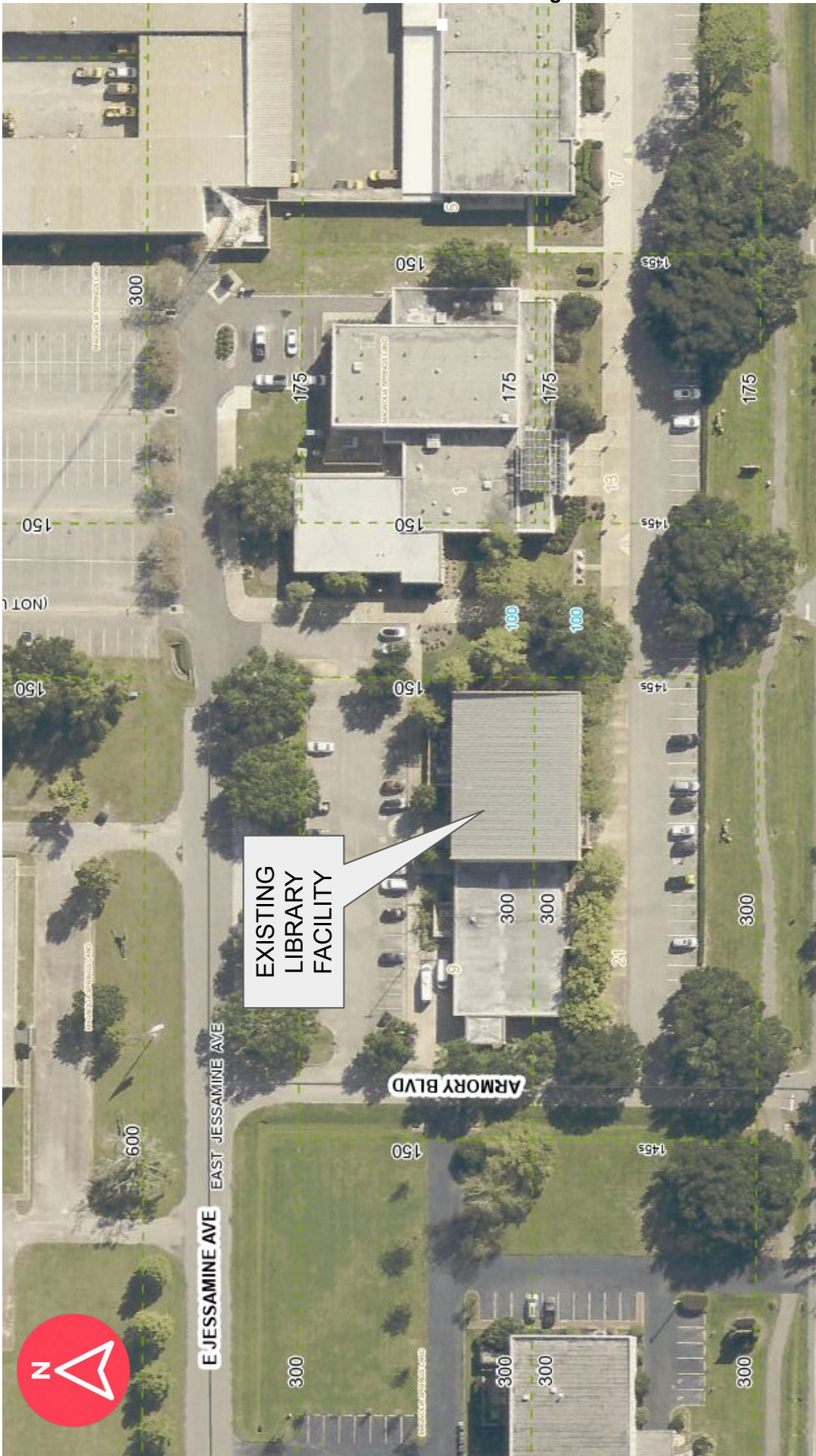




Existing City of Foley Library
Conversion to other uses
ARCHITECT'S SCOPING MATRIX
UPDATED 3/17/2026

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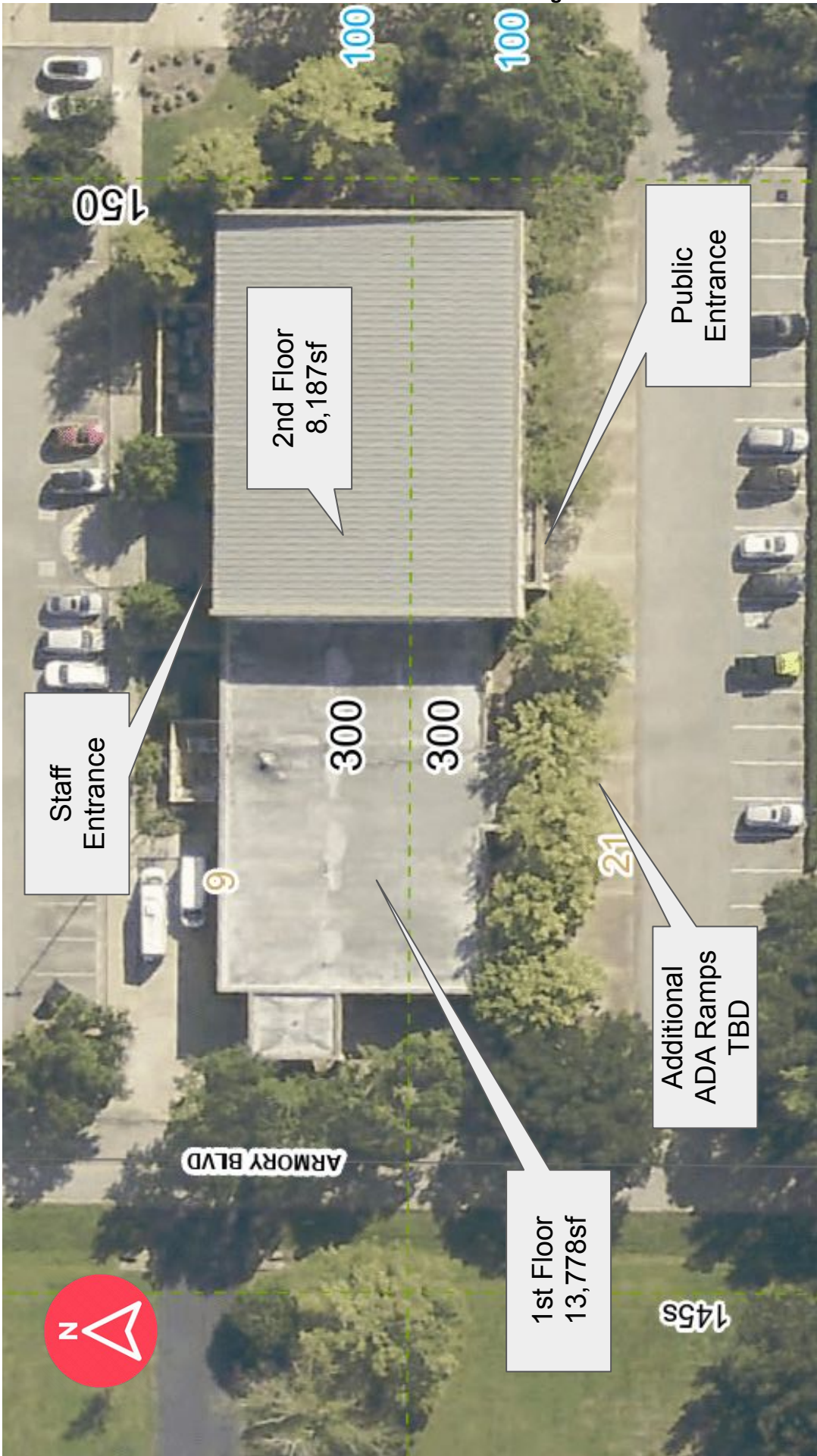
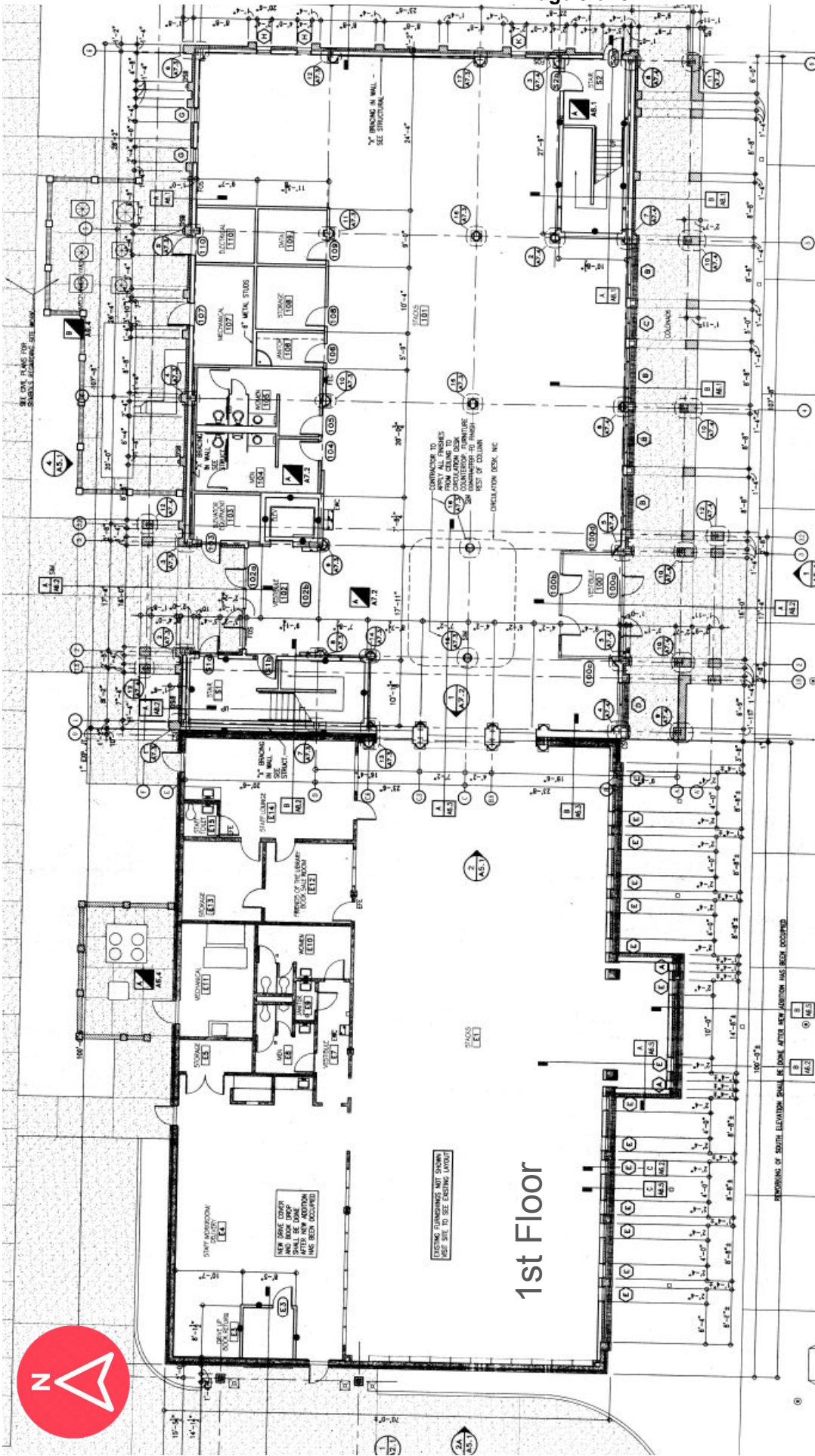


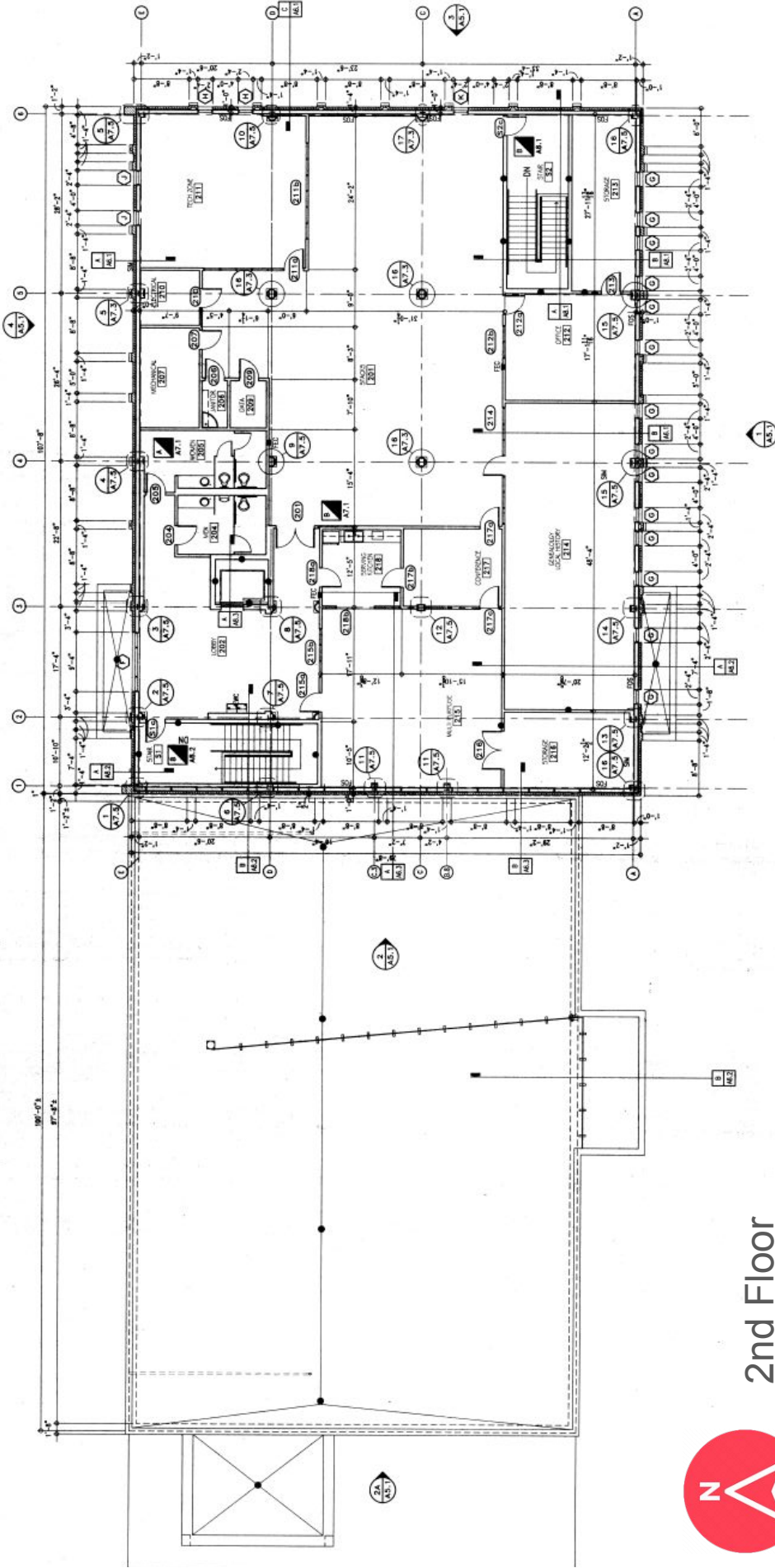


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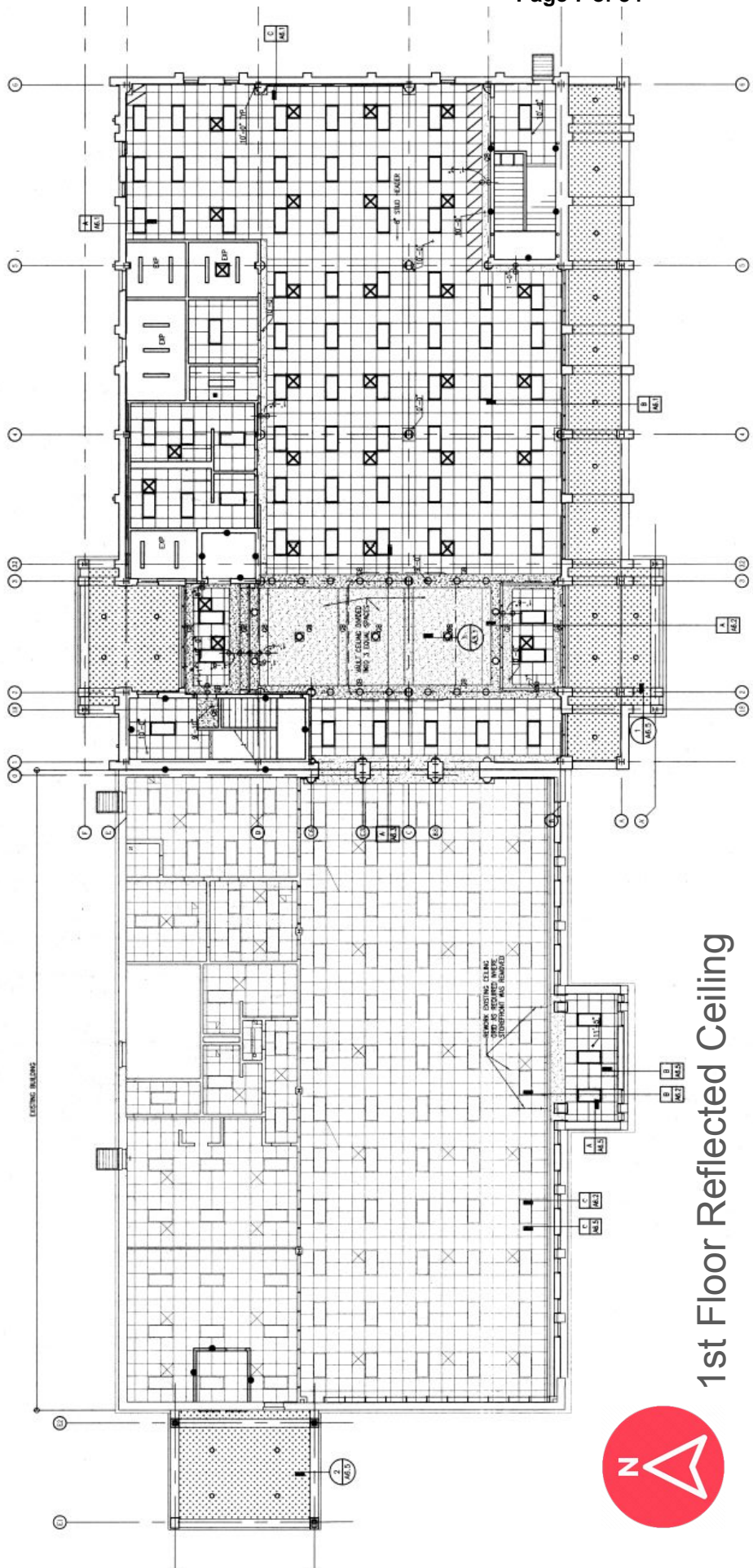
1st Floor

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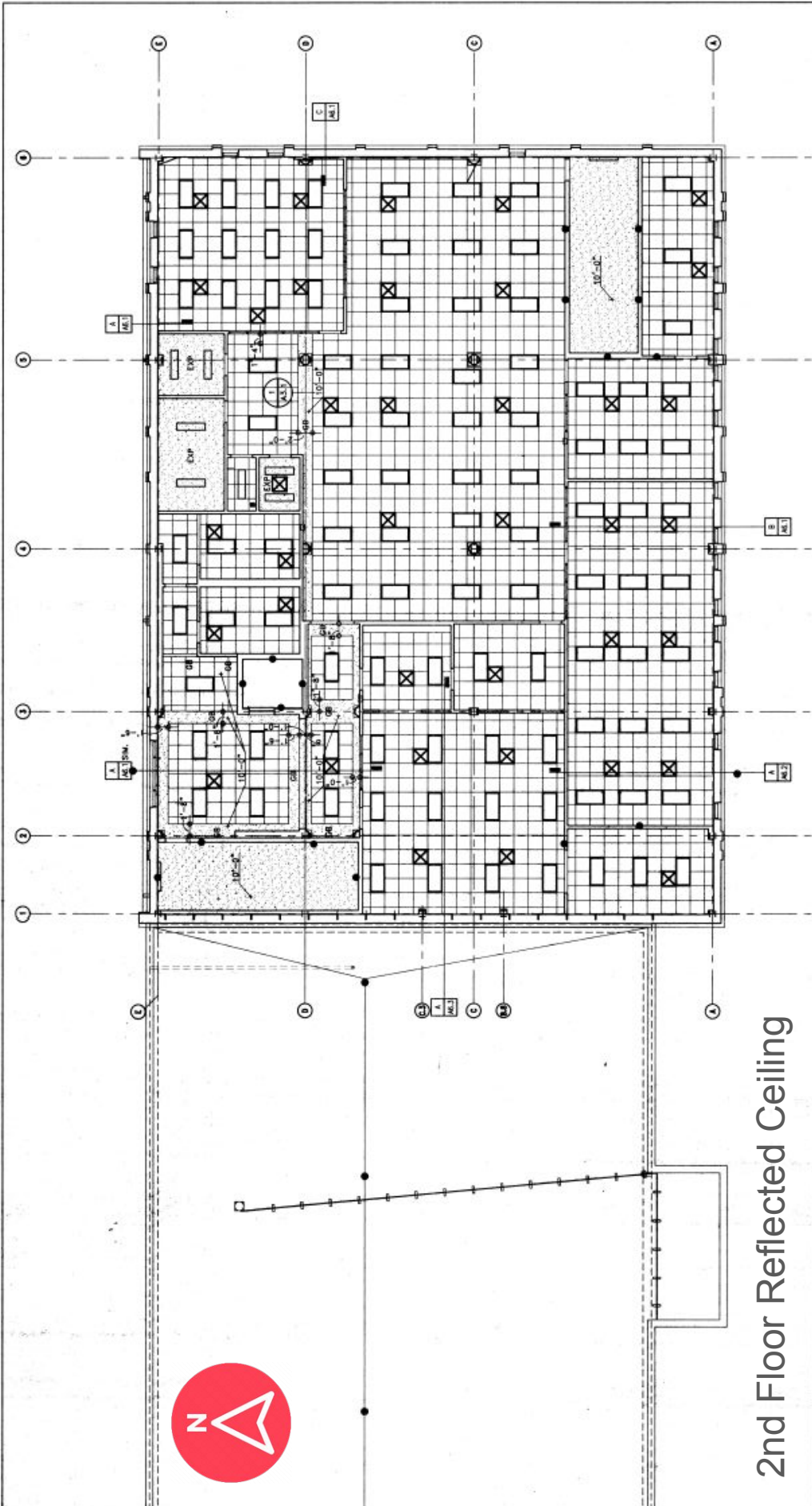
2nd Floor





1st Floor Reflected Ceiling





2nd Floor Reflected Ceiling

CSI Division Matrix

01000 General Requirements

- Standard AIA contract documents
- Re-Classify Building to Construction Type II-B to the maximum extent practicable to avoid sprinkling
- Participate in a site visit with City staff to an existing building within a 50 mile radius of the City of Foley to see possible examples of the City's design intent carried out by other entities

- City departments to be located in the renovated building
 - **Main Reception area** - 1st floor near existing library circulation desk
 - Coordinate placement within sight of public restrooms
 - Include bulletin boards and storage for office supplies
 - Security glazing and enclosures - further discussion with staff needed
 - Backing wall similar to city hall conference room with City logos or lettering
 - Coordinate placement with a possible "mail room" - TBD pending further staff discussion

CSI Division Matrix

1000 General Requirements

- City departments to be located in the renovated building
 - **Infrastructure and Development (I&D) - 1st floor**
 - Three (3) “Large” private offices for the I&D staff with exterior glazing
 - Space for a small conference table inside each office
 - Storefront glazing on one interior wall if possible, frosted glazing or blinds
 - Conference room large enough to accommodate about 20 seats for pre-app meetings
 - This will be a shared conference room with other 1st floor departments near reception area
 - Breakroom
 - This will be shared with other 1st floor departments
 - The existing kitchen could be renovated to serve this purpose
 - Include a staff toilet and bottle filler
 - Workroom with counter space to unroll full size plans
 - Space for copiers, printers, plotters, office supplies, and permit placards
 - Shared with Planning and Zoning (P&Z), Environmental, and Building Departments
 - Small waiting / reception area for the public access computer kiosk for online permitting
 - To be shared with Planning and Zoning (P&Z), Building, and Environmental Departments

CSI Division Matrix

01000 General Requirements

- City departments to be located in the renovated building
 - **Building Inspection Department - 1st floor**
 - “Large” private office for the Building Official with exterior glazing
 - Space for a small conference table inside the Building Official office
 - Storefront glazing on one interior hallway wall if possible, frosted glazing or blinds
 - Four (4) private offices 11x13 approximately in size for permit specialists and plans examiner
 - Six (6) “smaller” private offices for building inspectors and code enforcement officers
 - Large enough for each inspector to host at least one visitor
 - Conference room large enough to accommodate entirety of Building Department
 - This will be a shared conference room with other 1st floor departments near reception area
 - Breakroom
 - This could be a shared with other 1st floor departments
 - The existing kitchen could be renovated to serve this purpose
 - Include a staff toilet and bottle filler
 - Building Inspection Department Workroom with counter space to unroll full size plans
 - Space for copiers, printers, plotters, office supplies, and permit placards
 - Shared with I&D, P&Z, and Environmental Departments
 - Small waiting / reception area for the public access computer kiosk for online permitting
 - To be shared with P&Z, I&D, and Environmental Departments

CSI Division Matrix

01000 General Requirements

- City departments to be located in the renovated building
 - **Planning and Zoning (P&Z) - 1st floor**
 - Two (2) “Large” private offices for the Planning and Zoning Director and a future staff member with exterior glazing
 - Space for a small conference table inside the director’s office
 - Storefront glazing on one interior hallway wall if possible, frosted glazing or blinds
 - Four (4) “smaller” private offices for staff
 - Large enough for each staff member to host at least at least one visitor
 - Conference room large enough to accommodate about 20 seats for pre-app meetings
 - This will be a shared conference room with other 1st floor departments near reception area
 - Breakroom
 - This could be a shared with other 1st floor departments
 - The existing kitchen could be renovated to serve this purpose
 - Include a staff toilet and bottle filler
 - P&Z Workroom with counter space to unroll full size plans
 - Space for copiers, printers, plotters, office supplies, and permit placards
 - Space for at least five (5) filing cabinets
 - Could be shared with I&D, Building, and Environmental Departments
 - Small waiting area for the public access computer kiosk for online permitting
 - This will be shared with the Building and Environmental Departments

CSI Division Matrix

01000 General Requirements

- City departments to be located in the renovated building
 - **Environmental - 1st floor**
 - “Large” private office for the Environmental Director with exterior glazing
 - Space for a small conference table inside the director’s office
 - Storefront glazing on one interior hallway wall if possible, frosted glazing or blinds
 - Four (4) “smaller” private offices for staff
 - Large enough for each staff member to host at least at least one visitor
 - Conference room large enough to accommodate about 20 seats for pre-app meetings
 - This will be a shared conference room with other 1st floor departments near reception area
 - Breakroom
 - This could be shared with other 1st floor departments
 - The existing kitchen could be renovated to serve this purpose
 - Include a staff toilet and bottle filler
 - Workroom with counter space to unroll full size plans
 - Space for copiers, printers, plotters, office supplies, and permit placards
 - Could be shared with Building, I&D, and P&Z Departments
 - Small waiting area for the public access computer kiosk for online permitting
 - This could be shared with the I&D, Building and Planning and Zoning Departments

CSI Division Matrix

01000 General Requirements

- City departments to be located in the renovated building
 - **Information Technology (IT) - 1st floor**
 - “Large” private office for the IT Director with exterior glazing
 - Space for a small conference table inside the director’s office
 - Storefront glazing on one interior hallway wall if possible, frosted glazing or blinds
 - Four (4) “smaller” private offices for staff
 - Large enough for each staff member to host at least one visitor
 - Four (4) collaborative work spaces not within private offices
 - Cubicles or other non-permanent workspace dividers are acceptable
 - Breakroom
 - This will be a shared with other 1st or 2nd floor departments depending upon placement of the IT department
 - The existing kitchens could be renovated to serve this purpose
 - The 2nd floor has a conference room near the existing kitchen that could be renovated into more of break / dining area for staff as an extension of the existing kitchen
 - Include a staff toilet and bottle filler
 - Workroom with counter space to work on equipment
 - “Large” storage room for computer and equipment inventory
 - Additional requirements for shelves, closets, and any specialty items to be further discussed with IT staff once design process is fully engaged
 - Readily accessible from outdoors for ease of access to Police Officers as well as for deliveries
 - Possibly incorporate the former book drop-off drive-thru area on the west side of the existing building
 - Possibly have a “front counter” in this area for walk-up IT service requests from PD, FD, etc.

CSI Division Matrix - 01000 General Requirements

- Revenue - can be on either floor, preferably 1st floor but not mandatory
 - “Large” private office for the Revenue Director with exterior glazing
 - Space for a small conference table inside the director’s office
 - Storefront glazing on one interior hallway wall if possible, frosted glazing or blinds
 - Six (6) “smaller” private offices for staff
 - Large enough for each staff member to host at least one visitor and accommodate at least one (1) filing cabinet
 - “Secure” (lockable) dedicated Revenue conference Room primarily for use by auditors
 - Breakroom
 - This will be a shared with other 1st or 2nd floor departments
 - The existing kitchens could be renovated to serve this purpose
 - The 2nd floor has a conference room near the existing kitchen that could be renovated into more of break / dining area for staff as an extension of the kitchen
 - Include a staff toilet and bottle filler
 - “Large” storage / equipment room for files, supplies, records retention, copiers, shredders, folding machine, etc.
 - Additional requirements for shelves, closets, and any specialty items forthcoming once design process is fully engaged - lockable, secure storage will be required for regulatory compliance
 - Standalone waiting / reception area with space for at least two computer kiosks for permit applications
 - The unique mission of revenue requires this waiting room (more like an ante room) to be standalone and not shared with other departments
 - The kiosks must accommodate desk or cabinetry for a computer, monitor, printer, and scanner for applicants
 - Kiosk areas must “privacy” due to confidential nature of revenue
 - Counterspace needed to interact with public
 - Accommodate approximately eight (8) visitors at once

CSI Division Matrix - Div 01000 General Requirements

City departments to be located in the renovated building

- **Museums** - can be on either floor, co-located with Marketing / Communications
 - “Large” private office for the Director
 - Space for a small conference table inside the director’s office
 - Storefront glazing on one interior hallway wall if possible, frosted glazing or blinds
 - Three (3) “smaller” private offices for staff
 - Large enough for each staff member to host at least one visitor and accommodate at least one (1) filing cabinet
 - Museum staff requests “12x12” offices
 - Breakroom
 - This will be a shared with other 1st or 2nd floor departments depending on placement
 - The existing kitchens could be renovated to serve this purpose
 - The 2nd floor has a conference room near the existing kitchen that could be renovated into more of a break / dining area for staff as an extension of the kitchen
 - Include a staff toilet and bottle filler
 - “Standard” storage room for equipment, files, supplies, and records retention
 - Work counter for various tasks within storage room

CSI Division Matrix - Div 01000 General Requirements

City departments to be located in the renovated building

- **Marketing / Communications** - can be on either floor, co-located with museum
 - “Large” private office for the Director with exterior glazing
 - Space for a small conference table inside the director’s office
 - Storefront glazing with blinds or frosted glass on one interior hallway wall if possible
 - Four (4) “smaller” private offices for staff
 - Large enough for each staff member to host at least one visitor and accommodate at least one (1) filing cabinet
 - Co-locate with Museum offices
 - Four “future growth” offices that may be “modular” or “cubicle”
 - “Secure” Tech / AV Production room shared with museum staff
 - Sound attenuating to account for noise production when producing audio or video for the City
 - Work countertops with numerous power outlets for charging various pieces of equipment
 - Breakroom
 - This will be a shared with other 1st or 2nd floor departments
 - The existing kitchens could be renovated to serve this purpose
 - The 2nd floor has a conference room near the existing kitchen that could be renovated into more of break / dining area for staff as an extension of the kitchen
 - Include a staff toilet and bottle filler
 - Shared conference room with Museum staff
 - 8-10 seats with “white / glass boards”, “magnetic” walls, and “grid / rigging” lighting
 - “Professional” lighting
 - Acoustic panels or other sound attenuating treatments
 - **Avoid proximity to Finance to avoid noise disturbance to Finance Department**

CSI Division Matrix - Div 01000 General Requirements

City departments to be located in the renovated building

- **Finance - 2nd floor - Mandatory location on 2nd floor**
 - “Large” private office for the Director with exterior glazing
 - Space for a small conference table inside the director’s office
 - Storefront glazing with blinds or frosted glass on one interior hallway wall if possible
 - Ten (10) “smaller” private offices for staff
 - Large enough for each staff member to host at least one visitor and accommodate at least one (1) filing cabinet
 - **Stay as far away from Marketing Offices as possible if on the same floor**
 - Breakroom
 - This will be a shared with other 1st or 2nd floor departments
 - The existing kitchens could be renovated to serve this purpose
 - The 2nd floor has a conference room near the existing kitchen that could be renovated into more of break / dining area for staff as an extension of the kitchen
 - Include a staff toilet and bottle filler
 - Standalone conference room to allow use by auditors
 - Approximately 15x15
 - “Large” Workroom / Storage area 15x15
 - Accommodate equipment such as copiers, check printers, hole punchers, and shredders
 - Must be lockable “secure” storage that is fire protected to comply with state statute
 - Counter space for work area - preferably a “center island”
 - Must accommodate at least twelve (12) filing cabinets

Acoustic panel or other sound attenuating treatments in conference room and throughout Finance Department

CSI Division Matrix

01000 General Requirements (continued)

- Summary of City departments to be located in the renovated building
 - Building Inspection Department
 - Planning and Zoning
 - Environmental
 - Information Technology (IT)
 - Finance / Marketing / Museum
 - Infrastructure and Development (I&D)
 - Bonus Space for future expansion
 - Office Space for lease to other government entities - discuss with staff once design process is fully-engaged
 - Multipurpose space (if the building use type does not require sprinkling)
 - Training / alternate council chambers / alternate public meeting space for planning commission, board of adjustment, historical commission et al

CSI Division Matrix

02000 Earthwork / Civil Requirements

- Additional ADA ramps north and south sides
- Protection of existing trees, shrubs, hardscapes to maximum extent practicable
- Additional utility services if needed
 - Required sitework and utility improvements are believed to be minimal.
- Additional ADA ramps are desired by the City to improve access to the building, with the majority of the additional ramps on the “front” (south side) of the building.

CSI Division Matrix

03000 Concrete

- The various departments have requested floor outlets in the conference rooms for power and network
 - This request is not mandatory if it is impractical to cut the existing slab, particularly on the 1st floor

CSI Division Matrix

04000 Masonry

- No specific masonry requests for new work at this time
- See Division 09000 comment regarding steel brick lintels

CSI Division Matrix

05000 Metals

- No specific requests for new work at this time
 - See Division 09000 comment regarding repainting brick lintels

CSI Division Matrix

06000 Wood, plastic, and composite materials

- Provide wood blocking / plywood backing for wall-hung monitors in each conference room
 - Depending upon layout, conference rooms may have multiple wall-hung monitor locations
- Storage is a critical function of this renovation and built-in shelves are desired to maximize floor space
- The “front desk” shall have appropriate security measures to protect the front desk attendant should a visitor become belligerent
 - Police Department will likely review the front desk area arrangement, glazing, etc. for security purposes

CSI Division Matrix

07000 Thermal and Moisture Protection and Roofing

- Noise abatement is critical in this building
 - Museum / Marketing departments shall not be located near Finance due to noise disturbance
- Evaluate existing roof and determine if any repairs or improvements are required

CSI Division Matrix

08000 Doors and Windows

- South entrance for public
- North entrance for staff
- Additional doors may be needed for the IT department for access / service requests and material receiving
- Access control will be evaluated in greater detail when a floor plan has been developed
- Interior use of either storefront or glazed hollow metal frames is a common request
 - A possible design concept is to have glazed walls within hallway walls to allow natural light to penetrate into the building
 - A common request is for glazed walls to have either frosted glazing or covered with blinds
 - Blinds may be the better option so that privacy and light may be managed by the individual office occupant
- Exterior windows may require window tinting, decorative louvers, or other measures to allow natural light into the building but also provide privacy to building occupants

CSI Division Matrix

09000 Finishes

- Existing VCT flooring is very worn and likely requires replacement
 - Evaluate more durable finishes (ceramic tile, LVP, etc.) in hallways and work rooms that will have a long service life
 - Carpet in offices but not mandatory
- Existing stairwell rubber stair treads and risers appear to be in good condition and not require replacement
- Exterior brick lintels are corroded and will have to be repainted
- Power and network drops in all walls will be a critical feature of this renovation
- Drywall framing to accommodate covers for filing cabinets and built-in shelves as is practical
- Abundant locations in drywall for power and network drops are desired
 - Multiple power and network drops for TV monitors in conference rooms will likely be desired
- Not mandatory, but a training / multipurpose room on the 1st floor is desired
 - An area that could seat about 150-200 persons if the occupancy may be accomplished without sprinkling the building
 - A smaller area with less seating is a possibility to avoid sprinkling

CSI Division Matrix

10000 Specialties

- Include an add alternate to install a covered walkway connecting to City Hall
- Exterior lettering or signage is likely needed to “name” the building
- Interior signage may be substantial due to the numerous departments that will likely occupy the building
 - Signage may also be numerous to account for safety and security measures

CSI Division Matrix

11000 Equipment

- The environmental department may have some type of laboratory needs that would require a division 11 specification
- Some new appliances, specifically ice machines, may require a division 11 specification and be installed and furnished by the contractor

CSI Division Matrix

12000 Furnishings

- It is not believed at this time that a Division 12 specification is needed
- Expect to coordinate floor plans with furnishings furnished by the City

CSI Division Matrix

13000 Special Construction

- A Division 13 specification is not expected for this project

CSI Division Matrix

14000 Conveying Systems

- Evaluate the existing elevator to determine if it is in good working order **and specify any needed repairs or upgrades (as a function of a future agreement if necessary)**
- Include a specification that the contractor may use the elevator for construction purposes but it must be protected and returned to the City in pre-construction condition unless modified by the project

CSI Division Matrix

15000 Plumbing, HVAC, and mechanical systems

- **Determine if the existing HVAC system is in good working order and specify any needed repairs or upgrades (as a function of a future agreement if necessary)**
 - Including upgrades to handle additional capacity due to change of use
 - Upgrades to control systems to improve energy efficiency and include automation
- Is this an opportunity to replace older units with modern units that use current refrigerant?
 - Some older refrigerant types are becoming scarce and very expensive
- Standalone control of HVAC - do not connect to “Schneider” system
- Plumbing
 - Upgrade all restrooms to latest ADA as well as to handle increased capacity from change of use
 - See Division 11000 comments regarding ice machines that may be desired
 - Staff toilets are requested with locations to be coordinated with kitchen / break rooms

CSI Division Matrix

16000 Electrical

- Power and network drops to be “plentiful”
 - Floor outlets, if possible, for conference rooms
- Expectation to upgrade the entire lighting system to LED
 - Closets and cabinet lighting
- Add alternate for standby generator
 - Natural gas powered, fully operates entire building
- Multiple monitor locations in conference rooms are an expectation
- New 240V power systems may be needed for HVAC or ice machines
- Evaluate the viability of including USB charging ports in electrical outlets
- An audio or PA system of some kind will be needed if a training / multipurpose room is included in the design
- Coordinate the low voltage plan for data connections, access controls, cameras, etc. with the IT department