GLADSTONE CITY COUNCIL
ADJOURNED MEETING
CITY HALL COUNCIL CHAMBERS
November 25, 2014

7:00 p.m. EXECUTIVE SESSION 192.660 (2) (f) To consider information or records that are exempt by law from public inspection.

7:30 p.m. CALL TO ORDER
ROLL CALL
FLAG SALUTE

BUSINESS FROM THE AUDIENCE

Visitors: Presentations not scheduled on the Agenda are limited to five (5) minutes. Longer presentations should be submitted to the Assistant City Administrator by 5:00 p.m. Wednesday prior to the Tuesday City Council meeting.

CONSENT AGENDA - None

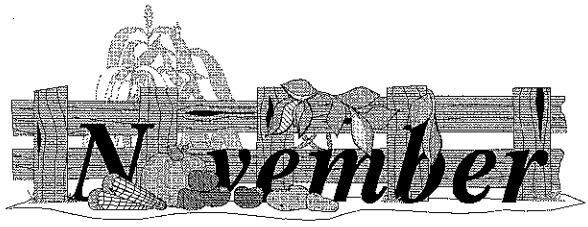
CORRESPONDENCE – None

REGULAR AGENDA

1. Library/City Hall/Police Station

BUSINESS FROM THE COUNCIL

ADJOURN



REGULAR AGENDA

City of Gladstone
Staff Report

Report Date: November 20, 2014
Meeting Date: November 25, 2014
To: City Council
From: Pete Boyce, City Administrator

AGENDA ITEM
Library/City Hall/Police Station Proposal

History/Background
In 2010 staff had an analysis of the City Hall/PD roof completed by Professional Roof Consultants. This analysis indicated that the roof was failing and that a replacement of the roof was needed at an estimated cost of approximately $280,000. A later evaluation of the building envelope indicated that water was penetrating the walls and some windows. An estimate of approximately $600,000 was put forward to fix the building envelope including new windows and the roof replacement. Subsequent discussions with City Council revealed concerns with investing over $600,000 in the aging building. An appraisal of the city hall/police station estimated the as-is market value of the facility at $370,000. City Council also brought up concerns regarding seismic safety of the building. An architectural estimate by Carleton/Hart to bring the current facility up to current building code came in at $2.9 million. Staff worked with Group Mackenzie to develop a needs analysis and estimate the cost of a new 18,000 square foot City Hall/Police Station facility. Estimates range from a low of $5.1 million to a high $6.4 million on the Webster site to $6.5 to $8 million on the current city hall/police station site. City Council has authorized staff to apply for a grant that can provide up to $1.5 million in funds to seismically upgrade the existing police station but not the city hall. At its July 2014 meeting City Council requested the City Administrator develop a plan regarding the City Hall/Police Station facility. This same proposal was considered by city council at its September 9, 2014 meeting. Consensus of the council was to reconsider the proposal following the November 4, 2014 election in order to determine if voters would approve the library ballot measure. At its November 10, 2014 City Council meeting there seemed to be consensus that an advisory committee should be established in order to help attain citizen input on the proposed project. Administration has advertised in the November City newsletter to solicit applications for said committee. City Council also discussed targeting the May 2015 election for voters to consider a project.

Proposal
1. Authorize a citizen advisory committee of 15 members. The advisory committee should consider all options outlined in this staff report and consider funding options. Staff would like to establish the committee as soon as possible if City Council would like to target a May 15, 2015 election for project consideration by voters.

2. New construction. Cost savings could be realized by combining the library and city hall. In order to determine an estimate a consultant would need to develop a space needs analysis for the library and analyze the opportunities for sharing space with city hall. City Councilors recommended and staff concurred that the City could proceed using previously obtained estimates from consultants. These estimates may be higher than actual design and construction amounts as a detailed analysis of shared spaces in the City Hall/Library will not be completed until much later in the process. These opportunities to share space include, rest rooms, staff break areas, utility rooms, etc. The police station could be reconstructed at the current city hall/police station location next to the fire station. This would keep emergency services at one location allowing efficient interaction and communication. Property will need

to be acquired for the library/city hall facility. If located near the police station/fire station there may be the opportunity for shared parking. The old library location could be used for police parking.

Options

Option 1 – Replace the roof and repair the building envelope $600,000. Pros: Maintains facility at current location, least expensive proposal and quickest construction time. Cons: Large investment in building appraised at $370,000, does not address police space needs including secure parking, does not address ADA and the old structure may require additional repair if unknown structural defects are found during construction.

Option 2 – Bring entire building up to current building code $2.9 million. Pros: Maintains facility at current location, less expensive than new construction. Cons: Large investment in building appraised at $370,000, does not address police space needs including secure parking, the old structure may require additional repair if unknown structural defects are found during construction, may use urban renewal funds that could be used for competing projects, would need to amend urban renewal plan and boundary to include project and location provided urban renewal financing is used.

Option 3 – New construction $5.1 million (does not include possible land acquisition expenses). Pros: New facility/facilities could be designed to meet current and future needs of City government, increased energy efficiency, designed to enhance customer service. Cons: Requires larger initial investment, land acquisition, may use urban renewal funds that could be used for competing projects, would need to amend urban renewal plan and boundary to include project and location provided urban renewal financing is used.

Option 4 – New construction city hall/police station/library in one development. Pros: Would be cheaper to construct all facilities under one roof, there would be operation efficiencies by keep staff together. Cons: Would need to acquire additional land in one location in Portland Avenue area. Estimate to design and construct $9,497,481. This estimate does not include debt related expenses. The library portion of this project will be paid for with Clackamas County and Library District funds with no City or Urban Renewal funds included. The total amount of new City or Urban Renewal related estimated expenses would equal $6,122,843 plus any debt related expenses which have not yet been estimated. The $6,122,843 is broken down as $1,786,086 for City Hall, $3,336,757 for Police Station and an estimated $1,000,000 for land acquisition.

Cost Impact

The library expense if approved by voters would not use any city funds. It is recommended that the city hall and police construction use state revenue sharing and urban renewal funds. Staff is not recommending a bond that would increase taxes. The overall expense would include the $5.1 million to construct and design the facility, land acquisition expenses, and the cost of a construction manager. The total cost of the project could reach $6.1 million. The $5.1 million construction/design estimate is at the lower range provided by the consultant and is based on using the City owned Webster property.

City staff time over the course of the project is difficult to estimate but would be considerable. Staff will need to negotiate contracts, prepare ballot measures, assist architects in designing the facility, monitor construction, etc.

The City currently has $4 million in urban renewal funds and $800,000 in state revenue sharing funds it has saved that could be used to fund this potential project. By the end of the current fiscal year the city should receive another $100,000 in state revenue sharing funds and the urban renewal district brings in approximately $840,000 per year. In order to reduce the cost of the project staff is recommending using existing urban renewal and city state revenue sharing funds to reduce any potential interest expense.

Recommended Staff Action

Staff recommends City Council authorize the advisory committee and make a final determination that the May 2015 election is the target for a ballot measure to be considered by the voters. Please note that staff has concerns that a May election will not allow time for sufficient planning and public outreach.

Department Head:
Date:

Administration: Pete Boyce
Date: 11/20/14

Library - Police Station - City Hall
Estimated Expenditures
11/20/2014

Police Station/City Hall

Estimated Expense		Square Footage	Square Footage by %		Expense
5,122,843	Public Area	1,318			
	City Hall	5,623	6,282	35%	1,786,086
	Police Station	11,077	11,736	65%	4,167,922
	Total	18,018	18,018	100%	5,954,008
	Land Expense				1,000,000
	Total Expense				6,954,008

Library

Estimated Expense		Expense
	Design/Construct	4,374,638
	Land	700,000
	Interest	1,213,339
	Debt Issuance	75,674
	Total	6,363,651

Note: No City or Urban Renewal Funds Allowed

Total PD/CH +Library	13,317,659
Total City/Urban Renewal Expense	6,954,008

1-4

Gladstone/Oak Grove Library
Cost Estimate
May 5, 2014

Project Expense	4,374,638		
Land Expense	700,000		
Total Expense		100%	5,074,638
Clackamas County Contribution/Lib Dist	2,374,638		
Total Clackamas County/Lib. Dist. Contribution		47%	2,374,638
Proceeds from Sale of Webster Property	-		
Gladstone Urban Renewal	-		
Total Gladstone Contribution		0%	-
Total Project Expense to Finance		53%	2,700,000
Total Project Expense	5,074,638		
Interest	1,213,339		
Debt Issuance Expense	75,674		
Total Project Expense Plus Interest/Debt Exp			6,363,651
Average Annual Payment - 20 Year	200,632		

67

PROFESSIONAL ROOF CONSULTANTS

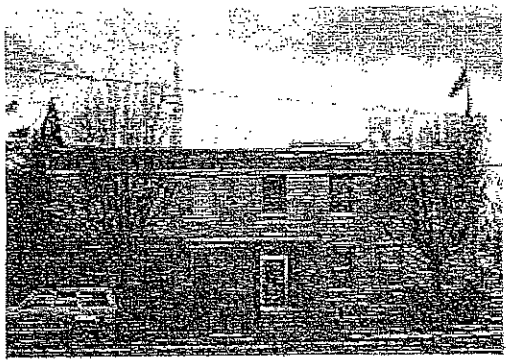
Professional Roof Consultants, Inc.
1108 SE Grand Avenue Suite 300
Portland, OR 97214

Voice: 503 280-8759
Fax: 503 280-8866

ProfessionalRoofConsultants.com

ROOF EVALUATION REPORT

Evaluation of existing roof and flashing systems at the City Hall in Gladstone, Oregon



PRESENTED TO:

CITY OF GLADSTONE
525 PORTLAND AVENUE
GLADSTONE, OR 97027

OCTOBER 22, 2010

PROJECT # R2846.01

TABLE OF CONTENTS

PROFESSIONAL ROOF CONSULTANTS

1. INTRODUCTION

1. Introduction

On August 24, 2010, City of Gladstone retained Professional Roof Consultants, Inc. (PRC) for the purpose of performing an evaluation of the existing roof and flashing systems which cover the City Hall in Gladstone, Oregon. The roof evaluation was performed for the purpose of determining the overall roof condition and to present recommended actions based on specific conditions observed, as well as associated costs. The evaluation of the buildings was performed on September 13th and 15th, with the results of the evaluation presented herein.

Information presented within this report has been divided into several different sections. The following is a brief summary description of what can be found within each section.

1. ***INTRODUCTION***
   This section, which describes the report contents as well as the tasks and procedures associated with the retrieval of information and assembly of the report, identifies referenced standards, and summarizes the ultimate goals of the evaluation and survey.

2. ***EXISTING CONDITIONS & FINDINGS***
   This section identifies individual components, and describes the existing conditions observed during the site visit, with the findings determined through technical investigations. Photographic documentation is included within this section.

3. ***SUMMARY***
   A summary of the conditions found and conclusions drawn from each part of this evaluation, along with recommendations and related costs.

4. ***SUPPORTIVE INFORMATION***
   Supportive documentation that includes existing conditions observed as well as future recommendations and budgetary cost estimates.

A number of tasks were performed and completed in order to present the desired results for this evaluation. Primary tasks that were accomplished in order to present the required information include the following:

1. An on-site field inspection, documented with evaluation forms and digital photography.
2. Inspection and documentation of interior conditions.
3. Interviews with on-site personnel in were taken, but only minimal historical information was given.
4. Identification and assessment of existing roof system types, previous repairs, and other roof-related components.
5. Budgetary cost estimating for recommended actions.
6. Writing and assembling of the report.

A total of four roof areas were evaluated for the report. An identifiable roof area is one that has characteristics such as slope, material, construction type, etc., that differ from other areas on the same building. For purposes of this survey, each identifiable roof area has been labeled as Area A, Area B, Area C, and Area D.

Budgetary cost information included within this report is considered preliminary in an effort to establish a realistic budget for a defined scope of work. The cost estimates are based upon a reasonable average of probable costs that have been applied to each location with professional judgment. The information is for budgeting purposes only and is intended to generally define the scope of work outlined in our recommendations. Estimated costs must be refined during the design process, and costs will vary depending upon a number of factors including scope of work, system selection, accessibility, and complexity. The budgetary cost information is presented in year 2010 dollars in order to provide directly comparable cost information. Budgetary costs should be escalated by a factor of 3% - 5% per year to the time that the action is implemented in order to give some idea of future construction costs. As actual economic conditions become known, these escalated cost factors should be revised accordingly. The cost estimates provided within this report include a 20% contingency, and also incorporate a 15% contractor profit and overhead.

Reference material used for research and ascertaining design criteria for this evaluation includes the following:

- NRCA National Roofing Contractor's Association (NRCA); The NRCA Roofing and Waterproofing Manual - Fifth Edition.
- Sheet Metal and Air Conditioning Contractors National Association (SMACNA); SMACNA Architectural Sheet Metal Manual - Fifth Edition.
- International Building Code - 2006 Edition, as adopted and amended by the State of Oregon
- Roof Consultants Institute (RCI); Basic and Advanced Roof Consulting Manuals.
- International Building Code - 2010 Edition
- Uniform Building Code - 1997 Edition

Recommendations presented within the report are considered preliminary, and are based upon the evaluation of the systems and the potential for available funding. The options that are presented are intended to either extend the life of an existing system (repair) if physically possible and economically feasible, or replace an existing system with one that fits the design criteria of the particular roof area.

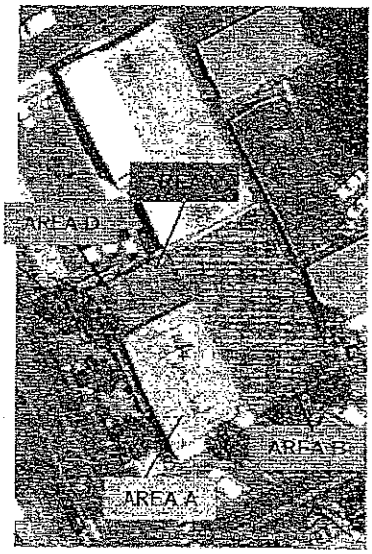
PROFESSIONAL ROOF CONSULTANTS

2.

EXISTING CONDITIONS & FINDINGS

2. EXISTING CONDITIONS & FINDINGS

The roofs covering the City Hall was constructed with four separate roof areas which consist of the City Hall offices and the Police Station. The roof area which covers the City Hall was constructed in two distinct phases. The actual years of construction were not available, however, signs of construction differences clearly show that additions have been added with four additions. For purposes of clarity, the four areas will be labeled as Roof Areas A - D. The building serves primarily as City offices, Court Room, Meeting Room, and Police Station.



Roof Plan

Two similar types of roof systems are servicing the City Hall buildings. The roof systems on Areas A, C, & D are composed of a base sheet, two plies of fiberglass felts, and one ply of a granulated fiberglass cap sheet. The base sheet is mechanically fastened directly over the 1x8 ship lap sheathing and the fiberglass felts and cap sheet are adhered over the base sheet with inter-moppings of hot asphalt.

The roof system at Area B is composed of two plies of fiberglass felts, and one ply of a granulated fiberglass cap sheet. The bottom ply sheet is adhered directly over the insulation assembly and the fiberglass felts and cap sheet are adhered over the insulation assembly with inter-moppings of hot asphalt. A second roof also exists under the current system and it consists of a three ply asphalt built-up roof membrane of organic ply sheets with inter-moppings of hot asphalt over 2-inches of perlite insulation. The older roof membrane contains up to 40% chrysotile asbestos.

The slopes of the decks vary on each roof area and are described in more detail in Section 4 of this report.

All of the roof areas have received little roof maintenance over their service life and are now beginning to fail. The roof drains have been problematic and leaking over the last several years.

There is not any formal fall protection system servicing the building as required by OSHA and Oregon Administrative Rules.

The windows at the second floor of the building are showing signs of deterioration with the primary sealant joint failing in areas. Several of the windows have been covered with plywood and are no longer are used.

Roof Area A

ROOF MEMBRANE: The roof membrane is nearing the end of its service life and beginning to show signs of degradation. Many leaks have occurred and are mostly due poor detailing of the rooftop penetrations.

SLOPE: The structural slope is ¼-inch per foot and drains from the south parapet wall to a gutter at the north roof edge. The roof area drains well, with only minor ponding occurring against large rooftop equipment curbs. The gutter assembly is deteriorated and leaking at the seams.

STRUCTURE: 1x8 ship lap sheathing over 4x6 joists spaced at 16-inches on center.

INSULATION ASSEMBLY: There is no formal insulation assembly servicing the building at the roof level.

The roof located on the top of the second floor primarily services the courtroom and the city hall meeting

room. The roof has a history of leaking for the past several years, some of which have been reported to materialize as far down as the first floor. The roof penetrations primarily consist of HVAC equipment that includes duct work and HVAC units. The ductwork is deteriorating and showing signs of water intrusion. Much of the roof top equipment has been installed below industry standards and has continued to be problematic.

Roof Area B

ROOF MEMBRANE: The asphalt built-up membrane is failing at several locations and has reached the end of its service life. Many leaks have occurred due poor detailing of the rooftop penetrations and perimeter terminations of the roof membrane.

SLOPE: There is minimal slope on the roof with most areas measured with slope varying from 0 to 1/8-inch per foot. Ponding water exists over most of the roof area with depths measured as much as 4-inches.

STRUCTURE: ½-inch plywood sheathing over 2x8 joists spaced at 12-inches on center.

INSULATION ASSEMBLY: The roof system utilizes 5-inches of polyurethane insulation and ¼-inch thick perlite overlay board.

This roof area has a history of numerous leaks throughout. Ponding water is considered excessive in large areas, suggesting that the roof has expired due to the ongoing stress of ponding water. The roof system has a considerable level of leaves and other organic debris which has impeded drainage that has exacerbated ponding water over the roof area. The sheet metal flashing details are failing in areas due to poor design and/or maintenance.

Roof Area C

ROOF MEMBRANE: The roof membrane is nearing the end of its service life and beginning to show signs of degradation. The roof receives a majority of the foot traffic and the drain area has been recurring leak with repairs required often.

SLOPE: The structural slope is ½-inch per foot and drains from south to north to a shared roof drain located between Areas B and C. A drainage cricket is located along the north wall that assists in drainage control for the roof area.

STRUCTURE: 1x8 ship lap sheathing over 4x6 joists spaced at 16-inches on center.

INSULATION ASSEMBLY: There is no formal insulation assembly servicing this roof area.

An access door from building interior opens to this roof area. The access door flashings are deteriorated and have had water migration under the flashings for an extended period of time. The roof has good slope and the roof drainage is performing well.

Roof Area D

ROOF MEMBRANE: This roof has received a substantial repair recently but there was not any documentation available regarding the repair. The overall condition of the roof is poor to fair with failing areas observed primarily near the drainage areas of the roof. The roof has signs of deterioration where the ponding water exists and at the penetrations where maintenance is required.

SLOPE: The structural slope is 1/8-inch per foot and drains from southeast to northwest corners to downspouts within the roof. Extensive ponding occurs between the downspout drain locations. Although a cricket is located on the roof area, it does not provide the required slope and drainage control required to eliminate the ponding water condition.

STRUCTURE: 1x8 ship lap sheathing over 4x6 joists spaced at 16-inches on center.

INSULATION ASSEMBLY: There is no formal insulation assembly servicing this roof area.

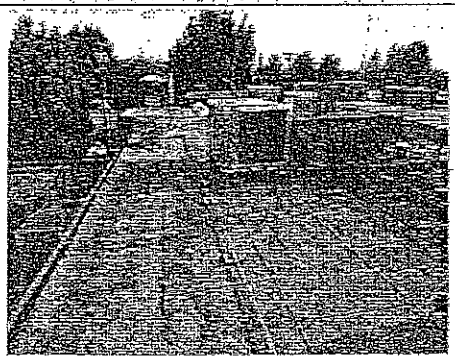
A large roof repair has been installed in the recently, however, the ongoing ponding water condition has not been resolved. Standard roof drainage control does not exist and is achieved through roofed in

downspouts that direct the drain water to the surface at grade.

Existing Conditions Photographic Documentation

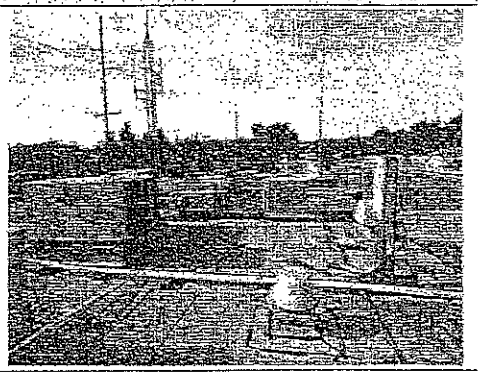
Gladstone City Hall - Area A

1.1



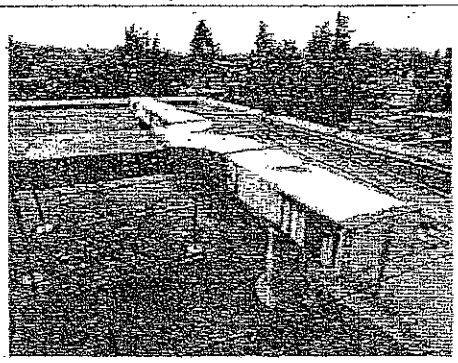
Overall view of roof membrane and rooftop equipment looking east.

1.2



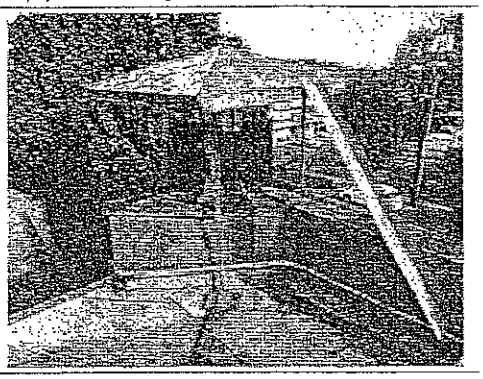
Overall view of the roof membrane and rooftop equipment looking west.

1.3.



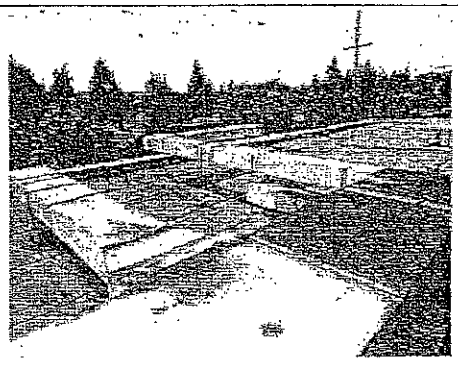
Duct work located at the roof level is deteriorated.

1.4



Roof mounted siren with temporary support bracing for the siren's roof cover.

1.5



View showing deteriorated duct work and the numerous repairs that have been installed.

1.6

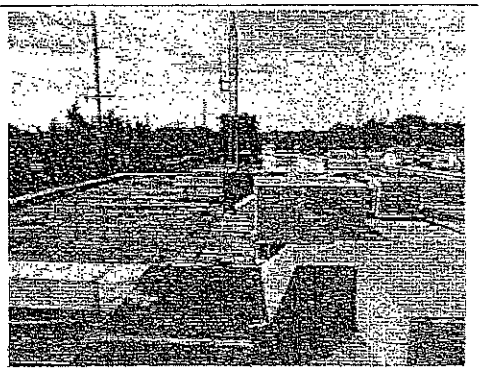
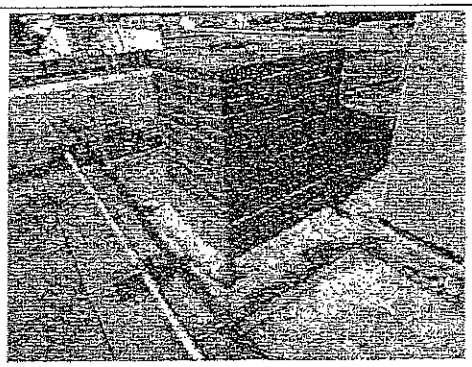


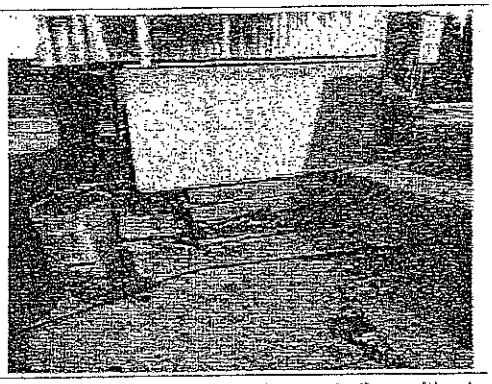
Photo looking west of the many rooftop equipment penetrations.

1.7



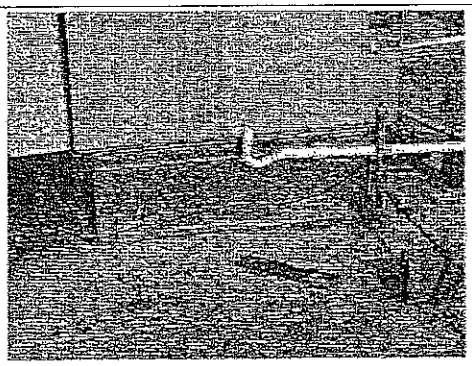
Chimney penetration located between HVAC equipment.

1.8



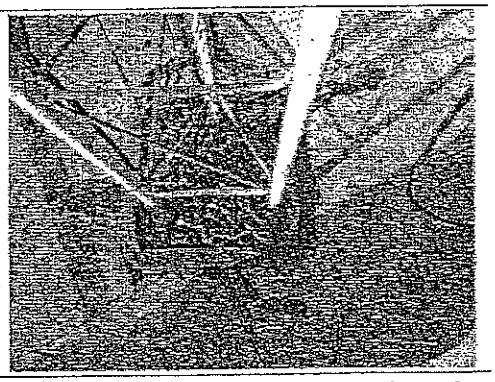
View of typical duct work penetration without standard roof flashing material.

1.9



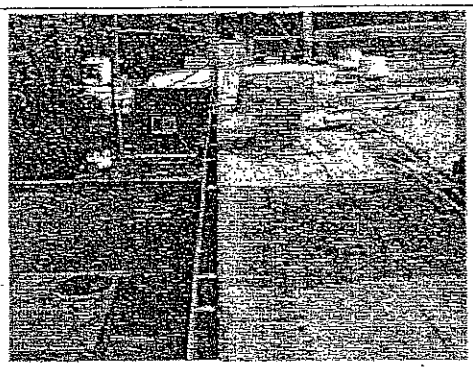
Another view of an HVAC curb anchored through the roof membrane without any roof flashings.

1.10



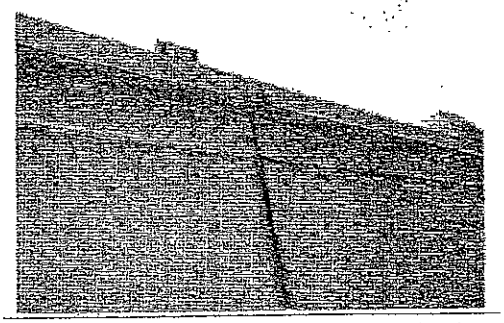
Typical roof penetration with openings for potential leaks.

1.11



Roof gutter assembly extending the length of the north roof edge. Extensive debris is within the gutter.

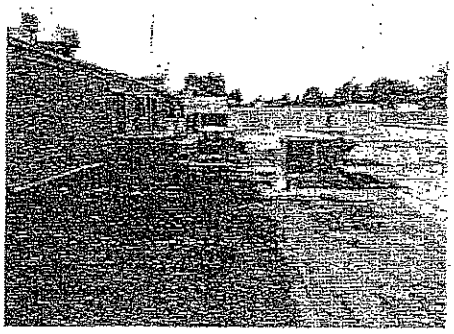
1.12



View from under gutter assembly showing leaking seam and damage to building exterior.

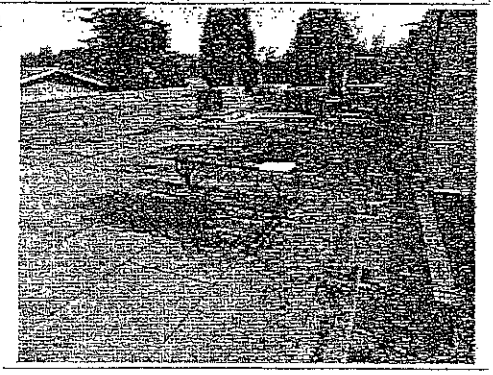
I-15

1.13



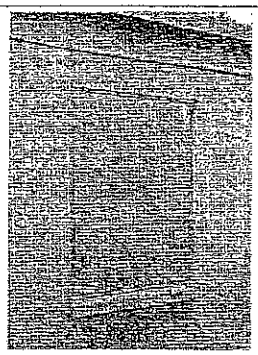
Overall view of roof membrane and rooftop equipment looking west.

1.14



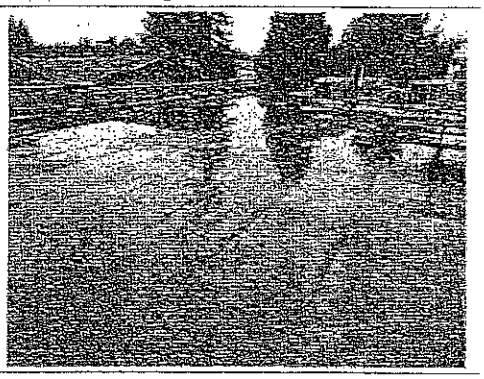
Overall view of the roof membrane and rooftop equipment looking east.

1.15



View of a typical abandoned window assembly through south wall of roof area.

1.16



View of ponding water over a majority of the roof area.

1.17

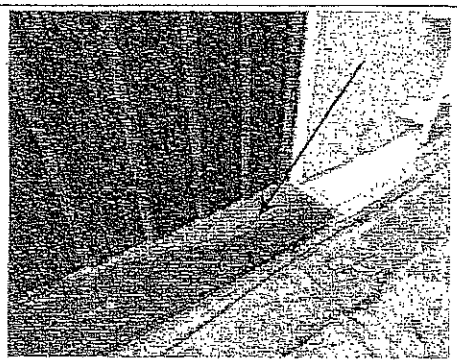
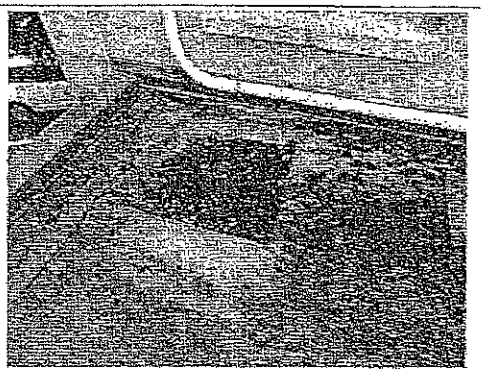


Photo of flashing at wall. Note the flashing sloped towards wall and the low transition near roof.

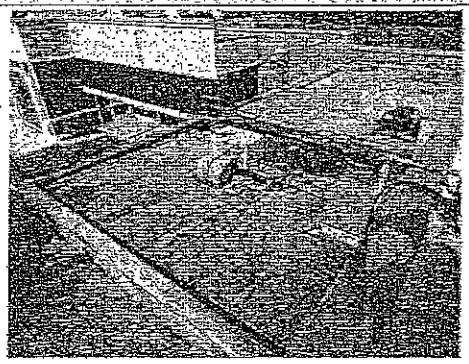
1.18



Roof drain impeded by rooftop debris.

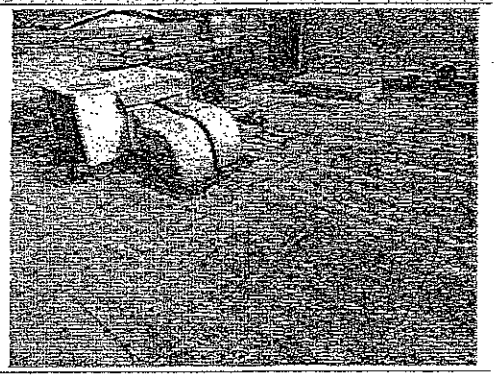
1-16

1.19



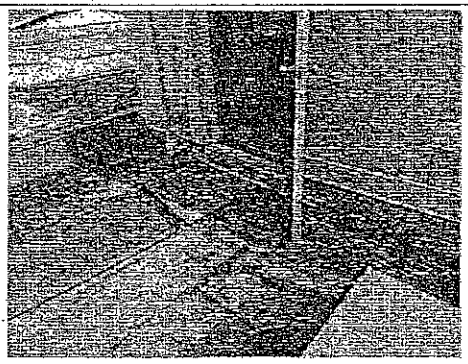
Overview of the roof and penetrations.

1.20



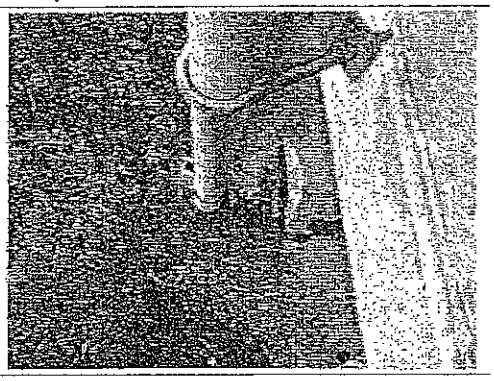
Overview of the roof penetrations and the roof access door.

1.21



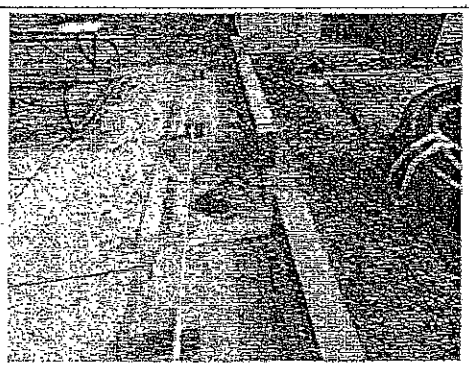
Closer view of the roof access door.

1.22



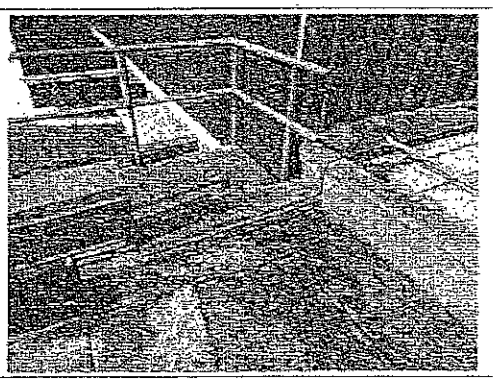
Natural gas penetration with antenna securement.

1.23



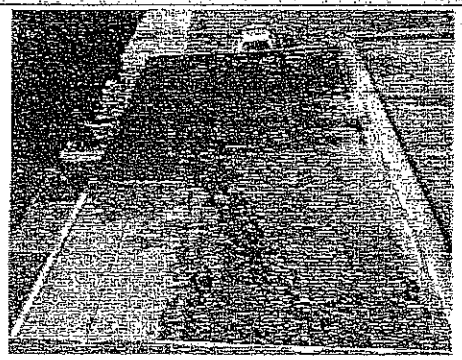
Seperation wall between Area B and C with shared roof drain.

1.24



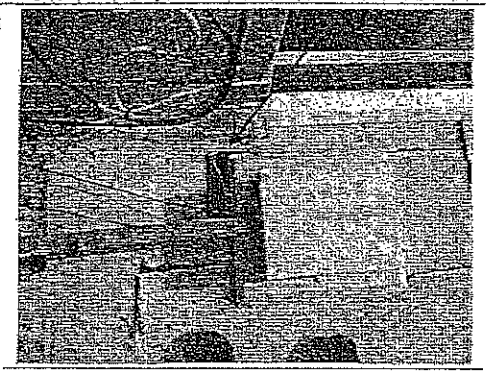
Fire escape landing next to roof.

1.25



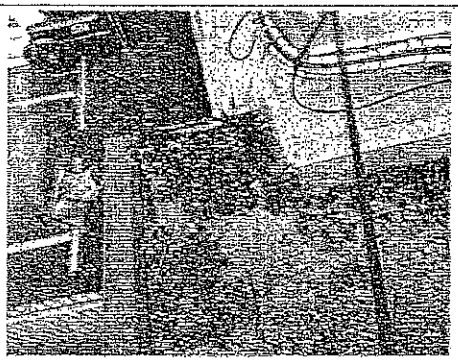
Overall view of roof area looking west.

1.26



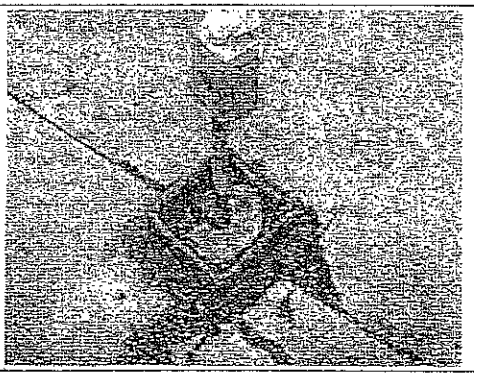
View of newer electrical penetration flashing partially covering the downspout.

1.27



Debris impeding roof area downspout.

1.28



Electrical penetration flashing has aged and showing signs of potential failure.

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3.

SUMMARY

H-9

3. Summary

CITY HALL

Condition:

Located at 525 Portland Avenue, in Gladstone, Oregon, the building was constructed in what appears to be in four phases; however, records of construction were not available during the collection of historical information on phase this evaluation. The roof covering Areas A, C, and D of the building are believed to be approximately 25 years old. 1x8 ship lap sheathing is mechanically attached to purlins spaced at 16-inches on center. There is no insulation system located at these roof areas. The structure is overlaid with a 3-ply fiberglass, hot asphalt, built-up roof (BUR) with a granule surface.

The roof covering Area B of the building is believed to be approximately 22 years old. ½-inch plywood sheathing is mechanically attached to purlins spaced at 12-inches on center. An insulation assembly consisting of 5-inches of polyisocyanurate insulation and ¾-inch thick perlite overlay board that is adhered with hot asphalt adhesive. The structure is overlaid with two roof systems. The first being 3-inches of perlite insulation adhered with hot asphalt adhesive and three plies of organic reinforced ply sheet (with asbestos) with interply moppings of hot asphalt adhesive. The current roof system is a 3-ply fiberglass reinforced, hot asphalt, built-up roof (BUR) with a granule surface.

Roof Area A is in poor condition and considered to be failing due to large number of deficient repairs to the penetration flashings and the many roof top equipment penetrations installed with detailing methods below industry standards. Much of the roof top equipment is aged and deteriorated resulting in leaks within the building.

Roof Area B is also in poor condition and has numerous failures at the roof penetrations, perimeter flashings, and the field areas due to the deep ponding water conditions that are occurring. Most roof drains have been problematic with leaking occurring often. The roof has received little to no maintenance resulting in poor performance and a premature expiration. The eastern portion of the roof area currently drains into through wall scupper drains and free falls to grade. The extent of the ponding is considered excessive and could potentially become a safety issue if the roof becomes structurally overloaded from the ponding water. Asbestos was identified within the roof assembly with as much as 40% chrysotile asbestos within the ply sheets of the original roof system. The roof system must be removed by certified abatement contractors and special provisions must be performed to contain and dispose of the roof material in this area.

Roof Area C is in fair condition. The roof area includes the primary roof access. The access door requires new sheet metal flashings to control water intrusion at the door opening. The shared roof drain with Area B has been an ongoing leak and will require replacement at the time of the roof replacement. Modifications will be required at the fire escape and roof access door so that improved detailing can be installed when the roof is replaced.

Roof Area D is in poor condition caused from a lack of drainage throughout the roof area since there is not a formal drainage system on this roof area. Excluding the downspout drains and electrical penetrations, the roof area is free of penetrations. The roof area will require added slope to control drainage and the installation of roof drains when the roof area is replaced.

After observing the overall conditions of the building, it should be known that the building envelope was observed to be water damaged at numerous locations. PRC recommends initiating a full building envelope evaluation to determine the extent of water damage at the exterior walls and to develop solutions for sources of water intrusion that are present.

Recommendation:

Replace Roofing at Areas A, B, C, and D in Year 2011

Budget to replace Roof areas A, B, C, and D as soon as possible to prevent further water intrusion within the building.

A budgetary cost for roof replacement for all roof areas, including existing roof removal and replacement is estimated to be $248,500.00 in year 2010 dollars. This cost is equal to around $29.98 per square foot and does not include design, quality assurance inspections, hazardous materials removal and disposal, mechanical system modifications and upgrades.

Repair Roofing immediately until replacement can occur in the spring of 2011

GENERAL

1. Clean all roof areas of all dirt and debris. Verify all drainage ways are in good working order.

AREA A

2. Install polyurethane sheet metal repair to all duct work seams.
3. Install plastic cement at the base of all roof penetrations and set an SBS flashing sheet over bed of plastic cement. Apply granules over all exposed plastic cement.
4. Clean gutter of all debris. Apply polyurethane seam repair to all gutter seams.
5. Top off all pitch pan penetrations with plastic cement; create dome to shed water.
6. Install new sealant at all sheet metal flashing seams and openings; tool sealant to drain.

AREA B

7. Remove all drain rings and install asphalt primer within drain sump. Apply a continuous bed of plastic cement within sump. Apply new SBS granulated flashing sheet into bed of plastic cement. Roll tight to into plastic cement to remove any voids or air pockets. Install 5-course at outside perimeter of flashing sheet and apply granules to all exposed plastic cement. Reinstall drain ring with new stainless steel drain bolts.
8. Remove perimeter gravel stop at drain perimeters. Install patch over repair area with 5-course repair and SBS flashing sheet installed over repair.
9. Install new sealant at all sheet metal flashing seams and openings; tool sealant to drain.
10. Top off all pitch pan penetrations with plastic cement; create dome to shed water.

AREA C

11. Install new sealant to the sides and back leg of the roof access door threshold. Allow the sealant to set-up prior to closing the door to its closed position.
12. Top off all pitch pan penetrations with plastic cement; create dome to shed water.
13. Install new sealant at all sheet metal flashing seams and openings; tool sealant to drain.

AREA D

14. Top off all pitch pan penetrations with plastic cement; create dome to shed water.
15. Install new sealant at all sheet metal flashing seams and openings; tool sealant to drain.

With the completion of recommended repairs, the estimated life expectancy of any of the roof membranes will not be extended, and should only be expected to assist in stemming leak activity through the winter months until roof replacement activities can begin in the spring of 2011. The cost for the repairs is expected to be between $16,000 and $21,000.

In regards to Roof Area B, the city should expect more frequent repairs be required as the roof replacement draws closer due to the extensive ponding water conditions and since the roof is considered expired. We also recommend that asbestos testing be performed prior to any roof replacement.

PROFESSIONAL ROOF CONSULTANTS INC

4.

SUPPORTIVE INFORMATION

ROOF EVALUATION

Owner: *City of Gladstone* Roof Area: A

Building: City Hall

Building No.: Location: Weather: Partly cloudy, 76 deg. F

Address: 525 Portland Avenue, Gladstone, Oregon Date: 9-17-2010

GENERAL: Area: 2,400 s.f.

Roof Deck: Wood Sheathing
1x8 ship lap

Bldg Height: 2 stories

Structure: 4x6 joists at 16" o.c.

Function: Court Room / Meeting Hall

Const. Date: 1940's

Last Roofed: 1985

Cost:

Internal Access: ◉ Y ○ N

Parapet Walls? ◉ Y ○ N Height:

MEMBRANE: Asphalt BUR (2 ply)

Nailed base sheet, 2 plies type IV fiber glass felt, with glass reinforced granule surfaced cap sheet (white).
SBS modified bitumen base flashings

Surface: Granule Cap Sheet

No. of Roofs: 1

Repairs Found: ◉ Y ○ N Recent Leaks: ◉ Y ○ N

INSULATION: None

No formal insulation assembly observed above or below roof deck.

Fastened: N/A

Thickness: N/A

Vapor Barrier: None

Wet Insulation: ○ Yes ○ No ○ Unknown ◉ N/A

DRAINAGE: Slope: 1/4" per foot Ponding? ◉ Y ○ N

Roof Drains: ☐ Interior ☐ Scupper ☒ Gutter ☐ D.S.

Overflows: ☐ Interior ☐ Scupper ☐ None ☒ N/A

Ponding is occurring in front of large roof top equipment. Gutter is deteriorated and failing at seams. Debris has impeded the gutter down spouts from working freely.

FLASHINGS:

	Material:	Seam Type:
Copings	Precoated Galv. Steel	Standing Seam
Counterflashing	Precoated Galv. Steel	Lapped
Drip Flashing	Precoated Galv. Steel	Lapped
Wall Panels	Precoated Galv. Steel	S-Locks

Copings are secured with continuous cleat at the outside face and fasteners at 2'-6" o.c. at inside face.

PENETRATIONS:

Conduit (electric)	HVAC Units	Pipe Penetrations
Antenna Mounts	Flanged Ducts	Pitch Pans
Masonry Chimney	Flanged Vents	Photo Cell

NOTES: The rooftop equipment penetrations are installed poorly with potential failures throughout. The duct work is deteriorated and appears to be leaking at both seams and mechanical connections. A large siren is mounted on the roof edge and utilizes a protective cap that is precariously mounted into position but is considered a temporary condition. The gutter is deteriorated and leaks down the exterior wall of the building. The roof has not received annual maintenance for quite some time and many of the roof penetrations are deteriorated or failing due to the lack of maintenance.

ESTIMATED LIFE:

Membrane:	Base Flashing:	Flashings:
Failing in areas	1 - 3 years	3 - 5 years

Inspected By: RONALD P. MAINE

PROFESSIONAL ROOF CONSULTANTS

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City of Gladstone — *City Hall*

DESIGN CRITERIA:

Roof Area A

* The court room below cannot be disturbed during working hours.
* Roof has structural slope.
* There is no insulation located above or below the roof deck.
* Interior utilizes hard ceiling (stucco) at all rooms.
* Highest roof area on building.
* Building located on busy street.
* All HVAC equipment located above roof.
* Masonry chimney is not in use.
* Exterior ladder mounted to building wall.
* Roof area is not visible from adjacent building.
* Fall protection required.

DESIGN OPTION ONE	DESIGN OPTION TWO
Repair ***Mandatory repairs to control current leaks and avoid future leaks.***	*Replace* ***Reroof utilizing an SBS modified bitumen roof system with granule surfaced cap.***
This option should include the following: * Install sheet metal seam repair to all duct work. * Install roof repairs to perimeter of HVAC curbs. * Install base flashing repairs where damaged or deteriorated. * Install pitch pan repairs. * Install flange repair at all duct and vent penetrations. * Install gutter seam repair. * Clean gutter system. * Install repairs to all sheet metal flashing seams.	This option should include the following: * Remove existing roof system & flashings. * Remove all abandoned penetrations. * Properly detail all penetration flashings. * Install new overflow roof drains. * Provide 3 1/2" polyisocyanurate insulation. * Provide minimum 3/4" overlay board. * Provide 2-ply mod. bit. roof system with granule surfaced top ply sheet. * Provide SBS modified bitumen base flashings. * Provide 24 ga. precoated galv. steel copings, wall panels and counter flashings.
Next Reroof Date: 2011	Next Reroof Date: 2011 *The new roof* Next Repair Date: 2026 *should last until:* 2036
Budgetary Cost: $4,560.00 Unit Costs: $1.90 /sf Mgmt / Maint. Cost: $100.00 /yr. Repair Cost Allowance: Estimated Life: 1 year(s) Annual Cost: $4,660.00 /yr.	Budgetary Cost: $70,560.00 Unit Costs: $29.40 /sf Mgmt / Maint.Cost: $100.00 /yr. Repair Cost Allowance: Estimated Life: 25 year(s) Annual Cost: $2,920.00 /yr.
ADVANTAGES: * Controls leaks until roof replacement activities begin. * Extends life of existing roof system	ADVANTAGES: * Provides structure with a functional roof system. * Lower maintenance effort/costs. * High estimated life. * Potential exists for longer life. * Extremely durable type of roof system.
DISADVANTAGES: * Additional repairs are possible. * Relatively high cost compared to life.	DISADVANTAGES: * Initial cost.

RECOMMENDATION:

Repair the existing roof system as soon as possible, as outlined within Design Option One. This option is to extend the life of the existing system until design options two can be implemented in 2011.

PROFESSIONAL ROOF CONSULTANTS

ROOF EVALUATION

Owner: City of Gladstone | Roof Area: B

Building: City Hall

Building No.: | Location: | Weather: Partly cloudy, 76 deg. F

Address: 525 Portland Avenue, Gladstone, Oregon | Date: [redacted]

GENERAL:

Area: 4,500 s.f.

Roof Deck: Plywood Sheathing
1/2" plywood

Bldg Height: 2 stories

Structure: 2x8 joists at 12" o.c.

Function: Offices

Const. Date: 1960's

Last Roofed: 1988

Cost:

Internal Access: ◉ Y ○ N

Parapet Walls? ◉ Y ○ N Height: 4" - 3'-10"

MEMBRANE: Asphalt BUR (2 ply)

Surface: Granule Cap Sheet

No. of Roofs: 2

Nailed base sheet, 2 plies type IV fiber glass felt, with glass reinforced granule surfaced cap sheet (white). SBS modified bitumen base flashings. The second roof below consists of a 3 ply asphalt BUR with 3" of perlite insulation. The original roof below contains 40% chrysotile asbestos.

Repairs Found: ◉ Y ○ N Recent Leaks: ◉ Y ○ N

INSULATION: Perlite/Polyiso

Fastened: Mopped

Thickness: 5"

Vapor Barrier: None

Wet Insulation: ○ Yes ○ No ◉ Unknown ○ N/A

A total of 8 3/4" of insulation were observed at the core location. The current roof system utilize 5" of polyisocyanurate insulation and 3/4" overlay board.

DRAINAGE: Slope: 1/8" per foot Ponding? ◉ Y ○ N

Roof Drains: ☒ Interior ☒ Scupper ☐ Gutter ☐ D.S.

Overflows: ☐ Interior ☐ Scupper ☒ None ☐ N/A

The roof area has severe ponding with as much as 4" of ponding water recorded on the roof area at one time. Much of the drain screens are impeded with organic debris.

FLASHINGS:

	Material:	Seam Type:
Copings	Precoated Galv. Steel	Standing Seam
Wall Panels	Precoated Galv. Steel	S-Locks
Counterflashing	Precoated Galv. Steel	Lapped
Transition	Precoated Galv. Steel	Lapped

The transition flashing between the firehouse and the City Hall has been problematic and has poor weatherlapping between the two locations.

PENETRATIONS: Conduit (electric), Roof Drains, HVAC Units, Scupper Drain, Plumbing vent, Pitch Pans

NOTES: The roof area is ponding due to the slow slope, elevation of the drain sumps, and the lack of roof maintenance. The ponding on the roof area is considered excessive and could be considered a dangerous condition if the roof became overloaded from the ponding water levels. The roof removal process will require certified asbestos abatement procedures and special containment and disposal processes.

ESTIMATED LIFE:

Membrane:	Base Flashing:	Flashings:
0 years Failing	1 - 3 years	3 - 5 years

Inspected By: RONALD P. MAINE

PROFESSIONAL ROOF CONSULTANTS INC

1-25

City of Gladstone — *City Hall*

DESIGN CRITERIA:

Roof Area B

* Roof has no structural slope.
* Roof is easily accessible by building staff.
* Largest roof area on building.
* No overflow drains located on the west portion of the roof area.
* Northwest drain shares Area C drainage area.
* Roof area is adjacent to fire station.
* East scupper drains are not connected to underground drain system.
* Transition flashing will require modifications.
* Fascia below is water damaged at south side.
* Roof is not visible from adjacent buildings.
* No fall protection.

DESIGN OPTION ONE	DESIGN OPTION TWO
Repair ***Mandatory repairs to control current leaks and avoid future leaks.***	***Replace*** ***Reroof utilizing an SBS modified bitumen roof system with granule surfaced cap.***
This option should include the following: * Clean all drainage ways of debris. * Install repairs to all drains. * Install base flashing repairs where damaged or deteriorated. * Install pitch pan repairs. * Install flange repair at all duct and vent penetrations. * Install repairs to all sheet metal flashing seams.	This option should include the following: * Remove existing roof system & flashings. * Remove all abandoned penetrations. * Properly detail all penetration flashings. * Install new overflow roof drains. * Provide tapered polyisocyanurate insulation. * Provide minimum 3/4" overlay board. * Provide 2-ply mod. bit. roof system with granule surfaced top ply sheet. * Provide SBS modified bitumen base flashings. * Provide 24 ga. precoated galv. steel copings, wall panels, and counter flashings.
Next Reroof Date: 2011	Next Reroof Date: 2011 *The new roof* Next Repair Date: 2026 *should last until:* 2031
Budgetary Cost: $3,150.00 Unit Costs: $0.70 /sf Mgmt / Maint. Cost: $100.00 /yr. Repair Cost Allowance: Estimated Life: 1 year(s) Annual Cost: $3,250.00 /yr.	Budgetary Cost: $141,300.00 Unit Costs: $31.40 /sf Mgmt / Maint. Cost: $100.00 /yr. Repair Cost Allowance: Estimated Life: 20 year(s) Annual Cost: $7,170.00 /yr.
ADVANTAGES: * Controls leaks until roof replacement activities begin. * Extends life of existing roof system	ADVANTAGES: * Provides structure with a functional roof system. * Lower maintenance effort/costs. * High estimated life. * Potential exists for longer life. * Extremely durable type of roof system.
DISADVANTAGES: * Additional repairs are possible. * Relatively high cost compared to life.	DISADVANTAGES: * Initial cost.

RECOMMENDATION:

Repair the existing roof system as soon as possible, as outlined within Design Option One. This option is to extend the life of the existing system until design options two can be implemented in 2011.

PROFESSIONAL ROOF CONSULTANTS

1-26

ROOF EVALUATION

Owner: *City of Gladstone* Roof Area: C

Building: City Hall

Building No.: Location:

Address: 525 Portland Avenue, Gladstone, Oregon

Weather: Partly cloudy, 75 deg. F

Date: 04/20/10

GENERAL:

Area: 750 s.f.

Roof Deck: Wood Sheathing
1x8 ship lap

Bldg Height: 2 stories

Structure: 4x6 joists at 16" o.c.

Function: Police Station

Const. Date: 1940's

Last Roofed: 1985

Cost:

Internal Access: ◉ Y ○ N

Parapet Walls? ◉ Y ○ N Height: 2" - 1'-2"

MEMBRANE: Asphalt BUR (2 ply)

Nailed base sheet, 2 plies type IV fiber glass felt, with glass reinforced granule surfaced cap sheet (white).
SBS modified bitumen base flashings

Surface: Granule Cap Sheet

No. of Roofs: 1

Repairs Found: ◉ Y ○ N Recent Leaks: ◉ Y ○ N

INSULATION: None

No formal insulation assembly observed above or below roof deck.

Fastened: N/A

Thickness: N/A

Vapor Barrier: None

Wet Insulation: ○ Yes ○ No ○ Unknown ◉ N/A

DRAINAGE: Slope: 1/2" per foot Ponding? ◉ Y ○ N

Drainage is shared with the roof drain on Area B. There is no formal overflow drain system servicing the roof area.

Roof Drains: ☒ Interior ☐ Scupper ☐ Gutter ☐ D.S.

Overflows: ☐ Interior ☐ Scupper ☒ None ☐ N/A

FLASHINGS:

	Material:	Seam Type:
Copings	Precoated Galv. Steel	Standing Seam
Counterflashing	Precoated Galv. Steel	Lapped
Drip Flashing	Precoated Galv. Steel	Lapped
Wall Panels	Precoated Galv. Steel	S-Locks

Copings are secured with continuous cleat at the outside face and fasteners at 2'-6" o.c. at inside face.

PENETRATIONS:

Conduit (electric) HVAC Units Gas line
Antenna Mounts Flanged Ducts Pitch Pans

NOTES: The roof membrane is failing. The primary concerns are the roof access door flashings and the fire escape flashings at the low portion of the parapet wall and the roof drain. The drain and roof access door flashings have been problematic during adverse weather conditions with minimal success from repairs. Modifications will be required to the parapet walls if any insulation is installed on the roof deck during the next roof replacement activities.

ESTIMATED LIFE:

Membrane:	Base Flashing:	Flashings:
Failing in areas	1 - 3 years	3 - 5 years

Inspected By: RONALD P. MAINE

PROFESSIONAL ROOF CONSULTANTS

1-37

City of Gladstone — *City Hall*

DESIGN CRITERIA:

Roof Area C

* Roof accessible by interior door.
* Roof one story above street.
* Relatively small roof area.
* No overflow drain system servicing roof area.
* Fire escape ladder connected to roof edge.
* Interior activities occur during all 24 hours and 7 days a week.
* No fall protection.
* Aesthetics.

DESIGN OPTION ONE	DESIGN OPTION TWO
Repair ***Mandatory repairs to control current leaks and avoid future leaks.***	***Replace*** ***Reroof utilizing an SBS modified bitumen roof system with granule surfaced cap.***
This option should include the following: * Install sheet metal seam repair to duct work. * Install roof repairs to perimeter of HVAC curb. * Install base flashing repairs where damaged or deteriorated. * Install pitch pan repairs. * Install flange repair at all duct and vent penetrations. * Install repairs to all sheet metal flashing seams. * Install sealant repairs to existing door threshold flashing.	This option should include the following: * Remove existing roof system & flashings. * Remove all abandoned penetrations. * Properly detail all penetration flashings. * Install new overflow roof drains. * Provide 3 1/2" polyisocyanurate insulation. * Provide minimum 3/4" overlay board. * Provide 2-ply mod. bit. roof system with granule surfaced top ply sheet. * Provide SBS modified bitumen base flashings. * Provide 24 ga. precoated galv. steel copings, wall panels and counter flashings. * Install new door threshold flashing. * Raise parapet wall where required
Next Reroof Date: 2011	Next Reroof Date: 2011 *The new roof* Next Repair Date: 2026 *should last until:* 2036
Budgetary Cost: $1,730.00 Unit Costs: $2.30 /sf Mgmt / Maint. Cost : $100.00 /yr. Repair Cost Allowance: Estimated Life: 1 year(s) Annual Cost: $1,830.00 /yr.	Budgetary Cost: $19,800.00 Unit Costs: $26.40 /sf Mgmt / Maint Cost: $100.00 /yr. Repair Cost Allowance: Estimated Life: 25 year(s) Annual Cost: $890.00 /yr.
ADVANTAGES: * Controls leaks until roof replacement activities begin. * Extends life of existing roof system	ADVANTAGES: * Provides structure with a functional roof system. * Lower maintenance effort/costs. * High estimated life. * Potential exists for longer life. * Extremely durable type of roof system.
DISADVANTAGES: * Additional repairs are possible. * Relatively high cost compared to life.	DISADVANTAGES: * Initial cost.

RECOMMENDATION:

Repair the existing roof system as soon as possible, as outlined within Design Option One. This option is to extend the life of the existing system until design options two can be implemented in 2011.

PROFESSIONAL ROOF CONSULTANTS

ROOF EVALUATION

Owner: *City of Gladstone* Roof Area: D

Building: City Hall

Building No.: Location: Weather: Partly cloudy, 76 deg. F

Address: 525 Portland Avenue, Gladstone, Oregon Date: 8-27-09

GENERAL: Area: 640 s.f.

Roof Deck: Wood Decking
1x8 ship lap

Bldg Height: 2 stories

Structure: 4x6 joists at 16" o.c.

Function: Police Station

Const. Date: 1940's

Last Roofed: 1985

Cost:

Internal Access: ◉ Y ○ N

Parapet Walls? ◉ Y ○ N Height: 1' - 6"

MEMBRANE: Asphalt BUR (2 ply)

Nailed base sheet, 2 plies type IV fiber glass felt, with glass reinforced granule surfaced cap sheet (white).
SBS modified bitumen base flashings

Surface: Granule Cap Sheet

No. of Roofs: 1

Repairs Found: ◉ Y ○ N Recent Leaks: ◉ Y ○ N

INSULATION: None

No formal insulation assembly observed above or below roof deck.

Fastened: N/A

Thickness: N/A

Vapor Barrier: None

Wet Insulation: ○ Yes ○ No ○ Unknown ◉ N/A

DRAINAGE: Slope: 1/8" per foot Ponding? ◉ Y ○ N

Roof Drains: ☐ Interior ☐ Scupper ☐ Gutter ☒ D.S.

Overflows: ☐ Interior ☐ Scupper ☒ None ☐ N/A

Roof area utilizes two downspouts as the formal drainage for the roof area. Considerable ponding exists and the downspouts are impeded from organic debris.

FLASHINGS:

	Material:	Seam Type:
Curbed Edge	Precoated Galv. Steel	Lapped

Curbed edge is secured with fasteners at 3 '- 6" o.c. at inside face.

PENETRATIONS: Photo Cell Flanged Downspouts

NOTES: Drainage is very limited with two small downsouts at each end of the roof area. A cricket is installed into the roof assembly but does little to control drainage. A reapir has been installed on a large section of the roof area. The roof repair is holding up well. A conduit penetration is adjacent to the south downspout and impedes drainage particularly when leaves and other organic debris are on the roof surface. Drainage improvements will be required during the next roof replacement activities.

ESTIMATED LIFE:

Membrane:	Base Flashing:	Flashings:
1 - 3 years	1 - 3 years	3 - 5 years

Inspected By: RONALD P. MAINE

PROFESSIONAL ROOF CONSULTANTS

1-09

City of Gladstone — *City Hall*

DESIGN CRITERIA:

Roof Area D

* Drainage needs to be improved.
* Roof at main entrance to police station.
* Minimal penetrations through roof system.
* Roof is easily accessible.
* A formal drain system is needed control roof drainage.
* Interior activities occur during all 24 hours and 7 days a week.
* No fall protection.
* Aesthetics.

DESIGN OPTION ONE	DESIGN OPTION TWO
Repair ***Mandatory repairs to control current leaks and avoid future leaks.***	***Replace*** ***Reroof utilizing an SBS modified bitumen roof system with granule surfaced cap.***
This option should include the following: * Clean drainage areas. * Install repairs to all sheet metal flashing seams.	This option should include the following: * Remove existing roof system & flashings. * Remove all abandoned penetrations. * Properly detail all penetration flashings. * Install new overflow roof drains. * Provide tapered polyisocyanurate insulation. * Provide minimum 3/4" overlay board. * Provide 2-ply mod. bit. roof system with granule surfaced top ply sheet. * Provide SBS modified bitumen base flashings. * Provide 24 ga. precoated galv. steel copings, wall panels and counter flashings. * Raise perimeter curbed edge.
Next Reroof Date: 2011	Next Reroof Date: 2011 *The new roof* Next Repair Date: 2026 *should last until:* 2031
Budgetary Cost: $900.00 Unit Costs: $1.40/sf Mgmt / Maint. Cost : $100.00/yr. Repair Cost Allowance: Estimated Life: 1 year(s) Annual Cost: $1,000.00/yr.	Budgetary Cost: $16,900.00 Unit Costs: $26.40/sf Mgmt / Maint.Cost: $100.00/yr. Repair Cost Allowance: Estimated Life: 20 year(s) Annual Cost: $950.00/yr.
ADVANTAGES: * Controls leaks until roof replacement activities begin. * Extends life of existing roof system	ADVANTAGES: * Provides structure with a functional roof system. * Lower maintenance effort/costs. * High estimated life. * Potential exists for longer life. * Extremely durable type of roof system.
DISADVANTAGES: * Additional repairs are possible. * Relatively high cost compared to life.	DISADVANTAGES: * Initial cost.

RECOMMENDATION:

Repair the existing roof system as soon as possible, as outlined within Design Option One. This option is to extend the life of the existing system until design options two can be implemented in 2011.

PROFESSIONAL ROOF CONSULTANTS

JSE Laboratory, Inc.
3325 SE Harrison Street
Milwaukie, Oregon 97222
p: 503 659 8338 f: 503 659 7577
www.jselabs.com

NVLAP LAB CODE 200236-0

Asbestos Analysis of Bulk Materials (EPA 600/R-93/116 Method using PLM)

Professional Roof Consultants
Project: R2848.01 City of Gladstone

JSE Project: 02058
Analysis Date: 10/19/2010
Report Date: 10/19/2010

Sample	Layer	Description	Binder/Matrix	Other Non-Asbestos	Asbestos (% Type)
City Hall Roof Evaluation 2848.01-001 Area B AB-1008858	LAYER 1	Brown fibrous felt	Asphaltic Misc.		40 % Chrysotile
	LAYER 2	3-ply black/brown fibrous tar	Asphaltic	25% Cellulose	20 % Chrysotile
	LAYER 3	2-ply black fibrous tar	Asphaltic	20% Fibrous Glass	None Detected
	LAYER 4	Aggregate cap	Asphaltic Aggregate		None Detected

Analyst: Michael McLellan

Approved Signatory: Michael McLellan Date: 10/19/2010

JSE is accredited by the National Voluntary Laboratory Accreditation Program for bulk asbestos fiber analysis by polarized light microscopy.
Asbestos consists of the following minerals: chrysotile, amosite, crocidolite, tremolite, actinolite, anthophyllite.
Small diameter fibers may not be detected by this method. More in-depth analysis is recommended to determine asbestos content, especially for samples containing 10% or less asbestos. Analysis results are solely for the samples analyzed. Non-asbestos sample constituents may not be definite.
Qualitative and quantitative TEM analysis may be recommended for difficult samples.
Quantitative analysis by PLM point count or TEM is recommended for samples testing at < or = to 1% asbestos.
"Matrix" is defined as non-asbestos, non-binder fibrous and non-fibrous components.
"Binder" is defined as a component added for cohesiveness.

1-31

January 10, 2012

Mr. Peter Boyce
City of Gladstone
525 Portland Avenue
Gladstone, Oregon 97232

RE: CITY OF GLADSTONE / CITY HALL & POLICE STATION - PRELIMINARY ASSESSMENT SUMMARY LETTER

Dear Mr. Boyce:

As requested, the design team of Carleton Hart Architects, T.M. Rippey Consulting Engineers, and Professional Roof Consultants, Inc. performed a preliminary assessment of the City Hall / Police Station, located in Gladstone, Oregon. The purpose for the preliminary assessment was to assess basic scopes and associated costs related to improvements to the existing building to meet the basic requirements to be used as an Essential Facility for the City that could remain operational during extreme weather and seismic conditions. Scopes include updated and improved interiors, new weathertight exterior wall cladding, and new roof assembly.

Each of the design team members has provided individual descriptions of their scope of this preliminary assessment. Each report can be found as an attachment to this letter.

SUMMARY

The City Hall building was erected circa 1940, and also included the firehouse and the courtroom for the City. Over the past 70+ years, the building has been expanded, including police station and city hall office additions. Much of the exterior, interior, and structure is from original construction and the components have deteriorated or aged beyond their useful service life. The building was constructed during a time when seismic concerns were less stringent compared to today's standards, and code requirements have been modified since original construction.

In an effort to utilize the existing building's structure, the design team has performed a preliminary assessment which would encompass the following:

- Meet all Essential Facility requirements.
- Upgrade the facility to meet current energy efficiency measures.
- Reconfigure the interior space for efficiency.
- Update entire facility to ADA standards.
- Reinforce the building structure to meet current seismic requirements.
- Update the building exterior with energy efficient building standards.
- Upgrade with new energy efficient window assemblies.
- Install rain screen exterior that is both weatherproof and aesthetically pleasing that fits within the surrounding architecture.
- Install a high performance roof system that can provide 30+ years of useful service.

Budgetary Cost Estimate: $2,923,500.00 (includes a 20% contingency).

We look forward to working with the City of Gladstone, and will be available to answer any questions regarding this preliminary assessment.

Sincerely,

Ronald P. Maine, RRO

INDEPENDENT CONSULTANTS FOR ROOFING | WATERPROOFING | BUILDING ENVELOPE SYSTEMS

1108 SE GRAND AVENUE, SUITE 300 PORTLAND, OR 97214 503 280-8759 FAX 503 280-8866 ProfessionalRoofConsultants.com

CARLETON HART ARCHITECTURE
322 nw 8th avenue portland, oregon 97209
t 503 243 2252 | f 503 243 3261 | carletonhart.com

January 6, 2012

Mr. Ronald P. Maine, RRO
Professional Roof Consultants, Inc.
1108 SE Grand Avenue, Suite 300
Portland OR 97214

RE: Gladstone City Hall

Dear Ron,

In late December 2011, Carleton Hart Architecture was retained by your office to provide a conceptual cost estimate to renovate the existing Gladstone City Hall. The objective of our scope was to develop a conceptal estimate to renovate City Hall to serve as an"essential facility", intending to remain operational in the event of extreme environmental conditions.

Historical documentation of construction was extremely limited, but it appears that construction occurred in four phases based on information from the Roof Evaluation Report, dated 10.22.2010, by Professional Roof Consultants, Inc. Three phases were built as one floor, and one phase represents a two story section with a total building area of 10,690 sq. ft. Occupancy on the first floor consists of 8,290 sq. ft. while the second floor consists of 2,400 sq. ft.

On January 6th, 2012, we conducted an evaluation of City Hall using the information available. Our approach involved three tasks: 1) review "record documents" of the existing structure, 2) conduct an on-site field inspection with limited documentation and digital photography, and 3) develop a budgetary "order of magnitude" construcion cost estimate for the proposed renovation.

Since the building program has not been determined, we made assumptions in order to achieve the "essential facilities" status. Proposed improvements would address; ADA issues and improvements to architectural finishes and components. Energy efficient measures would also be incorporated to achieve a 40+ year life span. These improvements do not address the expansion of existing services and operations at the facility, but represent a reconfiguration of space for efficiency and ease of access.

With that in mind, we've developed an conceptual construction cost estimate of $150/sf. This is assuming that structural costs specifically related to seismic will be developed independent from another resource. Using our unit cost, the total cost for the architectural components of the renovation will be $1,603,500.00. This estimate is based upon probable costs that have been applied with our judgement and based on the available information. It does not include costs for hazardous materials removal and disposal. The cost estimate includes a 20% contingency, and a reasonable profit and overhead of 15% for the general contractor.

In the event you have any questions please contact me at your convenience.

Sincerely,

William Hart
Founder/Principal

I-33

TM RIPPEY
CONSULTING ENGINEERS

7650 SW Beveland Street, Suite 100
Tigard, OR 97223
Phone: (503) 443-3900
Fax: (503) 443-3700

January 5, 2012

Professional Roof Consultants
Attention: Ron Maine
1108 SE Grand Ave., Suite 300
Portland, Or 97214

Re: City of Gladstone – Preliminary Seismic Evaluation
525 Portland Ave, Gladstone, Or 97027

Project Number: 12005

Introduction:
At your request TM Rippey Consulting Engineers has completed its preliminary evaluation of the City of Gladstone City Hall Building for the purpose of determining the feasibility of upgrading the structure to conform to current code seismic requirements for an 'essential facility' with a Class IV occupancy category classification. The building currently houses the City administrative offices, the municipal court, and the Police Department.

An essential facility is defined in the Building Code (Oregon Structural Specialty Code) as, "Buildings and other structures that are intended to remain operational in the event of extreme environmental loading from flood, wind, snow, and earthquakes". Fire, rescue, ambulance, and police stations and emergency vehicle garages are listed in the code as Occupancy Category IV essential facilities along with designated emergency preparedness, communications, and operation centers and other facilities required for emergency response. The building code does not require seismic upgrades to existing structures unless they undergone significant remodeling or a change of occupancy classification that results in the structure being reclassified to a higher occupancy category and this proposed upgrade would be performed on a voluntary basis.

Existing Construction:
The original Gladstone City Hall and fire station building was built in approximately 1940 with construction consisting of wood framed roof and floors with lightly reinforced concrete walls supported on conventional continuous concrete footings. The floor and roof construction consists of tongue and groove sheathing supported by solid sawn wood joists. Original construction drawings for this building were available for our review.

The building has been remodeled in the past and has had at least one addition on the North side of the site. The one story addition appears to be 30 to 40 years old and the

building construction consists of a plywood roof supported by wood joists and beams bearing on exterior walls of concrete masonry unit (CMU) construction and interior wood framed bearing walls. No construction drawings were found for this building. See attached plan sketch 1/SK1 indicating the original and newer addition areas.

Seismic Codes:
The original building was constructed prior to earthquake provisions being included in the building code and utilizes non-ductile construction materials (un-reinforced concrete) which are no longer permitted. The addition was built under an earlier edition of the Code which has undergone significant changes since the time of construction. Based on the age of construction, the CMU walls at the addition are likely reinforced, however, the reinforcing would likely not meet the current code detailing requirements.

For existing structures, specific code level seismic detailing requirements are not required to be met provided the existing system can be shown to provide the level of performance and seismic safety equivalent to that of a new structure. This is typically accomplished by either showing through analysis that the existing structure has sufficient additional strength or by reinforcing those elements that are found deficient.

The following list outlines those elements that are likely deficient and the reinforcement required.

Summary of Anticipated Seismic Reinforcement:

- Roof Diaphragms: Remove existing roofing materials at all roof areas and install new plywood sheathing over the existing tongue and groove roof sheathing. At the North addition, additional nailing, blocking, and strapping would be required.

- Floor Diaphragm: Based on our preliminary analysis, we do not anticipate adding plywood over the existing tongue and groove second floor sheathing; however, areas of additional nailing and strapping would likely require removal of areas of existing floor finishes.

- Transfer to Shear Walls: Remove existing ceiling finishes as necessary and install new blocking or ledgers bolted to the existing concrete walls at the roof and floor levels of the original building. Reinforce the existing ledger connection at the CMU addition with additional nailing, bolting, and filling non-grouted cells with new grout.

- Wall Anchorage: Remove ceiling and wall finishes as necessary at the roof and second floor level and install new wall to diaphragm anchors spaced 4 to 6 feet on center. This may also require additional grouting at the CMU walls. Also install straps or anchors to tie the wall forces across the diaphragms.

- Wall Out of Plane forces: Reinforce the concrete walls for out of plane forces by the installation of new steel tube strong-backs spaced at approximately 8' on center or one at each pier between windows.

- Shear Walls: Based on our preliminary analysis, the existing concrete walls have insufficient shear strength. Reinforcing for this condition would likely require a combination of adding new steel frames adjacent to the existing walls and the introduction of new shear walls or frames at the interior of the building to reduce the demand on the exterior walls. This work would also likely involve the addition of new drag struts tying the diaphragms to the walls and construction of new foundations and reinforcing the existing. The new drag struts would consist of horizontal wood beams or blocking nailed to the diaphragms with steel connections to the shear walls.

- Non-Structural Elements: Non-structural elements such as suspended ceilings and light fixtures, partition walls, mechanical equipment and electrical components, and fluid and gas piping should be braced and detailed in accordance with the code.

- Wall Cracks: During our site visit we observed numerous cracks in the exterior walls and these would be repaired using epoxy injection.

Summary:
The above list of anticipated work was developed based on our limited site observations, review of the available construction drawings, and our preliminary structural analysis. We anticipate that the cost of construction for the structural improvements, not including repair of building finishes, would be on the order of $50 to $60 per square foot or $540,000 to $640,000.00 based on an approximate calculated total building area of 10,700 square feet and including a contingency of approximately 20%.

This estimate should be considered as a 'range of costs' and should not be used for budgetary purposes. To obtain a more accurate cost estimate, additional analysis is required along with preparation of preliminary construction documents that could be used by a contractor or construction cost consultant is required.

Disclaimer:
The purpose of this report has been to assist you, our client, in making certain decisions regarding the building above described. Our discussion has been based on limited field inspection and experience and judgment of our office staff. No material inspection or material testing, soils investigation, or other work for hidden conditions was accomplished.

Due to limitations caused by visual inaccessibility to every structural detail or member, our office cannot assume responsibility for the original designer's assumptions or

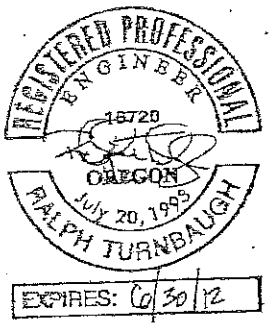
decisions, nor can we assume responsibility for the structure's theoretical ability to meet current code or the code applicable at the time of construction.

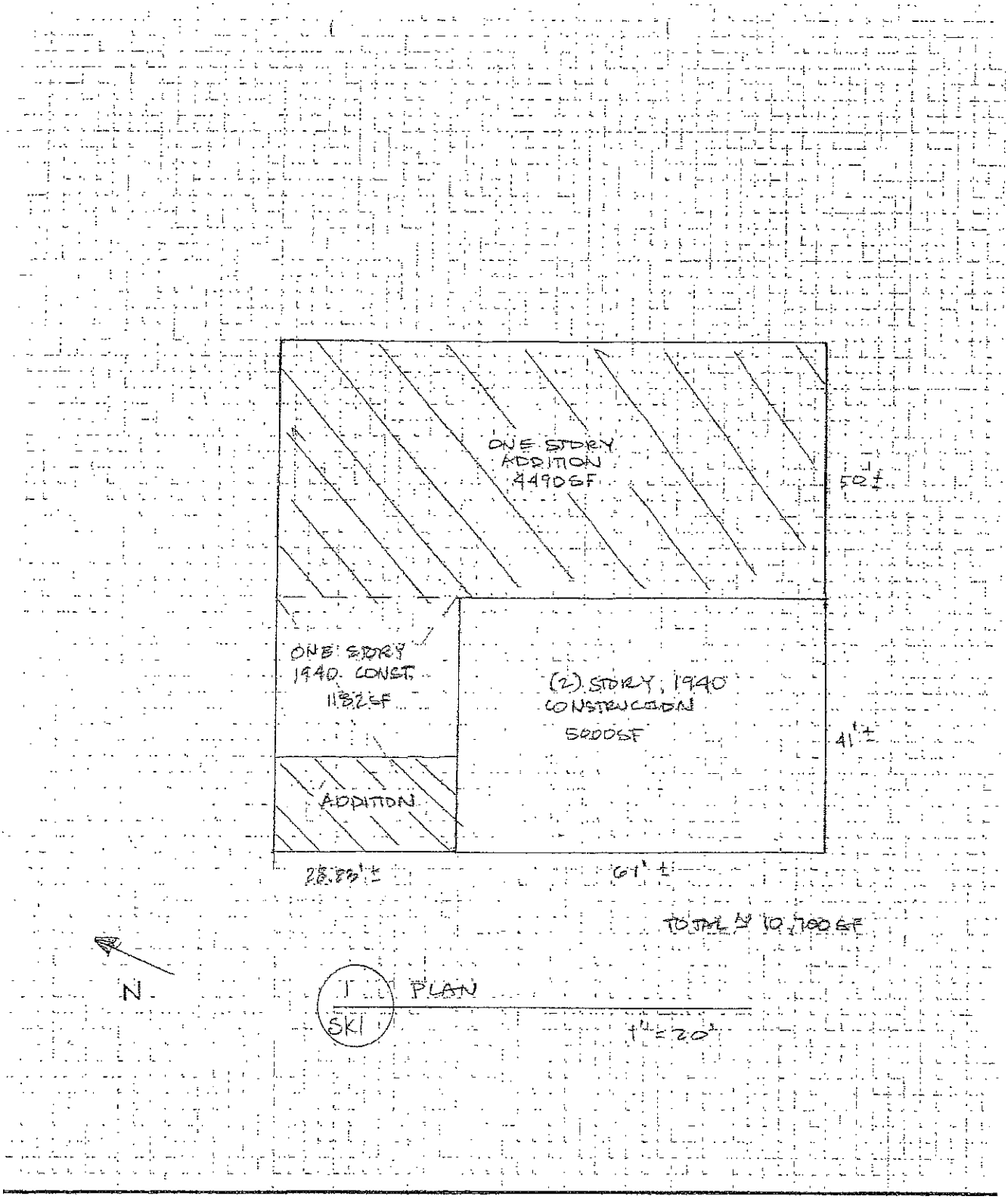
Because of the highly limited scope of our review and observation, our discussion should not be used as a principle basis for any decision relating to the building and the liability of our office and those of our employees are limited to the actual amount of fees that we have charged for our work.

If you have any questions or require additional information, please do not hesitate to call.

Sincerely,

Ralph Turnbaugh, PE





TM RIPPEY
CONSULTING ENGINEERS

7650 S.W. Beveland St, Suite 100
Tigard, Oregon 97223
Phone (503) 443-3900

GLADSTONE CITY HALL
525 PORTLAND AVE.
GLADSTONE, OR.

BY RWT DATE 1/3/12
CHK BY _____ DATE _____
JOB NO 12005
SHEET 1 OF 1

1-38

January 10, 2012

Mr. Peter Boyce
City of Gladstone
525 Portland Avenue
Gladstone, Oregon 97232

RE: CITY OF GLADSTONE / CITY HALL & POLICE STATION - EXTERIOR BUILDING ENVELOPE PRELIMINARY ASSESSMENT

Dear Mr. Boyce:

As requested, Professional Roof Consultants, Inc. (PRC) performed a preliminary assessment of the existing condition of exterior building envelope systems associated with the City Hall / Police Station, located in Gladstone, Oregon. The purpose for the preliminary assessment was to identify the existing conditions and provide budgetary estimates to redesign the building envelope to provide a long term weathertight performance.

Tasks Performed: PRC performed several tasks to obtain preliminary assessment information, which included the following:

- Visually inspect the interior and exterior of the building, including at roof level, to investigate existing conditions.
- Access exterior and interior walls to inspect and determine exterior building wall construction.
- Perform minor disassembly of window and exterior wall joints to view interior conditions hidden from view, and to trace current leak sources.
- Create field sketches of conditions to depict "as-built" construction.
- Photograph and document existing conditions pertaining to building envelope construction.
- Trace existing roof and building wall leak conditions.

EXISTING CONSTRUCTION

Based upon information provided to PRC by the City of Gladstone, the building was erected on or around 1940. The exterior structure consists of 6-inch thick unreinforced cast in place (CIP) concrete walls and is two stories tall. The building has taken on three major additions since original construction. The City Hall Building houses a multitude of offices and departments, including: City Officials offices, City Water offices, City Building Official office, City Court Room, City Judge office, and the City Police Station. Visual observations of existing conditions confirmed that the building was constructed and modified in a minimum of three phases.

The exterior building envelope utilizes two types of systems; both are considered "barrier" systems. The system utilizes sealant dependent details to weatherproof exterior windows and other wall penetrations. The exterior cladding was mostly constructed using cast in place concrete with a urethane coating. A small building addition utilizes a combination of cement plaster over concrete masonry units (CMU) and exposed CMU with a urethane coating.

1. Exterior Walls: Original Construction and Police Station Addition: The exterior walls are constructed with varying thickness of unreinforced cast in place concrete walls. The exterior surface is protected with a urethane coating. The interior wall section utilizes 2x2 furring with an interior cement plaster finish.

   City Hall Addition: The exterior wall is constructed from CMU with urethane coating. A section along the south facing wall also includes a stucco assembly installed over the CMU. The interior side of the wall is constructed with 2x2 furring with 2-inch expanded polystyrene and ½-inch gypsum sheathing.

2. Roof Systems: The roof systems were evaluated by PRC in the Fall of 2010. The evaluation concluded that all roof systems on all roof areas were at or near expiration. Substantial modifications will be required to improve roof slope, drainage, and flashings.

3. Window Systems: Window systems consist of single glazed glass panes seated inside wood frames. Window and door systems located at the main entrance and south entrance is extruded aluminum storefront assemblies which utilize a compression glazed system.

ASSESSMENT

- The exterior wall has developed cracks through the system at numerous locations that leak into the building primarily along the west and south facing wall. The exterior wall system could receive a new "rain screen" siding system installed over the cast in place concrete wall to provide a long term, weathertight assembly.

- The section of the building that utilizes a cement plaster system over the CMU walls has signs of deterioration and is recommended to be removed and replaced with a system that is better suited for the entire building exterior.

- The roof systems have expired and have had ongoing leaks for an extended period of time. Roof replacement is recommended. Ponding water is occurring due to limited roof slope that has continued to deteriorate the existing roof and create ongoing leaks. Modifications to the building have also created changes to the building exterior; however, the exterior modifications have been performed as "quick fixes" and have since deteriorated or resulted in additional repairs that will need to be performed in the immediate future. Substantial modifications will be required to implement a roof replacement project that will include upgraded drainage systems, slope changes, and HVAC modifications at a minimum to meet current building code requirements.

- The windows are outdated and are leaking at most locations. The windows are likely from original construction and have resulted in continued water damage through water intrusion as well as condensation. The storefront window and door assemblies are outdated and are not energy efficient compared to current standards.

- The building utilizes little if any insulation throughout the entire building. Only two inches of insulation was observed along a portion of the east wall and north walls. A majority of the roof areas and exterior walls were found to have no insulation.

- The main entrance exterior trellis and entrance canopy have deteriorated and are showing signs of potential collapse. The main entrance will require complete removal and replacement in an effort to avoid potential collapse.

CONCEPTUAL SCOPE

- Install rain screen siding assembly: Install spray applied vapor barrier over existing exterior walls. Install hat channel to offset new exterior siding system. Install stucco assembly over hat channels and standoffs.
- Install new 3-ply Styrene Butyl Styrene (SBS) roof assembly over all roof areas with tapered ridged insulation. Install new sheet metal flashings and low maintenance penetration flashings.
- Install new insulated aluminum framed block windows and new insulated storefront window and door assemblies.
- Insulate all exterior walls utilizing standoffs with spray applied insulation that would provide a continuous insulation to meet current code requirements.
- Remove and install new covered entry way.

Conceptual estimate: $680,000.00 (Budgetary estimate includes a 20% contingency.)

Please feel free to call if you have any questions or concerns regarding this letter report, or if we may be of further assistance.

Sincerely,

Ronald P. Maine, RRO
SENIOR TECHNICAL SPECIALIST
PROFESSIONAL ROOF CONSULTANTS, INC.

TABLE OF CONTENTS

Needs Assessment Report

GLADSTONE CITY HALL & POLICE DEPARTMENT

525 Portland Avenue

January 2, 2013

Prepared by
GROUP MACKENZIE

GROUP MACKENZIE
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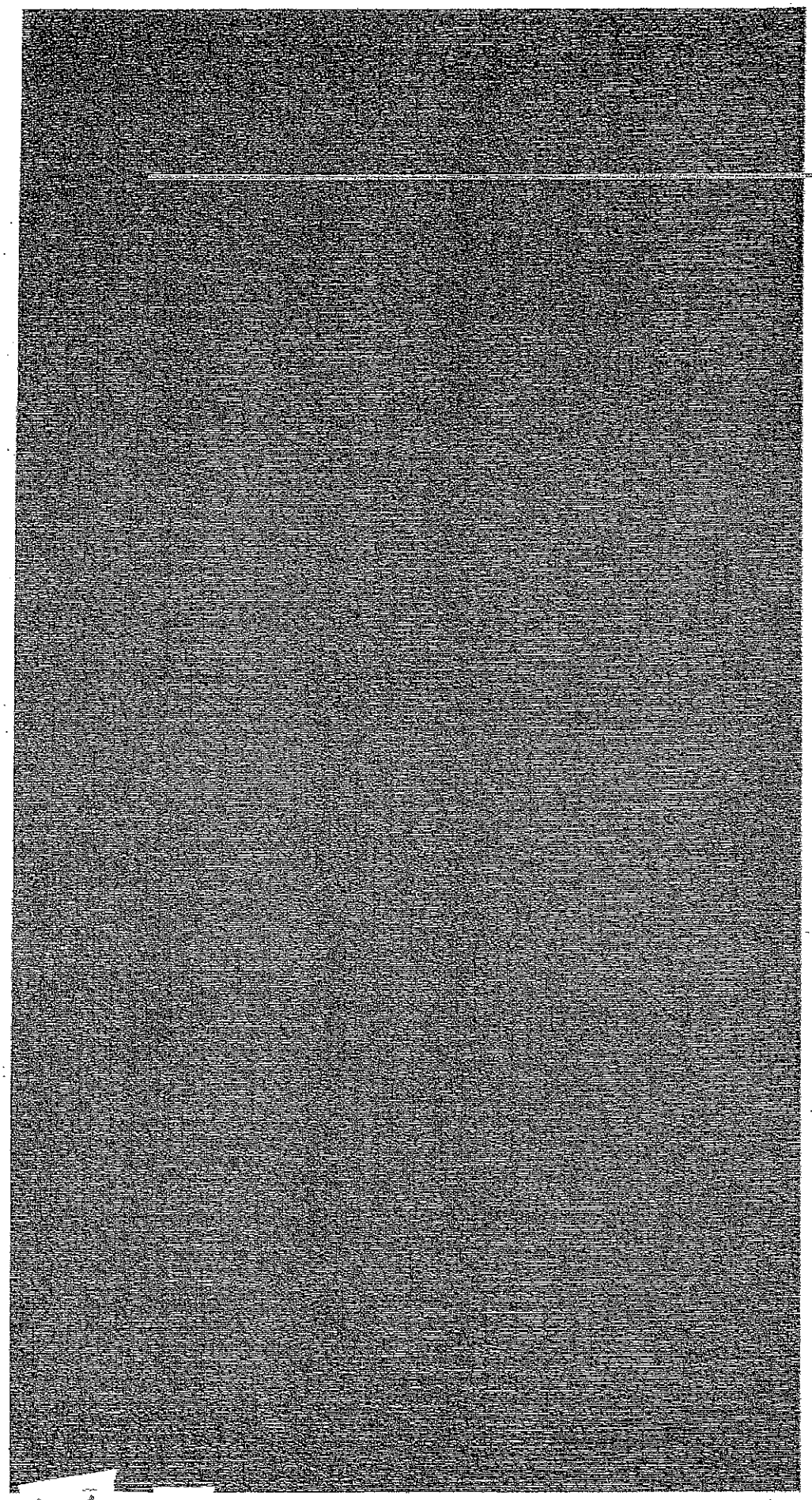
PO Box 14310 | Portland, Oregon 97293
T: 503.224.9560 | F: 503.228.1285 | www.groupmackenzie.com
PORTLAND, OREGON | SEATTLE, WASHINGTON | VANCOUVER, WASHINGTON

Job# 2120509.00



TAB 1

INTRODUCTION
PROJECT INTRODUCTION
GROUP MACKENZIE
PROJECT BACKGROUND
EXECUTIVE SUMMARY

Project Introduction

The City of Gladstone contracted Group Mackenzie to evaluate the existing City Hall and Police building and prepare programming and space needs for the City of Gladstone's City Offices and Police Department. The investigation involved programming questionnaires filled out by key staff members; an existing site tour conducted by Chief Pryde with participation of City staff; and the development of a Space Needs Program created through input from both City Hall staff and the Police Department in conjunction with Group Mackenzie's professional experience on similar projects.

Key Participants

CITY OF GLADSTONE
- Peter Boyce — City Administrator
- James Pryde — Chief of Police

GROUP MACKENZIE
- Jeff Humphreys — Project Principal
- Brett Hanson — Project Manager
- Jeff Matarrese — Architectural Designer

Group Mackenzie

Established in 1960 and based in Portland, Oregon, Group Mackenzie provides a range of professional design services including structural engineering, architecture, landscape architecture, civil engineering, land use planning, transportation planning and interior design. Group Mackenzie's Public Projects team specializes in civic and emergency response facility design, space needs evaluations, and bond campaign assistance. In the past decade, Group Mackenzie has worked on publicly funded projects in Oregon and Washington for more than 50 counties and municipalities, providing design and engineering services for more than 16 police facilities and six civic office buildings.

Project Background

The City of Gladstone's existing City Hall and Police Department building consists of a two-story, 9,918 square foot facility located on a 10,138 square foot site at the corner of E. Dartmouth Street and Portland Avenue. Originally built in the 1940s, the structure has undergone extensive renovations to accommodate its current occupants, is not designed to essential facility seismic standards and is in need of roofing replacement. Furthermore, the current facility shares off-street parking with the Gladstone Volunteer Fire Department, accommodating only five unsecured parking spaces for patrol vehicles. No permanent parking for City or Police Staff exists. In addition to the existing City Hall and Police Department building, the City of Gladstone Police utilize an off-site evidence storage building requiring Police personnel to commute between the two facilities.

Based on previous studies commissioned by the City of Gladstone and performed by Professional Roof Consultants, Inc. in January 2012 to evaluate the existing structural capacity of the building, it was determined that seismically upgrading the building to a Type IV seismic category, an essential facility construction standards would require substantial improvements and would amount to an estimated total cost of $2,923,500, including a recommended full roofing replacement and exterior building envelope upgrades. As upgrade and replacement costs of the existing building mounted, the City of Gladstone sought design services to aid in evaluating the City's current space needs and provide recommendation for required space needs to accommodate existing City Hall and Police functions and equipment, as well as future projections to allow for growth. This report is a preliminary step toward identifying the current and future projected needs for the City of Gladstone and setting the stage for comparative cost analysis of a new facility to upgrade and ongoing repairs to the existing building.

Executive Summary

Under the scope of the space needs investigation, Group Mackenzie observed, documented, and evaluated existing deficiencies in order to provide the City of Gladstone recommendations for current space needs and projected growth requirements 20 years into the future. These efforts are intended to serve as the initial step in aiding the City in its goal of determining investment into the existing facility or pursuing next steps towards a new City Hall and Police Department for the City of Gladstone.

Group Mackenzie's experience, developed space standards, industry standards, and City input were used to identify and outline required needs. In conjunction, similar cities and comparable facilities were considered through the validation process. Through review and refinement of the space needs study, the projected growth identified indicates a 157% increase required to accommodate current and future needs. Examination and determination of these figures involved observation of the existing facility and operations, while furthering continued dialogue with users within the building as to the deficiencies of the existing building.

Primary deficiencies inherent to the existing building and operational conditions include:

- The existing building does not meet the necessary requirements of an emergency response facility as it pertains to its capability to withstand and continue operations following a seismic event as prescribed by current code for essential facilities.
- There are mounting deficiencies in many of the existing spaces, most prominently for Police as it pertains to necessary operational functions, such as equipment storage, restroom/locker facilities, physical training, suspect processing, and on-site evidence processing and storage.
- Current available space exhibits disjointed City Hall office functions, inefficient circulation, and lack of secure access within the City Hall offices. This was further observed with the potential safety hazards associated with municipal court staff and the judge sharing public functions, such as the restrooms, with defendants during court proceedings.
- Limited parking of Police vehicles results in unsecured, highly valued City property that is subject to vandalism and potential assaults on Police personnel, and potentially City and Court staff.
- The Police Department currently operates out of multiple facilities resulting in disjointed operations that reduce efficiencies, increase officer travel time, and offer additional security threats to multiple locations.
- The age of the building and building systems are reaching or, in cases, exceeding their lifespans and require costly repair or replacement.

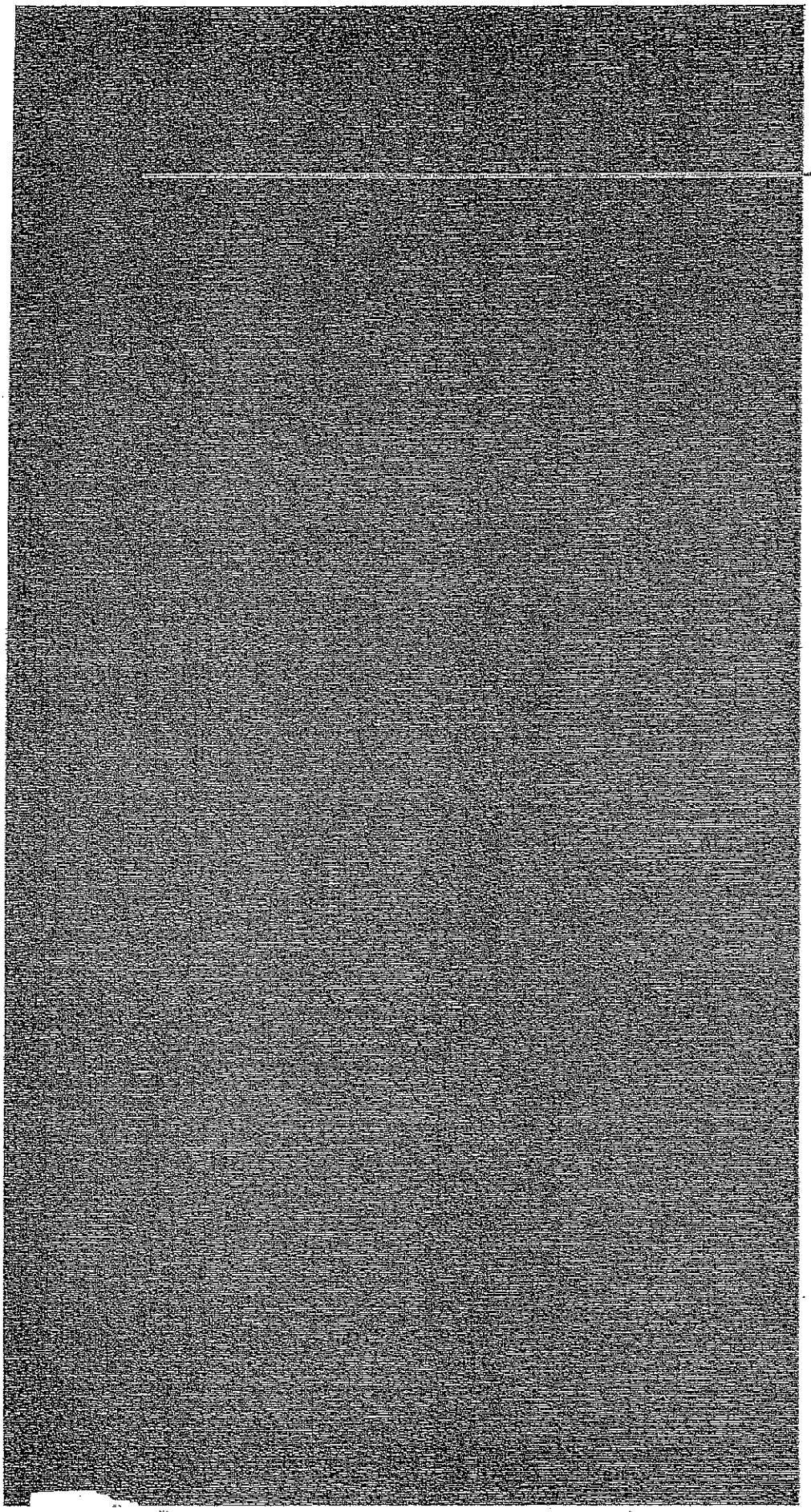
Recommendation

Group Mackenzie has prepared and forecasted a comprehensive projection of required space needs for the City of Gladstone's 20 year growth. The existing facilities housing current City Hall and Police Department operations (including the 2,160 square foot evidence facility) total 12,078 square feet and do not meet current operational requirements of the City offices, Police Department, or public functions. Upon completion of this space needs examination Group Mackenzie found that the City of Gladstone is in need of a 19,008 square foot facility to both address current shortfalls and allow for future growth. Furthermore, based on the current expense of repair necessary of the existing facility, and its inability to meet projected growth and current seismic requirements of an essential facility. It is recommended that the City take additional measures and next steps towards evaluation and consideration of construction of a new facility to house City Hall, Municipal Court, and Police Department functions.

Gladstone Space Needs Comparison

	EXISTING	2023	2033
BUILDING AREA	12,078 SF*	17,582 SF	18,018 SF
EXTERIOR AREA EXCLUDING BUILDING FOOTPRINT	1,138 SF	16,130 SF	19,026 SF
PUBLIC PARKING	0 SPACES**	47 SPACES	47 SPACES
SECURE PARKING	0 SPACES***	22 SPACES	30 SPACES

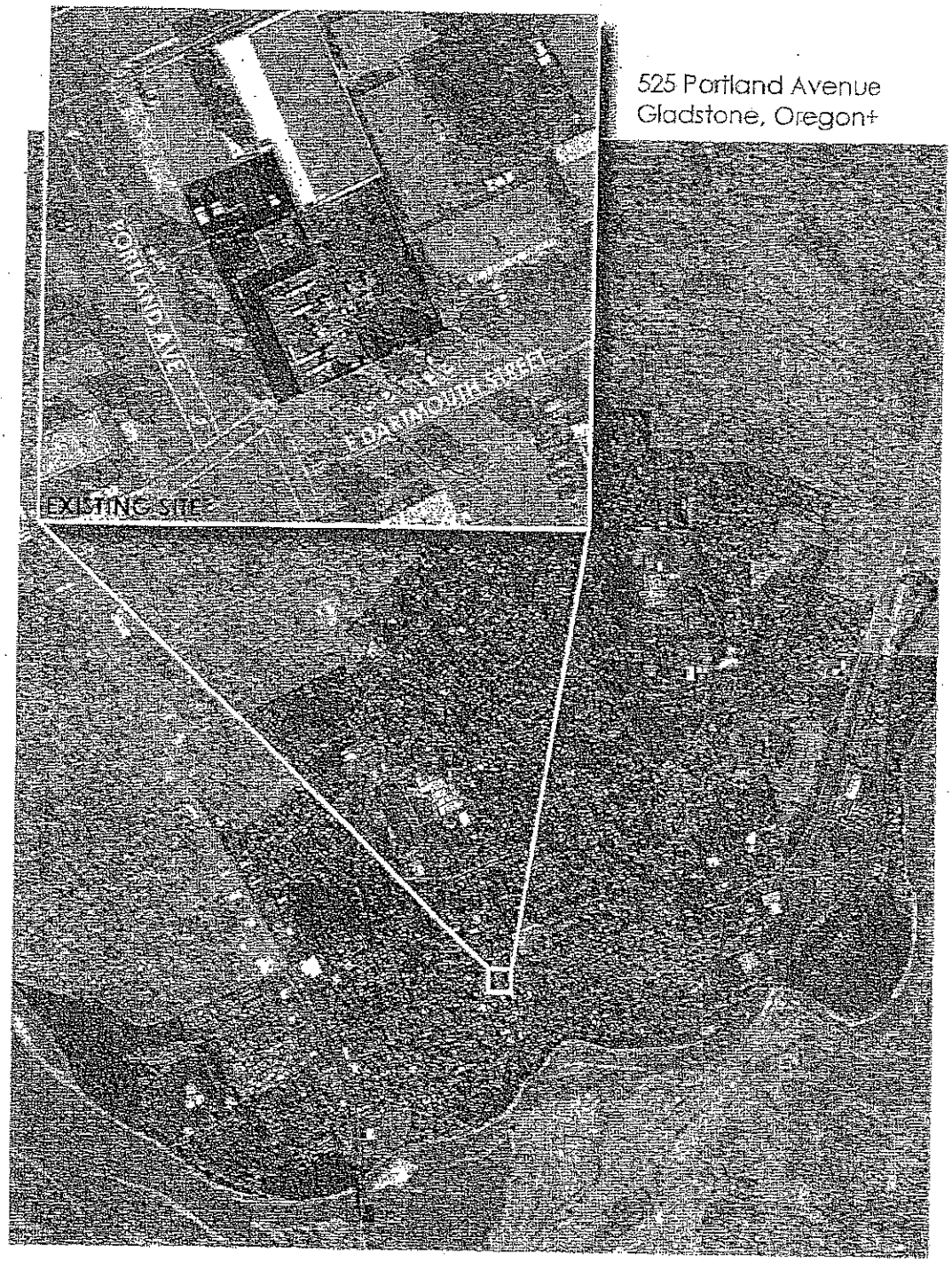
*Includes existing City Hall/ Police building (9,918 SF) and evidence facility (2,160 SF).
**Public parking provided on-street.
***Three off-street police patrol vehicle spaces provided.



TAB 2

EXISTING CONDITIONS
SITE MAP
EXISTING PLAN
EXISTING CITY HALL
EXISTING POLICE DEPARTMENT

EXISTING CONDITIONS



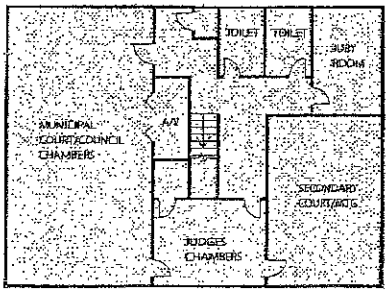
GLADSTONE CITY HALL & POLICE DEPARTMENT

Existing City Hall and Police Facility Plan

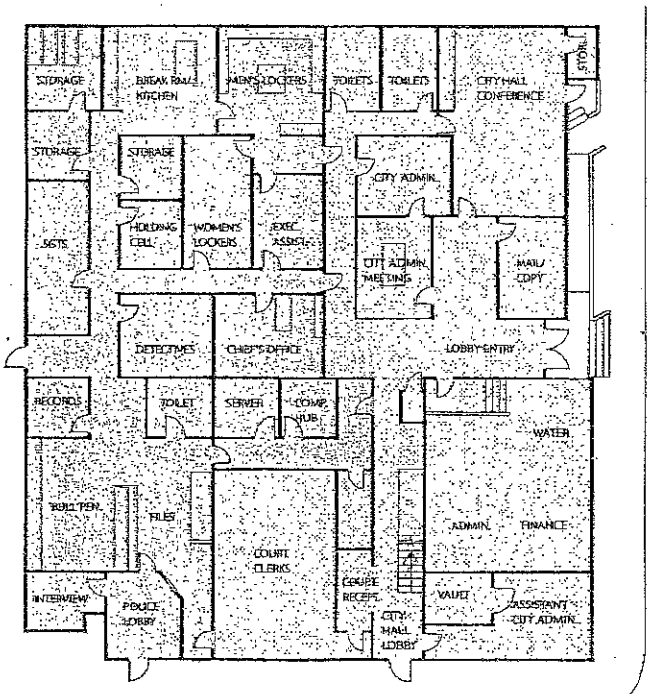
LEGEND

CITY HALL

POLICE



SECOND LEVEL



GROUND LEVEL

Existing City Hall and Police Building

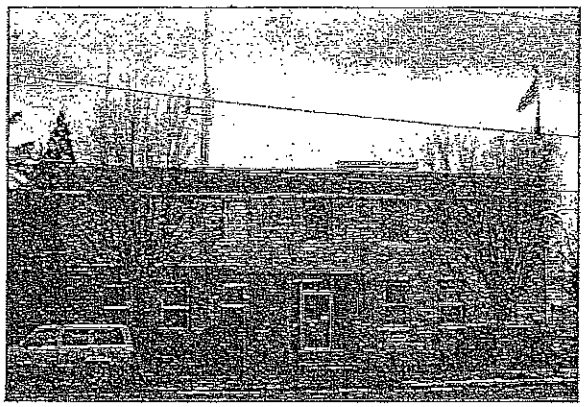
The existing City Hall and Police Department currently occupy a 9,918 square foot, two-story facility at 525 Portland Avenue in Gladstone Oregon, while the Police Department also has a stand alone 2,160 square foot evidence building at a separate location. The City Hall and Municipal Court functions occupy the south half of the first floor and the entire second floor of the building. The Police Department occupies the north half of the first floor only. Each entity has a separate entrance from the public street. The Police Department maintains 5 off street, unsecured parking stalls (FIG T), while the City Hall, Municipal Court, remaining Police, and public must utilize on-street parking. In addition to the space deficiencies, safety, and privacy concerns, the existing configuration of the rooms within the building have been found to layout inefficiently with additional space dedicated to circulation in lieu of usable rooms. As part of this layout, many office spaces are located internally resulting in limited to no natural light to occupied space.

As part of examination and observation of the existing building, the following was observed:

The building currently suffers from a signification lack of public space and inefficiencies associated to circulation throughout the building. Each entity has a separate disconnected entry that does not present a formalized civic entrance into the building (FIG A).

These separate entrances do not offer clear way finding to the particular City functions and further do not provide for a secure reception lobby and counter for the City Hall staff (FIG B). Clear way finding within the building does not exist and it was observed that visitors had unobstructed access to City office functions, while City staff further share public restrooms with visitors and court.

The City Council and Municipal Court functions are currently inadequate for the required uses and have experienced overcrowding. Within the court waiting space, cueing for court is inefficient and additionally prone to overcrowding. Additional security concerns surround shared public space with the judge and court staff. Currently the judge and jury space must share restrooms with defendants awaiting court.



The Police entry is secure, however uninviting to the public and does not allow secure access to the interview room (FIG J). The existing Police operations space is undersized and not properly dedicated to specific functions due to lack of space, which can result in reduced operational efficiencies and present safety and security concerns. The Police records and bull pen (FIG K) serves both Patrol Officers, as well as Records Staff, which can present competing functions. Detectives Offices were observed to be undersized with limited storage availability (FIG L). Between Detectives and Patrol an internal interview room does not exist for secure use limiting interviews to only occurring off the public lobby or within the secure portion of the department. Locker facilities for both men and woman are undersized and often used for ancillary storage space due to unavailability of alternative space (FIG R), while internal secure restrooms dedicated for police staff is limited to a single stall (FIG S), forcing police staff to share facilities with the public.

EXISTING CONDITIONS continued

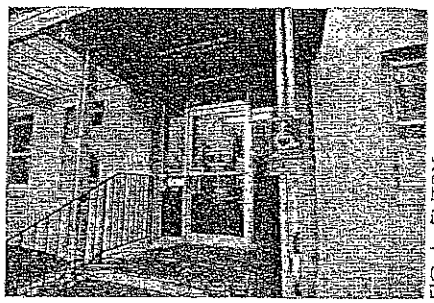


FIG A. ENTRY

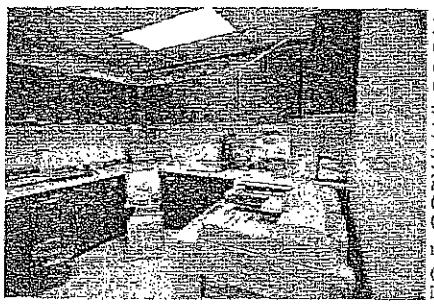


FIG E. COPY/MAIL ROOM

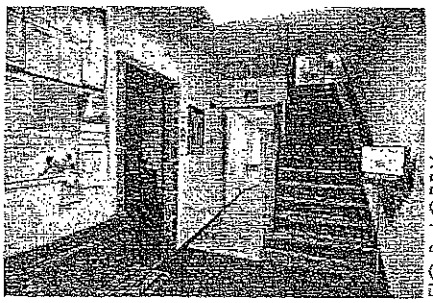


FIG B. LOBBY

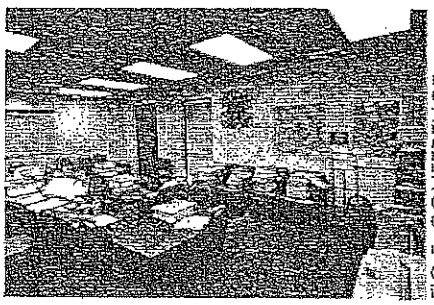


FIG F. CONFERENCE ROOM

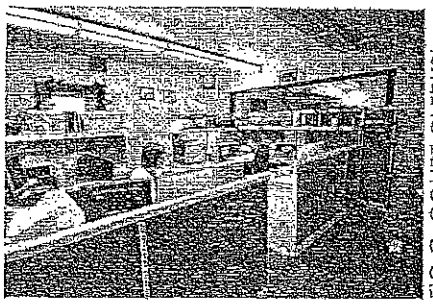


FIG C. COURT CLERKS' OFFICE

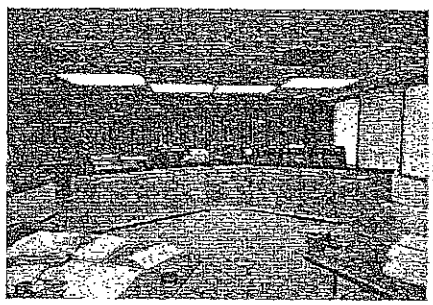


FIG G. COUNCIL CHAMBERS

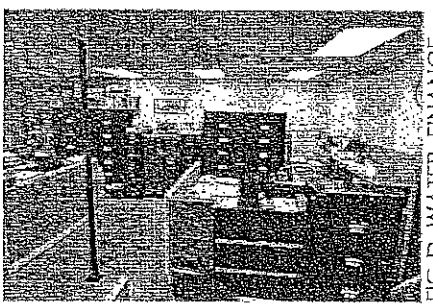


FIG D. WATER, FINANCE, & ADMINISTRATION

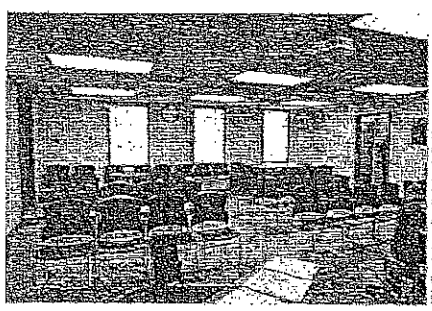


FIG H. COUNCIL CHAMBERS

FIG L. DETECTIVES OFFICE

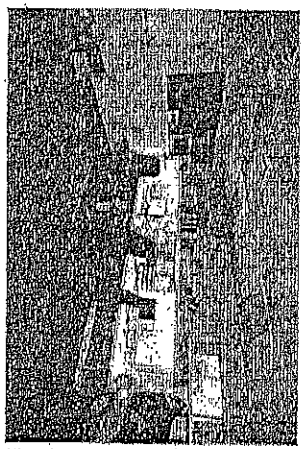


FIG K. BULL PEN

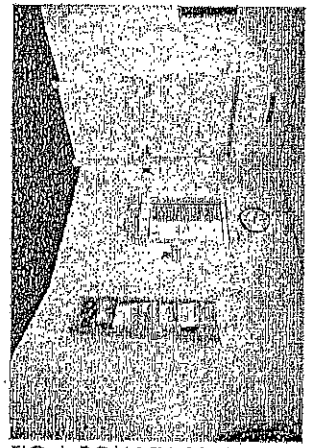


FIG J. POLICE LOBBY

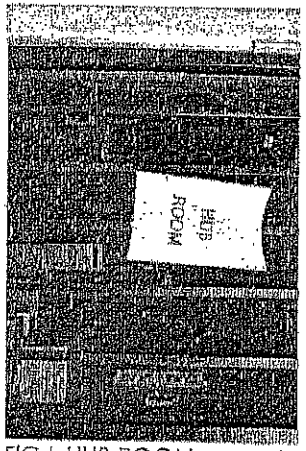


FIG I. HUB ROOM

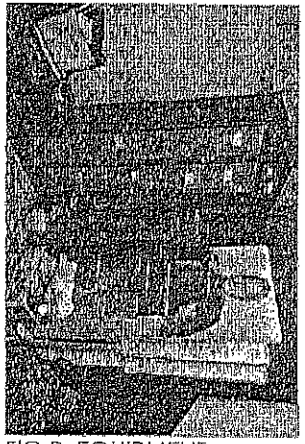


FIG P. EQUIPMENT STORAGE

FIG O. STORAGE

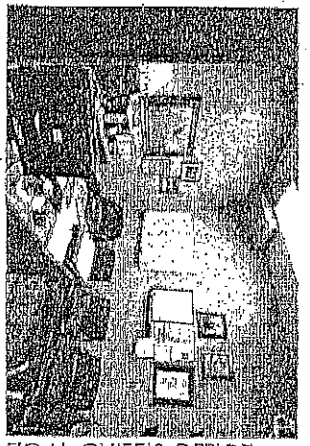


FIG N. CHIEF'S OFFICE

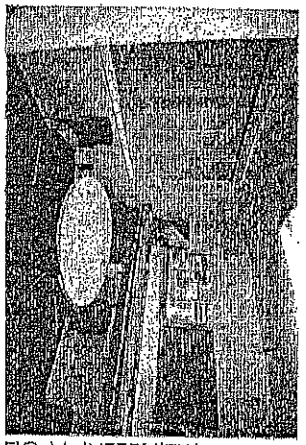


FIG M. INTERVIEW ROOM

FIG Q. BREAK ROOM

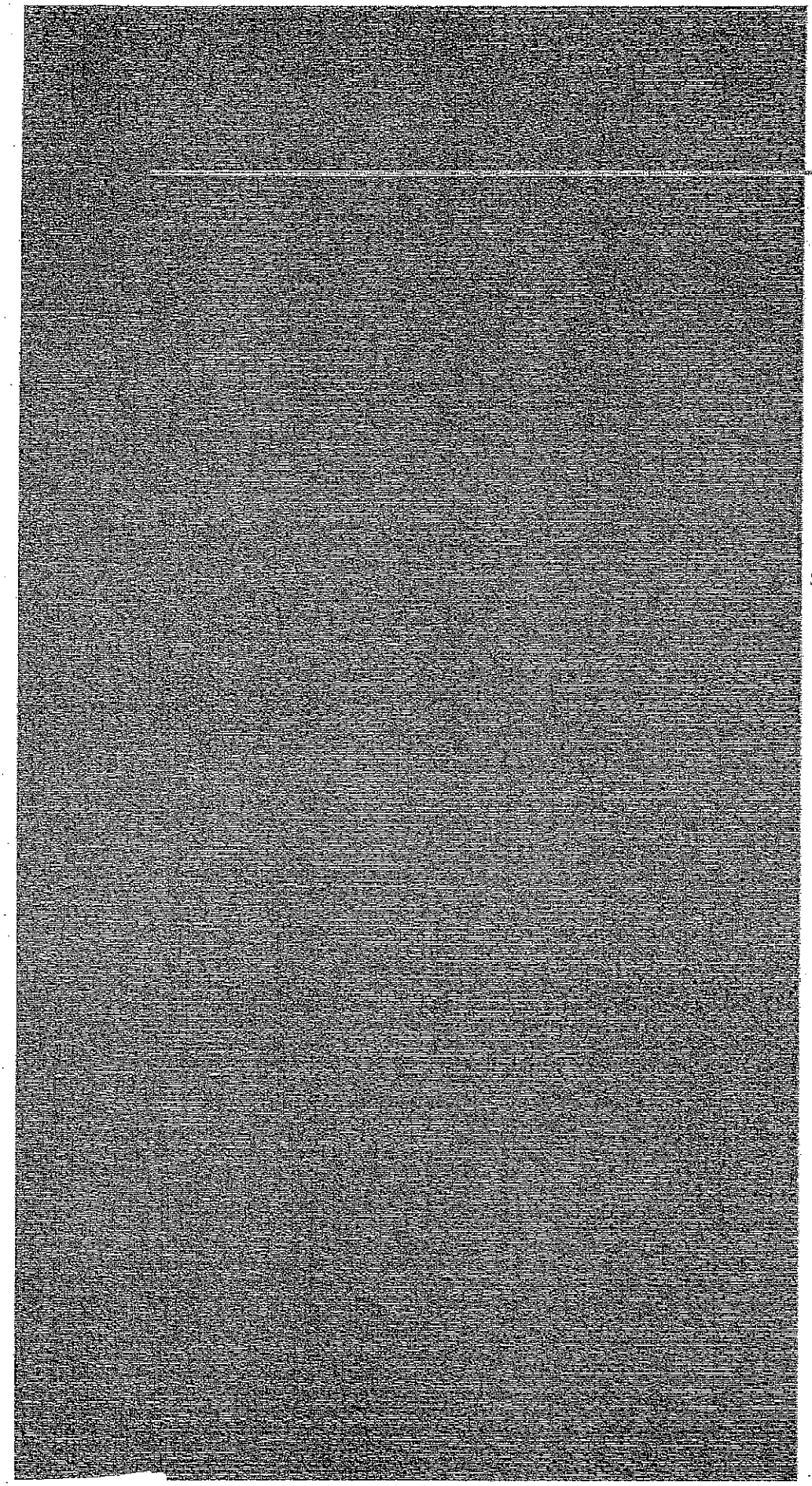
FIG T. POLICE PARKING

FIG R. MENS' LOCKER ROOM

FIG U. EVIDENCE FACILITY

FIG S. RESTROOM

FIG V. EVIDENCE FACILITY



TAB 3

PROGRAMMING
SPACE NEEDS CONSIDERATIONS
SPACE NEEDS PROGRAM

Space Needs Considerations

Police facility design is unique in that the building and all its functions are tools integral to effective and efficient operation of a policing agency. The way in which a facility is designed focuses on functionality and stringent requirements associated with protection of the building, its staff, and the public it serves. Requirements defining this particular building type are driven by jurisdictional, state, and federal criteria for safety, security and operational procedures. These criteria ensure the facility not only operates effectively on a day-to-day basis, but is also capable of resisting and responding to the forces of natural events and terrorism, all the while maintaining the stature of a civic building.

Similar to a police facility, the design of a City Hall is focused on the protection of the building and it's staff. A City Hall also needs to maintain an open and welcoming visage to the community it serves. A City Hall provides a civic building that can be used for public gatherings and assist community functions.

Beyond the building program requirements, there are important site elements and considerations that must be taken into account for these types of facilities. These program elements include public parking; secure parking for city staff, police vehicles, and equipment; emergency power; building threat protection; and access to and from the site. The most challenging consideration, for any site, stems from public and secure parking requirements. These are governed by jurisdictional requirements, as well as department growth projections and space requirements for vehicles and equipment.

The following program summary outlines the overall catigories and square footages for each departmental function within the buidling.

Program Summary

Space / Room Use	Staffing Requirements			Spaces Requirements			Space Size (sq)			Total Required Square Footage			Comments
	Exist	2023	2035	Exist	2023	2035	W	L/T	Area	Exist	2023	2035	
Department: Gladstone City Hall and Police Department													
Public Functions & Facility Core	1	1	1							755	1318	1318	
City Hall	8.5	9.5	8.5							5601	5623	5623	
Police Department	21	22	35							5822	10640	11077	
TOTAL BUILDING SQUARE FOOTAGE	30.5	32.5	44.5							12078	17582	18018	

Department: Gladstone City Hall and Police Department													
Public Functions & Facility Core	1	1	1							755	1318	1318	
Administration	5	5	5							2828	2134	2134	
City Council / Municipal Court	3.5	3.5	3.5							2673	3298	3298	
Support Functions	0	0	0							0	192	192	
Police Records / Administration	3.5	4.5	6							914	1469	1545	
Police Operations	17	17	28							1588	4730	5090	
Evidence Facility	0.5	0.5	1							2160	2129	2129	Existing evidence facility square footage.
Police Support Functions	0	0	0							1161	2312	2312	
TOTAL BUILDING SQUARE FOOTAGE	30.5	32.5	44.5							12078	17582	18018	
TOTAL EXTERIOR REQUIREMENTS										15208	18750	19026	
TOTAL SITE REQUIREMENTS (SINGLE STORY)										27286	36332	37044	SINGLE STORY FACILITY
TOTAL SITE REQUIREMENTS (TWO STORY)										20494	24924	28035	TWO STORY FACILITY

Space Needs Program

The programming information presented on the following pages represent current and future staffing counts, required spaces, sizes, functions, and general use. Future needs have been projected for a twenty-year growth and calculated based on future projections of crime, population, and city growth estimated by the City of Gladstone.

To begin the space needs evaluation process, the existing facility was toured, and current staff count, program, and space sizes documented within the program for comparative analysis.

In conjunction with existing facility documentation, the City Manager, Chief, and key City staff participated in discussions regarding their department and division work philosophy, current deficiencies, and required needs. This information was utilized in conjunction with architectural space standards and examination of recently built Police stations/City Halls in communities of similar size and demographic makeup to prepare and validate the space needs analysis on the following pages.

The program is organized into primary building elements, departments, and divisions to facilitate in identifying and assigning ancillary program needs to particular spaces unique to a civic facility. Total space size for each division is tabulated and an interior circulation factor of 20% assigned to cover primary hallways, stairways, elevators, mechanical space needs, and miscellaneous circulation needs typically required in civic facilities.

Space / Room Use	Staffing Requirements			Space Requirements			Space Size			Total Required Square Footage			Comments
	Exist	2023	2033	Exist	2023	2033	SF	LF	Area	Exist	2023	2033	
Department: Public Functions & Facility Core													
Public Functions													
Entry Vestibule				0	1	1	8	10	80	0	80	80	911 phone
Public Lobby Waiting Area / Foyer				1	1	1	15	20	300	80	300	300	Open lobby for Police and City Hall; 4-5 people
Lobby Information				0	1	1	2	10	20	0	20	20	Includes forms, information.
Display Area				0	1	1	2	10	20	0	20	20	Historical display space, PD and City Hall to confirm contents.
Report Taking Room				1	1	1	10	12	120	70	120	120	Dual access from Police Reception, 4-6 people camera & microphone.
Public Restrooms / Men's & Women's				4	2	2	10	20	200	340	400	400	
Group Total	0	0	0							490	940	940	
Facility Core													
Janitor				1	1	1	6	6	36	55	36	36	Additional (1) required for two-story facility.
Stairway				1	0	0	9	20	180	100	0	0	Required for two-story facility.
Elevator				1	0	0	6	8	48	30	0	0	Required for two-story facility.
Elevator Equipment Room				0	0	0	5	6	30	0	0	0	Required for two-story facility.
Mechanical Shaft				0	0	0	5	10	50	0	0	0	Required for two-story facility.
Server Room	1	1	1	1	1	1	10	15	150	80	150	150	to staff space, room for storage.
Electrical Room				0	1	1	10	15	150	0	150	150	
Sprinkler Riser Room				0	1	1	6	7	42	0	42	42	
Group Total										265	378	378	
SUBTOTAL										755	1318	1318	
GENERAL CIRCULATION (20%)										0	0	0	
TOTAL SQUARE FOOTAGE (Public Functions & Facility Core)										755	1318	1318	

Spaces / Room Use	Staffing Requirement			Space Requirement			Space Size			Total Required Square Footage			Comments
	2023	2028	2033	2023	2028	2033	SF	Min	Max	2023	2028	2033	

Department: City Hall Administration

Administration													
Public Reception (Service Counter)				0	1	1	5	12	72	0	72	72	
Account Clerk	1	1	1	1	1	1	8	8	64	648	64	54	Open office.
Administrative Assistant	1	1	1	1	1	1	8	8	64	64	64	54	Open office.
Utilities Clerk	1	1	1	0	1	1	8	8	64	0	64	54	Open office, secure filing cabinets.
City Administrator	1	1	1	1	1	1	10	18	180	308	180	180	Office.
Assistant City Administrator	1	1	1	1	1	1	10	16	160	228	160	160	Office with window overseeing open office.
City Hall Conference Room / Jury Room				1	1	1	20	34	680	568	680	680	Seating for 20, dividable.
Volunteers	0	0	0	0	0	0	0	0	0	0	0	0	Two Volunteers, shared open office space.
Planning Counter				0	1	1	4	12	48	0	48	48	Work space for County Planner.
Parks Staff	0	0	0	0	0	0	0	0	0	0	0	0	3 seasonal staff.
Parks Storage				1	1	1	10	10	100	28	100	100	
Administrative Storage				1	1	1	6	8	48	80	48	48	Secure.
Copy/Print/Mail Center/Work Room				1	1	1	10	10	100	168	100	100	Copier, postage machine, form storage – accessible to clerks.
Files				0	1	1	10	15	150	0	150	150	Compact shelving, includes planning, files.
Supply Storage				1	1	1	6	8	48	23	48	48	
Group Total										2126	1978	1776	
SUBTOTAL										2126	1978	1776	
GENERAL CIRCULATION (20%)										502	356	350	
TOTAL SQUARE FOOTAGE (City Hall Administration)										2628	2134	2284	

Department: City Council / Municipal Court

Support Functions													
Court/Council Chambers				1	1	1	35	50	1750	1432	1750	1750	Shared Council and Court chambers. Seating for 50-70.
Court Clerk	1.5	1.5	1.5	0	1	1	12	18	216	540	216	216	Lead court clerk & court clerk, shared office adjac. lobby/police for 3 w/ counter mailboxes.
Court Records				0	1	1	10	12	120	0	120	120	Secure.
Jury Room				1	0	0	16	28	448	135	0	0	Combined with City Hall Conference Room.
Judges Chambers	1	1	1	1	1	1	14	18	252	223	252	252	Guest seating.
Prosecutor	0.5	0.5	0.5	0	1	1	0	0	0	0	0	0	Interview room will double as council conference.
Indigent Defense	0.5	0.5	0.5	0	1	1	0	0	0	0	0	0	Interview room will double as council conference.
EOC Storage				0	1	1	10	15	150	0	150	150	Secure, access by police only. Emergency Power.
Chair / Table Storage				0	1	1	10	10	100	0	100	100	Secure.
Police Training Storage				0	1	1	8	10	80	0	80	80	Secure.
AV Room / Closet				0	1	1	8	10	80	0	80	80	
Group Total										2330	2748	2748	
SUBTOTAL										2330	2748	2748	
GENERAL CIRCULATION (28%)										653	550	770	
TOTAL SQUARE FOOTAGE (City Council/Municipal Court)										2983	3298	3518	

CLARKSTON CITY HALL & POLICE DEPARTMENT

Space / Room	Staffing Requirements			Space Requirements			Space Size			Total Required Square Footage			Comments
	Exist.	2028	2038	Exist.	2028	2038	W	L	Area	Exist.	2028	2038	
Department: City Hall Support Functions													
Support Functions													
Unisex Toilet Room				0	1	1	8	10	80	0	80	80	1x vanity, 1x toilet.
Supply Storage				0	1	1	8	10	80	0	80	80	Misc storage requirements.
Group Total:	0	0	0							0	160	160	
SUBTOTAL	0	0	0							0	160	160	
GENERAL CIRCULATION (20%)										0	32	32	
TOTAL SQUARE FOOTAGE (City Hall Support Functions)										0	192	192	
Department: Police Records / Administration													
Records													
Public Reception (Service Counter)				0	1	1	6	12	72	0	72	72	Secure w/ bullet resistant glazing & ADA counter.
Records - workstations	1	1	2	1	1	2	8	8	64	80	64	128	Open work station adjacent to reception counter.
Code Enforcement Officer	0.5	0.5	1	0	1	1	8	8	64	0	64	64	
Chief of Police	1	1	1	1	1	1	14	20	280	192	280	280	4x Conference, private office.
Lieutenant / Captain	0	1	1	0	1	1	10	16	160	0	160	160	Private office.
Executive Assistant	1	1	1	1	1	1	10	12	120	130	120	120	Private office.
Volunteers / Interns	0	0	0	0	1	1	6	6	36	0	36	36	Open workstation adjacent to Exec. Assistant 8-10 volunteers.
Confidential Records				0	1	1	8	8	64	0	64	64	Internal investigations, personnel documents.
Supply Storage				1	1	1	8	8	64	65	64	64	
Copy/Print/Mail Center/Work Room				0	1	1	10	15	150	0	150	150	Shared with court.
Records Files				0	1	1	10	15	150	222	150	150	Compact shelving with window.
Group Total:	3.5	4.5	6							689	1224	1288	
SUBTOTAL	3.5	4.5	6							689	1224	1288	
GENERAL CIRCULATION (20%)										225	245	258	
TOTAL SQUARE FOOTAGE (Police Records / Administration)										914	1469	1546	

Space / Room Title	Staffing Requirements			Space Requirements			Sp		Total Required Square Footage			Comments
	Exist	2023	2033	Exist	2023	2033	w/	SF	Area	Exist	2023	2033	
Operations													
Patrol - Sergeants	3	3	4	1	3	4	10	12	120	194	360	480	Private offices.
Patrol Officers	10	10	13	0	0	0	0	0	0	0	0	0	Space included in report writing.
Reserve Officers	2	2	8	0	0	0	8	8	64	0	0	0	Space allocated in patrol sergeant/patrol officer work stations.
Detectives	2	2	3	1	2	3	10	10	100	168	200	300	Bull pen office, adjacent to patrol.
Report Writing				1	1	1	18	20	360	300	360	360	Bull pen, 6x shared work stations.
Briefing / Conference Room				0	1	1	20	30	600	0	600	600	Equipped with audio/video equipment.
Interview Room				1	2	3	8	10	80	80	160	240	
Storage - Detectives				0	1	1	8	10	80	0	80	80	
Radio / Equipment Storage - Patrol				1	1	1	6	8	48	80	48	48	Located in report writing.
Group Total	17	17	28							822	1808	2388	
Armory / Equipment Storage													
Armory/ammunition/weapons				1	1	1	12	14	168	80	168	168	
Ammunition Storage				0	1	1	6	8	48	0	48	48	
Weapons Maintenance				0	1	1	0	0	0	0	0	0	Included within Armory.
Equipment Storage / Issuance				0	1	1	10	15	150	150	150	150	
Group Total	0	0	0							230	366	366	
Booking													
Custody Processing				0	1	1	12	20	240	127	240	240	Includes officer workspace.
Temp Holding Cell				0	2	2	8	10	80	80	160	160	Equipped w/ audio/video equipment, separate male and female cells.
Hard Interview / Intox Room - small				1	1	1	10	12	120	0	120	120	AV requirements, audio/visual, Lockable Cabinet for Intoxilizer.
Unisex Toilet				0	1	1	6	8	48	0	48	48	
Access Vestibule				0	1	1	0	0	0	0	0	0	Weapon lockup area, sq. ft. within circulation.
Storage				0	1	1	8	10	80	0	80	80	
Sally Port				0	1	1	28	40	1120	0	1120	1120	Single car garage, pull-in.
Group Total	0	0	0							207	1768	1768	
SUBTOTAL	17	17	28							1259	3942	4242	
GENERAL CIRCULATION @ 20%										329	789	849	
TOTAL SQUARE FOOTAGE (Police Operations)										1588	4738	5090	

CLAYSTONE CITY POLICE DEPARTMENT

Space / Room Use	Staffing Requirements			Space Requirements			Space Size		Total Required Square Footage			Comments
	Exist	2023	2033	Exist	2023	2033	W	L	Area	Exist	2023	2033	
Property/Evidence													
Evidence Processing - Officer				0	1	1	10	15	150	220	150	150	Temp lockers, evidence lockers, work area space included for bag/bag supplies/equipment.
Evidence Technician - Workstation	0.5	0.5	1	0	0	0	0	0	0	0	0	0	Open to work room, single staff member shared with Code Enforcement Officer.
Evidence Technician Work Room				0	1	1	10	15	150	220	150	150	Evidence Tech Processing area.
Evidence Storage - General				0	1	1	20	30	600	640	600	600	High density compact shelving.
Evidence Storage - Drying Room				0	1	1	8	10	80	0	80	80	
Refrigerated Storage				0	1	1	6	3	18	0	18	18	Refrigerator.
Narcotics Storage				0	1	1	6	8	48	0	48	48	Access from General Storage.
Cash Storage				0	0	0	0	0	0	0	0	0	Vault within General Storage.
Weapons Storage				0	1	1	6	8	48	0	48	48	Access from General Storage.
Oversized Item Storage				0	1	1	4	20	80	0	80	80	Open shelving, within General Storage room.
Vehicle Garage				0	1	1	20	30	600	720	600	600	
Bicycle Storage - Impound				0	0	0	0	0	0	0	0	0	Exterior, Covered, Secure, 50x bicycle capacity.
Group Total	0.5	0.5								1800	1774	1774	
SUBTOTAL	0.5	0.5								1800	1774	1774	
GENERAL CIRCULATION (20%)										437	355	355	
TOTAL SQUARE FOOTAGE (Property/Evidence)										2237	2129	2129	

Police Restrooms/Showers													
Unisex Toilet / Shower Room				0	3	3	9	10	90	0	270	270	1x Shower, 1x vanity, 1x toilet each.
Unisex Toilet Room				1	1	1	8	10	80	80	80	80	Adjacent to records.
Quiet Room				0	1	1	8	10	80	0	80	80	Adjacent locker rooms.
Men's Locker Room				1	1	1	20	26	520	256	520	520	30 Lockers.
Women's Locker Room				1	1	1	10	20	200	185	200	200	19 Lockers.
Group Total	1.5	1.5	1.5							523	1150	1150	

Shared													
Mud Room Vestibule / Ready Room				0	1	1	8	14	112	85	112	112	Access from secured parking w/ auto side doors, includes 15x equipment storage cubbies.
Supply Storage				0	1	1	5	5	25	81	25	25	Misc storage requirements.
Break Room				1	1	1	12	16	192	216	192	192	Room for 2-4x people, 1 RF, 2 MW, 1 DW, 1 GD, 1 RS, adjacent to Council Chamber.
Physical Training Room				0	1	1	20	20	400	0	400	400	Shared with City Hall.
Laundry Closet				0	1	1	6	8	48	0	48	48	
Group Total	0.0	0.0	0.0							382	777	777	
SUBTOTAL	0.0	0.0	0.0							905	1927	1927	
GENERAL CIRCULATION (20%)										258	385	385	
TOTAL SQUARE FOOTAGE (Police Support Functions)										1163	2312	2312	

Space/Room Use	Staffing Requirements			Space Requirements			SSF		Total Required Square Footage			Comments
	Exist	2023	2033	Exist	2023	2033	W	Area	Exist	2023	2033	

Department: Exterior Requirements

Public Parking												
Public Parking - City Hall				0	30	30	9	18	162	0	4860	4860
Public Parking - Police Department				0	5	5	9	18	162	0	810	810
Staff Parking - City Hall				0	12	12	9	18	162	0	1944	1944
Bicycle Parking				0	10	10	4	6	24	0	240	240
Group Total				0	57	57				0	7854	7854

Secured Parking												
Police Personal Vehicles				0	8	12	9	18	162	0	1296	1944	
Squad Vehicle Parking / Patrol				5	6	8	10	20	200	810	1200	1600	Covered.
Detectives' Vehicle Parking				0	2	3	10	20	200	0	400	600	Covered.
Sergeant Vehicle Parking				0	1	1	10	20	200	0	200	200	Covered.
Chiefs Vehicle Parking				0	1	1	10	20	200	0	200	200	Covered.
Code Enforcement Parking				0	1	2	10	20	200	0	200	400	Covered.
Admin Vehicle Parking				0	1	1	10	20	200	0	200	200	
Radar Trailer				0	1	1	10	20	200	0	200	200	
K-9 Parking				0	1	1	10	20	200	0	200	200	
Emergency Generator				1	1	1	15	25	375	100	375	375	Includes 4'-0" clearances, concrete pad required.
Trash/Recycling				0	1	1	10	20	200	0	200	200	Verify trash requirements with provider.
Bicycle Storage / Impound				0	1	1	20	20	400	0	400	400	50± bicycles, covered.
Group Total				6	22	30				910	5671	6519	

SUBTOTAL										910	8065	9519
GENERAL CIRCULATION (10%)										226	8065	9513
TOTAL SQUARE FOOTAGE (Interior Requirements)										1136	16130	19038

CLADSTONE CITY HALL & POLICE DEPARTMENT

GROUP MACKENZIE

January 15, 2013

City of Gladstone
Attention: Peter Boyce, City Administrator
525 Portland Avenue
Gladstone, OR 97027

Re: **Gladstone City Hall and Police Department**
Preliminary Cost Analysis
Project Number 2120509.01

Dear Mr. Boyce:

Following completion of the Gladstone City Hall and Police Department Needs Assessment Report, and upon your request, we have prepared and provided the following high level cost projections for two possible scenarios for new construction of an approximately 18,000 square foot City Hall and Police Department facility. Note that these scenarios are preliminary in scope and reflect Group Mackenzie's professional experience with comparable facilities completed within the past ten years. These preliminary costs have been projected as a low and high range for each option to allow for construction, design, and unforeseen project variations and are being provided for preliminary planning only.

As it pertains to the Options A and B, the following assumptions have been taken into account in the development of each option:

Construction Cost:

- Scope includes construction for the building and site improvements.
- General conditions, bonds and insurance, overhead and profit, and design contingencies are included in the general construction cost.
- Construction duration is anticipated to take 10 to 12 months for Option A. 8 to 10 months for Option B.
- Construction type for each option is anticipated to consist of a masonry exterior envelope, structural steel framing, high performance glazing and roofing systems, and high efficiency mechanical, plumbing, and electrical systems.

Consultant Cost:

- Scope includes Architectural and Engineering (A/E) design and construction fees, owner's project manager fees, and allowances for marketing materials, topography, and boundary surveys, special inspections, and geotechnical services.
- A/E fees are assumed at 8-10% of construction costs and include reimbursables at 10% of the design fees.

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Group Mackenzie, Incorporated
Architecture
Interiors
Structural Engineering
Civil Engineering
Land Use Planning
Transportation Planning
Landscape Architecture

Locations:
Portland, Oregon
Seattle, Washington
Vancouver, Washington

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- Environmental services, hazardous material surveys, commissioning, and arborists services are excluded.

Owner Cost:

- Scope includes fixtures, furniture and equipment, Police duty lockers, compact shelving, moving allowance, and/or temporary facilities costs.
- Furniture, Fixtures, and Equipment includes costs for furniture, appliances, and signage.
- Permit fees have been excluded at the request of the City.
- LEED, commissioning, environmental impact charges, Bond fees, and off-site improvements are excluded.

Land Cost:

- Both options are on City owned property resulting in no additional cost.

The Low / High Estimate assumptions include:

- 10 % / 15% design contingency
- 1 % / 2% of construction cost for the owner's project manager
- 4 % / 6% contractor general conditions
- 1 % / 2% construction escalation

Option A: Existing City Hall and Police Department Site

Option A revolves around the evaluation of the existing 9,918 square foot, two-story City Hall and Police Department located at 525 Portland Avenue. The site itself is limited to the building foot print and five adjacent surface parking stalls currently utilized for police patrol vehicles. City Staff, Police, and the public are required to utilize street parking.

Based on the January 2, 2013 Needs Assessment Report, this option has been evaluated for a 18,000 square foot combined facility that would consist of demolition of the existing building and construction of a new facility. Due to the site constraints the new facility would comprise of a two and a half to three story structure over one level of surface parking that would be utilized to provide secure parking for police patrol and operations vehicles. Due to city zoning restriction for height allowances to exceed 35 feet would require a variance or exception. Based on the approximate size of the site and dependent on design developments, it is anticipated that the site could potentially house 15 to 20 parking stalls.

As part of this option the existing building would be demolished to allow for new construction. Due to the age of the existing facility it is highly probable that hazardous construction materials exist and would require remediation at the time of demolition. In addition, during demolition and construction of the new facility, City and Police staff and operations would be required to relocate and operate out of temporary facilities for duration of approximately 10 to 12 months.

Advantages to maintaining City services at the existing site include the following.

- The site is City owned
- Maintaining City services within the downtown core
- Preserving community way finding for City services
- Site is flat and requires minimum site development
- Site contains required utilities necessary
- Site is located on a corner and is visually prominent
- Police emergency facilities are directly adjacent the Fire Department

Disadvantages to maintaining City services at the existing site include the following.

- The site is limited in size and cannot support the required parking needs of Police, City Staff, or the public without building on top of parking.
- Site restraints will require construction of a two and a half story facility to accommodate projected square footage growth, which increases construction cost.
- In order to accommodate and secure a portion of Police operational vehicles, the ground level will need to consist of below structure parking. This would begin to segregate Police and City functions with the upper stories and reduce effective public engagement, while increasing construction costs.
- The available floor plate size would require that the Police Department be split between floors, which can negatively affect operations.
- City staff and police operations would have to relocate and operate out of temporary facilities during demolition and construction. This will increase owner expenditures, while also disrupting public interaction.

Option A: Preliminary Costs

	LOW	HIGH
Construction Costs:	$5,535,799	$6,518,432
Consultant Costs:	$603,234	$931,241
Owner Costs:	$381,188	$542,344
Land Costs:	$0	$0
Total Project Costs Range:	$6,520,221	$7,992,017

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Option B: Webster Site

Option B revolves around the evaluation of the City owned property located at North of 18275 Webster Road. The site itself appears to be large enough to support a single story facility with surface parking. Dependent on continued development for the library, there may be opportunities to co-locate facilities within the single site and share staff and public parking demands.

As with Option A, this option has been evaluated for 18,000 square foot combined facility that would consist of new construction of a new City Hall and Police Department. Due to the available site it is recommended that a single story facility with surface parking be evaluated to reduce development costs. It is recommended that the site, if further considered, be master planned to house the City Hall, Police Department, and Library on a single site. As part of this option, development of a new building on the Webster site would allow existing City Hall and Police Department operations to continue uninterrupted during construction.

Advantages to development on the Webster site include the following:

- The site is City owned
- Site is undeveloped and allows for optimized design and site development options
- Size of site can allow for a single story facility with surface parking, which reduces development costs.
- If the library is maintained on the site and co-located, there would be an opportunity to create a civic center with shared parking
- City and Police operations can be maintained during the construction duration at current location

Disadvantages to development on the Webster site include the following:

- Relocation of City Hall and Police Department functions to the Webster site removes city functions from the city core.
- Prior library design development has progressed to a level that may require design modifications to allow for co-location of City Hall and Police Department onsite.
- Based on preliminary data provided on the site, the site will present construction challenges and potential cost premiums due to existing bedrock.
- The site is home to areas of substantial topography, which will limit development opportunities and potentially increase construction costs.

Option B: Preliminary Costs

	LOW	HIGH
Construction Costs:	$4,329,446	$5,198,726
Consultant Costs:	$481,725	$756,351
Owner Costs:	$311,672	$443,834
Land Costs:	$0	$0
Total Project Costs Range:	$5,122,843	$6,398,911

We are pleased to provide continued assistance to the City of Gladstone. If you have any questions or require further assistance please don't hesitate to request our services.

Sincerely,

Jeff R. Humphreys, Architect
Associate Principal