

Village Facilities Plan 2014

Village of Summit



Building Plan & Design Services

2911 N. Dousman Rd., Oconomowoc, WI 53066

Wednesday | September 3, 2014

DRAFT



bray
architects

solid foundation. forward thinking.

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Acknowledgements

Village Board, Elected Officials

Jeff Riley, Village President
Scott Piefer, Village Trustee
Richard "Curly" Wentland, Village Trustee
Susan Moran, Village Trustee
Kraig Arenz Sr., Village Trustee

Village Administration

Henry Elling, Village Administrator/Zoning Administrator
Debra Michael, Village Clerk
Renee Pearson, Village Treasurer

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Michael Hartert, Police Chief

Village of Summit

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Introduction

Summit is a village in Waukesha County, Wisconsin, United States. The population was 4,674 at the 2010 census. The Village Municipal building is located at 2911 N. Dousman Rd., Village of Summit, WI, near the intersection of N. Dousman Road and Valley Road. The facility was constructed in 1954 and was expanded in 1968 and 1984. Today, the department employs a staff of 18 officers and 1 clerk, of which there are 10 full-time and 9 part-time employees. The department has a 24-hour dispatch center.

Study Objective

In April 2014, the Village of Summit retained Bray Associates Architects, Inc to conduct a thorough facility analysis and departmental needs assessment focused on the existing municipal building facilities and its staff. The study aims to identify the opportunities and challenges of the existing location, review the programmatic challenges of the departments and propose a series of solutions to address the identified and prioritized needs.

Existing Facility:

Village of Summit
2911 N. Dousman Rd., Oconomowoc, WI 53066
(262) 567-2757
Open Monday - Friday, 8:00 A.M. - Noon & 1:00 P.M. - 4:00 P.M.

Methodology

The study process followed a six phased approach: (1) project initiation, (2) existing building & site analysis, (3) needs assessment, (4) building adjacency diagramming, (5) conceptual design, (6) final report.

The departmental needs assessment analysis included interactive work sessions with department heads and key staff members. In addition, existing spatial utilization was observed and documented upon numerous site visits.

The existing facility condition review was conducted by a series of professional engineers and architects. These facility reviews were conducted during a complete building tour guided by Village staff. Existing building drawings were also available and utilized in support of this process.

Development options and recommendations were generated in association with Village staff. All associated cost estimates are based on Bray experience and historic construction cost data.

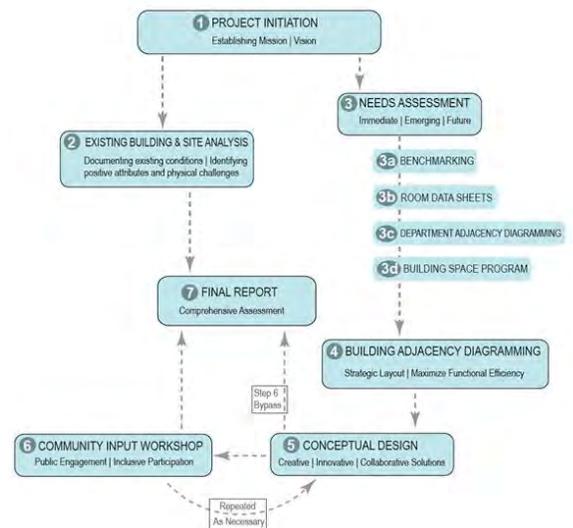


Figure 1.00: Methodology | Six-phased approach



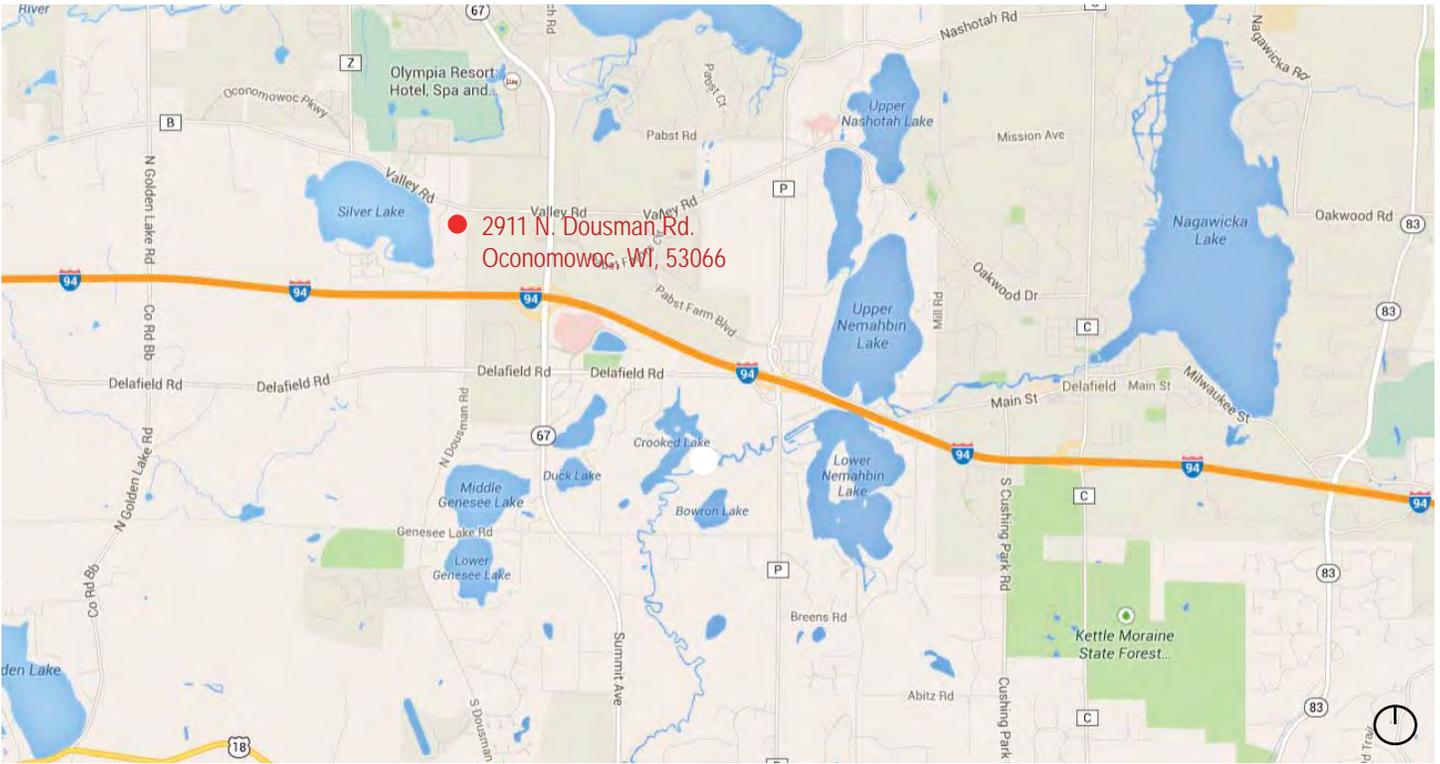


Figure 1.01: Village of Summit, WI



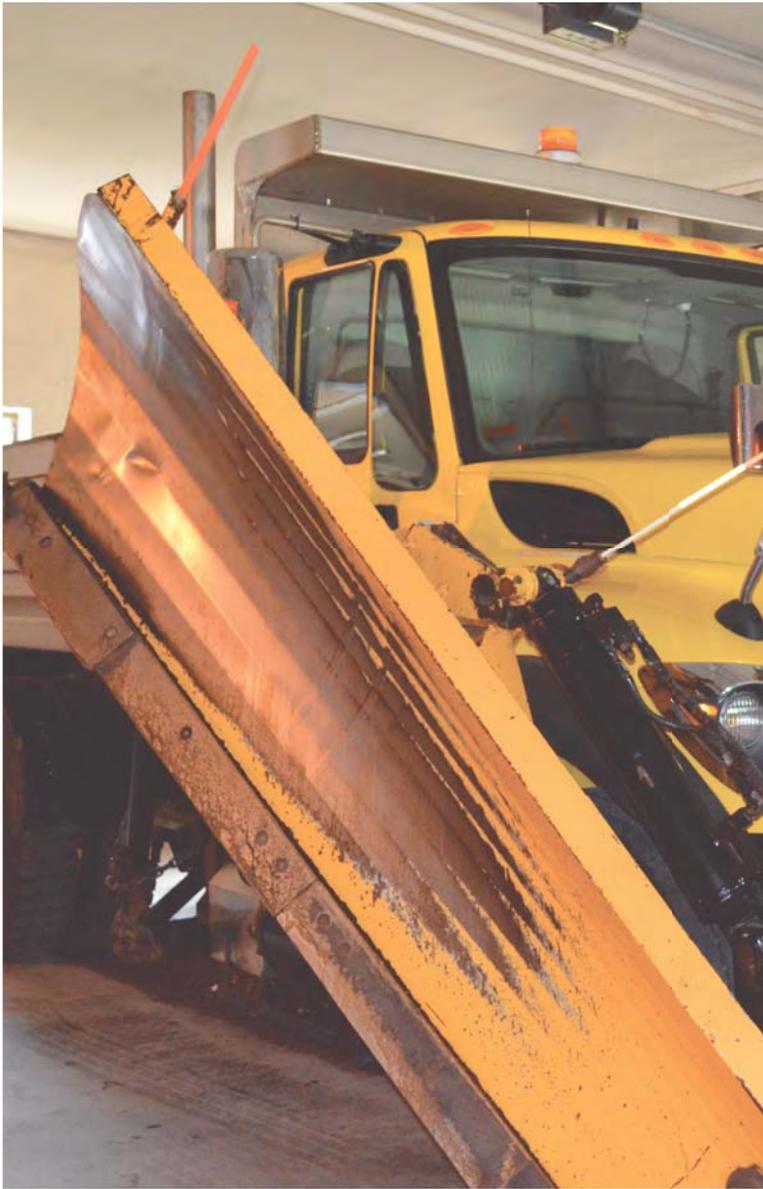
Figure 1.02: Village of Summit Municipal Building

Background / Process

Below is a comprehensive list of building tours, faculty & staff engagement, leadership work sessions and Board of Education presentations. Through the dedication of all involved, challenges were identified, solutions vetted and a master plan created.

- April 3, 2014: Kick Off Meeting
- May 29, 2014: Study Progress Meeting
- June 12, 2014: Staff Programming Work Sessions
- June 19, 2014: Building Tour, Engineer Review Walk-through & Study Progress Meeting
- July 10, 2014: Study Progress Meeting
- August 7, 2014: Village of Summit Board Presentation
- August 25, 2014: Study Progress Meeting
- September 3, 2014: Village of Summit Board Presentation





1 Current Program Assessment

The goal of this needs assessment is to develop strategies to adequately improve the efficiency and functionality of the Village Municipal Building. Phase one will review the department, program, and challenges. Comprehensively, this phase will study existing conditions and program as well as identify the needs in future developments.



Staff, Program, History & Building Introduction

Police Department

The Village Municipal building is located at 2911 N. Dousman Rd., Village of Summit, WI, near the intersection of N. Dousman Rd. and Valley Rd. The facility was constructed in 1954 and employed a staff of only three officers, including the Department Chief. Until the construction of the 1967 facility, the fire department and police department were located in the same building.

Today, the staff size remains at 19, although the number of calls has dramatically risen since the buildings inception. The facility is in operation 24 hours a day and operates on three shifts of rotating fire fighters. Included in its operations is a 24-hour dispatch center. Call volume for 2013 was 1,897 calls. Of these calls, 1,652 were medical requests. There have been two additions since the original construction of the facility, one in 1968 and another in 1984. The 1968 addition consisted of an additional garage on the north side of the building, with an expansion of this garage in 1984.

The Village of Summit Police Department's mission, as stated on the village's website: "The Village of Summit Police Department is a professional department. We are dedicated to providing the highest quality service to our community and citizens that we serve. Our mission is to protect life and property, to prevent crime, and to enforce all laws. We also strive to be fair and give equal service to all citizens."

Figure 1.04: Organizational Chart

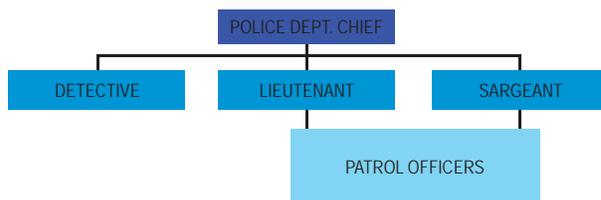


Figure 1.05: Village of Summit, Proximity to Other Village Hall Municipal Buildings

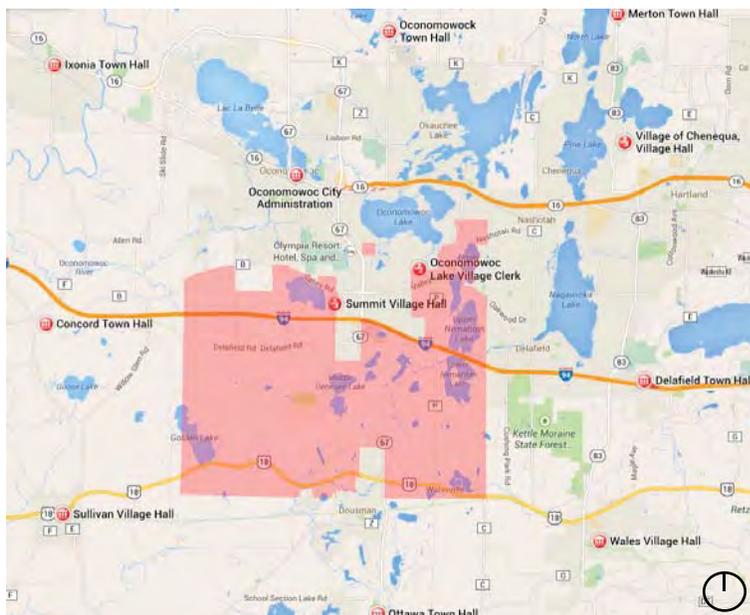
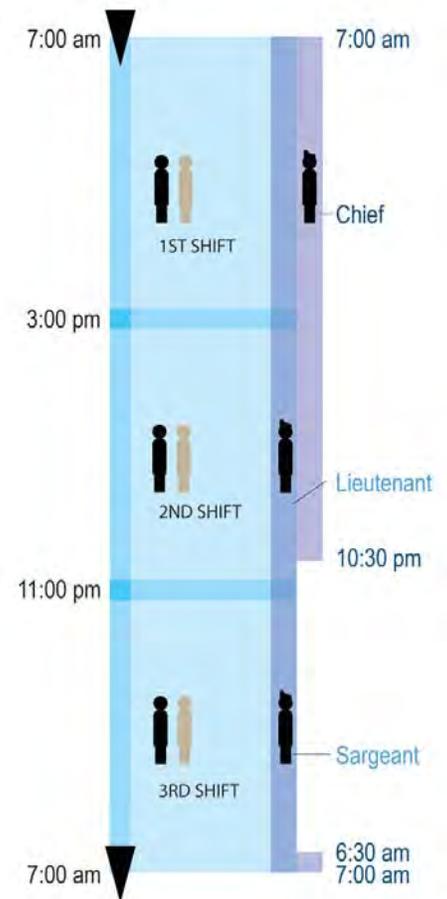


Figure 1.06: Shift Organization Graphic



Village of Summit Facilities Plan

| No. | Room Name | Existing Space | | | Durrant '08 | | | Space Need | | | Notes |
|------------------------|------------------------------|----------------|----|------------|-------------|----|--------------|------------|----|--------------|--|
| | | Area | No | Total Area | Area | No | Total Area | Area | No | Total Area | |
| 1.00 | Administration | | | | | | | | | | |
| 1.01 | Village Manager | 149 | 1 | 149 | 180 | 1 | 180 | 275 | 1 | 275 | desk, (4-6) conference |
| 1.02 | Village Clerk | - | - | - | 100 | 1 | 100 | 100 | 1 | 100 | |
| 1.03 | Deputy Clerk | 280 | 1 | 280 | 100 | 1 | 100 | 100 | 1 | 100 | |
| 1.04 | Active Files/Service Counter | - | - | - | 126 | 1 | 126 | 125 | 1 | 125 | (6) files plus work counter |
| 1.05 | Vault | 40 | 1 | 40 | 100 | 1 | 100 | 100 | 1 | 100 | |
| 1.06 | Break Area | - | - | - | 120 | 1 | 120 | 125 | 1 | 125 | |
| 1.07 | Mall/Copy Room | - | - | - | 120 | 1 | 120 | 125 | 1 | 125 | |
| 1.08 | Staff Closet | - | - | - | 60 | 1 | 60 | 60 | 1 | 60 | |
| 1.09 | Supply Room | 11 | 1 | 11 | 120 | 1 | 120 | 125 | 1 | 125 | |
| 1.10 | Computer/Network Room | - | - | - | 60 | 1 | 60 | - | - | - | |
| 1.11 | Building Inspector | - | - | - | 120 | 1 | 120 | 140 | 1 | 140 | |
| 1.12 | Conference Room | - | - | - | 160 | 1 | 160 | 200 | 1 | 200 | (6-8) person capacity |
| 1.13 | Dead Files | 165 | 1 | 165 | 220 | 1 | 220 | 250 | 1 | 250 | |
| 1.14 | Town Supervisor | - | - | - | 120 | 1 | 120 | 140 | 2 | 280 | |
| 1.15 | Dead Files | - | - | - | 120 | 1 | 120 | - | - | 0 | May also serve as park and recreation director |
| 1.16 | Town Supervisor | - | - | - | 100 | 1 | 100 | - | - | 0 | |
| 1.17 | Staff Toilets | - | - | - | - | - | - | 80 | 2 | 160 | unisex toilets |
| Total Net Area: | | | | 645 | | | 1,926 | | | 2,165 | |

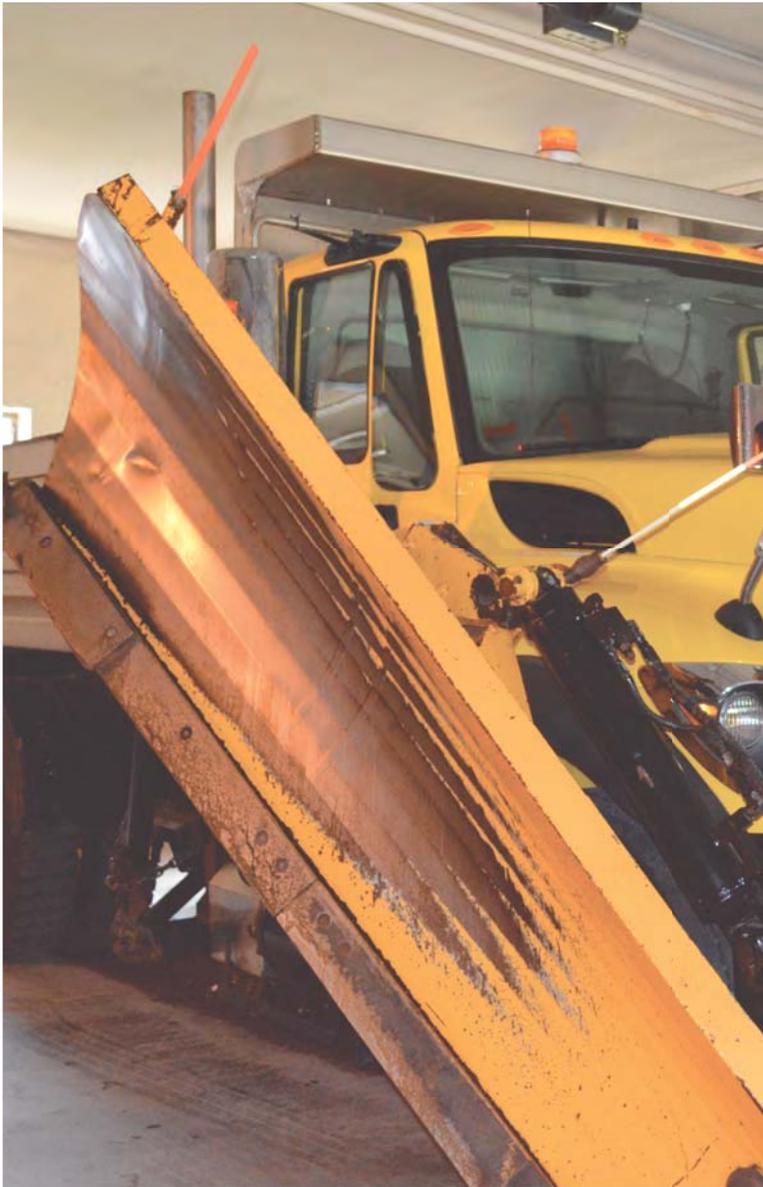
| 2.00 Police Department | | | | | | | | | | | |
|-------------------------------|---------------------------|-------|---|--------------|-------|---|--------------|-----|----|--------------|---|
| Administration | | | | | | | | | | | |
| 2.01 | Police Sub-Lobby | - | - | - | - | - | - | 140 | 1 | 140 | seating (2), display / brochure |
| 2.02 | Soft Interview | - | - | - | - | - | - | 175 | 1 | 175 | (4-6) conference |
| 2.03 | Clerk | 268 | 1 | 268 | 100 | 1 | 100 | 100 | 1 | 100 | sliding glass transaction window to lobby |
| 2.04 | Police Chief | 108 | 1 | 108 | 170 | 1 | 170 | 275 | 1 | 275 | (4-6) conference |
| 2.05 | Lieutenant | - | - | - | 120 | 1 | 120 | 140 | 1 | 140 | Desk, guest chairs, file |
| 2.06 | Detective / Sargent | - | - | - | 120 | 1 | 120 | 140 | 1 | 140 | Desk, guest chairs, file |
| Patrol | | | | | | | | | | | |
| 2.07 | Roll Call Room / Workroom | - | - | - | 240 | 1 | 240 | 100 | 6 | 600 | (6) workstations, group meeting |
| 2.08 | Officers' Work Area (5) | - | - | - | 300 | 1 | 300 | - | - | - | |
| 2.09 | Equipment Storage | 51 | 1 | 51 | 80 | 1 | 80 | 100 | 1 | 100 | storage, charging |
| 2.10 | Firearm Cleaning/Locker | 66 | 1 | 66 | 66 | 1 | 66 | 80 | 1 | 80 | weapons storage |
| 2.11 | Locker Room Men | - | - | - | 210 | 1 | 210 | 20 | 25 | 500 | |
| 2.12 | Toilet / Shower | - | - | - | - | - | - | 80 | 1 | 80 | (1) shower, (1) wc |
| 2.13 | Locker Room Women | - | - | - | 190 | 1 | 190 | 20 | 7 | 140 | |
| 2.14 | Toilet / Shower | - | - | - | - | - | - | 80 | 1 | 80 | (1) shower, (1) wc |
| 2.15 | Workout Room/Training | - | - | - | 380 | 1 | 380 | 350 | 1 | 350 | DAAT, fitness |
| 2.16 | Break Area | - | - | - | 120 | 1 | 120 | 125 | 1 | 125 | counter, table, dishwasher |
| Detention / Evidence | | | | | | | | | | | |
| 2.17 | Interview 1 | - | - | - | 100 | 1 | 100 | 100 | 1 | 100 | table and (3) chairs |
| 2.18 | Interview 2 | - | - | - | 100 | 1 | 100 | 100 | 1 | 100 | table and (3) chairs |
| 2.19 | Booking | - | - | - | 140 | 1 | 140 | 150 | 1 | 150 | counter, cabinets and bench |
| 2.20 | Evidence Storage | 350 | 1 | 350 | 600 | 1 | 600 | 750 | 1 | 750 | evidence processing + storage |
| 2.21 | Evidence Storage | - | - | - | 200 | 1 | 200 | - | - | - | could be off-site |
| Garage / Storage | | | | | | | | | | | |
| 2.22 | Police Garage | 1,110 | 1 | 1,110 | 1,900 | 1 | 1,900 | 500 | 5 | 2,500 | see storage inventory |
| 2.23 | Police Garage | - | - | - | 800 | 1 | 800 | - | - | - | (2) additional police cars |
| Total Net Area: | | | | 1,953 | | | 5,936 | | | 6,625 | |

| 3.00 Support Spaces | | | | | | | | | | | |
|----------------------------|-----------------|-----|---|------------|-----|---|--------------|-------|---|--------------|--|
| 3.01 | Men's Toilet | 73 | 1 | 73 | 200 | 1 | 200 | 200 | 1 | 200 | |
| 3.02 | Women's Toilet | 67 | 1 | 67 | 200 | 1 | 200 | 200 | 1 | 200 | |
| 3.03 | Janitor Closet | 32 | 1 | 32 | 60 | 1 | 60 | - | - | - | |
| 3.04 | Mechanical Room | 158 | 1 | 158 | 240 | 1 | 240 | - | - | - | |
| 3.05 | Electrical Room | 78 | 1 | 78 | 120 | 1 | 120 | - | - | - | |
| 3.06 | Public Lobby | 442 | 1 | 442 | 442 | 1 | 442 | 1,250 | 1 | 1,250 | |
| Total Net Area: | | | | 850 | | | 1,262 | | | 1,650 | |

| 5.00 Community | | | | | | | | | | | |
|------------------------|--------------------|-------|---|--------------|-------|---|--------------|-------|---|--------------|---|
| 5.01 | Community Room | 1,976 | 1 | 1,976 | 1,976 | 1 | 1,976 | 2,000 | 1 | 2,000 | 50-60 capacity, divisible (2/3) spaces |
| 5.02 | Stage | 360 | 1 | 360 | 360 | 1 | 360 | - | - | - | movable storage |
| 5.03 | Storage | 92 | 1 | 92 | 200 | 1 | 200 | 550 | 1 | 550 | tables, chairs, AV equipment, election booths |
| 5.04 | File Function | 192 | 1 | 192 | 192 | 1 | 192 | - | - | - | |
| 5.05 | Storage | - | - | - | 120 | 1 | 120 | - | - | - | |
| 5.06 | Small Meeting Room | 1,789 | 1 | 1,789 | 900 | 1 | 900 | 550 | 1 | 550 | closed session conference, (10-14) seated |
| 5.07 | Kitchen | 227 | 1 | 227 | 227 | 1 | 227 | 125 | 1 | 125 | |
| Total Net Area: | | | | 4,636 | | | 3,975 | | | 3,225 | |

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2 Current Building Assessment

The goal of the Current Building Assessment is to evaluate existing building conditions in meeting the needs identified in Phase One. This phase will then be used to create multiple options to best suit the current and future needs of the Administrative and Police Departments. This will include the options of renovation, additions, and new construction.

- Architectural Report
 - Site Review
 - Building Review
- Engineering Reports
 - HVAC Systems Review
 - Electrical Systems Review
 - Plumbing Systems Review



Architectural Report

Site Review

The Village Municipal building is located at 2911 N. Dousman Rd., Village of Summit, WI. Details regarding the site, such as parking, vegetation, elevation, etc., are presented below for further understanding of existing conditions.

Parking:

- Parking is located mainly on the east side of the facility. About 7 spaces are available directly outside the main entrance that are 45 degrees from the curb. About 38 vehicles can also be parked in unmarked spaces outside the police garage. This parking is available for larger events, but when utilized prevents staff vehicles from entering or exiting the Police Department Garage. About 40 spaces are available on the west side of the facility for staff and overflow parking, but when used they too conflict with circulation within the DPW yard. Most paved surfaces are in need of repair, with cracks occurring throughout. Off street parking is not an option.

Vegetation:

- See Civil Report.

Elevation:

- See Civil Report.

Size:

- Size of site: 5.86 acres
- Size of buildable area on site: 2.217 acres
- Size of building footprint: 9,522 sq. ft.

Bordering Area:

- On the east side of the site is N. Dousman Road, which runs north-south; this is the only street that borders the property. Beyond the site and to the north is Valley road; this is the nearest public intersection to the site and is a main access road to Silver Lake to the West and Hwy 16 to the East. The properties surrounding the site are largely residential with some commercial facilities and vacant lots along Valley Road.

Pedestrian Conditions:



Figure 1.07: Municipal Building, Main Entrance



Figure 1.08: Police Department East Vehicle Entrance



Figure 1.09: Municipal Building West Facade



Figure 1.10: Municipal Building, SE Corner Looking NW



Architectural Report

Site Review



Figure 1.11: 45 Degree Aerial View of Site

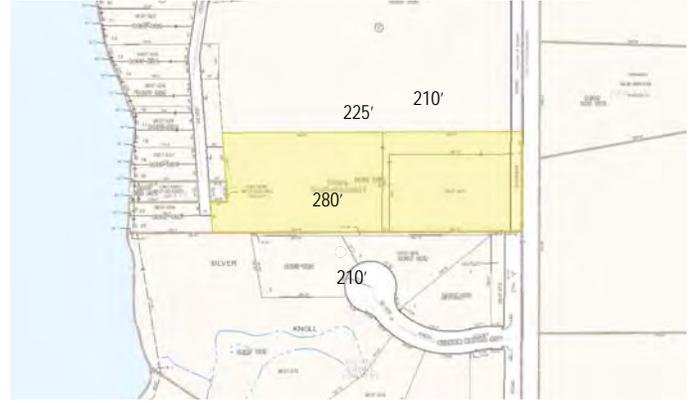


Figure 1.12: Site Extents

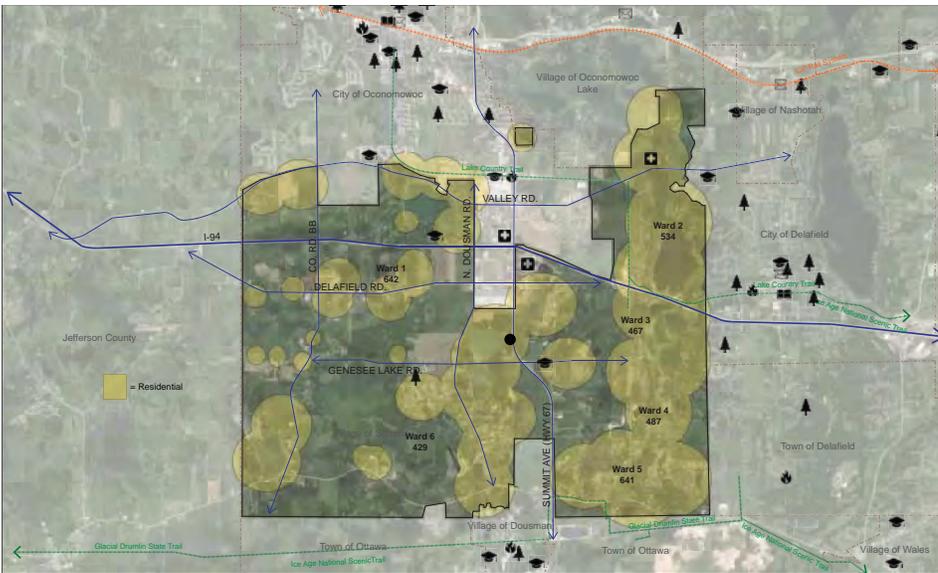


Figure 1.13: Village of Summit Boundaries



Figure 1.14: Plat of Survey with Wetlands, Water

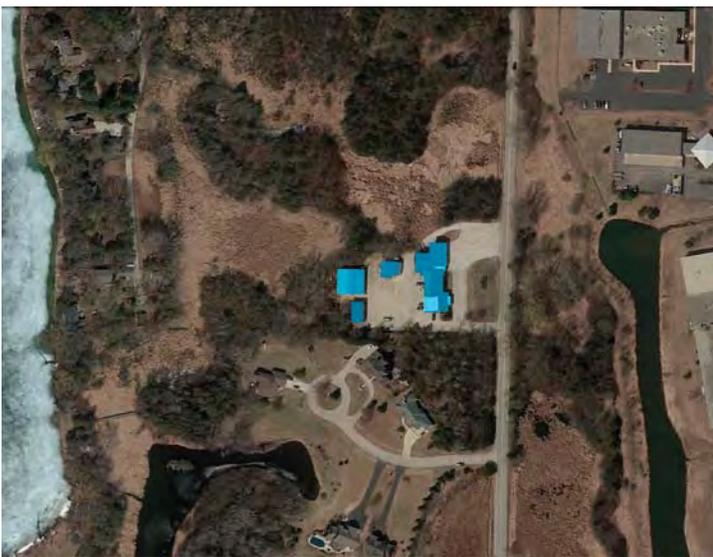


Figure 1.15: Site Aerial View

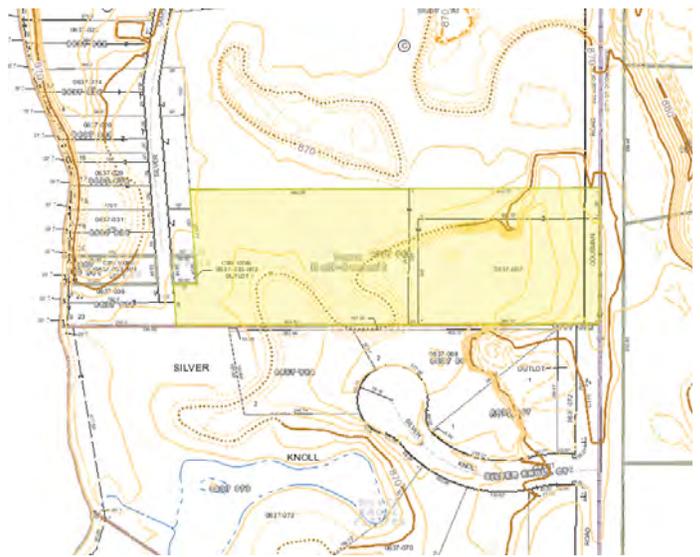


Figure 1.16: Elevation Map of Area Near Facility

Architectural Report

Site Review

- *Sidewalks/Ramp:* There is a small length of sidewalk on the south side of the main building that runs north-south and connects paving to a secondary staff entrance. This piece of the sidewalk is ramped to mitigate the elevation shift between parking and the front door. This entrance route sequence from parking to public entrance makes wayfinding difficult.
- *Rails:* Outside the main entrance doors and secondary staff entrance are pipe railing and an outdoor rug. The railing outside the main entrance is level at grade, whereas the railing outside the secondary staff entrance follows the slope of the ramped sidewalk.

Neighboring Amenities (.25 mi):

- Target Distribution Center
- Oconomowoc Corporate Center
- Residential Housing

Signage:

- Main signage is located on the east lawn, in front of the building; it reads "Village of Summit" in white, bold lettering. It also includes "Est 1842", "Village Hall", "Police Dept." and "Public Works". Visible from N. Dousman Road.
- Smaller scale signage and a bulletin case are located outside the main entrance doors to the building.

Lighting:

- Wall mounted light sconce(s) above each garage door.
- Dated light sconce(s) mounted to the soffits and walls near all municipal building entrances.



Figure 1.17: DPW Main Garage



Figure 1.18: Salt Storage Shed, Materials Pile Storage



Figure 1.19: DPW Cold Storage Shed



Figure 1.20: West Apron, DPW Yard, Overflow Parking



Architectural Report

Exterior Building Review

The current Summit Municipal Building was originally constructed in 1954 for church services, and was expanded in 1968 and 1984 to allow for its conversion to a fire department, and later a village hall and police department.

Envelope

- *Roof:* The roof is a combination of a series of gable-style roofs and flat roof. Because of its multiple additions, the multiple roof pitches vary from one another and adjoin haphazardly. This attachment complicates the replacement of the roof. There are overhangs above the door and window on the building's south facade, and a larger canopy over the main entrance on the building's east facade.
- *Walls:* A multi-colored, cream brick covers the majority of the exterior walls. A multi-colored, gray, red and tan stone masonry covers the exterior walls near the southeast corner of the building, and a white, painted CMU block covers the walls of the Police Department Garage. There is also some painted, white vertical siding near the staff entrance on the building's south facade.
- *Windows:* The majority of the exterior windows are installed on the east and west facades of the building on the upper level. The most prominent windows are the repetitive casement style windows that run along both the east and west walls of the assembly hall. There are four windows on each side of this room, and they span from about 5'6" off the ground level floor to about 9'6". These windows are not original to the building, are operable, and contain storm screens. Near the main entrance are two more casement windows of a similar type that serve administrative offices and are located on the east and south facades of the building. Exterior frames are painted, white aluminum. On the interior the sills are wooden and many have window treatments. Additional square windows are located on the building's west facade, near the main entrance door on the east building facade, and flank both sides of the secondary staff entrance on the south building facade. These windows are much smaller, are operable, and have painted, white aluminum frames on the exterior. Below the assembly room windows, a series of partially-exposed basement windows also flank the west and east building facades. While operable, these windows are dated, missing storm screens, and are most likely uninsulated.
- *Drainage:* Water flows directly into the wetlands, as there is no existing water remediation or retention pond. Drainage issues are present on site, and the owner has observed dampness and water permeation along the west wall of the main basement recreational room.

Architectural Features

- *Benches/Sitting:* There are no benches or seating provided on site.
- *Canopies/Overhangs:* See above, Roof.



Figure 1.21: West Entrance/Exit, Drainage, Roofs



Figure 1.22: South Hallway Exit, Ramping



Figure 1.23: South Police Entrance/Exit



Figure 1.24: West Facade, Municipal Building

Architectural Report

Interior Building Review - Lower Level

Finishes:

- Walls:
 - Lower Level Garage: Exposed CMU block, painted white
 - Lower Level Rec. Room & Bar: Exposed CMU block, painted white, faux wood paneling
 - Main Basement Rec. Room: Exposed CMU block, painted white, stone masonry fireplace
 - Main Kitchen/Dining: Exposed CMU block, painted white.
- Ceilings:
 - Lower Level Garage: Unfinished concrete slab
 - Lower Level Rec. Room & Bar: White, painted concrete slab
 - Main Basement Rec. Room: 12"x12" drop-ceiling tile system
 - Main Kitchen/Dining: White, painted drywall
- Flooring:
 - Lower Level Garage: Unfinished, poured-in-place concrete.
 - Lower Level Rec. Room & Bar: Painted, poured-in-place concrete.
 - Main Basement Rec. Room: 9"x9" beige tile
 - Main Kitchen/Dining: 9"x9" beige tile.
 - Stairs: Beige, vinyl composition, worn on nose of stair treads
- Trim:
 - Lower Level Basement Rec. Room & Bar: Brown rubber base, about 5".
 - Main Basement Rec. Room: Gray rubber base, about 3".
 - Main Kitchen/Dining: Gray rubber base, about 3".

Lighting

- Types:
 - Lower Level Garage: Double fluorescent tube fixtures with exposed bulbs and reflector shields
 - Lower Level Basement Rec. Room & Bar: Double fluorescent tube fixtures with rectangular covers; incandescent, dated hanging fixture with decorated lampshade
 - Main Basement Rec. Room: Fluorescent drop-ceiling light fixtures
 - Main Kitchen/Dining: Incandescent ceiling fixtures

Storage

- Lower Level Garage: Wooden evidence cabinet, locked & numbered; open shelving and stacked storage within hallway spaces between garage and main rec. room
- Main Basement Rec. Room: Open shelving and stacked storage along walls; small, enclosed boiler room, mechanical closet, coat racks
- Main Kitchen/Dining: Open and enclosed kitchen cabinetry, light wood veneer with dated laminate countertops.

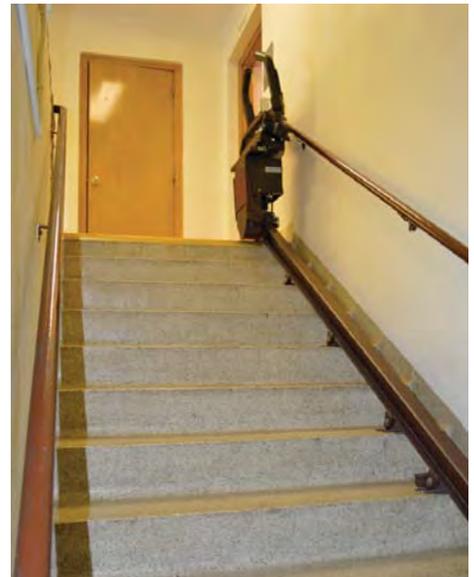


Figure 1.25: Staircase, Foyer to Basement Rec. Room



Figure 1.26: Basement Kitchen/Dining



Figure 1.27: Basement Floor Trim



Figure 1.28: Basement Recreational Room

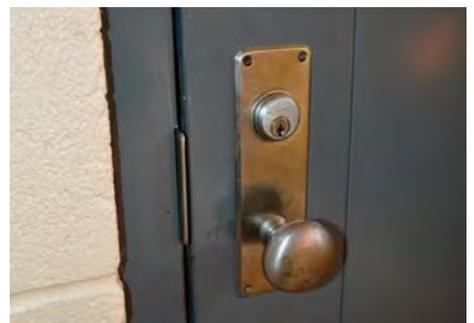


Figure 1.29: Basement Door Hardware



Architectural Report

Interior Building Review - Lower Level

Doors/Hardware/Stair

- Doors:
 - Interior and exterior doors are metal.
- Hardware:
 - Interior doors all have metal doorknob hardware, several have locking devices with either manual key or numeric code key access.
 - Exterior doors have metal panic hardware on the interior of the door.
- Stair:
 - Metal circular handrails that do not extend past last stair to meet ADA requirements.
 - Stairs may be too steep to meet ADA requirements. Dated handicap lift along the right side of the stair.

Layout

- The largest volumetric space is the main basement recreational room, which serves as a multipurpose room and hosts many local group meetings. The main kitchen/dining room is located off the main staircase and south of this room, and all other spaces are located to the north of it. Two additional stairs are located northwest and northeast of the main staircase and lead to the building's exterior and to the lower level recreational room, bar and lower level garage. Both of these staircases have controlled access, using standard key or numeric key code access.

Training

- There is no dedicated room for training.

Sanitation

- There is no toilet or sanitary station that directly serves this level or the lower level police garage.



Figure 1.30: Basement Rec. Room Windows & Curtains



Figure 1.31: Police Dept. File/Materials Storage

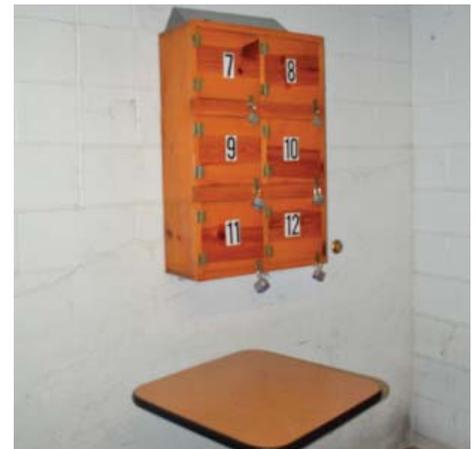


Figure 1.32: Police Dept. Evidence Storage & Processing



Figure 1.33: Lower Level Basement Room/Storage



Figure 1.34: Lower Level Police Dept. Garage

Architectural Report

Interior Building Review - Upper Level

Finishes:

- Walls:
 - Foyer: White, painted drywall; multi-colored red, tan and gray stone masonry walls and knee wall at the entrance to the assembly hall.
 - Administrative Offices: White or beige, painted drywall; wood paneling
 - Police Dept. Offices: White, painted drywall; wood paneling and wood wainscoting
 - Assembly Hall: Yellow, painted drywall with wood wainscoting
 - Bathrooms: White, 6"x6" marbled tile
 - Police Dept. Garage: White and teal, painted, exposed CMU block
- Ceilings:
 - Main Areas: 12"x12" drop-ceiling tile system
 - Assembly Hall: Wood plank ceiling supported by an exposed heavy timber structural system
 - Police Department Garage: Painted, white drywall
- Flooring:
 - Main Areas: Multicolored, red, tan and gray laminate faux-tile flooring, appears newer to the building
 - Assembly Hall: Light-colored, hard-wood flooring, appears original to building
 - Bathrooms: Beige, vinyl composite flooring
- Trim:
 - Main Areas: Cream-colored rubber trim, about 5".
 - Assembly Hall: Wood base, about 3".
 - Bathrooms: Beige, vinyl composite, about 6".

Storage

- Administrative Offices: Small closet/"Vault" that serves as file storage and has no door, furniture storage
- Police Dept. Offices: Storage area with door for gear and weapons storage, furniture storage
- Assembly Hall: Closet on south side of hall, some furniture storage, display cases
- Bathrooms: Small furniture storage
- Police Department Garage: Exposed storage area near west door entrance to garage with some cabinetry, exposed storage rack and stacked storage along the walls.



Figure 1.35: Administrative Office



Figure 1.36: Foyer



Figure 1.37: Police Chief's Office



Figure 1.38: Assembly Room



Figure 1.39: Women's Toilet



Architectural Report

Interior Building Review - Upper Level

Lighting:

- Types:
 - Foyer: Double fluorescent tube fixtures with rectangular covers
 - Administrative Offices: Fluorescent drop-ceiling lighting fixtures
 - Police Dept. Offices: Fluorescent drop-ceiling lighting fixtures
 - Assembly Hall: Large, circular ceiling fixtures, mounted to heavy timber structural system; wall sconces with 3 uplighting ceramic lamps per fixture
 - Police Dept. Garage: Large, circular ceiling fixtures

Doors/Hardware/Stair:

- Doors:
 - Exterior public door is constructed of metal frame with glass infill. Additional exterior staff doors are metal.
 - Interior doors: Light-colored wood or metal doors.
- Hardware:
 - Interior doors have metal, lever style or metal, round style doorknob hardware.
 - Exterior public door has metal panic hardware on the interior of the door. Exterior staff door has metal lever style doorknob. Several doors have locking devices with either manual key or numeric key code access.
- Stair:
 - See "Lower Level - Stair" for additional information.

Layout:

- The layout of the second floor consists of a main foyer entry that is located off-center of the building, with the assembly hall and offices directly off of it. The police department garage was added north of the assembly hall, and is not connected to the rest of the building at the main level.
- There is a change in elevation from the foyer to the above assembly hall via a small stair transition with metal railing and a handicap chair lift.

Sanitation

- Toilet/shower space for women's and men's restrooms have been updated in the main facility. Old fire department bathrooms off of the police department garage have dated fixtures and have not been renovated.



Figure 1.40: Police Department Garage



Figure 1.41: Police Dept. Storage

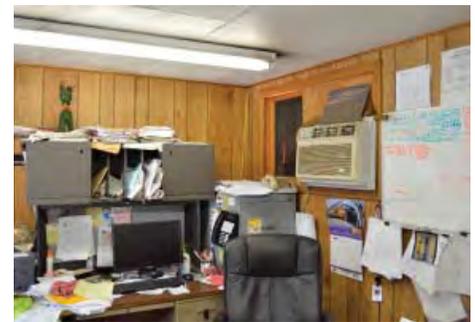


Figure 1.42: DPW Office



Figure 1.43: "Kitchen"/Staff Closet

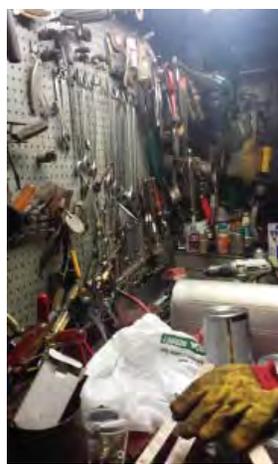


Figure 1.44: DPW Tool Storage



Figure 1.45: DPW Main Garage

Engineering Reports

HVAC Systems Review

The following report is the result of a site visit by Randy All of Fredericksem Engineering, LLC that occurred on site observations and interviews with staff that were used in preparation of this report.



Heating System

- The existing building is served by a combination of multiple furnaces, a hot water boiler, and gas-fired unit heaters, many of which are original to the building. Zoning of the furnace systems is poor, the owner expressed dissatisfaction with the system's ability to heat all areas of the building properly in cold weather, and the below grade ductwork that services the office areas may not be insulated.
- The fire station is not currently ventilated in accordance with current code requirements and is not served by any exhaust and/or makeup air systems.
- In case of renovation, the entire building heating systems should be replaced with a high-efficiency hot water heating system with variable flow pumping.

Ventilation and Air Conditioning Systems

- Condensing units have most likely exceeded their expected ASHRAE service life of 20 years, the furnace systems' ventilation is not in compliance with current code, and the fire station is not currently ventilated or exhausted and is not in compliance with current code.
- The fire station needs to be ventilated per code requirements, and in case of renovation, the office areas and Town Hall should be ventilated and air conditioned with a high-efficiency variable air volume (VAV) air handling system with high-efficiency air conditioning equipment.

Control Systems

- The existing manual-type thermostats that serve the majority of the equipment are not in compliance with current commercial building code as they lack programmability and night setback energy-saving features.
- In case of renovation, the new HVAC system should incorporate a central digital Building Automation System (BAS) with programming strategies to optimize building energy usage and web-based functionality for remote accessibility.



Engineering Reports

Electrical Systems Review

The following report is the result of a site visit by John Russell of Muermann Engineering, LLC that occurred on site observations and interviews with staff that were used in preparation of this report.



Electrical Service

- The existing building has two electric services that were both installed in 1994 and lack surge protection devices.
- Surge protection devices for both services is required. If a large building addition and/or additional large air conditioning loads are added, a new service upgrade is required.

Panelboards

- Installed in 1994, the panels in the Village Hall and Police Dept are Siemens ITE, are located in the Village Hall basement electrical room, and contain 17 available spaces. One is connected to the emergency generator. Panels are located in the Village Hall basement electrical room and on the west exterior of the building.
- Replace the three older Square D panels and feeders; provide additional panels to accommodate additional circuits as required for renovations.

Generator

- The existing generator on the west side of the building is natural gas fueled and radiator cooled, was installed in 2012, and needs to be relocated to be at least 20' from the utility transformer per code req's; must replace in case of building addition. DPW building doesn't have a generator.
- Provide additional auto-transfer switch and panel to power new life safety egress lighting loads.

Lighting Fixtures and Controls

- Majority of interior and exterior lighting is old, provides insufficient and poor quality lighting, and needs replacement. Exit lights are insufficient, and the building lacks emergency lighting and occupancy sensors in many rooms.

Wiring Devices

- Much of the wiring is residential and must be replaced with commercial wiring; replace broken switches and receptacles.

Data System

- Village will replace current system; upgrade and extend the new system as required.

CATV System

- Replace exterior CATV cable, install new cabling within interior building walls, and add jacks.

Other Systems

- Existing building lacks a fire alarm system, clock system, security system, CCTV system, and door access control system; install as needed or in case of building addition; expand and update existing public address and phone systems as required.



Engineering Reports

Plumbing Systems Review

The following report is the result of a site visit by Tim Kehoe of Muermann Engineering, LLC that occurred on site observations and interviews with staff that were used in preparation of this report.

Domestic Water

- The existing building has a private well, piping that needs replacement, problems with water service entering building, and lacks a fire protection system.
- New fire protection system, holding tank, fire pump, piping and modifications to existing service (approx. \$100,000 upgrade) is needed in case of building expansion.
- Further investigation of the existing well system is required.

Sanitary Piping

- Existing piping consists of schedule 40 PVC and original cast iron, has undergone modifications, and drains to exterior sewage ejector via gravity and lower level pumps.
- Further examination with a camera is required to determine the condition of existing piping. All sanitary piping needs replacement in case of building expansion. Existing sewage ejector requires continual maintenance and connection to the emergency generator.

Storm Piping

- All storm piping discharges to gutters and downspouts discharging to grade, yet water has penetrated existing foundation walls and could be coming in through the lower level windows.
- No existing high water alarm exists.
- Continual maintenance on clear water pumps is required, and renovations or replacement of the structure could require new storm drainage for the entire building and site.

Plumbing Equipment

- Existing main water heater is gas-fired, gravity vented, in fair condition and adequately sized.
- Existing air compressor and water softener are in good condition, but second 20 gallon electric water heater on lower level is in poor condition.
- Water heating equipment to be replaced with new sealed-combustion, gas-fired energy efficient equipment and in case of renovation, air compressor, air piping and water softener would need replacement.

Plumbing Fixtures

- Toilet rooms on the Village Hall first floor are in good condition, but fixtures in the lower levels and fire station need replacement.
- Electric water cooler is not ADA code compliant; modifications to the existing building would require existing toilet rooms, showers and plumbing fixtures to meet ADA compliance.



Engineering Reports

Site Review

The following report is the result of a site visit by Kevin Byrne of Kapur & Associates that occurred on site observations and interviews with staff that were used in preparation of this report.



Site Surroundings

- The site is bordered by privately-owned woods and wetlands to the North, N. Dousman Rd. to the East, private residences and wetlands to the South, and undeveloped parcels and N. Silver Cedar Rd. to the West.

Natural Resources

- Large areas of floodplain, environmental corridors and wetlands are within property limits; typical 50' setback is required and to be confirmed by DNR; Notice of Intent may be required.
- Archaeological structures are known to be located within vicinity of the existing building; archaeological review is recommended prior to the submittal of State Permit Applications.

Environmental Site Assessment

- No Leaking Underground Storage Tanks (LUSTs) or documented contamination on site.
- Surface contamination found at existing Waste Oil Tank; needs remediation and concrete pad.

Sanitary Sewer

- The existing property is serviced by a force main located on the property, moving waste to the public sanitary sewer in Dousman Rd. via pressurized connection, with a grinder pump that is located in or directly adjacent to wetlands.

Water Service

- On-site private well located east of the building poses challenges for fire sprinkling, if required.

Storm Sewer/Storm Water

- The existing building's roofs sheet drain/discharge via downspouts to grade, and many areas are back pitched towards buildings and have settled, causing known dampness/water issues.
- The east pavement area drains to N. Dousman Rd. swales along its shoulder and into wetlands north and south of the property. Existing culverts are damaged and buried, preventing efficient water movement, and signs of erosion and sediment are evident entering the south wetland.
- The paved yard and lower garage access drive surface drain directly to wetlands or through a catch basin that discharges to the wetlands; storm water management practices are required.

Existing Facility

- Multiple upgrades are required for deteriorating pavement, poor drainage and faded markings; vehicle flow, parking and storage are impacted by current layout of the yard and buildings.
- Stalls are not ADA compliant; guard rails, upgrades to site lighting, a turning radius study and a new storage plan are needed.
- Access doors on the north building elevation to the upper & lower garages are settling
- The current generator, transformers, and gas meters are located adjacent to parking and are exposed to public access and vandalism.



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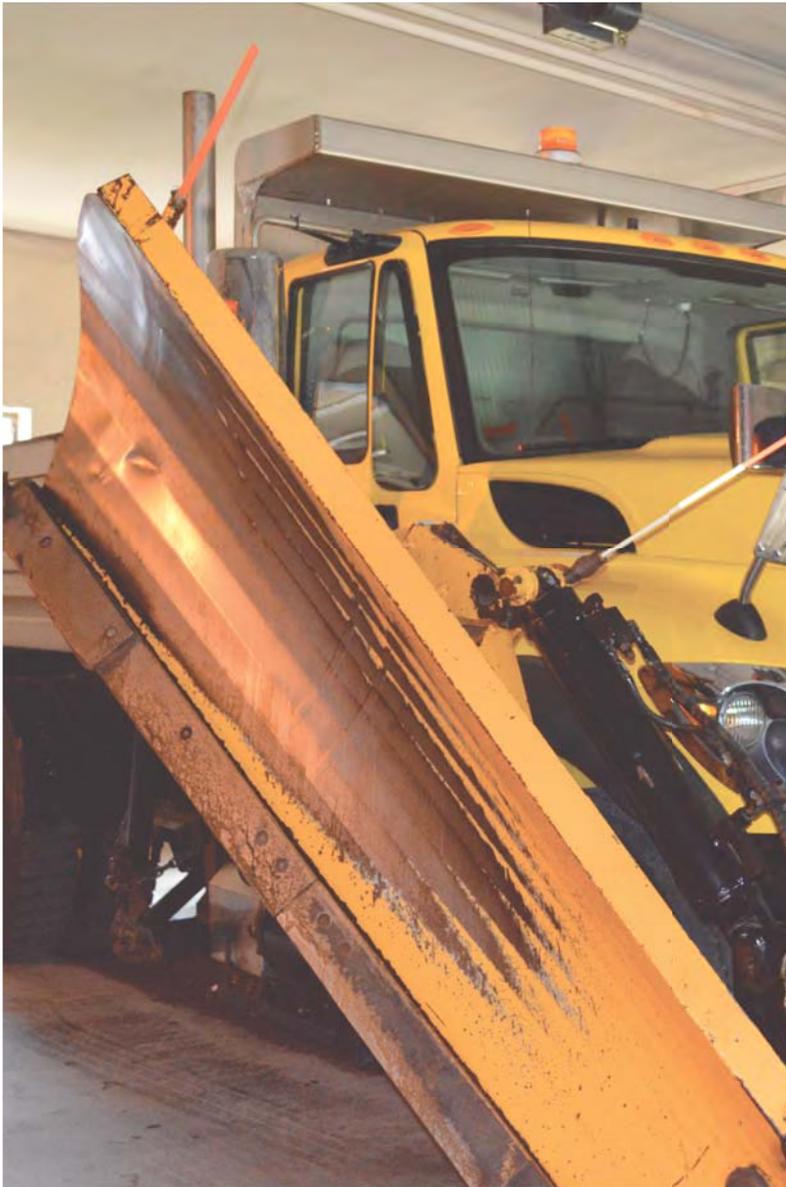
Complete List of Facility Concerns

1. Confusing public wayfinding
2. Obstructed circulation throughout site
3. 50' Wetlands Setback
4. Replacement of Exterior Paving and Surfaces
5. *Review of accessory buildings' location and organization plan
6. Contamination remediation
7. *Inefficient surface parking
8. Replacement of windows
9. New storm water management (inefficient sewers and current drainage capabilities)
10. Replacement of interior and exterior lighting and occupancy sensors
11. Replacement of cabinets/kitchen updates
12. *Toilet room dimensions not ADA compliant
13. Vinyl asbestos floor tiles
14. New fire protection system (\$100,000), piping, air compressor, water softener, and toilet fixtures
15. New electrical system surge protectors
16. New fire alarm system, IP based CCTV system, GPS clocks and door access security system
17. Replacement of dated panels and feeders
18. Replacement of broken switches and receptacles
19. Replacement of current data system, CATV cabling, and wiring
20. New pressure tank system
21. Replacement of water heating equipment
22. Continual maintenance on sewage ejector and clear water pumps
23. Additions require new service upgrades, additional circuit panels and generator switches, panels and lighting receptacles, and upgrade to public address system for current electrical system

*ADA or Egress specific

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3 Option Analysis

The goal of this phase, in collaboration with Village leadership, is to provide (3) recommendations on how best to proceed in creating a final solution to the building and departmental challenges documented. These recommendations have been organized into master plans that will be reviewed in this section. General site plans, aerial views, and data of the proposed option are provided.

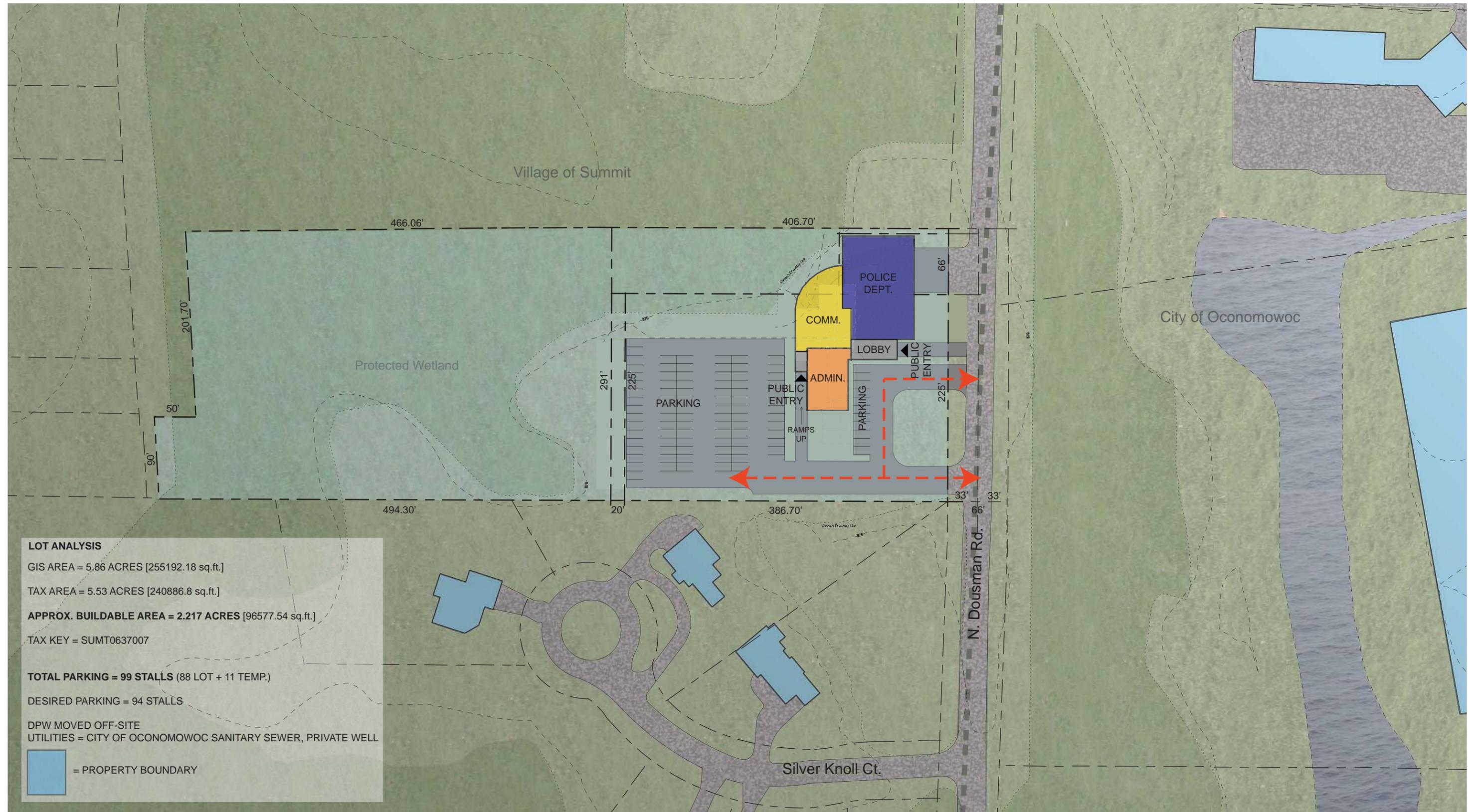
Current Site Options:

- 1a. Renovation + Addition (Existing Site)
- 1b. New Construction (Existing Site)
- 1c. New Construction (Existing Site)
2. New Construction (Park Site)
3. New Construction (Village Commons Site)
4. New Construction (Unlisted Site)



Option 1A:

Renovation + Addition - Existing Site | Cost Estimate \$6,320,571 - \$6,985,897



Option 1B:

New Construction - Existing Site | Cost Estimate \$7,132,507 - \$7,883,299



LOT ANALYSIS
 GIS AREA = 5.86 ACRES [255192.18 sq.ft.]
 TAX AREA = 5.53 ACRES [240886.8 sq.ft.]
APPROX. BUILDABLE AREA = 2.217 ACRES [96577.54 sq.ft.]
 TAX KEY = SUMT0637007

TOTAL PARKING = 48 STALLS (48 LOT)
 DESIRED PARKING = 94 STALLS

UTILITIES = CITY OF OCONOMOWOC SANITARY SEWER, PRIVATE WELL

 = PROPERTY BOUNDARY



Option 1C:

New Construction - Existing Site | Cost Estimate \$6,757,632 - \$7,468,964



Option 2:

New Construction - Park Site | Cost Estimate \$6,662,585 - \$7,363,912



LOT ANALYSIS
 APPROX. GIS AREA = 7-8 ACRES [304920-348480 sq.ft.]
 TOTAL PARK GIS AREA = 76.96 ACRES [3352377.6 sq.ft.]
 TAX KEY = SUMT0685979001

TOTAL PARKING = 94 STALLS (80 LOT + 13 TEMP.)
 DESIRED PARKING = 93 STALLS

UTILITIES = REQUIRES ON-SITE SEPTIC SYSTEM & PRIVATE WELL

 = PROPERTY BOUNDARY

Genesee Lake Road Park



Option 3:

New Construction - Village Commons Site | Cost Estimate \$9,212,204 - \$10,181,912



LOT ANALYSIS

GIS AREA 1 = 1.63 ACRES [71002.8 sq.ft.]

GIS AREA 2 = 6.83 ACRES [297514.8 sq.ft.]

TOTAL GIS AREA = 8.46 ACRES [368517.6 sq.ft.]

TAX KEYS = SUMT0661982, SUMT0661983

TOTAL PARKING = 96 STALLS (90 LOT + 6 TEMP.)

DESIRED PARKING = 94 STALLS

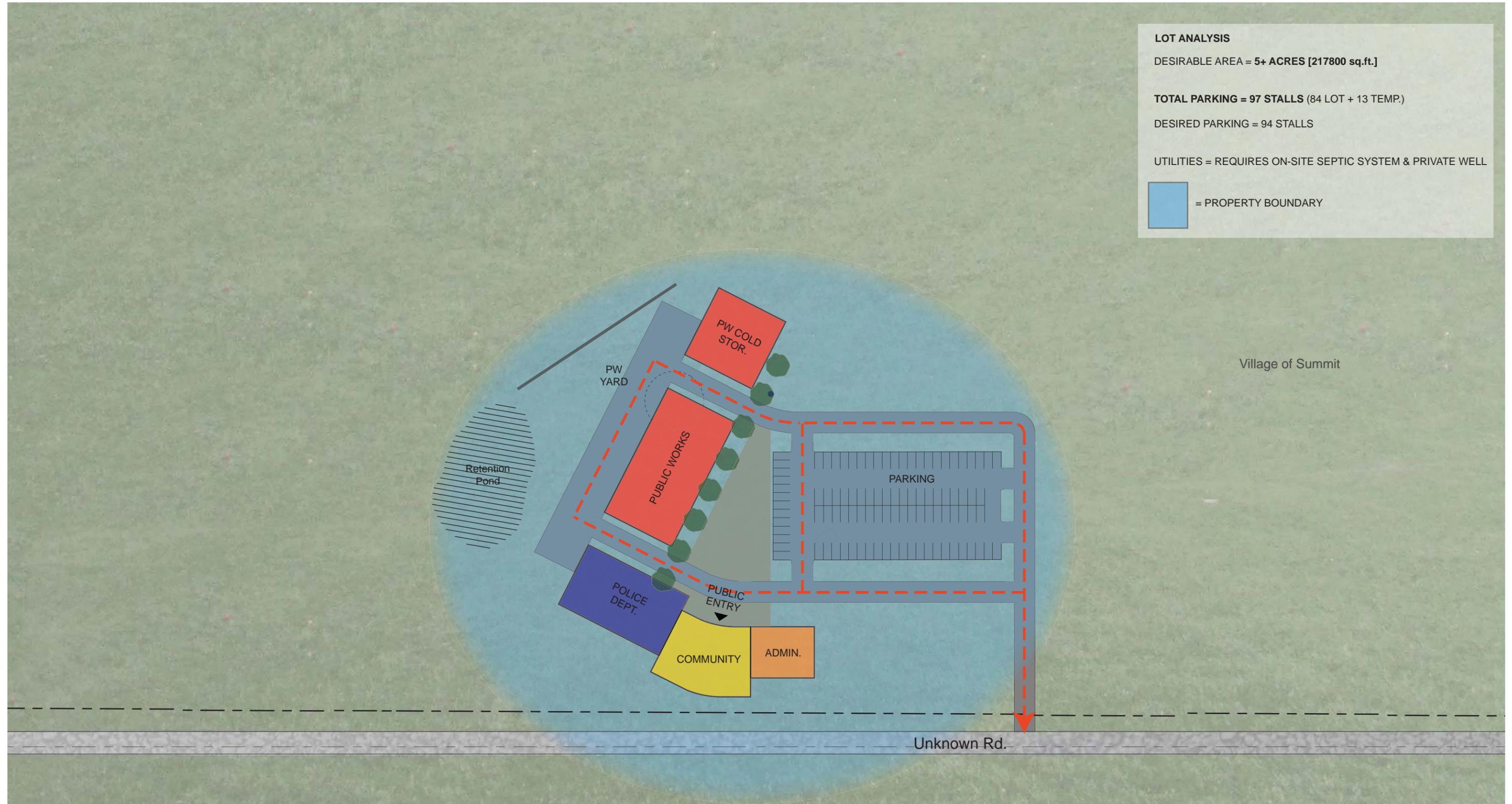
UTILITIES = CITY OF OCONOMOWOC SANITARY SEWER & MUNICIPAL WATER SUPPLY AVAILABLE

= PROPERTY BOUNDARY



Option 4:

New Construction - Open Area Site | Cost Estimate \$8,317,865 - \$9,193,432

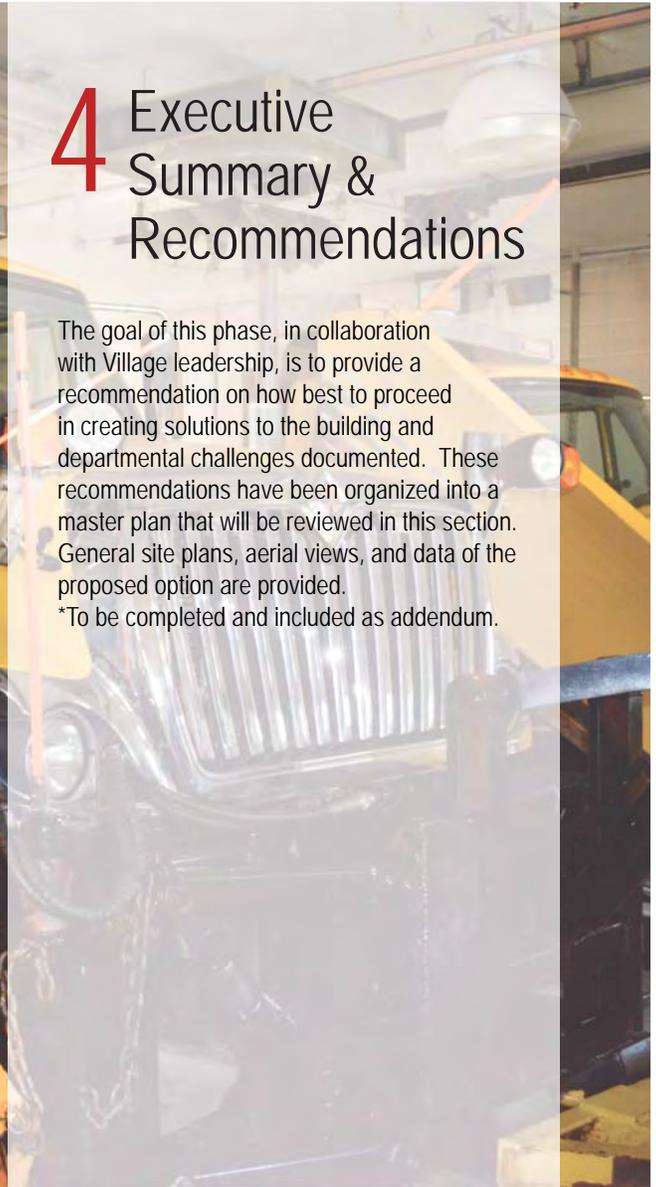
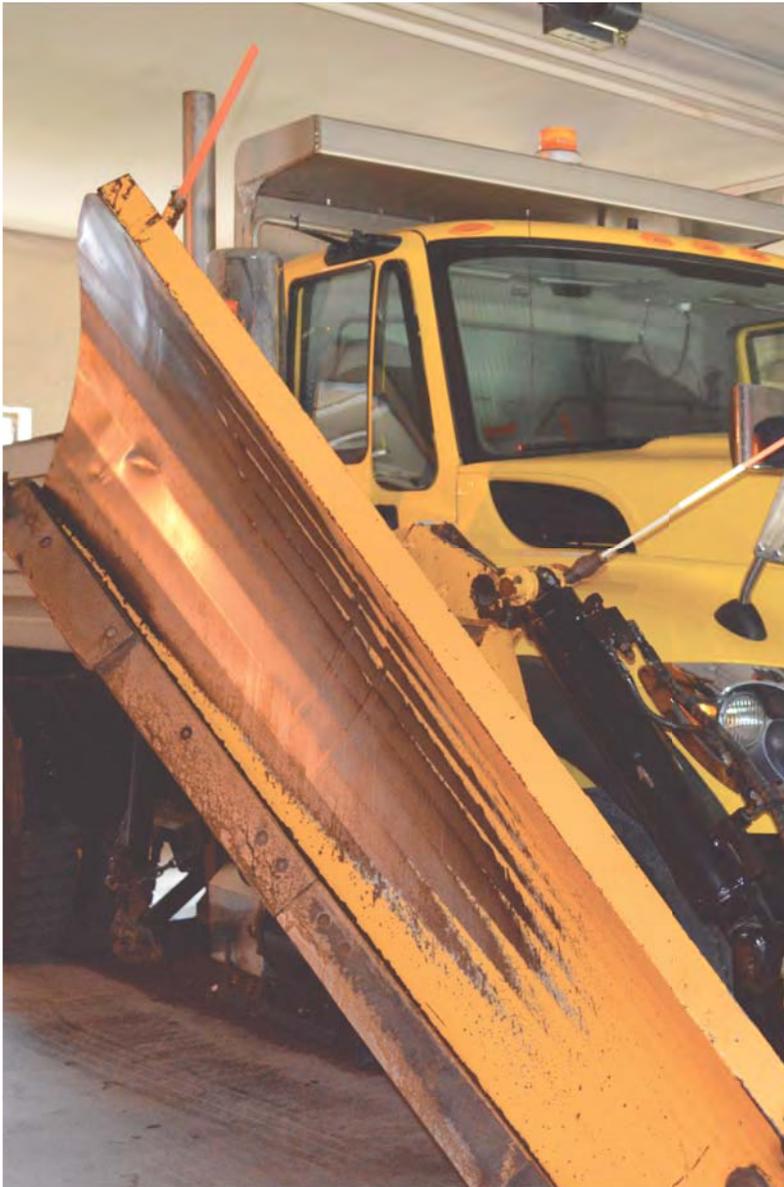




4 Executive Summary & Recommendations

The goal of this phase, in collaboration with Village leadership, is to provide a recommendation on how best to proceed in creating solutions to the building and departmental challenges documented. These recommendations have been organized into a master plan that will be reviewed in this section. General site plans, aerial views, and data of the proposed option are provided.

*To be completed and included as addendum.

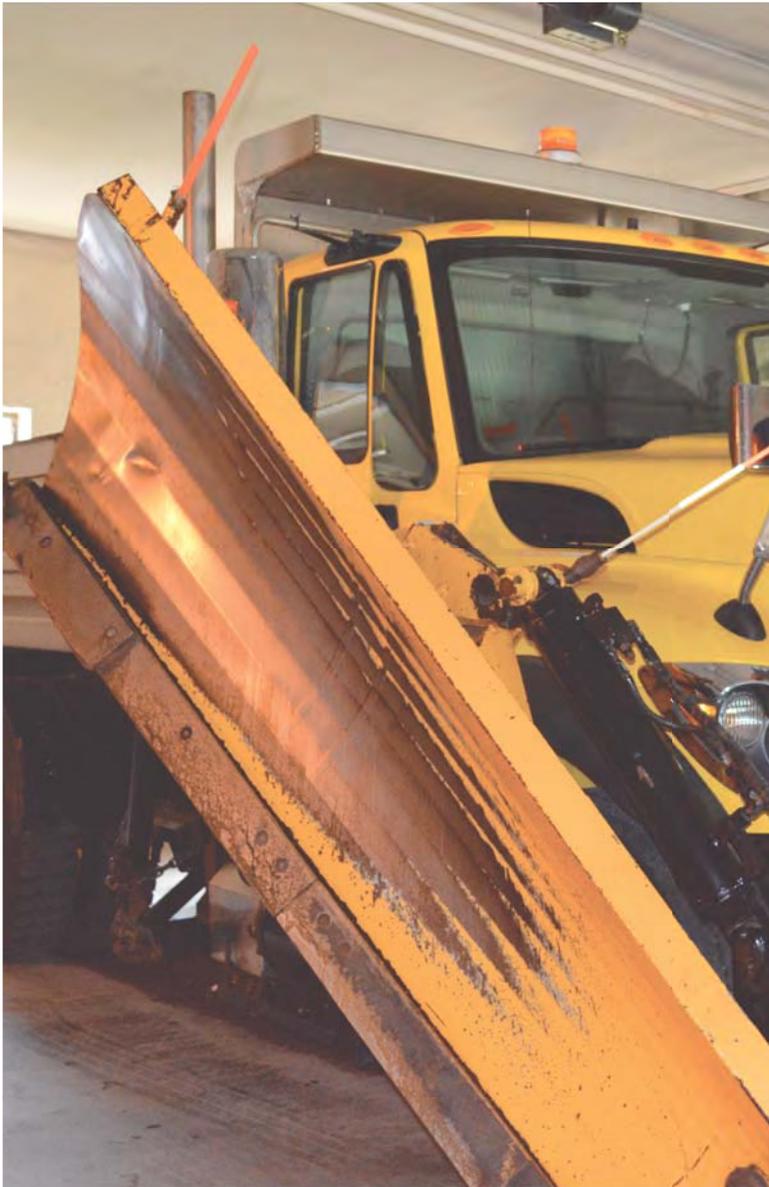


Implementation strategy

Projected Project Delivery Schedule

| | |
|--|----------------------|
| Schematic Design | January 1, 2015 |
| (Estimated 4 months) | |
| Construction Documentation | May 1, 2015 |
| (Estimated 8 months) | |
| Bidding and Contract Negotiation | January 1, 2016 |
| (Estimated 2 months) | |
| Commencement of Construction | March 1, 2015 |
| (Estimated 10 – 12 months) | |
| Completion of Construction | January - March 2016 |





a Appendix

Appendix A:
Preliminary Presentation to the Summit
Village Board

Appendix B:
Preliminary Budget Analysis

Appendix C:
Comparable Community's Police
Departments

Appendix D:
Engineering Reports

Appendix E:
Meeting Notes

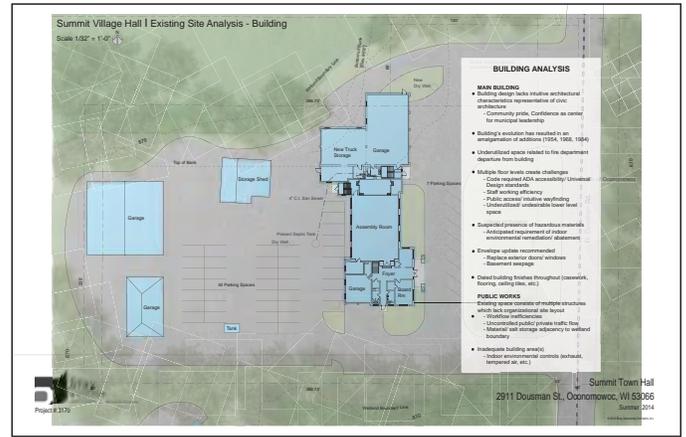
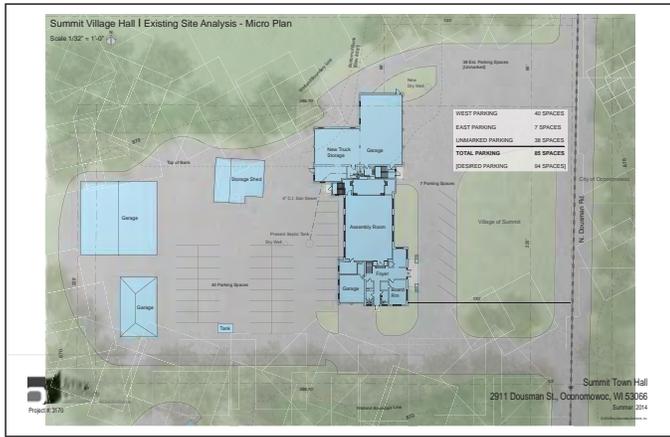
Appendix F:
Typical Room Layouts



Appendix A:

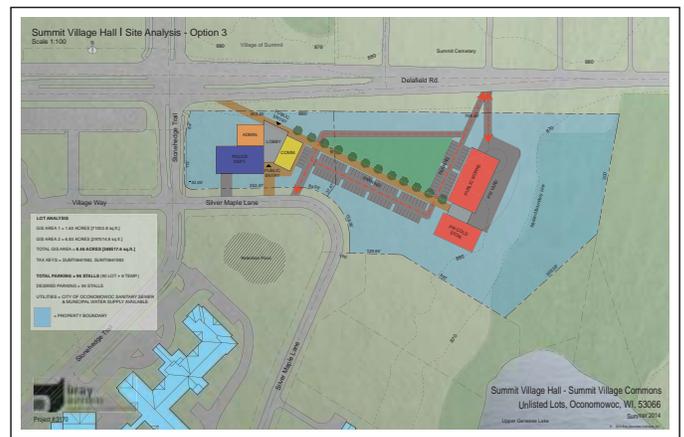
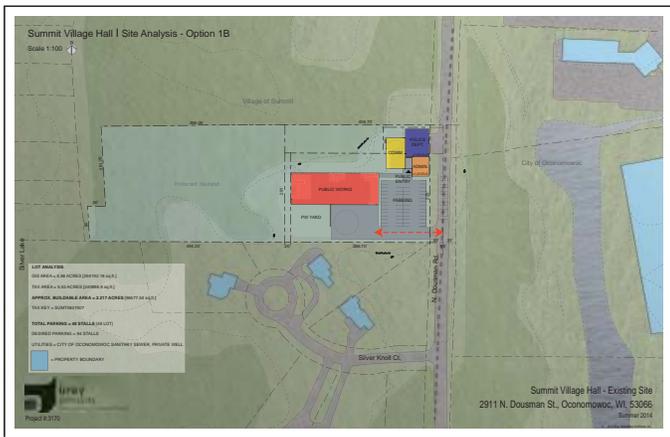
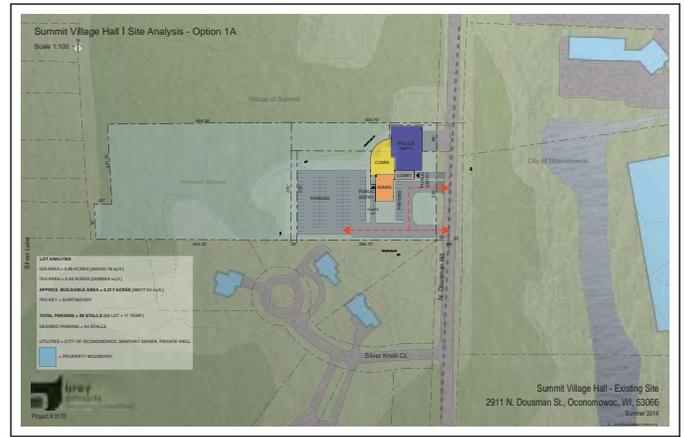
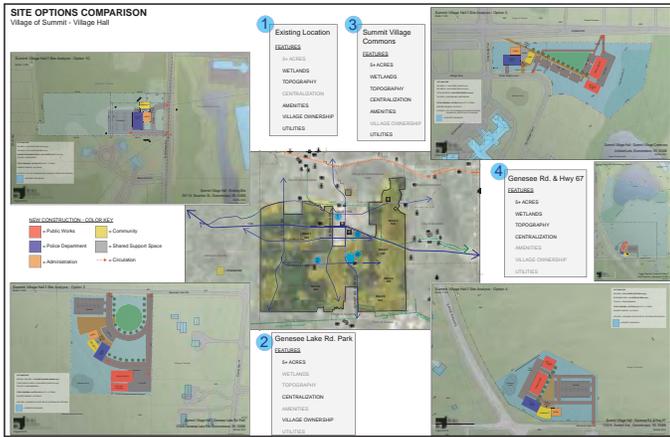
Preliminary Presentation to the Summit Village Board

The Summit Village Board met on August 7, 2014 to discuss the progress of the study and its findings. Below is the presentation.

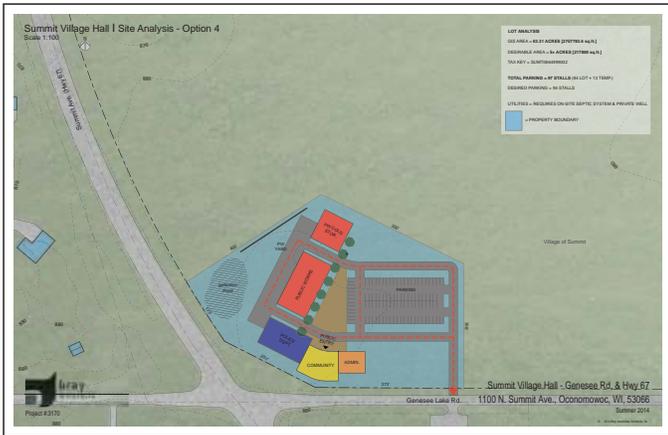


| Name | 1. Program | 2. Cost | 3. Risk | 4. Schedule | 5. Notes |
|-------------------|-------------------|---------|---------|-------------|----------|
| Administration | Administration | 100,000 | Low | 12 months | ... |
| Police Department | Police Department | 200,000 | Medium | 18 months | ... |
| Public Works | Public Works | 150,000 | High | 24 months | ... |





Preliminary Presentation to the Summit Village Board



Appendix B:

Preliminary Budget Analysis

The Summit Village Board met on August 7, 2014 to review preliminary budget figures. The analysis presented is displayed below.

REVISED OPTIONS ANALYSIS

| Option | 1. Dousman Rd. (existing) | 2. Park | 3. SVC | 4. Greenfield Site | Cost Estimate Range | | |
|--------|--|--|--|--|---------------------|---|--------------|
| 1A | Administration Police Department Community | Public Works | - | - | \$6,320,571 | - | \$6,985,897 |
| 1B | Administration Police Department Community Public Works | - | - | - | \$7,132,507 | - | \$7,883,299 |
| 1C | Administration Police Department Community | Public Works | - | - | \$6,757,632 | - | \$7,468,964 |
| 2 | - | Administration Police Department Community Public Works | - | - | \$6,662,585 | - | \$7,363,912 |
| 3 | - | - | Administration Police Department Community Public Works | - | \$9,212,204 | - | \$10,181,912 |
| 4 | - | - | - | Administration Police Department Community Public Works | \$8,317,865 | - | \$9,193,432 |

Preliminary Budget Analysis

REVISED OPTIONS ANALYSIS

| Option | 1. Dousman Rd. (existing) | 2. Park | 3. SVC | 4. Greenfield Site | 2008 Cost | 2015 Inflation |
|---------------------|--|--|--|--|-------------|----------------|
| 1 | Administration Police Department Community | Public Works | - | - | \$4,235,000 | \$5,959,070 |
| 2 | Public Works | Administration Police Department Community | - | - | \$4,340,000 | \$6,106,816 |
| 3 | Administration Police Department Community | Public Works | - | - | \$4,097,000 | \$5,764,890 |
| 4 | Administration Police Department | Public Works | - | - | \$3,999,000 | \$5,626,995 |
| 5 | - | Administration Police Department Community Public Works | - | - | \$4,989,000 | \$7,020,024 |
| Cost Estimate Range | | | | | | |
| 1A | Administration Police Department Community | Public Works | - | - | \$6,320,571 | \$6,985,897 |
| 1B | Administration Police Department Community Public Works | - | - | - | \$7,132,507 | \$7,883,299 |
| 1C | Administration Police Department Community | Public Works | - | - | \$6,757,632 | \$7,468,964 |
| 2 | - | Administration Police Department Community Public Works | - | - | \$6,662,585 | \$7,363,912 |
| 3 | - | - | Administration Police Department Community Public Works | - | \$9,212,204 | \$10,181,912 |
| 4 | - | - | - | Administration Police Department Community Public Works | \$8,317,865 | \$9,193,432 |

Considerations:

- Allow for shared space (entrance/ main lobby) as main entrance and possible separation between departments.
- Possibilities for shared facilities:
 - Conference room for PD & ADM.
 - IT Services/ Data Storage for PD & ADM.
 - Lobby/ visual connection between PD & ADM.
 - Wash Bay for PD & PW.
- Allow for each department to remain separated from one another, as its own element.
- Allow for Community space to be accessible when other departments are not.
- Allow for PD & ADM to have some connection that allows for shared resources.
- PW may be separated from other departments or moved off-site, but would prefer to remain together.

S:\11- Current Projects\3170 - Summit, Village of\1 Project Administration\Budget

*Inflation calculations displayed below:

2007 Cost Estimate - Inflation Calculator

| Options | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 |
|---------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 1 | \$4,235,000 | \$4,446,750 | \$4,669,088 | \$4,902,542 | \$5,147,669 | \$5,405,052 | \$5,675,305 | \$5,959,070 |
| 2 | \$4,340,000 | \$4,557,000 | \$4,784,850 | \$5,024,093 | \$5,275,297 | \$5,539,062 | \$5,816,015 | \$6,106,816 |
| 3 | \$4,097,000 | \$4,301,850 | \$4,516,943 | \$4,742,790 | \$4,979,929 | \$5,228,926 | \$5,490,372 | \$5,764,890 |
| 4 | \$3,999,000 | \$4,198,950 | \$4,408,898 | \$4,629,342 | \$4,860,809 | \$5,103,850 | \$5,359,042 | \$5,626,995 |
| 5 | \$4,989,000 | \$5,238,450 | \$5,500,373 | \$5,775,391 | \$6,064,161 | \$6,367,369 | \$6,685,737 | \$7,020,024 |

Note: 5% Annual Inflation Factor



PRELIMINARY COST ESTIMATE

Size | Based on Layout Dated 08/23/2013

| | | |
|---------------------------------|--------------|--------|
| Existing Combined Building Area | 7,982 | sq.ft. |
| Village Administration | 2,165 | sq.ft. |
| Police Department | 6,625 | sq.ft. |
| Support / Community | 4,875 | sq.ft. |
| <u>Grossing Factor</u> | <u>4,098</u> | sq.ft. |
| Total Proposed Building Area: | 17,763 | sq.ft. |
| Department of Public Works | | |
| Maintenance Building | 7,336 | sq.ft. |
| Cold Storage | 3,668 | sq.ft. |

Option 1A:

| | | | | | |
|--|--------|----------|--------------|----|-------------------|
| Village Administration / Police Department | | | | | |
| Selective / Mass Demolition | 1 | I.s. @ | \$ 77,000.00 | \$ | 77,000.00 |
| New Construction | 11,763 | sq.ft. @ | \$ 240.00 | \$ | 2,823,000.00 |
| Renovation | 6,000 | sq.ft. @ | \$ 175.00 | \$ | 1,050,000.00 |
| Department of Public Works | | | | | |
| Maintenance Building | 7,336 | sq.ft. @ | \$ 185.00 | \$ | 1,357,100.00 |
| Cold Storage | 3,668 | sq.ft. @ | \$ 115.00 | \$ | <u>421,800.00</u> |
| | | | | \$ | 5,728,900.00 |
| Project Soft Costs | | | 15% | \$ | <u>859,335.00</u> |
| | | | | \$ | 859,335.00 |
| Site Acquisition | 0 | I.s. @ | \$ - | \$ | - |
| Site Utilities | 1 | I.s. @ | \$ 65,000.00 | \$ | <u>65,000.00</u> |
| | | | | \$ | 65,000.00 |

Option 1A Total: \$ 6,653,235.00

| | | |
|-------------------------|------------------------|------------------------|
| Option 1A Total: | \$ 6,320,571.25 | \$ 6,985,896.75 |
|-------------------------|------------------------|------------------------|

Option 1B:

| | | | | | |
|--|--------|--------|----------------|----|-------------------|
| Village Administration / Police Department | | | | | |
| Selective / Mass Demolition | 1 | I.s. | @ \$ 87,000.00 | \$ | 87,000.00 |
| New Construction | 18,651 | sq.ft. | @ \$ 250.00 | \$ | 4,662,656.25 |
| Renovation | 0 | sq.ft. | @ \$ 175.00 | \$ | - |
| Department of Public Works | | | | | |
| Maintenance Building | 7,336 | sq.ft. | @ \$ 185.00 | \$ | 1,357,141.50 |
| Cold Storage | 3,668 | sq.ft. | @ \$ 115.00 | \$ | <u>421,814.25</u> |
| | | | | \$ | 6,528,612.00 |

Preliminary Budget Analysis

| | | | | | | | | |
|--------------------|--------|---|-----|----|-------------------|---|-----------|------------------------|
| Project Soft Costs | | | 15% | \$ | <u>979,291.80</u> | | \$ | 979,291.80 |
| Site Acquisition | 0 I.s. | @ | - | \$ | - | | | |
| Site Utilities | 0 I.s. | @ | - | \$ | - | | | |
| | | | | | | | | - |
| | | | | | | Option 1A Total: | \$ | 7,507,903.80 |
| | | | | | | Option 1A Total: \$ 7,132,506.61 | | \$ 7,883,298.99 |

Option 1C:

| | | | | | | | | |
|--|---------------|--------|-----|-----------|-------------------|---|-----------|------------------------|
| Village Administration / Police Department | | | | | | | | |
| Selective / Mass Demolition | 1 I.s. | @ | \$ | 87,000.00 | \$ | 87,000.00 | | |
| New Construction | 17,763 sq.ft. | @ | \$ | 240.00 | \$ | 4,263,000.00 | | |
| Renovation | 0 sq.ft. | @ | \$ | 175.00 | \$ | - | | |
| Department of Public Works | | | | | | | | |
| Maintenance Building | 7,336 sq.ft. | @ | \$ | 185.00 | \$ | 1,357,141.50 | | |
| Cold Storage | 3,668 sq.ft. | @ | \$ | 115.00 | \$ | <u>421,814.25</u> | | |
| | | | | | | | \$ | 6,128,955.75 |
| Project Soft Costs | | | 15% | \$ | <u>919,343.36</u> | | \$ | 919,343.36 |
| Site Acquisition | 0 I.s. | @ | - | \$ | - | | | |
| Site Utilities | 1 | I.s. @ | \$ | 65,000.00 | \$ | <u>65,000.00</u> | | |
| | | | | | | | \$ | 65,000.00 |
| | | | | | | Option 1A Total: | \$ | 7,113,299.11 |
| | | | | | | Option 1A Total: \$ 6,757,632.16 | | \$ 7,468,964.07 |

Option 2: Village Park

| | | | | | | | | |
|--|---------------|--------|-----|-----------|-------------------|---|-----------|------------------------|
| Village Administration / Police Department | | | | | | | | |
| Selective / Mass Demolition | 1 I.s. | @ | \$ | - | \$ | - | | |
| New Construction | 17,763 sq.ft. | @ | \$ | 240.00 | \$ | 4,263,000.00 | | |
| Renovation | 0 sq.ft. | @ | \$ | 175.00 | \$ | - | | |
| Department of Public Works | | | | | | | | |
| Maintenance Building | 7,336 sq.ft. | @ | \$ | 185.00 | \$ | 1,357,141.50 | | |
| Cold Storage | 3,668 sq.ft. | @ | \$ | 115.00 | \$ | <u>421,814.25</u> | | |
| | | | | | | | \$ | 6,041,955.75 |
| Project Soft Costs | | | 15% | \$ | <u>906,293.36</u> | | \$ | 906,293.36 |
| Site Acquisition | 0 I.s. | @ | - | \$ | - | | | |
| Site Utilities | 1 | I.s. @ | \$ | 65,000.00 | \$ | <u>65,000.00</u> | | |
| | | | | | | | \$ | 65,000.00 |
| | | | | | | Option 1A Total: | \$ | 7,013,249.11 |
| | | | | | | Option 1A Total: \$ 6,662,584.66 | | \$ 7,363,911.57 |



| | | | | | | | |
|--------------------------------|---------|----------|----|--------|----|-------------------|--|
| Selective / Mass Demolition | 1 | l.s. @ | \$ | - | \$ | - | |
| New Construction | 17,763 | sq.ft. @ | \$ | 240.00 | \$ | 4,263,000.00 | |
| Renovation | 0 | sq.ft. @ | \$ | 175.00 | \$ | - | |
| Department of Public Works | | | | | | | |
| Maintenance Building | 7,336 | sq.ft. @ | \$ | 185.00 | \$ | 1,357,141.50 | |
| Cold Storage | 3,668 | sq.ft. @ | \$ | 115.00 | \$ | <u>421,814.25</u> | |
| | | | | | | | \$ 6,041,955.75 |
| Project Soft Costs | | | | 15% | \$ | <u>906,293.36</u> | \$ 906,293.36 |
| Site Acquisition (7.888 acres) | 343,601 | sq.ft. @ | | 8.00 | \$ | 2,748,810.24 | |
| Site Utilities | 1 | l.s. @ | \$ | - | \$ | <u>-</u> | \$ <u>2,748,810.24</u> |
| | | | | | | | |
| | | | | | | | Option 1A Total: \$ 9,697,059.35 |
| | | | | | | | Option 1A Total: \$ 9,212,204.38 \$ 10,181,912.32 |

Option 4: Greenfield Site (TBD)

| | | | | | | | |
|--|---------|----------|----|------------------|----|-------------------|---|
| Village Administration / Police Department | | | | | | | |
| Selective / Mass Demolition | 1 | l.s. @ | \$ | - | \$ | - | |
| New Construction | 17,763 | sq.ft. @ | \$ | 240.00 | \$ | 4,263,000.00 | |
| Renovation | 0 | sq.ft. @ | \$ | 175.00 | \$ | - | |
| Department of Public Works | | | | | | | |
| Maintenance Building | 7,336 | sq.ft. @ | \$ | 185.00 | \$ | 1,357,141.50 | |
| Cold Storage | 3,668 | sq.ft. @ | \$ | 115.00 | \$ | <u>421,814.25</u> | |
| | | | | | | | \$ 6,041,955.75 |
| Project Soft Costs | | | | 15% | \$ | <u>906,293.36</u> | \$ 906,293.36 |
| Site Acquisition (5 acres) | 217,800 | sq.ft. @ | | 8.00 | \$ | 1,742,400.00 | |
| Site Utilities | 1 | l.s. @ | \$ | 65,000.00 | \$ | <u>65,000.00</u> | \$ <u>1,807,400.00</u> |
| | | | | | | | |
| | | | | | | | Option 1A Total: \$ 8,755,649.11 |
| | | | | | | | Option 1A Total: \$ 8,317,864.66 \$ 9,193,431.57 |

PRELIMINARY COST ESTIMATE | OPTION 1

Size | Based on Layout Dated 08/23/2013

| | | |
|---------------------------------|--------------|--------|
| Existing Combined Building Area | 20,430 | sq.ft. |
| Village Administration | 2,165 | sq.ft. |
| Police Department | 6,625 | sq.ft. |
| Support / Community | 4,875 | sq.ft. |
| <u>Grossing Factor</u> | <u>4,098</u> | sq.ft. |
| Total Proposed Building Area: | 17,763 | sq.ft. |

Existing Demolition:

| | | | | | |
|--|--------|-------------|-----------|----|------------------|
| Selective Site Demolition (hardscape and vegetation) | 1 | I.s. @ \$ | 25,000.00 | \$ | 25,000.00 |
| Mass Building Demolition | 20,430 | sq.ft. @ \$ | 3.00 | \$ | <u>61,300.00</u> |

Mass Demolition | Subtotal: \$ 86,300.00

New Construction:

| | | | | | |
|--------------------------------------|--------|-------------|------------|----|-------------------|
| Site Improvement | 17,763 | sq.ft. @ \$ | 18.00 | \$ | 319,700.00 |
| Architectural General Construction | 17,763 | sq.ft. @ \$ | 120.00 | \$ | 2,131,500.00 |
| Electrical | 17,763 | sq.ft. @ \$ | 25.00 | \$ | 444,100.00 |
| New Generator | 1 | I.s. @ \$ | 125,000.00 | \$ | 125,000.00 |
| Plumbing | 17,763 | sq.ft. @ \$ | 7.50 | \$ | 133,200.00 |
| Fire Protection | 17,763 | sq.ft. @ \$ | 2.50 | \$ | 44,400.00 |
| Mechanical HVAC | 17,763 | sq.ft. @ \$ | 24.00 | \$ | <u>426,300.00</u> |

New Construction | Subtotal: \$ 3,624,200.00

General Construction Costs:

| | | | |
|---------------------------------|-------|----|-------------------|
| General Conditions | 4.00% | \$ | 145,000.00 |
| Insurance | 1.00% | \$ | 36,242.00 |
| Performance and Payment Bond | 0.75% | \$ | 27,181.50 |
| Subcontractor and Supplier Bond | 0.50% | \$ | 18,121.00 |
| Contractor's Fee | 3.00% | \$ | <u>108,726.00</u> |

General Construction | Subtotal: \$ 335,270.50

Project Contingency Costs:

| | | | |
|--------------------------|-------|----|-------------------|
| Construction Contingency | 4.00% | \$ | 144,968.00 |
| Estimating Contingency | 4.50% | \$ | <u>163,089.00</u> |

Project Contingency | Subtotal: \$ 308,057.00



Total Construction Cost Estimate: \$ 4,353,827.50

245.11

Project Soft Costs:

| | |
|---|---------------|
| Architectural / Engineering Fee Estimate | \$ 262,975.08 |
| Geotechnical services | 10,000.00 |
| Reimbursable expenses (Printing, shipping, etc.) | 10,000.00 |
| Plan approval and/or review fees | 10,000.00 |
| Owner's builder's risk insurance | 7,000.00 |
| Site permitting fees | |
| Storm water calculation fee | 7,500.00 |
| State of Wisconsin (BER) review request | 2,500.00 |
| Section 401 WQC/Section 404 WIP application | 5,500.00 |
| Notice of Intent | 2,500.00 |
| Land survey | 5,000.00 |
| Furnishings & fixed equipment (allowance) | not included |
| Telephone system (allowance) | 25,000.00 |
| Technology - switches, routers, projectors, etc. (relocate computers) | 30,000.00 |
| Legal / insurance / accounting fees | 5,000.00 |
| Communications / Radio Tower | not included |
| Environmental Engineering Services | not included |
| Telecommunication tower and/or equipment (radio in sep. budget) | not included |
| Fuel storage facilities | not included |
| Fitness/weight equipment | not included |
| Construction manager/ owners rep. fees | not included |
| Borrowing and/or bonding costs | not included |
| Traffic impact studies | not included |
| Multiple bid packages | not included |
| Hazardous material identification/abatement | not included |
| Design of non-conventional foundations | not included |
| Wetland delineation and/or relocation | not included |
| Building commissioning | not included |
| LEED documentation | not included |
| Impact fees (storm water, sanitary, water, etc.) | not included |
| Moving and/or relocation services | not included |
| Design/specification of furniture | not included |

Project Soft Cost Total: 382,975.08

Total Project Cost Estimate: \$ 4,737,047.70

General Notes

1. Construction cost based on traditional design/bid/build construction delivery approach with Fall 2014 bid date
2. Cost estimate assumes 10-12 month construction schedule
3. Does not include costs for village required permits, inspections, legal fees, moving/relocation costs
4. Does not include temporary office rent / lease, moving costs or associated displacement costs
5. All testing, documentation, surveying, handling, remediation and/or mitigation of hazardous materials or contaminated materials are not included in this cost estimate

PRELIMINARY COST ESTIMATE | OPTION 1

Size | Based on Layout Dated 08/23/2013

| | | |
|---------------------------------|--------------|--------|
| Existing Combined Building Area | 7,982 | sq.ft. |
| Village Administration | 2,165 | sq.ft. |
| Police Department | 6,625 | sq.ft. |
| Support / Community | 4,875 | sq.ft. |
| <u>Grossing Factor</u> | <u>4,098</u> | sq.ft. |
| Total Proposed Building Area: | 17,763 | sq.ft. |

New Construction:

Maintenance Building

| | | | | | | |
|--------------------------------------|-------|-------------|-------|----|-------------------|--------------|
| Site Improvement | 7,336 | sq.ft. @ \$ | 15.00 | \$ | 110,000.00 | |
| Architectural General Construction | 7,336 | sq.ft. @ \$ | 85.00 | \$ | 623,600.00 | |
| Electrical | 7,336 | sq.ft. @ \$ | 20.00 | \$ | 146,700.00 | |
| Plumbing | 7,336 | sq.ft. @ \$ | 6.50 | \$ | 47,700.00 | |
| Fire Protection | 7,336 | sq.ft. @ \$ | 2.50 | \$ | 18,300.00 | |
| Mechanical HVAC | 7,336 | sq.ft. @ \$ | 18.00 | \$ | <u>132,000.00</u> | |
| | | | | \$ | | 1,078,300.00 |

Cold Storage

| | | | | | | |
|--------------------------------------|-------|-------------|-------|----|------------|------------|
| Site Improvement | 3,668 | sq.ft. @ \$ | 15.00 | \$ | 55,000.00 | |
| Architectural General Construction | 3,668 | sq.ft. @ \$ | 75.00 | \$ | 275,100.00 | |
| Electrical | 3,668 | sq.ft. @ \$ | 15.00 | \$ | 55,000.00 | |
| Plumbing | 0 | sq.ft. @ \$ | - | \$ | - | |
| Fire Protection | 0 | sq.ft. @ \$ | - | \$ | - | |
| Mechanical HVAC | 0 | sq.ft. @ \$ | - | \$ | <u>-</u> | |
| | | | | \$ | | 385,100.00 |

New Construction | Subtotal: \$ 1,463,400.00

General Construction Costs:

| | | | |
|---------------------------------|-------|----|------------------|
| General Conditions | 4.00% | \$ | 58,500.00 |
| Insurance | 1.00% | \$ | 14,634.00 |
| Performance and Payment Bond | 0.75% | \$ | 10,975.50 |
| Subcontractor and Supplier Bond | 0.50% | \$ | 7,317.00 |
| Contractor's Fee | 3.00% | \$ | <u>43,902.00</u> |

General Construction | Subtotal: \$ 135,328.50

Project Contingency Costs:

| | | | |
|--------------------------|-------|----|-----------|
| Construction Contingency | 4.00% | \$ | 58,536.00 |
|--------------------------|-------|----|-----------|



Estimating Contingency 4.50% \$ 65,853.00

Project Contingency | Subtotal: \$ 124,389.00

| | |
|--|------------------------|
| Total Construction Cost Estimate: | \$ 1,723,117.50 |
|--|------------------------|

Project Soft Costs:

| | |
|---|---------------|
| Architectural / Engineering Fee Estimate | \$ 199,038.35 |
| Geotechnical services | 10,000.00 |
| Reimbursable expenses (Printing, shipping, etc.) | 10,000.00 |
| Plan approval and/or review fees | 10,000.00 |
| Owner's builder's risk insurance | 7,000.00 |
| Site permitting fees | |
| Storm water calculation fee | 7,500.00 |
| State of Wisconsin (BER) review request | 2,500.00 |
| Section 401 WQC/Section 404 WIP application | 5,500.00 |
| Notice of Intent | 2,500.00 |
| Land survey | 5,000.00 |
| Furnishings & fixed equipment (allowance) | not included |
| Telephone system (allowance) | 25,000.00 |
| Technology - switches, routers, projectors, etc. (relocate computers) | 30,000.00 |
| Legal / insurance / accounting fees | 5,000.00 |
| Communications / Radio Tower | not included |
| Environmental Engineering Services | not included |
| Telecommunication tower and/or equipment (radio in sep. budget) | not included |
| Fuel storage facilities | not included |
| Fitness/weight equipment | not included |
| Construction manager/ owners rep. fees | not included |
| Borrowing and/or bonding costs | not included |
| Traffic impact studies | not included |
| Multiple bid packages | not included |
| Hazardous material identification/abatement | not included |
| Design of non-conventional foundations | not included |
| Wetland delineation and/or relocation | not included |
| Building commissioning | not included |
| LEED documentation | not included |
| Impact fees (storm water, sanitary, water, etc.) | not included |
| Moving and/or relocation services | not included |
| Design/specification of furniture | not included |

Project Soft Cost Total: 319,038.35

| | |
|-------------------------------------|------------------------|
| Total Project Cost Estimate: | \$ 2,042,155.85 |
|-------------------------------------|------------------------|

General Notes

1. Construction cost based on traditional design/bid/build construction delivery approach with Fall 2014 bid date
2. Cost estimate assumes 10-12 month construction schedule
3. Does not include costs for village required permits, inspections, legal fees, moving/relocation costs
4. Does not include temporary office rent / lease, moving costs or associated displacement costs
5. All testing, documentation, surveying, handling, remediation and/or mitigation of hazardous materials or contaminated materials are not included in this cost estimate

Appendix C:

Police Department Comparison

Workbook: Police Department Comparisons, Presentation, 08.27.2014 (2);
Worksheet: DeForest Comparisons

WISCONSIN POLICE DEPARTMENTS
VILLAGE OF SUMMIT, WISCONSIN
BRAY PROJECT NO. 3170

Bray Associates Architects, Inc.
Sheboygan & Milwaukee, Wisconsin

DRAFT | Summer 2014



| Comparable Communities | County Name | 2010 Census | Police Department Staffing | | | Police Station Facility | | | | | | | | | | Notes / Comments | | |
|--------------------------------|-------------|-------------|----------------------------|----------------------|--------------------|-------------------------|-------------------------|--------------|-----------------|---------------|---------------|-----------|---------------------------|----------|-----|------------------|---|--|
| | | | Support Staff | PTE Sworn Officers** | FTE Sworn Officers | Facility Size (SQ FT) | Construction Major Add. | Firing Range | # Garage Stalls | Viewer Spaces | DMAT Training | Connected | Municipal / Circuit Court | Dispatch | | | | |
| Community | | | | | | | | | | | | | | | | | | |
| Village of DeForest [Existing] | Dane | 8,936 | 3 | 2 | 17 | 4,703 | n/a | No | 0 | 1 | No | No | Yes | Yes | No | No | | |
| Village of Summit | Waushara | 4,674 | 1 | 1 | 17 | 9,520 (670 PD) | 1954, 1968, 1984 | No | 6 (3 PD) | 0 | No | No | No | No | No | No | | |
| City of Verona | Dane | 10,619 | 4 | 2 | 22 | 26,500 | 2008 | No | 15 | 3 | Yes | No | Yes | Yes | No | No | | |
| Village of Watrous | Dane | 10,454 | 7 | 0 | 22 | 17,000 | 2007 | Yes | 6 | 8 | No | No | No | No | No | No | Original construction 81, renovation 07 | |
| City of Sunnyside | Door | 9,144 | 2 | 0 | 20 | 24,701 | 2006 | No | 4 | 3 | Yes | Yes | Yes | Yes | No | No | | |
| City of Tomah | Monroe | 9,993 | 4 | 0 | 20 | 15,200 | 2006 | Yes | 4 | 4 | Off-Site | No | No | No | No | No | Next door | |
| Village of Waunakee | Dane | 8,995 | 2 | 0 | 18 | 17,000 | 2007 | No | 8 | 3 | Yes | No | No | No | No | No | Renovated 2007, 3 parking bays | |
| City of Plymouth | Sheboygan | 8,445 | 3 | 0 | 16 | 6,000 | 1960 | Outside | 4 | 4 | Yes | No | Yes | No | No | No | | |
| City of Rice Lake | Barron | 8,312 | 2 | 6 | 11 | 4,725 | 1960 | No | 2 | 1 | No | No | No | No | Yes | No | | |
| Village of Mount Horeb | Dane | 7,009 | 2 | 6 | 11 | 4,725 | 1960 | No | 2 | 1 | No | No | No | No | Yes | No | | |
| AVERAGES | | 8,627 | 3 | 1 | 17 | 14,510 | 1,993 | --- | 6 | 3 | --- | No | No | --- | --- | --- | | |
| Village of DeForest [Proposed] | Dane | 9,247 | 3 | 2 | 17 | 26,164 | n/a | No | 9 | 2 | Yes | Yes | No | Yes | No | No | | |

General Notes:
*Proposed Census is estimate from 2012
**Facility sizes provided by state and/or estimated
***Part-time officers working min 4 per week



Appendix D:

Engineering Report: Electrical

**Village of Summit
Village Hall, Police Department, Public Works
Oconomowoc, WI**

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Electrical System Review:
The following report is the result of a site visit by John Russell of Muermann Engineering, LLC that occurred on June 15, 2014. Site observations, construction plan review, and interviews with staff were all used in the preparation of this report.

Main Electrical Service

Observations

A. This building has two electric services. One service is 400 amp 120/240 volt 1-phase 3-wire. There are two main lug 200 amp 40 circuit Siemens ITE panels located in the Village Hall basement Electrical Room. One panel is connected to the emergency generator. There are two 200 amp fused disconnect switches that serve as a main disconnect for each panel. The parallel service feeders are tapped in a wire way below the panels. There is a meter socket on the exterior wall. This service was installed in 1994.

B. The other service is 200 amp 120/240 volt 1-phase 3-wire. There is a 200 amp main circuit breaker 20 circuit Siemens ITE panel located on the west exterior of the building. There is an underground meter pedestal on the west exterior wall. This service was installed in 1994.

C. These main services do not have a surge protection device.

Recommendations

A. The existing main electric services for this facility are adequately sized. If a large building addition and/or additional large air conditioning loads are added, a new service upgrade will be required.

B. Provide surge protection device on both main services.

Panelboards

Observations

A. The panels in the Village Hall and Police Dept are Siemens ITE. These panels were installed in 1994. There are 17 total available spaces in these panels.

B. The main panel for the Public Works is a Siemens ITE. This panel was installed in 1994. There are 9 total available spaces in this panel. The panels in the basement Mechanical Room, Rec Room Kitchen, and the upper Garage are also Square D. These panels were installed in 1967.

C. A majority of the newer panels do have space for additional circuit breakers. The older panels are mostly full.

Recommendations

A. The newer Siemens ITE panels are in good working order and can remain. Replace the three older Square D panels and feeders.

B. Provide additional panels to accommodate additional circuits as required for renovations.

Generator

Observations






**Village of Summit
Village Hall, Police Department, Public Works
Oconomowoc, WI**

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C. The generator is a 25KW Generac. The generator is located on the exterior West side of the building. The unit is natural gas fueled and radiator cooled. The generator was installed in 2012. The unit has 14 hours on it. There is one Generac automatic transfer switch in the Electrical Room. The generator is located less than 20 feet away from the utility transformer.

D. The emergency panel has equipment loads only including the lighting and receptacles for the first floor of the Village Hall and Police Dept. The furnaces, some of the air conditioning units, well pump, and grinder pump are on the generator also.

Recommendations

A. The existing generator can remain as long as no additional large loads are added. The generator needs to be relocated so it is at least 20 feet away from the utility transformer per the requirements of SPS 316.700(2).

B. Provide additional automatic transfer switch and panel to power new life safety egress lighting loads.

Lighting Fixtures and Controls

Observations

A. The offices have 2x4 acrylic lens 2-lamp T12 fixtures. All these existing fixtures were converted from 4-lamp to 2-lamp fixtures with magnetic ballasts. There is one light switch to control all the lights. The offices do not have occupancy sensors.

B. The corridors have 1x4 surface wraparound acrylic lens 2-lamp T12 fixtures. These fixtures have magnetic ballasts. There is a 3-way switch on each end of the corridor for manual control.

C. The basement meeting room has 2x4 acrylic lens 4-lamp T12 fixtures. These fixtures have magnetic ballasts. There is one light switch to individually control each row of fixtures. The meeting room does not have occupancy sensors.

D. The first floor Assembly Hall has 250W metal halide low bay fixtures. There is one light switch to individually control each row of fixtures. The Assembly Hall does not have occupancy sensors.

E. The basement rec room has 1x4 surface wraparound acrylic lens 4-lamp T12 fixtures. These fixtures have magnetic ballasts. There is one light switch to control all the lights. The rec room does not have occupancy sensors.

F. The DPW garage has metal halide low bay fixtures. There are light switches to control individual banks of lights. There are also well pack fixtures in the garage that serve as night lights.

G. Storage and Mechanical Rooms have 4" industrial 2-lamp T12 fixtures. These fixtures have magnetic ballasts. There is one light switch to control all the lights.

H. The exit lights are incandescent. This building does not have emergency lighting.

I. Exterior canopy lights are recessed high pressure sodium. Building mounted wall pack fixtures are flood type high pressure sodium.






**Village of Summit
Village Hall, Police Department, Public Works
Oconomowoc, WI**

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J. The building lighting is controlled by photocells on each fixture. The lighting at the main entry is controlled by a timeclock.

K. The area lights include utility pole cobra heads, post top fixtures, and utility pole yard lights. The exterior lighting is controlled by photocells on each fixture.

Recommendations

A. The existing T12 fixtures in the offices and basement meeting room should be replaced with new 2x4 acrylic lens fixtures with T8 lamps and electronic ballasts. Provide dual level inboard/outboard switching.

B. The existing T12 fixtures in the corridors and rec room should be replaced with new 1x4 surface modular acrylic lens fixtures with T8 lamps and electronic ballasts.

C. The existing metal halide low bay fixtures in the Assembly Hall should be replaced with LED pendant type fixtures.

D. The existing metal halide fixtures in the DPW garage should be replaced with fluorescent industrial low bay fixtures with T8 lamps and electronic ballasts.

E. The existing T12 fluorescent fixtures in the Storage and Mechanical Rooms should be replaced with 4" industrial fixtures with T8 lamps and electronic ballasts.

F. Provide dual technology occupancy sensors in all offices and meeting rooms to provide automatic lighting shut-off when rooms are unoccupied which will result in energy savings. Provide wall switch occupancy sensors in storage rooms.

G. Provide new LED exit lights. Connect exit lights and new light fixtures to generator for egress lighting to provide 1.0 footcandle average egress level per code.

H. Exterior canopy and building mounted light fixtures should be replaced with new full cut-off type LED fixtures. The existing area lighting should be replaced with new pole mounted full cut-off type LED area fixtures. Lighting controls will be from a central location and allow for photocell-on, photocell-off, or photocell-on, timeclock-off control.

Wiring Devices

Observations

A. The receptacles and toggle switches are commercial and residential grade 15A. Many wiring devices have been added with surface wiremold raceway. There are minimal receptacles in offices.

Recommendations

A. Replace any broken switches and receptacles. Replace all residential type wiring devices with new commercial type devices.

B. Add additional receptacles to offices or other areas as required.

Fire Alarm System

Observations

A. This building does not have a fire alarm system.

B. This building has battery powered smoke detectors.

Recommendations






**Village of Summit
Village Hall, Police Department, Public Works
Oconomowoc, WI**

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A. None at this time.

B. An addressable fire alarm system may be required depending upon the occupancy classification and total occupant load of the renovation or if a new addition is constructed.

Clock System

Observations

A. This building does not have a clock system.

B. This building has battery powered quartz clocks.

Recommendations

A. One option is to install a synchronized central wireless master clock system with GPS receiver. Replace all battery clocks with battery powered wireless GPS analog clocks.

Public Address System

Observations

A. There is a public address system for the Assembly Hall. The public address rack is located in a storage closet. There are surface mounted ceiling speakers. There are hard wired microphone jacks.

Recommendations

A. Expand and upgrade the existing system as required.

Phone System

Observations

A. There is a Samsung analog PBX phone system located in the Electrical Room.

B. The phone cabling is CAT5 and is routed back to the Electrical Room and punched down on wall mounted 66 voice wiring blocks.

Recommendations

A. Staff indicated system is working properly.

A. Extend the existing phone system into new and renovated areas as required.

Data System

Observations

A. There is one wall mounted data patch panel in the Police Dept storage room. There is also a small wall mounted router.

B. The data cable is CAT5 which is routed to the patch panel.

C. Most data jacks and cabling are installed in wiremold surface raceway.

D. This building has wireless access points.

Recommendations

A. Staff indicated the data system would be completely replaced by the Village.

B. Extend the new data system into new and renovated areas as required.






**Village of Summit
Village Hall, Police Department, Public Works
Oconomowoc, WI**

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CATV System

Observations

A. There is a CATV service to this building. The main CATV splitters are located in the Electrical Room and in utility meter boxes on the exterior of the building.

B. There is a CATV jack in each office and meeting space.

C. CATV cabling is routed along the exterior walls of the building.

Recommendations

A. Additional CATV jacks can be added.

B. Replace exterior CATV cable with new CATV cabling installed on the interior of the building inside interior walls or in wiremold surface raceway.

Security System

Observations

A. There is no security system in this building.

Recommendations

A. Provide new security system. Security system devices to include contact switches on all exterior doors and windows, motion sensors, and glass break detectors.

CCTV System

Observations

A. There is no CCTV system in this building.

Recommendations

A. Provide new IP based CCTV system if required.

Access Control System

Observations

A. There is no door access control system in this building.

Recommendations

A. Provide new door access control system if required. Door access control system devices to include electric strikes and FOB readers.




**Village of Summit
Village Hall, Police Department, Public Works
Oconomowoc, WI**

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Opinion of estimated construction cost:

| | |
|-------------------------------|----------------|
| New building addition | \$16.50/SF |
| Renovation/alterations | \$17.00/SF |
| Electric service upgrade | \$30,000 |
| Automatic transfer switch | \$6,000 |
| Relocate generator | \$4,000 |
| New life safety panel | \$5,000 |
| New fire alarm system | \$1,25/SF |
| Public address system upgrade | \$6,000 |
| Lighting fixture replacement | \$3.00/SF |
| Parking lot lighting | \$3,000/POLE |
| LED wall pack | \$1,200 EA |
| New receptacles | \$400 EA |
| Receptacle/Switch replacement | \$25EA |
| Occupancy sensors | \$300 EA |
| Exit lights | \$150 EA |
| Surge protection device | \$3,500EA |
| Panelboard | \$8,000 EA |
| Data/Phone/CATV jack | \$300 EA |
| CCTV indoor IP camera | \$1,800/CAMERA |
| CCTV outdoor IP camera | \$2,500/CAMERA |
| CCTV PoE camera switch | \$1,500 EA |
| GPS wireless analog clock | \$800 EA |
| GPS clock receiver | \$2,500 EA |
| Door access control | \$4,000/DOOR |
| Security system panel | \$8,000 |
| Security system device | \$400 EA |

Engineering Report: Electrical (cont.)

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**Village of Summit
Department of Public Works Garage
Oconomowoc, WI**

Electrical System Review:
The following report is the result of a site visit by John Russell of Mueermann Engineering, LLC that occurred on June 19, 2014. Site observations, construction plan review, and interviews with staff were all used in the preparation of this report.

The building was constructed in 1960 with an addition in 1994.

Main Electrical Service
Observations
A. This building has a 200 amp 120/240 volt 1-phase 3-wire electric service. There is an underground meter pedestal on the south exterior wall. This service was installed in 1994.
B. The main service does not have a surge protection device.

Recommendations
A. The existing electric service for this facility is adequately sized. If a large building addition, additional large air conditioning and/or equipment loads are added, a new service upgrade will be required.
B. Provide surge protection device on main service.

Panelboards
Observations
A. There is a 200 amp 120/240 volt 1-phase 3-wire main circuit breaker 30 circuit Siemens ITE panel located in the DPW office. This panel has no room for additional circuits.
Recommendations
A. The existing panel is in good working order and can remain.
B. Provide additional panels to accommodate additional circuits as required for new equipment or renovations.

Generator
Observations
A. This building does not have a generator.

Lighting Fixtures and Controls
Observations
A. The office has 8' 2-lamp T12 strip fixtures. There is one light switch to control all the lights. The offices do not have occupancy sensors.
B. The garage has 400W metal halide high bay fixtures.
C. There are also 4' 2-lamp T12 industrial fixtures over the work benches. There is one light switch to individually control each row of fixtures. The garage does not have occupancy sensors.
D. The exit lights are incandescent. This building does not have emergency lighting.






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**Village of Summit
Department of Public Works Garage
Oconomowoc, WI**

E. Exterior building mounted fixtures are flood type high pressure sodium. The building lighting is controlled by photocells on each fixture.

Recommendations
A. The existing T12 fixtures in the office should be replaced with new T4 acrylic lens surface modular fixtures with T8 lamps and electronic ballasts. Provide dual level inboard/outboard switching.
B. The existing high bay metal halide fixtures in the garage should be replaced with fluorescent industrial high bay fixtures with T8 lamps and electronic ballasts. The existing workbench industrial fixtures should be replaced with new 4' industrial fixtures with T8 lamps and electronic ballasts.
C. Provide dual technology occupancy sensors in the office and timeclock control for the fixtures in the garage with a manual override switch. This lighting control will provide automatic lighting shut-off when rooms are unoccupied which will result in energy savings.
D. Provide new battery powered LED exit lights. Provide fluorescent high bay fixtures with emergency battery ballasts to provide 1.0 footcandle average egress lighting level per code.
E. Exterior building mounted fixtures should be replaced with new full on-off type LED wall pack fixtures. Lighting control will be from a central location and allow for photocell-on, photocell-off, or photocell-on, timeclock-off control.

Wiring Devices
Observations
A. The receptacles and toggle switches are commercial grade 15A.

Recommendations
A. Replace any broken switches and receptacles.
B. Add additional receptacles as required.

Fire Alarm System
Observations
A. This building does not have a fire alarm system.

Recommendations
A. None.

Clock System
Observations
A. This building does not have a clock system.

Recommendations
None.



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**Village of Summit
Department of Public Works Garage
Oconomowoc, WI**

Public Address System
Observations
A. This building does not have a public address system.

Recommendations
A. None.

Phone System
Observations
A. There is a Samsung analog PBX phone system in this building which is extended from the Village Hall.
B. The phone cabling is CAT3 and is routed back to the Electrical Room in the Village Hall and punched down on wall mounted 66 voice wiring blocks.

Recommendations
A. None.
B. Staff indicated system is working properly.

Data System
Observations
A. There is no hard wired data service to this building.
B. Data service is from the wireless data system in the Village Hall.

Recommendations
A. If additional data bandwidth is required in the garage a new IDF data rack will be required. This will require an underground fiber optic cable to the new MDF in the Village Hall.

CATV System
Observations
A. There is no CATV service to this building.

Recommendations
A. Provide a CATV service if required.

Security System
Observations
A. There is no security system in this building.

Recommendations
A. Provide new security system. Security system devices to include contact switches on all exterior doors and windows, motion sensors, and glass break detectors. This system would be an extension of the system in the Village Hall.

CCTV System
Observations
A. There is no CCTV system in this building.

Recommendations
None.

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**Village of Summit
Department of Public Works Garage
Oconomowoc, WI**

A. Provide new IP based CCTV system if required. This system would be an extension of the system in the Village Hall. The NVR would be located in the Village Hall.

Access Control System
Observations
A. There is no door access control system in this building.

Recommendations
A. Provide new door access control system if required. Door access control system devices to include electric strikes and FOB readers. This system would be an extension of the system in the Village Hall.

Opinion of estimated construction cost:

| | |
|-------------------------------|----------------|
| New building addition | \$16,500/SF |
| Renovation/alterations | \$17,000/SF |
| Electric service upgrade | \$15,000 |
| Lighting fixture replacement | \$5,000/SF |
| LED wall pack | \$1,200/EA |
| New receptacles | \$400 EA |
| Receptacle/Switch replacement | \$25EA |
| Occupancy sensors | \$300 EA |
| Exit lights | \$150 EA |
| Surge protection device | \$3,500EA |
| Panelboard | \$8,000 EA |
| Data/Phone/CATV jack | \$300 EA |
| CATV service | \$4,000 |
| New IDF | \$12,000 |
| CCTV indoor IP camera | \$1,800/CAMERA |
| CCTV outdoor IP camera | \$2,500/CAMERA |
| Door access control | \$4,000/DOOR |
| Security system device | \$400 EA |



Engineering Report: Mechanical

Summit Village Hall
Summit, Wisconsin

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HVAC SYSTEM

The following report is the result of a site visit by Randy All of Fredericksen Engineering, Inc. that occurred on June 19, 2014. Site observations, construction plan review, and interviews with staff were all used in the preparation of this report.

The building was constructed in 1954 with building additions in 1969 and 1985.

1.1 Heating System

A. Existing Data

1. The building is served by a combination of multiple furnaces, a hot water boiler, and gas-fired unit heaters.
2. The original 1954 building that serves the Town Hall and Police Department is heated by four (4) Lennox sealed-combustion furnaces that are approximately 10 years old.
3. The 1969 addition of the fire station is heated by a single Crane hot water boiler that is original to the building. The piping and pumping system for the Crane boiler is a primary-only constant flow system with a stand-by pump in place. The piping system serves multiple hot water unit heaters and fin pipe radiation.
4. The 1985 addition is heated by gas-fired unit heaters within the fire station and a single Lennox sealed-combustion pulse-type furnace located in the lower level garage.

B. Observations

1. The furnaces in the 1954 building are approximately 10 years old and appear to be in satisfactory condition. The ASHRAE service life expectancy of gas-fired furnaces is 15-18 years.
2. The zoning of the furnace systems is poor and the owner expressed dissatisfaction with the systems' ability to heat all areas of the building properly in cold weather. The office areas are served by below grade ductwork that may not have been

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Summit Village Hall
Summit, Wisconsin

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insulated since the heated air is often only slightly warm by the time it reaches the end of the some of the duct runs.

3. The 1969 boiler and pumping system is original to the building and is in marginal condition. The ASHRAE service life expectancy of this boiler is 20-25 years.
4. The 1985 gas-fired unit heaters and the lower level furnace are all original equipment and are in marginal condition. The ASHRAE service life expectancy of this equipment is 15-18 years.
5. The fire station is not currently ventilated in accordance with current code requirements and is not served by any exhaust and/or makeup air systems.

C. Recommendations

1. If a major remodeling or renovation project is planned, the entire building heating system should be replaced with a high-efficiency hot water heating system with variable flow pumping.

1.2 Ventilation and Air Conditioning Systems

A. Existing Data

1. The 1954 building is air conditioned by outdoor air-cooled condensing units that are piped to cooling coils located within the sealed-combustion furnaces.

B. Observations

1. The condensing units appear to be older than the furnaces that they are associated with. The units are in marginal condition and have likely exceeded their expected ASHRAE service life of 20 years.
2. The Town Hall and Police Station furnace systems are ventilated with a minimal amount of outside air that was typical at the time of installation but not in compliance with current code.
3. The fire station is not currently ventilated or exhausted and is not in compliance with current code requirements for a facility of this type.

C. Recommendations

1. If a major remodeling or renovation project is planned, the office areas and Town Hall should be ventilated and air conditioned with a high-efficiency variable air volume (VAV) air handling system with high-efficiency air conditioning equipment.
2. The fire station should be ventilated per current code requirements utilizing an energy recovery air-to-air heat exchanger system with high-efficiency gas-fired heat.

1.3 Control Systems

A. Existing Data

1. The furnaces serving the 1954 building are controlled by a variety of programmable and manual thermostats. The lower level are beneath the main Town Hall meeting room contains a digital programmable thermostat while the

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Summit, Wisconsin

Page 3 of 3

office spaces and Town Hall meeting room all contain dial-type manual thermostats.

2. The 1969 hot water boiler system is controlled by a newer digital programmable thermostat. The individual unit heaters and fin pipe radiation are controlled by standalone electric thermostats.
3. The gas-fired heating equipment in the 1985 addition is served by individual manual electric non-programmable thermostats.

B. Observations

1. The manual-type thermostats that serve the majority of the equipment are not in compliance with current commercial building code as they lack programmability and night setback energy-saving features.

C. Recommendations

1. If a major remodeling or renovation project is planned, the new HVAC system should incorporate a central digital Building Automation System (BAS) with programming strategies to optimize building energy usage and web-based functionality for remote accessibility.

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Engineering Report: Plumbing

Village of Summit - Village Hall and Fire Station
Oconomowoc, WI Page 1 of 6

Plumbing Systems Review:
The following report is the result of a site visit by Tim Kehoe of Muermann Engineering, LLC that occurred on June 19, 2014. Site observations and interviews with staff were all used in the preparation of this report.

Plumbing System

Domestic Water

Observations

- The existing domestic water for the facility is supplied from a private well. Pressure tanks are located in the fire station and appear to be original to the building.
- The existing water supply piping is combination of type "L" copper piping and galvanized piping. Portions of the piping in this building is very old and should be scheduled for replacement. The copper piping located within the village hall is thought to be replaced during some of the minor renovations.
- The existing building appears to have adequate water pressure however the owner indicated problems with the water service entering the building. Should the existing building be renovated or replaced with a new facility on this site its likely a new well would be required to accommodate substantially higher water usages.
- The existing building does not have a fire protection system. Substantial renovation to the existing building would require the new building to be sprinklered. The new fire protection system would require a holding tank and fire pump.

Recommendations

- Should this building be renovated or expanded, it is likely a fire protection system would be required. A fire protection




Village of Summit - Village Hall and Fire Station
Oconomowoc, WI Page 2 of 6

system for this facility would require a new holding tank, fire pump, and modifications to the existing electrical service. This like would have an impact of \$100,000 to the overall fire protection design.

- Renovations to this building would require all existing domestic water piping to be replaced. We recommend the existing piping be replaced with type "L" copper tubing or Schedule 80 CPVC piping.
- Further investigation is required for the existing well system. We recommend at a minimum a new pressure tank system be installed.

Sanitary Piping

Observations

- The existing sanitary piping is a mixture of schedule 40 PVC and cast iron. Original piping is cast iron however modifications within the Village Hall and Police Station have been completed in PVC.
- The existing building drains to and exterior sewage ejector. The first floors drain by gravity however the lower levels are pumps to a sanitary sewer which discharges to the sewage ejector. The last major work to the existing pumps was approximately ten years ago.
- The owner has not indicated problems with the existing sanitary system.
- The existing apparatus bay in the fire station is provided with floor drains. A garage catch basing could not be located.
- Cast iron piping in the lower level of the fire stations appears to be in fair condition.






Village of Summit - Village Hall and Fire Station
Oconomowoc, WI Page 3 of 6

Recommendations

- We recommend that the existing system be examined with a camera to determine the condition of the existing piping.
- Should this building be renovated, we recommend that all sanitary piping be replaced.
- Provide continual maintenance on the existing sewage ejector. It is assumed that the sewage ejector is on an emergency power circuit however that could not be determined at the time of this survey. If not the sewage ejector should be connected to the emergency generator

Storm Piping

Observations

- All storm piping discharges to gutters and downspouts. All downspouts discharge to grade.
- The owner has indicated problems with water penetrating the existing foundation walls. It is assumed that the water could be coming in thru the lower level windows and area walls.
- Clearwater sump is located in the lower level for drain tile. The sump pump does not have a high water alarm.

Recommendations

- Renovations to the building or replacement of this structure would likely require new storm drainage for the entire building and site.
- Provide continual maintenance on the clear water pumps






Village of Summit - Village Hall and Fire Station
Oconomowoc, WI Page 4 of 6

Plumbing Equipment

Observations

- The existing main water heater is a gas-fired, gravity vented piece of equipment and appears to be sized adequately for the building. The water heater is in fair condition.
- A second 20 gallon electric water heater is located in the lower level. The water heater appears to be in poor condition and it's also not clear what is all served by this water heater.
- The existing air compressor located in the fire station apparatus bay is in good condition. The piping system appears to be type "L" copper piping. The air compressor appears to be sized appropriately for the building.
- A small water softener is located in the lower level of the fire station. The softener is in very good condition however would likely be too small to support a major renovation.

Recommendations

- We recommend that the water heating equipment be replaced with new sealed-combustion, gas-fired energy-efficient equipment.
- Should the facility be renovated, we recommend the air compressor be replaced to accommodate the additional load required. New compressed air piping would be installed at the appropriate locations.
- The water softener would likely be replaced with appropriately sized equipment.






Village of Summit - Village Hall and Fire Station
Oconomowoc, WI Page 5 of 6

Plumbing Fixtures

Observations

- Toilet rooms on the First Floor of the Village Hall have been remodeled and are in good condition. Plumbing fixtures in this space are tank type. Further investigation would be required to determine if these rooms meet the current ADA requirements.
- Plumbing fixtures in the lower levels are old and in poor condition. These fixtures should be scheduled for replacement.
- Plumbing fixtures in the fire station are in fair condition. These fixtures should also be scheduled for replacement.
- The electric water cooler is wall-hung, stainless steel fixtures which is not ADA compliant.

Recommendations

- Modifications to the existing building would require the existing toilet rooms, showers, and associated plumbing fixtures to be modified to meet ADA compliance.








Engineering Report: Site

Village of Summit Municipal Facility Study – July 2014

Preliminary Site Investigation: Existing Site

Address: 2911 N Dousman Rd, Oconomowoc, Wisconsin

- I. The site is bordered by privately owned woods and wetlands to the North, by Dousman Road to the East, by private residences and wetlands to the South, and undeveloped private parcels and N Silver Cedar Road to the West. Dousman Road has been recently paved and is in good condition with clean transitions into the site.

Natural Resources

- I. A preliminary investigation by Kapur & Associates, Inc. indicates large areas of floodplain, environmental corridors and wetlands within the property limits.
 - a. Per NR151.125 Protective Area Performance Standard Setbacks have been established for wetland boundaries and waterways to the closest impervious surfaces. Typically a 50' setback would be established from the approved delineated wetland boundaries (final determination of this would rest with the DNR). DNR may approve replacement of structures to meet public need which may not meet NR151.125 on a case-by-case basis. If Best Management Practices (BMPs) can be implemented between proposed impervious areas and wetlands, the intended regulation of this performance standard (i.e. meeting water quality and quantity treatment) may be met (40% TSS Removal).
- II. Archaeological structures such as pre-historic burials and effigy mounds, campsites, etc. are known to be located within the vicinity of the current Village Hall. The Village may be aware due to recent surrounding development projects (Target Distribution Center, etc.). It is advisable to have archaeological review completed before submitting any State Permit Application.
- III. A Notice of Intent permit may be required from the Wisconsin Department of Natural Resources depending on the area disturbed.

Environmental Site Assessment

- I. A preliminary review indicates no Leaking Underground Storage Tanks (LUSTs) or other documented contamination near or on the site.
- II. Surface contamination was observed at the existing Waste Oil Tank. During redevelopment, this should be remediated. Tank should be placed on a concrete pad to minimize contamination during transport, loading and unloading of oil.

Sanitary Sewer

- I. Per the city, the existing property is serviced by a force main with grinder pump, located on the property, moving waste to the public sanitary sewer in Dousman Road via a pressurized connection. Grinder pump appears to be located in or directly adjacent to wetlands.

Water Service

- I. The existing property is serviced by an on-site private well, located just east of the building. This may pose challenges for fire sprinkling, if required. Refer to building plumbing review.

Storm Sewer / Storm Water

- I. The existing buildings' roofs sheet drain or discharge via downspouts to grade. Many areas are back pitched towards buildings and have settled causing known dampness and water issues with the existing structures.
- II. The east pavement area drains to Dousman Road and into swales along the road's shoulder, eventually draining into the wetlands north and south of the property. Existing culverts are damaged and buried, preventing efficient water movement. Signs of erosion and sediment are evident entering the south wetland.
- III. The paved yard area west of the main building surface drains either directly to the wetlands or through a catch basin which discharges directly to the wetlands. Storm water management practices may be required to mitigate discharge of runoff directly to the wetland.
- IV. The lower garage access drive drains directly to the north wetland.

Existing Facility

- I. Existing parking lot east of the current building
 - a) Asphalt pavement is deteriorating with many unsealed cracks.

- b) The existing north apron is wide with the potential to cause accidents for unfamiliar drivers.
 - c) Pavement markings are faded; parking layout is inefficient and is inadequate at times of high capacity.
 - d) ADA parking stalls are non-compliant.
 - e) Access doors on the north building elevation to the upper and lower garages are settling.
- II. Existing Parking and DPW yard west of building
 - a) Asphalt pavement is in mediocre condition with some areas in poor condition. Drainage issues and standing puddles are evident throughout the pavement.
 - b) Additional Guard rails are recommended along the north and west borders where topography slopes into the wetland.
 - c) A turning radius study should be completed to confirm adequate area and propose appropriate relocation of amenities. Several areas appear to constrict movement, such as pulling a trailer through the drive-through garage or receiving shipments from tractor trailers.
- III. Dumpster Area
 - a) (2) Dumpsters are located on deteriorating asphalt, recommend concrete pad.
 - b) Location is near the waste oil tank and fuel tank, creating a potential for conflict during pick up.
 - c) The dumpsters block the fuel tank emergency shut off switch, either the switch or dumpsters should be relocated to comply with code.
- IV. Generator / Transformers / Gas Meters
 - a) Current generator and transformers are located directly adjacent to parking or vehicular traffic ways.
 - b) Existing bollards do not completely protect generator and main building transformer from damage.
 - c) Shut-offs, piping and cabinet for generator are exposed for public access and potential vandalism.
 - d) Gas meters on both the main building and accessory building are exposed without bollard protection and are adjacent to vehicle parking or traffic areas.
- V. Waste Oil Tank
 - a) Existing contamination from spills was observed, this should be remediated to prevent migration.
 - b) Tank should be installed on a concrete pad to minimize contamination
 - c) A spill kit should be provided at the tank location.
 - d) Tank should be located a minimum 5-feet from adjacent property line.

- VI. Fuel Tank
 - a) Verify tank is double walled.
 - b) Existing tank appears to meet setback requirements, verify. Setback may change if larger fuel tank is installed.
 - c) A spill kit should be provided at the tank location.
- VII. Site Lighting
 - a) Minimal site lighting exists throughout the paved areas and the property in general. Upgrades should be considered for safety of employees and visitors, as well as increase usability of the site for after-hours operations for police, snow plow operators, etc.
- VIII. Storage
 - a) Storage bins for bulk material and designated areas for materials are not present at the existing site. Bulk materials are stored on paved surfaces, causing sediment migration as storm water drains through. Signs, posts, and other construction materials are stacked against buildings, causing potential safety and access issues, as well as inefficiencies with location and retrieval. An organized storage plan should be reviewed as part of a site redevelopment plan.
- IX. Existing Accessory Buildings
 - a) It is understood there is the potential for the existing accessory buildings to be demolished and new buildings constructed that better suit the needs of the Village. Vehicle flow, parking, and storage are impacted by the current layout of the yard and buildings. New building location should be reviewed to work cohesively with a new yard design that includes storage, fueling, and vehicle access areas.

Overall Observations:

The facility shows signs of age, requiring numerous upgrades to the site as pavement and other amenities continue to deteriorate. Drainage issues should be resolved to prevent further damage to building and pavement. Traffic flow in the parking lot and in the DPW yard appears unobstructed for the majority of operations, but becomes difficult during public usage or for larger vehicles. The close proximity of wetlands, environmental corridors and floodplains will impact redevelopment and require updated storm water management practices. New accessory buildings, fuel tank, waste oil tank, storage bins, and parking locations should be reviewed to provide a more efficient and safe facility. Consideration should also be given to the close proximity of residential units south of the property. Known contaminated areas should be mitigated as part of re-development.

Appendix E:

Meeting Notes

Documentation of client discussions and department walk-through observations can be found here. This information was gathered to support and help produce the information presented in sections 1-4.

Thursday | May 29, 2014 - Progress Meeting

What was determined...

- **Parking** – at least 60 marked stalls; basement as parking?
- **DPW**
 - o Fueling station
 - o Prefer to move offsite (park site or site on intersection of Genesee Rd. & Hwy 67)
- **Remove/Demo**
 - o Existing garage and area south of assembly hall
 - o Grade change between assembly area and rest of the building
- Suggested **iterations**
 - o Circulation around entire building?
 - o Perhaps switch PD and Village Hall?
 - o Basement storage for PD? (PD would prefer 2 levels for storage)
- **Other sites** to look at moving entire program to...
 - o Park site
 - o Summit Village Commons (pink lot across from cemetery)
 - o Genessee Rd. & Hwy 67
 - o Boy Scout Camp = NOT an option

What we now need to look at...

- Other **Site Analysis**...
 - o Can the new site move the building closer to the center of the community?
 - o Is the new site more accessible to the general public?
 - o Total Lot acreage v. useable acreage (needs to be about 5 acres min)
 - o Commonalities v. differences between lots

Information we now need to acquire...

- Addresses/locations of proposed sites
- 2008 Report/Study
- Most recent village map (the one on the server is different from the one they showed us)



Thursday | June 12, 2014 - Interviews with Individual Dept. & Adjacency Diagram Discussion

DPW (Bill)

- Prefers, in order: Park Site, Genessee Rd. Site, SVC Site, Existing Site; preference based on accessibility for maintenance
- Would prefer to be together, but would be alright if moved off-site. (to the park)
- Maintaining the cemetery makes the SVC site more convenient
- Vehicles/storage include: lawn mower, 3 patrol trucks, loader back tractor, brush chipper, 1-ton truck, 1-ton pick-up, squad car/truck, possible future 4th plow truck, roller, equipment trailer, grater, park mower tractor, shop tools, 1 truck, outdoor storage, signage

Police Department (Mike)

- Prefers, in order: Genessee Rd. Site, SVC Site, Park Site, Existing Site; preference based on accessibility (to HWY 67) for its more central location and ease of finding it
- Majority of responses/calls are in Dousman or at Roger's Hospital (Valley Rd.)
- Adj. Diagram Response: Need for a Soft Interview Room for 4-6 meetings; Major Case/Conference Room with 2 chairs, brochure display, and a call button; Detective/Sergeant's Office; and an open, secured Police Lobby with sliding/lockable window and visible connection to offices
- Shifts consist of 3 shifts of 2-3 officers per shift (plus the police chief); 16 men (FTE& PTE) and 2 women (+1 clerk); projects a staff of 25 men and 7 women
- Need Lockers that provide toilets and minimum of 1 shower each for men's/women's, a designated workout/training room with open space and permanent equipment, and movable furniture in the interview rooms
- Garage/storage for 4 SUV/patrol, 1 Ford Excursion with boat trailer, 4-wheeler, wash bay, bike and vehicle collection (garage/fenced area), misc. storage
- No Sally Port needed
- Booking & Interview Rooms: require separate building entrance, lockers for arrested, temporary gun/officer storage lockers, additional connection to main PD hallway
- If staying on site, perhaps long-term storage moves to lower level, will need a PD entrance that's separate from the main, would prefer DPW on site, but ok if it moves off site

Village Hall/Administration (Henry)

- Prefers, in order: SVC Site, Existing Site or Genessee Rd. Site (equal), Park Site; preference based on existing utilities and most potential for community engagement, reimbursement of selling the existing site, difficulty in obtaining Gen. Rd. site, location of SVC site & its proximity to Summit "center" and cemetery, and the cost of moving
- Adj. Diagram Response: Prefers close proximity between VH and PD (shared computer support and conference rm); need for mailbox cubby area & private building entrance for building inspector; multiple v. singular community spaces; no need for permanent stage; hotel office for assessor, shoreland officer, 2nd bldg. inspector, village trustees

Village Hall/Administration/Elections (Debbie)

- Voter Registration (separate area, waiting, tables, printing) v. Voting (30-50 book area, 2 polling places, faster, in/out through different doors)
- Prefers sites at SVC and Gen. Rd, based on proximity to most voters and residential area
- 6 Wards (Map): 1 & 6 = 1071 voters, 2-5 = 3200 voters
- No more than two elections held at once; spring=combined elections

Village Hall/Administration/Tax Collection (Renee)

- Process: 1. Entry, 2. 2 min transaction/printer/comp./boxes/tables, 3. Receipt, 4. Exit
- 1 person (Debbie working); 10-15 max served at a time
- Dec. 15 – Jan 1 (2 week time frame)
- If space allows, would prefer line to be in hallway at service window with cash register.

Thursday | June 12, 2014 - Interviews with Individual Dept. & Adjacency Diagram Discussion (cont.)

Storage Unit Analysis

3170 - Summit, Village of

06.12.14

| Department | Item | Qty. | Dim. 1 | Dim. 2 | Area (sf) | Cold Sto. | Heated Sto. | |
|--------------|---------------------------------|------|--------|--------|--------------|----------------|-------------|--|
| Police Dept. | Patrol SUV | 4 | | | 0.0 | | x | |
| Police Dept. | Ford Excursion | 1 | 6.7 | 18.9 | 126.6 | | x | |
| Police Dept. | Boat | 1 | | | 0.0 | | x | |
| Police Dept. | 4-Wheeler | 1 | | | 0.0 | | x | |
| Public Works | Patrol Truck | 4 | 18.0 | 28.0 | 504.0 | | x | |
| Public Works | Pick Up Truck | 1 | 6.0 | 18.0 | 108.0 | | x | |
| Public Works | Car | 1 | 6.5 | 15.5 | 100.8 | | x | |
| Public Works | Grader | 1 | 10.0 | 25.0 | 250.0 | x | | |
| Public Works | Tractor Mower (Pull Mower Deck) | 1 | 10.0 | 25.0 | 250.0 | x | | |
| Public Works | Dump Truck | 1 | 8.0 | 19.0 | 152.0 | x | | |
| Public Works | Tractor Backhow | 1 | 9.0 | 20.0 | 180.0 | | x | |
| Public Works | Trailer | 1 | 8.0 | 14.0 | 112.0 | x | | |
| Public Works | Brush Chipper | 1 | 7.0 | 16.0 | 112.0 | x | | |
| Public Works | Roadside Mower | 1 | 10.0 | 16.0 | 160.0 | | x | |
| Public Works | Roller | 1 | 6.0 | 8.0 | 48.0 | x | | |
| Public Works | Lawn Mower | 1 | 5.0 | 9.0 | 45.0 | | x | |
| Public Works | Waste Oil Storage | 1 | 14.0 | 10.0 | 140.0 | x | | |
| Public Works | Dumpster Storage | 1 | 10.0 | 18.0 | 180.0 | x | | |
| Public Works | Gas Storage | 1 | x | x | 1000.0 | x | | |
| Public Works | Diesel Storage | 1 | x | x | 1000.0 | x | | |
| Public Works | Salt Storage | 1 | x | x | 2100.0 | x | | |
| Interior | Storage | | | | 1300 | | | |
| | Workshop & Equipment Storage | | | | 1250 | | | |
| | Wash Bay | | | | 1250 | | | |
| | Toilet/Lockers | | | | 200 | | | |
| | Break Room | | | | 125 | | | |
| | Entry Lobby | | | | 125 | | | |
| | PW Director's Office | | | | 140 | | | |
| | | | | | Total | 10831.8 | | |



Monday | August 25, 2014 - Progress Meeting, Preliminary Board Presentation Analysis

Preliminary Responses (Pre-Cost Presentation):

Mike (PD Chief)

- Prefers Gen. Rd. Site (Unlisted) or SVC Site, due to their accessibility

Curly (Village Trustee)

- Prefers Park Site, due to it being a growing, natural site, there is a need for a park, and it's an area in need of development

Bill (Highway Lead)

- Prefers Park Site or SVC Site

Debbie (Village Clerk)

- Prefers SVC Site or Park, due to its accessibility, location and visibility

Kraig (Village Trustee)

- Prefers SVC Site, due to its accessibility and that the park is not on a major thoroughfare

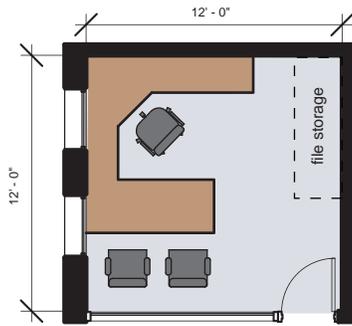
Cost Analysis Responses (Post-Cost Presentation)

Questions/Concerns:

- What's the cost to transition/relocate if building on existing site?
- Village Administration should verify the cost of the SVC site (previously provided information seems highly priced.)
- Are there any "pass on" fees for purchasing/constructing in Oconomowoc that would go to the Village? Annual fee?
- What about looking into the Aurora hospital for renting a space? Will this be cost effective? Will it lose the Village's sense of identity?

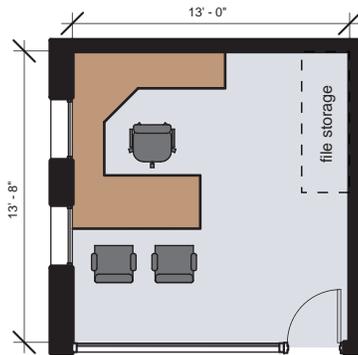
Appendix F:

Typical Room Layouts



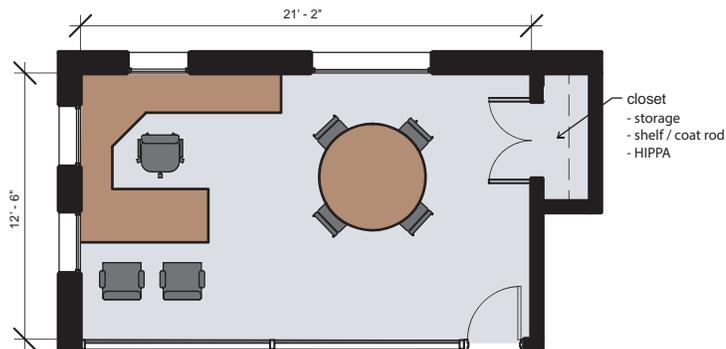
Standard Office

Total Area: 140 sq. ft.



Intermediate Office

Total Area: 175 sq. ft.



Dept. Head Office

Total Area: 275 sq. ft.

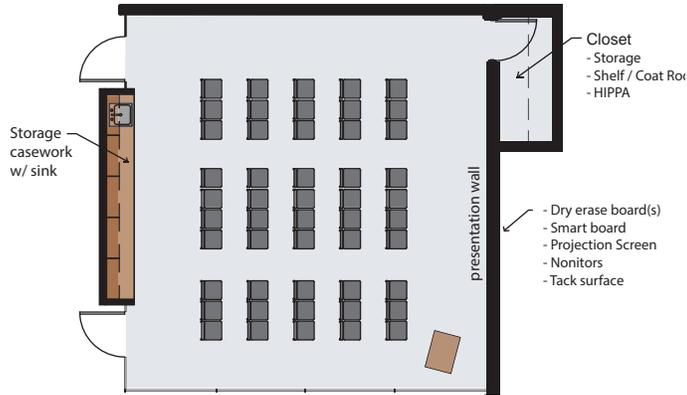
Office Layouts

Consideration(s):

1. Transparency vs. Privacy
2. Storage Requirements

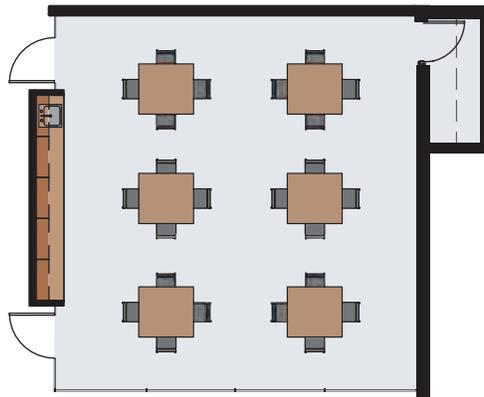
*Not to scale
Municipal / School Design Sample Layout Series





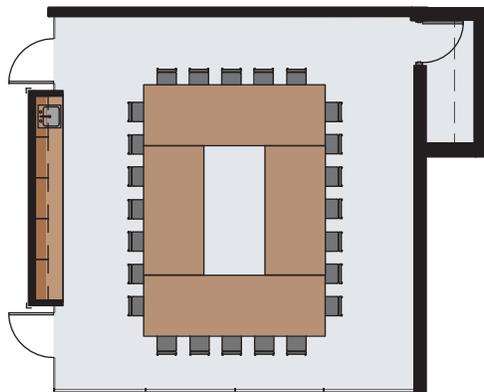
Presentation Layout

Total Area: 700 sq. ft.
Seats: 50



Collaborative Layout

Total Area: 700 sq. ft.
Seats: 32



Round Table Layout

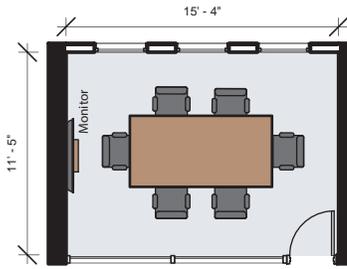
Total Area: 512 sq. ft.
Seats: 27

Multi-Use Room Layouts

Consideration(s):

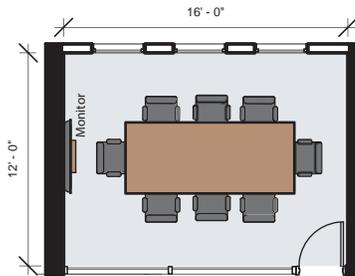
1. Meeting / Gathering Type
2. Presentation Types & Technology Needs
4. Storage Requirements
5. Dual-use / Devisable

*Not to scale
Municipal / School Design Sample Layout Series



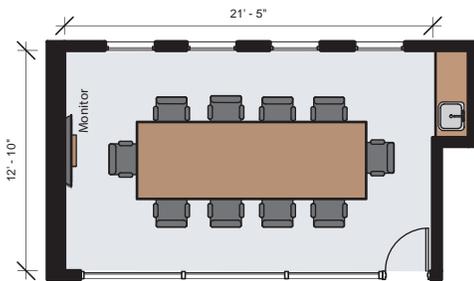
Conference (4-6)

Total Area: 175 sq. ft.



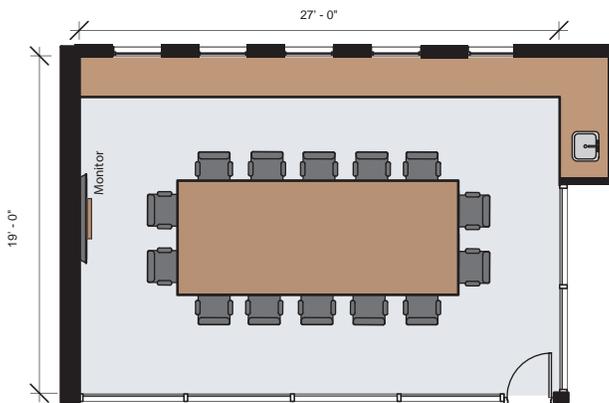
Conference (6-8)

Total Area: 200 sq. ft.



Conference (8-10)

Total Area: 275 sq. ft.



Conference (10 - 14)

Total Area: 512 sq. ft.

Conference Room Layouts

Consideration(s):

1. Dry Erase Board
2. Magnetic / Dry Erase Paint
3. Video Conference Capabilities
4. Transparency vs. Privacy

*Not to scale
Municipal / School Design Sample Layout Series



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Preliminary Cost Estimate

Size | Based on Layout Dated 08/23/2013

| | | |
|-------------------------------|--------------|--------|
| Existing Building | 5,699 | sq.ft. |
| Village Hall Program | 1,648 | sq.ft. |
| Police Program | 5,983 | sq.ft. |
| Shared Program | 3,583 | sq.ft. |
| <u>Grossing Factor</u> | <u>3,701</u> | sq.ft. |
| Total Proposed Building Area: | 14,915 | sq.ft. |

Existing Demolition:

| | | | | |
|--|-------|----------|--------------|---------------------|
| Selective Site Demolition (hardscape and vegetation) | 1 | l.s. @ | \$ 25,000.00 | \$ 25,000.00 |
| Mass Building Demolition | 5,699 | sq.ft. @ | \$ 2.50 | <u>\$ 14,200.00</u> |

Mass Demolition | Subtotal: \$ 39,200.00

New Construction:

| | | | | |
|--------------------------------------|--------|----------|---------------|----------------------|
| Site Improvement | 14,915 | sq.ft. @ | \$ 18.00 | \$ 268,500.00 |
| Architectural General Construction | 14,915 | sq.ft. @ | \$ 115.00 | \$ 1,715,200.00 |
| Electrical | 14,915 | sq.ft. @ | \$ 25.00 | \$ 372,900.00 |
| New Generator | 1 | l.s. @ | \$ 125,000.00 | \$ 125,000.00 |
| Plumbing | 14,915 | sq.ft. @ | \$ 7.50 | \$ 111,900.00 |
| Fire Protection | 14,915 | sq.ft. @ | \$ 2.50 | \$ 37,300.00 |
| Mechanical HVAC | 14,915 | sq.ft. @ | \$ 24.00 | <u>\$ 358,000.00</u> |

New Construction | Subtotal: \$ 2,988,800.00

General Construction Costs:

| | | |
|---------------------------------|-------|---------------------|
| General Conditions | 4.00% | \$ 119,600.00 |
| Insurance | 1.00% | \$ 29,888.00 |
| Performance and Payment Bond | 0.75% | \$ 22,416.00 |
| Subcontractor and Supplier Bond | 0.50% | \$ 14,944.00 |
| Contractor's Fee | 3.00% | <u>\$ 89,664.00</u> |

General Construction | Subtotal: \$ 276,512.00

Project Contingency Costs:

| | | |
|--------------------------|-------|---------------------|
| Construction Contingency | 4.00% | \$ 119,552.00 |
| Estimating Contingency | 2.00% | <u>\$ 59,776.00</u> |

Project Contingency | Subtotal: \$ 179,328.00

| |
|--|
| Total Construction Cost Estimate: \$ 3,483,840.00 |
|--|



Project Soft Costs:

| | | |
|---|----|---------------------|
| Architectural / Engineering Fee Estimate | \$ | 214,793.28 |
| Geotechnical services | | 10,000.00 |
| Reimbursable expenses (Printing, shipping, etc.) | | 10,000.00 |
| Plan approval and/or review fees | | 10,000.00 |
| Owner's builder's risk insurance | | 7,000.00 |
| Site permitting fees | | |
| Storm water calculation fee | | 7,500.00 |
| State of Wisconsin (BER) review request | | 2,500.00 |
| Section 401 WQC/Section 404 WIP application | | 5,500.00 |
| Notice of Intent | | 2,500.00 |
| Land survey | | 5,000.00 |
| Furnishings & fixed equipment (allowance) | | 74,600.00 |
| Telephone system (allowance) | | 25,000.00 |
| Technology - switches, routers, projectors, etc. (relocate computers) | | 30,000.00 |
| Legal / insurance / accounting fees | | 5,000.00 |
| Communications / Radio Tower | | not included |
| Environmental Engineering Services | | not included |
| Telecommunication tower and/or equipment (radio in sep. budget) | | not included |
| Fuel storage facilities | | not included |
| Fitness/weight equipment | | not included |
| Construction manager/ owners rep. fees | | not included |
| Borrowing and/or bonding costs | | not included |
| Traffic impact studies | | not included |
| Multiple bid packages | | not included |
| Hazardous material identification/abatement | | not included |
| Design of non-conventional foundations | | not included |
| Wetland delineation and/or relocation | | not included |
| Building commissioning | | not included |
| LEED documentation | | not included |
| Impact fees (storm water, sanitary, water, etc.) | | not included |
| Moving and/or relocation services | | not included |
| Design/specification of furniture | | <u>not included</u> |
| Project Soft Cost Total: | | 409,393.28 |

| | |
|-------------------------------------|------------------------|
| Total Project Cost Estimate: | \$ 3,893,233.28 |
|-------------------------------------|------------------------|

General Notes

1. Construction cost based on traditional design/bid/build construction delivery approach with Fall 2014 bid date
2. Cost estimate assumes 10-12 month construction schedule
3. Does not include costs for village required permits, inspections, legal fees, moving/relocation costs
4. Does not include temporary office rent / lease, moving costs or associated displacement costs
5. All testing, documentation, surveying, handling, remediation and/or mitigation of hazardous materials or contaminated materials are not included in this cost estimate

S:\1- Current Projects\3113 - Village of Cross Plains - Village Hall & Police Study\1 Project Administration\Budget