

Recommendation per Space Guidelines & Space Analysis

**Space
Requirements**

**Marshall
Colocation**

1/7/2015

Agency Office Requirements	SqFt Required
Department of Natural Resources (DNR)	2,202
MN Department of Health (MDH)	3,914
MN Department of Revenue (MDR)	919
MN Pollution Control Agency (MPCA)	5,967
MN Board of Water and Soil Resources (BWSR)	1,507
MN Office of the State Auditor (OSA)	702
Shared Amenities	4,219
Total Office Requirements	19,429

Agency Storage Requirements	SqFt Required
Cold Storage - Department of Natural Resources	6,270
Warm Storage - Department of Natural Resources	464
Cold Storage - MN Pollution Control Agency	600
Cold Storage - MN Board of Water and Soil Resources	120
Total Storage Requirements	7,454

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**Department of Natural
Resources**

Employee Count	Current Total Employees		
Department of Natural Resources (DNR)			
EWR Area Staff	4		
EWR Monitoring Staff	3		
Shallow Lakes	3		
Wildlife	4.6		
Total Employee Count	14.6		

Employee Space	Quantity	Square Feet	Area
10x12 Assigned Office	2	120	240
6x8 Assigned Workstation	4	48	192
6x8 Unassigned Workstation	1	48	48
10x12 Assigned Office	1	120	120
Team Workstation	1	100	100
10x12 Assigned Office	1	120	120
6x8 Assigned Workstation	3	48	144
6x6 Touchdown Station	1	36	36
Total Employee Space			1,000

Support Space	Quantity	Square Feet	Area
File Cabinets (vertical)	3	8	24
File Cabinets (lateral)	1	10	10
Storage Cabinet	4	10	40
Bookcase	3	8	24
Employee Locker ¹	10	10	100
Eyewash Station	1	6	6
Print/Copy ²	1	120	120
Recycling	2	5	10
Server Room ³	1	80	80
File Cabinets (vertical) ⁴	2	8	16
File Cabinets (lateral)	3	10	30
Storage Cabinet	1	10	10
Gun Case	1	5	5
Total Support Space			475

Agency Subtotal	1,475
Additional Space for Panel Creep, etc.	219
Circulation (30%)	508

Total Space Required	2,202
Square Foot Per Person	151

Outside Storage

Cold Storage ⁵	1	5,150	5,150
Warm Storage	1	164	164
Cold Storage ⁶	1	1,120	1,120
Warm Storage ⁷	1	300	300
Total Storage Required			6,734

Notes: DNR

1. Electrical, Power, Data Required: 110 CAT-5 and internet. Server room for all DNR groups (EWR, Shallow lakes, Wildlife).
2. Print/Copy area may be shared with other agencies depending on final location. Accommodates printers, a "large" printer and work surface with cutting board. Requires (3) double 110 outlets and internet connectivity. Area is in close proximity to EWR's Area Wildlife Manager and Area Hydrologist.
3. Employee lockers for all DNR staff (EWR, Shallow Lakes, Wildlife)
4. In Shallow Lakes office space - lakes and project files.
5. Secure storage:
(3) 20' boat trailers, (1) canoe, (3) 18' L x 8' W pick-ups with ATV trailers, (2) dump trucks, and (2) 30' trailers. Additional storage for stoplog racks, water tanks/pumps and misc. equipment.
6. Secure storage:
Equipment assigned to Talcot Lake (trucks, trailers, sprayers, tractors, seeders. etc.) that are used during season (April - October). Secured area does not have to be a building as such but rather an area that is well lit at night and a site that would discourage vandalism and theft
7. Warm Storage: Stores UTVs with water tanks. Monitoring Unit: 10' W x 10' L x 8' H. Ground Water Specialist: 8' W x 8' L x 8' H

A. Employee Adjacency Requirements: (See Space Analysis for specific employees)

B. Division/Work Unit Adjacency Requirement:

DNR - EWR: Area Hydro adjacent to BWSR/MPCA/MDH to coordinate work duties

DNR - Wildlife: Adjacent to Shallow Lakes staff and DNR Waters

C. Security Requirements:

DNR: Keycard access to suite is required (currently use Floyds Security)

D. Acoustical Privacy:

EWR: AWM/AH/Unassigned Office

DNR - Wildlife: Wildlife supervisor office.

E. Visual Requirements:

DNR: N/A

F. Parking Requirements:

DNR - EWR: State-Owned = 6; Employee = 8; Visitor = 3

DNR - EWR: Shallow Lakes: State-Owned = 1; Employee = 3; Visitor = 1

DNR - Wildlife: State-Owned = 3; Employee = 4; Visitor = 2

G. Other Comments:

DNR: N/A

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1/7/2015

**MN Department of
Health**

Employee Count	Current Total Employees		
MN Department of Health (MDH)	22		
Total Employee Count	22		

Employee Space	Quantity	Square Feet	Area
10x12 Assigned Office	3	120	360
6x8 Assigned Workstation	18	48	864
8x8 Assigned Workstation	1	64	64
Total Employee Space			1,288

Support Space	Quantity	Square Feet	Area
Reception/Waiting (seats 2) ¹	1	50	50
Mail Area ²	1	64	64
Copy/Print Area ³	1	120	120
Medium Conference Room (seats 10-12) ⁴	1	300	300
Water Laboratory ⁵	1	350	350
Bottle Storage Room ⁶	1	150	150
Storage Room ⁷	1	250	250
Coffee Area ⁸	1	64	64
Recycling	3	5	15
File Cabinets (lateral) ⁹	3	10	30
Total Support Space			1,393

Agency Subtotal	2,681
Additional Space for Panel Creep, etc.	330
Circulation (30%)	903

Total Space Required	3,914
Square Foot Per Person	178

Notes: MDH

1. Accommodates 2 chairs, small table, 2 flags
2. Space to sort/prep packages and staff mail boxes with postage meter and scale, 2-drawer lateral file cabinet
3. Accommodates MFD, backup printer, laminator, and recycling with electric, power, and data. 2 storage cabinets (65hx36w), 5' collate/small equipment area
4. Medium conference accommodates video conferencing//interactive television equipment (reinforced walls) and projector.
5. Includes: hard floor surfaces, sink, eyewash, locking door to secure lab. Secured for limited staff access. Located adjacent to Bottle Storage. Located on ground floor with easy outside access for sample delivery.
6. Lockable room with wire racks. Located adjacent to Water Lab. Located on ground floor with easy outside access for sample delivery.
7. Lockable room with wire racks
8. Standup beverage station
9. 42" 4-drawer lockable lateral file cabinets, adjacent to program workstations

A. Employee Adjacency Requirements: (See Space Analysis for specific employees)

B. Division/Work Unit Adjacency Requirement:

MDH: Lab and Bottle Storage located adjacent to each other. MDH office space should be adjacent to the lab.

C. Security Requirements:

MDH: Requires a separate suite. Electronic key-card security system (compatible with HID cards using P10001 format and facility code 2692), crash bar exit door releases, and ADA compliant power opener are required for the suite door. 24 hour access is required for all staff to all MDH areas.

D. Acoustical Privacy:

MDH: Acoustical tile and insulation between other suites. Acoustical privacy required for all offices

E. Visual Requirements:

MDH: N/A

F. Parking Requirements:

MDH: State-Owned = 9; Employee = 15; Visitor = 5

G. Other Comments:

MDH: Bicycle racks sufficient for all agency tenants.

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Space Requirements

Marshall Colocation

1/7/2015

MN Department of Revenue

Employee Count	Current Total Employees		
MN Department of Revenue (MDR)			
Collections, Sales & Use Tax	3		
Total Employee Count	3		

Employee Space	Quantity	Square Feet	Area
10x12 Assigned Office ¹	1	120	120
8x8 Assigned Workstation ²	3	64	192
Total Employee Space			312

Support Space	Quantity	Square Feet	Area
Taxpayer Meeting Room (seats 4-6) ³	1	120	120
Print/Copy/Mail Room ⁴	1	64	64
Paper Recycling Area	1	32	32
Closet	1	12	12
File (lateral)	4	10	40
Storage Cabinet	1	10	10
Bookcase	1	8	8
Server Room ⁵	1	64	64
Total Support Space			350

Agency Subtotal	662
Additional Space for Panel Creep, etc.	45
Circulation (30%)	212

Total Space Required	919
Square Foot Per Person	306

Notes: MDR

1. Offices must provide acoustical privacy for conference calls
2. Workstations are modular with acoustical panels of department approved height.
3. Taxpayer meeting room is private and secured. One door must open to the interior suite and one must open to public space (external to suite)
4. Accommodates agency printer, copier and fax machine.
5. MDR requires its own server room. Accommodates server, burglar alarm system, security, and cooling unit. Climate controlled AC system with condensate removed.

A. Employee Adjacency Requirements: (See Space Analysis for specific employees)

B. Division/Work Unit Adjacency Requirement:

MDR: N/A

C. Security Requirements:

MDR: Solid core doors, steel door frames and security locks at suite entrance and server room. Security locks keyed to MDR keyway/Schlage locks (no keycards), intercom system equipped with camera and cameras facing suite entrances. MDR requires their own suite with deck to deck construction for perimeter walls. Prefer low-traffic suite to reduce security risk with signage to say "State of Minnesota" only.

D. Acoustical Privacy:

MDR: Acoustical tile and insulation between other suites.

E. Visual Requirements:

MDR: Deck to deck perimeter walls where windows are acceptable, but no side lights on doors and blinds on windows.

F. Parking Requirements:

MDR: State-Owned = 0; Employee = 3; Visitor = 2 (Surface lot parking preferred over on-street parking.)

G. Other Comments:

MDR: Location preference is 2nd floor or above to allow for access to natural light.

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Space Requirements

Marshall Colocation

1/7/2015

MN Pollution Control Agency

Employee Count	Current Total Employees		
MN Pollution Control Agency (MPCA)			
SW Region/Watershed Division	27		
Total Employee Count	27		

Employee Space	Quantity	Square Feet	Area
10x12 Assigned Office	2	120	240
7x8 Assigned Workstation	23	56	1,288
8x9 Assigned Workstation (Support Staff)	2	72	144
6x6 Touchdown Station	4	36	144
Total Employee Space			1,816

Support Space	Quantity	Square Feet	Area
Coat Closet	1	5	5
Large Conference (seats 20) ¹	1	500	500
Desktop Video (seats 6) ²	1	175	175
Video Conference (seats 10) ³	1	250	250
Printer station	1	48	48
Copy Room ⁴	1	280	280
Recycling ⁵	1	24	24
File Cabinets (vertical)	6	8	48
Records Management Room ⁶	1	180	180
Unfinished Storage ⁷	1	375	375
Lektriever	1	47	47
Library/Outreach	1	60	60
Drinking Fountain/Water Bottle Filling Station	1	5	5
Laboratory ⁸	1	216	216
GIS/Emergency Operation Center ⁹	1	156	156
Total Support Space			2,369

Agency Subtotal	4,185
Additional Space for Panel Creep, etc.	405
Circulation (30%)	1,377

Total Space Required	5,967
Square Foot Per Person	221

Outside Storage

Cold Storage ¹⁰	1	600	600
Total Storage Required			600

Notes: MPCA

1. Accommodates video conferencing with ceiling mounted projector, speakers, microphones and screen.
2. Conference room with table and six chairs. Computer is located on smaller table near one end of the conference table.
3. Accommodates video conferencing with ceiling mounted projector, speakers, microphones, screen and room darkening shades. Can be shared with other agencies.

4. Accommodates printer, copier, postage meter, shelving, cabinets, work surfaces and recycling. Located adjacent to support staff.
5. Adjacent to Copy Room
6. Accommodates scanner and work station for file review.
7. Secured space with shelving units.
8. Accommodates storage for field equipment, eye wash, refrigerator, computer, cabinets, counters, shelving, large/deep sink, floor drain that is humidity controlled and ventilated
9. Accommodates caged shelf and work table.
10. Storage for boats, canoes and field equipment.

A. Employee Adjacency Requirements: (See Space Analysis for specific employees)

B. Division/Work Unit Adjacency Requirement

MPCA: Lab, GIS/Emergency Op center and storage may be on a separate level however, preference is to have on same level as office suite.

C. Security Requirements:

MPCA: Does not require a security guard. Security access system is required for MPCA office suite.

D. Acoustical Privacy:

MPCA: Hard walls and solid core doors in offices, video conference room, and agency conference room. Acoustic panels in staff work stations.

E. Visual Requirements:

MPCA: Full height walls for offices and moveable panels for staff workstations.

F. Parking Requirements:

MPCA: State-Owned = 12; Employee = 25; Visitor = 20 (Electrical outlets for winter use – up to 4, Lighted parking lot for employees and visitors, Rack for bicycles – up to 6)

G. Other Comments:

MPCA: Desires to partner with a landlord to incorporate many sustainable features that have a mutual benefit.

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**MN Board of Water and
Soil Resources**

Employee Count	Current Total Employees		
MN Board of Water and Soil Resources (BWSR)	8		
Total Employee Count	8		

Employee Space	Quantity	Square Feet	Area
8x10 BC/WS Staff Office ¹	3	80	240
8x10 Easement Staff Workstation ²	3	80	240
8x10 Technical Services Staff Workstation ²	1	80	80
6x8 OAS Workstation	1	48	48
Total Employee Space			608

Support Space	Quantity	Square Feet	Area
Small Conference Room (seats 6) ³	1	180	180
Print/Copy ⁴	1	120	120
File Cabinets (vertical)	4	8	32
File Cabinets (lateral)	1	10	10
Storage Cabinet ⁵	2	10	20
Bookcase	1	6	6
Coat Closet	1	5	5
Water Cooler	1	5	5
Recycling	1	5	5
Unfinished Storage ⁶	1	48	48
Total Support Space			431

Agency Subtotal	1,039
Additional Space for Panel Creep, etc.	120
Circulation (30%)	348

Total Space Required	1,507
Square Foot Per Person	188

Outside Storage

Cold Storage ⁷	1	120	120
Total Storage Required			120

Notes: BWSR

1. Offices must provide acoustical privacy for conference calls
2. Workstations require acoustical walls and moderate to full height workstation panels.
3. Accommodates video conferencing, projector and wireless connections with visual and acoustic privacy.
4. Print/Copy area may be shared with other agencies depending on final location. Accommodates power jacks and network jacks for: D-size (24" x 36") copier, 11x17 copier, D-size (24" x 36") engineering drawings plotter.
5. Existing = 4' x 2'; Additional = 24" x 36" x 72" lockable cabinet in climate controlled space w/ Adjustable shelves for surveying equipment
6. Storage of wetland sampling equipment, hip boots, and tools.
7. Secure storage for ATV, hand tools, materials, etc.

A. Employee Adjacency Requirements: (See Space Analysis for specific employees)

B. Division/Work Unit Adjacency Requirement

BWSR: Adjacent to DNR/MPCA/MDA to collaborate on conservation-type programs.

C. Security Requirements:

BWSR: Building security of some sort but the level depends on the location of the BWSR space within the building, and other factors such as other tenants. This may include the need for key cards or a hard door to the BWSR area. Require reasonable security for vehicles. Secure and climate controlled storage for high value surveying equipment, as well as locked storage for ATV and site investigation hand tools

D. Acoustical Privacy:

BWSR: Acoustical walls and moderate to full height workstation panels.

E. Visual Requirements:

BWSR: N/A

F. Parking Requirements:

BWSR: State-Owned = 5; Employee = 8; Visitor = 3 + 30 for guests to attend conference room meetings

G. Other Comments:

BWSR: N/A

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1/7/2015

**MN Office of the State
Auditor**

Employee Count	Current Total Employees		
MN Office of the State Auditor (OSA)	5		
Total Employee Count	5		

Employee Space	Quantity	Square Feet	Area
10x12 Assigned Office	1	120	120
6x6 Workstation	5	48	240
Total Employee Space			360

Support Space	Quantity	Square Feet	Area
Print Area	1	32	32
Recycling	1	5	5
File (lateral)	5	10	50
Storage Cabinet	1	10	10
Bookcase	1	8	8
Total Support Space			105

	Agency Subtotal	465
	Additional Space for Panel Creep, etc.	75
	Circulation (30%)	162

	Total Space Required	702
	Square Foot Per Person	140

Notes: OSA

A. Employee Adjacency Requirements: (See Space Analysis for specific employees)

B. Division/Work Unit Adjacency Requirement:

OSA: N/A

C. Security Requirements:

OSA: Keycard access on suite door

D. Acoustical Privacy:

OSA: N/A

E. Visual Requirements:

OSA: N/A

F. Parking Requirements:

OSA: State-Owned = 0; Employee = 5; Visitor = 1

G. Other Comments:

OSA: N/A

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1/7/2015

Shared Support Space	Quantity	Square Feet	Area
Waiting Area (seats 10) ¹	1	250	250
Large Conference (seats 30) ²	1	750	750
Small Conference (seats 8) ³	2	200	400
Kitchenette/Break (seat 30) ⁴	1	800	800
Central Mail Area ⁵	1	120	120
Server Room ⁶	1	375	375
Quiet/Mothers Room ⁷	1	120	120
Wellness/Fitness Room ⁸	1	250	250
Unisex Bathroom w/ Shower ⁹	1	180	180
Total Support Space			3,245

Agency Subtotal	3,245
Circulation (30%)	974

Total Space Required	4,219
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Notes: Shared

1. Waiting area is centrally located and is preferably adjacent to large and small conference rooms
2. Large conference accommodates video conferencing/interactive television equipment (reinforced walls), projector, media storage with internet/telephone/WIFI capabilities, and option to divide.
3. Small conference accommodates video conferencing/interactive television equipment (reinforced walls) and projector with internet/WIFI capabilities.
4. Kitchenette and break room includes coffee area, sink, 2 refrigerators, cabinet storage, and water cooler. Power for microwave, etc.
5. Space to sort, prep packages and staff mail boxes with postage meter machine.
6. Server Room:
 - DNR:** Accommodates (2) 18x36 equipment racks with access on all sides and 4x8 plywood on wall for equipment mounting. Minimum of (2) 20 amp circuits and HVAC must ensure consistent room temperatures in computer server room. Secured for limited staff access.
 - MDH:** Estimated space = 10x10. Accommodates 2 18x36 equipment racks with access on all sides, minimum of 2, 20 amp circuits. HVAC must ensure consistent room temperatures, secured for limited staff access.
 - MPCA:** Estimated space = 9x18. Accommodates server and work surface with 30 amp, (2) 15 amp ground circuits - ded, air cooler and card reader and key pad for secure access.
 - BWSR:** Estimated space = 8' x 10'
7. Provide locking door and at minimum, one (1) duplex electrical receptacle, one (1) phone jack and small sink with faucet unless otherwise provided by the facility.
8. Wellness/fitness room will be unequipped, but with adequate HVAC and vinyl flooring. Large enough to accommodate small groups (6-8) for yoga or similar group activities.
9. Provide full length mirror

Potential Shared Spaces for State Agencies
 Marshall, MN
 1/7/2015

Shared Support Space	DNR	MDH	MDR	MPCA	BWSR	OSA
Waiting Area (seats 10)	Y	N	Y	Y	Y?	Y?
Lg Conference (seats 30)	Y	Y		Y	Y	Y?
Sm Conference (seats 6-8) (planning for 2)	Y	Y	Y		Y	Y
Kitchenette/Break (seat 30)	Y	Y	Y	Y	Y	Y
Central Mail Area	Y	N	N	N	Y	
Central Recycling	Y	Y	Y	Y	Y	
Server Room	Y	Y	N	Y	Y	Y
Quiet/Mothers Room		Y	Y	Y	Y	Y
Wellness/Fitness Room		Y				
Unisex Bathroom w/ Shower	Y	Y		Y		