

REQUEST FOR QUALIFICATIONS **{RENOVATIONS / UPGRADES – POLICE DEPARTMENT}**

The Town of Woodbridge, Police Renovation Building Committee (“Building Committee”), seeks the assistance of a qualified professional Architectural / Engineering firm (“the successful professional”) to provide design services for the renovation of an existing **Police Department** which is located at 4 Meetinghouse Lane, Woodbridge, CT to meet the space needs (current and future) of the Woodbridge Police Department. Firms responding must have demonstrated relevant Police Department experience similar to this project. A Building Committee created by the Woodbridge Board of Selectmen will oversee this project.

The form of Contract with the successful professional shall be **AIA B141 or equivalent** with specific amendments to be mutually agreed upon. Note that this will also form the basis of the scope of services and costs to be included within the successful professional’s proposal for this project.

It should be noted that Building Committee Members are excluded from performing any work in connection with this RFQ.

BACKGROUND

The Town of Woodbridge is a small community with a population of approximately **9,824**. Each interested professional shall be invited, which is strongly recommended, to attend a pre-bid meeting on **Thursday, February 26th in the PD Training Room at 10:00 AM**, that will include a thorough walk through of the police facility. Please note no questions will be entertained at that time.

A copy of a Space Needs Assessment prepared by Jacunski Humes Architects, LLC dated June, 2009 with Schematic Plans A-1.1 and A-1.2, including an update from a Memo from former Woodbridge Police Chief Frank Cappiello dated June 08, 2022 pertaining to Growth Estimates and Staff Projections, are hereby attached as **Exhibit C** to this RFQ for reference only. Respondents must demonstrate relative experience with municipal facilities. The renovation work anticipated within the PD will require a phased approach for the select renovations planned. As part of Phase One work described in this RFQ, respondents will be required to submit optimum options bearing in mind the entire facility will be fully operational. Renovation work within the existing PD may include upgrades to the Locker Rooms, Processing Office, Holding Cells, Training / EOC Rooms, Entry Interview Rooms, and fit out of an adjacent vacant space used by the Boy Scouts . This scope may include dedicated gym and lounge facilities for the PD.

OVERVIEW

The Town would like to proceed in five phases. Interested professionals shall submit a detailed Proposal that addresses each phase set forth below with associated fees; these fees shall be submitted in a separate sealed envelope within the envelope with their qualifications (only include your proposed fees in the original envelope to be addressed to the Woodbridge Finance Director; the other 6 do not require a separate fee envelope). The Building Committee plans to select a design professional based upon their qualifications first, fees second; however, fees will play a determining factor in the final selection of a successful professional firm. The fees would include fixed costs up to and including Phase Three (Referendum stage) at which time it would be converted into a percentage thereafter based upon the total project construction cost; it is understood that the fixed fees up front would then be included in the overall percentage to be agreed upon with the successful professional.

There is currently no budget that has been established for this project by the Town of Woodbridge.

Hazardous materials testing and remediation shall be excluded from this RFQ. This will be handled separately (by others) from the AE's work.

The successful professional will report to the Building Committee Chairman and First Selectman, and/or their designee(s).

It is strongly recommended that all interested Bidders attend the Pre- Bid Meeting on **Thursday, February 26th in the PD Training Room at 10:00 AM**, which will include a walk-through of the police department.

Phase One : Preparation of Recommendations / Options

The successful professional shall meet with the Building Committee on an as-needed basis to obtain their input on suggested recommendations and options to renovate the police station as applicable.

- A. The successful professional will review existing Town-owned documentation, including maps and any prior feasibility studies concerning the police facility.
- B. The successful professional shall work in unison with the Building Committee to plan, design, and construct and recommend financing for renovations to the Police Department facility. You will conduct and complete a thorough analysis and make suggestions for the building systems associated with the areas to be renovated including electric, plumbing, HVAC, technology infrastructure, and finishes.

- C. The successful professional shall apply best practices for sustainable design including the use of sustainable and energy efficient products and materials, LEED Certification (if applicable) and the possible use of “green” energy and other techniques and seek grant opportunities to fund or offset the additional potential cost of these initiatives.
- D. The successful professional shall also prepare detailed cost estimates for their recommendations / options from an independent cost estimator that will be presented with their Drawings.
- E. Please note this Project might be performed in multiple phases, to accommodate temporary relocations of various Departments within PD while work is being performed. The successful professional shall work closely with the Building Committee and Police Chief and recommend how these can be accomplished to minimize disruption during the construction process. These phases are to be clearly indicated on the Documents. Move management (physical relocations and temporary space use planning for relocation of occupants during the phased work), should be included in your response to this RFQ.

The successful professional shall then thoroughly review each of these recommendations and options with the Building Committee as well as any independent cost estimators the Building Committee may select.

At the end of Phase One, the Building Committee shall be in concurrence with the recommendations and options presented. The successful professional will then assist the Building Committee in presenting these to the Board of Selectmen for their review and concurrence via audio visual and written materials. If need be, the successful professional shall revise any of these recommendations and options as directed by the Building Committee and re-present same.

Phase Two : Design Development / Woodbridge Approvals

In Phase Two, once the Board of Selectmen has approved the presented recommendations and options, the successful professional shall proceed to the Design Development (“DD”) phase. This phase shall include but not be limited to the following criteria :

- A. Prepare outline Specifications, which shall include the description of all the specific materials and / or systems to be incorporated into this project.
- B. Prepare DD Drawings, including preliminary Architectural, Structural and MEP Work, and more detailed floor plans with sections.
- C. Attend as many meetings as deemed necessary by the Building Committee to achieve concurrence on these documents.

The successful professional might be required file a new Application to the Town Planning & Zoning Commission and formally present same. If need be, the successful

professional shall revise its plans to incorporate any desired revisions requested to achieve Town Planning & Zoning approval and attend as many meetings as may be necessary for same.

Concurrently during the process of obtaining Town approvals, the successful professional shall amend their cost estimate based upon the DD Design documents and will work closely with the Building Committee to obtain Team concurrence. Once Team concurrence is achieved, the successful professional will then assist the Building Committee in presenting this information and final DD cost estimate to the Board of Selectmen (as well as to the Board of Finance if deemed required) for their review and concurrence through the preparation of audio visual and / or written materials. If need be, the successful professional shall make any revisions in light of any comments from the Boards of Selectmen / Finance as directed by the Building Committee and re-present same if deemed required.

Phase Three : Public Forum / Referendum

In Phase Three, once the Board of Selectmen has authorized Phase Two, it is anticipated that the Board of Selectmen might call for a Special Town Meeting or referendum to approve this project.

As part of this process, the successful professional shall assist the Building Committee in presenting the proposed project and related costs to the larger Town community in a public forum prior to the Special Town Meeting or referendum date. As needed, the successful professional shall prepare additional audio-visual and written materials that clearly articulate the proposed project (floor plans, etc.) as well as a summary of the cost estimate.

Phase Four : Construction Documents

In Phase Four, assuming the Project is approved, the successful professional shall immediately proceed with Construction Documents ("CD"). These are to include but not limited to the following:

- A. Complete Project Manual and Specifications (incorporating all required information from the Town of Woodbridge pertaining to bidding, insurance requirements, payments, requirements for certified payrolls, etc.). This will include specifications on the various finishes and equipment required for the renovations of the Police Facility.
- B. Complete set of CD Drawings (Architectural, Site if needed, Structural, Mechanical, Plumbing, Sprinkler, Electrical, Security Systems) as well as any required plans for furniture layout.
- C. Assemble a list of Alternate Prices, together with the Building Committee, to identify any specific items the Town would either like to add and / or delete from the project's scope.

- D. The successful professional shall work closely with the Building Committee's designated cost estimator if requested to verify a final cost estimate for the entire project (including Soft Costs). If deemed required, perform any Value Engineering revisions that may be necessary to bring this project back down to the approved budget.
- E. Assist the Building Committee and its designated CM to assemble the necessary documents to put this project out for public bidding as well as analyze the bids when received.

Phase Five : Construction Administration

In Phase Five, once the Contractor Bids have been received and construction is authorized to proceed, the successful professional shall provide Construction administration services for the duration of construction (**duration TBD**) including those identified in **AIA B141 or equivalent** but not limited to the following:

- A. Attend bi-weekly Owner / Architect / Contractor meetings – take and issue Minutes of these meetings
- B. Minimal of weekly visits to the project site (including each of your respective Consultants when work relating to their scope is being performed). Issuance of Site Visit Reports, including progress of work to date, any discrepancies found during the Site Visit and related photographs taken within five (5) days of the Site Visit.

TIMELINE

The Building Committee would like to proceed as expeditiously as possible, with an aggressive schedule outlined as follows:

- A. The Building Committee would like to have a design professional selected and under Contract by **April 2026**.
- B. The Building Committee would like to have the professional's recommendations / options completed with the respective estimate for presentation by **June 2026**.
- C. The Building Committee would like to have the recommendations / options finalized and ready to present to the Board of Selectmen with estimates by **August 2026**.
- D. The Building Committee would like to present the Design Development information referenced in Phase Two to the Board of Selectmen by **September 2026** (concurrently with obtaining all required Town of Woodbridge approvals)
- E. Special Town Meeting (Phase Three) by **October 2026**
- F. Preparation of CD's, ready for bidding by **December 2026** (Phase Four)
- G. Bid and Award by **mid – February 2027**
- H. Start construction **March 2027** (Phase Five)

We understand this is an aggressive schedule and request that each professional clearly specify the time required in their judgment to successfully complete each of the Phases noted.

A total of seven (7) copies of the RFQ Proposals, **including an electronic copy of your RFP Proposal on a portable drive**, are due to be submitted **no later than 3:00 PM, March 13, 2026**, and should be addressed to the attention of Anthony Genovese, Finance Director, Town of Woodbridge (note the requirement to provide your Fee Proposals in a separate sealed envelope in only 1 copy for the Woodbridge Finance Director). Proposals are to be submitted in a sealed envelope clearly marked **“PROPOSAL FOR A/E SERVICES FOR RENOVATIONS / UPGRADES TO THE POLICE DEPARTMENT”** and shall be signed by a Principal of the firm authorized to bind his / her firm accordingly. The Building Committee and / or Board of Selectmen may reject any and all RFQ Proposals, if in his / her opinion, it is in the best interest of the Town to do so. Equal opportunity employers are encouraged to submit a proposal.

These Proposals shall include the following information, in addition to your firm's information and qualifications :

1. You are required to complete the attached **Exhibit D (Qualifications and Related Experience)**, total of 2 pages, and include all pertinent information so requested.
2. Provide resumes of the specific individuals of your firms who will be assigned to work on this project who are noted in the form noted above.
3. Provide the firm names and their respective qualifications of any Consultants and / or Subcontractors that you plan to retain if selected for this project and the scope of their services.
4. Professional references should be from organizations your firm is currently associated with (American Institute of Architects, professional engineering firms you currently associate with (if not performed internally) and highlight any special awards and / or recognitions your firm may have received for projects you have associated with. Client references should simply be from Clients you have performed architectural services for, specifically for renovation work similar to the work related to our project.

This RFQ neither commits the Town of Woodbridge to award a Contract nor pay any costs incurred in the preparation of your respective Proposals to the RFQ nor to procure or contract for any services and / or equipment. Note the **Additional Instructions to Bidders** that are included in **Exhibit E** attached while preparing your Proposals accordingly. You are to review **Exhibit E** and include those specific provisions which relate to the scope of work being provided for this FRP.

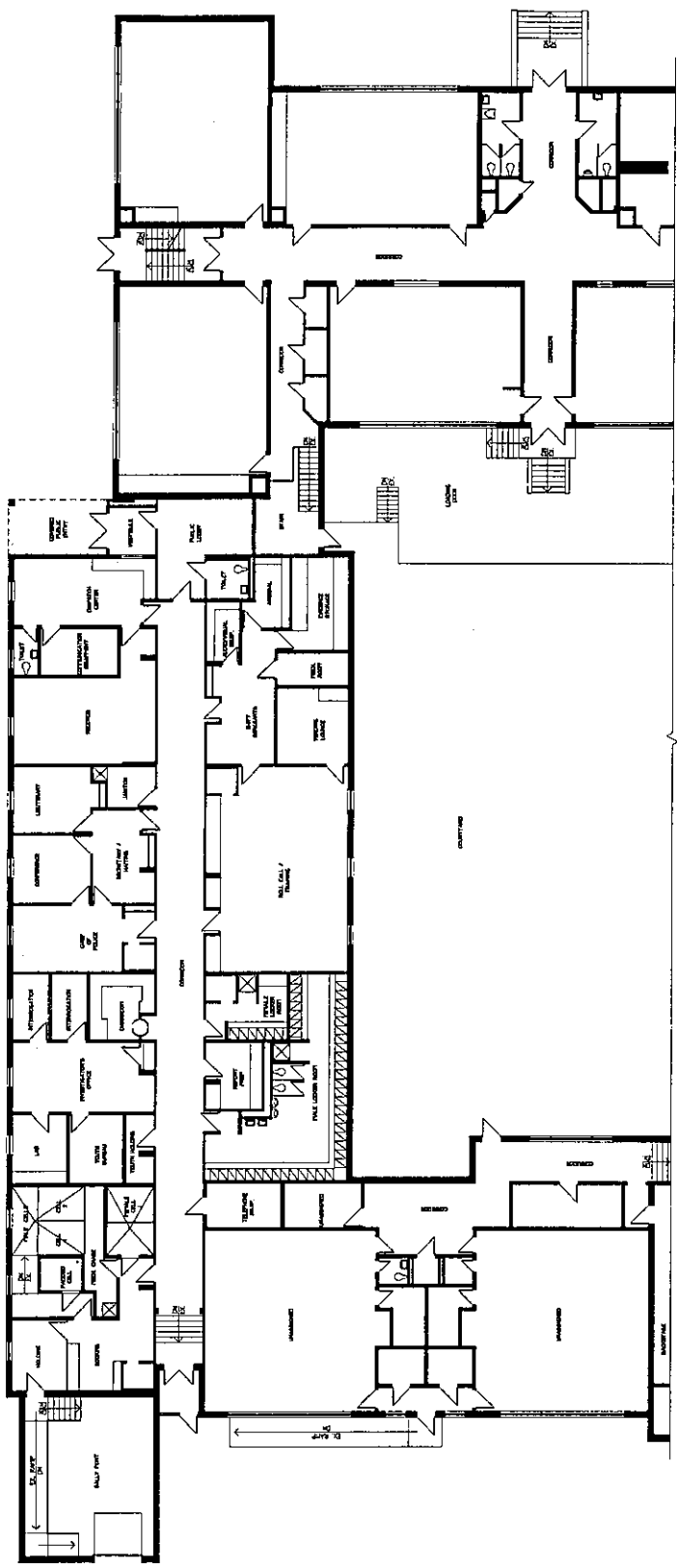
RFQ Proposals may be held by the Town of Woodbridge for a period not to exceed ninety (90) days from the deadline for submitting said Proposal for the purpose of reviewing Proposals and investigating qualifications. If the Building Committee

determines it is in the best interest of the Town to accept an RFQ Proposal, such acceptance is contingent on approval of the Board of Selectmen and appropriation of adequate funds for performance of the services sought.

The Town of Woodbridge reserves the right to reject any and / or all Proposals and to waive any informalities if the successful professional fails to execute the Contract within thirty (30) days following the award once it is presented to them. In this situation, the Town has the right to award this Contract to another qualified Bidder.

Should you find any omissions, discrepancies or errors in the outline for the services described above or should you be in doubt as to the meaning of such outline, you should immediately notify and seek clarification in writing from the Town of Woodbridge, c/o Anthony Genovese, Finance Director, 11 Meetinghouse Lane, Woodbridge, Connecticut 06525, agenovese@woodbridgect.gov which may correct, amend or clarify such outline by a written interpretation and / or Addendum. The Town must receive all requests for clarifications and / or questions no later than **4:00 P.M. on Friday, March 6, 2026 (1 week prior to Bid due date)**. No oral interpretations shall be made to any Bidder and no oral statement by Town officers, employees or agents shall be effective in modifying any of the provisions of the RFQ Proposal.

Exhibit A



1 EXISTING UPPER FLOOR PLAN
SCALE: 1/8" = 1'-0"

Exhibit B

HISTORY OF CENTER SCHOOL – AKA – THE CENTER

In 1929 the five small district schoolhouses were abandoned and grades K – 8 were moved to the new school built on the property bordered by Meetinghouse Lane and Center Road. In 1949 the gymnasium wing was added and in 1956 when Warner School on Lucy Street was closed the second wing (now housing the Police Department) was built. With the building and expansion of the Beecher Road School in 1960 – 1971, all but K – 2 moved to Beecher. In the next couple of years all grades moved to Beecher and Center School was closed, with the Town assuming responsibility for the building. During this time the Recreation Department took over the 1956 wing of the building

In the early 1980's the Senior Center was established in the basement of the building. Cramped for space in its headquarters in the basement of the Town Hall, the police department was moved to the 1956 wing in The Center – which it still occupies – and the Recreation Department moved to Beecher Road School South.


Over the years the building has housed the New Covenant School, the Woodbridge Child Center, Senior Center, Offices of the Human Services Department, Police Department, Emergency Medical Services – paramedic, recreation activities, Fitness Center, Boy Scout/Girl Scout rooms and activities. Voter Polls, Town Meetings.

MEMO

Exhibit C

Woodbridge Police Department

To: Chairman Dwight Rowland
Center Building Renovation Committee

From: Chief Frank P. Cappiello 

Date: June 8, 2022

Re: Center Building Renovation Committee
Police Department Facility

Upon our recent review of the Center Building renovation project scope, Police Commissioner Esposito and I concur that the Police Department's needs for an efficient and functional public safety facility, with the exception of the Maintenance Garage, have not significantly changed from the design concepts previously studied and proposed by Jucunski Humes Architects, LLC in 2009 and 2012.

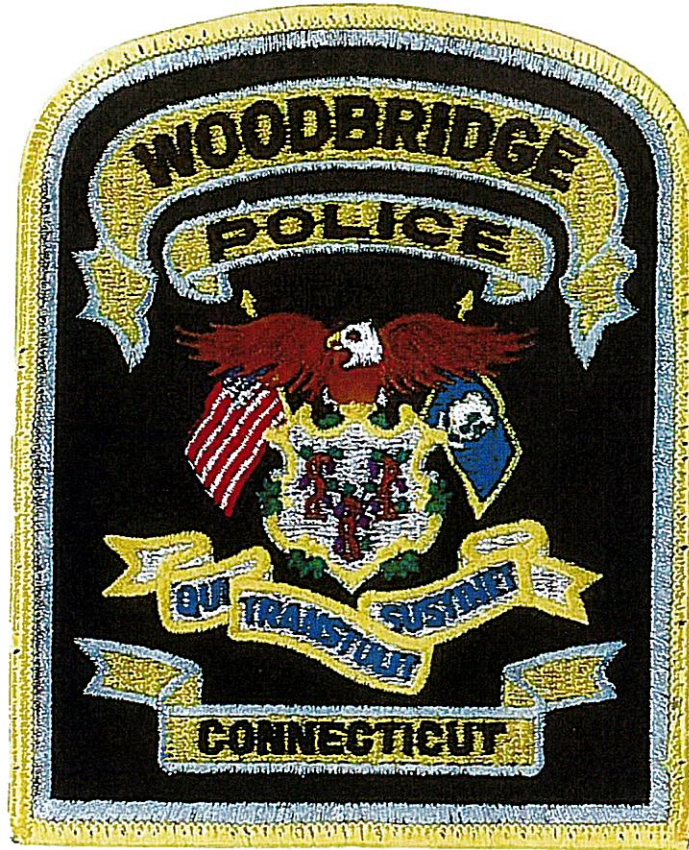
The following modifications of the 2012 proposal will need reassessment:

- Removal of the Maintenance Garage, as it has already been relocated to the Town's Department of Public Works facility.
- Increase of Dispatcher Locker Room Space.
- Increase of Briefing/Roll Call Room Space.

Additionally, the updated Growth Estimates and Staff Projections are provided as a reference, please see attachments.

FPC/jei
attach

Space Needs Assessment
for the
Woodbridge Police Department
Woodbridge, CT



June 2009

JHI
JACUNSKI HUMES
ARCHITECTS, LLC

15 MASSIRIO DRIVE SUITE 101
BERLIN, CONNECTICUT
(860)-828-9221 FAX (860)-828-9223

Space Needs Assessment for the Woodbridge Police Department Woodbridge, CT

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GENERAL INFORMATION

Date: June 2009

Department: Woodbridge Police Department
Address: 4 Meetinghouse Lane
Woodbridge, CT 06525

Primary Contact: Raymond S. Stuart, Deputy Chief

Telephone No.: (203)-387-2511, ext. 9

Fax No.: (203)-389-5160

Original Structure: Originally constructed as a school

First Occupied by Police: 1970's

Last Renovation: 1991-1992, minor interior renovations

Total Building Area: 10,200 gross sq. ft.

Community Area: 19.5 square miles

GROWTH ESTIMATES

Year	1970	1980	1990	2000	2020	2030
<u>Population Statistics:</u>	<i>actual</i>	<i>actual</i>	<i>actual</i>	<i>actual</i>	<i>projected</i>	<i>projected</i>

Woodbridge, CT	8,300	9,100	9,260	8,821	9,265	9,566
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source: Ct State Data Center, UCONN; Town Clerk, Town of Woodbridge

Year	2001-02	2007-08	2008-09	2018	2028
<u>Crime Statistics:</u>					

Calls for Service (<i>estimated</i>)	21,137	22,150	23,569	25,000	30,000
Traffic Enforcement	N/A	2,754	3,500	4,000	4,300
Traffic Accidents	440	359	370	400	500
DWI / DUI	11	21	18	20	25
Deterrent Patrol	11,293	9,997	11,000	12,000	14,000

N/A = not available

Year	1988	2001	2009	2018	2028
<u>Police Department Vehicles:</u>					

Patrol Vehicles	3	7	8	9	10
Unmarked Cars	1	4	5	5	6
Dive Van / Response Vehicle	1	1	0	0	0
Pick-up truck	0	1	1	1	1
S.R.O. Vehicle	0	0	1	1	1
Covert Motor Vehicle	0	0	1	1	1
Command Van	0	0	0	0	1
Motorcycles / A.T.V.	0	0	0	1	2
Boat (12' zodiac w. trailer)	0	1	1	1	1
Patrol Bicycles	0	0	2	4	4

Total Motor Vehicles	5	13	16	17	22
Total Watercraft	0	1	1	1	1
Total Patrol Bicycles	0	0	2	4	4

STAFF PROJECTIONS

Police Personnel:

Year	1984	1995	2001	2009	2014	2019	2029
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Sworn Personnel:

Chief of Police	1	1	1	1	1	1	1
Deputy Chief of Police	0	1	1	1	1	1	1
Captain	0	0	0	0	0	0	1
Lieutenant	1	1	1	1	1	1	1
Sergeants -Patrol	3	4	4	4	4	4	4
Sergeant – Detective	0	0	1	1	1	1	1
Detectives	2	1	2	2	2	2	2
Statewide Narcotics Task Force	1	1	1	1	1	1	1
School Resource Officer (SRO)	0	0	1	1	1	1	1
D.A.R.E. Officer	0	1	1	1	1	1	1
Canine Officer / Narcotics	0	0	0	0	1	1	1
Patrol Officers	10	15	13	13	13	14	14

Civilian Personnel:

Clerical – Admin.	1	2	1	1	1	1	1
Records Clerk	1	1 PT	1 PT	1	1	1 PT	1 PT
Technology Coordinator	0	0	0	0	1	1	1
Mechanic	0	1 PT	1 PT	1 PT	1	1	1
Custodial	1 PT	1 PT	1 PT	1 PT	1	1	1

Dispatch Personnel:

Dispatchers	3	5	6	6	6	6	6
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Total Positions (Sworn)	18	25	26	26	27	30	30
Total Positions (Civilian)	2 1 PT	3 3 PT	2 3 PT	2 2 PT	5	5 1 PT	5 1 PT
Total Positions (Dispatch)	3	5	6	6	6	6	6

STAFF PROJECTIONS *(continued)*

Personnel Statistics:

Year	1989	1995	2001	2009	2014	2019	2029
Sworn Personnel	18	25	26	26	26	28	28
Civilians	2	6	5	4	5	6	6
Dispatchers	4	5	6	6	6	6	6
Full Time Positions	24	33	34	34	37	39	39
Part-Time Positions	0	3	3	2	0	1	1

Gender Statistics (for planning purposes only):

Year	1989	1995	2001	2009	2014	2019	2029
Sworn Personnel (Male)	17	22	25	25	24	25	24
Civilian Personnel (Male)	0	2	2	2	2	3	3
Dispatch Personnel (Male)	1	1	2	4	3	2	4
Total Male	18	23	27	29	29	30	31
Sworn Personnel (Female)	1	3	1	1	2	3	4
Civilian Personnel (Female)	2	4	3	2	3	3	3
Dispatch Personnel (Female)	3	4	4	2	3	4	2
Total Female	6	11	8	5	8	10	9

SPACE NEEDS ASSESSMENT

s.f. proposed
s.f. existing

1. Public

a.	<u>Vestibule</u>	<u>100</u>
		62
	1. Air-lock vestibule	
	2. Walk off mat	
	3. Public access on 24/7/365 basis	
b.	<u>Lobby / Reception / Waiting</u>	<u>350</u>
		130
	1. Access to Dispatch and Records transaction windows	
	2. House phone for public use	
	3. Seating for 4-6	
	4. Display case	
	5. Pamphlet rack	
	6. Tackboard / Poster case	
	7. Electric water cooler	
c.	<u>Public Toilets</u> Two (2) @ 65	<u>130</u>
		43
	1. Handicap accessible	
	2. Two (2) restrooms for public access	
d.	<u>Public Interview Room</u>	<u>100</u>
		65
	1. Direct access from Public Lobby	
	2. Restricted access, remote activation of hardware from staff areas	
	3. Public and internal access preferred	
	4. No windows to Public Lobby	

2. *Police Training Classroom / Community Meeting Room*

- a. Location
 1. Direct access for public from Public Lobby
- b. Police Training Classroom / Community Meeting Room 700

877

 1. Seating for 30-35 at training tables and chairs
 2. Projection screen
 3. Overhead video projection
 4. Independent sound system
 5. Lighting on dimmers, varied lighting levels
 6. Cable TV service, video input and output locations
 7. Movable tables and chairs
 8. Adequate furniture storage location
 9. Kitchenette area adjacent - microwave, sink, refrigerator
- c. Emergency Operations Center 120

0

 1. Console position for one (1)
 2. Telephone line
 3. Radio connections
 4. Adjacent to Training Classroom
 5. Restricted access to personnel
- d. Furniture Storage 100

0

 1. Double door access from Training Classroom
 2. Storage for chair / table dollies
- e. Training Aids Storage 80

68

 1. Access from Training Classroom
 2. Storage of portable mats, training equipment, Redman suits, training bags
- f. C.E.R.T. Team Equipment Storage 80

0

 1. Industrial shelving, adjustable
 2. Conditioned space (heated / ventilated)
 3. Adjacent to Police Training / Community Meeting Room

g.	<u>Kitchenette</u>	50
		0

1. Adjacent to Training Classroom
2. Microwave Oven
3. Sink
4. Undercounter refrigerator
5. Counter work area

3. *Communications Dispatch Center*

a. Location

1. Adjacent to Public Lobby

b. Main Desk / Complaints and Information w/in Dispatch w/in Dispatch

1. Bullet resistant transaction window to Public Lobby
2. Package pass drawer to Public Lobby
3. Visual monitoring of surveillance/security CCTV cameras

c. Dispatch Center 275 269

1. Console positions: two (2)
2. Central dispatching / E911 service
3. Monitoring of CCTV surveillance / security systems
4. Restricted access to police staff
5. Locker storage for dispatchers. Total no. 6, size: full height
6. Independent HVAC system
7. Lighting on dimming system
8. Bookshelving / Manuals storage
9. Window treatments on windows
10. Acoustic control on walls and ceiling
11. Comply with NFPA 1221 recommendations where applicable
12. Tackboard / Markerboard
13. Static dissipating flooring
14. Raised access flooring preferred
15. Video / audio surveillance of detention facilities

d. Toilet 65 31

1. Handicap accessible
2. Unisex design
3. For use by dispatch personnel
4. Adjacent to Dispatch Center

e.	<u>Kitchenette</u>	<u>50</u>
		0
	1. Undercounter refrigerator	
	2. Microwave oven	
	3. Sink	
	4. Tiled floor area	
	5. Base and upper cabinets	
	6. Floor drain preferred	
f.	<u>Communications Equipment Room</u>	<u>250</u>
		109
	1. E911 system (provided by State)	
	2. Radio equipment (rack mounted)	
	3. Telephone system / PBX	
	4. Access control head end equipment	
	5. Provide spare conduits to dispatch center for future use	
	6. Manual storage racks	
	7. Dedicated HVAC system	
	8. Emergency power supply	
	9. UPS system	

4. ***Records Division***

a.	<u>Public Information Counter</u>	<u>w/in Public Lobby</u>
		0
	1. Adjacent to Public Lobby	
	2. Bullet resistant vision panel to Public Lobby, sliding type	
	3. Intercom to Public Lobby	
	4. Computer terminal location	
b.	<u>Police Information Counter</u>	<u>w/in secure corridor</u>
		w/in Records
	1. Restricted access to Records Division for staff	
	2. Out of line of sight from Public Information Counter	
	3. Separation barrier from work area	
	4. Near photocopy area	
c.	<u>Office / Work Area</u>	<u>300</u>
		396
	1. Workstations for two (2)	
	2. Coat closet	
	3. Central work counter	
	4. Photocopy machine, paper storage	
	5. Casework storage for office supplies	
	6. Adjacent to files storage	

d.	<u>Active / Archive Files</u>	<u>250</u>
		105

1. High density file storage for both active and archived files
2. File capacity for up to seven (7) years of storage needs
3. Adjacent to work area

5. *Administrative Offices*

a.	<u>Chief of Police</u>	<u>275</u>
		249

1. Workstation for one (1)
2. Coat closet
3. Conference table with seating for four (4)
4. Cable TV
5. Bookshelving
6. File storage
7. Adjacent to Admin. Assistant, Deputy Chief

b.	<u>Toilet Room</u>	<u>65</u>
		21

1. Sink
2. Toilet
3. Shower
4. Handicap accessible
5. Restricted use by Chief of Police

c.	<u>Deputy Chief of Police</u>	<u>250</u>
		158

1. Workstation for one (1)
2. Coat closet
3. Conference table with seating for four (4)
4. Cable TV
5. Bookshelving
6. File storage
7. Adjacent to Admin. Assistant, Chief of Police

		10
d.	<u>Captain</u>	<u>250</u>
		0
	1. Workstation for one (1)	
	2. Coat closet	
	3. Visitor's chairs for two (2)	
	4. Cable TV	
	5. Bookshelving	
	6. File storage	
	7. Adjacent to Admin. Assistant, Chief of Police, Deputy Chief of Police	
e.	<u>Administrative Assistant / Clerical</u>	<u>225</u>
		156
	1. Workstation for one (1)	
	2. Coat closet	
	3. Utilize conference room for waiting area	
	4. File storage	
f.	<u>Workroom</u>	<u>175</u>
		0
	1. Work counter for office equipment, fax machine	
	2. Sink	
	3. Microwave	
	4. Undercounter refrigerator	
	5. File storage for administrative office filing needs	
	6. High speed copy machine	
	7. Storage cabinets for office supplies	
	8. Paper shredder	
	9. Adjacent to Administrative Assistant, Administrative Offices	
g.	<u>Conference Room</u>	<u>200</u>
		153
	1. Seating for up to ten (10)	
	2. Projection screen	
	3. Flat screen monitor with cable TV access	
	4. Markerboard / Tackboard	
	5. Shared use with department	
	6. Adjacent to Administrative Assistant, Administrative Offices	

6. *Investigative Service Unit (I.S.U.)*

a.	<u>Detective Sergeant's Office</u>	175
		173
	1. Workstation for one (1)	
	2. Visitor's chairs for two (2)	
	3. File storage	
	4. Bookshelving	
	5. Vision panel to Squad Room	
	6. Adjacent to Administrative Offices, Detention Facilities	
b.	<u>Squad Room</u>	275
		271
	1. Workstations for two (2)	
	2. Coat closet	
	3. Visitor's chairs for two (2)	
	4. File storage	
	5. COLLECT computer terminal location	
	6. Bookshelving / Manual storage	
	7. Networked printer location / work counter	
c.	<u>Interview Room (s) One (1) @ 100 s.f., One (1) @ 50 s.f.</u>	150
		100
	1. Total number required: Two (2)	
	2. One-way vision panel to Monitoring Room	
	3. Audio and video recording capabilities	
	4. One (1) with table seating for up to three (3)	
	5. One (1) with table seating for up to six (6)	
	6. One (1) with door to corridor	
	7. One (1) with door to Squad Room	
d.	<u>Monitoring Room</u>	50
		0
	1. Place adjacent to two (2) Interview Rooms	
	2. Lighting controls within room	
	3. One-way vision panels to Interview Rooms	
	4. Storage cabinets / work counter for audio / visual monitoring equipment	
	5. Acoustic separation from Interview Rooms	
e.	<u>Equipment Storage Room</u>	100
		0
	1. Storage of I.S.U. equipment and supplies	
	2. Secured access	
	3. Small vault storage	
	4. Secured access	

7. *Outside Agency Work Area*

- | | | |
|----|--|-----|
| a. | <u>Outside Agency Work Area</u> | 125 |
| | | 0 |
| 1. | Work station for one (1) | |
| 2. | Adjacent to Investigative Services Unit (I.S.U.) | |

8. *Patrol Room*

- | | | |
|----|---|-----|
| a. | <u>Patrol Room</u> | 500 |
| | | 112 |
| 1. | Workstations for six (6); to include two (2) patrol workstations (report writing), one (1) S.R.O., one (1) D.A.R.E, one (1) traffic, and one (1) narcotics officer. | |
| 2. | Central work area | |
| 3. | Copy machine, paper shredder | |
| 4. | File storage, minimum one (1) per workstation | |
| 5. | Adjacent to Patrol Functions | |
| b. | <u>Youth Holding Room</u> | 100 |
| | | 52 |
| 1. | Utilize for soft interview / youth holding room | |
| 2. | Table seating for four (4) | |
| 3. | Flat screen monitor with cable TV access | |
| 4. | Audio and video recording capabilities | |
| 5. | Adjacent to Patrol Room, door leading to / from Patrol Room | |
| c. | <u>Youth Equipment Storage Room</u> | 100 |
| | | 0 |
| 1. | Storage of materials for S.R.O. & D.A.R.E. officer | |
| 2. | Adjustable shelving | |
| 3. | Access controlled | |
| 4. | Adjacent to Patrol Room | |

9. *Patrol Functions*

a.	<u>Patrol Lieutenant's Office</u>	200
		190
1.	Workstation for one (1)	
2.	Coat closet	
3.	Visitor's chairs for two (2)	
4.	Cable TV	
5.	Bookshelving	
6.	File storage	
7.	Adjacent to Patrol Sergeant's Office, Admin. Offices	
b.	<u>Patrol Sergeant's Office</u>	500
		209
1.	Workstations for six (6)	
2.	Radio recharge equipment area	
3.	File storage, one (1) per workstation, minimum	
4.	Key cabinet	
5.	Visual monitoring of Roll call	
6.	Adjacent to Roll Call, Patrol Room	
c.	<u>Patrol Equipment Storage</u>	100
		131
1.	Access controlled area	
2.	Armory storage for department issued firearms / ammunition	
3.	Patrol equipment storage	
4.	Defibrillator storage	
5.	Taser gun storage	
6.	Radio / flashlight storage	
7.	S.W.A.T. team locker storage for three (3)	
8.	Adjacent to Patrol Sergeant's Office, Briefing / Roll Call	
d.	<u>Briefing / Roll Call</u>	200
		599
1.	Accommodate up to six (6) at training table and chairs	
2.	Podium area	
3.	Overhead video projection with projection screen	
4.	Markerboard / tackboard	
5.	Radio recharge area	
6.	Monitor with cable TV access	
7.	Mailbox area for thirty (30), minimum	

e.	<u>Patrol Locker Rooms</u>	1,400
		642
	1. Male locker room for twenty-eight (28), minimum	
	2. Female locker room for eight (8), minimum	
	3. Locker sizes:	
	a. 36"w. x 24"d x 72" high, with storage drawer and bench	
	4. Male showers, three (3) total, one (1) handicap accessible	
	5. Female showers, one (1) total, one (1) handicap accessible	
	6. Continuous locker bench	
	7. Sink area, three (3) male, one (1) female, minimum	
	8. Toilet area	
	9. Robe hooks at shower locations	
	10. Toilet accessories	
	11. Shoe shine area	
	12. Wet garment drying area	
	13. Full height mirror at locker areas	
f.	<u>Physical Training Room</u>	400
		0
	1. Locate adjacent to patrol locker rooms	
	2. Ceiling clearance for weightlifting	
	3. Electric drinking fountain	
	4. Mirrored wall surface	
	5. Stationary and free-weight exercise and training equipment	
g.	<u>Lunch Room / Day Room</u>	275
		139
	1. Microwaves, two (2) total	
	2. Sink area with disposal	
	3. Refrigerator / Freezer	
	4. Storage cabinets	
	5. Vending machines: two (2) total	
	6. Table seating for up to four (4), minimum	
	7. Natural light	
	8. Monitor with cable TV access	
	9. Locate adjacent to Patrol Functions	
h.	<u>Laundry Room</u>	80
		0
	1. Residential type washer / dryer	
	2. Direct venting to exterior	
	3. Storage for laundry supplies	
	4. Counter area	
	5. Adjacent to Patrol Functions, Detention Facilities	

i.	<u>Quartermaster Storage</u>	125
		0
1.	Secure storage of surplus uniforms, leather goods	
2.	Storage of medical equipment and supplies	
3.	Access controlled	
4.	Adjacent to Patrol Functions	

10. Information Technology / Computer Equipment Server Room

a.	<u>I.T. Coordinator</u>	150
		115
1.	Workstation for one (1)	
2.	Spare parts storage	
3.	Computer diagnostics work counter	
4.	Manual shelving	
5.	File storage	
6.	Adjacent to Computer Equipment Room	
b.	<u>Computer Equipment Room</u>	200
		140
1.	Main file server location with UPS, rack mounted	
2.	Patch panels, rack mounted	
3.	Fiber connection to outside municipal facilities (if available)	
4.	Alternative fire suppression system preferred	
5.	Dedicated HVAC system with humidity controls	
6.	Access controlled	
7.	Adjacent to I.T. Coordinator	

11. K9 Officer

a.	<u>Equipment Storage</u>	65
		0
1.	Canine supplies storage	
2.	Industrial shelving, adjustable	

12. PBA / Union Office

a.	<u>PBA / Union Office</u>	65
		0
1.	Workstation for one (1)	
2.	File storage	
3.	Outside, dedicated telephone line	

13. Sally Port

a.	<u>Sally Port</u>	600
		594
	1. Accommodate one (1) vehicle, ambulance accessible	
	2. Oversized to accommodate prisoner transport / circulation around vehicle	
	3. Drive-through sally port preferred	
	4. Ramped entry to prisoner processing preferred	
	5. CCTV and audio monitoring	
	6. Interlocked doors at exterior and Prisoner Processing	
	7. Hose bibb for wash down capabilities	
	8. Overhead coiling doors controlled from dispatch center	
	9. Service sink	
	10. Floor drain with grease / oil separator	
	11. Central vacuum system	
	12. Carbon Monoxide detection system	
	13. Exhaust fan	
	14. Eye wash and emergency shower station	
b.	<u>Road Supply / Traffic Control Storage</u>	250
		0
	1. Wire mesh enclosure within Sally Port	
	2. Flare storage	
	3. Barricades, traffic cones, traffic control equipment	
c.	<u>Medical Supply Storage</u>	125
		0
	1. Wire mesh enclosure within Sally Port	
	2. Oxygen tank storage	

14. Prisoner Processing

a.	<u>Prisoner Processing</u>	400
		303
	1. Access control to / from Sally Port	
	2. Access control to / from Staff Corridor	
	3. Pistol lockers at each point of entry	
	4. Group Holding Area for up to four (4), wire mesh construction	
	5. Holding bench within Group Holding Area	
	6. Booking counter with computer workstation	
	7. Fingerprinting (A.F.I.S.) workstation with adjacent countertop	
	8. Drunk walk line on floor	
	9. CCTV and audio surveillance	
	10. Duress buttons throughout area	
	11. Eliminate hard corners and edges	
	12. Hose bibb (secured) for area washdown	
	13. Personal property lockers (one per cell), size: 12" x 12" X full height	
	14. Blanket storage for detention cell bunks	
	15. Adjacent to Sally Port and staff corridor	
b.	<u>Toilet Room</u>	50
		21
	1. Security prison fixture	
	2. Lighting controls outside of room	
	3. Reverse door swing	
	4. Shower with tempered water	
	5. Remote flush	
	6. Remote shower controls	
	7. Floor drain	
c.	<u>Intoximeter / Interview Room</u>	150
		35
	1. Deep counter for breathalyzer equipment with concealed data / power	
	2. Adjacent holding bench	
	3. Dual use as Interview Room	
	4. Table seating for up to three (3)	
	5. Reverse swing on doors	
d.	<u>Mugging</u>	w/in Pris. Processing
		w/in Pris. Processing
	1. Utilize Group Holding Area with gray background	
	2. Digital imaging from booking computer	

e.	<u>Prisoner / Visitor Booth</u>	<u>60</u>
		0

1. Reverse swing on doors
2. Eliminate hardware on interior side of door
3. Speaking panel with bullet resistant glass and contraband baffle
4. Secure bench bolted to floor
5. Impact resistant lighting

e.	<u>Prisoner Release Area</u>	<u>N/A</u>
----	------------------------------	------------

1. Utilize Public Lobby for prisoner release area

15. *Detention*

a.	<u>National Accreditation Standards</u>	
----	---	--

b.	<u>Detention Cells</u>	<u>Four (4) @</u>	<u>320</u>
			313

1. Two (2) detention cells with sight / sound separation
2. One (1) detention cell with sight / sound separation
3. One (1) handicap accessible cell with sight / sound separation
4. Cell features:
 - a. Secured bunk with closed base
 - b. Security prison fixtures, stainless steel
 - c. Impact resistant lighting
 - d. Institutional type fire suppression
 - e. Independent supply and exhaust ductwork (no recirculation)
 - f. Institutional type, ceiling mounted air diffusers
 - g. Two-way audio communication to dispatch center
 - h. CCTV surveillance camera, vandal resistant
 - i. No floor drains
 - j. 50 SF (min)
 - k. Solid fronts (suicide prevention)
 - l. Sliding doors

c.	<u>Detention Area</u>	<u>150</u>
		w/in Detention Cells

1. Floor drains outside of cell doors
2. Hose bibb (secured) for wash down capabilities
3. Exhaust fan with direct exhaust (no recirculation)
4. Impact resistant lighting

16. *Evidence and Property*

a.	<u>Evidence Receiving</u>	150
		0
1.	Temporary evidence lockers (varied sizes), through-wall configuration preferred	
2.	Refrigerated temporary evidence storage locker	
3.	Work counter with computer workstation	
4.	Adjacent to Evidence Processing, Patrol Functions, Detention Facilities	
b.	<u>Evidence Processing</u>	300
		103
1.	Access control at point of entry	
2.	Utilize for forensics processing	
3.	Casework storage cabinets with resin counters	
4.	Fume hood with direct exhaust	
5.	Downflow powder workstation	
6.	Fuming chamber	
7.	Sink	
8.	Evidence drying cabinet	
9.	Bio-hazard materials storage container	
c.	<u>Evidence Storage</u>	350
		174
1.	Access control at point of entry	
2.	CCTV monitoring	
3.	High density file storage	
4.	Refrigerator	
5.	Firearms storage racks	
6.	Double locking of firearms, valuables, and narcotics	
d.	<u>Firearms / Valuables Storage</u>	80
		0
1.	Access control at point of entry	
2.	Double locking of firearms and valuable evidence storage	
3.	Accessible from Evidence Storage	
e.	<u>Narcotics Evidence Storage</u>	80
		0
1.	Access control at point of entry	
2.	Double locking of narcotics evidence storage	
3.	Direct exhaust of area (no recirculation)	
4.	Humidity controlled environment	
5.	Weatherstripping at entry door	

		20
f.	<u>Temporary Bulk Evidence Storage</u>	100
		0
	1. Accessible from building exterior	
	2. Double door access	
	3. Adjacent to Bulk Evidence Storage area and Found Property Storage	
g.	<u>Bulk Evidence Storage</u>	350
		0
	1. Wire mesh enclosure with controlled access from Temporary Bulk Storage	
	2. Double door entry	
	3. Overhead bicycle storage racks	
	4. Floor drain	
h.	<u>Found Property Storage</u>	350
		0
	1. Wire mesh enclosure with controlled access from Temporary Bulk Storage	
	2. Double door entry	
	3. Overhead bicycle storage racks	
	4. Floor drain	
i.	<u>Vehicle Processing Bay</u>	see Sally Port
		0
	1. See Sally Port	

17. Indoor Firearms Training Range

a.	<u>Indoor Firearms Training Range</u>	800
		0
	1. Length of training range: 75' target to backstop	
	2. Number of stalls: Two (2)	
	3. Video firearms training capabilities	
	4. No floor drains	
	5. Security baffles at ceiling	
	6. Varied lighting levels	
	7. Acoustic control from adjacent spaces	
	8. Access controlled from Ready Room	
b.	<u>Ready Room</u>	175
		0
	1. Gun cleaning counter with canopy exhaust hood, direct venting to exterior	
	2. Visual monitoring of indoor firearms training range	
	3. Acoustical separation from range	

c.	<u>Control Room</u>	120
		0
1.	Visual monitoring of firearms training range and ready room	
2.	Audio system controls to firing line	
3.	Lighting controls for range	
4.	Range controller console, countertop area	
5.	Access controlled	
6.	Adjacent to Firearms Training Range and Ready Room	

18. Maintenance Facility

a.	<u>Maintenance Garage</u>	600
		See Sally Port
1.	Repair bays, total: one (1)	
2.	Overhead doors with vision panels and exhaust port	
3.	Hydraulic platform lift	
4.	Carbon monoxide detection devices with exhaust fan	
5.	Light maintenance provided for department vehicles	
6.	Compressed air	
7.	Drop lights	
8.	Emergency eye wash and shower	
b.	<u>Parts Storage</u>	250
		0
1.	Wire mesh partitioned area for secured storage of parts / equipment / supplies	
2.	Industrial shelving	
3.	Waste oil storage containment	
c.	<u>Vehicle Storage Bay</u>	900
		0
1.	Motorcycles / A.T.V.'s: two (2) total	
2.	Patrol Bicycles: four (4) total	
3.	Boat: one (1) total, on trailer	
4.	Speed trailer: one (1) total	
5.	Fuel storage in hazardous containment storage cabinets, vented	

19. Toilets and Janitorial Services

a.	<u>Janitor Closets</u>	<u>Two (2) @ 50</u>	<u>100</u>
			22
	1.	One per floor (minimum)	
	2.	Floor sink with mop holders	
	3.	Janitorial supply storage	
	4.	Cart storage	
	5.	Cleaning supplies storage	
	6.	Exhaust fan with direct exhaust	
b.	<u>Toilet Facilities</u>	<u>Two (2) @ 65</u>	<u>130</u>
			21
	1.	Public toilet rooms at Public Lobby	
	2.	Locker room toilets for sworn officers	
	3.	Administrative toilet room for Chief of Police	
	4.	<u>Civilian Staff / Department visitors</u>	
	5.	Dispatch center toilet room for dispatchers	
	6.	Prisoner processing toilet room for detainees	
	7.	Cell area toilet /sinks for prisoner use	
	8.	Minimum of one per sex per floor	
	9.	Handicap accessible requirements apply to all toilet rooms	

20. Mechanical

a.	<u>Boiler Room</u>	500
		65
	1. Two boilers (min), preferred	
	2. Dual-fuel burners preferred	
	3. Hot water storage tank	
	4. Floor drains	
	5. Chimney breaching	
b.	<u>HVAC Equipment</u>	800
		0
	1. Ducted supply and returns preferred	
	2. High efficiency filters at areas of chemical storage / cleaning supplies	
	3. VAV boxes with DDC controls for zoned systems	
	4. Individual temperature controls at each zone	
	5. Computer based automatic temperature controls (ATC)	
c.	<u>Emergency Generator</u>	see site needs
		on-site

d.	<u>Fire Suppression</u>	<u>150</u>
		0
	1. Fully sprinkled facility	
	2. FM 200 fire suppression at Computer and Communications Equipment	
	3. Institutional type sprinklers in high risk / detention areas	
	4. NFPA 13, code designed minimum requirements	
e.	<u>Telephone Service</u>	<u>100</u>
		92
	1. Demarcation point for telephone service / cable TV	
	2. Telephone equipment and patch panels	
	3. Environmentally controlled	

21. *Circulation*

a.	<u>Stairs</u>	<u>none anticipated</u>
		none required
	1. Code required minimum, two (2) egress stairs per floor	
	2. 48" clear width (min.)	
b.	<u>Elevators (if multiple floor solution derived)</u>	<u>none anticipated</u>
		none required
	1. Access controlled	
	2. Public use restricted	
	3. Sized for stretcher transport	
	4. Automatic recall to egress floor	

SPACE NEEDS SUMMARY

Summary Sheet

**Sq. Ft.
existing**

**Sq. Ft.
proposed**

Main Facility

Public	300	680
Police Training Classroom / Community Meeting Room	945	1,130
Communications Dispatch Center	409	640
Records Division	501	550
Administrative Offices	737	1,440
Investigative Services Unit (I.S.U.)	544	750
Outside Agency Work Area	0	125
Patrol Room	164	700
Patrol Functions	1,910	3,280
Information Technology / Computer Equip. Rm.	155	350
K9 Officer	0	65
PBA / Union Office	0	65
Sally Port	594	975
Prisoner Processing	359	660
Detention	313	470
Evidence and Processing	277	960
Toilets and Janitorial Services	43	230
Mechanical	157	1,550
Circulation	0	in net to gross
Total Net Square Footage	7,408	14,620
Net to Gross Factor	X 1.38	x 1.35
Total Gross Square Footage Required	10,200	19,700

Outbuilding

Bulk Evidence / Found Property Storage	0	800
Indoor Firearms Training Range	0	1,095
Maintenance Facility	See Sally Port	1,750
Total Net Square Footage	0	3,645
Net to Gross Factor		x 1.35
Total Gross Square Footage Required	0	4,900

Site Needs Assessment

- a. Public Parking 6,000
 - 1. Total number of spaces required = fifteen (15) minimum, preferred
 - 2. Vehicle drop off / pick up area adjacent to Public Entry
- b. Official Vehicles and Staff Parking 10,000
 - 1. Patrol Vehicle Parking = ten (10), carport coverage preferred
 - 2. Official Vehicle / Unmarked vehicles parking = ten (10) total
 - 3. Police Staff parking = twenty-eight (28) total
 - 4. Motorcycle parking = two (2) spaces for staff use, concrete pad
 - 5. Fenced enclosure, restricted access to parking area by public
- c. Vehicle Impound Off-site location
- d. Trash Storage 250
 - 1. Number of dumpsters required = One (1)
 - 2. Dumpster enclosure, fenced with privacy slats
 - 3. Concrete pad
- e. Communications Antenna 400
 - 1. Ground mounted tower for antenna masts
 - 2. Concrete pad as per antenna manufacturer recommendations
 - 3. Fenced enclosure for access control
 - 4. CCTV surveillance of tower base location
- f. Emergency Generator 450
 - 1. Pad mounted emergency generator with weather resistant housing
 - 2. Conduit feeds to automatic transfer switch location
 - 3. Fenced enclosure with access control per accreditation standards
 - 4. Day tank with fuel fill location adjacent to paved area
 - 5. CCTV surveillance of generator location
- g. Flagpoles
 - 1. USA
 - 2. State
 - 3. Internal halyard
 - 4. 25' or 30' preferred

h. Signs

1. Department identification
2. Located at roadside
3. Located on building
4. Illuminated
5. Conforms to Local Zoning

i. Lighting

1. Lighting in public areas
2. Lighting in all parking areas
3. Illuminated walkways
4. Illuminated entry locations
5. Lighting coordinated with CCTV locations

j. CCTV Cameras

1. Color
2. Fixed focus and pan -tilt- zoom (PTZ) cameras
3. Weatherproof housings
4. Pole mounted away from structure
5. Control of all points of entry

k. Handicap accessibility

1. Entire facility handicap accessible
2. Wheelchair access to public entry

l. Plant Material

1. Minimize maintenance
2. Avoid creating hiding places
3. Eliminate large ground cover

m. Snow Storage

1. Provide snow storage capacity
2. Motorcycle storage area (alternate location)

n. Exterior Hose Bibb Locations

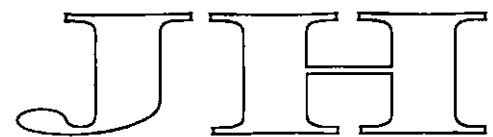
1. Provide varied locations around building for landscaping and maintenance

Site Needs Summary

Designated Areas	Area Estimate (sq. ft.)
Visitor Drop Off	1,000
Visitor Parking	6,500
Official Vehicle / Staff Parking	10,000
Refuse / Dumpster Area	250
Vehicle Impound Area	Off-site
Fuel Dispensing	Off-site
Maintenance Bay Approach	600
Sally Port Approach	450
Communications Tower	400
Emergency Generator / Pad	450
SUBTOTAL	19,650
Building Footprint (One story)	24,500
Future Expansion Potential	12,000
Landscaping / Open site area	12,000
TOTAL SITE AREA	68,150

DIVIDED BY 43,560 s.f./acre = 1.5 ACRES
(MINIMUM BUILDABLE ACRES REQUIRED)

Serving the Public Safety Community



JACUNSKI HUMES

ARCHITECTS, LLC

15 MASSIRIO DRIVE SUITE 101
BERLIN, CONNECTICUT
(860)-828-9221 FAX (860)-828-9223

Exhibit D

QUALIFICATIONS AND RELATED EXPERIENCE

Name of Company: _____

Location of Business: _____

CT State License and Registration No.: _____

Type of Company: _____

Claims and Suits: (If answer is yes attach details.)

Has your company ever failed to complete any work awarded to it? _____

Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization? _____

On a separate sheet of paper list all the projects your organization has in progress, percentage complete and scheduled completion.

List professional references:

- 1) _____
- 2) _____
- 3) _____

List client references.

- 1) _____
- 2) _____
- 3) _____

List categories of work that your organization performs with its own employees:

Number of years in business of your organization under its present name: _____

Average Volume of work over the last three years (in dollars): _____

Number of Employees: _____

Workers' Comp. Mod. Number: _____

Percentage of Work in Connecticut: _____

Percentage of Work Received through hard bid: _____

Percentage of Work from repeat customers over last ten years: _____

Have you designed and / or renovated a Police Station? _____

Where were they built? _____

When were they built? _____

What were the years and costs? _____

Have you designed and / or renovated a municipal building? _____

Where were they built? _____

When were they built? _____

What were the years and costs? _____

Is your firm a registered Set-Aside in the State of Connecticut? _____

If Yes, what kind? _____

List Company's Personnel that will be working on this project and estimate percentage of man-hours devoted to the project. Total should be 100% (Please attach resumes if appropriate)

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

List any sub-contractors or professional associates that will assist you in this project.

- 1) _____
- 2) _____
- 3) _____

Thank you for your interest.

Exhibit E

INSTRUCTIONS TO BIDDERS

The following instructions and specifications shall be observed by all bidders:

1. PROPOSAL COMPLIANCE

Bids shall be submitted on the enclosed forms. Incomplete forms may be cause for disqualification of the bid. Bids must be signed by the authorized representative/officer/agent of the bidder.

The Town of Woodbridge shall be the sole judge as to whether any bid complies with these specifications, and such a decision shall be final and conclusive. Bidders shall state any exceptions taken to the bid specifications.

2. BID RETURN ENVELOPE

All bids shall be submitted in sealed, opaque envelopes clearly labeled with the name of the bidder, his address, and the words "BID DOCUMENTS". Please clearly mark your envelope with the bid title and opening date to prevent opening of a sealed bid prior to the opening date. Proposals submitted in unmarked envelopes which are opened by the Town in its normal course of business will not be accepted. If time permits, the proposals will be returned to the bidder informing them that the proposal may be resubmitted in a sealed envelope properly marked as indicated above. The town will not be held responsible for those bids lost in the mail.

3. BID PROPOSAL/PRICE

Each bid must be submitted on the prescribed form and all blank spaces for bid prices must be filled in ink or typewritten in both words or figures. Bid prices shall include all labor, materials and equipment necessary to complete the work in accordance with the contract documents or these specifications and instructions. All prices must be NET, F.O.B. to the Town of Woodbridge, 11 Meetinghouse Lane, Woodbridge, Connecticut unless otherwise indicated. Bidders may quote on any, some or all items.

Negligence on the part of the bidder in preparing a bid confers no right of withdrawal or modification of a bid after such bid has been opened.

The Town of Woodbridge is exempt from the Connecticut sales tax, Federal excise taxes, and the provisions of the Federal Robinson-Patman Act.

4. WITHDRAWAL OF BIDS

Bids may be withdrawn personally or in writing by the bidder in time for delivery in the normal course of business prior to the time fixed for opening. Once bids are opened the prices shall remain firm for ninety (90) days after the bid opening.

5. RIGHT OF REJECTION

The Request for Proposal/bid does not necessarily contemplate an award based solely on price. The Board of Selectmen or its designee may reject or accept any and all bids in whole or in part or may waive any informality in bids received if, in its/his/her opinion, it is in the best interest of the Town to do so, for whatever reason.

6. METHOD OF AWARD—FACTORS

- A. Where more than one item is bid, the Town reserves the right to split the bid award individually or grouped if it is in the Town's best interest to purchase various vehicles or pieces of equipment bid based on the separate or grouped prices bid on the specific item(s).
- B. The delivery date may be a major factor considered in awarding a contract and may result in an award to a vendor other than the low bidder.
- C. In the event there is a discrepancy between the price written in words and in figures, the price written in words shall govern.

7. FAMILIARITY WITH LAWS, SITE CONDITIONS AND DOCUMENTS

Each bidder is required to be familiar and comply with the terms and conditions of the specifications and all other contract documents and with all federal, state, and local laws, ordinances or regulations which in any manner relate to the furnishing of the equipment, material or services in accordance with the contract.

The submission of a bid shall be construed as an assurance that the bidder has examined all the conditions of the bid documents and specifications, and the failure of the bidder to familiarize himself with conditions related to the specifications shall in no way relieve any bidder from any obligation in respect to this bid.

8. QUALIFICATIONS OF BIDDER

The Town may make such investigation as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish to the Town all such information for this purpose as the Town may request. The Town reserves the right to reject any bid if the evidence submitted by or discovered by investigation of a bidder fails to satisfy the Town that such bidder is qualified to carry out the obligations of the contract and to the work contemplated therein.

9. ERRORS, INTERPRETATIONS, AND ADDENDA

Should the bidder find any omissions, discrepancies or errors in the specifications or other contract documents or should the bidder be in doubt as to the meaning of the specifications or other contract documents, the bidder should immediately notify the Town Finance Director, who may correct, amend or clarify such documents by a written interpretation or addendum. No oral interpretation shall be made to any bidder and no oral statement of the Town or any agent or representative of the Town shall be effective to modify any of the provisions of the contract documents. The Town of Woodbridge shall have the right to request clarifications of bids submitted and hold public hearings for the consideration of the merits of any or all bidders.

10. SUBSTITUTION FOR NAMED BRANDS OR SUBCONTRACTING

Should brand name items appear in these specifications, before bidding on any item considered equal to or better than a named item, the bidder shall get written approval from the Finance Director for the substitution. The bidder shall not subcontract the work under this project without the written approval of the Finance Director.

11. GUARANTEE

All vehicles, equipment and materials including all parts and assemblies, if applicable, shall be guaranteed against defects in material and workmanship and shall be in accordance with specifications and adequate for its intended use. Where it is required for the vendor to repair, replace or to modify, alter, add or remove hardware, parts, components or related accessories for the purpose of insuring proper appearance, performance or operation, the same shall be done as required by the vendor until such time as acceptable performance, operation or appearance has been established. Problems that may occur shall be corrected consistent with the guarantee. The vendor shall attend to and remedy such items in a reasonable and timely manner. Appropriate logs, schedules, and reports shall be maintained by the vendor to document these items and the action taken. Warranty information, catalogues of parts, and/or instructions of use shall be provided with the bid form when appropriate; otherwise, the same shall be provided upon delivery. All warranties shall be assignable to any customer of the Town of Woodbridge or agent thereof intended to benefit from such services. These warranties shall be in addition to any remedies provided by applicable law. Bidder warrants that all goods and

services furnished hereunder shall be designed, constructed and performed so as to comply with the Williams-Steiger Occupational Safety and Health Act of 1970, as amended from time to time, and the rules, regulations and standards issued thereunder by any applicable governmental authority which as of the date of performance will apply to the goods and services furnished hereunder.

12. HAZARDOUS WASTE

In the event that vehicles, equipment or materials are the subject of this bid and they involve the handling of hazardous waste and associated insurance coverages are not identified elsewhere in the bid documents, the bidder's insurance policy must provide Environmental Impairment Liability. The bidder warrants that it understands the currently known and suspected hazards to persons, property and the environment by the transport, treatment, and disposal of hazardous waste. The bidder warrants that it will perform all services hereunder in a safe, efficient and lawful manner using industry-accepted practices and in full compliance with all applicable Connecticut and federal laws and regulations.

13. INDEMNIFICATION

The bidder shall at all times indemnify and hold harmless the Town of Woodbridge and its officers, agents and employees on account of and from any and all claims, damages, losses, judgments, workers' compensation payments, litigation expenses and legal counsel fees arising out of injuries to persons (including death) or damage to property alleged to have been sustained by (a) officers, agents and employees of the Town of Woodbridge or (b) the bidder, his subcontractors or material men or (c) any other person, which injuries are alleged to have occurred on or near the work or to have been caused in whole or in part by the acts, omissions or neglect of the bidder or his subcontractor or material men or by reasons of his or their use of faulty, defective or unsuitable materials, tools, or equipment of defective design in constructing or performing under this bid. The existence of insurance shall in no way limit the scope of this indemnification. The bidder shall reimburse the Town of Woodbridge for damage to property of the Town of Woodbridge caused by the bidder, or his employees, agents, subcontractors or material men or by faulty, defective or unsuitable material or equipment used by him or them. Bidder agrees that he will indemnify and hold the Town harmless for all claims growing out of the lawful demands of subcontractors, laborers, suppliers and assignees. Bidder further agrees to assume and pay for the defense of all such claims, demands, suits, proceedings and litigation. The provisions of this paragraph shall survive the expiration or early termination of this agreement.

14. QUANTITIES

The quantities as listed are estimates. The Town is in no way obligated to purchase any set amount at any time, but will purchase as needs dictate. The estimates listed can be considered average purchases per year. The Town reserves the right to increase or decrease the quantity of each bid item at the same bid price stated on the bid form.

15. EVIDENCE OF ORDER

If notified of the acceptance of this proposal and the proposal involves ordering vehicles, equipment or materials, the bidder agrees to submit evidence of having ordered the vehicle, equipment and/or material within five (5) days of the "NOTICE TO PROCEED".

16. RIGHT TO TERMINATE CONTRACT

In the event that any of the provisions of this contract are violated by the bidder or any of his subcontractors, the Town may serve written notice upon the contractor of its intention to terminate the contract. Such notices shall contain the reasons for such intention to terminate the contract and the contract shall cease and terminate within five (5) days, unless within five (5) days after the delivery of such notice upon the bidder, such violation or delay shall cease and mutually acceptable arrangements for correction are made. In the event of any such termination, the Town shall deliver notice of such termination to bidder.

The Town of Woodbridge reserves the right to cancel outstanding orders awarded against this bid after reasonable time for delivery has passed. In addition, in the event of any such cancellation, the Town of Woodbridge shall have the right to contract with the next most qualified bidder hereunder, as determined by the Town of Woodbridge, if it deems it in the best interest of the Town of Woodbridge. Notwithstanding the foregoing, the Town shall not be held to a basis of the lowest prices for which the completion of the work or the supplying of equipment or any part thereof might have been accomplished, but it shall charge the defaulting bidder and the defaulting bidder shall be liable for all sums actually paid or expenses actually incurred in effecting prompt performance hereunder. In the event the Town of Woodbridge incurs any loss, cost or expense on account of such termination or cancellation (including, without limitation, additional cost of the next most qualified bid or performing under the contract and attorneys' fees), the bidder as to whom or which the contract shall have been terminated or cancelled shall be liable to the Town of Woodbridge for such loss, cost, or expense.

17. DELIVERY

Delivery of items or commencement of project shall be within thirty (30) days of purchase order issuance or specified date scheduled in this document. The Town may establish blanket purchase orders under these specifications and require delivery on a monthly basis.

18. RISK OF LOSS

Bidders agree to bear the risk of loss, injury, or destruction of goods and material ordered herein which occurs prior to acceptance. Such loss, injury or destruction shall not release the bidder from any obligation under this bid. Delivery shall be F.O.B.

19. PAYMENT

Invoices shall be furnished to the Woodbridge Finance Director for verification and approval of the amount due the successful bidder. Final payment shall not be made until final acceptance by the Town of Woodbridge of all vehicles, equipment, materials or services. Payment shall be made within 30 days after approval and acceptance. Terms and conditions other than those stated above must be stated on bid. If a successful bidder is in default hereunder and/or the Town of Woodbridge is of the opinion that a meritorious claim exists or will exist against such bidder of the Town arising out of the negligence of such bidder, then the Town may withhold payment of any amount otherwise due and payable hereunder. Any amount so withheld may be retained by the Town for such period as it may deem advisable to protect the Town against any loss and may, after written notice to such bidder, be applied in satisfaction of any claim herein described. This provision is intended solely for the benefit of the Town and no person shall have any right against the Town or claim against the Town by reason of the Town's failure or refusal to withhold monies. This provision is not intended to limit or in any way prejudice any other right of the Town and no interest shall be payable by the Town on any amounts withheld under this provision.

20. EQUAL OPPORTUNITY—AFFIRMATIVE ACTION

Each bidder with ten (10) or more employees shall complete the Certificate of Bidder which is included as part of these specifications. Bidders with less than ten (10) employees should indicate this on the Certification and return it with their bid.

A signature on the form certifies that the bidder does not discriminate on the basis of race, color, sex, national origin, age or disability.

21. APPLICABLE LAW

This agreement shall be construed in accordance with the laws of the state of Connecticut and any action at law in connection herewith shall be brought in Connecticut state courts.

22. REQUIRED PROVISIONS

Each and every provision and clause required by law to be inserted in this agreement shall be deemed to be inserted herein and the agreement shall be read and enforced as though such provisions and clauses were included herein. If, through mistake or otherwise, any such provision is not inserted or is not correctly inserted, then, upon the written consent of the parties, this agreement shall forthwith be physically amended to make such insertion.

23. GENERAL

A successful bidder may be required to furnish a performance bond accepted to Town Counsel.

Any unit furnished as a result of this bid is to be a new and unused model currently in production. Accessories necessary for its proper functioning on delivery are assumed to be included in the quote even though not necessarily mentioned in the specifications. All assemblies, sub-assemblies and component parts for all units specified are to be standard and interchangeable except where noted.

The award of any contract hereunder is subject to the following conditions and contingencies:

- a) The approval of such governmental agencies as may be required by law;
- b) The appropriation of adequate funds by the proper agencies or governmental bodies;
- c) If the bidder is a corporation or other legal business entity, it must have a current license to do business in the state of Connecticut that is on file with the Connecticut Secretary of the State or it must be organized and in good standing under the laws of the State of Connecticut.

24. CONFLICTING PROVISIONS

If any of the provisions hereunder conflict with the provisions of any specifications attached hereto or issued in connection herewith, the contractual provisions of these instructions shall control. Notwithstanding the foregoing, the Town of Woodbridge reserves the right to issue written clarification regarding resolution of any conflicting provisions, in which event such written clarification shall control.

25. **INSURANCE REQUIREMENTS**

The bidder shall carry at its expense and provide evidence of insurance coverage listed below to protect itself and the Town of Woodbridge from and against liability, loss, damage, expense, cost (including without limitation to litigation and court costs and attorneys' fees) out of or in connection with the performance of any work performed in accordance with the specifications or any related documents, whether such work is performed by the bidder or any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Coverage must be written with insurance companies licensed in the State of Connecticut and approved by the Town of Woodbridge. The insurance company writing coverage must have at least an A-rating by Best & Company. All policies shall provide a thirty (30) day advance notice of cancellation to the Town of Woodbridge.

1. **Workers Compensation:**

Coverage A:	Statutory
Coverage B:	
Employers Liability:	
Bodily injury by accident	\$100,000 per person
Bodily injury by disease	\$100,000 per person
Bodily injury by disease	\$500,000 aggregate

All states and voluntary compensation endorsements

2. **Commercial General Liability**

Limits of Liability:	\$1,000,000 each occurrence
	\$2,000,000 general aggregate
	\$2,000,000 products/completed operations aggregate

3. **Auto Liability**

Limits of Liability:	\$1,000,000 each accident
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4. **Excess (Umbrella) Liability:**

The requirement that an Umbrella Policy be provided will depend on a case-by-case evaluation. Your exposure to catastrophic loss arising from the work or service being performed will determine the limit required.

Note: Special policy endorsement or additional coverages may also be required based on the special nature of the work of service being required (Professional Liability, E&O, D&O, Sexual Abuse and Molestation coverage and Bonds).

Coverage:

Town of Woodbridge to be named as additional Insured on a primary and non-contributory basis to all policies, except Workers Compensation. All policies should also include a Waiver of Subrogation.

Certificates of insurance shall be presented to the Finance Director for approval before the successful bidder, its agents and/or employees commence any work whatsoever pursuant to the contract.