Augusta Police
Facility Needs Assessment

Qualifications and Proposal—January 17, 2019

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January 17, 2019

Jared Mills
Chief of Police
Development Services Department
16 Cony Street
Augusta, ME 04330

RE: Police Facility Needs Assessment Proposal

Dear Chief Mills and Members of the selection committee:

Artifex is pleased to present this proposal and qualifications to perform the Needs Assessment for the Augusta Police; we understand your scope of services and are able to provide our final report, recommendations, and support for public presentations by the June 28, 2019 schedule.

Team:

Our team is experienced in conducting comprehensive building assessments for public safety, assembly, and commercial buildings. Artifex offers in-house licensed professionals for Architectural, Structural, and Civil engineering services. Ellen Angel, Principal, will be Project Manager, working closely with the Police Department and managing the Artifex team. Hewett & Whitney Engineers will be providing the reviews and recommendations for the Mechanical, Electrical and Plumbing (MEP) systems: Colin Hewett, Electrical Engineer and Ken Whitney, Mechanical Engineer.

Manns Woodward Studios will work closely with Artifex, reviewing Police staffing and space utilization, and organization, making recommendations for renovation, addition, or new construction of the Augusta Police Facility. Robb Manns of Manns Woodward is a proficient Public Safety Architect with over 16 years of experience in providing design services for Public Safety projects throughout the US and training at various conferences on aspects of Public Safety building design. He has the depth of knowledge of IACP and CALEA Guidelines and Recommendations desired for this project.

Both Ellen and Robb as well as the entire Artifex Team will be fully available for this project for its duration. We believe the Artifex team has the demonstrated qualifications and experience essential to assist you and the Augusta Police Department to realize the maximum benefits from the comprehensive facility assessment, programming data, and estimate of probable cost. We look forward to sitting with you to present our qualifications first hand.

With highest regards,

Ellen Angel, NCARB, LEED AP, Principal Architect
2. Project Understanding and Approach

The methods and process to design a Police Facility rely heavily on the architectural and engineering experience of the design team with this type of building. The combination of concern for security with understanding that this is a public facility require deep coordination and care for the floor plan as well as the materials and operating systems.

Artifex and Manns-Woodward bring significant knowledge, skills, and experience to the process. Before any drawings are created, we will perform a Pre-Design phase that includes an Objective Evaluation of Existing Conditions and Program Development, including Master Plan and Needs Assessment.

We understand the latest trends in police station design and operations, and we can advise you on the impact each will have on your new facility as well as your community. Some of these may include technology and security, disaster/storm preparedness, homelessness Liaison, mental health unit, public meeting rooms, educational programs, and methods to promote and increase public awareness. The human element also has variables, such as demographics, growth potential, development, staffing, and basic attitudes toward public safety.

We won’t have to ask you to tell us what you need, we have exhaustive checklists based on our experience and on IACP recommendations to review with you to ensure that every appropriate aspect and performance is discussed and considered. Many Police departments simply do not know all of the choices, benefits, and detriments to the myriad of building options that are available. Ultimately the Police Department has the highest stake in the design and construction of a station as its end user, but the most successful station design results from a balanced input from the community, the designer and the department.

It is critical to fully understand your operation, your needs, desires, and vision for your facility. We begin with a Kick-Off Meeting with project leadership and stakeholders to set-up our goals for success and tailor the process to satisfy the specific goals and needs. Although not identified in the RFP as a separate step, we cannot underestimate the importance of the initial meeting.
2. Project Understanding and Approach

1. NEEDS ASSESSMENT

A. Objective Evaluation of Existing

We understand that your initial question is whether your current facility can be modified to accommodate your needs and brought up to current standards for police/public safety facilities. We further understand that creation of a spatial program (B Programming and Utilization) outlining those needs and highlighting issues and requirements is a vital component.

Therefore we follow with a two-pronged approach: Artifex with Hewett and Whitney will assess the existing building with emphasis on current Code violations as well as currently conforming grandfathered conditions which would be non-compliant if renovations were completed.

To begin this, provision by the City of any existing plans and equipment maintenance reports are extremely helpful. If those are not available we will measure and create base plans for this portion of the project.

We will become very familiar with your existing station and your site. We will review and analyze your current structural capacities and deficiencies. We will research the requirements of the local regulatory agencies to ensure that we have a good understanding regarding drainage, utilities and parking requirements. We will spend time to review your current work patterns, policies, strengths and weaknesses. This knowledge will be a helpful tool to use as a benchmark for project development. We will analyze not only the structure and architectural and finish components, but also the mechanical, electrical and plumbing upgrades that may be needed.

Manns-Woodward will also be documenting how you operate, articulating what you do, and assessing your ongoing problems in operations, security, and others caused or enhanced by the current station.

The product of the building evaluation will be a section of your Needs Assessment Report which will include existing plans with areas of concern noted and photos of support. Issues will be itemized, prioritized, and contain recommendations for remediation, along with estimated costs.
2. Project Understanding and Approach

1. NEEDS ASSESSMENT

B. Building Program and Utilization

Simultaneously, Manns-Woodward and Artifex will begin meeting with Police Department representatives (focus group) to determine the detailed needs of the project. This is where our checklists and programming data come in; we have an extensive programming process that begins with an information collection period.

We will also work together with the PD representatives and City staff to review your Mission Statement and develop a long-term strategic plan to solve political and technical challenges that may be associated with the project. We recognize trends which may present future concerns, but for which we can plan and prepare.

The design team, with the help of an Organization Chart from the Department, personnel lists, and scheduling data, will work with the results of the focus group studies to develop a detailed program of requirements for the project.

We will spend time discussing each area and describing in detail in terms of function, description of operation use, size, adjacencies, equipment, finishes, plumbing and special HVAC needs; the station user groups including officers, detectives, public, administration; each material need including wall materials, floor materials, drainage, acoustics, lighting, heating, ventilating and air conditioning. Security is of paramount concern in all of our designs, and we will offer solutions that will help mitigate issues and ensure the safety of the personnel. The spaces need to be resilient to allow personnel to use the facility without compromising their safety, health, and welfare.

We understand the spatial requirements of a police facility and are knowledgeable in the grossing factors which are larger than many other building types and which, if not initially considered, can require costly modifications to design and budget.

The product of this work is a Programming Report tabulations of areas required by staff function or title including adjacency, utility, finishes, furnishing, and equipment requirements. Spaces will be itemized and contain specific recommendations for development along with notes for consideration.
2. Project Understanding and Approach

2. CONCEPTUAL DESIGN

At this stage, the Artifex team will begin to explore various options that satisfy the needs identified during previous stages of work. Preliminary floor layout solutions along with schematic massing models will be developed that explain the sequencing and organization of project elements.

The design team will meet with project leadership and stakeholders to present the exploration studies. Comments are received and noted during a dynamic back-and-forth dialogue.

Based upon the comments received during the review the design team will revise and refine the options until agreed upon approaches are adopted.

The design team will narrow down exploration concepts into two or three final options to be considered for the master plan and developed more detailed analysis as to the sequencing, pros, and cons for each solution.

As part of this conceptual design phase, individual spaces will be developed, proofing the programmatic decisions as to size and adjacency, ensuring that spaces are adequate and appropriate. Attention will be paid to adjacencies; public v. private; secure spaces; internal requirements.

At this point initial site requirements will be determined for areas of one-story v. two v. taller building.

Cost estimates for each scheme is developed in the lens of how the project will be phased to satisfy capital improvement plans and future development.

The product of this work is Schematic level design including floor plan(s), elevations, building sections and proposed materials with opportunities for revisions based on selected site(s). This creates a clear picture of the qualities of the proposed design.
2. Project Understanding and Approach

3. SITE EVALUATION

Using information determined by the programming process and simultaneous to the Conceptual Design Phase, the Artifex Team will confirm the criteria most important to the location, development and operations of the project site.

Conceptual floor plans are used to determine the required property size and geometry for the proposed facility.

Some criteria that may be used to evaluate a site include:

- Floor plan footprint, i.e. (one story vs. two), and geometry of the proposed structure
- Site access (site circulation & entrance design)
- Site location within the City/street network
- Public versus Police access and access control
- Staff size and scheduling
- Parking needs / controlled access and adjacency to specific building areas
- Emergency vehicle / delivery access
- Stormwater management needs, buffers, zoning ordinance requirements.
- Property acquisition costs

The items above, in addition to others chosen by the Police Department and City personnel, will be compiled into a list that will be used to evaluate and score potential sites for the new station.

The product of this phase will be a general conceptual site layout, based on the size and needs of the various site features, and a matrix using the objective criteria to be used or scoring proposed sites. Each floor plan developed will include a schematic site layout with the minimum desired lot size identified on each.

Other factors that may be considered include:

- Availability / location of existing utilities
- Soils suitability (ledge or clay soils documented)
- Wetlands, streams, vernal pools & other site specific environmental concerns
- DOT access and requirements
- Local and State regulatory permitting
- Development costs
- Communications
- Neighborhood factors
- Grades/Topography
- Demolition required
- Environmental abatement required
- Relocation of existing facilities on the property
As part of an add alternate, Artifex will evaluate up to five sites chosen by the City based on the selected criteria as described above.

In order to evaluate the various sites, the more information available from the City, the better the evaluation can be. Information desired prior to the evaluation would include the following: Tax maps; existing site surveys and site assessments; Utility and street maps; soils reports/data and investigations that may have been done nearby; number and size of police vehicles and equipment stored on-site; and any additional site storage requirements. The amount of information available will determine the thoroughness of the process.

Although those factors affecting cost always rise to the top, other factors which are important to the Department, the City, and the local Community are critical. If a community is not happy about a proposed location, the success of the project can be in jeopardy.

A site selection matrix will be used to score each site and an overall site location map will be developed to indicate location of each site in relation to the City street network and other significant areas.

Alternate schematic site plans will be assessed, and developed, proofing the programmatic decisions as to size and location, ensuring that sites are adequate and appropriate for development.

At the end of this process the products will include ranked sites with conceptual site plan(s) as required for presentation and decision-making. A conceptual cost estimate for each site development will be presented as part of this add alternate.
2. **Project Understanding and Approach**

**Milestones**

Design is a reiterative process with each piece of information and each decision moving the process along. Key to that process is revisions and refinements and going back to verify that the decisions are in line with the measures of success determined at the very first meeting. Transparency of the process and clear expectations are the best insurers of success. At each critical decision the Artifex team will confirm that it is in alignment with the agreed upon measures for success.

Key milestones include the following:

1. **Kick-off Meeting** to define goals and set measures of success
2. **Focus Group Meeting** to determine the detailed needs of the project
3. **Presentation of Assessment Report on Existing Police Building**
4. **Presentation of Programming Data/ Spatial requirements with initial budgeting information**
5. **Workshop Presentation of Alternate Adjacencies and Layouts**
6. **Workshop Presentation of Site Selection Criteria and conceptual site layouts**
7. **Presentation of selected floor plan, and elevations**
8. **Delivery of rendered Site Plan, Floor Plan(s), and building Elevations and 3-d rendered building**

Note that some items may be combined in the interest of the schedule: 1 and 2; 3 and 4; 5 and 6; 7 and 8