

Charter Township of Texas Township Hall and Fire Station

Feasibility Design Concepts and Process

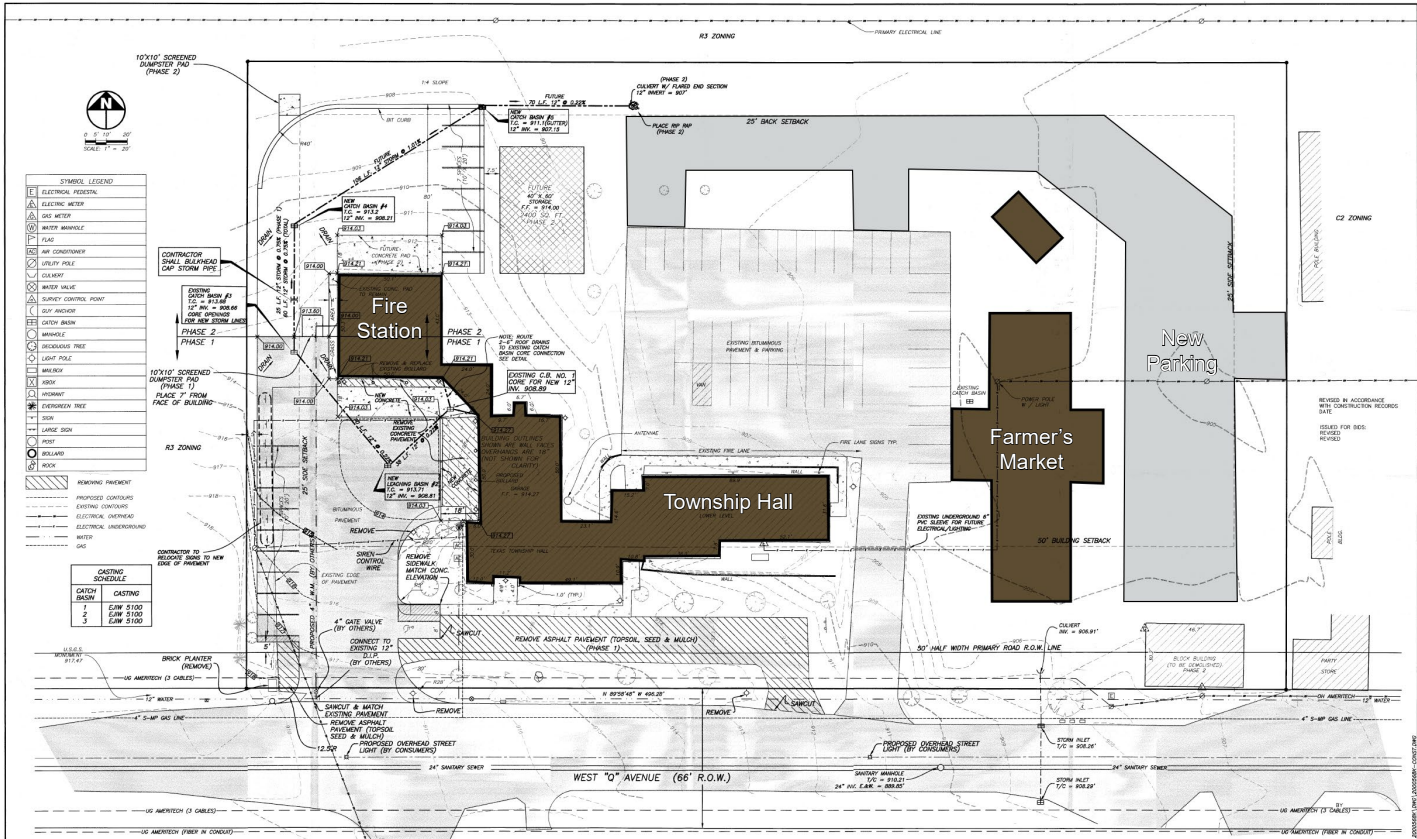
Client Meetings:

- (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.



Existing Site Plan



Existing Building Exterior Images

August 17, 2016

Texas Charter Township
7110 West Q Avenue
Kalamazoo, MI 49009

Attention: Ms. Julie VanderWiere

Benton Harbor Office:
2303 Pipestone Road
Benton Harbor, MI 49022

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

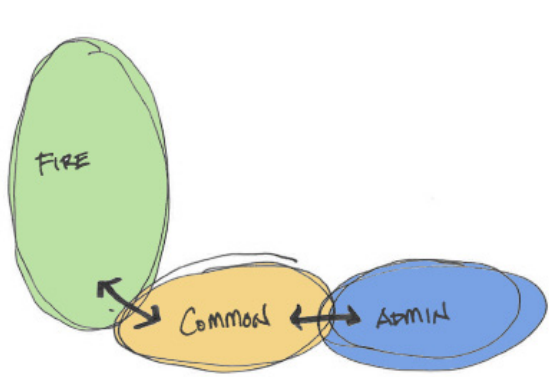
Dear Julie:

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:

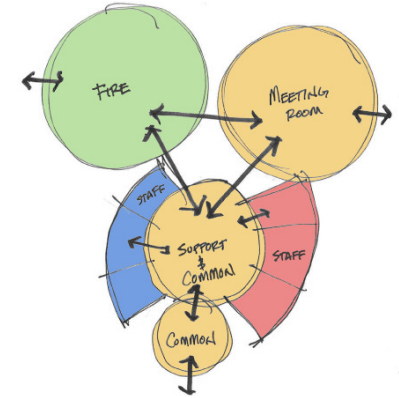
- A. Current Facility Conditions and Deficiencies
 - Age of Facility
 - Structural Issues
 - Mechanical/HVAC Systems
 - Electrical Systems/Wiring
 - Plumbing Systems (added)
 - Size (Square Footage)
 - Number of Staff
 - Equipment
 - Storage
 - ADA Compliance
 - Utility Costs
 - Hours of Operations
 - 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

Review Program Needs Meeting 2:

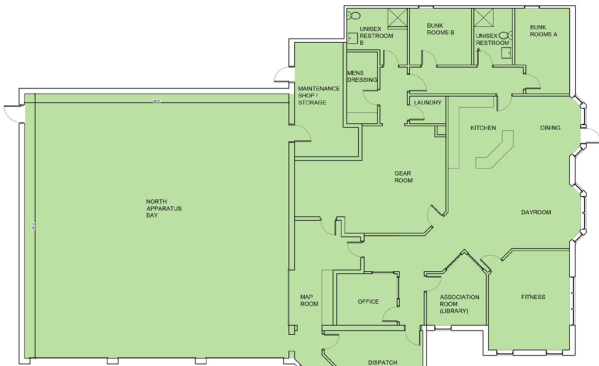
- Review current spaces, functions and adjacencies.
- Diagram functional use patterns, existing and future solutions.
- Establish workspace requirements. Calculate current and future space needs.



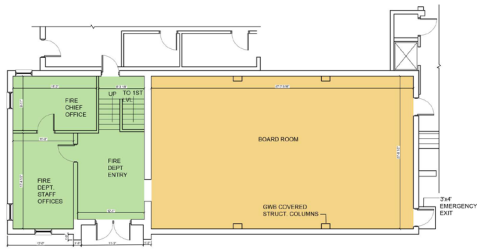
Existing Parti Diagram



Future Parti Diagram

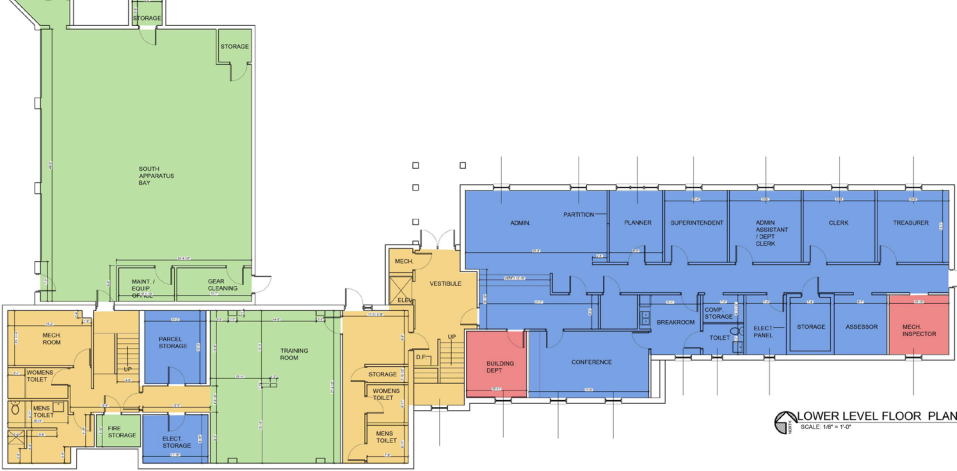


MIDDLE LEVEL FLOOR PLAN
SCALE: 1/8" = 1'-0"



UPPER LEVEL FLOOR PLAN
SCALE: 1/8" = 1'-0"

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



LOWER LEVEL FLOOR PLAN
SCALE: 1/8" = 1'-0"

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	RQMT. QTY.	ESTIMATED SF / Unit	ESTIMATED TOTAL	RQMT. 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	1	2,140	2,140			
	2	Toilet rooms	Single User toilet rooms	TBD based on occupancy			2	50	100	4	50	200	TBD based on occupancy					
	3	Stairs, Elevator, Mechanical	Lacks clear directional signage	Inviting / Clear directional signage			1	500	500	1	600	600	TBD					
	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	Based on seat requirement needs					
	5	Kitchenette	Does not exist	Flexibility for board room/multipurpose room use			1	150	150	1	150	150	1	150	150			
	6	Council Conference Room	Does not exist	Adjicent to board room for quick council break out sessions			1	170	170	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		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.			7	130	910	5	100	500	8	100	800			
	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)			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							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	TBD based on occupancy					
				Area Subtotal			2,741			4,380			5,045					
Building Dept.				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			
	1	Admin Support open workstations	Not conveniently located				1	247	247	6	200	1,200	8	200	1,600			
	2	Offices	Building & Mechanical Inspector	Layout space adjacent to workspace						1	150	150	1	200	200			
				Map/Storage/Layout/Meeting			Layout, flat files & hanging files. Large meeting room shared with Administration			1			150			200		
				Administration			Layout, flat files & hanging files. Large meeting room shared with Administration			1			150			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			
	3	Meeting room - small	Does not exist	Small group (2-3) discussion space, acoustically isolatable, individual "private" phone call use, network access and monitor			1		-	1	100	100	1	100	100			
	4	Apparatus Bays		Need another storage rack, future growth would incorporate an additional bay - site to be determined			1	4,380	4,380	1	4,380	4,380	1	4,380	4,380			
	5	Dispatch offices		Functional as they are			1	230	230	1	230	230	1	230	230			
	6	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			
	7	Gear Room	Needs about 6 more lockers	6 more locker spaces			1	425	425	1	485	485	1	485	485			
8	Storage					1	780	780	3	1,000	3,000	3	1,000	3,000				
				Area Subtotal			8,207			12,205			10,405					
				Subtotal - Programmed Area			14,075			23,945			20,910					
				30% circulation			7,184			6,273			5,273					
				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

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

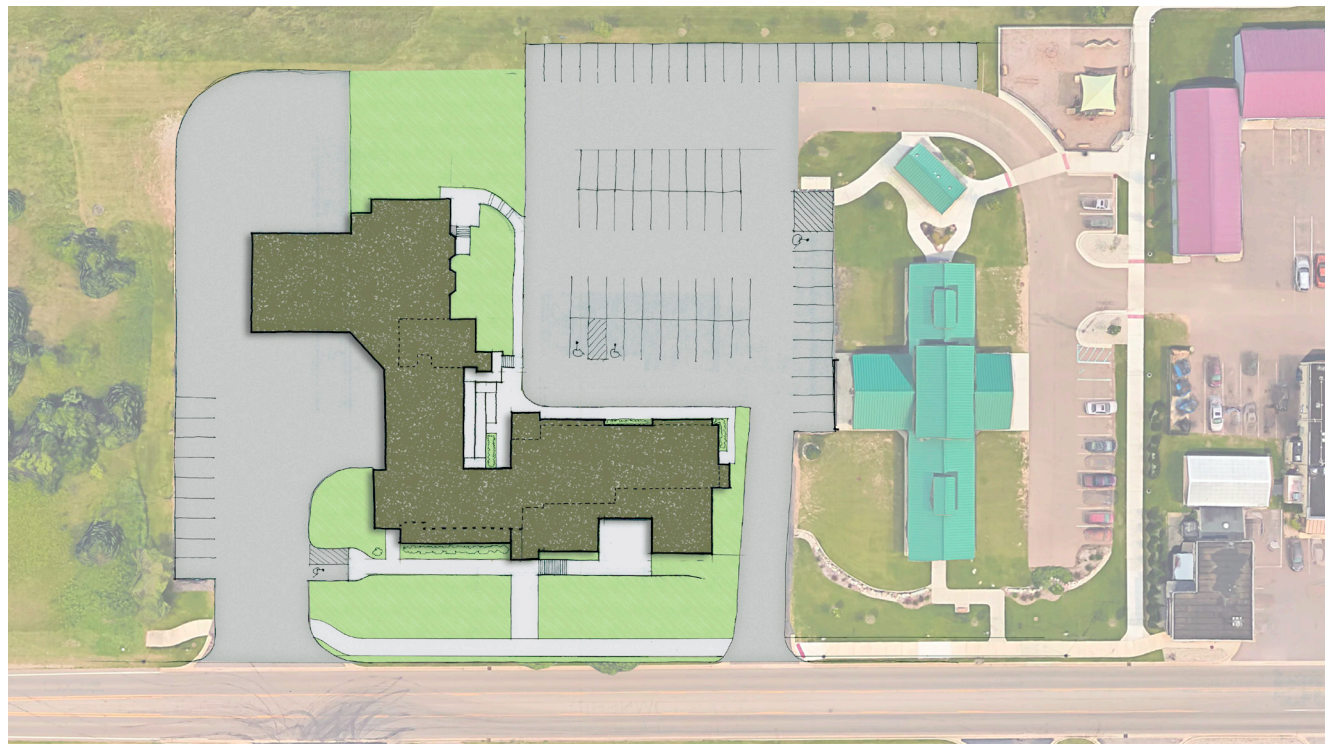
Rank each image based upon it's "character and appropriateness." Circle 1 if the image is inappropriate or undesirable and 5 indicating the image is appropriate or desirable

PICTURE #1	1	2	3	4	5	Too traditional, old fashioned, public/private space? Too cramped
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

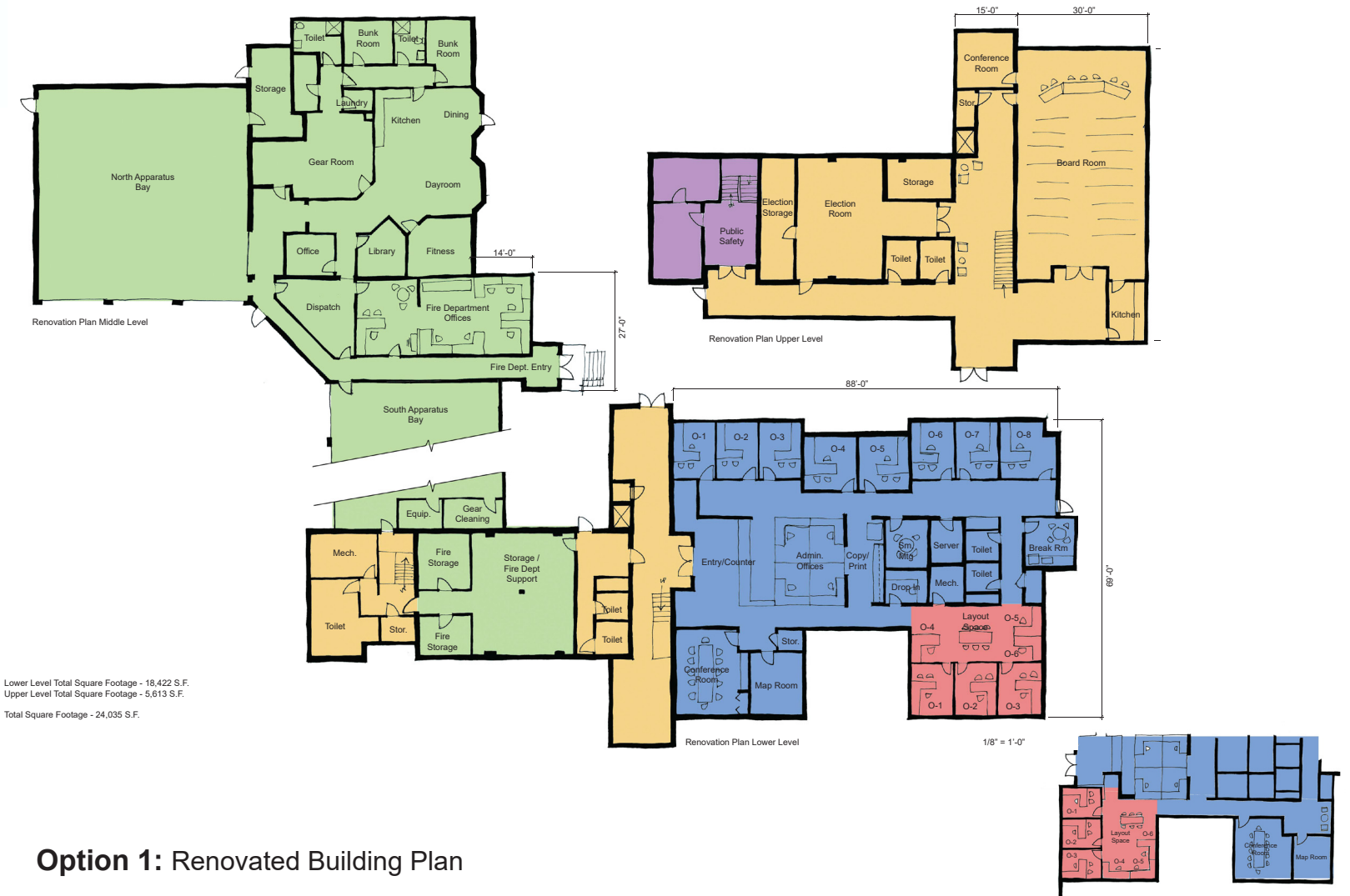
Preliminary Design Concepts Meeting 3:

- 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.

Option 1: Renovated Building Exterior Concepts



Option 1: Renovated Building Site Plan



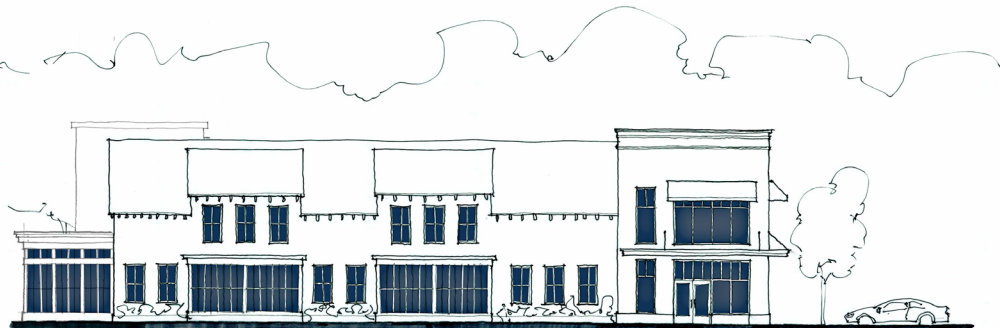
Option 1: Renovated Building Plan

Preliminary Design Concepts Meeting 3:

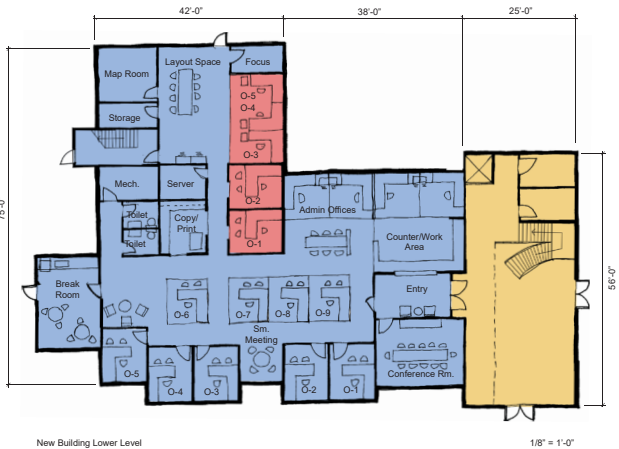
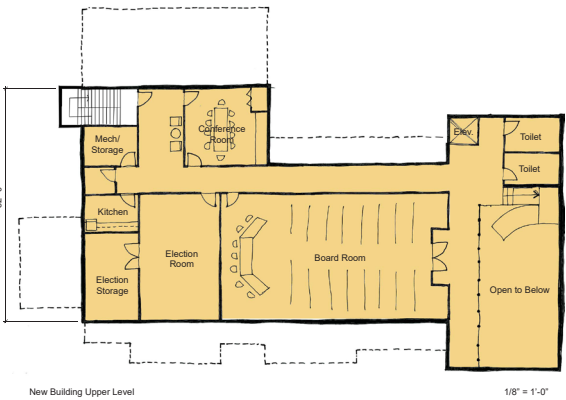
- Plan and elevation concepts for new township hall building,site concept for building, parking, pedestrian needs and relationships (site not determined).
- Plan for reuse of existing building (Firestation and Community Center).



Option 2A: New Building Site Plan



Option 2A: New Building Exterior Concepts

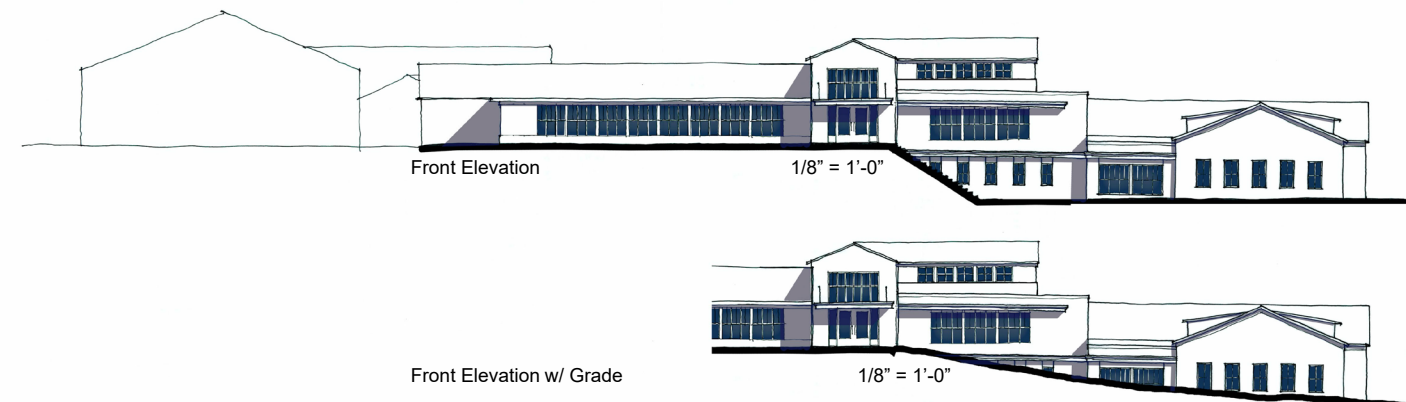


Option 2A: New Building Plan

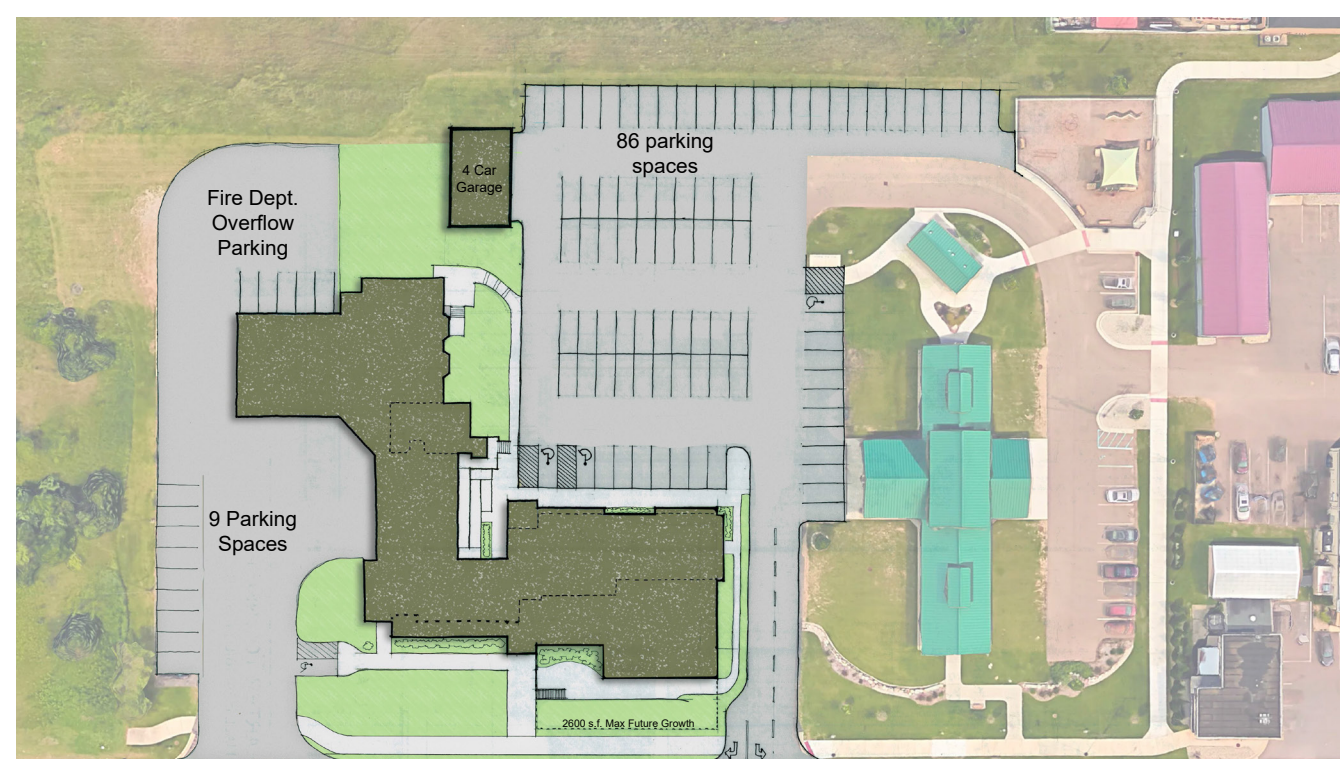


Lower Level Total Square Footage - 15,671 S.F.
Upper Level Total Square Footage - 2502 S.F.
Total Square Footage - 18,173 S.F.

Option 2A: Adaptive Reuse Building Plan



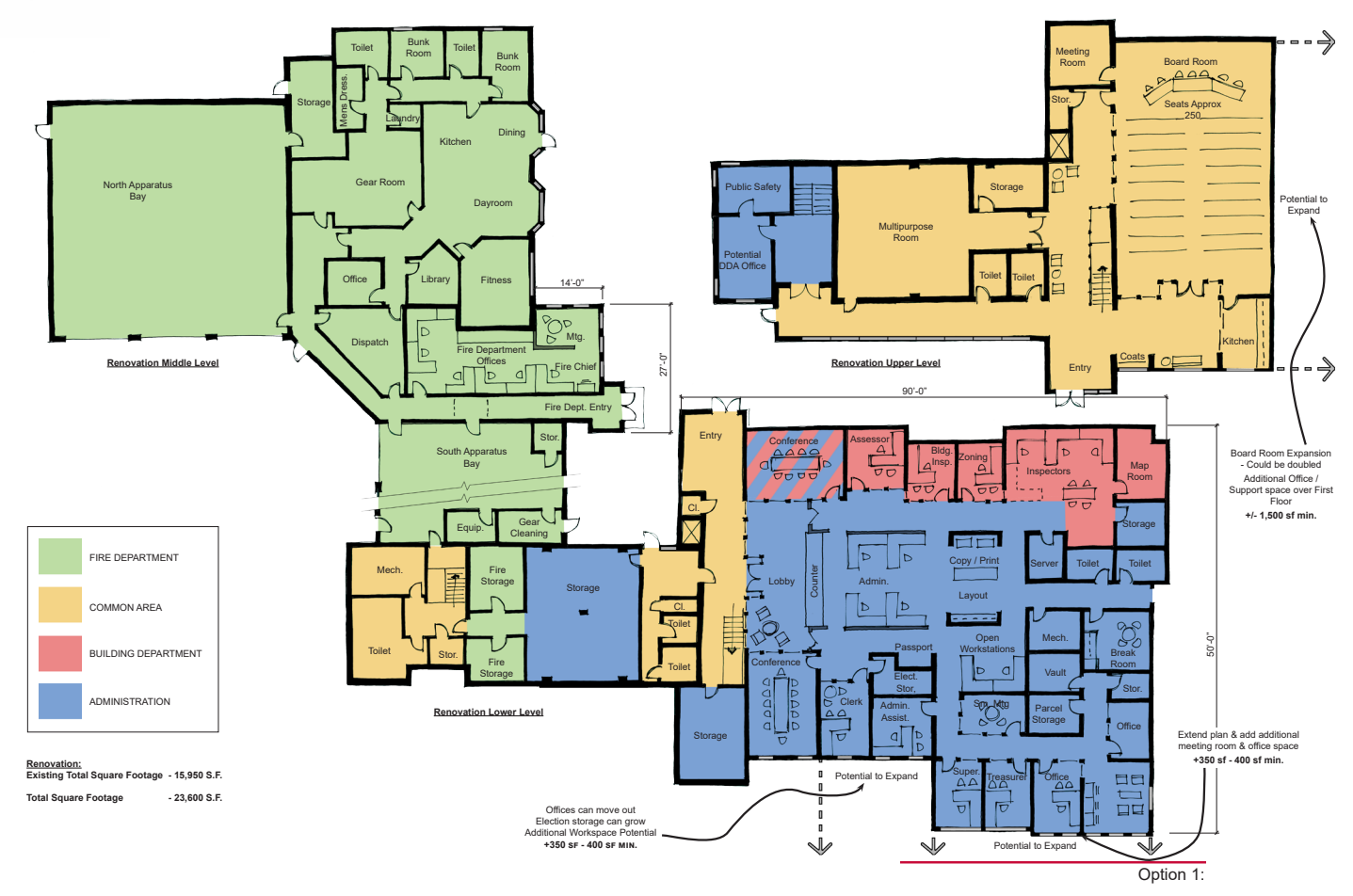
Option 1 Revised: Renovated Building Exterior Concepts



Option 1 Revised: Renovated Building Site Plan

Final Schematic Design Concepts Meeting 4:

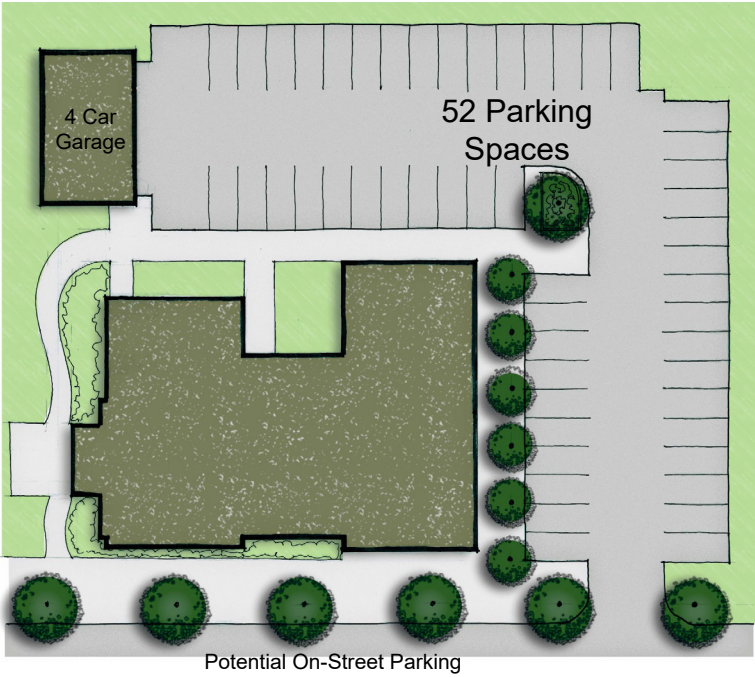
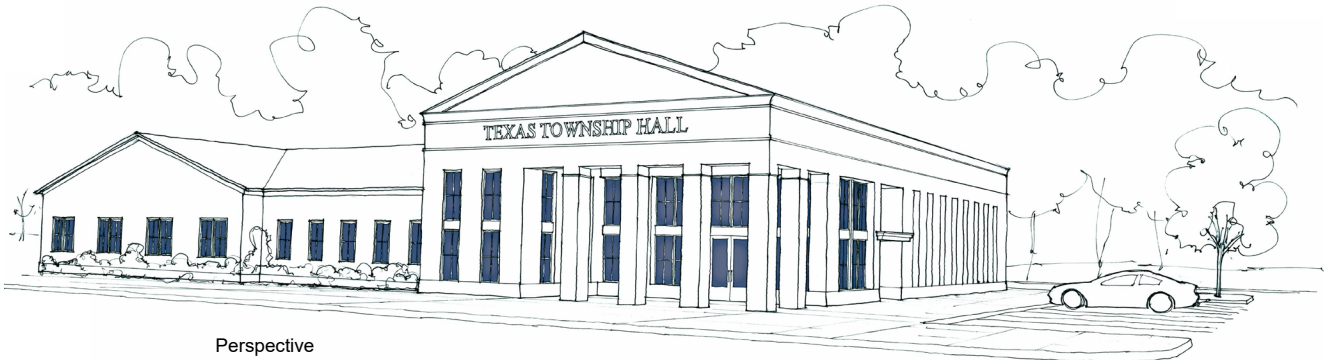
- Adjusted plan and adjacencies upon review with staff.
- Building elevation and site concepts refined.



Option 1 Revised: Renovated Building Plan

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 Site Plan



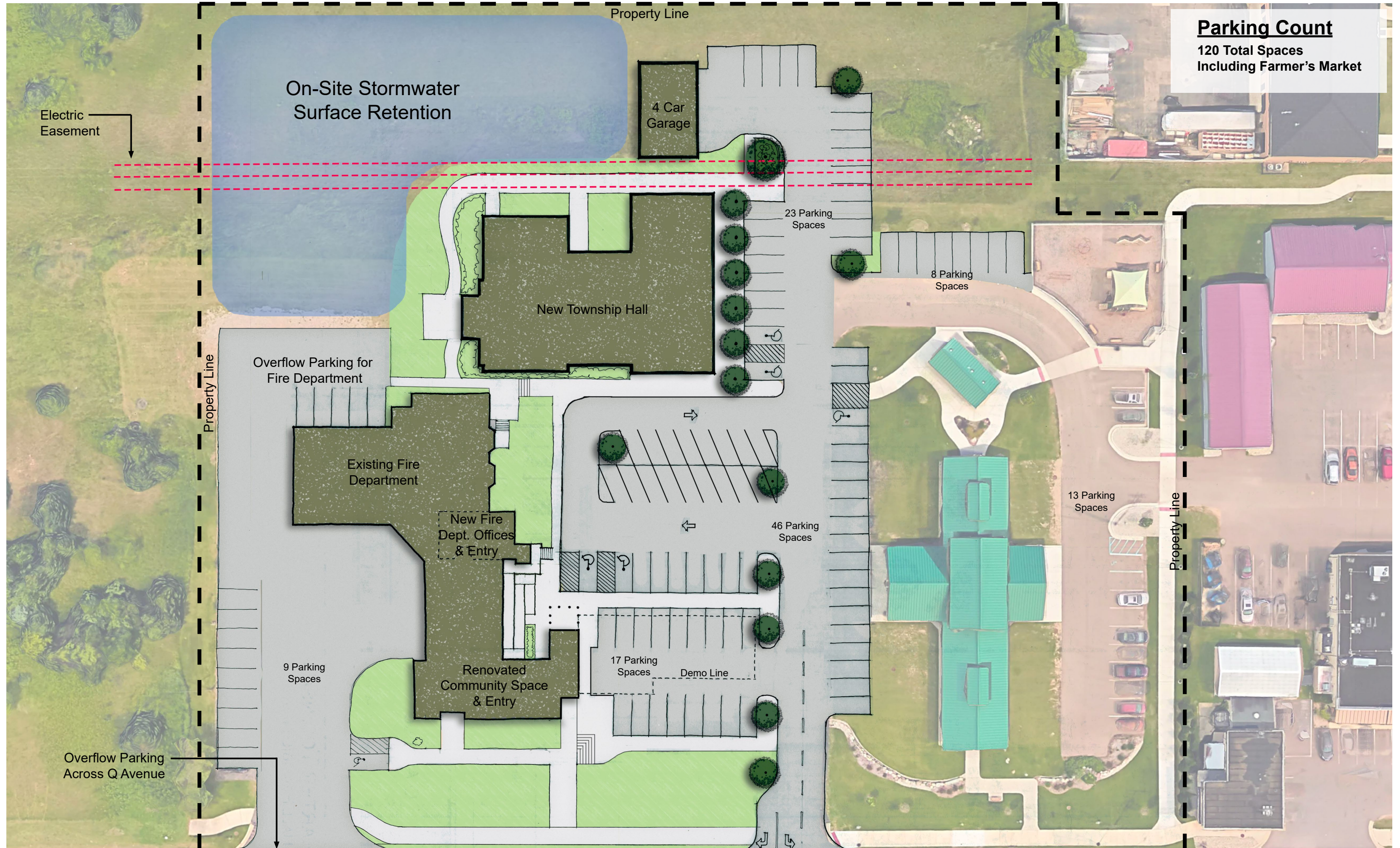
Option 2A Revised: New Building Exterior Concepts



Option 2A Revised: New Building Plan



Option 2A Revised: Adaptive Reuse Plan



Parking Count
120 Total Spaces
Including Farmer's Market

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				
37	*Total Project Budget:		\$4,650,000	*excluding TBD line items
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	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	Escalated Cost (3% per Year)	Dec. 2017	\$1,452,300	First Year: \$42,300
		Dec. 2018	\$1,495,869	First Year: \$43,569
		Dec. 2019	\$1,540,745	Third Year: \$44,876

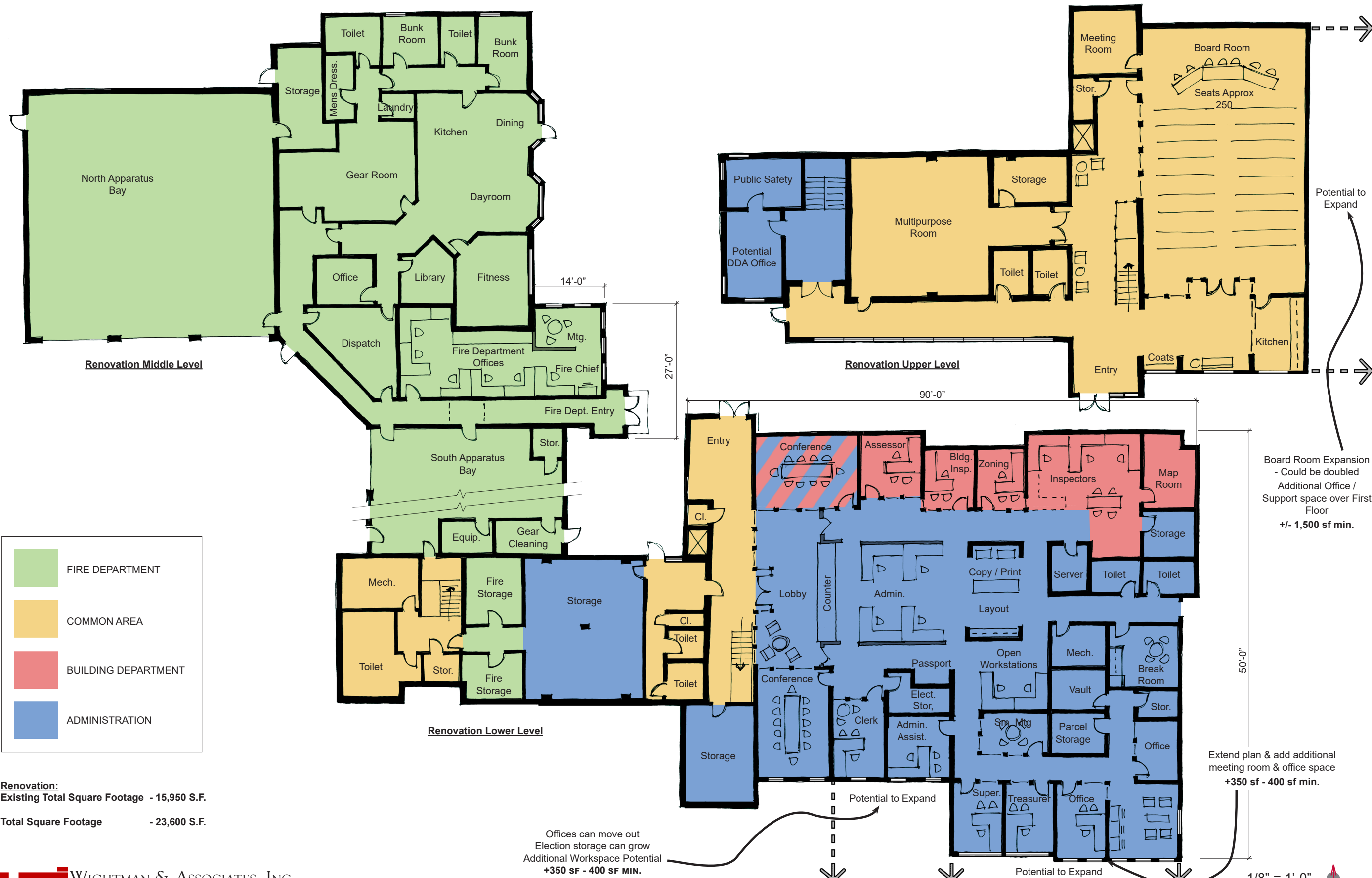
Cost Estimate Summary

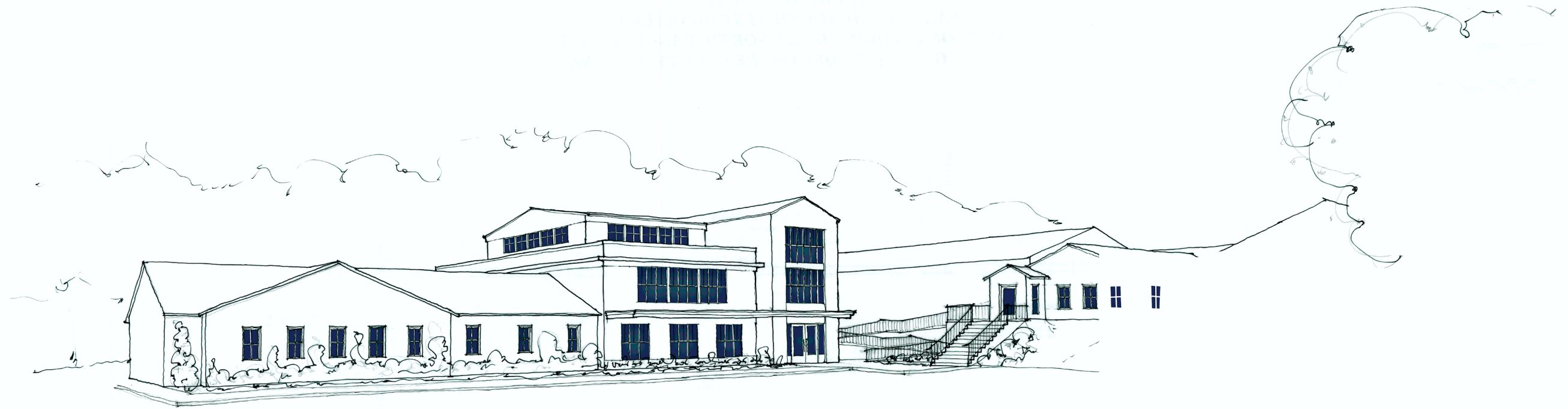
- Option 2B: Two parts to this option that must occur together.
 - New building (same concept as option 2A) placed on existing site.
 - Demolition to East office wing of existing Township Hall. Renovation and addition to existing building - Fire Station and Community Center services in existing building.

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

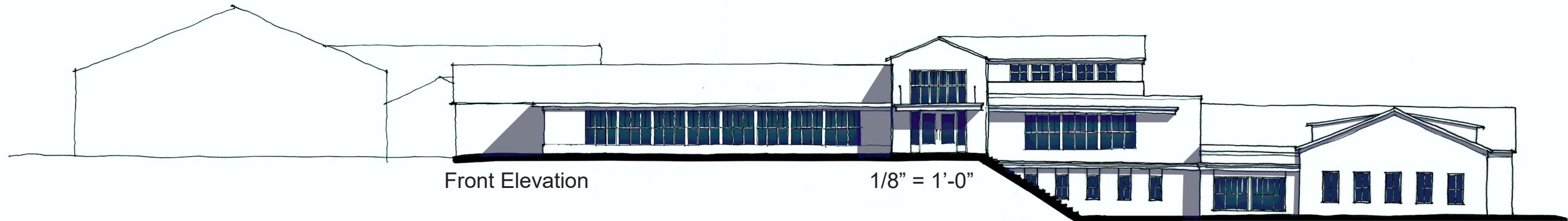
	Discipline	SF	\$	Comments
1	Architecture and Interior Design			
2	Final Schematic Design		\$159,533	4% of Construction Cost (Line 34)
3	Architecture: DD thru CA		\$398,832	10% of Construction Cost (Line 34)
4	Interior Design		\$79,766	2% of Construction Cost (Line 34)
5	Landscape design		\$79,766	2% 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			
				QTY.	SF	TOTAL	RQMT. QTY.	ESTIMATED SF / Unit	ESTIMATED TOTAL	RQMT. QTY.	ESTIMATED SF / Unit	ESTIMATED TOTAL	
Common Areas	ROOM NAME	Remarks / Description / Features											
		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	1	2,140	2,140
	2	Toilet rooms	Single User toilet rooms	TBD based on occupancy	2	50	100	4	50	200	TBD based on coopancy		
	3	Stairs, Elevator, Mechanical	Lacks clear directional signage	Inviting / Clear directional signage	1	500	500	1	600	600	TBD		
	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	Based on seat requirement needs		
	5	Kitchenette	Does not exist	Flexibility for board room/multipurpose room use				1	150	150	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		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.	7	130	910	5	100	500	8	100	800
	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)	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
	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	TBD based on coopancy		
	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	1	100	100	2	100	200
	2	Offices	Building & Mechanical Inspector	Layout space adjacent to workspace	1	247	247	6	200	1,200	8	200	1,600
	2	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		
	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	1	150	150	1	150	150	1	150	150
	3	Meeting room - small	Does not exist	small group (2-3) discussion space, acoustically isolatable, individual 'private' phone call use, network access and monitor	1		-	1	100	100	1	100	100
	4	Apparatus Bays		Need another storage rack, future growth would incorporate an additional bay - site to be determined	1	4,380	4,380	1	4,380	4,380	1	4,380	4,380
	5	Dispatch offices		Functional as they are	1	230	230	1	230	230	1	230	230
	6	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
	7	Gear Room	Needs about 6 more lockers	6 more locker spaces	1	425	425	1	485	485	1	485	485
	8	Storage			1	780	780	3	1,000	3,000	3	1,000	3,000
Area Subtotal				8,207			12,205			10,405			
Subtotal - Programmed Area				14,075			23,945			20,910			
Estimated Total Area				14,075			31,129			27,183			



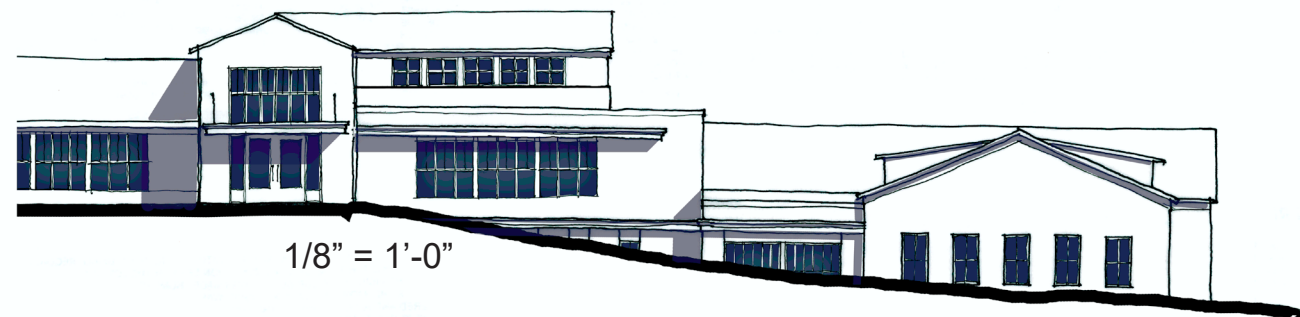


Perspective



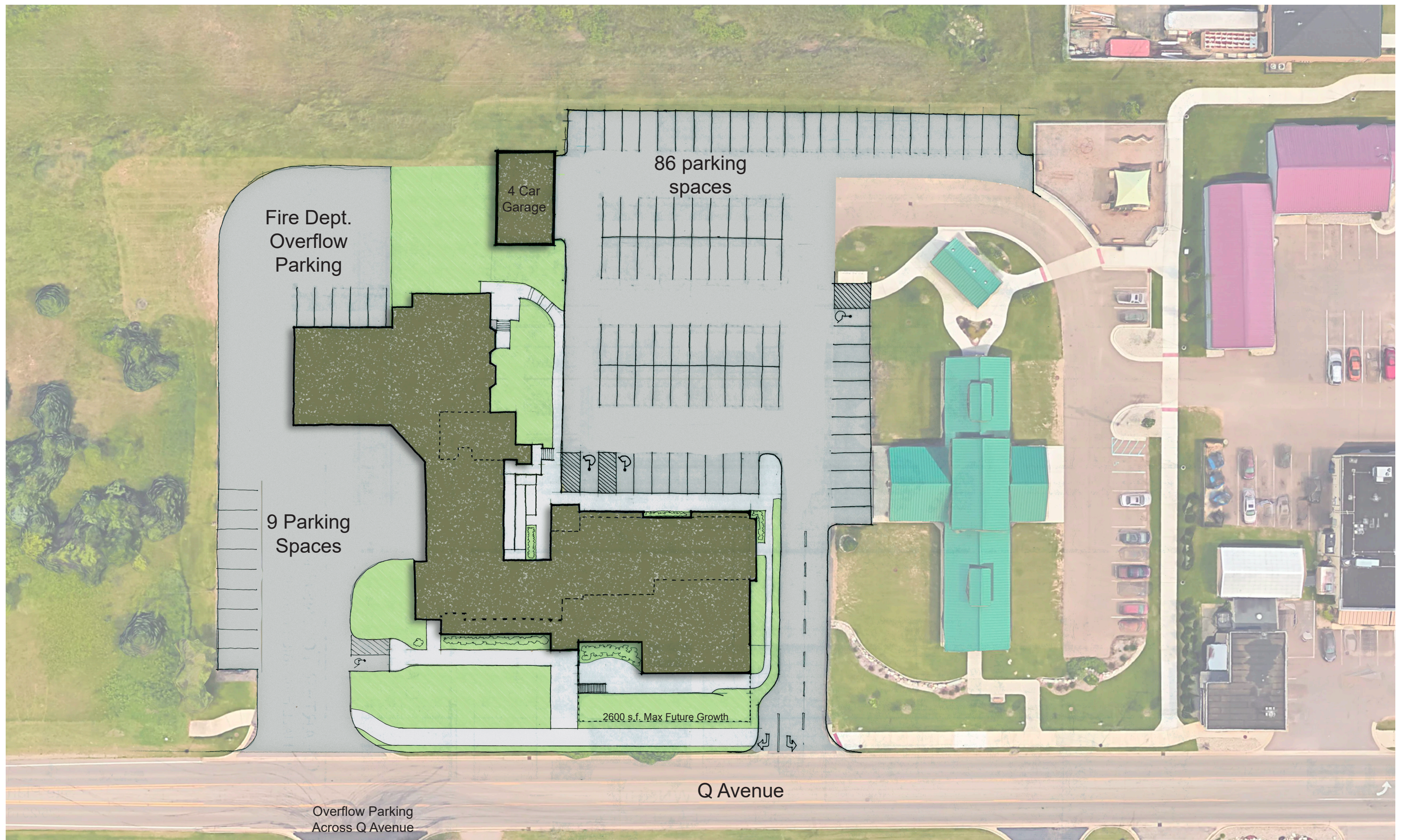
Front Elevation

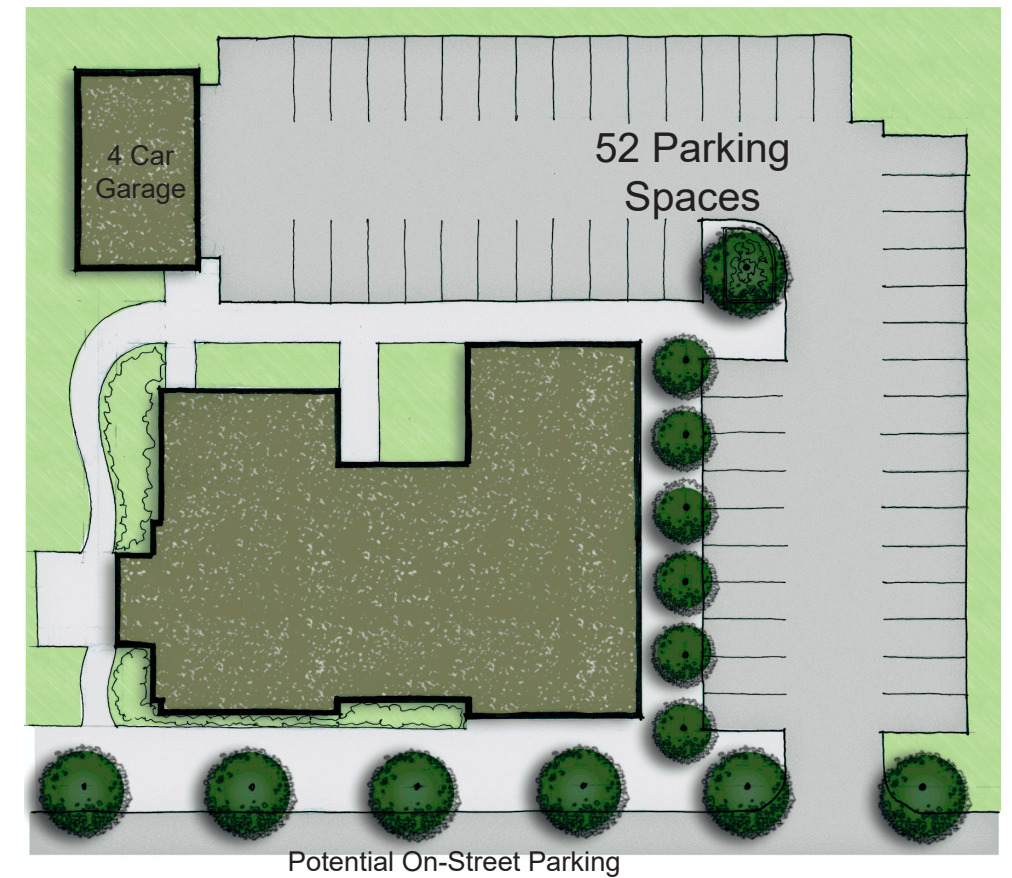
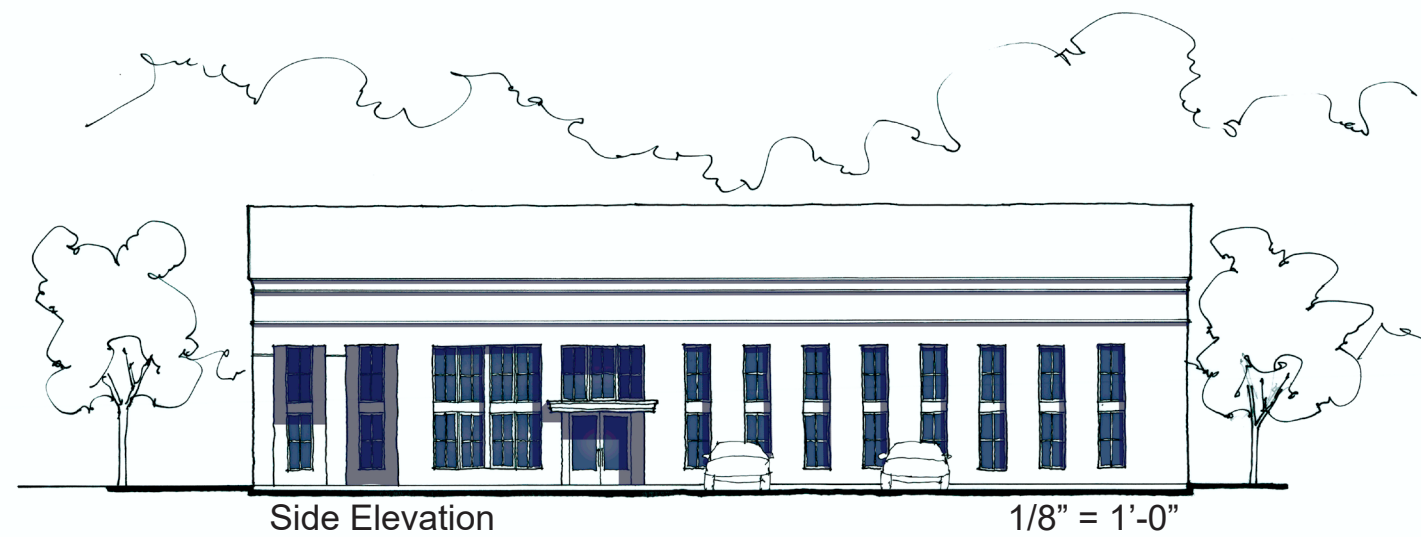
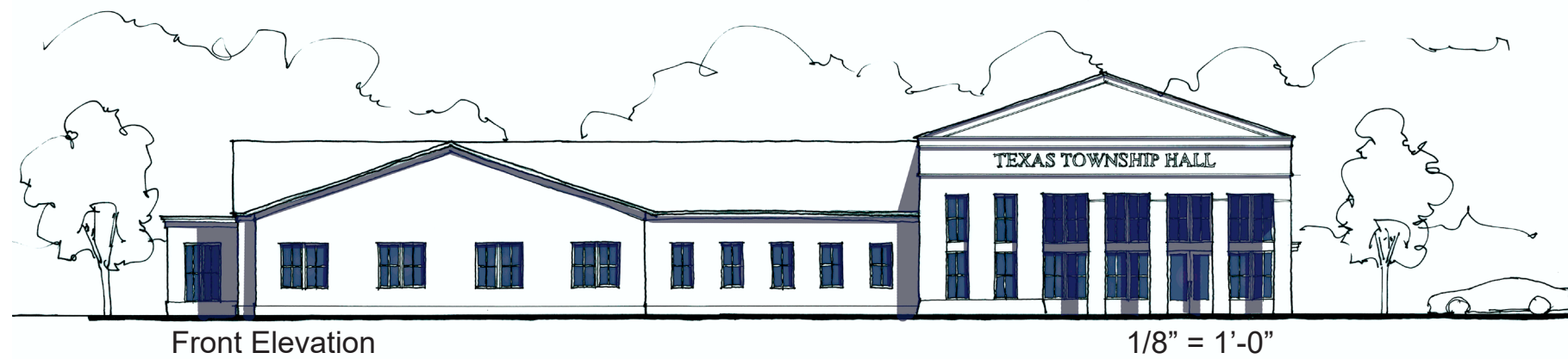
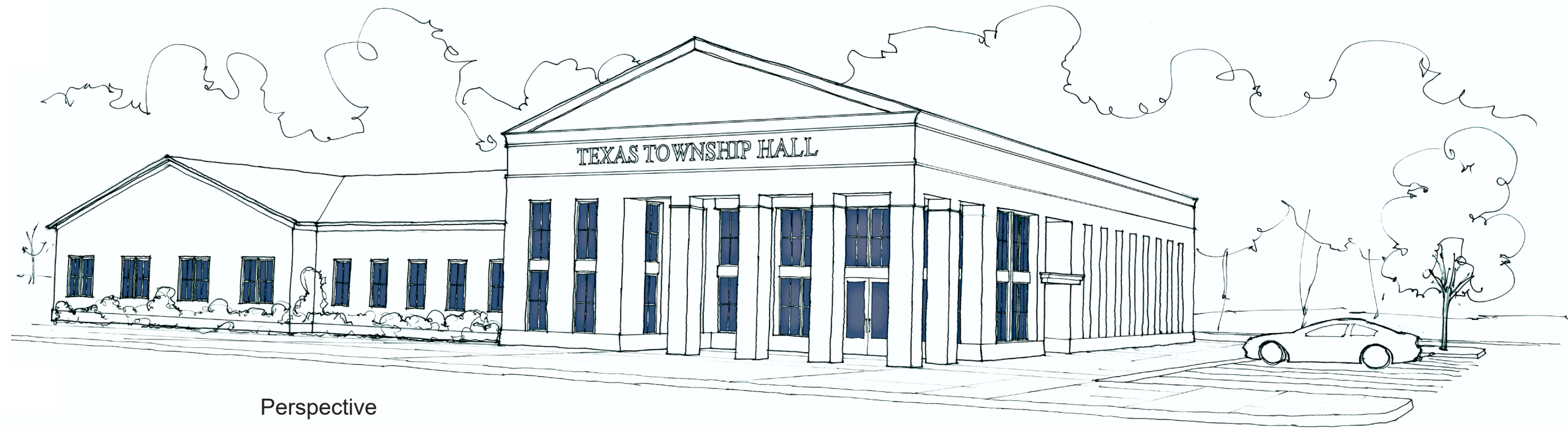
1/8" = 1'-0"

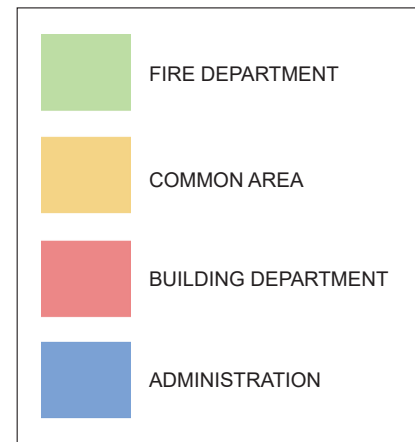
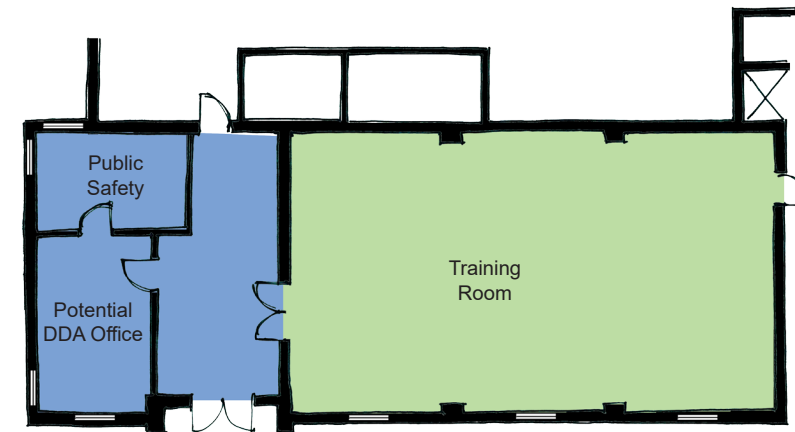


Front Elevation w/ Grade

1/8" = 1'-0"

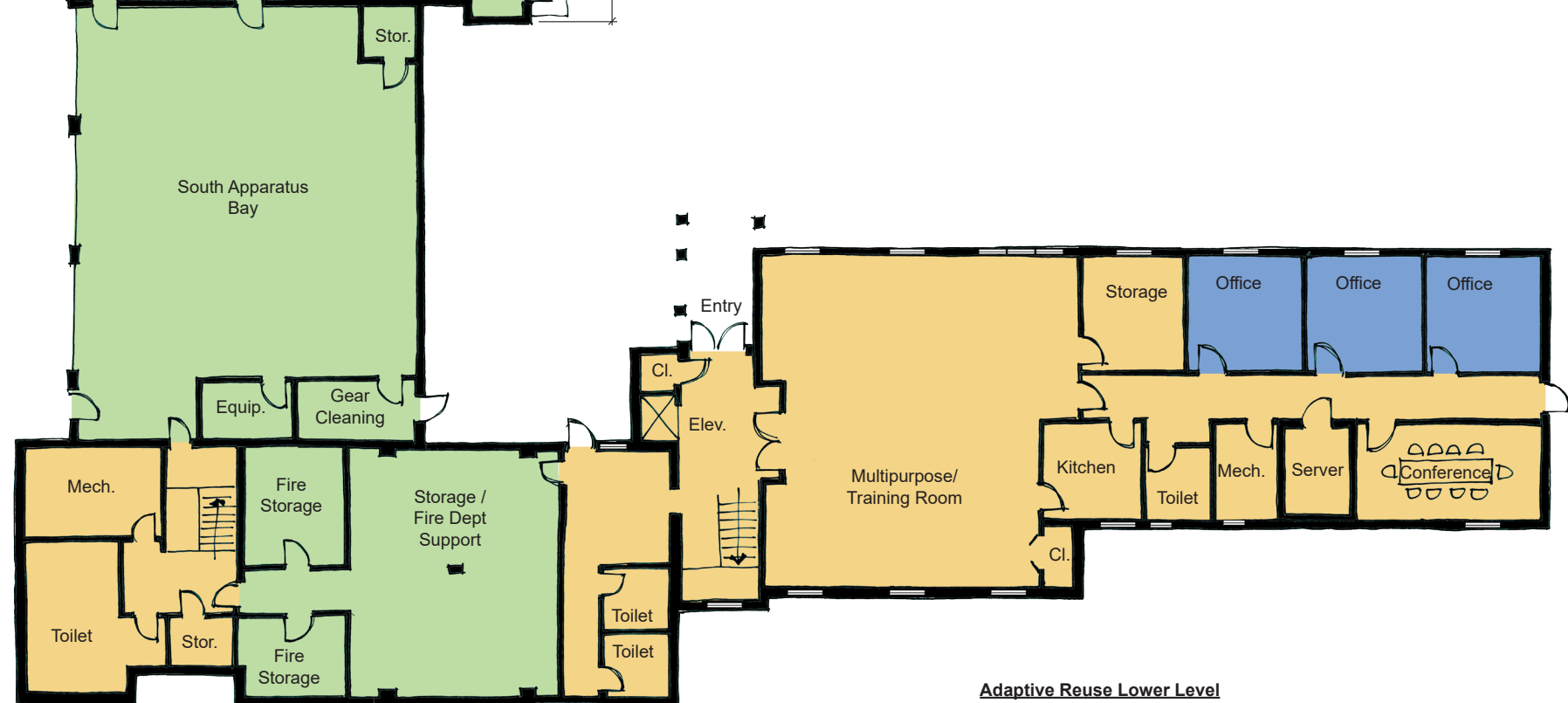






Adaptive Reuse:
 Existing Lower Level Total Square Footage - 13,700 S.F.
 Existing Upper Level Total Square Footage - 2,250 S.F.

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





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