

SPACE NEEDS ASSESSMENT AND SITE ANALYSIS

Bee Cave Police Facility with Court Clerk Windows & Training



FINAL REPORT

Jan. 2020

Brinkley Sargent Wiginton Architects

1005 East Saint Elmo Rd, Bldg. 8

Austin, Texas 78745

512.610.4700

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Bee Cave City Council

Mayor Monty Parker
Council Member Kara King
Council Member Andrea Willott

Mayor Pro Tem Bill Goodwin
Council Member Jon Cobb
Council Member Andrew Clark

City of Bee Cave Administration

Clint Garza
Kaylynn Holloway

City Manager
City Secretary

City of Bee Cave Police Department

Gary S. Miller

Chief of Police

City of Bee Cave Municipal Court

Honorable Belinda Herrera
Mark Goodner, John Yeager
Cynthia Cervantes, Jillian Maynard

Presiding Judge
Associate Judge
Court Clerk

Bee Cave Planning and Development Department

Lindsey Oskoui
Reggie Brooks
Kevin Sawtelle, P.E.
MD Moazzem Hossain

Director Planning & Development
Admin. Coordinator
City Engineer
Engineer in Training

Brinkley Sargent Wiginton Architects

Don Greer, AIA
Denny Boles, AIA
Gina Irwin

Principal / Project Manager
Principal
Programmer

Acknowledgements..... 02

Table of Contents..... 03

1 – Executive Summary..... 4 - 6

2 – Planning Context..... 7 - 8

3 – Site Planning..... 9 - 11

4 – Spatial Diagrams..... 12-20

5 – Space Needs..... 21 - 32

Appendix 1 – (Conceptual Site Plan – 4A)..... 33

Appendix 2 – (Impervious Cover Site Plan) 34

Appendix 3 – (Project Budget - August 22, 2019) 35 - 36

Appendix 4 – (Presentation to City Council – August 27, 2019) 37 - 55

1 – EXECUTIVE SUMMARY

Brinkley Sargent Wiginton Architects, in cooperation with the City of Bee Cave, developed the following evaluation and study for the Space Needs Assessment and Site Analysis for the Police Department and Municipal Courts. This report represents an analysis of the existing facility site and two additional sites. Each site option was tested with new building footprints and parking requirements to help determine adequacy and appropriate fit in each instance. The resulting master plan allows Bee Cave City officials to make informed, creative and cost-effective decisions, some of which were already implemented during the evaluation stage and incorporated.

The purpose of a Space Needs Assessment and Site Analysis is to provide a road map of key information that can help guide the City in its strategic path forward regarding planning and decision making. The information provided helps the City as it manages the growth and quality-of-life services to the citizens of their community. Essential services for the public safety include the police and courts system for which the City strives to improve to maintain a high level of excellence for the community.

The City of Bee Cave Police Department currently is housed in the former City Hall behind the Hill Country Galleria on Hwy 71. The City Hall was built in 1998 and the Police Department moved into the space in 2007. They share the site with Old Bee Cave Schoolhouse and Travis County Fire & Rescue. The Police department has outgrown the building in the 12 years that have transpired. They started with 6 officers and grew into a force of 19 sworn officers. The City's population too has expanded. In 2000, there were only 656 persons living in the Village of Bee Cave which became the City of Bee Cave in 2006 and by 2013 the population doubled from 2006 to over 5,000 residents. Officers are currently sharing desks and the Police department is finding it difficult to expand for the needed growth. Other examples of inadequate space include lack of storage space for sensitive equipment and files, as well as the difficulties faced when the entire facility shares only two bathrooms that also have to be available for the public.



Developing the Space Needs Assessment involves evaluating future staffing and spatial needs within each department, with the purpose of defining a strategy for meeting those needs. When analyzing future space needs, we start by processing the inventory of the existing facility, and working with key staff, identify future space needs using calculated and known factors. The strategic plan continues to develop with resources such as utilizing staff questionnaires, City Codes and Developmental Requirements, and each individual site requirements. The Planning horizon being established at 2038 and population estimate forecast at 15,000. In the original project, both Police Department and Municipal Courts were envisioned in the same facility, but subsequent discussions with the City led to keeping the Municipal Court in the City Hall, shared with the Council Room. Several options were developed for each of three (3) sites with the co-located Police and Court, but after evaluating the exhibits, the existing site emerged as the most appropriate location. The sites under consideration included the Skaggs Tract (West Bee Cave Parkway), Staats Tract (East Bee Caves Parkway and part of Hill Country Galleria), and Existing Site (off SH-71, Park Place) all of which are in the Edwards Aquifer Contributing Zone.

The following bullet points of each site, highlight the findings presented to City Council (see Appendix 4)

- **Skaggs Tract** is appropriate in location and size but the City sees potential for it being put to a better use.
- **Staats Tract** had enough raw acreage for the program but limitations imposed from deed restrictions, easements and impervious cover restrictions reduced the actual usable acreage down so as to render its size unusable for the Police and Court.

1 – EXECUTIVE SUMMARY

- The **Existing Site** location of the Police Department (*formerly Park Place*). The preferred concept is to demolish the existing police building in order to create more area to efficiently layout the building to serve their modern needs. The new facility will be a two-story building with access controlled secure parking. A few, challenges will be temporary housing during construction, limited building pad area, constraints from existing large trees, and location of the water quality pond required by the Edwards Aquifer Contributing Zone. After the decision was made that the Municipal Court is better left in its current location with City Hall, it opened up the opportunity to fully utilize the existing site the Police are on along with two (2) clerk windows and an office for their support.

Once vetted and determined that the existing site as the most feasible of the options, additional site layouts and building massing for the new square footage needs of the Police with Court Clerk Windows and Training were presented and a selection was made (Option 4A). The Space Needs Program went through a series of refinements with square footage reductions. Three subsequent meetings to reduce square footages in the Space Needs are shown in Section 5. The Training Room was critical for modern police training and was integrated back into the program. It is a flexible space that extends the life of the station as a resource for internal use as well as other outside programs. Great effort was placed on reducing the spaces without compromising the collective vision and practicality of the station.

An essential part of the planning process is to listen and to express the community objectives for Bee Cave's building and site. As conveyed in the 2037 Comprehensive Plan, 'the vision of Bee Cave is characterized by its scenic Hill Country setting and friendly, small town character.' The Shops at the Galleria and the Hill Country Galleria were established in 2009 and continue the rolling, landscaped development that distinguish Bee Cave. The Comprehensive Plan also defines the character of the building as that of 'harmonious building materials, with 'memorable design,' as well as preserving open, natural areas. The adjacency of the Sculpture Park acts as a natural buffer but also requires visitor parking. One advantage of the existing site is that it can be very efficiently laid out with the greater length of the building backing up to the rear of the adjacent mall. This provides the police a bit of privacy where secure vehicles are parked and the 'back yard' of the building has some enclosure for safety and not being exposed to the public.

A Space Needs Assessment and Site Analysis includes the necessary information to proceed with the final decisions to move forward. Minute details regarding future staffing expectations and space needs can be fine-tuned if required, when the actual Design Phase begins. This document is intended to establish a process for the coordinated development of a new City Police Facility based on budgets, projected spatial needs, conceptual site plans, and construction cost estimates. All the supporting documentation used in the study's findings are included in the Appendices.

SPACE NEEDS

The City staff met with BSW Architects several times to work out the necessary spatial needs for the new facility, as well as meetings to discuss the three (3) sites and further develop a concept of the facility in environmental context. Then findings were presented to the City Council. The final square footage needs are as follows:

Police	Net	12,991 SF
Training Room	Net	1,178 SF
Court Clerk Windows	Net	372 SF
Total Bldg.	Gross	17,600 SF (includes building circulation, exterior walls, Mech. Systems, etc.)

1 – EXECUTIVE SUMMARY

PARKING NEEDS

Parking requirements for secure Police vehicles includes both parking for personal vehicles (14) and City secure vehicles (26). They are secured behind an ornamental fence with automatic sliding gate entry at both ends of the full loop drive. The higher than current count takes into consideration the anticipated changes in shift schedules for officers. Utilization of existing parking spaces for public /visitor parking preserves the numerous existing tree locations and provided spaces for public parking, court clerk traffic and the Sculpture Park. The Training Room parking count has been limited to mainly on-site staff but can be supplemented by other users in higher capacity vehicles.

SITE ISSUES

Keeping the building footprint and any new site work to a minimum is important to this project. The building is located in the Edwards Aquifer Contributing Zone, and regulatory requirements for treatment of water runoff is required. These regulations were not in place when the original building was constructed, and any grandfathering for existing buildings goes away when the building is demolished. The current plan is to utilize a site efficient two-story design along with parking area that wraps the building to keep the impervious footprint as small as possible. Malone-Wheeler Engineers have created an initial site layout of this footprint along with the water quality pond that it will require (see Appendix 2).

BUDGET & SCHEDULE

BSW Architects prepared a Project Budget based on experience with past and similar projects as well as discussions with qualified contractors in the area. The project Budget includes construction cost (the building) as well as estimated City related expenses, professional services, furniture, equipment and other project related expenses. The Project Budget is based on an August 2020 construction start. We are seeing construction escalation costs rise anywhere from 5-6% per year so that will need to be factored into any significant deviation from that start date.

Total Development Budget – \$ 8,986,215

2 – PLANNING CONTEXT

PLANNING HORIZON

This study assesses the long-term requirements for the Police Department and Municipal Court in the City of Bee Cave, Texas. During the process of site analysis and test fitting of programmed spaces, it was determined that a limited presence of Court functions co-located would offer the best scenario at this time. Within the facility, two Court Clerk windows would be utilized for public convenience.

At the time that the study was conducted, the City's population census estimated the population to be 13,094 residents within the City Limits and ETJ. The annual growth for the last four years has been 1%. It was decided that during planning horizons of the staff and space needs, that 2038 would be representative of the long-term milestone.

2018	2023	2028	2038
20	25	29	38

STAFFING PROJECTIONS

Research of historical data, present staffing and anticipated staff growth, along with interviewing key departmental staff, were used in developing an effective staff needs projections. Projections of staff are a crucial component of a successful Needs Assessment and hinges on the desired level of service to the community.

The organizational chart above and the breakdown that follows, lists the current staffing for 2018 and outlines the agreed upon staffing for each of the milestone years as they are reached.

2 – PLANNING CONTEXT

STAFF PROJECTIONS CONT.

Police Facility (with Court Clerk Window + Training)				
City of Bee Cave				

Total Staff Comparison				
Year	2018	2023	2028	2038
Population	13,094	13,749	14,386	15,000

Staff	Current	5 Yr. staff	10 Yr. staff	20 Yr. staff
Chief of Police	1	1	1	1
Lieutenant	2	2	2	3
Sergeants	4	4	5	5
Detectives	2	3	3	4
Patrol Officers	10	12	15	20
Administrative Assistant	1	1	1	1
Clerk	0	1	1	2
Animal Control	0	1	1	2
Total	20	25	29	38
Staff Per Capita	1.5	1.8	2.0	2.5
Sworn Officers Per Capita	1.45	1.60	1.81	2.20

3 – SITE PLANNING

PARKING

A significant impact on Site Planning is the parking count. Calculating projected parking spaces for City owned vehicles (secured), police and court staff (secured) and visitor's vehicles. The chart below is a summary of the maximum number of parking spaces needed for both secured, which requires secure access points (gated), and non-secured for visitors. The public parking shown is for both Police visitors and the Court Clerk windows. Full breakdown is found on the following pages. Parking typically affects impervious cover calculations which must be factored into Site Planning.

PARKING SUMMARY			
	Police	Court	Total
Public	6	4	10
Staff	14	3	17
City/Secure	26	0	26
Total	46	7	53

a) Ten (10) Total shared visitor parking (includes 2 disability)

b) Secured parking

To determine the needed, maximum parking spaces for the Police Department; a typical 24-hour work day with shift changes is used to estimate the parking needs for the new facility. The chart on the following pages illustrate the expected day & night shift times to approximate overlap for staff members at peak times.

3 – SITE PLANNING

POLICE PARKING

Bee Cave Police Parking 2038		Shift Change				Non-Take Home Policy								Shift Change				Police			
		12 am	2 am	4 am	6 am	8 am	10 am	12 pm	2 pm	4 pm	6 pm	8 pm	10 pm								
DEPARTMENT	Staff																				
Public/ Visitor PARKING																					
Police Visitors						6	6	6	6	6	6	6	6								
Total Police Visitor's						6	6	6	6	6	6	6	6	0	0	0	0				

Notes:

A

Staff /Personal Vehicles																					
Police Administration																					
Admin. Assistant		1																			
Investigations																					
Detective		4																			
Patrol																					
Patrol Sergeant (day/night)		4	1	1	1	1	1	2	1	1	1	1	1	1	1	1	1	1	2	1	1
Patrol Officer (Day)		8						2	4	4	4	4	4	4	4	4	4	4	4	2	
Patrol Officer (Night)		8	4	4	4	4	4	4	2									2	4	4	4
Patrol Officer (Mid Shift)		4											2	2	2	2	2	2	2	2	2
Animal Control		2											2	2	2	2	2	2			
Records Clerk		2											2	2	2	2	2	2			
Total Police Staff Parking		33	5	5	5	5	5	7	10	7	12	12	12	12	14	14	14	9	12	9	7

B

C

D

E

City SECURE Vehicles																					
Police Administration																					
Chief of Police		1																			
Lieutenant		3																			
Investigations																					
Detective			4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Patrol																					
Days																					
Sergeant								1	1	1	1	1	1	1	1	1	1	1	1	1	1
Officer								4	4	4	4	4	4	4	4	4	4	4	4	4	4
Nights																					
Sergeant			1	1	1	1	1													1	1
Officer			4	4	4	4	4													4	4
Mids																					
Officer			2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Animal Control Officer			2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Miscellaneous Police																					
Marked/ Patrol Pool Car			2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Tactical Vehicle			2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Seized Vehicle			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Equipment Trailer (6'x12')			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Radar Trailer (6'x9')			2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Emergency Generator/ Trailer			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Total City Secure Vehicles		4	22	22	22	22	22	22	22	26	26	26	26	26	26	26	22	22	22	22	22

F

F

G

C

D

E

H

K

A Ten (10) total shared visitor parking - Police (6) + Court (2) + (2) disability spaces

B 2 will have take home vehicle

C 6 am to 6 pm Shift

D 6 pm to 6 am Shift

E noon to midnight Shift

F take home

G 2 assigned; 2 take home

H Are these shared?

K Extra wide vehicle and turning radius

COURTS PARKING

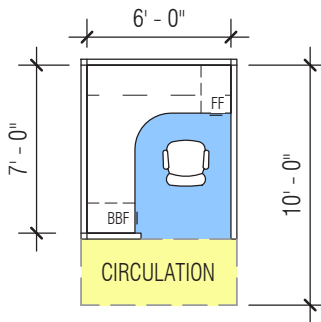
Courts Parking 2038					Shift Change									Shift Change		Courts			
		12 am	2 am	4 am	6 am		8 am	10 am	12 pm	2 pm	4 pm	6 pm	8 pm	10 pm					
DEPARTMENT	Staff																		
Notes:																			
SECURE Vehicles																			
Court Staff							3	3	3	3	3	3	3	3	3				
Visitor PARKING																			
Court Visitors							2	2	2	2	2	2	2	2	2				
Total Secured Vehicles							2	2	2	2	2	2	43	2	2	0	0	0	0

- A Ten (10) total shared visitor parking - Police (6) + Court (2) + (2) disability space.
 B 2 will have take home vehicle
 C 6 am to 6 pm Shift
 D 6 pm to 6 am Shift
 E noon to midnight Shift
 F take home
 G 2 assigned; 2 take home
 H Are these shared?
 K Extra wide vehicle and turning radius

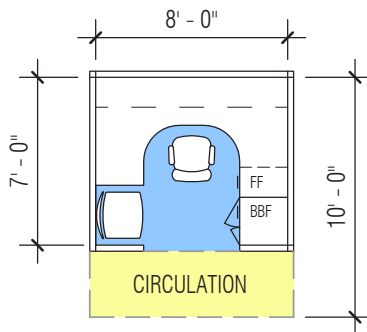
4 – SPATIAL DIAGRAMS

The following pages illustrate the spatial requirements determined through meetings with staff. The sketches reflect needed space to provide efficient, functional spaces and correspond with notations in the Space Needs Assessment, shown in Section 5. These diagrams or sketches will be referred to under the column labeled 'Space Code' on each department sheet of that area.

Workstations



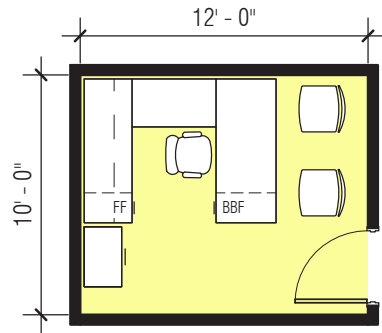
WS2
WORK STATION
42 SF ACTUAL
60 SF WITH CIRCULATION



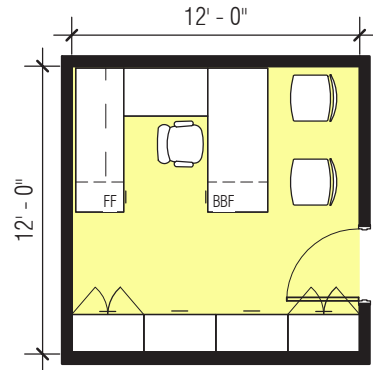
WS4
WORK STATION
56 SF ACTUAL
80 SF WITH CIRCULATION

4 – SPATIAL DIAGRAMS

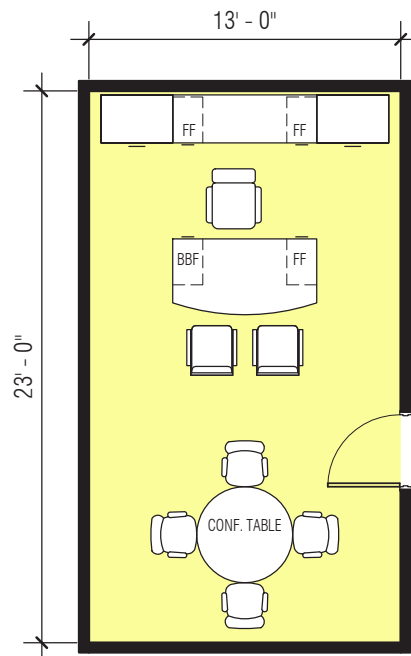
Private Offices



PO2
PRIVATE OFFICE
120 SF

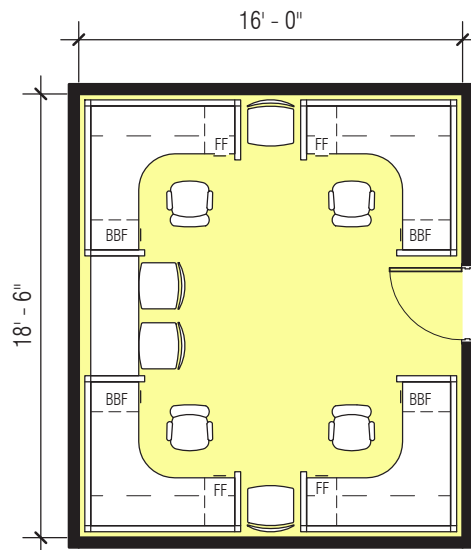


PO3
PRIVATE OFFICE
144 SF



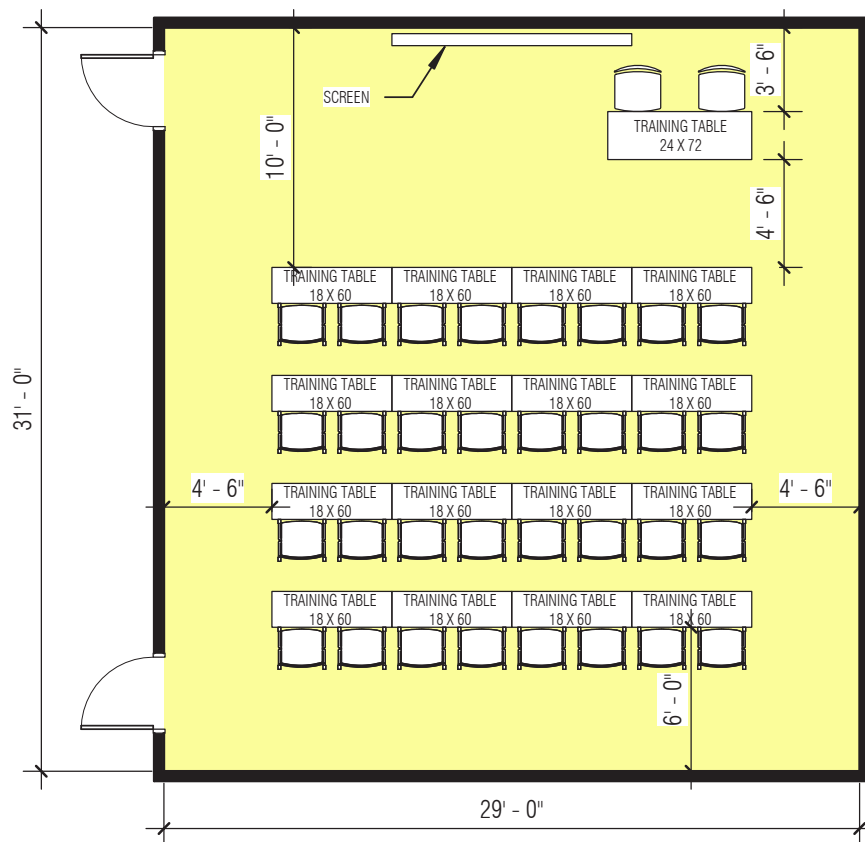
PO6
PRIVATE OFFICE
299 SQ. FT.

Shared Offices



SO2
SHARED OFFICE
286 SF

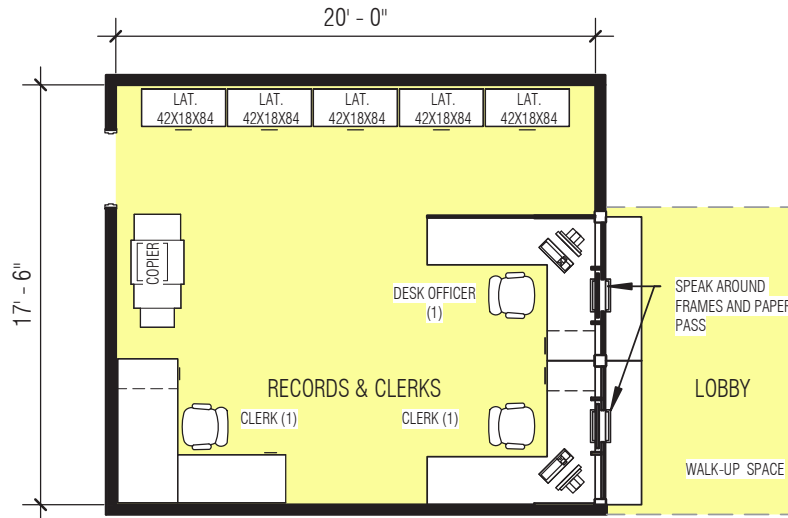
Police Department Spaces



PD-1

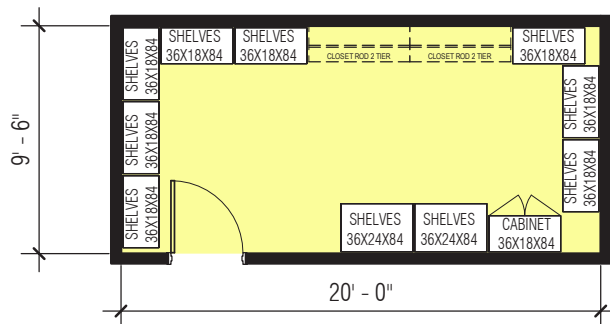
TRAINING ROOM (32+2)
900 SF

Police Department Spaces



PD-2

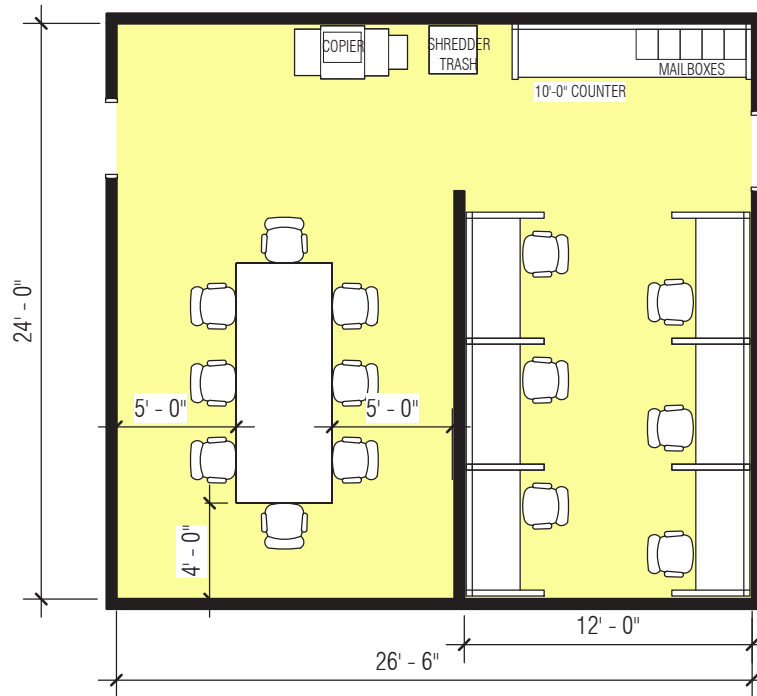
RECORDS/FRONT DESK
350 SF



PD-3

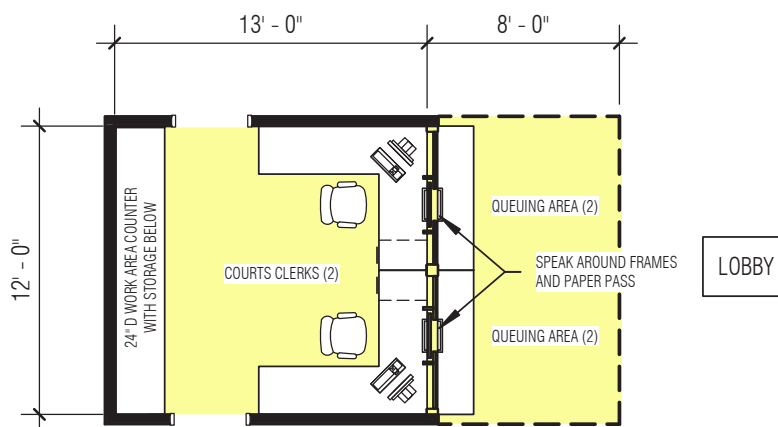
QUARTERMASTER
190 SF

Police Department Spaces



PD-4

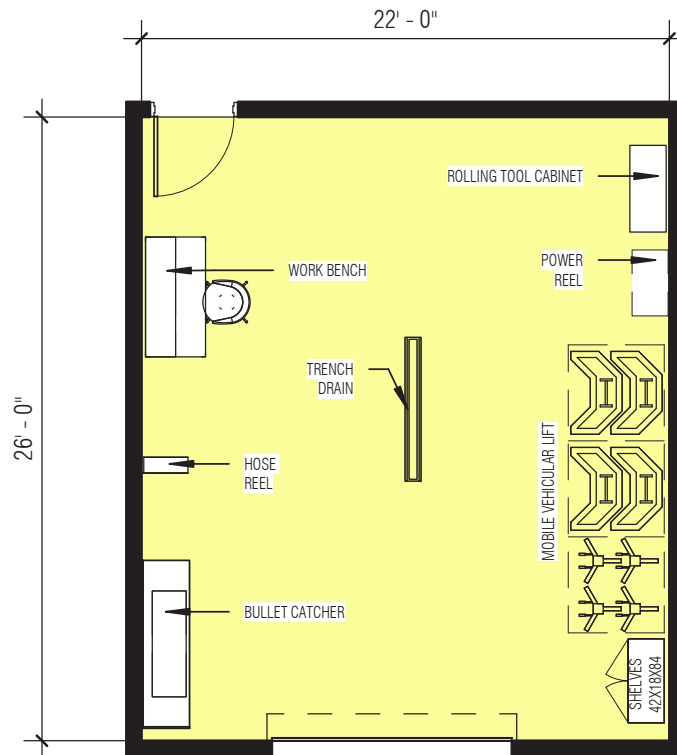
REPORT WRITING/PATROL
636 SF



PD-5

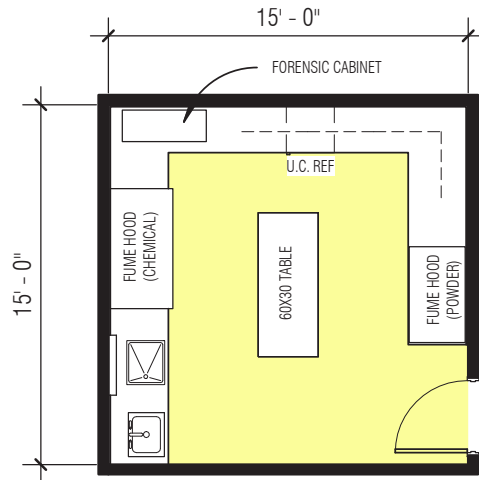
COURTS PAYMENT WINDOW
252 SF
(INCLUDES ADDED QUEUING AREA FOR COURTS)

Police Department Spaces



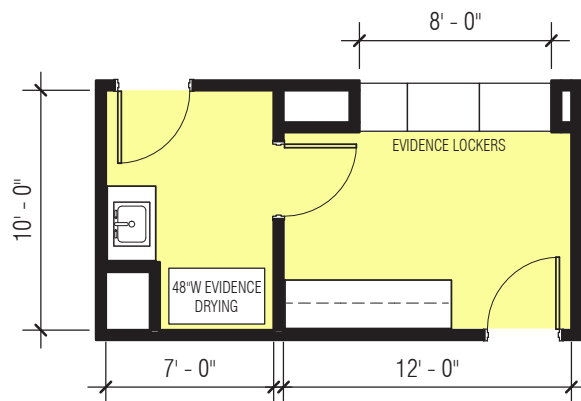
PD-6
VEHICULAR EVIDENCE
572 SF

Police Department Spaces



PD-7 DELETED

PROCESS LAB
225 SF



PD-8

EVIDENCE: DRYING
70 SF

EVIDENCE: PATROL EVIDENCE DROP/LOCKERS
120 SF

4 – SPATIAL DIAGRAMS

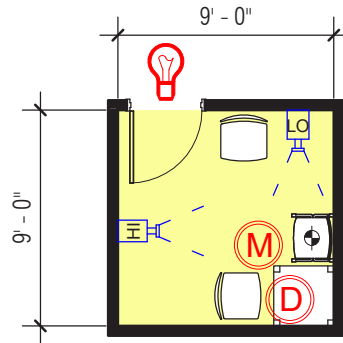
Interview Rooms

LEGEND

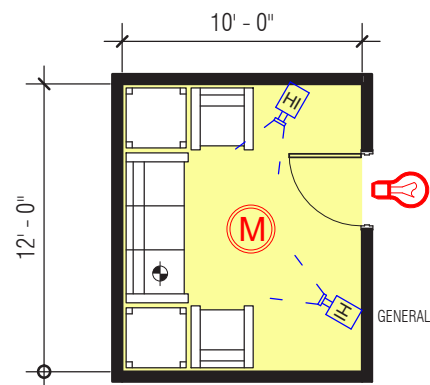
-  HIGH CAMERA, INTENT IS FOR FULL FACE VIEW OF TARGET, MOUNT AT 80" AFF. (COVERT)
-  HIGH CAMERA AT 80" AFF. WIDE VIEW FOR OVERALL ROOM
-  LOW CAMERA, INTENT IS FOR PROFILE IMAGE OF BOTH INTERVIEWER & INTERVIEWEE. MOUNT AT 48" AFF. SHOULD ALSO SEE ENOUGH BELOW TABLES SO THAT HANDS HELD BELOW TABLE CAN BE SEEN (COVERT)
-  CEILING MOUNT MICROPHONE (COVERT)
-  DURESS BUTTON, USUALLY BELOW TABLE ON WALL
-  IN-USE LIGHT, USUALLY TIED TO RECORDING, BUT SOMETIMES TIED TO LIGHTS OR OCCUPANCY SENSOR (OCCUPANCY SENSOR PREFERRED)

RECORDING TRIGGER OPTIONS:

- ALWAYS RECORDING
- AUTOMATIC RECORDING ON OCCUPANCY
- MANUAL RECORDING VIA SWITCH, USUALLY LIGHT SWITCH MARKED AS "IN-USE"



IN2
INTERROGATION ROOM
81 SQ. FT.



IN3
SOFT INTERVIEW ROOM
120 SQ. FT.

5 – POLICE SPACE NEEDS

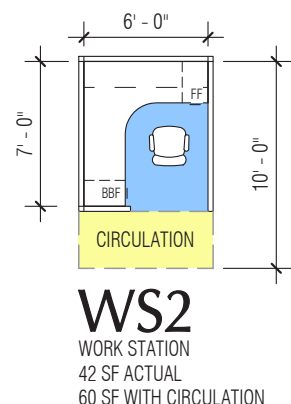
The following pages illustrate the spatial requirements determined through meetings with staff. The sketches reflect needed space to provide efficient, functional spaces and correspond with notations in the Space Needs Assessment, shown in Section 5. These diagrams or sketches will be referred to under the column labeled 'Space Code' on each department sheet of that area.

Explanation of Circulation Factors

The **Circulation Area** is the portion of the Gross (Total) Area, whether or not enclosed by partitions, which are required for physical access to some subdivisions of space. It represents corridors and hallways.

Systems Office Furniture (Work Stations) Circulation:

Contrary to popular perception, systems office furniture does not take up significantly less space. What they do allow is flexibility of that space. A certain amount of area is added to these systems before the department circulation to allow for adequate access to each of the workstations. The drawing at right shows an example of this added area, shaded yellow.



Gross Circulation:

This is a calculation of the space needed to travel to and within the department and the thickness of walls. It is a percentage of the Gross square footage (i.e. the subtotal and the circulation together). This number is calculated (using 25% as an example) by taking the subtotal and dividing it by (100-25) then multiplying by 25. This gives you a number that is 25% of the Gross square footage. $[(\text{Subtotal}/75) \times 25 = \text{gross circulation}]$ This circulation number varies depending on the makeup of the department.



Gross Circulation Example
 $(\text{Subtotal}/75) \times 25 = \text{gross circ}$
 $(800/75) \times 25 = 267 \text{ SF}$
 $800 + 267 = 1,067 \text{ SF Total Area}$

The circulation factors used in this needs assessment are a result of many years of planning and designing this facility type. Each planned/designed facility is reviewed upon completion to verify circulation factors for the next planned facility. Consistent checking and refining of these factors provide reliable and predictable factors that have been used in this report.

Exterior Wall/ Mechanical/Circulation Factor:

After each division is added together to form a component (i.e. Patrol, Admin, Records) then each component has a building envelope and mechanical factor added to it. This number covers the area needed for exterior walls and mechanical systems and circulation between components.



5 – POLICE SPACE NEEDS

Explanation of Department Tables

The table shown below serves as a legend to understanding the tables shown on the following pages that illustrate the projected needs for each department or specialized area of the proposed facility.

Sample Department											
12 Note Code	1 Space Description	2 2018 Staff	3 4 5 Space Codes/Unit Sizes			6 7 8 9 Projected Square Footage Needs					
			Space Code	Unit Size	Unit Area NSF	2028			2038		
						Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space
A	Department Name										
	Waiting (5)				200		1	200		1	200
	Admin Assistant	1	WS	7X8	56	1	1	56	1	1	56
	Files (2 laterals)			2X6	12		1	12		1	12
	Conference Room (6)		CN-A	11X15	165		1	165		1	165
								-			-
	Manager	1	PO3	12X12	144	1	1	144	1	1	144
	Clerk		WS4	7X8	56	1	1	56	1	1	56
	Technician	1	WS4	7X8	56	1	1	56	2	2	112
	Volunteer Workstation		WS2	6X7	42		1	42		1	42
B											
	Storage Room			9X10	90		1	90		1	90
	Work/ Copy/ Coffee/ Coats			9X10	90		1	90		1	90
	Staff Toilet			8X8	64		1	64		1	64
	Net Subtotal							975			1,031
	28% Gross Circ. Factor							379			401
	Total Gross Area [square footage]	3				4		1,354	5		1,432

10
Notes:

Typical Formula is $a \times b = c$

- 1 Description of space or personnel space
- 2 Current staffing numbers (2018)
- 3 Space code identifies spaces listed in space standards
- 4 Unit size describes physical size of space
- 5 Unit area per space or personnel housed within space
- 6 20-year Milestone year (2038) for staff projections
- 7 Number of spaces required (i.e. One conference room is provided)
- 8 Total area equals unit area times number of spaces to develop total area
- 9 Shows additional staff and areas required at the 20-year milestone (2038)
- 10 Notes related to space of personnel space, helping define size or functions
- 11 Reflects walls / circulation as described on previous page
- 12 Additional information or cross reference

5 – POLICE SPACE NEEDS

Police Facility (with Court Clerk Windows + Training)									
City of Bee Cave									
TOTAL BUILDING									
August 21, 2019 update	2018	2038 SF Needs		1st Round Reductions		2nd Round Reductions		3rd Round Reductions	
		15,000 pop.		15,000 pop.		15,000 pop.		15,000 pop.	
Space Description	Staff	Staff	Total Space	Staff	Total Space	Staff	Total Space	Staff	Total Space
Police Summary									
Lobby	-	2	1,686	2	1,686	2	1,307	2	1,261
Supplemental Court Clerk Space				-	477		477		477
Training	-	-	1,567	-	-		-		1,339
Police Administration	4	5	1,668	5	1,668	5	1,551	4	1,476
Investigations	2	4	1,842	4	1,596	4	1,596	4	988
Property & Evidence	-	-	1,820	-	1,820	-	1,496	-	1,474
Patrol	14	26	2,381	26	2,381	26	2,231	27	2,281
Staff Support	-		4,192		4,192		4,192		4,053
Building Support	-	-	1,741	-	1,741		1,683		1,459
Net Subtotal	20		16,897		15,560		14,532		14,807
9% Mech/Bldg. Circ. Factor			1,671		1,539		1,437		1,464
Total Police		37	18,568	37	17,099	37	15,969	37	16,271
Holding									
Temporary Holding	-	-	415	-	415	-	-		
9% Mech/Bldg. Circ. Factor			41		41		-		-
Total Holding		-	456	-	456	-	-	-	-
Police Asset Support Buildings									
Conditioned			924		828		828		785
Non Conditioned			783		783		783		543
TOTAL - Police Facility									
Staff	37			37		37		37	
Gross Building Square Footage			20,731		19,166		17,580		17,600
Square footage savings if 1st Round Reductions taken						1,565			
Square footage savings if 2nd Round Reductions taken						3,151			
Square footage savings if 3rd Round Reductions taken						3,131			

5 – POLICE SPACE NEEDS

Police Facility (with Court Clerk Windows + Training)																	
City of Bee Cave																	
Public Safety Lobby & Training Room																	
August 21, 2019 update			Space Codes/Unit Sizes			2038 SF Needs			1st Round Reductions			2nd Round Reductions			3rd Round Reductions		
						15,000 pop.			15,000 pop.			15,000 pop.			15,000 pop.		
			(a)			(b) (c)			(b) (c)			(b) (c)			(b) (c)		
Note Code	Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space
Public Lobby																	
	Vestibule			8x8	64		1	64		1	64		1	64		1	64
	Lobby (6-8)			20x20	400		1	400		1	400		1	400		1	360
	Information Kiosk (1)							-			-			-			-
	Display							-			-			-			-
	Interview			10x12	120		1	120		1	120		1	120		1	120
	Public Toilets			11x21	231		2	462		2	462		2	128		2	128
	Drinking Fountains			5x5	25		1	25		1	25		1	25		1	25
A	Reception Window(2)		PD-2	17.5x20	350		1	350		1	350		1	350		1	350
B	Records Clerk Workstation		WS2	6x7	60	2		-	2		-	2		-	2		-
C	Files (2+2 5-dr lats)			12x5	60			-			-			-			-
	Copy/Work			7x9	63		1	63		1	63		1	63		1	63
Net Subtotal (Public Lobby)						2		1,484	2		1,484	2		1,150	2		1,110
12% Gross Circ. Factor								202			202			157			151
Total Gross Area [square footage]								1,686			1,686			1,307			1,261
Training Room																	
	Training (32)		PD-1	31X29	900		1	1,035			-			-		1	900
	Storage			10x20	200		1	200		-	-			-		1	150
	Catering/Serving Line/Vest			9x16	144		1	144			-			-		-	-
	Public Toilets			8x8	64			-			-			-		2	128
Net Subtotal (Training Room)								1,379			-			-			1,178
12% Gross Circ. Factor								188			-			-			161
Total Gross Area [square footage]								1,567			-			-			1,339

Typical Formula is a x b = c

Notes:

- A) Two (2) reception windows into Lobby (queuing depth for 2 persons deep each shown); 1 desk officer (lite duty) and 1 record clerk. 3rd clerk shares PD-2 space.
- B) Clerk workstations 'WS2' are inside the Reception Window 'PD-2' space
- C) Files are included in Reception Window 'PD-2'

5 – POLICE SPACE NEEDS

Police Facility (with Court Clerk Windows + Training)																	
City of Bee Cave																	
Public Safety Lobby & Training Room																	
August 21, 2019 update		2018 Staff	Space Codes/Unit Sizes			2038 SF Needs			1st Round Reductions			2nd Round Reductions			3rd Round Reductions		
			(a)			15,000 pop.			15,000 pop.			15,000 pop.			15,000 pop.		
						(b) (c)			(b) (c)			(b) (c)			(b) (c)		
Note Code	Space Description		Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space
Supplemental Court Clerk Space																	
D	Court Payment Window		PD-5	6x21	126		2	252		2	252		2	252		2	252
E	Court Clerks (2)	2	WS2					-			-			-			-
	Court Office		PO2	10x12	120		1	120		1	120		1	120		1	120
F	Work/Copy (share w/police)																
Net Subtotal						-		372	-		372	-		372	-		372
22% Gross Circ. Factor								105			105			105			105
Total Gross Area [square footage]								477			477			477			477

Notes:
off public lobby
shared space for Court Staff
co-located

Notes:
off public lobby
shared space for Court Staff co-located

Typical Formula is $a \times b = c$

Notes:

- A) used at Lobby
 - B) used at Lobby
 - C) used at Lobby
 - D) Courts Payment Window includes queueing depth in Spatial diagram for 2 persons deep at each window in 'PD-5'
 - E) Court Clerk workstations 'WS2' are inside the Court Payment Window 'PD-5'
 - F) same Work/ Copy shown in Lobby 63 SF
- Municipal Court will continue to be held at City Hall

5 – POLICE SPACE NEEDS

Police Facility (w/Court Clerk Windows + Training)																	
City of Bee Cave																	
Police Administration																	
August 21, 2019 update			Space Codes/Unit Sizes			2038 SF Needs			1st Round Reductions			2nd Round Reductions			3rd Round Reductions		
						15,000 pop.			15,000 pop.			15,000 pop.			15,000 pop.		
			(a)			(b) (c)			(b) (c)			(b) (c)			(b) (c)		
Note Code	Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space
Police Administration																	
	Reception/Sub-Waiting																
	Admin Assistant	1	PO2	10x12	120	1	1	120	1	1	120	1	1	120	1	1	120
H	Copy/Work/Coffee (shared)							-			-			-			-
G	Conference (6)			12x16	192		1	192		1	192		1	192		1	192
	Police Chief	1	PO6	13x23	299	1	1	299	1	1	299	1	1	299	1	1	299
	Toilet/Shower			8x11	88		1	88		1	88			-	-	-	-
P	Lieutenant	2	PO3	12x12	144	3	3	432	3	3	432	3	3	432	2	2	288
								-			-			-			-
	Storage			10x12	120		1	120		1	120		1	120		1	120
								-			-			-			-
	Staff Toilet / Shower			8x11	88											1	88
	Staff Toilet			8x8	64			-			-			-			-
Net Subtotal								1,251			1,251			1,163			1,107
25% Gross Circ. Factor								417			417			388			369
Total Gross Area [square footage]			4			5	1,668	5	1,668	5	1,551	4	1,476				

Notes:
not needed; use main lobby
see shared staff support
share with CID
more to public side
see below shower/toilet
deleted 1 to add Sgt @ Patrol
future office or conference
shared w/suite per Chief

Typical Formula is $a \times b = c$

Notes:

- A) used at Lobby
- B) used at Lobby
- C) used at Lobby
- D) used at Court Clerk Window
- E) used at Court Clerk Window
- F) used at Court Clerk Window
- G) shared conference (PD-Admin & CID)
- H) Copy/Work/Coffee shared space (2) at 99 SF; locate central in Adm. and CID
- J) used at Evidence
- K) used at Patrol
- L) used at Patrol
- K) used at Patrol
- L) used at Patrol
- N) used at Asset Support
- P) Lieut. reduced by one(1) but added to Patrol

5 – POLICE SPACE NEEDS

Police Facility (w/Court Clerk Windows + Training)																	
City of Bee Cave																	
Investigations																	
August 21, 2019 update			Space Codes/Unit Sizes			2038 SF Needs			1st Round Reductions			2nd Round Reductions			3rd Round Reductions		
						15,000 pop.			15,000 pop.			15,000 pop.			15,000 pop.		
			(a)			(b) (c)			(b) (c)			(b) (c)			(b) (c)		
Note Code	Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space
Investigations																	
	Visitor Sub-waiting (5)				120		1	120		1	120		1	120		1	120
	Toilet			8x8	64		1	64		1	64		1	64		-	-
	Interview (4)			10x10	100		1	100		-	-		-	-		-	-
	Soft Interview		IN3	10x12	120		1	120		1	120		1	120		1	120
	Reception/Admin Assistant (1)			7x8	80		1	80		-	-		-	-		-	-
G	Conference (6)			12x16	192												
	Interrogation (3)		IN2	9x9	81		1	81		1	81		1	81		1	81
	Detective	2	WS4	7x8	80	4	4	320	4	4	320	4	4	320	4	4	320
	Computer Forensics (2)			10x14	140		1	140		1	140		1	140		-	-
	Staff Toilets			8x8	64			-			-			-			-
H	Copy/Work/Coffee (shared)			9x11	99			-			-			-			-
	Warroom/Conf (10)			12x20	240		1	240		1	240		1	240		-	-
	Equip Storage			8x10	80		1	80		1	80		1	80		1	80
Net Subtotal		2						1,345			1,165			1,165			721
27% Gross Circ. Factor								497			431			431			267
Total Gross Area [square footage]						4		1,842	4		1,596	4		1,596	4		988
Notes:																	
one sub-waiting is fine																	
delete - use lobby																	
delete																	
reduced																	
delete space; lobby/recpt																	
shared - see PD-Adm																	
suspects wait in main lobby																	
1 Det. now over evidence																	
delete per Chief																	
use locker room toilets																	
see shared staff support																	
delete - use Admin Conf																	

Typical Formula is $a \times b = c$

Notes:

- A) used at Lobby
- B) used at Lobby
- C) used at Lobby
- D) used at Court Clerk Window
- E) used at Court Clerk Window
- F) used at Court Clerk Window
- G) shared conference (PD-Admin & CID)
- H) Copy/Work/Coffee shared space (2) at 99 SF; locate central in PD-Admin and CID

Notes:
one sub-waiting is fine
delete - use lobby
delete
reduced
delete space; lobby/recpt
shared - see PD-Adm
suspects wait in main lobby
1 Det. now over evidence
delete per Chief
use locker room toilets
see shared staff support
delete - use Admin Conf

CITY OF
Bee Cave

Typical Formula is $a \times b = c$

- A) *used at Lobby*
- B) *used at Lobby*
- C) *used at Lobby*
- D) *used at Court Clerk Window*
- E) *used at Court Clerk Window*
- F) *used at Court Clerk Window*
- G) *shared conference (PD-Admin & CID)*
- H) *used at shared staff (PD-Adm. & CID)*
- J) **Drop off area. Provide 3-4 cages for items too big for pass-thru lockers; provide open floor space for really large/heavy item (use garage).**

5 – POLICE SPACE NEEDS

Police Facility (w/Court Clerk Windows + Training)																	
City of Bee Cave																	
Patrol																	
August 21, 2019 update			Space Codes/Unit Sizes			2038 SF Needs			1st Round Reductions			2nd Round Reductions			3rd Round Reductions		
						15,000 pop.			15,000 pop.			15,000 pop.			15,000 pop.		
			(a)			(b) (c)			(b) (c)			(b) (c)			(b) (c)		
Note Code	Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space
Patrol																	
P	Lieutenant							-			-			-			-
	Days (Shift A & B)							-			-			-			-
K, P	Sergeant	2	SO2	16x18	250	2	1	250	2	1	250	2	1	250	3	1	286
L	Officer	4				8		-	8		-	8		-	8		-
	Nights (Shift A & B)																
K	Sergeant	2	SO2		250	2		-	2		-	2		-	2	-	-
L	Officer	4				8		-	8		-	8		-	8		-
	Mids (Shift A & B)																
L	Officer	2				4		-	4		-	4		-	4		-
	Animal Control																
	Officer					2		-	2		-	2		-	2		-
L	Report Writing (6)/Briefing (8)		PD-4	24X12	636		1	636		1	636		1	636		1	636
	Briefing Conf (8)		PD-4	24X12													
	Mail																
	Copy/Work/Supplies																
	Equipment Distribution/Storage			9x10	90		1	90		1	90		1	90		1	90
	Conference(4)/Juvenile			10x12	120		1	120		1	120		1	120		1	120
	Quartermaster		PD-3	9.5x20	190		1	190		1	190		1	190		1	190
	Intake & Booking																
	Secure Vestibule			6x8	48		1	48		1	48		-	-		-	-
	Holding (2)			10x10	100		1	100		1	100		1	80		1	80
	Booking counter (1)			10x12	120		1	120		1	120		1	80		1	80
	Staff Vestibule			8x10	80		1	80		1	80		1	80		1	80
	Ice/Water/Utility/Mud			8x10	80		1	80		1	80		1	80		1	80
Net Subtotal						1,714			1,714			1,606			1,642		
28% Gross Circ. Factor						667			667			625			639		
Total Gross Area [square footage]			14			26	2,381	2,381	26	2,381	2,381	26	2,231	2,231	27	2,281	2,281

Typical Formula is $a \times b = c$

Notes:

- A) used at Lobby
- B) used at Lobby
- C) used at Lobby
- D) used at Court Clerk Window
- E) used at Court Clerk Window
- F) used at Court Clerk Window
- G) shared conference (PD-Admin & CID)
- H) used at shared staff (PD-Adm. & CID)
- J) used at Evidence
- K) Sergeants to share office 'SO2' both day and night shifts
- L) Officers typ. in patrol cars; use shared 'PD-4' Report Writing when in station.
- K) used at Patrol
- L) used at Patrol
- N) Listed on Police Parking count chart (3- Site Planning)
- P) Lieut. reduced by one(1) in PD-Adm, but add one (1) at Patrol Sergeant

Notes:
Located in PD-Admin suite
5 sergeants in shared office
office with Day Shift Sgts
use report writing
review briefing set-up options
tasers, tickets, rifles & guns
discuss whether to delete
controlled by Sgts.
deleted
w/combo unit; bench
counter w/detainee locker

5 – POLICE SPACE NEEDS

Police Facility (w/Court Clerk Windows + Training)													
City of Bee Cave													
Staff Support													
August 21, 2019 update		Space Codes/Unit Sizes			2038 SF Needs			1st Round Reductions			2nd Round Reductions		
					15,000 pop.			15,000 pop.			15,000 pop.		
		(a)			(b)			(b)			(b)		
Note Code	Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space
Staff Support													
	Break (8-12)/Kitchen/Vending (2)			18x25	450		1	450		1	450		1
	Staff Toilets Single			8x8	64		4	256		4	256		4
H	Shared Work/Copy/Coffee			9x11	99		2	198		2	198		2
Unisex Locker Room/Staff Toilets													
	Sworn (18"x22"x72")				11		34	374		34	374		34
	Male Staff Toilet (2,3,2 lav.)			11x28	308		1	308		1	308		1
	Female Staff Toilet (2-T, 2-lav)			11x18	198		1	198		1	198		1
	Toilet/Shower Room			11x8	88		3	264		3	264		3
	Dressing Room			5x7	35		2	70		2	70		2
	Exercise Room			30x30	900		1	900		1	900		1
	Defensive Tactics (10)			20x30	600		-	-		-	-		-
	Storage			9x10	90		-	-		-	-		-
Net Subtotal								3,018		3,018			2,918
28% Gross Circ. Factor								1,174		1,174			1,135
Total Gross Area [square footage]								4,192		4,192			4,053

Typical Formula is $a \times b = c$

Notes:

- A) used at Lobby
- B) used at Lobby
- C) used at Lobby
- D) used at Court Clerk Window
- E) used at Court Clerk Window
- F) used at Court Clerk Window
- G) shared conference (PD-Admin & CID)
- H) Copy/Work/Coffee shared space (2) at 99 SF; locate central in Adm. and CID
- J) used at Evidence
- K) used at Patrol
- L) used at Patrol

Notes:
reduced
for depts away from locker room
shared support staff
no civilian lockers
drawer base
reduced
use training room
delete

5 – POLICE SPACE NEEDS

Police Facility (w/Court Clerk Windows + Training)																				
City of Bee Cave																				
Building Support																				
August 21, 2019 update			Space Codes/Unit Sizes			2038 SF Needs			1st Round Reductions			2nd Round Reductions			3rd Round Reductions					
						15,000 pop.			15,000 pop.			15,000 pop.			15,000 pop.					
			(a)			(b)			(c)			(b)			(c)			(b)		
Note Code	Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space			
Building Support																				
	Central Electrical			12x14	168		1	168		1	168		1	168		1	168			
	Electrical Closet			8x9	72		1	72		1	72		1	72		1	64			
	Mechanical			12x14	168		1	168		1	168		1	168		1	168			
	Sprinkler			6x8	48		1	48		1	48		1	48		1	48			
	Building Control/Engineer			9x12	108		1	108		1	108		1	108		-	-			
	Central Janitor			10x12	120		1	168		1	168		1	120		1	120			
	Janitor Closet			6x8	48		1	48		1	48		1	48		1	48			
	Server Room (5+1 racks)			12x20	240		1	240		1	240		1	240		1	200			
	storage cabinets																			
	I.T. Workroom			10x12	120		1	120		1	120		1	120		1	120			
	General Storage			12x14	168		1	168		1	168		1	168		1	140			
	Building Materials			10x12	120		1	120		1	120		1	120		1	120			
Net Subtotal						1,428			1,428			1,380			1,196					
18% Gross Circ. Factor						313			313			303			263					
- Total Gross Area [square footage]		-				1,741			1,741			1,683			1,459					

Typical Formula is a x b = c

Notes:
size reduced
deleted
reduced
reduced
reduced

5 – POLICE SPACE NEEDS

Police Facility (w/Court Clerk Windows + Training)
City of Bee Cave
Asset Support Buildings

August 21, 2019 update			Space Codes/Unit Sizes			2038 SF Needs			1st Round Reductions			2nd Round Reductions			3rd Round Reductions		
						15,000 pop.			15,000 pop.			15,000 pop.			15,000 pop.		
			(a)			(b) (c)			(b) (c)			(b) (c)			(b) (c)		
			Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space			
Note Code	Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF												
	Asset Support Building _ Conditioned																
	Sallyport							-			-			-		-	
	Bay 1-Vehicle Processing (1)		PD-6	22x26	572		1	660		1	572		1	572		572	
	Gun Cleaning (2)/Armory			10x19	190		1	190		1	190		1	190		190	
	Net Subtotal							850		762			762			722	
	8% Gross Circ. Factor							74		66			66			63	
	Total Gross Area [square footage]							924		828			828			785	

Notes:
determined to be not needed
decreased size of bay
reduced

Asset Support Building _ Non-conditioned																
	Bay 2		15x24	360		1	360		1	360		1	360		1	200
	Bike Patrol (bikes, cabinet, bench)		15x12													
	Kennels (2)/storage		15x12													
	Bay 3 - Equip/Traffic		15x24	360			-			-			-			
	Bay 4 -Large Property		15x24	360		1	360		1	360		1	360		1	300
	Bikes						-			-			-			
	Net Subtotal						720		720			720				500
	8% Gross Circ. Factor						63		63			63				43
	Total Gross Area [square footage]						783		783			783				543

Typical Formula is $a \times b = c$

reduced ; just bike patrol (4)
deleted
determined to be not needed
reduced

Specialty Vehicles																
N	Tactical vehicle					-			-			-				-
N	Seized Vehicle					-			-			-				-
N	Equipment Trailer (6'x12')					-			-			-				-
N	(2) Radar Trailer (6'x9')															
N	Emergency Generator/Trailer															

ideally provide covered parking
In open per questionnaire
In open per questionnaire
on trailer

Typical Formula is $a \times b = c$

Notes:

- A) used at Lobby
- B) used at Lobby
- C) used at Lobby
- D) used at Court Clerk Window
- E) used at Court Clerk Window
- F) used at Court Clerk Window
- G) shared conference (PD-Admin & CID)
- H) Copy/Work/Coffee shared space (2) at 99 SF; locate central in Adm. and CID
- J) used at Evidence
- K) used at Patrol
- L) used at Patrol
- N) Listed on Police Parking count chart (3- Site Planning)

CITY OF
Bee Cave



BRINKLEY
SARGENT
WIGINTON
ARCHITECTS

CITY OF
Bee Cave



Appendix 3 – PROJECT BUDGET

Schedule Milestones Dates

OPTION 4A - Demolish existing facility and provide all new construction

Dates are subject to Contractor's Schedule and demolition**

Construction start Aug. 2020

Occupancy late Fall 2021**

Total Development Budget = \$8,986,215 *

The following page shows the total development budget including 'Notes' reflecting cost assumptions based upon a detailed analysis. To develop the estimated construction costs and additional Project Cost estimates, Brinkley Sargent Wiginton Architects utilized past and similar projects.


*additional 6% inflation at Aug 2020 Milestone

Appendix 3 – PROJECT BUDGET




Bee Cave Police Facility New Building - August 2020 Construction Start Project Budget - Brinkley Sargent Wiginton Architects August 22, 2019

	8/22/2019		
Land Acquisition	0	Note A	Notes:
Total	0		Note A: Not included
Testing Services			Note B: To be determined
Site Environmental Assessment	4,000		Note C: 17,600 s.f. @ approximately \$1.50/SF
Existing Building Asbestos Assessment	3,000		Note D: 16,271 @ \$400/SF
Geotechnical Report	8,000		1,328 @ \$250/SF
Materials Testing	26,400	Note C	Note E: Incorporated into construction budget
Total	41,400		Note F: 5,000 SF @ \$16/SF
Construction			Note G: Reuse existing / partial building backup
New Police Building	6,508,400	Note D	Note H: Contingency for design scope modifications and discovered items due to exist. conditions
	332,000	Note D	Note J: Inflation assumptions:
Demolition of existing building	80,000	Note F	- 8/2019 to 8/2020 - 6%
Site Development / Parking	0	Note E	Note K: Projected schedule: August 2020 constr. start
Site Landscape	0	Note E	Note L: Furniture assumptions:
Site Fence / Gates	0	Note E/Y	- Furniture install late July 2021
On-Site Water Retention	0	Note E	- Assumes mostly new furniture
Security Systems	0	Note E	- Assumes re-use of exist.files and shelving
I.T. Infrastructure	0	Note E	- Assumes some donations on exer. equip. and reuse of existing
Covered Parking	0	Note V	Note M: New telephones through separate city budget
Police Equipment / Lockers	0	Note Y	Note N: Modest AV scope of work
Emergency Generator	0	Note G	Note O: Survey previously provided by City.
LEED Enhancements	0	Note A	Note P: Unknown at this time
Construction Contingency	0	Note E	Note Q: Provided by City through furniture vendor
Design Contingency	200,000	Note H	Note R: Temporary police location TBD
Sub-Total	7,120,400		Note S: 1% of construction budget
Inflation	427,224	Note J	Note T: Cost will vary depending on availability / location
Total	7,547,624	Note K	Note U: Estimating in CMAR preconstruction fee
FF&E			Note V: Not currently included but possible Bid Alternate
Furniture	220,000	Note L	Note W: CMAR as optional project delivery method - if used, fee amount would cover estimating
Exercise Equipment	0	Note L	Note X: Relocating line of site tower prior to construction, option to go to fiber may be possibility
Telephones	0	Note M	Note Y: Possible reuse of some existing
A/V Equipment	25,000	Note N	
Total	245,000		
City Budgets			
Art Budget	0		
Site Survey - Tree and Topo	15,000		
Construction Manager at Risk Pre-Const.	7,500	Note W	
Off-Site Utility Development	0	Note P	
Moving Costs	TBD	Note T	
IT Equipment Relocation	TBD	Note T	
Temporary Office Space	TBD	Note T	
Communication Tower relocation	15,000	Note X	
Computers	TBD	Note B	
WTPCUE Water / Wastewater Impact Fees	50,000		
Off-Site Fiber to Site	0	Note B/X	
Owner Contingency	75,476	Note S	
Total	162,976		
Professional Services			
Site Submittal Process	8,000		
TCEQ Submittal Process	2,000		
Estimated Design Services:	905,715		
Architectural, Structural, MEP, Civil, Landscape Arch.			
Audio/Visual Consulting	8,000		
HVAC Building Commissioning	15,000		
TAAS Consultant	2,500		
Technology / Security Consultants Services	12,000		
(BCCP) Endangered Species Participation	18,000		
Furniture Selection	0	Note Q	
LEED Consultation	0	Note A	
Record Drawings	8,000		
Cost Estimating	0		
Reimbursable Costs	10,000	Note U	
Total	989,215		
Total Project Cost	8,986,215		



**Needs Assessment
and Site Analysis**
City Council Update 8.27.2019



Goals of Process

- Understand and quantify Bee Caves current and future **spatial needs** for police and court services.
- Listen and express Bee Cave's **community objectives** for the building and site.
- Evaluate three sites identified by City for **most appropriate location** for new building.

Steps of the Process

1. Inventory of Facilities
 - Architectural condition of building
 - Regulatory agencies, City Codes and Developmental Requirements
 - Site constraints / opportunities
 - Staff questionnaires
 - Maintenance issues
2. Needs Assessment (Current / 20 year at 15,000 pop.)
3. Development Strategy Options for co-located Police and Court for three separate sites
4. Expanded options for locating Police with Court windows on current site
5. Project Budget
6. City Council Update
7. Final Report



Appendix 4 – PRESENTATION



Police with
Court
Window
Building
Program
(17,600 SF)

Police Facility (w/Court Clerk Windows + Training)										
City of Bee Cave										
August 21, 2019 update	2018	2038 SF Needs		1st Round Reductions		2nd Round Reductions		3rd Round Reductions		TOTAL BUILDING
		15,000 pop.		15,000 pop.		15,000 pop.		15,000 pop.		
Space Description	Staff	Staff	Total Space	Staff	Total Space	Staff	Total Space	Staff	Total Space	
Police Summary										
Lobby	-	2	1,686	2	1,686	2	1,307	2	1,261	477
Supplemental Court Clerk Space	-	-	-	-	477	-	477	-	-	-
Training	-	-	1,567	-	-	-	-	-	-	1,339
Police Administration	4	5	1,668	5	1,668	5	1,551	4	1,476	-
Investigations	2	4	1,875	4	1,629	4	1,629	4	988	-
Property & Evidence	-	-	1,820	-	1,820	-	1,496	-	1,474	-
Patrol	14	26	2,381	26	2,381	26	2,231	27	2,281	-
Staff Support	-	-	4,192	-	4,192	-	4,192	-	4,053	-
Building Support	-	-	1,741	-	1,741	-	1,683	-	1,459	-
Net Subtotal	20	-	16,930	-	15,593	-	14,565	-	14,807	-
9% Mech/Bldg. Circ. Factor	-	-	1,674	-	1,542	-	1,440	-	1,464	-
Total Police	37	37	18,604	37	17,135	37	16,005	37	16,271	
Holding										
Temporary Holding	-	-	415	-	415	-	-	-	-	-
9% Mech/Bldg. Circ. Factor	-	-	41	-	41	-	-	-	-	-
Total Holding	-	-	456	-	456	-	-	-	-	
Police Asset Support Buildings										
Conditioned	-	-	924	-	828	-	828	-	785	-
Non Conditioned	-	-	783	-	783	-	783	-	543	-
TOTAL - Police Facility										
Staff	37	37	37	37	37	37	37	37	37	
Gross Building Square Footage			20,767		19,202		17,616		17,600	
Square footage savings if 1st Round Reductions taken										
										1,565
Square footage savings if 2nd Round Reductions taken										
										3,151
Square footage savings if 3rd Round Reductions taken										
										3,167

Appendix 4 – PRESENTATION

Supplemental Court Windows and Office

Police Facility (w/Court Clerk Windows + Training)																
City of Bee Cave																
Public Safety Lobby & Training Room																
August 21, 2019 update		Space Codes/Unit Sizes			2038 SF Needs			1st Round Reductions			2nd Round Reductions			3rd Round Reductions		
					15,000 pop.			15,000 pop.			15,000 pop.			15,000 pop.		
		(a)			(b)			(c)			(b)			(c)		
					Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space
Space Description	2018 Staff	Space Code	Unit Size	Unit Area NSF												
Supplemental Court Clerk Space																
Court Payment Window (2)/Queue Court Clerks (2)	2	WS2	7x18	126	2	252		2	252		2	252		2	252	
Court Office Work/Copy (share w/police)		PO2	10x12	120	1	120		1	120		1	120		1	120	
Net Subtotal							372			372			372			372
22% Gross Circ. Factor							105			105			105			105
Total Gross Area [square footage]							477			477			477			477

Notes:
Court still held at City Hall
off public lobby
space included in line above
doesn't add space for future staff
shared space for other Court staff

Patrol Department

Police Facility (w/Court Clerk Windows + Training)																
City of Bee Cave																
Patrol																
August 21, 2019 update		2018 Staff	Space Codes/Unit Sizes		2038 SF Needs			1st Round Reductions			2nd Round Reductions			3rd Round Reductions		
			15,000 pop.			15,000 pop.			15,000 pop.			15,000 pop.				
			(a)	(b)	(c)	(b)		(c)	(b)		(c)	(b)		(c)		
			Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space		
			Unit Area NSF													
Space Description		Space Code	Unit Size	Unit Area NSF	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space			
Patrol																
Lieutenant							-			-			-			
Days (Shift A & B)							-			-			-			
Sergeant		2	SO2	13.5x18.5	250	2	1	250	2	1	250	3	1	286		
Officer		4				8	-	8	-	8	-	8	-			
Nights (Shift A & B)							-			-			-			
Sergeant		2	SO2		250	2	-	2	-	2	-	2	-			
Officer		4				8	-	8	-	8	-	8	-			
Mids (Shift A & B)							-			-			-			
Officer		2				4	-	4	-	4	-	4	-			
Animal Control							-			-			-			
Officer						2	-	2	-	2	-	2	-			
Report Writing (6)/Briefing (8)		PD-4		636		1	636		1	636		1	636			
Briefing Conf (8)							-			-			-			
Mail							-			-			-			
Copy/Work/Supplies							-			-			-			
Equipment Distribution/Storage			9x10	90	1		90	1		90	1		90			
Conference(4)/Juvenile			10x12	120	1		120	1		120	1		120			
Quartermaster		PD-3	9.5x20	190	1		190	1		190	1		190			
Intake & Booking							-			-			-			
Secure Vestibule			6x8	48	1		48	1		48	-		-			
Holding (2)			10x10	100	1		100	1		100	1		80			
Booking counter (1)			10x12	120	1		120	1		120	1		80			
Staff Vestibule			8x10	80	1		80	1		80	1		80			
Ice/Water/Utility/Mud			8x10	80	1		80	1		80	1		80			
Net Subtotal							1,714			1,714			1,642			
28% Gross Circ. Factor							667			667			639			
Total Gross Area [square footage]		14			26		2,381	26		2,381	26		2,231			
											27		2,819			

Notes:
admin suite
5 sergeants in shared office
office with Day Shift Sgts
use report writing
review briefing set-up options
tasers, ticket writers, rifles, guns
discuss whether to delete
controlled by Sgts.
w/combo unit; bench
counter w/detainee locker

Typical Formula Is a x b = c

Appendix 4 – PRESENTATION

Building Support

Police Facility (w/Court Clerk Windows + Training)												
City of Bee Cave												
Building Support												
August 21, 2019 update	Space Codes/Unit Sizes			2038 SF Needs			1st Round Reductions			2nd Round Reductions		
				15,000 pop.			15,000 pop.			15,000 pop.		
	(a)			(b)	(c)	(d)	(b)	(c)	(d)	(b)	(c)	(d)
Space Description	2018 Staff	Space Code	Unit Size	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space
Building Support												
Central Electrical			12x14	168	1	168	1	168	1	168	1	168
Electrical Closet			8x9	72	1	72	1	72	1	72	1	64
Mechanical			12x14	168	1	168	1	168	1	168	1	168
Sprinkler			6x8	48	1	48	1	48	1	48	1	48
Building Control/Engineer			9x12	108	1	108	1	108	1	108	1	108
Central Janitor			10x12	120	1	120	1	120	1	120	1	120
Janitor Closet			6x8	48	1	48	1	48	1	48	1	48
Server Room (5+1 racks)			12x20	240	1	240	1	240	1	240	1	200
storage cabinets												
I.T. Workroom			10x12	120	1	120	1	120	1	120	1	120
General Storage			12x14	168	1	168	1	168	1	168	1	140
Building Materials			10x12	120	1	120	1	120	1	120	1	120
Net Subtotal						1,428		1,428		1,380		1,196
18% Gross Circ. Factor						313		313		303		263
Total Gross Area [square footage]						1,741		1,741		1,683		1,459

Notes:
Will review after all other SF set
size reduced
deleted
size reduced
size reduced
confirm
size reduced

Asset Support Building

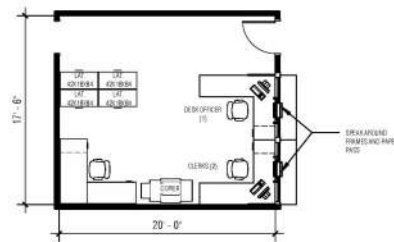
Police Facility (w/Court Clerk Windows + Training)												
City of Bee Cave												
Asset Support Buildings												
August 21, 2019 update	Space Codes/Unit Sizes			2038 SF Needs			1st Round Reductions			2nd Round Reductions		
				15,000 pop.			15,000 pop.			15,000 pop.		
	(a)			(b)	(c)	(d)	(b)	(c)	(d)	(b)	(c)	(d)
Space Description	2018 Staff	Space Code	Unit Size	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space
Asset Support Building - Conditioned												
Sallyport												
Bay 1-Vehicle Processing (1)		PD-6	22x26	572	1	660	1	572	1	572	1	572
Gun Cleaning (2)/Armory			10x19	190	1	190	1	190	1	190	1	150
Net Subtotal						850		762	762			722
8% Gross Circ. Factor						74		66	66			63
Total Gross Area [square footage]						924		828	828			785
Asset Support Building - Non Conditioned												
Bay 2			15x24	360	1	360	1	360	1	360	1	200
Bike Patrol (4 bikes, cabinet, bench)			15x12									
Kennels (2)/Storage			15x12									
Bay 3 - Equip/Traffic?			15x24	360								
Bay 4-Large Property			15x24	360	1	360	1	360	1	360	1	300
Bikes												
Net Subtotal						720		720	720			500
8% Gross Circ. Factor						63		63	63			43
Total Gross Area [square footage]						783		783	783			543

Notes:
not needed
decreased size of bay
reduction

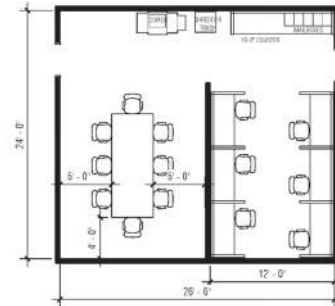
Notes:
reduced, just bike patrol use
deleted
not needed
reduction

Typical Formula is a x b = c

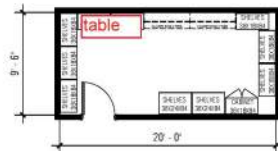
Police Support Functions



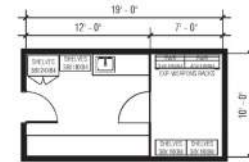
PD-2
RECORD/PRINT DESK
360 SF



PD-4
REPORT WRITING/PRINT
636 SF



PD-3
QUARTERMASTER
190 SF

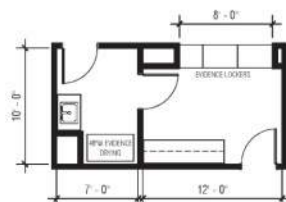


PD-5
GUN CLEANING / ARMORY
190 SF

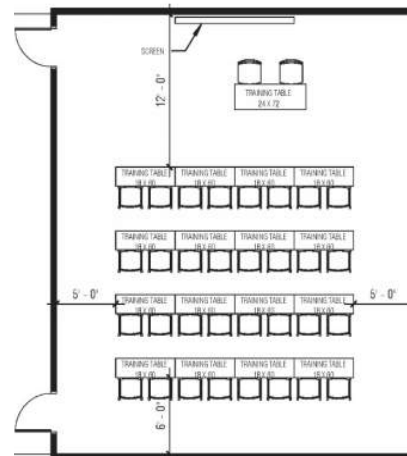
Police Support Functions



PD-7
FORENSIC LAB

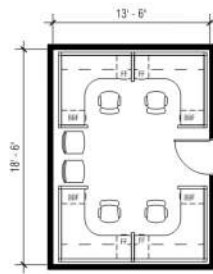


PD-8
EVIDENCE DRYING
70 SF



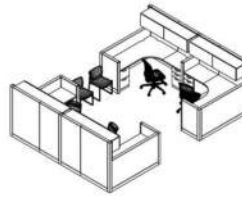
PD-1
TRAINING ROOM (32+2)

Workstation and Private Offices



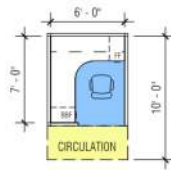
SO2

SHARED OFFICE
250 SF



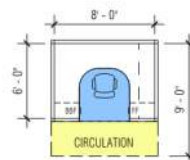
PO2

PRIVATE OFFICE
120 SF



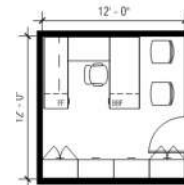
WS2

WORK STATION
42 SF ACTUAL
60 SF WITH CIRCULATION



WS3

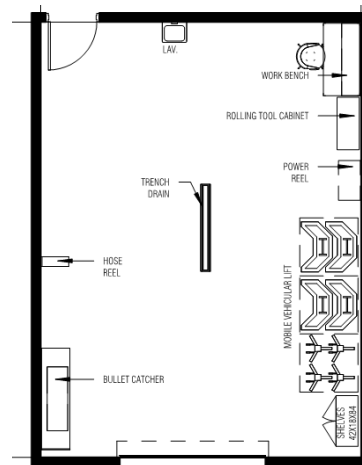
WORK STATION
48 SF ACTUAL
72 SF WITH CIRCULATION



PO3

PRIVATE OFFICE
144 SF

Asset Building



PD-6

VEHICULAR EVIDENCE

Single Room:
Patrol, Briefing,
Armory, Gun
Cleaning, Lockers,
Holding, Evidence
Intake/Processing,
Intoxilizer, Reports,
Quartermaster and
Misc. Storage



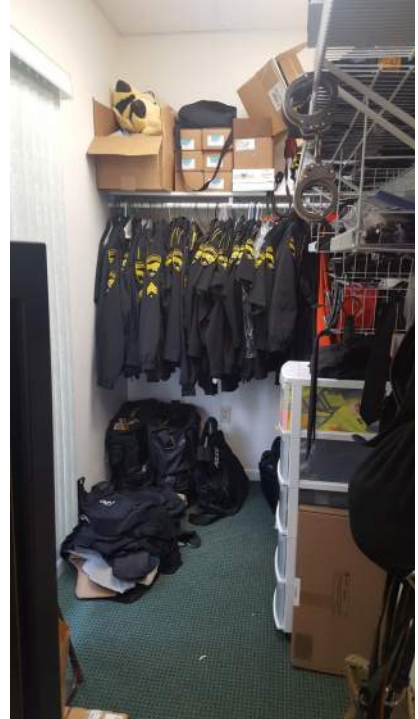
**Holding /
Armory**



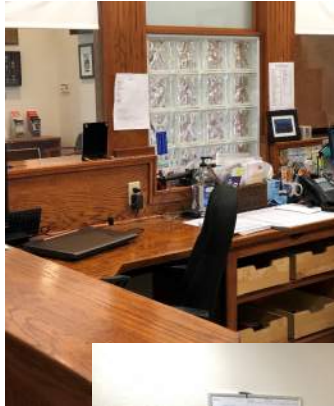
Evidence Storage Issues



Storage Issues



Office Space



Fitness Rm. located upstairs and combined with Storage



W. Bee Cave
Parkway
(Skaggs site)



W. Bee Cave
Parkway
(Skaggs site)



W. Bee Cave Parkway (Skaggs site)



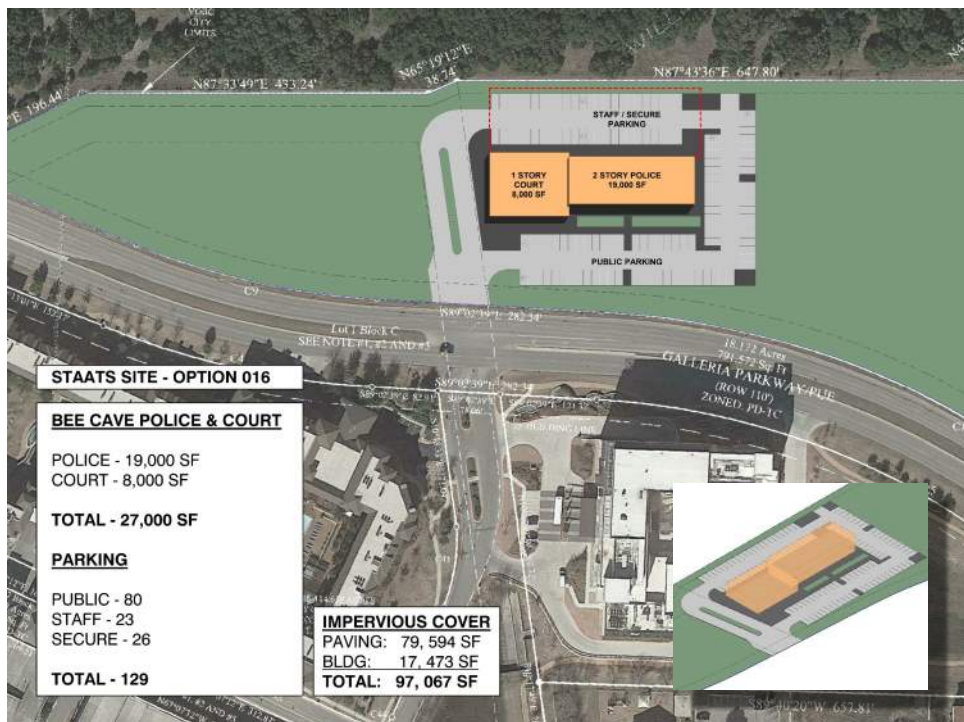
W. Bee Cave Parkway (Skaggs site)



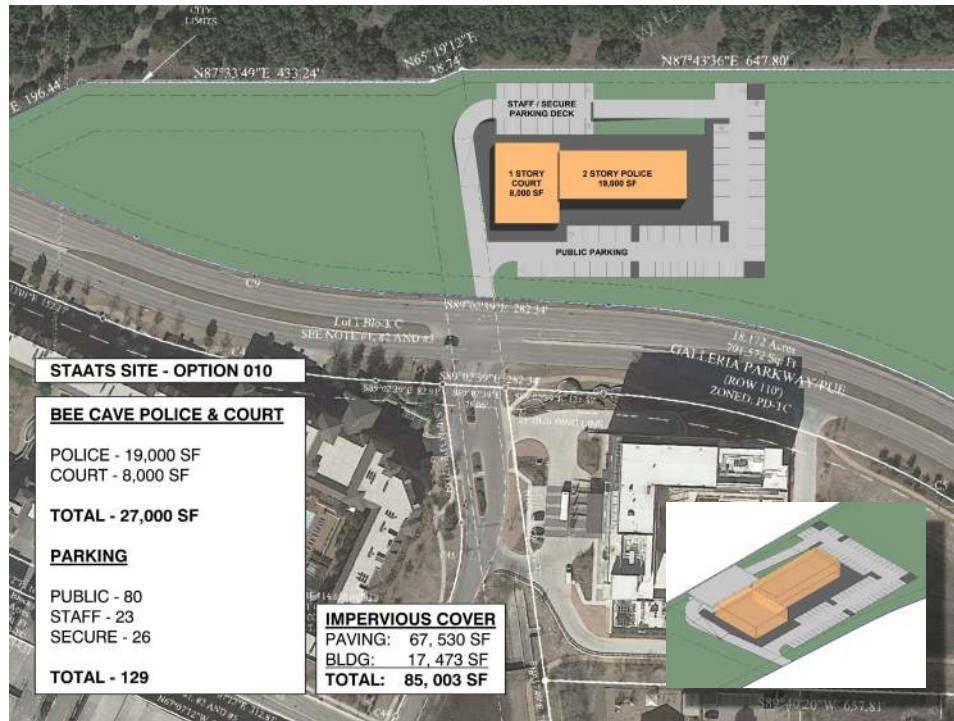
E. Bee Cave
Parkway /
opposite
Market St.
(Staats site)



E. Bee Cave
Parkway /
opposite
Market St.
(Staats site)



E. Bee Cave
Parkway /
opposite
Market St.
(Staats site)



E. Bee Cave
Parkway /
opposite
Market St.
(Staats site)

Deed restrictions make development difficult

- “... use the property for **park and recreational** purpose, and for any other purposes agreed to from time to time by Grantor ...”
- “... to construct ...ball fields, walkways and parking areas ... **totaling 10,000 SF of impervious cover** ...”

Existing
Police
building site



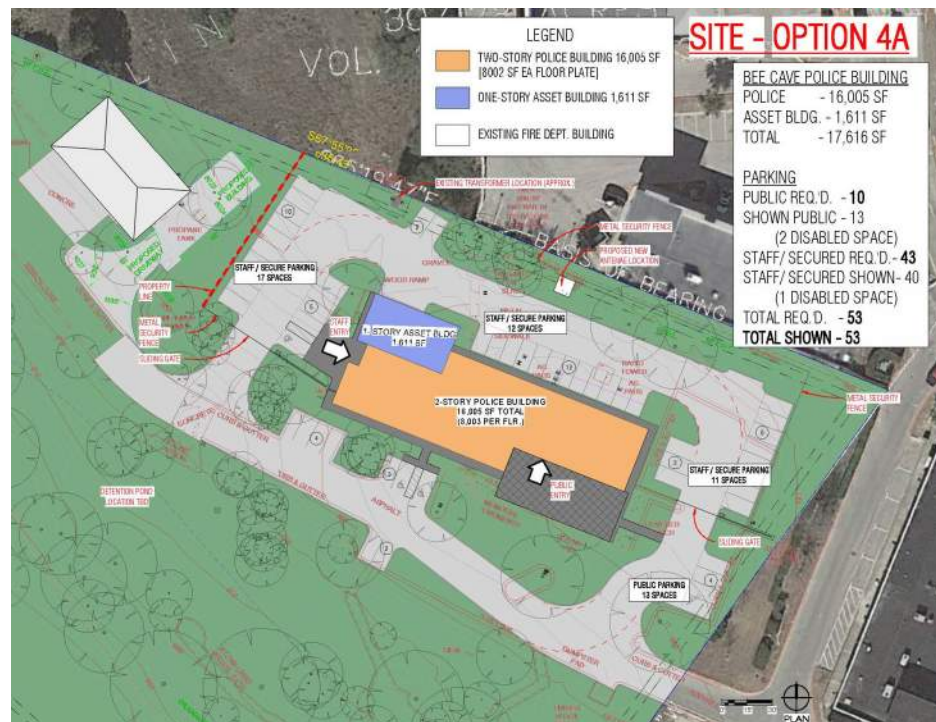
Existing
Police
building site



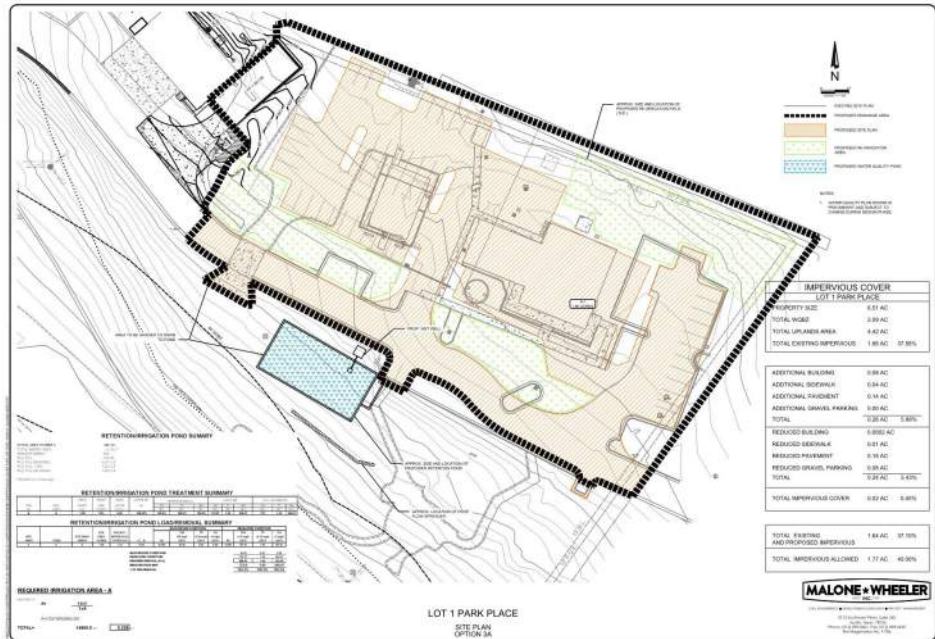
Existing
Police
building site



Existing
Police
building site



Water Quality Pond Location



Existing Police building site



Building Program Status – Big Picture

- Building Construction type to be a balance between economics and durability
- New construction with program will be a two story building
- Accommodation of court fines will be similar to what was offered in earlier building layout - citizens will be able to pay fines with a walk-up court window that is separate from police

Site Issues

- Constraints from existing trees and roadways
- On Edwards Aquifer Contributing Zone
- Limited building pad / parking



Comprehensive Budgeting

Bee Cave Police Facility
New Building - August 2020 Construction Start
Project Budget - Brinkley Sargent Wiginton Architects
August 21, 2019

		8/21/2019	
	Land Acquisition	0	Note A
	Total	0	
■ Testing services	Testing Services		
	Site Environmental Assessment	0	Note B
	Geotechnical Report	8,000	
	Materials Testing	26,400	Note C
	Total	34,400	
■ Construction	Construction		
• Building components	New Police Building	6,508,400	Note D
• Site		332,000	Note D
• Contingency	Demolition of existing building	79,600	
• Escalation	Site Development/Parking	0	Note E
	Site Landscape	0	Note E
	Site Fence/Gates	0	Note Y
	On-Site Water Retention	0	Note E
	Security Systems	0	Note E
	I.T. Infrastructure	0	Note E
	Covered Parking	0	Note V
	Police Equipment/Lockers	0	Note Y
	Emergency Generator	0	Note G
	LEED Enhancements	0	Note A
	Construction Contingency	0	Note E
	Design Contingency	200,000	Note H
	Sub-Total	7,120,000	
	Inflation	427,200	Note J
	Total	7,547,200	Note K

Comprehensive Budgeting

■ Furniture, Fixtures, and Equipment	FF&E		
	Furniture	220,000	Note L
	Exercise Equipment	0	Note L
	Telephones	0	Note M
	A/V Equipment	30,000	Note N
	Total	250,000	
■ City budgets	City Budgets		
• Aid to construction	Art Budget	0	Note A
• Communication tower	Site Survey - Tree and Topo	15,000	
• Computers / phones	Construction Manager at Risk Pre-Const.	7,500	Note W
	Building Environmental Assessment	0	Note P
	Off-Site Utility Development	0	Note P
	Moving Costs	TBD	Note T
	IT Equipment Relocation	TBD	Note T
	Temporary Office Space	TBD	Note T
	Communication Tower relocation	25,000	Note X
	Computers	TBD	Note B
	Off-Site Fiber to Site	0	Note B
	Owner Contingency	75,472	Note S
	Total	122,972	
■ Professional services	Professional Services		
• A/E design fees	Site Submittal Process	8,000	
• Landscape design	TCEQ Submittal Process	2,000	
• Technology / security	Estimated Design Services:	905,664	
• Reimbursables	Architectural, Structural, MEP, Civil, Landscape Arch.		
	Audio/Visual Consulting	12,000	
	HVAC Building Commissioning	15,000	
	TAAAS Consultant	2,500	
	Technology/Security Consultants Services	15,000	
	Interior Design/Furniture Selection	0	Note Q
	LEED Consultation	0	Note A
	Record Drawings	8,000	
	Cost Estimating	0	Note U
	Reimbursable Costs	10,000	
	Total	978,164	
	Total Project Cost	8,932,736	

