



Space Needs Study

**La Crosse  
Police  
Department**

La Crosse, WI

Five   
Bugles  
Design  
a division of Wendel

June 25, 2019

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**INTRODUCTION**

The La Crosse Police Department is currently located in City Hall at 400 La Crosse Street, La Crosse, Wisconsin. City Hall was constructed in 1972 and the Police Department has occupied these same facilities since that time. The City and the Department have both grown in the intervening 47 years in different ways as indicated by the following statistics.

	1970	2018	% Change
City Population	50,286	51,834	.03%
Calls for Service	16,948	64,524	380%
Department Staff (Sworn & Civilian)	78.5	131	67%
Squads	14	61	435%
Square Foot of Building Space	22,500	23,300	.03%

These statistics indicate a continual growth in calls for service that have been met with increased personnel and equipment resources. But also shows a lack of similar growth in the physical space needed for those resources.

One of the reasons for the significant increase in staffing was a restructuring in 2016 that added the Parking Utility to the Police Department. Many staff associated with this department do not regularly occupy the spaces in question with this study, but space is dedicated to managing this effort and there is still reporting and training of these personnel to consider.

Five Bugles Design has been retained to evaluate the following issues:

1. Facility Analysis: The intent of this effort is not to evaluate the physical conditions as much as to determine if conditions within the facility are such that the Police Department can perform their intended duties. Physical facility concerns will be brought forth where they are seen to be inhibiting the performance of daily work activities within the department. Code issues discovered will also be covered here.
2. Space Usage: It is not uncommon for work activities to become disjointed within a facility over time as staff are added and tasks evolve or change. This effort will examine the operational adjacencies within the facility to ensure that the department is functioning safely and efficiently.
3. Space Needs Analysis: This effort will examine the current space allowances within the Police Department and determine if they meet the current need. Space standards, equipment needs and work adjacencies change and evolve over time in any organizations; providing an appropriate work environment is critical to maintaining an efficient working environment.

### **The Study Process:**

The information contained in this report was generated using the following techniques:

1. Touring the facility with Command Staff to assess current facility related policies and procedures. These tours concentrated on the evaluating the conditions in which the staff currently work to identify areas where safety or work efficiency may be being affected by facility related issues.
2. Meetings with the Command Staff to discuss current space utilization as well as the requirements for current and future staff. These interviews explored how the work of the department is currently pursued, what changes could make the work effort more effective, and most importantly, how these work efforts might change in the future; all to evaluate current space usage and future need.
3. Interviews with specific staff as needed to obtain details of work efforts and conditions.

The information gathered has been evaluated against a variety of factors including nationally recognized design practices, recommendations of accrediting agencies and the experience of our staff to generate a series of recommendations regarding La Crosse Police Department's space needs.

### **The Project Team:**

A critical component of any study of this nature is developing a clear understanding of the operational parameters of the department. This project could not have been completed without the assistance of a number of Department staff including Police Chief, Ron Tischer and Assistant Chief, Robert Abraham. Five Bugles Design Primary Staff for this project includes Mike Clark, AIA, Law Enforcement Planner and Mark Taylor, Emergency Services Specialist.

## FACILITY ANALYSIS:

The intent of this portion of the study is to review the existing facilities for functionality specific to its use as a Police Department.

The Police Department occupies approximately 23,300 SF on three floors of the building (basement, first floor and second floor). This portion of City Hall was designed for use as a Police Department, therefore many of the required functions were constructed appropriately in the 1970's and continue in use today. In some cases, renovations have been made to accommodate changing times, keeping the facility in fair condition for its intended use as a Police Department.

Some examples of areas of the department that are in fairly good condition include:

- Finishes throughout the facility have been appropriately refreshed and updated as needed.
- Firearms Training is an important aspect of readiness training in Law Enforcement. The Departments access to their own indoor range is important to their training regimen and should be maintained.
- Evidence intake and storage have the right processes in place to maintain chain of custody for evidence. They are not however necessarily in the right places or have appropriate adjacencies which will be addressed later.
- The department has a number of interview spaces that are appropriately secured and recorded. They are not however necessarily in the right places or have appropriate adjacencies which will be addressed later.
- Staff Locker Room have been upgraded to include larger Law Enforcement Style lockers appropriate for staff use.
- The lobby was renovated in 2015 to provide a ballistic and attack resistant barrier (level III A).
- A recent project has provided additional security for squad cars and critical equipment kept outside.



There are however several items of note where the department is failing to serve the La Crosse Police Department.

**Accessibility:** The Americans with Disabilities Act (ADA) makes certain requirements on public facilities. These requirements exist whether the staff involved are required to be able bodied or not. There appears to have been no upgrades to the facility specific to meeting the requirements of ADA. Our review was not intended to be an exhaustive study of the failures to meet ADA, but some specific failures include toilet rooms and showers that lack adequate turning radiuses and grab bars, door knobs throughout the facility should be lever type. One item of note is that the transaction window at the lobby has appropriate accommodations for the public and access to appropriate public toilet rooms in the City Hall, but these accommodations do not carry through the department itself.

**Gender Equity:** While there are still fewer women pursuing careers in law enforcement than men today, this discrepancy was even larger in the 1970's. In police department's this discrepancy generally becomes evident in locker rooms. The La Crosse Police Department provides the required spaces for both sexes, however increasing staff in the facility has created a condition where a women's locker room was created outside of the secure perimeter of the department; requiring female employees to pass through two security doors to get to their lockers. This condition would likely fail a challenge as providing equal facilities.

**Squad Garage:** A modern squad car can have equipment in it that is equal in value to the cost of that vehicle. Most of this equipment is electronic and does not withstand rapid or extensive temperature swings. Currently the majority of these vehicles are kept outside in an unsecured parking lot. An unheated, enclosed garage building provides secured parking for 8 vehicles, and a current security upgrade will provide secured and covered parking for a number more. Many squads, however, will remain out doors and unsecured.



**Booking and Holding:** The department has a number of interview spaces spread throughout the facility that are appropriately secured and recorded. There is however, no centralized Booking and Holding area where a detained individual can be securely fingerprinted, tested for drugs and alcohol, and interviewed. The lack of centralized spaces for this function means detained individuals are escorted through the building to various locations for these functions. This subject is addressed further under space usage.

**Training:** The current facility has a large classroom space that is used for squad briefings and training. This space is large enough for approximately 30-35 staff, limiting the ability to hold large trainings that include the majority of the department. This space has no ability to store tables and chairs, mats and padding or other equipment to convert the space into a space for more physical training such as Defensive Tactics training.



**General Infrastructure:** This study was not intended to investigate the infrastructure of the building in great detail, however, at 47 years old it is expected that most of the facility's major mechanical, piping and electronic components are likely reaching the end of their life. Any future study that contemplates reuse of this portion of the building should investigate this issue more closely and provide adequate funds to replace aging components.

**Energy Efficiency:** Future planning studies should consider the potential savings from an HVAC equipment upgrade. There have been significant improvements in the efficiency of this equipment in the past decade and substantial savings could be found in operational budgets.

## SPACE USAGE

Police Departments are process driven organizations. These processes are critical to maintaining a safe and efficient work place in a profession that often deals with dangerous individuals in challenging situations and where the proper handling of people, property, and records is vital to successful outcomes.

The Space Usage Diagrams (figures 1-3) indicate a very cohesive organization. Departmental spaces within the organization are generally well grouped allowing for a cohesive work flow throughout the building. The adjacencies of the various departments are also generally well organized to allow for proper inter-departmental communications as well as proper departmental review and oversight.

There are, however a few notable exceptions:

**Evidence processing:** Evidence Lockers and Storage are located on the First Floor. A variety of evidence processing equipment, however is located on the second floor. This practice can lead to improper handling of evidence. Further, the second floor processing spaces is essentially used to access the second floor break room, creating unnecessary traffic and increasing opportunities for contamination of evidence.



In addition to this separation of processing from evidence storage, a concern exists in the placement of temporary evidence lockers in corridors on the first floor. This creates a condition where the evidence must be transferred from these lockers to secure evidence storage via a public corridor. Again creating potential for breaks in the chain of custody or evidence contamination.

**Space Standards:** There is evidence of much overcrowding throughout the facility. Many offices are used by multiple people with inappropriate space allocations, while in other areas some offices are overly large for their use. A number of offices are currently located in converted storage rooms, again creating ineffective use of space and eliminating needed storage space. Both of these practices can be credited with keeping a cohesive operation in place, but lead to other inefficiencies in staff productivity.



**Safety and Security:** While many of the broader issues of staff and public safety have been addressed, such as a secure public lobby with area of refuge and separate staff and public entries, there are some concerns remaining. Specifically, the need to escort detained persons throughout the facility for processing and interviews, creates a risk to sworn and civilian staff.



Figure 1: Basement Space Usage Plan

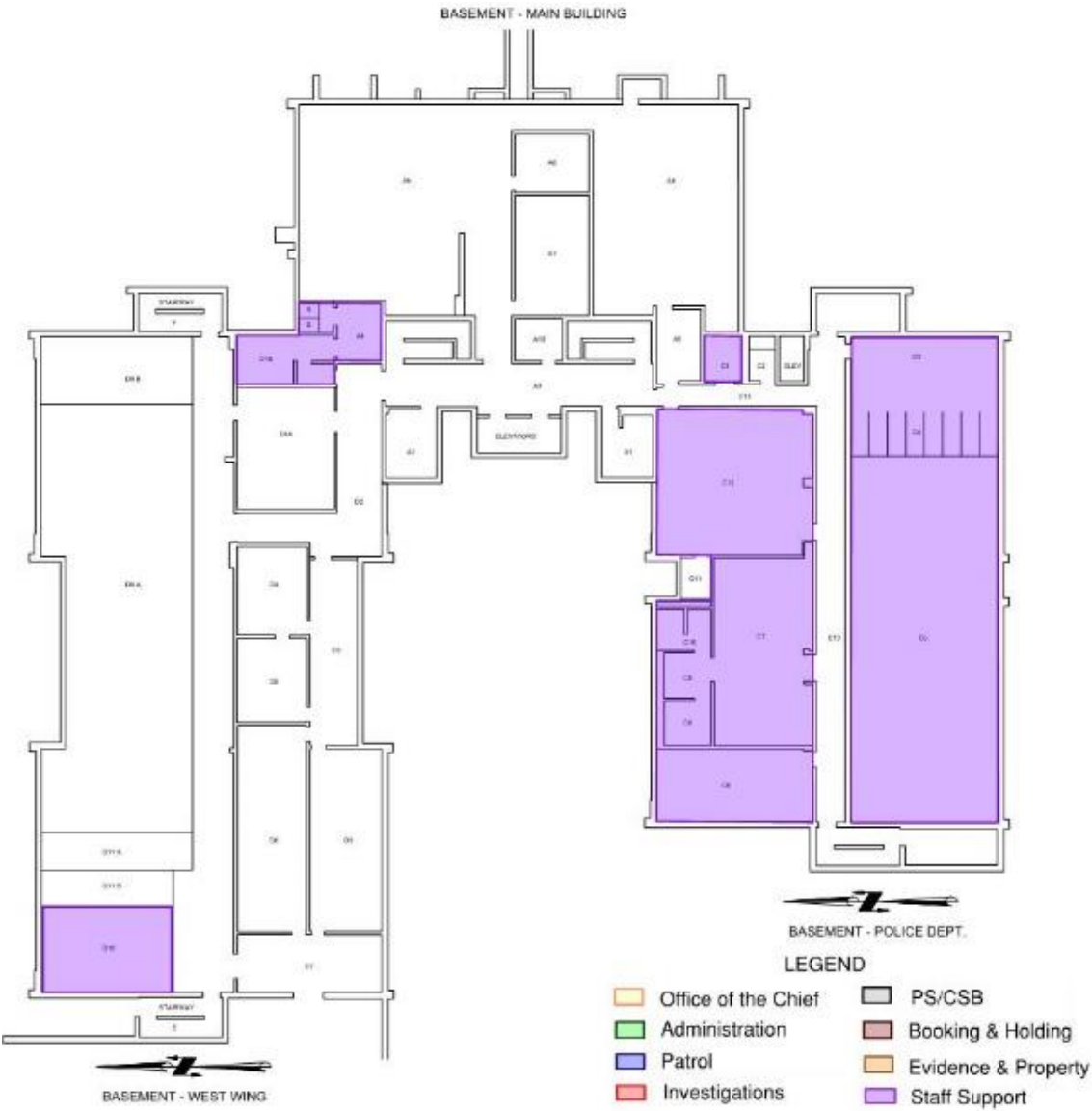


Figure 2: First Floor Space Usage Plan

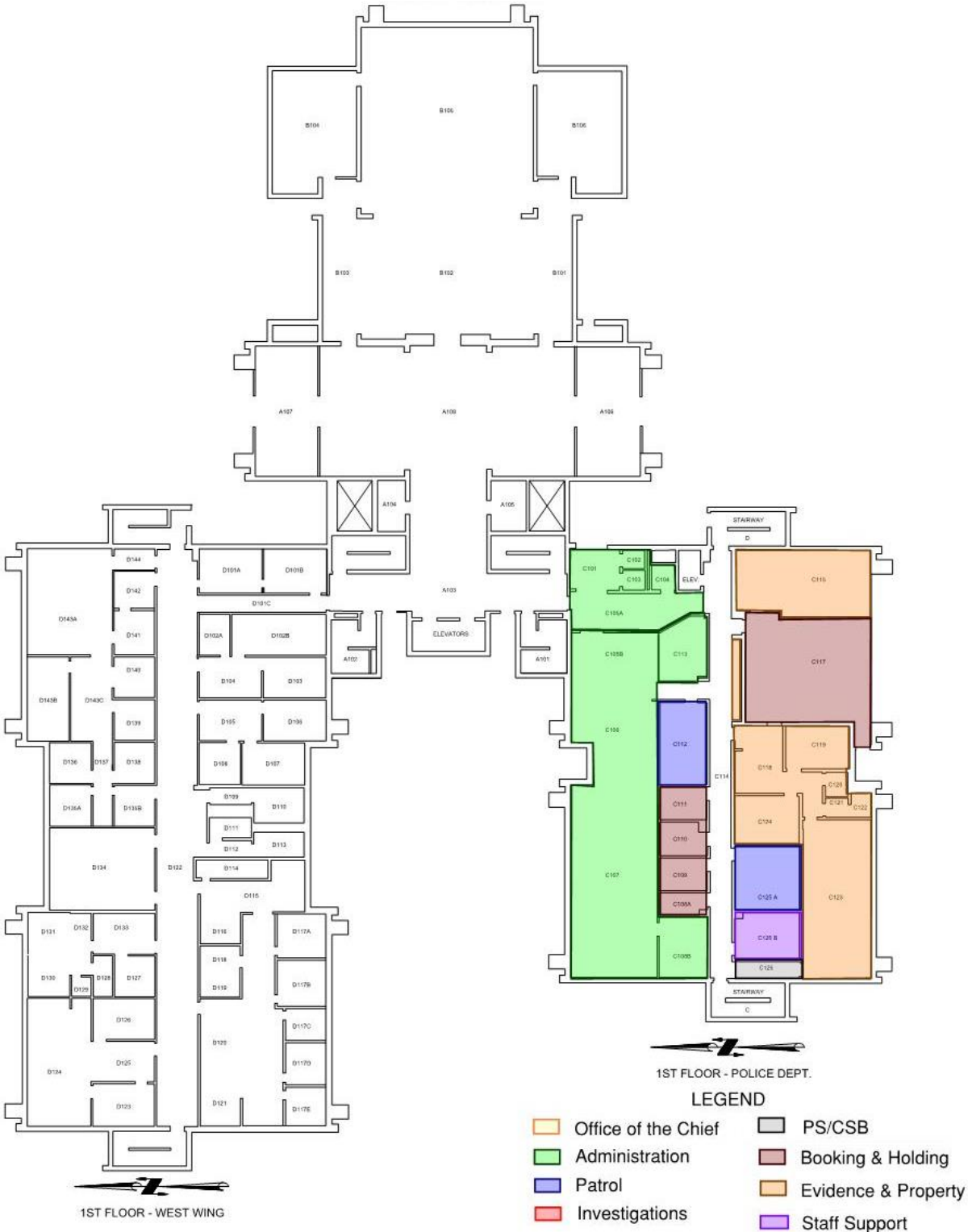
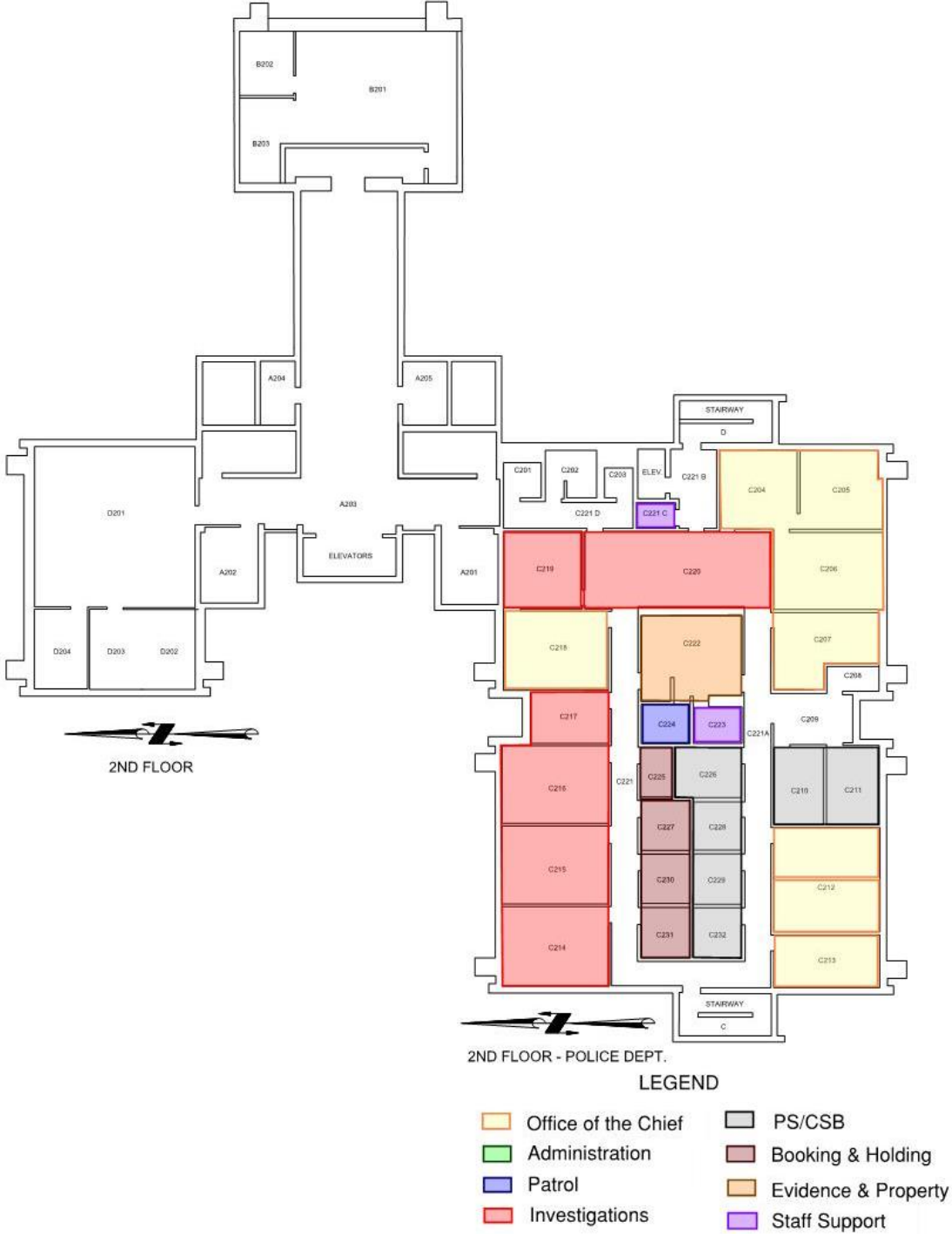


Figure 3: Second Floor Space Usage Plan



**SPACE NEEDS**

This section of the report examines the need of the department from the perspective of applying current code requirements and nationally recognized building standards to the department. It also assumes that currently accepted standards and practices promulgated by the International Association of Police Chiefs and other accrediting agencies are to be applied to the Department. Some of the specific standards considered include:

- State and Local Building Codes including 2015 IBC with Wisconsin Amendments
- Building Owners and Managers Association (BOMA)
- Space standards and practices recognized by the International Associations of Police Chiefs.

Where appropriate, space has been added to assume a minimum of 20 years of growth.

The following chart summarizes the results of the Space Needs Analysis. Details are available in the appendix of this report.

Department	Existing	Recommended
Office of the Chief	1,790 SF	3,275 SF
Public/Administration	2,377 SF	4,163 SF
Patrol	425 SF	2,690 SF
Investigations	1,635 SF	4,214 SF
PS/CSB & Misc. Departments	550 SF	1,464 SF
Booking and Holding	916 SF	1,890 SF
Evidence and Property	1,960 SF	1,661 SF
Operational Support	5,342 SF	13,740 SF
Fleet Support	0 SF	26,290 SF
Mechanical/Electrical/Circulation	8,295 SF**	14,847 SF
<b>Totals</b>	<b>23,290 SF</b>	<b>74,234 SF</b>

\*\* Existing mechanical spaces are shared with City Hall and are not reflected in this number.

It should be noted that Fleet Support spaces above include garage space to include the departments full fleet. A direct comparison between these two numbers would be more accurately portrayed as follows.

<b>Existing Building Total</b>	<b>23,290 SF</b>
<b>Proposed Total without garage</b>	<b>47,944 SF</b>

While this would appear to represent 100% increase in need over the existing, when adjusted for the mechanical spaces that are shared with City Hall the difference is closer to a 60% increase, which is consistent with growth in staff and demand as indicated in the Introduction.

Site Related Space Needs

In addition to the building spaces noted above the department has need for staff and visitor parking. This parking is currently occurring in the City Hall parking lot. Design standards in a modern police department would attempt to separate staff parking from public parking to avoid potential vandalism. If a new facility is considered space will need to be included for a minimum of the following parking spaces:

Public	10
Staff	45
Marked and Unmarked squads	Garage recommended (see above)

Space should also be allotted on site for an emergency generator, trash enclosure.



Figure 4. La Crosse City Hall and Police Station

Potential Construction Costs

Space planning is not part of the scope of this project so the following costs are derived using a square foot cost model based on national resources such as Means Cost Estimating Guide and recent local experience. Only new construction is contemplated here; further planning studies would be needed to effectively evaluate potential addition and renovation efforts. Site acquisition costs have not been included.

Construction Cost (estimated for 2020):	\$21,000,000 to \$25,750,000
Other Costs (FF&E, Tech, Contingencies, Fees)	<u>\$5,400,000 to \$7,850,000</u>
<b>Total Project Cost</b>	<b>\$26,400,000 to \$33,600,000</b>

## CONCLUSIONS AND RECOMMENDATIONS

There are significant space needs evident in the existing facility. These needs are already affecting the operations of facility and will soon limit the ability of the department to expand and adapt to Law Enforcement challenges that may arise in the future.

The facility itself however appears to be in good condition with recent renovations as well as plans for continued upgrades. Unfortunately, none of these upgrades have or will provide for the additional space needed and are unlikely to resolve any of the issues presented in this report.

This study did not include space planning services, so no plans were developed to explore potential expansion options. It would appear that space may exist to the South and West of the existing building that may be adequate for an expansion of the magnitude needed. The City may wish to explore this option as part of a continuation of this report.

### Recommendations

#### NEAR TERM

1. Continued Feasibility Planning: The City and Police Department should commission a study to analyze the following:
  - a. Additions and Renovations. Does adequate space exist on site to support the level of expansion required and what would potential costs be.
    - i. This report should consider issues of continued operations if major renovations of existing space is contemplated.
  - b. New Construction: Given the magnitude of the recommended additions, the City and Department should give consideration to constructing a new Police Station in order to compare and contrast return on investment. This option should consider the following:
    - i. Are 3-5 acres of space available in an appropriate location for a new facility?
    - ii. What City function, if any would relocate into the vacated Police Department space?

**APPENDIX:**  
**SPACE NEEDS SUMMARY**







# SPACE NEEDS SUMMARY

**Project: La Crosse Police Department**

**Location: La Crosse, WI**

**Date:**

**18-Mar-19**

## Public/Administration

Administration Operations	Existing	Length	x	Width	=	Ft <sup>2</sup>	Qty.	Total Ft <sup>2</sup>	Notes
<b>Public Spaces</b>									
Vestibule	105	8	x	10	=	80	1	80	Drug drop off/Safe Room
Waiting Area	235	15	x	30	=	450	1	450	10-12 people with comp. kiosk for payments
Public Toilets	45	8	x	12	=	96	2	192	
Interview Spaces	300	8	x	10	=	80	2	160	Access from Lobby
Fingerprint	30	8	x	10	=	80	1	80	
<b>Administration/Records</b>									
Administrative Serv. Cpt.		12	x	16	=	192	0	0	With office of the Chief
Admin/Sp. Ops Lieutenant		12	x	14	=	168	0	0	See PS/CSB
Admin. Services Sergeant	150	12	x	14	=	168	1	168	Existing includes 40SF storage
Records Supervisor		12	x	14	=	168	1	168	
Spec. Operations Officer		12	x	14	=	168	1	168	Fleet/Court
Spec. Ops Storage		6	x	4	=	24	1	24	
Clerical	1290	6	x	8	=	48	12	576	10 existing
Civilian Aide		8	x	8	=	64	0		Part time limited term employees
Reception	222 see clerical	10	x	18	=	180	1	180	
Current Records		12	x	16	=	192	1	192	High Density Storage
Forms & Supplies		6	x	6	=	36	1	36	
Archive Record Storage		20	x	30	=	600	1	600	
Fax/ Copy		8	x	12	=	96	1	96	Shredder
General Storage		10	x	10	=	100	1	100	
Mail		5	x	12	=	60	1	60	
Quartermaster Storage		10	x	12	=	120	1	120	with Admin Services Serg.
Conference Room	150								
<b>Total</b>	<b>2,377</b>							<b>3,330</b>	<b>Subtotal (Ft<sup>2</sup>)</b>
								<b>833</b>	<b>Efficiency Ratio of 20%</b>
								<b>4,163</b>	<b>Office of the Chief</b>

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# SPACE NEEDS SUMMARY

**Project: La Crosse Police Department**

**Location: La Crosse, WI**

**Date:**

**18-Mar-19**

## Field Services

Administration Operations	Existing	Length	x	Width	=	Ft <sup>2</sup>	Qty.	Total Ft <sup>2</sup>	Notes
<b>Patrol</b>									
Field Services Captain	0	12	x	16	=	192	0	0	With Office of the Chief
Shift Lieutenants Office	160	12	x	14	=	168	3	504	4 cubicles existing/ 3 Lt. Offices future
Patrol Sergeants		4	x	64	=	256	3	768	(3) with 4 per office in 8x8 cubicles
Patrol Officers		6	x	8	=	48	0	0	Squad Room/Work stations
K9 Officer		0	x	0	=	0	3	0	
Park Patrol		0	x	0	=	0	0	0	
School Resource Officer		8	x	8	=	64	0	0	
Civilian Service Employee		12	x	15	=	180	0	0	Work off site. No offices required
Shift Briefing		16	x	20	=	320	1	320	Conference Room for 16
Report Writing Room	200	6	x	6	=	36	6	216	existing 3 desks
Patrol Equipment Storage	65	8	x	10	=	80	1	80	
Patrol Bag/ Personal Storage		10	x	25	=	250	1	250	80 cubbies
Reserves/Auxiliaries Stor.		8	x	10	=	80	1	80	plus police explorers
Park Patrol Unit		0	x	0	=	0	0	0	Bike, ATV, Mounted
K9 Unit Storage		6	x	4	=	24	1	24	5 canines
Training Equip. Storage		8	x	10	=	80	0	0	Red Man suit and supplies?
Kennels		4	x	10	=	40	0	0	
Exterior Run		10	x	150	=	1500	0	0	
Mounted Unit		10	x	150	=	1500	0	0	Storage for tack, trailer, uniform
Animal Control		20	x	20	=	400	1	400	off of garage
Motorcycle Unit									
Bicycle Unit									See Fleet Services
<b>Total</b>	<b>425</b>							<b>2,242</b>	<b>Subtotal (Ft<sup>2</sup>)</b>
								<b>448</b>	<b>Efficiency Ratio of 20%</b>
								<b>2,690</b>	<b>Patrol</b>

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# SPACE NEEDS SUMMARY

**Project: La Crosse Police Department**

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**18-Mar-19**

## Investigative Services Bureau

Services	Existing	Length	x	Width	=	Ft <sup>2</sup>	Qty.	Total Ft <sup>2</sup>	Notes
<b>Investigations</b>								<b>0</b>	
Investigative Services Capt.	0	12	x	16	=	192	0	0	With Office of the Chief
Detective Lieutenant	135	12	x	14	=	168	2	336	
<b>Investigative Units</b>									Drug, White Collar, Juvenile, NRO, Future
Investigations Serg.		10	x	12	=	120	5	600	(5) pods of 3 detectives, one supervisor (serg.), one conference room
Investigators	825	8	x	8	=	64	15	960	
Conf./meeting room		10	x	12	=	120	5	600	
Juvenile Record Storage		8	x	10	=	80	0	0	Part of Records
Neighborhood Resource Off.	475	6	x	8	=	48	0	0	See Investigative Units
Detectives Admin.		10	x	12	=	120	1	120	Future
Break/Copy/Fax		6	x	4	=	24	1	24	
Computer Forensics		16	x	12	=	192	1	192	
Faraday Room		6	x	8	=	48	0	0	
Evidence Storage		4	x	8	=	32	1	32	Faraday Space
Temporary Evidence		6	x	8	=	48	0	0	
Major Case Room	200	12	x	20	=	240	1	240	
Soft Interview		8	x	10	=	80	2	160	
Victim-Witness		10	x	12	=	120	1	120	
Files and Records	see NRO	6	x	8	=	48	1	48	CI File Room
Equipment Storage	see NRO	8	x	10	=	80	1	80	
Polygraph Examination Room		8	x	8	=	64	0	0	
<b>Total</b>	<b>1,635</b>							<b>3,512</b>	<b>Subtotal (Ft<sup>2</sup>)</b>
								<b>702</b>	<b>Efficiency Ratio of 20%</b>
								<b>4,214</b>	<b>Investigations</b>

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# SPACE NEEDS SUMMARY

**Project: La Crosse Police Department**

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## Miscellaneous Functions

Services	Existing Length	x	Width	=	Ft <sup>2</sup>	Qty.	Total Ft <sup>2</sup>	Notes
<b>Emergency Management</b>								
Dispatch								
Director's Office	30	x	40	=	1200	0	0	
Conference Room	20	x	30	=	600	0	0	
EOC	6	x	10	=	60	0	0	
Equipment Storage	10	x	12	=	120	0	0	
<b>Municipal Court</b>								
Court Room	10	x	12	=	120	0	0	
Judges Chambers	10	x	12	=	120	0	0	
Clerk	6	x	10	=	60	0	0	
Pay Stations							0	
Booking Station								
Finger Print							0	
Photos							0	
<b>Specialized Task Force</b>							0	Drugs/Gangs
<b>Outside Agencies</b>	8	x	8	=	64	3	192	BCA/State Patrol/Probation and Parole in one office
<b>Professional Standards Community Services Bureau</b>								
PS/CSB Captain	0	12	x	16	=	192	0	With Office of the Chief
PS/CSB Lieutenant	140	12	x	14	=	168	1	168
PS/CSB Sergeant	130	10	x	12	=	120	1	120
School Resource Officer	80	6	x	4	=	24	5	120
Special Ops. Admin/DARE	80	10	x	12	=	120	1	120
Crime Analyst	80	8	x	8	=	64	2	128
Spc. Ops Officers		10	x	12	=	120	1	120
<b>Parking Utility</b>							0	Special Ops L
Parking Utility Coord.		12	x	21	=	252	1	252
Parking Utility Clerical		8	x	8	=	64	0	0
Civilian Service Employee	40						0	0
Parking Utility Maint.							0	0
<b>Total</b>	<b>550</b>						<b>1,220</b>	<b>Subtotal (Ft<sup>2</sup>)</b>
							<b>244</b>	<b>Efficiency Ratio of 20%</b>
							<b>1,464</b>	<b>Miscellaneous Functions</b>



# SPACE NEEDS SUMMARY

**Project:** La Crosse Police Department

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**18-Mar-19**

## Patrol / Booking / Evidence

Administration Operations	Existing	Length	x	Width	=	Ft <sup>2</sup>	Qty.	Total Ft <sup>2</sup>	Notes
<b>Booking/Holding</b>									
Sally port	706	30	x	12	=	360	2	720	Includes Patrol Go Bags
Booking/ Intake Process		10	x	15	=	150	1	150	
Finger Printing		6	x	5	=	30	1	30	
Booking Photo		10	x	5	=	50	1	50	
Personal Property Lockers		5	x	5	=	25	1	25	
Intoxilyzer		5	x	8	=	40	1	40	
Holding Cells		7	x	10	=	70	0	0	
Wet Cells		7	x	10	=	70	0	0	
Group Holding		7	x	10	=	70	0	0	35sf per person
Juvenile Holding		10	x	7	=	70	0	0	
Hard Interview Room	160	8	x	10	=	80	4	320	3 existing 2nd floor, 4 future
Soft Interview		10	x	12	=	120	0	0	
Toilet/Shower		10	x	8	=	80	1	80	
Video Recording Equipment	50	8	x	10	=	80	1	80	
Public Release/vestibule		10	x	8	=	80	1	80	
<b>Total</b>	<b>916</b>							<b>1,575</b>	<b>Subtotal (Ft<sup>2</sup>)</b>
								<b>315</b>	<b>Efficiency Ratio of 20%</b>
								<b>1,890</b>	<b>Booking and Holding</b>

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# SPACE NEEDS SUMMARY

**Project: La Crosse Police Department**

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**18-Mar-19**

## Evidence and Property

Administration Operations	Existing Length	x	Width	=	Ft <sup>2</sup>	Qty.	Total Ft <sup>2</sup>	Notes	
<b>Evidence/Property</b>									
Evidence Intake	200	8	x	18	=	144	1	144	All testing done by officers
Evidence Drying Cabinets		4	x	6	=	24	2	48	
CSI Equipment Storage		6	x	8	=	48	1	48	
Lab Space	290	6	x	10	=	60	1	60	with small sink
Photography		6	x	6	=	36	1	36	
Fume Hood		8	x	5	=	40	1	40	
Equipment Storage	140	6	x	6	=	36	1	36	
Other		6	x	6	=	36	0	0	
Evidence Clerical Space	165	8	x	14	=	112	1	112	Clerical only
Supervisor		10	x	12	=	120	0	0	
Evidence Technician	165	8	x	8	=	64	0	0	See Evidence Clerical
Evidence Storage-general	550	20	x	30	=	600	1	600	High Density
Evidence Storage-weapons		4	x	6	=	24	1	24	Closet in Storage Room
Evidence Storage-drugs		8	x	12	=	96	1	96	Closet in Storage Room. HEPPA Filters
Money Storage		4	x	6	=	24	1	24	
Evidence Storage-biological		2	x	3	=	6	3	18	Fridge and freezer in Storage Room
Evidence-large items		10	x	20	=	200	1	200	Accessible to garage
Vehicle/Large Evid. Process	450	10	x	20	=	200	0	0	Fence off area in new garage
Evidence Return		8	x	10	=	80	0	0	Through front lobby
Janitors Closet	20	4	x	6	=	24	1	24	
<b>Total</b>	<b>1,960</b>							<b>1,510</b>	<b>Subtotal (Ft<sup>2</sup>)</b>
								<b>151</b>	<b>Efficiency Ratio of 10%</b>
								<b>1,661</b>	<b>Evidence and Property</b>

**NOTES:**

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# SPACE NEEDS SUMMARY

**Project: La Crosse Police Department**

Location: La Crosse, WI

Date:

18-Mar-19

## Investigations / Operational Support

Services	Existing Length	x	Width	=	Ft <sup>2</sup>	Qty.	Total Ft <sup>2</sup>	Notes																																										
<b>Operational Support</b>																																																		
<b>Training</b>																																																		
Community/Training room	725	40	x	50	=	2000	1	2000	Public Access = 50 people at tables and chairs, 100 chairs only																																									
A/V Equipment		6	x	10	=	60	1	60																																										
Chair and Table Storage		10	x	12	=	120	1	120																																										
Mats/Equipmnet Storage		10	x	12	=	120	0	0																																										
General Storage		10	x	12	=	120	0	0																																										
Back up EOC Storage		6	x	10	=	60	0	0	Storage for bins or totes?																																									
General Conferece Rm		12	x	15	=	180	0	0																																										
Toilet Rooms		10	x	12	=	120	2	240																																										
<b>Defensive Tactics Training</b>																																																		
General Storage		10	x	12	=	120	1	120																																										
<b>Armory</b>																																																		
Firing Range	2000	75	x	30	=	2250	1	2250																																										
Gun Cleaning Room	285	8	x	12	=	96	1	96																																										
Ammunition/Target Storage		2	x	8	=	16	1	16																																										
SRT/SWAT/ERU		10	x	20	=	200	1	200																																										
<b>Staff Support</b>																																																		
Gender specific locker rooms																																																		
Mens Locker Room	850	3	x	8	=	24	120	2880																																										
Women's Locker Room		3	x	8	=	24	30	720																																										
Men's Toilet w/Shower		12	x	10	=	120	2	240	Toilet Shower Room																																									
Women's Toilet w/Shower	280	12	x	10	=	120	2	240	Toilet Shower Room																																									
Fitness	350	30	x	30	=	900	1	900																																										
Break Room	220	20	x	20	=	400	1	400	existing = one on each floor																																									
Quartermaster		10	x	12	=	120	0	0	See Administration																																									
General Storage	632	8	x	10	=	80	1	80	on second floor																																									
Quiet/Mental Health Spaces		8	x	10	=	80	2	160																																										
<b>Janitorial Spaces</b>																																																		
		8	x	8	=	64	2	128																																										
<table border="0" style="width: 100%;"> <tr> <td style="width: 15%;"></td> <td style="width: 10%;">Total</td> <td style="width: 10%;">5,342</td> <td colspan="4"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td colspan="8"></td> <td style="text-align: right;">11,450</td> <td>Subtotal (Ft<sup>2</sup>)</td> </tr> <tr> <td colspan="8"></td> <td style="text-align: right;">2,290</td> <td>Efficiency Ratio of 20%</td> </tr> <tr> <td colspan="8"></td> <td style="text-align: right; background-color: #f0f0f0;">13,740</td> <td style="text-align: center; background-color: #f0f0f0;">Operational Support</td> </tr> </table>											Total	5,342																	11,450	Subtotal (Ft <sup>2</sup> )									2,290	Efficiency Ratio of 20%									13,740	Operational Support
	Total	5,342																																																
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								2,290	Efficiency Ratio of 20%																																									
								13,740	Operational Support																																									



# SPACE NEEDS SUMMARY

**Project:** La Crosse Police Department

**Location:** La Crosse, WI

**Date:**

18-Mar-19

## L.E. Garage Facility

Garage Facility	Existing	Quantity	Area		
Squad Car Parking	1600	61 existing (total vehicle count)	21,000	60 Future (squads only)	
Vehicle Impound			0		
Bicycle Storage			0		
Equipment Storage			0		
Speed Trailers			0		
SRT Transport				350	1 existing
Armored Vehicle				1000	2 existing
Vehicle Evidence Processing				500	
Transport Van				350	1 existing
ATV/Snow mobiles/Boats				350	1 existing boat
Cold Storage Building				0	
Yard maintenance equip				0	
<b>Bicycle Unit</b>					
Bike Storage			350	8 bikes, 2 segways	
Maintenance Bench			0		
<b>Animal Control</b>			0		
<b>Property Bikes</b>					
<b>Totals</b>	<b>1600</b>		<b>23,900</b>	<b>Subtotal (Ft<sup>2</sup>)</b>	
			<b>2,390</b>	<b>Efficiency Ratio of 10%</b>	
			<b>26,290</b>	<b>Fleet Support</b>	

**NOTES:**

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# SPACE NEEDS SUMMARY

**Project:** La Crosse Police Department  
**Location:** La Crosse, WI  
**Date:** 18-Mar-19

**Site Program**

<b>Site Parking</b>	<b>Qty.</b>	<b>Notes</b>
Staff Parking	45	Day Shift
Public Parking	10	
Marked Squad Car		
Unmarked Squad Car		
Oversized Vehicle		
Animal Control		
Motorcycle		
Emergency Generator	1	
Trash Enclosure	1	
Mechanical Equipment	1	
Training Center Parking	25	
Other		
Other		

**NOTES:**

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# SPACE NEEDS SUMMARY

**Project:** La Crosse Police Department

**Location:** La Crosse, WI

**Date:**

12-Apr-18

## TOTALS

Space	Existing	Proposed	Notes
Office of the Chief	1,790	3,275	
Public-Administration	2,377	4,163	
Patrol	425	2,690	
Investigations	1,635	4,214	
PS/CSB & Misc. Spaces	550	1,464	
Booking & Holding	916	1,890	
Evidence & Property	1,960	1,661	
Operational Support	5,342	13,740	
Fleet Support	1,600	26,290	

16,595	59,387	Subtotal (Ft <sup>2</sup> )
6,695	14,847	Efficiency Ratio of 20% (Mech./Elect./Plumbing/Circulation)

23,290	74,234	Law Enforcement Total (Ft <sup>2</sup> )
	47,944	Without Garage (No Fleet Support)



# ESTIMATE OF PROBABLE COSTS

Project: La Crosse Police Department

Location: La Crosse, WI

Date:

18-Mar-19

## Potential Costs

Low

High

Remarks

CONSTRUCTION COSTS					
<b>I. Site Acquisition</b>					
Preferred Site			\$0	\$0	
Other Sites			\$0	\$0	
Sub Total			\$0	\$0	
<b>II. Site Development</b>					
			15%	20%	
Site Improvements (Standard hardscape)	15%-20% of building costs		\$2,744,192	\$4,295,090	Typical hardscape
Utility Extensions			\$0	\$0	
Unsuitable Soils/Rock Removal			\$0	\$0	
Additional Storm Water Management			\$0	\$0	
Sub Total			\$2,744,192	\$4,295,090	
<b>III. Building Construction Costs</b>					
	Size	Cost/SF			
RS Means (March. 2018 plus 4%)	47,944	\$299.33	\$14,351,115		Building Only
RS Means (March. 2018 plus 8%)	47,944	\$310.84		\$14,902,952	Building Only
Garage Space - Underground	26,290	\$150.00	\$3,943,500		Assumed below building
Garage Space - Enclosed	26,290	\$250.00		\$6,572,500	Assumed on grade
Sub Total			\$18,294,615	\$21,475,452	
<b>IV. Other Construction Costs</b>					
	Size	Cost/SF			
50 Year Building Construction			Included	Included	Masonry exterior, adhered roof membrane
LED Silver Design Standard			Included	Included	HVAC, BAS, LED,
Sub Total			\$0	\$0	
<b>Total Construction Costs (I-IV)</b>			<b>\$21,038,807</b>	<b>\$25,770,542</b>	

OTHER ('SOFT') COSTS					
<b>V. Furniture, Fixtures and Equipment</b>					
	Size	Cost/SF			
FF&E	2-3% of Building Construction		\$365,892	\$644,264	Furniture, Exercise, etc.
Others			\$0	\$0	Fume hoods, dryers, etc.
Others			\$0	\$0	
Sub Total			\$365,892	\$644,264	
<b>VI. Communications and Technology</b>					
Technology	1-2% of Building Construction		\$182,946	\$429,509	Data systems, backbone, patch panels
Communications/Security			\$80,000	\$120,000	Radio, Tower, Repeaters, Security Systems
Audio Visual Equipment/Alerting	Included above		\$25,000	\$45,000	AV, Personnel management software
Range Equipment	Allowance		\$250,000	\$400,000	
Sub Total			\$537,946	\$994,509	
<b>VII. Contingencies, Inflation and Other Costs</b>					
Inflation to mid-point of construction	3%-5% total construction cost		\$1,162,960	\$1,370,466	Assume spring of 2020 construction start
Owners Contingency	5% of total construction costs		\$1,155,280	\$1,438,989	Unforeseen Conditions, Owner Changes, E&O
Sub Total			\$2,318,241	\$2,809,455	
<b>VIII. Professional Fees and Legal</b>					
Architectural/Engineering	6.5-8% of Construction Costs		\$1,534,458.10	\$2,318,399.76	
Geotechnical Studies			\$35,000	\$60,000	
Commissioning			\$60,000	\$80,000	
LEED/Sustainability			\$0	\$0	
Hazardous Materials			\$0	\$0	
Testing and Inspections			\$35,000	\$55,000	
Permitting/Utility Charges			\$0	\$0	Included above
Legal	2.5-4% of Costs		\$504,824	\$924,569	Cost of borrowing, Att. Fees, etc.
Sub-Total			\$2,169,282	\$3,437,969	
<b>Total Other ('Soft') Costs (V-VIII)</b>			<b>5,391,361</b>	<b>7,886,196</b>	<b>20.4% Soft Costs</b>

<b>TOTAL PROJECT COSTS</b>	<b>26,430,168</b>	<b>33,656,738</b>
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Contact:


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