

Space Summary - Departments + Storage

Department	2017	
	Planned Workspaces	2017 Total Square Feet
Departments		
Commissioner's Office	2	598
Olmstead Subcabnet	5,6	827
Interagency Council on Homelessness	2,4	253
Planning + Administration	3	598
Human Resources	4	1,108
Planning Research + Evaluation	3	332
Credit Risk	2	240
Policy + Community Development	4	591
Finance	6	721
Accounting	18	1,134
Single Family	59	5,164
Multifamily	109	9,021
Business Technology Systems	31	3,910
Communications	3	416
Legal + Risk Management	5	818
Shared Spaces		18,332
Subtotal Departmental Space Needs*	257	42,161
Archive Storage:		
Commissioner		153
Olmstead Subcabnet		0
Interagency Council on Homelessness		8
Planning + Administration		122
Human Resources		0
Planning Research + Evaluation		0
Credit Risk		0
Policy - Community Development		0
Finance		148
Accounting		200
Single Family		267
Multifamily		443
Business Technology Systems		166
Communications		0
Legal + Risk Management		88
Shared Spaces		223
Basement		1,608
Subtotal Archive Storage		3,424
Secondary Circulation Gross Up (35%)		1,198
Total Storage Space Needs		4,622
Building Totals		
Total Departmental Needs		42,161
Total Storage Needs		4,622
Secondary Circulation Gross Up (30%)		14,035
Delta USA		
Total Space Needs		60,819

Department Summary

Description	2017 Shared Spaces		2016 Area	2017 Area
	Existing Seats 2016	Qty		
Community Collaboration	150	5	750	
Small Conference Room, 10x 12	120	8	1,080	
Medium Conference Room, 12 x 15	180	9	1,440	
Large Conference Room, 15 x 24	360	3	1,080	
Training Room, 50 ppl	1000	1	1,000	
Intern Desk	24	5	144	
Focus Space	64	7	448	
Copy/ Print/ Mail Room	150	9	1,350	
Community Kitchenette	64	4	256	
Wellness Room (quiet, meditation, prayer room)- multipurpose	120	1	120	
Mother's Room	120	2	240	
Work Cafe	2340	1	2,340	
Lobby	300	1	300	
Toilet Rooms - Internal			500	
Toilet Rooms - public			1,050	
Subtotal		57	12,098	

Shared Spaces

2028 IFMA benchmarking= 2.56 SF/person
 2028 IFMA benchmarking= 4 SF/person, 4-8 seats
 2028 IFMA benchmarking= 5.55 10-12 seats
 2028 IFMA benchmarking= 4.05 SF/person, 14-16

2018 Rf plan = 1.39
 IFMA benchmarking= 4.92 SF/person
 IFMA benchmarking= 2.5 SF/ person - (adjusted due to work cafe)
 security guard and checkout key

Workspace Type Summary

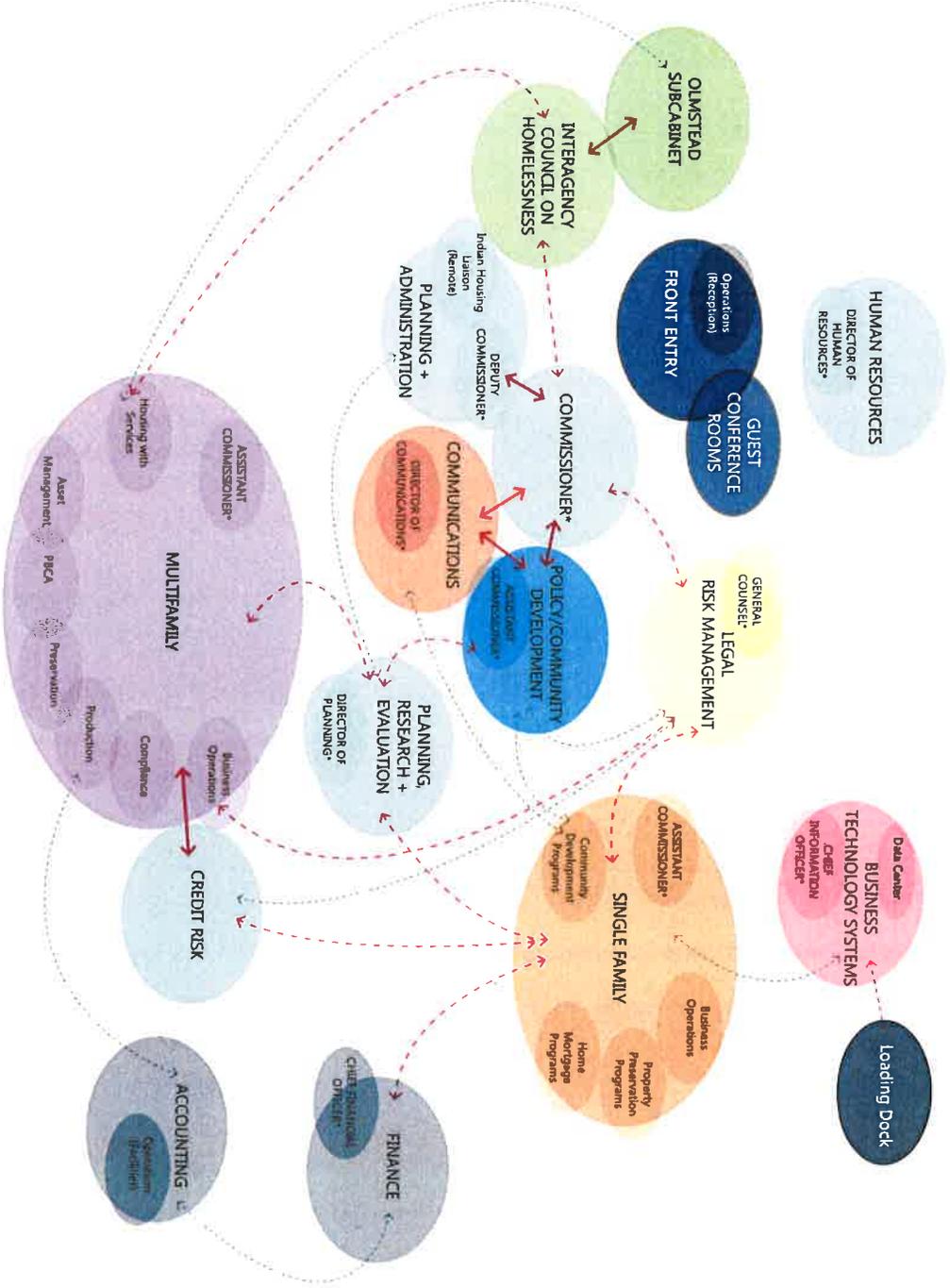
Department	Space Type	Square Feet	Quantity
	Current Office	VAR.	43
	Current Workstation	VAR.	211
	Proposed Office A	275	2
	Proposed Office B	150	9
	Proposed Office C	120	33
	Proposed Workstation	48	187
	Proposed Admin Assistant	48	71
	Proposed Contractor	24	15
			257

NOTE:
 Omniscad figure includes 2 FTEs that are DHS employees that are housed at Minnesota Housing, Jordan Luskon is not included because he is full time remote. Communications is only listed at 2 because one FTE is full time remote and Ikavian MF employee is full time remote.

EXHIBIT A



DESIGN SUMMARY | Adjacency Diagram



Bubble diagrams are a visual representation of space adjacency requirements and relationships. They can also illustrate traffic flows and relative space sizes among departments. We use them to help us understand departmental relationships and work flow of the various interagency teams outside of the constraints of a particular building or space.

Each department completed a list of adjacency requirements. We extrapolated those responses to develop your particular bubble diagram. Whether you choose to stay in your current location or find spaces elsewhere, these diagrams will be critical for deciding how and where each department will fit.

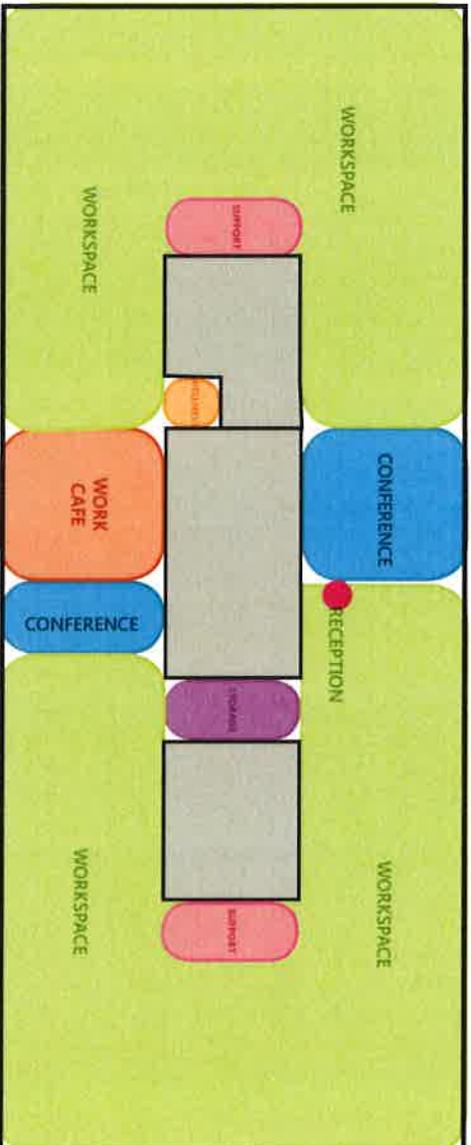
Overall Planning Criteria:

- Public/guest interface and required/implied need to be close to the front door:
 - Olmstead/ Interagency Council on Homelessness
 - Human Resources
- Commissioner
- All employees should reside within their perspective departments
- Immediate Adjacencies:
 - Commissioner + Deputy Commissioner + Policy / Community development + Communications
 - Multifamily + Credit Risk
- No Required Adjacencies:
 - Human Resources
 - Indian Housing Liaison (Remote)

LEGEND

- 1- Required
- 2- Close
- 3- Preferred (but not required)
- Senior Leadership Team (SLT) Members

DESIGN SUMMARY | Planning Concept
 Centralized Community
 Alternate Building



Typical Floor Planning

Overall Planning Criteria:

- **Workspace**
 - Private offices located at building core with glass fronts for access to daylight and view.
 - Low panels at workstations. Workstations planned in open office maintaining a perimeter corridor at windows.
 - Centralize Copy/ Workroom/ Printers/ Kitchennette within each workspace neighborhood.
 - Enclosed conference rooms located at building core and evenly distributed throughout workspace neighborhood
 - Open Collaboration zones located at windows or near support areas and evenly distributed throughout workspace neighborhood.
- **Conference**
 - Shared scheduled conference rooms centrally located to maintain privacy for workspace while inviting guest to meet in spacious glass front conference rooms with access to daylight and views.
 - Combine various sized conference rooms within each central conference space so conference rooms can be right sized to groups.
- **Work Cafe**
 - Centrally located community space allows access for all employees and allows for greater opportunity to meet or work in an unscheduled open environment.
 - Work cafe should include imprromptu meeting spaces of various configurations, unscheduled enclosed conference spaces and focus rooms.
 - Enclosed spaces within work cafe should be planned at interior core or along wall without windows but include glass fronts.
- **Wellness Rooms**
 - Centrally located, in public corridor allows for greater privacy when using these wellness rooms.
 - Rooms should be lockable and located at interior core without windows and may include sinks, lockers, dim lighting, etc..

Current Usable Square Footage

Office	42,161
Storage	4,622
Gross Up (30%)	14,035

Total USE **60,818**

Minnesota Housing Finance Agency - Office Design Study Program

August 22, 2016

Space Summary - Departments + Storage

Department	2017	
	Planned Workspaces	2017 Total Square Feet
Departments		
Commissioner's Office	2	598
Olmstead Subcabinet	5.6	827
Interagency Council on Homelessness	2.4	253
Planning + Administration	3	598
Human Resources	4	1,106
Planning Research + Evaluation	3	332
Credit Risk	2	240
Policy + Community Development	4	591
Finance	6	721
Accounting	18	1,134
Single Family	59	5,164
Multifamily	109	9,021
Business Technology Systems	31	3,910
Communications	3	416
Legal + Risk Management	5	918
Shared Spaces		16,332
Subtotal Departmental Space Needs*	257	42,161

*Departmental Square Footage includes 35% secondary circulation gross up

Minnesota Housing Finance Agency - Office Design Study Program

August 22, 2016

Space Summary - Departments + Storage

Department	2017 Planned Workspaces	2017 Total Square Feet
Archive Storage:		
Commissioner		153
Olmstead Subcabinet		0
Interagency Council on Homelessness		6
Planning + Administration		122
Human Resources		0
Planning Research + Evaluation		0
Credit Risk		0
Policy + Community Development		0
Finance		148
Accounting		200
Single Family		267
Multifamily		443
Business Technology Systems		166
Communications		0
Legal + Risk Management		88
Shared Spaces		223
Basement		1,608
Subtotal Archive Storage		
Secondary Circulation Gross Up (35%)		3,424
		1,198
Total Storage Space Needs		4,622

Minnesota Housing Finance Agency - Office Design Study Program

August 22, 2016

Space Summary - Departments + Storage

Department	2017	2017 Total
	Planned Workspaces	Square Feet

Building Totals

Total Departmental Needs	42,161
Total Storage Needs	4,622
Secondary Circulation Gross Up (30%)	14,035
Delta USF	
Total Space Needs	60,818

Workspace Type Summary

Department	Square Feet	Quantity
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Current Office	VAR.	43
Current Workstation	VAR.	211
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Proposed Office A	275	2
Proposed Office B	150	9
Proposed Office C	120	33
Proposed Workstation	48	187
Proposed Admin Assistant	48	11
Proposed Contractor	24	15
		257

NOTE:

Olmstead figure includes 2 FTEs that are DHS employees that are housed at Minnesota Housing; Indian Liaison is not included because he is full time remote, Communications is only listed at 2 because one FTE is full time remote and likewise 1 MF employee is full time remote

Department Summary

Commissioner's Office

Space Type	Proposed new space standards *	SF	Projected 2017	2017 Area
Office A		275	1	275
Office B		150		0
Office C		120		0
Workstation		48	1	0
Admin Assistant		48		48
Shared/ Contractor/ Remote/ Intern		24		
Subtotal Workspace			2	323
Storage Bankers Boxes (estimated)				
				120
Subtotal Support Space				120
Subtotal Department				443
Secondary Circulation (35%)				155
Total Department				598
Archive Storage (not included in SF above):				153

Shared Spaces: Table for 6 In Commissioner's Office; Close to workroom for Admin and at least 7' of lineal worksurface for preparing meeting materials

Adjacencies: Policy - 2; Deputy Commissioner - 2; Legal - 2; Communications - 2; Proximity to front desk

Security Issues:

Notes:

Questions:

* Adjacency 1 = Required 2 = Close 3 = Preferred but not required

Department Summary

Olmstead Subcabinet

Space Type	Proposed new space standards *	SF	Projected 2017	2017 Area
Office A		275		0
Office A		150		0
Office B		120	2	240
Workstation		48	3	144
Admin Assistant		48	0.6	29
Shared/ Contractor/ Remoter/ Intern		24		
Subtotal Workspace			5.6	413
Conference Room for 6-8, 10 x 12				
Storage, (non secured) - Promotional Materials				
				120
				80
Subtotal Support Space				200
Subtotal Department				613
Secondary Circulation (35%)				
Total Department				214
Archive Storage (not included in SF above):				
				827
				0

Shared Spaces: Printer, Open Collaboration Table for 6

Adjacencies: *Interagency council on Homelessness* - 1 (**Shared Exec Assist.)

Security Issues:

Notes: Shares Admin with Interagency; Access & accessibility are critical, perhaps near front door.

Questions:

* Adjacency 1=Required 2=Close 3=Preferred but not required

Department Summary

Interagency Council on Homelessness

Space Type	Proposed new space standards *	SF	Projected 2017	2017 Area
Office A		275		0
Office B		150	1	0
Office C		120		120
Workstation		48	1.4	67
Admin Assistant		48		0
Shared/ Contractor/ Remote/ Intern		24		0
Subtotal Workspace			2.4	187
Subtotal Support Space				0
Subtotal Department				187
Secondary Circulation (35%)				66
Total Department				253
Archive Storage (not included in SF above):				6

Shared Spaces: Printer

Adjacencies: *Olmstead* - 1 (**Shared Exec Assist.); *Commissioner's Office* - 2

Security Issues:

Notes: Shares Admin with *Olmstead*

Questions:

* Adjacency 1=Required 2=Close 3=Preferred but not required

Department Summary

Planning + Administration

Space Type	Proposed new space standards *	SF	Projected 2017	2017 Area
Office A		275	1	275
Office B		150		0
Office C		120		0
Workstation		48		0
Admin Assistant		48	1	48
Shared/ Contractor/ Remote/ Intern		24	1	
Subtotal Workspace			3	323
Conference Room for 1-4, 10 x 12 - (Deputy Commissioner)				
				120
Subtotal Support Space				120
Subtotal Department				443
Secondary Circulation (35%)				155
Total Department				598
Archive Storage (not included in SF above):				122

Shared Spaces:

Adjacencies: *Commissioner* - 1; *SLT Members* - 1

Security Issues:

Notes: Visitors include other state employees and external business partners, for which Table for (4) in office is preferred.

Questions:

* Adjacency 1=Required 2=Close 3=Preferred but not required

Department Summary

Human Resources

Space Type	Proposed new space standards *	SF	Projected 2017	2017 Area
Office A		150	1	0
Office B		150	2	150
Office C		120		240
Workstation		48		0
Admin Assistant		48	1	48
Shared/ Contractor/ Remoter/ Intern		24		
Subtotal Workspace			4	0
Workstations for Testing - (HR) - (2) 4 x 6 recommended				
Conference Room for 6-8, 10 x 12 - (HR)				
Storage for Furniture - (HR)				
Storage for Files- (HR)				
Storage - Secured Credit Risk (20LF)				
Subtotal Support Space				381
Subtotal Department				819
Secondary Circulation (35%)				287
Total Department				1,106
Archive Storage (not included in SF above):				

Shared Spaces:

Adjacencies:

Security Issues:

Notes:

Questions: Is 123 sf of storage listed in program for furniture or payroll files? Is this SF in the storage on 2nd?

* Adjacency 1=Required 2=Close 3-Preferred but not required

Department Summary

Planning Research + Evaluation

Space Type	Proposed new space standards *	SF	Projected 2017	2017 Area
Office A		275	0	0
Office B		150	1	150
Office C		120	0	0
Workstation		48	2	96
Admin Assistant		48	0	0
Shared/ Contractor/ Remote/ Intern		24	0	0
Subtotal Workspace			3	246
Subtotal Support Space				0
Subtotal Department				246
Secondary Circulation (35%)				86
Total Department				332
Archive Storage (not included in SF above):				

Shared Spaces:

Adjacencies: *Single Family - 2, Multifamily - 2, Policy - 2, Deputy Commissioner - 3*

Security Issues:

Notes:

Questions:

*Adjacency 1=Required 2=Close 3=Preferred but not required

Department Summary

Credit Risk

Space Type	Proposed new space standards *	SF	Projected 2017	2017 Area
Office A		275	0	0
Office B		150	0	0
Office C		120	1	120
Workstation		48	1	48
Admin Assistant		48	0	0
Shared/ Contractor/ Remote/ Intern		24	0	0
Subtotal Workspace			2	168
Storage - Secured Credit Risk (20LF)				
				10
Subtotal Support Space				10
Subtotal Department				178
Secondary Circulation (35%)				62
Total Department				240
Archive Storage (not included in SF above):				
Shared Spaces:				
Adjacencies: Multifamily - 1; Single Family - 2, Risk Management - 3				
Security Issues:				
Notes:				
Questions:				
* Adjacency 1=Required 2=Close 3=Preferred but not required				

Department Summary

Policy + Community Development

Space Type	Proposed new space standards *	SF	Projected 2017	2017 Area
Office A		275	1	0
Office B		150	2	150
Office C		120		240
Workstation		48	1	48
Admin Assistant		48		0
Shared/ Contractor/ Remote/ Intern		24		0
Subtotal Workspace			4	438
Subtotal Support Space				0
Subtotal Department				438
Secondary Circulation (35%)				153
Total Department				591
Archive Storage (not included in SF above):				0

Shared Spaces: Collaborative space shared with communications and research for 6-8 would be desirable

Adjacencies: *Commissioner* - 1; *Communications* - 1; *Research* - 3; *Legal* - 3; *Single Family Community Development Team* - 3

Security Issues:

Notes: Visitors include Legislators and other state employees, consider a conference room in addition to Jelatis close to entry

Questions:

* Adjacency 1=Required 2=Close 3=Preferred but not required

Department Summary

Finance

Space Type	Proposed new space standards *	SF	Projected 2017	2017 Area
Office A		275		0
Office B		150	1	150
Office C		120	2	240
Workstation		48	3	144
Admin Assistant		48		0
Shared/ Contractor/ Remoter/ Intern		24		0
Subtotal Workspace			6	534
Subtotal Support Space				0
Subtotal Department				534
Secondary Circulation (35%)				187
Total Department				721
Archive Storage (not included in SF above):				148

Shared Spaces:

Adjacencies:

Security Issues:

Notes:

Questions:

* Adjacency 1=Required 2=Close 3=Preferred but not required

Department Summary

August 22, 2016

Accounting

Space Type	Proposed new space standards *	SF	Projected 2017	2017 Area
Office A		275		0
Office B		150		0
Office C		120	1	120
Workstation		48	13	624
Admin Assistant		48		0
Shared/ Contractor/ Remote/ Intern		24	4	96
Subtotal Workspace			18	840
Subtotal Support Space				0
Subtotal Department				840
Secondary Circulation (35%)				294
Total Department				1,134
Archive Storage (not included in SF above):				200

Shared Spaces:

Adjacencies: Finance-3

Security Issues:

Notes: File storage must be locked.

Questions: Program for storage requests 200 sf, current storage is 337 sf. Is need closer to 200 or 337? Please verify number of offices vs workstations.

*Adjacency 1=Required 2=Close 3=Preferred but not required

Department Summary

Single Family

Space Type	Proposed new space standards * SF	Projected Staff 2017	2017 Area
Office A	275	1	0
Office B	150	5	150
Office C	120	48	600
Workstation	48	48	2,304
Admin Assistant	48	4	192
Shared/ Contractor/ Remote/ Intern	24	1	24
Subtotal Workspace		59	3,270
BSPS Testing Conference Room (size based on existing room) Storage - Fire proof files a (6) 36" 3-drawer lateral files for yearly files. Temp storage space for banker boxes as files move of/size yearly, Contracts, RFPs and Original loan documents, files not identified, equal to loan files. Program documents. Micro Fiche - Machine and Files, must be secure Storage - Marketing Materials			
			335
			120
			50
			50
Subtotal Support Space			555
Subtotal Department			3,825
Secondary Circulation (35%)			1,339
Total Department			5,164
Archive Storage (not included in SF above):			267

Shared Spaces:

Adjacencies: *Front door-2:* (heavy business partner visits; also includes having access to conference rooms and restrooms but no access to internal workspace) *BTS-3; Communications-3; Legal-2; Finance-2*
Security Issues: Confidential consumer data and information so security is critical, both paper and electronic, computers screens should not be visible by those not within the department.
Notes:

Questions:

*Adjacency 1=Required 2=Close 3=Preferred but not required

Department Summary

Multifamily

Space Type	Proposed new space standards *	SF	Projected 2017	2017 Area
Office A		275	0	0
Office B		150	1	150
Office C		120	11	1,320
Workstation		48	94	4,512
Admin Assistant		48	2	96
Shared/ Contractor/ Remote/ Intern		24	1	24
Subtotal Workspace			109	6,102
Architectural Storage				120
Dedicated Workroom				150
3-4 locked 36" 3 drawer lateral files - Compliance				20
12 - 5 drawer files, plus 1 5-drawer per workstation - PBGA				270
High Density File Room				20
6 - 3 drawer filing plus 1 5-drawer for each station - PBGA (Marsh)				
Subtotal Support Space				580
Subtotal Department				6,682
Secondary Circulation (35%)				2,339
Total Department				9,021
Archive Storage (not included in SF above):				443

Shared Spaces:

Adjacencies:

Security Issues:

Notes: SEE ADDITIONAL NOTES ON SEPARATE SPREADSHEET

Questions:

*Adjacency 1=Required 2=Close 3=Preferred but not required

Multifamily

Department Summary

Business Technology Systems

Space Type	Proposed new space standards *	SF	Projected 2017	2017 Area
Office A		275	1	0
Office B		150	2	150
Office C		120		240
Workstation		48	20	960
Admin Assistant		48	1	48
Shared/ Contractor/ Remote/ Intern		24	7	168
Subtotal Workspace			31	1,566
Data Center - 31" Raised floor, climate controlled HVAC that is backed up, completely separated electrical circuits, battery back up system. Entire room should be backed up by external emergency generator.				
Situation Room for 10-12, 12x15				
Technology Storage Room: Badged entry with large doors for moving equipment in and out; Storage includes: wire shelving 10-12' long x 8' tall on wheels				
Workroom for Help desk 10x20; worktop to support set up of 50 laptops (Approx 2' each = 100 LF), include power and data connects for all above worksurfaces, secured access and adequate ventilation.				
Subtotal Support Space				
Subtotal Department				
Secondary Circulation (35%)				
Total Department				
Archive Storage (not included in SF above):				
166				
1,330				
2,896				
1,014				
3,910				

Shared Spaces: Situation mtg room for 8-10 with Smart Board

Adjacencies: None - Loading dock access important

Security Issues: Equipment and Data center require locked security

Notes: Help Desk included in SF for desks, Planning should include: Individual workspaces with a help counter for walk up assistance. BTS required wide hallways with access to loading dock. Plan (2) Cat 6 cables for each employee and would like 24" raised floors throughout.

Questions:

* Adjacency 1=Required 2=Close 3=Preferred but not required

Department Summary

Communications

Space Type	Proposed new space standards *	SF	Projected 2017	2017 Area
Office A		275	0	0
Office B		150	1	150
Office C		120	0	0
Workstation		48	1	48
Admin Assistant		48	1	48
Shared/ Contractor/ Remoter/ Intern		24	1	0
Subtotal Workspace			3	198
Printer - (Plotter) 3'x6'				
Marketing Materials - (Captured by Single Family)				
Subtotal Support Space				110
Subtotal Department				308
Secondary Circulation (35%)				
Total Department				108
Archive Storage (not included in SF above):				
				416

Shared Spaces:

Adjacencies: *Commissioner* - 1; *Policy* - 1; *Home Ownership* - 2; *Single Family community development* - 3

Security Issues:

Notes: Focus/ Huddle rooms nearby may help with interruptions throughout day

Questions:

* Adjacency 1=Required 2=Close 3=Preferred but not required

Department Summary

Legal + Risk Management

Space Type	Proposed new space standards *	SF	Projected 2017	2017 Area
Office A		275		0
Office B		150	1	150
Office C		120	4	480
Workstation		48		0
Admin Assistant		48		0
Shared/ Contractor/ Remote/ Intern		24		0
Subtotal Workspace			5	630
Storage				50
Subtotal Support Space				50
Subtotal Department				680
Secondary Circulation (35%)				238
Total Department				918
Archive Storage (not included in SF above):				88

Shared Spaces:

Adjacencies:

Security Issues:

Notes: Would like to be near printer

Questions:

* Adjacency 1=Required 2=Close 3=Preferred but not required

Department Summary

Description	Qty	Projected 2017	2017 Area
Community Collaboration	150	5	750
Small Conference Room, 10x 12	120	9	1,080
Medium Conference Room, 12 x15	180	8	1,440
Large Conference Room, 15 x 24	360	3	1,080
Training Room, 50 ppl	1000	1	1,000
Intern Desk	24	6	144
Focus Space	64	7	448
Copy/ Print/ Mail Room	150	9	1,350
Community Kitchenette	64	4	256
Wellness Room (quiet, meditation, prayer room)- multipurpose	120	1	120
Mother's Room	120	2	240
Work Café	2340	1	2,340
Lobby	300	1	300
Toilet Rooms - internal			500
Toilet Rooms - public			1,050
Subtotal		57	12,098
Subtotal Shared Space			12,098
Secondary Circulation (35%)			4,234
Total Department			16,332
Archive Storage (not included in SF above):			223

Shared Spaces

2028 IFMA benchmarking= 2.56 SF/person
 2028 IFMA benchmarking= 4 SF/person, 4-8 seats
 2028 IFMA benchmarking= 5.55 10-12 seats
 2028 IFMA benchmarking= 4.05 SF/person, 14-16

2018 fit plan= 1:39
 IFMA benchmarking= 4.92 SF/person
 IFMA benchmarking, 2.5 SF/person - (adjusted due to work café) security guard and checkout key

IFMA benchmarking 9SF/ person

Shared Spaces:

Adjacencies:

Security Issues:

Notes:

Questions:

*Adjacency 1=Required 2=Close 3-Preferred but not required
 Shared Spaces