

Delaware Family Justice Center

Feasibility Study

presented in partnership by
TEVEBAUGH ARCHITECTURE and CGL



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TEVEBAUGH
ARCHITECTURE

CGL

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Project Background

THE HISTORY

2005

The State of Delaware has been supportive of the Family Justice Center movement for decades. In 2005, a task force was established to assess the feasibility and impacts of establishing a Family Justice Center in the State. The Task Force was chaired by Lieutenant Governor John Carney and included 30 agencies/departments critical to developing a Family Justice Center. Some of the anticipated positive impacts of establishing a Family Justice Center the 2005 task force identified included:

Victims of Domestic Violence would be able to access services more efficiently and effectively.

Service providers would have a more complete understanding of service availability and limitations.

Unnecessary service duplication can be minimized.

The task force also identified the need for wrap-around services including victim assistance services, basic life services, and governmental non-legal services. The scope of recommended services were, in part, informed by a survey administered to 86 survivors. This context demonstrates the rich, long, history of Delaware envisioning a future where victims of violence are served holistically and effectively by co-locating agencies and allowing victims to lead the way. While the community assessment completed in 2005 was in favor of establishing a Family Justice Center, it ultimately did not come to fruition at that time.*

2021

In 2021, the Delaware Domestic Violence Coordinating Council established a Family Justice Center Steering Committee to revitalize the conversation on the feasibility, impacts, and steps on the path to establish one or more Family Justice Center to support Delawarean victims of violence. The committee is contracted with the Alliance for HOPE International to provide technical assistance. HOPE International led and coordinated two statewide events, a three day Study Tour event and a two day Strategic Planning event.*

2024

Beginning in 2022, the Alliance for Hope Steering Committee began working with Tevebaugh Architecture / CGL team on this Feasibility Study.

*Text from the Delaware Statewide-Initiative – STR Report 2022

Project Approach

PROJECT APPROACH

Planning of a Family Justice Center requires awareness of and sensitivity to the unique and complex distress and trauma from highly emotional matters that have shaken the lives of survivors to the core. The Family Justice Center will ideally have resources and approaches that can address these challenges, but it is of vital importance that the Family Justice Center aid these processes with an environment that is appropriate to the needs of the users, providing a sense of safety and serenity, and utilizing a trauma-informed approach that will offer a calm environment for participants in the process.

Our planning process is a deliberate, structured approach designed to make decision-making transparent, inclusive, and accountable. A formal process is required to survey, analyze, prioritize, and recommend measures to respond to needs assessment, being careful to separate wants from needs in charting a path to a more effective delivery of services.

The key to success in structuring the process is securing the participation of the right people at the right times. Some conversations require only a small focus group, others are better served with the full stakeholder group in attendance. The Delaware Domestic Violence Coordinating Council and the Family Justice Center Steering Committee have done quite a bit of work advancing a statewide Family Justice Center. The April 2022 study tour with the Family Justice Center Alliance outlined the strengths of the local community and statewide organizations. The summary report captured the need and outlined a path forward to advance a Family Justice Center in each of Delaware's three counties.

In 2023 a feasibility study was initiated, consisting of a series of steps to gather information from the stakeholders, review and discuss the information in county-wide workshops, develop a space program, review development options, and make recommendations.

The development options include State of Delaware existing assets and assets of charitable organizations for possible locations for the Family Justice Centers in each county. The proposed options and cost estimates are within the feasibility study.

Feasibility Study Process



Research: Precedents

Members of the Family Justice Center Steering Committee met with and toured centers across the country to gain insights on how the centers were started, funded, types of facilities, services that they provide, needs of their communities, and how their centers developed over time.

Research - Precedents

NYC MANHATTAN FAMILY JUSTICE CENTERS SITE VISITS

On April 5th, 2023, a group from the Delaware Family Justice Center leadership toured New York City's Family Justice Centers in two different boroughs. The scale of the NYC system is much larger than that anticipated for the Delaware program. NYC's five boroughs each have their own FJC, Government led and funded, offering onsite childcare, security, District Attorney, Law Enforcement, legal assistance, Child Advocacy Center, victim advocacy, counseling, housing/public benefits assistance, food/ clothing bank and job training.



HOPE CENTER, NEW CASTLE, DELAWARE - SITE VISITS

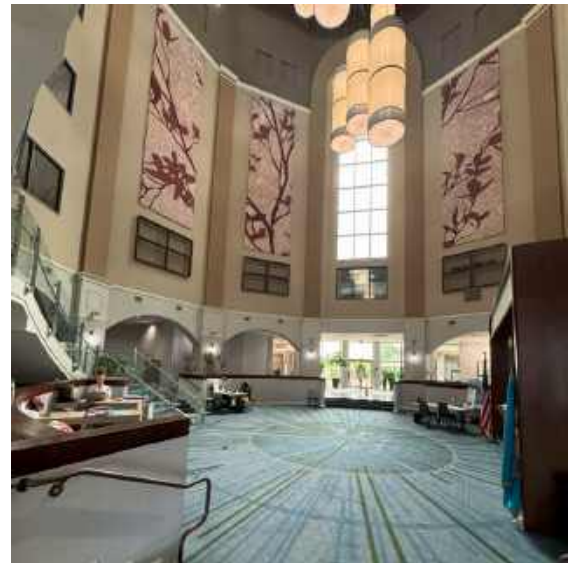
On June 3rd, 2024, Libby Neuner, Angela Seguin, and Bill Lenihan met with the Hope Center Director, Carrie Casey at the Hope Center. The Hope Center was a former hotel and conference center which has been transformed into a community center that provides housing and access to public and nonprofit community services. Below is a list of some of the services and service providers that are affiliated with the Hope Center.

Christiana Care – Primary Care Office
Shuttle to bus stop at Prices Corner -
DART Bus 15
Lift and Uber access
Bridge Clinic
State of Delaware Social Services

Faithful Friends
Fitness Center
Secure Daycare
Security
Grab and go food
Breakfast and dinner

Goodwill provides staffing
Case managers
After school room for children
Meeting rooms
Family shelter for anyone
Transitional housing

The Hope Center plans to convert the hotel pool area into a functioning space for operations.



Research - Precedents

FAMILY PEACE CENTER – MILWAUKEE, WISCONSIN - DISCUSSION

On February 1st, 2023, Libby Neuner, FJC Project Coordinator, Laura Graham, FJC Steering Committee Chair and DVCC Vice-Chair, Angela Seguin, DVCC Executive Director, had a conference call with Tristan Gross who is the Executive Director of the Sojourner Family Peace Center in Milwaukee. Topics of discussion included how the center was formed, services that they provide, structure of the leadership organization, and what they learned going through the startup and operating for several years.



ANTIOCH CCC FJC CALIFORNIA - SITE VISIT

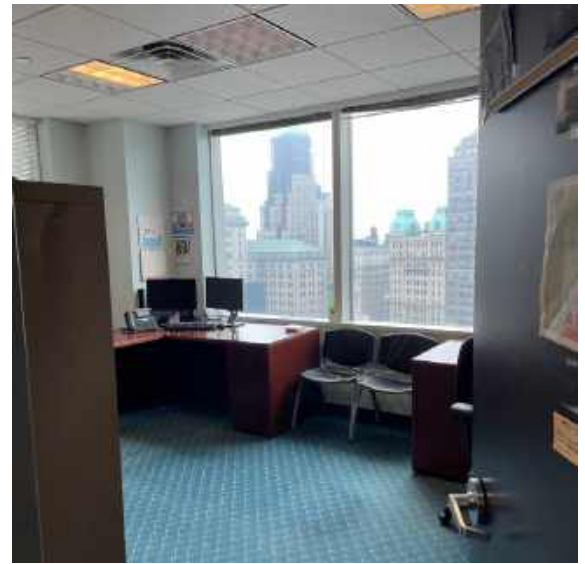
The non-profit led Antioch, CA location is an ample scale building that provides its community individuals with varied public services. Non-profit led and funded. Onsite childcare, security, Law Enforcement, legal assistance, Child Advocacy Center, victim advocacy, counseling, housing/public benefits assistance, beauty salon, food and clothing bank, pet assistance, remote court room, wellness activities and job training.



Research - Precedents

NYC BROOKLYN FAMILY JUSTICE CENTERS SITE VISITS

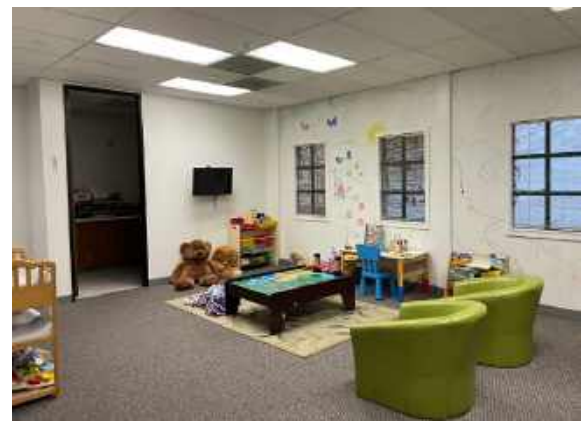
On April 5th, 2023, a group from the Delaware Family Justice Center leadership toured New York City's Family Justice Centers in two different boroughs. The scale of the NYC system is much larger than that anticipated for the Delaware program but there was great examples of how the multiple centers serve their communities and operate under a single umbrella.



Research - Precedents

CONCORD CENTRAL CONTRA COSTA, CALIFORNIA - FAMILY JUSTICE SITE VISIT

There are currently 3 centers located throughout the county, with a fourth in the process of being added. These are non-profit led, with on-site childcare and law enforcement (only one location). The sites also offer legal assistance and victim advocacy services, a trauma recovery center, telecare health services, counseling, housing/public benefits assistance, food and clothing bank, wellness activities and job training. Community, teen and youth programs.



RICHMOND CONTRA COSTA COUNTY, CALIFORNIA - FAMILY JUSTICE SITE VISIT

The non-profit led Richmond, CA location is an ample scale building that provides its community individuals with varied public services. The branch stands by the same principles as other FJCs of serving families affected by domestic violence, sexual assault, child abuse, elder abuse, and human trafficking.



Research - Precedents

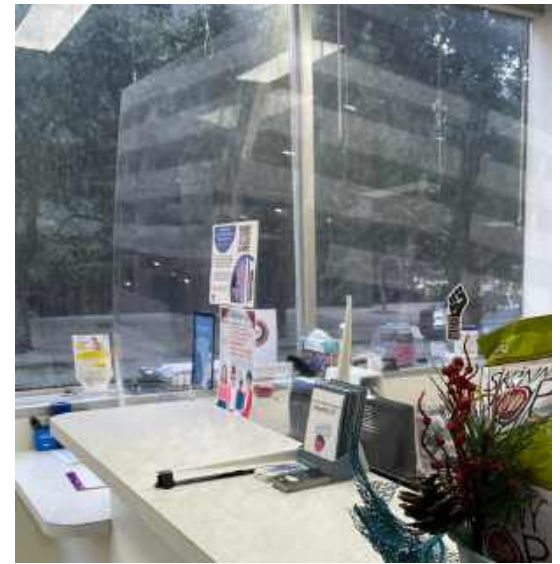
FORTH WORTH, TEXAS - FAMILY JUSTICE CENTER SITE VISIT

The Forth Worth, TX location is an ample scale building that provides its community with varied public services. Non-profit led. Onsite licensed childcare (revenue generating), security, Law Enforcement, legal assistance, Child Advocacy Center, victim advocacy, counseling, housing/public benefits assistance, beauty salon, food and clothing bank, wellness activities and job training. Short term shelter for trafficking victims and remote court room.



NEW ORLEANS, LOUISIANA - FAMILY JUSTICE CENTER SITE VISIT

The New Orleans, LA location is an ample scale building that provides its community individuals with varied public services. Non-profit led. Onsite childcare, security, Law Enforcement, legal assistance, victim advocacy, counseling, housing/public benefits assistance, beauty salon, food and clothing bank, wellness activities and job training. Teen and youth programs. Fully accredited primary care health clinic with forensic nurses and doctor.



Research: Visioning Workshops

**Kent and Sussex County Visioning Workshop
June 2nd, 2023**

**New Castle County Visioning Workshop
June 9th, 2023**

Research - Visioning Workshops

PRELIMINARY INTERVIEWS WITH STAKEHOLDERS

Tevebaugh Architecture, CGL, and representatives of the Family Justice Center leadership participated in online meetings with many of the Stakeholders for an initial understanding of their thoughts about organization, operations, location, and services that should be provided at the centers. These interviews gave the feasibility study team valuable information to outline the Visioning Workshops and Space Program.

VISIONING WORKSHOPS

On back-to-back Fridays in early June 2023, a few dozen representatives from allied agencies and organizations supporting victims of abuse gathered to develop a vision for Family Justice Centers in each of the three Delaware counties.

These visioning workshops served as interactive forums where partners in the effort shared their perspectives on who could be served in these centers, how they would operate, and what these facilities should be like. Along the way, participants colored in their views of what made each county unique, expressed their opinions on project priorities, and collaborated on shared visions for three similar yet nuanced projects.

Kent & Sussex County Visioning Session



June 2nd, 2023 at Milford Public Library



New Castle County Visioning Session



June 9th, 2023 at Route 9 Public Library

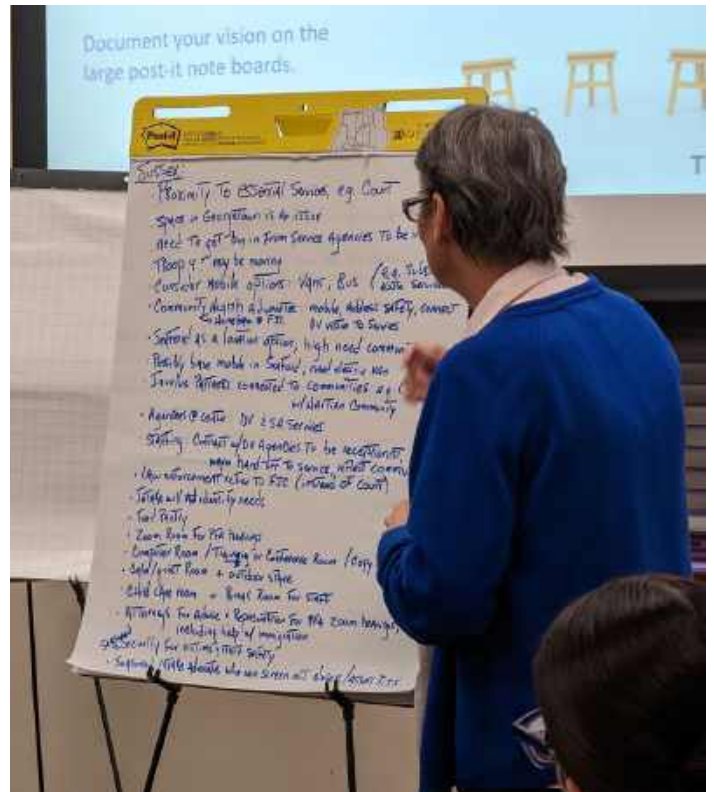




This workshop placed challenges and opportunities that building these centers will entail in a spotlight, and helped stakeholders identify the most important issues at hand while honing the group's focus on constructive outcomes.



The result of these workshops is the foundation for the brick and mortar needs to house an operation aimed at helping victims and survivors in a safe, welcoming, and inclusive environment.



Programming: Methodology

Programming - Methodology

The space program quantifies an estimate of the square foot needs for each of the planned Family Justice Center sites, based on a room-by-room program for all building functions.

The following space program summary tallies the departmental square foot (DGSF) needs for each program component in each county's facility, and multiplies the total by a building grossing factor to account for exterior wall thickness, interdepartmental circulation, mechanical and electrical rooms (not including the central plan), and major vertical shafts/chases. The resulting area is the estimated building gross square feet (BGSF) needed for each facility.

The detailed space program accounts for all of the rooms and spaces within each program component. The sum of each components' spaces is multiplied by a departmental grossing factor, which accounts for internal departmental circulation, interior wall thickness, and a design contingency, and produces the total DGSF for each component.

The final space program was the result of an interactive process with likely facility occupants. The consultant team distributed user questionnaires to agency representatives gathering information regarding anticipated personnel, visitors, and functional requirements related to space utilization. Follow up meetings with the agency representations were conducted to validate the questionnaire data and obtain more detailed information. The final space program has been reviewed by key stakeholders.

Note that the space program is intended as a guide in a site selection process and may be further revised and refined during the design process for a new facility. The program also may be used as a guide while evaluating existing buildings for compatibility and renovation/adaptation for a Family Justice Center if not constructed as a new facility.

FACILITY DESIGN CRITERIA

Adequate Space Standards

Wayfinding and Signage

Wayfinding should be as clear and intuitive as possible for anyone to navigate. Locating public services in view of the public entrance or close to public elevators helps. An open environment with unobstructed sight-lines adds to the clarity of finding one's way around.

All building wayfinding information and signage should be simple and easy to follow. Well-designed signage answers questions before they are asked and thus promotes goodwill with the public. Signage and/or an information counter should be conveniently located near the main entrance and public lobby and should be easy to find.

Accessibility

Adequate Lobby and Public Waiting Area

Intake Area

Optimal Circulation (Public, Private)

Functional Adjacencies

Consolidation of Related Functions (Shared Space/Hoteling for those agencies that would provide staff on-site a few days/week &/or would meet with clients as needed)

High Volume Areas

Identifying Vulnerabilities

Positive Work Environment

- Access to Natural Light

- Quality Work Spaces

- Adaptability and Sustainability

Programming - Standards

SPACE PROGRAM

The Feasibility Team created a draft space program based on the information gathered from the previous steps of the feasibility study. Meetings were held with the stakeholder groups to review the draft space program and adjacency diagram which showed how their organization may spatially function within the center.

The space program is a list of every space within each functional area of the courthouses and related square footage requirement for each, illustrated in spreadsheet fashion.

The space program lays out the programmatic (square footage) size requirements for each functional area of the FICs. A determination is made regarding the number of users, number of areas, and the space standards (or square footage requirements). Together, these items translate into the total Net square footage.

Space Standards	Standard (sf.)	Comments
<u>Offices and Workstations</u>		
Office, Large	160	
Office, Standard	120	
Workstation, Standard	48	
Workstation, Shared	25	
Office Support, Standard	varies	includes copier/printer, office supplies storage, coffee station
<u>Meeting/Program Rooms</u>		
Meeting Room, Large	400	20-person capacity
Meeting Room, Standard	200	8-person capacity
Interview/Video Meeting Room, Large	150	accommodate 3-4 people
Interview/Video Meeting Room, Standard	120	accommodate 2-3 people
<u>Support Space</u>		
Restroom, Single Occupancy	65	per person
Break Room	25	
Kitchenette	40	
Kitchen	120	
Reception Waiting Area	15	per seat
Office Support-Standard	105	copier, supplies and equipment storage
Office Support-Large	220	copier, supplies and equipment storage

Programming: Requests

The Programming Requests are the information gathered from the stakeholder groups through the visioning sessions, meetings with agency representatives, and questionnaires.

Agency / Organization	New Castle Co.	Kent Co.	Sussex Co.
Child Inc.	Space only if a Family Court remote courtroom is included in FJC (P/T Court Advocate). Access to hotel workstation and interview/conference rooms.	Space only if a Family Court remote courtroom is included in FJC (P/T Court Advocate). Access to hotel workstation and interview/conference rooms.	Space only if a Family Court remote courtroom is included in FJC (P/T Court Advocate). Access to hotel workstation and interview/conference rooms.
New Castle County Police (NCCPD)	Victim Services Specialist workstation, shareable with other law enforcement advocates/officers.	N/A	N/A
Newark Police Department (NPD)	Shared law enforcement space. Access to interview/conference rooms. Secure parking spot/ staff entrance.	N/A	N/A
Wilmington Police Department (WPD)	N/A	N/A	N/A
Beebe Healthcare	N/A	N/A	N/A
Dept. of Services for Children, Youth and Their Families (DSCYF)	Our court liaisons could be part of the FJC. The positions currently act as liaisons between FC judges and DSCYF. Will require shared office space.	Our court liaisons could be part of the FJC. The positions currently act as liaisons between FC judges and DSCYF. Will require shared office space.	Our court liaisons could be part of the FJC. The positions currently act as liaisons between FC judges and DSCYF. Will require shared office space.
Bayhealth-Smyrna, Kent, Sussex & Milton	N/A	N/A	N/A
Community Legal Aid Society, Inc. (CLASI)*	N/A	N/A	N/A
Delaware Family Court (DFC)	Intake workstation, virtual courtroom.	Intake workstation, virtual courtroom.	Intake workstation, virtual courtroom.

* indicates no request at this time

Programming - Requests

Agency / Organization	New Castle Co.	Kent Co.	Sussex Co.
Survivors of Abuse in Recovery, Inc (SOAR)	3 F/T offices, 1 F/T shared office access to shared program space break room.	3 F/T offices, 1 F/T shared office access to shared program space break room.	2 F/T offices, 2 F/T shared offices access to shared program space break room.
People's Place II, Inc.	N/A	1 F/T offices, 1 F/T workstation/office 1P/T workstation. Access to interview/program rooms. Mobile units parking.	1 F/T offices, 1 F/T workstation/office. 1 P/T workstation. Access to interview/program rooms. Mobile units parking.
Delaware Victim's Compensation Assistance Program (DVCAP)	1 or 2 fully functioning offices.	1 fully functioning offices.	1 fully functioning office.
Delaware Volunteer Legal Services, Inc. (DVLS)	1 F/T office, 1 F/T workstation for intake access to shared conference/interview room.	N/A	N/A
YWCA Delaware, Sexual Assault Response Center	3 F/T offices, conf./ meeting room access to meeting/ training room and staff lounge proximity to child care and resource centers.	3 F/T offices, conf./ meeting room access to meeting/ training room and staff lounge proximity to child care and resource centers.	3 F/T offices, conf./ meeting room access to meeting/training room and staff lounge proximity to child care and resource centers.
Department of Justice (DOJ)	DOJ office for Prosecutor and/ or victim Advocate. Access to interview/ conference rooms.	DOJ office for Prosecutor and/ or victim Advocate. Access to interview/ conference rooms.	DOJ office for Prosecutor and/ or victim Advocate. Access to interview/ conference rooms.
Delaware Victim Center (DVC)	Access to hotel workstation and interview/conference rooms.	Access to hotel workstation and interview/conference rooms.	Access to hotel workstation and interview/conference rooms.

* indicates no request at this time

Programming - Requests - Shared Space

SPACE PROGRAM

The following users made requests for communal meeting spaces that could be shared across the building's users:

Agency / Organization	Space	NSF	Comments
Delaware Victim Center (DVC)	<u>Interview Room</u> used 1x per week in each county	100	2-3 people, video meeting
Department of Justice (DOJ)	<u>Conference Room</u> used a few times per week (daytime) across each county	250	8-10 people
People's Place II, Inc.	<u>Hotel Office</u> No use in NCC KC: used half-time SC: used half-time <u>Group Program Room</u> No use in NCC KC: used 1x per week SC: used 1x per week <u>Child Care</u> No use in NCC KC: used 2x per week (evening) SC: used 2x per week (evening)	120 300	5-12 people, evenings 5 children, provide child care worker
Survivors of Abuse in Recovery, Inc (SOAR)	<u>Group Program Room</u> used 2x per week (day or night) in NCC only, Virtual in other counties	300	6-12 people
YWCA Delaware Sexual Assault Response Center	<u>Training Room</u> used 5-6x per year <u>Group Program Room</u> used bi-weekly across all counties	400 160	15-20 people 6-8 people
Wilmington Police Department (WPD)	<u>Hotel Office</u>	120	1 meeting space for the VSU or Detective division

Space Programming

Space Programming

Space Program Summary

	New Castle County (sf)	Kent County (sf)	Sussex County (sf)
<u>1.000 Entrance and Shared Program Space</u>	4,180	4,030	3,870
1.100 Public Entrance and Safety	2,030	1,880	1,720
1.200 Shared Program Space	1,260	1,260	1,260
1.300 Child Care	890	890	890
<u>2.000 FJC Admin and Shared Staff Support</u>	2,700	2,700	2,700
2.100 Executive Administration	1,700	1,700	1,700
2.200 Shared Staff Support Space	1,000	1,000	1,000
<u>3.000 Offices and Shared Agency Space</u>	4,520	3,420	3,860
3.100 Office Area	3,160	2,070	2,510
<u>4.000 Building Support</u>	3,900	3,920	3,920
4.100 Maintenance and Custodial	1,400	1,420	1,420
0.000 Central Plant	2,500	2,500	2,500
Total Dept. Gross Square Feet (DGSF)	15,300	14,070	14,350
X building grossing factor	1.20	1.20	1.20
Total Building Gross Square Feet (BGSF)	18,360	16,890	17,220

Building grossing factor includes: exterior wall thickness; interdepartmental circulation (horizontal and vertical); mechanical and electrical rooms not including the central plant; and vertical shafts/chases (larger than 9 sf).

Space Programming

1.000 Entrance and Shared Program Space

No.	Space Name	New Castle Co.			Kent Co.			Sussex Co.			
		Unit NSF	#of Units	Total NSF	Unit NSF	#of Units	Total NSF	Unit NSF	#of Units	Total NSF	
<u>1.000 Public Entrance and Safety</u>											
1.101	Weather Vestibule	80	1	80	80	1	80	80	1	80	
1.102	Safety Screening Queue	10	6	60	10	6	60	10	6	60	
1.103	Safety Screening Station Includes magnetometer, safety post, space for x-ray if preferred	100	1	100	100	1	100	100	1	100	
1.104	Lobby Area Flexible area for circulation, educational material, art installations, etc.	500	1	500	500	1	500	500	1	500	
1.105	Lobby Welcome Counter Child-friendly waiting area; toys, books, etc.	40	1	40	40	1	40	40	1	40	
1.106	Reception Waiting Area Visitor information, may be staffed	15	24	180	15	16	240	15	12	360	
1.107	Reception Play Area	40	1	40	40	1	40	40	1	40	
1.108	Reception Service Counter	60	1	60	60	1	60	60	1	60	
1.109	Reception Interview Room Adjacent to reception counter; acoustic confidentiality; accommodates 3 people	100	1	100	100	1	100	100	1	100	
1.110	Public Information Kiosks	20	1	20	20	1	20	20	1	20	
1.111	Public Restroom	65	4	195	180	4	260	180	3	260	
1.112	Lactation Room	80	1	80	80	1	80	80	1	80	
1.113	Vending Machines	40	2	80	40	2	80	40	2	80	
1.114	Safety Office	180	1	180	180	1	180	180	1	180	
Sub-total (NSF)				1,375				1,500			
X dept. grossing factor				1.25				1.25			
Sub-total DGSF				1,719				1,875			
<u>1.200 Shared Program Space</u>											
1.201	Multi-Purpose Meeting Room Large - 20 person capacity	500	1	500	500	1	500	500	1	500	
1.202	Multi-Purpose Meeting Room Standard - 8 person capacity	200	1	200	200	1	200	200	1	200	
1.203	Interview/Video Meeting Room Large - 4-6 people	150	1	150	150	1	150	150	1	150	
1.204	Interview/Video Meeting Room Standard - 2-4 people	120	1	120	120	1	120	120	1	120	
Sub-total (NSF)				970				970			
X dept. grossing factor				1.30				1.30			
Sub-total DGSF				1,261				1,261			

1.000 Entrance and Shared Program Space, Cont.

No.	Space Name	New Castle Co.			Kent Co.			Sussex Co.		
		Unit NSF	#of Units	Total NSF	Unit NSF	#of Units	Total NSF	Unit NSF	#of Units	Total NSF
<u>1.300 Child Care</u>										
1.301	Reception Desk	36	1	36	36	1	36	36	1	36
1.302	Children's Play Area	500	1	500	500	1	500	400	1	500
1.303	Storage Room	80	1	80	80	1	80	80	1	80
1.304	Restroom	65	1	65	65	1	65	65	1	65
Sub-total (NSF)				681	681			681		
X dept. grossing factor				1.30	1.30			1.30		
Sub-total DGSF				885	885			885		
Total Department Gross Square Feet (DGSF)				4,171	4,021			3,865		

2.000 FJC Administration and Shared Staff Support

Space #	Space Name	New Castle Co.			Kent Co.			Sussex Co.		
		Unit NSF	#of Units	NSF	Unit NSF	#of Units	NSF	Unit NSF	#of Units	NSF
2.100 Executive Administration										
2.101	Facility Director	250	1	250	250	1	250	250	1	250
2.102	Office, Large	180	0	0	180	0	0	180	0	0
2.103	Office, Standard	120	1	120	120	1	120	120	1	120
2.104	Workstation, Standard	48	2	96	48	2	96	48	2	96
2.105	Workstation, Shared	25	1	25	25	1	25	25	1	25
2.106	Conference Room	200	1	200	200	1	200	200	1	200
2.107	Office Support	150	1	150	150	1	150	150	1	150
2.108	Server / MDF Room	150	1	150	150	1	150	150	1	150
2.109	Staff Restroom	65	1	65	65	1	65	65	1	65
2.110	Coat Closet	10	1	10	10	1	10	10	1	10
2.111	Mail Room	120	1	120	120	1	120	120	1	120
2.112	Reception Waiting Area	120	1	120	120	1	120	120	1	120
Sub-total (NSF)		1,306			1,306			1,306		
Xdept. grossing factor		1.30			1.30			1.30		
Sub-total DGSF		1,698			1,698			1,698		
Total Department Gross Square Feet (DGSF)										

Space #	Space Name	New Castle Co.			Kent Co.			Sussex Co.		
		Unit NSF	#of Units	NSF	Unit NSF	#of Units	NSF	Unit NSF	#of Units	NSF
2.200 Shared Staff Support Space										
2.201	FJC Admin and Shared Staff Support	120	1	120	120	1	120	120	1	120
2.202	Executive Administration	300	1	300	250	1	300	250	1	300
2.203	Shared Staff Support Space	65	4	260	65	4	260	65	4	260
2.204	Lactation Room	80	1	80	80	1	80	80	1	80
2.205	Coat Closet	10	2	20	10	2	20	10	2	20
2.206	Coffee Station	20	1	20	20	1	20	20	1	20
2.207										
Sub-total (NSF)		800			800			800		
Xdept. grossing factor		1.25			1.25			1.25		
Sub-total DGSF		1,000			1,000			1,000		
Total Department Gross Square Feet (DGSF)										
		2,698			2,698			2,698		

Space Programming

3.000 Offices and Shared Agency Space

Space #	Space Name	New Castle Co.			Kent Co.			Sussex Co.			Comments
		Unit NSF	#of Units	NSF	Unit NSF	#of Units	NSF	Unit NSF	#of Units	NSF	
3.100 Office Area											
Survivors of Abuse in Recover, Inc (SOAR)											
3.101	Office, Large	160	3	480	160	2	320	160	2	320	
3.102	Office, Standard	120	1	120	120	1	120	120	1	120	
People's Place II, Inc											
3.103	Office, Large	0	0	0	160	2	320	160	3	480	
3.104	Office, Standard	0	0	0	0	0	0	120	1	120	
Delaware Victim's Compensation Assistance Program (VCAP)											
3.105	Office Standard	120	2	240	160	11	160	160	1	120	
Delaware Volunteer Legal Services, Inc.											
3.106	Office, Standard	120	1	120	0	0	0	0	0	0	
3.107	Workstation Standard	48	1	48	0	0	0	0	0	0	
YWCA Delaware											
3.108	Office, Standard	120	3	360	0	0	0	0	0	0	
3.109	Workstation, Standard	48	1	48	0	0	0	0	0	0	
3.110	Workstation, Shared	25	2	50	0	0	0	0	0	0	
3.111	Multi-Purpose Room	200	1	200	0	0	0	0	0	0	
Delaware Courts											
3.112	Workstation, Standard	48	1	48	48	1	48	48	1	48	hospitality/safe room
3.113	Virtual Courtroom	120	1	120	120	1	120	120	1	120	designed in the style of a courtroom, accommodate up to two people includes 2 chairs, information rack
3.114	Courtroom Waiting/Resources	40	1	40	40	1	40	40	1	40	
Department of Justice and Law Enforcement											
3.112	Office, Large - DOJ	160	1	160	160	1	160	160	1	160	includes soft interview space shared by DOJ and law enforcement
3.113	Office, Large - Law Enforcement	160	1	160	160	1	160	160	1	160	
3.114	Interview Room, Standard	120	1	120	120	1	120	120	1	120	
Shared/Hotel Workstation											
3.115	Office, Standard	120	1	120	25	1	25	25	1	120	
Sub-total (NSF)		2,434			1,593			1,928			
X-dept. grossing factor		1.30			1.30			1.30			
Sub-total DGSF		3,161			2,071			2,506			

Space #	Space Name	New Castle Co.			Kent Co.			Sussex Co.			Comments
		Unit NSF	#of Units	NSF	Unit NSF	#of Units	NSF	Unit NSF	#of Units	NSF	
3.200 Shared Meeting and Program Space											
3.201	Meeting Room, Large	400	1	400	500	1	400	500	1	400	20-person capacity
3.202	Meeting Room, Standard	200	1	200	200	1	200	200	1	200	8-person capacity
3.203	Interview/Video Meeting Room, Standard	120	2	240	120	2	240	120	2	240	accommodate 2-3 people
3.204	Child Care Room	200	1	200	200	1	200	200	1	200	accom. 5 children, child care worker
	Sub-total (NSF)			1,040			1,040			1,040	
	X dept. grossing factor			1.30			1.30			1.30	
	Sub-total DGSF			1,352			1,352			1,352	
Total Department Gross Square Feet (DGSF)				4,516			3,423			3,858	

Notes:
 Removed: Laundry Rooms (shared housing support space)

Space Programming

4.000 Building Support

Space #	Space Name	New Castle Co.			Kent Co.			Sussex Co.			Comments
		Unit NSF	#of Units	NSF	Unit NSF	#of Units	NSF	Unit NSF	#of Units	NSF	
4.100 Maintenance and Custodial											
4.101	Loading Dock	100	1	100	100	1	100	100	1	100	
4.102	Loading Staging	80	1	80	80	1	80	80	1	80	
4.103	Trash/Recycling	200	1	200	200	1	200	200	1	200	
4.104	Maintenance Office, Work Room	400	1	400	400	1	400	400	1	400	
4.105	Custodial Storage	150	1	150	150	1	150	150	1	150	to be distributed as needed
4.106	Janitor Closet	40	2	80	40	2	80	40	2	80	to be distributed as needed
4.107	IDF Closet	40	3	120	40	3	120	40	3	120	
	Sub-total (NSF)			1,130			1,130			1,130	
	X-dept. grossing factor			1.25			1.25			1.25	
	Sub-total DGSF			1,413			1,413			1,413	

Space #	Space Name	New Castle Co.			Kent Co.			Sussex Co.			Comments
		Unit NSF	#of Units	NSF	Unit NSF	#of Units	NSF	Unit NSF	#of Units	NSF	
Central Plant											
	Central Plant	2,500	1	2,500	2,500	1	2,500	2,500	1	2,500	square foot allowance
	Sub-total (NSF)			2,500			2,500			2,500	
	X-dept. grossing factor			1.00			1.00			1.00	
	Sub-total DGSF			2,500			2,500			2,500	
Total Departmental Gross Square Feet (DGSF)				3,913			3,913			3,913	

Notes:

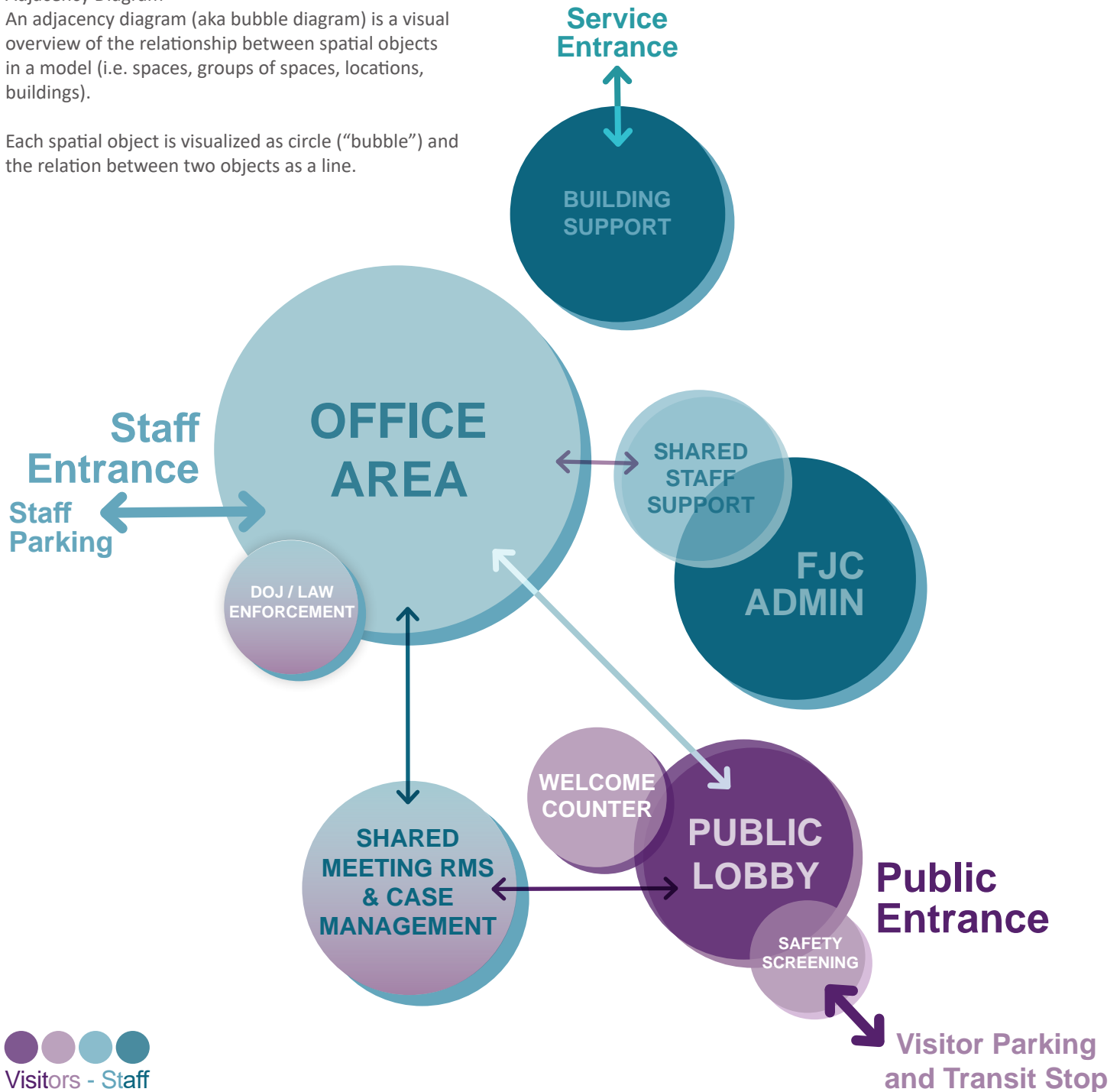
Central Plant includes build systems, plumbing, fire protection, electrical and fire alarm.

Space Programming - Adjacency Diagram

Adjacency Diagram

An adjacency diagram (aka bubble diagram) is a visual overview of the relationship between spatial objects in a model (i.e. spaces, groups of spaces, locations, buildings).

Each spatial object is visualized as circle ("bubble") and the relation between two objects as a line.



Based on the information collected from the user groups and summary program, this diagram was developed to visually define the overall programmatic spaces and their relationship to one another. Major factors shown above are the two separate entrances for staff and public, while still allowing interior movement and shared spaces between the public side and private side of the FJC.

Potential Facilities

This study reviewed potential site procurement methods, and re-purposing existing real estate assets owned by government agencies or charitable organizations in each county. Included in this section are potential sites which were identified and the available information on each of the sites.

Potential Facilities

CONTEXT MAPPING

The Center for the Study and Prevention of Gender-Based Violence at the University of Delaware provided context mapping for multiple considerations including PFA filings per zip code, mass transportation locations, and racial and ethnic minority status index. This information was useful to see areas of need and where transportation is available. The mapping is provided in the appendix.

SITE ANALYSIS

The steering committee developed site criteria with definitions that were developed from the guiding principles and key issues from the visioning process. Once potential sites were identified, these site criteria were then used to evaluate the potential sites.

Parcel Size/Configuration

Facility Expansion

Physical Characteristics

User Access/Experience

Utility Access

Parking

Demolition

Land Use Compatibility

Architectural Compatibility/Aesthetics

City/Town Master Plan

Security

Swing Space/Program Dislocation

Ownership/Parcel Assemblage

Potential Environmental

Proximity to Courts

Potential Facilities

The Space Program determined that a new +/- 18,000 sf facility would be needed for each county to meet the determined needs for the Family Justice Center. Below are order of magnitude costs for new construction, purchasing an existing building, a commercial lease, and leasing a State of Delaware owned or from a charitable organization.

New construction per site would include the following:

Initial costs

Site acquisition: +/- \$2,000,000 allowance

Soft costs: +/- 2,000,000 allowance

Construction costs: 18,000 sf x +/- \$450/sf = +/- \$8,100,000 sf estimate

FF&E: _____

Total: +/- \$12,100,000 order of magnitude estimate

Purchase an existing building:

Purchase price: \$3 - \$4 Million Allowance

Fit-out improvements: \$50/sf - \$150/sf

FF&E: _____

Other costs: _____

Commercial Lease space per site would include the following:

Initial costs:

Lease: \$22 - \$25/sf x 18,000 sf = \$396,000/yr - \$450,000/yr range of costs

Fit-out improvements: +/- \$50/sf - \$150/sf

Funding: these improvements: cash, finance, or roll into lease

FF&E: _____

Lease with State of Delaware or other:

Space per site would include the following:

Initial costs:

Lease: \$____/sf x 18,000 sf = \$_____

Fit-out improvements: +/- \$35/sf - \$120/sf

Funding these improvements: cash, finance, or roll into lease

FF&E: _____

Operating costs:

Staffing: _____

Utilities: _____

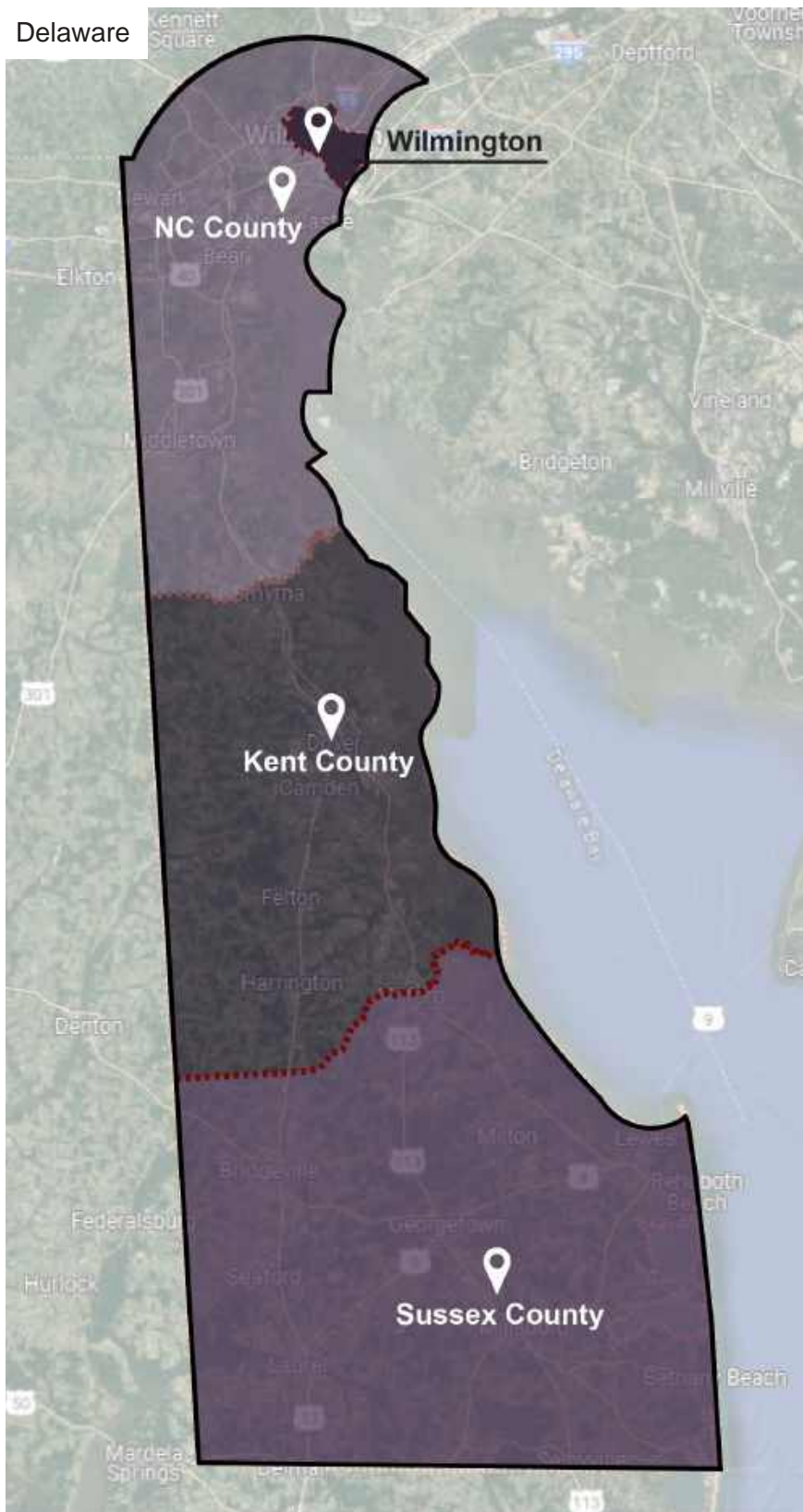
Insurance: _____

Fees: _____

Based on the order of magnitude cost for developing a new site, purchasing an existing building or a commercial lease, we believe these options are not feasible due to the lack of funding at this time. We recommend exploring opportunities to house the Family Justice Center in a State of Delaware or charitable organization existing facility similar to the State Service Center model.

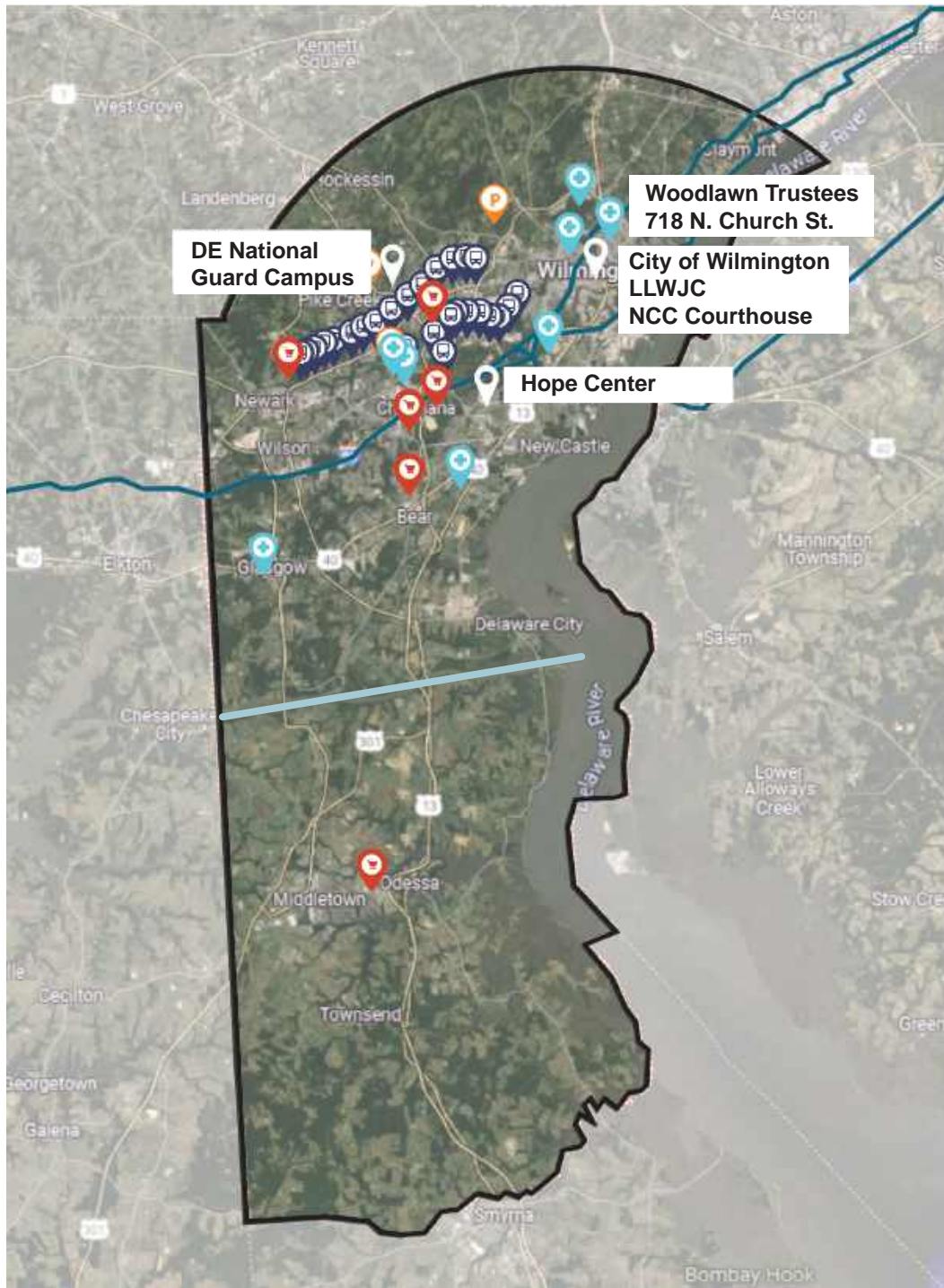
Potential Facilities

Mapping Delaware



Potential Facilities

New Castle County



Hospitals/Outpatient Centers



Bus Stops



Shopping Centers



Parking

Potential Facilities

New Castle County - DE National Guard Campus

Address:

First Regiment Road, Wilmington, DE 19808

Owner:

State of Delaware

Approx. size of building:

69,250 sqft (total building), +/- 25,000 available area

Date of vacancy/possible tenancy:

Vacancy Estimated - 2025

Entry/exits to building entry:

Main front facade entrance for public use. Additional side and rear entrances for employees and deliveries.

Safety features of building:

Card Readers

Number of parking spots:

180 - The DART bus stop is located outside of the neighborhood on McKennans Church Road.

Condition of building:

Building seems to be in great condition aside from the overgrown vegetation on the front facing walls and from the existing parking lot that needs some maintenance. Also, the bricked wall may need some repointing.



Potential Facilities

DE National Guard Campus



 Safety  Bus Stops  Entrances/Exits

Potential Facilities

Wilmington - 718 North Church Street



This particular site does not have enough square footage for the entire FJC office but it has four apartments above and five houses in the vicinity that could be used for transitional housing. There is a grass lot on the side street which could potentially become a dedicated parking lot. There may be other potential office space in the area.

The Woodlawn Trustees have a workforce housing mission and are interested in working with the FJC on transitional housing which is a clearly identified need for Domestic Violence survivors in Delaware. The Church St. site is on the East side of Wilmington within walking distance to the Leonard L. William Justice Center and the new elementary school. The neighborhood is seeing multiple residential renovations and new construction projects.



Hospitals/Outpatient Centers



Bus Stops



Shopping Centers



Parking

Potential Facilities

Wilmington - 718 North Church Street



Address:

718 N. Church street, Wilmington, DE 19801-4346

Owner:

Woodlawn Trustee's Building

Approx. size of building:

1,794 sqft

Entry / Exits:

2 entrances on North Church Street, and 2 with an accessible ramp.

Safety features of building:

None

Date of vacancy/possible tenancy:

Vacant

Number of parking spots:

There is street parking near the building. The parking lot behind has a few spaces and the proposed new parking lot may accommodate 5 - 8 parking spaces. This site is on a DART bus route.

Condition of Building:

The first floor has an available office space and the upper floors contain (2) 2 bedroom and (2) 3 bedroom apartments which may be available for transitional housing. The office area and new parking lot would have improvement costs in addition to the rental costs. The office area requires new finishes and some modifications to the fit-out.

Potential Facilities

Wilmington - 718 North Church Street



Potential Facilities

Wilmington - 718 North Church Street



 Parking Spots

Potential Facilities

Wilmington - 718 North Church Street



Parking Spots



Entrances/Exits

Potential Facilities

New Castle - Hope Center



Address:

365 Airport Road, New Castle, DE 19720

Owner:

New Castle County

Approx. size of building:

Aquatic Area to be repurposed as office space: +/- 3,700 sf and this area would be available in 2025.

Safety features of building:

On-site security staff and check in desk.

Number of parking spots:

Available

Condition of Building:

The overall building has been renovated. The aquatic area needs to be converted into office space.

Potential Facilities

Summary

DE National Guard Site - This State of Delaware owned site is a former elementary school in a suburban neighborhood. Within the building there is a senior center, the DE National Guard Military Museum, and DE National Guard offices. The offices are being relocated making 25,000 sf available. The building layout is a typical school with double loaded corridors. This layout would require some renovations to accommodate the Family Justice Center.

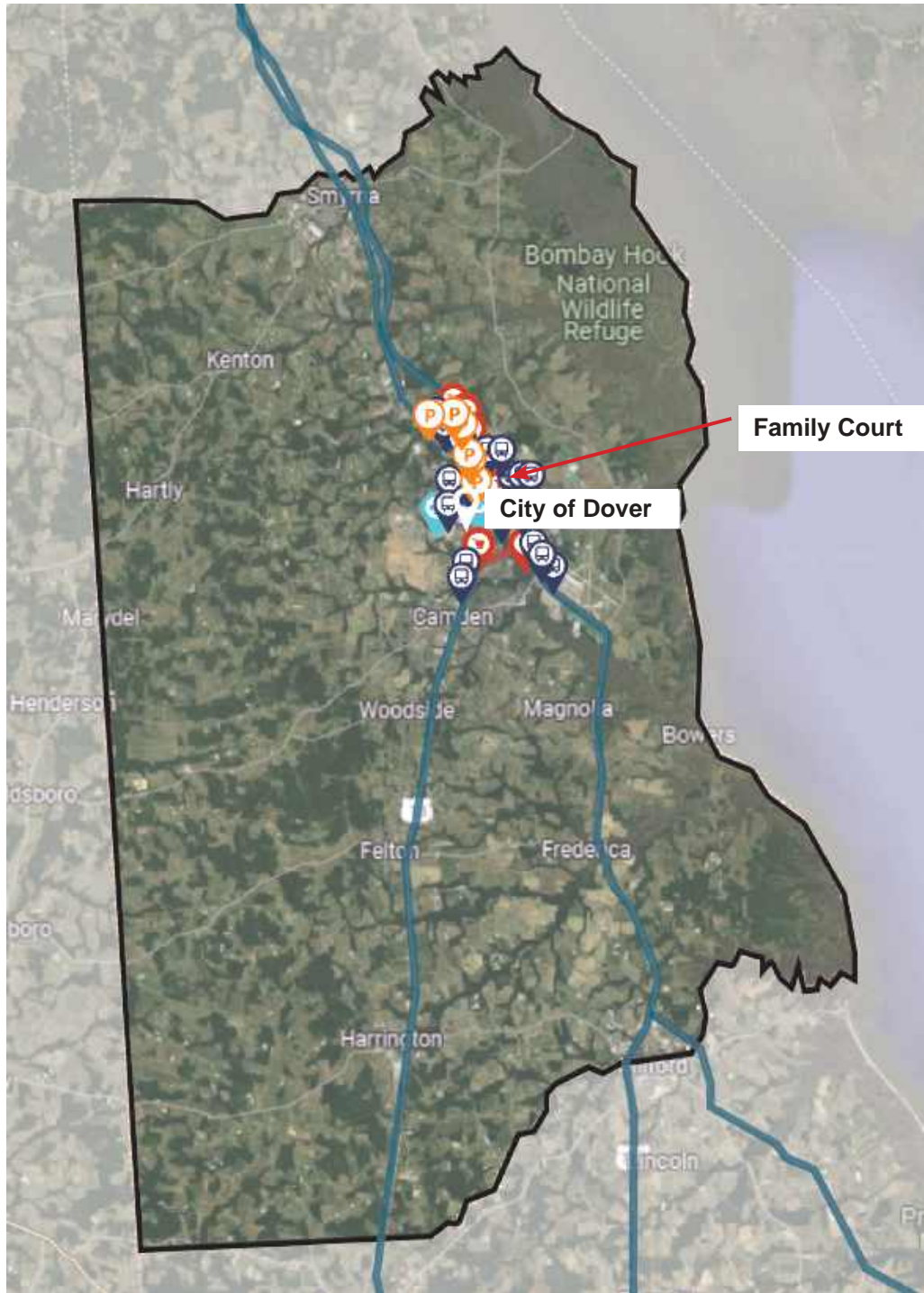
To access the site you must drive through the neighborhood or walk from the DART bus stop outside the neighborhood. This location and setting would require more in depth review to determine if this site would be an appropriate location.





718 Church Street - The opportunity to work with Woodlawn Trustees to provide transitional housing is an exciting potential. Further review and planning is required to determine funding and if the FJC or a partner organization would manage the transitional housing. The first floor office is not large enough to accommodate the full family Justice center for the county and would require funding for the office renovation. A review would be needed to determine if a satellite FJC office or a transitional housing office space at this location would work with the FJC operations.

Hope Center - The Hope Center is a wonderful organization that assists individuals and families with temporary housing and connects them with many other service organizations to assist community members in need. Many of the service organizations that are connected with the Hope Center are the same organizations that are stakeholder organizations of the Family Justice Center. The Hope Center has a former aquatics areas that they are planning to convert to offices. The size of this area would not accommodate the full FJC. We recommend conducting a further review to determine a a satellite FJC at the Hope Center would be beneficial for the FJC operations and if this is the correct setting for the organization.

Potential Facilities

Kent County



-  Hospitals/Outpatient Centers
-  Bus Stops
-  Shopping Centers
-  Parking

Potential Facilities

Summary

The Kent County Community has been very receptive to having a Family Justice Center to serve the community. We have been in contact with the following groups in search for an existing real estate asset that could accommodate a Family Justice center.

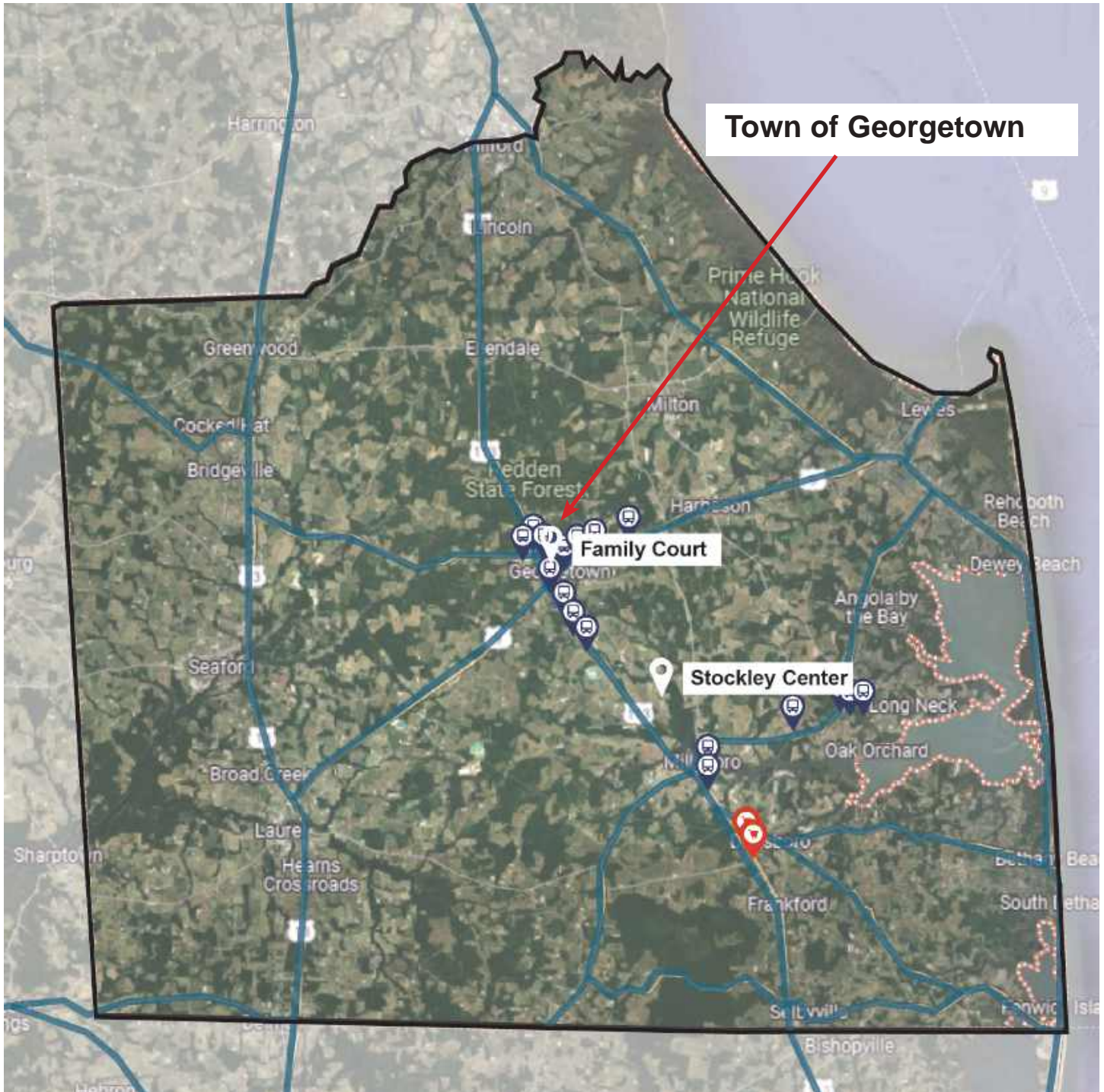
City of Dover
Kent County
State of Delaware - DFM
State of Delaware - Department of Education
Several nonprofits in the Dover area




To date we have not identified an existing real estate asset that is owned by a government or charitable organization that is available for a Family Justice Center at this time.

Moving forward we suggest continuing to speak with the organizations that we have spoken with and also speaking with the institutes of higher education on possible locations for the Family Justice Center in Kent County.

Potential Facilities

Sussex County - Stockley Center - The Stockley Center will soon have a dedicated DART bus stop.



-  Hospitals/Outpatient Centers
-  Bus Stops
-  Shopping Centers
-  Parking

Potential Facilities

Sussex County - Stockley Center



Address:

26351 Patriots Way, Georgetown, DE 19947

Owner:

The State of Delaware

Approx. size of campus:

3,232,440 sf

Date of vacancy/possible tenancy:

Occupied

Safety features of campus:

The entrance to the site has a security station, the DNREC Police have an office of the site and a new State Police station is being built on the campus.

Number of parking spots:

Parking is available or can be created.

Two Buildings

9,000 sf each are available

DART bus stop is planned to be added to the campus.



Safety



Entrances/Exits

Potential Facilities

Sussex County - Stockley Center



Potential Facilities

Summary

The Stockley Center - The Stockley Center is an ideal site and setting for the FJC location in Sussex County. The existing building is able to be renovated to house half of the fully programmed FJC per the space program and the adjacent available building could house the other half of the full program in future as the center grows. The campus is secure, has utility and road infrastructure, has other related user groups on the campus, located centrally in the county just south of Georgetown, and it is peaceful and quiet. We recommend advancing a program to develop a FJC at this site.

Next Steps

- The Family Justice Center Steering Committee is in the process of hiring an Executive Director and a staff member.
- Develop a plan to advance a Family Justice Center at the Stockley Campus in Sussex County.
- Develop a plan to advance the Church Street property in Wilmington for transitional housing and determine if there is a need for a satellite FJC office.
- Continue researching for potential sites in New Castle and Kent Counties.
- Continue to gather support for funding the development of the FJC centers.

Department Participants

Letter of Acknowledgement/Thank you Statement

We are extremely thankful for the dedication and time of all those who participated and assisted with advancing this study.



Department Participants

Agency / Organization	Representative
Bayhealth-Smyrna Kent, Sussex, and Milton	Dawn Culp <small>MSN RN, SANE-A, SANE-P, FNE</small> Bayhealth Forensic Nurse Clinical Coordinator Dawn_culp@bayhealth.org 302-744-6308
Beebe Healthcare	Dana (Nikki) Morris, BSN, RN, Forensic Nurse Coordinator dmorris@beebehealthcare.org 302-645-3311
Child Inc.	Lori Sitler, Ph.D., Executive Director lsitler@childinc.com 302-762-8989
Community Legal Aid Society, Inc. (CLASI)	Laura C. Graham, Deputy Director lgraham@declasi.org 302-510-8291
Delaware Family Court	Chief Judge Michael K. Newell 302-255-0300
Delaware Victim's Compensation Assistance Program (DVCAP)	Paige Schmittinger, Deputy Attorney General/Executive Director Paige.Schmittinger@delaware.gov 302-255-1776
Delaware Volunteer Legal Services, Inc. (DVLS)	Janine N. Howard-O'Rangers, Executive Director jhoward@dvls.org 302-478-8680, ext. 207
Delaware Victim Center (DVC)	Veronica Colombo, Manager DSP Victim Services Veronica.colombo@delaware.gov 302-672-5489
Department of Justice (DOJ)	Jenna Milecki, Deputy Attorney General Jenna.Milecki@delaware.gov 302-577-8833
Dept. of Services for Children, Youth and Their Families (DSCYF)	Steven Yeatman, Secretary Steven.yeatman@delaware.gov 302-633-2505

Agency / Organization	Representative
Newark Police Department (NPD)	Melissa Pennachi, Victim Services Coordinator MPennachi@newark.de.us 302-366-7100 x3137
New Castle County Police Department (NCCPD)	Marki B. Mosley, Victim Assistance Office Coordinator Marki. Mosley@newcastle.gov 302-395-8135
People’s Place II, Inc.	Blanche Creech, Associate Director breech@peoplesplace2.com 302-422-8033
Survivors of Abuse in Recovery, Inc (SOAR)	Dr. Maya Khalid, Executive Director mkhalid@soarinc.com 717-585-4701
Wilmington Police Department (WPD)	Stephanie Hamilton, Victim Services Supervisor Stephanie.hamilton@cj.state.de.us 302-576-3622
YWCA Delaware Sexual Assault Response Center	Elizabeth McCourt, Chief Health and Safety Officer emccourt@ywcade.org 484-326-1791

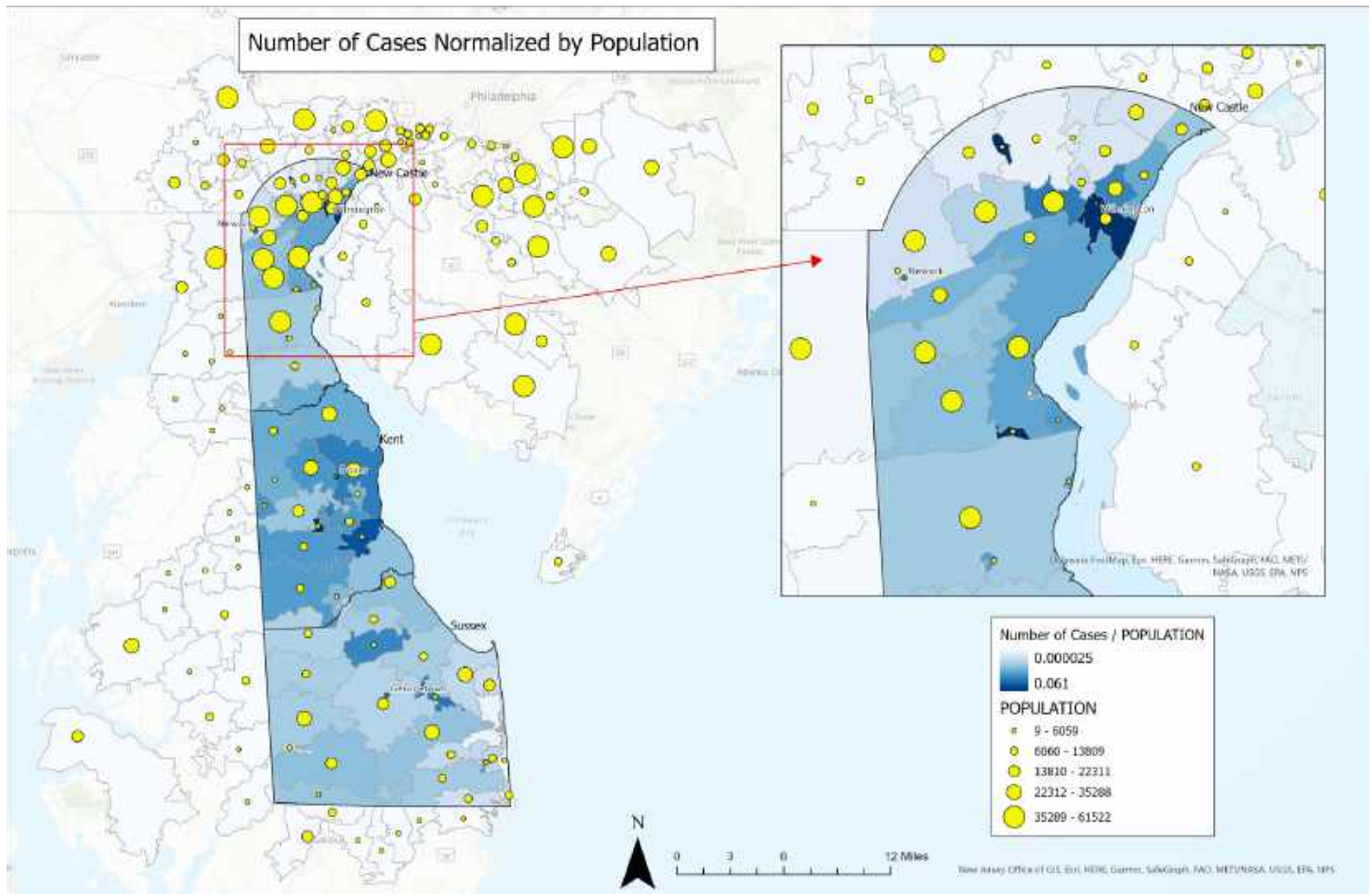
Appendix

APPENDIX - A

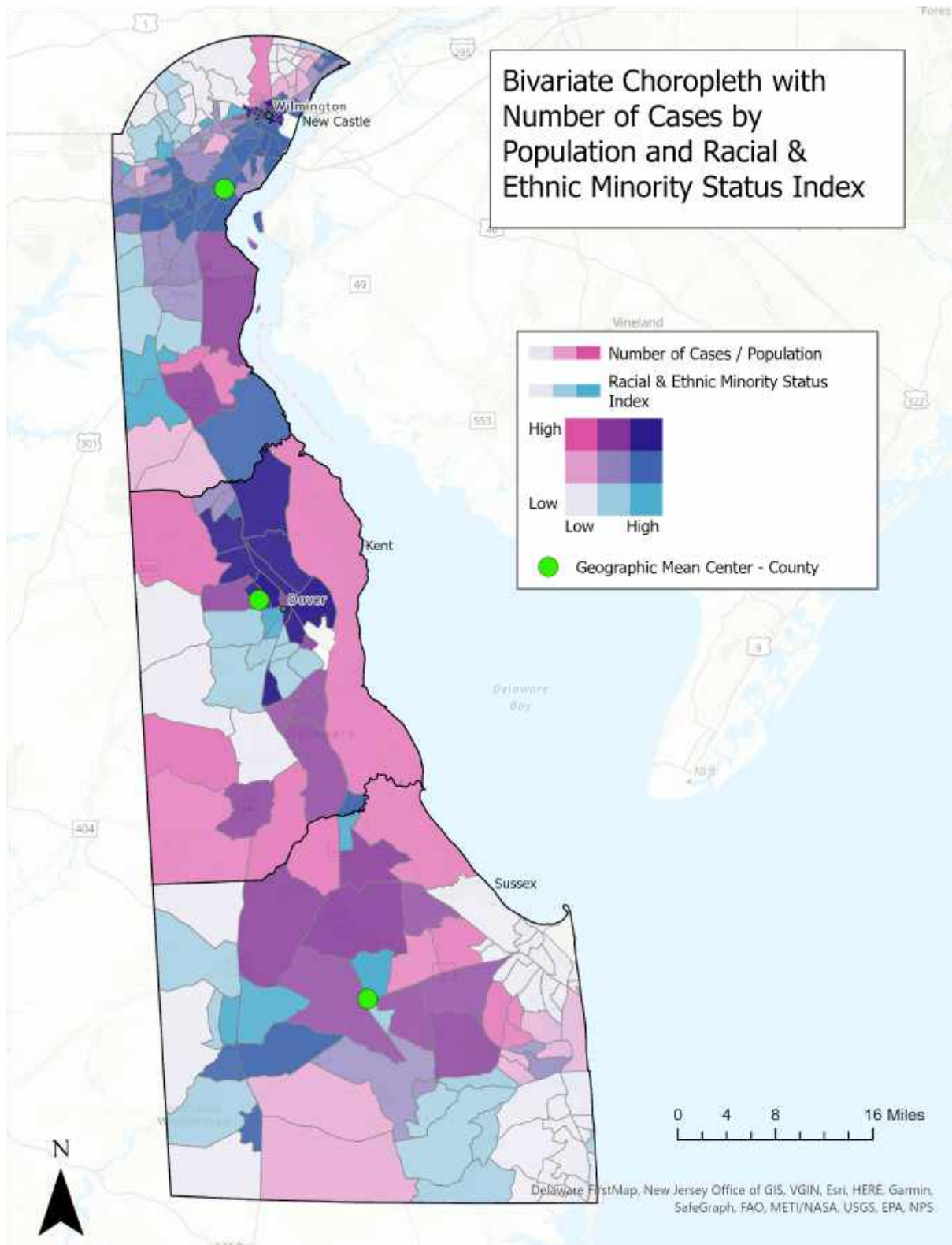
Geo Mapping Research

Mapping research was conducted by The Center for the Study and Prevention of Gender-Based Violence at University of Delaware's Co-Director, Dr. Angela Hattery, with assistance from geomapper, Dr. Allison Monterrosa, Sociologist and Asst. Prof. of Ethnic Studies at California State University-San Marcos.

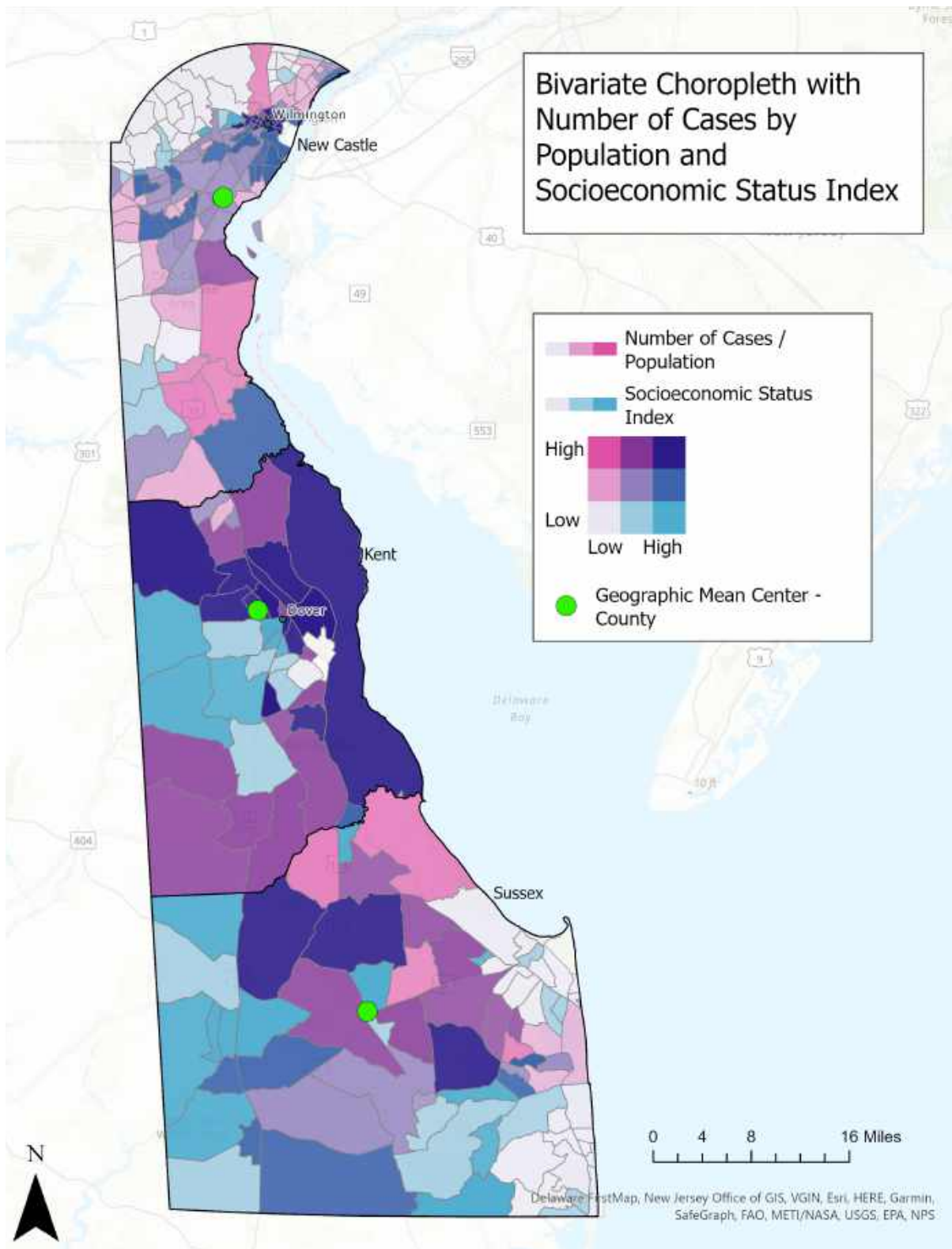
The following maps have pin-pointed cases of abuse in comparison to various other data points. This information has helped us understand frequencies, locations, patterns, and gaps.



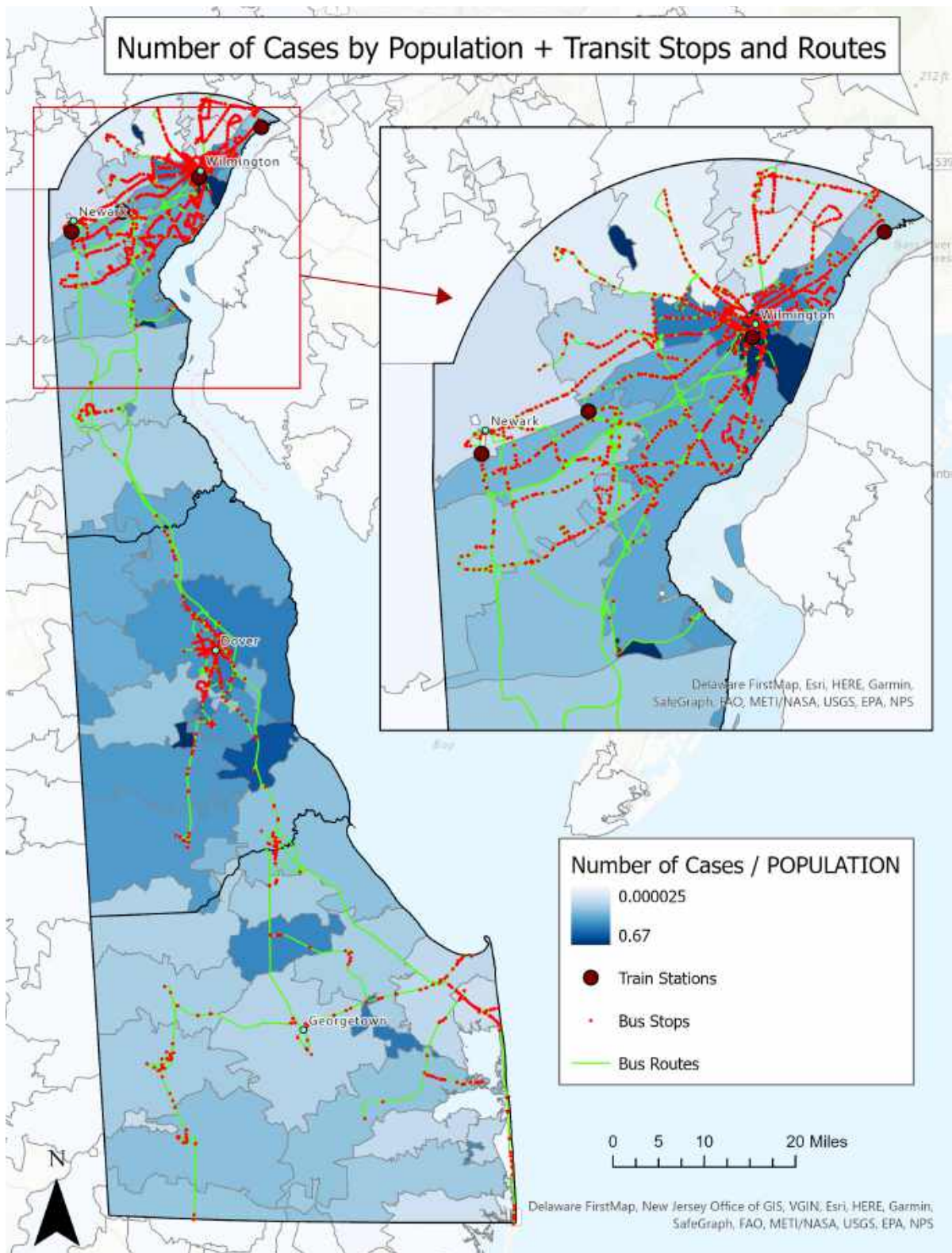
Geo Mapping Research



Geo Mapping Research



Geo Mapping Research



APPENDIX - B

FAMILY JUSTICE CENTER - CONCEPTUAL DESIGN ESTIMATES



**STATE OF DE STOCKLEY CAMPUS, COTTAGE C-1
9,000 SF EXISTING BUILDING**



**STATE OF DE NATIONAL GUARD – 1 REGIMENT ROAD,
25,000 SF EXISTING BUILDING WING**

These conceptual design estimates are based on a site visits to meet with representatives that maintain the buildings and to observe the general condition of the buildings. The construction cost estimates were developed using square foot cost figures from a March 2024 design development estimate from another State of Delaware commercial project.

Prepared by Tevebaugh Architecture, March 8, 2024

CONCEPTUAL DESIGN ESTIMATE Stockley Campus – Building C-1, 9000 sf Existing Structure

<u>DESCRIPTION</u>	<u>COST/S.F.</u>	<u>TOTAL COST</u>
EXISTING CONDITIONS	\$4.61	\$41,490.00
GROUND IMPROVEMENT SYSTEM	\$0.00	\$0.00
CONCRETE & REINFORCING	\$0.00	\$0.00
MASONRY	\$0.00	\$0.00
STRUCTURAL STEEL & MISC METALS	\$0.00	\$0.00
CAPRENTRY & GENERAL WORK	\$17.21	\$154,890.00
MILLWORK & CASEWORK	\$38.54	\$346,860.00
THERMAL & MOISTURE PROTECTION	\$63.57	\$572,130.00
DOORS FRAMES & HARDWARE	\$21.81	\$196,290.00
WINDOWS, GLASS & GLAZING	\$40.15	\$361,350.00
COLD FORMED METAL FRAMING & DRYWALL	\$49.98	\$449,820.00
CERAMIC TILE	\$8.02	\$72,180.00
CEILINGS	\$9.14	\$82,260.00
FLOORING	\$15.58	\$140,220.00
PAINT AND WALL COVERINGS	\$9.22	\$82,980.00
SPECIALITIES	\$12.25	\$110,250.00
CONVEYING SYSTEMS	\$0.00	\$0.00
EQUIPMENT	\$1.99	\$17,910.00
FIRE PROTECTION SYSTEM	\$12.86	\$115,740.00
HVAC SYSTEM	\$67.64	\$608,760.00
AUTOMATIC TEMPERATURE CONTROLS (BMS)	\$8.96	\$80,640.00
TESTING & BALANCING	\$1.80	\$16,200.00
PLUMBING SYSTEM	\$18.57	\$167,130.00
ELECTRICAL SYSTEM	\$70.57	\$635,130.00
SPECIAL SYSTEMS	\$38.50	\$346,500.00
<u>SUBTOTAL BUILDING TRADE CONTRACTS</u>	<u>\$510.95</u>	<u>\$4,598,730.00</u>
SOIL REMEDIATION	\$0.00	\$0.00
SITE DEMOLITION & EARTHWORK	\$15.82	\$142,380.00
EXTERIOR IMPROVEMENTS	\$0.00	\$0.00
UTILITY ALLOWANCES	\$9.06	\$81,540.00
<u>LANDSCAPING ALLOWANCE</u>	<u>\$3.07</u>	<u>\$27,630.00</u>
<u>SUBTOTAL SITEWORK TRADE CONTRACTS</u>	<u>\$27.95</u>	<u>\$251,550.00</u>
<u>TOTAL TRADE CONTRACT COST</u>	<u>\$538.90</u>	<u>\$4,850,280.00</u>
GENERAL CONDITIONS	12.5%	\$606,285.00
DESIGN & CONSTRUCTION FEES	15.0%	\$727,542.00
DESIGN CONTINGENCY	10.0%	\$485,028.00
CONSTRUCTION CONTINGENCY	5.0%	\$242,514.00
ESCALATION 4% (ONE YEAR)	4.0%	\$194,011.20
<u>SUBTOTAL SOFT COST</u>		<u>\$2,255,380.00</u>
<u>TOTAL PROJECT COST</u>		<u>\$7,105,660.00</u>

CONCEPTUAL DESIGN ESTIMATE National Guard – 1 Regiment Road, 25,000 sf Existing Structure

<u>DESCRIPTION</u>	<u>COST/S.F.</u>	<u>TOTAL COST</u>
EXISTING CONDITIONS	\$0.00	\$0.00
GROUND IMPROVEMENT SYSTEM	\$0.00	\$0.00
CONCRETE & REINFORCING	\$0.00	\$0.00
MASONRY	\$0.00	\$0.00
STRUCTURAL STEEL & MISC METALS	\$0.00	\$0.00
CARPENTRY & GENERAL WORK	\$17.21	\$430,250.00
MILLWORK & CASEWORK	\$38.54	\$963,500.00
THERMAL & MOISTURE PROTECTION	\$0.00	\$0.00
DOORS FRAMES & HARDWARE	\$0.00	\$0.00
WINDOWS, GLASS & GLAZING	\$0.00	\$0.00
COLD FORMED METAL FRAMING & DRYWALL	\$49.98 x 50%	\$624,750.00
CERAMIC TILE	\$8.02 x 50%	\$100,250.00
CEILINGS	\$9.14 x 50%	\$114,250.00
FLOORING	\$15.58 x 50%	\$194,750.00
PAINT AND WALL COVERINGS	\$9.22 x 50%	\$115,250.00
SPECIALITIES	\$12.25 x 50%	\$153,125.00
CONVEYING SYSTEMS	\$0.00	\$0.00
EQUIPMENT	\$0.00	\$0.00
FIRE PROTECTION SYSTEM	\$0.00	\$0.00
HVAC SYSTEM	\$0.00	\$0.00
AUTOMATIC TEMPERATURE CONTROLS (BMS)	\$0.00	\$0.00
TESTING & BALANCING	\$0.00	\$0.00
PLUMBING SYSTEM	\$18.57 x 50%	\$232,125.00
ELECTRICAL SYSTEM	\$70.57 x 50%	\$882,125.00
SPECIAL SYSTEMS	\$38.50	\$962,500.00
<u>SUBTOTAL BUILDING TRADE CONTRACTS</u>	<u>\$190.92</u>	<u>\$4,772,875.00</u>
SOIL REMEDIATION	\$0.00	\$0.00
SITE DEMOLITION & EARTHWORK	\$0.00	\$0.00
EXTERIOR IMPROVEMENTS	\$0.00	\$0.00
UTILITY ALLOWANCES	\$0.00	\$0.00
LANDSCAPING ALLOWANCE	\$0.00	\$0.00
<u>SUBTOTAL SITEWORK TRADE CONTRACTS</u>		<u>\$0.00</u>
<u>TOTAL TRADE CONTRACT COST</u>		<u>\$4,772,875.00</u>
GENERAL CONDITIONS	12.5%	\$596,609.38
DESIGN & CONSTRUCTION FEES	15.0%	\$715,931.25
DESIGN CONTINGENCY	10.0%	\$477,287.50
CONSTRUCTION CONTINGENCY	5.0%	\$238,643.75
ESCALATION 4% (ONE YEAR)	4.0%	\$190,915.00
<u>SUBTOTAL SOFT COST</u>		<u>\$2,219,386.88</u>
<u>TOTAL PROJECT COST</u>		<u>\$6,992,261.88</u>