

City of Somerville, Massachusetts
Police Headquarters Facility Feasibility Study
March 03, 2016

Somerville Police Headquarters Facility Feasibility Study Work Plan:

Based on our understanding of the City's requirements we have developed the following list of tasks required to complete the Feasibility Study:

1.0 Needs Assessment

1.1 Questionnaire

Compile and transmit to the Department a comprehensive questionnaire in order to compile *quantitative* information regarding operational divisions, staffing levels, number of calls, number and types of vehicles and/or equipment stored on site.

1.2 Needs Interview

Meet with Chief and key divisional staff to discuss the data gathered via the questionnaire and develop a more *qualitative* understanding of the administrative and operational goals their impact on spatial requirements.

2.0 Space Needs Program

2.1 Develop a Draft Space Needs Program

Develop a draft space needs program indicating specific interior and exterior requirements based on the information gathered in the Needs Assessment including area subtotals by division.

2.2 Room Data Sheets

Produce individual sketches of key administrative, operational and support spaces including specific layout information for required furniture and equipment, as well as, Technology, Communications, Audio/Visual, lighting, HVAC, finishes and privacy requirements.

2.3 Draft Report

Review Space Needs and Room Data Sheets with Department, make required revisions and produce a final Draft of the Report.

3.0 Site Selection

3.1 Candidate Identification

Work with the City to determine two (2) candidate sites including field observation of potential sites.

3.2 Data Gathering

Review all existing data regarding each site and identify issues affecting the proposed use as Police headquarters. Identify any testing or additional studies that may be needed to make a final determination

3.3 Analysis

Complete a comprehensive analysis of each site including zoning analysis, a sensitive and environmental receptor analysis and an assessment of suitable utilities (water, sewer, power and communications) in the area and strategies for storm water management if required.

3.4 Recommendation

Develop a list of the assets and liabilities of each site and make an appropriate use recommendation to the City.

4.0 Conceptual Layouts

4.1 Conceptual Plans.

Develop up to three (3) conceptual level options for room, building and site layouts for implementing the approved program for the Police Headquarters.

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4.2 Finishes and System Narratives

Develop a preliminary finish schedule and recommended building systems narratives for review/discussion.

4.3 Identify Preferred Option

Review conceptual layout options and narratives with the Chief and key staff, identify the preferred conceptual option including probable cost differentials where applicable.

5.0 Construction Cost Estimate / Opinion of Probable Project Costs

5.1 Estimate Package.

Upon selection of a preferred option compile the approved plans, preliminary finish schedule and building system narratives, and an estimated bid and construction schedule to the professional estimator for a construction cost estimate.

5.2 Construction Cost Estimate.

Based on the above, develop a detailed concept-level construction cost estimate. Upon reception of estimate, conduct a design team review by individual building science disciplines and make any required revisions

5.3 Opinion of Probable Project Cost.

Based on the approved anticipated construction cost, develop an opinion of the total project costs including all anticipated Owners costs such as A/E fees, OPM fees, land survey, geotechnical investigation, traffic studies, permit fees, utility back charges, moving, testing and inspection costs plus an appropriate owner's project contingency reserve.

6.0 Final Report/Presentation

6.1 Compile / Review.

Compile all final draft documents and submit to owner for final review/approval.

6.2 Final Report.

Upon receipt of final comments, make appropriate revisions, reproduce and bind three original reports and forward, along with an electronic file, to the City for its use.

6.3 Graphic Presentation.

Develop a PowerPoint summary presentation of the Final Report for the use of the City if required.

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FEES:

Task 01 - Needs Assessment:	\$2,800
Task 02 - Space Needs Program:	\$8,200
Task 03 - Site Selection:	\$8,000
Task 04 - Conceptual Layouts:	\$24,500
Task 05 - Construction Cost Estimate / Opinion of Probable Project Costs:	\$6,500
Task 06 - Final Report/Presentation:	<u>\$2,000</u>
TOTAL:	\$52,000