



**MONTGOMERY COUNTY DEPARTMENT OF PARKS**  
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

MCPB 03/13/08

Item: 4

March 7, 2008

**MEMORANDUM**

**TO:** Montgomery County Planning Board

**VIA:** Michael F. Riley, Deputy Director of Administration, Parks Department *MR*

**FROM:** Douglas Alexander, Acting Chief, Park Development Division *Da*

**SUBJECT:** Funding for Friendship Heights Community Center at Wisconsin Place

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**STAFF RECOMMENDATION**

Approve amendment to the requested FY09 Parks Operating Budget in the amount of \$392,100 for fit-out and maintenance costs for Friendship Heights Community Center at Wisconsin Place for transmittal to County Executive and County Council.

**WISCONSIN PLACE**

Approved by the Board on April 10, 2003, Wisconsin Place is a mixed-use development under construction by New England Development at the corner of Wisconsin and Western avenues in the Friendship Heights Central Business District (see Attachment A, Wisconsin Place Site Plan). Located within the boundaries of the 1998 Friendship Heights Sector Plan, the property occupies a city block approximately 8 acres in area, zoned CBD-2, immediately north of the DC line, and bounded by Wisconsin Avenue, Western Avenue, Willard Avenue, and Friendship Boulevard. Developed by New England Development and The May Department Stores Company, the project consists of 1,050,000 square feet of space and includes the recently complete and opened Bloomingdale's department store, which replaces the former Hecht's department store. The balance of the development is still under construction. The development includes 265,000 SF retail space, 305,000 SF office space, 433 high-rise, rental apartment units, 1,749 below grade parking spaces, 20,500 SF Community Center, 3-acre outdoor, public space, and streetscape on all four street frontages.

The Developers broke ground on the project in September 2004. At the present time, the project is partially complete. Bloomingdale's has completed its store, which opened in fall 2007. Specialty retail fronting Western Avenue is also complete, but not opened. The structural frame for the apartments is under construction and nearing full height, the office tower and remaining retail fronting Wisconsin Avenue, which will be the final structure to be completed, has reached the third floor level. The Community Center shell is underway as part of the residential and related structures.

## **COMMUNITY CENTER**

The Community Center was included as the major public amenity feature under the optional method of development and is incorporated into the design as an integral part of the overall development. The Sector Plan intended the Community Center to complement the existing Friendship Heights Village Center, providing additional facilities that together would equate to a regular County-sized center (see Attachment B, Community Center Plans).

The conditions of approval of the 2003 project and site plan call for the Community Center to be provided as an amenity to serve the public, including full public use and access, and completed before occupancy of the residential component. As applicant and owner, New England Development is required to construct the Community Center at approximately 20,500 square feet in area, structurally maintain the building for the intended use, and enter into a lease with M-NCPPC that defines the management, maintenance, and programming for the center. The site plan approval is conditioned on M-NCPPC retaining responsibility for approving an operator. In April 2005, the Montgomery County Recreation Department (MCRD) agreed to operate the facility.

Designed pursuant to the 2003 approved plan, the Community Center is located on Friendship Boulevard overlooking GEICO to the west and abutting the north wall of Bloomingdales. The building is on two levels: a lower level of 6,000 SF fronting onto the Boulevard, and an upper level of 14,500 SF fronting onto the courtyard at the center of the development. The residential tower over-sails the two story portion of the building. A loading dock for the building is accessed from the Bloomingdale's garage entrance off Friendship Boulevard. As required in the approved plan, dedicated parking for two spaces is provided along with the balance of a total of 44 spaces required by code, in structured parking within the development. On-street parking is also available on Friendship Boulevard. Completion of the Community Center is targeted for October 2008, while MCRD is planning to open the center in the second half of FY09.

The Community Center program comprises a fully finished facility at 21,500 GSF, including first level loading dock and storage, two-level entry off Friendship Boulevard with public stair and elevator, activity room and kitchen, second level front lobby entrance from the common area plaza, front desk area and office, conference room, indoor playground, fitness room, activity room, and full-height gym with lockers. A mechanical room is located on the penthouse level (see Attachment C, Community Center Building Program).

## **RESPONSIBILITIES**

As required in the 2003 plan approvals, the Developer's construction includes a turn-key community center facility. As landlord, the Developer will maintain the structural shell and building exterior. The Developer will also provide support facilities such as parking, loading and trash collection bays, storage, public elevator, utility connections, HVAC, and security system. Respective responsibilities between Developer and M-NCPPC for installation of the interior fit-out items including fixtures, furniture, and equipment, are shown in the Responsibility Matrix (see Attachment D, Responsibility Matrix). The matrix also shows respective responsibilities for custodial care, operation, maintenance, repair, and replacement between the developer as landlord, M-NCPPC as tenant, and MCRD as operator. Staff negotiated the fit-out purchase and installation responsibilities with both the Developer and MCRD as reflected in the matrix. Interior items provided by the Developer include interior walls, ceiling, floors, finishes, bathrooms, kitchen, reception desk fixtures, lighting, and gym and play equipment. As tenant,

M-NCPPC is responsible for the purchase, installation, and maintenance for the building identity signs, certain interior fixtures, and purchase of furnishings and equipment. As operator, MCRD is responsible for staffing, custodial care, as well as maintenance and replacement for furniture and most equipment.

The Developer is responsible for achieving Substantial Completion and turning the premises over to M-NCPPC not later than the issuance of a certificate of occupancy for the residential component. The Developer has agreed to installation of certain additional items such as electrical wiring and conduit for security system, cable TV, and data communications. These items are on the critical path for Substantial Completion by the Developer. Consequently, staff has already contracted with a company to produce the designs for these items, installation of which will be completed along with the Developer's construction. Furnishings and equipment will be installed by M-NCPPC beginning in September 2008, after the construction is complete. Funding for these items will be needed at the latest by July in order to place the furniture and equipment orders.

The County Police Department will police the Community Center. The security system for the development as a whole, including Community Center, consists of two systems. The fire alarm system for the Center is connected to the rest of the development. If there is a fire anywhere in the development the Developer's monitoring agency will be notified. The intrusion detection system for the Center will be provided by M-NCPPC and will be independent. The system is designed to alert the County's Homeland Security or successor agency, which monitors all County facilities and contacts the County Police. The system is designed according to the County's needs, guidelines, and specifications and will also be maintained and serviced by the County.

At the time of writing, staff is still in negotiation with the Developer on the lease agreement. If required, the lease will be brought back to the Board for approval. The lease is for 99 years at an annual rent of \$1.00. Staff is negotiating items that affect funding for the Community Center, including a requirement of M-NCPPC to maintain a reserve fund for replacement of such items as plumbing, electrical, and HVAC systems in the future, and to make an annual payment toward upkeep of the common area. Funding for any part of such payments is not included in the budget request.

#### **OPERATING AGREEMENT**

M-NCPPC and MCRD staff negotiated the operating responsibilities, allowing the operating agreement to be drafted for execution. MCRD will operate and staff the Center, provide a full-time, qualified manager, custodial services including trash collection from the premises to the dumpster located adjacent to the loading dock, or removal from the premises, and maintain equipment and furnishing items including specialty items such as special gym flooring, internet and cable access, security, IT data, phone, and PA systems. In addition, MCRD will pay metered utilities, take ownership of and provide future maintenance, servicing, and replacements for all furnishings and equipment including exercise equipment purchased and installed by M-NCPPC, operate and provide routine maintenance for the HVAC system, and for the intrusion detection system. MCRD will also provide the Developer with an insurance certificate of commercial general liability coverage.

M-NCPPC will be responsible for preventative maintenance of infrastructure items such as plumbing, electrical, and utility systems, carpentry items, carpet and tile replacements, and painting. Staff may pursue an agreement with DPWT to handle service requests, with M-NCPPC reimbursement to the County.

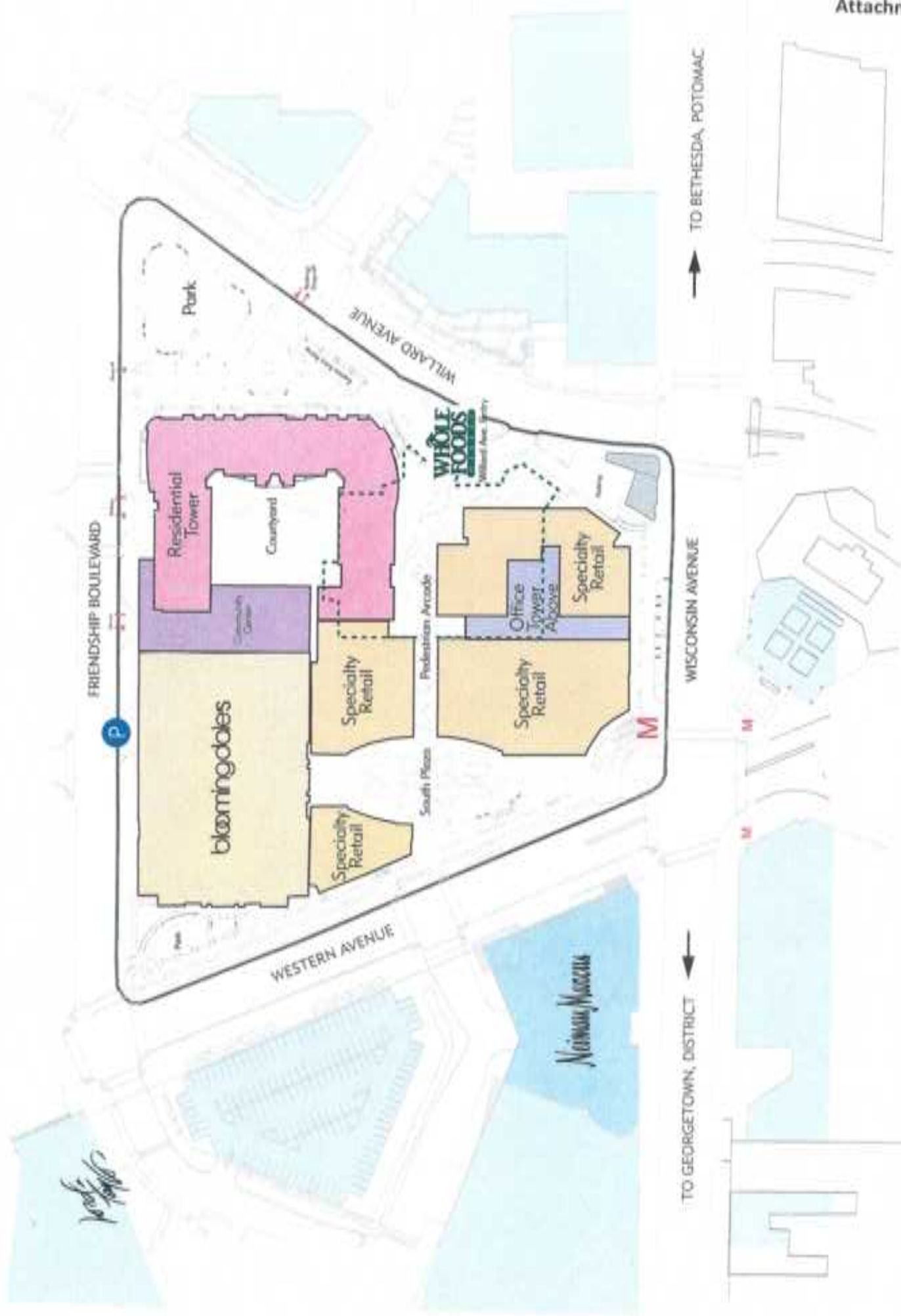
## FUNDING

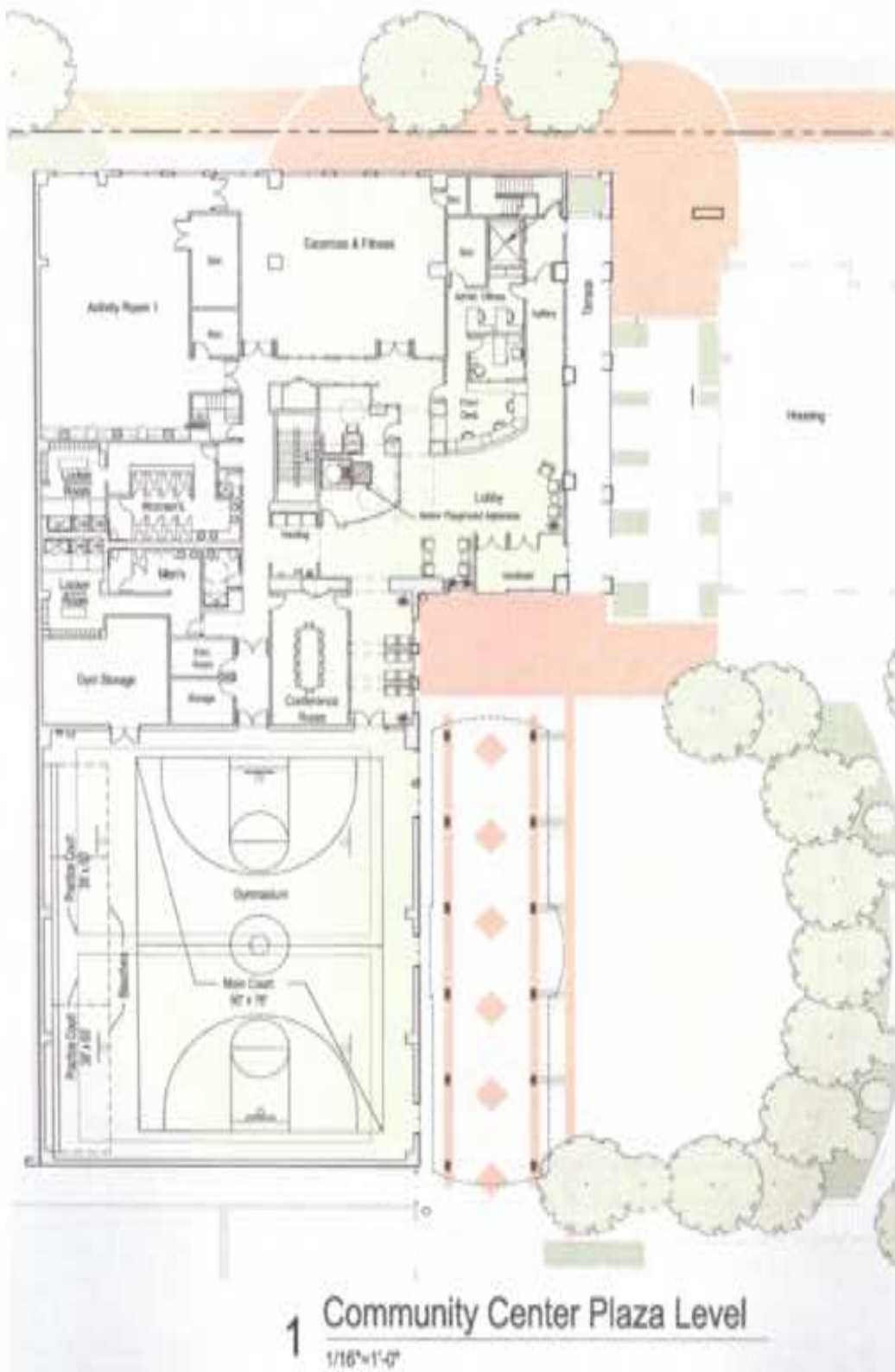
Staff recommends approval of additions to the FY09 operating budget for funding the fit-out items and first-year maintenance costs (see Attachment E, Costs for FY09 Budget). Fit-out cost items for which M-NCPPC is responsible are shown broken down by capital, lease financed, and operating budget items. Staff recommends funding the capital items within the existing level-of-effort projects in the CIP. FY09 and recurring M-NCPPC operating costs are shown for preventative building maintenance, which include the first one-half year maintenance costs to reflect the opening in January 2009. Staff recommends the Board transmit the funding request to the County Council as an amendment to the requested FY09 budget. The recommendation would request the funding source as County funding since this is a regional recreational facility. The FY09 first year and recurring operations cost request is summarized below:

<b>Operating Budget Impact</b>	<b>FY09 Costs</b>	<b>Recurring Costs (FY10 and beyond)</b>
Work Year (preventative building maintenance)	0.08	0.15
Personnel Costs	\$8,500.00	\$17,500.00
Supplies	\$2,100.00	\$4,400.00
Other Services	\$900.00	\$1,800.00
Operating Fit-out Costs	\$366,200.00	\$0.00
Lease Payment on Equipment (5 years)	\$14,400.00	\$14,400.00
<b>Total Operating Budget Request</b>	<b>\$392,100.00</b>	<b>\$38,100.00</b>
FY09 CIP Costs	\$64,300.00	\$0.00
<b>Grand Total Costs</b>	<b>\$456,400.00</b>	<b>\$38,100.00</b>

## ATTACHMENTS

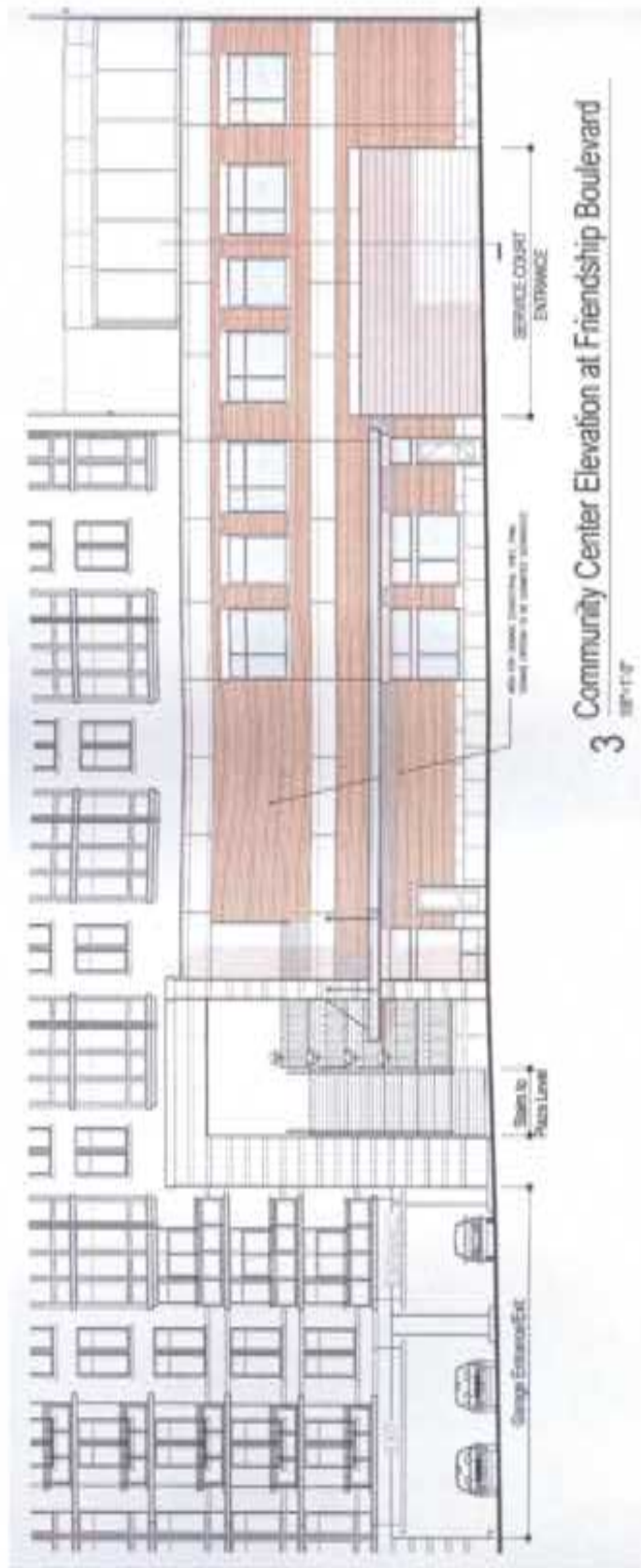
- A. Wisconsin Place Site Plan
- B. Community Center Plans
- C. Community Center Program
- D. Responsibility Matrix
- E. Costs for FY09 Budget



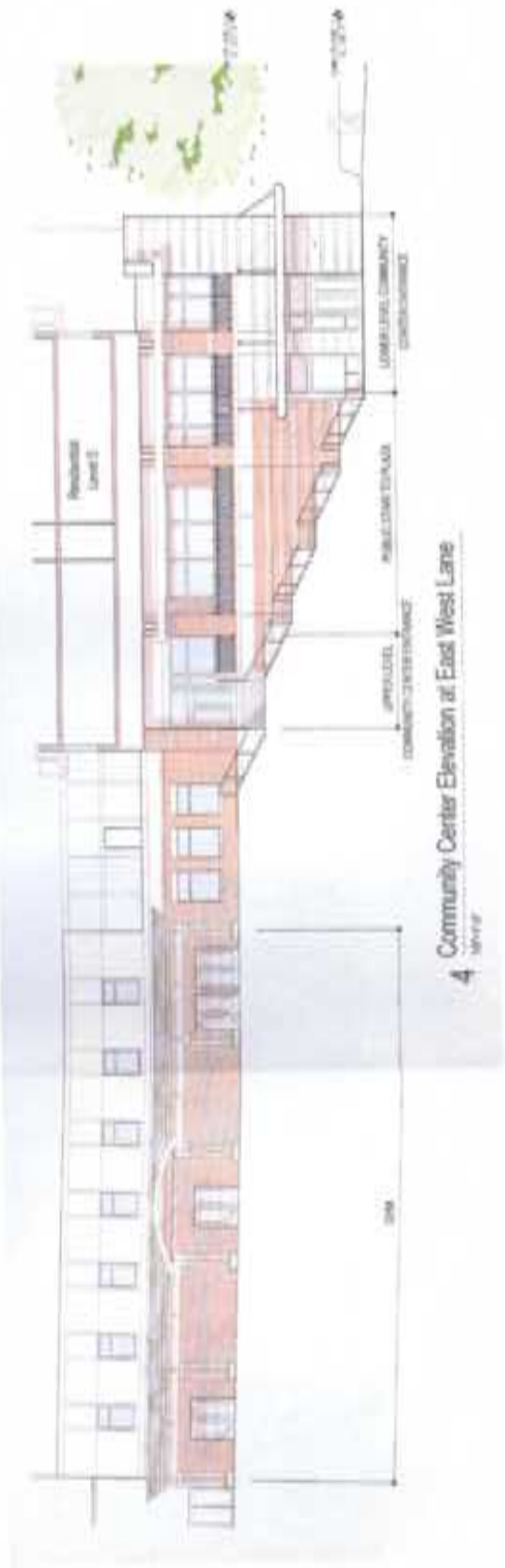




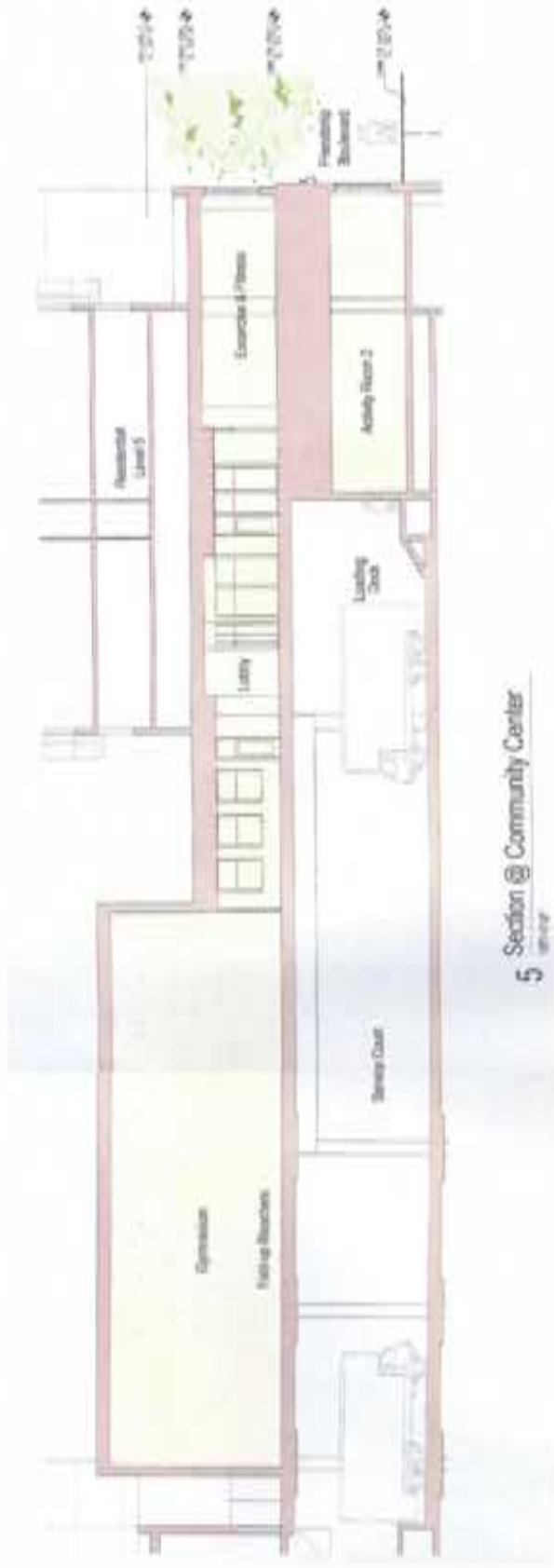
2 Community Center Street Level  
1/16"=1'-0"







4 Community Center Elevation at East West Lane



**FRIENDSHIP HEIGHTS COMMUNITY CENTER  
BUILDING PROGRAM**

<b>FUNCTION</b>	<b>AREA</b>
Gymnasium	6,571
Exercise and Fitness Room	1,524
Activity Room 1	1,703
Conference Room	418
Vending	56
Activity Room 2	1,431
Kitchen	184
Lobby and Reception – Main Floor	2,268
Lobby – Ground Floor	224
Administrative Offices and Front Desk	648
Gymnasium Storage	625
Conference Room Storage	19
Activity Room 2 Storage	56
Toilets, Lockers, and Showers	1,400
Custodial Closets	61
Activity Room 1 Storage	269
Furniture Storage	141
<b>NET PROGRAM AREA</b>	<b>17,598</b>
Receiving	0
Electrical and Water Closets	95
Garage and Penthouse Mechanical	Not incl.
Partitions, Structure, Circulation, Stairs	3,807
<b>GROSS BUILDING AREA</b>	<b>21,500</b>

**Friendship Heights Community Center  
Responsibility Matrix**

**Attachment D**

A	B	C	D	E	F	G	H
	Description of Work	Specify / Design	Construct / Install	Ownership / Lifecycle Replacement	Preventative Maintenance / Repair	Operation / Custodial	Notes
1							
2							
3	Common Area Signage	DEVELOPER	DEVELOPER	LANDLORD	LANDLORD	LANDLORD	
4	Building Structure - core, shell, roof, stairs, exteriors	DEVELOPER	DEVELOPER	LANDLORD	LANDLORD	LANDLORD	
5	Passenger Elevator	DEVELOPER	DEVELOPER	LANDLORD	LANDLORD	LANDLORD	
6	Parking - 42 common (total 44 code required)	DEVELOPER	DEVELOPER	LANDLORD	LANDLORD	LANDLORD	
7	Parking - 2 designated spaces	DEVELOPER	DEVELOPER	LANDLORD	LANDLORD	LANDLORD	
8	Loading Dock	DEVELOPER	DEVELOPER	LANDLORD	LANDLORD	LANDLORD	Shared operation
9	Trash and Recycling Facilities	DEVELOPER	DEVELOPER	LANDLORD	LANDLORD	LANDLORD	Shared operation
10	Storefronts - doors, windows, glass panels	DEVELOPER	DEVELOPER	LANDLORD	LANDLORD	MCRD	
11	Storage and Utility Rooms	DEVELOPER	DEVELOPER	LANDLORD	MNCPPC	MCRD	
12	Interior ceilings, walls, and floors	DEVELOPER	DEVELOPER	MNCPPC	MNCPPC	MCRD	
13	Painting - inside walls	DEVELOPER	DEVELOPER	MNCPPC	MNCPPC	N/A	
14	Utilities - Electric (within premises)	DEVELOPER	DEVELOPER	MNCPPC	MNCPPC	N/A	MCRD to pay rates
15	Utilities - Natural Gas (within Premises)	DEVELOPER	DEVELOPER	MNCPPC	MNCPPC	N/A	MCRD to pay rates
16	Utilities - Potable Water (within premises)	DEVELOPER	DEVELOPER	MNCPPC	MNCPPC	N/A	MCRD to pay rates
17	Utilities - Hydrant Water (to sprinkler system)	DEVELOPER	DEVELOPER	MNCPPC	MNCPPC	N/A	MCRD to pay rates
18	Utilities - Sewer (within premises)	DEVELOPER	DEVELOPER	MNCPPC	MNCPPC	N/A	
19	HVAC rooftop equipment, controls	DEVELOPER	DEVELOPER	MNCPPC	MNCPPC	MCRD	MCRD to operate
20	HVAC ductwork	DEVELOPER	DEVELOPER	MNCPPC	MNCPPC	N/A	
21	Fire Protection - sprinkler system, extinguishers, exit signs	DEVELOPER	DEVELOPER	MNCPPC	MNCPPC	N/A	
22	Conduit and Panels - electrical, network, telephone, AV, TV, gym controls, identity sign	DEVELOPER	DEVELOPER	MNCPPC	MNCPPC	N/A	
23	Plumbing and Fixtures	DEVELOPER	DEVELOPER	MNCPPC	MNCPPC	N/A	
24	Millwork and Counters - reception desk, toilet rooms, kitchen, activity room, etc.	DEVELOPER	DEVELOPER	MNCPPC	MNCPPC	MCRD	
25	Activity Room - folding partition	DEVELOPER	DEVELOPER	MNCPPC	MNCPPC	MCRD	
26	Exercise Room - wall mirrors	DEVELOPER	DEVELOPER	MNCPPC	MNCPPC	MCRD	
27	Shower Room - benches, lockers, mirrors	DEVELOPER	DEVELOPER	MNCPPC	MNCPPC	MCRD	
28	Kitchen Equipment - refrigerator/freezer, oven/range/hood, microwave, dishwasher	DEVELOPER	DEVELOPER	MNCPPC	MNCPPC	MCRD	
29	Gymnasium - power backboards, dividers, retractable bleachers	DEVELOPER	DEVELOPER	MNCPPC	MNCPPC	MCRD	
30	Specialty Floor Covering - Gym, Exercise Rooms, Locker Rooms, Playground	DEVELOPER	DEVELOPER	MNCPPC	MNCPPC	MCRD	
31	Wiring - electrical	MNCPPC	DEVELOPER	MNCPPC	MNCPPC	N/A	
32	Security System - conduit	MNCPPC	DEVELOPER	MNCPPC	MNCPPC	N/A	
33	Security System - wiring	MNCPPC	MNCPPC	MNCPPC	MNCPPC	N/A	
34	Building Identity Signage	MNCPPC	MNCPPC	MNCPPC	MNCPPC	N/A	
35	Wiring - telephone, TV, network	MNCPPC	MNCPPC	MNCPPC	MNCPPC	N/A	
36	Public Address System - conduit, wiring	MNCPPC	MNCPPC	MNCPPC	MNCPPC	N/A	
37	Security System Equipment - cameras, monitors, recording equipment, programmable key pad access locksets	MNCPPC	MNCPPC	MNCPPC	MNCPPC	MCRD	
38	Public Address System Equipment	MNCPPC	MNCPPC	MNCPPC	MNCPPC	MCRD	
39	Telephone Equipment	MNCPPC	MNCPPC	MCRD	MCRD	MCRD	
40	Computer Equipment	MNCPPC	MNCPPC	MCRD	MCRD	MCRD	
41	Cable Television Equipment	MNCPPC	MNCPPC	MCRD	MCRD	MCRD	
42	Indoor Playground Equipment	MNCPPC	MNCPPC	MCRD	MCRD	MCRD	
43	Furniture - file cabinets, desks, shelving, chairs, tables, etc.	MNCPPC	MNCPPC	MCRD	MCRD	MCRD	
44	Furnishings - window treatments, mirrors, overhead screens, dry erase boards, mounted TV cabinets	MNCPPC	MNCPPC	MCRD	MCRD	MCRD	
45	Gymnasium Equipment - scoreboards, shot clocks, floor safety mats, scorer's table, control panel	MNCPPC	MNCPPC	MCRD	MCRD	MCRD	
46	Exercise Equipment and absorbent flooring	MNCPPC	MNCPPC	MCRD	MCRD	MCRD	

**Friendship Heights Community Center  
Costs for FY09 Budget**

Attachment E

**Fit-Out Cost Summary**

	Item List	Sub-Total			Total
		Operating	Financed	CIP	
1	Gymnasium Equipment	\$14,600.00	\$0.00	\$0.00	\$14,600.00
2	Computer Equipment	\$29,800.00	\$0.00	\$0.00	\$29,800.00
3	Access Card Peripherals	\$3,400.00	\$0.00	\$0.00	\$3,400.00
4	Telephone / PA / Cable	\$12,100.00	\$8,000.00	\$24,000.00	\$44,100.00
5	Security Systems	\$1,400.00	\$48,800.00	\$28,300.00	\$78,500.00
6	Furnishings	\$15,500.00	\$0.00	\$0.00	\$15,500.00
7	Signage	\$0.00	\$0.00	\$12,000.00	\$12,000.00
8	Furniture	\$214,600.00	\$10,700.00	\$0.00	\$225,300.00
9	Exercise Equipment	\$66,500.00	\$0.00	\$0.00	\$66,500.00
10	Miscellaneous	\$8,300.00	\$0.00	\$0.00	\$8,300.00
11	<b>Grand Total Costs</b>	<b>\$366,200.00</b>	<b>\$67,500.00</b>	<b>\$64,300.00</b>	<b>\$498,000.00</b>

**Operating Budget Impact**

	FY09 Costs	Recurring Costs
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Note: This scenario assumes MCRD will provided custodial costs, utilities \$35,000 per year, maintenance of systems, speciality items, equipment and furnishings and regular maintenance and repairs.