

CITY COUNCIL AGENDA ITEM COVER SHEET

Meeting Date: January 14, 2019

To: Honorable Mayor and Members of the City Council

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

Subject: Police Space Needs Analysis – Contract Award

Background

The Hood River Police Department moved to its current location in the basement of City Hall in 2010 as part of the consolidation of city offices that occurred that year. In conjunction with this consolidation the primary floor of City Hall was fully renovated. However, the basement only received minor updates because it was anticipated the Police Department would only use the space temporarily. The City Hall basement is not suited to be a permanent Police Department for several reasons, including lack of seismic resilience, holding cells, private interview rooms, ventilated evidence storage, covered and secure parking, among other deficiencies.

The City Council prioritized conducting a Police Department space needs analysis at their 2018 goal setting session and budgeted \$25,000 in the FY2018-19 Adopted Budget for the project. City staff issued a request for proposal (RFP) on September 10, 2018. 33 vendors downloaded the RFP and 2 vendors provided responses. A team of city employees and contractors reviewed, interviewed and rated each proposer. The evaluation team recommended selecting Mackenzie Architecture and Engineering for the project.

Discussion

Mackenzie is a well-established Oregon firm with a dedicated municipal practice group led by managing partner Jeff Humphreys. Jeff and Mackenzie designed and built the City of Hood River's Fire Station and have completed similar Police Department projects across the northwest. Some recent Mackenzie Police Department project examples include the cities of Gresham, Albany, Sandy, Vancouver, Canby, and Bonny Lakes. A critical differentiator between Mackenzie and the other proposing firm is Mackenzie's proven track record of successfully taking projects from initial design concept through to construction completion.

The proposed project will evaluate the suitability of the Police Department's current location against standards set by the International Association of Chiefs of Police (IACP). Alternative sites will then be evaluated based on their ability to better meet IACP standards as well as on other relevant criteria such as ownership and development costs.

The final deliverable to the City will be a recommended site, conceptual drawings, and project cost estimates sufficient for use in a potential future bond campaign. This addition of conceptual drawings and site analysis is a larger project than an initial needs assessment. Staff recommends the attached project proposal because there are

efficiencies involved in concurrently evaluating sites while needs assessment is completed.

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:

Authorize the City Manager to execute an agreement with Mackenzie in an amount not to exceed \$48,000 for analysis, siting, and conceptual design of a Police Department.

Fiscal Impact

The project budget for a Space Needs Analysis in the Adopted Budget is \$25,000. Awarding the contract to Mackenzie will require \$23,000 in budgeted General Fund Contingency. General Fund Contingency is currently budgeted at \$328,000 in FY2018-19.

Suggested Motion:

Authorize the City Manager to execute an agreement with Mackenzie in the amount of \$48,000.

Alternatives:

The Council may choose to reject Mackenzie's proposal and direct staff to negotiate with the alternate firm, reissue the RFP, or abandon the project.

Attachment:

Mackenzie Police Space Needs Analysis Proposal

MACKENZIE.

DESIGN DRIVEN | CLIENT FOCUSED

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.



P 503.224.9560 ▪ F 503.228.1285 ▪ W MCKNZE.COM ▪ RiverEast Center, 1515 SE Water Avenue, #100, Portland, OR 97214
ARCHITECTURE ▪ INTERIORS ▪ STRUCTURAL ENGINEERING ▪ CIVIL ENGINEERING ▪ LAND USE PLANNING ▪ TRANSPORTATION PLANNING ▪ LANDSCAPE ARCHITECTURE
Portland, Oregon ▪ Vancouver, Washington ▪ Seattle, Washington

- 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 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 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 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

Hood River Police Station Replacement Needs Assessment COST SCHEDULE Mackenzie Project #2180331.00 Last updated by Adam Olsen on January 7, 2019		Mackenzie										Construction Focus			Total Hours by Task	Total Base Services by Task		
		Jeff Humphreys	Adam Olsen	TBD	Josh McDowell	TBD	Brian Varricchione	TBD	Matt Butts	Steven Tuttle		Hours by Task	Fee by Task	Steve Gunn			Greg/Shannon	Ryan/Kristie
		Principal (Architecture)	Project Manager	Arch. Designer	Principal (Structural)	Struct. Designer	Senior Planner	Assist. Planner	Principal (Civil)	Landscape Architect	Admin			Principal			Staff	Staff
1	Project Start-Up - 2 weeks	4	10	0	0	0	0	0	0	0	3	17		0	0	0	17	
	Final Project Schedule	1	2															
	Final Scope of Work	1	2								1							
	1 hour kick-off meeting	2	6								2							
		\$800	\$1,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$240		\$2,290	\$0	\$0	\$0		\$2,290
	Existing Building Assessment - REMOVED FROM SCOPE	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	
	Site Visit																	
	Envelope/HVAC/Electrical/Fire Life Safety Assessment																	
	Optional: ASCE 41-13 Tier 1 Assessment/Checklist																	
		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	\$0	\$0			\$0
2	Programming and Workshops - 5 weeks	18	16	38	0	0	0	0	0	0	0	72		0	0	0	72	
	Initial meet w/ Department Supervisors/Leads	2	2	2														
	One Day Workshop with Divisions	8	8	8														
	Create Draft Program	2	2	16														
	Review Draft Program w/ Stakeholders	4	2	4														
	Refine Program and Finalize	2	2	8														
		\$3,600	\$2,000	\$3,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$9,400	\$0	\$0	\$0		\$9,400
3	Comparison & Facility Tours - 2 weeks	12	6	2	0	0	0	0	0	0	0	20		0	0	0	20	
	Coordination & Scheduling of Tours	2	2															
	One Day Facility Tours	8																
	Refine Program and Finalize	2	4	2														
		\$2,400	\$750	\$200	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$3,350	\$0	\$0	\$0		\$3,350
4	Site Selection / Evaluation - 4 weeks	13	26	44	0	0	2	0	4	4	0	93		0	0	0	93	
	Development Feasibility Report (DFR) for each site - BY CLIENT	1	4															
	Site Test-Fit with approved program for 6 sites	2	4	12			1		4	4								
	Preliminary Site Plan for 2 sites	2	4	12			1											
	Floor Plan depicting adjacencies for 1 site	2	4	4														
	One exterior perspective	2	4	12														
	High Level Cost Projections for each site																	
	Meeting w/ Chief to select preferred site	4	6	4														
		\$2,600	\$3,250	\$4,400	\$0	\$0	\$250	\$0	\$800	\$500	\$0		\$11,800	\$0	\$0	\$0		\$11,800
5	Design Refinement - 4 weeks	10	28	50	6	12	0	0	2	2	0	110		0	0	0	110	
	Refine Preliminary Design of Selected Site	2	4	8					2	2								
	Conceptual Design - Site Plan	2	4	8														
	Conceptual Design - Floor Plan	2	4	8	2	4												
	Conceptual Design - Elevations/Perspective Renderings	2	8	24														
	Conceptual Design - Narrative	2	8	2	4	8												
		\$2,000	\$3,500	\$5,000	\$1,200	\$1,380	\$0	\$0	\$400	\$250	\$0		\$13,730	\$0	\$0	\$0		\$13,730
6	Project Cost Estimate - 4 weeks	4	10	6	0	0	0	0	0	0	0	20		10	14	8	52	
	Cost Analysis													10	14	8		
	Validate Cost Estimate	2	4	4														
	Project Cost Analysis Report	2	6	2														
		\$800	\$1,250	\$600	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$2,650	\$1,300	\$1,680	\$880		\$6,510
7	Final Report and Presentation - 3 weeks	8	16	20	0	0	0	0	0	0	0	44		0	0	0	44	
	Format documents and issue draft to City	2	10	12														
	Update based on Stakeholder comments & issue final report	2	6	8														
	Present to City Council	4																
		\$1,600	\$2,000	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$5,600	\$0	\$0	\$0		\$5,600
	Total Project Hours	69	112	160	6	12	2	0	6	6	3	376		10	14	8	408	
	Hourly Rate	\$200	\$125	\$100	\$200	\$115	\$125	\$80	\$200	\$125	\$80			\$130	\$120	\$110		
	Fee	\$13,800	\$14,000	\$16,000	\$1,200	\$1,380	\$250	\$0	\$1,200	\$750	\$240			\$1,300	\$1,680	\$880		
	Total Fee By Discipline	\$43,800			\$2,580		\$250		\$1,200	\$750	\$240		\$48,820	\$3,860				\$52,680
	10% Consultant Mark-Up																	\$386
	Reimbursables																	\$1,250
	Subtotal Fee																	\$54,316
	Discount																	\$6,316
	Grand Total Fee																	\$48,000

HOOD RIVER NEEDS ASSESSMENT SCHEDULE

JANUARY 7, 2019

ID	Task Name	Duration	Start	Finish	Predecessors	2019											
						Dec	Jan	Feb	Mar	Apr	May	Jun	Jul				
1	HOOD RIVER POLICE STATION NEEDS ASSESSMENT	123 days	Wed 1/2/19	Mon 6/24/19													
2	TASK 1 - PROJECT STARTUP	10 days	Wed 1/2/19	Tue 1/15/19													
3	Award Contract / Finalize Project Scope / Schedule	2 wks	Wed 1/2/19	Tue 1/15/19													
4	Kick-Off Meeting at Mackenzie	0 days	Tue 1/15/19	Tue 1/15/19	3												
5	TASK 2 - PROGRAMMING AND WORKSHOP	25 days	Tue 1/22/19	Tue 2/26/19													
6	Workshop with Police Chief and Key Staff	0 days	Tue 1/22/19	Tue 1/22/19	4SF+1 wk												
7	Create Draft Program	3 wks	Wed 1/23/19	Tue 2/12/19	6												
8	Review Draft Program with Police Chief and Key Staff	0 days	Tue 2/12/19	Tue 2/12/19	7												
9	Refine Program and Finalize	2 wks	Wed 2/13/19	Tue 2/26/19	8												
10	TASK 3 - FACILITY TOURS	10 days	Wed 2/13/19	Tue 2/26/19													
11	Police Facility Comparison Examples	2 wks	Wed 2/13/19	Tue 2/26/19	7												
12	TASK 4 - SITE SELECTION / EVALUATION	35 days	Wed 2/13/19	Tue 4/2/19													
13	Development Feasibility Report (BY CITY)	2 wks	Wed 2/13/19	Tue 2/26/19	11FS-2 wks												
14	6 Site Test Fits	2 wks	Wed 2/27/19	Tue 3/12/19	13												
15	Site Test Fits Review with Police Chief and Key Staff	0 days	Tue 3/12/19	Tue 3/12/19	14												
16	2 Preliminary Site Plans	1 wk	Wed 3/13/19	Tue 3/19/19	15												
17	Preliminary Site Plan Review with Police Chief and Key Staff	0 days	Tue 3/19/19	Tue 3/19/19	16												
18	1 Block Diagram / 1 Perspective	2 wks	Wed 3/20/19	Tue 4/2/19	17												
19	Block Diagram and Perspective Review with Police Chief and Key Staff	0 days	Tue 4/2/19	Tue 4/2/19	18												
20	TASK 5 - DESIGN REFINEMENT	20 days	Wed 4/3/19	Tue 4/30/19													
21	Develop Site Plan and Floor Plan	2 wks	Wed 4/3/19	Tue 4/16/19	19												
22	Perspective and Narrative	2 wks	Wed 4/17/19	Tue 4/30/19	21												
23	Review Design Refinements with Police Chief and Key Staff	0 days	Tue 4/30/19	Tue 4/30/19	22												
24	TASK 6 - PROJECT COST ESTIMATE	20 days	Tue 4/30/19	Tue 5/28/19													
25	Mackenzie to Issue Pricing Documents to Cost Estimator	0 days	Tue 4/30/19	Tue 4/30/19	23												
26	Cost Development / Cost Validation	3 wks	Wed 5/1/19	Tue 5/21/19	25												
27	Project Cost Summary	1 wk	Wed 5/22/19	Tue 5/28/19	26												
28	TASK 7 - FINAL REPORT AND PRESENTATION OF FINDINGS	18 days	Wed 5/29/19	Mon 6/24/19													
29	Final Draft Report Production	1.5 wks	Wed 5/29/19	Fri 6/7/19	27												
30	City Review of Final Draft Report	1 wk	Fri 6/7/19	Fri 6/14/19	29												
31	Mackenzie to update Final Draft Report	1 wk	Fri 6/14/19	Fri 6/21/19	30												
32	Issue Final Report to the Police Chief	0 days	Fri 6/21/19	Fri 6/21/19	31												
33	Presentation to City Council @ 6pm (4th Monday)	0 days	Mon 6/24/19	Mon 6/24/19	32												