutes

The design professional shall ensure that the design and construction of this project meets all of the appropriate and applicable sections of the following statutes:

- Chapter 163 Intergovernmental Programs
- Chapter 255 Public Property & Publicly Owned Buildings
- Chapter 287 Procurement of Personal Property and Services
- Chapter 553 Building Construction Standards
- Chapter 663 Fire Prevention and Control
- Chapter 1000-10013 K-20 Education Code
- Chapter 489 Construction Contracting

B. Codes and Standards

The design professional shall also ensure that the design and construction of this project meets all of the appropriate and applicable sections of the following codes and standards:

- Florida Department of Environmental Protection
- Department of Education's Space Standards, State Requirements for Educational Facilities
- Florida Building Code
- Florida Elevator Safety Code, Department of Business and Professional Regulation
- Rules of the Department of Business and Professional Regulation
- Rules and Regulations of the Division of Health
- Rules of the Florida Agency for Workforce Innovation and Florida Department of Financial Services
- Florida Lifestyles Energy Evaluation Technique
- Rules of the Area Water Management District
- Environmental Protection Agency
- Federal "Americans with Disabilities Act" (ADAAG Guidelines)
- Fair Housing Accessibility Guidelines
- Florida Fire Prevention Code
- ASHRAE Standard 62-1989,
- Appropriate ANSI regulations
- Appropriate OSHA standards during construction,
- Florida State University "Architectural Design Guidelines" and "Landscape Design Guidelines" and all other applicable university guidelines.
- Any other regulatory codes or standards that apply to this type of project.

The design professional shall also be responsible for following the requirements of the development agreement between the City of Tallahassee and FSU concerning growth management issues.

It is worth noting again that the Florida State University's 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 plans examination, permitting and inspection certification program in all university buildings only. When the Building Code Administrator is satisfied that all requirements have been met, a certificate will be issued that allows completed buildings to be occupied.

It is the responsibility of the design professional 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 meet with the university's Building Code Administrator to discuss the project and any possible code issues, schedules for plans review, and other administrative procedures.

VI. Project Schedule

The proposed schedule for the completion of this project is listed below in tabular form and highlights the more important milestone events expected to be achieved during the course of this project.

The date of completion is a very important milestone. First of all, if it is not reached, it could compromise the university's commitment for project completion stipulated by the Gift Agreement. Secondly, the simple reality is that the passage of time reduces the value of money. In order to maximize the effective use of funds that are committed to this project, their timely expenditure is critical.

Project Schedule

2016

Sept Design-Build (DB) Selection expected to begin.

Nov Complete DB Selection; DB Contract negotiated and executed; Notice to Proceed issued.

2017

Jan Construction Notice to Proceed

Aug Building Shell Substantial Completion

Oct Interior Substantial Completion

Nov Final Completion Expected.

VII. Project Budget Summary

A. General

This project's estimated budget summary can be found on the page following this narrative explanation and includes a breakdown of all project costs necessary for the design and construction phases. The design professional and construction manager shall be responsible for verifying this budget summary and making recommendations for adjustments, where necessary.

Schedule of Project Components

1. Construction Components (Basic Construction Cost)

a. Construction Cost

The estimated cost of the building is predicated on recent cost data from projects currently under construction or recently completed, as well as current economic trends.

b. Sitework 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 environmental impacts and mitigation, site preparation, landscape irrigation, plazas and walks, roadway improvements, telecommunications (outside plant), and relocation or extension of utility lines.

2. Other Project Components (Other Project Costs)

a. Land/existing facility acquisition

This project will not incur any of the costs associated with acquisition of the parcel to be used for the construction of this project.

b. Professional Fees

- *Basic Services:* An estimate of professional fees for the design professional team 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.
- *Design Contingency:* A small design contingency has also been included. The university does not believe that the services of any

specialty design consultants are required on this project.

- *Advanced Programming:* This program is preliminary in nature and an allowance has been set aside to cover the cost of providing advanced programming for this project.
- *Specialty Consultants:* An allowance has been set aside to cover the costs of Specialty Consultants.

c. Preconstruction Services

Funds have been reserved to provide preconstruction services rendered by the construction manager. These fees are based upon a percentage of the construction and site development costs.

d. Inspection Services

Funds have been reserved to cover the number of inspection services that are required on this project:

- *Site Representative:* Because of the size and scope of this project, an allowance has been made for the services of a full-time, on-site clerk of the works.
- *Threshold Inspection:* Depending upon the design solution, the services of a threshold inspector may be required; therefore funds have been reserved for this purpose.
- *Roof Inspection:* Funds have likewise been reserved for the services of the required roof inspector.
- *Plan Review/Inspection:* Funds have been reserved to cover the cost of plans review and inspections by the university's Building Code Official. Formerly provided by the State Fire Marshal, the university's Building Code Official now includes fire prevention review/inspection services.
- *Audit Consultant:* Funds have been reserved for the services of an independent audit consultant for this project.

e. Insurance Consultant

Per university standard practice, funds have been reserved to fulfill the requirements for the Owner Provided Insurance (OPI) consultant.

f. Surveys & Tests

Funds have been reserved for the accomplishment of various surveys, sampling, monitoring and tests that will be required to complete the project. This includes but is not limited to topography, geotechnical investigation, testing during construction, material testing and HVAC test

and balance. Additionally an allowance has been set aside for documentation and commissioning related items needed for Leadership in Energy and Environmental Design (LEED) certification.

g. Permit/Impact/Environmental Fees

This project is not expected to carry costs associated with permit, impact and environmental fees. At this time there is no need for hazardous material abatement or remediation of the site expected, but should this become necessary separate funds outside of this project are available for that purpose.

h. Artwork

The requirement for artwork is applicable since appropriated funds are being used to construct this project. The state requires 0.5% of the building (under roof) structure construction costs (up to \$100,000) to be set aside for the procurement of artwork.

i. Moveable Furnishings and Equipment

A percentage of the total basic construction costs has been set aside as an allowance for the acquisition of non-fixed furnishings and equipment for this project.

j. Telecommunications

- *Inside Cabling:* The necessary voice, video and data (including VoIP and wireless technologies) cabling needed to provide services throughout the building. It includes copper riser, fiber optic riser CATV and elevator phone cabling with all necessary hardware in the telecommunications rooms;
- *Instruments:* The required typical office telephone instruments, limited emergency blue lights, some entrance phones and/or elevator telephones.
- *Security:* The required access system (doors/swipes) and associated hardware, CCTV and other security system devices.
- *Building Network Equipment:* Building entry switches (BES), wireless access points, battery back-up and other computer equipment as required.
- *Core Network Equipment:* Shared costs of a core router chassis, battery back-up and a 1 Gbps fiber optic data transport port.

k. Moving Expenses

This is an allowance to cover moving expenses that may be relocated as a result of this project.

l. Systems Charge

Funds have been reserved to cover this project's anticipated load impact on the University's chilled water and steam utilities.

m. Infrastructure Assessment

Funds have been reserved to cover this project's contribution to meet the university's infrastructure needs.

n. Project Contingency

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

Facility/Space Type		Net Area (NASF)	Net to Gross Conversion	Gross Area (GSF)	Unit Cost (Cost/GSF)	Total Cost
-	Renovated Space	12,840	1.51	19,349	310	5,998,065
TOTALS		12,840		19,349		5,998,065
SCHEDULE OF PROJECT COMPONENTS						
1.	Construction Components (Basic Construction Cost)		Planning	Construction	Equipment	Total
a.	Construction Cost (from above)			5,998,065		5,998,065
b.	Environmental Impacts/Mitigation			0		-
c.	Demolition			280,000		280,000
d.	Landscape/Irrigation			10,000		10,000
e.	Plaza/Walks			17,000		17,000
f.	Roadway Improvements			10,000		10,000
g.	Parking spaces			0		-
h.	Telecommunication (Outside Plant)			15,000		15,000
i.	Site Utilities			170,000		170,000
(1)	Total Basic Construction Costs		0	6,500,065	0	\$6,500,065
2.	Other Project Components (Other Project Costs)		Planning	Construction	Equipment	Total
a.	Land/existing facility acquisition			0		0
b.	Professional Fees					
	Basic Services (Group C - Renovations and Repairs)		510,000			510,000
	Design Contingency Consultants (10% Bas.Serv.)		0			0
	Advanced Programming		0			0
	Specialty Consultants		0			0
c.	Construction Manager					
	Preconstruction Services (1%)		0			0
d.	Inspection Services					
	Construction Review Architect			50,000		50,000
	Threshold Inspection			0		0
	Roof Inspection			0		0
	Plans Review/Inspection (incl. fire fee)		38,000			38,000
	Audit Consultant		10,000			10,000
e.	Insurance Consultant (.0006)		4,000			4,000
f.	Surveys & Tests					
	Surveys/Topography/Geotechnical		15,000			15,000
	Materials Testing			30,000		30,000
	Building Commissioning LEED 1%		66,000			66,000
	HVAC Testing/Balancing			20,000		20,000
g.	Permit/Impact/Environmental Fees					0
h.	Artwork (.005)			0		0
i.	Moveable Furnishings & Equipment				350,000	350,000
j.	Telecommunications					
	Inside Cabling			39,000		39,000
	Instruments			8,000		8,000
	Security			21,000		21,000
	Building Network Equipment			25,000		25,000
	Core Network Equipment			6,500		6,500
k.	Relocation Allowance		100,000			100,000
l.	Systems Charge			0		0
m.	Infrastructure Assessment (2%)			0		0
n.	Project Contingency 7%			457,435		457,435
(2)	Total - Other Project Costs		743,000	656,935	350,000	\$1,749,935
ALL COSTS (1) + (2)			\$743,000	\$7,157,000	350,000	\$8,250,000

VIII. Appendix

The following exhibits represent additional information relating to the programming and design of this project. They are included for information purposes only. Questions related to their content should be addressed to the construction project manager. The following is a brief description of each exhibit.

Exhibit 1 Project Site Location Map

This exhibit includes the site location within the context of the downtown Tallahassee

Exhibit 2 Existing Building Floor Plans

This exhibit contains floor plans depicting the existing floor configurations.

Exhibit 3 Space Summary

This exhibit contains a copy of the Space Summary for this project.

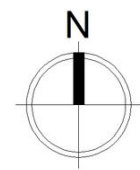
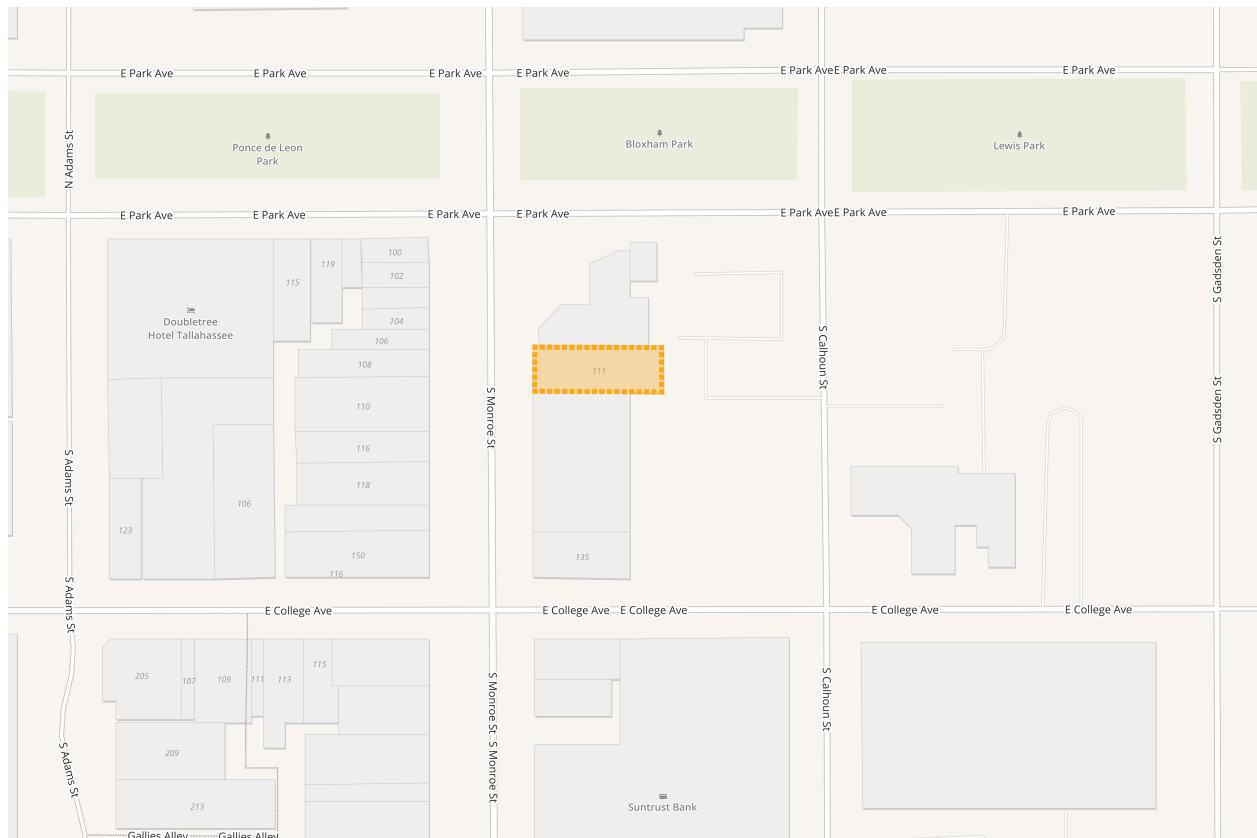
Exhibit 4 Room Data Sheets

This exhibit contains room data sheets for the programmed spaces.

Exhibit 1 – Project Site Location Map

This exhibit contains information detailing the location of the project site.

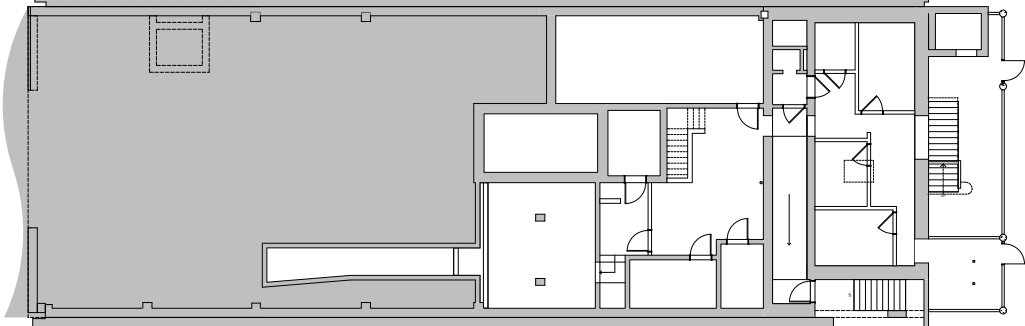
Location Map



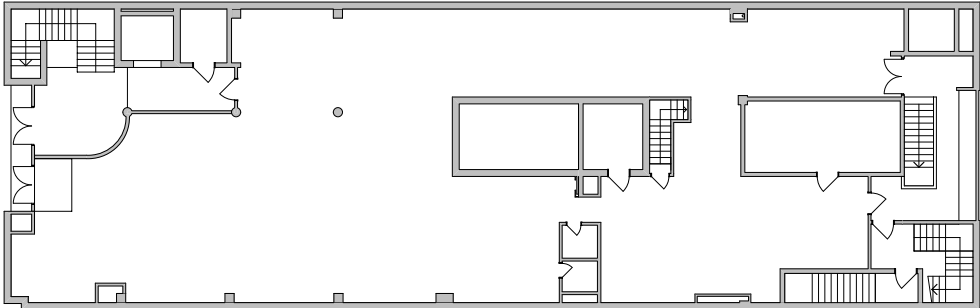
Tallahassee, Florida

Exhibit 2 - Existing Building Floor Plans

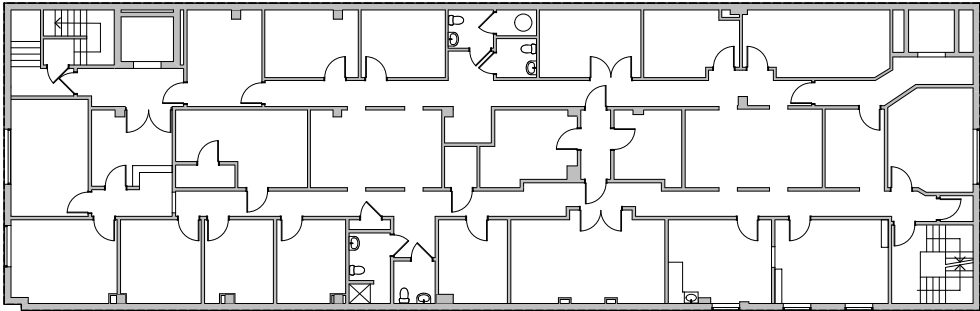
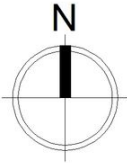
This exhibit contains floor plans depicting the existing floor configurations.



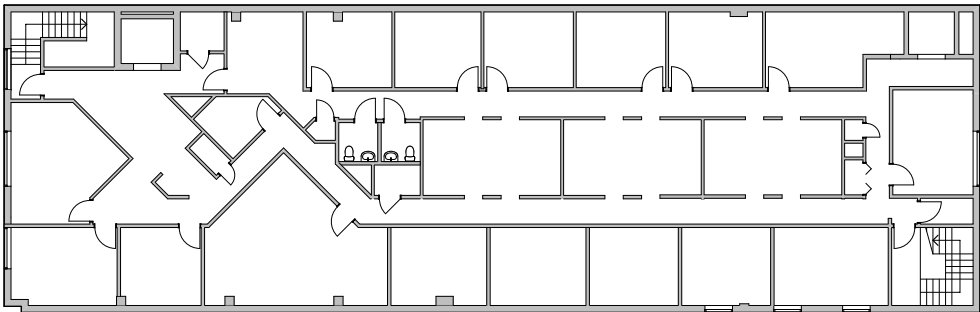
Basement – Not to Scale



First Floor– Not to Scale



Second Floor – Not to Scale



Third Floor – Not to Scale



Exhibit 3 – Space Summary

This exhibit contains the Space Summary of the Institute for Global Entrepreneurship.

Space Name	Quantity	N.A.S.F.	N.A.S.F. TOTAL	Net to Gross Conversion Factor	Gross Area	Notes
Institute for Global Entrepreneurship						
Reception Lobby + Gallery	1	670	670	1.5	973	Display Space + Reception Desk
Event Space	1	2,350	2,350	1.5	3,415	Mod Stage, Double HL, + Flex. Mtg. Rooms
Break Room	1	590	590	1.5	857	Add'l Shared Lounge Space
Lounge	1	400	400	1.5	581	Seating for 25
Meeting Room	1	230	230	1.5	334	Seating for 15
Storage	2	100	200	1.5	291	Tables and Chairs
Incubator	1	1,150	1,150	1.4	1,599	Studio Workstations, Display, Collab. Mtg.
Director Office	1	275	275	1.4	382	
Academic Advisor Office	1	130	130	1.4	181	
Dir. of Student Engagement Office	1	150	150	1.4	209	
Budget Office	1	130	130	1.4	181	
H/R Office	1	130	130	1.4	181	
Admin Offices	2	110	220	1.4	306	
SoE Group Offices	2	95	190	1.4	264	
Work Room	1	50	50	1.4	70	
Collaboration + Study Area	1	675	675	1.4	938	
Open To Below (Event Space)	1	790	1,540	1.4	2,141	With Perimeter Balcony
Executive Director Office	1	220	220	1.7	377	
Managing Director Office	1	150	150	1.7	257	
Director of N. FL Outreach Office	1	150	150	1.7	257	
Flexible Office	2	150	300	1.7	515	Counseling Office + Visiting Office
Group Office	1	135	135	1.7	232	
Open Office Workstation	1	80	80	1.7	137	
Work Room	1	130	130	1.7	223	
Program Room	1	1,065	1,065	1.7	1,826	Copier/Printer, Storage, Open Counter
Chair Storage	1	130	130	1.7	223	50 People, "U-Shape" Table, Serving Station
Serving Room	1	70	70	1.7	120	
6 Person Meeting Room	1	150	150	1.7	257	
10 Person Meeting Room	1	250	250	1.7	429	
Informal Meeting Area	1	110	110	1.7	189	
Scholar's Library	1	290	290	1.7	497	
Study Area	1	450	450	1.7	772	Flexible Furniture
General Storage	1	80	80	1.7	138	Flexible Furniture
TOTAL			12,840		19,349	

Exhibit 4 Room Data Sheets

This exhibit contains room data sheets for the programmed spaces.

RECEPTION LOBBY + GALLERY

No. Occupants (max):	45	Adjacencies:	Event Space
Area:	670 SF	Proximities:	Event Space
Activity Description:	Reception, Waiting, Display	Ceiling Height:	10'-3" (to b.o. deck); 8'-8" (to b.o. structure)
		Min/Max Dimensions:	

Features:

Fenestration: Single storefront door to exterior, double storefront door to event space, single storefront door to stair vestibule

Floor Finish: Ceramic Tile

Wall Finishes: Painted drywall, storefront glazing, exposed brick.

Ceiling Finish: Exposed structure, painted drywall

Acoustical: Accent fabric acoustic panels

Lighting: Standard area lighting and exhibit lighting

Other:

System + Utility Requirements:

Data/ Voice: standard

Audio Visual: Touch screen/flat panel display

Distance Learning: N/A

Ventilation/ Exhaust: standard

Temperature: standard

Humidity: standard

Piped Services: N/A

Electrical: standard

Security: card access

Furnishings + Equipment:

- Reception Desk
- Display Cases

EVENT SPACE

No. Occupants (max):	336	Adjacencies:	Reception + Gallery, Breakroom, Storage
Area:	2,350 SF	Proximities:	
Activity Description:	Lectures, Events, Meetings, Display, Receptions	Ceiling Height:	Varies
		Min/Max Dimensions:	

Features:

Fenestration: Double storefront door to reception/gallery, single door to catering kitchen, doors to storage/ av.

Floor Finish: Carpet Tile /Ceramic Tile

Wall Finishes: Exposed brick, painted drywall.

Ceiling Finish: Exposed structure, painted drywall

Acoustical: Fabric acoustic panels

Lighting: Ambient area lighting, spot lighting for stage, lighting control system

Other: Moveable partitions, modular stage

System + Utility Requirements:

Data/ Voice: standard

Audio Visual: Flat panel displays, integrity recording capability, sound system

Distance Learning: See above

Ventilation/ Exhaust: standard

Temperature: standard

Humidity: standard

Piped Services: N/A

Electrical: perimeter and floor outlets for max flexibility

Security: standard

Furnishings + Equipment:

- Modular stage
- Moveable Displays
- Flexible tables and chairs

Catering Kitchen

No. Occupants:	6	Adjacencies:	Event space, Lounge, Meeting Room
Area:	590 SF	Proximities:	
Activity Description:	Catering prep, coffee service	Ceiling Height:	10'-3" (to b.o. deck)
		Min/Max Dimensions:	

Features:

Fenestration: Single door to event and storefront glazing.

Floor Finish: Ceramic tile

Wall Finishes: Painted drywall, exposed brick, storefront glazing

Ceiling Finish: Exposed structure, painted drywall

Acoustical: Fabric acoustic panels

Lighting: TBD

Other:

System + Utility Requirements:

Data/ Voice: standard

Audio Visual: N/A

Distance Learning: N/A

Ventilation/ Exhaust: standard

Temperature: standard

Humidity: standard

Piped Services: standard

Electrical: Outlets: power for mobile warming carts

Security: standard

Furnishings + Equipment:

- Coffee/ tea equipment
- Commercial sink w/ garbage disposal
- Dishwasher
- Commercial refrigerator
- Ice machine
- Microwave

LOUNGE

No. Occupants:	27	Adjacencies:	Break Room / Meeting Room
Area:	400 SF	Proximities:	
Activity Description:	Catering prep, Lounge, Dining, Meeting	Ceiling Height:	10'-3" (to b.o. deck)
		Min/Max Dimensions:	

Features:

Fenestration: None
 Floor Finish: Ceramic tile
 Wall Finishes: Painted drywall, exposed brick, storefront glazing
 Ceiling Finish: Exposed structure, painted drywall
 Acoustical: Fabric acoustic panels
 Lighting: TBD
 Other:

System + Utility Requirements:

Data/ Voice: standard
 Audio Visual: N/A
 Distance Learning: N/A
 Ventilation/ Exhaust: standard
 Temperature: standard
 Humidity: standard
 Piped Services: standard
 Electrical: Outlets: standard
 Security: standard

Furnishings + Equipment:

- White board
- Flexible seating

MEETING ROOM

No. Occupants:	15	Adjacencies:	Chair Storage, West Stair
Area:	230 SF	Proximities:	Meeting Area, Offices
Activity Description:	Study, Presentation, Meetings, Class Lectures	Ceiling Height:	10'-3" (b.o. deck)
		Min/Max Dimensions:	

Features:

Fenestration: Single door, glass storefront walls

Floor Finish: Carpet Tile

Wall Finishes: Painted drywall, storefront glazing

Ceiling Finish: Exposed structure, painted drywall

Acoustical: N/A

Lighting: TBD

Other:

System + Utility Requirements:

Data/ Voice: Data outlet and voice outlet

Audio Visual: N/A

Distance Learning: N/A

Ventilation/ Exhaust: standard for office use

Temperature: standard for office use

Humidity: standard for office use

Piped Services: N/A

Electrical: Standard

Security: TBD

Furnishings + Equipment:

- Seminar tables
- Chairs
- Dry erase board

STORAGE

No. Occupants:	1	Adjacencies:	Event Space
Area:	100 SF	Proximities:	N/A
Activity Description:	Table and chair storage	Ceiling Height:	10'-3" (b.o. deck)
		Min/Max Dimensions:	

Features:

Fenestration: Single door

Floor Finish: Carpet Tile

Wall Finishes: Painted drywall

Ceiling Finish: Exposed structure

Acoustical: N/A

Lighting: Standard

Other:

Data/ Voice: N/A

Audio Visual: N/A

Distance Learning: N/A

Ventilation/ Exhaust: standard for office use

Temperature: standard for office use

Humidity: standard for office use

Piped Services: N/A

Electrical: Standard

Security: TBD

System + Utility Requirements:

Furnishings + Equipment:

- Table and chair carts

INCUBATOR

No. Occupants:	77	Adjacencies:	Offices
Area:	1,150 SF	Proximities:	Collaboration/ Study Area
Activity Description:	Study, Presentation, Meetings	Ceiling Height:	10'-3" (to b.o. deck)
		Min/Max Dimensions:	

Features:

Fenestration: Single door and storefront glazing.

Floor Finish: LVT (wood)

Wall Finishes: Painted drywall, storefront glazing

Ceiling Finish: Exposed structure, painted drywall

Acoustical: Max sound control

Lighting: TBD

Other:

System + Utility Requirements:

Data/ Voice: standard

Audio Visual: teleconference / video recording

Distance Learning: N/A

Ventilation/ Exhaust: standard

Temperature: standard

Humidity: standard

Piped Services: N/A

Electrical: perimeter and floor outlets for max flexibility

Security: Card access

Furnishings + Equipment:

- Dry-erase surface
- Smart board
- Flexible learning environment furnishings
- Graphic design workstation
- 3d printing workstation

SOE DIRECTOR OFFICE

No. of Occupants:	3	Adjacencies:	Offices
Area:	275 SF	Proximities:	Offices
Activity Description:	Office	Ceiling Height:	9'
		Min/Max Dimensions:	

Features:

Fenestration: Single door - office lockset, view panel with frosted band for privacy

Floor Finish: Carpet Tile

Wall Finishes: Painted drywall, storefront glazing

Ceiling Finish: Suspended acoustic ceiling.

Acoustical: TBD

Lighting: Standard

Other:

System + Utility Requirements:

Data/ Voice: standard voice and data outlets – 1 each

Audio Visual: N/A

Distance Learning: N/A

Ventilation/ Exhaust: standard for office use

Temperature: standard for office use

Humidity: standard for office use

Piped Services: N/A

Electrical: standard for office use

Security: Office lockset

Furnishings + Equipment:

- Desk with chair
- Round table with 4 chairs
- 2 - guest chairs
- 2 - lateral files
- Bookcases

ACADEMIC ADVISOR OFFICE

No. of Occupants:	1	Adjacencies:	Offices
Area:	130 SF	Proximities:	Offices
Activity Description:	Office	Ceiling Height:	9'
		Min/Max Dimensions:	

Features:

Fenestration: Single door - office lockset, view panel with frosted band for privacy

Floor Finish: Carpet Tile

Wall Finishes: Painted drywall

Ceiling Finish: Suspended acoustic ceiling

Acoustical: TBD

Lighting: Standard

Other:

System + Utility Requirements:

Data/ Voice: standard voice and data outlets – 1 each

Audio Visual: N/A

Distance Learning: N/A

Ventilation/ Exhaust: standard for office use

Temperature: standard for office use

Humidity: standard for office use

Piped Services: N/A

Electrical: standard for office use

Security: Office lockset

Furnishings + Equipment:

- Desk with chair
- 2 guest chairs
- 2 - lateral file cabinets
- Bookcase

DIRECTOR OF STUDENT ENGAGEMENT OFFICE

No. of Occupants:	1	Adjacencies:	Offices
Area:	150 SF	Proximities:	Offices
Activity Description:	Office	Ceiling Height:	9'
		Min/Max Dimensions:	

Features:

Fenestration: Single door - office lockset, view panel with frosted band for privacy

Floor Finish: Carpet Tile

Wall Finishes: Painted drywall.

Ceiling Finish: Suspended acoustic ceiling

Acoustical: TBD

Lighting: Standard

Other:

System + Utility Requirements:

Data/ Voice: standard voice and data outlets – 1 each

Audio Visual: N/A

Distance Learning: N/A

Ventilation/ Exhaust: standard for office use

Temperature: standard for office use

Humidity: standard for office use

Piped Services: N/A

Electrical: standard for office use

Security: Office lockset

Furnishings + Equipment:

- Desk with chair
- 2 - guest chairs
- 2 – lateral files
- Bookcase

BUDGET OFFICE

No. of Occupants:	1	Adjacencies:	Offices
Area:	130 SF	Proximities:	Offices
Activity Description:	Office	Ceiling Height:	9'
		Min/Max Dimensions:	

Features:

Fenestration: Single door - office lockset, view panel with frosted band for privacy

Floor Finish: Carpet Tile

Wall Finishes: Painted drywall.

Ceiling Finish: Suspended acoustic ceiling

Acoustical: TBD

Lighting: Standard

Other:

System + Utility Requirements:

Data/ Voice: standard voice and data outlets – 1 each

Audio Visual: N/A

Distance Learning: N/A

Ventilation/ Exhaust: standard for office use

Temperature: standard for office use

Humidity: standard for office use

Piped Services: N/A

Electrical: standard for office use

Security: Office lockset

Furnishings + Equipment:

- Desk with chair
- 2 - guest chairs
- 2 – lateral files
- Bookshelf

HR OFFICE

No. of Occupants:	1	Adjacencies:	Offices
Area:	130 SF	Proximities:	Offices
Activity Description:	Office	Ceiling Height:	9'
		Min/Max Dimensions:	

Features:

Fenestration: Single door - office lockset, view panel with frosted band for privacy

Floor Finish: Carpet Tile

Wall Finishes: Painted drywall.

Ceiling Finish: Suspended acoustic ceiling

Acoustical: TBD

Lighting: Standard

Other:

System + Utility Requirements:

Data/ Voice: standard voice and data outlets – 1 each

Audio Visual: N/A

Distance Learning: N/A

Ventilation/ Exhaust: standard for office use

Temperature: standard for office use

Humidity: standard for office use

Piped Services: N/A

Electrical: standard for office use

Security: Office lockset

Furnishings + Equipment:

- Desk with chair
- Bookshelf
- 2 – guest chairs
- 2 – lateral file cabinets

ADMIN ASSISTANT (QTY - 2)

No. of Occupants:	1	Adjacencies:	SoE Director / Dir of Student Engagement
Area:	110 SF	Proximities:	Offices
Activity Description:	Office	Ceiling Height:	9'
		Min/Max Dimensions:	

Features:

Fenestration: Single door - office lockset, view panel with frosted band for privacy

Floor Finish: Carpet Tile

Wall Finishes: Painted drywall.

Ceiling Finish: Suspended acoustic ceiling

Acoustical: TBD

Lighting: Standard

Other:

System + Utility Requirements:

Data/ Voice: standard voice and data outlets – 1 each

Audio Visual: N/A

Distance Learning: N/A

Ventilation/ Exhaust: standard for office use

Temperature: standard for office use

Humidity: standard for office use

Piped Services: N/A

Electrical: standard for office use

Security: Office lockset

Furnishings + Equipment:

- Desk with chair
- Bookshelf
- Lateral file

SoE GROUP OFFICE

No. of Occupants:	2	Adjacencies:	Offices
Area:	95 SF	Proximities:	Offices
Activity Description:	Office	Ceiling Height:	10'-3" (b.o. deck)
		Min/Max Dimensions:	

Features:

Fenestration: Single door - office lockset, view panel with frosted band for privacy

Floor Finish: Carpet Tile

Wall Finishes: Painted drywall

Ceiling Finish: Exposed structure

Acoustical: Accent fabric acoustic panels

Lighting: TBD

Other:

System + Utility Requirements:

Data/ Voice: standard voice and data outlets – 1 each

Audio Visual: N/A

Distance Learning: N/A

Ventilation/ Exhaust: standard for office use

Temperature: standard for office use

Humidity: standard for office use

Piped Services: N/A

Electrical: standard for office use

Security: TBD

Furnishings + Equipment:

- Desk with chair (2)
- Dry erase board
- 2 - guest chairs
- 2 – lateral files

WORK ROOM

No. of Occupants:	1	Adjacencies:	Offices
Area:	60	Proximities:	Offices
Activity Description:	Printing and Supplies	Ceiling Height:	10'-3" (b.o. deck)
		Min/Max Dimensions:	

Features:

Fenestration: Open	Data/ Voice: standard voice and data outlets
Floor Finish: Carpet Tile	Audio Visual: N/A
Wall Finishes: Painted drywall	Distance Learning: N/A
Ceiling Finish: Exposed structure	Ventilation/ Exhaust: standard for office use
Acoustical: Standard	Temperature: standard for office use
Lighting: TBD	Humidity: standard for office use
Other:	Piped Services: N/A
	Electrical: standard for office use
	Security: TBD

System + Utility Requirements:

Furnishings + Equipment:

- 8 lf base cabinet and wall cabinet (locks on all cabinets)
- combination print/copy/fax machine

COLLABORATION + STUDY ROOM

No. of Occupants:	46	Adjacencies:	Offices, Event Balcony
Area:	675 SF	Proximities:	Incubator
Activity Description:	Study, Meetings, Collaboration	Ceiling Height:	10'-3" (b.o. deck)
		Min/Max Dimensions:	

Features:

Fenestration: Storefront glazing
 Floor Finish: Polished concrete.
 Wall Finishes: Painted drywall
 Ceiling Finish: Exposed structure, painted drywall.
 Acoustical: Accent fabric acoustic panels
 Lighting: TBD
 Other:

System + Utility Requirements:

Data/ Voice: Ethernet and wireless internet
 Audio Visual: Teleconference capability
 Distance Learning: N/A
 Ventilation/ Exhaust: standard for office use
 Temperature: standard for office use
 Humidity: standard for office use
 Piped Services: drinking fountain w/ bottle filler
 Electrical: Outlets at all seating areas
 Security: card access

Furnishings + Equipment:

- flexible furnishings – lounge and study oriented
- smart board

JMI EXECUTIVE DIRECTOR OFFICE

No. of Occupants:	1	Adjacencies:	Offices
Area:	220 SF	Proximities:	Offices
Activity Description:	Office	Ceiling Height:	9'
		Min/Max Dimensions:	

Features:

Fenestration: Single door - office lockset, half-glass lite view panel

Floor Finish: Carpet Tile

Wall Finishes: Painted drywall

Ceiling Finish: Suspended acoustic ceiling

Acoustical: TBD

Lighting: TBD

Other:

System + Utility Requirements:

Data/ Voice: standard voice and data outlets – 1 each

Audio Visual: N/A

Distance Learning: N/A

Ventilation/ Exhaust: standard for office use

Temperature: standard for office use

Humidity: standard for office use

Piped Services: N/A

Electrical: standard for office use

Security: Office lockset

Furnishings + Equipment:

- Desk with chair
- Round table with 4 chairs
- 2 - guest chairs
- 2 - Lateral files
- Bookshelf

OFFICES (QTY – 4)

No. of Occupants:	1	Adjacencies:	Offices
Area:	145 SF	Proximities:	Offices
Activity Description:	Office	Ceiling Height:	9'
		Min/Max Dimensions:	

Features:

Fenestration: Single door - office lockset, half-glass lite view panel

Floor Finish: Carpet Tile

Wall Finishes: Painted drywall

Ceiling Finish: Suspended acoustic ceiling

Acoustical: TBD

Lighting: TBD

Other:

System + Utility Requirements:

Data/ Voice: standard voice and data outlets – 1 each

Audio Visual: N/A

Distance Learning: N/A

Ventilation/ Exhaust: standard for office use

Temperature: standard for office use

Humidity: standard for office use

Piped Services: N/A

Electrical: standard for office use

Security: Office lockset

Furnishings + Equipment:

- Desk with chair
- 2 - guest chairs
- Lateral file
- Bookshelf

GROUP OFFICE

No. of Occupants:	2	Adjacencies:	Offices
Area:	135 SF	Proximities:	Offices
Activity Description:	Office	Ceiling Height:	9'
		Min/Max Dimensions:	

Features:

Fenestration: sliding door
 Floor Finish: Carpet Tile
 Wall Finishes: Painted drywall
 Ceiling Finish: Exposed structure
 Acoustical: Accent fabric acoustic panels
 Lighting: TBD
 Other:

Data/ Voice: standard voice and data outlets – 1 each
 Audio Visual: N/A
 Distance Learning: N/A
 Ventilation/ Exhaust: standard for office use
 Temperature: standard for office use
 Humidity: standard for office use
 Piped Services: N/A
 Electrical: standard for office use
 Security: Office lockset

System + Utility Requirements:

Furnishings + Equipment:

- Desk with chair (2)
- Dry erase board
- 2 – Lateral files

OPEN OFFICE

No. of Occupants:	1	Adjacencies:	Offices
Area:	80SF	Proximities:	Offices
Activity Description:	Office	Ceiling Height:	9'
		Min/Max Dimensions:	

Features:

Fenestration: N/A
 Floor Finish: Carpet Tile
 Wall Finishes: Painted drywall
 Ceiling Finish: Exposed structure
 Acoustical: Accent fabric acoustic panels
 Lighting: TBD
 Other:

Data/ Voice: standard voice and data outlets – 1 each
 Audio Visual: N/A
 Distance Learning: N/A
 Ventilation/ Exhaust: standard for office use
 Temperature: standard for office use
 Humidity: standard for office use
 Piped Services: N/A
 Electrical: standard for office use
 Security: N/A

System + Utility Requirements:

Furnishings + Equipment:

- Desk with chair

6 PERSON MEETING ROOM

No. of Occupants:	6	Adjacencies:	Offices
Area:	150 SF	Proximities:	Offices
Activity Description:	Meeting space	Ceiling Height:	9'
		Min/Max Dimensions:	

Features:

Fenestration:
 Floor Finish: Carpet Tile
 Wall Finishes: Painted drywall
 Ceiling Finish: Exposed structure, painted drywall.
 Acoustical: Accent fabric acoustic panels
 Lighting: TBD
 Other:

System + Utility Requirements:

Data/ Voice: standard voice and data outlets – 1 each
 Audio Visual: N/A
 Distance Learning: N/A
 Ventilation/ Exhaust: standard for office use
 Temperature: standard for office use
 Humidity: standard for office use
 Piped Services: N/A
 Electrical: standard for office use
 Security: N/A

Furnishings + Equipment:

- Conference table and chairs for 6
- White board

WORKROOM

No. of Occupants:	1	Adjacencies:	Offices
Area:	130 SF	Proximities:	Offices
Activity Description:	Copy, Print, Storage	Ceiling Height:	9'
		Min/Max Dimensions:	

Features:

Fenestration: Single door
 Floor Finish: Carpet Tile
 Wall Finishes: Painted drywall
 Ceiling Finish: Exposed structure
 Acoustical: N/A
 Lighting: TBD
 Other:

System + Utility Requirements:

Data/ Voice: Data outlet only
 Audio Visual: N/A
 Distance Learning: N/A
 Ventilation/ Exhaust: standard for office use
 Temperature: standard for office use
 Humidity: standard for office use
 Piped Services: N/A
 Electrical: standard for office use
 Security: classroom lockset

Furnishings + Equipment:

- Copy/ Scan/ Printer

Millwork:

- Upper and base cabinets
- Mailboxes

PROGRAM ROOM

No. Occupants:	72	Adjacencies:	Chair Storage, West Stair
Area:	1,065 SF	Proximities:	Meeting Area, Offices
Activity Description:	Study, Presentation, Meetings, Class Lectures	Ceiling Height:	Varies
		Min/Max Dimensions:	

Features:

Fenestration: Double exterior mounted sliding door

Floor Finish: Carpet Tile

Wall Finishes: Painted drywall, storefront glazing

Ceiling Finish: Exposed structure, painted drywall

Acoustical: Fabric acoustic panels

Lighting: TBD

Other:

Data/ Voice: Data outlet and voice outlet

Audio Visual: Flat panel display, sound system, Tegrity recording system

Distance Learning: N/A

Ventilation/ Exhaust: standard for office use

Temperature: standard for office use

Humidity: standard for office use

Piped Services: N/A

Electrical: Standard for office plus additional outlets dispersed through space

System + Utility Requirements:

Security: TBD

Furnishings + Equipment:

- Seminar tables
- Chairs
- Dry erase board
- Smart board/ Integrated flat screen
- Chair and table carts

CHAIR STORAGE

No. of Occupants:	1	Adjacencies:	Program Room
Area:	130 SF	Proximities:	-
Activity Description:	Chair/table storage	Ceiling Height:	9'
		Min/Max Dimensions:	

Features:

Fenestration: Single door
 Floor Finish: VCT
 Wall Finishes: Painted drywall
 Ceiling Finish: Exposed structure
 Acoustical: N/A
 Lighting: TBD
 Other:

System + Utility Requirements:

Data/ Voice: N/A
 Audio Visual: N/A
 Distance Learning: N/A
 Ventilation/ Exhaust: standard for office use
 Temperature: standard for office use
 Humidity: standard for office use
 Piped Services: N/A
 Electrical: N/A
 Security: Storeroom Lock

Furnishings + Equipment:

- Chair / table carts

SERVING ROOM

No. of Occupants:	1	Adjacencies:	Program Room
Area:	70 SF	Proximities:	N/A
Activity Description:	Food/Beverage Prep	Ceiling Height:	9'
		Min/Max Dimensions:	

Features:

Fenestration: Single door
 Floor Finish: VCT
 Wall Finishes: Painted drywall
 Ceiling Finish: Exposed structure
 Acoustical: N/A
 Lighting: TBD
 Other:

System + Utility Requirements:

Data/ Voice: N/A
 Audio Visual: N/A
 Distance Learning: N/A
 Ventilation/ Exhaust: standard for office use
 Temperature: standard for office use
 Humidity: standard for office use
 Piped Services: N/A
 Electrical: N/A
 Security: Classroom Lock

Furnishings + Equipment:

- 10 LF base and upper cabinets

10 PERSON MEETING ROOM

No. of Occupants:	10	Adjacencies:	Offices
Area:	250 SF	Proximities:	Offices
Activity Description:	Meetings	Ceiling Height:	9'
		Min/Max Dimensions:	

Features:

Fenestration: Single door
 Floor Finish: Carpet Tile
 Wall Finishes: Painted drywall.
 Ceiling Finish: Suspended acoustic ceiling
 Acoustical: TBD
 Lighting: TBD
 Other:

System + Utility Requirements:

Data/ Voice: standard voice and data outlets – 1 each
 Audio Visual: N/A
 Distance Learning: N/A
 Ventilation/ Exhaust: standard for office use
 Temperature: standard for office use
 Humidity: standard for office use
 Piped Services: N/A
 Electrical: standard for office use
 Security: TBD

Furnishings + Equipment:

- Seminar tables
- Chairs
- Dry erase board
- Smart Board

INFORMAL MEETING AREA

No. of Occupants:	4	Adjacencies:	Offices, Program Room
Area:	110 SF	Proximities:	Meeting Room, Offices
Activity Description:	Study, Presentation, Meetings	Ceiling Height:	9'
		Min/Max Dimensions:	

Features:

Fenestration: Double exterior mounted sliding door

Floor Finish: Polished concrete.

Wall Finishes: Painted drywall

Ceiling Finish: Exposed structure, painted drywall

Acoustical: Accent fabric acoustic panels

Lighting: TBD

Other:

System + Utility Requirements:

Data/ Voice: N/A

Audio Visual: N/A

Distance Learning: N/A

Ventilation/ Exhaust: standard for office use

Temperature: standard for office use

Humidity: standard for office use

Piped Services: N/A

Electrical: standard for office use

Security: N/A

Furnishings + Equipment:

- Waiting area seating

SCHOLAR'S LIBRARY

Third Floor

No. of Occupants: 12	Adjacencies: Meeting Room, Work Room
Area: 290 SF	Proximities: Offices
Activity Description:	Ceiling Height: TBD
	Min/Max Dimensions:

Features:

Fenestration: Single door
 Floor Finish: Wood flooring
 Wall Finishes: Wood paneling
 Ceiling Finish: Exposed structure
 Acoustical: TBD
 Lighting: TBD
 Other:

System + Utility Requirements:

Data/ Voice: Data outlets
 Audio Visual: N/A
 Distance Learning: N/A
 Ventilation/ Exhaust: standard for office use
 Temperature: standard for office use
 Humidity: standard for office use
 Piped Services: N/A
 Electrical: TBD
 Security: TBD

Furnishings + Equipment:

- Bookshelves
- Formal furnishings

STUDY AREA

Third Floor

No. of Occupants:	18	Adjacencies:	Offices, Restrooms
Area:	450 SF	Proximities:	Offices
Activity Description:	Study, Informal Meetings	Ceiling Height:	9'
		Min/Max Dimensions:	

Features:

Fenestration: N/A

Floor Finish: Polished concrete

Wall Finishes: Standard paint system on gypsum, storefront glazing

Ceiling Finish: Exposed structure, gypsum soffits

Acoustical: Accent fabric acoustic panels

Lighting: TBD

Other:

System + Utility Requirements:

Data/ Voice: Data Outlets

Audio Visual: N/A

Distance Learning: N/A

Ventilation/ Exhaust: standard for office use

Temperature: standard for office use

Humidity: standard for office use

Piped Services: N/A

Electrical: standard for office use, plus additional outlets at all seating areas

Security: N/A

Furnishings + Equipment:

- Moveable tables
- Chairs
- Dry erase surface

GENERAL STORAGE

No. of Occupants:	1	Adjacencies:	Program Room
Area:	80 SF	Proximities:	-
Activity Description:	Storage for promotional materials	Ceiling Height:	9'
		Min/Max Dimensions:	

Features:

Fenestration: Single door
 Floor Finish: VCT
 Wall Finishes: Painted drywall
 Ceiling Finish: Exposed structure
 Acoustical: N/A
 Lighting: TBD
 Other:

System + Utility Requirements:

Data/ Voice: N/A
 Audio Visual: N/A
 Distance Learning: N/A
 Ventilation/ Exhaust: standard for office use
 Temperature: standard for office use
 Humidity: standard for office use
 Piped Services: N/A
 Electrical: N/A
 Security: Storeroom Lock

Furnishings + Equipment:

- Wall mounted shelving