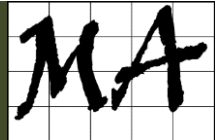


FEASIBILITY STUDY



City of Newburgh Facilities Master Plan: Phase One Report *City of Newburgh, NY*

CLIENT

City of Newburgh

CLIENT CONTACT

Jason Morris, P.E., City Engineer
(845) 569-7448

JMorris@cityofnewburgh-ny.gov

YEAR COMPLETE

2020

TEAM MEMBERS

Mitchell Associates Architects
Team Leader, Fire Program
(Operational Needs
Assessment), Evaluation of
Building Conditions,
Recommending Options

Kaestle Boos Associates
Police Program

Williams Architects
Municipal & Courts Program

Emtec Consulting Engineers, Inc.
Mechanical – Electrical

Quality Environmental Solutions
& Technologies, Inc.
Environmental Review

Three Phase Goals

Mitchell Associates Architects and our Team worked closely with the City of Newburgh to address the following:

- Examine the current conditions of eight facilities
- Describe current and future operational and personnel needs of City departments
- Determine needed facility space and facility location(s)
- Determine whether to renovate existing facilities or to build new
- Determine whether to consolidate services
- Determine where facilities could be located if current sites are found unacceptable
- Determine estimated cost comparisons of options

Scope of the Study

The overall project was organized in three phases. This study focused on Phase 1 and included an assessment of existing conditions of the City's buildings (Administration, Fire, Police, Courts, and Department of Public Works), a description of operational, personnel and space needs, prioritized lists of facility and site repairs, a conceptual cost analysis of repairs organized by priority, and commentary on the potential longevity and viability

of each facility for continued use. Future phases will examine logical combinations of services and determine best options.

Outcomes

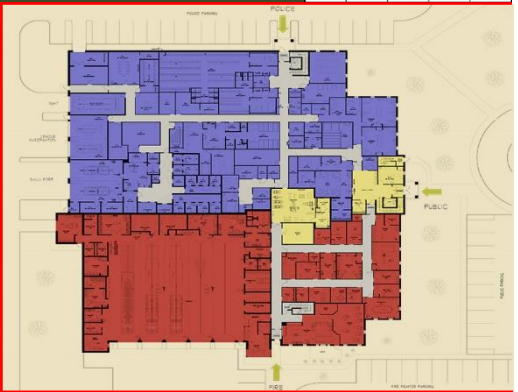
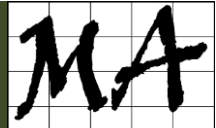
The completed Phase 1 Study presented detailed descriptions of current conditions related to structure, building envelopes, interior conditions, site conditions, ADA compliance, occupant health and life safety requirements, and mechanical and electrical systems. It also presented an evaluation of the cost implications to allow these buildings to have continuing municipal use.

An assessment of asbestos, lead, and microbial/moisture presence, along with recommendations and estimated costs, was completed.

Future space requirements were determined through the evaluation of the operational and personnel needs of City Departments including space and early square footage cost comparisons between existing space and current conditions and future requirements.

Recommendations focused on immediate safety-related building improvements and short term and long-term repair and improvement priorities. It also provided an overview of the steps to be taken in future phases.

FEASIBILITY STUDY



Relocation & Consolidation of Town Facilities with the Arlington Fire District *Town of Poughkeepsie, NY*

CLIENT

Town of Poughkeepsie

CLIENT CONTACT

Jay Baisley, Town Supervisor
(845) 485-3607
jbaisley@townofpoughkeepsie-ny.gov

YEAR COMPLETE

2019

TEAM MEMBERS

Mitchell Associates Architects
Team Leader, Fire Program (Operational Needs Assessment), Building Conditions, Review of Sites, Conceptual Design

Kaestle Boos Associates
Police Program and Plan

Williams Architects
Municipal & Courts Program and Plan

Berger Engineering & Surveying
Civil Review

Craig Maloney, P.E.
Structural Review

Manitou, Inc.
Response Time Analysis, Population and Service Demand Forecasting

Nasco Construction Services, Inc.
Cost Estimates

Capital Markets Advisors, LLC
Finance & Debt Structure Analysis

Partnering

Mitchell Associates Architects and our Team worked with the Town of Poughkeepsie and the Arlington Fire District to identify a suitable location and design for a new consolidated Town Hall, Police, Court, and other administrative services facility, combined with the Arlington Fire District.

Scope of the Study

The Project Team evaluated the unique needs of Town Departments and the Fire District, and their ability to share a cohesive, campus-style facility on Town identified potential sites.

The study included the following:

- Detailed descriptions of the functionality and conditions of current facilities
- Projections of future Town and Fire District population and service needs
- Analysis of current and projected space needs for Town Departments and the Fire District
- Response time and buildability evaluation of prospective locations for the new consolidated facility

- Conceptual design for the new consolidated facility based on programming/space needs assessment
- Site design for the preferred site
- Initial Environmental Assessment Form (EAF) for future SEQRA filing.
- Preliminary cost analysis
- Funding Debt Model for the proposed Capital Project

Outcomes

All existing facilities were described, including their condition, age, use, and relationship to adjacent spaces and functions. Recommended corrective measures and their estimated costs were identified.

All potential sites for a consolidated facility were initially assessed for size and access. Further analysis was performed on the more promising sites by developing conceptual site layouts and analyzing potential grading and constructability.

A conceptual design for a shared facility was developed for the preferred site and next-step options were presented.

Funding and taxation requirements were presented.

FEASIBILITY STUDY



CONSOLIDATION STUDY FOR THE BEACON FIRE DEPARTMENT & MUNICIPAL GOVERNMENT

Beacon, NY



CLIENT

City of Beacon

CLIENT CONTACT

Tim Dexter
(845) 235-5831
firedex16@gmail.com

YEAR COMPLETE

May 2006
Continuing in 2022

TEAM MEMBERS

Mitchell Associates Architects
Lead Design Firm
Williams Architects
Town Hall & Court Program
Nasco Construction Services
Cost Estimating

Beacon is a blended department with career and volunteer firefighters working out of three stations. Between 2006 and 2018 Mitchell Associates Architects (MAA) conducted four studies for Beacon. The purposes of the studies were to evaluate consolidation options including:

- One, two or three stations
- Renovations and additions, or
- New headquarters

In 2006, MAA conducted an evaluation of the condition of the existing fire stations; quantified the department's current and future needs; and evaluated 13 alternative locations. The outcome of the study was the recommendation to build a new central station.

In 2017 MAA re-evaluated the City of Beacon's needs, and evaluated nine prospective sites for a new consolidated headquarters. In 2018 MAA conducted a study evaluating the feasibility of consolidating the Beacon City Hall

offices, Dutchess County satellite offices, and the Beacon Fire Department to cohabitate at the site of the current Dutchess County office building located on Main Street in Beacon.

MAA evaluated four options based on a variety of factors including space needs for all the departments, including to build: (1) a new combined city/county building with a new fire station on the same site; (2) a new City Hall; (3) a new combined city/county building with a drive aisle to Main Street; and (4) a new combined city/county building with a pocket park.

The recommendation was again made to build a new central fire headquarters. Although it was determined that the Main St. site could not accommodate a new facility, the other locations were possible depending on the budget.

2022 scope is renovation addition to headquarters.

NEW CONSTRUCTION



LONG HILL VOLUNTEER FIRE DEPARTMENT STATION #2
Trumbull, CT

CLIENT

Long Hill Fire Company

CLIENT CONTACT

John Mellardo
(203) 650-2986
jmellardo@longhillfd.com

YEAR COMPLETE

February 2019

CONSTRUCTION COST

\$8,029,075

FACILITY SIZE

17,345 sq. ft.

TEAM MEMBERS

Downes Construction
Contractor (Design/Build)
Mitchell Associates Architects
Lead Design Firm
Craig Maloney
Structural Engineer
RZ Design Associations, Inc.
M/E/P Engineer
Freeman Companies
Civil Engineer

The Long Hill Fire District sought a design-build team to design and construct a new fire station in Trumbull, CT. The new 17,345 square foot facility was built adjacent to the previous Station No. 2, which was demolished upon completion of the new facility.

The new facility features three apparatus bays that can store two engines in each bay. The building also includes a district office and conference/meeting rooms.

The building also features an exercise room, PPE storage in a separate well-ventilated room, decon laundry, a separate bunker's laundry, and sealed wall openings between the apparatus bay and the rest of the building.

Mitchell Associates Architects provided firematic programming, architectural design, and construction administration for this project.



STUDY; CONSOLIDATION; NEW CONSTRUCTION

GOLD AWARD, FIREHOUSE MAGAZINE; BRONZE AWARD, F.I.E.R.O



PEEKSKILL FIRE HEADQUARTERS

Peekskill, NY



CLIENT

City of Peekskill

CLIENT CONTACT

John Pappas
(914) 879-2724
phscoach@aol.com

YEAR COMPLETE

December 2018

CONSTRUCTION COST

\$12,114,000

FACILITY SIZE

30,788 sq. ft.

TEAM MEMBERS

Mitchell Associates Architects
Lead Design Firm
Craig Maloney, PE
Structural Engineer

The new Fire Headquarters for Peekskill, NY, is designed to meet the needs of an historic community and a department with a 200-year history. The Peekskill Volunteer Fire Department was founded in 1813. Before the current consolidation, six companies occupied five stations—two from the 19th century and the newest 50 years old—all with glaring operational and firefighter health and safety issues.

The new Fire Headquarters is the culmination of 10 years of studies and planning. Mitchell Associates has worked closely with the department and city since 2007 to develop a design that addresses the following goals:

- Consolidate operations at a centrally-located facility;
- Meet today's operational needs and health & safety standards;

- Provide a home for combined volunteer and career members;
- Construct a permanent building made of traditional materials that demonstrates the city's commitment to the future;
- Prominently display their hand pumper (owned since 1826) and parade wagon (owned since the 1870s);
- Show proper respect to the fire service and those who protect us.

The building materials and forms create a timeless streetscape for the centrally-located building that serves as a new gateway to the city. Natural stone was quarried and machined in western Pennsylvania to shapes reflecting existing buildings in Peekskill.

Peekskill is in the midst of a revitalization, including a recently awarded \$10 million Economic Development Grant. The new Fire Headquarters helped the city to position itself to successfully receive the grant.

RENOVATION & ADDITIONS



ALTERATIONS & ADDITIONS FOR PURCHASE FIRE DISTRICT

Purchase, NY

CLIENT

Purchase Fire District

CLIENT CONTACT

Bob Makowski, Secretary
(914) 906-5116
makowski@purchasefd.com

YEAR COMPLETE

2020

CONSTRUCTION COST

\$8,116,428.57

FACILITY SIZE

Existing: 16,461 sq. ft.
Addition: 14,669 sq. ft.

TEAM MEMBERS

Mitchell Associates Architects

Lead Design Firm

Craig Maloney, PE

Structural Engineer

OLA Consulting Engineers, P.C.

Mechanical/Electrical Engineer

Hudson Engineering & Consulting, P.C.

Civil Engineer

The Purchase Fire District has built an addition to their existing station on Anderson Hill Road. This addition expands space for fire apparatus and for firefighters. Foremost is adequate storage space for the fire apparatus. Although the original 1938 apparatus bay currently houses an engine and a rescue truck, it can no longer house the modern equipment used today. The apparatus bay that was added in 1968 and renovated in 1998 had housed most of the fire apparatus, but the clearances are less than currently accepted safe standards.

Additionally the lockers for the firefighters' turnout gear are located along the apparatus bay walls, further reducing the space in the bay and creating a hazard for the firefighters donning and doffing.

The all-volunteer department has been able to attract live-in responders but was not able to provide reasonable living accommodations.

The first floor of the new addition has an apparatus bay with safe clearances, a radio room with a view of both aprons; a decon/laundry; a clean space to fill and maintain SCBA gear; an ADA compliant bathroom; a ready room; and a work room.

A new mezzanine provides training space, including a bailout window and confined space extrication.

The new third floor provides five single and two quad bunk rooms; a bunkers laundry; an exercise room; kitchen, dining and living rooms; lockers; toilet and shower rooms, and table and chair storage for the existing meeting room.

Renovated site areas provide nine additional parking spaces; replace an underground diesel fuel tank with an above-ground tank; upgrade the generator; provide an attenuation gallery for stormwater retention; and an oil/water separator for the apparatus bay trench drains.

NEW CONSTRUCTION

NOTABLE DESIGN AWARD, FIREHOUSE MAGAZINE



NIAGARA ENGINE COMPANY NO. 6

Schoharie, NY

CLIENT

Village of Schoharie

CLIENT CONTACT

John Wolfe
(518) 496-7784
rsipitfire@gmail.com

YEAR COMPLETE

October 2017

CONSTRUCTION COST

\$5,812,000

FACILITY SIZE

20,313 sf.

TEAM MEMBERS

Mitchell Associates Architects
Architect of Record
Craig Maloney, PE
Structural Engineer
Lamont Engineers, PC
Civil Engineer
Hesnor Engineering, PLLC
M/E/P Engineer
Nasco Construction Services
Estimating



After Tropical Storm Irene hit in 2011, the Schoharie Fire Department, Niagara Engine Company No. 6 needed a new station. Flooded to a depth of eight feet during the storm, their 1955 building was condemned. The Department quickly set up temporary quarters in a ramshackle Quonset hut with a framed addition that had been a tractor dealership. In 2012 the Federal Emergency Management Agency (FEMA) funded the construction of a temporary pole barn.

The fire department received FEMA funding commitment for a new fire station, requiring that the new station replace the old station "in-kind," with no "betterments" that were not mandated by law or code. With careful documentation, the Department presented convincing arguments to FEMA that resulted in approval in 2015 of a fully modern station. Because the new site is located in a Historic Overlay District, zoning required facades that blend with a nearby 1772 stone church. The result is a handsome, historic-looking building.

The first floor area is 13,360 s.f., with a 630 s.f. mezzanine and 5,940 s.f. walk-out basement. The four-bay, double deep apparatus bay is 6,000 s.f. The decon/laundry has a washer/extractor, drying cabinet, and separate washer and dryer. The SCBA fill compressor is isolated for hearing protection. Training space is provided by a classroom, a mezzanine with a bailout window and a confined space extrication manhole, and an exercise room in the basement.

The meeting/training room accommodates 82 seated at tables. It can be divided into two rooms and is serviced by a kitchen, A/V room, and storage for tables, chairs and training props. The kitchen equipment was donated by a local restaurant.

Six years after Irene, community pride was on full display at the Grand Opening in October 2017. The station represents the can-do spirit of the Fire Company and the Town of Schoharie.

NEW CONSTRUCTION

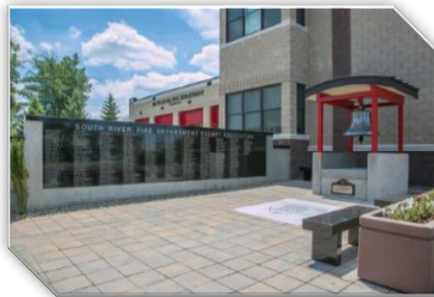
NOTABLE DESIGN AWARD, FIREHOUSE MAGAZINE

MA



SOUTH RIVER FIRE HEADQUARTERS

South River, NJ



"[The new fire house] is gorgeous," former Mayor Raymond Eppinger said. "It's been a long time in coming, but the great thing about it is it's such an efficient and professional use of space that I think the residents of South River are going to be very, very pleased for a very long time that this project was undertaken."

CLIENT

Borough of South River, NJ

CLIENT CONTACT

Art Londensky
(732) 715-4312
alondensky@southrivernj.org

YEAR COMPLETE

2018

CONSTRUCTION COST

\$7,586,050

FACILITY SIZE

23,461 sq. ft.

TEAM MEMBERS

Mitchell Associates Architects
Lead Design Firm
Craig Maloney, PE
Structural Engineer
Huston Engineering, LLC
M/E/P Engineer
CME Associates
Civil Engineer
Nasco Construction Services
Construction Estimating

The South River Fire Department is a 70-member volunteer department. The existing station, built c. 1917, was out of date and isolated by flooding during Superstorm Sandy. Determining a new location was a complicated, two-year process because the Borough of South River is 95% built out with large portions located in the flood plain.

Mitchell Associates provided programming, schematic design, construction documents, and construction administration for the new, two-story, 21,388 sf headquarters, as well as renovations to an adjacent building to house additional offices, and records storage.

The 5,730 sf apparatus bay has three double-deep drive through and two single deep back-in bays. It allows the cab of the ladder truck to be lifted while inside. Upgraded health and safety features include hot zone/cold zone separations, and a large decon/laundry with a gross deconning room, two 105-pound capacity washer/extractors and two drying cabinets.

The SCBA fill compressor is isolated from the fill station room for hearing protection. Training space includes a classroom, a mezzanine with a bailout window and confined space extrication manhole, and an exercise room.

The meeting room can accommodate 85 seated people and can be divided into two rooms. It is serviced by a kitchenette and a storage room for tables, chairs, and training props. The station also includes space for future bunking to accommodate ten firefighters.

The building envelope and all mechanical and electrical items exceed current energy efficiency standards.

Mitchell Associates worked with the department to meet the funding requirements from the United States Department of Agriculture.

Because of site issues, the new building was constructed on 325 piles & required removal of contaminated soil to a depth of 15 ft.



Consultants

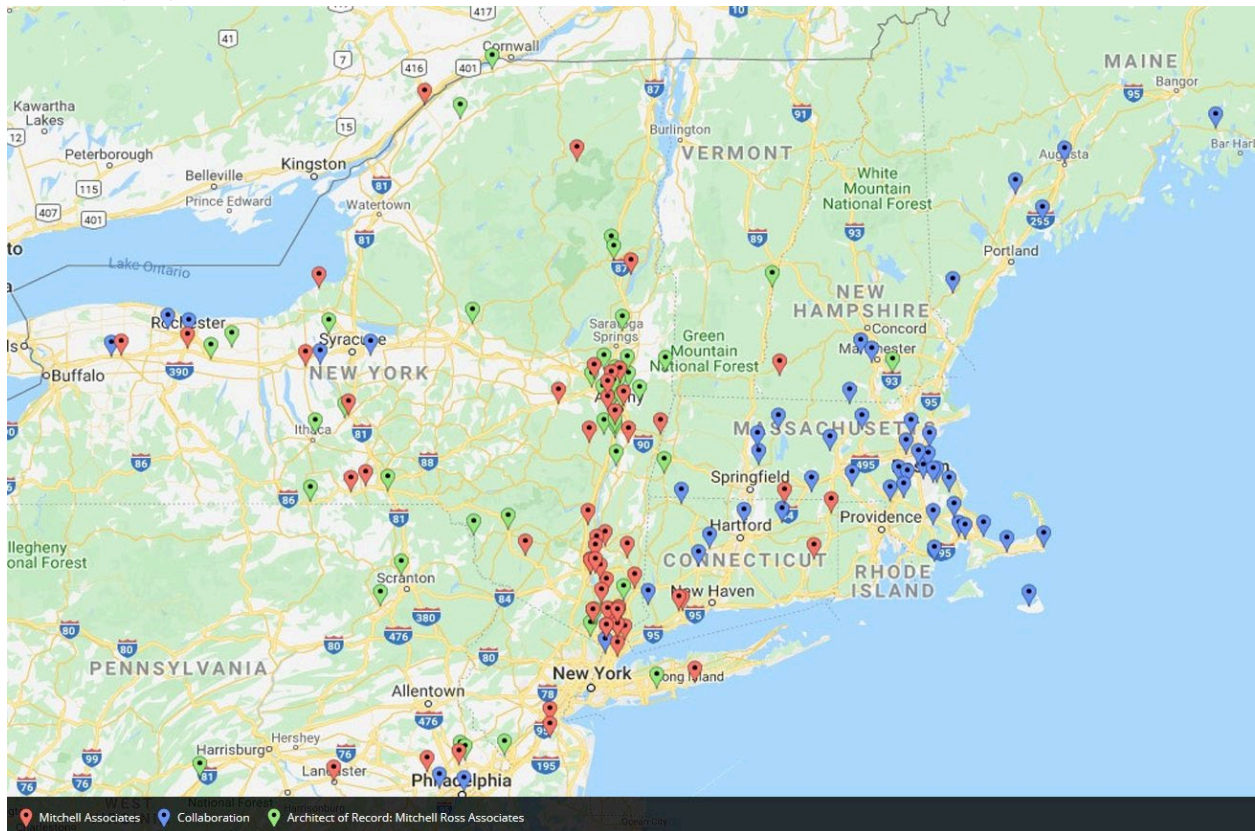
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1.1 Firm Description

Mitchell Associates Architects, PLLC

Robert Mitchell has provided architectural services to the emergency response community for more than 28 years and has been directly involved in over 190 projects addressing approximately 330 public safety facilities throughout the Northeast, the Eastern Seaboard, Missouri, Texas, and Alaska. Mitchell Associates Architects (MAA), founded in 2004, evolved from Robert Mitchell's earlier firms including *Robert Mitchell Solar Systems Design, Inc.*, founded in 1974; *Mitchell Associates, Inc.*, founded in 1986; and *Mitchell Ross Associates Architects, PC*, founded in 1992.

MAA's extensive public safety experience results in knowledge-based critical thinking that creates cost-effective, innovative designs that are particularly well-suited to our clients' needs. In addition to design, we actively lead our clients through this complete process, including feasibility studies, financial planning, programming and project design, probable construction cost estimating, public education and bond vote marketing, value engineering, financial analysis, bidding, contract negotiations, and construction administration.



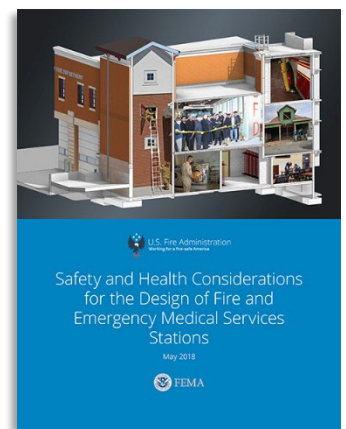
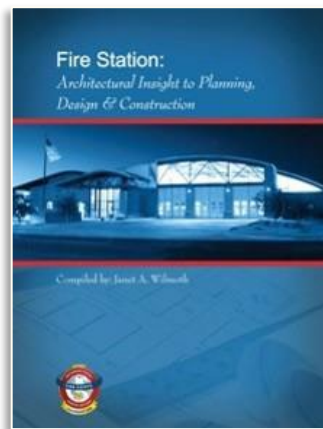
Locations of Mitchell Associates Architects' related projects in the northeast.

We have completed needs assessment & programming for more than 175 fire station and emergency services facilities. Our proprietary programming tools and techniques have been developed specifically for firematic projects using our specialized knowledge and what we have learned from our clients. In addition, we have completed more than 160 feasibility studies of which 64 were for evaluating renovations and additions to existing emergency services facilities.

With experience in building and design, Mitchell Associates Architects understands probable construction cost, estimating, and value engineering techniques. This experience is reflected in the cost control measures we employ at all stages of our work, as well as management and schedule controls we use throughout the project. As a result, the vast majority of our projects bid at or under budget.

The firm specializes not only in new building construction, but in renovations and additions as well. Robert Mitchell authored the chapter on fire station renovation and additions for the International Association of Fire Chiefs' publication, *Fire Station: Architectural Insight to Planning, Design & Construction* (2010). Of the seven gold prizes that we have received from the Fire Chief Magazine and Firehouse Magazine Station Style competitions, two were for addition/renovation projects.

Also, MAA's work incorporating training features in the design of fire station facilities is featured in the new FEMA fire station design manual, entitled *Safety and Health Considerations for the Design of Fire and Emergency Medical Services Stations* (2018) (available online as a free PDF download).



The City of Peekskill Fire Headquarters enhances the fabric and public experience of being on Main Street. The City considers the station to be the new “Gateway to the City.”



Mitchell Associates HONORS AND AWARDS

Our designs have received national recognition and awards for the quality of public safety architecture. Fire Station design awards include:



**Peekskill Fire Headquarters,
Peekskill, NY**
New Construction, Consolidation
2019 Gold Award, Firehouse
Magazine



**Hartford Fire Station
Augusta, ME⁽¹⁾**
Renovations & Additions
2019 Silver Award, Firehouse
Magazine & A 2019 Honor Award
from Maine Preservation



**Hartford Fire Station
Augusta, ME⁽¹⁾**
Renovations & Additions
2019 Gold Award, F.I.E.R.O. Fire
Station Design Symposium



**Walpole Central Fire Station,
Walpole, MA⁽²⁾**
New Construction, Consolidation
2019 Gold Award, F.I.E.R.O. Fire
Station Design Symposium



**Newton Fire Station and
Headquarters, Newton, MA⁽²⁾**
Renovations & Additions
2019 Silver Award, F.I.E.R.O. Fire
Station Design Symposium



**Peekskill Fire Headquarters,
Peekskill, NY**
New Construction, Consolidation
2019 Bronze Award, F.I.E.R.O. Fire
Station Design Symposium

(1) Arch. of Record: WBRC Architects + Engineers
(2) Arch. of Record: Schwartz Silver Architects, Inc.

7 Design Awards in a Single Year



**Purchase Fire Station;
Purchase, NY**
Renovations & Addition
2021 Notable Design
Award,
Firehouse Magazine



**Newton Fire Dept.
Headquarters;
Newton, MA ⁽⁵⁾**
New Construction
2021 Notable
Design Award,
Firehouse Magazine



**City of Yonkers
Fire Station 1.
Yonkers, NY ⁽⁴⁾**
New Construction
2020 Notable
Design Award,
Firehouse
Magazine



**South River Fire
Headquarters;
South River, NJ**
New Construction
2018 Notable
Design Award,
Firehouse
Magazine



**Niagara Engine
Company #6,
Schoharie, NY**
New Construction
2018 Notable
Design Award,
Firehouse
Magazine



**Midway Fire District
Station #1;
Colonie, NY**
New Construction
2018 Notable Design
Award, Firehouse
Magazine



**Carver Public
Safety Facility;
Carver, MA ⁽³⁾**
New Construction
2017 Gold Award,
Firehouse Magazine



**Beukendaal Fire
Station;
Glenville, NY**
*Renovations &
Addition*
2016 Bronze
Award, Firehouse
Magazine



**East Putnam Fire
Station; East
Putnam, CT**
New Construction
2015 Notable
Design Award,
Firehouse
Magazine



**Valley Forge Fire
Station, PA**
*Study &
Schematic Design*
2014 Recognition
Award, F.I.E.R.O.
Fire Station
Design
Symposium



**Slingerlands Fire
Station, NY**
Renovations & Addition
2013 Station Style
Notable Design Award,
Fire Chief Magazine



**Holden Public
Safety Facility;
Holden, MA ⁽³⁾**
New Construction
2011 Station Style
Bronze Award, Fire
Chief Magazine



**Philipstown Fire
Station;
Philipstown, NY**
*Renovation &
Addition*
2009 Station Style
Notable Design
Award, Fire Chief



**Skaneateles Fire
Station;
Skaneateles, NY ⁽¹⁾**
New Construction
2008 Station Style
Notable Design
Award, Fire Chief
Magazine



**Chestertown Fire
Station;
Chestertown,
NY ⁽²⁾**
New Construction
2007 Station Style
Notable Design
Award, Fire Chief
Magazine

- (1) Arch. of Record: QPK Design
- (2) Arch. of Record: Mitchell Ross Associates Architects, P.C.
- (3) Arch. of Record: Kaestle Boos Associates, Inc.
- (4) Arch. of Record: WBRC Architects + Engineers
- (5) Arch. of Record: Schwartz Silver Architects, Inc.

This is a partial list of awards. To see a full list, visit our website.



MITCHELL ASSOCIATES IN THE NEWS

*DESIGN PROJECTS HIGHLIGHTED &
ROBERT MITCHELL ARTICLES & INTERVIEWS*



Interview



Author



Featured Article



Award



- Petrillo, Alan (2021, September 9). **Purchase (NY) Has Mitchell Associates Design Three-Level Expansion to Main Station.** *Fire Apparatus & Emergency Equipment Magazine.*

- Simms, Jeff. (2020, February 7). **From Three to Two.** *The Highlands Current.*



- In Quarters. (2020, February 24). **Long Hill Fire District (CT) Station 2.** *Firehouse Magazine.*

- Cusack-Smith, Tiffany. (2019, December 19). **Yonkers opens new firehouse to replace condemned Station 1 facility.** *Rockland/Westchester Journal News.*

- Lee, Kelly. (2019, November 25). **Peekskill Central Firehouse Recognized for Outstanding Design.** *Patch.com.*



- Station Design Awards. (2019, November 1). **Combination, Gold Award: Peekskill Fire Headquarters.** *Firehouse Magazine.*



- Station Design Awards. (2019, November 1). **Renovation, Silver Award: Hartford Fire Station.** *Firehouse Magazine.*



- In Quarters. (2019, July 23). **South River, NJ, Fire Headquarters.** *Firehouse Magazine.*



- In Quarters. (2019, July 23). **Niagara Engine Company No. 6 Fire Station.** *Firehouse Magazine.*

- Edwards, K. (2019, May 3). **Augusta's Hartford Fire Station renovation, expansion, nearing completion.** *Kennebec Journal.*



- Wilmoth, Janet. (2019, April 1). **Station Design: Renovate or Knock It Down?** *Firehouse Magazine Online.*

The article features an interview with Bob Mitchell and highlights his upcoming talk at the 2019 Station Design Conference in Rosemont, IL.



- Petrillo, A. (2018, December 1). **New Jersey fire department overcomes site issues, contaminated soil, and high-water table to build new fire headquarters station.** *Fire Apparatus & Emergency Equipment.*

The article features photos of the South River Fire Department facility (NJ), as well as interviews with Bob Mitchell.



- Station Design Awards. (2018, November). South River Fire Headquarters. *Firehouse Magazine.*



- Station Design Awards. (2018, November). Niagara Engine Company No. 6 Fire Station. *Firehouse Magazine.*

Gleason, Mike. (2018, June 8). **Walpole dedicates new fire station.** *Wicked Local Walpole.*



- Petrillo, A. (2018, July 1). **Architect advice for fire departments designing new stations.** *Fire Apparatus & Emergency Equipment.*

- *This article features an interview with Bob Mitchell about his programming process. The article features photos of the East Putnam Fire Station and the Midway Fire Station (NY).*



- Petrillo, A. (2018, May 1). **Mitchell Associates Architects designs and builds new main station for Midway (NY) Fire Department.** *Fire Apparatus & Emergency Equipment.*

This article features an interview with Bob Mitchell about the process he used to design the new Midway Fire Department Station #1 (NY).



- Petrillo, A. (2018, May 1). **Mitchell Associates Architects designs and builds new main station for Midway (NY) Fire Department.** *Fire Apparatus & Emergency Equipment.*



- In Quarters. (2018, January 22). **Midway Fire Station, Colonie, NY.** *Firehouse Magazine.*



- In Quarters. (2017, December 25). **Carver, MA Fire Headquarters.** *Firehouse Magazine.*



- Station Design Awards. (2017, November). Midway Fire Station. *Firehouse Magazine.*

- Lovett, L. (2017, October 27). **Newton's Fire Station 3 is officially open.** *Wicked Local Newton.*

This article features photos of the new Newton (MA) station at the grand opening ceremonies and a discussion of the health and safety design features that were incorporated in the new station.

These is only a sampling of the articles written by and about Mitchell Associates Architects. To read more, visit our website.



MITCHELL ASSOCIATES SEMINARS

Mitchell Associates provides educational training seminars for the Firehouse Station Style Design Conference, F.I.E.R.O., NYS Association of Fire Districts, the NYS Association of Fire Chiefs, the NYS Association of Career Fire Chiefs, among others. The seminars include the following subjects:

DECON/LAUNDRY

- Mitchell, R. (2021). How to Build a Proper Decon/Laundry. FIERO Fire Station Design Symposium; FIERO PPE Conference, Raleigh, NC.
- Mitchell, R. (2019, September 24). How to Build a Proper Decon/Laundry. FIERO Fire Station Design Symposium. Raleigh, NC.

RENOVATE OR KNOCK IT DOWN

- Mitchell, R. (2021, August 24). A Guide to Renovate or Build New. Firehouse Station Design Conference. St. Louis, MO.
- Mitchell, R. (2019, May 15). Your Old Fire Station—Should you Renovate or Knock it Down? Firehouse Station Design Conference. Rosemont, IL.
- Mitchell, R. (2018, September 25). Your Old Fire Station—Should you Renovate or Knock it Down? FIERO Design Symposium, Raleigh, NC.
- Mitchell, R., McKeon, M. (2016, September 27). Your Old Fire Station—Should you Renovate or Knock it Down? FIERO Design Symposium. Raleigh, NC.
- Mitchell, R. (2015, September 28). Your Old Fire Station—Should you Renovate or Knock it Down? FIERO Design Symposium. Raleigh, NC.
- Mitchell, R. (2013, November). This Old Firehouse: Renovate or Start Anew. FIERO Design Symposium. Charlotte, NC

PHILADELPHIA CASE STUDY

- Swaitala, K, Mitchell, R. (2017, September 26). City of Philadelphia Public Safety Facilities Case Study: Using Innovating Tools to Help a City Decide What and Where to Renovate, Replace and Build. FIERO Design Symposium, Raleigh, NC.

SHARED FACILITIES

- Mitchell, R., McKeon, M. (2016, September 27). Fire & Police: Sharing a Facility. FIERO Design Symposium. Raleigh, NC.
- Mitchell, R., McKeon, M., Chandler, J. (2013). Shared Facilities: Bringing Fire and Police Operations Under One Roof. Firehouse Station Design Conference.



STEPS IN BUILDING A FIRE STATION

- Mitchell, R. (2014, July). Construction Documents Through Punch List—How to Control the Process for a Design/Build Project. Firehouse EXPO. Baltimore, MD.
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ENERGY EFFICIENCY

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- Mitchell, R. (2011, October). The Green Fire Station. Association of Fire Districts of the State of New York. Lake Placid, NY.
- Mitchell, R. (1980, October). The Radical Reduction of Energy Usage in a 100-Year-Old Farm House. Fifth National Conference of the Passive Solar Division, American Solar Energy Assoc.
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SITE LOCATION AND RESPONSE TIME

- Mitchell, R., Jennings, C. (2013, April). Site Location and Response Time. Fire Chief Firehouse Station Design Conference. Phoenix, AZ.
- Mitchell, R., Jennings, C. (2011, November). Evaluating Response Time and Existing Conditions for Relocation and/or Consolidation. FIERO Design Symposium. Charlotte, NC.
- Mitchell, R., Jennings, C. (2010, April 11-13). Evaluating Response Time and Existing Conditions for Relocation and/or Consolidation. Fire Chief Station Style Conference. Kansas City, MO.
- Mitchell, R., Jennings, C. (2010, October). Evaluating Response Time and Existing Conditions for Relocation and/or Consolidation. Association of Fire Districts of the State of New York. Wurtsboro, NY.

THE BOND VOTE

- Mitchell, R. (2010, July). The Bond Vote—Maximizing Your Chances for Success. Firehouse Expo. Baltimore, MD
- Mitchell, R. (2007, November 1-3). The Bond Vote—How to Maximize Your Chances for Success. Association of Fire Districts in New York. Ellenville, NY.



Team Organization

6. Team Organization

Project Management

Wendel is certified to ISO 9001:2015 through DNV GL – Business Assurance. Being ISO 9001:2015 certified shows an organization’s well defined Quality Management System (QMS) that demonstrates a commitment to consistency, continual improvement and customer satisfaction. ISO 9001 is the most widely used quality management standard and has recently undergone a periodic update to better reflect modern business challenges. The current standard requires greater involvement of senior management, broader understanding of processes and more focus on customer and stakeholder expectations.



As part of our ISO processes, our Project Managers must produce and maintain a Project Plan for each project. This is developed at the outset of a project, and is continually updated. The Project Plan clearly outlines scope, schedule, expectations, budget, and the QA/QC process for the entire team. The Wendel team reviews this project plan and all related documents during the 0% review/project kick off and will have access to this throughout the project.

Attached is a sample Project Work Plan that we have drafted for the Village of Saranac Lake public safety buildings. This would be further expanded as the details of the project are developed.



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TEAM ORGANIZATION/PROJECT PLAN

Village of Saranac Lake Public Safety Building [TBD]

VERSION: 1

REVISION DATE: N/A

PROJECT MANAGER	
Robert Krzyzanowski	
Signature:	Date:
PROJECT SPONSOR	
Robert Krzyzanowski	
Signature:	Date:

Open Project:

Project Purpose & Vision

The Village of Saranac Lake seeks architectural services to evaluate the feasibility of replacing three separate, functionally obsolete structures with a new, state-of-the-art facility that will house SLVFD, SLVRS, and SLPD. This study will include evaluation of the existing conditions, building and code requirements, programming, budgeting, tax impacts, public awareness and education, space analysis, and conceptual design. The study will also incorporate an assessment of the original 1891 building's structural integrity – to be independently conducted by the Village – and make recommendations as to the potential for historic preservation/inclusion of historically preserved components in the design and execution of the new public safety building.

Project Scope

1. Refer to proposal for required scope and contracting documents.
2. A feasibility study for a new fire, police and EMS building.
3. Wendel-Five Bugles is contracted with the Village of Saranac Lake.
4. Construction Services will be by a firm to be determined

Goals and Objectives

1. Incorporating/renovating/preserving portions of the existing firehouse is an option.
 2. Demolition of the existing fire house, rescue facility, and any adjacent properties the village may acquire is acceptable.
 3. The existing police facility located at 3 Main St. will not be demolished.
 4. Public awareness/education and support are important components of the project.
 5. The study will include incorporation of training facilities in the proposed public safety building.
 6. The proposed structure may include an emergency operation center (EOC) for the village.
 7. The proposed structure may include a small museum in the public lobby.
 8. The proposed structure may require a separate structure/outbuilding to house fire department trailers.
 9. The proposed design must provide adequate off-street parking for employees and volunteer first responders.
 10. Wendel-Five Bugles and Mitchell Associates shall support the Building Committee, attend meetings, make presentations, and provide any needed graphics, renderings and information necessary to convey the scope and character of each alternative.
 11. Our team will evaluate and update the space and functionality needs of the Fire, Police and EMS Building.
 12. Wendel-Five Bugles and Mitchell Associates will develop project alternatives and budget estimates.
 13. Wendel-Five Bugles and Mitchell Associates will develop alternatives that accommodate all aspects of the village's operations.
 14. Wendel-Five Bugles and Mitchell Associates will design the facility security into the Fire, Police and EMS Building to prevent unauthorized entry and/or tampering with facility operations without detracting from the visual impact of the building.
-



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15. Our team will design any site lighting shall be compatible with existing site lighting and adequate for security and operations.
16. The facility will meet or exceed all building codes for the Village of Saranac Lake and the State of New York.

Project Reviews and Assessments:

- 0% Review: A meeting will be scheduled by the Project Manager inviting the Wendel-Five Bugles Project Team. The Project Manager will write up and file the 0% Review Meeting Minutes
- Study/Schematic Design Review: Site plan, preliminary building plans, sections and elevations will be submitted for Owner approval and Wendel Construction for estimating.

Assumptions

1. Five Bugles personnel will have access to the site.
2. Staff is available to meet schedule.

Project Team:

Robert Krzyzanowski will serve as the Project Sponsor/Project Manager and principal in charge, as well as the lead client contact. Robert Krzyzanowski, James Schmidt and Robert Mitchell will serve as the lead programmers for the fire and EMS portions of the study with Michael McKeon and Laura Eysnogle serving as the lead programmers for the police components. They will meet with the Owner to oversee the conceptual designs and will also manage the production of the project, coordinating the effort with internal Wendel-Five Bugles Design and Mitchell Associates staff. They will maintain contact with the Owner, set parameters for project, make high level decisions and be available for consultation. Robbie Krzyzanowski will do the QA/QC review. Denis Rioux, Ken Gale and Peter Signorelli will review the existing conditions and prepare existing conditions assessment reports on the facilities that are slated to possible remain.

Project Team Roles and Responsibilities:

The below table outlines the management team and the discipline leads. Additional production staff are indicated and will be used as available; however, resumes are not specifically included in the proposal.

Assigned	Initials	Role/Assignment	Role Expectations
Robbie Krzyzanowski	RWK	Project Manager/Director of Emergency Services	Overall project success. Client Contact. Overall Financials.
Robert Mitchell	RM	Architect / Programmer	Technical expertise (Fire)
James Schmidt	JS	Emergency Services Specialist	Technical expertise (Fire)
Michael McKeon	MM	Architect / Programmer	Technical expertise (Police)
Laura Eysnogle	LAE	Architect / Programmer	Technical expertise (Fire and Police)
Ken Gale	KG	Existing Conditions	Technical expertise (Fire)
Peter Signorelli	PS	Existing Conditions	Technical expertise (Fire)
Denis Rioux	DR	Existing Conditions	Technical expertise (Police)

Assigned	Initials	Role/Assignment	Role Expectations
Kaitlyn Heschke	KMH	Administrative Support	Team support.
Matthew Jasper	MJ	Architecture Support	Technical expertise.
Mark Molnar	MDM	Estimator	Estimating team lead and expertise
Jim Winde	JW	Equipment/Mechanical Lead	Technical expertise, financial and schedule control for their discipline.
Todd Phillips	TP	Plumbing Support	Technical expertise.
Chris Colvin	CBC	Fire Protection Support	Technical expertise.
John Rauen	JR	Electrical Lead	Technical expertise, financial and schedule control for their discipline.
Ruslan Belous	RB	Electrical Support	Technical expertise.
Pete Kukulka	PK	Structural Lead	Technical lead and expertise
Christopher Chapman	CC	Civil	Technical lead and expertise

Risk Planning Reminders

Every project contains risk. Known risks and mitigation plans are listed below, but the Risk Action form will be reviewed and revised throughout the project:

1. Combining all three disciplines into one building will be a challenge
2. The total budget has not been shared for a new public safety building.
3. Existing building demolition could contain hazardous materials.

Change Control

Team will notify RWK of any perceived changes in scope during the project prior to agreeing to do the work. Design/scope changes will be tracked by Project Management and reviewed with the Owner. Determination will be made by project management if additional services are justified. If additional services are determined to be justified RWK will review them with the Owner. Agreement for fees for additional services will be negotiated and documented with the Owner prior to commencement of work on the additional service.

Wendel-Five Bugles agrees to work to keep the project within budget and to notify the village promptly if at any time the estimated cost of construction exceeds the project budget, including any contingency

Status Reporting:

Regularly scheduled team meetings, or check-ins, will generate minutes that will serve as project status reporting, completed by KMH. Meeting minutes may be in the form of mark-up on drawings. Project Manager will review weekly project effort versus project budget and update project team.

Quality Objectives:

The project will follow the Wendel-Five Bugles QA/QC Process and requirements.

The project will follow the Wendel-Five Bugles QA/QC Process and requirements. QA/QC review of the documents will be done starting at the beginning of SD's. A final QA/QC review will be conducted prior

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issuing documents for bidding to the CM. **Bluebeam Studio will be used for QA/QC review.** Documents will be placed into Bluebeam Studio on a weekly basis so RM, LAE and RWK can monitor document progress and quality during production. Each reviewer, including the sub consultants will review Wendel-Five Bugles' QA/QC form, confirming completion of their review.

Administrative Guidelines:

1. Code review with and by the Building Code Official must be coordinated.
2. Coordinate with the Owner on any Municipal processes.

Project Closeout:

1. Project close-out will follow typical Wendel-Five Bugles standards.
2. The Project Lead will review closeout documentation required by Wendel-Five Bugles' contract.
3. When the project has been closed out. A final invoice will be prepared by the Project Manager in consultation with Project Sponsor and the Project Lead. The invoice will be based on the lump sum fee plus any addition services and reimbursables. The invoice will be sent to the Developer for final payment.

DRAFT



**Five
Bugles
Design™**

Schedule

7. Schedule

The proposed schedule below is acceptable to Five Bugles Design. We propose to deliver a completed feasibility study as described within this proposal within 12 weeks of receiving the signed agreement. Certain efficiencies may be gained depending on the timely delivery of information from the client, as well as hitting already scheduled Village Board meetings.

Project Begins/Existing Conditions Assessment	Week 1
Space Needs Analysis	Week 2
Conceptual Options	Week 4
Estimate of Probable Cost	Week 8
Draft Report	Week 10
Final Report	Week 12

