



October 18, 2021

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: Master Plan Services

Item Description

This item requests Board of Trustee approval of the proposal from DAG Architects for Master Plan Services for the Wakulla Environmental Institute (WEI).

Overview and Background

The college is embarking on a Campus Master Plan that will include all campus sites. This proposal is for the WEI site. The Master Plan will serve as a planning framework for the future including any expansion or development of the campuses (sites). The data from the Campus Master Plan will be utilized to assist in the completion of the Educational Plant Survey and the development of the Project Priority List. The final Master Plan will be presented to the Board for approval.

The last Campus Master Plan update was conducted in 2015 with the Educational Plant Survey conducted in 2016. Updates to both are required with the next Educational Plant Survey due June 2022. A formal and complete Educational Plant Survey is required to be conducted every five years, but may be performed as often as necessary. It is recommended that the plant survey be updated to include any facilities that will be affected by changes in the capital outlay full time equivalent enrollment or instructional programs.

Authorization for the survey is specified in Article IX and Article XII of the Florida Constitution; Chapters 1001, 1011 and 1013, Florida Statutes; and State Requirements for Educational Facilities (SREF). Each survey must be reviewed and approved by the District Board of Trustees. An electronic copy must be sent to the Department of Education for review and validation for compliance with statutes and rules.

Funding/ Financial Implications

The District Board of Trustees approves the funding for all architectural contracts from Capital Improvement Fees and TCC Repair/Maintenance funds.

Past Actions by the Board

The last Educational Plant Survey was approved by the Board in August 2016.

Recommended Action

Approve the attached proposal with DAG Architects for Master Plan Services – WEI.



Destin
Tallahassee
Pensacola
Panama City

August 19, 2021

Mr. Don Herr
Facilities Director
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304

RE: Wakulla Environmental Institute Master Plan

Dear Don:

Under the terms of our Continuing Contract DAG Architects proposes to perform Architectural Master Planning Services for Tallahassee Community Colleges (TCC) Wakulla Environmental Institute (WEI) Campus for the sum of **Three Hundred Sixty-Two Thousand Thirty-Three Dollars (\$362,033.00)**.

Introduction

This Scope of Work document outlines the anticipated tasks and efforts for DAG Architects and its team of consultants (DAG) to undertake and develop a physical facilities master planning update for TCC's WEI Campus.

Assumptions & Understandings

The following are the working assumptions and understandings of scope, assignments, and relationships for this effort.

DAG will lead the planning effort, directed by and coordinating with TCC and WEI staff. Don Herr will be the primary College contact for the project. We will retain the services of Kimley Horn Engineering to assist with the Master Planning effort. DAG anticipates meeting with college leadership including the President and his cabinet, selected faculty, staff, and students to gain an effective understanding of the campus, its goals, objectives, constraints, and vision for the physical planning of the campus. We anticipate that a small core team of campus representatives of approximately 4-6 people will be our primary client contact group, with selective meetings with a broader group at key points in the process. We do not anticipate meeting with every campus department- academic or administrative- but to have select members from the campus to represent the Institute in our interactions.

It is assumed that the College has developed their CIP Report for space, assignments and other data and information as required for the State's CIP requirements including the required Plant Survey. DAG will use and depend on the accuracy of that data in its planning. DAG will review and offer suggestions and ideas as may become appropriate in its review of the CIP information. This report is of major benefit and insight as to space needs and conditions. The College will also

provide space designations as to joint use, leasing of space, and other information to determine what space is for college use and what is allocated to non-College uses.

The College will provide all base documents, drawings, surveys, and information available to DAG for DAG's use in this project, and DAG will rely upon the completeness and accuracy of that data and information. Should any additional information be needed, DAG will identify and recommend such and the College will obtain that or, should the College not desire to collect and obtain missing information, it will make recommendation as to how best to use what information is available and that DAG will be permitted to make reasonable assumptions and extrapolate information and assumptions in its planning going forward, based on the best information available.

This scope of work focuses on the physical facilities planning anticipated to plan for the College's facilities needs for approximately the next 25 years. This scope does not include civil or MEP engineering planning but is limited to facilities, parking, and landscape planning. However, should infrastructure/ utilities be identified by the College as a need, we will identify such need and indicate major attributes of its scope.

We expect the following activities will be required to develop a comprehensive Master Plan for the Campus:

1. Research and Data Gathering

- Gather available existing information, documents, data on the Institutes campus
- Review information gained from the College
- Determine if additional information is needed, and request from college
- Information needed will include space, facility, infrastructure, site, boundary, topo, landscape, parking, and other physical campus associated information

2. Space Analysis

- Review current CIP for portions affecting the WEI campus.
- Walk campus to review existing space usage, utilization, adequacy
- Document major facilities uses, classifications
- Review campus landscape and parking conditions, plans

3. Needs & Priorities

- Conduct workshop with campus leadership to determine priorities
- Determine capital funding sources and resource amounts, and allowable uses
- Determine list of major capital needs: facility, infrastructure, landscaping, etc.

4. Planning Options

- Develop preliminary campus planning options for space, affinity precincts, new facilities, priorities

- Conduct planning options workshop with college leadership to determine preferred option(s)
- Refine options
- Present preferred direction

5. Campus Plans

- Develop preferred campus planning options for campus
- Present preliminary facilities master plan update for review and comment
- Refine facilities master plan update

6. Report

- Develop a draft facilities master plan update for review by college
- Revise draft as needed
- Prepare Final Facilities Master Plan Update
- Present Final Facilities Master Plan Update

Exhibit A is attached which gives a more detailed list of the elements we anticipate will be included in the Master Plan. Please note that almost all elements listed will require graphic presentations or renderings to fully explain and complement the information presented.

If you have any questions or need clarification about anything included in this proposal, please do not hesitate to call me on my Cell Phone at 850-217-1769.

Best regards,

A handwritten signature in blue ink, appearing to read "Jack Baker", with a long horizontal flourish extending to the right.

Jack Deyatte Baker, AIA, FCP
President

EXHIBIT A

Anticipated Elements to be included in the Report

- Overview & Supporting Graphics
 - Preface and Mission Statement
 - Presidents Message
 - Organizational Structure of the Report
- Executive Summary and Supporting Graphics
 - Key Planning Principles
 - Highest and Best Use Analysis
- Program for Growth and Supporting Graphics
 - Classroom & Administrative Zone
 - Conference Center
 - Practical Training Area
 - Conservation Area
 - Transient Hospitality Training Center
 - Sustainable Construction Static Displays
 - Master Plan Comparison to Existing Campus
 - Private/Public Enterprises
- Master Plan Framework Elements & Supporting Graphics
 - Element 1 Existing Site
 - Element 2 Wetlands & Stormwater
 - Element 3 Vehicular Circulation & Parking
 - Element 4 Open Space & Pedestrian Circulation
 - Element 5 Utility Corridor System
 - Element 6 Current Zoning and PUD Amendment
- Master Plan Overview and Supporting Graphics
 - Master Plan Concept
 - Enlarged Master Plan Graphic – North Campus
 - Enlarged Master Plan Graphic – South Campus
 - Perspective Aerial Rendering of Entire Campus
 - Master Plan Graphic with Facilities List
 - Master Plan Character and Sense of Place
 - Master Plan Conceptual Renderings of Campus Elements
- Existing Campus Conditions and Supporting Graphics
 - History
 - Chronology
 - Regional Service Area
 - Campus Location Map
 - Existing Campus Plan and Facilities List
 - Existing Campus Site Analysis
 - Development Area Graphic

- Property Holdings and Property Appraisers Boundary Survey
 - Vehicular and Pedestrian Circulation
 - Existing Facilities Data
 - Topographic Map of Campus
 - Slope Analysis Diagram
- Infrastructure System and Supporting Graphics
 - Watershed and Stormwater Drainage
 - Existing Stormwater Basins
 - Stormwater Basin 1
 - Stormwater Basin 2
 - Stormwater Basin 3
 - Stormwater Basin 4
 - Stormwater Basin 5
 - Stormwater Basin 6
- Existing Campus Infrastructure
 - Sanitary Sewer
 - Electrical & Technology Distribution System
 - Potable Water
- Facilities Inventory
 - Administration Building
 - Solar Array
 - Farm
 - Outbuildings
- Planning Element A-1.0 and Supporting Graphics
 - Compliance Status Report
 - Five Year Educational Plant Survey (EPS)
 - Capital Improvement Plan (CIP)
 - Project Priority List (PPL)
 - Compliance
 - ✓ Educational Plant Survey
 - ✓ Capital Improvement Plan
 - ✓ Site Approval per CIP
 - ✓ Project Priority List
 - ✓ Timeline for EPS, CIP, and PPL
 - ✓ Latest CIP Summary Graphic Highlighted for WEI Campus
 - Educational Plant Survey Recommendations
 - ✓ Site Acquisition
 - ✓ Site Improvement
 - ✓ Remodeling
 - ✓ Renovation
 - ✓ New Construction

- ✓ Enlarged CIP Graphic for Renovation, Remodeling and New Construction
- Planning Element A-2.0 and Supporting Graphics
 - Wetlands Impact on Development
 - Upland, Wetlands and Buffers Mitigation
 - Karst Impact on Development
- Planning Element A-3.0 and Supporting Graphics
 - Wakulla County Land Use and Zoning
 - Amendment to Wakulla County PUD for Campus
 - Wakulla County PUD Amendment Process
 - Campus Land Use and Zoning
- Planning Element B-1.0 and Supporting Graphics
 - Overview
 - Sustainable Design Initiative
 - LEED and Other Sustainable Design Models Summary
 - LEED Campus Certification
 - Florida Sustainable Design Initiative and Aspects
- Planning Element B-2.0 and Supporting Graphics
 - Campus Design Guidelines
 - ✓ Introduction
 - ✓ Architectural Form and Vocabulary
 - ✓ Materials
 - ✓ Color
 - ✓ Scale
 - ✓ Form
 - ✓ Space
 - ✓ Proportion
 - ✓ Hierarchy
 - ✓ Landscape
 - ✓ Environmental Systems
 - Campus Context
 - ✓ Existing Campus Description
 - ✓ Existing Campus Architecture
 - ✓ Existing Campus Landscape
 - ✓ Existing Campus Analysis
 - ✓ Campus Planning Goals
 - Site Element Guidelines and Policies
 - ✓ Spatial Composition and Order
 - ✓ Massing
 - ✓ Hierarchy
 - ✓ Open Space
 - ✓ Landscape Design

- ✓ Hardscape
 - ✓ Lighting
 - ✓ Eco-Tourism
 - ✓ Storm Water
 - ✓ Wayfinding and Signage
- Campus Architectural Goals and Means and Supporting Graphics
- Campus Architecture Design Guidelines and Supporting Graphics
 - Objective A
 - ✓ Location Hierarchy
 - ✓ Architectural Hierarchy
 - ✓ Contextual Response
 - ✓ Views
 - Objective B
 - ✓ Environmental Systems Design
 - ✓ Orientation and Sun Shading
 - ✓ Daylight
 - ✓ Interior Lighting
 - ✓ Exterior Lighting
 - Objective C
 - ✓ Policy C1: Roofs
 - ✓ Policy C2: Architectural Elements
 - ✓ Policy C3: Materials and Palettes
 - ✓ Policy C4: Glass Walls and Windows
 - ✓ Policy C5: Exterior Glazing Bars and Window Frames
 - ✓ Policy C6: Metal Architectural Components
 - ✓ Policy C7: Miscellaneous Architectural Components
 - ✓ Policy C8: Sunshade Awning Palette
 - ✓ Policy C9: Rooftop Equipment and Penthouses
 - ✓ Policy C10: Materials Palette
 - ✓ Policy C11: Interior Finishes and Palette
 - Objective D
 - ✓ Policy D1: Visual Unity
 - ✓ Policy D2: Service Areas
 - ✓ Policy D3: Building Landscape
 - Campus Architectural Design Guidelines and Implementation
 - ✓ Design Review Committee
 - ✓ Design Review Committee Structure
 - ✓ Design Review Consultants Submittals
 - Concept Phase
 - Schematic Phase
 - Design Development Documents
- Land and Development Density and Supporting Graphics

- Overview and Zones
- Existing Classroom and Administration Zone Development Density
- Future Full Time Equivalent (FTE) Campus Projections
- Student FTE Projections
- Post-Secondary Advanced Vocational (PSAV) FTE
- Continuing Workforce Education (CWE) FTE
- Employee Headcount Projections
- Projected Space Needs (GSF)
- Projected Space Needs compared to DOE GSF/Student
- FTE Recommendations
- Master Plan and Supporting Graphics
 - Classroom and Administrative Zone
 - Conference Center
 - Practical Training Area
 - Conservation Area
 - Transient Hospitality Training Center
 - Sustainable Construction Displays
 - Projected Facilities Inventory
 - Campus Site Sections Through Building Areas
- Conclusion and Supporting Graphics
 - Master Plan Conclusion

END