

**PROGRAM STATEMENT
FACILITY RENOVATION
GREEN BAY DMV SERVICE CENTER
GREEN BAY
DEPARTMENT OF TRANSPORTATION**

AGENCY REPRESENTATIVE:

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PROJECT DESCRIPTION

Green Bay DMV
942 Vanderperren Way
Green Bay, WI

The current 8,042 g.s.f. structure was built in 1988. The exterior envelope, HVAC system, lighting and interior finishes has served a useful live and require replacement. The DMV has also changed the service delivery process and serve increasingly more customers on a daily basis. Additional square footage and modifications to the building will be required to accommodate these changes. All modifications to the building shall result in an increased energy performance and efficiency and will conform to current building and accessibility codes.

The proposed project will replace the asphalt shingle roof (9,700 sf), plywood deck and related roofing accessories such as fascia metal, flashing metal and gutters / downspouts; replace attic insulation and vapor barrier to eliminate the potential for ice-dams; tuck point brick veneer walls and re-caulk exterior joints to prevent water infiltration; replace all vinyl siding (2,100 sf) and the 22 original windows; replace all flooring finishes; correct uneven illumination levels in the customer lobby and replace outdated fluorescent fixtures with new technology for increased energy efficiency. The project will construct an accessible family restroom adjacent to the existing public restrooms for families with small children and persons with infirmities accompanied by caregivers of mixed genders and will also renovate existing restrooms. Project will replace all original HVAC equipment (air handling unit, air conditioning system, boiler, circulating pumps, humidifier and related components) and improve the distribution ductwork and HVAC controls throughout the building. The project relocates the front entrance vestibule to better align it with the public parking lot, and adds small additions on to the northeast (~365 s.f.) and southwest (~175 s.f.) corners of the building to enlarge the customer lobby space and relocate administrative offices. Project includes other infrastructure improvements and facility maintenance work such as repainting 12,600 sf of interior walls, replacing 4,785 sf of ceiling tiles, replacing built-in cabinetry, improving building security/fire alarms systems and upgrading voice/data cabling.

PROJECT GOALS AND OBJECTIVES

The DMV customer service delivery method has changed since the existing building was planned and erected. The new layout will improve traffic flow to reflect the new service delivery method, improve security and accommodate the increased customer volume. Building components and finishes will be durable, attractive and easy to maintain. The design will maximize daylight opportunities while maintaining acceptable heat loss and heat gain levels. The HVAC system will be efficient, durable and responsive to changes in building occupancy loads and seasonal changes. The project as a whole will result in a welcoming, comfortable and efficient environment for the customers and staff.

PHYSICAL PLANNING ISSUES

The DMV building will not be occupied during renovation, but a DOT building on the adjacent (North) parcel will be open and fully occupied. The DMV parking area may be utilized for construction staging, but activities cannot impede the access to or parking capacity of the other building.

The condition of the parking surface and landscape will be protected to the extent possible so as not to result in significant civil and landscaping repairs or changes.

Utility service location entry and capacity are not changing.

The customer service line consists of modular systems furniture by Badger State Industries. Most of the furniture in the lobby is existing, but may require some modifications to accommodate changes in the lobby layout.

OCCUPANTS AND ACTIVITIES

The facility houses a DMV Service Center. The DOT Division of Motor Vehicles-Bureau of Field Services has statewide responsibility for implementing Wisconsin's driver licensing and vehicle registration programs. Driver licensing services include administration of knowledge tests; issuance of instructional

permits; conduct of road tests; transfer of out-of-state licenses; reinstatement of driving privileges; and issuance of commercial vehicle, occupational, driving school instructors and motor vehicle salesperson licenses. Vehicle registration and titling services include issuing license plates and titles for eighty-five categories of motor vehicles (auto, trucks, buses, motorcycles, trailers, etc). DMV also provides registration renewal services and DMV related information to walk-in customers, along with responding to telephone inquiries regarding DMV procedures and regulations. These services are made possible through the use of computers capable of accessing motor vehicle files in Madison. The customer service area is supported by administration offices. A dealer investigator office and state patrol office are also included in the programmed space.

SPACE TABULATION

The DMV consists of a large customer service lobby and the associated offices and ancillary spaces to support approximately 23 employees.

In addition to maintaining the existing programmed spaces within the existing 8,042 s.f., (see attached floor plan) the project will add a family accessible restroom (approx. 55 s.f.) and increase the building footprint by approximately 500 s.f.

PROJECT BUDGET

Construction	\$ 894,400
Contingency (15%)	\$ 134,100
Design (8%)	\$ 82,300
DFD Fee (4%)	\$ 41,100
Level 2 Commissioning (0.5%)	\$ 4,500
Movable Equipment	\$ 7,900
TOTAL PROJECT COST	\$ 1,164,300

SCHEDULE

A/E Selection	Aug 2013
Design Report to the Building Commission	Dec 2013
Bid Date	April 2014
Start Construction	June 2014
Substantial Completion	April 2015
Final Completion	June 2015

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