



**POLICE  
SERVICES  
FACILITY:**

Project Overview

8/22/23



# CITY BUILDING PROJECTS



THE CITY OF

# Fitchburg

## HISTORICAL PROCESS FOR MAJOR BUILDING PROJECTS



Project is approved in Capital Improvement Plan (CIP) and is included in the budget



Oversight Committee is formed by the Mayor



Architect is retained by City

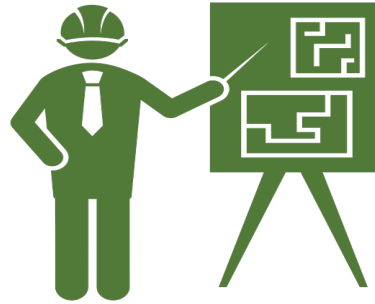


Construction Manager retained by the City

# ROLES AND RESPONSIBILITIES



## ARCHITECT



**Manages the design, bidding and construction process working with the Department(s) user of the facility**

**Prepares final program and space needs, schematic design, design development, construction drawings and construction administration**

## CONSTRUCTION MANAGER



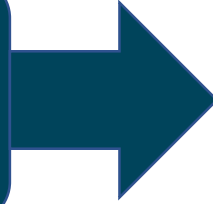
**Provides constructability input during design, prepares estimates during the different stages of design development and oversees construction of the facility**

## AD-HOC COMMITTEE



**Provides input on the program and design of the facility**

**Schematic design is presented to the public**



**Design is presented to Plan Commission and to council for approval**

**Architect prepares schematic design based off of program**

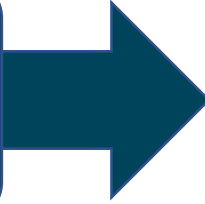
**Program is reviewed by the Ad-Hoc Committee**

**Architect works with City staff and prepares final space needs and programming based off of previous studies**

**Architect and Construction Manager is retained through a qualification-based system**

# **PROCESS STEPS**

**After award of bid,  
construction begins**



**User moves in upon  
completion of the project**

**Bidding of the project upon  
completion of the  
construction documents**

**Construction documents are  
prepared based on design  
development**

**Updated plans are presented  
to the public with more detail**

**Development design is  
started after schematic  
design is approved by council**

# **PROCESS STEPS**



# PROJECT HISTORY

# THE ROAD HERE

- **1999: Police Department moved into the current space**
- **2015: Space Needs Analysis Published**
- **2017: New facility included in CIP Budget Process**  
(First mentioned in 2016)





**SPACE NEEDS ANALYSIS AND  
PROJECT BUILDING PROGRAM**

CITY OF FITCHBURG  
CIVIC CENTER CAMPUS  
February 19, 2015

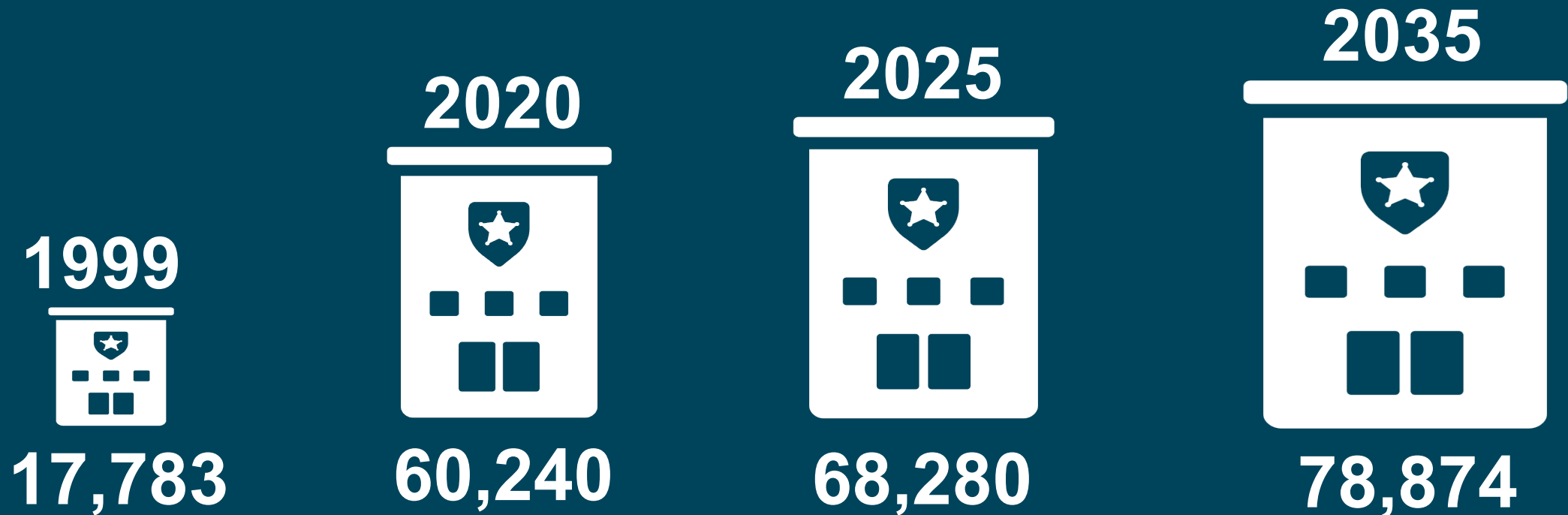


architecture · interior design · planning

# SPACE NEEDS STUDY

- **Analytical study of future staffing and space needs for departments at City Hall**
- **5, 10, 20-year horizons**
- **Examined City Hall addition vs stand alone**
- **Published in February 2015**

# IDENTIFIED FUTURE SQUARE FOOTAGE NEEDS



# Immediate Space Needs: 2015

- Evidence storage, secure evidence storage, evidence lab, evidence processing
- Ventilation system in the Evidence Storage and Secure Evidence Storage
- Armory
- Office space
- Conference rooms
- Indoor parking facilities especially during inclement weather

# CIP TIMELINE

## 2017-2021

On April 21, 2014, the City Hall Expansion Oversight Committee accepted the Space Needs Report.

**Amendment:** Delayed to 2022 or later. Keep some interim funding paid by property tax levy.

**2017:** Planning & Design - \$25,000

**2018:** Maint. of Existing Facility - \$100,000

## 2018-2027

Title changed from Police Facility/City Hall Remodel to Public Safety Facility. The details of the project will be determined in the next few years.

Reinstated the dollar amounts from the Mayor's proposed 2017-2021 CIP but delayed to construction in 2022/2023.

**2018:** Maint. of Existing Facility - \$100,000

**2020:** Planning & Design - \$500,000

**2021:** Planning & Design - \$800,000

**2022:** Planning & Design - \$500,000

**2022:** Construction – \$11,217,500

**2023:** Planning & Design - \$500,000

**2023:** Construction - \$11,217,500

## 2019-2028

The Public Safety Facility is being moved up one year to facilitate occupancy in 2022 (site determination 2019, design 2020, construction 2021/2022). The Police Department has existing space needs in the evidence storage room, evidence lab, armory, squad room, and meeting spaces that all currently need to be addressed. An increase in PD staffing is anticipated in the next five years and is likely to be significant due to the growth in Fitchburg and the absorption of the Town of Madison. Additionally, funds have been budgeted in this account to address short-term needs in 2017 and 2018. Moving the project up may reduce these expenditures to address short-term needs due to the occupying a larger facility earlier.

**Amendment:** Add \$300,000 for land acquisition in 2020 as a result of change from standalone facility to addition of new facility. Change project title from Public Safety Facility to Police Station Addition. Split project into two phases: Phase 1 \$6.4 million in 2024 and Phase 2 \$10 million in 2030.

**2020** – Planning & Design - \$1,300,000

**2020** – Land Acquisition - \$300,000

**2024** – Construction - \$6,400,000

**2030** – Construction - \$10,000,000

## 2020-2029

**Amendment:** Delay planning, update costs for a single project, split construction costs over two years, and remove land acquisition. 75,000 sq. ft. facility for \$35,000,000.

**2022** – Planning & Design - \$2,700,000

**2023** – Construction - \$16,150,000

**2024** – Construction - \$16,150,000

## 2021-2030

**Amendment: Reduced facility size and returned to expansion of City Hall. Planning/design reduced from \$2,700,000 to \$1,875,000 and construction reduced from \$32,300,000 to \$23,125,000. Building size reduced from 75,000 sq. ft. to 50,000 sq. ft. for a total cost reduction from \$35 million to \$25 million.**

**2022 – Planning & Design - \$1,875,000  
2023 – Construction - \$11,562,500  
2024 – Construction - \$11,562,500**

## 2022-2031

**Amounts and timing remain the same but project returned to stand-alone facility and not an addition.**

**2022 – Planning & Design - \$1,875,000  
2023 – Construction - \$11,562,500  
2024 – Construction - \$11,562,500**

## 2023-2032

**No change**

**2023 – Construction - \$11,562,500  
2024 – Construction - \$11,562,500**

## 2024-2033

**Increased cost from \$25 million to \$35 million with a facility size of 60,000 – 75,000 sq. ft. The new facility should focus on police service delivery in the City of Fitchburg. The final cost may increase based on final design (with input from the ad hoc committee) and actual construction bids.**

**Added replacement fund for future building system replacements starting in 2027.**

**2024 – Construction - \$21,562,500**

## KEY POINTS

- Modifications of type, size funding and timing over 8 CIP cycles
- **Our current process is a result of approval and direction from the Council**



# RECENT PROCESS

# RECENT EVENTS

- **March 2023:** Ad Hoc Committee created
- **April 2023:** City Council approved FGM Architects as the firm for architectural and engineering services
- **June 2023:** FGM Architects met with department representatives from various workgroups
- **July 2023:** City Council approved Pepper Construction as the construction management firm for project management
- **July 2023:** First meeting of the Police Facility Ad Hoc Committee

**Alder Jim Wheeler**

Chair

**Rosa Aguilu**

Resident

**Andy Potts**

Resident

**David Rousseau**

Promega Corp

**Chief Alfonso Morales**

Police Department

**Officer Juan Hinojos**

Police Department

**Paul Woodard**

Public Works



**AD HOC COMMITTEE**

# COMMUNITY ENGAGEMENT

Monthly  
Community  
Meetings

Website &  
Social Media

FACTv

Public  
Presentation  
Meetings

Ad Hoc  
Meetings

Council  
Meetings

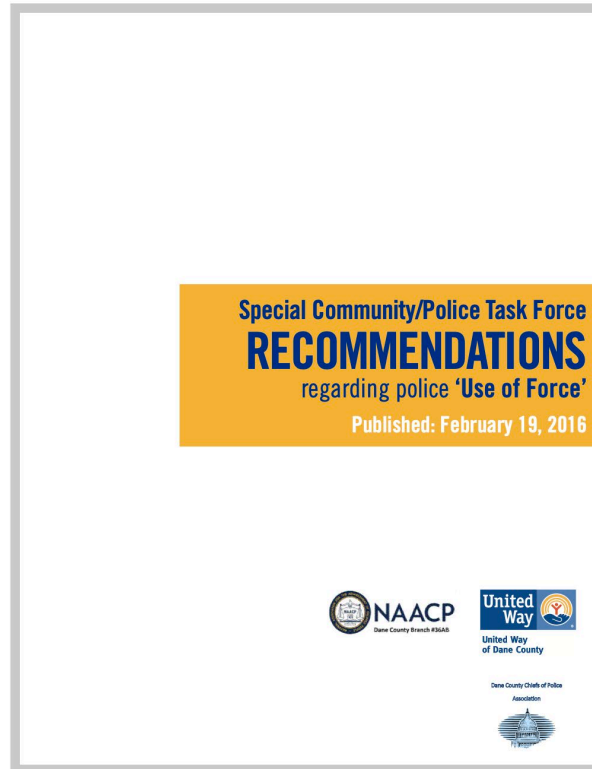
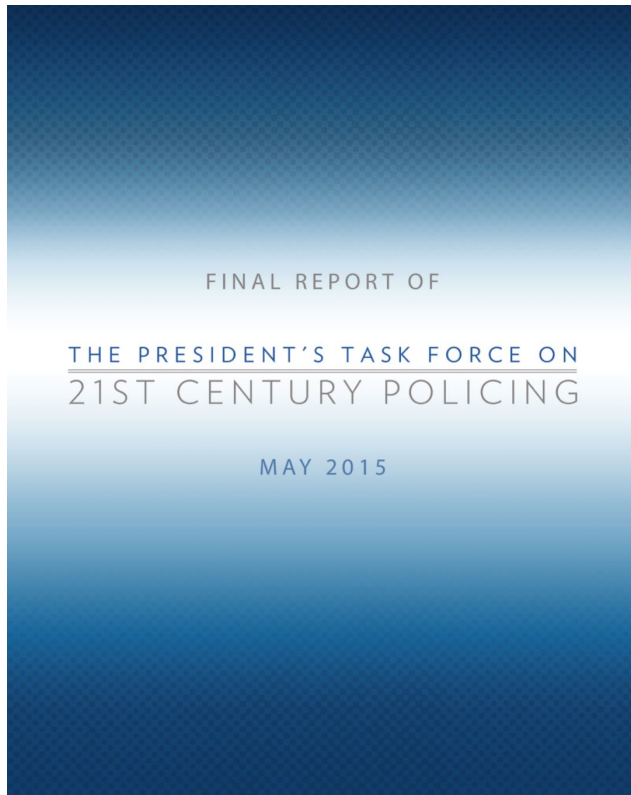
# PROJECT TIMELINE MILESTONES

- **August 2023:** Schematic Design
- **November 2023:** Schematic Design Public Meeting
- **November 2023:** Common Council Schematic Design Approval
- **November 2023:** Design Development
- **February 2024:** Design Development Public Meeting
- **February 2024:** Common Council Design Approval
- **February 2024:** Construction Documents
- **July 2024:** Bidding
- **September 2024:** Common Council Bid Approval
- **September 2024:** Construction Administration
- **May 2026:** Move in



PROGRAMMING

# ROOTED IN MODERN STANDARDS AND RECOMMENDATIONS



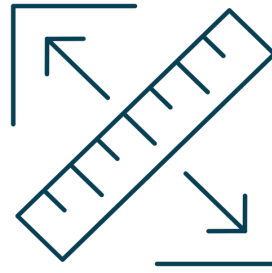
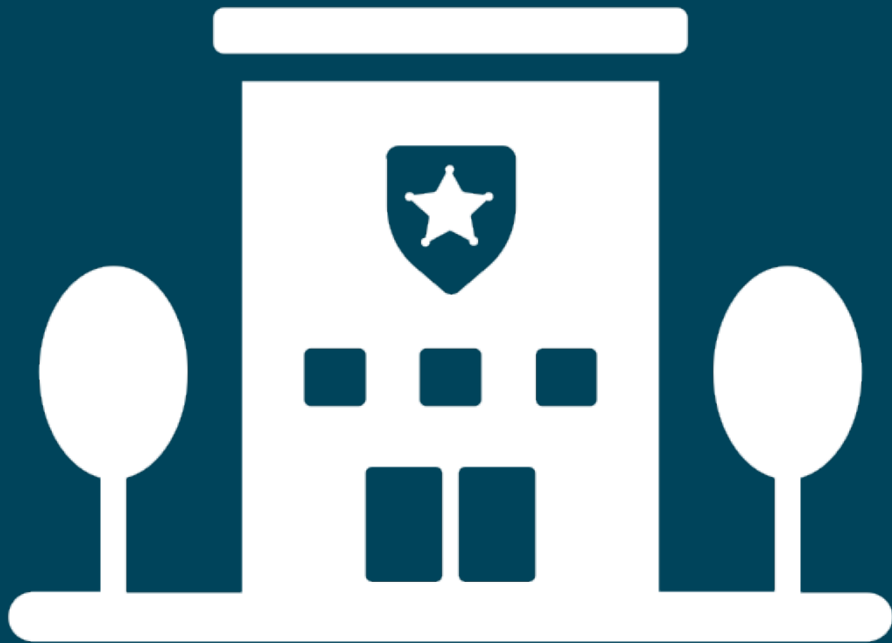
- Accreditation
- Enhanced Accessibility
- Community Engagement
- Officer Training
- Officer Wellness
- Technology

# PROGRAMMING CONSIDERATIONS

- Purpose-built
- Inter-connected components
- Future growth and flexibility



# PREFERRED SCHEMATIC DESIGN



**78,000** Square Feet



**Multiple levels**



**Sustainability  
Features**



**Training  
Components**

# **PREFERRED SCHEMATIC DESIGN**



- **All components of a high functioning police facility**
- **Flexibility for anticipated growth**
- **What is needed NOW to attract, retain and best train personnel**



# SUMMARY

# DO WE?

- Want to be prepared for the future of a growing city, city hall and police department?
- Want to ensure a safe environment that reduces risk for employees, visitors and those in our custody?
- Want to address environmental impacts of police vehicles and facilities?
- Want to create a space that fosters increased community engagement?
- Want to ensure our police personnel are highly competent in order to meet the high expectations of our community?
- Want to attract the most talented workforce while retaining our valued employees and ensuring they are well?

# A NEW FACILITY WILL



**ALLOW FOR CITY  
HALL GROWTH**



**ENHANCE CITY  
SUSTAINABILITY  
EFFORTS**



**CREATE PURPOSE  
BUILT SPACE FOR  
CURRENT NEEDS &  
FUTURE GROWTH**



**PROVIDE WELCOMING  
COMMUNITY SPACE**



**BUILD A SAFER  
ENVIRONMENT THAT  
MOVES CLOSER TO  
ACCREDITATION**



**AID IN THE RECRUITING AND  
RETENTION OF PERSONNEL BY  
FOCUSING ON WELLNESS AND  
TRAINING**