

APPENDIX B – PROGRAM OF REQUIREMENTS

**PROGRAM OF REQUIREMENTS
Library Facilities Project
Transcona Library**

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PROGRAM OF REQUIREMENTS

1. INTRODUCTION

- 1.1. This Program of Requirements is the directive of the City of Winnipeg to the consultant/contractor to provide the facilities described herein.
- 1.2. The facility will be signature building at the community level of service in the City of Winnipeg hierarchy of service and will serve a population of approximately 43,840 (1996) and be capable of holding approximately 50,000 items.
- 1.3. The Library will be situated at 1500 Plessis Road on a 40 acre site, formerly City of Winnipeg, Public Works Yards now called Park City Plaza. The library will be located in the Northeast corner of the site near a proposed recreational amenity and future rapid transit line in a location that maximizes library visibility/accessibility, allows for direct road access and sufficient parking, and will have a positive impact on the surrounding community.
- 1.4. The requirements are written in terms of functions, space allocations, facility accessories and constraints to achieve an integrated, fully functional facility.
- 1.5. The contractor is expected to adhere to the area assignments. However, if there is deviation from the individual area assignments, gross area requirements or allocated funds involved, then approval for such changes must be obtained from the City of Winnipeg in advance.
- 1.6. In all cases, the work will be executed in accordance with all provincial and federal statutes, bylaws of the City of Winnipeg and regulations pursuant to any of the foregoing. It is incumbent upon the contractor to follow current, applicable codes, bylaws, and regulations and obtain the necessary approvals from appropriate authorities.

2. INSTRUCTIONS

- 2.1. Under the heading Facility Accessories use of the * indicates items to be provided by the contractor/ developer. Other items are provided for information purposes only and will be provided by the City of Winnipeg.

3. SCOPE OF WORK

- 3.1. The library facility and reading garden will require approximately 14,000 square feet of floor area which is to be housed in one ground level storey. Library parking for up to 40 public vehicles including 5 staff vehicles is required (refer to Section 5.4 for detailed specification). The library must be designed in such a way as to allow for future interconnection with the proposed recreational amenity at a later date.

Approximately 1,000 sq. ft. of building floor area is to house Locomotive No. 2747 provided the funds necessary to build the space and relocate the locomotive become available in a timely manner so as to be a part of this project. Should the Locomotive not be incorporated into the final building plan, the associated building floor area allocation is to be redesigned for the purpose of serving the facility Program of Requirements, and in doing so be optimized as 'best use' in the delivery of programming objectives.

The following principles must form the basis of major civic projects, within the City:

- 1) Aesthetics of the facility must be considered essential and integral elements of the project with a goal of designing a signature building in the community.

- 2) This is to be a LEED NC-Canada Silver or Green Globes Project.
 - 3) Projects must be integrated with other complementary programs on the Park City Plaza site, to enhance the surrounding area as part of OurWinnipeg's Complete Communities strategy.
 - 4) Projects must consider the multi-purpose function of the proposed site.
- 3.2. All drawings and specifications are subject to approval by the City of Winnipeg prior to finalization and the beginning of construction.
- 3.3. Each section under this Program of Requirements will have a chart similar to below which outlines the specific mandatory requirement under each section. Should the quote not include the requirement, an additional cost must be provided.

EXAMPLE TEMPLATE

Requirement	Quote to include (Y/N)	Additional Cost
	Total	

4. GENERAL REQUIREMENTS

- 4.1. All furniture is outside the construction contract, unless specified and purchased under separate contract by library staff.
- 4.2. The library entrance should be placed to ensure easy access from the parking lot and adjacent to the proposed recreational amenity for ease of connection.
- 4.3. The facility shall be consistent with Council adopted policies; at minimum, be in accordance with the City of Winnipeg Green Building Policy and City of Winnipeg Universal Design Policy. The desired outcome is to design the building to LEED NC-Canada Silver or Green Globes standards and employ an integrated design process (IDP).
- 4.4. The proposed structure must be designed with interior and exterior finishes that are high quality, durable and low maintenance. The finish schedule must reflect the signature nature of the facility.
- 4.5. The entire Library facility must be equipped with a sprinkler system.
- 4.6. Wherever hard surfaces are specified the composition to be determined in consultation with designer and Library staff.
- 4.7. Lighting systems must be designed to meet the highest energy efficient standards possible and should be adjustable to natural daylight conditions.
- 4.8. The overall approach must be to construct a facility which is functional, attractive, universally accessible and energy efficient to a LEED NC-Canada Silver standard or Green Globe standard.
- 4.9. The interior design proposal must be prepared in conjunction with library and other civic staff as part of the IDP.
- 4.10. All door widths must be a minimum of 39".

- 4.11. The interior design must be built in such a way that changes can be made easily to meet future library requirements.
- 4.12. The design of the facility will be suitable and adaptable to technological change. The contractor is required to install all computer cabling and electrical wiring necessary for computer work station installation to the Library Services Division specifications and work closely with Library IT staff.
- 4.13. A Public Address (PA) system should be installed throughout the building in all staff and public locations to ensure the public and staff can hear messages at all times

5. DESCRIPTION OF COMPONENTS

5.1. The components of this project have been numerically listed and described in terms of function to be served, facility accessories required to achieve fully functional areas, and any constraints which may influence the design of the components.

5.2. The building components are as follows:

BC-01	Lobby/Main Entrance
BC-02	Library Services Counter & Surrounding Area
BC-03	Library Services Workroom
BC-04	Tutorial Room (2)
BC-05	Staff Room
BC-06	Staff Washrooms (2)
BC-07	Branch Head Office
BC-08	Multi-Purpose Program Room
BC-09	Program Room Storage
BC-10	Children's Area
BC-11	Main Library Area
BC-12	Public Washrooms (2)
BC-13	Electrical Room
BC-14	Mechanical Room
BC-15	Janitor's Closet
BC-16	Universal Toilet Room
BC-17	Corridor
BC-18	Atrium with Locomotive (Proposed)
BC-19	Building Exterior & Reading Garden

BC-01 LOBBY/MAIN ENTRANCE

Approx. 200 Sq. Ft.

Function

To provide an area that serves as a staging area for the public and stops the cold air from coming directly into the library. This area must be designed in such a way as to easily connect with a future recreational amenity.

This area is where the public will return their materials through an automated self-check style sorting unit (purchased separately by the library, but installed by contractor/developer).

Facility Accessories

- * Each set of double doors (exterior and interior) in the vestibule must have 39" width of clearance or a motorized wheelchair to meet City of Winnipeg Accessibility Design Standards.
- * Both sets of doors must be on a motion sensor opener.
- * Doors must be street level for ease of accessibility.
- * Doors must have proper signage indicating sliding doors and standard disabled signage/wording/labelling.
- * There must be a library patron counter device adjacent to the main entrance area to track public traffic coming into/leaving the library.
- * High quality, slip resistant flooring that reduces tracking of dirt into library must be provided in this area.
- * Suitable heating and ventilation must be built into the vestibule.
- * Energy Efficient T5 lighting must be built into vestibule with automated daylighting.
- * Electrical for an Open/Close sign to be hung in the area.

Constraints

This area must be located at the front entrance to the library and adjacent to the Library Service Workroom. On one wall of the building outside the vestibule area on the exterior of the building there must be wall space for an automated/self-check-in return of library materials (purchased separately by the library).

Requirement	Quote to include (Y/N)	Additional Cost
HVAC	Y	
Motion sensor to open both sets of doors	Y	
Double Doors (exterior & interior) that are 39" wide	Y	
Library Patron Counter	Y	
Electrical for a Open/Close sign	Y	
Hard Surface, High quality, slip resistant flooring	Y	
Energy efficient lighting with automated daylighting ability	Y	
	BC-01 Total	

BC-02 LIBRARY SERVICE COUNTER & SURROUNDING AREA**Approx. 600 Sq. Ft.**Function

To provide a universally accessible, two-tiered counter where the public will seek assistance from staff on circulation, information and children's services. The surrounding area must be large enough to accommodate up to 4 automated self-checkout work stations and a self-pickup of holds shelving unit. All branch staff will work out of this one service point.

Facility Accessories

- * One service counter. Size and shape of counter to be defined in consultation with Library staff. Counter will be purchased separately by library.
- * All cabling, telephones (1) (library supplied), debit machine (library supplied) and electrical required for counter to be installed in consultation with library staff.
- * Electrical and cabling for 4 self-checkout units (library supplied) in the surrounding area. All cabling and electrical for the self-check out equipment to be designed in consultation with library staff. Library to provide self-checkout units and furniture.
- * Flooring in the area of the service counter must be hard surface, slip resistant flooring.

Constraints

This area must be located adjacent to the Lobby/Main Entrance Area and immediately adjacent to the Library Services Workroom and be visible to as much of the main library area as possible.

Requirement	Quote to include (Y/N)	Additional Cost
Flooring in area of counter must be hard surface, slip resistant flooring	Y	
Cable and electrical for 4 self-checkout units in immediate area	Y	
Cabling for 1 telephone and 1 debit line at the service counter	Y	
	BC-02 Total	

BC-03 LIBRARY SERVICES WORK ROOM**Approx. 500 Sq. Ft.**Function

To provide an area where material returned by library patrons will be collected via an automated self-check in/sorter system (purchased separately by the library). Electrical connections must be directly to the self-check in unit. No power poles. This area will be shared by three work units – Circulation, Children’s and Information staff and be used for receiving and sorting material from the public and via the delivery system; preparing for programs; and performing other collection maintenance functions. Space for up to 16 book trucks (library provided). A work counter for circulation staff must also contain the branch’s Public Address System equipment; including electrical, all speaker control equipment and a microphone.

Facility Accessories:

- * Good quality hard surface flooring, slip resistant throughout the Library services Workroom area that is durable and low maintenance
- * Cabling and electrical for up to 5 computers
- * Cabling and electrical for up to 3 telephones
- * Windows with at least one that opens with screens
- * 42” corner wall guards, or an acceptable alternative. To be strategically located on corners in this area to prevent book cart damage in consultation with library staff
- * Motion sensor lighting
- * This area must also contain the branch’s Public Address System equipment, including electrical, all speaker control equipment and a microphone.

Constraints

This area must be connected to the Library Service Counter and Surrounding Area. This area must be adjacent to the Lobby/Main Entrance Area. There must be sufficient space behind the book return wall to support automated book check-in system (purchased separately by the library); note - two cables required. The design of this area must be done in cooperation with the Library staff. There should be a visible opening to the front counter area so that workroom staff can see and assist at busy times. There should be an open door way at a minimum of 39” to easily move book carts back and forth from the front service counter.

Requirement	Quote to include (Y/N)	Additional Cost
Quality hard surface flooring, slip resistant	Y	
Cable and electrical for up to 5 computer	Y	
Cable and electrical for up to 3 telephones	Y	
Electrical and cabling for PA System	Y	
Exterior windows with one that opens	Y	
42” corner wall guards, or an acceptable alternative, to be strategically located on corners in this area to prevent book cart damage in consultation with library staff	Y	
Motion sensor lighting	Y	
	BC-03 Total	

BC-04 TUTORIAL ROOMS (2) (2 x 125 sq. ft. each)**Approx. 250sq.Ft.**Function

Two small rooms for functions such as one-on-one tutoring with new Canadians and small group meetings, and student project work.

Facility Accessories

- * Room should be sound proof from exterior noise.
- * Carpet Tile to match other parts of library.
- * Floor to ceiling glazed wall for front of room.
- * Motion sensor energy efficient lighting.
- * Door to be solid core with passage set only. Must have power operated door opener for universal access.
- * cabling for computer in both rooms

Constraints

This space should be visible from the Library Services Counter.

Requirement	Quote to include (Y/N)	Additional Cost
Sound proof room	Y	
Carpet tile	Y	
Floor to ceiling glazed wall for front of room	Y	
Motion sensor energy efficient lighting	Y	
Solid core door with passage set only	Y	
cabling for computer in both rooms	Y	
Power Operated door opener for universal access	Y	
	BC-04 Total	

BC-05 STAFF ROOM

Approx. 200 Sq. Ft.

Function

To provide a space where staff can take coffee and meal breaks, and store personal belongings in lockers (provided by library).

Facility Accessories:

- * Quality hard surface, slip resistant flooring
- * Millwork cupboards, drawers, counter top (solid surface) and sink
- * Swipe card access
- * Power assisted door opener
- * Motion sensor lighting
- * Cabling for one telephone
- * Window(s) and at least one that opens, with screen.
- * Power to allow for use of kitchen appliances
- * Must have sufficient counter top (solid space) space for microwave oven and coffee maker, to be confirmed with library staff.
- * Ensure there is sufficient power in kitchen area to operate multiple appliances.
- * Counter must be at two heights to support wheelchair access and have front mounted electrical. Lighting should be controlled by motion sensor to reduce energy consumption when not in use.
- * Door to be solid core with swipe card access, but must have power operated door opener for universal access. Furniture and appliances provided by Library.

Constraints

This room will be used by up to 15 staff in total (not all at one time). This component must be in an area that is close to the Library Services Counter and Library Services Workroom.

Requirement	Quote to include (Y/N)	Additional Cost
Lighting should be controlled by motion sensor	Y	
Quality hard surface, slip resistant flooring	Y	
Millwork cupboards, drawers, countertop (solid surface) and sink	Y	
Swipe card access	Y	
Counter must be at two heights to support wheelchair access and have front mounted electrical.	Y	
Power assisted door opener	Y	
Cabling for telephone	Y	
Exterior windows w/ one that opens, with screen	Y	
Sufficient power for multiple appliances	Y	
	BC-05 Total	

BC-06 STAFF WASHROOM

Approx. 100 Sq. Ft.

Function

To provide one staff (male/female) fully accessible washroom.

Facility Accessories

- * All equipment necessary to provide fully accessible washroom fixtures including toilet, urinals, and quiet hand dryers. *Lever faucets. *Push soap dispensers. Paper Towel dispenser to be installed by Cleaners. Toilets should include grab bars and washroom should have accessible design standards for sink with counter top (solid surface).
- * Quality hard surface flooring, slip resistant
- * Motion sensor lighting
- * Door to be solid core with privacy locks, but must have power operated door opener for universal access.

Constraints

In close proximity to Staff Room but not located in staff room.

Requirement	Quote to include (Y/N)	Additional Cost
fixtures for universal access	Y	
Quality hard surface flooring, slip resistant	Y	
Accessible design standards for sink with counter top (solid surface)	Y	
Motion sensor lighting	Y	
Door to be solid core with privacy locks, but must have power operated door opener for universal access	Y	
	BC-06 Total	

BC-07 BRANCH HEAD OFFICE

Approx. 150 Sq. Ft.

Function

To provide a private office for use by the Branch Head, as well as space for the Branch Head to hold small meetings with staff.

Facility Accessories:

- * Swipe card access
- * Cabling and electrical for computer workstation
- * Cabling for telephone
- * Carpet tile
- * Motion sensor lighting
- * Solid core door with sidelight and interior window to view public area and swipe card access, but must have power operated door opener for universal access

Constraints

Must be adjacent to the public area. Exterior window with screen that opens would be preferable, but not mandatory.

Requirement	Quote to include (Y/N)	Additional Cost
Swipe Card Access	Y	
Carpet tile	Y	
Cabling for computer and telephone	Y	
Door with sidelight and window to view public area	Y	
Motion sensor lighting	Y	
Power operated door opener for universal access	Y	
	BC-07 Total	

BC-08 MULTI-PURPOSE PROGRAM ROOM

Approx. 1,000 Sq. Ft.

Function

To provide a public space where library staff and members of the public hold programs for adults and children, makerspace programs, meetings, workshops and other group activities. This room must be able to accommodate up to 60 people. Full length glass wall allows for the space to be visible. *Double lockable doors with power operated openers for universal access.

Facility Accessories:

- * The main entrance (double doors) and front wall of this area must be a glass wall.
- * P.A. system speakers with volume control
- * Minimum 10 electrical outlets located in room for laptop access when used as study hall (to be determined in consultation with library IT staff)
- * Carpet tile
- * Depending on the positioning/location of this room, daylighting or motion sensor lighting is required to control, light levels when in use/not in use
- * Double lockable doors with power operated openers for universal access.
- * Projector installed in ceiling with electrical and cabling

Constraints

This room is adjacent to Main Library Area.

Requirement	Quote to include (Y/N)	Additional Cost
PA Speaker with volume control	Y	
Main entrance and front wall of this area a glass wall	Y	
Minimum 10 electrical outlets located in room for laptop access when used as study hall (Location to be determined in consultation with Library Staff)	Y	
Power Assisted door opener for Universal access, Double doors.	Y	
Projector installed in ceiling with electrical and cabling	Y	
Carpet tile	Y	
	BC-08 Total	

BC-09 PROGRAM ROOM STORAGE

100 Sq. Ft.

Function

To provide storage space for furniture and supplies used in the program room.

Facility Accessories:

- * Tile
- * Double doors
- * Motion Sensor Lighting
- * Solid door to storage room. Lockable by Unican lock.

Constraints

This room must be attached to the Multi-purpose Program Room

Requirement	Quote to include (Y/N)	Additional Cost
Solid Door. Lockable by Unican lock.	Y	
Motion Sensor Lighting	Y	
Double doors	Y	
Tile	Y	
	BC-09 Total	

BC-10 CHILDREN'S AREA**Approx. 2,500 Sq. Ft.**Function

To provide a specially designated area for children and their parents or providers. This area must be able to accommodate up to 15,000 books, study tables, chairs, lounge furniture and an interactive literacy playground (all to be provided by library).

Facility Accessories:

- * The space must be highlighted by a structural feature that highlights the purpose of this space and creates a sense of welcome for children and their parents/caregivers (to be developed in consultation with library staff)
- * There must be natural light from windows in this area.
- * Lighting must be energy efficient and adjust automatically to natural daylight conditions.
- * Carpet tile
- * Cabling and electrical requirements for 4 computers whose locations will be determined in consultation with library IT staff

Constraints

This area must be located near to the Multi-purpose Program Room, and adjacent to the Main Library Area.

Requirement	Quote to include (Y/N)	Additional Cost
The space must be highlighted by a structural feature that highlights the purpose of this space and creates a sense of welcome for children and their parents/caregivers (to be developed in consultation with library staff)	Y	
There must be natural light from windows in this area.	Y	
Cabling & electrical for 4 computer TBD in consultation with library IT staff	Y	
Carpet tile	Y	
Lighting must be energy efficient and adjust to natural daylight conditions.	Y	
	BC-10 Total	

BC-11 MAIN LIBRARY AREA**Approx. 5,800 Sq. Ft.**Function

To provide a large area for the main adult and teen collections of the library. The layout of shelving and study furniture (provided by library) must be designed in consultation with library staff. This area must be able to accommodate up to 35,000 books, 10 study tables, 40 chairs and 8 lounge chairs (to be confirmed in consultation with Library staff).

Facility Accessories:

- * Carpet tile
- * Cabling and electrical for 6 computers in a central hub, 2 computers for teens and 2 computers at the end of shelving units (Locations to be determined on site with staff)
- * There should be a feature wall in this area for the installation of green wall technology to be researched and incorporated as part of the design process.

Constraints

This area should be located near the Multi-Purpose Program Room, and adjacent to the Children's Area. A floor plan of the space should be developed in consultation with the library and contractor to ensure optimum accessibility and functionality of the area. Shelving and furniture are to be purchased by library.

Requirement	Quote to include (Y/N)	Additional Cost
Carpet tile	Y	
Cabling and electrical for 10 computers	Y	
There should be a feature wall in this area for the installation of green wall technology to be researched and incorporated as part of the design process.	Y	
	BC-11 Total	

BC-12 PUBLIC WASHROOMS (2) (2 x 250 Sq. Ft.)**Approx. 500 Sq. Ft.**Function

To provide required washroom facilities for male and female members of the public.

Facility Accessories:

- * All fixtures necessary to provide fully accessible washroom including wheelchair accessible sink, urinals, soap dispenser, toilets, and quiet hand dryers. Baby change table and refuse containers to be provided by library.
- * Partitions to be floor mounted, high quality, vandal resistant finish
- * Ceramic tile floor and partial on walls to a minimum 7'
- * Emergency Lighting required in washrooms

Requirement	Quote to include (Y/N)	Additional Cost
All fixtures necessary to provide fully accessible washroom for universal access	Y	
Partitions to be floor mounted, high quality vandal resistant finish	Y	
Emergency Lighting	Y	
Ceramic tile floor and partial on walls to a minimum 7'	Y	
	BC-12 Total	

Constraints

The public washrooms are to be located in close proximity to the Main Library Area. Washrooms are to be designed so that the entrance way (minimum 39") into washroom does not require doors. Washrooms must meet City of Winnipeg Accessibility Design Standards.

BC-13 EQUIPMENT/ELECTRICAL ROOM

Approx. 100 Sq. Ft.

Function

To provide the required space to accommodate computer network equipment, electrical panels, telephone panels, etc.

Facility Accessories:

- * Solid Core door with swipe card access
- * All interior walls to 8' AFF must have painted 3/4" plywood covered over gypsum board
- * Painted concrete floor

Requirement	Quote to include (Y/N)	Additional Cost
Solid core door with swipe card access	Y	
All interior walls to 8' AFF must have painted 3/4" plywood covered over gypsum board	Y	
Painted concrete floor	Y	
	BC-13 Total	

Constraints

Must be close to Library Service Counter. All cable, telephone and electrical to terminate at this room. Fibre-optic cable to enter this room from street (to be designed with input from library IT staff).

BC-14 MECHANICAL ROOM

Approx. 150 Sq. Ft.

Function

A room designed to accommodate mechanical systems for the library.

Facility Accessories

- * Water Heater
- * Painted concrete floor

Requirement	Quote to include (Y/N)	Additional Cost
Water Heater	Y	
Painted concrete floor	Y	
	BC-14 Total	

Constraints

Should be located away from public and main staff work areas. No roof mounted HVAC equipment unless approved otherwise, including AC condensers.

BC-15 JANITOR'S CLOSET**Approx. 100 Sq. Ft.**Function

A room designed for janitorial services and storage of contract cleaner's equipment and supplies.

Facility Accessories

- * Floor mounted slop sink
- * Storage shelving for necessary cleaning supplies, toilet paper, soap, brooms, mops, etc.
- * Protective water proof type finish around floor mounted slop sink
- * Solid core door with swipe card
- * Good quality flooring

Requirement	Quote to include (Y/N)	Additional Cost
Floor mounted slop sink	Y	
Room for supply cupboard and/or shelving for supplies	Y	
Solid core door with swipe card	Y	
Protective water proof type finish around floor mounted slop sink	Y	
Flooring, good quality	Y	
	BC-15 Total	

Constraints

Must be near other plumbing and sources of water.

BC-16 UNIVERSAL TOILET ROOM**APPROX. 100 Sq. Ft.**Function

As per new code amendments there is a requirement for a Universal Toilet Room on each level of a facility.

Facility Accessories

- * All fixtures necessary to provide fully accessible washroom including wheelchair accessible sink, urinals, soap dispenser, toilets, and quiet hand dryers. Baby change table and refuse containers to be provided by library.
- * Ceramic tile on floor and partial on walls to a minimum 7'
- * Emergency Lighting required in washrooms

Requirement	Quote to include (Y/N)	Additional Cost
All fixtures necessary to provide fully accessible washroom for universal access	Y	
Emergency Lighting	Y	
Ceramic tile floor and partial on walls to a minimum 7'	Y	
	BC-16 Total	

Constraints

Should be located in close proximity to Public Washrooms.

BC-17 CORRIDOR**100 Sq. Ft.**Function

Extra space to account for pathways and corridors throughout the building.

Facility Accessories

- * Durable, high quality, slip resistant flooring

Requirement	Quote to include (Y/N)	Additional Cost
Durable, high quality, slip resistant flooring	Y	
	BC-17 Total	

Constraints

Located throughout the library.

BC - 18 ATRIUM WITH LOCOMOTIVE (Proposed)**APPROX. 1000 Sq. Ft.**Function

An area where Locomotive No. 2747 will be located for public viewing.

Facility Accessories

- * Donor Wall
- * Railings surrounding train to prevent access
- * Plaques describing train (to be designed in consultation with library)
- * 2 benches for viewing of train (to be provided by library)

Requirement	Quote to include (Y/N)	Additional Cost
Donor Wall	Y	
Railings to Surround train	Y	
Plaques describing train	Y	
2 benches purchased by library	Y	
Structurally suitable floor	Y	
	BC-18 Total	

Constraints

Approximately 1,000 sq. ft. of building floor area is to house Locomotive No. 2747 provided the funds necessary to build the space and relocate the locomotive become available in a timely manner so as to be a part of this project. Should the Locomotive not be incorporated into the final building plan, the associated building floor area allocation is to be redesigned for the purpose of serving the facility Program of Requirements, and in doing so be optimized as 'best use' in the delivery of programming objectives.

BC- 19 BUILDING EXTERIOR/READING GARDEN**Approx. 550 – 850 Sq. Ft.**Function

An area that defines the space around the exterior of the library. Includes a reading garden, landscaping, and signage.

Facility Accessories

- * A reading garden (approx. 550 sq. ft) attached and accessible only from within the library. This area to be fenced for privacy and security and will include sufficient space for benches and outdoor lounge furniture, as well as a landscaped plan for the space (to be designed in consultation with city staff).
- * Provide illuminated signage on the building exterior identifying library by name and with City of Winnipeg logo. Signage should be over/near the front entrance of the library and/or other parts of the exterior of the library to maximize the identification of the library via various street directions; and be designed in cooperation with library staff.
- * Up to 10 individual bicycle posts at the front of the library.
- * Provide attractive landscaping to enhance the overall building.

Requirement	Quote to include (Y/N)	Additional Cost
A reading garden (Approx. 550 sq. ft) attached and accessible only from within the library. This area to be fenced for privacy and security and will include sufficient space for benches and outdoor lounge furniture, as well as a landscaped plan for the space (to be designed in consultation with city staff).	Y	
Illuminated exterior signage	Y	
Bike posts for 10 bikes	Y	
Landscaping	Y	
Durable, low maintenance exterior building finishes	Y	
	BC-19 Total	

Constraints

Signage must be located over/near the front entrance of the library and/or other areas to maximize the identification of the library via various street directions. Durable, low maintenance building finishes must be used on exterior of building. Design consideration for ease of snow clearing to limit curb and landscape damage.

6. DESIGN CRITERIA

6.1. ENVIRONMENTAL

The following are guiding principles that should be incorporated into the design of the facility:

- Maximized use of daylighting technology to reduce the amount of electricity needed to light the space
- Incorporate Green Wall technology
- Design must incorporate the most energy efficient method of heating/cooling the space
- All paints, sealants and adhesives used to have low or no volatile organic compounds (VOC's)
- Low flow fixtures used throughout the building
- Carpet tile and other flooring to be made from recyclable materials
- Landscaping with native plants adapted to our climate that require less maintenance and watering
- Green roof concept to be explored. Based on budget ability
- Using local materials reduces greenhouse gas emissions by reducing shipping distances
- Southern exposure for maximum light exposure
- Extensive use of windows, with some that open, required
- Energy efficient to a LEED NC-Canada Silver standard or Green Globe standard
- High performance mechanical systems
- Bike posts provided to promote alternate transportation and active transportation

6.2. BUILDING ACCESS

The entrance to the library must be at common grade level with the parking lot to allow for easy accessibility for persons with disabilities. There must be a lobby before entering the library proper.

6.3. PARKING

The site must provide for up to 40 public parking stalls and 5 staff stalls. Staff stalls must have dedicated separate circuit receptacles with timer control from the electrical room in the library. Staff stalls must be signed as staff stalls only and individually numbered.

Staff and public parking must be well lit for safety with appropriate drainage. Parking lot must have curbs to contain the parking lot, tire stops and have appropriate markings on parking lot pavement to identify stalls, disabled stalls, and traffic direction arrows.

Parking lot must be paved. The surrounding areas must be landscaped.

Provide a minimum of 2 designated parking stalls for persons with disabilities. Signage must be designated by paint on stall as well as free standing upright signage for visibility.

Design consideration for ease of snow clearing to limit curb and landscape damage.

6.4. FENESTRATION

Located in those areas where it would promote the appearance, functionality, and most energy efficient results. Glazing that is used must be of good quality, taking into consideration the rigors of the local climate, and be installed in a manner that will minimize the effects of potential vandalism.

All window coverings (blinds, drapes, etc.) to be provided by the City, unless otherwise stated in

the program.

Some windows to open and c/w screens. To be determined in consultation with library staff or as identified in program.

All new windows must be triple glazed with low e-coatings for addressing sunward side issues.

6.5. INTERIOR PARTITIONS AND WALLS

Interior partitions and walls must be located to provide accommodations for the various functions and must be low maintenance finishes.

A minimum finished ceiling height of 3.0 M at suspended ceilings and 3.6 meters open ceilings is provided unless noted otherwise.

All partition walls must be full height.

The design and layout must maximize sound separation, with sound insulation being provided in walls around the Tutorial room, Multipurpose Program Room, and Staff and Public Washrooms.

Washroom walls must be covered with a durable ceramic wall tile.

6.6. CEILING FINISHES AND ACOUSTICS

The ceiling must have a finished appearance in all areas and rooms unless otherwise stated.

Acoustic treatment must be considered in all cases, unless otherwise stated.

6.7. FLOOR FINISHES

Good quality ceramic/porcelain tile or acceptable alternative must be provided in the public washrooms.

Durable, high quality, slip resistant flooring to be used in selected areas as outlined in program.

High quality carpet tile in all areas except where specifically excluded.

6.8. SIGNS AND EMERGENCY EQUIPMENT

An illuminated, vandal-resistant overhead sign identifying the name of the library and the City logo are to be designed and installed above the front entrance of the library and/or other suitable location for maximum exposure and identification of the library. Location(s) to be confirmed on site in consultation with library staff.

Suitable lights required under the building code must be provided at all entrances and egress points of the building for maximum safety of staff and patrons.

Building to have sprinkler system throughout if required by code.

Library Building Security system including motion detectors, door contacts etc. for the building intrusion system with communication link to the City Hall Pegasus System to be designed and located to meet City Specifications, and in consultation with City staff.

The facility will have a Public Address P.A. system with control panel and microphone located in the Library Services Workroom with speakers located throughout the library.

Emergency equipment including emergency lighting, fire detection, alarm and suppression including portable fire extinguishers, standpipes, fire hydrants, etc. must be provided and installed in accordance with all local fire and building code regulations.

Fire alarm system must incorporate strobe system for persons with hearing disability.

Fire Department direct access to be incorporated.

Alarm systems need to include visual alarm and assistive listening systems.

Interior signage to identify collections, services, and rooms, as well as wayfinding signage, is the responsibility of the City

6.9. ILLUMINATION

All lighting in the library must be the most energy efficient lighting fluorescent lamps and compact fluorescent available. * Lighting must be installed in a manner to eliminate the possibility of glare or shadows. Daylighting levels must be automatically adjustable to natural lighting levels.

Emergency lighting must be provided per building code requirements and, in all occupied assembly spaces where there are no exterior windows.

Provide suspended fluorescent fixtures throughout open areas and recessed fixtures in suspended ceiling areas of the library, unless otherwise specified. * Lighting style and pattern of layout to be developed by interior designer in consultation with Library staff and designed to be esthetically attractive and enhance the overall facility while providing proper lighting levels.

6.10. BUILDING SERVICES

Essential services such as sewer, water, heating and electrical will be required and must be of sufficient quality, size and distribution to provide a fully functioning operational facility for its intended purpose. These services must meet all relevant regulation requirements and as far as possible, be underground installations from the Utility connection points.

6.11. TELEPHONES

Provide conduit, boxes and electrical for telephones as outlined in the Program of Requirements at service points and work/staff areas as designated in program of requirements. Cost of the telephones and installation of same is the responsibility of the City.

6.12. FIXTURES AND FITTINGS

The basis for selection of fixtures and fittings in washrooms must be their ability to withstand heavy use while providing easy cleaning and maintenance characteristics. Selection must meet the approval of the Municipal Accommodations Division Operations Branch. Washrooms fixtures, equipment and dimensions to meet the City's Accessibility Design Standards.

Low flush toilets should be installed throughout all washrooms. Toilets will be touchless operation.

Toilet partitions will be selected as an integral part of the overall interior design colour scheme, in consultation with Library staff. Toilet partitioning system will be durable, graffiti resistant, and complete with barrier free hook, lockable toilet paper dispenser and palm operable latch.

All hardware and fittings must be of sufficient quality to ensure prolonged, maintenance-free

operations.

Urinals should be equipped with motion sensor, touchless operation flushing.

Main entrance must include automatic power door operators that operate on motion sensor system.

Locking mechanisms (keys and swipe cards) to be determined in consultation with city staff.
Exterior doors to be B.E.S.T. core locksets.

6.13. COLOUR AND SELECTION

All colour schemes, millwork, and finishing materials, both interior and exterior, to be developed, designed and approved in consultation with library staff.

6.14. UNIVERSAL ACCESS AND FACILITIES

The building must adhere to the City of Winnipeg's current Accessibility Standards document in accordance with conceptual drawings, shop drawings, and final drawings.

Universal access requirements apply to both staff and the public.

6.15. AUTOMATION AND COMPUTER SYSTEMS

Automation cabling, electrical, required wiring conduit and connectors, and all grommet locations must be supplied and installed by the Contractor to the City of Winnipeg Specifications.

The termination points of all cabling and electrical connections to library public and staff computers will be done in consultation with library IT staff.

The PA (Public Address) system to be installed must be located in all rooms noted in program of requirements. The controls for the system will be located in the Library Services Workroom and be located in consultation with Library IT Staff.

6.16. BUILDING SECURITY SYSTEMS

Municipal Accommodations will monitor the facility security from City Hall Central Control Office, including the building Fire Alarm system. The BAS system will monitor fire alarm, mechanical equipment failure, electrical supply and power failure, standby generator plant, H.V.A.C. (as determined), space temperatures and building security intrusion. This system must be installed in the new library. The designer will work with the Municipal Accommodations Division in creating the BAS system for incorporation into the new layout.

Ensure fire detection, fire alarm monitoring and Building Security intrusion monitoring systems are all connected, operational and tested prior to changeover of responsibility to the City.

Install all electronic security including motion detectors, door alarms, and etc. to City standards

6.17. MECHANICAL

Central HVAC air conditioning must be provided to all rooms and areas, and must be energy efficient.

All rooms and spaces will be properly ventilated and conditioned for heating and cooling adhering

to ASHRAE 62.1 "Ventilation for Acceptable Indoor Air Quality" standard or subsequent version thereof.

All Zone controls must be new digital and installed to control heating, ventilating and air conditioning, HVAC equipment.

Controls must include thermostat function indicating space temperature.

Controls must have clear plastic lockable covers in public areas.

Zone configuration must be approved in consultation with library staff to determine which areas are controlled on zone controls.

All heating units must be commercial type of sufficient size and adequate digital controls to suit the conditions of the various new rooms and areas. All units must be high energy efficiency. Consideration must be given to conservation of energy, location of units in proximity to service counter and workstations, quietness of operation, and low air velocity to avoid drafts. Provisions must be made for the introduction of fresh air to the HVAC system.

Heating units must not be located on walls in a manner to interfere with library shelving.

Adequate space for maintenance must be provided around all equipment.

Contractor will conform to the requirements and recommendations of the latest edition of all local, municipal, provincial and federal by-laws and ordinances, codes or standards and make application and pay for all necessary permits.

Upon completion of all construction, all duct work and ventilation equipment must be serviced with a power vacuum system to ensure cleanliness before substantial completion and turn over of building to owner.

Throughout the facility, the temperature will be controlled by strategically placed thermostats to be located in consultation with library staff. In open areas, the thermostats will be centrally located within the zone. Provide a minimum of one (1) thermostat for each HVAC unit.

All thermostats in public areas of the library will come with lockable clear plastic covers.

All new air conditioning systems that are installed will utilize an HFC refrigerant. No CFC or HCFC equipment acceptable.

6.18. ELECTRICAL

Provide 25% more capacity for future service needs in electrical power system.

Exact number, type and location of electrical outlets to be confirmed with City staff at the time working drawings are developed. Work to be designed and installed in consultation with Library IT staff.

All work must be done in conjunction with City staff to their specifications.

It is preferred that all electrical will be run in walls where possible, however, where unavoidable, all electrical and communications equipment will be run in the ceiling space. Floor outlets shall run below floor or in crawlspace where necessary. The style of floor outlets to be confirmed with The City.

Power poles will not be used. Electrical and computer cables will not be run in concrete floor slab unless in adequate dedicated raceways.

Study tables (provided by the City) will require access to electrical outlets for patron laptops, etc.

7. SUMMARY OF SPACE REQUIREMENTS

BUILDING COMPONENTS		AREA (SQ. FT.)
BC-01	Vestibule/Main Entrance	200 sq. ft.
BC-02	Library Services Counter & Surrounding Area	600 sq. ft.
BC-03	Library Services Workroom	500 sq. ft.
BC-04	Tutorial Room (2)	250 sq. ft.
BC-05	Staff Room	200 sq. ft.
BC-06	Staff Washroom	100 sq. ft.
BC-07	Branch Head Office	150 sq. ft.
BC-08	Multipurpose Program Room	1,000 sq. ft.
BC-09	Program Room Storage	100 sq. ft.
BC-11	Main Library Area	5,800 sq. ft.
BC-10	Children's Area	2,500 sq. ft.
BC-12	Public Washrooms (2)	500 sq. ft.
BC-13	Equipment/Electrical Room	100 sq. ft.
BC -14	Mechanical Room	150 sq. ft.
BC-15	Janitor's Closet	100 sq. ft.
BC-16	Universal Toilet Room	100 sq. ft.
BC-17	Corridor	100 sq. ft.
BC-18	Atrium with Locomotive (Proposed)	1,000 sq. ft.
BC -19	Building Exterior – Reading Garden only	550 - 850 sq. ft.
TOTAL BUILDING AREA		14,000 sq. ft.

NOTE: Square foot areas indicated are approximate gross areas.