

REQUEST FOR QUALIFICATIONS
Town of Biltmore Forest Master Plan for
Police Department and Public Works Storage Facility Programming
DUE AUGUST 4, 2023

1. PUBLIC NOTICE

Pursuant to N.C.G.S. 143-64.31, the Town of Biltmore Forest is soliciting statements of qualifications from firms to provide professional consulting services related to a Master Plan and Programming development for the Town's Police Department and Public Works Storage facility. The Town of Biltmore Forest recently conducted a Space Needs Assessment for Major Town Facilities, a copy of which is attached to this RFQ as "Attachment A". The Police Department and Public Works Storage facility were the highest priority projects that arose from the report.

The purpose of this RFQ is to solicit Letters of Interest from qualified architectural firms to assist with the development of this master plan and programming study.

Responses are due by 2:00 PM on August 4, 2023. Information related to this solicitation is available via the Town's website at www.biltmoreforest.org or may be obtained by contacting the RFQ contact.

2. RFQ COORDINATOR

Please direct any questions, concerns, or requests for information regarding the RFQ in writing to:

Jonathan Kanipe, Town Manager
355 Vanderbilt Road, Biltmore Forest, NC 28803
(828) 274-0824
jkanipe@biltmoreforest.org

3. RFQ SCHEDULE

Provided below is the anticipated schedule of events. The Town reserves the right to adjust the schedule and to add/remove specific events to meet the unique needs of this project.

7/12/23	RFQ Announced
7/31/23	Last day to submit written requests for information/clarification
8/4/23	Submissions due by 2:00 PM; evaluation of qualifications begins
8/9/23	Board Selection of Architectural Firms to Interview
8/14-8/18	Board Interviews Architectural Firms
8/22 OR 8/29	Board Makes Decision on Architectural Firm for Project

4. RFQ SUBMISSION

Timely delivery is at the risk of the Respondent. Submittals received after the deadline will be rejected. All items required for a responsive proposal shall be included. Responses must be enclosed in a sealed envelope or package.

The envelope or package must clearly show the name and address of the responding firm, and the phrase: "Request for Qualifications: Master Plan for Police Department and Public Works Storage Facility Programming." Submissions must adhere to the format and content requirements established.

5. BACKGROUND & SCOPE OF SERVICES

The Town of Biltmore Forest has a goal to improve its public facilities in accordance with its current and projected needs. The Town currently conducts all public services on the existing "Town Hall Site" that sits in the center of Town. This site, as shown on the attached survey ("Attachment B"), includes the Town Hall building, Public Works Department building, Police Department building, and a Public Works storage/lay down yard and covered shed that houses equipment and bulk materials such as salt. The Public Works Department staff includes eight (8) full-time employees and, currently, two (2) part-time employees. The Town Planner, while not an employee of the Public Works Department, currently maintains office space on the second floor of the Public Works Building. The Police Department staff houses seventeen (17) full-time employees and one (1) permanent part-time employee. However, the Police Department works in four distinct shifts, so all these employees are not there at the same time. The maximum number of employees within the building is generally during daytime hours and would not exceed eight (8) employees.

The goal of this Master Plan is to explore the existing buildings and provide alternatives and capital improvement opportunities to facilitate the space needs within each department. Specifically, this work will include finding and presenting options in the form of high-level master plans for space allocations and capital improvements, as well as possibilities and designs for new facilities on the existing site or on other property within the Town limits as directed by the Board.

6. EVALUATION CRITERIA

The Town will consider and evaluate qualification packages in accordance with N.C.G.S. 143-64.31. Qualification packages will be evaluated by Town staff to ensure completeness. Final decisions on firm interviews and selection will be made by the Board of Commissioners. Evaluation criteria include, but are not necessarily limited to, the following, listed in relative order of importance:

- A. Demonstrated experience of the firm conducting similar work for similarly sized local governments with similar demographic characteristics within the State of North Carolina, Tennessee, and South Carolina.
- B. Key personnel experience with planning, design, permitting, and construction phase experience in facility programming and in Master Plan development.

- C. Conveyed understanding of the Town of Biltmore Forest's needs, and specifically, show the most effective, efficient, and functional use of existing facilities or Town property.
- D. Review of the firm's approach and schedule to perform the work.
- E. Submittal completeness, relevance, and readability.

7. SUBMITTAL FORMAT

Proposals are limited to a maximum of twenty (20) one-sided 8.5 X 11 pages (including cover letters). Interested firms must submit six (6) bound original copies and one (1) USB-drive containing a digital copy of the complete response package in PDF format. The entirety of the submission must be delivered to the Town Hall no later than 2:00 p.m. on Friday, August 4, 2023.

8. SUBMITTAL CONTENT

A. Statement of Interest: Statements of interest shall be located at the beginning of the response package. At minimum, please provide the following information:

1. A statement expressing interest;
2. A statement detailing you or your firm's capacity to perform the work. Include any attributes that uniquely align you or your firm to be a successful partner; present your understanding of the Town's needs;

B. Firm Description:

1. Firm name, address, web address, telephone and type of organization;
2. Contact person (provide direct phone number and email address)
3. Number of years in business under current name;
4. Services provided/areas of expertise;
5. For firms with multiple offices, provide general information on the firm's branch locations
6. List any previous names of firm and years of business under each name;
7. Provide a certificate of insurance indicating the levels of professional liability and general liability insurance coverage carried by the firm (if selected).

C. Key Personnel:

1. Provide a simple organizational chart identifying the names and roles of the key person(s) that will be assigned to the project and sub-consultants that will be engaged;
2. Specifically identify Project Architect (person directly responsible) and proposed Principal-in-Charge and/or Project Manager, if different.
3. Qualifications and Experience: List up to three (3) projects where your firm's key personnel on this project have provided relevant and similar professional services.
4. References: List references for the above projects.
5. Include a proposed schedule and specify how your firm will be able to meet the proposed schedule, including starting on time and ending on time.
6. Provide a schedule of professional fee rates as Attachment A.

7. Describe previous litigation or arbitration in which your firm has been involved and the outcome during the past five (5) years.
8. State any history or present condition that would put the firm in a conflict of interest in the design and/or construction of the project.
9. Methodology and Approach. Describe your firm's methodology and approach to providing the services required and why you feel they establish a high level of quality assurance, and quality control in the review process of municipal civil engineering projects.
10. Describe your firm's ability to provide graphics, renderings, or other specifically requested drawings as part of the Master Plan.
11. Attach any other supporting material to your response.
12. Provide your Architect's License number, and any other professional license numbers for those who are anticipated to work on the project (engineers, professional landscape architects, surveyors, etc.)

9. SELECTION AND AWARD.

The Town anticipates interviewing one or more firms before making a final selection. The interview team may include, but is not limited to:

- A. The Mayor and members of the Board of Commissioners;
- B. The Town Attorney;
- C. The Town Manager, Public Works Director, and Police Chief

10. ENGAGEMENT

Upon selection of a Respondent(s), the Town and Respondent(s) will confirm the scope of work, responsibilities, required deliverables, and negotiate a fee and/or billing rates for services. Upon successful negotiations, a recommendation of award shall be presented to the Board of Commissioners. Upon approval, an Agreement will be executed by and between the selected Respondent(s) and the Town for services.

11. GENERAL TERMS & CONDITIONS

- A. All costs associated with developing or submitting a qualifications statement in response to this Request, or to provide oral or written clarification of its contents shall be borne by the Respondent. The Town assumes no responsibility for these costs whether or not an agreement or contract is awarded.
- B. All questions and requests for information shall be submitted in writing as established in the RFQ Schedule. Verbal and other interpretations or clarifications will be without legal effect.
- C. The Town reserves the right to waive informalities and irregularities, obtain clarification and/or additional information from any firm or individual concerning its submission. The Town also

reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.

D. The Town reserves the right to negotiate terms with other respondents should negotiations be terminated with the first selected Respondent.

E. Any agreements or contracts will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the stakeholders involved, as recommended by the evaluating staff, and approved by the Town of Biltmore Forest.

F. This RFQ does not commit the Town to make a recommendation of award or commit the Town to enter into an agreement or contract.

G. Submittals and any other documents received from a Respondent in response to this request are public records and subject to public inspection and copying.



Space Needs Assessment of Major Town Facilities

Town Hall

Public Works

Police

April 2023

INTRODUCTION

This report addresses the results of a study completed for the Town of Biltmore Forest, North Carolina. The study's objective was to assess the space needs and related building conditions of the existing Administration Building together with the Public Works and Police Department buildings; all of which are located at 355 Vanderbilt Road.

Study Focus

For the purposes of this document, a Needs Assessment is *a systematic process for determining and addressing the needs, or "gaps" between current conditions (in this case "building space") and the conditions required or needed.*

Determining the space needs of a building or a designated area within a building is not the same as determining the physical condition of the building, its roof, its appearance, or its foundation. Determining space needs requires that the activities designated to be performed within a space have adequate room to do so safely, and efficiently.

The only way to determine this is to spend time in those spaces, with the people who are assigned to those spaces, and observe how they do what they do, who they do it with, the equipment and tools that they use or need, and ultimately, quantify the needs assessed.

Assessment Methodology

The major activities undertaken and the basis for the comments and recommendations made included but were not necessarily limited to the following:

- A detailed assessment of the quantity and type of space that exists.
- An audit of the activities currently occurring within the space/building, both on a continuous and intermittent basis.
- Interviews and discussions with personnel assigned to work within the space(s) studied.
- The identification of existing individual space deficits, as well as the total space needs necessary to accommodate the personnel and responsibilities assigned.
- The review and study of the building's construction documents as well as physical measurements of any spaces modified or altered since original construction.
- Identification and discussion of options to address any space deficits identified; and,
- Should a new facility be identified as a viable option, methods for determining probable construction and project-related costs will be discussed.

EXISTING CONDITIONS

This Section provides assessment summaries of the three buildings assigned for study: the Town Hall, Police Department, and Public Works.

Under the heading of each building, the year the building was originally built is identified together with the last/most recent alteration or modification that has taken place; for example, for the Town Hall, 1968/2008. Below these numbers is noted the “Current INSF” which refers to the (interior net square feet) of the space that was measured and assessed during the study.

The square footage noted for each building was calculated by the consultant or taken from available construction documents. The acronym INSF in each building’s heading, refers to the total *Interior Net Square Feet* within the building, which does not include areas or spaces such as mechanical rooms, interior wall thicknesses, or the building’s exterior walls which, if included, would represent each building’s total gross square feet (GSF), which would represent the total “footprint” of the building itself.

Ultimately, the observations included the verification of those issues of concern expressed by department personnel as well as those identified by the consultant.

Building: Town Hall

Year Built: 1968/2008

Current INSF: 4,050

- The Reception area is awkwardly arranged.
- Options within the workspace are limited due to the permanent “half-walls” erected within.
- The Receptionist desk location is currently positioned facing *away from* the reception window.
- There is no room for expansion to accommodate perspective future personnel.
- Existing storage space is very limited.
- There is no seating available in the Lobby area for visitors.
- Note: Prior to the commencement of this study the Town had contemplated and reviewed several options for reworking the Town Hall’s Administrative offices.

Town Hall Building Summary Comments

For a 55-year-old building, the Town Hall appears to be in good condition.

The Receptionist desk must be positioned to readily see, greet, and promptly address visitors when they appear at the reception window. Removing the referenced “half-walls” will open up space to facilitate a more efficient rearrangement of desks, equipment, and workspaces within the room.

In the event that additional personnel are considered at some point in the future, the logical option for placement in the building, without having to build an addition or interfere with space in the Community room, would be the current conference room adjacent and accessible to/from the Reception area and Town Manager’s office.

Public Works

Year Built: 1926/2019

Current INSF: 4,248

[Storage Building @ 1,960 not included]

- The vehicles, trucks and equipment most frequently used are not covered/enclosed when not in use. *NOTE: Providing adequate enclosures for the Department's vehicles will reduce deterioration from the elements (rain, heat, snow, etc.), protect the tools, equipment and materials stored in those vehicles, improve the reliability/availability of vehicles when needed, allow for convenient preventive maintenance, prolong the lifespan of the vehicles themselves, improve employee safety, and increase the long-range monetary value of the fleet.*
- Truck size(s) and available garage space are not compatible, door heights are too low to accommodate the vehicles that are most frequently used.
- "Garage" space at the south end of the building also serves as a workroom/equipment repair space which often interferes with vehicle servicing, or visa-versa. Both need to be larger.
- Reportedly, the garage vehicle lift was improperly installed due to space limitations.
- Both the "water room" and "landscape room" at the north end of the building need to be considerably larger.
- The Public Works building needs significant internal, accessible storage space for designated seasonal equipment not frequently used, but necessary, i.e., signs, equipment, parts, and "stuff" that is currently accumulating in corridors, offices, and garage spaces.
- The size of the kitchen/designated breakroom space is excessive.
- There is also modest space (638 SF) on the second floor, above the kitchen area, which can be accessed via a small "lift" that has been installed for that purpose; however, Public Works was not utilizing the space during the period of this study.
- Staff lockers are available for each employee in the Workroom area open to the Breakroom, however, had the restroom and shower facilities installed during the last renovation included the lockers a complete and more efficient "Locker Room" could have resulted, and saved space in the process.
- The Public Works Storage building north of the Police station has previously been determined by a licensed engineer as unsafe and should be demolished.
- A larger, more accessible, outdoor covered area for materials storage is needed, (sand, salt, mulch, etc.)
- The trucks that have been retrofitted as salt trucks are rusting (deteriorating) having sat in open weather for the past 2-plus years; they need to be under cover or enclosed when not in use.
- An adequately equipped truck wash-bay is needed.

- The outdoor equipment and material lay-down area is inadequate and much too small and awkwardly situated adjacent and around the (condemned) Storage building; space limitations and the current location of the space is inefficient.
- Truck parking can be difficult during meetings or events held in the Town Hall.

Public Works Building Summary Comments

The location of the main Public Works Building and the lay-down and equipment areas are disparate, scattered, and inefficient; maneuvering trucks around visitor and staff vehicles at times when parking may not be available, trucks kept at the south end of the building while the equipment often needed (landscaping and water rooms) is at the other end of the building, and the storage building, which is essentially condemned, is located among the lay-down and equipment areas which are on the other side of the Police Department building.

On paper, the 4,248 square feet included inside the main building currently assigned to Public Works would generally be adequate. The problem is that the allocation of that space, the configuration and location of the spaces within the building, and the functionality of the space itself is poor.

It is significant to note that a structural assessment of the Public Works main and storage buildings was completed, and a report submitted to the Town in 2016 that included the engineer's following comments.¹

Reportedly, the issues identified in quotes 1-4 were addressed during the Public Works building renovations in 2019.

1. *"during periods of moderate rainfall, substantial amounts of water seeps through the rear wall and up between the joint of the rear wall and the slab on grade".*
2. *"it is my opinion that the economic feasibility of doing moderate modifications to the structural elements of the structure are not reasonable".*
3. *"the rear wall of the structure is constructed of clay tile ... the material is a poor choice for a retaining wall".*
4. *"the rear wall is showing indications of deterioration on the interior space where the moisture was noted".*
5. *"The existing structural elements do not meet the present North Carolina State Building Code requirements for seismic loads."*
6. *Regarding the Storage Building: "Due to the conditions noted the existing facility should undergo major renovations or be replaced."*

Suffice it to say, the Main building space needs already addressed, combined now (again) with the Storage building's structural issues presented here, could very well serve as an "alert" to what may very well be in store for this 97-year-old building in the near future.

¹ R. L. Kanipe, PE, Asheville NC, 26 February 2016

Building: Police Department

Year Built: 1923/2011

Current INSF: 2,586

- The building lacks adequate signage indicating public access to the Police Department.
- Visitors must now press a doorbell and wait to be admitted, frequently, by a Dispatcher that must leave their assigned desk/position to answer the door, i.e., there is no secure vestibule type entrance.
- There is not an adequate Public Lobby into which a visitor can enter and communicate with the Dispatcher (who also serves as Receptionist) without the dispatcher having to leave his/her post.
- A public restroom, accessible from within the Lobby, is required for visitors without them having to enter the secure areas of the building.
- A private interview/meeting room is needed adjacent to the lobby area to meet with visitors.
- The Reception/ Dispatch (Communications) area should be sized to fully accommodate two (2) Dispatcher positions in the event that backup becomes necessary in a major event.
- Individual male and female staff locker rooms, that include showers are needed.
- Restroom on the first floor is poorly located; separate and adequately sized male and female restrooms are urgently needed.
- The Evidence room needs to be larger to include ample open shelving as well as separate and secure cabinetry (or individual rooms) for money, drugs, and guns.
- Ample counter/table space, within the secure evidence storage room, is needed to adequately process the evidence and property received, i.e., photographs, documents, quantities, serial numbers, packaging, etc.
- The designated "Sergeant's Area" is totally inadequate in both size and location, i.e., it is nothing more than a small hallway providing access to and from the stairway that staff uses to go between floors.
- The second floor of the building, which houses the offices of the Chief, Captain, Lieutenant, a conference room, and a currently open workspace for the Communications Manager, can only be accessed via a long stairway.
- With the exception of the single stairway, personnel on the second floor do not have an alternate exit from the building.
- Based on responsibilities currently assigned, the Department's Communications Director should have a private office proximate the Chief of Police.

- Storage within the Police Department building is seriously lacking as evidenced by the accumulation of supplies, materials, equipment, etc. that appear in offices, work areas, corridors and any other spaces that can be used for storage purposes.
- Secure, designated storage space is needed within the building for uniforms, ammunition, vests, guns, emergency equipment, patrol vehicle supplies, etc.
- A common practice in law enforcement is that public visitors have a prominent entrance to the building, and Police Department employees have a separate and secured entrance accessible from elsewhere in the building.
- Adding a vehicle wash bay for assigned police vehicles would be of benefit.
- Recent indications suggest that appropriate space is needed to accommodate missing, found, rescued, or captured animals.
- The reserve patrol vehicle(s), UTV (4-wheeler), and shooting range trailer need to be stored under more adequate, preferably enclosed garage space.
- The amount of space currently assigned to the Police Department is inadequate.
- More urgently, the configuration of the space that exists is pitifully inefficient.
- Observations regarding the basement of the building were not included in as much as it is essentially uninhabitable, i.e., among other issues, it still leaks.

Police Department Building Summary Comments

This building is 100 years old and, reportedly, was originally built to house both the Town's Fire and Police Departments. In observing the building from the outside, it appears to have held up quite well. The same cannot be said of the interior of the building. As noted in the preceding comments, the interior of the building and its included spaces are not adequate, efficient, nor as functional as should be the case in a professional Police Department headquarters.

In addition, it was reported that work was contracted in 2011 to address various issues within the building. It is assumed, particularly for a 100-year-old building, that the work involved would have included various renovations, or modifications, that would *improve* the space. On the contrary, based on the issues of concern noted above, that exist today, it would appear that very little if any communication took place between the contractor(s) and Police Department personnel at the time.

Building Summary Table

This table provides a summary of the assessment findings including each building's calculated space needs and deficits. Note that all numbers are in net square feet (NSF). The basis for determining the "Current Need" and "Existing Deficit" numbers noted is addressed in the Appendix.

Figure 1
Building Space Needs Assessment Summary

Building	Current Space	Current Need	Existing Deficit
Town Hall	4,050	4,050	*
Public Works**	4,248	9,578	5,330
Police Department	2,586	6,660	4,074

* "Current Need" is minimal, and can be accommodated with minor interior renovations

** Storage building space is not included in "Current Space" column

FUTURE CONSIDERATIONS

Following the assessments of the Town Hall and Police and Public Works Departments' current space needs, additional study and discussions occurred to consider what might be anticipated in terms of the towns' *future* needs, beyond that already identified.

Internally, Biltmore Forest is an incorporated Township, governed by its elected Mayor and Board of Commissioners, and with defined Town boundaries. Externally, the Town is essentially surrounded by the City of Asheville and the rest of Buncombe County. Which begs the question: What might the town be aware of now or need to prepare for; realizing that in the coming years changes and growth within and around the Town are inevitable. During the above referenced discussions senior staff shared their thoughts with regards to:

- 35 acres recently sold.
- Available in-fill lots remaining within Town limits.
- Resident expectations.
- Park & walkway developments within town limits.
- Increased traffic on Blue Ridge Parkway within Town limits.
- Increased traffic on Interstate 40 within Town limits.
- Increased traffic adjacent, around, and through Biltmore Forest.

Local government entities provide services to their resident populations via the individuals they employ. In turn, as the resident populations of these entities increase the level of services required will increase, together with the number of employees needed to actually provide those services. Subsequently, the methodologies used to project future needs; whether people, workload, or space; will typically involve, at some point, an examination of recent and projected future year population trends.

The North Carolina Office of State Budget and Management (OSBM) provides annual estimates of past and future year populations to Counties, and intermittently for City and Town populations. Most recently OSBM has identified the 2021 population of Biltmore Forest as 1,415 residents. In turn, the most *available* population projections relevant to Biltmore Forest are limited to Buncombe County.

Figure 2
Buncombe County 2010-2040
Experienced & Projected Populations

Year & Population	Year & Population	% Increase	Resident Increase
July 2010 238,315	→ July 2020 269,797	13.20%	31,482
July 2020 269,797	→ July 2030 297,608	10.30%	27,811
July 2030 297,608	→ July 2040 326,666	9.80%	29,058

} **PLUS 56,869**

For example: and quite hypothetically, were Biltmore Forest to mirror Buncombe County's 2020-2040's 20% growth, its population would increase by 283 residents. Considering the 35 acres recently sold and the in-fill lots currently available within Town limits, an additional 50+/- homes by 2040 could very well become a reality.

RECOMMENDATIONS

Town Hall: Recommendations

1. Remove the existing built-in "half-walls" in the office/reception area to better accommodate the arrangement of current furnishings and equipment.
2. Position the Receptionist's desk prominently facing the office window to greet visitors.
3. Provide comfortable seating in the Lobby to accommodate visitors.

Public Works: Recommendations

4. Implement the proposal requested for review by the Board of Commissioners to relocate major functions of the department, currently located on the Town Hall site, to Town property north of 292 Vanderbilt Road.
5. Extend the estimated 2.5 acres proposed to 3-3.5 acres to account for resident traffic, and future growth, i.e., an extended lay-down area, warehouse, and workshop, and potentiality, interior lobby, office, and meeting/conference space.

Comments:

Independent of this study, Public Works presented a plan at the request of the Board of Commissioners that recommended "that most utilitarian functions of the department be relocated off the Town Hall Complex site in order to improve the aesthetics at that site ...".² The project narrative of the proposal was shared with the consultant in late March which, upon reading, found that it coincided *very well* with the space needs study findings already documented.

The page that follows includes two illustrations. The first (Figure 3) is a diagram of the Town Hall Complex. The blue shaded area represents the current space utilized by Public Works that includes a storage building, heavy equipment, truck parking and materials and lay-down areas.

² Public Works Maintenance Facility, Project Narrative, March 21, 2023

The second illustration (Figure4) includes a preliminary sketch of the proposed Vanderbilt Road site to which the Public Works equipment and materials referenced above will be moved.

[Illustrations that follow were provided courtesy of the Public Works Department]

Figure 3
Proposed Town Hall Site Modification

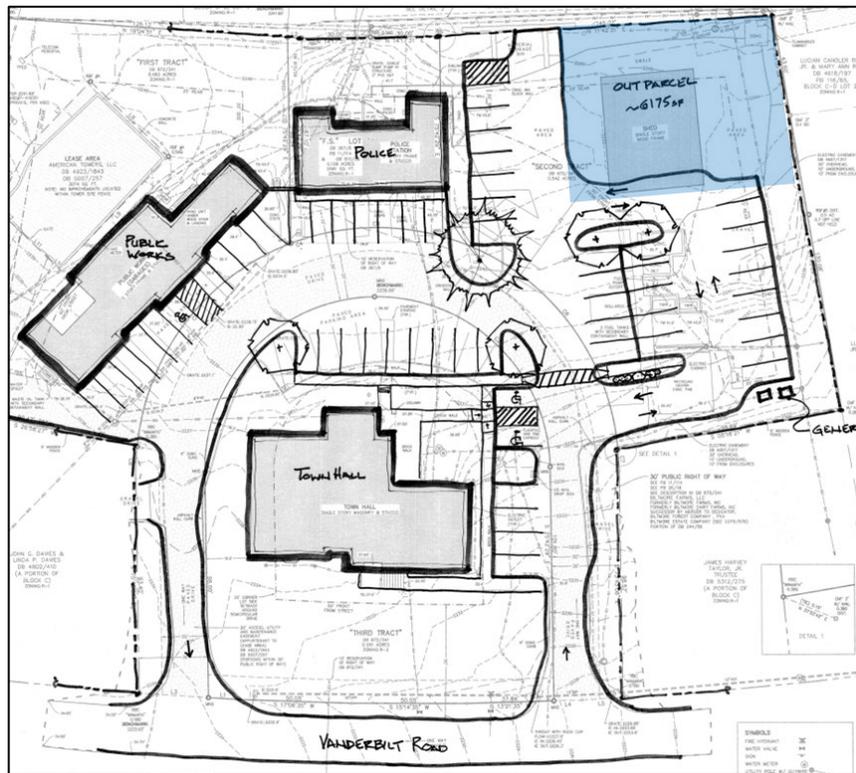
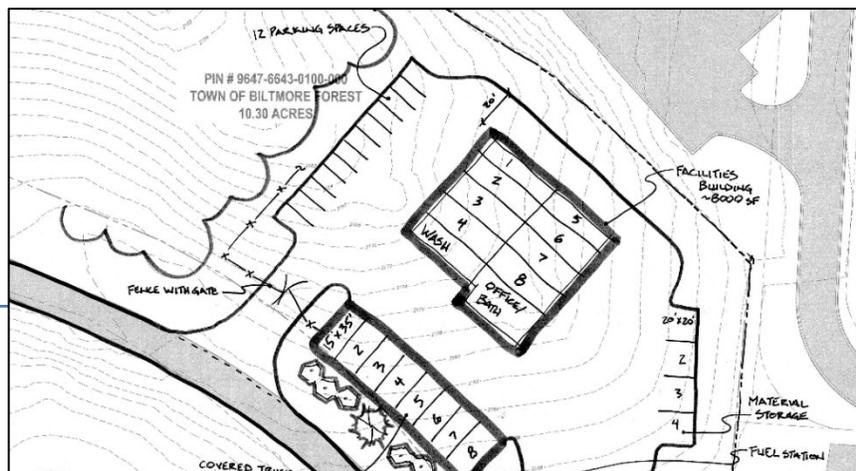


Figure 4
Proposed Site & Concept



Police Department: Recommendations

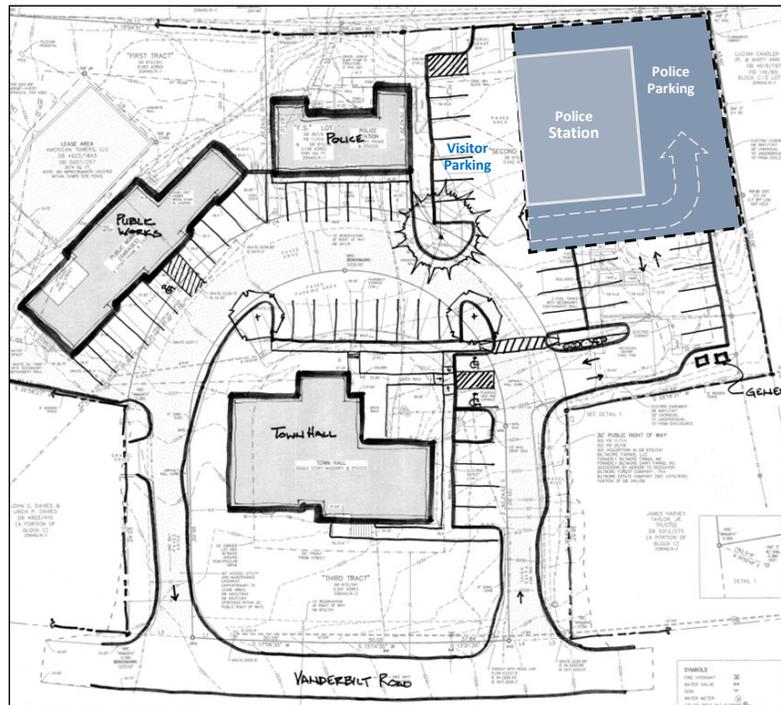
6. Contract for professional programming services, to develop a formal Facility Program Document that will identify the detailed requirements for a new Police Station, on Town Hall property.
7. Following the completion and acceptance of the Program Document, develop and publish an RFP soliciting qualified design firms to submit their qualifications and experience with Police Station design.
8. Distribute submittals to designated “project team” members to review, i.e., Town Manager, Police Chief, designated Commissioner, etc.
9. Identify project team’s top candidates (typically 3-4) and schedule in-person presentations.
10. Following firm presentations, discuss observations, preferences, etc. and select preferred firm.

In this context, a Facility Program is defined as ***“a statement of the requirements for a building project”***.

The information developed and documented in the Facility Program moves the project from a general description of a building’s anticipated needs to a more detailed presentation of how those needs will be met. The Facility Program describes all spaces, and the activities that are intended to take place in those spaces. It also defines, in narrative format, and graphically, the size and relationship between the many specific spaces to be included. More importantly, with appropriate input from participating Town users and Department personnel throughout the process, it will in fact become the Town’s formal communication of instructions to the architect, and/or contractor, once selected, that will enable him/her to begin design.

Figure 5

Proposed New Police Station



BUILDING COSTS

As introduced at the beginning of this report, the focus of this study was to assess the space needs of three major Town buildings. Building construction costs are typically not discussed at length during the needs assessment level of development. However, it is clear, and at the very top of the priorities addressed in this report, that the Town needs a new Police Station. Police Department Recommendation #6 said to “develop a formal **Facility Program Document**” which will detail, quantify, and document the data that will comprise the first “estimate of probable costs”. What follows is a brief review and format of what can be expected.

When discussing the probable costs of a public building project, particularly a new building project, it is essential for budgeting purposes that two major categories of costs be included. The first is *Construction Costs*, for both the building and the building site. The second is *Project Related Costs*; that will occur before, during and often after construction. Brief explanations of these categories follow.

Construction Costs

- Base Construction Costs-the brick, mortar, steel, and glass that comprise the building structure.
- Site Development-the required grading, excavating, installation of utilities, and paving.

Project Related Costs

- Design Fees-architectural & engineering design fees and expenses.
- Site & Construction Materials Testing-soil tests, concrete consistency tests, etc.
- Printing Costs- primarily for construction documents printed & distributed during bidding.
- Construction Escalation-from date of estimate to the estimated date of construction start.
- Project Contingencies-a set aside reserved for unforeseen expenses, required for public projects.

Cost Basis [EXAMPLE]

The cost tables that follow identify how the probable construction and project related costs are typically broken down.

Construction Costs

Cost Category	Area/Basis	Unit Cost	Cost
Base Construction	Building GSF	Cost/GSF	Unit Cost x GSF
Site Development (Estimate)	# Acres	Lump Sum	Negotiated
Subtotal-Construction Costs			\$ -

Project Related Unit Costs (below) are typically calculated as a % of the total Construction Cost

Project Related Costs

Cost Category	Area/Basis	Unit Cost	Cost
Design Fees	%	Negotiated	—
Site & Construction Materials Testing	Lump Sum	Lump Sum	—
Printing Costs	Lump Sum	Lump Sum	—
Fixtures, Furnishings & Equipment	%	Est	—
Escalation	%	Est	—
Design/Construction Contingency	%	Est	—
Subtotal-Project Related Costs			

Total Project Cost **\$ -**

APPENDIX

Basis for “Current Need” and “Existing Deficit” calculations identified on page 6 as follows:

Building	Current Space	Current Need	Existing Deficit
Town Hall	4,050	4,050	*
Public Works	4,248	9,578	5,330
Police Department	2,586	6,660	4,074

Public Works

The total interior space of the main Public Works building was 4,248 square feet (column 1). The “current need” (column 2) included the 4,248 square feet *plus* the most notable space deficiencies identified. These included the following spaces which were estimated based on observation of need and/or space lacking, discussions with staff, and physical measurements/calculations.

Dedicated workshop	320 NSF
Internal storage space	450 NSF
Increase size of Landscape room by	180 NSF
Increase size of Water room by	180 NSF
<u>Covered truck parking facility</u>	<u>4,200 NSF</u>
Total Deficit:	5,330 NSF

Police Department

There was neither a facility program nor any previous studies to refer to with regard to the space that would be needed for a new Police Station. The basis for determining the noted 6,660 NSF suggested was the consultant's personal experience in having evaluated the functional requirements and corresponding office/workspace requirements of over 700 local government buildings and the resulting database acquired during the process. Subsequently, a "menu of spaces" known to be necessary in a small (50 or fewer personnel) Police Department were developed and sized to known practices. The results are list here: this is not **THE** answer. It is only the beginning and intended to provide a number from which to begin.

SPACE	NSF		
Public Entrance	50		
Lobby	180	Staff Entrance	60
Visitor Restroom	60	Interview-defendant/witness	80
Reception/Dispatch	120	Training [24]	576
Reception/Dispatch Restroom	60	Training Room Equipment Storage	150
Interview	80	Restroom/Shower-Men	160
Chief	168	Restroom/Shower-Women	120
Captain	156	Lockers [Men]	240
Lieutenant	120	Lockers [Women]	90
Communications Manager	120	Conditioning	300
Conference [8]	200	Kitchen/Break	320
Restroom	60	Evidence Processing	210
Supplies/Work Room	160	Evidence Storage	400
Materials Storage/Records	100	Armory	150
Visiting LE	120	Uniform Storage	150
Sergeants	240	General Storage	370
Patrol Equipment	150	Janitor Closet	60
Garage	1080	Total Est. NSF	6660

