

Charter Township of Texas Township Hall and Fire Station

Feasibility Design Concepts and Process

Client Meetings:

- (1) May 5, 2016 - Kickoff Meeting / Facility Tour / Project Scope and Objectives
- (2) June 1, 2016 - Review Program and Needs / Design Concepts/Visioning
- (3) July 13, 2016 - Present Preliminary Design Concepts
- (4) August 17, 2016 - Final Schematic Design Concepts and Feasibility Report
- (5) October 28, 2016 - Include Option 2B - Feasibility



Township Hall and Fire Station Facilities Assessment:

- Reviewed the Township Hall and Fire Department facilities and documented existing conditions.

August 17, 2016

Texas Charter Township
7110 West Q Avenue
Kalamazoo, MI 49009

Attention: Ms. Julie VanderWiere

RE: Charter Township of Texas Assessment of Township Hall/Fire Station

Dear Julie:

Thank you for the opportunity to serve the Township by preparing this Facilities Assessment. In preparation of this assessment we collected information through site observations and interviews with Township employees. The information was then analyzed and condensed to create this report. The report consists of items defined by the scope of work requested to be reviewed in your RFP released mid-December 2015, as well as some supplemental items we believe help provide a complete assessment. The contents are as follows:

A. Current Facility Conditions and Deficiencies

- Age of Facility
- Structural Issues
- Mechanical/HVAC Systems
- Electrical Systems/Wiring
- Plumbing Systems (added)
- Size (Square Footage)
- Number of Staff
- Equipment
- Storage
- ADA Compliance
- Utility Costs
- Hours of Operations
- Functional Obsolescence
- Safety Issues in Meeting with the Public

B. Township Population and Growth Projections

C.&D. Future Facility Needs and Space Needs

E. Preliminary Cost Estimates

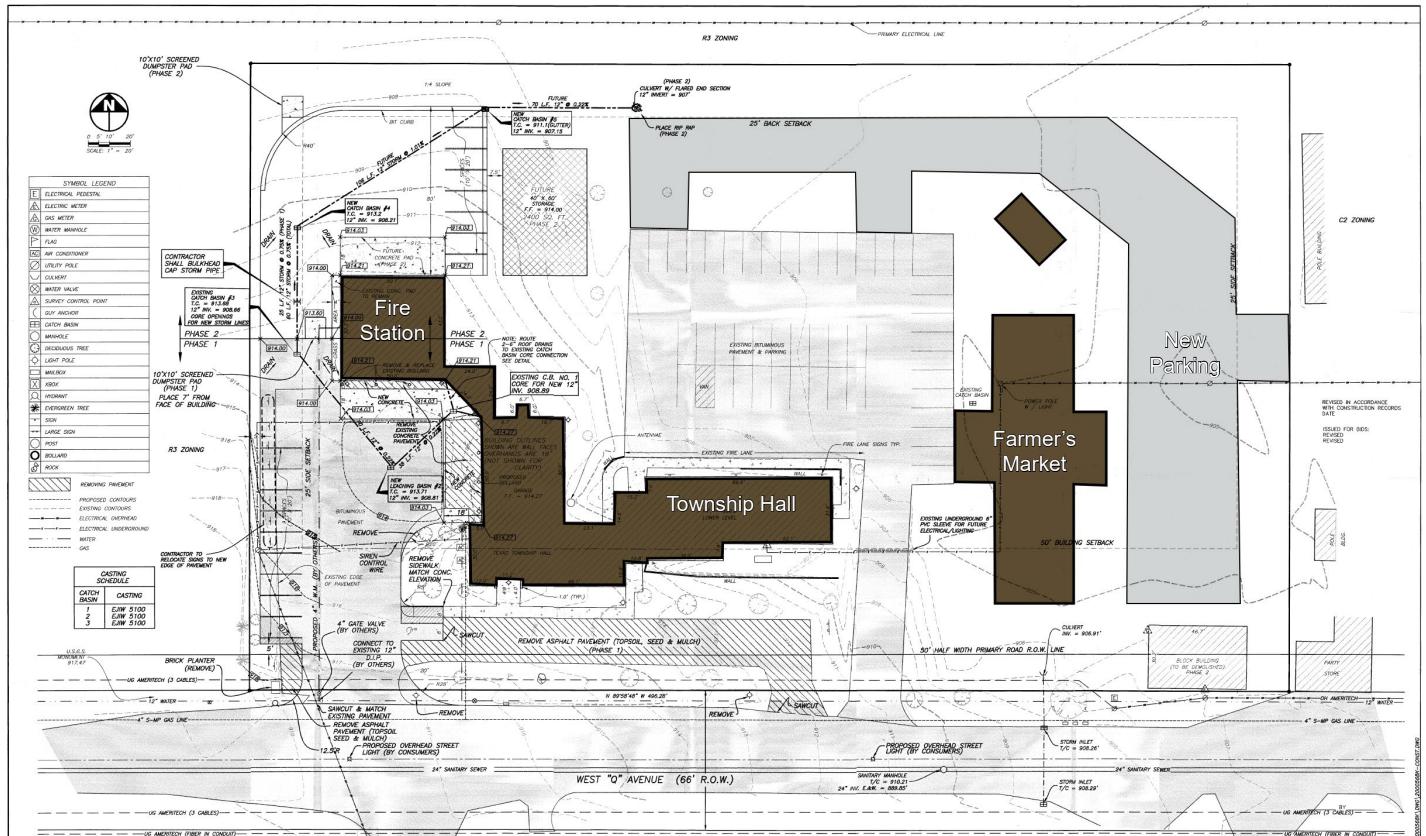
F. Site Design Layouts

G. Potential Improvements to Existing Buildings

H. Cost Comparison of Renovation to New Construction

I. Timeline to Complete Project

J. Conceptual Schematic Drawings



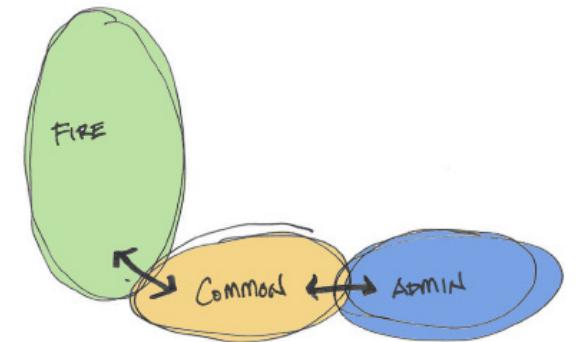
Existing Site Plan



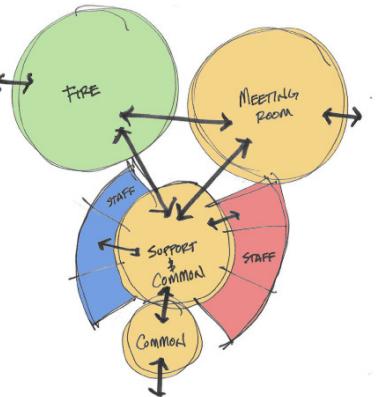
Existing Building Exterior Images

BENTON HARBOR ♦ PORTAGE ♦ ALLEGAN

Review Program Needs Meeting 2:

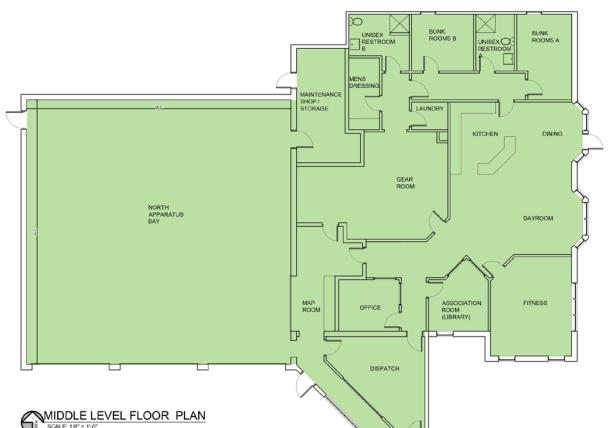


Existing Parti Diagram



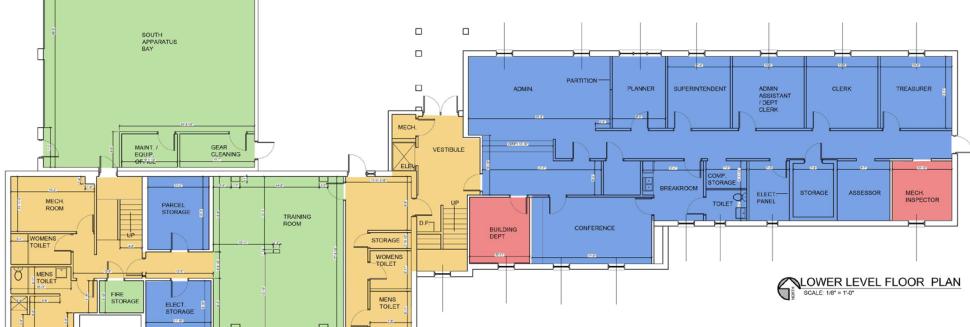
Future Parti Diagram

- Review current spaces, functions and adjacencies.
- Diagram functional use patterns, existing and future solutions.
- Establish workspace requirements. Calculate current and future space needs.



Legend

- Fire Department
- Township Hall Offices
- Building Department Spaces
- Common Spaces



Existing Building - Departments and Adjacencies

Texas Township Hall - Programming Assessment by Wightman & Assoc.			EXISTING			PROPOSED NEEDS			FUTURE NEEDS					
ROOM NAME		Remarks / Description / Features			QTY.	SF	TOTAL	QTY.	ESTIMATED SF / UNIT	ESTIMATED TOTAL	QTY.	ESTIMATED SF / UNIT	ESTIMATED TOTAL	
Common Areas		EXISTING	PROPOSED NEEDS											
	1 Entry/Vestibule	Brochures, community information, lacks clear directional signage, small, uninviting	Clear directional signage, community information, informal meeting area / pre-function zone for meeting room, inviting	1	210	210		1	2,140	2,140				
	2 Toilet rooms	Single User toilet rooms	TBD based on occupancy	2	50	100		1	50	200				
	3 Stairs, Elevator, Mechanical	Lacks clear directional signage	Inviting / Clear directional signage	1	500	500		1	600	600				
	4 Board Room / Community Room	Seats about 40. Seats 9 at board table, lacks technology support	Adaptable for multiple uses, inviting community use, prefunction space, access to kitchen/hospitality, better acoustics & flexibility	1	1,320	1,320		1	1,800	1,800				
	5 Kitchen/Hospitality	Does not exist	Does not exist								1	150	150	
	6 Council Conference Room	Does not exist	Adjacent to board room for quick council break out sessions					1	170	170		1	170	170
	7 Training Room / Multipurpose Room	Used 2-3/wk for group activity, lacks flexibility & appropriate technology	Flexible training space, easily arrangeable furniture, integrated technology	1	650	650		1	850	850		1	1,000	1,000
	Area Subtotal							2,780		5,910			3,460	
Administration	1 Entry/Counter	Not secure, a lot of clutter	Would like to be more secure to staff, add designated space for public fill out paperwork	1	160	160		1	600	600		1	600	600
	2 Passport photo area	In main circulation	Designated area outside of main circulation but near public space	1	25	25		1	25	25		1	25	25
	3 Admin Support open workstations	u-shaped desk, files, guest seating for 2 (typ), windows to exterior, hierarchical layout and disconnect with long offices along one side of long corridor.	u-shaped desk, files, variable guest seating, windows, more connection to other offices, additional office for drop in use (clerk & admin assistant require larger offices to accommodate specific job needs)	7	130	910		5	100	500		8	100	800
	4 Private Offices			1	910	910		9	120	1,080		11	120	1,320
	5 Conference room - large	Traditional conference room set up for 8-10 people	Technology, updated furniture	1	260	260		1	300	300		2	300	600
	6 Meeting room - small	Does not exist	Small group (2-3) discussion space, acoustically isolatable, individual 'private' phone call use, network access and monitor, training & private conversations	1				1	100	100		2	100	200
	7 Break Room	Small break room, seating for 4 people, circulation to toilet room & conference room	Inviting group gathering	1	110			1	300	300		1	350	350
	8 Copy/File/Work Room	Does not exist	Central Copier, supplies, collating & larger format printer/scanner	1	180	180		1	180	180		1	180	180
	9 Storage / Election	Not conveniently accessible (117 SF Election Storage)	Storage locations to be easily accessible. Need more storage. Election storage to be centrally located (near admin assistant) & easily accessible to outside for transporting other precincts (96 SF + Potential 250 SF Election Storage)	1	365	365		5	225	1,125		4	225	900
	10 Server room	Not conveniently located, inappropriately conditioned		1	70	70		1	70	70		1	70	70
	11 Toilet Rooms	Circulation through break room	Based on occupancy needs	1	41	41		2	50	100				
	Area Subtotal							2,741		4,380			5,045	
Building Dept.	1 Admin Support open workstations	Not conveniently located	Adjacent to building department, needs more work surface, storage, accessible collating/layout space. Should have access to all storage/support spaces (included in admin line 3) (designated building dept admin staff possibility for future growth)	1	100	100		2	100	200		8	200	1,600
	2 Offices	Building & Mechanical Inspector	Layout space adjacent to workspace	1	247	247		6	200	1,200		1	200	200
	3 Map/Storage/Layout/Meeting	Layout, flat files & hanging files. Large meeting room shared with Administration	Layout, flat files & hanging files. Large meeting room shared with Administration	1	150	150					1	200	200	
	Area Subtotal							347		1,450			2,000	
Fire Station	1 Entry / Vestibule	Unused space, Historic Memorabilia not celebrated	Relocated point of entry and provide clear identity as Fire Department	1	190	190		1	200	200		1	200	200
	2 Second Level Staff Workstations + layout support space	Small space	Larger layout space, pin up space, ability to layout and collaborate on drawings (5 workspaces / 6 would be ideal)	4	48	192		6	300	1,800				TBD
	3 Private Office - Fire Chief	Disconnected from deputy chief & staff	Supports training and mentoring. Better connection to staff, at times needs full acoustical privacy. door open 99% of time	1	150	150		1	150	150		1	150	150
	4 Meeting room - small	Does not exist	Need another storage rack, future growth would incorporate an additional bay - site to be determined	1				1	100	100		1	100	100
	5 Apparatus Bays		Functional as they are	1	4,380	4,380		1	4,380	4,380		1	4,380	4,380
	6 Dispatch offices		Functional as they are	1	230	230		1	230	230		1	230	230
	7 Day Room/Kitchen/Fitness/Bunk Rooms/toilets		Functional as they are	1	1,860	1,860		1	1,860	1,860		1	1,860	1,860
	8 Gear Room	Needs about 6 more lockers	6 more locker spaces	1	425	425		1	485	485		3	1,000	3,000
	Area Subtotal							8,207		12,205			10,405	
	Subtotal - Programmed Area							14,075		23,945			20,910	
	30% circulation												6,273	
	Estimated Total Area							14,075		31,129			27,183	

* Square footage calculations based on Existing Renovation plan for most limiting site constraints.
** New building square footage calculations intended to be equal or greater than what is provided above due to flexibility of space growth

Existing Building - Departments and Adjacencies

Programming Assessment

Review Program Needs Meeting 2:

- Shared visioning images to determine exterior aesthetic preferences.
- Calculated top preferences and incorporated concepts into initial schematic designs.

Top 5 Visioning Images



TEXAS CHARTER TOWNSHIP TOWNSHIP HALL STUDY

June 1, 2016

VISUAL PREFERENCE SURVEY

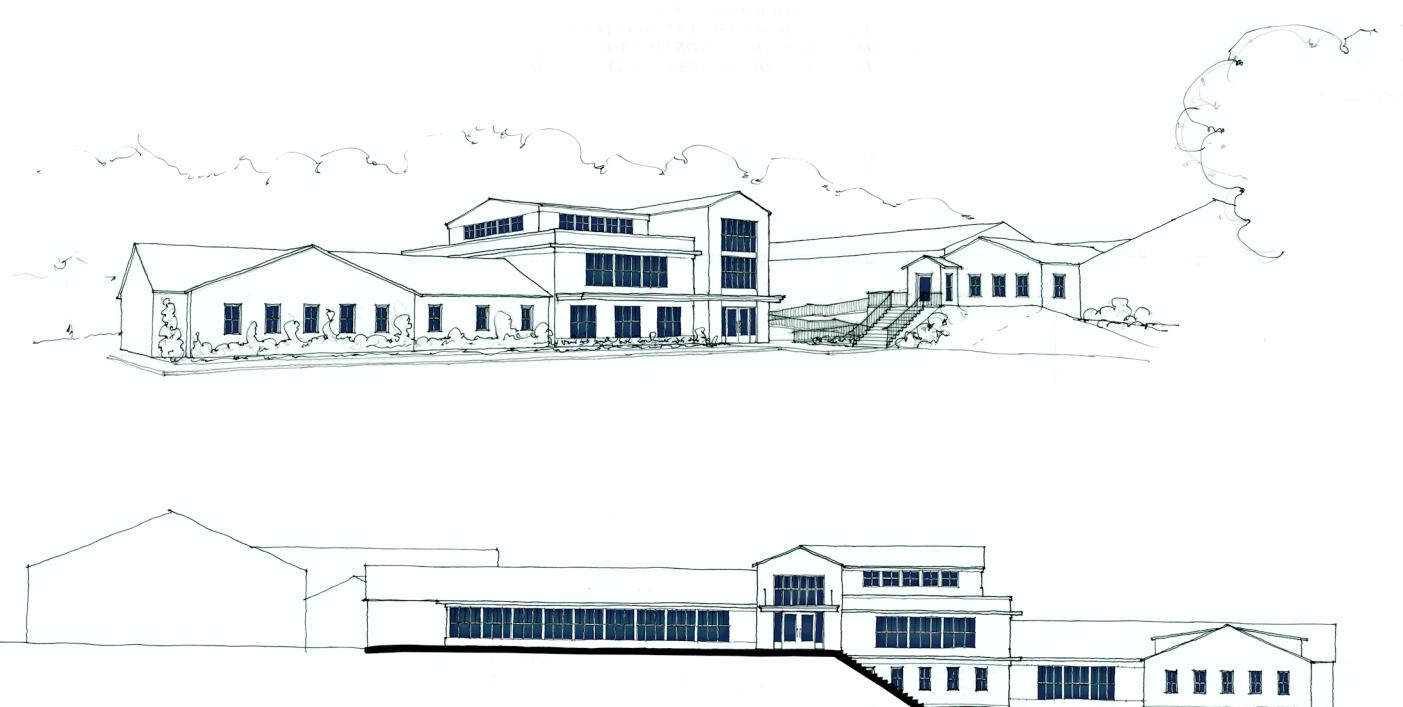
The goal of today's meeting is to get feedback of what you would like to see in a future town hall
so please feel free to write what you think and make constructive criticism.

PART 1

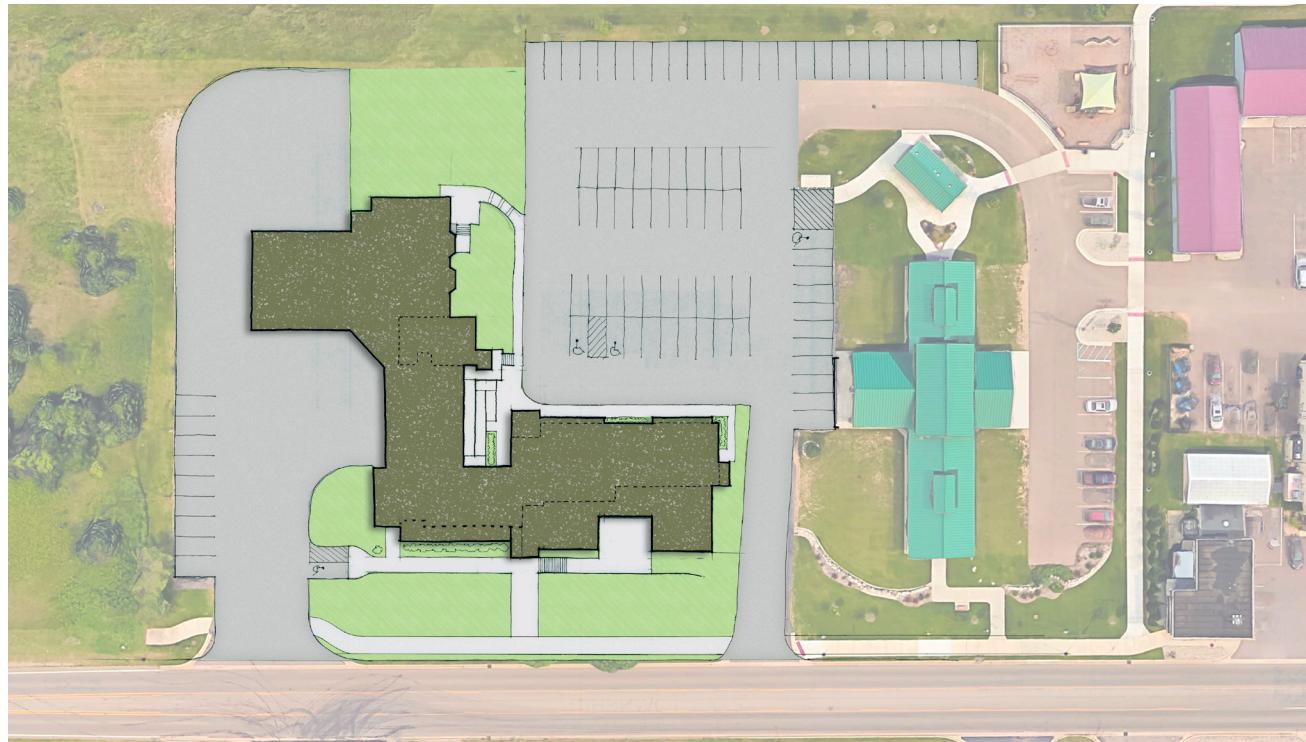
Rank each image based upon its "character and appropriateness." Circle 1 if the image
is inappropriate or undesirable and 5 indicating the image is appropriate or desirable

PICTURE #1	1	2	3	4	5	Too traditional, old fashioned, public/private space? Too crammed
PICTURE #2	1	2	3	4	5	Too traditional, too large, too formal
PICTURE #3	1	2	3	4	5	More like Texas, green space very important
PICTURE #4	1	2	3	4	5	Not appropriate for Texas, integrating spaces, janky
PICTURE #5	1	2	3	4	5	Not "contemporary" flavor community, I like modern Modern
PICTURE #6	1	2	3	4	5	Welcoming, rural feel - need more green space Too casual
PICTURE #7	1	2	3	4	5	Like character, need green space go to 2nd story, no tower, use stone, too old
PICTURE #8	1	2	3	4	5	Too traditional, old fashioned, public/private space? Too old
PICTURE #9	1	2	3	4	5	Never thought of lease space - prefer free standing mixed uses, no need for lease-able space
PICTURE #10	1	2	3	4	5	Prefer free standing, mixed uses, no need for lease-able space

Preliminary Design Concepts Meeting 3:

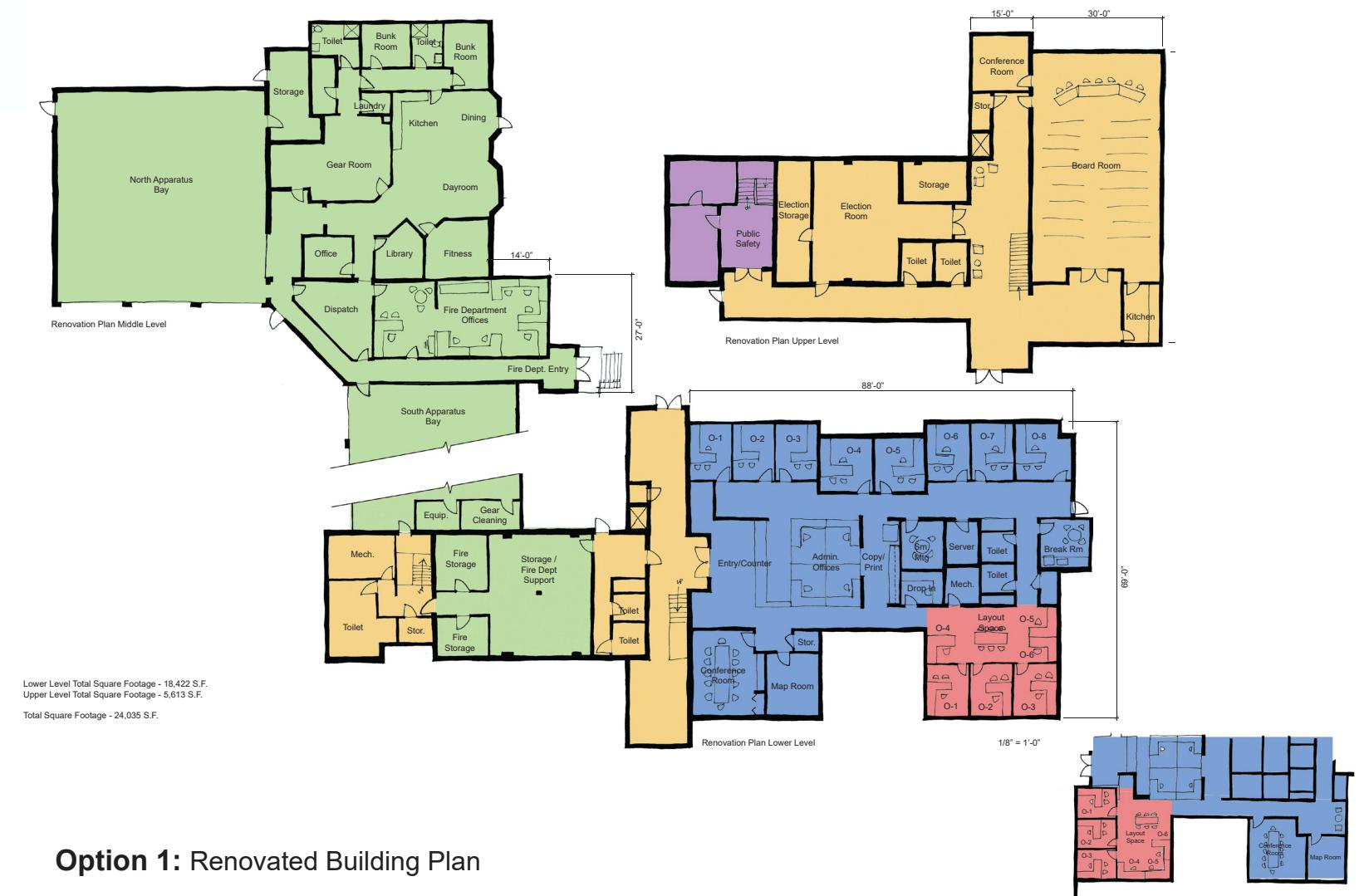


Option 1: Renovated Building Exterior Concepts



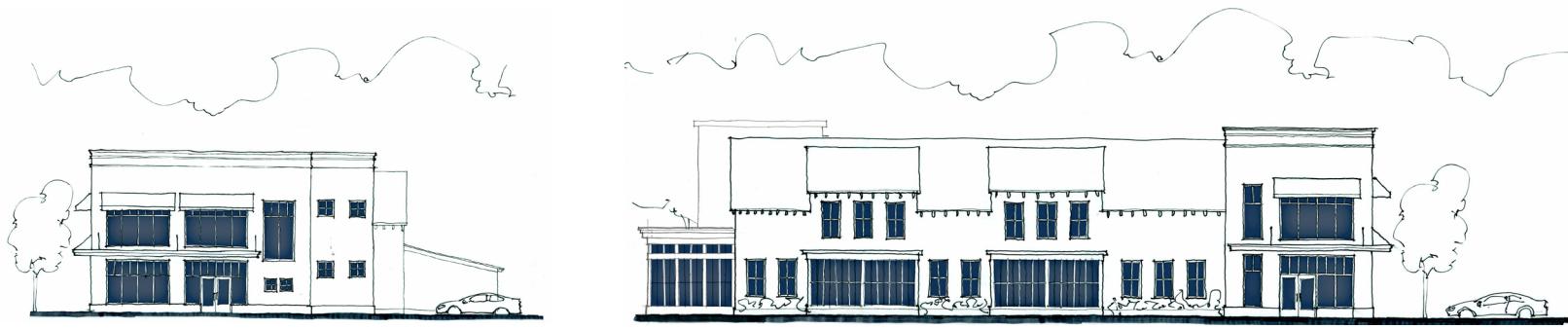
Option 1: Renovated Building Site Plan

- Established workspace requirements and general square footage requirements.
- Existing space usage distribution.
- Present preliminary design concepts based on visual preference survey and tour of comparable Township Hall Building.
- Developed renovation plan and elevation concepts for existing building providing improved adjacencies, workspace function and needed additional square footage.

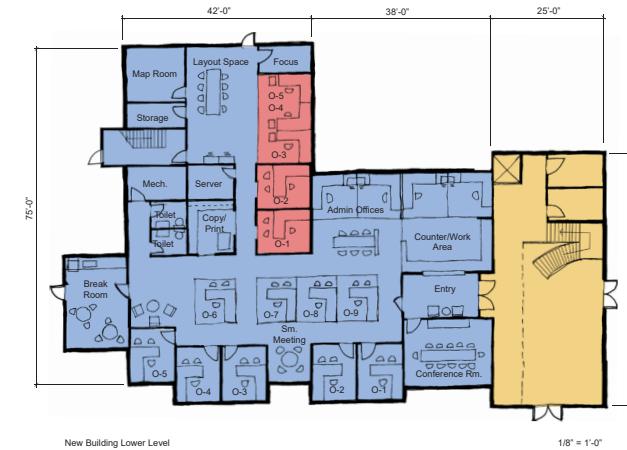
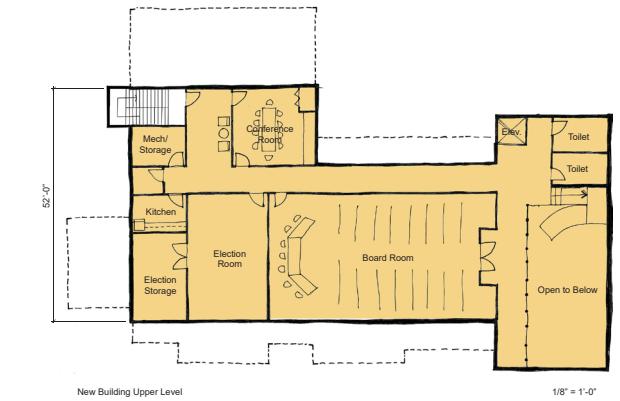


Preliminary Design Concepts Meeting 3:

- Plan and elevation concepts for new township hall building, site concept for building, parking, pedestrian needs and relationships (site not determined).
- Plan for reuse of existing building (Firestation and Community Center).



Option 2A: New Building Exterior Concepts



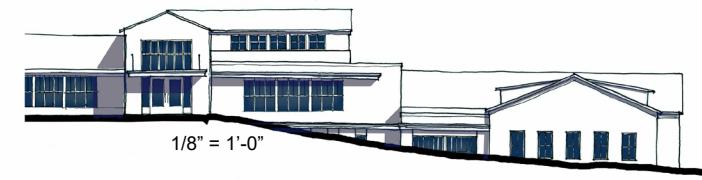
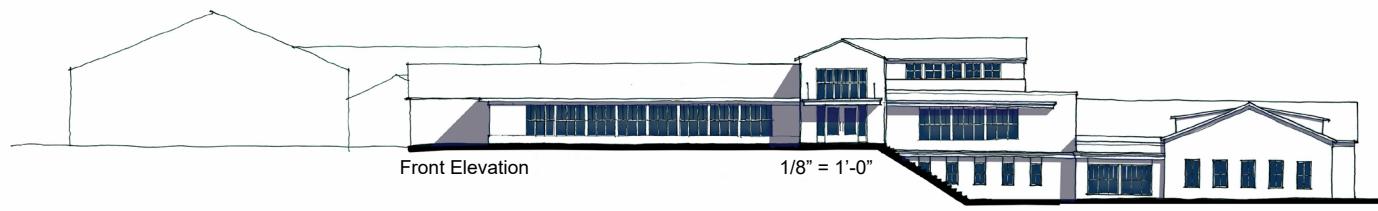
Option 2A: New Building Plan



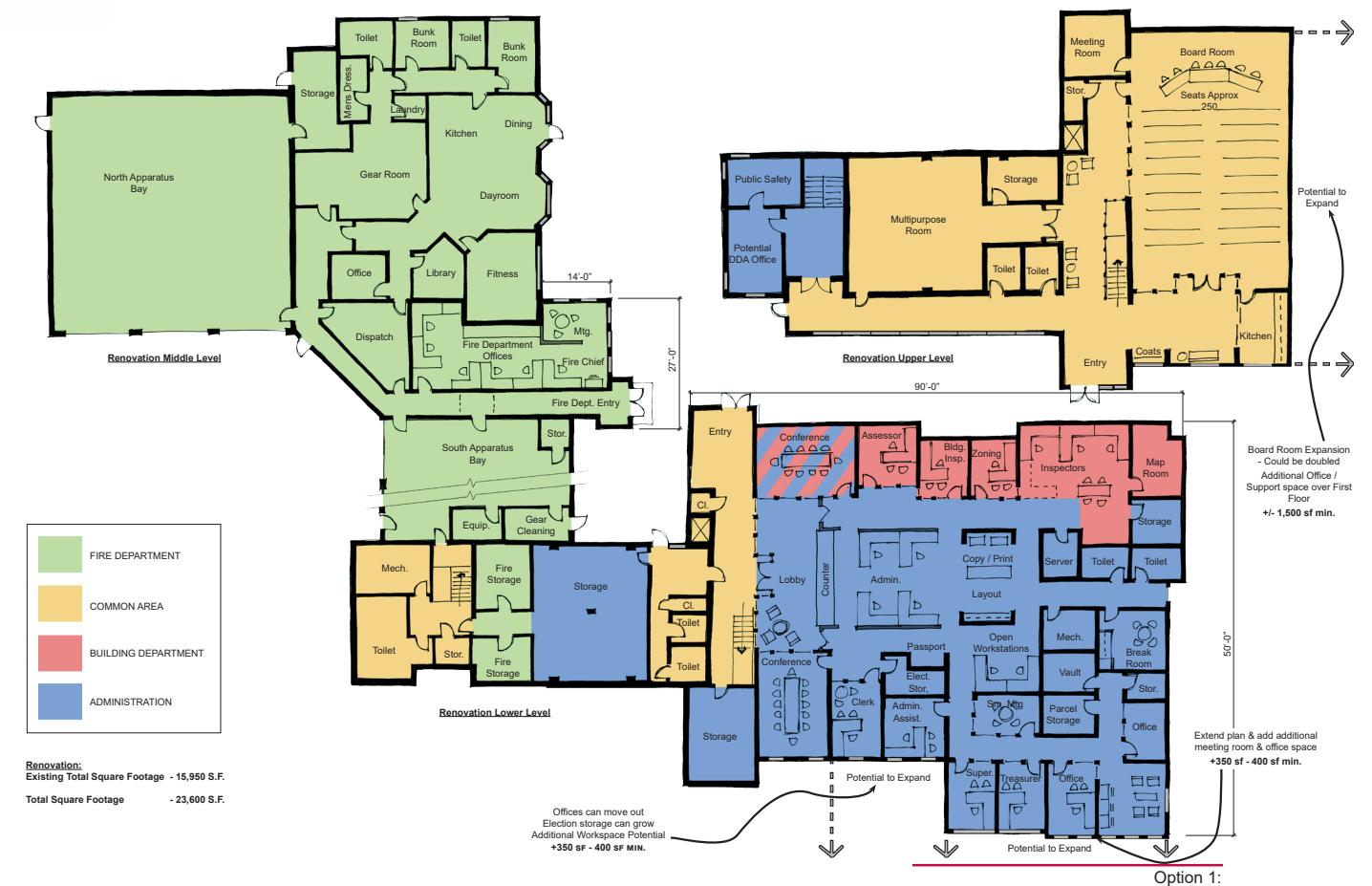
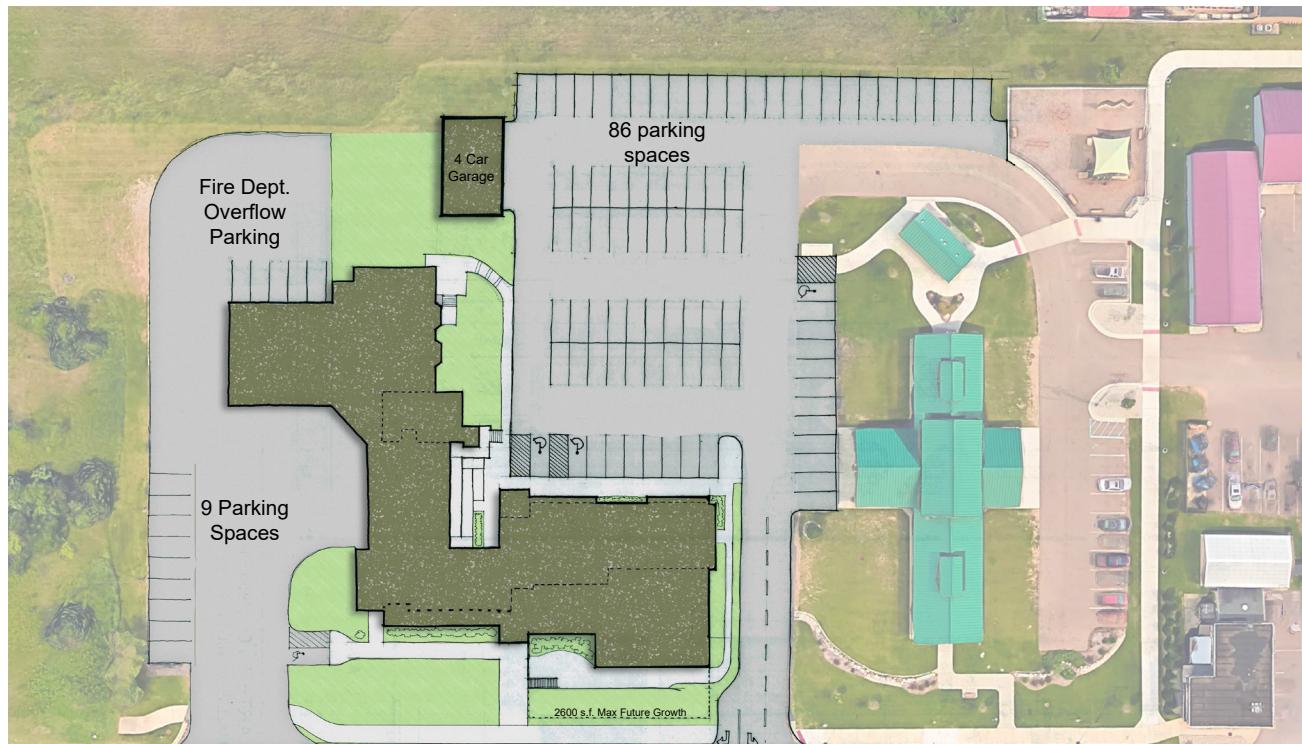
Option 2A: New Building Site Plan



Option 2A: Adaptive Reuse Building Plan



Option 1 Revised: Renovated Building Exterior Concepts



Option 1 Revised: Renovated Building Site Plan

Option 1 Revised: Renovated Building Plan

Final Schematic Design Concepts Meeting 4:

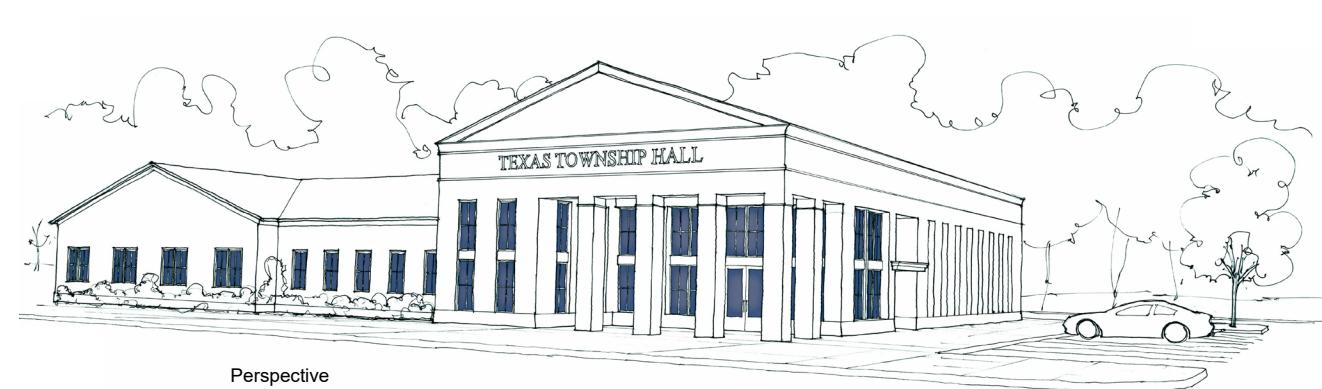
- Adjusted plan and adjacencies upon review with staff.
- Building elevation and site concepts refined.

Final Schematic Design Concepts Meeting 4:

- Adjusted plan and adjacencies upon review with staff.
- Building elevation concepts refined.
- Additional Option 2B on the following page.
New construction Option 2A on existing Township Hall site



Option 2A Revised: New Building Exterior Concepts



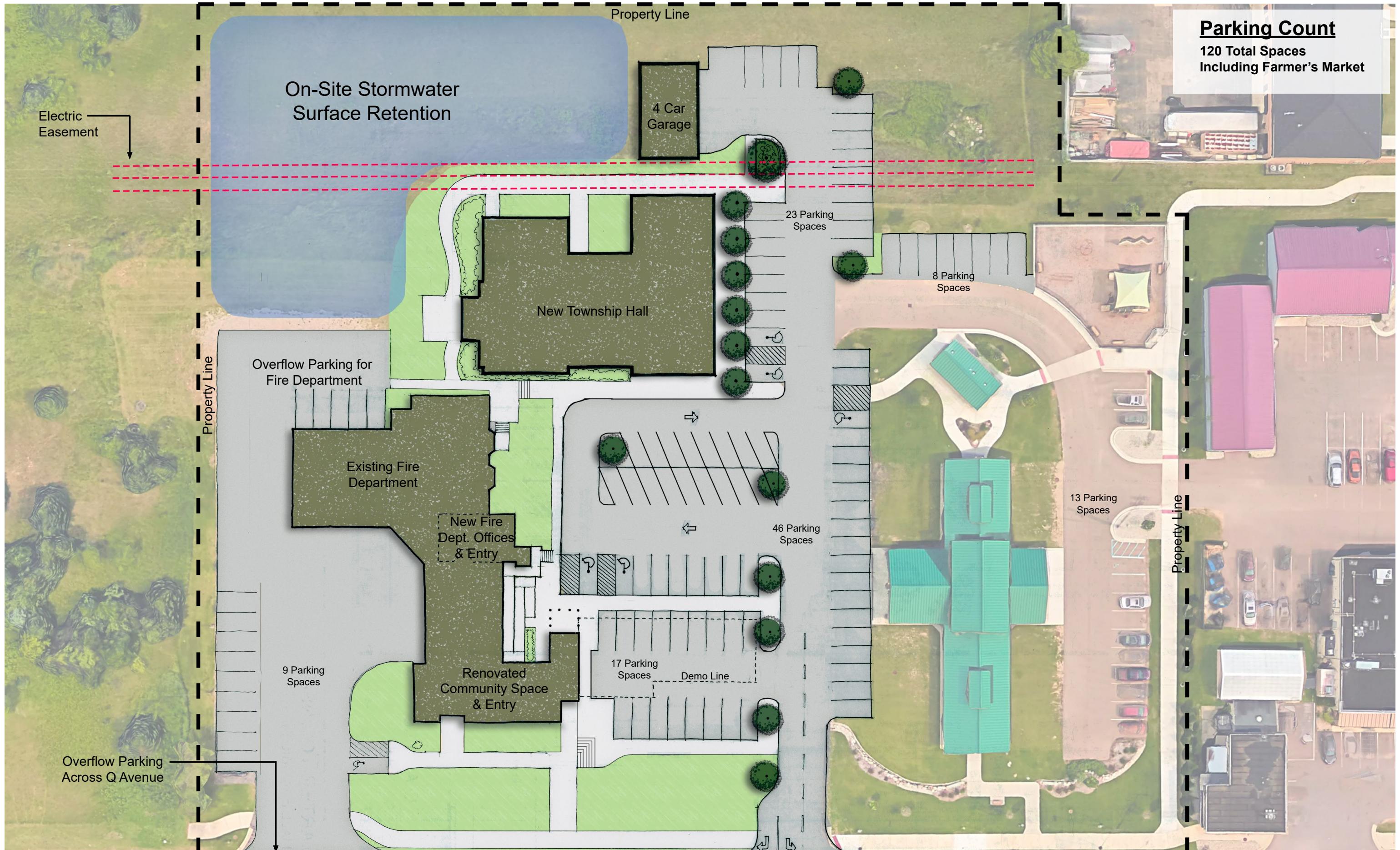
Option 2A Revised: New Building Site Plan



Option 2A Revised: New Building Plan



Option 2A Revised: Adaptive Reuse Plan



Cost Estimate Summary

- Option 1: Renovation and addition to the existing building on the existing site.
- Option 2A: Two parts to this option that must occur together:
 - A new building on a new site.
 - Renovation and addition to the exiting building - Fire Station and Community Center services remain in the existing building.

Texas Charter Fire Station and Township Hall

Recommended Preliminary Total Project Budget

Option 1 Existing Building Renovation

August 17, 2016

Discipline	SF	\$	Comments
1 Architecture and Interior Design			
2 Final Schematic Design		\$146,717	4% of Construction Cost (Line 35)
3 Architecture: DD thru CA		\$366,793	10% of Construction Cost (Line 35)
4 Interior Design		\$73,359	2% of Construction Cost (Line 35)
5 Landscape design		\$73,359	2% of Construction Cost (Line 35)
6 Engineering:			
7 Civil		\$15,000	Estimate
8 Structural		\$10,000	Estimate
9 Mech/Elec/Plumbing		\$40,000	Estimate
10 Subtotal Design Fees		\$725,227	
11 Geotechnical Investigation		\$5,000	Estimate
12 Survey		\$7,000	Budget
13 Environmental Assessment		TBD	
14 A&E Reimbursable Expenses		\$29,009	Budget; 4% of Design Fees (Line 10)
15 Facility Condition Assessments		\$2,500	Budget for more in depth investigations
16 Cost Estimating		\$3,000	Estimate
17 Furniture, Fixtures, Equipment		TBD	
18 Security, Technology, Phone system		TBD	
19 Temporary Staff Work Facilities		\$30,000	Includes moving and set up cost, and rent
20 Construction Testing		\$10,000	Budget
21 Plan review/ Permits		\$8,000	Budget
22 Accounting, Legal		TBD	
23 Insurance		\$10,000	Budget
24 Subtotal Soft Costs:		\$817,736	
25 Owner Contingency		\$163,547	Recommended 20% of Soft Costs (Line 24)
26 Subtotal Non-Construction Costs:		\$981,283	
27 Demolition	2,000	\$8,000	\$4/SF
28 Renovation Level 1	1,800	\$90,000	\$50/SF
29 Renovation Level 2	2,850	\$427,500	\$150/SF
30 New Construction	11,800	\$2,360,000	\$200/SF
31 4 Vehicle Storage Garage	1,440	\$144,000	\$100/SF
32 Site Work		\$160,000	Budget
33 Construction Contingency		\$239,213	7.5% of Construction (Lines 27 to 32)
34 Design Contingency		\$239,213	7.5% of Construction (Lines 27 to 32)
35 Subtotal Construction Costs:		\$3,667,925	
36 *Total Project Budget:		\$4,650,000	*excluding TBD line items
37			
38 Escalation Factor (3% per Year)	Dec. 2017	\$4,789,500	First Year: \$139,500
	Dec. 2018	\$4,933,185	Second Year: \$143,685
	Dec. 2019	\$5,081,180	Third Year: \$147,995

Texas Charter Fire Station and Township Hall

Recommended Preliminary Total Project Budget

Option 2A New Construction (On A New Site)

August 17, 2016

Discipline	SF	\$	Comments
1 Architecture and Interior Design			
2 Final Schematic Design		\$117,576	3% of Construction Cost (Line 33)
3 Architecture: DD thru CA		\$293,940	8% of Construction Cost (Line 33)
4 Interior Design		\$58,788	1.5% of Construction Cost (Line 33)
5 Landscape design		\$58,788	1.5% of Construction Cost (Line 33)
6 Engineering:			
7 Civil		\$15,000	Estimate
8 Structural		\$10,000	Estimate
9 Mech/Elec/Plumbing		\$40,000	Estimate
10 Subtotal Design Fees		\$594,092	
11 Geotechnical Investigation		\$5,000	Estimate
12 Survey		\$7,000	Budget
13 Environmental Assessment		TBD	
14 A&E Reimbursable Expenses		\$23,764	Budget; 4% of Design Fees (Line 10)
15 Facility Condition Assessments		\$2,500	Budget for more in depth investigations
16 Cost Estimating		\$3,000	Estimate
17 Furniture, Fixtures, Equipment		TBD	
18 Security, Technology, Phone system		TBD	
19 Temporary Staff Work Facilities		\$30,000	Includes moving and set up cost, and rent
20 Construction Testing		\$10,000	Budget
21 Plan review/ Permits		\$8,000	Budget
22 Accounting, Legal		TBD	
23 Insurance		\$10,000	Budget
24 Subtotal Soft Costs:		\$681,356	
25 Owner Contingency		\$136,271	Recommended 20% of Soft Costs (Line 24)
26 Subtotal Non-Construction Costs:		\$691,356	
27 New Construction	11,260	\$2,252,000	\$200/SF
28 4 Vehicle Storage Garage	1,440	\$144,000	\$100/SF
29 Site Work		\$160,000	Budget
30 Property Acquisition		TBD	Recommend minimum 1 acre
31 Construction Contingency		\$191,700	7.5% of Construction (Lines 27 to 30)
32 Design Contingency		\$191,700	7.5% of Construction (Lines 27 to 30)
33 Subtotal Construction Costs:		\$2,939,400	
34			
35 *Total Project Budget:		\$3,620,000	*excluding TBD line items
36			
37 Escalation Factor (3% per Year)	Dec. 2017	\$3,728,000	First Year: \$108,600
	Dec. 2018	\$3,839,840	Second Year: \$111,840
	Dec. 2019	\$3,955,040	Third Year: \$115,200

Texas Charter Fire Station and Township Hall

Recommended Preliminary Total Project Budget

Option 2A Existing Building Adaptive Reuse

August 17, 2016

Discipline	SF	\$	Comments
1 Architecture and Interior Design			
2 Final Schematic Design		\$40,986	4% of Construction Cost (Line 35)
3 Architecture: DD thru CA		\$102,465	10% of Construction Cost (Line 35)
4 Interior Design		\$20,493	2% of Construction Cost (Line 35)
5 Landscape design		\$20,493	2% of Construction Cost (Line 35)
6 Engineering:			
7 Civil		\$15,000	Estimate
8 Structural		\$10,000	Estimate
9 Mech/Elec/Plumbing		\$40,000	Estimate
10 Subtotal Design Fees		\$249,437	
11 Geotechnical Investigation		\$5,000	Estimate
12 Survey		\$7,000	Budget
13 Environmental Assessment		TBD	
14 A&E Reimbursable Expenses		\$9,977	Budget; 4% of Design Fees (Line 10)
15 Facility Condition Assessments		\$2,500	Budget for more in depth investigations
16 Cost Estimating		\$3,000	Estimate
17 Furniture, Fixtures, Equipment		TBD	
18 Security, Technology, Phone system		TBD	
19 Temporary Staff Work Facilities		\$30,000	Includes moving and set up cost, and rent
20 Construction Testing		\$10,000	Budget
21 Plan review/ Permits		\$8,000	Budget
22 Accounting, Legal		TBD	
23 Insurance		\$10,000	Budget
24 Subtotal Soft Costs:		\$322,914	
25 Owner Contingency		\$64,583	Recommended 20% of Soft Costs (Line 24)
26 Subtotal Non-Construction Costs:		\$387,497	
27 Demolition	500	\$2,000	\$4/SF
28 Renovation Level 1	4,000	\$200,000	\$50/SF
29 Renovation Level 2	1,500	\$225,000	\$150/SF
30 New Construction	1,350	\$270,000	\$200/SF
31 4 Vehicle Storage Garage	1,440	\$144,000	\$100/SF
32 Site Work		\$50,000	Budget
33 Construction Contingency		\$66,825	7.5% of Construction (Lines 27 to 32)
34 Design Contingency		\$66,825	7.5% of Construction (Lines 27 to 32)
35 Subtotal Construction Costs:		\$1,024,650	
36			
37 *Total Project Budget:		\$1,410,000	*excluding TBD line items
38 Escalation Factor (3% per Year)	Dec. 2017	\$1,452,300	First Year: \$42,300
	Dec. 2018	\$1,495,869	Second Year: \$43,569
	Dec. 2019	\$1,540,745	Third Year: \$44,876

Cost Estimate Summary

- Option 2B: Two parts to this option that must occur together.
 - New building (same concept as option 2A) placed on existing site.
 - Demolition to East office wing of existing Township Hall. Renovation and addition to existing building - Fire Station and Community Center services in existing building.

Texas Charter Fire Station and Township Hall

Recommended Preliminary Total Project Budget

Option 2B Existing Building Adaptive Reuse and New Construction on Existing Site

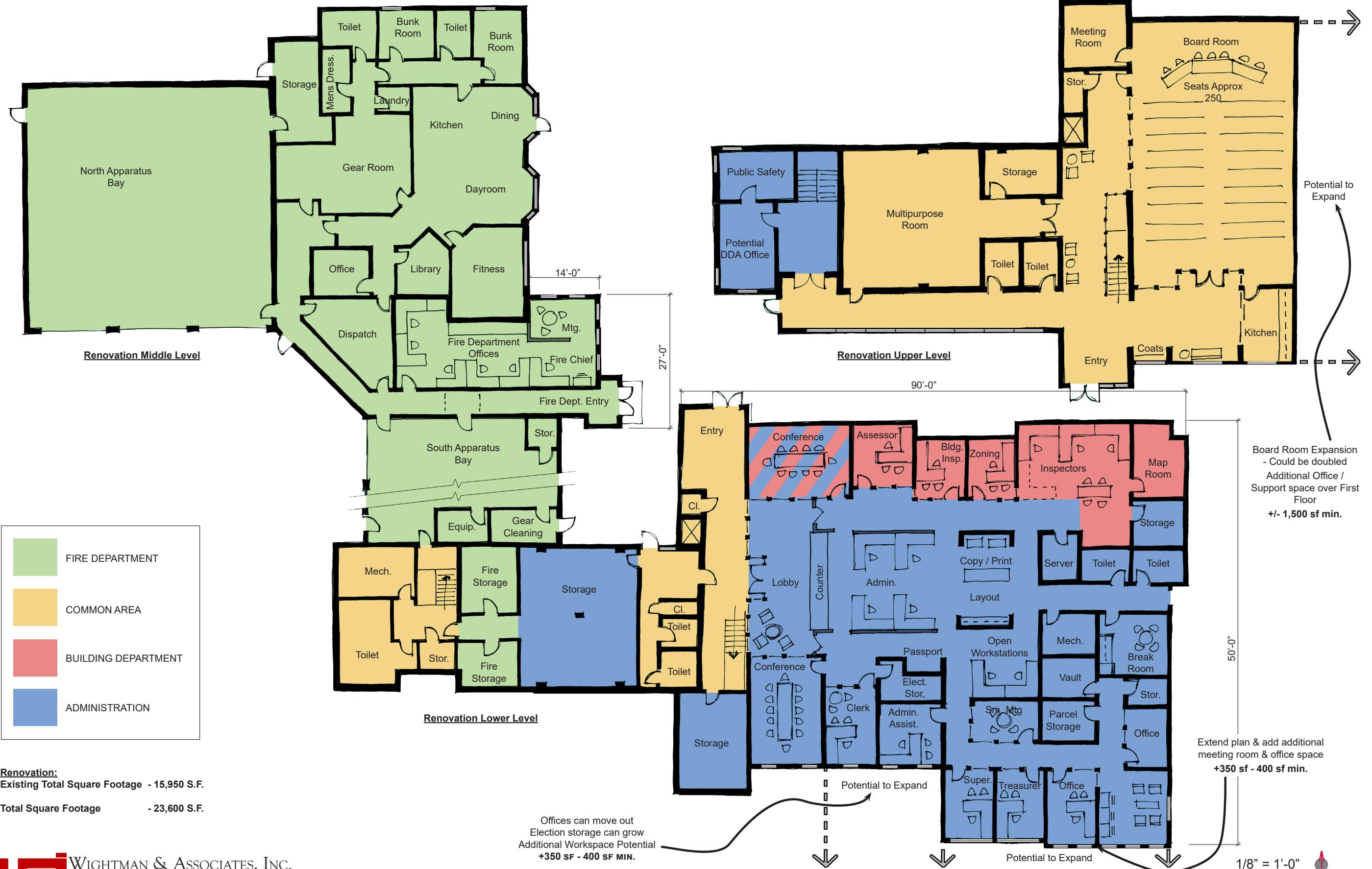
October 28, 2016

Discipline	SF	\$	Comments
1 Architecture and Interior Design			
2 Final Schematic Design		\$159,533	4% of Construction Cost (Line 34)
3 Architecture: DD thru CA		\$398,832	10% of Construction Cost (Line 34)
4 Interior Design		\$79,766	2% of Construction Cost (Line 34)
5 Landscape design		\$79,766	2% of Construction Cost (Line 34)
6 Engineering:			
7 Civil		\$15,000	Estimate
8 Structural		\$10,000	Estimate
9 Mech/Elec/Plumbing		\$40,000	Estimate
10 Subtotal Design Fees		\$782,897	
11 Geotechnical Investigation		\$5,000	Estimate
12 Survey		\$7,000	Budget
13 Environmental Assessment		TBD	
14 A&E Reimbursable Expenses		\$31,316	Budget; 4% of Design Fees (Line 10)
15 Facility Condition Assessments		\$2,500	Budget for more in depth investigations
16 Cost Estimating		\$3,000	Estimate
17 Furniture, Fixtures, Equipment		TBD	
18 Security, Technology, Phone system		TBD	
19 Construction Testing		\$10,000	Budget
20 Plan review/ Permits		\$8,000	Budget
21 Accounting, Legal		TBD	
22 Insurance		\$10,000	Budget
23 Subtotal Soft Costs:		\$847,713	
24 Owner Contingency		\$169,543	Recommended 20% of Soft Costs (Line 23)
25 Subtotal Non-Construction Costs:		\$1,017,255	
26 Demolition	3,400	\$13,600	\$4/SF East Office Wing
27 Renovation Level 1	3,400	\$170,000	\$50/SF Training Room & 2nd Floor
28 Renovation Level 2	2,070	\$310,500	\$150/SF East Entry / Stairwell
29 New Construction	12,600	\$2,520,000	\$200/SF Fire Station Offices & New Building
30 4 Vehicle Storage Garage	1,440	\$144,000	\$100/SF
31 Site Work		\$310,000	Budget Includes Retention & Hardscape
32 Construction Contingency		\$260,108	7.5% of Construction (Lines 26 to 31)
33 Design Contingency		\$260,108	7.5% of Construction (Lines 26 to 31)
34 Subtotal Construction Costs:		\$3,988,315	
35			
36 *Total Project Budget:		\$5,005,570	*excluding TBD line items
37 Escalated Cost (3% per Year)	Dec. 2017	\$5,155,737	First Year: \$150,167
	Dec. 2018	\$5,310,409	First Year: \$154,672
	Dec. 2019	\$5,469,721	First Year: \$159,312

Texas Township Hall - Programming Assessment by Wightman & Assoc.						EXISTING			PROPOSED NEEDS			FUTURE NEEDS											
Common Areas	ROOM NAME	Remarks / Description / Features				QTY.	SF	TOTAL	RQMT. QTY.	ESTIMATED SF / UNIT	ESTIMATED TOTAL	RQMT. QTY.	ESTIMATED SF / UNIT	ESTIMATED TOTAL									
		EXISTING		PROPOSED NEEDS																			
	1 Entry / Vestibule	Brochures, community information, lacks clear directional signage, small, uninviting		Clear directional signage, community information, informal meeting area / pre-function zone for meeting room, inviting					1	210	210												
	2 Toilet rooms	Single User toilet rooms		TBD based on occupancy					2	50	100												
	3 Stairs, Elevator, Mechanical	Lacks clear directional signage		Inviting / Clear directional signage					1	500	500												
	4 Board Room / Community Room	Seats about 40, Seats 9 at board table, lacks technology support		Adaptable for multiple uses, inviting community use, prefunction space, access to kitchen/hospitality, better acoustics & flexibility					1	1,320	1,320												
	5 Kitchenette	Does not exist		Flexibility for board room/multipurpose room use																			
	6 Council Conference Room	Does not exist		Adjacent to board room for quick council break out sessions																			
	7 Training Room / Multipurpose Room	Used 2-3/wk for group activity, lacks flexibility & appropriate technology		Flexible training space, easily arrangeable furniture, integrated technology					1	650	650												
Area Subtotal						2,780			5,910			3,460											
Administration	1 Entry/Counter	Not secure, a lot of clutter		Would like to be more secure to staff, add designated space for public fill out paperwork		1	160	160	1	600	600	1	600	600									
	2 Passport photo area	In main circulation		Designated area outside of main circulation but near public space																			
	3 Admin Support open workstations			Three workstations, supportive layout space with filing and storage, minimize distractions while maintaining full visual connection with visitors and staff. Need to have a focus room to be able to focus on deposits. Clear visibility to counter/public entry.																			
	4 Private Offices	u-shaped desk, files, guest seating for 2 (typ), windows to exterior, hierarchical layout and disconnect with long offices along one side of long corridor.		u-shaped desk, files, variable guest seating, windows, more connection to other offices, additional office for drop in use (clerk & admin assistant require larger offices to accommodate specific job needs)																			
	5 Conference room - large	Traditional conference room set up for 8-10 people		Technology, updated furniture																			
	6 Meeting room - small	Does not exist		Small group (2-3) discussion space, acoustically isolatable, individual 'private' phone call use, network access and monitor, training & private conversations																			
	7 Break Room	Small break room, seating for 4 people, circulation to toilet room & conference room		Inviting group gathering																			
	8 Copy-File-Work Room	Does not exist		Central Copier, supplies, collating & larger format printer/scanner																			
	9 Storage / Election	Not conveniently accessible (117 SF Election Storage)		Storage locations to be easily accessible. Need more storage. Election storage to be centrally located (near admin assistant) & easily accessible to outside for transporting other precincts (96 SF + Potential 250 SF Election Storage)																			
	10 Server room	Not conveniently located, inappropriately conditioned																					
	11 Toilet Rooms	Circulation through break room		Based on occupancy needs		Area Subtotal			2,741			4,380											
Building Dept.						Area Subtotal			347			1,450											
	1 Admin Support open workstations	Not conveniently located		Adjacent to building department, needs more work surface, storage, accessible collating/layout space. Should have access to all storage/support spaces (included in admin line 3) (designated building dept admin staff possibility for future growth)		1	100	100	1	100	100	2	100	200									
	2 Offices	Building & Mechanical Inspector		Layout space adjacent to workspace																			
	3 Map/Storage/Layout/Meeting	Layout, flat files & hanging files. Large meeting room shared with Administration		Layout, flat files & hanging files. Large meeting room shared with Administration					Area Subtotal														
Fire Station	1 Entry / Vestibule	Unused space, Historic Memorabilia not celebrated		Relocated point of entry and provide clear identity as Fire Department		347			1,450			2,000											
	2 Second Level Staff Workstations + layout support space	Small space		Larger layout space, pin up space, ability to layout and collaborate on drawings (5 workspaces / 6 would be ideal)		Area Subtotal			8,207			12,205											
	2 Private Office - Fire Chief	Disconnected from deputy chief & staff		Supports training and mentoring. Better connection to staff, at times needs full acoustical privacy, "door open 99% of time		Subtotal - Programmed Area			8,207			12,205											
	3 Meeting room - small	Does not exist		small group (2-3) discussion space, acoustically isolatable, individual 'private' phone call use, network access and monitor		Subtotal - Programmed Area			14,075			23,945											
	4 Apparatus Bays			Need another storage rack, future growth would incorporate an additional bay - site to be determined		30% circulation			14,075			20,910											
	5 Dispatch offices			Functional as they are		Estimated Total Area			14,075			31,129											
	6 Day Room/Kitchen/Fitness/Bunk			Functional as they are		7,184			14,075			27,183											
	6 Rooms/toilets					6,273			14,075			20,910											
	7 Gear Room	Needs about 6 more lockers		6 more locker spaces		10,405			14,075			27,183											
	8 Storage					10,405			14,075			27,183											

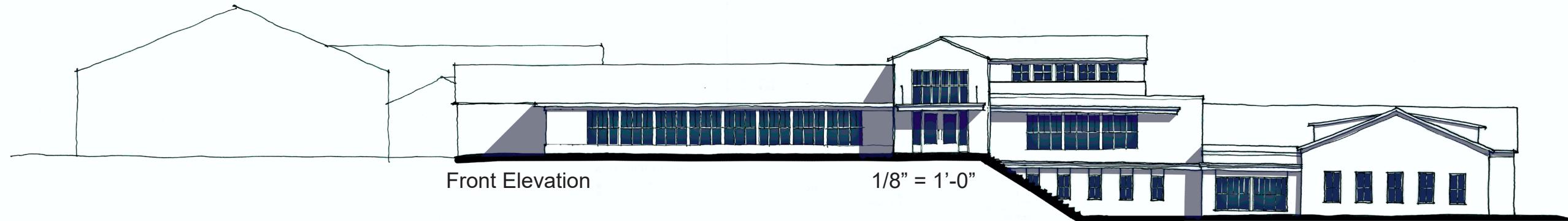
* Square footage calculations based on Existing Renovation plan for most limiting site constraints.

*New building square footage calculations intended to be equal or greater than what is provided above due to flexibility of space growth



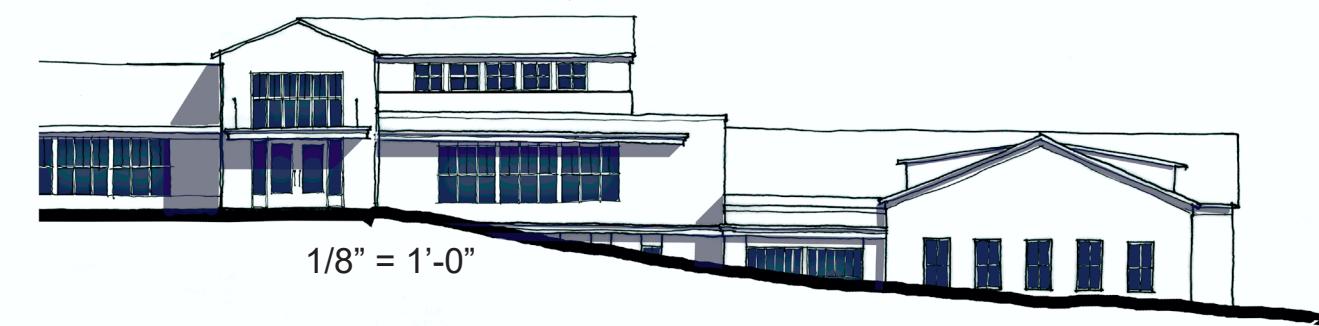


Perspective



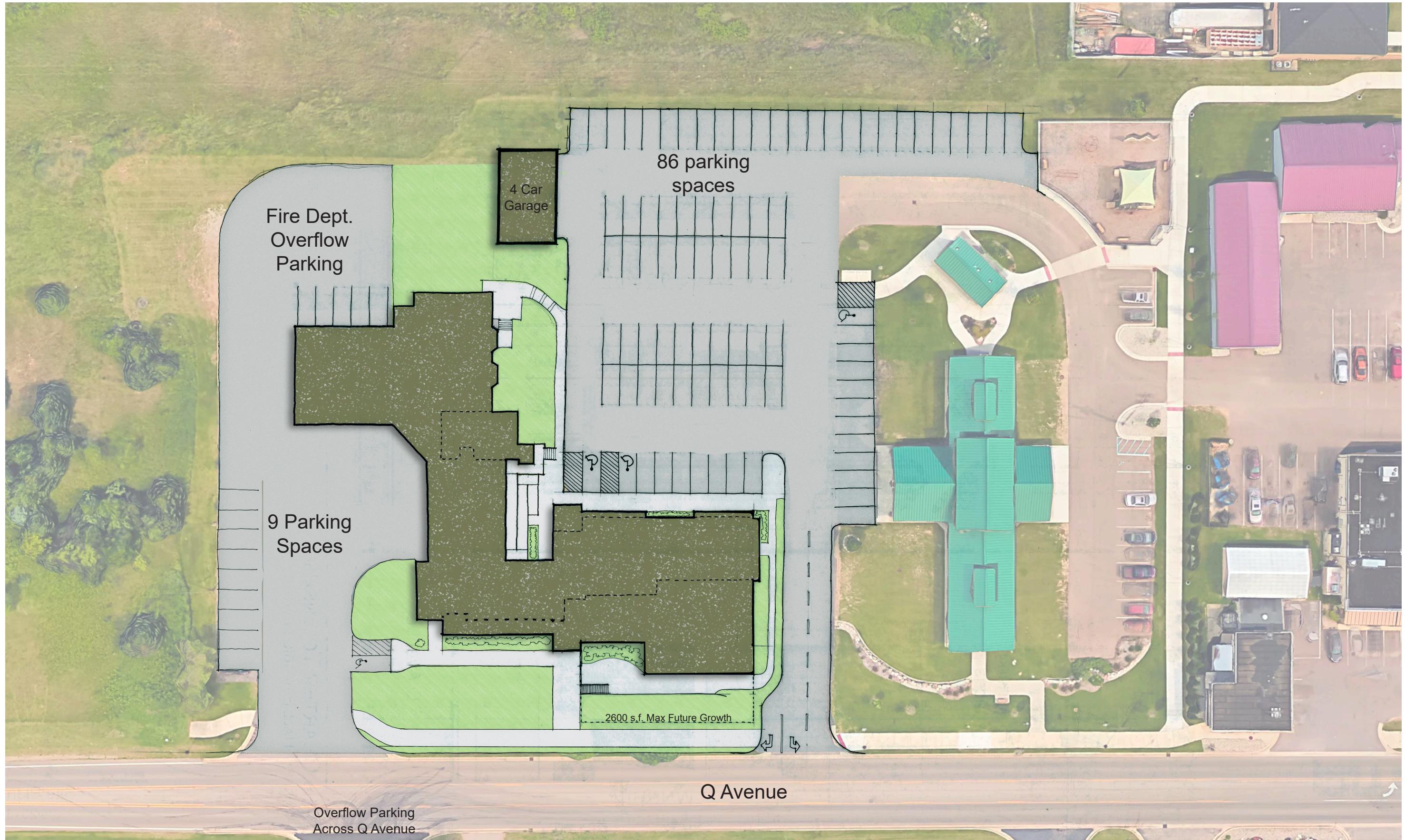
Front Elevation

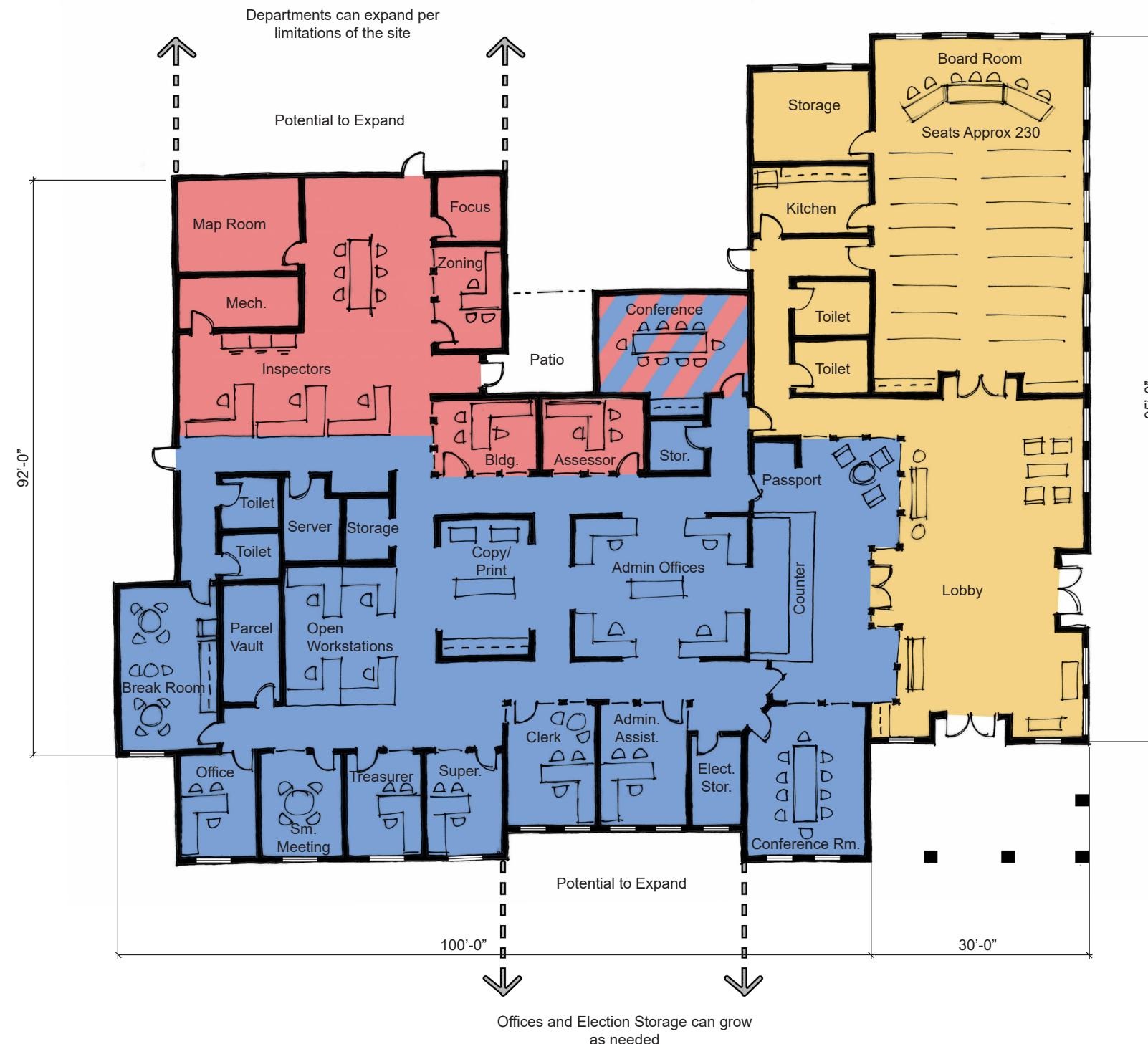
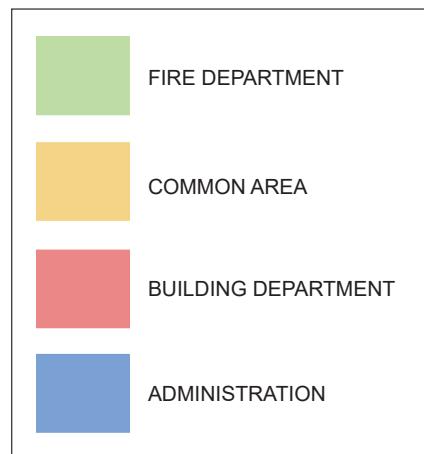
1/8" = 1'-0"



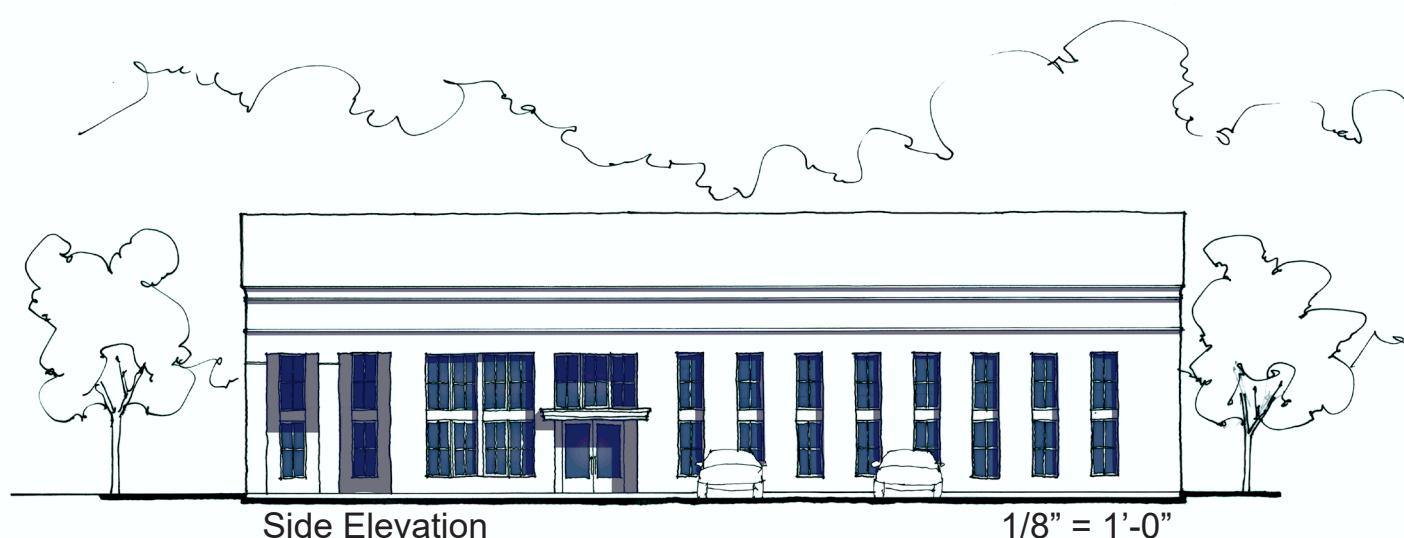
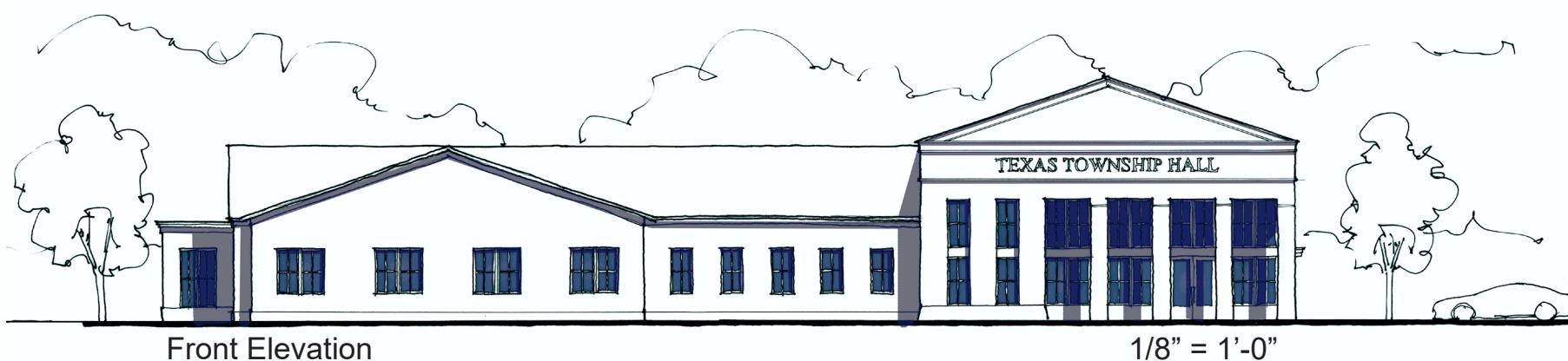
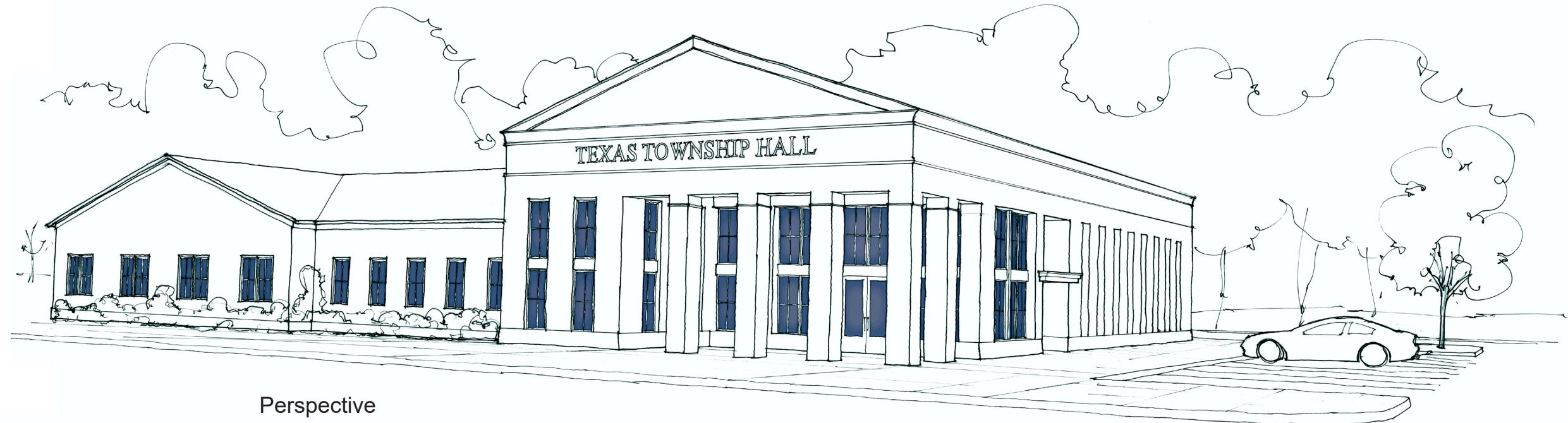
Front Elevation w/ Grade

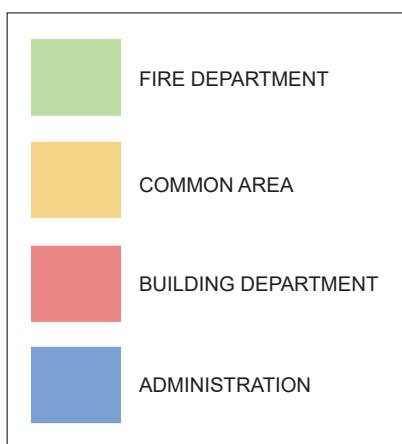
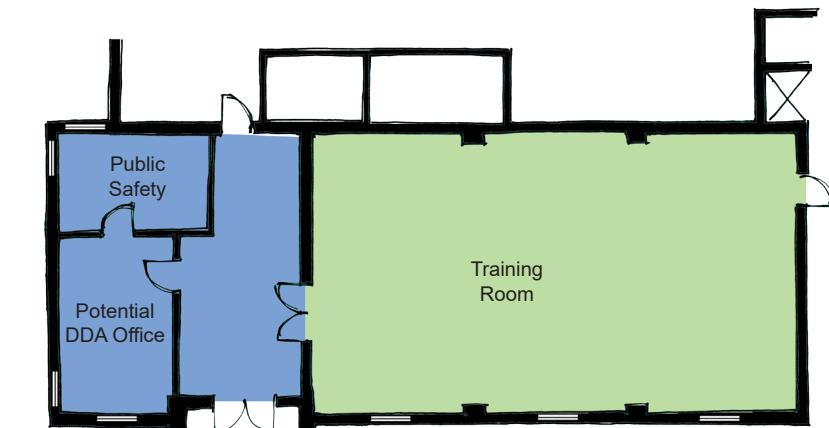
1/8" = 1'-0"





New Construction:
Total Square Footage - 11,260 S.F.





Adaptive Reuse:
 Existing Lower Level Total Square Footage - 13,700 S.F.
 Existing Upper Level Total Square Footage - 2,250 S.F.

Existing Total Square Footage - 15,950 S.F.





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