

PROCESS

For the purpose of the 2018 public works facility programming study, a series of meetings and interviews were conducted with department leaders and key City personnel. Additionally, programming sheets were developed for departmental leaders and requested to be completed to allocate every existing space within the department being surveyed. Future needs were also identified during the interview process. Results were extrapolated from these surveys and interviews and confirmed with departmental leaders to provide spatial needs, required square footages and adjacency relationships. The intent was that these findings reflect the current needs for the City of Hudson’s Public Works and Public Power facilities and anticipate future needs. Adjacencies were developed for optimal department and interdepartmental efficiencies. Throughout this process, the design team pushed consistently for key personnel to think about individual positions and functions and remove current staffing personalities and tendencies from the evaluation.

OBJECTIVES

Four main objectives were outlined for the study:

- Analyze / identify existing departmental spaces with their correlating square footage and provide recommendations for appropriate departmental sizes to be used in projecting the required new building square footage.
- Study departmental and inter-departmental relationships to maximize operational adjacency efficiencies and determine logical departmental breakpoints in multi-building scenarios. The departments included in this study are as follows: Administrative, Arborist, Water Distribution, Fleet, Service Streets and Storm Water, Public Properties, and Hudson Public Power.
- Develop the site selected for the new facility and analyze for efficiencies.
- Develop a projected project cost estimate, based on square foot costs and estimated industry standards, to be used as guidance for moving to the next steps of the process.

PROGRAMMING

A Criteria Matrix was developed over multiple iterations and meetings. The design team reviewed all the requested adjacencies in the programming sheets and extrapolated levels of adjacency to form the initial criteria matrix. This matrix was reviewed individually with each department head and then as a group with all department heads present. The levels of adjacency are defined as follows:

Direct Adjacency – Needs direct connection with a space or function. This would typically include audio and some level of visual connection. Characterized as being able to interact with individuals or functions without leaving one’s working space.

Immediate Adjacency – Needs immediate access to a space or function. This may include audio or visual connection and typically includes spaces in the general vicinity of each other where interactions between individuals occur often because of proximity.

Accessible Adjacency – Spaces need only to be accessible to one another on a daily basis. This generally means no audio or visual connection and individuals must seek out each other for interaction. Typically explained as spaces on different floors of the building.

No Adjacency - No benefit or efficiency realized from working in proximity. Typically explained as sporadic interactions, if any required, and spaces could be in different buildings in various locations of the city.

NOTES

The Departmental Square Footage Analysis was derived from a combination of program surveys of users’ existing working spaces, existing floor plans, and room fit plans developed from user input on required furniture and equipment. During actual design, modifications are to be expected.

Program Analysis Sheets documented the comments received from interviewed individuals and program surveys. The sheets contain specific and qualitative data pertaining to operational procedures pertinent to the function of the space. This information was provided by city officials and department staff. The forms were then reviewed by the departments to ensure an accurate representation of the department’s requests and requirements. The program analysis sheets have been utilized to develop the criteria matrix and net square footage of spaces. Architects were influential in the final analysis, guiding staff through the process of “right fitting” to help establish the minimum amount of space necessary to carry out the departments day to day operations without restricting potential future requirements where reasonable.