

REPORT

June 20, 2018

CITY OF
Somerville
MASSACHUSETTS

New Somerville Police Headquarters
Programming and Site Evaluation Report



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EXECUTIVE SUMMARY

The City of Somerville commissioned Weston & Sampson to undertake a Feasibility Study for a new Police Headquarters. The scope of investigation included assessment of the existing Police Station facility, a facility space needs assessment, investigation and analysis of potential sites, and conceptual site planning for a new facility. In addition, Weston & Sampson was asked to evaluate the space needs for the Fire Department Engine 3 Company, currently housed at the Police Headquarters, which the City is considering including in a new Police Headquarters facility.

The existing facility was renovated from a MBTA car barn in 1985 to accommodate the Police and Fire Departments. Because of the constraints of the existing building and growth of the departments since 1985, the facility no longer functions efficiently for the Police and Fire Departments. The building also has many deficiencies due to its age and site issues, including severe flooding in the lower floors and an aging exterior envelope.

Weston & Sampson, along with their sub-consultant, Kaestle Boos Associates, conducted detailed staff interviews and inventory of the existing police facility. From this information, a detailed program and space needs diagram for each of the required spaces were developed. After review with the Police and Fire Departments, it was determined that a program of approximately 78,000 square feet was needed to accommodate the current and future needs of the Police Headquarters, and approximately 6,500 square feet of program space for the Fire Department Engine 3. Programming information is attached in Appendix A.

Based on this programming information, Weston & Sampson developed generic, conceptual layout schemes to determine a minimum ground floor footprint for a proposed new Police HQ building. Examining both three and four story schemes, it was determined that a minimum footprint of between 18,000 and 30,000 square feet will be needed to accommodate the proposed program in an efficient and logical manner. These conceptual layouts allow: 1) The ground floor level to accommodate Fire Engine 3, Police detention, and public-oriented services; 2) The upper floors to accommodate Police Administration, operations, Police and Fire staff support, and other Police specialty functions. The concepts typically assume a below-grade level for police vehicle storage.

Weston & Sampson worked with the City to determine a list of criteria to be used for objectively scoring a short-list of viable sites selected by the City. A matrix of the final six sites was further developed by scoring each site based on sixteen criteria organized in eight categories. Conceptual site layouts were also developed for each of the six finalist sites in order to verify their usability. Site 6, 90 Washington Street, scored highest in the matrix with a 74% score. Further detailed discussion of the criteria used and how the sites were scored is included in this report.

1.0 EXISTING FACILITY DESCRIPTION AND ANALYSIS

Section 1.0 A physical and operational assessment of 220 Washington St., home to the Somerville Police Department Headquarters and Somerville Fire Department Engine 3 Company, confirms that it does not meet the current and future needs of the departments. Operationally, the building is too small. Furthermore, the facility, a former MBTA car barn last renovated in 1985, not only fails to meet modern-day policing and firefighting needs, it has reached the end of its useful life.

1.1 Existing Police HQ Facility

A number of deficiencies have been identified with the existing facility, including but not limited to:

- There is inadequate space for current and future needs of the Police Department to carry out their public safety duties.
- There is inadequate space for police vehicles on the site.
- Adjacencies within the Police divisions do not meet operational needs of the department.
- The 911 Dispatch center does not meet current professional design standard practices for security, break and locker provisions, etc.
- Severe flooding occurs in the basement floors, putting police and fire vehicles, the building generator, and other areas at risk. Flooding led to the relocation of Engine 3 staff out of the building into temporary trailers and later modular units on site.
- The building exterior envelope is aging and requires upgrade and significant maintenance.
- There is inadequate parking for public use on the site.
- There are scheduling and security conflicts between the Academy Training room, community use space, and the Emergency Operations Center, which currently all share the same space.

2.0 PROGRAMMING AND SPACE NEEDS ASSESSMENT

Section 2.0 Weston & Sampson and their sub-consultant, Kaestle Boos, conducted detailed interviews with supervisors, officers and staff from all divisions within the Police Department. Utilizing national design standards of practice for Public Safety facilities, space needs diagrams were developed for each of the required spaces in the proposed new facility. Some of these spaces matched the existing spaces, while many of the spaces were either new or expanded as needed to meet the operational requirements of the Police Department. From these space needs diagrams, a programming matrix was developed to determine a minimum total facility size. In addition, a comparison of the existing spaces to the proposed program was included.

The program for the proposed facility concluded that a building of approximately 78,000 square feet will be needed to meet the current and future operational needs of the Police Department. This does not include the proposed program for the Fire Department Engine, estimated at 6,500 square feet, as described in 2.2 below.

2.1 Police Department Programming

The Police Department consists of the following divisions and departments:

- Administration, including:
 - Administrative Staff
 - Special Operations
 - Homeland Security
 - Crime Analysis
 - 911/Dispatch
 - Financial Services
 - Payroll, Records
 - IT/Communications/Social Media
 - Community Outreach
 - Animal Control
 - Auxiliary
- Criminal Investigation, including:
 - General Investigations
 - Family Services/Domestic Violence
 - Forensics
 - Narcotics
- Operations, including:
 - Patrol
 - Traffic
 - Marine Unit (future)
- Academy/Training
- Detention
- Evidence

2.2 Fire Department Engine 3 Programming

The Fire Department Engine 3 consists of the following program spaces:

- Firefighter's Quarters/Support, including:
 - Report writing work area
 - 4 Bunk rooms
 - Kitchen
 - Dayroom
 - Dining
 - Gym
 - 3 toilets

- Apparatus Bays:
 - Engine 3
 - Ladder 4 (spare used when frontline equipment is being repaired)
 - Engine 4 (spare used when frontline equipment is being repaired)
 - Fire Investigator Unit SUV
 - Boat and Trailer
 - Gear Lockers
 - Equipment Wash Area
 - Equipment Storage
 - Tire Storage
 - Hose Storage

3.0 SITE INVESTIGATION

The site assessment process began with a preliminary list of potential sites provided by the City for Weston & Sampson to review. A list of basic site information for all the sites was compiled, including size, allowable development size, ownership, zoning and permitting data, and assessed value. From this initial group, a final list of six sites was developed for evaluation.

Site information for the final six sites is included in Appendix B.

3.1 Site Analysis Criteria

Weston & Sampson worked with the City to develop the site evaluation matrix and the criteria upon which Weston & Sampson scored and ranked the sites. The following is an explanation of each of the criteria used in the site scoring matrix:

1. Location

- 1a. Fire Response Time (five points): Fire response time is for the Fire Department Engine 3 that is currently part of the program of the existing Police HQ and is proposed to be part of the new Police HQ. Fire response times were estimated by the City's SomerStat Office of Innovation and Analytics using a drive-time analysis methodology. The response times were provided for each of the proposed sites which were determined to be capable of fitting the Fire Department Engine 3 program. For those sites that would not fit Engine 3, scoring was based on existing response times from the current Union Square location. However, as the 2016 Carlson Fire Group study noted, development pressure in the Union Square area suggests that response times from the current location may increase in the future due to increased population and vehicle traffic. The maximum score of five for this criterion was given to sites for which 90% or more calls had an estimated response time of 5 minutes or less.
- 1b. Community Visibility/Connection (five points): Community visibility is a more subjective criterion for scoring sites that takes into account the importance of the Police HQ to be visible and connected to the community. Sites that scored high on this criterion had adjacency to significant thoroughfares, community centers or squares, and a shape and orientation to allow for locating the building, particularly the public portion, toward public areas such as a main street or square.
- 1c. Site Access (five points): The criterion of site access covers 1) vehicular access to the community for police and fire emergency response; and 2) pedestrian/public transportation access to the site for public services provided by the departments.

2. Physical Features

- 2a. Size of Usable Site (five points): The usable site size was determined based on the full lot size and the maximum percent lot coverage allowed by zoning. Sites with usable area larger than 1.0 acres received a score of five.

- 2b. Shape of Site (five points): Scoring for this criterion was determined both from the physical shape of the site and test fitting of a conceptual site layout of the proposed program. Generally, sites that scored high in this category had a contiguous, regular shape, and a ratio of length to width closer to one.
- 2c. Fit Engine 3 (five points): The criterion of fitting the Fire Department Engine 3 was determined by test fitting a conceptual plan of the proposed Police/Fire program. The site size and shape needed to allow the additional ground-floor space for the Fire apparatus program, including apron/turn around space and safe access to the street for emergency response.

3. Zoning Consistency

- 3a. Proximity to Residential District (five points): While criterion 1b (Community Connection) measured connection to the community, this criterion scored sites for their distance from dense residential districts. The assumption for this criterion is that a large development, such as the new Police HQ, may be disruptive in the middle of, or immediately adjacent to, a residential neighborhood, and that a commercial or industrial district would be better suited to absorb such a project.
- 3b. Allowed Area Coverage (five points): While similar to criterion 2a (Site Size), this criterion specifically gives higher scores to sites in less restrictive zoning districts, whose allowable lot coverage is higher.

4. Environmental Impacts

- 4a. Presence of Receptors (five points): Sites were scored for the presence of Human and Environmental receptors. Human receptors include areas near or on the proposed site that the proposed project could affect, including public drinking water supplies, surface water protection areas, historic districts, etc. Environmental receptors include perennial and intermittent streams, wetlands and vernal pools, endangered or rare species habitats, and flood zones.
- 4b. Hazardous Materials Issues (five points): The potential presence of hazardous materials was determined for scoring based on preliminary review of Massachusetts DEP public records for hazardous materials releases.

5. Infrastructure

- 5a. Availability of Utilities (five points): While typically this criterion has some variability in smaller communities, the density of the City of Somerville ensures that availability of utilities (electrical, gas, public water/sewer, etc.) is uniform across all sites. In order to illustrate this, it was decided that this criterion remain despite scoring equally for all sites.

6. Permitting

- 6a. Permitting (five points): Sites that require complex and lengthy permitting due to zoning scored lower. Because all sites require a Site Plan Review and Special Permit for a municipal facility,

all sites scored a two out of five. In order to illustrate this, it was decided that this criterion remain despite scoring equally for all sites.

7. Traffic Impacts

7a. Traffic Impacts (five points): Scoring was determined by analysis of surrounding roads and intersections based on emergency response of Police and Fire vehicles. This was a professional opinion determination and was not based on a detailed traffic study.

8. Cost of Development

8a. Existing Structures (five points): Sites with dense existing structures scored lower based on the assumption that the removal of the existing structures is necessary for the proposed new facility and demolition will add to the overall cost.

8b. Existing Tenants/Owners (five points): The existence of multiple tenants on the site would increase the level of disruption to tenants/owners and add to the overall project cost due to legal and other fees associated with terminating leases and/or relocating tenants. Sites with single or no tenants scored highest.

8c. Site Assessment Cost (five points): Since all the potential sites are privately owned, the cost of purchasing the site will have to be factored into the overall project cost. Scoring for this criterion was determined from a dollar per acre value based on the assessed value and the overall lot size for each site. Sites with the highest cost per acre received the lowest scores.

3.2 Site Scoring and Ranking

Using the established criteria described above, the six sites were scored and ranked in a matrix (see Appendix B).

Site 6, 90 Washington Street, scored highest with a score of 74% (63 out of 85). The full list of site scoring is as follows:

Rank	Site No. / Address	Percent Score (raw score)
1	Site 6 (90 Washington Street)	74% (63 out of 85)
2	Site 2 (17 McGrath Highway)	69% (58 out of 85)
3	Site 3 (185 Somerville Ave)	67% (57 out of 85)
4	Site 4 (501 Mystic Valley Parkway)	66% (56 out of 85)
5	Site 5 (526 Somerville Ave)	61% (52 out of 85)
6	Site 1 (17 Inner Belt Road)	59% (50 out of 85)

Site scoring determinations for each criterion explained in narrative form are included in Appendix B.

APPENDIX A

Programming Matrix and Space Needs Sheets





Somerville Police Department

Space Needs Assessment v1.2

December 6, 2016

KAESTLE BOOS
associates, inc

Area/Room Title	Rm. Type	Occupants	No. of Rms.	Rm. Area	Subtotal	Total	Interview Notes	Ex. Rm Area
Public Areas								
Vestibule		0	1	100 sf	100 sf			
Lobby/Waiting		10	1	500 sf	500 sf			1848 sf
Public Toilets		0	2	200 sf	400 sf			
Public Interview		2	2	100 sf	200 sf			
Firearm Permit		2	1	80 sf	80 sf			
Public Total:						1280 sf		1848 sf
Communications Center								
Public Info. Counter		0	1	40 sf	40 sf			
Patrol Desk Officers		2	1	240 sf	240 sf		main public interface directly adjacent to lobby; monitor building & traffic cameras	
Patrol Lt. Commander		1	1	180 sf	180 sf		located directly adjacent to Dispatch; shared workstation; (5) vertical file cabinets	154 sf
Weapons Storage		1	1	25 sf	25 sf		long gun storage	
Patrol Sergeants		1	1	160 sf	160 sf		shared workstation; (6) vertical file cabinets	88 sf
Dispatch/ 911 Center		4	1	700 sf	700 sf		Black box, no public interaction, adjacent to Commander	273 sf
Locker Room		16	1	80 sf	80 sf		currently 14 staff	
Unisex Toilet		1	1	65 sf	65 sf			
Break Room		3	1	105 sf	105 sf			
Supply Storage		3	1	25 sf	25 sf			
Coat Closet		3	1	15 sf	15 sf			
Server/ Equip. Room		0	1	300 sf	300 sf		Current design has 5 server racks for 911, station network & servers, access control, CCTV (city intersections, Building); located adjacent to Desk Officer	96 sf



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Area/Room Title	Rm. Type	Occupants	No. of Rms.	Rm. Area	Subtotal	Total	Interview Notes	Ex. Rm Area
E911 Equip. Room	6.4	0	1	60 sf	60 sf		May be cage added into above	
Access Control Maint.	6.8	0	1	150 sf	150 sf		Located near lobby / Camera & Access control for entry. Does not need to be accessible from Departments secure area.	108 sf
Communications Center Total:						2145 sf		719 sf



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Area/Room Title	Rm. Type	Occupants	No. of Rms.	Rm. Area	Subtotal	Total	Interview Notes	Ex. Rm Area
Records/Data Processing							located directly off lobby	
Public Info. Counter	6.3	0	1	40 sf	40 sf			
Records Clerk	2.2	2	1	150 sf	150 sf		both workstations can see window to lobby	108 sf
File Area	6.7	0	1	120 sf	120 sf		HD File (2 years)	
Work/Copy Room	6.6	0	1	100 sf	100 sf			
Supply Storage	6.2	0	1	25 sf	25 sf			
Archives	14.3	0	1	360 sf	360 sf		May be in Lower Level, HD Storage (Long term, 7 yr statute of limitations)	
Records/Data Processing Total:						795 sf		108 sf
Training/ Community Meeting Facility								
Training/Community Mtg.	3.2	50	1	1250 sf	1250 sf			1200 sf
Training Lieutenant	1.5	1	1	180 sf	180 sf		close to Community / Training room (secure side); meeting table for (4)	270 sf
File/Copy Area	6.5	0	1	80 sf	80 sf			
Patrol Equip. Storage	14.1	0	1	250 sf	250 sf		adjacent to Lieutenant's Office	
Honor Guard Storage	6.3	0	1	40 sf	40 sf			
RAD Storage	6.4	0	1	60 sf	60 sf			
Table and Chair Storage	6.7	0	1	120 sf	120 sf			
A/V Equipment Storage	6.3	0	1	40 sf	40 sf			
Kitchenette	6.6	0	1	100 sf	100 sf			
Coat Closet	6.4	0	1	60 sf	60 sf			
Training Facilities Total:						2180 sf		1470 sf
Command / Administration								
Command Staff								
Visitor waiting/Reception	6.4	2	1	120 sf	120 sf		intern as greeter	260 sf



Somerville Police Department

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Area/Room Title	Rm. Type	Occupants	No. of Rms.	Rm. Area	Subtotal	Total	Interview Notes	Ex. Rm Area
Administrative Assistant	1.3	1	1	140 sf	140 sf		separate office; vision to front door	143 sf
Chief	1.11	1	1	325 sf	325 sf		Adjacent to Conference room; meeting table for (6)	
Deputy Chief	1.9	1	2	275 sf	550 sf		(1) Operations, (1) Support; Adjacent to Chief's Office; soft meeting area	579 sf
Prof. Standards (Lt.)	2.5	2	1	240 sf	240 sf		meeting table for (3); (5) vertical files	225 sf
E911 Room	6.5	1	1	80 sf	80 sf		secured; direct access to Professional Standards Office	
Chief's Aide (Sgt.)	1.4	1	1	160 sf	160 sf		close proximity to Chief's Office; meeting table for 4	
Homeland Security (Sgt.)	1.4	1	1	160 sf	160 sf		can be anywhere in building	169 sf
Crime Analysis	2.2	3	1	225 sf	225 sf		(2) analysts & (1) intern	226 sf
Conference Room	3.2	12	1	300 sf	300 sf			
File Room	6.6	0	1	100 sf	100 sf		personnel files; (6) lateral files	
Coffee/Break Room	3.4	5	1	175 sf	175 sf			96 sf
Work/Copy/Mail Room	6.6	0	1	100 sf	100 sf			
Supply Storage	6.4	0	1	60 sf	60 sf			
Coat Closet	6.1	0	3	15 sf	45 sf		within Chief & Deputy Chief's offices	
Command Staff Total:						2780 sf		1698 sf

Administration

Admin Captain	1.7	1	1	225 sf	225 sf		meeting table for (6)	224 sf
Financial Analyst	1.4	1	1	160 sf	160 sf			198 sf
Payroll Clerk	1.4	1	1	160 sf	160 sf		(2) lateral files	176 sf
Detail Office	2.5	2	1	240 sf	240 sf		(2) workstations; meeting table for 6; large copier	156 sf
Supply Storage	6.4	0	1	60 sf	60 sf			60 sf
Administration Total:						845 sf		814 sf

Emergency Operation Center

internal location



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Area/Room Title	Rm. Type	Occupants	No. of Rms.	Rm. Area	Subtotal	Total	Interview Notes	Ex. Rm Area
E.O.C. Meeting	3.3	15	1	450 sf	450 sf			396 sf
Technology Storage	6.2	1	1	25 sf	25 sf			
Coat Closet	6.1	1	1	15 sf	15 sf			
Emergency Operation Center Total:						490 sf		396 sf

Special Operations

Special Ops Office	2.5	2	1	240 sf	240 sf	(1) Lieutenant; (1) Sergeant	476 sf
K-9 Officer	2.3	2	1	180 sf	180 sf	shared workspace	
Animal Control Officers	2.3	2	1	180 sf	180 sf	located close to Dispatch	
Animal Control Stor.	6.3	2	1	80 sf	80 sf		
Special Ops. Total:						680 sf	476 sf

Auxiliary Police

Auxiliary Police Office	2.3	4	1	360 sf	360 sf	(4) 4 drawer File Cabinets access from corridor to use for hearings	224 sf
Conference Room	3.3	6	1	180 sf	180 sf		
Supply Storage	6.3	0	1	40 sf	40 sf		
Auxiliary Police Total:						580 sf	224 sf



Somerville Police Department

Space Needs Assessment v1.2

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Area/Room Title	Rm. Type	Occupants	No. of Rms.	Rm. Area	Subtotal	Total	Interview Notes	Ex. Rm Area
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Information Technology/Social Media Support

IT Office/ Workroom	2.3	3	1	270 sf	270 sf			255 sf
Testing/Burn-in/Parts	6.7	0	1	120 sf	120 sf			
Equipment Storage	6.5	0	1	80 sf	80 sf			
Network Equipment Rm	6.6	2	1	200 sf	200 sf		Part of overall E911 / network equipment room. Separate with wire partitions.	
IDF Closets	6.2	0	3	25 sf	75 sf			
IT Support Total:					745 sf			255 sf

Community Outreach Help and Recovery (COHR)

Visitor waiting/Reception	6.4	2	1	120 sf	120 sf		Direct access to Training/Community Room	
COHR Office	2.3	3	1	270 sf	270 sf		visible & accessible to Lobby	272 sf
Director's Office	1.5	1	1	180 sf	180 sf		4 file cabinets	
Jail Diversion Coord.	1.4	1	1	160 sf	160 sf		meeting table for (4)	
Conference Room	3.3	6	1	180 sf	180 sf			
Work/Copy/Mail Room	6.6	0	1	100 sf	100 sf			
Supply Storage	6.4	0	1	60 sf	60 sf		for event/promotional items	
Coat Closet	6.1	0	1	15 sf	15 sf			
COHR Total:					1085 sf			272 sf



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Criminal Investigative Bureau

Visitor Waiting/Reception	6.3	2	1	80 sf	80 sf			
Detective Clerk	1.2	1	1	120 sf	120 sf		Clerk is greeter; semi-private from Investigations Office; direct access to Conference Room	180 sf
Criminal Invest. Captain	1.7	1	1	225 sf	225 sf			225 sf
Lieutenant Detectives	2.5	1	2	120 sf	240 sf			225 sf
Forensics Office	2.3	2	1	180 sf	180 sf		(1) Sergeant Detective & (1) Detective	225 sf
Court Sgt. Detective	1.4	1	1	160 sf	160 sf			72 sf
Sergeant Detective	1.4	2	1	320 sf	320 sf			
Investigations Office	2.3	15	1	1350 sf	1350 sf			1240 sf
File Area	6.5	0	1	80 sf	80 sf			
Interview Rooms	5.2	3	2	90 sf	180 sf			63 sf
Media Review Room	6.6	1	1	100 sf	100 sf			
Conference Room	3.2	16	1	400 sf	400 sf		Used for roll call, raid planning, FBI / DEA collaboration (fusion room?)	176 sf
Secure File Room	6.7	0	1	120 sf	120 sf			63 sf
Coffee/ Break Room	3.4	6	1	210 sf	210 sf			
Work/Copy/Mail Room	6.6	0	1	100 sf	100 sf			
Equipment Storage	6.6	0	1	100 sf	100 sf			96 sf
Supply Storage	6.2	0	1	25 sf	25 sf			
Coat Closet	6.2	0	1	25 sf	25 sf			
Criminal Investigations Total:					4015 sf			2565 sf

Family Services

Visitor waiting/Reception	6.4	2	1	120 sf	120 sf		needs easily accessible, discreet entrance; close proximity to Detectives & Desk Officers	104 sf
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Area/Room Title	Rm. Type	Occupants	No. of Rms.	Rm. Area	Subtotal	Total	Interview Notes	Ex. Rm Area
Fam. Services Office	2.3	4	1	360 sf	360 sf		workstations for (1) Sergeant Detective; (2) Detectives, & (1) Victim Advocate	169 sf
Interview	5.2	3	1	90 sf	90 sf		informal & comfortable	90 sf
Work/Copy/Mail Room	6.6	0	1	100 sf	100 sf		includes kitchenette	
Supply Storage	6.2	0	1	25 sf	25 sf		toys & supplies	
Coat Closet	6.1	0	1	15 sf	15 sf			
Family Services Total:						710 sf		363 sf



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Area/Room Title	Rm. Type	Occupants	No. of Rms.	Rm. Area	Subtotal	Total	Interview Notes	Ex. Rm Area
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Narcotics Unit

Sergeant Detective	1.4	1	1	160 sf	160 sf			
Narc/Vice Det's. Office	2.3	7	1	630 sf	630 sf		includes location for DEA Liason	
Gang Det's. Offices	2.3	2	1	180 sf	180 sf			
File Room	6.5	0	1	80 sf	80 sf			
Work/Copy/Mail Room	6.6	0	1	100 sf	100 sf		includes kitchenette	
Supply Storage	6.2	0	1	25 sf	25 sf			
Coat Closet	6.1	0	1	15 sf	15 sf			
Narcotics Total:					1190 sf			225 sf

Evidence and Property

							located directly adjacent to Sally Port & Detention	
Temp. Evidence Lockers	6.2	0	1	25 sf	25 sf		15"h x 15"W; located in Processing Room w/pass through to Receiving	
Evidence Det. Officer	1.3	1	1	140 sf	140 sf			120 sf
Evidence Rec./Process	6.9	0	1	200 sf	200 sf		includes drying cabinets	300 sf
Evidence Processing Labor	6.7	0	1	120 sf	120 sf			
Fingerprint/Photo Lab	6.8	0	1	150 sf	150 sf			
Evidence Storage	14.4	0	1	500 sf	500 sf			165 sf
Drug Storage	6.4	0	1	60 sf	60 sf			
Vault Storage	6.8	0	1	150 sf	150 sf		weapons & cash	105 sf
Found Property Holding	14.3	0	1	400 sf	400 sf		bulk property and bike storage	300 sf
Evidence and Property Total:					1745 sf			990 sf

Patrol Operations

Patrol Facilities



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Area/Room Title	Rm. Type	Occupants	No. of Rms.	Rm. Area	Subtotal	Total	Interview Notes	Ex. Rm Area
Roll Call (Squad) Room	3.2	30	1	750 sf	750 sf		Can be used as 2nd training room. Must have latest tech for display of information, tie to EOC for event coordination, quick access to cruiser parking; lounge area, copier	738 sf
Report Preparation	3.6	3	1	150 sf	150 sf		Located close to Shift Commander office, but does not need direct vision	120 sf
Armory	6.6	0	1	100 sf	100 sf		Ammunition storage, PD long & pistol storage	
Patrol Facilities Total:						1000 sf		858 sf



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Community Police Officers

Comm. Police Office	1.2	1	1	120 sf	120 sf		communal workstation	
Bicycle Storage	6.1	10	1	150 sf	150 sf			
Supply Storage	6.2	0	1	25 sf	25 sf			
Community Police Total:					295 sf			

Traffic Unit

Visitor waiting/Reception	6.3	2	1	80 sf	80 sf		can be located anywhere; some limited public access	
Citation Clerk	1.2	1	1	120 sf	120 sf		Clerk is greeter	143 sf
Traffic Lieutenant	1.5	1	1	180 sf	180 sf		2-3 meet across desk	170 sf
Traffic Sergeant	1.4	1	1	160 sf	160 sf		located off Clerks area	99 sf
Traffic Unit Office	2.3	10	1	900 sf	900 sf			460 sf
Interview/ Exam Room	5.3	3	1	90 sf	90 sf		for Hackney & Crossing Guards	
File Room	6.6	0	1	100 sf	100 sf		archive files	
Work/Copy/Mail Room	6.6	0	1	100 sf	100 sf		includes kitchenette	
Supply Storage	6.2	1	1	25 sf	25 sf			
Equipment Storage	6.6	1	1	100 sf	100 sf		for crossing guard equipment	
Coat Closet	6.1	1	1	15 sf	15 sf			
Traffic Total:					1870 sf			872 sf

Marine Unit

Marine Unit Office	2.3	4	1	360 sf	360 sf			
Traffic Total:					360 sf			

Prisoner Processing and Detention.

Sally Port

Vehicle Sally Port Bay	11.3	0	2	525 sf	1050 sf		side x side	
Impound Vehicle Bay	11.3	0	2	525 sf	1050 sf		side x side	



Somerville Police Department

Space Needs Assessment v1.2

December 6, 2016

KAESTLE BOOS
associates, inc

Area/Room Title	Rm. Type	Occupants	No. of Rms.	Rm. Area	Subtotal	Total	Interview Notes	Ex. Rm Area	
Sally Port Total:						2100 sf			0 sf



Somerville Police Department

Space Needs Assessment v1.2

December 6, 2016

KAESTLE BOOS
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Area/Room Title	Rm. Type	Occupants	No. of Rms.	Rm. Area	Subtotal	Total	Interview Notes	Ex. Rm Area
Prisoner Processing								
Temporary Holding	5.1	8	1	200 sf	200 sf		Processing/booking desk is operated by shift commander. Patrolman stay with prison while being processed.	60 sf
Processing Room	13.3	3	1	240 sf	240 sf		located directly adjacent to Sally Port	216 sf
Prisoner Prop. Lockers	6.2	20	1	25 sf	25 sf		Sobriety line, freestanding metal detector, photo area 15"h x 15"W; located in Processing Room	
Booking Officer Room	13.3	1	1	80 sf	80 sf		separate room from prisoner; direct access to remainder of station without going through detention	72 sf
Finger./ Breath, Room	13.2	2	1	120 sf	120 sf		separate from processing; air conditioned space	160 sf
Prisoner Shower (Decon)	7.2	0	1	70 sf	70 sf			
Custodian Closet	6.4	0	1	60 sf	60 sf			
Linen Storage	6.2	0	1	25 sf	25 sf			
Interview Room	5.1	3	2	75 sf	150 sf			
Non-status Offender Rm.	5.4	1	1	60 sf	60 sf		Locate in patrol area	
Matron Area	13.5	1	1	120 sf	120 sf		desk, files, kitchenette	180 sf
Unisex Toilet	7.1	1	1	65 sf	65 sf			
Bondsman interface	5.1	2	1	50 sf	50 sf			
Release Vest. (man lock)	13.1	0	1	50 sf	50 sf			
Prisoner Processing Total:						1315 sf		688 sf
Detention								
Male Cells	10.2	1	14	120 sf	1680 sf			686 sf
Female Cells	10.2	1	3	120 sf	360 sf			147 sf
Juvenile Cells	10.2	1	2	120 sf	240 sf			112 sf
Handicapped Cells (M,F&J)	10.3	1	3	150 sf	450 sf			
Soft Cell (MH)	10.3	1	1	150 sf	150 sf			



Somerville Police Department

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Area/Room Title	Rm. Type	Occupants	No.of Rms.	Rm. Area	Subtotal	Total	Interview Notes	Ex. Rm Area
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Detention Total: **2880 sf** 2005 had cap.=19 2016 cap.=21 **945 sf**



Somerville Police Department

Space Needs Assessment v1.2

December 6, 2016

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Area/Room Title	Rm. Type	Occupants	No. of Rms.	Rm. Area	Subtotal	Total	Interview Notes	Ex. Rm Area
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Staff Support

Staff Facilities

Male Patrol Lockers	8.5	125	1	2250 sf	2250 sf		30"W x 24"D lockers	1216 sf
Male Superior Lockers	8.5	40	1	720 sf	720 sf		24"W x 24"D lockers	243 sf
Male Civilian Lockers	8.5	15	1	270 sf	270 sf		12"W x 12"D lockers; use Officer toilets & showers	
Male Toilets	7.5	0	1	240 sf	240 sf			
Male Showers	9.1	4	1	120 sf	120 sf			
Female Officer Lockers	8.5	24	1	432 sf	432 sf		30"W x 24"D lockers	442 sf
Female Civilian Lockers	8.5	15	1	270 sf	270 sf		12"W x 12"D lockers; use Officer toilets & showers	169 sf
Female Toilets	7.3	0	1	160 sf	160 sf			
Female Showers	9.1	2	1	60 sf	60 sf			
Break Room	3.2	16	1	400 sf	400 sf		full kitchen; have (4) vending machines; needs easily accessible central location	
Miscellaneous Toilets	7.1	1	4	65 sf	260 sf			
Patrol Union Office	2.3	2	1	180 sf	180 sf		SPEA	225 sf
Superior Officers' Union	1.2	1	1	120 sf	120 sf		SPSOA	88 sf
Staff Facilities Total:					5482 sf			2383 sf

Wellness/Training Facilities

Wellness Center	14.7	0	1	1600 sf	1600 sf		direct access to both Officer locker rooms	1050 sf
Equipment Storage	6.5	0	1	80 sf	80 sf			
FATS Training Room	14.5	0	1	600 sf	600 sf			644 sf
Control Room	6.5	0	1	80 sf	80 sf			
Firing Range	15.0	5	1	2200 sf	2200 sf		2 wide and 3 center x 75' long stations, could be outbuilding	
Control Room	6.5	0	1	80 sf	80 sf			
Staging/Gun Cleaning	6.7	0	1	120 sf	120 sf			
Armory	6.6	0	1	100 sf	100 sf			96 sf



Somerville Police Department

Space Needs Assessment v1.2

December 6, 2016

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Area/Room Title	Rm. Type	Occupants	No. of Rms.	Rm. Area	Subtotal	Total	Interview Notes	Ex. Rm Area
Wellness/Training Total:						4860 sf		1790 sf

General Storage

General Storage Room	6.8	0	1	150 sf	150 sf			
Archival Storage Room	14.2	0	1	300 sf	300 sf			
Quartermaster Storage	6.8	0	1	150 sf	150 sf			
General Storage Total:						600 sf		



Somerville Police Department

Space Needs Assessment v1.2

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Area/Room Title	Rm. Type	Occupants	No. of Rms.	Rm. Area	Subtotal	Total	Interview Notes	Ex. Rm Area
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Vehicle Support

Vehicle Storage

Motorcycle Storage	6.3	8	1	320 sf	320 sf			
Motorcycle Supply Stor.	6.5	1	1	80 sf	80 sf			
Bicycle storage	6.1	10	2	150 sf	300 sf			
Traffic Trailer	6.5	2	1	160 sf	160 sf			
Liquid Storage	6.1	1	1	15 sf	15 sf			
Vehicle Storage Bay	11.1	30	1	9000 sf	9000 sf		below grade covered parking area	
Vehicle Storage Total:					9875 sf			6500 sf

Building Support Facilities

Facility Maintenance

Custodial Closets	6.2	0	5	25 sf	125 sf			
Custodial Workshop	6.7	0	1	120 sf	120 sf			
Equipment Storage	6.5	0	1	80 sf	80 sf			
Building + Supply Stor.	6.9	0	1	200 sf	200 sf			
Facility Maintenance Total:					525 sf			

Vertical Circulation

Stairs		0	2	400 sf	800 sf			
Elevator		0	1	100 sf	100 sf			
Elevator Machine Room		0	1	60 sf	60 sf			
Vertical Circulation Total:					960 sf			

Building Services

Laundry	6.5	0	1	80 sf	80 sf			
Mechanical Room		0	1	800 sf	800 sf			
Sprinkler Equipment	6.8	0	1	150 sf	150 sf			



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Space Needs Assessment v1.2

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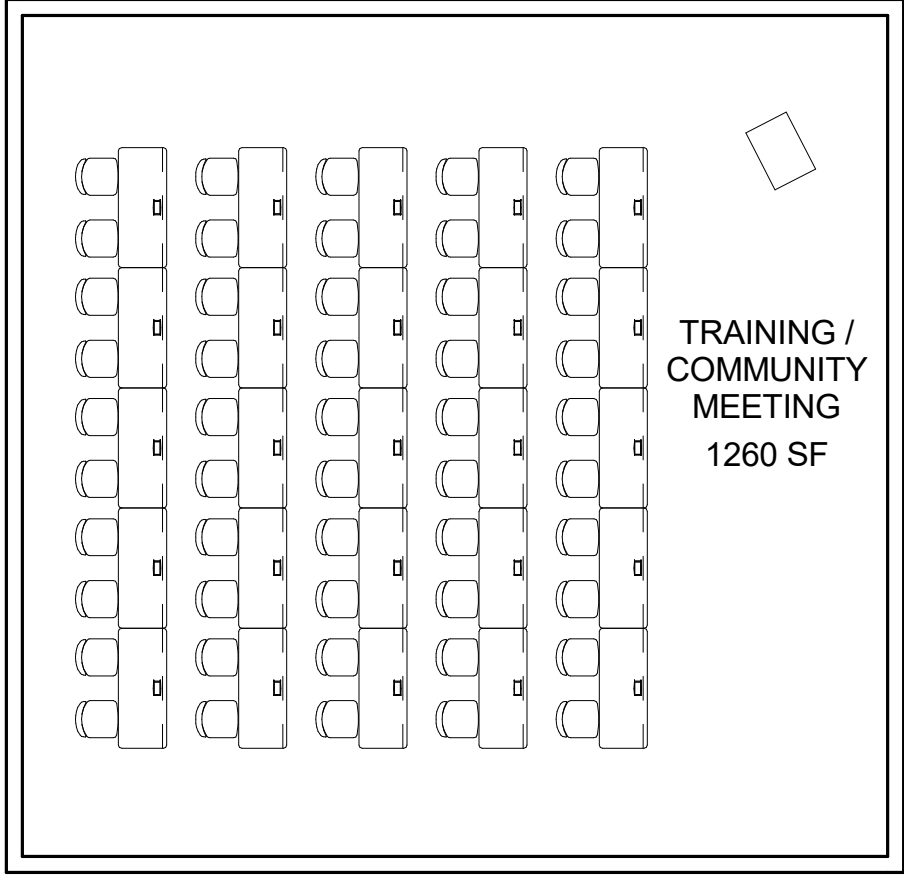
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Area/Room Title	Rm. Type	Occupants	No. of Rms.	Rm. Area	Subtotal	Total	Interview Notes	Ex. Rm Area
Electrical Room	6.9	0	1	200 sf	200 sf			
Emerg. Electrical Room	6.5	0	1	80 sf	80 sf			
Emergency Generator		0	0	500 sf	0 sf		Outside? Roof?	
Air Handling Equipment		0	1	750 sf	750 sf			
Building Services Total:						2060 sf		

Net to Gross Adjustment

Total Net Area					55,447 sf			26,459
Net to Gross Adjustment (Net Area x 0.40)					22,200 sf			

Gross Area Total:					77,647 sf			66,000 sf
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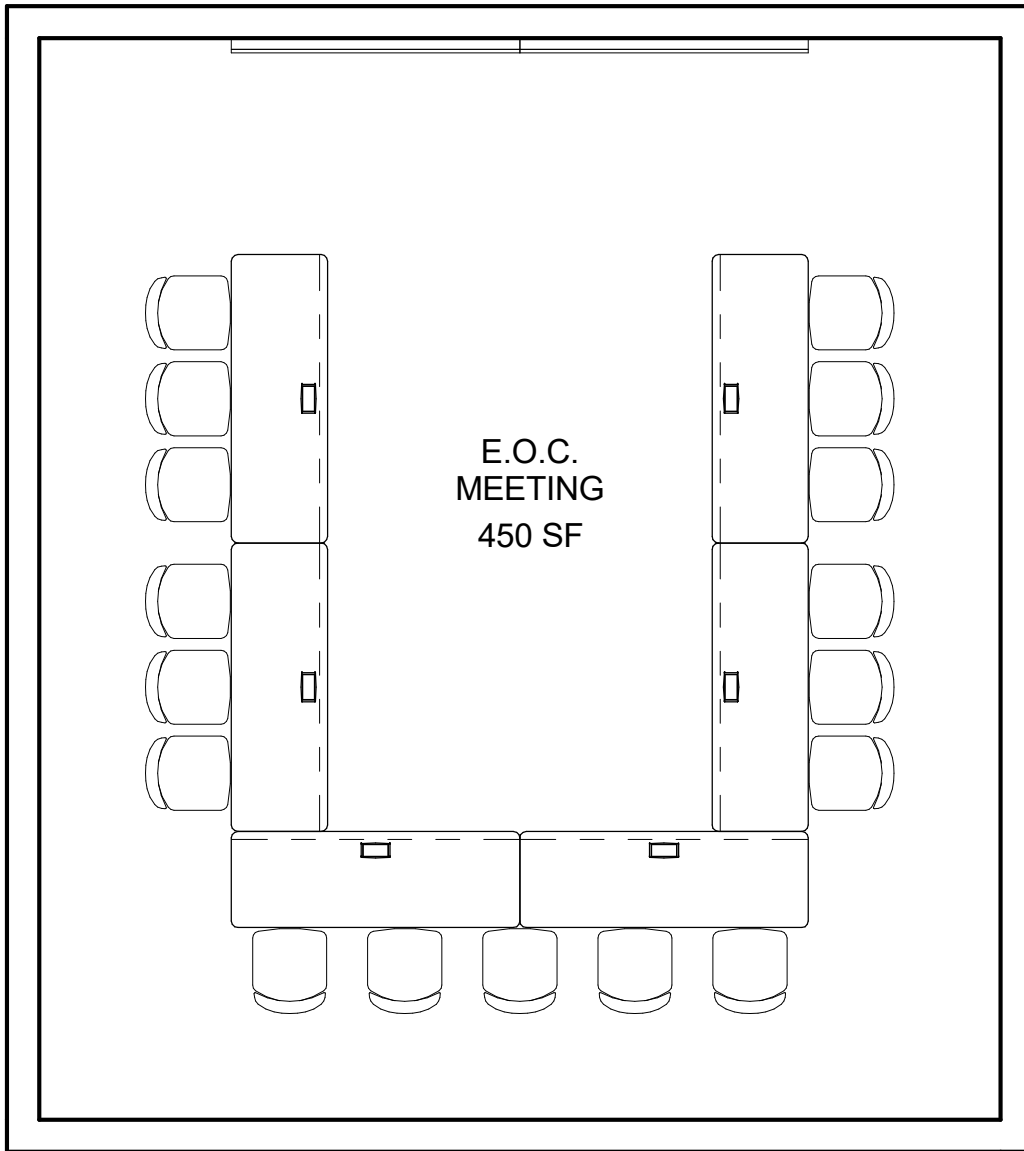
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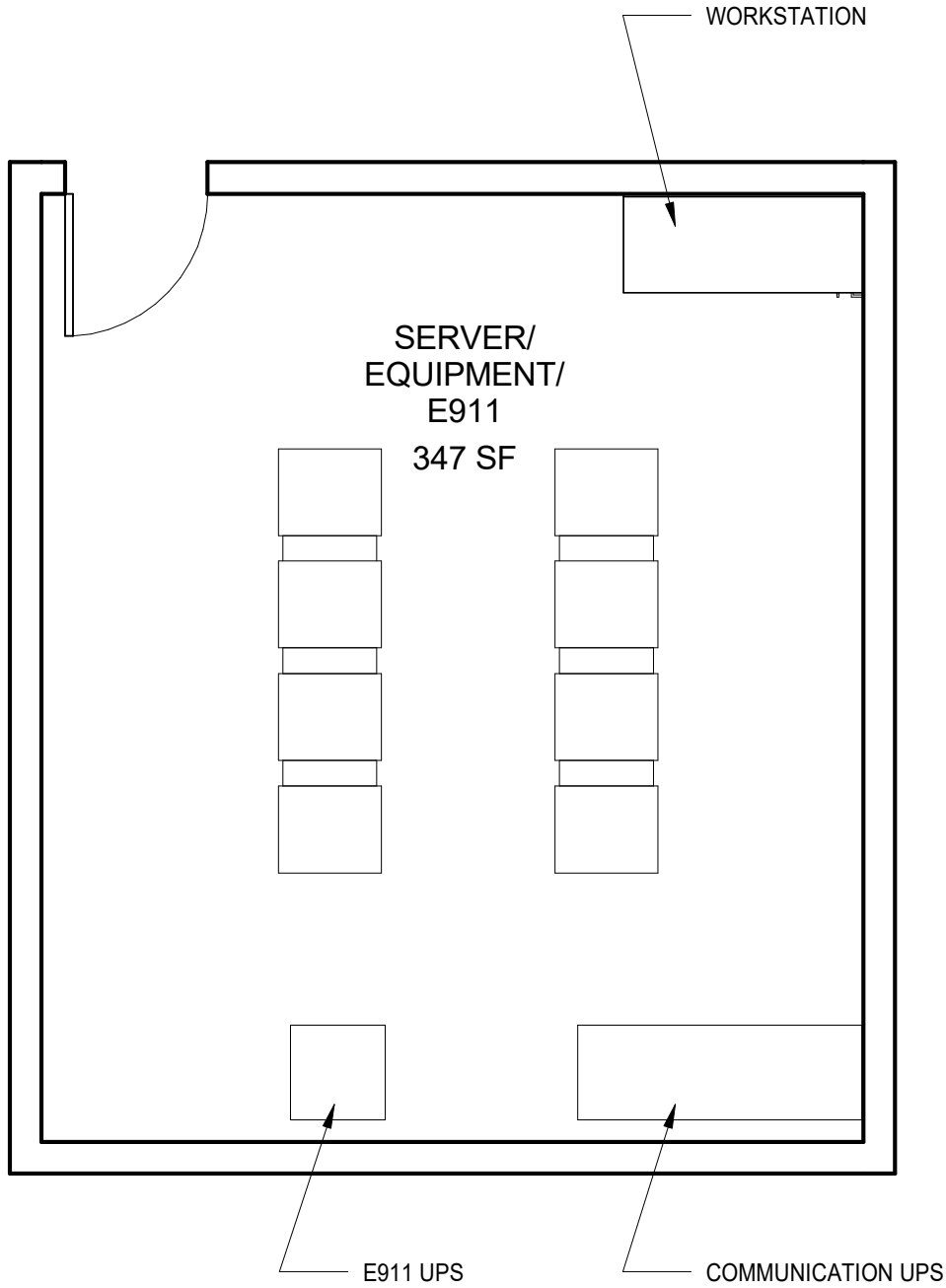
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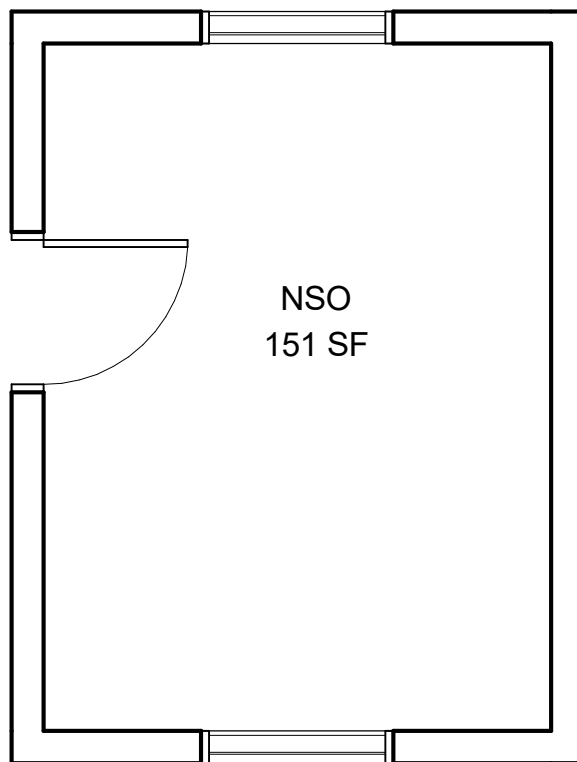
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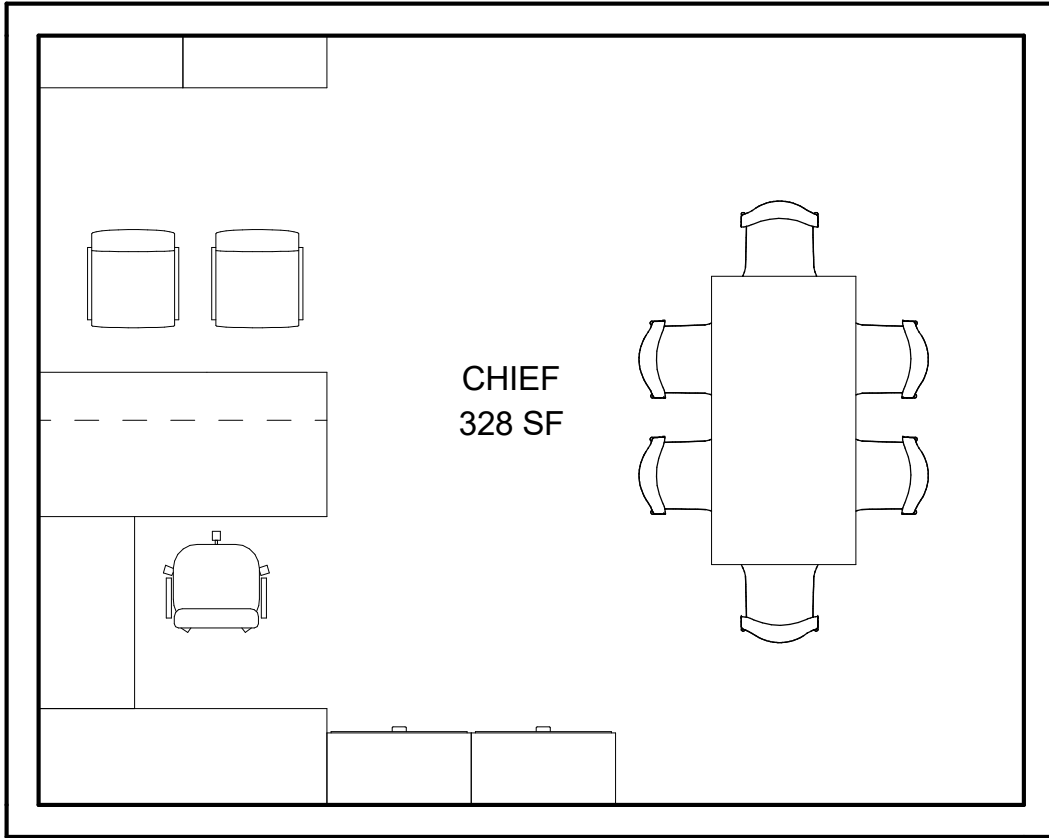
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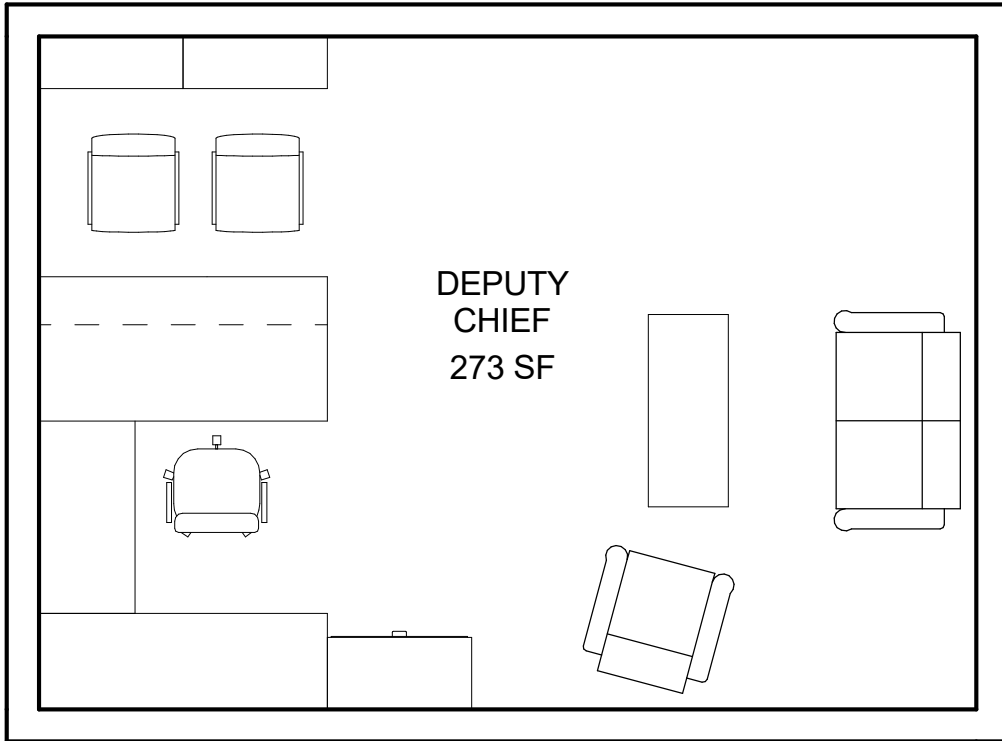
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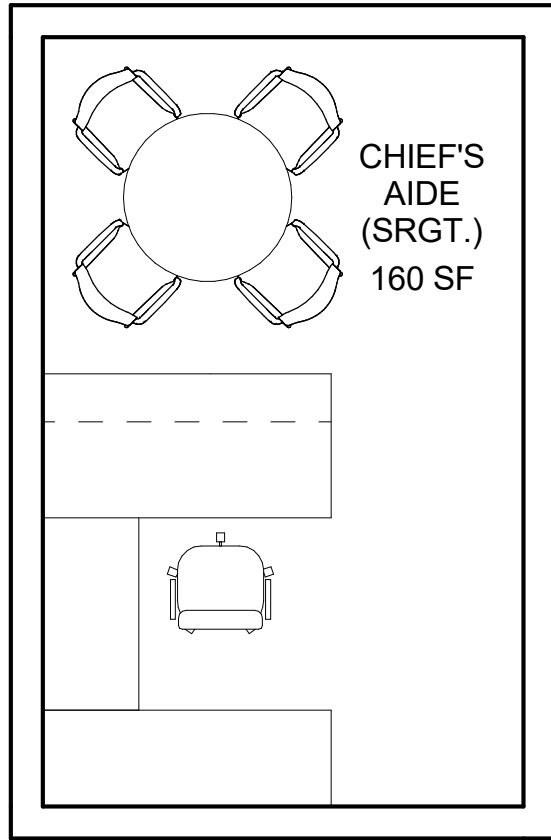
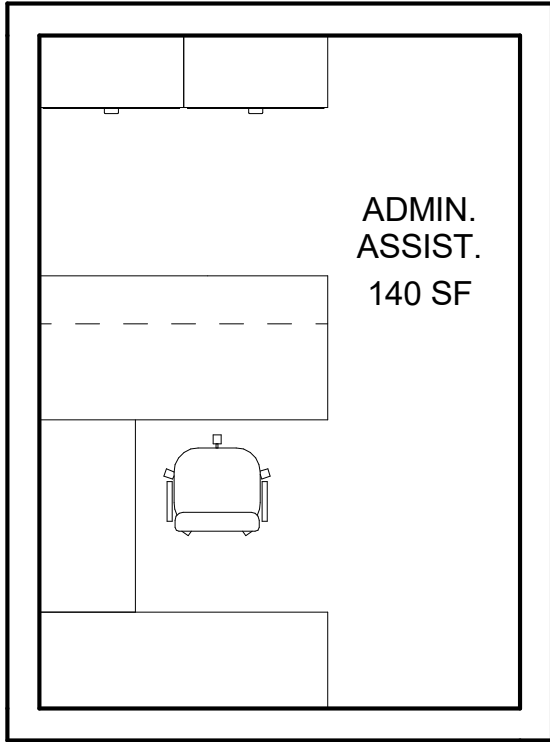
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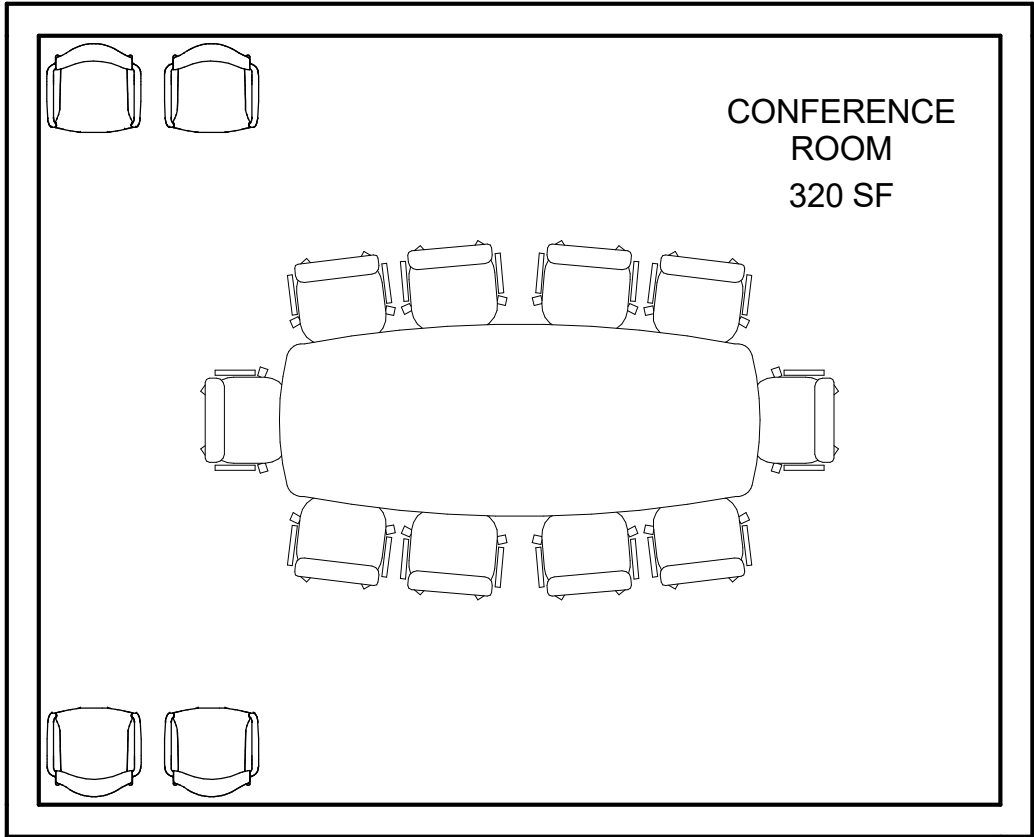
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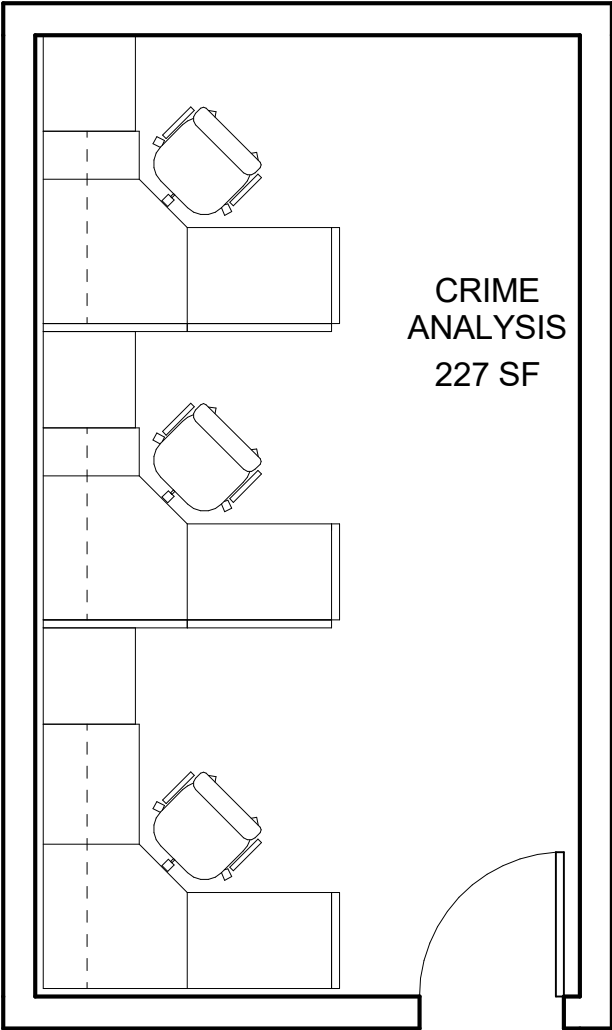
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CRIME
ANALYSIS
227 SF

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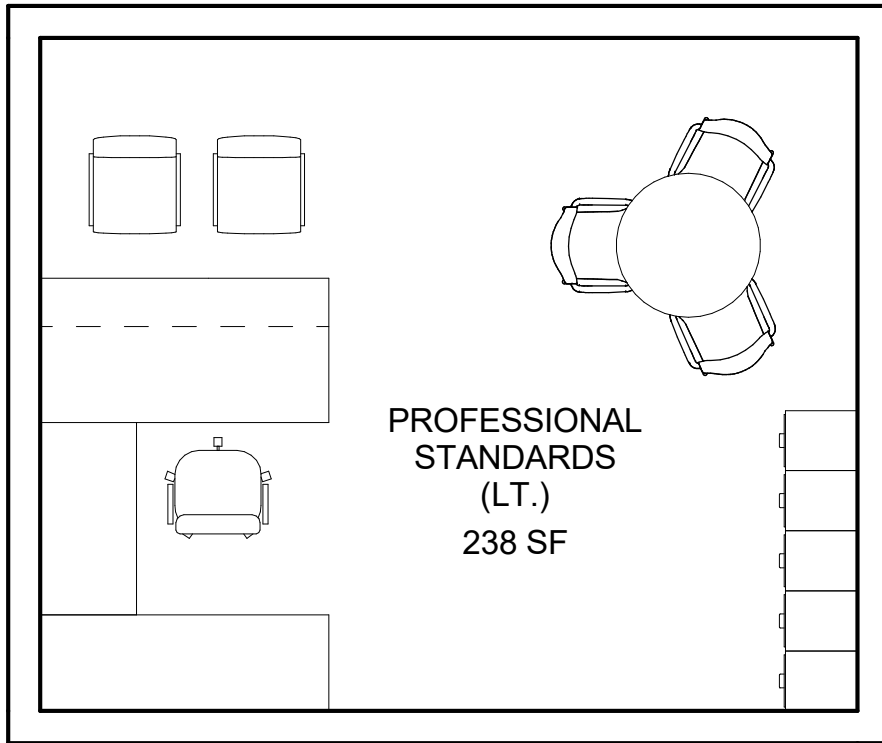
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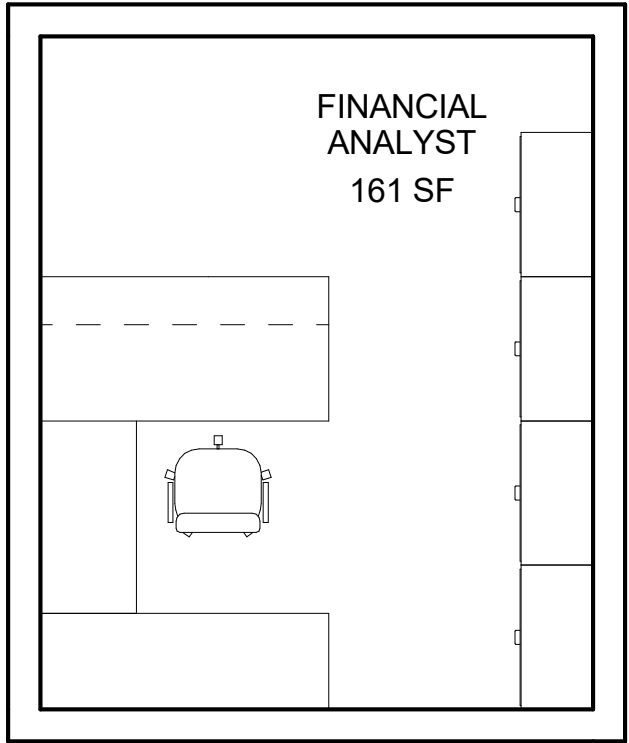
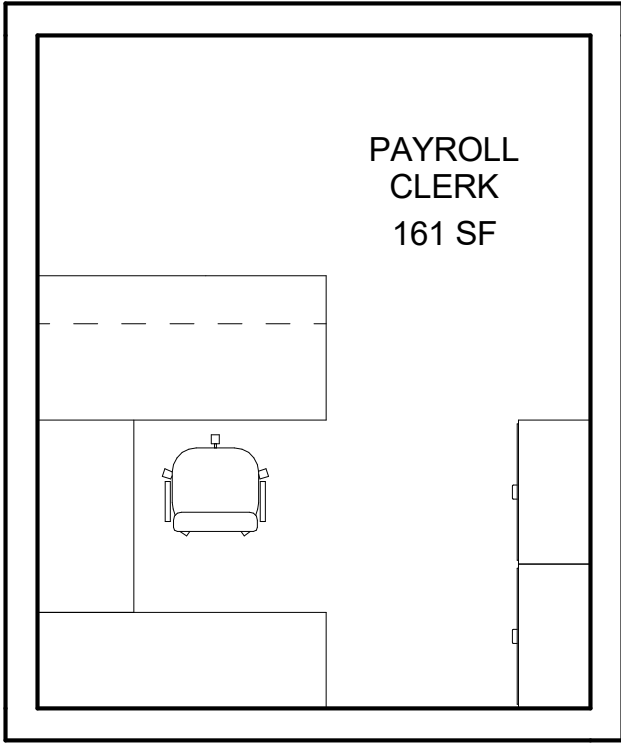
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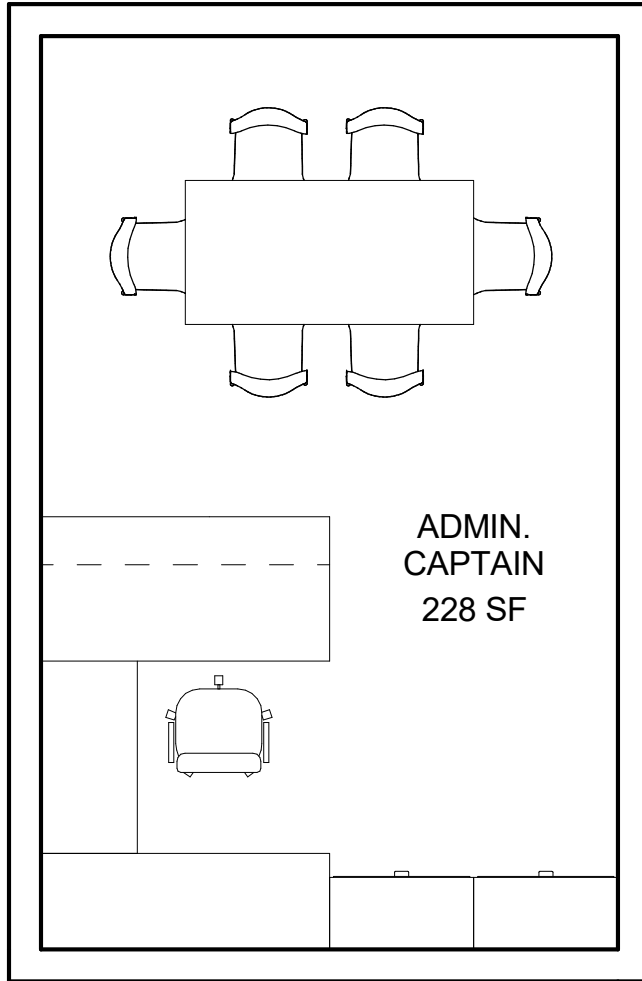
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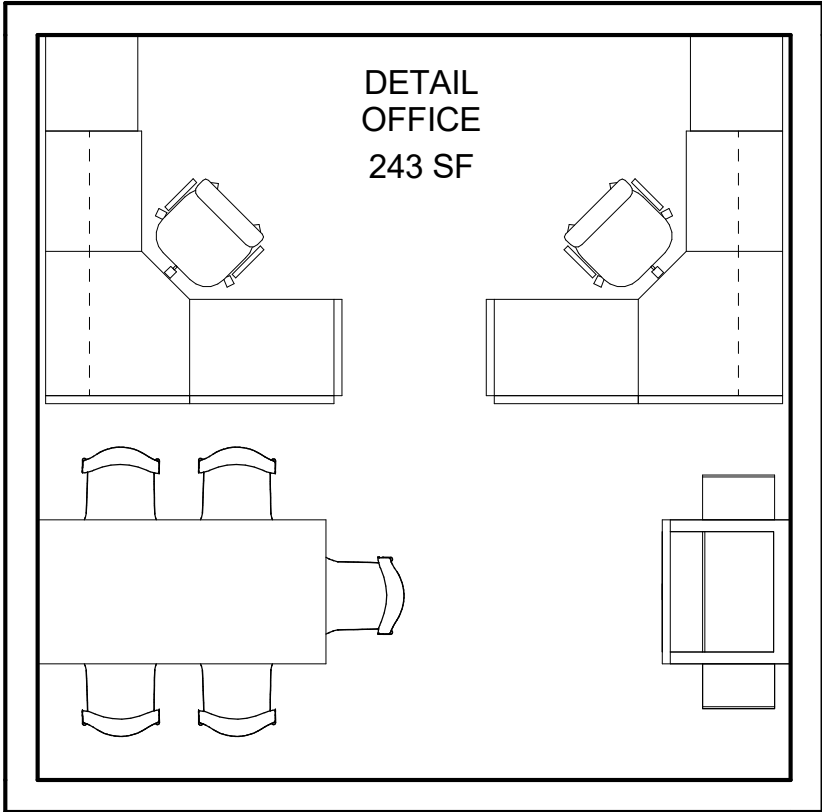
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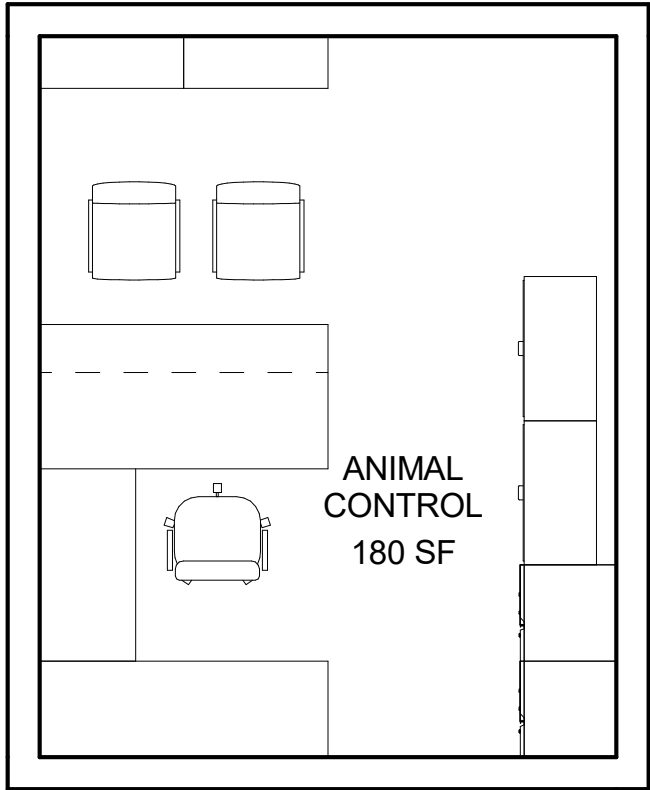
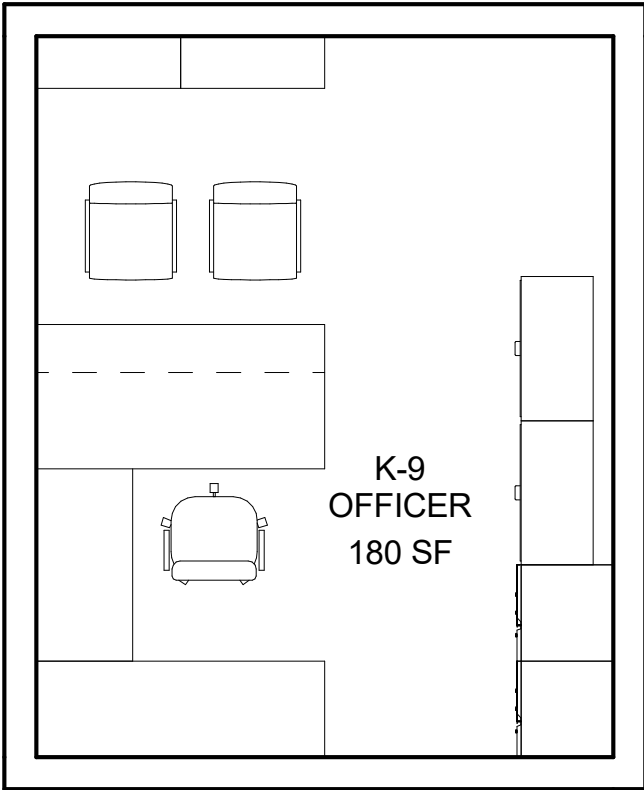
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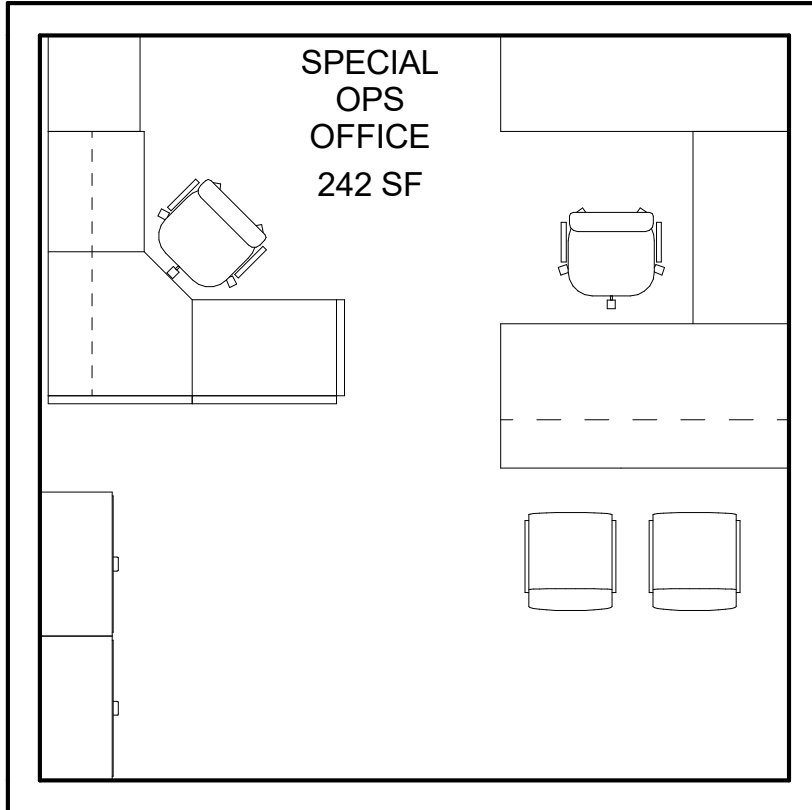
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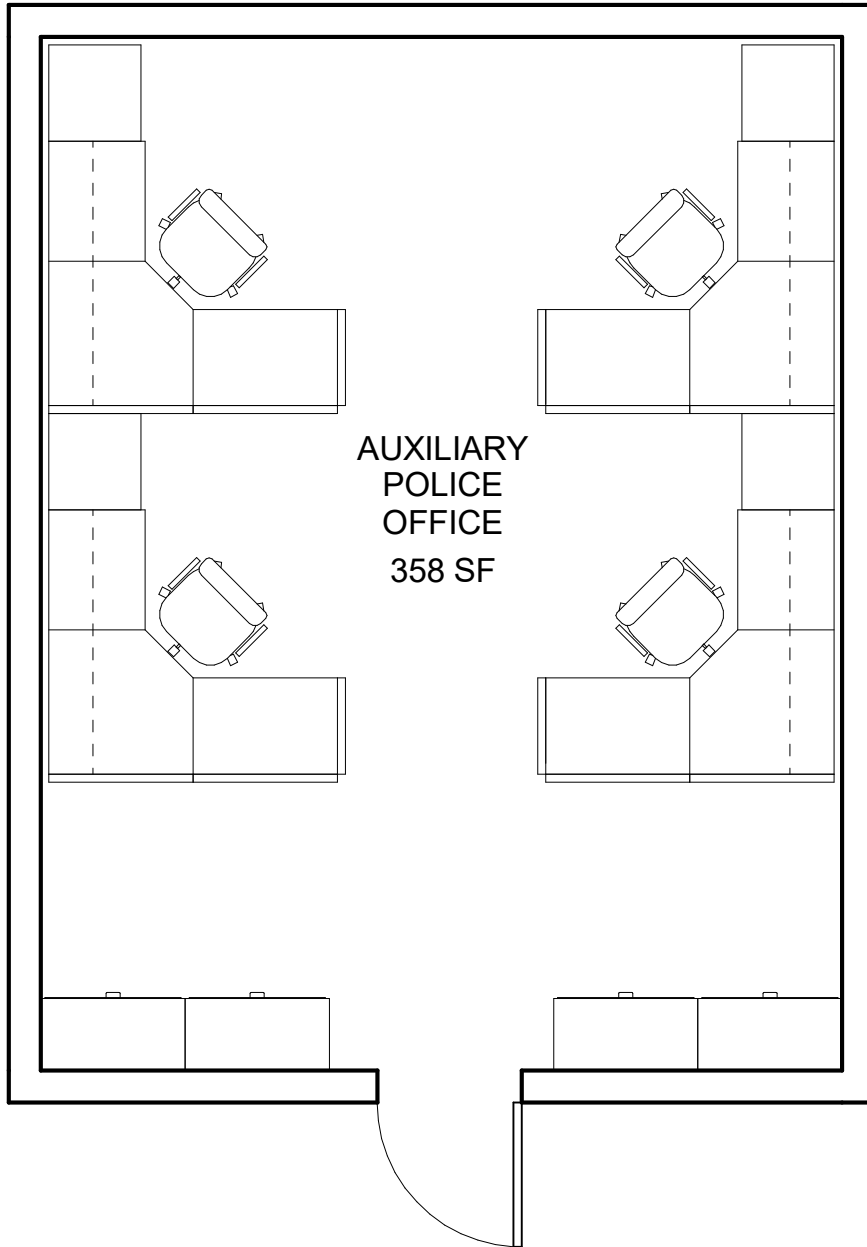
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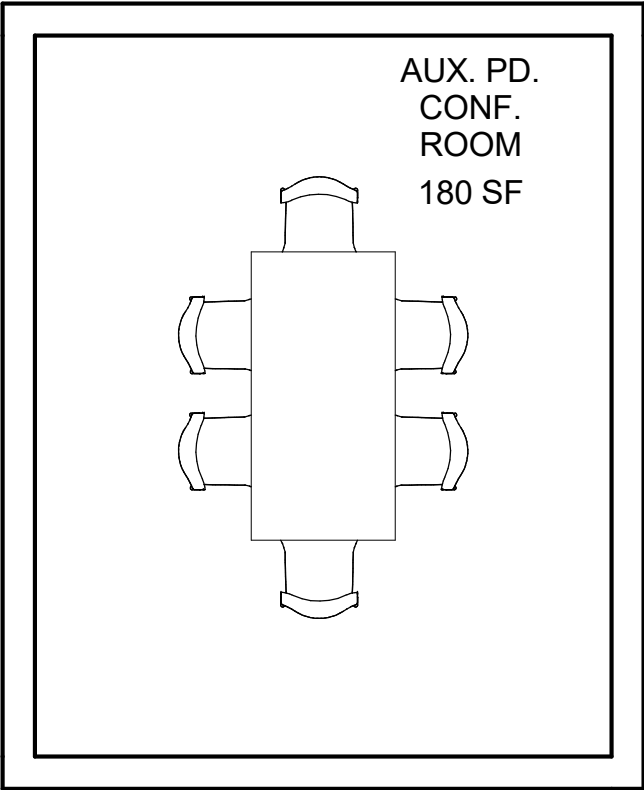
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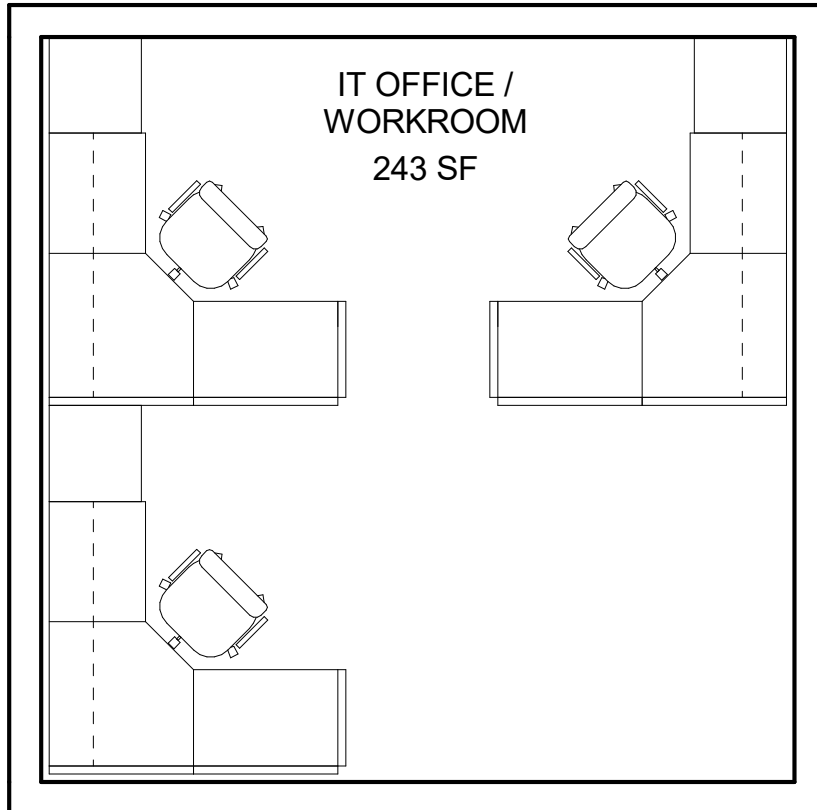
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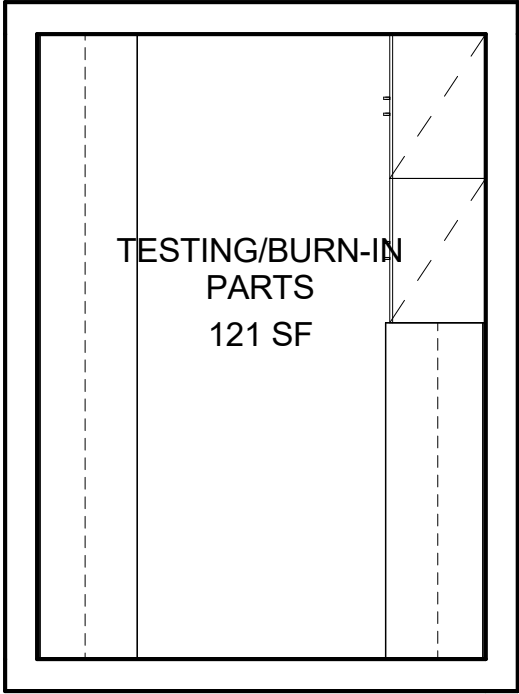
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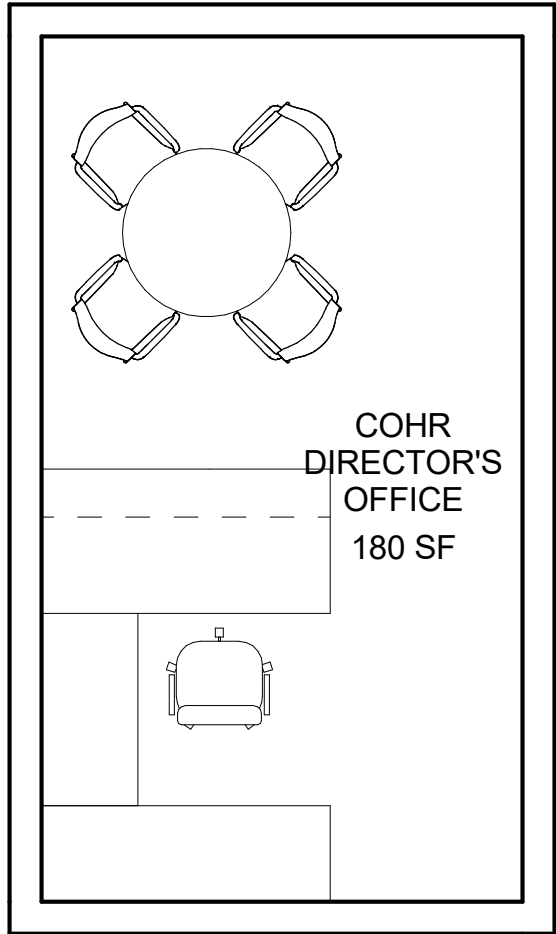
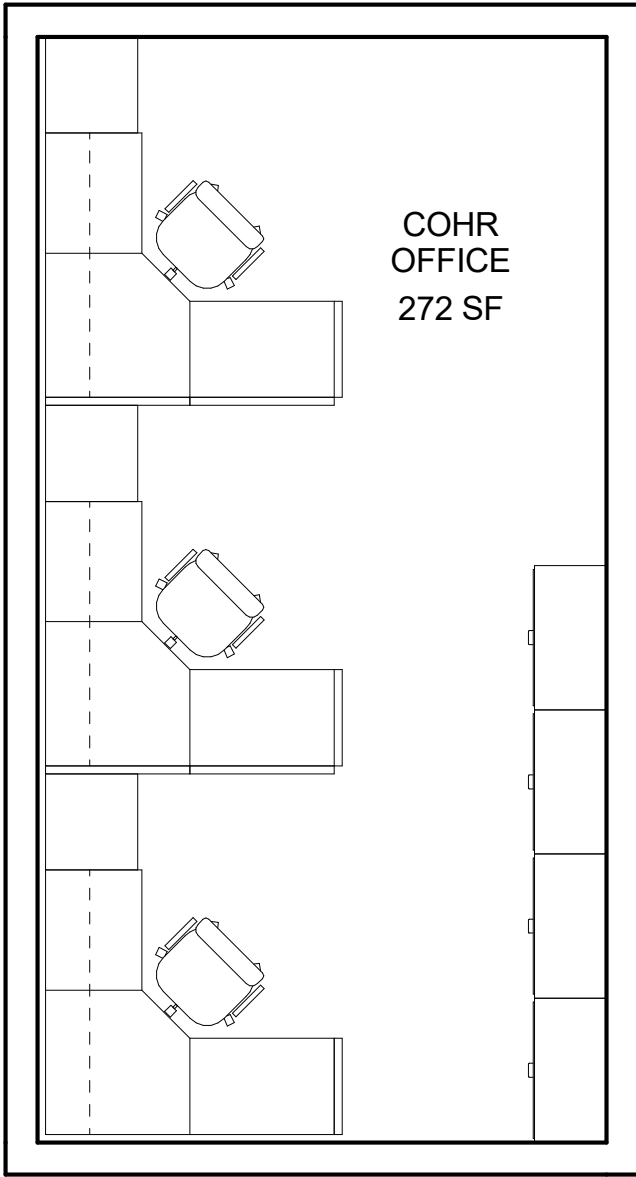
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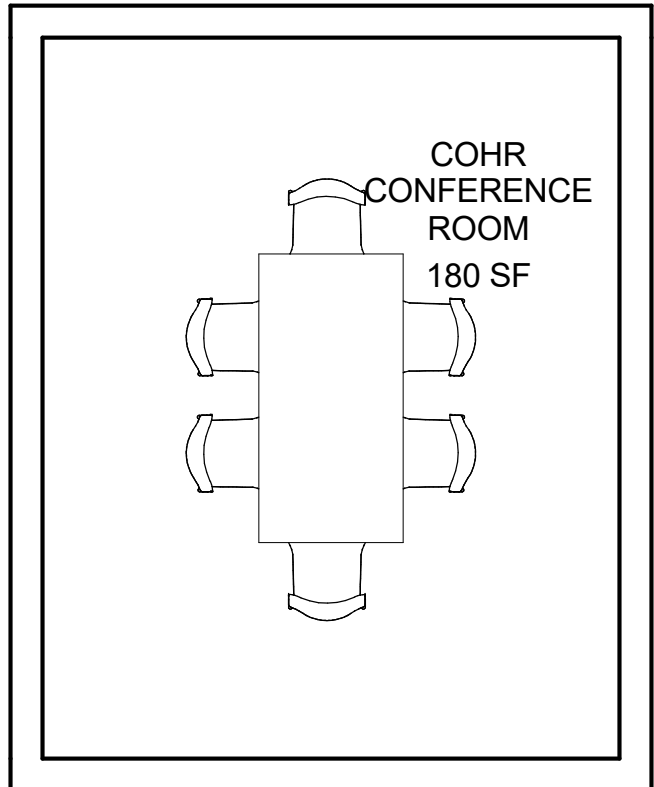
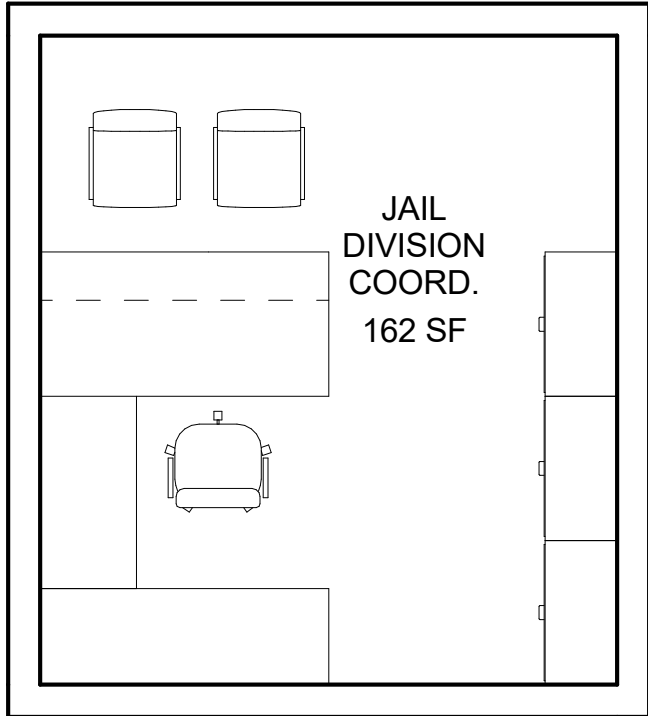
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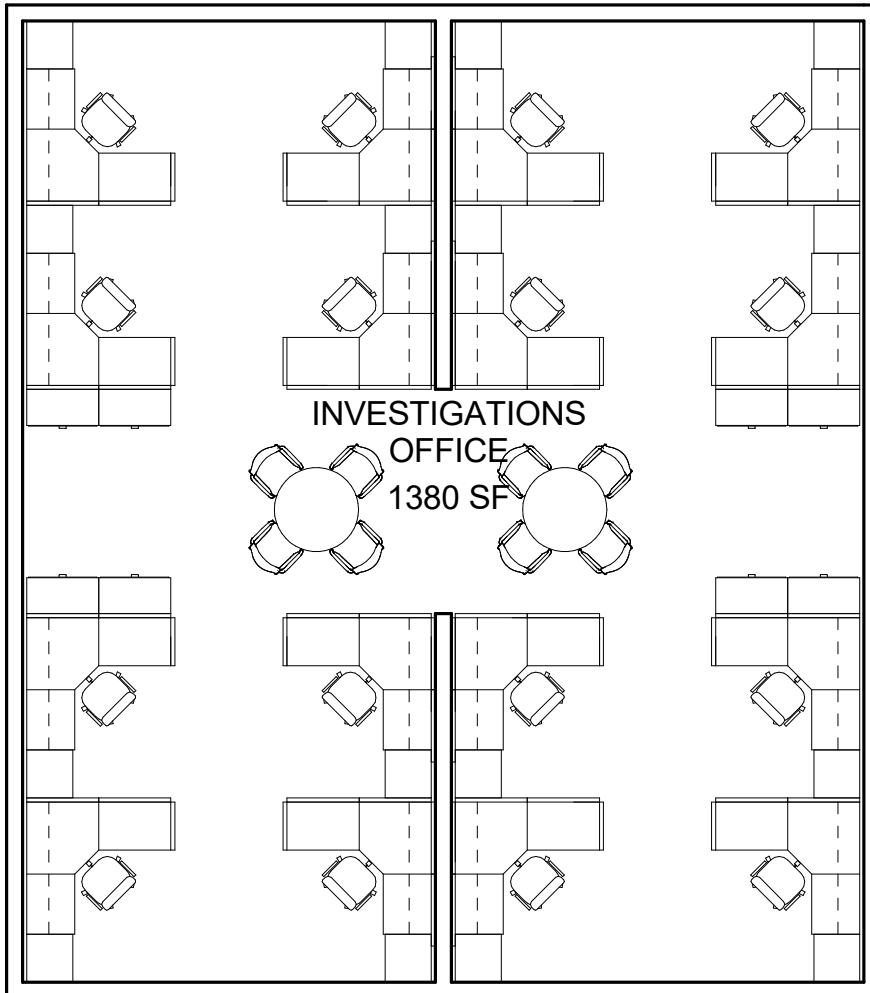
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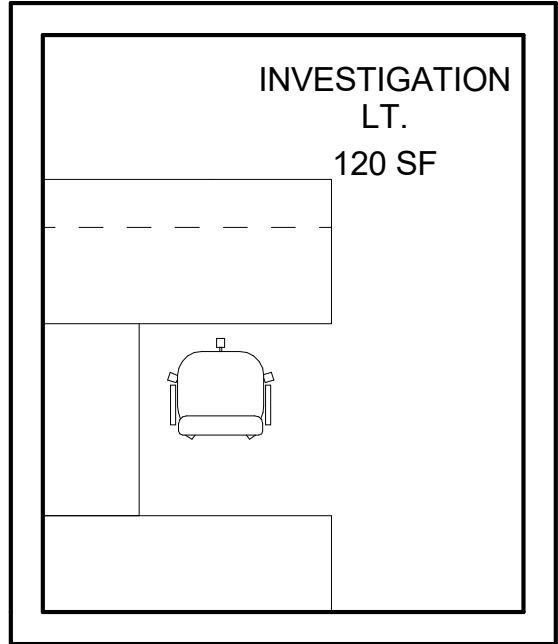
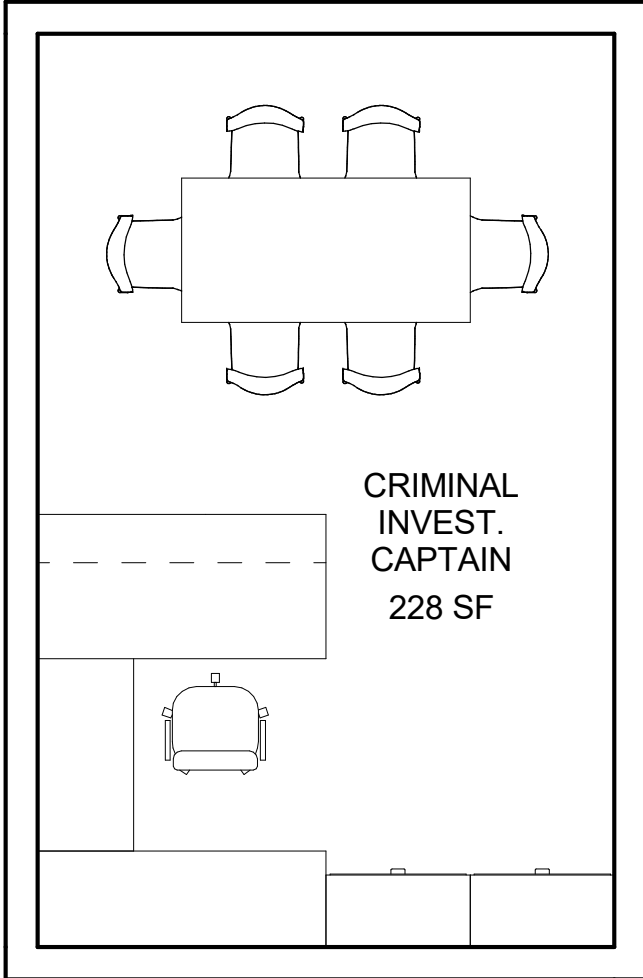
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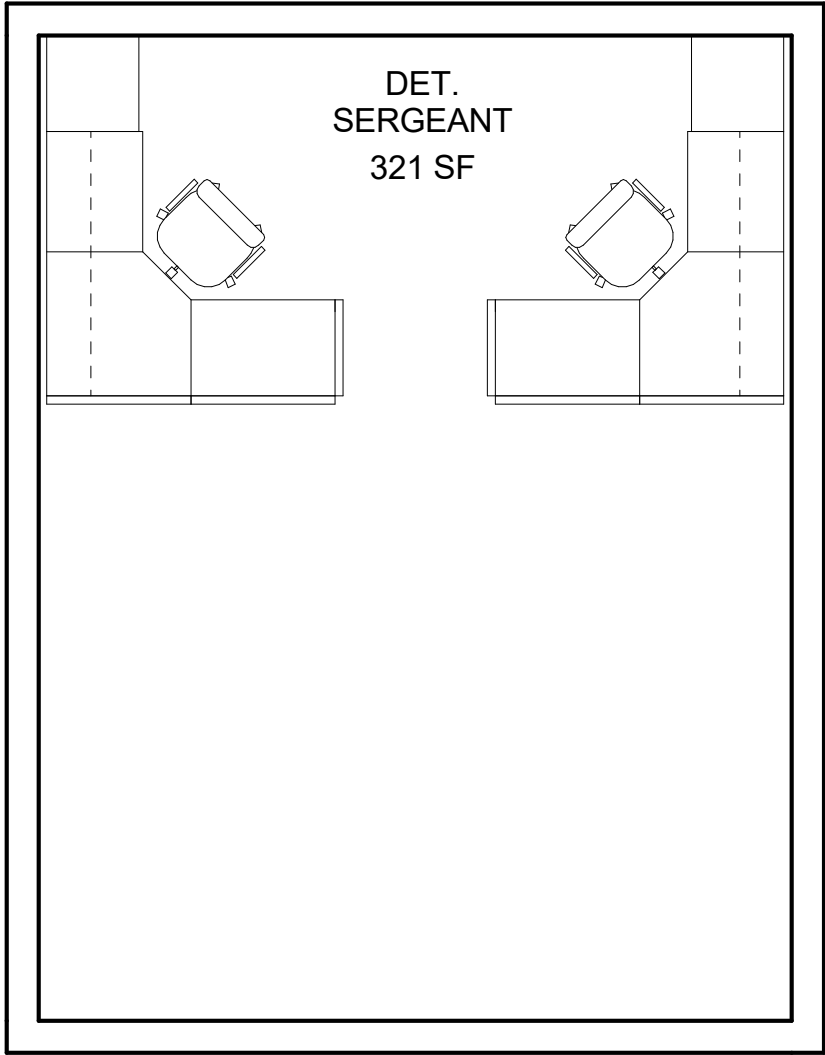
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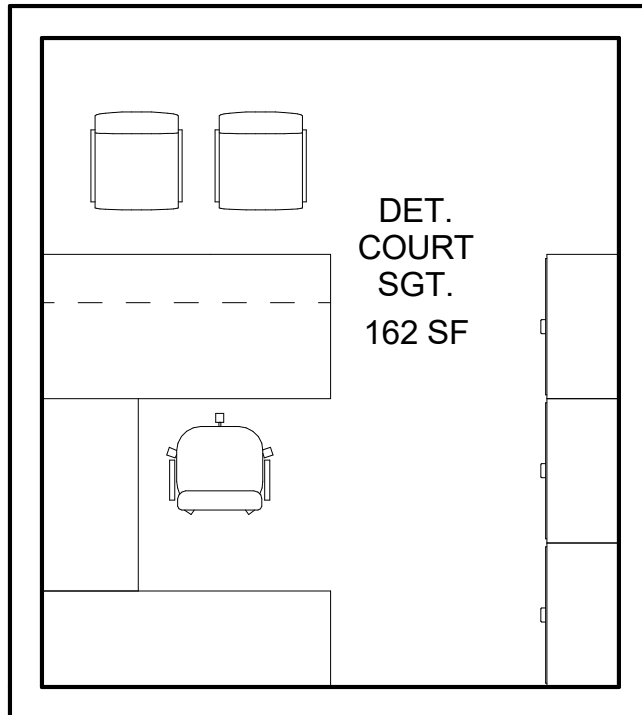
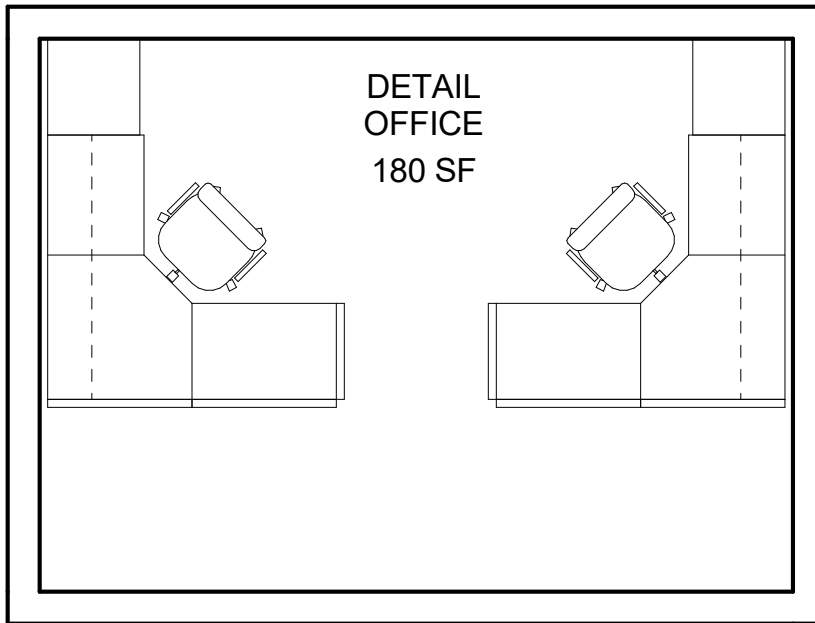
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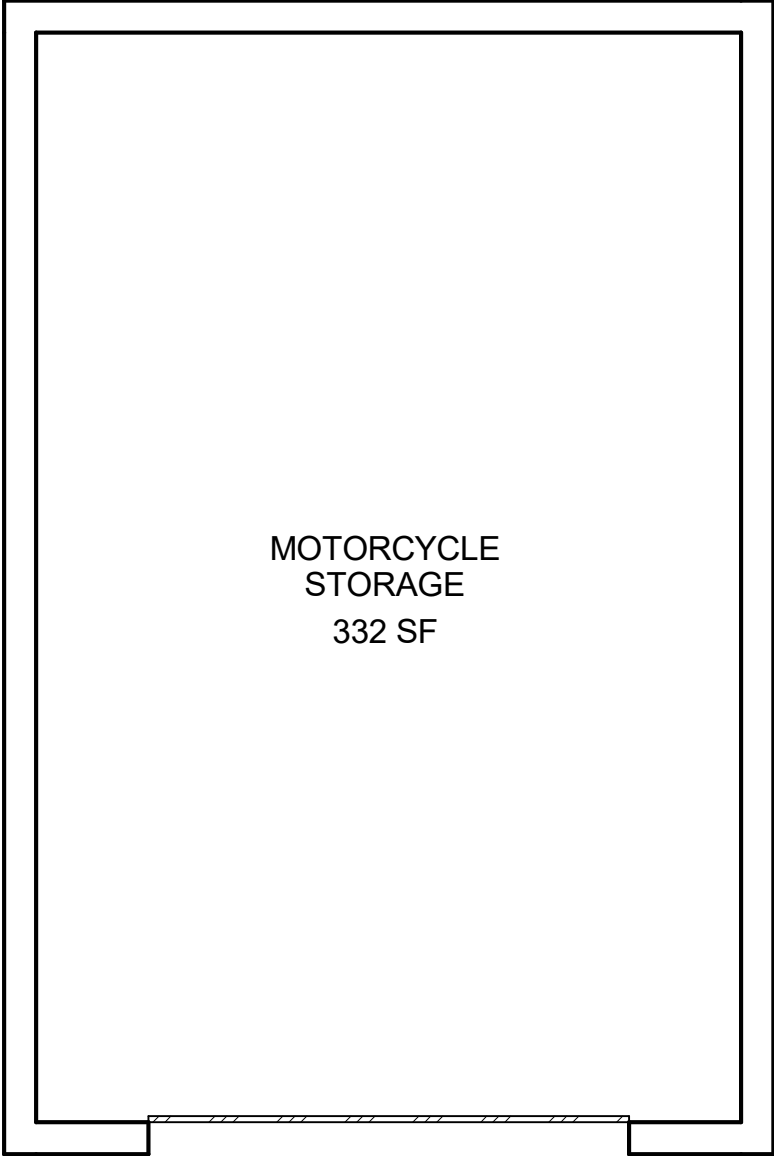
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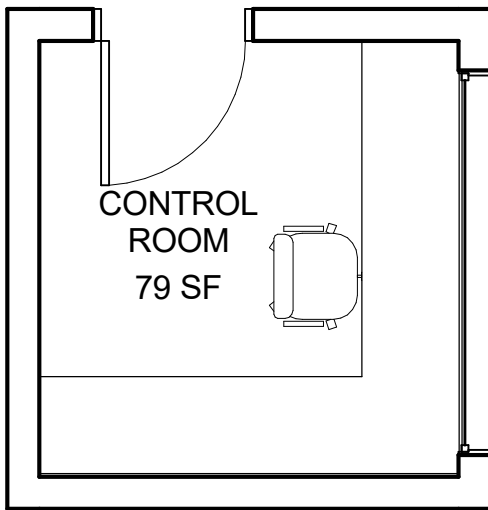
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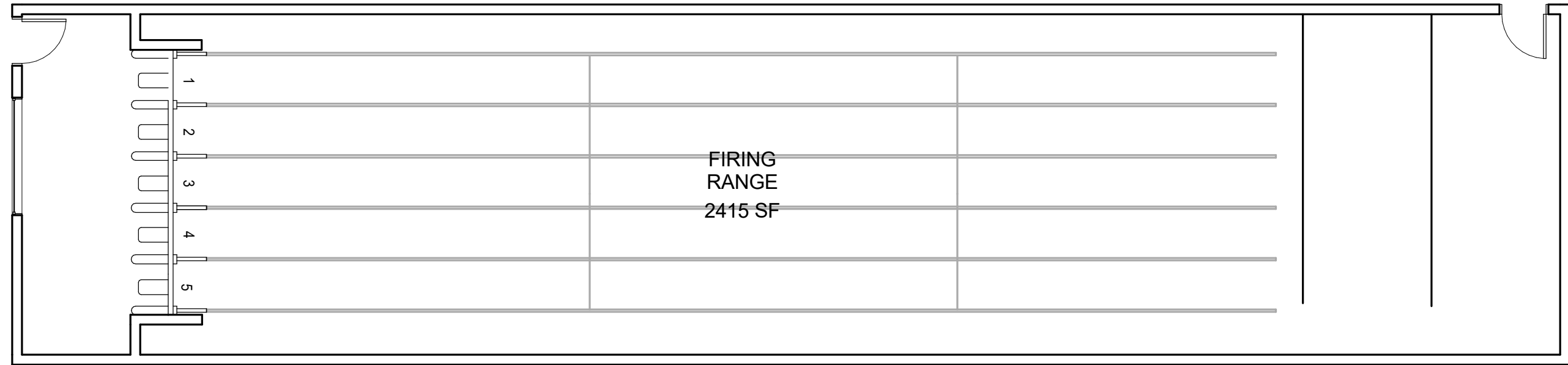
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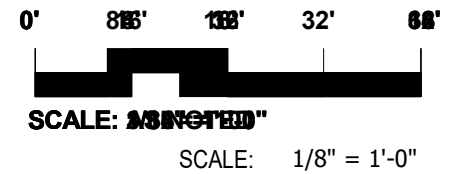
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WELLNESS
CENTER
1632 SF

16041.00

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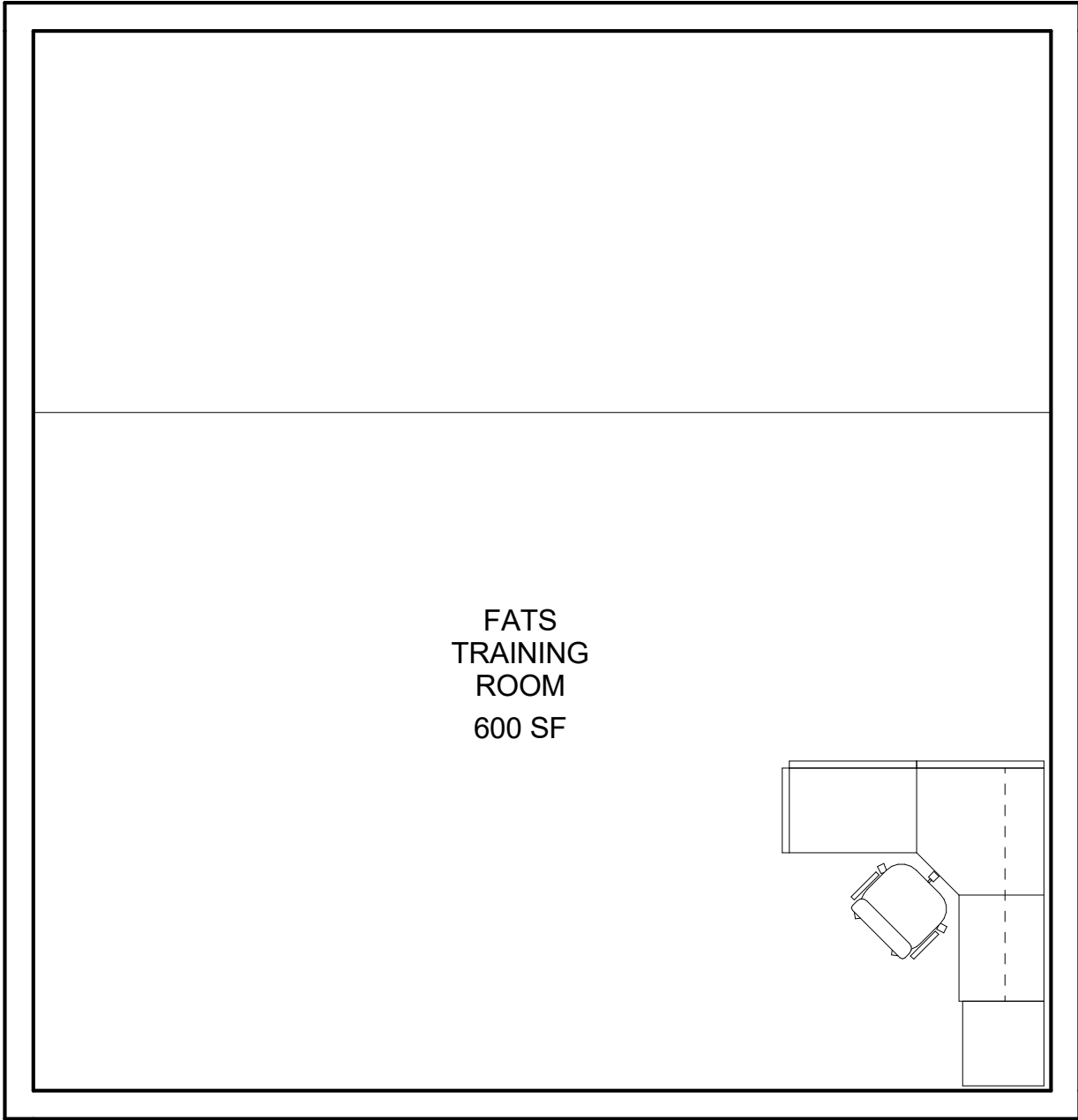
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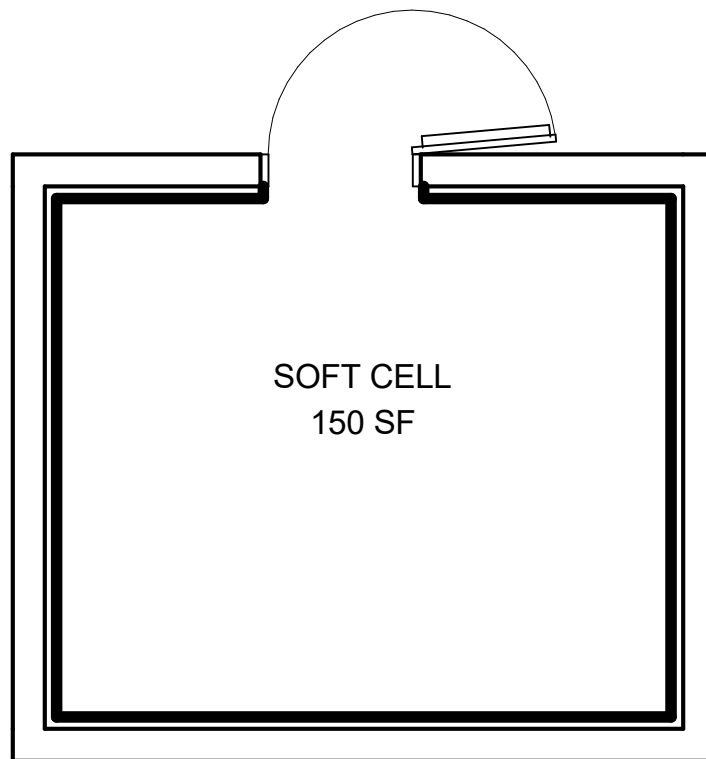
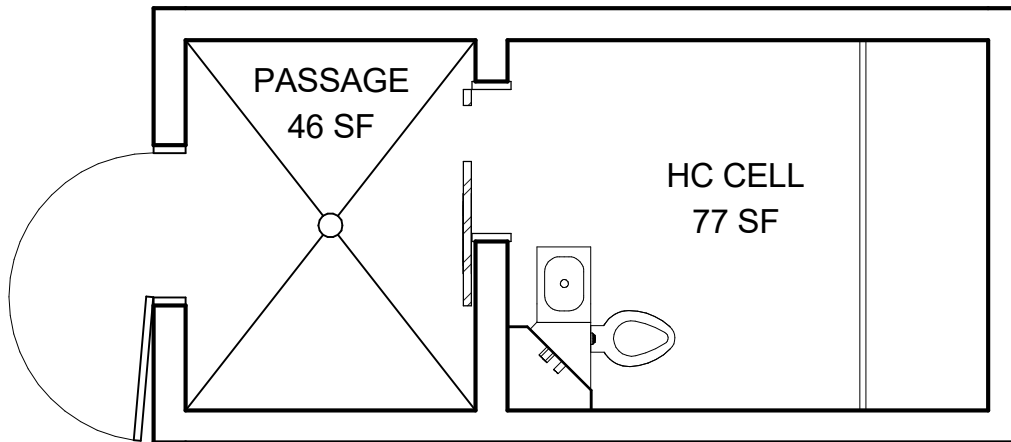
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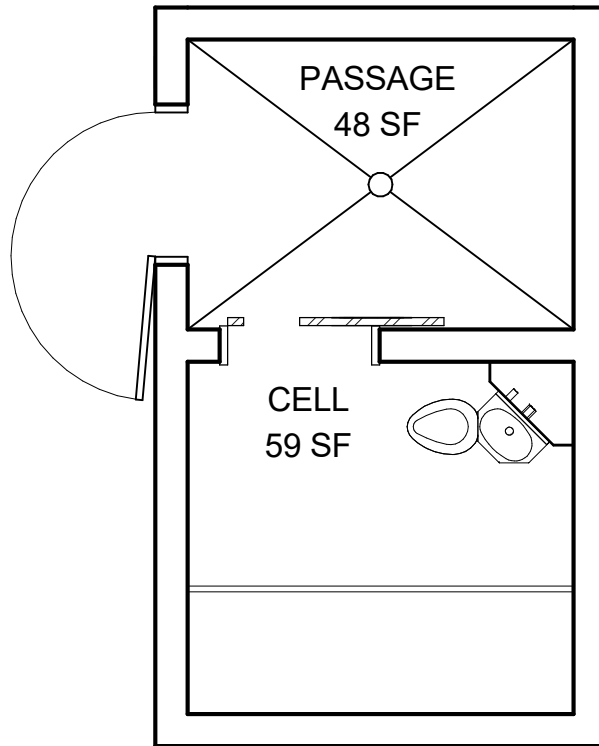
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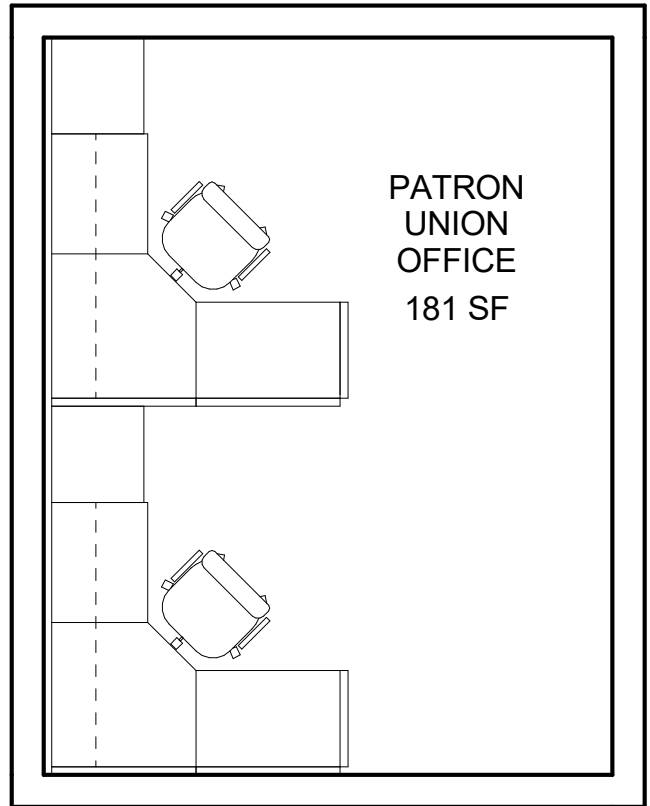
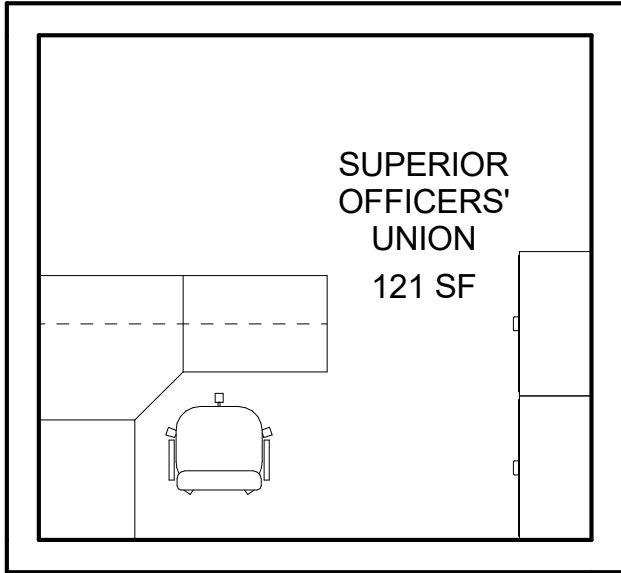
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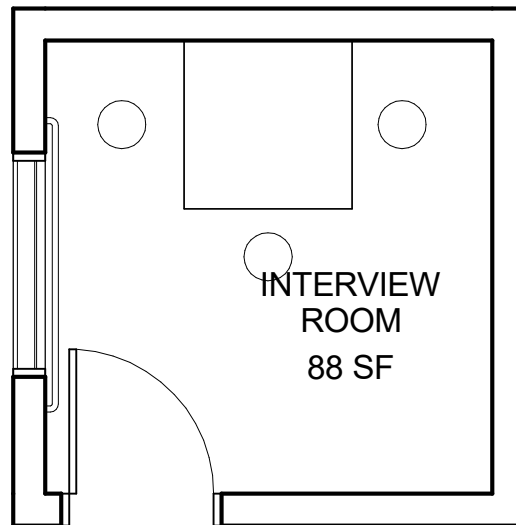
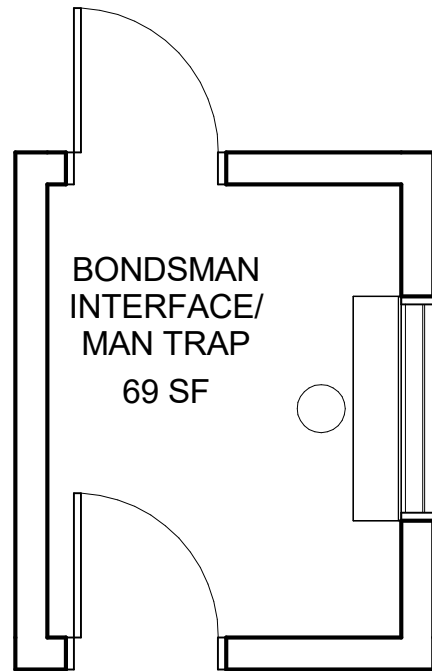
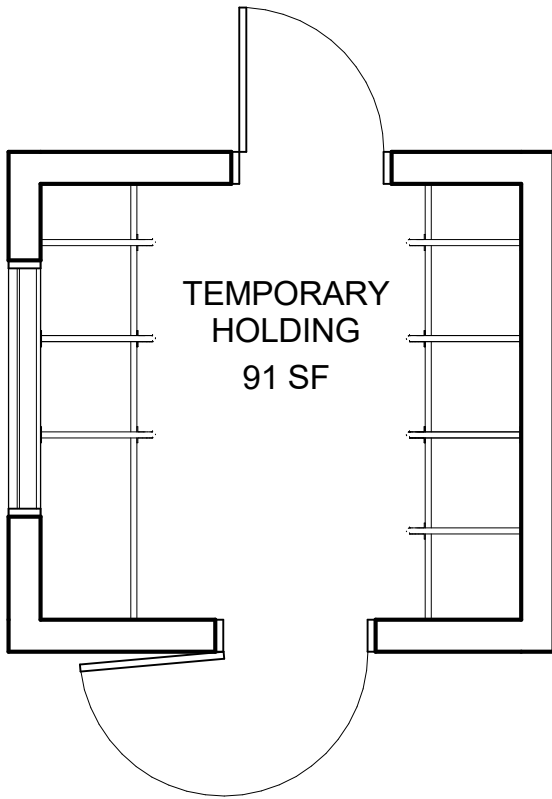
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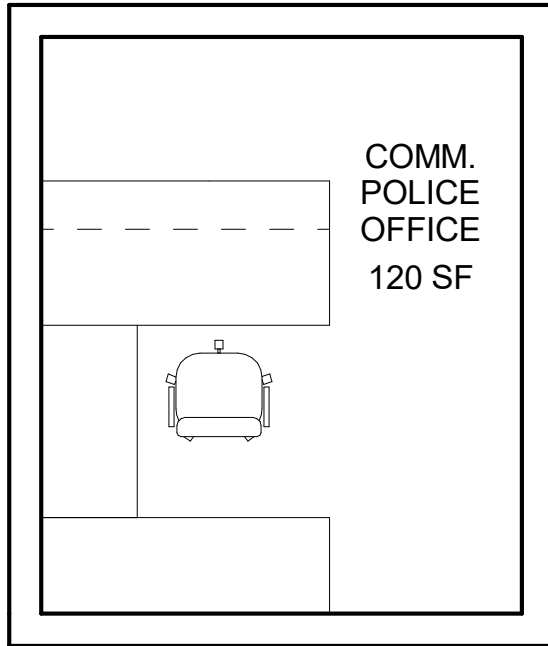
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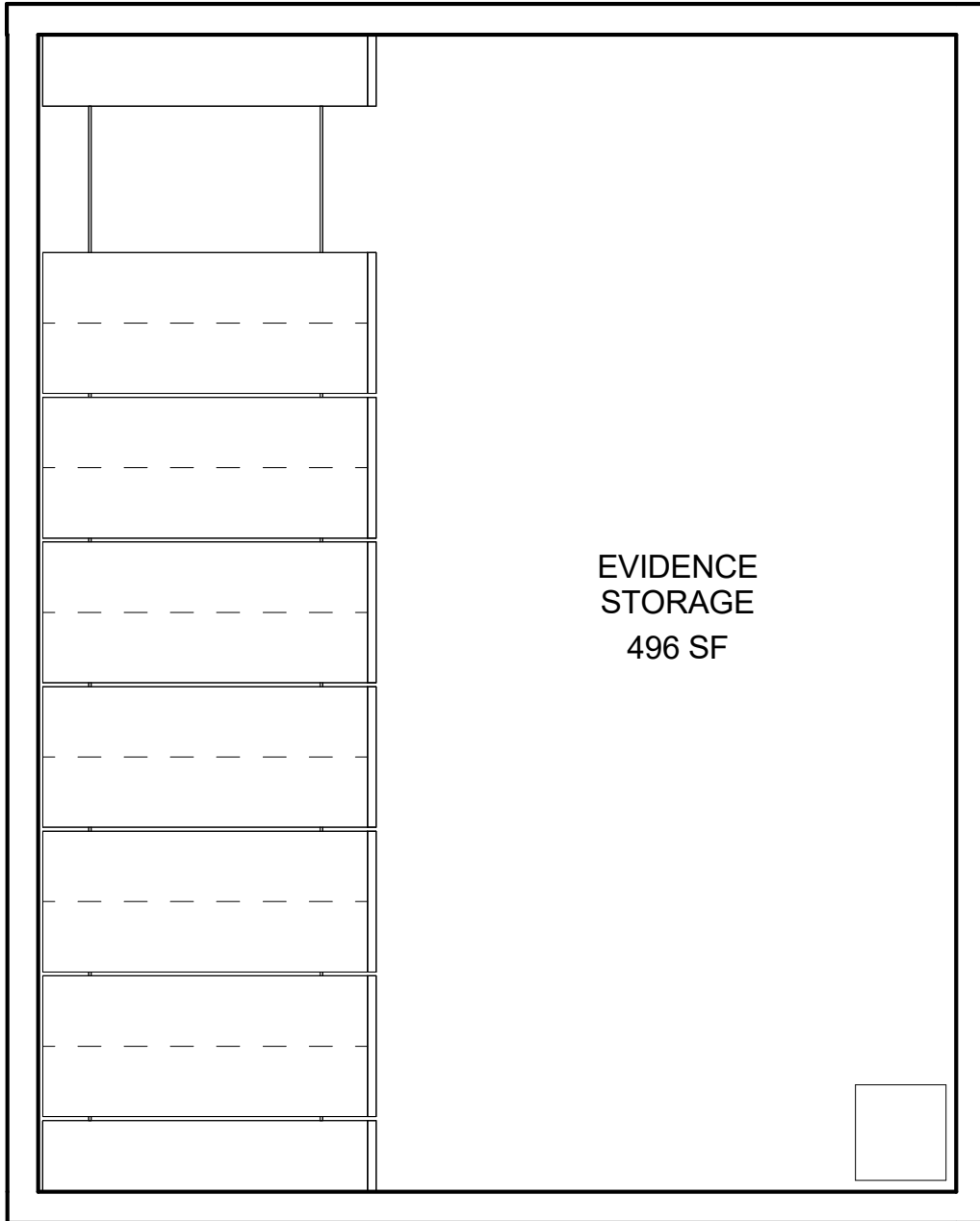
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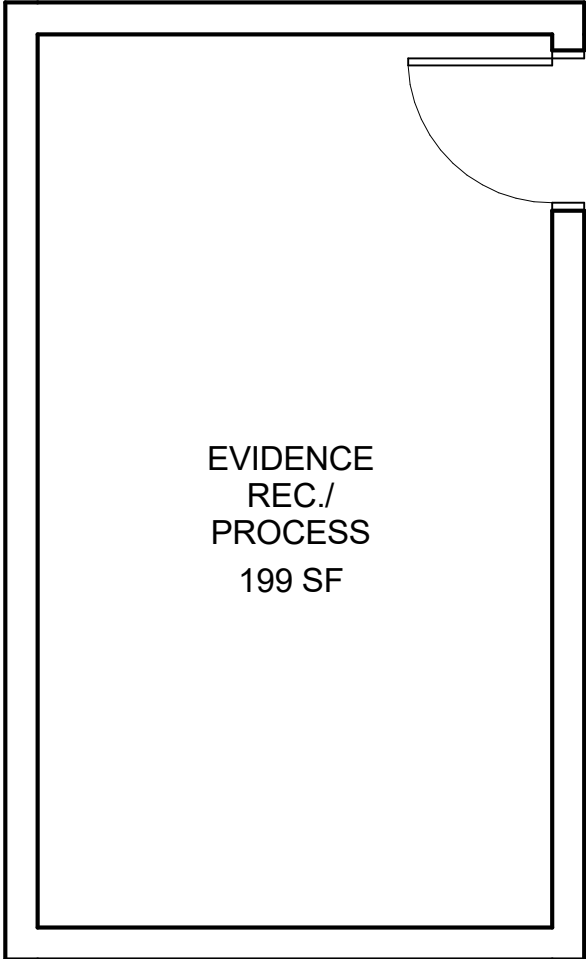
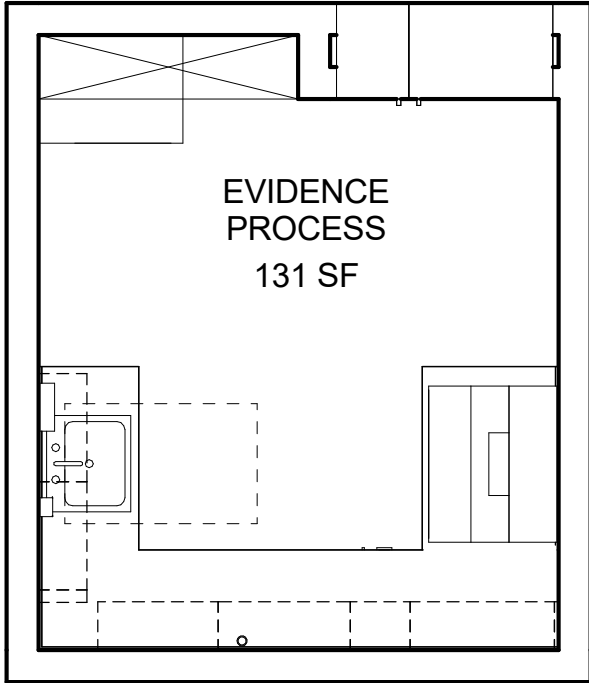
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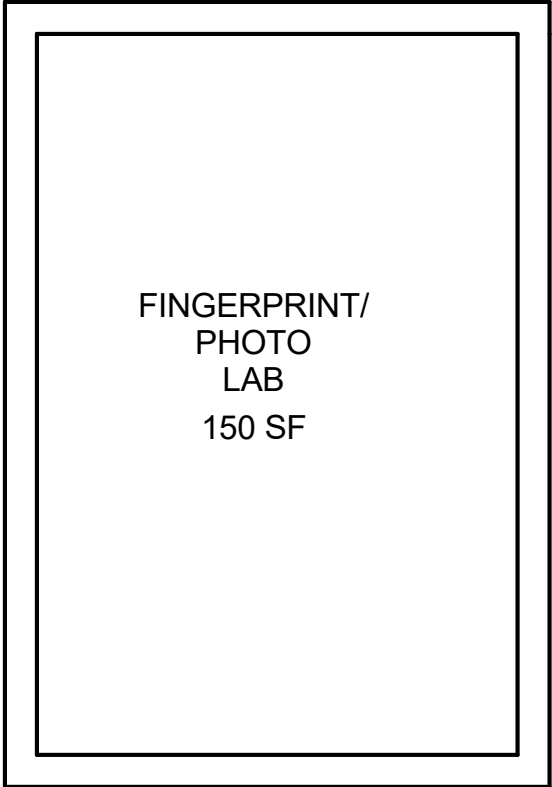
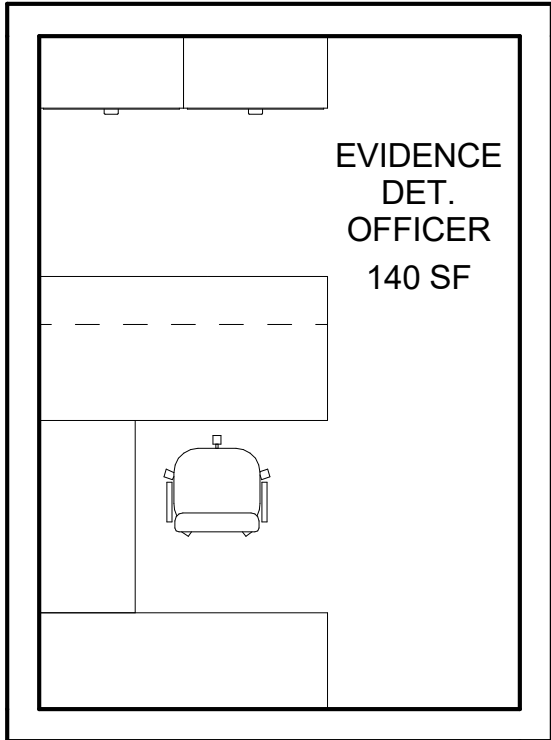
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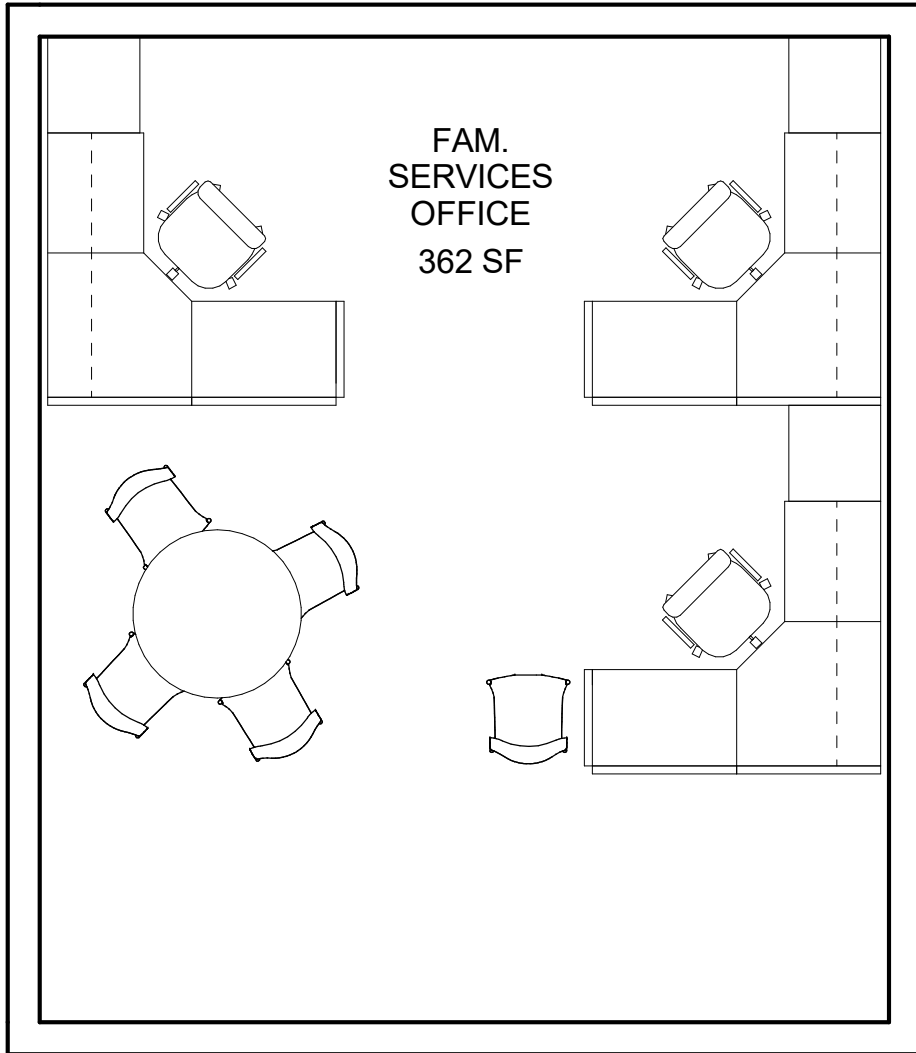
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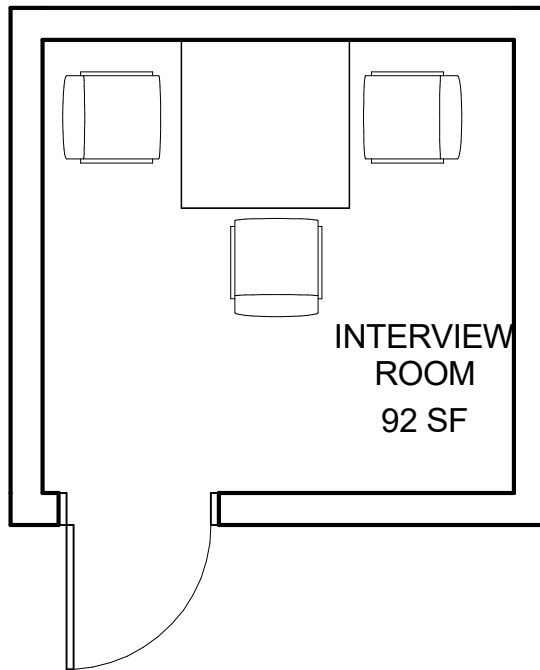
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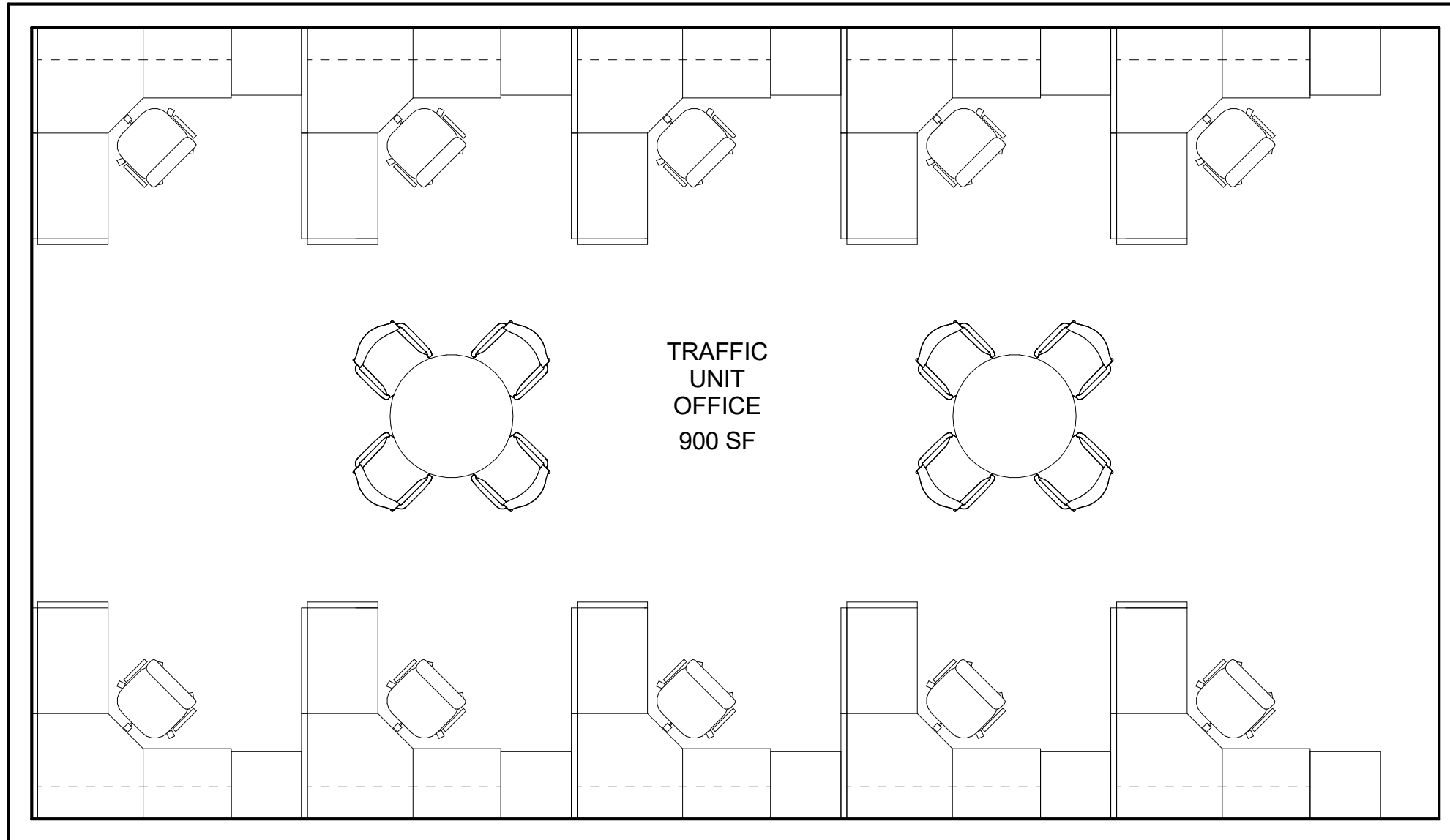
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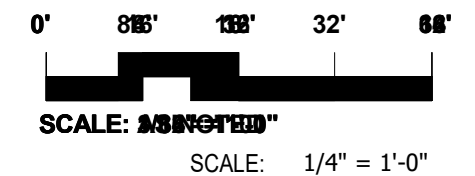
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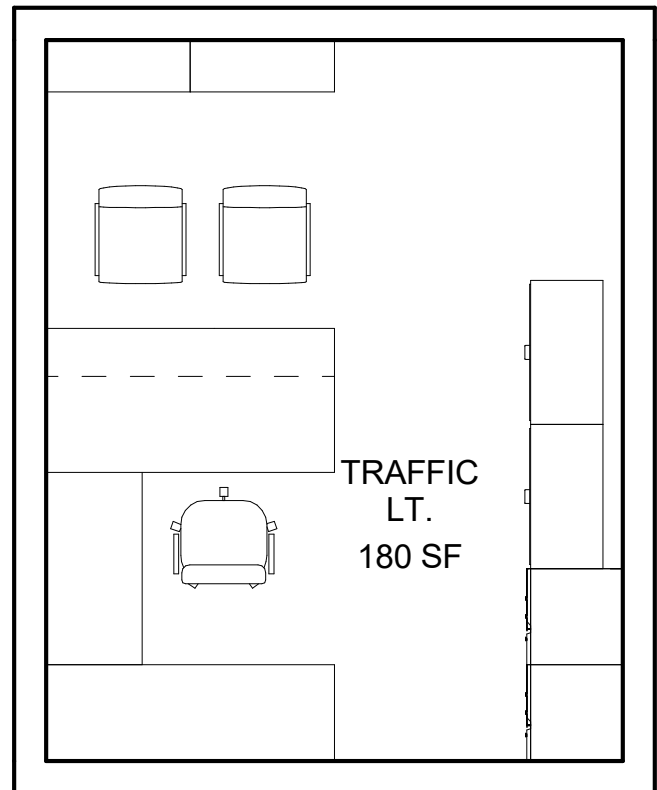
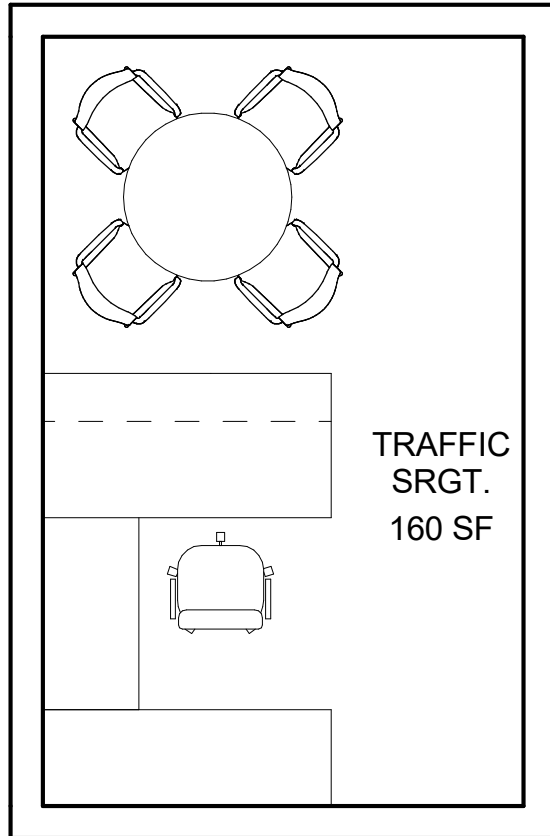
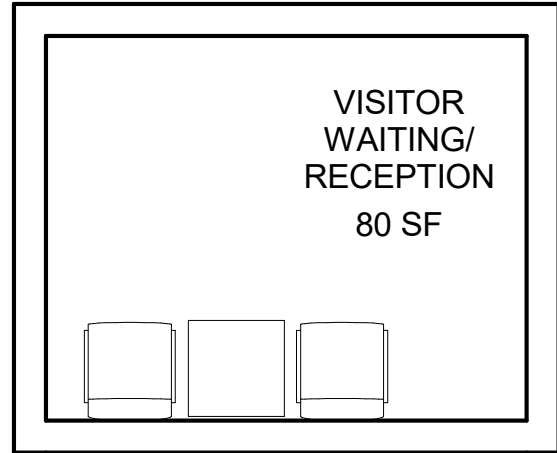
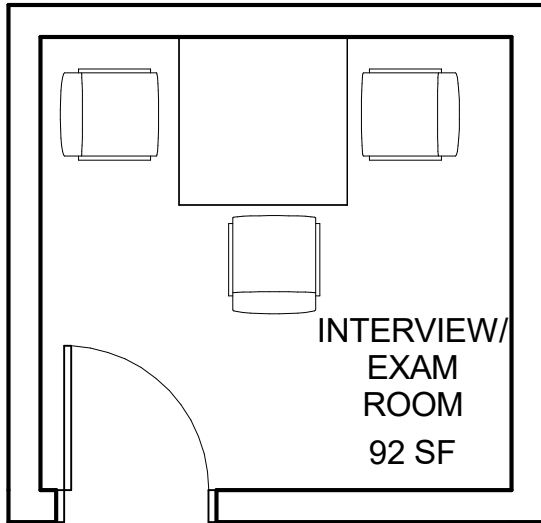


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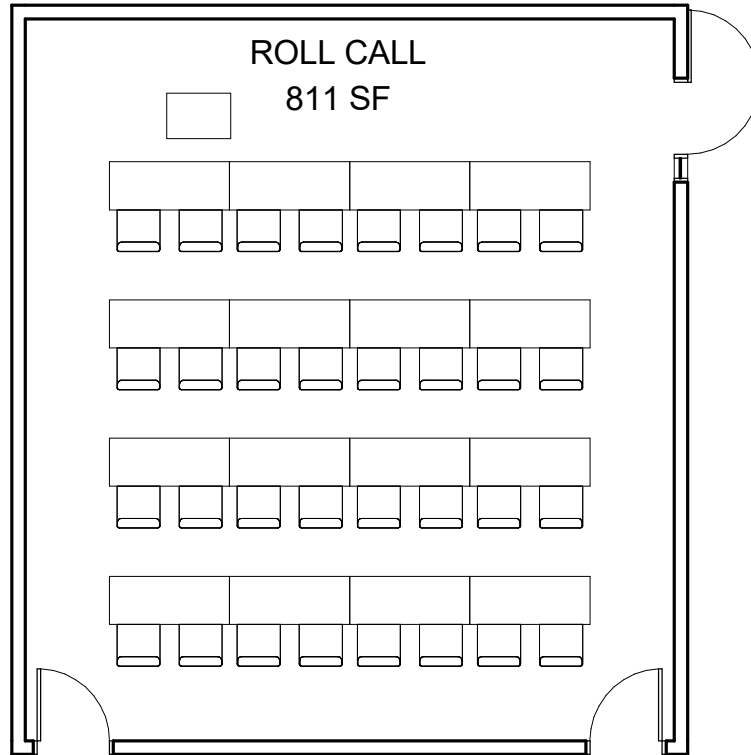
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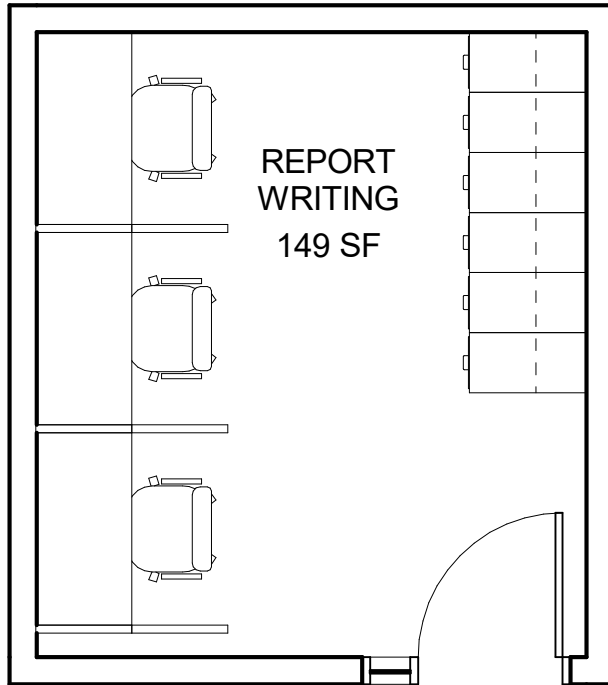
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APPENDIX B

Site Selection Analysis Materials

City of Somerville
 Police Headquarters Feasibility Study
 Site Investigation: General Site Information
 June 15, 2018

Site Info

Site No.	Lot # (s)	Site Address	Proposed for:	Assessment	Lot Size (Acres)	Usable Site Size (Acres)	Ownership	Receptor	Env. Risk 1-5 (low-high)	Zone	Use Allowed by Zoning	FAR	Max Story	Setbacks			Min Planted Area	Max Lot Coverage	Max Bldg Footprint	Max Bldg SF	Comments
														Front	Sides	Rear					
1	106-A-4	17 Inner Belt Road	Police HQ	\$1,688,300	0.79	0.63	Private	None	2	BB	Special Permit Site Plan Review	2.0	50 ft	15 ft	0 ft	18 ft	10%	80%	27,530	68,825	
2	115-B-6, 7, 9, 10	17 McGrath Highway	Police HQ and Fire Engine 3	\$3,870,100	1.12	0.89	Private	None	3	IA	Special Permit Site Plan Review	2.0	50 ft*	0 ft	0 ft	18 ft	10%	80%	38,910	97,276	
3	94-D-13, 14, 15, 16	185 Somerville Ave	Police HQ and Fire Engine 3	\$1,906,800	0.94	0.75	Private	None	2	CCD55 Arts Overlay	Special Permit Site Plan Review	3.0	55 ft*	0 ft	0 ft	0 ft	10%	80%	32,788	122,955	
4	2-A-32	501 Mystic Valley Parkway	Police HQ	\$1,021,400	0.92	0.46	Private	None	1	RA	Special Permit Site Plan Review	0.75	2.5	15 ft	8 ft	20 ft	25%	50%	20,038	30,056	
5	45-B-22	526 Somerville Ave	Police HQ	\$1,810,400	0.78	0.62	Private	None	3	BA	Special Permit Site Plan Review	2.0	4	0 ft	0 ft	18 ft	10%	80%	21,745	67,954	
6	106-A-6	90 Washington ST	Police HQ and Fire Engine 3	\$4,671,900	3.99	3.19	Private	Tier II Site	3	BB	Special Permit Site Plan Review	2.0	50 ft*	15 ft	0 ft	16 ft	10%	80%	111,235	347,609	

Police Headquarters Feasibility Study

Site Investigation: Site Scoring Matrix

Site 1	17 Inner Belt Road
Site 2	17 McGrath Highway*
Site 3	185 Somerville Ave*
Site 4	501 Mystic Valley Parkway
Site 5	526 Somerville Ave
Site 6	90 Washington St*

* Site with both Police and FD Engine 3

Site Rankings		1	2	3	4	5	6
Criteria	Factors	Site 6*	Site 2*	Site 3*	Site 4	Site 5	Site 1
		Score	Score	Score	Score	Score	Score
1. Location (15 points)	Fire Response Time (5 = >90% 5 min Response; 1 = <25% 5 min Response) <i>(Based on City data)</i>	5	4	5	5 <i>See note 1</i>	5 <i>See note 1</i>	5 <i>See note 1</i>
	Community Visibility/Connection (5 = Highly Visible/Connected; 1 = Disconnected)	4	4	4	3	4	2
	Site Access (5 = Good Access 1 = Poor Access)	4	4	1	1	2	2
2. Physical Features (15 points)	Size of Usable Site (5 = Greater than 1.0 acre; 0 = Less than 0.5 acres)	5	4	3	3	2	2
	Shape of Site (5 = Favorable Shape; 0 = Restrictive Shape/Size)	3	4	2	4	2	2
	Fit Engine 3? (5 = Engine 3 fits; 0 = Engine 3 Does Not Fit)	5	5	5	0	0	0
3. Zoning Consistency (10 points)	Proximity to Residential District (5 = Good Separation; 0 = Within Residential Area)	4	5	4	2	4	4
	Allowed Area Coverage (5 = Not Restrictive 1 = Restrictive)	5	5	5	2	3	4
4. Environmental Impacts (10 points)	Presence of Receptors (5 = No Receptors 0 = Significant Receptors)	2	4	4	4	4	4
	Hazardous Materials Issues (5 = No Evidence; 0 = Known Contamination)	2	3	4	4	4	4
5. Infrastructure (5 points)	Availability of Utilities (5 = Utilities Available; 0 = Major Extensions Req'd)	5	5	5	5	5	5
6. Permitting (5 points)	Permit Requirements (5 = Bldg. Permit only 1 = Variance Req'd)	2	2	2	2	2	2
7. Traffic Impacts (5 points)	Traffic Impacts (5 = No Impact 1 = Significant Impact)	3	3	4	4	2	3
8. Cost of Development (20 points)	Existing Structures (5 = Clear Site; 1 = Heavily Developed Site)	2	1	2	3	2	2
	Existing Tenants/Owners (10 = No Existing Tenants/1 owner; 1 = Many Tenants/Businesses/Multiple Owners)	8	4	4	10	8	6
	Site Assessment Cost (5 = Low \$; 1 = High \$) <i>(Based on MA GIS land and bldg assessed values/acre)</i>	4	1	3	4	3	3
Total Raw Score (out of 85 total possible points)		63	58	57	56	52	50
Total Percentage Score		74%	68%	67%	66%	61%	59%

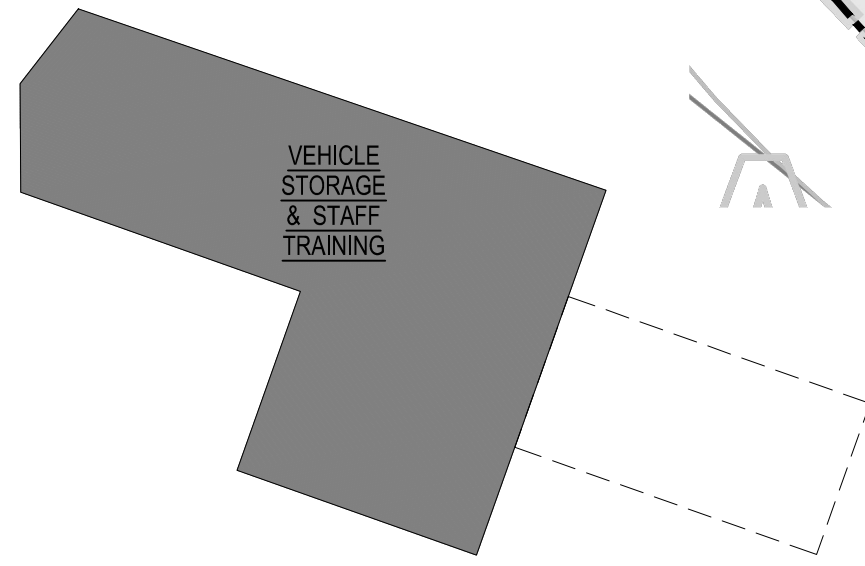
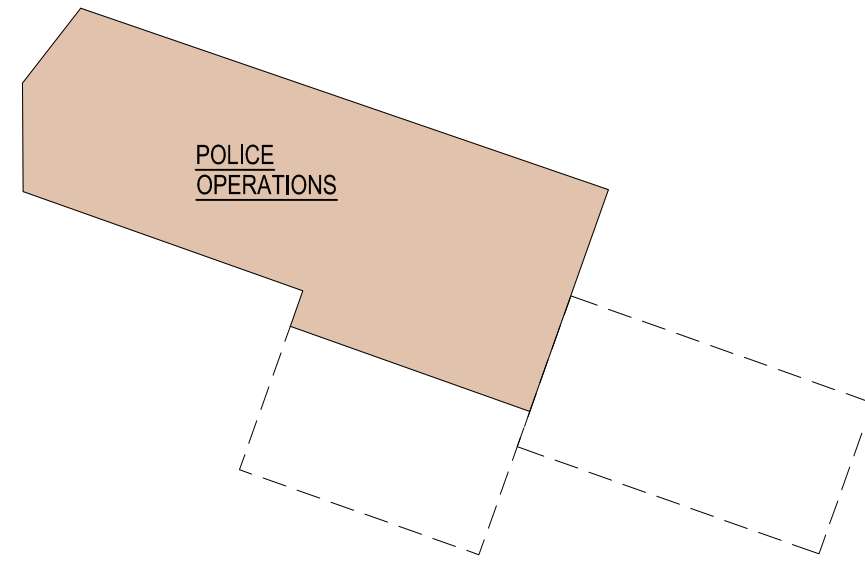
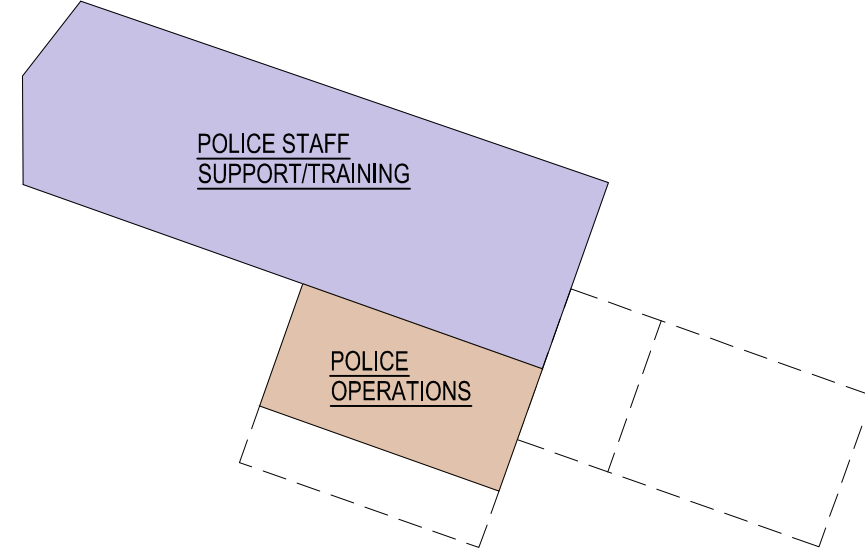
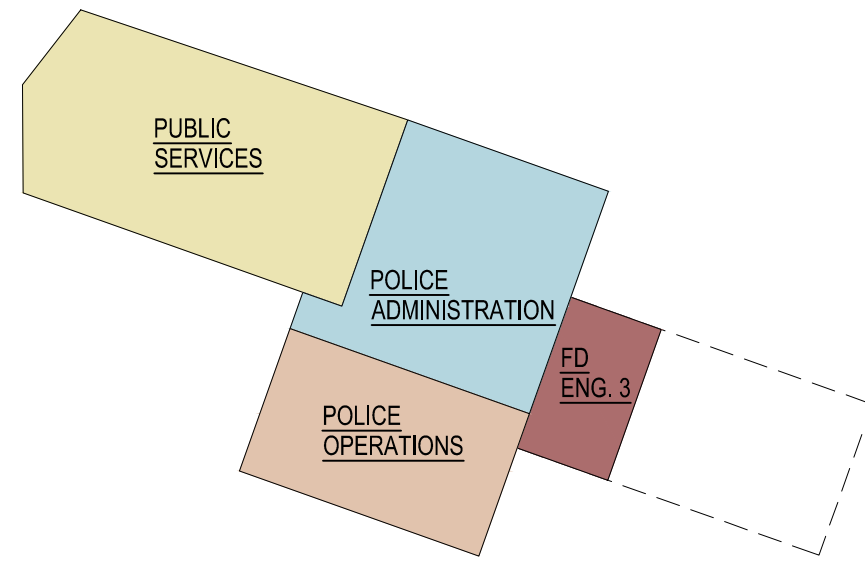
Note 1: Sites that do not fit Engine 3 have been ranked for Fire Response Time based on existing location of Engine 3 - However, it is understood that future development in this area may have a negative impact on future response times if Engine 3 remains at its current location.

* Site with both Police and FD Engine 3








Site Rankings	1	2	3	4	5	6
Criteria	Site 6* 90 Washington Street 13 out of 15	Site 2* 17 McGrath Highway 12 out of 15	Site 3* 185 Somerville Ave 10 out of 15	Site 4 501 Mystic Valley Parkway 9 out of 15	Site 5 526 Somerville Ave 11 out of 15	Site 1 17 Inner Belt Road 9 out of 15
1. Location (15 points)	Fire response time is good at 92% less than 5 minute response time. Site has good orientation for visibility and connection to Washington Street - Site has prominent corner for public "face" of building. Site access is good due to adjacency to Washington Street and New Washington St.	Fire response time is adequate at 88% less than 5 minutes. Site has adequate orientation for public visibility, but less than desirable connection to community due to adjacency to McGrath Hwy. Site access is adequate, but only access on McGrath Hwy and may require new traffic light for emergency response access.	Fire response time is good at 98% less than 5 minute response time. Site allows for prominent locations, but elevated McGrath Hwy adjacent cuts site off from east. While the site is adjacent to multiple roads, access is limited due to the constraints of the site size and shape. Access along McGrath Highway ramp is one-way.	Fire response time based on existing location in Union Square - 98% less than 5 minutes. It is anticipated that future development may have negative effect on response time. Community visibility is adequate, but limited by the shape and orientation of the lot. Site access is limited to Mystic Valley Parkway. The shape of the site is narrow against Mystic Pkwy which further limits access	Fire response time based on existing location in Union Square - 88% less than 5 minutes. It is anticipated that future development may have negative effect on response time. Community visibility and connection is good along Somerville Ave. Site access is limited due to the narrow frontage on Somerville Ave and from the limited capacity of Park St.	Fire response time based on existing location in Union Square - 98% less than 5 minutes. It is anticipated that future development may have negative effect on response time. Community visibility and connection are limited due to the site's location. Site access is limited due to the size and proportion (narrow) of the site.
2. Physical Features (15 points)	Site size is good at 3.99 acres. Site shape is adequate, but not optimal. Site is adequate for fitting FD Engine 3 at grade.	Site size is good at 1.12 acres. Site shape is good and has long portion adjacent to road. Site is adequate for fitting FD Engine 3 at grade.	Site size is adequate at just under one acre (0.94). Site shape limits layout of facility due to irregular shape. Site is adequate for fitting FD Engine 3 at grade.	Site size is limited at 0.91 acre. Shape of site is good with a rectangular lot. Site size is inadequate to fit FD Engine 3 / Location does not meet FD Engine 3 needs.	Site size is very limited at 0.62 acre. Shape of site is adequate, but limited due to size and orientation. Site size is inadequate to fit FD Engine 3 / Location does not meet FD Engine 3 needs.	Site size is severely limited at 0.49 acre. Site shape is limited due to long and narrow proportion. Site size is inadequate to fit FD Engine 3.
3. Zoning Consistency (10 points)	Site is within commercial district (BB), adjacent to Industrial (IA) and across Washington Street from multi-family residential (RC). Maximum lot coverage good at 80% allowable	Site is within Industrial District (IA) with no Residential area adjacent. Maximum lot coverage good at 80% allowable	Site is within Corridor Commercial District (CCD55) and under an Arts Overlay District. The site is immediately adjacent to Residential B (RB). Maximum lot coverage good at 80% allowable.	Site is within a residential A (RA) district, the least dense of the residential areas. Site is limited by maximum 50% lot coverage.	Site is within a Commercial (BA) district. Site has a buffer of commercial district to residential areas to the north. Maximum lot coverage good at 80% allowable.	Site is within a Commercial Residential (BB) district. The Site is not adjacent to any Residential areas. Maximum lot coverage good at 80% allowable.
4. Environmental Impacts (10 points)	Mass DEP RTN listed for the site indicates potential for hydrocarbon contamination due to a reported spill in 2012. Mass DEP has classified site as a Tier II disposal site. Further environmental investigations will be required to determine extent of contamination.	The site does not have any listed RTNs, however there are a number of RTNs on adjacent/nearby properties, and therefore is at small elevated risk for environmental contamination.	Site has no active RTNs, although there are two RTNs that have been since closed out. Given the past history of an automobile repair garage, some risk of contamination exists.	Site has no active RTNs. There are two RTNs on adjacent/nearby sites that have been since closed out. Likelihood of contamination is low, but cannot be ruled out completely.	Site has no active RTNs, although there are several RTNs on adjacent/nearby properties. Given the past history of an adjacent fuel station some risk of contamination exists.	Site has no active RTNs, although there are several RTNs on adjacent/nearby properties. Given the past history of a automobile repair garage, some risk of contamination exists.
5. Infrastructure (5 points)	All utilities readily available	All utilities readily available	All utilities readily available	All utilities readily available	All utilities readily available	All utilities readily available
6. Permitting (5 points)	Special Permit and Site Plan Review required	Special Permit and Site Plan Review required	Special Permit and Site Plan Review required	Special Permit and Site Plan Review required	Special Permit and Site Plan Review required	Special Permit and Site Plan Review required
7. Traffic Impacts (5 points)	Moderate traffic impact anticipated on Washington Street - Washington street, while busy is large enough to accommodate added emergency response traffic from the proposed facility.	Moderate traffic impact is anticipated on McGrath Highway, including possible additional of new intersections/traffic light for emergency response vehicles.	Minimal impact to traffic on the McGrath Highway off ramp may be anticipated.	No significant impact to Mystic Valley Parkway is anticipated.	Some traffic impact is expected along Somerville Ave because of existing congestion and adjacency to the intersections of Park and Central Streets.	Minimal traffic impact is anticipated.
8. Cost of Development (20 points)	Site has one building to be demolished. Building is currently vacant, with no existing tenants and one owner. Anticipated site acquisition costs are moderate to low with an assessed value per acre of appr. \$1.2 m	Site has multiple structures and multiple tenants. The site has multiple lots, however appears to have a single owner. Site acquisition costs appear to be high with an assessed value per acre of appr. \$3.5 m	Site has multiple structures, multiple tenants, and multiple owners. Site acquisition costs appear to be more moderate with an assessed value per acre of appr. \$2.0 m	Site have a large residence and garage on the site. The site does not have any tenants and has only one owner. Site acquisition costs appear to be moderate with an assessed value per acre of appr. \$1.1 m	Site has an existing moderately large pharmacy on site. The site has one owner and one tenant. Site acquisition costs appear to be moderate to high with an assessed value per acre of appr. \$2.3 m	Site has multiple structures, multiple tenants, and a single owner. Site acquisition costs appear to be moderate with an assessed value per acre of appr. \$2.1 m

APPENDIX C

Conceptual Site Layout for Site 6, 90 Washington Street



LEGEND

 PUBLIC/COMMUNITY ACCESS 12,700 SF	 POLICE OPERATIONS 16,000 SF
 POLICE ADMINISTRATION 6,000 SF	 DETENTION 8,800 SF
 STAFF SUPPORT/TRAINING 11,000 SF	 VEHICLE STORAGE AND TRAINING 15,000 SF
 FIRE DEPARTMENT ENGINE 3 6,500 SF	