



SUBJECT: Consideration to refer the recommendation of the Public Safety Building Needs Committee that the City Council explore construction of a new Police Station and three new Fire Stations to the Consultant Review Committee to formulate a Request for Proposals to secure the services of a professional project management company to evaluate the viability of that recommendations and propose next steps for further City Council consideration.

SUBMITTING DEPARTMENT: City Clerk

BACKGROUND INFORMATION:

Over the last several years, City Council has discussed issues pertaining to the inadequacy and need for modernization of the existing public safety buildings, including the Police Station and Fire Stations 1, 2, and 3. Specifically, the City's Police Department's current physical space, built in 1980, is too small and does not adequately serve its increasingly diverse employee census and partnerships with State and Federal agencies. Concerning the City's Fire Stations 1 and 3, again, the facilities do not meet the needs of today's diverse workforce, with inadequate locker rooms, bathrooms, and sleeping areas.

The Public Safety Building Needs Committee was created with the intent of serving as a temporary task force to further explore the issues surrounding the adequacy of current facilities and the possibilities for addressing them through renovation or redevelopment, as well as projected costs and potential funding or financing for the undertaking.

The Committee met on a number of occasions, toured the facilities, and secured a needs study from Redstone Architects for the various buildings. Following receipt of that report, the Committee received a recommended course of action from Public Safety Director Zinser that the City explore further explore building a new police station and new Fire Station 1 at the recently-acquired parcel at Eleven Mile and Lee BeGole

Drive and also explore construction of a new Fire Station 3 at City-owned property on Venture Drive and a new Fire Station 2 at a location to be determined.

The Committee met on March 20, 2024, and recommended that the City Council consider the Public Safety Director's recommendation with regard to the construction of the new buildings and that it also consider securing the assistance of a professional project management company to evaluate the viability of those recommendations and propose next steps using the recommendation as a framework. Based on that, it is the Administration's recommendation that the Council refer the matter to the Consultant Review Committee to formulate a Request for Proposals for such assistance along a path toward some or all of the recommended public safety improvements.

RECOMMENDED ACTION: Refer the recommendation of the Public Safety Building Needs Committee that the City Council explore construction of a new Police Station and three new Fire Stations to the Consultant Review Committee to formulate a Request for Proposals to secure the services of a professional project management company to evaluate the viability of those recommendations and propose next steps for further City Council consideration.

MEMORANDUM



TO: VICTOR CARDENAS, CITY MANAGER

FROM: ERICK W. ZINSER,
DIRECTOR OF PUBLIC SAFETY/CHIEF OF POLICE

SUBJECT: PUBLIC SAFETY BUILDING NEEDS COMMITTEE,
EXECUTIVE SUMMARY

DATE: MARCH 19, 2024

Executive Summary

The Novi Department of Public Safety facilities are aging and falling behind in spatial needs. The police department building was constructed in 1980, forty years ago. It was renovated in 2000 and is regularly updated or retrofitted to meet today's demands. However, it is deficient for an evolving workforce, technological advancements, and outdated HVAC needs.

Fire Station's One and Two were both constructed in 1981. A 2,295 square foot expansion was completed in 1988 at Station One. A renovation was completed on Fire Station Two in the winter of 2009. Since then, these two stations have not been updated.

Fire Station Three was constructed in 1978, and there has been no remodeling since its original construction. None of these three fire stations have adequate facilities to accommodate a diverse workforce. There are limited female facilities in the fire stations, and there are no locker rooms for our female employees. Much like the police department, the fire stations are deficient in an evolving workforce, technological advancements, and outdated HVAC needs. The City of Novi recognizes these outdated facilities and, in 2023, established a Public Safety Needs Facilities Committee to address the aging facilities.

The Public Safety Needs Facilities Committee identified the necessity to replace the Police Department building, Fire Stations One, Two and Three. In 2020, the City of Novi purchased a 1.76-acre parcel of land on Venture Drive north of Nine Mile Road. The intent of this parcel of land was to build a new Fire Station Three on this location.

In 2023 the City of Novi purchased land on the Southwest corner of Eleven Mile and Lee Begole Drive to build a new Public Safety Headquarters that would encompass a Police Department and Fire Station One. The committee is currently deliberating the placement of Fire Station Two regarding rebuilding on the current site or identifying a new location. The committee also recognized two areas of the city that see extended fire department response times due to their proximity to the closest station. Discussions led to the proposal of two additional fire stations in those areas: one in the northwest and one in the southwest corners of the city.

The committee solicited Redstone Architects to conduct a space needs assessment, run time analysis, cost analysis, and provided “block” diagrams to ensure the identified locations could accommodate new facilities.

Run Time Analysis

The current locations of the Novi fire stations date back to 1978, and the City's Master Plan at that time. When determining the location for each fire station, there was no run time analysis. To determine the location of a fire station these items were taken into consideration; existing roadways, future development, response distance and three road miles of any point in the city, with the commercial and industrial areas being within two miles of one to two stations.

Other than Station Three, all other stations were built in accordance with the 1978-79 Master Plan. Station Three was originally planned to be located at the intersection of Nine Mile and Meadowbrook Roads. However, it was built on the present site, Roethel Drive and Nine Mile Road, due to land cost and homeowner opposition. It was imperative to build Station Three along the Nine Mile corridor to ensure an efficient response to the surrounding area.

In 2023, Station Three turned out an average response time of 5:24. The current location of Fire Station One is located at 42975 Grand River Avenue adjacent to Main Street. In 2023, Station One turned out an average response time of 4:53. Both response times are well under the Oakland County Medical Control Authorities requirement of six minutes. The location on Venture Drive is .48 miles from Station Three's current location and Station One is .41 miles from the proposed location on Lee Begole Drive.

The run time analysis does show there will be an increase in response times for Stations One and Three if they are relocated to the proposed locations. However, the run time analysis is limited. The analysis can only break down a response time by the minute, not in seconds. Given that both proposed locations are less than half a mile from their current locations, we believe (anecdotally) based on location the increase will be a few seconds, not minutes. We also believe that once the new facilities are in place we will not recognize a significant increase in response times and preconceived concerns will be diminished.

New facilities will increase efficiency and foster reduced response times. Furthermore, we are confident our monthly response time reporting will remain below the Oakland County Medical Control Authorities requirements.

Recommendation

With all the information analyzed and price estimates received, it is staff's recommendation to proceed with the following:

1. Proceed with planning and proposal to construct a new Fire Station in conjunction with a new Police Administration Building on Lee BeGole north of 11 Mile Road
2. Proceed with the proposed construction of a new Station # 3 on the City-owned property on Venture Drive, north of 9 Mile Road
3. Identify possible locations/properties near Station # 2 in order to construct a new facility replacing the current building



REDSTONE ARCHITECTS INC.

Specialists in Law Enforcement, Justice, and Public Safety Architecture

ESTABLISHED 1937



Public Safety Feasibility Study
Public Safety Building Needs Committee
Novi, Michigan
January 02, 2024
Updated January 29, 2024



Public Safety Feasibility Study
Public Safety Building Needs Committee
Novi, Michigan
January 02, 2024
Updated January 29, 2024

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Redstone Architects Inc.

SECTION A

EXECUTIVE SUMMARY

CITY OF NOVI PUBLIC SAFETY DEPARTMENT CAPITAL IMPROVEMENT STUDY

HISTORY:

2022: The City of Novi initially engaged Redstone Architects in 2022 to study the possibility of renovating the existing Public Safety Building to accommodate a number of deficiencies identified by the department. The current facility contains about 38,000 square feet. An internal 2021 departmental study identified a number of space and operational deficiencies.

Submitted in December 2022, the study included the development of a Space Needs Assessment for the Police Department that identified current needs and future needs, as well as identifying spaces that the City wanted to maintain in the building for other departments within the city.

The first option included the renovation of the existing Public Safety Building to accommodate the police department's space needs. This option was deemed not to be viable.

Redstone was then asked to look at adding an addition to the north side of the Public Safety Building (option 2). The Initial cost projection to implement the second option (renovation plus an addition) was approximately \$7,000,000.

Spring, 2023: In the Spring of 2023 Redstone was asked to develop a Space Needs Assessment for a **new** Public Safety Building ("PSB"), which would also include Fire Station #1. Most of the police needs were identified in the prior renovation study, which was updated. In addition, Redstone was asked to identify the space needs to replace Fire Stations #1, #2 and #3 with new facilities. Redstone worked with the City to identify the needs of the three facilities, and to develop test fits for potential locations for the facilities.

October 2023: Redstone met with the Public Safety Committee and presented its initial findings for the needs of a new Public Safety Building and for Fire Stations #1, #2, and #3. Presented were diagrammatic site plans, which included keeping the existing Lee BeGole Drive because of utilities. ***The Committee asked that Redstone develop a new layout that combines the PSB and Fire Station #1 into one building.***

In addition, the Committee requested that Redstone provide a Run Time Analysis (RTA) for the entire City to determine potential locations for future fire stations to serve the community in the future. Redstone engaged Beckett and Raeder to accomplish this effort. The City provided potential locations for the possible new stations, one of which would serve the southwest corner of Novi and the second to serve the northwest section of Novi. ***The RTA showed that approximately 93% of existing calls and 89% of the responses to future calls for service would be within five (5) minutes.*** A copy of the RTA is attached to this report.



SPACE NEEDS ASSESSMENT for a NEW PUBLIC SAFETY BUILDING:

Working with members of the police and fire departments, an updated space needs assessment was developed for the new PSB, which resulted in the following summary:

Public Safety Building Campus:

- Police and Administrative Operations, including shared spaces: 53,776 sf;
- Fire Station #1 Operations- 18,942 sf. (Four-Bay Station)
- Fleet Maintenance Garage: 6,398 sf.

Station #1 is planned to have four, single-deep bays, and will also include a Captain's suite and a Fire Inspector. No public access to station operations is anticipated.

Fire Station #2 and #3: Each station is programmed for three, single-deep bays. Each station is estimated to need approximately 14,500 sf. Included are sleep rooms for five, on-duty personnel. Station 2 is also programmed to include a Lieutenant's office and separate sleep room. Three Sleep Rooms are provided for Superior EMS staff at both proposed stations.

CONFIRMATION OF SITE CAPACITIES:

Site information was provided for three potential sites, as follows:

1. **Public Safety Building Site:** a new site on the northwest corner of Lee BeGole Drive and 11 Mile Road. This site is to be combined with the City's existing property on the Northeast corner of the intersection. It is contemplated that Lee BeGole Drive will be relocated as part of this development.
2. **Station #2 Site.** A new facility on the existing property located at 13 Mile Road and Paramount Street, approximately 0.64 acres.
3. **Station #3 Site.** A new facility on a parcel on Venture Drive north of Nine Mile Road. of approximately, 1.76 acres

Redstone then developed block diagrams for each site to confirm that the sites were sufficient to accommodate the new facilities.

PUBLIC SAFETY BUILDING CAMPUS SITE (including Fire Station 1)

The City currently owns the property on the Southeast corner of 11 Mile Road and Lee BeGole Road. It has acquired the property on the Northwest corner of that intersection. The intention of the city is to reroute Lee BeGole and to create a roundabout to the east. Redstone was given the combined sites to determine the feasibility of a new, Public Safety Building and Fire Station #1 at this location.

At the October 2023 committee meeting, Redstone presented a concept that showed two buildings, a relocated Fire Station #1, and the Public Safety Building. After combining the two facilities into one building, the new square footage is projected to be about 72,240sf, about

4,500sf less than two separate buildings. Please note that Station #1 is programmed to be a four-bay station.

FEMA maps and other reference material are included. There is a creek running from the northwest to the southeast of the property. This creek is few hundred feet north of 11 Mile, and its eastern portion is considered to be in a flood plain. The buildings need to be located south of the flood plain areas.

The existing utilities in the Lee BeGole ROW/street will need to be relocated as part of the road relocation to allow for this site to be developed properly.

We were subsequently asked to present two cost options for the PSB/Fire Station 1 scenario. The two options are:

1. Separate Fire Station #1 from the BSP Building on the Lee Begole site, similar to the site plan presented in October 2023.

A copy of the site plan showing two separate buildings has been added. At this point in time, site development costs should be similar for either option at the lee BeeGole site.

2. Build a new PSB at Lee BeGole Drive and Station #1 at its current location on Grand River.

The existing Station #1 is a 10,000sf facility that sits on a site that is approximately 45,000 to 50,000sf, or a little over one acre in size.

Based on the current space needs program of almost 19,000sf for a new Station 1, any new station built on the site would, at a minimum, require a two-story facility. A two-story design would require a minimum increase of about 1,000sf for fire stairs and utility shafts.

In addition, the new program calls for four apparatus bays, which will increase required ingress and egress apron widths from the existing three bays and will impact curb cuts on on both Grand River and the south ingress access to the west of Main Street.

We believe this site to be too small for an efficient design for a new fire station.

STATON 2 SITE. The site dimensions are 102' x 271', or about 0.64 acres. It was anticipated by the City that the station would be torn down and a new, two-story station could be accommodated on this site.

Our Initial site investigation indicates that only a two- bay station of approximately 13,000 square feet could 'fit' on this site regardless of whether it is a one or two-story building.

A one-story site and building layout is attached for review and discussion. This solution has a number of drawbacks, including minimal setbacks, public parking access through apparatus egress lanes, etc.



A two-story solution would necessitate two means of egress from the second floor, effectively adding a minimum of two, 12' x 30' stairwells, or another 700sf to the building requirements. More importantly, due to the narrowness of the lot, there is no convenient place to locate the stairwells next to the apparatus bay.

In both scenarios public visitors will need to access the site via the apparatus ingress approach.

Redstone's opinion is that the existing site should not be considered as the site for the new station #2. The city's potential investment of \$7,500,000 is too significant to be put on such a small site. This site is too small for an efficient fire station site that incorporates the space needs site and that also provides for fire fighter parking and occasional (and non-conflicting) public access with appropriate parking.

A new site for Station #2 of approximately two or more acres is strongly recommended.

STATION 3 SITE.

The proposed site for Station #3 is on Venture Drive, north of Nine Mile Road. The dimensions are approximately 308 x 245' or about 1.73 acres.

The requirements identified in the Space Needs Assessment can be accommodated on this site. A conceptual site and floor plan are attached to this study.

This concept also confirms that approximately two acres or more would be needed for any new sites being considered.

PROJECT COSTS

Based on our recent project cost projections and information obtained at the 2023 Station Design Conference, we have developed a high-level Project Budget for the new facilities.

In addition, O'Brien Construction Company was engaged to provide an initial construction cost estimate for a combined PSB/Fire Station #1 on the Le BeGole site as well as an initial estimate for the Maintenance Building.

Timetable Assumptions:

- Voter Approval in the Spring of 2024.
- Design efforts: through 2024.
- Bidding: late 2024- Early 2025
- Construction: 2025- 2026 (18-24 months)

PROJECT COST ASSUMPTIONS:

Project Costs include Construction Costs (including contractor OH & profit) plus Soft Costs.

Soft costs are an allowance (percentage of construction costs) that include:

- Professional fees
- Furniture, Fixtures and Equipement
- Owner Costs
- Security and Technology

For Public Safety Buildings we recommend a soft cost allowance of 20 to 22%.

Our preliminary project cost projections following the assumptions listed above (for 2024 approval and design with 2025- 2026 construction) use our current and historical data from recent projects and studies, as well as estimates provided by O'Brien Construction for the combined PSB/Fire Station #1 and maintenance garage:

1. Fire Stations: (Historic Data) 2023 projection: \$400/sf + 20% soft costs = \$480/sf;
 - *Projected to 2025-2026- 15% = \$550/sf*
2. Public Safety Building including Fire Station #1. O'Brien Construction Estimate: \$450/sf plus 22% soft costs = \$550/sf:
 - *Projected to 2025-2026 +15% = \$633/sf.*
3. 2023 Fire Station (Historic Data) new Construction Project Budget- (2024-2025 construction); \$550-600/sf.
 - *Projected to 2025-2026 += 5% + \$625/sf.*
4. Fire Stations: (Current Data) Recently Completed Study: \$460 + 20% soft costs = \$550/sf;
 - *Assumes Spring 2025 construction start*
5. Maintenance Building. O'Brien Construction Estimate: \$250/sf + 20% soft costs= \$300/sf.
 - *Projected to 2025-2026 + 15% = \$345/sf; Use \$350/sf*



PROJECT FUNDING RECOMMENDATIONS:

For Bonding or Voter Approval purposes, we recommend using the following Project Budget Estimates, which include hard and soft costs for 2025-2026 construction:

- PSB, including Fire Station 1: \$650/sf.
- Fire Stations #2 & #3: \$560/sf
- Maintenance Building: \$350/sf.
- For new stations in SW & NW Novi: \$650/sf. (site and date of construction unknown)

Building	SNA Projected Sq. Footage	Construction Time Period (18-24 months)	Estimated PROJECT Cost/SF (Hard + Soft Costs)	ESTIMATED COST PER PROJECT
New, Combined Public Safety Building and Fire Station #1	72,240	2025-2026	\$650.00	\$46,956,000
Mtnce. Garage	6,400	2025-2026	350.00	2,240,000
PSB Site Development	+/- 8.1 acres	2025-2026	Included above	
Fire Station #2	14,500	2025-2026	\$560.00	8,120,000
Fire Station #3	14,500	2025-2026	\$560.00	8,120,000
New SW Fire Station	14,500 (assumed)	TBD	\$650.00	9,425,000
New NW Fire Station	14,500 (assumed)	TBD	\$650.00	9,425,000
SUBTOTAL				84,286,000
Owner Budget and Timing Contingency		10%		8,428,600
TOTAL PROJECTED PUBLIC SAFETY PROJECT COSTS 2025-2026 CONSTRUCTION (18-24 months), INCLUDES PROJECTED COSTS TO REPLACE THREE EXISTING STATIONS AND TO ADD TWO NEW STATIONS				\$92,714,600
OPTION 1. SEPARATE Public Safety Building and Station #1 AT LEE BEGOLE SITE: (per October presentation) Compare to Line one above at \$46,956,000				
NEW PSB (two-story at 29,000sf/floor)	58,000sf	2025-2026	\$650.00	\$37,700,000
NEW FS #1	18,942sf +/-	2025-2026	\$560.00	\$10,607,520
Subtotal:				\$48,307,520
Potential Increase				\$1,351,520
Plus: Owner timing and contingency@ 10%				\$131,500
Option 1. Total Potential Increase to Project Cost Projection				\$1,483,000
OPTION 2. BUILD A PSB BUILDING ON LEE BEGOLE SITE and a NEW STATION #1 AT EXISTING LOCATION & Note: Existing site is small and will require a two-story structure. Compare to Line one above at \$46,956,000				
NEW PSB	58,000sf	2025-2026	\$650.00	\$37,000,000
NEW FS #1	20,000sf +/-	2025-2026	\$560.00	\$11,200,000
(1,000sf added for 2-story)			Subtotal:	\$48,200,000
Potential Increase (not including Demo of Station 1)				\$1,244,444
Plus: Owner timing and contingency@ 10%				\$124,400
Option 2. Total Potential Increase to Project Cost Projection				\$1,368,400



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SECTION B

RUN TIME ANALYSIS



City of Novi Fire Study

Initial: 11/20/2023

Revised: 12/07/2023

B R [®]
Beckett&Raeder



Data Used in the Study

- Calls from Jan. 2017 – Nov. 2023
- 28,612 total calls



Variables

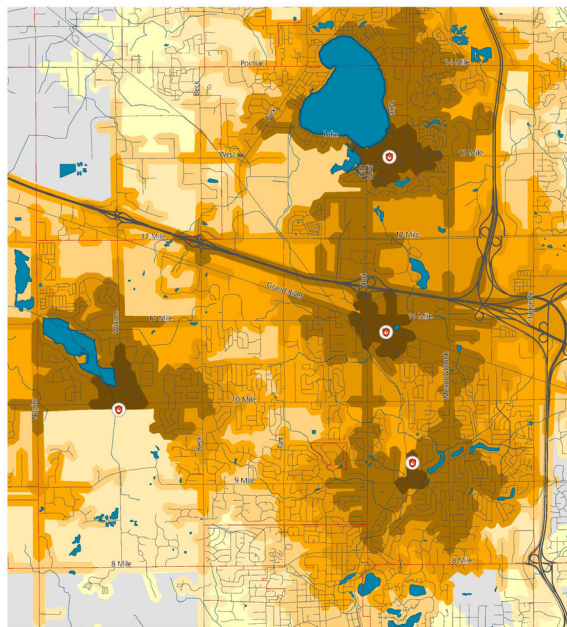
- 10mph over speed limit
- Ignore traffic lights and stop signs, but slow down at intersections
- Routes **allowed** outside City limits
- Freeway use **allowed**
- U-turns at intersections **allowed**
- Use of private roads **allowed**



Variables - Traffic

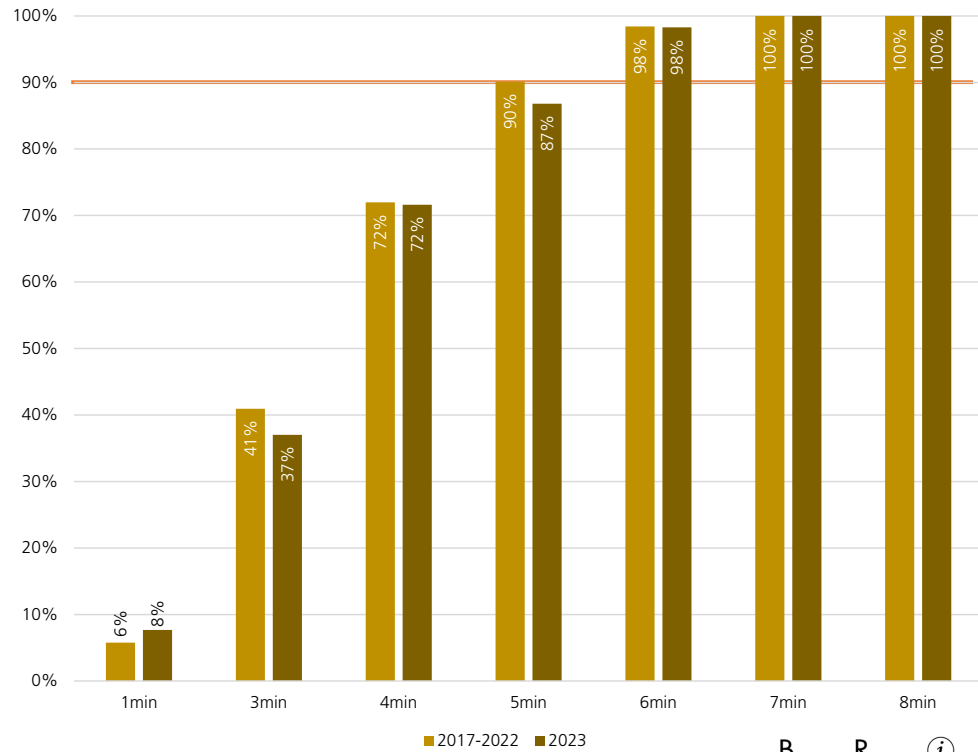
- Modeled at 1 time: Monday afternoon rush hour
 - Free Flowing: 85% - 100% flow speed
 - Moderate: 65% - 75% flow speed
 - Slow: 45% - 65% flow speed
 - Stop & Go: 0% - 45% flow speed
- [ESRI World Traffic Service](#) (HERE.com)
 - GPS, cell phone, user sensor, toll-tag data

Existing Conditions



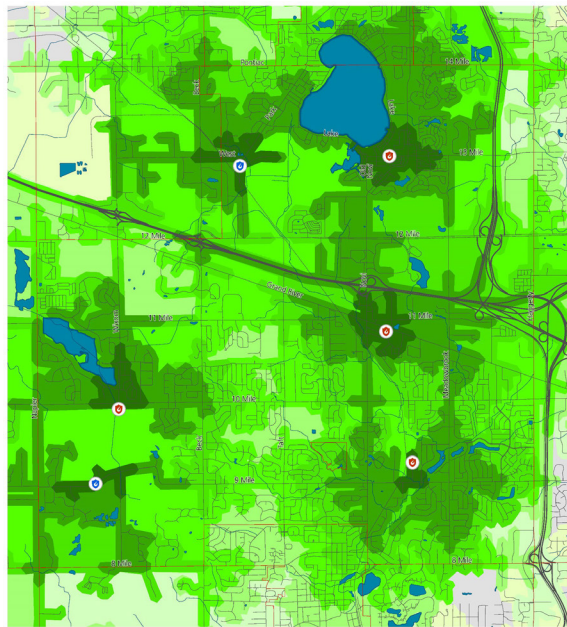
Run Time Analysis - Existing Conditions

- Sources: Michigan Open Data Portal, City of Novi
 Beckett & Raeder, Inc.
- 1 Minute
 - 3 Minutes
 - 4 Minutes
 - 5 Minutes
 - 6 Minutes
 - 7 Minutes
 - 8 Minutes
 - Existing Station



Scenario 1

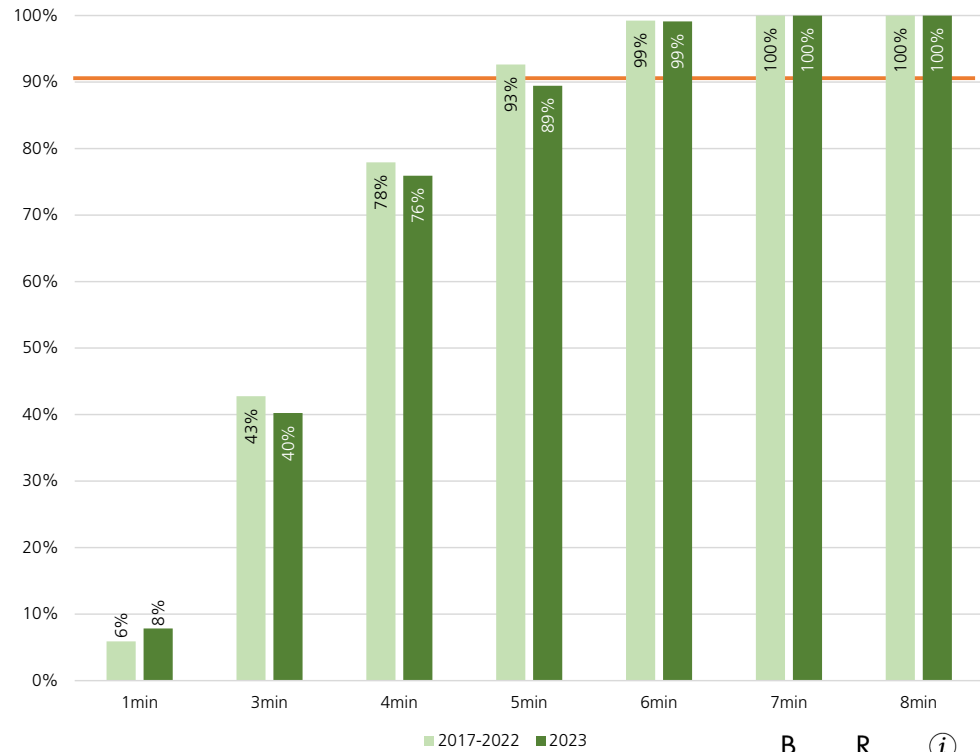
- All 4 Existing Stations
- Two Proposed New Stations – Nine Mile & Garfield Road; West Park & West Road



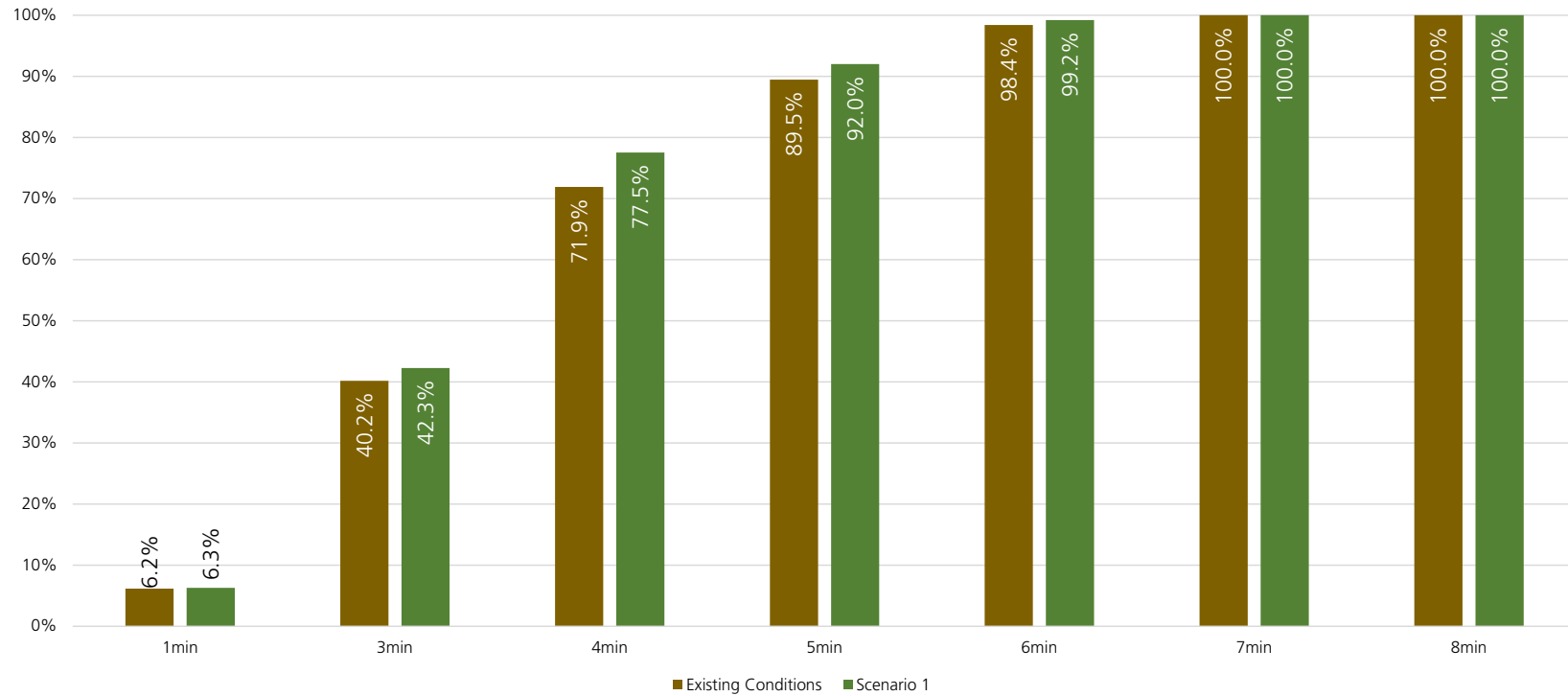
Run Time Analysis - Scenario 1

Sources: Michigan Open Data Portal, City of Novi
 0.5 Miles
 Beckett & Raeder, Inc.

- 1 Minute
- 3 Minutes
- 4 Minutes
- 5 Minutes
- 6 Minutes
- 7 Minutes
- 8 Minutes
- Existing Station
- Proposed Station



Comparison





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SECTION D

COST PROJECTIONS



Quote: 1334 / Date: 12/7/2023
Project Number: PC-22013

O'Brien Construction Company, Inc
966 Livernois
Troy, MI
48083, US
(248) 334-2470

Prepared By:
Mike Brown
(248) 334-2470
mbrown@obrienc.com

Project: Novi Police & Fire

Scope of Work

Public Safety Building: No bonds, permits, tap fees, utility fees, or other municipal fees are included. No communications tower is included in this estimate. All pricing is based on OCC's historical pricing and provided conceptual drawings and is subject to change as the design is further developed.

01-000 - General Requirements

	Quantity	Unit Cost	Total Cost
01-302 General Liability	1 ea	\$ 125,000.00	\$ 125,000.00
01-500 Quality Testing	1 ea	\$ 25,000.00	\$ 25,000.00
01-600 Temporary Services	1 ea	\$ 95,000.00	\$ 95,000.00
01-816 Site Layout	1 ea	\$ 25,000.00	\$ 25,000.00
01-914 Dumpsters	82 ea	\$ 550.00	\$ 45,100.00
	--	--	\$ 315,100.00

03-000 - Concrete

	Quantity	Unit Cost	Total Cost
03-300 Concrete Foundations	2,200 ea	\$ 250.00	\$ 550,000.00
03-310 Concrete Slabs On Grade SD	38,300 ea	\$ 9.50	\$ 363,850.00
03-310 Concrete Slabs On Grade HD	10,300 ea	\$ 12.50	\$ 128,750.00
03-310 Concrete Slabs On Deck	23,700 ea	\$ 12.50	\$ 296,250.00
	--	--	\$ 1,338,850.00

04-000 - Masonry

	Quantity	Unit Cost	Total Cost
04-544 CMU Walls	32,400 ea	\$ 38.00	\$ 1,231,200.00



Quote: 1334 / Date: 12/7/2023
Project Number: PC-22013

	Quantity	Unit Cost	Total Cost
04-520 Brick Veneer	23,800 ea	\$ 28.00	\$ 666,400.00
	--	--	\$ 1,897,600.00

05-000 - Metals

	Quantity	Unit Cost	Total Cost
05-510 Metal Stairs	3 ea	\$ 35,000.00	\$ 105,000.00
05-200 Structural Steel	23,700 ea	\$ 40.00	\$ 948,000.00
05-400 Cold Formed Metal Framing	48,600 ea	\$ 35.00	\$ 1,701,000.00
	--	--	\$ 2,754,000.00

06-000 - Carpentry

	Quantity	Unit Cost	Total Cost
01-922 Final Clean-Up	72,300 ea	\$ 1.25	\$ 90,375.00
06-200 Rough Carpentry Material - Misc. Allowance	72,300 ea	\$ 1.50	\$ 108,450.00
06-204 Rough Carpentry Labor - Misc. Allowance	72,300 ea	\$ 1.50	\$ 108,450.00
06-450 Finish Carpentry Material	62,000 ea	\$ 2.50	\$ 155,000.00
06-460 Finish Carpentry Labor	72,300 ea	\$ 4.00	\$ 289,200.00
	--	--	\$ 751,475.00

07-000 - Thermal & Moisture Protection

	Quantity	Unit Cost	Total Cost
07-200 Waterproofing	2 ea	\$ 10,500.00	\$ 21,000.00
07-210 Insulation	72,300 ea	\$ 3.50	\$ 253,050.00
07-500 Pitched Roofing	326 ea	\$ 1,200.00	\$ 391,200.00
07-500 Flat Membrane Roofing	23,700 ea	\$ 24.00	\$ 568,800.00
07-800 Fire Proofing and Fire Safing	23,700 ea	\$ 1.50	\$ 35,550.00
07-900 Caulking and Sealants	72,300 ea	\$ 1.50	\$ 108,450.00
	--	--	\$ 1,378,050.00

08-000 - Openings

	Quantity	Unit Cost	Total Cost
08-200 Doors, Frames, Hardware Allowance	1 ea	\$ 315,000.00	\$ 315,000.00
08-310 Access Doors and Panels Allowance	1 ea	\$ 5,000.00	\$ 5,000.00
08-330 Apparatus Bay Doors	10 ea	\$ 25,000.00	\$ 250,000.00
08-330 Sally Port & Forensic Garage Overhead Doors	5 ea	\$ 7,500.00	\$ 37,500.00
08-400 Aluminum Storefronts	850 ea	\$ 50.00	\$ 42,500.00



Quote: 1334 / Date: 12/7/2023
Project Number: PC-22013

	Quantity	Unit Cost	Total Cost
08-400 Aluminum Storefronts - Door Slabs & Hardware	6 ea	\$ 6,000.00	\$ 36,000.00
08-500 Windows Allowance	1 ea	\$ 250,000.00	\$ 250,000.00
08-116 Detention Equipment Allowance	1 ea	\$ 575,000.00	\$ 575,000.00
	--	--	\$ 1,511,000.00

09-000 - Finishes

	Quantity	Unit Cost	Total Cost
09-200 Gypsum Board Assemblies - Partitions & Drywall	30,000 ea	\$ 34.00	\$ 1,020,000.00
09-200 Gypsum Board Assemblies - Furring & Drywall	17,900 ea	\$ 5.00	\$ 89,500.00
09-200 Gypsum Board Assemblies - Ceilings	72,300 ea	\$ 4.00	\$ 289,200.00
09-300 Hard Tile - Floors	730 ea	\$ 18.00	\$ 13,140.00
09-300 Hard Tile - Walls	900 ea	\$ 22.00	\$ 19,800.00
09-510 Acoustical Ceiling Tile	36,400 ea	\$ 5.50	\$ 200,200.00
09-650 Resilient Flooring	62,000 ea	\$ 6.00	\$ 372,000.00
09-670 Epoxy Flooring	10,300 ea	\$ 9.00	\$ 92,700.00
09-900 Painting, Staining and Finishing	72,300 ea	\$ 5.00	\$ 361,500.00
	--	--	\$ 2,458,040.00

10-000 - Specialties

	Quantity	Unit Cost	Total Cost
10-202 Signage	1 ea	\$ 25,000.00	\$ 25,000.00
10-210 Toilet Partitions Allowance	1 ea	\$ 6,500.00	\$ 6,500.00
10-280 Toilet and Bath Accessories	12 ea	\$ 650.00	\$ 7,800.00
10-440 Fire Protection Specialties	25 ea	\$ 400.00	\$ 10,000.00
10-510 Lockers and Benches - Allowance	1 ea	\$ 25,000.00	\$ 25,000.00
10-550 Postal Specialties	1 ea	\$ 2,000.00	\$ 2,000.00
10-560 Closet and Storage Shelving	1 ea	\$ 3,500.00	\$ 3,500.00
10-750 Flagpoles	3 ea	\$ 3,000.00	\$ 9,000.00
	--	--	\$ 88,800.00

11-000 - Appliances

	Quantity	Unit Cost	Total Cost
11-300 Laundry Equipment	1 ea	\$ 20,000.00	\$ 20,000.00
11-310 Appliances	1 ea	\$ 25,000.00	\$ 25,000.00
	--	--	\$ 45,000.00



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12-000 - Furnishings

	Quantity	Unit Cost	Total Cost
12-210 Window Treatments Allowance	1 ea	\$ 25,000.00	\$ 25,000.00
12-300 Casework/ Cabinets	5 ea	\$ 4,000.00	\$ 20,000.00
12-360 Countertops	5 ea	\$ 3,000.00	\$ 15,000.00
	--	--	\$ 60,000.00

14-000 - Elevators

	Quantity	Unit Cost	Total Cost
14-240 Elevators and Escalators	4 ea	\$ 38,000.00	\$ 152,000.00
14-240 Elevators and Escalators - Inspection Allowance	2 ea	\$ 15,000.00	\$ 30,000.00
	--	--	\$ 182,000.00

21-000 - Fire Suppression

	Quantity	Unit Cost	Total Cost
21-200 Fire Protection	72,300 ea	\$ 6.00	\$ 433,800.00
	--	--	\$ 433,800.00

22-000 - Plumbing

	Quantity	Unit Cost	Total Cost
22-200 Plumbing	72,300 ea	\$ 13.50	\$ 976,050.00
	--	--	\$ 976,050.00

23-000 - HVAC

	Quantity	Unit Cost	Total Cost
23-200 HVAC	72,300 ea	\$ 25.00	\$ 1,807,500.00
	--	--	\$ 1,807,500.00

26-000 - Electrical

	Quantity	Unit Cost	Total Cost
26-200 Electrical	72,300 ea	\$ 28.00	\$ 2,024,400.00
26-200 Electrical - Generator Allowance	1 ea	\$ 150,000.00	\$ 150,000.00
	--	--	\$ 2,174,400.00

27-000 - Communications

	Quantity	Unit Cost	Total Cost
27-200 Communications	72,300 ea	\$ 4.00	\$ 289,200.00



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	Quantity	Unit Cost	Total Cost
	--	--	\$ 289,200.00

28-000 - Security

	Quantity	Unit Cost	Total Cost
28-200 Access Control	72,300 ea	\$ 2.00	\$ 144,600.00
28-400 Video Surveillance	72,300 ea	\$ 2.50	\$ 180,750.00
	--	--	\$ 325,350.00

31-000 - Earthwork & Utilities

	Quantity	Unit Cost	Total Cost
31-200 Earthwork	8.1 ea	\$ 200,000.00	\$ 1,620,000.00
31-200 Earthwork - Bad Soils & Wetland Allowance	1 ea	\$ 500,000.00	\$ 500,000.00
	--	--	\$ 2,120,000.00

32-000 - Exterior Improvements

	Quantity	Unit Cost	Total Cost
32-200 Asphalt Paving	95,000 ea	\$ 5.50	\$ 522,500.00
32-230 Concrete Pavement(Drives and Walks) - Std Duty	42,300 ea	\$ 8.50	\$ 359,550.00
32-230 Concrete Pavement(Drives and Walks) - Heavy Duty	30,100 ea	\$ 12.50	\$ 376,250.00
32-300 Fences and Gates	1,500 ea	\$ 50.00	\$ 75,000.00
32-300 Fences and Gates - Vehicle Gates w/Operators	2 ea	\$ 20,000.00	\$ 40,000.00
32-800 Irrigation	1 ea	\$ 80,000.00	\$ 80,000.00
32-930 Landscaping	1 ea	\$ 190,000.00	\$ 190,000.00
	--	--	\$ 1,643,300.00

33-000 - Utilites

	Quantity	Unit Cost	Total Cost
33-200 Site Utilities	8.1 ea	\$ 175,000.00	\$ 1,417,500.00
	--	--	\$ 1,417,500.00

90-000 - Contingency & General Conditions

	Quantity	Unit Cost	Total Cost
90-125 Design Contingency	0.1 ea	\$ 23,967,015.00	\$ 2,396,701.50
90-125 Construction Contingency	0.1 ea	\$ 26,363,716.50	\$ 2,636,371.65
90-700 - General Conditions	0.06 ea	\$ 29,000,088.15	\$ 1,740,005.29



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	Quantity	Unit Cost	Total Cost
	--	--	\$ 6,773,078.44

Notes

Summary

Subtotal	\$ 30,740,093.44
Fee (6%)	\$ 1,844,405.61

\$ 32,584,499.05

Accepted By

Date

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Redstone Architects Inc.

SECTION E

**SPACE NEEDS ASSESSMENT
PUBLIC SAFETY BUILDING
FIRE STATION #1
FIRE STATION #2 & #3**

Department or Space Type	Current Staff	Future Staff	Req'd Sq. Ft.
1. Public Areas	0	0	6,817
2. Staff Common Areas	0	0	7,391
3. Police Administration- Including Fire	9	10	3,884
4. Records	5	6	1,851
5. Communications	15	17	2,203
6. Detective Bureau (Plus Task Force members- 16)	19	23	5,981
7. Uniform Operations - Including Cadets	63	75	4,954
8. Holding	0	0	6,330
9. Property	0	0	3,610
10. Training	1	1	193
12. Building Support Areas	0	0	3,540
13. Secure Parking	0	0	0
Total	112	132	
Subtotal			46,753
15% Gross-Up Factor (Common circulation, structure, shafts, etc.) (Use additional 5% Gross-Up Factor for Renovation)			7013
Total Main Building Area			53766
11. Fleet Maintenance Garage	1	2	5,563
15% Gross-Up Factor (Common circulation, structure, shafts, etc.) (Use additional 5% Gross-Up Factor for Renovation)			834
Total Maintenance Building			6,398

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
1. Public Areas								
Public Vestibule & Lobby SHARED	Vestibule			1	100		100	Locked & Buzz in after hours
	Floor Mat							
	BabyDrop-off	x		1	20		20	
	Intercom / Buzzer	x						
	After Hrs. 911 Phone	x						
	Lobby			1	800		800	*Lobby open for 24/7
	2nd floor lobby			1	200		200	
	Waiting Area	x					0	
	Report Writing Counter/ Kiosk	x		1	10		10	
	Chairs		5		5	5	25	
	Display area/ bulletins	x					0	
	Brochure Rack	x					0	
	Drinking Fountain	x					0	
Overhead Monitors	x					0		
	Subtotal:						1,155	
Front Desk SHARED	PD Dispatch Public Counter:						0	*Public Lobby
	Linear ft. Public Counter (3)			1	12		12	*Records
	ADA Counter Linear ft. (3)			1	12		12	
	PD Records Public Counter: Separate							
	Linear ft. Public Counter (3)	1 ADA			2	40	80	Two Windows for Records Counter; Separate from Police Window; like Livonia Lobby
	FD Public Counter:						0	
	Linear ft. Public Counter (3)			1	12		12	Might be combined with PD Front Desk; depends on layout
		Subtotal:						116

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
	EOC Toilet			1	77		77	
							0	
	Subtotal:						77	
Breakout Rooms/ Conference Rooms	Conference Room		6-8	2	150	5.06	300	*Training / Community Room
							0	
							0	
	Subtotal:						300	
Public Toilet(s)	Public Unisex Toilet			4	77		308	
							0	
	Subtotal:						308	
Training Supplies Storage	Storage Room						0	
	Training Supplies						0	
	Subtotal:						0	
EMS Storage	Storage Room			1	200		200	
	Tables and Chairs						0	
							0	
	Subtotal:						200	
Equipment Storage	Storage Room			1	200		200	*Training Room / Community Room
	Stuff						0	
							0	
	Subtotal:						200	
CERT Storage	EMS Storage Room			1	100		100	*Training Room / Community Room
							0	
							0	
	Subtotal:						100	
Wellness Check Room	CERT Storage			2	100		200	
							0	
							0	
	Subtotal:						200	
Net Area							5,681	
20% Internal Circulation Factor							1136	
Subtotal: Public Areas		0	0				6,817	

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #		
02. Staff Commons								
Staff Vestibule & Lobby	Vestibule			1	80		80	
	Floor Mat	x					0	
	Prox. Access Control						0	
	Mud Room			1	50		50	
	Staff Lobby			1	100		100	
	Staff Elevator	X					0	See Staff Support Areas
	Open Stair	X					0	see below
	Display Area	X					0	On Wall
	Mailbox						0	
	Drinking Fountain						0	
	Subtotal:						230	
Communicating Stair-Police	Stairwell			1	400		400	OPEN STAIR TO CONNECT BOTH FLOORS
	Subtotal:						400	200sf /floor
Lunch Room / Hub	Lunch/Hub			1	500	7.01b	500	Hub-Zone Configuration with counter top seating
	<u>Kitchenette:</u>						0	
	Refrigerator						0	
	Counter w/ sink						0	
	TV/Monitor						0	
	Vending Machines						0	
	Oven/Stove						0	
	Tables	4					0	
	Chairs	16-20					0	
	TV						0	
	Microwave						0	
		Subtotal:						500

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #		
Staff Toilets	Unisex- Two per floor			7	77		539	
							0	
	Subtotal:						539	- One set per floor
Wellness Rooms/ Decompression	Quiet Room			2	100		200	
	Chair						0	
	Sofa						0	
	Fridge							
	Counter w/ sink						0	
	Subtotal:						200	
Exercise Room	Exercise Room			1	1,200	7.09a or b	1,200	Exposed or 12' Ceiling
SHARED	Universal Gym						0	Possible open to City Employees???
	Secure Storage						0	
	Athletic Flooring						0	
	Exercise Equipment						0	
	Exercise machines						0	
	Treadmills	6					0	
	Free weights						0	
	Subtotal:						1,200	
Open Locker Area	Locker Room						0	*Shower Room
MSP 5-6 10 CADETS	12x24x72 Lockers	5		5	5		25	*Exercise Room
VISITING /	24x24x72 Lockers	20		20	10		200	Includes Cadet Lockers
HOTELING	36x24x72 Lockers	3		0	15		0	
	Changing/Shower Rm	2		2	77		154	
	Separate Gear Bags						0	
	Subtotal:						379	

Space	Description		Staff		Space Needs			Req'd Net Sq. Ft.	Comments / *Adjacencies	
			Current	Planned	Qty	Size	Reference pg #			
MEN'S LOCKER ROOM;	Mens Lockers	90			90	15		1,350	*Exercise Room	
	36x24x72 Lockers									
	Toilets w/ ADA	4			4	15		60		
	Urinals	4			4	15		60		
	Lavatories	4			4	10		40		
	Showers	4			4	25		100		
	Battery Chargers	X						0		
	Bunk Room(s)							0		
	Separate Gear Bags							0		
	Subtotal:							1,610		
WOMEN'S LOCKER ROOM;	36x24x72 Lockers	30			30	15		450	*Exercise Room	
	Toilets w/ ADA	3			3	15		45		
	Lavatories	3			3	19		57		
	Showers	3			3	25		75		
	Battery Chargers							0		
	Bunk Room(s)							0		
	Separate Gear Bags							0		
		Subtotal:							627	
	Net Area								5,685	
30% Internal Circulation Factor								1706		
Subtotal: Staff Common Areas			0	0				7,391		

Space	Description		Staff		Space Needs			Req'd Net Sq. Ft.	Comments / *Adjacencies
			Current	Planned	Qty	Size	Reference pg #		
BUDGET ANALYST	Private Office		1	1	1	180	3.03	180	located in Admin
	Guest Chairs							0	
	Four-Shelf bookcase							0	
	Two-drawer file							0	
	Desk w/ credenza							0	
		Subtotal:							180
Fire Chief	Private Office		1	1	1	225	3.02	225	*Executive Secretary
	Sm. Conf. Table							0	*Admin. Conference Room
	Conf. Table Chairs							0	
	Guest Chairs							0	
	Four-Shelf Bookcase							0	
	Two-Drawer File Cabinet							0	
		Subtotal:							225
Assistant Fire Chief	Private Office		1	1	1	180	3.03	180	*Executive Secretary
	Guest Chairs	2						0	
	Four-Shelf Bookcase							0	
	Two-Drawer File Cabinet							0	
		Subtotal:							180
Fire Marshal	Private Office		1	1	1	180	3.03	180	
	Desk	1						0	*Clerical
	Plan Review Table	1						0	*Conference Room
	Guest chairs	2						0	
	Four-shelf bookcase							0	
	Two-drawer file cabinet							0	
		Subtotal:							180

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #		
Emergency Management Coordinator	Private Office	1	1	1	180	3.03	180	*Executive Secretary
	Guest Chairs	2					0	
	Four-Shelf Bookcase						0	
	Two-Drawer File Cabinet						0	
	Subtotal:						180	
File Room (Police and Fire Together)	File Room			1	150		150	Administrative Ass't Area
	File Cabinets						0	
	Lateral						0	
	Vertical						0	
	Worktop						0	
	Subtotal:						150	

Space	Description		Staff		Space Needs			Req'd Net Sq. Ft.	Comments / *Adjacencies
			Current	Planned	Qty	Size	Reference pg #		
Work Room	Work Room				1	100		100	
	Open shelving							0	In Admin Staff area
	Floor Cabinet							0	
	Wall Cabinet							0	
	<u>Equipment:</u>								
	Copier/Scanner/Fax							0	
	Subtotal:							100	
AdminConference Rm.	Conference Room				1	504	5.02a	504	*Waiting Area/Entry
	Seating for	12						0	*Chief of Police
	Wet Bar								*Executive Secretary
	Hi -Tech- White Bd							0	*Unisex Toilet
	Subtotal:							504	
Admin. Waiting Area / Entry	Waiting Area				1	50		50	
	Guest chairs	4						0	
	Coffee table	1						0	
	Subtotal:							50	
Admin Coat closet	Closet				1	35		35	
	Subtotal:							35	
Admin Supply Closet	Closet				1	67		67	for Give aways
	Subtotal:							67	
Unisex Toilet	Visitor Toilet (ADA accessible)				1	56		56	
	Staff Toilet (ADA accessible)				1	56		56	
	Subtotal:							112	
Net Area								2,988	
30% Internal Circulation Factor								896	
Subtotal: Public Safety Administration			9	10				3,884	

Space	Description	Staff		Space Needs			Req'd Net	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #	Sq. Ft.	
4. Records								
ADMIN. LT.	Private Office Desk w/ credenza Guest Chairs File Cabinets Equipment: Computer Subtotal:			1	180		180	*Records Clerk
Records Counter	Public Counter Linear feet five ft. Position 2 Bullet Resistant Public Equipment: Computers Shared Cash safe Subtotal:			0	0		0	*Public Lobby *Records Clerks TWO WINDOWS; ONE ADA SEE PUBLIC AREAS
Records Clerks	workstations File Equipment: Computer Printer Subtotal:	5	6	6	64		384	*Public Lobby

Space	Description	Staff		Space Needs			Req'd Net	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #	Sq. Ft.	
Fingerprinting Room	Area 3 chairs and a machine For ink Prints On secure side of Public Lobby			1	80		80 0 0 0	Close to records
	Subtotal:						80	
System Administrator (IT Officer)	Private Office Guest Chairs Two-drawer file cabinet Desk (lockable) w/ credenza Work counter surface (for repairs) Software storage <u>Equipment:</u> Computer			1	130	03.05	130 0 0 0 0 0 0 0	PLEASE CONFIRM OFFICE LOCATION; Comm or Records
	Subtotal:						130	
Work Area	Work Room Open Space <u>Equipment:</u> Multifunction Printer Special Equipment Shredder			1	100		100 0 0 0 0 0	included in Clerks area
	Subtotal:						100	
Office Supply Room	Supply Closet Open Area			1	100		100 0	included in clerks area
	Subtotal:						100	

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #		
Active Files	Open Area			1	200		200	*Records Clerks two- high density units- 6' wide; currently about 12 4-drawers included in clerks area
	Space Saver Storage System						0	
	File Cabinets						0	
	Fingerprint Cards						0	
	Gun Registration						0	
	Accident Reports						0	
	Warrants & add paperwork						0	
	Misc. Files						0	
	Subtotal:						200	
Archives (Records Vault)	Archives Room			1	250		250	high density storage
	File Cabinets						0	
	Storage System:						0	
	Manual						0	
		Subtotal:						
Net Area							1,424	
30% Internal Circulation Factor							427	
Subtotal: Records		5	6				1,851	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies	
		Current	Planned	Qty	Size	Reference pg #			
5. Communications (Dispatch) Primary									
Security Vestibule	Vestibule			1	50		50		
	Interlocking Doors						0		
	Subtotal:						50		
Communications Manager	Private Office	x	1	1	225	3.02	225		
	Workstation	x		0	0		0		
	Guest Chairs						0		
	Conference Table	x							
	File cabinet						0		
	Equipment:						0		
	Computer						0		
Subtotal:							225		
Toilet Room (Unisex)	Toilet Room with Urinal			1	77	7.05b	77	*Communications Operations (but not direct into room)	
							0		
	Subtotal:						77		
Communications Operations	Workstation		14	16	6	100	4.05a	600	
	Console	x						0	Xybex Workstations
	Raised Floor	yes						0	
	Common Reference Area	x							<i>Center Lighting over each workstation so that each station is individually controlled</i>
	Manual Kiosk (1 per 4 stations)				1	10		10	
	Backup Radio							0	
	Multifunction Printer	x			1	10		10	
	File Cabinets	x							
	Media / Monitor Wall	x							Back Lot; TV, Fire Responses, Etc
	Prisoner Monitoring Screens	x							
Subtotal:							620		

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #		
Communications Break Room / Kitchen	Break Room			1	160	7.01d Similar	160	*Communications Operations
	TV Area						0	Possible Galley Kitchen
	<u>Kitchenette:</u>							
	Refrigerator	x					0	
	Counter w/ Sink	x					0	
	Range	x					0	
	Stove Top	x					0	
	Microwave	x					0	
	Dining Table	1					0	
	Dining Chairs	4					0	
	Vending Machine						0	
	Dishwasher						0	
	Subtotal:						160	
Private Locker Area	full length Lockers	20		1	150		150	12"- 18" wide for Coats: Changing in Toilet Rooms
	Subtotal:						150	
Lactation / Quiet Room	Room			1	100		100	
	Subtotal:						100	
Open Copier Area	Printer	x		1	100		100	
	Shredder	x					0	
	Office Supplies	x						supplies in cabinets
	Double Length File Cabinets	x						
	Mailboxes	20					0	
	Subtotal:						100	
(Server Room)	Server Room			1	150		150	- One central Server Room for entire building- Accessible but not a part of Communications Suite
	911 Communications Server						0	
	Computer/Keyboard work stand						0	They want separate server room 12'x12' for dispatch
	Subtotal:						150	
Net Area							1,632	
35% Internal Circulation Factor							571	
Subtotal: Communications (Dispatch)		15	17				2,203	

Space	Description	Staff		Space Needs			Net Req'd Sq. Ft.	Comments	
		Current	Planned	Qty	Size	Reference Pg #			
6. Detective Bureau									
Detective Sergeant	Private Office		1	1	1	130		130	
	Guest chairs							0	
	Two-drawer file cabinet							0	
	Desk w/ credenza							0	
	<u>Equipment:</u> Computer							0	
	Subtotal:								130
Detectives	Private Office		8	12	10	130	3.06	1,300	Lockable desk drawer
	File Cabinets							0	
								0	
								0	
								0	
	Subtotal:								1,300
SGT. Training and Standards	Private Office		1	1	1	130		130	Reports to Adm. Lt.
	Guest Chairs							0	
	Four-Shelf bookcase							0	
	Two-drawer file							0	
	Desk w/ credenza							0	
	Subtotal:								130
School Resource Officers	Workstation	2	2	2	2	130		260	
	<u>Equipment:</u> Computer							0	
	Printer							0	
	Subtotal:								260

Space	Description		Staff		Space Needs			Net Req'd Sq. Ft.	Comments
			Current	Planned	Qty	Size	Reference Pg #		
Detectives Storage Room for DUTY BAGS	Storage Room				1	16		16	In the detective suite but not in the office.
	2x2x3deep	12						0	
	Subtotal:							16	
Juvenile Detective INCLUDED ABOVE	Room	1			0	0		0	included above
	Four-drawer file cabinet							0	
	<u>Equipment:</u>								
	Computer							0	
	Printer							0	
	Subtotal:								
Conference Room/ TASK FORCE CASE ROOM	Conference Room				2	250	5.02b	500	
	Coat Closet						similar	0	
	Coffee Station							0	
	Storage Closet							0	
	Seating	10-12						0	
	Conference Table							0	
	Credenza							0	
	Flat Screen							0	
	White Board							0	
	<u>Equipment:</u>								
	Projector							0	
	Projection Screen							0	
	TV/DVD							0	
	Subtotal:								500

Space	Description	Staff		Space Needs			Net Req'd Sq. Ft.	Comments
		Current	Planned	Qty	Size	Reference Pg #		
Work Area	Work Area			1	80		80	
	Floor Cabinets						0	
	Wall Cabinets						0	
	Coffee Station							
	Equipment:							
	C/S/F machine						0	
	Subtotal:						80	
Huddle Zone	Open area			1	100		100	
							0	
	Subtotal:						100	
SONIC/DEA(3)/ FBI HOTELING	Workstation	5	5	5	24		120	
	Guest Chairs						0	
	Four-Shelf bookcase						0	
	Two-drawer file						0	
	Desk w/ credenza						0	
	Subtotal:							120
Secret Service Supervisor Offices	Private Office	2	2	2	130	03.06	260	
	Guest Chairs						0	
	Four-Shelf bookcase						0	
	Two-drawer file						0	
	Desk w/ credenza						0	
	Subtotal:							260
TASK FORCE WORKSTATIONS	Workstation			16	48	04.04B	768	
	Work table						0	
	Work counter						0	
	Coat Closet						0	
	White Board						0	
	Subtotal:							768
DIGITAL FORENSIC LAB- IT	Crime Lab Room			1	400		400	Anti-static carpet
	Work counter						0	
	Shelving storage						0	
	Subtotal:						400	

Space	Description	Staff		Space Needs			Net Req'd Sq. Ft.	Comments
		Current	Planned	Qty	Size	Reference Pg #		
Interview Suite (s) ADDED								
Interview Rooms	Interview Room	1		1	100		100	Controlled access from public lobby
	Interview Table	1					0	
	Interview Chairs	3					0	
	A/V Recording	x					0	
	Gun Lockers (located outside)	x					0	
	Sound-proof walls and ceiling	x					0	
	Subtotal:							
Soft Interview Room	Interview Room	1		1	120		120	*Waiting area
	Interview Table	x					0	
	Interview Chairs	3					0	
	Seat						0	
	Sofa	x					0	
	Coffee Table						0	
	TV						0	
	A/V Recording	x					0	
	Gun Lockers (located outside)	x					0	
	Sound proof walls and ceiling	x					0	
Subtotal:							120	
Waiting Area	Waiting Area	1		1	80		80	
	chairs						0	
	Coffee Table						0	
	Subtotal:						80	
Visitor Toilet (Unisex)	Toilet (ADA Accessible)			1	66		66	
	Subtotal:						66	
Net Area							4,430	
35% Internal Circulation Factor-							1551	
Subtotal: Detective Bureau		19	23				5,981	

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #		
Work Area / Office Supplies	Work Room			1	80		80	*Shift Lieutenant / Sergeant Offices
	Office Supplies						0	
	Secure Storage Closet						0	
	Floor Cabinets						0	
	Wall Cabinets						0	
	Cofee Bar						0	
							0	
		Subtotal:						80
Mailboxes	Mailboxes 8.5x11x 3"			1	80		80	In each department area-not in any rooms
	Boxes						0	
	Work Counter						0	
	<u>Location:</u>							
	Central Open area						0	
	Secure Office area						0	
	Subtotal:						80	
Briefing Room	Briefing Room	10-15		1	500	6.04a similar	500	
	Counter surface w/ cabinets						0	
	Tables	x					0	
	Chairs	x					0	
	Desk/Lectern						0	
	<u>Voice/Data/Power:</u>							
	Perimeter Walls						0	
	Floor Mounted						0	
	<u>Equipment:</u>							
	A/V Cabinet						0	
	Full Electronics						0	
	Monitor						0	
	Flat screen for CAD session						0	
	White Board						0	
	Smart Board						0	
	Subtotal:						500	

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #		
Equipment Storage	Room			1	80		80	
	Shelving						0	
	Charging						0	
	Subtotal:						80	
SWAT READY ROOM	Room			1	274		274	near swat vehicle
	Open Lockers behind swipe door	12						
	Huddle Table							
	Changing Rooms	4					0	
							0	
	Subtotal:						274	
Patrol Storage/ Riot Gear				1	400		400	shelving: PV, AED, Flares,
							0	crowd control
	Subtotal:						400	
Report Writing Room	Report writing room			6	35		210	*Staff Lobby
	Carrels						0	*Briefing Room
	Computer Teminals						0	*Shift Lieutenant / Sgt Offices
	Docking Stations						0	
	Shared Printer			1	24		24	
	Desk						0	
	Work Surface			1	12		12	For evidence layout
	Bookshelves						0	
Subtotal:						246		
Duty Gear Bags	Storage Room			9	12		108	Need space for duty gear and riot gear
	shelving	73					0	All sworn officers need cubbie
							0	
							0	
	Subtotal:						108	

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #		
Armory SMALL	Armory			1	150		150	Rifle rack
	Extra weapons (guns and rifles)						0	cabinet for hand guns
	Professional gun discharge box						0	tasers - extra
	Subtotal:						150	
Uniform Storage/ Quartermaster	Storage			1	100		100	
	Open Shleving						0	
	Returned Uniforms						0	
	Returned Equipment						0	
	Subtotal:						100	
Kennel (two dogs now; four in future)	Kennel			1	100		100	One dog in dog run at time
	Dog Cages	2					0	
	training equipment/ suite							
	Air-conditioned space						0	
	Subtotal:						100	
K-9 Officer Storage/Dog Run	Kennel			1	100		100	Outdoor
							0	
	Air-conditioned space						0	
	Subtotal:						100	
Net Area							3,811	
30% Internal Circulation Factor							1143	
Subtotal: Road Patrol		63	75				4,954	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #		
8. Holding & Sallyport								
Sallyport	Sallyport			1	2,000		2,000	prisoner van or abulance
	Enclosed Space						0	
	Vehicles	4					0	
	Subtotal:						2,000	
Prisoner Intake Vestibule	Vestibule	1		1	80		80	* Sally Port
	Gun Lockers - Outside						0	* Prisoner processing area
	Gun Lockers - Inside						0	
	Interlocking Doors						0	
	Subtotal:						80	
Interrogation Rooms/Video Arrangement	Interrogation Room	1		1	80		80	
	Secure Table						0	
	Secure Stools						0	
	Subtotal:						80	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #		
Prisoner Processing Area	Room			1	400		400	* Command Desk
	Pre-Processing holding tank						0	
	Toilet & Shower w/ privacy	x					0	
	Secure Counter	x					0	
	Secure Cuff Bench	4					0	
	Hose Bib	x					0	
	Floor Drain	x					0	
	Lockers 18x18	50						
	<u>Equipment:</u>							
	Log Book terminal (secure)	x					0	
	Live Scan palm/prints	x					0	
	Printer	3					0	
	Distress button	x					0	
	CLEMIS Camera (mug shots)						0	
	Subtotal:						400	
Strip Search/ Shower	Decon Shower			1	80		80	*off processing
							0	*next to Sally Port
	Subtotal:						80	
Internal Vestibule Man Trap	Vestibule			1	80		80	
	Part of internal circulation						0	
	Subtotal:						80	
Staff Toilet	Unisex Room			1	80		80	
	Subtotal:						80	
Holding Cells	Cells (1 ADA)			1	100		100	
	Single Occupancy	x		9	80		720	
	8"H X 27"W Concrete Curb						0	
	Lavatory/Toilet Fixture	x					0	
	36" -40"H Sloping privacy wall	x					0	
	Floor Drain	x					0	
	Subtotal:						820	

Space	Description		Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
			Current	Planned	Qty	Size	Reference pg #		
Isolation Cell	Cell (ADA)	x			2	100		200	<u>Note:</u>
	Single Occupancy	x						0	For intoxicated / violent prisoners
	Padded Walls	x			2	80		160	
	8"H X 27"W Concrete Curb	x						0	
	Lavatory/Toilet Fixture	x						0	
	36" -40"H Sloping Privacy Wall	x						0	
	Floor Drain	x						0	
	Subtotal:							360	
Kitchen / Meal Preparation	Kitchen				1	100		100	fridge
	Pantry							0	chest freezer
	<u>Kitchen:</u>								
	Refrigerator/Freezer							0	
	Counter w/ sink							0	
	Microwave							0	
	Floor & Wall Cabinet							0	
	Subtotal:							100	
Janitor's Closet	Closet				1	60		60	
	Mop Sink							0	
	Floor Drain							0	
	Subtotal:							60	
Supplies Storage	Storage Room				1	80		80	
	Open shelving							0	
	Subtotal:							80	
Net Area								4,220	
50% Internal Circulation Factor								2110	
Subtotal: Holding & SallyPort			0	0				6,330	

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
9. Property (under investigations)								
Evidence Preparation Area	Prep Area			1	200		200	
	Work Counter (bagging & tagging)						0	Needs counter space
	Sink w/ eyewash						0	
	Floor & Wall Cabinet						0	
	<u>Equipment:</u>							
	Computer						0	
	Printer						0	
	Video Monitoring						0	
	Subtotal:						200	
Evidence Two-way Lockers	Locker Space			3	36		108	* Evidence Prep Area
	3' Wide modular locker units						0	* Property Officer
	Compartment number & sizes						0	
	Long gun/rifle						0	
	Large Bulk item						0	
	Medium size						0	
	Small size						0	
	Refrigerated unit	No					0	
	Two-way lockers						0	
	Drop Box (for envelopes etc.)						0	
	Keyless access control						0	
	Subtotal:						108	
Property Officer	Private Office			1	120		120	*Evidence Storage Room
	Workstation						0	
	File Cabinets						0	*Evidence Processing
	<u>Equipment:</u>							*Evidence Lockers
	Computer						0	
	Printer						0	
	Subtotal:						120	

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
Supplies Storage	Storage Room			1	80		80	*Evidence Processing
	Lockable Cabinets						0	
	Open Shelving						0	*Property Officer
	Evidence Supplies						0	
	Subtotal:						80	
Drying Room	Drying Room			1	100		100	*Property officer used in evidence storage
	Drying Enclosure						0	
	Hose bib						0	
	Floor Drain (filtered separately)						0	
	Vented Separately						0	
	Subtotal:						100	
Evidence Storage Room	Storage Room			1	900		900	
	High Density Storage System	x					0	
	Weapon Storage			1	200		200	
	Wall Space						0	
	Cabinets						0	
	Drug Storage (room)	x		1	100		100	
	Cash Safe	x					0	
	Humidity-Control Refrigerator	x					0	
	Work Area (desk & Chair)						0	
	Open Isle Shelving						0	
	Return Lockers (for checking in/out evidence used in trial)						0	
	Vented Separately	x					0	
Subtotal:						1,200		
Forensic Garage	Storage Room			1	700		700	
	Subtotal:						700	
Bulk Evidence Storage	Storage Room			1	500		500	
	Subtotal:						500	
Evidence Release	Evidence Release						0	Possible side door to release
	Subtotal:						0	
Net Area							3,008	
20% Internal Circulation Factor							602	
Subtotal: Property		0	0				3,610	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
10. Training								
Training Officer	Private Office	1	1	1	130	3.07a	130	*Training Room
	Workstations						0	
	Guest Chairs						0	*Police Administration
	File Cabinets						0	
	Equipment: Computer						0	
	Subtotal:							130
Training Files	File Room			0	0		0	Files in Administration Suite
	Cash Safe						0	
	Subtotal:						0	
Individual Training Study Carrels	Area for Carrels						0	*Training Officers
	Small Study Carrels for self-study	4		4	6		24	Could be near Dispatch or near Report Writing Area
	Subtotal:						24	
Net Area							154	
25% Internal Circulation Factor							39	
Subtotal: Training		1	1				193	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
11. Fleet Maintenance Garage								
Fleet Maintenance / Garage	Garage						0	*Evidence Storage Room
	Bays	5		6	600		3,600	*Evidence Processing Area
	Vehicle lift system	x					0	
	Air-conditioned Space						0	
	Electrical for welders and equipment	x					0	
	Air compressed air plumbed throughout shop	x					0	
	Tire air / balance	x						
	Hazmat cabinet - lockable	x						
	Plenty of LED lights	x					0	
	Oil Drum	x						
	Workbench for each bay	x						
	Tire Storage							
	Drums of cleaning juice							
	Clean air filter/dirty air evacuation system						0	
		Subtotal:						3,600
Toilet	Area			1	56		56	
	Subtotal:						56	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
Eye wash/shower	Area			1	10		10	
	Subtotal:						10	
Maintenance Office	Office	1	2	1	300		300	
	Subtotal:						300	
Parts Room				1	500		500	*Off of security Staff Parking
							0	
							0	
							0	
	Subtotal:						500	
Vehicle Storage								
SWAT Van								
Patrol Bikes EXISTING- IN GARAGE AREA	Area	10		10	15		150	Hang on Wall
	Subtotal:						150	
Motorcycles	Area	2		2	10		20	*Off of security Staff Parking
	Subtotal:						20	
Bulk Evidence Storage - Fence in Sally Port	Storage Room						0	*Off of security Staff Parking
	Large-item Property						0	
	Found property						0	
	Bicycles						0	
	Misc. Large items						0	
	Subtotal:						0	
Net Area							4,636	
20% Internal Circulation Factor							927	
Subtotal: Miscellaneous Spaces		1	2				5,563	

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
12. Building Support Areas								
Public Elevator	Elevator Space			1	200		200	*Public Lobby
	Floor stops for public	x					0	*Controlled access
	Subtotal:						200	
Elevator Mech. Room	Room			1	100		100	*Elevator
	Subtotal:						100	
Staff Elevator	Elevator Space	x		1	200		200	*Public Lobby
	Floor stops for staff						0	*Controlled access
	Subtotal:						200	
Elevator Mech. Room	Room			1	100		100	*Elevator
	Subtotal:						100	
Mechanical Room	Room			1	500		500	for main building
	Subtotal:						500	
Electrical Room	Room			1	300		300	for main building
	Subtotal:						300	
Building Supply Storage	Room			1	150		150	
	Accessible Ceiling Space						0	
	Climate-Controlled						0	
	Open shelves						0	
	Subtotal:						150	

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
Event Storage Room	Room			1	100		100	Out of sight
	Accessible Ceiling Space						0	
	Climate-Controlled						0	
	Open shelves						0	
	Subtotal:						100	
IT Closets	Room			2	100		200	Including low-voltage
	Subtotal:						200	1 per floor
Server Room	Room			0	250		0	See Communicatons
	Workbench for IT Repairs							- One central Server Room for entire building- Accessible but not a part of Communications Suite
	<u>Equipment:</u>							
	Electronics						0	
	Radio						0	
	Computer Servers						0	
	Subtotal:						0	
Custodian's Storage	Storage Room			1	200		200	*Police Staff Lobby
	Misc. Item Storage						0	
	Laundry tub							
	Double-door entryway						0	
	Subtotal:						200	

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
Janitor's Closet	Closet			2	50		100	*Toilets
	Mop Sink						0	Note:
	Floor Drain						0	1 per floor
	Shelving for Supplies						0	
	Subtotal:						100	
Computer Maintenance Area	Area						0	
	Computer Maintenance						0	
	Subtotal:						0	
Fire Exit Stairs	Stairwell			2	400		800	Note: Min. No. of fire exit stairs required by code
	Stairs and Basement							
	Subtotal:						800	
Net Area							2,950	
20% Internal Circulation Factor							590	
Subtotal: Building Support Areas		0	0				3,540	

Redstone Architects, Inc.
Public Safety Consultant

Public Safety Building - NEW
BUILDING

Novi, MI
3709.00

Parking Requirements:	Spaces
Peak demand for secure parking	
Secure Impound parking needs	0
Other outdoor parkin	
Staff Parking	0
Trailer Parking (Inside)	
Trailer Parking (Outside)	
Public (Visitor) Parking	12
Total Spaces	0

Fire Station 1 Operations Building Area Calculations	Current Staff	Planned Staff	Area Required
1. Public Spaces	0	0	252
2. Fire Administration	1	1	387
3. Cold Zone Suppression Operations	1	1	675
4. Cold Zone Staff Commons	6	20	4,101
5. Warm Zone	0	0	2,431
6. Hot Zone Apparatus Bay (Four Bays)	0	0	8,084
7. Optional Mezzanine/Basement Area	0	0	0
8. Physical Training Tower	0	0	0
9. Building Support Area	0	0	540
Total	8	22	
Subtotal			16,472
15% Gross-Up Factor (Common circulation, structure, shafts, etc.) (Use additional 5% Gross-Up Factor for Renovation)			2,471
Total Station #1 Building Area			18,942

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg#		
1. Public Areas								
Public Vestibule & Lobby	Lobby			1	100		100	Locked and Buzz in after hours
							0	
	Subtotal:						100	
Front Counter	Counter			1	10		10	
	Subtotal:						10	
Public Unisex Toilet	Unisex toilet			1	77		77	
							0	
	Subtotal:						77	
Net Area							187	
35% Internal Circulation Factor							65	
Subtotal: Public Areas		0	0				252	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg#		
2. Fire Administration WITH PUBLIC SAFETY ADMINISTRATOR								
Fire Inspector	Private Office	1	1	1	130	03.06	130	
	Desk w/ credenza						0	
	Guest Chairs						0	
	Four-shelf bookcase						0	
	Two-drawer file cabinet						0	
	Subtotal:							130
Work Area	Counter			1	80		80	
	Storage							
	Multifunction printer							
	Coffee Bar						0	
	Subtotal:							80
Staff Unisex Toilet	Unisex Staff Toilet			1	77		77	
	ADA							
	w/ Urinal							
	Subtotal:							77
Net Area							287	
35% Internal Circulation Factor							100	
Subtotal: Fire Administration		1	1				387	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
3.Cold Zone Suppression Operations								
Captain	Private Office	1	1	1	130		130	
	Sleep Room:			1	100		100	
	Bed						0	
	Locker 2' X 3' X 6'						0	
	Subtotal:						230	
Watch Desk	Office			1	270		270	*App Bay
	Report writing Carrels	4					0	*Day Room
	File Cabinets						0	
	Chairs	4						
	Radio Equipment						0	
	Subtotal:						270	
Net Area							500	
35% Internal Circulation Factor							175	
Subtotal: Cold Zone Suppression Operations		1	1				675	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
4.Cold Zone Spaces								
Staff Vestibule & Lobby	Vestibule			1	80		80	
	Lobby			1	100		100	
	Mud Room						0	
	Staff Elevator						0	
	Open Stair						0	
	Display Area						0	
	Mailbox						0	
	Drinking Fountain						0	
	Floor Mat						0	
	Prox. Access Control						0	
	Subtotal:						180	
Station 1 firefighters		4	18					
Firefighters' Sleep Rooms	Private Room 6/shift; shared by two shifts			6	110		660	to accommodate up to 6/shift: Captain has own sleeproom
	POC	2	2					on duty; included in count above
	Bed						0	
	Subtotal:						660	
Wellness Room	Private Room			1	120		120	
	Future Sleep Rms							
	Training area						0	
							0	
							0	
	Subtotal:						120	
Fire Simulator Room	Dedicated Room			1	200		200	
	Driving Simulator							
	Subtotal:						200	
Locker Alcove (additional lockers)	Locker Alcove			1	240		240	
	Locker 4'x2'x6'	10					0	
							0	
	Subtotal:						240	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
Shower Rooms	Shower Room			3	77		231	Cold Zone
	Shower Room (ADA)						0	
	All to include:							
	Bench	x					0	*Locker Alcove
	Toilet	x					0	
	Sink	x					0	
	Shower	x					0	
	Subtotal:						231	
Day Room	Day Room						0	*Kitchen
	Chairs	8		1	250		250	*Dining Room
	Telephone						0	
	TV						0	
	Subtotal:						250	
Exercise Room	Exercise Room			1	500	07.09C	500	
	Subtotal:						500	
Kitchen	Kitchen			1	450		450	*Day Room
	Food Pantry	3					0	*Dining Room
	Cabinets						0	* Access to Patio
	Countertop w/ sink						0	Counter w/ stools in kitchen
	Commercial-grade Microwave	1					0	
	Commercial Range	1					0	6 burners
	Commercial Hood w/ fire suppression	1					0	
	Dishwasher	1					0	
	Commercial Freezer	1					0	
	Commercial Freezer	1					0	
	Commercial Refrigerator Double Door	1					0	
	Subtotal:						450	
Dining Room	Dining Room			1	250		250	*Kitchen
	Table - size of table						0	
	Chairs	10					0	
							0	
	Subtotal:						250	
Custodial Storage	Area			1	80		80	
	Metal shelves						0	
	Subtotal:						80	
Laundry Room	Room			1	120		120	Wash/Dry large enough for bedding

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
	Residential Washer							
	Residential Dryer							
	Wash tub							
	Base Cabinets							
	Wall Cabinets						0	
	Subtotal:						120	
Net Area							3,281	
25% Internal Circulation Factor							820	
Subtotal: Cold Zone Staff		6	20				4,101	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
5. Warm Zone								
Personal Decon Room	Warm Zone Room			1	500		500	
	18" stackable lockers	25					0	
	Shower Rooms	2						
	Stackable Washer/Dryer (contaminated clothes)	1						
	Toilet Room	2						
	Dry Decon Cabinet	2 person						
	Subtotal:							500
Turn Out Gear Room	Gear Room			1	700		700	*Apparatus Bay
	Mesh Open Racks (3'x2')	40						*Decon Room 2 sets of gear per Fire Fighter
							0	
	Subtotal:						700	
Laundry and Equipment Decon	Positive pressure Room			1	400		400	*Apparatus Bay
	Stackable Residential Washer & Dryer (Rags)	x					0	
	Laundry Tub	x					0	
	Shelving (Soap and Cleaning Supplies)	x					0	
	Mop Sink	x					0	
	Wash/Extract (60lb)	x					0	
	3 Tub Sink (SS)	x					0	
	Eye Wash	x					0	
	Gear Dryer	x						
	Mask/Tank washer	x						
Subtotal:							400	
EMS Supplies/Storage Secure Storage	Area shelving			1	150		150	*Apparatus Bay
	Sink for future						0	
	Refrigerator small						0	
	Counter space						0	
	Subtotal:							150
Hot/Warm Zone Transition visitbule	Area			1	120		120	*Apparatus Bay
	Storage Space w/ Locking Fence						0	
	Sink for future						0	
	Subtotal:							120
Net Area							1,870	
30% Internal Circulation Factor							561	
Subtotal: Staff Commons		0	0				2,431	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
Toilet	Unisex Toilet			1	77		77	*Apparatus Bay
							0	
	Subtotal:						77	
SCBA Maintenance	Clean Room			1	160		160	*Apparatus Bay
							0	
							0	
	Subtotal:						160	
SCBA Cascade Room	Room			1	200		200	*Apparatus Bay
	Oxygen Filling Station						0	
	Oxygen Bottles Storage						0	
	Air Bottles Storage						0	
	Explosion proof container						0	
	Subtotal:						200	
Parts/shop	Shop			1	300		300	*Apparatus Bay
	Station Compressor						0	
	Fire Cabinet						0	
	Subtotal:						300	
Net Area							6,737	
20% Internal Circulation Factor							1347	
Subtotal: Apparatus Bay		0	0				8,084	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
7. Optional Mezzanine Area								
Mezzanine Area							0	*Apparatus Bay
	Subtotal:						0	See picture
Net Areas							0	
Circulation Factor							0	
Subtotal: Optional Mezzanine/Basement Area		0	0				0	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
8. Physical Training Tower								
Training Tower	Optional						0	Separate Facility
	Subtotal:						0	
Live Burn Tower	Optional						0	Separate Facility
	Subtotal:						0	
Net Areas							0	
25% Internal Circulation Factor							0	
Subtotal: Physical Training Tower		0	0				0	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
9. Building Support Areas								
Mechanical Room	Room			1			250	
	Subtotal:						250	
Electrical/Server Room	Room			1			200	
	Subtotal:						200	
Net Area							450	
20% Internal Circulation Factor							90	
Subtotal: Building Support Areas		0	0				540	

Parking Requirements:	Spaces
Other outdoor parking	
Staff Parking	20
Public (Visitor) Parking	none
Total Spaces	20

Building Area Calculations	Current Staff	Planned Staff	Area Required
1. Public Spaces	0	0	270
3. CZ- Suppression Operations	1	1	702
4. CZ- Living	10	10	3,696
5. Warm Zone	0	0	1,924
6. Apparatus Bay (Hot Zone)	0	0	5,396
7. Building Support Area	0	0	696
Total	11	11	
Subtotal			12,685
15% Gross-Up Factor (Common circulation, structure, shafts, etc.) (Use additional 5% Gross-Up Factor for Renovation)			1,903
Total Main Building Area			14,587

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg#		
1. Public Areas								
Public Vestibule & Lobby	Vestibule			1	100		100	
	Lobby			1	100		100	baby can be dropped off in drop off in Lobby
	Subtotal:						200	
Front Window (no counter)	Counter						0	Window to Command Desk (sim to existing Station 2)
	Subtotal:						0	
Blood Draw/Pressure Check	Area in Lobby			1				
	Subtotal:						0	
Net Area							200	
35% Internal Circulation Factor							70	
Subtotal: Public Areas		0	0				270	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
3. CZ- Suppression Operations								
Lieutenant <i>(Station 2 only)</i>	Private Office		1	1	130	03.06	130	
	<u>Sleep Room:</u>			1	100	*sim 07.07	100	
	Bed						0	
	Locker 2' X 3' X 6'						0	
	<u>Equipment:</u>							
	Computer						0	
	Multifunction printer						0	
	Subtotal:						230	
Watch Desk <i>(Window to Lobby)</i>	Office			1	270		270	
	Carrels	2		2	10		20	reports
	computer	2					0	
	Radio Equipment							
		1					0	
	Subtotal:						290	
Net Area							520	
35% Internal Circulation Factor							182	
Subtotal: Cold Zone Suppression Operations		1	1				702	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
Toilet	Toilet Room			1	77	7.05b	77	*Apparatus Bay
	Urinal						0	
	Toilet							
	Sink						0	*Locker Alcove
								0
	Subtotal:						77	
Day Room	Day Room			1	250		250	*Kitchen
	Study Chairs	6					0	*Dining Room
	Telephone						0	
	TV						0	
	Subtotal:						250	
Exercise Room	Exercise Room			1	500	7.09c	500	
	Weight Rack							
	Dumbbell Rack							
	Treadmill	1						
	Elliptical	1						
	TRX Equipment	1						
	Mirrors	1						
	Sound Walls/Floor							
	Monitors/TV							
	Bluetooth speakers							
	Stair Master	1						
	Subtotal:						500	
Kitchen	Kitchen			1	400		400	*Day Room
	Walk-in Food Pantry	3					0	*Dining Room
	Cabinets						0	* Access to Patio
	Countertop w/ sink						0	Counter w/ stools in kitchen
	Refrigerators	2					0	One Supreior, One Fire
	Commercial-grade Microwave	1					0	
	Commercial Range	1					0	
	Commercial Hood w/ fire suppression	1					0	
	Subtotal:						400	
	Dishwasher	1					0	
	Commercial Freezer	1					0	
	Subtotal:						400	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
Dining Room	Dining Room			1	250		250	*Kitchen
	Table - size of table	10-12					0	
	Chairs						0	
							0	
	Subtotal:						250	
Custodial Storage	Area			1	80		80	
	Metal shelves						0	
	Subtotal:						80	
Small Training / Reading Room	Table for 6			1	150	05.03	150	
	computer stations	2					0	
	Book Case/Library						0	
	Subtotal:						150	
Laundry Room	Room			1	120		120	Wash/Dry large enough for bedding
	Residential Washer							
	Residential Dryer							
	Wash tub							
	Base Cabinets							
	Wall Cabinets						0	
	Subtotal:						120	
Net Area							2,957	
25% Internal Circulation Factor								739
Subtotal: Cold Zone Staff		10	10					3,696

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
5. Warm Zone								
Personal Decon Room	Warm Zone Room			1	300		300	
	18" stackable lockers	20					0	
	Shower Rooms	2						
	Stackable Washer/Dryer (contaminated clothes)	1						
	Toilet Room	2						
	Dry Decon	2 person						
		Subtotal:						300
Turn Out Gear Room	Gear Room			1	470		470	*Apparatus Bay
	Mesh Open Racks (2'x3')	30						*Decon Room
							0	2 sets of gear per Fire Fighter Doubles as storm shelter
							0	Separate Vent & Supply
	Subtotal:						470	
Laundry and Equipment Decon	Positive pressure Room			1	350		350	*Apparatus Bay
	Commercial Stackable Washer & Dryer (Rags)	1					0	
	Laundry Tub	1					0	
	Shelving (Soap and Cleaning Supplies)	1					0	
	Mop Sink	1					0	
	Wash/Extract (60lb)	1					0	
	3 Tub Sink (SS)	1						
	Eye Wash	1					0	
	Gear Dryer	1						
	Mask/Tank washer	1						
	Subtotal:						350	
EMS Supplies/Storage Secure Storage	Area			2	120		240	*Apparatus Bay
	Sink for future storage shelves						0	One for Superior one for FF
							0	
	Subtotal:						240	
Hot/Warm Zone Transition vestibule	Area			1	120		120	*Apparatus Bay
							0	one per entry
							0	
	Subtotal:						120	300
Net Area							1,480	
30% Internal Circulation Factor							444	
Subtotal: Staff Commons		0	0				1,924	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
Hose Drying and Storage	Area			1	120		120	*Apparatus Bay
							0	
	Storage Racks for Hoses	x					0	
	Hose Washer	x					0	
	Floor Drain	x					0	
	Dry Cabinet	x					0	
	Subtotal:							120
Toilet	Unisex Toilet			1	77		77	*Apparatus Bay
							0	
	Subtotal:						77	
SCBA Maintenance	Clean Room			1	100		100	*Apparatus Bay
							0	
							0	
	Subtotal:						100	
SCBA Cascade Room	Room			1	150		150	*Apparatus Bay
	Air Bottles Storage						0	
	Working Counter						0	
	Writing Desk						0	
	Subtotal:						150	
Parts/shop	Room			1	150		150	*Apparatus Bay
							0	
							0	
	Subtotal:						150	
Station Compressor Room	Room			1	100		100	INCLUDE IN PARTS/SHOP?
	Fresh Air Intake						0	
	Exhaust build up heat to outside						0	
	Concrete pad						0	
	Subtotal:						100	
Net Area							4,497	
20% Internal Circulation Factor							899	
Subtotal: Apparatus Bay		0	0				5,396	

Space	Description	Staff		Space Needs			Net Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #		
9. Building Support Areas								
Mechanical Room	Room			1	300		300	
	Subtotal:						300	
Electrical Room	Room			1	200		200	
	Subtotal:						200	
Server Room	Room			1	80		80	
	Subtotal:						80	
Net Area							580	
20% Internal Circulation Factor							116	
Subtotal: Building Support Areas		0	0				696	

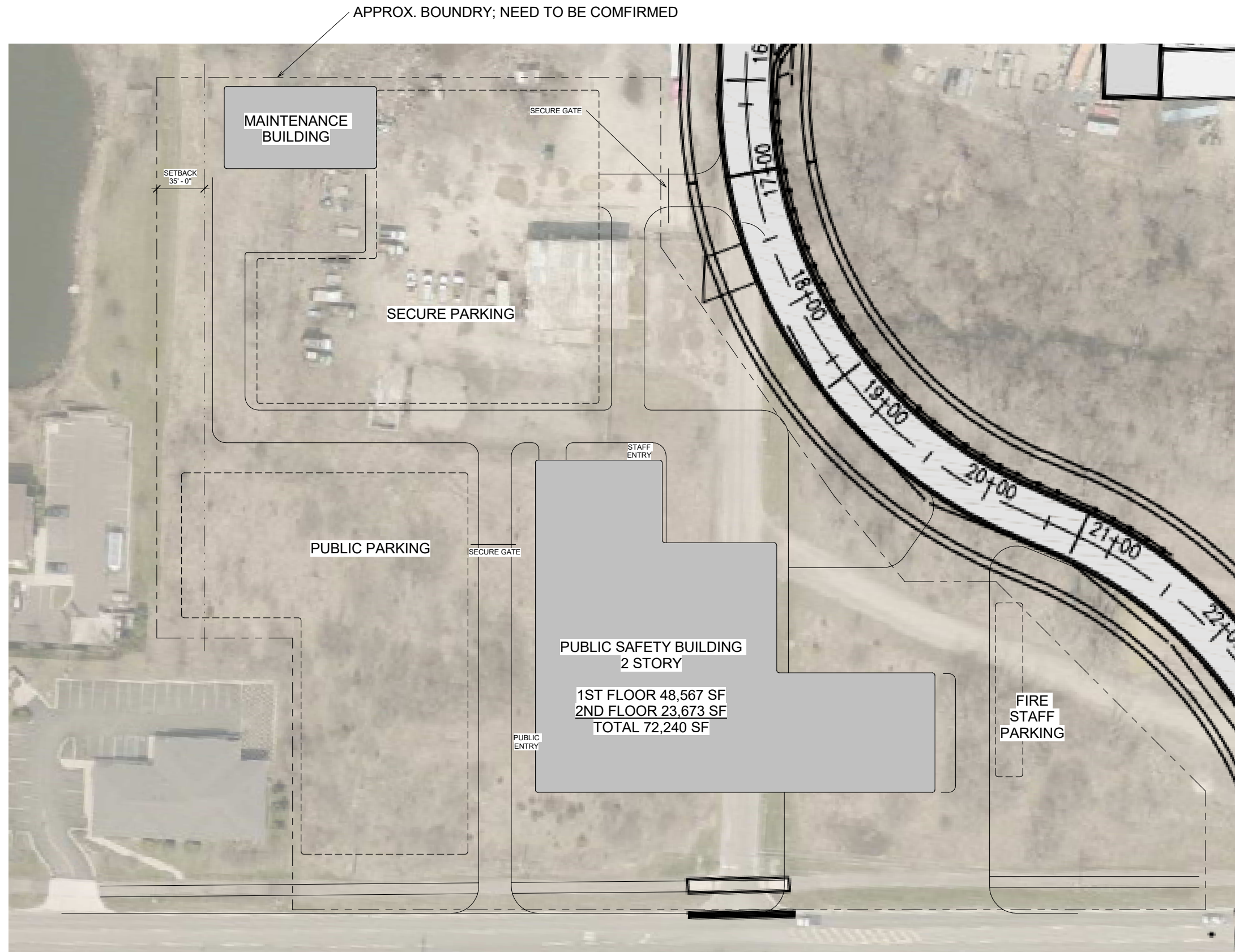
Parking Requirements:	Spaces
Other outdoor parking	?
Staff Parking	
Public (Visitor) Parking	See Shared Spaces
Total Spaces	0



Redstone Architects Inc.

SECTION F

SITE PLAN + BLOCK DIAGRAM



BLOCK DIAGRAM CONCEPT

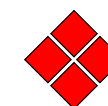
November 21, 2023

City of Novi
Public Safety Building

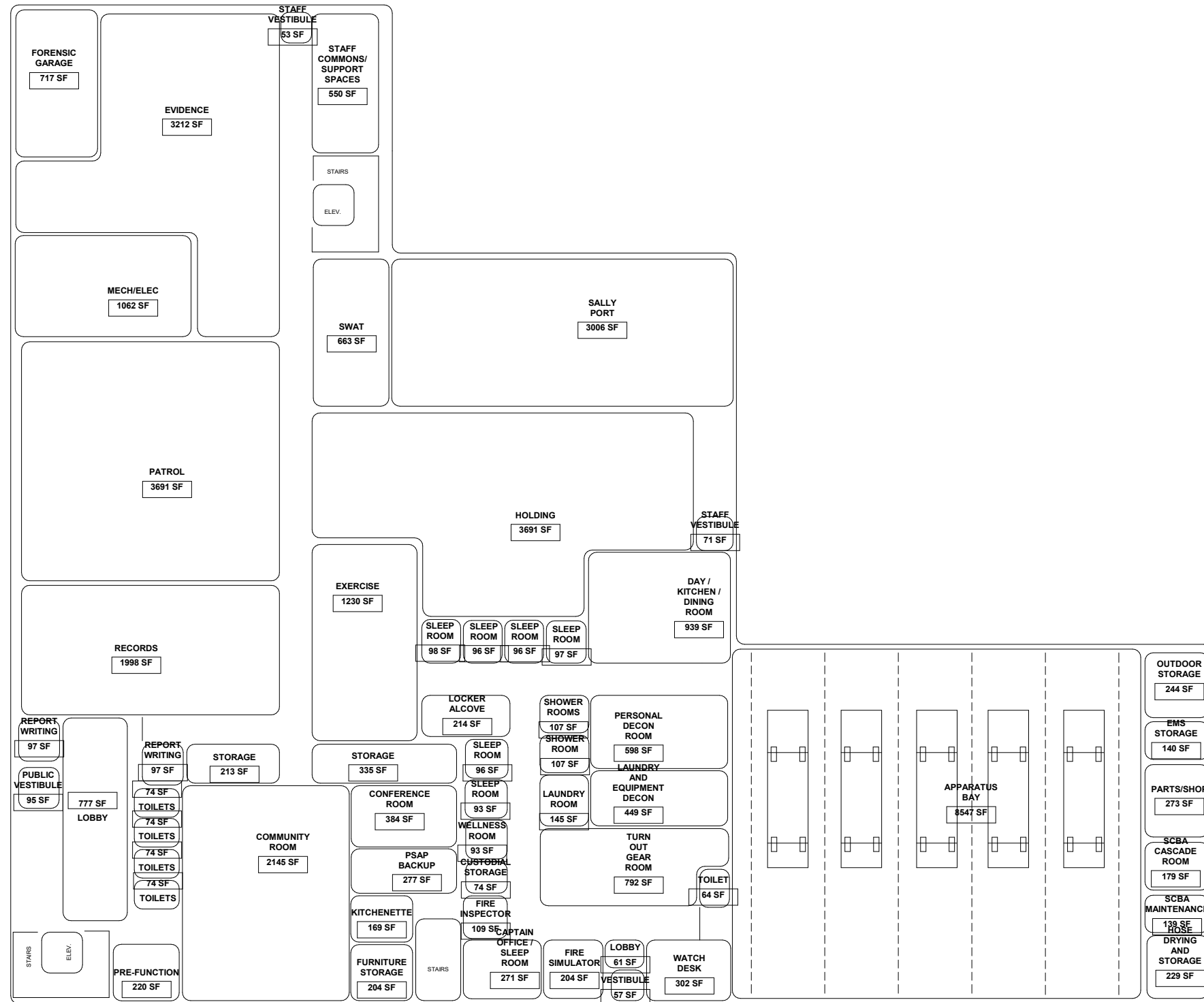


Concept Site Plan

Scale: 1" = 40'- 0"



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Law Enforcement - Justice - Public Safety - Municipal



BLOCK DIAGRAM CONCEPT

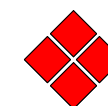
November 21, 2023

City of Novi
Public Safety Building

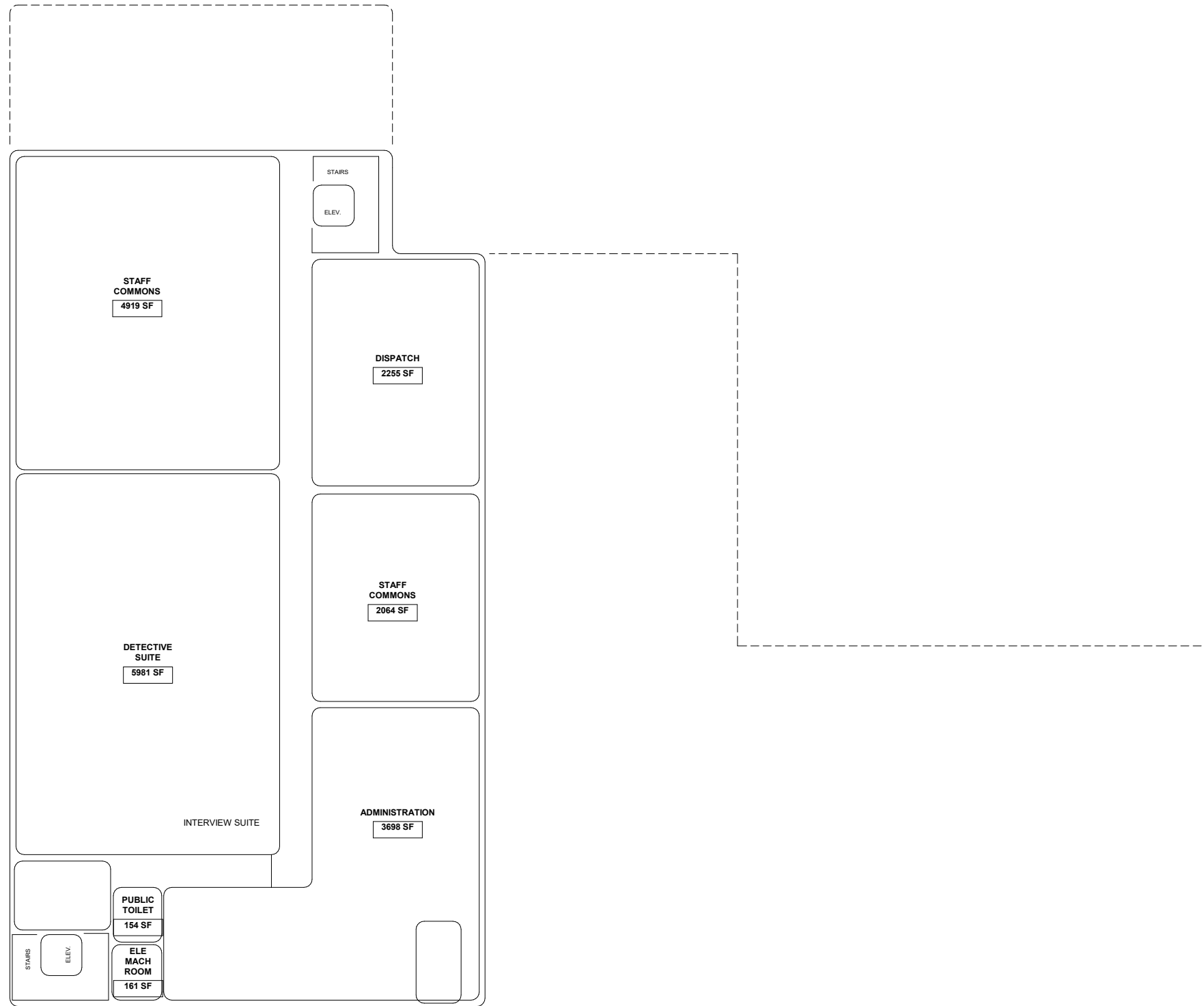


Concept Plan - Level 1

Scale: 1/16" = 1'- 0"



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BLOCK DIAGRAM CONCEPT

November 21, 2023

City of Novi
Public Safety Building

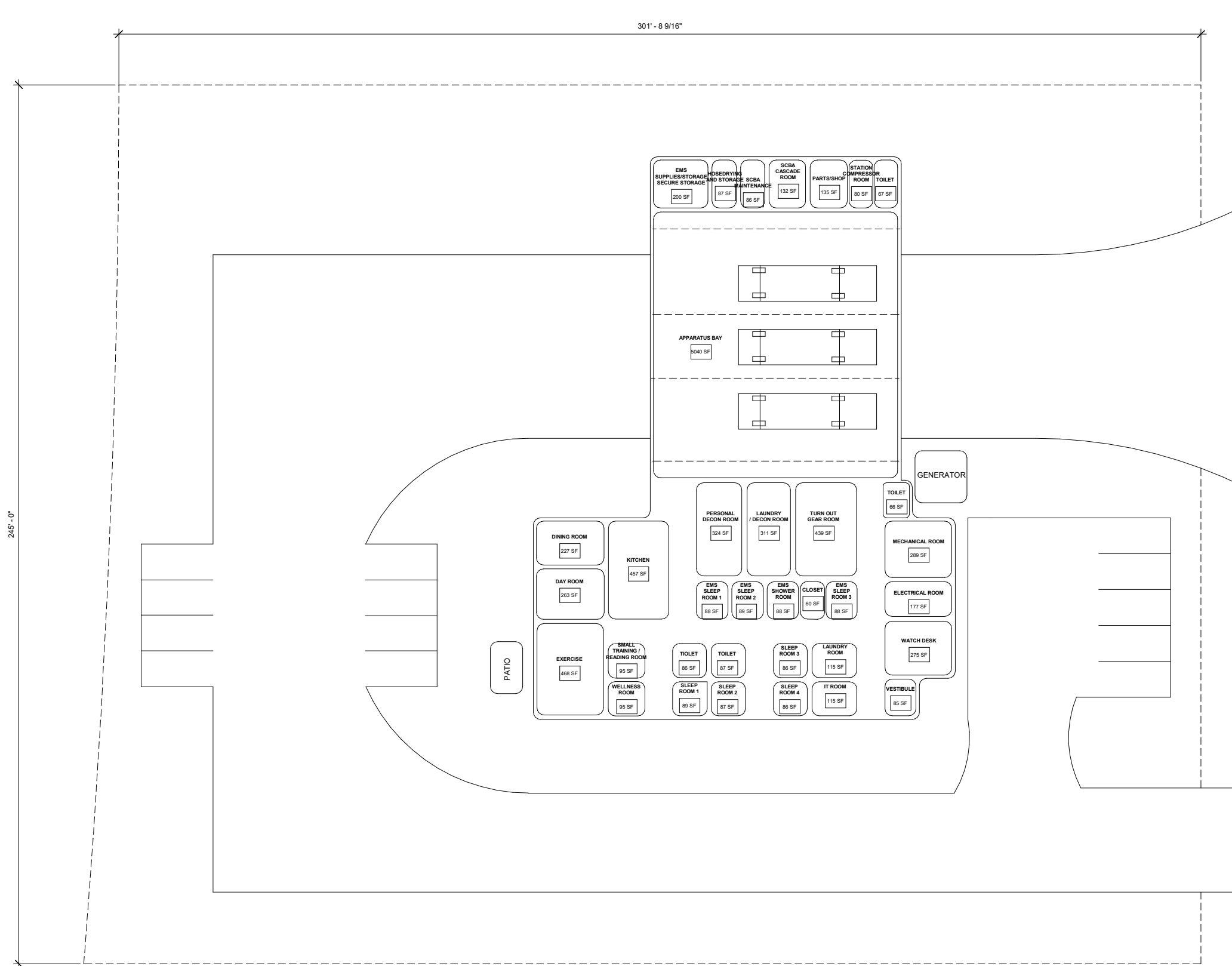


Concept Plan - Level 2

Scale: 1/16" = 1'- 0"



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Venture Dr

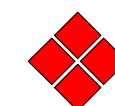


Concept Plan
Scale: 1/16" = 1'- 0"

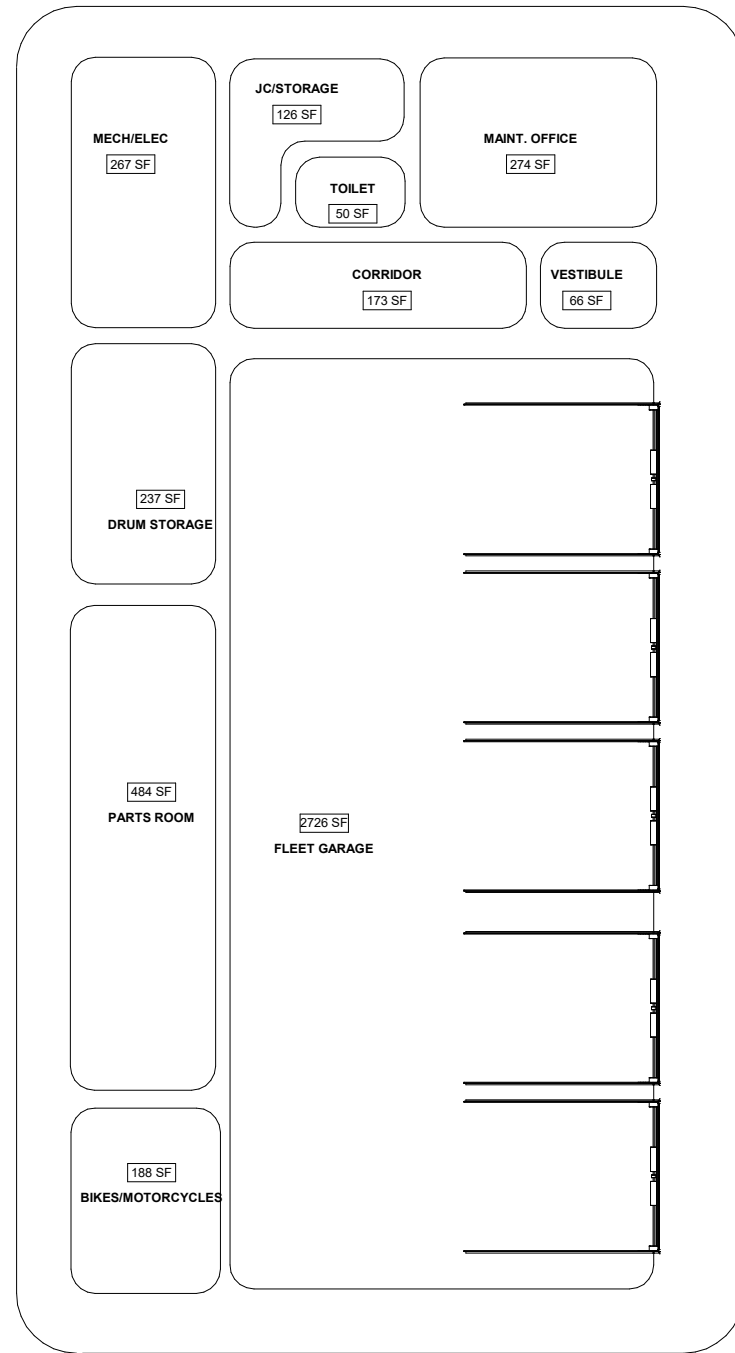
BLOCK DIAGRAM CONCEPT

September 28, 2023

City of Novi
Fire Station 3 Study



Redstone Architects, Inc.
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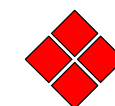
Concept Plan - Fleet Maintenance Garage

Scale: 1/8" = 1'- 0"

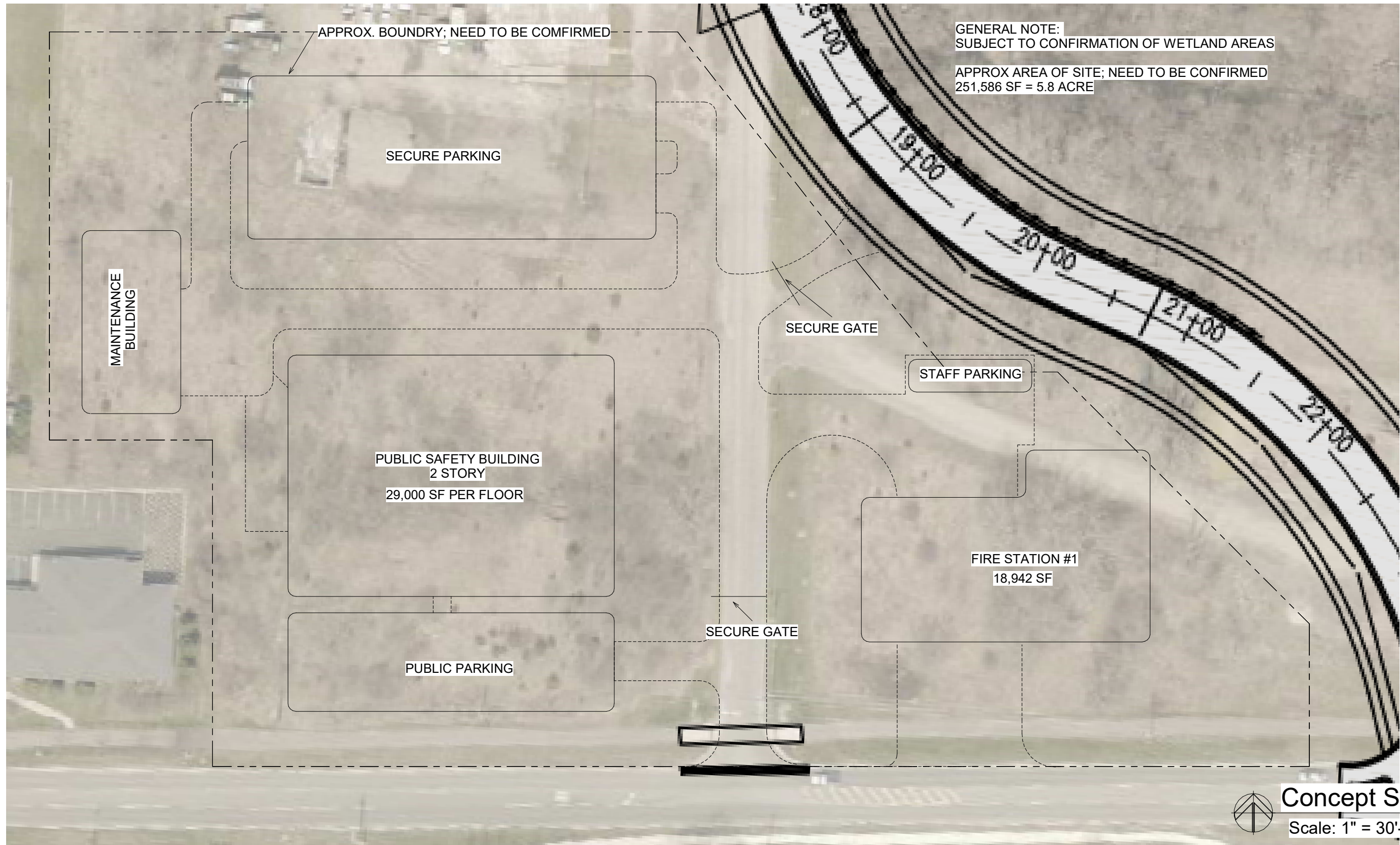
BLOCK DIAGRAM CONCEPT

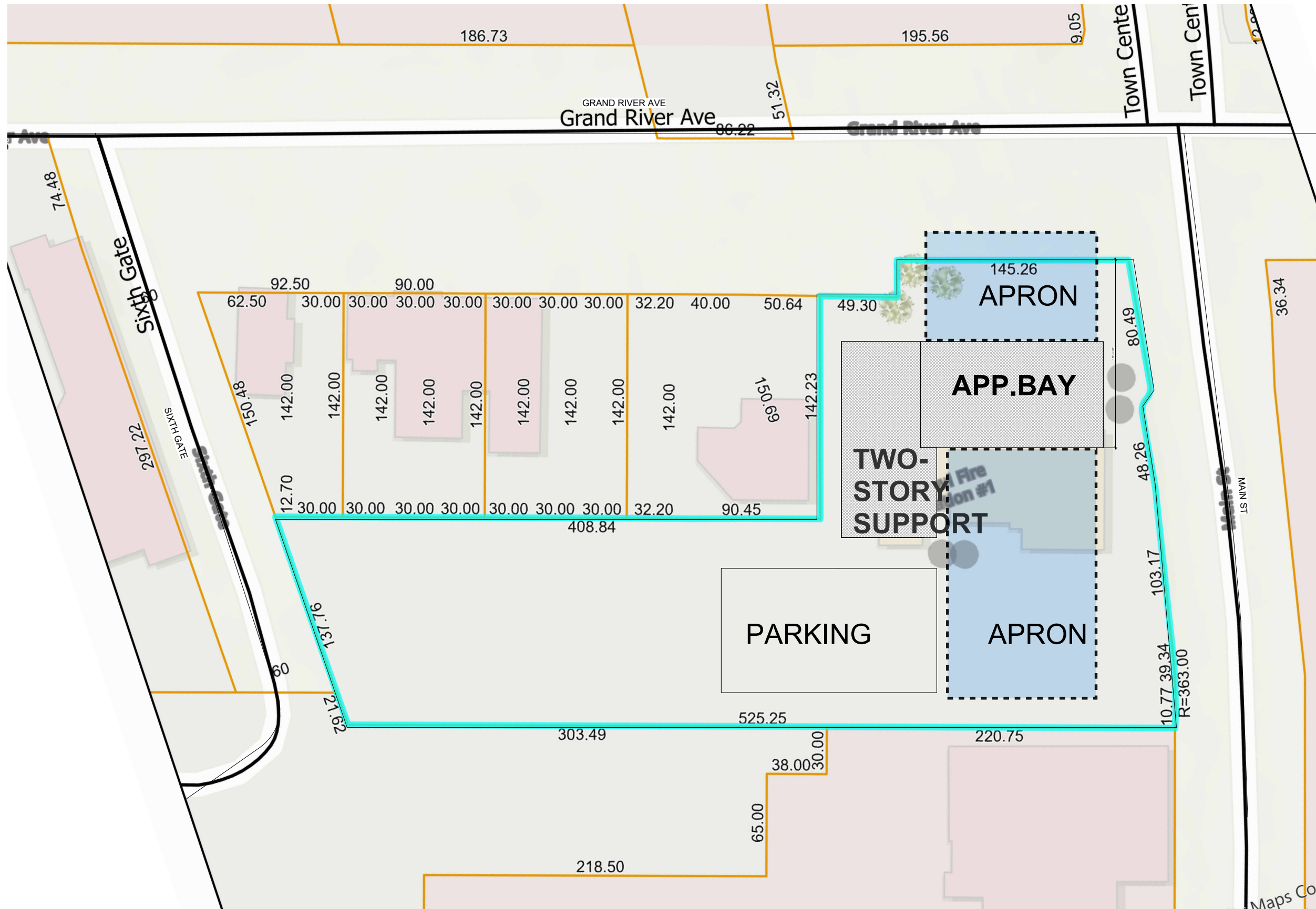
September 28, 2023

City of Novi
Public Safety Building



Redstone Architects, Inc.
Law Enforcement - Justice - Public Safety - Municipal





OPTION 2: NEW STATION #1 ON EXISTING SITE - REQUIRES A TWO-STORY PORTION

Fire Station Location Analysis

Initial Report: 1/18/2024



Data Used in the Analysis:

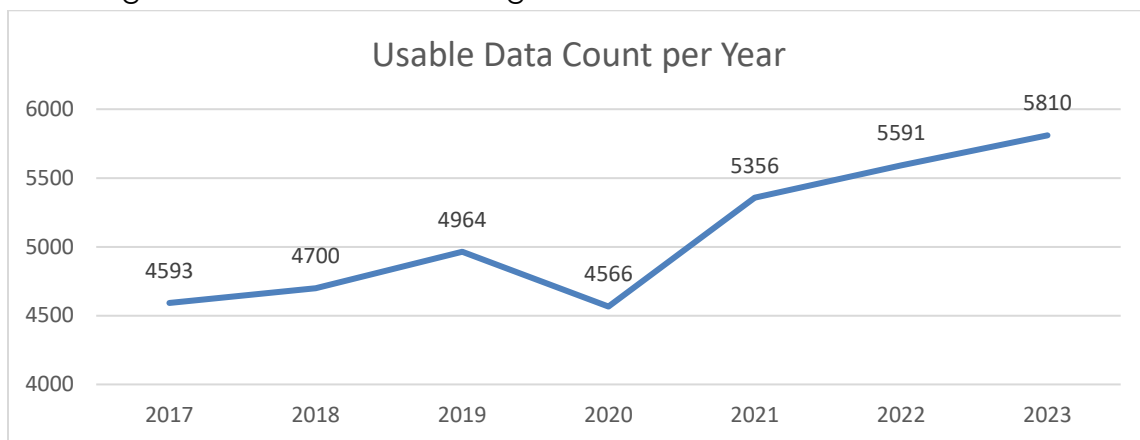
- Fire Incidents from 1/1/2017-12/31/2023 provided by the Fire Department.
 - 35,580 total priority runs that could be mapped.
- Existing Streets GIS layer provided by SEMCOG and updated to include newly built streets, one way indicator, and speed limit for existing streets.
 - Used in baseline drive time analysis.
- Proposed Streets GIS layer updated to include proposed streets: Lee BeGole Dr connection to Crescent Blvd, new roundabout on 11 Mile Rd at Lee BeGole Dr, and new street between 11 Mile Rd and Grand River Ave.
 - Used in each scenario analysis that includes proposed fire stations.
- Fire Stations GIS layer that includes existing stations and proposed stations.

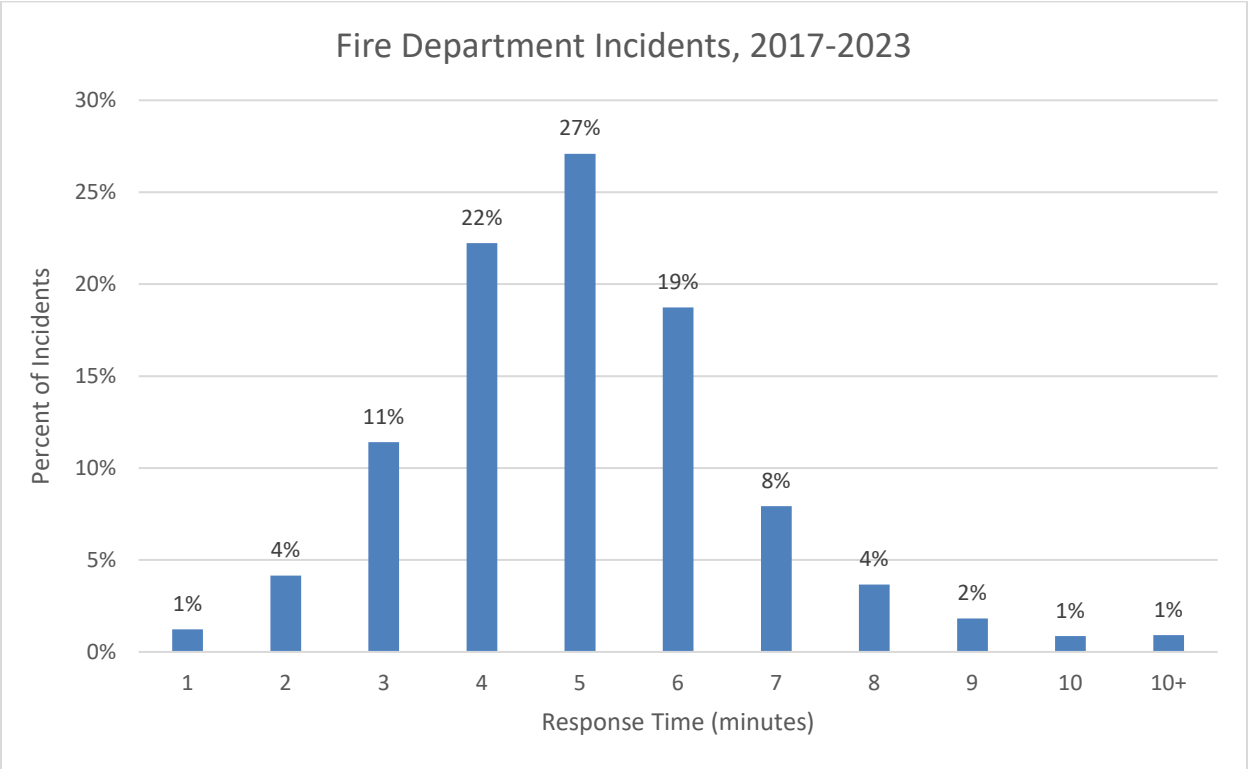
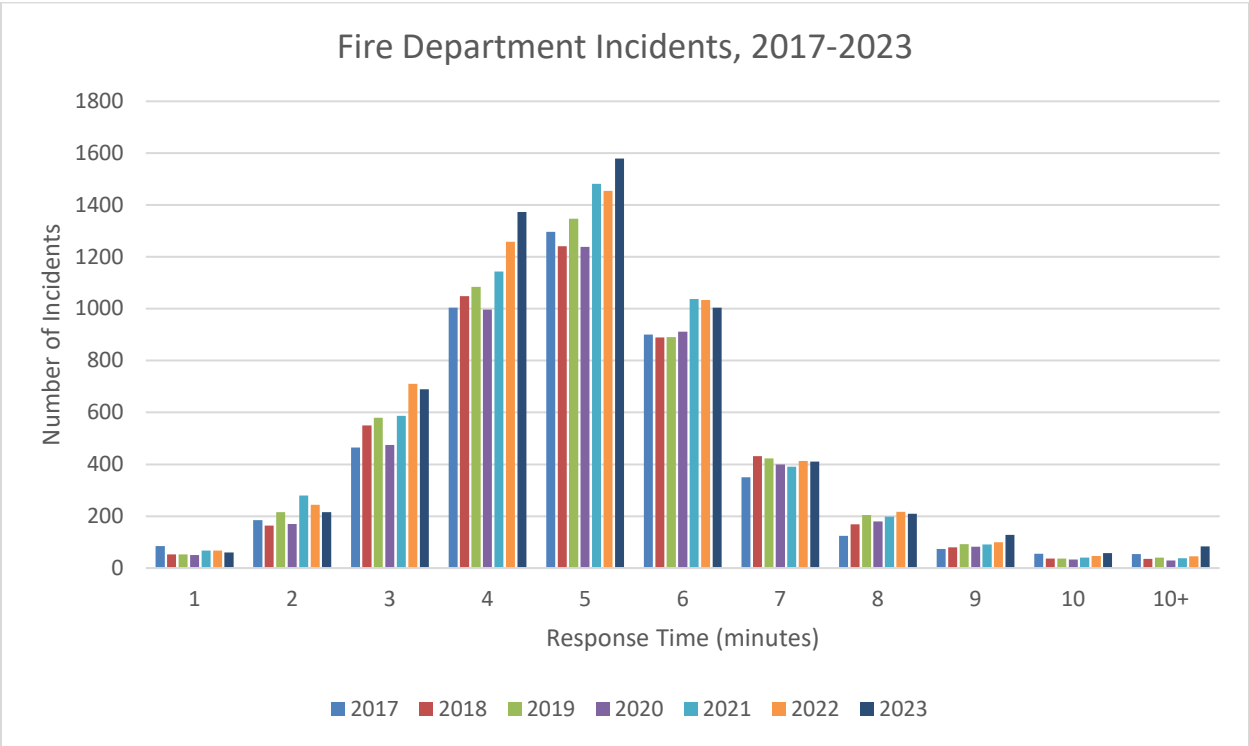
Variables:

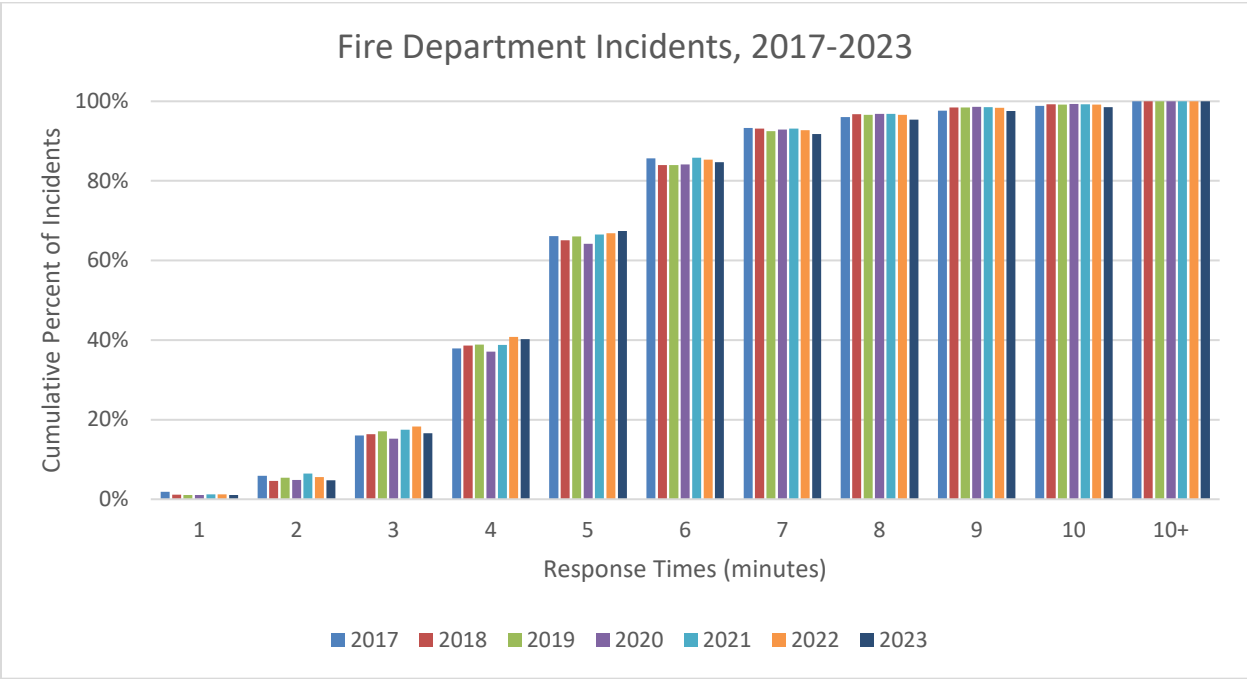
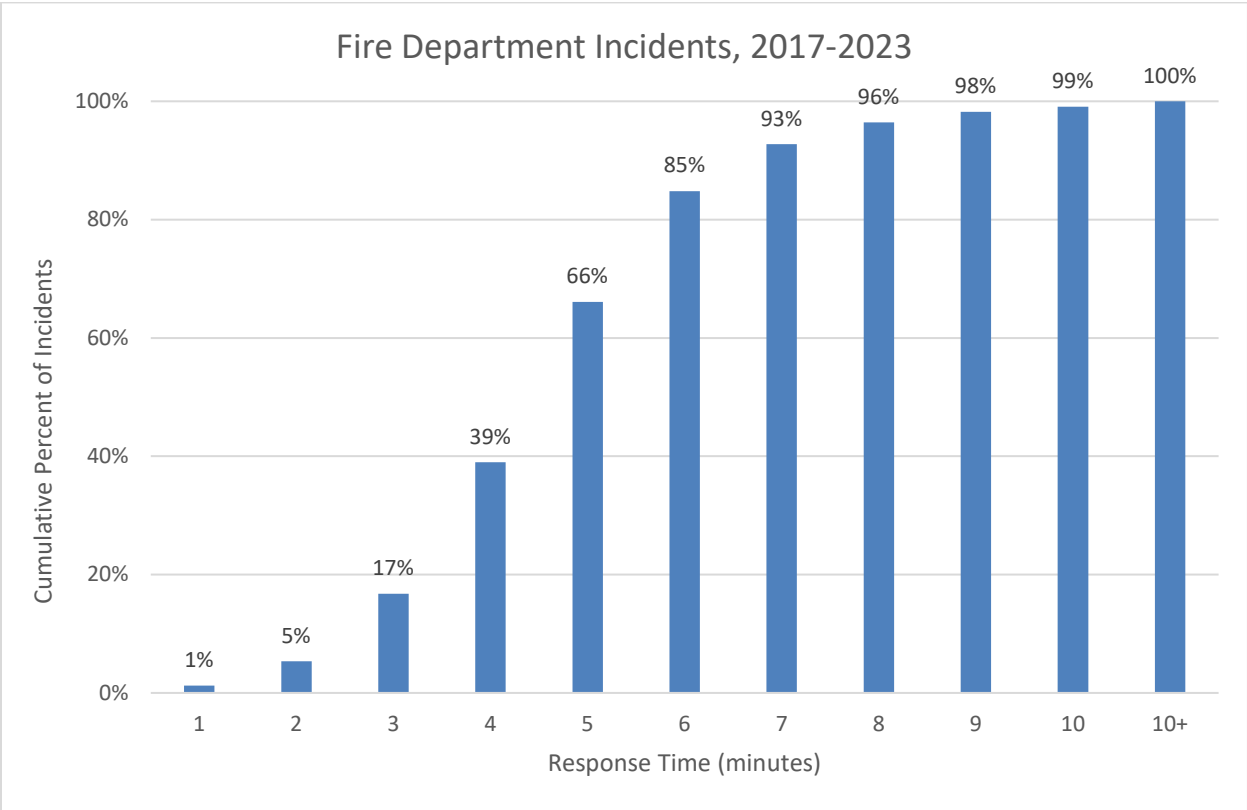
- Posted speed limit.
- Routes allowed outside city limits.
- Freeway use allowed.
- U-turns are allowed at road dead-ends only.
- Average turn-out time assigned to each station:
 - Station 1 = 1:59 minutes
 - Station 2 = 1:55 minutes
 - Station 3 = 1:52 minutes
 - Station 4 = 1:49 minutes
 - Proposed Stations = 1:54 minutes

Fire Incident Analysis:

The following charts illustrate the existing conditions based on the fire incident data:



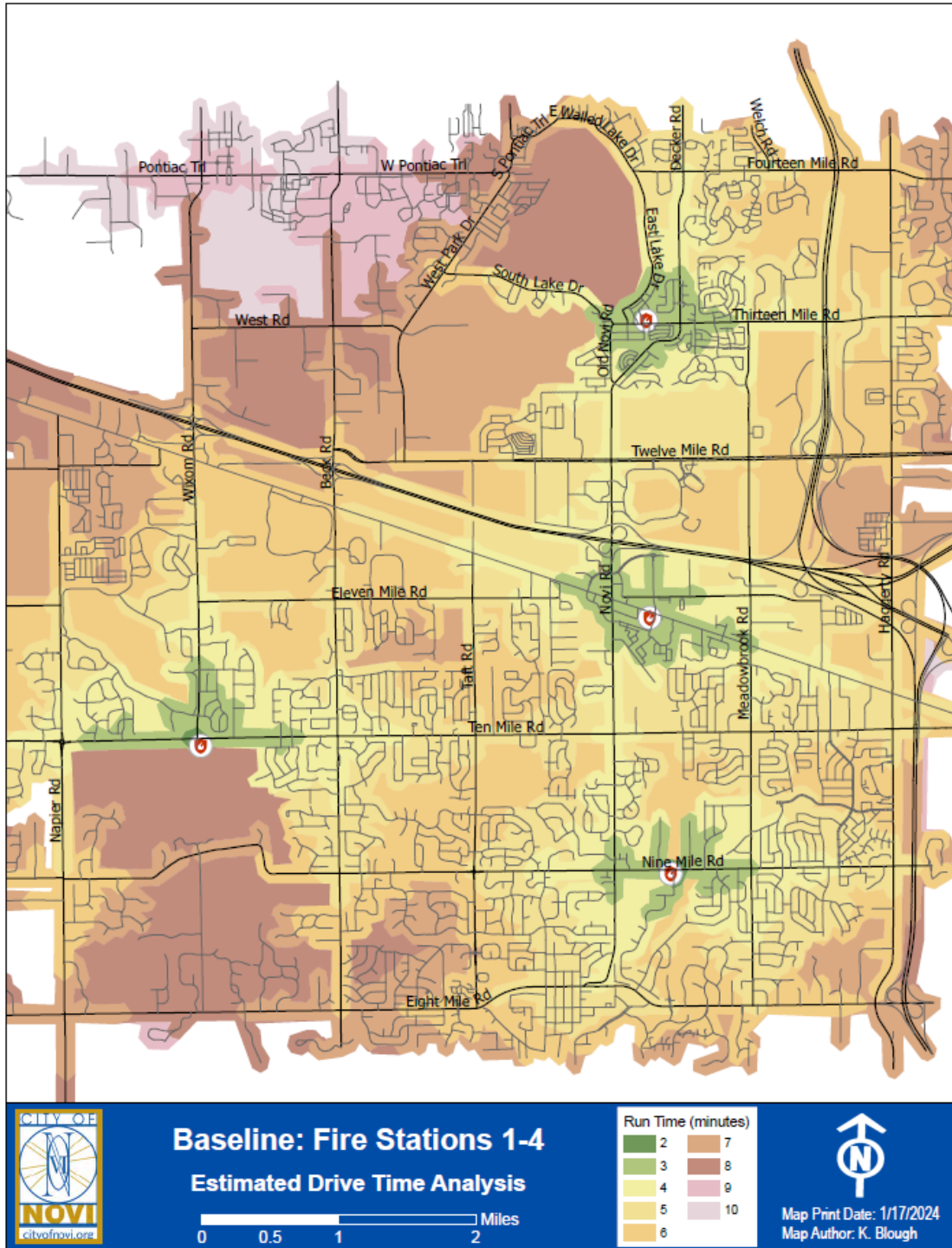




Baseline Drive Time Analysis:

- Existing Fire Stations 1-4

A drive time analysis produces polygons that represent *estimated* response time based on the variables described on Page 1. The resulting map shows how long it takes to reach all parts of the city from the four existing fire stations.



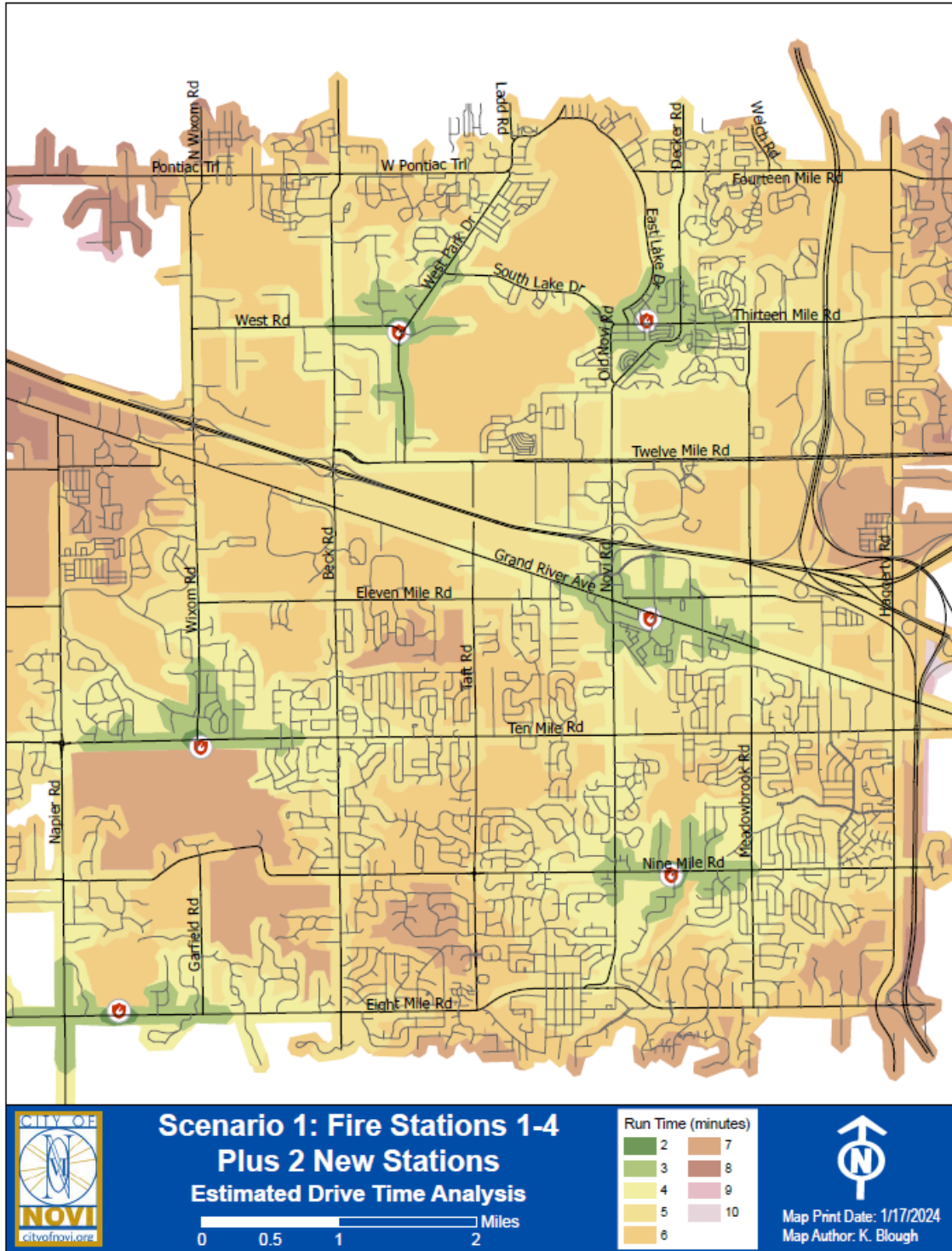
Model Validity:

Since a drive time analysis produces estimated run times, it is important to understand if the model reflects the actual run times as accurately as possible. The average run time for incidents located within each drive time area was calculated and summarized in the table below.

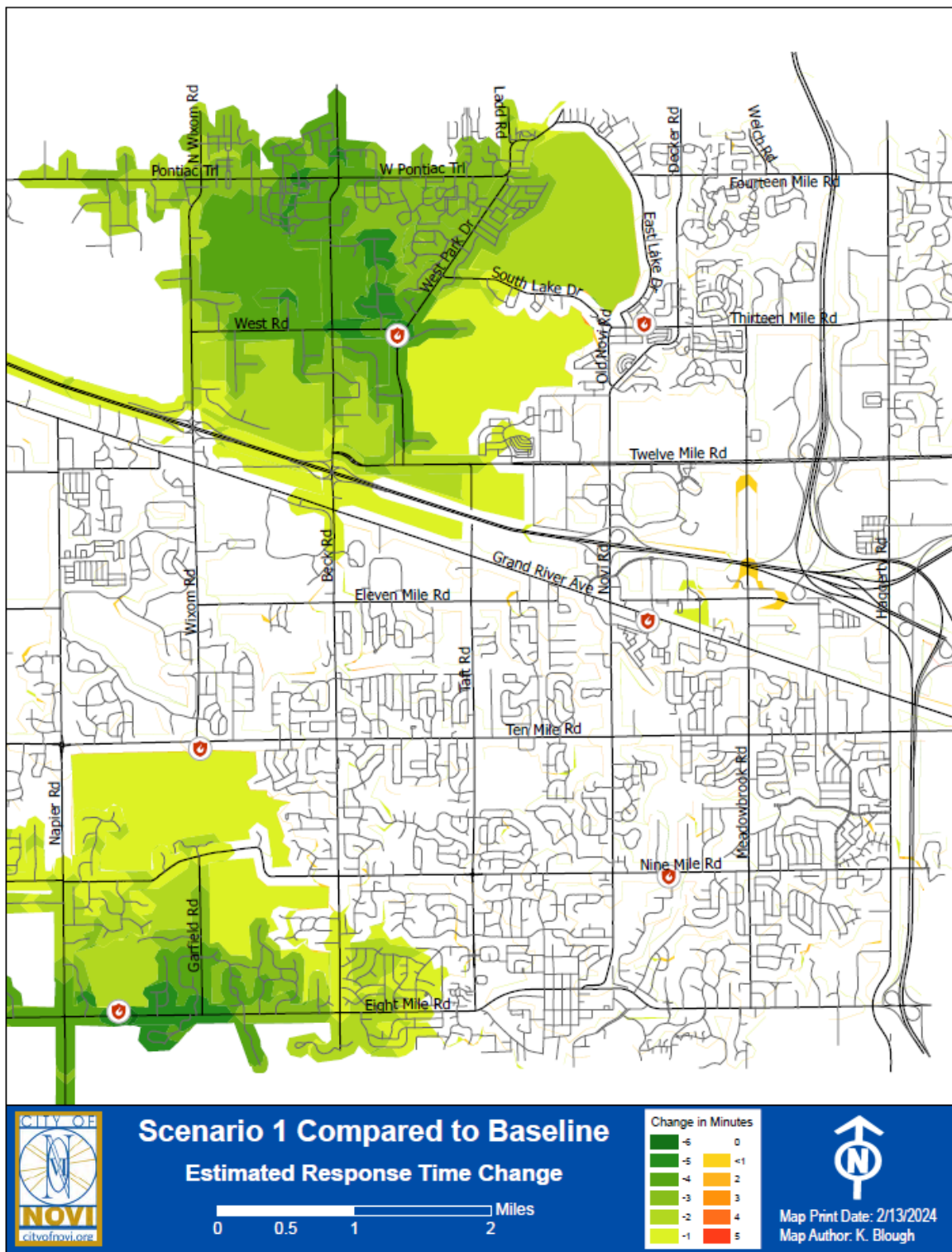
Drive Time Area Minutes	Actual Incident Average Minutes
2	3.74
3	3.58
4	4.31
5	4.94
6	5.42
7	6.56
8	6.40
9	7.88

Scenario 1 Drive Time Analysis:

- Existing Fire Stations 1-4
- Two Proposed Fire Stations:
 - West Rd at West Park Dr
 - Eight Mile Rd East of Napier Rd

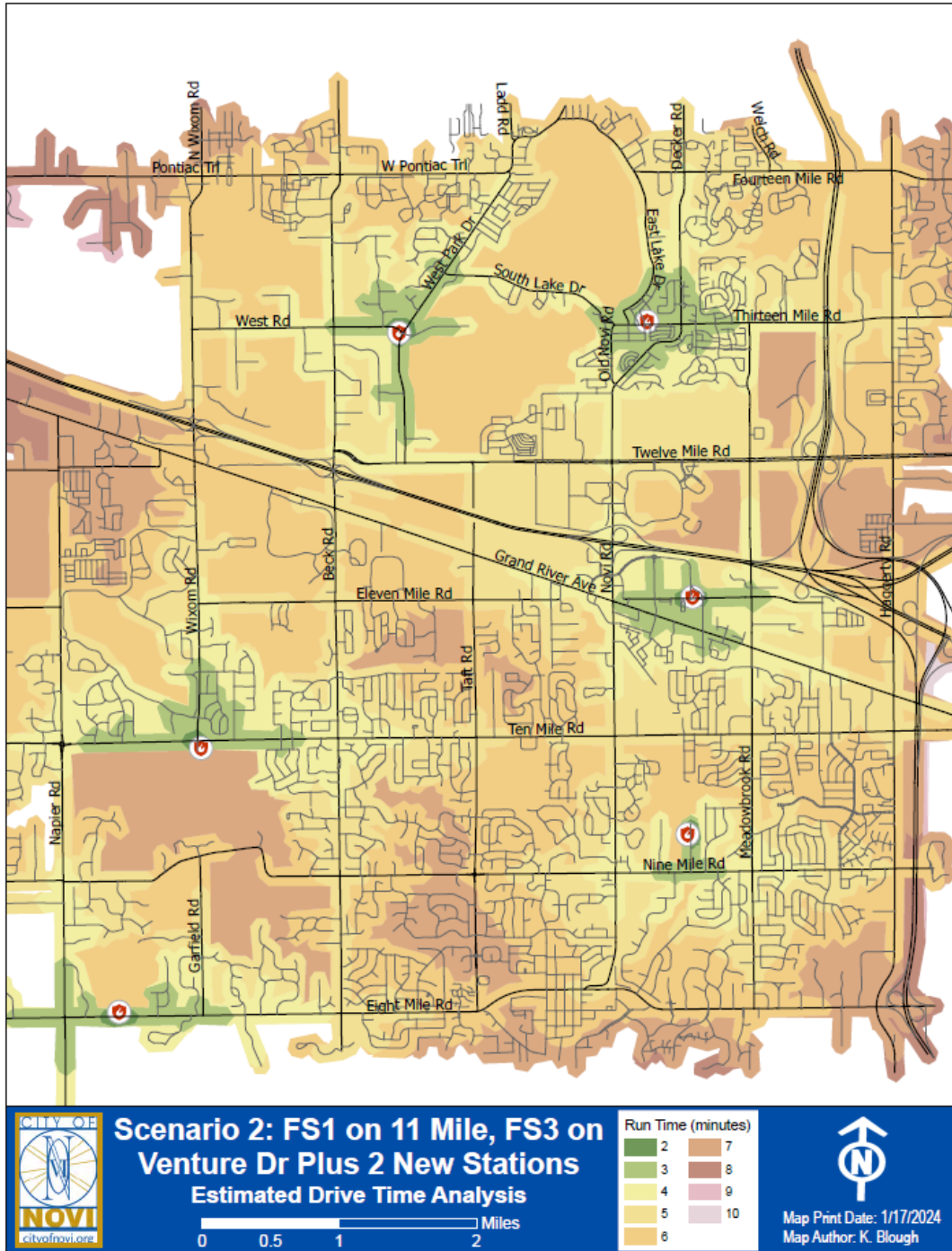


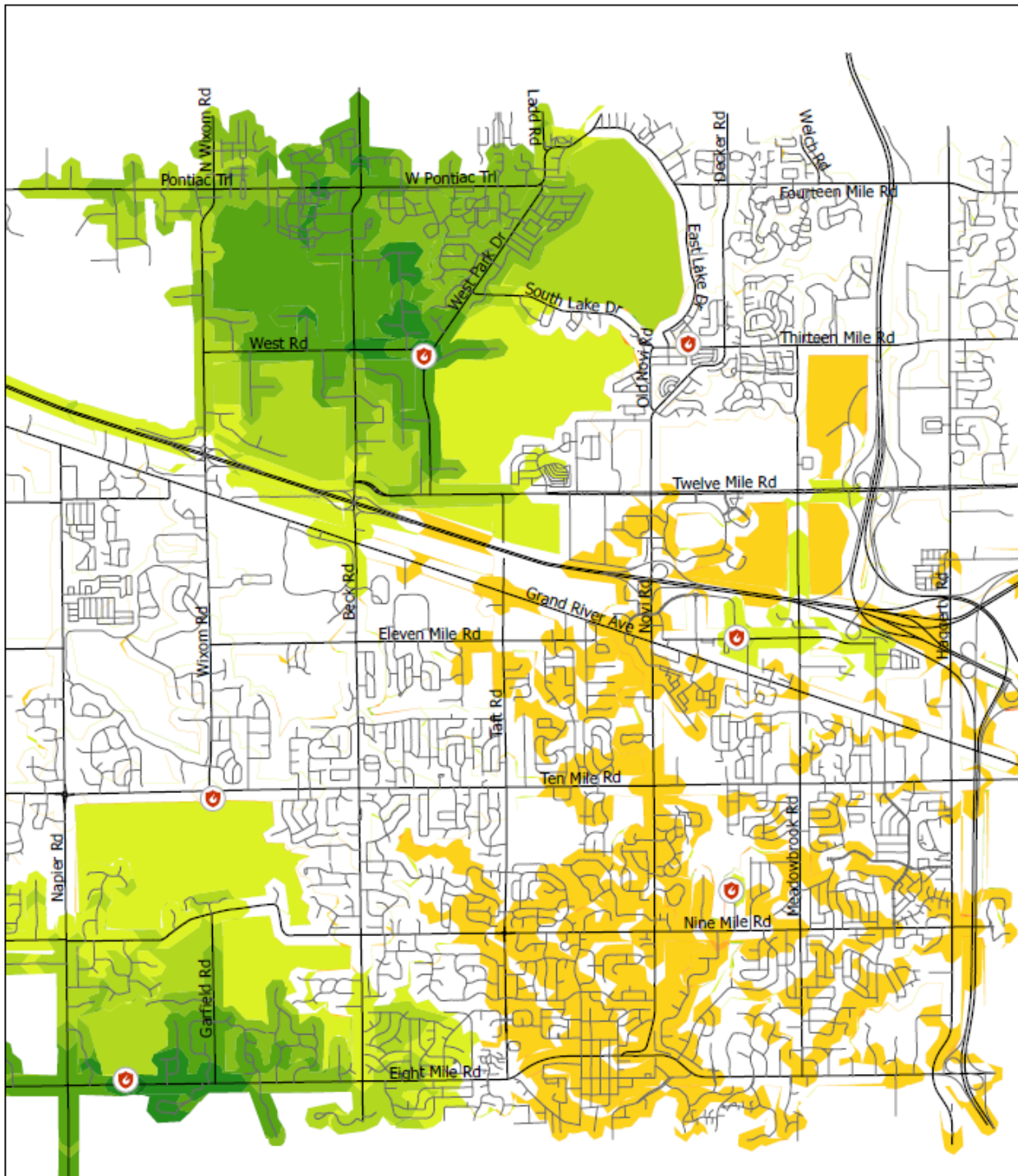
Comparing the drive time areas created by the scenario variables to the baseline polygons shows where the results vary, either decreasing or increasing the response times. Note: The areas where response times increase by more than 2 minutes are located at the edge of the map and are so small that they are not visible on the map.



Scenario 2 Drive Time Analysis:

- Existing Fire Stations 2 & 4
- Four Proposed Fire Stations:
 - Fire Station 1 – Eleven Mile Rd at Lee BeGole Dr
 - Fire Station 3 – Venture Dr
 - West Rd at West Park Dr
 - Eight Mile Rd East of Napier Rd





Scenario 2 Compared to Baseline Estimated Response Time Change



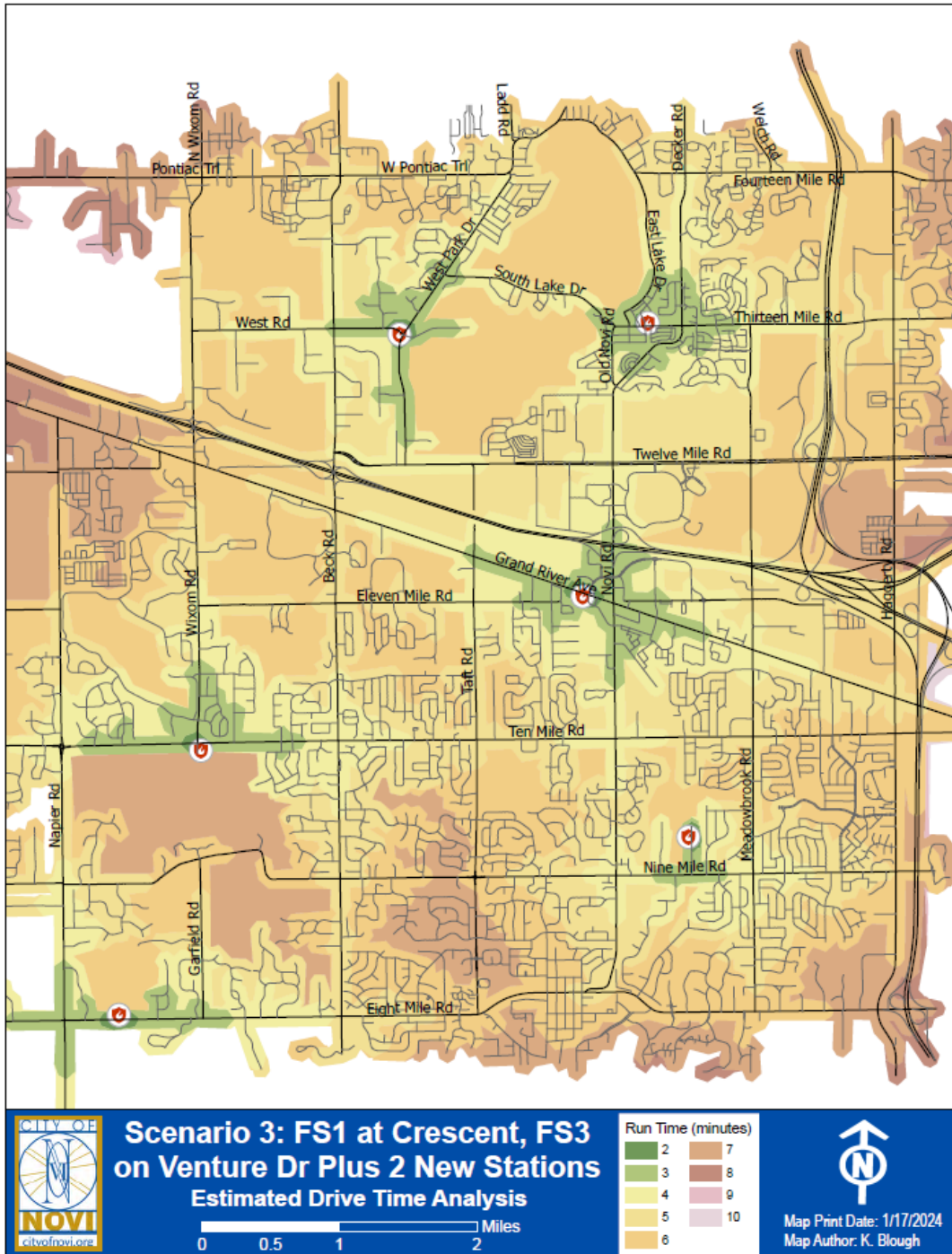
Change in Minutes	
Green	0
Light Green	<1
Yellow-Green	1
Yellow	2
Orange	3
Red-Orange	4
Red	5

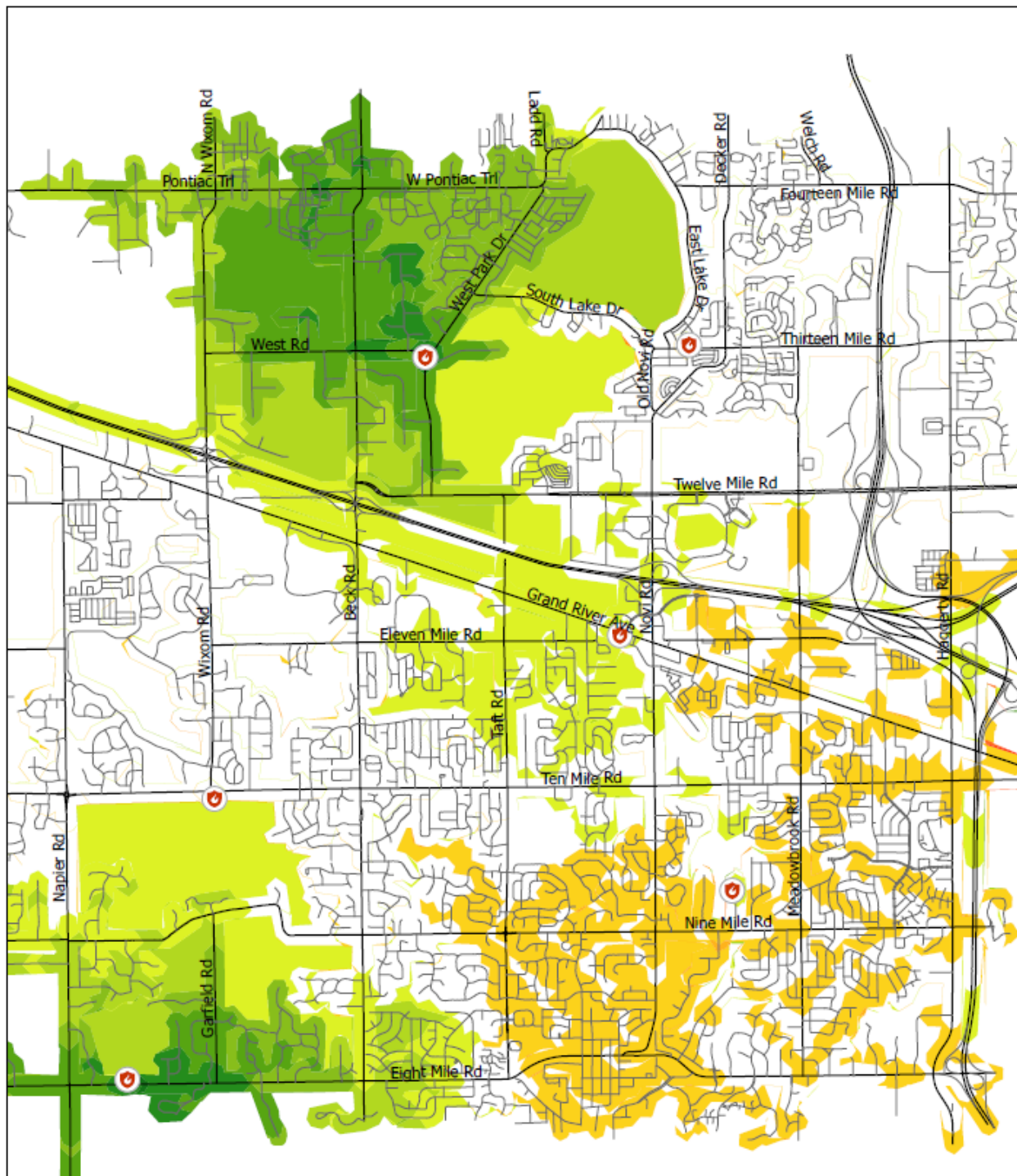


Map Print Date: 2/13/2024
Map Author: K. Blough

Scenario 3 Drive Time Analysis:

- Existing Fire Stations 2 & 4
- Four Proposed Fire Stations:
 - Fire Station 1 – Grand River Ave at Crescent Blvd
 - Fire Station 3 – Venture Dr
 - West Rd at West Park Dr
 - Eight Mile Rd East of Napier Rd





Scenario 3 Compared to Baseline Estimated Response Time Change



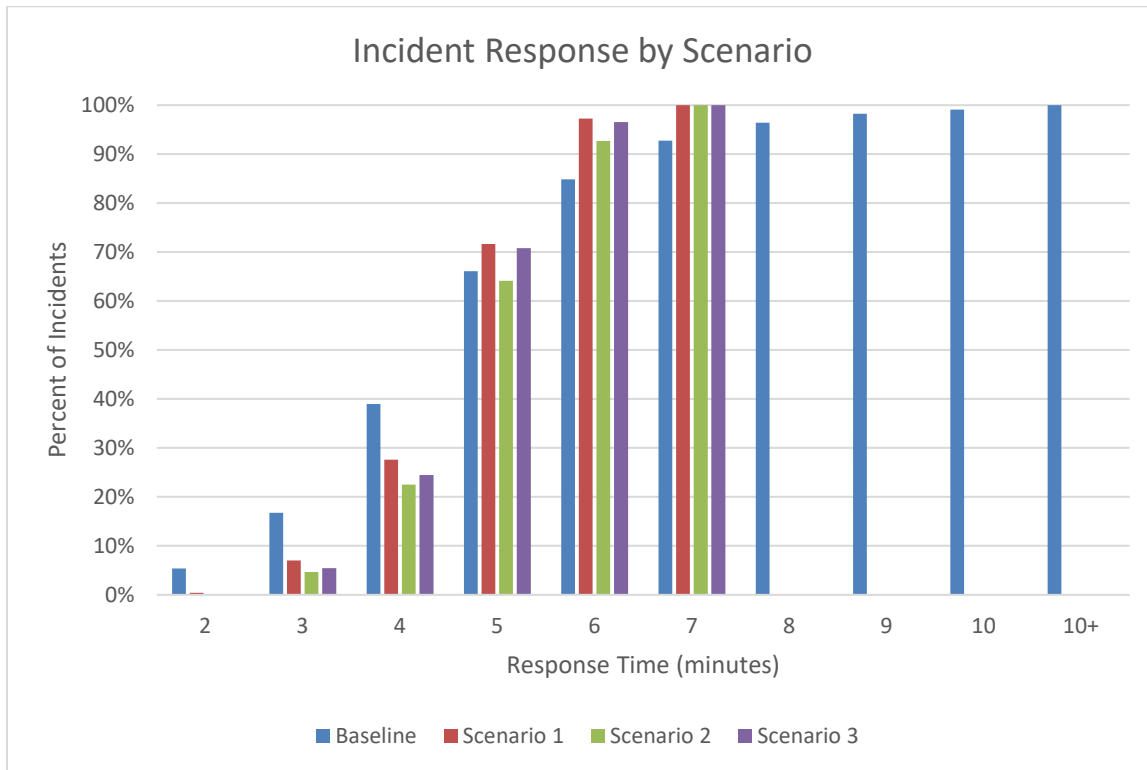
Change in Minutes	
Green	-6
Light Green	-5
Medium Green	-4
Dark Green	-3
Light Yellow-Green	-2
Yellow	-1
Light Orange	0
Orange	<-1
Dark Orange	2
Red-Orange	3
Red	4
Dark Red	5



Map Print Date: 2/13/2024
Map Author: K. Blough

Scenarios Summary:

Each fire incident was assigned a new response time based on each scenario's drive time areas. The number of incidents per scenario response time is summarized in the chart below.



Novi Fire Department Strategic Plan

September 2022



STRATEGIC PLANNING STEERING COMMITTEE

Erick W. Zinser, Director of Public Safety /
Chief of Police

Jeffery R. Johnson, Fire Chief

Scott Baetens, Assistant Chief of Police

Charles Boulard, Community Development Director

Jessica Dorey, Senior Budget Analyst

Dustin Hawley, Superior Ambulance of Michigan
General Manager

Philip Duczynski, Training Officer

Carl Johnson, Finance Director / Chief Financial Officer

John B. Martin, Assistant Fire Chief

Barbara McBeth, City Planner

Larry Morabito, Ret. Fire Chief / National Fire Academy Adjunct Faculty

Kevin Pierce, Fire Marshal

Stacey Stover EdD, Novi Resident / Education Consultant with the Michigan Department of Education

Sheryl Walsh-Molloy, Director of Communications

Alisha Welicki, Superior Ambulance of Michigan Operations Manager North



CITY COUNCIL

Bob Gatt, Mayor

Dave Staudt, Mayor Pro Tem

Laura Marie Casey

Hugh Crawford

Justin Fischer

Brian Smith

Ericka Thomas

CITY MANAGER

Peter E. Auger

ASSISTANT CITY MANAGER

Victor Cardenas

DIRECTOR OF PUBLIC SAFETY/ CHIEF OF POLICE

Erick W. Zinser

FIRE CHIEF

Jeffery R. Johnson



Message from the Director

On behalf of the Novi Fire Department, I am proud to present the Department's 2022-27 Strategic Plan. This plan and incorporated goals are the result of hours of input and planning by not only the Strategic Planning Team, but also the Fire Department team members.

This document established five Strategic Priorities: Equipment and Technology; Organizational Culture; Community Outreach; Training; and Partnerships. The Novi Public Safety Administrative Team continues to work closely with the Fire Department command team and all staff to further develop action items and goals to advance the Novi Fire Department.



Additional recent milestones include:

- Completed staffing coverage 24 hours/7 days per week at all fire stations on July 1, 2017.
- An enhanced new Emergency Medical Service contract with Superior Air-Ground Ambulance in January 2018 with increased performance measurements.
- Added Automatic Mutual Aid Agreements with Northville Township in 2016; City of Farmington Hills in 2018; and Salem Township in 2021 for a total of six, including the cities of Wixom, Northville, and Walled Lake.
- In 2019, the Novi Fire Department earned a Class 2 from Insurance Services Office (ISO).
- The 2020 National Citizen Survey completed for the City of Novi shows a 94% positive rating of excellent/good for the Fire Department.

During our 2021 planning process, we developed and renamed our five Strategic Priorities as follows: **Infrastructure; Wellness and Health; Community Risk Reduction; Training; and Response.**

We are proud of the many great accomplishments previously mentioned and of all our dedicated team members for their service and sacrifice to our community. The new 2022-27 Strategic Plan will guide us by providing the road map for the next five years. Our focus will remain on continuous improvement and making the Novi Fire Department better every day.

Erick W. Zinser
Director of Public Safety/Chief of Police



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Mission

The Novi Fire Department shall strive to provide protection of life, property, and the environment from the effects of fire, medical emergencies, and hazards.

We will engage the community in our mission through progressive community outreach and education in the areas of health, safety, and emergency preparedness all the while accomplishing this in a professional fashion which embodies respect, dignity, patience, and empathy for all.

Vision

“Partners With Our Community”

Values

The Novi Fire Department takes pride in our commitment to delivering quality, professional service by maintaining our skills, knowledge, and abilities. All members will conduct themselves in an ethical manner and treat each other and those we serve humanely, decently, and honestly. We subscribe to the following values:

Accountability – Members of the Novi Fire Department will be accountable to each other and the community we serve. We accept responsibility for our decisions and actions.

Excellence – Striving for constant improvement to better serve the community and one another.

Integrity – Always doing what is right even when it is difficult or unpopular so what we do individually and as an organization will stand up to public scrutiny.

Safety – The safety of our citizens and employees is a top priority of the Novi Fire Department. Every effort will be made to balance personal risk versus the value of life and property.

Valor – Courageously encountering adversity, accepting responsibility for one’s actions, and providing respectful and professional conduct to the public and our members.

Dedication – Wholly committed to the mission and vision of our department. The faithful observance of duty beckons us to fulfill our obligations professionally and honestly.

Unity – Place a high importance on unity in the organization and individual contributions to the work group. It is essential that we pull together in routine and stressful times and support each other.



History of the Novi Fire Department

The Novi Fire Department was established in 1929 to protect the lives and property of the people of Novi from fire and other threatening circumstances. It was at this time the township purchased a REO fire truck and enlisted Walter Tuck as the first Fire Chief, a position he filled for nearly 25 years. The REO fire truck was used until 1946 when it was replaced by a Chevrolet truck with a 350-gallon water tank. Two years later the REO truck was updated, reinstated, and turned into a water wagon.

The vehicles were housed in a garage behind the Novi Auto Parts Store until 1953 when a modern township office was completed that included bays for the fire trucks. This building served as the Township Office and headquarters for the Police Department, the Fire Department, and dispatch. A family living in the apartment above the truck bays would set off the siren to alert volunteers of a fire emergency and initiate a chain of phone calls.

In 1954, the township hired Lee BeGole as the Director of Public Safety. The existing Fire Department was comprised solely of paid-on-call community members serving the township of just less than 5,000. When a fire call came into the station, BeGole would drive the fire truck and the fire fighters would meet him at the scene. By 1956, the Township had purchased an American La France fire truck with a 700-gallon tank and BeGole had appointed Fred Loynes as the Fire Chief and Homer Kent as the Assistant Fire Chief. Duane Bell, who ran a local sporting goods store, succeeded Loynes as the Chief, serving until 1978.



In 1978, Arthur Lenaghan was hired as the Chief and Station 3 was completed, including two full-size truck bays, an office, and small kitchen. Station 2 was a pole barn on the south end of Walled Lake, erected in the early 1970's.

In 1981, two new stations were completed — one to replace the old pole barn at Thirteen Mile Road and Paramount and a second to become the new Headquarters, Fire Station 1, on Grand River Avenue, east of Novi Road. The modern Station 1 included three full size drive-through bays, a classroom, and offices for the Fire Chief, Fire Marshal, and Clerk.

A fourth station was built in 1984 at Beck and Eleven Mile Roads and served as Station 4 until 2003 when a modern training center and tower and spacious new station was built at Ten Mile



History of the Novi Fire Department

and Wixom Roads. The Beck Road Station now serves as an emergency medical services satellite station.

The old township building continued to be used as a training center in the 1990's, until it was finally razed at the close of the decade.

With the retirement of Chief Lenaghan in 2006, Frank Smith became Novi's Fire Chief. Chief Smith retired from the fire department in 2010.

In early 2010, the City of Novi created a Public Safety Administration team to provide the management accountability for Police and Fire functions. David E. Molloy was named Director of Public Safety/Chief of Police and Jeffery Johnson Director of EMS and Fire Operations.

In 2019, Director Johnson was named Fire Chief overseeing the Novi Fire Department.

In early 2022, David E. Molloy retired and Erick W. Zinser was named the Director of Public Safety



Background

The Novi Fire Department is a combination fire department made up of 30 professional firefighters who work the weekday shifts and 62 professional firefighters who work the nighttime and weekend shifts.

As a Combination Fire Department, we provide the City of Novi and our visitors with the most efficient and effective organization by delivering fire and emergency medical service response. All firefighters are professionally trained to the same state required fire and emergency medical services standards. Many Fire Protection Officers also complete the Fire Inspector training. All staff are held to the same performance directives, rules, and standards of conduct. We work together as teams to solve challenges and believe everyone exercises leadership, from the newest recruit to the most senior firefighter. All fire officers are selected through a professional process.



Effective February 1, 2019, the Novi Fire Department earned a Classification “2” rating from the Insurance Services Office (ISO), making us one of the highest-rated Fire Departments in the State of Michigan. ISO reviews specific areas of fire protection then assigns a Public Protection Classification (PPC). Class 1 represents a department that delivers the most exceptional fire protection, and a class 10 designation does not meet ISO’s minimum criteria. The City of Novi’s previous classification was a “5”.

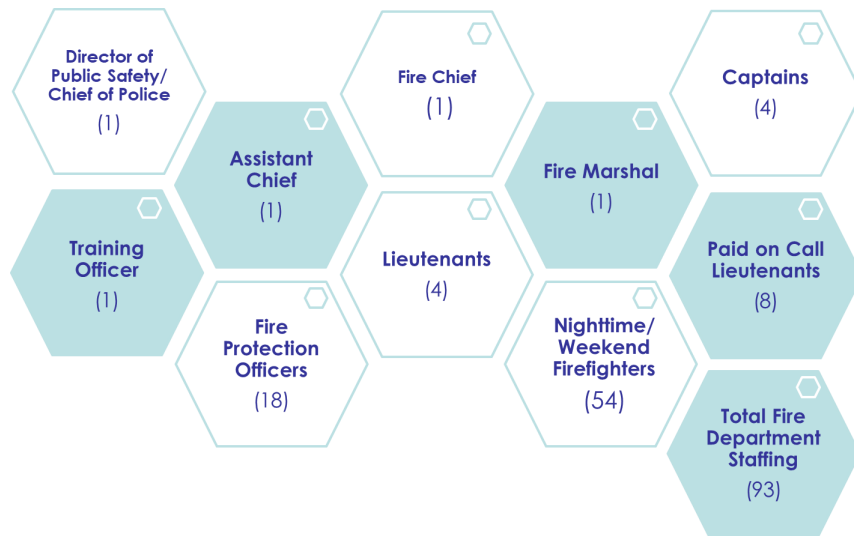
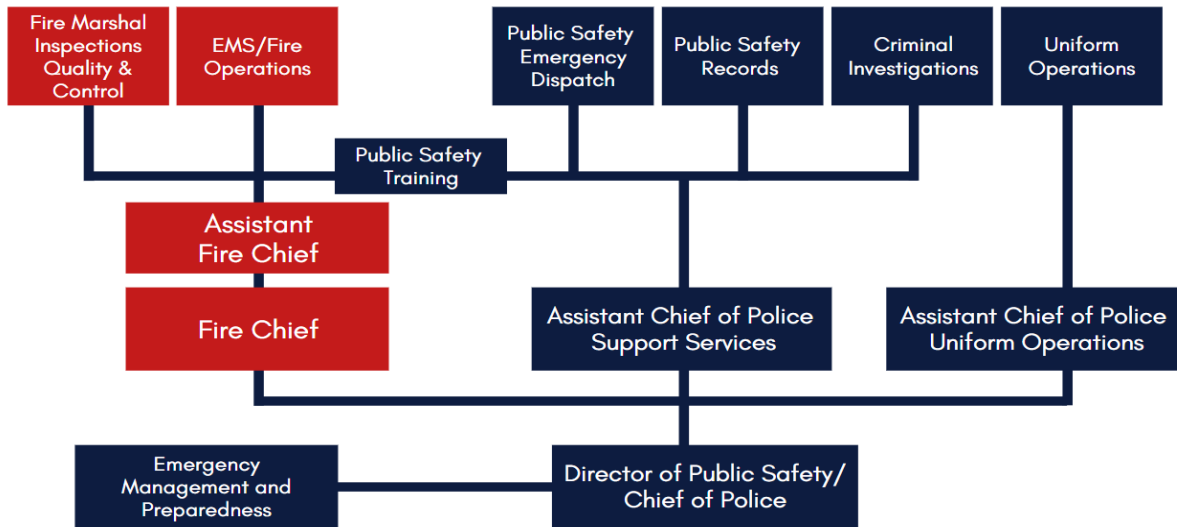


In 2018, the City of Novi entered into a 5-year contract agreement with Superior Air-Ground Ambulance Service for Advanced Life Support (ALS) and transportation. The contractual benchmark for priority calls is a 7-minute

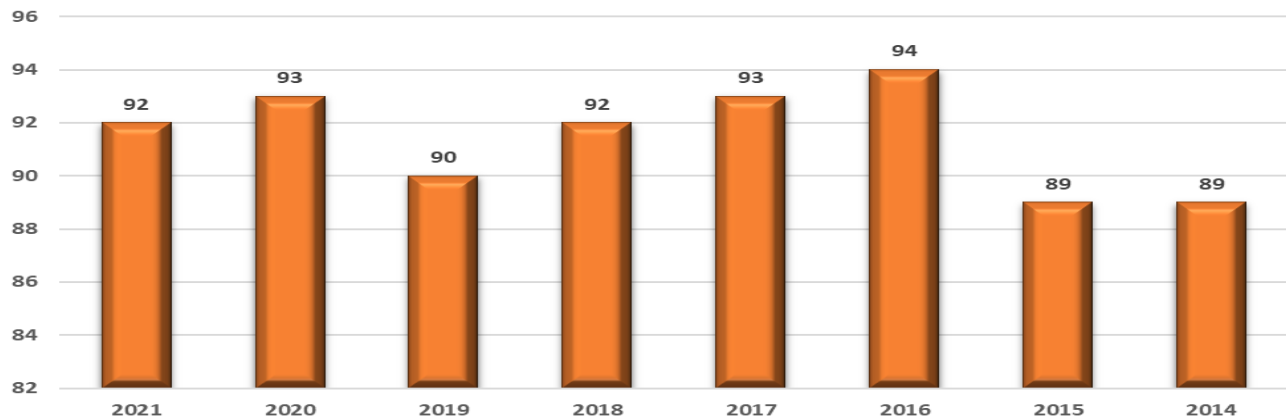
and 00 second response time on 90% of the priority calls with no responses exceeding 10 minutes, except for extenuating circumstances. The benchmark for non-priority calls is a 10-minute response on 90% of the calls with no responses exceeding 12 minutes, except for extenuating circumstances. Our Novi Public Safety Executive Team, in cooperation with our Fire Command Team are committed to assuring delivery of the highest degree of emergency medical treatment and transport to our community members and visitors. Superior Ambulance is an integral part of our service deployment model.



Background



Staffing Totals 2014 to 2021



Future Challenges/Trends

Aging Population

The Novi Fire Department provides a tiered first response to emergency medical services (EMS) in partnership with our private advanced life support provider, Superior Ambulance. The City of Novi currently services 12 Adult Group Homes, 3 Assisted Living Facilities, 4 Long-Term Care/ Rehabilitation Facilities, and 14 Multiple (Independent, Assisted Living, and Memory) Care Facilities. The Novi Fire Department and Superior Ambulance have closely monitored our calls for service including new senior facilities opened in the past two years.

From 2018 to 2021 a total of 12,437 patients sixty-five years and older received care by the Novi Fire Department. During the same time frame there were a total of 7,554 requests for EMS to Seniors residing at these care facilities. The only exception is during the 2020 COVID year when all our statistics slightly decreased. It is important for the Novi Fire Department and Superior Ambulance to continually examine the data and adjust as it impacts our EMS services.

The Novi Fire Department continues to experience an upward trend in total calls for service. Between 2020 to 2021, recovering from the pandemic we experienced a 12.18% increase in calls. The rise in EMS patients went from 4,036 in 2020 to 5,108 in 2021 a 26.6% increase. This demonstrates that the trend of increasing calls for service is on track to pre-pandemic expectations, especially with our aging population.

New Energy Sources

Fire Departments are increasingly experiencing challenges with lithium-ion batteries, solar and wind turbine alternative energy sources as the world shifts away from fossil fuels. Electric vehicles and mobile devices are becoming more prevalent, yet have increase risks for potential fire and thermal runaway making them very difficult to control and extinguish.

Technology

Advances in technology will assist firefighters to respond to fire and emergency medical calls. Some of these improvements like firefighting turn-out gear, self-contained breathing apparatus and thermal imaging cameras have greatly enhanced firefighting. Additionally the use of new types of safe foam with encapsulating agents to address battery fires and drone technology to support aerial views for structure fires, missing persons and technical rescues.



Future Challenges/Trends

Recruitment/Retention

The Novi Fire Department and Human Resource teams are focused on city council's goal to develop and increase recruiting efforts, ensure highly qualified new hires into the system. This plan provides highlights from some of our ongoing efforts that are producing significant results.

- Recruitment banners have been installed at Fire Stations 1, 2, 3, 4, and the Civic Center. These banners have been extremely successful. When we ask candidates how they found out about the position, many have mentioned driving by and seeing the banners. Candidates also mention seeing the posting that Human Resources places on multiple job sites and directs them to Application Pro.
- Another way we are gaining interest is from Engage Magazine. In a previous edition, we highlighted five of our members. The article showcased these staff members and helped promote our recruitment efforts.
- 17,000 postcards/mailers featuring our members were sent to select zip codes in Novi. Specifically, we targeted 48374 and 48375. These cards are also handed out at community events like the City's "Meet Your City Superhero" at ITC Sports Park and Walled Lake Elementary in June 2021.

Pandemic: COVID-19

When we first learned of Coronavirus (COVID-19) in early March 2020, the City of Novi and the Novi Fire Department began taking immediate measures to change operational procedures and protocols to adhere with State and County Executive Orders.

Firefighter Health and Safety

Heart Attack, Cancer, Mental Health

Mandated Training

State EMS/Fire

Communications

Cloud-base technologies, First Net, Mobile Computers, and devices.



Mutual and Automatic Aid

For years, the Novi Fire Department has provided mutual aid to our Western Wayne County and Oakland County neighbors through existing inter-local agreements.

As a member of the Western Wayne County Fire Department Mutual Aid Association (WWCFDMAA), the Novi Fire Department is one of 21 fire departments from Oakland, Wayne, and Washtenaw Counties to benefit from the ability to immediately call for assistance from any of the member departments for fire and emergency medical services. In addition, members share a Hazardous Incident Response Team (HIRT) and Urban Search and Rescue (USAR) team that provide vehicles, equipment and support trailers for hazardous materials and search and rescue incidents.

The Novi Fire Department is also a member of the Oakland County Mutual Aid Association (OCMAA) which consists of 30 Fire and Public Safety Departments in Oakland County. These neighboring communities can immediately be called to provide fire and emergency medical services with back-up staff and fire vehicles. OCMAA also provides HIRT, USAR and Incident Management Teams for additional specialized support. We are also members of the Western Oakland Fire Department Mutual Aid Association (WOMAA) with neighboring department serving southwest Oakland County.

The Novi Fire Department is a member of the State of Michigan Mutual Aid Box Alarm System (MABAS) through WWCFDMAA (MABAS 3203) and OCMAA (MABAS 3201). MABAS provides fire departments the ability to build “Box Cards” listing out predetermined fire, medical, disaster resources and assets to assist the City of Novi for manmade or natural disasters. MABAS improves disaster response capabilities, communication, and coordination, reduces the impact of a disaster, strengthens interstate mobilization, and brings fire service stakeholders together.



The Novi Regional 911 Communications Center can use MABAS to aide in the mitigation of large-scale incidents. As an incident grows beyond the capabilities of the local resources, the Novi regional 911 Communications Center, at the direction of the Incident Commander, will contact the Oakland County Sheriff’s Dispatch and request MABAS assistance.

The City of Novi Fire Department has proactively established Automatic Mutual Aid Agreement (AMA) with the City of Wixom, City of Northville, Northville Township, City of Walled Lake, Farmington Hills and Salem Township fire departments that have all proven to be highly effective.



Mutual and Automatic Aid

With AMA, the resources are **automatically** provided at no cost. The AMA agreements provide an engine, ladder or tender, and send them automatically to any confirmed structure fire (e.g., multiple calls of smoke/flames visible) in designated areas of the city.







Reasons for AMA:

- Immediate response of a minimum 2-person firefighting crew with fire apparatus to structure fires.
- Can utilize crew for initial fire attack or rapid intervention team to back firefighting crews (two in-two out) and provides immediate resources without having to take extra steps to call and further delay the response.
- Safer operations by having the extra resource and personnel to back-up the initial fire attack will help both fire departments meet the National Fire Protection Association recommend standard for minimum staffing and crews to effectively operate at a working structure fire.
- The Insurance Service Office (ISO) rating schedule utilized by the insurance industry recognizes communities with AMA and count these additional resources in the overall rating schedule. This may help to reduce the City of Novi's fire rating.
- The locations of assets from a neighboring community are closer to respond and assist one another.



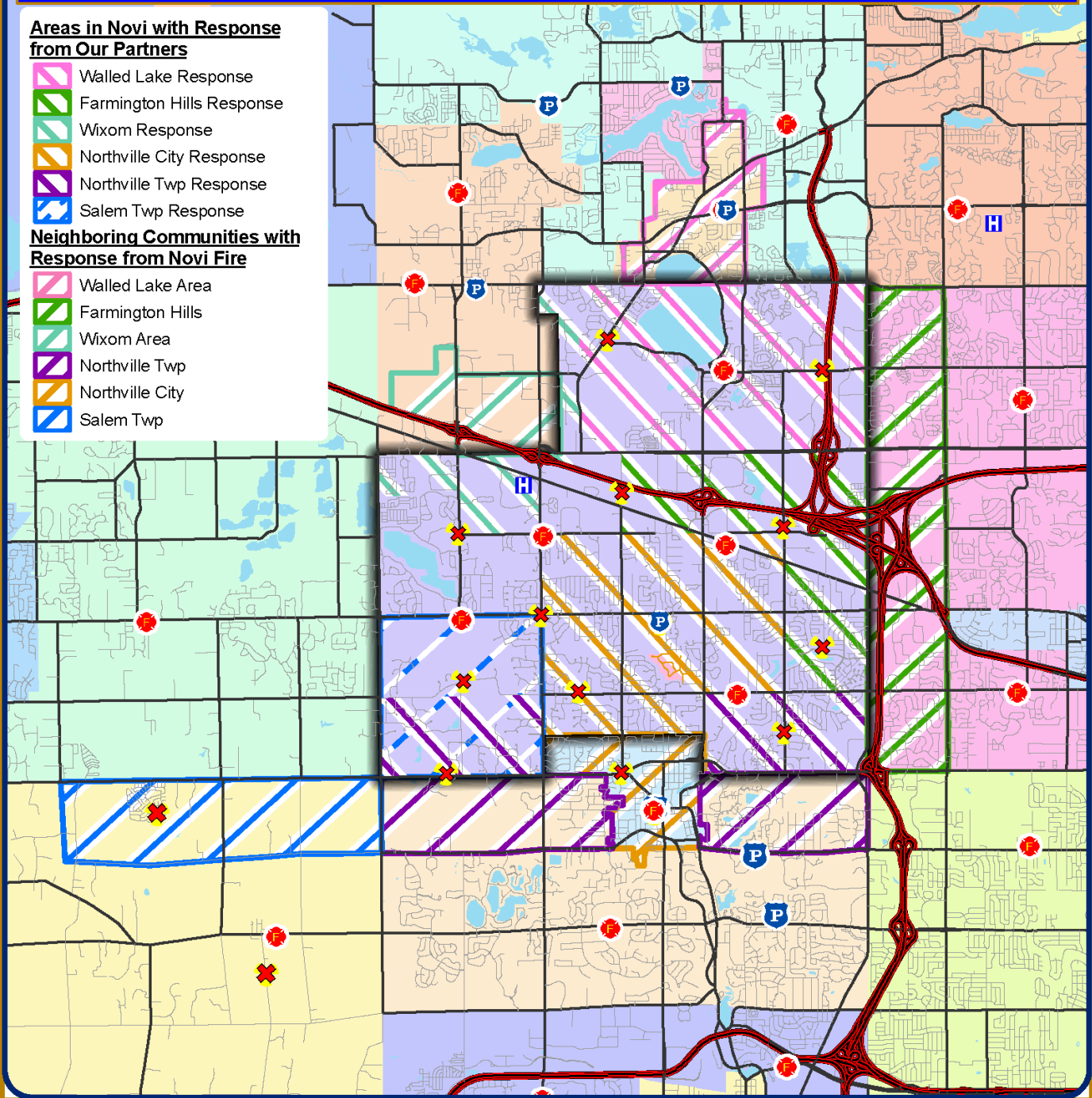
Public Safety Facilities & Resources Serving Southwestern Oakland, Northwestern Wayne, Northeastern Washtenaw Counties

Areas in Novi with Response from Our Partners

-  Walled Lake Response
-  Farmington Hills Response
-  Wixom Response
-  Northville City Response
-  Northville Twp Response
-  Salem Twp Response

Neighboring Communities with Response from Novi Fire

-  Walled Lake Area
-  Farmington Hills
-  Wixom Area
-  Northville Twp
-  Northville City
-  Salem Twp



Map Author: J. Gartha
 Date: January 12, 2022
 Project: Regional Public Safety
 Version #: 1.0

Amended By:
 Date:
 Department:

MAP INTERPRETATION NOTICE

Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.

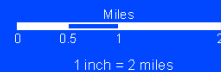
Emergency Service Locations

- | | |
|---|---|
|  Fire Stations |  Hospitals |
|  Police Stations |  Tornado Siren |
|  Public Safety Departments | |



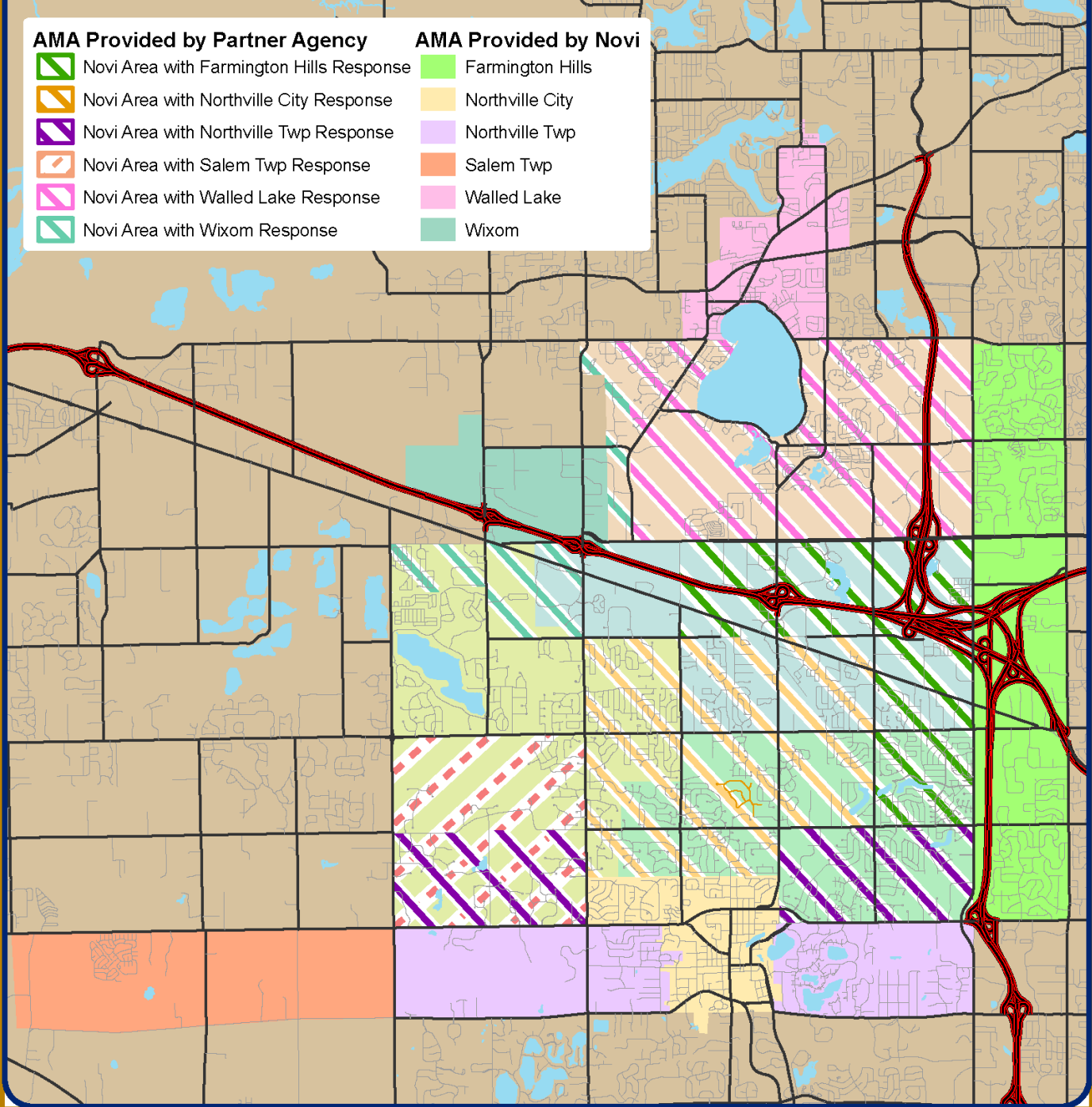
City of Novi

Integrated Solutions Department
 Geospatial Resources Division
 45175 W Ten Mile Rd
 Novi, MI 48375
cityofnovi.org



City of Novi Fire Districts & Automatic Mutual Aid Response Areas

- | AMA Provided by Partner Agency | AMA Provided by Novi |
|--|----------------------|
| Novi Area with Farmington Hills Response | Farmington Hills |
| Novi Area with Northville City Response | Northville City |
| Novi Area with Northville Twp Response | Northville Twp |
| Novi Area with Salem Twp Response | Salem Twp |
| Novi Area with Walled Lake Response | Walled Lake |
| Novi Area with Wixom Response | Wixom |



Map Author: J. Gartha
 Date: January 12, 2022
 Project: Fire Districts & Mutual Aid
 Version #: 1.0

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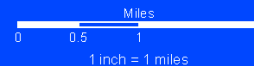
Novi Fire Station Boundaries

- Station #1
- Station #2
- Station #3
- Station #4



City of Novi

Integrated Solutions Department
 Geospatial Resources Division
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Peer Communities



Commerce Township

The Commerce Township Fire Department is a combination fire department comprised of both full and part-time personnel. During their last audit by the Insurance Services Office (ISO) in 2018, they received a Public Protection Classification rating of 4. The Commerce Fire department has a total of four fire stations located throughout the township.

The fire department provides Basic Life Support (BLS) emergency medical non-transporting service. Star Ambulance is contracted to provide Advanced Life Support (ALS) capabilities and patient transport services. A similar arrangement as the City of Novi and Superior with no subsidy.

The total number of calls in 2020 was 3,542. Of this total, 3,477 were emergency medical calls.

Demographics:

28.2 Square Miles & 42,000 Residents

Staffing Levels:

There are a total of 34 full-time personnel (Fire Chief, Fire Marshal, 3 Captains, 3 Lieutenants, and 26 Firefighters). Currently, there are 12 part-time personnel all of which are Paid-on-Call members.

Budget:

The actual budget for the Commerce Fire Department in 2020 was \$4,572,753. The adopted budget for 2021 is \$5,823,284.



Macomb Township

The Macomb Township Fire Department is a combination fire department comprised of both full and part-time (Paid-on-Call and Auxiliary) personnel. During their last audit with ISO in 2018 they received a PPC classification rating of 3. The Department has a total of four fire stations located throughout the township. The most recent was the remodel of Station No. 1 which is now a Public Safety Facility opened in early 2021. This houses a Macomb County Sheriff Office substation as part of the facility.

The fire department provides BLS emergency medical non-transporting service. Medstar Ambulance is contracted to provide ALS capabilities and patient transport. A similar arrangement as the City of Novi and Superior with no subsidy.



Peer Communities

The total number of calls in 2020 was 5,436. Of this total 4,651 were emergency medical calls.

Demographics:

36.1 Square Miles & 97,404 Residents

Staffing Levels:

There is a total of 29 full-time personnel (Fire Chief, Deputy Fire Chief, 6 Sergeants and 21 Fire-fighters). Currently there are 36 part-time personnel (4 Officers, 28 Paid-on-Call and 4 Auxiliary).

Budget:

The actual budget for the Macomb Township Fire Department in 2020 was \$7,240,514. The adopted budget for 2021 is \$7,435,614.



Portage

The Portage Public Safety Department Fire Division is a combination fire department. As a Public Safety Department, they maintain separate police and fire divisions. The fire division at one time was one of only three departments in the Michigan that held accreditation through the Commission on Fire Accreditation International (CFAI). Currently, they are one of 10 departments in Michigan that are listed as Registered Agencies with CFAI. This means they are in the process of entering back into accreditation with CFAI. The fire division is comprised of both full and part-time personnel. During their last audit by ISO in 2018 they received a PPC classification rating of 3. The Portage Fire Division has a total of three fire stations located throughout the municipality. In October 2020, they dedicated the new Station No. 2 to the community.

The Portage Fire Division provides Medical First Response (MFR) emergency medical non-transporting service. Pride Care Ambulance is contracted to provide ALS capabilities and patient transport services. A similar arrangement as the City of Novi and Superior with no subsidy.

The total number of calls in 2020 was 4,128. Of this total, 3,229 were emergency medical calls.

Demographics:

35.17 Square Miles & 49,500 Residents

Staffing Levels:

There is a total of 36 full-time personnel (Director, Deputy Fire Chief, Assistant Fire Chief, Division Chief of Training, Fire Marshal, Accreditation Manager, 3 Battalion Chiefs, 9 Captains, and



Peer Communities

18 Firefighters). Currently there are 5 part-time Paid-on-Call personnel (Allocated for 34 total).

Budget:

The actual amended budget for the Portage Fire Division for 2020 was \$5,662,945. The adopted budget for 2021 is \$5,568,505.



City of Wyoming

The City of Wyoming Department of Public Safety Fire Bureau is a combination fire department. As a Public Safety Department, they maintain separate police and fire divisions. The fire bureau is comprised of both full and part-time personnel. The Wyoming DPS Fire Bureau is currently one of 10 fire departments in Michigan that are Registered Agencies with CFAI. This means that they are in the process of entering into accreditation with CFAI. During their last audit by ISO in 2019, they received a PPC classification rating of 4. The Wyoming PSD has a total of four fire stations located throughout the municipality. Two fire stations are staffed by Paid-on-Call and two by full-time personnel 24 hours a day/seven days a week.

The City of Wyoming DPS Fire Bureau provides Basic Life Support (BLS) emergency medical non-transporting service. AMR Ambulance and Life EMS are contracted to provide ALS capabilities and patient transport services. A similar arrangement as the City of Novi and Superior with no subsidy.

The total number of calls that the Wyoming DPS Fire Bureau responded to in 2020 was 6,474. Of this total 4,069 were emergency medical calls.

Demographics:

24.5 Square Miles & 75,820 Residents

Staffing Levels:

There is a total of 31 full-time personnel (Fire Chief/Deputy Director, Deputy Fire Chief, Fire Marshal, Fire Inspector, 3 Lieutenants, 3 Equipment Operators, and 21 Firefighters). Currently there are 16 part-time personnel (1 part-time, 1 Paid-on-Call Lieutenant, 6 Paid-on-Call Firefighters and 8 dual trained employees).

Budget:

The actual amended budget for the City of Wyoming DPS Fire Bureau for 2020 was \$5,554,451. The adopted budget for 2021 is \$6,280,907.



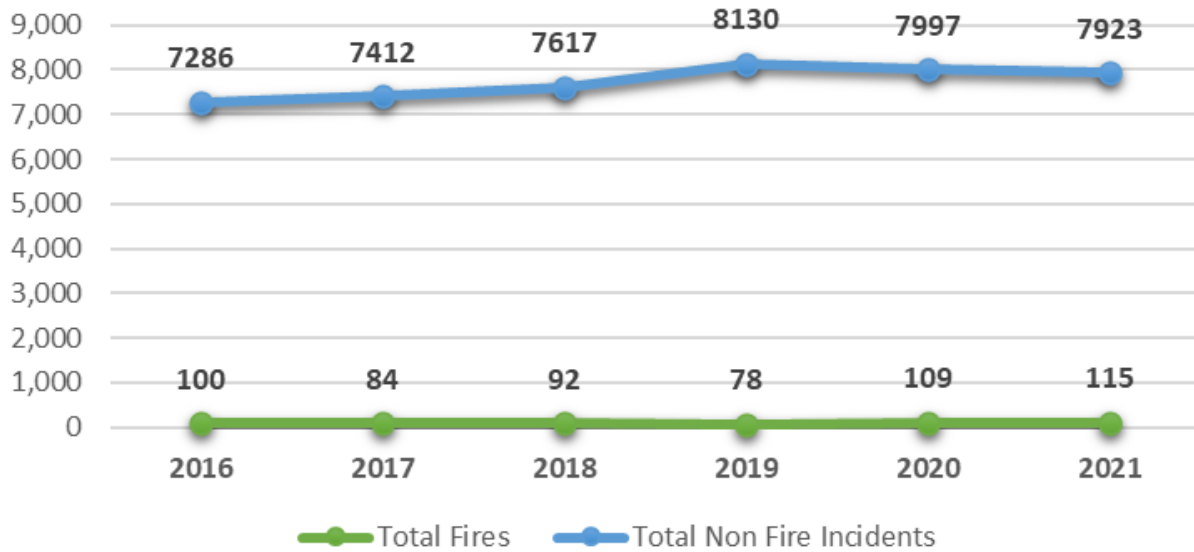
Incident Breakdown Report

Novi Fire Department						
INCIDENT BREAKDOWN REPORT 2016-2021						
	2016	2017	2018	2019	2020	2021
Fire Incidents						
Structure Fires	46	27	42	39	39	39
Outside Structure Fires	0	1	1	0	3	3
Vehicles	26	23	25	19	29	24
Grass	15	21	16	7	22	23
Refuse	8	8	5	4	9	9
Other Fires	5	4	3	9	7	17
Total Fire Incidents	100	84	92	78	109	115
Non Fire Incidents						
	2016	2017	2018	2019	2020	2021
Overpressure/Explosion	0	0	0	3	0	0
EMS/Rescues/Extrications	4,189	4121	4396	4617	4354	5129
Hazardous Conditions (1)	163	208	204	198	169	244
Public Service	530	516	610	717	674	644
Good Intent (2)	322	302	278	301	270	263
False Alarms	346	496	467	506	435	533
System Malfunctions	82	22	15	24	11	17
Weather Emergencies	28	34	67	38	19	49
Other Non-Fires	1,626	1713	1580	1726	2065	1044
Total Non Fire Incidents	7286	7412	7617	8130	7997	7923
	2016	2017	2018	2019	2020	2021
Total Fires	100	84	92	78	109	115
Total Non Fire Incidents	7286	7412	7617	8130	7997	7923
Total Alarms	7,386	7496	7709	8208	8106	8038
Where Fires are Occurring						
	2016	2017	2018	2019	2020	2021
Public Assembly	1	1	6	4	1	3
Educational	0	0	0	0	0	1
Institutional	0	0	1	1	2	0
Single Family Dwelling	19	14	14	12	20	14
Apartments	12	4	15	11	6	15
Motel/Hotel	6	2	2	3	1	2
Stores/Sales	3	4	2	0	1	0
Office	1	1	0	0	0	0
Industrial	2	0	0	1	2	2

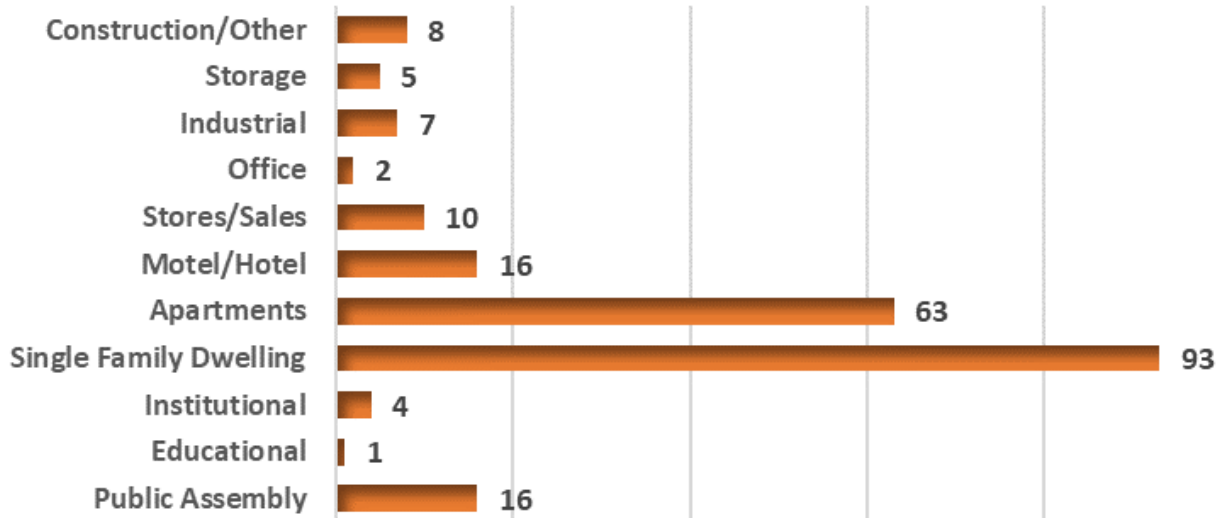


Incident Breakdown Report

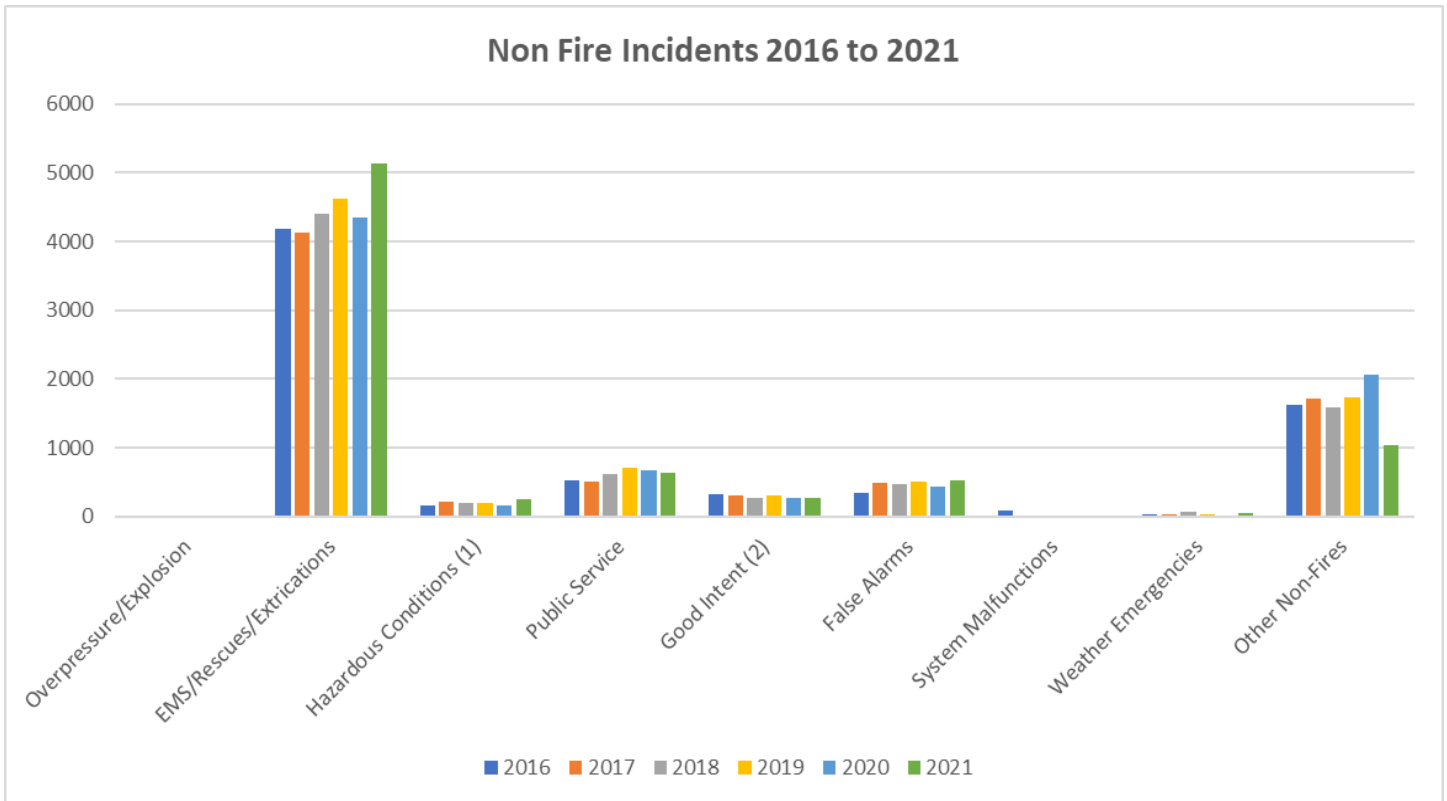
Total Fires Vs. Non-Fire Incidents 2016 to 2021



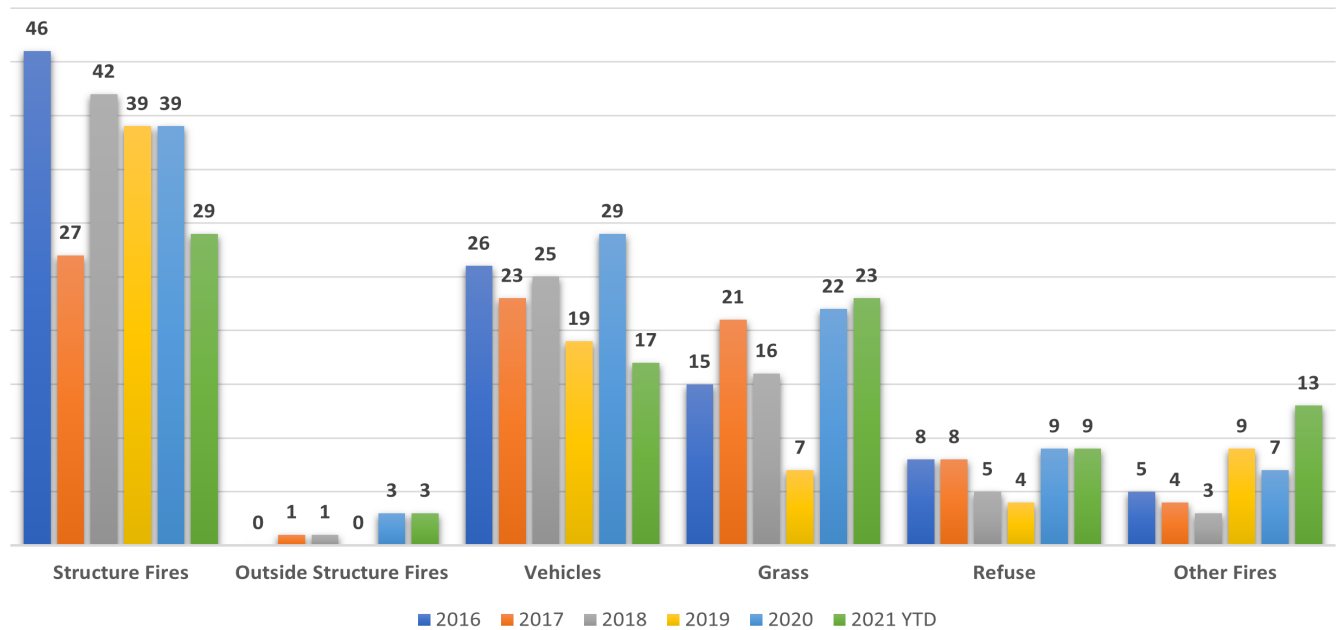
Where Fires are Occuring in Novi 2016 to 2021



Incident Breakdown Report



Incident Breakdown 2016 to 2021



Personnel List

Director of Public Safety/Chief of Police

Erick Zinser

Fire Chief

Jeffrey R. Johnson

Assistant Fire Chief

John B. Martin

Barratt, Dennis R.	Gearns-Hazlett, Jonathan	Oliverio, Remo M.	Tejero, Tabitha I.
Behan, Steven S.	Gengle, Adorian F.	Osborne, Matthew H.	Theisen, Mark
Blamy, Matthew J.	Giovannini, Kimberly A.	Paterni, George M.	Tunnard, Matthew B.
Boggs, Mitchell S.	Gonwicha, William D.	Pehrson, Mark A.	Villanueva, Jose L.
Bostwick, Paul E.	Jackson, Noah A.	Petersen, Daniel J.	Welter, Niklaus P.
Breuhan, Peter G.	Johnson, Conner G.	Pierce, Kevin S.	Zemla, Frank B.
Brogan, Nathan L.	Kassab, Zahi A.	Porter, Timothy S.	
Calhoun, Alex M.	Kellerman, Joeseeph R.	Prokes, Mark R.	
Cannon, Ryan P.	Kesselly, Molubah M.	Racicot, Troy D.	
Copeland, Andrew J.	Koons, Michelle L.	Ruccolo, Anthony J.	
Correia, Joshua M.	Kouda, Mark S.	Ryan, Nathan A.	
Cox, Victor A.	Krabach, Sean L.	Rydzewski, Brandon J.	
Discher, Scott D.	Lawson, Eric W.	Schira, Vincent J.	
Duczynski, Philip C.	Leung, Eric W.	Schulkey, Daniel J.	
Dudley, Craig S.	Lis, Greg M.	Schultz, Daniel S.	
Farahani, Amir	Luke, Brian J.	Schwartz, Adam M.	
Ferman, Raymond S.	Marken, Mathew W.	Sentz, Trevor J.	
Fitzgerald, Dane F.	Moss, Jason P.	Seog, Todd D.	
Franklin, Jeffery B.	O' Neill, Andrew W.	Skalski, Eric R.	
Freier, Logan M.	Olando, Michael A.	Takla, Bechara A.	



Strategic Planning Session

The Novi Fire Department held a Staff Visioning Session at the Novi Public Library on August 31, 2021. All members from the Novi Fire Department (internal stakeholders) were invited and encouraged to participate. A total of 29 staff were in attendance, including the Strategic Planning Team members.

To help participants prepare for the retreat, numerous documents (Mission, Vision and Values) and videos “Meaningful Vision” (2020) and “Strategic Thinking” (2012) by Simon Sinek and “Developing Strategic Plan Goals and Objectives” by Center for Public Safety Excellence University (2021) were sent to all department members. Included were the proposed five strategic themes: Infrastructure, Health and Wellness, Community Risk Reduction, Training, and Response with a definition for each.



By sending this information ahead of the session, it challenged members to critically examine the values, beliefs, philosophies, desires, and drives of the Novi Fire Department. The aim was to ensure that they align with not just what we say, but what we do and where we are going.

The agenda and presentation were designed to promote positive team dynamics, while meeting a specific set of desired outcomes. The retreat was intended to foster open communication, drive collaboration, and discuss critical changes necessary for improving the future of the Novi Fire Department. To share and gather information from our internal stakeholders in an open forum. The Strategic Planning Team early in the process followed two reference books as guidelines including Applied Strategic Planning by Goodstein (2008) and Fire Department Strategic Planning, 2nd edition by Wallace (2006).

Each participant was given a packet that included: the Strategic Planning Staff Visioning Session Agenda, S.M.A.R.T. Goals Definitions (Pullein, 2021) and Worksheet (Rintablee Daily Printable Graphics, 2013), Strategic Themes/Initiatives Defined, with several SWOT Analysis Templates including Online S3 (2016) and Template Business (2021). All participants were randomly placed in one of three work groups for the duration of the session.

The program began with an introduction by the Director of Public Safety who encouraged participants to focus on the best interest of the community. Professor Stacey Stover, lead facilitator, helped set the atmosphere of what the attendees were about to embark on by showing a brief inspirational video called “Make an Impact” (Scott, 2020).



Strategic Planning Session

To ensure community needs are incorporated into the departments strategic plan, Nathan Mueller, Community Relations Manager for the City of Novi, shared the results from the August 2021 SurveyMonkey (Addendum A). The focus of the survey was to determine what is important (goals, objectives, and services) to our external stakeholders and where we can improve based on the Citizen/Business Survey feedback.

Two other facilitators, Novi Middle School Principal Rob Baker and former City of Novi Emergency Management Coordinator Marshall Johnson, steered their team’s discussion and captured the results/ideas through each phase. First, they conducted a SWOT Analysis defining our Strength, Weakness, Opportunities and Threats. Results were captured and shared among all three groups. Each group briefly reported out on their SWOT Analysis results to all in attendance. These results were added to our Strategic Plan in the final SWOT Analysis.



The final group activity of the evening took place to develop our Goal and Objectives for each of the five Strategic Themes: Infrastructure, Health and Wellness, Community Risk Reduction, Training, and Response. Professor Stover had previously shared the “Brainstorm Rules” (DESIGN KIT, n.d.) and the results were captured by the facilitators then shared with everyone. Each group briefly reported out on their goals and objectives to all in attendance.



All members were given the opportunity to weigh in on the priority of each goal, using stickers to determine the internal stakeholder’s personal importance of the objectives.

The results for the Goals and Objectives were then incorporated into the Strategic Plan. They are listed under each Strategic Theme with an estimated timeline for completion and assignment to key team members.



Strengths

Tax base - Cost-effective model - Education - Training
Community feedback - Pay scale - Progressive
Equipment - Professionalism - Experience level - Resources
Budget - Apparatus maintenance - Progressive leadership
Diverse workforce - Response times - Committed personnel
Call volume - Empathetic leadership - New /latest technology
EMS training - Community partnerships - Apparatus
replacement - Health & fitness equipment/programs

Weaknesses

Facilities - Officer development - Staffing
Recruiting and retention - Combined training with shifts
Standardization between shifts - Public perception
Social media presence - Fragmented department - Training
Communication - Leadership - Department Marketing
Post event debriefings - Splintering from department mission
Live burn training facility

Source: AHA! (2021)



SWOT Analysis

Opportunities

Standardization of shifts - Community Risk Reduction - File of Life program - Senior blood pressure checks
Partnering with schools - Building inspections - Customer service - Birthday drive-by details - Staff health and wellness
Social media - More diversity - Joint training (full/part-time and ambulance company)
More community outreach - Accreditation - Support people in need - Department marketing - Develop leaders - Mutual Aid packs - Adequate staffing - Fire prevention programs

Threats

Mental health - Community growth - Ego's - Aging population
Social issues - Light weight building construction - High risk low frequency calls - Pandemics - Remaining status quo
Reduction in fires - Lack of Paid-on-Call
Fragmentation of Department - Political interference
Not keeping up with changing times
Shortage of resources - Social media - EMS transports - Community make-up - Education or knowledge
New technology

Source: AHA! (2021)



Strategic Goals

Goal 1: Infrastructure

Ensure the fire department has the appropriate facilities to meet the evolving needs of our department and community, now and in the future.

Objective 1A

Evaluate the current conditions of the existing four fire stations and develop a plan to meet the needs of the department now and into the future.

Timeline: 2023



Assignment
Architect/Consultant

Objective 1B

Conduct a long-term needs analysis for all four fire stations.

Timeline: 2023



Assignment
Architect/Consultant

Objective 1C

Evaluate and establish a Capital Improvement Plan for all four City of Novi Fire Stations.

Timeline: 2026



Assignment
Fire Chief
Assistant Fire Chief



Strategic Goals

Goal 2: Infrastructure

Create a sustainable system of internal communication that facilitates the receiving and sharing of information in a manner that is timely, relevant, and accurate.

Objective 2A

Identify the current methods of internal communication used by the fire department and determine how effective they are by surveying department members assessing for timeliness, accuracy, and clarity.



Assignment

Captain

Lieutenant

Objective 2B

Analyze technology deficiencies used in communications based on results from Objective 2A and develop an improvement plan.



Assignment

Captain



Strategic Goals

Goal 3: Infrastructure

Ensure that effective recruitment, selection, retention, and promotional programs meet the long-term needs of the fire department.

Objective 3A

Analyze and evaluate current recruitment and retention efforts for all fire department positions.



Assignment

Lieutenant

Human Resources Department

Objective 3B

From the information obtained in Objective 3A, develop and begin implementing recruitment and retention initiatives from successful fire departments nationwide.



Assignment

Captain

Lieutenant

Human Resources Department

Objective 3C

Develop a plan to research/implement the best practices for integrating all fire department staffing.



Assignment

Assistant Fire Chief

Training Officer

Lieutenant

Human Resources Department



Strategic Goals

Goal 4: Infrastructure

Evaluate the necessary performance objectives to achieve department accreditation through the Commission on Fire Accreditation International.

Objective 4A

Prepare and develop a community-driven, five-year strategic plan for the Fire Department.



Assignment
Fire Chief
Assistant Fire Chief

Objective 4B

Conduct a comprehensive community hazard and risk assessment. Develop and publish a Community Risk and Standards of Cover document for the department.



Assignment
Fire Chief
Assistant Fire Chief

Objective 4C

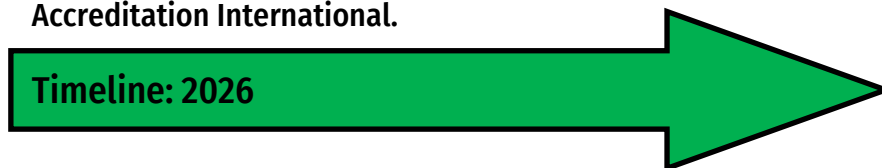
Develop a self-assessment appraisal document of the fire department utilizing the Center for Public Safety Excellence/Commission on Fire Accreditation International Fire and Emergency Services Self Assessment Manual criteria.



Assignment
Fire Chief
Assistant Fire Chief
Emergency Management Coordinator/
Fire Accreditation Manager

Objective 4D

Achieve agency accreditation for by the Commission on Fire Accreditation International.



Assignment
Fire Chief
Assistant Fire Chief
Emergency Management Coordinator/
Fire Accreditation Manager



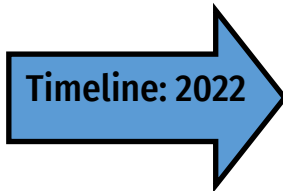
Strategic Goals

Goal 5: Health & Wellness

Prioritize and enhance a wellness culture to improve the mental and physical readiness of the individual and organization.

Objective 5A

Review, create, and maintain initiatives that promote and sustain staff health and wellness.



Assignment

Training Officer

Lieutenant

Human Resources Department

Objective 5B

Evaluate the current fitness equipment currently supplied by the department and its use for physical health by fire department members.



Assignment

Captain

Lieutenant

Objective 5C

Research best practices for cancer identification, reduction, and prevention for fire personnel.



Assignment

Captain

Lieutenant

Objective 5D

Identify and implement beneficial mental health policies, training, and services for all department personnel.



Assignment

Training Officer

Lieutenant



Strategic Goals

Goal 6: Community Risk Reduction

Develop comprehensive outreach programs to ensure community education which fosters civic engagement and increases active participation.

Objective 6A

Compile and evaluate historical data of Community Risk Reduction initiatives the fire department performed over the last 10 years.



Timeline: 2022

Assignment

Fire Marshal
Captain
Lieutenant

Objective 6B

Develop a committee to identify community needs and establish new initiatives to deliver quality Community Risk Reduction programs to the public.



Timeline: 2023

Assignment

Fire Marshal

Objective 6C

Develop and implement a strategy to market Community Risk Reduction programs identified in Objective 6B with the use of social media platforms.



Timeline: 2022

Assignment

Fire Marshal
Captain
Lieutenant



Goal 7: Training

Enhance the department's training program that supports all fire department employees in their professional development.

Objective 7A

Evaluate all training, EMS, and fire to ensure program requirements comply with Federal, State, Michigan Occupational Safety and Health Administration, and department standards.



Timeline: 2022

Assignment

Assistant Fire Chief
Training Officer
Human Resources Department

Objective 7B

Evaluate the strengths and weaknesses of the current department training plan and delivery methods. Develop recommendations for changes based upon the evaluation and implement.



Timeline: 2023

Assignment

Training Officer
Lieutenant

Objective 7C

Evaluate the use of technology to increase training retention and proficiency.



Timeline: 2022

Assignment

Captain
Lieutenant

Strategic Goals

Goal 7: Training

Enhance the fire department training program that supports all employees in their professional development.

Objective 7D

Develop and provide training with our Automatic Mutual Aid, Mutual Aid Box Alarm and neighboring fire departments.



Assignment

Training Officer
Lieutenant

Objective 7E

Develop a structured succession plan for all employees to increase opportunities for advancement within the department.



Assignment

Fire Chief
Assistant Fire Chief



Goal 8: Response

Provide timely and efficient service delivery to a growing and dynamic population, ensuring safety to our community.

Objective 8A

Evaluate if the current procedure for priority medical dispatching by the outside ambulance company is efficient to reduce response times.



Assignment

Assistant Fire Chief
Dispatch Manager
Superior Leadership

Objective 8B

Evaluate the current deployment model of department apparatus to determine if staging of resources at peak times in strategic areas reduces response times.



Assignment

Captain
Lieutenant

Objective 8C

Evaluate service delivery, policies, and programs to develop a list of improvements.



Assignment

Assistant Fire Chief
Captain

Strategic Goals

Goal 8: Response

Provide timely and efficient service delivery to a growing and dynamic population, ensuring safety to our community.

Objective 8D

Compile historical data, analyze and modify response model to meet current and future service delivery requirements.



Assignment

Captain

Lieutenant

Objective 8E

Create and implement a schedule that balances the expectations and abilities of all fire department staffing with the anticipated call volumes.



Assignment

Fire Chief

Captain

Lieutenant

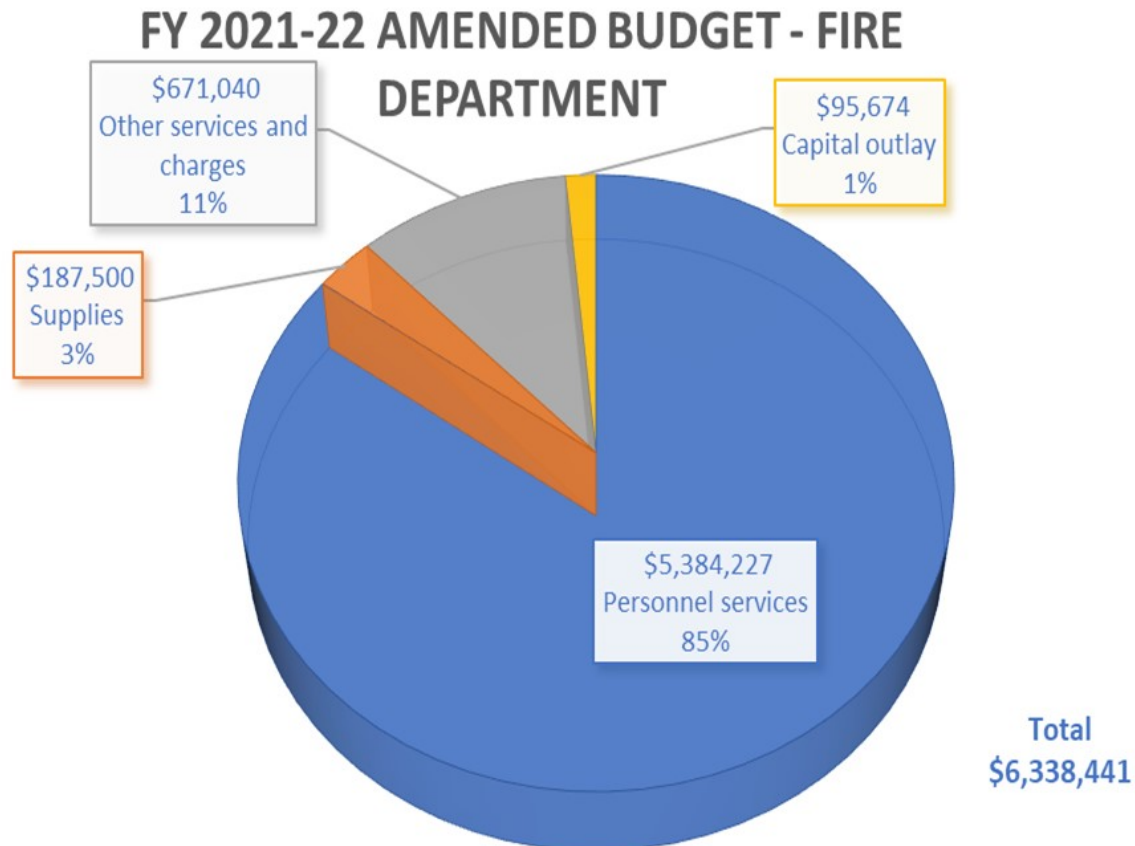


Funding

The Novi Public Safety Department is funded by a dedicated police and fire charter millage that was authorized to supplement the operations of the police and fire departments, including payment for personnel-related expenditures and for the purchase of fire trucks, apparatus, and equipment. Voters approved the dedicated millage in November 1987 (1.8 mills.)

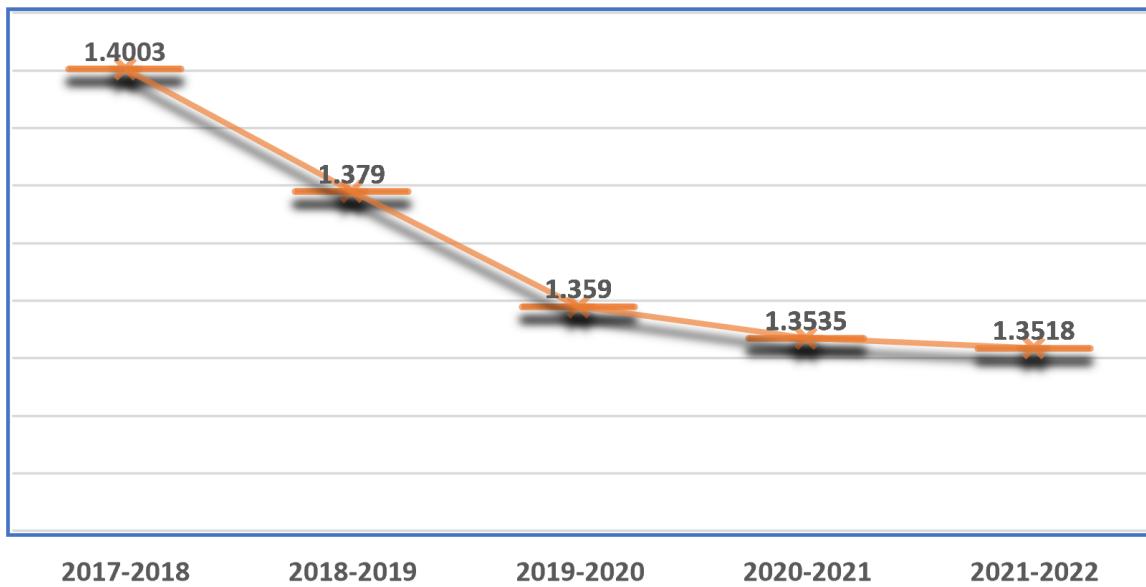
The Police and Fire Departments' annual operating budget includes salaries & fringe benefits, supplies, other services and charges, and capital expenditures. The Fire Department's FY 2021-22 amended budget is **\$6,338,441**.

As a regular practice, both the Police and Fire Departments actively seek out federal and local grand funding opportunities for personnel costs and capital equipment purchases that might otherwise not occur.

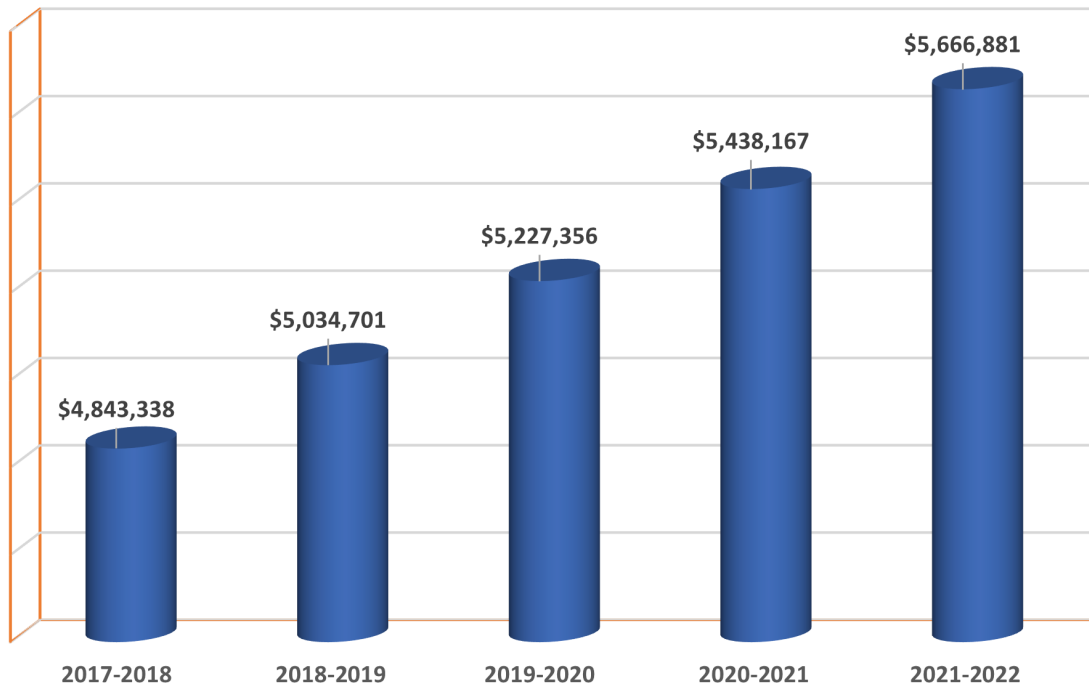


Funding

Police & Fire Millage Rate



5 Year Revenue History



Public Safety Administration Building

In February 2010, the City of Novi created a Public Safety Administration Team to provide management and accountability for Police and Fire functions, the City's most critical services. Fire Administration, Public Safety Records, and Public Safety 911 Communications are located at 45125 W. Ten Mile Road on the Civic Center Campus.



Fire Station 1

Fire Station 1 was built in 1981 to serve central Novi. The original building consisted of 6,481 square feet, including three apparatus bays, support spaces, and administrative offices. In 1988, 2,295 square feet were added to accommodate the expanding needs of the department. The station is located in a downtown commercial district near the busy intersection of Novi Road and Grand River Avenue. This station is staffed with 24-hour firefighting operations/seven days per week. A Fire Captain is also assigned to this station.



Fire Station 2

Fire Station 2 was built in 1981 as a 4,123 square foot facility to serve northwestern Novi. In 2009, 900 square-feet were added to accommodate future needs of the department. The station is located in a residential district on the north side of 13 Mile Road, west of Novi Road. This station includes two bay areas and is staffed with 24-hour firefighting operations and Superior Ambulance crews seven days per week. A Fire Lieutenant is currently assigned to this station. Firefighters at this station also respond to water rescues at nearby Walled Lake.



Facilities

Fire Station 3

Fire Station 3 was built in 1978 to serve southeast Novi. The building consists of 3,880 square feet and is located in an industrial district south of Nine Mile Road, between Novi and Meadowbrook Roads. This station includes two bay areas and is staffed with 24-hour firefighting operations and Superior Ambulance crews seven days per week.



Fire Station 4

In 2003, Fire Station 4 was built to service southwest Novi. The building consists of 11,380 square feet. The station is located in a residential district at the intersection of Ten Mile and Wixom Roads. This station includes three bay areas, a Training Center and three-and-a-half story Fire Training Tower. This facility serves as the City's back-up Emergency Operations Center and is staffed with 24-hour firefighting operations/seven days per week.



Fire Station 5 — Superior Air-Ground Ambulance

Station 5 was built in 1984 and served as Fire Station 4 for the western sections of Novi until 2003 when a new Fire Station 4 and Training Center was built. The building is a two-bay station with a one-story area adjacent to the apparatus bay for housing support spaces, an office and living quarters. The building is 2,480 square feet in size plus a mezzanine of 415 square feet. The station is located at the intersection of Beck and Eleven Mile Roads. Station 5 is currently being leased by Superior Air-Ground Ambulance and staffed with at least 2 Superior employees. A total of 3 Advanced Life Support Ambulances are dedicated 24 hours a day exclusively to the City of Novi under the current agreement.



Facilities

Relocation Study

The City of Novi Planning Department was asked to assist the Fire Department with identifying possible alternate locations for Fire Stations #1 and #3. This builds on and updates information that was provided over the course of a few years, following the detailed Long-Term Needs Assessment prepared by the Sidock Group in 2014.

The standards identified for the possible relocation sites include the following:

- Within an approximately ¼ mile radius of the intersection of Grand River Avenue and Novi Road due to the benefits the new Fire Station #1 being close to that intersection, and for easy access to I-96; and within ¼ mile radius of existing Fire Station #3.
- Minimum site area of approximately 2 acres.
- Either privately owned, or already owned by the City.
- Property may be vacant or may have improvements.
- Access or proximity to a major thoroughfare with a traffic signal is preferred.
- Avoid known highly contaminated sites

Other aspects noted in the Sidock report that are not being evaluated in this memo are Runtime (the time required to respond to a call for service from location to arrival on scene), where the site is located within the Fire District Map, and any other critical Fire Department standards that the Planning Department is not aware of at this time.

Fire Station #1

Fire Station #1 is located at the southwest corner of Grand River Avenue and Main Street. The site fronts on and has direct access to Grand River Avenue, a major thoroughfare. The site is approximately 2.4 acres (and shares parking with the adjacent commercial development). The total building area is approximately 10,000 square feet per the Sidock study. The attached spreadsheet and maps offer several



alternate locations that the Fire Department may want to consider for additional study.

Option D as shown on the first attached chart is the Country Building Supply property that was recently acquired by the City to assist in the construction of Bond Street on the south side of Grand River Avenue. The remainder of Option D property meets most of the criteria noted above, including proximity to the intersection of Grand River and Novi Road, access to and frontage on a



Facilities

Relocation Study

major thoroughfare with the benefit of access on two streets (once Bond Street is completed), and location at a planned traffic signal. The site is less than the minimum size that is determined by the Fire Department (~1.46 acres vs. 2.0 acres minimum is desirable), however, there are three residential lots immediately to the west that could expand the usable area, if those lots were acquired and the homes demolished.

Fire Station #3

Fire Station #3 is located at the southwest corner of Nine Mile Road and Roethel Drive. The site fronts on and has direct access to Roethel Drive. The site is approximately 0.84 acres, and the total building area is approximately 4000 square feet. The attached spreadsheet and map offer several alternate locations in the immediate area that the Fire Department may want to consider for additional study.

Since the previous alternative location report was prepared for this Fire Station, one additional parcel has been acquired by the City, referred to as Option C1 and located on Venture Drive. This parcel is 1.76 acres. Since it is on the west side of Venture Drive, it does not abut a residential district but instead backs up to the railroad tracks. The property is currently vacant land, and does not appear to contain any regulated woodlands or wetlands, so it may be simpler to develop than some other options.



Facilities Relocation Study

Fire Station #1 Potential Relocation Sites

FOR CONSIDERATION												
Option	Parcel #s	Location	Acres	Total Site Acreage	Access to Major Throughfare?	Access to Two Streets?	Within 1/4 mile of Existing Fire Station?	Zoning	Assessed Value	Owner	Occupant	Comments
Option A	22-23-176-034	43277 Main St	1.61	2.08	Yes	Yes	Yes	TC-1	\$291,000.00	Cassis, Victor R. Trust	Vacant Land	Former site of Novi Fire Station, will be near residential in the future
	22-23-102-013	East of Novi Rd	0.47					TC-1	\$81,850.00	Cassis, Victor R. Trust	Vacant Land	
Option B	22-22-276-017	West of Novi Road	2.31	2.31	No	No	Yes	I-1	\$0.00	Road Commission for Oakland County	Vacant Land	Access to Gen Mar Drive only due to elevation
Option C	22-22-400-027	West of Novi Road	10.51	10.51	Yes	No	No	OS-1	\$0.00	City of Novi	Vacant Land	Large presence of wetlands and woodlands
Option D	22-15-477-005	43755 Grand River Ave	1.46	1.46	Yes	Yes	No	TC-1	\$0.00	City of Novi	Country Bldg. Supply	Will have access to Bond Street in the future. Ability to expand with 3 residential lots nearby.
Option E	22-14-451-002	26300 Lee BeGole Dr (Southwest Corner)	3.54	3.54	Yes	Yes	No	I-1	\$0.00	City of Novi	DPW	DPW Site, focusing on the southwest corner; next to residential in the future
Option F	22-23-226-021	South of Eleven Mile	1.75	3.5	Yes	No	No	I-1	\$85,250.00	Stoychoff, Richard & Eleanor	Vacant Land	Wetland on a small portion of the site, near residential to the east
	22-23-226-022	South of Eleven Mile	1.75					I-1	\$91,100.00	Roberts, Michael	Vacant Land	

Facilities Relocation Study

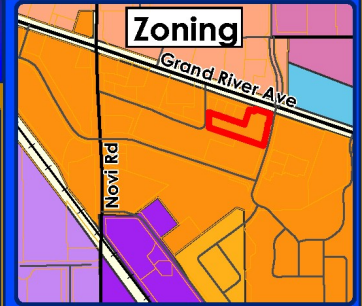
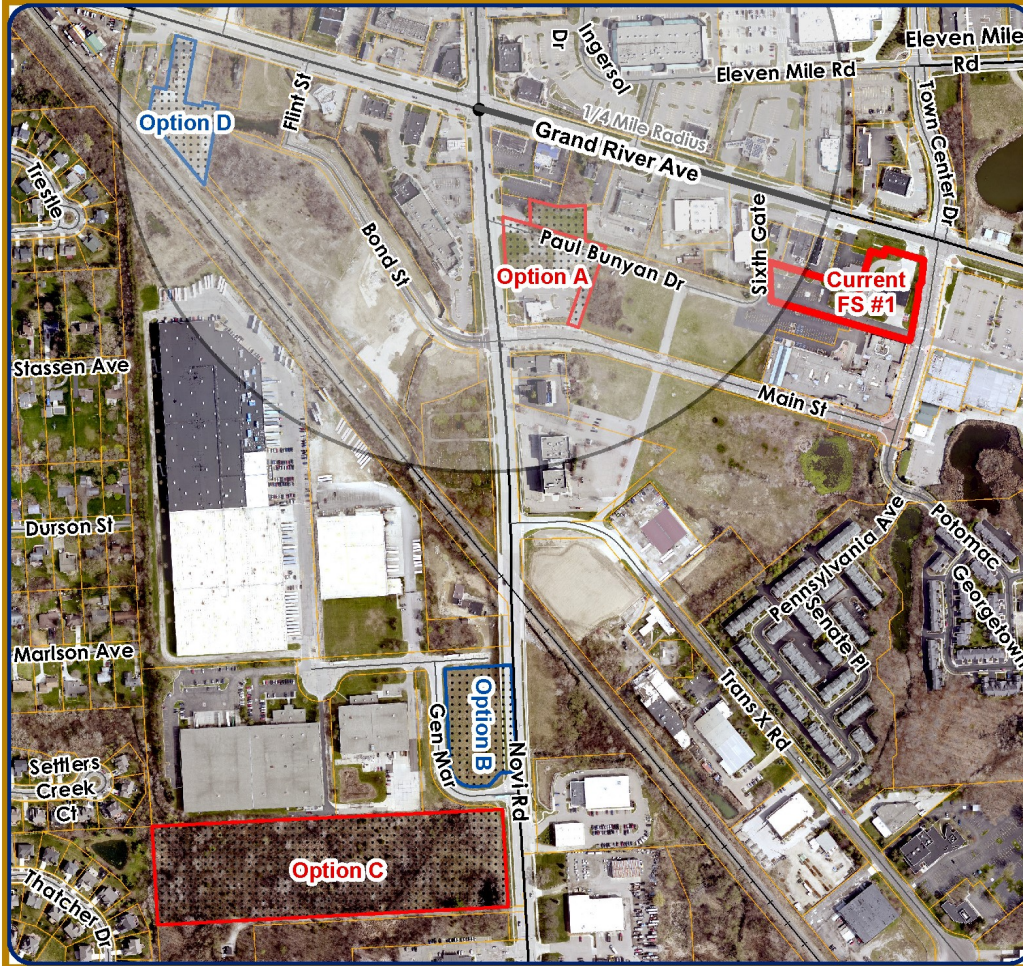
Fire Station #3 Potential Relocation Sites

FOR CONSIDERATION												
Option	Parcel #s	Location	Acres	Total Site Acreage	Access to Major Throughfare?	Access to Two Streets?	Within 1/4 mile of Existing Fire Station?	Zoning	Assessed Value	Owner	Occupant	Comments
Option A	22-26-401-023	22650 Venture Dr	1.25	2.45	No	No	Yes	I-1	\$69,550.00	KEL Investments	Vacant land	Residential use to the east
	22-26-401-022	22700 Venture Dr	1.2					I-1	\$67,000.00	KEL Investments	Vacant land	Residential use to the east
Option B	22-26-401-021	22750 Venture Dr	1.2	2.82	No	No	Yes	I-1	\$67,000.00	KEL Investments	Vacant land	Residential use to the east
	22-26-401-033	22850 Venture Dr	1.62					I-1	\$90,250.00	Dougmore, LLC	Vacant land	Residential use to the east
Option C1	22-26-401-041	West of Venture Dr	1.76	3.38	No	No	No	I-1	\$97,550.00	City of Novi	Vacant land	Recently acquired by the City of Novi
Option C2	22-26-401-043	22705 Venture Dr	1.62		No	No	Yes	I-1	\$78,600.00	Boll Filter Corp	Vacant land	Directly south of City-Owned Property
Option D	22-26-377-025	East side Heslip Dr	8.88	8.88	No	No	Yes	I-1	\$1,192,650.00	Arkin LLC	Arkin Ind. Park & Vacant land	Vacant land still available on the south portion of the parcel. The parcels were combined.

Facilities Relocation Study

FIRE STATION #1 RELOCATION

SHEET 1 OF 2



LEGEND

- Tax Parcels
- 1/4 Mile Buffer
- RM-2: High-Density Multiple Family
- I-1: Light Industrial District
- I-2: General Industrial District
- OS-1: Office Service District
- OSC: Office Service Commercial
- TC: Town Center District
- TC-1: Town Center -1 District



City of Novi

Dept. of Community Development
 City Hall / Civic Center
 45175 W Ten Mile Rd
 Novi, MI 48375
cityofnovi.org

Map Author: Christian Carroll
 Date: 9/24/21
 Project: Possible Fire Station Relocation
 Version #: 5



MAP INTERPRETATION NOTICE

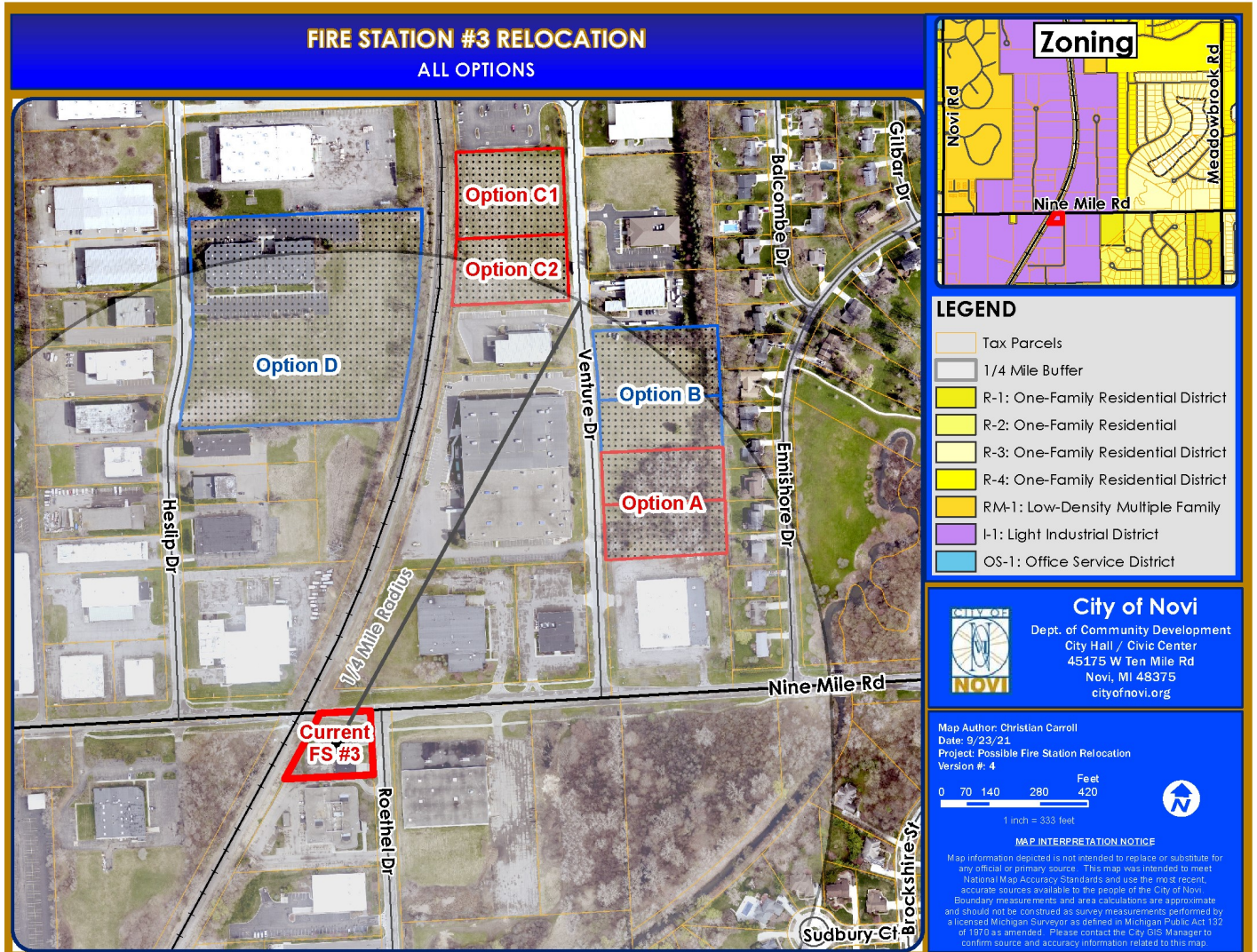
Map information depicted is not intended to replace or substitute for any official or primary source. This map was intended to meet National Map Accuracy Standards and use the most recent, accurate sources available to the people of the City of Novi. Boundary measurements and area calculations are approximate and should not be construed as survey measurements performed by a licensed Michigan Surveyor as defined in Michigan Public Act 132 of 1970 as amended. Please contact the City GIS Manager to confirm source and accuracy information related to this map.



Facilities Relocation Study



Facilities Relocation Study



Station 1 & 3 Response Heat Maps

Station No. 1's response heat map was developed using the 9,727 total priority calls that Station 1's resources responded to from January 1, 2017 to January 1, 2022. This map shows the actual response times from the current location of Fire Station 1 to the call location.

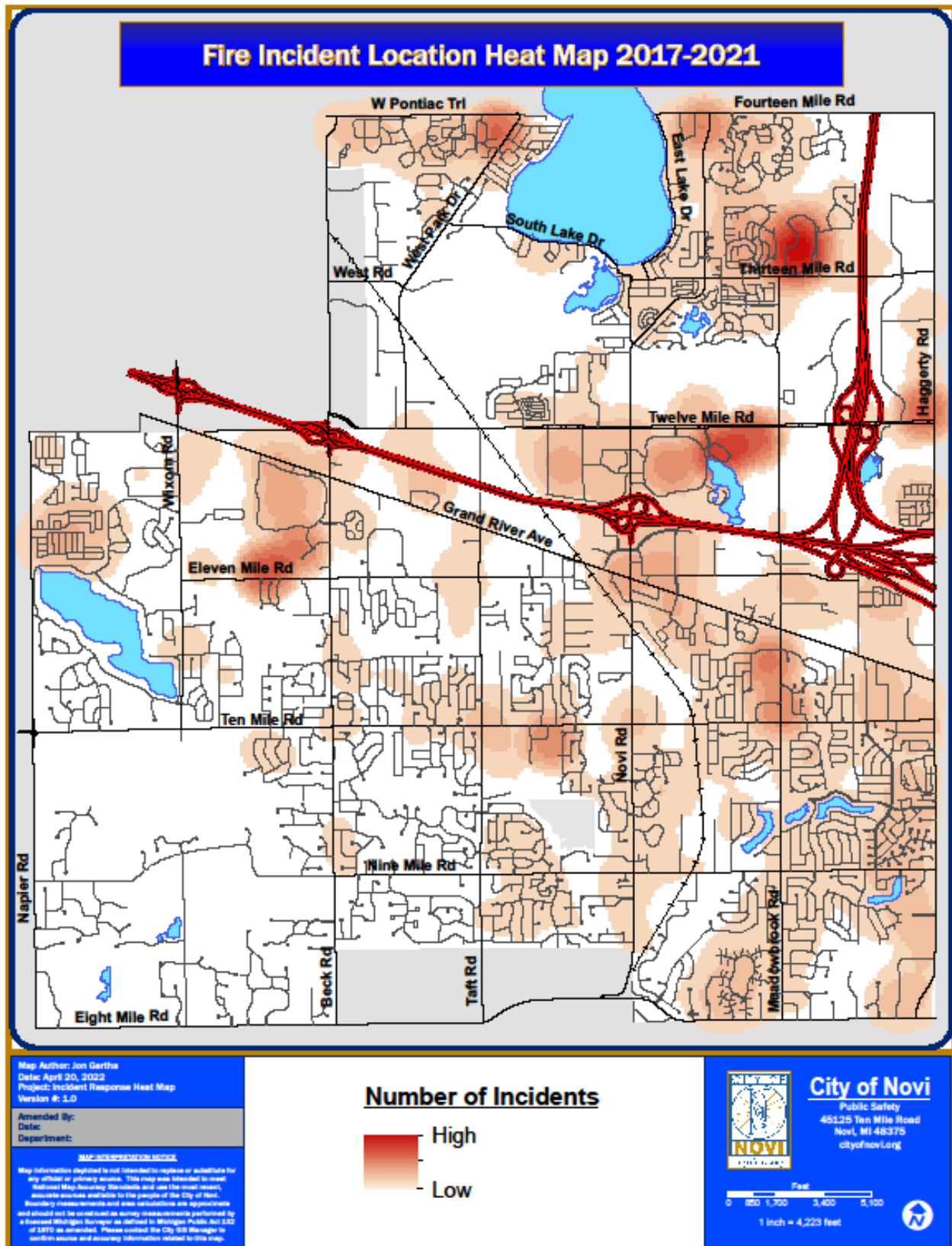
The map developed for the proposed location of Station 1 was based on the distance that a vehicle can travel in a specific amount of time while driving at posted speed limits. This map shows the theoretical travel time to areas surrounding proposed Fire Station 1.

Station No. 3's response map was developed by taking the 3,097 total priority calls that Station 3's resources responded to from January 1, 2017 to January 1, 2022. This map shows the actual response times from the current location of Fire Station 3 to the call location.

The map developed for the proposed location of Station 3 was based on the distance that a vehicle can travel in a specific amount of time while driving at posted speed limits. This map shows the theoretical travel time to areas surrounding proposed Fire Station 3.

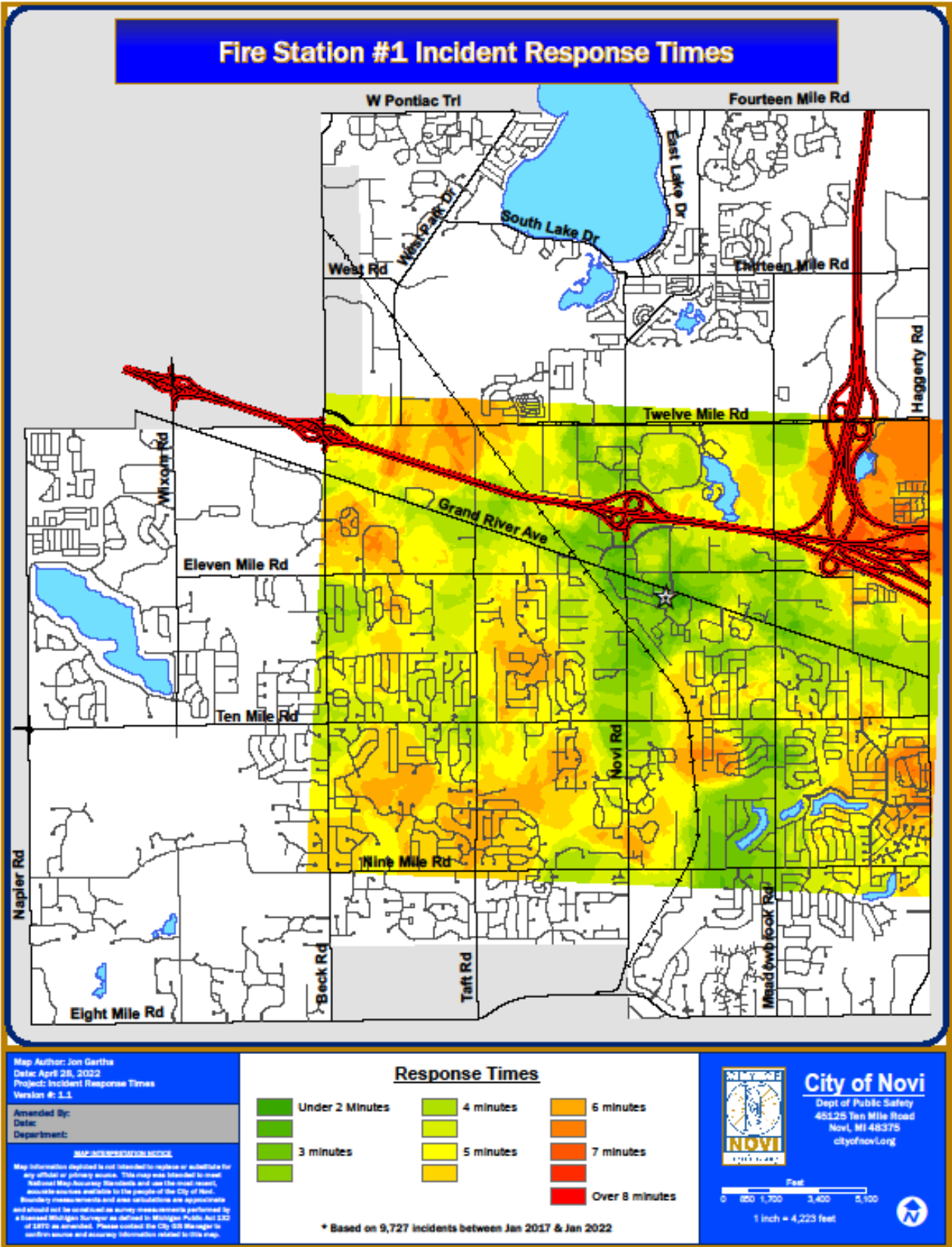
Facilities

Station 1 & 3 Response Heat Maps



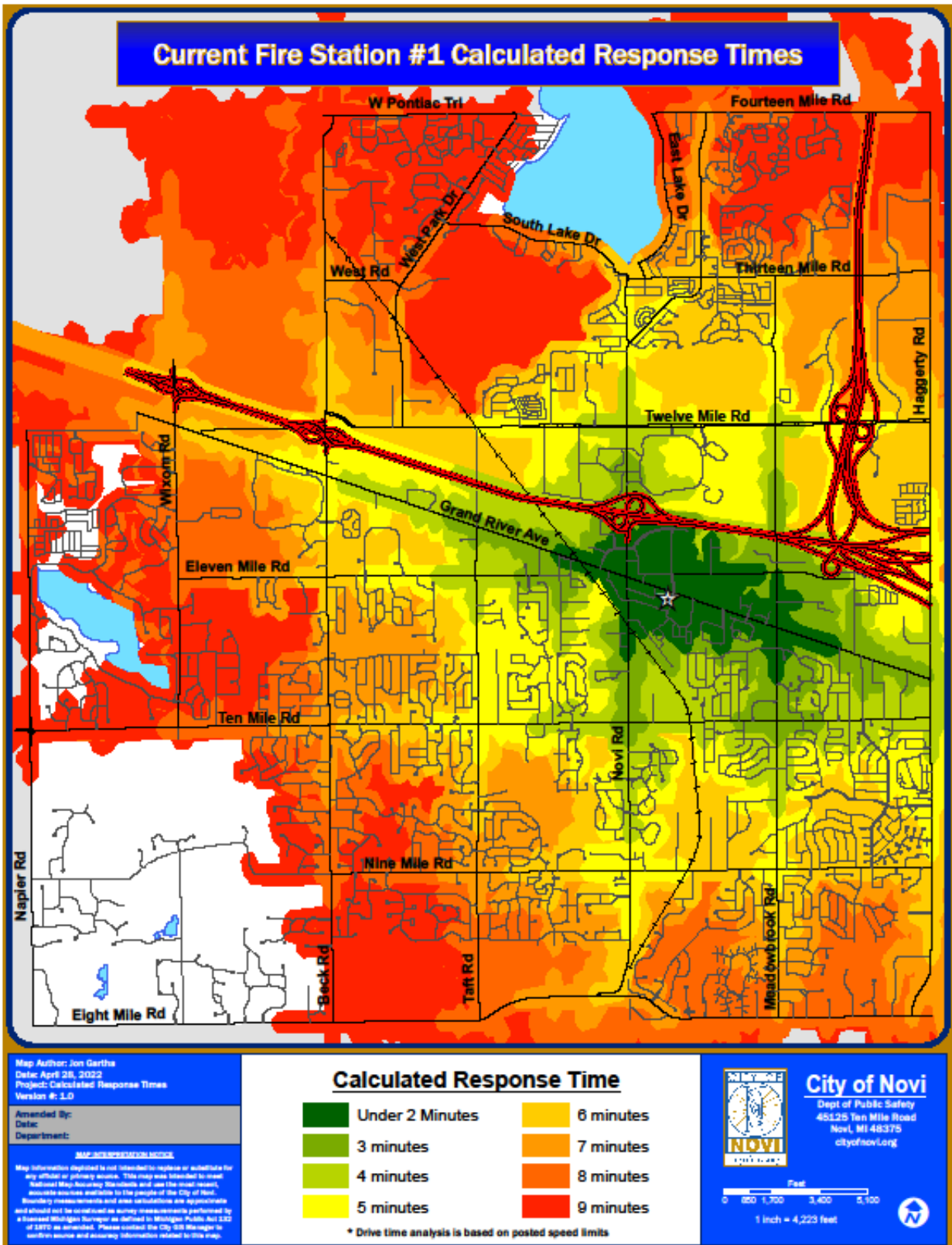
Facilities

Station 1 & 3 Response Heat Maps



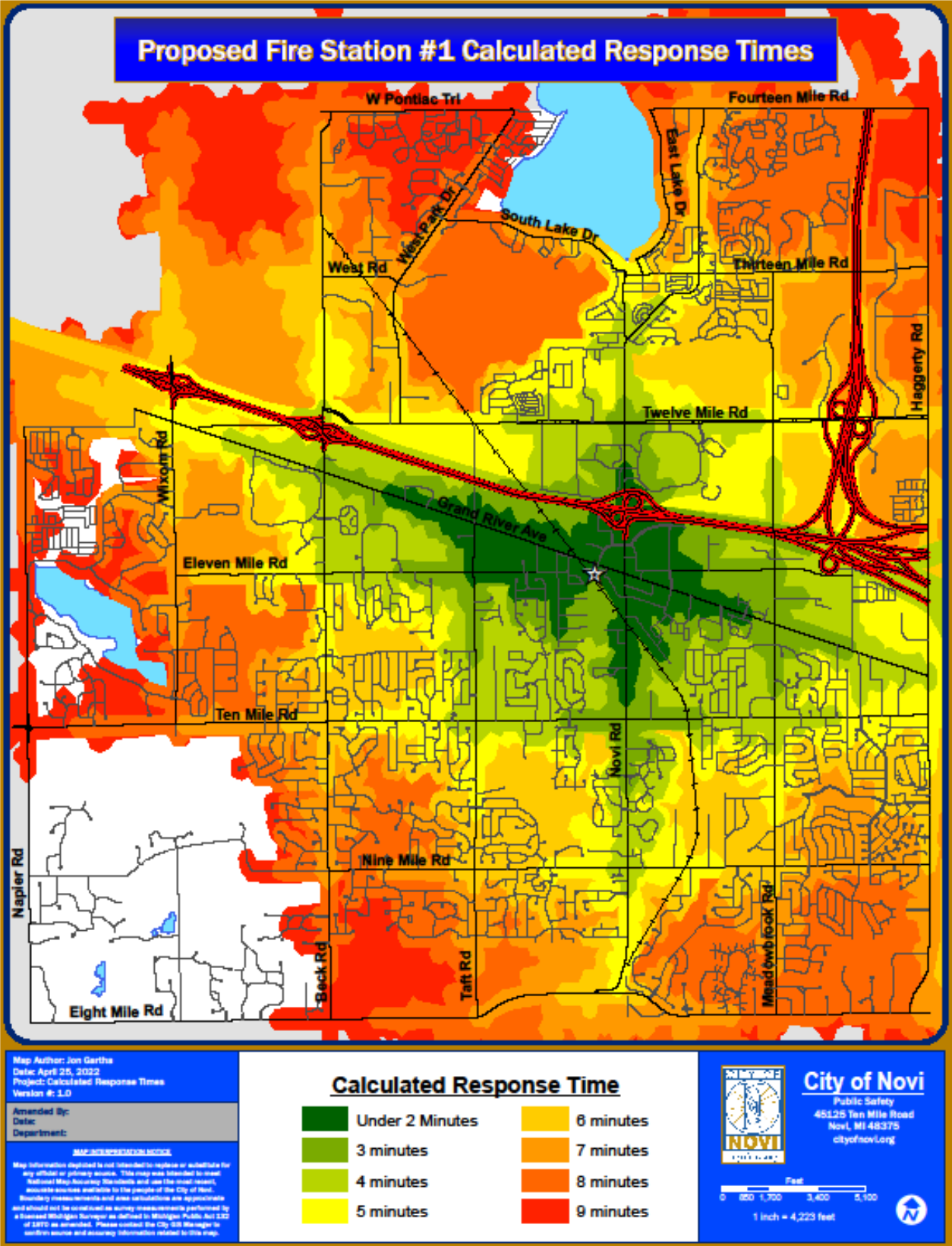
Facilities

Station 1 & 3 Response Heat Maps



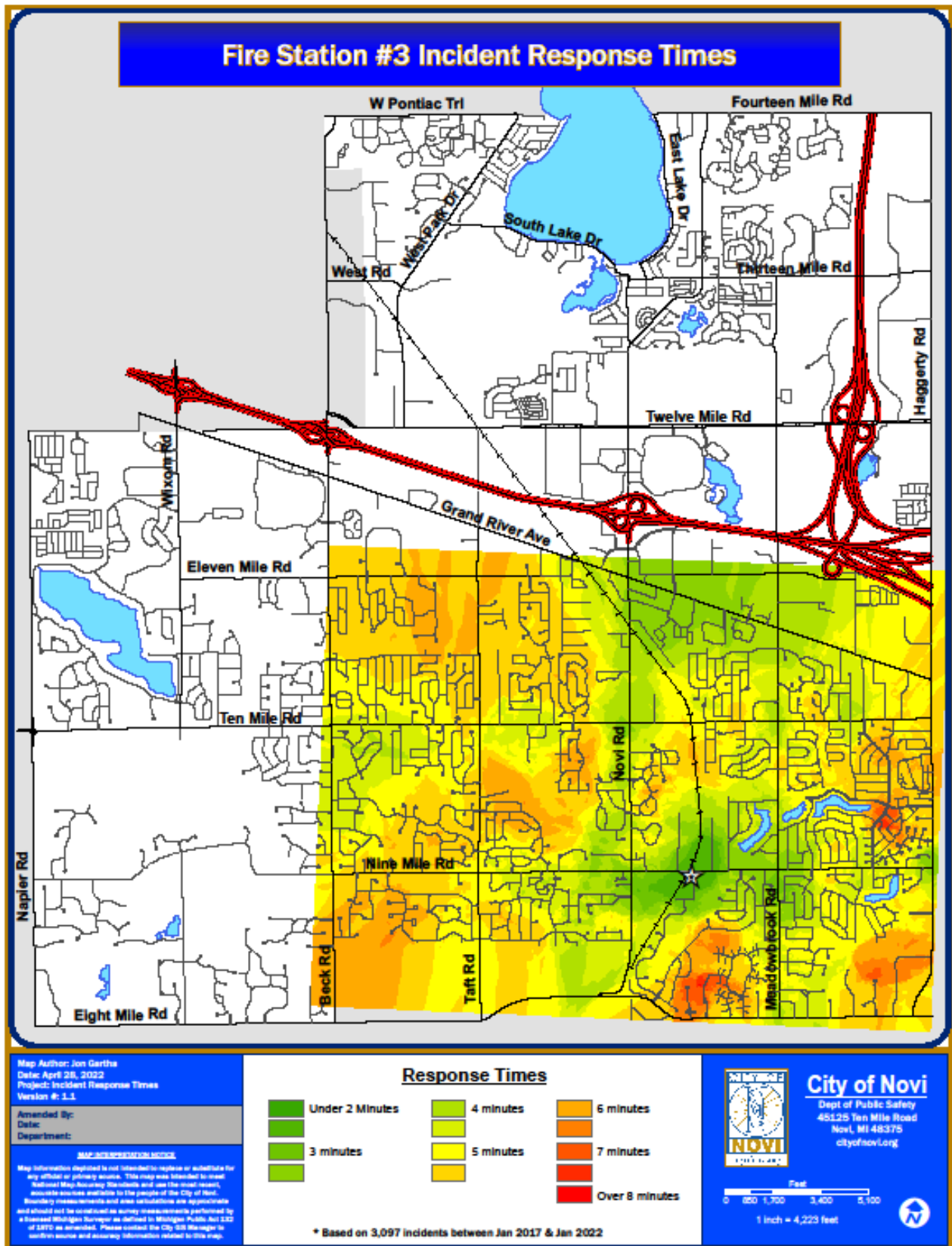
Facilities

Station 1 & 3 Response Heat Maps



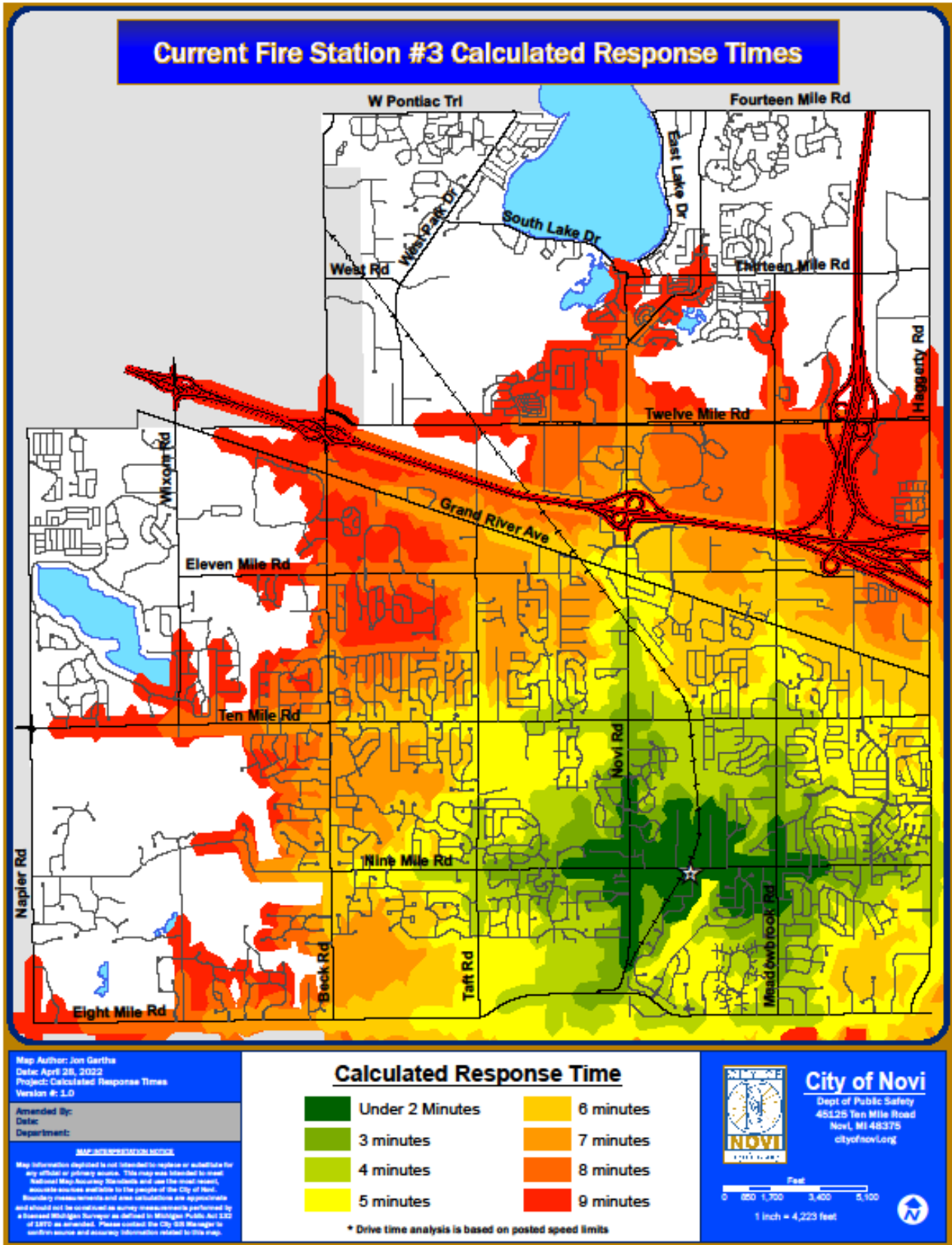
Facilities

Station 1 & 3 Response Heat Maps



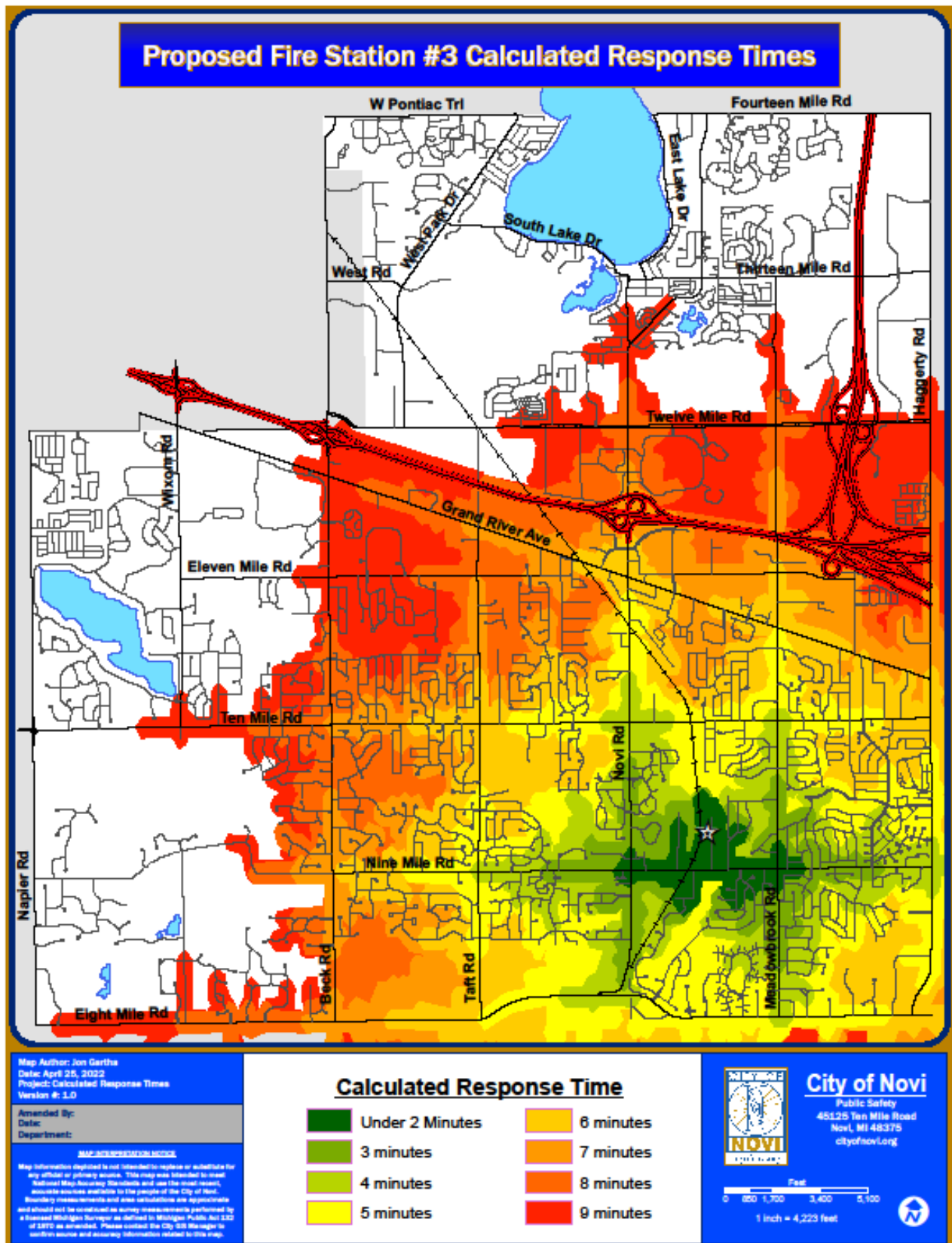
Facilities

Station 1 & 3 Response Heat Maps



Facilities

Station 1 & 3 Response Heat Maps



Commitment Statement/Implementation

The Novi Fire Department is committed to implementing the goals suggested in this Strategic Plan over the next five years. The Strategic Planning team, along with Department leadership teams, will review the goals on an annual basis to ensure we are keeping track with the benchmarks established. We understand some objectives may require adjustments or adaptations, and changes will be made as necessary to meet the overall goals of the organization.

Ultimately, we will continuously strive to improve the Novi Fire Department's delivery and services to all residents, businesses, and guests of the City of Novi.



References

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Addendum Citizens/Business Survey Results

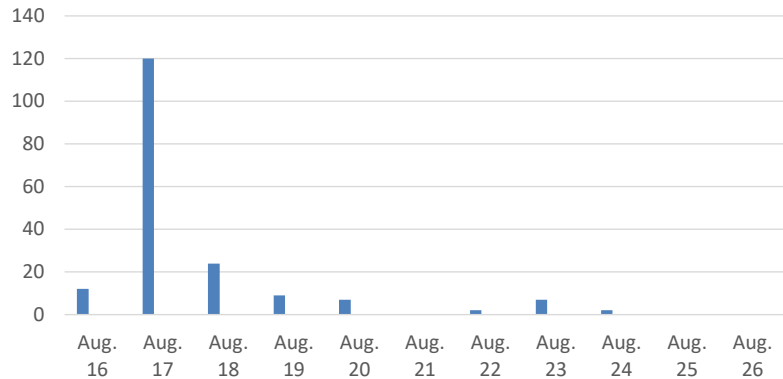
Strategic Plan Survey Results



How we shared the survey:

- Facebook & Nextdoor (8/16)
- Homepage of cityofnovi.org
- Two e-mails (8/17)
 - NBC – 2,365 sent, 713 opens, 109 clicks
 - The 6 – 9,513 sent, 2,806 opens, 471 clicks

Survey Responses



Addendum

Citizens/Business Survey Results

Strategic Plan Survey Results

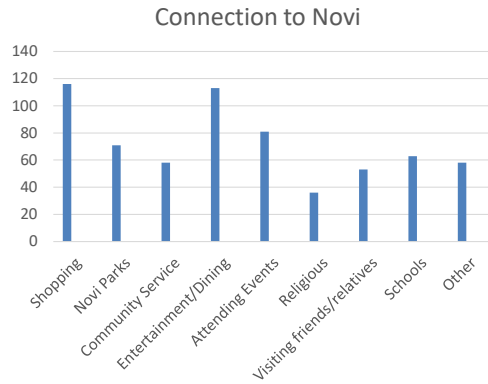
Who were our responders and how are they connected to Novi?

185

Total Responses
 174 Novi Residents 11 Non-Residents
 64 Work in Novi 119 Don't work in Novi

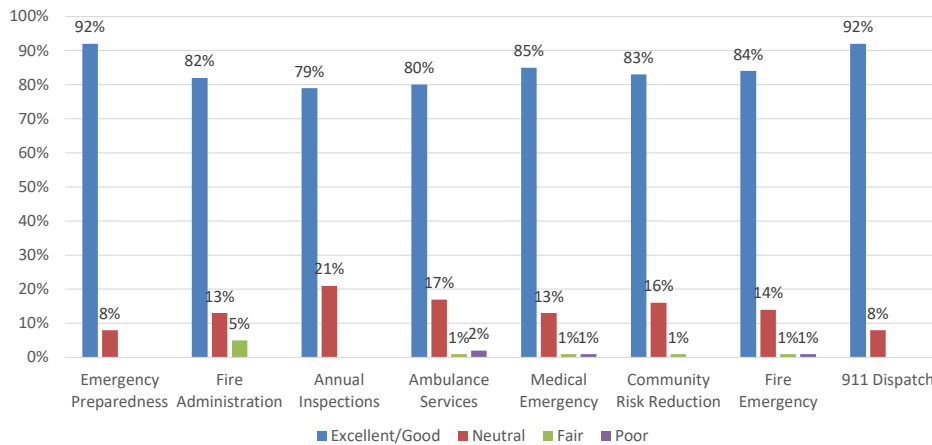
General Overall Impression

130 Excellent 43 Good
 9 Neutral 1 Fair



Strategic Plan Survey Results

How would you rate your interaction with the Novi FD?



Addendum Citizens/Business Survey Results

Strategic Plan Survey Results

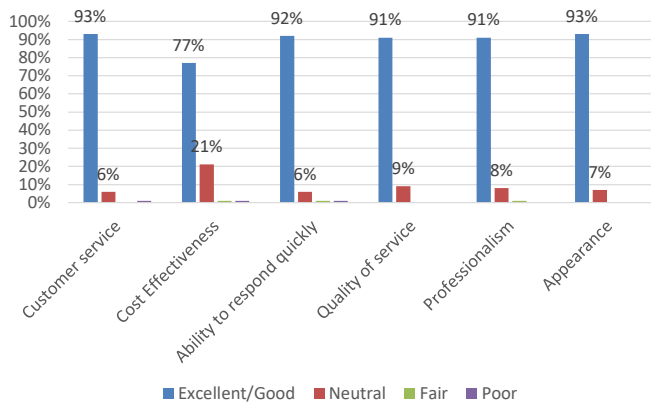
Services not listed that are important to you:

- CERT Training
- Child seat installation
- Community Risk Reduction
- Community Outreach (5)
- Construction Inspections
- CPR Training
- Fire Safety Seminars
- Home Fire Protection
- Individual Store Inspections
- Response to calls for odors, fire alarms & chair lift after surgery
- Special needs outreach
- Staffing (1), Full-time staffing (2) with paramedic services (1)



Strategic Plan Survey Results

Rate the Novi Fire Department in the following areas:



Why fair or poor ratings?

- Inspectors have come into my business with no smiles, no greetings, acting like self-important dictators.
- Only complaint is with the volunteer fire department.
- We need 24-hour, full-time coverage. Not part-time, paid-on-call.



Addendum

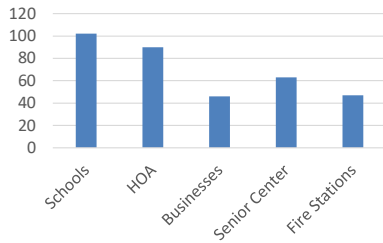
Citizens/Business Survey Results

Strategic Plan Survey Results

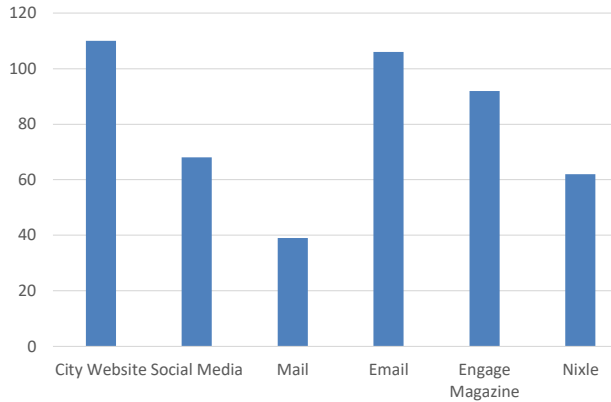
Are you satisfied with the communication from the Novi FD?

168 Yes
5 No

Where would you like additional outreach?

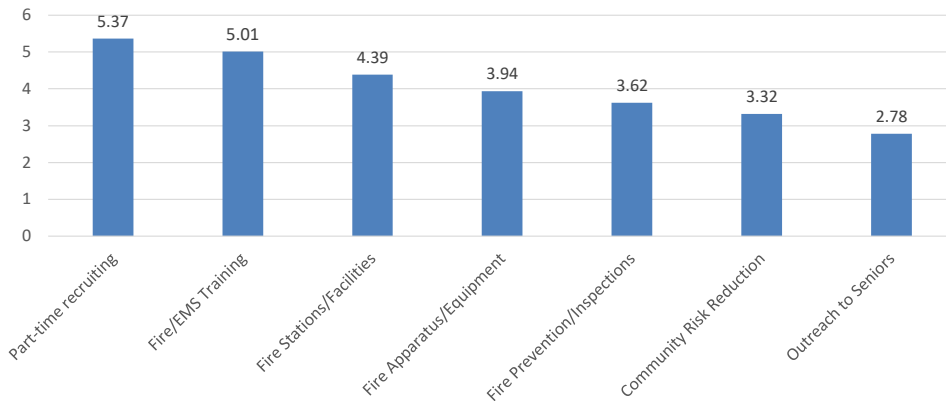


How would you like the Novi Fire Department to communicate with you:



Strategic Plan Survey Results

Rank challenges Novi FD will face in next five years (1 most important, 7 least):

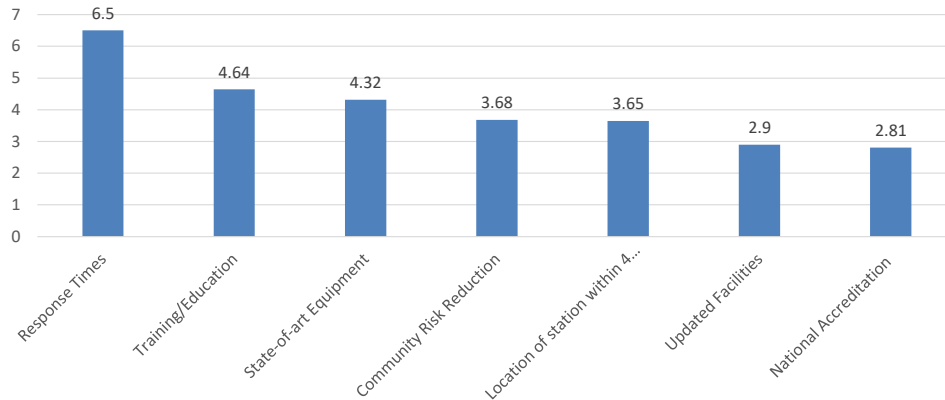


Addendum

Citizens/Business Survey Results

Strategic Plan Survey Results

Rank your priorities for Novi FD services
(1 most important, 7 least):



Strategic Plan Survey Results

Additional Comments:

- Access when you need it most will always be No. 1. Training and talent will always be second.
- All the contacts I have had with Novi Fire have been very informative and positive. With our growth, must make sure staffing meets demands.
- Chief Johnson and AC Martin are excellent leaders for our Novi. Proud of them and their dedication.
- EMS needs to be looked at. Your department should provide ALS.
- I think everything but national accreditation is vital for our department.
- If the City continues training, updating equipment, etc. they will remain a top FD. To be nationally accredited is a lot of paperwork, money, and sometimes a waste of time.
- Public safety is my number one priority in the community.
- Response times trump all others. Minutes count.
- With the turnover Novi FD has, training is the hardest to maintain quality and experience.
- Would like to see Novi with more full-time and less volunteers. Novi is too big of a community for volunteers.





REDSTONE ARCHITECTS INC.

Specialists in Law Enforcement, Justice, and Public Safety Architecture

ESTABLISHED 1937

Facility Study for Novi Police Department

Novi, Michigan

December 6, 2022





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SECTION 1

**FACILITY STUDY REPORT:
INTRODUCTION
PROCESS
DESIGN OPTIONS
PROJECT COST PROJECTION
SUMMARY**



FACILITY STUDY REPORT

INTRODUCTION:

The Novi Police Department Headquarters Building is located on the Novi Civic Center Campus. Originally built in 1980, the building was expanded to include holding cells, a large training room as maintenance bays. In total, the current facility contains approximately 38,000 square feet.

When originally designed, the issues of secure, operational police areas, and proper separations between the public and police staff were not identified or prioritized as required design issues. A 2013 study recommended relatively minor renovations and upgrades, but no action was taken. Not only has the Department almost doubled in size since 2013, the Department now houses a number of outside agencies within its investigation's department.

In 2021 the Department identified a number of space and operational deficiencies and requested a review of the existing building for possible renovation and/or expansion that might address the Department's concerns.

PROCESS:

Redstone Architects was engaged by the City of Novi in the Spring of 2022 to identify current and future space needs as well as developing concepts proposing how the building might be renovated to accommodate those needs. The goals of the study were:

- Provide sufficient space for all departments to operate in a safe and professional environment.
- Create a functional and efficient building update that would build partnerships with the different departments and staff.
- Address security issues by creating well defined, separate zones for Officers, Staff and the Public.

Throughout the process members of the City's team included:

- Robert Petty, Chief Information Officer
- Scott Baetens, Assistant Police Chief
- Eric Zinser, Director of Public Safety / Chief of Police
- Victor Cardenas, Assistant City Manager
- Peter Auger, City Manager

Redstone was directed to begin with a 'blank slate' in developing its study.

ASSESS SPACE NEEDS FOR SPECIFIC DEPARTMENTS

In order to confirm the need for additional operational spaces, initial interviews with members of the Department were held on March 30, 2022. Some of the immediate space issues identified by the department included:

- The need for increased need for space in Investigations and Patrol functions including a controlled interview suite for witnesses and suspects
- Increased Investigation space needs for special Task Force Operations
- Increased need for Public Safety Administrative Offices
- Improved Security throughout the Building
- Increased interaction between the various departments within the Police Department
- Providing spaces for the mental and physical wellness for members of the Department. Within the police operational area, there is no place to go to decompress (quiet room) or for a nursing staff member to go for lactation.
- Providing for public interaction with the department in the Public Lobby area. Currently, in the Public Lobby there are no report writing rooms outside of the police operational area, nor is there a video-arraignment attorney room off of the lobby.

SECURITY ISSUES

In addition to insufficient operational spaces there are a number of security issues within the building and the with the site itself.

- The Exercise Room is located on the second floor of the facility, adjacent to the Detective Bureau, and can be accessed by other city employees through the Training Room entrance. A single door on the second floor separates the Exercise Room from Police Department operations.
- Visitors to the Fire Inspector walk down the long, second floor hallway and enter a door that is also the access to the Detective Bureau. These visitors may or may not be escorted.
- Visitors to Investigations, Records, and Administration are given badges to access departments on the 2nd floor, either through the only stair to the 2nd floor that is accessible (through a secure door) from the public lobby or the elevator.
- Site: There is only one means of egress into the Police Department Parking lot- from 10 Mile Road. Should this drive become blocked, the department would be partially immobilized.
- Detectives interviewing a suspect (non-arrestee) and taking them into custody must walk that arrestee through the operational area of the department to the holding area.

DESIGN OPTIONS:

Our initial assessment of Investigations and Uniform Services (Patrol) confirmed that both departments were lacking in space as shown on the summary page of our Space Needs Assessment.

Specifically, the Detective Bureau occupies approximately 3,300sf, but needs over 5,000sf of space based on our interviews. There is currently no controlled interview suite for witnesses or suspects.

Similarly, Patrol currently occupies approximately 1,600sf of space but requires about 2,900sf including grossing factors for circulation.



EXISTING BUILDING RENOVATION

Redstone initially developed options to address the need for additional space and security, including;

- Adding a addition to the front of the building increase the Public Lobby and locate a communicating stair and elevator to get the public to the 2nd floor; relocate the Exercise Room, and expand first floor Patrol Operations.
- Adding a 2nd floor above the Training Room.
- Adding space above the 1st floor addition to accommodate a controlled interview suite;
- Incorporating the long hallway on the upper level for use by Investigations to provide more useable space for the Department.
- Relocating certain functions to provide more security.

At the request of the City, Redstone also engaged its structural engineer to look at the feasibility of adding a 2nd floor above the Training Room. The engineer determined that this option was not feasible. Concepts were then presented and discussed on June 1, 2022 and then modified based on Departmental and City comments.

The concept was updated and discussed again on August 15, 2022. The concensus among both the City Administration and Police Department Team Members was that trying to renovate within the existing structure was not a viable option.

Redstone was requested to develop another option – adding an addtion to the north

BUILDING ADDITION TO THE NORTH

At the Team meeting in August the City requested that a new addition to the north housing locker rooms, a second training room, a city-accessible exercise and training room be explored. Redstone prepared a site concept showing an addition to the north dated August 25, 2022, followed by new layouts for the existing building.

This new concept would free up existing space on the first floor to permit patrol operations to expand into the vacated locker rooms, giving it the space it needs without totally disrupting operations. It would also provide for a locker room and kitchen for Dispatch Operations.- not a part of the original study.

The new, north addition is approximately 9,450sf, and has public access from a new north parking area.

Police gain a second mean of egress from the secure police parking area, reducing the opportunity of completely blocking the current, sole access to the secure parking lot.

In addition to the north addition, the public lobby and access to the 2nd floor by the public would add approximately 2,000sf to the west side of the building.

Within the existing building, much of the 2nd floor investigations area will be renovated. On the 1st floor Patrol operations will be completed reorganized; the vacated locker rooms will become patrol operations and SRT Ready Rooms spaces; duty bags lockers, Patrol Lieutenants, and report writing carrels will be on the main access corridor, and lockers will be provided for the dispatch personnel. A small addition on the west side will provide for an expanded public entry and lobby that will provide stair and elevator access to the 2nd floor without entering a secure, operational area; report writing rooms, and a video arraignment viewing room.

Drawings are attached which show the existing floor plans and the proposed concept plans including the north addition.

The concept was sent to the City in Early October 2022. Comments back from the City and the Police Department were favorable. The Department and City felt that the new concept would be the most operationally efficient and a secure option for the Police Department. It was also thought that the addition would be less disruptive and less costly, and asked that Redstone provide a cost projection for this concept.

PROJECT COST PROJECTION:

Our Cost Consultant, O'Brien Construction Company, has walked the existing building and developed a high-level construction cost projection based on the North Addition concept. Included in the projection are allowances for updating or replacing existing mechanical, electrical and IT support systems, as well as site civil improvements.

As shown in the estimate, O'Brien projects a project budget of approximately \$7,000,000, of which \$4,000,000 would be for the new addition and approximately \$3,000,000 would be for renovations required in the existing building.

SUMMARY:

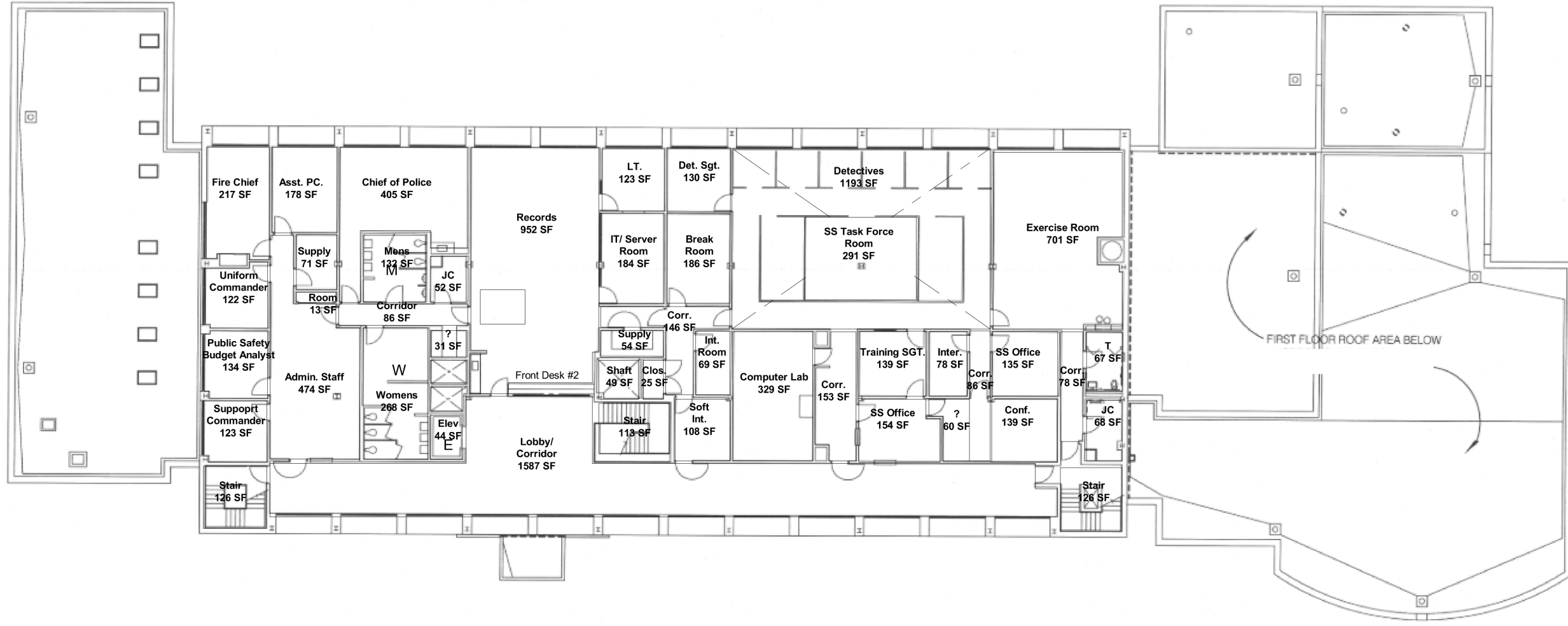
The proposed north addition will provide the Novi Police Department with the ability to address its operational issues in the coming years while continuing to utilize the existing building. The existing structure, which is now over 40 years old, will continue to age requiring that building components and its existing systems will continue to be serviced or replaced in coming years.



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SECTION 2

**APPENDIX:
EXISTING MAIN LEVEL
EXISTING UPPER LEVEL**

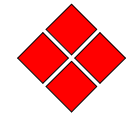


EXISTING UPPER LEVEL FLOOR PLAN

Preliminary Design Concepts

City of Novi
Public Safety Building Renovation Study

June 1, 2022



Redstone Architects, Inc.
Law Enforcement - Justice - Public Safety - Municipal



Redstone Architects Inc.

SECTION 3

APPENDIX: SPACE NEEDS ASSESSMENT

Department or Space Type	Current Staff	Future Staff	Req'd Sq. Ft.	Existing Sq. Ft.
1. Public Areas	0	0	4,724	3,150
2. Staff Common Areas	0	0	8,685	4,237
3. Police Administration	6	6	2,168	2,691
4. Records	4	5	1,113	1,155
5. Detective Bureau (Plus Task Force members- 16)	18	18	4,898	3,320
6. Uniform Operations - Including Cadets	50	50	2,644	1,632
7. Holding - Not part of Study	0	0	0	0
8. Property- Not part of Study	0	0	0	0
9. Miscellaneous Building Spaces- Not part of Study	0	0	0	0
10. Building Support Areas	0	0	0	0
Total	78	79		
Subtotal			24,233	16,184
15% Gross-Up Factor (Common circulation, structure, shafts, etc.) (Use additional 5% Gross-Up Factor for Renovation)			3635	2428
Total Main Building Area			27868	18612

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Existing Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #			
NORTH ADDITION PUBLIC TOILETS	1st Floor Unisex Toilet 2nd Floor Men's & Women's			2	220		440	108	MAIN FLOOR LOBBY
	Subtotal:						440	108	
Front Desk	<u>Public Counter:</u> Linear ft. Public Counter ADA Counter Position for staff counter Public waiting/queuing space Position alcove - Police Communications Center (back-up) <u>Equipment:</u> Desk Shared printer/copier Cash Drawers Computers Security Monitors						88	84	MAIN FLOOR PD DESK; 2ND FLOOR RECORDS COUNTER
	Subtotal:						88	84	

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Existing Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference Pg #			
Communicating Stair- PUBLIC	Stairwell						336	217	CONNECT PUBLIC LOBBY ON BOTH FLOORS
	Subtotal:						336	217	
NEW PUBLIC TRAINING ROOM- NORTH ADDITION CONCEPT ONLY	Briefing Room 70-100			1	1,800		1,800	0	
	Counter surface w/ cabinets						0	0	
	Tables						0	0	
	Chairs						0	0	
	Desk/Lectern						0	0	
	Subtotal:						1,800	0	
Elevator (2 floors)	Elevator						102	88	
	Subtotal:						102	88	
Net Area							3,937	2,625	
20% Internal Circulation Factor							787	525	
Subtotal: Public Areas		0	0				4,724	3,150	

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Existing Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #			
2. Staff Common Areas									
Staff Vestibule & Lobby	Vestibule			1	80		80	98	CURRENTLY 3 STAFF ENTRY DOORS NEED TO CREATE MAIN STAFF ENTRY
	Lobby			2	100		200	0	
	Mud Room						0	0	
	Staff Elevator						0	0	
	Open Stair						0	0	
	Display Area						0	0	
	Mailbox						0	0	
	Drinking Fountain						0	0	
	Floor Mat						0	0	
	Prox. Access Control						0	0	
	Subtotal:						280	98	
Lunch Room / Hub	Lunch/Hub			1	375		375	241	THE DEPARTMENT NEEDS TO HAVE ONE SHARED BREAK AREA Current area is off of Patrol
	<u>Kitchenette:</u>						0	0	
	Refrigerator						0	0	
	Counter w/ sink						0	0	
	TV/Monitor						0	0	
Vending Machines						0	0		
	Subtotal:						375	241	

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Existing Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #			
2ND FLOOR COFFEE NOOK				1	40		40	186	2nd floor break area
	Subtotal:						0	0	
Staff Toilets	Unisex			2	77		154	480	2nd floor near Admin
	Subtotal:						0	0	- One set per floor
Quiet Room	Quiet Room			2	100		200	0	two beds requested.
	Chair						0	0	Decompression room a better
	Sofa						0	0	idea
	Coffee Table						0	0	
Subtotal:						200	0		
Exercise Room	Exercise Room			1	1,000		1,000	701	LOCATE IN NEW ADDITION
	Universal Gym						0	0	SECURE SEPARATION FROM PD
	Secure Storage						0	0	ACTIVITIES
	Athletic Flooring						0	0	
	Exercise Equipment						0	0	
	Exercise machines						0	0	
	Treadmills						0	0	
	Free weights						0	0	
Subtotal:						1,000	701		
Defensive Tactics Room	Defensive Tactics						0	0	AT RANGE; NOT NEEDED
	Athletic Flooring						0	0	
	Storage Room						0	0	
	Wall Mounted Pads						0	0	
Subtotal:						0	0		

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Existing Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #			
Individual Shower / Changing Rooms	Toilets w/ ADA			6	72		432	0	LOCKER ROOMS IN ADDITION *Exercise Room
	Urinals						0	0	
	Lavatories						0	0	
	Showers						0	0	
	Subtotal:						432	0	
LOCKER ROOMS; MOVE TO NORTH ADDITION; APPROXIMATE; SF ALLOCATION ONLY	Locker Room						4,200	1,553	NEW LOCKER ROOMS IN ADDITION *Exercise Room
	12x24x72 Lockers						0	0	
	24x24x72								
	VISITOR/CITY	6					0	0	
	36x24x72 WOMENS	90					0	0	
	36x24x72 MENS	30					0	0	
	Toilets w/ ADA						0	0	
	Urinals						0	0	
	Lavatories						0	0	
	Showers						0	0	
	Battery Chargers						0	0	
	Bunk Room(s)						0	0	
	Separate Gear Bags						0	0	
Subtotal:						4,200	1,553		
Net Area						6,681	3,259		
30% Internal Circulation Factor						2004	978		
Subtotal: Staff Common Areas		0	0			8,685	4,237		

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Existing Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #			
3. Police Administration									
Public Safety Director/Chief of Police	Private Office	1	1	1	275	3.02	404	405	*Executive Secretary
	Sm. Conf. Table						0	0	*Admin. Conference Room
	Conf. Table Chairs						0	0	
	Guest Chairs						0	0	
	Four-Shelf Bookcase						0	0	
	Two-Drawer File						0	0	
	Cabinet						0	0	
	Coffee Bar closet						0	0	
	Subtotal:						0	405	
COMMANDER (2) ONE IN PATROL	Private Office	1	1	1	225	3.03	120	122	*Chief of Police
	Sm. Conf. Table						0	0	
	Conf. Table Chairs						0	0	
	Guest Chairs						0	0	
	Four-Shelf Bookcase						0	0	
	Two-Drawer File						0	0	
	Cabinet						0	0	
	Desk w/ credenza						0	0	
	Subtotal:						120	122	
Assistant Police Chief	Private Office	1	1	1	225	3.03	179	178	*Chief of Police
	Sm. Conf. Table						0	0	
	Conf. Table Chairs						0	0	
	Guest Chairs						0	0	
	Four-Shelf Bookcase						0	0	
	Two-Drawer File						0	0	
	Cabinet						0	0	
	Desk w/ credenza						0	0	
	Subtotal:						179	178	

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Existing Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #			
Fire Chief	Private Office	1	1	1	225	3.03	228	217	*Chief of Police
	Sm. Conf. Table						0	0	
	Conf. Table Chairs						0	0	
	Guest Chairs						0	0	
	Four-Shelf Bookcase						0	0	
	Two-Drawer File						0	0	
	Cabinet						0	0	
	Desk w/ credenza						0	0	
	Subtotal:						228	217	

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Existing Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #			
Administrative Assistant Area	Private Office	1	1	1	64		593	474	*File Room included in this space *Chief of Police *Admin. Conference Room *Waiting Area/Entry Note: Personnel files located in office.
	Open Office						0	0	
	Guest Chairs						0	0	
	Four-shelf bookcase						0	0	
	Two-drawer file						0	0	
	Desk w/ Credenza						0	0	
	Subtotal:						593	474	
BUDGET ANALYST	Private Office		1	1	133		133	134	located in Admin
	Guest Chairs						0	0	
	Four-Shelf bookcase						0	0	
	Two-drawer file						0	0	
	Desk w/ credenza						0	0	
	Subtotal:						133	134	
File Room	File Room			1	80		80	0	*Executive Secretary
	File Cabinets						0	0	
	Lateral						0	0	
	Vertical						0	0	
	Worktop						0	0	
	Subtotal:						80	0	

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Existing Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #			
Work Room	Work Room			1	80		80	0	In Admin Staff area
	Open shelving						0	0	
	Floor Cabinet						0	0	
	Wall Cabinet						0	0	
	<u>Equipment:</u>								
	Copier						0	0	
	Scanner						0	0	
	Fax						0	0	
Shared Printer						0	0		
	Subtotal:						80	0	
Conference Rm.	Conference Room			1	277	5.02B	277	0	*Waiting Area/Entry
	Seating (8-10)					similar	0	0	*Chief of Police
	conference Table						0	0	*Executive Secretary
	Credenza						0	0	*Unisex Toilet
	Flat Screen						0	0	
	White Board						0	0	
	Coffee Station w/ sink						0	0	
	Storage Closet						0	0	
	Subtotal:						277	0	
Waiting Area / Entry	Waiting Area			1	50		265	0	In Admin Staff Area
	Guest chairs						0	0	
	Coffee table						0	0	
	Subtotal:						265	0	
Coat closet	Closet			1	35		35	0	*Waiting Area/Entry
	Subtotal:						35	0	
Supply Closet	Closet			1	67		67	0	*Waiting Area/Entry
	Subtotal:						67	0	
Janitor Closet	Closet			1	35		41	50	*Waiting Area/Entry
	Subtotal:						41	50	
Unisex Toilet	Visitor Toilet (ADA accessible)			1	56		70	0	*Waiting Area/Entry
	Staff Toilet (ADA accessible)						0	490	*Admin. Conference Room
		Subtotal:						70	490
Net Area							2,168	2,070	1454
30% Internal Circulation Factor							0	621	included in proposed plan
Subtotal: Police Administration		6	6				2,168	2,691	

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Existing Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #			
4. Records									
ADMIN. LT.	Private Office Desk w/ credenza Guest Chairs File Cabinets Equipment: Computer			1	180		180	123	*Records Clerk
	Subtotal:						0	123	
Records Counter	Public Counter Linear feet five ft. Position 2 Bullet Resistant Public Equipment: Computers Shared Cash safe			2	40		80	80	*Public Lobby *Records Clerks TWO WINDOWS; ONE ADA
	Subtotal:						80	80	
Records Clerks	workstations File Equipment: Computer Printer	4	5	5	64		320	952	*Public Lobby
	Subtotal:						320	952	
Fingerprinting Area	Area Alcove: Desk & Wall Cabinets For ink Prints On secure side of Public Lobby						56	0	reconfigure space at door to lobby; create man-trap with glass
	Subtotal:						56	0	

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Existing Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #			
System Administrator (IT Officer)	Private Office			1	72		72	incl	included in Clerks area
	Guest Chairs						0	0	
	Two-drawer file cabinet						0	0	
	Desk w/ credenza						0	0	
	Work counter surface (for repairs)						0	0	
	Software storage						0	0	
	Equipment: Computer						0	0	
	Subtotal:						72	0	
Work Area	Work Room			1	100		100	0	included in Clerks area
	Open Space						0	0	
	Equipment: Multifunction Printer						0	0	
	Special Equipment						0	0	
	Shredder						0	0	
	Subtotal:						100	0	
Office Supply Room	Supply Closet			1	100		100	0	included in clerks area
	Open Area						0	0	
Subtotal:						100	0		
Active Files	Open Area			1	200		200	0	*Records Clerks two- high density units- 6' wide; currently about 12 4-drawers included in clerks area
	Space Saver Storage System						0	0	
	File Cabinets						0	0	
	Fingerprint Cards						0	0	
	Gun Registration						0	0	
	Accident Reports						0	0	
	Warrants & add paperwork						0	0	
	Misc. Files						0	0	
	Subtotal:						200	0	

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Existing Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #			
Archives (Records Vault)	Archives Room			0	0		0	0	in basement
	File Cabinets						0	0	
	<u>Storage System:</u>						0	0	
	Manual						0	0	
	Electric						0	0	
	Subtotal:						0	0	
Net Area							856	1,155	
30% Internal Circulation Factor							257	included	
Subtotal: Records		4	5				1,113	1,155	

Space	Description	Staff		Space Needs		Net Req'd Sq. Ft.	Existing Sq. Ft.	Comments
		Current	Planned	Qty	Size			
5. Detective Bureau								
Detective Sergeant	Private Office	1	1	1	131		131	
	Guest chairs						0	0
	Two-drawer file cabinet						0	0
	Desk w/ credenza						0	0
	<u>Equipment:</u> Computer						0	0
	Subtotal:						0	130
Victim Advocate	Private Office	1	1				0	0
	Guest Chairs						0	0
	Two-drawer file cabinet						0	0
	Desk w/ credenza						0	0
	<u>Equipment:</u> Computer						0	0
	Subtotal:						0	0
Detectives	Workstation	8	6	6	8	64	512	1,193
	Hoteling Workstation				4	48	192	0
	Task Force/ SS work Area						0	291
	<u>Equipment:</u> Computer						0	0
	Printer						0	0
	Subtotal:						704	1,484
SGT. Training and Standards	Private Office	1	1	1	135		135	0
	Guest Chairs						0	0
	Four-Shelf bookcase						0	0
	Two-drawer file						0	0
	Desk w/ credenza						0	0
	Subtotal:						135	0

Space	Description	Staff		Space Needs			Net Req'd Sq. Ft.	Existing Sq. Ft.	Comments
		Current	Planned	Qty	Size	Reference Pg #			
School Resource Officers	Workstation	2	2	2	36		72	0	small carrels for summer
	<u>Equipment:</u>						0	0	
	Computer						0	0	
	Printer						0	0	
	Subtotal:						72	0	
Detectives Storage Room for DUTY BAGS	Storage Room			1	165		165	0	*Detectives
	CUBBIES						0	0	
	Subtotal:						165	0	
Juvenile Detective INCLUDED ABOVE	Workstation	1		0	0		0	0	included above
	Four-drawer file cabinet						0	0	
	<u>Equipment:</u>						0	0	
	Computer						0	0	
	Printer						0	0	
	Subtotal:						0	0	
EOC Manager	Private Office	1	1				115	0	
	Open shelving						0	0	
	Subtotal:						115	0	
Property Officer (Evidence)	Private Office	1	1				0	0	See Property
	Open shelving						0	0	
	Subtotal:						0	0	
Active Files AT DESKS	File Room						0	0	
	Four-drawer file cabinets						0	0	
	Subtotal:						0	0	
Archives	Archives Room						0	0	IN RECORDS
	Space Saver storage						0	0	
	Four-drawer file cabinet						0	0	
	Subtotal:						0	0	

Space	Description	Staff		Space Needs			Net Req'd Sq. Ft.	Existing Sq. Ft.	Comments
		Current	Planned	Qty	Size	Reference Pg #			
Conference Room/ TASK FORCE CASE ROOM	Conference Room			1	250		278	139	
	Coat Closet						0	0	
	Coffee Station						0	0	
	Storage Closet						0	0	
	Seating	10					0	0	
	Conference Table						0	0	
	Credenza						0	0	
	Flat Screen						0	0	
	White Board						0	0	
	<u>Equipment:</u>								
	Projector						0	0	
	Projection Screen						0	0	
	TV/DVD						0	0	
	Subtotal:						278	139	
Work Area	Work Area			1	80		80	0	included
	Floor Cabinets						0	0	
	Wall Cabinets						0	0	
	Coffee Station								
	<u>Equipment:</u>								
	Copier						0	0	
	Scanner						0	0	
	Fax						0	0	
Shared printer						0	0		
Subtotal:						80	0		
SONIC/DEA/ FBI /SEMFACT	Private Office	5	5	3	130	03.06	390	0	included above
	Guest Chairs						0	0	
	Four-Shelf bookcase						0	0	One future
	Two-drawer file						0	0	
	Desk w/ credenza						0	0	
Subtotal:						390	0		

Space	Description	Staff		Space Needs			Net Req'd Sq. Ft.	Existing Sq. Ft.	Comments	
		Current	Planned	Qty	Size	Reference Pg #				
Secret Service Offices	Private Office			2	130	03.06	260	290	included above	
	Guest Chairs						0	0		
	Four-Shelf bookcase						0	0		
	Two-drawer file						0	0		
	Desk w/ credenza						0	0		
	Subtotal:						260	290		
TASK FORCE WORKSTATIONS	Room			16	64	04.04B	1,024	291		
	Work table						0	0		
	Work counter						0	0		
	Coat Closet						0	0		
	White Board						0	0		
	Subtotal:						1,024	291		
FORENSIC LAB- IT	Crime Lab Room						294	329		
	Work counter						0	0		
	Shelving storage						0	0		
	Subtotal:						294	329		
Interview Suite (s) ADDED										
Interview Rooms	Interview Room	1		1	100		100	78	Existing in DB	
	Interview Table						0	0		
	Interview Chairs						0	0		
	A/V Recording						0	0		
	Gun Lockers (located outside)						0	0		
	Sound-proof walls and ceiling						0	0		
		Subtotal:						100		78
Soft Interview Room	Interview Room	1		1	120		120	0	*Waiting area *DB Executive Secretary	
	Interview Table						0	0		
	Interview Chairs						0	0		
	Seat						0	0		
	Sofa						0	0		
	Coffee Table						0	0		
	TV						0	0		
	A/V Recording						0	0		
	Gun Lockers (located outside)						0	0		
	Sound proof walls and ceiling						0	0		
		Subtotal:						120		0

Space	Description	Staff		Space Needs			Net Req'd Sq. Ft.	Existing Sq. Ft.	Comments
		Current	Planned	Qty	Size	Reference Pg #			
Waiting Area	Waiting Area			1	80		80	0	
	chairs						0	0	
	Coffee Table						0	0	
	Subtotal:						80	0	
Visitor Toilet (Unisex)	Toilet (ADA Accessible)			1	66		66	0	
	Subtotal:						66	0	
Net Area							3,768	2,875	
30% Internal Circulation Factor-Planning- actual for existing							1130	445	
Subtotal: Detective Bureau		18	18				4,898	3,320	

measures at 3,344sf.

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Existing Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #			
6. UNIFORM OPERATIONS									
Patrol Lieutenants A & B Shifts	Private Office Workstation File Cabinet Conference Area <u>Equipment:</u> Computer Printer Subtotal:	2	2	2	135		270 0 0 0 0 0 0	240 0 0 0 0	*Front Desk / Command Desk
Patrol Sergeants A	Road Patrol Area Workstations Work Area Shared Conference Table Subtotal:	4	4	1	305	3.08A	305 0 0 0	289 0 0	*Front Desk / Command Desk EXISTING SPACE
Patrol Sergeants B	Road Patrol Area Workstations Work Area Shared Conference Table Subtotal:	4	4	0	250	3.08A	0 0 0 0	see above 0 0	*Front Desk / Command Desk OPTION TO HAVE 4 IN ONE ROOM
Patrol Officers	Road Patrol Subtotal:	38	38				0	0	
Patrol Officers	Police Cadets Subtotal:	0	0				0	0	five Cadets not included

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Existing Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #			
Work Area / Office Supplies	Work Room						0	0	*Shift Lieutenant / Sergeant
	Office Supplies						0	0	Offices
	Secure Storage Closet						0	0	
	Floor Cabinets						0	0	
	Wall Cabinets						0	0	
	<u>Equipment:</u> Printer/Scanner/Fax/Copier						0	0	
	Subtotal:						0	0	
Mailboxes	Mailboxes			1	80		80	0	*Staff Lobby
	Boxes						0	0	*Briefing Room
	Work Counter						0	0	*Shift Lieutenant / Sergeant
	<u>Location:</u> Central Open area						0	0	Offices
	Secure Office area						0	0	
Subtotal:						80	0		
Briefing Room	Briefing Room	10		1	450	6.04B	450	637	*Staff Lobby
	Counter surface w/ cabinets						0	0	*Armory
	Tables						0	0	
	Chairs						0	0	
	Desk/Lectern						0	0	
	<u>Voice/Data/Power:</u> Perimeter Walls						0	0	
	Floor Mounted						0	0	
	<u>Equipment:</u> A/V Cabinet						0	0	
	Full Electronics						0	0	
	Monitor						0	0	
	Flat screen for CAD session						0	0	
	White Board						0	0	
	Smart Board						0	0	
	Subtotal:						450	637	

Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Existing Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #			
SWAT READY ROOM ADDED	BRIEFING	10		1	274		274		SWAT LOCKERS IN GARAGE AREA *Armory
	Counter surface w/ cabinets						0	0	
	Tables						0	0	
	Chairs						0	0	
	Desk/Lectern						0	0	
	Smart Board						0	0	
	Subtotal:						274	0	
Patrol Storage				1	350		350	0	
							0	0	
	Subtotal:						350	0	
Report Writing Room	Report writing room			4	35		140	in Briefing	*Staff Lobby
	Carrels						0	0	*Briefing Room
	Computer Terminals						0	0	*Shift Lieutenant / Sgt Offices
	Docking Stations						0	0	
	Shared Printer			1	24		24	0	
	Desk						0	0	
	Bookshelves						0	0	
	Subtotal:						164	0	
Duty Gear Bags	Storage Room			1	135		135	0	*Briefing Room
							0	0	*Shift Lieutenant / Sgt Offices
							0	0	
							0	0	
							0	0	
	Subtotal:						135	0	
Armory SMALL (CURRENTLY A CLOSET)	Armory			1	176		176	89	*Shift Lieutenant / Sgt Offices
	Gun Cleaning Area (Ventilated)						0	0	GUN CLEANING AT GUN RANGE
	Work Bench w/ Lighting						0	0	
	Heavy Duty shelving units						0	0	
	Ammo Storage						0	0	
	Gun Racks () linear ft.						0	0	
	Extra weapons (guns and rifles)						0	0	
	Professional gun discharge box						0	0	
	Writing board						0	0	
	Alarm						0	0	
		Subtotal:						176	89

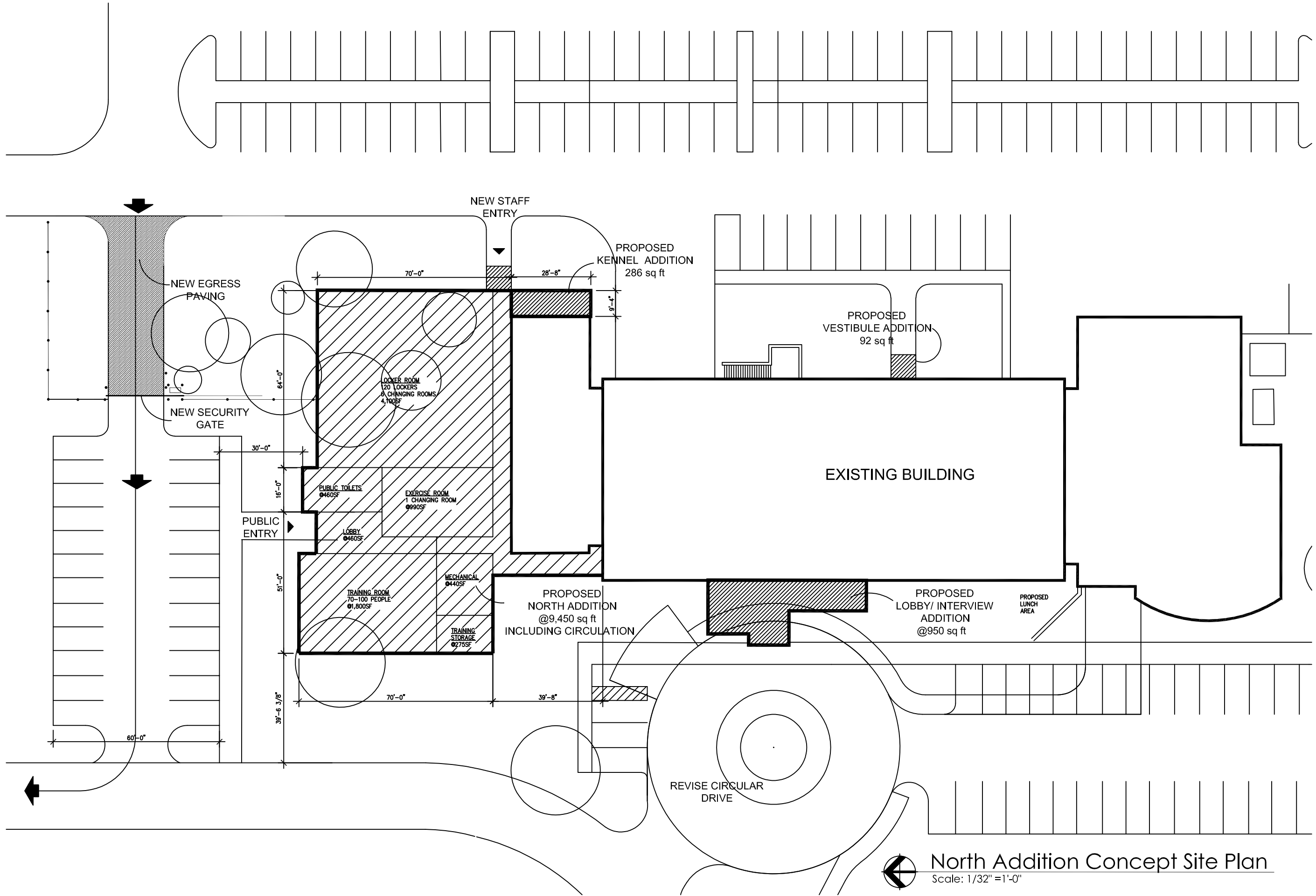
Space	Description	Staff		Space Needs			Req'd Net Sq. Ft.	Existing Sq. Ft.	Comments / *Adjacencies
		Current	Planned	Qty	Size	Reference pg #			
Traffic Officers	Workstations Conference Table w/ 4 Chairs <u>Equipment:</u> Computer Printer Subtotal:	2	2				0 0 0 0 0	0 0 0 0 0	*Traffic Lieutenants / Sergeants *Near Road Patrol
Uniform Storage	Storage Open Shleving Returned Uniforms Returned Equipment Subtotal:						0 0 0 0 0	0 0 0 0 0	
Traffic Storage	Storage Room Subtotal:						0 0	0 0	CURRENTLY IN GARAGE
Motorcycle Storage	Storage Space Subtotal:						0 0	0 0	IN GARAGE
Officer Bicycles	Bike Storage Subtotal:						0 0	0 0	CURRENTLY IN GARAGE
Kennel TWO DOGS	Kennel Dog Cages Air-conditioned space Subtotal:			1	100		100 0 0 100	0 0 0 0	*Near Sally Port ADDED AT STAFF ENTRY
Net Area							2,034	1,255	
30% Internal Circulation Factor							610	377	
Subtotal: Road Patrol		50	50				2,644	1,632	



Redstone Architects Inc.

SECTION 4

**APPENDIX:
PROPOSED SITE PLAN
PROPOSED MAIN LEVEL
PROPOSED UPPER LEVEL**



North Addition Concept Site Plan
Scale: 1/32" = 1'-0"

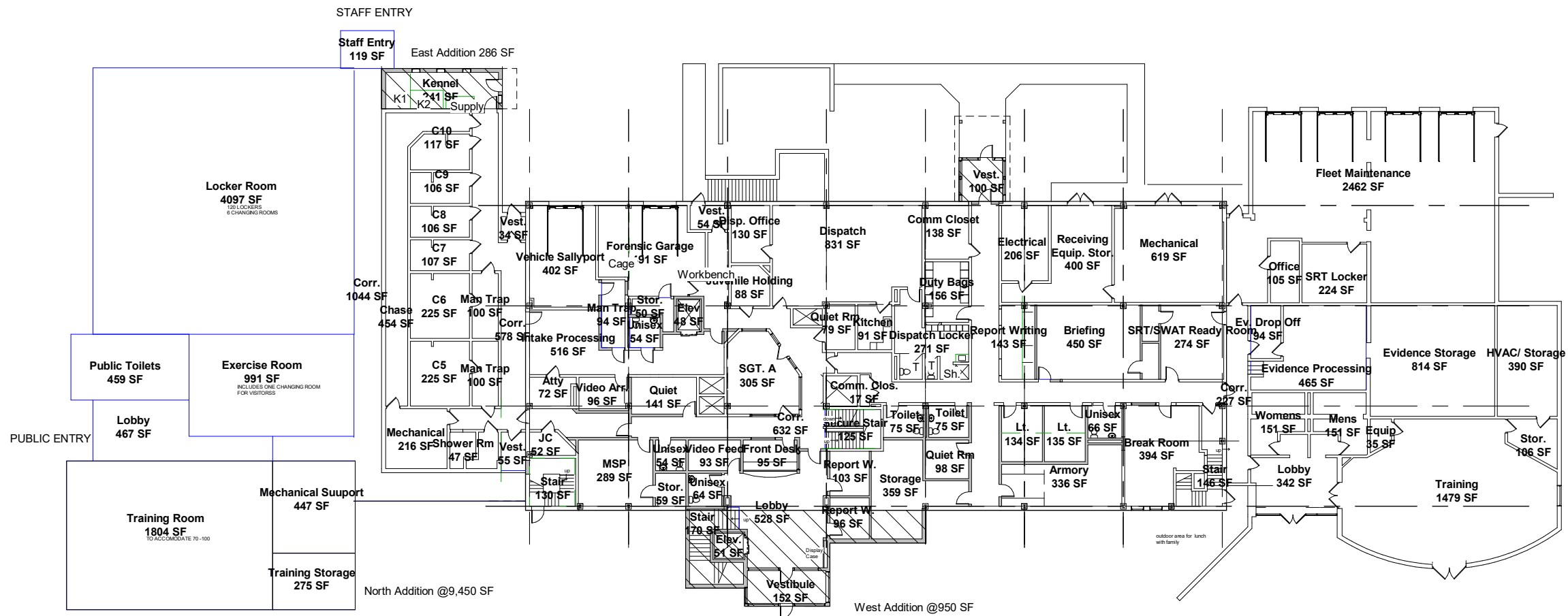
North Addition Building Concept Plan

August 25, 2022

City of Novi
Public Safety Building Renovation Study



Redstone Architects, Inc.
Law Enforcement - Justice - Public Safety - Municipal

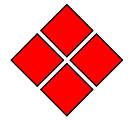



Main Level Concept Plan
 Scale: 1" = 30'-0"

Updated Building Concept Plan

October 3, 2022

City of Novi
 Public Safety Building Renovation Study



Redstone Architects, Inc.
 Law Enforcement - Justice - Public Safety - Municipal



Redstone Architects Inc.

SECTION 5

APPENDIX: COST ESTIMATE



Quote: 1060 / Date: 12/5/2022
Project Number: PC-22013

O'Brien Construction Company, Inc
966 Livernois
Troy, MI
48083, US
(248) 334-2470

Prepared By:
Mike Brown
(248) 334-2470
mbrown@obrienc.com

Project: Novi Police Station Addition & Renovation Conceptual Budget

Scope of Work

02 - Demolition

	Total Cost
02-410 Selective Demolition - Renovation - 1st Floor	\$ 42,400.00
02-410 Selective Demolition - Renovation - 2nd Floor	\$ 42,000.00
02-410 Selective Demolition - Elevator Demo	\$ 35,000.00
	\$ 119,400.00

03 - Concrete

	Total Cost
03-300 Concrete Foundations - Addition	\$ 120,000.00
03-310 Concrete Slabs - Addition	\$ 85,000.00
03-300 Concrete Foundations - Renovation - 1st Floor	\$ 30,000.00
03-310 Concrete Slabs - Renovation - 1st Floor	\$ 10,800.00
03-310 Concrete Slabs - Infill At Elevator - Renovation - 1st Floor	\$ 2,500.00
03-310 Concrete Slabs - Stair Pans & Landings - Renovation	\$ 3,600.00
03-310 Concrete Slabs - Renovation - 2nd Floor	\$ 12,600.00
03-300 Concrete Foundations - Elevator Pit	\$ 110,000.00
	\$ 374,500.00

04 - Masonry

	Total Cost
04-520 Brick Veneer - Addition	\$ 126,000.00



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