

Town Hall Needs Assessment Study University Park, Maryland



A study produced for the Town of University Park by Arnold & Arnold, LLC

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University Park Town Hall Needs Assessment Study



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University Park Town Hall Needs Assessment Study

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University Park Town Hall Needs Assessment Study

University Park Town Hall Needs Assessment Study Executive Summary and Recommendations

Executive Summary and Recommendations

In November of 2018, the Arnold & Arnold architectural team of Michael and Loreen Arnold was commissioned by University Park to conduct a Needs Assessment Study and develop recommendations for whether the existing Town Hall should be renovated, expanded or replaced.

An extensive process was undertaken to arrive at the proposals included in this study. The scope of services included verifying existing building documentation with site conditions, developing a needs assessment for Town government operations as they are today while considering projections for the next five years, a code study for existing building and proposed construction, coordinating with the Town Civil engineers on site approaches including strategies for storm water management and lot consolidation, and creating preliminary budgets for site and building construction.

Occupant needs were derived from a series of interviews with the Mayor (Len Carey), the Police Chiefs (Chief Wynkk and Chief Baker), the Director of Public Works (Micky Beall), the Town Clerk (Andrea Marcavitch) and the Town Treasurer (Dan Baden) held from December until April 2019. In addition, a written questionnaire was distributed to Town Council Representatives to receive their thoughts and input.

A public workshop was held on March 2, 2019 in which Town citizens, community groups and Town Council representatives were invited to walk the site to familiarize themselves with the challenging nature of the sloping lot. Following the site walk, participants engaged in open discussions about possible site and building options. Arnold and Arnold also visited the remote Mechanic's Shop and storage yard, a rented facility of approximately 3,000 sf in Bladensburg, that provides space for repairs for Town service vehicles and fenced in parking of equipment and some vehicles.

Based on this collection and analysis of data, the team developed a matrix of current uses and areas and a "program" of recommended functional spaces for the Town Government operations. Using these tools, a variety of concepts illustrating development strategies for the site, and exploring a wide range of options for making changes to the current facility, were explored. (These early preliminary concepts are included in Appendix G). From the preliminary schemes, three of the proposed concepts were selected by the Mayor and Project Manager Dan Baden to be refined further. Civil reviews of the three concepts further informed the team about site conditions and limitations. Budgetary estimating of building and site construction costs, completed the analysis.

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Executive Summary and Recommendations

Goals and Principles

The Town's wish to improve the work environment for staff and employees, and to increase efficiency of general operations were a primary considerations in this study. Secondly, there is a desire to create a Town controlled, public meeting space within the Town boundaries, that will to improve resident access to Town activities. Further, this study identifies five primary Guiding Principals and Values:

1. Accessibility
2. Provide a quality work place
3. Promote Town Interaction
4. Improve site security
5. Sustainability

Planning Considerations

The following seven adjacencies and relationships were identified as desirable:

1. The Mayor (and/or CAO) needs physical access to department heads to meet with them frequently.
2. There is a strong preference that the Town Government, Police Department and Public Works management functions are in the same building.
3. Distinct, separate zones for Town Departments would improve efficiency, privacy and security.
4. An accessible space accommodating a large assembly for Town Council and resident meetings, would improve the delivery of Town services and increase access for Civic activities.
5. There is no space for volunteer activities to be based at the Town Hall. An small work area to organize volunteer groups and allow Civic groups to house information such as Town historic and photo records is desirable.

University Park Town Hall Needs Assessment Study Executive Summary and Recommendations

6. A space that functions as a gallery/library would provide exhibit space to showcase Town talent and allow more residents to interact at the Town Hall, with staff and neighbors. This could be wall or niche space in a lobby or corridor.
7. A centralized location for Public Work's equipment parking and storage, the Mechanics Shop and the employee work spaces would greatly improve operational efficiencies.
8. Provision of separate and private employee changing/toilet/shower rooms to reflect contemporary standards.
9. Improvement of general security for employees and visitors, on the site and within the building.

Existing Building Space and Uses

The current building provides these areas for use by the Town Government and its departments (note: some of the areas being utilized are in non-code compliant space).

Town Government and Administration	1,055 sf
Police Department	1,047 sf
Public Works (does not include remote location or storage sheds)	1,389 sf
Shared spaces (including Civic storage)	1,044 sf
<i>Total net use in existing building</i>	4,535 sf
Mechanics Shop (remote rental space)	3,000 sf
Storage Sheds at site	120 sf
<i>Total net use including remote rental space and storage sheds</i>	7,655 sf

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Executive Summary and Recommendations

Proposed Program

The Proposed Program represents an increase of approximately 75% over the existing area in Town Hall and the remote rental facility. The administrative spaces of the Town Government, Police Department and Public Works combined increase approximately 25% and 900 sf. (this is a relatively small increase in area since very little growth is anticipated in the number of employees over the next five years). The largest increases in this program are mainly the result of adding new uses (a new Town Meeting Hall and it's associated facilities, upgrades required by codes and regulations (fire stairs and elevators, additional accessible changing rooms/bathroom facilities) or security measures (additional interior secure property storage).

Town Government	1,300 sf
Police Department	1,650 sf
Public Works (note: does not include Mechanics Shop or small equipment storage)	1,400 sf
Town Council Chambers and Meeting Hall	1,650 sf
Town Civic Groups	200 sf
Shared spaces (lobbies, serving pantry, conference rms, etc.)	1,200 sf
Total proposed net program	7,400 sf
Total proposed gross area (30% factor for circulation, utilities, rest rooms)	9,620 sf
Small equipment storage	800 sf
Mechanics Shop	3,000 sf
Total proposed gross program including Mechanics Shop and small equipment storage	13,420 sf

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Cost Estimate Summary

The square foot cost estimate provided in this study, including the building components and site work for each of four schemes, is intended to be conservative by its nature at this conceptual planning stage of development. The range between the schemes is from \$ 4.2 to \$4.8 million. The total differences in cost vary approximately \$656,000 (or 14% of greatest estimated value). The majority of the range can be attributed to the relocation of the remote Mechanics Shop and Storage Yard in Concepts 1B and 2, now housed at a remote facility in Bladensburg, MD. Site development estimates vary little, approximately 6% of the greatest estimate, due to the fact every scheme has substantial costs in retaining walls in order to create parking and building pads on the steeply sloping site and new, on site storm water management costs.

University Park Town Hall Needs Assessment Building and Site Work Cost Estimate Summary							
Scheme 1A				Scheme 2 includes maintenance facility			
South Wing	\$ 1,169,440			South Wing	\$ 1,649,477		
Existing	\$ 303,608			Existing	\$ 303,608		
North Wing (TMH)	\$ 553,096			South Town Meeting	\$ 596,142		
total building		\$ 2,026,144		total building		\$ 2,549,227	
Sitework Estimate		\$ 2,196,307		Sitework Estimate		\$ 2,165,863	
Total Scheme 1A Estimate			\$ 4,222,451	Total Scheme 2 Estimate			\$ 4,715,090
Scheme 1B includes maintenance facility				Scheme 3			
South Wing	\$ 1,784,832			West Wing	\$ 1,347,752		
Existing	\$ 303,608			Existing	\$ 303,608		
North Wing (TMH)	\$ 553,096			North Town Meeting	\$ 405,558		
total building		\$ 2,641,536		total building		\$ 2,056,919	
Sitework Estimate		\$ 2,134,960		Sitework Estimate		\$ 2,064,151	
Total Scheme 1B Estimate			\$ 4,776,496	Total Scheme 3 Estimate			\$ 4,121,070

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Executive Summary and Recommendations

Further increases in cost that are not included, may be incurred by a phased implementation, a formalized sustainability certification process, increases to the program, changes in construction methods and materials for site and buildings. Conversely, economies may be realized by changes in scope and construction technique where permitted, but perhaps with long term maintenance (wood vs. steel structure, for example) and perceived safety (fire suppression systems or none) implications. Reduction or elimination of remote facilities will allow more annual budget to support this consolidation, as current rents could be applied to the capital expenses of providing those facilities on-site. The more intangible benefits of reduced “on the clock” employee transportation between the remote facility and the Town (approximately 3/4 hour per round trip), over time may realize significant operating expense economies.

The retention of the existing Town Hall (a contributing building to the University Park National Historic District) principally for office use is included in all schemes, and will save costs of removal and redevelopment by a significant sum. This structure can continue to serve well as a substantial quantity of serviceable office area that has been well maintained. Intangible value also exists in it’s contribution to the character of the neighborhood. The calculated value of its retention and integration into the new facilities will be approximately one half or less as costly per square foot of usable space realized as any new construction, saving approximately \$500,000 in construction costs, by our estimate.

Phased Implementation does not provide cost savings but may be a tool to allow creative financing of the construction loan. One of the biggest draw backs is that costs will always go up depending upon market conditions, and the cost of re-mobilization will add 10- 20% (or more) to the cost of construction for each mobilization.

A one time income opportunity may be generated from the sale of surplus property for a residential building lot (Scheme 3), but the Town may wish to retain this property for future public use. Potential revenues may be realized from the letting of the Meeting Hall facility as an available public rental space (as has been done successfully in other jurisdictions), however that analysis was not within the scope of this project.

Doubtless a big concern for the Town will be controlling costs. Now that proposed concepts have been delineated and quantified on a general level through this assessment, the next step is for the Town to further test their validity. From a construction cost perspective, economies may be realized by reduction in amount of development, quality of material or type of construction. Reductions in program, and thus cost, may also occur thorough refinement of the design or by matter of necessity if projected costs are beyond the budget of the Town.

University Park Town Hall Needs Assessment Study Executive Summary and Recommendations

Recommendations

We recommend that University Park build a new facility for the Town Hall. This new facility should retain the existing Town Hall building as part of the final build-out. This new Town Hall will allow the Town to meet its goals for accessibility, improving the quality of employee work spaces, and providing a large space to accommodate Town events and support resident activities. It will also allow the Town to improve the sustainable qualities of both the building and site, as well as making a capital investment in its existing property.

All of the concept schemes have some good qualities worth studying and considering, with their construction costs falling within the narrow range of \$4.1 to \$4.8 million (16%). Evaluations should be weighted to emphasize functional relationships provided by the differences in site and building organization, that increase operation efficiency and access of services to residents. It is our conclusion that Concept 1-B is the most favorable scheme for a number of reasons:

1. It creates one building for the Town Hall, simplifying operations.
2. It consolidates all Town services and operations in one site and it secures all Town vehicle storage in a visually screened, fenced yard.
3. It provides a civic presence with an active, pedestrian plaza on Route 1. This will also improve security around the building for employees and visitors.
4. It provides a rear façade with a major entrance feature on Queens Chapel (town side).
5. It retains some existing trees on the rear of the site. These are a buffer to adjacent neighbors and can be used as natural activity areas (sculpture gardens, nature walkway).
6. It manages all storm water on site, improving existing conditions and supporting sustainability goals.

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Executive Summary and Recommendations

Construction costs for this scheme are the highest, but we believe the potential to offset costs by not renting space for Town needs may make it the best value over the long term. Rental savings become an investment in Town owned real estate and increase the value of it's property.

A practical approach to reduce costs while building sustainably might be to take a pass on expensive certifications such as LEED, that could add \$75 -100,000 to soft costs. Green certification is not a requirement of Prince George's County at this time so any compliance is voluntary. Current building codes have aligned with industry movement toward sustainable building design, and these codes require many high performance characteristics for storm water management, building envelop and mechanical/electrical/plumbing system performance. As a result, "green" practices today have become ubiquitous and commonly incorporated in everyday construction standards.

Working with WMATA early to be sure to meet their requirements regarding the existing easement conditions is recommended to avoid delays once the project is moving forward. WMATA requires review of construction documents and time must be allowed for this in the schedule. If the access easements need to be adjusted, legal documents will need to created reflecting this.

Future design phases have the opportunity to draw on many options that have been explored in the four schemes presented. Hybrids of the options are possible and may present new possibilities fitting the Town's needs and requirements. The next steps will develop a more detailed level of schematic as decisions on budget and program are further refined.

University Park Town Hall Needs Assessment Study

Existing Conditions and Current Use

Existing Conditions and Current Use

While the current building has served the Town's needs for over 35 years, a number of issues have led to a re-evaluation of the suitability of building and site to deliver Town services. The multi-story building is not fully accessible, an important quality required to fully serve all Town residents. Certain spaces currently being used do not meet interior space and structural building code requirements for use as offices, work space or storage space. In addition, there are a number of condition issues requiring maintenance to prevent further damage to the building and/or are have negative impacts on the work environment of Town staff. The purpose of this assessment is to make recommendations for whether renovation, expansion or replacement are appropriate approaches to improve or correct these deficiencies.

Background and History

The existing Town Hall of University Park is located at 6724 Baltimore Avenue and was originally built as a residential structure in the 1920's. It is a significant historic resource as a contributing building to the University Park National Register Historic District. It was acquired in 1981 by the Town and renovated shortly afterward in 1986, with the architectural firm of Stephen Muse, Architects. A Town Council Chamber was created on the second floor, light filled offices with glazed doors typified the interior and several facade improvements were completed. Additional changes several years later reduced the size of the Town Council Chambers to create a Mayor's office. Currently, all spaces in the basement, first and second floors, and attic are utilized by staff and employees, with operations seven days a week, 24 hours a day.



The existing structure that is University Park Town Hall was built as a home in the 1920's.



Rendering of 1986 Facade Renovation

University Park Town Hall Needs Assessment Study

Existing Conditions and Current Use

Accessibility

Complete access to public functions of the Town is a goal of the Town Government and a requirement of Title II of the American with Disabilities Act (ADA). Town Hall lacks important accommodations for public visitors because the building does not have an elevator or ADA compliant rest rooms.

Current Town Council Chambers are located on the second floor, and this has necessitated that all Town Council functions that requiring public access must be held at alternate locations rented or borrowed for the Town's use. Town Council Meetings are usually held at the local elementary school in the children's library space, and with increasing frequency, there can be conflicts with the Town's use of these spaces (such as during snow day closures and election voting). The rented space is often noisy due to the gym use in the adjacent room, and most of the chairs are sized for children's use and can be uncomfortable for adults. Few nearby spaces are of sufficient size to accommodate these meetings, and usually these alternate locations are unavailable on short notice if the elementary school is unexpectedly closed. The difficulties resulting from not being able to hold a Town Council meeting on a scheduled date can prevent Town business being conducted in a timely way and be a deterrent to resident attendance.

ADA allows existing building environments to provide accommodations for employees on an as-needed basis. However, this can be a deterrent and barrier for persons with disabilities considering positions as employees. The lunch room environment lacks accessible sinks with knee space and countertops mounted at an acces-



Entrance at police department is not accessible because of two steps leading to it

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Existing Conditions and Current Use

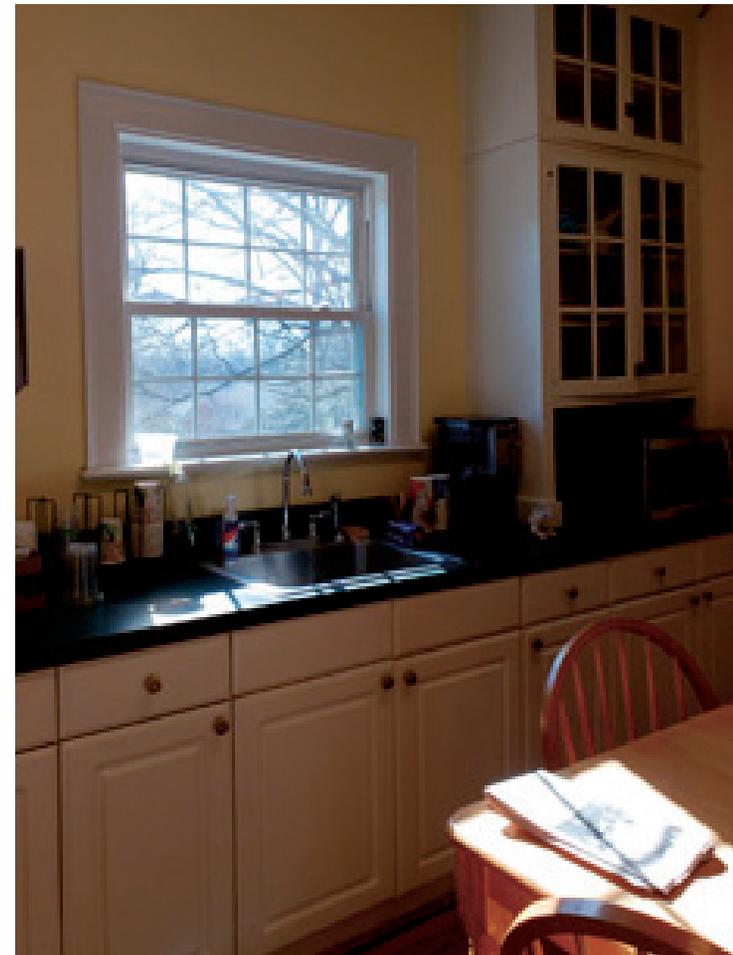
sible height. While the public bathroom on the first floor has been renovated with grab bars and fixture approach areas, it still lacks a 5'-0" diameter turn around space required for full accessibility. The lack of an elevator would limit employee's mobility to the first floor only and work positions on that level.

Wheelchair access to the Police Department entry is not possible due to two steps blocking the accessible route. This is the door used for citizens to pay tickets and talk to the department administrator, and is used at all hours of the day. Wheelchairs must use the main Town Hall door for services and a sloped asphalt drive attempts to create an accessible entry, but lacks flared edges or edge guards, creating a potential hazard for wheelchair passage.

Interior Conditions and Functional Needs

As is often the case with historic buildings adapted from residential to office use, Town employees "make do" with many of the old structure's inherent limitations. Unfortunately, there are deficiencies in the existing spaces that have a negative impact on the efficient operations of Town departments.

The basement is a primary concern. Current space needs require the basement to be utilized for employee



The sink in the staff lunch room lacks knee space and is not usable by wheelchair users

University Park Town Hall Needs Assessment Study

Existing Conditions and Current Use

functions on a daily basis. Public Work staff meet there each morning for the Supervisor to organize the work crew for the day. The space is utilized for lunch and afternoon meetings required by Public Works. The changing room, lockers and primary shower/toilet facility is in the basement and these common spaces are shared by both Public Works and the Police Department. The basement has a ceiling height of 6'-8", with a number of major beams falling as low as 6'-0", a



General work areas and bathroom/changing facilities are in basement areas with head heights of 6'-8" and lower.



The basement is used by Public Works as a general work space and has beams as low as 6'-0"

condition that does not meet IBC code requirements for "habitable space" ceiling heights of 7'-6" minimum. In addition, the overhead clearance of above the stair risers from the first floor is less than 6'-8" and is a "head banger" hazard. The existing basement spaces are appropriate to house mechanical /electric systems and storage, but not the meeting areas, changing area, lockers and a shower/toilet room that are located there.

The lack of acoustical privacy is a problem throughout

University Park Town Hall Needs Assessment Study Existing Conditions and Current Use

the Town Hall since there are few physical barriers to sound passage. Loud sounds from Public Works meetings in the basement readily travel through the wood floor to Administrative spaces above. Offices and Town Council Chambers do not have isolating sound insulation in the walls.

Another difficulty is the sharing of spaces by uses with different security requirements. Secure property storage for the Police is in the basement with Public Works functions and is not visibly screened. The sharing of changing areas by Police officers and civilian employees, could create potential issues due to the presence of firearms. Separations between Public Works and Police business would improve security for sensitive operations and associated property and equipment.

Changing rooms in the basement are not private, and may create an uncomfortable work environment for some. There is one bathroom that includes toilet, urinal and shower fixtures and it does have a lockable door, but this limits use of the other fixtures when a shower is occurring and could discourage staff from using the shower at all. The provision of only having a single changing room for all genders creates an unsuitable situation for employees who need to change into work clothing/uniforms. Modern day standards acknowledge that separate, individual changing and shower room spaces should be available to protect privacy and accommodate different genders respectfully. The lack of appropriate facilities may also create a barrier to accomplishing diversity in hiring. Appropriate arrangements should separate toilet rooms from changing shower spaces and make each private for individual use.

There is certainly a need for storage space, and thus in the attic many different Town departments and Civic groups have a diversity of storage files. Since loads for business storage exceeds that of traditional residential attic floor design (the IRC



The changing rooms for Public works are not private.

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Existing Conditions and Current Use

specifies live loads for habitable residential attics with storage at 30 lbs/sf) the current use is inappropriate for the existing structure. The attic's shelving holds archival boxes, file cabinet storage and flat files, and these require a greater load capacity similar to office loads of 80-100 lbs/sf, and possibly as high as IBC loads for warehouse light storage of 125 lbs/sf. It is recommended that this use is discontinued or a structural analysis conducted to be sure the floor structure can support the use.

Facility and Site Security

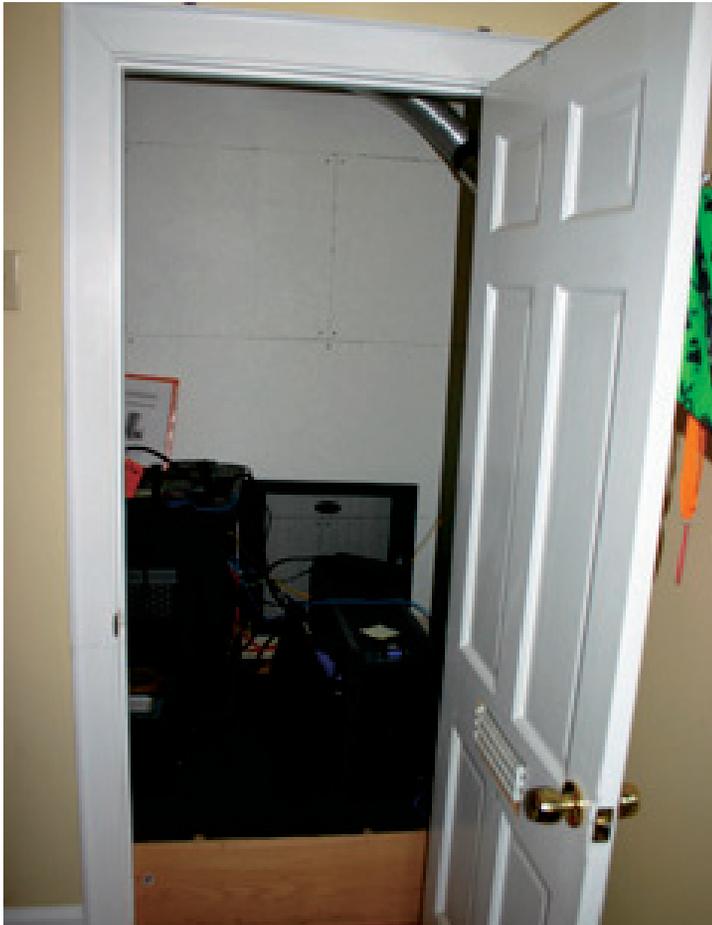
The site is located on a public road but lacks enough site lighting to make it feel secure at night for staff and the public using the building. Locking the building is by door specific keys (the building lacks a master key system), but it would be improved by a card key system that could record access on site. This system would be changeable if employees leave or keys are lost, and it records entry attempts in a computer log. Storage of Town property in wood sheds located in unlit areas of the site are susceptible to burglary, as recent break-ins demonstrate. While security video and lighting systems can be implemented with the existing building, development of a site-wide security concept should be an integral part of the planning for a new Town Hall.

The Town file server is used for both Town and Police files and is currently located in the Mayor's office closet with a louver door for ventilation. The current arrangement also leads to the Mayor's office overheating. It is recommended that business file servers occupy a service space with a dedicated air conditioning system for optimum security and operation. Ideally separate servers should be provided for Police and Town uses, to allow for more capacity.



Storage in the attic consists of boxes, file cabinets, flat files and other items with considerable live loads. These storage areas should have 1 hour separation or sprinklering for protection per code.

University Park Town Hall Needs Assessment Study Existing Conditions and Current Use



The Town Staff and police file server is housed in the Mayor's office closet in an unconditioned space

Maintenance Issues

The building is generally in good repair on all floor levels, with only a few maintenance issues. These pre-dominately exist in the basement area and are due to groundwater infiltration and moisture migration through the rear exterior wall. This has caused degradation of the wall finishes in the shower/toilet room and the original plaster has fallen off/ been removed around the sink and urinal fixtures.

The exterior terrace has downspout drainage running through it in PVC piping. These pipes likely have begun to leak below the exterior terrace slab. In addition, the terrace slab has settled sloping towards the building. Both of these conditions will continue to get worse with time, and require that the terrace be removed, the downspout drainage repaired and the foundation wall waterproofed. Repairs should be made as soon as possible, since mold can create unhealthy conditions and may especially affect those with sensitivities to air quality. *(Note: A exhaustive study of the physical conditions was not part of the scope of this study. Observations are for the purposes of evaluating the space uses and needs of the existing building. Status of abatement of hazardous materials in the building has not been established by this study, No recommendations are included for hazardous material removal.)*

University Park Town Hall Needs Assessment Study Existing Conditions and Current Use



Several details at the terrace contribute to moisture migration to the foundation wall- areaways, downspout penetrations and openings in the surface. In the left photo, a PVC pipe protrudes from the terrace base, traveling to pick up the downspout connection under the asphalt surface.

University Park Town Hall Needs Assessment Study

Existing Conditions and Current Use



The basement bathroom exterior wall has degraded due to moisture and finishes are compromised

Space Capacity

Current staff is at maximum capacity in the Town Hall, occupying all of the space that is available. Town Government staff occupies the office and work spaces in the first and second floors, often sharing desks - a practice that requires careful, daily scheduling to provide required work spaces. The Treasurer/HR staff and bookkeeper share a desk that is located in the Town Council Chambers, separated from the conference space by only a movable partition - an arrangement that lacks privacy required for employee interviews, raising concerns for the security of personal information managed by Human Resources staff.

The Police Department occupies spaces on all floors of the building, and lack adjacencies that would increase the efficiency of operations. The Lieutenant office is located on the second floor, separated from daily operations and physical interaction with duty officers primarily on the first floor when in the building. The Police Chief is on the second floor and separated from the administrative staff located on the first floor. Police storage is located in the basement, including secure storage of ammunition, confiscated property and evidence. Closer adjacencies of Police spaces would increase efficiencies and oversight throughout the department.

Some necessary Police work rooms are undersized or nonexistent, and there is a need for specialized

University Park Town Hall Needs Assessment Study Existing Conditions and Current Use

qualities for some spaces. The Police Lieutenant room on the second floor, has two workstations in a 160 sf space. The four duty officers do not have a work space convenient to write reports. A small conference room with a discrete entrance for witness interviews and recording equipment would improve interview privacy and capabilities. Acoustic privacy does not exist for some sensitive file and conference areas. A late hours door service is not currently available and after 4:00 PM visitors to the Police Department often mistakenly go to the Town Hall entry, creating a possible security concern.

Lunchroom facilities are limited to a small kitchen area with a table seating 4-6 people. Since the room is a bit of a thorough fare (it is the hall to the basement), most employees do not congregate here for lunch, but instead eat out of the building or at their desks. There is no outdoor space that has tables and chairs that allows staff to enjoy lunch when the weather is fair.

The lack of accessible conference facilities, both small and large, limits the Town staff in being able to schedule meetings involving public citizens, as well as group functions such as training classes, holiday employee parties and civic events in the Town Hall. In the past, these functions have been arranged at sites rented outside of the Town.



Office space for the administrative staff occupies the former living room of the building - note the fireplace and the door obstructed by casework

University Park Town Hall Needs Assessment Study Existing Conditions and Current Use

Based on feedback from community members, Town Council Representatives and Town Staff, a number of spaces have been identified that would improve resident communication and interactions if added to the Town Hall. A work space for volunteers or civic committees would provide a centralized place for these Town activities, a function that now occurs at individual homes, and that changes locations frequently. Town Police rely on volunteer programs such as CERT for emergency preparedness, but currently there is no general work space that can be used for organizing exercises and having meetings with CERT members. Town Council Representatives noted they do not have a place at Town Hall to store and organize materials for their committee duties, such as large zoning plan sets for the Development Oversight Committee. Materials pertaining to Town History should reside in a library space, making them accessible to committees, Town History researchers and the public.

Accommodating Future Growth

While the anticipated growth of Town Staff is minimal, the existing building is currently so fully utilized that the addition of even one or two new employees would be difficult without renovations. Currently, there is a study underway about the need for a Town Manager, a position that would require an additional private office in the Town Hall. Interns and temporary assistance working with Town departments do not have a work space available, and volunteers working with the Police Department do not have a space on the first floor to organize (must be accessible since this involves public). Additional space is needed for a critical, but limited amount of future growth of Town staff.

University Park Town Hall Needs Assessment Study

Site Description and Analysis

Site Description and Analysis

The current site owned by the Town of University Park is composed of ten residential lots zoned R-55 with a total area of 72,435 square feet. It has a linear configuration fronting on a busy arterial highway, US Route 1 Baltimore Avenue. Adjacent is the Town's primary collector street Queens Chapel Road, and residential lots on street 44th Avenue abut it's west boundary. The existing Town Hall building is in a historic, two story building that occupies three of the lots. On another three lots, there is a WMATA easement for the MetroRail tunnel below. These easements limit construction and require WMATA review of any proposed projects within the easement boundaries. On the southern border of the site, a new two story house was built within the last year and is currently for sale.

An outstanding characteristic of the site is that it has a "point" shape on the northern tip, which is visually prominent from four roads at an important, traffic controlled intersection. Another defining aspect of the site is that it has steep grades to the rear, with a well developed canopy of trees over much of the slopes. In the rear of the site, at the lowest elevation of topography, there is an undeveloped ("paper") alley overgrown with vegetation, that backs up to five adjacent residential lots and leads to Van Buren Street . Public utilities are located on Route 1 and provide the existing building with water, gas, electricity and sewer. On the Route 1 frontage there are three stately brick gateposts marking the entry to the driveway and parking. Whether they are historic has not been established.

Zoning

In accordance with the Prince George's County Zoning Ordinance, development of this property can not exceed a maximum of 60% lot coverage, including structures and paved surfaces. This limits future development to a maximum of 43,461 square feet. Landscape buffers are required on all lot lines of 10 feet on the front lot line and 30 feet on other lot lines. Building setbacks are 25' from the front lot line, 40' from the rear lot line, 17' combined/8' minimum from the side lot lines and an additional "incompatible use" setback on the south lot line of 40 feet. This defines the building areas as approximately 44, 133 sq. ft. which is much larger than required. As a result, there are a variety of choices for conceptual site plans and the elements in the proposed program.

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Site Description and Analysis

Additional Site Considerations for Future Construction

It is our understanding from discussions with the Town's civil engineer, Ben Dyer Associates, Inc., that the lots will not require consolidation into one lot for new construction. In addition, they advised that proposed concepts may require a plat of resubdivision based on Section 24-111 (c) (3) if the project is an addition that exceeds 5,000 square feet.

The property lies within a watershed which the County has mandated providing 100-year storm flood controls. Environmental Site Design (ESD) criteria will need to be met with both quality and quantity of storm water managed on site.

WMATA easements for access to their existing grate and for any parking or retaining walls over their easements, may impact the final configuration of the project. Working with WMATA early in the process is recommended.

University Park Town Hall Needs Assessment Study

Creating a Town Hall Program

Creating a Town Hall Program

There were a number of important considerations guiding the creation of the proposed program for the University Park Town Hall. First, the Town wishes to improve the work environment for staff and employees, and to increase efficiency of general operations. The current facility operates within existing physical limitations that require numerous “work arounds” to provide accessible programs and services. Recommendations for changes to the current working conditions are not the result of growth or substantial increases in staff size or space needs, but rather the need for thoughtful and professional management of Town resources in a centralized location and in spaces that comply with current code requirements.

Second, a desire to create a Town controlled, public meeting space within the Town boundaries, that will improve resident access to Town activities. This new facility will add a large capacity multi-purpose room to Town resources, which will support more resident involvement in Town activities, strengthening University Park as a community.

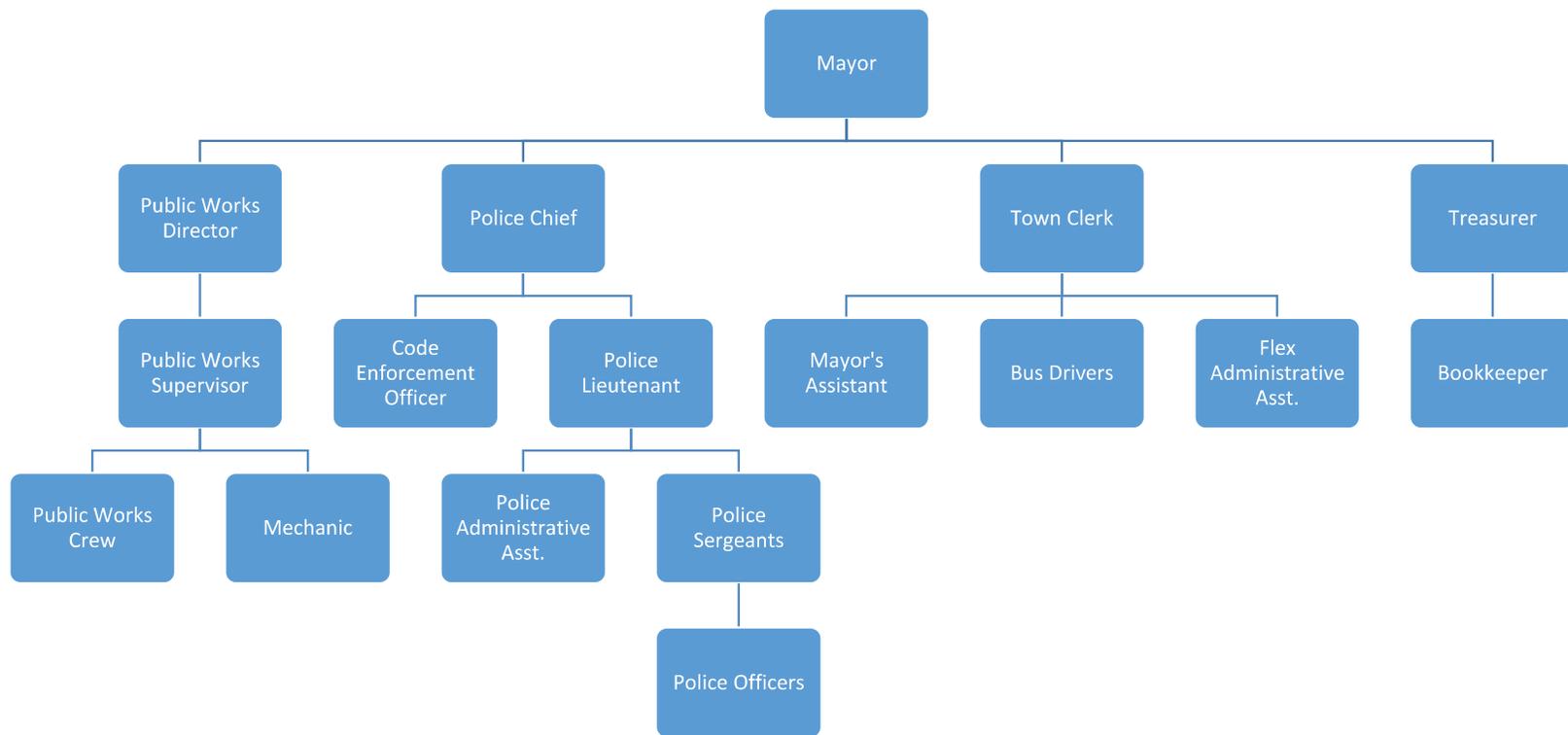
Functional Organization

There are a number of ways a Town Hall Building can be organized spacially, generating a variety of possible architectural forms for a building. The first criteria needed is to understand the operations of the various departments and the overlap of activities, as well as the desired separations of these users. The Town Government organizational chart for staff and employees (taken from the Town website) begins to speak to adjacencies that are important.

Recent discussion of hiring a Town Manager or CAO (Chief administrative officer) would adjust this organizational diagram by adding the CAO adjacent to the Mayor . This will require an additional office space and is included in the new proposed program.

University Park Town Hall Needs Assessment Study
Creating a Town Hall Program

Town of University Park Organizational Chart



University Park Town Hall Needs Assessment Study

Creating a Town Hall Program

Surveys and Interviews

Occupant needs were also developed from a series of interviews with the Mayor (Len Carey), the Police Chiefs (Chief Wynkk and Chief Baker), the Director of Public Works (Micky Beall), the Town Clerk (Andrea Marcavitch) and the Town Treasurer (Dan Baden) held from December until April 2019. Also, a written questionnaire was distributed Town Council Representatives to receive their thoughts and input. Last, a public workshop was held to involve civic association, Town Committee members, residents and anyone wishing to contribute to the discussion. The details of the survey interviews and workshop are contained in Appendix E.

Summarized below are a number of important planning considerations developed from studying this information:

1. The Mayor (or CAO) needs physical access to department heads frequently to discuss Town operations, meeting in person with them informally on a daily basis and formally at least weekly for conferences. There is a strong preference that the Town Government, Police Department and Public Works management functions are in the same building to facilitate timely exchange of information about Town business.
2. Distinct, separate zones for Town Departments would improve efficiency, privacy and security. Currently, offices are distributed arbitrarily, with supervising personnel often located some distance from those being supervised, and administrative staff not directly accessible to department heads.
3. Town Staff meetings and Town Committee meetings are held monthly and often exceed the capacity of any space available in the building. The second floor Council Chambers is used in a “standing room only” mode for these large meetings and it also can not accommodate those who require wheelchair access. An accessible space within the Town Hall that is large enough for these meetings would improve the quality of conducting business meetings and presentations.
4. Public Works has a remote Mechanics Shop with approximately 3,000 sf interior space and some equipment parking that is located approximately 2 1/2 miles from the existing Town Hall. Public Works staff must go to the remote location to bring necessary equipment to the Town, and then return the equipment again at the end of the day. Some equipment will not fit at the remote location and so is parked at the Town Hall parking lot. Lack of a centralized location for all of Public Work’s equipment storage, Mechanics Shop and employee work spaces results in inefficiencies due to work time lost.

University Park Town Hall Needs Assessment Study

Creating a Town Hall Program

5. There is no space for volunteer activities to be based at the Town Hall. A small work area to organize volunteer groups such as CERT, and allow Civic groups to house Town information such as historic and photo records is desirable. The Police often interact with these citizen groups and they have no open space available to set up supplies for associated events.

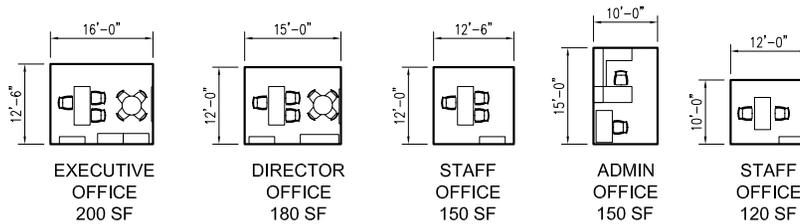
6. A space that functions as a gallery/library would provide exhibit space to showcase Town talent and allow more residents to interact at the Town Hall, with staff and neighbors. This could be wall or niche space in a lobby or corridor.

7. There is a general lack of privacy that potentially can compromise to the security of certain functions in the building. Police operations require acoustic and physical privacy for sensitive interviews and data handling. Human Resources functions concerning staff necessitate personal information being handled in a secure and safe manner, requires more acoustic separation than many of the spaces in the building now have. Secure spaces for property storage are accessed in busy areas with much staff traffic. Toilet and Shower rooms do not provide privacy for users and do not separate staff from different departments. New spaces can be design to address these privacy requirements.

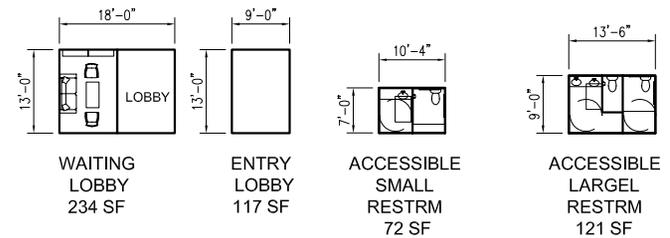
University Park Town Hall Needs Assessment Study Creating a Town Hall Program

Space Planning and Graphic Diagrams

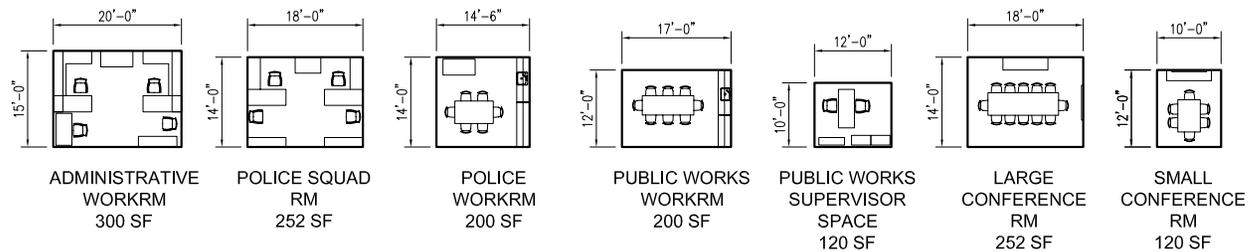
Developing a series of diagrams when planning the space requirements for the Town employees and operations allows quick visualization of how the area in each room can be used.. The diagrams help with visualizing furniture placement and what work functions can be accommodated in each room, and helping to generate the areas that will be included in the calculations for the new town hall program.



EXAMPLES OF SIZES FOR OFFICES



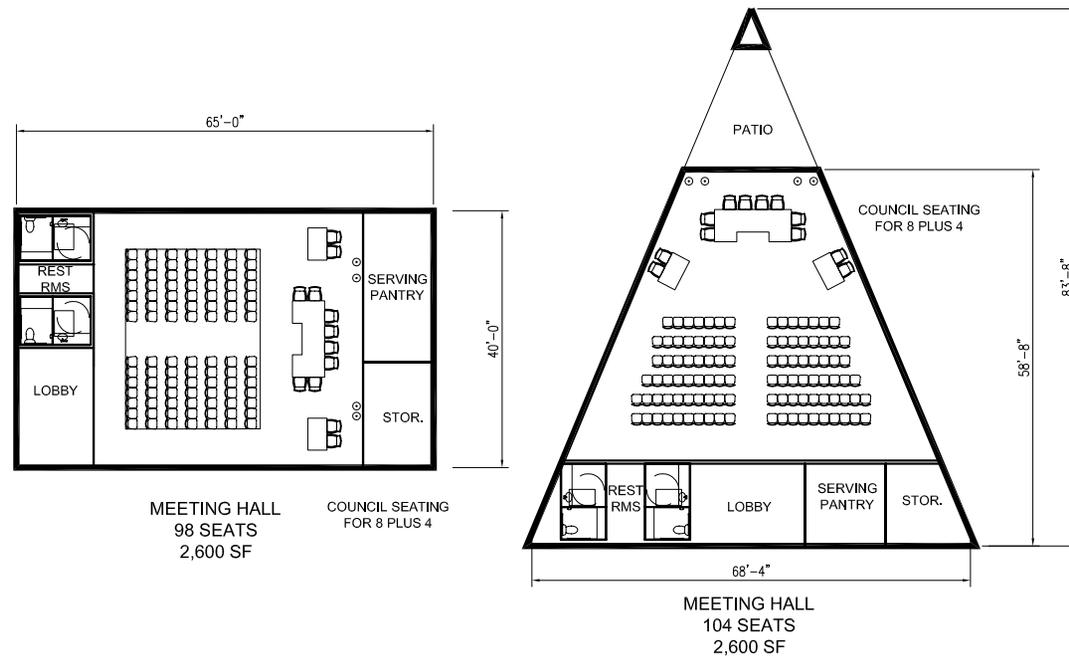
EXAMPLES OF SIZES FOR PUBLIC SPACES



EXAMPLES OF SIZES FOR WORK SPACES AND CONFERENCE RMS

University Park Town Hall Needs Assessment Study

Creating a Town Hall Program



EXAMPLES OF SIZES FOR MEETING HALLS

University Park Town Hall Needs Assessment Study

Creating a Town Hall Program

Guiding Goals and Principles

With this comprehensive process, primary goals and principles were identified to guide the Assessment Study:

1. **Accessibility:** Creating a facility that is fully accessible for all Town services and events will provide inclusive, access for residents to all public Town services and events. While the Town has made numerous physical changes to the existing building to make access to services easier for residents, the lack of an elevator limits access to only the first floor, leaving the largest meeting space on the second floor unusable for public events. To provide Title II (ADA) compliant public meetings, the Town rents space in several alternate locations, and has had occasional difficulties scheduling critical Town business meetings, creating some confusion as to where events can regularly be held. A central identifiable location for a Town Hall, which is fully accessible and has the necessary spaces to conduct all regular Town business, would assure availability of accommodations and resident's access to all Town services.
2. **Provide a quality workplace:** Employee areas that are healthy environments promote productivity, increase retention of employees and support efficient operations of Town Services. Spaces should meet current code requirements for business use, including interior environment, egress and accessibility codes. Interior environmental quality should include good air quality, adequate lighting and appropriate acoustical separations.
3. **Promote Town Interaction:** Recognition that a central location that can be the site for the majority of public Town functions and also a resource for civic activities, provides the opportunity for increased resident interaction. Many current Town civic activities encounter difficulties finding available facilities within or near the Town. Many events must be held in locations that require driving to access, and as a result can suffer substantial patronage and attendance reductions. A Town Meeting Hall that can accommodate large civic events within the Town, creates a walkable solution, and associating it with the municipal Town Hall would clearly identify where amenities are within the Town.
4. **Improve Site Security:** Heightened awareness of the need for modern security measures at workplace and government facilities require improvements in the Town's existing facility. New safety standards for property security and physical safety of personnel on the site should be adopted as a priority. Workplace security measures

University Park Town Hall Needs Assessment Study

Creating a Town Hall Program

require physical separation of sensitive services, protection of personal privacy and 24 hour control of entry to the building and movement on the site. The existing facility does not adequate secure storage for Town property, lacks site lighting for nighttime hours, and needs camera type entry control systems. Any new construction and rehabilitation should include state of the art security measures.

5. Sustainability: Sustainable practices for Town financed endeavours are a prime value and goal for the Town. Building construction should align with green building principles, including sustainable site approaches, water conservation, energy efficiency, interior environmental quality and use of local/renewable/recycled materials for both the building and landscape.

Development of the Program of Spaces

The Program of Spaces for Town Staff has been developed from site surveys of actual conditions, and interviews with department heads and Town Government representatives. A field survey of the existing Town Hall was conducted by the Arnold and Arnold team on December 11, 2018. The team also visited the remote mechanic Shop facility in Bladensburg on January 16, 2019.

Interviews were held with former Police Chief Wynkk, current police Chief Harvey Baker, Director of Public Works Micky Beall, Town Mayor Len Carey and Town Treasurer Dan Baden. Each session discussed existing facilities and completed a survey questionnaire about space use, parking and future planning. Town Council Representatives were also given a survey on needs to contribute information for this study.

A community workshop was held on Saturday, March 2, 2019 with Town Civic Groups and residents, which included a site walk and discussions on interior and exterior space, the role of civic structures and Town needs. The team compiled the information in survey documents that are included in the Appendix.

University Park Town Hall Needs Assessment Study Creating a Town Hall Program

Current Space Usage

Current area of the existing Town Hall facilities (gross areas):

1. Gross area of current uses in the existing Town Hall is 5,300 sf (50% of this space, or 2,650 sf does not fully meet code requirements).
2. The Mechanics Shop at a remote location is approximately 3,000 sf (this does not include exterior parking or storage areas).

A breakdown of how this space is used is below (net areas). A more detailed breakdown of space use can be found in the Appendix.

Town Government and Administration	1,055 sf
Police Department	1,047 sf
Public Works (does not include remote location or storage sheds)	1,389 sf
Shared spaces (including Civic storage)	1,044 sf
Total net use in existing building	4,535 sf
Mechanics Shop (remote rental space)	3,000 sf
Storage Sheds at site	120 sf
Total net use including remote rental space and storage sheds	7,655 sf

Note: Net areas derived from takeoffs of spaces from digital files. Net areas do not include circulation, structure, utility space etc.

University Park Town Hall Needs Assessment Study

Creating a Town Hall Program

Proposed Town Hall Program

The Base Program is organized by Department or Group. Each scheme adjusts the base program to take advantage of possible overlaps and area maximization. With each scheme, goals that are supported are identified in the narrative. This is a unique site that presents a wide range of possibilities for consideration.

Base Program (net area)

Town Government	1,300 sf
Police Department	1,650 sf
Public Works (note: does not include Mechanics Shop or small equipment storage)	1,400 sf
Town Council Chambers and Meeting Hall	1,650 sf
Town Civic Groups	200 sf
Shared spaces (lobbies, serving pantry, conference rooms, etc.)	1,200 sf
Total proposed net program	7,400 sf
Total proposed gross area (30% factor for circulation, utilities, rest rooms)	9,620 sf
Additional spaces studied:	
Public Works	
Small equipment storage	800 sf
Mechanics Shop	3,000 sf
Total proposed gross program including Mechanics Shop and small equipment storage	13,420 sf

University Park Town Hall Needs Assessment Study

Cost Estimate Process and Assumptions

Cost Estimate Process and Assumptions

Introduction

The nature of cost estimating at this conceptual level is part art and part science as exact methods and means of construction are not yet fully developed, and the program is generalized in building volumes and not specifically designed floor plans as yet. So the intention here is to be as Conservative as practical while giving a reasonable assessment of the order of magnitude of the undertaking. As the project progresses through further refinement, future estimates will likely be more accurate and reflective of final costs as the day for construction approaches.

Methodology

The Cost Estimate for this project was developed using 2019 Square Foot Cost with RS Means Data for the buildings, and professional estimating by CFI Construction Corp. for the site work. CFI is a Maryland company with extensive public facility construction experience in the region, specializing site work and general contracting.

Factors affecting construction cost include market conditions, changes in scope and configuration, regulatory requirements, construction methods, professional fees, phasing, international tariffs and more. Within our control for this estimate are the three (3) schemes chosen for consideration out of eight (8) from the preliminary discussion phase (earlier versions of preliminary schemes can be found in the appendix). Costs developed are based on current market conditions for construction, professional fees and a specific method of construction (masonry exterior, steel frame with a fire suppression system).

For this project, constructional elements are broken down into logical assemblies or components and given values based on application - generally square footage basis in the buildings, and lot, square or lineal foot values in site work. The building complex summary has been broken down into four components: three building volumes (Existing, South or West Wing, and Town Hall Meeting), and the overall site work. The building volumes differ from scheme to scheme and correspondingly so does the site work reflect the building placement. The other primary modifier in building scope is whether to include a full maintenance facility on site or continue to retain the existing maintenance facility in Bladensburg. A fully detailed, unitized estimate may be found in the Appendix F.

University Park Town Hall Needs Assessment Study

Cost Estimate Process and Assumptions

University Park Town Hall Needs Assessment								
Building and Site Work Cost Estimate Summary								
Scheme 1A				Scheme 2	includes maintenance facility			
South Wing	\$ 1,169,440			South Wing	\$ 1,649,477			
Existing	\$ 303,608			Existing	\$ 303,608			
North Wing (TMH)	\$ 553,096			South Town Meeting	\$ 596,142			
total building		\$ 2,026,144		total building		\$ 2,549,227		
Sitework Estimate		\$ 2,196,307		Sitework Estimate		\$ 2,165,863		
Total Scheme 1A Estimate		\$ 4,222,451		Total Scheme 2 Estimate		\$ 4,715,090		
Scheme 1B	includes maintenance facility			Scheme 3				
South Wing	\$ 1,784,832			West Wing	\$ 1,347,752			
Existing	\$ 303,608			Existing	\$ 303,608			
North Wing (TMH)	\$ 553,096			North Town Meeting	\$ 405,558			
total building		\$ 2,641,536		total building		\$ 2,056,919		
Sitework Estimate		\$ 2,134,960		Sitework Estimate		\$ 2,064,151		
Total Scheme 1B Estimate		\$ 4,776,496		Total Scheme 3 Estimate		\$ 4,121,070		

Cost Analysis

The four concepts offer both common and unique attributes reflective of the conditions presented by the program, site conditions and input from the study team including mayor, council and citizens, town engineers and study authors. The square foot cost estimate provided in this study, including the building components and site work for each of four schemes, is intended to be conservative by its nature at this conceptual planning stage of development. The range between the schemes is from \$4.2 to \$4.8 million. The total differences in cost vary approximately \$656,000 (or 14% of greatest estimated value). The majority of the range can be attributed to the relocation of the remote Mechanics Shop and Storage Yard in Concepts 1B and 2, now housed at a remote facility in Bladensburg, MD. Site development estimates vary little, approximately 6% of the greatest estimate, due to the fact every scheme has substantial costs in retaining walls in order to create parking and building pads on the steeply sloping site and new, on site storm water management costs.

University Park Town Hall Needs Assessment Study Cost Estimate Process and Assumptions

Savings Realized by Consolidating Maintenance Facilities

While not part of the scope of the project, cost realized from maintenance facility consolidation would have significant implications for operational costs. In short, current rents could be applied to the capital expenses of providing those facilities on-site. Those costs are both in annual rental expense and time regained by employees (intangible) who currently travel between the remote facility and their daily duties in town “on the clock” (about 1 hour per round trip).

Impact of Location of Buildings on Site

Another modifier is the disposition of building elements on the site. While location of most of the development on the North end of the site (schemes 1A, 1B and 3) may reduce some site costs, surface development to include parking and storm water management facilities required by intensification of use will inevitably require a great deal of site work to the entire site.

Retention of the Existing Town Hall Structure

While schemes replacing the existing structure were considered, the assessment team believes that its retention brings more value to the Town than would its removal. First, as noted elsewhere its removal would be a significant negative to the historic fabric of University Park as it is a contributing building the National Historic District. Further, while the basement and attic are non-compliant for use the first and second floor are well suited for office use and can be integrated into the new facilities with a minimum of change. Highlighted below, the replacement of the existing facility is shown, which includes its demolition on top of new construction costs. Its retention and integration into the new facilities will be approximately one half or less as costly per square foot of usable space realized as any new construction:

Additional Cost of Demolishing Existing Town Hall (estimate)

Item	unit cost	unit	total
Demolition of existing building	\$20/sf	x 5000 sf =	\$100,000
+ Minimum new construction cost	\$240/sf	x 3080 sf =	\$739,200
Total demo and new construction			\$839,200
- Repair and adapt existing structure	\$75/sf	x 4,050 sf =	\$303,750
Additional cost for new office space	\$174/sf	x 3,080 sf=	\$535,450

University Park Town Hall Needs Assessment Study

Cost Estimate Process and Assumptions

While the attic and basement of the existing town hall are substandard, they can still contribute to the overall municipal strategy serving mechanical, electrical and plumbing systems and storage functions (basement), and as a temporary bunk room (attic) for employees during extreme weather events or other emergency circumstances, for example, realizing additional intrinsic and tangible value.

Phased Implementation

While an incremental construction process (phased construction) is not addressed in this estimate, depending upon the development strategy, it is possible. One of the biggest draw backs of phased implementation is that costs will always go up depending upon market conditions, and the cost of re-mobilization will add 10- 20% (or more) to the cost of construction for each mobilization. Less likely but also possible is that costs will go down depending upon market conditions (contractors market vs. owner's market), but this is much harder to predict.

Sustainable Strategies

Current building codes require many improved performance characteristics for building envelopes and mechanical, electrical and plumbing system performance. Attention to passive solar methods and specification of non-toxic materials for example are also integrated into many design practices. Similarly, site implementation strategies for storm water detention and infiltration (a major sustainable site attribute) are also required by code. As a result, many of the “green” practices implemented today are ubiquitous and incorporated into everyday construction. Further, engaging a formal process of certification is not required in Prince George’s County. While this Town could elect to engage in a formal process, the overlay itself would incur additional professional costs (sustainability consultant, commissioning agent, etc.). Our opinion is that modern code requirements coupled with careful attention to detail by a knowledgeable design team will likely yield a “LEED like” product without the additional expense.

Sale of Lots

Concepts 1-A and 3 provide for unused property at the South end of the site (lot 46 and part of lot 47). These maybe combined into a residential lot for sale, realizing additional revenue.

University Park Town Hall Needs Assessment Study

Cost Estimate Process and Assumptions

Value Engineering

Certain assumptions for building and site construction have been established to better understand impact of volumetric requirements of the program and relative cost differentials for different site strategies and uses. The construction type is the same for each of the schemes to allow a practical programmatic comparison. As previously stated, the intent is to be conservative in construction valuation at this point, providing a durable public building and using standard “metrics” for civic structures.

Additional economies in construction may be realized through creative design processes. As discussed in code analysis section, construction types and fire performance rating are a variable which may be manipulated by the municipality and the design team. For example, the masonry and steel buildings estimated here may be built in masonry and wood (approximately 10% per sf building cost reduction for those structures), and still meet performance requirements as a significant first cost savings, but long term maintenance and lifecycle costs may be more significant in operations expenses over time. Installation of a fire suppression system may possibly be averted by careful separation of buildings at significant savings (approximately 4% per sf building cost reduction), but might not be desired out of an abundance of caution. Storm water management structures have been generally established for code compliance, as well as for sustainable and demonstration value. Street parking on Queens Chapel Road will require significant stabilization of existing grass swales to create code required parking. Other off-site parking options may be available to the town to address this problem. These and many more considerations will need to be further developed by the Town and design team to balance costs and performance desired.

As stated throughout this study, the municipal development program and costs established in this assessment should be viewed as benchmark from which to work as the process moves through the next phases leading ultimately to the realization of this municipal development. “Line items” provided in our estimates are “Numbers to Beat,” in that cost savings maybe realized which remain untested ultimately until a contractor is tasked with presenting a detailed estimate in a qualified construction bid process as a result of further refinement by the Town and selected design team. For example, will a 30% “core factor” be necessary in all instances in the new work? If this generalized number turns out to be only 25% or a 5% reduction in space need, this represents a reduction in cost of approximately \$125,000 to \$175,000.

A major generator of cost is the many retaining walls required to create the parking surfaces. Each scheme includes estimated required parking per Prince George’s county Zoning Code, but a municipality such as University Park has the opportunity to

University Park Town Hall Needs Assessment Study Cost Estimate Process and Assumptions

self determine parking requirements. This location is walkable for many residents and visitors, and code minimum parking quantities may prove to be more than is needed. reduction of the number of parking spaces and the use of existing street parking in lieu of constructing new parking could have substantial saving for the site construction budget.

Such reevaluation of all facets of the project in subsequent design phases should reveal many opportunities for cost control, and (hopefully) validate or improve upon the values developed in this study. It may point toward a need for reduction in scope or quality in order to bring the project within acceptable constraints. To be sure, additional clarity and surety as a result are required by all parties at every step in the process.

University Park Town Hall Needs Assessment Study

Proposed Site Plan Concepts: Overview

Proposed Site Plan Concepts

There are three site plan concepts that explore a large number of possibilities for a Town Hall for University Park. The goal of this variety of solutions is to inform and encourage discussions about appropriate approaches for the future project. All of the concepts retain the existing building as there is substantial monetary value in continued use of the first and second floors (2,800 sf) for business uses. In addition the historic character of the building retains a sense of place in the neighborhood and supports sustainable goals for reuse of existing structures. The three concepts address the Route 1 frontage and Queens Chapel Road (“Town side”) with a variety of entrances and approach driveways exploring how the building “faces” the Town and is approached, and how it creates a civic impression as a Town Hall.

Some of the concepts explore the consolidation of the remote Town Mechanics Shop and service vehicle storage on this site. The value of bringing these uses to the site would be a reduction of Town costs now associated with renting space.

All the concepts include a Town Meeting Hall on the site, a space that does not currently exist in a Town owned structure. Envisioned as a multi-purpose space, it is explored both as being integral with the Town Hall and also as a separate building located on the site. When it is designed as an addition to the existing building, it places the Meeting Hall in direct connection to Town Administrative staff for oversight and management of the space. When designed as a separate building, possibilities for making this space also rentable to outside interests are broader, since this arrangement can alleviate noise and use issues generated (for example by an exercise group) that might be disruptive to Town operations.

For all schemes, the basement of the existing building

University Park Town Hall Needs Assessment Study

Proposed Site Plan Concepts: Concept 1, Option A

Building Data:

PROPOSED PROGRAM	NET AREA (SF)
TOWN GOVERNMENT	1,300 SF
POLICE DEPARTMENT	1,650 SF
PUBLIC WORKS	1,400 SF
TOWN MEETING HALL (INCL. CHAIR STOR.)	1,650 SF
CIVIC SPACE	200 SF
SHARED SPACES	1,200 SF
TOTAL NET	7,400 SF
TOTAL GROSS AREA 9,620 SF	
(NET AREA + 30% : INCLUDES CIRCULATION, STRUCTURE, AND UTILITY SPACES)	
ADDITIONAL SPACES :	
MECHANICS SHOP	0 SF
SMALL MAINTENANCE EQUIP STORAGE	800 SF
TOTAL GROSS AREA PLUS ADDITIONAL SPACES REQ'D	10,420 SF
TOTAL GROSS AREA PROVIDED	10,950 SF*
(*NOTE - DUE TO WORKING WITH INEFFICIENCIES OF EXIST. BLDG PLAN, SOME TOLERANCE SHOULD BE INCLUDED. GROSS AREA PROVIDED HAS APPROX. 5% FOR THIS FACTOR.)	

PARKING		
BUSINESS USE		
7,700 GSF	1/250 FOR FIRST 2000 GFA	8 SPACES
	1/400 SF AFTER FIRST 2000 GFA	15 SPACES
TOWN MEETING HALL		
	100 SEATS/ 4 SEATS PER SPACE	25 SPACES
TOTAL PARKING REQUIRED		48 SPACES
TOTAL PROVIDED:		50 SPACES
TEMPORARY MAINTENANCE VEHICLE PARKING WILL BE IN PUBLIC PARKING LOT. REMOTE MECHANICS SHOP AND SERVICE VEHICLE PARKING CONTINUED.		

MAINTENANCE VEHICLE KEY		
① 35 x 8 KENIWORTH PACKER	⑧ 18 x 8 ISUZU	
② 35 x 8 FORD PACKER	⑨ 18 x 8 MITSUBISHE	
③ 31 x 8 CHEVY DUMP	⑩ 15 x 6 ODB LEAF MACHINE	
④ 28 x 6 FORD PICKUP	⑪ 12 x 6 KUBUTO SKID STEER	
⑤ 25 x 6 FORD PICKUP	⑫ 10 x 5 GRASS HOPPER-MOWER	
⑥ 23 x 9 TEXAS BRAGG TRAILER	⑬ 7 x 5 SKAG MOWER	
⑦ 20 x 6 CHEVY PICKUP		

STORM WATER MANAGEMENT
PERMEABLE PAVING (PAVE DRAIN CONCRETE PAVERS) TO BE MINIMUM 10,000 SF AREA WITH 2'-6" DEEP GRAVEL STORAGE INCLUDING GEOGRID AND IMPERMEABLE MEMBRANE TO CREATE QUANTITY STORAGE FACILITY (100 YR AND ESD COMBINED LOADS ARE ESTIMATED TO BE 12,000 CF)
3,000 SF RAIN GARDEN TO PROVIDE STORM WATER QUALITY FILTRATION AREA . SOIL MODIFICATION/AMENDMENTS TO 2'-0" DEEP.

University Park Town Hall Needs Assessment Study

Proposed Site Plan Concepts: Concept 1, Option A

General Planning Principles:

In Concept 1 Option A, the existing building is retained and enlarged, creating a single building with an area of 10,950 square feet for all Town Administrative and Meeting Hall program functions. First and second floors of the original building, and the second floor of the south addition are occupied by the Town Government, Police Department and Public Works. The basement of the south wing is occupied by Public Works and houses storage for small service equipment with a roll up door providing access to the driveway. The north addition is one story and is occupied by the Town Meeting Hall program functions. It includes a serving pantry and a lobby that will also be used as a gallery for civic displays. The Meeting Hall will have a tall interior space (16'-20' tall) and will be designed to serve as a multipurpose space (no fixed seating). The Links or "hyphens" between the original building and the new additions will contain shared circulation and utility functions such as rest rooms, utility rooms, fire stairs and an elevator.

The basement of the original building will contain existing and new mechanical spaces only (per code requirements). The original attic will be occupied as emergency residential quarters for overnight housing of Town work crews during snow events, floods and other disaster incidents (this use complies with code requirements).

The site circulation pattern for public vehicles includes a new parking lot in the center of the site. There are two entrance/exits provided from Route 1, and an entrance/exit driveway provided from Queens Chapel Road. This allows residents to access the Town hall and parking directly from the Town, without going on Route 1. Additional public parking spaces are provided as "on-street" parking along Queens Chapel Road, with a total of 50 spaces provided to meet the proposed parking code requirements. The Public Works Mechanics Shop and most of the maintenance vehicle parking will remain at the leased, remote location (two of the pickups can fit in standard parking spaces and are shown on the plan in the Town Hall parking lot).

Goals Achieved:

1. Accessibility: Accessible entrances are provided to both the existing and new parts of the building and an elevator and new stair will make all floors accessible to the public and employees. New fully accessible bathroom facilities will be provided for all floors. The Town Meeting Hall will have an accessible, public main entrance directly on Queens Chapel Road, creating a "front

University Park Town Hall Needs Assessment Study

Proposed Site Plan Concepts: Concept 1, Option A

side” towards town residences and an easily recognizable entrance to Town Hall.

2. Providing a quality employee workplace: Town Government, Police and Public Works will share one building, an arrangement allowing for efficient management of departments, as well as frequent interaction between Town staff. The low ceiling, non-code compliant basement will no longer be used for employee spaces, with the relocated functions housed in newly designed spaces in the south addition. The attic will no longer be used for storage loads, but will be used to provide in-Town overnight accommodations for the Town’s emergency crews (this use is allowed by structural code loads). With a fully accessible facility, the Town will be able to employ a staff with a diversity of physical abilities. Town Administration, Police and Public Works all increase their usable space to meet their current and future program needs, improving day to day functioning of these departments.

3. Provide opportunities for increased Town interaction with government and civic functions: The new Town Meeting Hall will provide an accessible, dedicated, large multi-purpose space to serve Town needs. Large gatherings up to 100 persons at functions such as Town Council meetings, employee weekly meetings, employee training sessions, civic events, holiday parties, etc. can be accommodated. An adjacent serving pantry will be used by employees for a lunch facility, as well as at events as a serving or catering kitchen. Concept 1 creates a public plaza in front of the building, increasing the Town Hall’s public presence on Route 1. Civic art and/or a water feature can be included as an amenity and a water fountain can act as an acoustic barrier to noise from Route 1, buffering this pedestrian environment from road noise. The Town Meeting Hall has a face on Queens Chapel Road, creating an easily accessed and recognizable entrance to Town Hall on an interior Town road.

4. Improving security on the site: The plaza will have appropriate lighting to reinforce the feeling of security for those using the Town Hall / Meeting Hall both day and night. Existing sheds that store Police and Public Works property will be eliminated, with all storage secured inside of the new building.

5. Sustainability: Reuse of the existing building is a sustainable practice, providing 2,800 sf of usable space that does not need to be demolished or reconstructed. While conserving materials and resources, this reduces landfill waste and overall costs for the new Town Hall. Incorporating the existing building respects the context of University Park as a historic neighborhood, reinforcing a “sense of place”. Sustainable site design for storm water management will improve existing run off conditions and handle new storm water responsibly on site. Retention in a storage area under the parking lot, use of permeable paving and rain gardens as a biofilter will provide required quantity and quality controls. Retaining some mature

University Park Town Hall Needs Assessment Study

Proposed Site Plan Concepts: Concept 1, Option A

tree growth will buffering neighbors to the rear and provide shade.

Deficiencies:

1) Builds a driveway at the rear of the building, removing some mature trees and reducing these natural areas for potential public park/art garden use 2) Does not consolidate the current Mechanics Shop on site (so all Town equipment is in one place). This is a noted inefficiency for maintenance operations and means the Town will continue to have rental costs for approximately 3,000 sf of space. 3) Requires a reconfiguration of the WMATA access easement setback.

Preliminary Construction Costs and Planning Budget:

Scheme 1A - Sitework Summary	
CATEGORY 100 SITE PREPARATION / ADMINISTRATION	\$414,260.00
CATEGORY 200 - GRADING	\$136,730.00
CATEGORY 300 - DRAINAGE	\$216,876.00
CATEGORY 400 - PAVING	\$481,602.00
CATEGORY 500 - SHOULDER	\$378,125.00
CATEGORY 600 - LANDSCAPING	\$65,450.00
CATEGORY 700 - SPECIALTY	\$303,600.00
Total Construction	\$1,996,643.00
Professional Engineering Fees	\$199,664.30
Total Sitework Construction and Design Fees	\$2,196,307.30

University Park Town Hall Needs Assessment Study
Proposed Site Plan Concepts: Concept 1, Option A

UPTHNA							
Building Estimate							
Scheme 1A							
				Volume	data	units	notes
				Existing Renovation	plus attic and basement		
Scheme 1A Building Estimate Summary				2 story	bitable use of attic or basement		
				perimeter	229	lf	
South Wing	\$ 1,169,440.37			area basement	1250	sf	
Existing Renovation	\$ 303,608.25			area 1st floor	1550	sf	
West Wing	\$ 1,106,191.30			area 2nd floor	1250	sf	
Scheme 1A Total Building Cost	\$ 2,579,239.92			adapt to new wings	\$ 50.00	sf	structural and finishes
				hvac extensions	\$ 10.00	sf	adaptation or stand alone
Scheme 1A Estimated building cost per sq ft				electrical	\$ 15.00	sf	high and low voltage
South Wing	\$ 227.08	/sf		fire protection	\$ 4.75	sf	
Existing Renovation	\$ 74.97	/sf		total \$ /sf	\$ 79.75		
South Town Meeting	\$ 187.49	/sf		total/sf	4050		
total blg cost/sf		/sf	\$ 163.18	total cost	\$ 322,987.50		
					0.94		regional cost factor
Volume	data	units	notes	Total Existing	\$ 303,608.25		
South Wing	2 story			West Wing	1 story		
2 story		unit		1 story			
perimeter	229	lf		perimeter	235	lf	
area per floor	2575	sf		area per floor	2950	sf	
brick block, steel	\$ 236.20	sf		brick block, steel	\$ 181.05	sf	(5000sf/300lf)
perimeter add	\$ 5.37	sf	26.85/100lf over 206lf	perimeter add	\$ 11.41	sf	17.55/100lf over 300lf
height add	\$ 7.00	sf	14' fl to fl over 12'	height add	\$ 7.00	sf	14' fl to fl over 12'
one elevator	\$ (7.00)	sf		total \$ /sf	\$ 199.46		
total \$ /sf	\$ 241.57			total sf	5900	sf	
total sf	5150	sf			\$ 1,176,799.25		
total cost	\$ 1,244,085.50				0.094		regional cost factor
	0.94		regional cost factor		0.094		regional cost factor
Total South Wing	\$ 1,169,440.37			Total West Wing	\$ 1,106,191.30		

University Park Town Hall Needs Assessment Study

Proposed Site Plan Concepts: Concept 1, Option B

Building Data:

PROPOSED PROGRAM	NET AREA (SF)
TOWN GOVERNMENT	1,300 SF
POLICE DEPARTMENT	1,650 SF
PUBLIC WORKS	1,400 SF
TOWN MEETING HALL (INCL. CHAIR STOR.)	1,650 SF
CIVIC SPACE	200 SF
SHARED SPACES	1,200 SF
TOTAL NET	7,400 SF
TOTAL GROSS AREA 9,620 SF	
(NET AREA + 30% : INCLUDES CIRCULATION, STRUCTURE, AND UTILITY SPACES)	
ADDITIONAL SPACES :	
MECHANICS SHOP	2,000 SF
SMALL MAINTENANCE EQUIP STORAGE	800 SF
TOTAL GROSS AREA PLUS ADDITIONAL SPACES REQ'D	12,420 SF
TOTAL GROSS AREA PROVIDED	13,250 SF*
(*NOTE - DUE TO WORKING WITH INEFFICIENCIES OF EXIST. BLDG PLAN, SOME TOLERANCE SHOULD BE INCLUDED. GROSS AREA PROVIDED HAS APPROX. 6% FOR THIS FACTOR).	

PARKING		
BUSINESS USE		
9,700 GSF	1/250 FOR FIRST 2000 GFA	8 SPACES
	1/400 SF AFTER FIRST 2000 GFA	20 SPACES
TOWN MEETING HALL	100 SEATS/ 4 SEATS PER SPACE	25 SPACES
TOTAL PARKING REQUIRED		53 SPACES
TOTAL PROVIDED:		53 SPACES
MAINTENANCE VEHICLE PARKING IN FENCED SURFACE YARD THIS ACCOMODATES ALL CURRENT MAINT. VEHICLES)		4,300 SF

MAINTENANCE VEHICLE KEY			
① 35 x 8 KENIWORTH PACKER	⑧ 18 x 8 ISUZU		
② 35 x 8 FORD PACKER	⑨ 18 x 8 MITSUBISHE		
③ 31 x 8 CHEVY DUMP	⑩ 15 x 6 ODB LEAF MACHINE		
④ 28 x 6 FORD PICKUP	⑪ 12 x 6 KUBUTO SKID STEER		
⑤ 25 x 6 FORD PICKUP	⑫ 10 x 5 GRASS HOPPER-MOWER		
⑥ 23 x 9 TEXAS BRAGG TRAILER	⑬ 7 x 5 SKAG MOWER		
⑦ 20 x 6 CHEVY PICKUP			

STORM WATER MANAGEMENT
<p>PERMEABLE PAVING (PAVE DRAIN CONCRETE PAVERS) TO BE MINIMUM 10,000 SF AREA WITH 2'-6" DEEP GRAVEL STORAGE INCLUDING GEOGRID AND IMPERMEABLE MEMBRANE TO CREATE QUANTITY STORAGE FACILITY (100 YR AND ESD COMBINED LOADS ARE ESTIMATED TO BE 12,000 CF)</p> <p>3,000 SF RAIN GARDEN TO PROVIDE STORM WATER QUALITY FILTRATION AREA . SOIL MODIFICATION/AMENDMENTS TO 2'-0" DEEP.</p>

University Park Town Hall Needs Assessment Study

Proposed Site Plan Concepts: Concept 1, Option B

General Planning Principles:

In Concept 1 Option B, the existing building is retained and enlarged, creating a single building **with an area of 13,250 square feet** for all Town Administrative and Meeting Hall program functions. First and second floors of the original building, and the second floor of the south addition are occupied by the Town Government, Police Department and Public Works. The basement of the south wing is occupied by Public Works and houses storage for small service equipment **and the Mechanics Shop, with a 12' tall** roll up door providing access to the driveway. The north addition is one story and is occupied by the Town Meeting Hall. It includes a serving pantry and a lobby that will also be used as a gallery for civic displays. The Meeting Hall will have a tall interior space (16'-20' tall) and will be designed to serve as a multipurpose space (no fixed seating). The Links or “hyphens” between the original building and the new additions will contain shared circulation and utility functions such as rest rooms, utility rooms, fire stairs and an elevator.

The basement of the original building will contain existing and new mechanical spaces only (per code requirements). The original attic will be occupied as emergency residential quarters for overnight housing of Town work crews during snow events, floods and other disaster incidents (this use complies with code requirements).

The site circulation pattern for public vehicles includes a new parking lot in the center of the site. There are two public entrance/exits provided from Route 1. Additional public parking spaces are provided as “on-street” parking along Queens Chapel Road, with a total of **53 spaces** provided to meet the proposed parking code requirements. A second driveway provided from Queens Chapel Road is for Public Works access to their Mechanics Shop. **All Public Works service vehicles will be parked on site in a fenced and secure separate surface parking lot on the south end of the site. The fencing will provide visual screening of the service vehicles.**

Goals Achieved:

1. Accessibility: Accessible entrances are provided to both the existing and new parts of the building and an elevator and new stair will make all floors accessible to the public and employees. New fully accessible bathroom facilities will be provided for all floors. The Town Meeting Hall will have an accessible, public main entrance directly on Queens Chapel Road, creating a “front side” towards town residences and an easily recognizable entrance to Town Hall.

University Park Town Hall Needs Assessment Study Proposed Site Plan Concepts: Concept 1, Option B

2. Providing a quality employee workplace: Town Government, Police and Public Works will share one building, an arrangement allowing for efficient management of departments, as well as frequent interaction between Town staff. The low ceiling, non-code compliant basement will no longer be used for employee spaces, with the relocated functions housed in newly designed spaces in the south addition. The attic will no longer be used for storage loads, but will be used to provide in-Town overnight accommodations for the Town's emergency crews (this use is allowed by structural code loads). With a fully accessible facility, the Town will be able to employ a staff with a diversity of physical abilities. Town Administration, Police and Public Works all increase their usable space to meet their current and future program needs, improving day to day functioning of these departments. **This concept consolidates all of Public Works functions on one site located within the Town, creating considerable savings in time and labor since employees no longer need to transport equipment and staff from the remote storage site in Bladensburg on a daily basis.**

3. Provide opportunities for increased Town interaction with government and civic functions: The new Town Meeting Hall will provide an accessible, dedicated, large multi-purpose space to serve Town needs. Large gatherings up to 100 persons at functions such as Town Council meetings, employee weekly meetings, employee training sessions, civic events, holiday parties, etc. can be accommodated. An adjacent serving pantry will be used by employees for a lunch facility, as well as at events as a serving or catering kitchen. Concept 1 creates a public plaza in front of the building, increasing the Town Hall's public presence on Route 1. Civic art and/or a water feature can be included as an amenity and a water fountain can act as an acoustic barrier to noise from Route 1, buffering this pedestrian environment from road noise. The Town Meeting Hall has a face on Queens Chapel Road, creating an easily accessed and recognizable entrance to Town Hall on an interior Town road.

4. Improving security on the site: The plaza will have appropriate lighting to reinforce the feeling of security for those using the Town Hall / Meeting Hall both day and night. Existing sheds that store Police and Public Works property will be eliminated, with all storage secured inside of the new building. **A new fenced parking lot provides secure storage of maintenance service vehicles.**

5. Sustainability: Reuse of the existing building is a sustainable practice, providing 2,800 sf of usable space that does not need to be demolished or reconstructed. While conserving materials and resources, this reduces landfill waste and overall costs for the new Town Hall. Incorporating the existing building respects the context of University Park as a historic neighborhood, reinforcing a "sense of place". Sustainable site design for storm water management will improve existing run

University Park Town Hall Needs Assessment Study

Proposed Site Plan Concepts: Concept 1, Option B

off conditions and handle new storm water responsibly on site. Retention in a storage area under the parking lot, use of permeable paving and rain gardens as a biofilter will provide required quantity and quality controls. Retaining some mature tree growth will buffer neighbors to the rear and provide shade.

Deficiencies:

- 1) Builds a driveway at the rear of the building, removing some mature trees and reducing these natural areas for potential public park/art garden use
- 2) Requires a reconfiguration of the WMATA access easement setback.

Preliminary Construction Costs and Planning Budget:

Scheme 1B - Sitework Summary	
CATEGORY 100 SITE PREPARATION / ADMINISTRATION	\$414,260.00
CATEGORY 200 - GRADING	\$136,730.00
CATEGORY 300 - DRAINAGE	\$223,806.00
CATEGORY 400 - PAVING	\$424,402.00
CATEGORY 500 - SHOULDER	\$372,625.00
CATEGORY 600 - LANDSCAPING	\$65,450.00
CATEGORY 700 - SPECIALTY	\$303,600.00
Total Construction	\$1,940,873.00
Professional Engineering Fees	\$194,087.30
Total Sitework Construction and Design Fees	\$2,134,960.30

University Park Town Hall Needs Assessment Study
Proposed Site Plan Concepts: Concept 1, Option B

UPTHNA							
Building Estimate							
Scheme 1B							
				Volume	data	units	notes
				Existing Renovation	2 story plus attic and basement		
Scheme 1B Building Estimate Summary				2 story	assume no habitable use of attic or basement		
				perimeter	229	lf	
South Wing	\$ 1,784,831.97			area basement	1250		
Existing Renovation	\$ 303,608.25			area 1st floor	1550	sf	
West Wing	\$ 553,095.65			area 2nd floor	1250	sf	
Scheme 1B Total Building Cost		\$ 2,641,535.87		adapt to new wings	\$ 50.00	sf	structural and finishes
				hvac extensions	\$ 10.00	sf	adaptation or stand alone
Scheme 1B Estimated building cost per sq ft				electrical	\$ 15.00	sf	high and low voltage
South Wing	\$ 239.45	/sf		fire protection	\$ 4.75	sf	
Existing Renovation	\$ 74.97	/sf		total \$ /sf	\$ 79.75		
South Town Meeting	\$ 187.49	/sf		total/sf	4050	sf	
total blg cost/sf		/sf	\$ 167.30	total cost	\$ 322,987.50		
					0.94		regional cost factor
Volume	data	units	notes	Total Existing		\$ 303,608.25	
South Wing	2 story			West Wing	1 story		
2 story				1 story			
perimeter	275.5	lf		perimeter	235	lf	
area per floor	3727	sf		area per floor	2950	sf	(5000sf/300lf)
brick block, steel	\$ 236.20	sf		brick block, steel	\$ 181.05	sf	17.55/100lf over 300lf
perimeter add	\$ 18.53	sf	26.85/100lf over 206lf	perimeter add	\$ 11.41	sf	14' fl to fl over 12'
height add	\$ 7.00	sf	14' fl to fl over 12'	height add	\$ 7.00	sf	
one elevator	\$ (7.00)	sf		total \$ /sf	\$ 199.46		
total \$ /sf	\$ 254.73			total/sf	2950	sf	
total/sf	7454	sf		total cost	\$ 588,399.63		
total cost	\$ 1,898,757.42				0.94		regional cost factor
	0.94		regional cost factor		0.94		regional cost factor
Total South Wing	\$ 1,784,831.97			Total West Wing	\$ 553,095.65		

University Park Town Hall Needs Assessment Study

Proposed Site Plan Concepts: Concept 2

Building Data:

PROPOSED PROGRAM	NET AREA (SF)
TOWN GOVERNMENT	1,300 SF
POLICE DEPARTMENT	1,650 SF
PUBLIC WORKS	1,400 SF
TOWN MEETING HALL (INCL. CHAIR STOR.)	1,650 SF
CIVIC SPACE	200 SF
SHARED SPACES	1,200 SF
TOTAL NET	7,400 SF
TOTAL GROSS AREA 9,620 SF	
(NET AREA + 30% : INCLUDES CIRCULATION, STRUCTURE, AND UTILITY SPACES)	
ADDITIONAL SPACES :	
MECHANICS SHOP	2,000 SF
SMALL MAINTENANCE EQUIP STORAGE	800 SF
TOTAL GROSS AREA PLUS ADDITIONAL SPACES REQ'D	12,420 SF
TOTAL GROSS AREA PROVIDED	13,200 SF*
(*NOTE - DUE TO WORKING WITH INEFFICIENCIES OF EXIST. BLDG PLAN, SOME TOLERANCE SHOULD BE INCLUDED. GROSS AREA PROVIDED HAS APPROX. 6% FOR THIS FACTOR .)	

PARKING		
BUSINESS USE		
7,970 GSF	1/250 FOR FIRST 2000 GFA	8 SPACES
	1/400 SF AFTER FIRST 2000 GFA	15 SPACES
TOWN MEETING HALL	100 SEATS/ 4 SEATS PER SPACE	25 SPACES
TOTAL PARKING REQUIRED		48 SPACES
TOTAL PROVIDED:		48 SPACES
MAINTENANCE VEHICLE PARKING WILL BE IN PUBLIC PARKING LOT, LOWER THAN ADJACENT GRADE TO EAST (NOT VISIBLE FROM ROUTE 1)		

MAINTENANCE VEHICLE KEY	
① 35 x 8 KENIWORTH PACKER	⑧ 18 x 8 ISUZU
② 35 x 8 FORD PACKER	⑨ 18 x 8 MITSUBISHI
③ 31 x 8 CHEVY DUMP	⑩ 15 x 6 ODB LEAF MACHINE
④ 28 x 6 FORD PICKUP	⑪ 12 x 6 KUBUTO SKID STEER
⑤ 25 x 6 FORD PICKUP	⑫ 10 x 5 GRASS HOPPER-MOWER
⑥ 23 x 9 TEXAS BRAGG TRAILER	⑬ 7 x 5 SKAG MOWER
⑦ 20 x 6 CHEVY PICKUP	

STORM WATER MANAGEMENT
PERMEABLE PAVING (PAVE DRAIN CONCRETE PAVERS) TO BE MINIMUM 10,000 SF AREA WITH 2'-6" DEEP GRAVEL STORAGE INCLUDING GEOGRID AND IMPERMEABLE MEMBRANE TO CREATE QUANTITY STORAGE FACILITY (100 YR AND ESD COMBINED LOADS ARE ESTIMATED TO BE 12,000 CF)
3,000 SF RAIN GARDEN TO PROVIDE STORM WATER QUALITY FILTRATION AREA . SOIL MODIFICATION/AMENDMENTS TO 2'-0" DEEP.

University Park Town Hall Needs Assessment Study

Proposed Site Plan Concepts: Concept 2

General Planning Principles:

In Concept 2, the existing building is retained and enlarged, creating a single building with an area of 13,200 square feet for all Town Administrative program functions. First and second floors of the original building, and the second floor of the south addition are occupied by the Town Government, Police Department and Public Works. The basement of the south wing is occupied by Public Works and houses storage for small service equipment and the Mechanics Shop, with a 12' tall roll up door providing access to the parking area. The link or "hyphen" between the original building and the new addition will contain shared circulation and utility functions such as rest rooms, utility rooms, fire stairs and an elevator. The new building on the south end of the site will be occupied by the Town Meeting Hall. It includes a serving pantry, a balcony and a lobby that will also be used as a gallery for civic displays. The Meeting Hall will have a tall interior space (16'-20' tall) and will be designed to serve as a multipurpose space (no fixed seating).

The basement of the original building will contain existing and new mechanical spaces only (per code requirements). The original attic will be occupied as emergency residential quarters for overnight housing of Town work crews during snow events, floods and other disaster incidents (this use complies with code requirements).

All Public Works service vehicles will be parked in the center of the site, in an unsecured parking lot that is at a elevation six feet lower than Route 1, to reduce the visual impact of the service vehicles. Some extra long spaces are included to accommodate the larger size of the service vehicles. This parking area is located between the Town Meeting hall and the south addition to allow for flexible use and has two entrance/exits provided from Route 1. A separate entrance/exit driveway provided from Queens Chapel Road serves a second parking area dedicated to the Town Hall building on the north end of the lot and a public water feature. Additional parking spaces are provided as "on-street" parking along Queens Chapel Road, with a total of 48 spaces provided to meet the proposed parking code requirements.

Goals Achieved:

1. Accessibility: A new accessible entrance will serve both the existing and new parts of the building, and an elevator and new stair, will make all floors accessible to the public and employees. New fully accessible bathroom facilities will be provided for all floors. The separate Town Meeting Hall will be fully accessible.

University Park Town Hall Needs Assessment Study

Proposed Site Plan Concepts: Concept 2

2. Providing a quality employee workplace: Town Government, Police and Public Works will share one building, an arrangement allowing for efficient management of departments, as well as frequent interaction between Town staff. The separate Town Meeting Hall will isolate non-compatible activities (such as noisy fitness use) from staff spaces. The low ceiling, non-code compliant basement will no longer be used for employee spaces, with the relocated functions housed in newly designed spaces in the south addition. The attic will no longer be used for storage loads, but will be used to provide in-Town overnight accommodations for the Town's emergency crews (this use is allowed by structural code loads). With a fully accessible facility, the Town will be able to employ a staff with a diversity of physical abilities. Town Administration, Police and Public Works all increase their usable space to meet their current and future program needs, improving day to day functioning of these departments. This concept consolidates all of Public Works functions on one site located within the Town, creating considerable savings in time and labor since employees no longer need to transport equipment and staff from the remote storage site in Bladensburg on a daily basis.

3. Provide opportunities for increased Town interaction with government and civic functions: The new Town Meeting Hall will provide an accessible, dedicated, large multi-purpose space to serve Town needs. Large gatherings up to 100 persons at functions such as Town Council meetings, employee weekly meetings, employee training sessions, civic events, holiday parties, etc. can be accommodated. A serving pantry will be used at events as a serving or catering kitchen.

4. Improving security on the site: Existing sheds that store Police and Public Works property will be eliminated, with all storage secured inside of the new building.

5. Sustainability: Reuse of the existing building is a sustainable practice, providing 2,800 sf of usable space that does not need to be demolished or reconstructed. While conserving materials and resources, this reduces landfill waste and overall costs for the new Town Hall. Incorporating the existing building respects the context of University Park as a historic neighborhood, reinforcing a "sense of place". Sustainable site design for storm water management will improve existing run off conditions and handle new storm water responsibly on site. Retention in a storage area under the parking lot, use of permeable paving and rain gardens as a biofilter will provide required quantity and quality controls. Retaining most of the mature tree growth on the rear of the site will buffer neighbors and retain a natural exterior space for possible public park/art garden use.

University Park Town Hall Needs Assessment Study

Proposed Site Plan Concepts: Concept 2

Deficiencies:

1) Main entrance does not “face the Town” or provide an entry facade to Queens Chapel Road. 2) Residents must go onto Route 1 to access the Town Meeting Hall building. 3) Parking of service vehicles is not in a secure yard. 4) Requires a reconfiguration of the WMATA access easement setback. 4) The Town Meeting Hall being in a separate building that is far from Town administration staff, may not be easily supervised while activities are taking place.

Preliminary Construction Costs and Planning Budget:

Scheme 2 - Sitework Summary	
CATEGORY 100 SITE PREPARATION / ADMINISTRATION	\$408,760.00
CATEGORY 200 - GRADING	\$136,730.00
CATEGORY 300 - DRAINAGE	\$223,806.00
CATEGORY 400 - PAVING	\$121,000.00
CATEGORY 500 - SHOULDER	\$345,972.00
CATEGORY 600 - LANDSCAPING	\$343,007.50
CATEGORY 700 - SPECIALTY	\$380,600.00
Total Construction	\$1,959,875.50
Professional Engineering Fees	\$195,987.55
Total Sitework Construction and Design Fees	\$2,155,863.05

University Park Town Hall Needs Assessment Study
Proposed Site Plan Concepts: Concept 2

UPTHNA							
Building Estimate							
Scheme 2							
				Volume	data	units	notes
Scheme 2 Building Estimate Summary				Existing Renovation	2 story plus attic and basement		
				2 story	assume no habitable use of attic or basement		
South Wing	\$ 1,649,477.16			perimeter	229	lf	
Existing Renovation	\$ 303,608.25			area basement	1250	sf	
South Town Meeting	\$ 596,142.05			area 1st floor	1550	sf	
				area 2nd floor	1250	sf	
Scheme 2 Total Building Cost		\$	2,549,227.46	adapt to new wing	\$ 50.00	sf	structural and finishes
				hvac extensions	\$ 10.00	sf	adaptation or stand alone
Scheme 2 Estimated building cost per sq ft				electrical	\$ 15.00	sf	high and low voltage
South Wing	\$ 217.38	/sf		fire protection	\$ 4.75	sf	
Existing Renovation	\$ 74.97	/sf		total \$ /sf	\$ 79.75		
South Town Meeting	\$ 212.53	/sf		total/sf	4050	sf	
total blg cost/sf		/sf	\$ 168.29	total cost	\$ 322,987.50		
					0.94		regional cost factor
Volume	data	units	notes	Total South Wing	\$ 303,608.25		
South Wing	3 story						
3 story							
perimeter - ground flr	230	lf		South Town Meeting	1 story		
area per floor - ground	2972	sf		1 story			
perimeter - 1 & 2	237	lf		perimeter	212	lf	
area per floor - 1 & 2	2308	sf		area per floor	2805	sf	
brick block, steel	\$ 236.20	sf		brick block, steel	\$ 181.05	sf	(5000sf/300lf)
perimeter add	\$ 8.06	sf	26.85/100lf over 206lf	perimeter add	\$ 15.44	sf	17.55/100lf over(under)300lf
height add	\$ (6.00)	sf	14' fl to fl over 12'	height add	\$ 12.60	sf	16' fl ceiling ht
one elevator	\$ (7.00)	sf		tall west foundation	\$ 17.00	sf	use 1/2 Basement for price
total \$ /sf	\$ 231.26			total \$ /sf	\$ 226.09		
total/sf	7588	sf		total/sf	2805	sf	
total cost	\$ 1,754,762.94				\$ 634,193.67		
	0.94		regional cost factor		0.94		regional cost factor
Total South Wing	\$ 1,649,477.16			Total South Wing	\$ 596,142.05		

University Park Town Hall Needs Assessment Study

Proposed Site Plan Concepts: Concept 3

Building Data:

PROPOSED PROGRAM	NET AREA (SF)
TOWN GOVERNMENT	1,300 SF
POLICE DEPARTMENT	1,650 SF
PUBLIC WORKS	1,400 SF
TOWN MEETING HALL (INCL. CHAIR STOR.)	1,650 SF
CIVIC SPACE	200 SF
SHARED SPACES	1,200 SF
TOTAL NET	7,400 SF
<hr/>	
TOTAL GROSS AREA	9,620 SF
(NET AREA + 30% : INCLUDES CIRCULATION, STRUCTURE, AND UTILITY SPACES)	
<hr/>	
ADDITIONAL SPACES :	
MECHANICS SHOP	0 SF
SMALL MAINTENANCE EQUIP STORAGE	800 SF
TOTAL GROSS AREA PLUS ADDITIONAL SPACES REQ'D	10,420 SF
TOTAL GROSS AREA PROVIDED	10,870 SF*
(*NOTE - DUE TO WORKING WITH INEFFICIENCIES OF EXIST. BLDG PLAN, SOME TOLERANCE SHOULD BE INCLUDED. GROSS AREA PROVIDED HAS APPROX. 4% FOR THIS FACTOR).	

PARKING		
<hr/>		
BUSINESS USE		
7,620 GSF	1/250 FOR FIRST 2000 GFA	8 SPACES
	1/400 SF AFTER FIRST 2000 GFA	15 SPACES
TOWN MEETING HALL	100 SEATS/ 4 SEATS PER SPACE	25 SPACES
TOTAL PARKING REQUIRED		48 SPACES
TOTAL PROVIDED:		48 SPACES
TEMPORARY MAINTENANCE VEHICLE PARKING WILL BE IN PUBLIC PARKING LOT. REMOTE MECHANICS SHOP AND SERVICE VEHICLE PARKING CONTINUED.		

MAINTENANCE VEHICLE KEY	PUBLIC WORKS VEHICLES HOUSED IN REMOTE MECHANICS GARAGE (LARGER THAN STD PARKING SPACE)														
<table style="width: 100%;"> <tr> <td>① 35 x 8 KENIWORTH PACKER</td> <td>⑧ 18 x 8 ISUZU</td> </tr> <tr> <td>② 35 x 8 FORD PACKER</td> <td>⑨ 18 x 8 MITSUBISHI</td> </tr> <tr> <td>③ 31 x 8 CHEVY DUMP</td> <td>⑩ 15 x 6 ODB LEAF MACHINE</td> </tr> <tr> <td>④ 28 x 6 FORD PICKUP</td> <td>⑪ 12 x 6 KUBUTO SKID STEER</td> </tr> <tr> <td>⑤ 25 x 6 FORD PICKUP</td> <td>⑫ 10 x 5 GRASS HOPPER-MOWER</td> </tr> <tr> <td>⑥ 23 x 9 TEXAS BRAGG TRAILER</td> <td>⑬ 7 x 5 SKAG MOWER</td> </tr> <tr> <td>⑦ 20 x 6 CHEVY PICKUP</td> <td></td> </tr> </table>	① 35 x 8 KENIWORTH PACKER	⑧ 18 x 8 ISUZU	② 35 x 8 FORD PACKER	⑨ 18 x 8 MITSUBISHI	③ 31 x 8 CHEVY DUMP	⑩ 15 x 6 ODB LEAF MACHINE	④ 28 x 6 FORD PICKUP	⑪ 12 x 6 KUBUTO SKID STEER	⑤ 25 x 6 FORD PICKUP	⑫ 10 x 5 GRASS HOPPER-MOWER	⑥ 23 x 9 TEXAS BRAGG TRAILER	⑬ 7 x 5 SKAG MOWER	⑦ 20 x 6 CHEVY PICKUP		
① 35 x 8 KENIWORTH PACKER	⑧ 18 x 8 ISUZU														
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⑥ 23 x 9 TEXAS BRAGG TRAILER	⑬ 7 x 5 SKAG MOWER														
⑦ 20 x 6 CHEVY PICKUP															

STORM WATER MANAGEMENT
<hr/>
PERMEABLE PAVING (PAVE DRAIN CONCRETE PAVERS) TO BE MINIMUM 10,000 SF AREA WITH 2'-6" DEEP GRAVEL STORAGE INCLUDING GEOGRID AND IMPERMEABLE MEMBRANE TO CREATE QUANTITY STORAGE FACILITY (100 YR AND ESD COMBINED LOADS ARE ESTIMATED TO BE 12,000 CF)
3,000 SF RAIN GARDEN TO PROVIDE STORM WATER QUALITY FILTRATION AREA . SOIL MODIFICATION/AMENDMENTS TO 2'-0" DEEP .

University Park Town Hall Needs Assessment Study

Proposed Site Plan Concepts: Concept 3

General Planning Principles:

In Concept 3, the existing building is retained and enlarged, creating a single building with an area of 10,870 square feet for all Town Administrative functions. First and second floors of the original building, and the second floor of the south addition are occupied by the Town Government, Police Department and Public Works. The basement of the south wing is occupied by Public Works and houses storage for small service equipment. This level is provided with a roll up door that has access to a small service yard accommodating daily equipment and supply staging and surrounded by a 6 foot high fence. The new main entry facing Queen Chapel Road will link the original building and the new addition using “split levels” to meet the different floor levels on each side. This space will also contain shared circulation and utility functions such as rest rooms, utility rooms, fire stairs and an elevator. The new building on the “point” or north end of the site will be occupied by the Town Meeting Hall. It includes a serving pantry and a lobby that will also be used as a gallery for civic displays. The Meeting Hall will have a tall interior space (16'-20' tall) and will be designed to serve as a multipurpose space (no fixed seating).

The basement of the original building will contain existing and new mechanical spaces only (per code requirements). The original attic will be occupied as emergency residential quarters for overnight housing of Town work crews during snow events, floods and other disaster incidents (this use complies with code requirements).

A separate entrance/exit driveway provided from Queens Chapel Road allows residents to enter the site, drop off at the Town Hall or Town Meeting Hall and access the parking lot in the center of the site, all without going on Route 1. Additional parking spaces are provided as “on-street” parking along Queens Chapel Road, with a total of 48 spaces provided to meet the proposed parking code requirements. Public Works has a direct access drive to Queens Chapel Road for equipment. The Public Works Mechanics Shop and most of the maintenance vehicle parking will remain at the leased, remote location (two of the pickups can fit in standard parking spaces and are shown on the plan in the Town Hall parking lot).

Goals Achieved:

1. Accessibility: A new accessible entrance will serve both the existing and new parts of the building, and an elevator and new stair, will make all floors accessible to the public and employees. New fully accessible bathroom facilities will be provided

University Park Town Hall Needs Assessment Study

Proposed Site Plan Concepts: Concept 3

for all floors. The separate Town Meeting Hall will be fully accessible.

2. Providing a quality employee workplace: Town Government, Police and Public Works will share one building, an arrangement allowing for efficient management of departments, as well as frequent interaction between Town staff. The separate Town Meeting Hall will isolate non-compatible activities (such as noisy fitness use) from staff spaces. The low ceiling, non-code compliant basement will no longer be used for employee spaces, with the relocated functions housed in newly designed spaces in the rear addition. The attic will no longer be used for storage loads, but will be used to provide in-Town overnight accommodations for the Town's emergency crews (this use is allowed by structural code loads). With a fully accessible facility, the Town will be able to employ a staff with a diversity of physical abilities. Town Administration, Police and Public Works all increase their usable space to meet their current and future program needs, improving day to day functioning of these departments.

3. Provide opportunities for increased Town interaction with government and civic functions: The new Town Meeting Hall will provide an accessible, dedicated, large multi-purpose space to serve Town needs. Large gatherings up to 100 persons at functions such as Town Council meetings, employee weekly meetings, employee training sessions, civic events, holiday parties, etc. can be accommodated. A serving pantry will be used at events as a serving or catering kitchen and is close enough to be used as a staff lunch room. The new Meeting Hall is prominent to views from Route 1 and Queens Chapel Road and may be designed as a recognizable, civic building for the Town.

4. Improving security on the site: Existing sheds that store Police and Public Works property will be eliminated, with all storage secured inside of the new building.

5. Sustainability: Reuse of the existing building is a sustainable practice, providing 2,800 sf of usable space that does not need to be demolished or reconstructed. While conserving materials and resources, this reduces landfill waste and overall costs for the new Town Hall. Incorporating the existing building respects the context of University Park as a historic neighborhood, reinforcing a "sense of place". Sustainable site design for storm water management will improve existing run off conditions and handle new storm water responsibly on site. Retention in a storage area under the parking lot, use of permeable paving and rain gardens as a biofilter will provide required quantity and quality controls. Retaining most of the mature tree growth on the rear of the site will buffer neighbors and retain a natural exterior space for possible public park/art garden use.

University Park Town Hall Needs Assessment Study

Proposed Site Plan Concepts: Concept 3

Deficiencies:

1) Builds an addition at the rear of the building, removing all mature trees and eliminating these natural areas for potential public park/art garden use 2) Does not consolidate the current Mechanics Shop on site (so all Town equipment is in one place). This is a noted inefficiency for maintenance operations and means the Town will continue to have rental costs for approximately 3,000 sf of space. 3) Requires a reconfiguration of the WMATA access easement setback. 4) The Town Meeting Hall, being in a separate building from Town administration staff, may not be easily supervised while activities are taking place.

Preliminary Construction Costs and Planning Budget:

Scheme 3 - Sitework Summary	
CATEGORY 100 SITE PREPARATION / ADMINISTRATION	\$406,560.00
CATEGORY 200 - GRADING	\$136,730.00
CATEGORY 300 - DRAINAGE	\$231,099.00
CATEGORY 400 - PAVING	\$368,962.00
CATEGORY 500 - SHOULDER	\$299,750.00
CATEGORY 600 - LANDSCAPING	\$63,800.00
CATEGORY 700 - SPECIALTY	\$369,600.00
Total Construction	\$1,876,501.00
Professional Engineering Fees	\$187,650.10
Total Sitework Construction and Design Fees	\$2,064,151.10

University Park Town Hall Needs Assessment Study
Proposed Site Plan Concepts: Concept 3

UPTHNA							
Building Estimate							
Scheme 3							
				Volume	data	unit	notes
Scheme 3 Building Estimate Summary				Existing Renovation	2 story plus attic and basement		
				2 story	assume no habitable use of attic or basement		
				perimeter	229	lf	
West Wing	\$ 1,347,752.28			area 1st floor	1550	sf	
Existing Renovation	\$ 303,608.25			area 2nd floor	1250	sf	
South Town Meeting	\$ 405,558.30			adapt to new wing	\$ 50.00	sf	structural and finishes
Scheme 2 Total Building Cost		\$ 2,056,918.83		hvac extensions	\$ 10.00	sf	adaptation or stand alone
				electrical	\$ 15.00	sf	high and low voltage
Scheme 3 Estimated building cost per sq ft				fire protection	\$ 4.75	sf	
South Wing	\$ 240.03	/sf		total \$ /sf	\$ 79.75		
Existing Renovation	\$ 74.97	/sf		total sf	4050	sf	
South Town Meeting	\$ 165.53	/sf			total cost \$ 322,987.50		
total blg cost/sf		/sf	\$ 160.18		0.94		regional cost factor
				Total Existing	\$ 303,608.25		
Volume		data	unit	notes			
West Wing		2 story					
3 story							
perimeter - ground flr	214	lf		North Town Meeting			
area per floor - ground	2657	sf		1 story			
area per floor - 1	301	sf		perimeter	198	lf	
brick block, steel	\$ 236.20	sf		area per floor	2450	sf	
perimeter add	\$ 2.15	sf	26.85/100lf over 206lf	brick block, steel	\$ 181.05	sf	(5000sf/300lf)
height add	\$ 24.00	sf	18' fl to fl over 12'	perimeter add	\$ (17.55)	sf	17.55/100lf over 300lf
one elevator	\$ (7.00)	sf		height add	\$ 12.60	sf	16' fl ceiling ht
total \$ /sf	\$ 255.35			total \$ /sf	\$ 176.10		
total sf	5615	sf		total/sf	2450	sf	
total cost	\$ 1,433,779.02				total cost \$ 431,445.00		
	0.94		regional cost factor		0.94		regional cost factor
Total West Wing		\$ 1,347,752.28		Total North Town Mtg		\$ 405,558.30	



Appendix

University Park Town Hall Needs Assessment Study

**Appendix A:
Proposed New Town Hall Program
Space and Area Details**

University Park Town Hall Needs Assessment Study
Appendix A: Proposed New Town Hall Program

Proposed New Town Hall Program						
	Room Description	User/Special Requirements	Secure	Net Area (SF)	Subtotal (SF)	Gross Area (SF)
	Storage Rm (Small Tools, uniforms, etc.)			280		
	Changing Room (2)			400		
	Showers (2)			200		
	Kitchenette/coffee station in GWS			15		
			Subtotal		1395	1814
	Additional Public Works Spaces					
	Mechanics Garage	12 ft roll up door req'd.		2000	0	0
	Small Maint. Equipment Storage	for daily use equipment		800	0	0
	Vehicle Parking	large vehicle parking on surface lot		area not included		
	Town Government					
	Office	Chief Administrative Officer	Y	200		
	Office	Mayor	Y	150		
	Office	Finance Officer/Treasurer/Hr	Y	150		
	Office	Town Clerk	Y	120		
	Administrative Work Area	Admin, bookkeeper		150		
	Storage	Town Archives		200		
	Storage	Admin Supplies		25		
	Storage	File room		85		
	Server Rm			25		
	Council Member Work Space	Shared by Council members		200		
			Subtotal		1305	1697

University Park Town Hall Needs Assessment Study
 Appendix A: Proposed New Town Hall Program

Proposed New Town Hall Program						
	Room Description	User/Special Requirements	Secure	Net Area (SF)	Subtotal (SF)	Gross Area (SF)
Town Meeting Hall/ Multi-Purpose Rm						
	Council Chambers	75-100 capacity		1500		
	Chair/Table Storage Rm			150		
			Subtotal		1650	2145
Civic Groups						
	Civic Group Work Space	Town Resource Room/Library		120		
	Storage	Event Equipment		100		
			Subtotal		220	286
Shared Spaces						
	Town Hall Lobby/Visitor Waiting Room	Info Touch Screen		200		
	Town Meeting Hall Lobby/Civic Gallery	Display area		240		
	Serving Pantry			120		
	Large Conference Rm (12-16 seats)	All Departments		250		
	Small Conference Room	All Departments		120		
			Subtotal		930	1209
			Total		7135	9276

University Park Town Hall Needs Accessment Study
Appendix A: Proposed New Town Hall Program

Proposed New Town Hall Program						
	Room Description	User/Special Requirements	Secure	Net Area (SF)	Subtotal (SF)	Gross Area (SF)
	Town Meeting Hall/ Multi-Purpose Rm					
	Council Chambers	75-100 capacity		1500		
	Chair/Table Storage Rm			150		
			Subtotal		1650	2145
	Civic Groups					
	Civic Group Work Space	Town Resource Room/Library		120		
	Storage	Event Equipment		100		
			Subtotal		220	286
	Shared Spaces					
	Town Hall Lobby/Visitor Waiting Room	Info Touch Screen		200		
	Town Meeting Hall Lobby/Civic Gallery	Display area		240		
	Serving Pantry			120		
	Large Conference Rm (12-16 seats)	All Departments		250		
	Small Conference Room	All Departments		120		
			Subtotal		930	1209
			Total		7135	9276

University Park Town Hall Needs Assessment Study

Appendix A: Proposed New Town Hall Program

Proposed New Town Hall Program

Notes:

1. Net Area is the floor area inside of the walls of a space. Gross Area is the Net Area subtotals multiplied by a core factor of 1.3 to account for building walls, circulation and service (mechanical, electrical) requirements.
2. Emergency sleeping quarters may be acomodated in the attic of the existing building (acceptable structural load but need to verify window openings are egress sized).
3. Some utilites may be accomodated in the basement of the existing building, possibly reducing net areas programmed.

**Appendix B:
Tabulation of Existing Building
Uses and Areas**

University Park Town Hall Needs Assessment Study

Appendix B: Existing Building Uses and Areas

University Park Field Survey of Existing Town Hall Areas																			
Floor	Room Name	Length (ft)	Width (ft)	Area (sqft)	Ceiling Height / Issues	Current Occupancy	Furniture	Secure function ?	Notes	Police			Public Works			Mayor / Admin			Shared
										Storage	Office/ workspace	Misc	Storage	Office/ workspace	Misc	Storage	Office/ workspace	Misc	
Bsmt	Police Confiscated Property Room	11'-3"	7'-3"	80	6'-8" (beams to 6'-0")	1	small lockers, logbook, counter, mailboxes	yes	drywall enclosure	80									
Bsmt	Police Evidence Room	8'-0"	4'-9"	48	6'-8" (beams to 6'-0")	1	shelves	yes	drywall enclosure	48									
Bsmt	Ammunition Storage Closet	3'-0"	4'-9"	8	6'-8" (beams to 6'-0")	0	shelves	yes	drywall enclosure	8									
Bsmt	Public Works Toilet & Shower Room	7'-10"	6'-0"	57	6'-8" (beams to 6'-0")	1	toilet, urinal, sink, shower		finishes in poor condition										57
Bsmt	Public Works Changing Room	11'-3"	8'-7"	104	6'-8" (beams to 6'-0")	3	7 large tall wide lockers												104
Bsmt	Public Works General Work Space	22'-0"	19'-4"	414	6'-8" (beams to 6'-0")	3	desk, refrigerator, 3-4 lockers		shares space with telephone/router/switchgear, accessible by exterior ramp										414
Bsmt	Mechanical Room/ Public Works Lockers	22'-0"	12'-2"	268	6'-8" (beams to 6'-0")	3	20' of tall lockers		contains boiler/radiator hw feeds										268
1st	Staff Lounge/Kitchenette	11'-0"	9'-0"	126	8'-6" approx.	na	vending machine, sink, microwave, cabinetry, full size refrigerator, table w/(4) chairs, coffeemaker		finishes in good condition										126
1st	Police Squad Room	15'-3"	11'-5"	194	8'-6" approx.	2	(2) Desk stations, computer, printer, files, form files, weapon's locker, map, (2) shelf units, walkie talkie cabinet	yes	requires visual security for record access										194

University Park Town Hall Needs Assessment Study

Appendix B: Existing Building Uses and Areas

University Park Field Survey of Existing Town Hall Areas																			
Floor	Room Name	Length (ft)	Width (ft)	Area (sqft)	Ceiling Height / Issues	Current Occupancy	Furniture	Secure function ?	Notes	Police			Public Works			Mayor / Admin			Shared
										Storage	Office/ workspace	Misc	Storage	Office/ workspace	Misc	Storage	Office/ workspace	Misc	
1st	Public Works Office of the Director	13'-9"	11'-7"	146	8'-6" approx.	1	Desk, table, computer, printer, files, map, (2) built-in shelves							146					
1st	Main Administrative Office	18'-9"	13'-1"	245	8'-6" approx.	2	(2) L-shaped Desk stations, files, computers, printers, supply closet w/shelves											245	
1st	Police Reception Area and Vestibule	9'-5"	9'-2"	117	8'-6" approx.	1	Desk and chair, side table, computer, vestibule	yes	ticket payment window, drop box, countertop @window		117								
1st	Safe Closet	3'-6"	3'-0"	9	8'-6" approx.	na	4'-0" tall safe, cork pin up board			9									
1st	Lobby/Reception	10'-5"	6'-0"	68	8'-6" approx.	2	plaque display, pamphlet distribution selves		Dutch door, lacks seating										68
1st	Toilet Room	8'-0"	3'-3"	26	8'-6" approx.	1			grab bars, kneespace under sink, very good condition, not fully ADA accessible										26
1st	Stair Hall	15'-1"	8'-0"	129	na		copier,												129
1st	Supply Closet			13													13		
1st	Stair to Bsmt			31															31
2nd	Police Office of the Chief of Police	11'-5"	9'-8"	110	8'-2" approx.	1	Desk, three chairs, shelves closet, schedule board				110								
2nd	Mayor's Office	16'-4"	11'-7"	206	8'-2" approx.	1	tv screen, small conference table w/(4) chairs, executive desk w/large chair, low lateral files, computer, printer		small conference capable, open server closet makes this room very hot									206	

University Park Town Hall Needs Assessment Study

Appendix B: Existing Building Uses and Areas

University Park Field Survey of Existing Town Hall Areas																			
Floor	Room Name	Length (ft)	Width (ft)	Area (sqft)	Ceiling Height / Issues	Current Occupancy	Furniture	Secure function ?	Notes	Police			Public Works			Mayor / Admin			Shared
										Storage	Office/ workspace	Misc	Storage	Office/ workspace	Misc	Storage	Office/ workspace	Misc	
2nd	Lieutenants Office - Chief of Operations?	13'-9"	12'-0"	159	8'-2" approx.	2	(2) Desks/workstations, shelves files, (2) chairs				159								
2nd	Council Chambers	22'-0"	16'-4"	358	8'-2" approx.	10 to 12	conference table,(8) conference chairs, shelves, small desk and chair, AV screen, (4) armchairs, loveseat, plaque display		is temp office for Admin										358
2nd	Server Closet	5'-0"	3'-6"	20	8'-2" approx.	na	louver door		lacks AC system for cooling										20
2nd	Toilet Room	5'-5"	5'-3"	28	8'-2" approx.	1	toilet, sink		not ADA accessible										20
2nd	Stair Hall	11'-7"	8'-0"	92	na	na	hanging tapestry												92
2nd	Closet			16															16
2nd	Hall			43															43
Attic	Town Archives LargeRoom	22'-11"	11'-2"	255	7'-0" low,	na	Files and shelving								255				
Attic	Town Archives Small Room	11'-10"	9'-7"	113	sloping	na	shelving								113				
Attic	Civic Group Storage	10'-9"	10'-8"	115	low, sloping	na													115
Attic	Police Storage	15'-7"	9'-7"	150	low, sloping	na	uniform storage, (2) large supply cabinets, file cabinets			150									
Attic	Christmas Storage	18'-4"	8'-7"	223	low, sloping	na									223				
Attic	File Storage - Police Records/uniforms	9'-7"	5'-7"	52	low, sloping	na				52									

University Park Town Hall Needs Assessment Study

Appendix B: Existing Building Uses and Areas

University Park Field Survey of Existing Town Hall Areas																			
Floor	Room Name	Length (ft)	Width (ft)	Area (sqft)	Ceiling Height / Issues	Current Occupancy	Furniture	Secure function ?	Notes	Police			Public Works			Mayor / Admin			Shared
										Storage	Office/ workspac	Misc	Storage	Office/ workspace	Misc	Storage	Office/ workspac	Misc	
Attic	Stair Hall	10'-8"	8'-8"	92	na	na	file cabinets adj. to railing												
Attic	Misc. Storage			30															
Exterior	Sheds (bike)	12'-0"	10'-0"	120	na	na	bike storage	yes	susceptible to vandalism, accessed by exterior walkway	120									
Exterior	Sheds (tools)			120									120						
offsite	Mechanic Shop												3000	400					

	Police			Public Works			Mayor / Admin			Shared
	Storage	Office/ workspac	Misc	Storage & Shop	Office/ workspace	Misc	Storage	Office/ workspac	Misc	
Totals	467	580	0	3120	960	429	604	451	0	1044

Total Police	1047
Total Public Works	4509
Total Mayor/Admin	1055
Total Other/Shared	1044

Total Building, Shop & Storage	7655
-------------------------------------------	------

Note: These net areas are derived from digital takeoffs of the AutoCad files for the existing building. They do not include circulation, walls or service spaces.

University Park Town Hall Needs Assessment Study

**Appendix C:
List of Existing Furniture**

University Park Town Hall Needs Assessment Study

Appendix C: Existing Furniture

University Park Town Hall - Existing Furniture by Department									
	Department	Room	Secure?	Item	Total lf	Quantity	Size	Misc.	
Bsmt									
	Police	Ammunition Storage	Y	Shelves	9 lf	3	3'-0"W x 12"D	9 sf floor storage as well	
		Evidence Storage Rm	Y						
		Confiscated Property	Y	mailboxes (small dwr metal cabinet)		1	3'-0" W x 4'-0" H x 21"D		
			Y	Counter w/file cab below	3lf		4'-0" x 3'-0"H x 15"D		
			Y	lockers		2	1"W x 6'-0"H x 15"D		
	Public Works	Locker Rm		lockers - large, solid		7	2'-0"W x 2'-0"D x 6'-0"H		
		Mechanical/Locker Rm		lockers - large, ventilated		10	2'-0"W x 2'-0"D x 6'-0"H		
		General Work Space		Lockers-solid door		4	1'-3"W x 1'-3"D x 6'-0"H		
				refrigerator		1			
				metal storage cabinets		2	3'-0"W x 1'-3"D x 6'-0"H		
				file cabinet	6lf	1	1'-6" x 2'-0"D x 5'-0"		
				cork board		1	2'-6" x 3'-6"		
				wallclock		1			
				desks		2	5'-0"L x 2'-6"W	telephone on one desk	
1st Flr									
	Police	Duty Officer Rm	Y	Lateral Files	24 lf	2	3'-0" W x 18"D x 4'-6" H		
			Y	Forms cabinet (small dwrs)		1	3'-0" W x 5'H x 1'-3"D		
			Y	Police DUI Patrol/Weapons Locker		1	1'-6"W x 5'-0"H		
			Y	Desks		3	5'-0" L x 30"W	(1) computer per desk,	
			Y	Trash can		1	1'-6" w x 1'-0" L x 4'-0" H		
			Y	Shelve cab w/doors	15 lf	1	3'-0" W x 7'-0"H	holds walkie talkies	
			Y	Town Map		1	3'-6" x 3'-6"	wall hung	
			Y	Executive chairs		3		(1) per desk	
			Y	Office Chair		1			
			Closet	Y	Safe	2lf	1	1'-6"W x 3'H-0"	
				Y	Cork Board		1	3'-6" x 3'-6"	

University Park Town Hall Needs Assessment Study Appendix C: Existing Furniture

University Park Town Hall - Existing Furniture by Department								
	Department	Room	Secure?	Item	Total lf	Quantity	Size	Misc.
	Police	Police	Y	Desk		1	5'-0" L x 30"W	computer , telephone
				Work Table		1	3'-6" L x 24"W	
				Trash can		1	1'-3" diameter x 1'-6" H	
				Recycling can		1	1'-6" L x 1'-0"W x 1'-6" H	
				Office Chair		2		
				Shredder		1	1'-6" L x 1'-0"W x 1'-6" H	
				Counter at Vest. Window		1	2'-6" W (HC height above flr)	
	Public Works	Office of the Director	Y	Desk		1	5'-0" L x 2'-6"W	computer , telephone
				Work Table		1	5'-0" L x 2'-0"W	
				Printer Table		1	4'-0" L x 2'-0"W	printer
				Lateral Files	18 lf	2	3'-0" W x 18"D x 4'-0"H	
				Built in Cabinetry	36 lf	2	3'-0"W x 8'-0"H x 2'-0"D	stained wood construction
	Town Government	Main Office	N	L-shaped Desk w/lateral files	6 lf	2	6'-0" L x 6'-0"W	(1) computer per desk, (1)
				U-shaped Desk w/lateral files	9 lf	2	6'-0" L x 9'-0"W	(1) computer per desk, (1)
				Work Table		1	5'-0" L x 24"W	
				Trash can		2	1'-6" w x 1'-0" L x 1'-0" H	
				Recycling can		2	1'-6" w x 1'-0" L x 1'-0" H	
				Supply Closet	N			
2nd Flr								
	Police	Lieutenant's Office	Y	Lateral Files	6 lf	1	3'-0" W x 2'-6"H x 1'-6"D	
				Lateral files	12 lf	1	3'-0"W x 4'-6H x 1'-6"D	
				File cabinet	4'-6" lf		1'-6"W x 4'-6" H x 2'-0"D	
				Shelf Unit	15 lf	1	3'-0"W x 5'-0" H x 1'-0" D	
				Desk w/lateral files unit	5 lf	1	5'-0"L x 2'-6"W	computer, telephone
				L-Shaped desk		1	5'-0"L x 4'-0"W	computer, telephone
				wall clock		1		
				dry erase board		1	4'-0"W x 3'-0"H	
				dry erase board		1	2'-0"W x 3'-0"H	
				Office chairs		2		
				Trash cans		2		
	Boxes on floor			3'-0"W x 3'-0"H				

University Park Town Hall Needs Assessment Study

Appendix C: Existing Furniture

University Park Town Hall - Existing Furniture by Department									
	Department	Room	Secure?	Item	Total lf	Quantity	Size	Misc.	
	Police	Police Chief's Office		Desk		1	5'-0"L x 2'-6"W		
				Chairs		3			
				File cabinet	36 lf	1	1'-6" W x 30" H	located in coat closet w/o	
				Bookcase w/doors	12 lf	1	3'-0"W x 4'-6"H		
				Bookcase	9 lf	1	3'-0"W x 3'-0"H		
	Town Government	Server Closet			18 sf			server set on floor, louver	
		Mayor's Office		Executive Desk		1	6'-0"L x 2'-6"W	computer, telephone	
				Bookcases	30lf	3	4'-0" x 5'-0"		
				Conf. Table		1	3'-6" Dia.		
				Conf. Chairs		4			
				Desk Chair		1			
				Copy Stand			2'-6"W x 2'-6"L	printer	
				Lateral Files	24lf	4	3'W x 30"H x 1'-6"D		
				pinup cork board		1	2'W x 30"H		
				wall map of UP			3'-0" W x 3'-0" H		
				wall clock					
			Council Chambers (incl. single desk)		TV		1	4'-0 W x 2'-6" H	
					Conference table		1	3'-6" W x 20'-0" L	Seats 10
				Chairs		16			
				Bookcases	18 lf	2	3'-6" x 5'-0"		
				Loveseat		1	5'-0"W x 2'6"D		
				Wall display area					
				Desk w/return		1	5'-0"W x 7'-0" L	screen on side to separate	
				Flags		3		6'-0"H poles and stands	
		Stairhall		wall clock					
				Quilted wall hanging			7'-0" W x 7'-0" H	historical item	

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Appendix C: Existing Furniture

University Park Town Hall - Existing Furniture by Department								
	Department	Room	Secure?	Item	Total lf	Quantity	Size	Misc.
Attic								
		Town Archives		Shelves for boxes	112 lf	1	16'-0"L x 2'-0"D x 4'-0"H	
				file cabinets	22 lf	3	5'-6"W x 4'-6" Hx2'-0"D	
				metal cabinets	16 lf	2	4'-0"W x 4'-6" Hx2'-0"D	
				flat file		1	4'-0"W x 3'-0" Hx3'-0"D	
		Town Archives Small						boxes on floor
		Civic Group Storage						boxes on floor
		Police Storage - Police		file cabinets	8 lf	1	2'-0"L x 5'-0"H x 2'-0"	
				metal storage cabinets		2	4'-0"L x 1'-6" W x 5'-0"H	
		Police Archives		file cabinets	24 lf	4	6'-0"L x 5'-0"H x 2'-0"	
		Christmas Storage						boxes on floor
		Stair Hall		file cabinets	10 lf	6	9'-0"L x 3'-0"H x 2'0"D	code enforcement files
		Misc. Storage						

University Park Town Hall Needs Assessment Study

**Appendix D:
Building Code Study
Existing and Proposed Uses**

University Park Town Hall Needs Assessment Study

Appendix D: Building Code Study

University Park Town Hall Code Study		
Existing Building Code Study		
<p>Overview: Built in 1926, this ten roomhouse served as a private residence and later lodging for tourists. Purchased by the Town in 1981, it was fully renovated to serve as the Town Hall in 1984. It had minor changes made again a few years later to create a Mayor's office. The structure is a two story structure with a brick façade and wood framed, gable roof. There is a basement level below grade with a clear ceiling height of 6'-6" with beams dropped below to 6'-0". There is an attic space accessed by a stairway with two dormers with windows. Interior finishes are plaster and paint with wood trims. The building has smoke detectors but no sprinkler or fire alarm system. Originally the building was a Residential Use, but currently the structure is a Business Use as the Town offices of the Town Administration, Police Department and Public Works.</p>		
Applicable Codes		
	Building Codes:	
	2015 International Building Code and Subtitle 4 Prince George's County Building Code	IBC Chapter 11, related to accessibility requirements, is replaced with the Maryland Accessibility Code COMAR 05.02.02
	2015 NFPA 101 Life Safety Code and Subtitle 11 Prince George's County Fire Safety Code	
	2015 International Existing Building Code (IEBC)	
	Accessibility:	
	Maryland Accessibility Code (COMAR 05.02.02)	
	ADA Standards (2010)	
	ANSI A117.1- 1986 (by reference in COMAR)	
	Mechanical:	
	2015 International Energy Conservation Code (IECC)	
	2015 International Mechanical Code (IMC)	
	Electrical:	
	Prince George's County Electrical Code, Subtitle 9	
	NFPA 70, 2014 National Electrical Code	
	2015 International Energy Conservation Code	

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University Park Town Hall Code Study		
	Sprinkler System:	
	2013 NFPA 13 Standard for the Installation of Sprinkler Systems	
	2013 NFPA 13R Standard for the installation of Sprinkler Systems in Residential Occupancies Up to and Including Four Stories in Height	
	2013 NFPA 13D Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes	
	Fire Alarm:	
	2013 NFPA 72 National Fire Alarm and Signaling Code	
Building Data		
Address	6724 Baltimore Avenue, University Park, Maryland	
Site Data	Subdivision	University Park
	Section, Lot and Block	Section 3, Block 15, Lots 15-20, 46-49, Part of Lot 50 and Lot A
	Zoning	R-55
	Area	72,435 sf or 1.66 acres
	Lot Coverage allowed	60%
	Existing Lot coverage	17,049 2f or 24%
Building GSF Area	Gross Square Footage for floors 1, 2 and attic	4,025 sf
Parking Required	1/250 sf of first 2,000 sf of GFA, plus 1/400sf above first 2000sf	8+5.06 = 13.06 = 14 spaces.
	Handicap parking 1-25 space = 1 space required, per ADA Table 208.2. ADA 208.2.4 /502.2 requires a van accessible space.	14 spaces including one van accessible space (8' wide with 8'wide access aisle)
Use and Occupancy	Business (B) with accessory assembly space	IBC 303.1.2. Accessory assembly spaces less than 50 persons or 750 sf will be classified as Business Use

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Appendix D: Building Code Study

University Park Town Hall Code Study		
Building Height	Existing Height	2 stories with basement and attic
Building Floor Areas	Existing Area/Footprint	Bsmt = 1,216 1st flr = 1,593 sf, 2nd flr = 1,216, Attic = 1,216 sf
Construction Type	Type VB combustible, unprotected	Wood frame with brick veneer
Sprinkler:	Automatic sprinkler not required in Business use.	None required in Business Use (complies)
Allowable Building Hgt (unsprinklered)	IBC Table 504.3 : 40 ft.	approx. 35' tall (complies)
	IBC Table 504.4 : 2 stories	2 stories (complies)
Allowable Area (unsprinklered)	IBC Table 506.2: 9000 sf allowed per floor (without perimeter increase) x 2 = 18,000	4,025 sf < 18,000 sf (complies)
Occupancy Load (for egress)	Business 1 person/100 sf	4,025-358 sf/100 sf= 37 persons
	Assembly 1person/15 tables and chairs	Council Chambers 358sf/15 = 24 persons
	Total occupancy	37 + 24 = 61 persons
Protection of Incidental uses	IBC Table 509: Incidental uses requiring protection:Furnace rooms over 400,000 BTUs, Boiler over 15psi and 10 horsepower require automatic sprinkler or 1 hr separation	Separation and protection of boiler required from other uses (does not comply)
	PGCo Building Code Section 4-143	Amends IBC Table 509 to include storage rooms 50-99 sf and require 1 hr protection and over 100 sf to require sprinkler protection.
Fire Separation	IBC Table 705.8 Unsprinklered	No building within 30' (complies)
	5'-10' = 10% unprotected opening	
	10'-15' = 15% unprotected opening	
	15'-20' = 25% unprotected opening	
	20'-25' = 45% unprotected opening	

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University Park Town Hall Code Study		
	25' - 30' = 70% unprotected opening	
	30'+ = no limit	
Fire Extinguishers	IBC 906.1 Required in Business Occupancies on each floor. Type 2-A required.	Have fire extinguishers on each floor (complies)
Fire Alarm System	IBC 907.2 Not required for Business Occupancy unless total occupancy is 500 or more, or more than 100 on the second floor	Occupancy is 61. Not provided (complies).
Automatic Smoke Alarms	No automatic smoke alarms required for Business occupancy.	Have smoke detectors installed (complies).
Means of Egress	IBC 1006.3.2 a single exit required from second floor if travel distance is less than 75 feet and occupant load 29 max.	Occupancy on the second floor is 9+24 = 31. A second exit is required and provided at stair landing to the outside (complies).
Accessibility	COMAR 5.02.02.03 - A. The following buildings and facilities are not covered by this Code: (6) Existing buildings or facilities not undergoing any addition, alteration, or change in use as defined in Regulation .05 of this chapter; and (7) Existing buildings and facilities undergoing alteration for the sole purpose of complying with the Americans with Disabilities Act, which requires removal of architectural barriers in existing buildings and facilities where removal is readily achievable.	This is an existing building not undergoing renovation. It is not covered per COMAR 5.02.02.03 (complies).
Interior Requirements	IBC 1202.8 Ceiling Height minimum not less than 7 feet high in habitable spaces	Basement is not habitable space since ceiling is 6'-8" above finish floor, with beams as low as 6'-0" above finish floor (does not comply).
Plumbing Fixtures	IPC Table 2902.1	
	Water closets: 1 per 25 for first 50, 1 per 50 for remainder	1 wc required and provided on first floor (complies)
	Lavatories: 1 per 40 for first 80, 1 per 80 for remainder	1 lav required and provided on first floor (complies)
	Water fountain: 1 per 100	1 water fountain required and not provided (does not comply)
	Service sink :1	1 service sink required and provided on first floor (does not comply)

University Park Town Hall Needs Assessment Study

Appendix D: Building Code Study

University Park Town Hall Code Study		
Structural Loads	IBC Table 1607.1	Attic floor is designed for residential loads (see habital attics) , not for Business use as file storage, which it currently functions as. Structure is likely inadequate for the current loads and should either have a structural engineer verify it an carry these loads (does not comply).
	Assembly Live loads movable seats is 100 psf	
	Business offices 50 psf	
	Business corridors and lobbies 80-100 psf	
	Habitable attics and sleeping areas 30 psf	
	Storage warehouses (light) 125 psf	
New Construction		
The information below is provided to verify the cost considerations of new construction based on appropriate codes. This is not meant to determine what the finl design of a building will be		
Use and Occupancy	Mixed Use, Non- Separated, A-3 Use if design is a single building)	Mixed Assembly A-3 (greater than 50)and Business (B) uses (note: a non-separated mixed use building, codes for most restrictive use (which is A-3) are applied to the entire building regardless of use)
	Business Use and A-3 Assembly if design is two separate buildings)	This allows the business Uses less restrictive codes and themore restrictive codes to only apply to the separate assembly space
Proposed Building Height & Area	Proposed Height	New Construction to be 3 stories maximum (two stories above the Route 1 grade and a walkout, basement story to the rear.
Sprinkler Requirement	A-3 use requires a sprinkler if footprint is 12,000 or occupant load is 300 or if located on an upper floor.	A sprinkler would be required in Concepts 1-A and 1-B if they are designed as non-separated mixed uses, but may not required if designed as separated uses with a firewall. A sprinkler sysem may not be required in the Concepts 2 and 3, with a separate one story assembly space. The assembly space will be less than a 300 person occupant load, approximately 2,600 sf and located on the first floor. However, Insurance companies often require a sprinkler system and there may be other design considerations.
	A sprinkler and /or fire separation is required for incidental uses	Boiler and furnace rooms 1 hour separation or sprinkler system. The Mechanics Shop will likely be required to be sprinklered and/or separated by up to 2 hours horizontal assembly.

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University Park Town Hall Code Study		
Proposed Construction Types and Allowable Building Hgt and Area	IBC Table 506.2 Type VB combustible, unprotected, unsprinklered. IBC Table 504.3 : Assembly (A-3) and Business 40 ft. high and limited to Assembly (A-3) 1 story, 6000 sf and , Business 2 story, 9,000 sf area factor allowed.	Concept 3 can be built using this construction type. (Concept 2 has a three story component and can not be built with this construction type.) Concepts 1-A and 1-B can built as separated mixed use under this constuction type, with a firewall between the Business Use and Assembly space to meet the sprinkler limitations. Note: a sprinkler may be required/desirable for insurance or other design aspects.
	IBC Table 506.2 Type VB combustible, unprotected, sprinklered. IBC Table 504.3 : Assembly (A-3) and Business 60 ft. high and limited to Assembly (A-3) 2 story,18,000 sf and Business 3 story, 36,000 sf area factor allowed.	Concept 1-A and 1-B can be built as non-separated mixed use under this construction type. Concepts 2 and 3 can also be built using this construction type.
	IBC Table 506.2 Other construction types that can be used: Type VA , combustible, protected, unsprinklered and sprinklered.Type IIA and IIB, incombustible, unprotected and protected, sprinklered and unsprinklered.	These construction types exceed height and area factors required and can be used for any of the schemes as non-separated mixed use, with no firewalls. Materials in these construction types may be desirable for a number of reasons: greater strength of materials for loads and spans, improved acoustical performance, increased fire resistance. These factors should be taken into consideration in the final design solution.
Accessibility	COMAR - 5.02.02.07-B. New Construction, Alterations, Additions, and Changes of Use of State and Local Government Buildings and Facilities. (1) All State and local government-owned buildings and facilities, including public transit facilities, shall comply with the standards prescribed in Title II of ADA and 28 CFR 35.151; and the 2004 ADAAG at 36 CFR part 1191, appendices B and D. (2) The federal regulations require that all State and local government-owned buildings comply either with: (a) UFAS; or (b) 2010 ADA Standards, except that the elevator exemption set forth at §§206.2.3 of 2010 ADA Standards does not apply.	COMAR requires compliance with 2010 ADA standards if a building is renovated or an addition constructed.

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University Park Town Hall Code Study		
	ADA 2010 206.2.3 Multi-Story Buildings and Facilities. At least one accessible route shall connect each story and mezzanine in multi-story buildings and facilities. EXCEPTION: 2. Where a two story public building or facility has one story with an occupant load of five or fewer persons that does not contain public use space, that story shall not be required to be connected to the story above or below. EXCEPTION 7. Where exceptions for alterations to qualified historic buildings or facilities are permitted by 202.5, an accessible route shall not be required to stories located above or below the accessible story.	Once a building has an addition constructed, or is renovated, an elevator serving all floors is required. Exceptions for floors with low occupant load or a historic building are not permitted.
	ADA 2010 203.9 Employee Work Areas. Spaces and elements within employee work areas shall only be required to comply with 206.2.8, 207.1, and 215.3 and shall be designed and constructed so that individuals with disabilities can approach, enter, and exit the employee work area.	Employee spaces have limited requirements for accommodations. However, it is recommended that new workspaces be designed to be fully accessible, and existing spaces be renovated to be accessible to the fullest extent possible.
	ADA 2010 206.2.1 At least one accessible route shall be provided within the site from accessible parking spaces and accessible passenger loading zones; public streets and sidewalks; and public transportation stops to the accessible building or facility entrance they serve.	Accessible routes from the site to the building need to be planned carefully because of the steep slopes on the site.
Parking		
Prince George's County Zoning Code Section 27-568:	Office Building	1 per 250 sf first 2,000sf GFA, 1 per 400 sf after first 2,000 sf GFA
		1/400 sf after first 2,000 sf GFA
	Assembly (similar to church or theatre)	1 per 4 seats
	Community Building	determined by uses within

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Prince George's County Zoning Code Section 27-560	std spaces	9.5' x 19'
	compact	8' x 16.5'
	two way drive aisle	22'
Plumbing Fixtures	A-3	Toilets: Male 1/125 Female 1/65
		Lavs : 1/200
		Drinking Fountain : 1/500
		Service Sink: 1
	Business	Combined M/F: 1 per 25 for first 50, 1 per 50 for remainder
		Lavs : 1 per 40 for first 80, 1 per 80 for remainder
		Drinking Fountain : 1/100
		Service Sink: 1
Elevator Stretcher	IBC 3002.4 Elevators in buildings with 4 stories or more must accommodate an emergency stretcher	The final design will determine what type and size of elevator required to provide accessibility and if required, a stretcher.

University Park Town Hall Needs Assessment Study

Appendix E: Surveys and Interviews

University Park Town Hall Needs Assessment Study

Appendix E: Surveys and Interviews

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TOWN HALL USE STUDY AND INFORMATION SURVEY

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A. Public Works Department

These responses were provided in interview by Public Works Director Mickey Beall on January 15, 2019. On this day the A&A team toured the on-site facilities at the existing Town Hall on Route 1, Baltimore Avenue and also the UP Public Works off-site equipment maintenance facilities in Bladensburg. This survey has questions about current uses and future use projections for Public Works.

1. How many staff members work in the Public Works Department full time or parttime?

Response: 10 staff employees plus the Director, for a total of 11. All employees are full time employees (there are not part-time positions). Currently the employees are all male, although female employees could be hired for future positions.

2. Not including the Director of Operations, please describe the number of staff members requiring a desk and chair, either on a full or part-time basis.

Response: The Director needs a full time executive sized desk in a separate office. The Supervisor (Victor Umanzor) needs a small work desk that is visually connected to the general work area but separated enough so that it is dedicated for the supervisor's use. No other staff need desks.

3. Does the Public Works Department have need for a small conference room (4-6 seats) on a regular basis? How often?

Response: for the occasional small conferences that occur, the table in the Directors office is adequate.

4. Does the Public Works Department have need for a large conference room on a regular basis (10-12 seats) for purposes such as meetings, training or presentations? How often?

The general staff would benefit from access to a large table with 10-12 chairs for daily/monthly operations meetings and breaks/lunch gatherings. This table should be in a space with a refrigerator, microwave or other kitchen equipment. This space should also be acoustically separated from other spaces in the building, and have easily cleanable finishes.

There is no dedicated interior space at the Town Hall for training medium to large groups (6-12) on maintenance equipment with video screen/computer access.

The Public Works staff occasionally (once or twice a year) meets for Town employee meetings (benefits, compliance) in the Council Chambers, though if all Town Employees attend together, this space is too small to be comfortable.

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5. How often does the Town Administrative staff assist the Public Works Staff?

Response: Occasionally (once a month) when the Director works with the Town Staff on specific tasks such as invoicing. Adjacency is not critical as most tasks could be coordinated electronically through the Town server network.

6. How much active storage (accessed daily and weekly) is required for operations for the Public Works Department? Which need to be secure?

Response:

- a. *File cabinets secured in Director's office: approx. 10 linear feet for tool/supply resource catalogs, invoicing, property records and maintenance history records.*
- b. *Outdoor storage: 1000 sf (min.) paved area for staging large equipment (visually hidden from Rt. 1)*
- c. *Equipment storage (secure) in general work area - 100 square foot room for secure storage of:*
 - i. *for small tools (tool boxes, hand tools) and manuals on 25 lf x 12" deep shelves*
 - ii. *medium size tools (trimmers, leaf blowers, shovels, chain saws) equipment accessories and parts storage on 60 lf x 30" deep shelves*
 - iii. *floor space for tool boxes 16 lf x 2 ft deep*
- d. *Lockers: 24"x 24" wide personal locker x 12 employees, locate near shower/changing area*
- e. *Closet: 50 square foot for new uniform/glove/vest storage*
- f. *Flammables: Gas and oil used for equipment (stored currently in exterior shed) should be housed in flammable rated lockers*
- g. *Other (describe): It is desirable to securely store some daily machines such as the Skidsteer, the Grasshopper and the Ride-on Mowers at the Town Hall. These machines take 80-100 sf each and 8' high ceilings. Four spaces for these machines should be provided.*

7. How much archival/long term storage (accessed monthly/annually) is required for operations for the Public Works Department?

Response: Very little space required for long term needs. This type of storage usually gets combined into Town long term storage.

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8. How many parking spaces are required for the Public Works Department?

Response:

- a. *Parking spaces for staff: 9 spaces*
- b. *Parking spaces for visitors: rarely 1 space*
- c. *Parking spaces for misc. equipment such as trucks: loading space 33' x 12' screened from view*
- d. *Overflow on-street parking accommodated on Queen's Chapel*

9. What Public Works equipment is housed off site currently? Please describe equipment and when it is used (daily, monthly, and seasonal):

Response: Public Works has a 5,000 sf rental facility used for maintenance and repairs of the Town fleet. It has an office for the Town Mechanic, a washer dryer, an oil/grit separator and three service bays accessed by large roll up doors. There is also an exterior fenced yard that can accommodate parked equipment such as the dumptruck and packer. This location is 10 minutes from Town Hall and three employees report directly there in the morning to bring the large trucks to the Town Hall. The building also accommodates storage for extra trash/recycling cans and an overnight sleeping room for snow crews.

10. How many lockers are required in the changing area for Public Works Staff use?

Response: 12-15 Full Height 24" x24" ventilated lockers

11. How many showers are required in the bathroom for Public Works Staff use?

Response: 2 private showers

12. How many Public Works Staff eat lunch together on a daily basis at the same time, in the kitchen area (i.e. how big of a table is needed?)

Response: 8-11 employees

13. What statement most closely describes when the Public Works Staff are in the building?

Response: Work day schedule, generally - all employees meet briefly in the morning at Town Hall, then spend most of the day working outside of Town Hall, returning briefly several times a day to use the bathrooms and lunch room. The Director of Public Works is the only employee that is at the Town Hall all day. On snow days, the staff works 24 hours around the clock as needed for the emergency conditions.

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14. Is there a need for a public display area for Public Works information? Please describe the needs here (i.e. wall space, kiosk, shelves):

Response: Public Works maintains information for public distribution on the mosquito program. A small display area in the lobby, for pamphlets about the program is desirable.

15. Future Use projections:

- a. How many new employees does the Public Works Department expect to have added in five years from now?

Response: No additional employees are expected.

- b. Is there new equipment or technology that requires additional space, or have special power needs, that Public Works Department foresees for future operations?

Response: Basement Phone Service Panel is in need of relocation and updating at some time in the future. The Town Server needs a dedicated room with an air conditioning unit.

- c. Are there new programs Public Works Department foresees being added to the department's scope of services? Would these new programs have additional space requirements?

Response: some specialized recycling occurs now but doesn't have a dedicated space – battery collection, light bulb recycling, composting containers

16. Are there any other items and concerns that we have missed? Please describe:

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B. Police Department

Please circle the best answer for current use patterns by Police Department Staff. At the end of this survey we have a separate series of questions about future use projections.

1. How many staff members work in the Police Department?

Response: The Police Chief, 8 Officers and one Administrative staff for a total of 10 persons.

2. Not including the Police Chief, how many other staff members require a desk and chair, either on a full or part-time basis?

Response: One lieutenant and one Administrative Staff require a dedicated desk full time. Ideally, four duty officers would have two workstations to share (currently only have one to share).

3. The Police Department has a need for a secure office for its Federal/State confidential information access functions. Ideally, how many desks (with computer stations) should this office have:

Response: All offices and administrative areas need to be secure. The duty officers workstations require visual security for confidential record searches.

4. Does the Police Department have need for a small conference room (4-6 seats) on a regular basis? How often?

Response: A small conference room is needed for internal meetings and meetings with visitors once or twice a week. There is a need for a small conference room space for witness interviews, but ideally it should have recording capabilities and be secure.

Note: the current route to conference rooms is not direct for guests and visitors.

5. Does the Police Department have need for a large conference room on a regular basis (10-12 seats) for purposes such as meetings, training or presentations? How often?

Response: A large conference room is needed for monthly meetings such as collaboration with outside agencies and in-service training.

Note: the current route to conference rooms is not direct for guests and visitors.

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6. How often does the Town Admin staff assist the Police Department Staff?

Response: The Police Department has its own Administrative Staff and rarely works with the Town Staff. It is desirable that the Police Administrative Staff be centrally located, as well as adjacent to the Police Chief for daily activities.

The Police mailboxes are located in the Town Administrative area. A centralized area in police operations is the best place for the mailboxes.

7. How much active storage (accessed daily and weekly) is required for Police Department operations?

Response: Most file storage is digital/electronic and on the Town Server. The current file cabinets in the offices are adequate.

Officers need shelf storage for holding resource assignment records and equipment.

Current capacity:

- a. File cabinets: _____ linear feet
- b. Boxes: _____ square foot area
- c. Large items _____ square foot area
- d. Outdoor storage: _____ square foot area
- e. Equipment storage : _____ square foot area
- f. Other (describe):

8. How much secure storage (accessed daily and weekly) is required for Police Department operations?

Response: Property Evidence Storage, Ammunition Storage, and Evidence Storage should be in one centralized location that is secure. Surplus Equipment Storage also should be in a secure room. These storage functions require shelf space both narrow and deep for holding a variety of items.

Police bike storage requires a secure place for long term storage. This area would benefit from a bike repair station for daily maintenance.

There is also a need for secure, long term storage of found property bikes.

Current capacity:

- a. File cabinets: _____ linear feet
- b. Boxes: _____ square foot area
- c. Large items _____ square foot area
- d. Outdoor storage: _____ square foot area
- e. Equipment storage : _____ square foot area

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- f. Bike storage: _____ square foot area
- g. Ammunition: _____ square foot area
- h. Evidence storage: _____ square foot area
- i. Retrieved property storage: _____ square foot area
- j. Other (describe):

9. How much archival/long term storage (accessed monthly/yearly) is required for Police Department operations?

Response: Items such as signs or traffic control equipment (tape, cones) for yearly town-wide events such as the Azalea Run, Halloween and Mutt Strut, are stored and used occasionally.

Current capacity (located in attic files):

- a. File cabinets: _____ linear feet
- b. Boxes: _____ square foot area
- c. Large items _____ square foot area
- d. Outdoor storage: _____ square foot area
- e. Equipment storage : _____ square foot area
- f. Other (describe):

10. How many car parking spaces are required for the Police Department?

Response: 2-3 spaces daily are required for staff since most of the officers use their cars all day and then take the home. 1-2 spaces for occasional visitors. A total of 5 dedicated spaces is adequate.

11. How many lockers are required in the changing area for Police Department Staff use?

Response: There needs to be two separate locker rooms, one for men and one for women. There needs to be one large 24" x 24" full height locker per staff. Each locker room should have one shower.

12. How many showers are required in the bathroom for Police Department Staff use?

See 11. above.

13. How many Police Department Staff eat lunch together on a daily basis at the same time, in the kitchen area (i.e. how big of a table is needed?)

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University Park Town Hall Needs Assessment Study

Appendix E: Surveys and Interviews

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Response: Most officers do not eat lunch at the Town Hall. They often use the lunch break to build and reinforce professional relationships with outside agencies, such as those that University Park has mutual aid agreements with.

14. Is there a need for a public display area for Police Department information? Please describe the space needed (i.e. wall space, kiosk, shelves):

15. Future Use projections:

a. How many new employees do you expect to have added in five years from now?

Response: the current number of staff is expected to remain the same.

The Building Code Compliance Officer only has a file cabinet currently. Planning for a dedicated, secure record keeping space will be needed in the future. This function should be within the Police Department, possibly adjacent or within the Administrative area.

b. Is there new equipment or technology that requires additional space, or have special power needs, that you foresee for future operations?

Response: The 5 year plan might include a dedicated server for Police Use which would increase capacity for large video data files such as from body cam programs and in-car cameras.

On site security cameras and better site lighting would increase the safety of personnel and Town property at the current Town Hall site.

It is desirable to add a visual remote door WiFi monitoring system for responding to after hours visitors. This would allow on-duty officers to respond thru an intercom remotely, even if not present at the Town Hall. This type of system would provide flexibility and increased security.

c. Are there new programs you foresee possibly being added to the department's scope of services? Would they have additional space requirements?

Response: Volunteer programs such as the Citizen Emergency Responsive Team (CERT), would benefit from having a small amount of space in Town Hall to keep records or equipment for their activities. This could be a desk area for community volunteers to share and organize in. They also would benefit from the use of a larger conference room with a screen and video capability, for meetings and county provided training, typically on a monthly basis.

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As the Police Department continues to develop beneficial citizen involvement programs such as community service hours, internships and citizen ride-alongs, it would be helpful to organize these volunteers in a small area that is semi-secure, such as a lobby or waiting area that could accommodate 3-4 seated persons.

16. Are there any other items and concerns that we have missed? Please describe:

On 1/31/19 Chief Baker emailed the following: I wanted to add security recommendations for Town Hall to my earlier comments. To protect the employee's and tangible assets at Town Hall we need an alarm system with smoke detection, motion sensors, panic alarms (in the clerk's office and in the police administrative assistant work station) and smart cameras placed outside on all four sides of the building. Card readers installed on all doors would also be very helpful.

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University Park Town Hall Needs Assessment Study

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C. Town Government: Mayor and Administrative Staff

Please circle the best answer for current use patterns by staff. At the end of this survey we have a separate series of questions about future use projections.

1. How many Town Administrative Staff members work full time?

Response: The Town Clerk and Mayor are full time. The Town is studying the need for a full time Town Manager.

2. How many Town Administrative Staff members work part-time?

Response: The Administrative Assistant is 32 hrs/wk, the Treasurer is 16 hrs/wk and the Bookkeeper is 8 hrs/wk,

3. For the part-time staff, do their schedules allow them to share a desk?

Response: The Administrative Assistant shares a desk with the Bookkeeper. The Treasurer shares a room with the Council Chambers activities. (Note: this can be problematic due to the privacy required for his HR functions speaking with employees and on phone calls).

4. Does the Town Administrative Staff and Mayor have a need for a small conference room (4-6 seats) on a regular basis? How often?

Response: A small conference room is needed occassionally by Administrative staff. It could be a shared room with the Police.

The Mayor has a small conference table and chairs in his office which meets this need.

5. Does the Town Administrative Staff and Mayor have a need for a large conference room on a regular basis (10-12 seats) for purposes such as meetings, training or presentations? How often?

Response: Weekly Staff meetings during the day, Committee meetings occur weekly during the evening. Overall use by various community groups could be 3-4 nights/wk if it became available.

This conference space needs TV, Laptop connections, WiFi, Powerpoint presentation capability to project on a screen, Cat5 cable, Cloud Storage, Town Server access

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6. Does the Town Administrative Staff and Mayor have a need for a large assembly space on a regular basis (50-100 seats) for purposes such as public meetings, training or presentations? How often?

Response: Town Council meetings of 10 public attendees usually, 40 public attendees 4-5 times a year, up to 50-75 occasionally (once a year). A future facility might accommodate 50 seated and 75 standing to accommodate Town needs.

There is a once a year staff Holiday party of 25-30. University Park might host a Prince George's County Municipal meeting of 75 persons seated at tables once a year if they had the capacity (currently held elsewhere).

7. Does the Town Administrative Staff and Mayor have a need for a very large assembly space on a regular basis (101-250 seats) for purposes such as public meetings, training or presentations? How often?

Response: This would be rare. There has been one Town Council meeting of 400 persons in the past, which was held in the school cafeteria.

8. What hours best describe when the Town Administrative Staff and Mayor are regularly in the building?

Response: Town Administrative staff is 8am until 5pm weekdays. Mayor's daily hours vary both weekdays and weekends.

9. What hours best describe when the Mayor and Council members are in the building?

Response: Mayor's daily hours vary both weekdays and weekends. Town Council members are at the Town Hall Building mostly for evening meetings of Committees and Council work sessions monthly. Committee chairs lock the building after meetings.

1. How much active storage (accessed daily and weekly) is required for operations of the Town Administrative Staff and Mayor?

Response: Most files are kept digitally on the server with cloud backup and this has greatly reduced file storage needs. The lateral files in the Administrative area are adequate for current and future needs. The Mayor has more lateral file storage than he currently uses. A flat file for large format drawings of local development projects would be helpful since there is a large number of these documents in active Town Government use.

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2. How much secure storage (accessed daily and weekly) is required for operations of the Town Administrative Staff and Mayor?

Response: An office safe would be useful to secure documents such as deeds, contracts, petty cash/stamps. A secure server room is needed (it's currently in Mayor's office closet) with a dedicated air conditioner to handle the heat load.

3. How much archival/long term storage (accessed monthly/yearly) is required for operations of the Town Administrative Staff and Mayor?

Response: The attic storage is adequate for box/archival needs and there is a regular program to rotate out obsolete information.

4. How many car parking spaces are required of the Town Administrative Staff and Mayor?

Response: Daily parking spaces needed for Mayor and Town Staff is six (6) spaces. Daily visitors require about six (6) more spaces. Evening meetings can be accommodated by these same twelve (12) spaces usually. Occasionally, special meetings require 40-50 spaces max., but adjacent street parking is available to handle these overflow needs. The Town encourages walking and biking to the Town hall and there is a bike rack outside the building. The Town Shuttle requires one (1) space.

10. How many Town Administrative Staff eat lunch together on a daily basis at the same time, in the kitchen area (i.e. how big of a table is needed?)

Response: The Town Administrative Staff uses the kitchen but usually eats at their desks.

11. Is there a need for a public display area for Town information? Please describe the space needed (i.e. wall space, kiosk, shelves)

Response: There are two exterior display cases (12-15sf ea.) that hold the Town calendar, announcements and Town Council agendas. There are some publications/pamphlets for safety info, programs, etc. in the foyer area. It would be a nice thing to have a TV touch screen in the lobby with Town website access, to look up public information easily.

12. Does the Town administer other programs that require space, such as collecting recyclables like household batteries, or for housing signage for events? Please describe the space needed:

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Response: Holiday/Seasonal Decorations are in the attic storage. There are a lot of Town History resources that should be publically available and currently are in the Council Chambers on bookshelves. A space for a "Town Library/Reading Room" would be useful for Town preservation research groups.

13. Future Use projections:

- a. How many new Town Administrative employees do you expect to have added in five years from now?

Response: Depending on the current study, possibly a new Town Manager position. Also, there might be interns/students working with the Town government.

- b. Is there new equipment or technology that requires additional space, or have special power needs (such technology for televising/streaming Town Council meetings), that you foresee for future operations?

Response: We could have live streaming for Town Council meetings, or cable TV channel (requires studio room) like other nearby municipalities have for announcements.

The current telephone wiring in Town Hall needs to be renovated/upgraded- several generations of wiring exist.

- c. Are there new programs you foresee possibly being added to the Town Administrative Staff's scope of services? Would these have additional space requirements?

Response: A serving pantry would benefit several community programs and events such as the Boy Scouts Chili Dinner. This pantry could be combined with the staff lunch room facility.

The Civic Association has social events with 40-50 that are currently held outside of Town (often at the Church of the Brethren), but might instead use a Town facility several times a year.

The Town is considering the building being a center of emergency activities in case of a disaster. Food is usually catered for staff working at emergency duties (24-hr shifts etc.).

(Note: It is anticipated that the Town Newsletter will continue to be an outside contractor so no space needs are required).

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University Park Town Hall Needs Assessment Study

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14. Are there any other items and concerns that we have missed? Please describe:

Response: A future project at the Town Hall should incorporate green and sustainable practices, but not necessarily be a certified project.

The current Town Hall does not have a place for the trash cans in a concealed location (viewable from Rt. 1).

An outdoor courtyard (to have lunch in) would be a nice amenity for staff.

Rental of a new Town community space could generate some income from the facility. There are other nearby towns that do this as examples. This requires a space with a flexible plan including movable seating, table and chair storage, and possibly an outside loading entry.

A goal for a new Town Hall should create a facility that facilitates public interaction and allows us to "talk together as a community".

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D. Town Government: Town Council Representatives and Town Committees

Please circle the best answer for current use patterns by staff. At the end of this survey we have a separate series of questions about future use projections.

1. How often do Town Council Representatives visit the Town Hall?
 - a. daily
 - b. weekly
 - c. a few times a month
 - d. Other (describe)

2. What space needs do Town Council Representatives have in the Town Hall? Circle all that describe the needs.
 - a. Town Council Representatives each require the use of a private desk in Town Hall to conduct Council work several times a week.
 - b. Town Council Representatives each require the use of a private desk in Town Hall to conduct Council work once a month.
 - c. Town Council Representatives require use of a small (2-4 person) conference room weekly.
 - d. Town Council members require the use of a larger (10-12 person) space to meet once or twice a month.
 - e. Town Council Representatives need access to a shared work room with copier, phone and internet available once or twice a week.
 - f. Town Council Representatives need evening and weekend access frequently (more than twice a month) to the Town Hall for work sessions and meetings.
 - g. Other (describe):

University Park Town Hall Needs Assessment Study

Appendix E: Surveys and Interviews

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3. Do the Town Committees/Commissions use the Town Hall for regular meetings?
Circle the typical number of members and their frequency of meetings:

- a. Development Oversight Committee: #of members: _____
Once /month twice/month other (describe):
- b. Sustainability Committee: #of members: _____
Once /month twice/month other (describe):
- c. Ethics Commission: #of members: _____
Once /month twice/month other (describe):
- d. Helping Hands Committee: #of members: _____
Once /month twice/month other (describe):
- e. Police Traffic and public safety committee: #of members: _____
Once /month twice/month other (describe):
- f. Public Facilities and Services Committee: #of members: _____
Once /month twice/month other (describe):
- g. Trees, Parks and Environmental Committee: #of members: _____
Once /month twice/month other (describe):
- h. Policy Rules and Municipal Structures committee: #of members: _____
Once /month twice/month other (describe):
- i. Please list any additional Committee names here, # of members and their meeting frequency:

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4. How much active storage (accessed daily and weekly) is required for operations of the Town Council Representatives/Committees?

- a. File cabinets: _____ linear feet
- b. Boxes: _____ square foot area
- c. Large items _____ square foot area
- d. Outdoor storage: _____ square foot area
- e. Equipment storage : _____ square foot area
- f. Mailboxes: _____ square foot area
- g. Other (describe):

5. How much secure storage (accessed daily and weekly) is required for operations of the Town Council Representatives/Committees?

- a. File cabinets: _____ linear feet
- b. Boxes: _____ square foot area
- c. Large items _____ square foot area
- d. Outdoor storage: _____ square foot area
- e. Equipment storage : _____ square foot area
- f. Other (describe):

6. How much archival/long term storage (accessed monthly/yearly) is required for operations of the Town Council Representatives/Committees?

- a. File cabinets: _____ linear feet
- b. Boxes: _____ square foot area
- c. Large items _____ square foot area
- d. Outdoor storage: _____ square foot area
- e. Equipment storage : _____ square foot area
- f. Other (describe):

7. Future Use projections:

- a. Is there new equipment or technology that requires additional space, or have special power needs (such technology for televising/streaming Town Council meetings), that you foresee for future operations?

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University Park Town Hall Needs Assessment Study
Appendix E: Surveys and Interviews

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b. Are there new programs or Town events you foresee possibly being added to the Town Administrative Staff's scope of services? Would these have additional space requirements?

8. Are there any other items and concerns that we have missed? Please describe:

University Park Town Hall Needs Assessment Study

Appendix F: Detailed Site Cost Estimates

University Park Town Hall Needs Assessment Study

Appendix F: Site Cost Estimates Concept 1-A

UP - SCHEME 1 OPTION A

Item Number	Description	Approx. Quantity	Unit	Unit Cost	Total Cost
CATEGORY 100 SITE PREPARATION / ADMINISTRATION					
101	Mobilization including construction stakeout, all permit fees and bonds, insurances, surveying, On Site Superintendent, Equipment Deliveries	1	LS	\$214,500.00	\$214,500.00
102	Temporary Chain Link Fence	1,200	LF	\$6.05	\$7,260.00
103	Furnish, install and maintain Erosion and Sediment Control	1	LS	\$16,500.00	\$16,500.00
104	Furnish, install, maintain and remove Stabilized Construction Entrance	2	EA	\$8,800.00	\$17,600.00
105	Furnish, install and maintain Concrete Washout Structure	1	EA	\$550.00	\$550.00
106	Furnish Geotechnical Inspections/Certifications	1	LS	\$27,500.00	\$27,500.00
107	Provide General Demolition as required	1	LS	\$55,000.00	\$55,000.00
108	Site clearing and grubbing within limits of disturbance	1	LS	\$16,500.00	\$16,500.00
109	Tree Removal as required	1	LS	\$16,500.00	\$16,500.00
110	Furnish construction As Built Drawings as required in accordance with the contract documents. Submit to DPIE for Approval. Obtain Approval.	1	LS	\$14,850.00	\$14,850.00
111	Maintenance of Traffic - All Roadways, including Route 1 (MDOT/SHA). Permit by Owner.	1	LS	\$27,500.00	\$27,500.00
Sub-total					\$414,260.00
CATEGORY 200 - GRADING					
201	Strip, Stockpile, Place & Spread Topsoil (4")	350	CY	\$8.80	\$3,080.00
202	Excavate, Cut, Fill; stabilization of site including fine grading for all project required work including Import and Haul Off and disposal of materials	5,500	CY	\$22.00	\$121,000.00
203	Excavation, removal, and disposal of rock and replacement with CR-6 as directed construction manager (Contingency)	50	CY	\$143.00	\$7,150.00

SUBCONTRACTOR OR UNLOADED VALUE	SUBCONTRACT OR UNLOADED TOTAL	USE THIS MARK-UP
\$195,000.00	\$ 195,000.00	1.1
\$ 5.50	\$ 6,600.00	\$199,664.30
\$ 15,000.00	\$ 15,000.00	
\$ 8,000.00	\$ 16,000.00	
\$ 500.00	\$ 500.00	
\$ 25,000.00	\$ 25,000.00	
\$ 50,000.00	\$ 50,000.00	
\$ 15,000.00	\$ 15,000.00	
\$ 15,000.00	\$ 15,000.00	
\$ 13,500.00	\$ 1,500.00	
\$ 25,000.00	\$ 25,000.00	
SUBTOTAL	\$ 364,600.00	
\$ 8.00	\$ 2,800.00	
\$ 20.00	\$ 110,000.00	
\$ 130.00	\$ 6,500.00	

University Park Town Hall Needs Accessment Study

Appendix F: Site Cost Estimates Concept 1-A

204	Excavation, removal and disposal of unsuitable material and replace with CR-6 as directed by construction manager (Contingency)	50	CY	\$110.00	\$5,500.00
				Sub-total	\$136,730.00
CATEGORY 300 - DRAINAGE					
301	Furnish, install and maintain Inlet Protection	5	EA	\$330.00	\$1,650.00
302	Furnish and install Inlets	5	EA	\$3,300.00	\$16,500.00
303	Furnish and install SWM Biopond/Landscape Infiltration	300	CY	\$165.00	\$49,500.00
304	Furnish and install PVC (Perm. Pav. And SWM Biopond/Landscape Infiltration Underdrain)	600	LF	\$22.00	\$13,200.00
305	Furnish and install HDPE Storm Drain	400	LF	\$66.00	\$26,400.00
306	Furnish and install Riprap outfall protection	12	CY	\$60.50	\$726.00
307	Furnish and install stone below the open graded course below parking lot pervious paving and plaza pavers for Stormwater Management	2,200	TONS	\$49.50	\$108,900.00
				Sub-total	\$216,876.00
CATEGORY 400 - PAVING					
401	Furnish and install Asphalt Paving in the parking lot and all incidentals including base	1,500	SY	\$55.00	\$82,500.00
402	Furnish and install PaveDrain Permeable Paving system including base and all incidentals.	1,200	SY	\$110.00	\$132,000.00
403	Furnish and install Plaza Permeable Paver system including base and all incidentals.	6,250	SF	\$22.00	\$137,500.00
404	Furnish and install Concrete Sidewalk and including base all incidentals	720	SY	\$77.00	\$55,440.00
405	Furnish and install Combination Concrete Curbs	1500	LF	\$27.50	\$41,250.00
406	Furnish and install Concrete Ramp including base and all incidentals	300	SF	\$22.00	\$6,600.00
407	Furnish and install Concrete Pads for Various	6	SY	\$77.00	\$462.00

\$ 100.00	\$ 5,000.00
SUBTOTAL	\$ 124,300.00

\$ 300.00	\$ 1,500.00
\$ 3,000.00	\$ 15,000.00
\$ 150.00	\$ 45,000.00
\$ 20.00	\$ 12,000.00
\$ 60.00	\$ 24,000.00
\$ 55.00	\$ 660.00
\$ 45.00	\$ 99,000.00
SUBTOTAL	\$ 197,160.00

\$ 50.00	\$ 75,000.00
\$ 100.00	\$ 120,000.00
\$ 20.00	\$ 125,000.00
\$ 70.00	\$ 50,400.00
\$ 25.00	\$ 37,500.00
\$ 20.00	\$ 6,000.00
\$ 70.00	\$ 420.00

University Park Town Hall Needs Assessment Study

Appendix F: Site Cost Estimates Concept 1-A

408	Supply and install pavement markings including handicapped symbols, directional arrows, parking stalls, crosswalks & stop symbols. Includes labor, equipment, tools and incidental items.	1	LS	\$16,500.00	\$16,500.00
409	Supply and install pre-cast concrete wheel stops, including rebar	50	EA	\$121.00	\$6,050.00
410	Supply and Install Truncated Domes for Detectable Warning Surface. Includes labor, equipment, tools and incidental items.	6	EA	\$550.00	\$3,300.00
				Sub-total	\$481,602.00
CATEGORY 500 - SHOULDER					
501	Furnish and install Segmental Walls including structural Fill and Geogrid and all other incidentals	6000	SF	\$38.50	\$231,000.00
502	Rain Garden Segmental Wall Terrace	1500	SF	\$38.50	\$57,750.00
503	Furnish and Install Railings and Safety Fence	650	LF	\$137.50	\$89,375.00
				Sub-total	\$378,125.00
CATEGORY 600 - LANDSCAPING					
601	Furnish and install Trees and all incidentals	25	EA	\$550.00	\$13,750.00
602	Furnish and install SWM Plantings and Incidentals	1	LS	\$33,000.00	\$33,000.00
603	Root Pruning and associated incidentals	1,000	LF	\$4.40	\$4,400.00
604	Furnish and install Tree Protection Fence	1000	LF	\$8.80	\$8,800.00
605	Backfill, seed and mulch all disturbed areas	1	LS	\$5,500.00	\$5,500.00
				Sub-total	\$65,450.00
CATEGORY 700 - SPECIALTY					
701	Furnish and install Site Furnishings (e.g. bike racks, benches etc.)	8	EA	\$2,200.00	\$17,600.00

\$ 15,000.00	\$ 15,000.00
\$ 110.00	\$ 5,500.00
\$ 500.00	\$ 3,000.00
SUBTOTAL	\$ 437,820.00

\$ 35.00	\$ 210,000.00
\$ 35.00	\$ 52,500.00
\$ 125.00	\$ 81,250.00
SUBTOTAL	\$ 343,750.00

\$ 500.00	\$ 12,500.00
\$ 30,000.00	\$ 30,000.00
\$ 4.00	\$ 4,000.00
\$ 8.00	\$ 8,000.00
\$ 5,000.00	\$ 5,000.00
SUBTOTAL	\$ 59,500.00

\$ 2,000.00	\$ 16,000.00
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University Park Town Hall Needs Accessment Study
 Appendix F: Site Cost Estimates Concept 1-A

702	Furnish and Install Site Lighting	1	LS	\$77,000.00	\$77,000.00
703	Install Site Sanitary and Sewer	1	LS	\$121,000.00	\$121,000.00
704	Site Electric, Telephone, Cable	1	LS	\$77,000.00	\$77,000.00
705	Furnish and Install Water Feature	1	EA	\$11,000.00	\$11,000.00
				Sub-total	\$303,600.00
				TOTAL	\$1,996,643.00

\$ 70,000.00	\$ 70,000.00	
\$ 110,000.00	\$ 110,000.00	
\$ 70,000.00	\$ 70,000.00	
\$ 10,000.00	\$ 10,000.00	
SUBTOTAL	\$ 276,000.00	

University Park Town Hall Needs Assessment Study

Appendix F: Site Cost Estimates Concept 1-A

Item Number	Description	Approx. Quantity	Unit	Unit Cost	Total Cost	SUBCONTRACTOR OR UNLOADED VALUE	SUBCONTRACT OR OR UNLOADED TOTAL	USE THIS MARK-UP
CATEGORY 100 SITE PREPARATION / ADMINISTRATION								
101	Mobilization including construction stakeout, all permit fees and bonds, insurances, surveying, On Site Superintendent, Equipment Deliveries	1	LS	\$214,500.00	\$214,500.00	\$195,000.00	\$ 195,000.00	1.1
102	Temporary Chain Link Fence	1,200	LF	\$6.05	\$7,260.00	\$ 5.50	\$ 6,600.00	\$194.087.30
103	Furnish, install and maintain Erosion and Sediment Control	1	LS	\$16,500.00	\$16,500.00	\$ 15,000.00	\$ 15,000.00	
104	Furnish, install, maintain and remove Stabilized Construction Entrance	2	EA	\$8,800.00	\$17,600.00	\$ 8,000.00	\$ 16,000.00	
105	Furnish, install and maintain Concrete Washout Structure	1	EA	\$550.00	\$550.00	\$ 500.00	\$ 500.00	
106	Furnish Geotechnical Inspections/Certifications	1	LS	\$27,500.00	\$27,500.00	\$ 25,000.00	\$ 25,000.00	
107	Provide General Demolition as required	1	LS	\$55,000.00	\$55,000.00	\$ 50,000.00	\$ 50,000.00	
108	Site clearing and grubbing within limits of disturbance	1	LS	\$16,500.00	\$16,500.00	\$ 15,000.00	\$ 15,000.00	
109	Tree Removal as required	1	LS	\$16,500.00	\$16,500.00	\$ 15,000.00	\$ 15,000.00	
110	Furnish construction As Built Drawings as required in accordance with the contract documents. Submit to DPIE for Approval. Obtain Approval.	1	LS	\$14,850.00	\$14,850.00	\$ 13,500.00	\$ 1,500.00	
111	Maintenance of Traffic - All Roadways, including Route 1 (MDOT/SHA). Permit by Owner.	1	LS	\$27,500.00	\$27,500.00	\$ 25,000.00	\$ 25,000.00	
					Sub-total	\$414,260.00		
CATEGORY 200 - GRADING								
201	Strip, Stockpile, Place & Spread Topsoil (4")	350	CY	\$8.80	\$3,080.00	\$ 8.00	\$ 2,800.00	
202	Excavate, Cut, Fill; stabilization of site including fine grading for all project required work including Import and Haul Off and disposal of materials	5,500	CY	\$22.00	\$121,000.00	\$ 20.00	\$ 110,000.00	
203	Excavation, removal, and disposal of rock and replacement with CR-6 as directed construction manager (Contingency)	50	CY	\$143.00	\$7,150.00	\$ 130.00	\$ 6,500.00	
						SUBTOTAL	\$ 364,600.00	

University Park Town Hall Needs Accessment Study

Appendix F: Cost Estimates Concept 1-A

204	Excavation, removal and disposal of unsuitable material and replace with CR-6 as directed by construction manager (Contingency)	50	CY	\$110.00	\$5,500.00
				Sub-total	\$136,730.00
CATEGORY 300 - DRAINAGE					
301	Furnish, install and maintain Inlet Protection	6	EA	\$330.00	\$1,980.00
302	Furnish and install Inlets	6	EA	\$3,300.00	\$19,800.00
303	Furnish and install SWM Biopond/Landscape Infiltration	300	CY	\$165.00	\$49,500.00
304	Furnish and install PVC (Perm. Pav. And SWM Biopond/Landscape Infiltration Underdrain)	600	LF	\$22.00	\$13,200.00
305	Furnish and install HDPE Storm Drain	450	LF	\$66.00	\$29,700.00
306	Furnish and install Riprap outfall protection	12	CY	\$60.50	\$726.00
307	Furnish and install stone below the open graded course below parking lot pervious paving and plaza pavers for Stormwater Management	2,200	TONS	\$49.50	\$108,900.00
				Sub-total	\$223,806.00
CATEGORY 400 - PAVING					
401	Furnish and install Asphalt Paving in the parking lot and all incidentals including base	1,950	SY	\$55.00	\$107,250.00
402	Furnish and install PaveDrain Permeable Paving system including base and all incidentals.	1,200	SY	\$110.00	\$132,000.00
403	Furnish and install Plaza Permeable Paver system including base and all incidentals.	1,900	SF	\$22.00	\$41,800.00
404	Furnish and install Concrete Sidewalk and including base all incidentals	720	SY	\$77.00	\$55,440.00
405	Furnish and install Combination Concrete Curbs	2000	LF	\$27.50	\$55,000.00
406	Furnish and install Concrete Ramp including base and all incidentals	300	SF	\$22.00	\$6,600.00
407	Furnish and install Concrete Pads for Various	6	SY	\$77.00	\$462.00

\$ 100.00	\$ 5,000.00
SUBTOTAL	\$ 124,300.00

\$ 300.00	\$ 1,800.00
\$ 3,000.00	\$ 18,000.00
\$ 150.00	\$ 45,000.00
\$ 20.00	\$ 12,000.00
\$ 60.00	\$ 27,000.00
\$ 55.00	\$ 660.00
\$ 45.00	\$ 99,000.00
SUBTOTAL	\$ 203,460.00

\$ 50.00	\$ 97,500.00
\$ 100.00	\$ 120,000.00
\$ 20.00	\$ 38,000.00
\$ 70.00	\$ 50,400.00
\$ 25.00	\$ 50,000.00
\$ 20.00	\$ 6,000.00
\$ 70.00	\$ 420.00

University Park Town Hall Needs Assessment Study

Appendix F: Site Cost Estimates Concept 1-B

408	Supply and install pavement markings including handicapped symbols, directional arrows, parking stalls, crosswalks & stop symbols. Includes labor, equipment, tools and incidental items.	1	LS	\$16,500.00	\$16,500.00
409	Supply and install pre-cast concrete wheel stops, including rebar	50	EA	\$121.00	\$6,050.00
410	Supply and Install Truncated Domes for Detectable Warning Surface. Includes labor, equipment, tools and incidental items.	6	EA	\$550.00	\$3,300.00
				Sub-total	\$424,402.00
CATEGORY 500 - SHOULDER					
501	Furnish and install Segmental Walls including structural Fill and Geogrid and all other incidentals	5200	SF	\$38.50	\$200,200.00
502	Rain Garden Segmental Wall Terrace	1800	SF	\$38.50	\$69,300.00
503	Furnish and Install Railings and Safety Fence	750	LF	\$137.50	\$103,125.00
				Sub-total	\$372,625.00
CATEGORY 600 - LANDSCAPING					
601	Furnish and install Trees and all incidentals	25	EA	\$550.00	\$13,750.00
602	Furnish and install SWM Plantings and Incidentals	1	LS	\$33,000.00	\$33,000.00
603	Root Pruning and associated incidentals	1,000	LF	\$4.40	\$4,400.00
604	Furnish and install Tree Protection Fence	1000	LF	\$8.80	\$8,800.00
605	Backfill, seed and mulch all disturbed areas	1	LS	\$5,500.00	\$5,500.00
				Sub-total	\$65,450.00

\$ 15,000.00	\$ 15,000.00
\$ 110.00	\$ 5,500.00
\$ 500.00	\$ 3,000.00
SUBTOTAL	\$ 385,820.00

\$ 35.00	\$ 182,000.00
\$ 35.00	\$ 63,000.00
\$ 125.00	\$ 93,750.00
SUBTOTAL	\$ 338,750.00

\$ 500.00	\$ 12,500.00
\$ 30,000.00	\$ 30,000.00
\$ 4.00	\$ 4,000.00
\$ 8.00	\$ 8,000.00
\$ 5,000.00	\$ 5,000.00
SUBTOTAL	\$ 59,500.00

University Park Town Hall Needs Accessment Study
 Appendix F: Site Cost Estimates Concept 1-B

CATEGORY 700 - SPECIALTY					
701	Furnish and install Site Furnishings (e.g. bike racks, benches etc.)	8	EA	\$2,200.00	\$17,600.00
702	Furnish and Install Site Lighting	1	LS	\$77,000.00	\$77,000.00
703	Install Site Sanitary and Sewer	1	LS	\$121,000.00	\$121,000.00
704	Site Electric, Telephone, Cable	1	LS	\$77,000.00	\$77,000.00
705	Furnish and Install Water Feature	1	EA	\$11,000.00	\$11,000.00
Sub-total					\$303,600.00
TOTAL					\$1,940,873.00

\$ 2,000.00	\$ 16,000.00	
\$ 70,000.00	\$ 70,000.00	
\$ 110,000.00	\$ 110,000.00	
\$ 70,000.00	\$ 70,000.00	
\$ 10,000.00	\$ 10,000.00	
SUBTOTAL	\$ 276,000.00	

University Park Town Hall Needs Assessment Study

Appendix F: Site Cost Estimates Concept 2

UP - SCHEME 2

Item Number	Description	Approx. Quantity	Unit	Unit Cost	Total Cost
CATEGORY 100 SITE PREPARATION / ADMINISTRATION					
101	Mobilization including construction stakeout, all permit fees and bonds, insurances, surveying, On Site Superintendent, Equipment Deliveries	1	LS	\$209,000.00	\$209,000.00
102	Temporary Chain Link Fence	1,200	LF	\$6.05	\$7,260.00
103	Furnish, install and maintain Erosion and Sediment Control	1	LS	\$16,500.00	\$16,500.00
104	Furnish, install, maintain and remove Stabilized Construction Entrance	2	EA	\$8,800.00	\$17,600.00
105	Furnish, install and maintain Concrete Washout Structure	1	EA	\$550.00	\$550.00
106	Furnish Geotechnical Inspections/Certifications	1	LS	\$27,500.00	\$27,500.00
107	Provide General Demolition as required	1	LS	\$55,000.00	\$55,000.00
108	Site clearing and grubbing within limits of disturbance	1	LS	\$16,500.00	\$16,500.00
109	Tree Removal as required	1	LS	\$16,500.00	\$16,500.00
110	Furnish construction As Built Drawings as required in accordance with the contract documents. Submit to DPIE for Approval. Obtain Approval.	1	LS	\$14,850.00	\$14,850.00
111	Maintenance of Traffice - All Roadways, including Route 1 (MDOT/SHA). Permit by Owner.	1	LS	\$27,500.00	\$27,500.00
Sub-total					\$408,760.00
CATEGORY 200 - GRADING					
201	Strip, Stockpile, Place & Spread Topsoil (4")	350	CY	\$8.80	\$3,080.00
202	Excavate, Cut, Fill; stabilization of site including fine grading for all project required work including Import and Haul Off and disposal of materials	5,500	CY	\$22.00	\$121,000.00
203	Excavation, removal, and disposal of rock and replacement with CR-6 as directed construction manager (Contingency)	50	CY	\$143.00	\$7,150.00

SUBCONTRACTOR OR UNLOADED VALUE	SUBCONTRACT OR OR UNLOADED TOTAL	USE THIS MARK-UP
\$190,000.00	\$ 190,000.00	1.1
\$ 5.50	\$ 6,600.00	\$190,377.55
\$ 15,000.00	\$ 15,000.00	
\$ 8,000.00	\$ 16,000.00	
\$ 500.00	\$ 500.00	
\$ 25,000.00	\$ 25,000.00	
\$ 50,000.00	\$ 50,000.00	
\$ 15,000.00	\$ 15,000.00	
\$ 15,000.00	\$ 15,000.00	
\$ 13,500.00	\$ 1,500.00	
\$ 25,000.00	\$ 25,000.00	
SUBTOTAL	\$ 359,600.00	
\$ 8.00	\$ 2,800.00	
\$ 20.00	\$ 110,000.00	
\$ 130.00	\$ 6,500.00	

University Park Town Hall Needs Accessment Study Appendix F: Site Cost Estimates Concept 2

204	Excavation, removal and disposal of unsuitable material and replace with CR-6 as directed by construction manager (Contingency)	50	CY	\$110.00	\$5,500.00
				Sub-total	\$136,730.00
CATEGORY 300 - DRAINAGE					
301	Furnish, install and maintain Inlet Protection	6	EA	\$330.00	\$1,980.00
302	Furnish and install Inlets	6	EA	\$3,300.00	\$19,800.00
303	Furnish and install SWM Biopond/Landscape Infiltration	300	CY	\$165.00	\$49,500.00
304	Furnish and install PVC (Perm. Pav. And SWM Biopond/Landscape Infiltration Underdrain)	600	LF	\$22.00	\$13,200.00
305	Furnish and install HDPE Storm Drain	450	LF	\$66.00	\$29,700.00
306	Furnish and install Riprap outfall protection	12	CY	\$60.50	\$726.00
307	Furnish and install stone below the open graded course below parking lot pervious paving and plaza pavers for Stormwater Management	2,200	TONS	\$49.50	\$108,900.00
				Sub-total	\$223,806.00
CATEGORY 400 - PAVING					
401	Furnish and install Asphalt Paving in the parking lot and all incidentals including base	1,400	SY	\$55.00	\$77,000.00
402	Furnish and install PaveDrain Permeable Paving system including base and all incidentals.	1,200	SY	\$110.00	\$132,000.00
403	Furnish and install Plaza Permeable Paver system including base and all incidentals.	950	SF	\$22.00	\$20,900.00
404	Furnish and install Concrete Sidewalk and including base all incidentals	630	SY	\$77.00	\$48,510.00
405	Furnish and install Combination Concrete Curbs	1500	LF	\$27.50	\$41,250.00
406	Furnish and install Concrete Ramp including base and all incidentals	0	SF	\$22.00	\$0.00
407	Furnish and install Concrete Pads for Various	6	SY	\$77.00	\$462.00

\$ 100.00	\$ 5,000.00
SUBTOTAL	\$ 124,300.00

\$ 300.00	\$ 1,800.00
\$ 3,000.00	\$ 18,000.00
\$ 150.00	\$ 45,000.00
\$ 20.00	\$ 12,000.00
\$ 60.00	\$ 27,000.00
\$ 55.00	\$ 660.00
\$ 45.00	\$ 99,000.00
SUBTOTAL	\$ 203,460.00

\$ 50.00	\$ 70,000.00
\$ 100.00	\$ 120,000.00
\$ 20.00	\$ 19,000.00
\$ 70.00	\$ 44,100.00
\$ 25.00	\$ 37,500.00
\$ 20.00	\$ -
\$ 70.00	\$ 420.00

University Park Town Hall Needs Assessment Study

Appendix F: Site Cost Estimates Concept 2

408	Supply and install pavement markings including handicapped symbols, directional arrows, parking stalls, crosswalks & stop symbols. Includes labor, equipment, tools and incidental items.	1	LS	\$16,500.00	\$16,500.00
409	Supply and install pre-cast concrete wheel stops, including rebar	50	EA	\$121.00	\$6,050.00
410	Supply and Install Truncated Domes for Detectable Warning Surface. Includes labor, equipment, tools and incidental items.	6	EA	\$550.00	\$3,300.00
				Sub-total	\$345,972.00
CATEGORY 500 - SHOULDER					
501	Furnish and install Segmental Walls including structural Fill and Geogrid and all other incidentals	5600	SF	\$38.50	\$215,600.00
502	Rain Garden Segmental Wall Terrace	720	SF	\$38.50	\$27,720.00
503	Furnish and Install Railings and Safety Fence	725	LF	\$137.50	\$99,687.50
				Sub-total	\$343,007.50
CATEGORY 600 - LANDSCAPING					
601	Furnish and install Trees and all incidentals	24	EA	\$550.00	\$13,200.00
602	Furnish and install SWM Plantings and Incidentals	1	LS	\$33,000.00	\$33,000.00
603	Root Pruning and associated incidentals	1,000	LF	\$4.40	\$4,400.00
604	Furnish and install Tree Protection Fence	1000	LF	\$8.80	\$8,800.00
605	Backfill, seed and mulch all disturbed areas	1	LS	\$5,500.00	\$5,500.00
				Sub-total	\$64,900.00
CATEGORY 700 - SPECIALTY					
701	Furnish and install Site Furnishings (e.g. bike racks, benches etc.)	8	EA	\$2,200.00	\$17,600.00

\$ 15,000.00	\$ 15,000.00
\$ 110.00	\$ 5,500.00
\$ 500.00	\$ 3,000.00
SUBTOTAL	\$ 314,520.00

\$ 35.00	\$ 196,000.00
\$ 35.00	\$ 25,200.00
\$ 125.00	\$ 90,625.00
SUBTOTAL	\$ 311,825.00

\$ 500.00	\$ 12,000.00
\$ 30,000.00	\$ 30,000.00
\$ 4.00	\$ 4,000.00
\$ 8.00	\$ 8,000.00
\$ 5,000.00	\$ 5,000.00
SUBTOTAL	\$ 59,000.00

\$ 2,000.00	\$ 16,000.00
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University Park Town Hall Needs Accessment Study
 Appendix F: Site Cost Estimates Concept 2

702	Furnish and Install Site Lighting	1	LS	\$77,000.00	\$77,000.00
703	Install Site Sanitary and Sewer	1	LS	\$165,000.00	\$165,000.00
704	Site Electric, Telephone, Cable	1	LS	\$110,000.00	\$110,000.00
705	Furnish and Install Water Feature	1	EA	\$11,000.00	\$11,000.00
				Sub-total	\$380,600.00
				TOTAL	\$1,903,775.50

\$ 70,000.00	\$ 70,000.00	
\$ 150,000.00	\$ 150,000.00	
\$ 100,000.00	\$ 100,000.00	
\$ 10,000.00	\$ 10,000.00	
SUBTOTAL	\$ 346,000.00	

University Park Town Hall Needs Assessment Study

Appendix F: Site Cost Estimates Concept 3

UP - SCHEME 3

Item Number	Description	Approx. Quantity	Unit	Unit Cost	Total Cost
CATEGORY 100 SITE PREPARATION / ADMINISTRATION					
101	Mobilization including construction stakeout, all permit fees and bonds, insurances, surveying, On Site Superintendent, Equipment Deliveries	1	LS	\$206,800.00	\$206,800.00
102	Temporary Chain Link Fence	1,200	LF	\$6.05	\$7,260.00
103	Furnish, install and maintain Erosion and Sediment Control	1	LS	\$16,500.00	\$16,500.00
104	Furnish, install, maintain and remove Stabilized Construction Entrance	2	EA	\$8,800.00	\$17,600.00
105	Furnish, install and maintain Concrete Washout Structure	1	EA	\$550.00	\$550.00
106	Furnish Geotechnical Inspections/Certifications	1	LS	\$27,500.00	\$27,500.00
107	Provide General Demolition as required	1	LS	\$55,000.00	\$55,000.00
108	Site clearing and grubbing within limits of disturbance	1	LS	\$16,500.00	\$16,500.00
109	Tree Removal as required	1	LS	\$16,500.00	\$16,500.00
110	Furnish construction As Built Drawings as required in accordance with the contract documents. Submit to DPIE for Approval. Obtain Approval.	1	LS	\$14,850.00	\$14,850.00
111	Maintenance of Traffic - All Roadways, including Route 1 (MDOT/SHA). Permit by Owner.	1	LS	\$27,500.00	\$27,500.00
Sub-total					\$406,560.00
CATEGORY 200 - GRADING					
201	Strip, Stockpile, Place & Spread Topsoil (4")	350	CY	\$8.80	\$3,080.00
202	Excavate, Cut, Fill; stabilization of site including fine grading for all project required work including Import and Haul Off and disposal of materials	5,500	CY	\$22.00	\$121,000.00
203	Excavation, removal, and disposal of rock and replacement with CR-6 as directed construction manager (Contingency)	50	CY	\$143.00	\$7,150.00

SUBCONTRACTOR OR UNLOADED VALUE	SUBCONTRACTOR OR UNLOADED TOTAL	USE THIS MARK-UP
\$188,000.00	\$ 188,000.00	1.1
\$ 5.50	\$ 6,600.00	\$187,450.10
\$ 15,000.00	\$ 15,000.00	
\$ 8,000.00	\$ 16,000.00	
\$ 500.00	\$ 500.00	
\$ 25,000.00	\$ 25,000.00	
\$ 50,000.00	\$ 50,000.00	
\$ 15,000.00	\$ 15,000.00	
\$ 15,000.00	\$ 15,000.00	
\$ 13,500.00	\$ 1,500.00	
\$ 25,000.00	\$ 25,000.00	
SUBTOTAL	\$ 357,600.00	
\$ 8.00	\$ 2,800.00	
\$ 20.00	\$ 110,000.00	
\$ 130.00	\$ 6,500.00	

University Park Town Hall Needs Accessment Study Appendix F: Site Cost Estimates Concept 3

204	Excavation, removal and disposal of unsuitable material and replace with CR-6 as directed by construction manager (Contingency)	50	CY	\$110.00	\$5,500.00
				Sub-total	\$136,730.00
CATEGORY 300 - DRAINAGE					
301	Furnish, install and maintain Inlet Protection	6	EA	\$330.00	\$1,980.00
302	Furnish and install Inlets	6	EA	\$3,300.00	\$19,800.00
303	Furnish and install SWM Biopond/Landscape Infiltration	300	CY	\$165.00	\$49,500.00
304	Furnish and install PVC (Perm. Pav. And SWM Biopond/Landscape Infiltration Underdrain)	600	LF	\$22.00	\$13,200.00
305	Furnish and install HDPE Storm Drain	450	LF	\$66.00	\$29,700.00
306	Furnish and install Riprap outfall protection	12	CY	\$60.50	\$726.00
307	Furnish and install stone below the open graded course below parking lot pervious paving and plaza pavers for Stormwater Management	2,200	TONS	\$49.50	\$108,900.00
				Sub-total	\$223,806.00
CATEGORY 400 - PAVING					
401	Furnish and install Asphalt Paving in the parking lot and all incidentals including base	1,400	SY	\$55.00	\$77,000.00
402	Furnish and install PaveDrain Permeable Paving system including base and all incidentals.	1,200	SY	\$110.00	\$132,000.00
403	Furnish and install Plaza Permeable Paver system including base and all incidentals.	950	SF	\$22.00	\$20,900.00
404	Furnish and install Concrete Sidewalk and including base all incidentals	630	SY	\$77.00	\$48,510.00
405	Furnish and install Combination Concrete Curbs	1500	LF	\$27.50	\$41,250.00
406	Furnish and install Concrete Ramp including base and all incidentals	0	SF	\$22.00	\$0.00
407	Furnish and install Concrete Pads for Various	6	SY	\$77.00	\$462.00

\$ 100.00	\$ 5,000.00
SUBTOTAL	\$ 124,300.00

\$ 300.00	\$ 1,800.00
\$ 3,000.00	\$ 18,000.00
\$ 150.00	\$ 45,000.00
\$ 20.00	\$ 12,000.00
\$ 60.00	\$ 27,000.00
\$ 55.00	\$ 660.00
\$ 45.00	\$ 99,000.00
SUBTOTAL	\$ 203,460.00

\$ 50.00	\$ 70,000.00
\$ 100.00	\$ 120,000.00
\$ 20.00	\$ 19,000.00
\$ 70.00	\$ 44,100.00
\$ 25.00	\$ 37,500.00
\$ 20.00	\$ -
\$ 70.00	\$ 420.00

University Park Town Hall Needs Assessment Study

Appendix F: Site Cost Estimates Concept 3

408	Supply and install pavement markings including handicapped symbols, directional arrows, parking stalls, crosswalks & stop symbols. Includes labor, equipment, tools and incidental items.	1	LS	\$16,500.00	\$16,500.00
409	Supply and install pre-cast concrete wheel stops, including rebar	50	EA	\$121.00	\$6,050.00
410	Supply and Install Truncated Domes for Detectable Warning Surface. Includes labor, equipment, tools and incidental items.	8	EA	\$550.00	\$4,400.00
				Sub-total	\$368,962.00
CATEGORY 500 - SHOULDER					
501	Furnish and install Segmental Walls including structural Fill and Geogrid and all other incidentals	4500	SF	\$38.50	\$173,250.00
502	Rain Garden Segmental Wall Terrace	1500	SF	\$38.50	\$57,750.00
503	Furnish and Install Railings and Safety Fence	500	LF	\$137.50	\$68,750.00
				Sub-total	\$299,750.00
CATEGORY 600 - LANDSCAPING					
601	Furnish and install Trees and all incidentals	22	EA	\$550.00	\$12,100.00
602	Furnish and install SWM Plantings and Incidentals	1	LS	\$33,000.00	\$33,000.00
603	Root Pruning and associated incidentals	1,000	LF	\$4.40	\$4,400.00
604	Furnish and install Tree Protection Fence	1000	LF	\$8.80	\$8,800.00
605	Backfill, seed and mulch all disturbed areas	1	LS	\$5,500.00	\$5,500.00
				Sub-total	\$63,800.00
CATEGORY 700 - SPECIALTY					
701	Furnish and install Site Furnishings (e.g. bike racks, benches etc.)	8	EA	\$2,200.00	\$17,600.00

\$	15,000.00	\$	15,000.00
\$	110.00	\$	5,500.00
\$	500.00	\$	4,000.00
SUBTOTAL		\$	335,420.00

\$	35.00	\$	157,500.00
\$	35.00	\$	52,500.00
\$	125.00	\$	62,500.00
SUBTOTAL		\$	272,500.00

\$	500.00	\$	11,000.00
\$	30,000.00	\$	30,000.00
\$	4.00	\$	4,000.00
\$	8.00	\$	8,000.00
\$	5,000.00	\$	5,000.00
SUBTOTAL		\$	58,000.00

\$	2,000.00	\$	16,000.00
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University Park Town Hall Needs Accessment Study
 Appendix F: Site Cost Estimates Concept 3

702	Furnish and Install Site Lighting	1	LS	\$77,000.00	\$77,000.00
703	Install Site Sanitary and Sewer	1	LS	\$159,500.00	\$159,500.00
704	Site Electric, Telephone, Cable	1	LS	\$104,500.00	\$104,500.00
705	Furnish and Install Water Feature	1	EA	\$11,000.00	\$11,000.00
				Sub-total	\$369,600.00
				TOTAL	\$1,876,501.00

\$ 70,000.00	\$ 70,000.00	
\$ 145,000.00	\$ 145,000.00	
\$ 95,000.00	\$ 95,000.00	
\$ 10,000.00	\$ 10,000.00	
SUBTOTAL	\$ 336,000.00	

University Park Town Hall Needs Assessment Study

Appendix G: Preliminary Concepts

University Park Town Hall Needs Assessment Study

Appendix G: Preliminary Concepts

Preliminary Concepts

At a meeting on March 25th, 2019, the first preliminary site strategies were presented by A&A for discussion with the University Park Mayor, Len Carey, and Treasurer, Dan Baden. The early concepts explored different additions and buildings that could be built in a variety of locations on the site. The analysis involved looking at how the number of buildings impacted Town Government operations and functions. The schemes also illustrated a number of different ways to accommodate parking and provide driveway and alley access to parts of the steeply sloped, linear site.

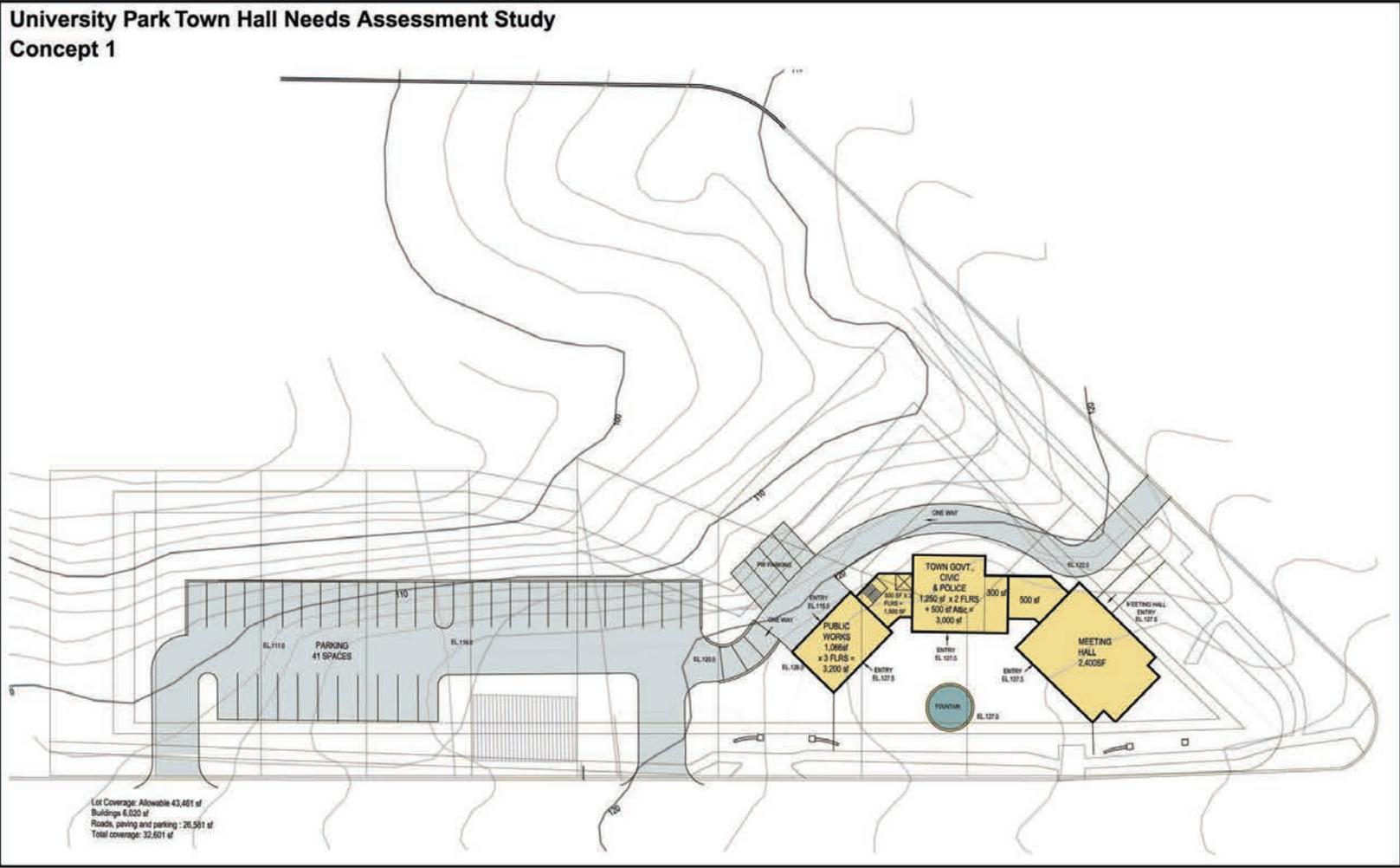
Each concept had to take into consideration that the WMATA Easement will prevent construction on the middle of the site. Because of this, all the schemes utilize the middle of the site for the majority of the planned parking.

Conclusions from the meeting included the acknowledgement that less buildings (one or two versus 3) would meet programmatic and operational needs better. Concepts 1, Concept 2 and Concept 6 to some extent act like singular buildings. Concepts 3 and 4 have two buildings and Concept 5 and 7 rely on three buildings to meet the Town Hall program.

Additional ideas that were explored included moving the existing building to the south end of the site for sale as a separate residential building (Concept 2), creating an alley access to the lower levels of a building on the south end of the site (Concepts 3, 4 and 7) , and gutting the existing building to create a two story space for the meeting hall on the first floor (Concept 4). All of these ideas added unique opportunities but also created additional complexities to the various approaches.

After this meeting A&A was tasked with refining the ideas into three schemes that would be coordinated with the Town's Civil engineers for zoning, grading and storm water reviews, as well as used to create preliminary building and site cost estimates.

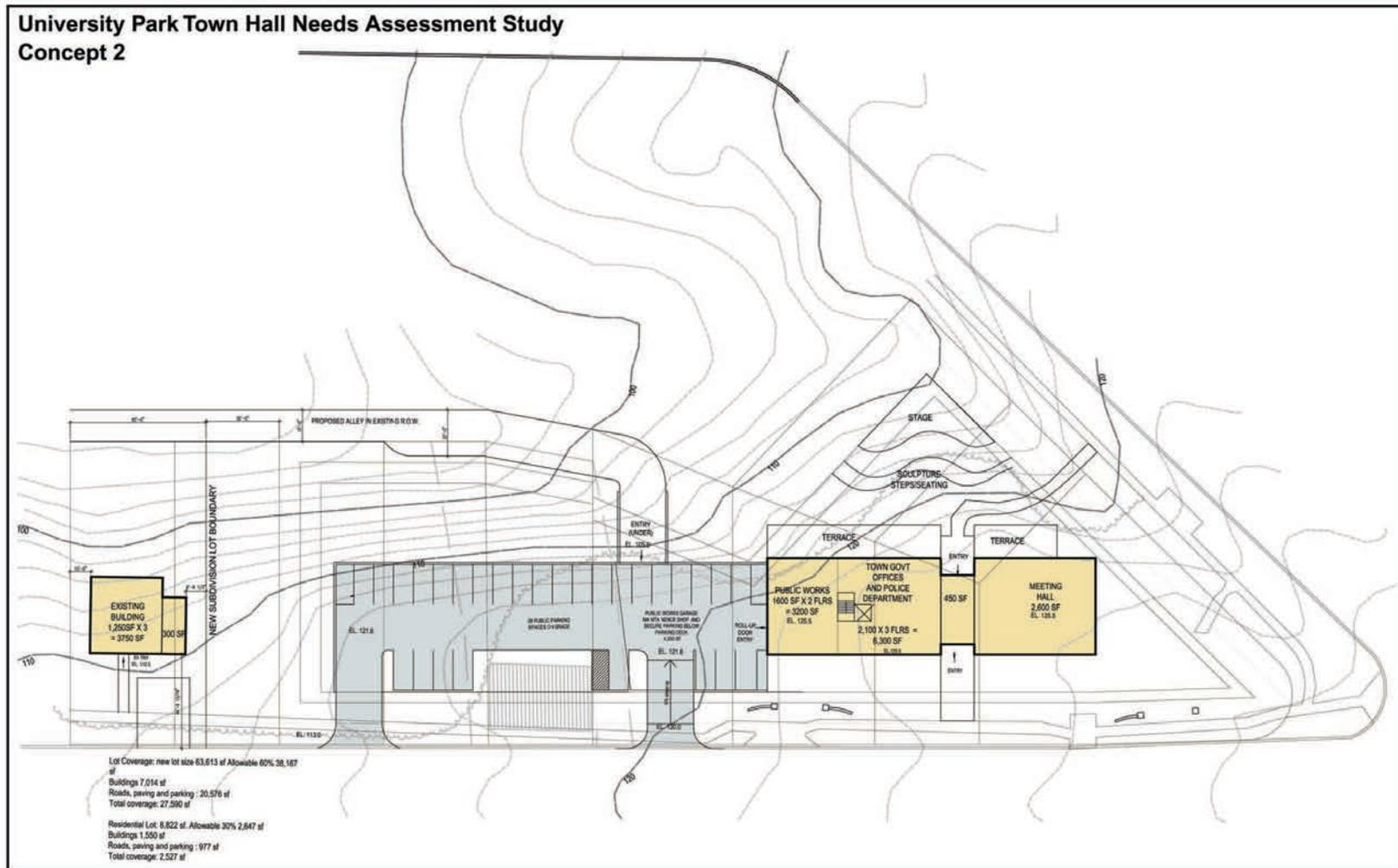
University Park Town Hall Needs Assessment Study
Appendix G: Preliminary Concepts



Concept 1 maintains the existing structure and adds an addition to each side. The Town Meeting Hall is on the north side next to Queens Chapel Road and the Public Works addition is on the south side with driveway access to the rear. The building fronts on a public plaza adjacent to Route 1.

University Park Town Hall Needs Assessment Study

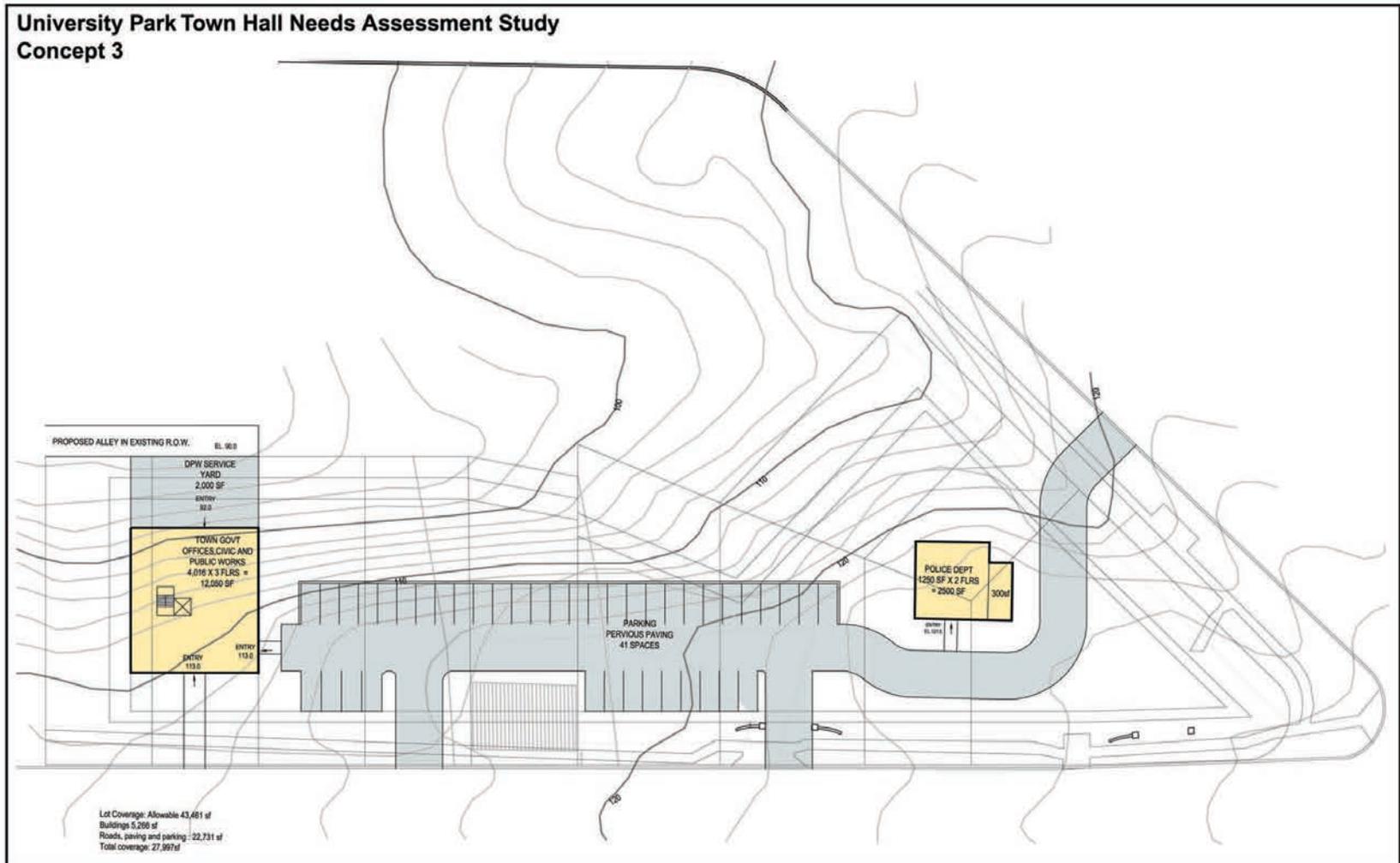
Appendix G: Preliminary Concepts



Concept 2 moves the existing structure to the south end of the site for future resale as a house, and builds a new building (of varying heights up to three stories) on the north end of the site. The Town Meeting Hall is next to Queens Chapel Road.

University Park Town Hall Needs Assessment Study

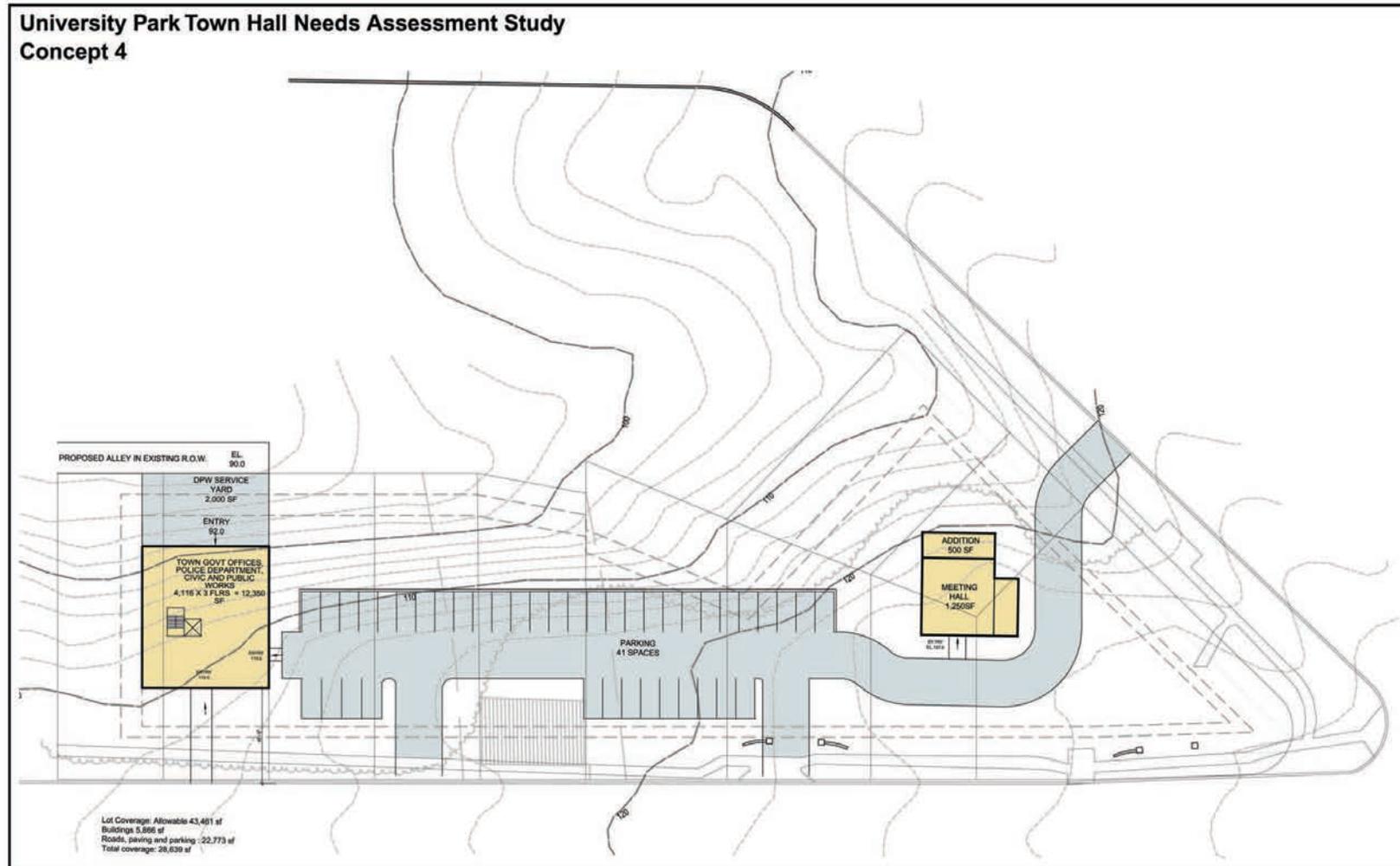
Appendix G: Preliminary Concepts



Concept 3 maintains the existing structure as is, and utilizes it for the Police Department. The rest of the Town functions, including the Town meeting Hall are housed in a separate, three story building on the south end of the site accessed from a new alley from Van Buren Street at the rear. Public vehicle access is also provided from Queens Chapel Road and Route 1.

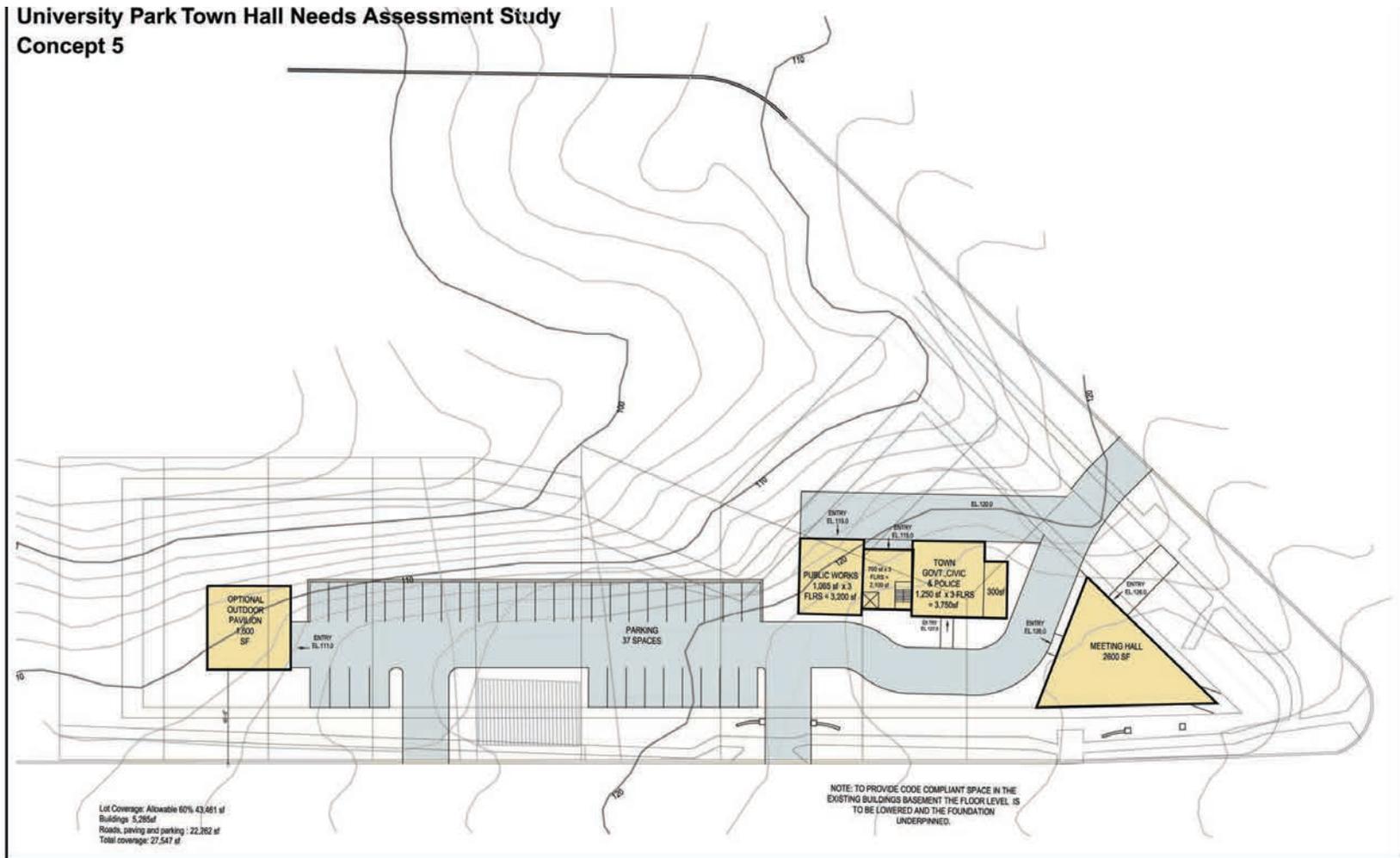
University Park Town Hall Needs Assessment Study

Appendix G: Preliminary Concepts



Concept 4 maintains the existing structure and utilizes it for the Town Meeting Hall. This requires that the interior of the building be demolished to provide a large interior space, as well as needing an addition to include accessible restrooms and a serving kitchen. The rest of Town functions are in a separate building on the south end of the site that is accessed from a new alley at the rear.

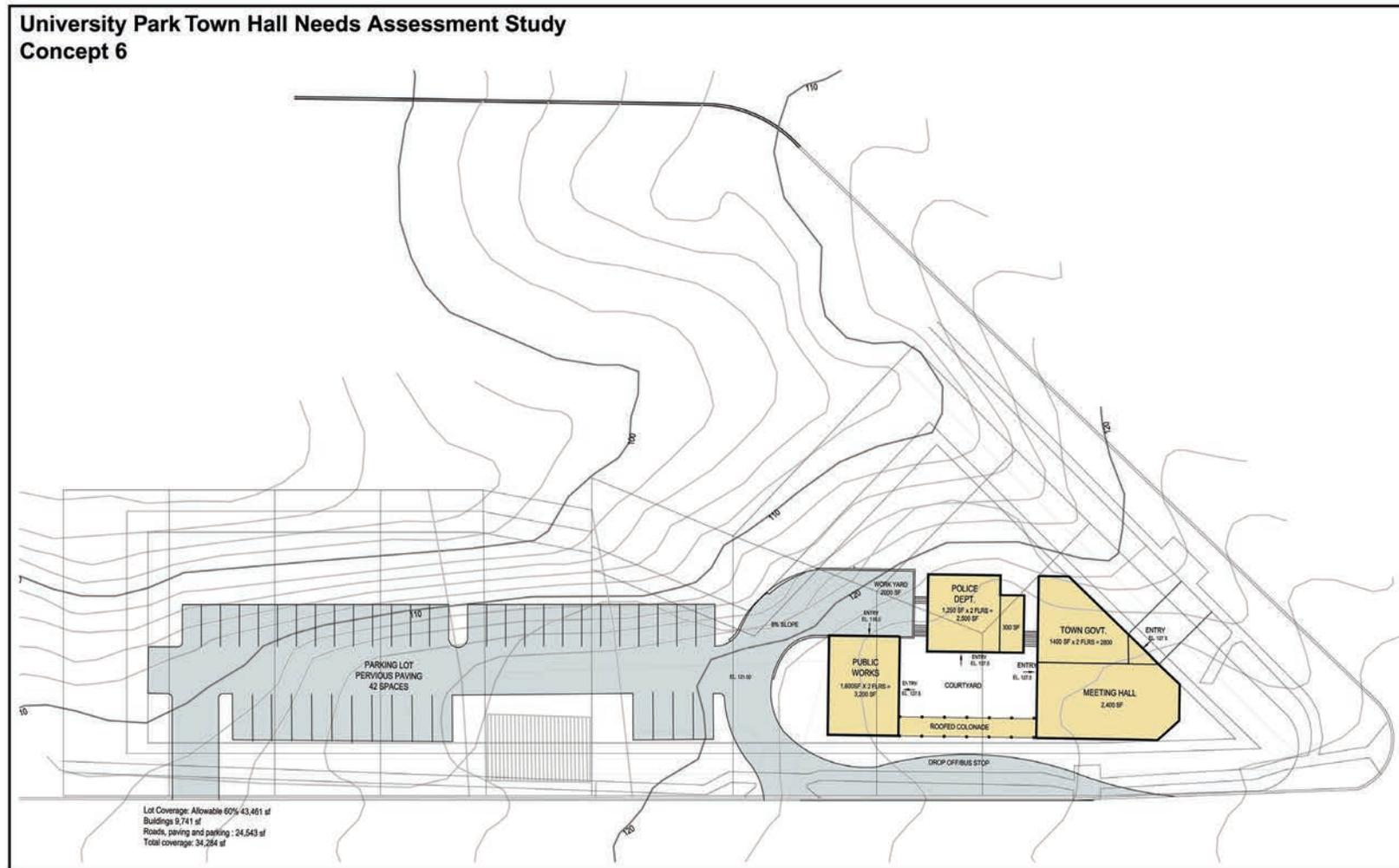
University Park Town Hall Needs Assessment Study Appendix G: Preliminary Concepts



Concept 5 maintains the existing structure and adds an addition to the south side. This concept also builds a separate Town Meeting Hall at the “point” on the north side of the site. The south end of the building is able to house other functions, such as the suggested open pavillion. Public vehicle access to the site is from both Route 1 and Queens Chapel Road.

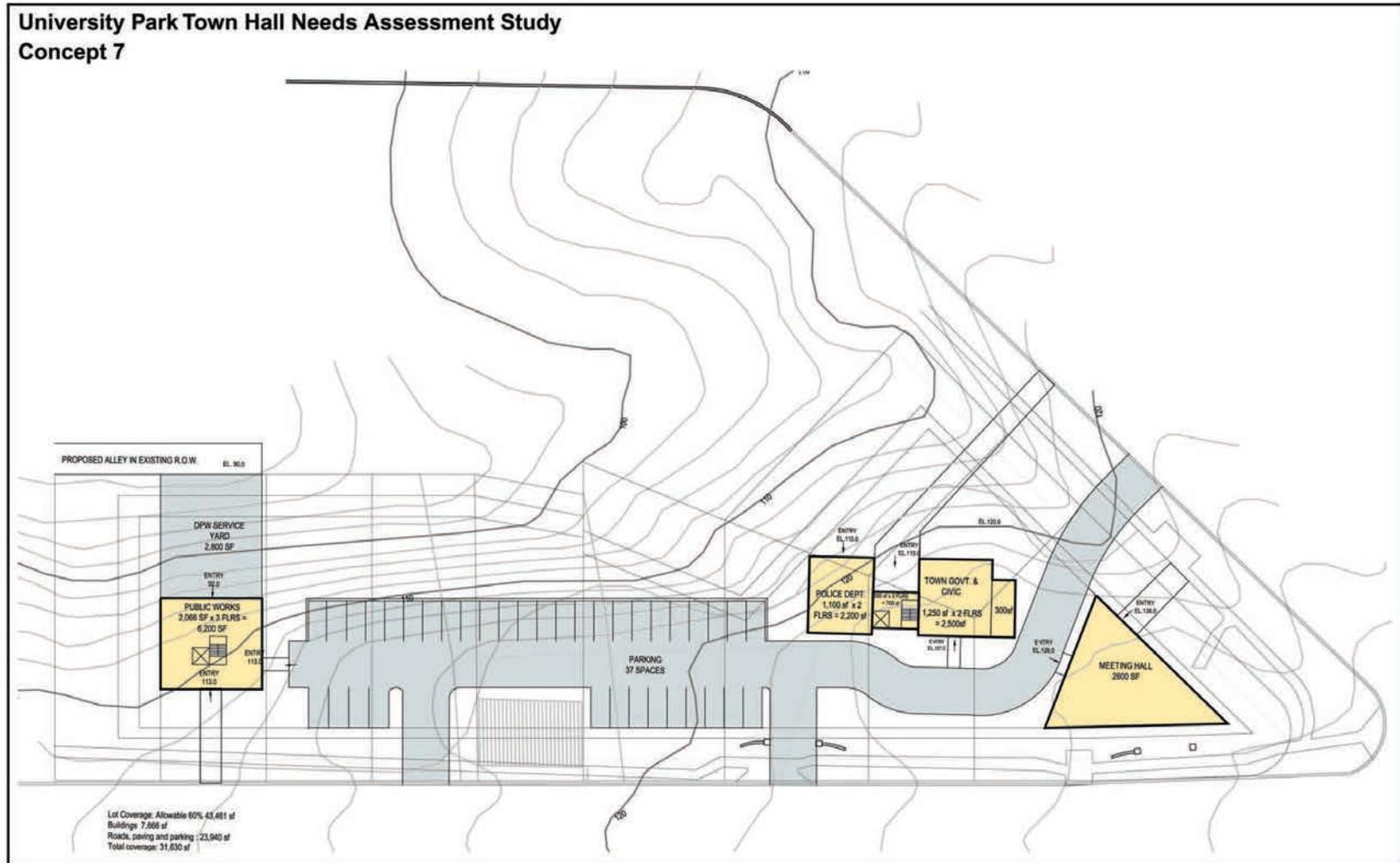
University Park Town Hall Needs Assessment Study

Appendix G: Preliminary Concepts



Concept 6 maintains the existing structure and adds separate builds to each side enclosing a courtyard. The Town Meeting Hall is on the north side next to Queens Chapel Road and the Public Works addition is on the south side with driveway access to the rear. This scheme provides public vehicle access only from Route 1, but adds a vehicle pull-off for unloading visitors and buses adjacent to a covered colonnade.

University Park Town Hall Needs Assessment Study Appendix G: Preliminary Concepts



Concept 7 maintains the existing structure and adds an addition to the south side. This concept builds a separate Town Meeting Hall at the “point” on the north side of the site. It also includes a separate Public Works building on the south end of the site which would accommodate maintenance vehicles and a service yard accessed from a new alley from Van Buren Street.. Public vehicle access to the site is from both Route 1 and Queens Chapel Road.

University Park Town Hall Needs Assessment Study

**Appendix H:
WMATA Easement Documents**

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PRINCE GEORGE'S COUNTY CIRCUIT COURT (Land Records) VJ 10168, p. 0506, MSA_CE64_10249, D

6799V3

ME231, ME443/E008

PARCEL II - UNDERGROUND EASEMENT

Beginning at a point at the intersection of the West right of way line of Baltimore Avenue, US Route 1, of variable width, as now existing and laid out and the South lot line of Lot 15, said point having Maryland State Plane Coordinates North 414,586.0544 and East 817,502.3463; thence

1. binding along part of the East lot line of Lot 15 North 06° 30' 01" East, 18.83 feet to a point thereon; thence through Lot 15
2. North 88° 11' 05" West, 9.61 feet; thence
3. 79.45 feet along the arc of a curve to the left with a radius of 1,194.93 feet and a chord bearing and distance South 89° 54' 38" West, 79.43 feet; thence binding reversely along the sixth line of the aforesaid Parcel I.
4. South 02° 09' 59" East, 73.86 feet; thence
5. 43.62 feet along the arc of a curve to the right with a radius of 1,164.93 feet and a chord bearing and distance of North 88° 54' 24" East, 43.62 feet; thence
6. South 85° 33' 45" East, 34.14 feet to a point on the East lot line of Lot 49; thence
7. binding on part of the East lot line of Lot 49, North 06° 30' 01" East, 7.10 feet to the Northeast corner thereof; thence
8. binding on the East lot line of Lot 50 North 06° 30' 01" East, 50.00 feet; thence
9. binding on part of the North lot line of Lot 50 North 83° 29' 59" West, 36.04 feet; thence along the limit of Parcel I the following three courses
10. South 06° 36' 43" West, 50.00 feet to a point on the South lot line of Lot 50; thence
11. binding on part of the South lot line of Lot 50 South 83° 29' 59" East, 30.14 feet to a point thereon, being 6.00 feet from the East end thereof; thence
12. North 06° 30' 01" East, 50.00 feet to a point on the North line of Lot 50; thence
13. binding on part of the North lot line of Lot 50 South 83° 29' 59" East, 6.00 feet to the point of beginning, containing 4,688 square feet.

The upper limit of the perpetual underground easement is 104.00 feet above the United States Coast and Geodetic Survey Mean Sea Level, 1929 General Adjustment.

PRINCE GEORGE'S COUNTY CIRCUIT COURT (Land Records) VJ 10168, p. 0507, MSA_CE64_10249, D

6799V4

ME231, ME443/E008

GRANTOR, for the aforesaid consideration, hereby further grants unto the GRANTEE, a nonexclusive, perpetual and assignable easement and right-of-way in, upon, over and across the following described property to construct, operate, maintain, repair, replace, relocate and remove an access road for ingress and egress to GRANTEE's fan shaft structure:

PARCEL IV - ACCESS EASEMENT

Beginning at a point at the intersection of the West right of way of Baltimore Avenue, US Route 1, of variable width, as now existing and laid out and the South lot line of Lot 15, said point having Maryland State Plane Coordinates North 414,586.0544 and East 817,502.3463; thence

1. binding along part of the East lot line of Lot 15 North 06° 30' 01" East, 13.00 feet to a point thereon; thence through Lot 15
2. North 83° 29' 59" West, 26.00 feet; thence
3. North 38° 29' 59" West, 6.38 feet; thence
4. North 04° 47' 08" East, 49.32 feet to a point on the North lot line of Lot 15; thence
5. along part of the North lot line of Lot 15 North 83° 29' 59" West, 30.01 feet to a point thereon; thence through Lots 15 and 50
6. South 04° 47' 08" West, 116.86 feet to a point on the South lot line of Lot 50; thence
7. binding along part of the South lot line of Lot 50 South 83° 29' 59" East, 22.36 feet to a point thereon and the end of the second line of the aforesaid Parcel I; thence binding reversely along the said second line.
8. North 06° 36' 43" East, 50.00 feet to a point on the North lot line of Lot 50; thence
9. along part of the North lot line of Lot 50 South 83° 29' 59" East, 36.04 feet to the point of beginning, containing 3,565 square feet.

PARCEL V - ACCESS EASEMENT

Being a part of Lot 16 in Block 15 of Section Three of the subdivision known as "University Park", as per plat recorded in Plat Book 3 at Plat 16 among the Land Records of Prince George's County, Maryland, as shown on Plat of Survey Showing R/W to be Acquired from The Town of University Park, Plat No. 25, dated May 31, 1988, attached hereto and made a part hereof and being more particularly described as follows:

University Park Town Hall Needs Assessment Study
Appendix H: WMATA Easement Documents

6799V5 10168 108 ME231, ME443/E008

Beginning at a point on the North 83° 32' 13" West, 123.90 feet plat line of said Lot 16, 31.98 feet from the beginning thereof, said point having Maryland State Plane Coordinates North 414,679.6926 and East 817,524.7295 and thence with a part of the said South line of Lot 16 as now surveyed North 83° 29' 59" West, 30.01 feet to a point thereon; thence leaving said line North 04° 47' 08" East, 45.63 feet; thence South 68° 29' 59" East, 65.60 feet to a point on the North 06° 27' 47" East, 68.00 feet plat line of said Lot 16, 28.64 feet from the beginning thereof; thence binding reversely with a part of the said East line of Lot 16 as now surveyed South 06° 30' 01" West, 18.64 feet to a point thereon; thence leaving said line North 68° 29' 59" West, 23.00 feet; thence South 58° 30' 01" West, 12.71 feet; thence South 04° 47' 08" West, 8.13 feet to the point of beginning, containing 1,913 square feet.

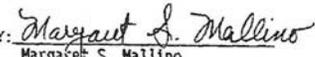
GRANTOR reserves the right to use the said easement areas and to make use thereof for any purpose which is not inconsistent with the rights herein conveyed or interfere with the use of the easements by GRANTEE for the purposes stated herein.

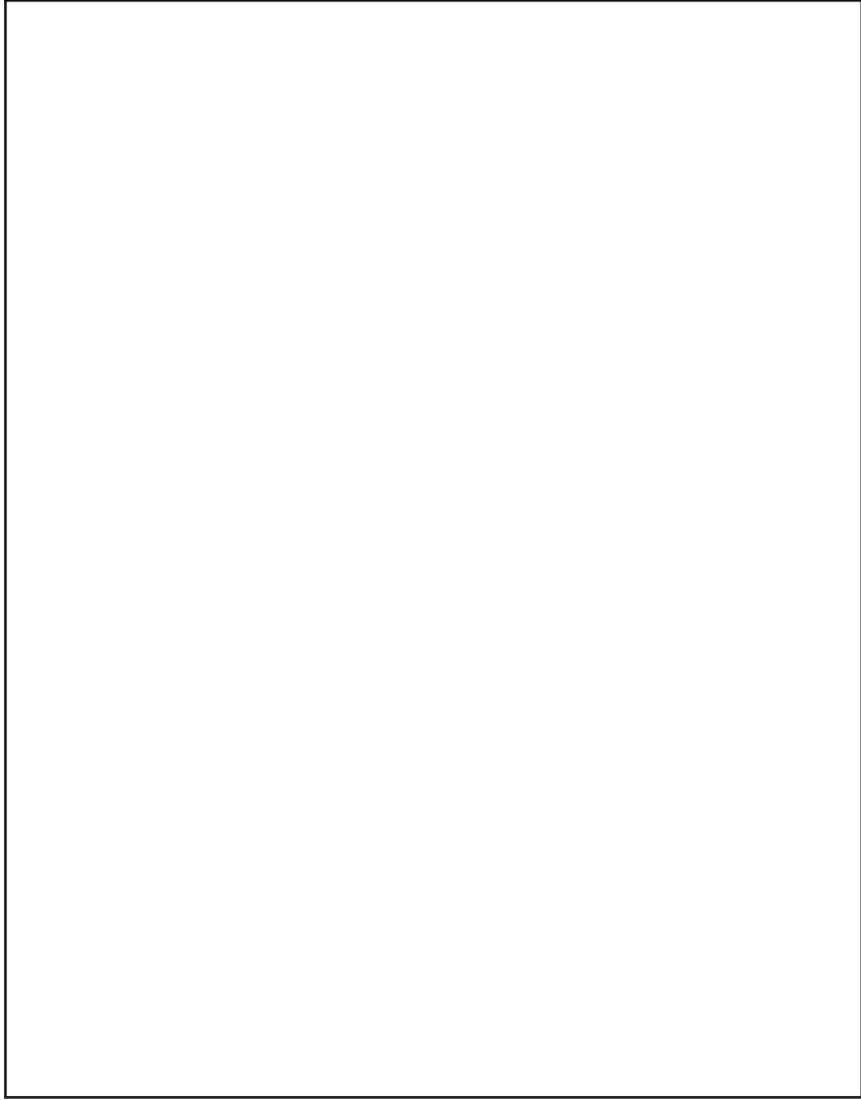
GRANTOR covenants that it is seized of and has the right to convey the said easements, rights and privileges, and that the GRANTEE shall have quiet and peaceable possession, use and enjoyment of the aforementioned easement areas, rights and privileges, and that the GRANTOR shall execute said further assurances thereof as may be required.

SUBJECT to restrictions, conditions, reservations, limitations, covenants, easements and other matters of record.

GRANTOR covenants that it warrants specially the property and easements hereby conveyed, and that it will execute such further assurances thereof as may be requisite.

IN WITNESS WHEREOF, GRANTOR, on the day and date first hereinabove written, has had its corporate seal hereto attached and caused these presents to be signed with its corporate name by Margaret S. Mallino, its Mayor, and has appointed the said Margaret S. Mallino to be its attorney-in-fact, the same to acknowledge and deliver according to law.

ATTEST:  THE TOWN OF UNIVERSITY PARK
BY: 
Margaret S. Mallino
Mayor



University Park Town Hall Needs Accessment Study



