Request for Commissioning Qualifications / Proposals
City of Blue Springs, Missouri
Public Safety Expansion and Remodel Project

March 1, 2013

The City of Blue Springs is requesting proposals and statements of qualifications for LEED Prerequisite and LEED Enhanced Commissioning services for the expansion and renovation of the existing Howard L. Brown Public Safety Building (hereinafter "PSB") located at 1100 SW Smith Street, as shown on the attached Exhibit "A".

Project Description: The Public Safety Expansion and Remodel project is planned to be approximately a 40-50,000 sq. ft. expansion of the existing PSB, along with renovation of the existing 27,000 sq. ft. contained in the PSB. It will be occupied by the police department, municipal court, dispatch, and animal control. The other building on the site housing the Community Youth Outreach programs (CYOU) is anticipated to be demolished as part of the project. The overall Project budget is projected to be $16 million, with groundbreaking in the third quarter of 2013.

It is anticipated that the electrical and mechanical systems in the existing building will be replaced entirely. The new mechanical system for the overall project is anticipated to be a central boiler/chiller four pipe system. The potential exists for the implementation of a ground-source system as an alternative approach. Critical electrical systems will be UPS enabled with generator back-up.

The project will strive for LEED Base Certification at a minimum. Construction is anticipated to be procured through lowest and best qualified bids from general contractors.

The City will contract directly with the Commissioning Agent for services. The Commissioning Agent will be managed, on behalf of the City, by the City's Owner's Representative (known for this project as "Construction Manager") Burns & McDonnell.

Submission of Proposals: To be considered, one original and five (5) copies of the proposal must be submitted to the **City Clerk** at Blue Springs City Hall, 903 West Main Street, Blue Springs, MO 64015 by **12:00 noon March 20, 2013**. Without exception, proposals received after this date and time will be returned unopened. An electronic copy of the proposal in PDF form on a CD/DVD is also required to be submitted with the printed proposals.

Qualifications: Proposals should include the following detailed information:

1. General description of your firm, its qualifications, your approach to executing projects of this type and any differentiators that may distinguish your firm.

2. Project organizational structure of all key individuals and any other firms that may make up your team.

3. Professional qualifications, experience and role of each key project participant.

4. List of example projects (maximum of six) indicating specifically why they are applicable to the skills and the knowledge needed for the City's project along with a description of the services performed. Please also include the following information:

    1. A brief description of the project including the mechanical and electrical systems implemented for the example project
    2. An owner reference name, phone number and email address for each project. Indicate what role the named reference had with respect to each example project
    3. Each proposed team members' specific role performed on each example project
    4. The date of construction completion (or construction start if in progress)
    5. The construction cost
    6. The project architect and engineer
5. A detailed description of the approach that your firm would propose to take in providing full commissioning services for the City's project.

Key points to be addressed in the qualifications submissions are:

1. Clearly define the qualifications and experience of your firm and of each individual proposed as part of the team. Include detailed qualification/experience information of all specific key individuals to be associated with the project. Please note that the City considers individual qualifications to be just as important as firm qualifications in ensuring a high quality project team.

2. A detailed description of the proposed project approach for the PSB project, how the project will be structured and conducted including the roles and responsibilities of all individuals involved. This should also demonstrate the capacity and capability of the team to complete the project within the currently anticipated schedule. Also include a description of how you plan to interface with the larger project team including the Owner, Construction Manager, Architect, Engineers, and the Contractor when they are chosen.

3. Demonstrated experience of all component team members in the execution of outstanding solutions and processes, delivery of comparable projects and interface with the construction processes. This should include quality of work and the ability to meet schedules.

4. Demonstrate a clear understanding of and approach for dealing with the complexities and issues of this project type.

5. Demonstrate your expertise through outstanding similar projects previously completed, a thoughtful project approach and a clear demonstration of your understanding of the particular issues involved in a project like this.

Scope of Services:

The basic scope of commissioning services will generally include the following. However, a final scope of services will be reviewed and established with the successful firm:

1. Review and comment on the Owner's Project Requirements and compare to the Design Team's Basis of Design (BOD) Document for clarity and completeness.
2. Review and comment on submittals of commissioned equipment
3. Develop the Commissioning Plan
4. Develop the Commissioning Schedule
5. Work with the design team to initiate LEED documentation via USGBC
6. Review the design/contract documents
7. Review select shop drawings/equipment submittals that pertain to the commissioning effort
8. Develop pre-functional/startup checklists for the commissioned equipment
9. Conduct a Commissioning Scoping Meeting with the contractors, owner, and design team
10. Develop functional performance tests for the commissioned equipment
11. Perform site observations with the objective of validating commissioning related construction issues
12. Attend construction meetings as required to stay abreast of construction progress issues
13. Validate completion of the pre-functional/startup checklists prior to execution of the functional tests
14. Witness the functional testing process performed by the contractors
15. Issue Corrective Action Requests identifying non-conforming performance
16. Develop and maintain a Corrective Action Log for use in resolving deficiencies
17. Perform a validation sampling of the Test and Balancing results
18. Verify training plan development by the contractors and the training schedule. Provide an agenda for the owner and the Owner's staff.
19. Facilitate the training sessions
20. Review product warranty documentation for major equipment/systems
21. Review O&M documentation for major equipment/systems
22. Conduct required off-seasonal testing of equipment/systems not previously tested
23. Perform a 10 month, pre-warranty expiration walkthrough of the facility
24. Develop a Re-commissioning/Systems Manual for the Owner's use
25. Develop a Commissioning Report documenting the entire commissioning process
26. Complete the required LEED Submission documentation

The City Will Provide to the selected Commissioning Agent:

1. The City of Blue Springs Police Department Space Needs Assessment (Exhibit "B"). Note that this is a working draft document.
2. Full construction documents of the existing building (paper only, no CAD files exist.)
3. Site survey and geotechnical investigation report
4. All required construction testing and special inspections

Additional Project Information:

1. The City is under contract with Burns & McDonnell for the provision of full Owner's Representative services for the project under the title of "Construction Manager". They will act as an extension of City staff to facilitate a successful project and process for all participants. Burns & McDonnell will not be providing direct management of the construction activities or sub-contractors.

2. The City is under contract with Treanor Architects as the project architect. MWL is on the Treanor team as the Justice Planner and Henderson Engineers is the MEP project engineer.

During the Selection Process the City requires the following:

1. All correspondence, inquiries and questions are to be submitted in writing to the City's designated Construction Manager indicated below:

   Neal Angrisano, AIA
   Burns & McDonnell
   nangrisano@burnsmcd.com

   All submitted questions with answers will be published to a designated page on the City's web site. Questions submitted after 5:00 pm on March 14, 2013 will not be answered.
2. Other than through the Construction Manager, no communication regarding the project is permitted during the Selection Process. No members of the Selection Committee, other City staff, or the project architect and engineer are to be contacted. Violation of this requirement could result in disqualification.
3. Confidentiality is to be maintained regarding all aspects of the Commissioning Agent selection and negotiation process.

Selection Process:

The proposals will be evaluated by a Selection Committee composed of City personnel and the City's Construction Manager. Members of the Selection Committee will independently review and rate each proposal based on the following criteria:

1. Quality of similar work that has been provided for other public and private entities
2. Demonstrated excellence in achieving an outstanding process and outcome for all project types but especially for projects of this size with similar systems
3. Integration of and consideration for all aspects of sustainable design and environmental stewardship
4. Comparable experience and background of the specific personnel that shall be assigned to the team that will work on this project
5. Overall responsiveness to the RFP including the key points that are to be addressed
6. Project approach. How you conduct your projects, how you pursue innovative approaches, how you work with a diverse project team, and how you achieve outstanding quality and results are all important to us.

The Selection Committee will identify the highest ranked firm and may elect to begin negotiations with that firm for award of contract. The City may also elect to proceed to an interim interview stage with a number of firms to be identified at the City's sole discretion. Additional information may be provided to the highest ranked firms prior to their interviews. Top ranked firm interviews may be conducted with an expanded Selection Committee. The City and its Construction Manager will endeavor to negotiate an acceptable final scope of work, fee and agreement terms with the highest ranked firm. If acceptable terms cannot be reached, the City reserves the right to end negotiations with the top ranked firm and enter into negotiations with the second highest ranked firm.

Preliminary Schedule:

All dates and times are tentative.

March 1, 2013	RFQ release date
March 14, 2013	Last day questions will be accepted. (5:00 pm deadline)
March 20, 2013	**Proposals Due by 12:00 noon**
April 15, 2013	Anticipated date for award of contract and notice to proceed (if no interviews are conducted)
April 15, 2013	Anticipated date for finalist interviews, if any
May 6, 2013	Anticipated date for award of contract and notice to proceed (if interviews are conducted)

Attachments: Exhibit "A" (GIS site plan)
Exhibit "B" Police Department Space Needs Assessment

Every submitting Commissioning Agent is required to sign two affidavits related to the E-Verification program and to include these documents with their proposal. If selected to contract with the City, the successful firm will be required to submit, along with the Agreement Document, a Certification of Participation in the E-Verification program

Signed affidavits (below) are required to be submitted along with the response to the request for qualifications.

REQUIREMENTS FOR AFFIDAVIT RELATED TO 2007 IMMIGRATION LAW FOR STATE OF MISSOURI

If the negotiated contract with the Architect is awarded to a business entity and is in excess of five thousand dollars, the business entity, and any subcontractors of the business entity, shall, by sworn affidavit and provision of documentation, affirm its or their enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity, and any subcontractors of the business entity, shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. A federal work authorization program is any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration Reform and Control Act of 1986 (IRCA), P.L.99-603. A business entity is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term business entity shall include but not be limited to self-employed individuals (except it shall not include a self-employed individual with no employees), partnerships, corporations, contractors, and subcontractors.

The following two Affidavits shall be completed by the responder to this request for qualifications and be submitted along with the response thereto. Any subcontractors that are required to sign affidavits shall be obtained by the selected Architect prior to any work beginning.

AFFIDAVIT AND PROVISION OF DOCUMENTATION

STATE OF MISSOURI)
) ss.
COUNTY OF JACKSON)

Affiant, _____, the _____(title) of _____ (contractor's full name) having been duly sworn, states upon his/her oath:

1. My name is_____. I am a representative of the business entity, or a subcontractor of the business entity, submitting this proposal to the City of Blue Springs who is authorized to sign this affidavit on behalf of that business entity.

2. I hereby swear or affirm the above named business entity's does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

3. I also swear and affirm to the accuracy of the attached documentation evidencing the above named business entity's enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services.

FURTHER AFFIANT SAYETH NOT.

_____

_____
(Print Name & Title)

Subscribed, acknowledged, and sworn to before me by _____this _____ day of _____, 2012.

_____
Notary Public

My Commission Expires:

AFFIDAVIT CONCERNING EMPLOYMENT OF UNAUTHORIZED ALIENS

STATE OF MISSOURI)
) ss.
COUNTY OF JACKSON)

Affiant, _____, the _____(title) of _____ (contractor's full name) having been duly sworn, states upon his/her oath:

1. My name is_____. I am a representative of the business entity, or a subcontractor of the business entity, submitting this proposal to the City of Blue Springs who is authorized to sign this affidavit on behalf of that business entity.

2. I hereby swear or affirm the above named business entity does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

FURTHER AFFIANT SAYETH NOT.

_____

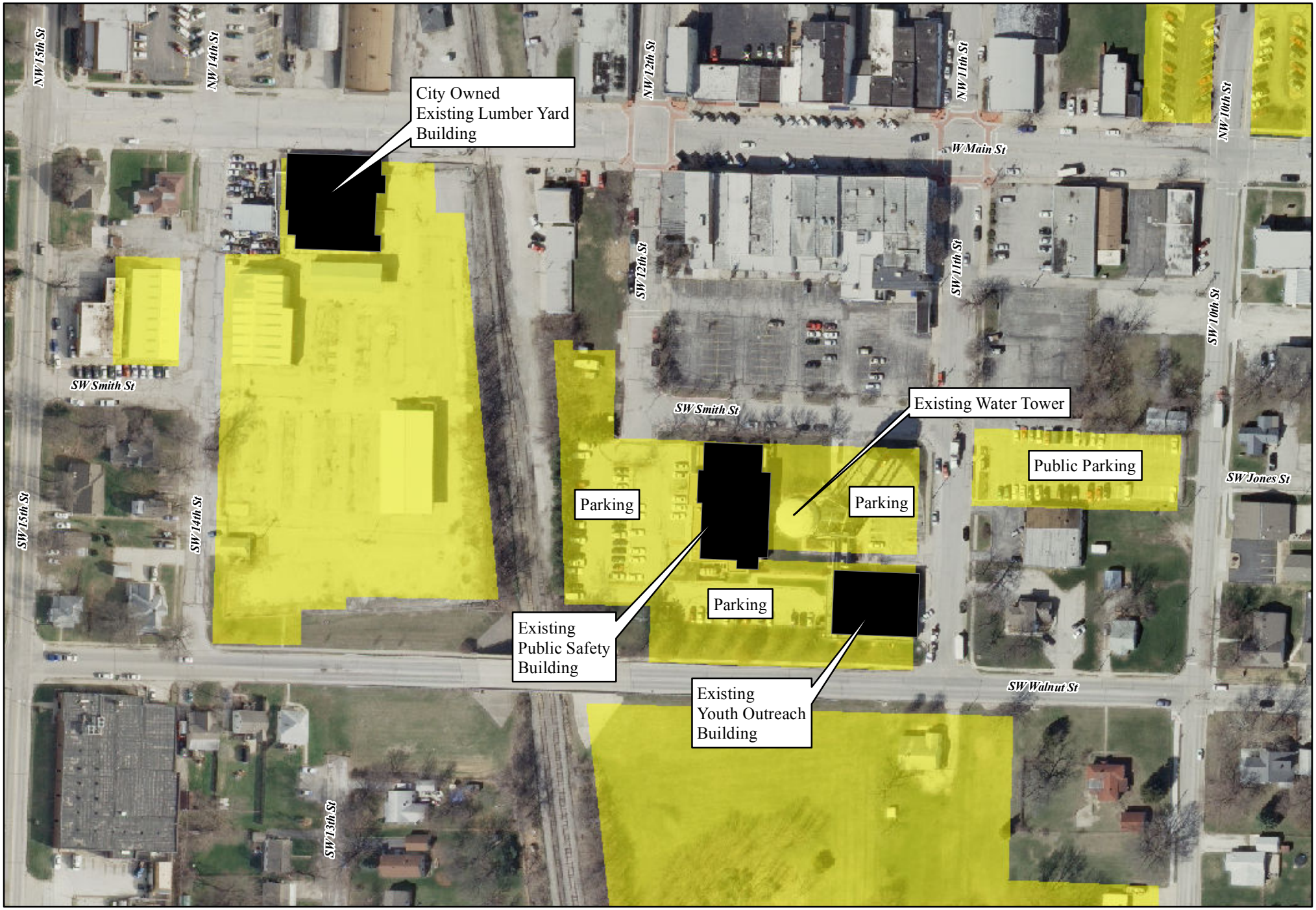
_____
(Print Name & Title)

Subscribed, acknowledged, and sworn to before me by _____this _____ day of _____, 2012.

_____
Notary Public

My Commission Expires:

End of Document



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Not to Scale

City Owned Property

"Exhibit A"
Public Safety Building

The City of Blue Springs Missouri

April 11, 2012

Milestones →	Current 2013		Build out 2035		Build out 2035			# Spaces	Space Code	Existing Building	Previous Study / 2020	MWL 2013 Need	MWL Need 2035	
	Staff		Staff		Parking									
Sworn or Nonsworn →	SW	NS	SW	NS	Public	Staff	Fleet			Area Totals	Area Totals	Area Totals	Area Totals	*Remarks*
Public Access Areas														
Air lock Vestibule								1	80			80	80	
Main Entrance Lobby					12			1	800	*620*	800	800	800	
Information Desk								1	60			60	60	
Police Records Public Service Window								1	50			50	50	
Municipal Court Public Service Window								1	50			50	50	
Report Taking Room/ Interview Room								2	120		120	240	240	
Community/ Training Room					40			1	1200			1,200	1,200	*Public meeting space/ Staff training*
• Kitchenette / Prefunction								1	150			150	150	
• Chair Storage								1	180			180	180	
• AV Equipment Room								1	50			50	50	
Heritage Display Area								1	0			0	0	
Public Kiosk								1	0			0	0	
Public Restroom- Men								1	200	*84*	250	200	200	
Public Restroom- Women								1	200	*84*	250	200	200	
Family Restroom								1	120			120	120	
Phones / Vending								0	0		120	0	0	
										788	1,540	**3,380**	**3,380**	***SF** (Public Spaces Subtotal)*
CYOU Public Access Areas														
Entry Vestibule								0	80		80	0	0	
Lobby / Waiting								1	240	*210*	350	240	240	
Community Meeting Room								1	0	*625*	800	0	0	*shown in Public Access above*
Receptionist								1	120	*100*	120	120	120	*staff recorded elsewhere*
Male & Female Toilets								2	60		400	120	120	
Family Toilet								1	60		50	60	60	*UA*
Vending								1	50	*50*	50	50	50	
					52	**0**	**0**			*985*	1,850	**590**	**590**	
Subtotals										*1,773*	3,390	3,970	3,970	
Circulation & wall thicknesses within this area 20%												794	794	
Unit Gross Area (SF)										1,773	3,390	**4,764**	**4,764**	***SF (Gross Area)***
STAFF SERVICES BUREAU- Records														
Records Unit														
Records Supervisor		1		1		1		1	48	*60*	120	48	48	
Records Clerks		4		5		5		2	48	*288*	384	96	144	
Records Unit Support Spaces														
Public Service Window								2	48	*50*	100	96	96	*Includes cash transaction drawer and computer.*
Public Photo/ Live Scan-Fingerprint Area								1	60		0	60	60	*area separate but adjacnet and observable*
Records Active Files								1	200	*50*	200	200	200	*Mobile High Density shelving for ~504 LFF*
Microfilm Workstation								1	48		0	48	48	*Microfiche and film reader and film storage*
Archived Records Storage								1	200		0	200	200	*Separate location for older files*
Storage Closet / Office Supplies								1	60		0	60	60	
Officer's Window								1	60			60	60	*Separate service window for officers*
Copy/ Work Room								1	120	*30*	120	120	120	
Coffee Station								1	50		0	50	50	
Lockers								1	50		16	50	50	
Unit Subtotal	**0**	**5**	**0**	**6**	**0**	**6**	**0**			*478*	940	**1,088**	**1,136**	***SF** (Unit Spaces Subtotal)*
Total Staff	**5**		**6**				**6**							
Subtotals										*478*	940	1,088	1,136	
Circulation & wall thicknesses within this area: 25%												272	284	
Unit Gross Area (SF)										478	940	1,360	1,420	***SF (Unit Gross Area)***
Municipal Court														
Courtroom														
Security Vestibule								1	180		200	180	180	
Sound Lock Vestibule								1	0		80	0	0	
Courtroom					100			1	2,200	*1,950*	2,400	2,200	2,200	
Bailiff						1		1	0			0	0	
Judge Office						1		1	120		120	120	120	
A / V Equipment								1	180		240	180	180	
General Storage								1	250	*200*	250	250	250	*tables and chairs*
Holding Cells								0	70		100	0	0	
										2,150	3,390	**2,930**	**2,930**	
Court Clerks														
Public Service Window								2	64	*50*	150	128	128	
Court Administrator		1		1		1		1	150	*119*	150	150	150	
Dpt Court Clerk		1		1		1		1	64				64	
Court Clerks		4		6		6		6	48	*270*	560	288	288	
Active Files								1	150	*80*	150	150	150	*within court clerk*
Inactive Files								1	300	*180*	400	300	300	*not within court clerk, adjacent*
Copy / Work room								1	150		130	150	150	
Storage Room								1	150	*200*		150	150	*forms, books, paper goods*
Break Room								1	150		100	150	150	
Staff Toilet								1	64		50	64	64	
										899	1,690	**1,530**	**1,594**	
Prosecuting Attorney														
Prosecutor						1		1	120	*110*	110	120	120	
Assisitant Prosecutor						1		1	120		110	120	120	
Attorney / Client Conference								2	100		110	200	200	
										110	330	**440**	**440**	
Counseling														
Domestic Violence Advocate						1		1	120		110	120	120	*Hope House*
Probation Officer						1		1	120		220	120	120	
										0	330	**240**	**240**	
Unit Subtotal	**0**	**6**	**0**	**8**	**100**	**14**	**0**							
Total Staff	**6**		**8**				**114**							
Subtotals										*3,159*	5,740	5,140	5,204	
Circulation & wall thicknesses within this area 25%												1,285	1,301	
Unit Gross Area (SF)										3,159	5,740	6,425	6,505	

Milestones →	Current 2013		Build out 2035		Build out 2035			# Spaces	Space Code	Existing Building	Previous Study / 2020	MWL 2013 Need	MWL Need 2035	
	Staff		Staff		Parking									
Sworn or Nonsworn →	SW	NS	SW	NS	Public	Staff	Fleet			Area Totals	Area Totals	Area Totals	Area Totals	*Remarks*
Police Administration														
Chief of Police	1		1			1		1	250	*220*	250	250	250	
Chief's Washroom								1	70			70	70	
Administrative Assistant		1		1		1		1	100			100	100	
Assistant Chief of Police	1		1			1		1	220		220	220	220	
Reception/ Waiting Area								1	180	*192*	200	180	180	
Command Suite Conference Room								1	360	*288*	350	360	360	*accommodates 12 people at conference table.*
Coat closet								1	10	*10*	10	10	10	
Secure File Room								1	80			80	80	
Captain - CYOU Bureau								1	0					*Office located with CYOU Bureau work area*
Captain - Operations Bureau								1	0					*Office located with Operations Bureau work area*
										710	*1,030*	1,270	1,270	
Professional Standards Unit														*Reports to Staff Services Bureau Captain*
Captain - Staff Services Bureau								1	0	*220*	200			*Office located with Staff Services Division*
Administrative Secretary								0	120	*80*	120			*Office located with Staff Services Division*
Professional Standards Sergeant			1			1		1	120		150	120	120	
Professional Standards Detective	1		2			2		1	120	*154*	350	120	240	*office for two people with area for IA files included*
Professional Standards Interview Room								1	120			120	120	
Unassigned office						1	1	1	168			168	168	
Training Coordinator			1			1		1	168		175	168	168	
Accreditation Manager								0	168		175			*position assignment change*
Storage Room								1	80			80	80	
Copy / Workroom								1	150	*140*	200	150	150	
Unit Subtotal	**3**	**1**	**6**	**1**	**0**	**8**	**1**			*594*	*1,370*	926	1,046	
Total Staff	**4**		**7**				9							
Subtotals										*1,304*	*2,400*	2,196	2,316	
Circulation & wall thicknesses within this area 25%												549	579	
Unit Gross Area (SF)										1,304	2,400	**2,745**	**2,895**	***SF (Unit Gross Area)***

Milestones →	Current 2013		Build out 2035		Build out 2035			# Spaces	Space Code	Existing Building	Previous Study / 2020	MWL 2013 Need	MWL Need 2035	
	Staff		Staff		Parking					Area	Area	Area	Area	
Sworn or Nonsworn →	SW	NS	SW	NS	Public	Staff	Fleet			Totals	Totals	Totals	Totals	*Remarks*
OPERATIONS BUREAU - PATROL														
Operations Bureau Captain	1		1				1	1	200	*200*	200	200	200	
Administrative Secretary		1		1		1		2	64		240	128	128	
Patrol Division														
Operations Lieutenant - Rotation 1	1		1			1	1	1	168		300	168	168	
Sergeants - Rotation 1	3		4			4	4	4	64	*200*	640	256	256	
Sergeants - Storage								1	80		80	80	80	
Sergeants - Small Conf								2	120			240	240	
Patrol Officers - Rotation 1	21		26			26	26							*use report writing stations*
Traffic Office - Rotation 1	2		3			3	3	1	180		150	180	180	*accident reconstruction office*
Operations Lieutenant - Rotation 2	1		1					1	168			168	168	
Sergeants - Rotation 2	3		4					4	64			256	256	
Sergeants - Storage								1	80			80	80	
Patrol Officers - Rotation 2	22		26											*use report writing stations*
Traffic Officers - Rotation 2	2		3											*accident reconstruction office shown above*
Patrol Support spaces														
Briefing Room								1	700	*240*	1,000	700	700	*Seating for 30 at traning tables; divide*
Report Writing Area								1	460	*90*	180	460	460	*Includes 8 stations with computer/ telephone, and counter for printer, copier, fax, and form storage*
Copy / Workroom								0	120		120			
Patrol Equipment Issue (includes video)								1	150	*168*	250	150	150	*Taser, Radar Gun, Breath Testing (PBT), In-car video units (server / download), Radio, Chargers*
Patrol Storage Area								1	80			80	80	*Ticket Books, etc*
Weapons Cleaning								1	80		50	80	80	*Work counter with four cleaning positions.*
Patrol Armory								1	300	*160*	200	300	300	*Patrol weapoons - Long arms*
Patrol Ammo Storage								1	100			100	100	*ammo*
Staff Entry Vestibule								1	120			120	120	*Primary staff entrance*
• Mud Area								1	40			40	40	*boot wash area*
• Decon Area								1	120			120	120	
Officer's Mailboxes (area)								1	50	*15*	50	50	50	*Near Briefing Room*
Officer's Filing Cabinets								1	220			220	220	*Near Briefing Room for Officer's personal files, etc. 1 drawer per Officer*
Duty Bag Storage								1	180			180	180	*Near Primary Staff Entrance*
Quartermaster Storage								1	400	*150*	350	400	400	*Uniforms and equipment*
Animal Control Unit														
Supervisor														
Animal Control Officers - Rotation 1		2		2							160			
Animal Control Officers - Rotation 2		2		2										
Equipment Storage								1	150			150	150	*Animal control unit equipment*
Animal Control / K-9 garage								1	600			600	600	*Accommodates one vehicle*
Indoor Kennels								1	320			320	320	*Dog kennels, cat kennels within garage area*
K-9 Unit														
Supervisor														*staff listed above*
K-9 Officers Rotation 1	1		1											*staff listed above*
K-9 Officers Rotation 2	1		1											*staff listed above*
K-9 Storage Room								1	150		400	240	240	*Bite suit, Training Cases, Dog food and supplies.*
Animal Control / K-9 garage								1	0					*space listed above*
										1,223	*4,370*	**6,066**	**6,066**	
STAT Team														
Office								1	120	*96*	120	120	120	
Assembly / Operation Planning Room								1	650			650	650	
Equipment Storage								1	200	*120*	150	200	200	*Storage area to accommodate STAT gear and equipment*
Personal Storage Area/ Cabinets								1	200	*130*	200	200	200	*Compartment for each team member to accommodate STAT uniforms, and equipment*
STAT Armory								1	80	*40*	50	80	80	*Secure storage for weapons*
STAT Ammo								1	80			80	80	*Secure storage for ammo*
STAT Vehicle Garage								1	450		450	450	450	*STAT vehicle, Gear bags, Equipment, Weapons (consider ERT Officer Lockers).*
										386	970	**1,780**	**1,780**	
Bicycle (Motorcycle) Unit														
Office								1	120		120	120	120	
Equipment lockers								1	150		100	150	150	*Personnel lockers for bike uniforms and gear*
Bicycle Storage								1	200		700	200	200	*20 Patrol bicycles*
Bicycle Maintenance								1	200		100	200	200	*Including mud area*
Motorcycle Storage								1	0		150			
Motorcycle Maintenance								0	150		150			*lift rack, tools and workbench*
Motors Garage (Indoor Parking)								1	300			300	300	*Accomodates 4 Motorcycles*
										0	1,320	**970**	**970**	
Unit Subtotal	**58**	**5**	**71**	**5**	**0**	**35**	**35**							
Total Staff	**63**		**76**				**70**							
Subtotals										1,609	6,660	8,816	8,816	
Circulation & wall thicknesses within this area 25%												2,204	2,204	
Unit Gross Area (SF)										1,609	6,660	11,020	11,020	

Milestones →	Current 2013		Build out 2035		Build out 2035			# Spaces	Space Code	Existing Building	Previous Study / 2020	MWL 2013 Need	MWL Need 2035	
	Staff		Staff		Parking									
Sworn or Nonsworn →	SW	NS	SW	NS	Public	Staff	Fleet			Area Totals	Area Totals	Area Totals	Area Totals	*Remarks*
OPERATIONS BUREAU - DETENTION														
Detention														
DSO Office						1		1	180		150	120	120	*staff listed above, (2)FTE, out secure perim*
Detention Officers - Rotation 1		4		8		8								
Detention Officers - Rotation 2		4		8										
Unit Subtotal	**0**	**8**	**0**	**16**	**0**	**9**	**0**							
Total Staff	**8**		**16**				**9**							
Detention Spaces														
Vehicle Sally Port								2	500	*432*	950	1,000	1,000	*Prefer drive-thru for 2 cars deep 2 cars wide*
• Weapons Locker								1						*recessed into wall*
• Emergency shower/ Eyewash								1	15			15	15	*for decontamination*
• Cuffing Bench								1	15			15	15	*staging position*
Security Vestibule								1	80			80	80	*between sallyport and booking area*
Booking / Intake Area								1	800	*16*	520	800	800	
• Booking Desk														*2 Positions with computer station*
• File Area										*10*	30			*2 Positions with computer station*
• Mugshot/ Livescan/ Fingerprint														
• Suspect Property Storage										*30*	80			
• Cuffing Benches														*Min 2 separated positions*
• Custody Toilet								1	60	*28*	80	60	60	
• Cleanup / shower								1	80			80	80	
• Speciment sample room								1	60		30	60	60	*Urine / DNA samples*
• Group Holding Cell (Co-Ed Adult)								4	70			280	280	
• Interrogation room								2	80		120	160	160	
DUI Processing Area														
• Breathalyzer testing area								2	60	*100*	100	120	120	*Ability to process two people concurrently*
• Detox Cell								2	70		120	140	140	*nearby*
• Stage BA testing - 1 at male, 1 at female								2	50			100	100	
• Cuffing Benches														*waiting area for intoxilyzer testing*
Suspect Release/ Bond-out														
Secure Vestibule								1	120		80	120	120	*release area directly to outside*
Holding Area														
Holding Cells (Adult-male)								12	70	*560*	980	840	840	*12 cells with capacity of holding 12 adult males*
Holding Cells (Women)								6	70			420	420	*6 cells with capacity of holding 8 adult females*
Surge capacity - 12 persons observed at intake (could be divided w/ wall)														
Juvenile Processing and Holding Area														
Juvenile Holding Cells								0	70		160			
Juvenile Interview								2	80		110	160	160	
Juvenile Intake								1	150		100	150	150	
Juvenile Property								1	50		50	50	50	
Juvenile Toliet								1	60			60	60	
Status offenders - juvenile room near report writing								1	80			80	80	
Visitor Areas														
Visitor Lobby								0	120					
Visitor / Prisoner Meeting								0	80					
Holding Support Spaces														
Laundry / Storage								1	120			120	120	
Food prep								1	100		80	100	100	
Staff Toilet								1	60		40	60	60	
Equipment Storage								1	80			80	80	
Janitor								1	40		40	40	40	
Detention Spaces Subtotal														
Subtotals										*1,176*	*3,820*	5,310	5,310	
Circulation & wall thicknesses within this area 30%												1,593	1,593	
Unit Gross Area (SF)										1,176	3,820	6,903	6,903	***SF (Unit Gross Area)***

Milestones →	Current 2013		Build out 2035		Build out 2035			# Spaces	Space Code	Existing Building	Previous Study / 2020	MWL 2013 Need	MWL Need 2035	
	Staff		Staff		Parking					Area	Area	Area	Area	
Sworn or Nonsworn →	SW	NS	SW	NS	Public	Staff	Fleet			Totals	Totals	Totals	Totals	*Remarks*
STAFF SERVICES BUREAU- Investigations														
Captain - Staff Services Bureau	1		1				1	1	200	*161*	200	200	200	
Administrative Secretary		1		1		1		1	64	*60*	240	64	64	
Staff Services Lieutenant	1		1			1	1	1	168		150	168	168	
Crime Analyst / PIO		1		2		2		1	64		120	64	128	
Reception								1	50			50	50	
Investigations														
Sergeant Investigations	1		1			1	1	1	64	*144*	150	64	64	
Detective Street Crimes	4		6			6	6	4	64	*128*	256	256	384	
Detective General Assignment	4		6			6	6	4	64	*600*	896	256	384	
Detective JCDTF	3		4			4	4	1	64			64	64	
Sergeant Special Victims	1		1			1	1	1	64		150	64	64	
Property and Evidence														*Space recorded under Property & Evidence*
Detective Domestic Violence	1		2			2	2	2	64			128	128	
Detective Family Crime	2		4			4	4	2	64			128	256	
Detective Youth	2		3			3	3	2	64			128	192	
										1,093	2,162	**1,634**	**2,146**	
Investigations Support spaces														
Project Room								1	360	*240*	240	360	360	
Conference Room								1	240			240	240	
Copy / Workroom								1	120	*50*	100	120	120	
Investigations Equipment								1	180			180	180	
Investigations Storage								1	180		120	180	180	
Filing Area								0	80	*15*	75			
Temporary Evidence Storage								1	80	*20*	20	80	80	
Lockers								0	80		80			
Suspect Interview Suite														
Interview room								2	80	*90*	330	160	160	
Interview room								2	120	*90*	120	240	240	
Washroom								1	60			60	60	
Observation Room								0	80	*25*	80			
Victim / Witness Interview Suite														
Soft Interview room								2	120			240	240	
Child Interview room								1	120			120	120	
Washroom								1	60			60	60	
Observation Room								0	80					
t Subtotal	**20**	**2**	**29**	**3**	**0**	**31**	**29**			*530*	*1,165*	**2,040**	**2,040**	***SF*** *(Unit Spaces Subtotal)*
Total Staff	**22**		**32**				**60**							
Subtotals										*1,623*	*3,327*	*3,674*	*4,186*	
Circulation & wall thicknesses within this area 30%												1,102	1,256	
Unit Gross Area (SF)										1,623	3,327	4,776	5,442	

Milestones →	Current 2013		Build out 2035		Build out 2035			# Spaces	Space Code	Existing Building	Previous Study / 2020	MWL 2013 Need	MWL Need 2035	
	Staff		Staff		Parking									
Sworn or Nonsworn →	SW	NS	SW	NS	Public	Staff	Fleet			Area Totals	Area Totals	Area Totals	Area Totals	Remarks
STAFF SERVICES BUREAU- Property & Evidence														
Property & Evidence														
Evidence Office														
• Evidence Custodian (staff recorded above)		4		4		4		4	48		0	192	192	Separate area for staff workstations within secure property evidence suite
Property/Evidence Return (vestibule)								1	120		0	120	120	Secure vestibule with teller type window near Evidence Custodian work area
File Storage								1	50		0	50	50	
Unit Subtotal	0	4	0	4	0	4	0			0	0	362	362	***SF** (Unit Spaces Subtotal)*
	4		4				4							
Property & Evidence Support Spaces														
Officer Packaging / Processing Area								1	240	50	100	240	240	Access by all officers. Packaging counter with space for evidence lockers, and computer stations
Temp Large Evidence Storage								1	180		100	180	180	Access by all officers. Secure area with convenient vehicle access after office hours
Evidence Processing								1	0	46	200			
Evidence (Blood) Drying								1	80		50	80	80	include drying cabinets
Evidence Lockers								5	30		0	150	150	Pass thru evidence lockers (5 - 36" wide, full height units) - includes refrigerated unit
Evidence Intake Area								1	150		0	150	150	Located on secure side of pass thru evidence lockers- used by custodians
Evidence Storage Room								1	2,200	940	3,000	2,200	2,200	Mobile High Density Shelving System
• Firearms Storage								1	0					Included in Evidence Storage Room
• Homicide Storage								1	400			400	400	CHARDS
• Refrigerated Storage								1	40		0	40	40	(1) 5ft wide refrigerator with glass doors. Included in Evidence Storage
• Flammable Storage/ Hazmat								1	80		0	80	80	Separate storage area outside building
• Valuables Storage Vault								1	80	80	100	80	80	Safe within secure room
• Narcotics Storage Room								1	150		150	150	150	Separate Room- 100% exhaust
• Large Evidence Storage								1	150		0	150	150	open floor spacein garage type area
• Evidence Purge: Work Area								1	120		0	120	120	Worktable or counter with space to accommodate a computer station.
• Evidence Purge: Storage/staging Area								1	120		0	120	120	
• Evidence 'for auction' Staging Area								1	120		0	120	120	
Found Property Storage Room								1	800	760	1,000	800	800	
Seized and Impound vehicles														Stored off-site
Property Storage: Bikes								1	400			400	400	garage type space
										1,876	4,700	5,460	5,460	
Evidence Processing														
I.D. Lab/ ALS Room								1	360		0	360	360	
• 5ft wide Fume Hood														
• Flammable/ Chemical Storage Cabinet														
• Cyanoacrylate 'Super Glue' Fuming Cabinet														
• Laboratory Countertop & Cabinets														
• Sink/ Eyewash														
• Evidence Tech								1	64		200	64	64	Workstation within evidence processing area
Vehicle Processing								1	440			440	440	Garage space
• Workbench														
• Vehicle Hoist														
Support Spaces Subtotal										0	200	864	864	***SF** (Evidence Processing Spaces Subtotal)*
Subtotals										1,876	4,900	6,686	6,686	
Circulation & wall thicknesses within this area 25%												1,672	1,672	
Unit Gross Area (SF)										1,876	4,900	8,358	8,358	***SF (Unit Gross Area)***
CYOU BUREAU														
CYOU Administration														
Captain - CYOU Bureau	1		1			1		1	200	252	200	200	200	
Administrative Secretary		1		1		1		1	64	100	120	64	64	
Sergeant								0	64	176	300			
Grant & Project Coordinator		1		1		1		0	120	168	150			
Copy / Work room								1	150	204	200	150	150	
File area								1	300	80	300	300	300	high density files
										980	1,270	714	714	***SF** (Unit Spaces Subtotal)*
CYOU Crisis Counseling														
Crisis Sergeant	1		1			1		1	120			120	120	
Crisis Counselors		3		4		4		1	120	360	540	120	240	
Victim Advocate / Coordinator		1		2		2		1	120		150	120	240	
Chaplain						1		1	120		150	120	120	
										360	840	480	720	***SF** (Unit Spaces Subtotal)*
CYOU SRO														
SRO / Grant Coord. Sergeant	1		1			1		1	120			120	120	
DARE Officer & Storage	1		1			1	1	1	200	63	200	200	200	
Intake / Assessment Officer	1		1			1		1	150	180	150	150	150	
SRO - High School - North	1		1			1		1	64	64	110	64	64	
SRO - High School - South	1		1			1		1	64	64	110	64	64	
SRO - Middle School	1		1			1		1	64	84	110	64	64	
SRO - Middle School	1		1			1		1	64		110	64	64	
SRO - Freshman Center			1			1		1	64		110	64	64	
Project Coordinator								0	120	140				
CYOU Crime Prevention														
Crime Prev. Sergeant	1		1			1		1	120			120	120	
Crime Prevention Staff	2		2			2		2	64	168	300	128	128	
Crime Prevention Storage								1	400			400	400	
Family Services Personnel		1		1		1		1	110	140	110	110	110	
Speciment Room								0	110		100	0	0	
VIPS						6		1	250		250	250	250	
Unit Subtotal	12	7	13	9	0	29	1			903	1,660	1,798	1,798	***SF** (Unit Spaces Subtotal)*
Total Staff	19		22											
Subtotals										2,243	3,770	2,992	3,232	
Circulation & wall thicknesses within this area 30%												898	970	
Building Gross Area (SF)										2,243	3,770	3,890	4,202	***SF (Unit Gross Area)***

Milestones →	Current 2013		Build out 2035		Build out 2035			# Spaces	Space Code	Existing Building	Previous Study / 2020	MWL 2013 Need	MWL Need 2035	
	Staff		Staff		Parking									
Sworn or Nonsworn →	SW	NS	SW	NS	Public	Staff	Fleet			Area Totals	Area Totals	Area Totals	Area Totals	*Remarks*
CYOU BUREAU - Communications														
Communications Unit														
Public Service Window										*50*	50	0	0	*Communication center moved away from lobby*
Communication Supervisor		1		1		1		1	120		150	120	120	
Dispatcher		11		11		4		4	120	*350*	700	480	480	*Dispatch Police, Fire & EMS calls. (cad, ems, radio, weather, maps, phone, ems cards). Adjustable dispatch consoles*
Call Taker		2		2		2		2	120		50	240	240	
Communications Room												0	0	*Wall mounted cctv monitors*
Unit Subtotal	**0**	**14**	**0**	**14**	**0**	**7**	**0**			*400*	950	**840**	**840**	***SF** (Unit Spaces Subtotal)*
Total Staff	**14**		**14**				**7**							
Support spaces														
Dispatch Support areas														
Dispatch Records/ LEEDS files/ Warrant								1	40	*80*	120	40	40	*File cabinets in communications room*
Reference books/ SOP binders								1	30			30	30	*Rotating file in communications room*
Copy/ Scanning Station								1	50			50	50	*Located in communications room*
Office Supply Storage Closet								1	30			30	30	
Entry Vestibule												0	0	
Technology Support areas												0	0	
Equipment/ Server Room								1	500	*105*	200	500	500	*Servers/ Radio Equip/ Tel Equip/ Alarm Equip/ Recording Equip*
Comp. Serv./Radio Sp.								1	500		400	500	500	*Previous study shows this space under buildign support*
IT Office								1	120			120	120	
Radio Equipment								1	250			250	250	
Personnel Support areas												0	0	
Break Room/ Kitchenette								1	150	*70*	120	150	150	
Toilet								1	64		50	64	64	
Lockers/ Coat Rack								1	100		40	100	100	*Personal Storage*
Movable ped file corral (personal storage)								14	3.5			49	49	*Work related storage- headsets, manuals, handouts, etc.*
Support Spaces Subtotal										*255*	*930*	**1,883**	**1,883**	***SF** (Support Spaces Subtotal)*
Subtotals										*655*	*1,880*	2,723	2,723	
Circulation & wall thicknesses within this area 35%												953	953	
Unit Gross Area (SF)										*655*	1,880	3,676	3,676	***SF (Unit Gross Area)***

Milestones →	Current 2013		Build out 2035		Build out 2035			# Spaces	Space Code	Existing Building	Previous Study / 2020	MWL 2013 Need	MWL Need 2035	
	Staff		Staff		Parking									
Sworn or Nonsworn →	SW	NS	SW	NS	Public	Staff	Fleet			Area Totals	Area Totals	Area Totals	Area Totals	*Remarks*
Staff Support														
Main Building Staff Support														
Staff Entry								1	250	*80*	80	250	250	
Male Lockers								160	12	*1,380*	2,500	1,920	1,920	
Male Showers								4	48			192	192	
Male Restroom at Locker Room								1	240			240	240	*2 lavatories, 2 water closets, 2 urinals*
Female Lockers								60	12	*420*	1,250	720	720	
Female Showers								2	48			96	96	
Female Restroom at Locker Room								1	240	*664*	1,500	240	240	*3 lavatories, 3 water closets*
Staff Break Room								1	800	*490*	700	800	800	
Other Staff Toilets - female								2	180		300	360	360	*1 male restroom at 2nd floor & 1 at basement, 2 lavatories, 2 water closets*
Other Staff Toilets - male								2	180		300	360	360	*1 male restroom at 2nd floor & 1 at basement, 2 lavatories, 1 water closet & 1 urinal*
CYOU Staff Support														
Community Meeting Room														*see Public Access Community / Training Room*
Staff toilets / showers								1	0		400	0	0	
Lockers								0	0	*168*		0	0	
Exercise								0	0	*100*		0	0	
Break Room								1	150	*280*	280	150	150	
										3,582	7,310	**5,328**	**5,328**	***SF** (Unit Spaces Subtotal)*
Circulation & wall thicknesses within this area	30%											1,598	1,598	
Unit Gross Area (SF)										*3,582*	7,310	6,926	6,926	***SF (Unit Gross Area)***
Building Support														
Main Building - Building Support														
Mechanical Equipment								1	1,500	*1,500*	2,000	1,500	1,500	
Electrical Equipment								1	650		150	650	650	
Janitor Closets								6	50		120	300	300	
Telephone Equipment								1	100		100	100	100	
Central Storage								1	500		500	500	500	
Receiving area								1	300		300	300	300	
Computer Server and Radio Equipment														*space shown with communications above*
Inactive Files - Central								1	1,000	*230*	1,000	1,000	1,000	
Emergency Generator								1	0	*320*	500	0	0	*suggest outside location w/ secure enclosure*
Maintenance Room								1	300		200	300	300	
Maintenance Staff Area								1	150		150	150	150	
CYOU Building Support														
Central Storage & Receiving								1	250		250	250	250	
Cell Tower Equipment								1	650	*650*	650	650	650	*Talk at IT meeting*
Antenna Equipment								1	130	*130*	130	130	130	
Janitor Closet								0	50		50	0	0	
Mechanical / Electrical								0	250	*110*	250	0	0	
Unit Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**			*2,940*	*6,350*	**5,830**	**5,830**	***SF** (Unit Spaces Subtotal)*
Total Staff	**0**		**0**				**0**							
Subtotals										*2,940*	*6,350*	5,830	5,830	
Circulation & wall thicknesses within this area	25%											1,458	1,458	
Unit Gross Area (SF)										2,940	6,350	7,288	7,288	***SF (Unit Gross Area)***

Milestones →	Current 2013		Build out 2035		Build out 2035			# Spaces	Space Code	Existing Building	Previous Study / 2020	MWL 2013 Need	MWL Need 2035	
	Staff		Staff		Parking					Area	Area	Area	Area	
Sworn or Nonsworn →	SW	NS	SW	NS	Public	Staff	Fleet			Totals	Totals	Totals	Totals	*Remarks*
PROGRAM SUMMARY														
BASE BUILDING: *Unit Program Subtotals*														
Public Access					52	0	0					4,764	4,764	*Department Gross Total Sq. Ft.*
Public Access Areas										1,773	3,390			*Unit Net Sq. Ft.*
Staff Services Bureau- Records Unit		5		6	0	0	6					1,360	1,420	*Department Gross Total Sq. Ft.*
Records Unit Support Spaces										478	940			*Unit Net Sq. Ft.*
Municipal Court (staff not included in PD staff count total)		6		8	100	14	0					6,425	6,505	*Department Gross Total Sq. Ft.*
Municipal Court										3,159	5,740			*Unit Net Sq. Ft.*
Police Administration		4		7	0	8	1					2,745	2,895	*Department Gross Total Sq. Ft.*
Office of the Chief/ Professional Standards Unit										1,304	2,400			*Unit Net Sq. Ft.*
Operations Bureau- Patrol		63		76	0	35	35					11,020	11,020	*Department Gross Total Sq. Ft.*
Patrol, STAT, Bicycle Unit, Animal Control & K-9										1,609	6,660			*Unit Net Sq. Ft.*
Operations Bureau-Detention		8		16	0	9	0					6,903	6,903	*Department Gross Total Sq. Ft.*
Detention Area										1,176	3,820			*Unit Net Sq. Ft.*
Staff Services Bureau- Investigations		20		29	0	31	29					4,776	5,442	*Department Gross Total Sq. Ft.*
Investigations										1,623	3,327			*Unit Net Sq. Ft.*
Staff Services Bureau- Property & Evidence		4		4	0	4	0					8,358	8,358	*Department Gross Total Sq. Ft.*
Property & Evidence										1,876	4,900			*Unit Net Sq. Ft.*
CYOU BUREAU		19		22	0	29	1					3,890	4,202	*CYOU Bldg Department Gross (Total Sq. Ft.)*
CYOU Work Area										2,243	3,770			*Unit Net Sq. Ft.*
CYOU Bureau		14		14	0	7	0					3,676	3,676	*Department Gross Total Sq. Ft.*
Communications Unit										655	1,880			*Unit Net Sq. Ft.*
Staff Support Areas												6,926	6,926	*Department Gross Total Sq. Ft.*
Staff Support Areas										3,582	7,310			*Unit Net Sq. Ft.*
Building Support Areas												7,288	7,288	*Department Gross Total Sq. Ft.*
Building Support Areas										2,940	6,350			*Unit Net Sq. Ft.*
Base Building Subtotals		137		174	152	108	71			22,418	50,487	68,130	69,398	*Base Bldg Department Gross (Total Sq. Ft.)*
Staff Subtotals:		137		196										
Parking Subtotals:					152	108	71	331						
Unit Gross Subtotals (Net Area)										22,418	50,487	68,130	69,398	
Previous Study Gross Multiplier Total (Existing)										14,242				
Previous Study Gross Multiplier Total (2020)											23,079			
Structural Design 'net to gross' factor (.02 x net square feet)												1,363	1,388	
Mech/Elec Distribution 'net to gross' factor (.05 x net square feet)												3,407	3,470	
Multi-floor factor/ Three stairs, One Elevator (2100 square feet)												2,100	2,100	
Building Circulation & Exterior walls: 'net to gross' factor (.07 x net square feet)												4,769	4,858	
Gross Area Total										36,660	73,566	79,768	81,214	