FACILITIES NEEDS STUDY

for the

Department of Public Works
Fire Department
Oakland County Sheriff’s Office

September 3, 2002

Straub Pettitt Yaste
850 North Crooks
Suite 200
Clawson, Michigan
48017-1311
248-059-7777
248-658-7781 fax
mail@straubpettittyaste.com
September 3, 2002

Mr. Gerald A. Dywasuk, Supervisor
Charter Township of Orion
2525 Joslyn Road
Lake Orion, MI 48360-1951

RE: Architectural / Planning Services Proposal
ORION TOWNSHIP FACILITIES NEEDS STUDY

Dear Mr. Dywasuk:

Straub Pettitt Yaste is pleased to have this opportunity to work with you and your staff in developing the Orion Township Facilities Needs Study, which follows. We would like to take this opportunity to thank you and your staff for the tremendous amount of input. Reenae Tulip, Building and Grounds Director, Bill Ireland, Director of Public Works, Fire Chief Jeff Key, and Lt. Bruce Naile, Oakland County Sheriff’s Office, provided invaluable assistance. Throughout the process we have experienced the utmost in cooperation and assistance from all levels of the Township Government.

Facilities problems keep growing in quantity and severity at the Township. Many of these problems include:

1. A lack of space for the Building Department.

2. Inefficient management of DPW Field Staff created by the remoteness of the department head and office staff from the rest of the department.

3. No central Township fire station, training, staffing, and vehicular storage.

4. General Township storage space in incredible demand and yet it nonexistent. Inefficient methods are now being used in violation of state law.

5. Storage of Township vehicles on site has generated vandalism and parking congestion.

6. Overcrowding of the parking area for the Township site, especially for summer evening programs, forces vehicles and traffic into dangerous situations.

7. Building & Grounds and Parks & Recreation Department without workspace and vehicle storage areas.

8. Increasing growth of the Sheriff Office responding to Township population growth is difficult if not impossible within the present space.
Sometime ago it was suggested that the facilities problems of the Sheriff’s Office new space, DPW, and the Central Fire Station could be constructed off the present Township site. The eleven-acre site just south of the school on the east side of Joslyn Road south of Clarkston Road was considered. This study explores the potential feasibility and quantifies the needs and requirements of these departments with the expectation of resolving their problems and subsequently other Township facility problems.

The following materials are organized in a logical progressive manner, developing the needs and justification for each individual space. The individual requirements of those spaces determine the area requirements. Subsequently, the site has been evaluated and analyzed. A preliminary budget and schedule are developed from all of the proceeding work. And finally, the conclusions identify the resolution of nearly all the Township’s facilities problems.

The Facilities Needs Study develops scope of work and scope of needs quite well. However, it should not be construed as a “design”. Typically, a space requirement, which has been justified with a space sketch, is only determining a general area requirement. Surely the configuration could change if desired. Similarly, the building footprints, vehicular circulation, parking, outside storage shown in the Study present the feasibility of the improvements and should not be interrupted as a “design”.

Straub Pettitt Yaste is proud of the materials presented herein. We look forward to working with you further to bring the entire project to reality. Thank you for considering us in the Township’s future plans.

Sincerely,

STRAUB PETTITT YASTE

R. Thomas Yaste, AIA
Principal
CONCLUSION & SUMMARY

ORION TOWNSHIP STUDY

Project No. 0228

FACILITIES PROBLEMS

There are several facilities problems presently facing the Township. This Study has addressed them. They include:

1. The Building Department has an intense need for additional space.

2. Inefficient management of DPW Field Staff created by the remoteness of the department head and office staff from the rest of the department.

3. A lack of central Fire Station, training, staffing, and vehicular storage.

4. The Silverbell Station is functioning more like an office than a fire station.

5. General Township storage space is nearly non-existent, inefficient and in some cases in ordinance violation.

6. Storage of Township vehicles on site makes them vulnerable to vandalism and the weather.

7. Over crowding of parking areas at the Township site for summer evening programs forces vehicles into grass areas.

8. Building & Grounds and Park & Recreation Department workspace and vehicle storage is non-existent.

9. Increasing growth of the Sheriff Substation staffing leaves nowhere for expansion.

The proposed solution, that of constructing a new DPW, Central Fire Station and Sheriff's Office on the 11-acre site, south of Clarkston Road on the east side of Joslyn, appears to satisfy all these facility needs very well.

However, there are fallout benefits that also improve conditions to enhance service to the residents.

In general, adequate space and facilities promotes performance efficiency of each employee, which results in fewer employees and thus saves tax payers dollars.
CONCLUSION & SUMMARY

ORION TOWNSHIP STUDY

Project No. 0228

FACILITIES SOLUTION

Construction of the proposed Department of Public Works Building, the Central Fire Station and the Oakland County Sheriff’s Office have an incredible impact on the facilities needs now facing the Township.

1. Construction of the DPW allows for unification of the entire staff immensely improving supervision and work efficiency. A single recognition point for the residents is established for water and sewer issues. Adequate space for the next 10 years is available which improves service to the Township. Should the DPW scope of services be expanded, provisions for facility expansion are incorporated in the floor and Site Plans.

Secondarily, the space vacated by the administrative staff of the DPW is available for the expansion of the Township Building Department, which is experiencing a stifling space shortage.

Additionally, the vacation of the present DPW building and the enclosed security yard on the Township Hall Site will provide:

- On-site storage of Township records by law must be stored at the same site as the Township Offices.

- Security for Township vehicles now parking openly in the lots at the Township Hall, consuming high demand spaces for recreational parking in the evenings and weekends. Minimized vandalism for Township vehicles moved to the old DPW.

- Workshop space and secure vehicle storage for the Parks & Recreation and Buildings & Grounds, again freeing more parking spaces for use by residents using the recreational facilities at the site.

2. Construction of the Central Fire Station finally allows for uniform fire protection for the entire Township. It locates occasionally used equipment like the ladder truck and special emergency equipment and vehicles to the center of the Township minimizing response time thus better serving the public. It exploits one of the last available centrally located sites in the Township. It also places Fire administrative staff and leadership at a key location for emergency response. Training and staffing would have adequate space and facilities to properly train and improve skills.
CONCLUSION & SUMMARY

ORION TOWNSHIP STUDY

Project No. 0228

There is secondary fallout to this construction also which allows the Silverbell station to function properly and not as the Township Fire Administration Offices. Local residents will also identify the Central Fire Station and the proposed Sheriff’s Offices as the emergency services centrally located and serving all quadrants of the Township.

3. Construction of the proposed Oakland County Sheriff’s Offices provides for central Township dispatch of emergency police services. It provides adequate space for the present staff, safe and secure detainee entry, vehicular service space and potential expansion to accommodate this function when the Township reaches its ultimate capacity.

The most significant benefit to this relocation is the removal of the facilities from the Township Hall and site. Multiple benefits include:

- Freeing Township Hall space for the Recreation Department and other congested departments.

- Eliminating the hazards associated with emergency vehicles leaving and entering the present site in emergency situations.

- Appropriate facilities to handle detainees safely and securely without potential Township Hall or recreational user conflicts.

- Availability of an entire additional parking area for Township Hall and recreational use.
CONCLUSIONS

There are several facilities problems presently facing the Township. This Study has addressed them. They include:

1. The Building Department has an intense need for additional space.

2. Inefficient management of the DPW created by the remoteness of the department head and office staff from the rest of the department.

3. A lack of central Fire Station, training, staffing, and vehicular storage.

4. The Silverbell Station is functioning more like an office than a fire station.

5. General Township storage space is nearly non-existent, inefficient and in some cases in ordinance violation.

6. Storage of Township vehicles on site makes them vulnerable to vandalism and the weather.

7. Over crowding of parking areas at the Township site for evening summer programs forces vehicles into grass areas.

8. Park and Recreation Department workspace and vehicle storage is non-existent.

9. Increasing growth of the Sheriff Substation staffing leaves nowhere for expansion.

The proposed solution, that of constructing a new DPW, Central Fire Station and Sheriff’s Office on the 11 acre site south of Clarkston Road on the east side of Joslyn appears to satisfy all these facility needs very well. However, there are fallout benefits, which also improve conditions to enhance service to the residents.

Facilities Considerations

Construction of the proposed Department of Public works Building, the Central Fire Station and the Oakland County Sheriff’s Office have an incredible impact on the facilities needs now facing the Township.

1. Construction of the DPW allows for unification of the entire staff immensely improving supervision and work efficiency. A single recognition point for the residents is established for water and sewer issues. Adequate space for the next 15 years is available which improves service to the Township. Should the DPW scope of services be expanded, adequate facility expansion space is available.

Secondarily, the space vacated by the administrative staff of the DPW is available for the expansion of the Township Building Department, which is experiencing a stifling space shortage.
Additionally, the vacation of the present DPW building and the enclosed security yard on the Township Hall Site will provide:

- On-site storage of Township records which by law must be stored at the same site as the Township Offices.

- Security for Township vehicles now parking openly in the lots at the Township Hall, consuming high demand spaces for recreational parking in the evenings and weekends. Minimized vandalism for Township vehicles moved to the old DPW.

- Workshop space and secure vehicle storage for the Parks and Recreation and Buildings and Grounds, again freeing more parking spaces for use by township residents using the recreational facilities at the site.

2. Construction of the Central Fire Station finally allows for uniform fire protection for the entire township. It locates occasionally used equipment like the ladder truck and special emergency equipment and vehicles to the center of the township minimizing response time thus better serving the public. It exploits one of the last available centrally located sites in the township. It also places Fire administrative staff and leadership at a key location for emergency response. Training and staffing would have adequate space and facilities to properly train and improve skills.

There is secondary fallout to this construction also which allows the Silverbell station to function properly and not as the township fire administration offices. Local residents will also identify the Central Fire Station and the proposed Sheriff's Offices as the emergency services location equally serving all quadrants of the township.

3. Construction of the proposed Oakland County Sheriff's Offices provides for central township dispatch of emergency police services. It provides adequate space for the present staff, safe and secure detainee entry, vehicular service space and potential expansion to accommodate this function when the Township reaches its ultimate capacity.

The most significant benefit to this relocation is the removal of the facilities from the Township Hall and site. Multiple benefits include:

- Freeing township hall space for the Recreation Department and other congested departments.

- Eliminating the hazards associated with emergency vehicles leaving and entering the present site in emergency situations.

- Appropriate facilities to handle detainees safely and securely without potential township hall or recreational user conflicts.

- Availability of an entire additional parking area for Township Hall and recreational use.

**Monetary Considerations**
A summary of anticipated space requirements for each department was developed with the specific Director and Staff.

Spaces in many cases duplicate functions found in the present buildings located throughout the Township on multiple sites.

Other spaces are identified for functions that are not found in the present facility but which are recognized as necessary.
ORION TOWNSHIP STUDY
Department of Public Works
Project No. 0228

Office Space
  Director
  Assistant Director
Secretary / Billing Room
  Lunch Room
Conference Room
  Supply Room
  Plan Room
Toilet Room (Staff and Public)
  Plan Review Room
  Reception / Lobby

Repair / Maintenance Bay

Maintenance Tool / Parts Room

Break Room

Garage Office

Locker Room – Men

Locker Room – Women

Meter Room

Shop Room

Storage Room

Equipment Bay Area
ORION TOWNSHIP STUDY
Fire Department
Project No. 0228

Lobby / Vestibule
Fire Chief Office Officer
Conference Room
General Office
Work Room
Training Room
Public Education Equipment Storage
Fire Training Equipment Storage
Fire Fighters
Men’s Restroom
Women’s Restroom (Staff and Public)
Day Room
Kitchen / Pantry
Physical Training Storage
Bunk Room
Men’s Locker Room
Women’s Locker Room
Apparatus / Garage
Self Contained Breathing Apparatus
Seasonal Storage
Decontamination
Medical Supplies
Laundry
Hose Storage
General Storage
Tools Crib
Turnout Gear Storage
Equipment
ORION TOWNSHIP STUDY
Oakland County Sheriff's Office
Project No. 0228

Lobby
Reception
Storage
Report
Men's Locker Room
Women's Locker Room
Break Room
Lt. Office
Conference Room
Holding Room
Interview
Sergeant's Office
Detective's Office
Garage
Receiving Garage
Public Toilet
School Liaison Office
Parking
## SPACE SUMMARY

**ORION TOWNSHIP STUDY**  
Oakland County Sheriff's Office  
Project No. 0228

<table>
<thead>
<tr>
<th>Room / Space Name</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lobby</td>
<td>560 NSF</td>
</tr>
<tr>
<td>Reception</td>
<td>440 NSF</td>
</tr>
<tr>
<td>Storage</td>
<td>300 NSF</td>
</tr>
<tr>
<td>Report</td>
<td>240 NSF</td>
</tr>
<tr>
<td>Men’s Locker Room</td>
<td>1,380 NSF</td>
</tr>
<tr>
<td>Women’s Locker Room</td>
<td>350 NSF</td>
</tr>
<tr>
<td>Break Room</td>
<td>210 NSF</td>
</tr>
<tr>
<td>Lt. Office</td>
<td>140 NSF</td>
</tr>
<tr>
<td>Conference Room</td>
<td>192 NSF</td>
</tr>
<tr>
<td>Holding Room</td>
<td>128 NSF</td>
</tr>
<tr>
<td>Interview</td>
<td>64 NSF</td>
</tr>
<tr>
<td>Sergeant’s Office</td>
<td>384 NSF</td>
</tr>
<tr>
<td>Detective’s Office</td>
<td>432 NSF</td>
</tr>
<tr>
<td>Garage</td>
<td>1,080 NSF</td>
</tr>
<tr>
<td>Receiving Garage</td>
<td>480 NSF</td>
</tr>
<tr>
<td>Public Toilet</td>
<td>56 NSF</td>
</tr>
<tr>
<td>School Liaison Office</td>
<td>144 NSF</td>
</tr>
</tbody>
</table>
| Parking                    | 20 Isolated Patrol Cars  
|                            | 20 Personal Cars |
For each space and/or function the staff was interviewed regarding equipment, furniture, and function of that space.

It is these elements which dictate a subsequent area requirement.

Each room/space requirement is drawn in a very schematic way to establish a more objective area requirement.

Sketches follow the room space summary.
ROOM SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Department of Public Works
Project No. 0228

ROOM/SPACE NAME: Director
DIMENSIONS: 14' x 14'-5"
AREA: 200 Square Feet
NUMBER REQUIRED: 1
TOTAL AREA: 
OCCUPANCY: 1
VISITORS: 3
HOURS OF USE PER WEEK: 
LEVEL OF CONTROL NECESSARY: 
ACCESS: 
SHARED USE POSSIBLE: Same size as present.

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Direct all DPW functions.

SECONDARY: 

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Desk
- Work Surface (Drawing Size)
- Side Chairs (3)
- Lateral Files

EQUIPMENT:
ROOM SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Department of Public Works
Project No. 0228

ROOM/SPACE NAME: Assistant Director
DIMENSIONS: 12' x 14'
AREA: 168 Square Feet
NUMBER REQUIRED: 1
TOTAL AREA: 
OCCUPANCY: 1
VISITORS: 2
HOURS OF USE PER WEEK: 
LEVEL OF CONTROL NECESSARY: 
ACCESS: 
SHARED USE POSSIBLE: 

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Assist Director

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Table / Desk
- Work Surface for Drawings
- Side Chairs (2)
- File

EQUIPMENT:
ASSISTANT DIRECTOR

168 NSF
ROOM SPACE REQUIREMENTS

ROOM/SPACE NAME: Secretary / Billing Room
DIMENSIONS: 16' x 32'
AREA: 512 Square Feet
NUMBER REQUIRED: 1
TOTAL AREA: 

Occupancy: 4
VISITORS: 1

HOURS OF USE PER WEEK: 
LEVEL OF CONTROL NECESSARY: 
ACCESS: 
SHARE USE POSSIBLE: 

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: Office Space

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE:
- 4 Work Stations
- 12' Counter Service
- Cash Register Area
- Files (6 now / 2 future)

EQUIPMENT: 
Copier
Fax
SECRETARY/BILLING

512 SF
### Room Space Requirements

**Room/Space Name:** Lunch Room  
**Dimensions:** 16' x 12'  
**Area:** 192 Square Feet  
**Number Required:**  
**Total Area:**  
**Occupancy:** 4/5  
**Visitors:**  
**Hours of Use Per Week:** Regular Hours  
**Level of Control Necessary:**  
**Access:**  
**Shared Use Possible:**  

### General Description of Space Usage/Purpose/Activity

**Primary:**  
- Eating / Food Preparation  

**Secondary:**  
- Overflow Work Space  

### Furniture / Equipment (New & Existing)

**Furniture:**  
- Table with Chairs  

**Equipment:**  
- Sink  
- Refrigerator  
- Microwave  
- Storage
## Room Space Requirements

**Orion Township Study**  
Department of Public Works  
Project No. 0228

<table>
<thead>
<tr>
<th>Room/Space Name:</th>
<th>Conference Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimensions:</td>
<td>20' x 12'</td>
</tr>
<tr>
<td>Area:</td>
<td>240 Square Feet</td>
</tr>
<tr>
<td>Number Required:</td>
<td>1</td>
</tr>
<tr>
<td>Total Area:</td>
<td></td>
</tr>
<tr>
<td>Occupancy:</td>
<td></td>
</tr>
<tr>
<td>Visitors:</td>
<td></td>
</tr>
<tr>
<td>Hours of Use Per Week:</td>
<td></td>
</tr>
<tr>
<td>Level of Control Necessary:</td>
<td>High</td>
</tr>
<tr>
<td>Access:</td>
<td></td>
</tr>
<tr>
<td>Shared Use Possible:</td>
<td></td>
</tr>
</tbody>
</table>

### General Description of Space Usage/Purpose/Activity

**Primary:**  
- Meetings / Presentations / Training

**Secondary:**

### Furniture / Equipment (New & Existing)

**Furniture:**  
- Conference Table (10)  
- Storage

**Equipment:**  
- Presentation / Display Counter  
- Projection Screen  
- Projector  
- VCR / DVD
CONFERENCE
240 NSF
ROOM SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Department of Public Works
Project No. 0228

ROOM/SPACE NAME: Supply Room
DIMENSIONS: 8’ x 12’
AREA: 96 Square Feet
NUMBER REQUIRED: 1
TOTAL AREA:
OCCUPANCY:
VISITORS:
HOURS OF USE PER WEEK:
LEVEL OF CONTROL NECESSARY:
ACCESS:
SHARED USE POSSIBLE:

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Store Office Supplies

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Shelving

EQUIPMENT: - Extra Equipment
Supply Room
96 NSF
### ROOM SPACE REQUIREMENTS

**ORION TOWNSHIP STUDY**  
Department of Public Works  
Project No. 0228

<table>
<thead>
<tr>
<th>ROOM/SPACE NAME:</th>
<th>Plan Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIMENSIONS:</td>
<td>30’ x 10’</td>
</tr>
<tr>
<td>AREA:</td>
<td>300 Square Feet</td>
</tr>
<tr>
<td>NUMBER REQUIRED:</td>
<td></td>
</tr>
<tr>
<td>TOTAL AREA:</td>
<td></td>
</tr>
<tr>
<td>OCCUPANCY:</td>
<td></td>
</tr>
<tr>
<td>VISITORS:</td>
<td></td>
</tr>
<tr>
<td>HOURS OF USE PER WEEK:</td>
<td></td>
</tr>
<tr>
<td>LEVEL OF CONTROL NECESSARY:</td>
<td></td>
</tr>
<tr>
<td>ACCESS:</td>
<td></td>
</tr>
<tr>
<td>SHARED USE POSSIBLE:</td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY**

**PRIMARY:**  - Store Drawing

**SECONDARY:**

**FURNITURE / EQUIPMENT (NEW & EXISTING):**

**FURNITURE:**  - Shelving  
                 - Files

**EQUIPMENT:**
Plan Room

300 SF
## Room Space Requirements

**Orion Township Study**  
Department of Public Works  
Project No. 0228

### Room/Space Name:
- Toilet Room (Staff and Public)

### Dimensions:
- 9' x 7'-6"

### Area:
- 68 Square Feet

### Number Required:
- 2

### Total Area:

### Occupancy:
- 1

### Visitors:

### Hours of Use Per Week:

### Level of Control Necessary:

### Access:

### Shared Use Possible:

### General Description of Space Usage/Purpose/Activity

**Primary:**  
- Separate Facilities for Staff and Public

**Secondary:**

### Furniture / Equipment (New & Existing)

**Furniture:**

**Equipment:**
Staff Toilet
68 SF

Public Toilet
68 SF
ROOM SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Department of Public Works
Project No. 0228

ROOM/SPACE NAME: Plan Review Room
DIMENSIONS: 10' x 16'
AREA: 160 Square Feet
NUMBER REQUIRED: 1
TOTAL AREA: 
OCCUPANCY: 
VISITORS: 2/3
HOURS OF USE PER WEEK: 
LEVEL OF CONTROL NECESSARY: 
ACCESS: 
SHARED USE POSSIBLE: Off Lobby / Service Area

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY:
- Hold Plans for viewing by public and bidders.
- Document preparation for Contractor submissions.

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING):

FURNITURE:
- Counter
- Plan Holder
- Files

EQUIPMENT:
PLAN REVIEW
1600 SF
**ROOM SPACE REQUIREMENTS**

**ORION TOWNSHIP STUDY**  
Department of Public Works  
Project No. 0228

<table>
<thead>
<tr>
<th>ROOM/SPACE NAME:</th>
<th>Reception / Lobby Area</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DIMENSIONS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AREA:</td>
<td></td>
</tr>
<tr>
<td>NUMBER REQUIRED:</td>
<td></td>
</tr>
<tr>
<td>TOTAL AREA:</td>
<td></td>
</tr>
<tr>
<td>OCCUPANCY:</td>
<td></td>
</tr>
<tr>
<td>VISITORS:</td>
<td></td>
</tr>
<tr>
<td>HOURS OF USE PER WEEK:</td>
<td></td>
</tr>
<tr>
<td>LEVEL OF CONTROL NECESSARY:</td>
<td></td>
</tr>
<tr>
<td>ACCESS:</td>
<td></td>
</tr>
<tr>
<td>SHARED USE POSSIBLE:</td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY**

**PRIMARY:**

**SECONDARY:**

**FURNITURE / EQUIPMENT (NEW & EXISTING)**

**FURNITURE:**

**EQUIPMENT:**
Room/Space Name: Repair / Maintenance Bay
Dimensions: 24' x 36'
Area: 
Number Required: 1
Total Area: 
Occupancy: 1/2
Visitors: 
Hours of Use per Week: 
Level of Control Necessary: 
Access: 
Shared Use Possible: 

General Description of Space Usage/Purpose/Activity

Primary:
- Equipment (Vehicle Repair)
- Repair

Secondary:

Furniture / Equipment (New & Existing)

Furniture:

Equipment:
- Air Compressor
- Work Bench
- Heavy Hoist (Truck)
- Light Hoist (Car and Pickups)
REPAIR MAINTENANCE BAY

864 NSF
ROOM SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Department of Public Works
Project No. 0228

ROOM/SPACE NAME: Maintenance Tools / Parts Room

DIMENSIONS: 20' x 12'

AREA: 240 Square Feet

NUMBER REQUIRED: 1

TOTAL AREA: 

OCCUPANCY: 

VISITORS: 

HOURS OF USE PER WEEK: 

LEVEL OF CONTROL NECESSARY: 

ACCESS: 

SHARED USE POSSIBLE: 

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Service Parts, Tools, and Supplies for Vehicle Service

SECONDARY: 

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: 

EQUIPMENT: 
MAINTENANCE TOOLS/FACTS

240 NSF
## ROOM SPACE REQUIREMENTS

**ORION TOWNSHIP STUDY**  
Department of Public Works  
Project No. 0228

<table>
<thead>
<tr>
<th>Room/Space Name:</th>
<th>Break Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimensions:</td>
<td>20’ x 13’</td>
</tr>
<tr>
<td>Area:</td>
<td>260 Square Feet</td>
</tr>
<tr>
<td>Number Required:</td>
<td>1</td>
</tr>
<tr>
<td>Total Area:</td>
<td></td>
</tr>
<tr>
<td>Occupancy:</td>
<td>10/12</td>
</tr>
<tr>
<td>Visitors:</td>
<td></td>
</tr>
<tr>
<td>Hours of Use Per Week:</td>
<td></td>
</tr>
<tr>
<td>Level of Control Necessary:</td>
<td></td>
</tr>
<tr>
<td>Access:</td>
<td></td>
</tr>
<tr>
<td>Shared Use Possible:</td>
<td></td>
</tr>
</tbody>
</table>

**General Description of Space: Usage/Purpose/Activity**

**Primary:**  
- Eat  
- Food Preparation

**Secondary:**

**Furniture / Equipment (New & Existing):**

**Furniture:**  
- Tables with Chairs

**Equipment:**  
- Refrigerator  
- Microwave  
- Sink
Break Room

260 NSF
ROON SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Department of Public Works
Project No. 0228

ROOM/SPACE NAME: Garage Office
DIMENSIONS: 
AREA: 
NUMBER REQUIRED: 
TOTAL AREA: 
OCCUPANCY: 
VISITORS: 
HOURS OF USE PER WEEK: 
LEVEL OF CONTROL NECESSARY: 
ACCESS: 
SHARED USE POSSIBLE: 

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Office for Supervisor
- Plan and Map Storage

SECONDARY: 

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Desk
- File
- Flat or Hanging Plan File
- Plan Review Space
- Side Chairs (2)

EQUIPMENT: 
## ROOM SPACE REQUIREMENTS

**ORION TOWNSHIP STUDY**  
Department of Public Works  
Project No. 0228

<table>
<thead>
<tr>
<th>ROOM/SPACE NAME:</th>
<th>Locker Room - Men</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIMENSIONS:</td>
<td>42' x 12'</td>
</tr>
<tr>
<td>AREA:</td>
<td>504 Square Feet</td>
</tr>
<tr>
<td>NUMBER REQUIRED:</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL AREA:</td>
<td></td>
</tr>
<tr>
<td>OCCUPANCY:</td>
<td>10/12</td>
</tr>
<tr>
<td>VISITORS:</td>
<td></td>
</tr>
<tr>
<td>HOURS OF USE PER WEEK:</td>
<td></td>
</tr>
<tr>
<td>LEVEL OF CONTROL NECESSARY:</td>
<td></td>
</tr>
<tr>
<td>ACCESS:</td>
<td></td>
</tr>
<tr>
<td>SHARED USE POSSIBLE:</td>
<td></td>
</tr>
</tbody>
</table>

### GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

**PRIMARY:**

**SECONDARY:**

### FURNITURE / EQUIPMENT (NEW & EXISTING)

**FURNITURE:**  - 12 Lockers (24” x 24”)
                 - Bench

**EQUIPMENT:**  - Shower
ROOM/SPACE NAME: *Locker Room - Women*

DIMENSIONS: 28’ x 12’

AREA: 336 Square Feet

NUMBER REQUIRED: 1

TOTAL AREA:

OCCUPANCY: 4

VISITORS:

HOURS OF USE PER WEEK:

LEVEL OF CONTROL NECESSARY:

ACCESS:

SHARED USE POSSIBLE:

**GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY**

**PRIMARY:**

**SECONDARY:**

**FURNITURE / EQUIPMENT (NEW & EXISTING)**

FURNITURE: - 4 Lockers (24” x 24”)
- Bench

EQUIPMENT: - Shower
LOCKER ROOM WOMEN

330 SF
ROOM SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Department of Public Works
Project No. 0228

ROOM/SPACE NAME: Meter Room
DIMENSIONS: 20' x 12'
AREA: 240 Square Feet
NUMBER REQUIRED: 1
TOTAL AREA: 

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY
PRIMARY: - Storage and Repair of Water Meters
SECONDARY:

FURNITURE/EQUIPMENT (NEW & EXISTING)
FURNITURE: - Racks
- Work Surface
EQUIPMENT:
METER ROOM

240 NSF
ROOM SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Department of Public Works
Project No. 0228

ROOM/SPACE NAME: Shop Room
DIMENSIONS: 24' x 16'
AREA: 384 Square Feet
NUMBER REQUIRED: 1
TOTAL AREA:
OCCUPANCY:
VISITORS:
HOURS OF USE PER WEEK:
LEVEL OF CONTROL NECESSARY:
ACCESS:
SHARED USE POSSIBLE:

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Welding
- Work on Small Portable Items

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Work Bench

EQUIPMENT: - Welding
SHOP AREA

384 NSF
ROOM SPACING REQUIREMENTS

ORION TOWNSHIP STUDY
Department of Public Works
Project No. 0228

ROOM/SPACE NAME: Storage Room
DIMENSIONS: 40' x 40'
AREA: 1,600 Square Feet
NUMBER REQUIRED: 1
TOTAL AREA: 1,600 Square Feet

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Storage of Seasonal and Emergency Equipment
- Storage of Bulk Supplies and Materials

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE:

EQUIPMENT:
STORAGE

1,000 NSF

RACKED EQUIPMENT | MATERIALS
ROOM SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Department of Public Works
Project No. 0228

ROOM/SPACE NAME: Equipment Bay
DIMENSIONS: 80' x 100'
AREA: 8,000 Square Feet
NUMBER REQUIRED: 1
TOTAL AREA: 
OCCUPANCY: 
VISITORS: 
HOURS OF USE PER WEEK: 
LEVEL OF CONTROL NECESSARY: 
ACCESS: 
SHARED USE POSSIBLE: 

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Vehicle / Equipment Storage
            Maintenance
            - Storage of Bulk Supplies and Materials

SECONDARY: - Cold Storage Mezzanine Above
            Part One Bay Desirable

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE:

EQUIPMENT: - One Ton Crane Access Everywhere
            Acoustically Separate from
            Office Space
EQUIPMENT BAY AREA
8,000 NSF
**ROOM / SPACE REQUIREMENTS**

ORION TOWNSHIP STUDY  
Fire Department  
Project No. 0228

<table>
<thead>
<tr>
<th>ROOM/SPACE NAME:</th>
<th>Lobby / Vestibule</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIMENSIONS:</td>
<td>22'-0&quot; x 18'-0&quot;</td>
</tr>
<tr>
<td>AREA:</td>
<td>324 Square Feet</td>
</tr>
<tr>
<td>NUMBER REQUIRED:</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL AREA:</td>
<td></td>
</tr>
<tr>
<td>OCCUPANCY:</td>
<td></td>
</tr>
<tr>
<td>VISITORS:</td>
<td></td>
</tr>
<tr>
<td>HOURS OF USE PER WEEK:</td>
<td></td>
</tr>
<tr>
<td>LEVEL OF CONTROL NECESSARY:</td>
<td></td>
</tr>
<tr>
<td>ACCESS:</td>
<td>General Office, Restrooms, Exterior</td>
</tr>
<tr>
<td>SHARED USE POSSIBLE:</td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY**

**PRIMARY:**  
- Entrance Space

**SECONDARY:**

**FURNITURE / EQUIPMENT (NEW & EXISTING)**

**FURNITURE:**  
- Chairs (3)  
- End Table

**EQUIPMENT:**
VESTIBULE / LOBBY

324 NSF
**ROOM / SPACE REQUIREMENTS**

**ORION TOWNSHIP STUDY**  
Fire Department  
Project No. 0228

<table>
<thead>
<tr>
<th>ROOM/SPACE NAME:</th>
<th>Fire Chief Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIMENSIONS:</td>
<td>14'-0&quot; x 17'-0&quot;</td>
</tr>
<tr>
<td>AREA:</td>
<td>238 Square Feet</td>
</tr>
<tr>
<td>NUMBER REQUIRED:</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL AREA:</td>
<td></td>
</tr>
<tr>
<td>OCCUPANCY:</td>
<td>1</td>
</tr>
<tr>
<td>VISITORS:</td>
<td>3</td>
</tr>
<tr>
<td>HOURS OF USE PER WEEK:</td>
<td>High</td>
</tr>
<tr>
<td>LEVEL OF CONTROL NECESSARY:</td>
<td>General Office</td>
</tr>
<tr>
<td>ACCESS:</td>
<td>General Office</td>
</tr>
<tr>
<td>SHARED USE POSSIBLE:</td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY**

**PRIMARY:**  
- Directs Department

**SECONDARY:**

**FURNITURE / EQUIPMENT (NEW & EXISTING)**

**FURNITURE:**  
- Desk with Chair  
- Side Chairs (5)  
- Lateral File Cabinets (3)  
- Conference Table  
- Work Table

**EQUIPMENT:**  
- Computer
ROOM / SPACE REQUIREMENTS

OFION TOWNSHIP STUDY
Fire Department
Project No. 0228

ROOM/SPACE NAME: Officer
DIMENSIONS: 10'-0" x 11'-4"
AREA: 110 Square Feet
NUMBER REQUIRED: 2
TOTAL AREA: 220 Square Feet
OCCUPANCY: 1
VISITORS: 2
HOURS OF USE PER WEEK: 
LEVEL OF CONTROL NECESSARY: High
ACCESS: General Office
SHARED USE POSSIBLE: 

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Assists Fire Chief

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Desk with Chair
- Side Chairs (2)
- File Cabinets

EQUIPMENT: - Computer
ROOM / SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Fire Department
Project No. 0228

ROOM/SPACE NAME: Conference Room
DIMENSIONS: 20'-0" x 13'-0"
AREA: 380 Square Feet
NUMBER REQUIRED: 1
TOTAL AREA: 
_OCCUPANCY:
VISITORS: 
HOURS OF USE PER WEEK: 
LEVEL OF CONTROL NECESSARY: High
ACCESS: General Office
SHARED USE POSSIBLE: 

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Meetings/Presentations/Training

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Table/Chairs (12)
- Credenza

EQUIPMENT: - Television/VCR/DVD Player
- Projector/Projector Screen
- White Board
- Computer
**ROOM / SPACE REQUIREMENTS**

**ORION TOWNSHIP STUDY**
Fire Department
Project No. 0228

**ROOM/SPACE NAME:** General Office

**DIMENSIONS:** 34'-0" x 25'-0"

**AREA:** 850 Square Feet

**NUMBER REQUIRED:** 1

**TOTAL AREA:**

**OCCUPANCY:**

**VISITORS:**

**HOURS OF USE PER WEEK:**

**LEVEL OF CONTROL NECESSARY:**

**ACCESS:** Conference, Lobby, Offices

**SHARED USE POSSIBLE:** Work Room

**GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY**

**PRIMARY:** - Office Space and File Storage

**SECONDARY:**

**FURNITURE / EQUIPMENT (NEW & EXISTING)**

**FURNITURE:** - Work Stations (6)
- File Cabinets
- Chairs

**EQUIPMENT:** - Copier/Fax
- Computers/Printers
ROOM / SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Fire Department
Project No. 0228

ROOM/SPACE NAME: Work Room

DIMENSIONS: 16'-0" x 10'-4"

AREA: 164 Square Feet

NUMBER REQUIRED: 1

TOTAL AREA: ______________________

OCCUPANCY: ______________________

VISITORS: ______________________

HOURS OF USE PER WEEK: ______________________

LEVEL OF CONTROL NECESSARY: ______________________

ACCESS: General Office

SHARED USE POSSIBLE: General Office

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Store Office Supplies/Work Space

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Cabinets
- Shelves

EQUIPMENT: - Sink
**ROOM / SPACE REQUIREMENTS**

**ORION TOWNSHIP STUDY**  
Fire Department  
Project No. 0228

<table>
<thead>
<tr>
<th>ROOM/SPACE NAME:</th>
<th>Training Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIMENSIONS:</td>
<td>39'-0&quot; x 30'-0&quot;</td>
</tr>
<tr>
<td>AREA:</td>
<td>1170 Square Feet</td>
</tr>
<tr>
<td>NUMBER REQUIRED:</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL AREA:</td>
<td></td>
</tr>
<tr>
<td>OCCUPANCY:</td>
<td></td>
</tr>
<tr>
<td>VISITORS:</td>
<td></td>
</tr>
<tr>
<td>HOURS OF USE PER WEEK:</td>
<td></td>
</tr>
<tr>
<td>LEVEL OF CONTROL NECESSARY:</td>
<td></td>
</tr>
<tr>
<td>ACCESS:</td>
<td>Equipment Storage, Lobby</td>
</tr>
<tr>
<td>SHARED USE POSSIBLE:</td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY**

**PRIMARY:**
- Training Space for Volunteer Fire Fighters

**SECONDARY:**

**FURNITURE / EQUIPMENT (NEW & EXISTING)**

**FURNITURE:**
- Tables for 40 (Modular)  
- 80 Stacking Chairs

**EQUIPMENT:**
- Projection Screen/Projector  
- Television / VCR (2)  
- DVD Player  
- Refreshment Counter with Sink
### Room / Space Requirements

**ORION TOWNSHIP STUDY**  
Fire Department  
Project No. 0228

<table>
<thead>
<tr>
<th>Room/Space Name</th>
<th>Public Education Equipment Storage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimensions</td>
<td>7'-0&quot; x 14'-0&quot;</td>
</tr>
<tr>
<td>Area</td>
<td>98 Square Feet</td>
</tr>
<tr>
<td>Number Required</td>
<td>1</td>
</tr>
<tr>
<td>Total Area</td>
<td></td>
</tr>
<tr>
<td>Occupancy</td>
<td></td>
</tr>
<tr>
<td>Visitors</td>
<td></td>
</tr>
<tr>
<td>Hours of Use Per Week</td>
<td></td>
</tr>
<tr>
<td>Level of Control Necessary</td>
<td></td>
</tr>
<tr>
<td>Access</td>
<td>Training Room</td>
</tr>
<tr>
<td>Shared Use Possible</td>
<td>Fire Training Equipment Storage</td>
</tr>
</tbody>
</table>

**General Description of Space Usage/Purpose/Activity**

**Primary:**  
- Store Public Education Equipment

**Secondary:**

**Furniture / Equipment (New & Existing):**

**Furniture:**  
- Shelving  
- Storage Units

**Equipment:**
PUBLIC EDUCATION EQUIPMENT STORAGE

98 NSF
# Fire Training Equipment Storage

<table>
<thead>
<tr>
<th>Room/Space Name</th>
<th>10'-0&quot; x 13'-0&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimensions</td>
<td></td>
</tr>
<tr>
<td>Area</td>
<td>130 Square Feet</td>
</tr>
<tr>
<td>Number Required</td>
<td>1</td>
</tr>
<tr>
<td>Total Area</td>
<td></td>
</tr>
<tr>
<td>Occupancy</td>
<td></td>
</tr>
<tr>
<td>Visitors</td>
<td></td>
</tr>
<tr>
<td>Hours of Use Per Week</td>
<td></td>
</tr>
<tr>
<td>Level of Control Necessary</td>
<td></td>
</tr>
<tr>
<td>Access</td>
<td>Training Room</td>
</tr>
<tr>
<td>Shared Use Possible</td>
<td>Public Education Equipment Storage</td>
</tr>
</tbody>
</table>

## General Description of Space Usage/Purpose/Activity

**Primary:**  
- Store Volunteer Training Equipment

## Furniture / Equipment (New & Existing)

**Furniture:**  
- Shelving  
- Storage Units

**Equipment:**
FIRE TRAINING EQUIPMENT STORAGE

130 NSF
**ROOM / SPACE REQUIREMENTS**

ORION TOWNSHIP STUDY  
Fire Department  
Project No. 0228

<table>
<thead>
<tr>
<th>ROOM/SPACE NAME:</th>
<th>Fire Fighters</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIMENSIONS:</td>
<td>11'-6&quot; x 18'-0&quot;</td>
</tr>
<tr>
<td>AREA:</td>
<td>207 Square Feet</td>
</tr>
<tr>
<td>NUMBER REQUIRED:</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL AREA:</td>
<td></td>
</tr>
<tr>
<td>OCCUPANCY:</td>
<td></td>
</tr>
<tr>
<td>VISITORS:</td>
<td></td>
</tr>
<tr>
<td>HOURS OF USE PER WEEK:</td>
<td></td>
</tr>
<tr>
<td>LEVEL OF CONTROL NECESSARY:</td>
<td></td>
</tr>
<tr>
<td>ACCESS:</td>
<td>General Office</td>
</tr>
<tr>
<td>SHARED USE POSSIBLE:</td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY**

**PRIMARY:**

**SECONDARY:**

**FURNITURE / EQUIPMENT (NEW & EXISTING)**

**FURNITURE:**
- Storage Units
- Cabinets

**EQUIPMENT:**
11'-6"

18'-0"

FIRE FIGHTERS

207 NSF
**Room / Space Requirements**

**Orion Township Study**  
Fire Department  
Project No. 0228

<table>
<thead>
<tr>
<th>Room/Space Name:</th>
<th>Men's Restroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimensions:</td>
<td>11'-6&quot; x 8'-6&quot;</td>
</tr>
<tr>
<td>Area:</td>
<td>95 Square Feet</td>
</tr>
<tr>
<td>Number Required:</td>
<td>1</td>
</tr>
<tr>
<td>Total Area:</td>
<td></td>
</tr>
<tr>
<td>Occupancy:</td>
<td>1</td>
</tr>
<tr>
<td>Visitors:</td>
<td></td>
</tr>
<tr>
<td>Hours of Use Per Week:</td>
<td></td>
</tr>
<tr>
<td>Level of Control Necessary:</td>
<td></td>
</tr>
<tr>
<td>Access:</td>
<td>Lobby</td>
</tr>
<tr>
<td>Shared Use Possible:</td>
<td></td>
</tr>
</tbody>
</table>

**General Description of Space Usage/Purpose/Activity**

**Primary:**  
- Same Facilities for Staff and Public

**Secondary:**

**Furniture / Equipment (New & Existing)**

**Furniture:**

**Equipment:**  
- Toilet  
- Urinal  
- Sink
MEN'S RESTROOM

95 NSF
## Room / Space Requirements

**ORION TOWNSHIP STUDY**  
Fire Department  
Project No. 0228

<table>
<thead>
<tr>
<th>Room/Space Name</th>
<th>Women's Restroom (Staff and Public)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimensions</td>
<td>7'-0&quot; x 9'-0&quot;</td>
</tr>
<tr>
<td>Area</td>
<td>63 Square Feet</td>
</tr>
<tr>
<td>Number Required</td>
<td>1</td>
</tr>
<tr>
<td>Total Area</td>
<td></td>
</tr>
<tr>
<td>Occupancy</td>
<td>1</td>
</tr>
<tr>
<td>Visitors</td>
<td></td>
</tr>
<tr>
<td>Hours of Use Per Week</td>
<td></td>
</tr>
<tr>
<td>Level of Control Necessary</td>
<td></td>
</tr>
<tr>
<td>Access</td>
<td>Lobby</td>
</tr>
<tr>
<td>Shared Use Possible</td>
<td></td>
</tr>
</tbody>
</table>

**General Description of Space Usage/Purpose/Activity**

Primary: Same Facilities for Staff and Public

Secondary:

**Furniture / Equipment (New & Existing)**

**Furniture:**

**Equipment:**

- Toilet
- Sink
WOMEN'S RESTROOM

63 NSF
ORION TOWNSHIP STUDY
Fire Department
Project No. 0228

ROOM / SPACE REQUIREMENTS

ROOM/SPACE NAME: Day Room
DIMENSIONS: 26'-0" x 20'-0"
AREA: 520 Square Feet
NUMBER REQUIRED: 1
TOTAL AREA:
OCCUPANCY:
VISITORS:
HOURS OF USE PER WEEK:
LEVEL OF CONTROL NECESSARY:
ACCESS: Kitchen/Pantry
SHARED USE POSSIBLE: Kitchen/Pantry

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Lounge/Eating Area

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Table and Chairs
- Sofa

EQUIPMENT: - Television/VCR
- DVD Player
### ROOM / SPACE REQUIREMENTS

**ORION TOWNSHIP STUDY**  
Fire Department  
Project No. 0228

<table>
<thead>
<tr>
<th>ROOM/SPACE NAME:</th>
<th>Kitchen/Pantry</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIMENSIONS:</td>
<td>20'-0&quot; x 22'-6&quot;</td>
</tr>
<tr>
<td>AREA:</td>
<td>450 Square Feet</td>
</tr>
<tr>
<td>NUMBER REQUIRED:</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL AREA:</td>
<td></td>
</tr>
<tr>
<td>OCCUPANCY:</td>
<td></td>
</tr>
<tr>
<td>VISITORS:</td>
<td></td>
</tr>
<tr>
<td>HOURS OF USE PER WEEK:</td>
<td>24/7</td>
</tr>
<tr>
<td>LEVEL OF CONTROL NECESSARY:</td>
<td>Day Room</td>
</tr>
<tr>
<td>ACCESS:</td>
<td>Day Room</td>
</tr>
<tr>
<td>SHARED USE POSSIBLE:</td>
<td>Day Room</td>
</tr>
</tbody>
</table>

**GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY**

**PRIMARY:**  
- Food Preparation/Storage

**SECONDARY:**

**FURNITURE / EQUIPMENT (NEW & EXISTING):**

**FURNITURE:**  
- Cabinets  
- Bar Stools  
- Central Island  
- Shelves

**EQUIPMENT:**  
- Stove  
- Refrigerator  
- Sink  
- Microwave Oven  
- Dishwasher  
- Vending Machines
KITCHEN / PANTRY

20'-0"

22'-6"

450 NSF
ROOM / SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Fire Department
Project No. 0228

ROOM/SPACE NAME: Physical Training
DIMENSIONS: 22'-4" x 20'-0"
AREA: 446 Square Feet
NUMBER REQUIRED: 1
TOTAL AREA: 
OCCUPANCY: 
VISITORS: 
HOURS OF USE PER WEEK: 
LEVEL OF CONTROL NECESSARY: 
ACCESS: 
SHARED USE POSSIBLE: 

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Physical Strength Training

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Credenzas (2)

EQUIPMENT: - Television / VCR
- DVD Player
PHYSICAL TRAINING

446 NSF
ROOM / SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Fire Department
Project No. 0228

ROOM/SPACE NAME: Storage
DIMENSIONS: 24'-0" x 21'-4"
AREA: 512 Square Feet
NUMBER REQUIRED: 1
TOTAL AREA:

OCCUPANCY:
VISITORS:
HOURS OF USE PER WEEK:
LEVEL OF CONTROL NECESSARY:
ACCESS: Bunk Room
SHARED USE POSSIBLE: Bunk Room

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Store Fire Fighters’ Belongings

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Storage Units
- Shelves

EQUIPMENT:
STORAGE

512 NSF
## ROOM / SPACE REQUIREMENTS

**ORION TOWNSHIP STUDY**  
Fire Department  
Project No. 0228

<table>
<thead>
<tr>
<th>ROOM/SPACE NAME:</th>
<th>Bunk Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIMENSIONS:</td>
<td>26'-0&quot; x 22'-0&quot;</td>
</tr>
<tr>
<td>AREA:</td>
<td>572 Square Feet</td>
</tr>
<tr>
<td>NUMBER REQUIRED:</td>
<td>1</td>
</tr>
</tbody>
</table>

**GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY**

- **Primary**: Sleeping Quarters for Live-in Fire Fighters

**SECONDARY:**

**FURNITURE / EQUIPMENT (NEW & EXISTING)**

- **Furniture**: Sleeping Spaces (5)

**Equipment:**
BUNK ROOM  5'720SF
ROOM / SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Fire Department
Project No. 0228

ROOM/SPACE NAME: Men's Locker Room

DIMENSIONS: 20'-0" x 30'-0"

AREA: 600 Square Feet

NUMBER REQUIRED: 1

TOTAL AREA: 600 Square Feet

OCCUPANCY: 34

VISITORS: —

HOURS OF USE PER WEEK: 24/7

LEVEL OF CONTROL NECESSARY: —

ACCESS: —

SHARED USE POSSIBLE: —

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Restroom/Locker Storage/Shower

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Benches (2)
- 18" x 21" Lockers (27)

EQUIPMENT: - Toilets (2)
- Sinks (2)
- Urinal
- Showers (2)
MEN'S LOCKER ROOM

600 NSF
### Women's Locker Room

**Dimensions:** 12'-0" x 26'-0"

**Area:** 312 Square Feet

**Number Required:** 1

**Total Area:**

**Occupancy:** 19

**Visitors:**

**Hours of Use Per Week:** 24/7

**Level of Control Necessary:**

**Access:**

**Shared Use Possible:**

---

**General Description of Space Usage/Purpose/Activity**

**Primary:** - Restroom/Showers/Locker Room

**Secondary:**

---

**Furniture / Equipment (New & Existing)**

**Furniture:** - Bench

**Equipment:** - 18" x 21" Lockers (15)
- Toilet
- Sinks (2)
- Shower
WOMEN'S LOCKER ROOM  312 NSF
**ROOM / SPACE REQUIREMENTS**

**ORION TOWNSHIP STUDY**
Fire Department  
Project No. 0228

<table>
<thead>
<tr>
<th>ROOM/SPACE NAME:</th>
<th>Apparatus / Garage</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIMENSIONS:</td>
<td>90'-0&quot; x 80'-0&quot;</td>
</tr>
<tr>
<td>AREA:</td>
<td>7,200 Square Feet</td>
</tr>
<tr>
<td>NUMBER REQUIRED:</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL AREA:</td>
<td>_ _ _ _</td>
</tr>
<tr>
<td>OCCUPANCY:</td>
<td>_ _ _ _</td>
</tr>
<tr>
<td>VISITORS:</td>
<td>_ _ _ _</td>
</tr>
<tr>
<td>HOURS OF USE PER WEEK:</td>
<td>24/7</td>
</tr>
<tr>
<td>LEVEL OF CONTROL NECESSARY:</td>
<td>_ _ _ _</td>
</tr>
<tr>
<td>ACCESS:</td>
<td>Exterior, Turnout Gear, SCBA, Tools, Decon, Med. Supplies, Hose Storage</td>
</tr>
<tr>
<td>SHARED USE POSSIBLE:</td>
<td>_ _ _ _</td>
</tr>
</tbody>
</table>

**GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY**

**PRIMARY:**  
- Store and Maintain Vehicles

**SECONDARY:**  
- Centrally Located Between Office and Fire Fighter Living Space

**FURNITURE / EQUIPMENT (NEW & EXISTING)**

<table>
<thead>
<tr>
<th>FURNITURE:</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQUIPMENT:</td>
<td>Oil Interceptor / Floor Drains</td>
</tr>
</tbody>
</table>
ROOM / SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Fire Department
Project No. 0228

ROOM/SPACE NAME: Self Contained Breathing Apparatus

DIMENSIONS: 11'-0" x 14'-0"

AREA: 154 Square Feet

NUMBER REQUIRED: 1

TOTAL AREA:

OCCUPANCY:

VISITORS:

HOURS OF USE PER WEEK: 24/7

LEVEL OF CONTROL NECESSARY:

ACCESS: Apparatus/Garage

SHARED USE POSSIBLE:

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY:

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Storage Units

EQUIPMENT: - Equipment
- Sink
SELF CONTAINED BREATHING APPARATUS

154 NSF
ROOM / SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Fire Department
Project No. 0228

**ROOM/SPACE NAME:** Seasonal Storage

**DIMENSIONS:** 7'-9" x 8'-0"

**AREA:** 62 Square Feet

**NUMBER REQUIRED:** 1

**TOTAL AREA:**

**OCCUPANCY:**

**VISITORS:**

**HOURS OF USE PER WEEK:**

**LEVEL OF CONTROL NECESSARY:**

**ACCESS:** Exterior

**SHARED USE POSSIBLE:**

**GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY**

**PRIMARY:** - Store Seasonal Equipment

**SECONDARY:**

**FURNITURE / EQUIPMENT (NEW & EXISTING)**

**FURNITURE:** - Shelving

**EQUIPMENT:**
Seasonal Storage
62 NSF
<table>
<thead>
<tr>
<th>ROOM/SPACE NAME:</th>
<th>Decontamination</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIMENSIONS:</td>
<td>9'-0&quot; x 8'-0&quot;</td>
</tr>
<tr>
<td>AREA:</td>
<td>72 Square Feet</td>
</tr>
<tr>
<td>NUMBER REQUIRED:</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL AREA:</td>
<td></td>
</tr>
<tr>
<td>OCCUPANCY:</td>
<td></td>
</tr>
<tr>
<td>VISITORS:</td>
<td></td>
</tr>
<tr>
<td>HOURS OF USE PER WEEK:</td>
<td></td>
</tr>
<tr>
<td>LEVEL OF CONTROL NECESSARY:</td>
<td></td>
</tr>
<tr>
<td>ACCESS:</td>
<td>Apparatus/Garage</td>
</tr>
<tr>
<td>SHARED USE POSSIBLE:</td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY**

**PRIMARY:**

**SECONDARY:**

**FURNITURE / EQUIPMENT (NEW & EXISTING)**

**FURNITURE:**
- Storage Units

**EQUIPMENT:**
- Sinks
DECONTAMINATION

72 NSF
ROOM / SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Fire Department
Project No. 022B

ROOM/SPACE NAME: Medical Supplies

DIMENSIONS: 12'-0" x 15'-6"

AREA: 186 Square Feet

NUMBER REQUIRED: 1

TOTAL AREA:

OCCUPANCY:

VISITORS:

HOURS OF USE PER WEEK:

LEVEL OF CONTROL NECESSARY:

ACCESS: Apparatus/Garage

SHARED USE POSSIBLE:

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: Storage of Medical Supplies

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: Shelves
- Storage Units

EQUIPMENT:
MEDICAL SUPPLIES

186 NSF
### ROOM / SPACE REQUIREMENTS

**ORION TOWNSHIP STUDY**  
Fire Department  
Project No. 0228

<table>
<thead>
<tr>
<th>ROOM / SPACE NAME:</th>
<th>Laundry</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIMENSIONS:</td>
<td>10'-6&quot; x 14'-0&quot;</td>
</tr>
<tr>
<td>AREA:</td>
<td>147 Square Feet</td>
</tr>
<tr>
<td>NUMBER REQUIRED:</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL AREA:</td>
<td></td>
</tr>
<tr>
<td>OCCUPANCY:</td>
<td>2/3</td>
</tr>
<tr>
<td>VISITORS:</td>
<td></td>
</tr>
<tr>
<td>HOURS OF USE PER WEEK:</td>
<td></td>
</tr>
<tr>
<td>LEVEL OF CONTROL NECESSARY:</td>
<td></td>
</tr>
<tr>
<td>ACCESS:</td>
<td>Apparatus/Garage</td>
</tr>
<tr>
<td>SHARED USE POSSIBLE:</td>
<td></td>
</tr>
</tbody>
</table>

#### GENERAL DESCRIPTION OF SPACE USAGE / PURPOSE / ACTIVITY

**PRIMARY:**  - Laundry/Storage

**SECONDARY:**

#### FURNITURE / EQUIPMENT (NEW & EXISTING)

**FURNITURE:**  - Cabinets

**EQUIPMENT:**  - Washer  
                 - Dryer  
                 - Extractor  
                 - Sink
LAUNDRY

147 NSF
ROOM / SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Fire Department
Project No. 0228

ROOM/SPACE NAME: Hose Storage
DIMENSIONS: 8'-8" x 14'-6"
AREA: 125 Square Feet
NUMBER REQUIRED: 1
TOTAL AREA: 
OCCUPANCY: 
VISITORS: 
HOURS OF USE PER WEEK: 
LEVEL OF CONTROL NECESSARY: 
ACCESS: Apparatus/Garage
SHARED USE POSSIBLE: Equipment, General Storage

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Store Fire Hoses

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Racks

EQUIPMENT:
Hose Storage

125 NSF
ROOM / SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Fire Department
Project No. 0228

ROOM/SPACE NAME: General Storage
DIMENSIONS: 12'-6" x 14'-0"
AREA: 175 Square Feet
NUMBER REQUIRED: 1
TOTAL AREA:

OCCUPANCY:
VISITORS:
HOURS OF USE PER WEEK:
LEVEL OF CONTROL NECESSARY:
ACCESS: Apparatus/Garage
SHARED USE POSSIBLE:

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Store General Equipment

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Shelving
- Storage Units

EQUIPMENT:
General Storage

175 NSF
### Room / Space Requirements

**ORION TOWNSHIP STUDY**  
Fire Department  
Project No. 0228

<table>
<thead>
<tr>
<th>Room/Space Name:</th>
<th>Tool Crib</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimensions:</td>
<td>13'-8&quot; x 12'-0&quot;</td>
</tr>
<tr>
<td>Area:</td>
<td>164 Square Feet</td>
</tr>
<tr>
<td>Number Required:</td>
<td>1</td>
</tr>
<tr>
<td>Total Area:</td>
<td></td>
</tr>
<tr>
<td>Occupancy:</td>
<td></td>
</tr>
<tr>
<td>Visitors:</td>
<td></td>
</tr>
<tr>
<td>Hours of Use Per Week:</td>
<td></td>
</tr>
<tr>
<td>Level of Control Necessary:</td>
<td></td>
</tr>
<tr>
<td>Access:</td>
<td>Apparatus/Garage</td>
</tr>
<tr>
<td>Shared Use Possible:</td>
<td></td>
</tr>
</tbody>
</table>

**General Description of Space Usage/Purpose/Activity**

**Primary:**  
- Storage and Work Space

**Secondary:**

**Furniture / Equipment (New & Existing)**

**Furniture:**  
- Tool Bench  
- Shelves

**Equipment:**
13'-8"

12'-0"

TOOL CRIB
1644 NSF
ROOM / SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Fire Department
Project No. 0228

ROOM/SWATCH NAME: Turnout Gear Storage

DIMENSIONS: 11'-6" x 14'-4"

AREA: 163 Square Feet

NUMBER REQUIRED: 2

TOTAL AREA: 326 Square Feet

OCCUPANCY:

VISITORS:

HOURS OF USE PER WEEK:

LEVEL OF CONTROL NECESSARY:

ACCESS: Apparatus/Garage

SHARED USE POSSIBLE:

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Store Turnout Gear

SECONDARY: - Each on Opposite Sides of
- Apparatus/Garage

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Lockers (32)

EQUIPMENT:
TURNOUT GEAR STORAGE

163 NSF
ROOM / SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Fire Department
Project No. 0228

ROOM/SPACE NAME: Equipment
DIMENSIONS: 14'-0" x 13'-0"
AREA: 182 Square Feet
NUMBER REQUIRED: 1
TOTAL AREA: 
OCCUPANCY: 
VISITORS: 
HOURS OF USE PER WEEK: 
LEVEL OF CONTROL NECESSARY: 
ACCESS: Apparatus/Garage
SHARED USE POSSIBLE: Hose Storage

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Storage of Department Equipment

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE:

EQUIPMENT:
182 NSF
ROOM / SPACE REQUIREMENTS

OFION TOWNSHIP STUDY
Oakland County Sheriff's Office
Project No. 0228

ROOM/SPACE NAME: Lobby

DIMENSIONS: ____________________________

AREA: 560 NSF

NUMBER REQUIRED: One

TOTAL AREA: ____________________________

OCCUPANCY: Several

VISITORS: ____________________________

HOURS OF USE PER WEEK: 8 to 5

LEVEL OF CONTROL NECESSARY: Visual Control from Receptionist

ACCESS: From outside

SHARED USE POSSIBLE: ____________________________

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Receive visitor requesting information.
- Public entry point for offices.

SECONDARY: - Waiting Space

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Bench or chair for six (6).
- Display Racks
- Writing Surfaces

EQUIPMENT: - None
- (Possible direct phone line to Dispatch. Should also be on exterior of building.)
ROOM / SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Oakland County Sheriff's Office
Project No. 0228

ROOM/SPACE NAME: Public Toilet

DIMENSIONS: ________________________________

AREA: 56 NSF

NUMBER REQUIRED: One

TOTAL AREA: ________________________________

OCCUPANCY: 1

VISITORS: ________________________________

HOURS OF USE PER WEEK: ________________________________

LEVEL OF CONTROL NECESSARY: ________________________________

ACCESS: Off Lobby

SHARED USE POSSIBLE: ________________________________

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Toilet for Visitors

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE:

EQUIPMENT:
PUBLIC TOILET

560 NSF
ROOM / SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Oakland County Sheriff's Office
Project No. 0228

ROOM/SPACE NAME: Reception

DIMENSIONS: ___________________________

AREA: 440 NSF

NUMBER REQUIRED: One

TOTAL AREA: ___________________________

OCUPANCY: 1 Receptionist/Secretary & 1 Clerk

VISITORS: ___________________________

HOURS OF USE PER WEEK: 9 to 5

LEVEL OF CONTROL NECESSARY: Open to Remaining Office Functions

ACCESS: ___________________________

SHARED USE POSSIBLE: No

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Clerk
- Receive Visitors
- Control Lobby

SECONDARY: - Monitor CCTV

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Secretary Station
- Clerical Station
- 4 Lateral Files
- 2 Side Chairs

EQUIPMENT: - Computers
- Fax
- CCTV Monitor

* Emergency Power Generation for Entire Department
RECEPTION

22'-0

20'-0

440 NSF
### ROOM / SPACE REQUIREMENTS

**OFION TOWNSHIP STUDY**  
Oakland County Sheriff's Office  
Project No. 0228

<table>
<thead>
<tr>
<th>ROOM/SPACE NAME:</th>
<th>Storage</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIMENSIONS:</td>
<td></td>
</tr>
<tr>
<td>AREA:</td>
<td>300 SF</td>
</tr>
<tr>
<td>NUMBER REQUIRED:</td>
<td>One</td>
</tr>
<tr>
<td>TOTAL AREA:</td>
<td></td>
</tr>
<tr>
<td>OCCUPANCY:</td>
<td></td>
</tr>
<tr>
<td>VISITORS:</td>
<td></td>
</tr>
<tr>
<td>HOURS OF USE PER WEEK:</td>
<td></td>
</tr>
<tr>
<td>LEVEL OF CONTROL NECESSARY:</td>
<td></td>
</tr>
<tr>
<td>ACCESS:</td>
<td>Controlled with Lock</td>
</tr>
<tr>
<td>SHARED USE POSSIBLE:</td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY**

**PRIMARY:**  
- Office Supplies  
- Water  
- Fiber Optics  
- Phone Lines

**SECONDARY:**

**FURNITURE / EQUIPMENT (NEW & EXISTING)**

**FURNITURE:**  
- Shelving

**EQUIPMENT:**
STORAGE 300 NSF
### ROOM / SPACE REQUIREMENTS

**ORION TOWNSHIP STUDY**  
Oakland County Sheriff's Office  
Project No. 0228

<table>
<thead>
<tr>
<th>ROOM/SPACE NAME:</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIMENSIONS:</td>
<td></td>
</tr>
<tr>
<td>AREA:</td>
<td>240 NSF</td>
</tr>
<tr>
<td>NUMBER REQUIRED:</td>
<td>One</td>
</tr>
<tr>
<td>TOTAL AREA:</td>
<td></td>
</tr>
<tr>
<td>OCCUPANCY:</td>
<td>5 Computer Stations</td>
</tr>
<tr>
<td>VISITORS:</td>
<td></td>
</tr>
<tr>
<td>HOURS OF USE PER WEEK:</td>
<td>24 / 7</td>
</tr>
<tr>
<td>LEVEL OF CONTROL NECESSARY:</td>
<td></td>
</tr>
<tr>
<td>ACCESS:</td>
<td>To All Deputies</td>
</tr>
<tr>
<td>SHARED USE POSSIBLE:</td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY**

**PRIMARY:**  
- Work Surfaces  
- Computers for Report Writing

**SECONDARY:**

**FURNITURE / EQUIPMENT (NEW & EXISTING):**

**FURNITURE:**  
- Swivel / Tilt Chairs (5)  
- 5 If Counter / Station

**EQUIPMENT:**  
- Computers (5)  
- Controlled Lighting
**ROOM / SPACE REQUIREMENTS**

**ORION TOWNSHIP STUDY**  
Oakland County Sheriff’s Office  
Project No. 0228  

<table>
<thead>
<tr>
<th>ROOM/SPACE NAME:</th>
<th>Men’s Locker Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIMENSIONS:</td>
<td></td>
</tr>
<tr>
<td>AREA:</td>
<td>1,380 NSF</td>
</tr>
<tr>
<td>NUMBER REQUIRED:</td>
<td>One</td>
</tr>
<tr>
<td>TOTAL AREA:</td>
<td></td>
</tr>
<tr>
<td>OCCUPANCY:</td>
<td>40</td>
</tr>
<tr>
<td>VISITORS:</td>
<td></td>
</tr>
<tr>
<td>HOURS OF USE PER WEEK:</td>
<td>24 / 7</td>
</tr>
<tr>
<td>LEVEL OF CONTROL NECESSARY:</td>
<td></td>
</tr>
<tr>
<td>ACCESS:</td>
<td>Close to Sheriff's Entry</td>
</tr>
<tr>
<td>SHARED USE POSSIBLE:</td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY**

**PRIMARY:**  
- Locker & Toilet/Shower Space

**SECONDARY:**

**FURNITURE / EQUIPMENT (NEW & EXISTING)**

**FURNITURE:**  
- (40) 34" x 24" x 84" Ventilated Lockers  
- Bench  
- Polishing & Gun Cleaning Spaces  
- Closet or Uniform Storage

**EQUIPMENT:**  
- 2 Toilets  
- 2 Urinals  
- 2 Showers  
- 2 Lavatory
ROOM / SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Oakland County Sheriff's Office
Project No. 0228

ROOM/SPACE NAME: Women's Locker Room
DIMENSIONS: 
AREA: 350 NSF
NUMBER REQUIRED: One
TOTAL AREA: 
OCCUPANCY: 6
VISITORS: 
HOURS OF USE PER WEEK: 24 / 7
LEVEL OF CONTROL NECESSARY: 
ACCESS: Close to Sheriff's Entry
SHARED USE POSSIBLE: 

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: Locker & Toilet/Shower Space
SECONDARY: 

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - (6) 36” x 24” x 84” Ventilated Lockers
- Bench
- Polish & Gun Clean Areas
- Closet or Uniform Storage

EQUIPMENT: - 1 Toilet
- 2 Lavatory
- 1 Shower
Women's Locker Room

350 sf
ROOM / SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Oakland County Sheriff's Office
Project No. 0228

ROOM/SPACE NAME: Break Room

DIMENSIONS: 

AREA: 210 NSF

NUMBER REQUIRED: One

TOTAL AREA: 

OCCUPANCY: 6 to 8

VISITORS: 

HOURS OF USE PER WEEK: 24 / 7

LEVEL OF CONTROL NECESSARY: Open

ACCESS: Near Locker Rooms

SHARED USE POSSIBLE: 

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Minimal Food Preparation
- Coffee Space

SECONDARY: 

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - Counter
- Table for 6
- 6 Chairs

EQUIPMENT: - Refrigeration
- Microwave
- Stove / Oven
- Dishwasher
Break Room

240 NSF
ROOM / SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Oakland County Sheriff's Office
Project No. 0228

ROOM/SPACE NAME: Lt. Office

DIMENSIONS: __________________________

AREA: 140 NSF

NUMBER REQUIRED: One

TOTAL AREA: __________________________

OCCUPANCY: Lt.

VISITORS: __________________________

HOURS OF USE PER WEEK: ____________

LEVEL OF CONTROL NECESSARY: ____________

ACCESS: Near Detective Bureau & Reception

SHARED USE POSSIBLE: __________________________

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Office for Deputy-in-Charge

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - “U” Shape Work Station
- 2 Side Chairs
- 1 S.T. Chair
- Lateral File
- 36” x 24” x 84” Locker

EQUIPMENT: - Computer
Lt. Office

140 NSF
## Room / Space Requirements

**ORION TOWNSHIP STUDY**
Oakland County Sheriff's Office
Project No. 0228

<table>
<thead>
<tr>
<th>Room/Space Name:</th>
<th>Conference Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimensions:</td>
<td></td>
</tr>
<tr>
<td>Area:</td>
<td>192 NSF</td>
</tr>
<tr>
<td>Number Required:</td>
<td>One</td>
</tr>
<tr>
<td>Total Area:</td>
<td></td>
</tr>
<tr>
<td>Occupancy:</td>
<td>6 / 8</td>
</tr>
<tr>
<td>Visitors:</td>
<td></td>
</tr>
<tr>
<td>Hours of Use Per Week:</td>
<td>24 / 7</td>
</tr>
<tr>
<td>Level of Control Necessary:</td>
<td></td>
</tr>
<tr>
<td>Access:</td>
<td>Near Other Interview Room</td>
</tr>
<tr>
<td>Shared Use Possible:</td>
<td></td>
</tr>
</tbody>
</table>

### General Description of Space Usage/Purpose/Activity

**Primary:**
- Miscellaneous Staff Conference
- Interview Groups

**Secondary:**

### Furniture / Equipment (New & Existing)

**Furniture:**
- Conference Table
- 8 Chairs
- Marker Board

**Equipment:**
- Video Monitor
- DVD / VCR
- Screen
- Digital Projector
**GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY**

**PRIMARY:**  
- Interview Detainees

**SECONDARY:**

**FURNITURE / EQUIPMENT (NEW & EXISTING):**

**FURNITURE:**  
- 2 Chairs
  - 1 Table

**EQUIPMENT:**  
- CCTV Camera
INTERVIEW

64.14SF
# Room / Space Requirements

**OFION TOWNSHIP STUDY**  
Oakland County Sheriff's Office  
Project No. 0228

<table>
<thead>
<tr>
<th>Room/Space Name:</th>
<th>Sergeant's Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimensions:</td>
<td></td>
</tr>
<tr>
<td>Area:</td>
<td>384 NSF</td>
</tr>
<tr>
<td>Number Required:</td>
<td>One</td>
</tr>
<tr>
<td>Total Area:</td>
<td></td>
</tr>
<tr>
<td>Occupancy:</td>
<td>3</td>
</tr>
<tr>
<td>Visitors:</td>
<td></td>
</tr>
<tr>
<td>Hours of Use Per Week:</td>
<td>24 / 7</td>
</tr>
<tr>
<td>Level of Control Necessary:</td>
<td></td>
</tr>
<tr>
<td>Access:</td>
<td></td>
</tr>
<tr>
<td>Shared Use Possible:</td>
<td></td>
</tr>
</tbody>
</table>

**General Description of Space Usage/Purpose/Activity**

**Primary:**  
- House Sergeants

**Secondary:**

**Furniture / Equipment (new & existing)**

**Furniture:**  
- "U" Shaped Work Station  
- 3 S.T. Chairs  
- 6 Side Chairs  
- 5 Lateral Files

**Equipment:**  
- 3 Computers  
- Printer  
- Fax  
- Storage
SARGENTS' OFFICE

384 NSF
ROOM / SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Oakland County Sheriff’s Office
Project No. 0228

ROOM/SPACE NAME: Detective’s Office
DIMENSIONS: __________________________
AREA: 432 NSF
NUMBER REQUIRED: One
TOTAL AREA: __________________________
OCCUPANCY: Four
VISITORS: Yes
HOURS OF USE PER WEEK: __________________________
LEVEL OF CONTROL NECESSARY: __________________________
ACCESS: __________________________
SHARED USE POSSIBLE: __________________________

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Detectives Work Space

SECONDARY: - Interviews

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - “L” Shaped Work Station
- 4 S.T. Chairs
- 4 Side Chairs
- 5 Lateral Files

EQUIPMENT: - 4 Computers
- Sheriff’s Computer ?
DETECTIVES' OFFICE

432 NSF
ROOM / SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Oakland County Sheriff's Office
Project No. 0228

ROOM/SPACE NAME: School Liaison Office

DIMENSIONS:

AREA: 144 NSF

NUMBER REQUIRED: One

TOTAL AREA:

OCCUPANCY: 2

VISITORS:

HOURS OF USE PER WEEK: 8 / 5

LEVEL OF CONTROL NECESSARY:

ACCESS:

SHARED USE POSSIBLE:

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Work Station for School Liaison Officers

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE: - 2 Desks
- 2 S.T. Chairs
- 2 Lateral Files
- 2 Side Chairs

EQUIPMENT:
SCHOOL LIASON OFFICE

144 NSF
ORION TOWNSHIP STUDY
Oakland County Sheriff's Office
Project No. 0228

ROOM / SPACE REQUIREMENTS

ROOM/SPACE NAME:  Holding Room

DIMENSIONS:  

AREA:  128 NSF

NUMBER REQUIRED:  2

TOTAL AREA:  

OCCUPANCY:  

VISITORS:  

HOURS OF USE PER WEEK:  24 / 7

LEVEL OF CONTROL NECESSARY:  Controlled

ACCESS:  

SHARED USE POSSIBLE:  

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY:  - Hold / Interview Detainees

SECONDARY:  

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE:  - Chair / Bench
- Cuff Loop

EQUIPMENT:  - Camera
HOLDING CELLS

64 NSF (2) = 128 NSF
<table>
<thead>
<tr>
<th>ROOM / SPACE NAME:</th>
<th>Garage</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIMENSIONS:</td>
<td></td>
</tr>
<tr>
<td>AREA:</td>
<td>1,080 NSF</td>
</tr>
<tr>
<td>NUMBER REQUIRED:</td>
<td>One</td>
</tr>
<tr>
<td>TOTAL AREA:</td>
<td></td>
</tr>
<tr>
<td>OCCUPANCY:</td>
<td></td>
</tr>
<tr>
<td>VISITORS:</td>
<td></td>
</tr>
<tr>
<td>HOURS OF USE PER WEEK:</td>
<td>24 / 7</td>
</tr>
<tr>
<td>LEVEL OF CONTROL NECESSARY:</td>
<td></td>
</tr>
<tr>
<td>ACCESS:</td>
<td>Controlled to Salley Port</td>
</tr>
<tr>
<td>SHARED USE POSSIBLE:</td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL DESCRIPTION OF SPACE USAGE / PURPOSE / ACTIVITY**

**PRIMARY:**
- Cleaning & Minimal Service on Patrol Cars & Motorcycles

**SECONDARY:**
- Storage of Motorcycles

**FURNITURE / EQUIPMENT (NEW & EXISTING)**

**FURNITURE:**
- Work Bench
- 2 Storage Cabinets

**EQUIPMENT:**
- Power Washer
- Washer / Dryer
**ROOM / SPACE REQUIREMENTS**

**ORION TOWNSHIP STUDY**  
Oakland County Sheriff's Office  
Project No. 0228

<table>
<thead>
<tr>
<th>ROOM/SPACE NAME:</th>
<th>Receiving Garage</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIMENSIONS:</td>
<td></td>
</tr>
<tr>
<td>AREA:</td>
<td>480 NSF</td>
</tr>
<tr>
<td>NUMBER REQUIRED:</td>
<td></td>
</tr>
<tr>
<td>TOTAL AREA:</td>
<td></td>
</tr>
<tr>
<td>OCCUPANCY:</td>
<td>One Vehicle</td>
</tr>
<tr>
<td>VISITORS:</td>
<td></td>
</tr>
<tr>
<td>HOURS OF USE PER WEEK:</td>
<td>24 / 7</td>
</tr>
<tr>
<td>LEVEL OF CONTROL NECESSARY:</td>
<td>High</td>
</tr>
<tr>
<td>ACCESS:</td>
<td>Directly to Holding &amp; Sheriff’s Entry</td>
</tr>
<tr>
<td>SHARED USE POSSIBLE:</td>
<td>None</td>
</tr>
</tbody>
</table>

**GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY**

**PRIMARY:**  
- Provide Secure Access of Detainees Into and Out of Facility

**SECONDARY:**  

**FURNITURE / EQUIPMENT (NEW & EXISTING)**

**FURNITURE:**  

**EQUIPMENT:**  
- Well Lit, Secured, No Slip surface.
RECEIVING GARAGE

4800sf
ROOM / SPACE REQUIREMENTS

ORION TOWNSHIP STUDY
Oakland County Sheriff's Office
Project No. 0228

ROOM/SPACE NAME: Parking

DIMENSIONS: ____________________________

AREA: ____________________________

NUMBER REQUIRED: ____________________________

TOTAL AREA: ____________________________

OCCUPANCY: 20 Isolated Patrol / 20 Personal Cars

VISITORS: ____________________________

HOURS OF USE PER WEEK: 24 / 7

LEVEL OF CONTROL NECESSARY: ____________________________

ACCESS: ____________________________

SHARED USE POSSIBLE: ____________________________

GENERAL DESCRIPTION OF SPACE USAGE/PURPOSE/ACTIVITY

PRIMARY: - Parking for Patrol Cars separate from all others near entry.

SECONDARY:

FURNITURE / EQUIPMENT (NEW & EXISTING)

FURNITURE:

EQUIPMENT:
SPACE AREA SUMMARY

The following is a tabulation of the net area requirements for each space as determined from the Room/Space Requirement Sheet and the supporting Floor Plan Sketch.

"Anticipated" shows the new net area requirements.

Net to Gross area is a ratio of the net area (space within the walls) to the gross area, total area enclosed by the outside exterior walls.

By applying this number to the anticipated required net square footage total, a gross area or building footprint can be determined.
## SPACE AREA SUMMARY

### ORION TOWNSHIP STUDY

Project No. 0228

### Condensed Space Area Summary

<table>
<thead>
<tr>
<th>Division</th>
<th>Space Area (gsf)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Public Works</td>
<td>17,182</td>
</tr>
<tr>
<td>Fire Department</td>
<td>19,348</td>
</tr>
<tr>
<td>Oakland County Sheriff's Office</td>
<td>10,123</td>
</tr>
</tbody>
</table>
## SPACE AREA SUMMARY

ORION TOWNSHIP STUDY  
Department of Public Works  
Project No. 0228

<table>
<thead>
<tr>
<th>Room / Space Name</th>
<th>New Area Anticipated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Space</td>
<td></td>
</tr>
<tr>
<td>Directors</td>
<td>200 nsf</td>
</tr>
<tr>
<td>Assistant Director</td>
<td>168 nsf</td>
</tr>
<tr>
<td>Secretary/Billing</td>
<td>512 nsf</td>
</tr>
<tr>
<td>Lunch Room</td>
<td>192 nsf</td>
</tr>
<tr>
<td>Conference Room</td>
<td>240 nsf</td>
</tr>
<tr>
<td>Supply Area</td>
<td>96 nsf</td>
</tr>
<tr>
<td>Plan Room.</td>
<td>300 nsf</td>
</tr>
<tr>
<td>Toilet (Staff)</td>
<td>68 nsf</td>
</tr>
<tr>
<td>Toilet (Public)</td>
<td>68 nsf</td>
</tr>
<tr>
<td>Plan Review</td>
<td>160 nsf</td>
</tr>
<tr>
<td>Reception/Lobby</td>
<td>324 nsf</td>
</tr>
<tr>
<td>Repair/Maintenance Bay</td>
<td>864 nsf</td>
</tr>
<tr>
<td>Maintenance tool/Parts</td>
<td>240 nsf</td>
</tr>
<tr>
<td>Break Room</td>
<td>260 nsf</td>
</tr>
<tr>
<td>Garage Office</td>
<td>192 nsf</td>
</tr>
<tr>
<td>Locker Room Men</td>
<td>504 nsf</td>
</tr>
<tr>
<td>Locker Room Women</td>
<td>336 nsf</td>
</tr>
<tr>
<td>Equipment Bay Area</td>
<td>8,000 nsf</td>
</tr>
<tr>
<td>Meter Room</td>
<td>240 nsf</td>
</tr>
<tr>
<td>Shop</td>
<td>384 nsf</td>
</tr>
<tr>
<td>Storage</td>
<td>1,600 nsf</td>
</tr>
</tbody>
</table>

**Sub Total**  
14,948 nsf

Net to Gross Area Ratio  
87% (a)

**Total Gross Area**  
17,182 gsf

(a) Ratio in Present DPW
### SPACE AREA SUMMARY

**ORION TOWNSHIP STUDY**  
Fire Department  
Project No. 0228

<table>
<thead>
<tr>
<th>Room / Space Name</th>
<th>New Area (nsf)</th>
<th>Anticipated (nsf)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fire Administration and Training (Township)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lobby / Vestibule</td>
<td>324</td>
<td></td>
</tr>
<tr>
<td>Fire Chief Office</td>
<td>238</td>
<td></td>
</tr>
<tr>
<td>Fire Marshal</td>
<td><strong>21 @ 110sf =</strong></td>
<td><strong>220 nsf</strong></td>
</tr>
<tr>
<td>Conference Room</td>
<td>308</td>
<td></td>
</tr>
<tr>
<td>General Office</td>
<td>850</td>
<td></td>
</tr>
<tr>
<td>Work Room</td>
<td>164</td>
<td></td>
</tr>
<tr>
<td>Training Room</td>
<td>1,170</td>
<td></td>
</tr>
<tr>
<td>Public Education Equipment Storage</td>
<td>98</td>
<td></td>
</tr>
<tr>
<td>Fire Training Equipment Storage</td>
<td>130</td>
<td></td>
</tr>
<tr>
<td>Fire Fighters (Volunteer)</td>
<td>207</td>
<td></td>
</tr>
<tr>
<td>Men's Restroom</td>
<td>95</td>
<td></td>
</tr>
<tr>
<td>Women's Restroom</td>
<td>63</td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td><strong>3,867 nsf</strong></td>
<td></td>
</tr>
<tr>
<td>Net to Gross Area Ratio</td>
<td>76%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Gross Area</strong></td>
<td><strong>5,088 gsf</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Manned Fire Station**

<table>
<thead>
<tr>
<th>Room / Space Name</th>
<th>New Area (nsf)</th>
<th>Anticipated (nsf)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Room</td>
<td>520</td>
<td></td>
</tr>
<tr>
<td>Kitchen / Pantry</td>
<td>450</td>
<td></td>
</tr>
<tr>
<td>Physical Training</td>
<td>446</td>
<td></td>
</tr>
<tr>
<td>Storage</td>
<td>512</td>
<td></td>
</tr>
<tr>
<td>Bunk Room</td>
<td>572</td>
<td></td>
</tr>
<tr>
<td>Men's Locker</td>
<td>600</td>
<td></td>
</tr>
<tr>
<td>Women's Locker</td>
<td>312</td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td><strong>3,412 nsf</strong></td>
<td></td>
</tr>
<tr>
<td>Net to Gross Area Ratio</td>
<td>76%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Gross Area</strong></td>
<td><strong>4,489 gsf</strong></td>
<td></td>
</tr>
<tr>
<td>Room / Space Name</td>
<td>New Area</td>
<td>Anticipated</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Apparatus Related Spaces</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apparatus Bays 4 @ 1,800 sf</td>
<td>7,200</td>
<td></td>
</tr>
<tr>
<td>Seasonal Equipment Storage</td>
<td>62</td>
<td></td>
</tr>
<tr>
<td>Self Contained Breathing Equipment</td>
<td>154</td>
<td></td>
</tr>
<tr>
<td>Decontamination</td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>Medical Supplies</td>
<td>186</td>
<td></td>
</tr>
<tr>
<td>Laundry</td>
<td>147</td>
<td></td>
</tr>
<tr>
<td>Hose Storage</td>
<td>125</td>
<td></td>
</tr>
<tr>
<td>General Storage</td>
<td>175</td>
<td></td>
</tr>
<tr>
<td>Tool Crib</td>
<td>164</td>
<td></td>
</tr>
<tr>
<td>Turnout Gear Storage</td>
<td>326</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>182</td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>8,793</td>
<td></td>
</tr>
<tr>
<td>Net to Gross Area Ratio</td>
<td>90%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Gross Area</strong></td>
<td>9,770</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL FIRE DEPARTMENT</strong></td>
<td>19,348</td>
<td>gsf</td>
</tr>
<tr>
<td>Room / Space Name</td>
<td>New Area Anticipated</td>
<td></td>
</tr>
<tr>
<td>----------------------------</td>
<td>----------------------</td>
<td></td>
</tr>
<tr>
<td>Lobby</td>
<td>560 nsf</td>
<td></td>
</tr>
<tr>
<td>Public Toilet</td>
<td>56 nsf</td>
<td></td>
</tr>
<tr>
<td>Reception/Lobby</td>
<td>440 nsf</td>
<td></td>
</tr>
<tr>
<td>Storage</td>
<td>300 nsf</td>
<td></td>
</tr>
<tr>
<td>Report</td>
<td>240 nsf</td>
<td></td>
</tr>
<tr>
<td>Men's Locker Room</td>
<td>1,380 nsf</td>
<td></td>
</tr>
<tr>
<td>Women's Locker Room</td>
<td>350 nsf</td>
<td></td>
</tr>
<tr>
<td>Break Room</td>
<td>210 nsf</td>
<td></td>
</tr>
<tr>
<td>Lt. Office</td>
<td>140 nsf</td>
<td></td>
</tr>
<tr>
<td>Conference Room</td>
<td>192 nsf</td>
<td></td>
</tr>
<tr>
<td>Holding Room</td>
<td>128 nsf</td>
<td></td>
</tr>
<tr>
<td>Interview</td>
<td>64 nsf</td>
<td></td>
</tr>
<tr>
<td>Sergeant's Office</td>
<td>384 nsf</td>
<td></td>
</tr>
<tr>
<td>Detective's Office</td>
<td>432 nsf</td>
<td></td>
</tr>
<tr>
<td>School Liaison Office</td>
<td>144 nsf</td>
<td></td>
</tr>
<tr>
<td>Garage</td>
<td>1,080 nsf</td>
<td></td>
</tr>
<tr>
<td>Receiving Garage</td>
<td>480 nsf</td>
<td></td>
</tr>
</tbody>
</table>

**Sub Total** 6,580 nsf

**Net to Gross Area Ratio** 65% (a)

**Total Gross Area** 10,123 gsf

(a) Net to gross ratio of existing facilities.
PRELIMINARY PLAN

Using the areas established in the preceding section and the basic relationships derived from the user interviews, a preliminary plan was generated to carry the process one additional level.

This is not necessarily the final design.
FIRE DEPARTMENT CONCEPTUAL PLAN

SCALE: 10 20 30 40 50 60 70 80 90 100 110 120
PRELIMINARY FLOOR PLAN

SCALE: 1:100

OAKLAND COUNTY
SHERIFF'S OFFICE
The present site is located north of the Township Hall on Jostyn Road, south of Clarkston Road and just south of the middle school on the east side of the road.

Just over 11 acres are available for development.

Approximately 1/3 is heavily wooded.
The entire site slopes gently to the south toward Round Lake.

Site requirements were derived, as were the building requirements, from interviews with the Directors and staff.

The schematic site diagram depicts the three structures and a potential concept for parking, service yard, and vehicular circulation.

This plan is not intended to be the final design, but rather to explore the feasibility of siting the facilities and establishing quantities for the Cost Model.

THE SITE
Memo

To: Township Board Members
From: Elizabeth J. Balch, Assistant to the Supervisor
Date: August 29, 2002
Subject: Financing Alternatives for the Public Safety Complex

Alternatives for financing the proposed Public Services Complex were explored with Robert Bendzinski, of Bendzinski and Company, municipal advisors and also with Beth Bialy, of Plante and Moran. Their letters are attached to this memo.

Several suggestions, as encapsulated below, were made for the Board’s consideration:

- The Township could pay cash for the construction and site improvements. No debt would be incurred.
- The Township could issue General Obligation Bonds. These would require a vote of the electors to levy a millage to cover the principle and interest obligations.
- The Township could issue Capital Improvement Bonds, which can be issued without a vote of the electors, and the Township would pay the debt obligations from its own operating funds.
- The Water and Sewer Fund could pay for the initial construction, with the Fire Fund and Police Fund repaying the Water and Sewer Fund over a period of time with interest.
- The Water and Sewer Fund could construct all of the buildings, own the buildings and rent the buildings to the Sheriff and Fire Departments.

Both Robert Bendzinski and Beth Bialy are willing to address the Board on the ramifications of each funding alternative, over and above what is explained in their letters.

A projection of the cash flow required to complete this project is also attached. Per Tom Yaste’s estimates, the first year of construction will require considerably less money than further into the project.

When the Board decides whether to pursue the building of the Public Services Complex, it will need to decide on the method of financing this project.
August 28, 2002

Via e-mail: cbalch@oriontownship.org

Ms. Elizabeth J. Balch
Assistant to the Supervisor
Charter Township of Orion
2525 Joslyn Road
Lake Orion, Michigan  48360

RE:   Financing Alternatives for the Public Safety Department of Public Works Complex

Dear Elizabeth:

It was a pleasure to meet with you and discuss the financing alternatives available to the Township for the above referenced project. Based on our discussion, it is our understanding that the Township is considering constructing three separate buildings; one to house the Oakland County Sheriff’s Department Patrol Unit that patrols the Township of Orion; the Orion Township Fire Department; and the Orion Township Department of Public Works. These three separate buildings would be built on one site.

Based on the information you provided us, the architect has estimated the total cost of constructing the building and site improvements to be approximately $6,737,000. To this, you would have to add the cost of bonding which we have estimated to be approximately $213,000, for a total bond issue of $6,950,000. In order to finance this, the Township has three financing alternatives available.

The first would be the Township would pay cash for the construction and site improvements. This would not require debt to be issued for this project. The Township could charge each of the respective departments for their share of the building.

The second alternative would be issuance of General Obligation Bonds. The Township would be required to submit before the electors a ballot proposal indicating the maximum amount of the bonds, the first year’s tax levy and the average tax levy over the life of the Bonds. Assuming approval of the ballot proposal by the electors, the Township would then have the authority to levy millage to meet the debt service obligations on the Bonds. The Bonds would be unlimited tax full faith and credit of the Township. This would be similar to the Library bond issue that the Township will be voting on in November.
The third alternative would be the issuance of Capital Improvement Bonds. This type of bond issue is new to the State of Michigan, due to the recent amendments to the Municipal Finance Commission Act. These bonds can be issued without a vote; however, there is a 45 day right-of-referendum required. This requires the Township Clerk to publish a notice in the local paper indicating the maximum amount of the bonds and the purpose for the bond issue. The electors then have 45 days to gather signatures from at least 10% of the registered voters. If a petition is brought to the Clerk’s office within the 45 days, the Township would then be required to hold an election or abandon the project. Once the 45 days expire, the Township can then issue the bonds. The bonds would carry the limited tax full faith and credit of the Township for repayment. The Township would not have the authority to levy over and above the charter millage rate for the repayment of the bonds.

We also indicated that a 20 year bond issue would sell for an average interest rate of 5.00% in today’s market. Based on this, we estimate that the average annual debt service for a $6,950,000 bond issue payable over 20 years at an interest rate of 5.00% would cost the Township approximately $560,000 per year, for debt service.

We believe this summarizes our meeting and should you have any questions, or require any additional information, please do not hesitate to call.

Sincerely,

BENDZINSKI & CO.
Municipal Finance Advisors

RJB/jll
cc: Michael McGee
S:/hpdoc/Charter Twp/Orion/Safety and DPW Bldg/Alternatives.htm

607 Shelby • Suite 600 • Detroit, Michigan 48226-3282
(313) 981-8222 • FAX (313) 981-8220
e-mail • bendcof@bendzinski.com
August 28, 2002

Mr. Jerry Dywasuk, Supervisor
Charter Township of Orion
2525 Jostyn Road
Lake Orion, MI 48360

Dear Jerry:

At your request, Elizabeth Balch contacted me to discuss funding for three new facilities. We understand that the Township is considering building three different facilities – a Police facility, Fire facility and DPW building. One funding proposal involves having the Water and Sewer Fund pay for the initial construction, with the Fire Protection Fund and Police Protection Fund repaying the Water and Sewer Fund for their portion over time with interest. If this financing arrangement is approved, the loan should be repaid over a period of time not to exceed the useful life of the building. Obviously, buildings have long useful lives and you may not want the repayment period to extend 50 or so years. Typical financing arrangements for long-lived assets are usually about 20-30 years. In addition, the interest charged should be based upon the prime rate or some variable thereof (i.e. 1% more or less than prime, for example). In this way, the Water and Sewer Fund would not be negatively impacted if rates fluctuate significantly over the life of the loan. This could happen if you locked the interest rate at today’s lower rates.

One alternative financing mechanism would be to have the Water and Sewer Fund construct and own all the buildings with both Police and Fire paying rent. The rental amount should be based upon the cost to build, operate and maintain each building. This option is simpler from an accounting standpoint, but accomplishes the same objective as would setting up the initial loans.

We hope this information is useful to you. Should you need any additional assistance or clarification, please do not hesitate to call me at 248-223-3377.

Yours truly,

PLANTE & MORAN, LLP

Beth A. Biaty
Reenae Tulip

From: "R. Thomas Yaste" <tyaste@straubpelttyaste.com>
To: "Elizabeth Balch" <ebalch@oriontownship.org>
Cc: "Reenae Tulip" <tulip@oriontownship.org>
Sent: Thursday, August 08, 2002 11:33 AM
Subject: Projected Cash Flow

Good morning Elizabeth,

Although I anticipated a skewed sin curve, the amplitude and duration were unknown. This should help you a little. The good news is the lack of $$$$$ needed in the first 12 months to get moving.

Good luck. Let me know, if you need any answers.

Reenae, should you need me for something next week I'll be on vacation in the woods. But, I leave my cell phone on just in case the cell sways a little and I have reception. Occasionally, someone calls, I hear and what-do you-know, a conversation erupts.

Tom

8/12/02
The Cost Model uses requirements established earlier, both for the building and the site, to identify project costs.

Costs are applied from a mixture of experience, local resources, national costing resources and numerous inquiries.

To help further the accuracy and dependability of the Cost Model, The Dailey Company, a large and well respected local contractor, has reviewed and confirmed the projections.

Perhaps the most significant category in the Cost Model is the contingency at 10%.
COST MODEL

ORION TOWNSHIP STUDY

Project No. 0228

REVISED December 21, 2005

Shared Costs

Building Construction

Sub Total Shared Building Construction

January 2007

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Shared Site Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drives and Parking</td>
<td>125,000 sf @ $2.82 /sf = $352,187</td>
</tr>
<tr>
<td>Landscaping</td>
<td>82,500</td>
</tr>
<tr>
<td>Grading</td>
<td>9 ac @ $.39 /sf = 154,460</td>
</tr>
<tr>
<td>Exterior Signage</td>
<td>55,000</td>
</tr>
<tr>
<td>Utilities:</td>
<td></td>
</tr>
<tr>
<td>Water</td>
<td></td>
</tr>
<tr>
<td>8&quot; Main</td>
<td>2,150 lf @ $42.83 /lf = 92,076</td>
</tr>
<tr>
<td>Fire Hydrant</td>
<td>7 @ $2,254 ea = 15,778</td>
</tr>
<tr>
<td>Jack and Bore - Joslyn Road</td>
<td>33,000</td>
</tr>
<tr>
<td>Sanitary Sewer</td>
<td></td>
</tr>
<tr>
<td>Sewer Line</td>
<td>1,050 lf @ $39.44 /lf = 41,417</td>
</tr>
<tr>
<td>Manholes</td>
<td>5 @ $1,960 ea = 8,452</td>
</tr>
<tr>
<td>Storm Sewer</td>
<td></td>
</tr>
<tr>
<td>Sewer Lines</td>
<td>1,700 lf @ $39.44 /lf = 67,048</td>
</tr>
<tr>
<td>Manholes / Catchbasin</td>
<td>30 @ $1,690 ea = 50,715</td>
</tr>
<tr>
<td>Detention Pond</td>
<td>16,500</td>
</tr>
<tr>
<td>Detention Pond Outlet Structure</td>
<td>11,000</td>
</tr>
<tr>
<td>Electrical Service</td>
<td>27,500</td>
</tr>
<tr>
<td>Site Lighting</td>
<td>36 units @ $2,141 ea = 77,087</td>
</tr>
<tr>
<td>Gas Service</td>
<td>5,500</td>
</tr>
</tbody>
</table>

Sub Total Shared Site Costs $1,090,220

Shared Other Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soil Borings</td>
<td>$13,200</td>
</tr>
<tr>
<td>Survey</td>
<td>11,000</td>
</tr>
<tr>
<td>Building Permit / Fees</td>
<td>22,000</td>
</tr>
<tr>
<td>Tap Fee (H2O and Sewer)</td>
<td>22,000</td>
</tr>
<tr>
<td>Site Plan Approval Fees</td>
<td>5,500</td>
</tr>
<tr>
<td>Architectural / Engineering Fees</td>
<td>87,218</td>
</tr>
</tbody>
</table>

Sub Total Shared Other Costs $160,918

Total of All Shared Costs $1,251,138

Contingency 10% $125,114

TOTAL PROJECTED SHARED PROJECT COSTS $1,376,251

Shared Costs by Department Allocated Based on Building Area

<table>
<thead>
<tr>
<th>Area</th>
<th>% of All</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>DPW</td>
<td>17,182 gsf</td>
<td>36.8%</td>
</tr>
<tr>
<td>FD</td>
<td>19,348 gsf</td>
<td>41.5%</td>
</tr>
<tr>
<td>OCSO</td>
<td>10,123 gsf</td>
<td>21.7%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>46,653 gsf</td>
<td>100%</td>
</tr>
</tbody>
</table>
## COST MODEL

### ORION TOWNSHIP STUDY

Project No. 0228

### Shared Costs

<table>
<thead>
<tr>
<th>Building Construction</th>
<th>$ -</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sub Total Shared Building Construction</strong></td>
<td>$ -</td>
</tr>
</tbody>
</table>

### Shared Site Costs

<table>
<thead>
<tr>
<th>Drives and Parking</th>
<th>$312,500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landscaping</td>
<td>$75,000</td>
</tr>
<tr>
<td>Grading</td>
<td>$137,214</td>
</tr>
<tr>
<td>Exterior Signage</td>
<td>$50,000</td>
</tr>
<tr>
<td><strong>Utilities:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Water:</strong></td>
<td></td>
</tr>
<tr>
<td>8&quot; Main</td>
<td>$81,700</td>
</tr>
<tr>
<td>Fire Hydrant</td>
<td>$14,000</td>
</tr>
<tr>
<td>Jack and Base - Joslyn Road</td>
<td>$30,000</td>
</tr>
<tr>
<td><strong>Sanitary Sewer:</strong></td>
<td></td>
</tr>
<tr>
<td>Sewer Line</td>
<td>$36,750</td>
</tr>
<tr>
<td>Manholes</td>
<td>$7,500</td>
</tr>
<tr>
<td><strong>Storm Sewer:</strong></td>
<td></td>
</tr>
<tr>
<td>Sewer Lines</td>
<td>$59,500</td>
</tr>
<tr>
<td>Manholes / Catchbasin</td>
<td>$45,000</td>
</tr>
<tr>
<td>Detention Pond</td>
<td>$15,000</td>
</tr>
<tr>
<td>Dention Pond Outlet Structure</td>
<td>$10,000</td>
</tr>
<tr>
<td>Electrical Service</td>
<td>$25,000</td>
</tr>
<tr>
<td>Site Lighting</td>
<td>$68,400</td>
</tr>
<tr>
<td>Gas Service</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

**Sub Total Shared Site Costs**

$972,564

### Shared Other Costs

| Soil Borings | $12,000 |
| Survey       | $10,000 |
| Building Permit / Fees | $20,000 |
| Tap Fee (H2O and Sewer) | $20,000 |
| Site Plan Approval Fees | $5,000 |
| Architectural / Engineering Fees | $78,000 |

**Sub Total Shared Other Costs**

$145,000

Total of All Shared Costs

$1,117,564

Contingency 10%

$111,756

**TOTAL PROJECTED SHARED PROJECT COSTS**

$1,229,320

### Shared Costs by Department Allocated Based on Building Area

<table>
<thead>
<tr>
<th>Area</th>
<th>% of All</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPW</td>
<td>36.8%</td>
<td>$452,390</td>
</tr>
<tr>
<td>FD</td>
<td>41.5%</td>
<td>$510,168</td>
</tr>
<tr>
<td>OCSO</td>
<td>21.7%</td>
<td>$266,763</td>
</tr>
</tbody>
</table>

**TOTAL**

46,653 gsf

100%

$1,229,320
### COST MODEL

**ORION TOWNSHIP STUDY**

Project No. 0228

*Spring 2003*

<table>
<thead>
<tr>
<th><strong>Shared Costs</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Construction</td>
<td></td>
</tr>
</tbody>
</table>

**Sub Total Shared Building Construction**

<table>
<thead>
<tr>
<th><strong>Shared Site Costs</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Drives and Parking</td>
<td>(125,000\text{sf} @ $2.50/\text{sf}=) $312,500</td>
</tr>
<tr>
<td>Landscaping</td>
<td>$75,000</td>
</tr>
<tr>
<td>Grading</td>
<td>(9\text{ac} @ $3.50/\text{sf}=) $137,214</td>
</tr>
<tr>
<td>Exterior Signage</td>
<td>$50,000</td>
</tr>
<tr>
<td>Utilities:</td>
<td></td>
</tr>
<tr>
<td><strong>Water</strong></td>
<td></td>
</tr>
<tr>
<td>8&quot; Main</td>
<td>(2,150\text{lf} @ $38.00/\text{lf}=) $81,700</td>
</tr>
<tr>
<td>Fire Hydrant</td>
<td>(7 @ $2,000/\text{ea}=) $14,000</td>
</tr>
<tr>
<td>Jack and Base - Joslyn Road</td>
<td>$30,000</td>
</tr>
<tr>
<td><strong>Sanitary Sewer</strong></td>
<td></td>
</tr>
<tr>
<td>Sewer Line</td>
<td>(1,030\text{lf} @ $35.00/\text{lf}=) $36,750</td>
</tr>
<tr>
<td>Manholes</td>
<td>(5 @ $1,500/\text{ea}=) $7,500</td>
</tr>
<tr>
<td><strong>Storm Sewer</strong></td>
<td></td>
</tr>
<tr>
<td>Sewer Lines</td>
<td>(1,700\text{lf} @ $35.00/\text{lf}=) $59,500</td>
</tr>
<tr>
<td>Manholes / Catchbasin</td>
<td>(30 @ $1,500/\text{ea}=) $45,000</td>
</tr>
<tr>
<td>Detention Pond</td>
<td>$15,000</td>
</tr>
<tr>
<td>Dention Pond Outlet Structure</td>
<td>$10,000</td>
</tr>
<tr>
<td><strong>Electrical Service</strong></td>
<td></td>
</tr>
<tr>
<td>Site Lighting</td>
<td>(36\text{units} @ $1,900/\text{ea}=) $68,400</td>
</tr>
<tr>
<td>Gas Service</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

**Sub Total Shared Site Costs**

\$972,564

<table>
<thead>
<tr>
<th><strong>Shared Other Costs</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Soil Borings</td>
<td>$12,000</td>
</tr>
<tr>
<td>Survey</td>
<td>$10,000</td>
</tr>
<tr>
<td>Building Permit / Fees</td>
<td>$20,000</td>
</tr>
<tr>
<td>Tap Fee (H2O and Sewer)</td>
<td>$20,000</td>
</tr>
<tr>
<td>Site Plan Approval Fees</td>
<td>$5,000</td>
</tr>
<tr>
<td>Architectural / Engineering Fees</td>
<td>$77,805</td>
</tr>
</tbody>
</table>

**Sub Total Shared Other Costs**

\$144,805

Total of All Shared Costs

\$1,117,369

Contingency 10%

\$111,737

**TOTAL PROJECTED SHARED PROJECT COSTS**

\$1,229,106

<table>
<thead>
<tr>
<th><strong>Shared Costs by Department Allocated Based on Building Area</strong></th>
<th>Area</th>
<th>% of All</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPW</td>
<td>17,182 gsf</td>
<td>36.8%</td>
<td>$452,672</td>
</tr>
<tr>
<td>FD</td>
<td>19,348 gsf</td>
<td>41.5%</td>
<td>$509,737</td>
</tr>
<tr>
<td>OCSO</td>
<td>10,123 gsf</td>
<td>21.7%</td>
<td>$266,698</td>
</tr>
</tbody>
</table>

**TOTAL**

46,653 gsf

100%

\$1,229,106
### COST MODEL

**REVISED December 21, 2005**

#### DPW Building Construction

<table>
<thead>
<tr>
<th>Description</th>
<th>Square Feet</th>
<th>Cost Rate</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Building</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bay Area</td>
<td>13,280</td>
<td>$155.43/sf</td>
<td>$2,064,110</td>
</tr>
<tr>
<td>Office Area</td>
<td>3,584</td>
<td>$117.07/sf</td>
<td>$419,579</td>
</tr>
<tr>
<td><strong>Sub Total DPW Building Construction</strong></td>
<td></td>
<td></td>
<td><strong>$2,483,689</strong></td>
</tr>
</tbody>
</table>

#### DPW Site Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Square Feet</th>
<th>Cost Rate</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Generator (100 KW)</td>
<td></td>
<td></td>
<td>$45,000</td>
</tr>
<tr>
<td>Yard Area</td>
<td>25,000</td>
<td>$2.82/sf</td>
<td>$70,500</td>
</tr>
<tr>
<td>Yard Curb</td>
<td>250</td>
<td>$17.25/lf</td>
<td>$4,313</td>
</tr>
<tr>
<td>Fueling Area G/D</td>
<td></td>
<td></td>
<td>$40,250</td>
</tr>
<tr>
<td>Material Bin Storage (5)</td>
<td></td>
<td></td>
<td>$28,750</td>
</tr>
<tr>
<td>Fence and Gates</td>
<td></td>
<td></td>
<td>$41,400</td>
</tr>
<tr>
<td>Jet Dump Area</td>
<td></td>
<td></td>
<td>$23,000</td>
</tr>
<tr>
<td><strong>Sub Total DPW Site Costs</strong></td>
<td></td>
<td></td>
<td><strong>$253,213</strong></td>
</tr>
</tbody>
</table>

#### DPW Other Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture</td>
<td>$48,300</td>
</tr>
<tr>
<td>Equipment</td>
<td>4,830</td>
</tr>
<tr>
<td>Phones</td>
<td>4,830</td>
</tr>
<tr>
<td>Architecture and Engineering Fees</td>
<td>218,952</td>
</tr>
<tr>
<td>Security</td>
<td>3,680</td>
</tr>
<tr>
<td>Moving</td>
<td>17,250</td>
</tr>
<tr>
<td><strong>Sub Total DPW Other Costs</strong></td>
<td><strong>$297,842</strong></td>
</tr>
</tbody>
</table>

#### Total of All DPW Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total of All DPW Costs</td>
<td><strong>$3,034,744</strong></td>
</tr>
<tr>
<td>Contingency 10%</td>
<td>303,474</td>
</tr>
<tr>
<td>Departmental Shared Costs</td>
<td>450,366</td>
</tr>
<tr>
<td><strong>TOTAL PROJECTED DPW PROJECT COSTS</strong></td>
<td><strong>$3,788,584</strong></td>
</tr>
</tbody>
</table>
## COST MODEL

**REVISED - November 21, 2002**

**ORION TOWNSHIP STUDY**

Department of Public Works

*Cost Projection to construct DPW on site with other structures/departments to follow in future.*

### DPW Building Construction

<table>
<thead>
<tr>
<th>Description</th>
<th>SF</th>
<th>Rate</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Building Bay Area</td>
<td>13,280</td>
<td>$100.57</td>
<td>$1,335,570</td>
</tr>
<tr>
<td>Office Area</td>
<td>3,584</td>
<td>$107.90</td>
<td>$386,714</td>
</tr>
<tr>
<td><strong>Sub Total DPW Building Construction</strong></td>
<td></td>
<td></td>
<td><strong>$1,722,283</strong></td>
</tr>
</tbody>
</table>

### DPW Site Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>SF/ LF/ EA</th>
<th>Rate</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Generator (100 KW)</td>
<td></td>
<td></td>
<td>$30,000</td>
</tr>
<tr>
<td>Yard Area</td>
<td>25,000</td>
<td>$2.00</td>
<td>$50,000</td>
</tr>
<tr>
<td>Yard Curb</td>
<td>250</td>
<td>$15.00</td>
<td>$3,750</td>
</tr>
<tr>
<td>Fueling Area G/D</td>
<td></td>
<td></td>
<td>$35,000</td>
</tr>
<tr>
<td>Material Bin Storage (5)</td>
<td></td>
<td></td>
<td>$25,000</td>
</tr>
<tr>
<td>Fence and Gates</td>
<td></td>
<td></td>
<td>$36,000</td>
</tr>
<tr>
<td>Jet Dump Area</td>
<td></td>
<td></td>
<td>$20,000</td>
</tr>
<tr>
<td>Drives and Parking</td>
<td>62,000</td>
<td>$2.50</td>
<td>$155,000</td>
</tr>
<tr>
<td>Landscaping</td>
<td></td>
<td></td>
<td>$36,000</td>
</tr>
<tr>
<td>Grading</td>
<td>9</td>
<td>$0.35</td>
<td>$137,214</td>
</tr>
<tr>
<td>Exterior Signage</td>
<td></td>
<td></td>
<td>$16,000</td>
</tr>
<tr>
<td>Water</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8&quot; Main</td>
<td>2,150</td>
<td>$38.00</td>
<td>$81,700</td>
</tr>
<tr>
<td>Fire Hydrants/Valves</td>
<td>7</td>
<td>$2,000</td>
<td>$14,000</td>
</tr>
<tr>
<td>Jack &amp; Bore-Joslyn Road</td>
<td></td>
<td></td>
<td>$30,000</td>
</tr>
<tr>
<td>Sanitary Sewer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sewer Lines</td>
<td>1,050</td>
<td>$35.00</td>
<td>$36,750</td>
</tr>
<tr>
<td>Manholes/Catch Basins</td>
<td>5</td>
<td>$1,500</td>
<td>$7,500</td>
</tr>
<tr>
<td>Detention Pond</td>
<td></td>
<td></td>
<td>$25,000</td>
</tr>
<tr>
<td>Detention Pond Outlet Structure</td>
<td></td>
<td></td>
<td>$15,000</td>
</tr>
<tr>
<td>Electrical Service</td>
<td></td>
<td></td>
<td>$25,000</td>
</tr>
<tr>
<td>Site Lighting</td>
<td>20</td>
<td>$1,900</td>
<td>$38,000</td>
</tr>
<tr>
<td>Gas Service</td>
<td></td>
<td></td>
<td>$5,000</td>
</tr>
<tr>
<td><strong>Sub Total DPW Site Costs</strong></td>
<td></td>
<td></td>
<td><strong>$821,914</strong></td>
</tr>
</tbody>
</table>

### DPW Other Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture</td>
<td>$42,000</td>
</tr>
<tr>
<td>Equipment</td>
<td>$4,200</td>
</tr>
<tr>
<td>Soil Borings</td>
<td>$12,000</td>
</tr>
<tr>
<td>Survey</td>
<td>$10,000</td>
</tr>
<tr>
<td>Building Permit/Fees</td>
<td>$10,000</td>
</tr>
<tr>
<td>Tap Fees</td>
<td>$20,000</td>
</tr>
<tr>
<td>Site Plan Approval Fees</td>
<td>$3,000</td>
</tr>
<tr>
<td>Phones</td>
<td>$4,200</td>
</tr>
<tr>
<td>Architectural/Engineering Fees</td>
<td>$246,088</td>
</tr>
<tr>
<td>Security</td>
<td>$3,200</td>
</tr>
<tr>
<td>Moving</td>
<td>$15,000</td>
</tr>
<tr>
<td><strong>Sub Total DPW Other Costs</strong></td>
<td><strong>$369,688</strong></td>
</tr>
</tbody>
</table>

**Total of All DPW Costs**

- **$2,913,885**
- **Contingency 10%**
  - **$291,388**

**TOTAL PROJECTED DPW PROJECT COSTS**

- **$3,205,273**
## COST MODEL

**ORION TOWNSHIP STUDY**  
Department of Public Works  
Project No. 0228  

### DPW Building Construction

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Building</td>
<td></td>
</tr>
<tr>
<td>Bay Area</td>
<td>13,280 sf @ $94.88/sf = $1,260,006</td>
</tr>
<tr>
<td>Office Area</td>
<td>3,584 sf @ $101.80/sf = 364,851</td>
</tr>
<tr>
<td><strong>Sub Total DPW Building Construction</strong></td>
<td><strong>$1,624,857</strong></td>
</tr>
</tbody>
</table>

### DPW Site Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Generator (100 KW)</td>
<td>$30,000</td>
</tr>
<tr>
<td>Yard Area</td>
<td>25,000 sf @ $2/sf = $50,000</td>
</tr>
<tr>
<td>Yard Curb</td>
<td>250 sf @ $15/sf = 3,750</td>
</tr>
<tr>
<td>Fueling Area G/D</td>
<td>35,000</td>
</tr>
<tr>
<td>Material Bin Storage (5)</td>
<td>25,000</td>
</tr>
<tr>
<td>Fence and Gates</td>
<td>36,000</td>
</tr>
<tr>
<td>Jet Dump Area</td>
<td>20,000</td>
</tr>
<tr>
<td><strong>Sub Total DPW Site Costs</strong></td>
<td><strong>$199,750</strong></td>
</tr>
</tbody>
</table>

### DPW Other Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture</td>
<td>$42,000</td>
</tr>
<tr>
<td>Equipment</td>
<td>4,200</td>
</tr>
<tr>
<td>Phones</td>
<td>4,200</td>
</tr>
<tr>
<td>Architectural/Engineering Fees</td>
<td>149,665</td>
</tr>
<tr>
<td>Security</td>
<td>3,200</td>
</tr>
<tr>
<td>Moving</td>
<td>15,000</td>
</tr>
<tr>
<td><strong>Sub Total DPW Other Costs</strong></td>
<td><strong>$218,265</strong></td>
</tr>
</tbody>
</table>

### Total of All DPW Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total of All DPW Costs</td>
<td>$2,042,872</td>
</tr>
<tr>
<td>Contingency 10%</td>
<td>204,287</td>
</tr>
<tr>
<td>Departmental Shared Costs</td>
<td>452,672</td>
</tr>
</tbody>
</table>

### TOTAL PROJECTED DPW PROJECT COSTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL PROJECTED DPW PROJECT COSTS</strong></td>
<td><strong>$2,699,831</strong></td>
</tr>
</tbody>
</table>
**COST MODEL**

**ORION TOWNSHIP STUDY**
Department of Public Works
Project No. 0228

### DPW Building Construction

<table>
<thead>
<tr>
<th>Description</th>
<th>Square Feet</th>
<th>Cost Rate</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bay Area</td>
<td>13,280 gsf</td>
<td>$86.25/sf</td>
<td>$1,145,400</td>
</tr>
<tr>
<td>Office Area</td>
<td>3,584 gsf</td>
<td>$92.55/sf</td>
<td>$331,699</td>
</tr>
</tbody>
</table>

**Sub Total DPW Building Construction**

$1,477,099

### DPW Site Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Generator (100 KW)</td>
<td>$30,000</td>
</tr>
<tr>
<td>Yard Area</td>
<td>25,000 sf @ $2/sf = $50,000</td>
</tr>
<tr>
<td>Yard Curb</td>
<td>250' @ $2.50/lf = $3,750</td>
</tr>
<tr>
<td>Fueling Area G/D</td>
<td>$35,000</td>
</tr>
<tr>
<td>Material Bin Storage (5)</td>
<td>$25,000</td>
</tr>
<tr>
<td>Fence and Gates</td>
<td>$36,000</td>
</tr>
<tr>
<td>Jet Dump Area</td>
<td>$20,000</td>
</tr>
</tbody>
</table>

**Sub Total DPW Site Costs**

$199,750

### DPW Other Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture</td>
<td>$42,060</td>
</tr>
<tr>
<td>Equipment</td>
<td>4,200</td>
</tr>
<tr>
<td>Phones</td>
<td>4,200</td>
</tr>
<tr>
<td>Architectural/Engineering Fees</td>
<td>137,844</td>
</tr>
<tr>
<td>Security</td>
<td>3,200</td>
</tr>
<tr>
<td>Moving</td>
<td>15,000</td>
</tr>
</tbody>
</table>

**Sub Total DPW Other Costs**

$206,444

**Total of All DPW Costs**

$1,883,293

**Contingency 10%**

188,329

**Department Shared Costs**

452,672

**TOTAL PROJECTED DPW PROJECT COSTS**

$2,524,294
## COST MODEL

**ORION TOWNSHIP STUDY**  
Department of Public Works  
Project No. 0228

### DPW Building Construction

<table>
<thead>
<tr>
<th>Building Type</th>
<th>Square Feet</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bay Area</td>
<td>13,280 gsf</td>
<td>$1,115,520</td>
</tr>
<tr>
<td>Office Area</td>
<td>3,584 gsf</td>
<td>$319,872</td>
</tr>
</tbody>
</table>

**Sub Total DPW Building Construction**  
$1,435,392

### DPW Site Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Generator (100 KW)</td>
<td>$30,000</td>
</tr>
<tr>
<td>Yard Area</td>
<td>$50,000</td>
</tr>
<tr>
<td>Yard Curb</td>
<td>$3,750</td>
</tr>
<tr>
<td>Fueling Area G/D</td>
<td>$35,000</td>
</tr>
<tr>
<td>Material Bin Storage (5)</td>
<td>$25,000</td>
</tr>
<tr>
<td>Fence and Gates</td>
<td>$36,000</td>
</tr>
<tr>
<td>Jet Dump Area</td>
<td>$20,000</td>
</tr>
</tbody>
</table>

**Sub Total DPW Site Costs**  
$199,750

### DPW Other Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture</td>
<td>$42,000</td>
</tr>
<tr>
<td>Equipment</td>
<td>$4,200</td>
</tr>
<tr>
<td>Phones</td>
<td>$4,200</td>
</tr>
<tr>
<td>Security</td>
<td>$3,200</td>
</tr>
<tr>
<td>Moving</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

**Sub Total DPW Other Costs**  
$68,600

### Total DPW Costs

- Total of All DPW Costs: $1,703,742
- Contingency 10%: $170,374
- Departmental Shared Costs: $450,366

**TOTAL PROJECTED DPW PROJECT COSTS**  
$2,324,462
## COST MODEL

### ORION TOWNSHIP STUDY

Fire Department  
Project No. 0228

**REVISED December 21, 2005**

### F.D. Building Construction

<table>
<thead>
<tr>
<th>Description</th>
<th>Square Feet</th>
<th>Unit Cost (sf)</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apparatus Area</td>
<td>9,770</td>
<td>$153.50</td>
<td>$1,501,050</td>
</tr>
<tr>
<td>Office Area</td>
<td>9,577</td>
<td>$117.07</td>
<td>$1,121,179</td>
</tr>
</tbody>
</table>

**Sub Total F.D. Building Construction**  
$2,620,874

### F.D. Site Costs

- Emergency Generator (100 KW)  
  - $43,000
- Practice Fire Hydrant  
  - $3,450
- Curb Cut and Exit Drive  
  - $44,000
- Relocated Tower  
  - $44,000

**Sub Total F.D. Site Costs**  
$134,450

### F.D. Other Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture</td>
<td>$142,000</td>
</tr>
<tr>
<td>Equipment</td>
<td>$15,000</td>
</tr>
<tr>
<td>Phones</td>
<td>$8,000</td>
</tr>
<tr>
<td>Architecture and Engineering Fees</td>
<td>$220,426</td>
</tr>
<tr>
<td>Security</td>
<td>$8,000</td>
</tr>
<tr>
<td>Moving</td>
<td>$22,500</td>
</tr>
</tbody>
</table>

**Sub Total F.D. Other Costs**  
$415,926

### Total of All F.D. Costs

- Total $3,171,250
- Contingency 10%  
  - $317,125
- Departmental Shared Costs  
  - $507,885

**TOTAL PROJECTED F.D. PROJECT COSTS**  
$3,996,260
## COST MODEL

### ORION TOWNSHIP STUDY

**Fire Department**

**Project No. 0228**

### F.D. Building Construction

<table>
<thead>
<tr>
<th>Area</th>
<th>Square Feet</th>
<th>Cost Rate per SF</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apparatus Area</td>
<td>9,770</td>
<td>$94.88</td>
<td>$926,978</td>
</tr>
<tr>
<td>Office Area</td>
<td>9,577</td>
<td>$101.80</td>
<td>$974,939</td>
</tr>
</tbody>
</table>

**Sub Total F.D. Building Construction**

$1,901,917

### F.D. Site Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Generator (100 KW)</td>
<td>$30,000</td>
</tr>
<tr>
<td>Practice Fire Hydrant</td>
<td>$3,000</td>
</tr>
<tr>
<td>Curb Cut and Exit Drive</td>
<td>$40,000</td>
</tr>
<tr>
<td>Relocated Tower</td>
<td>$40,000</td>
</tr>
</tbody>
</table>

**Sub Total F.D. Site Costs**

$113,000

### F.D. Other Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture</td>
<td>$115,000</td>
</tr>
<tr>
<td>Equipment</td>
<td>$10,000</td>
</tr>
<tr>
<td>Phones</td>
<td>$8,000</td>
</tr>
<tr>
<td>Architectural/Engineering Fees</td>
<td>$171,193</td>
</tr>
<tr>
<td>Security</td>
<td>$8,000</td>
</tr>
<tr>
<td>Moving</td>
<td>$20,000</td>
</tr>
</tbody>
</table>

**Sub Total F.D. Other Costs**

$332,193

### Total of All F.D. Costs

$2,347,110

### Contingency 10%

$234,711

### Departmental Shared Costs

$509,737

**TOTAL PROJECTED F.D. PROJECT COSTS**

$3,091,558
## COST MODEL

### ORION TOWNSHIP STUDY
*Fire Department*

**Project No. 0228**

<table>
<thead>
<tr>
<th>F.D. Building Construction</th>
<th>Soro 2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apparatus Area</td>
<td>9,770sf @ $86.25/sf = $842,663</td>
</tr>
<tr>
<td>Office Area</td>
<td>9,577sf @ $92.55/sf = $886,351</td>
</tr>
</tbody>
</table>

**Sub Total F.D. Building Construction** $1,729,014

<table>
<thead>
<tr>
<th>F.D. Site Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Generator (100 KW)</td>
<td>$30,000</td>
</tr>
<tr>
<td>Practice Fire Hydrant</td>
<td>$3,000</td>
</tr>
<tr>
<td>Curb Cut and Exit Drive</td>
<td>$40,000</td>
</tr>
<tr>
<td>Relocated Tower</td>
<td>$40,000</td>
</tr>
</tbody>
</table>

**Sub Total F.D. Site Costs** $113,000

<table>
<thead>
<tr>
<th>F.D. Other Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture</td>
<td>$115,000</td>
</tr>
<tr>
<td>Equipment</td>
<td>$10,000</td>
</tr>
<tr>
<td>Phones</td>
<td>$8,000</td>
</tr>
<tr>
<td>Architectural/Engineering Fees</td>
<td>$157,361</td>
</tr>
<tr>
<td>Security</td>
<td>$8,000</td>
</tr>
<tr>
<td>Moving</td>
<td>$20,000</td>
</tr>
</tbody>
</table>

**Sub Total F.D. Other Costs** $318,361

<table>
<thead>
<tr>
<th>Total of All F.D. Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,160,375</td>
<td></td>
</tr>
</tbody>
</table>

| Contingency 10% | $216,038 |
| Departmental Shared Costs | $509,737 |

**TOTAL PROJECTED F.D. PROJECT COSTS** $2,886,149
**COST MODEL**

**ORION TOWNSHIP STUDY**

Fire Department

Project No. 0228

**F.D. Building Construction**

<table>
<thead>
<tr>
<th>Area</th>
<th>Square Footage</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apparatus Area</td>
<td>9,770</td>
<td>$820,680</td>
</tr>
<tr>
<td>Office Area</td>
<td>9,577</td>
<td>$854,747</td>
</tr>
</tbody>
</table>

**Sub Total F.D. Building Construction**

$1,675,427

**F.D. Site Costs**

- Emergency Generator (100 KW) $30,000
- Practice Fire Hydrant $3,000
- Curb Cut and Exit Drive $40,000
- Relocated Tower $40,000

**Sub Total F.D. Site Costs**

$113,000

**F.D. Other Costs**

- Furniture $115,000
- Equipment $10,000
- Phones $8,000
- Security $8,000
- Moving $20,000

**Sub Total F.D. Other Costs**

$161,000

**Total of All F.D. Costs**

$1,949,427

**Contingency 10%**

$194,943

**Departmental Shared Costs**

$507,885

**TOTAL PROJECTED F.D. PROJECT COSTS**

$2,652,255
## COST MODEL

**ORION TOWNSHIP STUDY**  
Oakland County Sheriff’s Office  
Project No. 0228

*REVISED December 21, 2005*

### OCSO Building Construction

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
<th>Units</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Construction</td>
<td>$1,185,100</td>
<td>10,123 gsf</td>
<td>$117.07/sf</td>
<td></td>
</tr>
<tr>
<td>Basement</td>
<td>$502,020</td>
<td>8,443 sf</td>
<td>$59.46/sf</td>
<td></td>
</tr>
</tbody>
</table>

*Sub Total OCSO Building Construction*  
$1,687,120

### OCSO Site Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Generator (100 KW)</td>
<td>$43,000</td>
</tr>
</tbody>
</table>

*Sub Total OCSO Site Costs*  
$43,000

### OCSO Other Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture</td>
<td>$46,000</td>
</tr>
<tr>
<td>Equipment</td>
<td>$11,500</td>
</tr>
<tr>
<td>Phones</td>
<td>$11,500</td>
</tr>
<tr>
<td>Architectural/Engineering Fees</td>
<td>$138,410</td>
</tr>
<tr>
<td>Security</td>
<td>$92,000</td>
</tr>
<tr>
<td>Moving</td>
<td>$23,000</td>
</tr>
</tbody>
</table>

*Sub Total OCSO Other Costs*  
$322,410

### Total

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total of All OCSO Costs</td>
<td>$2,052,529</td>
</tr>
<tr>
<td>Contingency 10%</td>
<td>$205,253</td>
</tr>
<tr>
<td>Departmental Shared Costs</td>
<td>$265,569</td>
</tr>
</tbody>
</table>

*TOTAL PROJECTED OCSO PROJECT COSTS*  
$2,523,351
REVISED - November 21, 2002

* Cost Projection to construct OCSO Building on Service Center site with other structures/departments to follow in future.

### OCSO Building Construction

<table>
<thead>
<tr>
<th>Description</th>
<th>Square Footage</th>
<th>Rate per SF</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Construction</td>
<td>10,123 gsf</td>
<td>$107.91</td>
<td>$1,092,373</td>
</tr>
<tr>
<td>Basement</td>
<td>8,443 sf</td>
<td>$54.80</td>
<td>462,676</td>
</tr>
</tbody>
</table>

**Sub Total OCSO Building Construction**

<table>
<thead>
<tr>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,555,049</td>
</tr>
</tbody>
</table>

### OCSO Site Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Rate</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Generator (100 KW)</td>
<td></td>
<td></td>
<td>$30,000</td>
</tr>
<tr>
<td>Storm Sewer</td>
<td>360 if</td>
<td>$35.00</td>
<td>12,600</td>
</tr>
<tr>
<td>Storm Manholes/Catch</td>
<td>4 ea</td>
<td>$1,500</td>
<td>6,000</td>
</tr>
<tr>
<td>Site Lighting</td>
<td>6 ea</td>
<td>$1,900</td>
<td>11,400</td>
</tr>
</tbody>
</table>

**Sub Total OCSO Site Costs**

<table>
<thead>
<tr>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$60,000</td>
</tr>
</tbody>
</table>

### OCSO Other Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture</td>
<td>$40,000</td>
</tr>
<tr>
<td>Equipment</td>
<td>10,000</td>
</tr>
<tr>
<td>Phones</td>
<td>10,000</td>
</tr>
<tr>
<td>Building Permit/Fees</td>
<td>8,000</td>
</tr>
<tr>
<td>Site Plan Approval Fees</td>
<td>3,000</td>
</tr>
<tr>
<td>Architectural/Engineering Fees</td>
<td>149,854</td>
</tr>
<tr>
<td>Security</td>
<td>8,000</td>
</tr>
<tr>
<td>Moving</td>
<td>20,000</td>
</tr>
</tbody>
</table>

**Sub Total OCSO Other Costs**

<table>
<thead>
<tr>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$248,854</td>
</tr>
</tbody>
</table>

### Total of All OCSO Costs

<table>
<thead>
<tr>
<th>Total of All OCSO Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,863,904</td>
</tr>
</tbody>
</table>

### Contingency 10%

<table>
<thead>
<tr>
<th>Contingency 10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>186,390</td>
</tr>
</tbody>
</table>

**TOTAL PROJECTED OCSO PROJECT COSTS**

<table>
<thead>
<tr>
<th>Total Projected OCSO Project Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,050,294</td>
</tr>
</tbody>
</table>
### COST MODEL

**ORION TOWNSHIP STUDY**

Oakland County Sheriff's Office

Project No. 0228

<table>
<thead>
<tr>
<th>OCSO Building Construction</th>
<th>Spring 2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Construction</td>
<td>10,123sf @ $101.80/sf = $935,884</td>
</tr>
<tr>
<td>Basement</td>
<td>8,443sf @ $51.70/sf = 435,503</td>
</tr>
</tbody>
</table>

**Sub Total OCSO Building Construction**

$1,373,387

<table>
<thead>
<tr>
<th>OCSO Site Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Generator (100 KW)</td>
</tr>
<tr>
<td>$30,000</td>
</tr>
</tbody>
</table>

**Sub Total OCSO Site Costs**

$30,000

<table>
<thead>
<tr>
<th>OCSO Other Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture</td>
</tr>
<tr>
<td>$40,000</td>
</tr>
<tr>
<td>Equipment</td>
</tr>
<tr>
<td>$10,000</td>
</tr>
<tr>
<td>Phones</td>
</tr>
<tr>
<td>$10,000</td>
</tr>
<tr>
<td>Architectural/Engineering Fees</td>
</tr>
<tr>
<td>$116,271</td>
</tr>
<tr>
<td>Security</td>
</tr>
<tr>
<td>$8,000</td>
</tr>
<tr>
<td>Moving</td>
</tr>
<tr>
<td>$20,000</td>
</tr>
</tbody>
</table>

**Sub Total OCSO Other Costs**

$204,271

<table>
<thead>
<tr>
<th>Total of All OCSO Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,607,658</td>
</tr>
<tr>
<td>Contingency 10%</td>
</tr>
<tr>
<td>$160,766</td>
</tr>
<tr>
<td>Departmental Shared Costs</td>
</tr>
<tr>
<td>$266,698</td>
</tr>
</tbody>
</table>

**TOTAL PROJECTED OCSO PROJECT COSTS**

$2,035,121
## COST MODEL

**ORION TOWNSHIP STUDY**  
Oakland County Sheriff's Office  
Project No. 0228

<table>
<thead>
<tr>
<th>OCSO Building Construction</th>
<th>Spring 2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Construction</td>
<td>$936,884</td>
</tr>
<tr>
<td>Basement</td>
<td>$396,821</td>
</tr>
</tbody>
</table>

Sub Total OCSO Building Construction: $1,333,705

<table>
<thead>
<tr>
<th>OCSO Site Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Generator (100 KW)</td>
</tr>
</tbody>
</table>

Sub Total OCSO Site Costs: $30,000

<table>
<thead>
<tr>
<th>OCSO Other Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture</td>
</tr>
<tr>
<td>Equipment</td>
</tr>
<tr>
<td>Phones</td>
</tr>
<tr>
<td>Architectural/Engineering Fees</td>
</tr>
<tr>
<td>Security</td>
</tr>
<tr>
<td>Moving</td>
</tr>
</tbody>
</table>

Sub Total OCSO Other Costs: $201,096

<table>
<thead>
<tr>
<th>Total of All OCSO Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contingency 10%</td>
</tr>
<tr>
<td>Departmental Shared Costs</td>
</tr>
</tbody>
</table>

TOTAL PROJECTED OCSO PROJECT COSTS: $1,987,979
**COST MODEL**

**ORION TOWNSHIP STUDY**

Oakland County Sheriff's Office

Project No. 0228

<table>
<thead>
<tr>
<th>OCSO Building Construction</th>
<th>Spring 2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Construction 10,123sf @ $89.25/sf = $903,478</td>
<td></td>
</tr>
<tr>
<td>Basement 8,443sf @ $40.00/sf = $337,720</td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total OCSO Building Construction</strong></td>
<td>$1,241,198</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCSO Site Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Generator (100 KW)  $30,000</td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total OCSO Site Costs</strong></td>
<td>$30,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCSO Other Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture $40,000</td>
<td></td>
</tr>
<tr>
<td>Equipment 10,000</td>
<td></td>
</tr>
<tr>
<td>Phones 10,000</td>
<td></td>
</tr>
<tr>
<td>Security 8,000</td>
<td></td>
</tr>
<tr>
<td>Moving 20,000</td>
<td></td>
</tr>
<tr>
<td><strong>Sub Total OCSO Other Costs</strong></td>
<td>$88,000</td>
</tr>
</tbody>
</table>

| Total of All OCSO Costs $1,359,198                    |             |
| Contingency 10% 135,920                               |             |
| Departmental Shared Costs 265,569                     |             |
| **TOTAL PROJECTED OCSO PROJECT COSTS**                | $1,760,687  |
No date nor season has been established for this project to start.

There is still considerable data that makes it possible to project the project length and duration of various activities. Those activities are identified on the following schedule.

Please keep in mind that seasonal conditions could affect items such as the property survey, construction start and end.

---

**SCHEDULE**
<table>
<thead>
<tr>
<th>Tasks</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
<th>16</th>
<th>17</th>
<th>18</th>
<th>19</th>
<th>20</th>
<th>21</th>
<th>22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preliminary Design</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Design/Specifications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Plan Approval</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bidding</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negotiation &amp; Award</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furnishings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Owner Review/Approval</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Punch List</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Occupancy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Meetings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Using the areas established in the proceeding section and the basic relationships derived from the user interviews, a preliminary plan was generated to carry the process one additional level.

This is not necessarily the final design.
RE: ARCHITECTURAL AND PLANNING SERVICES TO DEVELOP A FACILITIES NEED STUDY FOR THE DEPARTMENT OF PUBLIC WORKS, SHERIFF SUBSTATION AND CENTRAL FIRE STATION.

Professional services performed during the month of September 2002 with regards to the above referenced project in accordance with our letter dated June 21, 2002. A fixed fee of $3,950.00.

REIMBURSABLE EXPENSES:
- J & M Reproductions $144.34
- 12 Additional Binders 35.48
- Index Dividers 92.86
- 272.68
- X  1.1%

TOTAL AMOUNT DUE $299.95
INVOICE NO. 352725

J&M Reproduction Corporation
1200 Rochester Rd.
Troy, Michigan
48083-2833
248/588-8100
Fax 248/588-4248

STRAUB PETTITT YASTE
850 NORTH CROOKS
CLAWSON MI 480171311

<table>
<thead>
<tr>
<th>ACCOUNT NO.</th>
<th>SLS</th>
<th>PURCHASE ORDER</th>
<th>DATE SHIP</th>
<th>TERMS</th>
<th>INV. DATE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>603</td>
<td></td>
<td></td>
<td>8728702</td>
<td>NET 30 DAYS</td>
<td>8730702</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ORIGINALS</th>
<th>COPY</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>152</td>
<td>21</td>
<td>8 1/2 X 11 60# WHITE 1/C 1/S</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>21</td>
<td>11 X 17 60# WHITE 1/C 1/S, 2 FOLD COLLATE, SLIP SHEET &amp; 3 HOLE DRILL</td>
<td>136.17</td>
</tr>
</tbody>
</table>

I hereby certify that these goods were produced in compliance with all applicable requirements of Section 6, 7, and 12 of the Fair Labor Standards Act, as amended, if of regulations and orders of the United States Department of Labor issued under section 14 thereof.

SALE AMOUNT 136.17
SALES TAX 8.17
FREIGHT
TOTAL 144.34

CUSTOMER COPY
INVOICE

STRAUB PETTITT YASTE
850 N CROOKS RD
CLAWSON, MI 48017

248-688-7777

STRAUB PETTITT YASTE
850 N CROOKS RD
CLAWSON, MI 48017

7/92 DELIVER

08/28/02 NET 30

24 0 AVE05711 "BINDER, VIEW, 1", WE EA NET 1.930 46.32
1 0 AVE11444 INDEX, MAKER, LSR, UNPCH, 8TAB EX NET 87.610 87.61

# 2002 28

---

MICHIGAN CORPORATE OFFICE PLUS
has SAVED you
$139.69
on this order!

---

ORDER NUMBER: 686872

SHERRY
YOU SO VERY MUCH FOR YOUR ORDER!!!
**INVOICE**

TRAUB PETTITT YASTE  
50 N CROOKS RD  
LAWSON, MI 48017  
48-658-7777

STRAUB PETTITT YASTE  
850 N CROOKS RD  
SUITE 200  
CLAWSON, MI 48017

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Net</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GE21389</td>
<td>0</td>
<td>CT</td>
<td>53.010</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>AVE05731</td>
<td>0</td>
<td>EA</td>
<td>2.790</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ACC12995</td>
<td>0</td>
<td>BX</td>
<td>10.760</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>OIC9050</td>
<td>0</td>
<td>BX</td>
<td>0.450</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>GEP158-00</td>
<td>0</td>
<td>CT</td>
<td>55.584</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>HEW51626A</td>
<td>0</td>
<td>EA</td>
<td>24.990</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>OPS00001</td>
<td>0</td>
<td>CT</td>
<td>22.490</td>
<td></td>
</tr>
</tbody>
</table>

**MDA - 53.01**

**108.59**

**22.49**

**115.11**

**E x t e r n a l**

**M I C H I G A N C O R P O R A T E O F F I C E P L U S**

**has SAVED you**

**$231.12**

**on this order!**

ER NUMBER: 686663

A DELIVERY 8-23-02 IN THE AM? THANK

327.51

19.65

347.16
Reenae Tulip
Building and Grounds
Charter Township of Orion
2525 Joslyn Road
Lake Orion, Michigan 48360-1951

RE: ARCHITECTURAL AND PLANNING SERVICES TO DEVELOP A FACILITIES NEED STUDY FOR THE DEPARTMENT OF PUBLIC WORKS, SHERIFF SUBSTATION AND CENTRAL FIRE STATION.

Professional services performed during the month of August 2001 with regards to the above referenced project in accordance with our letter dated June 21, 2002. A fixed fee of $3,950.00.

\[
\begin{align*}
$3,950.00 \times 100\% \text{ complete} &= \$3,950.00 \\
\text{AMOUNT PREVIOUSLY INVOICED} &= \$2,962.50 \\
\text{TOTAL AMOUNT DUE} &= \$987.50
\end{align*}
\]

\[\text{divided 3 ways}\]
9-9-02.
RE: ARCHITECTURAL AND PLANNING SERVICES TO DEVELOP A FACILITIES NEED STUDY FOR THE DEPARTMENT OF PUBLIC WORKS, SHERIFF SUBSTATION AND CENTRAL FIRE STATION.

Professional services performed during the month of July 2001 with regards to the above referenced project in accordance with our letter dated June 21, 2002. A fixed fee of $3,950.00.

$3,950.00 x 75% complete = $2,962.50

Reena Tulip
Building and Grounds
Charter Township of Orion
2525 Joslyn Road
Lake Orion, Michigan 48360-1951
June 21, 2002

Reenae Tulip
Building and Grounds
Charter Township of Orion
2525 Joslyn Road
Lake Orion, MI 48360-1951

RE: Architectural / Planning Services Proposal for Orion Township Facilities Needs Study

Dear Ms. Tulip:

Straub Pettitt Yaste is pleased to have this opportunity to submit our proposal to provide architectural and planning services to develop a Facilities Need Study for the Department of Public Works, the Sheriff Substation, and the Central Fire Station needs. As you know, Straub Pettitt Yaste has had numerous projects with the Charter Township of Orion and has in fact completed the facilities within which these departments are now housed. We appreciate those opportunities and also this opportunity to extend our relationship with the Township.

SITUATION

There are several facilities problems presently facing the Township. These problems include:

1. The Building Department has an intense need for additional space.

2. Inefficient management of the DPW created by the remoteness of the department head and office staff from the rest of the department.

3. A lack of central Fire Station, training, staffing, and vehicular storage.
4. The Silverbell Station is functioning more like an office than a fire station.

5. General Township storage space is nearly non-existent, inefficient and in some cases in ordinance violation.

6. Storage of Township vehicles on site makes them vulnerable to vandalism and the weather.

7. Over crowding of parking areas at the Township site for evening summer programs forces vehicles into grass areas.

8. Park and Recreation Department work space and vehicle storage is non-existent.

9. Increasing growth of the Sheriff Substation staffing leaves nowhere for expansion.

Should it be feasible to relocate the Sheriff, the Water and Sewer Offices, and Central Fire Station to the eleven-acre site that these problems could all be handled appropriately. Additionally, it is thought that the expense to the Township General Fund would be impacted only minimally while other financial losses especially for the Water and Sewer Department funds could be reduced.

This study anticipates the exploration of the feasibility and the quantifying of needs and requirements. It is expected that numerous facilities problems will be resolved by such a move as well as providing better service to the community.

It is the Townships intention at this time to retain qualified professional assistants to explore this feasibility in a timely manner as an initial step to resolving basic facility needs.

**The Proposal**

*Straub Pettitt Yaste* would propose to provide the appropriate facilities needs study and site feasibility for this project. Our work would be documented similarly to the study complete in April 2001. In fact, much of that information would be piggybacked into the study. Our work would be documented in the following ways:
The Building

- Meet with you and the effected staff to identify space requirements and inadequacies of the present facilities in all three departments.

- Program each space identifying equipment, staffing and furniture, utilities and specific needs of the space in each of the three departments.

- Prepare individual space drawings showing the equipment and furniture to justify space requirements to you, the Board, and the public for all.

- Tabulate data against the existing space allocations.

- Note the various area increases over present conditions.

- Interpolate from historic building types data net to gross ratios.

- Develop a corresponding construction cost model.

The Site

- Study the Site for existing characteristics including topography, soil, vegetation, structures, neighbor zoning, set back, etc.

- Analyze the site relative to the needs of the Departments.

- Develop site plan responding to the building area, yard area, circulation/parking, and other zoning ordinance requirements.

The Project Budget & Schedule

- Develop a project budget establishing costs for building construction, site development, utilities, soft costs and fees, equipment, and contingency.

- Develop a corresponding schedule with your staff identifying important thresholds for the design, approval, and construction process.

THE SCHEDULE

Straub Pettitt Yaste would anticipate a time period of approximately one to two months to provide these services. However, scheduling with Board Meetings and
other individuals as of yet unidentified could carry that time line somewhat farther. We can start interviews in early July.

**THE FEE**

Because of our familiarity with *Orion Township* staff and the existing buildings, we feel that we can provide an extremely detailed solution at a rather conservative fee. We would propose to provide the above referenced services for a fixed fee of $3,950.

**THE PRODUCT**

Our Firm would provide eight copies of our findings bound in an 8.5” x 11” format documenting the process and findings. Additional copies would be provided at a small additional charge.

*Straub Pettitt Yaste* is excited about the potential of this project and again working with a respected client. Should you have any questions, please feel free to contact me at your convenience.

**AUTHORIZED**

Should you have any questions regarding this proposal, feel free to contact me. Should the proposal be acceptable, please sign and return a copy to me. Thank you.

*Signature*  
*July 13, 2002*  
*Date*

Sincerely,

**Straub Pettitt Yaste**

*R. Thomas Yaste, AIA*  
*Principal*
From: "R. Thomas Yaste" <tyaste@straubpettittyaste.com>
To: "Reenae Tulip" <rtulip@oriontownship.org>
Sent: Friday, July 26, 2002 12:44 PM
Subject: Feasibility Study Meeting

Welcome back patio person,

I will distribute rough draft of study to you, Jeff, Bill and Bruce on Monday or Tuesday morning July 30. Would you set up a meeting with the Board Committee and Jeff, Bill, Bruce, yourself and me to review the study? It's big so I'd rather not make a draft copy for the Board Committee, but I'd like your input on that or what to do about it.

You'll notice the conclusion section is missing from the study. I'm working on that. There was also suppose to be some financial stuff about how to fund this thing that Elizabeth was working on. Do you know anything about that?

Please call so we can discuss. I'll bet you ain't got nothin else to do.

Tom

August 20th staff meeting & August 7th @ 9AM w/ Elizabeth

8/1/02
TO: Reenae Tulip, Buildings & Grounds Director
FROM: Jill D. Bastian, Clerk
RE: DPS Facilities Needs Study
DATE: June 18, 2002

The Board of Trustees, at the regular meeting of Monday, June 17, 2002, authorized contracting with Straub Pettit Yaste, to do a Facilities Needs Study to look at the feasibility of DPW, Sheriff's Substation, and Central Fire Station facilities being located on one site, at a cost not to exceed $3,950, with a report to the Board within 90 days.

Please provide a copy of the executed contract or Letter of Agreement signed by Straub Pettit Yaste, with Certificate of Insurance, to the Clerk's office for Township files.

JDB/jas

cc: Gerald A. Dywasuk, Supervisor
CHARTER TOWNSHIP OF ORION
BOARD OF TRUSTEES
MEETING AGENDA ITEMS
for use by
BOARD MEMBERS, DEPARTMENT HEADS, MEMBERS OF THE PUBLIC

12:00 p.m. – Tuesday before Township Board Meeting

Submit one copy of this form for each agenda item, to the Clerk’s office, with one copy of any backup materials. (Items from Department Heads must be approved by the Supervisor).

Supervisor’s Approval ____________________________________________________________________

Meeting Date: JUNE 17, 2002

Department (if applicable): Buildings and Grounds

Agenda Item Title: FEASIBILITY STUDY

Contact Name, Address, and Phone number (if applicable):
Reena Tulip, Buildings & Grounds Director

Brief Description of Item:

See attached memo regarding the needs and feasibility study for the department of Public Works, the Fire department and the Sheriffs department to relocate onto the D.P.W. property off Joslyn Road, just South of the Orion Oaks School.

Desired Board Action: approve hiring Tom Yaste @ a cost not to exceed $3,950.00 for the study noted above.

4:00 p.m. – Wednesday before Township Board Meeting

Department Heads Only: Submit 12 copies of backup materials for each agenda item to Clerk’s office.
Agenda Memo

To: Gerald A. Dywasuk, Township Supervisor
From: Reenae Tulip, Buildings and Grounds Director
Date: June 11, 2002
Re: Facilities Needs Study

Attached you will find the proposal from Tom Yaste, per our request for a facility needs study in combining the department of Public Works with the Fire and Sheriff departments on the eleven acre site owned by Water & Sewer.

If we were to find the above idea feasible and moved forward, bringing this idea to reality, a remedy for several problems confronting us today may be realized. The lack of sufficient file, equipment storage and working space could be resolved with our ownership of the existing Public Works building. Over crowding of the Building Department could be relieved if they had use of the whole office. There are several uses you could consider for the area where the Sheriffs department is now, if they moved elsewhere. These are only situations that I, as well as other department heads have had to deal with directly. You will find other situations affecting departments, departments this plan would influence the most, within the proposal.

I request we accept the attached proposal from Straub Pettitt Yaste for $3,950.00.

BOARD ACTION DESIRED: Hire Straub Pettitt Yaste to provide a Facilities Need Study for the Department of Public Works, the Sheriffs Substation and the Central Fire Station needs with the feasibility of all three departments being located on one site.
June 5, 2002

Reenac Tulip
Building and Grounds
Charter Township of Orion
2525 Joslyn Road
Lake Orion, MI 48360-1951

RE: Architectural/Planning Services Proposal
for ORION TOWNSHIP FACILITIES NEEDS STUDY

Dear Ms. Tulip:

Straub Pettitt Yaste is pleased to have this opportunity to submit our proposal to provide architectural and planning services to develop a Facilities Need Study for the Department of Public Works, the Sheriff Substation, and the Central Fire Station needs. As you know, Straub Pettitt Yaste has had numerous projects with the Charter Township of Orion and has in fact completed the facilities within which these departments are now housed. We appreciate those opportunities and also this opportunity to extend our relationship with the Township.

SITUATION

There are several facilities problems presently facing the Township. These problems include:

1. The Building Department has an intense need for additional space.

2. Inefficient management of the DPW created by the remoteness of the department head and office staff from the rest of the department.

3. A lack of central Fire Station, training, staffing, and vehicular storage.

4. The Silverbell Station is functioning more like an office than a fire station.

5. General Township storage space is nearly non-existent, inefficient and in some cases in ordinance violation.
6. Storage of Township vehicles on site makes them vulnerable to vandalism and the weather.

7. Over crowding of parking areas at the Township site for evening summer programs forces vehicles into grass areas.

8. Park and Recreation Department work space and vehicle storage is non-existent.

9. Increasing growth of the Sheriff Substation staffing leaves nowhere for expansion.

Should it be feasible to relocate the Sheriff, the Water and Sewer Offices, and Central Fire Station to the eleven-acre site that these problems could all be handled appropriately. Additionally, it is thought that the expense to the Township General Fund would be impacted only minimally while other financial losses especially for the Water and Sewer Department funds could be reduced.

This study anticipates the exploration of the feasibility and the quantifying of needs and requirements. It is expected that numerous facilities problems will be resolved by such a move as well as providing better service to the community.

It is the Townships intention at this time to retain qualified professional assistants to explore this feasibility in a timely manner as an initial step to resolving basic facility needs.

**The Proposal**

_Straub Pettit Yaste_ would propose to provide the appropriate facilities needs study and site feasibility for this project. Our work would be documented similarly to the study complete in April 2001. In fact, much of that information would be piggybacked into the study. Our work would be documented in the following ways:

**The Building**

- Meet with you and the effected staff to identify space requirements and inadequacies of the present facilities in all three departments.

- Program each space identifying equipment, staffing and furniture, utilities and specific needs of the space in each of the three departments.

- Prepare individual space drawings showing the equipment and furniture to justify space requirements to you, the Board, and the public for all.

- Tabulate data against the existing space allocations.

- Note the various area increases over present conditions.

- Interpolate from historic building types data net to gross ratios.

- Develop a corresponding construction cost model.
The Site

- Study the Site for existing characteristics including topography, soil, vegetation, structures, neighbor zoning, set back, etc.
- Analyze the site relative to the needs of the Departments.
- Develop site plan responding to the building area, yard area, circulation/parking, and other zoning ordinance requirements.

The Project Budget & Schedule

- Develop a project budget establishing costs for building construction, site development, utilities, soft costs and fees, equipment, and contingency.
- Develop a corresponding schedule with your staff identifying important thresholds for the design, approval, and construction process.

THE SCHEDULE

*Straub Pettitt Yaste* would anticipate a time period of approximately one to two months to provide these services. However, scheduling with Board Meetings and other individuals as of yet unidentified could carry that time line somewhat farther.

THE FEE

Because of our familiarity with *Orion Township* staff and the existing buildings, we feel that we can provide an extremely detailed solution at a rather conservative fee. We would propose to provide the above referenced services for a fixed fee of $3,950.

THE PRODUCT

Our Firm would provide eight copies of our findings bound in an 8.5" x 11" format documenting the process and findings. Additional copies would be provided at a small additional charge.

*Straub Pettitt Yaste* is excited about the potential of this project and again working with a respected client. Should you have any questions, please feel free to contact me at your convenience.

Sincerely,

*Straub Pettitt Yaste*

---

R. Thomas Yaste, AIA
Principal
TO: Reenae Tulip, Buildings & Grounds Director

FROM: Jill D. Bastian, Clerk

RE: DPS Facilities Needs Study

DATE: June 18, 2002

The Board of Trustees, at the regular meeting of Monday, June 17, 2002, authorized contracting with Straub Pettit Yaste, to do a Facilities Needs Study to look at the feasibility of DPW, Sheriff's Substation, and Central Fire Station facilities being located on one site, at a cost not to exceed $3,950, with a report to the Board within 90 days.

Please provide a copy of the executed contract or Letter of Agreement signed by Straub Pettit Yaste, with Certificate of Insurance, to the Clerk's office for Township files.

JDB/jas

cc: Gerald A. Dywasuk, Supervisor
To:       Bill Ireland  
           Jeff Key  
           Bruce Naile

From:    Reenae Tulip

Date:    July 2, 2002

Re:       Meetings with Tom Yaste

As of this writing Tom Yaste is on vacation. He expects to be back on July 8, 2002. I will 
be leaving the Site Survey done by OHM and a conceived layout of the site done by Jeff 
Key, in the Supervisor’s department for Tom to pick up on his return. He will be calling 
you to set up a date and time to meet with each of you. After he has spoken to you 
individually you will meet as a group to go over how each departments needs fits within 
the site and each other, to tweak what has been gone over so to speak.

I have attached the proposal that was submitted by Tom Yaste, to do the Facilities Needs 
Study and approved during the June 17th Board meeting. The Boards motion required 
that this study be completed and reported back to the Board within 90 days. That date 
will be the September 16, 2002 board meeting.

cc. Jerry Dywasuk
To: Township Board Members  
From: Gerald A. Dywasuk, Supervisor  
Date: May 29, 2001  
Subject: Preliminary Needs Study for Future DPW Building

Attached for your review is the Preliminary Need Study for the future DPW Building.  

Please review this material and send your comments/questions to me by Friday, June 15, 2001.
To: Gerald A. Dywasuk, Supervisor

From: C. William Ireland, DPW Director

Date: May 24, 2001

Re: D.P.W. Building

Dear Mr. Dywasuk,

I have completed the preliminary Need Study for the future D.P.W. Building. I am forwarding seven (7) copies for review by both you and the Board of Trustees. After the review is complete, please let me know if you would like me to proceed with advertising for a bid for the architectural.

If any additional information is required, please feel free to contact me.

Sincerely,

[Signature]

C. William Bill Ireland
Director of Public Works
From: Julianne Savard
To: Tulip, Reenae
Date: 5/13/02 3:24PM
Subject: Re: Jerry's schedule

Let's start with:

Wed., May 15, after Computer meeting
Fri., May 17, after 2 p.m.
Tues., May 21, 11-11:30 a.m.

After these, we'd have to go to the week of June 3rd, as he will be on vacation.

>>> Reenae Tulip 05/13/02 11:54AM >>>
Jerry would like to meet with Tom Yaste. Please give me some dates and times he would be available so I can call Tom with them.
TO: Township Board members
FROM: Jill D. Bastian, Clerk
RE: Facility Needs Review
DATE: April 22, 2002

As a result of comments by other Board members at recent meetings and a visit to the new Springfield Township Civic Center complex (population -13,000), I would like to suggest that we schedule a time in the very near future to talk about Orion Township facility needs. Several Department Heads, including myself, have indicated that there is a serious lack of storage space for Township records. The situation in Township Hall is fast reaching crisis proportions.

Other communities build future storage space into new buildings or expansions. Orion Township chose to not do that in 1996. In fact, some space was eliminated because of budget constraints. I have noticed an interest in discussing the needs (and location) of the following Departments: DPW, Fire, Police, Building, and Parks. At the same time, I would request that future storage needs be taken into consideration when reviewing space allotments.

The management, organization, purging, updating, and researching of Township records could be done much more efficiently and cost-effectively if we had adequate space to house the files.

Staff have begun, on a limited basis, to review and purge files, per the adopted Records Retention Policy. However, funding for additional staff time will need to be budgeted for the next few years to accomplish the task of organizing and updating Township files, from how they exist today to how they should be for maximum productivity.

A second aspect of a Facility Needs Review might be to host a visioning session with other community entities such as the Lake Orion Community Schools, Village of Lake Orion, and Orion Township Public Library to determine how to best proceed cooperatively to plan for future facilities such as a Community Center with designated areas for meeting rooms, seniors, teens, a public access studio, additional park and recreational facilities, etc.

Thank you for taking the time to consider these requests.

cc: Reenae Tulip, Building & Grounds Director