



# MINNESOTA DEPARTMENT OF EDUCATION SPACE DESIGN STUDY

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- Executive Summary and Agency Goals..... 1**
- Existing Space Analysis .....5**
- Planning Principles ..... 9**
- Space Needs Program .....21**
- Space Needs by Division .....27**
- Space Needs Graphic Program Summary ..... 46**
- Conference Center ..... 47**
- Relationships and Critical Adjacencies..... 50**
- Workstation Standards.....51**
- Typical Workstation..... 53**
- Typical Office.....56**
- Furniture Cost Estimate.....57**
- Appendix .....59**



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The Minnesota Department of Education (MDE) is the State of Minnesota's educational agency. The Mission and Objectives of the Minnesota Department of Education comprise the overall Agency Goals for this project.

MDE's mission is:

“Leading for educational excellence and equity. Every day for every one.”

MDE's objectives, and the plans to reach them, are:

- Closing the achievement gap for students
- Supporting high quality teaching
- Using innovative strategies to improve educational outcomes
- Ensuring all students graduate from high school well prepared for college, career and life
- Focus on excellence, equity and opportunity
- Recruit and retain high performing employees and provide them with necessary tools to be successful

#### PURPOSE OF THE STUDY

Currently, MDE's headquarters in Roseville, Minnesota has approximately 515 employees housed in approximately 156,305 of usable square feet of office space, and 8,117 usable square feet of storage space including garage parking and indoor electric car charging for 2 vehicles.

Over the period since this existing office space was first leased by MDE, many changes in the department as well as in the work force have occurred. In anticipation of a new or renewed lease this study was conducted to determine the estimated future square footage needs (program survey). This information will provide guidance for future leasehold improvements whether MDE stays at its current location or relocates to an unidentified new location. The space needs program utilizes the current Minnesota Department of Administration's Space Guidelines, and takes into account future growth projections based on interviews with each of the Division directors.

The study presents design strategies and diagrams which provide a generic space design that could be utilized in some form at any potential site selected. Either scenario must meet MDE's goals and business needs to:

1. Create vibrant, state of the art offices and open concept space to recruit and retain talent and engage employees. Allow for office space that is flexible and adaptable to support changing agency, division and technology needs and future growth. Create an office environment that accommodates important staff and division adjacencies in order to support a variety of work styles and facilitate interaction between divisions and staff.
2. Provide flexibility of office work spaces, design, and choices for where, when and how work happens (mobile work stations, kiosks, and hotel space).
3. Enhance staff inter-relationships and work area inter-dependencies or critical adjacencies in the office design.
4. Provide flexible activity settings and community collaborative spaces that include impromptu meeting areas, huddle areas, formal meeting spaces, project rooms, computer labs, training rooms, copy centers, inventory / supply rooms, individual work spaces or break areas.
5. Improve quality and functionality of common spaces, esp. accessible, power-controlled restrooms, kitchens / kitchenettes, stairways, and hallways.
6. Ensure office safety and security for its people and assets.
7. Create an entrance/reception area that enhances safety and security and provides a welcoming and inviting first impression for guests and visitors.
8. Provide access to natural light to as many spaces and staff work areas possible, including into spaces located remotely from exterior windows. Allow for appropriate levels of privacy and accommodate a variety of sensitivities to noise and as well as concerns about quantity, quality and color of artificial light.

#### SUMMARY OF STUDY PROCESS:

- Kick-off meeting with MDE steering committee
- Surveyed existing spaces and current functions
- Documented existing space use
- Interviewed representatives from each division
- Included Staff and space needs for the Library & Charter staff in Faribault
- Developed and applied Planning Principles for shared and common spaces
- Projected future space needs based on interviews with Division Directors
- Tabulated Quantitative and Qualitative Space program
- Developed generic space planning principles for typical division to maximum daylight, promote collaboration and provide easy access to shared and common spaces.
- Developed generic workstation options for single and collaborative workstations based on Department of Administration standards.
- Diagrammed division and inter-division relationships and adjacencies
- Developed Conceptual FFE cost estimate

## SUMMARY OF RESULTS/FINDINGS

- Individual workstation and office sizes were aligned with Department of Administration standards. Reduced individual workstation space was balanced by additional community collaboration areas and adequate support spaces.
- Overall employee count will increase from the estimated 450, to 525 persons (including planned growth and possible outstate relocations).
- Division sizes range from three people (Indian Education) to 72 people (MN IT, including future growth projections).
- The number of shared conference rooms within the staff area increased from 23 rooms to 30 rooms. This count does not include impromptu meeting spaces (an additional 22 spaces).
- This program includes Conference Center space equivalent to the current area of Conference Center space. Detailed utilization analysis of the Conference Center or shared conference spaces was not available to be included as part of this programming study.
- Total GSF needed is approximately 104,152, which is approximately 67% of the current leased space and includes the Conference Center.
- The study recommends that any new leased space should keep each division as one continuous area (i.e. divisions should not be split between floors). This would result in a minimum floor plate size of approximately 10,000 GSF to accommodate MN IT and a portion of the shared spaces, based on the Planning Principles which were developed as part of the study.

## DOCUMENTATION

- Lease RFP Attachment:
  - Space program tabulation
  - Division Diagrams
  - Inter-Division Diagram
- Planning Principles and Example Images - Community and Shared
  - Work Cafés
  - Huddle Room
  - Beverage Station
  - Phone/Focus Room
  - Work Rooms
  - Conference Rooms
  - Zen Room
  - Mother's Room
  - Fitness Center
  - Storage



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The existing facility occupied by the Minnesota Department of Education (MDE) is a leased space that has housed the department for the past 25 years. At one time, upwards of 600 people worked here; currently that number is just under 500. Anticipated future growth over the next decade, plus possible relocation of some outstate employees, would bring that number to approximately 525. All personnel based in this facility are MDE employees except for MN IT staff of about 60 working on MDE-related assignments.

Workstations in the facility are currently 8' x 10' (80 SF), 32 SF larger than the Department of Administration's new standard of 6' x 8' workstations. Offices are generally either at the state standard of 10' x 12' (120 SF) or slightly above at 12' x 12' (144 SF).

The nature of work in the department is changing - staff are collaborating more, keeping fewer paper files, and a number of staff work remotely one day per week. The demand for meeting space in both the office conference rooms and the adjacent, larger, Conference Center spaces is increasing. Employees now host and attend webinars with educators across the state, and also collaborate with staff from the other side of the building. This has resulted in less need for paper filing and storage, and more need for interactive, flexible work spaces.

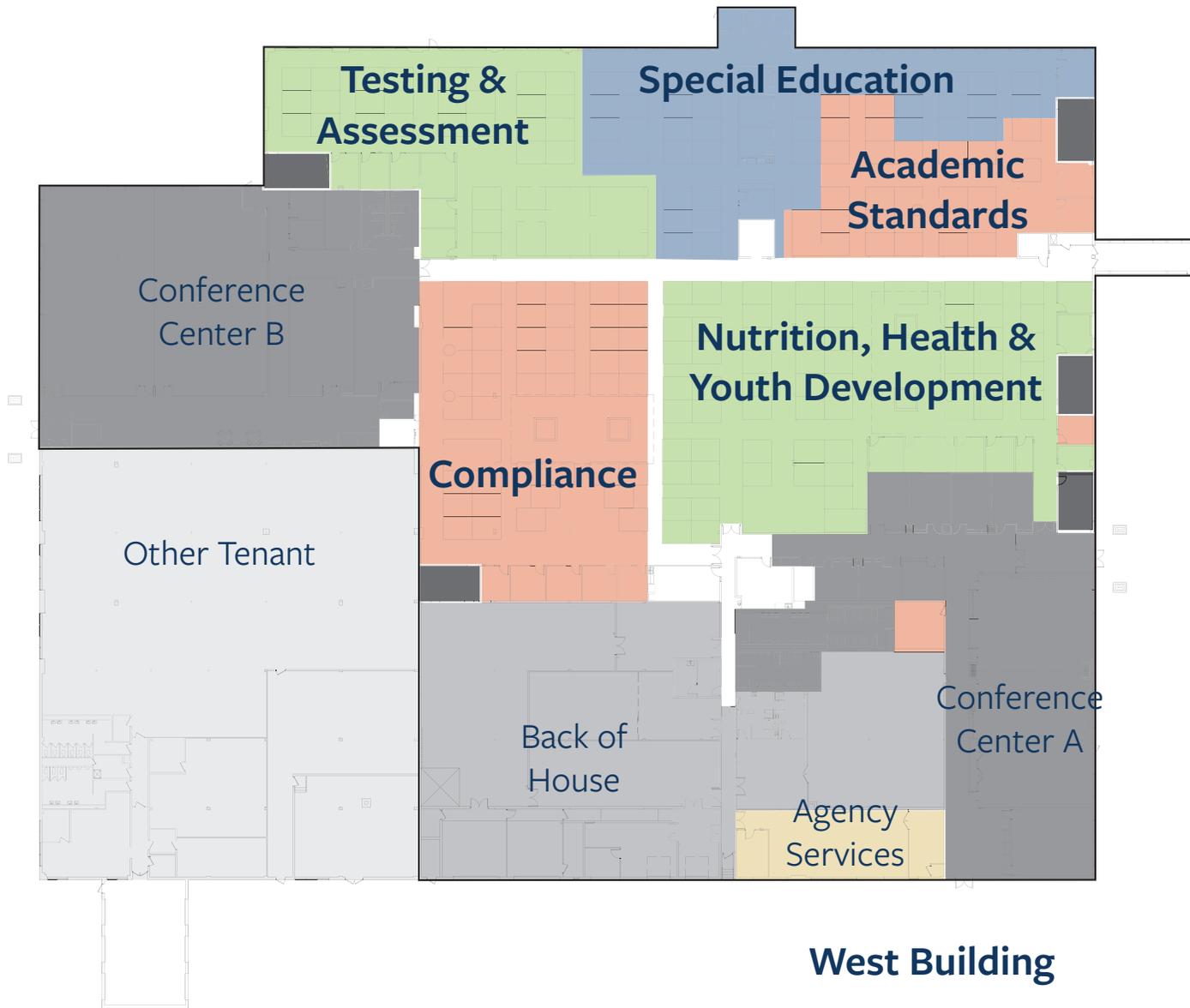
Twenty-five years of inhabiting the same space has resulted in the accumulation of extra furniture and equipment, from filing cabinets to coffee makers. As staff personalize their workspaces, the number of accessory appliances such as microwaves and mini-fridges has created an increased electrical demand due to the inefficiency of these appliances. Aging laser printers are scattered throughout the space, which represent another draw on electrical resources as well as added costs and added maintenance of equipment.

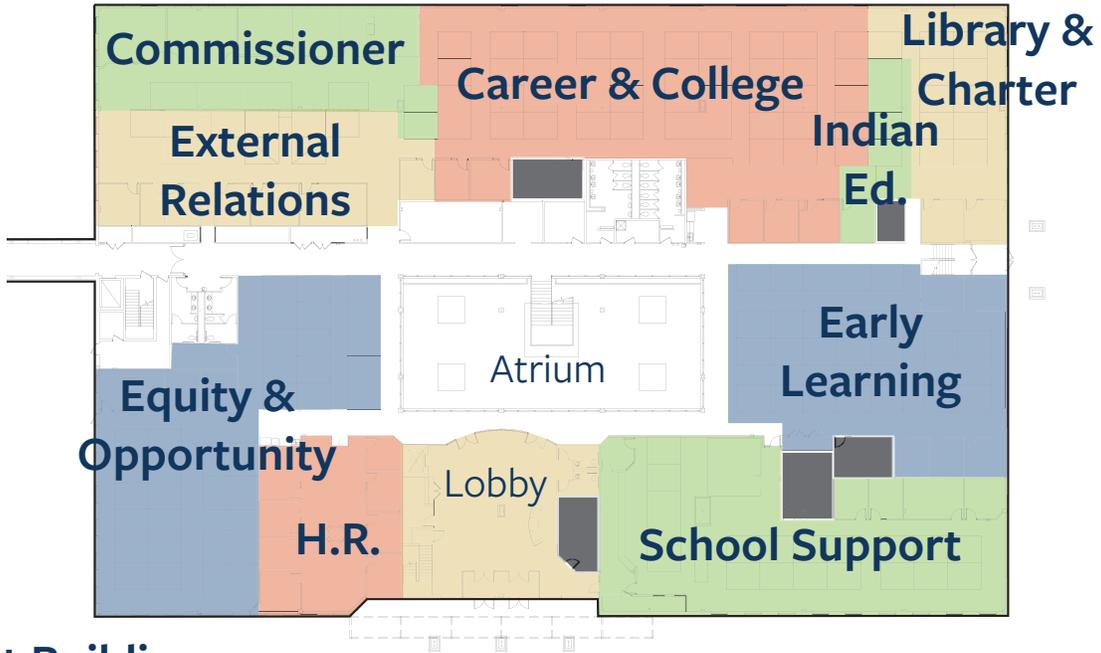
Department leadership, including HR and facilities staff, recognize these inefficiencies and also recognize that improving the facility will result in both financial and natural resource efficiency, and will align the space with the needs of today's flexible, collaborative education professionals.

The diagrams on the following pages show the current department layout by division, and also identify workstation inefficiencies, including empty workstations not being used, empty workstations being used for storage of files or old equipment, and storage and filing areas within departments that may or may not be needed on a frequent basis.

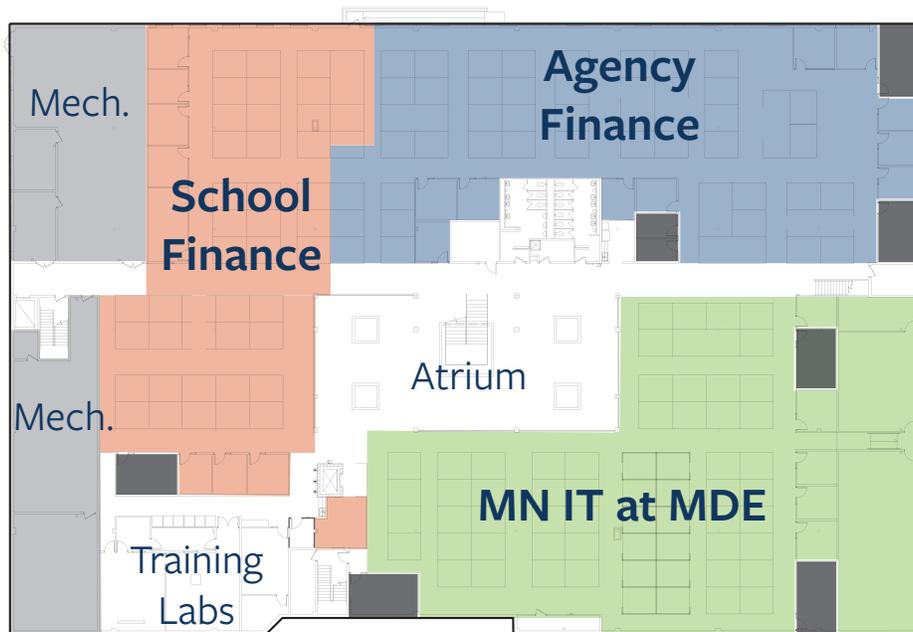
Staff amenities currently in the building, including a fitness center, mother's room, prayer room and kitchenette spaces are generally adequate but have room for improvement, particularly the prayer spaces. Improving and expanding these amenities will better serve employees by offering work-life balance within their daily routine.

Expanding from the starting point of what's existing, the next step in the study outlines design considerations and planning principles that should be addressed in the new or remodeled facility. These are both general design principles as well as specific functional needs of MDE determined during the interviews with staff of each division.





**East Building  
Upper Level**



**East Building  
Lower Level**



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The Agency's goals were developed by the project team into a set of Planning Principles to describe the design goals in both words and inspiration images, particularly for the shared spaces. The principles, outlined on the following pages, describe basic space allotment, design goals, and guidelines for acoustics, function and quality of space.

### DESIGN CONSIDERATIONS

The Minnesota Department of Education is made up of sixteen divisions and serviced by nearly 500 diverse and dedicated workers consisting of a variety of front line staff, managers, supervisors and directors including the Minnesota Commissioner of Education, Assistant Commissioners and their staff. School districts across the state are both guided by and served by MDE staff. Such a diverse workforce comes with a wide-range of employees and workstyles as well as a mixed set of technology applications.

Workplace design and the needs of the workers have changed over time as the workforce becomes more eager for collaboration within individual workgroups but also between workgroups and divisions. To adapt to these changes, today's workplaces have become more dynamic and flexible in order to support the needs of the workers and promote collaboration and increase productivity. In addition, worker safety, security and wellbeing are of critical concern.

New and refreshed workplace design will improve efficiency, better connect employees, promote collaboration and interaction, improve communications throughout the Agency and also be able to celebrate successes. The flexible work environment will allow for many improvements to the work space by addressing many of the concerns voiced by MDE staff.

**Quiet work zones** or areas within a division or spaces shared by all divisions will provide for the needs of staff who need times of "heads down" focused work where they can be productive with minimal distractions.

Opposite of that are **high energy environments** where interaction is encouraged. These type of spaces could be used for collaborative work or impromptu meeting, coffee breaks, lunch or team get-togethers.

**Collaborative work areas** are an important means of promoting interaction and connecting employees to each other especially those in different work groups or divisions who otherwise may seldom if ever cross paths within the workday.

**Thermal comfort** is a highly personal thing and often varies widely from person to person. The ability to provide more local control or control within more localized zones can help satisfy a wider range of personal preferences. **Artificial lighting** is similar in many ways. Newer technologies with LED lighting provides higher quality lighting and even provides the potential to have the ability to control light levels and in some cases even to control the quality or color temperature of the lighting.

**Daylighting, and views to the outdoors,** provide an important means of providing for employee wellbeing. Maximizing the amount of daylight and access to views to the outside are important amenities to the overall office environment and allow employees to occasionally focus beyond the confines of their immediate workspace.

**Meeting Rooms,** shared private conference rooms, huddle spaces intended for quick impromptu meetings, telephone rooms for private phone calls or even to be used for focused individual activity and more casual collaboration spaces provide a range of opportunities for staff to work together in a variety of ways based on need and activity.

**Adjustability and flexibility** within workstations together make for functional and efficient workspaces that can be more compact than tradition workstations of the past. Sit-to-stand adjustable height work surfaces that accommodate technology allow for a variety of work styles and can change on demand throughout the day based on personal preference. Digital storage has taken over the bulk of files storage needs for many workers which results in less need for files and file cabinets freeing up even more space within a given workstation.

With advances in technology, **telecommuting** (working remotely) is becoming more and more common and is something that MDE encourages for staff to take advantage of one day per week. Currently this varies within each division but more and more staff are starting to take advantage of this option.

### Planning Principles – Work Café

#### Design Characteristics

- Multiple furniture types for different uses
- Create a space where employees can gather, work, eat, celebrate
- Location for refrigerators, microwaves and coffee
- Access to natural daylight
- Acoustical privacy incorporated

#### Size and Quantity:

- 1 café per floor or 1 café per 60 people
- 600 SF +/-



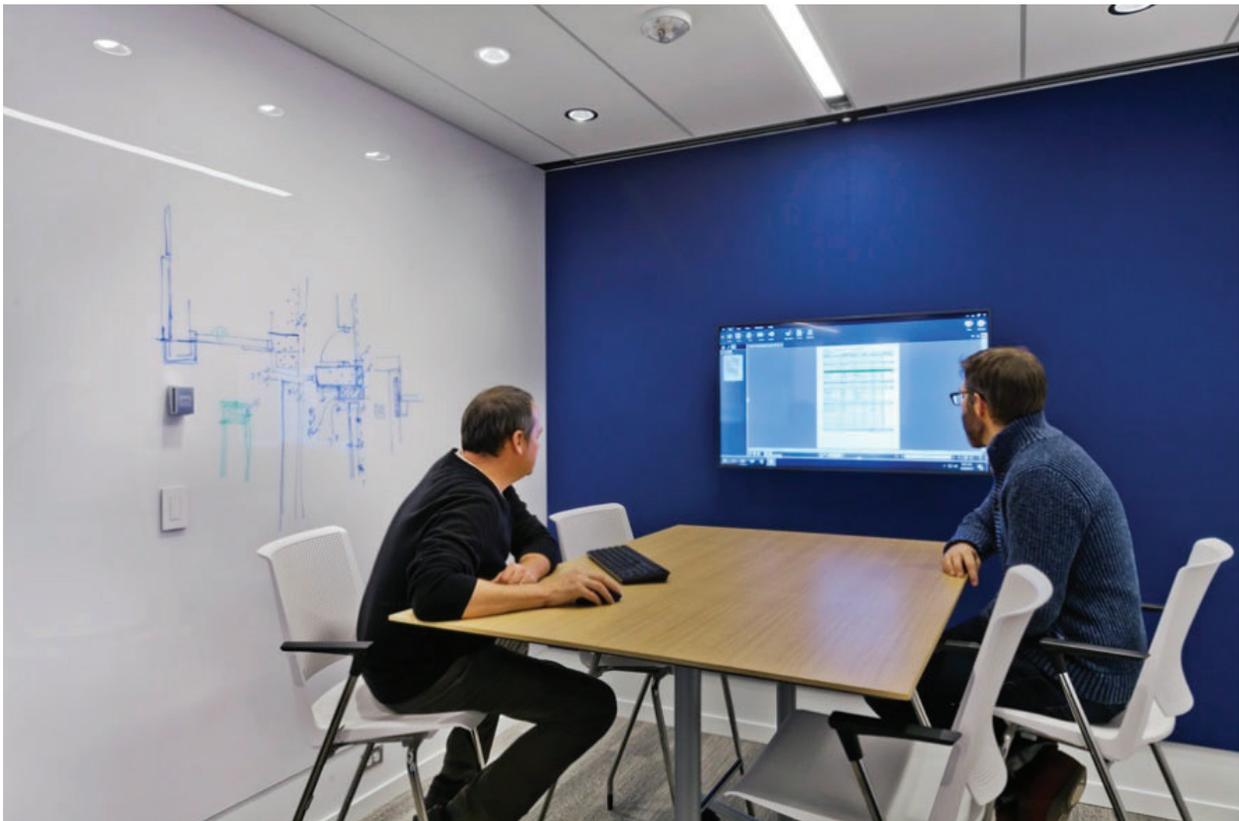
### Planning Principles – Huddle Room

#### Design Characteristics

- Non-reservable room for a team meeting with 4-6 employees
- Acoustical separation, but open to office
- Access to technology
- High top tables for standing meetings as an option
- Whiteboard and / or tackable surface

#### Size and Quantity:

- 4 huddle rooms per floor or 2 huddle rooms per 45 people
- 80 SF +/-



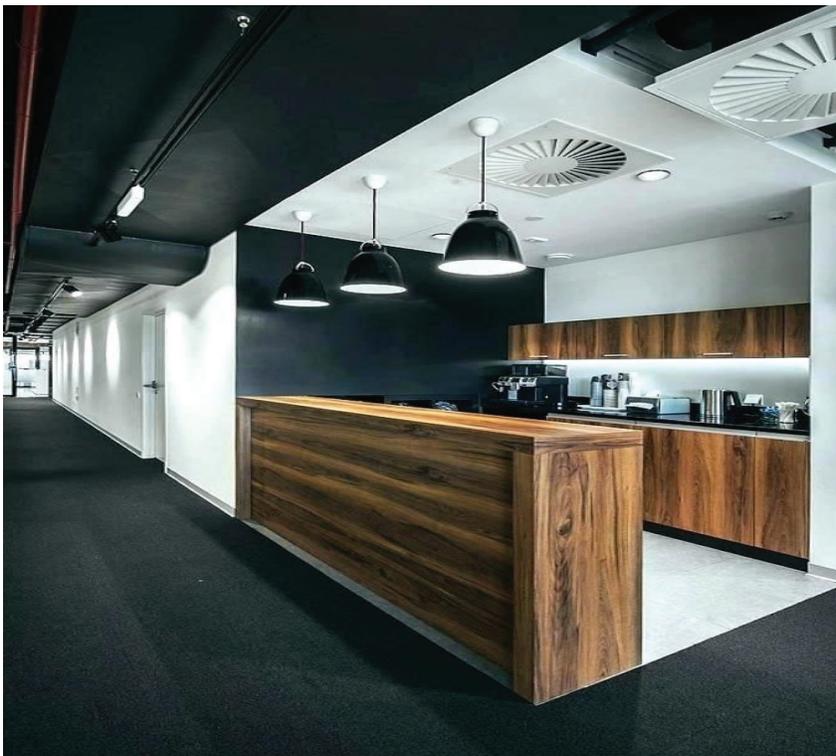
## Planning Principles – Beverage Station

### Design Characteristics

- Plumbing for water, coffee, ice
- Small hand sink
- No refrigerators, toaster ovens or microwaves – all lunches to be made in the Work Cafe
- Beverage station to be cleaned nightly by building cleaning staff

### Size and Quantity:

- 2 beverage stations per floor or 1 beverage station per 45 people
- 150 SF +/-



**Planning Principles – Phone/Focus Rooms**

**Design Characteristics**

- Small room for phone calls or heads down focus work
- Non-reservable
- Acoustical separation to adjacent spaces
- Each room should have independent lighting controls, data access

**Size and Quantity:**

- 2 phone rooms per floor or 2 phone rooms per 45 people
- 50 SF +/-



### Planning Principles – Work Rooms

<b>Design Characteristics</b> <ul style="list-style-type: none"><li>• Room or niche for copy machine, storage, supplies and collating</li><li>• Acoustical separation to adjacent spaces</li></ul>
<b>Size and Quantity:</b> <ul style="list-style-type: none"><li>• 1 work room per floor or 1 work room per 45 people</li><li>• 200 SF +/-</li></ul>



## Planning Principles – Conference Rooms

### Design Characteristics

- Conference Rooms will vary in size and located throughout the facility
- Reservable via software system
- Acoustical separation to adjacent spaces
- Flexible furnishings that will enable reconfiguration and flexibility
- Each room should have independent lighting controls, data access, monitor
- Access to daylight with glass for borrowed light into the space

### Size and Quantity:

- 200-2000 SF



### Planning Principles – Zen Room

<p><b>Design Characteristics</b></p> <ul style="list-style-type: none"><li>• Zen inspired design with natural colors, soft tones and comfortable furnishings</li><li>• Soft and/or natural light</li><li>• Acoustical separation to adjacent spaces</li><li>• Integrate plants that provide oxygen</li><li>• Running water</li></ul>
<p><b>Size and Quantity:</b></p> <ul style="list-style-type: none"><li>• Total of 2 Zen Rooms</li><li>• 350 SF</li></ul>



## Planning Principles – Mother’s Room

### Design Characteristics

- Comfortable furnishings, hand sink, storage
- Soft and/or dimmable lighting
- Acoustical separation to adjacent spaces
- Refrigerator

### Size and Quantity:

- Total of 4 Mother’s Rooms
- 100 SF



### Planning Principles – Fitness Center

<b>Design Characteristics</b> <ul style="list-style-type: none"><li>• Variety of equipment including a small studio</li><li>• Access to daylight</li><li>• Locker rooms with showers</li><li>• Vibrant aesthetic with acoustical considerations</li></ul>
<b>Size and Quantity:</b> <ul style="list-style-type: none"><li>• Total of 1 Fitness Center – centrally located</li><li>• 1500 SF</li></ul>





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The project team met with representatives from each of the sixteen divisions and the Commissioner's Office to determine the functional needs and desired work spaces for each division. Besides determining the number of offices and workstations needed for each division, the interviews and questionnaires asked about work styles and collaboration needs of MDE's staff.

The spreadsheet that follows lists the space needs by division, including splitting Human Resources and Agency Services into two separate program areas and separating the Commissioner's Offices from the External Relations team. The Conference Center is allocated at its current space level. At the end is a breakdown of shared spaces that all divisions use, including conference rooms, huddle rooms, and amenity spaces like a fitness center, prayer rooms, quiet rooms (aka Zen Room) and mother's rooms.

The spreadsheet uses the standard 40% multiplier that the Department of Administration typically applies to its projects to account for circulation and other standard efficiency issues, and estimates the area used for each division including the multiplier.

Future Space Needs				
Department	Quantity	Unit SF	Total	Remarks
<b>Academic Standards &amp; Instructional Effectiveness</b>				<b>Adjacencies: Early Learning and Equity &amp; Opportunity</b>
Director's Office(s)	1	120	120	
Supervisor's Office(s)	1	120	120	Department anticipates adding a Supervisor position in the next 3-5 years
Workstations	20	48	960	Includes anticipated growth of 2-5 persons in the next 3-5 years
Storage	1	400	400	Dedicated storage for workshop equipment and records
		Useable SF	1,600	
		Circulation	640	
		<b>Total</b>	<b>2,240</b>	

Department	Quantity	Unit SF	Total	Remarks
<b>Agency Finance and Operations</b>				<b>Adjacencies: School Finance, but works with all divisions</b>
CFO Office	1	120	120	CFO may locate within School Finance instead - TBD
Director's Office(s)	1	120	120	
Supervisor's Office(s)	4	120	480	
Manager's Office (s)	1	120	120	
Internal Auditor	1	120	120	
External Auditor	0	0	0	Division would reserve a nearby conference room or huddle space for the 1-2 months per year that external auditors need work space.
Workstations	32	48	1,536	
		Useable SF	2,376	
		Circulation	950	
		<b>Total</b>	<b>3,326</b>	

Department	Quantity	Unit SF	Total	Remarks
<b>Agency Services *</b>				<b>Adjacencies: near loading dock and fleet/garage</b>
Supervisor's Office(s)	1	120	120	Locate within mail room
Workstations	4	48	192	Locate within mail room
Mailroom	1	1,100	1,100	Central supplies stored here / Ingoing and Outgoing mail and packages / Copy Room for large copy projects from divisions
Storage (facilities storage)	1	600	600	To be used for furniture inventory and other facilities needs
		Useable SF	2,012	
		Circulation	805	
		<b>Total</b>	<b>2,817</b>	<i>*Agency Services is part of HR &amp; Agency Services division, but needs a space with different adjacencies than the office suite for Human Resources</i>

Department	Quantity	Unit SF	Total	Remarks
<b>Career and College Success</b>				<b>Adjacencies: Academic Standards</b>
Director's Office(s)	1	120	120	
Supervisor's Office(s)	4	120	480	Three Supervisors, plus one staff office required for privacy
Workstations	26	48	1,248	Includes future growth of 2 staff
Storage	0	0	0	Litigation Hold files (min 250 SF) will be stored in central storage rooms. See Shared Amenities/ Spaces below.
		Useable SF	1,848	
		Circulation	739	
		<b>Total</b>	<b>2,587</b>	

Department	Quantity	Unit SF	Total	Remarks
<b>Commissioner's Office</b>				<b>Adjacencies: External Relations</b>
Commissioner's Office	1	150	150	
Deputy Commissioner's Office	1	150	150	
Assistant Commissioner's Office	3	150	450	
Admin Assistant Workstations	3	48	144	
Staff Workstations	2	48	96	Data Privacy Officer and Records Officer (single-person units who report to AC's)
Commissioner's Conference Room (Dedicated)	1	300	300	
Copy/print/work area and beverage station (Dedicated)	1	100	100	
Waiting Area	1	100	100	
		Useable SF	1,490	
		Circulation	596	
		<b>Total</b>	<b>2,086</b>	



Project Program

Future Space Needs				
Department	Quantity	Unit SF	Total	Remarks
<b>Compliance and Assistance</b>				<b>Adjacencies: Communications, Gov't Relations, Special Ed</b>
Director's Office(s)	1	120	120	
Supervisor's Office(s)	3	120	360	
Workstations	43	48	2,064	Accounts for 2 new hires in 2020 and 2-3 more in 5 years
Storage	0	0	0	Litigation Hold files (min 200 SF) will be stored in central storage rooms. See Shared Amenities/ Spaces below.
Conference Room (Dedicated)	2	120	240	
			Useable SF	2,784
			Circulation	1,114
			<b>Total</b>	<b>3,898</b>

Department	Quantity	Unit SF	Total	Remarks
<b>Early Learning Services</b>				<b>Adjacencies: None</b>
Director's Office(s)	1	120	120	
Supervisor's Office(s)	3	120	360	
Temp Supervisor's Office	1	120	120	Accounts for anticipated growth - this position is currently in a workstation
Workstations	28	48	1,344	Accounts for anticipated growth of 3-4 new hires in 2020 if grant approved
			Useable SF	1,944
			Circulation	778
			<b>Total</b>	<b>2,722</b>

Department	Quantity	Unit SF	Total	Remarks
<b>Equity and Opportunity</b>				<b>Adjacencies: works with all departments</b>
Director's Office(s)	1	120	120	
Supervisor's Office(s)	2	120	240	
Workstations	22	48	1,056	
			Useable SF	1,416
			Circulation	566
			<b>Total</b>	<b>1,982</b>

Department	Quantity	Unit SF	Total	Remarks
<b>External Relations</b>				<b>Adjacencies: Commissioners, Lobby/Reception</b>
Director's Office(s)	1	120	120	
Supervisor's Office(s)	3	120	360	
Workstations	8	48	384	
Conference Room (Dedicated)	1	120	120	
Media Room (Dedicated)	1	200	200	
Storage	1	200	200	
			Useable SF	1,384
			Circulation	554
			<b>Total</b>	<b>1,938</b>

Department	Quantity	Unit SF	Total	Remarks
<b>Human Resources</b>				<b>Adjacencies: accessible to all departments</b>
Director's Office(s)	1	120	120	
Supervisor's Office(s)	4	120	480	
Staff Office(s) or Workstations	2	120	240	These employees are currently in offices but may be able to sit in workstations - TBD depending on level of privacy needed/available
Conference Room (Dedicated)	1	200	200	Shared video conference room
Storage (dedicated)		100	100	Storage needs require lockable lateral files
			Useable SF	1,140
			Circulation	456
			<b>Total</b>	<b>1,596</b>

Department	Quantity	Unit SF	Total	Remarks
<b>Indian Education</b>				<b>Adjacencies: Library &amp; Charters, School Finance</b>
Director's Office(s)	1	120	120	
Workstations	2	48	96	Would like to add staff, but dependent on funding availability
Storage and Resource Library	1	100	100	Resource Library of reading material; donations for homeless students (also space for printed materials in central storage. See Shared Amenities/Spaces below.)
			Useable SF	316
			Circulation	126
			<b>Total</b>	<b>442</b>



Future Space Needs				
Department	Quantity	Unit SF	Total	Remarks
<b>Libraries and Charters</b>				<b>Adjacencies: Indian Education, Government Relations, Lobby/Reception, Dock</b>
Director's Office(s)	1	120	120	
Supervisor's Office(s)	2	120	240	Includes one supervisor located in Faribault (may relocate to Roseville)
Workstations	16	48	768	Includes seven staff workstations in Faribault (may relocate to Roseville)
Volunteer Workstations	2	48	96	Workstation spaces for volunteers. Consider sizing as hotel spaces (6' x 6')
Storage (dedicated)	1	200	200	Separate storage area to minimize disruption
	Useable SF		1,424	
	Circulation		570	
	<b>Total</b>		<b>1,994</b>	

Department	Quantity	Unit SF	Total	Remarks
<b>MN IT</b>				<b>Adjacencies: None</b>
Director's Office(s)	1	120	120	
Supervisor's Office(s)	3	120	360	
Workstations	74	48	3,552	Includes 7 contractor workstations, 7 new hires (near-term growth)
Storage / Server Room(s)	1	500	500	Within/near division
	Useable SF		4,532	
	Circulation		1,813	
	<b>Total</b>		<b>6,345</b>	

Department	Quantity	Unit SF	Total	Remarks
<b>NHYD (Nutrition, Health and Youth Development)</b>				<b>Adjacencies: Compliance, but not critical</b>
Director's Office(s)	1	120	120	
Supervisor's Office(s)	7	120	840	
Workstations	50	48	2,400	
Hotel Workstations	1	36	36	One workstation for 4 remote workers that can share the space
Storage (Dedicated)	1	200	200	Need to confirm if storage is to be located with department, or centrally, or both. See Shared Amenities/Spaces below.
	Useable SF		3,596	
	Circulation		1,438	
	<b>Total</b>		<b>5,034</b>	

Department	Quantity	Unit SF	Total	Remarks
<b>School Finance</b>				<b>Adjacencies: Agency Finance, Early Learning, MN IT</b>
Director's Office(s)	1	120	120	
Assistant Director's Office (s)	1	120	120	
Supervisor's Office(s)	6	120	720	
Workstations	36	48	1,728	
Storage	1	500	500	Significant storage needs for student files to be located with department for frequent access
	Useable SF		3,188	
	Circulation		1,275	
	<b>Total</b>		<b>4,463</b>	

Department	Quantity	Unit SF	Total	Remarks
<b>School Support</b>				<b>Adjacencies: Academic Standards, Career &amp; College, Equity &amp; Opp</b>
Director's Office(s)	1	120	120	
Supervisor's Office(s)	3	120	360	
Workstations	14	48	672	
Hotel Workstations	2	36	72	Spaces for regional site employees (1 shared space), plus student worker.
	Useable SF		1,224	
	Circulation		490	
	<b>Total</b>		<b>1,714</b>	

Department	Quantity	Unit SF	Total	Remarks
<b>Special Education</b>				<b>Adjacencies: None</b>
Director's Office(s)	1	120	120	
Assistant Director's Office(s)	1	120	120	
Supervisor's Office(s)	3	120	360	
Workstations	33	48	1,584	
	Useable SF		2,184	
	Circulation		874	
	<b>Total</b>		<b>3,058</b>	



Project Program

Future Space Needs				
Department	Quantity	Unit SF	Total	Remarks
<b>Testing and Assessment</b>				<b>Adjacencies: None</b>
Director's Office(s)	1	120	120	
Supervisor's Office(s)	5	120	600	
Workstations	33	48	1,584	Accounts for anticipated growth if grant received
Hotel Workstations	2	36	72	Summer interns
Storage (dedicated)	1	400	400	Required storage room with daily access
Conference Room (dedicated)	1	120	120	Sensitive information - room should not have glass wall
		Useable SF	2,896	
		Circulation	1,158	
		<b>Total</b>	<b>4,054</b>	

Department	Quantity	Unit SF	Total	Remarks
<b>Conference Center (equivalent to A &amp; B)</b>				
Conference Center A			5,800	
Conference Center B			7,600	
		Useable SF	13,400	
		Circulation	5,360	
		<b>Total</b>	<b>18,760</b>	

Department	Quantity	Unit SF	Total	Remarks
<b>Shared Amenities / Spaces</b>				
Reception / Waiting	1	1,500	1,500	Includes workstation for 1 Human Resources employee at reception desk
Security Staff	1	48	48	May or may not be adjacent to reception/waiting area.
Computer Labs (Training Labs)	2	550	1,100	Seats: 16 Planning Principle: Two total - same as current.
Conference Rooms (Shared between all divisions)				Planning Principle: 1 conference room per 10-20 employees (total 26-52 conference rooms); total 30 (small + medium) plus 22 huddle rooms, not including phone rooms, work cafes, conference center or dedicated conference rooms.
Small Conference Rooms	20	150	3,000	Seats: 4-6 Planning Principle: 25-30 SF per person; 1 conference room per 10-20 employees
Medium Conference Rooms	10	250	2,500	Seats: 8-10 Planning Principle: 25-30 SF per person; 1 conference room per 10-20 employees
Huddle Rooms	22	80	1,760	Planning Principle: At least 2 huddle rooms per floor or 2 huddle rooms per 45 people
Phone Rooms	22	50	1,100	Planning Principle: At least 2 phone rooms per floor or 2 phone rooms per 45 people
Copy / Work Rooms	12	200	2,400	Planning Principle: At least 1 work room per floor or 1 per 45 people
Work Café	8	600	4,800	Planning Principle: At least 1 café per floor or 1 café per 60 people
Beverage Station	12	150	1,800	Planning Principle: At least 1 beverage station per floor or 1 per 45 people
Zen Room	2	350	700	1 additional Zen Room. Consider locating one Zen Room near Compliance
Prayer Room	2	100	200	1 additional Prayer Room
Mother's Room	4	100	400	Estimate 3 additional Mother's Rooms - final number needed will depend on selected office space (i.e., if multiple floors or one level). Will visitors use employee area or separate room?
Fitness Center (including locker rooms)	1	1,500	1,500	Increase from current size
Central Storage	1	2,000	2,000	Cold storage for files that do not need to be accessed frequently. Located in remote location within building or possibly off site. Can be divided/locked by division
Career & College Success	Included in Central total above			Requested dedicated storage space - min 250 SF for Litigation Hold (secure)
Compliance	Included in Central total above			Requested dedicated storage space - min 200 SF for Litigation Hold (secure)
Indian Education	Included in Central total above			Requested dedicated storage space - min 50 SF for printed materials
Libraries and Charters	Included in Central total above			Requested dedicated storage space - min 200 SF
NHYP	Included in Central total above			Requested dedicated storage space - min 200 SF
Other divisions - as needed	Included in Central total above			Split remaining area - suggest min 50 SF each
Parking & Secure, Indoor Bike Storage	0	0	0	Required: Reservable parking for 14 agency cars with access to electric charging stations; parking space for staff and guests TBD by Code requirements at chosen location. Parking for staff and visitors, along with bike storage, TBD by chosen location.
		Useable SF	23,308	
		Circulation	9,323	
		<b>Total</b>	<b>32,631</b>	
		<b>Grand Total All Divisions</b>	<b>103,687</b>	



Project Program

SUMMARY BY DIVISION

Division	Area Needed
Academic Standards & Instructional Effectiveness	2,240
Agency Finance and Operations	3,326
Agency Services *	2,817
Career and College Success	2,587
Commissioner's Office	2,086
Compliance and Assistance	3,898
Early Learning Services	2,722
Equity and Opportunity	1,982
External Relations	1,938
Human Resources	1,596
Indian Education	442
Libraries and Charters	1,994
MN IT	6,345
NHYD (Nutrition, Health and Youth Development)	5,034
School Finance	4,463
School Support	1,714
Special Education	3,058
Testing and Assessment	4,054
Shared Spaces and Conference Center	
Conference Center (equivalent to A &B)	18,760
Shared Amenities / Spaces	32,631

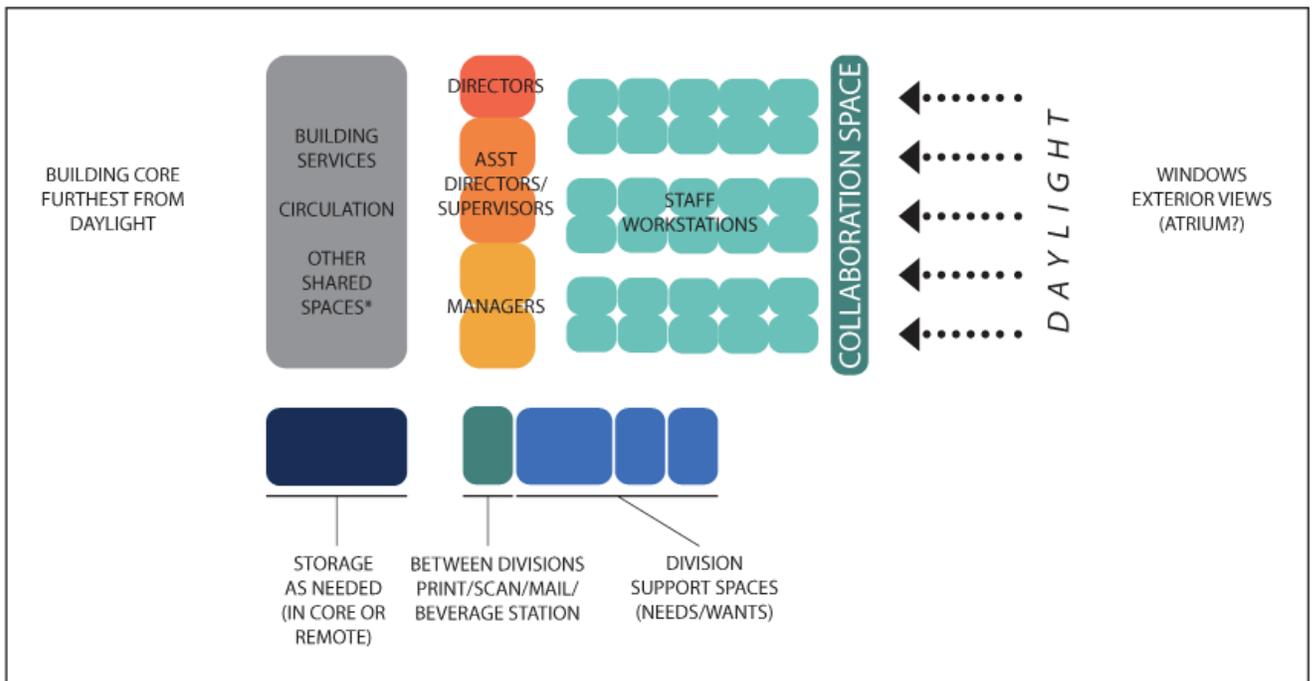
Grand Total All Divisions **103,687**

*\*Agency Services is part of HR & Agency Services division, but needs a space with different adjacencies than the office suite for Human Resources*

Each division’s space needs were diagrammed based on the below general organization for providing employee workspace and collaboration areas nearest to views and daylight. Functions that are not continuously occupied or service spaces such as storage and circulation should be located in low-daylight areas.

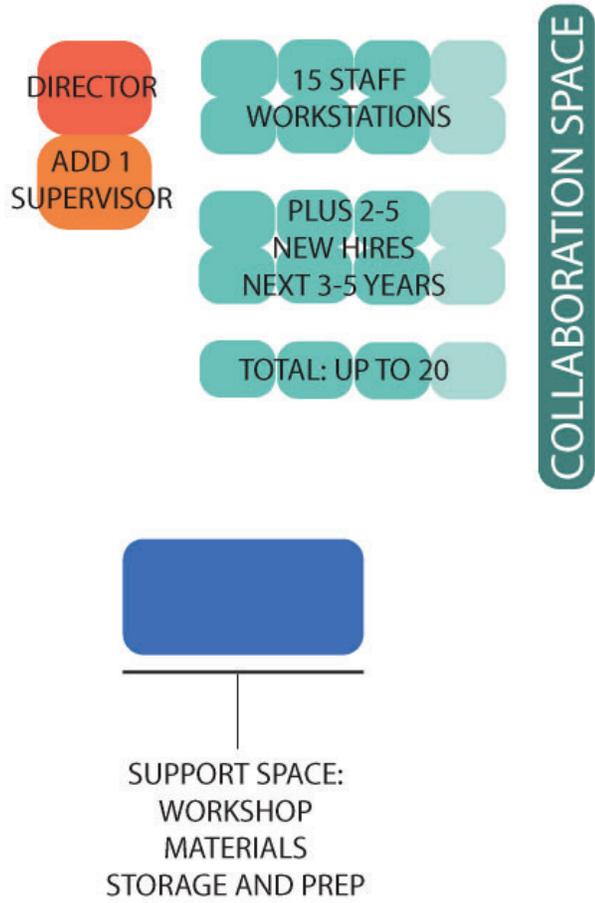
Walled workstations such as offices and conference rooms should utilize borrowed daylight whenever possible to provide occupants with daylight and access to natural views. Where possible, glass walls or full-glass doors with full-height side lites should be provided. Where privacy concerns dictate, frosted or otherwise obscured panels should be used to allow indirect daylight without compromising privacy needs.

It is recommended that rows of workstations be four stations or fewer in length (two groups of four pods) to ensure that each employee is no more than 40 feet from a source of daylight. This is not always possible in deep-floorplate configurations.



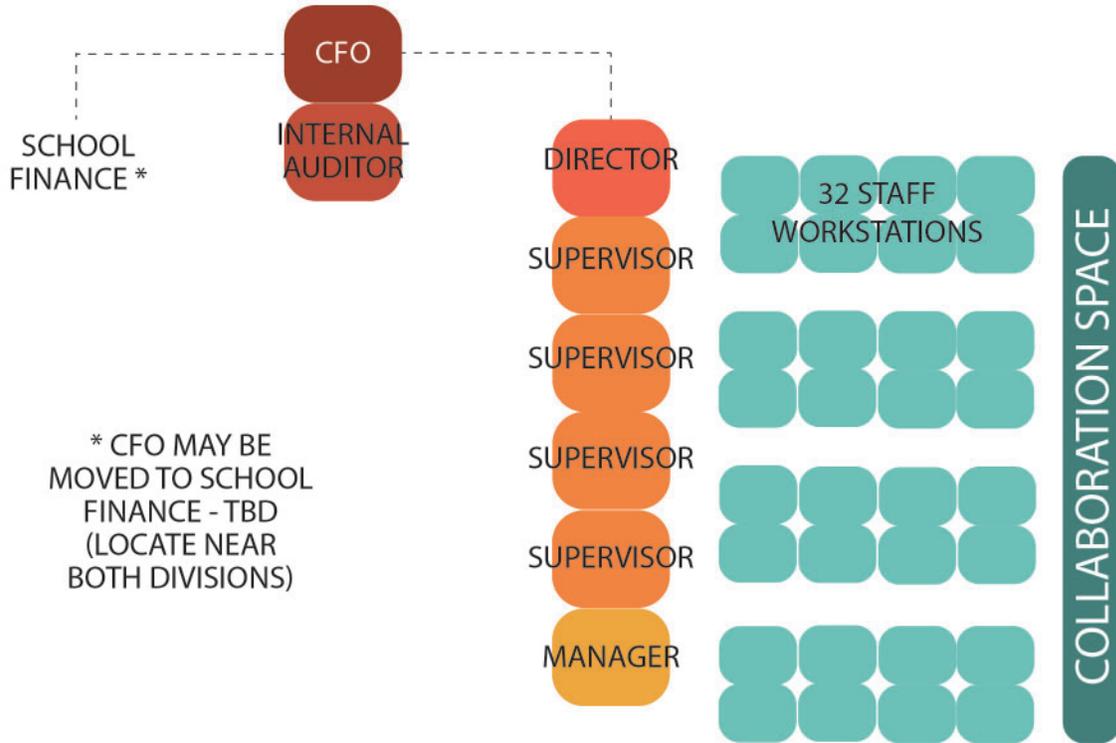
\*SHARED CONFERENCE ROOMS LOCATED BETWEEN DIVISIONS

## ACADEMIC STANDARDS AND INSTRUCTIONAL EFFECTIVENESS



NOTE: See Appendix for full notes of meeting.

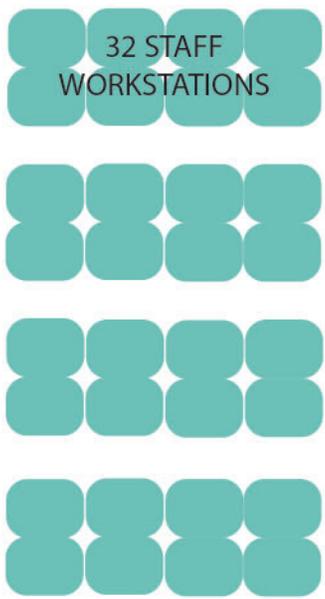
### AGENCY FINANCE AND OPERATIONS



SCHOOL FINANCE\*

CFO  
INTERNAL AUDITOR

DIRECTOR  
SUPERVISOR  
SUPERVISOR  
SUPERVISOR  
SUPERVISOR  
MANAGER



COLLABORATION SPACE

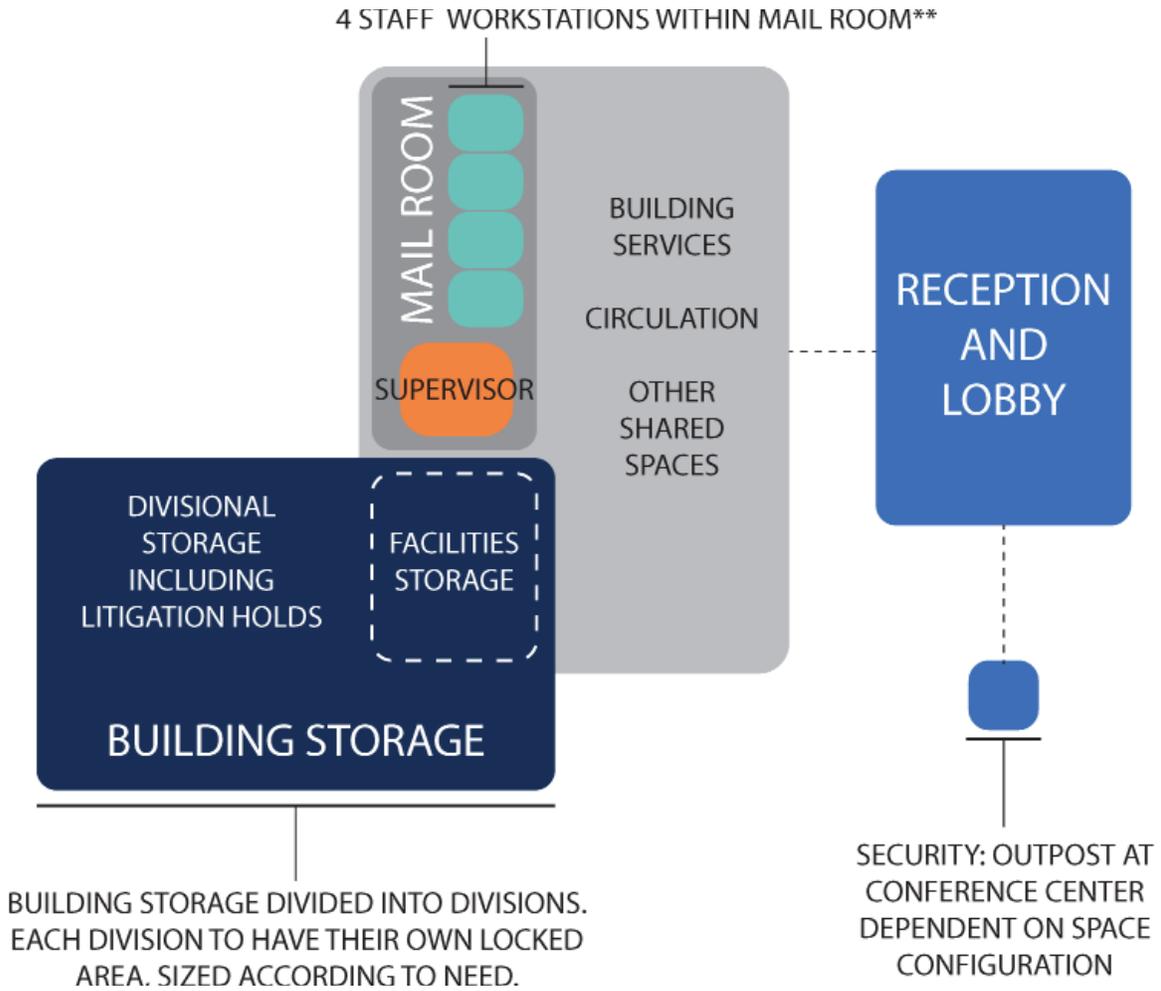
\* CFO MAY BE MOVED TO SCHOOL FINANCE - TBD (LOCATE NEAR BOTH DIVISIONS)



SUPPORT SPACE:  
EXTERNAL AUDITOR WORK SPACE. RESERVE SHARED CONFERENCE ROOM OR HUDDLE SPACE FOR DURATION OF VISIT (1-2 MONTHS PER YEAR).

NOTE: See Appendix for full notes of meeting.

**AGENCY SERVICES**



\*\* EVEN THOUGH MAIL ROOM IS PART OF BUILDING SERVICES AND CORE FUNCTIONS, LOCATE WORKSTATIONS NEAR DAYLIGHT.

POSITION MAIL ROOM NEAR LOADING DOCK/RECEIVING AREA FOR DAILY DELIVERIES

NOTE: See Appendix for full notes of meeting.

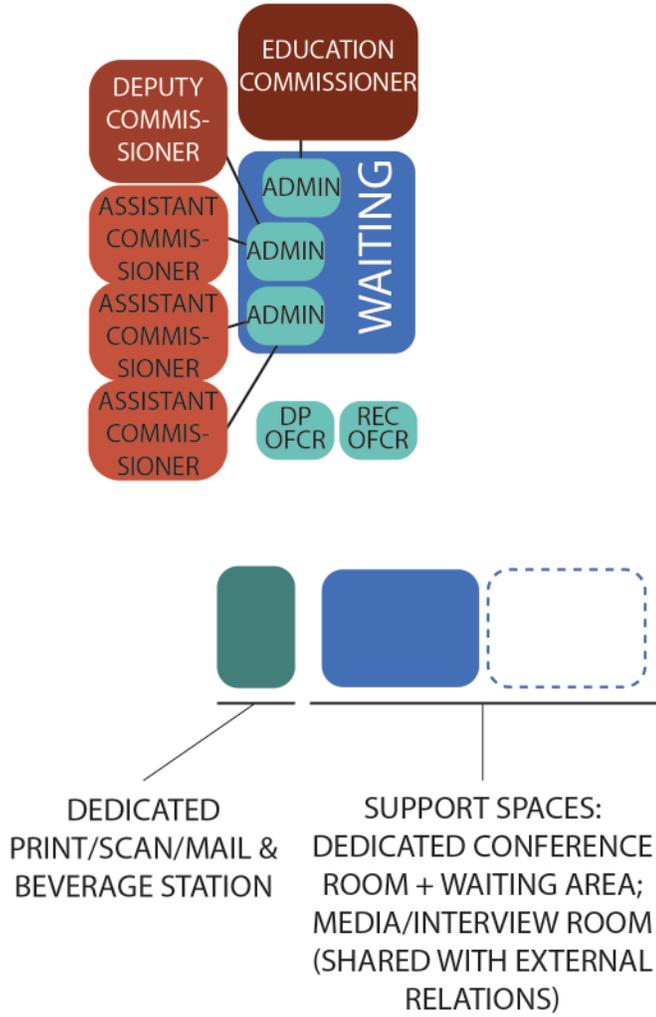
### CAREER AND COLLEGE SUCCESS



SUPPORT SPACE:  
LITIGATION HOLD  
FILES TO BE  
HOUSED IN  
CENTRAL  
STORAGE

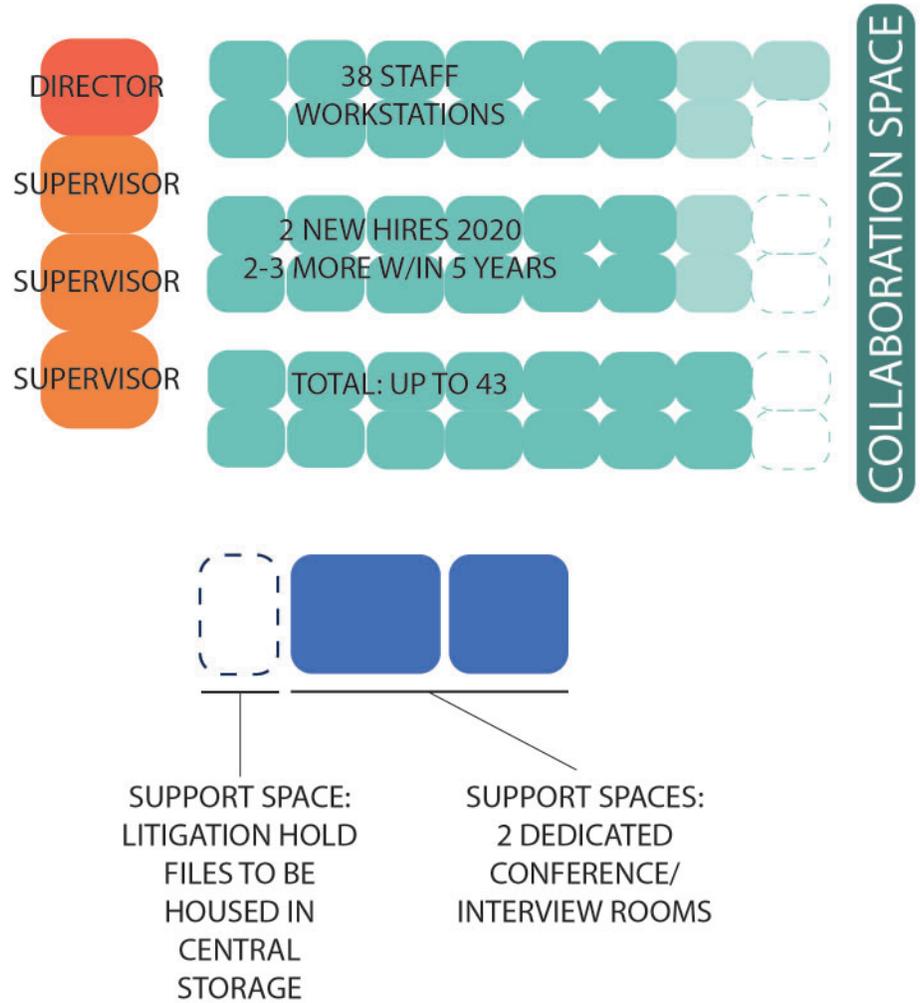
NOTE: See Appendix for full notes of meeting.

## COMMISSIONER'S OFFICE



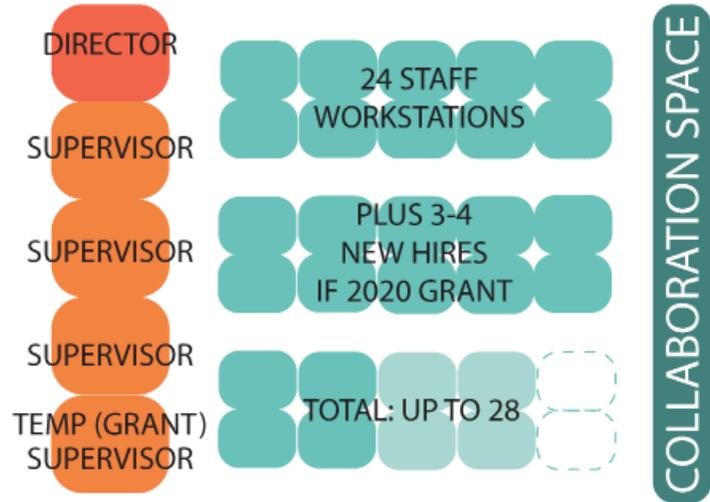
NOTE: See Appendix for full notes of meeting.

### COMPLIANCE AND ASSISTANCE



NOTE: See Appendix for full notes of meeting.

**EARLY LEARNING SERVICES**



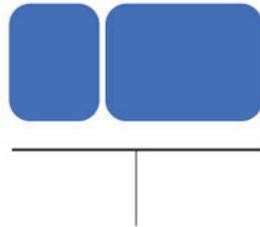
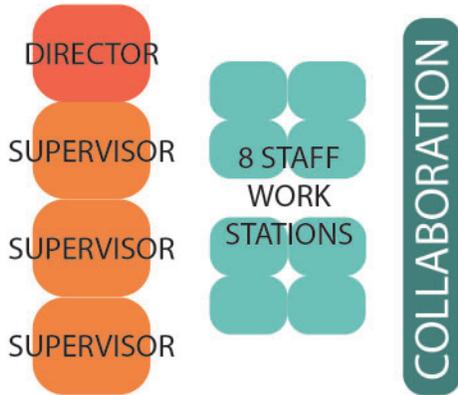
NOTE: See Appendix for full notes of meeting.

## EQUITY AND OPPORTUNITY



NOTE: See Appendix for full notes of meeting.

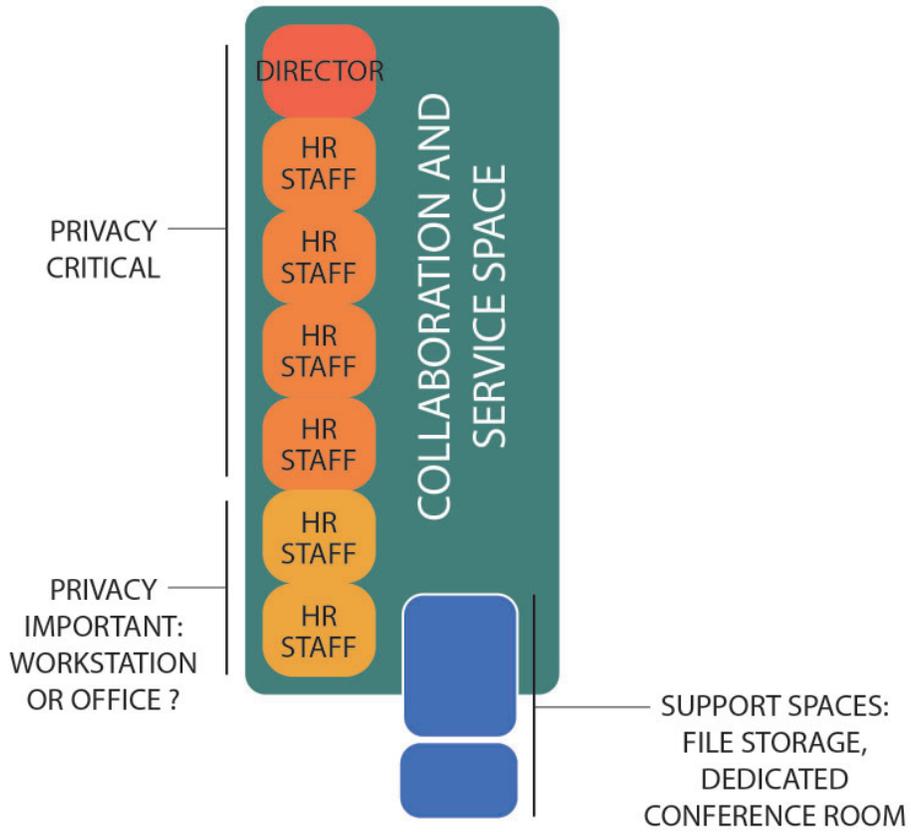
## EXTERNAL RELATIONS



SUPPORT SPACE:  
TRADE SHOW & MISC.  
STORAGE; MEDIA/INTERVIEW  
ROOM (SHARED WITH  
COMMISSIONERS)

NOTE: See Appendix for full notes of meeting.

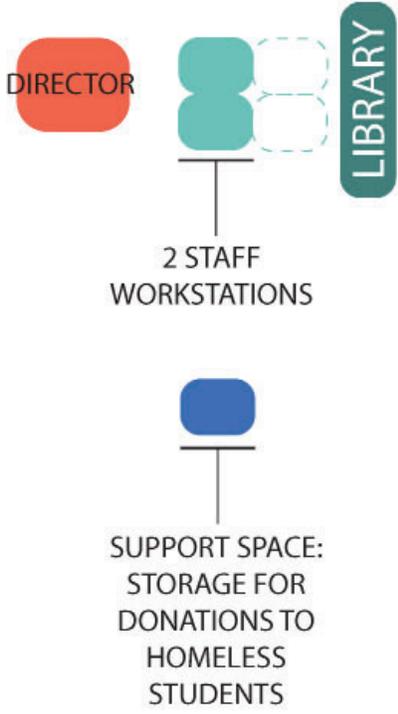
## HUMAN RESOURCES



*NOTE: AGENCY SERVICES STAFF (INCLUDING RECEPTION AND SECURITY) HAS A SEPARATE DIAGRAM*

NOTE: See Appendix for full notes of meeting.

# INDIAN EDUCATION



NOTE: See Appendix for full notes of meeting.

## LIBRARIES AND CHARTERS

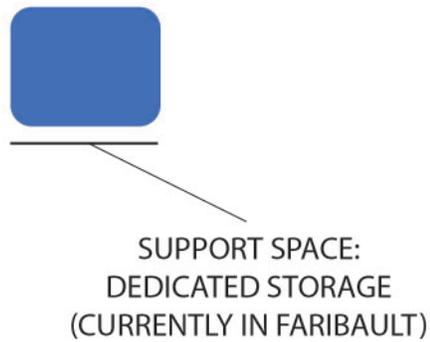
### ROSEVILLE OFFICE



### FARIBAULT OFFICE

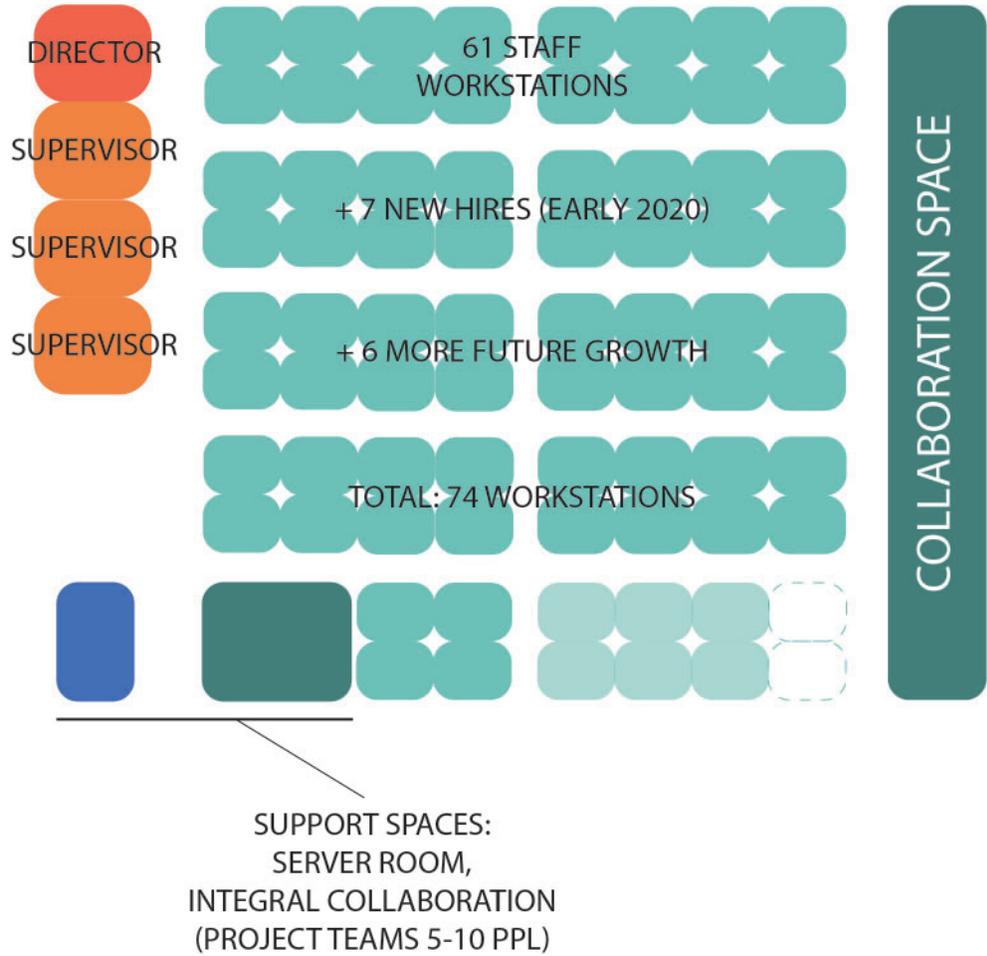


TOTAL 18 STAFF + VOLUNTEER WORKSTATIONS  
AND 3 OFFICES IF ALL STAFF MOVE TO ONE  
LOCATION



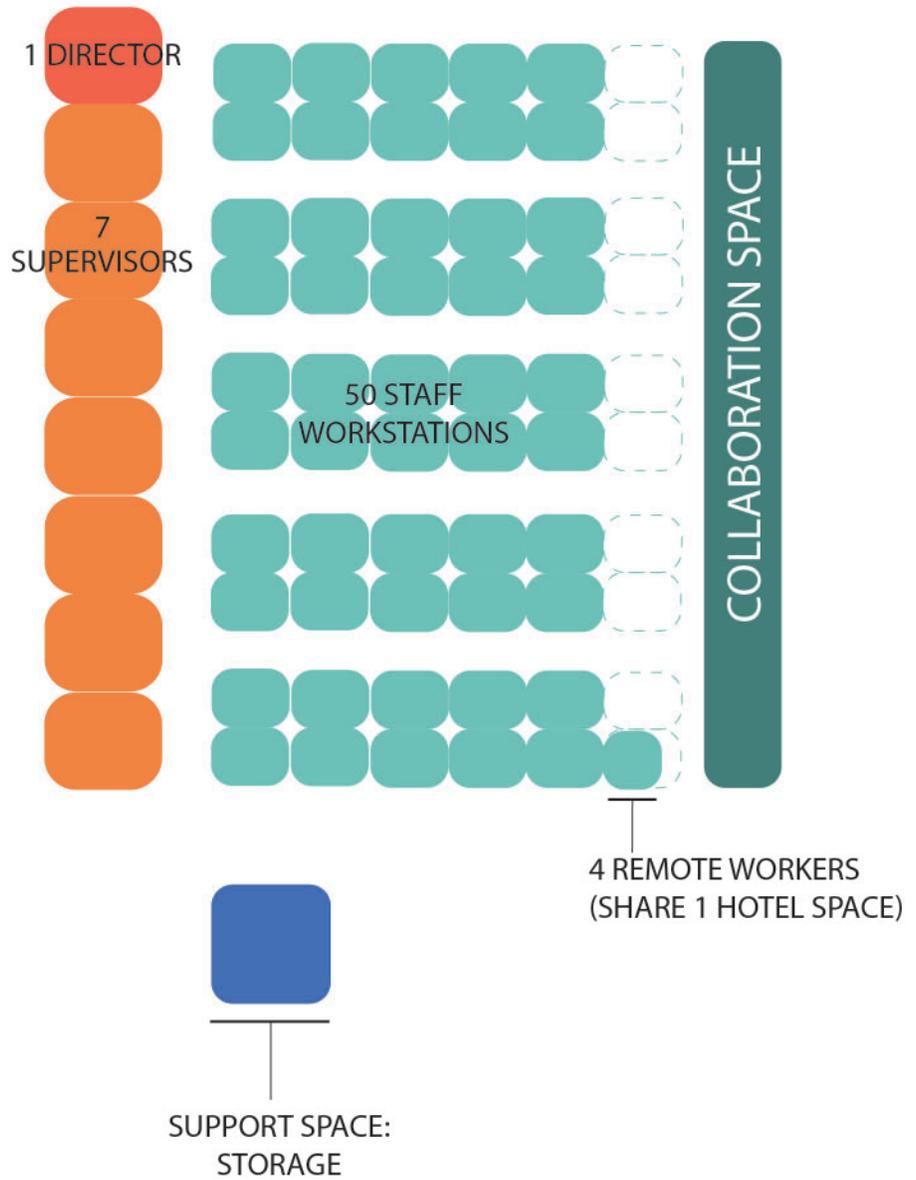
NOTE: See Appendix for full notes of meeting.

MN IT AT MDE



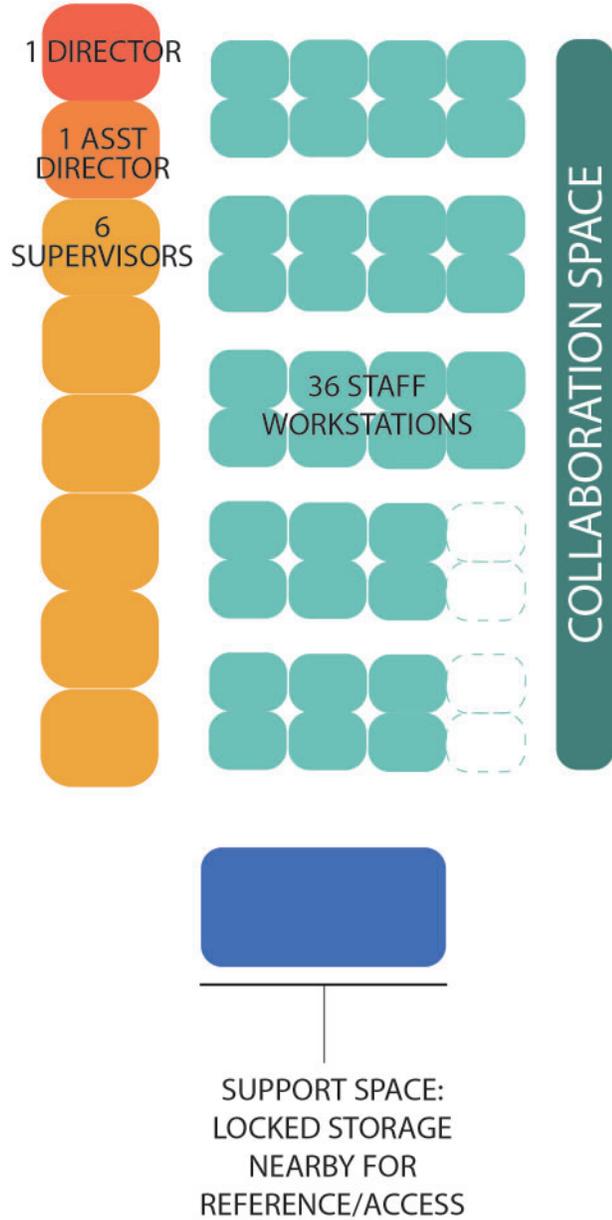
NOTE: See Appendix for full notes of meeting.

### NUTRITION, HEALTH AND YOUTH DEVELOPMENT



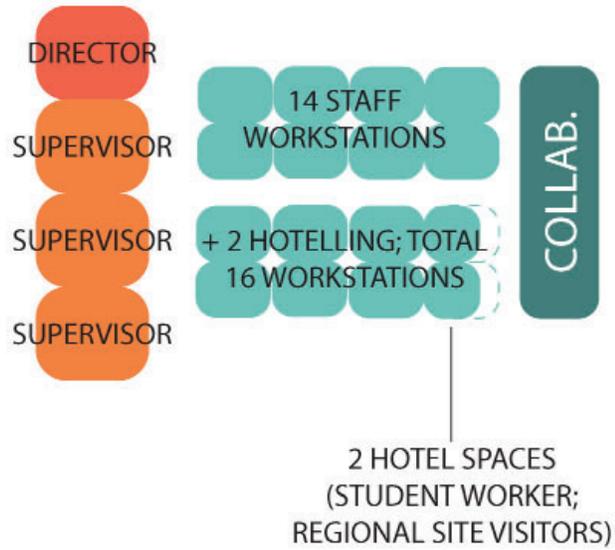
NOTE: See Appendix for full notes of meeting.

# SCHOOL FINANCE



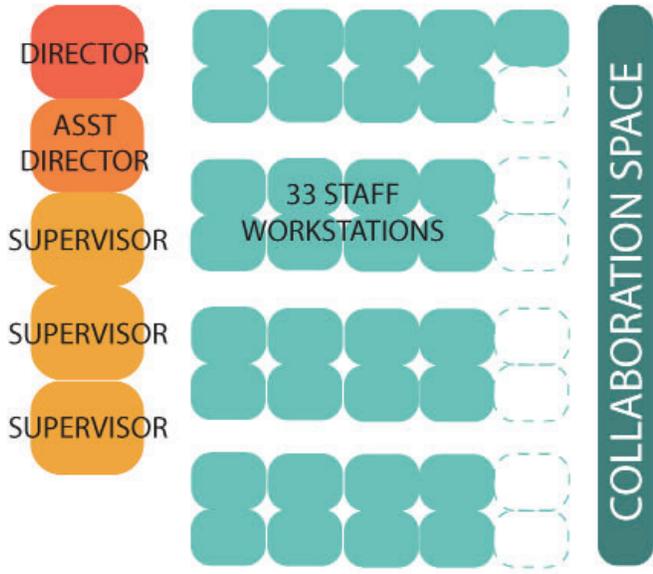
NOTE: See Appendix for full notes of meeting.

## SCHOOL SUPPORT



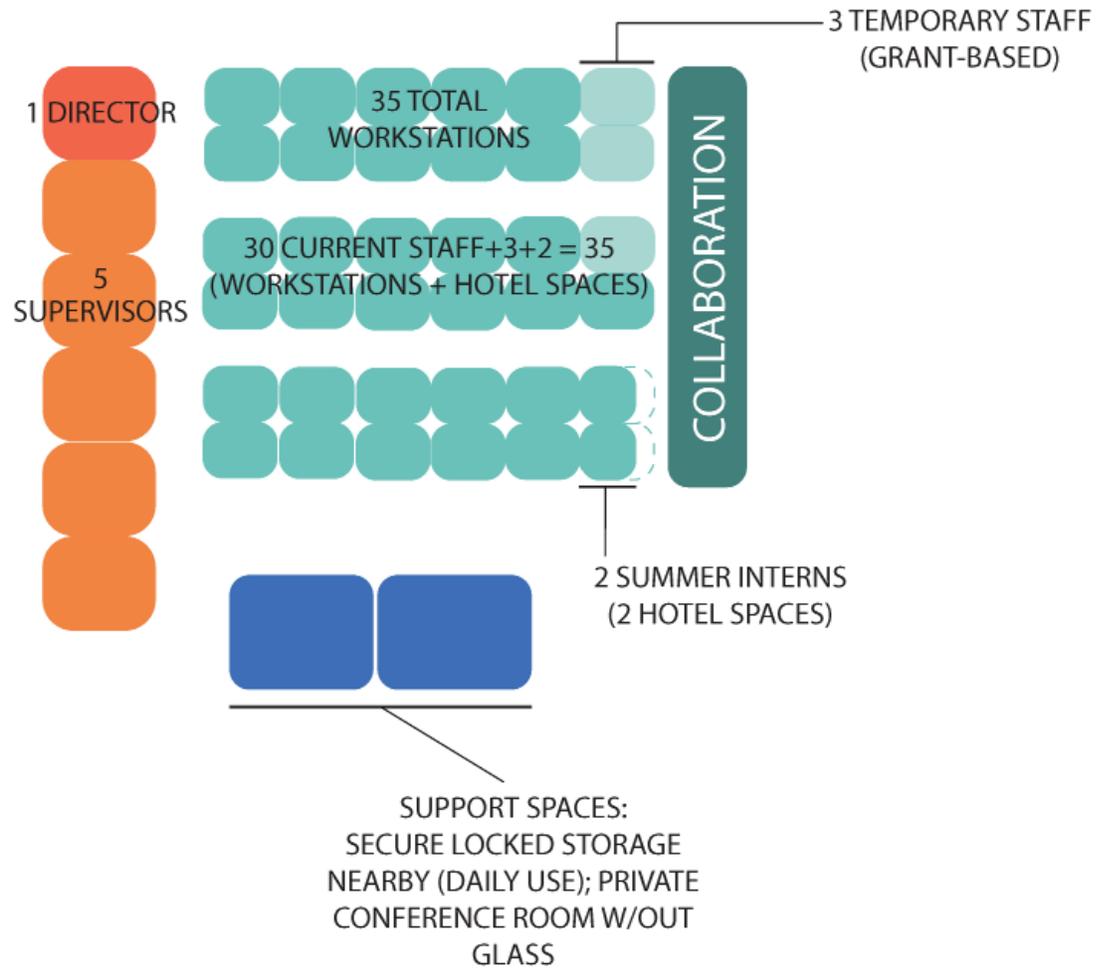
NOTE: See Appendix for full notes of meeting.

# SPECIAL EDUCATION



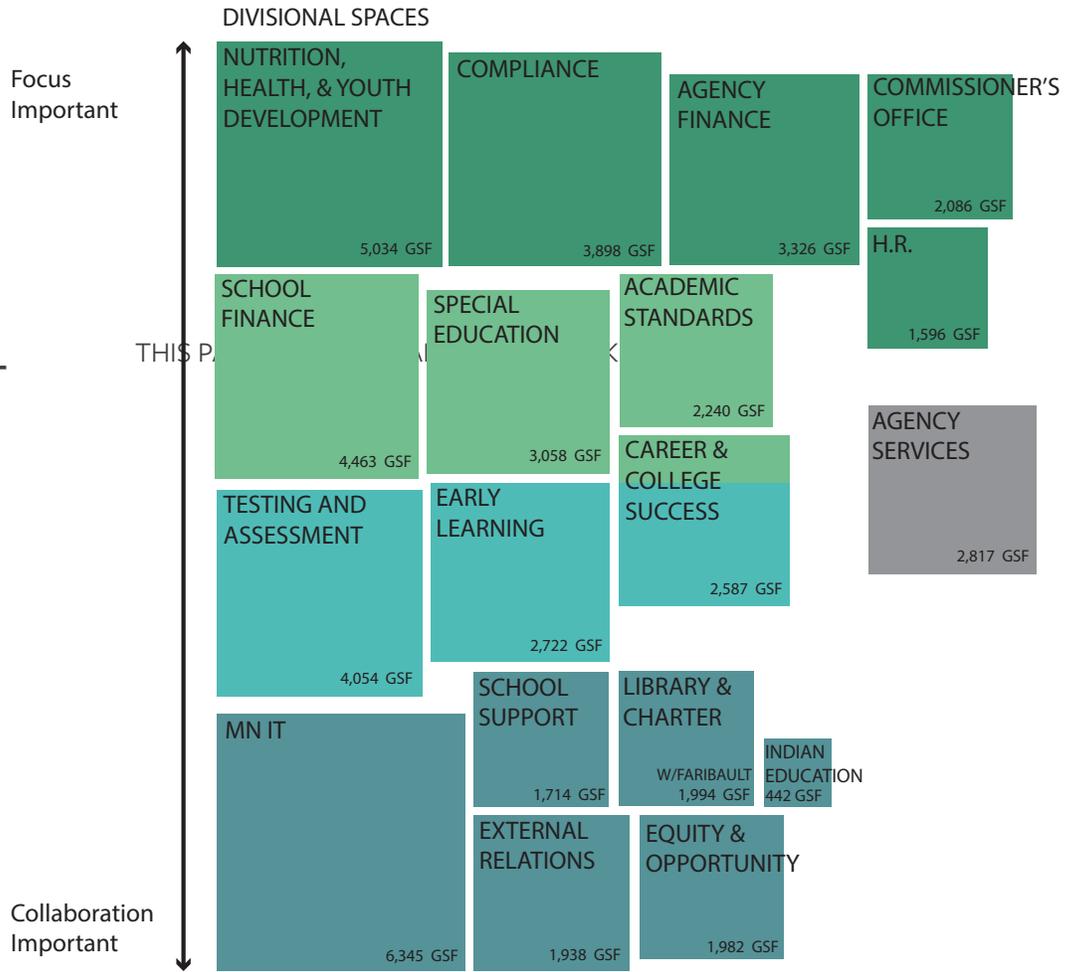
NOTE: See Appendix for full notes of meeting.

## TESTING AND ASSESSMENT

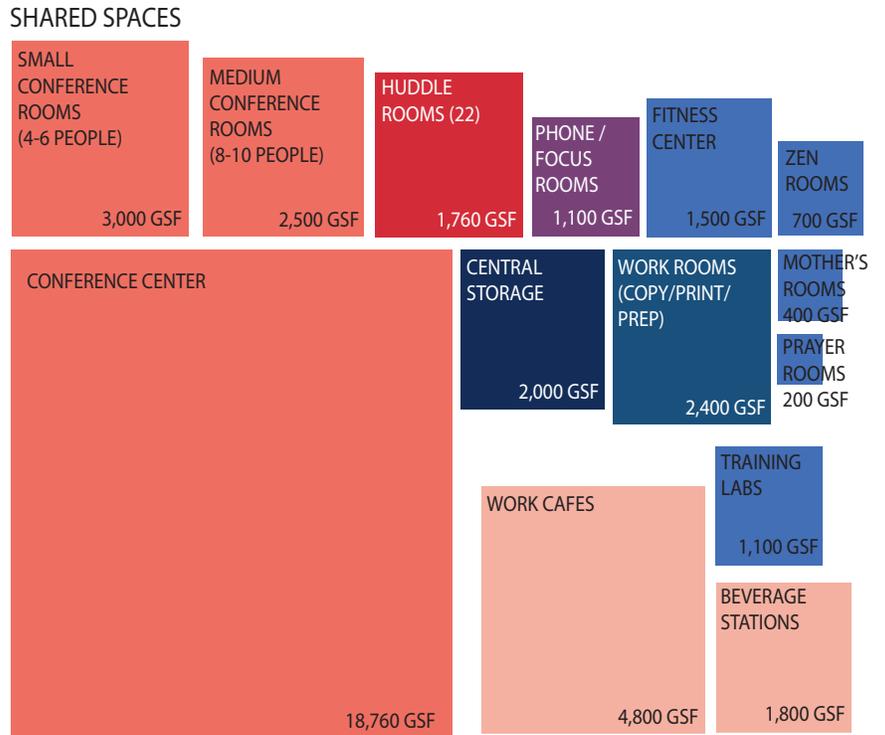


NOTE: See Appendix for full notes of meeting.

**ABOUT 67% OF TOTAL SPACE NEEDED WOULD BE FOR DIVISION-SPECIFIC FUNCTIONS. DIVISIONS SHOULD NOT BE DIVIDED BETWEEN FLOORS.**

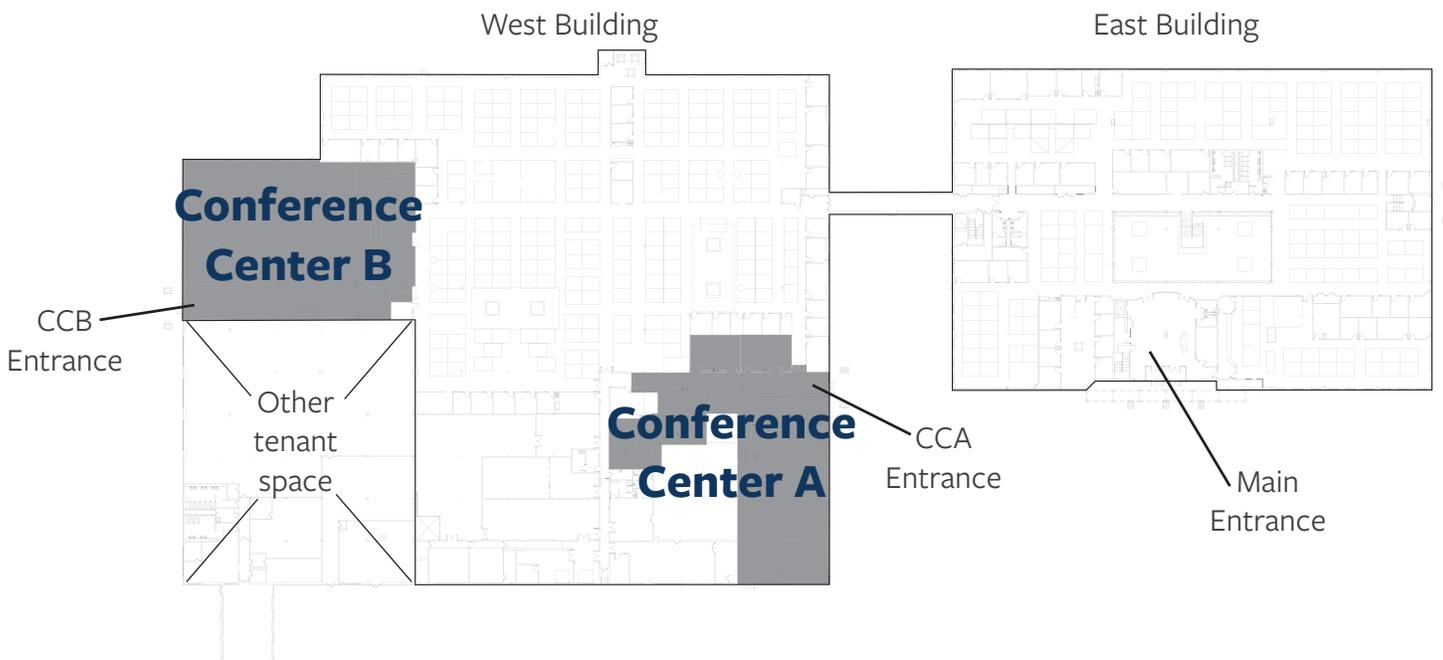


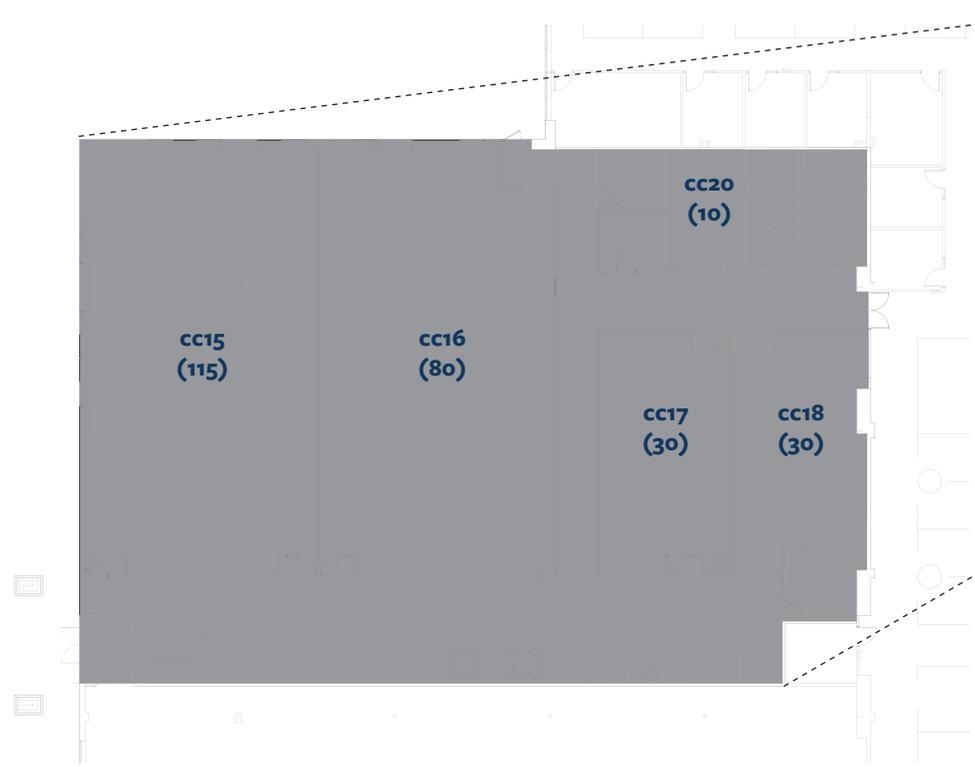
**ABOUT 33% OF TOTAL SPACE NEEDED WOULD BE SHARED BY THE DIVISIONS, DISTRIBUTED THROUGHOUT THE TOTAL OFFICE SPACE. IDEALLY, THE CONFERENCE CENTER WOULD BE CONTIGUOUS.**

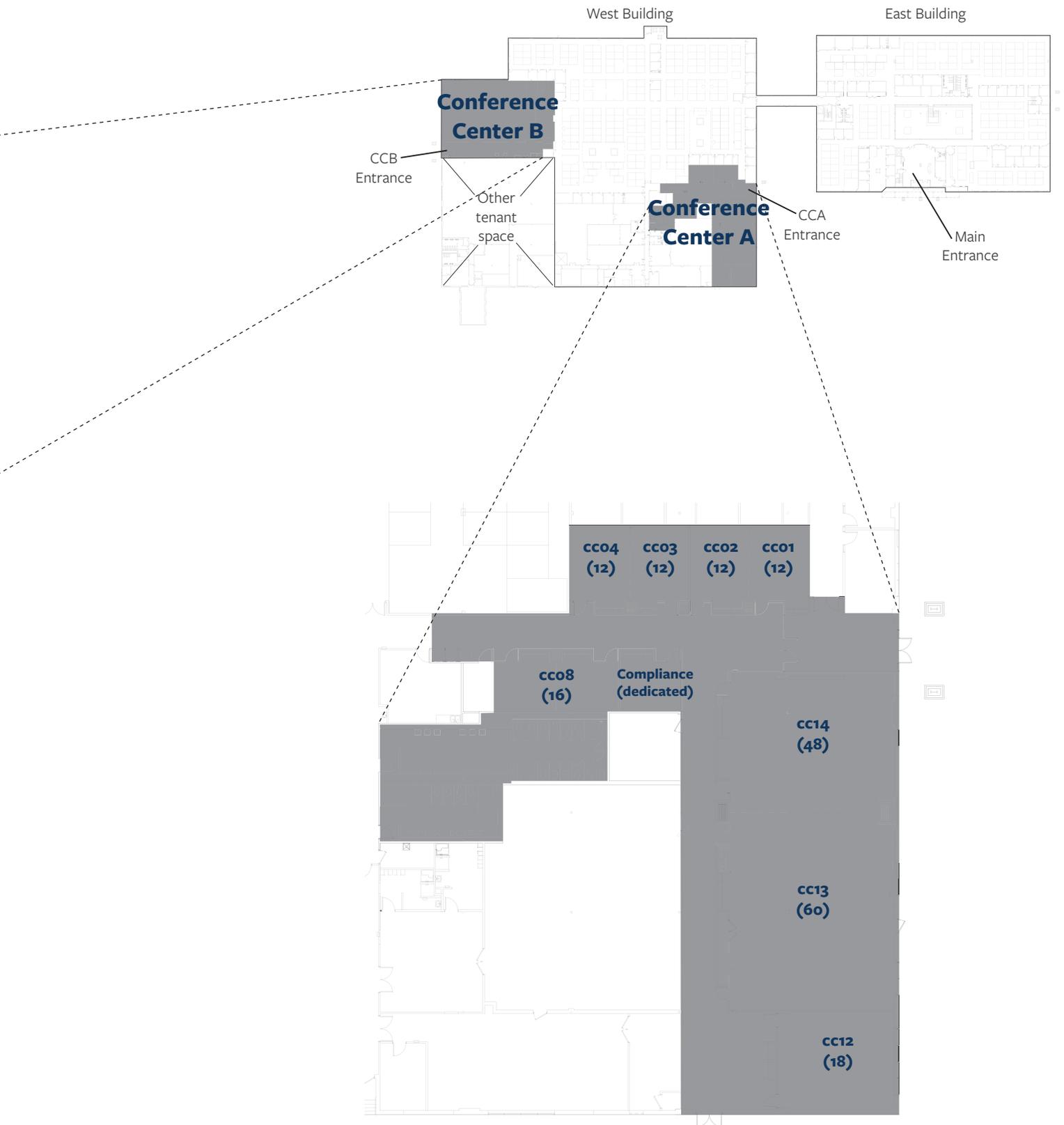


MDE’s office contains two large areas with conference rooms seating 10-115 people. The spaces contain movable partitions to configure meeting spaces as needed. These conference rooms are used by multiple divisions within MDE, to host internal and external meetings and workshops. Because these events often include large numbers of non-MDE attendees (such as educators and administrators from across the state), a publicly-accessible entrance is needed. Each of these conference center entrances currently has its own security station, though most of the time one security staff floats between all areas.

EXISTING CONFERENCE CENTER ROOMS	Area (SF)	Occupants
CC01 (Conf Center A)	273	12
CC02 (Conf Center A)	275	12
CC03 (Conf Center A)	267	12
CC04 (Conf Center A)	278	12
CC08 (Conf Center A)	404	16
MDE ITV Room CC12 (Conf Center A)	668	18
CC13 (Conf Center A)	2001	60
CC14 (Conf Center A)	1392	48
CC15 (Conf Center B)	2751	115
CC 16 (Conf Center B)	2724	80
CC17 (Conf Center B)	857	30
CC18 (Conf Center B)	807	30
CC20 (Conf Center B)	244	10

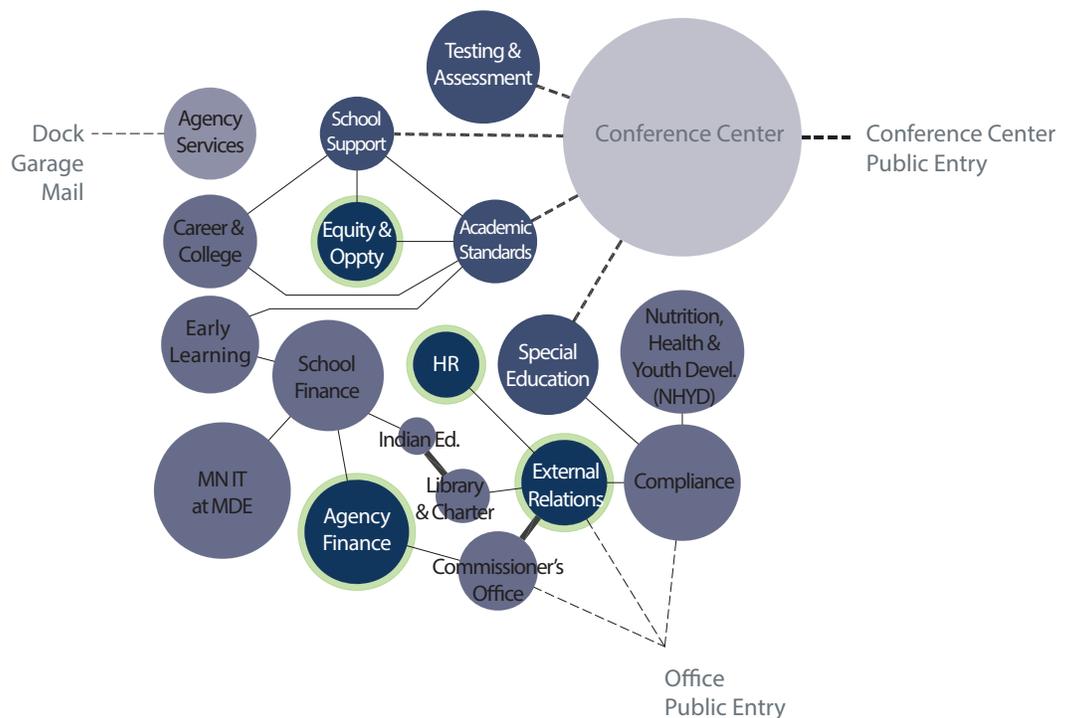






Each division was asked during the interview process what other divisions they would need or like to work near. They were also asked about divisional functions that would require a certain location within the building - for instance, near the main lobby. The divisions that use the Conference Center most (according to the interview responses - there is not empirical data available) are also indicated. The resultant adjacencies will help drive the overall organization of MDE's office space.

Below is a diagram of these adjacencies. However, the chosen office space will further determine which divisions the adjacencies within the building.



### Legend

-  Works with all other divisions
-  Adjacency requested by one division
-  Adjacency requested by both divisions
-  Frequent use of Conference Center
-  Non-Divisional Adjacency

The Department of Administration has developed general space guidelines regarding size of workstations. These are currently under review/redevelopment, but the most recent version (2012) can be found in the Appendix.

The Department of Administration further recommends the following workstation details:

- Most agencies like approx. 67" total panel height. If panels are higher than seated height (around 46"- 53"), then frosted glass is recommended at the top of the panel. A lot of agencies are going with 46" solid panels with a 22" frosted glass stacker on top. The 67" high solid panels are acceptable if they are perpendicular to the window wall so that they are not blocking the path of natural light. **The main goal is to move natural daylight from windows through to the interior of space.**
- Main work/computer surface is 72"x30" (actually 70"x29" to avoid finger pinching) and has motorized adjustable legs (extended height range preferred). The adjustable surface can be straight (rectangular) or curved for a corner configuration.
- Adjustable monitor arms are recommended for each monitor, with an under-surface CPU holder.
- Workstation storage (file cabinets, overhead bins, wardrobe cabinet, etc.) and layout should be determined by agency needs, work tasks, and/or budget.
- The standard workstation size is 6' x 8' (nominal). This can be adapted to larger/smaller if there is a specific work need. Most agencies are at 100% 6x8 since there are very few reasons why larger is required.
- The standard private office size is 10' x 12' (nominal). Again, this can be larger or smaller as necessary. Mostly it depends on how many people they need to meet with in their office and the frequency. If there are more huddle or small meeting rooms available, the department finds there is less need for larger offices.

#### DETAILING WORKSTATIONS BY FUNCTION OR TASK

When each agency or department is determining workstation storage and layout, it is critical to accurately assess the type of work being done and to provide the greatest amount of flexibility for employees.

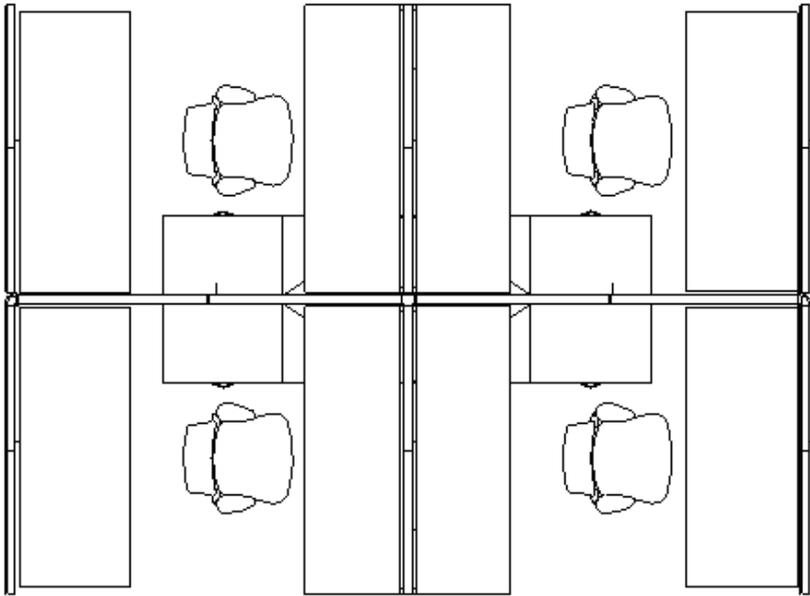
The success of an open floor plan (or one that is more open than previous floor plans) depends on providing the right balance of focus (quiet) and collaboration (activity) for the task at hand. The following workstation examples show just a few possible configurations, all within a standard 6' x 8' size workstation. They are characterized by the level of focus that is needed:

- **INDIVIDUAL WORKSTATION:** Allows for the most focused work. Each employee's space is separated from others by tall panels that can be solid or translucent/transparent depending on the proximity to natural light.

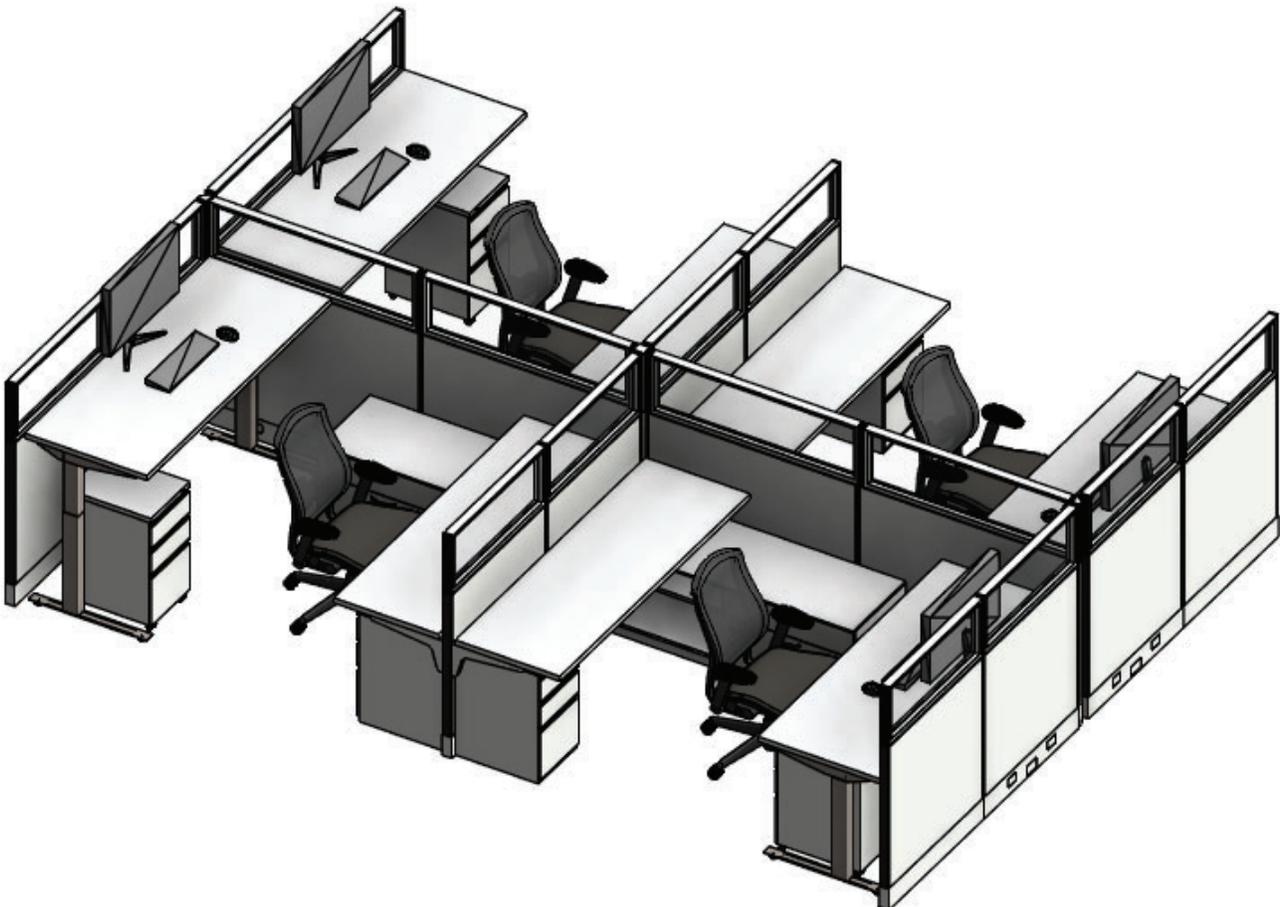
- **COLLABORATION WORKSTATION:** Allows for people to collaborate with nearby colleagues or have quick touchbases with others at their desk. Two workstations share a common work surface in the center of a two-person pod. Panel height can vary to allow further collaboration with colleagues in other pods.
- **OPEN COLLABORATION WORKSTATION:** A larger collaboration pod for four or more people with center meeting space provides space for teams who frequently collaborate. Panel height can be used to separate these high-activity spaces from each other or from quieter areas.

## INDIVIDUAL WORKSTATIONS

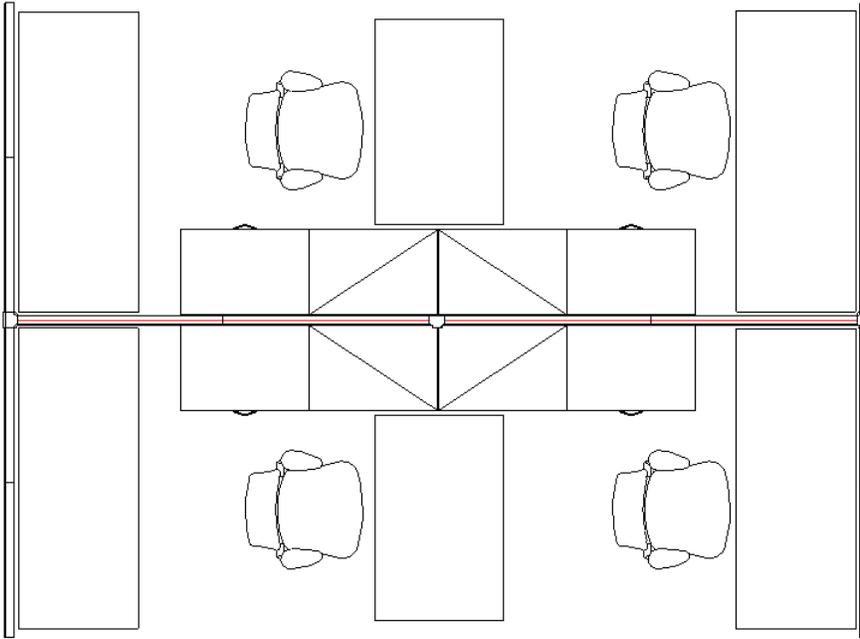
6'x8' workstations



- Used for focused work with little collaboration needs
- Primary worksurface is height adjustable
- Secondary worksurface is stationary
- A combination of vertical files and lateral files
- Glass panels to allow for access to natural light; use solid panels when privacy is needed

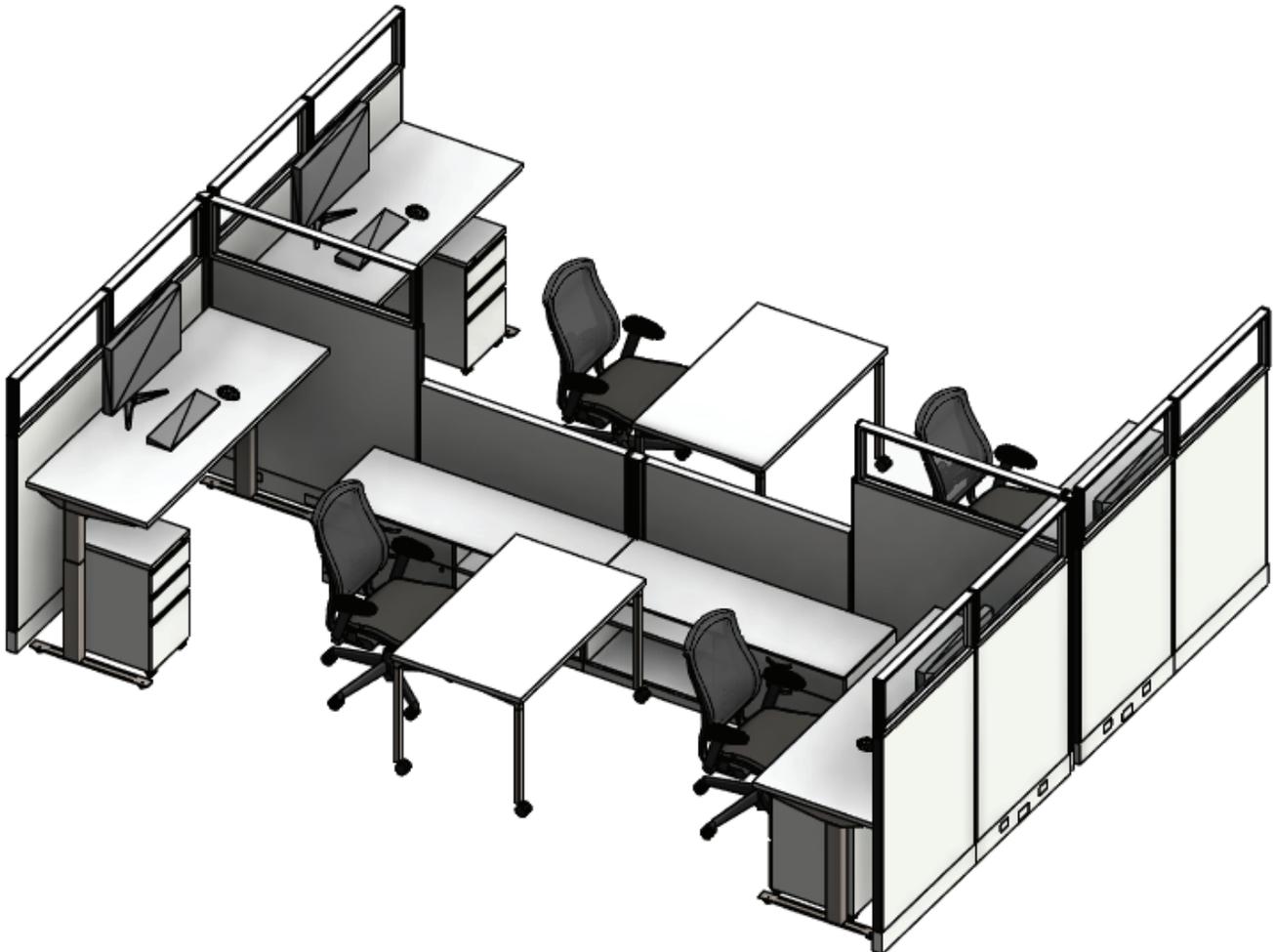


## COLLABORATION WORKSTATIONS

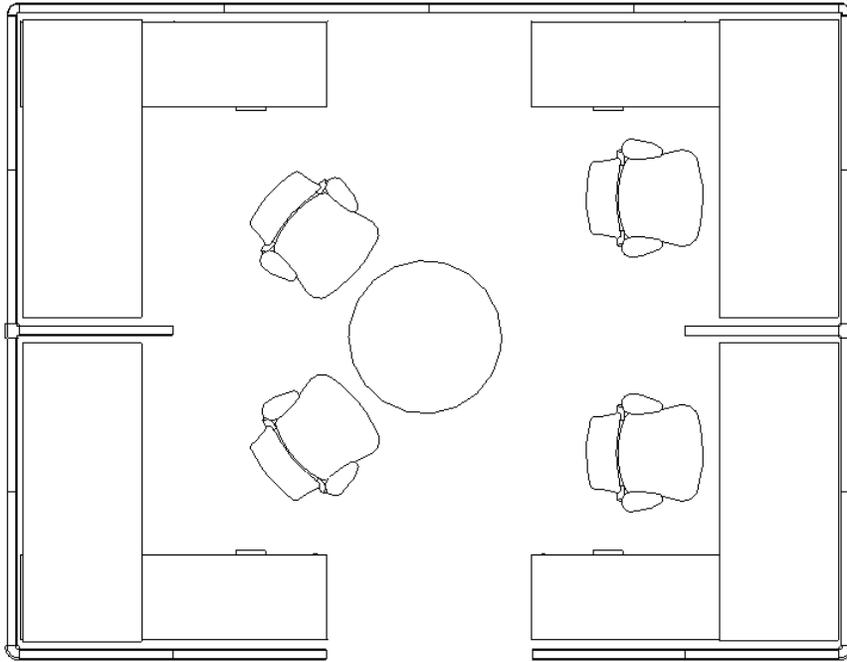


6'x8' workstations

- Used for teams with collaboration needs
- Primary worksurface is height adjustable
- Secondary worksurface is a shared, mobile table
- A combination of vertical files and lateral files
- Glass panels to allow for access to natural light
- Lower panels in the center to allow for communication



## OPEN COLLABORATION WORKSTATIONS

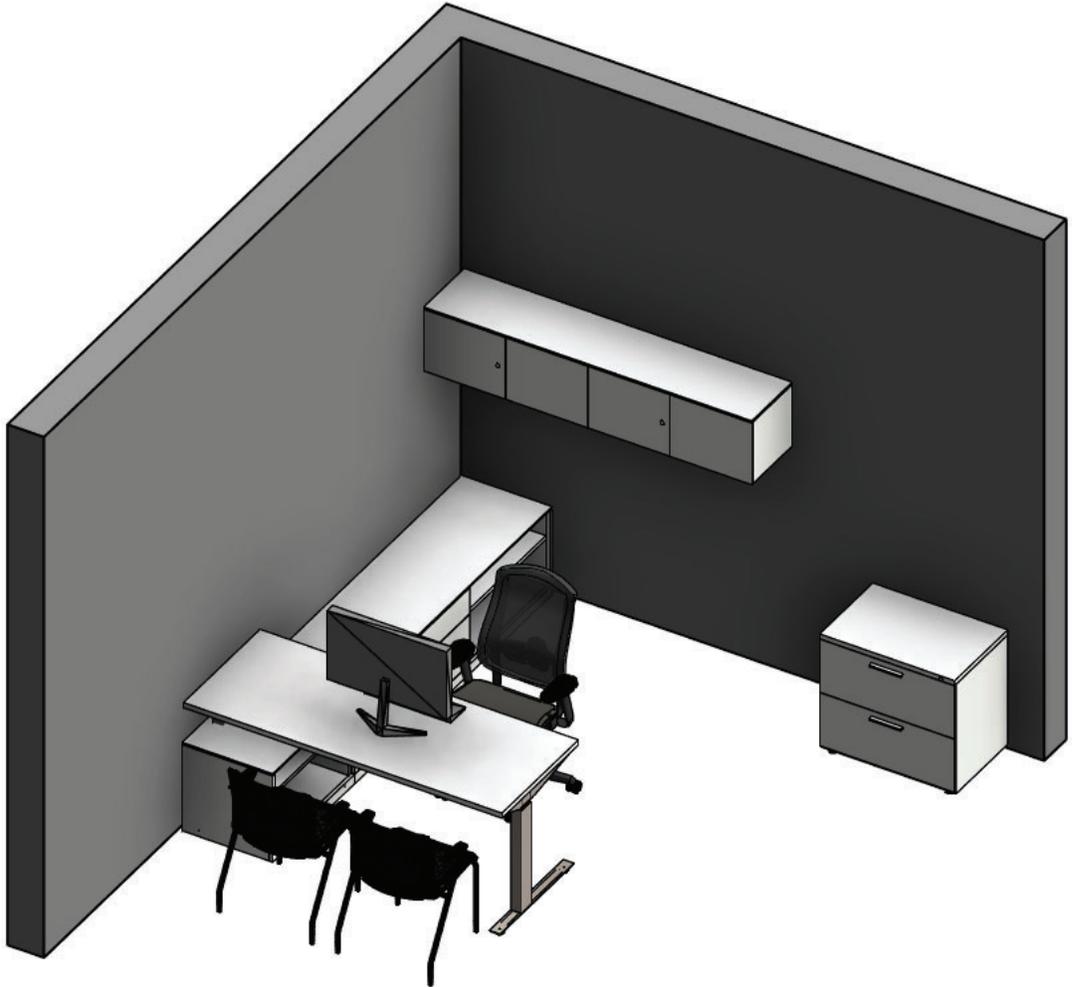
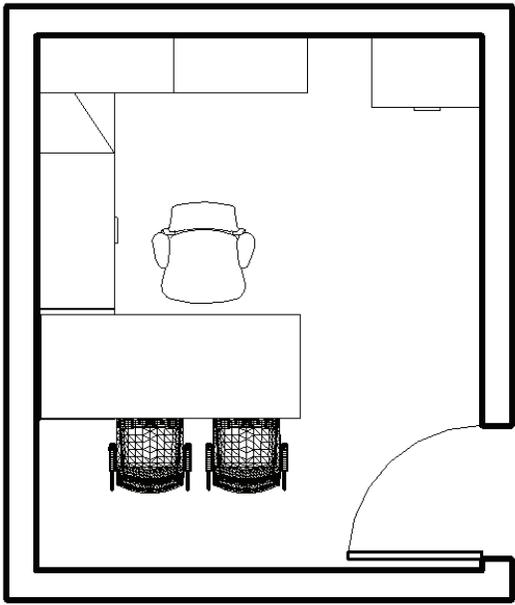


6'x8' workstations

- Used for teams that require collaboration in larger groups
- Primary worksurface is height adjustable
- Secondary worksurface is a lower credenza
- A shared meeting table in the center
- Lateral files
- Glass panels to allow for access to natural light
- No center panels



**PRIVATE OFFICE**





The below table presents a high-level, budget number for providing office and workstation furniture from a manufacturer typically used by Department of Administration projects. Note that this includes workstations only. Ancillary furniture, including shared conference rooms, huddle rooms, phone/focus rooms, storage cabinets or shelving, amenity spaces and Conference Center spaces are not included.

MN Department of Education – Furniture Study

Offices	Quantity	Cost Per Office	Offices: Total Cost
120 SF Offices	84	\$10,000.00	\$840,000.00
<i>*Office furniture includes a large workstation with height adjustability, storage, task chair and guest chairs</i>			
Workstations	Quantity	Cost Per Office	Workstations: Total Cost
6'x8' Workstations	441	\$5,000.00	\$2,205,000.00
<i>*Workstations include height adjustability, storage and task chair</i>			
Subtotal:			\$3,045,000.00
Contingency 10%			\$304,500.00
Total			\$3,349,500.00

***Savings if used existing / refurbished: 30% +/-***

***\*Furniture budget includes workstations only, no ancillary furniture is included.***

Considerations when purchasing new furniture or using existing, refurbished product:

**BUDGET**

While there are some savings associated with using existing refurbished furniture, there are a lot of steps that go into the process. Existing furniture needs to be recorded using an inventory management software which is usually completed by a furniture dealership that knows the product. Once an inventory is established, new layouts must be produced, and inventory must be assigned to them. Modifications will be made to existing product such as new panel fabric, new frame colors, repainting file cabinets, and lowering panels to add glass.

**QUALITY**

Refurbishing existing furniture will save money, but if the quality is compromised, you won't get the longevity to make the savings worthwhile.

**WARRANTY**

When purchasing new furniture, a warranty is associated with each product. If a part or piece needs repair and is under warranty, the furniture dealership will fix or replace what is needed. Most commercial furniture has a 10-year warranty.

**EMPLOYEE WELLNESS**

The connection to natural daylight in an office environment helps to promote productivity and employee wellness. Lowering the height of the panels and adding glass to the tops will bring more light into the space. These are important steps that the Department of Administration has implemented in recent projects.

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