

Agenda
Village of Glen Ellyn
Special Village Board Workshop
Monday, July 23, 2012
6:00 P.M. – Galligan Board Room
Glen Ellyn Civic Center

1. Call to Order

2. Motion to adjourn to Executive Session for the purposes of discussing the appointment, employment, compensation, discipline, performance or dismissal of specific employees, returning thereafter to open session.
(Trustee McGinley)

3. Space Needs Analysis Presentation – Dewberry

4. Adjournment

JULY 23, 2012

(3)

MEMORANDUM

TO: Mark Franz, Village Manager
FROM: Robert Acton, Deputy Chief of Police Administration
DATE: July 18, 2012
RE: Facility Needs Assessment Study



Background

For many years, the Police Department has recognized the need for substantial improvement to our facility. Attempts to secure funding for researching this issue repeatedly failed to make it to the final budget documents. During the budget process in January 2008, the Police Department submitted a proposal requesting funding for the purpose of retaining an architectural firm to complete a facility needs assessment study, otherwise known as a space needs assessment. A space needs assessment is a systematic study of a building and its occupants for the purpose of determining if the design and size of the structure meet the needs of the occupants. Funding was approved for the study in FY 08/09, but the project was not approved due to economic conditions occurring later in the budget year. Although the project was approved again in subsequent budget years, we did not receive approval to move forward, due to changes in management and economic uncertainties.

In August 2011, authorization was given to issue a Request for Qualifications (RFQ) for a facility needs assessment study. Based upon a need recognized by the Village Manager, the scope of services was expanded to include the entire Civic Center, which was first built as a school in 1929. The existence of known liabilities throughout the building, combined with the lack of any similar assessment in over 30 years, prompted the decision to retain a firm capable of completing a thorough analysis of the entire building. A committee comprised of administration, facilities and police representatives were formed and a RFQ was released on September 1, 2011.

The committee received and ranked a total of six responses from firms specializing in municipal government and police facility design. The top four firms were invited to present their proposal before the committee, along with their anticipated fees associated with completing a space needs assessment. At the conclusion of this process, Dewberry was ranked as the top firm based upon their exceptional portfolio of completed written projects, well organized and intuitive written materials and presentation of findings. On November 28, the Village Board approved a written agreement between the Village and Dewberry to provide professional architectural services.

Process

A schedule was put in place by Dewberry, setting various interviews, meetings and research assignments spanning the next 16 weeks. In early December, a kick-off meeting was held, bringing the Dewberry team together with department heads and other key personnel participating in the space needs study. Project goals were established and critical success factors were identified at the onset, providing the group with benchmarks to measure progress throughout the assessment.

Every Civic Center employee was provided an opportunity to complete a position-related questionnaire, establishing an opportunity for collaboration among Village personnel and the Dewberry team. The Village also provided historical data pertaining to staff counts, positions, organizational charts and vehicle inventories.

In mid-January 2012, the staff met with Dewberry and reviewed the results of the employee survey. This survey provided a starting point for establishing needs within each department. The “needs” were not only defined by square footage, but also gave consideration to improving work flow deficiencies that impact the delivery of municipal services. Staff interviews were completed by Dewberry over a two day period, reaching every department and stakeholder working at the Civic Center. Many of the interviews included tours of the work areas, storage areas, parking lot use, and observance of operational functions that occur as a result of the facility.

In the following months, a first round of drawings was used to provide a visual reference for each department’s allocation and use of space. These drawings also identified existing space that was not available for use due to structural and code limitations. Staff interaction with Dewberry led to the eventual development of preliminary “schemes”, one of which included a repurposing of the existing space in the Civic Center. The schemes included the development of additional facility space as well as multiple projections for parking configurations. Dewberry and staff also presented preliminary schemes in several small group meetings to Village Board members and recorded their input.

This process exposed significant deficiencies, or liabilities, in the amount and use of space in the Police Department and Village offices. For example, it was determined the Police Department is currently operating with 61% less space than the average square footage of eleven comparable police facilities. Furthermore, the research suggests the Village Hall size for Glen Ellyn should increase from its current 17,000 square feet to 27,000 square feet, and the Police Department “should be over 3½ times its current size, or about 43,500 square feet¹”.

¹ Dewberry, Final Needs Assessment Study” 2012

Consideration was also given to use of the gymnasium as additional space for the police department, but any potential “gain” was offset by the cost of reinforcing and then remodeling within the existing structure. Staff also learned that many of the basic amenities present in comparable municipal facilities are lacking in the Civic Center. Additional concerns identified included occupant safety within the existing facility and the near capacity parking lot. The limited number of spaces and shared occupancy with Civic Center, commercial, police and residential neighbors all combine to challenge the development of reasonable improvements to the parking conditions.

As the process neared conclusion, Dewberry refined these conceptual drawings, combining their architectural and design expertise with the input and data from Village staff, resulting in four general depictions as summarized below:

- Scheme 1 offers suggestions for minimal changes within the existing footprint which may offer limited temporary relief to a small portion of the Village staff.
- Scheme 2 proposes a one-story addition for police, along with major renovations to the gymnasium addition (built in 1940). Scheme 2 also introduces the relocation of the Planning and Development department to the first floor, and consolidates the Finance Department into one location on the first floor.
- Schemes 3A and 3B features the construction of a layered, structured parking facility which would replace the existing parking lot. Scheme 3B offers the greatest increase in parking at the Civic Center, with 108 total spaces, 30 spaces over the current parking lot. Schemes 3A and 3B offer a three level addition for police, large enough to accommodate the needs determined through the study, while further providing enough space within the Civic Center to meet the determined needs of the other Village departments. Because Schemes 3A and 3B are both additions to the Civic Center, there are design challenges, such as providing for recommended building setbacks² and number of access points for police vehicles, decreasing the overall accessibility of the facility.

² Best practices recommend a minimum 70' setback from public parking, to reduce the potential of a vehicle borne improvised explosive devices.

- Schemes 4A and 4B both center on a plan to move the Police Department into a newly constructed off-site facility. This option offers the greatest increase in space improvements and uses of the building, thereby increasing the safety and security of the Police Department and providing an opportunity to design optimum efficiencies for workflow, long term storage and training. Scheme 4 also includes extensive renovations to the Civic Center, with the option of phasing in the renovations to minimize interruption of services while providing updated customer service access points, improved workflow, and enhanced security. Parking is immediately expanded, as approximately 40% of the parking lot currently used by the Police Department would become available for other Civic Center and central business district uses.

Conceptual costs were also calculated and attached to each drawing. These calculations help to frame the complexity of each of these schemes, and provide a perspective on the relationship between the degrees of capital improvement costs versus the actual value gained. For example, a decision to pursue Scheme 4, which includes a new police facility and corresponding renovations to the Civic Center, is calculated to cost \$3.5 million to \$5.3 million less than either of the third schemes.

Action Requested

The space needs assessment has now been completed and is ready to be presented to the Village Board. This multi-media presentation will take place in the Galligan Board Room on Monday, July 23 at 6:30 PM. Dewberry will be represented by Donald J. Wertzberger AIA, Public Safety Segment Leader and Design Director Brian T. Meade AIA, LEED AP BD+C. Both Don and Brian have been involved in every step of this study, and will be well prepared to make a presentation and answer questions from the Board.

Attachments

Facility Needs Assessment Study (by Dewberry)



The Village of

Glen Ellyn

Police Department & Village Hall
Facility Needs Assessment Study

FINAL DRAFT

07 | 23 | 12

"Village of Volunteers"





The Village of Glen Ellyn Needs Assessment Study

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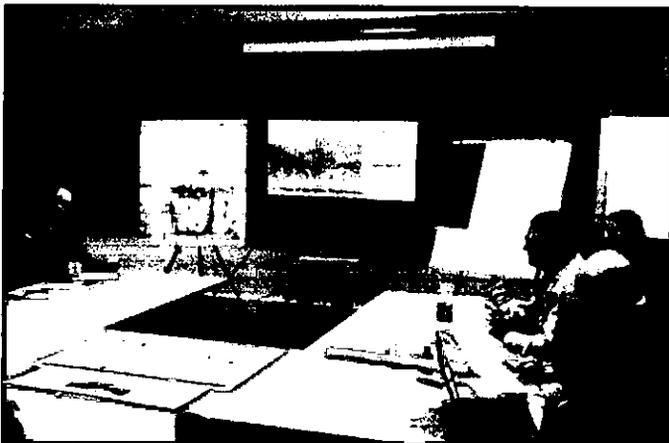
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EXECUTIVE SUMMARY

Dewberry was commissioned by the Village of Glen Ellyn to evaluate the current and future needs for the Village and the Police Department, both currently located in the existing civic center, including space, location, and functional requirements.

This document has six major sections:

1. The **Executive Summary** presents an overview of the process used in the study, as well as preliminary findings.
2. **Building Planning Criteria** discusses the factors that were examined to determine the final recommendations.
3. **Existing Facilities** documents the existing conditions of the facility.
4. **Facility Space Needs Analysis** discusses the work and tasks of the study, data collected and their analyses.
5. **Site Evaluation / Design Concept Diagrams** presents the conclusions and recommendations of various building alternatives.
6. **Cost Estimate** develops an overview of costs for the range of options requested by the Village, from minor modifications in existing settings to demolition / additions to a stand-alone facility on a different site.



The Village of Glen Ellyn acknowledges that the current settings for the Police Department and Village Hall present operational and functional challenges, to the point of impacting staff security and safety in some instances. Dewberry, a national architecture and engineering firm specializing in the planning and design of Police and Village Hall facilities, was commissioned by the Village of Glen Ellyn to evaluate a range of options for addressing the current as well as the future needs for the Police and Village operations through the year 2032.

This study report addresses the following scope of work:

- **Space Needs Analysis** - assess quantity and type of space currently in use by the Police Department and Village Hall and determine projected needs to the target year 2032.
- **Site Analysis** - analyze the advantages/disadvantages of the existing and/or new site(s) and recommend a site layout that best meets the site parameters and needs of the users for this project.
- **Preliminary Conceptual Drawings** - provide block diagram drawings that depict the size and configuration for a reconfigured Village complex as well as a greenfield site for relocation of the Police Department.
- **Cost Estimate** - provide a preliminary cost estimate based on the size and scope of the proposed space needs analysis, addressing "construction" and "project" costs, and potential cost-saving options.

Process:

The study kick-off meeting included the development of critical success factors and a discussion of existing site & building conditions and their shortcomings. The next step involved information being gathered in the form of questionnaires and follow-up interviews being conducted with Police and Village staff. Preliminary space lists and diagrams were reviewed in a series of work sessions with Police and Village Hall staff to determine space needs and adjacencies to meet the current and future needs of Police and Village operations.

Executive Summary

Projections for staff growth were developed based on:

- population projections provided by the Village / Police
- calls for service
- current trends in municipal government
- leadership initiatives to keep staff size on appropriate pace with community growth, needs, crime trends, as well as flexibility to allow the implementation of new divisions

Staff growth was very conservative in acknowledgement of current trends to maintain Village staffing levels with Village budget constraints.



A list of spaces and related adjacency diagrams were completed for each Department division and unit. Subsequently, several overall building adjacency concept plans were created. Modifications at the existing Civic Center site were considered

and evaluated, as well as offsite options. Finally, cost estimates were developed for several addition/renovation concepts as well as for a new facility. These cost estimates take into account current market conditions and costs from similar projects in suburban Chicago.

In addition to the questionnaires and "internal" interviews with the staff, Dewberry also conducted a series of "external" interviews to solicit comments, opinions, and insights from Village Administration and elected officials.

The Village of Glen Ellyn requested that the Study address the following questions:

- How large does the facility need to be for current operations and to accommodate any projected future growth in the Police and Village Departments by 2032?
- How much will updates / reconfigurations to the Civic Center or a new greenfield site development cost, including all "Project" costs?
- Where is the optimum location and configuration on the municipal complex property?
- How do we address the severe limitations of parking for staff and public on the current site?
- What is the desire to maintain amenities for the public in the existing building - gymnasium, meeting rooms, etc. that comprise 20% of the available space?
- Can the existing site / building accommodate the needs of the Police Department or is another location warranted?
- How can staff safety be improved?
- Must the Police Department remain downtown?
- How can the Village and Police maintain and improve service to the public?

Glen Ellyn
Village of Glen Ellyn, Illinois

Dewberry

Glen Ellyn General Questionnaire - Police

Adjacencies

1. Identify Adjacencies

2. Identify Adjacencies

3. Identify Adjacencies

Adjacency	Police	Village	Other
Police Reception and Lobby Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Suite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investigations/Detectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Property/Evidence Storage / Crime Scene Technicians	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workshop Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Staff Growth Summary

	Current Year Staff Positions 2012	Year 2015 Projection Staff Positions	Year 2020 Projection Staff Positions	Year 2032 Projection Staff Positions
Village Hall				
Village Hall Public Areas	0	0	0	0
Administration (all staff)	11	11	11	11
Administration (per shift)	9	9	9	9
Planning and Development (all staff)	16	17	18	20
Planning and Development (per shift)	13	14	15	17
Finance (all staff)	18	18	18	15
Finance (per shift)	14	14	14	11
Facilities Management (all staff)	9	9	10	11
Facilities Management (per shift)	5	5	6	6
Information Technology / Media (all staff)	2	2	2	3
Information Technology / Media (per shift)	2	2	2	3
Village Staff Areas	0	0	0	0
Total Village Hall Staff (per shift)	43	44	46	46
Total Village Hall Staff	56	57	59	60

Preliminary Findings - Staff

It is important to understand the staff makeup of the Police and Village departments. The projection of growth has been estimated to year 2032. These departments and staff have been used for purposes of allocating adequate space for the future. The projection is based on historical growth over the last ten years in each department as seen in the staff growth summary chart on this page.

Preliminary Findings - Community Growth

Limited increase is anticipated in both land area and population, as there is limited available land for development.

Building Safety and Security

The existing building was built with a different set of code standards and parameters back in 1927. Many of the original planning guidelines and parameters, although applicable at the time, need modification to respond to today's concerns for heightened safety & security measures. For example, the lack of control points within the building allow visitors to wander into some staff areas. There is a lack of protection for the Finance Clerks from an unruly customer. Also, detainee intake, processing, & release endanger staff and public with its current arrangements. Public visitors, police officers, police civilians, arrested persons, juveniles, and in-custody prisoners should be carefully separated by design within the improved facility. Planning and design guidelines, high-quality materials, and suitable security electronics systems reflecting the leading edge thinking can and should be used to make a safe and secure facility. One example is to improve the safety and security protocol for the 3rd floor Board Room by providing more direct access from the dais to the executive session room.

Quality of Work Environment

In the past, most police department employees spent little time inside the building. This is changing, and with this unique mixed use Civic Center facility, a large number of employees, primarily civilian support staff, spend much of their workday inside the building. Therefore, the quality of the work environment should be updated in the improved building design to enhance productivity, promote professionalism, and enable the best employees to be

	Current Year Staff Positions 2012 (39 sworn)	Year 2015 Projection Staff Positions (46 total sworn)	Year 2020 Projection Staff Positions (52 total sworn)	Year 2032 Projection Staff Positions (56 total sworn)
Police Department				
Police Public Areas	0	0	0	0
Records (total staff)	10	10	11	12
Records (on duty with supervisor)	3	3	4	4
Patrol total (includes 4 patrol sgts.)	26	32	34	37
Officers Per Shift (with supervisor)	6	7	9	10
Investigations (with supervisor)	5	6	9	11
Investigations per shift	5	8	9	10
High School Liaison Officer	1	1	2	2
Police Administration Shared Staff Area (Admin Assistant)	1	1	2	2
CSO (Includes 2FT, 3PT)	2.5	4.5	5	5
Community Education Officer	1	1	1	1
Property and Evidence	1	1	1	1
Prisoner Processing	0	0	0	0
Emergency Operation Center	0	0	0	0
Police Building Support	0	0	0	0
Police Staff Per Shift	24.5	30.5	37	39
Total Police Staff	51.5	62.5	71	76

shaded areas indicate the staff "using the building every day" while on duty



Executive Summary

recruited and retained.

Optimize adjacencies and flow of the operational staff.

The points of entry and the arrangement of operational space in the current facility is limited by space and the different first floor level changes due to multiple additions over the years. Adjacency & flow improvements increase with the amount of renovation work to be done. Minor renovations will have the least impact while a new facility can be custom configured to enhance the flow and function of all departments. This will optimize efficiency so the staff can do more in less time within a safe and secure professional environment.

Create an environment of customer service in the public areas.

Easier way-finding, ample public service counters, and places to meet with residents are all important to communicate that the Village is fully engaged in serving the residents. For example, improving direct public access to the Planning & Development Department is a desired goal. A renovation within the Civic Center could begin to accomplish these goals.

Secure chain of custody of evidence.

The demands on local law enforcement for handling, processing and storage of evidence have changed substantially since the current facility was planned. Escalating retainage criteria for evidence necessitates increased secure storage. The department currently uses space in several locations wherever available in the building for evidence to be received, processed and stored. In addition, off site storage facilities are being utilized. Schemes #3 and #4 can bring all these components of the chain of custody together in a design that optimizes security thereby facilitating cases to be solved and prosecuted. New mandates from the State and Federal levels necessitate segregation of different categories of evidence / property, as well as ancillary requirements within the settings of dedicated exhaust, work surfaces, security protocols, etc.

Preliminary Findings: Summary

Both the Police Department and Village Hall currently have inadequate building area. The existing Civic Center was built in 1927 to operate as a school. Over the years it has been remodeled and retrofitted to function as a police department, village hall and community center. It does not meet current accessibility and code standards. Despite its shortcomings, the historic Civic Center building is a landmark within the community and an icon within the downtown business district. An option to demolish the entire existing structure and build a new Village Hall / Police Complex on the same site was considered but not pursued due to the iconic nature of this historic building and the

overall cost. Here is a summary of the 5 schemes presented in this report:

- **Scheme 1** consists of small interior renovation suggestions to departments such as Finance, Administration, and the board room that would improve some of the most pressing issues of safety and bad adjacencies primarily for Village Hall functions. The Police Department improvements would be very minor in this scheme.
- **Scheme 2** consists of a 10,500sf one story addition to the southeast corner of the building housing some new police spaces such as prisoner processing, patrol, lockers & fitness, a new more appropriately sized Sallyport to improve officer safety and also accommodate emergency vehicle usage. The gym would be filled in with enlarged police functions and a new 3rd floor mezzanine to house the Emergency Operations Center and a community space. Village Hall improvement highlights include a unified Finance Department on the first floor as well the shifting of the Planning & Development Department to the first floor as well. A negative of this scheme is the loss of 12 on-site parking spaces (from 78 current spaces to 66 spaces) due to the addition.
- **Scheme 3A** consists of a 3 story 32,200sf addition, a full renovation / reworking of the existing building, and a new 2 level secured parking deck for 88 cars. The lower level of the parking deck will be submerged below the level of the current parking area and the upper level aligned with the current parking area. All police functions would move into the new addition thus improving their operations by making critical adjacencies possible and more efficient. Village Hall department spaces would also be enlarged and reorganized to improve efficiencies & wayfinding for both staff & residents. The board room & community spaces would be moved into the second floor gym space. This would free up the entire 3rd floor for community or other uses.
- **Scheme 3B** consists of a 3 story 31,400sf addition with a natural light court, a full renovation of the existing building, and a new 2 level secured parking deck for 108 cars. The lower level of the parking deck will be submerged below the level of the current parking area and the upper level aligned with the current parking area. All police functions would move into the new addition thus improving their operations by making critical adjacencies more efficient. Natural daylighting would be featured in this scheme with

an interior light court. Village Hall department spaces would also be enlarged and reorganized to improve efficiencies & wayfinding for both staff & residents. In this scheme, the gym and board room would remain in their current locations.

bring them current with the best practices for public safety and robustly position them for the next 20 years.

- **Schemes 4A & 4B** explore creating a stand-alone police facility on a new site, elsewhere in Glen Ellyn. The new facility concept is based on a building of two stories with a basement, totaling 40,200sf, thus requiring a site of approximately three acres in size. For the purposes of this study, 2 preliminary sites were used solely as "test fit case studies". Neither site is currently owned by the Village. A benefit to this scheme is staging. Both Police & Village Hall operations could remain uninterrupted until the Police were ready to move into their new building. Once this happens, the Village would have more flexibility in staging different areas of Village Hall renovation within the existing building and over time if needed.

To best achieve the long term 2032 goals & improvements for both Police and Village Hall that are identified in this report, Schemes 3 and 4 are recommended over Schemes 1 or 2 which don't provide the necessary department-wide improvements towards a safer, more secure, more operationally efficient facility the Police department needs to

scheme comparison matrix

	SPACE NEEDS SUMMARY	Existing	Scheme 1	Scheme 2	Scheme 3A	Scheme 3B	Scheme 4
	All department gross totals in building:	35,117	35,117	41,900	57,731	54,199	
	Gross SF of all police, village hall, other spaces:	44,988	44,998	54,188	77,243	73,096	40,220
	total renovation area:	0	varies	41,688	44,988	41,688	varies
	renovation cost ranges: \$50-\$200/sf (depending on scope)	\$0	\$0.2-\$5.5M	\$2.1-\$6.5M	\$2.2-\$7.0M	\$2.1-\$6.5M	\$0.2-\$5.5M
	total addition / new area:	0	0	12,500	32,255	31,408	40,220
	new construction cost ranges: \$230-\$320/sf (depending on economy of scale)	\$0	\$0	\$3.8M	\$9.8M	\$9.6M	\$9.5M
	site work totals: (10-15% of new construction)						\$1.4M
	total demolition area: (\$8-\$10/sf) 3300sf-1970's	\$0	\$0	\$33,000	\$0	\$33,000	\$100,000
	Utility Relocation Costs	\$0	\$0	\$70,000	\$117,500	\$117,500	\$0
	structured parking costs	\$0	\$0	\$0	\$3.6M	\$3.6M	\$0
	total construction costs:	\$0	\$0.2-\$5.5M	\$6.0-\$10.4M	\$15.7-\$20M	\$15.7-\$20M	\$11.2-\$17M
	total project costs: (usually 15-20% on top of construction costs which includes soft costs such as consultant fees, furniture, systems such as AV, IT, security, phone, signage, etc.)	\$0	\$0.23-\$6.4M	\$7.0-\$12.2M	\$18.4-\$23.4M	\$18.4-\$23.4M	\$13.1-\$19.8M

2 BUILDING PLANNING CRITERIA

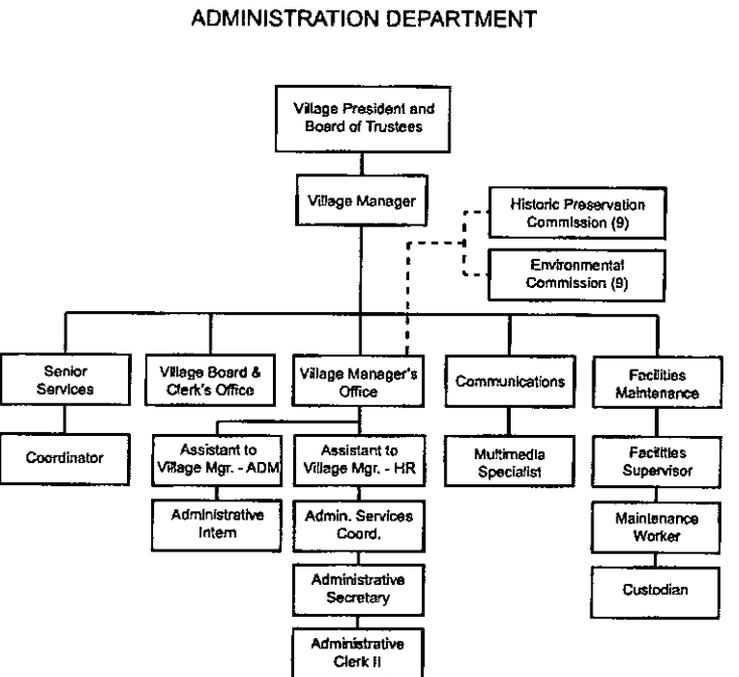
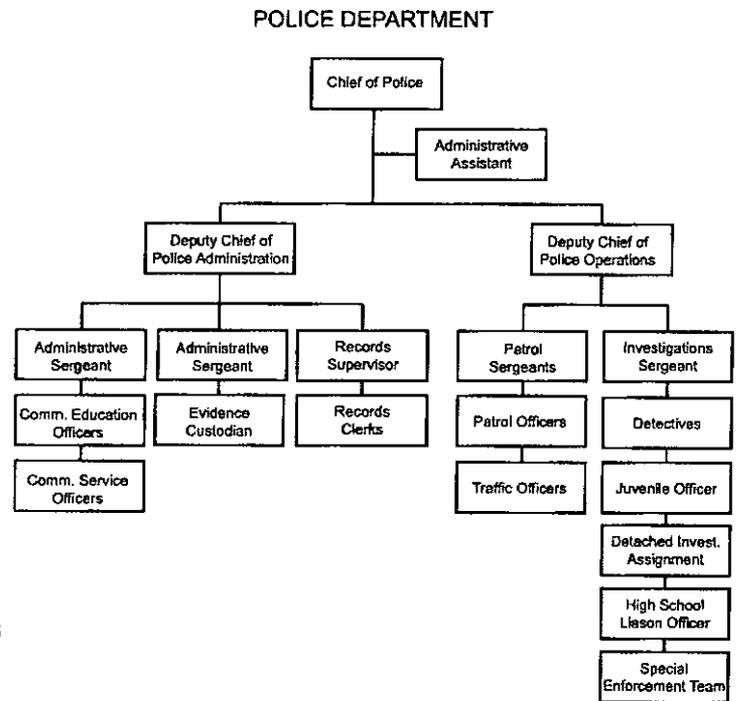
Nearly all public buildings are planned based on certain assumptions or clearly defined criteria about current and future needs. It is the intent of this section of the report to consider and document the criteria applicable to this important project. Just as the existing Village Hall and Police Facility were planned based on a certain understanding of the type of use, quantity and organization of staff, and Village growth, the renovated or new facilities should be as well. This section of the report looks at these factors in order to base the building planning on known criteria, agreed to by key decision makers.

The quantity of Village Staff and their organization in departments is a key factor in determining building space needs. Once staff quantities are understood for the current conditions and then carefully projected for the future, space can be allocated in accordance with the functional needs of the unique work assignments of Village Staff in mind.

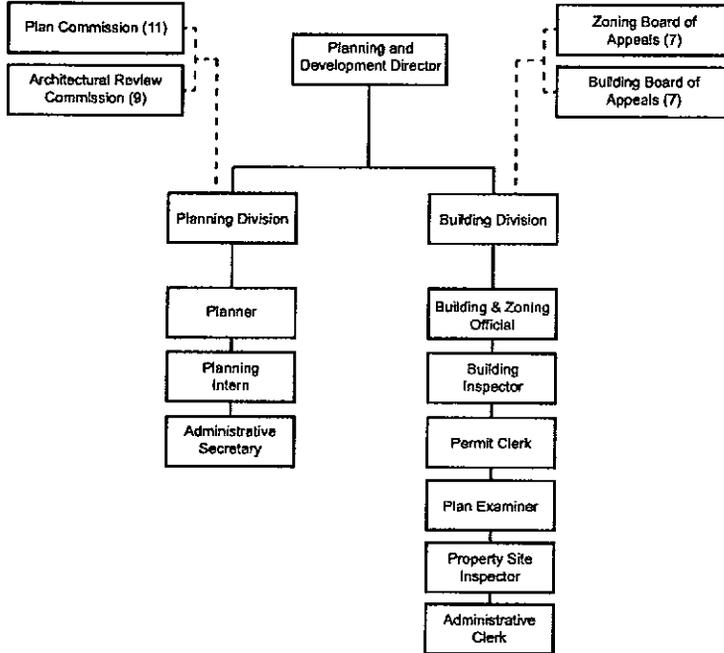
The current and future staff organization charts enable planners to configure the correct amount of space for each department in optimum adjacencies to other departments. Optimum adjacencies enhance communication and job effectiveness. This is an important economic issue because it is more cost conscience to increase the effectiveness of current staff than to hire additional staff. It is important to point out that due to lack of space in the current facilities, staff are forced to compromise their effectiveness. Staffing costs are always large percentages of municipal facility operations budgets. Planning and design that increases staff efficiency will result in savings to Village taxpayers. This significant impact on operating cost is why it is important to carefully establish the criteria that drive the planning process.

The charts that follow, provided by the Village, indicate current organization and quantity of Village Staff by department.

Dewberry also reviewed the 2009 Downtown Strategic Plan to understand long-term planning and parking goals and how these developments might affect proposed solutions on the Civic Center site.



PLANNING AND DEVELOPMENT DEPARTMENT



FINANCE DEPARTMENT

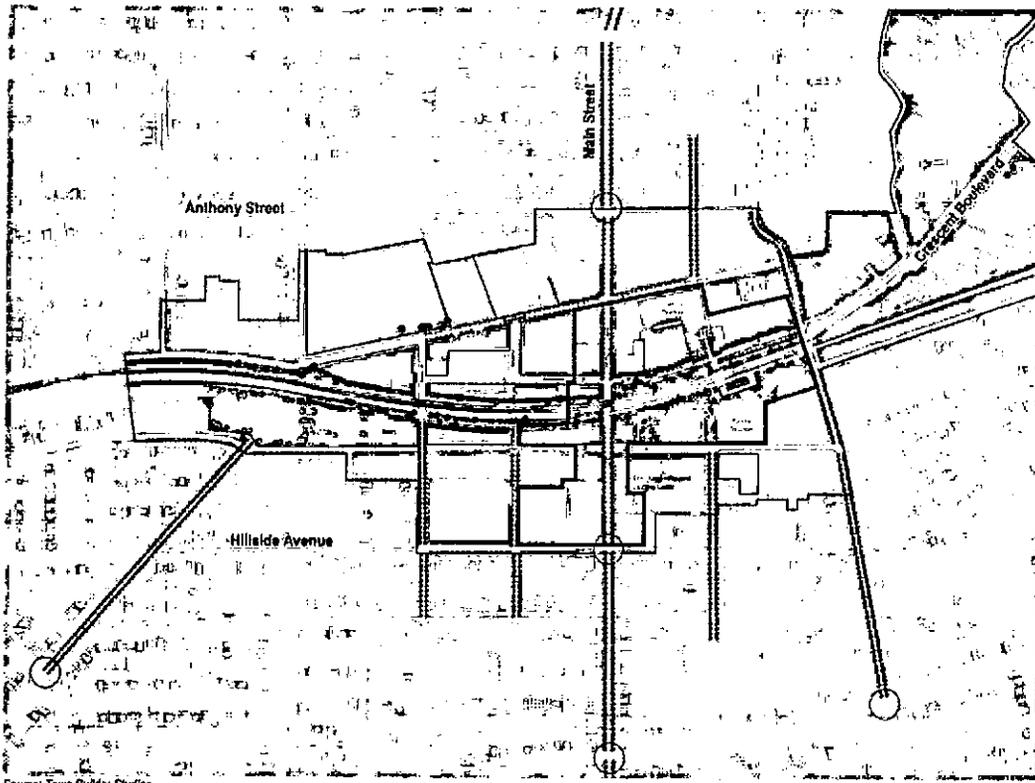
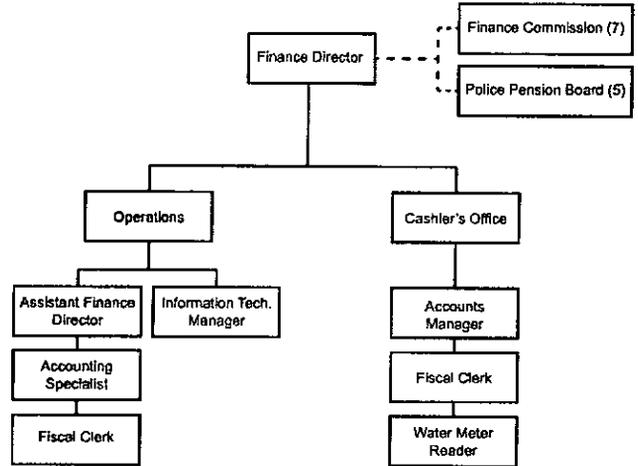
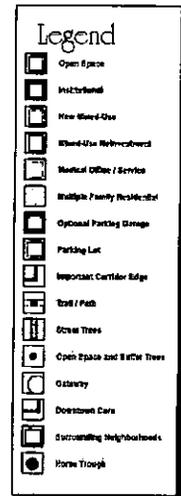


Figure 29:

Land Use Plan

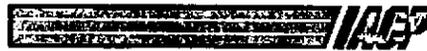


Source: Town Builder Studios

Building Planning Criteria

Local and Federal Regulations used:

Part of the building planning criteria Dewberry develops come from a multitude of national, state, and regional planning and design guides - some of which are shown below. Dewberry develops space needs, adjacencies, and options that also takes cues from national trends and creative solutions other communities are implementing.

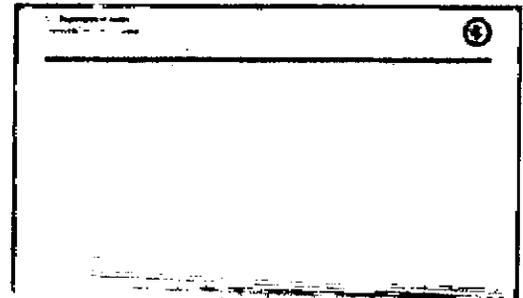
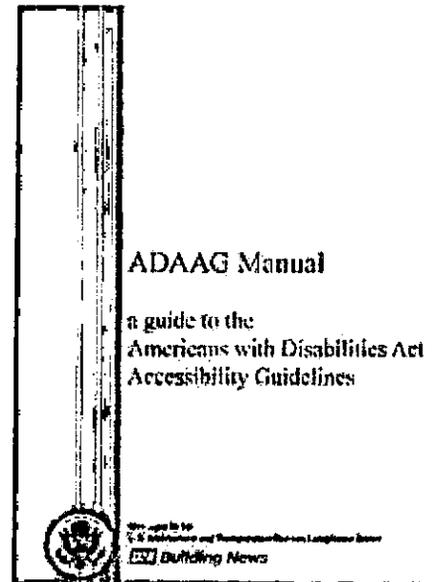


PLANNING, DESIGNING AND
CONSTRUCTING POLICE
FACILITIES

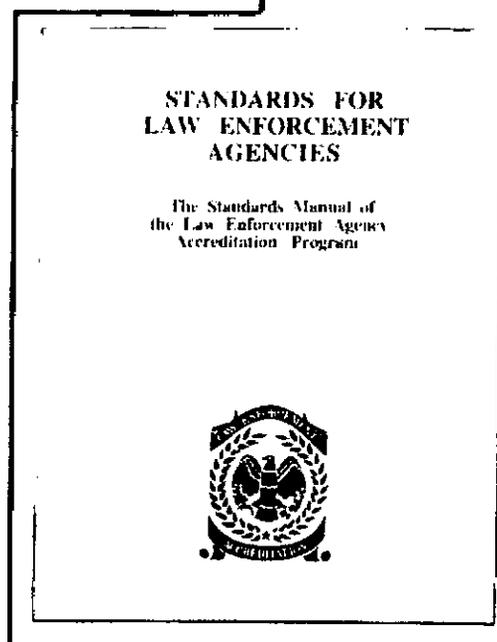
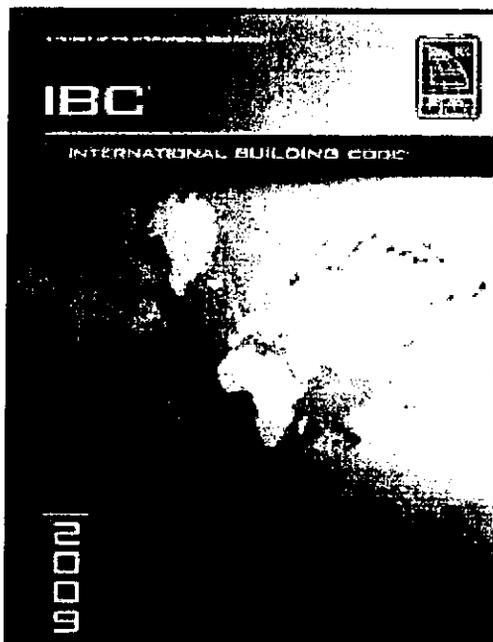


Presented by

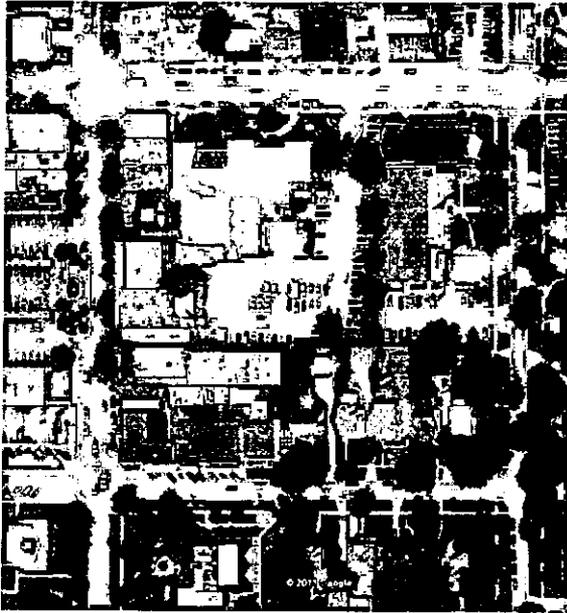
The International Association of Chiefs of Police
515 North Washington Street
Alexandria, Virginia 22314
703/836-6767



**Jail Standards and
Inspection Programs**



3 EXISTING FACILITIES



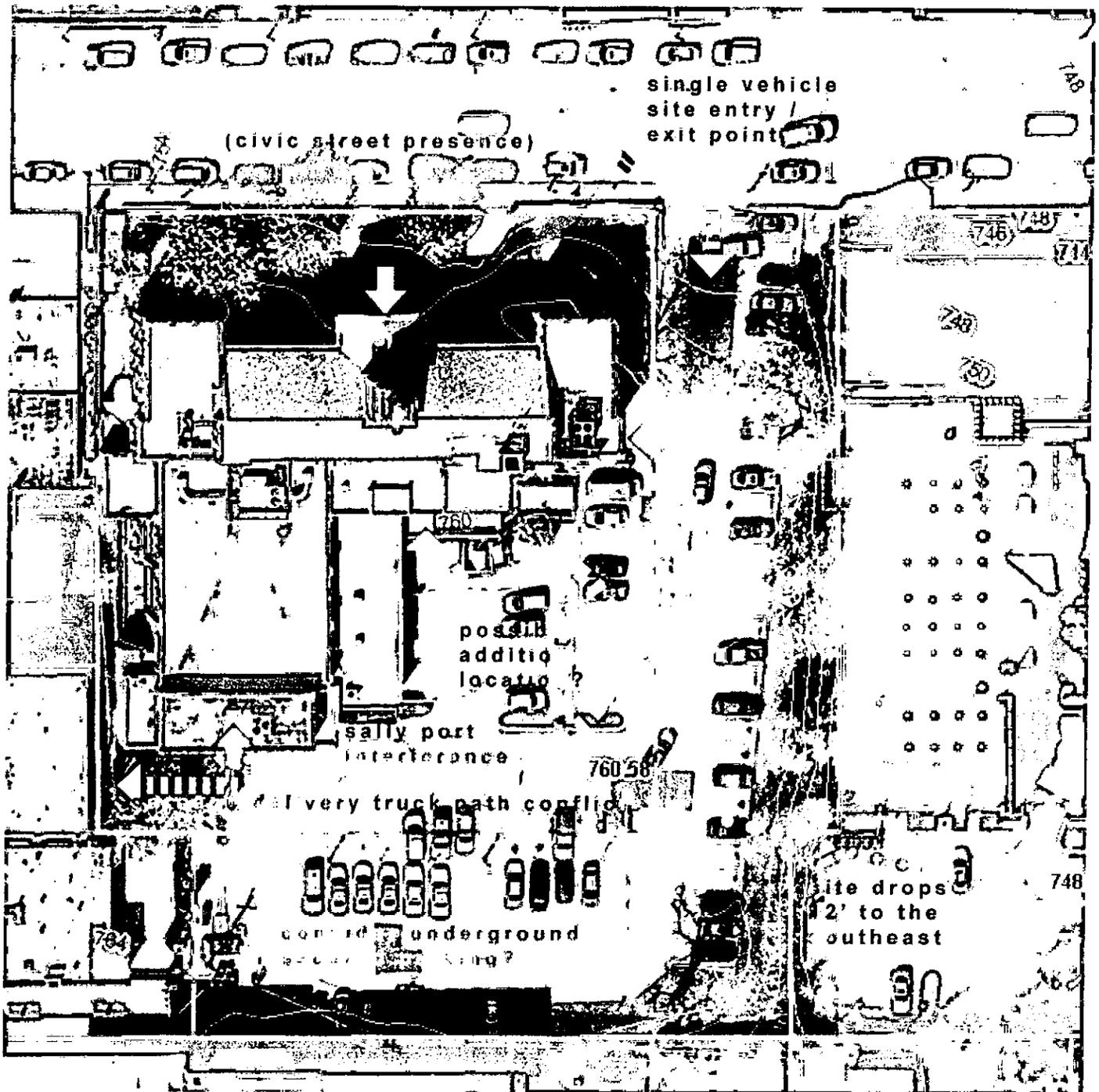
Municipal Campus

- Police Department
- Village Hall

This section of the report takes a detailed look at the Village Hall and Police Facility, currently occupied and in use. The space allocated to each department has been measured and is indicated in the drawings and tabulations of this section of the report. The floor plan and site plan drawings in this section of the report have been developed, color-coded and reviewed by Village staff for the purpose of assessing current space allocations. This information can then be used in comparing current and future space needs with current space in use.

It may also be determined from the assessment and drawings of the existing buildings that certain adjacencies between departments are beneficial and others are not. These "lessons learned" from the existing buildings regarding adjacencies have been applied to the planning process and are represented in the conceptual diagrams. It is important to point out that there is a significant shortage of space in the existing building for both staff work areas and storage in both village hall and police functions.

Existing Site Conditions



- Total On-site Surface Parking Spaces = 78
- unsecured spaces for Police vehicles: 21
- unsecured spaces for Village vehicles: 7
- unsecured spaces for staff vehicles: 47
- spaces for retail vehicle: 1
- spaces for public / visitors: 2*

* (Most visitors currently park on Duane Street between Main and Forest. There are now 22 spaces on the south side of Duane and 14 spaces on the north side of Duane for a total of 36 public parking spaces shared with other nearby businesses.)



parking lot drops off about 12' to the east

Existing Site Conditions

Site Analysis Issues to Consider:

- Expansion potential: tight site
- Site circulation: one way in and out; non-separated vehicle access for public, staff, and deliveries
- Existing site conditions: sallyport and dumpster conflicts; Entrance to sallyport is difficult to maneuver and is also compromised with ice / snow conditions.
- Parking needs
- Existing underground infrastructure: effects on expansion
- Geography and drainage: public safety concern
- Inclement weather conditions create a hazard for vehicles and pedestrians on steep slope of driveway
- Solar orientation and natural day lighting
- Efficient and effective delivery of Village services
- Improved way-finding and accessibility to citizens: is site and building ADA compliant?
- Best practices for site / building security protocol: ideal setbacks and secured Police parking
- Lack of setbacks creates an uncomfortable proximity of Police work settings, sensitive materials, witnesses, and undercover officers to neighboring apartments and buildings
- Civic presence within community



Sally port deficiencies: ramp is too steep, vehicle access difficult in bad weather, and backing out site lines are bad with site walls



Hardware store delivery lane conflicts with staff entrance



Parking lot entrance ramp too steep: safety hazard



Trash pick-up area conflicts with sally port entrance

Existing Facility: space utilization

- Existing 3 story Civic Center gross SF = 44,988.
- Village Hall program spaces (including its percentage of support spaces) occupy 37% of total building.
- Police Department program spaces (including its percentage of support spaces) occupy 33% of total building.
- Shared community spaces (including its percentage of support spaces) occupy 30% of total building.
- "support space" areas include general building stairs, elevator, corridors, storage, and mechanical/electrical/plumbing spaces.

Existing Facility Analysis: 44,988 BGSF

	Village Hall Components (net sf)	square feet
1.1	Village Hall Public Areas	3,938
1.2	Administration	1,882
1.3	Planning and Development	1,853
1.4	Finance	1,523
1.5	Facilities Management	296
1.6	Information Technology	595
1.7	Village Staff Areas	624
Net square feet (NSF) totals		10,711
Dept Gross Square Feet (DGSF) Multiplier		1.20
Dept Gross Square Feet (DGSF)		12,853
Building Gross Square Feet (BGSF) Multiplier		1.28
Building Gross Square Feet (BGSF) - Village Hall Portion		16,466
	Other Components in Civic Center (net sf)	square feet
1.8	Shared Community Spaces / Meeting Rooms	4,278
1.9	Gymnasium	4,907
Net square feet (NSF) totals		9,185
Dept Gross Square Feet (DGSF) Multiplier		1.15
Dept Gross Square Feet (DGSF)		10,563
Building Gross Square Feet (BGSF) Multiplier		1.28
Building Gross Square Feet (BGSF) - Shared Portion		13,532
	Police Department Components (net sf)	square feet
2.1	Police Public Areas	511
2.2	Records	717
2.3	Patrol	1,060
2.4	Investigations	803
2.5	Police Administration	1,216
2.6	Property and Evidence	529
2.7	Prisoner Processing	1,811
2.8	Police Shared Staff Area	3,023
2.9	Emergency Operation Center	0
2.10	Police Building Support	0
Net square feet (NSF) totals		9,670
Dept Gross Square Feet (DGSF) Multiplier		1.21
Dept Gross Square Feet (DGSF)		11,701
Building Gross Square Feet (BGSF) Multiplier		1.28
Building Gross Square Feet (BGSF) - Police Portion		14,990

Existing Facility deficiencies & challenges

General deficiencies:

- The first floor west side has 3 different level changes that are not handicap accessible.
- The building also has various restroom conditions that do not meet ADA codes.
- Poor wayfinding for the public. All visitors are funneled to just one lobby.
- Public can freely access and roam many corridors impacting security control.
- Insufficient storage for all departments within the building.

Police related deficiencies:

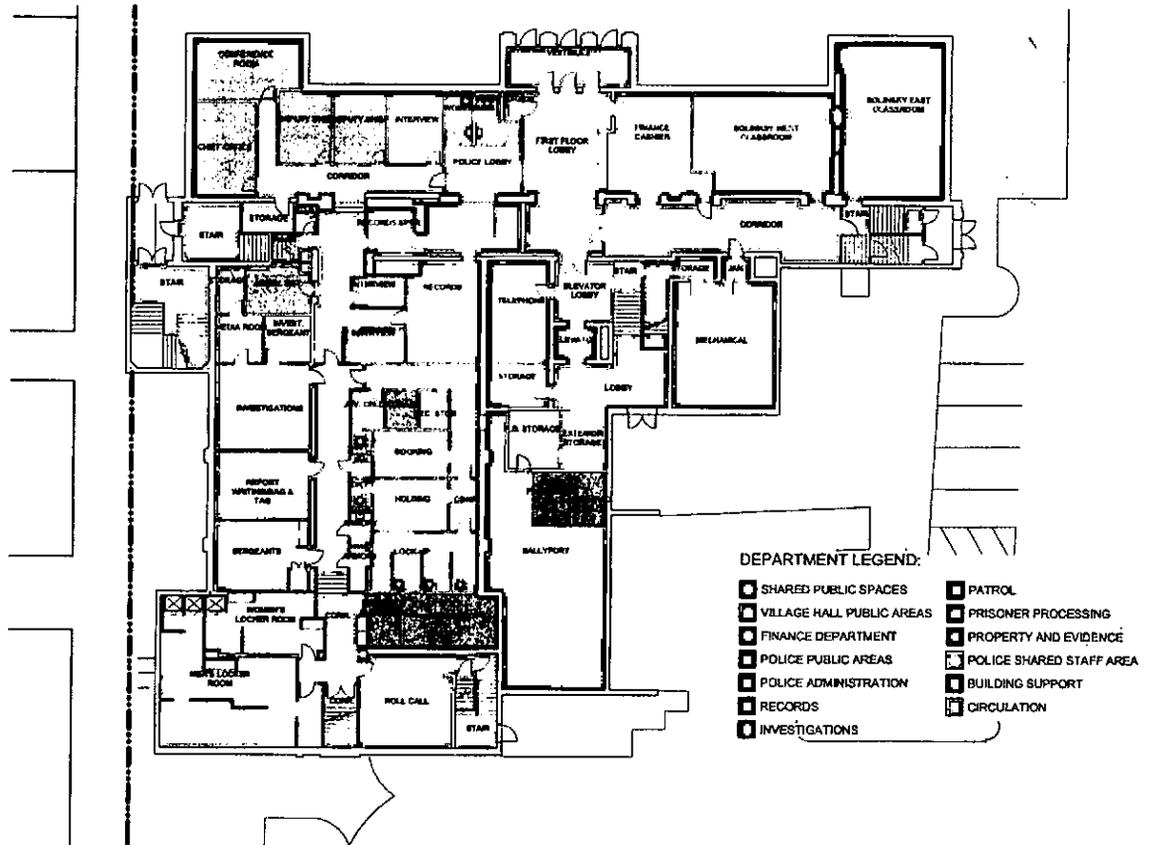
- Police operations dealing with three different level changes on their main level.
- Blind spot for 24/7 communications post from front entrance and vestibule.
- Lack of quality interview rooms directly off the Public Lobby
- Prisoner/DUI processing potential liability and safety risk.
- Poor evidence intake/processing area. Sallyport is doubling as evidence intake.
- Insufficient Police locker accommodations.
- Lack of private / controlled Police staff break area (shared with the Clayton room).
- Emergency Operations Center operations less than desired.
- Ventilation problems in evidence / property storage settings.
- Acoustical impacts throughout the building from the gymnasium that affect quality of interviews, roll call, and other functions.
- Challenges to maintain chain-of-custody protocol for evidence.
- Little flexibility to adapt to changing technology and security needs.
- Sallyport entry open to public view, cars, and direct access.
- Delivery vehicles compromise police operations and response.
- Deliveries/flow of supplies, munitions, arms, etc. difficult with multi-level situation.
- Testing/processing for DUI is a challenge and unsafe for staff.

Village Hall related deficiencies:

- Lack of protection/security for cashiers office.
- Finance Department is not together and separated on two floors.
- The public route to get to the Planning and Development Department should not have to go through the Administration Department.
- The Planning Department is undersized for the flow of work and storage needs.
- The Administration Department is also undersized, squeezed into small spaces, and compartmentalized.
- The Facilities & Multimedia offices are remote & separated from the rest of the department by being on the third floor.

Existing Facility Utilization

Color coded plans by department



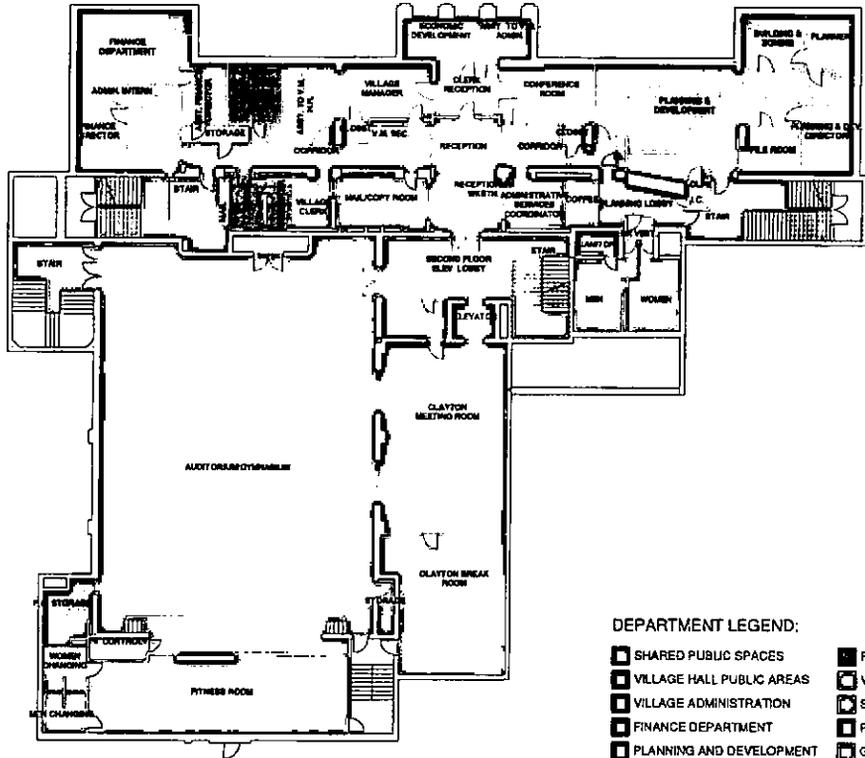
Level:

1.0

0' ————— 40'

Existing Facility Utilization

Color coded plans by department

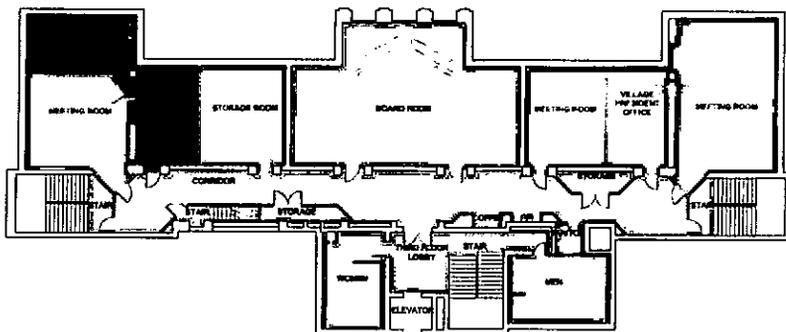
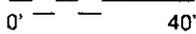


DEPARTMENT LEGEND:

- SHARED PUBLIC SPACES
- VILLAGE HALL PUBLIC AREAS
- VILLAGE ADMINISTRATION
- FINANCE DEPARTMENT
- PLANNING AND DEVELOPMENT
- LT. DEPARTMENT
- FACILITIES MANAGEMENT
- VILLAGE STAFF AREAS
- SHARED VILLAGE/PD AREAS
- POLICE ADMINISTRATION
- GYMNASIUM
- BUILDING SUPPORT
- CIRCULATION

Level:

2.0



DEPARTMENT LEGEND:

- SHARED PUBLIC SPACES
- VILLAGE HALL PUBLIC AREAS
- VILLAGE ADMINISTRATION
- FACILITIES MANAGEMENT
- BUILDING SUPPORT
- CIRCULATION

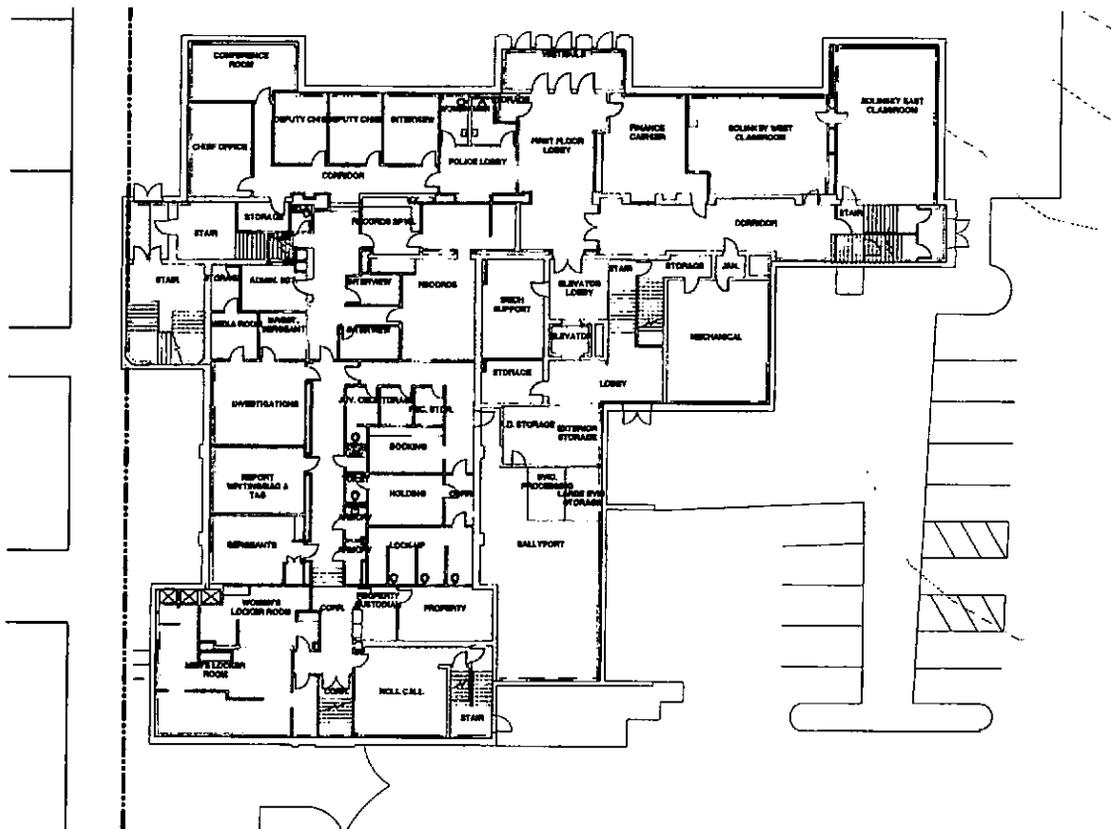
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3.0



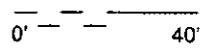
Existing Facility Utilization

Shared community spaces (shown in orange)



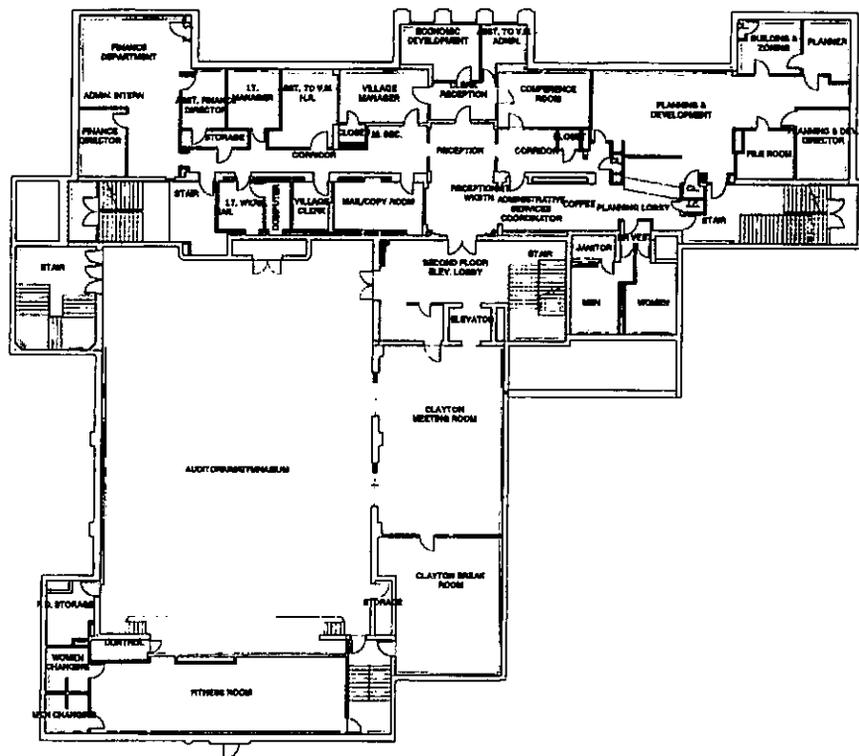
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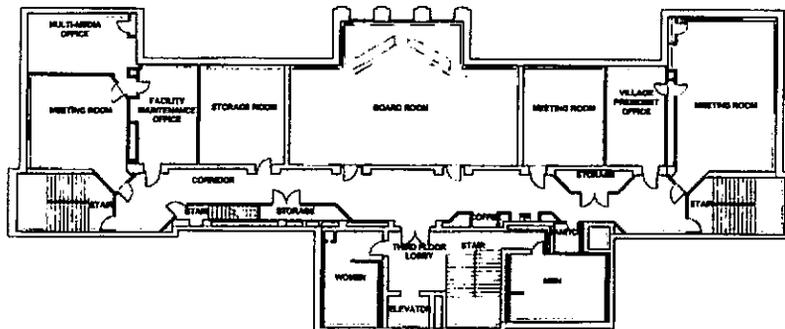


Existing Facility Utilization

Shared community spaces (shown in orange):



Level:
2.0
0' ——— 40'



Level:
3.0



4 FACILITY SPACE NEEDS ANALYSIS

This section of the study encompasses the extensive work to answer the question of how much space is needed to address the current shortfall of space and additionally, to provide space for an appropriate quantity of future growth. The amount of space needed is arrived at by a "bottom up" process that gathers input from building users in every department and division. This is done by asking the right questions in the form of questionnaires and follow up interviews. The information contained here has been thoroughly examined by individuals at all levels of the Village. Once compiled, the data has been further reviewed by senior Village leaders in a "top down" overview in which certain items were adjusted or designated as shared or multiuse spaces.

Some technical terms are used in this section which call for description.

Net Square Feet (NSF) –This term refers to the space of a room that may be measured from the inside face of the walls of that room. The amount of Net Square Feet allocated for a space is driven by the functions the room is intended to serve.

Department Gross Square Feet (DGSF)– This amount of space includes certain spaces in addition to NSF to account for the wall thicknesses and internal walkways between rooms or workstations within a department. This is arrived at by applying a multiplier appropriate to the Net Square Feet of rooms within a department. The multiplier will vary depending on the types of spaces being considered.

Building Gross Square Feet (BGSF)- This amount of space will encompass the total amount of space needed to build the building. It includes space in addition to the DGSF not directly attributable to any particular department. This includes spaces like main corridors serving multiple departments, stairways, space for HVAC, electrical and plumbing distribution throughout the building and the thickness of the exterior walls. This is the building area that the cost estimate is based on.

Nearby Municipality population, staff size, building size matrix

The following charts provide benchmark data from other communities to help highlight and identify common trends, similarities, and differences between communities. The charts are organized by community size. The building size data shown for each community assumes the entire building unless otherwise noted.

* The s.f. sizes shown for Glen Ellyn Police & Village Hall portions include an equal percentage of common corridors, and mechanical/electrical/plumbing support spaces. The shared gym and public meeting rooms are not included in these numbers.

Police Facility Benchmark Matrix

Community	Facility Type	Facility Type	Community Population	Year Completed	Building Size (Police portion)	Police Staff sworn/civilian	Indoor Firing Range
Darien, IL	New Building	Police	22,086	1995	23,000 s.f.	35/8	NO
Lisle, IL	New Building	Police	22,390	2000	38,660 s.f.	43/17	YES
Roselle, IL	New Building/Add.	Police	22,763	1970/2005	29,000 s.f.	33/11	NO
Westmont, IL	New Building	Police	24,685	2004	41,422 s.f.	40/5	YES
West Chicago, IL	Union Pacific	Police	27,086	Occupied 1992	14,812 s.f. *	48/10	NO
Glen Ellyn, IL	Existing	Combined	27,450	1927	14,990 s.f.	43/8	NO
Woodridge, IL	New Building	Police	32,971	1986	22,000 s.f.	52/15	NO
St. Charles, IL	New Building/Add.	Police	32,974	1985/2001		52/23	NO
Glendale Heights, IL	New Add/Renovation	Village Hall, Police	34,208	2012	40,000s.f. (police)	54/25 (total bldg allow 98)	YES
Addison, IL	Add./Renovation	Police	36,942	2000	30,000 s.f.	66/50	YES
Lombard, IL	New Building	Police	43,165	1973	23,000 s.f.	68/26	YES
Dekalb, IL	New Building	Police	43,862	2013	38,500 s.f.	57/17	Add alt.
Wheaton, IL	New Building	Police	52,894	1990	42,000 s.f.	65/35	YES

* currently exploring a new facility

Village Hall Benchmark Matrix

Community	Facility Type	Facility Type	Community Population	Year Completed	Building Size (village hall portions)	Staff Size	
Darien, IL	New Building	Village Hall	22,086	1980	# of remodels	8.5	
Lisle, IL	New Building	Village Hall	22,390	2003	36,400 s.f. Includes 16,000 s.f. rentable space	35	
Roselle, IL	New Building	Village Hall	22,763	1997	17,500 s.f.	17	
Westmont, IL	New Building	Village Hall	24,685	2000	22,931 s.f.	25	
West Chicago, IL	Existing Building	Village Hall	27,086	Occupied 1978	16,387 s.f.	30	
Glen Ellyn, IL	Existing	Combined	27,450	1927	16,466 s.f.	58	
Woodridge, IL	New Building	Village Hall	32,971	1998	27,530 s.f.	30	
Addison, IL	New Building	Village Hall	36,942	1998	52,000 s.f.	84	
Lombard, IL	New Building	Village Hall	43,165	1973	27,830 s.f.		
Wheaton, IL	Exist. Historical Building	Village Hall	52,894	Reno 1995	40,000 s.f.	33	

The following Space Needs Summary Chart compares the existing component sizes with the recommended component sizes for the year 2032 based on all the factors that went into this study. Therefore, this report suggests that an appropriate Village Hall size for Glen Ellyn should be over double it's current size or about 27,000sf. Likewise, an appropriate Police Department size for Glen Ellyn should be over 3-1/2 times it's current size or about 43,500sf.

Facility Space Needs Analysis

Space Needs Summary

	Village Hall Component (dept sf)	Current Year 2012		Proposed Year 2032	
		Staff Positions 2012	Square Feet	Staff Positions 2032	Square Feet
1.1	Village Hall Public Areas	0	4,726	0	6,440
1.2	Administration	11	2,258	11	3,706
1.3	Planning and Development	16	2,224	20	4,042
1.4	Finance	18	1,828	15	2,479
1.5	Facilities Management	9	355	11	2,024
1.6	Information Technology / Media	2	714	3	1,495
1.7	Village Staff Areas	0	749	0	2,820
	Dept Gross Square Feet (DGSF)	56	12,853	60	23,005
	Building Gross Square Feet (BGSF) Multiplier*		1.28		1.20
	Building Gross Square Feet (BGSF) - Village Hall Portion		16,466		27,606

168% size increase

*proposed multiplier is less due to more efficient configuration of spaces

	Other Components in Civic Center (dept sf)	Current Year 2012		Proposed Year 2032	
		Staff Positions 2012	Square Feet	Staff Positions 2032	Square Feet
1.8	Shared Community Spaces / Meeting Rooms*	0	4,920	0	2,121
1.9	Gymnasium	0	5,643	0	5,643
	Dept Gross Square Feet (DGSF)		10,563	0	7,764
	Building Gross Square Feet (BGSF) Multiplier		1.28		1.20
	Building Gross Square Feet (BGSF) - Shared Portion		13,532		9,316

*Current meeting room spaces deemed excessive; will be reduced by 2032 with space allocations going to other departments

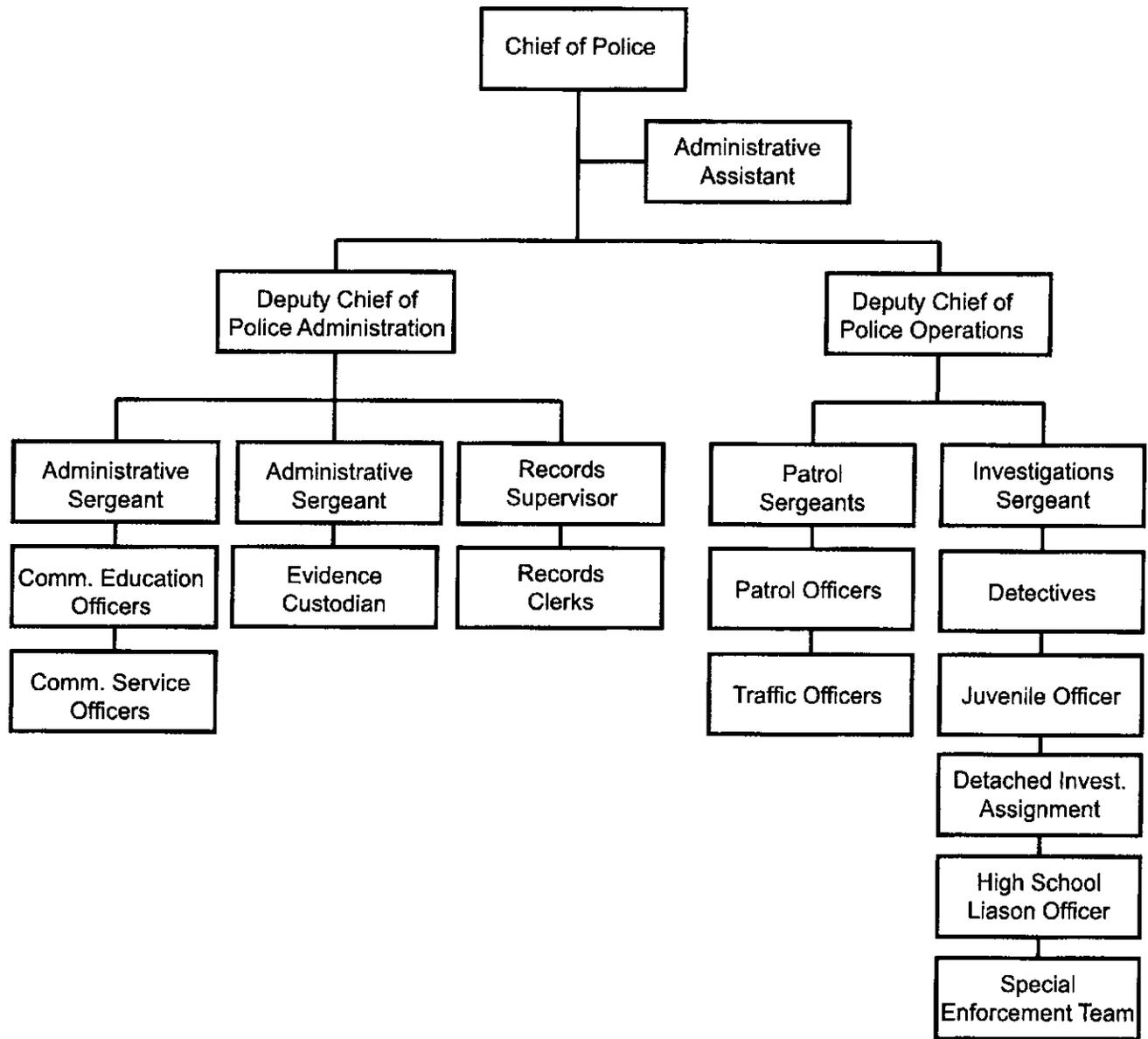
	Police Department Component (dept sf)	Current Year 2012		Proposed Year 2032	
		Staff Positions 2012	Square Feet	Staff Positions 2032	Square Feet
2.1	Police Public Areas	0	618	0	3,588
2.2	Records	10	868	12	1,481
2.3	Patrol (26/37), CSO(2.5/5), Community Education Officer(1/1), HS Liason Officer(1/2)	29.5	1,283	45.0	3,281
2.4	Investigations	5	972	13	3,670
2.5	Police Administration	5	1,471	6	2,544
2.6	Property and Evidence	1	640	1	2,910
2.7	Prisoner Processing	0	2,115	0	4,544
2.8	Police Shared Staff Area	1	3,658	2	5,529
2.9	Emergency Operation Center	0	0	0	1,826
2.10	Police Building Support	0	0	0	3,641
2.11	Firing Range	0	0	0	3,990
	Dept Gross Square Feet (DGSF)	51.5	11,701	79.0	37,003
	Building Gross Square Feet (BGSF) Multiplier*		1.28		1.18
	Building Gross Square Feet (BGSF) - Police Portion		14,980		43,556

291% size increase

*proposed multiplier is less due to more efficient configuration of spaces

4 Police STATION

POLICE DEPARTMENT



Facility Space Needs Analysis

The previous page shows the Village of Glen Ellyn's Police Department organizational chart. The next series of charts show department by department breaks downs of program spaces.

- The gray column to the right shows existing s.f. sizes
- The gray column to the left shows proposed s.f. sizes for each space

2.1 Police Public Areas

	Component	No. of Staff Positions 2012	No. of Staff Positions 2015	No. of Staff Positions 2020	No. of Staff Positions 2032	No. of Units	Space Standard	Proposed Net Square Feet	Existing Net Square Feet	Remarks
2.1.1	Police Public Lobby					1	700	700	187	
2.1.2	Second Floor Lobby					1	300	300		
2.1.3	Unisex Restroom					2	60	120		
2.1.4	Public Restrooms					2	160	320	138	
2.1.5	Interview Room					2	100	200	186	
2.1.6	Records Request Room /Fingerprint					0	100	0		Combined with Media Room
2.1.7	Media Room					1	140	140		
2.1.8	ATM/Self Serve Kiosk					1	40	40		
2.1.9	Display Case					1	40	40		
	Community Room									Only shown in some options
2.1.10	Community / Training Room					1	1,000	1,000		
2.1.11	Chair/Table Storage/Equipment/Coat					1	140	140		
2.1.12	Food Prep					1	120	120		
2.1.13	Booking/holding lobby						0			space allocated under prisoner processing category
2.1.14	Juvenile/Property Return Lobby						0			space allocated under property/evidence category
	Total Staff	0	0	0	0			3,120	511	Net Square Feet
								1.15	1.21	Net to Department Gross Factor
								3,588	618	Department Gross Square Feet

Department Gross Square Feet (DGSF)– This amount of space includes certain spaces in addition to NSF to account for the wall thicknesses and internal walkways between rooms or workstations within a department. This is arrived at by applying a multiplier appropriate to the Net Square Feet of rooms within a department. The multiplier will vary depending on the types of spaces being considered.

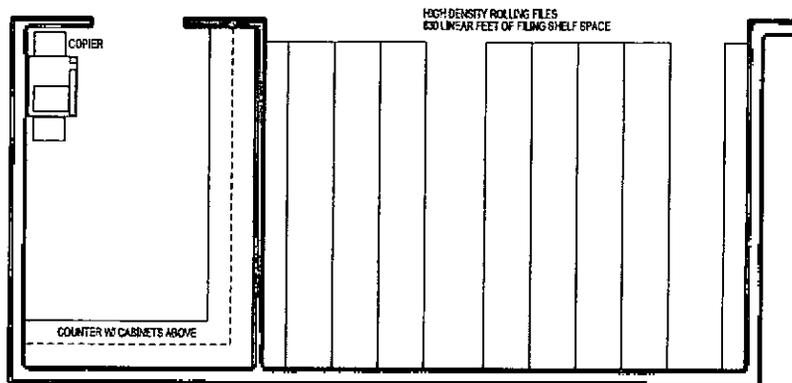
Facility Space Needs Analysis

2.2 Records

	Component	No. of Staff Positions 2012	No. of Staff Positions 2015	No. of Staff Positions 2020	No. of Staff Positions 2032	No. of Units	Space Standard	Proposed Net Square Feet	Existing Net Square Feet	Remarks
2.2.1	Supervisor Office	1	1	1	1	1	160	160	152	private office with large window overlooking clerks desks.
2.2.2	Front Desk					1	100	100		do not need workstation at front counter, would prefer to walk to the window when someone is in the lobby.
2.2.3	Front Desk Storage					1	100	100		
2.2.4	Full Time Clerk Workstations	4	4	4	5	2	80	160	513	positioned within full view of the front counter, but work surface not within direct view of someone standing in the lobby. A large open work area is preferred so clerks can work throughout the dept. and still monitor the lobby and front counter. Clear view of tv monitors.
2.2.5	Part-Time Clerks	5	5	6	6	2	64	128		
2.2.6	File Area					1	180	180		high density storage system
2.2.7	Copy/Workroom/Reproduction					1	180	180		could be the main copy workroom for the entire building and have dual access from records dept. and from main circulation path. Needs to be within view of front counter so clerks can work on data entry and scanning while also monitoring the counter.
2.2.8	Central Form and Supply Storage					1	100	100	52	Could be the central supply storage for the entire building.
2.2.9	Staff Counter					1	40	40		restricts access to the records department to records personnel only.
2.2.10	Archives Storage					0	140	0		Shown under Building Support 2.10
2.2.13	Staff Lockers					1	60	60		Small lockable lockers or cubbles for personal items.
2.2.14	Coffee/Break					1	60	60		Sink, counter, coffee maker, microwave, small fridge, table for four.
2.2.15	Restroom					0	60	0		does not need to be within the department, but needs to be close by
2.2.16	Training Room					0	120	0		Can share training room listed under Patrol
2.2.17	Safe					1	20	20		For bond out money, petty cash, etc...
	Total Staff	10	10	11	12			1,288	717	Net Square Feet
								1.15	1.21	Net to Department Gross Factor
								1,481	868	Department Gross Square Feet

Facility Space Needs Analysis

Typical Layout Diagrams



Records copy / file area - 470 sq.ft. (115'x31")

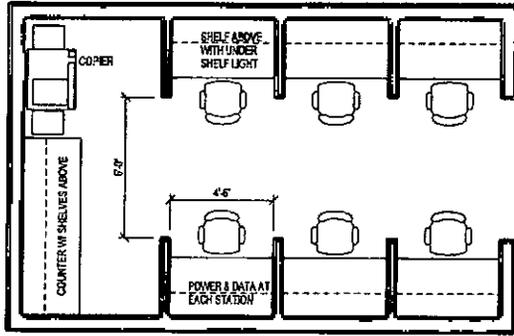
Facility Space Needs Analysis

2.3 Patrol Division

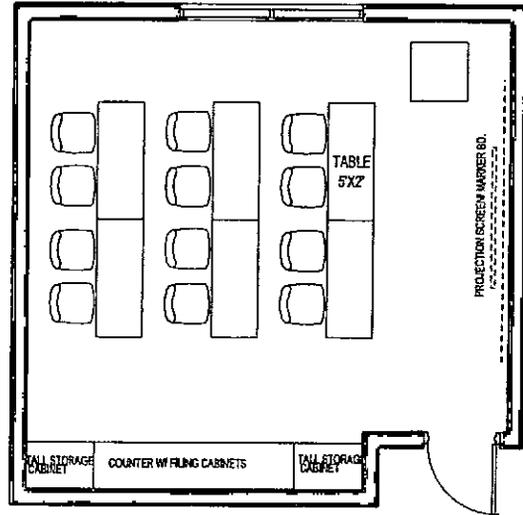
	Component	No. of Staff Positions 2012	No. of Staff Positions 2015	No. of Staff Positions 2020	No. of Staff Positions 2032	No. of Units	Space Standard	Proposed Net Square Feet	Existing Net Square Feet	Remarks
2.3.1	Admin. Sergeant	0	0	0	0	1	180	180		private office, overlooking the patrol work area, located close to the admin. Sgt. Office located in Administration.
2.3.2	Sergeant Workstations	4	4	4	4	6	64	384	293	workstations to have lateral file storage and overhead storage bins, TV monitors located on walls in open work area.
2.3.3	OIC Workstation	0	0	0	0	1	64	64		Near the patrol sgt. Workstations
2.3.4	Community Service Officer/Crime Prevention (2FT/3PT)	2.5	4.5	5.0	5.0	3	64	192		Shared workstations, but need to be in a separate area away from the patrol sergeants.
	Community Education Officer	1	1	1	1	1	64	64		
2.3.5	Teaming Island					1	50	50		Center island for informal team meetings and layout space.
2.3.6	Crossing Guards (7)					0	0	0		Do not need workstations in the building.
2.3.7	Roll Call / Briefing					1	600	600	416	Seating for 20 people
2.3.8	Report Writing Room					6	40	240	284	Each station to have: telephone, data connection, task lighting, power, shelf and file/
2.3.9	Copy / Workroom					1	60	60		large copy jobs can share Records copy/print workroom
2.3.10	Storage					1	180	180		
2.3.11	OIC Equipment Storage Room					1	80	80		Charging area for equipment.
2.3.12	Armory Equipment Storage					1	100	100	67	
2.3.13	Patrol Officers (not including 4 sgts)	22	28	30	33		0	0		
2.3.14	Patrol Duty Bag Storage					1	60	60		storage for 40 lockers
2.3.15	Training Room					1	180	180		2-3 workstations for continuing education, on-line training, etc.. Small reference library for manuals, videos, and tapes. Accessible to all PD departments
2.3.16	Small meeting room					1	160	160		Seating for 4-6 people.
2.3.17	SWAT room					1	140	140		Storage and gear bags for 4 officers with a workbench
	Total Staff	29.5	37.5	40.0	43.0			2,734	1,060	Net Square Feet
								1.20	1.21	Net to Department Gross Factor
								3,281	1,283	Department Gross Square Feet

Facility Space Needs Analysis

Typical Layout Diagrams



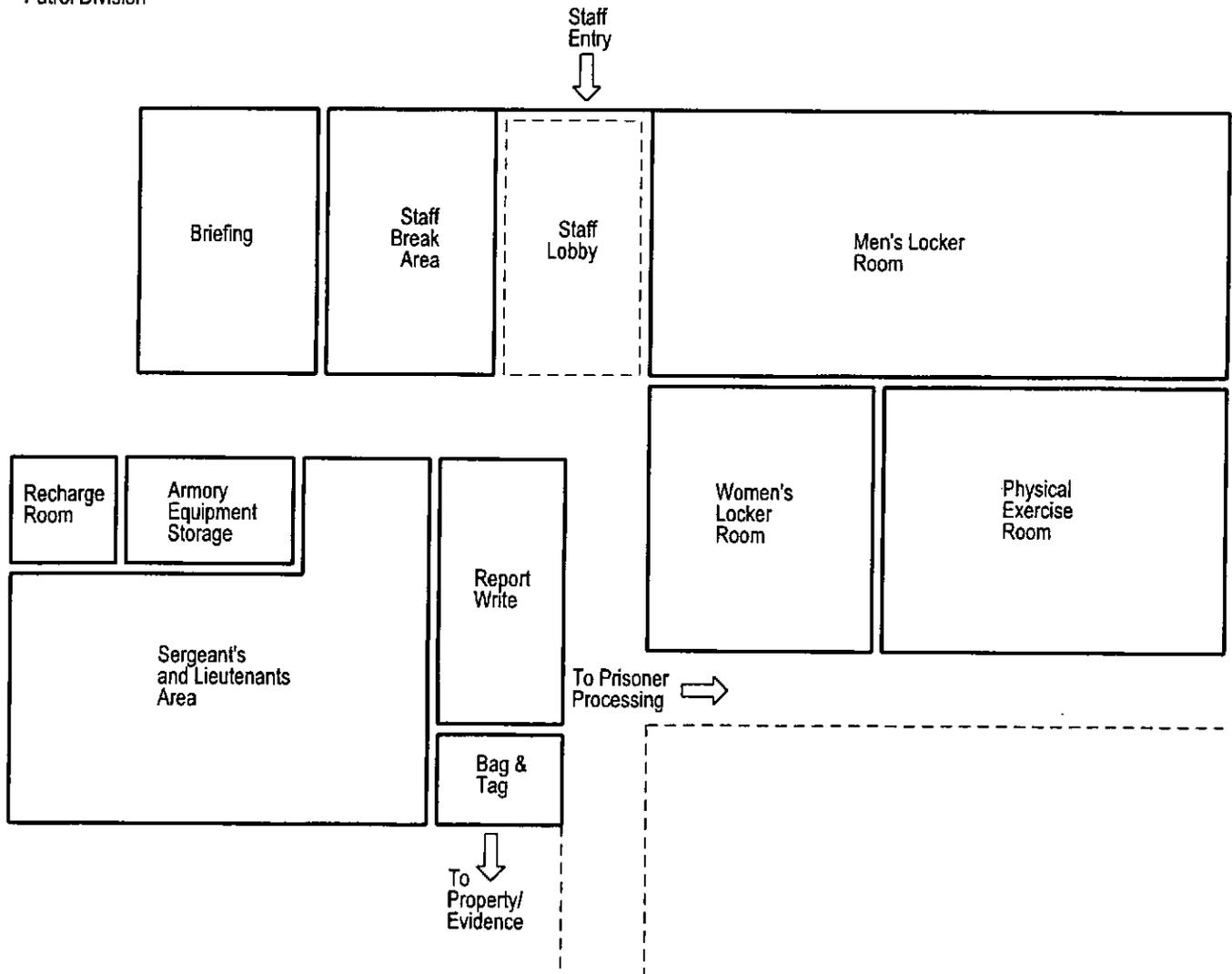
Report Write - (20'9"x12'8")



Police Roll Call/Briefing - 420 sq.ft. (21'x20')

Concept Adjacency Diagrams

Patrol Division



Facility Space Needs Analysis

2.4 Investigations

	Component	No. of Staff Positions 2012	No. of Staff Positions 2015	No. of Staff Positions 2020	No. of Staff Positions 2032	No. of Units	Space Standard	Proposed Net Square Feet	Existing Net Square Feet	Remarks
2.4.1	Waiting Area					1	140	140		
2.4.2	Receptionist	0	0	0	1	1	64	64		
2.4.3	Investigations Sgt.	1	1	1	1	1	180	180	103	Private office with window looking into detective workroom.
2.4.4	Detective Workstations	4	5	7	8	6	80	480	371	semi-private cubicles with open meeting space in center. Workstation to each have lateral file storage and wardrobe towers; (growth: 1 comp forensic detective, 2 SET officers, 1 detective)
2.4.5	High School Liaison	1	1	2	2	1	80	80		
2.4.7	Teaming Island					1	50	50		Island in center of workstations for brief team meetings and layout space.
2.4.8	Social Worker	0	0	1	1	1	140	140		private office
2.4.10	Equipment Room					1	100	100		
2.4.11	Conference Room / Major Case					1	400	400		Seats 16-20 with sink, counter and coffee bar
2.4.12	Audio Visual Monitor Room					1	100	100	100	Audio and video monitoring of all interview rooms within building.
2.4.13	Coat /Coffee/Break					0	100	0		
2.4.14	Copy / Work Area					1	80	80		
2.4.15	Secure file storage					1	120	120		
2.4.16	Storage					1	80	80	61	
2.4.17	Crime Analyst					0	120	0		
2.4.18	Computer forensics/Video enhancement					1	120	120		
	Interview Suite									Adjacent to Investigations
2.4.19	Interview Room					1	100	100	74	audio and covert video monitoring capabilities.
2.4.20	Interview Room					1	120	120	94	audio and covert video monitoring capabilities.
2.4.21	Detainee restroom					1	70	70		
2.4.22	Soft Interview Room					1	140	140		audio and covert video monitoring capabilities.
2.4.23	Kids Area					0	0	0		
2.4.24	Interview monitor area					0	80	0		provides a one way glass window to allow police to observe the interview from within the room. All interviews can be monitored electronically.
	Juvenile Suite									
2.4.25	Waiting Area					1	100	100		

Facility Space Needs Analysis

	Officer Workstation					1	64	64		
2.4.26	Interview Rooms					1	100	100		
2.4.27	Soft Interview Room/Parent mtg. room					1	160	160		
2.4.28	Restroom					1	70	70		
	Total Staff	6	7	11	13				3,058	803
										Net Square Feet
									1.20	1.21
									3,670	972
										Net to Department Gross Factor
										Department Gross Square Feet

Facility Space Needs Analysis

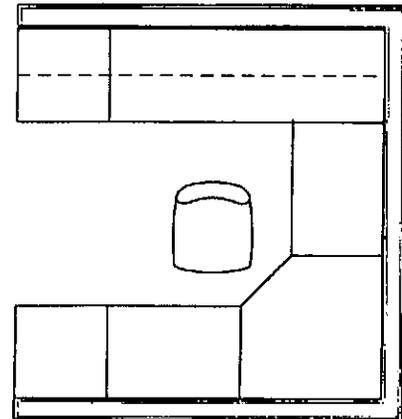
Typical Layout Diagrams

Space Needs Summary

Current Year 2008 Pro-
posed Year 2030

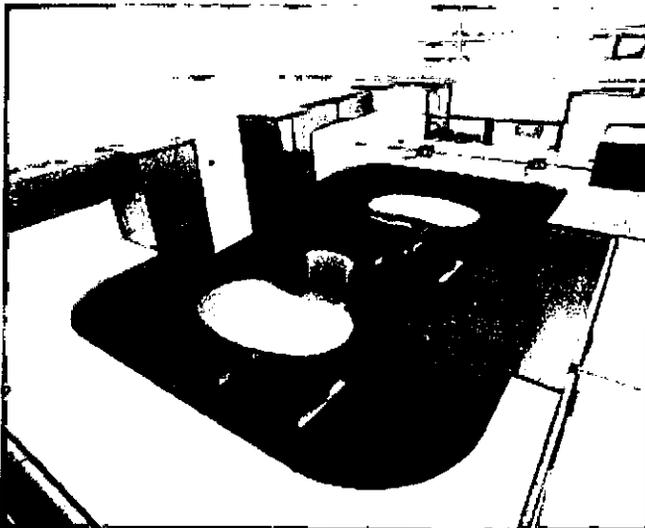
Village Hall Department Component

Staff Positions 2008	Building Gross Square Feet	Staff Positions 2030	Department Gross Square Feet	Building Gross Square Feet
1.1 Public Areas	0	0	0	0
1.15	0			
1.2 Administration	0	0	0	0
0	1.15	0		
1.3 Village Clerk	0	0	0	0
1.20	0			
1.4 Community Development	0	0	0	0
0	0	1.20	0	
1.5 Finance	0	0	0	0
1.20	0			
1.6 Human Resources	0	0	0	0
0	1.20	0		



CUBICLE 64 SFT (8'X8')

SCALE: 1/4"=1'-0"



Facility Space Needs Analysis

2.5 Police Administration

	Component	No. of Staff Positions 2012	No. of Staff Positions 2015	No. of Staff Positions 2020	No. of Staff Positions 2032	No. of Units	Space Standard	Proposed Net Square Feet	Existing Net Square Feet	Remarks
2.5.1	Waiting Area					1	100	100		
2.5.2	Admin. Assistant	1	1	2	2	1	120	120	35	open plan workstation w/lateral files
2.5.3	Chief's Office	1	1	1	1	1	320	320	283	private office with closet
2.5.4	Deputy Chief - Administration	1	1	1	1	1	220	220	179	private office with closet
2.5.5	Deputy Chief - Operations	1	1	1	1	1	220	220	178	private office with closet
2.5.6	Admin. Sgt.	1	1	1	1	1	160	160	128	private office
2.5.7	CALEA Sgt.					0	160	0		
2.5.8	Future Office					1	220	220		private office with closet
2.5.9	Conference Room					1	350	350	296	Seats 12-16 people with sink, counter, coffee bar.
2.5.10	Small Meeting Room					0	150	0		Seats up to 6 people
2.5.11	Administration Lavatory					1	70	70		
2.5.12	Coat Closet					1	20	20		
2.5.14	Secure File Storage					1	120	120		Sidelight in door, lockable file cabinets within.
2.5.15	Copy/Work/Break Area					1	120	120		Also includes storage space for gift basket supplies and large work area for layout space.
2.5.16	Storage					1	80	80	117	Storage for badges, vests, safe....
	Total Staff	5	5	6	6			2,120	1,216	Net Square Feet
								1.20	1.21	Net to Department Gross Factor
								2,544	1,471	Department Gross Square Feet

Facility Space Needs Analysis

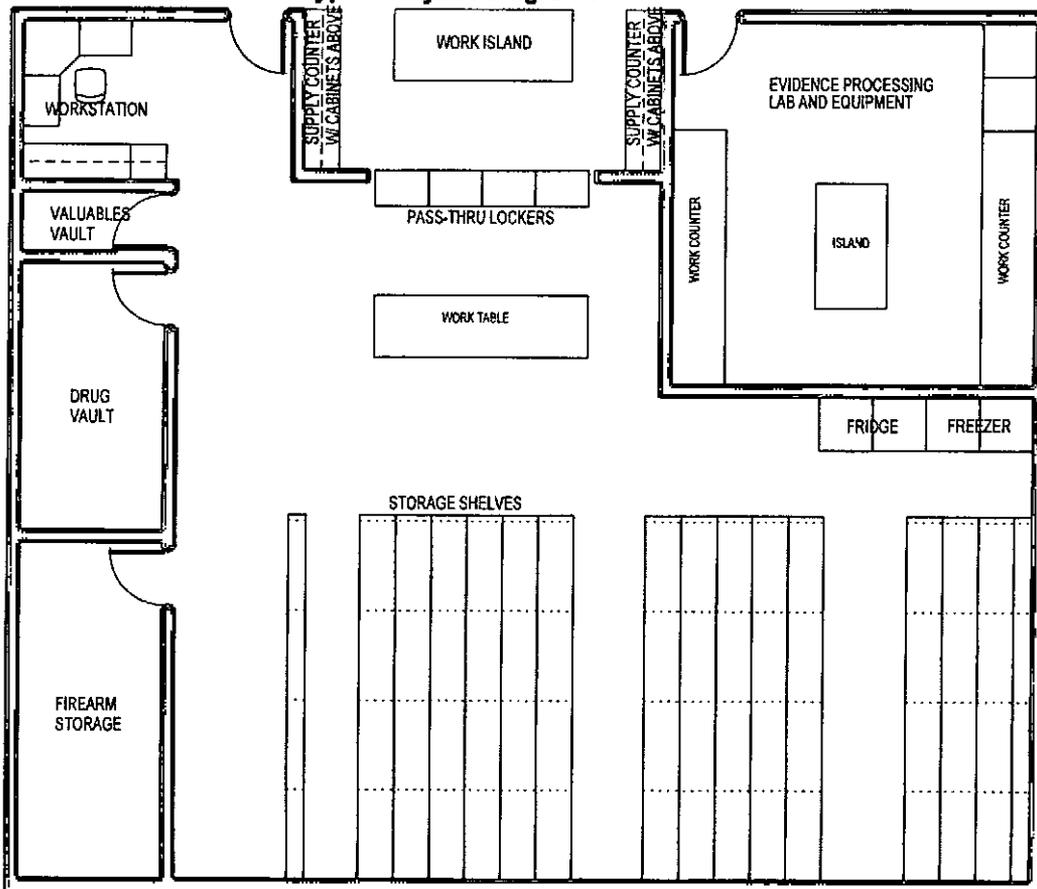
2.6 Property and Evidence

	Component	No. of Staff Positions 2012	No. of Staff Positions 2015	No. of Staff Positions 2020	No. of Staff Positions 2032	No. of Units	Space Standard	Proposed Net Square Feet	Existing Net Square Feet	Remarks
	Property									
2.6.1	Property Officer Workstation	1	1	1	1	1	140	140		Work area with multiple computers, scanner, printers, telephone, file cabinets. Need area for photographing and packaging items, biohazard area.
2.6.2	Officer Evidence Bag and Tag					1	160	160		Contains 2 computer workstations designated for evidence use. Storage for packaging supplies
2.6.3	Evidence Lockers					1	30	30	102	Pass thru lockers between bag and tag area and property custodian workroom, includes one refrigerated unit.
2.6.4	Temporary Evidence Lockers					1	30	30		Temporary lockers to keep evidence secure while being processed and before final submittal to the property storage room.
2.6.5	Large Item Evidence Room					1	240	240	92	Permanent storage for large items of evidence that will not fit within the high density shelving system.
2.6.6	Off-site large item evidence storage					1		0		Currently at Glenbard Wastewater, storage of bicycles and large items, approximately the size of a 2.5 car garage. Also utilize an impound lot that stores seized vehicles that are required to be stored forever.
2.6.7	Staging Area for Disposal at Auction					1	120	120		
2.6.8	Biohazard Storage					0	0	0		storage for biohazard items.
2.6.9	Valuables Vault					1	30	30		Secure safe for currency and valuables.
2.6.10	Firearm Storage					1	80	80		Separate/secure storage room for at least 100 long guns and 100 handguns.
2.6.11	Drug Vault					1	80	80		Requires a designated exhaust.
2.6.12	Evidence/Property Storage Room					1	400	400	243	High density storage
2.6.13	Videotape Storage					0	60	0		
2.6.14	Exterior Large Storage					0	400	0		Storage for large items such as lawnmower, flammable items etc. Could also be housed in a large indoor warehouse. Bicycle storage for up to 100 bikes.
2.6.15	Property Return Counter					1	60	60		Secure window and pass thru to return property to public or to release for court.
2.6.16	Temp Storage Area					1	100	100		
	Evidence Processing									

Facility Space Needs Analysis

2.6.17	Evidence Technicians Work Area, Evidence Processing and Photography Area					1	220	220	92	Large work area with plenty of layout and work space for fingerprinting, tool impressions, and photographing. Contains a fume hood chamber, black powder fume hood, emergency eye wash, sink, casting material. Storage for camera, lenses, tripod, scales and flashes.	
2.6.18	Evidence Manager Office					0	160	0			
2.6.19	Vehicle Processing					1	600	600		Separate/secure garage from sallyport and indoor parking. Floor mounted under car lighting, separate ventilate, climate controlled, utility sink, hose bib and floor mounted car winch.	
2.6.20	Blood Drying Room / Cabinets					1	60	60		Contains blood drying cabinets and provides	
2.6.21	Fingerprint Station					0	30	0		Handled in main evidence work area.	
2.6.22	Chemical Storage Room					1	50	50			
2.6.23	Evidence Freezer and Refrigerator					1	50	50			
2.6.24	Alternate Light Source Room					1	80	80		for fingerprint and DNA evidence	
	Total Staff	1	1	1	1				2,530	529	Net Square Feet
									1.15	1.21	Net to Department Gross Factor
									2,910	640	Department Gross Square Feet

Typical Layout Diagrams



Facility Space Needs Analysis

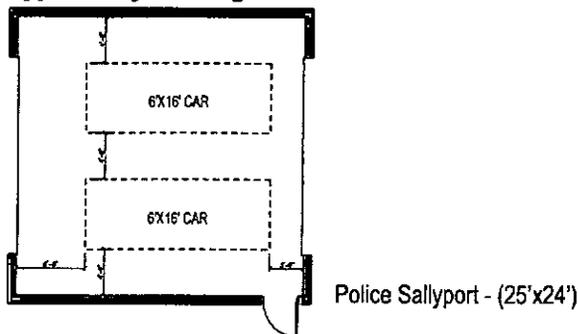
2.7 Prisoner Processing

	Component	No. of Staff Positions 2012	No. of Staff Positions 2015	No. of Staff Positions 2020	No. of Staff Positions 2032	No. of Units	Space Standard	Proposed Net Square Feet	Existing Net Square Feet	Remarks
2.7.1	Booking Area					1	350	350	172	Work counter with computers and workstation for multiple officers for completing paperwork, processing files, editing video downloads from vehicle, review DWI results etc. Booking counter needs to have a clear view of the entire area to monitor prisoners. Able to accommodate booking of multiple prisoners arriving at once.
2.7.2	Fingerprint / Photo					1	80	80		Accommodates livescan machine, clear space for photos and ceiling mounted camera, space for ink roll fingerprint machine.
2.7.3	DUI Testing Area					1	140	140	196	Work counter with sink, sobriety test pattern on floor, Intoxilyzer machine, audio and visual recording capabilities, separated from general booking area.
2.7.4	Holding Area						0	0	176	
2.7.5	Shower/Restroom					1	90	90	116	Shower and toilet for prisoners
2.7.6	Male Cells					2	70	140		sight and sound separated from female cells
2.7.7	Female Cells					1	70	70		sight and sound separated from male cells.
2.7.8	Detox Cell					1	140	140		Holds 6-8 people with toilet, sink, flushing floor drain and 8" high benches.
2.7.9	Separation/Isolation Cell					1	90	90		holds 1-2 people with sink, toilet, shower,
2.7.10	Juvenile male holding					1	80	80	52	separated sight and sound
2.7.11	Juvenile female holding					1	80	80		separated sight and sound.
2.7.12	Juvenile Restroom					1	70	70	28	
2.7.13	Officer Observation					1	60	60		
2.7.14	Vehicle Sallyport					1	1,500	1,500	1,015	Accommodates 2 vehicles at one time, large enough to accommodate an ambulance.
2.7.15	Sallyport storage						80	0		
2.7.16	Storage/Janitor Closet					1	100	100	56	
2.7.17	Staff Restroom					0	70	0		See 2.7.5
2.7.18	Decon Area					1	30	30		
2.7.19	Prisoner Property Room					1	60	60		Does not need to be a separate room, can be lockers in the booking area.
2.7.20	Food Prep Area					0	30	0		
2.7.21	Pat Down Vestibule					1	40	40		
2.7.22	Interview Room					1	80	80		Full audio and video monitoring of interviews.

Facility Space Needs Analysis

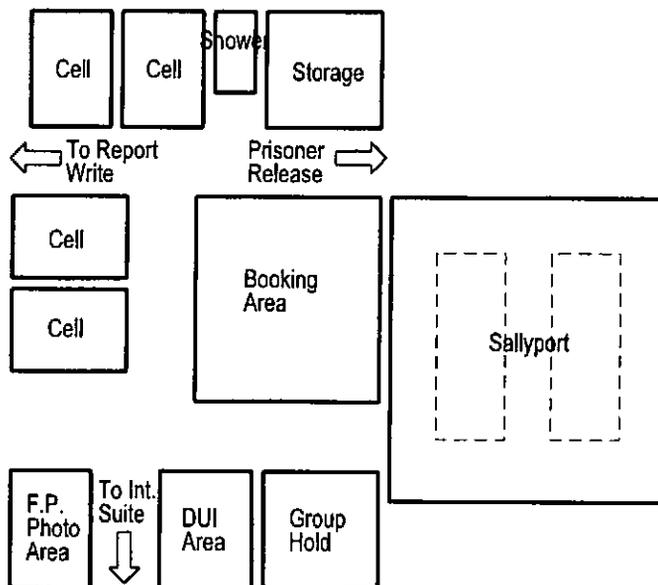
2.7.23	Security Vestibules					3	70	210		Vestibule to sallyport needs to be large enough to accommodate gurney
2.7.24	Restraint Chair Alcove					1	40	40		Restraint chair for violent prisoners
2.7.25	Bond Out Lobby Area					1	100	100		
2.7.26	Visitation					0	120	0		
	Total Staff	0	0	0	0			3,550	1,811	Net Square Feet
								1.28	1.21	Net to Department Gross Factor
								4,544	2,115	Department Gross Square Feet

Typical Layout Diagrams



Concept Adjacency Diagrams

Prisoner Processing



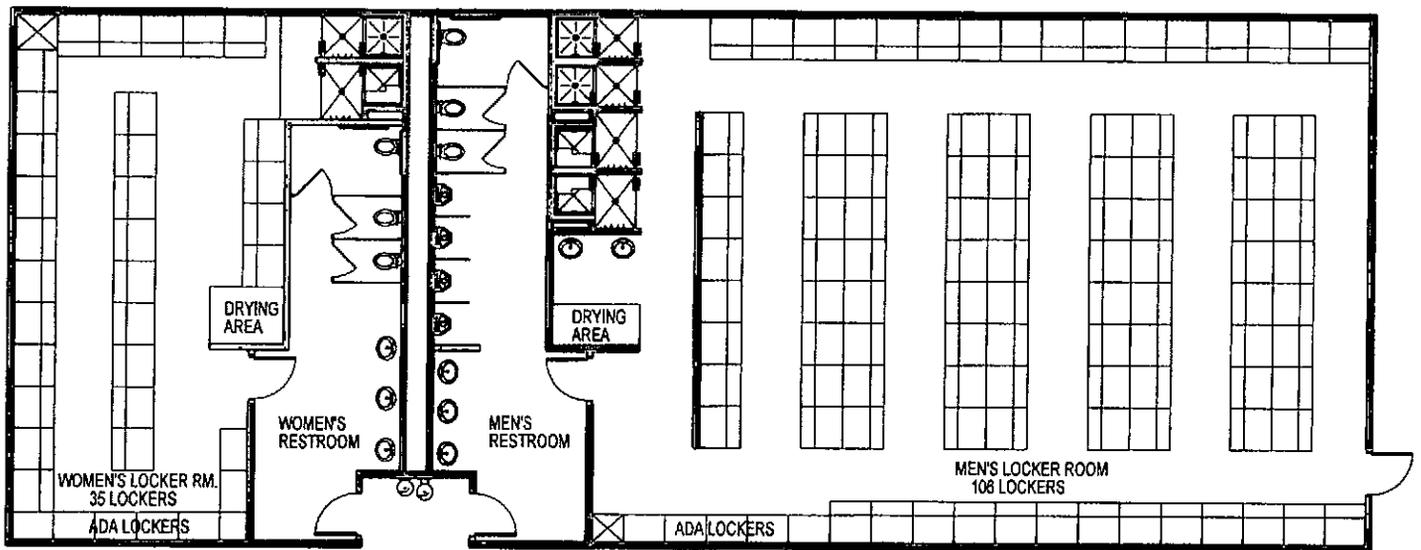
Facility Space Needs Analysis

2.8 Police Shared Staff Areas

	Component	No. of Staff Positions 2012	No. of Staff Positions 2015	No. of Staff Positions 2020	No. of Staff Positions 2032	No. of Units	Space Standard	Proposed Net Square Feet	Existing Net Square Feet	Remarks
2.8.1	Police Staff Lobby					1	200	200		
2.8.2	Vestibule					2	70	140		
2.8.3	Police Department Break Room					1	400	400	692	
2.8.4	Break Room Storage					1	60	60		
2.8.5	Secondary Break					1	120	120		Located on second floor
2.8.6	Employee Mailboxes					75	1	38		
2.8.7	Vending					1	50	50		
2.8.8	Men's Locker Room/Restroom and Showers					60	20	1,460	816	Lockers sized to accommodate uniforms, duty gear, riot gear, rain gear and binders/manuals, separate boot storage. Also need to be powered and vented.
2.8.9	Women's Locker Room/Restroom and					26	20	800	400	Lockers sized to accommodate uniforms,
2.8.10	Fitness Room					1	900	900	850	
2.8.11	Training/Response Room					0	1,000	0		Shared with E.O.C
2.8.12	Training Room Food Prep					0	120	0		Shared with E.O.C
2.8.13	Training Room Storage					0	130	0		Shared with E.O.C
2.8.14	Storage					2	100	200	207	
2.8.16	Reproduction Area						0			
2.8.17	Restrooms					2	160	320	58	Located on second floor
2.8.18	Court Prep Room					1	120	120		
2.8.19	Working Mothers' room					0	100	0		Shared w/Village or Court Prep Room
	Total Staff	0	0	0	0			4,808	3,023	Net Square Feet
								1.15	1.21	Net to Department Gross Factor
								5,529	3,658	Department Gross Square Feet

Facility Space Needs Analysis

Typical Layout Diagrams



2.9 Emergency Operations Center

	Component	No. of Staff Positions 2012	No. of Staff Positions 2015	No. of Staff Positions 2020	No. of Staff Positions 2032	No. of Units	Space Standard	Proposed Net Square Feet	Existing Net Square Feet	Remarks
2.9.1	E.O.C. Room/city officials assembly					1	1,200	1,200		Would also double as a classroom training room and tactical training room, available for outside agencies, possibly located near exterior entrance and restrooms.
2.9.2	Kitchenette					1	120	120		includes sink, garbage disposal, microwave, full size fridge, ice maker, coffee maker
2.9.3	Electronics equipment storage					1	120	120		
2.9.4	Chair / Table Storage / Equipment					1	80	80		table, chair, mat and A/V storage
2.9.5	Restrooms					2	70	140		
	Total Staff	0	0	0	0			1,660	0	Net Square Feet
								1.10	1.21	Net to Department Gross Factor
								1,826	0	Department Gross Square Feet

2.10 Police Building Support

	Component	No. of Staff Positions 2012	No. of Staff Positions 2015	No. of Staff Positions 2020	No. of Staff Positions 2032	No. of Units	Space Standard	Proposed Net Square Feet	Existing Net Square Feet	Remarks
2.10.1	Storage					1	200	200		
2.10.2	Receiving					1	120	120		receiving, workbench, etc.
2.10.3	Janitor Closet					2	80	160		1 per level
2.10.4	Technology Closet					3	100	300		distributed throughout the building
2.10.5	Archive Storage					1	200	200		
2.10.6	Maint. Desk, Repair, Parts and Storage					1	150	150		
2.10.7	Mechanical Room 1					1	500	500		Needed for stand alone facility and options 3A and 3B
2.10.8	Mechanical Room 2					1	200	200		Needed for stand alone facility and options 3A and 3B
2.10.9	Sprinkler Room					1	100	100		Needed for stand alone facility and options 3A and 3B
2.10.10	Electrical Room					1	500	500		Needed for stand alone facility and options 3A and 3B
2.10.11	Phone Room					1	300	300		Needed for stand alone facility and options 3A and 3B
2.10.12	Elevator					3	80	240		Needed for stand alone facility and options 3A and 3B
2.10.13	Elevator Equip. Room					2	80	160		Needed for stand alone facility and options 3A and 3B
2.10.14	U.P.S. Room					1	120	120		Needed for stand alone facility and options 3A and 3B
2.10.15	Water Heaters					1	60	60		Needed for stand alone facility and options 3A and 3B
2.10.16	Stairwells					0	0	0		
	Total Staff	0	0	0	0			3,310	0	Net Square Feet
								1.10	1.21	Net to Department Gross Factor
								3,641	0	Department Gross Square Feet

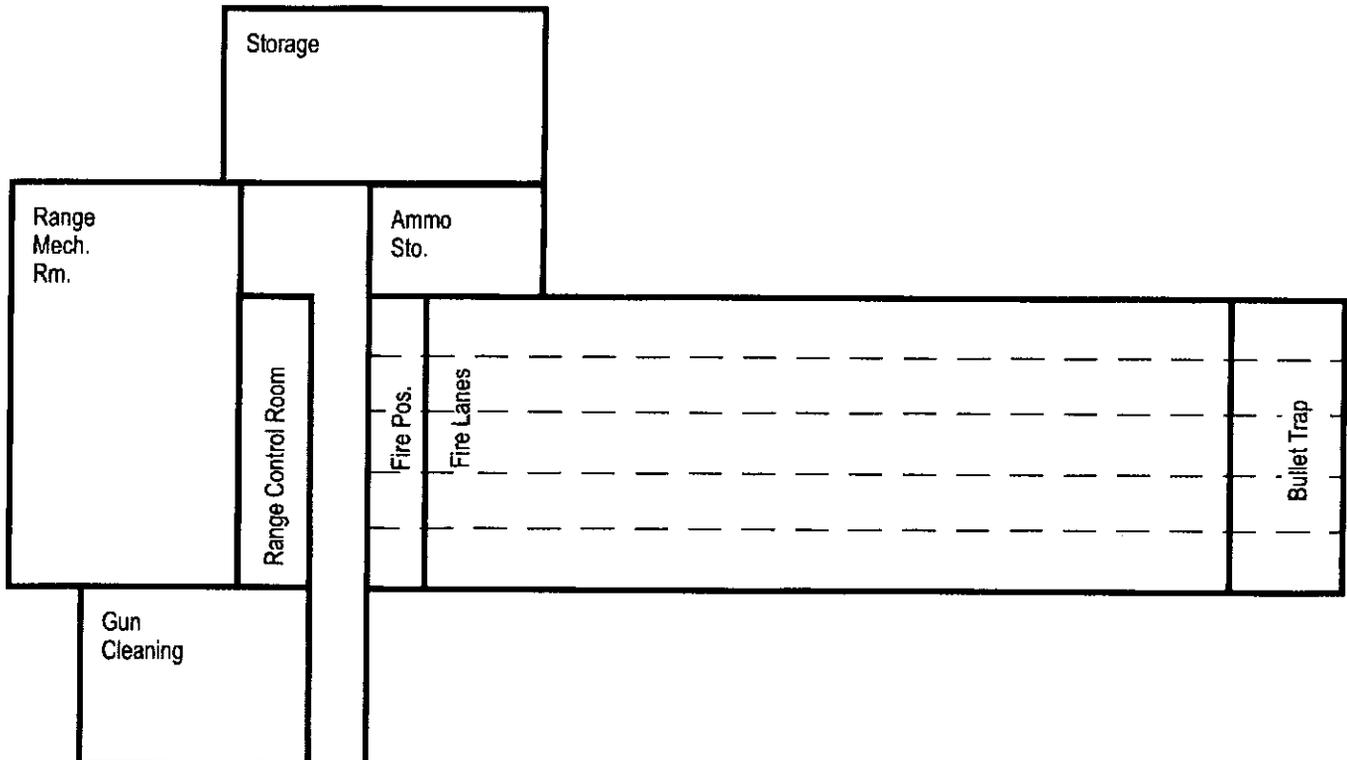
Facility Space Needs Analysis

2.11 Firing Range

	Component	No. of Staff Positions 2012	No. of Staff Positions 2015	No. of Staff Positions 2020	No. of Staff Positions 2032	No. of Units	Space Standard	Proposed Net Square Feet	Existing Net Square Feet	Remarks
2.11.1	Firing Range					1	2,200	2,200		4 lanes, 25 yards long
2.11.2	Bullet Trap					1	400	400		Rubber or Venetian
2.11.3	Range Control Room					1	100	100		
2.11.4	Gun and Target Storage					1	100	100		
2.11.5	Gun Cleaning					1	120	120		
2.11.6	Vestibule					1	100	100		
2.11.7	Armory					1	80	80		
2.11.8	F.A.T.S. Room					0	300	0		
2.11.9	F.A.T.S. Control Room					0	0	0		
2.11.10	Range Fresh Air & Heating Mech. Equip.					1	300	300		
2.11.11	Range Exhaust Mech. Equip.					1	400	400		
	Total Staff							3,800	0	Net Square Feet
								1.05	1.21	Net to Department Gross Factor
								3,990	0	Department Gross Square Feet

Concept Adjacency Diagrams

Training/Firearms Range



Facility Space Needs Analysis

Facility Space Needs Analysis

4 Village TB HALL

1.1 Village Public Areas

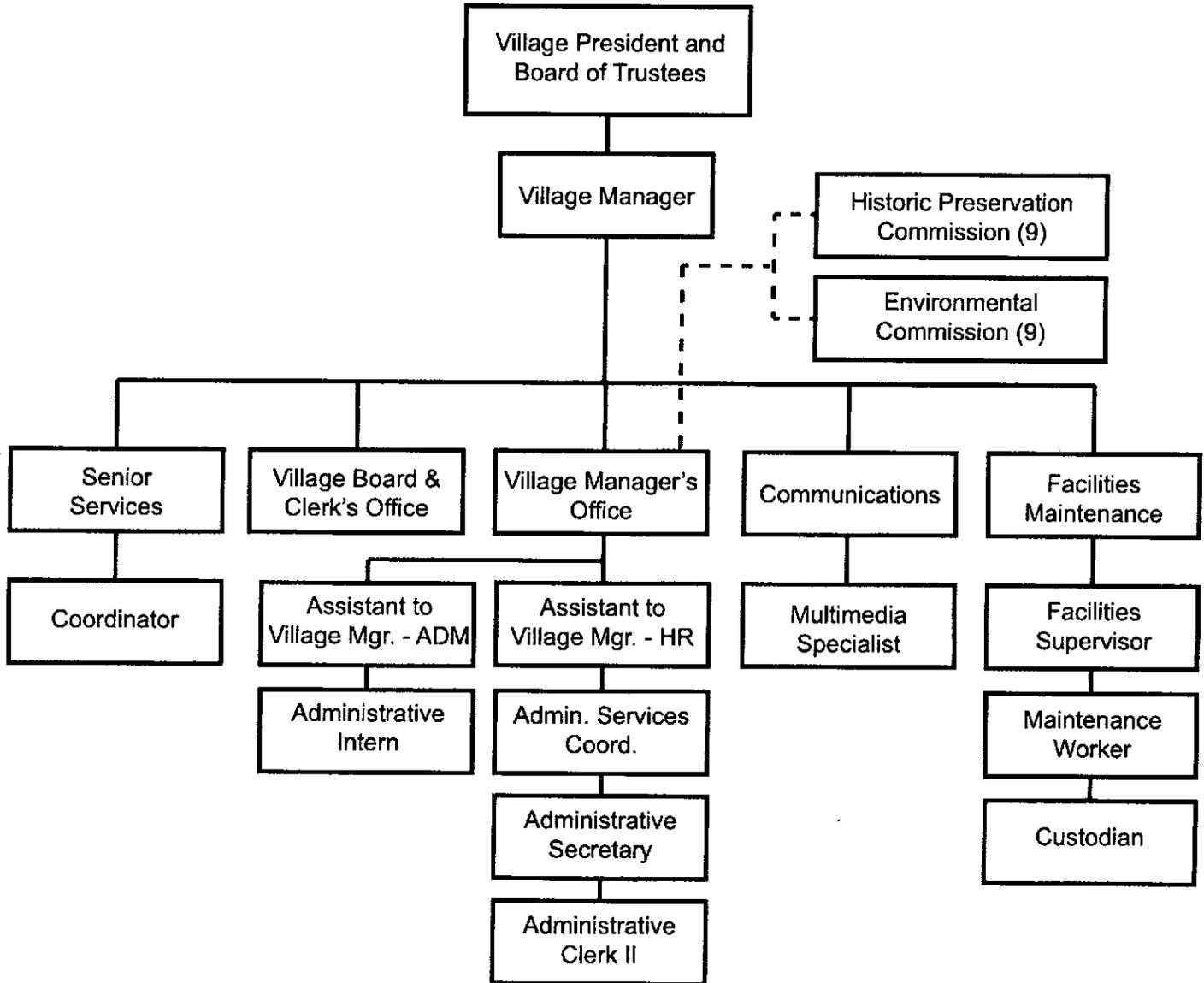
	Component	No. of Staff Positions 2012	No. of Staff Positions 2015	No. of Staff Positions 2020	No. of Staff Positions 2032	No. of Units	Space Standard	Proposed Net Square Feet	Existing Net Square Feet	Remarks
1.1.1	Lobby					1	800	800	851	
1.1.2	Vestibule					1	230	230	230	
1.1.3	Elevator Lobby					1	170	170	167	
1.1.4	Citizen Room					1	120	120		Small room off lobby to meet with citizens regarding issues that do not need to be discussed in the lobby.
1.1.5	Public Restrooms					6	160	960	552	2 per floor
1.1.6	ATM/Self-Serve Kiosk					1	30	30		
1.1.7	Second Floor lobby					1	300	300	466	
1.1.8	Storage					0	0	0	146	
1.1.9	Third Floor Lobby					1	150	150	168	
1.1.10	Board Room					1	2,000	2,000	1,340	
1.1.11	Board Room Storage					1	150	150		
1.1.12	AV Room					0	0	0		Space allocated in multi-media office under I.T./Media.
1.1.13	Trustee Workarea					1	120	120		Workstation, counter/layout space, chairs...
1.1.14	Executive Session					1	450	450		
1.1.15	Coffee Area					1	120	120	18	
	Total Staff	0	0	0	0			5,600	3,938	Net Square Feet
								1.15	1.20	Net to Department Gross Factor
								6,440	4,726	Department Gross Square Feet

Facility Space Needs Analysis

1.2 Village Administration

	Component	No. of Staff Positions 2012	No. of Staff Positions 2015	No. of Staff Positions 2020	No. of Staff Positions 2032	No. of Units	Space Standard	Proposed Net Square Feet	Existing Net Square Feet	Remarks
1.2.1	Reception					1	120	120	344	
1.2.2	Receptionist/Coordinator	2	2	2	2	1	64	64	80	
1.2.3	Village Manager	1	1	1	1	1	320	320	212	includes closet
1.2.4	Assistant Village Manager		1	1	1	1	220	220		
1.2.5	Assist. to Village Manager - Admin	1	1	1	1	1	180	180	100	
1.2.6	Assist. To Village Manager - H.R.	1	1	1	1	1	180	180	201	Transition to Economic Developer Office
1.2.7	Village Clerk	1	1	1	1	1	180	180	298	part-time position, could move closer to the Board Room in the future
1.2.8	Future Office					1	200	200		
1.2.9	Admin. Secretary	2	1	1	1	1	64	64	35	part-time position, semi-private workstation
1.2.10	Administrative Services Coordinator	1	1	1	1	1	180	180	125	
1.2.11	Admin. Intern	1	1	1	1	1	80	80	80	
1.2.12	Conference Room					1	300	300		seats 12-14 people
1.2.13	Small Meeting Room					1	150	150		For interviews w/HR.
1.2.14	Restroom					1	70	70	21	
1.2.15	Coat Closet					1	20	20		
1.2.16	Secure File Storage					1	120	120		
1.2.17	Copy/Work/Break Area					1	120	120		Open Shelves for binders. Supply storage, copy machine, scanner. Coffee maker, small table
1.2.18	Storage					1	120	120		
1.2.19	Economic Development Coordinator	1	1	1	1	1	180	180	100	3/4 time position
1.2.20	Village President Office					1	220	220	286	Needs to be located near the Board Room. Desk, table w/chairs for small meetings
	Total Staff	11	11	11	11			3,088	1,882	Net Square Feet
								1.20	1.20	Net to Department Gross Factor
								3,706	2,258	Department Gross Square Feet

ADMINISTRATION DEPARTMENT

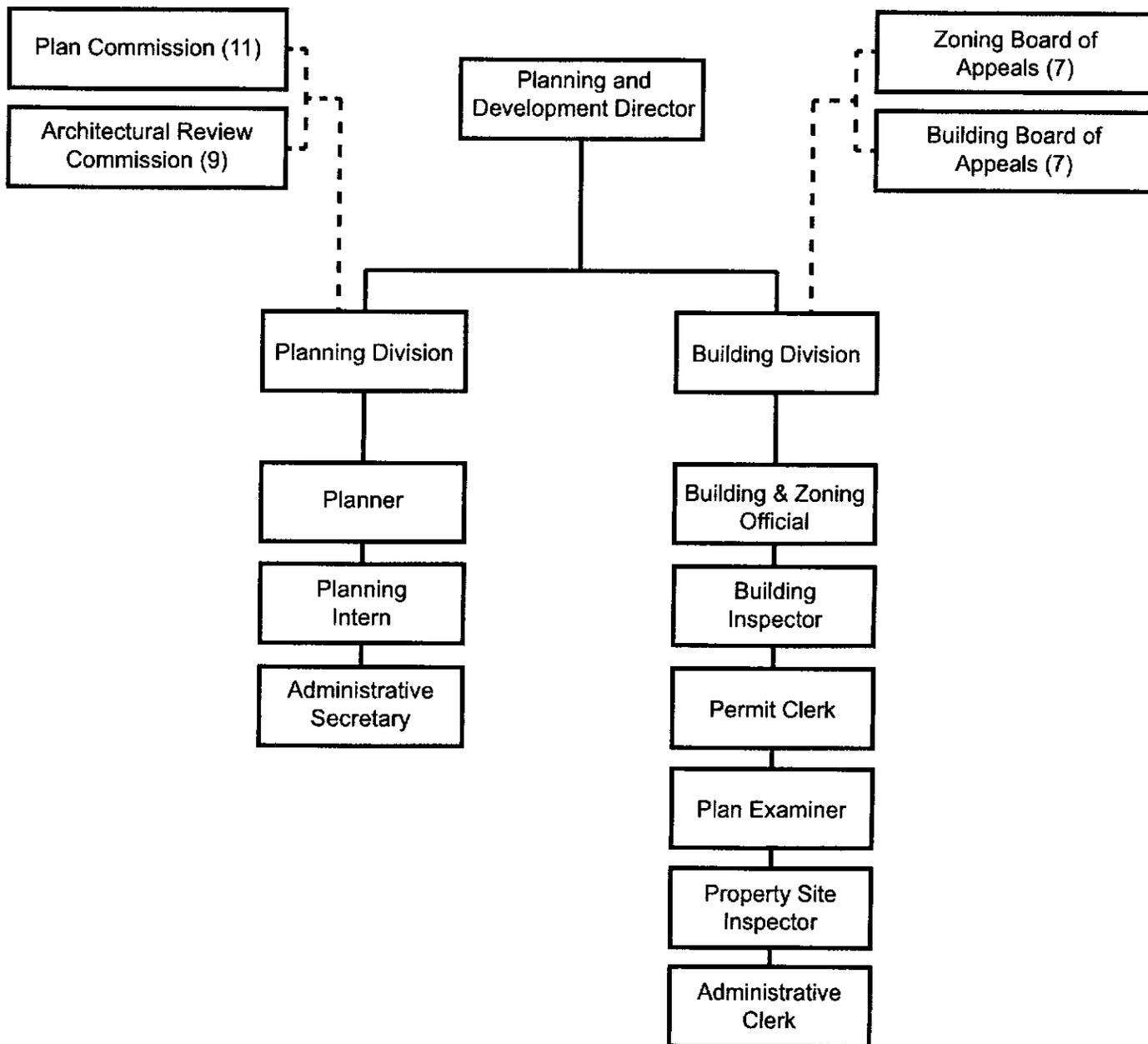


Facility Space Needs Analysis

1.3 Planning and Development

	Component	No. of Staff Positions 2012	No. of Staff Positions 2015	No. of Staff Positions 2020	No. of Staff Positions 2032	No. of Units	Space Standard	Proposed Net Square Feet	Existing Net Square Feet	Remarks
1.3.1	Waiting					1	100	100		
1.3.2	Front Counter					1	250	250	350	subdivided with partial partitions for separating conversations. Space for plan layout, counter for forms and processing permits. Panic button to notify police of a problem.
1.3.3	Director Office	1	1	1	1	1	220	220	163	small meeting table
1.3.4	File Room					1	200	200	116	high-density
1.3.5	Storage					1	120	120	19	
1.3.6	Coffee/Break Area					1	100	100	75	With sink, coffee maker, microwave, small fridge.
1.3.7	Public Meeting Room					1	120	120		Located directly off lobby with access from staff side as well. used to meet with public away from the lobby.
1.3.8	Plan Review Room					1	200	200		Layout for drawings, possible future plotter, storage for drawing sets.
1.3.9	Conference Room					1	200	200		Seats 10-12 people
1.3.10	Mud Room					0	100	0		Located in Fac. Maint. Locker Room. Entrance from exterior, room for lockers, boots, jackets, change of clothes, slnk, charging for equipment, located close to vehicle parking.
1.3.11	Copy/Workroom					1	150	150		Layout space to assemble packets
1.3.12	Reference Library					1	160	160		Table and chairs to seat 4-6, possible flat screen TV for presentations from laptop.
	Planning Division									
1.3.13	Planner Office	1	1	1	1	1	180	180	120	
1.3.14	Planner Workstations	2	3	3	4	4	80	320		
1.3.15	Secretary	1	1	1	1	1	64	64		
1.3.16	Admin. Clerk	1	1	1	1	1	64	64		
	Building Division									
1.3.17	Building and Zoning Official	1	1	1	1	1	180	180	152	
1.3.18	Building Inspector Workstations	2	2	3	3	4	49	196	858	More separated into alcove for phone privacy, currently only using workstations in the morning and end of days.
1.3.19	Permit Clerk Workstations	4	4	4	5	5	64	320		
1.3.20	Plan Examiner	1	1	1	1	1	80	80		
1.3.21	Engineer	1	1	1	1	1	80	80		

PLANNING AND DEVELOPMENT DEPARTMENT



1.3.22	Property Site Inspector	1	1	1	1	1	64	64		
	Total Staff	16	17	18	20			3,368	1,853	Net Square Feet
								1.20	1.20	Net to Department Gross Factor
								4,042	2,224	Department Gross Square Feet

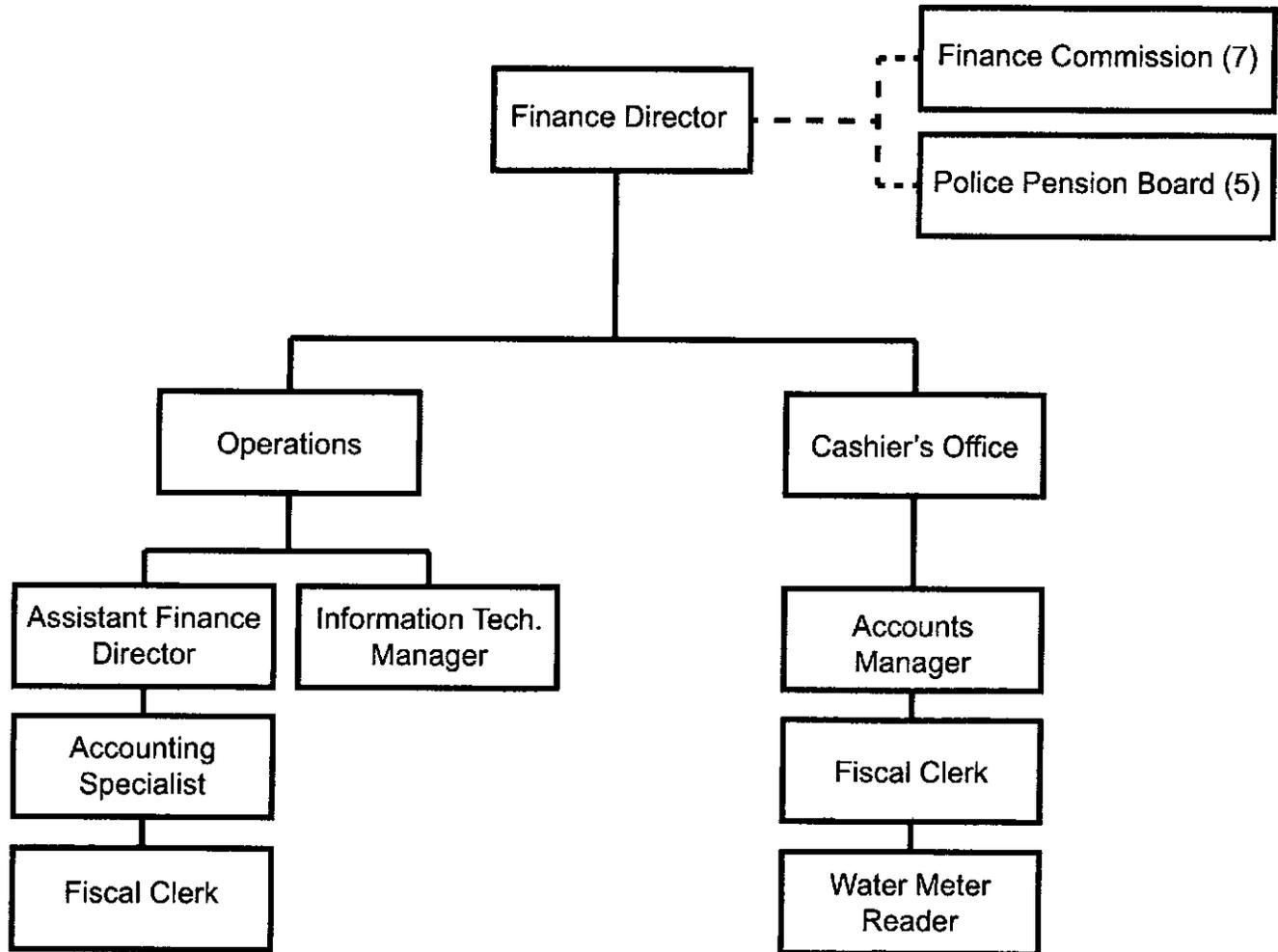
1.4 Finance

	Component	No. of Staff Positions 2012	No. of Staff Positions 2015	No. of Staff Positions 2020	No. of Staff Positions 2032	No. of Units	Space Standard	Proposed Net Square Feet	Existing Net Square Feet	Remarks
1.4.1	Front Counter/Cashiers	4	4	4	4	2	100	200		includes 2 cashier workstations @ front counter
1.4.2	Utility Billing	4	4	4	4	4	64	256	443	part-time positions, shared workstation
1.4.3	Accounts Manager	1	1	1	1	1	80	80		semi-private workstations
1.4.4	Finance Director	1	1	1	1	1	220	220	143	office
1.4.5	Assistant Finance Director	1	1	1	1	1	180	180	114	office
1.4.6	Payroll	1	1	1	1	1	180	180	592	office
1.4.7	Fiscal Clerk	1	1	1	2	2	80	160		
1.4.8	Meter Reader Room	5	5	5	1	0	120	0		Located in Fac. Maint. Locker Room, Mud room for gear, equipment, coats, etc... Look at moving to public works?
1.4.9	Meeting Room					1	200	200		Flex meeting room for auditors/staff meetings 4-6 people.
1.4.10	Secure File Room					1	200	200	116	
1.4.11	Storage					1	120	120	21	
1.4.12	Printer/Copy Area					1	120	120	19	Space for form and tag storage
1.4.13	Coffee/Break Area					1	150	150	75	sink, microwave, coffee maker, small fridge, table w/chairs.
	Total Staff	18	18	18	15			2,066	1,523	Net Square Feet
								1.20	1.20	Net to Department Gross Factor
								2,479	1,828	Department Gross Square Feet

1.5 Facilities Management

	Component	No. of Staff Positions 2012	No. of Staff Positions 2015	No. of Staff Positions 2020	No. of Staff Positions 2032	No. of Units	Space Standard	Proposed Net Square Feet	Existing Net Square Feet	Remarks
1.5.1	Facilities Supervisor Office	1	1	1	1	1	200	200	296	
1.5.2	Maintenance Locker Room/Mud Room	2	2	3	3	1	200	200		Locker and work area for all maint. and custodial staff. Shared with Building Inspectors and Meter Readers.
1.5.3	Custodian Workroom	6	6	6	7	1	180	180		work benches, layout, repair area... Workstation with computer for processing work orders.
1.5.4	Shower/Restroom					1	100	100		
1.5.5	Break Area					1	150	150		
1.5.6	Meeting Room					1	150	150		for staff meetings and vendors.

FINANCE DEPARTMENT



Facility Space Needs Analysis

1.5.7	Receiving Area					1	200	200		
1.5.8	Storage Room					1	300	300		for supplies, spare parts, extra materials and equipment, can be subdivided into maintenance and janitorial sections to allow for security and inventory control.
1.5.9	Garbage/Recycling Centers					1	80	80		
1.5.10	Snow Room Storage					1	200	200		
	Total Staff	9	9	10	11			1,760	298	Net Square Feet
								1.15	1.20	Net to Department Gross Factor
								2,024	355	Department Gross Square Feet

1.6 Information Technology / Media

	Component	No. of Staff Positions 2012	No. of Staff Positions 2015	No. of Staff Positions 2020	No. of Staff Positions 2032	No. of Units	Space Standard	Proposed Net Square Feet	Existing Net Square Feet	Remarks
1.6.1	I.T. Manager Office/Workroom	1	1	1	2	1	200	200	140	
1.6.2	Comp/Network Room					1	80	80	81	
1.6.3	Communications Workroom	1	1	1	1	1	300	300	316	
1.6.4	Server Room					1	230	230	58	
1.6.5	Supply Room					1	100	100		
1.6.6	Equipment Storage					1	180	180		
1.6.7	Utility Closet					1	60	60		
1.6.8	Staging/Workroom					1	150	150		
	Total Staff	2	2	2	3			1,300	595	Net Square Feet
								1.15	1.20	Net to Department Gross Factor
								1,495	714	Department Gross Square Feet

1.7 Village Staff Areas

	Component	No. of Staff Positions 2012	No. of Staff Positions 2015	No. of Staff Positions 2020	No. of Staff Positions 2032	No. of Units	Space Standard	Proposed Net Square Feet	Existing Net Square Feet	Remarks
1.7.1	Staff Restrooms					4	160	640	354	
1.7.2	Staff Vestibule					1	70	70		

Facility Space Needs Analysis

1.7.3	Staff Lobby					1	200	200		
1.7.4	Staff Break Area					1	400	400		
1.7.5	Break Area Storage					1	100	100		
1.7.6	Vending					1	60	60		
1.7.7	General Copy/Work area					1	180	180	200	
1.7.8	Mail Area					1	60	60	20	
1.7.9	Nursing Mother's Area					1	100	100		
1.7.10	Storage					1	300	300	50	
1.7.11	Computer Training Room					1	240	240		
1.7.12	Fitness Room									
	Total Staff							2,350	624	Net Square Feet
								1.20	1.20	Net to Department Gross Factor
								2,820	749	Department Gross Square Feet

1.8 Shared Public Spaces

	Component	No. of Staff Positions 2012	No. of Staff Positions 2015	No. of Staff Positions 2020	No. of Staff Positions 2032	No. of Units	Space Standard	Proposed Net Square Feet	Existing Net Square Feet	Remarks
1.8.1	Solinsky West Classroom					0	634	0	634	
1.8.2	Solinsky East Classroom					0	720	0	720	
1.8.3	Conference Room 301					1	737	737	737	
1.8.4	Conference Room 302					1	280	280	280	
1.8.5	Conference Room 303					1	387	387	387	
1.8.6	Conference Room 306					1	440	440	440	
1.8.7	Clayton Conference Room					0	1,080	0	1,080	
	Total Staff	0	0	0	0			1,844	4,278	Net Square Feet
								1.15	1.15	Net to Department Gross Factor
								2,121	4,920	Department Gross Square Feet

Facility Space Needs Analysis

1.9 Gymnasium

	Component	No. of Staff Positions 2012	No. of Staff Positions 2015	No. of Staff Positions 2020	No. of Staff Positions 2032	No. of Units	Space Standard	Proposed Net Square Feet	Existing Net Square Feet	Remarks
1.9.1	Gymnasium					1	4,431	4,431	4,431	
1.9.2	Stage					1	384	384	384	
1.9.3	Control Room					1	52	52	52	
1.9.4	Storage					1	40	40	40	
	Total Staff							4,907	4,907	Net Square Feet
								1.00	1.15	Net to Department Gross Factor
								4,907	5,643	Department Gross Square Feet

1.10 Building Support

	Component	No. of	Space	Proposed	Existing	Remarks				
1.10.1	Boiler Room/Mech. Room - 1st floor					1	608	608	608	
1.10.2	Storage Room 306A								300	
1.10.3	Storage					1	400	400	406	
1.10.4	Exterior Storage					0	0	0	135	located outside
1.10.5	Elevator					1	204	204	204	3 levels
1.10.6	Elevator Machine Room					1	80	80		
1.10.7	Data Closets					3	80	240		
1.10.8	HVAC / Electrical Room					0	400	0		located in main boiler room/mech. room
1.10.9	Janitor Closets					3	80	240	134	
1.10.10	Electrical Room					0	80	0		located in main boiler room/mech. room
1.10.11	Phone / Alarm / demark room					1	287	287	287	
1.10.12	Receiving/loading dock					0	80	0		Reference facility maintenance for receiving room
	Total Staff							2,059	2,074	Net Square Feet
								1.15	1.15	Net to Department Gross Factor
								2,368	2,385	Department Gross Square Feet

4C PARKING NEEDS



One of the greatest challenges of the Civic Center site is the lack of adequate on site parking for both staff and the public. In fact during business hours, quite often there are no on-site spaces available for the public.

Municipal Buildings commonly have a high need for parking. At Village Hall it is necessary to accommodate the large number of employees, large public meetings like Village Board, and Plan Commission, and the continual flow of residents utilizing services and conducting business. At the Police Department it is necessary to accommodate employee vehicles as well as numerous Police vehicles and the visitors accessing the building for a wide variety of services offered by the Police Department.

The analysis in the section is intended to clearly define the quantity of parking needed. The table further defines the quantity of parking needed by each division of each department. This is important because it enables project planners and designers to recognize and appropriately allocate the right quantities of the correct type of parking in the best location to achieve a smoothly operating vehicle traffic flow to and from the site.

The Needs Assessment and Project Costs for schemes 3A & 3B reflect a 2 level parking structure for the existing site. The lower level would be underground while the upper level would be at roughly the same elevation as the existing lot. While the current facility and operations do not have this amenity, there are compelling arguments for a heated and ventilated garage.

- Garages have proven to improve efficiency of the Patrol officers during severe winter conditions. The vehicles are kept warm and protected from the elements, allowing an officer to immediately remobilize to the streets, versus wasting shift time scraping windows, warming up engines, etc.
- Protection of Village assets. Not only is the vehicle an asset, but more importantly the equipment and hardware on board are vital to officers performing their duties. More and more technology is being loaded into the vehicles to provide the officers accurate and up-to-date intel on their patrol routes and at the scene of the calls. On-board terminals, gear, and software are sensitive to extreme heat and cold conditions and their maintenance or replacement impacts annual operating budgets. Without protection from the elements the life cycle and replacement will be accelerated for this equipment.
- Special use vehicles such as crime scene, SWAT, etc. are expensive investments for the Village and Police Department. Expediting their mobilization for an event becomes paramount, and similar to the patrol vehicles, protection of the vehicles and the on-board equipment is a priority. Protocol necessitates that the high-tech equipment on board is ready to respond, and the equipment is very sensitive to hot and cold environments.
- On the Civic Center site, a lower level garage would also provide visual screening & protection of officers and staff from all the apartments units surrounding this site.

Parking Needs

Combined Village Hall / Police Parking:

	2012 (during business hrs at any given time)				2032 (during business hrs at any given time)			
	Village Vehicles	Employee Vehicles	Visitor Vehicles	Total Vehicles	Village Vehicles	Employee Vehicles	Visitor Vehicles	Total Vehicles
Combined Parking Space NEEDS:	28	63	23	114	36	82	49	167
Current on-site parking Spaces:	28	50	0*	78				

* Note: Visitors can currently park on Duane Street in either 30min or 3hr parking spaces between Main St & Forest Ave. There are now 22 spaces on the south side of Duane and 14 spaces on the north side of Duane for a total of 36 spaces shared with other nearby businesses. Forest Ave also has free street parking. The 2009 Downtown Strategic Plan also identified a future parking garage near the intersection of Duane & Forest to help with the parking shortage in this area.

Police Department Parking Needs:

	Police Department Components	2012 (during day shift at any given time)				2032 (during day shift at any given time)			
		Village Vehicles	Employee Vehicles	Visitor Vehicles	Total Vehicles	Village Vehicles	Employee Vehicles	Visitor Vehicles	Total Vehicles
2.1	Police Public Lobby								
2.2	Records		3	1			4	2	
2.3	Patrol(6/10) [Includes CSO(2.5/5) & Community Education Officer(1/1)]	13	10			19	16		
2.4	Investigations (includes HS Liason officer)	4	6			5	11		
	SWAT Van/Special Use	1				1			
2.5	Police Administration	3	5	1		4	6	1	
2.6	Property and Evidence		1				1		
2.7	Prisoner Processing / Bond Out		0	1			0	1	
2.8	Shared Staff Area		0				0		
2.9	Emergency Operations Center / training		0	0			0	25	
2.10	Police Building Support		0				0		
	Police Parking Spaces needs:	21	25	3	49	29	38	29	96

* Note: Currently visitor parking is shared between Police & Village Hall. Police visitor parking is expected to increase in the future if a dedicated EOC / training room is built that would bring outside agencies to the P.D.

Village Hall Parking Needs:

	Village Hall Components	2012 (during business hrs at any given time)				2032 (during business hrs at any given time)			
		Village Vehicles	Employee Vehicles	Visitor Vehicles	Total Vehicles	Village Vehicles	Employee Vehicles	Visitor Vehicles	Total Vehicles
1.1	Village Hall Public Areas (includes board rm / executive session)			1				1	
1.2	Administration	2	11	1		2	12	1	
1.3	Planning and Development (inspection)	5	14	2		5	14	2	
1.4	Finance		10	2			14	2	
1.5	Facilities Management		1	0			2	0	
1.6	Information Technology/Media		2	0			2	0	
1.7	Village Staff Areas			0				0	
1.8	Shared Public Spaces / Meeting Rooms			8				8	
1.9	Gymnasium			6				6	
1.10	Building Support								
	Village Hall Parking Space needs:	7	38	20	65	7	44	20	71

* Note: Visitor Vehicle quantities are an estimate. With all the different village hall and community meeting / gym schedules each day, it's difficult to quantify an average visitor parking need in this case. Increased after hours public parking demands for board meetings or other events appear to be supported for a couple reasons. A large percentage of the on-site staff spaces are available after hours, street parking is available, and some citizens walk or use mass transit.

5

SITE EVALUATION/ DESIGN CONCEPT DIAGRAMS

An important part of the consultant assignment is to create design solution concept alternatives that fulfill the building and parking needs as defined in this study. The site design concept alternatives of this section of the report show how the building and site may be combined in several concept alternatives.

Five preliminary planning concepts were identified that span a large cost and scope of work spectrum from minor interior renovations to major renovations/additions on the current site to a brand new Police facility at a new location. Space block diagrams and site concepts have been prepared for all concepts.

The concept schemes one through three are based on renovating and adding new space to the existing Civic Center, increasing the size of many Village departments while improving the Police Department functionality as well as increasing their square footage.

After the initial presentation of the three addition and renovation concepts to the Village staff, further development of a concept four was requested by the Village for an off site, stand alone Police Department.

In addition to meeting the necessary physical and planning characteristics required for viability, each concept was reviewed in light of its ability to successfully respond to the Critical Success Factors identified by the feasibility study committee.

Key Critical Success Factors:

1. To maximize efficient use and adjacencies for all department spaces.
2. To develop an enhanced security planning strategy for both Police and Village Hall spaces.
3. To improve the public/private separation of spaces.
4. To improve flow and circulation through different departments.

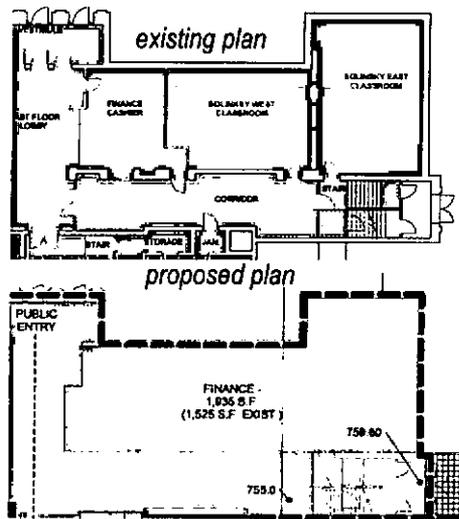
The study team has created a series of design solution concepts indicating how each of the concepts selected by the Village could be designed to meet the facility needs. These design concepts have been developed in response to the space, functional adjacency, and parking needs identified for each department. The site solutions presented also have been developed to address the following desirable attributes:

- External visibility of buildings and ease of internal campus way finding.
- Vehicular access to site and ease of circulation in and around site environs.
- Adequate and convenient parking on site.
- Compatible land use with adjacent properties.
- Capability for future expansion needs beyond 2030.
- Economic impact

Site Evaluation/Design Concept Diagrams

Scheme 1:

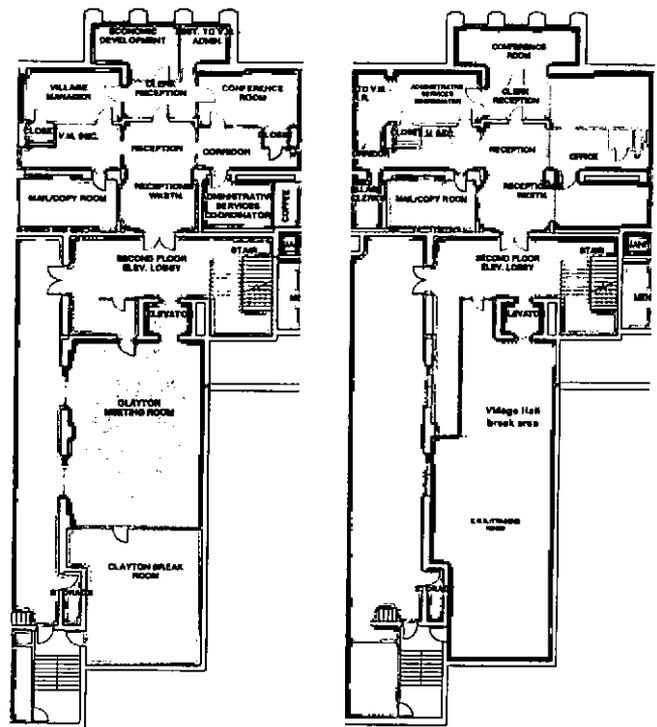
Scheme 1 involves no exterior site work, only interior renovations with no additions. Renovation costs could range from \$50-\$200/sf depending on scope of work. If only minor cosmetic updates or modifications are incurred (flooring, ceiling, walls, doors/hardware, replacement of lighting fixtures, etc.) then the costs fall near the lower end of this range; however, if lighting fixtures / layout are completely redone, heating and air conditioning feeds and ductwork replaced, internal walls removed/replaced, exterior window systems, electrical circuitry, etc. are undertaken the cost impact will gravitate towards the upper end of this range. In this scheme, there are limited improvements to both the Village Hall and Police spaces that can be made unless some of the shared community spaces can be converted to other Village Hall or Police functions. For example, the entire Finance Department could be located on the first floor east side if both Solinsky Community classroom functions were eliminated.



1: Finance Department moves to first floor and becomes one contiguous department.

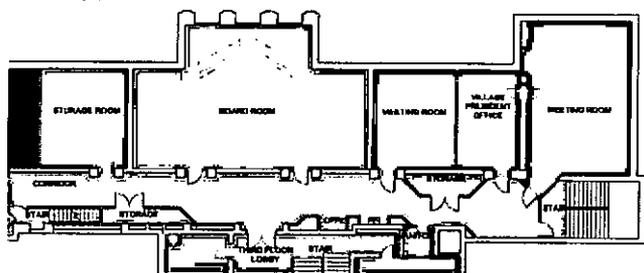
existing plan

proposed plan

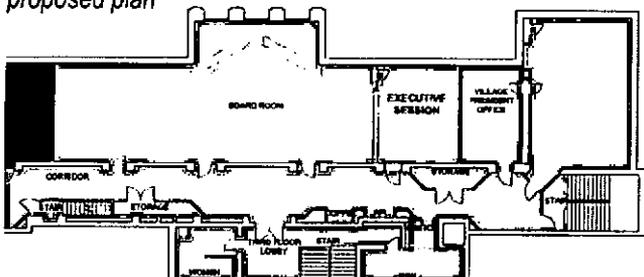


3: Existing Clayton Break Room becomes dedicated training and E.O.C. room for Police Department with smaller break room to the north.

existing plan



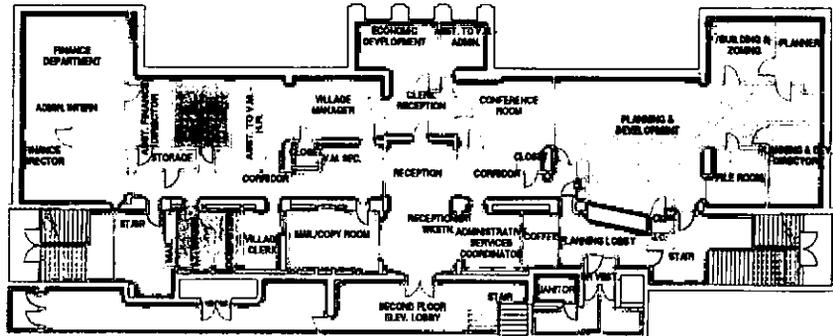
proposed plan



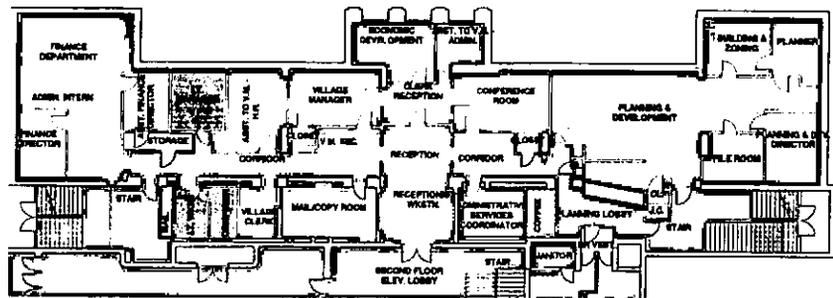
2: Expansion and security upgrade of Board Room on third floor.

Site Evaluation/Design Concept Diagrams

existing plan

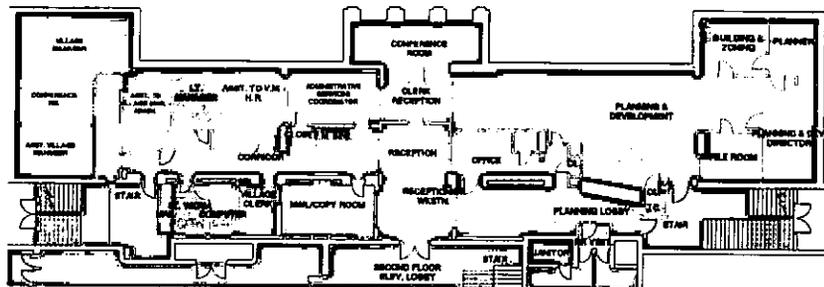


proposed plan



4A: Northwest corner of second floor becomes additional Police storage space. Second floor conference room moves to west end, planning and development department expands westward.

proposed plan



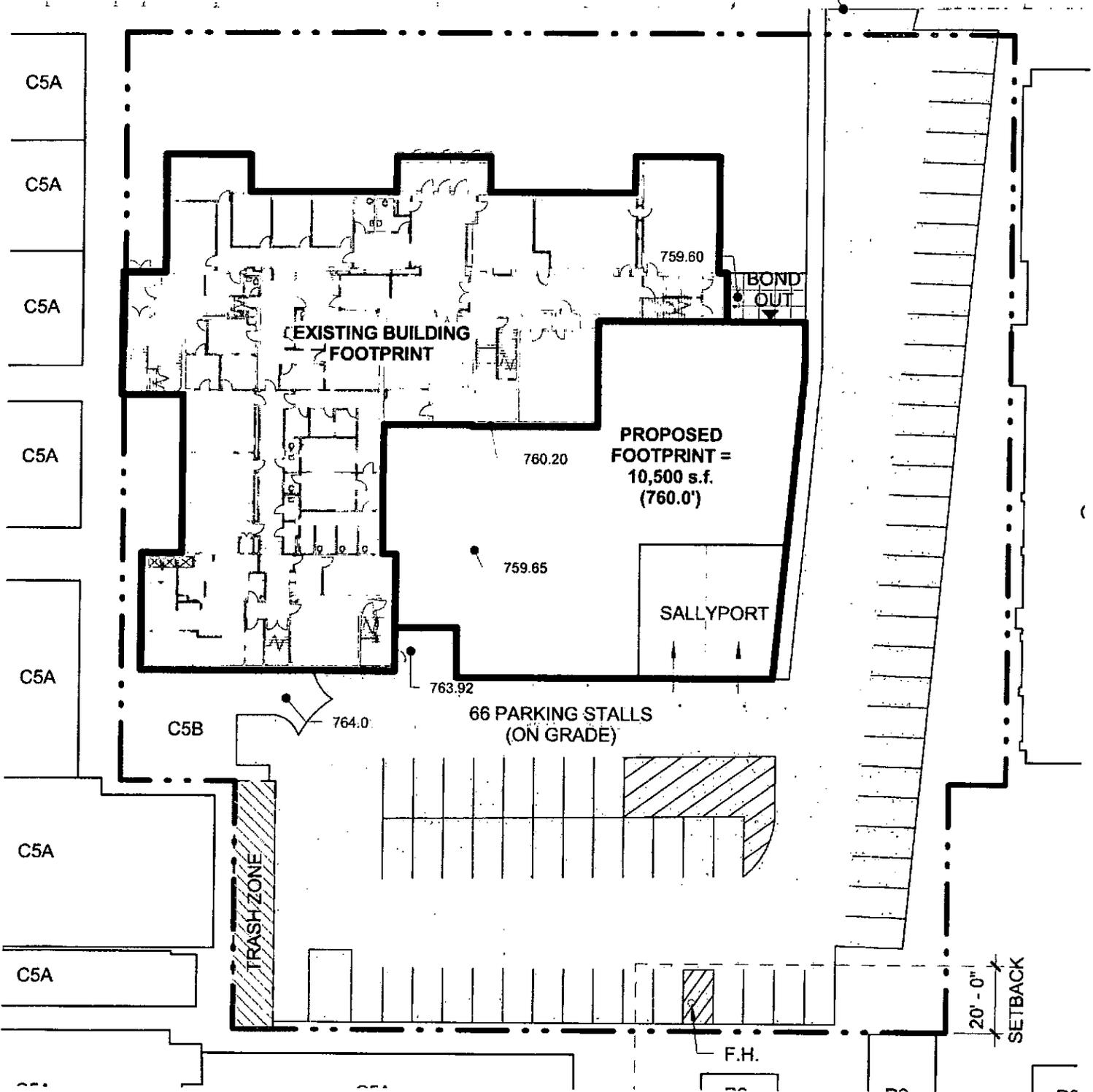
4B: Village administration moves to northwest corner of second floor. Planning and Development Department expands westward.

Scheme 2:

Scheme 2 consists of a 10,500sf one story addition to the southeast corner of the building housing some new police spaces such as prisoner processing, patrol, lockers & fitness, and a new adequate sallyport. The gym would get filled in with enlarged police functions and a new 3rd floor mezzanine to house the EOC and a community space. Village Hall improvement highlights include a unified Finance Department on the first floor as well the shifting of the Planning & Development Department to the first floor. A negative of this scheme is the loss of 12 on site parking spaces (from 78 current spaces to 66 spaces) due to the addition.

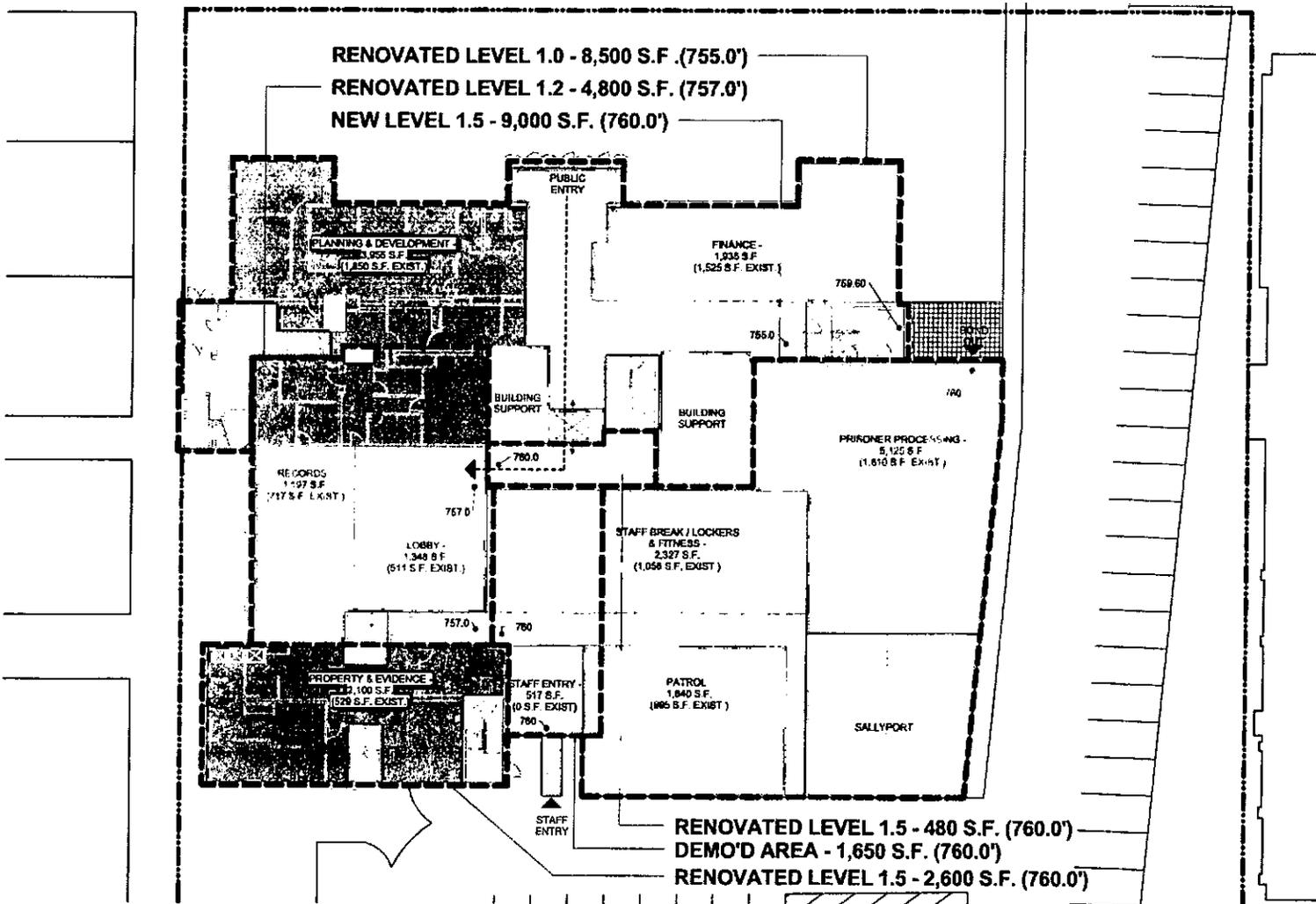
Site Evaluation/Design Concept Diagrams

Scheme 2: 54,188 gross sf (1 level addition + surface parking for 66 cars)



Site Evaluation/Design Concept Diagrams

Scheme 2: 54,188 gross sf (1 level addition + surface parking for 66 cars)



Level:

1.0/1.5

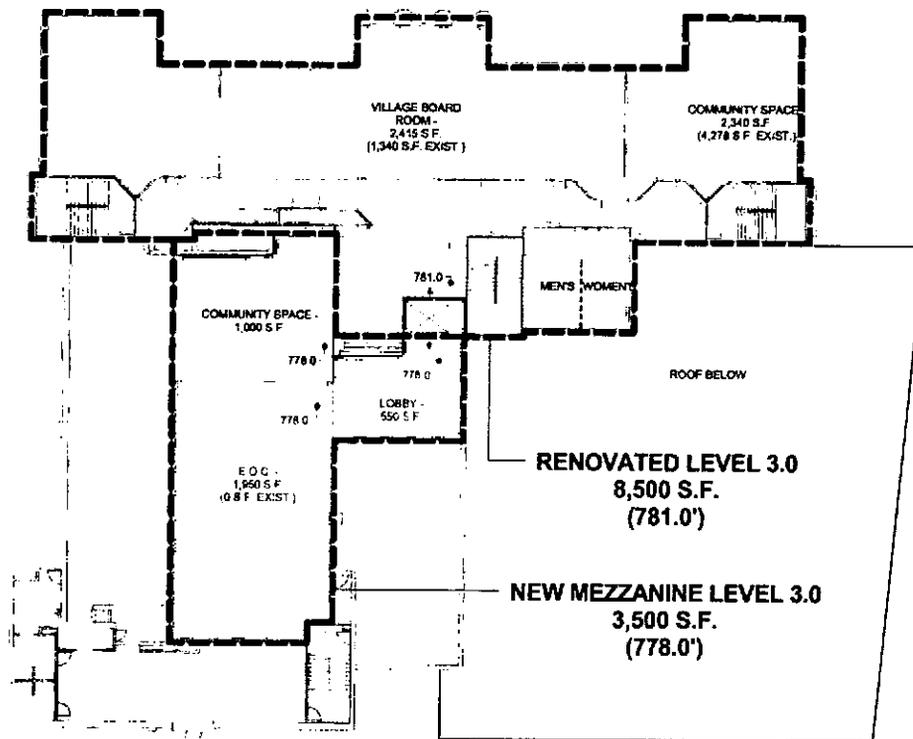
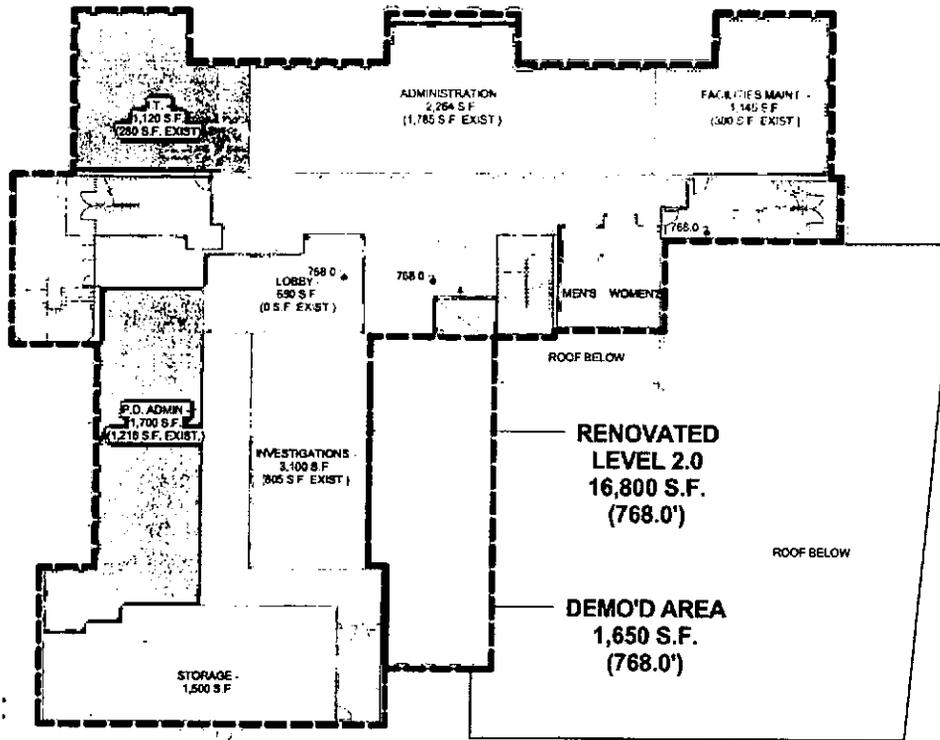
0' ——— 40'

Site Evaluation/Design Concept Diagrams

Scheme 2: 54,188 gross sf (1 level addition + surface parking for 66 cars)

BUILDING USES:

- SHARED PUBLIC SPACES
- VILLAGE HALL PUBLIC AREAS
- VILLAGE ADMINISTRATION
- FINANCE DEPARTMENT
- PLANNING AND DEVELOPMENT
- I.T. DEPARTMENT
- FACILITIES MANAGEMENT
- VILLAGE STAFF AREAS
- SHARED VILLAGE/PD AREAS
- POLICE PUBLIC AREAS
- POLICE ADMINISTRATION
- RECORDS
- INVESTIGATIONS
- PATROL
- PRISONER PROCESSING
- PROPERTY AND EVIDENCE
- POLICE SHARED STAFF AREA
- GYMNASIUM
- BUILDING SUPPORT
- CIRCULATION



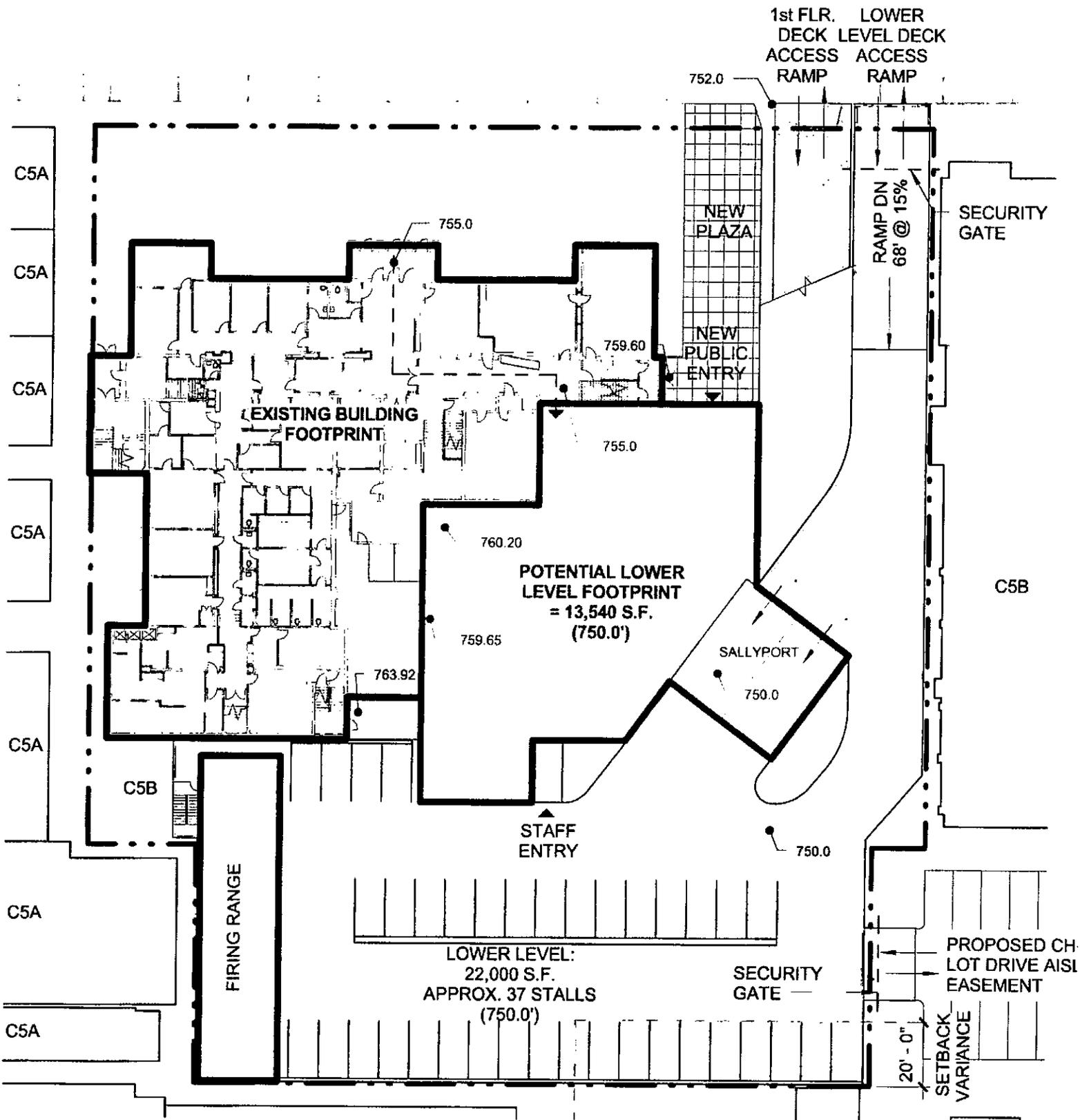
Scheme 3:

Scheme 3A consists of a 3 story 32,200sf addition, a full renovation / reworking of the existing building, and a new 2 level secured parking deck for 88 cars. All police functions would move into the new addition thus improving their operations by making critical adjacencies more efficient. Village Hall department spaces would also be enlarged and reorganized to improve efficiencies & wayfinding for both staff & residents. The board room & community spaces would be moved into the second floor gym space. This would free up the entire 3rd floor (8500sf) for community or other uses.

Scheme 3B consists of a 3 story 31,400sf addition with a natural light court, a full renovation of the existing building, and a new 2 level secured parking deck for 108 cars. All police functions would move into the new addition thus improving their operations by making critical adjacencies more efficient. Natural daylighting would be featured in this scheme with an interior light court. Village Hall department spaces would also be enlarged and reorganized to improve efficiencies & wayfinding for both staff & residents. In this scheme, the gym and board room would remain in their current locations.

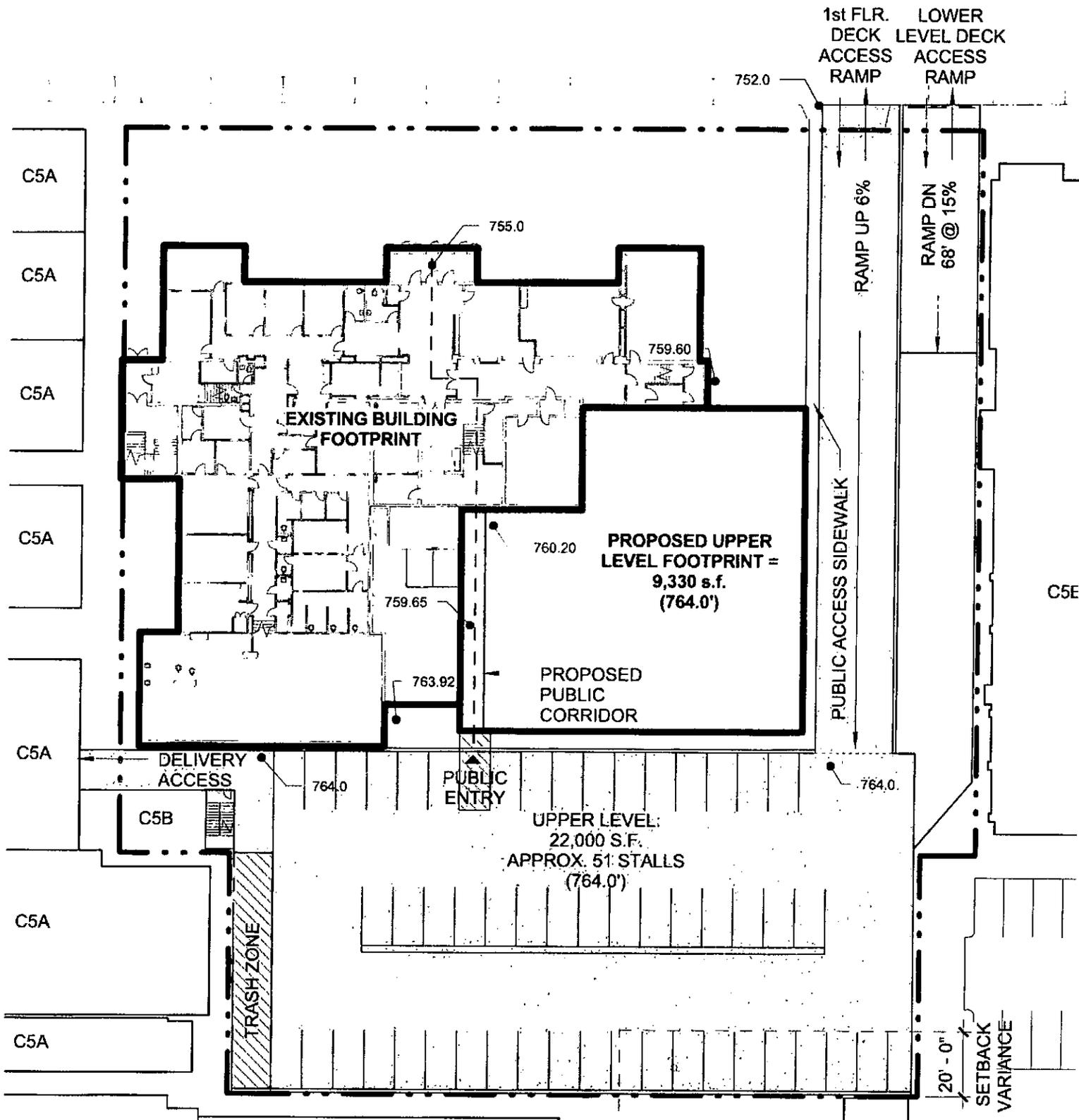
Site Evaluation/Design Concept Diagrams

Scheme 3A: 77,243 gross sf (3 level addition + structured parking for 88 cars)



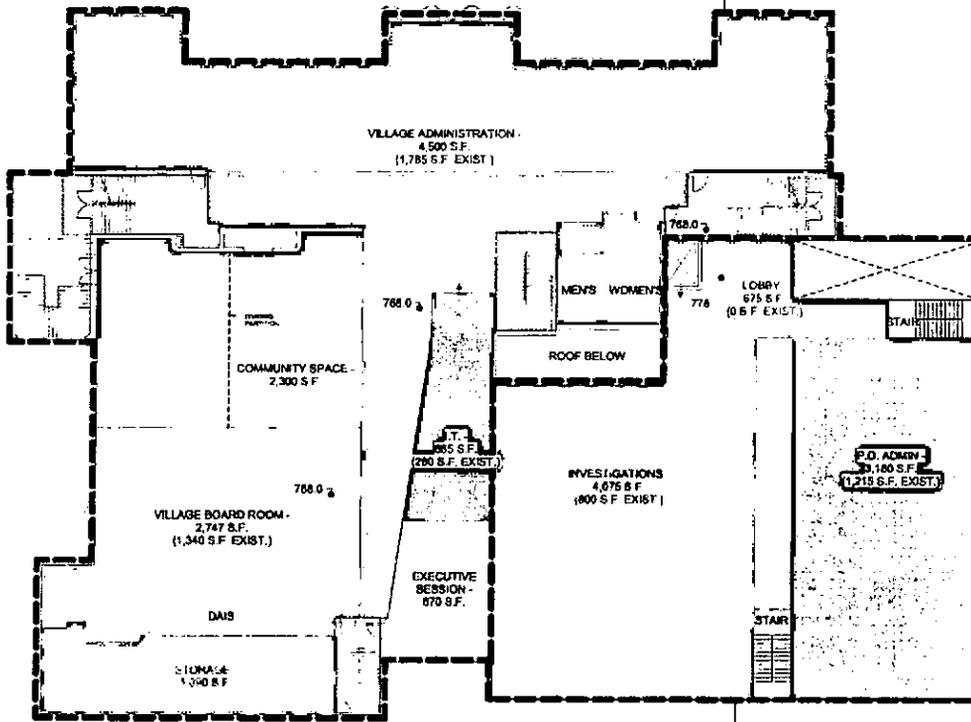
Site Evaluation/Design Concept Diagrams

Scheme 3A: 77,243 gross sf (3 level addition + structured parking for 88 cars)



Site Evaluation/Design Concept Diagrams

RENOVATED LEVEL 2.0
 18,460 S.F.
 (768.0')



BUILDING USES:

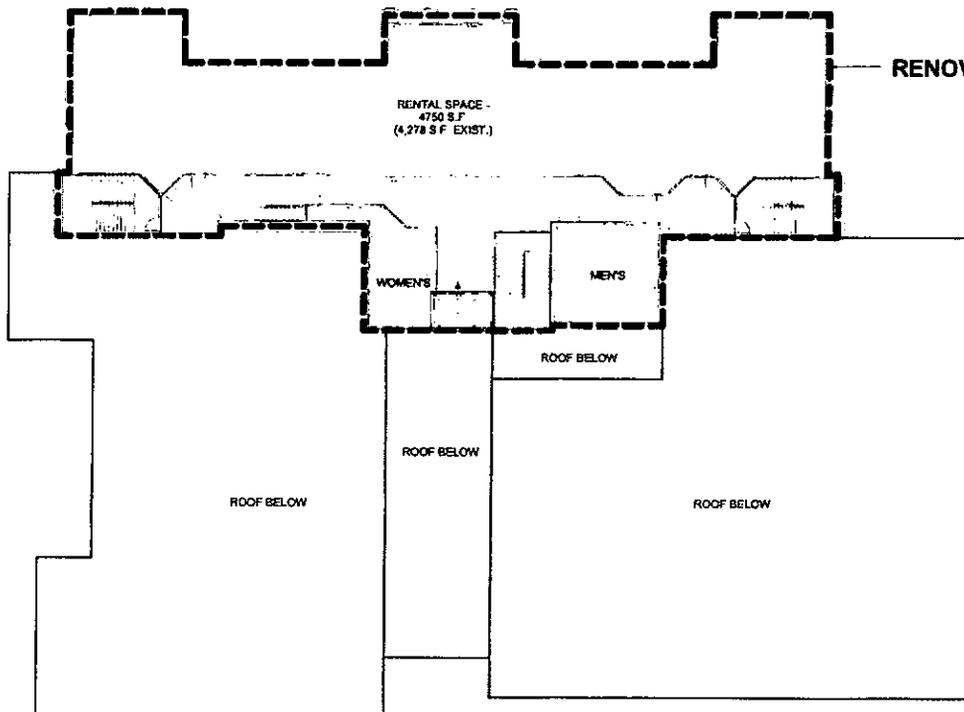
- SHARED PUBLIC SPACES
- VILLAGE HALL PUBLIC AREAS
- VILLAGE ADMINISTRATION
- FINANCE DEPARTMENT
- PLANNING AND DEVELOPMENT
- I.T. DEPARTMENT
- FACILITIES MANAGEMENT
- VILLAGE STAFF AREAS
- SHARED VILLAGE/PD AREAS
- POLICE PUBLIC AREAS
- POLICE ADMINISTRATION
- RECORDS
- INVESTIGATIONS
- PATROL
- PRISONER PROCESSING
- PROPERTY AND EVIDENCE
- POLICE SHARED STAFF AREA
- GYMNASIUM
- BUILDING SUPPORT
- CIRCULATION

Level:

2.0



NEW LEVEL 2.5
 9,415 S.F.
 (778.0')



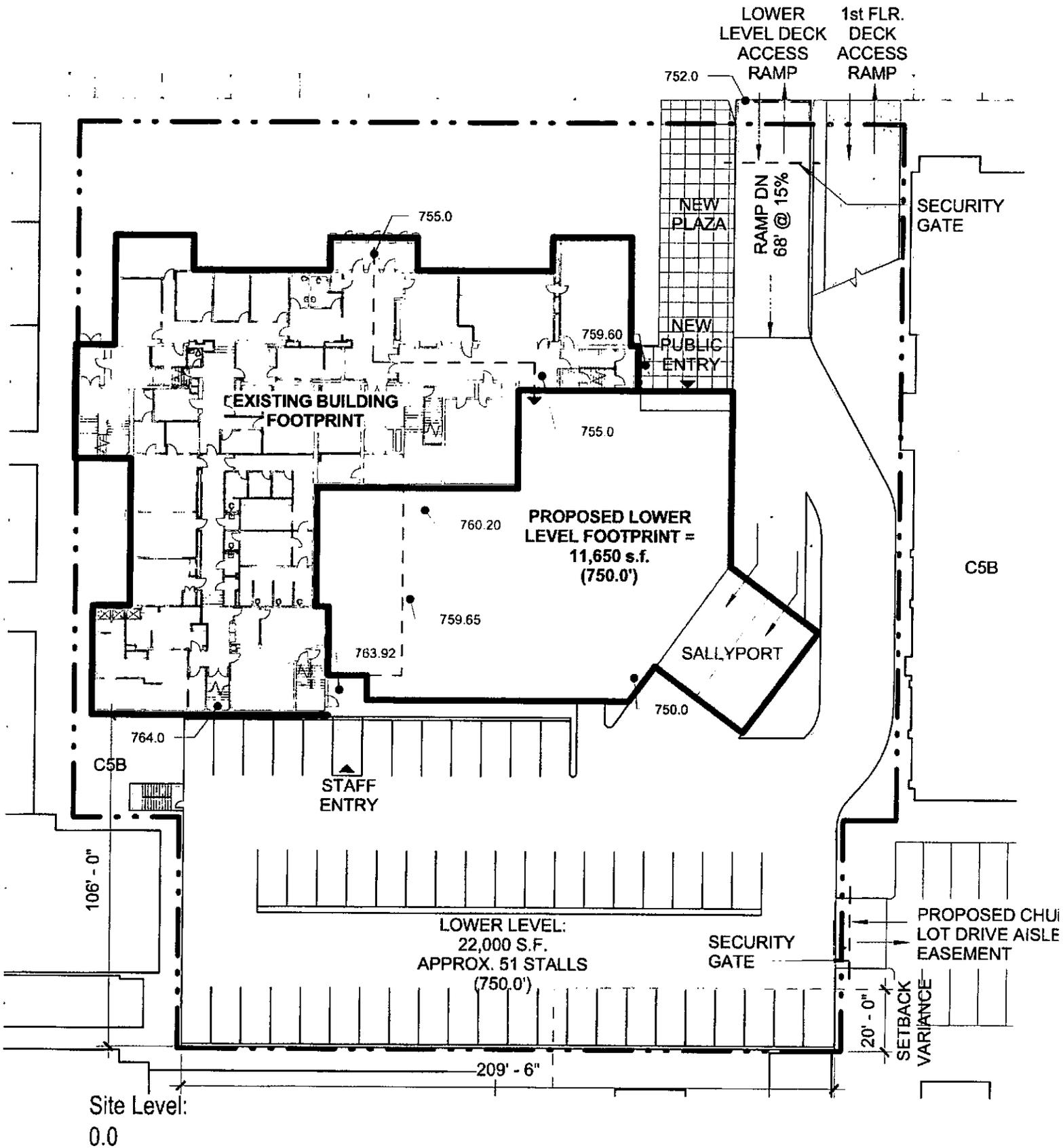
RENOVATED LEVEL 3.0
 8,500 S.F.
 (781.0')

Level:

3.0

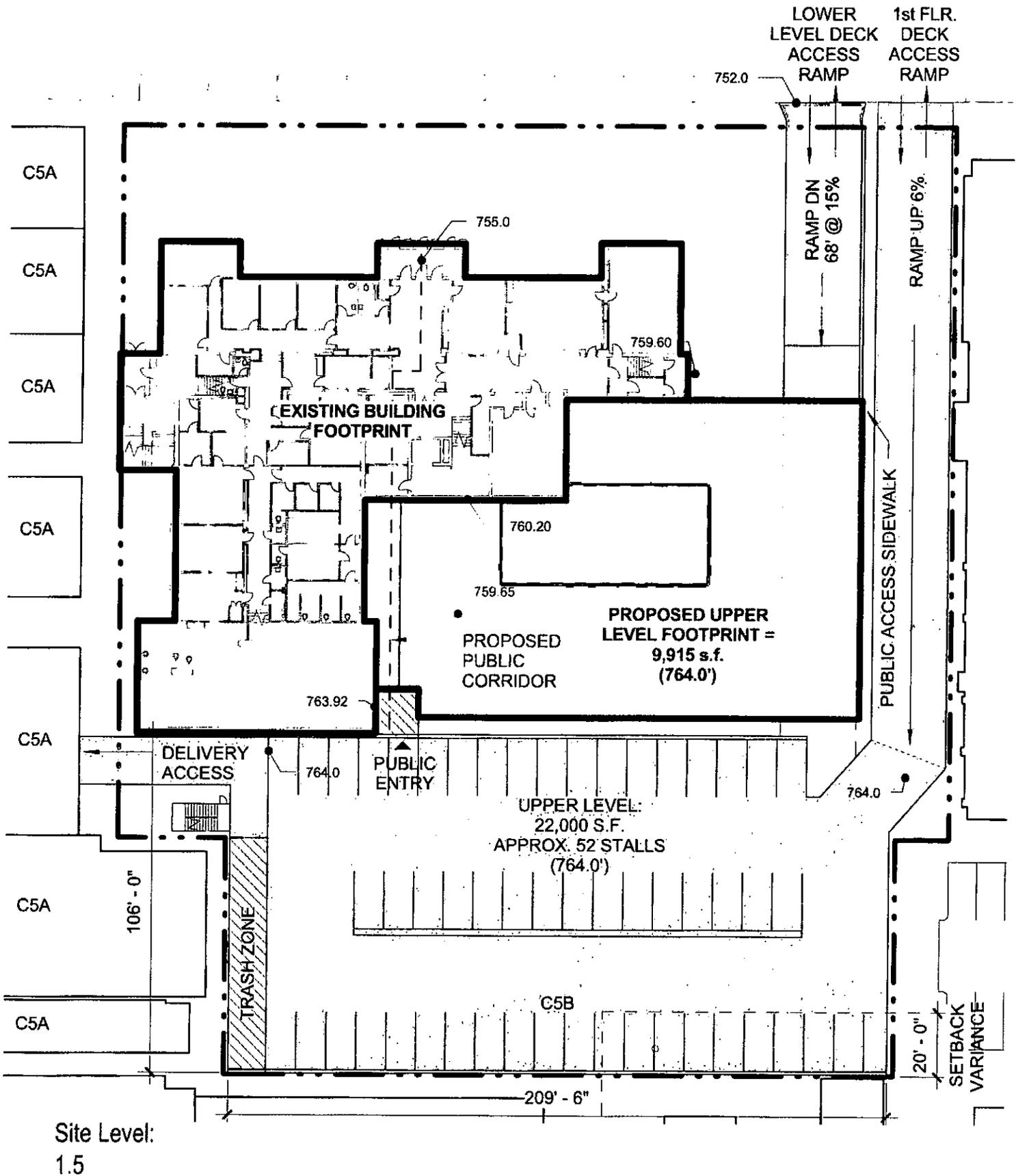
Site Evaluation/Design Concept Diagrams

Scheme 3B: 73,896 gross sf (3 level addition + structured parking for 108 cars)



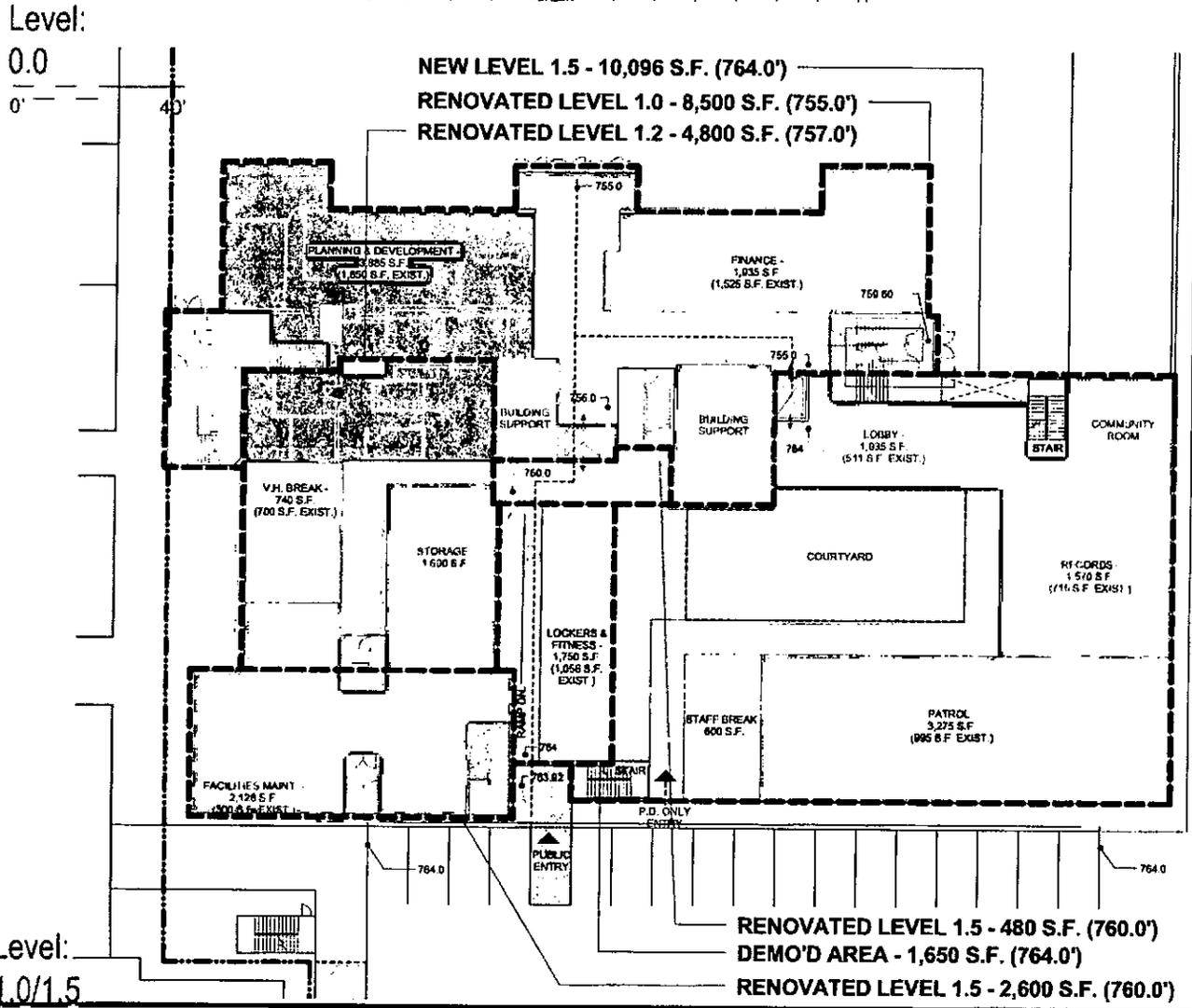
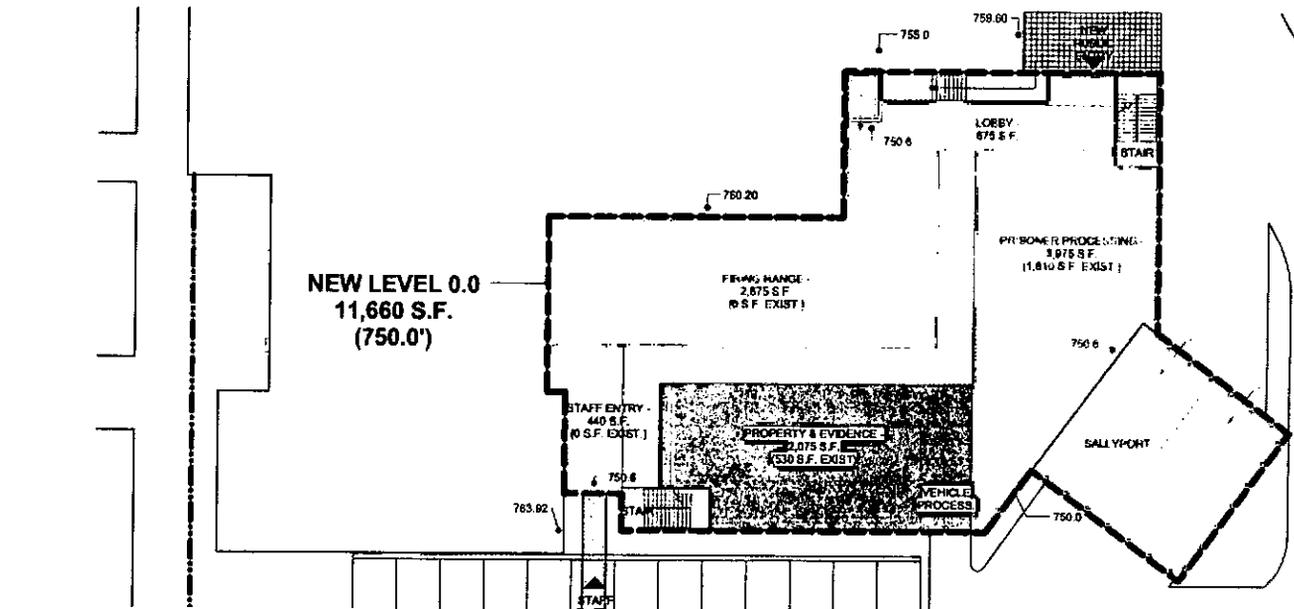
Site Evaluation/Design Concept Diagrams

Scheme 3B: 73,896 gross sf (3 level addition + structured parking for 108 cars)



Site Evaluation/Design Concept Diagrams

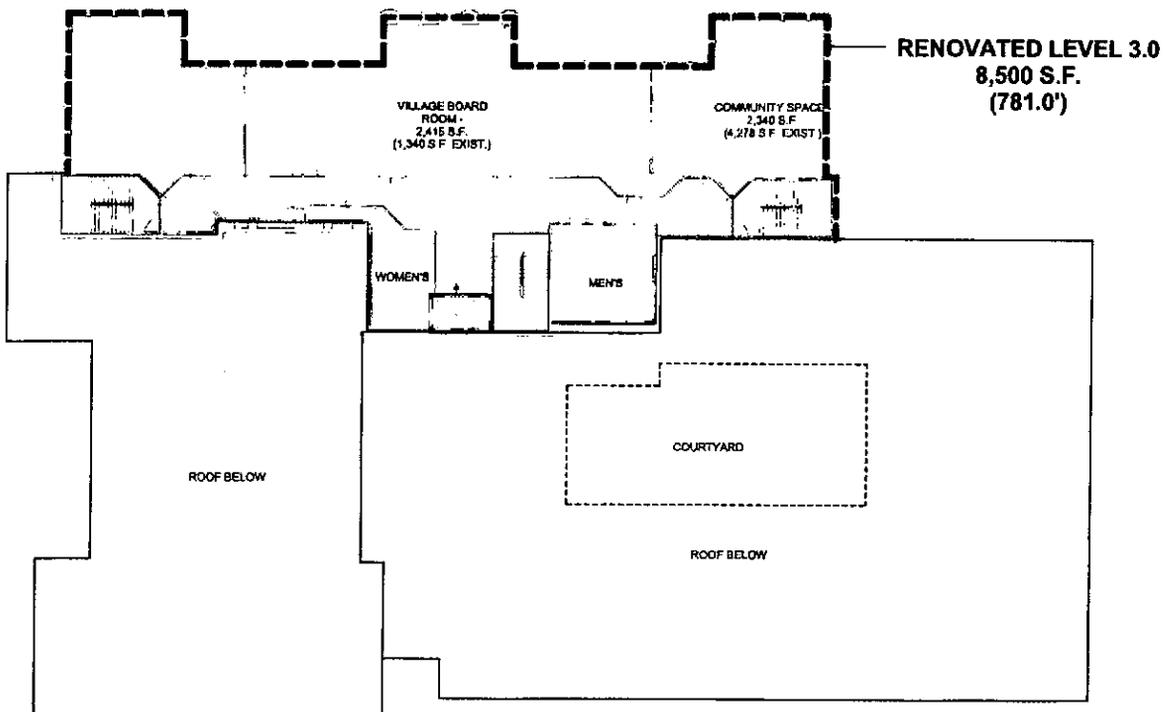
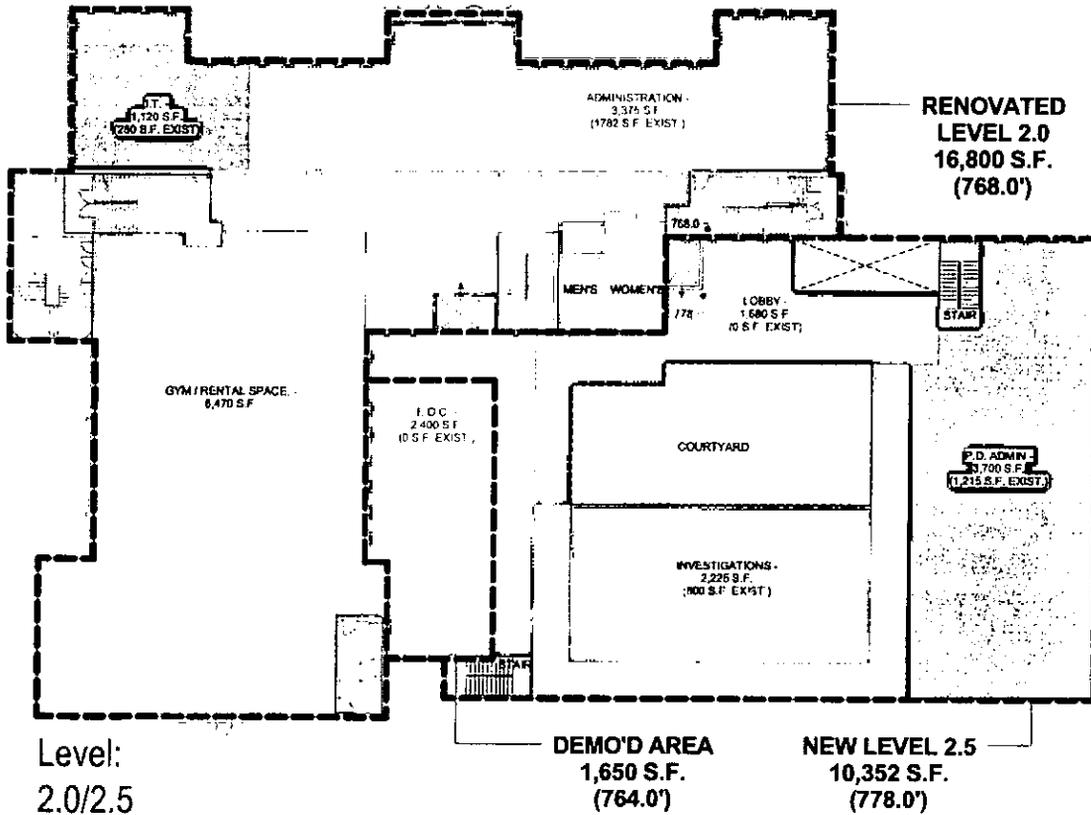
Scheme 3B: 73,896 gross sf (3 level addition + structured parking for 108 cars)



Site Evaluation/Design Concept Diagrams

BUILDING USES:

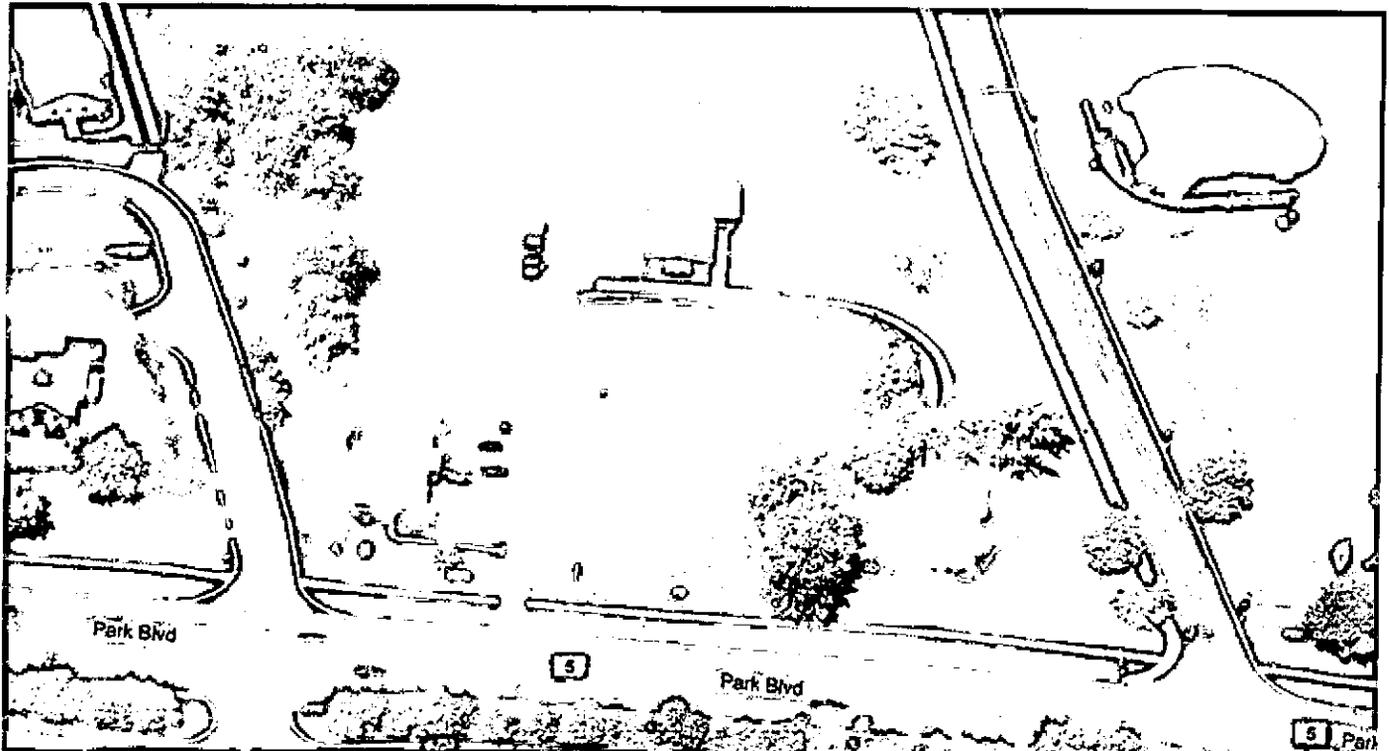
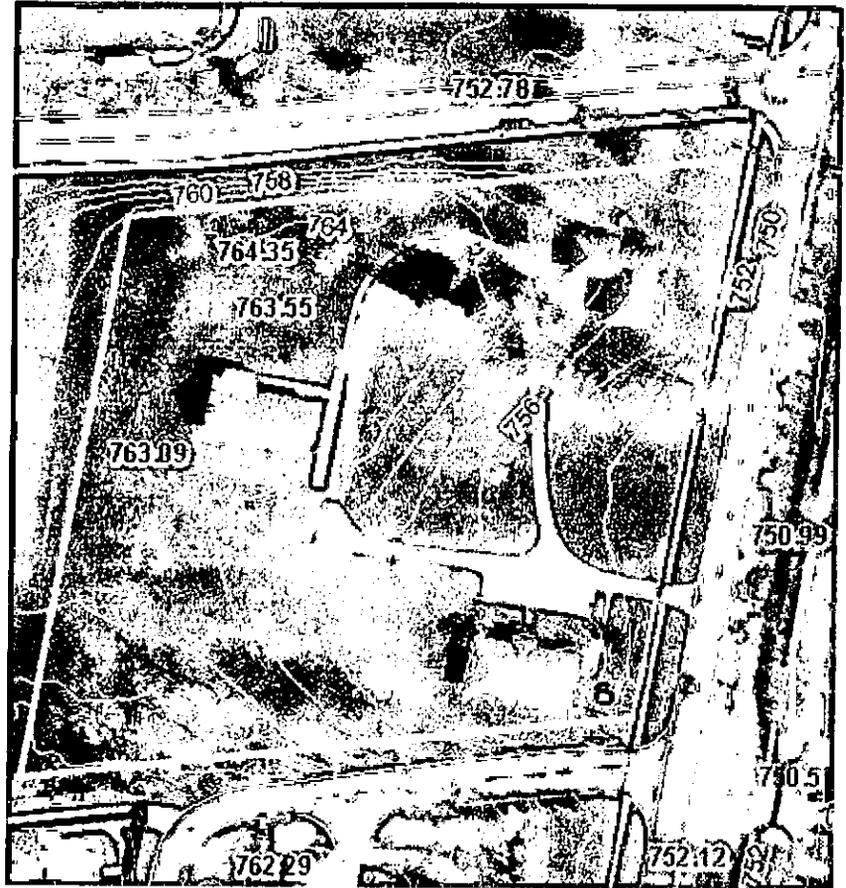
- SHARED PUBLIC SPACES
- VILLAGE HALL PUBLIC AREAS
- VILLAGE ADMINISTRATION
- FINANCE DEPARTMENT
- PLANNING AND DEVELOPMENT
- I.T. DEPARTMENT
- FACILITIES MANAGEMENT
- VILLAGE STAFF AREAS
- SHARED VILLAGE/PD AREAS
- POLICE PUBLIC AREAS
- POLICE ADMINISTRATION
- RECORDS
- INVESTIGATIONS
- PATROL
- PRISONER PROCESSING
- PROPERTY AND EVIDENCE
- POLICE SHARED STAFF AREA
- GYMNASIUM
- BUILDING SUPPORT
- CIRCULATION



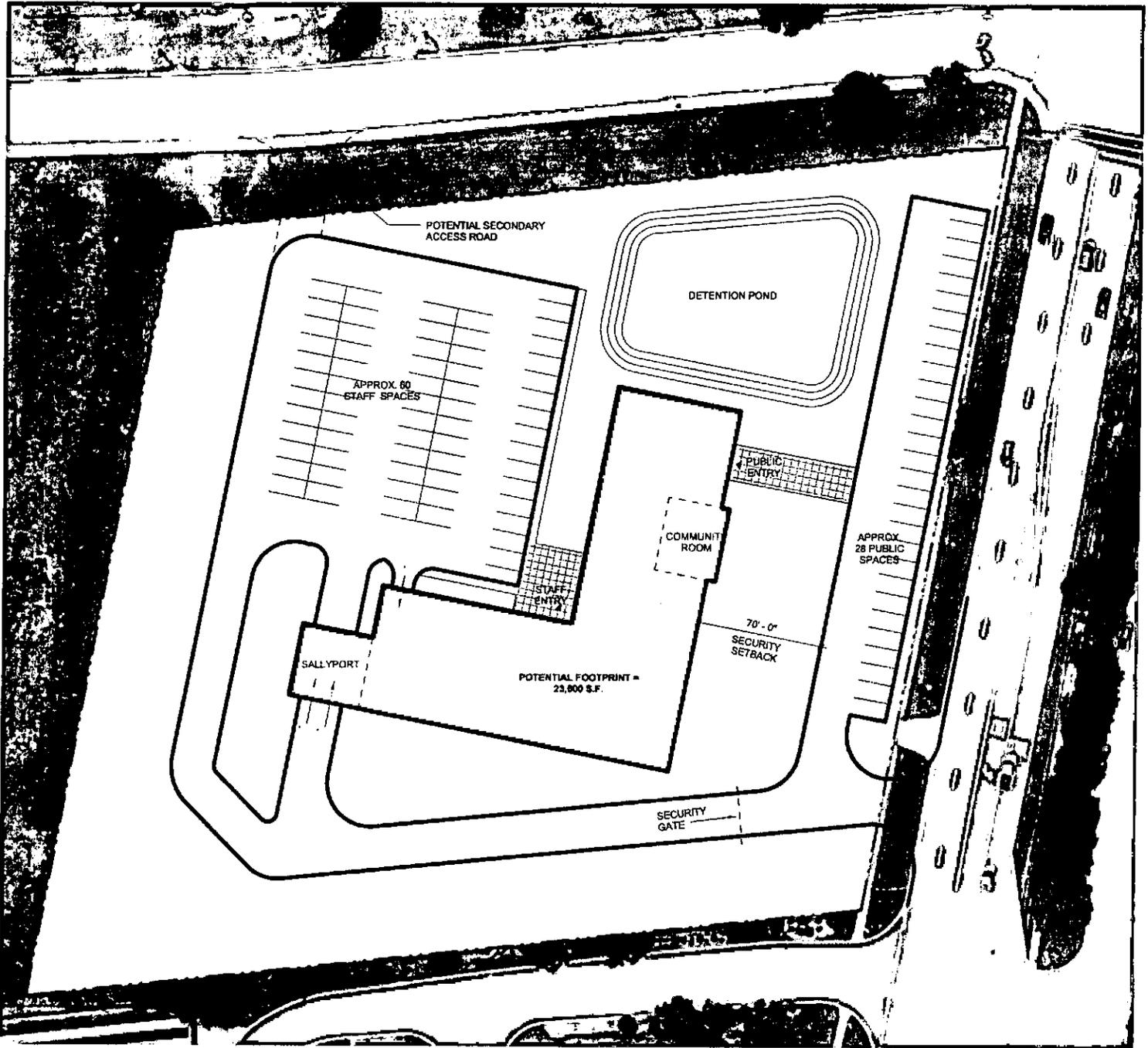
Site Evaluation/Design Concept Diagrams

Scheme 4A: 40,220 gross sf Police (new construction + surface parking for 88 cars)

Schemes 4A & 4B explore a new 2 story with basement 40,200sf Police station on a new 3 acre site in Glen Ellyn. This scheme has a lower SF due to the opportunity to start with a blank slate on a greenfield site. This allows for some tighter efficiencies and utilization as compared to all the constraints on the existing site. For the purposes of this study, 2 preliminary sites were used solely as "test fit case studies". Neither site is currently owned by the Village. A benefit to this scheme is staging. Both Police & Village Hall operations could remain uninterrupted until the Police were ready to move into their new building. Once this happens, the Village would have more flexibility in staging different areas of the Village Hall renovation within the existing building and over time if needed.



Site Evaluation/Design Concept Diagrams



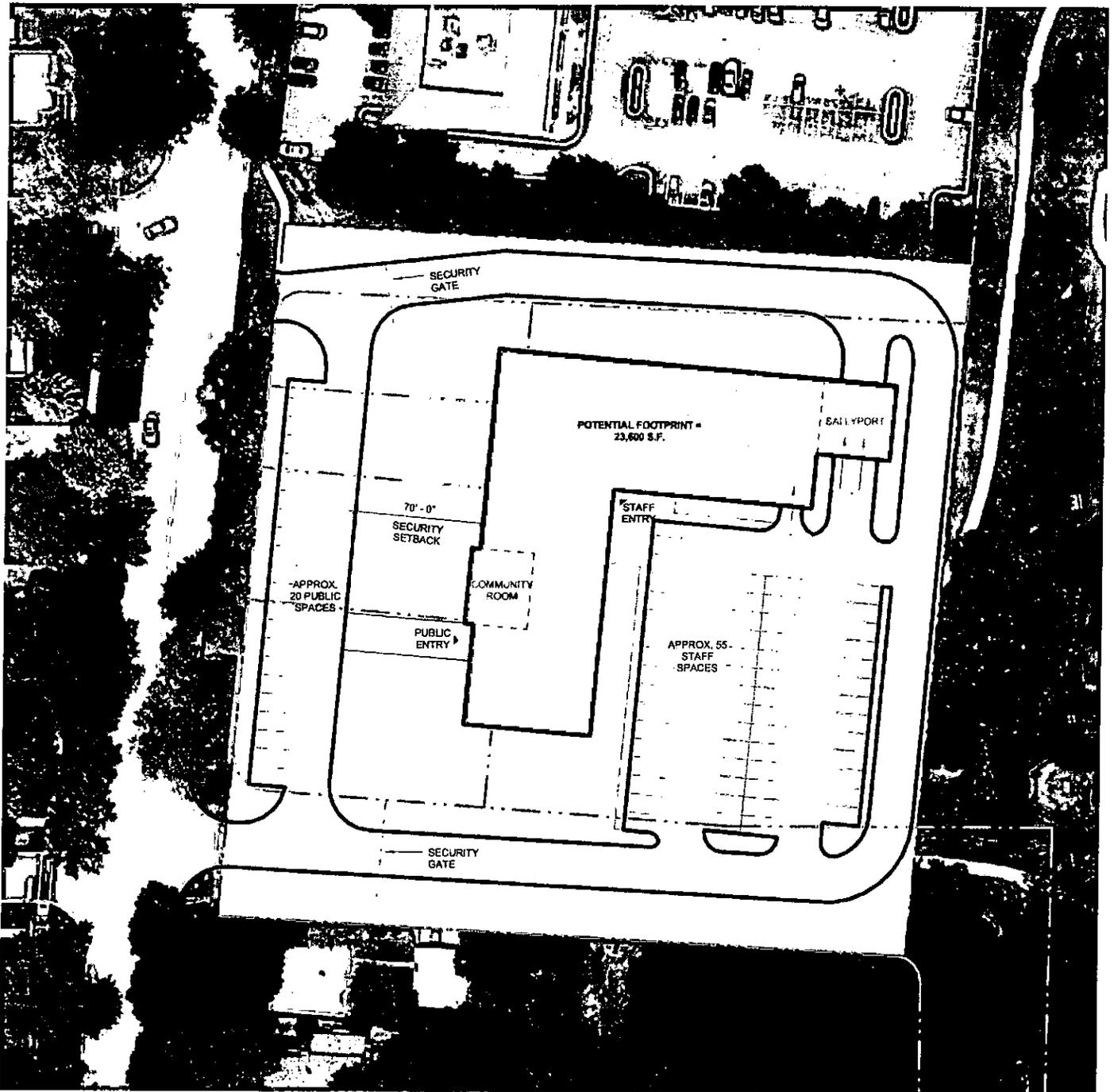
Site Level:
1.0 0' ——— 80'

Site Evaluation/Design Concept Diagrams

Scheme 4B: 40,220 gross sf Police (new construction + surface parking for 88 cars)



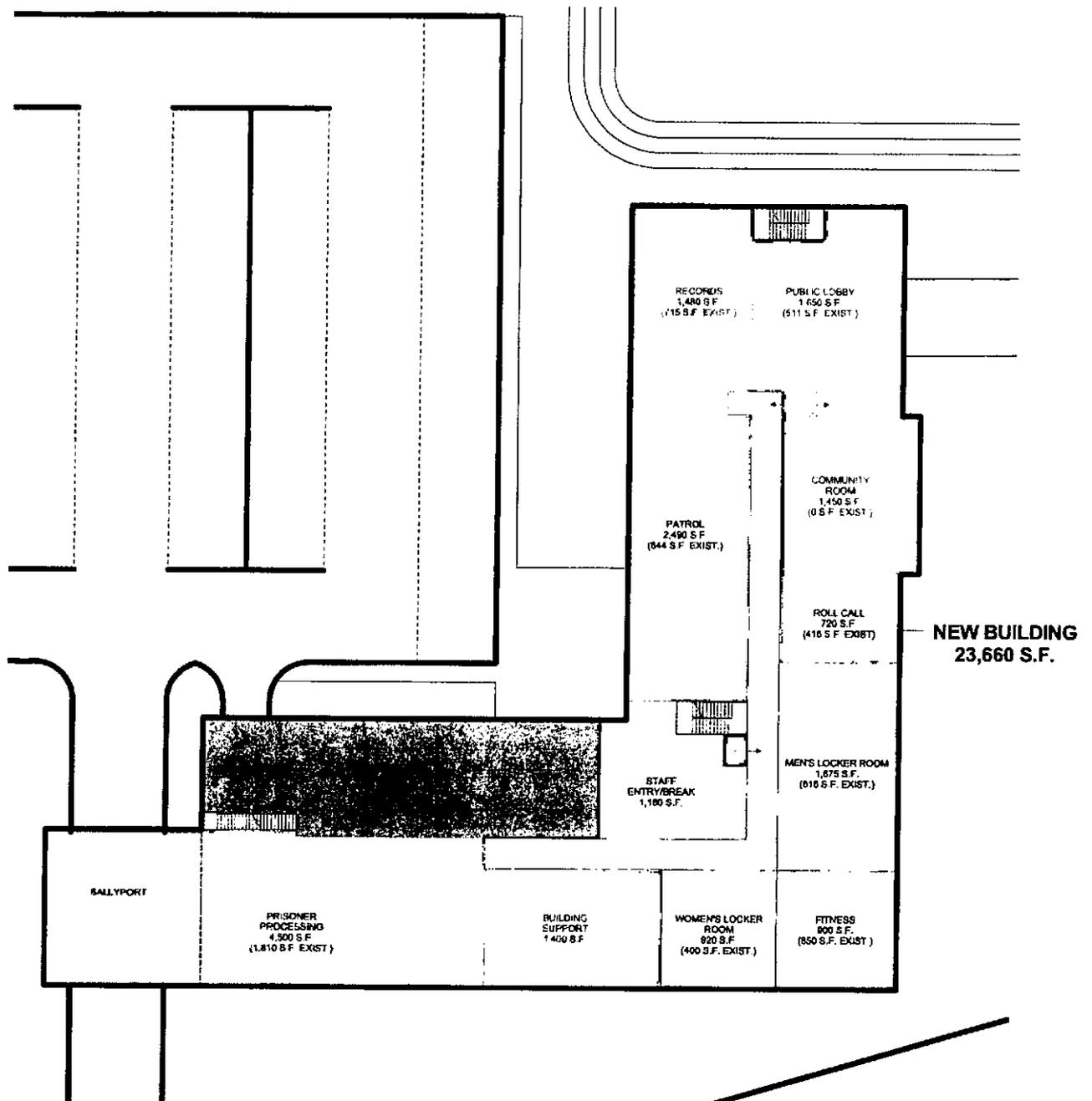
Site Evaluation/Design Concept Diagrams



Site Level:
1.0 0' ——— 80'

Site Evaluation/Design Concept Diagrams

Scheme 4: 40,220 gross sf Police (new construction + surface parking for 88 cars)

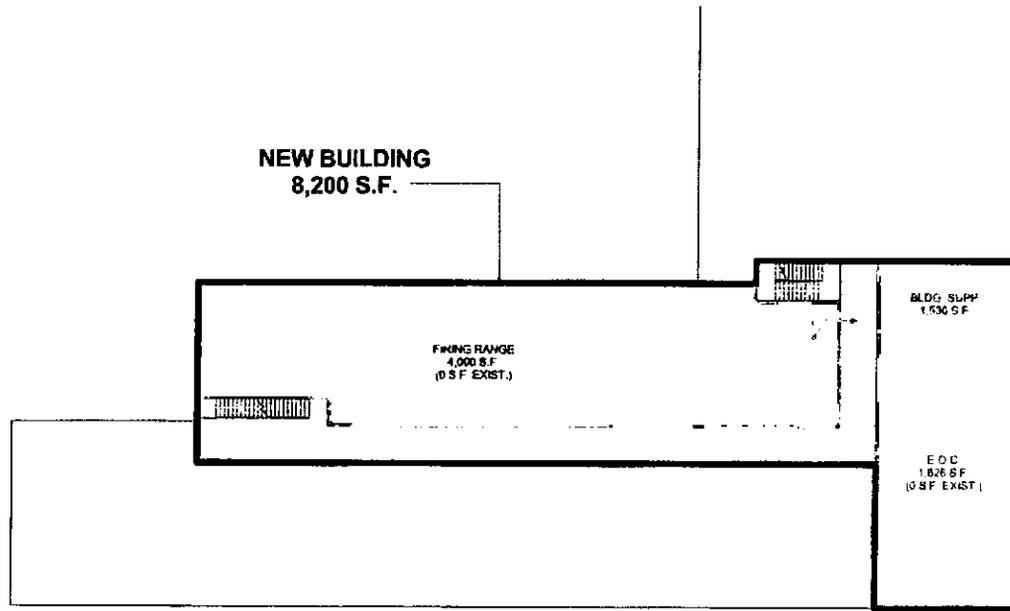


Level:

1.0

0' ——— 40'

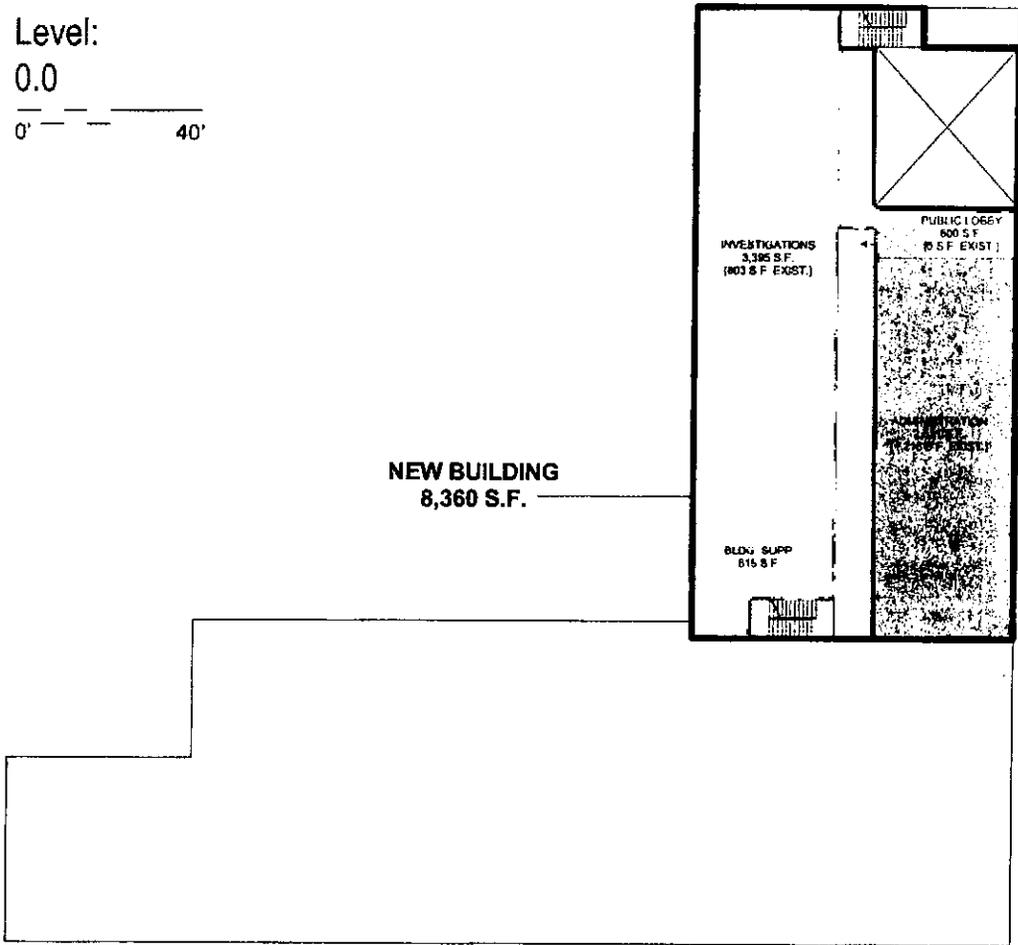
Site Evaluation/Design Concept Diagrams



Level:

0.0

0' ——— 40'



Level:

2.0

0' ——— 40'

BUILDING USES:

- SHARED PUBLIC SPACES
- VILLAGE HALL PUBLIC AREAS
- VILLAGE ADMINISTRATION
- FINANCE DEPARTMENT
- PLANNING AND DEVELOPMENT
- I.T. DEPARTMENT
- FACILITIES MANAGEMENT
- VILLAGE STAFF AREAS
- SHARED VILLAGE/PD AREAS
- POLICE PUBLIC AREAS
- POLICE ADMINISTRATION
- RECORDS
- INVESTIGATIONS
- PATROL
- PRISONER PROCESSING
- PROPERTY AND EVIDENCE
- POLICE SHARED STAFF AREA
- GYMNASIUM
- BUILDING SUPPORT
- CIRCULATION

6 COST DATA

The Cost Estimate is a very important part of this report. This estimate is based on cost per square foot. The Building Construction cost per square foot used in this estimate is based on current experience in the local construction marketplace. The costs of site development are included in the Construction Cost and in combination with the Building Construction Cost represent the anticipated amount of bids received for construction. This estimate is based on construction beginning in mid 2013. If construction begins at a later date, higher costs should be anticipated. Bidding and construction contingencies are also included in the construction cost estimate.

Other project costs have also been included in the estimate. This category of "soft" costs includes new building furniture, architecture and engineering fees, new phone system and an additional contingency intended to cover various cost items

associated with projects of this type. See spreadsheet template on following page for various examples of soft cost line items. Finally, land acquisition cost has not been included at the time of this study.

The cost data reflects ranges in many categories due to all the moving parts associated with exploring renovations and/ or additions to older historical facilities. There are many unknowns related to the existing facility, infrastructure, utilities, underground conditions, foundations, etc. that would all need additional assessment and evaluation at the proper time of moving ahead with one of the options or a combination of options presented. Thus in an effort to present comparative options at this point in time, a certain level of conservatism had to be incorporated with regards to the existing facility, future bidding climates, etc.

SPACE NEEDS SUMMARY	Existing	Scheme 1	Scheme 2	Scheme 3A	Scheme 3B	Scheme 4
All department gross totals in building:	35,117	35,117	41,900	57,731	54,199	
Gross SF of all police, village hall, other spaces:	44,988	44,998	54,188	77,243	73,096	40,220
total renovation area:	0	varies	41,688	44,988	41,688	varies
renovation cost ranges: \$50-\$200/sf (depending on scope)	\$0	\$0.2-\$5.5M	\$2.1-\$6.5M	\$2.2-\$7.0M	\$2.1-\$6.5M	\$0.2-\$5.5M
total addition / new area:	0	0	12,500	32,255	31,408	40,220
new construction cost ranges: \$230-\$320/sf (depending on economy of scale)	\$0	\$0	\$3.8M	\$9.8M	\$9.6M	\$9.5M
site work totals: (10-15% of new construction)						\$1.4M
total demolition area: (\$8-\$10/sf) 3300sf-1970's	\$0	\$0	\$33,000	\$0	\$33,000	\$100,000
Utility Relocation Costs	\$0	\$0	\$70,000	\$117,500	\$117,500	\$0
structured parking costs	\$0	\$0	\$0	\$3.6M	\$3.6M	\$0
total construction costs:	\$0	\$0.2-\$5.5M	\$6.0-\$10.4M	\$15.7-\$20M	\$15.7-\$20M	\$11.2-\$17M
total project costs: (usually 15-20% on top of construction costs which includes soft costs such as consultant fees, furniture, systems such as AV, IT, security, phone, signage, etc.)	\$0	\$0.23-\$6.4M	\$7.0-\$12.2M	\$18.4-\$23.4M	\$18.4-\$23.4M	\$13.1-\$19.9M

New construction Cost Area levels

	Component	Total Gross Square Feet	Cost per Square Foot	Comments
8.01	Lowest Cost Areas	varies	165	Low-end commercial finishes, in some areas exposed structure, painted CMU walls, VCT or sealed concrete floors
8.01	Garage Areas	varies	135	Pre-cast concrete structure with minimal finishes
8.02	Moderate Cost Areas	varies	225	Durable, professional, straight forward commercial-office accommodations w/ some mid-level finishes, A/V & Technology,
8.03	Highest Cost Areas	varies	280	Increased equipment/infrastructure costs, high-end casework, higher finishes, more durable materials, special systems, increased security requirements/AV/technology
8.05	Site Construction Cost		17	Grading, paving, landscaping, hardscaping, site furnishings, screen walls, utilities, Staff secure pkg
8.07	Design Contingency @ 5%			5% of New Building and Site Construction Cost
8.08	Bidding Contingency @ 1%			
8.09	Construction Contingency @ 4%			

Other typical Project Soft Costs

	Component	Total Gross Square Feet	Cost per Square Foot	Comments
8.11	Furniture at 4% of New Building Cost (8.04)			Workstations, offices, conf/mtg rooms, high density stor. systems, assembly seating
8.12	Signage			Interior and Exterior signage, dedication plaques, monumental entrance sign
8.13	New Phone System			Provided by owner
8.14	AV/Telecommunications/Security System			4% of total construction cost (8.10)
8.15	(Arch/struct/MEP/civil/landscape/ fire			
	A. Professional Services (Not Architect)			
8.16	Boundary Survey			
8.17	Topographic Survey			
8.18	Environmental Phase 1 Assessment **			TBD
8.19	Environmental Phase 2 Assessment **			TBD
8.20	Traffic **			TBD
8.21	Geotechnical / Soils Test Report			Foundation & Paving Design criteria
8.22	Construction Phase Testing Services			Soil compaction, concrete strengths, steel welds/connections, roof inspections
	B. Reimbursable Expenses			
8.23	Document Printing			Owner/Agency approval sets & Bid Documents
8.24	Mileage, Shipping, Reproduction			
	C. Miscellaneous (TBD)			
8.25	Moving Expenses**			TBD
8.26	Site Acquisition Cost **			only for concept 4
8.27	Information Technology Systems **			TBD
8.28	Estimated Total Soft Costs			
8.29	Estimated Total PROJECT Cost			

** This cost includes Design fees and certification fee