CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: April 8, 2019

To: Honorable Mayor and Members of the City Council

From: Will Norris, Finance Dir. / Asst. City Manager

Subject: Police Space Needs Analysis – Project Update

Background

For at least the last 30 years, the Hood River Police Department has not been located in a purpose built facility. Building a police facility was explored in the mid-1990s and again when the Fire Station was built. Most recently the department has been located in minimally remodeled space in the lower level of City Hall.

The nearing expiration of the 2009 & 2010 fire station general obligation bonds create a rare opportunity to ask voters for a dedicated police facility without raising taxes from one year to the next. The City Council appropriated funds to conduct a Police Space Needs Analysis in the FY2018-19 Budget. Mackenzie Architecture, the firm that designed and constructed the City's Fire Station, was awarded the Police Space Needs Analysis in January of 2019 after a competitive selection process. The firm started work in February and recently completed project Task 2, which included initial data collection, workshop with police department staff, and produced a preliminary estimate of necessary space over the next 20-years. A copy of these space estimates, referred to as "programming", is attached to this staff report along with a full list of upcoming project tasks.

Project Update

Preliminary Space Needs Estimates - Mackenzie Architecture calculates the Hood River Police Department will need 16,124 sq. ft. to accommodate operations over the next 20-years. This number is based on the most recent population projections from Portland State University, a one-day workshop observing department operations and interviewing officers, and Mackenzie Architecture's experience designing public safety facilities for other Northwest cities.

The 16,124 sq. ft. estimate is 2.4x larger than the existing 4,746 sq. ft. department offices in City Hall. The primary driver of the larger square footage is the addition of currently non-existent facilities, including:

- Soft interview room to accommodate crime victims and secure room to interview suspects
- Temporary holding cells
- Locker room with locker storage for employees, unisex toilets & shower facilities
- Ventilated evidence processing areas
- Onsite evidence storage for larger items, such as recovered bicycles that are currently kept in Public Works storage
- Community/training room that in turn requires public restrooms and larger lobby to accommodate public events

Hood River County Coordination – The desire to share public safety space with the Hood River County Sheriff is commonly expressed whenever a new City Police Facility is discussed. Chief Holste has met with Sheriff English and I have met with County Administrator Jeff Hecksel to discuss the project. Currently, the County is focused on revenue options to maintain existing services and does not have a timetable to pursue funding for new capital projects. Chief Holste and I will continue to brief county staff on the project's progress and invite their participation at every step.

Timing Considerations

The existing Fire Station General Obligation Bonds become refundable in 2020 and expire in 2022. This creates natural opportunity in November of 2020 to forward a construction bond levy to city voters that will not result in a net tax increase.

Staff Recommendation:

Receive the preliminary architecture programming report from Mackenzie Architecture. Ask questions, deliberate, and provide feedback.

Consider selecting up to two (2) City Councilors at the next regular City Council meeting to participate in the remaining Police Space Analysis project tasks. These include touring comparable facilities in neighboring communities, refining the preliminary space need estimates, and evaluating candidate building sites.

Fiscal Impact

The continuation of the existing contract with Mackenzie is budgeted in FY2018-19 and included in the FY2019-20 Proposed Budget.

Suggested Motion:

N/A

Alternatives:

N/A

Attachment:

a) Mackenzie Architecture's Preliminary Space Needs Estimates
b) Police Space Needs Project - Full Project Task List
c) Police Space Needs Analysis Project Timeline

Attachement A

PROGRAM VALIDATION

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PROGRAMMING SUMMARY

SPACE USE	EXISTING	MOVE IN	10 YEAR	20 YEAR
Lobby & Public Spaces	297 SF	3,938 SF	4,198 SF	4,281 SF
Police Operations Divisions	1,497 SF	1,794 SF	2,740 SF	2,990 SF
Booking & Sally Port	693 SF	4,251 SF	4,251 SF	4,251 SF
Facility Support Functions	2,259 SF	4,485 SF	4,493 SF	4,602 SF
Building Sub-Total	4,746 SF	14,468 SF	15,682 SF	16,124 SF
Exterior	1,580 SF	15,504 SF	15,504 SF	15,504 SF
TOTAL SITE REQUIREMENTS	**6,326 SF**	**29,972 SF**	**31,186 SF**	**31,628 SF**

Space / Room Use	Staffing Requirements				Space / Room Requirements				Recommended Space Standards				Space Type	Total Future Square Footage		
	EXIST	MOVE IN	10 YEAR	20 YEAR	EXIST	MOVE IN	10 YEAR	20 YEAR	W	L	AREA	TOTAL		MOVE IN	10 YEAR	20 YEAR
Police Department Requirements Summary																
Lobby & Public Spaces	*0*	*0*	*0*	*1*								*4,224*		*3,938*	*4,198*	*4,281*
Public Areas																
Records																
Police Operations Divisions	*17*	*17*	*21*	*24*								*1,794*		*1,794*	*2,740*	*2,990*
Administration																
Patrol																
Detectives																
Booking & Sally Port	*1*	*1*	*1*	*2*								*4,251*		*4,251*	*4,251*	*4,251*
Sally Port																
Evidence																
Booking																
Facility Support Functions	-	-	-	-								*4,485*		*4,485*	*4,493*	*4,602*
Police Support																
Equipment and Inventory																
Shared Common Areas																
Building Support																
Exterior Requirements	-	-	-	-								-		-	-	-
Parking Requirements																
Site Requirements																
Subtotal	*18*	*18*	*22*	*27*								14,754		*14,468*	*15,682*	*16,124*
Police Exterior Requirements												15,504		*15,504*	*15,504*	*15,504*
Total Site Requirements												30,258		*29,972*	*31,186*	*31,628*

Lobby & Public Spaces	Staffing Requirements				Space / Room Requirements				Recommended Space Standards				Space Type	Total Future Square Footage		
	EXIST	MOVE IN	10 YEAR	20 YEAR	EXIST	MOVE IN	10 YEAR	20 YEAR	W	L	AREA	TOTAL		MOVE IN	10 YEAR	20 YEAR
Lobby & Public Areas																
Space / Room Requirements																
Entry/Emergency Vestibule					1	1	1	1	8	10	80	*80*		*80*	*80*	*80*
Public Lobby					1	1	1	1	16	24	384	*384*		*384*	*384*	*384*
Public Restrooms					2	2	2	2	10	18	180	*360*		*360*	*360*	*360*
Public Information Area					1	1	1	1	5	10	50	*50*		*50*	*50*	*50*
Public Display					1	1	1	1	2	10	20	*20*		*20*	*20*	*20*
Meeting / Training /					1	1	1	1	35	45	1575	*1575*		*1,575*	*1575*	*1,575*
Kitchenette / Beverage service					1	1	1	1	3	8	24	*24*		*24*	*24*	*24*
Storage, Tables & Chairs					1	1	1	1	10	18	180	*180*		*180*	*180*	*180*
Storage, Training					1	1	1	1	10	10	100	*100*		*100*	*100*	*100*
AV Closet					1	1	1	1	6	8	48	*48*		*48*	*48*	*48*
Soft Interview					1	1	1	1	10	12	120	*120*		*120*	*120*	*120*
Finger Print / Evidence Release					1	1	1	1	10	10	100	*100*		*100*	*100*	*100*
					-	-	-	-	-	-	-	-		-	-	-
Group Total												*3,041*		*2,821*	*2,821*	*2,821*
Records																
Staff																
Records Technician	0	0	0	1					8	8	64	*0*		*0*	*0*	*64*
	-	-	-	-					-	-	-	-		-	-	-
Group Total	*0*	*0*	*0*	*1*								-		*0*	*0*	*64*
Space / Room																
Reception / Records Counter					1	1	1	1	4	16	64	*64*		*64*	*64*	*64*
Work Room / Copy					1	1	1	1	10	12	120	*120*		*120*	*120*	*120*
Records Storage					0	0	1	1	10	20	200	*0*		*0*	*200*	*200*
Supply Storage					1	1	1	1	3	8	24	*24*		*24*	*24*	*24*
					-		-	-	-	-	-	-		-	-	-
Group Total												*208*		*208*	*408*	*408*
DEPARTMENT SUBTOTAL	*0*	*0*	*0*	*1*								*3,249*		*3,029*	*3,229*	*3,293*
BUILDING LOAD FACTOR (30%)												*975*		*909*	*969*	*988*
TOTAL SQUARE FOOTAGE												*4,224*		*3,938*	*4,198*	*4,281*

Booking & Sally Port	Staffing Requirements				Space / Room Requirements				Recommended Space Standards				Space Type	Total Future Square Footage		
	EXIST	MOVE IN	10 YEAR	20 YEAR	EXIST	MOVE IN	10 YEAR	20 YEAR	W	L	AREA	TOTAL		MOVE IN	10 YEAR	20 YEAR
Sally Port																
Space / Room Requirements																
Sally Port					1	1	1	1	20	36	720	*720*		*720*	*720*	*720*
Equipment Storage					1	1	1	1	12	16	192	*192*		*192*	*192*	*192*
					-	-	-	-	-	-	-	-		-	-	-
Group Total												*912*		*912*	*912*	*912*
Evidence																
Staff Requirements																
Evidence Technician[1]	1	1	1	2					8	8	64	*64*		*64*	*64*	*64*
	-		-	-					-	-	-	-		-	-	-
Group Total	*1*	*1*	*1*	*2*								*64*		*64*	*64*	*64*
Space / Room Requirements																
Evidence Processing (Evidence Tech)					1	1	1	1	12	15	180	*180*		*180*	*180*	*180*
Evidence Processing (Officers)					1	1	1	1	12	15	180	*180*		*180*	*180*	*180*
Evidence Lockers					1	1	1	1	2	15	30	*30*		*30*	*30*	*30*
Evidence Storage					1	1	1	1	20	30	600	*600*		*600*	*600*	*600*
Vehicle					1	1	1	1	16	30	480	*480*		*480*	*480*	*480*
Vault					1	1	1	1	8	8	64	*64*		*64*	*64*	*64*
Bicycles					1	1	1	1	14	24	336	*336*		*336*	*336*	*336*
Coin Drying					1	1	1	1	8	10	80	*80*		*80*	*80*	*80*
Soft Interview[2]					0	0	0	0	10	12	120	*0*		*0*	*0*	*0*
Finger Print / Evidence Release[2]					0	0	0	0	10	10	100	*0*		*0*	*0*	*0*
					-	-	-	-	-	-	-	-		-	-	-
Group Total												*1,950*		*1,950*	*1,950*	*1,950*
Booking																
Space / Room Requirements																
Hard Interview Room					1	1	1	1	10	10	100	*100*		*100*	*100*	*100*
Booking					1	1	1	1	10	18	180	*180*		*180*	*180*	*180*
Booking Toilet Room					1	1	1	1	8	8	64	*64*		*64*	*64*	*64*
					-		-	-	-	-	-	-		-	-	-
Group Total												*344*		*344*	*344*	*344*
DEPARTMENT SUBTOTAL	*1*	*1*	*1*	*2*								*3,270*		*3,270*	*3,270*	*3,270*
BUILDING LOAD FACTOR (30%)												*981*		*981*	*981*	*981*
TOTAL SQUARE FOOTAGE												*4,251*		*4,251*	*4,251*	*4,251*

[1] *Shared workstation*
[2] *Space is located adjanent to Lobby / Reception (See Lobby and Public Spaces)*

Police Operations Divisions	Staffing Requirements				Space / Room Requirements				Recommended Space Standards				Space Type	Total Future Square Footage		
	EXIST	MOVE IN	10 YEAR	20 YEAR	EXIST	MOVE IN	10 YEAR	20 YEAR	W	L	AREA	TOTAL		MOVE IN	10 YEAR	20 YEAR
Administration																
Staff																
Chief of Police[1]	1	1	1	1					14	16	224	*224*		*224*	*224*	*224*
Captain[1]	0	0	1	1					12	14	168	*0*		*0*	*168*	*168*
Lieutenant[1]	1	1	1	1					12	14	168	*168*		*168*	*168*	*168*
Admin Assistant	1	1	2	2					8	8	64	*64*		*64*	*128*	*128*
Clerical Support	0	0	1	2					8	8	64	*0*		*0*	*64*	*128*
	-	-	-	-					-	-	-	-		-	-	-
Group Total	*3*	*3*	*6*	*7*								*456*		*456*	*752*	*816*
Space / Room Requirements																
Medium Conference Room					1	1	1	1	12	20	240	*240*		*240*	*240*	*240*
					-	-	-	-	-	-	-	-		-	-	-
Group Total												*240*		*240*	*240*	*240*
Detective																
Staff																
Detective[1]	1	2	2	3					8	8	64	*64*		*128*	*128*	*192*
	-	-	-	-					-	-	-	-		-		-
Group Total	*1*	*2*	*2*	*3*								*64*		*128*	*128*	*192*
Patrol																
Staff Requirements																
Sergeant[1]	2	2	2	3					8	8	64	*128*		*128*	*128*	*192*
Patrol Officer[1]	9	9	10	10					0	0	0	*0*		*0*	*0*	*0*
Parking Enforcement	2	1	1	1					8	8	64	*128*		*64*	*64*	*64*
Reserve Program[2]	1	1	1	1					8	8	64	*64*		*64*	*64*	*64*
	-	-	-	-					-	-	-	-		-	-	-
Group Total	*13*	*12*	*13*	*14*								*320*		*256*	*256*	*320*
Space / Room Requirements																
Patrol Report Writing Station					4	4	4	4	6	6	36	*144*		*144*	*576*	*576*
Gear Station					1	1	1	1	6	6	36	*36*		*36*	*36*	*36*
Work Room / Copy[3]					1	1	1	1	10	12	120	*120*		*120*	*120*	*120*
					-	-	-	-	-	-	-	-		-	-	-
Group Total												*300*		*300*	*732*	*732*
DEPARTMENT SUBTOTAL	*17*	*17*	*21*	*24*								*1,380*		*1,380*	*2,108*	*2,300*
BUILDING LOAD FACTOR (30%)												*414*		*414*	*632*	*690*
TOTAL SQUARE FOOTAGE												*1,794*		*1,794*	*2,740*	*2,990*

[1] *(1.4) Sworn officers per 1,000 residents at a population count of 13,342 totals 19 officers*

[2] *One dedicated space to accommodate reserve program at (5) exisitng, (5) move in (7) 10 year and (8) 20 year.*

[3] *Reserve is not included in final count. Reserve space could also be utilized for OLCC*
Only required if patrol is not adjacent to main Work Room / Copy area (see Records)

Facility Support Functions	Staffing Requirements				Space / Room Requirements				Recommended Space Standards				Space Type	Total Future Square Footage		
	EXIST	MOVE IN	10 YEAR	20 YEAR	EXIST	MOVE IN	10 YEAR	20 YEAR	W	L	AREA	TOTAL		MOVE IN	10 YEAR	20 YEAR
Police Support																
Space Requirements																
Unisex Toilet Room & Shower					4	4	4	4	10	12	120	*480*		*480*	*480*	*480*
Lockers, Sworn (full)					18	18	19	19	2	3	6	*108*		*108*	*114*	*114*
Lockers, Non-Sworn (half)								14	2	3	6	*0*		*0*	*0*	*84*
Bunk					2	2	2	2	8	10	80	*160*		*160*	*160*	*160*
Fitness Room					1	1	1	1	32	32	1024	*1024*		*1024*	*1,024*	*1024*
Fitness Storage					1	1	1	1	10	15	150	*150*		*150*	*150*	*150*
Boot Polish Station					1	1	1	1	3	6	18	*18*		*18*	*18*	*18*
Laundry					1	1	1	1	10	10	100	*100*		*100*	*100*	*100*
					-	-	-	-	-	-	-	-		-		-
Group Total												*2,040*		*2,040*	*2,046*	*2,130*
Equipment and Inventory																
Space Requirements																
Equipment Storage					1	1	1	1	10	18	180	*180*		*180*	*180*	*180*
Weapons Cleaning & Maintenance					1	1	1	1	8	10	80	*80*		*80*	*80*	*80*
Armory / Ammunition Storage					1	1	1	1	10	12	120	*120*		*120*	*120*	*120*
					-	-	-	-	-	-	-	-		-		-
Group Total												-		*380*	*380*	*380*
Shared Common Areas																
Space Requirements																
Break Room					1	1	1	1	16	20	320	*320*		*320*	*320*	*320*
Kitchen/Vending					1	1	1	1	10	15	150	*150*		*150*	*150*	*150*
					-	-	-	-	-	-	-	-		-	-	-
Group Total												*470*		*470*	*470*	*470*
Building Support																
Space / Room Requirements																
Storage					1	1	1	1	12	15	180	*180*		*180*	*180*	180
Server Room + IT Equipment Storage					1	1	1	1	10	12	120	*120*		*120*	120	120
Electrical Room					1	1	1	1	12	14	168	*168*		*168*	168	168
Janitor/ Maintenance Closet					2	2	2	2	8	12	96	*192*		*192*	192	192
Sprinkler/Riser Room					1	1	1	1	8	10	80	*80*		*80*	80	80
Mechanical Room					1	1	1	1	10	20	200	*200*		*200*	200	200
					-	-	-	-	-	-	-	-		-	-	-
Group Total												*940*		*940*	*940*	*940*
DEPARTMENT SUBTOTAL												*3,450*		*3,450*	*3,456*	*3,540*
BUILDING LOAD FACTOR (30%)												*1,035*		*1,035*	*1,037*	*1,062*
TOTAL SQUARE FOOTAGE												*4,485*		*4,485*	*4,493*	*4,602*

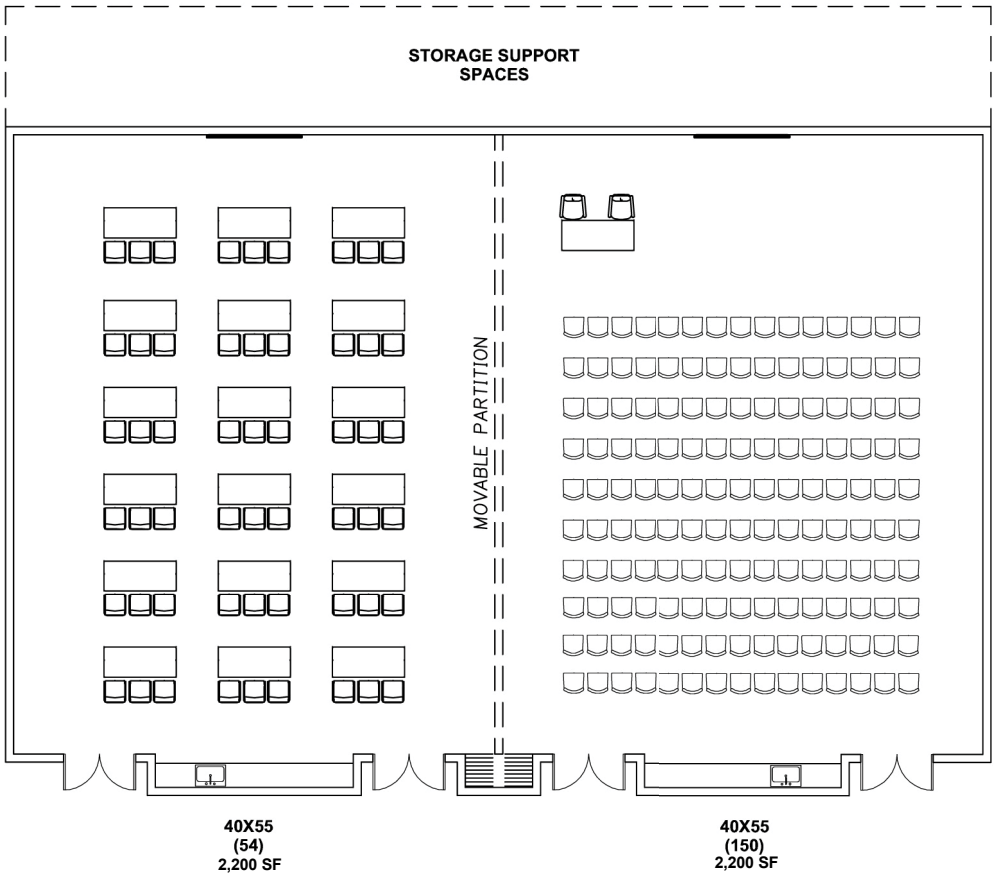
Exterior Requirements	Staffing Requirements				Space / Room Requirements				Recommended Space Standards				Space Type	Total Future Square Footage		
	EXIST	MOVE IN	10 YEAR	20 YEAR	EXIST	MOVE IN	10 YEAR	20 YEAR	W	L	AREA	TOTAL		MOVE IN	10 YEAR	20 YEAR
Parking																
Space Requirements																
Public Parking / Visitor					10	10	10	10	9	18	162	*1620*		*1620*	*1,620*	*1620*
Bicycle Parking					1	1	1	1	10	12	120	*120*		*120*	*120*	*120*
Personal Vehicle					10	10	10	10	9	18	162	*1620*		*1620*	*1,620*	*1620*
Squad Vehicle Stall - Covered					14	14	14	14	10	22	220	*3080*		*3080*	*3,080*	*3080*
					-		-	-	-	-	-	-		-	-	-
Group Total					*35*	*35*	*35*	*35*				*6,440*		*6,440*	*6,440*	*6,440*
Site Requirements																
Space Requirements																
Emergency Generator					1	1	1	1	16	30	480	*480*		*480*	*480*	*480*
Trash/Recycling					1	1	1	1	12	16	192	*192*		*192*	*192*	*192*
Exterior Patio/Secure Dining					1	1	1	1	20	32	640	*640*		*640*	*640*	*640*
					-		-	-	-	-	-	-		-	-	-
Group Total												*1,312*		*1,312*	*1,312*	*1,312*
DEPARTMENT SUBTOTAL												*7,752*		*7,752*	*7,752*	*7,752*
GENERAL CIRCULATION (100%)												*7,752*		*7,752*	*7,752*	*7,752*
TOTAL SQUARE FOOTAGE												*15,504*		*15,504*	*15,504*	*15,504*

SPACE STANDARDS

The following information has been developed based on Mackenzie's past experience with over 150 emergency response facilities, data we track on regional and national trends in police facilities as well as architectural standards and interaction with the Hood River police department stakeholders. The spaces developed and depicted are shown as a means to aid in efficiently comparing sizes for offices, support spaces and primary function spaces unique to law enforcement facilities.

These have been utilized as a visual aid to help stakeholders understand the general parameters associated with rooms and functions.

The following layouts are provided for reference, and to indicate baseline dimensions and room layouts for discussion during the programming process. Actual room dimensions often adjust during the plan development task to account for special adjacencies and other design parameters.



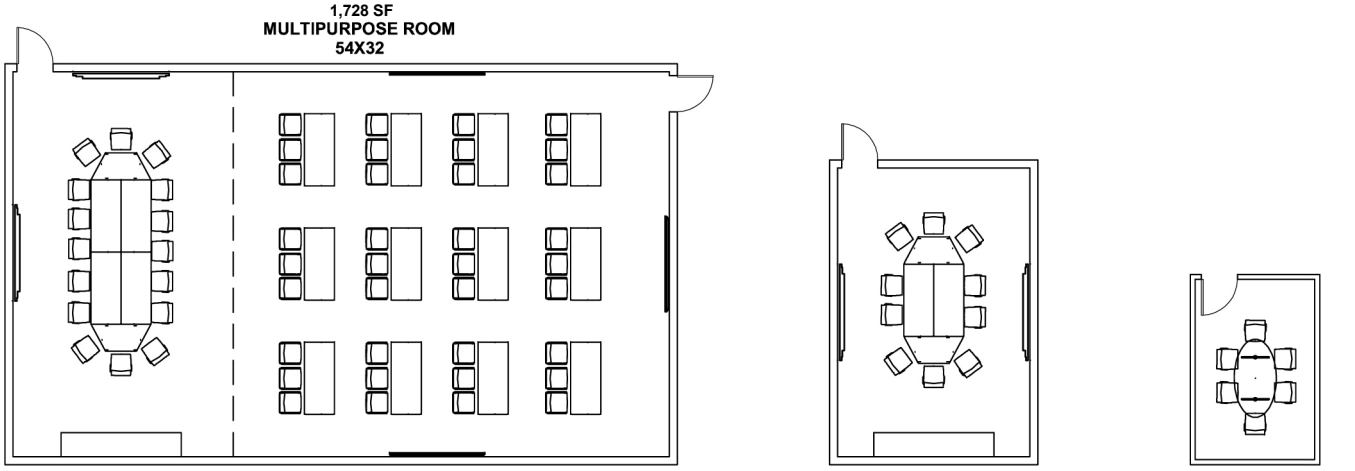
TRAINING CLASSROOM LAYOUTS

Space Standards

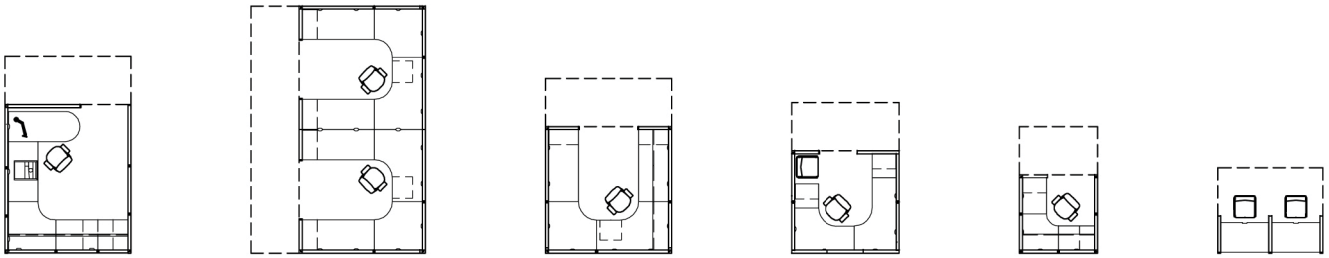
Scale 1/16" = 1'-0"

City of Hood River

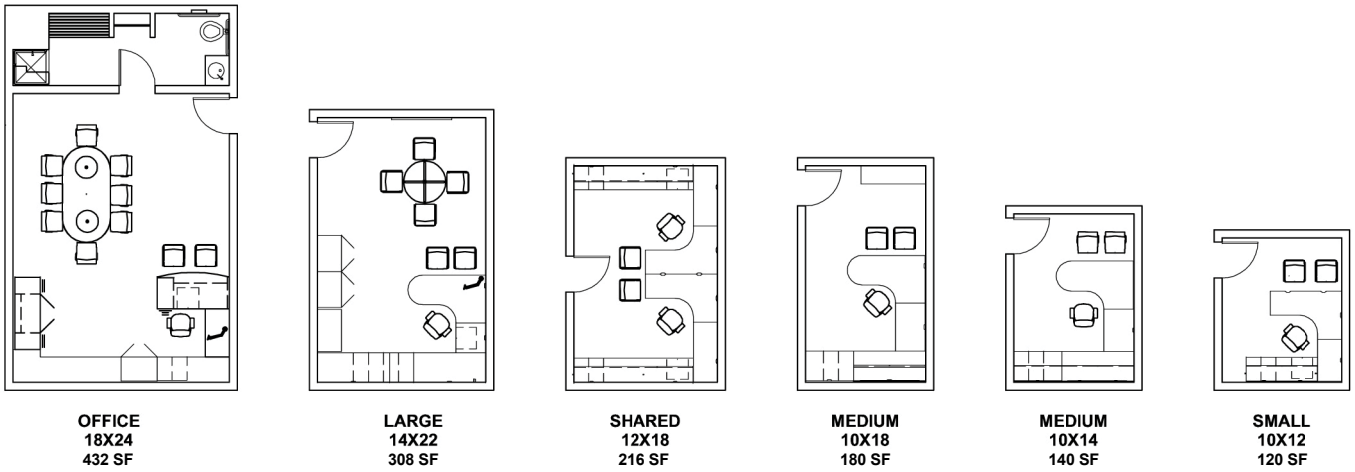
March 2019



TYPICAL CONFERENCE LAYOUTS

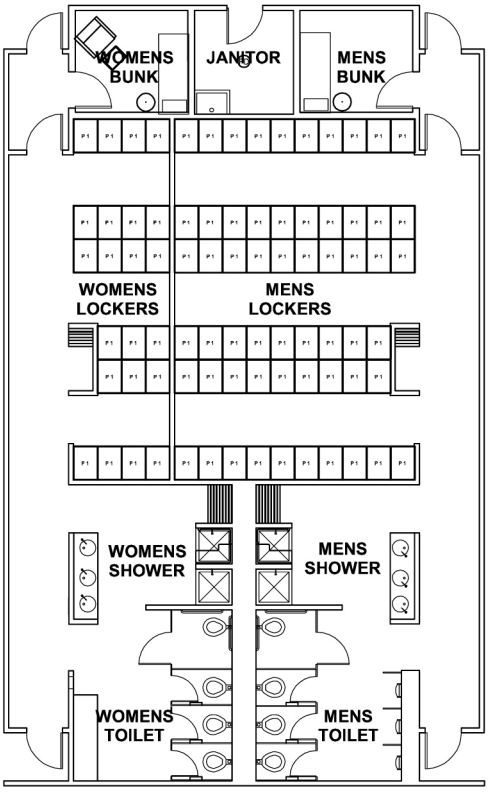


TYPICAL CUBICLE LAYOUTS

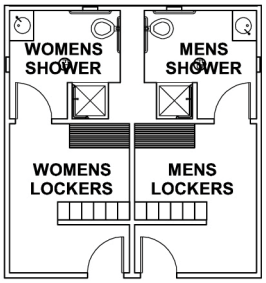


TYPICAL OFFICE LAYOUTS

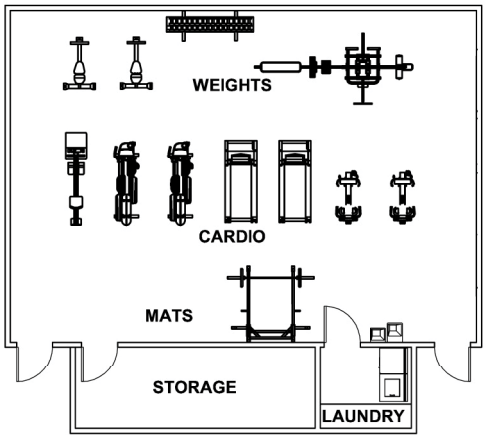
Scale 1/16" = 1'-0"



DUTY LOCKER ROOM / SHOWER ROOM

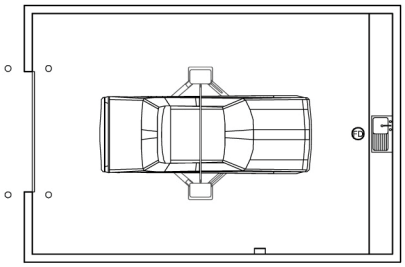


LOCKER ROOM / SHOWER ROOM

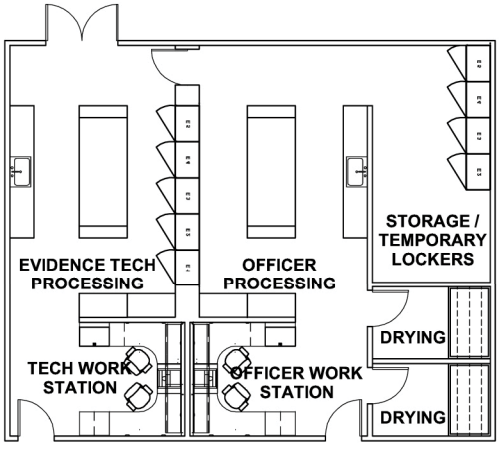


FITNESS

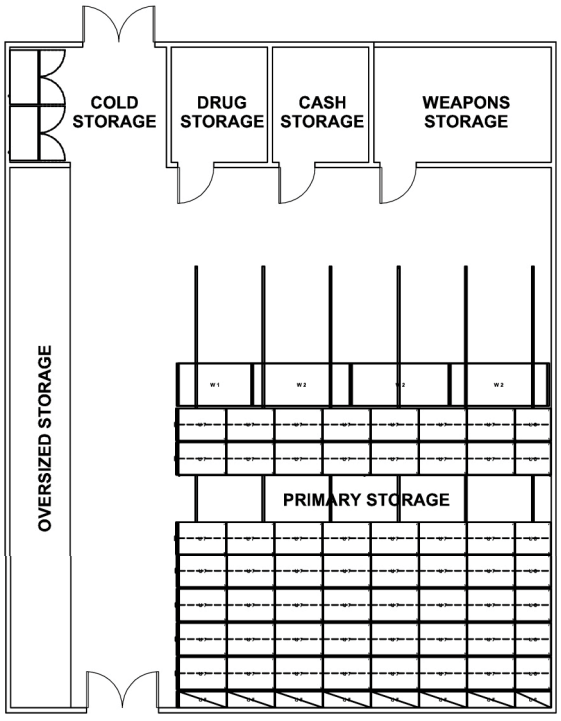
LOCKER / FITNESS LAYOUTS



EVIDENCE VEHICLE GARAGE
20X30



EVIDENCE PROCESSING



EVIDENCE STORAGE
45X75
3,375 SF

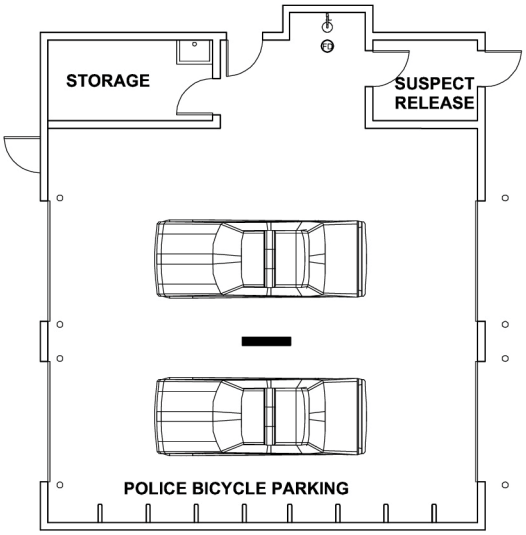
PROPERTY / EVIDENCE SPACE LAYOUTS

Space Standards

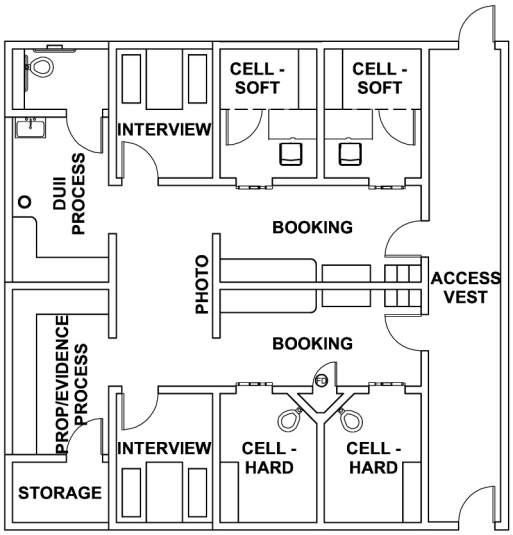
Scale 1/16" = 1'-0"

City of Hood River

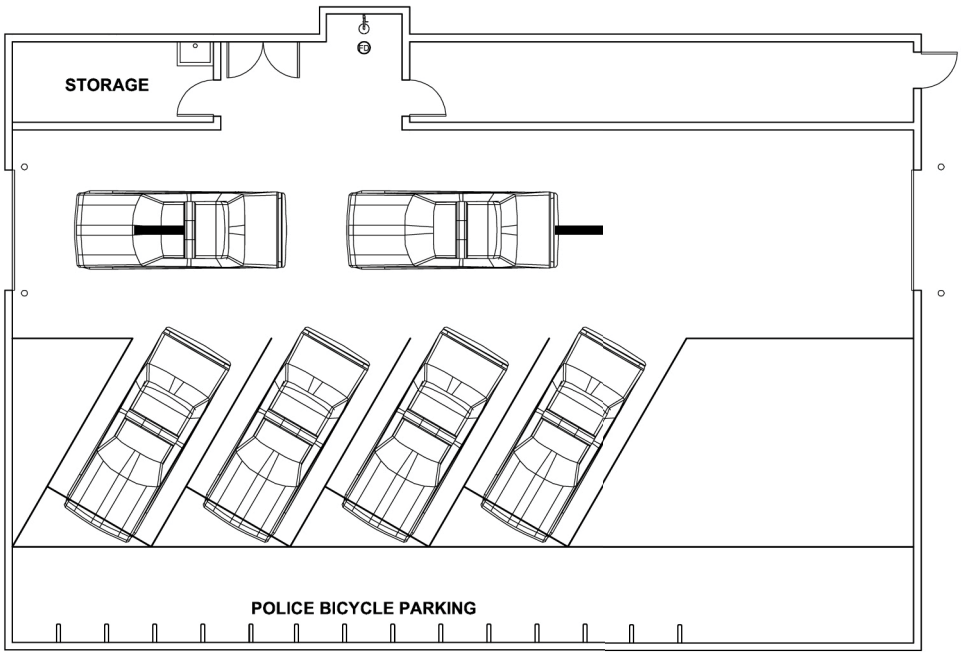
March 2019



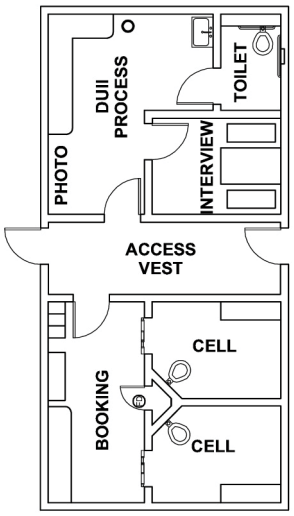
TWO VEHICLE SALLYPORT
35X40
1,400 SF



SUSPECT PROCESSING -
4X HOLDING CELLS



MULTI VEHICLE SALLYPORT
50X75 (65X75 W/ TWO-WIDE DRIVE)
3,750 SF 4,875 SF



SUSPECT PROCESSING -
2X HOLDING CELLS

SALLY PORT / SUSPECT PROCESSING LAYOUTS

Scale 1/16” = 1’-0”

MACKENZIE.

DESIGN DRIVEN | CLIENT FOCUSED

Attachement B

January 7, 2019

City of Hood River
Attention: Will Norris
211 2nd Street
Hood River, OR 97031

Re: **Police Station Replacement**
Needs Assessment
Project Number 2180331.00

Dear Will:

Thank you for meeting with Mackenzie to discuss development of a Needs Assessment for your Police Station in Hood River. We are very excited about the opportunity to work with you and your staff on this project.

Mackenzie separates itself from other architecture/engineering firms through our multi-disciplined approach. Our professional staff of in-house architects, landscape architects, land use planners and interior designers all have specialized expertise in needs assessments for public projects, having completed projects for over 50 public agencies in the Northwest. Our specialized multi-disciplinary team is uniquely suited to provide a comprehensive service to our clients.

Mackenzie's integrated team of design professionals will provide architecture services for the above project. In addition, Mackenzie will hire Construction Focus, Inc. (CFI), our cost consultant, to complete the team. See attached proposal from CFI. Our design team will consist of the following:

- Jeff Humphreys, Principal in Charge at Mackenzie
- Adam Olsen, Project Manager at Mackenzie
- Alexis Bauer, Interior Designer at Mackenzie
- Steven Tuttle, Landscape Architect at Mackenzie
- Steve Gunn, Cost Estimator at Construction Focus, Inc.

Our Basis of Design along with our detailed scope of services by task is as follows:

BASIS OF DESIGN

The following describes in detail the Basis of Design for this proposal.

- The City of Hood River has selected Mackenzie through a qualification-based request for proposal for the Police Station Replacement Needs Assessment. The existing Police Station is located on the lower level of the Hood River City Hall at 211 2nd Street in Hood River, Oregon.

- It has become apparent in recent years that the existing space dedicated to the Police Department is not sufficient to meet current and future operational needs. It is anticipated that a new facility would be located on a new site to be determined through the needs assessment process.

- The objectives of this effort will be to:

    1. Define the space needs for the Police Department.
    2. Aid the City in selecting a site for development.
    3. Develop a conceptual design.
    4. Forecast probable costs.

SCOPE OF SERVICES

Task 1 – Project Startup *Time Duration: 2 weeks*

- Mackenzie will meet with key staff at Mackenzie's office to kick off project services and review tasks, define overall project goals, objectives, team roles/responsibilities, schedule, project milestones and identify key stakeholders.
- Ongoing project management will be provided throughout the duration of the professional services as defined herein. This includes email coordination or telephone phone conversations with team members and the Client to discuss current activities, ongoing action items, and next steps or upcoming action items for the Task.
- Submit kick-off meeting minutes and project schedule to Client project team and the design team for review and approval.

Participants: *Mackenzie and Client*

Deliverable: *Meeting agenda, meeting minutes and refined project schedule.*

Task 2 – Programming and Workshop *Time Duration: 5 weeks*

Upon review and written approval of meeting minutes from Kick-off meeting and project schedule from Task 1 above, Mackenzie will perform the following services.

- Mackenzie (Architect and Interior Designer) will meet once with the Police Chief and his key staff in a single, one-day workshop at City Hall to gather information on space and program needs. A questionnaire will be distributed to the Chief to review before the workshop. Directly before or after the workshop, Mackenzie will visit the six (6) identified subject sites to be evaluated in subsequent Task 4. The site visits will be for casual observation and photography.
- Develop a draft program based on input gathered from completion of workshop questionnaire with Police Department staff. The program will include information on facility space needs and staffing, and project these for growth over 5-, 10- and 20-year periods. Mackenzie will email the draft program to the Chief to review with his staff and provide comments. Mackenzie will review the draft program with the Chief and his key staff via conference call.
- Mackenzie will refine draft program based on collective review comments received from the Chief and issue a final draft program to the Chief and City Manager to review. Mackenzie, if needed, will review the final draft program with the Chief and his key staff via conference call.

- Incorporate final draft comments from the Chief into final program for final review/approval by Client. Mackenzie to email final program to Chief for approval. Mackenzie, if needed, will review the final program with the Chief and his key staff via conference call.

Participants: *Mackenzie and Client Staff*

Deliverable: *Approved Space Needs Program.*

Task 3 – Facility Tours *Time Duration: 2 weeks*

- While the programming and workshop efforts are occurring in Task 2, Mackenzie (Architect), with the client, will identify up to two (2) recently completed local Police Facilities that contain similar programmatic requirements to tour with the client team.
- During each tour, Mackenzie (Architect) will photo document the project to identify aspects related to the proposed project that may inform decisions related to the operational needs and program of the project. The tours are estimated to occur over the course of one day.

Participants: *Mackenzie and Client Staff*

Deliverable: *Photo documentation of tours.*

Task 4 – Site Selection/Evaluation *Time Duration: 5 weeks*

Before this task begins, the City of Hood River staff will complete a development feasibility report for each of the proposed 6 sites in the City of Hood River. This report will include the following:

- Location/Address
- Tax lot identification number
- Site ownership(s)
- Zone/Jurisdiction
- Allowable Use and land use approval process(es) in the City of Hood River
- Requirements of overlay zones or comprehensive corridor plans which may impact the project
- Maximum lot coverage
- Minimum landscape percentage
- Required frontage improvements
- Required offsite improvements
- Slopes/Trees
- Minimum/maximum parking ratio
- Maximum building height/FAR
- Building setbacks
- Wetlands/Sensitive areas
- Traffic impact review as it pertains to access
- Property availability
- Anticipated permit fees
- Anticipated System Development Charges (SDCs)

Upon receiving the development feasibility report from the City of Hood River and written approval of program and photo documentation from Tasks 2 and 3 above, Mackenzie will perform the following services.

- Create individual site test fit/block diagram sketches for each of the 6 sites to evaluate existing site conditions as identified in the design feasibility report. Mackenzie will provide an International Association of Chiefs of Police (IACP) comparison matrix for each of the 6 sites under consideration to measure a combination of site selection factors and criteria identified.
- Mackenzie (Architect) will meet with the Chief and his key staff via conference call to present and review each of the 6 site test fits and IACP comparison matrix. At this meeting, the Chief and City Manager will choose 2 out of the 6 sites for Mackenzie to further study.
- Mackenzie will create a preliminary site plan for each of the 2 chosen sites. Mackenzie (Architect) will meet with the Chief and his key staff via conference call to present and review each of the 2 preliminary site plans. At this meeting, the Chief will choose 1 preferred site for Mackenzie to further develop.
- Mackenzie will create a block diagram floor plan depicting adjacencies for the single preferred site. Mackenzie will also create a massing perspective of the exterior of the building.
- Mackenzie (Architect) will meet with the Chief and his key staff via conference call to present 1 block diagram floor plan and 1 massing perspective. At this meeting, the Chief and his key staff will provide any feedback to Mackenzie to update on the final deliverables for this task.
- Mackenzie to email final deliverables to Chief and City Manager for final approval. Mackenzie, if needed, will review the final deliverables with the Chief and his key staff via conference call.

Note: This task does not include any additional site visits. Mackenzie will rely on photos taken during initial site visit (before or after workshops) as indicated in Task 2, Google Street View imagery and/or site photos taken by City of Hood River staff.

Participants: *Mackenzie and Client Staff*

Deliverable: *6 site test fit sketches with IACP comparison matrix, 2 preliminary site plans, 1 preliminary site plan with block diagram floor plan, and 1 massing perspective for the preferred site. The City of Hood River will provide the final version of the development feasibility report.*

Task 5 – Design Refinement *Time Duration: 4 weeks*

Upon review and written approval of deliverables from Task 4 above, Mackenzie will perform the following services.

- Mackenzie will further develop the site plan with additional detail and refinement that includes site ingress, egress, parking and site circulation to optimize operational flow with consideration for building and overall site needs.
- Mackenzie will further develop the floor plan with additional detail and refinement that includes general building organization, layout and footprint based on the approved program.
- Mackenzie will further develop the perspective with additional detail and refinement that includes exterior character, materials and context.
- Mackenzie will generate a conceptual design narrative describing building systems and materials for the final conceptual design site plan, floor plan and perspective.
- Mackenzie Architect will meet with the Chief and his key staff via conference call to present conceptual items listed above. At this meeting, the Chief and his key staff will provide any feedback to Mackenzie to update on the final deliverables.

- Mackenzie to email final deliverables to Chief for final review and approval.

Participants: *Mackenzie and Client Staff*

Deliverable: *Conceptual site plan, conceptual floor plan, conceptual perspective and narrative.*

Task 6 – Project Cost Estimate *Time Duration: 4 weeks*

Upon review and written approval of deliverables from Task 5 above, Mackenzie will perform the following services.

- Mackenzie will send approved deliverables from Task 5 above to the Cost Estimator for developing a construction cost estimate. Mackenzie will validate cost estimate.
- Mackenzie to work with Cost Estimator to forecast construction costs, including contingencies and escalation factors.
- Mackenzie will facilitate the forecasting of soft costs to include furniture, fixtures, and equipment (FF&E), permit fees, system development charges (SDC) and consultant fees, including contingencies and escalation factors to develop an anticipated overall project cost summary. The City of Hood River will provide information related to permit fees and SDCs.
- Mackenzie to email final deliverables to Chief for final review and approval.

Participants: *Mackenzie, Cost Estimator and Client Staff*

Deliverable: *Construction cost estimate and supporting detail.*

Task 7 – Final Report and Presentation of Findings *Time Duration: 4 weeks*

Upon review and written approval of deliverables from Task 6 above, Mackenzie will perform the following services.

- Format documents from tasks into a final draft report. The final draft report will include the following sections.
  - Overview/Scope/Executive Summary
  - Programming and Workshops
  - Facility Tours
  - Site Selection/Evaluation
  - Conceptual Design
  - Project Cost Estimate
  - Final Report and Presentation of Findings
  - Next Steps
- Issue final draft report to the Chief for review and comment. Receive one copy of consolidated comments from the Chief and his key staff.
- Incorporate comments from one review copy of final draft received from Client into final report.
- Issue final report in PDF format.
- Mackenzie (Architect) to present final report findings to City Council and be available for questions.

Participants: *Mackenzie and Client Staff*

Deliverable: *8.5x11 bound report with major deliverables from each task noted above and supplemental text and graphics to summarize scope and efforts of this study.*

FEE SUMMARY

Our fixed fees for the disciplines and related design services described above are indicated in the attached Cost Schedule dated January 7, 2019 (Attachment A). Reimbursable expenses (printing, copying deliveries, mileage, etc.) are included in the fee outlined in Attachment A. Fees are to be billed on a percent complete basis.

ASSUMPTIONS

Please review and notify Mackenzie if Client believes that any of the Assumptions listed here are either inaccurate or unreasonable prior to project commencement. Please also notify Mackenzie if any additional clarity is needed for the Client to fully understand these Assumptions. In addition to the scope of services outlined above, we have assumed the following:

- The Client will approve the documents at the end of each task prior to proceeding with the next task, unless noted otherwise.
- All meetings will occur at Mackenzie's office or via conference call, unless noted otherwise.
- Client is responsible for all fees paid to public bodies having jurisdiction over the project.
- Mackenzie will utilize Geographic Information System (GIS) systems, Google Maps/street views, aerial photos and other publicly available information for site analysis unless additional information becomes available, such as electronic files of existing building(s), land survey (ALTA/Boundary/Topographic), wetlands delineation, geotechnical report, environmental report and/or any other reports and/or surveys that are available, and other studies and/or reports as may be necessary for completion of the project.
- Client-provided information such as topographic/boundary surveys, geotechnical reports, hazardous materials testing, and traffic studies should be obtained for the project site to better inform the design team for planned improvements. This work can be deferred to occur in a future project phase if desired. Mackenzie can assist in defining scope and provide recommendations for surveyors and engineers for the Client to hire directly either now or in a future phase of the project.
- Both on and off-site land use entitlements processes, such as Design Review and related services, meetings with Authorities Having Jurisdiction (AHJ), neighborhood/community meetings, public hearings, and other related processes, are assumed to be completed in future tasks or phases.
- Conditions not depicted on available existing building documents, provided by the Client, or readily visible on project walkthroughs, are excluded. Unforeseen impacts will be evaluated at the time of discovery and addressed via additional services as necessary.
- Seismic upgrades of existing facilities may be triggered by Code or other jurisdictional requirements, including, but not limited to, change of use/occupancy classification or modification of existing structural systems. Evaluation of existing structural systems are not included in our scope of services and fees.
- Square footage calculations will be provided as required to confirm compliance with building and zoning code requirements only.

EXCLUSIONS

Please review and notify Mackenzie if Client believes that any of the Exclusions listed here are to be included in Mackenzie's scope of services prior to project commencement. Please also notify Mackenzie if any clarity is needed for the Client to fully understand these Exclusions. In addition to any Exclusions outlined within the proposal above, we have also excluded the following from our proposed scope of services.

- Building permit fees, design review fees, or any other fees paid to public bodies having jurisdiction over the project.
- Land survey, topographic survey, tree survey, or metes and bounds descriptions and related specifications.
- Soils investigations/testing and related specifications as noted in assumptions.
- Appeals, variances, public hearings, land use approvals.
- Meetings with public agencies or other meetings other than those specifically identified above.
- Environmental review.
- Sensitive lands and/or wetlands delineation and/or mitigation design/approvals.
- Hazardous materials investigation or mitigation.
- Traffic analysis.
- Marketing materials other than those specifically identified above.
- Permitting and related coordination.

It is our understanding the project will start immediately. If the proposal is agreeable to you, this can be used as an attachment to the City contract. Please note that this proposal is valid for 30 days from the date of this proposal.

We look forward to working with the City of Hood River on this project. If you need additional information or have any questions, please do not hesitate to call.

Sincerely,

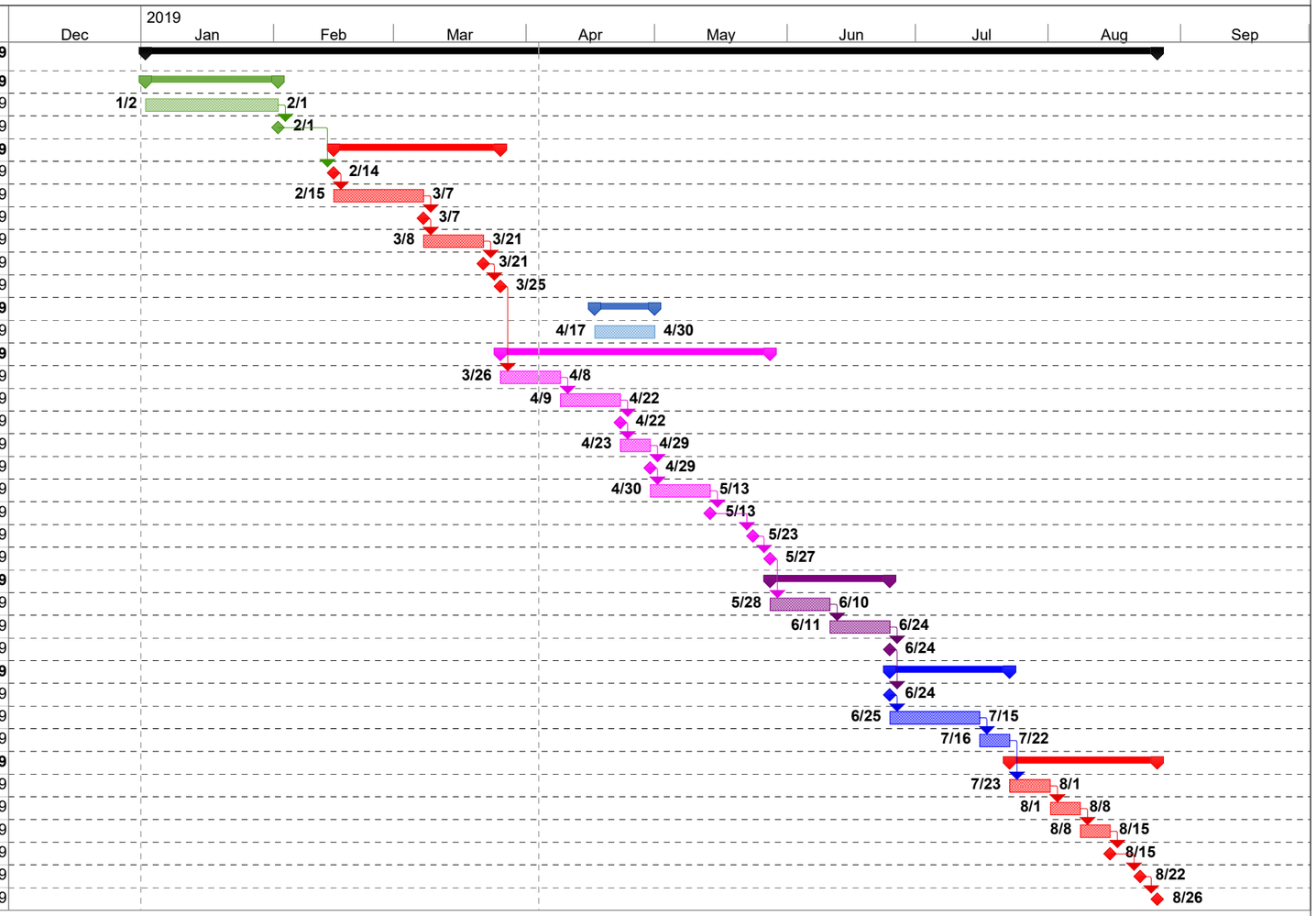
Jeff Humphreys
Principal

Adam Olsen
Project Manager

Enclosures: Attachment A: Cost Schedule dated January 7, 2019
Attachment B: Schedule dated January 7, 2019

c: Alexis Bauer, Steven Tuttle – Mackenzie

Attachement C

HOOD RIVER NEEDS ASSESSMENT SCHEDULE
APRIL 4, 2019

ID	Task Name	Duration	Start	Finish
1	**HOOD RIVER POLICE STATION NEEDS ASSESSMENT**	**168.5 days**	**Wed 1/2/19**	**Mon 8/26/19**
2	**TASK 1 - PROJECT STARTUP**	**23 days**	**Wed 1/2/19**	**Fri 2/1/19**
3	Award Contract / Finalize Project Scope / Schedule	23 days	Wed 1/2/19	Fri 2/1/19
4	Kick-Off Meeting at Mackenzie	0 days	Fri 2/1/19	Fri 2/1/19
5	**TASK 2 - PROGRAMMING AND WORKSHOP**	**27 days**	**Thu 2/14/19**	**Mon 3/25/19**
6	Workshop with Police Chief and Key Staff (Site Visits)	0 days	Thu 2/14/19	Thu 2/14/19
7	Create Draft Program	3 wks	Fri 2/15/19	Thu 3/7/19
8	Review Draft Program with Police Chief and Key Staff	0 days	Thu 3/7/19	Thu 3/7/19
9	Refine Program and Finalize	2 wks	Fri 3/8/19	Thu 3/21/19
10	Items Due to Insert into Council Packet	0 days	Thu 3/21/19	Thu 3/21/19
11	Council Meeting Update @ 6pm (4th Monday)	0 days	Mon 3/25/19	Mon 3/25/19
12	**TASK 3 - FACILITY TOURS**	**10 days**	**Wed 4/17/19**	**Tue 4/30/19**
13	Police Facility Comparison Examples	2 wks	Wed 4/17/19	Tue 4/30/19
14	**TASK 4 - SITE SELECTION / EVALUATION**	**45 days**	**Tue 3/26/19**	**Mon 5/27/19**
15	Development Feasibility Report for 6 Sites (BY CITY)	2 wks	Tue 3/26/19	Mon 4/8/19
16	6 Site Test Fits	2 wks	Tue 4/9/19	Mon 4/22/19
17	Site Test Fits Review with Police Chief and Key Staff	0 days	Mon 4/22/19	Mon 4/22/19
18	2 Preliminary Site Plans	1 wk	Tue 4/23/19	Mon 4/29/19
19	Preliminary Site Plan Review with Police Chief and Key Staff	0 days	Mon 4/29/19	Mon 4/29/19
20	1 Block Diagram / 1 Perspective	2 wks	Tue 4/30/19	Mon 5/13/19
21	Block Diagram and Perspective Review with Police Chief and Key Staff	0 days	Mon 5/13/19	Mon 5/13/19
22	Items Due to Insert into Council Packet	0 days	Thu 5/23/19	Thu 5/23/19
23	Council Meeting Update @ 6pm (4th Monday)	0 days	Mon 5/27/19	Mon 5/27/19
24	**TASK 5 - DESIGN REFINEMENT**	**20 days**	**Tue 5/28/19**	**Mon 6/24/19**
25	Develop Site Plan and Floor Plan	2 wks	Tue 5/28/19	Mon 6/10/19
26	Perspective and Narrative	2 wks	Tue 6/11/19	Mon 6/24/19
27	Review Design Refinements with Police Chief and Key Staff	0 days	Mon 6/24/19	Mon 6/24/19
28	**TASK 6 - PROJECT COST ESTIMATE**	**20 days**	**Mon 6/24/19**	**Mon 7/22/19**
29	Mackenzie to Issue Pricing Documents to Cost Estimator	0 days	Mon 6/24/19	Mon 6/24/19
30	Cost Development / Cost Validation	3 wks	Tue 6/25/19	Mon 7/15/19
31	Project Cost Summary	1 wk	Tue 7/16/19	Mon 7/22/19
32	**TASK 7 - FINAL REPORT AND PRESENTATION OF FINDINGS**	**24.5 days**	**Tue 7/23/19**	**Mon 8/26/19**
33	Final Draft Report Production	1.5 wks	Tue 7/23/19	Thu 8/1/19
34	City Review of Final Draft Report	1 wk	Thu 8/1/19	Thu 8/8/19
35	Mackenzie to update Final Draft Report	1 wk	Thu 8/8/19	Thu 8/15/19
36	Issue Final Report to the Police Chief	0 days	Thu 8/15/19	Thu 8/15/19
37	Items Due to Insert into Council Packet	0 days	Thu 8/22/19	Thu 8/22/19
38	Presentation to City Council @ 6pm (4th Monday)	0 days	Mon 8/26/19	Mon 8/26/19