

State of Vermont State House Space Assessment

FFF PROJECT # I1949.00
Montpelier, Vermont
January 15, 2020



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Freeman French Freeman Inc. | Architecture · Planning · Interiors

81 Maple Street · Burlington Vermont 05401

802-864-6844 · www.fffinc.com

State of Vermont – State House Space Assessment

DATE: January 15, 2020

PROJ. No: I1949



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State House Space Assessment Directive Summary:

At the direction of The Vermont Legislature via Buildings and General Services (BGS) and the Sergeant at Arms, Freeman French Freeman conducted an assessment of space needs in the State House that considers repurposing Room 2 to serve as a legislative committee room and provides an assessment of the space needs for legislative staff, including the Sergeant at Arms and the Capitol Police.

See section 5 – “Assessment Directive” for full assessment directive.

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1. EXECUTIVE SUMMARY

Freeman French Freeman (FFF) approached this study having spent considerable time in the State House during the Waterbury State Office Building project. FFF gave regular testimony throughout the feasibility study, design and construction process to keep the Legislature apprised of the project status.

A. Process

FFF's space assessment process included several walk-throughs of the building with the Sergeant at Arms and BGS representatives. Our knowledge of the layout and space use was supplemented by interviewing 13 people, representing 12 departments, who either work in the State House or have ceremonial offices within the building. These interviews can be found in Section 6 of this report. A questionnaire addressing BGS's concerns regarding HVAC is also included in this section. FFF studied the existing conditions plans and took into consideration information gained from the interviews to reach our findings.

B. Assessment of Existing Conditions

Both through examining the plans and discussing with staff, FFF was quickly convinced that there is no "wasted" space in the State House. Rather, it is currently used to maximum capacity in the current configuration. Significant areas of the State House such as the House and Senate Chambers cannot be used for any other function (see the Existing Space Use Plans) and have been excluded from our assessment. The State House functions as a "living museum," providing a historical landmark while also working as the legislature's office building.

House of Representatives

There are 14 House Committee Rooms that are in constant use during session. While these are crowded, they are not the primary focus of this study because they were not addressed specifically in the assessment directive and given the number and size of these rooms, the possibility of relocating them within the State House is limited. According to the Speaker of the House, these rooms lack adequate ventilation and would greatly benefit from improved air quality, an issue that can be addressed through an updated mechanical system. The Speaker of the House's offices and those of the House Clerk are well-used and the size and locations suit their needs.

Senate

The Senate meets in 11 Committee Rooms. Senate Committee Rooms are used as committee rooms for half of the day. When not used by committees, they are often in use by committee chairs and members. The Secretary of the Senate and staff have enough (though crowded) space for their functions. Their office as well as the Senate Cloak Room function as public passages into the Senate Chambers during session. The Senate Cloak Room also functions as an office and meeting space, though it offers little to no privacy. The Senate President Pro Tempore's office lacks privacy, pre-meeting space, and controlled access. This makes it difficult for the person in this role to effectively meet with fellow legislators and constituents.

Legislative Council

The Legislative Council occupies the first floor and mezzanine of the Annex. The mezzanine is devoted to private offices for 12 Council and open offices for interns during session. The first floor is comprised of open offices for 4 administrative staff (payroll & operations) and 6-7 editors. A Legislative IT outpost is also located in this space. While

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these spaces offer immediate access for discussions with legislators, they do not offer ideal work space. Document storage is also necessary in these spaces.

Legislative Information Technology (IT)

Legislative IT staff offices are primarily located at 9 Baldwin, though they have a work station on the first floor of the Annex, an outpost in the Legislative Lounge, and run the Copy Room. There is a desire to consolidate IT staff located within the State House in a single location to operate more efficiently. The Copy Room is currently accessible to the public and has confidentiality risks as well as inadequate space for servicing equipment and ventilation concerns. The Server Room and IT Storage is located in the basement and lacks proper security and HVAC. IT has additional equipment in the Old Bomb Shelter, another location with environmental risks in the event of flooding, etc. Additional equipment is stored in closets throughout the State House, though these spaces are inadequate in size and inconvenient. IT lacks a computer lab for set-up/repair and sufficient equipment storage in the State House.

Sergeant at Arms & Capitol Police

The Sergeant at Arms Office is historically located in the front of the building on the first floor, in the location it has been in since the office was created. This location provides the Sergeant at Arms with clear views via a window to events occurring on the lawn and people approaching the building through this main entrance. A total of 3 people work in this office during session (the Sergeant at Arms, Assistant Sergeant at Arms, and one additional staff), and two outside of session. In the off-session, this remains a full-time staffed office. It is helpful for tourists and provides oversight of the front door.

The Capitol Police, comprised of 4 full-time officers and 4 part-time officers, currently have a single centrally located office for monitoring cameras and storage closets throughout the building. Officers are generally expected to patrol the building, so a large office is not required. The Chief's office is located in 6 Baldwin. The Capitol Police are currently lacking the following spaces: permanent command center, property storage, interview/detaining room, weapons vault, shower/decontamination room(s), restroom/changing room for officers, and a break room. Most of these spaces are better suited to locations outside of the State House. With growing security demands, future growth is possible for this department.

Other Spaces

The Legislative Lounge provides computers and privacy for legislators and may be under-utilized.

There are very few meeting rooms within the State House – there is a small meeting room with space for 4-6 people on the first floor of the Annex and a larger conference room (the Ethan Allan room), off the cafeteria. This room is highly desirable and offers space for larger meetings as well as views to State land. Large meeting rooms are located on the first floor off the main entrance. There is a lack of small and medium-sized meeting rooms for impromptu or small, private meetings within the building.

Public bathrooms are almost exclusively bathrooms comprised of multiple stalls. There are two publicly accessible single-use restrooms, however only one is ADA-accessible and is not easily available to the public.

There is a Lactation room in the Cafeteria addition, next to the Infirmary, however the public must request access and its location is not widely known.

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Mechanical Systems (HVAC)

The existing mechanical system is inadequate to provide modern air quality standards during session, when the State House is full of people. It is also lacking insofar as it should be able to sustain a museum-like environment for historical artifacts and artwork. This requires nuanced temperature and humidity controls that are lacking in the existing system.

C. Findings & Results

Section three illustrates in detail findings, results, and options for consideration.

During session, spaces within the State House are over-utilized. Shifting select programs to other buildings within the Capitol Complex would alleviate some of the over-crowding and provide spaces lacking in the historic State House. The “Pink Lady” (1 Baldwin Street) and other buildings are used for personnel and services that support the legislature, but cannot fit in the State House. One solution would be to add capacity to 1 Baldwin Street or other office space in the Capitol Complex. Another is to build a new office building to support the state capitol building. Co-locating Senate committees or functions through schedule changes can also provide more flexible spaces. Reconfiguring other areas can also provide additional flexibility (see Section Four – Diagrammatic Plan Options).

Multiple spaces are historic or serve a specific purpose and would be best served by not being repurposed for other uses. These include the House and Senate Chambers and associated offices, ceremonial offices, and the Cedar Creek Room.

Other spaces are not accessible for all and would require elevator access to repurpose for public use or cannot be re-purposed for other uses due to historic significance, specialized equipment, or inappropriate daylight for constant use. These rooms have been excluded from our review of alternate space use.

- Basement – Marble Palace, Old Bomb Shelter, etc.
- 3rd Floor – Storage rooms outside the House & Senate Chambers balcony access
- 4th Floor/Attic – Storage rooms with ductwork and access to the dome.

Outside of session, the State House is used much less by legislators, but is used heavily by tourists and outside groups for meetings. It is one of the three most visited tourist destinations in Vermont. The lack of accessible single-use restrooms and lactation rooms also impact visitors to the building in the museum capacity.

An updated HVAC system would benefit both the legislative and historic functions of the State House. This requires finding space on the premises for a new mechanical room.

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2. EXISTING USE DIAGRAMS

The following diagrams illustrates existing space uses.

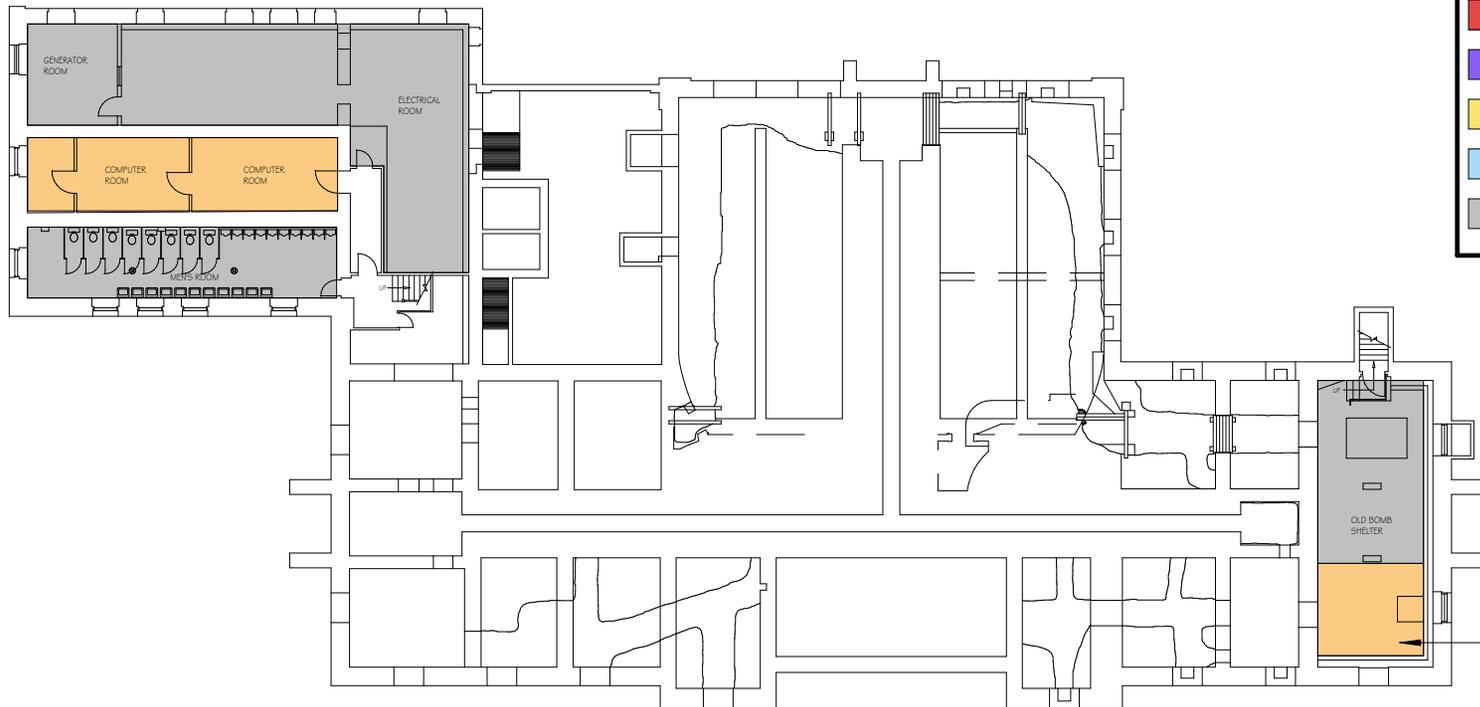
Areas shown in grey were not considered for an alternate use.

Spaces that are historic or serve a specific purpose and would be best served by not being repurposed for other uses are shown in grey. These include the House and Senate Chambers and associated offices, ceremonial offices, and the Cedar Creek Room.

Other spaces shown in grey are not accessible for all and would require elevator access to repurpose for public use or cannot be re-purposed for other uses due to historic significance, specialized equipment, or inappropriate daylight for constant use. These rooms have been excluded from our review of alternate space use. These include the Marble Palace, Old Bomb Shelter, mechanical rooms, storage rooms, etc.

SPACE USE KEY

	CAPITOL POLICE
	CAFETERIA/PUBLIC SEATING
	COAT ROOM
	HOUSE OF REPS
	IT
	LEGISLATIVE COUNCIL
	LEGISLATIVE LOUNGE
	MEETING ROOMS
	SENATE
	SERGEANT AT ARMS
	NOT CONSIDERED FOR MODIFIED USE



IT LOCATED IN THIS AREA SHOULD BE RELOCATED. OLD BOMB SHELTER NOT SUITABLE FOR USES OTHER THAN MECHANICAL/STORAGE.



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BASEMENT - EXISTING SPACE USE

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SPACE USE KEY

	CAPITOL POLICE
	CAFETERIA/PUBLIC SEATING
	COAT ROOM
	HOUSE OF REPS
	IT
	LEGISLATIVE COUNCIL
	LEGISLATIVE LOUNGE
	MEETING ROOMS
	SENATE
	SERGEANT AT ARMS
	NOT CONSIDERED FOR MODIFIED USE



STATE OF VERMONT STATE HOUSE SPACE PLANNING ASSESSMENT

1ST FLOOR - EXISTING SPACE USE

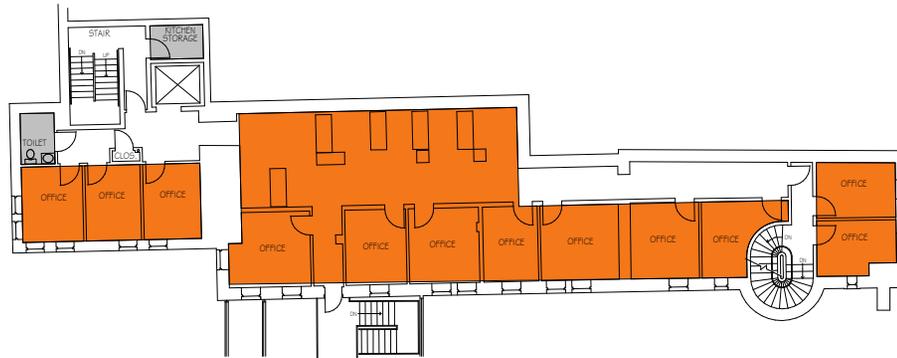
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SPACE USE KEY

- CAPITOL POLICE
- CAFETERIA/PUBLIC SEATING
- COAT ROOM
- HOUSE OF REPS
- IT
- LEGISLATIVE COUNCIL
- LEGISLATIVE LOUNGE
- MEETING ROOMS
- SENATE
- SERGEANT AT ARMS
- NOT CONSIDERED FOR MODIFIED USE



STATE OF VERMONT STATE HOUSE SPACE PLANNING ASSESSMENT
MEZZANINE - EXISTING SPACE USE

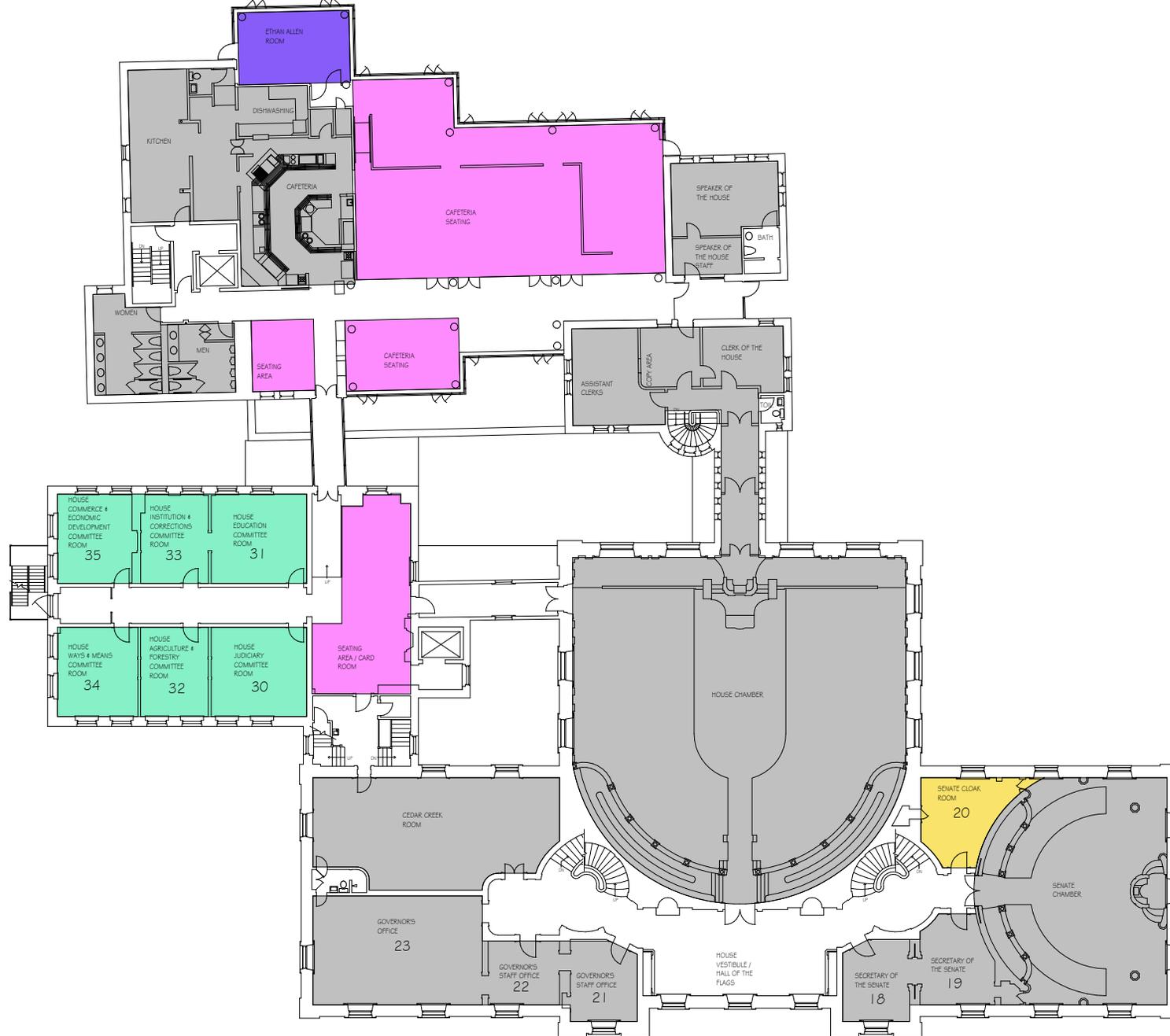
Project: I1949.00
Date: 12.16.2019



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SPACE USE KEY

- CAPITOL POLICE
- CAFETERIA/PUBLIC SEATING
- COAT ROOM
- HOUSE OF REPS
- IT
- LEGISLATIVE COUNCIL
- LEGISLATIVE LOUNGE
- MEETING ROOMS
- SENATE
- SERGEANT AT ARMS
- NOT CONSIDERED FOR MODIFIED USE



**STATE OF VERMONT STATE HOUSE SPACE PLANNING ASSESSMENT
2ND FLOOR - EXISTING SPACE USE**

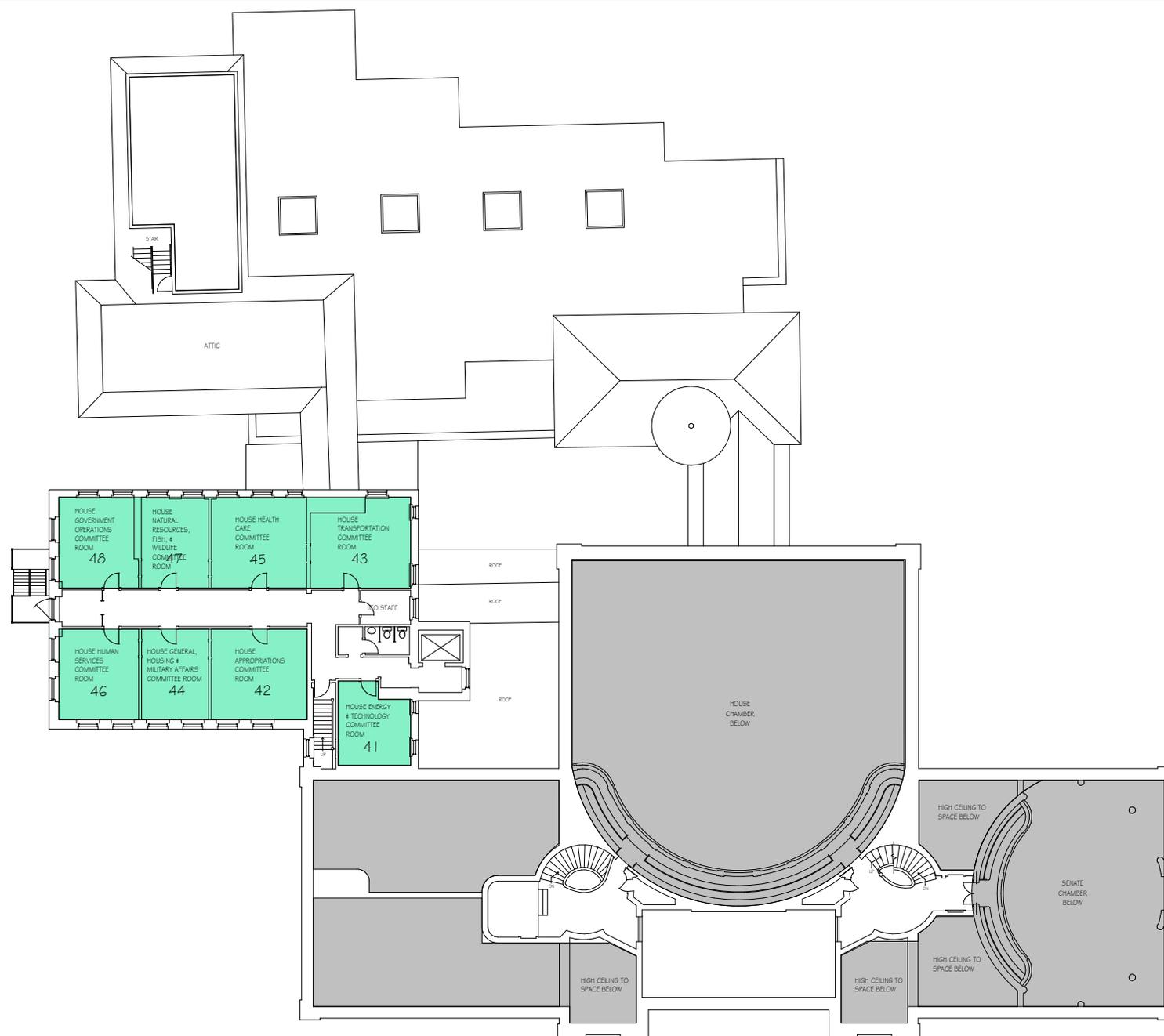
Project: I1949.00
Date: 12.16.2019



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SPACE USE KEY

- CAPITOL POLICE
- CAFETERIA/PUBLIC SEATING
- COAT ROOM
- HOUSE OF REPS
- IT
- LEGISLATIVE COUNCIL
- LEGISLATIVE LOUNGE
- MEETING ROOMS
- SENATE
- SERGEANT AT ARMS
- NOT CONSIDERED FOR MODIFIED USE



STATE OF VERMONT STATE HOUSE SPACE PLANNING ASSESSMENT

3RD FLOOR - EXISTING SPACE USE

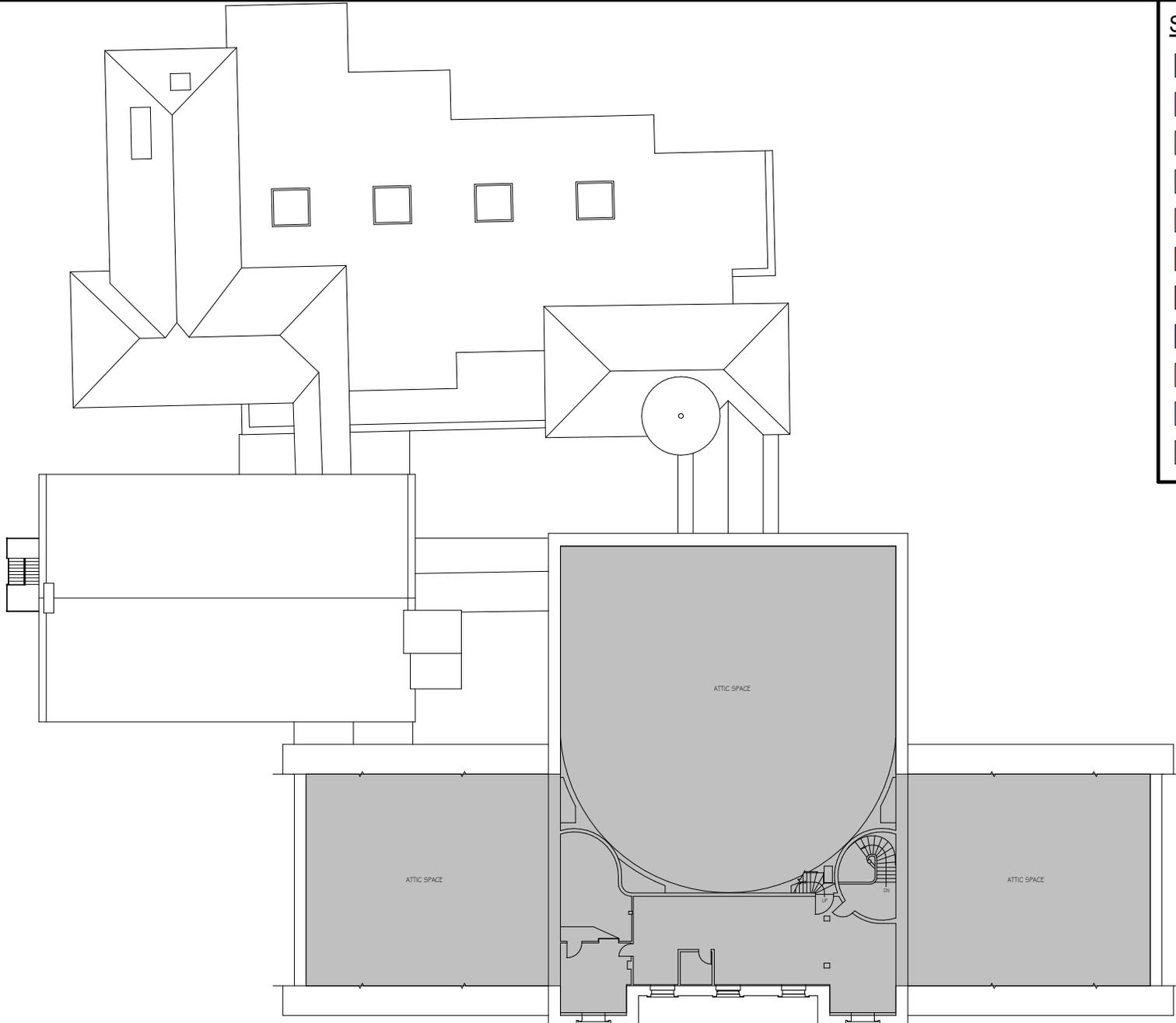
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SPACE USE KEY

- CAPITOL POLICE
- CAFETERIA/PUBLIC SEATING
- COAT ROOM
- HOUSE OF REPS
- IT
- LEGISLATIVE COUNCIL
- LEGISLATIVE LOUNGE
- MEETING ROOMS
- SENATE
- SERGEANT AT ARMS
- NOT CONSIDERED FOR MODIFIED USE



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4TH FLOOR/ATTIC - EXISTING SPACE USE

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3. FINDINGS AND RECOMMENDATIONS

Assessment of Existing Conditions

Refer to the Executive Summary (section 1) for a summary of existing conditions and space use within the State House.

Outline Recommendations

As a living museum, the State House is one of the three most visited tourist destinations in Vermont. The historical character of the building should remain intact and continue to draw visitors to the building throughout the year. However, this focus places restrictions as to how the building can be re-purposed or modified to meet current and future needs.

During session, spaces within the State House are over-utilized. Shifting select programs to other buildings within the Capitol Complex would alleviate some of the over-crowding and provide spaces lacking in the historic State House. The “Pink Lady” (1 Baldwin Street) and other buildings are used for personnel and services that support the legislature, but cannot fit in the State House. One solution would be to add capacity to this building or other office buildings in the Capitol Complex to support State House functions. Another is to build a new office building to support the state capitol building. BGS proposed an additional that would provide this needed space in the past, however the project did not proceed after the initial cost estimate.

Co-locating Senate committees or functions through schedule changes can also provide more flexible spaces without the same scale of cost implications. Reconfiguring other areas can also provide additional flexibility (see Section Four – Diagrammatic Plan Options).

Multiple spaces are historic or serve a specific purpose and would be best served by not being repurposed for other uses. These include the House and Senate Chambers and associated offices, ceremonial offices, and the Cedar Creek Room.

Other spaces are not accessible for all and would require elevator access to repurpose for public use:

- Basement – Marble Palace, Old Bomb Shelter, etc.
- 3rd Floor – Rooms outside the House & Senate Chambers
- 4th Floor/Attic – Storage/Former Offices

Outside of session, the State House is used much less by legislators and functions well as a tourist attraction. The lack of accessible single-use restrooms and lactation rooms also impact visitors to the building in the museum capacity.

Scheduling & Programmatic Efficiency

Efficiencies can be gained by shifting program elements to different rooms with the State House and subdividing certain areas to accommodate multiple uses. These can be moveable walls that do not permanently alter the State House. They can also be operable partitions that can easily be opened to provide more flexibility. These types of partitions require maintenance and increase the work load for BGS and Operations & Maintenance staff.

In the short term, there are several solutions to under-sized committee rooms:

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- Senate Committee Rooms that are used as Committee Rooms half days could be used for two committees, a morning and an afternoon committee. Private meeting and work spaces would need to be provided to make up for the loss of space for Senators. (see sample arrangement in diagram B)
- The Sergeant at Arms (currently in room 2) could be relocated to another central location, providing a larger Committee Room; however, historic components would need to be retained in place or relocated. Adequate cameras for the front door and lawn would be recommended for the Sergeant at Arms to monitor activities. (see diagram A)
- Mail/Coats, currently housed in Room 9, could be dispersed, eliminated, or relocated and provide either space for the Sergeant at Arms and her staff or a large Committee Room. (see diagrams A and C)

Providing broadcast/digital access to committee meetings could allow public viewing access to these meetings and lead to fewer people in the committee rooms themselves. This would improve deficient air quality within these rooms, which, according to the Speaker of the House, are often overcrowded.

The Senate President Pro Tem's office (room 13) could be relocated to several different locations that could accommodate an ante-room for an assistant's office. This would provide privacy currently lacking for this office. The vacant office would free up space for an easily accessible team meeting room in room 13. (see diagrams B and C)

The cafeteria also lends itself to providing meeting space for legislators. Glass partitions with stacked panels can provide meeting spaces that open for large gatherings (see diagram D).

The Legislative Lounge (room 24) appears to be underutilized and could accommodate the legislators' mail and coats or be subdivided for a larger committee room. (see diagrams A and C)

While there is space in the basement, third, and fourth floors of the State House, these areas cannot be utilized for additional program without providing elevator access and, in many cases, removing equipment, a costly endeavor that would provide more utility if included with additional new construction.

Relocating Programmatic Elements within the Capitol Complex

Relocating part or all of the Legislative Council to another building within the Capitol Complex would provide them with improved work environments and open up space for informal meeting rooms, a more spacious copy room, and a coat room. They would require a minimal space for those located off site to have a temporary work spaces for quick tasks while in the building. Meeting rooms would also be needed for off-site staff to meet with legislators. Relocating some Legislative Council staff would provide space for improved HVAC equipment. This would provide a better work environment for that staff and the improved mechanical system would enhance air quality throughout the building, including the House Committee Rooms. (see diagram C)

The Capitol Police would be best served with a small outpost and staff within the State House with a small "Police Station" within the Capitol Complex near the State House that includes the room types currently lacking in the State House and the ability to grow as security demands increase. This would not be a full police station, rather consolidated area for the Capitol Police and their localized needs.

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Legislative IT within the State House deserves special attention to ensure that servers are secure and reliable, and have the proper environment (HVAC, dehumidification, fire protection, etc.). The best solution could be to move these out of the State House into a central location.

Some Committee Rooms could be relocated to other buildings with the Capitol Complex if significant air quality and spatial needs must be met.

The Legislative Lounge (room 24) could be used to accommodate Legislature mail and coats/storage or be subdivided to provide addition committee, meeting, or office space. (see diagrams A and C)

Large meetings could be relocated from rooms 10 and 11 to other buildings within the Capitol Complex and provide additional space for Committee Meeting rooms, thus freeing up smaller room for informal meetings or offices. Large meetings and caucuses would be scheduled in other adjacent buildings. This would require advanced planning and transitions between buildings.

All of these options assume that there is space to be found within the Capitol Complex; a study would be required to determine if there is such space.

Long Term – New Construction

Long-term, a modern governmental building would allow the State House to function as both a museum and for formal government events, while providing modern spaces for day-to-day activities such as committee and informal meetings.

There have been past studies for additions to the capitol building (FFF has not reviewed these at this time). Adding a level above the cafeteria or a smaller addition adjacent to the State House would also provide additional modern space for legislative functions.

Diagrams/Plan Options

In the next section you will find several of the above concepts illustrated. At the top the page there is a descriptive list identifying what each concept:

1. Solves For
2. Solution
3. Pros
4. Cons

These diagrams are intended to illustrate a variety of options and are not meant to be comprehensive solutions. For example, it may be desirable to select elements from diagrams A, C, and D to reach the best overall solution.

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4. DIAGRAMMATIC PLAN OPTIONS

- A. Diagram A
- B. Diagram B
- C. Diagram C
- D. Diagram D
- E. Cost Estimates for Diagrams A, B, C, & D

These diagrams are intended to illustrate a variety of options and are not meant to be comprehensive solutions. For example, it may be desirable to select elements from diagrams A, C, and D to reach the best overall solution.

SOLVING FOR:

- SENATE AGRICULTURE COMMITTEE ROOM SIZE
- LACK OF MEETING ROOMS
- LIMITED SIZE FOR PRINT ROOM
- UNSECURED COAT ROOM

SOLUTION

- SMALL SENATE COMMITTEE ROOM RELOCATED TO SERGEANT AT ARMS OFFICE
- SMALL COMMITTEE ROOM BECOMES MEETING ROOM
- PRINT ROOM INCREASES IN SIZE, SINGLE ENTRANCE FOR INCREASED PRIVACY
- LEGISLATIVE COASTS & MAIL RELOCATED TO LEGISLATIVE LOUNGE
- SERGEANT AT ARMS & CAPITOL POLICE RELOCATED TO ROOM 9; PORTION OF ROOM REMAINS PUBLIC COAT ROOM

PROS

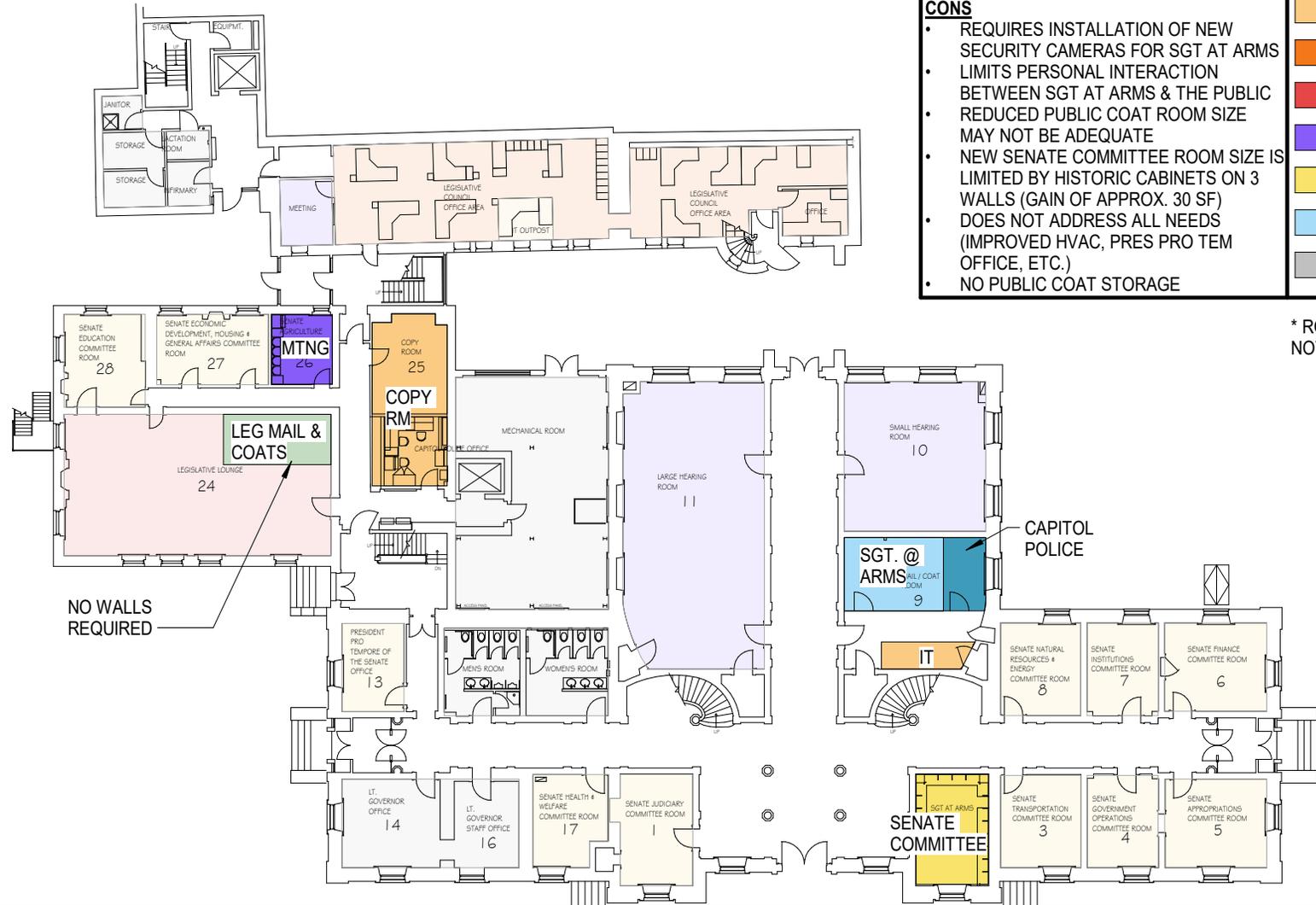
- LARGER SENATE COMMITTEE ROOM PROCURED (±30 SF IF HISTORIC CASEWORK REMAINS)
- SERGEANT AT ARMS & CAPITOL POLICE CO-LOCATED
- MEETING ROOM GAINED
- LARGER, SECURED COPY ROOM

SPACE USE KEY

-  CAPITOL POLICE
-  CAFETERIA/PUBLIC SEATING
-  COAT ROOM
-  HOUSE OF REPS
-  IT
-  LEGISLATIVE COUNCIL
-  LEGISLATIVE LOUNGE
-  MEETING ROOMS
-  SENATE
-  SERGEANT AT ARMS
-  NOT CONSIDERED FOR MODIFIED USE

CONS

- REQUIRES INSTALLATION OF NEW SECURITY CAMERAS FOR SGT AT ARMS
- LIMITS PERSONAL INTERACTION BETWEEN SGT AT ARMS & THE PUBLIC
- REDUCED PUBLIC COAT ROOM SIZE MAY NOT BE ADEQUATE
- NEW SENATE COMMITTEE ROOM SIZE IS LIMITED BY HISTORIC CABINETS ON 3 WALLS (GAIN OF APPROX. 30 SF)
- DOES NOT ADDRESS ALL NEEDS (IMPROVED HVAC, PRES PRO TEM OFFICE, ETC.)
- NO PUBLIC COAT STORAGE



* ROOMS SHOWN IN HALF-TONE DO NOT CHANGE FUNCTION



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1ST FLOOR - DIAGRAM A

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SOLVING FOR:

- SENATE AGRICULTURE COMMITTEE ROOM SIZE
- SENATE PRESIDENT PRO TEM - LACK OF SPACE/PRIVACY
- LACK OF MEETING ROOMS

SOLUTION

- SENATE COMMITTEE ROOMS TO BE SCHEDULED FOR MORNING/AFTERNOON MEETINGS
- MORE MEETING ROOMS PROVIDED FOR COMMITTEE-RELATED MEETINGS OUTSIDE OF COMMITTEE
- SENATE PRESIDENT PRO TEM RELOCATED TO ROOM 28
- SWITCH LOCATION OF LEGISLATIVE LOUNGE & MEETING ROOM 10

PROS

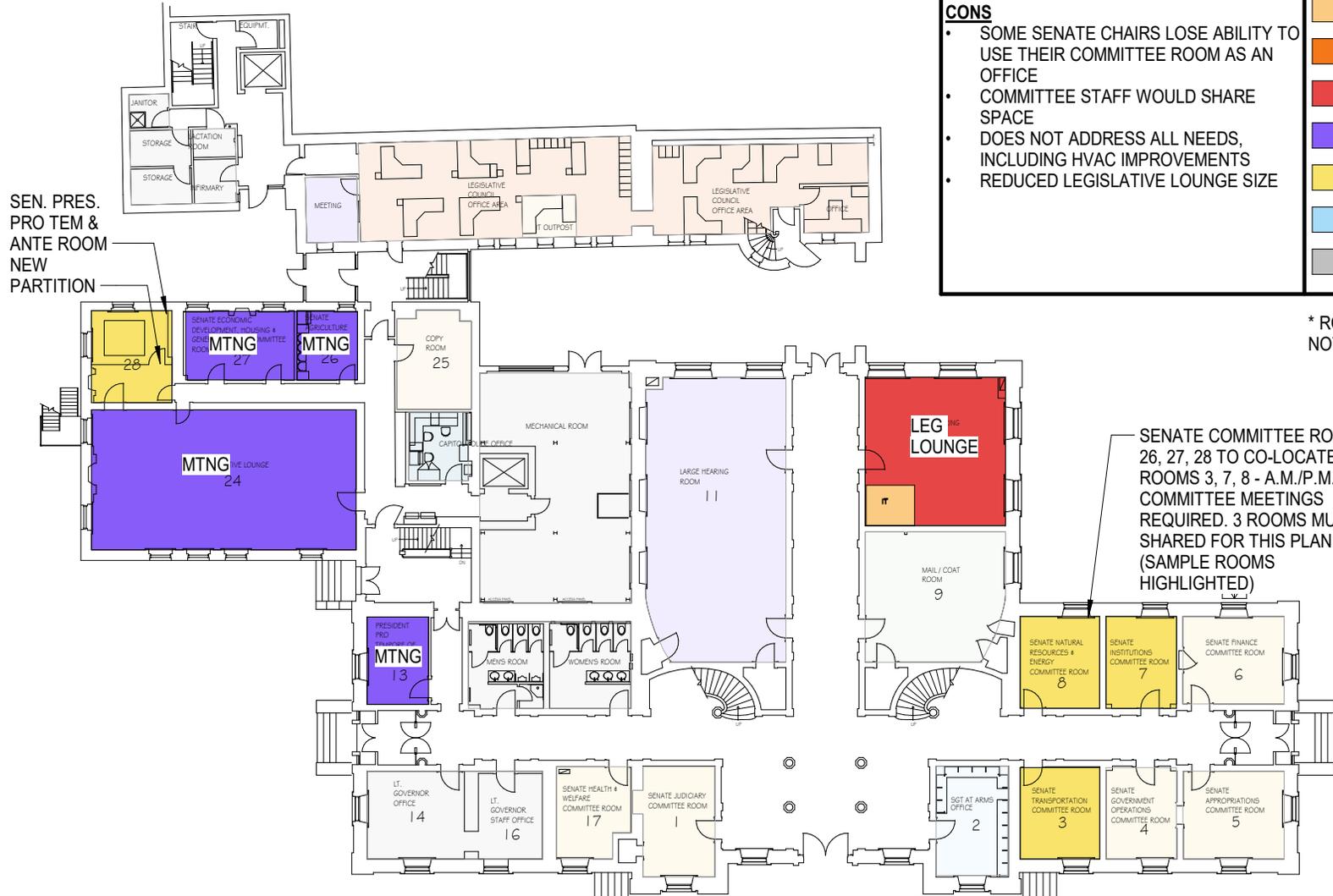
- LARGER SENATE COMMITTEE ROOM PROCURED
- SENATE PRES. PRO TEM PROVIDED WITH PRIVACY & ANTE-ROOM FOR ASSISTANT OFFICE
- MEETING ROOMS GAINED
- ADDITIONAL LARGE MEETING ROOM

SPACE USE KEY

-  CAPITOL POLICE
-  CAFETERIA/PUBLIC SEATING
-  COAT ROOM
-  HOUSE OF REPS
-  IT
-  LEGISLATIVE COUNCIL
-  LEGISLATIVE LOUNGE
-  MEETING ROOMS
-  SENATE
-  SERGEANT AT ARMS
-  NOT CONSIDERED FOR MODIFIED USE

CONS

- SOME SENATE CHAIRS LOSE ABILITY TO USE THEIR COMMITTEE ROOM AS AN OFFICE
- COMMITTEE STAFF WOULD SHARE SPACE
- DOES NOT ADDRESS ALL NEEDS, INCLUDING HVAC IMPROVEMENTS
- REDUCED LEGISLATIVE LOUNGE SIZE



* ROOMS SHOWN IN HALF-TONE DO NOT CHANGE FUNCTION

SENATE COMMITTEE ROOMS 26, 27, 28 TO CO-LOCATE WITH ROOMS 3, 7, 8 - A.M./P.M. COMMITTEE MEETINGS REQUIRED. 3 ROOMS MUST BE SHARED FOR THIS PLAN (SAMPLE ROOMS HIGHLIGHTED)



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1ST FLOOR - DIAGRAM B

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- SOLVING FOR:**
- SENATE AGRICULTURE COMMITTEE ROOM SIZE
 - SENATE PRESIDENT PRO TEM - LACK OF SPACE/PRIVACY
 - LACK OF MEETING ROOMS
 - LIMITED SIZE/VENTILATION FOR PRINT ROOM
 - UNSECURED COAT ROOM

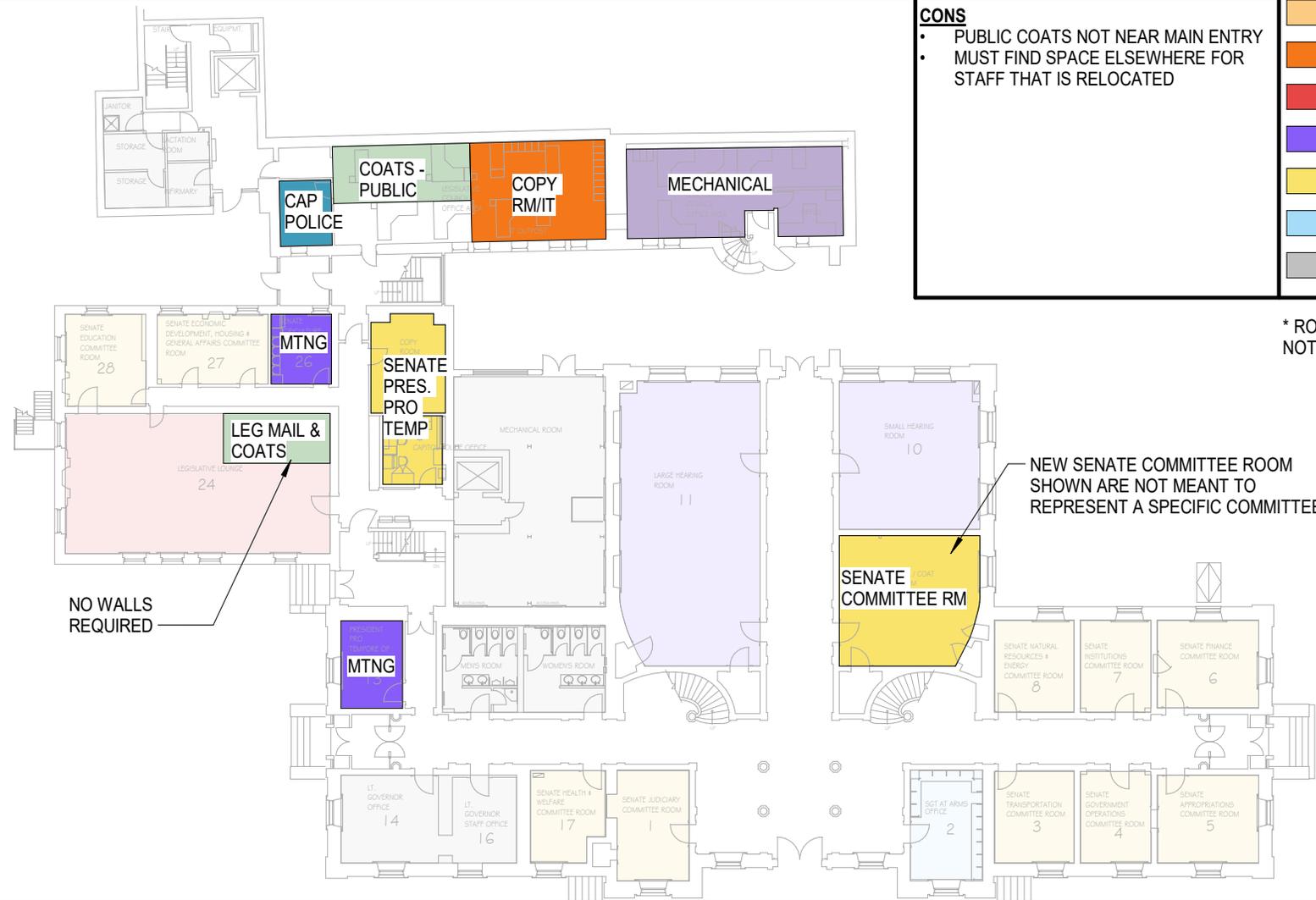
- SOLUTION**
- SMALL SENATE COMMITTEE ROOM RELOCATED TO COAT ROOM
 - SENATE PRESIDENT PRO TEMP RELOCATED TO PRINT/POLICE ROOM
 - LEGISLATIVE COUNSEL - ADMIN & EDITORS RELOCATED OUTSIDE OF STATE HOUSE (OR OTHER COMBINATION OF STAFF TO BE RELOCATED)
 - COPY ROOM, CAPITOL POLICE, & COATS RELOCATED TO ANNEX
 - LEGISLATIVE MAIL & COATS RELOCATED TO LEGISLATIVE LOUNGE
 - SMALL COMMITTEE ROOM & SENATE PRES PRO TEM OFFICES BECOME MEETING ROOMS

- PROS**
- LARGE SENATE COMMITTEE ROOM PROCURED
 - SENATE PRES. PRO TEM PROVIDED WITH PRIVACY & ANTE-ROOM FOR ASSISTANT OFFICE
 - COPY, IT, & CAPITOL POLICE REMAIN NEAR EACH OTHER
 - MECHANICAL SPACE GAINED
 - MEETING ROOMS GAINED

SPACE USE KEY

	CAPITOL POLICE
	CAFETERIA/PUBLIC SEATING
	COAT ROOM
	HOUSE OF REPS
	IT
	LEGISLATIVE COUNCIL
	LEGISLATIVE LOUNGE
	MEETING ROOMS
	SENATE
	SERGEANT AT ARMS
	NOT CONSIDERED FOR MODIFIED USE

- CONS**
- PUBLIC COATS NOT NEAR MAIN ENTRY
 - MUST FIND SPACE ELSEWHERE FOR STAFF THAT IS RELOCATED



* ROOMS SHOWN IN HALF-TONE DO NOT CHANGE FUNCTION

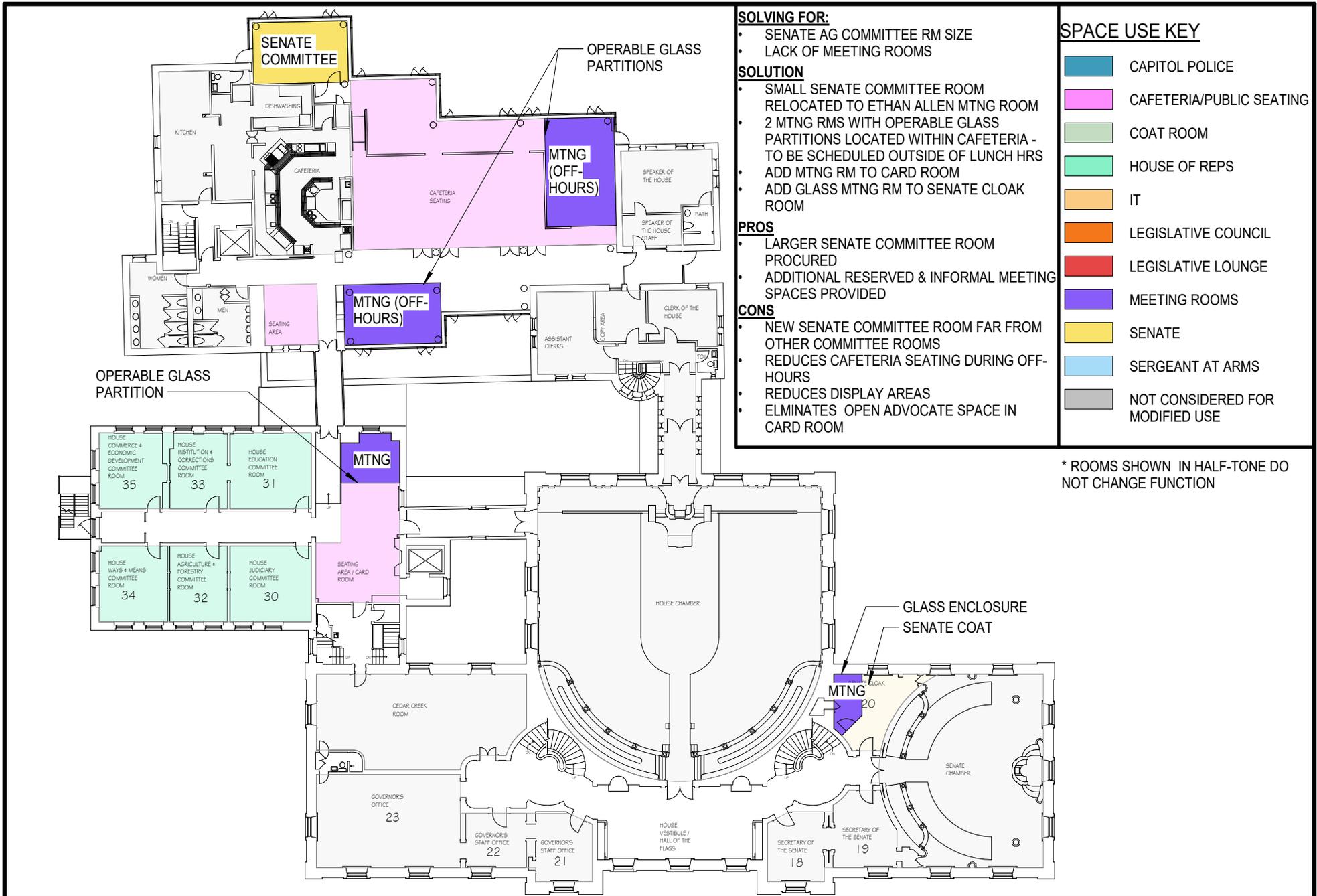


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1ST FLOOR - DIAGRAM C

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SOLVING FOR:

- SENATE AG COMMITTEE RM SIZE
- LACK OF MEETING ROOMS

SOLUTION

- SMALL SENATE COMMITTEE ROOM RELOCATED TO ETHAN ALLEN MTNG ROOM
- 2 MTNG RMS WITH OPERABLE GLASS PARTITIONS LOCATED WITHIN CAFETERIA - TO BE SCHEDULED OUTSIDE OF LUNCH HRS
- ADD MTNG RM TO CARD ROOM
- ADD GLASS MTNG RM TO SENATE CLOAK ROOM

PROS

- LARGER SENATE COMMITTEE ROOM PROCURED
- ADDITIONAL RESERVED & INFORMAL MEETING SPACES PROVIDED

CONS

- NEW SENATE COMMITTEE ROOM FAR FROM OTHER COMMITTEE ROOMS
- REDUCES CAFETERIA SEATING DURING OFF-HOURS
- REDUCES DISPLAY AREAS
- ELIMINATES OPEN ADVOCATE SPACE IN CARD ROOM

* ROOMS SHOWN IN HALF-TONE DO NOT CHANGE FUNCTION

State of Vermont – State House Space Assessment

DATE: January 15, 2020

PROJ. No: I1949



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State House Assessment - Project Costs & Timeline 10-Jan-20

Diagram A - 1st Floor options				
Item	Name	SF	\$/SF	Total
1	Copy room	430	\$65	\$27,950
2	RM26-Mtg	150	\$10	\$1,500
3	Legs/Mail/Coats	190	\$20	\$3,800
4	SGT at Arms/IT/Police	610	\$75	\$45,750
5	RM2 Senate Cmtte	270	\$20	\$5,400
Sub-total Construction				\$84,400
Contingency @ 15%				\$12,660.00
Project Costs @ 20%				\$16,880.00
Total Project Costs				\$113,940

Diagram A - Scope/Cost notes:	
1	create one secure room.
2	rearrangements and repairs.
3	rearrangements and repairs.
4	Use glass partitions to create 3 service areas.
5	rearrangements and repairs.
Timeline	
1 month design. 1 month procure. 2 months construct.	

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Diagram B - 1st Floor options				
Item	Name	SF	\$/SF	Total
1	Sen Protem	260	\$65	\$16,900
2	RM26 & RM27-Mtg	420	\$10	\$4,200
3	RM13-Mtg	190	\$20	\$3,800
4	RM10-Leg lounge	720	\$35	\$25,200
5	Annex Mtg	120	\$35	\$4,200
Sub-total Construction				\$54,300
Contingency @ 15%				\$8,145.00
Project Costs @ 20%				\$10,860.00
Total Project Costs				\$73,305

Diagram B - Scope/Cost notes:	
1	add wall and renovate room
2	rearrangements and repairs.
3	rearrangements and repairs.
4	rearrangements, repairs, finishes.
5	rearrangements and repairs.
Timeline	
1 month design. 1 month procure. 1 month construct.	

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Diagram C - 1st Floor options				
Item	Name	SF	\$/SF	Total
1	Police/Coats/Copy/IT	900	\$45	\$40,500
2	RM26-Mtg	150	\$10	\$1,500
3	Legs/Mail/Coats	190	\$20	\$3,800
4	Sen Protem	400	\$55	\$22,000
5	RM13-Mtg	190	\$10	\$1,900
6	RM9 Sen Cmtte	610	\$20	\$12,200
7	Annex Mechanical	650	\$10	\$6,500
Sub-total Construction				\$88,400
Contingency @ 15%				\$13,260.00
Project Costs @ 20%				\$17,680.00
Total Project Costs				\$119,340

Diagram C - Scope/Cost notes:	
1	renovations and finishes
2	rearrangements and repairs.
3	rearrangements and repairs.
3	Renovations and finishes
5	rearrangements and repairs.
6	rearrangements, repairs, finishes.
7	rearrangements and repairs. MEP upgrades not included
Timeline	
1 month design. 1 month procure. 2 month construct.	

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Diagram D - 2nd Floor options				
Item	Name	SF	\$/SF	Total
1	Sen commtte	320	\$10	\$3,200
2	New Mtg / Dining	420	\$55	\$23,100
3	New Mtg / Dining	330	\$55	\$18,150
4	New mtg./Lobby	150	\$55	\$8,250
5	RM20-Sen Coat Rm	100	\$30	\$3,000
Sub-total Construction				\$55,700
Contingecy @ 15%				\$8,355.00
Project Costs @ 20%				\$11,140.00
Total Project Costs				\$75,195

Diagram D - Scope/Cost notes:	
1	rearrangements and repairs.
2	Glass walls and minor renovations
3	Glass walls and minor renovations
4	Glass walls and minor renovations
5	Glass walls and minor renovations
Timeline	
1 month design. 2 month procure. 2 month construct.	

General notes to Estimate	
1	Contingency is to cover construction scope not apparent.
2	Project Costs covers : Design, Clerk, Mgt, other BGS costs.
3	Furniture, Fixtures, and Equipment are not included.
4	Glass walls and doors are included.
5	No Extensive Mechanical, Electrical, Pluming, or IT is included.
6	Estimate in 2020 dollars. No escalation for future 2021 is included.
7	Estimate is conceptual in nature and requires further detail.
8	Doesn't include Artwork or rearrangement of Museum artifacts.

State of Vermont – State House Space Assessment

DATE: January 15, 2020

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5. ASSESSMENT DIRECTIVE

Language from RFP:

6. STATEMENT OF WORK

6.1. PROJECT BACKGROUND

6.1.1. Over the last few years, the number of legislative staff has grown. This has caused a couple of legislative offices to find alternative space located relatively close to the State House. As the number of staff continues to grow, the Legislature is seeking a space assessment of the Vermont State House to determine if there is any sufficient and appropriate space to locate all legislative staff in the building, maintaining the historical integrity and preservation of the State House.

6.1.2. The specific language calling for this assessment is in Act 42 of 2019:

Sec. 27. STATE HOUSE SPACE; SHORT-TERM; ASSESSMENT

(a) On or before January 15, 2020, the Sergeant at Arms and the Commissioner of Buildings and General Services shall conduct an assessment of space needs in the State House that considers the following:

- (1) repurposing Room 2 to serve as a committee room; and
- (2) an assessment of space needs for legislative staff, the Sergeant at Arms, and the Capitol Police.

(b) The Sergeant at Arms and the Commissioner of Buildings and General Services shall report the findings of the assessment described in subsection (a) of this section with options for space reconfiguration to the Joint Legislative Management Committee and the Senate Committee on Institutions and the House Committee on Corrections and Institutions.

6.2. STATEMENT OF WORK DESCRIPTION, REQUIRED PHASES AND SCHEDULE:

STATEMENT OF WORK: The Vermont Legislature has asked Buildings and General Services (BGS) and the Sergeant at Arms to work collaboratively to conduct an assessment of space needs in the State House that considers the following:

- A) Repurposing Room 2 (the existing Sergeant at Arms Office) to serve as a legislative committee room.
- B) Providing an assessment of space needs for legislative staff, including the Sergeant at Arms and the Capitol Police.

BGS would like this assessment to also reflect the historical integrity and preservation of the Statehouse. The final report should include an executive summary that provides an explanation of any recommendations and options for the space reconfiguration, a risk registry, any site analysis that may impact the existing site, a space analysis and assessments, any concept drawings for the options, a building and site program, a construction schedule for any renovations or additions to the existing building, and any proposed design and construction costs for the design options for the scope of work listed above. The final report should provide an explanation of any recommendations and options for the space reconfiguration, a risk registry, any site analysis that may impact the existing site, a space analysis and assessments, any concept drawings for the options, a building and site program, a construction schedule for any renovations or additions to the existing building, and any proposed design and construction costs for the design options for the scope of work listed above. The report shall also include an executive summary.

State of Vermont – State House Space Assessment

DATE: January 15, 2020

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6.2.1.1. Planning Phase:

6.2.1.1.1. Kick off Meeting and Site Visit with BGS and the SAO.

6.2.1.1.2. Tour the existing facility to understand the State House's requirements and how the existing space functions for the staff.

6.2.1.1.3. Meet with the heads of each legislative office and some legislative staff members to better understand their day to day tasks and meet with the State Curator to better understand the historical integrity and preservation of the State House.

6.2.1.1.4. Evaluate the State House's existing architectural program, layout, function, operational requirements, and site requirements

6.2.1.1.5. Perform an existing analysis of the State House.

6.2.1.1.6. Apply the existing developed architectural program to create options for a possible committee room in Room 2, and for office space for legislative staff, the Sergeant at Arms, and the Capitol Police. Keep the design within the historical integrity and preservation of the State House.

6.2.1.1.7. Develop and apply the new architectural program to create an option that includes any space needed for future HVAC system upgrades selected by BGS.

6.2.1.1.8. Meet with BGS and Sergeant at Arms to review the A/E firm's recommendations and options for space reconfiguration

6.2.1.1.9. Provide two check in meetings: a presentation of the draft report for review, and a presentation of the final report.

6.2.1.1.10. Provide a draft and final report that includes:

6.2.1.1.10.1. An executive summary,

6.2.1.1.10.2. Recommendations and the various options for space reconfiguration.

6.2.1.1.10.3. A Risk Registry.

6.2.1.1.10.4. Any Site Analysis that may impact the existing site

6.2.1.1.10.5. A space analysis and assessments

6.2.1.1.10.6. Any concept drawings to explain all the options.

6.2.1.1.10.7. Developed architectural programs for the existing staff.

6.2.1.1.10.8. A construction schedule for any of the space reconfiguration options.

6.2.1.1.10.9. Design and construction cost estimates for the space reconfiguration options.

6.2.1.1.11. BGS and Sergeant at Arms will review final documents

6.2.1.2. Permitting Phase: Not Applicable (N/A)

6.2.1.3. Schematic Design Phase: Not Applicable (N/A)

6.2.1.4. Design Development Phase: Not Applicable (N/A)

6.2.1.5. Construction Document Phase: Not Applicable (N/A)

6.2.1.6. Bidding or Negotiation Phase: Not Applicable (N/A)

6.2.1.7. Construction Administration Phase: Not Applicable (N/A)

6.2.1.8. Attachments:

6.2.1.8.1. Existing State House Floor Plans

6.2.1.8.2. Example of the Risk Registry

State of Vermont – State House Space Assessment

DATE: January 15, 2020

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6. SPACE USE QUESTIONNAIRES

A. Sample Questionnaire

B. Completed Questionnaires based on meetings with FFF

- a. Capitol Police - Chief Matthew Romei
- b. IT-Kevin Moore, Director of IT
- c. Senate -Tim Ashe, Senate President Pro Temp
- d. House of Representatives – Mitzi Johnson, Speaker of the House
- e. Governor’s Office – Karen Palls
- f. Senate – John Bloomer, Secretary of the Senate
- g. House of Representatives – Bill Magill, Clerk of the House
- h. Sergeant at Arms – Janet Miller
- i. Legislative Counsel – Luke Martland, Chief Counsel
- j. Lieutenant Governor’s Office – Meg Poylte
- k. Joint Fiscal Office – Stephen Klein & Catherine Benham
- l. State House Curator – David Schutz
- m. Buildings and General Services - Teigh Southworth



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Project Name: State House Planning Study

Project Number: I1949.00

State House Space Assessment Questionnaire

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State of Vermont State House Planning Study Space Assessment Questionnaire

1. Tell us about your mission, staffing, and spaces you utilize within the State House.
2. How do these spaces work well? How are they deficient?
3. Tell us about how you utilize space in each room during the legislative session and while session is adjourned.
4. Describe key adjacencies between your staff and other departments.
5. Do you have anticipated staff growth or reductions?
6. Describe technology you use today and anticipated future technology that may need to be accommodated.
7. In your opinion, which spaces are underutilized or don't work well within the State House?
8. Can you and your staff (or parts of your staff) work remotely from the State House?



**State of Vermont State House Planning Study
Space Assessment Questionnaire**

Capitol Police – Chief Matthew Romei

1. Tell us about your mission, staffing, and spaces you utilize within the State House.

Capitol Police's role is to enforce laws & rules within capital complex.

Chief of Police's office is in 6 Baldwin

8 officers: 4 full-time, 4 part-time

Have small office on site next to Copy Room 25.

Have podium that moves from main lobby to card room, depending on time of year.

Closet off Room 11 (1st floor) - storage

Officers on site varies by events, etc.

2. How do these spaces work well? How are they deficient?

A command center is required for large events – usually one is set up in large conference room @ 120 Sate, but would prefer dedicated command center (could overlap with an IT training room). It's useful for this room to overlook the lawn.

Office larger than needed in State House – better to have a small office with monitors linked to cameras.

Staff is usually out in the State House

It would be best to have at least one officer stationed outside the state House in case of emergency.

Cap. Police are lacking the following spaces:

- *property storage area;*
- *interview/detaining room;*
- *weapons vault;*
- *shower/decontamination/changing rooms;*
- *restroom for male and female officers;*
- *break room.*

3. Tell us about how you utilize space in each room during the legislative session and while session is adjourned.

More officers needed on site for large events & State of the State address

4. Describe key adjacencies between your staff and other departments.

The current location is centrally located (both within state House & to other buildings within the complex), which works well.

5. Do you have anticipated staff growth or reductions?

1-2 growth anticipated; would like additional officers long-term

6. Describe technology you use today and anticipated future technology that may need to be accommodated.

Security System

7. In your opinion, which spaces are underutilized or don't work well within the State House?

Coat Room – oversized, presents security risk with unattended items

Student backpacks present security risk (unattended items) and would ideally be left in a different building

Ideally there would be a media room

8. Can you and your staff (or parts of your staff) work remotely from the State House?

Officers need to work on site, but other spaces (see list above) could be located in another building within the complex.



**State of Vermont State House Planning Study
Space Assessment Questionnaire**

IT – Kevin Moore, Director of IT

1. Tell us about your mission, staffing, and spaces you utilize within the State House.

IT designs, maintains, and supports IT for the legislature, public, media (in building), and remote workers.

Main office is at 9 Baldwin

3 Locations for staff: Leg. Lounge, with the Leg. Counsel on lower level; copy room

Server Room

Storage throughout

7 1/3 FTE

2. How do these spaces work well? How are they deficient?

Need an additional space for a staff member that is easily accessible to State House users

Prefer to consolidate staff on site; would like to locate 2 staff in areas w/ capitol police and

addition person in the copy room. Ideally, the copy room would not be open for people to see documents as they are printed.

No lab for set-up/repair

Lacks adequate equipment storage within the State House

Server room is not climate controlled or secure

Data Rack in old bomb shelter – moisture concerns

Copy room has security & confidentiality issues

No training room

3. Tell us about how you utilize space in each room during the legislative session and while session is adjourned.

More staff is onsite during session

4. Describe key adjacencies between your staff and other departments.

Work with all departments

5. Do you have anticipated staff growth or reductions?

May need to grow to meet growing demand

May need dedicated AV professional; voice system; camera

6. Describe technology you use today and anticipated future technology that may need to be accommodated.

Remote witness testimony

Audio system upgrade is underway in House Chambers

Future - AV; voice system; camera

7. In your opinion, which spaces are underutilized or don't work well within the State House?

Spaces are over-utilized, not underutilized

8. Can you and your staff (or parts of your staff) work remotely from the State House?

Yes – current set up works well – IT can still provide in-person customer service



**State of Vermont State House Planning Study
Space Assessment Questionnaire**

Senate – Tim Ashe, Senate President Pro Temp

1. Tell us about your mission, staffing, and spaces you utilize within the State House.

*2 staff (self & 1 staff)
Office 13*

2. How do these spaces work well? How are they deficient?

*Sharing an office does not allow for privacy and there is constant interruption
Little senate meeting space (private)
Secretary of the Senate – office is not functional
Senate Agriculture Committee Room (26) is too small – it creates the impression that
agriculture is not valued by the senate; other senate committee rooms work well.
Lack of private meeting rooms*

3. Tell us about how you utilize space in each room during the legislative session and while session is adjourned.

*Senate Offices & Cloak Room are public paths of travel during session
Senate committee rooms are used for committees ½ day and for informal meetings and
additional committee work the rest of the day*

4. Describe key adjacencies between your staff and other departments.

Adjacency to Senate chambers or committee rooms

5. Do you have anticipated staff growth or reductions?

no

6. Describe technology you use today and anticipated future technology that may need to be accommodated.

Room scheduling system

7. In your opinion, which spaces are underutilized or don't work well within the State House?

Sergeant at Arms office

Coat Room

Marble Palace – would like to add changing room & shower; has poor lighting

Public lactation room should be more accessible/advertised

Leg. Lounge – used by small number of legislators – would be possible to reduce size; may reduce number of computers and add lounge seating

8. Can you and your staff (or parts of your staff) work remotely from the State House?

No



**State of Vermont State House Planning Study
Space Assessment Questionnaire**

House of Reps – Mitzi Johnson, Speaker of the House

1. Tell us about your mission, staffing, and spaces you utilize within the State House.

*Staff: Speaker, 1 FTE, 2 PTE (session interns) – Speaker’s office
150 House Members – no offices, use House Chambers, Committee Rooms, Leg. Lounge
House Clerk – needs office with closed door (existing works)*

2. How do these spaces work well? How are they deficient?

*Speaker’s rooms work well for existing staff and functions (i.e. 20-person meetings in office during session)
Shower is rarely used, open to allowing Capitol Police to use it for a decontamination room.
House Committee Rooms – used all day during session – they’re crowded & have air quality issues
Rooms 10 & 11 – used frequently during session
Cafeteria – used as office for lobbyists during session
There is a lack of small meeting rooms (3-4 people)*

3. Tell us about how you utilize space in each room during the legislative session and while session is adjourned.

Meetings in office – daily during session, weekly outside of session

4. Describe key adjacencies between your staff and other departments.

House Chambers, House Clerk

5. Do you have anticipated staff growth or reductions?

no

6. Describe technology you use today and anticipated future technology that may need to be accommodated.

-

7. In your opinion, which spaces are underutilized or don’t work well within the State House?

Senate Committee Rooms are used ½ days – could be used more efficiently

8. Can you and your staff (or parts of your staff) work remotely from the State House?

Meetings can take place outside the State House (there's a conference room in the Pink Lady next door)

Many meetings in Rooms 10& 11 could take place in other locations



**State of Vermont State House Planning Study
Space Assessment Questionnaire**

Governor's Office – Karen Pallas

1. Tell us about your mission, staffing, and spaces you utilize within the State House.

*Governor's Office & ante-rooms
Rm 22 – 2 people
Rm 21 – 4-6 people, copy/fax*

2. How do these spaces work well? How are they deficient?

Spaces work well

3. Tell us about how you utilize space in each room during the legislative session and while session is adjourned.

*Offices used primarily during session & for ceremonial events
Room 22 – used for special events out of session*

4. Describe key adjacencies between your staff and other departments.

5. Do you have anticipated staff growth or reductions?

6. Describe technology you use today and anticipated future technology that may need to be accommodated.

7. In your opinion, which spaces are underutilized or don't work well within the State House?

8. Can you and your staff (or parts of your staff) work remotely from the State House?



**State of Vermont State House Planning Study
Space Assessment Questionnaire**

Senate – John Bloomer, Secretary of the Senate

1. Tell us about your mission, staffing, and spaces you utilize within the State House.

Occupies room 18 & 19 – self, 5 staff (3 FTE, 2 PTE)

Senate Cloak Room

Senate Chambers – constantly occupied during session for meetings, access to Senate Chambers, and as an office for Legislative Counsel

2. How do these spaces work well? How are they deficient?

Lack of RR near Senate

Lack of meeting space for senators – Cloak Room is used for meetings & as an entrance to the Senate Chambers

3. Tell us about how you utilize space in each room during the legislative session and while session is adjourned.

4. Describe key adjacencies between your staff and other departments.

Senate Chambers, Cloak Room

5. Do you have anticipated staff growth or reductions?

no

6. Describe technology you use today and anticipated future technology that may need to be accommodated.

7. In your opinion, which spaces are underutilized or don't work well within the State House?

An addition adjacent to the Senate Chamber would solve some issues

Pres. Pro Temp office – not ideal for current function, would make a good meeting room

8. Can you and your staff (or parts of your staff) work remotely from the State House?

Not unless there is a close addition



**State of Vermont State House Planning Study
Space Assessment Questionnaire**

House of Reps – Bill Magill, Clerk of the House

1. Tell us about your mission, staffing, and spaces you utilize within the State House.

*Works for the House (150 reps.), drafts rules, amendments, resolutions, etc. – functions as
parliamentarian and historian
6 people (3 during session only)
Work out of Clerk's Office (2) & Assistant Clerks' Office (4)*

2. How do these spaces work well? How are they deficient?

*The office size & arrangement works well (recently re-arranged)
Limited space for books (they are used frequently and extend back to 1836))
Office with door is important to keep for confidential conversations
Bathroom is not ADA-compliant*

3. Tell us about how you utilize space in each room during the legislative session and while session is adjourned.

More staff during session, much busier

4. Describe key adjacencies between your staff and other departments.

House Chamber, Speaker, Clerk's staff needs to stay together

5. Do you have anticipated staff growth or reductions?

no

6. Describe technology you use today and anticipated future technology that may need to be accommodated.

*Printed materials still used, will continue to be used
WiFi can be stretched during session*

7. In your opinion, which spaces are underutilized or don't work well within the State House?

*House Committee Rooms are overcrowded - Rooms 10 & 11 function as overflow rooms for
committee rooms*

Filing needs are diminishing with electronic accessibility

8. Can you and your staff (or parts of your staff) work remotely from the State House?

Not during session



**State of Vermont State House Planning Study
Space Assessment Questionnaire**

Department/Representative: Janet Miller, Sergeant at Arms

1. Tell us about your mission, staffing, and spaces you utilize within the State House.

2 FTE (Janet & Sid)

1 session-only

Building security, oversees Capitol Police, books meeting spaces, oversees pages (– they congregate outside Sgt. at Arms Office), oversees Door Keepers (in charge of keeping decorum in committee rooms)

2. How do these spaces work well? How are they deficient?

Sgt. at Arms office is in a good location – the window provides needed view to see who’s approaching the building and monitoring the lawn. Off session this is an excellent location for a personal welcome to the public.

Coat Room – serves at a coat room for door keepers as well as visitors; backpacks also stored there when students visit (possible to move the student storage to 133)

3. Tell us about how you utilize space in each room during the legislative session and while session is adjourned.

Off Session Room 9 is used as a gift shop. The gift shop volunteers, tour guides, and Friends of the State House are an integral part of the State House, especially during the non-legislative seasons.

4. Describe key adjacencies between your staff and other departments.

*Important to be near the front of the building to keep an eye on who is entering the building
Central location is also important*

5. Do you have anticipated staff growth or reductions?

no

6. Describe technology you use today and anticipated future technology that may need to be accommodated.

7. In your opinion, which spaces are underutilized or don’t work well within the State House?

Copy Room – there is not enough space to properly maintain copiers

Mailboxes could be moved (may not be needed – little mail)

Bill Bins take up a lot of space – they could be relocated or the legislature could reduce requirements for printed bills

Senate Pres. Pro Temp Office – not adequate – an office with an ante-room would provide needed privacy

Public Bathrooms – need single use bathroom accessible to the public

8. Can you and your staff (or parts of your staff) work remotely from the State House?



**State of Vermont State House Planning Study
Space Assessment Questionnaire**

Legislative Council - Luke Martland, Chief Council

1. Tell us about your mission, staffing, and spaces you utilize within the State House.

*19 Attorneys including Chief Council; 12 in the State House; 7 in Pink Lady
5 Admin/Operations/Payroll
6-7 Editors
1 IT desk is co-located with admin
25 – session only
Up to 50 total staff
Mezzanine/level below*

2. How do these spaces work well? How are they deficient?

*Open spaces could be used more efficiently
Paper files are used regularly
Impression of space is not professional*

3. Tell us about how you utilize space in each room during the legislative session and while session is adjourned.

*Attorneys usually work alone, legislators will meet with them in their offices
Attorneys are specialists, so they don't have a need to collaborate regularly
Need quiet, private space
Meeting room in the mezzanine is used by everyone*

4. Describe key adjacencies between your staff and other departments.

*They testify in committees, so being in the vicinity is useful
Their location provides easy access for legislators
Legislators are in frequent communication with admin/operations/payroll
Editors need to be close the attorneys, not to the legislators*

5. Do you have anticipated staff growth or reductions?

no

6. Describe technology you use today and anticipated future technology that may need to be accommodated.

*2 copiers on mezzanine
Have laptops & iPads*

7. In your opinion, which spaces are underutilized or don't work well within the State House?

8. Can you and your staff (or parts of your staff) work remotely from the State House?

Can work from home outside of session, need to be close during session



**State of Vermont State House Planning Study
Space Assessment Questionnaire**

Lt. Governor's Office – Meg Poylte

1. Tell us about your mission, staffing, and spaces you utilize within the State House.

*Lt. Governor's Office & Staff office (rooms 14 & 16)
Lt. Gov, 1 FTE (Meg); 4-5 interns during session
Rooms 10 & 11 – for large meetings*

2. How do these spaces work well? How are they deficient?

Work well

3. Tell us about how you utilize space in each room during the legislative session and while session is adjourned.

*Meg is there year-round
Lt. Gov's office is booked for meetings when Lt. Gov. is not there during session*

4. Describe key adjacencies between your staff and other departments.

Interacts a lot with the Secretary of the Senate

5. Do you have anticipated staff growth or reductions?

There are always a lot of people in office 16 during session

6. Describe technology you use today and anticipated future technology that may need to be accommodated.

IT is through executive branch, so need separate printer, etc.

7. In your opinion, which spaces are underutilized or don't work well within the State House?

*Elevator is slow/difficult to find
Building is overly crowded during session
Rooms 10 & 11 – large meetings could take place in another building
Committee Rooms are booked for half days, but also by staff in off-hours
Publicly accessible gender neutral bathroom is needed*

8. Can you and your staff (or parts of your staff) work remotely from the State House?

Yes, but it's important to keep the Lt. Gov's office open to the public



**State of Vermont State House Planning Study
Space Assessment Questionnaire**

Joint Fiscal Office – Stephen Klein & Catherine Benham

1. Tell us about your mission, staffing, and spaces you utilize within the State House.

Joint Fiscal Office is responsible for budget & tax issues; they work with legislators for financial input on bills and produce the Budget Bill

Located in 1 Baldwin (Pink Lady)

1 office in State House during session (3rd floor at end of corridor outside House Committee Rooms)

15-18 staff & consultants

Staff sits in committee rooms during session

2. How do these spaces work well? How are they deficient?

Office in State House is adequate

The meeting room in the mezzanine is the only accessible small meeting room

3. Tell us about how you utilize space in each room during the legislative session and while session is adjourned.

4. Describe key adjacencies between your staff and other departments.

Leadership, Committees, Legislative Counsel (collaborate on bills);

Go to State House as needed

5. Do you have anticipated staff growth or reductions?

Adding 1 now

6. Describe technology you use today and anticipated future technology that may need to be accommodated.

Have own computer systems & IT staff.

Contract with groups out of DC for some complex tax models

7. In your opinion, which spaces are underutilized or don't work well within the State House?

Outdoor courtyard between historic bldg. & annex should be utilized

Marble palace

Dome – there could be uses if there's a way to get an elevator there (there were offices there in the past)
Annex was built with the capacity to have another level added
Other buildings could be utilized for meetings
A legislative office building would provide a modern environment and allow the State House to remain a museum
Important to think about the 5-10 impact

8. Can you and your staff (or parts of your staff) work remotely from the State House?

Staff needs to stay together
Culture is to be there in person for collaboration
Office in State House needs to stay for use during session



**State of Vermont State House Planning Study
Space Assessment Questionnaire**

David Schutz - Curator

1. Tell us about your mission, staffing, and spaces you utilize within the State House.

To preserve the State House as a public museum

The State House is the 3rd most visited site in Vermont; it's a tourist attraction primarily June-October

Schools visit

January – May – legislative session

3 people in Curator's office, located in BGS building

Involved in entire building

Public Collections – Art & Historic objects, including those on display in the State House

Creates publications & exhibitions

8 volunteers in the summer (gift shop, etc)

2. How do these spaces work well? How are they deficient?

Important to preserve historic elements

3. Tell us about how you utilize space in each room during the legislative session and while session is adjourned.

Touches all spaces

Outside of session – gift shop, tour guide table

4. Describe key adjacencies between your staff and other departments.

Works most closely with the Sgt. at Arms office

5. Do you have anticipated staff growth or reductions?

6. Describe technology you use today and anticipated future technology that may need to be accommodated.

7. In your opinion, which spaces are underutilized or don't work well within the State House?

8. Can you and your staff (or parts of your staff) work remotely from the State House?

Yes – already do, but is in the building every day

Additional comments on rooms/historic context:

Coat Room

- *maxed out during session – used by lobbyists, public, senate*
- *mailboxes – custom*
- *lockers are used by legislators*
- *additional lockers for pages*
- *no space for backpacks*

Gift Cart – used during session only – it sits in the soft seating area off the cafeteria

Sergeant at Arms Office

- *historic location*
- *historic oak cupboards are used extensively by Sgt at Arms & Curator*

Legislative Lounge

- *original Supreme Court Chambers*
- *1987 – restored to current condition (it was divided into offices before)*
- *If divided again, glass walls would be better than what they had before*
- *Would prefer to see it used as a large meeting room*

Room 10 – lends itself to a committee room

Room 11 – was divided until the historic renovation

Room 27 – door shown in plans was removed during the historic renovation

Mezzanine – old cafeteria, not historically significant

Room 20 – Senate Cloak Room – if there are any changes it would need to retain historic elements (i.e. coat hooks)

All changes to the State House must go through the Legislative Advisory Committee



**State of Vermont State House Planning Study
Space Assessment Questionnaire
Teigh Southworth - BGS**

1. Tell us about your mission, staffing, and spaces you utilize within the State House.

Because of the historical artifacts and paintings (many of which are on loan to the State) within the building it is desired to maintain a museum like environment within the State House in regard to temperature and humidity. The current HVAC system cannot accomplish this task because those AHU's that have heating coils have them upstream of the cooling coils, so dehumidification sequences cannot be implemented, and once the AHU's are replaced with proper ones, there is no source of heat between May 1 and October 1 because the central heat plant shuts down for the summer. A summer boiler needs to be installed within the State House to provide the necessary heat for dehumidification along with its fuel storage. We also need a source of clean humidity for the winter months when the outside air is dry and we bring in large amounts to ventilate the building to maintain a proper breathing environment for the Legislature and guests.

2. How do these spaces work well? How are they deficient?
3. Tell us about how you utilize space in each room during the legislative session and while session is adjourned.
4. Describe key adjacencies between your staff and other departments.
5. Do you have anticipated staff growth or reductions?
6. Describe technology you use today and anticipated future technology that may need to be accommodated.

The building currently has Barber-Coleman/Invensys/Siebe DDC controls that were installed piecemeal over the years, many are legacy controls and when they fail cannot be replaced in kind but must be upgraded to more modern versions requiring new programming, not plug-and-play. The current system was installed by Control Technologies beginning in the 1980's and is being maintained by them, as such, there may now be some Distech hardware as well.

AHU-1, 2 & 3, installed in 1970, serve the House and Senate chambers, they are essentially large fan coils, they operate well for temperature control, but not humidity control. During the colder months they appear to provide adequate ventilation with CO2 levels approaching 1000 ppm, but toward the end of the session in May when the mechanical cooling becomes active and the units go to minimum OA damper position the CO2 levels regularly shoot up to 1400-1500 ppm.

AHU-4 & 5, installed in 1995, serve the original main building via VAV boxes, they operate well for temperature control, but not humidity control. Adequate ventilation appears to be lacking, with the worst rooms typically well above 1000 ppm, some reaching 2000 ppm.

AHU-6, installed in 1970, serves the Annex housing the Legislative Lounge and the House committee rooms. This AHU has no heating coil, and distribution is through floor mounted induction boxes with reheat coils. The airflow out of these boxes has been compromised by the furniture layout and numerous complaints about inadequate cooling, stuffiness and cold drafts are received every legislative session. Ventilation appears marginal at best with many rooms operating at or near 1000 ppm, and the highest levels approaching 1400 ppm.

AHU-7, installed in 1987, serves the lower 2 floors of the Cafeteria addition, while the airflow appears to be sufficient, the lack of zone control is apparent, at the very least a reheat coil at each floor should be considered. Depending on future layout, complete distribution with individual zone control should not be ruled out. Without zone CO2 information it is hard to decide on the level of ventilation within the spaces, the return air CO2 appears to be adequate rarely exceeding 1000 ppm, while hovering in the 800 – 900 ppm range.

AHU-8, installed in 1987, serves the 2nd floor of the Cafeteria addition, dining area and Speaker of the House offices. It appears to operate well for temperature control, but not humidity control. It also appears to be lacking in ventilation many mornings during the legislative season the CO2 readings are in excess of 1400 ppm.

In the future we need:

- *To replace the AHU's with ones that have heating coils downstream of the cooling coils to allow dehumidification to take place.*
- *Better terminal air distribution for AHU-6.*
- *Better zone control for AHU-7.*
- *Provide a summer boiler and fuel storage to provide reheat for dehumidification.*
- *Humidification in the winter months.*
- *Source of sufficient outside air to dilute the CO2 levels to acceptable levels.*
- *New DDC controls.*

7. In your opinion, which spaces are underutilized or don't work well within the State House?

The 1st floor space in the 1909 addition under the Speakers' office has been a source of continual IAQ complaints, the back wall has water entry from the ledge behind it and should not be used for human occupation.

8. Can you and your staff (or parts of your staff) work remotely from the State House?