

CITY OF NORTH TONAWANDA NEW YORK

Request for Proposal

Recreational Community Center

Facility Design Services

Project No. 2024-09



August 30, 2024

Mayor Austin Tylec

Common Council President & 2nd Ward Alderman:

Alderman at Large:

Alderman at Large:

1st Ward Alderman:

3rd Ward Alderman:

Parks & Recreation Director:

City Engineer:

City Attorney:

City Clerk/Treasurer:

Frank DiBernardo

Joseph Loncar

Joseph Lavey Jr.

Robert Schmigel

Joe Marranta

Alex Domaradzki

Chelsea L. Spahr, PE

Edward Zebulske III

Donna Braun

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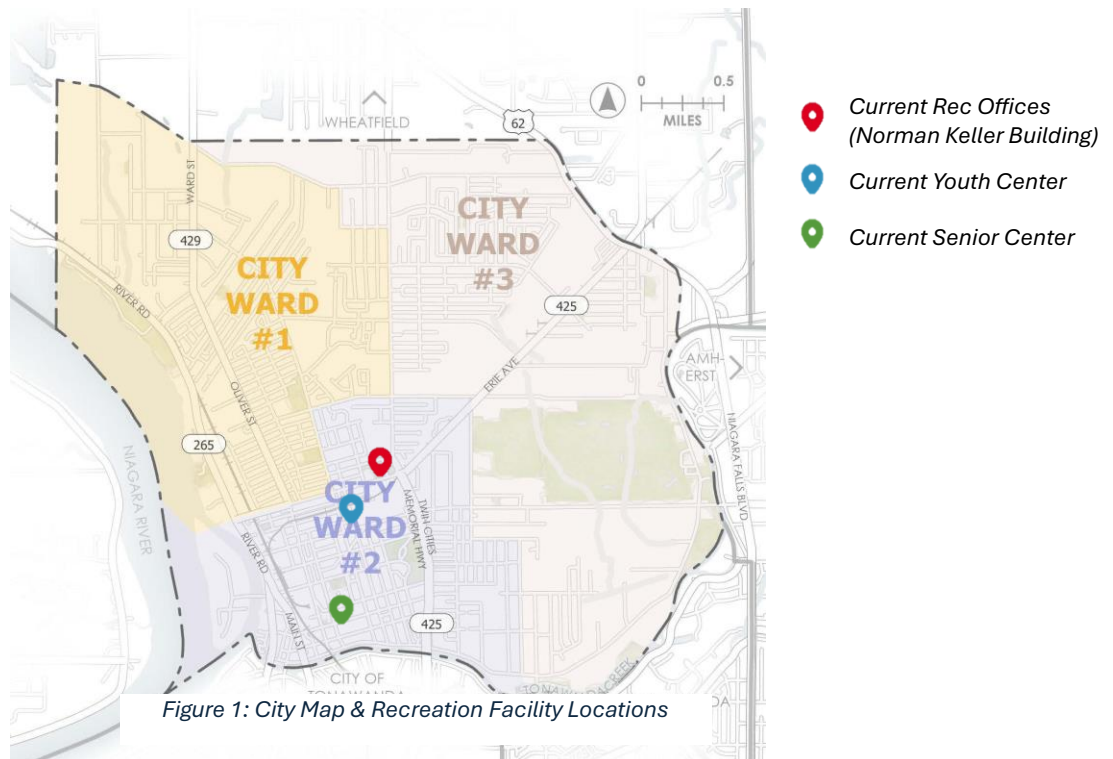
1.0 Introduction

The City of North Tonawanda, New York herein referred to as OWNER is issuing a Request for Proposals (RFP) from experienced design and architectural firms to assist in the visioning and preparation of design concepts, construction documents and cost estimation for a Recreational Community Center (Center), which includes redesigning the floor plan of the existing Norman Keller Building and necessary building additions to accommodate the desired space to meet the recreational needs for the community. The City is currently operating out of three separate locations and is looking to consolidate and centralize operations under one facility for long-term cost benefits, efficiency, and ease of access for public.

Firms shall be experienced in municipal government projects, programs, and finances and are able to provide examples of past projects that are similar in scope and size to the project described in the document.

1.1 Background Information

North Tonawanda is 10.85 square miles with an estimated population of 30,457 people living within 3 Wards (see figure 1 below).



In 2023, the median age within the city was 44.7. North Tonawanda's 2023 senior population (adults 65+) comprises more than 1/5th of the City's total population (22.8%). This is higher than the senior population in both 2010 and 2020. This, combined with an increase in median age since 2010, shows a pattern that North Tonawanda's population is aging in place. The age distribution of the City of North Tonawanda is shown in Figure 2.

Age Distribution

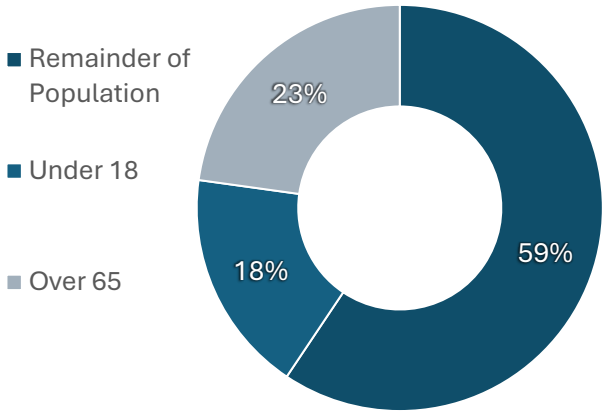


Figure 2: Age Distribution

Those under the age of 18 contribute to 17.8% of the total population. Combined, those under 18 and over 65, which are known to be vulnerable populations, represent 40.6% of the city's total population. Vulnerable populations are those that are generally at a greater risk of poor physical or social health. This means that vulnerable populations may encounter greater barriers to social, political, environmental, or economic elements of a community such as dependence on public and human services.

Currently the City operates a Senior Center out of 110 Goundry Street, renting out an area approximately 5,800 square feet. Our Youth Center operates out of 383 Vandervoort Street renting out an area approximately 5,700 square feet sharing space and common areas with Lumber City Church. The City owns the Norman Keller Building, 500 Wheatfield Street, with a gross square footage of approximately 17,000 square feet currently housing City recreation offices, Lumber City Development, Niagara County DMV & Probation, the NTPD training room, and Niagara County District Defenders offices. Of the buildings square footage, the City utilizes approximately 6,600 square feet.

The City desires to consolidate all recreational programming under one facility at the Norman Keller Building, vacating the offices of DMV, Probation, and Niagara County District Defenders, and re-purposing/designing that space for recreational purposes. Designing a connected building addition to include a gymnasium, large event space, and other programmable space to fit the needs of our programs is also desirable.

A full assessment of our current space and programming is available in Attachment A. Supporting documents, from the Norman Keller Building Appraisal, provide insights into the building for purposes of planning the redesign of the building can be found in Attachment B.

The Recreation Department is currently completing a needs assessment which includes public engagement sessions and surveys with senior citizens, parents, and youth. Initial data from this is available as Attachment C. The goal is to ensure that our building and design layout for the Center will meet the needs of the public as well as staff. Data from these assessments will be made available to the design firm to be used in the design and layout planning.

1.2 General Information

1.2.1 Consultant Services

The CONSULTANT'S services shall consist of all services described in this RFP. The preparation and certification of final designs and construction documents and for any supervision of construction, a licensed professional engineer or architect licensed in New York State is required.

1.2.2 Consultant

The CONSULTANT may propose and engage additional Consultants to perform portions of the services required by this RFP. When additional Consultants are engaged to perform portions of the required services, the CONSULTANT must provide a separate manpower utilization estimate for each of the additional Consultants. The OWNER retains the right to disapprove the proposed Consultant and, in said event, the CONSULTANT shall propose another Consultant for that portion of the required services.

The fees for any additional Consultants retained by the CONSULTANT for services required in this RFP will be included in the cost for Basic Services.

1.2.3 Provisions for Payment

There are no MWBE (Minority/Women Business Enterprises) requirements for the design portion of this project.

The CONSULTANT is asked to bid in a lump sum. For the purpose of the OWNER'S evaluation, the cost proposal shall include a breakdown per task, hereinafter described, with the associated man-hours, salaries, and other applicable fees.

1.2.4 Additional Services and Extra Work

Additional Services and/or Extra Work are defined as items of work not addressed by this RFP. Payment for additional services/extra work will be made based on a lump sum amount. Proposals for Additional Services and/or Extra Work will be presented in the same manner as the Proposal for Basic Services. No extra work will be performed without authorization by the City Engineer and the Common Council of North Tonawanda as OWNER.

1.2.5 Reimbursement

Include all reimbursable expenses under Compensation for Basic Services.

1.2.6 Cost Control

This section of the Request for Proposal is omitted.

1.2.7 Insurance Coverage

- 1.2.7.1 Worker's Compensation and Employer's Liability Insurance with a limit of \$1,000,000 under Coverage B and, where applicable, coverage under the Jones Act and the Longshore Act.
- 1.2.7.2 Comprehensive Liability Insurance (for Contractual and Independent Contractors) with limits no less than \$1,000,000 combined (Bodily Injury and Property Damage) single limit per occurrence and \$3,000,000 aggregate.
- 1.2.7.3 Comprehensive Automobile Liability Insurance covering owned, hired, and non-owned vehicles with a combined Bodily Injury and Property Damage Liability limit of at least \$1,000,000 per occurrence
- 1.2.7.4 An Owner's Protective Liability Policy in the name of the City of North Tonawanda.
- 1.2.7.5 Professional Consultants retained by the City of North Tonawanda in connection with the project shall show evidence of Professional Liability Insurance with limits no less than \$1,000,000.

2.0 Description of Scope of Services

The following will serve to delineate the scope and nature of services to be provided by the CONSULTANT in order to meet the objective of the OWNER as stated herein.

The basic objective of the OWNER is for the CONSULTANT to prepare plans, specifications, engineer's estimates, permitting, a contract for the public bidding of the Recreational Community Center, and services during construction including construction observation. Schematic, draft final, and final design documents will need to be provided to the OWNER for review through the design phase of the project.

3.0 Scope of Services

The following will serve to outline the OWNER'S objectives as they relate to engineering and design services needed for the project. The CONSULTANT shall perform all services, as set forth in Section 2.0.

The "Scope of Services" items compiled are at a minimum and are only the items that were evident to the OWNER. The CONSULTANT is to use the listed work items as a guide when he/she prepares a response to this Request.

The following is a listing of items that must be addressed:

- Task 1: Preparation of two initial concept plans. Each plan should include a preliminary site plan, parking, rendering, and initial cost estimation. Concept Plan 1 (preferred plan) would meet all the needs based on all considerations in the RFP while Concept Plan 2 would be a reduced square footage plan that accommodates as many of the top needs as possible while providing a lower cost option within a \$2-5 million construction budget.
- Task 2: Prepare schematic design incorporating all pertinent information (from needs assessment reports, building assessment & program operations documents). Schematic design of all improvements must be submitted for review prior to the preparation of draft and final design of all improvements.
- Task 3: A conceptual design with preliminary renderings and project cost projections. Design documents should additionally be submitted at 50% and 90% completion for review.
- Task 4: Prepare plans and specifications for the design of building additions as well as the amendments to the existing building floor plan to accommodate all needed program space. Include considerations for ADA compliance and parking as well as updates to the existing building to meet current building codes.

- Task 5: Investigate and design updates to existing building known issues including roof improvements, HVAC improvements, drainage issues etc.
- Task 6: Prepare all electrical, mechanical, architectural, structural, civil, and landscape plans and specifications for the design of the Center.
- Task 7: A construction requirement analysis shall be prepared to analyze all federal, state, and local requirements for the selected schematic design alternative, including necessary permits and approvals, and a description of how these requirements will be satisfied by the design.
- Task 8: Complete all necessary site survey, geotechnical testing, environmental and historical/archaeological reviews.
- Task 9: Prepare SEQR for environmental impacts of the project and any other necessary permits (i.e. SHPO) the project may require.
- Task 10: Prepare engineer's estimate and provide bidding services to include, but not limited to, providing contract bid documents, preparing addenda if necessary, attending the bid opening, evaluating the bids and making recommendation of award to the OWNER.
- Task 11: All bidding and construction administration should include normal mechanical, electrical, structural, and civil engineering, along with landscape architectural services.
- Task 12: Provide allowance for shop drawings review and assistance for answering questions during construction.
- Task 13: Provide construction observation during construction.
- Task 14: Assume that the CONSULTANT will need to Attend/Conduct at least three (3) meetings with OWNER'S technical representatives including a site visit to the project location.
- Task 15: Assume that the CONSULTANT will need to Attend/Conduct two (2) public information meetings to present the design and engage public input and/or present design to Common Council during a workshop/meeting.
- Task 16: Preparation of statement of completion, photo documentation and as-built drawings certified by a licensed professional engineer, architect, and/or landscape architect.
- Task 17: Final renderings & graphic site plan completed for marketing purposes.

4.0 Availability of Existing Information

The CONSULTANT'S proposal shall be based upon the assumption that no existing topographic survey of the project area exists, and that city utility drawings and any existing drawings will be made available by the OWNER. CONSULTANT shall review all documentation provided in the attachments to help ensure the design incorporates all the needs of the City with space that properly accommodates the needs of the programs.

5.0 References

The CONSULTANT shall submit a minimum of three (3) public agency references in which the CONSULTANT was engaged to perform tasks similar to those requested under this RFP. The references should include the name, title, and contact information of the public agency officer or employee for overseeing the CONSULTANT'S work in which the OWNER can contact to verify their qualifications.

6.0 Schedule Restraints

The expectation that the Final design should be completed by July 2025 with construction bid documents prepared to go out by fall of 2025.

7.0 Proposal Requirements

Each submission shall include the following information and organized per the index below. Provide a:

1. Description of Experience: Include brief history of firm including experience on similar projects.
2. Description of recent & relevant projects: Include images of projects and references plus cost, dates and other relevant data.
3. History of cost control, schedule adherence and other evidence of performance.
4. Proposed Project Manager indicating experience which focuses on municipal facilities; include resume.
5. List of key members of Design Team and their respective disciplines and experience.
6. Description of the understanding of the project, the vision, and the firm's Project Approach.
7. Project Schedule depicting key tasks and project milestones.

8. Cost proposal for services requested in this RFP. For the purpose of evaluation, the cost proposal shall include a breakdown per task, hereinafter described, with the associated man-hours, salaries, and other applicable fees.

8.0 Proposal Evaluations

The OWNER will formally review the CONSULTANT'S work. The CONSULTANT shall allow ten (10) calendar days for OWNER'S review of proposals. The CONSULTANT shall be required to respond to comments made and to incorporate any needed changes into the documents within seven (7) calendar days following receipt of the OWNER'S comments.

Each proposal will be evaluated on the following based on completeness and value provided to the community. While price will be one consideration, a number of other criteria will be utilized to evaluate each proposal and team experience. Evaluation criteria for proposals will generally include the following factors:

1. Quality and completeness of the response
2. Understanding of the proposed scope of work
3. Applicability of proposed alternatives or enhancements to information requested
4. Cost-effectiveness of the proposal
5. Qualifications and relevant experience with respect to the task to be performed.
6. Reputation among previous clients
7. Ability to complete all project tasks within the allotted time and budget

The OWNER is not obligated to accept the lowest cost proposal, is not obligated to accept any proposal, and will make its determination based on the best interests of the OWNER. The OWNER retains the right and may, at their sole and absolute discretion: postpone, abandon, or terminate the RFP process at any time; accept or reject any and all, or part of any or all, proposals submitted; re-advertise this RFP; waive any irregularities in the proposals received in conjunction with this RFP; and/or determine the criteria and process whereby proposals are evaluated and awarded. Each proposal will be independently evaluated by members of the Community Center Steering Committee. The OWNER may elect to conduct on-site interviews. The most qualified firm will then be selected to negotiate fees for all the services. If a fee cannot be agreed upon, the OWNER will attempt to negotiate with the next most qualified CONSULTANT, and so on, until contract agreements are reached.

9.0 Submission of Documents

It is the OWNER'S intent to award the work under this Request for Proposal at the Tuesday, October 15, 2024 Common Council Meeting. A pre-bid walkthrough is schedule for September 12 at 10am on location (500 Wheatfield Street). Questions regarding this Request for Proposal should be submitted to CSpahr@northtonawanda.org by 4:00 PM, on Wednesday September 18, 2024. If your organization is interested, please submit via email, a PDF of your proposal to CSpahr@northtonawanda.org and six (6) copies at the following address by 4:00 PM, Friday September 27, 2024: The City holds the right to hold interviews for submission finalists October 3-4

City Hall
216 Payne Avenue
North Tonawanda, NY 14120-5493
Telephone (716) 695-8565
Attention: Chelsea L. Spahr, PE
City Engineer

ATTACHMENT A
Current Facility & Operations Assessment

Youth Center

383 Vandervoort Street

Total Approximate Sq footage: 5,750 sq. ft.

Activity Space: 2,000 sq. ft.

Gym Space: 3,500 sq. ft.

Storage Space: 250 sq. ft.

Currently we rent space from Lumber City Church who owns the property at 383 Vandervoort Street, known as the "Hope Center". The church occupies the downstairs while we utilize the upstairs as our Youth Center. As part of the agreement, we do have 2nd rights to share space for overflow/special events downstairs (using the kitchen and auditorium).

Our Youth Center averages anywhere from 60-100 kids per day (depending on the day and season). Typically, we don't have all the students in the facility at one time, as we divide the time frames up by age (K-6 grade students come from 4:30 pm -6:30 pm and 7-12 grade students come from 6:30 pm-8:30 pm on weekdays. Times are 12 pm – 4 pm and 4 pm – 9 pm respectively on Saturdays. On days where we are holding athletic events (basketball games) in the gym, we could see 100-150 people in the building at a time.

The current set up is a main floor lobby area for coats and check-in station. Stairs on either side of the building along with a handicap accessible lift to take visitors to the 2nd floor where they immediately enter the "Main Foyer".

Main Foyer:

This is an open space lined with computers along the front balcony wall, and two tables with video game/tv stations. Typically, we don't have more than 7-10 students in the space at any given time. From the main foyer you can access either of the three main rooms (Gymnasium, Game Room, or Craft Room).

Craft Room:

The Craft room is 22' x 31' with a small one toilet bathroom and kitchenette attached to the main entrance of the room. This room is utilized for crafts, and also houses some of our structured classes/activities. It can comfortably hold 25-30 students at a time.

Game Room:

The Game Room is 22' x 31' with a small one toilet bathroom and kitchenette attached to the main entrance of the room. This room features lounge style area with couch, TV, and small seating tables. It also has a billiards table, foosball table, and air hockey table. It can comfortably hold 25-30 students at a time.

Gymnasium:

This is the best feature of the building, with a 70' x 50' layout including foldable bleachers on one side, and portable bleachers on the other. The gym houses our many athletic activities including basketball

leagues, cheer/dance classes, open gym time, etc. This gym size properly accommodates the spectators and players during organized games. Comfortably holding 80-100 total people during athletic events.

Storage:

The only main storage area is the gym locker which we utilize to store maintenance supplies, games, and activity supplies. On its own this is not sufficient; however, combined with the basement storage space at the 500 Wheatfield building, we make it work by having daily/weekly supplies that are frequently used onsite in storage at the Youth Center, while transferring any specific items from the Recreation Office (decorations, overflow supplies, special event supplies etc.) as needed.

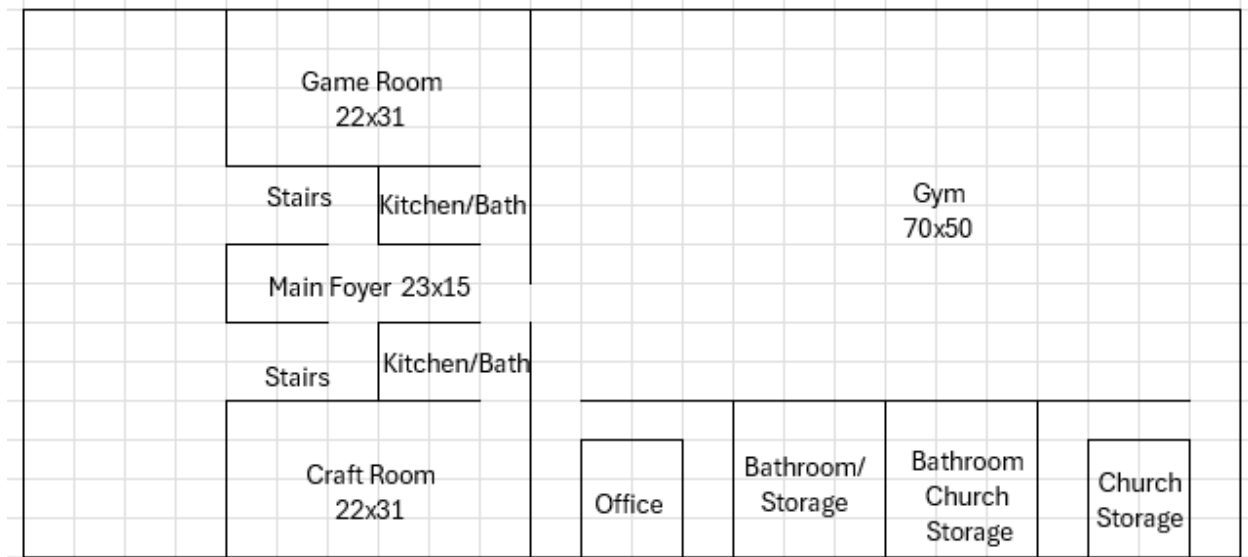
Office:

One small 6' x 10' room is used as an on-site office for the Youth Center Supervisor. This office is sufficient for keeping confidential paperwork, reports, and lockbox.

Parking:

35 parking spaces are located in the back of the building. With no formal back entrance to the building this creates 250 ft walk to the front entrance way for patrons.

Rough Sketch of Building Layout (2nd floor)



Senior Center

110 Goundry St.

Total Approximate Sq footage: 5,850 sq. ft.

Activity Space: 4,000 sq. ft.

Storage Space: 250 sq. ft.

Office Space: 235 sq. ft.

Other Space: 1,365 sq. ft.

Currently the Senior Center rents space from the Carousel Apartment Complex. Our Senior Center averages 50-70 seniors per day. Typically, we don't have more than 30-40 at any given time, as the daily attendance is spread out over the course of the 8:30 am - 4:30 pm operating day. Nutrition program, exercise, bingo, cards, crafts, and clubs draw our seniors in at various times and days through the week. For special events (monthly dinner dances, etc.) we will have 100-120 seniors onsite at the same time.

The senior center is a main floor building with no steps/stairs. With some of our senior population using walkers, canes, and having mobility issues, it's vital that this center be handicap accessible. Participants enter the building through handicap doors and enter our main lobby area with coat rack, and entryway. To the right are men's and women's bathrooms. The Center itself is designed as one large open space, with mobile wall partitions sectioning off a "Billiards Room" and a "Craft Room".

Main Area:

This 66' x 48' space is a multi-use space with a number of tables set up and used daily for the lunch (nutrition) program, cards, clubs, bingo etc. Chair exercise program takes place within the main area, with about 20 participants twice per week. Within the main area is a staged "lounge" area with couches, recliners and TV.

There is a lot of unused space in this "main area" on a daily basis; however, the space is used to capacity when we have our larger events, often held once per month (dinner-dances, basket raffles, etc.) that host 100-150 people.

Billiards/Media Room:

This 16' x 21' room features 1 billiards table, and doubles as a storage area for some tables & chairs. It also features our media lab which consists of 3 computers, and printer which is used by seniors for internet access.

Craft Room:

This 22' x 22' space features tables set up for crafts and also doubles as an extra room for cards or table games. Within the space are built in cabinets, a closet for storage, and a sink.

Kitchen:

This 19' x 12' area has a commercial stove with fume hood, two commercial fridges and a freezer. Large prep table and a sink with dishwash is also located in this area. The kitchen is used daily for the Niagara County Nutrition Program. We also use this frequently to prepare food for events.

Storage:

A mechanical room doubles as additional storage. There's also additional storage/office in a partitioned off area. Storage space accounts for approximately 250 sq. ft. of the building.

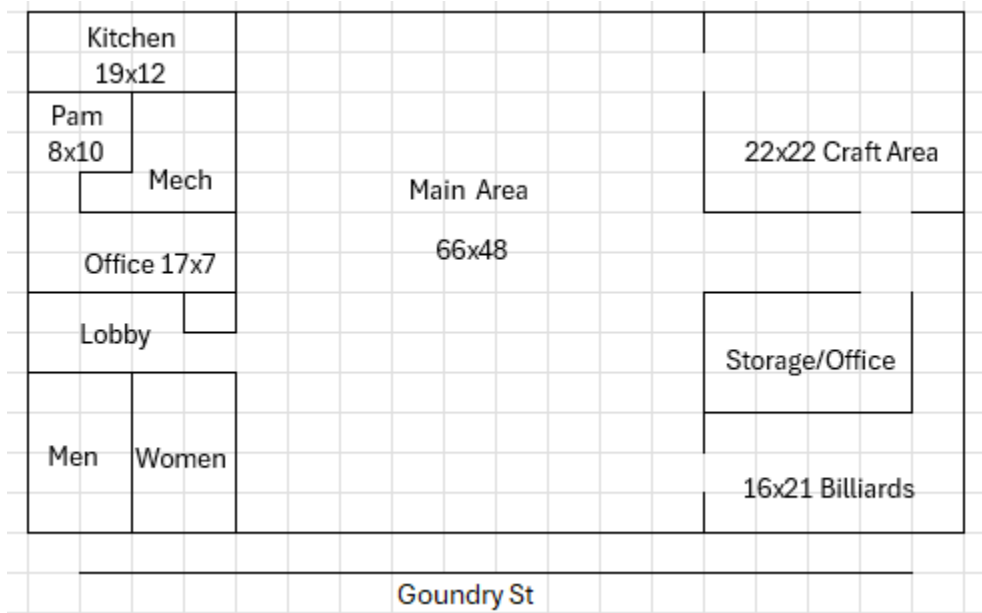
Office Space:

A main office area at 17' x 7' features a desk, copier machine and general admin. storage and has the Senior Center Supervisor office (8' x 10') and check-in office (6' x 6') attached.

Parking:

Off-street parking on the west side of the building with 40 parking spaces approximately 150 feet from the entrance of the building. Note these parking spaces are shared with the Carousel Apartment Complex with 10-20 spaces being regular used by tenants leaving 20-30 spaces for Senior Center use.

Rough Sketch of Building Layout



Recreation/LCDC Offices

500 Wheatfield Street

Total Approximate Building Square Footage: 17,200 sq. ft.

Square Footage Used by City/Recreation: 6,645 sq. ft.

Offices: 2,420 sq. ft.

Storage: 3,525 sq. ft.

Other: 700 sq. ft.

The Recreation Building (Norman Keller Building) houses a number of entities. The Niagara County DMV, Probation and Public Defenders offices have occupied space that is rented out and not currently accessible to the City, while the remainder of the building is used for Recreation Department Offices, Conference Room/Police Training, and Lumber City Development (LCDC). This location is our administrative HUB for recreation services, housing the Director's office, clerk office, and main office where the public conducts rentals, purchases, etc. With many of our reservations and program registrations available online, we don't see heavy foot traffic in this location (with the exception of golf season when people need to physically come in to get their ID card/pass). Typically, we have no more than 3-5 people at any given time come to do business with us.

The rooms and space we currently occupy is described in detail below:

Recreation Main Office:

The main area of this room is 50' x 25' which includes a public service area where our secretary is stationed. Within this large area we also have a mobile partition wall separating an open area for designated office space for seasonal supervisors, copy machine etc. The corner of this room includes another partition with desk for our Juvenile Justice and Youth Court Supervisor who only works on-site once per week. Off the main area there are four offices, housing Director (17' x 10'), Youth Center Supervisor (17' x 10'), Meeting Room (20' x 12') and Account Clerk (17' x 12'). A 17' x 12' break room with fridge and sink is adjacent to the main office.

Lumber City Development Corporation (LCDC):

LCDC has office space across the hall from the Recreation Office. This space features an 8' x 21' lobby-style entrance which is excess un-used space. The LCDC Director has a 10' x 15' office, and adjacent to that is the main LCDC office 18' x 8' featuring a secretary desk, smaller conference table and printer. Three other office spaces are vacant and unused (outside of for some overflow storage). In speaking with the LCDC Director, they are expected at some point in the future to have a 3rd staff member. Future space would need to accommodate a total of 3 employees. They do need storage space as well, but not nearly as much as they are using.

Conference Room:

A 23' x 38' large conference room features multiple tables & chairs. This room is utilized for many purposes including LCDC meetings occurring monthly (8-10 people), First Offender & Youth Court Programs (10-20 people) occurring once per week, Police Training (20-30 people) occurring sporadically (in the 2023 calendar year the police had the conference room signed out for a total of 7 dates). This conference room has also been used for staff training & development, so it is a well-used and important space.

Weight Room:

A 20' x 35' room that previously stored old police files, had been recently converted last year by the Police Union into a weight room for off-duty officers to use for weight training and defensive tactics drills. Since its implementation, the police are now doing their defensive tactics drills in a new facility owned by one of the police officers and this room is now only used by a handful of police for exercise/weight training. In speaking with police Captain Frank, this is not vital space and can be repurposed for recreational programming.

Storage:

A 44' x 58' basement serves as the main storage area for Parks & Recreation. Seasonal décor, out of season sports equipment, documents, etc. along with some maintenance supplies and equipment are housed in this area. Much of this area is used.

Public Defenders Offices:

Adjacent to the main office, there are another group of offices utilized by the Public Defenders Offices. These rooms are rented out and serve as monthly revenue to the City. The agreement expires at the end of the 2024 year and can be discontinued so the City can occupy this space for recreational programming.

DMV Offices:

This large area is utilized for the DMV offices who rent the space from the City. The agreement can be discontinued so the City can occupy this space for recreation programming. The space contains a large open floor space, with some smaller offices and breakroom.

Probation Offices:

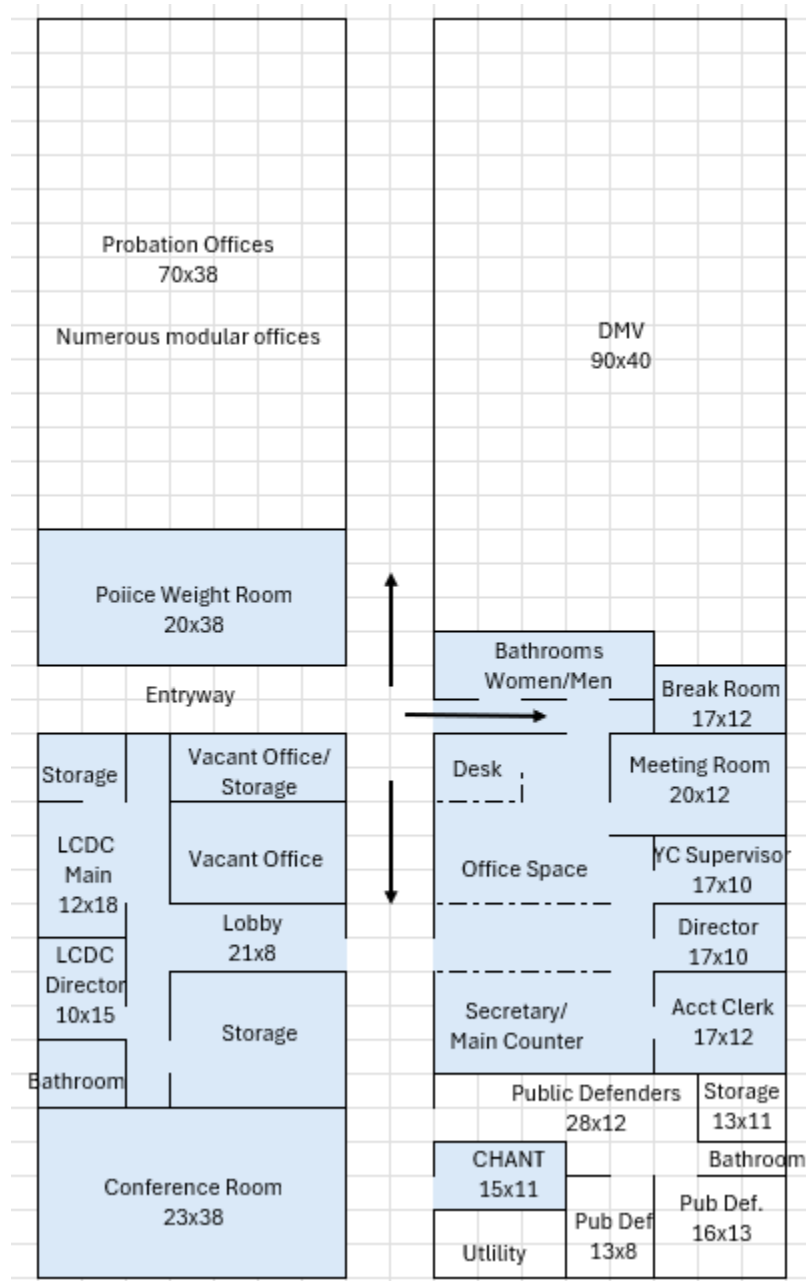
This area is utilized for Niagara County Probation Offices who rent space from the City. This agreement can be discontinued so the City can occupy this space for recreation programming. The space contains numerous modular offices which could be opened up to serve the purposes we need for recreation programming.

Parking:

Large parking lot featuring 120 spaces which is more than sufficient for a Community Center Facility. ADA access and closer parking to the entrance need to be addressed.

Rough Sketch of Main Floor Building Layout

Area in blue designates space currently occupied by the City.



ATTACHMENT B
Norman Keller Building Supporting Documents
(From 2023 Appraisal- GAR Associates LLC)

SUMMARY OF SALIENT FACTS & CONCLUSIONS

Property Name:	Norman Keller Building		
Property Type:	Office		
Property Sub-Type:	General Office		
Design/Occupancy	Multi-Tenant		
Property Address:	611 Shad Street		
Municipality/County/State:	City of North Tonawanda, Niagara NY		
Section, Block & Lot No.:	182.14-1-1		
Property Rights Appraised:	Fee Simple Estate		
Owner:	City of North Tonawanda		
Sales Within Past 5 Years:	None		
Pending Sale:	No. The appraiser is unaware of any pending sale contracts.		
Land Area:	370,260 sf, or 8.50 acres		
Corner:	No		
Exposure:	Below Average		
Utilities:	All public		
Off-Street Parking:	152		
Site Improvements Condition:	Average		
Site Functionality:	Average		
FEMA Flood Plain:	No, Zone X, Panel No. 36063C0361E, Date: 9/717/2010		
Zoning:	M-1: Industrial District		
Number of Buildings:	1		
Gross Building Area:	17,322 sf		
Year Built:	1971	No. of Stories:	1
Functional Utility:	Average		
Quality:	Average		
Condition:	Average-minus		
Deferred Maintenance:	Some minor support issues in the basement crawl space.		
Assessment:	\$1,024,000 (land portion is \$350,000)		
Equalization Rate:	52.00%		
Total Equalized Assessment:	\$1,969,231		
Highest & Best Use "As Vacant":	Commercial, office or government services		
Highest & Best Use "As Improved":	Continued General Office Use		
Date of Property Inspection:	November 8, 2023		
Marketing Time:	8-12 Months		

IDENTIFICATION OF PROPERTY



Aerial Photograph - Courtesy of *Explorer.Pictometry.com*



Subject as of November 8, 2023

SUBJECT PHOTOGRAPHS



Front/Side of Subject



Side/Front of Subject



Rear of Building with Access to Basement



Side/Rear of Building



Front Entrance facing Parking Lot



Storage Garage

SUBJECT PHOTOGRAPHS



Parking Lot



Parking Lot



Subject Roof



HVAC Roof-top Unit



Front Entrance



Front Entrance

SUBJECT PHOTOGRAPHS



Parks & Recreation Office



Office Area



Typical Office



Office Area

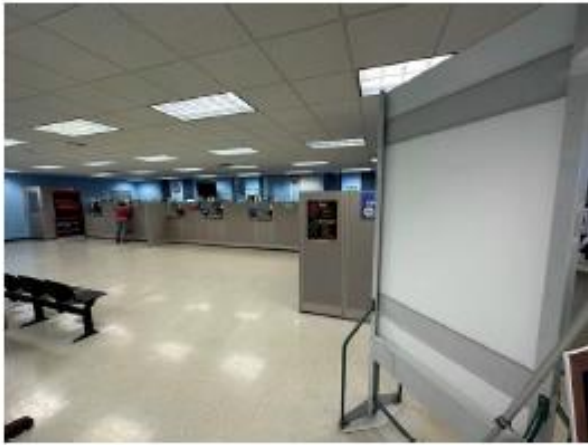


Office Area



Office Area

SUBJECT PHOTOGRAPHS



DMV General Office



DMV General Office



DMV Office



DMV Break Room



DMV Office Area



DMV Private Bathroom

SUBJECT PHOTOGRAPHS



Niagara County Probation Office



Niagara County Probation



Common Area Break Room



Common Hallway



Common Men's Bathroom



Common Women's Bathroom

ATTACHMENT C

Needs Assessment (Initial)

Youth Center:

Currently our space lacks on-site storage. The Craft Room and Lounge Room could be bigger to accommodate more participants and keep the space from being crowded. Open floor plan is best to minimize number of staff for supervision (for every separate room we need to have a staff dedicated to that space). Having a separate dedicated space for classes would be ideal. Gymnasium is the most used and vital space for our programming. With basketball leagues occupying three nights during the winter, opportunities for open play/open gym are lacking on those days. Having a gym big enough for two courts, would provide opportunities for open gym and sports leagues to take place concurrently. It also allows for space to be utilized for gym rentals, etc. serving as an added revenue source.

In a public survey and feedback sessions, when asked what considerations would be the most important in a new facility the most notable responses included:

- 71% Gymnasium (Sports & Open Play)
- 52% Game Area (air hockey, table games)
- 37% More space for special events
- 34% Learning Lab (dedicated area for computers, classes, tech)
- 32% Outdoor Activity Space

Air conditioning was another frequent comment as our current facility doesn't have air conditioning which limits our programming in the summer months.

Senior Center:

Having a kitchen is a must. A large open floor plan works well to be able to have versatility and flexibility in our programs. A space dedicated specifically for quiet purposes (library/classroom/media room) would be beneficial. A secondary space large enough to host special events of 150 people (dinner dances, special events) is ideal.

In a public survey and feedback sessions, when asked what considerations would be the most important in a new facility the most notable responses included:

- 61% More space for special events
- 33% Gymnasium (pickleball, exercise, etc.)
- 27% Learning Lab (space dedicated for computers, classes etc.)
- 23% Lounge area
- 18% Game Area (billiards, table games)

Other frequent comments included handicap accessibility and close parking.

Community Center Considerations:

A centralized administrative office housing Senior & Youth Program Coordinators, Director, and Recreation Office staff is ideal. This should be front facing to the public as they enter the building. Senior & Youth program space should be differentiated and defined separate from each other within the building. In consulting with other Recreation Departments, the idea of shared space and multi-generational programming has not gone over well with senior citizens and becomes a deterrent from their participation. Clearly defining spaces for seniors and youth specifically is important in the success of these programs.

The need to address handicap accessibility at this building is very important. Currently slope and length of the entry ramp to the building is not ADA compliant, and the walk from the parking lot to the main entrance is long for individuals with mobility issues. Looking at creating handicap spots closer to the building is necessary.

Building additions to accommodate needed program space include gymnasium and large multipurpose event space. An addition is ideal for the west side of the building wing (back side of the building); allowing for parking enhancements for the front of the building.

