

# VILLAGE OF DEERFIELD

## Village Hall, Police, Public Works - Space Needs Analysis

September 23, 2019  
FINAL **REPORT**



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# **SECTION 1**

## **EXECUTIVE SUMMARY**

### **SCOPE OF STUDY**

The focus of this study is to assess the adequacy of the available space at the Village of Deerfield Village Hall, Police Department, and Public Works Department. The current capacity was tabulated and an optimal room program was created based on demographic trends and industry benchmarking.

The Village Hall has been in use for 134 years, while the Police Department and Public Works Department facilities have both been in use for 20 years. Since their construction, space needs for the various village departments have changed. This results in certain program deficiencies that require consideration of addition or relocation. The goal of this report is to further expand on the specific need of each department.

### **VILLAGE HALL**

Based on the square foot tabulations, Village Hall is severely undersized. The administrative offices all need to increase in size to meet the task needs of the staff. There is also lack of sufficient break space, no staff toilet, and no room for an intern. The public access space should have a meeting room that accommodates 14 people, and a board room that accommodates 34 people. The informational lobby requires an increase in size in order to perform as a pre-function area for the board room.

The current facility, housed with the Deerfield Historical Society, is undersized to adequately perform program functions. Previously studied options include redevelopment of the old bank at 51 N Main St and a new facility at Community Park.

### **POLICE DEPARTMENT**

The current Police Facility was initially designed as a Fire Department and then when they left the DPW utilized the building until a new facility was built for them 20 years ago. The Police Department layout could be improved but only to a certain point in a building that is undersized and was originally designed with another department in mind. The site is also very small and does not allow for adequate parking for visitors or secured parking for the patrol staff. Five parking stalls should be provide to avoid parking in front of the overhead doors.

While staff are comfortable with facility functions at the police station, spatial deficiencies are still present. The public access space needs to be enlarged and isolated from the police lockers and gear storage. Currently the evidence room needs to be more secure in addition to needing more space.

There are issues with the current organization of the space. The circulation is not suitable for a secure police station. There should be access to police administration areas out of the way of public access spaces. The view from the entry vestibule to the patrol area should be blocked to secure patrol staff. Weapon storage also needs a location independent of evidence storage.

### **PUBLIC WORKS DEPARTMENT**

The main concern at the existing 12,700SF DPW Garage is that the parking garage is undersized to accommodate the fleet and equipment. There are several vehicles and pieces of equipment that are stored in other Village buildings that should be stored at the DPW Garage. Also, due to its limited storage capacity, vehicles must be packed in; which is inefficient. The staff often has to move several vehicles to get to one that's been parked-in. The other issues with the DPW Garage are lack of storage racking, accessible toilet rooms, and private locker rooms. While there is a need for 19,000SF, only a 7,000SF addition is recommended at this time.

### **COST ANALYSIS**

Costs range estimates were developed for each of the recommended options. The options below are construction costs only and include:

- Village Hall – New Stand-Alone Village Hall Building 5,762 SF
  - Project Cost: \$1,461,250 to \$1,753,500
- Police Department – New Police Bldg. or Renovations 4,456 SF
  - Remodel Cost: \$80,340 to \$133,900
  - Project Cost: \$1,336,800 to \$1,559,600
- DPW – Additions and Remodels adding approximately 7,000 SF
  - Project Cost: \$1,120,000 to \$1,260,000

### **RECOMMENDATIONS**

Final recommendations for the Village of Deerfield are reconstruction of a new Village Hall, renovation of current Police station, and an addition to Public Works facility. These recommendations are a result of the findings demonstrated in this report with Village Hall being highest priority.

## **SECTION 2**

### **STUDY SCOPE AND METHODOLOGY**

For this study, Barrientos Design's effort will focus on the Village of Deerfield's Municipal Building, Public Works, Police Station and Historical Society. The report provides the Village of Deerfield with the following:

1. **Space Needs Analysis** – A written narrative evaluating the space needs for each department based on industry standards and demographic trends.
2. **Building Programming** – A spreadsheet that allocates required space for each department will be developed and a written narrative will identify recommended department adjacencies and building standards.
3. **Efficiency and Deficiency Analysis** – The report will identify current building efficiencies and deficiencies and make a statement on how a new design will address deficiencies. Space need options will be developed in order to evaluate the merits of combining functions into a shared facility.
4. **Cost Analysis** – We will provide cost estimates for the preferred options of the Village.

Specific tasks and activities undertaken for the Space Needs Analysis included:

#### **SPACE NEEDS ANALYSIS**

1. Meet with Village staff to kick-off the planning effort and gather facility usage data such as number of occupants, type of activities, room functions and features and known deficiencies of the building.
2. Gather data on existing buildings and sites including plans, maintenance records and scheduled capital improvements.
3. Document current and future service function by department.
4. Analyze current and future needs based on demographic trends and industry benchmarking of the Village's peer municipalities.
5. Provide a written narrative outlining the needs of each department and staff member.
6. Meet to review the space needs of each department with the department head.

#### **BUILDING PROGRAMMING**

1. Generate a spreadsheet tabulation of required square footages by department based on the information gathered during the space needs analysis.

2. Each Department will have its own program and be broken down further by functional area.
3. A narrative for each department will be developed with recommendations on industry standards, worker safety and security.
4. A chart will be developed comparing existing square footages with the optimal square footages of each department.
5. Meet to review the space programming with each department head.
6. Discussion options for combining facilities to be considered in the following task.

### **EFFECIENCY AND DEFICIENCY ANALYSIS**

1. Evaluate the current facilities for building space efficiencies and deficiencies.
2. Identify deficient staff, department, public and other programmatic spaces and provide solutions for those items in written form and as a part of the square footage tabulations.
3. Create feasible space needs solutions for each department. This will include multiple options to remodel and expand current facilities, combine facilities or develop new buildings to accommodate the needs of the Village.
4. Identify up to two preferred options to be studied in further detail.

### **COST ANALYSIS**

1. Develop costs for two options. We will prepare cost estimates for the two preferred options from the earlier phases of work. These will likely include repair and remodeling costs for one option and another option for a new facility.
2. We will use cost data from recently bid projects as well as published data from RS Means to determine the estimated costs for the development options.
3. Cost Estimates will be generated using current costs however we will provide commentary on common inflation and escalation factors.
4. Present all options with costs in one technical presentation to the Village Board.
5. Incorporate Village Board comments into the final written report. The final deliverable will be the Space Needs Study in report format with our professional recommendations. We will provide up to 10 copies of the final report.

# SECTION 3

## SPACE NEEDS ANALYSIS

After conducting a space needs analysis, the Village of Deerfield Village Hall, Police Department, and Public Works Department require more space for various program functions.

Included in this section are space needs tabulations of the Village departments focused on in this study—village hall, police, and public works. For each department an existing space program was developed and compared to an optimal space program for the department.

Combined, the three village departments currently use a total of 16,718 SF, but need a total of 29,311 SF. This increases the total building SF by 75%

The following SF tabulations include:

1. Existing Village Hall Room Program
2. Existing Police Department Room Program
3. Existing Public Works Department Room Program
4. Village Hall Optimal Room Program
5. Police Department Optimal Room Program
6. Public Works Department Optimal Room Program
7. Existing SF vs. Optimal SF Comparison Chart

**Existing Room Program for Village of Deerfield Village Hall**

Village of Deerfield Village Hall

**VILLAGE HALL**

Occupancy Notes

FUNCTION AREA/ Room	Station X'	Cor Y'	Net SF/Station	# of Sta.	Net Useable SF	Circulation & Wall Allow.	Gross SF	
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20%

<b>ADMINISTRATIVE OFFICES</b>								
Village Admin	12	12	144	1	144	29	173	
Deputy Clerk	10	8	80	1	80	16	96	
Admin Asst	8	8	64	1	64	13	77	
Office Equipment	6	6	36	1	36	7	43	
<b>SUBTOTAL</b>					<b>324</b>		<b>389</b>	

<b>PUBLIC ACCESS</b>								
Board Room	14	16	224	1	224	45	269	
Informational Lobby	6	6	36	1	36	7	43	
Public Toilets	10	10	100	1	100	20	120	
<b>SUBTOTAL</b>					<b>360</b>		<b>432</b>	

<b>STORAGE SPACE</b>								
Record Storage	24	20	480	1	480	96	576	
Village Museum	24	10	240	1	240	48	288	
<b>SUBTOTAL</b>					<b>720</b>		<b>864</b>	

<b>BUILDING SERVICES</b>								
Corridors	8	12	96	1	96	19	115	
Mechanical	6	6	36	1	36	7	43	
<b>SUBTOTAL</b>					<b>132</b>		<b>158</b>	

**Total Building Square Footage 1,843**

**Existing Room Program for Village of Deerfield Police Department**

Village of Deerfield Police Department

**POLICE STATION**

FUNCTION AREA/ Room	Station Cor		Net SF/Station	# of Sta.	Net Useable SF	Circulation & Wall Allow.	Gross SF	Occupancy Notes
	X'	Y'						
20%								
<b>GARAGE</b>								
Patrol Vehicle Storage	24	24	576	1	576	115	691	
Lost Bikes Storage	16	14	224	1	224	45	269	
<b>SUBTOTAL</b>					<b>800</b>		<b>960</b>	
<b>POLICE ADMINISTRATION</b>								
Patrol Work Room	18	16	288	1	288	58	346	
Day Room	18	14	252	1	252	50	302	
<b>SUBTOTAL</b>					<b>540</b>		<b>648</b>	
<b>STAFF SUPPORT</b>								
Men's Toilets and Lockers	12	10	120	1	120	24	144	
Women's Toilets and Lockers	12	12	144	1	144	29	173	
Janitorial	8	8	64	1	64	13	77	
Kitchen	8	8	64	1	64	13	77	
<b>SUBTOTAL</b>					<b>392</b>		<b>470</b>	
<b>POLICE OPERATIONS</b>								
Interview Room	8	8	64	1	64	13	77	
Evidence Storage	8	6	48	1	48	10	58	
Record Storage	12	6	72	1	72	14	86	
Equipment/Gear Storage	10	6	60	1	60	12	72	
Weapon Storage	8	8	64	1	64	13	77	
<b>SUBTOTAL</b>					<b>308</b>		<b>370</b>	
<b>PUBLIC ACCESS</b>								
Secured Entry Vestibule	10	6	60	1	60	12	72	
Med Drop	8	8	64	1	64	13	77	
<b>SUBTOTAL</b>					<b>124</b>		<b>149</b>	
<b>BUILDING SERVICES</b>								
Corridors	12	6	72	1	72	14	86	
Mechanical	14	14	196	1	196	39	235	
<b>SUBTOTAL</b>					<b>268</b>		<b>322</b>	
<b>Total Building Square Footage</b>							<b>2,299</b>	

**Existing Room Program for Village of Deerfield Public Works**

Village of Deerfield Public Works Department

**GARAGE BUILDING**

FUNCTION AREA/ Room	Station Cor		Net SF/Station	# of Sta.	Net Useable SF	Circulation & Wall Allow.	Gross SF	Occupancy Notes
	X'	Y'						
10%								
<b>HEATED VEHICLE GARAGE</b>								
Vehicle Storage Garage	66	120	7,920	1	7,920	792	8,712	
SUBTOTAL					7,920		8,712	
<b>REPAIR GARAGE</b>								
Repar Bay & Shops	66	28	1,848	1	1,848	185	2,033	
SUBTOTAL					1,848		2,033	
<b>SHOPS &amp; PARTS STORAGE</b>								
Parts Storage	18	16	288	1	288	29	317	
Bluk Fluids	16	14	224	1	224	22	246	
SUBTOTAL					512		563	
<b>CREW QUARTERS</b>								
Mens Locker	14	14	196	1	196	20	216	
Lunch Room	12	12	144	1	144	14	158	
SUBTOTAL					340		340	
<b>ADMINISTRATION</b>								
DPW Director's Office	10	10	100	1	100	10	110	
Foreman's Office	10	8	80	1	80	8	88	
Meeting Room/Files	8	8	64	1	64	6	70	
SUBTOTAL					244		244	
<b>BUILDING SERVICES</b>								
Mechanical Room	8	8	64	1	64	6	70	
SUBTOTAL					64		64	

**Total Main Shop Building Square Footage**

**11,956**

**Optimal Room Program for Village of Deerfield Village Hall**

Village of Deerfield Village Hall

**New Village Hall**

FUNCTION AREA/ Room	Station Cor		Net SF/Station	# of Sta.	Net Useable SF	Circulation & Wall Allow.	Gross SF	Occupancy Notes
	X'	Y'						
<b>ADMINISTRATIVE OFFICES</b>								
Village Admin	16	14	224	1	224	67	291	
Deputy Clerk	14	14	196	1	196	59	255	
Admin Asst.	12	10	120	1	120	36	156	
Intem/Auditor/Bldg Inspector	10	8	80	1	80	24	104	
Office & Voting Equipment	16	14	224	1	224	67	291	
Staff Toilet	8	6	48	1	48	14	62	
Break Room	12	12	144	1	144	43	187	
<b>SUBTOTAL</b>					<b>1,036</b>	<b>30%</b>	<b>1,347</b>	
<b>PUBLIC ACCESS</b>								
Meeting Room	18	14	252	1	252	76	328	35 ppl seated 7 at dias, moveable partition
Board Room	40	30	1200	1	1,200	360	1,560	
Board Room Storage	14	12	168	1	168	50	218	
Informational Lobby	20	18	360	1	360	108	468	
Med Drop	8	8	64	1	64	19	83	
Women's Toilets	8	7	56	1	56	17	73	
Men's Toilets	8	7	56	1	56	17	73	
<b>SUBTOTAL</b>					<b>2,156</b>		<b>2,803</b>	
<b>STORAGE SPACE</b>								
Record Storage	24	18	432	1	432	130	562	
Village Historical Society Storage	26	20	520	1	520	156	676	
<b>SUBTOTAL</b>					<b>952</b>	<b>-</b>	<b>1,238</b>	
<b>BUILDING SERVICES</b>								
Mechanical Room	14	12	168	1	168	50	218	
Janitors Closet	8	8	64	1	64	19	83	
Electrical Panel, Closets	12	10	120	1	120	36	156	
<b>SUBTOTAL</b>				<b>3</b>	<b>352</b>	<b>-</b>	<b>458</b>	

**TOTAL MAIN BUILDING SQUARE FOOTAGE**

**5,845**

\* Assumes a one story building

**Optimal Room Program for Village of Deerfield Police Department**

Village of Deerfield Police Department

**New Police Station**

FUNCTION AREA/ Room	Station Cor		Net SF/Station	# of Sta.	Net Useable SF	Circulation & Wall Allow.	Gross SF	Occupancy Notes
	X'	Y'						
30%								
<b>GARAGE</b>								
Patrol Vehicle Storage	26	26	676	1	676	203	879	
Lost Bikes Storage/Trash	16	14	224	1	224	67	291	
<b>SUBTOTAL</b>					<b>900</b>	<b>-</b>	<b>1,170</b>	
<b>POLICE ADMINISTRATION</b>								
Patrol Work Room	20	18	360	1	360	108	468	
Day Room	18	14	252	1	252	76	328	
<b>SUBTOTAL</b>					<b>612</b>	<b>-</b>	<b>796</b>	
<b>STAFF SUPPORT</b>								
Men's Toilets and Lockers	18	16	288	1	288	86	374	
Women's Toilets and Lockers	14	12	168	1	168	50	218	
Janitorial	8	8	64	1	64	19	83	
Kitchen	8	8	64	1	64	19	83	
<b>SUBTOTAL</b>					<b>584</b>		<b>759</b>	
<b>POLICE OPERATIONS</b>								
Interview Room	10	10	100	1	100	30	130	
Evidence Storage	12	10	120	1	120	36	156	
Record Storage	14	10	140	1	140	42	182	
Equipment/Gear Storage	14	10	140	1	140	42	182	
Weapons Storage	14	10	140	1	140	42	182	
<b>SUBTOTAL</b>					<b>640</b>	<b>-</b>	<b>832</b>	
<b>PUBLIC ACCESS</b>								
Secured Entry Vestibule	10	6	60	1	60	18	78	
Meeting Room	18	14	252	1	252	76	328	
Public Restroom	10	10	100	1	100	30	130	
Med Drop	8	8	64	1	64	19	83	
<b>SUBTOTAL</b>					<b>476</b>		<b>619</b>	
<b>BUILDING SERVICES</b>								
Mechanical Room	14	12	168	1	168	50	218	
Electrical Panel, Closets	8	8	64	1	64	19	83	
Water, Fire Protection	8	6	48	1	48	14	62	
<b>SUBTOTAL</b>					<b>280</b>	<b>-</b>	<b>364</b>	

**TOTAL MAIN BUILDING SQUARE FOOTAGE****4,540**

**Optimal Room Program for Village of Deerfield Public Works**

Village of Deerfield Public Works Department

**New Public Works Building**

FUNCTION AREA/ Room	Station Cor		Net SF/Station	# of Sta.	Net Useable SF	Circulation & Wall Allow.	Gross SF	Occupancy Notes
	X'	Y'						
<b>HEATED VEHICLE GARAGE</b>								
Heavy Parking Stall	42	16	672	0	0	0	0	
Medium Parking Stall	32	14	448	4	1,792	269	2,061	
Light Parking Stall	24	12	288	6	1,728	259	1,987	
Tractors, Chippers, Mowers, Rollers	10	10	100	15	1,500	225	1,725	
Graders, Loaders, Skidsteers	32	14	448	4	1,792	269	2,061	
Drive Aisle	26	160	4160	1	4,160	624	4,784	
Field Equipment Storage	20	20	400	1	400	60	460	
Wash Bay	32	16	512	1	512	77	589	
<b>SUBTOTAL</b>					<b>11,884</b>	<b>-</b>	<b>13,667</b>	
<b>REPAIR GARAGE</b>								
Vehicle Repair Bay	40	28	1120	1	1,120	168	1,288	
Shop Bays	40	24	960	1	960	144	1,104	
<b>SUBTOTAL</b>					<b>2,080</b>	<b>-</b>	<b>2,392</b>	
<b>SHOP OFFICES &amp; PARTS STORAGE</b>								
Parts Storage	24	18	432	1	432	65	497	
Power Tools & Secured Equipment	14	12	168	1	168	25	193	
Bulk Fluids	16	14	224	1	224	34	258	
<b>SUBTOTAL</b>					<b>824</b>	<b>-</b>	<b>948</b>	
<b>CREW QUARTERS</b>								
Men's Locker Rooms	22	18	396	1	396	59	455	
Women's Locker Rooms	14	12	168	1	168	25	193	
Assembly Room	20	16	320	1	320	48	368	
<b>SUBTOTAL</b>					<b>884</b>	<b>-</b>	<b>884</b>	
<b>ADMINISTRATIVE OFFICES</b>								
DPW Director's Office	14	14	196	1	196	29	225	
Foreman's Office	12	12	144	1	144	22	166	
Meeting Room/Files	16	14	224	1	224	34	258	
Copier/Plans Layout	12	14	168	1	168	25	193	
Network, Communications Closet	6	6	36	1	36	5	41	
<b>SUBTOTAL</b>					<b>768</b>	<b>-</b>	<b>768</b>	
<b>BUILDING SERVICES</b>								
Mechanical Room	16	14	224	1	224	34	258	
Electrical Panel, Closets	8	8	64	1	64	10	74	
Water, Fire Protection	8	8	64	1	64	10	74	
<b>SUBTOTAL</b>					<b>352</b>	<b>-</b>	<b>352</b>	

**TOTAL MAIN BUILDING SQUARE FOOTAGE**

**19,010**

## EXISTING SF vs. OPTIMAL SF COMPARISON CHART

### VILLAGE HALL - COMPARISON CHART

FUNCTIONAL AREA	Existing SF	Optimal SF	% of Change
Administrative Offices	389	1,347	246.40%
Public Access	432	2,803	548.80%
Storage Space	864	1,238	43.24%
Building Services	158	458	188.89%
<b>Total Main Building</b>	<b>1,843</b>	<b>5,845</b>	<b>217.10%</b>

### POLICE STATION - COMPARISON CHART

FUNCTIONAL AREA	Existing SF	Optimal SF	% of Change
Garage	960	1,170	21.88%
Police Administration	648	796	22.78%
Staff Support	470	759	61.39%
Police Operations	370	832	
Public Access	149	536	
Building Services	322	364	13.18%
<b>Total Main Building</b>	<b>2,918</b>	<b>4,456</b>	<b>52.70%</b>

### DPW GARAGE BUILDING - COMPARISON CHART

FUNCTIONAL AREA	Existing SF	Optimal SF	% of Change
Heated Vehicle Storage	8,712	13,667	56.87%
Repair Garage	2,033	2,392	17.67%
Shops Offices & Parts Storage	563	948	68.25%
Crew Quarters	340	884	160.00%
Administrative Offices	244	768	214.75%
Building Services	64	352	450.00%
<b>Total Main Building</b>	<b>11,956</b>	<b>19,010</b>	<b>59.00%</b>

<b>Total All Buildings</b>	<b>16,718</b>	<b>29,311</b>	<b>75.33%</b>
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### Village Hall Benchmarking

Municipality	Population	Administration SF
Fox Point	6,670	7,130
Clintonville	4,360	6,350
Pardeeville	2,067	3,500
Wind Point	1,707	2,860
Deerfield	2,319	5,762

# SECTION 4

## BUILDING PROGRAMMING

After walking through current Village facilities, relationship diagrams were developed based on the space needs analysis.

### 1. Village Hall Relationship Diagram

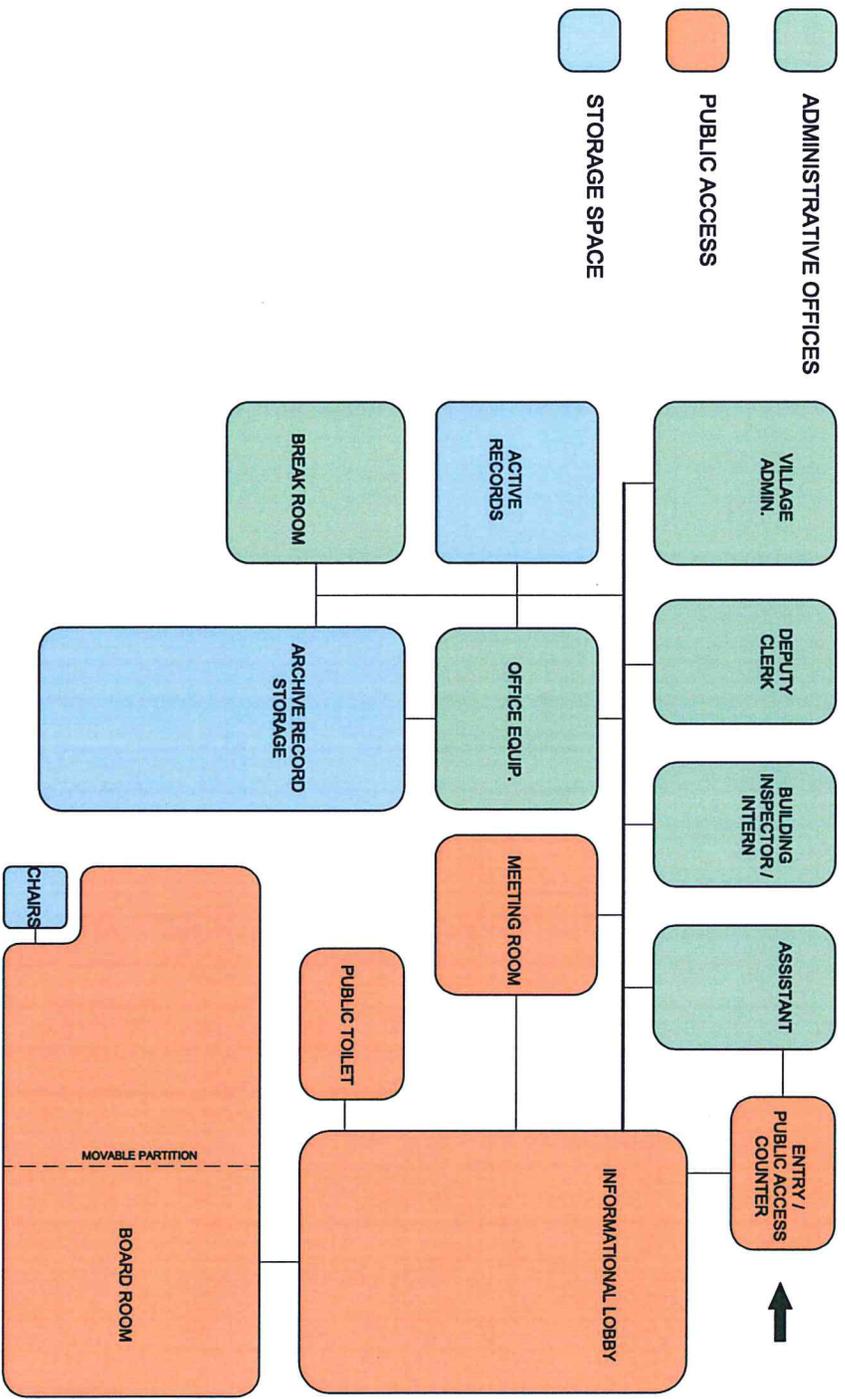
The relationship diagram for Village Hall shows a need for expanded public access space. A specific entry with service counter should be designated for public use adjacent to an informational lobby. This informational lobby will double as a pre-function area for events and meetings that take place inside of the board room. Offices for village positions should be behind the public access counter. These offices need a space for breaks, equipment, and a toilet.

### 2. Police Department Relationship Diagram

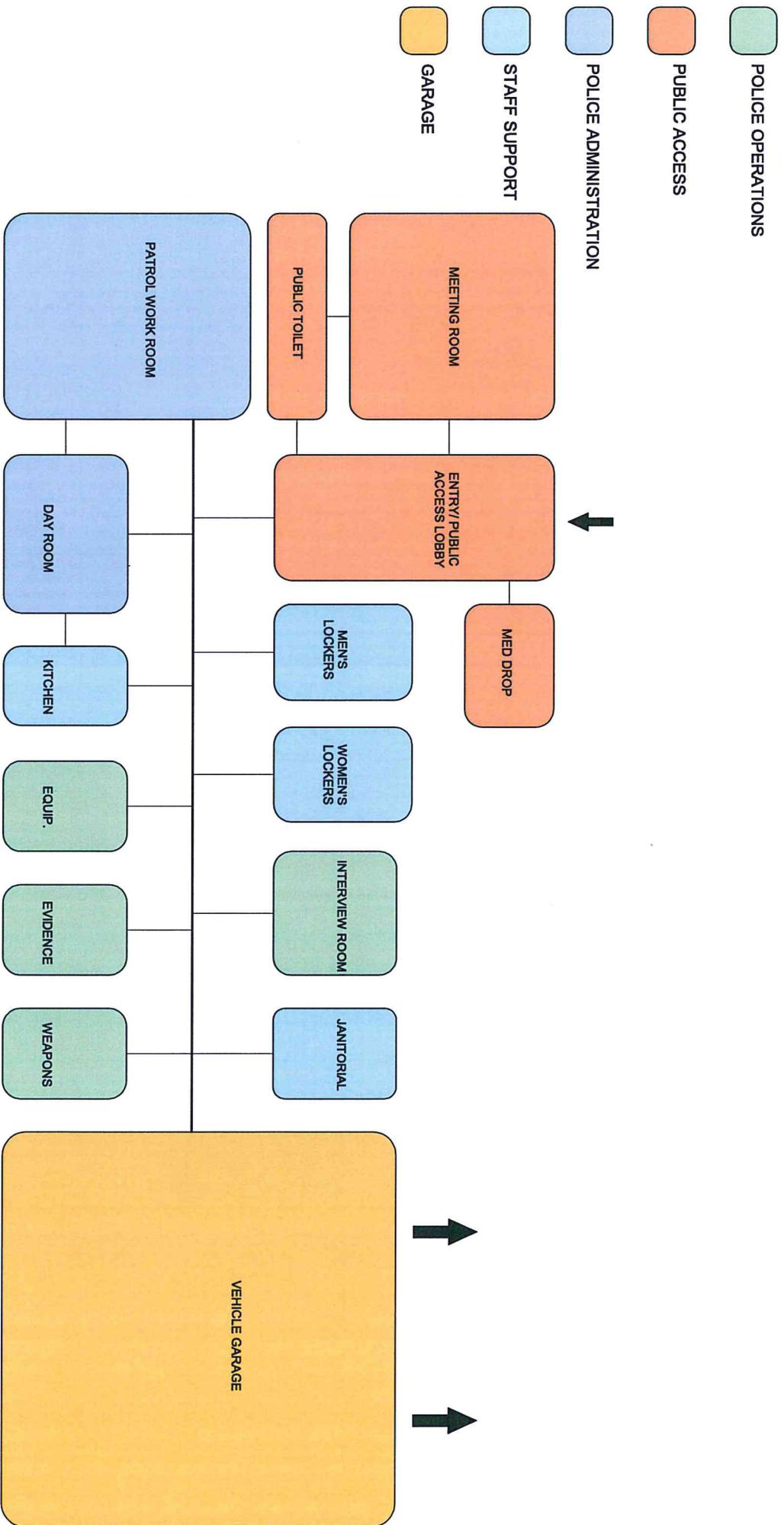
The Police Department demonstrates a need for separation of space. Currently storage spaces overlap and there is not a proper location for gear storage. The relationship diagram shows demonstrated spaces for different kinds of storage. These storage items should be located near the vehicle garage for convenience. Public access space should be located front of house, with a separation from police administration and staff support spaces. The patrol work room should have access to the day room and kitchenette.

### 3. Public Works Department Relationship Diagram

The current functions of the Public Works Department are efficient. What the facility needs is a 7,500SF addition for heated storage.



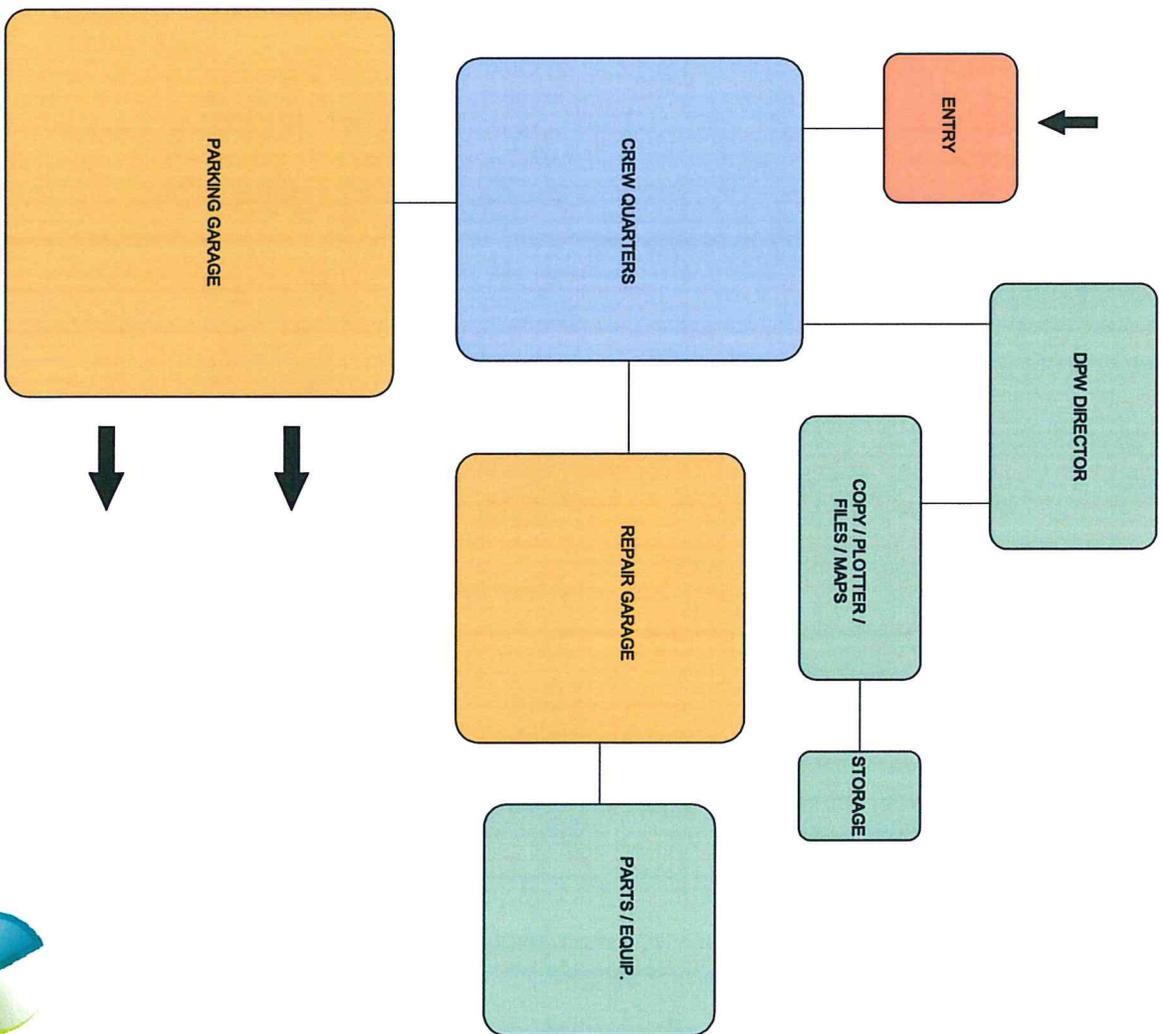
Village of Deerfield Space Needs  
**RELATIONSHIP DIAGRAM - VILLAGE HALL**



Village of Deerfield Space Needs

RELATIONSHIP DIAGRAM - POLICE DEPARTMENT

- ADMIN / STORAGE
- ENTRY
- CREW QUARTERS
- GARAGE

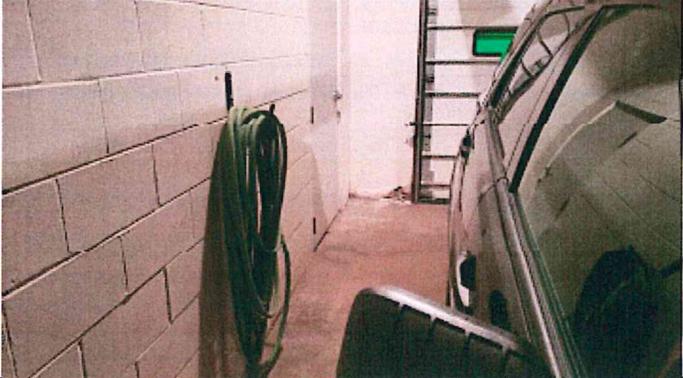


Village of Deerfield Space Needs  
**RELATIONSHIP DIAGRAM - PUBLIC WORKS DEPARTMENT**

# SECTION 5

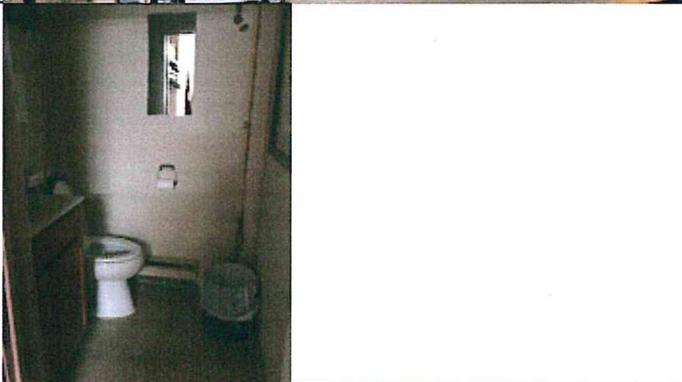
## EFFICIENCY AND DEFICIENCY ANALYSIS

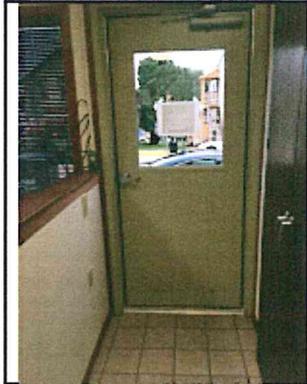
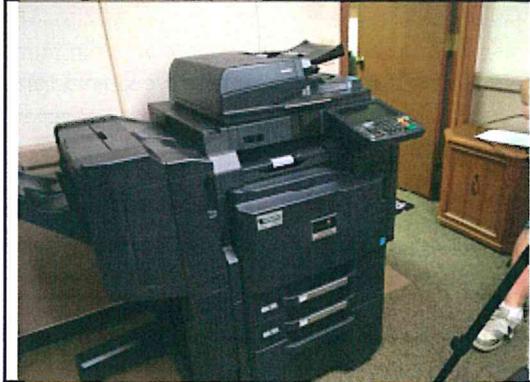
For each Village Department we met with staff and discussed current building deficiencies and in the following pages we are discussing them and proposed solutions or efficiencies that would be incorporated into a new building.

POLICE DEPARTMENT		
	DEFICIENCY	EFFICIENCY
	<p>Taser storage and charging located in Day Room.</p>	<p>Separate location for weapon maintenance and storage. Radio and other device charging needs would be in a gear storage room.</p>
	<p>Interview room is drywall which is susceptible damage. If this is impact resistant wall board it is alright.</p>	<p>New interview room should be block wall.</p>
	<p>Garage is too narrow.</p>	<p>Widen garage to accommodate larger squads and patrol staff entering and exiting the vehicles.</p>

		<p>Gear and patrol storage lockers are undersized and Locker area is undersized and does not provide adequate privacy.</p>	<p>Lockers and gear storage areas will be appropriately sized and proper privacy measures would be taken into account in the design.</p>
		<p>Patrol weapon storage lockers and evidence lockers are side by side. These should be in separate rooms.</p>	<p>Evidence storage lockers should provide appropriate chain of custody. Weapons storage and maintenance should provide appropriate rack storage lockers and workbench space as well as charging for tasers. Each room should be locked, monitored and adequately ventilated</p>
		<p>General building maintenance should be reviewed and repaired throughout the existing building.</p>	<p>A new or remodeled facility would not have as many on-going maintenance needs over the first 10 to 20 years of use as the current facility.</p>

**VILLAGE HALL AND HISTORICAL SOCIETY**

	DEFICIENCY	EFFICIENCY
	<p>Historical Society storage overflowing current space.</p>	<p>Designated space separate from Village Hall would be most efficient.</p>
	<p>Current building has many spatial deficiencies that are identified in the space needs analysis.</p>	<p>A new facility would better accommodate the space needs of the Village Hall</p>
	<p>Toilet Room is not ADA accessible and there is only one toilet for both public and staff.</p>	<p>Toilet counts will meet current building code and toilet rooms will all meet ADA Accessible codes.</p>
	<p>File Storage and break room should be two separate spaces.</p>	

		<p>Secondary exit door is not ADA compliant</p>	<p>New entrances and exits would be compliant with all current codes.</p>
		<p>Board Room has multiple functions including copy room, records, storage and IT</p>	<p>These spaces should be divided so that the public coming for meetings do not disturb normal business operations.</p>
		<p>Front Desk does not provide any security.</p>	<p>Transaction counter should be built in a new Village Hall that provides a distinct separation between the public and Village Staff.</p>

DEPARTMENT OF PUBLIC WORKS

	DEFICIENCY	EFFICIENCY
	<p>Current heated vehicle garage is overcrowded and undersized.</p>	<p>An addition to the garage of 50' x 100' would accommodate additional vehicles that are currently stored throughout the Village in cold storage facilities.</p>
	<p>Currently staff lockers are locked in the Garage.</p>	<p>New accessible staff locker rooms should be provided.</p>
	<p>Limited rack shelving.</p>	<p>Provide an additional 40' of rack shelving within the new vehicle garage addition.</p>
	<p>Equipment, tools, parts, workbenches and storage of paints and other solvents should be better defined with some spaces requiring their own rooms.</p>	<p>Provide rooms within the garage for specific storage of some of these items.</p>

# SECTION 6

## COST ANALYSIS

With each space needs assessment in mind we have developed cost estimates for the recommended option for each department. The costs below represent construction cost estimate only, full project costs are on the following pages.

### VILLAGE HALL

- The Village Hall is significantly undersized and it is our professional recommendation that the Village should move the Village Administrative offices to a new facility. Our space needs assessment identified 5,845 SF the required square footage for the new facility. This new building could range in cost from \$250 to \$300 per square foot based on construction type, finishes and construction and bidding climate.

Project Cost \_\_\_\_\_ \$1,461,250 to \$1,753,500

### POLICE DEPARTMENT

- The Police Department facility is generally in good condition however the sizes and types of spaces are deficient. The optimal space needs for the Police Department identified 4,540 SF for the department compared to the current 2,300 SF. If the Village determines that the best course of action would be to build a new facility assume a cost of \$300 to \$350 per square foot. If renovations to the existing facility are made, assume \$100 per square foot for a major remodel of the space and \$60 per square foot for a minor remodel.

Remodel Cost \_\_\_\_\_ \$80,340 to \$133,900

New Building Cost \_\_\_\_\_ \$1,336,800 to \$1,559,600

### DEPARTMENT OF PUBLIC WORKS

- The DPW is looking for an addition to the garage of approximately 5,000 square feet to accommodate additional vehicle parking and equipment storage. Renovations or an addition to the existing building to develop locker rooms and a crew assembly space for the building would need to be accounted for in the new project and amount to approximately 2,000 square feet. The non-heated vehicle garage addition would range from \$140 to \$160 a square foot and the new locker rooms would range from \$210 to \$230 a square foot.

Project Cost \_\_\_\_\_ \$1,120,000 to \$1,260,000

## Village Hall - Construction Cost Estimate

Village of Deerfield  
September 18, 2019



	SF/Quantity	Cost per SF	Total
<b>New Construction</b>			
Administrative Offices	1,347	250 \$	336,750
Public Access	2,803	300 \$	840,900
Storage Space	1,238	225 \$	278,550
Building Services	458	200 \$	91,600
	<u>5,845</u>	Total \$	<u>1,547,800</u>

Total Construction Cost	\$	1,547,800
Main Building SF		5,845
Cost Per Square Foot	\$	264.81
Cost Per Square Foot Including Site Work	\$	264.81

### Soft Costs

Construction and Estimating Contingency	5.0%	\$	77,390
Architecture / Engineering Fees	8.0%	\$	123,824
	Total	\$	<u>201,214</u>

**GRAND TOTAL** \$ 1,749,014

\*Estimate does not include furnishings, moving/relocation expenses, or plan approval and review fees

\*\*Estimate is for a 50 to 70 year building solution and includes cavity wall construction of the office building.

\*\*\*Estimate assumes a new building on a new site. New site has not been identified and site acquisition costs are not included in this estimate.

\*\*\*\*Potential sale of existing building has not been included in this cost estimate.

**Police Department - Construction Cost Estimate**

Village of Deerfield  
September 18, 2019



	SF/Quantity	Cost per SF	Total
<b>New Construction</b>			
Garage	1,170	220 \$	257,400
Police Administration	796	300 \$	238,800
Staff Support	759	325 \$	246,675
Police Operations	832	350 \$	291,200
Public Access	619	375 \$	232,125
Building Services	364	220 \$	80,080
	<b>4,540</b>	<b>Total</b>	<b>\$ 1,346,280</b>

Total Construction Cost	\$	1,346,280
Main Building SF		4,540
Cost Per Square Foot	\$	296.54
Cost Per Square Foot Including Site Work	\$	296.54

**Soft Costs**

Construction and Estimating Contingency	5.0%	\$	67,314
Architecture / Engineering Fees	9.0%	\$	121,165
	<b>Total</b>	<b>\$</b>	<b>188,479</b>

**GRAND TOTAL** \$ **1,534,759**

\*Estimate does not include furnishings, moving/relocation expenses, or plan approval and review fees

\*\*Estimate is for a 50 to 70 year building solution and includes a precast or cavity exterior wall construction.

\*\*\*Estimate assumes a new building on a new site. New site has not been identified and site acquisition costs are not included in this estimate.

\*\*\*\*Potential sale of existing building has not been included in this cost estimate.

## DPW - Construction Cost Estimate

Village of Deerfield  
September 18, 2019



	SF/Quantity	Cost per SF		Total
<b>Demo</b>				
Connections to existing building		allow	\$	20,000
<b>New Construction</b>				
Cold Storage	5,000	140	\$	700,000
Locker Rooms / Crew Addition	2,000	220	\$	440,000
	7,000	Total	\$	1,140,000

Total Construction Cost	\$	1,160,000
Total Building SF		7,000
Main Garage Cost Per Square Foot	\$	162.86
Cost Per Square Foot Including Site Work	\$	165.71

### Soft Costs

Construction and Estimating Contingency	5.0%	\$	58,000
Architecture / Engineering Fees	7.0%	\$	81,200
	Total	\$	139,200

<b>GRAND TOTAL</b>	\$	<b>1,299,200</b>
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\*Estimate does not include furnishings, moving/relocation expenses, salt storage or plan approval and review fees

\*\*Estimate is for a 30 to 40 year building solution and includes pre-engineered metal building construction.

\*\*\*Estimate assumes an addition to the existing building.

