

CITY OF UNION GAP

**PROJECT MANAGEMENT SERVICES
FOR CITY OF UNION GAP FACILITIES**

**PHASE 1—INFORMATION SPACE
AND
SITE PLAN**

December 31, 2013

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December 31, 2013

City of Union Gap
Project Management Services for City of Union Gap Facilities
Phase 1- Information Space and Site Plan

Table of Contents

Executive Summary

1. Background
2. City Hall Considerations
3. Summary of Needs Analysis per Department for Facility and Parking Use
4. Budget Assumptions for City Hall Options

Appendix

- A. Google Aerial Site/Roof Plan
- B. City Hall Concept Floor Plan
- C. City Hall Concept Roof Plan
- D. Budget Options
- E. Summary Sheets of Needs Analysis by Department
- F. Ordinance No. 2623 Adopting the July 2009 Union Gap Comprehensive Plan; Sheets 4: CF-19 through 23 of the Capital Facilities Element from the Comprehensive Plan

December 31, 2013

City of Union Gap Facilities

Phase 1 – Information Space and Site Plan

Executive Summary

A. Intent

The intent of the Phase 1 report is to assist the City in understanding various factors that may impact the decision making process relative to the future of the existing but essentially un-occupied former City Hall facility.

Numerous considerations are included in the report relative to what image the city wants to present with its public facilities; the condition of the existing City Hall roof and mechanical and plumbing systems and finish materials; floor plan efficiency; and concurrency with the July 2009 Capital Facilities Element within the City of Union Gap Comprehensive Plan.

Four budget scenarios were developed - demolition, substantial remodel, minor remodel, and new construction - based on assumptions as to the scope of work for each. The budget options are a preliminary step in establishing an order of magnitude for hard construction costs, not inclusive of related "soft" costs such as furniture, fixtures equipment, hazardous materials/air quality reports, etc.

B. Needs Analysis

The City provided needs analysis of spaces/functions per Department. Square foot areas derived from this analysis formed the basis for assessing the City Hall facility's ability to house the following uses: Administrative Services, Finance, City Manager, City Council, Public Works, Community and Economic Development as well as Shared Spaces that support all of them.

The needs analysis resulted in a total area needed for the above uses at 10,250 square feet gross, including 2,400 square feet gross for the City Council. The existing City Hall building has a square foot area of approximately 8,494 square feet gross (8,669 minus approximately 175 for the well house). The building is thus about 1,756 square feet short of needed space; further, it is to be noted that the available configuration of rooms will not directly match the configuration of rooms noted within the needs analysis.

If the existing City Hall building is renovated and re-occupied, accommodation for the difference in needed area and actual area will require resolution. Areas assigned to each Department could be reviewed for possible consolidation, as well as limiting the size of the City Council Chambers under the assumption that anything other than small meetings could be held elsewhere, off site.

If the existing City Hall building is demolished and the half of the current City Hall block to the east of the alley were to be the site of new construction, this site is of adequate size to accommodate a new building for the above uses, including its parking, based on assumptions noted within the Phase 1 report.

Note: The Police and Fire Departments are referred to within the report but not as potential candidates for re-occupancy of City Hall nor co-location on the current City Hall block to the east of the alley. Possible

co-location of Police and/or Fire Departments on a campus adjacent to the uses noted above was outside the scope of this report as was discussion of the Union Gap Library.

C. Considerations

a. Existing City Hall facility

The existing City Hall facility has experienced an accumulation of many years of additions and alterations without a coordinated plan, as well as years of deferred maintenance. Outstanding deficiencies include:

- Flooring level changes and the lack of accessible restrooms have disallowed barrier-free (ADA) compliance;
- A relatively recent spray foam roof application appears to have created issues with roof ventilation or condensation;
- The roof exhibits varying heights of level roofs; flashings and roof vents are blocked or in need of repair;
- Mechanical, plumbing, lighting and window systems are inefficient and old;
- Finish materials are beyond their life expectancy;
- Multiple access points into the building create security issues;
- Department needs are not reflected in the current floor plan configuration;
- If remodeled for re-occupancy, the building would be utilized as possible but would not be as efficient as new construction. The reuse of the existing floor plan would continue inefficiencies as the building is not all useable area as configured. There would be further loss of useable area due to the need to install several ramps for ADA access;
- The presence of existing concrete and concrete masonry unit bearing walls creates constraints to changing the location of existing interior walls;
- The lack of fire rated separations and fire rated construction means that any room uses in the building if re-occupied would be limited to a maximum occupancy of 49 (unless mitigated by updated construction and exit access);
- Previous, limited scope studies have looked at mold and air quality issues; a comprehensive attic investigation with selective demolition is needed to finally resolve the extent before either possible demolition or remodeling was to occur;
- Due to carbon monoxide entering into occupied spaces, the former main entry off Ahtanum Road would not continue in this use.

b. Building Code review

The building was voluntarily vacated but not condemned by the City of Union Gap building official, which impacts (and simplifies) the type of building code and fire/life safety review that would be conducted if the building were to be re-occupied for essentially the same uses as previously. The building is capable of being re-occupied given the caveat that deficiencies noted in the paragraph a. above are addressed.

D. Budget Options

a. Demolish Existing building (Refer to Section 4 in this report, sub paragraph C.)

Prevailing wage rates will apply to this option because public funding will be involved, as is typical with each of the four options included in this report. Hazardous materials consulting fee and mitigation will be required, also as typical with each of the four options. The total budget based on the assumptions noted in the report is \$254,219 based on implementation in 2014.

b. Substantial remodel of existing building (Refer to Section 4 in this report, sub paragraph D.)

ADA access; complete renovation of restrooms; cleaning and upgrading of the HVAC equipment and ducting; new lighting, windows, paint, acoustical ceiling tile and finishes; construction of a new, unheated roof structure over the roof's lowest areas; and limited re-work of the interior floor plan is included in this option. An air quality report would be conducted. Comprehensive attic investigation would be completed to expose the structure until there is no more evidence of mold, water intrusion or condensation damage. The total budget based on the assumptions noted in the report is \$1,059,272 based on implementation in 2014.

c. Minor remodel of existing building (Refer to Section 4 in this report, sub paragraph E.)

ADA access; complete renovation of restrooms; cleaning of the HVAC equipment and ducting; cleaning of the building; new paint and finishes; construction of a new, unheated roof structure over the roof's lowest areas; and adaptation of Department functions to occupy the existing floor plan with minimal changes is included in this option. An air quality report would be conducted. Comprehensive attic investigation would be completed to expose the structure until there is no more evidence of mold, water intrusion or condensation damage. The total budget based on the assumptions noted in the report is \$675,189 based on implementation in 2014.

d. New construction (Refer to Section 4 in this report, sub paragraph F.)

An area of 10,250 gross square feet was assumed for new construction, which is larger by 1,756 square feet than the gross area of the existing building. This area was extrapolated from the needs analysis in paragraph B. above. for the uses to be included in a new City Hall building; and as new construction, floor plan efficiencies would be planned for since all of the square footage would have an assigned use. Other basic assumptions include that the building would be fire sprinklered in order to meet square foot area increase within Type VB non-rated commercial construction; all applicable codes would be met including the Washington State Energy Code and Washington State Amendments to the International Building Code relative to Chapter 11 Accessibility (ADA); and that the facility would be build on a site with the full range of municipal utilities available.

As noted in the Section 2. City Hall Considerations of this report, the budget options for new construction, substantial remodel and minor remodel are specific to the facility itself and do not include related site work such as curbs, gutters, sidewalks, irrigation and landscaping. The total budget based on the assumptions as note in the report for new construction is \$2,461,901 based on the mid-point of construction in 2015.

E. Conclusion

Once a budget option has been selected as the preferred direction for the future of City Hall facilities, policy level decisions, as well as further detailed analysis and confirmation of the assumptions made in the Phase 1 report, will be necessary to establish a scope of work that is ultimately acceptable to the City of Union Gap.

December 31, 2013

City of Union Gap Facilities

Phase 1- Information Space and Site Plan

1. Background

The City of Union Gap entered into a contract with Traho Architects, P.S. on July 11, 2013 for the Phase 1 – Information Space and Site Plan to initiate the first step of a phased Project Management Services scope of work. The intent of the Phase 1 report is to assist the City in understanding various factors that may impact the decision making process relative to the future of the existing but essentially un-occupied former City Hall facility.

It is important to note that this Phase 1 work contains many assumptions extrapolated from several sources, including helpful input from City staff; needs analysis from each City Department; the Capital Facilities Element of the Union Gap Comprehensive Plan; industry standards; and cost estimating, mechanical engineer, and trade professional experience. More detailed analysis will be needed when a project is formally initiated and a team of Owner and Architect/Engineer representatives is assembled to confirm assumptions and project requirements.

In a similar vein, the assumptions included in this report for budget options are intended as a preliminary step to establish an order of magnitude of project scope. Confirmation of the many assumptions in the budget options will be necessary to establish a scope of work that is ultimately acceptable to the City of Union Gap.

Statements contained in this report apply to existing conditions when analysis was performed and are intended for the project parameters indicated. Traho Architects, P. S. does not certify the use of segregated portions of this report.

December 31, 2013

City of Union Gap Facilities

Phase 1 – Information Space and Site Plan

2. City Hall Considerations

A. General

A number of general considerations relative to the decision as to demolish, remodel or build new follow.

1. The existing building has multiple floor levels; if altered to resolve ADA access, valuable floor area that would be otherwise in use, will be deleted. The floor levels generally follow the slope of the site to the south.
2. Multiple access points into the building create security issues; if reoccupied, the public and staff access should be reviewed.
3. What image does the City want to present with public facilities?
4. Floor plan efficiency will likely be sacrificed if the existing building is reoccupied, because Department needs have evolved over time, which are not reflected in the current configuration.
5. Plans for the location of City Departments should be integrated into the City's planning for downtown improvements.
6. The existing building is an accumulation of many years of additions and alterations without a coordinated plan; and has experienced years of deferred maintenance. For example, there is more than one layer of ceiling above the existing ceiling tiles in some of the spaces, most of which remain. Finishes and light fixtures are past their life span. Many of the soffit vents have been painted over, thus compromising the flow of air through the roof structure. The extent of interior bearing walls is not known but the presence of existing CMU and concrete bearing walls creates constraints to changing the location of existing interior walls. The existing staff lounge/lunch room was not comfortable and was undersized, and consequently not frequently utilized. There is inconsistency in appearance of the finish materials, including the ceiling tiles, in various parts of both public and staff areas.
7. The building is assumed to be considered Type VB, non-rated construction, as there is no evidence of fire rated separations nor fire rated construction.
8. Various after hours/evening meetings are held at City Hall, such as Council meetings, City planning commission, park board. Altered floor plan configurations within a remodeled building should provide restrooms that are ADA compliant and can be secured from access to other areas of the building.

9. While not included in the Section 4. herein, Budget Assumptions for City Hall Options discussion of this report, it is to be noted that curbs, gutters, sidewalks, ADA accessibility, etc., would be triggered by SEPA review, as required by any new development within the City of Union Gap.

10. Secured/fenced parking for staff use should be considered in planning for the future of City Hall functions, as well as the location of staff parking areas adjacent to the point of staff exit from the building.

11. The timeline for execution of a project will vary whether remodeling or new construction is selected.

12. Staff satisfaction and retention may be a consideration in project planning.

13. The needs analysis of each Department resulted in a total gross SF area needed for Office Departments at 10,250 SF gross. (Refer to 3. Summary of Areas per Department for Facility and Parking Use, paragraph I.) The existing City Hall building has a gross SF area of approximately 8,669 SF minus approximately 175 SF for the well house. If the existing City Hall is renovated and re-occupied, accommodation for the difference in needed area and actual area will require resolution; one option would be to limit the size of the City Council Chambers, under the assumption that large meetings could be held off site.

B. Roofing

1. Traho visually reviewed aspects of the existing roof and discussed this type of roofing with an industry professional. The following observations are neither exhaustive nor conclusive but are intended to provide a basis of ideas for further consideration.

a. Total spray foam thickness. Spray foam roof systems (SFRS) reportedly perform best with a minimum of 1 ½" inches of thickness, with 2" inches preferable. Checking the existing thickness of the City of Union Gap City Hall SFRS in four different areas indicated an average of 3/4" inch. Given the specifics of an existing roof prior to an SFRS application, a shallow thickness could allow the dew point to be reached within the structure, thus potentially causing condensation issues. Additionally, although the foam and coatings are somewhat permeable, they would likely slow down any vapor transmission that was occurring prior to the SFRS installation, therefore leaving more moisture within the structure to possibly condensate if the dew point is reached.

b. Crickets. A positive feature of SFRS being applied to an existing flat roof system is the ability to fill in low spots or ponding water areas plus the ability to direct water toward drains or gutters. There are areas on the City of Union Gap City Hall SFRS that would benefit from this type of treatment.

c. Drains. Attention must be paid to roof drains when an SFRS system is applied to an existing roof. The ring is to be removed and the base/bowl is cleaned prior to the application of the foam. Then the foam is held back and only the coatings are applied into the bowl. Several drains on the City of Union Gap SFRS would benefit from this type of repair.

d. Masking. Typically, all adjacent surfaces, HVAC equipment and penetrations etc. will be protected from over spray during the application of the foam roof system. There are several areas on the City of Union Gap City SFRS that could have benefited from this practice.

Spray foam is an inert product that will not deteriorate in a roof situation if protected from the sun's UV, or repaired if there is bird or other penetration damage. The protective coating needs to be rejuvenated based on the type of coating that was used and the total amount of dry mils installed. The City of Union Gap City Hall SFRS appears to have Acrylic Coating applied over the foam. The Acrylic Coating typically needs to be recoated every 5-7 years.

The low center roof areas ("bathtub") would have been a concern prior to the application of SFRS, to confirm the location of attic or conditioned spaces below them. If an attic is present, there should be determination as to where the ventilation is coming from. A thorough investigation of the air flow- or not- throughout the attic space would need to be done to provide any additional recommendations for these areas.

We recommend as a minimum, recoating the roof if the building is remodeled, including repair and re-sizing of the roof drains, review and repair of the ventilation and leading edges, and the provision of new crickets; the recoating is reflected in the budget assumptions for the minor remodel option.

We recommend as an upgrade option that could be warranted, to tear off the existing spray foam roof, repair and re-size the roof drains, install new flashing at the leading edges, and install a new, full 2" spray foam roof, if the building is remodeled. This is reflected with a budget line item in the substantial remodel option.

2. Initial review of the interior of the building does not indicate the evidence of roof leaking other than in the area noted in the Mechanical, Copy and Storage rooms. Some evidence of former condensation from an iron roof drain located between the Meeting room and Executive Assistant is apparent above the ceiling tile. Haz mat/air quality evaluations will be completed prior to any roofing or construction if the building is remodeled; reference Section 4. C.13. and E.5. herein. These evaluations will address water intrusion. This would start with removing all the layers of sub ceilings in the Storage, Mechanical and Copy rooms and exposing the structure until there is no more evidence of mold or water intrusion or condensation damage. A more accurate scope of work can be defined at that time for the remediation of damage. There is a cost implication for this work that will need to be verified upon project initiation.

3. The roof exhibits varying heights of level roof, with scuppers from upper roof areas draining onto adjacent lower roofs. The flashings and roof vents have not been reviewed or verified (much of them have been covered by the spray foam roof application) and this review should be done if the building is remodeled.

4. Two roof drains above the Break room run down an interior wall, under the slab, and to an alley catch basin. These were routed out in the recent past and now drain water. A roof drain above the Executive Assistant daylight into the Meeting room roof, runs down an exterior wall, and goes into a planter; it reportedly backs up on occasion, until percolating into the ground.

C. Mechanical/HVAC

1. If the building is to undergo a minor remodel, its energy performance will not meet current expectations for the performance of the envelope because most of the windows are metal with no thermal break; there is likely minimal or no insulation in many of the exterior walls; the wood structural posts at the east wall have no thermal break; there is likely no insulation in the roof structure in much of the roof, other than the existing, non-warranted ½" sprayed on foam coating. The Meeting room was reportedly a former non-enclosed entry that was eventually framed in; it appears to be uninsulated.

2. Some aspects of the building's energy performance could be addressed as part of a substantial remodel.

3. The HVAC system is out of date and pieced together, with each building having its own roof top HVAC; the systems are discontinuous for the most part, between the various additions. It has not been maintained nor cleaned on a regular basis. Roof top units appear to be in the range of 12 to 15 years old other than the somewhat newer 5 to 10 year old Trane unit located above the Mechanical room.

4. Several months of gas and power utility bills were reviewed for the last months during which the building was fully occupied. Based on review of these bills, an approximated 49,000 BTU/SF/year energy use was extrapolated. A typical office building of its era would fall in the range of 40 to 70,000 BTU/SF/year. This energy use is distributed approximately 45% gas and 55% electric, for a total \$0.90/SF/year energy cost, which is considered to be in an anticipated range. It is possible that the building may have limited envelope insulation combined with ventilation that has been covered up over the years so that it no longer functions adequately; these are off-setting factors which should be more closely evaluated if the building is renovated.

D. Plumbing Fixture Count for Remodel of Existing Building

1. The occupancy load of the total approximate 8,669 SF gross of the existing building can be determined from IBC 2012 Table 1004.1.2 as follows:

- The former Library, now utilized as the City Council Chamber, occupies an area of approximately 1,900 SF net. The room as configured is posted with a maximum occupant load of 49 due to exiting requirements. However, if the exiting were altered, per Table 1004.1.2, Assembly without fixed seats, Unconcentrated (tables and chairs), the occupant load of this room at 15 net SF per person would be 127 occupants.

- The remaining area of the building is 8,669 SF – 175 SF for the well house – 1,900 SF for the Council Chamber = 6,594 SF. Per Table 1004.1.2, Business areas at 100 SF gross per person, the occupant load would be 66 occupants.

- The total occupant load of the existing building is 127 occupants + 66 occupants = 193 occupants, assuming full occupancy during regular business hours.

2. Per the Washington State Amendments to the 2012 IBC Table 2902.1 Plumbing Fixtures, the City Council Assembly (classification A-3 Lecture Halls) requires 1 water closet per 125 males and 1 per 65 females. Assuming $127/2 = 64$ males and 64 females, 1 water closet is required for each male and female.

3. Per the Table 2902.2 noted above, the office uses at City Hall (classification Business) requires 1 water closet per 25 for the first 50 males and 1 water closet per 25 for the first 50 females. Assuming $66/2 = 33$ males and 33 females, 2 water closets are required for each male and females.

4. The total water closets required for Assembly and Office use is 3 water closets for males and 3 for females. The existing building has 4 water closets/urinals for males and 3 water closets for females; however, since the restrooms do not meet ADA accessibility, they will have to be reconfigured to meet accessibility requirements. Further analysis may determine a need for restrooms to be provided that are secured for evening only use, and/or restrooms that are separated for public/staff use, thus influencing their location and the total number of fixtures provided.

E. Capital Facilities Element – Concurrency

The July 2009 Capital Facilities Element within the Union Gap Comprehensive Plan is referenced within this report. It includes a forecast of the future need for capital facilities and may be valuable to the reader of this report.

It also includes a section on Concurrency and Financing Public Facilities, with reference to Goal 12 of the Growth Management Act. Beginning on sheet 4: CF-24, the statement is made "In Union Gap, concurrency applies to transportation, water, sewer, and police and fire facilities and services. The concept of concurrency is particularly important in a community that is anticipating the potential development of undeveloped areas within its jurisdiction, as is the case in Union Gap." Because the police and fire departments are not directly included in the scope of this report, which focuses on City Hall

office functions, a limited discussion of issues specific to these two departments follows as a starting point for future discussion as to the needs of these departments.

F. Considerations Specific to Fire and Police Departments

1. Fire Department

The current FD location, separate from the block on which the former City Hall is located, has temporarily housed City Hall administrative offices for the past approximately two years. These offices are anticipated to be relocated once a decision is reached relative to demolition, substantial/ minor remodel of the existing City Hall building, or new construction. In the case of Union Gap, the fire department is a combination volunteer-career department, which factor directly influences its facilities and discussion as to whether it will remain so in the future. Since fire departments combine both administrative and fire station functions and have very specific needs for access, security, response time criteria, fire insurance rating classification, etc., it is recommended that the fire department undergo an evaluation particular to its current and future facilities.

2. Police Department

The current PD is located off site. Although the population of Union Gap was 6,047 in 2010, due to the numbers of people who shop within its jurisdiction, the PD serves a day time population of approximately 30,000- which influences its facility and site needs. Police departments have specific needs for access, security, decontamination, response times, etc., which must be reviewed should the police department consider co-locating with City Hall office uses. It is recommended that the police department undergo an evaluation particular to its current and future facilities.

G. Options and Related Budgets

Refer to 4. Budget Assumptions for City Hall Options.

December 31, 2013

City of Union Gap Facilities

Phase 1- Information Space and Site Plan

3. Summary of Needs Analysis per Department for Facility and Parking Use

A. General Notes:

1. Net square feet (SF) area as noted below were derived primarily from Department responses; Architect's assumptions and design industry standards have been utilized in the absence of these responses.
2. An additive factor for halls, restrooms, mechanical/electrical rooms, janitorial, wall thickness is applied to the net square feet assigned to each Department, to arrive at gross square feet. The factor applies is 30% - typical for all Departments.
3. The 30% additive factor as shown below is based on general industry experience, as a beginning point to establish an order of magnitude gross square feet area for the proposed uses. The areas shown for each use will require more detailed review when schematic design is initiated.
4. There are no net areas indicated for future staff in the subtotal of net areas for each Department below.
5. The future of the existing well house in addition to issues concerning the use of this water right will be considered in future planning City facilities. The well house is currently attached to and located at the south perimeter of the former City Hall building. It has a distinct roof elevation relative to two adjacent City Hall roof areas, both at different heights.

B. Needs Analysis for Shared Spaces for Administrative Services, Finance, City Manager, City Council, Public Works, Community and Economic Development Departments

1. Vestibule: 80 SF
2. Lobby and Reception; assumes 15 waiting customers, front counter, seated assistance for two Clerk Receptionists, (wall) space for required postings and racks for handouts: 1,000 SF
3. Conference Room to Seat 12: 448 SF
4. Two Conference Rooms, each to Seat 8; $2 \times 225 \text{ SF} = 450 \text{ SF}$
5. Copy/Mail/Fax/Office Supplies: 400 SF
6. Safe plus secure storage for sensitive records and computer software: assume 300 SF
7. Server: 500 SF
8. Two Lobby Breakout Rooms, each to seat 4, to accommodate assisting of customers by other staff than Clerk Receptionists; $2 \times 120 \text{ SF} = 240 \text{ SF}$
9. Staff Break/Lunch Room to seat 10: 400 SF
10. Subtotal Net Area: 3,818 SF net
11. Additive factor: 1,146 SF
12. **Total gross area of Shared Spaces: 4,964 SF gross**

C. Needs Analysis for City Council Chamber

Per the Capital Facilities Element, Recommendation on the Proposed Building Program on 4: CF-21 notes "Overall Square Footage of City Hall.... including.... Council Chambers with an overall size of 2,400 sq. ft. supporting an occupant load of 120 persons." Hence, **total gross area for the City Council Chambers: 2,400 SF gross**

D. Needs Analysis for Administrative Services

General Notes: Staff and net SF areas as noted below were derived from Department responses unless indicated as assumed. Typical for all Departments.

1. Current staff: 4; 5 year projection no added staff; 10 year projection 1 added staff
2. Administrative Services Director: 168 SF
3. Two Clerk Receptionists: 168 SF
4. Executive Assistant (also supports Finance and City Manager): (Vacant): 110 SF
5. Storage area for file cabinets: 750 SF or larger
6. Replacement for offsite storage: 210 SF current; offsite storage needs will be considered at a later step in facility evaluation
7. Subtotal net area: 1,406 SF net
8. Additive factor: 422 SF
9. **Total gross area for Administrative Services: 1,828 SF gross**

E. Needs Analysis for Finance

1. Current staff: 3; 5 year projection 1 added staff; 10 year projection no added staff
2. Four offices: 560 SF
3. Archived financial records: 225 SF
4. Subtotal net area: 785 SF net
5. Additive factor: 236 SF
6. **Total gross area for Finance Department: 1,021 SF gross**

F. Needs Analysis for City Manager

1. Current staff: 1; 5 year projection no added staff; 10 year projection no added staff
2. City Manager: 420 SF
3. Subtotal net area: 420 SF net
4. Additive factor: 126 SF
5. **Total gross area for City Manager: 546 SF gross**

G. Needs Analysis for Community and Economic Development

1. Current staff: 4; 5 year projection 1 added staff; 10 year projection no added staff
2. CED Director: 144 SF
3. Administrative Secretary/Permit Tech: 200 SF
4. Building Inspector/Code Enforcement: 100 SF

5. Plan review room/library: 120 SF
6. File storage: Assume 240 SF
7. (Offsite) storage and future scanner: 400 SF
8. Subtotal net area: 1,204 SF net
9. Additive factor: 362 SF
10. **Total gross area for CED: 1,566 SF gross**

H. Needs Analysis for Public Works

1. Current staff: 3; 5 year projection 1 added staff; 10 year projection no added staff
2. PW Director: Assume 150 SF
3. PW Foreman: desk at maintenance shop
4. Administrative Secretary: Assume 100 SF
5. Subtotal net area: 250 SF net
6. Additive factor: 75 SF
7. **Total gross area for Public Works: 325 SF gross**

I. Total SF Gross Area of Office Departments

1. The gross area of the various Office Departments is summarized:
 - Shared Spaces: 4,964 SF gross
 - Administrative Services: 1,828 SF gross
 - Finance: 1,021 SF gross
 - City Manager: 546 SF gross
 - Community and Economic Development: 1,566 SF gross
 - Public Works: 325 SF gross
2. **Total gross SF area of Office Departments: 10,250 SF gross**

J. Parking for City Hall Office and City Council Uses

1. The current City zoning ordinance requires 1 space per 300 SF gross area of office use. The gross area of the various office Departments per the needs analysis is 10,250 SF.
2. **Total parking required for Office Departments: 10,250 SF/300 = 35 parking spaces.**
3. If the assumption is made to assign **500 SF per parking space, 35 spaces x 500 SF = 17,500 SF gross area is needed to park 35 cars to accommodate the office uses.** Note: Parking areas are more or less efficient dependent on a variety of factors such as site dimensions, numbers of ingress/egress points, 90 degree vs. angled parking, location of secured parking spots, etc. A site specific evaluation is recommended in order to develop a more accurate determination of the area needed to park cars for Union Gap's office uses.
4. Per item C. above – **City Council parking is needed on occasion to accommodate 120 people.** If the assumption is made that on average one car brings two people to a Council meeting, then 60 parking spaces would be utilized. Since City Council use of parking occurs other than regular business hours, as

long as the Council meetings are in the evening, some of the parking needs for Council meetings can be met by the parking provided in the office use parking spaces. Dependent on which option is selected- demo, substantial/minor remodel, or new construction, parking for City Council should be reviewed.

K. Area of Existing City Hall Building and the Block between Ahtanum Street, Franklin Street, 1st and 2nd Streets

1. The east half of the block is 100' x 375' = 37,500 SF
2. The west half of the block is (10' x 375' = 37,500 SF) minus (Lot 3105 @ 50' x 100' = 5,000 SF and the south half of part of parcel 3103 to its north @ 25' x 100' = 2,500 SF, totaling 7,500 SF) = 30,000 SF
3. Total area of the east and west halves of the block: 67,500 SF
4. The alley between the east and west half of the block is 30' x 375' = 11,250 SF. A main sewer line is located in the alley, flowing from north to south. A building may not be placed on top of a main sewer line; however, a parking area may be.
5. The existing area of the City Hall building, including the well house, is approximately 8,669 SF gross.

L. Area Needed for City Hall Office Departments plus Parking

1. Total gross area of Office Departments = 10, 250 Sf gross
2. Total gross area needed to park 35 cars for Office Departments use = 17,500 SF
3. Assume total gross area for site improvements such as sidewalks and landscaping, given the use of the east half of the current City Hall block @ 37,500 SF = 10' x 100 lineal feet along Ahtanum Street + 10' x 100 lineal feet along Franklin Street + 10' x 375 lineal feet along 1st Street = 5,750 SF gross for site improvements.
4. The total of lines 1, 2 and 3 above is 33,500 SF gross, which is 4,000 SF under the 37,500 SF area of the east half of the current City Hall block.

M. Needs Analysis for the Fire Department

1. Current staff 26; 5 year projection 2 added staff; 10 year projection 3 added staff
2. Current area 6,500 to 7,500 SF gross within four different structures plus use of an adjacent house for physical fitness.
3. Projected SF per Department responses: "The current facility was not designed to house career full time members or the apparatus or equipment that the department has. The facility has been a subject of L And I evaluations and is in current need of upgrades or replacement.... The total square footage

necessary to meet the requirements of the various codes and standards is approximately 21,000 to 27,000 (gross) square feet and may be more based on configuration of the apparatus bay."

Furthermore, when taken on a room by room basis from the list provided by the Department responses and with areas assigned to each room based on fire station projects designed by various architects, the area of the Fire Department equals approximately 20,000 SF gross plus two large sheds. Thus, an order of magnitude **total gross area for the Fire Department of 20,000 to 27,000 SF gross is assumed.**

4. Per the Department Responses, to the question as to whether there could be a shared reception area with other Departments, "...No, unless there is a discussion about integration of the fire department operation into either a public safety building or city hall which has not been discussed. "

5. Secured parking is needed. Per the City zoning ordinance, 1 space is required per 200 SF gross area; **the FD would be required to park approximately 35 cars. Currently, the FD parks outside, on site 21 total vehicles – 12 staff, 3 public and 6 pieces of equipment.** The security of FD and fire fighter vehicles is specific to FD protocol, which will influence further consideration of FD parking needs.

6. **It is assumed the FD will not co-locate with City Hall office uses. Parking for the FD is not included in item J. above.**

N. Needs Analysis for the Police Department

1. Current staff: 25; 5 year projection no added staff; 10 year projection 3 added staff

2. Current area is noted in the Capital Facilities Element 4: CF-21 at roughly 3,830 SF. The Department Responses indicate that double the current area is needed; thus, an order of magnitude **total gross area for the Police Department of 7,600 SF gross is assumed.**

3. The Police Department Responses indicate that there can be no sharing of rooms with other City Departments, including no shared reception area.

4. Secured parking is needed for staff vehicles and for site control during the transfer of detainees from a police vehicle into the building. The current City zoning ordinance requires 1 parking space per 200 SF gross area of building; **at 3,830 SF gross for the current PD location, 19 spaces would be required. Currently, the PD parks 4 public and 10 pieces of police vehicles/equipment.**

5. If the assumption is made to assign 500 SF per parking space, **19 spaces x 500 SF = 9,500 SF gross area is needed to park 19 cars.** Note: parking areas are more or less efficient dependent on a variety of factors such as site dimensions, number of ingress/egress points, 90 degree vs. angled parking, location of secured spots, etc. A site specific evaluation is recommended in order to develop a more accurate determination of the area needed to park cars for Union Gap's PD uses.

Further evaluation of PD parking needs is recommended, including the means by which secured transfer of detainees occurs. Factors specific to Department protocol will influence the provision of parking, including the possibility of shared secured parking with other City Departments

6. **For the purposes of item J. above, parking for the PD is not included. If the PD were to co-locate with City Hall office uses, the provision of parking spaces must accommodate the specific needs of both PD and office uses on one, campus site.**

7. Assuming co-location of office Departments and the Police Department on one site, a total of 35 (office) + 19 (PD) = 54 spaces is required on one site. If the assumption is made to assign 500 SF per parking space, 54 spaces x 500 SF = 27,000 SF gross area is needed to park 54 cars. Note: parking areas are more or less efficient dependent upon a variety of factors such as site dimensions, number of ingress/egress points, 90 degree vs. angled parking, location of secured parking spots, etc. A site specific evaluation is recommended.

December 31, 2013

City of Union Gap Facilities

Phase 1- Information Space and Site Plan

4. Budget Assumptions for City Hall Options

A. Existing building: a few notes

Refer to 2. City Hall Considerations for an outline of pertinent issues.

Refer to the Capital Facilities Element of the City of Union Gap Comprehensive Plan, July 2009, for a more detailed description of the history of use of the City Hall facility.

It is to be noted that the building was vacated, not condemned, which impacts the type of building code and fire/life safety review that would be conducted if the building were to be re-occupied for essentially the same uses as previously. These uses are 2012 International Building Code (IBC) Assembly Group A (generally, occupant load 50 or more) and Business Group B. If the floor plan is reconfigured so that any of the rooms will be occupied by 50 or more people, exiting per Table 1004.1.2 will need to be reviewed, among other reviews.

The City may wish to consider developing a public education program for the fact that the building can be safely occupied, if so determined. Consider ongoing monitoring of the building if this becomes applicable.

Alterations to street frontage and parking improvements are not listed in the assumptions for each option, as the extent of this work is not known.

Budget for "soft" costs such as furniture, fixtures and equipment (FF&E), i.e., moveable items (also including interior and exterior window coverings, computers, security systems, signage)- other than security systems as noted in Option C below- are not included in the budget assumptions, as extent of this work is not known.

B. Budget Options

Four options were considered in this report for the future of City Hall facilities: demolish the existing building; substantially renovate the existing building for Office Departments not including the Police and Fire Departments; complete a minor renovation of the existing building for Office Departments not including the Police and Fire Departments; and new construction for the Office Departments and Police Department. Assumptions for each option follow; refer to the Appendix for the cost breakdown of each option.

C. Budget Option: Demolish existing building

1. Building is approximately 8,669 SF gross, including the approximately 175 SF Well House No. 2. The City Water Department will take control of the well house. A placeholder budget for demo of this area will be included.
2. Exterior is primarily brick with some areas of lap siding and Marblecrete. Assume wood framing throughout, including exposed glu lams in the library, with the exception of CMU walls, assumed to be 20% of the total of interior walls. Slab on grade with an area in the storage room that has a concrete pit approximately 4' deep by 8' by 8'. The Copy room has a wood floor framed above the slab. Several floor levels occur per the redlined floor plan, attached.
3. Haz mat report consulting fee (assume \$5,000) and mitigation (assume \$5/SF) will be required.
4. Leave site clean, with non-structural fill level to existing grade, which slopes to the south, and no remnants of foundation left on site.
5. Prevailing wage rates apply.
6. Assume some impact to adjacent sidewalks and parking areas right around the building, as a result of demo.
7. Assume typical municipal utilities will be discovered and capped off.
8. Typical ACP ceilings throughout, with some hard ceilings in areas such as in the Break Room above the ACP and in the Storage room. Multiple levels of ACP, hard lid and acoustical ceiling tile fixed to the hard lid, are evident in the building.
9. Some interior casework exists, such as the dais platform in the Council/Court, and in the Library and Admin Secretary/Receptionist area, and Development Coordinator office.
10. Plumbing fixtures exist in the restrooms.
11. The roof is comprised of several varying heights of more or less flat roof, with consequent discontinuous flashings and exposed, likely uninsulated ductwork at the southwest. There is more than one roof top unit, and other than the unit with exposed ductwork, the ducts are in interstitial space between the roof deck and suspended ceilings or under the slab in the Library. Some rooms have electric baseboard heating, such as the Public Works Secretary and Director, Former City Clerk and Unknown (office).

D. Budget Option: Substantial remodel of existing building

1. Assume various HVAC cost ranges per mechanical engineer Routh Consulting's attached email description of potential renovations. Clean all mechanical equipment and ductwork and interstitial spaces, primarily at ceilings but also at floors. There are numerous layers of various materials throughout the building.
2. Assume new interior ADA access to mitigate the various floor levels. 1 to 12 slope ramps with handrails will require the use of otherwise useable floor space. At the two steps at the restrooms near the Library and the two steps near the Court entrance, the floor plan may have to be reconfigured.
3. Assume some level of electrical upgrades to accommodate current Department needs and floor plan alterations. Assume all new interior lighting (using other than the current typical T12 fluorescent fixtures). Assume new exterior lighting as necessitated by alterations to ingress/egress locations for public and staff.

4. Build new, sloped, unheated roof structure over approximately 900 SF of "bathtub", at the lowest roof areas, to keep rain/snow away from this location, which appears to be the source of the water intrusion into the Storage room, with its possibly localized, mold.
5. Provide and install new security systems as dictated by reassignment of room uses and altered patterns of separation between staff and public spaces.
6. Provide and install new finishes- flooring, new paint, new ACP throughout.
7. Provide and install new windows. Most existing windows, other than the fixed insulated, stopped-in units at the Library, are older insulated metal units with no thermal break.
8. Assume cuts into the floor system to accommodate new restrooms (dependent on the new occupant load to the building) and/or alterations in existing restrooms to accommodate ADA access.
9. Demolition of an assumed 25% of non and load bearing interior walls to accommodate a reconfigured floor plan.
10. Complete gut and redo of restrooms. Provide new restrooms as needed based on the new occupant load.
11. Rehang the interior doors that have been taken off the hinges.
12. Prep and paint exterior: doors, lap siding, soffits, flashings (unless these are replaced during roofing repair), glu lams, miscellaneous wood trim, lap siding at the walls at the one section of highest roof
13. Haz mat report consulting fee (assume \$5,000) and mitigation (assume \$5/SF) will be required. An air quality report will also be required (assume \$8 to 10,000). Both the haz mat and air quality reports should be conducted by an environmental engineering firm who is completely independent of the previous process and reports at City Hall, qualified to substantiate their conclusions. Such firms are available in the Seattle area.
14. We recommend an attic investigation prior to any roofing or construction if the building is remodeled. This would start with removing all the layers of sub ceilings in the Storage, Mechanical and Copy rooms and exposing the structure until there is no more evidence of mold or water intrusion or condensation damage. A more accurate scope of work can be defined at that time for the remediation of damage. There is a cost implication for this work that will need to be verified upon project initiation.

E. Option: Minor remodel of existing building

1. Develop a new public entry, at Library or Court Entrance, so that air quality issues associated with the former main public entry along Ahtanum Road, can be mitigated/eliminated and to take advantage of the essentially level or already accessible entry. Develop a floor plan that utilizes this exterior door for exit only or infrequent entry by staff.
2. Assume new interior ADA access to mitigate the various floor levels. 1 to 12 slope ramps with handrails will require the use of otherwise useable floor space. At the two steps at the restrooms near the Library and the two steps near the Court entrance, the floor plan may have to be reconfigured.
3. Complete gut and redo of restrooms; bring at least one men's and one women's restroom up to ADA compliance. Note that the walls surrounding the restrooms adjacent to the former Library are CMU.
4. Adapt Department functions to occupy existing floor plan with minimal changes. Review off-site storage needs associated with this approach.

5. Haz mat report consulting fee (assume \$5,000) and mitigation (assume \$5/SF) will be required. An air quality report will also be required (assume \$8 to 10,000). Both the haz mat and air quality reports should be conducted by an environmental engineering firm who is completely independent of the previous process and reports, qualified to substantiate their conclusions. Such firms are available in the Seattle area.
6. Clean all mechanical equipment and ductwork and interstitial spaces, primarily at ceilings but also at floors. There are numerous layers of various ceiling materials throughout the building.
7. Clean the entire building including windows and light fixtures, and wash the walls; rehang the interior doors that have been taken off the hinges.
8. Provide and install new finishes- flooring, new paint, new ACP.
9. Update signage to reflect the locations of various Departments, both interior and exterior.
10. Build new, sloped, unheated roof structure over approximately 900 SF of "bathtub", at the lowest roof areas, to keep rain/snow away from this location, which appears to be the source of the water intrusion into the Storage room, with its possibly localized, mold.
11. Review and repair as needed, roof drains and soffit ventilation.
12. Prep and paint exterior: doors, lap siding, soffits, flashings (unless replaced during roofing repair), glu lams, miscellaneous wood trim, lap siding at the walls at the one section of highest roof.
13. We recommend an attic investigation prior to any roofing or construction if the building is remodeled. This would start with removing all the layers of sub ceilings in the Storage, Mechanical and Copy rooms and exposing the structure until there is no more evidence of mold or water intrusion or condensation damage. A more accurate scope of work can be defined at that time for the remediation of damage. There is a cost implication for this work that will need to be verified upon project initiation.
14. Begin deliberation as to the life span intended for re-occupation of this facility.

F. New construction

15. Build a new facility, after consideration of which Departments are to be co-located within one building and/or on one site.
16. In order to review this new construction option as a more direct "apples to apples" comparison with the substantial and minor remodel options C and D above, assume an area of 10,250 SF gross (not including future expansion) per the needs analysis in the "Summary of Staff and Square Foot Areas per Department for Facility and Parking Use" for office Departments.
17. Assume 12,000 SF gross per the Capital Facilities Element recommendation on sheet 4: CF-21, as the area needed to accommodate future expansion.
18. Assume a separate budget for the Police Department's 7,600 SF as noted in the needs analysis.
19. Assume typical Type VB, fire sprinklered (the assumption is made that sprinklers will be required to get the SF area increases needed within this type of construction) commercial construction for public buildings of average quality and conforming to all applicable codes such as the Washington State Energy Code and Washington State Amendments to the IBC, Chapter 11 Accessibility, etc.

20. Assume the facility is built on a site with the full range of municipal utilities available to the property line.

City of Union Gap Facilities

Phase 1- Information Space and Site Plan

APPENDIX

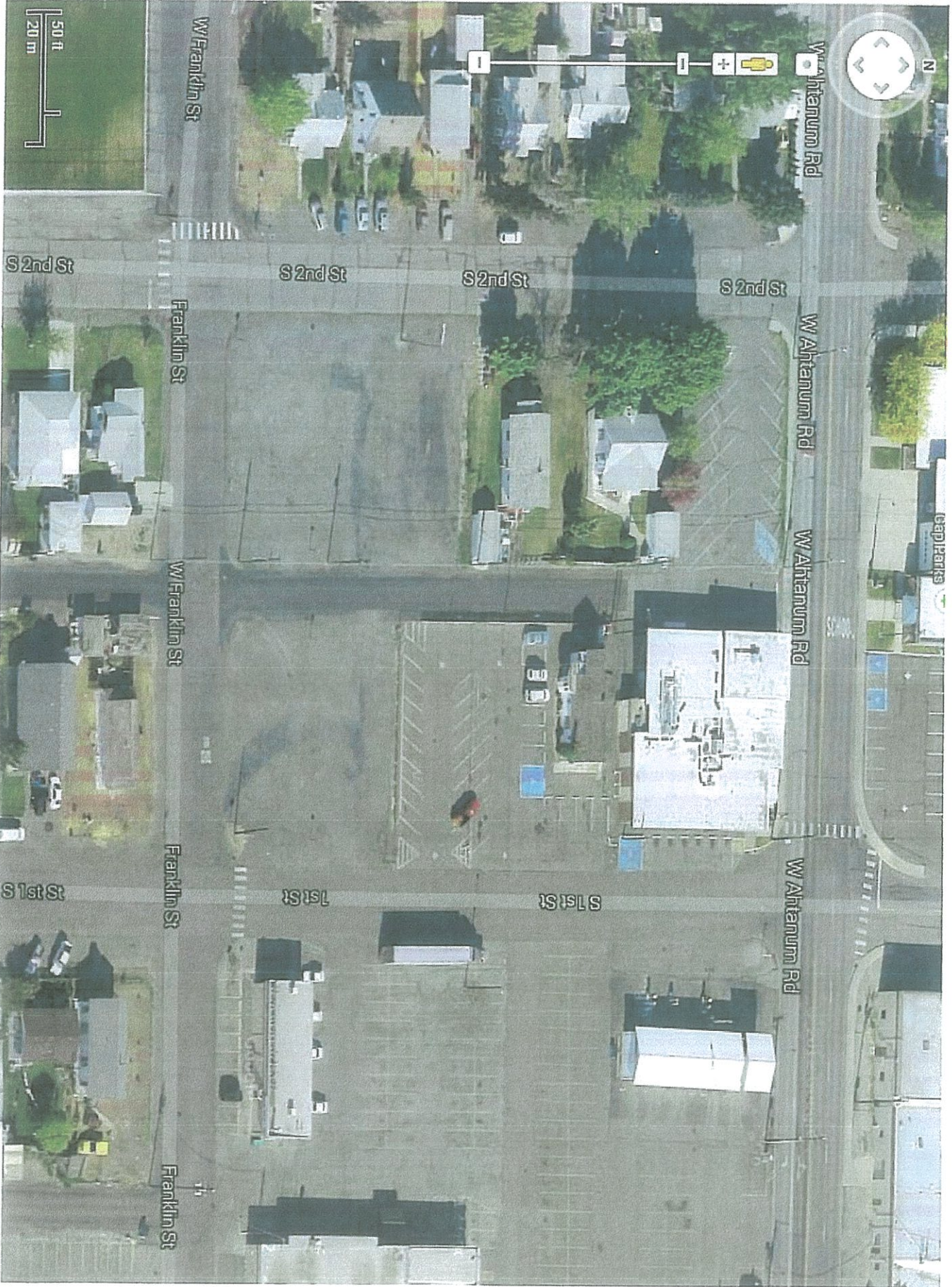
- A. Google Aerial Site/Roof Plan
- B. City Hall Concept Floor Plan
- C. City Hall Concept Roof Plan
- D. Budget Options
- E. Summary Sheets of Needs Analysis by Department
- F. Ordinance 2623 adopting the July 2009 Union Gap Comprehensive Plan; sheets 4: CF-19 through 23 of the Capital Facilities Element, included within the Comprehensive Plan

City of Union Gap Facilities

Phase 1- Information Space and Site Plan

APPENDIX A.

Google Aerial Site/Roof Plan follows.

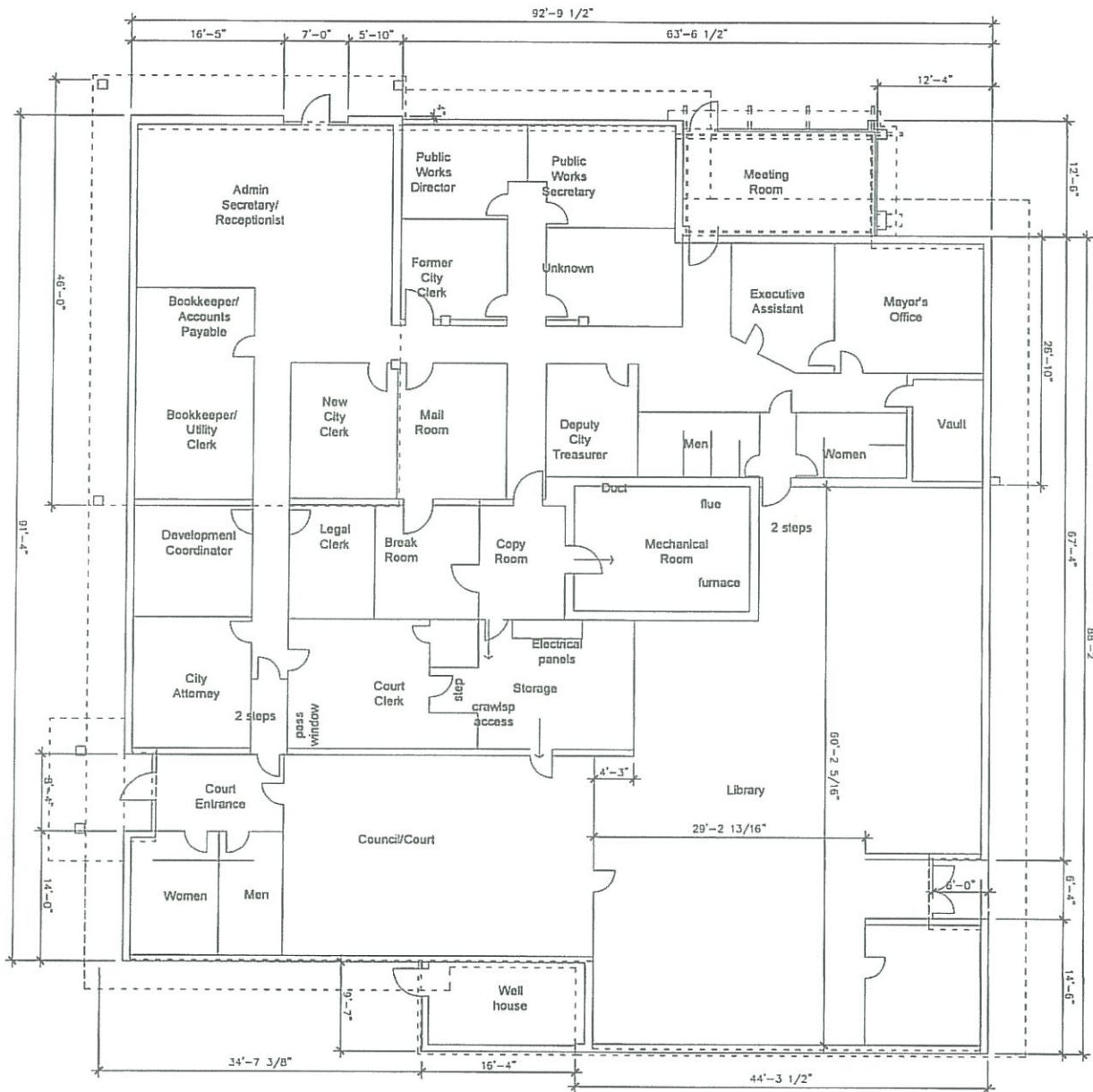


City of Union Gap Facilities

Phase 1- Information Space and Site Plan

APPENDIX B.

A Concept Floor Plan of the existing City Hall facility follows. This plan was developed from information obtained from a number of sources and is included as a reference document for orientation purposes only. Formal as-built drawings will be needed if the facility is to undergo a substantial or minor remodel project.



CONCEPT FLOOR PLAN

BUILDING AREAS

GROSS: 8,669

LESS EXT WALL AREA: 8,330 SF

Union Gap City Hall
102 West Ahtanum Road
Union Gap, Washington

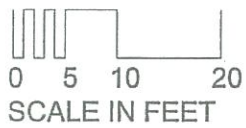
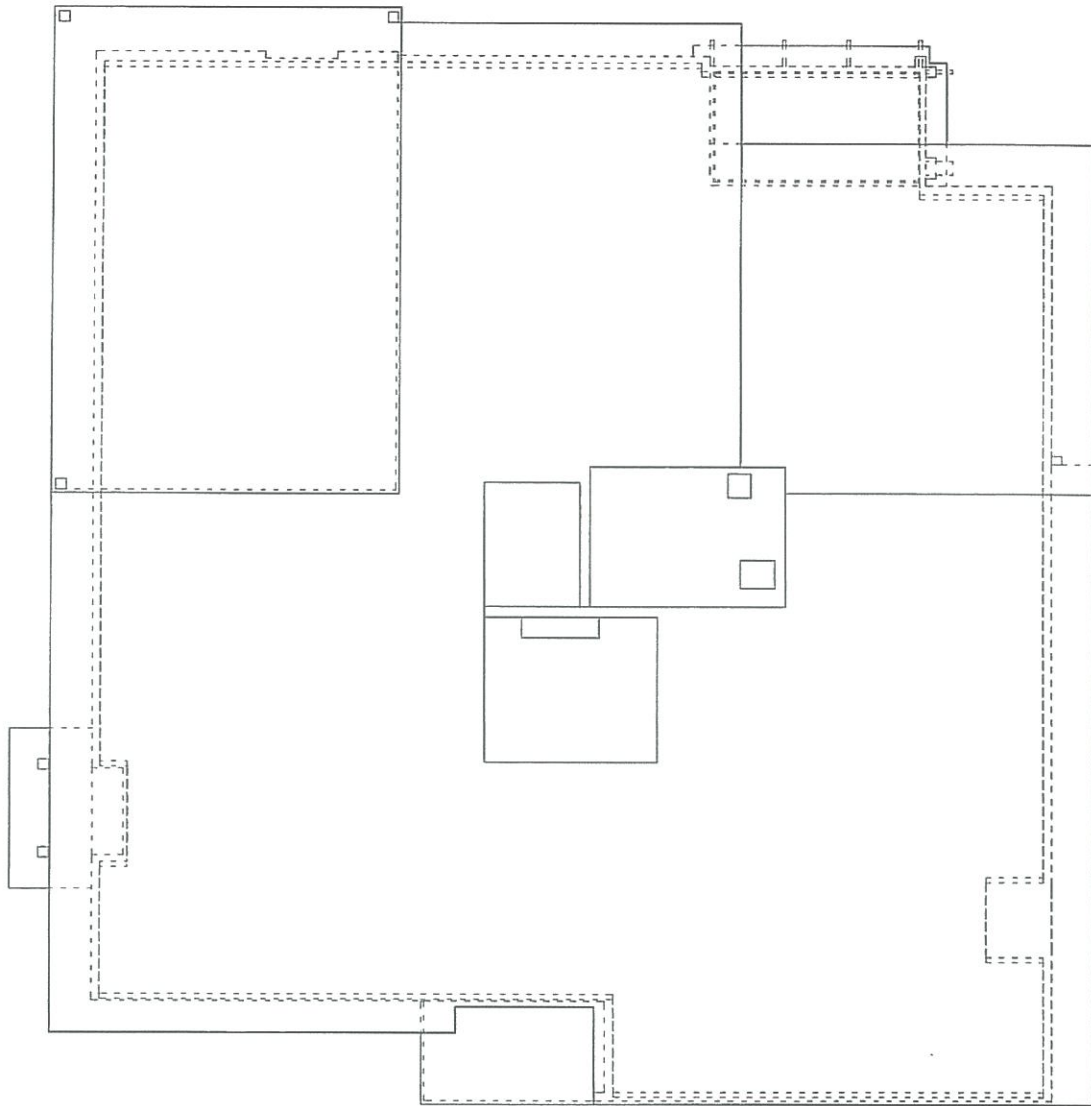


City of Union Gap Facilities

Phase 1- Information Space and Site Plan

APPENDIX C.

A Concept Roof Plan of the existing City Hall facility follows. This plan was extrapolated from the Concept Floor Plan and on site observations. It is included as a reference document for orientation purposes only. Formal as-built drawings will be needed if the facility is to undergo a substantial or minor remodel project.



CONCEPT ROOF PLAN

ROOF AREAS
 GROSS: 10,005 sf
 WELL HOUSE: 175 SF
 SOFFIT: 1,336 SF

Union Gap City Hall
 102 West Ahlanum Road
 Union Gap, Washington



City of Union Gap Facilities

Phase 1- Information Space and Site Plan

APPENDIX D.

Note: Four budget options follow- Demolition, Substantial/Major Remodel, Minor Remodel, New Construction for Office Departments. Numerous assumptions have been made, which will require confirmation when a project is initiated and an Owner/Architect/Engineer project team is assembled.

Union Gap City Hall

Option B - Demolition

Project name	Union Gap City Hall - Demo
Architect	Traho Architects
Labor rate table	Fed Yakima 2012 02
Equipment rate table	BCCD2013
Job size	8905 sf
Report format	Sorted by 'Bid Item/Group phase' 'Detail' summary Print item notes Print sort level notes

Item	Description	Takeoff Qty	Labor Amount	Material Amount	Subcontract Amount	Name	Equipment Amount	Other Amount	Unit Cost	Total Amount
B Demolish Existing Building										
02-41-16.00	Structure Demolition									
0010	Building Demo, Excavator 1 1/2cy	89,050.00	cf	8,793	-		10,291	-	0.214 /cf	19,084
0100	SOG Demolition, 4", Unreinforced, 1 1/2cy exc. x	9,385.00	sf	4,634	-		5,423	-	1.072 /sf	10,057
1020	Footing & Fdn Demolition, Max 3'h, 2cy exc. x	600.00	lf	1,185	-		1,893	-	5.13 /lf	3,078
	Structure Demolition		14,612				17,808			32,219
	295.95 Labor hours									
	147.98 Equipment hours									
02-41-19.00	Selective Structure Demolition									
0100	Selective demolition, dump charges, debris, includes tipping fees only	461.00	ton	-	34,575		-	-	75.00 /ton	34,575
0100	Selective demolition, dump charges, concrete, includes tipping fees only	562.00	ton	-	22,480		-	-	40.00 /ton	22,480
0100	Load out demo, 1 1/2cy excavator, x	1,203.00	cy	4,950	-		5,793	-	8.93 /cy	10,742
	Selective Structure Demolition		4,950	57,055			6,793			67,797
	100.25 Labor hours									
	50.13 Equipment hours									
02-42-13.00	Asbestos Abatement									
	Asbestos Abatement	8,905.00	sf	-	44,525		-	-	5.00 /sf	44,525
	Asbestos Abatement				44,525					44,525
22-05-00.00	Common Work Results For Plumbing									
	Water Disconnect	1.00	ls	-	1,500		-	-	1,500.00 /ls	1,500
	Sewer Disconnect	1.00	ls	-	500		-	-	500.00 /ls	500
	Gas Disconnect	1.00	ls	-	700		-	-	700.00 /ls	700
	Common Work Results For Plumbing				2,700					2,700
26-05-00.00	Common Work Results For Electrical									
	Electrical Disconnect	1.00	ls	-	1,000		-	-	1,000.00 /ls	1,000
	Common Work Results For Electrical				1,000					1,000
31-22-40.00	Grading									
0012	Fine grading, finish grading, small area, to be paved with grader	1,000.00	sy	987	-		734	-	1.722 /sy	1,722
	Grading		987				734			1,722
	20.00 Labor hours									
	10.00 Equipment hours									
31-23-16.00	Excavation									
0006	Hauling, 20cy, 1tr/hr, debris	1,154.00	lcy	2,300	-		4,660	-	6.06 /lcy	6,960
0006	Hauling, 20cy, 1tr/hr, conc	281.00	lcy	560	-		1,142	-	6.06 /lcy	1,702
	Excavation		2,860				6,833			8,692
	71.75 Labor hours									
	143.50 Equipment hours									
31-23-23.00	Fill									
1600	Backfill, bulk, Cleanup	395.00	ecy	2,093	-		4,932	-	37.74 /ecy	14,945
	Fill		2,093	7,920			4,932			14,945
	39.50 Labor hours									
	49.50 Equipment hours									
B Demolish Existing Building										
	8,905.00 sf		25,501	64,975	48,225		34,900	0	19.50 /sf	173,601
	527.55 Labor hours									
	401.10 Equipment hours									

Estimate Totals

Description	Amount	Totals	Hours	Rate	Cost Basis	Cost per Unit	Percent of Total
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8,905.00	sf						
527.55	Labor hours						
401.10	Equipment hours						

Standard Estimate Report

Union Gap City Hall-Major

Union Gap City Hall
Option C - Major Remodel

Project name	Union Gap City Hall-Major
Architect	Traho Architects
Labor rate table	Fed Yakima 2012 02
Equipment rate table	BCOD2013
Job size	8905 sf
Report format	Sorted by 'Bid Item/SubBid Item/Group phase' 'Detail' summary Print item notes Print sort level notes

Item	Description	Takoff Qty	Labor Amount	Material Amount	Subcontract Amount	Equipment Amount	Other Amount	Unit Cost	Total Amount
C Substantial Remodel of Existing Building									
A0010	Demolition								
02-41-19.00	Selective Structure Demolition								
---	Removal of Gut 25%	2,400.00 sf	-	-	31,200	-	-	13.00 /sf	31,200
---	Removal of Restrooms	240.00 sf	-	-	2,400	-	-	10.00 /sf	2,400
					33,600				33,600
02-42-13.00	Selective Structure Demolition								
---	Asbestos Abatement	8,905.00 sf	-	-	62,335	0	15,000	8.684 /sf	77,335
---	Haz Mat Abatement				62,335				77,335
02-45-16.00	Asbestos Abatement								
---	Mold Remediation Preparation And Containment								
---	Water Damage Invest., Mech. copy, storage rms	730.00 sf	-	-	7,300	-	-	10.00 /sf	7,300
	Mold Remediation Preparation And Containment				7,300				7,300
03-30-00.00	Cast-In-Place Concrete								
---	Slab On Grade	600.00 sf	-	-	3,570	-	-	5.95 /sf	3,570
	Cast-In-Place Concrete				3,570				3,570
09-05-05.00	Selective Finishes Demolition								
1200	Ceiling demolition, suspended ceiling, mineral fiber, 2 x 2 or 2 x 4, remove	8,905.00 sf	-	-	4,453	-	-	0.50 /sf	4,453
0620	Flooring demolition, resilient, sheet goods, linoleum, for gym floors	8,905.00 sf	-	-	6,679	-	-	0.75 /sf	6,679
8000	Flooring demolition, remove flooring, board blast, minimum	8,905.00 sf	-	-	6,234	-	-	0.70 /sf	6,234
	Selective Finishes Demolition				17,365				17,365
A0010 Demolition			0	0	124,170	0	16,000		139,170
A1010	Standard Foundations								
03-30-00.00	Cast-In-Place Concrete								
---	Standard Foundation For Entries	40.00 lf	-	-	7,200	-	-	180.00 /lf	7,200
---	Slab On Grade	600.00 sf	-	-	3,570	-	-	5.95 /sf	3,570
	Cast-In-Place Concrete				10,770				10,770
A1010 Standard Foundations			0	0	10,770	0	0		10,770
B1010	Floor Construction								
06-11-00.00	Wood Framing								
---	ADA Ramps	360.00 sf	-	-	11,520	-	-	32.00 /sf	11,520
---	New Restrooms	600.00 sf	-	-	45,000	-	-	75.00 /sf	45,000
	Wood Framing				56,520				56,520
B1010 Floor Construction			0	0	56,520	0	0		56,520
B1020	Roof Construction								
06-11-00.00	Wood Framing								
---	New Roofing	8,905.00 sf	-	-	62,335	-	-	7.00 /sf	62,335
	Wood Framing				62,335				62,335
B1020 Roof Construction			0	0	62,335	0	0		62,335
B2010	Exterior Walls								

Standard Estimate Report

Union Gap Cty Hall-Major

Item	Description	Takeoff Qty	Labor Amount	Material Amount	Subcontract Amount	Name	Equipment Amount	Other Amount	Unit Cost	Total Amount
04-21-13.00	Brick Masonry									
---	New Entry Walls, Brick Veneer on Metal Stud	400.00 sf	-	-	30,000		-	-	75.00 /sf	30,000
---	Paint Exterior	8,905.00 sf	-	-	11,131		-	-	1.25 /sf	11,131
---	Brick Masonry				41,131					41,131
08-43-13.00	Aluminum-Framed Storefronts									
---	Alum Ext. Doors	2.00 ea	-	-	8,000		-	-	4,000.00 /ea	8,000
---	Aluminum-Framed Storefronts				8,000					8,000
08-51-13.00	Aluminum Windows									
---	Exterior Alum Windows, 20% Wall	820.00 sf	-	-	12,300		-	-	15.00 /sf	12,300
---	Aluminum Windows				12,300					12,300
B2010 Exterior Walls			0	0	61,431		0	0		61,431
C1010	Partitions									
08-13-13.00	Hollow Metal Doors									
---	Rehang Existing	35.00 ea	-	-	7,000		-	-	200.00 /ea	7,000
---	Hollow Metal Doors				7,000					7,000
09-21-16.00	Gypsum Board Assemblies									
---	Int. partitions, GWB on Mt Stud	2,000.00 sf	-	-	40,000		-	-	20.00 /sf	40,000
---	Gypsum Board Assemblies				40,000					40,000
12-35-00.00	Specialty Casework									
5000	Casework, plastic Laminata	60.00 lf	0	0	18,000		-	-	300.00 /lf	18,000
---	Specialty Casework				18,000					18,000
C1010 Partitions			0	0	66,000		0	0		66,000
C3010	Wall Finishes									
09-91-23.00	Interior Painting									
---	Wall Finishes, 60% vinyl, 40% paint	10,800.00 sf	-	-	32,400		-	-	3.00 /sf	32,400
---	Interior Painting				32,400					32,400
C3010 Wall Finishes			0	0	32,400		0	0		32,400
C3020	Floor Finishes									
09-68-00.00	Carpeting									
---	Flooring, 60% carpet, 30% VCT, 10% CT	8,905.00 sf	-	-	77,919		-	-	8.75 /sf	77,919
---	Carpeting				77,919					77,919
C3020 Floor Finishes			0	0	77,919		0	0		77,919
C3030	Ceiling Finishes									
09-51-23.00	Acoustical Tile Ceilings									
---	ACT Suspended Ceilings 90%	8,005.00 sf	-	-	26,016		-	-	3.25 /sf	26,016
---	Special Suspended Ceilings 10%	900.00 sf	-	-	9,000		-	-	10.00 /sf	9,000
---	Acoustical Tile Ceilings				35,016					35,016
C3030 Ceiling Finishes			0	0	35,016		0	0		35,016
D2010	Plumbing									
22-05-00.00	Common Work Results For Plumbing									
0010	Plumbing Sub, New Restrooms	600.00 sf	-	-	12,000		-	-	20.00 /sf	12,000

Standard Estimate Report

Union Gap Cty Hall-Major

Item	Description	Takeoff Qty	Labor Amount	Material Amount	Subcontract Amount	Name	Equipment Amount	Other Amount	Unit Cost	Total Amount
D3010	Common Work Results For Plumbing									
	D2010 Plumbing		0	0	12,000		0	0		12,000
	HVAC									
22-05-00.00	Common Work Results For Plumbing									
0020	HVAC Clean Existing	8,905.00 sf	-	-	124,670		-	-	14.00 /sf	124,670
	Common Work Results For Plumbing				124,670					124,670
E2010	D2010 HVAC		0	0	124,670		0	0		124,670
	Fixed Furnishings									
26-05-00.00	Common Work Results For Electrical									
0010	Electrical Sub, Rebuild & Upgrade	9,905.00 sf	-	-	44,525		-	-	5.00 /sf	44,525
	Common Work Results For Electrical				44,525					44,525
G2030	E2010 Fixed Furnishings		0	0	44,525		0	0		44,525
	Pedestrian Paving									
32-13-00.00	Rigid Paving									
0020	Concrete paving Sidewalks	200.00 sf	0	0	1,600		0	-	8.00 /sf	1,600
	Rigid Paving				1,600					1,600
G2030	G2030 Pedestrian Paving		0	0	1,600		0	0		1,600
	C Substantial Remodel of Existing Building		0	0	708,356		0	15,000		723,356

Estimate Totals

Description	Amount	Totals	Hours	Rate	Cost Basis	Cost per Unit	Percent of Total
Labor							
Material	708,356					79,546 /sf	65.87%
Subcontract	15,000					1,684 /sf	1.42%
Equipment	723,356	723,356				81,230 /sf	60.29%
Other							
Continuance	72,336	795,692			T	8,123 /sf	6.83%
	72,336					89,363 /sf	75.12%
Field OH	63,655	859,347			T	7,148 /sf	6.01%
	63,655					95,502 /sf	81.13%
Prime Margin	85,935	945,282			T	9,650 /sf	8.11%
	85,935					106,182 /sf	89.24%
B&O Tax	4,443				T	0.489 /sf	0.42%
Gen. Liability Ins.	8,474	958,199			T	0.932 /sf	0.80%
	12,917					107,602 /sf	90.46%
Bond Fee - Ratio	21,701	979,900			C	2,437 /sf	2.05%
	21,701					110,039 /sf	92.61%
Sales Tax Project	79,372				T	8,913 /sf	7.46%
Total	1,059,272					118,952 /sf	

Union Gap City Hall
Option D - Minor Remodel

Project name	Union Gap City Hall-Minor
Architect	Troha Architects
Labor rate table	Fed Yakima 2012 02
Equipment rate table	BCCD2013
Job size	9905 sf
Report format	Sorted by 'Bid Item/SubBid Item/Group phase' 'Detail' summary Print item notes Print sort level notes

Item

Standard Estimate Report

Union Gap Cty Hall-Minor

1/3/2014 9:02 AM

Item	Description	Takeoff Qty	Labor Amount	Material Amount	Subcontract Amount	Equipment Amount	Other Amount	Unit Cost	Total Amount
04-21-13.00	Brick Masonry								
---	New Entry Walls, Brick Veneer on Metal Stud	400.00 sf	-	-	30,000	-	-	75.00 /sf	30,000
---	Paint Exterior	8,905.00 sf	-	-	11,131	-	-	1.25 /sf	11,131
---	Brick Masonry				41,131				41,131
08-43-13.00	Aluminum-Framed Storefronts								
---	Alum Ext. Doors	2.00 ea	-	-	8,000	-	-	4,000.00 /ea	8,000
---	Aluminum-Framed Storefronts				8,000				8,000
C1010	B2010 Exterior Walls		0	0	49,131	0	0		49,131
	Partitions								
08-13-13.00	Hollow Metal Doors								
---	Rehang Existing	35.00 ea	-	-	7,000	-	-	200.00 /ea	7,000
---	Hollow Metal Doors				7,000				7,000
12-35-00.00	Specialty Casework								
---	5000 Casework, plastic Laminate	30.00 lf	0	0	9,000	-	-	300.00 /lf	9,000
---	Specialty Casework				9,000				9,000
C1010	C1010 Partitions		0	0	16,000	0	0		16,000
C3010	Wall Finishes								
09-91-23.00	Interior Painting								
---	Wall Finishes, 60% vinyl, 40% paint	10,800.00 sf	-	-	32,400	-	-	3.00 /sf	32,400
---	Interior Painting				32,400				32,400
C3010	C3010 Wall Finishes		0	0	32,400	0	0		32,400
	Floor Finishes								
09-68-00.00	Carpeting								
---	Flooring, 60% carpet, 30% VCT, 10% CT	8,905.00 sf	-	-	77,919	-	-	8.75 /sf	77,919
---	Carpeting				77,919				77,919
C3020	C3020 Floor Finishes		0	0	77,919	0	0		77,919
	Ceiling Finishes								
09-51-23.00	Acoustical Tile Ceilings								
---	ACT Suspended Ceilings 90%	8,905.00 sf	-	-	28,941	-	-	3.25 /sf	28,941
---	Acoustical Tile Ceilings				28,941				28,941
C3030	C3030 Ceiling Finishes		0	0	28,941	0	0		28,941
D2010	Plumbing								
22-05-00.00	Common Work Results For Plumbing								
---	Plumbing Sub, New Restrooms	600.00 sf	-	-	9,000	-	-	15.00 /sf	9,000
---	Common Work Results For Plumbing				9,000				9,000
D3010	D2010 Plumbing		0	0	9,000	0	0		9,000
	HVAC								
22-05-00.00	Common Work Results For Plumbing								
---	HVAC Clean Existing	8,905.00 sf	-	-	6,679	-	-	0.75 /sf	6,679

Standard Estimate Report

Page 4
1/3/2014 9:02 AM

Union Gap Cty Half-Minor

Item	Description	Takeoff Qty	Labor Amount	Material Amount	Subcontract Amount	Name	Equipment Amount	Other Amount	Unit Cost	Total Amount
E2010	Common Work Results For Plumbing									
	D3010 HVAC		0	0	6,679		0	0		6,679
	Fixed Furnishings									
26-05-00.00	Common Work Results For Electrical									
0010	Electrical Sub. Rebuild	8,905.00 sf	-	-	8,905		-	-	1.00 /sf	8,905
	Common Work Results For Electrical				8,905					8,905
E2010	Fixed Furnishings		0	0	8,905		0	0		8,905
G2030	Pedestrian Paving									
32-13-00.00	Rigid Paving									
0020	Concrete paving Sidewalks	200.00 sf	0	0	1,600		0	-	8.00 /sf	1,600
	Rigid Paving				1,600					1,600
G2030	Pedestrian Paving		0	0	1,600		0	0		1,600
	D Minor Remodel of Existing Building		0	0	426,455		0	15,000		441,455

Estimate Totals

Description	Amount	Totals	Hours	Rate	Cost Basis	Cost per Unit	Percent of Total
Labor							
Material	426,455				47,889 /sf		63.16%
Subcontract	15,000				1,684 /sf		2.22%
Equipment	441,455	441,455			49,574 /sf		65.30%
Other							
Contingency	66,218	507,673		15.000 %	T		9.81%
	66,218				57,010 /sf		9.81%
Field OH	40,614	548,287		8.000 %	T		6.02%
	40,614				51,571 /sf		6.02%
Prime Margin	54,029	603,116		10.000 %	T		8.12%
	54,029				67,728 /sf		8.12%
B&O Tax	2,835			0.470 %	T		0.42%
Gen. Liability Ins.	5,402	611,353		0.800 %	T		0.80%
	8,237				68,653 /sf		1.22
Bond Fee - Rate	13,244	624,597		3.000 %	C		90.65%
	13,244				1,487 /sf		1.95
Sales Tax Project	50,592			8.100 %	T		92.61%
Total	676,189	676,189			75,821 /sf		7.49%

Union Gap City Hall
Option E- New Construction

Project name	Union Gap City Hall - New
Architect	Triho Architects
Labor rate table	Fed Yakima 2012 02
Equipment rate table	BCCD2013
Job size	9905 sf
Report format	Sorted by 'Bid Item/SubBid Item/Group phase' 'Detail' summary Print item notes Print sort level notes

Item	Description	Takeoff Qty	Labor Amount	Material Amount	Subcontract Amount	Name	Equipment Amount	Other Amount	Unit Cost	Total Amount
E	New Construction									
A1010	Standard Foundations									
03-30-00.00	Cast-In-Place Concrete									
---	Standard Foundation	410.00 lf	-	-	73,600			-	180.00 /lf	73,600
---	Slab On Grade	10,250.00 sf	-	-	60,988			-	5.95 /sf	60,988
---	Foundation Earthwork	10,250.00 sf	-	-	11,788			-	1.15 /sf	11,788
	Cast-In-Place Concrete				146,575					146,575
A1010	Standard Foundations		0	0	146,575		0	0		146,575
B1020	Roof Construction									
05-11-00.00	Wood Framing									
---	Roof Structure, wood Truss, Peaked	10,250.00 sf	-	-	99,938			-	9.75 /sf	99,938
---	Roofing, Metal	10,250.00 sf	-	-	58,938			-	5.75 /sf	58,938
---	Roofing, Hatches, Platforms	2.00 ea	-	-	2,000			-	1,000.00 /ea	2,000
---	Soffits, 400lf x 3ft	1,200.00 sf	-	-	24,000			-	20.00 /sf	24,000
	Wood Framing				184,875					184,875
B1020	Roof Construction		0	0	184,875		0	0		184,875
B2010	Exterior Walls									
04-21-13.00	Brick Masonry									
---	Brick Veneer on Metal Stud	4,100.00 sf	-	-	135,300			-	33.00 /sf	135,300
	Brick Masonry				135,300					135,300
08-43-13.00	Aluminum-Framed Storefronts									
---	Alum Ext. Doors	6.00 ea	-	-	24,000			-	4,000.00 /ea	24,000
	Aluminum-Framed Storefronts				24,000					24,000
08-51-13.00	Aluminum Windows									
---	Exterior Alum Windows, 20% Wall	820.00 sf	-	-	4,305			-	5.25 /sf	4,305
	Aluminum Windows				4,305					4,305
C1010	Partitions		0	0	163,605		0	0		163,605
08-13-13.00	Hollow Metal Doors									
---	Hollow Metal, 200sf/dr	50.00 ea	-	-	75,000			-	1,500.00 /ea	75,000
	Hollow Metal Doors				75,000					75,000
09-21-16.00	Gypsum Board Assemblies									
---	Int. partitions, GWB on MU Stud, 20sf/ft	5,130.00 sf	-	-	31,806			-	6.20 /sf	31,806
	Gypsum Board Assemblies				31,806					31,806
10-21-13.00	Toilet Compartments									
---	Toilet Partitions	10,250.00 sf	-	-	7,688			-	0.75 /sf	7,688
	Toilet Compartments				7,688					7,688
12-35-00.00	Specialty Casework									
5000	Casework, plastic Laminate	300.00 lf	0	0	90,000			-	300.00 /lf	90,000
	Specialty Casework				90,000					90,000
C3010	Wall Finishes		0	0	204,494		0	0		204,494

Item	Description	Takeoff Qty	Labor Amount	Material Amount	Subcontract Amount	Name	Emolument Amount	Other Amount	Unit Cost	Total Amount
09-51-23.00 ---	Interior Painting Wall Finishes, 60% vinyl, 40% paint Interior Painting	14,360.00 sf	-	-	43,080 43,080		-	-	3.00 /sf	43,080 43,080
C3020	C3010 Wall Finishes Floor Finishes		0	0	43,080		0	0		43,080
09-58-00.00 ---	Carpeting Flooding, 60% carpet, 30% VCT, 10% CT Carpeting	10,250.00 sf	-	-	89,688 89,688		-	-	8.75 /sf	89,688 89,688
C3030	C3020 Floor Finishes Ceiling Finishes		0	0	89,688		0	0		89,688
09-51-23.00 ---	Acoustical Tile Ceilings ACT Suspended Ceilings 90% Special Suspended Ceilings 10% Acoustical Tile Ceilings	9,225.00 sf 1,025.00 sf	-	-	29,981 10,250 40,231		-	-	3.25 /sf 10.00 /sf	29,981 10,250 40,231
D3010	C3030 Ceiling Finishes Plumbing		0	0	40,231		0	0		40,231
22-05-00.00 0010	Common Work Results For Plumbing Plumbing Sub, x Common Work Results For Plumbing	10,250.00 sf	-	-	102,500 102,500		-	-	10.00 /sf	102,500 102,500
D3010	D2010 Plumbing HVAC		0	0	102,500		0	0		102,500
22-05-00.00 0020	Common Work Results For Plumbing HVAC Sub, x Common Work Results For Plumbing	10,250.00 sf	-	-	225,500 225,500		-	-	22.00 /sf	225,500 225,500
D4010	D3010 HVAC Sprinklers		0	0	225,500		0	0		225,500
22-05-00.00 0030	Common Work Results For Plumbing Fire Sub, x Common Work Results For Plumbing	10,250.00 sf	-	-	36,388 36,388		-	-	3.55 /sf	36,388 36,388
E2010	D4010 Sprinklers Fixed Furnishings		0	0	36,388		0	0		36,388
26-05-00.00 0010	Common Work Results For Electrical Electrical Sub, x Common Work Results For Electrical	10,250.00 sf	-	-	256,250 256,250		-	-	25.00 /sf	256,250 256,250
G1030	E2010 Fixed Furnishings Site Earthwork		0	0	256,250		0	0		256,250
31-23-16.00 ---	Excavation Mass Site Work	10,250.00 sf	-	-	30,750		-	-	3.00 /sf	30,750

Item	Description	Takeoff Qty	Labor Amount	Material Amount	Subcontract Amount	Name	Equipment Amount	Other Amount	Unit Cost	Total Amount
Excavation										
G1030	Site Earthwork		0	0	30,750		0	0		30,750
Parking Lots										
32-12-16.00	Asphalt Paving	10,250.00 sf	-	-	71,750		-	-	7.00 /sf	71,750
	Parking Lots				71,750					71,750
G2020	Asphalt Paving		0	0	71,750		0	0		71,750
Pedestrian Paving										
32-13-00.00	Rigid Paving	2,000.00 sf	0	0	16,000		0	-	8.00 /sf	16,000
	Concrete paving Sidewalks				16,000					16,000
G2030	Rigid Paving		0	0	16,000		0	0		16,000
Water Supply										
33-11-13.00	Public Water Utility Distribution Piping	1.00 ls	-	-	10,000		-	-	10,000.00 /ls	10,000
	Water Supply				10,000					10,000
G3010	Public Water Utility Distribution Piping		0	0	10,000		0	0		10,000
Sewer										
33-31-00.00	Sanitary Utility Sewerage Piping	1.00 ls	-	-	2,500		-	-	2,500.00 /ls	2,500
	Sewer Hook Up				2,500					2,500
G3020	Sanitary Utility Sewerage Piping		0	0	2,500		0	0		2,500
Storm Sewer										
33-41-13.00	Public Storm Utility Drainage Piping	1.00 ls	-	-	25,000		-	-	25,000.00 /ls	25,000
	Storm Sewer				25,000					25,000
G3030	Public Storm Utility Drainage Piping		0	0	25,000		0	0		25,000
Gas Supply										
33-51-00.00	Natural-Gas Distribution	1.00 ls	-	-	2,000		-	-	2,000.00 /ls	2,000
	Gas Supply				2,000					2,000
G3060	Natural-Gas Distribution		0	0	2,000		0	0		2,000
Site Lighting										
33-71-19.00	Electrical Underground Ducts And Manholes	1.00 ls	-	-	30,000		-	-	30,000.00 /ls	30,000
	Site Electrical				30,000					30,000
G4020	Electrical Underground Ducts And Manholes		0	0	30,000		0	0		30,000

Standard Estimate Report

Union Gap City Hall - New

Item	Description	Takeoff Qty	Labor Amount	Material Amount	Subcontract Amount	Name	Equipment Amount	Other Amount	Unit Cost	Total Amount
E New Construction										
			0	0	1,681,185		0	0	0	1,681,185
Estimate Totals										
Description	Amount	Totals	Hours	Rate	Cost Basis	Cost per Unit	Percent of Total			
Labor										
Material	1,681,185									
Subcontract										
Equipment										
Other										
	1,681,185	1,681,185				188.791 /sf			68.29%	
Contingency	168,118									
	168,118	1,849,303		10.000 %	T	188.791 /sf			68.29%	
Field OH	147,844									
	147,844	1,997,247		8.000 %	T	207.670 /sf			75.12%	
Prime Margin	199,725									
	199,725	2,196,972		10.000 %	T	224.284 /sf			81.13%	
B&O Tax	10,328									
Gen. Liability Ins.	19,695									
	30,021	2,226,993		0.470 %	T	246.712 /sf			89.24%	
Bond Fee - Rate	50,436									
	50,436	2,277,429		0.800 %	T	255.747 /sf			92.51%	
Sales Tax Protect	184,472									
	184,472	2,461,901		3.000 %	C	270.463 /sf				
Total				6.100 %	T					

City of Union Gap Facilities

Phase 1- Information Space and Site Plan

APPENDIX E.

Note: The following Summary Sheets of Needs Analysis by Department were prepared by the City of Union Gap and are herein included verbatim.

City of Union Gap

1. **Name of the Department**
Response: Administrative Services Department
2. **Name of the Department Head**
Response: Sylvia Sanchez
3. **Phone, email, fax for Department Head**
Response: 509-249-9203 (office) 509-406-0981 (cell) 509-452-xxxx (fax)
ugclerk@cityofuniongap.com
4. **Current Address**
Response: 107 W. Ahtanum Road, Union Gap WA 98903
5. **Current Staff**
Response: Administrative Services Director
Executive Assistant (currently vacant)
Clerk/Receptionist
Clerk Receptionist
6. **1 to 5 year staff projection**
Response: No anticipated changes from current staffing in response #5
7. **10 year staff projection**
Response: Same as current staff indicated in item #5 plus an IT person
8. **List of rooms needed for this department**
Response: Department Director Office
Front counter and lobby area
Large file storage area in close proximity to Department Director
Server Room
Work area for office machines and storage of office supplies
Public display area for handouts, history, and required public postings
9. **Public access required**
Response: Yes with the exception of the Department Director which is required to be secured separately from other offices due to confidential records management.

10. **Adjacency requirements**

Response: As indicated in #8 above large storage area, server room, and work area.

11. **Square footage now assigned**

Response: Department Director Area is 168 square feet
Clerk Receptionist area is 168 square feet
Off Site Storage is 100 square feet and way too small (white house)
Secondary offsite storage is 100 square feet (public works yard)

12. **Added Square footage needed**

Response: The Department Director Office is fine as long as square footage for storage will accommodate the six file cabinets currently in the office.

The Lobby area is small and congested and was not designed with City Hall in mind. The lobby should be approximately 1,000 square feet or more and the design should allow for seated assistance for both Clerk Receptionists and their customers. The lobby area should have the ability to allow up to 15 waiting customers and the ability to have the required postings, racks for handout materials, etc. The lobby should have at least two break out small rooms approximately 100 square feet to accommodate assisting of customers by other staff than the Clerk Receptionists.

The work area is currently undersized. It needs to be determined the size of equipment, storage and the ability to work and walk around others in the same space.

The storage area for file cabinets should be approximately 750 square feet and larger may be necessary. This room should also be fire proofed because it stores the City records related to Legislative actions, personnel files, etc, etc.

The server room should be 500 square feet and allow for easy access by authorized personnel with enough working space around equipment. Evan says that the space is required to be conditioned for air – cold and warm.

If the Executive Assistant position that is currently vacant is filled then that office will need to be approximately 110 square feet. The position is also designed to support the City Manager and the City Treasurer.

13. **Special features of security needed for this department**

Response: The Department Director, file storage area and the server room must be secured and be keyed separately than the rest of the City Offices for security purposes.

14. **Data Features needed**

Response: Phone/data and TV for monitoring news worthy events and emergency management. Might consider a TV in the lobby area for extended waits.

15. **Special acoustical privacy needs**

Response: The Department Director needs more sound proofing due to the nature of confidential conversations and actions dealing with personnel matters, Legislative and Executive actions, etc.

16. **Rooms needed by the department can be shared by other departments**

Response: The work area for office equipment is shared between all of City Hall.

17. **Which functions require walled in rooms**

Response: The Department Director, the Executive Assistant, the file storage area, the server room and the work area should be shielded from public view. The lobby area will not require walled in areas and should be an inviting atmosphere for our customers.

18. **Which functions can located with office partitions? What height of partition?**

Response: None of the areas

19. **Is secured and/or separated parking needed for this department.**

Response: Employee parking area will be fine but you might consider designated parking stalls for department directors closer to the building due to late hours and the need to cart office materials to and from the office on a regular basis.

20. **Is exterior storage space needed.**

Response: No

21. **Can this Department share a reception area with other Departments.**

Response: Yes and it currently provides all the support for other departments. I think we need to decide if that is how we are going to continue to operate or are we going to have designated areas for each department.

22. **Other comments**

Response: I hope that we are able to walk through the office and other areas to make sure that we have considered all needs.

August 5, 2013

Department Information

1. NAME OF DEPARTMENT - Finance
2. Name of Head of Department - Karen Clifton
3. Phone, email, fax for Head of Dept. - Phone: (509)249-9216, Email: ugtreasurer@cityofuniongap.com, Fax: (509)249-9216
4. Current address - 107 W. Athanum Road, Union Gap, WA 98903
5. Current Staff - 3
6. 1 to 5 year staff projection - 4
7. 10 year staff projection - 4
8. List of rooms needed for this Department (other than Mechanical/Electrical/Janitor/Restrooms- unless no-public restrooms are needed) – 4 (plus a front counter area shared with Admin. Services Dept. for customer payments; service-ins; customer questions, etc.)
9. Public access required - Yes
10. Adjacency requirements - Administrative Services/Clerk Department
11. SF now assigned - 400 for offices
12. Added SF needed - 504 for offices
13. Special features of security needed for this Department - We need to have a safe that holds money; Tills; Checks; etc. as well as a secure room to put this safe and store other valuable assets like sensitive records; computer software; etc.
14. Data features needed – Standard Network and printer and email access.
15. Special acoustical privacy needs - Normal
16. Rooms needed by the Dept. can be shared by other Departments - Secure Room for safe, front counter, copy/mail/fax/server room, and front counter area to be shared with the Admin. Services/Clerk Dept.

17. Which functions required walled in rooms - Treasurer's Office, AP/PR office, secure room, copy/fax/mail/server room.

18. Which functions can be located in office partitions? What height of partition? – Utility Clerk and Accounts Payable office, with 6 foot partitions.

19. Is secured and/or separated parking needed for this Department? – No

20. Is exterior storage space needed? – Yes for archived financial records

21. Can this Department share a reception area with other Departments? – Yes

22. Other comments

August 5, 2013

Department Information

1. NAME OF DEPARTMENT – City Manager
2. Name of Head of Department – Rod Otterness
3. Phone, email, fax for Head of Dept. – Phone: (509) 248-0432
Email: rotterness@cityofuniongap.com
Fax: (509) 457-9607
4. Current address - 107 W. Athanum Road, Union Gap, WA 98903
5. Current Staff - 1
6. 1 to 5 year staff projection - 1
7. 10 year staff projection - 1
8. List of rooms needed for this Department (other than Mechanical/Electrical/Janitor/Restrooms- unless no-public restrooms are needed) – Adjacent to meeting room
9. Public access required - Yes
10. Adjacency requirements – Reception, copy/prINTER/fax, restrooms
11. SF now assigned -
12. Added SF needed - Standard, for up to 3 visitors
13. Special features of security needed for this Department – None
14. Data features needed – Telephone, computer, internet
15. Special acoustical privacy needs – Telephone conversation with speaker phone, privacy when the door is closed, porthole on door
16. Rooms needed by the Dept. can be shared by other Departments – Meeting room
17. Which functions required walled in rooms – Single office required

18. Which functions can be located in office partitions? What height of partition? – Single office, no partition.

19. Is secured and/or separated parking needed for this Department? – No

20. Is exterior storage space needed? – No

21. Can this Department share a reception area with other Departments? – Preferred, shared reception

22. Other comments

City of Union Gap

1. **Name of the Department**

Community and Economic Development
2. **Name of the Department Head**

David L. Spurlock
3. **Phone, email, fax for Department Head**

509.575.3638(office) 509.728.7893 (cell) ugplanner@cityofuniongap.com
4. **Current Address**

3106 S. 1st Street Union Gap WA 98903
5. **Current Staff**

Director
Administrative Secretary/Permit Technician
Building Inspector/Code Enforcement Officer
Graffiti/Litter Technician (Vacant)
6. **1 to 5 year staff projection**

Director
Administrative Secretary/Permit Technician
Building Inspector
Code Enforcement Officer
Graffiti/Litter Technician
7. **10 year staff projection**

Director
Administrative Secretary/Permit Technician
Building Inspector
Code Enforcement Officer
Planner
8. **List of rooms needed for this department**

Offices for each staff
Front counter/permit intake area
File room
Print room (copier, printer, plotter)
Plan review room/library

Conference room

9. **Public access required**

Yes

10. **Adjacency requirements**

Front counter area/reception for plan intake and review.

11. **Square footage now assigned**

Department Director Area, Aprox. 144 sf

Administrative Secretary/Permit Tech, Aprox. 200 sf

Building Inspector/Code Enforcement, Aprox. 100 sf

Plan Review room/Library, Aprox. 120 sf

File Storage, Aprox. 144 sf

Offsite storage, Aprox 400sf

Total space occupied with offices, print area, storage, kitchen/break area and accessory use(not including offsite storage) = approx.. 1,200 sf

12. **Added Square footage needed**

Currently the director's office is undersized to hold any meetings beyond a total of three people. File storage is undersized for the amount of permit and plan storage needed. No room for any growth in department.

13. **Special features of security needed for this department**

Panic button, alarm system, protection for front counter. Angry/irate customers related to code enforcement. Sometimes dangerous.

14. **Data Features needed**

Phone/data, large server storage for files and GIS data..

15. **Special acoustical privacy needs**

Director, code enforcement office, and conference areas need acoustical privacy due to nature of discussions and meetings.

16. **Rooms needed by the department can be shared by other departments**

Print areas, conference room, break area

17. **Which functions require walled in rooms**

Director's office, code enforcement, conference and file storage.

18. **Which functions can located with office partitions? What height of partition?**

None of the areas

19. **Is secured and/or separated parking needed for this department.**

Employees work late hours attending meetings, secured parking would be desirable.

20. **Is exterior storage space needed.**

No

21. **Can this Department share a reception area with other Departments.**

Yes

22. **Other comments**

None

August 5, 2013

Department Information

1. NAME OF DEPARTMENT – Public Works Department
2. Name of Head of Department – Dennis Henne
3. Phone, email, fax for Head of Dept. – Phone: (509) 225-3524
Email: ugpwdirector@cityofuniongap.com
Fax: (509) 248-6494
4. Current address -3106 S. 1st Street, Union Gap, WA 98903
5. Current Staff – 1 Director, 1 Public Works Foreman, 1 Administrative Secretary
6. 1 to 5 year staff projection – 1 year: 3, 5 year: 4
7. 10 year staff projection - 4
8. List of rooms needed for this Department (other than Mechanical/Electrical/Janitor/Restrooms- unless no-public restrooms are needed) – 3 Offices, 1 Archive Room, 1 Conference Room
9. Public access required - Yes
10. Adjacency requirements – CED
11. SF now assigned - 250 SF
12. Added SF needed - 300 SF, Total 550 SF
13. Special features of security needed for this Department – N/A
14. Data features needed – N/A
15. Special acoustical privacy needs – Conference Room and PWD Office–Privacy
16. Rooms needed by the Dept. can be shared by other Departments – Conference Room/CED (Lunch, break room, restroom, copy room, mail room)
17. Which functions required walled in rooms – 3 offices, 1 Conference Room

18. Which functions can be located in office partitions? What height of partition? –
1 Archive room, 6'

19. Is secured and/or separated parking needed for this Department? – No

20. Is exterior storage space needed? – No

21. Can this Department share a reception area with other Departments? – Yes

22. Other comments: Public traffic for this department and CED consist of contractors and general public asking quick questions, one to two small conference pod rooms close to reception area would allow for quick meeting while limiting the disruptions to the rest of the reception area.

City of Union Gap – Fire Department

1. **Name of the Department**
Response: Fire & Rescue Department
2. **Name of the Department Head**
Response: Christopher P. Jensen, Fire Chief
3. **Phone, email, fax for Department Head**
Response: 509-728-1914 (cell) or 509-452-6706 (office); 509-457-9607 (fax)
4. **Current Address**
Response: 107 W. Ahtanum Road, Union Gap WA 98903
5. **Current Staff**
Response: Fire Chief (40-hour work week)
Administrative Secretary (40-Hour work week)
Captain – Three (56-hour work week)
Firefighter – Six (56-hour work week)
Volunteers – 15 (coverage 12 and 24 hour shifts)
6. **1 to 5 year staff projection**
Response: 2014 – Battalion Chief (40-hour work week)
Fire Prevention Officer (40-hour work week – may start part time)
7. **10 year staff projection**
Response: Possibly adding one Fire Fighter per shift for a total of three additional
8. **List of rooms needed for this department**
Response: Fire Chief Office
Battalion Chief Office
Fire Prevention Officer Office
Administrative Secretary office or part of the lobby area
Intern study room
Lobby and reception area
Conference rooms x two
Records storage room
Large Training room (can also act as emergency operations center)
Break out room (conference room) in the training room as an EOC area)
Exercise room
Medical Supply room
Small tool and equipment room and workshop
HIPPA Medical Treatment room
Copy and work center area
Restroom public
Washer extractor and decontamination room
Oxygen and cascade air system room
Turnout room for storage of assigned equipment
Equipment supply storage area/room

Hose Dryer room
Server room
Evidence room for fire investigations
Fire apparatus bay (6-bays single stacked or 4 single two double stacked)
Six dorm rooms for on duty staff
Locker room or bedrooms big enough to house lockers – three per room
Large storage room in proximity to dorm
Large kitchen area with dining and the ability to house three refrigerators
Large day room
Pantry area
Mechanical room
Fire sprinkler riser room
Crew bathrooms with showers
Janitor room
Exterior large open area for training purposes

9. **Public access required**

Response: Yes for front reception area and must include family access areas meeting the requirements

10. **Adjacency requirements**

Response: We currently have two large outdoor sheds but beyond that the Fire Department is a standalone operation. Adjacency requirements will need to be discussed when creating a floor plan for efficiencies of operation.

11. **Square footage now assigned**

Response: Currently the department houses approximately 6500-7500 square feet within four different structures. The current facility was not designed to house career full time members or the apparatus or equipment that the department currently has. The facility has been a subject of L and I evaluations and is in current need of upgrades or replacement.

12. **Added Square footage needed**

Response: The total square footage necessary to meet the requirements of the various codes and standards is approximately 21,000 to 27,000 square feet and may be more based on configuration of the apparatus bay.

13. **Special features of security needed for this department**

Response: The department needs gated access to all areas with the exception of the public parking area. The department also has door codes locks and will have special access needs to certain offices, evidence room, and specialty areas.

14. **Data Features needed**

Response: Phone/data and TV for monitoring news worthy events and emergency management in Chiefs office. Phone and data throughout. Also the training room will need TV, audio visual equipment as well as the day room for firefighters. The department would also like a station alerting system

15. **Special acoustical privacy needs**

Response: The Fire Chief will require sound proofed walls due to the nature of confidential conversations and actions dealing with personnel matters, Legislative and Executive actions, etc. The dorms will also need increased sound efficiency for sound reduction

16. **Rooms needed by the department can be shared by other departments**

Response: Fire Station has been a standalone operation

17. **Which functions require walled in rooms**

Response: The description of the room above is self explanatory but most need walls and special requirements based on the room types and the operations being performed.

18. **Which functions can located with office partitions? What height of partition?**

Response: None of the areas

19. **Is secured and/or separated parking needed for this department.**

Response: Employee parking areas need to be secured as well as the grounds themselves with the exception of the public access areas and parking.

20. **Is exterior storage space needed.**

Response: Yes – we currently have two large sheds and we need a large training area for fire apparatus and fire and emergency operation training.

21. **Can this Department share a reception area with other Departments.**

Response: No – unless there is a discussion about integration of the fire department operation into either a public safety building or city hall which has not been discussed.

22. **Other comments**

Response: Compliance with WAC 296-305 and the various other codes and standards for fire stations in the State of Washington should be adhered to in this process including station alerting, exhaust extraction, bio and decontamination areas, mechanical areas and the necessary work areas. A lengthy discussion will need to be had on the apparatus placement and needs of the apparatus bay is necessary for long term determinations of housing apparatus properly.



UNION GAP POLICE DEPARTMENT
MEMORANDUM

TO: David Spurlock, Community and Economic Development Director
FROM: Gregory Cobb, Interim Chief of Police
DATE: August 5th, 2013
SUBJECT: Department Information

The following list is answers to the questions needed by Traho Architects.

1. Union Gap Police Department
2. Gregory Cobb
3. 248-0430, fax 452-5099, gcobb@ci.yakima.wa.us
4. 1800 Rainier Pl Union Gap, WA 98903
5. 16 Commissioned Officers, 3 Civilian Support Staff and 6 Reserve Officers
6. Same as above
7. 18 Commissioned Officers, 4 Civilian Support Staff and 6 Reserve Officers
8. Department rooms / offices
 - a. Operations
 - i. Patrol Room with four stations for CPU and large table for evidence packaging, table for drug testing, mail boxes, radio and flashlight charging area, room for supplies.
 - ii. (2) Hardened / Secured holding cell w/ camera
 - iii. (1) Secured interview room w/ audio and video recording
 - iv. Rest room for suspects
 - v. (4) Patrol Sergeant Offices
 - vi. Large conference room- enough for 25 people
 - vii. Male and Female locker rooms w/ shower & toilet
 - viii. Evidence Room (three times current size)
 - ix. Evidence Room Technician office
 - b. Administration
 - i. Reception Clerk
 - ii. Records Clerk Office w/ records storage room
 - iii. Administrative Secretary- Office
 - iv. Chief Of Police-Office
 - v. Admin Sergeant-Office
 - vi. Detectives Office
 - vii. Supply / Copy / Work Room



UNION GAP POLICE DEPARTMENT
MEMORANDUM

- viii. Bathroom
 - ix. Interview room w/ audio & video recording
 - x. Small conference room (6 to 8 people)
- c. Other
 - i. Break room / Kitchen
 - ii. Lobby with public restrooms
- 9. Yes
- 10. No adjacency requirements
- 11. ?????
- 12. Double what we currently have
- 13. Security- department wide
 - a. Reception area needs to be secured. Pass through window and security door to enter into secured area.
 - b. Proximity card for all employee entrances and secured interior doors.
 - c. Secured parking for department vehicles
- 14. Fiber Optic Cable
- 15. Yes- in the recorded interview rooms
- 16. None
- 17. Most- except patrol room and detectives office (they can share with 6 foot patricians)
- 18. See 17
- 19. Yes
- 20. No
- 21. No
- 22.

City of Union Gap Facilities

Phase 1- Information Space and Site Plan

APPENDIX F.

Ordinance No. 2623 adopting the July 2009 Union Gap Comprehensive Plan is herein included. It is followed by sheets 4: CF-19 through 23 of the Capital Facilities Element, included within the Comprehensive Plan. The Capital Facilities Element is referenced within this report and thus, attached.

*CITY OF UNION GAP, WASHINGTON
ORDINANCE NO. 2623*

AN ORDINANCE relating to land use planning; adopting a revised comprehensive plan as required by the Washington State Growth Management Act; and repealing the Union Gap Comprehensive Plan as adopted by Ordinance No. 2084 and its amendments as adopted by Ordinance No. 2553; and providing for the revival of the Union Gap Comprehensive Plan and amendments thereto if the new plan is invalidated.

WHEREAS, RCW Chapter 36.70.A et seq, the 1990 Washington State Growth Management Act (GMA), requires Yakima County and all cities within Yakima County to adopt a comprehensive plan consistent with the Growth Management Act; and,

WHEREAS, the Union Gap Comprehensive Plan was adopted by the Union Gap City Council in March of 1999 by Ordinance No. 2084 and has been amended by subsequent ordinances; and,

WHEREAS, RCW Chapter 36.70 A requires periodic updating of the comprehensive plan to maintain consistency with state law and to reflect changing circumstances in the community; and,

WHEREAS, the Union Gap Planning Commission has prepared proposed updates to the comprehensive plan. These updates have been developed and reviewed through a series of open public study sessions; and,

WHEREAS, the Union Gap Planning Commission has conducted duly advertised public hearings regarding the proposed comprehensive plan amendments. During the course of the public hearings all persons present were provided an opportunity to speak for and against the propose ordinance, offer comments and suggest amendments. All written testimony submitted at or before the hearing was considered; and,

WHEREAS, the Union Gap City Council finds that the proposed comprehensive plan furthers the public health safety and welfare by encouraging the following:

1. Development in urban areas with adequate public facilities; and,
2. Reduction of sprawl by encouraging appropriate development within designated urban areas; and,
3. Efficient regionally coordinated transportation systems; and,
4. The availability of affordable housing by promoting a variety of housing types and densities and the preservation and rehabilitation of existing housing stock; and,
5. Economic development consistent with adopted plans that promote the retention and expansion of existing businesses and the recruitment of new businesses; and,
6. The preservation of property rights; and,
7. A coordinated system of permit processing that is timely, fair and predictable; and,
8. Protection of the environment including and water quality, and the availability of water; and,
9. Public facilities and services necessary to support development and maintain the level of service as established in the plan; and,
10. The preservation of structures and sites within the city of historic significance; and

WHEREAS, environmental review has been conducted and a determination of non-significance issued; and,

WHEREAS, the Union Gap City Council finds that the proposed comprehensive plan amendments meet the present and future needs of the community; and,

WHEREAS, the Union Gap City Council finds that the proposed comprehensive plan amendments fulfill the mandates of RCW 36.70 A;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNION GAP DO ORDAIN as follows:

Section 1: The Union Gap City Council hereby adopts the Whereas provisions set forth above as its Findings by this reference.


Section 2: The Union Gap City Council hereby adopts the Revised Comprehensive Plan presented in attached Exhibit A.

Section 3: The 1999 Union Gap Comprehensive Plan as adopted by Ordinance No. 2084 and amended by Ordinance No. 2553 is hereby repealed.

Section 4: SEVERABILITY. In the event that the Revised comprehensive Plan, or any portion thereof, is invalidated by the eastern Washington Growth Management Hearings Board, or any other body or court with authority and jurisdiction, the 1999 Union Gap Comprehensive Plan as adopted by Ordinance No. 2084 subsequent amendments or the relevant portions thereof shall be revived and shall be in effect until a new comprehensive plan or relevant portions are adopted.

Section 5: Effective date: This ordinance shall be in full force and effect five days after publication.


ORDAINED this 27th day of July 2009.




Jim Zemon
Mayor

ATTEST:

APPROVED AS TO FORM:



Kathryn Thompson, CMC
City Clerk



Robert F. Noe
City Attorney

systems (fire hydrants), communications and the age, condition and capabilities of fire apparatus to name a few.

According to the Fire Chief, the Rating Bureau would likely raise the rating of the City since an analysis indicates the age, condition and capabilities of the apparatus has not been updated on a regular and planned basis and the fire inspection program was not continued from the last rating period. A higher rating may result in higher fire insurance rates for property owner and businesses.

The Mayor, Council and Fire Chief are exploring ways to maintain and improve the fire insurance rating through Grant requests, working more closely with neighboring fire agencies, restarting the fire inspection program and planning and funding the apparatus/ equipment replacement account.

CITY BUILDINGS

(Park Buildings Addressed Under Parks Section)

City Hall

102 W. Ahtanum Road

Facility Description: The existing building is approximately 9,100 sq. ft. in size and located on a site roughly 6/10ths of an acre in size. Surrounding City Hall is off-street parking for roughly 70-vehicles and street side parking for 8 additional vehicles. An additional lot shared with Fire Station 85 has parking for 28 vehicles. Approximately 5,300 sq. ft. of the building is devoted to City administrative offices, the Council Chambers/Courtroom is 1,400 sq. ft. in size and the Library is roughly 2,400 sq. ft. in size. Original portions of the structure date back to 1953.



The building was substantially enlarged and remodeled in 1968. In 1987 and again in 1996 various portions of the building were remodeled to adapt it to changing needs. Specialized elements of the building include a walk-in safe with concrete floors, walls, and a roof. The City has been seeking to acquire all lands in the one block area of City Hall. The City owns all parcels except 3 but has an offer of purchase on 2 out of the 3 remaining lots.

Auxiliary Buildings



Two hastily converted houses adjacent to City Hall provide auxiliary office, meeting and storage space. These structures are in fair condition and will be retained only until new facilities are constructed. Until then maintenance will be on an as needed basis.

Analysis: Union Gap City Hall is aging, undersized, and obsolete. It lacks adequate office area, file storage, and meeting rooms. By today's standards there is an excessive amount of space that is devoted to hallways and passageways. The building was designed and constructed well before enactment of the Americans With Disabilities Act (ADA). The structure has two floor levels separated by approximately 14-inches which creates a barrier between critical functions. Accommodations have been made to provide for critical routes of travel between these two levels but these accommodations are cumbersome and barely adequate. Further accommodations are considered technically infeasible as they would require modifications to bearing walls and expansion of the building. The Council Chambers can comfortably accommodate an occupant load of 45-persons. Occasionally there is a need to accommodate up to 70-persons.

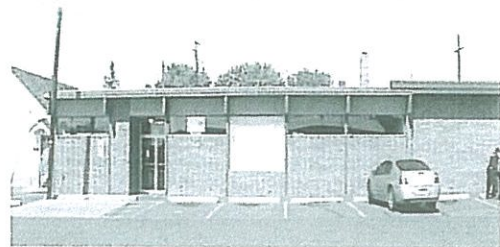
The arrangement of the space, the location of load bearing walls and the change in floor levels makes continued adaptation and expansion of this building for administrative functions of the City infeasible. Acquisition of all remaining lots on the City Hall block is a priority. Once this acquisition is complete the City can plan and design a new City Hall facility.

Library

3104 1st Street

Facility Description: The 2,400 sq. ft. library wing area was constructed in 1965. It consists of a small office and working area with the balance devoted to public areas and library stacks. Restroom facilities are shared with the City Hall.

Analysis: In the past two decades information technology has significantly changed the scope and variety of library services. Dedicated computer stations have replaced the card catalog, internet access is commonly provided and space is needed for automated self checkout stations. This equipment competes with public space and library stacks. In addition a larger working area is needed for library staff, together with an isolated meeting room for special programs such as children's story hour. The restroom facilities are not large enough to be adapted for ADA accessibility plus they are located on a slab that is approximately 14-inches higher than the floor of the library. Construction of a properly designed ramp to provide accessibility is not technically feasible. In summary the library has outgrown the existing space and the space is functionally obsolete.



Police Headquarters

1800 Rainier Place

Facility Description: This facility was purchased by the City in 1995. It was originally constructed as a branch bank in 1977 but was subsequently used as offices for a variety of businesses prior to purchase by the City. The building is located on an approximately ½ acre site with parking for 34-vehicles. It is roughly 3,800 sq. ft. in size and in fair to good condition. All office space is located on the ground floor. Restroom facilities are located off of the lobby of the building and shared with the public. There are no shower or decontamination facilities in the building.



Analysis: Since acquisition of the building police department staffing has increased by approximately 50-percent. The department now lacks adequate space for administrative, supervisory, and clerical personnel as well as support space for officers. In recent years the workforce of the department has

changed with the employment of female officers. The building lacks adequate locker and changing room space to accommodate the department's increased size and diversity. The building also lacks security measures such as high strength doors, bullet resistant glass, and hardened walls to adequately segregate the public space from staff areas. The department now uses less than lethal weapons such as mace and pepper spray. Following the deployment of these weapons it is necessary to isolate and decontaminate equipment and clothing. Special facilities are needed for this task. The department needs isolated and secure interview rooms, and restrooms that are isolated from and not shared with the public together with shower facilities.

Recommendation:

City Hall/Library/Police Building

The functions of City Hall including the Police Department should be consolidated into one building or campus for administrative efficiency. The first priority is the acquisition of the remainder of the lots on the block in which the existing City Hall facilities and Library are located.

Proposed Building Program:

- Overall Square footage of City Hall 12,000 sq. ft., including 8,000 sq. ft. of administrative office space, and Council Chambers with an overall size of 2,400 sq. ft. supporting an occupant load of 120 persons.
- Overall square footage of Library 5,000 sq. ft.
- A separate police building or ground floor wing with an area of roughly 6,000 sq. ft.

Planning level cost estimates for the land and buildings are as follows:

Land

Property Acquisition:	\$ 350,000.00
Demolition of Existing Homes:	\$ 30,000.00
Demolition of Existing City Buildings:	\$ 100,000.00

Phase Total: \$ 480,000 .00

New Construction

City Hall/Council Chambers:	\$1,920,000.00 (\$160.00/sq. ft.)
Library:	\$ 600,000.00 (\$120.00/sq. ft.)
Police Station:	\$ 840,000.00 (\$140.00/sq. ft.)
Pavement/Landscaping:	\$ 100,000.00

Phase Total: \$3,460,000.00

GRAND TOTAL \$3,940,000.00

Funding Sources: Sale of surplus properties, Real Estate Excise Tax (REET) Fund, and General Fund Infrastructure Reserve Fund.

**Fire Department
Fire Station 85**



The existing building is approximately 6,000 square feet in size and is located on a site approximately 2/3rd of an acre in size. It consists of a 4-bay apparatus room together with a fire hose drying tower, approximately 1,500 square feet of administrative offices, and a training and sleeper area roughly 2,250 square feet in size. The training, apparatus room and sleeper area were constructed in 1968, while the administrative offices were added in 1996.

Auxiliary Structure. North of the station the City has purchased a house, which has been converted into a weight and exercise facility. The structure is in at best fair condition and the size of the space is barely adequate for this purpose.



Fire Station 86

The Fire Department currently leases a fire station owned by Yakima County Fire District 11. This district exists only as a taxing entity and contracts to the City of Union Gap for fire services. This station is not normally staffed and is used for equipment storage and as an auxiliary meeting and training facility.



Analysis: Both buildings are in good structural condition but are considered functionally obsolete and undersized. The current level of fire department staffing does not allow for simultaneous operations. If Union Gap is to continue with a separate and autonomous fire department, a new consolidated facility is needed. The facility should be located more central to the city limits as they currently exist on a site roughly 5-acres in size to accommodate a full range of training.

Proposed Building Program:

The overall building size should be approximately 15,500 sq. ft. and consist of the following:

<u>Function</u>	<u>Square Feet</u>	<u>Cost</u>
Apparatus Bay:	6,000	\$ 600,000.00
Administrative Offices:	4,500	\$ 585,000.00
Training Classroom:	2,500	\$ 300,000.00
Training Facility:	On Site	\$ 250,000.00
Sleeping Quarters:	2,500	\$ 300,000.00
Building Total	15,500	\$2,035,000.00
Land	5 acres	\$1,000,000.00
Site Improvements		\$ 200,000.00
Land & Site Work		\$1,200,000.00
GRAND TOTAL		\$3,235,000.00

Funding Sources: GO Bond, Sale of existing properties, and transfer from Fire District No. 11.

Public Works Complex

4401 Main Street

Facility Description:

The public works shops are located on a site roughly 8-acres in size. There are two principal buildings supporting the public works activities and several smaller accessory buildings. The site and buildings mostly support the sewer, water, and road departments.



This first building has an overall area of roughly 6,560 sq. ft. and measures 32-feet in depth and 205 feet in length. The original portion of the building was constructed in 1969, with a substantial addition in 1986. The building has an area for equipment and vehicle maintenance together with material, equipment, and

vehicular storage. The second building has an overall area of 2,240 sq. ft. and measures 40-feet in depth and 56-feet in width. This building has an office for the working foreman together with a break/meeting room plus vehicular and equipment storage. Heated indoor storage is essential for many pieces of equipment. Some of the equipment includes water tanks, valves, and piping subject to freeze damage. During winter weather sanding trucks must be stored in a heated space to maintain operational readiness otherwise the fine sand/gravel becomes moisture laden and freezes solid. Roughly 5-acres of the site is devoted to outdoor storage for sand, gravel, sewer and water pipe, valves and miscellaneous equipment.



Analysis:

Location. The shop facilities are located in a flood prone area and within the 100-year floodplain of the Yakima River as defined by the Federal Emergency Management Agency. In 1996 the facility

