



City of
LAWRENCE
Indiana

Jason C. Fenwick, City Controller/Deputy Mayor

January 6, 2017

Re: Questions received regarding RFQ for central police station issued by the City of Lawrence

Below are answers to questions received regarding the above subject matter:

1. Is there a feasibility study?
See attached draft document
2. Can you tell us where the project site is located?
To be determined
3. Is there a written program or a list of desired spaces for the new facility that we can utilize in preparation of a site plan and programming layout?
To be determined
4. Is the City leaning towards or have a preference for a particular architectural aesthetic or style. For instance modern vs. traditional? Or, traditional forms with modern detailing?
No preference
5. Is the project site located within a specific design district that is subject to written planning and design guidelines? If so, please tell us where to find the appropriate documents.
No
6. Can we get a copy of the study that was performed by RQAW for the Police station?
See attached draft document
7. What is the location preference?
No preference
8. Visible/Not visible?
Visibility desired, 2-3 acre site anticipated

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9. Near retail/Not retail?

No preference

10. What are the design requirements? 1 story/2 story

No preference

City of Lawrence Police Department
Architectural Space Program Summary

Department: Police Department
Division: All

No.	Component	Adjacency: Refer to Each Department/Division						General Remarks: <i>Specific Remarks: Refer to Each Department/Division</i>
		2026 Program			2036 Program			
		Staff	No. of Spaces	Total NSF	Staff	No. of Spaces	Total NSF	
A.	Administration	26	37	5896	25	37	5896	
B.	Operations	52	18	3147	52	18	3147	
C.	Investigations	18	38	8902	18	38	8902	
D.	Dispatch	14	18	1843	6	18	1843	
E.	Support Space	0	19	8655	0	19	8655	
Subtotal		110	130	28443	101	130	28443	Notes:
Grossing Factor (Varies, Included in DGSF)				5696			5696	
Total Departmental Gross Square Feet (DGSF)				34139			34139	
Building Grossing Factor (10%)				3414			3414	
Total Building Gross Square Feet (BGSF)				37553			37553	
F.	Garage	0	6	1740	0	6	1740	
Subtotal		0	6	1740	0	6	1740	Notes:
Grossing Factor (Varies, Included in DGSF)				174			174	
Total Departmental Gross Square Feet (DGSF)				1914			1914	
Building Grossing Factor (10%)				191			191	
Total Building Gross Square Feet (BGSF)				2105			2105	

City of Lawrence Police Department
Architectural Space Program

Department: Police Department Division: A. Administration		Adjacency:				General Remarks:	
No.	Component	NSF	2026 Program		2036 Program		Specific Remarks:
			Staff	No. of Spaces	Total NSF	No. of Spaces	
A.1	Chief of Police	300	1	1	300	1	Private Office Type "A"(Modified). File storage included.
A.2	Storage	80		1	80	1	80 should be close to Chief and Executive Assistant Office.
A.3	Executive Assistant	192	1	1	192	1	Private Office Type "B". File storage included.
A.4	Deputy Chief	240	2	2	480	2	Private Office Type "A"
A.5	Crime Watch	120	1	1	120	1	Private Office Type "C"
A.6	Crime Watch Conference Room	120		1	120	1	
A.7	Crime Watch Storage	80		1	80	1	
A.8	Captain Professional Standards	192	1	1	192	1	Private Office Type "B"
A.9	Professional Standards Lieutenant/ Interview Room	120	1	1	120	1	Private Office Type "C". Sound proof.
A.10	Professional Standards Sergeant/ Interview Room	120	1	1	120	1	Private Office Type "C". Sound proof.
A.11	Professional Standards Officer	0	1	0	0	2	Included in Professional Standard Common Area/Entry
A.12	Professional Standard Common Area/Entry	300		1	300	1	Space for two future Workstations
A.13	Professional Standard Conference Room	280		1	280	1	Seating for 12 - 15 people
A.14	Professional Standard Workroom	120		1	120	1	with file cabinets and countertop surface
A.15	Professional Standard File Storage	180		1	180	1	180 12'x15'
A.16	Internal Affairs Interview Room	120		2	240	2	Soundproof

City of Lawrence Police Department
Architectural Space Program

Department: Police Department Division: B. Operations		Adjacency: Professional Standards				General Remarks:				
No.	Component	NSF	2026 Program		2036 Program		Specific Remarks:			
			Staff	No. of Spaces	Total NSF	Staff		No. of Spaces	Total NSF	
B.1	Captain of Operations	192	1	1	192	1	192	Private Office Type "B"		
B.2	Lieutenant Shift Commander	240	3	1	240	3	240	Private Office Type "A" for two workstations, table for 4 seats and file storage.		
B.3	Training Coordinator	120	2	1	120	2	120	Private Office Type "C"		
B.4	Field Training Officers (FTO)	240	8	1	240	8	240	Private Office Type "A". Space can be shared. Adjacent to operations. 2-3 Workstations.		
B.5	K-9 Officers	0	6*	0	0	6*	0	*4 patrol, 1 bomb, 1 drug		
B.6	K9 Storage	120		1	120		120	Space for 1 year of dog food and other supplies.		
B.7	Animal Control Officer	80	2	1	80	2	80	Workstation "E"		
B.8	Animal Control Closet	15	0	1	15	0	15			
B.9	Reserve Supervisors	120	8	1	120	8	120	Private Office Type "C"		
B.10	Reserve Officers	120	14	1	120	14	120	Private Office Type "C"		
B.11	Reserve Conference Room	120	1	1	120	1	120	Private Office Type "C". Future Emergency Operations Lieutenant office.		
B.12	S.W.A.T.	0	13	0	0	13	0	Briefing space with Roll Call		
B.13	Roll Call	600		1	600		600	Seating 30 people. Approximately 18-20sf per person. Can be used as staging area for SWAT.		
B.14	Report Writing	120		1	120		120	4 Positions/bench for detainees		
B.15	Report Writing	80		1	80		80	1 or 2 Positions/bench for detainees		
B.16	Armory	120		1	120		120	Securing flash bangs and other.		
B.17	Conference Room	280		1	280		280	Seating for 12-14 people, connect to Captain of Operations Office.		
B.18	Break Room	280		1	280		280			
B.19	Staff Restrooms	150		2	300		300	ADA accessible 2 fixture, 2 lavatories.		
Subtotal Department		2997	52	18	3147	52	3147	18	3147	<i>Notes:</i>
Grossing Factor (25%)					786.75		786.75		786.75	
Total Departmental Gross Square Feet (DGSF)					3933.75		3933.75		3933.75	



City of Lawrence Police Department
Architectural Space Program

Department: Police Department		Adjacency:		General Remarks:					
Division: C. Investigations				Specific Remarks:					
No.	Component	NSF	2026 Program			2036 Program			
			Staff	No. of Spaces	Total NSF	Staff	No. of Spaces	Total NSF	
C.1	Investigations Commander	192	1	1	192	1	1	192	Private Office Type "B"
C.2	Investigations Supervisor	120	3	3	360	3	3	360	Private Office Type "C"
C.3	Detectives	120	12	12	1440	12	12	1440	Private Office Type "C". Includes Reserve and Arson future Crime Analysis Sergeant.
C.4	Prosecutor	120	1	1	120	1	1	120	Private Office Type "C" (Future Position)
C.5	Administrative Assistant	80	1	1	80	1	1	80	Workstation "E" (Future Position); in open space.
C.6	Reception/Waiting	120	1	1	120	1	1	120	
C.7	Workroom/Galley	120	1	1	120	1	1	120	
C.8	Break Room	280	1	1	280	1	1	280	
C.9	File Storage	300	1	1	300	1	1	300	15'x20'
C.10	Hard Interview	65	2	2	130	2	2	130	With A/V. Shared with Reserve Detectives.
C.11	Soft Interview	100	2	2	200	2	2	200	With A/V. Shared with Reserve Detectives.
C.12	Large Conference Room	400	1	1	400	1	1	400	Seating for 20 people. Approximately 20sf per person.
C.13	Small Conference Room	150	2	2	300	2	2	300	Seating for 6-8 people
C.14	Evidence Storage	4000	1	1	4000	1	1	4000	Negative ventilation; includes Property Room Manager.
C.15	Evidence Processing Room/Transfer	180	1	1	180	1	1	180	
C.16	Evidence Workroom	180	1	1	180	1	1	180	
C.17	Evidence Closet	80	1	1	80	1	1	80	
C.18	IT Closet	120	1	1	120	1	1	120	
C.19	Vehicle Evidence Storage	0	2	2	0	2	2	0	Included in garage
C.20	Staff Restrooms	150	2	2	300	2	2	300	2 fixture, 2 lavatories.
Subtotal Department		6877	18	38	8902	18	38	8902	<i>Notes:</i>
Grossing Factor (15%)					1335.3			1335.3	
Total Departmental Gross Square Feet (DGsf)					10237.3			10237.3	



City of Lawrence Police Department
Architectural Space Program

<i>Department: Police Department</i> <i>Division: D. Dispatch</i>		Adjacency:			General Remarks:				
No.	Component	NSF	2026 Program		2036 Program		<i>Specific Remarks:</i>		
			Staff	No. of Spaces	Total NSF	Staff		No. of Spaces	Total NSF
D.1	Director of Communications	192	1*	1	192	1	192	Private Office Type "B". 8-10 file cabinets can be in office. * Director of 911 is also the Executive Assistant	
D.2	CAD Manager		1		0	1	0	Workstation "E"	
D.3	Shift Supervisor of Communication	120	3	1	120	3	120	Private Office Type "C". 8-10 file cabinets can be in office.	
D.4	Training Officer		1		0	1	0	Workstation "D"	
D.5	Telecommunicator Station	72	9	8	576	8	576	Communication/911 station at 72sf per station.	
D.6	Conference Room	240		1	240	1	240	Seat 10-12 people	
D.7	Break Room	250		1	250	1	250		
D.8	Server/IT	120		1	120	1	120		
D.9	Bunk/Quiet Room	120		1	120	1	120		
D.10	Office Storage	80		1	80	1	80		
D.11	Janitor's Closet	15		1	15	1	15		
D.12	Restrooms	65		2	130	2	130	ADA accessible 1 fixture, 1 lavatories.	
Subtotal Department		1274	14	18	1843	6	18	1843	<i>Notes:</i>
Grossing Factor (20%)					368.6			368.6	
Total Departmental Gross Square Feet (DGSF)					2211.6			2211.6	



**City of Lawrence Police Department
Architectural Space Program**

Department: Police Department Division: F. Garage		Adjacency:				General Remarks:		
No.	Component	NSF	2026 Program		2036 Program		Specific Remarks:	
			Staff	No. of Spaces	Total NSF	Staff		No. of Spaces
F.1	Vehicle Evidence	360		1	360	1	360	2 vehicles stacked.
F.2	SWAT Vehicle Storage	360		1	360	1	360	3 vehicles stacked.
F.3	Motorcycle Storage	360		1	360	1	360	1 bay 30'X12'
F.4	Wash/Maintenance Bay	360		1	360	1	360	
F.5	Tool/Parts Storage	150		1	150	1	150	
F.6	Bicycle Storage	150		1	150	1	150	
Subtotal Department		1740	0	6	1740	0	6	1740 Notes:
Grossing Factor (10%)					174			174
Total Departmental Gross Square Feet (DGGSF)					1914			1914



Agenda

Project Name: Lawrence PD Feasibility Study **Topic:** Interview from questionnaire

Organizer: Maria Meza **Date of Interview:** 10/17/2016

Invited: Eric Weflen, LiAnn Wolfe, Erika Schneider **Date Issued:** 10/20/2016

Attendees: Eric Weflen, LiAnn Wolfe, Erika Schneider, Maria Meza

Unless comments to the contrary are received within seven (7) days of the issue date of these minutes, the minutes will be assumed to be correct as written.

1. **Department:** 911 Communications

User: LiAnn Wolfe, Director of Communications

- a. Discussed number of staff needed today per shift and the type of spaces each position needs.
- b. Today there is an average of 4 people per shift needed to operate dispatch consoles; these include the supervisor.
- c. There are 2 extra consoles available for training purposes (one for internet use only). According to the Director, the new space should be planned for 8 consoles to meet the potential 20 year growth needs.
- d. Population and criminal activity growth will drive growth in this department. As police and fire departments grow in order to serve a larger community, so will this department need to grow.
- e. The existing office for the Director of Communications is shared with the shift supervisors. Two offices (12x15) are needed for administration purposes. These offices will house approximately 8-10 file cabinets total.
- f. Additional spaces needed are IT room (with dedicated HVAC), janitor's closet, storage room, conference room (with seating for 12) and break room.
- g. Currently communications only has one toilet room and would like to have dedicated Men's and Women's Restrooms with lockers and showers.
- h. A Bunk/Quiet Room is desirable for events lasting more than 24 hours.
- i. Humidity levels in storage/utilities/server room are too high and 2 humidifiers have to be run at all times – the design of the HVAC system for this facility is critical.
- j. The Communications Department doesn't have to be located underground; the Director would like to have outside windows so that there is daylight in the workspaces.

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- k. On a daily basis, this department receives 15 public visitors. This is typically because the public comes to fire department to ask questions that pertain to police and are sent over to dispatch. If dispatch was located in the same building as police, there would not be there visitors.
 - l. The layout of the existing dispatch floor is not efficient for communicating with other dispatchers. The cubicle wall creates a barrier and a more inclusive/open layout would be preferred.

2. **Department:** Professional Standards

User: Captain Erika Schneider, Division Commander

- a. For the 20 year plan, Captain Schneider proposed adding 1 Lieutenant, 1 Sergeant and 2 police officers positions. These would require 2 additional offices and 2 desks for the officers in a space as well. The police officers work spaces could be in a common area/entry area (open office).
- b. Discussions about staff included a need for 1 more staff currently. Any growth in the department will require additional staff.
- c. A dedicated Conference Room sized for 12 – 15 people is needed. This space can be used for oral interviews (hiring process).
- d. A bigger Classroom would be used for testing. The department would use this classroom for training as well. Current classroom holds only 30 people and is off site. Do not use this space for roll call...that needs to be a separate space.
- e. Two Internal Affairs interview rooms are needed (soundproof).
- f. A Work Room is needed. This space would be used for reviewing/staging files for review for the hiring process. Included would be file cabinets and a flat work surface.
- g. Professional Standards communicates most frequently with Patrol. Having these spaces adjacent to each other is critical.
- h. The department requires use of a track for fitness testing (1/4 mile track). Can this be located at the site? Would be beneficial if there were restrooms adjacent accessible from the exterior (handwashing, fingerprinting, etc).
- i. Is there an opportunity for an EVOC course on site?
- j. There is a need for a 12x15 file storage room.
- k. Offices must be secure...in particular, Erika's, due to computer that the State Police must confirm is secure.
- l. Dedicated restrooms are desirable (Men's and Women's)...even if shared by other Divisions.
- m. A break room can be shared with other Divisions.

Agenda

Project Name: Lawrence PD Feasibility Study

Topic: Interview from questionnaire

Organizer: Maria Meza

Date of Interview: 10/20/2016

Invited: Eric Weflen, Timothy Steele, Keith Mathews **Date Issued:** 10/24/2016

Attendees: Eric Weflen, Timothy Steele, Keith Mathews, Maria Meza

Unless comments to the contrary are received within seven (7) days of the issue date of these minutes, the minutes will be assumed to be correct as written.

1. **Department:** Patrol/Operations

User: Captain Timothy Steele, Division Commander

- a. Discussed number of staff needed today per shift and the type of spaces each position needs.
- b. Roll Call needs a space that can fit at least 30 people. This space can also be used for staging area for SWAT.
- c. Today there is no secure area to write a report with a detainee, the Director proposed having 4 positions in one secure room. There should be another room with 1 or 2 positions (for female/male/child separation). The report writing rooms should be close to the Sallyport to transport detainee securely, also have easy access to breathalyzer and fingerprinting (within the same room).
- d. Today, the Captain of Operations is located on the opposite side of the building from Roll Call. Captain Steele should be able to enter into Roll Call room from his Office.
- e. Two additional offices are needed in the Operations Department, besides the Captains. One would be designated to the Shift Supervisors and the other would be for the Training Coordinator. The Supervisors office should be large enough for two work spaces, a table for 4 people and file storage.
- f. The Operations Department needs to have immediate adjacency to the Department of Professional Standards with a common area between these two is ideal to operate efficiently.
- g. A secure sallyport should include the following: wash bay, unloading for transport wagon and cruiser.
- h. SWAT storage and vehicles are located at different locations and easy access is crucial in emergency situations.

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- i. A separate garage is needed for storing SWAT vehicles, ten vehicles, including vehicle evidence storage. Storage should be provided adjacent to this space for SWAT equipment and armory storage. 14'-0" OHD.
 - j. Additional spaces needed are break room, fitness room and conference room (with seating for 12).
 - k. A dedicated Men's and Women's Restrooms is desired, with at least 30-40 lockers to share with reserve officers (plan for 15% female). The department has 5 women and 57 men on staff at this time.
 - l. The Training Coordinator requires a training room to fit 30 people with technology.
 - m. Storage is needed for dog food, supplies, etc.
 - n. Armory is needed but mostly for securing "flash bangs" and other similar items.

2. **Department:** Reserve Detective

User: Captain Keith Mathews, Reserve Section Commander

- a. Today there is no dedicated space for the Reserve department.
- b. Two offices are needed and can be shared between all Reserve department Supervisors.
- c. The additional space required for this department are interview rooms with updated A/V. Captain Mathews commented that two interview rooms are needed, but these can be shared with the Investigations Department.

Agenda

Project Name: Lawrence PD Feasibility Study

Topic: Interview from questionnaire

Organizer: Maria Meza

Date of Interview: 10/24/2016

Invited: Eric Weflen, Gary Woodruff, Tracey Cantrell, Mark Osborn **Date Issued:** 10/27/2016

Attendees: Eric Weflen, Gary Woodruff, Tracey Cantrell, Mark Osborn, Maria Meza

Unless comments to the contrary are received within seven (7) days of the issue date of these minutes, the minutes will be assumed to be correct as written.

1. **Department:** Investigations

User: Captain Mark Osborn, Division Commander

Deputy Gary Woodruff, Deputy Chief of Police

- a. Current building was not designed for the needs of a police station. Deputy Woodruff explained that the previous police department building had to be abandoned due to plumbing and mold issues. Since the police department wasn't able to fit in the current space, many parts of the department had to be separated.
- b. Captain Osborn commented about investigations having offices. He expressed concern about the difficulty to hold a private conversation without disturbing someone's job. Therefore, investigations should have individual offices.
- c. Historical staffing numbers may not be the best way to project future staffing needs. According to Captain Osborn, there were 14 detectives in 2001 and today there are only 12. This staff was reduced when IMPD drug task force was utilized.
- d. According to standards, given the population of Lawrence, there should be about 90 to 85 officers; however there are 62 today.
- e. Lawrence is landlocked with Hancock Co. to the west and metro in every other direction. Therefore, it is unlikely that there will be significant population growth.
- f. Murder cases take the more time and require 4 detectives.
- g. Each detective office doesn't need a storage closet.
- h. There is a need for a significant evidence storage room (4,000 SF) and evidence processing room. In addition to the evidence storage room, there should be an evidence "work room" where evidence can be laid out and secured during an investigation. Therefore, the evidence does not need to be returned to storage every time someone has to leave that might be working

through the evidence. There should also be an area within Evidence Storage for securing drugs, firearms and an office space for the Clerk.

- i. Marion County crime lab does all the evidence testing. Once the evidence is testing is complete (DNA, fiber, etc.), the evidence comes back to the Lawrence Police Department Evidence Property Room.
- j. A large conference room (20 people) is needed to have staff briefings and can be shared with the Administration Department.
- k. Two small conference rooms (6-8 people), dedicated for the Investigations Department, would be used for meetings with prosecutors office for case trial prep, victims family and child advocacy.
- l. The department needs 2 hard and 2 soft interview rooms with proper camera and recording technology.
- m. Additional spaces needed are a small IT closet, file storage (15'x20'), work room (with supply cabinets), a break room dedicated for the Investigations department and a reception area (future position).
- n. The interview group agreed that there should be an entry to Investigations kept away from the Administration Department and the Chief of Police Office so that people being interviewed by Investigation are not crossing paths with guests or the public. In addition, there needs to be a secure and monitored circulation path for detainees to be moved from Patrol/Report Writing to Investigations.
- o. Refer to Reserves Interview for information on Reserves needs in Investigations.
- p. Currently there is no Administrative Assistant for the Investigations Department. One should be planned for the future.
- q. A small evidence storage closet should be provided near the Detectives' Offices.

2. **Department:** Administration

User: Captain Tracey Cantrell, Administration Division Commander

- a. Evidence property room should include room for drugs, room for firearms and an office for clerk. This room will be properly ventilated so that odors are discharged to the atmosphere in lieu of in the building.
- b. The Administration Department is expecting to have 3 to 4 offices for the following staff:
 - i. Administration Division Commander
 - ii. Grant Writing Coordinator
 - iii. Records Clerk/ Reception
 - iv. Animal Control (with secure closet for tranquilizers)
- c. Code Enforcement does not need an office.
- d. FTO Office – store files; office with desk, table and chairs; can be a shared use office.
- e. Traffic Enforcement (escorts, details, etc.) might be part of future growth.

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- f. All the vehicle evidence is stored at a towing yard or any space available at fire stations; these places are not as secure as would be desired. Two spaces for vehicle evidence are needed for drying and processing fingerprints, but separated from the fleet and SWAT vehicles. Besides evidence, Captain Cantrell mention the need for motorcycle storage and RQAW added that all vehicle storage should be done in a separate building adjacent to the Police Station. This separate garage could include the wash bay.

Agenda

Project Name: Lawrence PD Feasibility Study

Topic: Interview from questionnaire

Organizer: Maria Meza

Date of Interview: 10/28/2016

Invited: Eric Weflen, Gary Woodruff, David Hofmann, Curtis Bigsbee **Date Issued:** 10/31/2016

Attendees: Eric Weflen, Gary Woodruff, David Hofmann, Curtis Bigsbee, Maria Meza

Unless comments to the contrary are received within seven (7) days of the issue date of these minutes, the minutes will be assumed to be correct as written.

1. **Department:** Administration

User: David Hofmann, Chief of Police

Deputy Curtis Bigsbee, Deputy Chief of Police

Deputy Gary Woodruff, Deputy Chief of Police

- a. The Chief of Police office needs a small conference table for 4-6 people and enough space for a couch.
- b. The Administration Division needs a conference room with AV capabilities, a projector and a TV. Should be big enough for presentations to be done with 15 people (command staff, Mayor, Council, etc.) The Lawrence PD is going to implement body cameras and the conference room can be used to monitor/investigate incidents in real time.
- c. The Executive Assistant requires a large office with a separate table for staff meetings and workspace (12x15).
- d. Files for Administration Division will be in the offices. Provide space within the Executive Assistant and Chief's Office in particular.
- e. Chaplains volunteer and don't have a space in the existing Police Department. A public community room with a small conference table, a small quiet room for private conversations and an office are required.
- f. A dedicated office for FOP (Fraternal Order of Police) with space for a small desk, computer and storage room (flags, documents, clothing, files).
- g. Field Training Officers (FTO) space should be adjacent to operations.
- h. In 20 years, growth will mostly be in the Operations and the Investigations Divisions. Spaces like lockers rooms and showers would be affected by the staff growth; office space will remain pretty constant.
- i. The Investigations Department is to have their own Waiting Room, Break Room and Work Room. Detectives should have their own offices for better privacy.

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- j. Administration should have a separate Break Room and Work Room with copier, countertops and cabinets for storage.
 - k. A reception desk shall be behind secure glass. Reception staff does not necessarily have to be attached to a specific department. Adjacent to the receptionist, a first line supervisor could be posted.
 - l. Front lobby needs immediate access to a big community room and public restrooms. The public should not have access to staff rooms. The community room was proposed to have a moveable wall to expand the capacity of the room.
 - m. Crime Watch needs an office with separate lockable storage closet for books, promotional give away and signage. This space should be in the Administration Division.
 - n. Honor guard needs storage space.
 - o. Three additional offices may be needed in the future.
 - i. Future Emergency Operations Lieutenant office can be located within Operations.
 - ii. Future Crime Analysis Division, Sergeant and Special Events Coordinator can be within the Investigations Department.