



**PUBLIC WORKS DEPARTMENT
MEMORANDUM #2014 – 13**

DATE: February 10, 2014
TO: Honorable Mayor Joyce Downing and City Council Members
FROM: John Pick, City Manager
Jim May, Chief of Police 
David H. Willett, Director of Public Works 
SUBJECT: CR – 15; Police Facility Needs Assessment

BACKGROUND

Seven formal proposals for the Police Facility Needs Assessment were received by the City Clerk on January 10, 2014 through the open/competitive bid process. The scope of work (SOW) identified three focus categories:

1. Evaluation/analysis of existing space identifying both physical and operations issues of space quality, layout and detail. The exercise includes any areas that do not meet current appropriate recommendations for law enforcement design or current life-safety codes.
2. Perform a special needs assessment/architectural program for the Police Department that considers current and future needs/desires, and anticipated life cycle for both a one-story and two-story floor plan options.
3. Identify potential utilization and associated conceptual floor plan for the vacated space at City Hall.

CONSULTANT SELECTION PROCESS

Three of seven firms were deemed non-responsive. The remaining four proposals were initially evaluated by City staff based on the quantitative criteria outlined in the RFP document. Two consultants stood out as having the requisite experience deemed necessary for this project. However all four consultants were invited to present their approach and value added services in one-on-one interviews.

VALUE ADDED SERVICES

Architects Design Group (ADG), Inc was identified as the most responsive consulting firm to provide the requested comprehensive scope of services. ADG's presentation included more innovation and knowledge base pertaining to alternative use spaces, Leadership in Energy & Environmental Design (LEED), and emergency operations centers (EOC) associated grant funding. These key focus areas differentiated ADG from the other proposers.

REFERENCES

The references listed below have been contacted and all spoke highly of ADG's work with a strong recommendation.

1. Georgetown Public Safety Operations and Training Complex, Chief Wayne Nero (**Texas**)
2. Sunrise Public Safety Facility, Chief John Brooks (**Florida**)
3. Johnston Public Safety Facility, Chief Bill Vaughn (**Iowa**)

BUDGET/TIME IMPLICATIONS

The Police Facility Needs Assessment would be expensed against the Police Department /Administration/Professional Services account.

RECOMMENDATION

Attached to this memorandum is a Resolution that, if approved, would authorize the Mayor to execute a contract between the city of Northglenn and **Achitects Design Group, Inc** for professional services in the amount not to exceed **\$58,274.00**.

Staff recommends approval of this Resolution.

STAFF REFERENCE

Jim May, Chief of Police

David Willett, MBA, PE, Director of Public Works

jmay@northglenn.org or 303.450.8967

dwillett@northglenn.org or 303.450.8783



CITY OF NORTHGLENN
FORMAL BID SUMMARY

BID NUMBER: RFP-2013-33

BID NAME: Police Facility Needs Assessment

DEPARTMENT: Public Works

	D2C Architects, Inc.	Brinkley Sargent Architects	CRP Architects, P.C.	Architects Design Group	Roth Sheppard Architects, LLP
	BID RECEIVED	BID RECEIVED	BID RECEIVED	BID RECEIVED	BID RECEIVED
DATE DUE: 01/10/2014	DATE: 1/9/2014	DATE: 1/10/2014	DATE: 1/10/2014	DATE: 1/10/2014	DATE: 1/10/2014
TIME: 2:00 p.m. MST	TIME: 2:20pm	TIME: 9:45am	TIME: 9:45am	TIME: 11:50am	TIME: 12:17pm
Addendum	Yes	No	Yes	Yes	Yes

Larry Mohr
Finance

Curtis Merrick
CITY CLERK, Deputy

01/10/2014
DATE



CITY OF NORTHGLENN
FORMAL BID SUMMARY

BID NUMBER: RFP-2013-33

BID NAME: Police Facility Needs Assessment

DEPARTMENT: Public Works

	Humphries Pbi Architects, P.C.	Barker Rinker Seacat Architecture			
	BID RECEIVED	BID RECEIVED	BID RECEIVED	BID RECEIVED	BID RECEIVED
DATE DUE: 01/10/2014	DATE: 1/10/2014	DATE: 1/10/2014	DATE:	DATE:	DATE:
TIME: 2:00 p.m. MST	TIME: 12:22pm	TIME: 1:31pm	TIME:	TIME:	TIME:
Addendum	Yes	No			

Betty Nohr
Finance

CRISTO MESSIA
CITY CLERK, deputy

01/10/2014
DATE

Police Facility Needs Assessment
 Proposal Evaluation

Firms	Jim May	Kent Kisselman	Greg Yanker	Total
<i>D2C Architects</i>				
(Proposal)	3	2	2	7
(Interview)	3	3	2	8
				15
<i>CRP Architects</i>				
(Proposal)	4	3	4	11
(Interview)	4	2	3	9
				20
<i>Architects Design Group/SHE</i>				
(Proposal)	2	4	1	7
(Interview)	1	1	1	3
				10
<i>Roth Sheppard</i>				
(Proposal)	1	1	3	5
(Interview)	2	4	4	10
				15



**CITY OF NORTHGLENN
FORMAL BID SUMMARY**

BID NUMBER: RFP-2013-33

BID NAME: Best and Final Offer Police Facility Needs Assessment

DEPARTMENT: Public Works

	D2C Architects	CRP Architects	Architects Design Group	Roth Sheppard	
	BID RECEIVED	BID RECEIVED	BID RECEIVED	BID RECEIVED	BID RECEIVED
Requested Best & Final Offer 1/27/14	x	x	x		
Offer Submitted	1/28/14 10:07 am	10/28/2014 15:23	1/28/2014 15:20	1/29/2014 11:59	
	\$ 38,720.00	\$30,900.00	\$58,274.00	\$32,145.00	

Finance

CITY CLERK

DATE

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-15
Series of 2014

Series of 2014

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF NORTHGLENN AND ARCHITECTS DESIGN GROUP FOR A POLICE FACILITY NEEDS ASSESSMENT

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The Professional Services Agreement between the City of Northglenn and Architects Design Group, attached hereto, in an amount not to exceed \$58,274.00 for a Police Facility Needs Assessment is hereby approved and the Mayor is authorized to execute same on behalf of the City of Northglenn.

DATED at Northglenn, Colorado, this ____ day of _____, 2014.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made and entered into this _____ day of _____, 20____, by and between the City of Northglenn, State of Colorado (hereinafter referred to as the "City") and Architects Design Group (hereinafter referred to as "Consultant").

RECITALS:

A. The City requires professional services.

B. Consultant has held itself out to the City as having the requisite expertise and experience to perform the required work for the Project.

NOW, THEREFORE, it is hereby agreed for the consideration hereinafter set forth, that Consultant shall provide to the City, professional consulting services for the Project.

I. SCOPE OF SERVICES

Consultant shall furnish all labor and materials to perform the work and services required for the complete and prompt execution and performance of all duties, obligations, and responsibilities for the Project which are described or reasonably implied from **Exhibit A** which is attached hereto and incorporated herein by this reference.

II. THE CITY'S OBLIGATIONS/CONFIDENTIALITY

The City shall provide Consultant with reports and such other data as may be available to the City and reasonably required by Consultant to perform hereunder. No project information shall be disclosed by Consultant to third parties without prior written consent of the City or pursuant to a lawful court order directing such disclosure. All documents provided by the City to Consultant shall be returned to the City. Consultant is authorized by the City to retain copies of such data and materials at Consultant's expense.

III. OWNERSHIP OF WORK PRODUCT

The City acknowledges that the Consultant's work product is an instrument of professional service. Nevertheless, the products prepared under this Agreement shall become the property of the City upon completion of the work.

IV. COMPENSATION

A. In consideration for the completion of the services specified herein by Consultant, the City shall pay Consultant an amount not to exceed Fifty Eight Thousand Two Hundred Seventy Four Dollars(\$58,274.00). Payment shall be made in accordance with the schedule of charges in Exhibit B which is attached hereto and incorporated herein by this reference. Invoices will be itemized and include hourly breakdown for all personnel and other charges. The maximum fee specified herein shall include all fees and expenses incurred by Consultant in performing all services hereunder.

B. Consultant may submit monthly or periodic statements requesting payment. Such request shall be based upon the amount and value of the work and services performed by Consultant under this Agreement except as otherwise supplemented or accompanied by such supporting data as may be required by the City.

1. All invoices, including Consultant's verified payment request, shall be submitted by Consultant to the City no later than the twenty-fourth (24th) day of each month for payment pursuant to the terms of this Agreement. In the event Consultant fails to submit any invoice on or before the twenty-fourth (24th) day of any given month, Consultant defers its right to payment pursuant to said late invoice until the twenty-fourth (24th) day of the following month.

2. Progress payments may be claimed on a monthly basis for reimbursable costs actually incurred to date as supported by detailed statements, including hourly breakdowns for all personnel and other charges. The amounts of all such monthly payments shall be paid within thirty (30) days after the timely receipt of invoice as provided by this Agreement.

C. The City has the right to ask for clarification on any Consultant invoice after receipt of the invoice by the City.

D. In the event payment for services rendered has not been made within forty-five (45) days from the receipt of the invoice for any uncontested billing, interest will accrue at the legal rate of interest. In the event payment has not been made within ninety (90) days from the receipt of the invoice for any uncontested billing, Consultant may, after giving seven (7) days written notice and without penalty or liability of any nature, suspend all work on all authorized services specified herein. In the event payment in full is not received within thirty (30) days of giving the seven (7) days written notice, Consultant may terminate this Agreement. Upon receipt of payment in full for services rendered, Consultant will continue with all authorized services.

E. Final payment shall be made within sixty (60) calendar days after all data and reports (which are suitable for reproduction and distribution by the City) required by this Agreement have been turned over to and approved by the City and upon receipt by the City of Consultant's certification that services required herein by Consultant have been fully completed in accordance with this Agreement and all data and reports for the Project.

V. COMMENCEMENT AND COMPLETION OF WORK

Within seven (7) days of receipt from the City of a Notice to Proceed, Consultant shall commence work on all its obligations as set forth in the Scope of Services or that portion of such obligations as is specified in said Notice. Except as may be changed in writing by the City, the Project shall be complete and Consultant shall furnish the City the specified deliverables as provided in Exhibit A.

VI. CHANGES IN SCOPE OF SERVICES

A change in the Scope of Services shall constitute any material change or amendment of services or work which is different from or additional to the Scope of Services specified in Section I of this Agreement. No such change, including any additional compensation, shall be effective, or paid unless authorized by written amendment executed by the City. If Consultant proceeds without such written authorization, then Consultant shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum meruit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the City shall have the authority to enter into any changes or modifications, either directly or implied by a course of action, relating to the terms and scope of this Agreement.

VII. PROFESSIONAL RESPONSIBILITY

A. Consultant hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, required by law.

B. The work performed by Consultant shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community.

C. Consultant shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all designs, drawings, specifications, reports, and other services furnished by Consultant under this Agreement. Consultant shall, without additional compensation, correct or resolve any errors or deficiencies in his designs, drawings, specifications, reports, and other services, which fall below the standard of professional practice, and reimburse the City for construction costs caused by errors and omissions which fall below the standard of professional practice.

D. Approval by the City of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve Consultant of responsibility for technical adequacy of the work. Neither the City's review, approval or acceptance of, nor payment for, any of the services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and Consultant shall be and remain liable in accordance with applicable performance of any of the services furnished under this Agreement.

E. The rights and remedies of the City provided for under this Agreement are in addition to any other rights and remedies provided by law.

VIII. ILLEGAL ALIENS

A. Certification. By entering into this Agreement, Consultant hereby certifies that, at the time of this certification, it does not knowingly employ or contract with an illegal alien who will perform work under the Agreement and that Consultant will participate in either the E-Verify Program administered by the United States Department of Homeland Security and Social Security Administration or the Department Program administered by the Colorado Department of Labor and Employment in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the Agreement.

B. Prohibited Acts. Consultant shall not:

1. Knowingly employ or contract with an illegal alien to perform work under this Agreement; or

2. Enter into a contract with a subcontractor that fails to certify to Consultant that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.

C. Verification.

1. Consultant has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement through participation in either the E-Verify Program or the Department Program.

2. Consultant shall not use the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

3. If Consultant obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien who is performing work under the Agreement, Consultant shall:

a. Notify the subcontractor and the City within three (3) days that Consultant has actual knowledge that the subcontractor is employing or contracting with an illegal alien who is performing work under the Agreement; and

b. Terminate the subcontract with the subcontractor if within three (3) days of receiving the notice required pursuant to subparagraph (a) hereof, the subcontractor does not stop employing or contracting with the illegal alien who is performing work under the Agreement; except that Consultant shall not terminate the contract with the subcontractor if during such three (3)

days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien who is performing work under the Agreement.

D. Duty to Comply with Investigations. Consultant shall comply with any reasonable request by the Colorado Department of Labor and Employment made in the course of an investigation conducted pursuant to C.R.S. § 8-17.5-102(5)(a) to ensure that Consultant is complying with the terms of this Agreement.

E. If Consultant does not currently employ any employees, Consultant shall sign the NO Employee Affidavit attached hereto.

F. If Consultant wishes to verify the lawful presence of newly hired employees who perform work under the Agreement via the Department Program, Consultant shall sign the Department Program Affidavit attached hereto.

IX. INDEMNIFICATION

A. INDEMNIFICATION – GENERAL: The City cannot and by this Agreement does not agree to indemnify, hold harmless, exonerate or assume the defense of the Consultant or any other person or entity whatsoever, for any purpose whatsoever. Provided that the claims, demands, suits, actions or proceedings of any kind are not the result of professional negligence, the Consultant, to the fullest extent permitted by law, shall defend, indemnify and hold harmless the City, its Council members, officials, officers, directors, agents and employees from any and all claims, demands, suits, actions or proceedings of any kind or nature whatsoever, including worker's compensation claims, in any way resulting from or arising from the negligent services rendered by Consultant, its employees, agents or subconsultants, or others for whom the Consultant is legally liable, under this Agreement; provided, however, that the Consultant need not indemnify or save harmless the City, its Council members, its officers, agents and employees from damages resulting from the negligence of the Council members, officials, officers, directors, agents and employees.

B. INDEMNIFICATION FOR PROFESSIONAL NEGLIGENCE: The Consultant shall, to the fullest extent permitted by law, indemnify and hold harmless the City, its Council members, and any of its officials, officers, directors, and employees from and against damages, liability, losses, costs and expenses, including reasonable attorneys fees where recourse by law, but only to the extent caused by or arising out of the negligent acts, errors or omissions of the Consultant, its employees, agents or subconsultants, or others for whom the Consultant is legally liable, in the performance of professional services under this Agreement. The Consultant is not obligated under this subparagraph IX.B. to indemnify the City for the negligent acts of the City, its Council members, or any of its officials, officers, directors, agents and employees.

C. INDEMNIFICATION – COSTS: Consultant shall, to the fullest extent permitted by law, investigate, handle, respond to, and provide defense for and defend against, any such liability, claims or demands exert those arising from professional negligence at the sole expense of Consultant or, at the option of the City, agrees to pay the City or reimburse the City for the defense costs incurred by the City in connection with any such liability, claims or demands. Consultant shall, to the fullest extent permitted by law, defend and bear all other costs and expenses related thereto, including court costs and attorney fees, whether or not any such liability, claims or demands alleged are groundless, false or fraudulent. If it is determined by the final judgment of a court of any competent jurisdiction that such injury, loss or damage was caused in whole or in part by the act, omission or other fault of the City, its Council members, officials, officers, directors, agents and employees, the City shall reimburse Consultant for the portion of the judgment attributable to such act, omission or other fault of the City, its Council members, officials, officers, directors, agents and employees.

X. INSURANCE

A. Consultant agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Consultant pursuant to Section IX, above. Such insurance shall be in addition to any other insurance requirements imposed by this Agreement or by law. Consultant shall not be relieved of any liability, claims, demands, or other obligations

assumed pursuant to Section IX, above, by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types.

B. Consultant shall procure and maintain, and shall cause any subcontractor of Consultant to procure and maintain, the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the City. All coverages shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by Consultant pursuant to Section IX, above. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

1. Workmen's compensation insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Agreement, and Employer's Liability insurance with minimum limits of five hundred thousand dollars (\$500,000) each accident, one million dollars (\$1,000,000) disease - policy limit, and one million dollars (\$1,000,000) disease - each employee. Evidence of qualified self-insured status may be substituted for the workmen's compensation requirements of this paragraph.

2. Commercial general liability insurance with minimum combined single limits of one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision.

3. Professional liability insurance with minimum limits of six hundred thousand dollars (\$600,000) each claim and one million dollars (\$1,000,000) general aggregate.

C. The policy required by paragraph 2. above shall be endorsed to include the City and the City's officers, employees, and consultants as additional insureds. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers, its employees, or its consultants shall be excess and not contributory insurance to that provided by Consultant. No additional insured endorsement to the policy required by paragraph 1 and paragraph 3 above shall contain any exclusion for bodily injury or property damage arising from completed operations. Consultant shall be solely responsible for any deductible losses under any policy required above.

D. The certificate of insurance provided for the City shall be completed by Consultant's insurance agent as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be reviewed and approved by the City prior to commencement of the Agreement. No other form of certificate shall be used. If the City is named as an additional insured on any policy which does not allow for the automatic addition of additional insureds, the Consultant's insurance agent shall also provide a copy of all accompanying endorsements recognizing the City as an additional insured. The certificate shall identify this Agreement and shall provide that the coverages afforded under the policies shall not be cancelled, terminated until at least thirty (30) days prior written notice has been given to the City. The completed certificate of insurance shall be sent to:

City of Northglenn
Attn: Terrie Pineda
11701 Community Center Drive
Northglenn, Colorado 80233-8061

E. Failure on the part of Consultant to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of agreement upon which the City may immediately terminate this Agreement, or at its discretion, the City may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by Consultant to the City upon demand, or the City may offset the cost of the premiums against any monies due to Consultant from the City.

F. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

G. The parties hereto understand and agree that the City, its officers, and its employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations (presently three hundred fifty thousand dollars (\$350,000) per person and nine hundred ninety thousand dollars (\$990,000) per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, Colo. Rev. Stat., §§ 24-10-101, et seq., as from time to time amended, or otherwise available to the City, its officers, or its employees.

XI. NON-ASSIGNABILITY

Neither this Agreement, nor any of the rights or obligations of the parties hereto, shall be assigned by either party without the written consent of the other.

XII. TERMINATION

This Agreement shall terminate at such time as the work in Section I is completed and the requirements of this Agreement are satisfied, or upon the City's providing Consultant with seven (7) days advance written notice, whichever occurs first. In the event the Agreement is terminated by the City's issuance of said written notice of intent to terminate, the City shall pay Consultant for all work previously authorized and completed prior to the date of termination. If, however, Consultant has substantially or materially breached the standards and terms of this Agreement, the City shall have any remedy or right of set-off available at law and equity. If the Agreement is terminated for any reason other than cause prior to completion of the Project, any use of documents by the City thereafter shall be at the City's sole risk, unless otherwise consented to by Consultant.

XIII. CONFLICT OF INTEREST

The Consultant shall disclose any personal or private interest related to property or business within the City. Upon disclosure of any such personal or private interest, the City shall determine if the interest constitutes a conflict of interest. If the City determines that a conflict of interest exists, the City may treat such conflict of interest as a default and terminate this Agreement.

XIV. VENUE

This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in the County of Adams, State of Colorado.

XV. INDEPENDENT CONTRACTOR

Consultant is an independent contractor. Notwithstanding any provision appearing in this Agreement, all personnel assigned by Consultant to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Consultant for all purposes. Consultant shall make no representation that it is the employee of the City for any purposes.

XVI. NO WAIVER

Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the City shall not constitute a waiver of any of the other terms or obligation of this Agreement.

XVII. ENTIRE AGREEMENT

This Agreement and the attached Exhibits A and B is the entire Agreement between Consultant and the City, superseding all prior oral or written communications. None of the provisions of this Agreement may be amended, modified, or changed, except as specified herein.

XVIII. SUBJECT TO ANNUAL APPROPRIATION

Consistent with Article X, Section 20 of the Colorado Constitution, any financial obligations of the City not to be performed during the current fiscal year are subject to annual appropriation, and thus any obligations of the City hereunder shall extend only to monies currently appropriated.

XIX. NOTICE

Any notice or communication between Consultant and the City which may be required, or which may be given, under the terms of this Agreement shall be in writing, and shall be deemed to have been sufficiently given when directly presented or sent pre-paid, first class United States Mail, addressed as follows:

The City: City of Northglenn
11701 Community Center Drive
Northglenn, Colorado 80233-8061

Consultant: ARCHITECTS DESIGN GROUP, INC / AIA
333 N. KNOWLES AVENUE / P.O. BOX 1210
WINTER PARK, FL 32789 / 32790

IN WITNESS WHEREOF, the parties hereto each herewith subscribe the same in duplicate.

CITY OF NORTHGLENN, COLORADO

By: _____

ATTEST:

Joyce Downing
Print Name

Mayor
Title Date

Johanna Small, CMC Date
City Clerk

APPROVED AS TO FORM:

Corey Y. Hoffmann Date
City Attorney



CONSULTANT:

By: [Signature]

IAN A. REEVES, AIA
Print Name

PRESIDENT 02.05.2014
Title Date

ATTEST:

By: Tonya H. Cronin
Tonya H. Cronin
Print Name

Chief Administrative Officer
Title 02.05.14 Date

City's Project Manager

PROSPECTIVE CONSULTANT'S CERTIFICATE REGARDING EMPLOYING OR CONTRACTING WITH AN ILLEGAL ALIEN

FROM: ARCHITECTS DESIGN GROUP, INC.
(Prospective Consultant)

TO: City of Northglenn
PO Box 330061
11701 Community Center Drive
Northglenn, CO 80233

Project Name _____

Bid Number _____

Project No. _____

As a prospective Consultant for the above-identified bid, I (we) do hereby certify that, as of the date of this certification, I (we) do not knowingly employ or contract with an illegal alien who will perform work under the Agreement and that I (we) will confirm the employment eligibility of all employees who are newly hired for employment to perform work under the Agreement through participation in either the E-Verify Program administered by the United States Department of Homeland Security and Social Security Administration or the Department Program administered by the Colorado Department of Labor and Employment.

Executed this 5TH day of FEBRUARY, 2014.

Prospective Consultant ARCHITECTS DESIGN GROUP, INC.

By: IANA. REEVES, AIA



Title: PRESIDENT



City of Northglenn
Public Works Department
11701 Community Center Drive
Northglenn, Colorado 80233
303-450-8762 Phone
303-450-8708 Fax

EXHIBIT A - SCOPE OF SERVICES – (REVISED)

I. OVERVIEW

The project will have three key phases. The first phase will be an existing physical and operational evaluation of the Police Department's space at the City Hall building. The second phase will be a space needs analysis that evaluates current and future needs as well as defining the anticipated life cycle of the new facility. The space needs analysis will include, overall and detail adjacencies, accepted space standards based on similar facilities and site area requirements. The second phase will also provide a conceptual design floor plan and estimated building construction cost of a one-story floor plan and a two-story floor plan. The third phase will be a concept level evaluation of the best use for the vacated police operating space.

The proposal phasing objectives as follows:

- A. Evaluate the existing space of the Police Department, identifying both physical and operational issues of space quality, layout and detail. Include in the analysis any areas that do not meet current appropriate recommendations for law enforcement design or current life-safety codes.
- B. Perform a spatial needs assessment / architectural program for the Police Department that evaluates current and future needs (30-year horizon), and anticipated life cycle of the facility. Develop conceptual level floor plans and estimated building costs for a one-story and two-story floor plan options. The concept design drawings will include at minimum; site size requirements and floor plans, building elevations, and 3-D images to accurately exhibit the size, scope and conceptual design of the proposed facility.
- C. Perform a concept level evaluation and assessment of the vacated police operations space, municipal court check-in, and Municipal Court/Council Chambers. The evaluation and assessment will redefine the existing first-floor plan to accommodate alternative uses for the vacated police space as well as potentially separating municipal court operations from Council proceedings. The concept design drawings will include at a minimum revised floor plans showing new and rearranged facility uses.

II. PHASE ONE – NEEDS ASSESSMENT

The needs assessment shall include, but not be limited to, the following:

A. Utilizing plans provided by the City of Northglenn, provide an objective evaluation of existing Police Department space. Include graphic identification of code violations and areas that conflict with current recommended law enforcement design guidelines including CALEA.

B. Conduct a series of interviews with Police Department representatives to discuss current and future staffing projections and confirm organizational structure. Additional progress meetings with city staff shall be considered outside of the interviews. (For estimating purposes Consultant should consider 2 meetings)

C. Verify, and update current Northglenn Police Department space requirements leading to a right-sizing of the space requirements.

D. Consultants shall use a nationally recognized system of space evaluation using resources from the International Associations of Chiefs of Police, CALEA and the consultant's own experience to determine the space required for each staff member based on title, rank and/or function. Using that system, a total space needs assessment shall be rendered for both current and future projections.

E. Space needs shall include but not be limited to public reception space, cubical space, office space, locker storage, conference or huddle rooms, break rooms, wash rooms, hall space, records/evidence storage, information technology requirements, etc.

F. Adjacency requirements graphically represented based on interview feedback. Adjacencies should include detailed internal division adjacencies, overall building adjacencies and site adjacencies.

III. PHASE TWO – CONCEPTUAL DESIGN

The conceptual design shall include, but not be limited to, the following:

A. Conceptual design work sessions with City and Police Department personnel to develop appropriate one-floor and two-floor alternatives considering whether the City has determined an actual site or the conceptual design is not site-specific. (For estimating purposes Consultant should consider 4 meetings)

B. Floor plan diagrams (“Blocking” diagrams) showing location of internal divisions of the PD, public and secure circulation, public and staff entries and special staff support spaces (lockers, fitness, sleep rooms).

C. Site diagrams showing setback parking and access/egress requirements

D. 3-D massing diagrams showing proposed concept design alternatives

E. Building elevation and section drawings annotated with preliminary material and

finish suggestions

- F. Conceptual design cost estimate (building only)

IV. PHASE III – VACATED SPACE CONCEPT DESIGN

The concept design shall include, but not limited to the following:

- A. Concept level evaluation of the best use(s) of vacated police operating space, municipal court check-in, and Municipal Court/Council Chambers. Uses to consider may include but are not limited to: (For estimating purposes Consultant should consider 1 meeting)
 - a. Separate municipal court from council chambers to include contemporary ingress/egress and from both areas.
 - b. Meeting Rooms
 - c. Media Room
 - d. Additional retention storage for Clerk and Recorders
 - e. Additional overall storage space

V. DELIVERABLES

- A. Tabbed, spiral-bound Needs Assessment / Architectural Program Report with recommendations. Tabs for the report shall be determined during the process. Three complete sets in hard copy and in PDF format.
- B. Conceptual design site plan, floor plan, and 3-D renderings identifying the intent of the design.
- C. Conceptual construction building cost estimates for two (2) design options for the proposed new Northglenn Police Department building. It is assumed that the new police facility will be located on City owned property. Estimates shall be prepared in CSI format and include the following options.
 - 1. One-story floor plan and required lot size.
 - 2. Two-story floor plan and required lot size.
- D. Conceptual first-floor plan of the City Hall building depicting the selected new uses and redesign of existing uses.

VI. SCHEDULE

The selected firm shall complete the above-mentioned items no later than **April 15, 2014**. The time line includes time for review and approval of final product by the Police Chief and City Manager.

EXHIBIT B

REVISED ESTIMATE

TASK	TIME	FEE
PHASE I - NEEDS ASSESSMENT		
Existing Facility Analysis	5 days	\$ 9,600
Spatial Needs Assessment <i>(includes two staff meetings/interviews)</i>	27 days	\$ 17,000
PHASE II - CONCEPTUAL PLAN		
Conceptual Design - New Police Facility <i>(includes two staff meetings/interviews)</i>	37 days	\$ 13,330
PHASE III - VACATED SPACE CONCEPT DESIGN		
Conceptual Design for Vacated Space	20 days	\$ 8,600
<i>Sub Total</i>		\$ 48,530
Overhead (2.66%)		\$ 1,291
Mark Up (10%)		\$ 4,853
Reimbursable Expenses		\$ 3,600
Total Proposed Fee		\$ 58,274

HOURLY RATES

Effective 1/01/14 through 1/01/15

Per hour rates of the Architects and Civil Engineers are established as follows. We estimate that 45% of the work will be completed by the Principals, 35% will be completed by the Project Managers, and 20% will be completed by support staff.

Principals / Project Architects	178.00/hr.
Project Managers	158.00/hr.
Associates	152.00/hr.
Senior Civil Engineer	160.00/hr.
Project Civil Engineer	120.00/hr.
CADD Draftsman	65.00/hr.
Interior Design Designer	77.00/hr.
Administrative Professional	50.00/hr.

Architects Design Group

in association with:

Short Elliott Hendrickson, Inc.

Denver, Colorado

2013-33

Request for Proposal

Police Facility Needs Assessment



Northglenn, Colorado

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Architects and Planners

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January 8, 2014

RE: Request for Proposal: Police Facility Needs Assessment

Dear Mr. Willett:

Architects Design Group (ADG), in association with Short Elliott Hendrickson (SEH) located in Denver, is pleased to submit this response to the Request for Proposals for the City of Northglenn Police Facility Needs Assessment. As a point of introduction, ADG is a nationally-recognized firm that specializes in needs assessments, master planning and design of Law Enforcement facilities across the United States. SEH is a full-service architecture and engineering firm who has worked on municipal projects in the Denver region for the past 13 years.

In response to your request, we offer you a local design team that has the capability, expertise and disciplines required for this contract. Our Team's primary mission is to guide you through the process and deliver a useful, state-of-the-art facility that realizes your vision and meets all project goals. We believe the collaboration of the ADG/SEH Team provides the City of Northglenn with the best team to achieve this outcome. The ADG/SEH Team is currently working together strategic planning for the Aurora, Colorado Police and Fire Training Complex.

As the Facility Needs Assessment for the Northglenn Police Department will set the tone for the design and realization of the facility, it is imperative to the success of the project that the City hire an experienced firm to determine the needs and spatial requirements. Because this is such a specialized facility, experience is invaluable and quickly discernible. We want to emphasize to the City that the service requirements of this RFP are exactly what we have accomplished for over 220 Governmental Clients across the United States. ADG provides planning and architectural design services specifically for municipal facilities throughout the nation.

ADG recently published Public Safety Architecture, which provides an in-depth analysis of the planning, design and construction of Public Safety Buildings for the 21st Century. This 182 page book is a "How To" guide provides officials with the knowledge base for implementing and planning their new Police, Public Safety, and EOC buildings.



With ADG's previous experience providing needs assessments, conceptual design and full architectural design of Law Enforcement facilities of similar size and scope to agencies across the nation, combined with a local associate architect with previous experience planning and designing municipal projects throughout Colorado who can be of service to the City of Northglenn at a moment's notice, we believe our team is uniquely qualified to work with the City on this important project. Architects Design Group President, Ian Reeves, AIA, will serve as the contact person and supervisor responsible for the execution of the scope of services. We appreciate the opportunity to submit this RFP response, and we look forward to the opportunity to work with the City of Northglenn.

Sincerely,

Ian Reeves, AIA, ICA, IALEP
President / Architects Design Group
ianr@adgusa.org / 407.415.7731 / CO License #403097

EXPERTISE AND EXPERIENCE

As described in the cover letter, ADG has provided needs assessments and design services for hundreds of public safety clients. What sets our firm apart from other companies is that public safety is our primary focus. Roughly 95% of our projects are for public safety entities, with the other 5% consisting of design services for other municipal functions. In short, our firm is committed to public safety design and are up to date on the latest police trends.

Based upon information garnered at the pre-submittal meeting, our team has a strong understanding of the needs and desires of the Northglenn Police Department. In this section, we have provided an outline of the City needs and requests with the approach the ADG/SEH Team will utilize to provide a state of the art planning and conceptual design services.

SITE SELECTION

As the City has not selected a site for this facility, the ADG/SEH Team will be able to assist in this process. We have successfully provided site selection services for hundreds of municipal clients. ADG has a proven site selection process which compares the potential site to the City's needs utilizing a site selection matrix which evaluates the proposed sites based on ten pertinent criteria. Weighted values are assigned to each criterion, and the viability of each site is objectively ranked based on the assessment of the site against the criteria. The site selection matrix takes into consideration access and egress, parking, zoning issues, ease of acquisition, the suitability of the site for the nature of the type of building being considered, water, power and sewer infrastructure, and whether there are other issues such as contamination on the site or potential site hazards such as highways, railroads, flooding, nearby nuclear facilities, chemical, petrochemical facilities or refineries. The ADG/SEH Team will be able to assist in any site needs.

CALEA DESIGN STANDARDS

CALEA Accreditation is recognized as a means of maintaining the highest standards of professionalism in many Law Enforcement. Ian Reeves, AIA, Principal-in-Charge on this RFP, has undergone significant training and is an expert in both CPTED and CALEA Design Standards. He has assisted many police departments in obtaining this important accreditation.

Although the aim of an accreditation program is to enhance the entire spectrum of professional Law Enforcement services, the facilities available to an agency have a significant impact on success. An agency requires adequate and appropriate space for personnel to conduct their work. The accreditation standards are generally not prescriptive but describe the characteristics of specific work areas important to Law Enforcement service. Some areas of the facility are currently assessed and continue

to undergo scrutiny of how it protects the interests of the department, its personnel and citizens coming into contact with the agency. Among areas to be evaluated are: Records Unit, Training, Patrol, Property and Evidence, Sallyport, Hazardous Materials Storage, Criminal Investigations, Intake and Holding, and Communications. ADG is often contracted specifically because of our knowledge and experience with facility design that meets or exceeds accreditation requirements standards.

PARTICIPATORY DESIGN PROCESS

It is critical to the success of the project, from the Master Plan into a completed facility becoming a reality, that the project stakeholders are included in the planning process. As we specialize in public safety facilities, we realize that each entity has nuances that make their department unique. The ADG/SEH Team will work with City and Police Department staff to tailor the space needs assessment and conceptual design to your specific needs.

SITE SECURITY AND SETBACKS

During the conceptual design process, the team will also implement our Responsive Security Technology Approach. This approach is defined as the review and application of all available and emerging systems to secure Law Enforcement facilities. The ADG/SEH Team will make a thorough assessment of the planned facility and develop a comprehensive security design and plan that can be achieved. Considerations that will be included are:

- Secure perimeter including fences, bollards, access for secured parking
- Covered or obscured parking for undercover vehicles
- Traffic control and remote controlled gate security
- Forced-Entry-Ballistic Resistant doors, windows, walls and roofs
- Barrier protection for man-passable openings (greater than 96 square inches) such as air vents, utility openings and culverts
- Clear zone of vision of all approaches
- Video and CCTV surveillance technology with motion detection
- Access control, Proximity card, Biometrics, Smart Cards
- Acoustic protection of sensitive areas such as interrogation

STORAGE

It is our understanding that the current PD space is lacking in storage space. We have developed many innovative design ideas for improving storage in facilities. The ADG/SEH Team will work with the City to identify the specific requirements that the Police Department needs in the new facility.

The storage of property and evidence is equally as important as the processing. Locating the articles relies on the accurate identification and recording of the pertinent case information associated with each article. The storage of the various types of

articles is often segregated into the following definitions: Bulk Evidence, Cash/Valuables, Narcotics, Weapons, Cold-Case Files, Capital Case Files, DNA Evidence, etc. All holding areas must be equipped with dual-recording access control devices to meet Law Enforcement (CALEA) Accreditation standards. Likewise, any visitor to these areas must have their personal identification checked and verified, their times documented when entering and leaving, and signed by a witness, typically the custodian or technician working this area. High density storage systems are often utilized to maximize the use of these areas. High volume ceilings shall be provided to accommodate these storage systems.

SPECIALTY AREAS

There are many special design requirements for police facilities. Each area within the building needs to be designed to the highest of CALEA standards. One breach in security can effect the entire building. Our understanding of the areas to be included in the new facility are as follows: defensive tactics, administration, investigations, patrol, holding area, support services, records, crime lab, EOC, and physical agility. We are experts in the design standards of all the listed areas and will be able to assist the City identify any other areas needed.

RE-PURPOSE THE VACANT POLICE OPERATIONS SPACE

We understand the City's desire to have the consultant assist with the planning on how to re-purpose the 12,000 SF of existing space when the Police Department moves into the new facility. Both ADG and SEH have completed these services for numerous clients and will help the City with identifying potential uses.

HISTORIC ELEMENT / MUSEUM

Every department has their antiquities they want to preserve. Over the years, ADG has assisted many departments in providing spaces to highlight their history. Our experience ranges from exhibiting articles of history in the lobby to an antique apparatus museum. On the Sanford Public Safety Facility, ADG met the needs of the department by integrating their historical items into the design of the facility. The Antique Museum houses the Sanford Fire Department Historic Fire Truck and the Sanford Police Department historic Patrol Car along with other historic artifacts. In addition to being the main focus on display in the Museum, the city also uses both antique vehicles in annual parades. The design team proposed a "glass box" that opened and closed to achieve maximize visibility of the historic vehicles from the plaza and surrounding neighborhood and allowed the vehicles to exit the museum for parades. A custom hydraulic door, typically used for aircraft hangers, clad in aluminum storefront with ultra clear low-e glazing was designed to achieve the design intent. The ADG/SEH has the ability to assist the City with finding the right solution for display Northglenn Police Department's rich history.

SARASOTA POLICE DEPARTMENT HEADQUARTERS

Firm:
Architects Design Group

Services Provided:
Detailed spatial needs assessment, site selection, existing property reuse, master planning, design and construction administration.

Size of Facility / Number of Stories:
Six-story, 196,000 SF Police Department Headquarters, which includes an integrated, secure 200+ car parking garage.

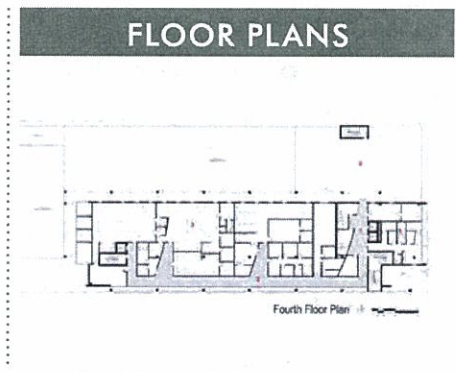
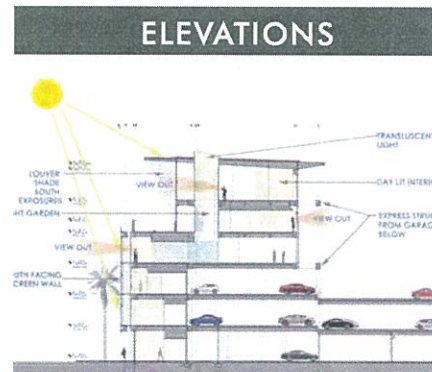
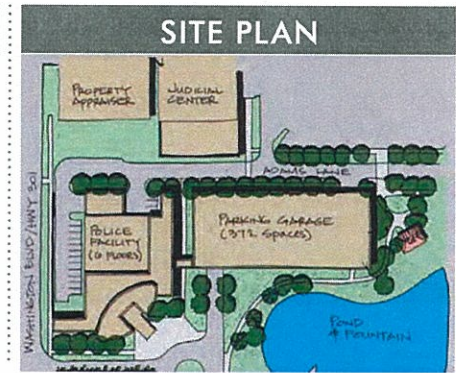
- Awards:**
- Florida's first LEED certified police facility
 - AIA Florida Southwest 2008, Built Design Merit Award for Sarasota Police Department Headquarters
 - AIA Florida Orlando 2008, Built Design Excellence Award for Sarasota Police Department Headquarters

Design Challenges / Innovative Approach to Design:
ADG assisted the City in evaluating 16 potential locations for the site for this project. The analysis of the available properties in the downtown core confirmed that their existed no properties listed for sale that could accommodate the 105,000 SF headquarters with the required level of parking. After considering the pros and cons of each available property, it was determined that the best solution was to purchase multiple outparcels that were contiguous to the existing downtown Police facility. This allowed for the construction of the new Headquarters to get underway without any disruption to the ongoing day to day operations of the Department. Another example of an innovative approach to design includes the secured parking garage. More than halfway through the design of the facility, a major challenge presented itself when the funding for the garage expansion was not going to be earmarked in time for the scheduled completion of construction. This essentially ensured that the project would not be able to be issued a certificate of occupancy as it would not have the code-mandated parking provisions. The City then amended ADG's design contract to include the design of an internal, 200-vehicle, secured parking garage integral to the main structure. The design revisions were accomplished in under 6 months and the building grew to 196,000 SF.

SPACE NEEDS

Program / Space Needs Analysis

General Title	No.	Space Function	Space Requirements (Square Feet)		
			Phase I YEAR: 2011	Phase II YEAR: 2011	Phase III YEAR: 2012
1.0		Public Reception/Access Area	3,875	3,875	3,625
1.8		Office of the Chief of Police	2,194	2,194	3,938
2.1		Administration	1,332	1,332	1,716
2.2		Payroll & Personnel	1,494	1,494	3,862
2.4		Public Information Office	424	424	906
3.0		Evolutionary Standards Division	7,448	4,086	6,542
4.0		Support Services Division	9,134	9,134	11,334
4.1		Management Information Systems	3,875	3,875	2,475
4.2		Records Unit	4,719	4,719	5,877



GULFPORT PUBLIC SAFETY FACILITY

Firm:
Architects Design Group

Services Provided:
Detailed spatial needs assessment, master planning, design and construction oversight.

Size of Facility / Number of Stories:
Two-story, 57,000 SF facility including 45,000 SF for the police headquarters and 12,000 SF for the municipal courts.

Design Challenges / Innovative Approach to Design:
As the City of Gulfport was devastated by Hurricane Katrina, many of the city's municipal facilities were badly damaged or destroyed, including the existing police and courts facilities. As these departments were operating out of temporary facilities, the main challenge for this project was to design and construct the facility as quickly as possible. ADG and the local architect worked together to expedite the delivery of the project in approximately half the standard time. Extra staff were brought onto the project and an "all hands on deck" approach was implemented. This dedication and management of the schedule delivered a successful design package within the accelerated timeline.

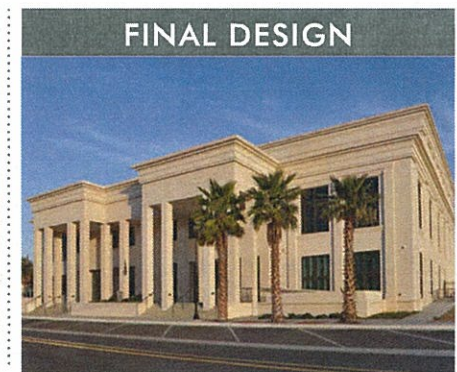
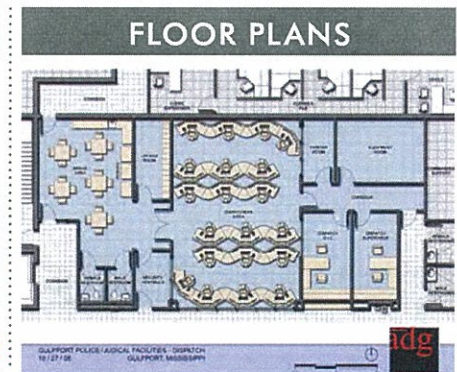
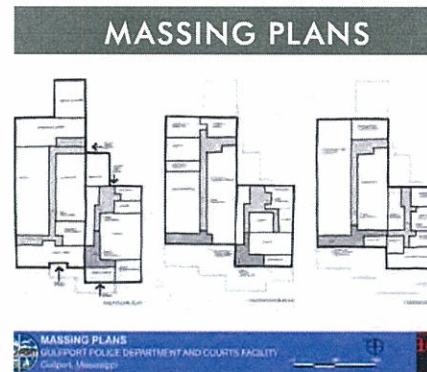
Two other challenges with the project were site selection and judicial impartiality. The design team assisted the City with evaluating several potential sites for the new facility. The local businesses in the area fought hard to keep the new building in the downtown core to reinforce the economic recovery of the area. After much deliberation, it was recommended to build the new facility on the existing downtown police department site. The third challenge of the project was to create a combined facility, which had a certain amount of separation between the police and courts functions. In order to achieve judicial impartiality, the facility was designed with separate entrances for the public, police and judiciary.

SPACE NEEDS

Program / Spatial Needs Assessment

Water Park Public Department
Water Park, Florida
ADG Project Number: 121-019

General Order	Sq. Ft.	Space Requirements (Square Feet)		
		Phase 1 YEAR: 2008	Phase 2 YEAR: 2010	Phase 3 YEAR: 2012
1.0 Public / Reception / Admin Area	2,275	2,275	2,275	2,275
2.0 Criminal Investigations	3,861	3,796	3,796	3,408
3.0 Communications Center (already located in adjacent facility)	2,754	2,754	2,754	2,754
4.0 Special Investigations (already located in adjacent facility)	1,275	1,261	1,261	1,261
5.0 Special Weapons and Tactics (SWAT)	975	1,014	1,014	1,014
6.0 Community Policing Unit	3,384	3,470	3,470	3,075
7.0 Administration	1,897	2,239	2,239	2,603
8.0 Training / Platoon	1,708	1,708	1,708	1,384



FRANKFORT PUBLIC SAFETY FACILITY

Firm:
Architects Design Group

Services Provided:
Detailed spatial needs assessment, site selection, master planning, design and construction oversight.

Size of Facility / Number of Stories:
Three-story, 42,000 SF Public Safety Facility including: Police, Fire, Dispatch and an EOC.

- Awards:**
- 2009 Project of the Year Award for Storm Water Improvements from the Kentucky Chapter of the American Public Works Association

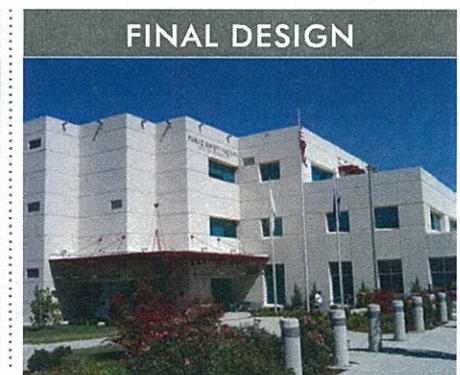
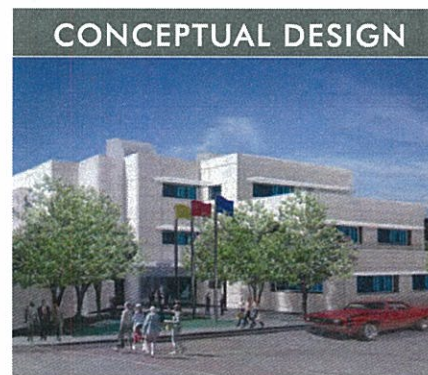
Design Challenges / Innovative Approach to Design:
After reviewing eight potential sites it was recommend to use the existing downtown site. The Police Department was housed in a building originally constructed as a grocery store with associated parking on site. ADG designed the new facility on the parking lot to allow for continual police operations. Once the new facility was built, the older, existing building was torn down and was redeveloped into a parking lot for the new facility. This parking lot was created as part of a stormwater compliance initiative by the City. The pervious concrete parking surface captures and infiltrates the rain water that falls on its area, completely eliminating runoff from the parking lot.

SPACE NEEDS

Program / Space Needs Analysis Summary

Police / Fire Administration / EOC / Dispatch Facilities
City of Frankfort, Kentucky
ADG Project No. 097-03

General Phase	Space Designation	Space Requirements (Square Feet)		
		Phase I Y2010-2014	Phase II Y2015-2018	Phase III Y2019-2022
1.	2011 Communications	3,311	3,123	3,244
2.	Police Department	34,713	27,378	34,749
3.	Fire Department Administration	3,264	3,713	4,800
4.	Emergency Operations Center	3,479	4,689	4,800
5.	Total	37,767	46,644	48,493
6.	New Fire Station Option	12,063	12,063	14,806
7.	Total (including S.A.A.C.T.)	49,830	58,707	63,300



SANFORD PUBLIC SAFETY FACILITY

Firm:

Architects Design Group

Services Provided:

Detailed spatial needs assessment, site selection, master planning, design, and construction administration.

Size of Facility / Number of Stories:

Two-story, 80,000 SF Public Safety Facility including: Police, Fire and an EOC.

Awards:

- AIA Orlando 2009 Un-Built Design Merit Award for Sanford Public Safety Complex

Design Challenges / Innovative Approach to Design:

This project was on our drawing boards for twelve years. The need for the project was clear and well documented. Politics, Site Selection, and funding were the main hurdles. ADG assisted the city with reaching out to the State of Florida's Division of Agriculture to inquire if the State would donate the wooded parcel of land adjacent to the Farmers Market Site. There were concerns of contaminated soils on this property so soils investigations had to be done. ADG provided the pre-design services including the programming and master planning and preliminary cost analysis. In August-September of 2004, Hurricanes Charley, Francis and Jeanne all ripped through Central Florida in under a two-month span. FEMA opened up multiple funding allocations and hosted workshops on how to apply for funding to rebuild our communities. ADG participated in these workshops and met with the Sanford Fire Chief to encourage him to consider applying for some of this federal grant funding for the purpose of acquiring additional funding for the project as the City did not have the capital to fund the project in its entirety. With the City Manager's approval, ADG co-authored the FEMA HMGP application, and the project was awarded over \$1 million for the design and construction of the new public safety complex. Without this additional funding, the project was likely going to be shelved until additional debt services of the city would come off of its books freeing up the revenue necessary to bond the project.

SPACE NEEDS

Program / Space Needs Analysis
Executive Summary

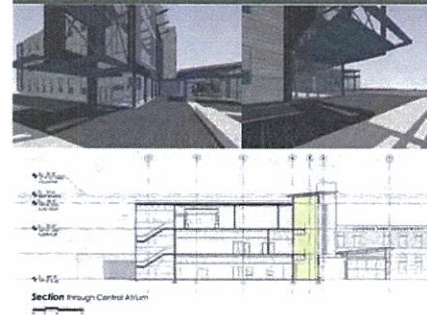
Sanford Public Safety Complex Spatial Needs
Sanford, Florida
ADG Project Number: 725-04

General Notes	Space Designation	Space Requirements (Square Feet)		
		Phase I 2009	Phase II 2010	Phase III 2012
	Fire Department			
19.A	Administrative Services	3,337	3,337	3,617
19.B	Training / Command Staff	4,815	5,149	5,377
20.A	Crew Quarters	5,191	5,191	5,708
20.B	Crew Support	13,346	11,344	11,344
20.C	Public Access Areas	1,714	1,714	1,714
20.D	Facility Support Areas	5,223	5,223	5,223
20.E	Fire Department Total	34,531	34,675	34,816
20.F	Complex Total	70,321	70,321	80,387

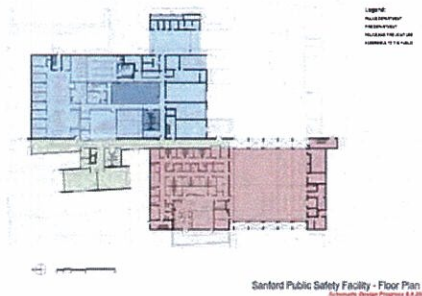
SITE PLAN



BUILDING SECTIONS



FLOOR PLANS



CONCEPTUAL DESIGN



FINAL DESIGN



EAGAN PUBLIC SAFETY FACILITY

Firm:
SEH, Inc.

Services Provided:
Detailed spatial needs assessment, site selection, master planning, design, and construction oversight.

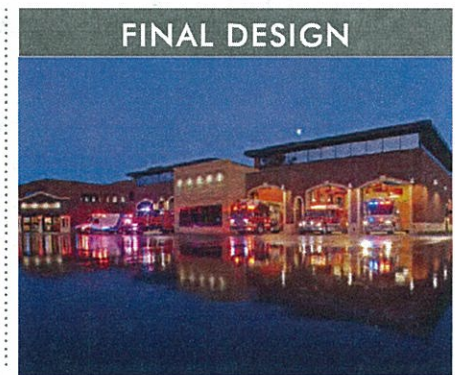
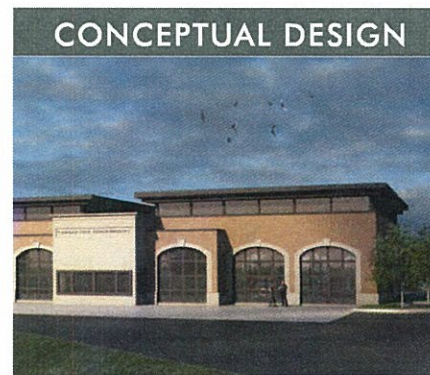
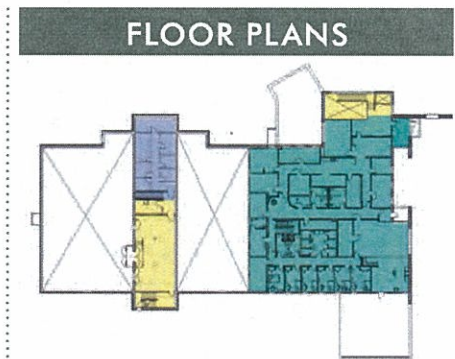
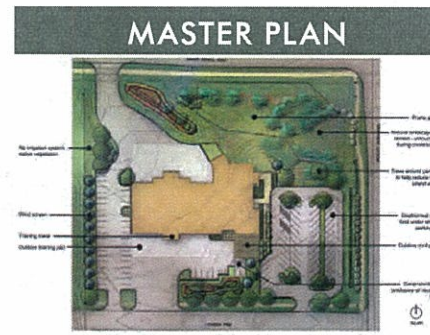
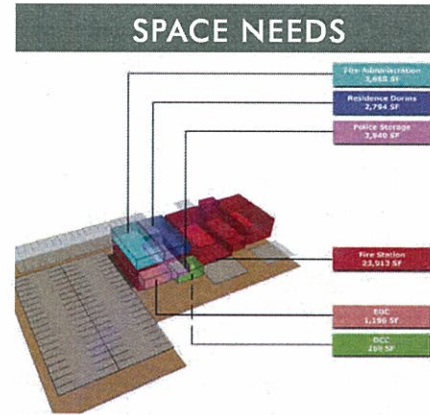
Size of Facility / Number of Stories:
Two-story 38,000 SF Public Safety Center including: Police, Fire, Training Tower Simulation Room, and an Emergency Operations Center. A 1,270 SF meeting and training space easily transforms into the center of the City's emergency operations. Gathering spaces and conference rooms adjacent to the main space allow for break-out sessions, while still maintaining visibility with the main space.

Design Challenges / Innovative Approach to Design:
Situated on a four-acre site, the new Fire Safety Center replaced two existing fire facilities and combined them into an efficient fire station strategically located to improve emergency response time to residents. The new facility shares training space, storage, and an Emergency Operations Center with the Police Department.

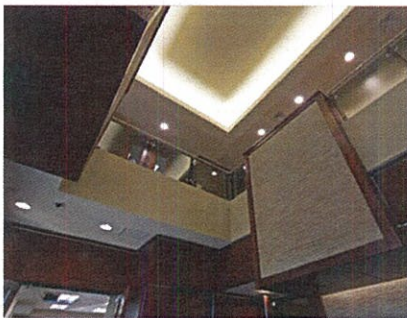
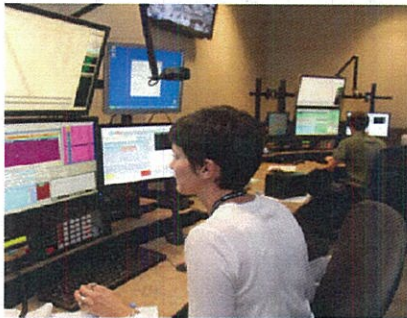
Sustainability: First fire station in the United States certified by the international facilities sustainability program, Green Globes.

The Eagan Fire Department is the second largest volunteer-staffed unit in the state, with six volunteer firefighters living on site. They and other firefighters will keep skills sharp in a new training area that allows for ladder, roof and window rescues, and search-and-rescue training. One stairway will serve as a built-in training feature, with the ability to flow water through the stairway. Police can also use the facility to conduct tactical training in close quarters.

The new facility reduces response time through strategic siting and efficient floor space and furnishings, including mobile turn-out gear stations located near emergency-vehicle bays.



GULFPORT PUBLIC SAFETY FACILITY



“ADG has once again shown why they are rated as one of America’s great architectural firms. They exceeded our expectations at every step of the process. Their knowledge and experience in the design of Police and Judicial facilities was shown on a daily basis and is shown in the quality of the finished facility. We are extremely pleased with our new Gulfport Public Safety Center. I would say that this facility will be long remembered as one of the great municipal buildings of this era.”
 Dr. John Kelly,
 Chief Administrative Officer

Architects Design Group, in association with a local architectural firm, was selected to in 2007 conduct a detailed spatial needs assessment and master planning for the Police Department and Courts Facilities for Gulfport, Mississippi. Based on the in-depth analysis of the departments as well as interviews conducted with the staff of the various departments, the space needs projection for the current year was determined to be 55,810 SF for the Police Department and 12,200 SF for the Courts Facility. Devastated by Hurricane Katrina, much of the rebuilding of the city occurred north of downtown. The city made a significant commitment to the revitalization of its downtown by choosing to build both its municipal court and police facility in essentially its pre-Katrina locations.

A unique feature of the Public Safety Facility is its multi-use as an Emergency Operations Center. The building is designed to withstand 200 mile per hour wind loads, and includes independent/redundant water, sewerage and power supply. The strategic planning room on the third floor can seat 60 staff and dorm rooms will sleep 18. The facility also includes a criteria with rooftop views of Gulfport harbor.

Construction of the \$14.7 million new facility was completed late 2010 and consists of Police Headquarters and the Judicial / Courts complex. In order to achieve judicial impartiality, the facility was designed with separate entrances for the public, police and judiciary. Specific Law Enforcement components included: booking/intake facility with separate holding facilities for males, females and juveniles, evidence intake and processing, detective work areas with specialized interview rooms, administrative office areas, special operations, crime reduction office complex, physical agility, locker rooms and break areas, and a public lobby.

Location / Gulfport, MS
Building Typology / Architectural Pre-cast
Year Completed / 2010
Construction Cost / \$14,700,400
Land Cost / City Owned
Land Size / 2.5 acres
Building Size / 57,000 SF

Owner’s Representative /
 John R. Kelly
 Chief Administrative Officer
 P.O. Box 1780
 Gulfport, MS 39502
 (228) 868-5770
 Role: Oversight Project

FRANKFORT PUBLIC SAFETY FACILITY



“Architects Design Group was the clear choice for the selection committee... I have since found the architect for this project to be highly competent and professional. He has been open and responsive to our needs and requests for modifications. Based upon my personal experience, I recommend Architects Design Group for considerations regarding their abilities and service with respect to any public safety facility.”

Daryl Hensley,
E911 Director

ADG was selected by the City of Frankfort to provide programming and design services for a multi-faceted 42,000 SF Public Safety Complex, consisting of Police, Fire Administration, E-911 Dispatch and an Emergency Operations Center. The City had a significant need to provide new facilities for the noted entities as they were located in different buildings which were inadequate in terms of space and function. The Police Department, as an example, was housed in a building originally constructed as a grocery store, while the Fire Department Administrative facilities were in a building that was utilized for over fifty years as a tire sales and repair business.

ADG evaluated eight separate and diverse potential sites, and concluded with a recommendation that the existing downtown site be utilized for the new structure. Site planning and architectural design concepts permitted the continued utilization of the existing police building until the new three-story structure was completed in 2008.

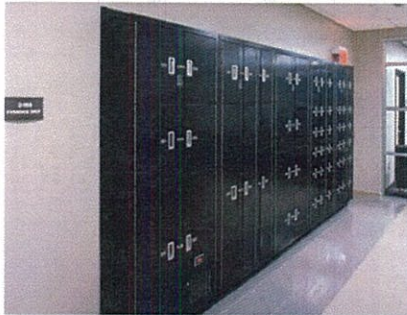
The concept of a singular Public Safety Facility has resulted in significant project savings, with the joint utilization of common elements such as emergency power, mechanical / electrical systems, as well as traditional public areas consisting of a lobby, restrooms, and community meeting rooms. The facility includes several specialized areas including evidence processing and storage, booking and intake, criminal investigations, training classrooms, holding cells and a City EOC.

The primary public entry is so located as to face Second Street, a primary arterial roadway in west Frankfort. A “mini-park” introduces the visitor to the facility which contains community meeting rooms, related food service areas, a public lobby and restrooms, all of which were incorporated into the new facility as a means of having the building be “community responsive.”

Location / Frankfort, KY
Building Typology / Concrete Tilt-Wall
Year Completed / 2008
Construction Cost / \$10,465,830
Land Cost / City Owned
Land Size / 1 acre
Building Size / 42,000 SF

Owner's Representative /
 Tony Massey, Columbia City Manager/
 Former Frankfort City Manager
 700 N. Garden Street
 Columbia, TN 38401
 (931) 560-1510
 Role: Oversaw Project

SANFORD PARK PUBLIC SAFETY FACILITY



“ The City of Sanford Public Safety Complex was awarded a \$1,001,305 FEMA grant under the HMGP program. Architects Design Group identified and assisted the City in developing an innovative application for HMGP... ADG's initiative and perseverance to this endeavor was a critical component in making our project a reality in such an uncertain fiscal climate. This effort was and continues to be characteristic of their approach to servicing the client. ”

Gerard Ransom,
Retired Fire Chief

The Sanford Public Safety Complex consists of approximately 80,000 SF, is two stories in height, and includes an exterior Civic Plaza, an important aspect of the project's relationship to the neighborhood. Exterior walls are concrete tilt wall construction with hurricane impact glazing throughout, designed to withstand 150 mph hurricane force winds and is designed with 100% backup to all mechanical and electrical systems.

The facility houses the City's Police Department, Fire Department Administration, and a five bay Fire Station. Both departments are designed as separate facilities connected by a shared two story Atrium, which includes vertical circulation, lobby/reception, a Historic Fire Apparatus Display, and Community Meeting Room that overlooks the Civic Plaza. The facility includes a state-of-the-art Crime Lab that is part of the Investigative Services/Crime Scene Department. Several aspects of the facility support the Crime Lab, including: a central evidence drop-off/processing area; biohazard evidence storage and blood drying rooms; crime lab with fuming hoods, latent print analysis, forensic-science support, and forensic facial imaging.

The Civic Plaza is situated at the prominent corner of the site along both public roadways to the north and west of the facility and is framed by both the two-story Atrium to the east and the two story Fire Department to the south. The Plaza contains both existing majestic specimen oak trees to be preserved on site, as well as many new planters/trees, public art, and seating areas that have open views to the Historic Fire Apparatus Display and Community Meeting Room, creating a true civic space for the surrounding neighborhood and City staff.

In addition to design services, ADG wrote the HMGP grant application for the City of Sanford which produced \$1,001,305 in grant funding.

Location / Sanford, FL
Building Typology / Concrete Tilt-Wall
Year Completed / 2009
Construction Cost / \$15,314,000
Land Cost / City Owned
Land Size / 6 acres
Building Size / 80,000 SF

Owner's Representative /
 Brian Tooley, Retired Police Chief
 (407) 314-7057
 Role: Oversaw Project

PROJECT SCHEDULE

The schedule below reflects our estimated completion date. It is important to note that we have met the requested completion date of April 15th, 2014, as requested in the RFP.

ID	Task Name	January				February				March				April			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
PHASE I - NEEDS ASSESSMENT																	
1	Information Gathering: Distribution of staff questionnaires and obtaining current as-built documents																
2	Work Session #1: Project Kick-Off Meeting - On-site interviews with staff, evaluation of current conditions, and collection of staff questionnaires																
3	Development of Spatial Needs Assessment																
4	Work Session #2: Review of existing City Hall analysis and Draft of Spatial Needs Assessment																
5	Space Adjacency Diagrams 1. Internal divisions adjacencies 2. Overall building adjacencies 3. Site adjacencies																
PHASE II - CONCEPTUAL PLAN																	
6	Work Session #3: Review of the final spatial needs assessment, and review with staff preliminary Conceptual Operational Adjacency Diagrams of new Police Facility and Reconfigured City Hall																
7	Conceptual Design Including: • Site diagrams showing setback parking and access/egress requirements • 3-D massing diagrams showing proposed concept design alternatives • Building elevation and section drawings annotated with preliminary material and finish suggestions																
8	Work Session #4: Review of final Conceptual Layouts of the Police Department and Existing City Hall																
9	Conceptual Design Cost Estimate (building only) for Two Design Options Including: 1. One-story floor plan and required lot size. 2. Two-story floor plan and required lot size.																
PHASE III - VACATED SPACE CONCEPT DESIGN																	
10	Conceptual plan and potential use analysis of the vacated police operations space in the City Hall building.																
11	Architectural Program Report - Delivery of finalized Spatial Needs Assessment and Conceptual Design																

PROJECT MANAGEMENT

Every project has unique requirements and our Project Approach will be tailored to meet the specific project needs. The ADG/SEH Team provides a team of highly qualified architects with immediate local response capability. Our team combines similar management philosophies and a commitment to design excellence with project specific experience and immediate local contact/response.

As a cornerstone to success, the project team will center on effective, strong project management. This is realized from the experience and quality of the team management personnel and from our organizational structure. The Principal-In-Charge/Project Architect, Ian Reeves, President of Architects Design Group, will be the principal point of contact and team leader on this project. He will work closely with the Local Architect, Jeff Pedersen of SEH Inc., to create the project schedule and management plan which will focus on the critical task and decisions necessary for each phase of the project.

Budgets and schedules do not manage themselves; proper planning, communication and persistence by the Management Team is required to ensure that the budget and schedule are adhered to. The ADG/SEH Team will ensure collaboration between City Staff, the Police Department and stakeholders. This will ensure that the project is completed in a timely manner and that available funds are used as effectively as possible. Our team has the availability, staff and resources needed to complete this project on budget and on schedule.

PROJECT INITIATION

Information Gathering:

During this task, the design team will analyze data obtained from the City, including current copies of Departmental Organizational Structures, reflecting the "chain of command" and identification of the Department Administrators of each program component of the project. The ADG/SEH Team will also work with the City of Northglenn to obtain "as-built" drawings of existing police operations space located in the City Hall.

Staff Questionnaire:

A formal questionnaire is developed, and responded to, by key Department Division Commanders. The questionnaire serves two important objectives. It documents important information formulated directly by the facility users and, most important, it begins the formal process during which the users begin to think critically about their current facility and what an appropriate facility should be to best serve the needs of the public



and the department. As the timing for this project must be delicately managed to abide by the April 15th completion date, the ADG/SEH Team will send the questionnaire to appropriate staff as soon as we receive a notice to proceed.

KICK OFF MEETING / PROJECT STAKEHOLDERS WORKSHOP

Once the team receives the notice to proceed, we will confirm the scope of services required for the completion of the facility. The ADG/SEH Team will then conduct an initial meeting with the City of Northglenn, in the second week of February, to review the proposed project and to confirm the schedule for specific tasks. The kick off meeting will include:

- Collection of Staff Questionnaires
- On-site Interviews with Staff
- Evaluation of Current Conditions

Collection of Staff Questionnaires:

At the start of the first work session, the team will collect the completed questionnaires. This will create a discussion for the facility needs and will aid in putting together the spatial needs assessment report.

On-Site Interviews:

The ADG/SEH Team will meet one-on-one with the facility users to gain a detailed understanding of entity functions and general spatial requirements anticipated to be accommodated by the project. On-site interviews with the questionnaire respondents are necessary to “read between the lines and fill-in the gaps” of the respondents’ observations. The planners will spend quality time working on-site with the department personnel. They will record in detail what the needs are for each space and will assist the department personnel in achieving a deeper understanding of how a contemporary law enforcement facility must function.

Evaluation of Current Conditions:

During the first work session, the team will visit the existing police department space located in the City Hall. The team will analyze the current conditions to develop the space needs assessment and conceptual design for both the new Police Department and the vacated space at the City Hall. The Team will then conduct a detailed inspection of the existing conditions, documenting alterations and deficiencies of the facility.



SPATIAL NEEDS ASSESSMENT

The spatial needs assessment phase is an early, essential part of the comprehensive planning approach to achieving a new facility. The space needs provides four important elements of the planning process:

- Identifies and documents deficiencies of the existing facility.
- Provides a detailed space-by-space definition of the elements to be included in the new facility, including project for potential future facility needs.
- Provides the initial budget analysis and options for identifying the cost of an appropriate facility.
- Initiates the political process necessary to creating a consensus for a new facility.

All of the information obtained will result in a detailed report. The team will prepare an analysis of the routine operations of the departments in order to fully understand their function, operation and the respective interaction, relationship, and adjacency priorities. The team will prepare and review with the City space standards that ADG has developed over the past 42 years of experience in planning and designing Municipal facilities, specifically related to Police and City Hall facilities. The team will prepare and analyze the trends of the City by reviewing population growth, demographic patterns, and City of Northglenn development plans. From this analysis the team will make recommendations on the appropriate size and needs of the new facility and will start developing an image of what City intends to communicate with the facilities. Additionally, the team will play a leadership role in focusing the various groups to identify issues to be addressed and to aid in making articulate decisions. The detailed Spatial Needs Assessment will then be concluded, providing documentation current and future needs.

Program / Space	Area (sq ft)	Cost (\$)	Notes
Police Department	10,000	\$2,000,000	
City Hall	5,000	\$1,000,000	
Police Training Facility	15,000	\$3,000,000	
Police Vehicle Storage	20,000	\$4,000,000	
Police Administration	8,000	\$1,600,000	
Police Operations	12,000	\$2,400,000	
Police Support	6,000	\$1,200,000	
Police Maintenance	4,000	\$800,000	
Total	70,000	\$14,000,000	

CONCEPTUAL DESIGN - POLICE DEPARTMENT

On-site design sessions will be conducted to refine the concept design options and alternatives, which when accepted can provide improved facility design and cost savings. During the on-site work session, the program will be updated as alternative concepts are developed. Concept plans will be developed into sketches, including floor plan blocking diagrams, site diagrams showing setback

parking and access/egress requirements, 3D massing diagrams, and building elevations. The ADG/SEH Team will consider various conceptual plans for the facility to achieve current and future needs. As requested in the RFP, the team will prepare two conceptual design cost estimates for the building. This estimate will include two options: a one story floor plan and required lot size and a two story floor plan with the noted required lot size.



CONCEPTUAL DESIGN - VACATED CITY HALL SPACE

During this phase, the ADG/SEH Team will prepare concept level evaluation and assessment of the vacated police operations space. The evaluation and assessment will redefine the existing first-floor plan to accommodate alternative uses for the vacated police space.

Conceptual design for the vacated city hall space will take place simultaneously with the conceptual design for the police department. The ADG/SEH Team has the knowledge and staffing requirements to analyze both buildings at the same time. To streamline the project schedule, we would propose holding the on-site work session concurrent with the police department concept design work session in the third week of March. This will allow for full integration of both departments and space plans.

DELIVERY OF FINAL REPORT

All of the information obtained will result in a detailed report that will contain recommendations relative to the agreed upon solution. The report will summarize alternative recommendations. Included will be the size of the new building and associated potential costs of each option evaluated by the team. A copy of this report will be issued to the City for review and consideration.