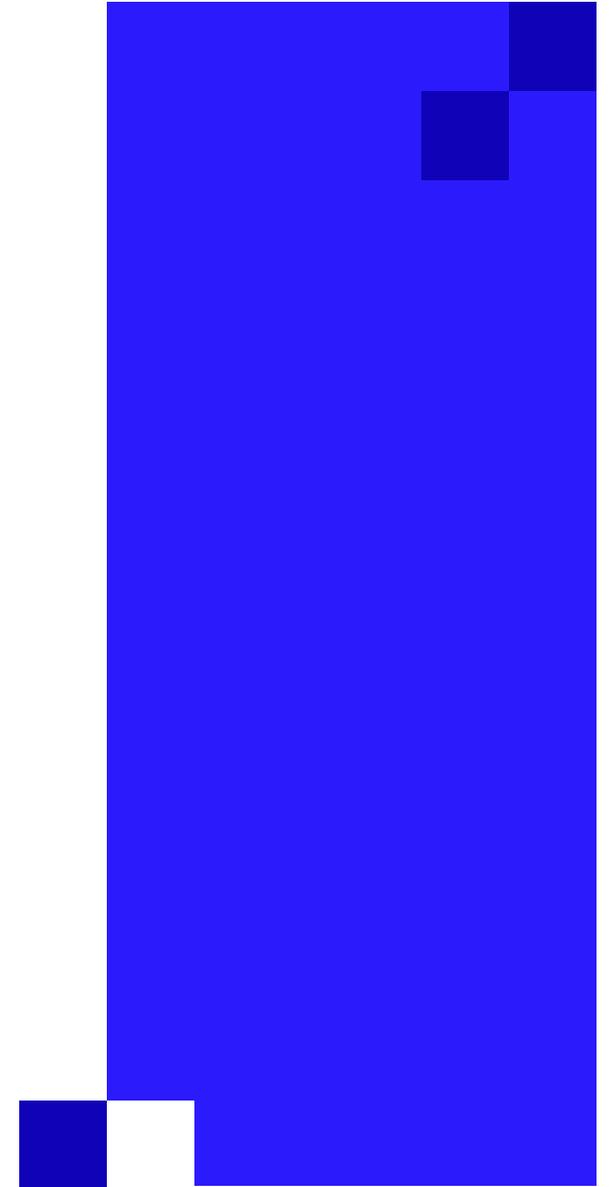


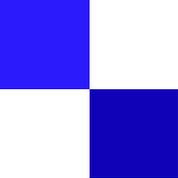
The Future of Town Hall

Public Facilities and Services Committee

Presented: April 7, 2025

Revised: April 10, 2025





Agenda

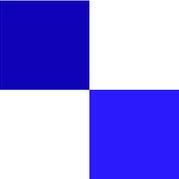
01 Overview of Town Hall Today

02 Goals for a Future Town Hall

03 Proposed Plan as envisioned by the committee

04 Project Budget & Timeline

05 Conclusions



Town Hall Today

■ Historic Home built in 1926

A residential dwelling converted to house 4 government departments (Administration, Public Works, Police Department, and Treasurer). Entrances and building are not ADA accessible.

■ Multi-use Spaces are Small and Inaccessible by the Public

Small conference room for council and internal meetings is not ideal for in person or virtual meetings. Our largest meeting space occupancy is 14 persons. Public events must be held outside or in the foyer.

■ An Office at Capacity

With all staff vacancies filled the current Town Hall occupancy is 19 persons. We currently have up to 29 persons sharing the space not including council members. In addition to aging and inadequate HVAC and mechanical systems to support current utilization.

■ Security and Safety Concerns

Cameras and digital locks on aging doors as the primary defense for modern security threats.



Goals for a Future Town Hall

■ Town Hall for All Residents

Town Hall is largely paid for by residents, and should be utilized for in person meetings, community events, and most of all be ADA accessible.

■ Council Chambers & Committee Meeting Areas

Council meeting areas should allow for in-person attendance by its constituents and should provide a professional virtual experience with updated AV.

■ Reduce Project Cost

Minimize building footprints and reuse existing resources to keep costs down.

■ Modernized Offices

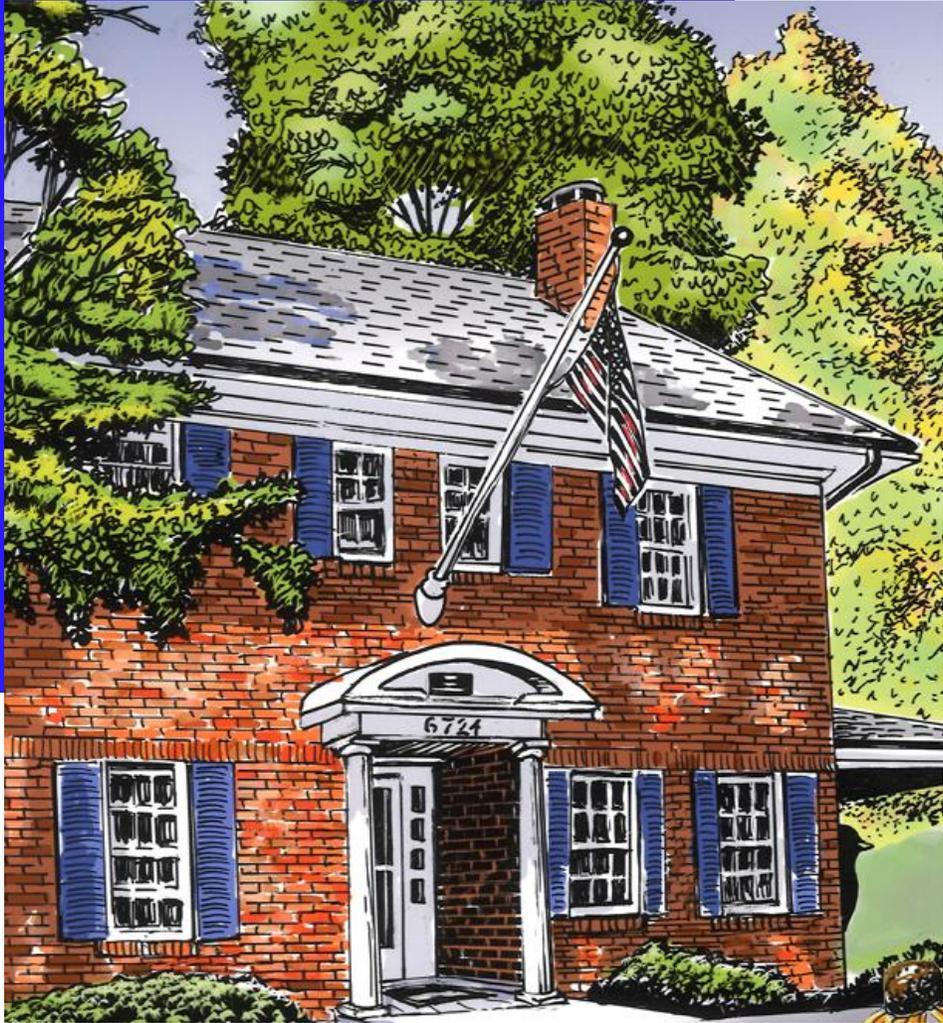
Workspace for our town employees must have adequate heating and air conditioning, break areas, storage facilities, and modernized facilities to maximize support for residents.

■ Safety & Security

Modern safety concerns deserve modern security solutions. Secured entry to Town Hall, and updated Police Department increase safety of residents, staff and visitors.

■ More on-site storage for DPW

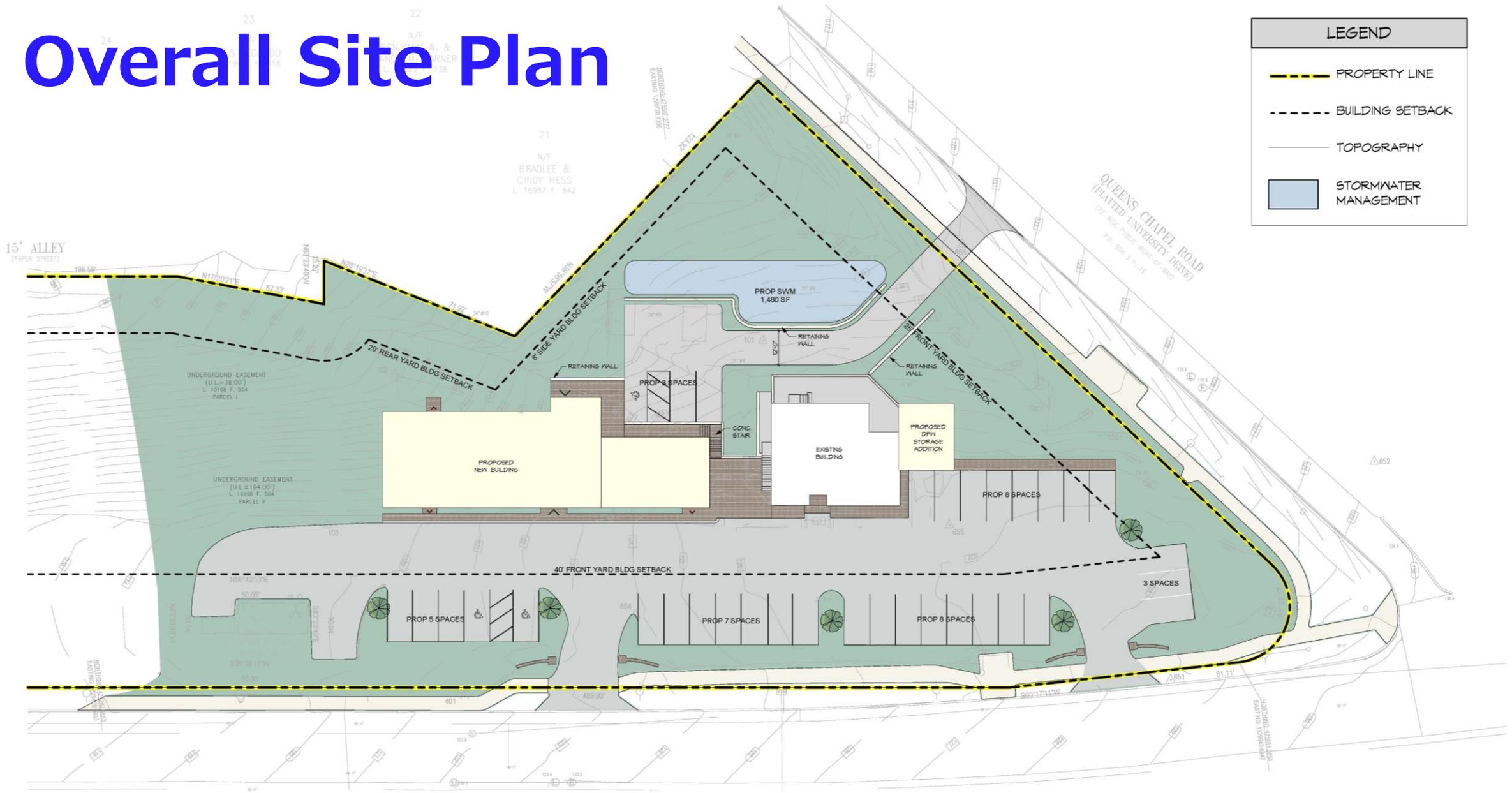
Dept of Public Works spends a lot of time driving between the garage in Bladensburg and Town Hall. Increasing on-site storage for DPW allows for more productive use of time.



Proposed Town Hall Plan

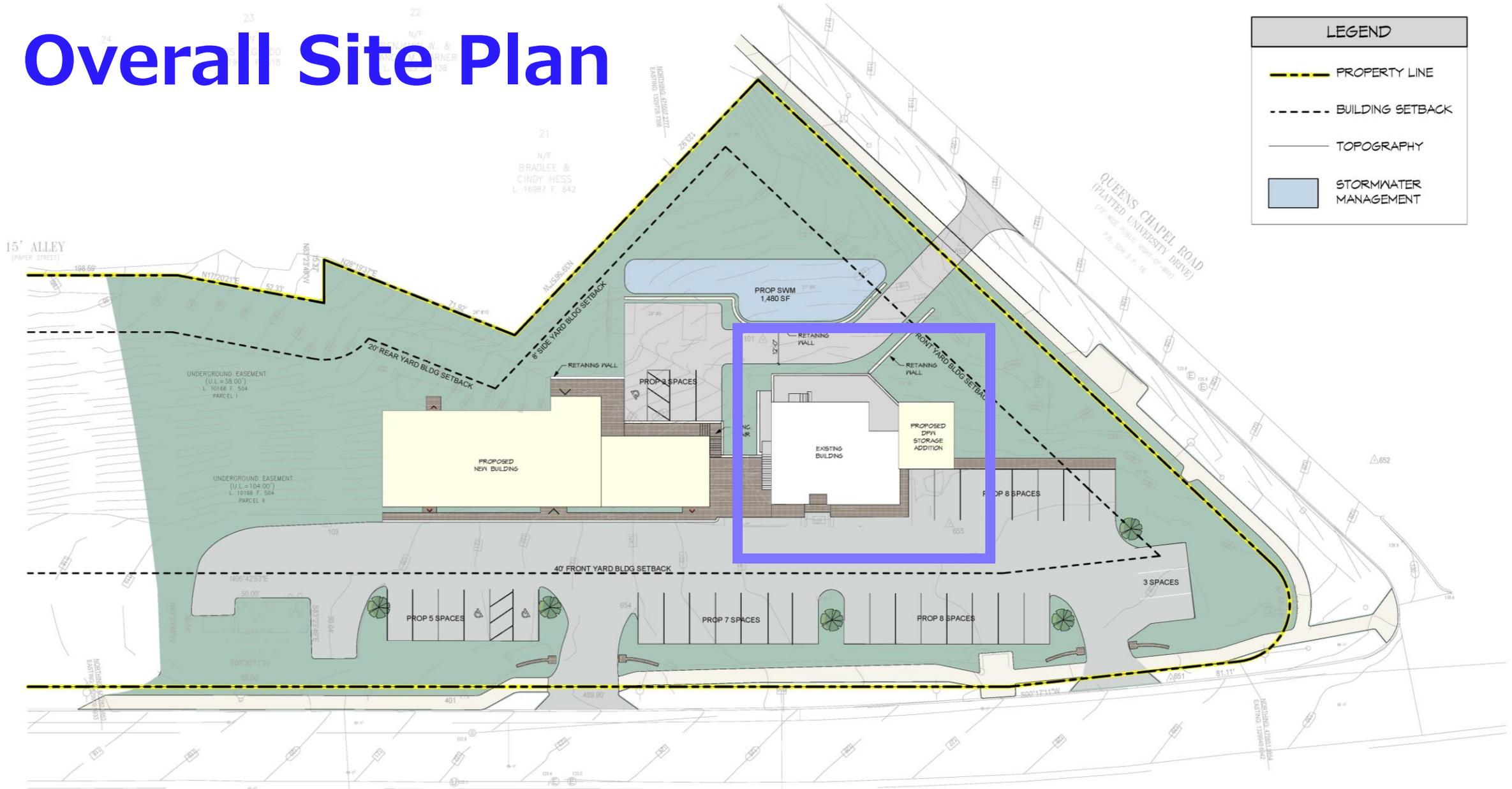
As envisioned by the committee and Town staff

Overall Site Plan



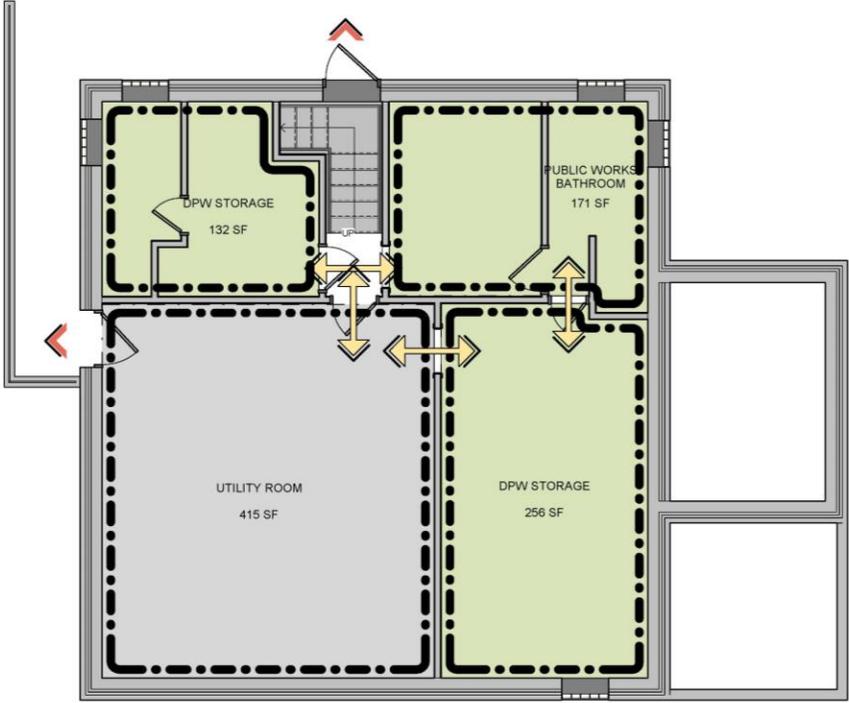
LEGEND	
	PROPERTY LINE
	BUILDING SETBACK
	TOPOGRAPHY
	STORMWATER MANAGEMENT

Overall Site Plan



LEGEND	
	PROPERTY LINE
	BUILDING SETBACK
	TOPOGRAPHY
	STORMWATER MANAGEMENT

Existing Basement

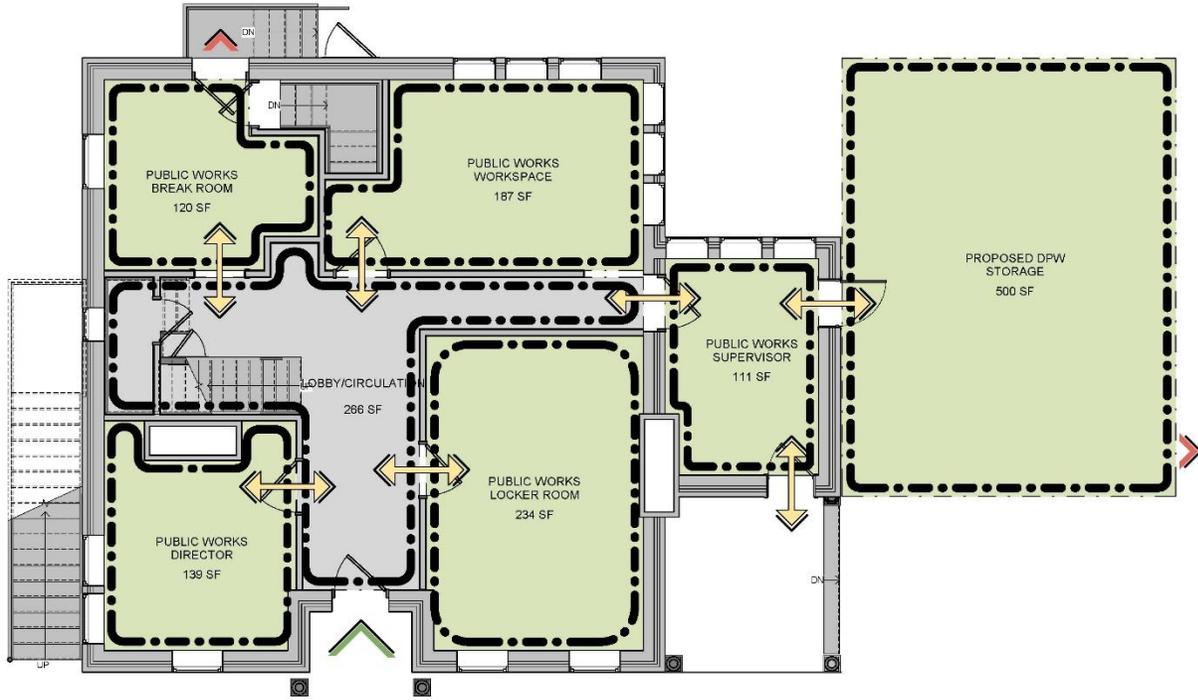


1
A1.3 **BASEMENT - EXISTING**
1/4" = 1'-0"

BUILDING PROGRAM LEGEND	
	CIRCULATION BETWEEN SPACES
	VEWS (WINDOWS)
	ENTRANCE
	EXIT

SPACE PLAN LEGEND	
AREA = 1,051 SF	
	POLICE
	PUBLIC WORKS
	TOWN GOVERNMENT
	TOWN MEETING HALL
	SHARED SPACES
	FUTURE EXPANSION

Existing First Floor

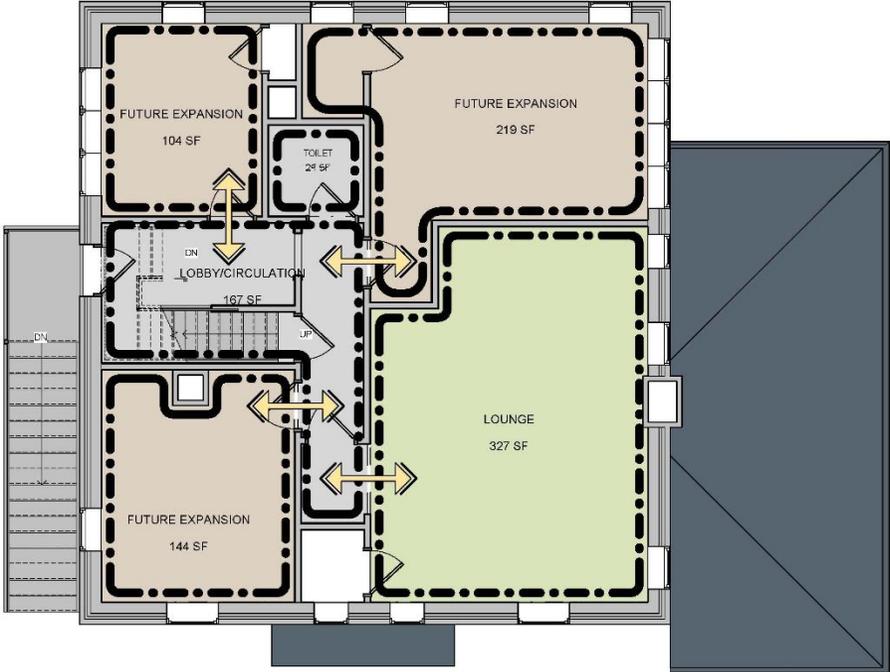


1 FIRST FLOOR - EXISTING
A1.4 1/4" = 1'-0"

BUILDING PROGRAM LEGEND	
	CIRCULATION BETWEEN SPACES
	VIEWS (WINDOWS)
	ENTRANCE
	EXIT

SPACE PLAN LEGEND	
AREA = 1,694 SF	
	POLICE
	PUBLIC WORKS
	TOWN GOVERNMENT
	TOWN MEETING HALL
	SHARED SPACES
	FUTURE EXPANSION

Existing Second Floor

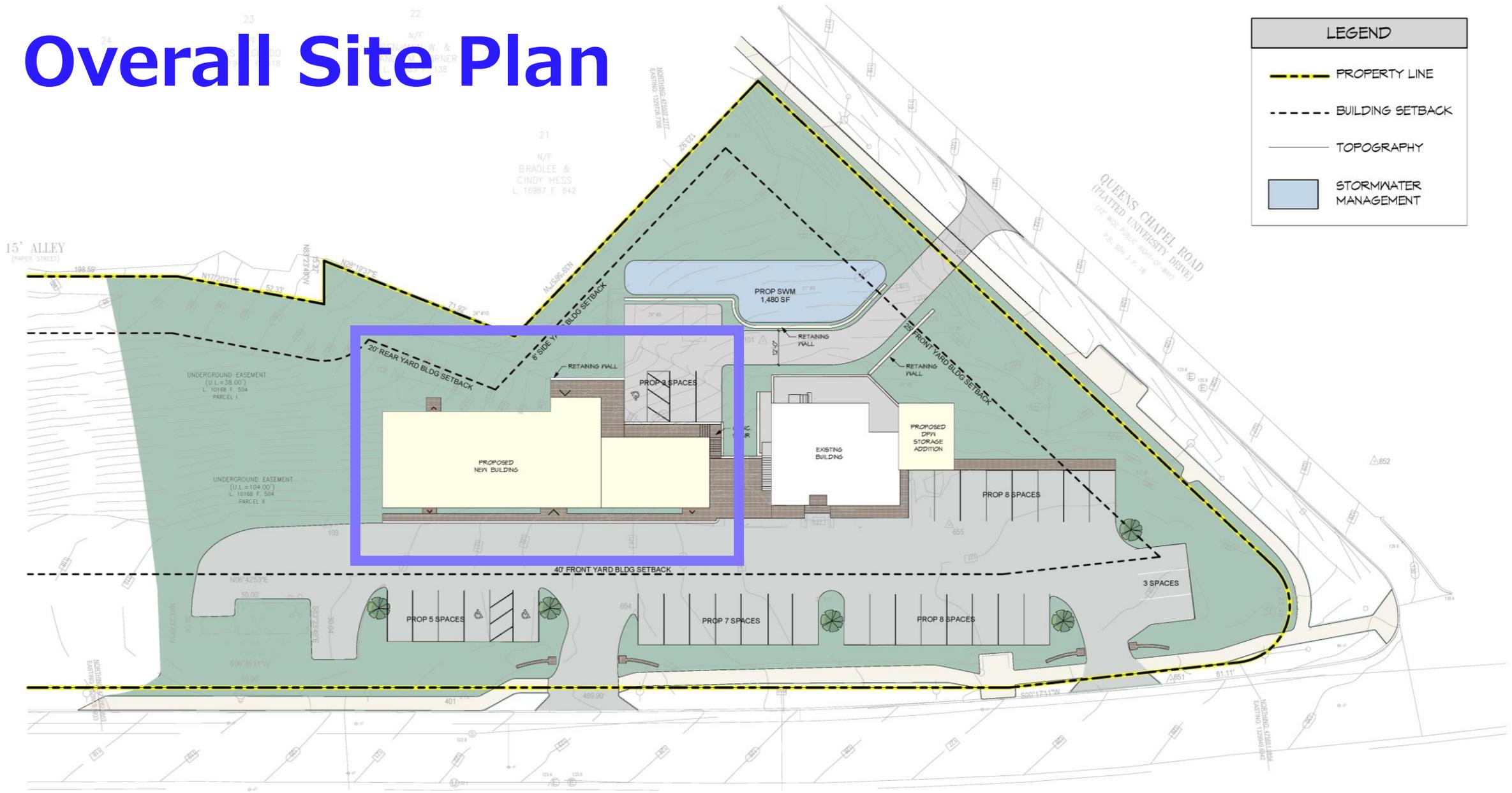


1 SECOND FLOOR - EXISTING
A1.5 1/4" = 1'-0"

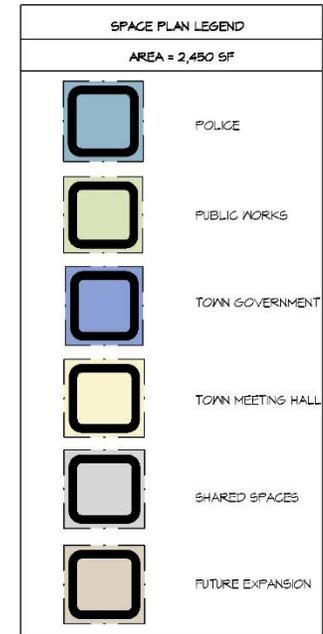
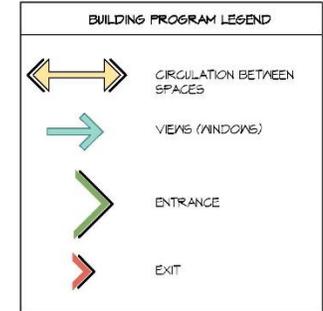
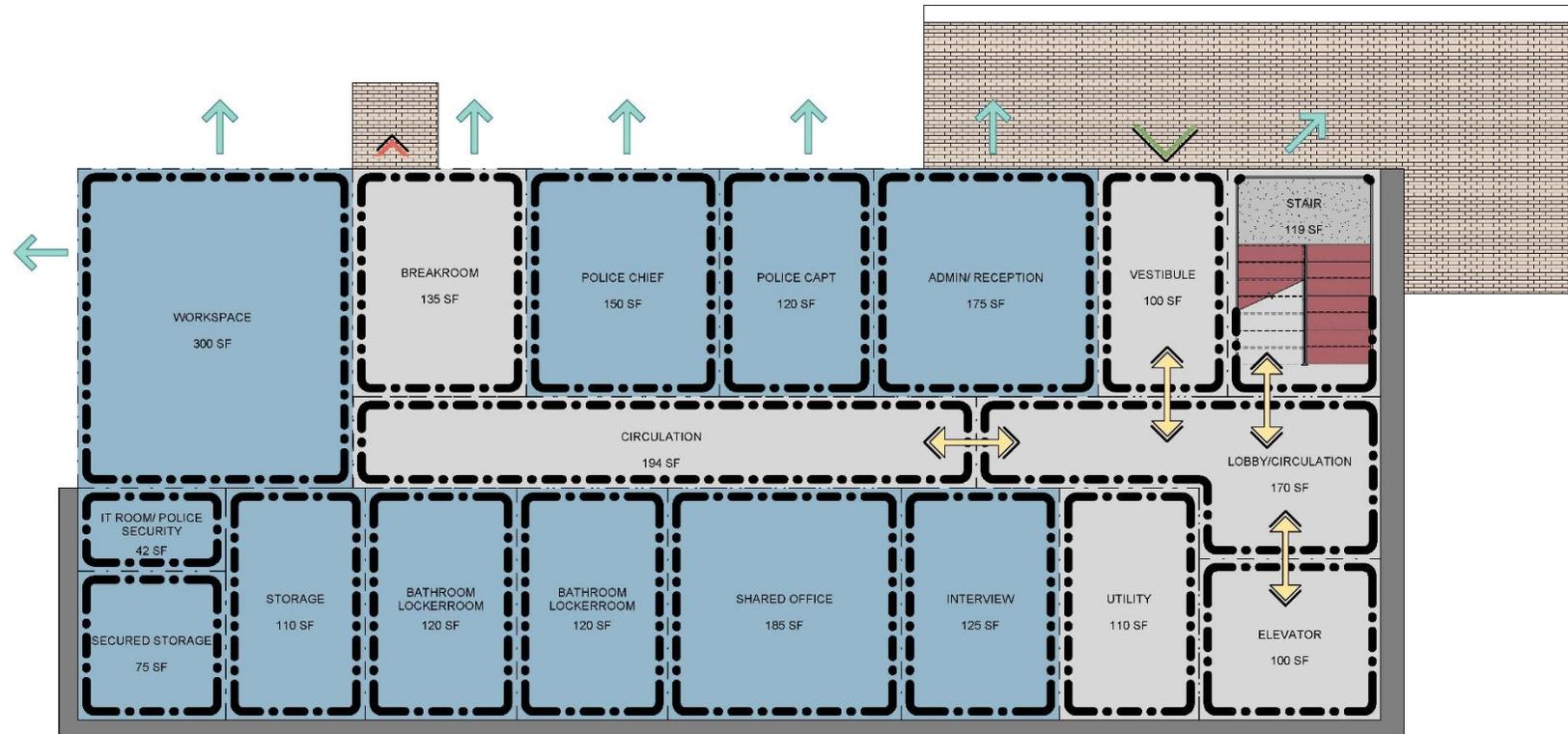
BUILDING PROGRAM LEGEND	
	CIRCULATION BETWEEN SPACES
	VIEW (WINDOWS)
	ENTRANCE
	EXIT

SPACE PLAN LEGEND	
AREA = 912 SF	
	POLICE
	PUBLIC WORKS
	TOWN GOVERNMENT
	TOWN MEETING HALL
	SHARED SPACES
	FUTURE EXPANSION

Overall Site Plan

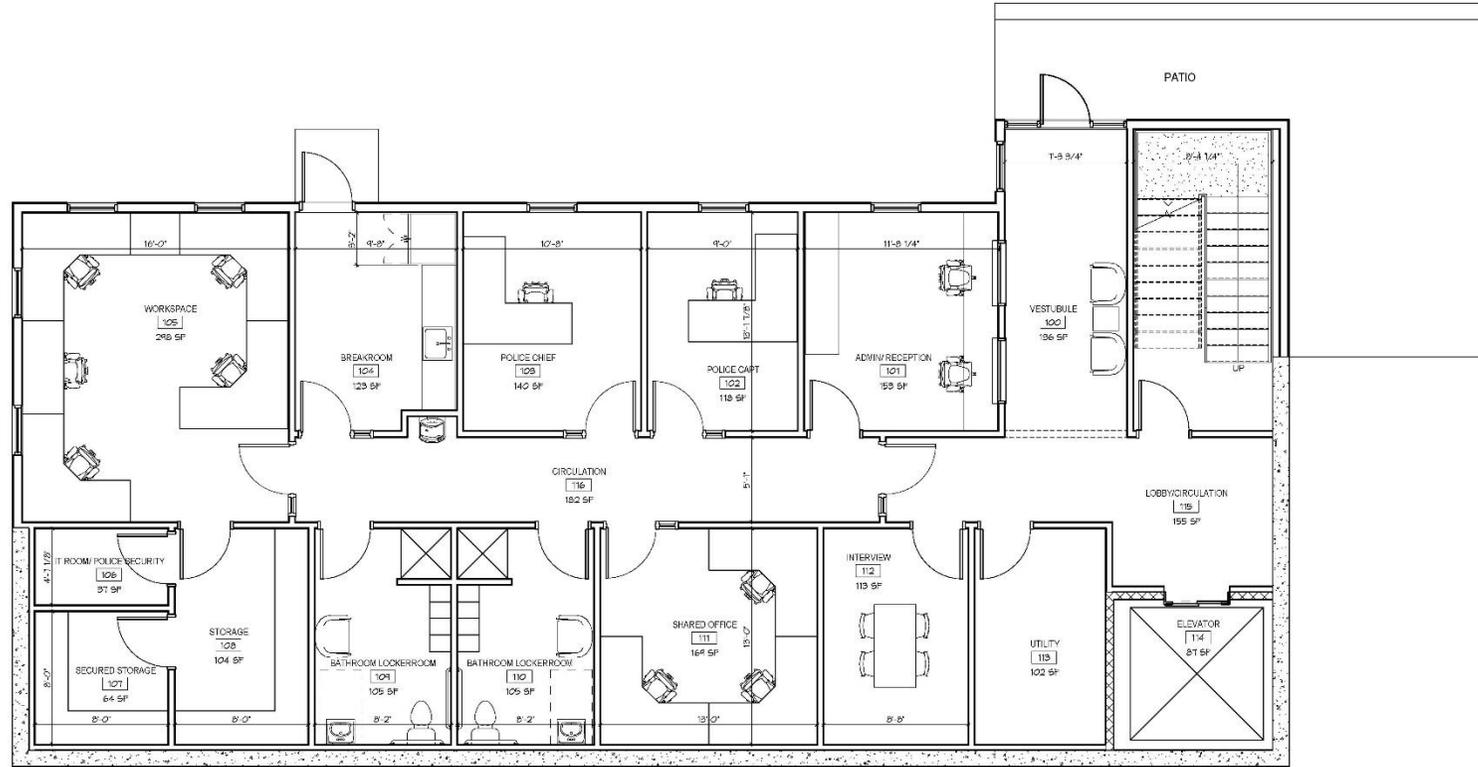


New First Floor



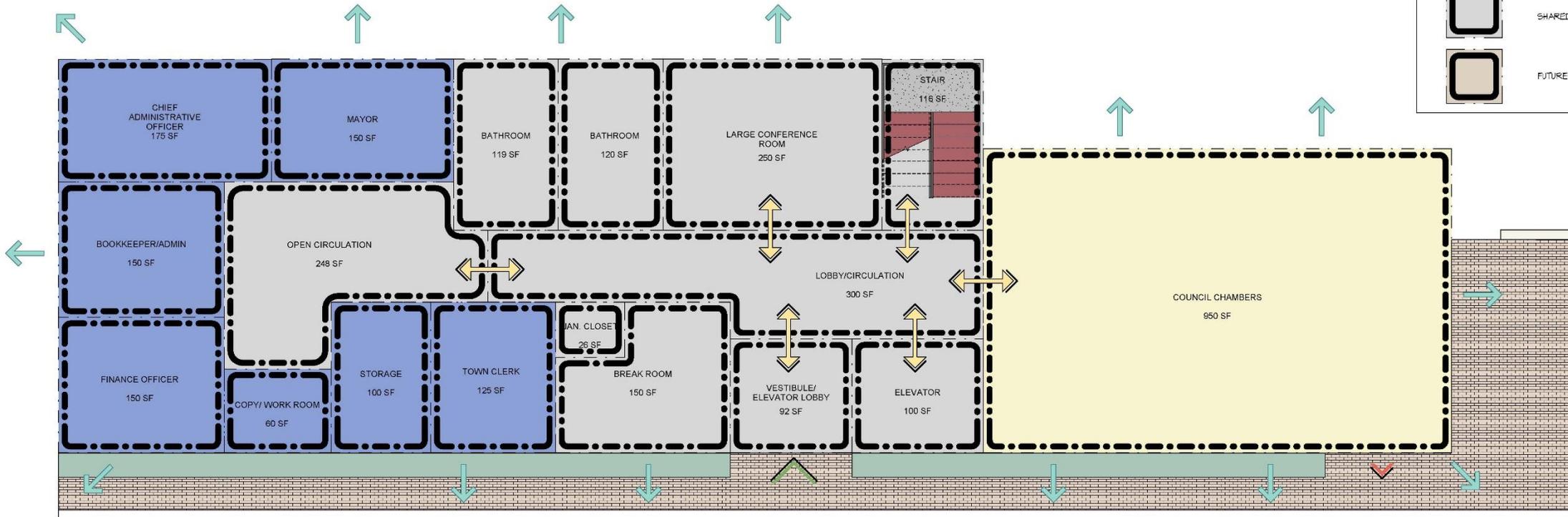
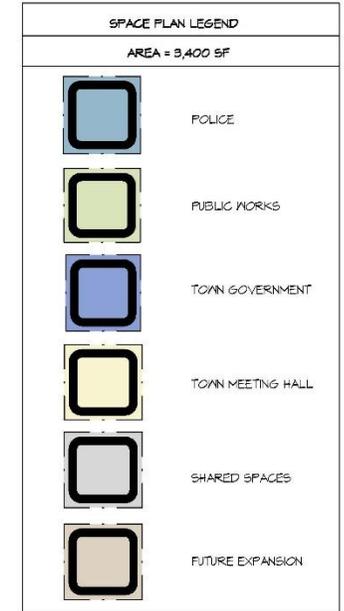
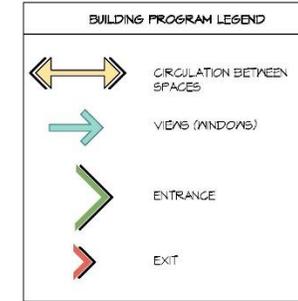
1
A1.8
PROPOSED LOWER LEVEL
1/4" = 1'-0"

Proposed Floor Plan



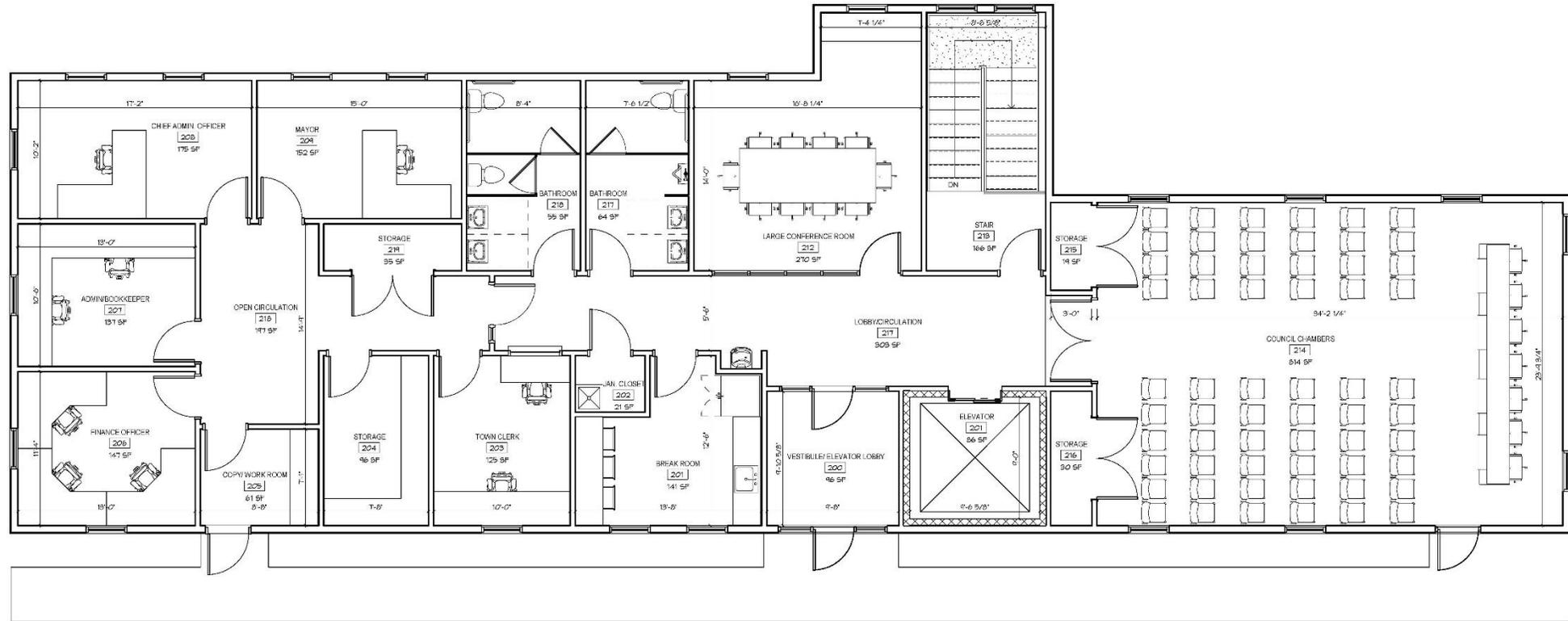
1 LOWER LEVEL FLOOR PLAN
A1.11 1/4" = 1'-0"

New Second Floor

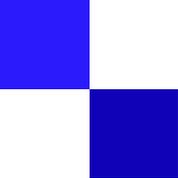


1 PROPOSED UPPER LEVEL
A1.9 1/4" = 1'-0"

Proposed Floor Plan



1 UPPER LEVEL FLOOR PLAN
A1.12 1/4" = 1'-0"



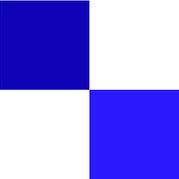
Benefits of this Approach

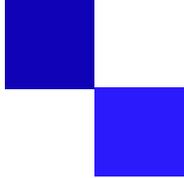
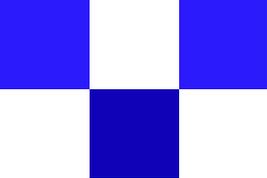
- No need to rent a temporary office space for staff during construction

- Maintains status quo for council and committee meetings

- Utilizes the existing historic structure, an icon of University Park

- Leaves room for growth and additional storage space that is desperately needed

- Keeps many DPW assets close to town, reducing back and forth to garage
- 



Proposed Project Costs

New Town Hall Building: \$3,332,112.78

Existing Building Retrofit: \$682,605.00

Garage Addition for DPW: \$130,000.00

Project Management by Contractor \$100,000

Furnishings and Fixtures \$500,000

FWA Program/ Cost Estimate: New Town Hall Building

Room Description	User/Special Requirements	Purpose	Secure?	Net Area	Include?	Priority 1 = High 4 = Low	Comments
Police							
Office	Police Chief	Office/Occupiable	Yes	150	Yes	1	
Office	Police Captain	Office/Occupiable	Yes	120	Yes	1	
Administrative/Reception	Administrator	Office/Occupiable	Yes	175	Yes	1	Area increased for future growth 10/24/24
Workspace	Officers (4)	Office/Occupiable	Yes	300	Yes	1	Squad room was moved to the workspace; the workspace went from 2 occupants to 4 and the squarefootage went from 200 to 300.
Shared Office	Supervisor & Code Enforcement Officer	Office/Occupiable	Yes	185	Yes	1	Added to program 10/8/24
Interview Room / Small Conference Room	Secure, cameras/video	Office/Occupiable	Yes	125	Yes	2	
Secure Storage	Confiscated Property	Storage/Mech	Yes	75	Yes	1	
	Ammunition	Storage/Mech	Yes	25	Yes	1	
	Evidence	Storage/Mech	Yes	25	Yes	1	
	Admin storage/files	Storage/Mech	Yes	55	Yes	1	
	Uniform Supplies	Storage/Mech	No	25	Yes	1	
Police Single User Toilet Rooms	All departments	Office/Occupiable	No	120	Yes	1	Separate male and female PD restrooms/ lockerrooms requested due to security concerns 10/10/24
Police Single User Toilet Rooms	All departments	Office/Occupiable	No	120	Yes	1	Separate male and female PD restrooms/ lockerrooms requested due to security concerns 10/10/24
Division Subtotal				1500			
Town Government							
Office	Chief Administrative Officer	Office/Occupiable	Yes	175	Yes	1	Increased area by 25 SF for future growth.
Office	Mayor	Office/Occupiable	Yes	150	Yes	1	
Office	Finance Officer/Treasurer/HR	Office/Occupiable	Yes	150	Yes	1	Area increased to allow space for 2-3 part time employees.
Office	Town Clerk	Office/Occupiable	Yes	125	Yes	1	Direct access to lobby requested
Administrative Work Area	Admin, Bookkeeper	Office/Occupiable	Yes	150	Yes	1	
Copy Room	Copy Room	Storage/Mech	Yes	60	Yes	1	Dedicated copy room added to program 10/24/24
Storage	Admin Supplies	Storage/Mech	Yes	25	Yes	1	
Storage	File Room	Storage/Mech	Yes	75	Yes	1	
Division Subtotal				910			

Town Meeting Hall							
Council Chambers	49 person capacity	Office/Occupiable		950	Yes	1	Direct exterior access requested.
Division Subtotal				950			
Shared Spaces							
Town Hall Lobby/Visitor Waiting Room	Town Government/ Meeting Hall	Office/Occupiable		400	Yes	1	
Police Lobby/Circulation	Police	Office/Occupiable		350	Yes	1	
Large Conference Rm (12-10 Seats)	All departments	Office/Occupiable		250	Yes	4	
Server Rm/ Security	All departments	Storage/Mech		42	Yes	1	
Utility	All departments	Storage/Mech		110	Yes	1	
Police Break Room/Kitchenette/Coffee Station	All departments	Office/Occupiable		128	Yes	1	Locate near Admin 10/8/24
Break Room/Kitchenette/Coffee Station	All departments	Office/Occupiable		150	Yes	1	Locate near meeting room 10/15/24
Single User Toilet Rooms	All departments	Office/Occupiable		120	Yes	1	
Single User Toilet Rooms	All departments	Office/Occupiable		120	Yes	1	
Janitors Closet	All departments	Storage/Mech		25	Yes	1	Added to program for budgeting purposes
Elevator	All departments	Office/Occupiable		100	Yes	1	Elevator directly to PD requested for accessibility 10/10/24
Vestibule/ Elevator Lobby	All departments	Office/Occupiable		92	Yes	1	Separate entrance directly to PD from first floor requested for 24/7 use, accessibility, and wayfinding 10/10/24.
Division Subtotal				1887			

Programmed Use and Subtotals	
Offices and other Occupied Areas (sf):	4705
Storage and Mechanical Spaces (sf):	542
Overall Subtotal:	5247
Circulation Space (30%):	1574.1
Total Square Footage	6821.10
Construction of New Building	
Cost per Square Foot	\$365
Cost Subtotal	2489701.5
Contingency (20%):	\$497,940.30
Total Construction Cost:	\$2,987,641.80
Lower Level Site Construction	
Pavement and Curbing	200,000
Retaining Walls	120,000
Total Construction Cost:	320,000
Total Cost (New Building & Lower Level Site Construction)	\$3,307,641.80

RSMeans data user selection	Square Foot Cost Estimate Report	Date:	3/20/2025
Estimate Name:	University Park Town Hall		
Building Type:	Town Hall, 2 Story with Face Brick & Metal Stud / Rigid Steel		
Location:	COLLEGE PARK, MD	 FREDERICK WARD ASSOCIATES <small>PO. Box 727, 5 South Main Street Bel Air, Maryland 21034-0727 410-679-2800 410-880-1343 fax www.frederickward.com</small>	
Story Count:	2		
Story Height (L.F.):	14		
Floor Area (S.F.):	6821		
Labor Type:	Union		
Basement Included:	No		
Data Release:	Year 2025 Quarter 1		
Cost Per Square Foot:	\$474.43		
Building Cost:	\$3,236,112.79		

Costs are derived from a building model assuming basic components.
 Scope differences and market conditions can cause costs to vary significantly. A 20% contingency fee has been included to assist in offsetting the scope assumptions based on the current level of information.

Assembly Customization Type:

- Added
- Partially Swapped
- Fully Swapped

A	Substructure	Quantity	% of Total	Cost Per S.F.	Cost
A1010	Standard Foundations		12.62%	\$37.41	\$255,151.66
A10101051740	Foundation wall, CIP, 4' wall height, pumped, .123 CY/LF, 6.0 PLF, 10" thick	205		\$3.22	\$21,982.15
A10101103100	Strip footing, concrete, reinforced, load 14.8 KLF, soil bearing capacity 6 KSF, 12" deep x 32" wide	302		\$3.18	\$21,686.02
A10102107700	Spread footings, 3000 PSI concrete, load 200K, soil bearing capacity 6 KSF, 6' - 0" square x 20" deep	5.68		\$1.03	\$7,045.41
A1030	Slab on Grade			\$8.83	\$26,120.92
A10301202240	Slab on grade, 4" thick, non industrial, reinforced	3410.5		\$3.83	\$26,120.92
A2010	Basement Excavation			\$13.93	\$94,999.48
A20101102300	Excavate and fill, 1000 SF 8' deep, sand, gravel, or common earth, off site storage	5115.75		\$13.93	\$94,999.48
A2020	Basement Walls			\$12.21	\$83,317.68
A20201108260	Foundation wall, CIP, 14' wall height, pumped, .519 CY/LF, 25.19 PLF, 12" thick	204		\$12.21	\$83,317.68
B	Shell		90.51%	\$80.46	\$617,020.23
B1010	Floor Construction			\$17.04	\$116,205.20
B10102084800	Steel column, W10, 200 KIPS, 16' unsupported height, 49 PLF	204.63		\$2.99	\$20,381.76
B10102563900	Floor, composite metal deck, shear connectors, 5.5" slab, 25 x30' bay, 23.5" total depth, 125 PSF superimposed load, 170 PSF total load	3410.5		\$12.68	\$86,461.46
B10107203650	Fireproofing, gypsum board, fire rated, 2 layer, 1" thick, 10" steel column, 3 hour rating, 17 PLF	204.63		\$1.37	\$9,361.98
B1020	Roof Construction			\$5.12	\$34,947.16
B10201123900	Roof, steel joists, beams, 1.5" x 22 ga metal deck, on columns, 25 x30' bay, 25" deep, 40 PSF superimposed load, 60 PSF total load	3410.5		\$5.12	\$34,947.16
B2010	Exterior Walls			\$33.24	\$226,724.07
B20101321200	Brick wall, rigid insulation, 6" metal studs and batt insulation.	2367.68		\$13.36	\$91,162.55
B20101321200	Brick wall, rigid insulation, 6" metal studs and batt insulation.	3551.52		\$19.87	\$135,561.52
B2020	Exterior Windows			\$19.00	\$129,612.51
B20201066550	Windows, aluminum, awning, insulated glass, 4'-5" x 5'-3"	110.3		\$13.30	\$90,732.51
B20202204300	Polycarbonate interior glazing, masked, clear or colored, 3/8" thick	2000		\$5.70	\$38,880.00
B2030	Exterior Doors			\$5.63	\$38,388.84
B20301106950	Door, aluminum & glass, with transom, narrow stile, double door, hardware, 6'-0" x 10'-0" opening	1.14		\$2.84	\$19,372.83
B20302203450	Door, steel 18 gauge, hollow metal, 1 door with frame, no label, 3'-0" x 7'-0" opening	4.55		\$2.79	\$19,016.01
B3010	Roof Coverings			\$10.43	\$71,142.45
B30101402000	Metal roofing, steel, colors, 3" min slope, 24 gauge, 1.7 PSF	3410.5		\$4.59	\$31,274.29
B30103201750	Insulation, rigid, roof deck, polyisocyanurate, 2#/CF, 3.5" thick	6821		\$4.33	\$29,534.93
B30104201400	Roof edges, aluminum, duranodic, .050" thick, 6" face	302		\$1.13	\$7,691.83
B30104300040	Flashing, aluminum, no backing sides, .019"	302		\$0.39	\$2,641.40
C	Interiors		17.56%	\$52.07	\$355,189.83
C1010	Partitions			\$7.98	\$54,445.21
C10101265920	Metal partition, 5/8" fire rated gypsum board face, 1/4" sound deadening gypsum board, 3-5/8" @ 24", 5/8" fire rated opposite face, no insulation	3410.5		\$3.21	\$21,895.41
C10107101001	1/2" fire rated gypsum board, taped & finished, painted on metal furring	5919.2		\$4.77	\$32,549.80
C1020	Interior Doors			\$4.83	\$32,946.39
C10201022500	Door, single leaf, wood frame, 3'-0" x 7'-0" x 1-3/8", birch, solid core	34.1		\$4.83	\$32,946.39
C1030	Fittings			\$0.32	\$2,175.73
C10301100420	Toilet partitions, cubicles, ceiling hung, plastic laminate	2.27		\$0.32	\$2,175.73
C2010	Stair Construction			\$23.22	\$158,358.40
C20101100760	Stairs, steel, pan tread for conc in fill, picket rail, 20 risers w/ landing	8		\$23.22	\$158,358.40
C3010	Wall Finishes			\$1.76	\$12,019.42
C30102300140	Painting, interior on plaster and drywall, walls & ceilings, roller work, primer & 2 coats	6138.9		\$0.85	\$5,814.15
C30102301940	Ceramic tile, thin set, 4-1/4" x 4-1/4"	682.1		\$0.91	\$6,205.27
C3020	Floor Finishes			\$4.67	\$31,858.78
C30204100080	Carpet tile, nylon, fusion bonded, 18" x 18" or 24" x 24", 35 oz	4774.7		\$3.70	\$25,249.23
C30204101600	Vinyl, composition tile, maximum	2046.3		\$0.97	\$6,609.55
C3030	Ceiling Finishes			\$8.29	\$63,385.90
C30301105700	Gypsum board ceilings, 5/8" fire rated gypsum board, painted and textured finish, 1-5/8" metal stud furring, 24" OC support	2000		\$1.39	\$9,500.00
C30302105900	Acoustic ceilings, 5/8" fiberglass board, 24" x 24" tile, tee grid, suspended support	6821		\$7.90	\$53,885.90

D	Services		24.37%	\$72.27	\$492,939.17
D1010	Elevators and Lifts			\$15.79	\$107,678.58
D10101108900	Hydraulic passenger elevator, 3000 lb, 3 floors, 12' story height, 2 car group, 125 FPM	0.76		\$15.79	\$107,678.58
D2010	Plumbing Fixtures			\$6.68	\$45,555.37
D20101102080	Water closet, vitreous china, bowl only with flush valve, wall hung	5.63		\$3.38	\$23,050.09
D20102102000	Urinal, vitreous china, wall hung	1.25		\$0.36	\$2,464.91
D20103101600	Lavatory w/trim, vanity top, PE on CI, 19" x 16" oval	2.5		\$0.51	\$3,489.99
D20104101720	Kitchen sink w/trim, countertop, PE on CI, 24" x 21", single bowl	0.63		\$0.16	\$1,124.76
D20104404260	Service sink w/trim, PE on CI, corner floor, 28" x 28", w/rim guard	1.88		\$1.54	\$10,475.64
D20108201920	Water cooler, electric, wall hung, wheelchair type, 7.5 GPH	1.88		\$0.73	\$4,949.98
D2020	Domestic Water Distribution			\$1.92	\$13,072.13
D20202501780	Gas fired water heater, commercial, 100< F rise, 75.5 MBH input, 63 GPH	1.65		\$1.92	\$13,072.13
D2040	Rain Water Drainage			\$2.58	\$17,606.22
D204022102120	Roof drain, DWW PVC, 5" diam, 10' high	0.57		\$0.18	\$1,195.26
D20402104200	Roof drain, CI, soil, single hub, 4" diam, 10' high	3.3		\$1.23	\$8,373.26
D20402104240	Roof drain, CI, soil, single hub, 4" diam, for each additional foot add	1.10		\$1.18	\$8,037.70
D3050	Terminal & Package Units			\$10.71	\$73,051.55
D30501503960	Rooftop, single zone, air conditioner, offices, 10,000 SF, 31.67 ton	6821		\$10.71	\$73,051.55
D4010	Sprinklers			\$3.53	\$24,098.87
D40104100600	Wet pipe sprinkler systems, steel, light hazard, 1 floor, 5000 SF	2046.3		\$1.60	\$10,914.39
D40104100740	Wet pipe sprinkler systems, steel, light hazard, each additional floor, 10,000 SF	4774.7		\$1.93	\$13,184.48
D4020	Standpipes			\$4.19	\$28,565.68
D40203101540	Wet standpipe risers, class III, steel, black, sch 40, 4" diam pipe, 1 floor	0.38		\$0.78	\$5,326.46
D40203101560	Wet standpipe risers, class III, steel, black, sch 40, 4" diam pipe, additional floors	9.85		\$3.41	\$23,239.22
D5010	Electrical Service/Distribution			\$6.60	\$45,029.49
D50101200320	Overhead service installation, includes breakers, metering, 20' conduit & wire, 3 phase, 4 wire, 120/208 V, 400 A	1.25		\$1.57	\$10,695.78
D50102300320	Feeder installation 600 V, including RGS conduit and XHHW wire, 400 A	100		\$2.10	\$14,341.50
D50102400200	Switchgear installation, ind switchboard, panels & circuit breaker, 120/208 V, 3 phase, 400 A	1.2		\$2.93	\$19,992.21
D5020	Lighting and Branch Wiring			\$17.91	\$122,186.57
D50201100640	Receptacles ind plate, box, conduit, wire, 16.5 per 1000 SF, 2.0 W per SF, with transformer	6548.16		\$6.98	\$47,622.35
D50201300200	Wall switches, 1.0 per 1000 SF	6821		\$0.42	\$2,887.19
D50201350320	Miscellaneous power, 1.2 watts	6821		\$0.49	\$3,367.60
D50201400320	Central air conditioning power, 6 watts	6411.74		\$1.24	\$8,458.30
D50201452080	Motor installation, three phase, 460 V, 15 HP motor size	2		\$1.05	\$7,149.15
D50202100240	Fluorescent fixtures recess mounted in ceiling, 2 watt per SF, 40 FC, 10 fixtures @40 watt per 1000 SF	6821		\$7.73	\$52,701.98
D5030	Communications and Security			\$2.18	\$14,862.89
D50309100452	Communication and alarm systems, fire detection, addressable, 25 detectors, includes outlets, boxes, conduit and wire	0.3		\$1.27	\$8,637.72
D50309100462	Fire alarm command center, addressable with voice, excl.wire & conduit	0.38		\$0.91	\$6,225.17
D50309200110	Internet wiring, 8 data/voice outlets per 1000 S.F.	1		\$0.00	\$0.00
D5090	Other Electrical Systems			\$0.18	\$1,231.82
D50902100280	Generator sets, w/battery, charger, muffler and transfer switch, gas/gasoline operated, 3 phase, 4 wire, 277/480 V, 15 kW	1.44		\$0.18	\$1,231.82
E	Equipment & Furnishings		0.00%	\$0.00	\$0.00
E1090	Other Equipment			\$0.00	\$0.00
F	Special Construction		0.00%	\$0.00	\$60,000.00
F	Security Hardware	1		\$0.10	\$60,000.00
G	Building Sitework		14.94%	\$44.31	\$302,269.60
G2010	Roadways			\$24.86	\$169,550.00
G20102321050	Bituminous roadway and parking lot improvements	1000		\$24.86	\$169,550.00
G4020	Site Lighting			\$19.46	\$132,719.60
G40201108260	Site lighting and retainage walls	10		\$19.46	\$132,719.60
SubTotal			100%	\$305.32	\$2,082,570.49
Contractor Fees (General Conditions, Overhead, Profit)			40.00%	\$122.13	\$833,028.20
Contingency Fee			20.00%	\$61.06	\$416,514.10
Total Building Cost				\$488.51	\$3,332,112.78

Estimate Name:	University Park Town Hall	 <p>FREDERICK WARD ASSOCIATES</p> <p>P.O. Box 727, 5 South Main Street Bel Air, Maryland 21014-0727 410-879-2090 410-893-1243 fax</p> <p>www.frederickward.com</p> <p><small>Costs are derived from a building model assuming basic components. Scope differences and market conditions can cause costs to vary significantly. A 20% contingency fee has been included to assist in off-setting the scope assumptions based on the current level of development.</small></p>
Building Type:	Town Hall, 2 Story with Face Brick & Metal Stud / Rigid Steel	
Location:	COLLEGE PARK, MD	
Story Count:	2	
Story Height (L.F.):	14	
Floor Area (S.F.):	6821	
Labor Type:	Union	
Basement Included:	No	
Data Release:	Year 2025 Quarter 1	
Building Cost:	\$3,236,112.79	

Assembly Customization Type:

- Added
- Partially Swapped
- Fully Swapped

	Quantity	% of Total	Cost Per S.F.	Cost
SubTotal		100%	\$305.32	\$2,082,570.49
Contractor Fees (General Conditions,Overhead,Profit)		40.00%	\$122.13	\$833,028.20
Contingency Fee		20.00%	\$61.06	\$416,514.10
Total Building Cost			\$488.51	\$3,332,112.78

FWA Programming/ Cost Estimate: Existing Town Hall Building

Room Description	User/Special Requirements	Purpose	Net Area	Actual Area	Include?	Priority 1 = High 4 = Low	Comments
Existing Building							
Office	Director	Office/Occupiable	140	139	Yes	1	Director to remain in existing office 10/24/24
Office	Supervisor	Office/Occupiable	120	111	Yes	1	Supervisor office to be relocated to existing porch room 10/24/24
General Work Space	Staff	Office/Occupiable	200	187	Yes	1	1
Storage (Small Tools, Uniforms, etc.)		Storage/Mech	280	388	Yes	1	
Changing Room / Bathroom		Office/Occupiable	250	234	Yes	1	Changing room with lockers to be located on the first floor per 10/24/24.
Showers (2)		Office/Occupiable	200	171	Yes	1	DPW tp reuse existing shower/ bathroom in basement.
DPW Breakroom		Office/Occupiable	120	120	Yes	1	Remain in existing location.
DPW Lounge		Lounge	300	327	Yes	2	Added lounge to second floor on 10/24/24 for DPW crews use.
DPW Storage		Storage/Mech	500	500	Yes	1	Access from supervisor office requested 10/24/24
Division Subtotal				2177	1850	Yes	
EXISTING BUILDING DPW RETROFIT				1700	1850		

Programmed Use and Subtotals	
Offices and other Occupied Areas	962
Storage and Mechanical Spaces	888
DPW Overall Subtotal	1850
Actual Existing Building Area	4,137
Circulation Space (0%):	0
Total Square Footage:	4,137
Option 1: Existing Building (Minor Future Renovation	
Cost per Square Foot:	\$150
Cost Subtotal:	\$620,550.00
Contingency (10%):	\$62,055.00
Total Construction Cost:	\$682,605.00
Poption 2: Optional Garage Addition (Addition to Existing Building - 500 sf)	
Addition Square Footage:	500
Cost per Square Foot:	\$200
Cost Subtotal:	\$100,000
Subtotal Construction Cost:	100,000
Contingency (30%):	30000
Total Construction Cost:	130,000
Total Cost (Minor Renovation & Garage Addition)	\$812,605.00

Review of 2019 Estimate

	2019 Estimate (0%)	2019 Estimate adjusted for Inflation (24%)*
Option 1: Addition to Existing Building (no work on existing building)	\$4,823,260.00	\$5,980,842.40
Option 2: Construction of New Building	\$4,401,224.75	\$5,457,518.69
Option 3: Renovation and Addition	\$4,393,012.00	\$5,447,334.88
Contingency (included in price)	30%	30%

Comparision of 2019 and 2025 Estimates

	2019 Estimate adjusted for Inflation (24%)*	2025 Estimate
Option 2: Construction of New Building	\$5,457,518.69	\$3,332,112.78
Option 3: Renovation and Addition	\$5,447,334.88	\$4,144,717.78
Contingency (included in price)	30%	20% on New Building 10% on Renovation of Existing
Project Management by Contractor	N/A	\$100,000
Furnishings and Fixtures	N/A	\$500,000
Rental of Temporary Office Space	\$25/sf	Not required

Occupancy

Existing Town Hall:

- Offices & Other Occupied Spaces: 2,839 sf
- Storage & Mechanical Spaces: 1,298 sf
- Existing Total Square Footage: 4,137 sf
- Existing Staff with all vacancies filled: 29 persons
- Max Occupancy (office): 19 persons
- Existing Council Attendees with all vacancies filled: 11 persons
- Max Occupancy (meeting): 14 persons

Standards for Occupancy:

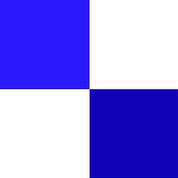
- Business use: 1/150 sf
- Storage use: 1/300 sf
- Assembly use: 1/15 sf
- Locker rooms: 1/50 sf

New Town Hall:

- Offices & Other Occupied Spaces: 4,705 sf
- Storage & Mechanical Spaces: 542 sf
- Total Square Footage: 6,821
- Admin & PD Staff with all vacancies filled: 19 persons
- Max Occupancy (office): 31 persons
- Max Occupancy (council chambers): 49 persons

DPW Retrofit & Garage:

- Offices & Other Occupied Spaces: 962 sf
- Storage & Mechanical Spaces: 1,380 sf
- Total Square Footage: 2,342 sf
- DPW Staff with all vacancies filled: 10 persons
- Max Occupancy (office/locker at 1/100 sf): 10 persons



Proposed Funding Sources

- \$2.5M from Town Surplus

Keep remaining surplus as Reserve funds

\$422,701 in Existing Town

- Hall FY25 Budget

Funds to support future construction design.

- **NEW! \$300,000 Grant secured from the State of Maryland**

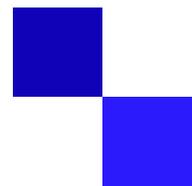
From Senator Washington's Office secured on 4/9/2025

- Up to \$1M from Bonds

Renew/Apply for state Bonds

- Other Funding sources include Grants and Bonds

Audio/Visual equipment Grant, for example



Preliminary Project Timeline

Approvals & Design
12 months

01

Permitting
12-18 months

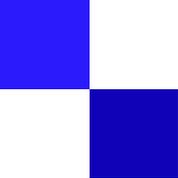
02

Construction
24-36 months

03

Furnishing
6 months

04



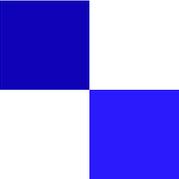
Conclusions

- Fund Town Hall construction with existing surplus, bonds, and grants

- Creates a space for the public to participate in government and community with ADA Accessibility

- Maintains the existing iconic University Park Town Hall

- Build for the current need; leave room for future growth





Thank You