



Existing Conditions Report

Borough of Bergenfield Municipal Building
198 North Washington Avenue, Bergenfield, NJ

Prepared by
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A. INTRODUCTION

A1. Purpose and Project Understanding

The RSC Architects and Whitman team was retained by the Borough of Bergenfield to conduct a physical needs assessment study of the existing Municipal Building at 198 North Washington Avenue, Bergenfield, NJ. The objective of this study is to investigate and assess the existing conditions of the facility and prepare a description of the recommended repairs and renovations required to improve the condition of the building and its systems for future operation. To complete the study, RSC and Whitman surveyed the existing conditions of the building and site. Based upon our field surveys and investigations, this report provides an assessment of the current conditions and recommendations for corrective actions.

The other goal of the study was to determine if the existing building can meet the required space needs of the town. This was accomplished through the use of previous meetings that RSC had attended with the Borough and its various departments. Based on these meetings and an analysis of the existing floor plan of the building, this report provides an assessment of the current and required space needs and provides recommendations for space reconfiguration.

A2. Executive Summary

Based on the survey of the existing conditions and our meetings with Borough personnel, the report concludes that an extensive amount of physical plant renovation work is required to the site, exterior envelope, interiors, mechanical/electrical/plumbing systems. In addition, certain life-safety, code, and accessibility issues were identified which will require addressing. The report also concludes that additional space is required to provide adequate space for the Borough's operations. As such, the vacant third floor can be used for expansion space to relieve the overcrowding of some of the departments. In particular, the police department, business/administrative offices, and building department are undersized and require more space to properly function. Also, there is a lack of proper adjacencies of some of the departments, such as the disconnect between the business office and the finance department. In order to address these space issues, much of the interior space will require reconfiguration of space so that departments can be rearranged, as well as a small police sallyport addition, to provide a more optimal floor plan layout. All told, the total estimated cost of the physical plant renovations, code items, and the space reconfiguration is \$8.8 million.

A3. Building and Site – General Description

The subject property is located on North Washington Avenue in the Borough of Bergenfield in Bergen County, NJ and contains roughly 2.5 acres. The original structure was built circa 1924,

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and was initially the lodge of the Bergenfield Chapter of the Benevolent and Protective Order of Elks (BPOE). In 1936, the building was converted to its present use as the Municipal Building for the Borough of Bergenfield.

The building presently houses the Borough police department, municipal government offices, and council chamber and courtroom. The Borough Office of Emergency Management (OEM) operates out of the basement level.

The present structure is relatively close in configuration to the original building. Various interior alterations have been implemented over time. A stairway and secondary entrance to the police department has been added on the north side of the building, and a wheelchair accessible public entrance and elevator has been added on the west side (back of the building). The building is constructed with masonry exterior walls and wood framing at interior walls, floors, and roof. The building is three stories above grade with a basement level. The building footprint covers approximately 8,225 GSF at the basement, first floor, and second level, and approximately 4,000 GSF at the third floor, providing a total gross area of approximately 28,500 GSF. No automatic sprinkler system was observed on site.

The building is situated with the main façade and entrance facing North Washington Street. The front façade is in an Italian Renaissance Revival style with a heavily rusticated stone base and brick principal story with stone accents and stone attic story. The building is set back approximately 120 to 140 ft (varies on angle) from the Washington Street curb line, and fronts onto a public green space with various memorials and a flagpole. There is minimal parking (7 spaces) at the front of the building, and additional public parking at the rear between the Municipal Building and the DPW Building. There is also parking provided between Aschenbrand Avenue, Daggett Street, and Addon Road. The site also has a small stream, Hirshfeld Brook, at the south side. The brook has steep sides and does not appear to be prone to flooding.

A4. Methodology

RSC and Whitman conducted visual inspections of building elements and systems on site. We have also used drawings prepared for alterations and issued circa 1955 as a source of reference for some analysis of existing conditions. These drawings were prepared by the office of Sunao Iwatsu AIA and L. R. Moon, AIA, and are dated Nov. 1, 1955, except for the basement plan which is dated April 12, 1957. The following items were assessed as part of this study:

- a. General site review, including driveways, parking lots, sidewalks, drainage, retaining walls, fencing, landscaping, and lighting.
- b. General review of the exterior building envelope, including exterior walls, masonry, roofing, windows and doors, and sheet metal flashing and trim.

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- c. General review of the condition of the interior including finishes, lighting, stairs, and toilets.
- d. Review of the building systems, including mechanical, electrical, plumbing, and fire protection systems.
- e. Identification of potential non-code compliant items including ADA/ANSI 117.1 accessibility and life-safety items.

Photographs of our site survey are included in Appendix I of this report.

Existing conditions drawings are included in Appendix II of this report.

B. EXISTING CONDITIONS ASSESSMENT

B1. Existing Conditions – Site

- a. **Overall Site** – The overall condition of the site can be described as being in poor to fair condition. The site primarily consists of the town hall building surrounded by asphalt paving on the south, west, and north, which is in poor condition. The front lawn area facing east toward the street is well maintained and attractive. There are some limited landscaped areas at the front perimeter of the building that contain shrub beds in good condition.
- b. **Asphalt Paving and Parking**–The overall asphalt paving is in poor to fair condition exhibiting the fact that the pavement has reached the end of its useful life. There are many areas exhibiting signs of “alligatoring” and linear cracking as well as fully disintegrated pavement and minor depressions that appear to hold water (*Figures 50 and 52*). The pavement should be completely repaired by milling and paving and include fully reconstructing the disintegrated substrate areas. The new pavement should then be restriped.
- c. **Concrete Curbs and Sidewalks** – The concrete curbing is in poor condition with abundant examples of chipped and missing sections of curbing and is in need of complete replacement.
- d. **Stormwater System** – Stormwater runoff is managed utilizing a subsurface stormwater conveyance system consisting of catch basins and reinforced concrete pipe (RCP) that appears to be intact and in operating condition. However, as discussed above, the pavement around some of the catch basins appears to be holding water rather than allowing water to drain.
- e. **Planting and Vegetation** – The front lawn of the building contains a memorial area and is in good condition. The south perimeter of the site is lawn in good condition. The front of the building contains bedded landscaping and shrubs in good condition. The rest of the site contains limited grass islands that are in poor condition and should be restored.

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B2. Existing Conditions – Building Envelope

- a. **Foundations** – Foundations are cast in place concrete and appear to be generally sound, although there are some signs of cracking in selected areas and evidence of water intrusion. At the time of our site visit, a heavy rainstorm was in progress, and water was observed in the boiler room (SW building corner), and in the corridor near the present Building Department (NW building corner). There is also evidence of water damage in the storage room at the NE corner of the building – DPW personnel, indicate this resulted from a recent broken pipe – and a musty odor was noted in several locations. Due to the age of the building, it is highly unlikely any waterproofing exists. A new waterproofing system should be installed on the exterior of the building by means of excavating around the perimeter down to top of footing, and installing a waterproofing system to the face of the wall.
- b. **Masonry** – The exterior walls are typically masonry – brick and terra cotta tile were observed at exposed areas of the interior. The front (east) façade of the building is an elaborate stone and brick renaissance revival construction. The masonry of the façade itself appears to be in generally good condition, although the entrance portico is more problematic, and will be discussed separately below. Exterior walls on the north, south and west sides of the building are coated with stucco. The stucco appears to be in poor to fair condition, with many areas where cracking and spalling is evident. The boiler flue at the southwest corner of the building has spalling stucco and deteriorated brick at the top half that is in poor condition and should be remedied as soon as possible. There also appears to have been deterioration of masonry at window sills – it is unclear whether the base material is stone or brick – that has been repaired, but still presents an irregular appearance. The window sills will need restoration by either replacing or patching.

There is a relatively new addition at the rear of the building, which appears to have been implemented to provide wheelchair accessible entry and elevator access. This addition is constructed of brick and concrete block, with concrete floor slabs and is in good condition.

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All of the stucco on the side and rear facades, and the stonework at the front façade have been coated with a masonry type paint and it is in failing condition with many peeling and spalling areas. DPW personnel indicate this coating is about 20 years old, and as such, is at the end of its useful service life, and should be restored with a new stucco coating.



- c. **Entrance Portico** – The exterior entrance portico shows signs of more serious deterioration. The stone around the steps and the base is cracking and spalling in a number of places. Some of these stones have been repaired, but the repairs are also failing. There is spalling stucco at the bottom of the entablature spanning over the front steps, and the exposed steel lintel is badly rusted. Wrought iron railings have peeling paint, and are rusting. There is also a large crack through the center of the slab at the porch at the top of the stairs; this crack is visible inside the storage room below the porch, and runs across the entire width of the porch. The entire portico is in need of a restoration including filling the crack in the floor which extends to the interior, restoring the deteriorated stonework, replacing the steel lintel, repairing stucco, recoating the stucco surfaces, and repainting the stair railings.
- d. **Structural Framing** – The exterior bearing walls of the building are all masonry as noted above, except for the side entrance and stairway at the north side of the building, which appears to be wood frame with stucco. The superstructure of the roof consists of large bowstring wood trusses at approximately 24-26 ft spacing, and spanning from the front to the back exterior walls. Secondary wood joists span between the trusses, and to the north and south exterior walls.

Floor framing consists of wood joists and wood subfloors, and interior bearing elements consist of wood framing and steel girders in selected areas.

The original construction of the building had plaster walls and ceilings over expanded metal lath; this would have afforded some degree of fire resistance to the wood structural

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elements in the building. This plaster finish appears to have been applied over steel girders as well.

It should be noted that while the exterior walls (other than the entrance portico) appear to have no signs of obvious distress, interior floors are, in a number of interior spaces, r and obviously sloping – which may suggest some settlement issues with the interior bearing elements. It was noted that per drawings for alteration work prepared in 1955, new structural footings, columns, and beams were added at the basement level (see foundation discussion above), most likely added as a result of some other alterations, or as a remedy to ongoing structural issues. Further study is needed to determine the best way to level out the floors, that might include adding a lightweight floor leveling compound and reinforcement of the wood joists and beams.



- e. **Windows and Glazing** – The windows throughout are typically in poor condition. From observations it appears that all of the original windows were wood, but have been subsequently been repaired with a combination of steel sash projecting windows (awning or casements) or aluminum double hung sashes; in most locations, however, the original wood head, jamb, and sill framing, and some of the larger mullions, still remain. Generally throughout, these frame members have peeling paint, are exposed to exterior moisture, and show signs of significant deterioration. Furthermore, all of the steel sash windows are only single glazed. Some of these show signs of deteriorating putty. Even the new steel frame windows at the back entrance / elevator enclosure are only single glazed, although these appear to be in good condition. Due to the poor condition and single-pane glazing, the windows would require complete replacement throughout the building.
- f. **Roofing** – The roof has recently been replaced with a white reflective TPO membrane. While this does appear to be in nearly new condition, during our site visit there was a leak observed at the roof drain in the NE corner of the building. The cause of this leak should be further investigated and corrected. Inspection of the underside of the roof from the attic

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space shows that the existing 1x wood tongue and groove decking is in very good condition, with no obvious signs of rot or deterioration.

- g. **Exterior Fire Escape** – There is an exterior fire escape at the North side of the building which appears to be in structurally stable condition, however, the entire structure is peeling and the metal is rusting. As discussed later in this report, this structure should be removed and replaced with an enclosed stairway.



B3. Existing Conditions – Interior Spaces

- a. **General** – The majority of the public spaces appear to be in good condition. Typically walls are plaster on metal lath over wood studs; gypsum board partitions were also observed in recently altered areas. Walls and plaster are generally in good condition, although there are areas that show some cracking and water damage, particularly at the third floor level. Many of the doors are original, with 6 panel wood doors and wood casings. A variety of other doors have been installed over time, however, including new panel doors, flush doors, and aluminum and glass doors. Paint is generally in good condition, although the paint on wood trim and casings appears to have built to considerable thickness.

Floors appear to have been originally strip wood over 1x T&G subfloor. In most spaces, these have been covered over with multiple layers of vinyl flooring, and/or carpet. Most are in good repair, but areas are seen with vinyl cracking, or peeling/ lifting from the substrate below. In any proposed building-wide renovation, it would be recommended that the carpet and vinyl tile be replaced.

In some locations, there appears to be irregularity in the levelness of the floor substrate, particularly on the second and third floor where floors are out of plumb by an inch or more. As mentioned earlier, further study is needed to determine the best way to level out the

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floors, that might include adding a lightweight floor leveling compound and reinforcement of the wood joists and beams.

Ceilings are typically plaster, frequently with formed plaster coves and moldings at the top of walls that has hairline cracks and chips. Generic acoustic tile ceilings have also been installed in many spaces. In any proposed building-wide renovation, it would be recommended that the ceilings be replaced.

Lighting is typically fluorescent – surface mounted fixtures in plaster ceiling areas, and 2x4 recessed in areas with suspended acoustic ceilings are in good condition.

- b. **Toilet Rooms** – the toilet rooms are in fair condition and very dated. The wall tile, stalls, and fixtures should be replaced.

B4. Existing Conditions - Structural

The attic space provided a clear view of the roof framing system which consists of four arched top chord timber roof trusses that were approximately 80 feet long spaced at 20 feet on center. The web members of the trusses consists of flat 2x wood members oriented in a diagonal mesh geometry with openings no more than 30 inches square. The majority of the accessible attic floor area consisted of exposed plaster ceiling framing. The lower level floors appear to be framed with wood framing with plaster ceilings and walls. The exterior perimeter walls appear to be triple-wythe load bearing brick walls. Interior bearing walls are provided in this building and would need to be verified prior to any interior demolition.

One area was observed where major water damage occurred. In the attic the support end of one truss bottom chord was pointed out by an employee where the bottom chord is severed completely from the exterior wall bearing connection. The bottom chord of the trusses consists of (3)2x9 each side of the diagonal web members. The top chord is curved in the shape of an arch and consists of one 3 7/8" x 12 3/4" engineered lumber each side of the web. The top and bottom chord members meet at the bottom of the truss where the bottom chord is supported by the exterior load bearing wall. There is also a metal bracket bolted to the sides of each bottom chord wrapping around the end of the truss built into the brick exterior wall.

Each side of the bottom chord was installed onto bearing plates on the exterior wall. It appears that consistent water exposure over time lead to significant deterioration combined with and the load supported by the end of the truss caused the bottom chord to fracture completely from the wall support. The severed end also appears to have dropped 4"-6" landing on the plaster ceiling below. The roof purlins at the top of the truss at the end are also separated from the top chord. One floor below this truss connection the plaster ceiling is cracked and the end of the truss is coming through the ceiling. Based on discussions with

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staff, this fractured end connection was first observed approximately 20 years ago. It is difficult to tell how much movement, if at all, has occurred or is continuing to occur over time.

This condition is a concern because the truss may be unstable. It could stay this way indefinitely or could fail at some point. We recommend temporarily supporting this end of the truss with support posts that extend down three stories to the ground. The trusses and building structure will then have to be surveyed in more detail to determine a permanent solution.

B5. Existing Conditions - Hazardous Materials

A visual inspection was conducted to check for potential asbestos containing materials that would need to have further testing done. The following items were identified: vinyl floor tile, wall and ceiling plaster, pipe insulation. It is recommended that further testing be done prior to any demolition or renovation activities occur. A summary report is contained in the Appendix.

B6. Existing Conditions – Mechanical Systems

a. Heating Systems

1. Steam System

The primary source of heating for the upper levels of the building is through two gas fired boilers, manufactured by HB Smith, which supplies steam to perimeter radiators located on the exterior walls on those floors. These two boilers are 30 years old and are past the expected life expectancy according to ASHRAE. In addition, one of the boilers is currently nonoperational and in need of repairs.

The courtroom has 4 radiators and only 2 of them are operational. The maintenance staff complained of sludge and corrosion in the steam piping. The steam piping is existing to the building. Over time, the piping has deteriorated and developed leaks which in some cases, have busted causing sections of the building to not have heating.

2. Hot Water System

The basement and first floor is a hot water system which utilizes a newer HB Smith boiler to deliver hot water to radiators located on exterior walls. This boiler is 12 years old and still within the expected life expectancy according to ASHRAE. The floors were renovated and it is assumed that the piping for this system is still in good condition.

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The rooms on either system do not have any control over the heat and in some offices windows are opened during the winter to cool off the space due to overheating.

b. Cooling Systems

The courtrooms, council chambers, violations department, police department and various other office spaces are served primarily by split systems with an air handling unit above the acoustical ceiling and a remote direct expansion condenser on an adjacent rooftop or on grade. These units vary in size. The units were installed in 1993 and are 24 years old. According to ASHRAE these units are past their useful life expectancy. The maintenance staff reported, during the site visit, increased maintenance cost due to the age of the equipment. Within the last year, the facility has had compressors for various units fail. The units are controlled by programmable thermostats. However, some units were wired to the wrong thermostats and do not function as intended. One example, the violations department unit is wired with the police department. One issue noted during the site visit was the deterioration of piping insulation. These pipes will have the potential to condensate and leave floors below wet or damage/stain ceiling tiles.

Some spaces in the facility are cooled by using window AC units. There were about 10 window units in the building and they are controlled manually. These window AC units are from different manufacturers and cooling capacities. These units are nearing their useful life expectancy according to ASHRAE.

The remaining spaces were cooled by ductless split systems. These split systems are from different manufacturers and have cooling capacities. These units are controlled manually. These units are nearing their useful life expectancy according to ASHRAE.

B7. Existing Conditions – Electrical Systems

a. Electrical Distribution

The main electrical service for the building is located in the basement mechanical room. The existing service consists of a 400 amp, 208/120-volt, 3 phase, 4-wire electric panel. The panel is connected to an electrical service supplied from a pole-mounted transformer located outside of the building. This panel distributes power to the other panels in the storage buildings and exterior lighting. This panel appears to be original to the building and is outdated and should be updated. The distribution wiring is assumed to be original but appears to have some upgraded wiring. It is unclear the age of the wiring, but it is assumed the wiring likely does not meet current code requirements. There is one electrical meter for the property.

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The emergency generator has failed. Due to the age of the generator the staff is unable to get parts to repair it. Currently, there is a backup portable unit outside, which appears to only provide the most basic power for the building.

b. Lighting

The majority of the lighting throughout the building is recessed-mounted 2' x 4' T8 fluorescent bulbs. There are switches that control the lights. In some areas, the lighting has been upgraded to a fixture containing T5 high output linear fluorescent light bulbs. Some storage rooms have either an incandescent 75W bulb or its compact fluorescent equivalent controlled by a wall switch. The courtrooms have twin biaxial bulbs which are controlled by a wall switch.

Exterior lighting for both buildings consist of 400W metal halides wall packs. These lights are controlled by a photocell. Emergency lighting appears adequate and consists of battery wall-packs.

B8. Existing Conditions – Plumbing Systems

a. Fire Water

The building is not sprinkled. The building only has fire extinguishers.

b. Domestic Water

Hot water is generated for the building by an 80-gallon electric water heater. This water heater was installed in 2012 and is still within the acceptable life expectancy according to ASHRAE. However, the distribution piping appears to be the original galvanized steel pipe which is beyond its serviceable life and should be replaced to avoid potential future pipe breaks.

c. Storm

The site contains cast iron storm drains that gravity feed and connect to an underground piping system that leads to a municipal storm drain system. There were no obvious signs or reported issues associated with these drain lines.

d. Sanitary

The cast iron sanitary stack drops below floor and offsets to exterior wall and drops down below slab where it is discharged into the municipal sewage system. There were no obvious signs of leaks or reported issues associated with these drain lines.

e. Gas

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Gas utilities are present in the building. The utility enters in the basement where it feeds the boilers in the basement mechanical room.

f. Fixtures

The restrooms are older high flow fixtures. The fixtures should be replaced with newer, low-flow plumbing fixtures.

B9. Existing Conditions – Fire Alarm Systems

The fire alarm annunciator is located in the lobby and the communicators are located in the basement. Fire pull downs and strobes were installed throughout the building. The system is a Silent Knight manufactured by Honeywell and appears to be operational.

Generally, a fire alarm system should be updated between 10-15 years after installation. This system appears to be outside that range and in need of an upgrade.

C. CODE INVESTIGATION

C1. Code Compliance:

- a. **General Use Classification** – The applicable subcode for any renovation, alteration, or reconstruction project for this building would be the New Jersey Rehabilitation Sub-code, and the Building Sub-code only where specifically referenced by the former. This building would be classified as mixed use, B Occupancy and A-3 Occupancy (Council Chamber) under the IBC Building Subcode and NJ Rehab Subcode. The construction type would be Type 3A; the presence of plaster covering at virtually all wood and steel structural elements would seem to justify a 1 hour rating on the interior structural elements for type 3A as per Table 601 of the Building Subcode. The building is unsprinklered.

The building would comply with current height and area requirements for the current occupancy classification and construction type, as per Chapter 5 of the Building Subcode.

b. Exit Arrangement and Capacity

There are two means of egress provided at each floor level, i.e. the main interior stair, and the exterior fire escape at the second and third floors; the main entrance and the back stairway from the main floor; and the back stair and main stair from the basement level, as well as the exit from the north side. At the second and third floor, the second means of egress is the exterior fire escape (discussed below). There are dead-end corridors at these floors which do not meet current code requirements (maximum distance of 35 feet in length).

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c. Stairways – The following code issues were observed regarding stairways:

- 1) The main stairway is open to adjacent circulation space and not enclosed with rated fire barriers as would be required under the current Building Subcode, or under the Rehab Subcode 5:23-6.14(j). A properly rated stair enclosure should be provided.
- 2) Handrails and guardrails on the main stair are not up to current code standards. Handrails and guardrails at the proper height and size should be provided.
- 3) Fire Escapes are considered permissible as a means of egress per the Rehab Subcode (NJAC 5:23-6.14(b), however, such arrangements are not ideal and should be reconsidered in light of potential hazards, especially in poor weather conditions. It would be worthwhile to consider replacement of this stair with a proper enclosed stair tower. We would recommend a new stair tower to be installed at the northwest corner near the elevator so as to eliminate the dead end corridor condition at the second floor.

C2. ADA Accessibility:

a. Accessible Routes

- 1) There is grade level access and elevator service to provide wheelchair access to all public levels of the building. Generally, accessible routes are provided to all public spaces in the building. There are, however, some doors and corridor spaces that do not allow for proper clear space at doorways. This should be addressed with any new space reconfigurations.
- 2) In the Council Chamber, the dais is not accessible and should have a new ramp added.
- 3) Toilet rooms do not meet current standards (see b below) and should be reconfigured to provide for wheelchair accessibility.
- 4) Elevator does not meet current standards (see c below) and should be replaced to provide for wheelchair accessibility.
- 5) Signage is not provided in compliance with ANSI 117.1 and should be replaced with a fully compliant signage system.

b. Toilet Rooms

- 1) Toilet rooms consist of a pair of main toilet rooms located on the second floor, a unisex toilet located within the police department, and a pair of toilet rooms located at the basement level. None of these are ADA accessible and would require significant

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reconfiguration to make them accessible as the doorway does not provide proper clearances and the lavatories and urinal do not meet height requirements.

c. Elevator

- 1) The elevator cab size and controls/signals do not meet current standards. The current cab size is not wide enough to meet the 54" min. width for a frontal approach at the upper levels and a 60" min depth for a frontal approach at the ground floor entry. The controls and signals do not meet current standards.

D. SPACE RECONFIGURATION

Our survey has revealed that approximately 29,500 square feet of space is needed to adequately accommodate all of the departments. A space program is included following this section. The existing building contains approximately 28,500 square feet. The difference between the program space and the existing space is close enough that, through creative space planning, the program will fit into the existing building.

The Borough's goal is to provide a building that better serves the administrative and departmental function for its present and projected operations. As such, the borough may undertake certain interior renovations to reallocate space throughout its building.

Currently, the town administration and other departments are scattered throughout the building resulting in inefficient daily operations. There is a lack of adjacency of the Borough Administrator office, located at the second floor, with the other departments located at the first floor, particularly the Finance office and Tax office. Also, the police department occupies undersized quarters on the first floor that has its space split by a central corridor.

The building contains a significant amount of underutilized space at the third floor which can potentially be utilized for expanding other functions. This floor has elevator access and plumbing so could lend itself to administrative office space. The basement is rather disorganized with many small storage rooms and an undersized, windowless building department.

The overall proposed vision for the project is to unify the administrative and departmental functions onto a single floor, preferably the second or third floor, and to expand the police department into the basement. From a functional standpoint, the police must remain at the first level for ease of operation and having direct access to its vehicles. The goal for the police department is to provide a secure, unified, and contained area that will limit access from the public corridors. The proposed plan could also include utilizing a portion of the basement for police department support functions consisting of locker space, gun storage, evidence storage, separate lunch break area. An interconnecting stairway could be included to connect the first floor police area with the basement police support spaces.

A review of programming needs reveals that the following areas are undersized:

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1. Police department is undersized. The space is a crowded area with many functions being performed in an inefficient manner due to lack of office area and proper adjacencies. The department is split up on the first floor having a portion of its operation across a main public circulation corridor. This contributes to some of the inefficiency as well as compromises security. Our estimation is that the existing space needs to increase in size from roughly 5,800 square feet to at least 8,000 square feet.
2. Another space that is undersized is the Administration/Business Office located on the second floor. This area is also lacking proper sized private offices and open office space as well as proper work space and storage. Our estimation is the existing space needs to increase in size from 600 square feet to at least 900 square feet.
3. Yet another department that needs to increase in size is the building department located on the basement level. The space is overcrowded with personnel and has a severe lack of storage. Our estimation is that this space needs to increase at least 50% in size from 1,050 square feet to 1,500 square feet (see enclosed program document contained in the Appendix).
4. The Courtroom does not have the proper support spaces required for a properly functioning, modern court. These include space for a judge's chamber, visiting attorney, and prosecutor. The courtroom is also in need of a modern sound system. The municipal court office should be located adjacent to the courtroom.
5. A police department sallyport/prisoner-intake is missing from the police operation currently. A sallyport should be constructed to provide the police with a proper way of handling prisoner intake.

Based on our survey of areas and preliminary conversations with the Borough, the following layout of spaces is envisioned to provide an efficient layout:

1. Basement Floor
 - a) Police Department
 - b) Sallyport/Prisoner Intake (Addition)
2. First Floor
 - a) Main Entrance
 - b) Clerk Office
 - c) Tax Office
 - d) Building Department
 - e) Food Pantry
3. Second Floor
 - a) Courtroom

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- b) Municipal Court Office
- c) Health Department
- d) Fire Official
- e) Fitness Center

4. Third Floor

- a) Business Office
- b) Finance Office
- c) Mayor Office
- d) Human Resources

BERGENFIELD BOROUGH HALL		
DEPARTMENT	EXIST AREA	PROPOSED AREA
Administration	600	900
Borough Clerk	855	1,000
Building Dept.	1,055	1,500
Fire Chief	920	500
Health	740	740
Human Services	400	400
Finance	255	200
Tax	1,360	1,360
Violations	350	450
Recreation	150	150
Teen Center	-	-
Community Outreach	560	560
Meeting Spaces:		
Courtroom	2,200	2,200
Judges Chambers	-	150
Attorney's Office	-	150
Council Mtg. Rm	485	500
Conference Rm	175	400
Conference Rm	-	240
General:		
Server / IT Room	150	300
General Stor/Files	1,000	1,200
Wellness Center	1,150	850
Mechanical	900	900
Staff Break Room	-	300
Public Entry	-	1000
Public Toilets	-	800
Net Subtotal	13,305	16,750
Grossing Factor at 30%	3,992	5,025
TOTAL DEPARTMENTS	17,297	21,775
POLICE		
Public Entry	**	275
Dispatch	**	750
Administration	**	900
Common	**	2,500
Prisoner Handling	**	800
Patrol	**	560
Evidence Storage	**	200
Emerg. Management	**	180
Sallyport (Exterior at 1500 sf)	-	0
Net Subtotal Police		6,165
Grossing Factor at 25%		1,541
TOTAL POLICE	5,860	7,706
TOTALS	23,157	29,481
Notes:		
1. Grossing factor provides for general circulation, stairs, shafts, wall thicknesses, etc.		
**Information not available		

E. CONCLUSIONS AND PRELIMINARY COSTS

Our survey has revealed that there are a number of physical plant and code-related conditions that require addressing so as to modernize the building and allow the building to adequately function for decades into the future. Many of these are significant items such as securing the exterior walls of the building, the front canopy, the mechanical and electrical systems which are completely out of date, code-related items such as the egress conditions, and accessibility related items such as the elevator and toilet rooms.

Our survey has concluded that nearly 29,500 square feet of space is needed to adequately accommodate the municipal departments and police. The Borough's goal is to provide a building that better serves the administrative and departmental function for its present and projected operations. As such, the borough may undertake certain interior renovations to reallocate space throughout its building. This would include police department, administration/business office, building department, and municipal court. The courtroom would require space for proper adjacent support facilities.

A summary list of all physical plant and code-related conditions are listed below.

1) Building Site

- a. Paving: the parking lot asphalt pavement is beyond its useful life and should be repaved.
- b. Curbing: the concrete curbing is in poor condition and should be replaced throughout as part of the repaving work.

2) Building Envelope

- a. Entrance Portico: portico is deteriorated structurally and aesthetically and will need extensive repairs/replacement.
- b. Windows: windows throughout are in need of replacement.
- c. Exterior walls: stucco recoating and stone restoration is required to secure the exterior envelope. The brick should be sealed with a clear coat waterproofing sealer.
- d. Coping Caps: the front coping caps require repointing to eliminate potential water entry.
- e. Foundation Walls: Water penetration at the basement level will require an exterior waterproofing system be installed.

3) Building Interior

- a. Plaster Surfaces: water damage at plaster surfaces, i.e., at the third floor and basement levels require repairs.
- b. Floor Substrate: the uneven floors should be made level using a lightweight leveling compound.
- c. Floor Finishes: although the vinyl tile and carpeting are generally in serviceable condition, the vinyl tile and carpeting should be replaced with any proposed renovation work.

4) Code Items

- a. Dead-end Corridors: The second and third level “dead-end” corridors would not meet current code resulting in only one means of egress. A new stair tower should be provided at the northwest corner of the building near the elevator.
- b. Open Egress Stair: the open stair serves four floors and, as such, should be an enclosed stair tower per current code requirements. It is recommended that this stair be modified to have enclosed fire rated walls. This is the only means of egress within the building presently.
- c. Stair Guard Rails: the stair guard rails do not meet current height requirements and pose a potential safety hazard. It is recommended that these railings be modified or replaced.
- d. Fire Escapes: although the fire escape are “grandfathered”, it is not a desirable means of egress for a public building. It is recommended that a new enclosed stair tower be constructed.

5) Accessibility Items

- a. Toilet Rooms: the toilet rooms are not accessible and should be modified/reconfigured to meet current standards.
- b. Elevator: the elevator cab does not meet current accessibility standards. The elevator shaft should be replaced to provide a new elevator that is fully compliant.
- c. Courtroom Dais: a new ramp should be installed at the courtroom dais.
- d. Signage: there is no accessible signage that directs patrons and identifies rooms. A new signage system should be installed throughout the building.

6) Structural Items

One of the roof trusses has a failed bearing connection to the exterior bearing wall. This report recommends temporarily supporting this end of the truss with support posts that extend down three stories to the ground. The trusses and building structure will then have to be surveyed in more detail to determine a permanent solution. Otherwise, the building appears to be structurally sound.

7) Hazardous Materials Items:

A visual inspection was conducted to check for potential asbestos containing materials that would need to have further testing done. The following items were identified: vinyl floor tile, wall and ceiling plaster, pipe insulation. It is recommended that further testing be done prior to any demolition or renovation activities occur. A summary report is contained in the Appendix.

8) Mechanical System Items:

The steam piping in the heating system is deteriorating and the associated boilers are past their useful life. The cooling units are past their useful life and have been experiencing higher maintenance. As such, a complete new mechanical heating, ventilating, and air-conditioning system is required.

9) Electrical System Items:

The incoming electrical panel appears to be existing to the building and should be updated. The emergency generator, currently a temporary one, is in need of replacement to a full-size permanent unit that can serve most of the municipal's functions in times of extended power outages.

10) Plumbing System Items:

The domestic water piping is likely the original galvanized piping which is well beyond its useful life and should be replaced. Drain piping appears to be intact and operational. The building should be considered for fire protection (sprinkler system).

11) Fire Alarm System Items:

Generally, a fire alarm system should be updated between 10-15 years after installation. This system appears to be outside that range and in need of an upgrade.

Preliminary Costs

Borough of Bergenfield – Needs Assessment Report

This report recommends a total of approximately \$8.8 million be budgeted for the rehabilitation of the existing building that would include the capital maintenance and code items listed above, and reconfiguration of interior office space to meet the space demands of the police, business office, and building department. Included below is the detailed preliminary cost estimate. For comparison purposes, also included is a preliminary cost estimate for full replacement (new building) totaling about \$14,100,000.

Preliminary Construction Cost Estimate

Bergenfield Town Hall Capital Maintenance and Code Compliance Projects

198 North Washington Ave.
Borough of Bergenfield
31-May-17



No.	DESCRIPTION	QTY	UNIT	UNIT COST	COST
	Site				
S-1	Repaving	87,000	SF	\$3	\$261,000
S-2	Curb Replacement	2,500	LF	\$34	\$85,000
S-3	Parking Lot Lighting	8	Each	\$3,500	\$28,000
	Total				\$374,000
	Exterior Envelope				
E-1	Stucco Recoating	14,000	SF	\$20	\$280,000
E-2	Cast Stone Repairs	100	SF	\$75	\$7,500
E-3	Brick Repointing, Cleaning, and Sealing	1,000	SF	\$17	\$17,000
E-4	Repoint Front Parapets	150	LF	\$200	\$30,000
E-5	Restore Brick Chimneys	2	Each	\$12,000	\$24,000
E-6	Window Replacement	2,100	SF	\$130	\$273,000
E-7	Exterior Door Replacement	5	Each	\$4,000	\$20,000
E-8	Front Portico/Landing Repairs	1	Each	\$35,000	\$35,000
	Total				\$686,500
	Code Compliance				
CC-1	Stair Guard Rail and Handrail Replacement	150	LF	\$300	\$45,000
CC-2	Restroom Upgrades for ADA	4	Each	\$90,000	\$360,000
CC-3	Signage	100	Each	\$150	\$15,000
CC-4	New Elevator and Shaft	4	Story	\$65,000	\$260,000
CC-5	New Stair Tower (4-Story)	4	Story	\$45,000	\$180,000
	Total				\$405,000
	Interior Renovations				
I-1	Repaint Walls	28,500	SF/Floor	\$5	\$142,500
I-2	Replace ACT Ceiling	28,500	SF	\$8	\$228,000
I-3	Replace Carpeting	28,500	SF	\$6	\$171,000
I-4	Replace Wood Doors	25	Each	\$2,500	\$62,500
I-5	Flooring substrate leveling	28,500	SF	\$3	\$85,500
I-6	Space Reconfiguration	28,500	SF	\$50	\$1,425,000
	Total				\$2,114,500

198 North Washington Ave.
Borough of Bergenfield
31-May-17



Design Contingency Subtotal	\$	<u>727,750</u>
		\$8,005,250
Construction Contingency(Allow 10%)	\$	800,525
TOTAL		<u>\$8,805,775</u>

198 North Washington Ave.
Borough of Bergenfield
31-May-17

31-May-17



Design Contingency Subtotal	\$ 1,170,000
Construction Contingency(Allow 10%)	\$ 1,287,000
GRAND TOTAL	\$14,157,000

APPENDIX I.