



 RATIO

OAK CITY OUTREACH CENTER

PROGRAM OF SPACE NEEDS



For the Raleigh/Wake Partnership to End and Prevent Homelessness



OAK CITY
OUTREACH
CENTER

MISSION STATEMENT

"Be a single point of entry into the local support system for people facing homelessness, streamlining interaction and connection to integrated support services."

Stakeholders

The Oak City Center is a collaborative effort of the City of Raleigh, Wake County, and the Raleigh/Wake Partnership to End and Prevent Homelessness (Partnership).

Oak City Outreach Center

The City of Raleigh and the Partnership collaborated on creating a physical location open on the weekends to provide space for nonprofits, faith-based organizations, and others to provide meals to the hungry and/or homeless in the community.

The Oak City Outreach Center is a 3,200 square foot facility, formerly the donations warehouse for Salvation Army, located directly across from Moore Square Park in downtown Raleigh. The Center is a unique model of willing collaboration, bringing together a diverse assortment of community groups to provide meals, hygiene kits, and/or other resources for those who are unstably housed or homeless in Wake County. The Center currently serves 350- 400 unduplicated (men, women, and children) each weekend, serving over 36,000 meals in its first seven months of operation.

Proposed Multi-Service Center

The Multi-Service Center is envisioned as a space that will connect people more efficiently with existing community resources, eliminating the wayfinding issues that currently confront consumers. The Center will provide appropriate service and/or referrals that facilitate access to services for both individuals and families. Currently, neither the City of Raleigh nor Wake County offers the community a one-stop location where individuals can learn about and be directed to multiple avenues of assistance. While collaboration does occur within the provider community to help people, there is no direct and clear access point to learn about all the available resources or to help individuals determine what they are eligible to receive. In addition, the Multi-Service Center will provide an enlarged space for the weekend food distribution currently offered at the Oak City Outreach Center.

This study was undertaken to create a framework for such a facility by documenting the space and functions needed to deliver that access in one location to the population. There are many facets to the facility and its offerings needing more detailed study; however, this presents a framework for initial planning.

The goal of the new Center would be to provide access on any given week day to an intake coordinator who can inform the client of service and assistance options available to them with clarity, dignity and integrity. The centralized services and coordination of resources will alleviate the burden on the client by removing the need to navigate the system on their own.

The following individuals were part of this study process in representation of the various stakeholders:

Shana Overdorf

Raleigh/Wake Partnership to End and Prevent Homelessness

David Smoot

Raleigh/Wake Partnership to End and Prevent Homelessness

Annemarie Maiorano

Wake County Human Services, Housing Division

George Adler

City of Raleigh Community Development

Jennifer Sisak

RATIO



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DEFINITION OF A CENTER

There are multiple goals for the Center in becoming a place where people feel someone is aware of their situation and helping them become more stable, Those include:

- Become the place a person contacts when first encountering homelessness.
- Ask the person to share their story only once, documenting them in an interconnected system.
- Provide Up-to-date working knowledge of services offered by referral partners.
- Provide point to point transportation to referral partners.
- Provide educational opportunities and daytime activities to engage the homeless population.
- Develop a culture of change empowering staff and clients to continue that momentum.
- Track people and keep in touch with them.
- Continue to provide reliable weekend meals for up to 200 people at a time.
- Help set goals for people and celebrate their achievements.
- Provide solid and dependable delivery of support services.

As important as defining what the Center will do, is to determine what it is NOT:

- It is not a duplication of services. Organizations offering services will be partners of the Center.
- It is not a food kitchen. Weekend meals will be distributed from partner groups.
- It is not a commercial kitchen. Heating and cooling will be provided for food brought to the Center.
- It is not a food pantry. On-site food storage and distribution is limited to the weekend meals.
- It is not a shelter. Housing will not be a component of the intake center.
- It is not a day center. People will not be allowed to just sit. Education and exercise programs and rotating kiosk or table activities, like a health fair, will be provided.
- It is not a day care for children. An observed play zone will be provided for parents' intake session only.

As a single point of intake for people facing homelessness, the Center will engage the person or family in the following flow of steps:

1. The person or family will come to the Center and check in.
2. They will meet with an intake coordinator.
3. The coordinator will listen to their specific situation.
4. The coordinator will document circumstances and history creating a record. The history allows the coordinator to align them with the right support services.
5. The coordinator will review options available to them and discuss next steps.
6. Upon decision of direction, directions or transport to the partner which best meets their needs will be provided.

SUMMARY OF PROCESS

Being able to describe an intake center to meet these needs is difficult without a reference or resource. As this is a fairly unique facility type, there are few projects of similar nature to establish a precedent. A definition of programs and space requirements was needed.

RATIO Architects was retained to create a building and site program framework to help communicate the concept of the center. Through this study, the building and site support spaces were defined and a clearer vision of the center emerged.

INFORMATION GATHERING

Representatives of Wake County, The City of Raleigh, and the Raleigh/Wake Partnership to End and Prevent Homelessness met with various stakeholders and potential partners in the community to review the idea for a center and clarify the services to be provided. Meeting notes from these discussions were provided to RATIO as a starting point.

PROCESS

RATIO met with the team to review the Center's mission and the findings. Building on this work, the following activities were undertaken to provide definition to the Center:

1. RATIO assembled a list of spaces and sizes from the information for the group to evaluate.
2. Each space was given a defined purpose or function.
3. How the functions could be housed together was investigated with a facilitated group exercise where a space was represented by a note card. The notes were organized into a diagram of functional adjacencies.
4. A 3-D diagram was developed from the adjacencies showing relative space sizes to scale.
5. Detailed space descriptions and square footage were developed.
6. Site components to support the facility were defined and an adjacency diagram provided.
7. A probable cost model was created for the facility.

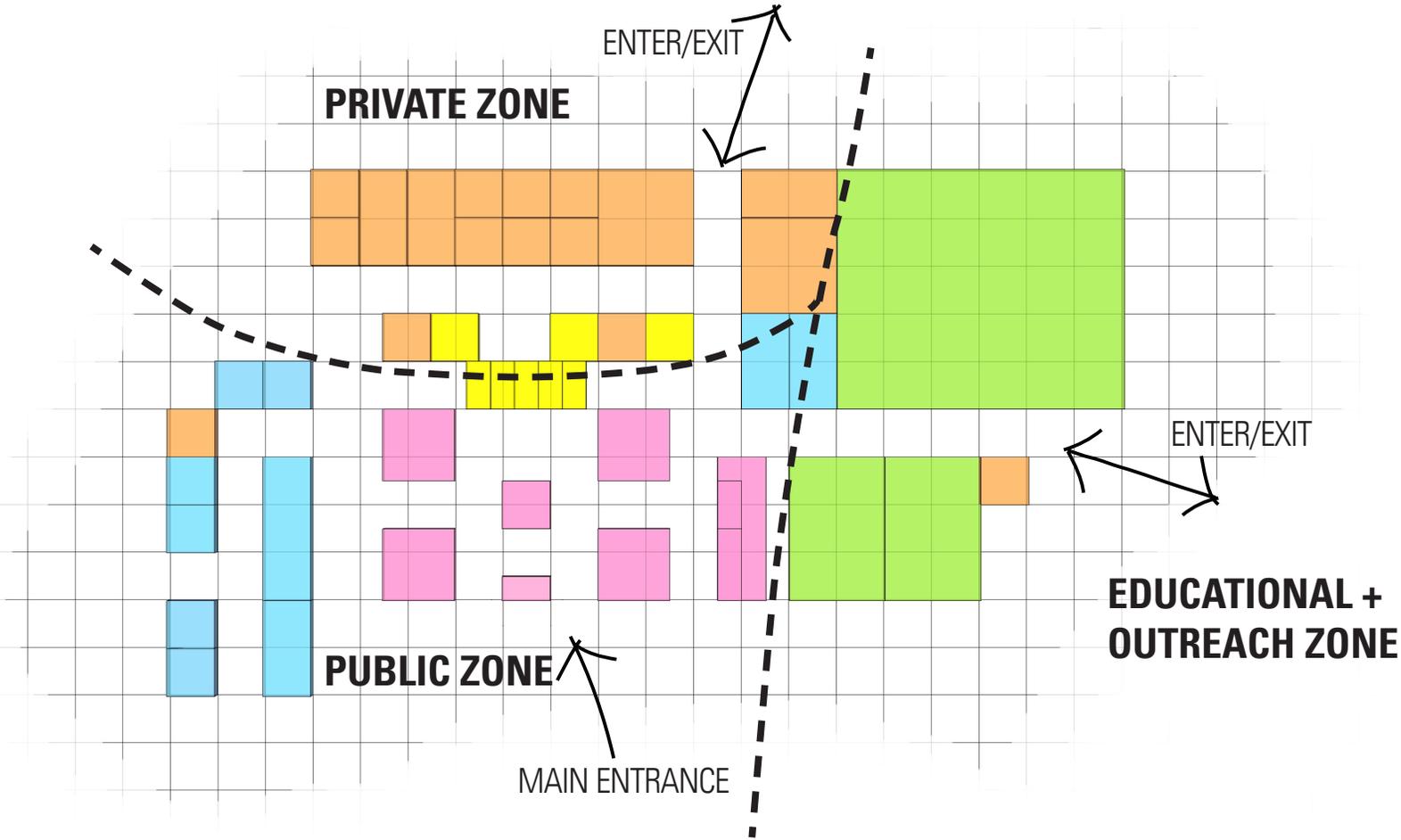
DEVELOPMENT OF BUILDING SPACES

Each space is detailed in the Summary of Proposed Spaces later in the document. These definitions were developed with the representatives and outline the Center's functions. There are some general concepts that are not directly space related that drove decisions on how the facility developed. Those are outlined below:

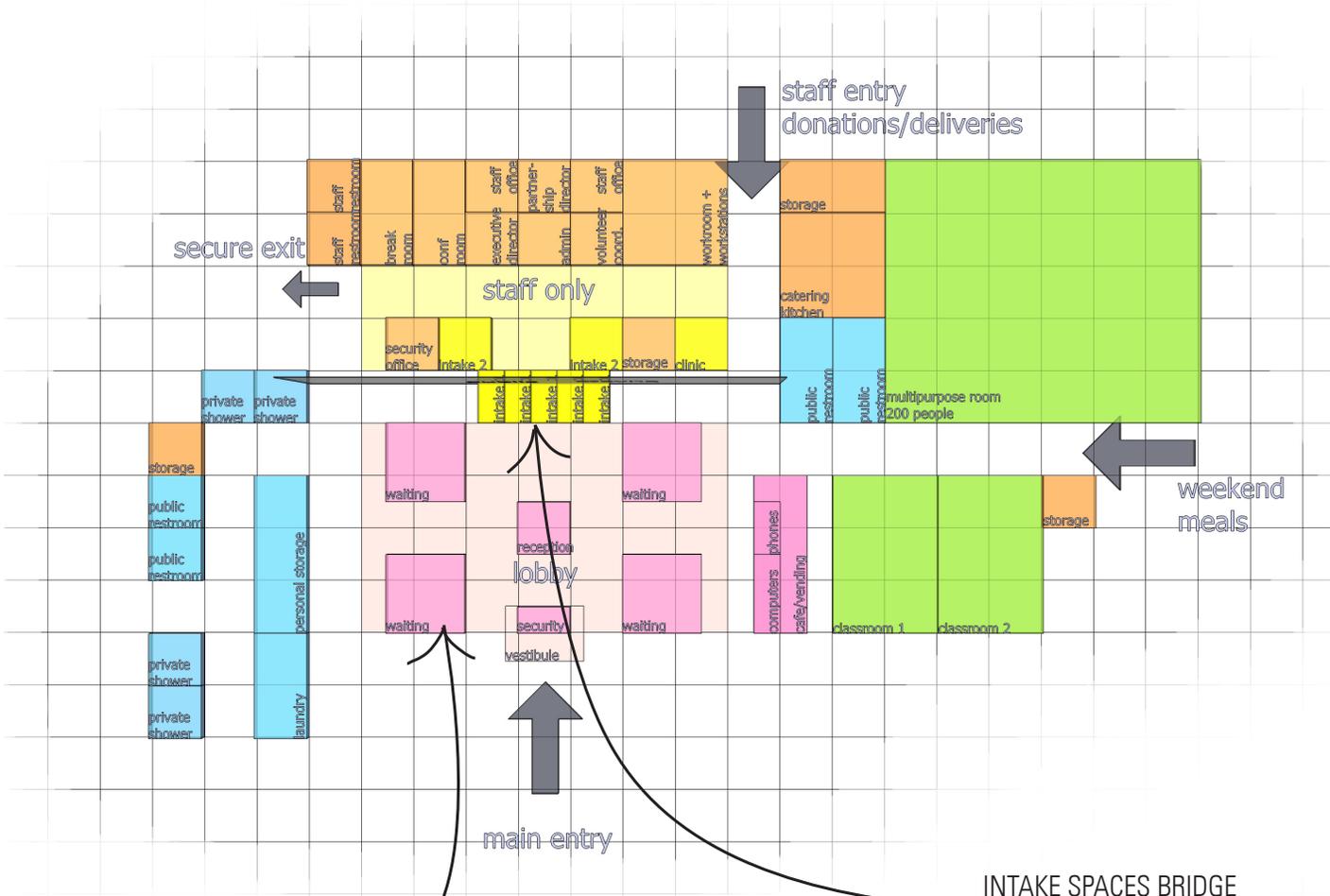
- The facility will likely serve 300 people per weekday through its intake function.
- Serving more than 1000 meals each weekend is anticipated. Up to three meals a day depending on provider sign up for Saturday and Sunday.
- The building needs to be operational in two modes –
 - Weekday intake services including activities
 - Weekend meal distribution
- Two client entrances will be required
 - A main entry accessing all the weekday functions
 - A secondary entry for weekend meal distribution secured from the rest of the facility
 - A separate entrance will be required for the private zones
- The building is divided into two zones – Public and Private. Public being service-focused and private for support and back of house functions.
 - Private staff spaces are together and can be secured from the rest of the building.
 - Public areas (including lobby, reception, waiting and circulation) should be welcoming, open and transparent while observable by staff.
- A back entrance is required for access to staff areas and group delivery to the kitchen.
- The multipurpose room will be utilized for weekend meal distribution and weekday programming.
- The entire facility will not be open when the weekend meals are being served. The multipurpose room will need adjacent restrooms, the kitchen area and the back private entry for supplies and prepared food delivery to the kitchen area.
- Restrooms designed to meet accessibility requirements with a larger-than-required number of stalls should be provided adjacent to the multipurpose room.
- If some revenue could be generated at the facility, it would be beneficial. There are potentials for this with the café and vending areas or on site associated with transportation.
- Security is important and there must be a balance of security and a welcoming atmosphere. A metal detection system should be considered for the entrance areas.
- For safety the facility should keep doors locked, except the main entrance during the weekday services, and have the facility remained locked, except for the end entrance accessing the multipurpose space for weekend functions.

See Description of Proposed Spaces for additional information.

Bridging Diagram from Space Adjacency Exercise to Space Arrangement



Space Arrangement Diagram

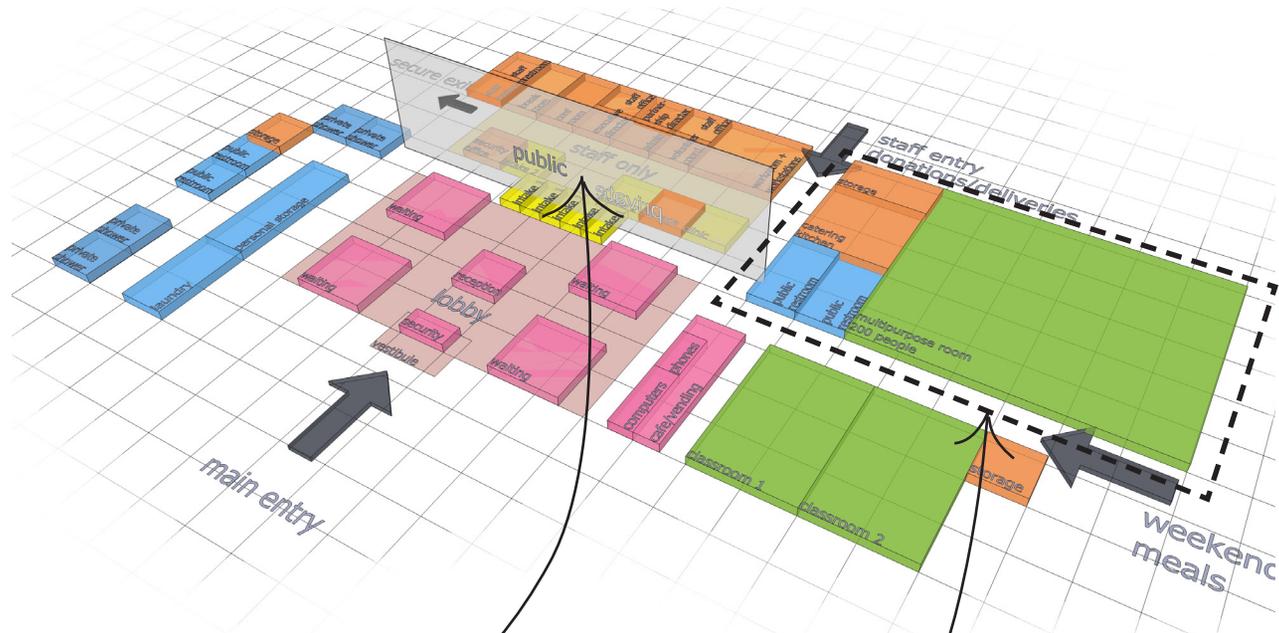


WAITING SPACES HAVE EQUAL ADJACENCY RELATIONSHIP TO RECEPTION

INTAKE SPACES BRIDGE PUBLIC AND PRIVATE ZONES

- PUBLIC
- EDUCATIONAL
- PUBLIC USE
- SERVICE
- PRIVATE

Space Arrangement Diagram: Separately Securable Outreach Zone



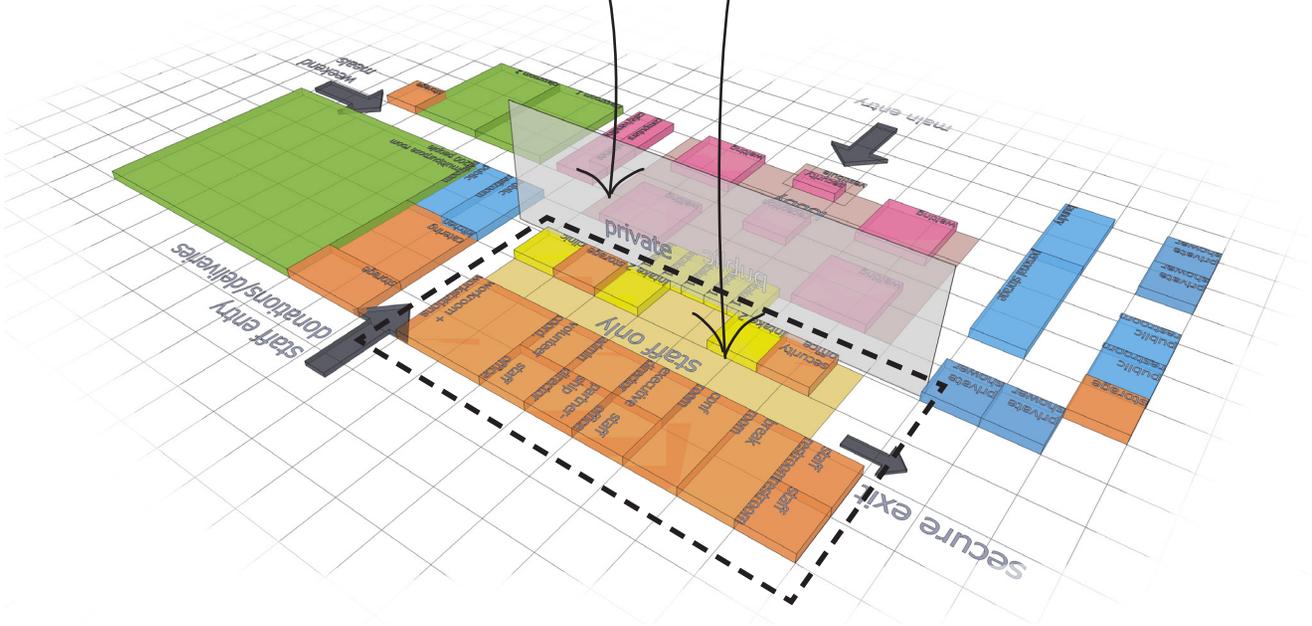
PHYSICAL DIVISION BETWEEN STAFF SPACES AND PUBLIC SPACES

AREA SEPARATELY SECURABLE FOR WEEKEND MEAL DISTRIBUTION AND OUTREACH PROGRAMS

Space Arrangement Diagram: Separately Securable Staff Zone

PHYSICAL DIVISION BETWEEN STAFF SPACES AND PUBLIC SPACES

SEPARATELY SECURABLE PRIVATE STAFF AREA WITH SEPARATE ENTRANCE



- PUBLIC
- EDUCATIONAL
- PUBLIC USE
- SERVICE
- PRIVATE

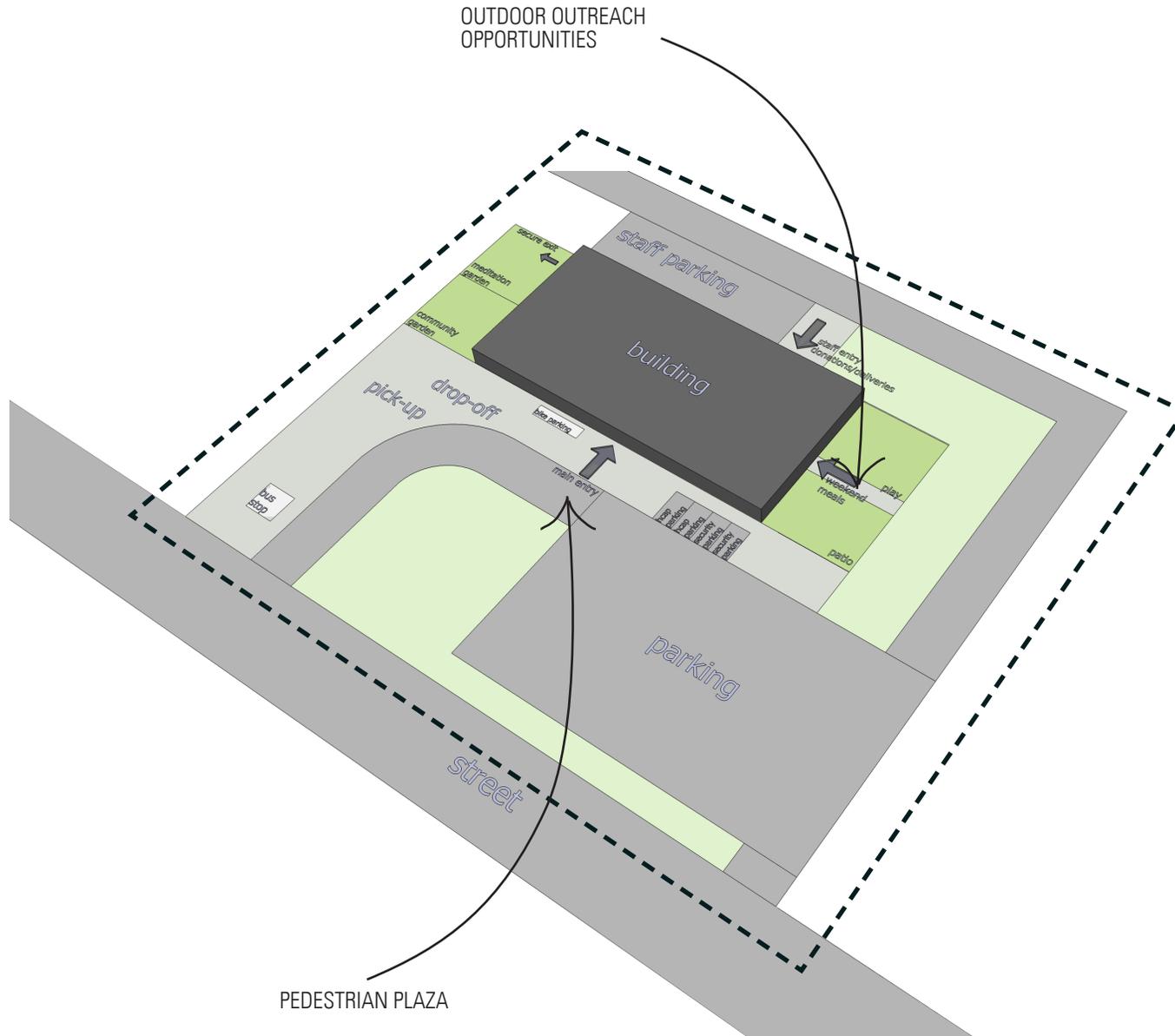
DEVELOPMENT OF SITE NEEDS

Given the needs the group has outlined for the site, the program was created assuming a new building on a new site with some parameters for site entry and exit for both public and private. This was done to allow the study to be general in nature and capture the required functions. This diagram and program of functions can be applied to an existing facility, though its site but would need to be studied to determine how it could be utilized. Key areas for the site design include:

- A drop-off area at the main entrance. It will serve taxis, vans or shuttle service in addition to personal vehicles.
- The staff entrance and receiving area for supplies and meals to be distributed on weekends is located at the back of the facility with direct access to the serving kitchen and storage.
- Outdoor patio space is allowed near the weekend entry to be utilized by the clients and act as overflow.
- A walking trail and a meditation garden provide more fitness and relaxation opportunities.
- The community garden and outdoor play areas are located adjacent to the building for easy access. The patio and garden can serve as the overflow space for seating during weekend meals in nice weather.
- The community garden provides another outreach opportunity to engage people in activity and educate them about food and nutrition.
- General parking provided in proximity to the main entrance and weekend meal entrance.
- Staff and volunteer parking provided on the private side of the building near back entrance.
- Meal donors can park in the back area to deliver food to the back entrance at the serving kitchen.
- Dedicated parking required for police officers, transportation vehicles and bikes or scooters.
- Each site requires water management which will be designed in conjunction with the paved roadway, parking and relationship to the street.
- Streetlights should be provided at driveways and parking areas.
- Pedestrian scale lighting provided at entrance access, patio, gardens, and paths and along the perimeter of the building.
- Security of staff and clients is critical in any facility. The site should have a secure, comfortable and welcoming feel as you approach the facility. Depending upon the location of the site, this could be enhanced with fencing and plantings. The center could consider some video system coverage for the parking and each entrance as the planning proceeds.

See Identified Site Features chart in the Summary of Square Footage.

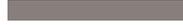
Site Arrangement Diagram





DESCRIPTIONS OF PROPOSED SPACES

The next few pages contain descriptions of each identified space, including information about required adjacencies and architectural features. The name of each space is color-coded per the following legend to relate each space back to the adjacency diagrams and the upcoming square foot summary chart.

-  PUBLIC
-  EDUCATIONAL
-  PUBLIC USE
-  SERVICE
-  PRIVATE
-  MISCELLANEOUS

PUBLIC

LOBBY

Functions: Initial orientation space upon entering, allowing access to various other program spaces. Connect to other circulation space through building.

Goals: Welcoming, bright, open and flexible for program usage as needed.

Adjacency Requirements: Reception, waiting, security, intake stations, multipurpose room.

Architectural Requirements: Transparency and high visibility, durable finishes. Entry vestibule will be required to meet Energy Code and security systems, including metal detection, should be considered.

RECEPTION

Functions: Initial client check-in with staff to define nature of visit and be directed to appropriate waiting area or program space.

Goals: Welcoming, professional atmosphere. First stop for clients.

Adjacency Requirements: Central location within waiting area/lobby, visible to security.

Architectural Requirements: Transparency and high visibility, durable finishes, enclosed reception desk for 2-3 people with duress buttons, securable. Should have direct line of sight to the entry, intake coordinators and all lobby areas.

WAITING AREAS

Functions: Physically separate but visibly open waiting areas set up for different populations or family configurations. Considerations: men, women, families, youth. Provide an area for children's play visible to waiting, reception and the lobby but secured physically.

Goals: Provide comfortable waiting space and depending on age of clients and keep them engaged.

Adjacency Requirements: Reception, lobby, public restrooms, security, intake stations.

Architectural Requirements: Durable and cleanable finishes, physical barriers between waiting areas while maintaining transparency.

SECURITY STATION

Functions: Promote safety throughout the facility.

Goals: Visibility of all public areas, initial screening as clients enter the building.

Adjacency Requirements: Lobby, reception, waiting areas.

Architectural Requirements: Screening station at entrance. Determine what level of screening best suits this building.

CAFE / VENDING

Functions: Sales, vending and seating area.

Goals: Provide snacks and drinks at a low cost to clients via café setup also including vending options.

Adjacency Requirements: Lobby, reception, waiting areas, classrooms.

Architectural Requirements: Open, flexible space. Envisioned as sharing space with Classroom 1, which can serve as the café area and be configured as a classroom when needed. Securable.

SELF-SERVICE COMPUTERS / COPY & PRINT STATION

Functions: Provide secure computer stations for clients who need computer access.

Goals: Encourage people to use computers, but not camp out at a computer for a long period of time. Secure network with limited access to email, partner program websites, and career development and search.

Adjacency Requirements: Lobby, reception, waiting areas, café/vending, classroom 1.

Architectural Requirements: 6-8 standing-height computer stations secured in place. Envisioned as sharing space with Classroom 1, where the computers would be secured along a wall and the room could be configured as a classroom when needed. Securable.

PUBLIC PHONES / PHONE CHARGING STATIONS

Functions: Provide phone access for clients, and the ability to charge their own phones.

Goals: Visibility from reception, small area with a lot of electric access.

Adjacency: Lobby, reception, waiting areas, café/vending, classroom 1.

Architectural Requirements: Several phones in an open area available to clients with seating. Durable phone and finishes.

EDUCATIONAL

CLASSROOM 1

Functions: Flexible space used for café/vending, self-service computer stations, and possibly phones and phone charging. It can be enclosed to become a classroom when needed for educational use.

Goals: Provide educational space for small-to medium-sized groups

Adjacency Requirements: Lobby, reception, waiting, café/vending, self-service computer stations, phones/phone charging.

Architectural Requirements: Provide operable wall system to open space toward lobby, reception and waiting, and to enclose space for use as a classroom. Transparency in operable wall system and exterior windows. Durable finishes. Securable.

CLASSROOM 2

Functions: Classes, use by partnership programs, general educational space.

Goals: Provide educational space for medium sized groups.

Adjacency Requirements: Classroom 1, multipurpose room.

Architectural Requirements: Exterior windows, durable finishes, securable. Provide electrical capacity for future installation of technology.

MULTIPURPOSE ROOM

Functions: Large flexible space for use during meal distribution hours, by partnership programs, for education and overflow space.

Goals: Make space reconfigurable with various partitions so it can be used as a large space or broken down into smaller meeting spaces for activity areas.

Adjacency Requirements: Catering kitchen, public restrooms, classrooms, storage.

Architectural Requirements: Size room for 200 people using tables and chairs. Reconfigurable and flexible space. Durable, cleanable finishes. Area of multipurpose room and restrooms should be securable from the rest of the building. Area can operate separately on weekends without opening the entire facility. Will need separate weekend entrance. Securable.

PUBLIC USE

SHOWERS

Functions: Shower room for one person or a small family.
Goals: Provide private shower rooms, soap/shampoo products and linens for clients.
Adjacency Requirements: Reception, waiting, laundry, single restrooms.
Architectural Requirements: Individual shower rooms are preferred. Include shower area and changing area. Private but regulated with entrance observable. Plan for 50 showers per day. Durable, cleanable finishes appropriate for a wet environment. Small bench and hanging area. Adhere to plumbing code and accessibility requirements.

LAUNDRY FACILITIES

Functions: Laundry area for clients without access to other laundry facilities. Detergent to be provided.
Goals: Provide an area for clients to do their own laundry.
Adjacency Requirements: Reception, waiting, linen storage, laundry supplies storage.
Architectural Requirements: Plan for 50 loads per day. Plan for expansion – provide hookups for future laundry machines. Provide visibility so space is observable from reception/lobby and by security. Durable, cleanable finishes. Space will need an exterior wall for venting. Securable. Adhere to plumbing code and accessibility requirements.

PERSONAL STORAGE LOCKERS OR BINS

Functions: Space for clients to store their belongings while meeting with staff or attending a program or activity.
Goals: Provide securable lockers or bins so clients feel they can safely leave their belongings unattended. This is temporary storage, not long term.
Adjacency Requirements: Reception, waiting, showers, laundry.
Architectural Requirements: Small lockers or system of bins/shelving, built into perimeter walls or low walls with counter surface on top. Avoid lockers restricting visibility.

SERVICE

INTAKE 1

Functions: Point of meeting between client and staff.

Goals: Provide a semi-private interview station where staff can learn why a client has come to the Center, document and initiate a plan to address the client's needs.

Adjacency Requirements: Reception, waiting, private staff area.

Architectural Requirements: Intake stations will be placed on the line between the public and private areas of the building. Computer, keyboard, small filing cabinet, task chair and duress button at each station on the staff side. On the client side, provide 2 chairs and some counter knee space for writing and paperwork. Computer monitor on swinging arm or pivot so staff and client can both see if needed. 5 intake stations needed.

INTAKE 2

Functions: Secure room for meeting between client and staff.

Goals: Provide a semi-private interview room where staff can learn why a client has come to the Center, document and initiate a place to address the client's needs. Secure room needed for special situations when staff feel a more controlled environment is necessary.

Adjacency Requirements: Reception, waiting, private staff area, security office, separate back exit.

Architectural Requirements: Intake 2 rooms will also be placed on the line between the public and private areas of the building. Staff will need computer, keyboard, small filing cabinet, task chair and duress button at each station. Computer monitor on swinging arm or pivot so staff and client can both see if needed. Provide door to public area of building (waiting side) and door to staff area of the building. These rooms can be used for meetings and as a station to secure a person whom may be disruptive or a security concern. Provide access to a separate exit rather than taking clients back through the waiting area.

CLINIC

Functions: Provide minor medical help on an as needed basis to clients who come to the Center.

Goals: Staff should direct a client with an immediate minor medical need to the clinic. Except when a partner organization operates a specific health program at the clinic, only clients already at the center for services will use clinic. The clinic is not intended to be an emergency clinic.

Adjacency Requirements: Reception, waiting, private staff area.

Architectural Requirements: A small clinic room including cabinets, countertop, sink, exam table, and securable storage. Provide door to public area of building (waiting side) and door to staff area of the building. Provide transparency to space, utilizing blinds for privacy.

PRIVATE

STAFF OFFICES

- Functions:** Office space for staff.
- Goals:** Provide offices for staff and program partners in a private staff area securable from the rest of the Center.
- Adjacency Requirements:** Intake stations, break room, work room, conference room, other offices and separate staff entrance.
- Architectural Requirements:** Window(s) in each office. Typical office finishes and furnishings. Individually securable. Entire staff area should be separate and securable from the rest of the center with a separate staff entrance.

SECURITY OFFICE

- Functions:** Office for security official, central location for any security video equipment and display.
- Goals:** Provide a central location for security official to observe the Center.
- Adjacency Requirements:** Main entrance, lobby, reception, waiting, intakes.
- Architectural Requirements:** Transparency. Durable finishes. Securable space.

CONFERENCE ROOM

- Functions:** Staff meetings.
- Goals:** Provide a space for 6-10 staff or partners to meet.
- Adjacency Requirements:** Offices, work room, break room, separate staff entrance.
- Architectural Requirements:** Space for large table and chairs, marker board, tackable areas, technology for presentation, windows or transparency to the rest of the private staff area.

BREAK ROOM

- Functions:** Break out space for staff.
- Goals:** Provide a room where staff and volunteers can relax and eat a meal.
- Adjacency Requirements:** Offices, work room, conference room, separate staff entrance.
- Architectural Requirements:** Small kitchenette (refrigerator, microwave, sink and cabinets), tables and chairs, staff/volunteer lockers, window(s).

PRIVATE

WORK ROOM / HOTEL STATIONS

Functions: Hotel stations for partner organizations, space for mail delivery, donation receiving, and copy/print.

Goals: Provide a space where staff and volunteers can organize and administrate the activities in the building.

Adjacency Requirements: Offices, break room, conference room, separate staff entrance.

Architectural Requirements: Cabinetry for storage of office supplies, work surface, mail slots. Workstation furniture to create hotel stations for additional volunteers or partner groups. Windows.

CATERING KITCHEN

Functions: Support weekend meal distribution and other activities hosted in the multipurpose room. This space is not a food pantry, nor a prep kitchen.

Goals: Provide a space where meal providers can set up and heat or cool portions of meals.

Adjacency Requirements: Multipurpose room, storage for paper goods.

Architectural Requirements: Space will need an ice machine, sink, cooling and warming cabinets, and durable cleanable finishes. Space will need to comply with Wake County Health Department regulations.



MISCELLANEOUS

RESTROOMS

Adjacency Requirements: Public restrooms available to waiting areas and educational spaces, family toilets adjacent to shower locations and dedicated staff toilets in the private staff area.

Architectural Requirements: Durable finishes appropriate for wet environments. Sound attenuation. Baby changing stations in all public restrooms. Careful attention to sight lines. Family toilets should provide some privacy but allow for audible oversight as a security concern, perhaps with doors that do not quite meet the top of the frame. Size public group restrooms to jointly serve multipurpose room on weekends as well as lobby and waiting areas. Adhere to plumbing code and accessibility requirements.

STORAGE

Adjacency Requirements: Provide storage closets adjacent to program elements as needed.

Architectural Requirements: Durable materials, architectural finishes not required. Four-post wire shelving or adjustable wall shelving mounted on standards.

CUSTODIAL CLOSETS

Adjacency Requirements: Lobby, main corridor. Located to serve all spaces.

Architectural Requirements: Durable materials, architectural finishes not required. Four-post wire shelving or adjustable wall shelving mounted on standards. Mop sink.

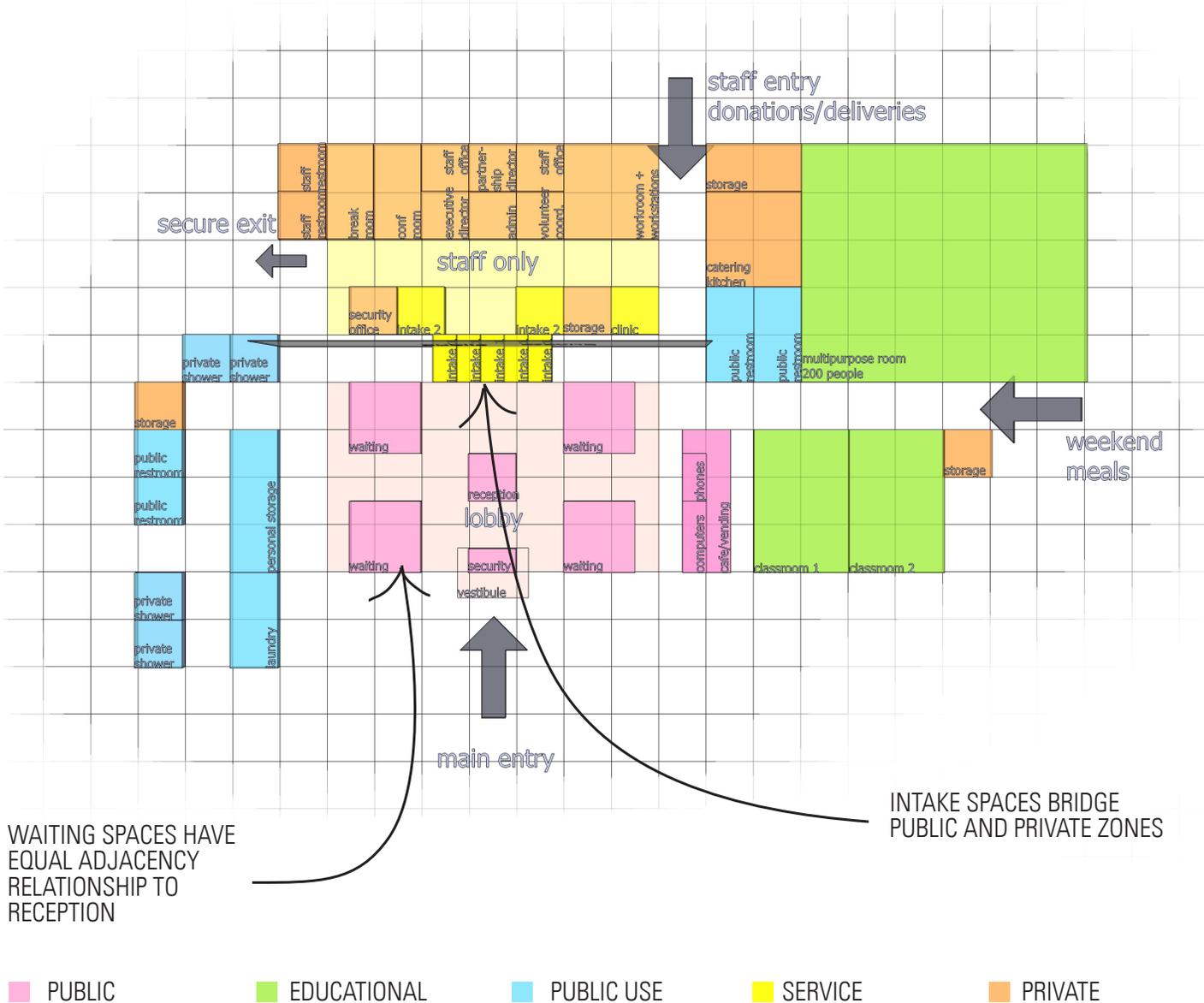
MECHANICAL, ELECTRICAL, DATA ROOMS

Recommended Area: As required by engineering.

Adjacency Requirements: Lobby and main corridor, located to serve all spaces.

Architectural Requirements: Durable materials, architectural finishes not required.

Space Arrangement Diagram



PROGRAMS AT THE CENTER

The Center can be a hub of activity in addition to providing the service connections. The Center may provide education classes on subject matter from personal finance to time management and potentially provide resume and interview resources. Computer classes and access to the internet for job search and career development will be useful. There could even be physical fitness, health classes and clinics.

The exact programming of the multipurpose and classroom space would be determined by the resources available and operations. The spaces have been planned to maximize flexibility and to allow functions of various scales. The multipurpose room can be used as a full open space or divided as needed. The two classrooms can be combined by opening a moveable wall. The café and computer stations can be opened to the classrooms and/or to the lobby. This provides an extended space for large gatherings such as career fairs requiring multiple stations and increased flow for groups of people.

Partnership is what the Center is all about. There will be established programs by partners and others as needs arise. The operator that is engaged would reach out to and orchestrate the collaboration among various service providers and the target populations.

The Center will keep in contact with partner organizations (listed below) by tracking and supporting clients and offering programming. Others partners may be added to this list as time goes on and new needs emerge.

- | | | |
|----------------------------------|------------------------------|---------------------------|
| Alliance Behavioral Health | Sacred Heart Cathedral | City of Raleigh |
| Haven House | The Hope Center at Pullen | Veterans Administration |
| Voices into Action | Passage Home | Raleigh Housing Authority |
| NCSU | Crossroads Fellowship Church | St Francis Cathedral |
| LGBT Center of Raleigh | Dress for Success | Volunteers of America |
| Women’s Center of Wake County | Love Wins | Urban Ministries |
| The Caring Place | Raleigh Catholic Charities | Raleigh Rescue Mission |
| The Healing Place of Wake County | Clark’s Promise | Town of Cary |
| Wake County Human Services | Salvation Army | Southlight Healthcare |
| North Raleigh Ministries | Edenton St UMC | |

SUMMARY OF SQUARE FOOTAGE

	Identified Spaces	SF	SF notes
Public Spaces	Lobby		Included in Circulation %
	Reception	200	
	Waiting Areas	900	
	Phone Charging Station	50	
	Café / Vending	150	
	Security Station	50	
	Self-Service computers & copy/print area	100	
	Public Phones	50	
	Main Restrooms	800	

Educational	Classroom 1	800	
	Classroom 2	800	
	Large Meeting Room	3,000	space for 200 people at table & chairs

Public Use	Showers	400	4 @ 100
	Restrooms (family)	200	2 @ 100
	Laundry Facilities	200	
	Personal Storage (Lockers or Bins)	150	

	Identified Spaces	SF	SF notes
Service Spaces	Intake 1	250	5 @ 50
	Intake 2	200	2 @ 100
	Clinic	150	minor medical and referrals

Private Spaces (Staff Only)	Offices (main staff)	240	2 @ 120
	Offices (minor office or workstation)	320	4 @ 80
	Security Office	120	office and IT station
	Conference Room (office area)	250	
	Break Room	200	kitchenette, tables/chairs
	Workroom/workstations	400	copier, mail, deliveries, intern shared work areas
	Storage minor (multiple locations)	150	3 @ 50
	Office Restrooms	140	2 @ 70
	Custodial Closet	70	
	Catering Kitchen	400	area includes storage

Totals	Total Proposed Spaces	10,740	(net)
		3,759	35% Circulation/Infrastructure
		2,175	15% Construction
	Grand Total	16,674	(gross)

SUMMARY OF SQUARE FOOTAGE

	Identified Features	Area or #	Notes
Site Features	Parking (ref. Raleigh UD0)	50 spaces	Total including all parking listed below except bike/scooter parking. 90-degree parking with 24' drive aisle.
	Volunteer/Service Provider Space	4-6 spaces	
	Bike / Scooter Parking	4 spaces min.	Bike rack(s) on concrete pad
	Police Parking	1-2 spaces	
	Accessible Parking	2 spaces	
	Donations Drop-off / Service Entrance		Adjacent to staff area of building
	Shuttle Drop-off	24' roadway	Pick-up / Drop-off loop near main entrance, taxi waiting area
	Taxi Pick-up/ Drop-off		
	Meditation Garden / Patio	150 sf	
	Patio	150 sf	Hardscape near multipurpose
	Community Garden	1000 sf	
	Outdoor Play Area	400 sf	With surrounding fence
	Walking Paths	5' wide min.	With accessible curb ramps at road crossings
	Roadways (connections)	24' wide	Two-way traffic with concrete curb and gutter
	Stormwater management	TBD	Per site selected.

SUMMARY OF PROBABLE COST

New Building on New Site

Building + Site*	16,700 SF	\$195.00 to	\$225.00	\$3,256,500 to	\$3,757,500
Construction Fees	5%			\$162,825 to	\$187,875
Estimating Contingency	10%			\$341,933 to	\$394,538
Construction Total				\$3,761,258 to	\$4,339,913

Soft Costs

Professional services				\$300,901 to	\$477,390
Furnishing allowance	9,000 SF	\$8 to	\$12	\$72,000 to	\$108,000
Kitchen equipment allowance				\$10,000 to	\$18,000
Project Total				\$4,144,158	\$4,943,303

Cost not included above

- Land purchase
- Surveying
- Geotechnical Investigation
- Environmental Assessments
- Technology other than building infrastructure

*= Costs are given for building and site, assuming new site work based on a site that would support a facility of this scale without complex drainage or environmental concerns. Each site would need to be studied as project develops.

Costs are provided for basic long-range planning purposes; additional study is required for project development on an individual site or for reuse of an existing property. This assumes basic construction of metal, stud, masonry exterior, drywall and simple roof covering.

The facility must make the most of the funding and provide basic serviceable and welcoming space while respecting budget.