



SECTION I INTRODUCTION

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INTRODUCTION

Lothrop Associates LLP Architects (LAA) responded to the Village of Mamaroneck RFP (request for proposal) and were retained to prepare a Municipal Facilities Space Needs Assessment for the following locations: At Harbor Island – the Pavilion, Police Building, Coast Guard Building and the Senior Building, 169 Mount Pleasant Avenue, Village Hall at 123 Mamaroneck Avenue and the DPW Garage and Transfer Station at 313 Fayette Avenue. Note: for ease of understanding this report breaks the DPW facilities into three buildings; DPW-Garage, DPW-Garage/Office and DPW-Transfer Station.

The objective of this Municipal Facilities Space Needs Assessment is the following;

1. Document the current facility conditions and deficiencies
2. Perform a Code review of the facilities
3. Perform ADA Compliance review of the facilities
4. Determine potential improvements based on programmatic needs
5. Prepare an opinion of probable cost
6. Project future facility needs

In preparing this report (LAA) assembled existing conditions information by gathering data from the following sources: the building department, field visits to the various sites and photos documenting the buildings. In addition, the office of the Village Manager provided (LAA) with a “Village Hall Feasibility Study” dated February 1988 and a “Harbor Island Master Plan” document dated April 2004.

Process; Information gathered was utilized to create drawings for each of the buildings. cursory on site surveys were done of each building to confirm the layouts and current use of each space. Building code evaluations for each structure were conducted based on confirmed plans and use.

Physical needs assessments were conducted to document visible damage. Each building was visually surveyed both in the interior and on the exterior.

To evaluate the effectiveness of current layout, we conducted interviews with the management of each department housed in each building. Interviews were conducted the 20th to 25th of February 2014. The interviews followed a predetermined format to insure consistent data; each interviewee was also invited to make additional comments.

The data from the interviews, physical need assessments, code reviews and program needs were then evaluated and recommendations were made. An opinion of probable cost was formed for each recommendation. The data gathered, assessments, recommended remedial action and probable costs are reported in this document.

The purpose of this report is to inspect the properties listed above and document the needs of each facility while taking into account how each building is being used. Then, to provide an assessment as to what improvements should be made to help improve the efficiency and functionality of each site. In addition, code and physical condition deficiencies will be listed. All of the data from these studies are contained in this document.