This evaluation was conducted by a team of professionals from Plunkett Raysich Architects and Mortenson Construction. The team visually reviewed the building, researched available building plans, and reviewed current building codes as necessary to gather information. The building evaluation was non-destructive. Comments made are based on exposed, observed conditions.

The Sussex Village Hall was originally constructed as a public grade school in 1922. The school facility was renovated in 1961. The school was closed in 1979. In 1989, the facility was renovated and became the Village Hall.

Exterior walls of the original building are load bearing masonry construction with a brick and stone exterior veneer. Remaining original interior partitions appear to also be load bearing masonry construction. Masonry walls generally are furred out with gypsum wall board applied. It is believed no insulation exists in the exterior wall assembly.

The floor structural system could only be partially observed in the lower level mechanical room. Its composition was observed to be of terra cotta blocks, possibly "Docks Blocks." Drawings from the 1961 renovation indicate wood frame construction with wood plank subflooring.

Roofing composition appears to a fully adhered EPDM membrane on wood decking on a tapered wood truss framing system. Drainage is through a metal gutter and downspout system on the north side of the building.

The summary provided below and in the following photographs identifies items observed by Plunkett Raysich Architects during a site visit conducted on Wednesday, April 28, 2010.

I. SITE

A. Parking
   1. The existing parking lot lies to the north and west of the building and is shared with the Sussex Library.
   2. Pavement appeared to be in generally good condition and adequately drained. Sealing and restriping should be performed in the near future. Refer to photo 2.0.1.

B. Adequate Parking / Observed Traffic Flow
   1. Parking counts appear to be adequate for Village Hall purposes but it has been reported parking is inadequate at times when traffic at the library is high.

C. Accessibility
   1. A route was observed from the parking lot to the east side of the building where a separate, dedicated entrance is located to provide access to the elevator. The route appears to be too steep to meet current

ramp guidelines and, strictly speaking, this separate entrance is not compliant with the Americans With Disabilities Act.

D. Guardrails
   1. Picket spacing was observed to be greater than current code allowance. Refer to photo 2.0.2.
   2. Guardrail baluster pockets in concrete walls were observed to be generally open and unsealed. All pockets should be cleaned, steel guardrails cleaned and painted and pockets filled with backer rod and sealant. Refer to photo 2.0.3.

E. Drainage
   1. Ponding water at the elevator vestibule is a continuing problem. A site drain should be added to remedy this.

F. Handrails
   1. An intermediate handrail at the front entry stair is likely required to comply with building egress code. Code requires all portions of the stairway width required for egress capacity be within 30 inches of a handrail. Refer to photo 2.0.4.

II. BUILDING – EXTERIOR

A. Masonry Walls
   1. Masonry is generally split face limestone at the base of the building and standard brick above. The 1989 vestibule consists of exposed cast concrete at the base and split face CMU above.
   2. Multiple past tuck-point projects were observed at both brick and stone areas. The blending of mortar color was poorly done. Refer to photo 2.0.5.
   3. Window lintels appear to be sound but need to be cleaned and repainted. Refer to photo 2.0.6.
   4. Mortar at stone base was observed to be beginning to spall in places. All masonry faces should be tuck pointed. Refer to photo 2.0.7.

B. Flashing / Copings
   1. Flashing is very limited in the original building. Existing window heads appear to have weep holes but no flashing. Refer to photo 2.0.6.
   2. Copings at the parapet appear to be in good condition. Refer to photos 2.0.8 and 2.0.9.

C. 1989 Entry Vestibule Addition
   1. Water penetration was observed in the lower level storage room beneath the entry vestibule. The Village Building Inspector noted that water stops were not installed between the foundation walls and the slab above. Refer to photo 2.0.10.

2. Water damage was observed at the junction of the storefront system and the masonry wall at the north side of the vestibule. Refer to photo 2.0.11.
3. Water damage was observed at both sides of the vestibule where the metal roof meets the CMU wall. Refer to photos 2.0.12 and 2.0.13.

D. Doors and Windows
1. Doors and windows were replaced during the 1989 renovation and appear to be in generally satisfactory condition. Window systems consist of insulated glass in an aluminum storefront frame.
2. The lower level courtyard exterior door (adjacent to the meeting room) is showing signs of corroding at the threshold and the base of the frame. Refer to photo 2.0.14.

E. Light fixtures at lower courtyard entrance are not exterior rated fixtures and need to be replaced. Refer to photo 2.0.15.

III. BUILDING – ROOF

A. Main Roof (1922 Building)
1. The roof appears to now be in generally good condition. The building maintenance director indicated that limited to no maintenance has been performed on the membrane system since its installation in 1989.
2. The roofing system over the main, original building is a Carlisle EPDM fully adhered membrane roof system. Refer to photo 2.0.16.
3. Membrane seams and flashing are beginning to peel back in numerous locations. These are should be repaired as soon as possible to avoid water penetration and further damage. Refer to photos 2.0.17 and 2.0.18.
4. Water penetration was observed at the roof scuttle. Refer to photo 2.0.19.
5. Water appears to be ponding at the east side of the north gable. The insulation below the membrane felt soft when walked on. This are should be monitored for signs of water intrusion. Refer to photo 2.0.20.

B. Attic
1. The attic space is insulated with blown in mineral wool insulation of varying depth. A vapor barrier was not observed. Refer to photo 2.0.21.
2. Ventilation appears to be provided by a wooden louver unit at the west face of building. The unit is badly deteriorated and must be replaced. Refer to photo 2.0.22.

C. Vestibule Roof (1989 Addition)
1. Gutters on the standing seam metal roof at the 1989 vestibule addition appear to be inadequately sized and have been damaged by ice. Refer to photos 2.0.23 and 2.0.24.
2. A snow and ice retention system should be installed.

IV. BUILDING – INTERIOR

A. Water Damage
1. Some evidence of water intrusion was apparent around window frames on the second floor. Refer to photo 2.0.25.
2. Some water stained ceiling tiles were observed.

B. Electrical Panel Clearance
1. Code requires 3'-0" of clear space in front of all electrical panels. The roof access ladder intrudes on this clearance currently. A retractable ladder should be installed to remedy this. Refer to photo 2.0.26.

C. Toilet Rooms
1. All toilet rooms are worn and should be upgraded to comply with current accessibility requirements.
2. Toilet partitions in the lower level toilet rooms are corroding and need to be replaced. Refer to photo 2.0.27.

D. Stair Handrails & Guards
1. Handrails appeared to be code compliant and do not require work at this time.

E. Finishes
1. Carpet throughout the facility is warn and separating at the seams. All carpet should be replaced. Refer to photos 2.0.28 and 2.0.29.
2. Resilient base was observed throughout the facility. It is in varying states of condition but should all be replaced as part of a larger interior finishes upgrade.
3. Interior walls are primarily painted and in generally good condition. Some general maintenance such as patching and touching up is required. Paint around several window openings was observed to be failing. It was not obvious that this is due to water infiltration but it should be monitored and repaired. Refer to photo 2.0.30.
4. Walls in the former Police area office have vinyl wall covering that is in poor condition. All wall surfaces should be stripped, cleaned and refinished.

F. Ceilings
1. Ceiling tile through is beginning to sag. All tile and grid should be replaced. Refer to photo 2.0.31.
2. Light levels should be reviewed for adequacy. Consider replacing older florescent fixtures with more efficient modern units.
3. Outdated incandescent track lighting in cove ceilings should be replaced with more efficient units.

G. A/V Systems

1. Video systems for broadcast of Village proceedings in the meeting room have been added since the building was converted to its present use. Cable and other hardware are exposed on walls and floors. A redeveloped public meeting room should be considered that properly accommodates current broadcast and recording technologies including lighting and acoustics. Refer to photos 2.0.32 and 2.0.33.

V. BUILDING MECHANICAL SYSTEMS

A. HVAC System

1. Building mechanical systems were replaced during the 1989 renovation project.
2. During the site walk through, the roof top mechanical unit was observed to be malfunctioning. It appeared the heating unit was not igniting properly.

B. Elevator

1. The elevator has been reported to overheat and stop operating when used frequently. A temporary workaround has been derived by the Village to restore service but a permanent fix should be implemented.
2. No ventilation is present in the elevator machine room.

VI. BUILDING – ACCESSIBILITY

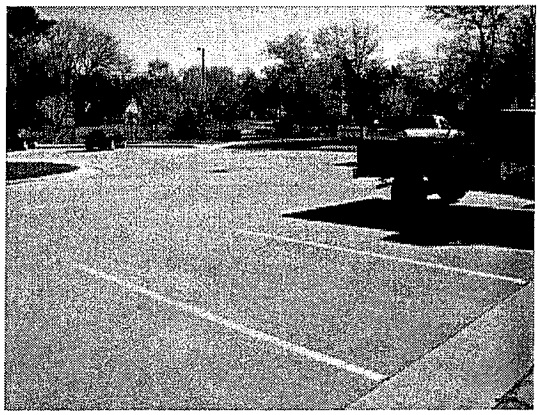
A. All areas of the building appear to be accessible; however, accessible circulation is sometimes separated by significant distances from the general circulation. An elevator has been added to the east side of the building. Routes are circuitous but present.

B. Accessible access to the main public lobby and reception desk is extremely poor and requires guests to travel a significantly greater distance to a separate entrance and use an elevator that takes them to the back office corridor behind the Building Inspection Department and the Reception Desk. Additionally, this open access this arrangement requires may constitute a building security risk.

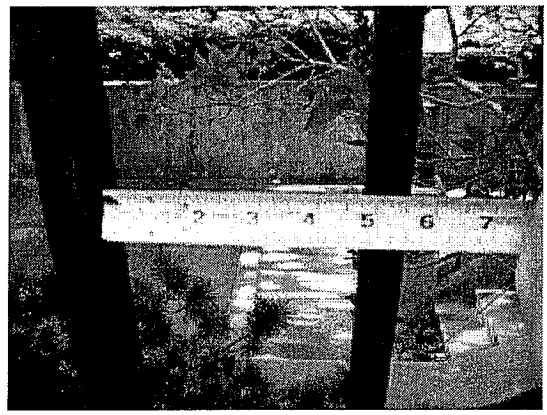
C. The number of accessible public entrances does not satisfy the code required minimum of 60%. Only one entrance is currently accessible.

D. Toilet rooms have been upgraded with some accessible elements but the facility does not currently have a completely accessible toilet room. All toilet facilities should be brought up to code requirements.

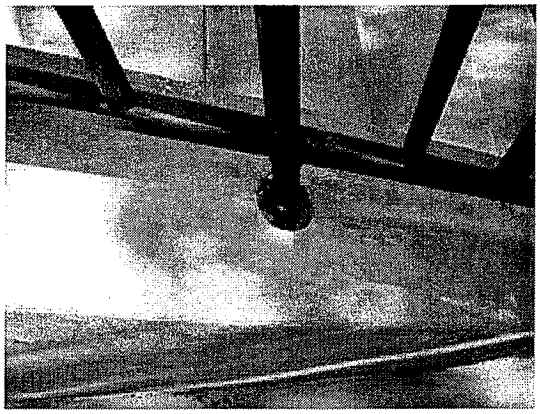
E. Door hardware is not compliant with current accessibility requirements. All door handles need to be of a lever type and located between 34" and 48" above finished floor elevation.



2.0.1 Existing parking lot

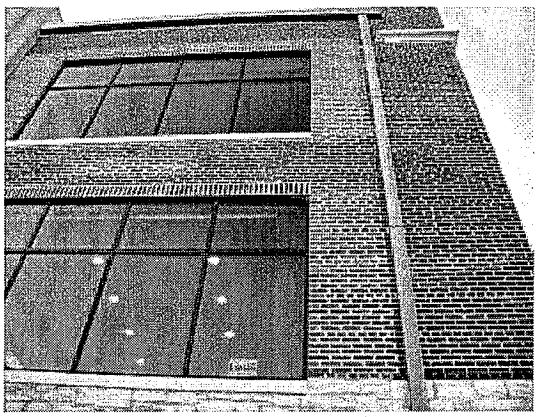


2.0.2 Picket spacing too large

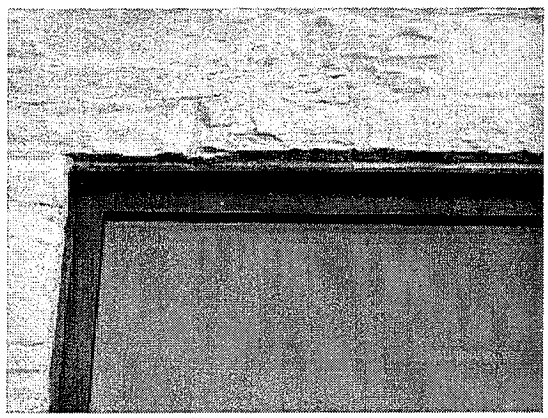


2.0.3 Baluster pocket open

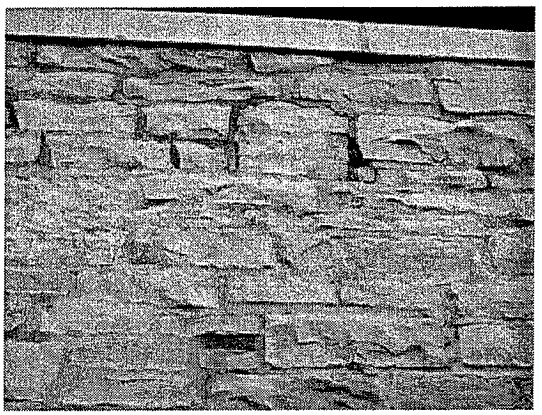
2.0.4 Intermediate handrail required

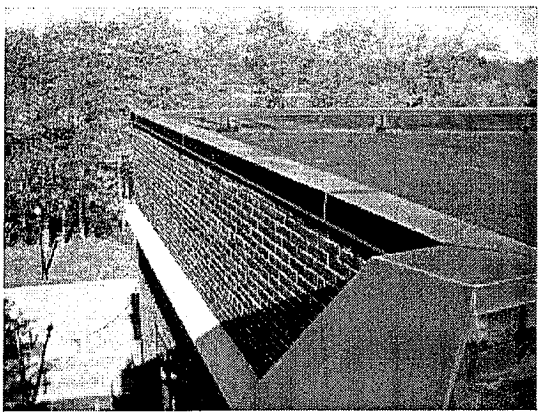


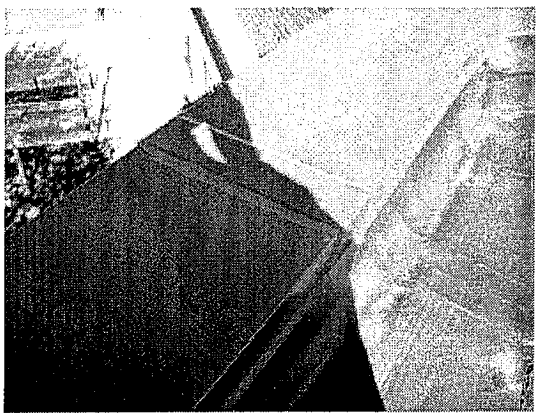
2.0.5 Multiple tuck point projects

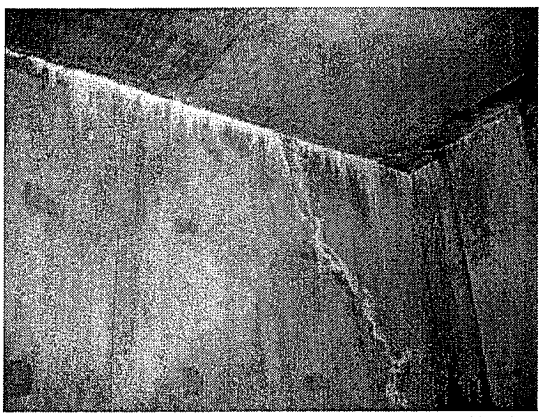


2.0.6 Window lintels need paint

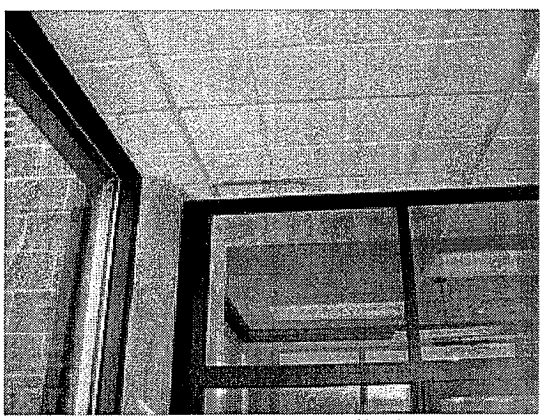

2.0.7 Spalling mortar


2.0.8 Parapet coping

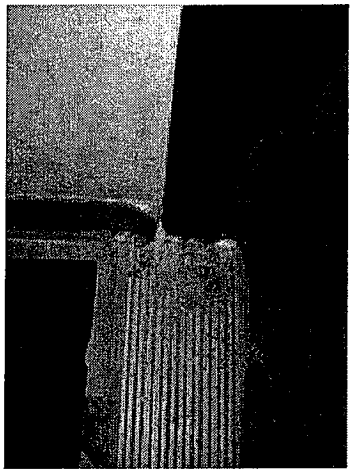

2.0.9 Parapet coping


2.0.10 Water penetration beneath vestibule

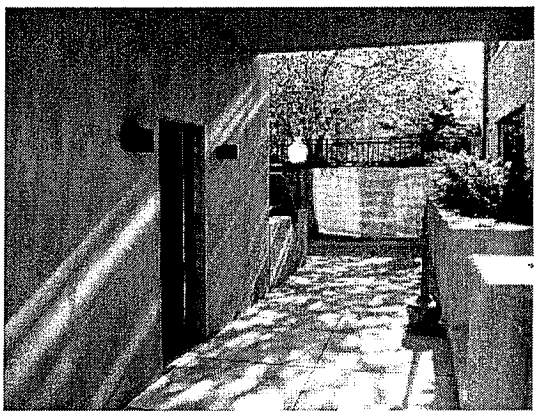

2.0.11 Water damage in vestibule


2.0.12 Water damage in vestibule

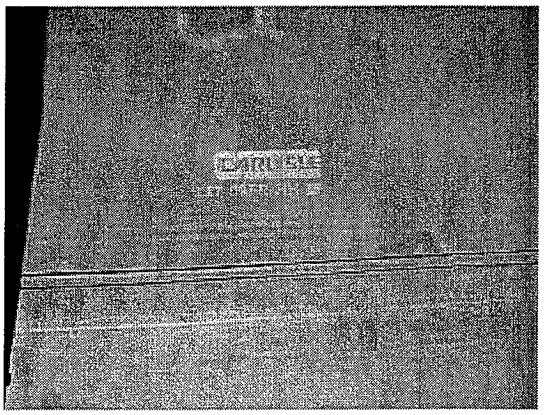
2.0.13 Water damage in vestibule



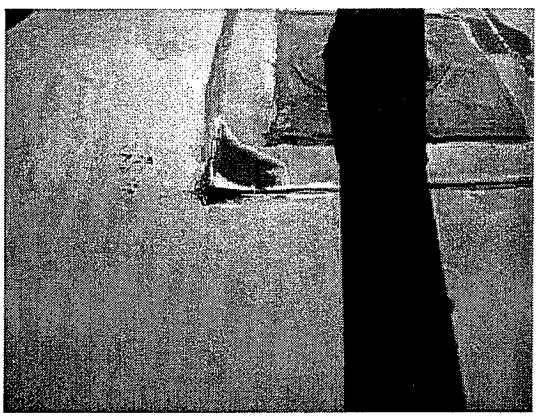
2.0.14 Deterioration at threshold



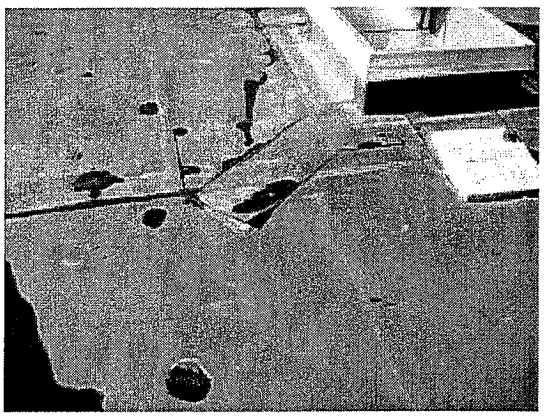
2.0.15 Wall sconces need to be replaced



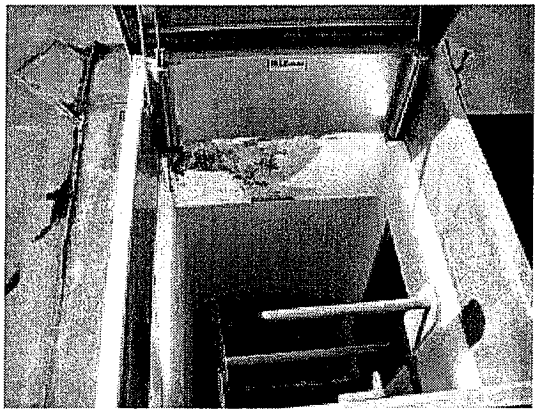
2.0.16 Carlisle roof label



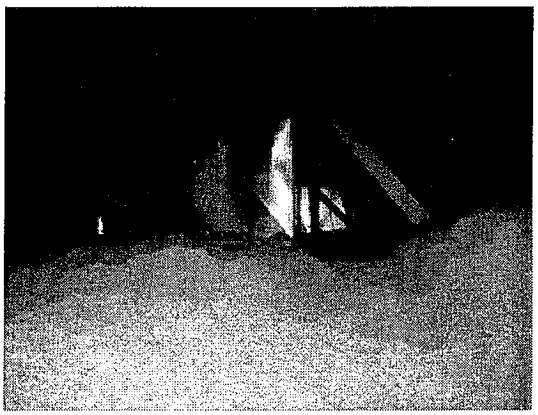
2.0.17 Peeling roof membrane

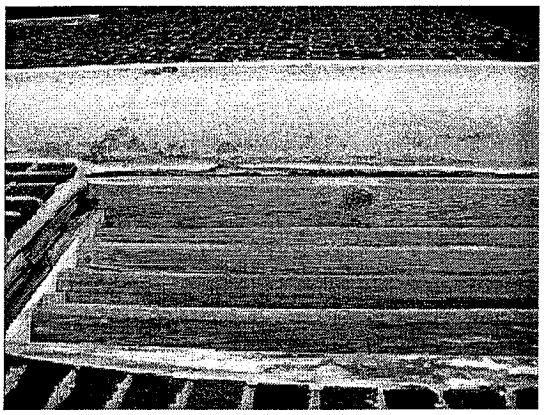


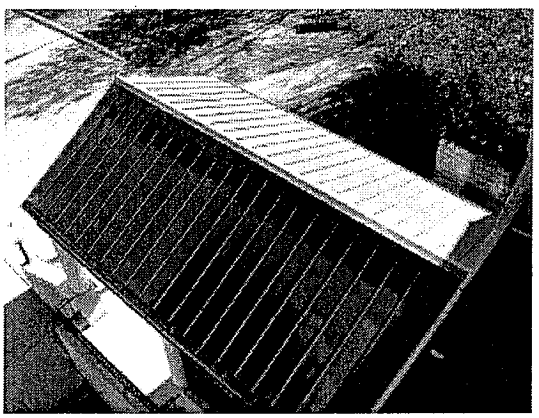
2.0.18 Peeling roof membrane

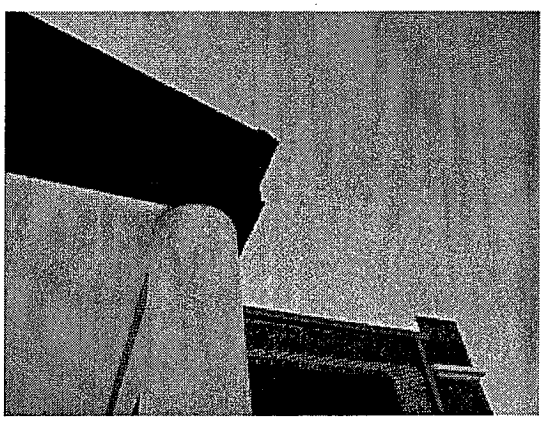

2.0.19 Water penetration at scuttle


2.0.20 Area of ponding water


2.0.21 Attic insulation

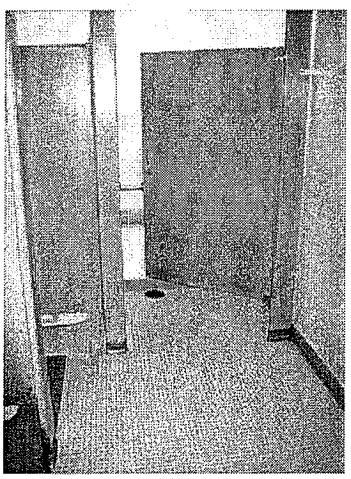

2.0.22 Wood attic vent louver


2.0.23 Vestibule roof

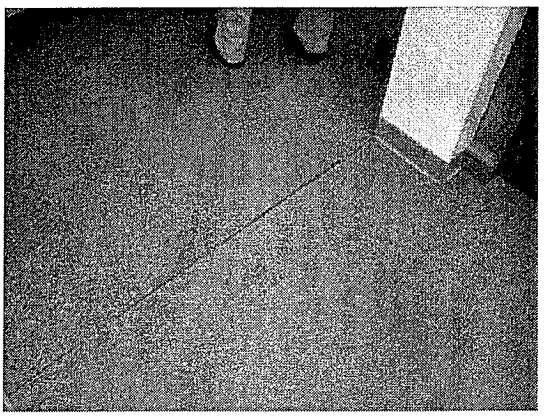

2.0.24 Ice damage to gutters

2.0.25 Apparent water intrusion

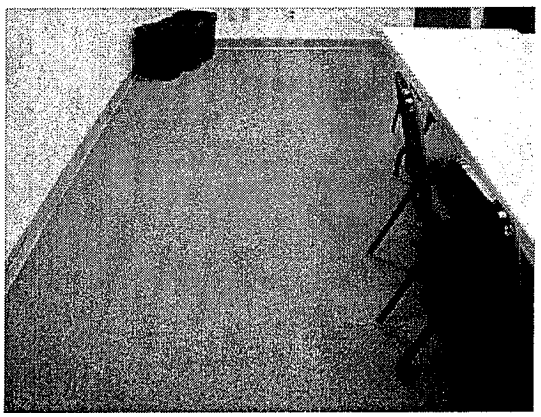
2.0.26 Electrical panel clearance



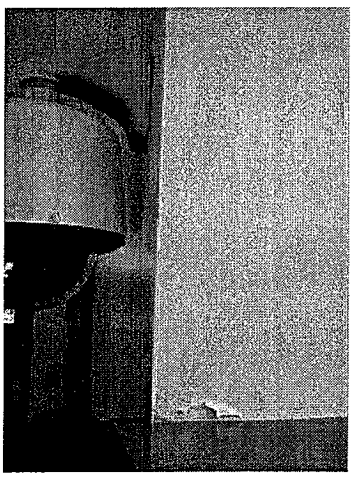
2.0.27 Corrosion on toilet partitions



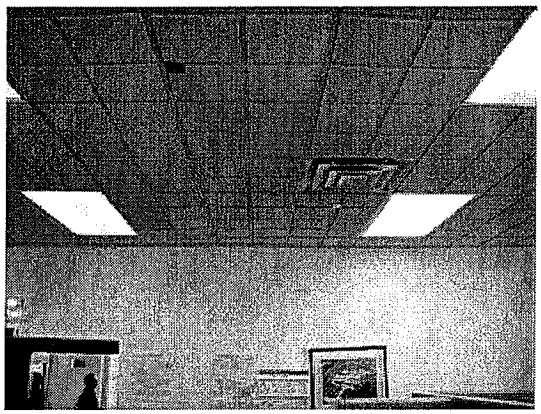
2.0.28 Worn carpet



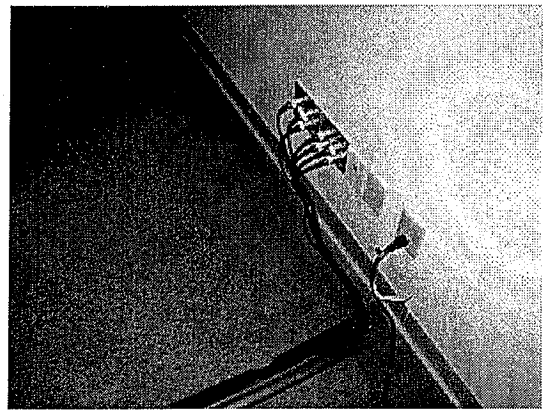
2.0.29 Worn carpet



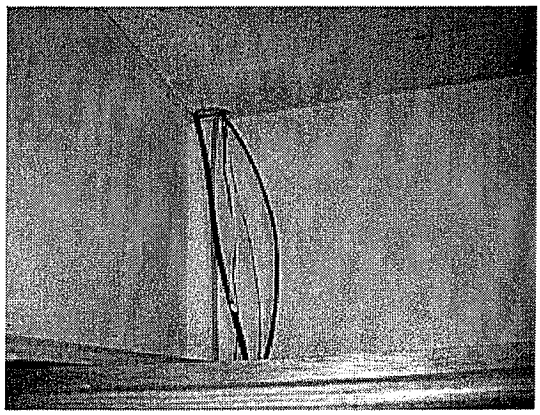
2.0.30 Peeling paint at window



2.0.31 Sagging ceiling tile



2.0.32 Exposed A/V cables



2.0.33 Exposed A/V cables

Plunkett Raysich Architects LLP

Mortenson construction

Sussex Village Hall Maintenance Issues

Version 1a

No.	Project (Work Description)	Priority	No. Units	Unit Measure	Unit Cost	Cost
A	**Site**					
1	Patch, seal and stripe parking lot	C	30,700	SF	$0.54	$16,578
2	Replace wall sconce light fixtures at lower courtyard entrance	A	2	LS	$400.00	$800
3	Replace guard rails	B	114	LF	$250.00	$28,500
4	Install intermediate handrail at entry stair	B	10	LF	$250.00	$2,500
5	Provide accessible route to lower level north entrance	C	812	SF	$5.50	$4,466
6	Install site drain at elevator vestibule	A	1	LS	$7,000.00	$7,000
B	**Building Exterior**					
7	Repair deteriorating roof membrane joints and flashing	A	1,500	SF	$10.00	$15,000
8	Tuck point all exterior masonry (stone and brick)	B	8,759	SF	$10.00	$87,590
9	Relace threshold and repair door frame at lower level courtyard	B	1	EA	$500.00	$500
10	Replace gutters at vestibule roof	A	69	LF	$13.00	$897
11	Install snow and ice retention clips on vestibule roof	A	50		$12.00	$600
12	Repair roof leaks at vesibule	A	1	LS	$750.00	$750
13	Repair leaking roof scuttle	A	1	LS	$1,500.00	$1,500
14	Replace attic vent louvers	A	9	SF	$22.00	$198

Plunkett Raysich Architects LLP

Mortenson construction

Sussex Village Hall Maintenance Issues

Version 1a

No.	Project (Work Description)	Priority	No. Units	Unit Measure	Unit Cost	Cost
C	**Building Interior**					
15	Remove wall covering in former sheriff's department; repair and paint walls	B	765	SF	$4.00	$3,060
16	Replace carpets throughout	B	729	SY	$45.00	$32,805
17	Replace resilient base throughout	B	INCL. ABOVE			INCL. ABOVE
18	Touchup wall paint	C	2,500	SF	$0.75	$1,875
19	Replace ceiling tile and grid	B	4,380	SF	$4.00	$17,520
20	Replace outdated light fixtures with more efficient units	B	11,269	SF	$1.25	$14,086
21	Renovate toilet rooms to comply with current accessibilty requirments	B	440	SF	$182.00	$80,080
22	Replace outdated A/V systems in meeting room	C	1	LS	$25,000.00	$25,000
23	Replace door hardware w/ accessible pieces	B	26	EA	$570.00	$14,820

Priority Definitions:

A Work to be done as soon as possible (1 Year)

B Work to be done as part of larger project (2 Years)

C Lower priority at this time (5-10 Years)

Notes:

1 Items identified after site walk through with Mortenson Construction on 28 April 2010.

Mortenson

Sussex Village Hall Space Needs
Version 2a

2010 - Ideals Conditions

Space			Emp	FTE	Office Type	Shared?	Size	Qty	Total	Note
Administration										
ad1	Village Administrator	[illegible]	1	1.00	CO-1	N	234sf	1	234sf	
ad2	Assistant Village Administrator	[illegible]	1	1.00	CO-1	N	234sf	1	234sf	
ad3	Clerk / Treasurer	[illegible]	1	1.00	CO-2	N	189sf	1	189sf	
ad4	Administrative Assistant	[illegible]	2	2.00	OO-1	N	96sf	2	192sf	
ad5	Receptionist / Cashier	[illegible]	2	1.00	OO-2	Y	64sf	2	128sf	
ad6	Intern / Seasonal Staff		4	0.25	OO-3*	Y	36sf	2	72sf	(Smaller versions of OO-2)
ad7	Public Counter		-	-	-	Y	150sf	1	150sf	
ad8	Project Work Area		-	-	-	Y	80sf	1	80sf	Table / Counter along wall
ad9	Copy / Print / Scan Area		-	-	-	Y	100sf	1	100sf	Copy/printer, scan station, supplies
ad10	Office Storage		-	-	-	Y	200sf	1	200sf	Office supplies, voting machines, etc
ad11	Vault / Archival Storage		-	-	-	Y	150sf	1	150sf	Fireproof storage, safe, filer, small table
ad12	File Area		-	-	-	Y	50sf	1	50sf	
		Departmental Total							1,779sf	
		Net to Gross Factor							25%	
		Total							2,224sf	
Planning and Development										
pd1	Building Inspector	[illegible]	1	1.00	CO-2	N	189sf	1	189sf	
pd2	Zoning Administrator	[illegible]	1	1.00	CO-3	N	128sf	1	128sf	
pd3	Administrative Assistant	[illegible]	1	0.50	OO-1	N	96sf	1	96sf	
pd4	Intern / Seasonal Staff		1	0.25	OO-3*	Y	36sf	1	36sf	(Smaller versions of OO-2)
pd5	Project Work Area		-	-	-	Y	80sf	1	80sf	Table / Counter along wall
pd6	Public Counter		-	-	-	Y	150sf	1	150sf	
pd7	Copy / Print Area		-	-	-	Y	60sf	1	60sf	Copy/printer, scan station, supplies
pd8	File Area		-	-	-	Y	150sf	1	150sf	
pd9	Archival Storage		-	-	-	Y	100sf	1	100sf	Could be co-located in another area of the building
		Departmental Total							989sf	
		Net to Gross Factor							25%	
		Total							1,236sf	
Finance										
fi1	Finance Director	[illegible]	1	1.00	CO-2	N	189sf	1	189sf	
fi2	Assistant Finance Director	[illegible]	1	1.00	OO-1	N	96sf	1	96sf	
fi3	Intern / Seasonal Staff		-	-	-	-	-	-	-	
fi4	Project Work Area		-	-	-	Y	80sf	1	80sf	Large table for sporadic use (Audits, etc)
fi5	Copy / Print Area		-	-	-	Y	60sf	1	60sf	Copy/printer, scan station, supplies
fi6	File Area		-	-	-	Y	150sf	1	150sf	5 file cabs
fi7	Archival Storage		-	-	-	Y	135sf	1	135sf	80 bankers boxes on shelving (20'x6', 6 rows high)
		Departmental Total							710sf	
		Net to Gross Factor							25%	
		Total							888sf	
Public Works / Engineering										
pe1	Director	[illegible]	1	1.0	CO-2	N	189sf	1	189sf	Similar to CO-2, but with open end
pe2	Engineer		-	-	-	-	-	-	-	
pe3	Intern / Seasonal Staff		-	-	-	-	-	-	-	
pe4	Project Work Area		-	-	-	Y	120sf	1	120sf	Table / Counter along wall
pe5	Copy / Print / Scan Area		-	-	-	Y	165sf	1	165sf	Regular and large format machines. Min 10' room
pe6	File / Plan Area		-	-	-	Y	250sf	1	250sf	Flat files, current and archival
		Departmental Total							724sf	
		Net to Gross Factor							25%	
		Total							905sf	
Recreation										
rc1	Director	[illegible]	1	1.0	CO-2	N	189sf	1	189sf	
rc2	Recreation Coordinator		1	1.0	CO-3	N	128sf	1	128sf	
rc3	Administrative Assistant		1	1.0	OO-2	N	64sf	1	64sf	
rc4	Intern / Seasonal Staff		2	0.50	OO-3*	Y	36sf	2	72sf	(Smaller versions of OO-2)
rc4	Public Counter		-	-	-	Y	120sf	1	120sf	
rc5	Project Work Area		-	-	-	Y	120sf	1	120sf	Table / Counter along wall
rc6	Copy / Print Area		-	-	-	Y	60sf	1	60sf	Regular and large format machines. Min 10' room width
rc7	Equipment / Files Area		-	-	-	Y	250sf	1	250sf	
rc8	Archival Storage		-	-	-	Y	100sf	1	100sf	
		Departmental Total							1,103sf	
		Net to Gross Factor							25%	
		Total							1,379sf	
Shared / Common Areas										
sc1	Main Vestibule		-	-	-	Y	200sf	1	200sf	
sc2	Lobby / Display Area		-	-	-	Y	150sf	1	150sf	
sc3	Waiting Area		-	-	-	Y	180sf	1	180sf	Seating for 6
sc4	Public Restrooms		-	-	-	Y	140sf	2	280sf	
sc5	Boardroom / Conference Room		-	-	-	Y	1,750sf	1	1,750sf	Seating for 75 plus dais and presentation area, subdivable
sc6	Boardroom / Conference Room Storage		-	-	-	Y	120sf	1	120sf	
sc7	Kitchenette		-	-	-	Y	80sf	1	80sf	
sc8	Public Conference Room		-	-	-	Y	360sf	1	360sf	Seating for 12, side counter, integrated screen, video conf., etc
sc9	Staff Conference Room		-	-	-	Y	200sf	1	200sf	Seating for 6-8, plus side counter
sc10	Mail area		-	-	-	Y	40sf	1	40sf	
sc11	Driveup Payment Dropbox		-	-	-	Y	40sf	1	40sf	
sc12	Copy / Print / Scan Area		-	-	-	Y	100sf	1	100sf	
sc13	General Building Storage		-	-	-	Y	200sf	1	200sf	
sc15	Employee entrance (vestibule)		-	-	-	Y	80sf	1	80sf	
sc16	Locker / Coat area		-	-	-	Y	120sf	1	120sf	
sc17	Break / Lunchroom		-	-	-	Y	200sf	1	200sf	
sc18	Staff restrooms w/ shower		-	-	-	Y	100sf	2	200sf	
sc19	Teledata / Server Room		-	-	-	Y	120sf	1	120sf	Includes small desk, equip racks, termination board
sc20	Teledata Room (#2)		-	-	-	Y	40sf	1	40sf	
sc21	Jan Room		-	-	-	Y	120sf	1	120sf	
sc22	Jan Room (#2)		-	-	-	Y	60sf	1	60sf	
sc23	Mechanical / Electrical		-	-	-	Y	800sf	1	800sf	Residential style combined furnace and A/C, water treatment, etc
		Departmental Total							5,440sf	
		Net to Gross Factor							25%	
		Total							6,800sf	
		Building Total							13,431sf	
		Net to Gross Factor							40%	
		Complete Building							18,804sf	

2020

Space	Emp	FTE	Office Type	Shared?	Size	Qty	Total	Note
Administration								
ad1 Village Administrator	1	1.00	CO-1		234sf	1	234sf	
ad2 Assistant Village Administrator	1	1.00	CO-1		234sf	1	234sf	
ad3 Clerk / Treasurer	1	1.00	CO-1		234sf	1	234sf	
ad4 Administrative Assistant	2	2.00	OO-1		96sf	2	192sf	
ad5 Receptionist / Cashier	2	1.00	OO-2		64sf	2	128sf	
ad6 Intern / Seasonal Staff	4	0.25	OO-3*		36sf	4	144sf	
ad7 Public Counter	-	-	-	Y	150sf	1	150sf	
ad8 Project Work Area	-	-	-	Y	80sf	1	80sf	
ad9 Copy / Print / Scan Area	-	-	-	Y	100sf	1	100sf	
ad10 Office Storage	-	-	-	Y	200sf	1	200sf	
ad11 Vault / Archival Storage	-	-	-	Y	150sf	1	150sf	
ad12 File Area	-	-	-	Y	50sf	1	50sf	
Departmental Total							1,896sf	
Net to Gross Factor							25%	
Total							2,370sf	
Planning and Development								
pd1 Building Inspector	1	1.00	CO-2	N	189sf	1	189sf	
pd2 Zoning Administrator	1	1.00	CO-3	N	128sf	1	128sf	
pd3 Administrative Assistant	1	0.50	OO-1	N	96sf	1	96sf	
pd4 Intern / Seasonal Staff	1	0.25	OO-3*	Y	36sf	1	36sf	
pd5 Project Work Area	-	-	-	Y	80sf	1	80sf	
pd6 Public Counter	-	-	-	Y	150sf	1	150sf	
pd7 Copy / Print Area	-	-	-	Y	60sf	1	60sf	
pd8 File Area	-	-	-	Y	150sf	1	150sf	
pd9 Archival Storage	-	-	-	Y	100sf	1	100sf	
Departmental Total							989sf	
Net to Gross Factor							25%	
Total							1,236sf	
Finance								
fi1 Finance Director	1	1.00	OO-1	N	189sf	1	189sf	
fi2 Assistant Finance Director	1	1.00	OO-1	N	96sf	1	96sf	
fi3 Intern / Seasonal Staff	1	0.50	OO-1	Y	96sf	1	96sf	
fi4 Project Work Area	3	0.13	x	Y	80sf	3	240sf	
fi5 Copy / Print Area	-	-	-	Y	60sf	1	60sf	
fi6 File Area	-	-	-	Y	150sf	1	150sf	9 file cabs
fi7 Archival Storage	-	-	-	Y	150sf	1	150sf	100 bankers boxes (6 high)
Departmental Total							981sf	
Net to Gross Factor							25%	
Total							1,226sf	
Public Works / Engineering								
pe1 Director	1	1.0	CO-2	N	189sf	1	189sf	
pe2 Engineer	-	-	-	-	-	-	-	
pe3 Intern / Seasonal Staff	1	0.5	OO-2	Y	64sf	1	64sf	
pe4 Project Work Area	-	-	-	Y	120sf	1	120sf	
pe5 Copy / Print / Scan Area	-	-	-	Y	165sf	1	165sf	
pe6 File / Plan Area	-	-	-	Y	250sf	1	250sf	
Departmental Total							788sf	
Net to Gross Factor							25%	
Total							985sf	
Recreation								
rc1 Director	1	1.0	CO-2	N	189sf	1	189sf	
rc2 Recreation Coordinator	1	1.0	CO-3	N	128sf	1	128sf	
rc3 Administrative Assistant	1	1.0	OO-2	N	64sf	1	64sf	
rc4 Intern / Seasonal Staff	1	0.25	OO-3*	Y	36sf	2	72sf	
rc4 Public Counter	-	-	-	Y	120sf	1	120sf	
rc5 Project Work Area	-	-	-	Y	120sf	1	120sf	
rc6 Copy / Print Area	-	-	-	Y	60sf	1	60sf	
rc7 Equipment / Files Area	-	-	-	Y	250sf	1	250sf	
rc8 Archival Storage	-	-	-	Y	100sf	1	100sf	
Departmental Total							1,103sf	
Net to Gross Factor							25%	
Total							1,379sf	
Shared / Common Areas								
sc1 Main Vestibule	-	-	-	Y	200sf	1	200sf	
sc2 Lobby / Display Area	-	-	-	Y	150sf	1	150sf	
sc3 Waiting Area	-	-	-	Y	180sf	1	180sf	
sc4 Public Restrooms	-	-	-	Y	140sf	2	280sf	
sc5 Boardroom / Conference Room	-	-	-	Y	1,750sf	1	1,750sf	
sc6 Boardroom / Conference Room Storage	-	-	-	Y	120sf	1	120sf	
sc7 Kitchenette	-	-	-	Y	80sf	1	80sf	
sc8 Public Conference Room	-	-	-	Y	360sf	1	360sf	
sc9 Staff Conference Room	-	-	-	Y	200sf	1	200sf	
sc10 Mail area	-	-	-	Y	40sf	1	40sf	
sc11 Driveup Payment Dropbox	-	-	-	Y	40sf	1	40sf	
sc12 Copy / Print / Scan Area	-	-	-	Y	100sf	1	100sf	
sc13 General Building Storage	-	-	-	Y	200sf	1	200sf	
sc15 Employee entrance (vestibule)	-	-	-	Y	80sf	1	80sf	
sc16 Locker / Coat area	-	-	-	Y	120sf	1	120sf	
sc17 Break / Lunchroom	-	-	-	Y	200sf	1	200sf	
sc18 Staff restrooms w/ shower	-	-	-	Y	100sf	2	200sf	
sc19 Teledata / Server Room	-	-	-	Y	120sf	1	120sf	
sc20 Teledata Room (#2)	-	-	-	Y	40sf	1	40sf	
sc21 Jan Room	-	-	-	Y	120sf	1	120sf	
sc22 Jan Room (#2)	-	-	-	Y	60sf	1	60sf	
sc23 Mechanical / Electrical	-	-	-	Y	800sf	1	800sf	
Departmental Total							5,440sf	
Net to Gross Factor							25%	
Total							6,800sf	
Building Total							13,996sf	
Net to Gross Factor							40%	
Complete Building							19,595sf	

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Space	Emp	FTE	Office Type	Shared?	Size	Qty	Total	Note
Administration								
ad1 Village Administrator	1	1.00	CO-1		234sf	1	234sf	
ad2 Assistant Village Administrator	1	1.00	CO-1		234sf	1	234sf	
ad3 Clerk / Treasurer	1	1.00	CO-1		234sf	1	234sf	
ad4 Administrative Assistant	2	2.00	OO-1		96sf	2	192sf	
ad5 Receptionist / Cashier	2	1.00	OO-2		64sf	2	128sf	
ad6 Intern / Seasonal Staff	4	0.25	OO-3*		36sf	4	144sf	
ad7 Public Counter	-	-	-	Y	150sf	1	150sf	
ad8 Project Work Area	-	-	-	Y	80sf	1	80sf	
ad9 Copy / Print / Scan Area	-	-	-	Y	100sf	1	100sf	
ad10 Office Storage	-	-	-	Y	200sf	1	200sf	
ad11 Vault / Archival Storage	-	-	-	Y	150sf	1	150sf	
ad12 File Area	-	-	-	Y	50sf	1	50sf	
Departmental Total							1,896sf	
Net to Gross Factor							25%	
Total							2,370sf	
Planning and Development								
pd1 Building Inspector	1	1.00	CO-2	N	189sf	1	189sf	
pd2 Zoning Administrator	1	1.00	CO-3	N	128sf	1	128sf	
pd3 Administrative Assistant	1	0.50	OO-1	N	96sf	1	96sf	
pd4 Intern / Seasonal Staff	1	0.25	OO-3*	Y	36sf	1	36sf	
pd5 Project Work Area	-	-	-	Y	80sf	1	80sf	
pd6 Public Counter	-	-	-	Y	150sf	1	150sf	
pd7 Copy / Print Area	-	-	-	Y	60sf	1	60sf	
pd8 File Area	-	-	-	Y	150sf	1	150sf	
pd9 Archival Storage	-	-	-	Y	100sf	1	100sf	
Departmental Total							989sf	
Net to Gross Factor							25%	
Total							1,236sf	
Finance								
fi1 Finance Director	1	1.00	OO-1	N	189sf	1	189sf	
fi2 Assistant Finance Director	1	1.00	OO-1	N	96sf	1	96sf	
fi3 Intern / Seasonal Staff	1	0.50	OO-1	Y	96sf	1	96sf	
fi4 Project Work Area	3	0.13	x	Y	80sf	3	240sf	
fi5 Copy / Print Area	-	-	-	Y	60sf	1	60sf	
fi6 File Area	-	-	-	Y	150sf	1	150sf	9 file cabs
fi7 Archival Storage	-	-	-	Y	150sf	1	150sf	100 bankers boxes (6 high)
Departmental Total							981sf	
Net to Gross Factor							25%	
Total							1,226sf	
Public Works / Engineering								
pe1 Director	1	1.0	CO-2	N	189sf	1	189sf	
pe2 Engineer	1	1.0	OO-1	N	96sf	1	96sf	
pe3 Intern / Seasonal Staff	1	0.5	OO-2	Y	64sf	1	64sf	
pe4 Project Work Area	-	-	-	Y	120sf	1	120sf	
pe5 Copy / Print / Scan Area	-	-	-	Y	165sf	1	165sf	
pe6 File / Plan Area	-	-	-	Y	250sf	1	250sf	
Departmental Total							884sf	
Net to Gross Factor							25%	
Total							1,105sf	
Recreation								
rc1 Director	1	1.0	CO-2	N	189sf	1	189sf	
rc2 Recreation Coordinator	1	1.0	CO-3	N	128sf	1	128sf	
rc3 Administrative Assistant	1	1.0	OO-2	N	64sf	1	64sf	
rc4 Intern / Seasonal Staff	1	0.25	OO-3*	Y	36sf	2	72sf	
rc4 Public Counter	-	-	-	Y	120sf	1	120sf	
rc5 Project Work Area	-	-	-	Y	120sf	1	120sf	
rc6 Copy / Print Area	-	-	-	Y	60sf	1	60sf	
rc7 Equipment / Files Area	-	-	-	Y	250sf	1	250sf	
rc8 Archival Storage	-	-	-	Y	100sf	1	100sf	
Departmental Total							1,103sf	
Net to Gross Factor							25%	
Total							1,379sf	
Shared / Common Areas								
sc1 Main Vestibule	-	-	-	Y	200sf	1	200sf	
sc2 Lobby / Display Area	-	-	-	Y	150sf	1	150sf	
sc3 Waiting Area	-	-	-	Y	180sf	1	180sf	
sc4 Public Restrooms	-	-	-	Y	140sf	2	280sf	
sc5 Boardroom / Conference Room	-	-	-	Y	1,750sf	1	1,750sf	
sc6 Boardroom / Conference Room Storage	-	-	-	Y	120sf	1	120sf	
sc7 Kitchenette	-	-	-	Y	80sf	1	80sf	
sc8 Public Conference Room	-	-	-	Y	360sf	1	360sf	
sc9 Staff Conference Room	-	-	-	Y	200sf	1	200sf	
sc10 Mail area	-	-	-	Y	40sf	1	40sf	
sc11 Driveup Payment Dropbox	-	-	-	Y	40sf	1	40sf	
sc12 Copy / Print / Scan Area	-	-	-	Y	100sf	1	100sf	
sc13 General Building Storage	-	-	-	Y	200sf	1	200sf	
sc15 Employee entrance (vestibule)	-	-	-	Y	80sf	1	80sf	
sc16 Locker / Coat area	-	-	-	Y	120sf	1	120sf	
sc17 Break / Lunchroom	-	-	-	Y	200sf	1	200sf	
sc18 Staff restrooms w/ shower	-	-	-	Y	100sf	2	200sf	
sc19 Teledata / Server Room	-	-	-	Y	120sf	1	120sf	
sc20 Teledata Room (#2)	-	-	-	Y	40sf	1	40sf	
sc21 Jan Room	-	-	-	Y	120sf	1	120sf	
sc22 Jan Room (#2)	-	-	-	Y	60sf	1	60sf	
sc23 Mechanical / Electrical	-	-	-	Y	800sf	1	800sf	
Departmental Total							5,440sf	
Net to Gross Factor							25%	
Total							6,800sf	
Building Total							14,116sf	
Net to Gross Factor							40%	
Complete Building							19,763sf	

Project: **Sussex Village Hall**
Project #: 09024

Total Project Cost Estimate
05/27/2010

Option: A - Minor Renovation
Based On: Mortenson Estimate dated 05/27/2010

Cost index: All prices estimated for second quarter 2010.

	Low	High	Unit	Qty	Cost Range Low	Cost Range High
Building and Site Construction						
A) Village Hall Renovation	-10%	10%	Percentage	$412,593*	$ 371,334	$ 453,852
* Per Mortenson Estimate						
Fixtures, Furnishings, Equipment						
A) Furniture	$ 5,000	$ 5,000	Lumpsum	1	$ 5,000	$ 5,000
B) Office Equipment	$ -	$ -	-	0	$ -	$ -
C) Telecommunications System	$ -	$ -	-	0	$ -	$ -
D) Technology systems (Server racks, projectors, etc)	$ 2,000	$ 2,000	-	1	$ 2,000	$ 2,000
				Sub Total	$ 7,000	$ 7,000
Contingency						
A) Project Contingency	12%				$ 45,000	$ 55,000
				"Hard Costs" Sub Total	$ 423,334	$ 515,852
Miscellaneous Expenses & Fees						
A) Fees, State Review, Printing, etc	11.0%		Percentage		$ 47,000	$ 57,000
B) Moving Expenses	$ -	$ -	Occurance	0	$ -	$ -
C) 12 Month Lease of Temporary Space	$ -	$ -	Lumpsum	0	$ -	$ -
B) Miscellaneous Owner Project Expenses	1.0%		Percentage		$ 4,000	$ 5,000
(fund raising, moving, etc.)				"Soft Costs" Sub Total	$ 51,000	$ 62,000
				Range of Total Project Costs	$ 474,334	$ 577,852
				Probable Total Project Costs	**$ 530,000**	

Note: The "Low" costs are based on based on simple materials and finishes, HVAC and lighting systems that employ older technology, and reuse of old furniture and equipment. The "High" costs represent recent buildings which employ longer lasting construction methods, more diverse finishes, and include sustainable design features such as high efficiency HVAC and lighting, exterior sun shading, interior light shelves, green roof and increased amount of recycled materials.

Mortenson construction

VILLAGE OF SUSSEX
SUSSEX VILLAGE HALL STUDY OPTION A
SUSSEX, WISCONSIN

CONSTRUCTION COST ESTIMATE

UNIFORMAT SYSTEM LEVEL 2 SUMMARY
COST MODEL
May 27, 2010

UniFormat System Level 2 Breakdown	System Area SF	UM	Cost per Sys. SF	Cost per GSF	Total System Cost
FOUNDATIONS	600	sf	$15.00	$0.80	$9,000
BASEMENT CONSTRUCTION	0	cf	$0.00	$0.00	$0
SUPERSTRUCTURE	0	sf	$0.00	$0.00	$0
EXTERIOR ENCLOSURE	9,674	sf	$9.10	$7.81	$88,040
ROOFING	3,551	sf	$4.65	$1.46	$16,500
INTERIOR CONSTRUCTION	2,500	sf	$10.94	$2.43	$27,355
STAIRS	0	rise	$0.00	$0.00	$0
INTERIOR FINISHES	11,269	sf	$5.45	$5.45	$61,460
CONVEYING	3	stop	$1,733.33	$0.46	$5,200
PLUMBING	11,269	sf	$5.00	$5.00	$56,345
HVAC	11,269	sf	$2.48	$2.48	$28,000
FIRE PROTECTION	0	sf	$0.00	$0.00	$0
ELECTRICAL	11,269	sf	$2.00	$2.00	$22,538
EQUIPMENT	0	sf	$0.00	$0.00	$0
FURNISHINGS	0	sf	$0.00	$0.00	$0
SPECIAL CONSTRUCTION	0	sf	$0.00	$0.00	$0
SELECTIVE BUILDING DEMOLITION	11,264	sf	$1.51	$1.51	$17,030
SITE PREPARATION	0	sf	$0.00	$0.00	$0
SITE IMPROVEMENTS	106,095	sf	$0.07	$0.62	$7,000
SITE CIVIL / MECHANICAL UTILITIES	0	sf	$0.00	$0.00	$0
SITE ELECTRICAL UTILITIES	0	sf	$0.00	$0.00	$0
GENERAL REQUIREMENTS	11,269	sf	$4.51	$4.51	$50,771
UNIFORMAT SYSTEM LEVEL 2 - SUBTOTAL				$34.54	$389,239
CONSTRUCTION ESCALATION			0.000%	$0.00	$0
SUBTOTAL					$389,239
INSURANCE / FEE			6.000%	$2.07	$23,354
TOTAL CONSTRUCTION COST					$412,593
COST PER GROSS SQUARE FOOT				$36.61	$/GSF
GROSS SQUARE FEET				11,269	GSF

Project: **Sussex Village Hall**
Project #: 09024

Total Project Cost Estimate
05/27/2010

Option: B - Major Renovation and Expansion
Based On: Mortenson Estimate dated 05/27/2010

Cost index: All prices estimated for second quarter 2010.

	Low	High	Unit	Qty	Cost Range Low	Cost Range High
Building and Site Construction						
A) Village Hall Renovation	-5%	8%	Percentage	$3,483,667*	$ 3,309,484	$ 3,762,360
* Per Mortenson Estimate						
Fixtures, Furnishings, Equipment						
A) Furniture	$250,000	$300,000	Lumpsum	1	$ 250,000	$ 300,000
B) Office Equipment	$ 30,000	$ 40,000	Lumpsum	1	$ 30,000	$ 40,000
C) Telecommunications System	$ 30,000	$ 35,000	Lumpsum	1	$ 30,000	$ 35,000
D) Technology systems (Server racks, projectors, etc)	$ 15,000	$ 20,000	Lumpsum	1	$ 15,000	$ 20,000
				Sub Total	$ 325,000	$ 395,000
Contingency						
A) Project Contingency	12%				$ 436,000	$ 499,000
				"Hard Costs" Sub Total	$ 4,070,484	$ 4,656,360
Miscellaneous Expenses & Fees						
A) Fees, Soil Borings, Survey, State Review, Printing, et	9.0%		Percentage		$ 366,000	$ 419,000
B) Moving Expenses	$ 15,000	$ 25,000	Occurance	2	$ 30,000	$ 50,000
C) 12 Month Lease of Temporary Space	$ 11	$ 15	Lumpsum	11,250	$ 123,750	$ 168,750
B) Miscellaneous Owner Project Expenses	1.0%		Percentage		$ 41,000	$ 47,000
(fund raising, moving, etc.)				"Soft Costs" Sub Total	$ 560,750	$ 684,750
				Range of Total Project Costs	$ 4,631,234	$ 5,341,110
				Probable Total Project Costs	**$ 4,990,000**	

Note: The "Low" costs are based on based on simple materials and finishes, HVAC and lighting systems that employ older technology, and reuse of old furniture and equipment. The "High" costs represent recent buildings which employ longer lasting construction methods, more diverse finishes, and include sustainable design features such as high efficiency HVAC and lighting, exterior sun shading, interior light shelves, green roof and increased amount of recycled materials.

Mortenson construction

VILLAGE OF SUSSEX
SUSSEX VILLAGE HALL STUDY OPTION B
SUSSEX, WISCONSIN

CONSTRUCTION COST ESTIMATE

UNIFORMAT SYSTEM LEVEL 2 SUMMARY
COST MODEL
May 27, 2010

UniFormat System Level 2 Breakdown	System Area SF	UM	Cost per Sys. SF	Cost per GSF	Total System Cost
FOUNDATIONS	6,732	sf	$15.26	$5.20	$102,718
BASEMENT CONSTRUCTION	0	cf	$0.00	$0.00	$0
SUPERSTRUCTURE	8,500	sf	$26.65	$11.46	$226,538
EXTERIOR ENCLOSURE	14,906	sf	$23.84	$17.98	$355,326
ROOFING	6,384	sf	$11.44	$3.69	$73,024
INTERIOR CONSTRUCTION	19,763	sf	$20.10	$20.10	$397,200
STAIRS	43	rise	$1,000.00	$2.18	$43,000
INTERIOR FINISHES	19,763	sf	$17.11	$17.11	$338,155
CONVEYING	3	stop	$25,000.00	$3.79	$75,000
PLUMBING	19,763	sf	$8.00	$8.00	$158,104
HVAC	19,763	sf	$24.00	$24.00	$474,312
FIRE PROTECTION	19,763	sf	$3.00	$3.00	$59,289
ELECTRICAL	19,763	sf	$18.00	$18.00	$355,734
EQUIPMENT	19,763	sf	$1.26	$1.26	$25,000
FURNISHINGS	19,763	sf	$0.48	$0.48	$9,480
SPECIAL CONSTRUCTION	0	sf	$0.00	$0.00	$0
SELECTIVE BUILDING DEMOLITION	11,264	sf	$14.00	$7.98	$157,696
SITE PREPARATION	106,095	sf	$0.29	$1.54	$30,368
SITE IMPROVEMENTS	106,095	sf	$0.82	$4.39	$86,762
SITE CIVIL / MECHANICAL UTILITIES	106,095	sf	$0.19	$1.01	$20,000
SITE ELECTRICAL UTILITIES	0	sf	$0.00	$0.00	$0
GENERAL REQUIREMENTS	19,763	sf	$15.12	$15.12	$298,771
UNIFORMAT SYSTEM LEVEL 2 - SUBTOTAL				$166.29	$3,286,478
CONSTRUCTION ESCALATION			0.000%	$0.00	$0
SUBTOTAL					$3,286,478
INSURANCE / FEE			6.000%	$9.98	$197,189
TOTAL CONSTRUCTION COST					$3,483,667
COST PER GROSS SQUARE FOOT				$176.27	$/GSF
GROSS SQUARE FEET				19,763	GSF

Project: **Sussex Village Hall**
Project #: 09024

Total Project Cost Estimate
05/27/2010

Option: C - New Stand Alone Two Story Building
Based On: Mortenson Estimate dated 05/27/2010

Cost index: All prices estimated for second quarter 2010.

	Low	High	Unit	Qty	Cost Range Low	Cost Range High
Building and Site Construction						
A) Village Hall Renovation	-5%	5%	Percentage	$4,244,405*	$ 4,032,185	$ 4,456,625
(Includes $200,000 for new parking and other site work to create new outdoor civic areas)						
* Per Mortenson Estimate						
Fixtures, Furnishings, Equipment						
A) Furniture	$250,000	$300,000	Lumpsum	1	$ 250,000	$ 300,000
B) Office Equipment	$ 30,000	$ 40,000	Lumpsum	1	$ 30,000	$ 40,000
C) Telecommunications System	$ 30,000	$ 35,000	Lumpsum	1	$ 30,000	$ 35,000
D) Technology systems (Server racks, projectors, etc)	$ 15,000	$ 20,000	Lumpsum	1	$ 15,000	$ 20,000
				Sub Total	$ 325,000	$ 395,000
Contingency						
A) Project Contingency	10%				$ 436,000	$ 485,000
				"Hard Costs" Sub Total	$ 4,793,185	$ 5,336,625
Miscellaneous Expenses & Fees						
A) Fees, Soil Borings, Survey, State Review, Printing, et	8.0%		Percentage		$ 383,000	$ 427,000
B) Moving Expenses	$ 15,000	$ 25,000	Occurance	1	$ 15,000	$ 25,000
C) 12 Month Lease of Temporary Space	$ -	$ -	Lumpsum	0	$ -	$ -
B) Miscellaneous Owner Project Expenses	1.0%		Percentage		$ 48,000	$ 53,000
(fund raising, moving, etc.)				"Soft Costs" Sub Total	$ 446,000	$ 505,000
				Range of Total Project Costs	$ 5,239,185	$ 5,841,625
				Probable Total Project Costs	**$ 5,550,000**	

Note: The "Low" costs are based on based on simple materials and finishes, HVAC and lighting systems that employ older technology, and reuse of old furniture and equipment. The "High" costs represent recent buildings which employ longer lasting construction methods, more diverse finishes, and include sustainable design features such as high efficiency HVAC and lighting, exterior sun shading, interior light shelves, green roof and increased amount of recycled materials and a basement.

Mortenson construction

VILLAGE OF SUSSEX
SUSSEX VILLAGE HALL STUDY OPTION C
SUSSEX, WISCONSIN

CONSTRUCTION COST ESTIMATE

UNIFORMAT SYSTEM LEVEL 2 SUMMARY
COST MODEL
May 27, 2010

UniFormat System Level 2 Breakdown	System Area SF	UM	Cost per Sys. SF	Cost per GSF	Total System Cost
FOUNDATIONS	19,763	sf	$15.00	$15.00	$296,445
BASEMENT CONSTRUCTION	0	cf	$0.00	$0.00	$0
SUPERSTRUCTURE	19,763	sf	$12.00	$12.00	$237,156
EXTERIOR ENCLOSURE	8,820	sf	$48.10	$21.46	$424,200
ROOFING	19,763	sf	$8.00	$8.00	$158,104
INTERIOR CONSTRUCTION	19,763	sf	$20.00	$20.00	$395,260
STAIRS	0	rise	$0.00	$0.00	$0
INTERIOR FINISHES	19,763	sf	$15.00	$15.00	$296,445
CONVEYING	0	stop	$0.00	$0.00	$0
PLUMBING	19,763	sf	$8.00	$8.00	$158,104
HVAC	19,763	sf	$20.00	$20.00	$395,260
FIRE PROTECTION	19,763	sf	$3.00	$3.00	$59,289
ELECTRICAL	19,763	sf	$15.00	$15.00	$296,445
EQUIPMENT	19,763	sf	$2.78	$2.78	$55,000
FURNISHINGS	19,763	sf	$0.85	$0.85	$16,860
SPECIAL CONSTRUCTION	0	sf	$0.00	$0.00	$0
SELECTIVE BUILDING DEMOLITION	11,269	sf	$18.00	$10.26	$202,842
SITE PREPARATION	106,095	sf	$1.00	$5.37	$106,095
SITE IMPROVEMENTS	106,095	sf	$4.00	$21.47	$424,380
SITE CIVIL / MECHANICAL UTILITIES	106,095	sf	$1.25	$6.71	$132,619
SITE ELECTRICAL UTILITIES	106,095	sf	$0.50	$2.68	$53,048
GENERAL REQUIREMENTS	19,763	sf	$15.01	$15.01	$296,605
UNIFORMAT SYSTEM LEVEL 2 - SUBTOTAL				$202.61	$4,004,156
CONSTRUCTION ESCALATION			0.000%	$0.00	$0
SUBTOTAL					$4,004,156
INSURANCE / FEE			6.000%	$12.16	$240,249
TOTAL CONSTRUCTION COST					$4,244,405
COST PER GROSS SQUARE FOOT				$214.77	$/GSF
GROSS SQUARE FEET				19,763	GSF