

1. Agenda

Documents:

[AGENDA.PDF](#)

2. Supporting Meeting Documents

Documents:

[ARCHITECT PROPOSAL - HOEFER WYSOCKI.PDF](#)

[ARCHITECT PROPOSAL - OPN.PDF](#)

[ARCHITECT PROPOSAL - SHIVE HATTERY.PDF](#)

[ARCHITECT PROPOSAL - TSP ESTES.PDF](#)

[FINALIST - ARCHITECT PROPOSAL PROCHASKA AND ASSOCIATES.PDF](#)

[POLICE AND FIRE ADVISORY COMMITTEE MEMBERS.PDF](#)



James L. Lowrance, Mayor
Randy Wetmore, City Administrator
Justin Nickel, Public Works Director
24 North Center Street
Marshalltown, IA 50158-4911
Tel - (641) 754-5701
Fax - (641) 754-5717

NOTICE OF PUBLIC MEETING

Police and Fire Advisory Committee

Thursday, September 10, 2015

4:00PM

Police Station, EOC Room

22 N Center Street, Marshalltown Iowa

Notice is hereby given that the Police and Fire Advisory Committee will meet at the above-stated time and place.

That the tentative agenda for said meeting is as set forth below:

CALL TO ORDER

COMMITTEE MEMBERS: Gabriela Vargas Avalos
Paul Peglow
Meredith Bell
Pete Charboneau
Ross Harris
Leon Lamer
James Lowrance
Betsy Macke
Bill Martin
Justin Nickel
Randy Wetmore
Bethany Wirin

BUSINESS

1. Discuss architect qualifications
2. Prepare a short list for recommendation to the City Council

ADJOURN

Public meeting notifications made to the public as requested and posted for the public



POLICE HEADQUARTERS AND MAIN FIRE STATION

Design and Construction Administration | Marshalltown, Iowa | 08.07.15



PUBLIC SAFETY SOLUTIONS

TABLE OF CONTENTS



Cover Letter



1 | Project Understanding



2 | Additional Consultant Services



3 | Key Personnel



4 | Relevant Experience



5 | Agreement Approach

August 07, 2015

Justin Nickel
Public Works Director
City of Marshalltown
24 N. Center Street
Marshalltown, IA 50158

Re: Request for Qualifications - Police Headquarters and Main Fire Station

Dear Mr. Nickel:

Thank you for the invitation to submit our qualifications for architectural, engineering and related services for the proposed Police Headquarters and Main Fire Station to be built in Marshalltown. Hoefer Wysocki Architecture (Hoefer Wysocki), along with the team of professionals assembled for this project, possess the experience, design excellence, leadership and commitment to make this project a success. Our team is familiar with your existing facility and understands your current challenges and need for a more efficient and operational building. Within our response to your RFQ, we have tailored our proven approach to your needs and provide the expertise required to get this project funded and built in a timely manner.

Our team of design professionals has the right combination of experience and local knowledge to successfully complete this project. Hoefer Wysocki recently completed the Marshalltown Medical and Surgical Center and as well as numerous police and fire facilities throughout the Midwest; we are considered to be a regional public safety expert. Additionally, our team also represents Marshalltown. Wertzberger Architects, our local architectural partner, has been practicing in Marshalltown since 1991 and is very familiar with the community. Our structural and civil engineers, Structural Engineers, PC and Clappsaddle-Gaber Associates, are also Marshalltown firms with local ties, and completed projects for the City. These local teammates will be instrumental in providing their expertise in the design of the project, as well as ambassadors to help present the design and project information to the Marshalltown community.

In our proposal, we have outlined a number of successful methods we have utilized to fund projects like yours. Our team is ready to assist you with the presentation of our proposed design to the Marshalltown citizens and its stakeholders. Working with you, we will develop a strategy that is appropriate for your community and has a personalized focus toward the voting constituents.

Our team is confident we will exceed your goals, objectives and the visions that you have for your project.

Best regards,



Ken Henton, AIA, NCARB, LEED AP
Partner



PROJECT UNDERSTANDING

"Hoefler Wysocki's method opened our imaginations through tours of [their] existing public safety facilities and the numerous example drawings [their] staff prepared. We gained a unique understanding of what our facility can be and how it can function best for us. Through the leadership and contributions of Hoefler Wysocki's diligent staff, we are excited about our new facility and how it will help us serve and protect the citizens of Leawood more effectively."

John Meier, Police Chief
Leawood Police Dept.
Leawood, Kansas

PUBLIC SAFETY SOLUTIONS



KANSAS CITY

11460 Tomahawk Creek Parkway,
Suite 400
Leawood, Kansas 66211

DALLAS

Trammell Crow Center
2001 Ross Avenue, Suite 510
Dallas, Texas 75201

PARTNERS

Mitch Hoefer, AIA, NCARB
Kevin Berman, AIA, NCARB
Jim Stearman, AIA, NCARB
Ken Henton, AIA, NCARB, LEED AP
Chris Andersen, AIA, NCARB
Rob Welker
John Castorina, AIA, ACHA, LEED
Green Associate, Lean Green Belt

Hoefer Wysocki Architecture is a full-service architecture, planning and interior design firm with a passion for providing exceptional service and innovative design solutions. Our designers specialize in the design and delivery of spaces that embrace the human element, as well as state-of-the-art technology, leaving the institutional design of yesterday behind.

With offices in Kansas City and Dallas, the firm has grown from the two founders, to a staff of more than 100 employees, all with the same dedication to quality service and to exceptional design. The Hoefer Wysocki circle of talent extends beyond our immediate employees to include partners such as developers, construction firms and specialized consultants. These resources, combined with our highly communicative project process, innovative design, solid project management and team-oriented approach, ensures our clients achieve their project goals on time and within budget.

We pride ourselves on making each client an integral part of the project team and delivering an exceptional project of which they can be proud.

For nearly two decades, we have specialized in the design and delivery of civic, judicial and public safety facilities. Considered a regional expert in Public Safety planning and design, Hoefer Wysocki has completed numerous public entity projects throughout the Midwest. Over the past ten years the Hoefer Wysocki has designed more than 30 civic/judicial facilities including multiple police and fire stations. Hoefer Wysocki projects have received multiple awards for design excellence from Fire Chief Awards and Fire Chief Station Style Magazine. In 2012 our KCFD Fire Station No. 39 project received the DBIA-MAR *Honor Award for Institutional Projects Under \$10 Million*.

We believe in upholding our clients' values, incorporating their image/brand, and establishing a facility that encourages staff retainment and recruitment. Our project process includes gathering data, planning and evaluation, programing with interactive workshops, facility evaluations, and final space planning and design—all resulting in developing the clients' desired option.

MARKETING STRATEGY TO OBTAIN FUNDING

Over the past 19 years, Hoefer Wysocki has led city, county and federal projects to obtain partial or complete funding. Some of these projects are nearly identical to your project. We could elaborate on each and every funding type as well as a tailored process for presentations to the public and successful obtaining of funds. However, not all funding types are appropriate for each city and some cities will utilize multiple funding mechanisms.

The following list outlines some of the funding mechanisms with which we have used successfully and would be happy to discuss in more detail:

1. Federal Public Safety Grants
2. Federal Fire Grants
3. FEMA funding for storm shelters
4. Low interest loans
5. Bond Elections
6. Tax Increment Financing
7. American Recovery and Reinvestment Act
8. Historic Preservation Funding
9. Public/ Private development partnerships
10. Private funded lease-back
11. Private donations

Hoefer Wysocki has developed an eight-week program, utilized to build community awareness. This process takes advantage of the tools developed during the preliminary stage of the project,

including photos of your existing facility, to inform the public why the need exists. We will work with you to determine the most appropriate venues, but our process typically stems around community interaction and Town Hall meetings to inform and educate the public so they feel part of the project's success. Many times our approach has been to solicit feedback on potential project improvements or project upgrades rather than to take a stance on a simple yes or no vote. Our local teammates have made your community their home, thus adding depth of understanding to our philosophy and approach.

PUBLIC OUTREACH

We shall, in association with City of Marshalltown officials, develop a communication plan to make City officials, the project team, the citizens, and other interested parties aware of all aspects of the project. The communication plan could include a project website containing meeting minutes, decisions, draft documents, correspondence, drawings, formal communications, and other pertinent information.

We would also recommend that we hold town hall-type meetings to educate the public on current and future trends associated with a public safety facility. The meetings would also help build community support for a new facility and support functions, construction, or expansion.





PROJECT APPROACH

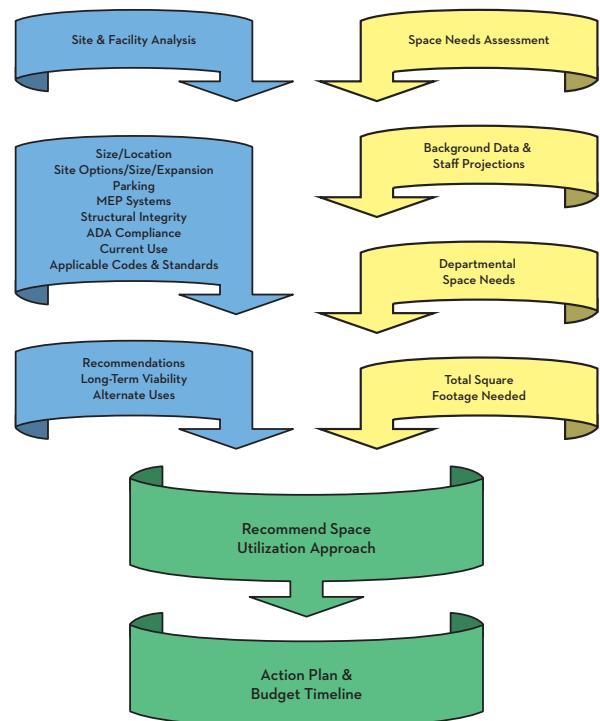
Every project has a unique set of goals and timeline for completion. For that reason, Hoefer Wysocki will approach your project in a customized manner while also adhering to our proven methodology for assessing the feasibility of constructing new police and fire facilities for the City of Marshalltown. The completed study will serve as a decision-making tool for the future construction of your facilities and provide you with deliverables that answer your questions regarding potential locations and funding options.

Our two-prong project approach will provide an effective analysis of impacts and ultimately lead us to a better understanding of your specific current and future needs. During this process of evaluation, we will share with you our vast knowledge of best-practice public safety design to help guide you to a solution that will meet the needs of each department to be housed in the new facilities. At Hoefer Wysocki, we subscribe to a design philosophy that supports and encourages an open exchange of ideas amongst all team members. Throughout the process, we will provide opportunities for you to give feedback, ask questions and express your ideas, so that the resulting concept design will be a true embodiment of your vision for the new police and fire facilities.

NEEDS ASSESSMENT

Hoefer Wysocki has performed numerous Needs Assessments for public safety facilities and can draw from our vast experience in effectively evaluating your existing facility analysis which has been provided in this RFQ.

Hoefer Wysocki Two-Prong Approach to Facility Studies



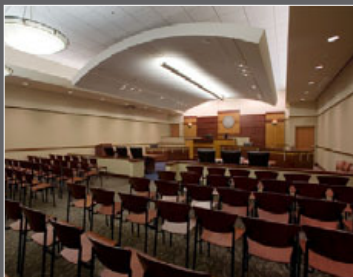
ADMINISTRATIVE INTERVIEWS

We start this process with interviews at the administrative level. These interviews are typically informal discussions, the sole focus of which is to identify the goals of the project.

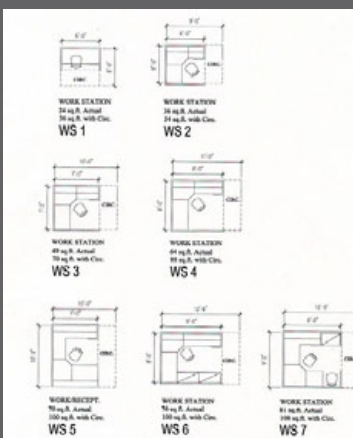
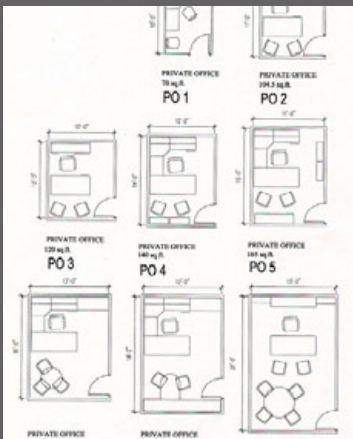
FACILITY TOURS

Upon completion of staff projections, our goal is to help you customize your space requirements to meet specific needs. In order to jump-start this process, we will accompany clients on tours of new facilities and conduct reviews of floor plans that are good examples of current industry trends and opportunities.

Customize the space to meet CLIENT'S SPECIFIC NEEDS



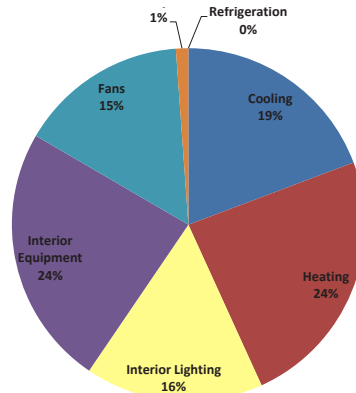
Program and Room Diagrams



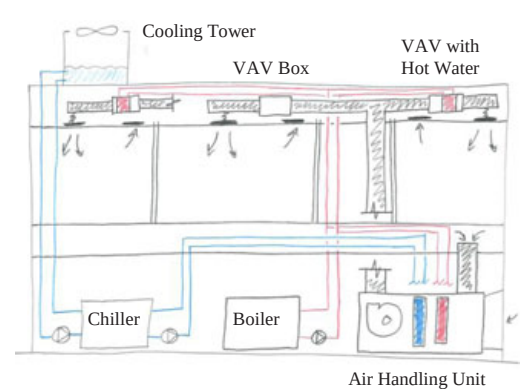
ENGINEERING SYSTEMS DISCUSSION

Although many design firms do not address engineering systems, such as HVAC and generator power during the programming phase, this single component equates to as much as 35 percent of a project's budget. It also can have a huge impact on energy efficiency and operational cost. Our engineering consultants bring a wealth of experience with police and fire facilities. Together, we will lead you through a discussion regarding the primary systems for your new facilities. This discussion will include space needs to facilitate the equipment types, energy efficiency/payback and maintenance requirements.

ENERGY END USE ANALYSIS



MECHANICAL SYSTEM OPTIONS



PROJECT PROGRAM

After we have obtained a thorough understanding of all the goals identified in the preceding steps, we will develop the Project Program; a written document that identifies the space requirements for your new building. This document will identify room sizes, current and future staff counts, as well as current and projected needs for items such as property and records storage. We will draw from our experience with similar projects to determine proper departmental circulation factors to ensure that we have accounted for all the space required to meet your needs.

COST ESTIMATE

Finally, combining all the knowledge we obtain together through tours, discussions and working sessions, we will develop a range-cost estimate. We will utilize our excellent track record with projects of similar size and scope to help determine how much your facility will cost. Hoefer Wysocki's team will provide cost accuracy at an early stage. Our team feels that this is a benefit to you because it gives you the ability to make decisions on space need requirements and project quality before the team spends a lot of time developing designs.

SITE ASSESSMENT

Site assessment is as critical to a project's success as a well-defined Needs Assessment. For a project of this type, site development costs can typically vary from 8 percent of the project budget to as much as 18 percent. With this wide cost range, it is important for the design team to take a thorough approach to the assessment of each site. Our approach to obtaining background information assures that we will provide you with a complete evaluation of each site.

SITE RESEARCH AND ANALYSIS

Hoefer Wysocki is partnering with a local civil engineer, Clapsaddle-Garber Associates, to assist the team with background utility and topographic research for the site. Through our site assessment process, our team can gain the information necessary to understand the advantages and disadvantages of the site under consideration.

Our process utilizes the expertise of our key personnel participating in a fully integrated process. We will walk the site as a team to discuss obstacles and opportunities associated with its development. We will also engage the City engineers to help us understand public utility requirements so that we can evaluate utility extensions, if appropriate. The final deliverable will be a Site Analysis sketch that graphically describes each site in a manner easy for everyone to understand.

SITE CAPACITY STUDIES AND RANKING

Once the background information is compiled, the Hoefer Wysocki team will utilize a two-day, on-site "think tank" to assess the capacity and "rank" of each site. Our team will utilize preliminary programming information to develop basic blocking diagrams that illustrate building masses, site circulation, parking and on-site detention. Since we are experts with this building type, we can accomplish these basic blocking diagrams with ease and with a good degree of accuracy. From there, we will lead the City in a quantitative and qualitative ranking of each site, utilizing a customized format that is tailored toward the goals of the City. This analysis nearly always identifies which sites are best suited for this type of development. Finally, the design team will develop more detailed site plans for the best two or three sites in order to prove that all preliminary assumptions are valid.

Site Studies



CONCEPTUAL BUILDING AND SITE DESIGN

DESIGN CHARRETTE - Once the ground work has been completed, the actual design work will begin. Hoefer Wysocki conducts a highly interactive planning and design workshop or "charrette" process. Our team will hold a three day, on-site, interactive, design workshop involving the client, stakeholders, design team, engineers and sometimes even members of the community. This participatory process, encourages input from all team members and is highly valuable to the entire project process. Not only does it result in a preliminary design, but it also develops trust between the team members and builds consensus around a common vision. The charrette is a very efficient means of designing and it



allows the ideas of all participants to be reflected in the design, resulting in a sense of ownership. We use this process to “get the best of all of us!”

The Charrette Process Goals

- Confirm Functions/Spaces Needed
- Develop Adjacencies of Functions
- Confirm Staffing Plan
- Develop Budget

Design Charrette Brainstorming Session

- Intensive “Idea” Session with all Stakeholders
- Develop Solutions
- Develop Concepts
- Confirm Budget

Charrette Process Advantages

- Client and Consultants Working Together
- Shared Ownership Established
- Compressed Design Process
- Common Understanding

DESIGN REFINEMENT – Once the project direction has been established, the project team will refine some of the best concepts or ideas. These items will then be presented and discussed with the entire group. In addition, Hoefer Wysocki will compile illustrations that show design alternatives that were reviewed and discarded during the charrette process.



FINAL COST ESTIMATE

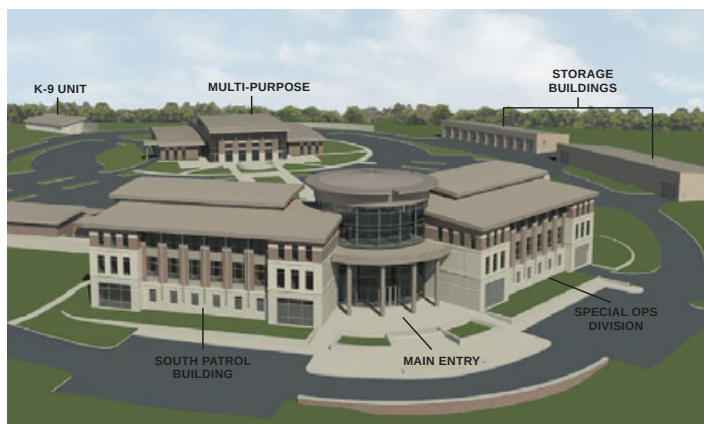
As we are putting the finishing touches on the design tools, Hoefer Wysocki will develop a detailed cost estimate for the facility. Our 3-D Building Information Management (BIM) model will be used to provide us with material quantities with a high degree of accuracy. Because we are in a preliminary stage, we will utilize our experiences, as well as information gathered during our design meetings and tours to envision the building as a final design (even though we are still in a preliminary stage of design). In addition, our team will utilize our relationships with area contractors to reflect on our numbers with real-time cost information to ensure a higher degree of accuracy. Finally, we will compile this information into an industry format that is easily understood.

<									
---	--	--	--	--	--	--	--	--	--

FINAL DESIGN TOOLS

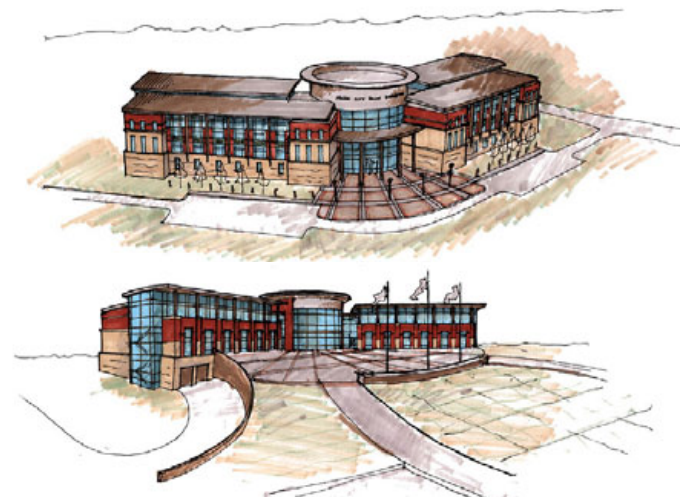
Hoefer Wysocki develops all of its projects with software that creates 3-D images. We have the capability to develop color graphics that range from rough, free-hand sketches to photo-realistic computer renderings. These computer tools allow our clients to walk through their new facility on a virtual tour. We have found that this 3-D process has helped our clients truly understand their buildings, thus, alleviating misunderstandings. As a service oriented design firm, this is one of our primary goals.

Depending on the desired result, Hoefer Wysocki will develop images to portray the project in the way most appropriate to the stakeholders and to the community. We have a full-service marketing unit that can produce booklets, brochures, color banners, video clips and just about any other items that might be required.



DESIGN DEVELOPMENT

The design development phase becomes more introspective as the team takes the design concepts refined in the previous stage into working drawings. The team's efforts here will concentrate on finalizing design decisions regarding systems, materials, finishes, specifications, and construction details. The final deliverable for the design development phase will be a set of documents and specifications which amount to 35 percent construction document level, and detail the site, floor plans, ceiling plans, elevations, cross sections, and wall sections. Included will be structural framing plans, selected details, and specifications; mechanical, electrical and plumbing plans, diagrams, and specifications; preliminary civil plans and details, landscaping schematics, a code analysis, and schematic diagrams for equipment and furniture layouts.



CONSTRUCTION DOCUMENTATION

Once the design direction has been finalized, the team will focus on the development of the plan to ensure the use of sustainable materials and construction methods, engage multiple lines of communication with all sub-consultants and subcontractors, and produce a succinct set of construction documents for the construction of the Marshalltown Police and Fire Station project. The goal of the construction documents phase is to produce a set of succinct, yet fully complete drawings and specifications to produce accurate bids for construction. During this phase, we will ensure coordination among disciplines and provide constant quality control reviews. At the completion of this phase, the building will be fully documented with every system, material, and construction type specified.

BIDDING PHASE

We will prepare a potential bidder's list of pre-qualified general contractors for the scope of work for review by the City of Marshalltown. Our team will actively engage the construction community to solicit bids for the work and prepare an analysis of the bids. We will coordinate the requirements for all bonds and insurance from each contractor, and then, jointly with the City, will select the most cost-efficient, responsible bidder and prepare contract documents for the scope of work.

CONSTRUCTION ADMINISTRATION

During the construction phase, our interface with the contractor is paramount. It is our philosophy to help the construction team build the job right the first time. In order to do this, it is essential that we

make timely visits to the site to review construction at the inception of each primary work scope. During these visits, we also help the contractor look ahead and anticipate upcoming events. We have found that scheduling a consistent meeting time enhances this process because the contractor can rely on us being on-site when the scheduled time arrives. Our most successful construction projects occur when we collaborate with the contractor to get the job done. If questions arise during construction, our initial intent is to answer the question while on site. At that point, all affected parties are generally present and the resolution will have more impact. These conclusions are documented in our field reports. If the question cannot be answered while at the site, a request for information (RFI) will be processed and the response will be expedited by obtaining input from all required parties. The documentation process will also include the creation of detailed as-built documents. Working with the contractor, these documents will record the actual finished conditions of the entire project.

QUALITY ASSURANCE

The Hoefer Wysocki Quality Assurance Program is both a proactive and reactive process that is led by Quality Control and ADA expert Mark Kohles. The adjacent schedule illustrates our firm's published approach to quality assurance for any given project. However, we actually utilize the following four areas of quality assurance as part of our on-going process:

TRAINING - Hoefer Wysocki provides staff training programs at all levels, including biweekly project managers meetings, monthly quality assurance meetings at all staff levels, and weekly vendor lunch and learn programs. Through our nearly 20 years of existence, we have found the investment of training to have a dramatic improvement on project quality.

STANDARDS DEVELOPMENT - Next, Mark's group is also responsible for development and maintaining our office standards. With the assistance of our BIM manager and several of the firm's project architects and project managers, we have developed key details, drawing standards, and modified specifications that take advantage of the wealth of experience of our staff. The outcome of this work is to make it easier for our project teams to do their jobs right and deliver a quality product that exceeds industry standards.



INTERACTIVE TEAM MEETINGS - There is no greater time to have positive impact on quality than when a project is being developed. Our interactive review program allows senior architects to interface with each project team at key points during a project's development. Although each project has a unique set of goals, these interactive meetings are established to discuss, ADA and code issues, constructibility, multi-discipline coordination and drafting standards. We take this process as seriously as any other portion of the quality assurance program because we are investing in our people by making them better at every job they do.

THIRD PARTY PEER REVIEWS

Finally, we utilize a third party review program to help our project teams think outside the box. Mark's peer reviewers look at each project with fresh sets of eyes to help insure that we maintain consistency in the office and that we have a solid approach to constructibility of each building we design. Hoefer Wysocki believes in accountability at all levels of our organization. For this reason, Quality Control reviews are completed by each project team and they are ultimately held accountable for their projects. This gives each individual a sense of ownership, but also makes them realize that their careers are ultimately tied to the work that they do.

Our teams will review the project at six key points during the design and programming phases:

- 1) Programming completion
- 2) Schematic design
- 3) Design development
- 4) 65 percent construction documents
- 5) 95 percent construction documents
- 6) Final construction documents



ADDITIONAL CONSULTANT SERVICES

ADDITIONAL CONSULTANT
SERVICES

"We appreciate Hoefer Wysocki taking the initiative to form a partnership environment and engage our personnel to create an excellent fire station. Their design improved our staff flow and gave us a building flexible enough to serve the community for decades to come. Functionally, the station provides improved efficiencies and excellent quality of life amenities for our staff, as well as the ability for future expansion."

John W. Mattox, Fire Chief
City of Shawnee, Kansas

PUBLIC SAFETY SOLUTIONS





Wertzberger Architects, P.C.

107 Nicholas Drive
Marshalltown, Iowa 63043
T: 641.753.0866

WERTZBERGER ARCHITECTS - LOCAL ARCHITECT

Wertzberger Architects, PC, is a full service architectural and interior design firm with an office located in Marshalltown, Iowa. The firm's principals, and all of the professional staff, have a proven history of previous project experience and qualifications for your proposed improvements. Along with our staff of project architects, designers and draftspersons our firm has the qualifications to meet all your project requirements. All our documents are prepared using Computer Aided Drafting (CAD) technology and BIM Software (Autodesk Revit).



Smith & Boucher, Inc.
25501 W. Valley Parkway
Suite 200
Olathe, Kansas 66061
T: 913.345.2127

SMITH & BOUCHER - MEP ENGINEERS

Smith & Boucher has evolved from a small, local firm into a thriving full-service engineering leader with more than 40 years of history in the industry. But when it comes to surviving and thriving in a competitive market, possessing a talented staff, an entrepreneurial spirit and decades of experience is only half of the solution. The other half is found by listening to our clients, their aspirations and visions, and finding just the right answers to help create the desired impression.

**STRUCTURAL
ENGINEERS, P.C.**

Structural Engineers, P.C.
114 Nicolas Drive
Marshalltown, Iowa 50158
T: 641.752.6334

STRUCTURAL ENGINEERS, P.C. - STRUCTURAL ENGINEERS

Structural Engineers was founded in August of 1979 by Larry L. Olson, PE and was sold to Kyle G. Lacina, PE, SE, in April of 2012. Structural Engineers, PC is a full service structural engineering design firm providing services to clients throughout the country and worldwide. Structural Engineers, PC has a proven history of project experience and qualifications to meet a variety of building needs.



Clapsaddle-Garber Associates
16 East Main Street
P.O. Box 754
Marshalltown, Iowa 50158
T: 641.752.6701

CLAPSADDLE-GARBER ASSOCIATES - CIVIL ENGINEER

Clapsaddle-Garber Associates is a consulting firm providing services in civil engineering, land surveying, cartography, planning, right of way acquisition, and laboratory and field testing along with construction observation and inspection services. CGA has completed hundreds of projects for the City of Marshalltown and area developers over the years and currently holds an on-call contract with the City for Construction Administration of city projects. CGA has a strong relationship with the community and its leadership and will provide a valuable connection between the design team, owner, contractor, City Engineer, City Planner, and project stakeholders.



McCownGordon Construction
422 Admiral Boulevard
Kansas City, MO 64106
T: 816.960.1111

MCCOWNGORDON CONSTRUCTION - GENERAL CONTRACTOR

McCownGordon Construction was founded on a simple premise: focusing on core values of integrity, relationships and performance—instead of just concrete and steel—creates a different kind of construction company. Our distinctive approach is reflected in our work on municipal and government projects. These buildings are community cornerstones, providing benefits and structure that citizens count on. From community centers and libraries to public safety facilities, these all share a common focus on service. Our team responds in kind with a commitment to service, a high level of expertise and a strong sense of responsibility.



KEY PERSONNEL

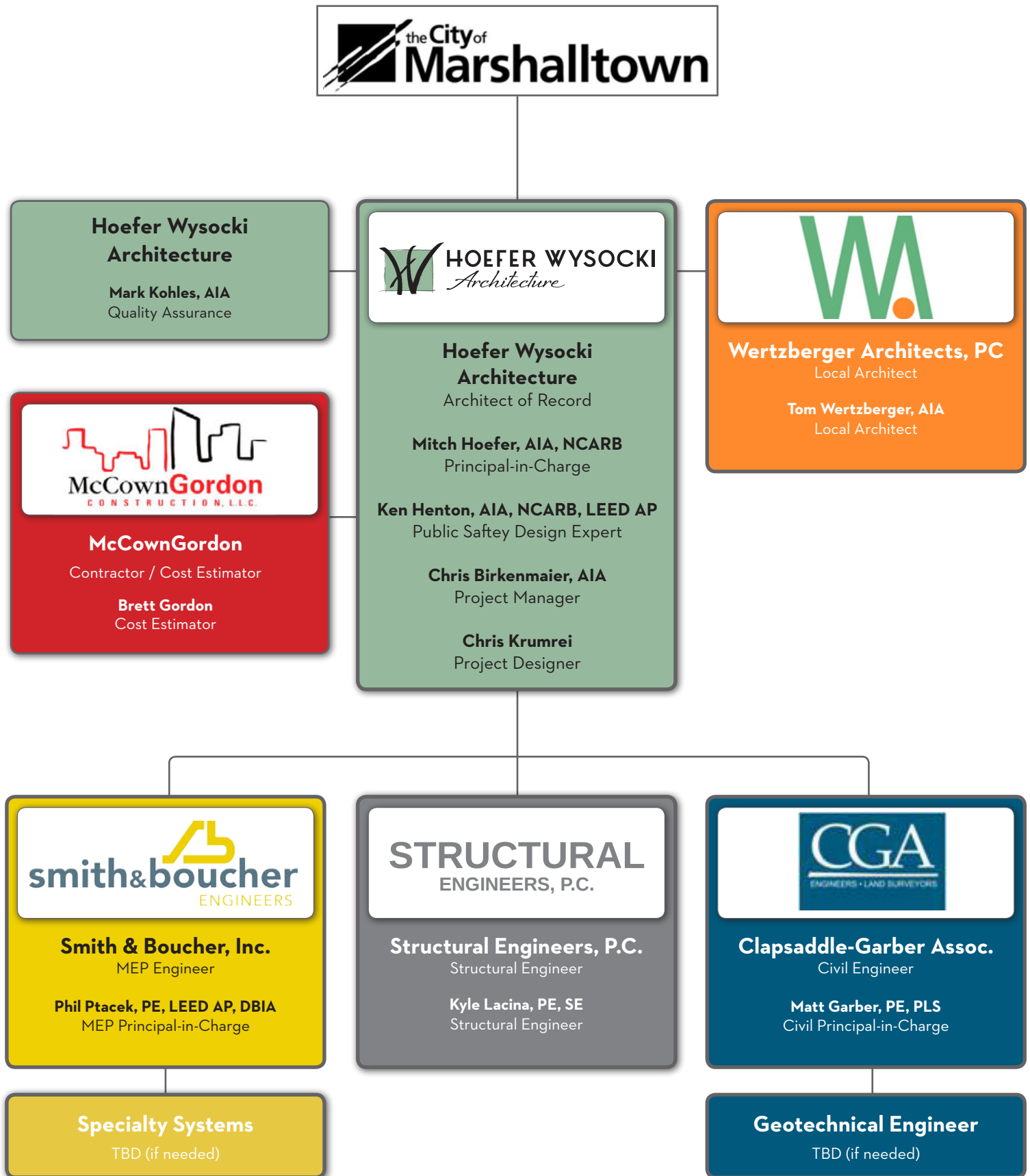
"Our experience with Hoefer Wysocki Architecture has been productive and positive. The South Campus outcome could not have been better. This is our third project with Hoefer Wysocki Architecture and they were chosen for this project because they had performed extremely well on the first two projects. Communication with the architects was free flowing and they were receptive to our ideas and changes. Hoefer Wysocki met all schedule milestones and they were supportive through the opening of the buildings and the following year of settling in to the new campus."

Major Sharon Laningham
Kansas City Missouri Police
Dept., Construction Division

PUBLIC SAFETY SOLUTIONS



KEY PERSONNEL



MITCH HOEFER, AIA, NCARB

PRINCIPAL-IN-CHARGE / PARTNER



Firm: Hofer Wysocki

Mitch Hofer will serve as the Principal-in-Charge for the Marshalltown Police Headquarters and Main Fire Station project. As a founding partner of the firm, Mitch will ensure that the City of Marshalltown receives the appropriate resources and talent required for this project. Providing oversight and guidance, he will also ensure that our team's thorough programming effort reflects the needs of the Marshalltown Police and Fire Departments and meets the vision and goals of the City. Mitch will provide an overall commitment by our team to produce a flexible and efficient building that will serve the police and fire departments and the community for many years to come.

EDUCATION

Master of Architecture,
University of Kansas, 1981

B.S., Architecture Georgia
Institute of Technology, 1979

École Des Beaux Arts (School
of Fine Arts), 1979
Paris, France

CERTIFICATION

Licensed Architect: Multiple
States including Iowa

National Council of
Architectural Registration
Boards (NCARB) Certified

AFFILIATIONS

American Institute of Architects

PROJECT EXPERIENCE:

Leawood Justice Center

Leawood, Kansas
106,500 SF

Shawnee Justice Center & Fire Station No. 73

Shawnee, Kansas
80,216 SF
LEED Certified

Sugar Creek Police & Fire Station

Sugar Creek, Missouri
15,900 SF

Kansas City South Patrol Station

Kansas City, Missouri
95,000 SF
LEED Gold

Riverside Public Safety

Riverside, Missouri
25,000 SF

Kansas City Fire Station No. 39

Kansas City, Missouri
11,584 SF
LEED Silver

Shoal Creek Patrol Station

Kansas City, Missouri
24,000 SF
Designed to LEED Silver

Olathe Public Safety Facility

Olathe, Kansas
42,000 SF

Kansas City Metro Patrol Station

Kansas City, Missouri
24,000 SF
LEED Silver

Shawnee Fire Station No. 72

Shawnee, Kansas
18,133 SF

Belton Police and Courts

Belton, Missouri
35,600 SF

KEN HENTON, AIA, NCARB, LEED AP

PUBLIC SAFETY DESIGN EXPERT



Firm: Hoefer Wysocki

Ken Henton brings 29 years of proven experience managing and supervising the design of facilities throughout the United States. As a committed and thorough Public Safety Planning Expert, he leads all of Hoefer Wysocki's public safety and judicial projects. Throughout every stage of the project, his primary objective is to ensure that the firm's core philosophies and values for delivering state-of-the-art, innovative projects to clients in a timely and cost-effective manner is implemented. Ken manages projects using a hands-on approach and will be your primary point of contact throughout the project. With his expertise in police, city hall and fire station design, Ken has established himself as an industry leader in judicial and public safety sectors.

EDUCATION

B.S., Architectural Engineering
Kansas State University, 1986

Texas A&M University,
Bachelor of Environmental
Design

CERTIFICATION

Licensed Architect

National Council of
Architectural Registration
Boards (NCARB) Certified

LEED Accredited Professional
Building Design + Construction

AFFILIATIONS

American Institute of Architects

PROJECT EXPERIENCE:

Shawnee Justice Center & Fire Station No. 73

Shawnee, Kansas
80,216 SF
LEED Certified

Sugar Creek Police & Fire Station

Sugar Creek, Missouri
15,900 SF

Kansas City South Patrol Station

Kansas City, Missouri
95,000 SF
LEED Gold

Riverside Public Safety

Riverside, Missouri
25,000 SF

Kansas City Fire Station No. 39

Kansas City, Missouri
11,584 SF
LEED Silver

Leawood Justice Center

Leawood, Kansas
106,500 SF

Shoal Creek Patrol Station

Kansas City, Missouri
24,000 SF
Designed to LEED Silver

Kansas City Metro Patrol Station

Kansas City, Missouri
24,000 SF
LEED Silver

Kansas City Fire Station No. 35

Kansas City, Missouri
11,584 SF
Designed to LEED Silver

Olathe Public Safety Facility

Olathe, Kansas
42,000 SF

Gardner Public Safety Station No. 2

Gardner, Kansas
6,800 SF

Belton Police and Courts

Belton, Missouri
35,600 SF

CHRIS BIRKENMAIER, AIA
PROJECT MANAGER



Firm: Hoefer Wysocki

Chris has more than 20 years of experience managing a wide range of government projects. Chris is a critical part of Hoefer Wysocki's public safety and judicial group and our most experienced project manager. Having served as Project Manager for multiple judicial projects, he brings the required specialized skills and knowledge to effectively lead your project and contribute to an efficient, flexible and forward-thinking plan. Clients and team members appreciate his strong communication skills, as well as his strengths as a problem solver.

EDUCATION

B.S., Architecture
Missouri State University, 1993

CERTIFICATION

Licensed Architect

AFFILIATIONS

American Institute of Architects

PROJECT EXPERIENCE:

Olathe Public Safety Facility

Olathe, Kansas
42,000 SF

Riverside Public Safety

Riverside, Missouri
25,000 SF

Leawood Justice Center

Leawood, Kansas
106,500 SF

Kansas City Metro Patrol Station

Kansas City, Missouri
24,000 SF
LEED Silver

Kansas City South Patrol Station

Kansas City, Missouri
95,000 SF
LEED Gold

Shawnee Justice Center & Fire Station No. 73

Shawnee, Kansas
80,216 SF
LEED Certified

Kansas City Fire Station No. 39

Kansas City, Missouri
11,584 SF
LEED Silver

Raytown Fire Stations Remodel No. 1 and No. 2

Raytown, Missouri
35,450 SF

Kansas City Fire Station No. 35

Kansas City, Missouri
11,584 SF
Designed to LEED Silver

Branson City Hall, Police and Courts

Branson, Missouri
48,000 SF

KCFD Fire Station Remodel No. 16

Kansas City, Missouri
9,500 SF

Raymore Police Station

Raymore, Missouri
3,127 SF

CHRIS KRUMREI
PROJECT DESIGNER



Firm: Hoefer Wysocki

Chris Krumrei's comprehensive project experience includes roles within all areas of planning, design and construction documentation. It is important to him to adapt the design of the project to the client's needs, both functionally and aesthetically. He is capable of creating virtual three-dimensional (3-D) representations of the design through all stages of the project. The 3-D imaging aids in the early conceptual analysis and design options as well as providing the opportunity to do a site/building fly-through to gain a realistic perspective of the project. Recent similar project experience includes Leawood Justice Center and the Kansas City South Patrol Station.

EDUCATION

B.S., Architecture
Kansas State University, 2007

PROJECT EXPERIENCE:

Leawood Justice Center

Leawood, Kansas
106,500 SF

Kansas City South Patrol Station

Kansas City, Missouri
95,000 SF
LEED Gold

Olathe Public Safety Facility

Olathe, Kansas
42,000 SF

Spring Hill Police Station

Spring Hill, Kansas
3,600 SF

Belton Police and Courts

Riverside, Missouri
25,000 SF

Kansas City Metro Patrol Station

Kansas City, Missouri
24,000 SF
LEED Silver

Kansas City Fire Station No. 39

Kansas City, Missouri
11,584 SF
LEED Silver

Independence Police & Fire Stations

Independence, Missouri
60,000 SF

Branson City Hall, Police and Courts

Branson, Missouri
48,000 SF

TOM WERTZBERGER
LOCAL ARCHITECT



Firm: Hoefer Wysocki

Tom Wertzberger brings a diversified background of local experience in architectural design and project management for the firm of Wertzberger Architects, PC.

As a project architect, he has been involved in all phases of design, detailing, cost estimating, and in the preparation of specifications, contract documents, and construction drawings. Projects in which Tom has been involved include; municipal, health care, educational, recreational, commercial, and industrial facilities, as well as, the historical renovation of hotels, museums, libraries, national landmarks, and handicap accessibility. His duties have also included project management experience working with owners and their representatives from project start to finish, and construction administration duties for many of his projects.

EDUCATION

B.S., Architecture
Iowa State University

CERTIFICATION

Licensed Architect: Multiple
States including Iowa

AFFILIATIONS

American Institute of Architects

PROJECT EXPERIENCE:

Best Western Inn

Marshalltown, Iowa

Comfort Inn

Marshalltown, Iowa

Super Eight Motel

Marshalltown, Iowa

Meskwaki Bingo Casino Hotel

Tama, Iowa

Wells Fargo, South Branch

Marshalltown, Iowa

Racom Headquarters

Marshalltown, Iowa

MAX Building Remodel

Marshalltown, Iowa

**Marshalltown Medical and
Surgical Center**

Marshalltown, Iowa

Lakeside Condominiums

Marshalltown, Iowa

Salvation Army Expansion

Marshalltown, Iowa



BRETT GORDON

PRINCIPAL-IN-CHARGE / COST ESTIMATOR

Brett's experience includes more than 20 years as a project manager, project executive, vice president and president of three of the largest commercial construction companies in the region. His successful management of more than 80 projects, ranging in size from several thousand dollars to more than \$120 million, including some of Kansas City's most iconic buildings such as Bartle Hall and the American Royal.

EDUCATION

MBA, Finance
Rockhurst University

B.S., Construction
Management
Colorado State
University

AFFILIATIONS

Past Chair, Downtown
Council
Executive Board of
Directors

Kansas City Fire Station No. 39

Kansas City, Missouri
11,584 SF
LEED Silver

Raytown Fire Stations Remodel No. 1 and No. 2

Raytown, Missouri
35,450 SF

Riverside Public Safety

Riverside, Missouri
25,000 SF

Kansas City Fire Station No. 35

Kansas City, Missouri
11,584 SF
Designed to LEED Silver

Gardner Public Safety Station No. 2

Gardner, Kansas
6,800 SF



PHIL PTACEK, P.E., LEED AP, DBIA

MEP ENGINEER

Phil Ptacek, PE is president of Smith & Boucher. He is responsible for the overall performance of the engineering staff and for maintaining the firm's technical standards and resources. Phil has extensive design experience in justice facilities, commercial buildings, university facilities, religious buildings and training facilities. This experience includes power distribution systems, lighting, fire alarm, voice/data communications systems and emergency power systems.

EDUCATION

B.S., Electrical Engi-
neering Kansas State
University

CERTIFICATION

Professional Engineer:
Multiple States includ-
ing Iowa

AFFILIATIONS

Design-Build Institute
of America
(DBIA)

Shawnee Justice Center & Fire Station No. 73

Shawnee, Kansas
80,216 SF
LEED Certified

Pottawatomie Justice Center

Westmoreland, Kansas
60,000 SF

Johnson County Youth & Family Services Center

Olathe, Kansas
55,000 SF
LEED Certified Platinum

Marion County Jail New Sheriff's Office / Jail Facility

Marion, Kansas
13,900 SF



KYLE LACINA, P.E., S.E.

STRUCTURAL ENGINEER

Kyle Lacina, P.E., S.E. will be in charge of the preparation of structural calculations and structural documentation - including construction drawings and construction specifications, site inspections, shop drawing review, and attending job meetings with clients and contractors.

EDUCATION

M.S., in Structural Engineering
University of Iowa

B.S., Mathematical Sciences / Secondary Education, University of Iowa

CERTIFICATION

Professional Engineer:
Multiple states including Iowa

CLIENTELE INCLUDES:

Numerous municipalities within the State of Iowa

American Aluminum Seating

PM Windom

American Foods Group

Premium Standard Farms

Cargill Meat Solutions

Ritchie Industries

Electrolux

Smithfield Foods, Inc.

Farmland Foods

Swift & Company

Fisher Controls

Tyson Foods

Lennox Industries

Winnebago Industries

Musco Sports Lighting



MATT GARBER, P.E., PLS

CIVIL ENGINEER / PRINCIPAL-IN-CHARGE

Matt joined CGA in 1997 as a Project Manager and has been serving as President since 2013.

His project experience includes planning, design, and construction administration for subdivisions (residential, commercial, and industrial), site developments, recreational trails, IDOT Urban Highways, municipal streets, and projects including storm sewer, sanitary sewer, and water main.

EDUCATION

B.S., Architecture
Iowa State University

CERTIFICATION

Licensed Architect:
Multiple States including Iowa

AFFILIATIONS

American Institute of Architects

MMSC Site and Street

Marshalltown, Iowa

MHS Roundhouse Renovation and Addition

Marshalltown, Iowa

Marshalltown Community School District Improvements

Marshalltown, Iowa

Construction Administration Services

Marshalltown, Iowa

Wandering Creek PUD

Marshalltown, Iowa

MCC Campus Extension

Marshalltown, Iowa

New Hope Christian Church

Marshalltown, Iowa

Cross Country Estates

Marshalltown, Iowa

Milo Park Addition

Marshalltown, Iowa

Parkview Estates

Marshalltown, Iowa



RELEVANT EXPERIENCE

"Hoefer Wysocki's collaborative process showed the civic leadership of Riverside that they had the city's best interests in mind at all times. They genuinely listened to us and performed above the call of duty to design us the facilities we needed and more. What we ended up with was an extremely effective facility, one that appears timeless and compliments City Hall."

Kathy Rose, Mayor
City of Riverside, Missouri

PUBLIC SAFETY SOLUTIONS



FIRE STATION NO. 39

Kansas City, Missouri

Client: City of Kansas City,
Missouri

Eric Bosch, City Manager
201 E. 56 Highway
414 E. 12th Street, 17th Floor
(816) 513.2517
eric.bosch@kcmo.org

Project Team: Mitch Hoefer, Ken
Henton, Chris Birkenmaier, Chris
Krumrei

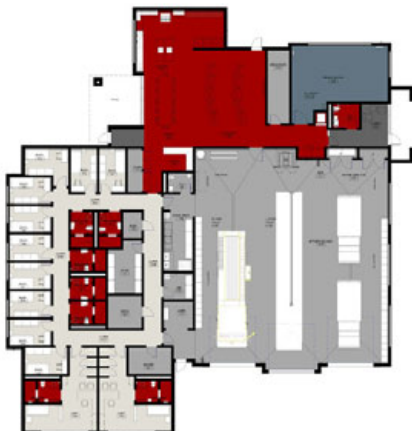
Estimated Completion: 12/2011

Actual Completion: 12/2011

Size: 11,584 SF

Assistance in Bonding: Yes

LEED Certified Silver



Fire Station No. 39 replaced a 50-year-old structure with a modern facility wrapped in a classic design. Located on the eastern edge of the city, Fire Station No. 39 is designed to embrace the traditional feel of a 19th Century East Coast fire house with red, arched bay doors, while also incorporating the latest in energy-efficient design and amenities for the fire fighters.

The three-bay station houses a pumper truck, ladder truck and one ambulance, though a second ambulance can be accommodated if needed. It also includes 12 private bunk rooms for 10 fire fighters and two captains. The staff areas include a kitchen, dining room and day room connected to an outdoor patio with secure parking for personal vehicles.

Since the project was made possible by ARRA funds, a priority was placed on aggressive cost saving throughout the project. Toward that end, the exterior walls are built using NRG block in place of a standard cavity wall, which reduces construction cost as well as energy costs over the life of the building. The project was designed to LEED Silver criteria, using generous daylighting, efficient materials, lowflow plumbing fixtures and best management practices for landscaping to retain and filter water.

Scope of Services: Replacement Facility, Site Assessment, Capacity Evaluation, Three Bays



KANSAS CITY METRO PATROL STATION

Kansas City, Missouri

Client: City of Kansas City, Missouri
Eric Bosch, City Manager
201 E. 56 Highway
414 E. 12th Street, 17th Floor
(816) 513.2517
eric.bosch@kcmo.org

Project Team: Mitch Hoefer, Ken Henton, Chris Birkenmaier, Chris Krumrei

Estimated Completion: July 2010

Actual Completion: December 2011

Size: 28,093 SF

Assistance in Bonding: Not required for this project

LEED Certified Silver



The Metro Patrol Campus is a remarkable example of how planning and design can help unite the police and the people they serve. The City and the Police Department both desired a public safety facility which would be a true asset to the neighborhood, creating a secure environment while still portraying an open and inviting image. The result is an architectural icon of strength, justice and revitalization for the community.

While the core of the campus is the Metro Patrol Station, the campus also includes full facilities and storage for investigations, evidence and the tactical response unit. The design also includes meeting rooms, and conference rooms that are available to the public, breaking down the separation between the police and the people, making Metro Patrol a true resource for the neighborhood.

The Metro Patrol campus received a LEED Silver rating through the use of careful site design, storm-water management, alternative transportation, water efficient landscaping, energy-efficient mechanical systems, regionally sourced materials and creative indoor space planning and design.

Scope of Services: Needs Assessment, Site Layout, Conceptual Design, and Design Through Construction.



SUGAR CREEK POLICE AND FIRE STATIONS

Sugar Creek, Missouri

Client: City of Sugar Creek,
Missouri
Ron Martinovich, City
Administrator
103 South Sterling Avenue
Sugar Creek, MO 64054
(816) 252.4400
ronm@sugar-creek.mo.us

Project Team: Ken Henton, Chris
Birkenmaier, Chris Krumrei

Estimated Completion: 12/2008

Actual Completion: 12/2008

Size: 15,900 SF

Estimated Cost: \$3,500,000

Actual Cost: \$3,900,000

Assistance in Bonding: Not
required for this project



Hoefer Wysocki was selected by the City of Sugar Creek to provide planning and conceptual design services for their police and fire stations. Under the Scope of Services, Hoefer Wysocki reviewed the Internal Assessment of the Police and Fire Facilities which was completed in 2001 by an

appointed committee of City personnel; developed minimum site space and building requirements for the police and fire to function together and individually 20 years into the future and evaluated existing facilities with regard to response time to population centers, industrial site and city limits. The internal assessment determined the feasibility of 3 potential options: 1) rehabilitation and/or expansion of the current Police and Fire Station to accommodate both departments; 2) rehabilitation of the current building for one department and development of a new site for the second department and 3) the feasibility of relocating both facilities to a new location. Upon completion of this review, Hoefer Wysocki provided the City of Sugar Creek with concept drawings and a Basis of Design Memorandum for the recommended site.

The City of Sugar Creek decided on a new two-story combined police and fire station facility located just minutes from downtown Sugar Creek. The design reflects the strength and security of civic architecture in timeless simplicity and centers around a single tower element creating a sense of entry and presence. Knowing the nature of the building type and heavy usage requirements, it was constructed of long lasting durable materials while keeping a budget conscious mind. The facade has plenty of openness and welcoming appeal while maintaining a sense of safety and security. By insulating values and a partially earthen bound exterior wall, the design team was able to increase efficiency.

Scope of Services: Program Verification, Site Layout, Conceptual Design, Design through Construction



SHAWNEE JUSTICE CENTER & FIRE STATION NO. 72

Shawnee, Kansas

Client: City of Shawnee, Kansas
Carol Gonzales, City Manager
11110 Johnson Drive
Shawnee, Kansas
(913) 7423.6200
cgonzales@cityofshawnee.org

Project Team: Mitch Hoefer, Ken Henton, Chris Birkenmaier

Estimated Completion: 11/2008

Actual Completion: 11/2008

Size: 80,126 SF

Assistance in Bonding: Not required for this project.



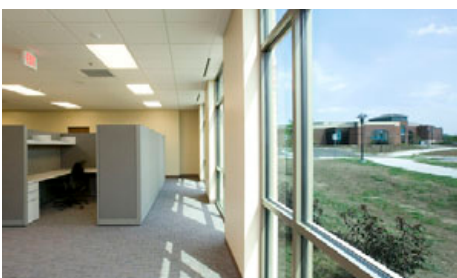
The Shawnee Justice Center is a striking example of how multiple functions can be integrated into one civic campus, making the facilities more effective, more efficient and more cohesive in presenting one civic identity. The campus includes a fire station, a police station and the city's municipal court. While consistent material use brought the buildings together, our designers were careful to give each department its own identity.

The courthouse is visually grounded with large glassed areas to reflect the transparency of our judicial system.

The police station has a strong appearance that remains inviting to the public. Finally, the four-bay fire station has been given a feel of a 100-year-old fire station with an iconic tower gesture, housing the best in modern fire station design. Functionally, all portions of the facilities offer improved efficiencies for staff, as well as the ability for future expansion.

Beyond the walls, the campus is bound together in a park-like setting with integral walking paths, open spaces and attractive landscaping. Inside and out, the Shawnee Justice Center represents the best in civic design for its staff and its citizens.

Scope of Services: Program Verification, Site Layout, Conceptual Design, and Design through Construction



RIVERSIDE PUBLIC SAFETY

Riverside, Missouri

Client: City of Riverside, Missouri
Kathy Rose, Mayor
2950 NW Vivion Road
Riverside, Missouri 64150
(816) 741.3993
krose@riversidemo.com

Project Team: Mitch Hoefer, Ken Henton, Chris Birkenmaier

Estimated Completion: 7/2006

Actual Completion: 7/2006

Size: 25,000 SF

Assistance in Bonding: Not required for this project.



The Riverside Public Safety Facility designed by Hoefer Wysocki is a second addition to the master plan conceived for the City of Riverside which includes the City Hall, a new Public Safety Facility, a civic center and plaza, and expanded community center.

It was important to the City that the Public Safety Facility accommodate the police and support the master planned campus. The two-story public safety complex marries with the traditional character of the City Hall and is physically linked through connected walkways, pedestrian plazas and streetscape linkages to the existing City Hall and Community Center.

Components of the Riverside Public Safety Facility consist of board rooms, conference rooms, areas for holding and detention, dispatch and evidence storage. Office spaces include administration, detectives, records, communications, investigations, fire administration and sworn officers. A vehicle apparatus bay and a sally port for the police and fire departments are also included. The design of the Public Safety building, while entirely compatible with the City Hall, needed to identify its own mission and image as a distinct building giving strength to the overall campus and creating a strong civic presence for the City of Riverside. With that focus in mind, Hoefer Wysocki created a wide variety of schemes and worked with city and public safety leaders who ultimately decided on a formal, symmetrical design.

The final design is reminiscent of the City Hall's entry, creating a cohesive campus feel while projecting the strength of a police and fire facility. Hoefer Wysocki provided planning, programming, architecture, interior design, coordination of all engineering disciplines and construction administration.

Scope of Services: Needs Assessment, Feasibility Study, Site Analysis, Conceptual Design, and Design through Construction.

"Throughout the project, I was impressed with Hoefer Wysocki's collaborative approach to needs assessment, master planning, design and construction of the campus. By working together, we integrated the input from all divisions in the police department, uncovered and resolved every issue associated with the project and kept solid control of the budget. The result is a facility that integrates the latest technology, improves our staff flow and working adjacencies, and gave us a building flexible enough to serve our citizens for many decades to come."

Steve Menke, Chief of Police
Olathe, Kansas

PUBLIC SAFETY SOLUTIONS



Approach to Establishing a Fee and Final Agreement

The Hoefer Wysocki team understands the scope of the project and will provide the City of Marshalltown a lump sum fee for the initial services phase (through bond election or financing). We share our local teammates' commitment to the success of the project and will credit the majority of this fee back to the City as the project moves into Phase II (implementation and construction).

As the project moves into Phase II, we typically utilize a fee range associated with a percentage of the construction cost. We have found that this method takes into consideration project size and complexity, while giving credit for repetition and uniformity. Since we won't know the exact scope of the project until Phase I is complete, this approach is fair to all parties. Once the scope is defined, it would be our intention to utilize this method to finalize a fixed fee.

Hoefer Wysocki utilizes all types of contracts for our services. These range from simple letter agreements to formal AIA contracts. Although we are flexible in this area, we prefer to utilize an AIA contract, with modifications that define the project's scope of services.





POINT-OF-CONTACT:

DAVID MENDEZ

Main: 913.307.3700 | Mobile: 913.269.3635

david.mendez@hoferwyssocki.com | www.hoferwyssocki.com

**City of Marshalltown
Police Headquarters
& Main Fire Station**

Request for Qualifications
08.07.15

OPN ARCHITECTS
Architect of Record

ROTH SHEPPARD ARCHITECTS
Law Enforcement Facility Specialist

CR ARCHITECTURE + DESIGN
Fire Facility Specialist



TABLE OF CONTENTS

Letter of Interest.....	1
Understanding & Approach.....	2
Services by Consultant.....	6
Organization.....	9
Personnel.....	10
Project Experience.....	13
Fee.....	22
Contact.....	23
Public Relations.....	24

LETTER OF INTEREST

Dear Mr. Nickel and members of the selection committee,

We believe architects have an obligation to employ their skills to improve communities, so the opportunity to work with the City of Marshalltown on a new Police Headquarters and Main Fire Station is one we are keen to pursue. Our goal is to help the police and fire departments protect and serve the citizens of Marshalltown long into the future. Achieving that goal requires the latest security techniques, state of the art technology, and an efficient workspace. It starts with a dedicated design team.

While there are a handful of firms that design police or fire stations at a local level, it is unique to find a team with a local presence that offers a holistic understanding of combined public safety facility design at a national level. Roth Sheppard Architects, CR architecture + design, and OPN Architects are that team. Together, we have successfully delivered more than 100 public safety facilities and other projects for municipalities in Iowa and across the country. This experience has taught us that the following elements are essential for project success:

Understanding of Police and Fire Department Culture

Our deep experience with public safety facilities has given our team an understanding of and respect for the men and women who serve our communities. We understand the needs of each department are unique and therefore know appropriate questions to ask before starting design work. We will collaborate with both departments to define the vision and direction for a safety facility that meets the needs of everyone involved.

National Public Safety Facility Experience

Having designed more than 60 public safety facilities alone, our team offers the insight of lessons learned from around the country.

Neighborhood Compatibility

We realize the importance of creating facilities that fit within their surroundings. The scale and look of the building need to reflect the goals and identity of the town. As a public safety building, Marshalltown's facility should inspire, respect and honor the work that is done within.

Participatory Process

We understand the value of engaging the City, building occupants and community in an inclusive process, focused on creativity, function, economy and time. Transparency and a well-communicated process will be critical to pass the public bond and make this project a success.

In reviewing our qualifications, we are hopeful that you will recognize that our local and national experience qualifies our team to best assist the City of Marshalltown throughout the site selection, bonding, planning, design and construction administration process. Time and again, we have committed ourselves to designing municipal facilities that strengthen and benefit communities. We offer that same commitment to you. We will bring to fruition a new Police Headquarters and Main Fire Station for the City of Marshalltown.



Richard Seely, AIA, LEED AP
OPN Architects, Inc.



1

UNDERSTANDING & APPROACH



PROJECT UNDERSTANDING

Understanding City, Police & Fire Department Needs

We understand the city and departments' needs for a new safety facility. As outlined in the Request for Qualifications, this assignment seeks the provision of architectural, engineering, design and construction services for the proposed new Marshalltown Police Headquarters and Main Fire Station. From the city's perspective, ability and experience in the building type is essential, with the intent to provide a secure, cost-efficient, sustainable, and architecturally adept solution for this high profile project. Based on the RFQ and the walk through we can itemize the project drivers as follows:

- Conduct a thorough evaluation of available sites with input from Public Safety Departments and the community
- Explore proven and cost effective solutions that address the needs of today's public safety facilities
- A project scope of 43,100 square feet for the police Hheadquarters and 27,300 square feet for the fire department
- Provide adequate space and security to accommodate increased staff
- Provide for efficient circulation and optimum adjacencies
- Provide best practices for technology understanding flexibility and anticipating future requirements
- Communicating the needs and solutions to result in a positive community referendum

Based on our experience designing similar state-of-the-art facilities across the country, we recognize a common civic, operational and programmatic design thread to facilities of this nature. With this understanding, we believe the design of public safety facilities begins with a clear understanding of the users, goals, and unique operational needs based on local circumstances and intra-departmental culture. Being mindful of lessons learned, and of trends relative to security, technology, gender issues and accessibility, we will explore the city's unique needs through a series of combined workshops with representatives from the city, police and fire departments. This consensus-building process will identify project goals under multiple categories including: civic, architectural, operational, technical, functional, financial, and environmental. Throughout the process, user attitudes toward the facility's physical presence, department identities, security and layering of public space, physical permanence, history, durability, cultural overlap, and education will be documented and arrayed for discussion.

As the design team solicits and processes this information, the users will rank and prioritize goals. The development of a collaborative process, focused on similar goals, will lay the groundwork for continuous collaboration throughout the program evaluation and design process. During this process, common and unique departmental values will surface. We will encourage the users to develop a mindset in which operational and programmatic overlap can result in a more stimulating environment, efficient use of space, as well as short and long-term savings for the city. This approach allows the users to consider a broader range of design possibilities that maximize the quality of their environment. We have found that as one user develops a willingness to review areas where collaboration can occur; there is often a net gain for all user groups. This process also begins to shape and define the individuality of each police department component within the facility.

The efforts put forward in planning and design will help achieve a balance of the city's budget and the police and fire departments' programs.

PROJECT APPROACH BY PHASE

PART 1 | INITIAL DESIGN TO REFERENDUM

Phase I: Evaluation Of Space Needs / High Performance Facilities

The initial program evaluation phase will include on-site work sessions with city and police, and fire department representatives to identify and document how your facility will be used, who and what your facilities will need to support, and how future growth will influence your needs. During this process, your design team will evaluate and review existing programming, completed in 2013, confirming and/or revising facility and equipment considerations to be determined and documented. As your operations-based program is established and approved, the program will be used as a basis for the conceptual design of your new facility. This is an important step in order to distill wants from needs. Once the needs are defined, it is critical that all parties agree to a budget and level of quality that is in balance with the facility SF needs.

As discussed in our qualifications, integral to many new facilities is the integration of high performance, sustainable design features. If desired, Our team can develop these project goals and concepts with the city. As performance goals are established using LEED™ criteria as a performance metric, we can work with you to prioritize these goals to determine a baseline level of achievement. Understanding the payback period will be integral to the prioritization process. We recommend the use of proven technologies that have a track record of both cost savings and long-term functionality.

- + Services: Project statement, Documentation of lessons learned, Detailed description of each space based on operations (written and graphic), List of all spaces with required floor areas, Special requirements for each space with close attention paid to security and technology, Equipment needs, Identification of operational adjacencies, Preliminary budgets, Identification of future needs, Identification and intended performance objectives in meeting codes & standards

Phase II: Site Selection And Evaluation

The design of a site for public safety facilities is especially critical given the nature of the activities being performed on-site. This is compounded when both fire and police functions are occurring on the site. Therefore, the selection of a site should be influenced by functional and operational items like ingress/egress, sightlines for oncoming traffic, and security. These criteria should also be balanced with topography, cost, and utility availability. The design team considers operational issues such as fire apparatus response and return, separation of public and private traffic flow, police response, detainee processing and release, and overall master planning of the site. First, we lay out an ideal site configuration with basic building layout, major traffic flow, and parking to help us quickly make an initial assessment of potential sites. Sites showing the most potential can be shortlisted and evaluated further. For each site, we'll look at traffic, utility availability, topography, zoning requirements, adjacent property use, prevailing winds, and existing landscape. Our team will then work with the users to establish criteria for an evaluation matrix. The matrix will assist the team in communicating and evaluating each site objectively and can assist in explaining to the public why the selected site is preferred.

- + Services: Review of land use codes, Geotechnical report analysis, Conceptual building and siting opportunities with phased construction considerations (if necessary), Risk analysis or potential design/planning issues associated with site layouts, Environmental risk evaluation of property, Project budgets based on siting alternatives, Site ingress and egress studies coordinating with city staff, potential traffic studies

PROJECT APPROACH BY PHASE

Phase III: Schematic Design

The next step in the process will include the development of design alternatives. During this phase we will conceptualize, compose, and design integrated schemes for your facility. Design workshops and presentations will be initiated to gain consensus from building user groups. Considering the following strategies can enhance individuality and collaboration between the entities:

- Organize staff spaces to facilitate communication and chance meetings – use circulation patterns to develop socialization zones
- Define circulation patterns that allow agency personnel to access lockers/showers and common facilities without compromising security
- Create a single public entry area that clearly identifies ‘front desk’ upon entry and projects the desired image of the Departments

During the Schematic Design phase, we will focus on the ways design can encourage and support collaboration between public safety divisions. Recent projects have included the following planning strategies:

- Planning concepts that strategically locate various divisions to encourage users to meet and cross paths as they use the facility
- Integrate flexible space into the design to allow for special task force use when necessary
- Program common areas and circulation so they are spacious enough to provide dual function as both circulation and informal interaction space
- Create light wells within the facility to promote visual as well as physical interaction
- Position public waiting areas to minimize interaction between visitors who want to be in the building and those who may not want to be there
- Locate common restrooms, break rooms, coffee bars, etc. to promote chance encounters and interaction
- + Services: Additional reviews with regulatory agencies to confirm requirements for design, land use, and building permit requirements based on concept building footprints, development of a schematic site plan, floor plans, and elevation drawings, other drawings as required, outline specifications, Cost estimates and time schedules, Presentations to stakeholders to solicit input regarding the design alternatives, Finalize design concepts, Funding agency submittal packages as requested

PART 2 | COMPLETION OF DESIGN & CONSTRUCTION

PHASE IV: DESIGN DEVELOPMENT

Subsequent to successful funding and approval of the schematic design, our team will begin the Design Development phase, expanding the approved concept developed in the Schematic Design phase into a workable building. Based on the approved schematic design documents, we prepare design development documents consisting of drawings and other documents to describe the size, location, and character of each element of the entire project pertaining to architectural, civil, land- scape, structural, mechanical and electrical systems, and materials, with probable cost estimates.

- + Services: Design development documents, alternate system studies, detailed drawings for architectural, civil, landscape architecture, structural, mechanical and electrical systems and elements, probable costs estimates

PROJECT APPROACH BY PHASE

PHASE V: CONTRACT DOCUMENTATION

Close attention to quality and detail characterizes our design team's philosophy on the documentation and bidding phases of a project. Upon approval of the design development documents, and based on the selected alternative system studies, the design team prepares complete construction documents. The construction documents consist of contract drawings, specifications, general conditions, instructions to bidders, and other necessary documents required for complete construction of the project. We will work with the selected construction delivery process to update the statement of probable construction cost at 50% and 95% CD's and make any adjustments necessary to remain in budget. The team will assist the owner in filing the required documents for approval of municipal authorities having jurisdiction over the project.

- + Services: Complete construction documents, Contract drawings, Specifications, General conditions, Instructions to bidders, Statement of probable cost at 50% and 95% of this phase, Filing documents for appropriate municipal approval

PHASE VI: CONSTRUCTION ADMINISTRATION

During the construction process, our team will maintain daily communication with the contractor ensuring that both the design intent and owner's budget remain priorities on the job site. We will be responsible for managing all submittals and RFIs from the contractor and coordinating architectural, consultant reviews and responses. Our team will attend scheduled owner-architect-contractor (OAC) meetings, and prepare meeting minutes and perform field reports at the conclusion of design team site visits for distribution to the entire team and relevant stakeholders. Our team believes the role of the project or lead architect during construction is critical to the achievement of the desired design and the owner's expectations.

- + Services: Daily contact with contractor, Management of submittals and Requests for Information from the contractor, Coordination of architectural and consultant team responses, Attendance at owner-architect-contractor meetings and preparation of minutes, Preparation of local field reports, Conduct site visits for design team and stakeholders

PROJECT CLOSE-OUT

The end of the project is equally as critical to the success of a project as the beginning. Ensuring proper attention and focus from the design team regarding punch list activities and other similar project close-out procedures can facilitate an efficient transition for owner move-in. During the project close out phase, we will test all equipment and items specified in the contract documents. This ranges from major systems like mechanical equipment to the smaller elements like correctly functioning door hardware. Our team believes the success of the construction phase extends into successful occupancy and utilization. We are committed to ensuring a smooth transition of the new police HQ to its users.

- + Services: Test equipment and items specified in contract documents, Train owner-occupants on building usage, Post-occupancy evaluations, Coordinate LEED application

2

SERVICES BY CONSULTANT





CONSULTANT TEAM

OPN ARCHITECTS

ARCHITECTURE / INTERIOR DESIGN / LANDSCAPE

To participate in the creation of a civic project is an amazingly rewarding opportunity and one that OPN Architects takes great pride in. We have built our public-work reputation on a process that includes significant participation from project leadership and community members through on-site meetings, public forums and well-designed communication materials. Our holistic design aesthetic encompasses architecture, landscape design, signage and interior furnishings and we focus on designing layouts and systems that are adaptable to changing client needs and technologies. The results are unique designs specific to the needs of the community, efficient to operate, and beautiful in their design. We don't approach projects with any preconceived notions; our work is always a reflection of the context, climate, and client's goals.

ROTH SHEPPARD

LAW ENFORCEMENT FACILITY PLANNING & DESIGN

Over the last three decades, Roth Sheppard has developed a comprehensive approach to civic and public safety planning and design resulting in national recognition as one of the premier public safety design firms in the nation. From local and regional municipal facilities, to fire stations and fire training centers, to major public safety headquarters, each solution ultimately creates distinctive experiences, emotes the spirit of place, and strengthens relationships with the community.

As architects in the public realm, it is our responsibility to do work that simultaneously demonstrates the rationale of the building, accepts the reality of change, and carries a powerful identity. The building must respect existing community patterns and provide guidance for potential future development. It must also facilitate the city's administration processes and provide a secure environment for the public, employees, and all who visit the facility.

CR ARCHITECTURE + DESIGN

FIRE FACILITY PLANNING & DESIGN

Since 1982, CR architecture + design has been committed to creating innovative spaces that build enduring value for clients and the communities they serve. Our firm has built an impressive national portfolio that includes more than 200 fire, police, and administration building projects in 26 states. Our government design team is at the forefront of the industry and regularly researches trends, actively participates in professional organizations, writes articles and presents at national conferences. We pride ourselves on innovation in the public safety sphere, and we've come to thoroughly understand the intricacies of these projects. CR's Training by Design© program offers a holistic approach to designing a new or renovated public safety facility by taking advantage of and enhancing the building and site for training opportunities. Many of our fire station designs can support such training exercises as high-angle rescues, ladder evolutions, hose advancement, rappelling, confined space rescues and more.



CONSULTANT TEAM

ALVINE ENGINEERING

A long-time collaborator of OPN Architects, Alvine is a full-service engineering firm based in Des Moines, Iowa and has been providing MEP services throughout Iowa since 1961. Alvine's services include fire protection engineering, architectural lighting design, building commissioning services, technology systems design, and life support systems engineering. Alvine Engineering is committed to the measurement of the sustainable strategies employed in our building designs. We promote the use of consumption measurement systems and devices for electrical, chilled water, heating water, and other uses of energy in the built environment.

IP DESIGN GROUP

A division of Alvine Engineering, IP Design Group will assist with Technology Systems Programming and Planning to ensure technology requirements are met. Services for the Marshalltown Police and Fire Facility will include plans and specifications for voice and data cabling, IT racks, device layouts, communications pathways and grounding, along with layout and detailing for the general construction of the Electronics Equipment Room. Along with the Architect and MEP, IP Design Group will determine Electronics Room requirements such as space, electronic equipment power (Radios and Servers), HVAC, and interior construction. Services may also include layout of wireless access points for cabling, access control (perimeter entrances and selected interior spaces), security CCTV, Head-End and Recording, Audio Visual Systems (Conference, Training and Emergency Operations Rooms). IP will coordinate with local utilities and city/county communications departments to establish communications copper and fiber entrance needs and community network connection. IP will collaborate with the owner to accommodate Police Radio and Antenna Equipment (Owner/Vendor Furnished) and Phone / PBX / Network Electronics (Owner / Vendor Furnished).

CLAPSADDLE-GARBER

Clapsaddle-Garber Associates is a consulting firm providing services in civil engineering, land surveying, cartography, planning, right of way acquisition, and laboratory and field testing along with construction observation and inspection services. CGA's headquarters have been located in the City of Marshalltown for 43 of its 55 year history. The company is currently composed of 38 people in it's Marshalltown, Ames, and Cedar Falls offices. CGA has completed hundreds of projects for the City of Marshalltown and area developers over the years and currently holds an on-call contract with the City for Construction Administration of city projects. This history allows CGA to be very familiar with existing public infrastructure, history of the proposed site, typical Marshall County soil conditions, City site plan approval process, and City staff. CGA has a strong relationship with the community and its leadership and will provide a valuable connection between the design team, owner, contractor, City Engineer, City Planner, and project stakeholders.

MECHANICAL / ELECTRICAL / PLUMBING

TECHNOLOGY / SECURITY

CIVIL ENGINEERING



CONSULTANT TEAM

BISHOP ENGINEERING

Bishop Consulting Engineers, P.C. is a full-service structural engineering design firm based in Marshalltown since 1989. Bishop will lead all aspects of the project's structural design including detailing, specification writing, shop drawing review and construction observation. Their experts have experience in steel, precast and cast-in-place concrete, masonry and wood and will be fully involved in all phases of the structural design process. Bishop uses a variety of computer software to aid in analysis and design, and prepares all documents with the latest version of Autodesk REVIT Building Information Modeling (BIM) software. Bishop has worked on a number of notable projects in Marshalltown including the Community 'Y', Mary Greeley Medical Center Dialysis Center, Iowa Marshalltown Community College Welding Lab, Miller Middle School Phase I & II, Iowa Veteran's Home Dock Dayroom Expansion and the IVCCD Orpheum Theater Renovation.

STRUCTURAL ENGINEERING

STECKER HARMSSEN

Stecker Harmsen, Inc. has been providing construction cost estimating services on commercial construction projects in Iowa and surrounding states since 1983. Their accurate and detailed cost estimating enables clients to monitor the overall probable construction costs as the design of the project progresses. The firm has estimated many types of projects and clients include the Department of Public Safety; State of Iowa correctional facilities; Iowa National Guard, Polk County Emergency Center and Linn County Emergency Management Center.

COST ESTIMATION

GROUNDSWELL PUBLIC STRATEGIES

Groundswell Public Strategies has extensive experience in helping secure public funding for major public works/infrastructure projects, courts & justice systems and conservation programs through advocacy in front of legislative bodies and at the ballot box through ballot measure campaigns. In the last five years alone, Groundswell Public Strategies campaigns have generated over \$930 million in public funding for infrastructure and outdoor recreation facilities and programs. These include:

PUBLIC RELATIONS

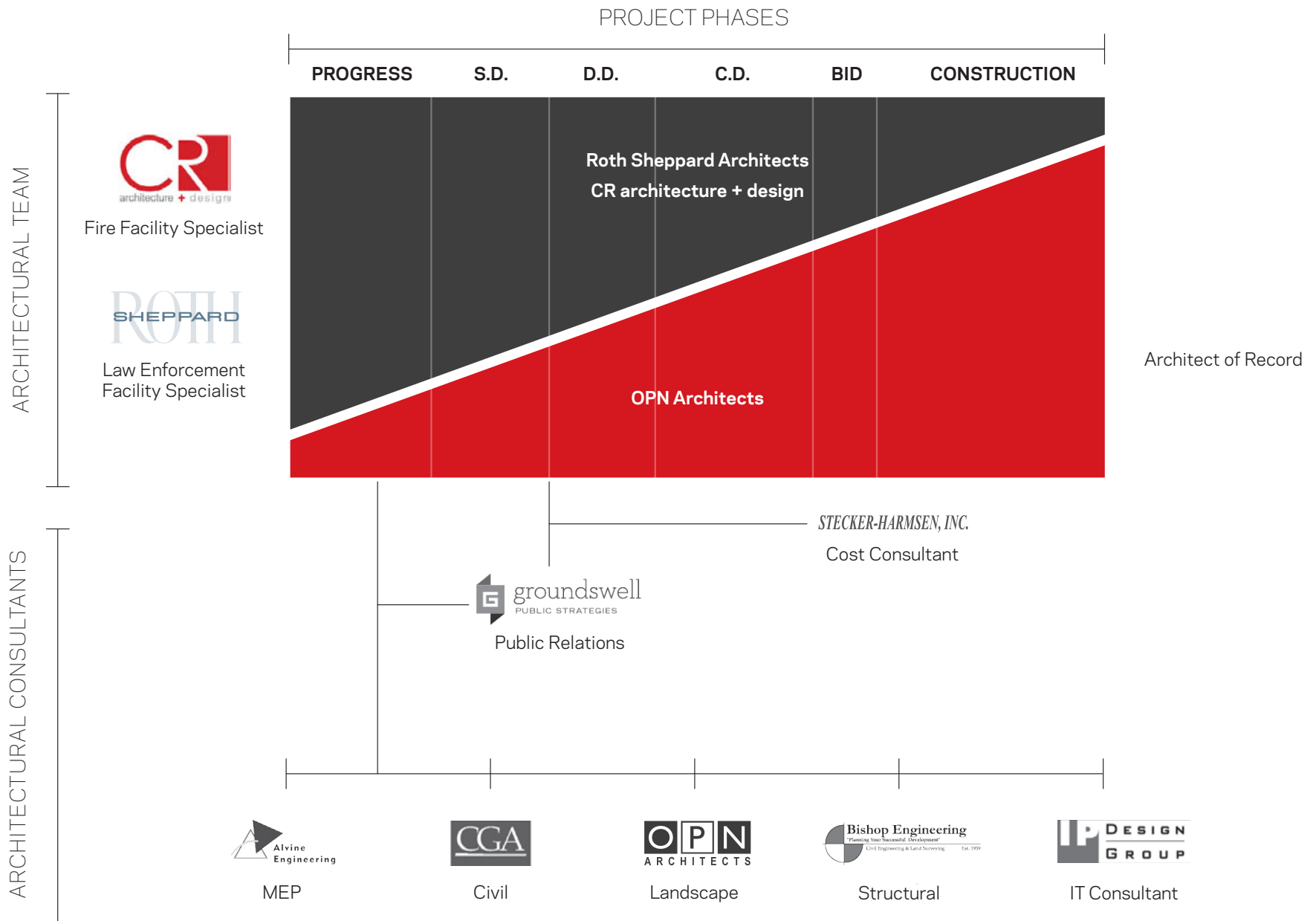
- Polk County Courthouse Bond - \$85 million
- St. Louis Arch Grounds Renovation Tax - \$780 million
- Des Moines Franchise Fee - \$42 million
- Polk County Conservation Board Bond - \$50 million

3

ORGANIZATION & EXPERIENCE



TEAM ORGANIZATION



DESIGN LEADERSHIP



RICHARD SEELY, AIA, LEED AP
Local Principal-in-Charge

EDUCATION

Iowa State University; BA Architecture, 1985
BS Architecture, 1986

PROFESSIONAL AFFILIATION

American Institute of Architects
Registered Architect: Iowa

EXPERIENCE

City of Des Moines, IA

Des Moines Fire Logistics & Training Facility
Bright Grandview Clubhouse

State of Iowa

Terrace Hill Renovation
Capitol Building Master Plan*
Old State Historical Building Renovation*
City of Burlington Riverfront Design*

Madison County, IA

Courts Assessment and Study
Dome Renovation

Marshall County, IA

Marshall County Courthouse

Polk County, IA

Polk County Courthouse Master Plan

University of Iowa, Iowa City, IA

University Hygienic Laboratory
President's Residence*
Richard O. Jacobson Athletic Facility*
Advanced Technology Laboratories*

*Denotes work previously completed at another firm



BRIAN LANE, Associate, AIA
Project Manager

EDUCATION

Iowa State University; BA Architecture,
1995

PROFESSIONAL AFFILIATION

American Institute of Architects

EXPERIENCE

City of Des Moines, IA

Des Moines Fire Training & Logistics Facility
Des Moines Public Library, East Side Branch

City of Indianola, IA

Municipal Master Plan
Municipal Utilities Building Feasibility Study

State of Iowa

Iowa Veterans Home, Marshalltown, IA

Dack Building Renovation
Malloy Building Renovation
72 Bed West Unit Concept Dev.
Heinz Hall Study
White Hill Ramp
Transportation Building

Polk County, IA

Polk County Justice Facility

Madison County, IA

Courts Assessment and Study

Marshall County, IA

County Courthouse Master Plan
County Courthouse Window Replacement
Attorneys' Offices
Clerk of Courts



DESIGN LEADERSHIP



HERB ROTH, FAIA

Police Facility Programming & Design

EDUCATION

City College of New York; BS Architecture, 1968, BA Architecture, 1971

PROFESSIONAL AFFILIATION

American Institute of Architects
AIA College of Fellows
AIA Justice Advisory Group, 2006-2012

EXPERIENCE

Major City Headquarters

Atlanta Public Safety Complex
Fullerton Police Headquarters
LAPD Administration Building
Long Beach Police HQ Needs Assessment

Public Safety Facilities

Atlanta Police and Fire Department Annex
Arapahoe County Sheriff's Administration
& Coroner's Facility
Boulder Public Safety Facility
Broomfield Police Departments & Courts
Colorado Bureau of Investigations, Regional
Criminal Justice Facility
Dallas PD South Central Substation
Dickinson Public Safety Center
Fort Worth Polytechnic Heights Neighborhood
Police Center
Houston PD Fondren Station
Lancaster Public Safety HQ Facility
LAPD Harbor Area Police Station & Jail
Seattle Police Department West Precinct
& Communications Center

ROTH
SHEPPARD



JEFF SHEPPARD, AIA

Police Facility Programming & Design

EDUCATION

Georgia Institute of Technology; BS
Architecture, 1976, M.Arch, 1978

PROFESSIONAL AFFILIATION

American Institute of Architects
AIA Design Advisory Committee

EXPERIENCE

Major City Headquarters

Atlanta Public Safety Complex
Salt Lake City Public Safety HQ Needs
Assessment

Public Safety Facilities

Boulder Public Safety Facility
Chaffee County Public Safety Complex
Colorado State Patrol/Colorado Bureau
of Investigations Regional Facility
Conceptual Design
Denver District 4 Police Station
Eagle County Criminal Justice Center
Evans Community Complex
Fort Collins Police Services, Needs
Assessment & Site Master Planning
Frederick PD & Municipal Court
Jefferson County Detention Facility
Santa Ana Police Administration Building
Town of Milliken Police Department &
Meeting Hall Facility
Town of Windsor Police Department
Town of Vail Municipal Complex and
Police Department

ROTH
SHEPPARD

DESIGN LEADERSHIP



ZACHARY ZETTLER, AIA

Fire Facility Programming & Design

EDUCATION

University of Cincinnati; BA Architecture, 2001, AS Construction Management, 2001

PROFESSIONAL AFFILIATION

American Institute of Architects
Society of American Military Engineers

EXPERIENCE

Public Safety Facilities

Des Moines Fire Logistics & Training Facility
Oakwood Police, Fire, City Hall Building, OH
Isle of Palms Public Safety Facility, SC
Amberley Village Public Safety Facility, and
Indoor Firing Range, OH
Medfield Public Safety Facility, MA
Cincinnati EOC and 911 Center
Columbus Public Safety Facility
Miami Township EOC & Administration
Building, OH
Boyle County Public Safety Training Facility,
and Fire Headquarters, KY
Roanoke Fire HQ, Station 10, Station 5,
and Police Academy, VA

ARFF/Federal

Consolidated Fire/Crash Rescue Station,
Wright-Patterson Air Force Base
Cincinnati-Northern Kentucky International
Airport ARFF Facility

Fire Feasibility Studies

New Gloucester, ME, Washington Court
House, OH, Roanoke, VA, Parma, OH
Florissant, MO



TIMOTHY WILEY, AIA

Fire Facility Programming & Design

EDUCATION

Miami University, BA Architecture, 2002
Clemson University, M.Arch, 2006

PROFESSIONAL AFFILIATION

American Institute of Architects

EXPERIENCE

Municipal

Roanoke County Criminal Justice Training
Academy, Roanoke, VA
Aircraft Rescue and Fire Fighting Facility,
Blue Grass Airport, Lexington, KY
USACE Reserve Center, Arkadelphia, AR
Fire and Administration Master Plan,
Fire HQ, Station 121, Station 122,
Plainfield, IN
Hendricks County 911 Communications
Center, IN
Westwood Police Headquarters, MA
Spring Lake Township Public Safety
Facility, MI

Higher Education

Miami University - Western Campus
Residence Halls, North Quad Renovations,
Anderson/McFarland Renovations,
Clawson Hall Renovation

Commercial

CR architecture + design Headquarters
HealthSource, Eastgate & New
Richmond, OH



DES MOINES FIRE LOGISTICS
& TRAINING CENTER
Des Moines, IA



CITY OF DES MOINES FIRE LOGISTICS & TRAINING FACILITY

The City of Des Moines selected the team of OPN Architects and CR architecture + design to design its new Fire Logistics and Training Facility. The 49,000-square-foot building houses administrative offices and training facilities for the City's fire department. The new space also provides a maintenance shop and warehouse for fire trucks and ambulances. The design objective for this project was to create a flexible, functional public building with a life-span of 50 years with options for future expansion. The project has significantly improved the City of Des Moines' ability to provide quality public safety services to the community.

The new facility includes the following components:

- Training spaces such as classrooms and a multipurpose area
- Locker room
- Vehicle bays for the maintenance of fire vehicles and equipment
- Administration
- Shop areas
- Parts storage spaces

Local issues of context, style, and image were taken into consideration in the design of the Fire Logistics and Training Facility. The team embraced a design philosophy that produces a wide range of responses and stresses aesthetic and functional appropriateness, while incorporating natural site responsiveness.

Bonding Role: Assisted with public education, design, graphics and collateral material

Firm:	OPN Architects
Location:	Des Moines, IA
Gross Square Feet:	54,160
Net Square Feet:	45,628
Scheduled Date:	2013
Completed Date:	2013
Estimate:	\$9,500,000
Final Cost:	\$8,621,122
LEED:	Silver

Jill Tenney
City Architect
515.283.4032
jetenney@dmgov.org

POLK COUNTY CRIMINAL COURTS
Des Moines, IA



POLK COUNTY CRIMINAL COURTS & JUSTICE CENTER ANNEX

In 2010, OPN worked with Polk County to determine the viability of pursuing renovations to the Polk County Courts system, which resulted in a multi-phase Fifth Judicial District Master Plan, including Polk County Justice Center and Polk County Criminal Courts.

Polk County Justice Center is currently under construction, a renovation of a former department store located in the heart of downtown Des Moines. The new Justice Center will house the County Attorney's offices, juvenile court services, and 15 courtrooms, including: traffic, small claims, and juvenile courts, all with secure circulation. In addition to Polk County Justice Center spaces, the building will house two modest retail opportunities on the first floor, creating a sidewalk presence along the historic Walnut Street. Renovations began in spring 2015 and are expected to be completed by April of 2016. This project is one part of the multi-phase Fifth Judicial District Master Plan, which also includes the renovation of the Old Main Jail into the new Polk County Criminal Courts and renovation of the Historic Polk County Courthouse.

OPN developed programming and planning studies to assess space needs and departmental adjacencies for public access and public accommodations for Polk County Criminal Courts, as well as understanding how phasing, demolition, systems, and schedule would be effected. The plan addressed the needs for: 13 courtrooms with secure access and separate circulation for public, judges, and detainees; jury deliberation rooms, offices, and conference rooms; judicial chambers and related court support spaces; and accommodation of the existing Polk County Sheriff functions including: detainee holding, staging, transportation, control, offender identification.

Bonding Role: Collaborated with Groundswell Public Strategies to coordinate a communications plan that helped the project gain support. In November 2013, Polk County voters approved the \$81M bond referendum by a 67 percent majority.

Firm:	OPN
Location:	Des Moines, IA
Gross Square Feet:	170,000
Net Square Feet:	TBD
Scheduled Date:	2016
Completed Date:	TBD
Estimate:	\$17,382,600
Final Cost:	TBD

John Rowen
Director of General Services
515.286.3131
john.rowen@polkcountyiowa.gov

MADISON FIRE TRAINING FACILITY
Madison, WI



MADISON FIRE DEPARTMENT & DAIRY DRIVE TRAINING EXERCISE BUILDING

OPN Architects is working with CR architecture + design on a two-phased process to develop the Madison Fire Department campus and training facilities.

Phase I of the project includes a master site plan study that will identify long term development of three open lots to be used as the Madison Fire Department Employee Development Center (EDC). Master site planning will make long-term recommendations for the placement of future training features such as a burn tower, a ventilation training structure, a backdraft training structure, a confined space structure, and similar training structures. Fire Station No. 14 will function as a training station with classrooms and spaces for visiting vehicles and firefighters to provide ongoing academic training.

Phase II of the work includes the site development, design and construction for a new training exercise building. The Dairy Drive Training Exercise Building will support various indoor and outdoor training techniques and testing for fire company training and recruit training. The indoor training space will provide vehicle training of up to three fire vehicles and an indoor classroom area will provide space for academic training.

The design provides areas for ability testing of up to 10 candidates, including the step mill test, ladder event, hose drag test, sledgehammer test, search event, pike pole event, and similar agility testing methods. The building will also accommodate bi-annual incumbent testing of suppression employees.

Bonding Role: Assisted with public education, design, graphics and collateral material

Firm:	OPN
Location:	Madison, WI
Gross Square Feet:	
EDC	19,820
Fire Station	20,455
Net Square Feet:	
EDC	TBD
Fire Station	TBD
Scheduled Date:	
EDC	August 2017
Fire Station	August 2018
Completed Date:	TBD
Estimate:	
EDC	\$5,000,000
Fire Station	\$6,044,822
Final Cost:	TBD

Jim Whitney
Madison Dept. of Public Works
215 Martin Luther King Jr. Blvd.
Madison, WI 53703

LANCASTER PUBLIC SAFETY BUILDING
Lancaster, TX



LANCASTER PUBLIC SAFETY BUILDING

Roth Sheppard Architects provided law enforcement programming and pre-design services on the Lancaster Public Safety Building. The 55,000-square-foot facility combines police and fire administration, dispatch, and operations. It shares a civic park location with Lancaster's public library and recreation center.

The building's image is intended to identify and promote the forward-thinking and growth of this community south of Dallas. The combined police and fire facility created a gateway building, evoking a feeling of unity and pride for the users and the community.

Designed in collaboration with Perkins + Will

Bonding Role: Public education in form of forums, council meetings, and newsletters

Firm:	Roth Sheppard
Location:	Lancaster, TX
Gross Square Feet:	55,000
Net Square Feet:	46,750
Scheduled Date:	2008
Completed Date:	2008
Estimate:	\$11,000,000
Final Cost:	\$11,000,000
LEED:	Targeting Silver

Tim Griffith
Fire Chief
P.O. Box 940
Lancaster, TX 75146

**CHERRY HILLS VILLAGE
PUBLIC SAFETY FACILITY**
Cherry Hills Village, CO



2460 East Quincy Avenue
Cherry Hills Village Police
South Metro Fire Rescue Authority
Station 38

CHERRY HILLS VILLAGE PUBLIC SAFETY FACILITY

The objective of the new joint public safety facility was to provide adequate space for the fire and police departments based on community growth projections, staff increases and increases in space requirements for the police department personnel, and South Metro Fire Department apparatus, equipment and personnel.

An architectural needs assessment and operational program was completed as part of the initial design phase. The program identified a space need of 21,000 square feet (including a 12,000 square foot fire station for the South Metro Fire Department) and includes: apparatus bays, support areas, kitchen, dining and sleeping quarters for the fire department. Offices, meeting rooms, locker rooms, interview rooms, evidence storage, processing, booking and holding, and storage were all included in the program for the Police Department. A workout area is shared by the two departments as well as being available for use by the city staff. The large training room is used by the public as a community space and includes public restrooms, a kitchenette and miscellaneous storage space.

Bonding Role: Public education in form of forums, council meetings, and newsletters

Firm:	Roth Sheppard
Location:	Cherry Hills Village, CO
Gross Square Feet:	21,000
Net Square Feet:	17,850
Scheduled Date:	2013
Completed Date:	2013
Estimate:	\$5,500,000
Final Cost:	\$5,500,000

Michelle Tovrea
Chief of Police
mtovrea@cherryhillsvillage.com
303.783.2727

DICKINSON PUBLIC SAFETY CENTER
Dickinson, ND



DICKINSON PUBLIC SAFETY CENTER

This project was driven by the City's need for a combined fire and police facility in a location where access to service areas were optimal for both departments. Conceptually, the Public Safety Center provides a 'beacon of safety', which will serve the City far into the future. The building houses the Dickinson Police and Fire Departments, as well as Fire administrative functions and a mission critical 911 emergency communications center.

Design inspiration was derived from both the site and the Native American history in the Dickinson area. The site, adjacent to a stream and wetlands, is reminiscent of a Mandan village 'On A Slant', in which the dwellings are on the hillside over a river, guarded by a semi-circular fence for protection. This large, curved wall became the central concept in the building's design.

The 'beacons' representing the police and fire departments are the glass volumes that emerge from the monolithic wall. At night, the apparatus bays and lobby area emit a glowing light, representing the enduring safety for the people of Dickinson, provided by the departments housed within.

A feature of the building is the use of pre-engineered steel structure for a majority of the police department space, a move to bring the project under budget.

Bonding Role: Public education in form of forums, council meetings, and newsletters

Firm:	Roth Sheppard
Location:	Dickinson, ND
Gross Square Feet:	42,501
Net Square Feet:	36,125
Scheduled Date:	July 2015
Completed Date:	August 2015
Estimate:	\$13,750,000
Final Cost:	\$14,300,000

Shawn Kessel
City Administrator
701.456.7744
shawn.kessel@dickinsongov.com

ISLE OF PALMS FIRE STATION
Isle of Palms, SC



ISLE OF PALMS PUBLIC SAFETY COMPLEX & FIRE STATION

CR architecture + design conducted a municipal needs assessment and options analysis for all city departments for the City of Isle of Palms—police, fire, administration, public works, building and zoning. The analysis included a review of existing facilities and projection of future needs. CR studied various options for new construction and renovation, and evaluated numerous sites, providing recommendations and cost analyses for each. This project ultimately resulted in the design and construction of Fire Station No. 2 and a Public Safety Complex that includes both the police department and fire headquarters. The new Fire Station No. 2, as well as the Public Safety Complex, include CR's Training by Design© elements for on-site firefighter training

Bonding Role: CR assisted with marketing materials (renderings, plans, programs, informational material), mailers, and public meetings

Firm:	CR
Location:	Isle of Palms, SC
Gross Square Feet:	
Fire Station No. 2	12,700
Public Safety Complex	32,274
Net Square Feet:	
Fire Station No. 2	9,525
Public Safety Complex	24,205
Scheduled Date:	
Fire Station No. 2	Sep. 2007
Public Safety Complex	June 2009
Completed Date:	
Fire Station No. 2	Sep. 2007
Public Safety Complex	April 2009
Estimate:	
Fire Station No. 2	\$3,375,000
Public Safety Complex	\$6,474,000
Final Cost:	
Fire Station No. 2	\$3,640,950
Public Safety Complex	\$6,027,124

Linda Tucker
City Administrator
843.886.6428
ltucker@iop.net

MEDFIELD PUBLIC SAFETY FACILITY
Medfield, MA



MEDFIELD PUBLIC SAFETY FACILITY

CR architecture + design designed this 36,000-sf shared police and fire facility in Medfield, MA in partnership with Dore & Whittier Architects. CR performed a site feasibility study, programming and schematic design services for this new building located on the site of the existing fire station, acting as a gateway at the north end of the town. The Police program houses a central dispatch center, holding and processing, sallyport and vehicle processing, patrol room, evidence storage and processing, detectives suite and administrative offices for Police Chief and staff. The Fire program contains a 6-bay drive-through apparatus, support spaces including turn-out-gear, watch room, shop decontamination, SCBA, administrative offices for the Fire Chief and staff, seven dorms, and living spaces including a kitchen, dining and dayroom.

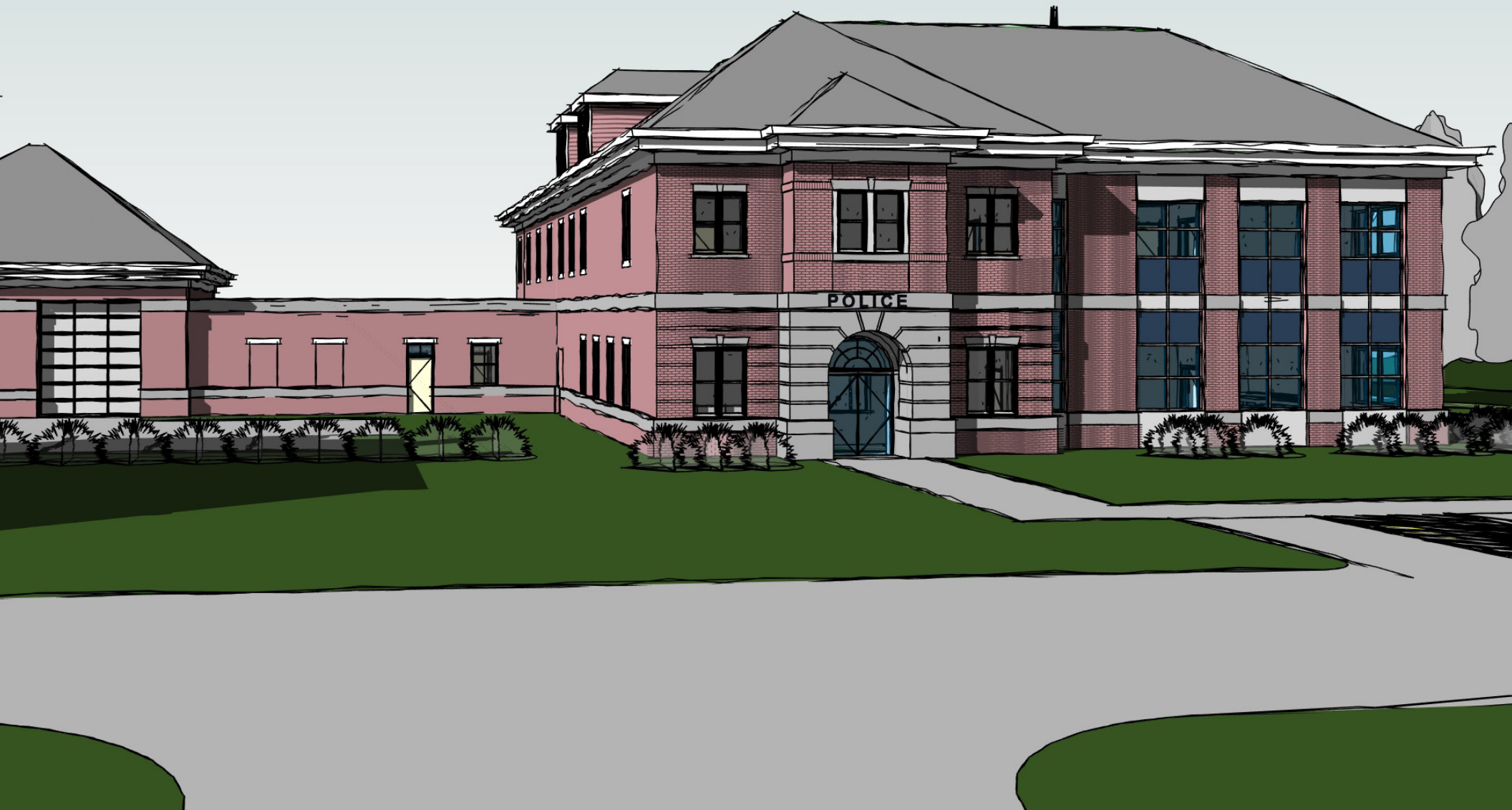
Bonding Role: CR assisted with marketing materials (renderings, plans, programs, informational material), mailers, and public meetings

Firm:	CR
Location:	Medfield, MA
Gross Square Feet:	38,860
Net Square Feet:	31,088
Scheduled Date:	Spring 2016
Completed Date:	TBD
Estimate:	Not required
Final Cost:	TBD

Police Chief Robert Meaney
508.359.2315
medchief@medfield.net

Fire Chief William Kingsbury
508.859.2323
mfdchief@medfieldfire.com

WESTWOOD PUBLIC SAFETY FACILITY
Westwood, MA



WESTWOOD PUBLIC SAFETY FEASIBILITY STUDY

CR architecture + design partnered with Architect of Record, Dore & Whittier Architects, as the public safety programming and design consultant on a feasibility study for Westwood's public safety facilities master plan. The study included assessment and programming for the existing Fire Headquarters, Police Headquarters, and Fire Station No. 2, as well as site assessment for 19 sites and 26 site combinations. As an outcome of the Town vote, a new Fire Station No. 2 and Police Headquarters were designed.

Fire Station No. 2 is currently under construction and includes three apparatus bays, six dorm rooms, a kitchen, dining room, dayroom, and fitness room. Built on a small site, CR addressed topography and utility limitations and used the station to set the standard for future development in the immediate neighborhood. The site circulation study included the assessment of ingress/egress of emergency vehicles, turning radii study for the new 50' ladder truck, vehicular traffic and signalization, and pedestrian crosswalk.

The Police Headquarters is currently in the Construction Document Stage. It includes a full administrative suite, offices, and officer support spaces such as locker rooms, a patrol room, report room, breakroom, and conference room. Operations support space includes six holding cells, booking and processing space, two sallyports, three interview rooms, evidence processing and holding, and a juvenile holding area. The headquarters also includes a four-person regional dispatch and associated offices and meeting space.

Bonding Role: CR assisted with marketing materials (renderings, plans, programs, informational material), mailers, and public meetings

Firm: CR

Location: Westwood, MA

Gross Square Feet:

Fire Station No. 2 11,006

Police HQ 20,461

Net Square Feet:

Fire Station No. 2 8,805

Police HQ 15,740

Scheduled Date:

Fire Station No. 2 Spring 2016

Police HQ Spring 2017

Completed Date:

Fire Station No. 2 TBD

Police HQ TBD

Estimate: N/A

Fee Awarded: \$48,000 study

Jeffrey Silva

Police Chief

781.320.1000

jsilva@westwoodpd.org

Bill Scoble

Fire Chief

781.326.3885

bscoble@townhall.westwood.ma.us

4

FEE





APPROACH TO FEE

Based on experience with public safety projects of this size, and complexity we would establish a fixed fee ranging from 7.5% to 9.5% of the construction budget. We would propose utilizing the AIA B101 Owner Architect Agreement.

SCOPE OF SERVICES PROVIDED

- Interior Design
- Landscape
- FFE
- Technology/Security
- MEP
- Civil
- Structural
- Public Relations

5

CONTACT





CONTACT INFORMATION

Richard Seely, Principal

OPN Architects

p: 515.309.0722

rseely@opnarchitects.com

f: 515.309.0722

Herb Roth, Principal

Roth Sheppard Architects

p: 303.534.7007

hroth@rothsheppard.com

f: 303.534.7722

Zachary Zettler, Architect

CR architecture + design

p: 513.721.8080

z.zettler@cr-architects.com

f: 513.721.8181

6

COMMUNICATIONS SUPPORT



PUBLIC RELATIONS & COMMUNICATIONS SUPPORT

Our team believes every great vision must embody the aspirations of the community and stakeholders. The best solutions are achieved through collaboration and engaged dialogue between professionals, owners, and users. Together we will create the vision and design a public safety facility that suits the unique needs of Marshalltown. Our team offers the leadership necessary to pull diverse ideas together and move them into action.

In the wake of a failed bond referendum for the proposed Police Headquarters, we realize the complexities and importance of changing the conversation and gaining positive public opinion for the Police Headquarters and Main Fire Station. Our firms have supported the bonding process on many similar projects. We know it is a team effort requiring months of planning and preparation. Our design process is one that solicits public input early in the visioning phase. In our experience, early community involvement results in constructive dialogue and lays the groundwork for support in a referendum vote. We feel strongly that adding Groundswell Public Strategies to our team of consultants will give your project the leverage to rally support and receive funding for a new public safety facility. Their expertise has helped communities secure more than \$900 million for civic projects through public referendums.

PROVIDING STRATEGIC COMMUNICATIONS SUPPORT

It is critically important to build a structured strategic communications plan around the development and implementation of major public infrastructure investments. This process should begin at the earliest stages of project planning to ensure a thoughtful and impactful public education program is implemented in a timely manner. The value of strong communication cannot be dismissed; it is mutually beneficial.

Public input and information gathering can help make a project better. Early collaboration with residents and interested stakeholders can help a project better represent the interests of the community and bring to light challenges that may impact a project in the future. Additionally, early engagement with the public through a robust outreach program can help mitigate and manage potential opposition to a project.

It also allows local government to be responsive and accountable to the public. Communication outreach can be perceived as a luxury, when really it is a core function and responsibility of any public agency or official. Citizens want to know what their local government is doing with tax dollars and they want to understand what's in it for them. Outreach can assure the public that its best interests are at mind.

Finally, a well-coordinated communications effort can make all the difference when voters head to the ballot box. Public agencies are important non-partisan arbiters of information. They are the first resource most taxpayers look to when seeking out information about public measures and spending on projects. Building out a public education and communication program is an important part of meeting that need.

SUGGESTED ELEMENTS OF A PROGRAM

We recommend a three-phase public education and outreach program that would accompany any plan development for the Marshalltown Police Headquarters and Main Fire Station. This program would advance goals of public input in advance of the project development process, communicating with the public and disseminating information while the project is in development and educating the public once the decision has been made on the path forward with the project.

In advance of beginning project development we believe it is important to clearly define the need for a particular project, the short/long-term benefits (and costs of action/inaction) and clearly set-out the process for development and implementation of a project.

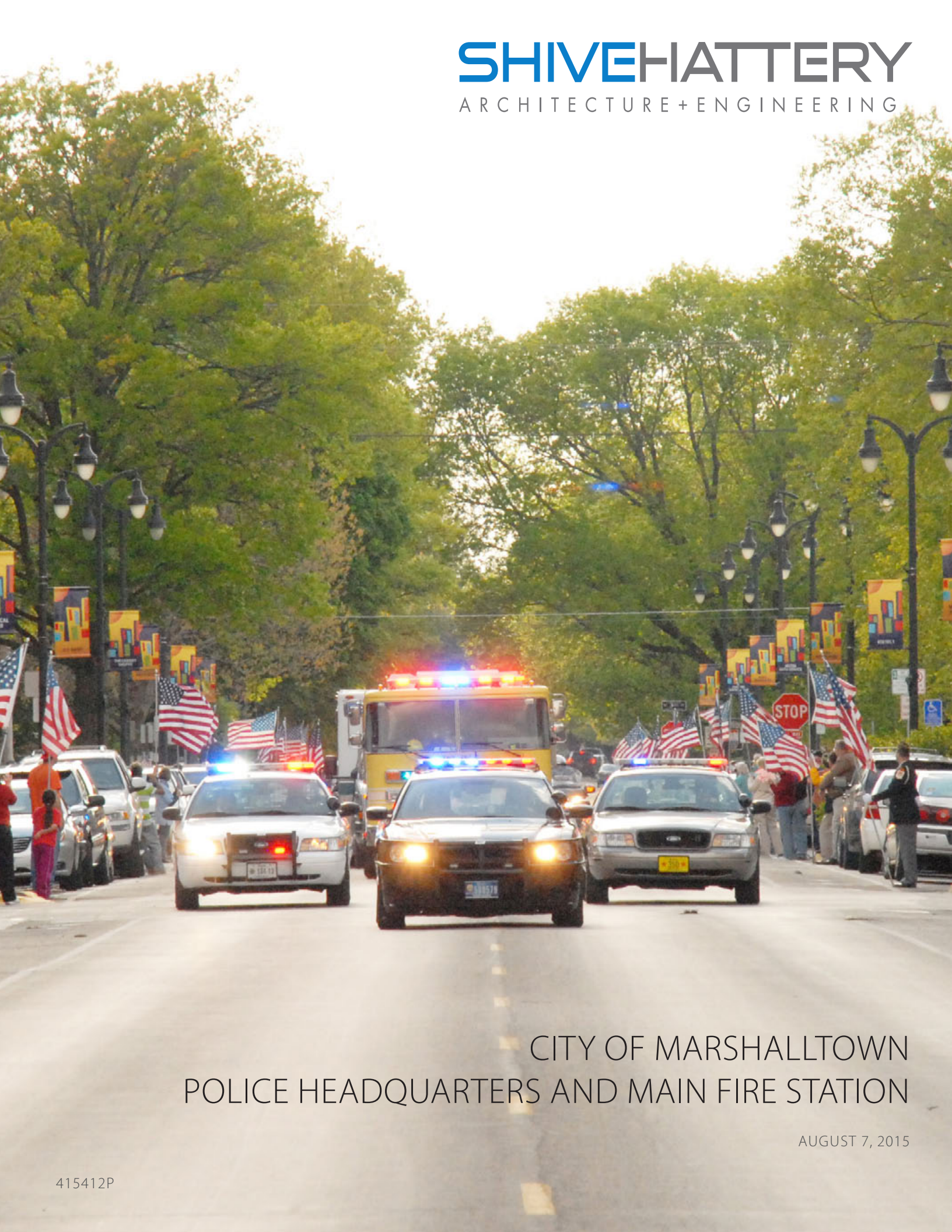
This could involve the following:

- Early public meetings & input sessions with stakeholders
- Presentations with local newspaper editorial boards and community organizations
- Internal communication efforts with staff and local agencies
- Development of print materials and presentation materials about a possible project

These materials, meetings and efforts will help engage key stakeholders and influencers in the area in an effort to demonstrate the need for the Police Headquarters while clearly laying out the costs/benefits and process for the project.

Once the project design phase has begun we believe it's important that communication about the project not "go dark". It is during this phase that misinformation can take hold and start driving the public narrative about the project. Our team will maintain the communication channels developed during this phase and continue engagement with stakeholders and relevant community leaders.

Finally, upon completion of the design phase we believe a public roll-out of the project through earned media, stakeholder outreach and other public communication efforts will be critical to laying the groundwork for the public to consider funding for the new Marshalltown Police Headquarters and Main Fire Station.



CITY OF MARSHALLTOWN
POLICE HEADQUARTERS AND MAIN FIRE STATION

AUGUST 7, 2015

August 7, 2015

Mr. Justin Nickel
Director of Public Works
24 North Center Street
Marshalltown, Iowa 50158

Mr. Nickel and members of the selection committee,

Gaining public support and approval to fund your public improvement project is unquestionably the primary objective in allowing your project to move forward. Another failed bond referendum will set the project back years before being able to mount another bond campaign making it imperative that we succeed now.

Shive-Hattery has an impeccable track record in helping our clients pass public bond referendums (9 of 9 since 2008). Much of this success comes from long experience where we have learned that to gain public support we must answer the most basic questions of why change is needed and how all benefit. Through a meticulous process of exploration, discovery and transparency, we have helped our clients build support and confidence from the public they serve. Success is achieved by embarking on a public awareness campaign built on a foundation of factual information gained through due diligence; evaluation of comparable information from similar communities; and actively soliciting public opinion and feedback. Our thorough campaign process has the ability to convince even the ardent opponent that these improvements are necessary for the vitality and safety of your community.

Select Shive-Hattery and you will gain a central Iowa team member with extensive experience in designing public safety projects. Select Shive-Hattery and you will gain a team member that provides all the necessary design disciplines in house offering a single source of responsibility/accountability. Select Shive-Hattery and you will gain a campaign manager focused on helping you win this election!

Vote yes! Vote Shive-Hattery and let us help you turn these facilities into reality! We look forward to your reply.

Sincerely,



Mark Allen, AIA, NCARB, LEED AP
Project Sponsor/Architect of Record



Mike Lewis, AIA, NCARB
Institutional Team Leader





Mount Pleasant Police Depa

“The City chose to work with Shive-Hattery to help with this process because the City had developed a very good working relationship with Shive on previous projects.”

- Brent Schleisman, Mount Pleasant City Administrator



table of contents

Cover letter

1. Project Understanding/ Key Issues..... 1

2. Key Personnel Information..... 7

3. Relevant Project Experience..... 14

4. Site Selection Experience..... 23

5. Fee Approach..... 25



Past experience enables our team to relay
Best Practices!

Understanding of the Project and Key Issues

PROLOGUE

The message received from the last election is clear that if this project is to move forward, we must approach the task of winning the support of the general public in a different way. To do this, we believe that we must answer the core questions of why change is needed and how everyone benefits from these public improvements. Through a meticulous pre-referendum process, Shive-Hattery will assist the City in validating the need, quantifying the project scope and help educate/inform the general public as to why a new police and fire station are vital for the future of this community. All as a requisite to asking the voters for approval to publicly fund this project. Once the bond has been approved, Shive-Hattery will commence post-referendum services including formal design and construction administration as we help you achieve occupancy of the completed buildings.

PRE-REFERENDUM SERVICES

Delivery method option review

Program validation – identify space needs

- Best practices / departmental cultures / operational efficiencies
- Needs vs. wants / right sizing
- Synergistic efficiencies / best value
- Accountability with operational best practices
- Public input and feedback forum / town hall meeting (open & transparent)

Site analysis / selection – identify suitable location

- High level assessment of 16 sites
- Qualitative/quantitative review of 4 short listed sites with final site recommendation (see project examples for sample assessment matrix)
- Public input and feedback forum/ town hall meeting (open & transparent)

Preliminary design & master planning

- Conceptual massing and space adjacency studies
- Conceptual site circulation
- Quality, Materiality, Distinct Civic Identity, Composition, Sustainability, Efficiency, Site Context, Programmatic Function
- Public input and feedback forum / town hall meetings (open & transparent)
- Presentation graphics – design intent in lieu of schematic design

Costing analysis

- Qualitative square foot costing analysis of conceptual design efforts to identify total projected project cost.
- Operational cost projections
- Life cycle cost analysis

Public education and awareness / information sharing

- Analysis of comparable communities
- Analyze community voter blocs
- Public input and feedback forum / town hall meeting (open & transparent)
- Election campaign task matrix & schedule
- Public awareness committee / project ambassadors
- Fact based project website & social media
- Promotional graphics: mailers, presentation boards, posters and e-blasts
- Electronic surveys



1. Project Understanding and Key Issues

POST REFERENDUM SERVICES

Upon voter approval, Shive-Hattery will begin the formal design process via the following phases of project development.

Formal Design

SCHEMATIC DESIGN: Shive-Hattery shall prepare for your approval, schematic design documents consisting of drawings and other documents graphically illustrating the scale and relationship of the project components.

- Questionnaires
- Project Schedule
- Staff Interviews
- Internal Adjacency
- External Adjacency
- Schematic Design
- SD Cost Opinion
- Review & Analyze Site Utilities
- Pre-application meeting with building officials.

DESIGN DEVELOPMENT: Based upon the approved schematic design and any owner authorized revisions, Shive-Hattery shall prepare for your approval design development documents consisting of drawings and other documents to fix and describe the size and character of the project as to architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate.

- Operational Systems Selected
- Site development
- Design Development Drawings
- Interior Finishes
- DD Cost Opinion

CONSTRUCTION DOCUMENTS: Based on the approved design development documents and any further adjustments in scope or quality of the project or in the construction budget authorized by you, Shive-Hattery shall prepare for approval construction documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the project.

- Biddable drawings and specifications
- CD Cost Opinion

BIDDING: Following final approval of construction documents, Shive-Hattery shall assist the CM in obtaining bids for construction of project.

- Distribute bidding documents
- Conduct a pre-bid conference
- Respond to bidder questions
- Evaluate substitution requests
- Issue addenda as necessary

CONSTRUCTION ADMINISTRATION: As your representative, we will visit the site on a regular basis to become familiar with and keep you informed about the progress and quality of the portion of the work completed, endeavor to guard you against defects and deficiencies in the work, and determine in general if the work is being performed in a manner indicating that the work, when fully completed, will be in accordance with the contract documents.

- Pre-construction meeting
- Attend regularly scheduled construction meetings and prepare observation reports
- Review shop drawing submittals
- Prepare certificate of substantial completion
- Provide clarification and supplemental instruction as necessary
- Conduct final review and generate punch list
- Process final pay applications

WARRANTY REVIEW: During the 11th month post occupancy, Shive-Hattery will perform another full inspection of the facility. During this inspection we develop a final "Punch List" of items that the contractor will be asked to correct before the warranty period expires.



Key Issues **POLICE DEPARTMENT**

SAFETY AND SECURITY: We will address all aspects with you, from operational connection with community and the effect of facility design to site security concerns. Access control, bullet resistant glazing and other measures will create an environment that will be open and inviting while protecting the people inside.

EFFICIENCY: Create an environment where your department can function with optimum operational efficiency.

BEST PRACTICES: Shive-Hattery will provide the City with the information to better equip you in decision making while providing assurance that the bar is set at the highest level appropriate for the City of Marshalltown.

Technology advancements are at the forefront and/or intertwined with many of the current trends in Public Safety

- Computer forensics: This task is highly process and flow oriented
- Evidence / Property: How evidence is tracked, processed and retained; processing and testing
- Equipment Inventory and Dispensing: There are large investments in the assets necessary to perform their duties. Technology advancements have now made it much easier to inventory and control those assets.

Interview Suites

- Different Settings are provided for different types of Interviews. Unique settings require a different set of security protocol, adjacencies, flow and movement, interface with a Public lobby, technology, staff control, etc.
- The settings must be evaluated with regards to acoustics, materials/finishes, psychology, technology (audio and video), heating/cooling, lighting, etc.

Juveniles

- Processing Juveniles continually evolves, transitioning from one set of rules and qualifiers to another. Flexibility must be provided to adapt to new parameters such as visual observation, security protocol, separation, interface with a judge and parents, etc.

Community Room

- Including a multipurpose “Community Room” has quite often resulted in achieving better public support for a new facility. If the public knows they can use the facility, they acquire a higher sense of ownership for the project. A Community Room can allow for many uses: training/conference for staff; public meeting space; voting poll, etc.



Key Issues **FIRE DEPARTMENT**

SAFETY AND SECURITY: Fire Departments must be safe for its occupants in both emergency and non-emergency situations. Intuitive flow and use patterns in emergency situations can make a difference in facilitating a safe and expedient response when a call is received. Our design solution will be tailored to the operational procedures Marshalltown's fire department employs.

EFFICIENCY: A universal goal for Fire stations is to minimize response times. Grouping related uses with clear and concise egress can eliminate barriers and reduce response times. Building organization should be specifically tailored to your department's procedures and practices without compromising efficiency.

QUALITY ENVIRONMENTS: Most of the building's occupants will spend extended periods of time in this facility. This extended occupancy has pushed design strategies towards creating a "home away from home" feeling to improve the quality of life for those that risk their safety in the interest of helping others! Daylight harvesting, comfortable finishes, indoor air quality, and noise control are a few factors that can improve the environment so you receive the most from your team!

BEST PRACTICES: Shive-Hattery will provide the City with the information to better equip you in decision making while providing assurance that the bar is set at the highest level appropriate for the City of Marshalltown.

- Integrated notification systems
- Vehicle exhaust systems
- Bunk rooms – pod vs. individual
- Gender Neutral Amenities
- Separation of spaces
- Training areas – classroom vs. training lab
- Training features
- Report writing areas
- Building security

SHIVE-HATTERY MULTI-DISCIPLINARY ADVANTAGE

A key advantage to your Shive-Hattery team is the fact we have the disciplines that will be required for your project in-house, including:

- Architecture
- Public Relations (public awareness campaign and promotional materials)
- Security Design
- Interior Design
- Mechanical Engineering
- Electrical Engineering
- Civil Engineering
- Surveying
- Certified Roofing Specialists
- Telecom (Communications Tower)

The obvious advantage of a multi-disciplinary firm like Shive-Hattery is being served by a single source of responsibility and accountability. Additionally, there is optimal coordination and efficiency amongst team members who are connected and use the same communication tools, technology, and standards.

OUTSIDE CONSULTANTS

Shive-Hattery requests that the City of Marshalltown enlist the services of a licensed geo-technical engineer to establish the nature and capacity of the selected site soils so that an appropriate structural foundation can be budgeted and designed.

Experience in Marshalltown - various project types

Shive-Hattery has completed over 40 projects in Marshalltown over the years, many with community partners. Notable projects include:

- **Iowa River Hospice**
- **Alliant Energy, Interstate Power and Light Training Center**
- **Alliant Energy Operations Facility**
- **Hy-Vee Gas Station Site Planning**
- **Marshalltown Medical Center Clinic Addition and Renovation**
- **Primary Health Care - Dental Clinic Renovation**
- **Primary Health Care - Medical Clinic Expansion and Renovation**





SHIVE-HATTERY BY THE NUMBERS:

119	379	52	63	6	8
Years in Business	Employees	Registered Architects	LEED® Accredited Professionals	Focused Markets	Locations

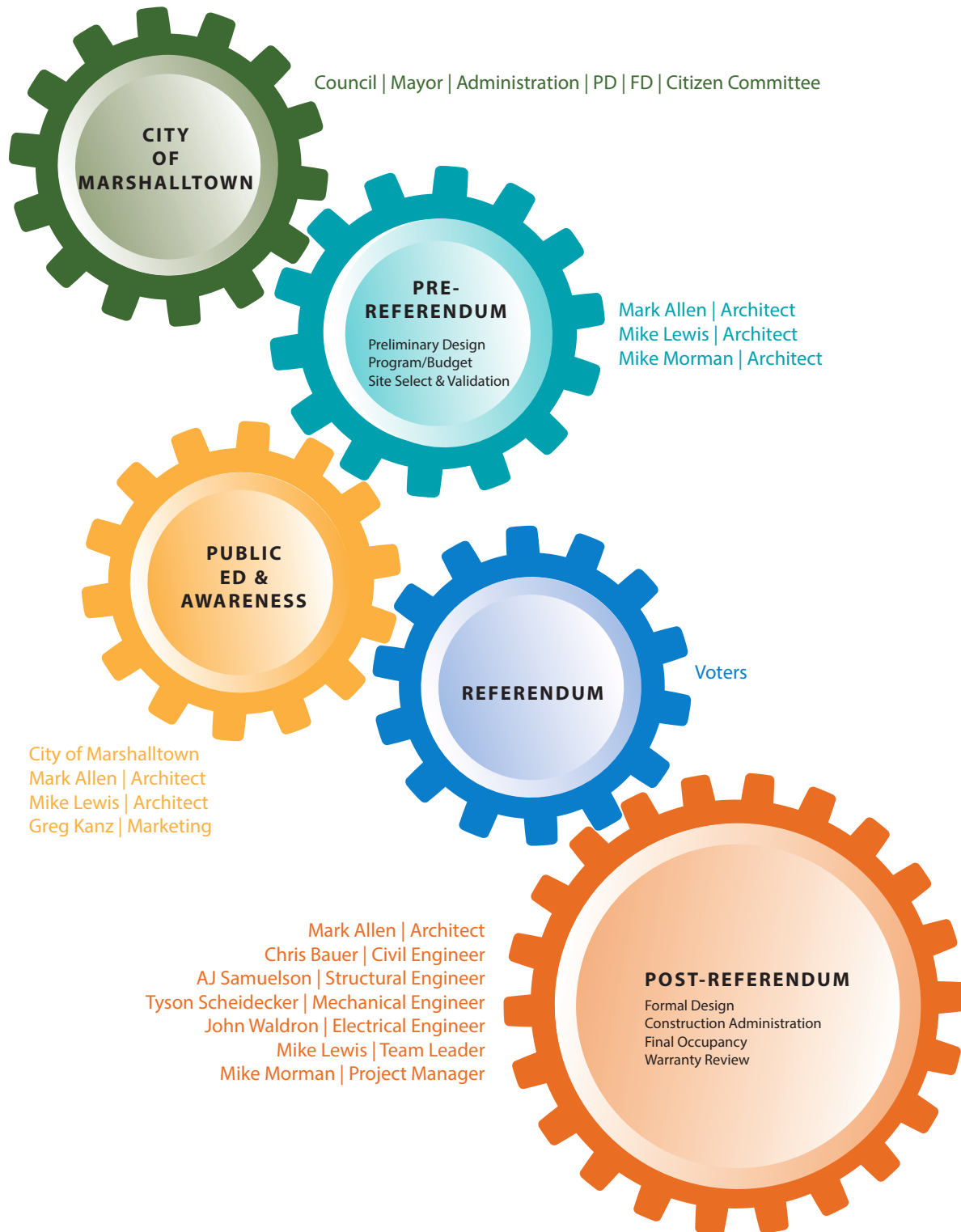
THE CITY OF MARSHALLTOWN WILL BE SERVED FROM OUR WEST DES MOINES OFFICE WHICH HAS A STAFF OF JUST OVER 100 PROFESSIONALS.

Legal Name	Shive-Hattery, Inc.
Address	4125 Westown Parkway, Suite 100 West Des Moines, IA 50266
Primary Contact Person	Mark Allen, AIA, NCARB, LEED AP 515-223-8104 mallen@shive-hattery.com

Shive-Hattery is an full service design firm. We provide a full range of architectural, engineering and land surveying services allowing for a single source of solutions.

We focus on specific market sectors: government, education, industry, healthcare, commercial and telecommunications. Our multi-office arrangement in Iowa, Illinois, Indiana and Missouri allows us to serve clients on a local and regional basis.

Sequence and Organizational Diagram



2. Key Personnel Information



Education

Bachelor of Architecture, University of Houston

Professional Designations

Licensed Architect, IA

Certified Document Technologist (CDT)

National Council of Architectural Registration Boards

LEED Accredited Professional

Mark Allen, AIA, NCARB, LEED AP

PROJECT SPONSOR, ARCHITECT OF RECORD

Mark's 25 years of design experience covers a wide array of project types with special focus on government facilities. He has a proven process to assess a client's needs and define a course of action. His understanding of the design process and his ability to transition from "idea" to "built form" has enabled him to successfully facilitate the design and construction of millions of square feet of new construction and renovation projects across the Midwest.

Related Project Experience

- City of Clive Fire Station Renovation, Master Plan & Preliminary Design, Clive, IA
- City of Panora Police/City Hall/EMS Facility, Panora, IA
- City of Ames Police and City Hall Space Needs Study and Renovation, Ames, IA
- City of Indianola Police & Fire Department Space Needs Assessment & Conceptual Design, Indianola, IA
- City of Clive Police Department Space Needs Assessment and Conceptual Design, Clive, IA
- City of Urbandale Municipal Facilities Assessment, Urbandale, IA
- City of Ames Fire Station No. 3, Ames, IA



Education

Bachelor of Science, Architectural Studies, University of Nebraska, Lincoln

Master of Architecture, Architecture, University of Nebraska, Lincoln

Professional Designations

Registered Architect, IA, FL, KY, IN, IL, MS, MO, NE

NCARB, National Council of Architectural Registration Boards

Mike Lewis, AIA, NCARB

INSTITUTIONAL TEAM LEADER

Having delivered over sixty public safety projects throughout his 29 year career, Mr. Lewis brings a keen awareness of best practice strategies and expectations. During this period, over 70% of the projects have been funded on the first funding attempt.

Related Project Experience

- City of Clive Police Station Master Plan & Preliminary Design, Clive, IA
- Clive Government Center Pre-Design and Planning, Clive, IA
- City of Clinton Police Department and E911 Study, Clinton, IA
- City of Pleasant Hill Municipal Needs Study (Police, Fire, City Hall, Library), Pleasant Hill, IA
- Hardin County Law Enforcement Center and Sheriff's Office, Eldora, IA*
- Jasper County Law Enforcement Center Study, Site Selection and Design, Newton, IA*
- Williamson County Law Enforcement / E-911 Operations Center, Marion, IL*
- Boone County Law Enforcement Center, Boone, IA*

* projects completed with a previous firm.



Education

Bachelor of Arts in Architecture, Iowa State University

Michael Morman, AIA, LEED AP BD+C

PROJECT MANAGER/E911 COMMUNICATIONS DESIGN

Mike's strength lies in justice operational and security design with a philosophy that revolves around achieving operational efficiencies and sustainability. His energetic personality and "can do" attitude makes him a great team player.

Professional Designations

Licensed Architect, IA

USGBC LEED Accredited Professional - Building Design + Construction



Education

Bachelors Degree, Public Relations, Mount Mercy University

Greg Kanz, APR

MARKETING DIRECTOR

Greg uses his background and experience in public relationships, communications, and strategic marketing to assist clients with public awareness campaigns. Greg will assist in our marketing strategy session to identify branding and messaging options for this campaign.

Recent successful public awareness and bond referendum campaigns include Anamosa Community School District (2013 for \$17 million) and Clear Creek Amana Community School District (2014 for \$53 million).

Professional Designations

Accredited in Public Relations (APR), Public Relations Society of American



Education

Bachelor of Science, Civil Engineering, Iowa State University

Chris Bauer, PE, PMP, LEED AP

CIVIL ENGINEER

Chris has extensive experience in designing and managing site development projects. His expertise comes from years of designing site development for building projects often resolving intricate stormwater management schemes and innovative erosion and sediment control.

Professional Designations

Professional Engineer, IA, Project Management Professional, USGBC LEED Accredited Professional

2. Key Personnel Information



Education

Bachelors of Arts, Physics/Mathematics,
Wartburg College

Master of Science, Civil Engineering, Iowa
State University

AJ Samuelson, PE

STRUCTURAL ENGINEER

AJ's related experience will provide structural analysis, design, detailing and construction administration services for this municipal project. His expertise includes the design of steel, concrete, masonry, precast concrete and cold-formed steel structures.

Professional Designations

Professional Engineer, IA



Education

Bachelor of Science, General Engineering,
University of Illinois-Urbana/Champaign

John Waldron, PE

ELECTRICAL ENGINEER

John's qualifications include electrical design for municipal projects. His electrical design experience encompasses power distribution interior and exterior lighting systems, on-site power generation, lighting control systems, emergency power systems, uninterruptable power supply, information technology cabling and infrastructure, fire alarm systems, security and access control systems.

Professional Designations

Professional Engineer, IA, IL, KS, MO, SD, TX



Education

Bachelor of Science, Mechanical
Engineering, Iowa State University

Tyson Scheidecker, PE

MECHANICAL ENGINEER

Tyson's related experience includes design of mechanical systems for municipal projects. These systems include heating, ventilation and air conditioning (HVAC), variable air volume systems, exhaust systems, chilled water cooling systems, hot water and steam heating systems as well as geothermal.

Professional Designations

Professional Engineer, IA



In-depth experience with public safety facility design allows
us to be productive from day one!

3. Relevant Project Experience

CLIENT CONTACT

City of Clive
Matt McQuillen
Assistant City Manager
1900 NW 114th Street
Clive, Iowa 50325
515-223-6220
mmcquillen@cityofclive.com

SERVICES PROVIDED

Space Needs Assessment
Site Evaluation
Programming
Conceptual Design
Research and Design
Cost Opinion
Landscape
Schematic Design

COMPLETION DATE

October 14, 2013 (Government Center Pre-Design and Planning)
August 1, 2015 (Public Safety Facilities Study)

SQUARE FOOTAGE

23,250 SF (New Police Facility)
24, 875 SF (Fire Facility Addition and Renovation)

CONSTRUCTION COST

\$11.5 million est. (New Police Facility)
3.6 million est. (Fire Facility Addition and Renovation)

BOND ASSISTANCE

The City is not ready to undertake a bond referendum campaign yet, but may proceed shortly. Shive-Hattery assisted with an early public awareness campaign that included creating project visuals for community and Council meetings.

City of Clive Public Safety Facilities Study
CLIVE, IOWA

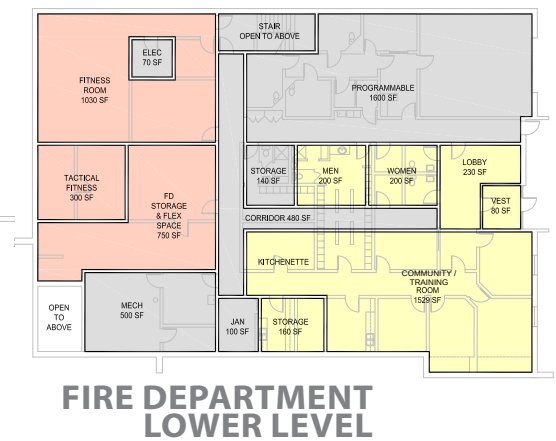
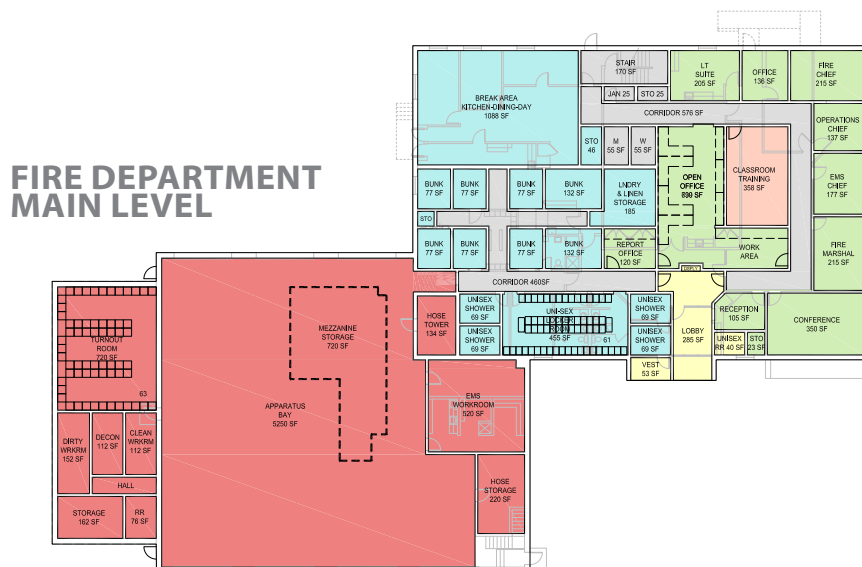


The City of Clive’s police and fire departments have been challenged with working in a building that dictated how they operated their departments. The two-story building is operationally inefficient, inhibits communication, lacks critical security measures does not have space to support current needs of both departments. Recognizing these problems, the City worked with Shive-Hattery to prioritize their needs and visualize a building solution.

In 2013, Shive-Hattery was hired to do programming and planning for a new Government Center facility that would combine Police and City Hall functions into one new building as part of a larger Town Center concept the City was pursuing.

The City was provided a document with the research and site analysis, proposed floor plans, engineering systems, and building materials to provide an understanding of the magnitude of the project and expected building performance. Armed with this systematic approach of understanding needs, the City and Shive-Hattery are ready to move to the next steps of funding the project.





3. Relevant Project Experience

CLIENT CONTACT

City of Mount Pleasant
Contact: Brent Schleisman,
City Administrator
220 W Monroe Street
Mount Pleasant, Iowa 52641
319-385-1470
schleisman@iowatelecom.net

SERVICES PROVIDED

Feasibility Study
Architectural Design
Construction Administration
Interior Design
Site Design
Structural Engineering
Mechanical Engineering
Electrical Engineering

COMPLETION DATE

2010

SQUARE FOOTAGE

17,000 SF

CONSTRUCTION COST

\$969,410 S-H Cost Opinion
\$921,629 Bid Amount
\$24,360 Change Orders

BOND ASSISTANCE

A bond referendum was not required for this project. Over half of the project was financed with I-Jobs funding and the rest came from the City's general funds.

Mount Pleasant Police Station

MOUNT PLEASANT, IOWA



An undersized police facility that lacked secure evidence storage was the catalyst to study options for a new home for the Police Department. A vacant grocery store near the city's center appeared to have promise if it could be renovated to suit the Department's needs.

Working with the City Administrator, Police Chief and Lieutenant, Mayor, and City

Council members, Shive-Hattery gathered information in order to evaluate the grocery store building, which proved to be an adaptable structure. Shive-Hattery developed the design for the renovation of the 17,000-square-foot facility located near the town square giving it a more civic presence.

The remodel included office space, interrogation rooms, weight room, locker rooms, squad room and a training room. The remaining space is divided into evidence storage and a garage for police vehicle maintenance. Green design principles were used throughout the new facility. The site and street face of the building compliment Mount Pleasant's recent new streetscape design, also developed by Shive-Hattery. It reflects both the historic character of Mount Pleasant while providing a modern image for the Police Department. The Mount Pleasant Police Department received \$600,000 in I-jobs funding from the State of Iowa, which helped finance over half of the projects budget. This allowed the City add necessary amenities to the project and preserve its overall City Budget for other improvement projects.



CLIENT CONTACT

City of Clinton
 Contact: Chief Brian Guy
 Police Chief
 113 6th Avenue South
 Clinton, IA 52733
 563-243-1458

SERVICES PROVIDED

Space Needs Analysis
 Functional Relationship Diagrams
 Cost Estimating

COMPLETION DATE

Summer 2014

SQUARE FOOTAGE

44,300 SF and 4,200 SF of secure parking (Police Facility)

3,900 SF (County-wide E911 Facility)

CONSTRUCTION COST

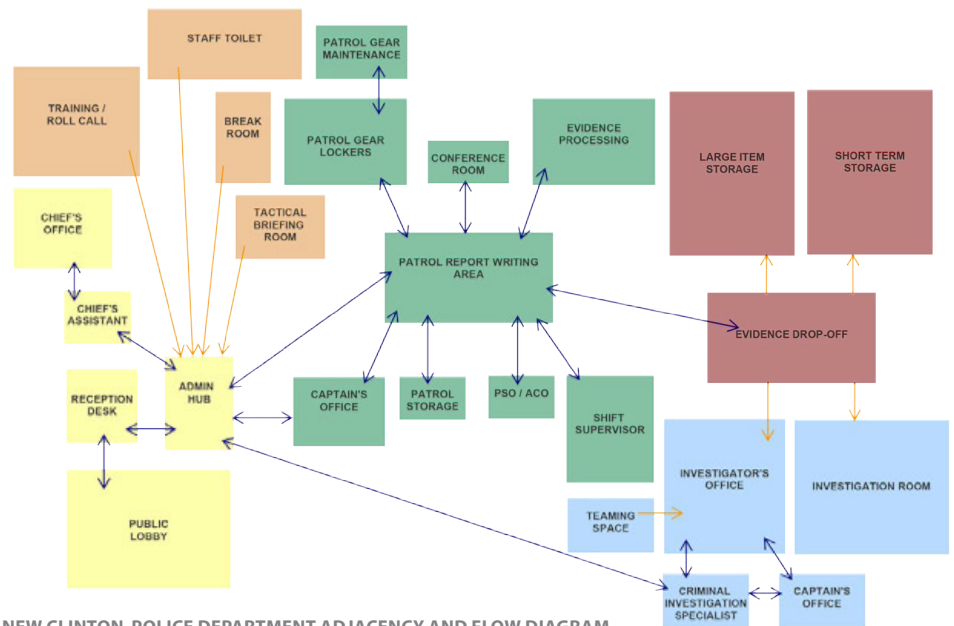
\$13,206,426 (Police Facility)
 \$1,389,827 (County-wide E911 Facility)

BOND ASSISTANCE

A bond referendum will be required for this project, however, the campaign is slated for fall of 2015.

City of Clinton Police and County-wide E911 Needs Assessment

CLINTON, IOWA



NEW CLINTON POLICE DEPARTMENT ADJACENCY AND FLOW DIAGRAM

The Police Department has resided in two different leased spaces since its formation. First with the Sheriff's office through the mid 80's and currently in a downtown Clinton storefront. The current space was to be a five-year temporary solution, but staffing levels have exceeded its capacity. The facility was not designed for police operations, and the building is shared with three non-related businesses.

Shive-Hattery conducted a space needs assessment to identify current and future needs of the department that would allow for proper operation. This was done in conjunction with an assessment of the County Sheriff's Office and Jail Facility as well as the county-wide Communications Department.

Taking an evidence based practice (EBP) approach, Shive-Hattery interviewed department heads, staff and the Chief to understand current operational needs. We used this information in comparison to national trends to develop a diagrammatic analysis of the spaces needed. With projections that looked at the next 20 years, we developed flow and relationship diagrams to better understand how spaces needed to be organized. From these, we developed multiple cost options including a joint law enforcement center for the City and County and options where each department would function in separate facilities.

The City Council has been able to use the resulting report along with multiple presentations by Shive-Hattery to develop their direction going forward. As of today, the City and County are assessing options and plan to make decisions in the fall of 2015.

3. Relevant Project Experience

CLIENT CONTACT

City of Portage
A.J. Monroe
Director of Public Works
6670 Central Ave.
Portage, IN 46368
(219) 762-5425
ajmonroe@portage-in.com

SERVICES PROVIDED

Architectural Design
Cost Estimating

COMPLETION DATE

2001

SQUARE FOOTAGE

14,500 SF

CONSTRUCTION COST

\$2,300,000



Portage Fire Station PORTAGE, INDIANA



The City selected our team to design a new City of Portage fire station to supplement two existing stations to help meet the needs of the rapidly growing Portage community.

During the programming phase, our team worked closely with the Fire Chief to determine the short and long-term needs for the station. We translated those needs into a building concept during the schematic design phase.

Upon completion of these phases, we again worked with the client to outline and prioritize budgetary, qualitative and quantitative alternatives.

The 14,500 square foot facility is located on Swanson Road. It provides living quarters, including bunk areas, a fitness room, kitchen, living room, and administrative offices. Also included is a training room and an apparatus room for vehicle storage and support.

The facility spaces are allocated as follows:

- living quarters: 4,750 sq. ft
- administration: 4,050 sq. ft
- apparatus (3 bays): 5,650 sq. ft
- space for expansion: 1 bay

CLIENT CONTACT

City of Ames
Paul Sandoval
Deputy Fire Chief
515 Clark Avenue
PO BOX 811
Ames, IA 50010
(515) 239-5160
psandoval@city.ames.ia.us

SERVICES PROVIDED

Architectural Design
Interior Design
Structural Engineering
Electrical Engineering
Civil Engineering
Landscape Architecture

COMPLETION DATE

2003

SQUARE FOOTAGE

7,200 SF

CONSTRUCTION COST

\$1,065,000



Ames Fire Station No. 3 AMES, IOWA



The City of Ames was in need of a new fire station and hired Shive-Hattery to develop a master plan recommendation for the implementation of a new facility on the south side of Ames. The master plan involved: developing preliminary building space program/building size, developing three options for the site, reviewing three options with the fire department, comparing and contrasting the options, refining one option and providing a computer rendering of the recommended options.

Upon completion of the master planning phase, the City hired Shive-Hattery to design and develop a new fire station facility based on the conclusions of the master plan. Shive-Hattery designed a 7,200-square-foot fire station to accommodate five resident fire fighters, administration support, general recreational facilities, gear storage and emergency vehicle apparatus bays. New technology was implemented using state of the art communications equipment and under floor radiant heat systems. Projected costs for this project were \$1,125,000; however the actual cost of the project came in under budget at \$1,065,000. In addition, this project was also completed one month earlier than the schedule projection.

Additional Project Experience



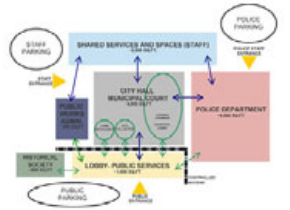
Monroe County Public Safety Center
ALBIA, IOWA

The new Monroe County Public Safety Center provides law enforcement space for the Albia Police Department and the Monroe County Sheriff's Office.



Leroy Fire Station
PLATTE CITY, MISSOURI

New 8 bay fire station with fire fighter support spaces.



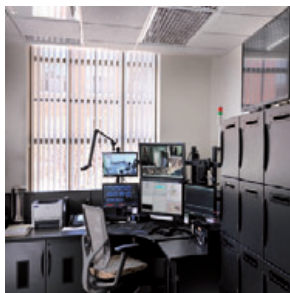
Platte City Police Department Space Needs Assessment
PLATTE CITY, MISSOURI

Space needs assessment identifying need for new facility and outlining criteria for site selection.



Coal Valley Fire Station
PLATTE CITY, MISSOURI

Renovation and addition to existing fire station with exterior facade appearance upgrades.



Ames Police Department Renovation
AMES, IOWA

This interior renovation project captured existing circulation space and repurposed unused space to provide more efficient space for the Ames PD.



Indianola Police and Fire Department Interior Renovation and Addition Schematic Design
INDIANOLA, IOWA

Creating space for improved public access, improved space utilization for patrol staff, locker room facilities and evidence storage area as well as improved circulation.



Pleasant Hill Municipal Center
PLEASANT HILL, IOWA

A 50,000 square foot, mixed use municipal facility - community center, city hall, chamber of commerce suite, planning offices, council chambers and public library.



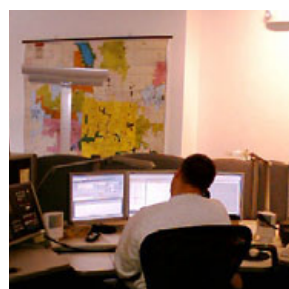
Panora City Hall, Police, and EMS Facility
PANORA, IOWA

A new 12,000 square foot, 2 story facility, provided the City of Panora much needed space for municipal services.



Iowa State Patrol Call Center Interior Renovation
JOHNSTON, IOWA

The design solutions doubled space in work areas, improved atmosphere, and upgraded systems for lighting and privacy control options.



Des Moines Police Dispatch Center Renovation
DES MOINES, IOWA

Dispatch and operations center equipment was replaced. The dispatch center was remodeled and upgraded with new mechanical and electrical systems. With phasing, operations were not interrupted.

**completed by Mike Lewis and Mike Morman while with another firm*

Site Selection Experience

Many of our public safety projects have entailed a site selection process, in which we have been an active participant. Our objective approach helps determine criteria (variables) for evaluation and then allows each person, on the site selection committee, to “weight” each criterion, as to how important it is to them, and then rate each potential site as to how they feel it meets the criteria.

The team assigned to your project have participated in site selections for public safety projects with the following clients:

- City of Eldora, IA / Hardin County, IA
- City / County – Boone, IA
- City - Pleasant Hill, IA
- City - Des Moines, IA
- Polk County, IA
- Jasper County, IA
- Johnson County, IA
- Louisa County, IA
- Henry County, IA
- Marion County, IA
- Ringgold County, IA
- O’Brien County, IA
- Judicial Branch, State of Iowa

CONCEPTUAL MATERIAL FROM PREVIOUS SITE SELECTION ANALYSIS PROJECT



Site Selection Experience

Quantitative Site Assessment Matrix

	1. Site Area	2. Circulation	3. Parking	4. Building Identity	5. Expansion Potential	6. Utilities	7. Site Utilization	8. Topography	9. Impact on adjacent buildings	10. Economic Impact	11. Zoning Capability	12. Site Development Costs	Total
Weighted Point Value													
Site 1													
Site 1 notes													
Site 2													
Site 2 notes													
Site 3													
Site 3 notes													

1. Site Area

The appropriate land area for the public safety facility will be determined, which will include the building foot print and adequate parking.

2. Circulation

Vehicular access to site and on-site movement of cars, staff, visitors, public safety vehicles, and transportation of arrestees.

3. Parking

Proximity and quantity of parking.

4. Building Identity

The public safety facility image can be shaped by the location selected with sensitivity to surrounding neighbors, businesses, etc.

5. Expansion Potential

Taking into consideration growth trends, we will identify possible expansion needs if necessary. We should ensure that future programs and offerings housed in this facility are not hindered by lack of space to expand.

6. Utilities

Water, natural gas, sanitary sewer to building.

7. Site Utilization

Utilization is a measurement of how well the site accommodates a public safety facility with several functions.

8. Topography

Slope of the site, vegetation and other natural features impact the buildable area of the site.

9. Impact on adjacent buildings

Adjacent buildings can have a favorable or unfavorable impact on each other.

10. Economic Impact within the Community

The economic impact of a public building may have on the area in which it is built will be identified. Many times one significant building project rejuvenates an area and sparks exponential growth.

11. Zoning Capability

Identify requirements and opportunities

12. Site Development Costs

The cost to develop the site suitable for the building type. High costs may make the site cost prohibitive.

Proposed Fee and Contract Structure

Shive-Hattery proposes using the AIA suite of contracting documents for this project. The Fee Proposal shall provide both a fee and estimated number of hours to complete the scope of work for your project. We will propose a lump sum fee for the pre-referendum services and a percentage fee based on an estimated construction cost for the remainder of the work after the successful referendum. A fee will be submitted to provide architectural, interior design, civil/site, structural, mechanical, plumbing and electrical engineering services. The design fee will be based on the requested services to be provided included in your project scope for a space needs assessment, pre-design, final design, site planning, construction cost estimating, and FFE design services. The fee shall include all noted RFQ services, personnel (entire team in-house), supplies, reports, and miscellaneous expenses. Reimbursable expenses that are not included in the fee will be separately identified and quantified. We understand that a fee is not to be provided until we are selected for an interview. At that time we will present our best understanding of the scope and associated fee. We fully anticipate to enter into negotiations if ultimately chosen as your selected firm at which time we will be able to fine tune all the components prior to contract execution.

SHIVEHIATTERY
ARCHITECTURE + ENGINEERING



SAFE. SECURE. SENSIBLE.

 the City of
Marshalltown
POLICE HEADQUARTERS & MAIN FIRE STATION

PROPOSAL FOR PROFESSIONAL DESIGN AND
CONSTRUCTION ADMINISTRATION SERVICES | AUGUST 7, 2015





Design Redefined.

306 S. 17th Ave.
Marshalltown, IA 50158
ph (641) 752-3930
www.teamtsp.com

Architecture
Engineering
Planning

August 7, 2015

Mr. Justin Nickel, Public Works Director
City of Marshalltown
24 N. Center St.
Marshalltown, IA 50158

RE: Safe and Secure Design That Makes Sense for Marshalltown

Dear Mr. Nickel and Members of the Design Selection Committee:

May this letter express our team's extreme interest in our city's proposed Police Headquarters and Main Fire Station. Our team includes several local firms who have successfully served the Marshalltown area for decades, along with nationally recognized design specialists who focus solely on Police and Fire service facilities.

While several firms assembled for this effort were involved in the previous attempt to develop a Police Headquarters only, we have engaged additional consultants to enhance and re-organize our approach. Our team now includes experienced professionals who will advocate for plan features tailored to the unique Police and Fire perspectives. We'll dedicate ourselves to flexible concepts that can adapt to a shared site with one or two buildings, or a separate site for each facility.

TSP leads this combined effort, providing local architecture and engineering leadership as well as project management. Established locally in 1966, the Marshalltown TSP office has served our city and state for nearly 50 years. We've been part of many community projects that advanced the goals stated within the Comprehensive Development Plan. We anticipate that this project could play an important role in advancing that vision, particularly in terms of urban revitalization.

Wilson Estes Police Architects again provides guidance on Law Enforcement planning, space programming and design. Five Bugles Design joins us anew, bringing a deep background in Fire facilities design and a core team member who is a 35-year veteran of Fire and Command Services. Both firms have broad understanding of Emergency Service and Communications (911) Centers, and each is a full-service architectural firm in its own right.

Other local partners include Clapsaddle-Garber Associates (CGA) for civil engineering, and Bishop Consulting Engineers (BCE) for structural expertise. These well-respected hometown firms have partnered with TSP to design many of the structures that serve everyday life in Marshalltown. All are corporate and individual citizens of Marshalltown whose intimate community knowledge will help shape our shared work.

The TSP team is confident we can augment the City of Marshalltown's own resources to first accomplish "Job No. 1"—successfully funding this project—and then implementing the preferred option to satisfy both Police and Fire departments.

Respectfully Submitted on Behalf of the TSP team,

David Schulze, AIA
Principal-in-Charge

Marshalltown, IA
Marshall, MN
Minneapolis, MN
Rochester, MN
Omaha, NE
Rapid City, SD
Sioux Falls, SD
Sheridan, WY

Proposal for CITY OF MARSHALLTOWN
Police Headquarters and Main Fire Station

1 	Overview	1–5
	Project Understanding, 1–4	
	Services Provided by Lead Firm, 5	
2 	Consultant Services.	5
3 	Specialized Experience	6–24
	Organizational Chart, 6	
	Firm Focus, 7–8	
	Resumes of Key Personnel, 9–13	
	Relevant Projects, 14–23	
4 	Approach to Fees & Agreements.	24
5 	Firm Contact Information	25



CHALLENGING ASSUMPTIONS, DELIVERING RESULTS

This proposal is full of finished projects. Each photograph and project story shows the single solution formed from all the possible ideas presented to other owners.

But the City of Marshalltown is not any other owner, and the TSP team's primary priority on this project isn't to present a total-package solution. Not yet. For now, our job is to work with you to develop innovative designs that generate excitement and support for your new Police Headquarters and Fire Station. We must do our shared work transparently, inviting the public into our collaborative process and considering their concerns as stakeholders. And we must create concepts that complement Marshalltown's Comprehensive Plan, so voters can recognize this project's place within the larger vision for the future.

To do all that, it's important to have an insider's view of the past effort. All the reasons you chose TSP and Wilson Estes Police Architects for last year's stand-alone project still hold true. But the landscape has changed, and so have our strategies. Today, we offer you a comprehensive team with the skills, talent, and experience to program and design facilities that enhance Police and Fire operations. With nationally recognized consultants in each specialty, our team

includes independent advocates who will fight for each department's highest interests. Because Police and Fire services often have different needs, it makes sense to engage experts who can frame the discussion from a distinct Police or Fire perspective. The very public issues of site selection, building amenities, and costs—just to name a few—look quite different from each vantage point.

We expect vigorous and passionate debate from Wilson Estes Police Architects and Five Bugles Designs. Throughout the pre-referendum phase, our team will challenge assumptions and ask questions that cut to what your citizens most want to know:

- How would it look and function with one building? Two buildings on one site? At different sites, to avoid clustering emergency response in one place?
- How much will each option cost? What will we really get for our money?

This approach, with these differentiating partners, ensures that the TSP team has the right architecture, planning, and engineering experience to create the best answers, before election day. What's more, TSP's marketing and communications professionals will help you craft the right core message—and the smart, timely response to detractors.

CRUCIAL INSIGHT FROM LESSONS LEARNED

The TSP team believes in this project even more strongly than we did last fall, when we joined with the City to develop a vision for the Police Department. Since then, the need has only grown. So has the scope of work.

Before we can give our community the new facilities that support these fundamental services, we must first show voters how their investment is directly linked to real, measurable quality improvement—faster response times, highly-trained personnel, and a safer community.

Police officers and fire fighters do not join their departments because they expect creature comforts. There's nothing convenient about risking one life to protect another. But these men and women do

now that Emergency Services Buildings face stricter requirements for everything from tornado and earthquake resistance to safe rooms, back-up power equipment, and hardened construction for threat protection. Sophisticated technology and specialized utilities are integral to functionality.

The TSP team understands that the community's needs exceed its resources. Our local team members, together with our Police and Fire consultants, will help the City prioritize the most critical factors.

Project budgets must be judiciously set and maintained. Scope and quality level must be valid and defensible, with architectural aesthetics closely tied to the



deserve state-of-the-art tools to do their jobs effectively. Current facilities fail them and the rest of Marshalltown's citizens in numerous ways detailed by the previous Police Needs Assessment. We will use public forums, Web sites, media outlets, and social media to share those true stories with a much larger audience. And we must do the same to present existing conditions and shortfalls for the Fire Department.

With increased scope necessarily comes increased cost. The delay adds expense, too,

value each brings to the overall project. The TSP team's Police and Fire consultants share these beliefs. With three full-service architectural firms, you can be assured that phasing, materials, assemblies, and methods are integrated in every component of programming and design.

From the choice of building and mechanical systems to vehicle garages vs. outdoor secured lots, every detail matters because every vote counts.



South Lake Minnetonka Public Safety Facility

BALANCING DEPARTMENTAL NEEDS TO CREATE MULTIPLE OPTIONS

Our insider view of the previous process gives us a head start in terms of project understanding for the new effort. We'll use our perspective of the Police Department, its current and future space needs, and the community at large to your advantage.

When TSP and Wilson Estes Police Architects initiated work with the City last fall, we looked closely at operational needs. We utilized standards for Police facility design to arrive at an appropriate space program. Although a site had already been selected, and the facility was predetermined to be of new construction, the space needs program stood independent. It could have been applied to new construction—as it was—or to an existing building's renovation.

We believe that program is still a valid starting point today, and justifiable compared to other police departments around the country. But ours is not the opinion that matters most. The Marshalltown community made their voices heard, and we now must carefully evaluate how we can achieve further savings.

Our specialist from Wilson Estes will engage the Police Department to consider hard choices. Our team will apply experience as Police planners to guide the Department as

members weigh which space reductions will result in the least negative impact.

Further, as we discuss the Police facility program, we will explore which spaces could be shared with Fire operations. Our consultants from Five Bugles Design will conduct similar assessments within the Fire program process, using proprietary Fire station planning software to develop a real-time space needs assessment.

Ultimately, we will develop separate priority lists for each department. Then, we can compare the two sets of needs to find common thinking toward shared spaces. Informing members of the pros and cons related to sharing specific spaces with other departments will empower them to make the decisions that best meet their needs.

From these programming exercises for Police and Fire, our architectural design team will have independently developed programs that meet the needs of separate Police and Fire facilities or a combined structure.

We then can evaluate multiple scenarios involving new construction or existing buildings identified for development consideration, as well as the cost impacts of each scenario.

LOCATION, LOCATION, LOCATION

Police and Fire services help drive community development, spurring nearby business, nonprofit, and residential development. Based on TSP's experience with projects such as the Marshalltown YMCA-YWCA, the Orpheum Theatre, GrimesFarm, and the re-structuring of the public school district, we recognize this new project's potential to further advance the goals stated within the Comprehensive Plan.

But which neighborhoods will see that growth? Our team will rebuild the bridge between the original Needs Assessment and Site Analysis, showing how they connect to each other. We'll link those findings to the recent conceptual design and remain flexible in our thinking as we consider new data from our work with the Fire Department.



Fire & Rescue Facility, Marshfield, WI

Many firms design from the curb. Our team designs from the city limits, balancing each department's functional site requirements with its role in the fabric of the community. As we meet independently with the two departments, it will become more clear that some Police needs are not compatible with Fire needs, and vice versa. Design strategies that might save on construction expense could diminish safety or security, or compromise functionality.

A basic difference between Police and Fire operations illustrates this point: Police units most commonly are dispatched from patrols, while Fire crews originate from their home



Deephaven Fire Station, Excelsior, MN

stations. That makes response times one of the most important factors in site selection for Fire facilities.

Our consultants from Five Bugles Design look first at population densities and projections in the station's coverage area, gauging them against national standards. Then, the Fire expert uses its own site assessment matrix to integrate Geographic Information System (GIS) data. Our team will go beyond typical site features to examine emergency service components—including limitations related to Fire apparatus itself: turning radius, street width, bridge load capacity, and topography. We'll also explore travel times, response routes, and how each is affected by railroad tracks and other features unique to Marshalltown.

Part of our shared challenge is presenting complex information in a way the public can readily access—whether they're reading it in a newspaper, seeing it on the evening newscast, or viewing it on a computer or mobile device. Our team will leverage Five Bugles Design's software to create maps that quickly show how potential locations perform against response areas, population growth trends, existing and future land use, and future transportation implications.

With some of the most comprehensive programming tools in the industry, Five Bugles Design will capture functional requirements of all Marshalltown response delivery systems, putting critical information in your hands.

LEAD FIRM ROLE

As the architect of record for the Marshalltown Police Headquarters and Fire Station, TSP will provide a full complement of interrelated professional services that ensure your project's success. In addition to the technical aspects listed at right, TSP will hold the critical Project Manager role.

Our approach to project management is proactive and interactive. You set the direction and pace of change, and we share information to keep all parties engaged. We make sure you have the details you need to move forward confidently in decision-making, on a timely basis.

We'll coordinate closely with local and state code officials, leverage the expertise of our full-time cost estimator to work hand-in-hand with specialty consultants, and balancing your initial investments with long-term operations and maintenance costs.

We understand and appreciate the value that an on-schedule finish brings to a successful project. We're with you—in person—every step of the way, from our first visioning session to the community open house.



SERVICES PROVIDED BY TSP

- Principal-level, Local Project Leadership
- On-site Project Management
- Architectural Design Lead
- Construction Documents
- Pre-referendum Communications/Support
- Site Selection Facilitation
- Interior Design and FF&E Coordination
- Mechanical Engineering
- Electrical Engineering
- Technology Planning & Coordination
- Cost Estimating
- Constructability Analysis
- Construction Administration
- Systems Training and Warranty Reviews

CONSULTANT FIRM SERVICES

WILSON ESTES POLICE ARCHITECTS

- Planning & Space Programming: Police
- Security & Access Control Design
- Architectural Design: Police
- Site Selection Support
- Cost Estimating Support
- Equipment Selection Facilitation
- Pre-referendum Support

CLAPSADDLE-GARBER ASSOCIATES

- Site Analysis & Selection Support
- Surveying & Field Testing
- Transportation Engineering
- Site & Infrastructure Design
- Cost Estimating Support

FIVE BUGLES DESIGN

- Planning & Space Programming: Fire/EMS
- Communications Design Guidance
- Architectural Design: Fire/EMS
- Site Selection Support
- Cost Estimating Support
- Equipment Selection Facilitation
- Pre-referendum Support

BISHOP CONSULTING ENGINEERS

- Structural Design & Specifications
- Cost Estimating Support

A TEAM DEVOTED TO COMMUNITY

The TSP team brings together the expertise, talent, and abilities to result in a successful project—and a rewarding experience for those with whom we collaborate. We share a passion for creating public safety facilities that are cost-effective, enduring, and responsive to your needs.

TSP’s talented and hard-working in-house staff includes engineers and architects, planners and designers, all dedicated to serving you. We select the players best suited to your project’s scope.

Our Marshalltown presence and nearly 50 years of work on numerous local projects means we’re familiar with the community’s design and service expectations—as well as the political climate. We know that assembling the right people at the right time is crucial to your project’s success, and that

highly focused expertise uplifts the end result. The entire design work group must integrate members’ individual efforts.

TSP’s design team for this project is experienced and accessible, with leadership from our Marshalltown office. Our specialty engineering consultants, Bishop Consulting Engineers and Clapsaddle-Garber Associates, also are right in town. We’ll be on site to carry out expert advice from Wilson Estes Police Architects and Five Bugles Design, our Police and Fire specialty partners.

Our team will strive to bring the City the highest value on this project, both in terms of your initial investment and long-term operational costs. On the following pages, we describe the team we’ve assembled to serve the City and its residents.



DAVID SCHULZE
PRINCIPAL-IN-CHARGE
PROJECT MANAGER

PLANNING & ARCHITECTURE

JUSTIN SORENSEN
PROJECT ARCHITECT

JAMES ESTES
POLICE FACILITIES
PRINCIPAL CONSULTANT

STEVE GAUSMAN
FIRE SERVICES DESIGN
PRINCIPAL CONSULTANT

JUSTINE PLISKA
INTERIOR DESIGNER

ED MISHEFSKE
FIRE SERVICES
SPECIALIST

ENGINEERING

RANDY BISHOP
STRUCTURAL ENGINEER

NATHAN WRIEDT
ELECTRICAL & TECHNOLOGY ENGINEER

TODD UDENBERG
MECHANICAL ENGINEER

MINDY BRYNGELSON
CIVIL ENGINEER

YOUR COMMUNITY VISION, OUR LOCAL EXPERTISE



TSP's founder, Harold Spitznagel, held to a simple credo: Design it like you own it. A full 85 years later, we remain a practice-centered firm—and that practice is centered on you. Since 1930, TSP has been discovering facility design solutions that truly match the vision and mission of our clients. Our fast-paced, full-service firm successfully integrates architecture, engineering, interior design, and planning. This collaborative approach explores opportunities, addresses concerns, and defines design to achieve goals that create a balance where form and function support each other.

TSP works in concert with you and your stakeholders to establish short- and long-term visions for your project. Defining these goals up front enables us to maximize available funds and minimize operations expenses, staff time,

and maintenance costs. We'll share our expertise and past experience to help you understand the possibilities and any drawbacks of each option. These are the qualities TSP brings to complete your project—not just on time and budget, but on target to optimize your space's potential.

Our TSP team has managed new construction and remodeling projects that range from basic upgrades to major renovations, and additions of progressive spaces that enhance specific programs or overall collaboration and service. No matter the scope, TSP recognizes the potential of each project to enhance the experience of those who work, learn, heal, or play there.

We dedicate ourselves to creating spaces that are exciting, efficient, and enduring. It's not just what we do; it's who we are: **Discovery. Design. And the people who make it personal.**

SAFE, SECURE DESIGNS FOR TODAY'S POLICE FORCES



For more than three decades, Wilson Estes Police Architects has focused exclusively on developing public safety facilities and their attendant structures. We provide clients with hands-on experience on every design.

As a national specialty firm, our work with public safety departments around the country allows us to bring to our clients planning centered around standards in the industry for this specific building type. Exclusive specialization in this building type demands that all staff members work daily on public safety facility development.

We have completed well over 200 Space Needs Studies and helped numerous other departments in their planning needs. Through

the creation of the Police Facility Planning Institute, we dispense information to public safety departments pertaining to facility design and the planning process. We have provided formal instruction to over two hundred other communities through our annual "Successful Facility Planning seminar".

We understand the technological and equipment requirements for these very complex and unique project types. Our staff is immersed with these issues daily. This understanding is critical with regards to security and surveillance systems, which are typically designed in-house for all projects.

With the firm's 34-year history in the planning and design of this one unique facility type, we have confirmation that our methodologies for growth projection produce facilities that meet future needs.

NATIONAL EXPERTISE IN FIRE-FOCUSED RESULTS



As a division of Architectural Design Group, LLC (ADG), Five Bugles Design was formed to

provide planning and design services solely to the public safety service industry. We understand that emergency service buildings are truly a unique building type. Our focused design team is comprised of members who are among the most experienced fire station design professionals in the United States.

Founded in 1989, ADG remains a locally owned firm in Eau Claire, Wisconsin. The Five Bugles Design team has experience in over 150 public safety and emergency service projects throughout the country. We have a record of meeting and exceeding expectations, and our proven professionals are ready to provide your community with a highly sustainable building.

Five Bugles' dedicated staff of architects and planners specialize in the design and construction of public facilities/fire stations. We are passionate about our work, and we gain a great deal of satisfaction helping communities achieve their goals with important public building projects.

Fire stations are operation-specific facilities, and their planning and design requires the understanding of what constitutes effective fire and emergency services delivery. We tailor our designs to meet the specific needs of our clients, including response time, staffing levels, equipment types, training needs, and site constraints.

We understand what separates a good fire station from a great one: small details, the creativeness of the client and stakeholders, the experience of the design firm, and the ability to listen to the client's ideas and concepts for creating a facility that meets their needs and requirements.

INNOVATIVE SITE OPTIONS



Clapsaddle Garber Associates is a consulting firm providing professional services in civil

engineering, transportation engineering, land surveying, cartography, right of way acquisition, construction observation, and laboratory and field testing. Our civil engineering includes planning, design, and development of drainage systems, residential and industrial subdivisions, airports, and project financing. We maintain fully equipped field crews and office staff to gather technical information and produce complete plans and specifications.

STRUCTURAL SOLUTIONS



Bishop Consulting Engineers, P.C. is a full-service structural engineering design firm which has been

serving clients in Iowa and surrounding states since January of 1989. The firm has a proven history of previous project experience and qualifications to meet your building needs. Bishop Consulting Engineers, P.C. uses a wide variety of computer software to aid in analysis and design, and all documents are prepared using the latest version of Autodesk REVIT Building Information Modeling (BIM) software.



David Schulze, AIA
Principal-in-Charge
Project Manager
TSP, Inc.

Dave has extensive experience in community projects, with nearly 40 years in the field. His roles range from initial project programming and conceptual design to construction administration and project delivery. Dave's commitment to the Marshalltown area is second to none, and a large reason why the Marshalltown Community School District has chosen TSP for much of our 43 years of service. Dave combines exceptional technical and client skills with in-depth knowledge of the Marshalltown community and is skilled in project budgeting, grant writing, and bond issue promotion.

REGISTERED: IA

EDUCATION: Bachelor of Architecture,
Iowa State University

SELECTED RELEVANT PROJECTS

- Marshalltown YMCA-YWCA (Horne-Henry Center), Marshalltown, IA
- Marshalltown Community School District, Marshalltown, IA—numerous projects in all District facilities, including:
 - » Support Services Center Remodel
 - » MHS/Community Auditorium
 - » Anson Elementary Remodel
 - » Hoglan Elementary Addition/Remodel
 - » Miller Middle School Addition
 - » Rogers Elementary Addition/Remodel
 - » New Alternative High School
 - » Fisher Elementary Six-phase, Multiple-Year Addition/Renovation
- Orpheum Theatre Historic Addition/Renovation, Marshalltown, IA
- Marshalltown Area Catholic Schools St. Francis Elementary Addition, Marshalltown, IA
- GrimesFarm and Conservation Center Nature Center, Marshalltown, IA



Justin Sorensen, AIA
Project Architect
TSP, Inc.

Justin is involved in project development from initial concept through design, production, and contract administration. He places strong emphasis on production and brings his keen eye for detail to the careful review and revision of concept drawings. Whether he's working on a complex, multi-system program or a small renovation, Justin approaches each project with the same dedication and responsive service.

REGISTERED: IA

EDUCATION: Bachelor of Arts,
Architecture, Iowa State
University

SELECTED RELEVANT PROJECTS

- Marshalltown Community School District, Marshalltown, IA—numerous projects in District facilities, including:
 - » Support Services Center Remodel
 - » MHS/Community Auditorium
 - » Anson Elementary Remodel
 - » Hoglan Elementary Addition/Remodel
 - » Miller Middle School Addition
 - » Rogers Elementary Addition/Remodel
 - » New Alternative High School
 - » Fisher Elementary Six-phase, Multiple-Year Addition/Renovation
- Orpheum Theatre Historic Addition/Renovation, Marshalltown, IA
- Marshalltown Area Catholic Schools St. Francis Elementary Addition, Marshalltown, IA



James Estes, RA
Police Facilities
Principal Consultant
 Wilson Estes Police
 Architects

James has more than a quarter-century in the specialized development of public safety facilities. He's been lead programmer on projects for departments of 10 to more than 1,000 personnel and buildings as large as 270,000 sf. James has established cost forecasts for bond referendums and maintained those budgets through completed construction. He believes it's his responsibility to remain involved in each client's project. Through the Police Facility Planning Institute, James has served as one of the two primary instructors in the proper design and development of this unique building type.

REGISTERED: Multiple states

EDUCATION: Bachelor of Architecture,
 Kansas State University

SELECTED RELEVANT PROJECTS

- Marion Police Facility, Marion, IA
 - » Needs Assessment
 - » Design
 - » Construction Administration
- Ankeny Police Facility, Ankeny, IA
 - » Design
 - » Construction Administration
- Plymouth Public Safety Facility, Plymouth, MN
 - » Needs Assessment
 - » Design
 - » Construction Administration
- Hastings Police Headquarters Needs Assessment Study, Hastings, NE
- Kearney/Buffalo Law Enforcement Center, Kearney, NE
 - » Needs Assessment
 - » Design
 - » Construction Administration
- Cass/Fargo Law Enforcement Center, Fargo, ND
 - » Needs Analysis
 - » Sites Evaluation



Justine Pliska, CID,
LEED AP BD+C
Interior Designer
 TSP, Inc.

Justine is a senior interior designer with a passion for creating healthy and innovative community spaces. She carries an intimate understanding of how interior environments affect productivity and well-being. Her sensitivity and imagination will guide you to explore atmospheres. Justine has served as an adjunct faculty member in the University of Minnesota's College of Continuing Education since 2012.

CERTIFIED: MN

EDUCATION: Bachelor of Science,
 Interior Design, University of
 Wisconsin-Stout

SELECTED RELEVANT PROJECTS

- Marshalltown Community School District, Marshalltown, IA
 - » Project Lead-the-Way Lab Renovation
 - » Support Services Center Remodel
- Kandiyohi County Law Enforcement Center, Willmar, MN
- Lake City Hall Addition/Remodel, Lake City, MN
- Granite Falls City Hall, Granite Falls, MN
- Rapid City Regional Airport Terminal Expansion/Remodel, Rapid City, SD
- Tacoma Public Utilities, Tacoma, WA (TSP was subconsultant to Reliable Resources)
- Olmstead County Work Release Center, Rochester, MN
- Pocahontas Community School District, Middle/High School Renovation, Pocahontas, IA



Steve Gausman, AIA, NCARB
Fire Facilities
Principal Consultant
Five Bugles Design

Steve is an award-winning designer of public sector facilities with specialization in public safety facilities. His insight into balancing functional needs, community design sensibilities, and funding realities is nationally recognized for this facility type. As co-founder of the Five Bugles Design division of ADG, Steve has focused primarily on emergency service facilities for the past decade.

REGISTERED: WI

EDUCATION: Bachelor of Architecture,
North Dakota State University

SELECTED RELEVANT PROJECTS

- Fire/EMS Design Team, numerous Midwest communities, including:
 - » Cedar Falls, IA
 - » Verona, WI
 - » Eagan, MN
 - » Mound, MN
 - » St. Cloud, MN
 - » Sauk Rapids, MN
 - » Lake City, MN
 - » Norwood Young America, MN
 - » Bois Forte Tribal Government, MN
 - » Fargo, ND
 - » Kenosha, WI
 - » Superior, WI
 - » Wausau, WI
- Fire Station/Police Station/Emergency Operations Center Study, Princeton, MN
- Public Safety Center Feasibility Study, Ashland, WI



Ed Mishefske
Fire Services Specialist
Five Bugles Design

Ed Mishefske has been a member of design teams for more than 150 emergency services projects throughout the United States. He has been a speaker at the National Fire Station Design Conference for the last 5 years. Combined with a 35-year career in the Fire Service and command experience in all forms of emergency delivery systems, he is able to bring a very unique and experience educated perspective to the overall design and construction process.

CERTIFIED: EMT

Hazardous Materials Specialist
FEMA Incident Evaluator

EDUCATION: Associate of Science,
Fire Science, Miramar Police
& Fire Science College

SELECTED RELEVANT PROJECTS

- Fire/EMS Design Team, numerous Midwest communities, including:
 - » Cedar Falls, IA
 - » Sibley, IA
 - » Eden Prairie, MN
 - » Eagan, MN
 - » Mound, MN
- Fire Station Assessment/Facilities Design, numerous clients, including:
 - » Lake City, MN
 - » Montevideo, MN
 - » Norwood Young America, MN
 - » Superior, WI
 - » Wausau, WI
 - » Kenosha, WI
- Fire Station, Police Station, and Emergency Operations Center Study, Princeton, MN
- Fire Station Site Location and Needs Assessment Study, Andover, MN
- Fire Department Station Location Study, Sauk Rapids, MN



**Randy Bishop, PE,
SECB
Structural Engineer**
Bishop Consulting
Engineers

Randy has worked on a wide variety of projects, including municipal, commercial, industrial, and residential. He has been involved in all phases of structural design including analysis, design, detailing, specification writing, shop drawing review, and construction observation. Randy has experience in designing steel, precast and cast-in-place concrete, masonry, and wood. He is fully involved in all phases of the structural design process for all Bishop Consulting Engineers projects.

REGISTERED: IA and 12 other states

EDUCATION: Master of Science, Structural Engineering, Iowa State University (ISU)
Bachelor of Arts, Architecture, ISU

SELECTED RELEVANT PROJECTS

- Marshalltown YMCA-YWCA (Horne-Henry Center), Marshalltown, IA
- Orpheum Theater Historic Addition/Renovation, Marshalltown, IA
- Marshalltown Community School District Miller Middle School Addition, Marshalltown, IA
- Forest City Emergency Services, Forest City, IA
- Department of Veterans Affairs Dack Care Facility Dayroom Expansion, Marshalltown, IA
- Mary Greely Medical Center Dialysis Center, Marshalltown, IA
- Marshalltown Medical & Surgical Center, Marshalltown, IA
 - » Primary Care Medical Clinic
 - » Medical Office Building
- Marshalltown Community College Welding Lab, Marshalltown, IA
- AEA 267, Marshalltown, IA



**Nathan Wriedt, PE,
RCDD, LEED AP
Electrical & Technology
Engineer**
TSP, Inc.

Nathan has extensive experience designing electrical systems to support specialized pieces of equipment, unique power requirements, high-quality lighting, and long-term efficiency and flexibility. He also is a Registered Communication Distribution Designer, skilled in developing information transport systems and their related infrastructure. He'll work to understand your technology needs and create state-of-the-art systems that adapt as new technology emerges.

REGISTERED: IA, MN, KY

EDUCATION: Bachelor of Science, Electrical Engineering, North Dakota State University

SELECTED RELEVANT PROJECTS

- Minnesota Department of Transportation Eden Prairie Truck Station Addition/Renovation, Eden Prairie, MN
- Rochester Recreation Center Addition/Renovation and New Senior Center, Rochester, MN
- Army National Guard Readiness Center, Austin, MN
- Border Patrol Station, Wilcox, AZ*
- Federal Bureau of Prisons Coleman II Facility, Sumterville, FL*
- Central Arizona Detention Center multiple projects, Florence, AZ*
- San Carlos Adult/Juvenile Detention Facility, San Carlos, AZ*
- El Paso County Courthouse Addition, Colorado Springs, CO*
- City of Henderson, NV Courthouse Addition, Henderson, NV*

**Previous experience with another firm*



Todd Udenberg, PE
Mechanical Engineer
TSP, Inc.

Todd has extensive experience with HVAC systems, fire protection and plumbing systems, cost estimates, construction documents, and code compliance. His past roles include project manager and project engineer. He collaborates with clients, contractors, and other project team members to take an active part in designing and preparing construction documents. Todd also has the experience to direct technical support staff, coordinate with code officials, and develop and maintain working relationships.

REGISTERED: IA, MN, and 6 other states

EDUCATION: Bachelor of Science,
Mechanical Engineering,
University of Minnesota

SELECTED RELEVANT PROJECTS

- Marshalltown Community School District Annex Building and Reading Recovery Program, Marshalltown, IA
- Rochester Recreation Center Addition/Renovation and New Senior Center, Rochester, MN
- U.S. Air Force Reserve 934th Logistics Group, Minneapolis/St. Paul International Airport, Hangar Building 821 Fire Protection System, St. Paul, MN*
- Grand Forks Public Works Facility, Grand Forks, ND*
- Metro Transit Control Center, Minneapolis, MN*

**Previous experience with another firm*



Mindy Bryngelson, PE
Civil Engineer
Clapsaddle-Garber
Associates, Inc.

Mindy has 14 years of experience working with government clients including cities, counties, the Iowa Department of Natural Resources and the Iowa Department of Transportation. She specializes in site design, urban highway, storm water control, drainage, secondary roads, and recreational trail projects..

REGISTERED: IA

EDUCATION: Bachelor of Science, Civil
Engineering, Iowa State
University

SELECTED RELEVANT PROJECTS

- Marshalltown Community School District, Marshalltown, IA—numerous projects, including:
 - » Support Services Center Remodel
 - » Miller Middle School Addition
 - » Rogers Elementary Addition/Remodel
 - » Fisher Elementary Six-phase, Multiple-Year Addition/Renovation
- Department of Veterans Affairs Dack Care Facility Site Improvements, Marshalltown, IA
- Iowa Valley Community College Campus Expansion, Marshalltown, IA
- Grinnell College, Grinnell, IA—numerous projects, including:
 - » Welcome Center
 - » Energy Center
 - » Athletics Center Complex

 Marion Police Facility City of Marion 3519 Liberty Dr, Ste. 300, Marion, IA		
Size (sf) 29,500 net 41,340 gross	Professional Fees \$756,295 pre-project estimate \$757,309 actual awarded [\$10,200,000 construction cost]	Completion January 2014 estimated November 2013 actual
Contact Captain Doug Slagle, (281) 652-1748, 132@marionpolice.com		

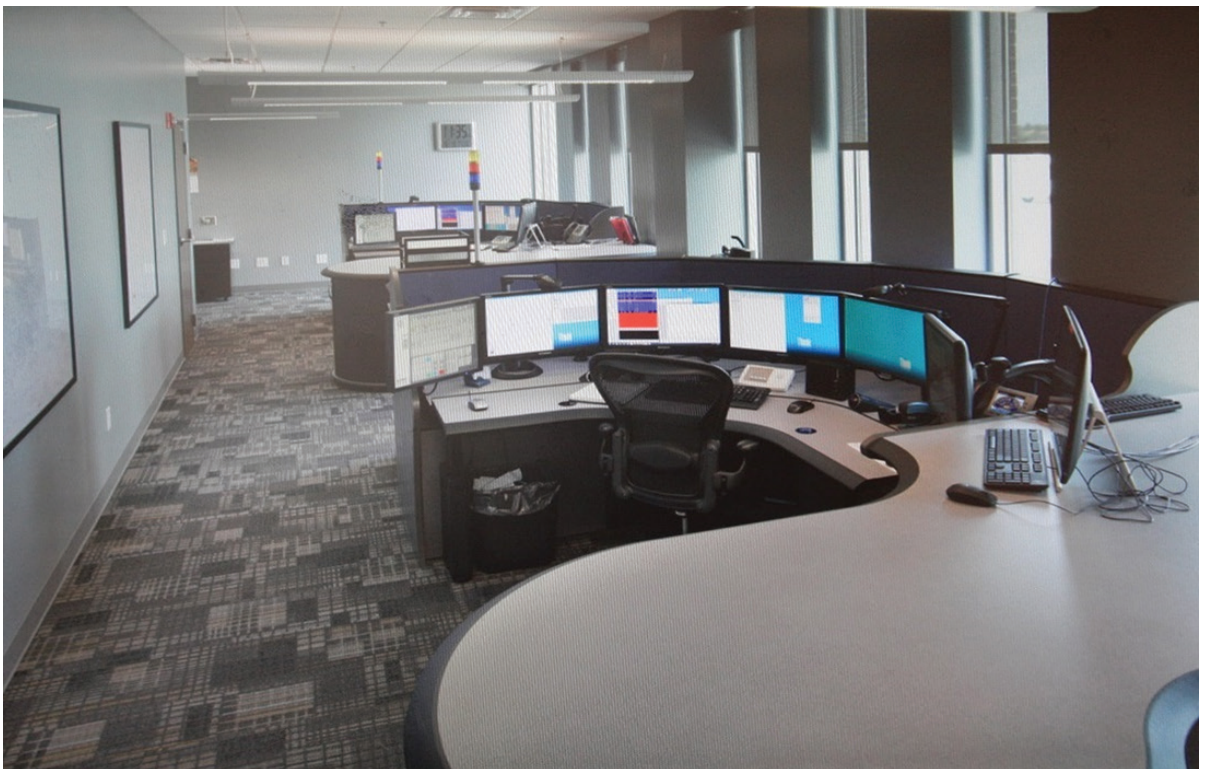
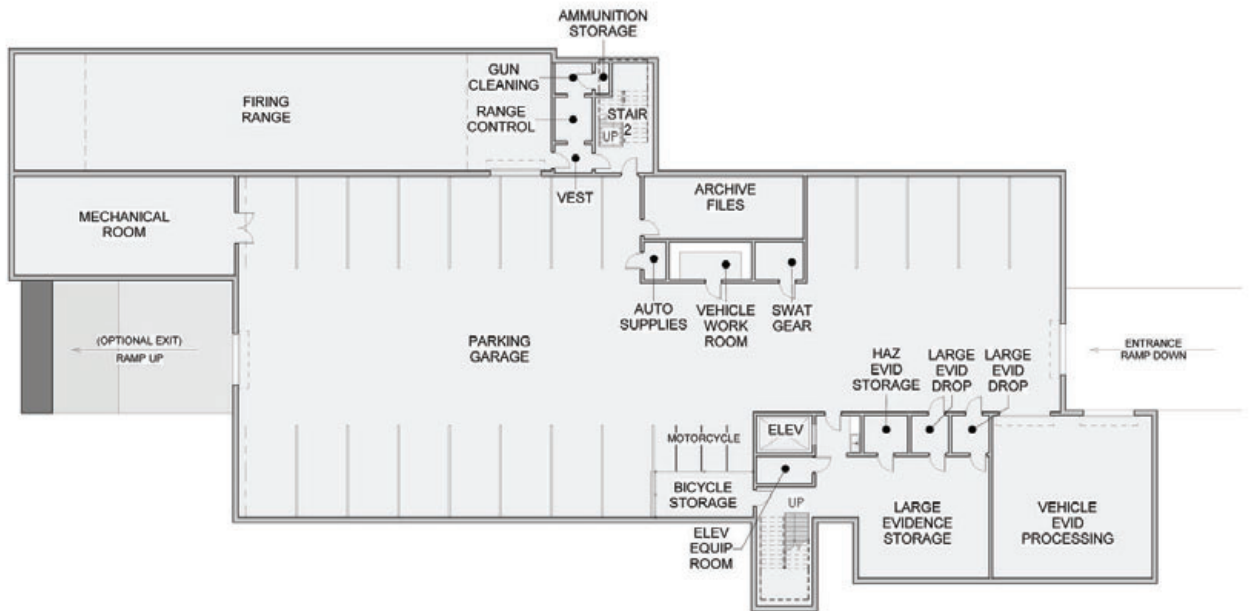


The 41,000+ sf building is comprised of approximately 30,000 sf of core use space, plus approximately 10,000 sf for basement parking and a future firing range.

The new Marion Police facility was developed through a lease purchase contract. **No bond referendum was used.**



Marion Police Facility | City of Marion
3519 Liberty Dr, Ste. 300, Marion, IA



 Ankeny Police Facility City of Ankeny 411 SW Ordinance Rd., Ankeny, IA		
Size (sf) 55,850 net 74,845 gross	Professional Fees \$1,347,000 pre-project estimate \$1,347,000 actual awarded [\$15,294,479 construction cost]	Completion March 2009 estimated July 2009 actual
Contact Chief Gary Mikulec, (515) 289-5240, gmikulec@ankenyiowa.gov		

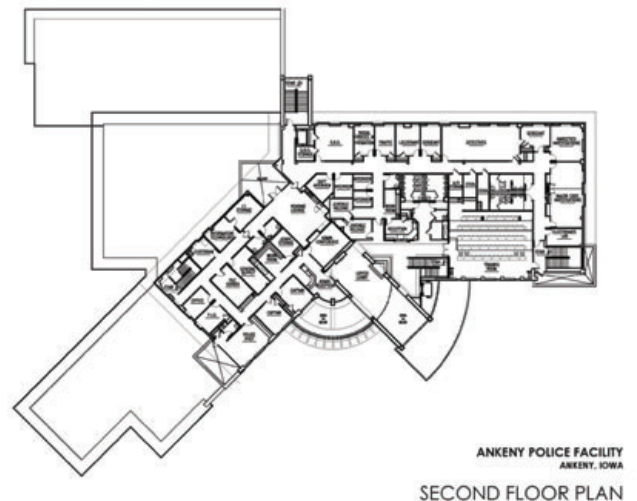
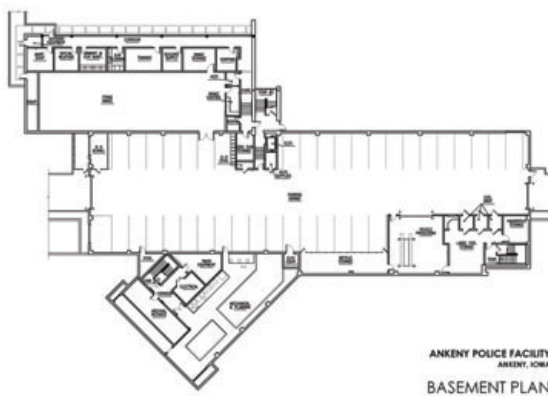
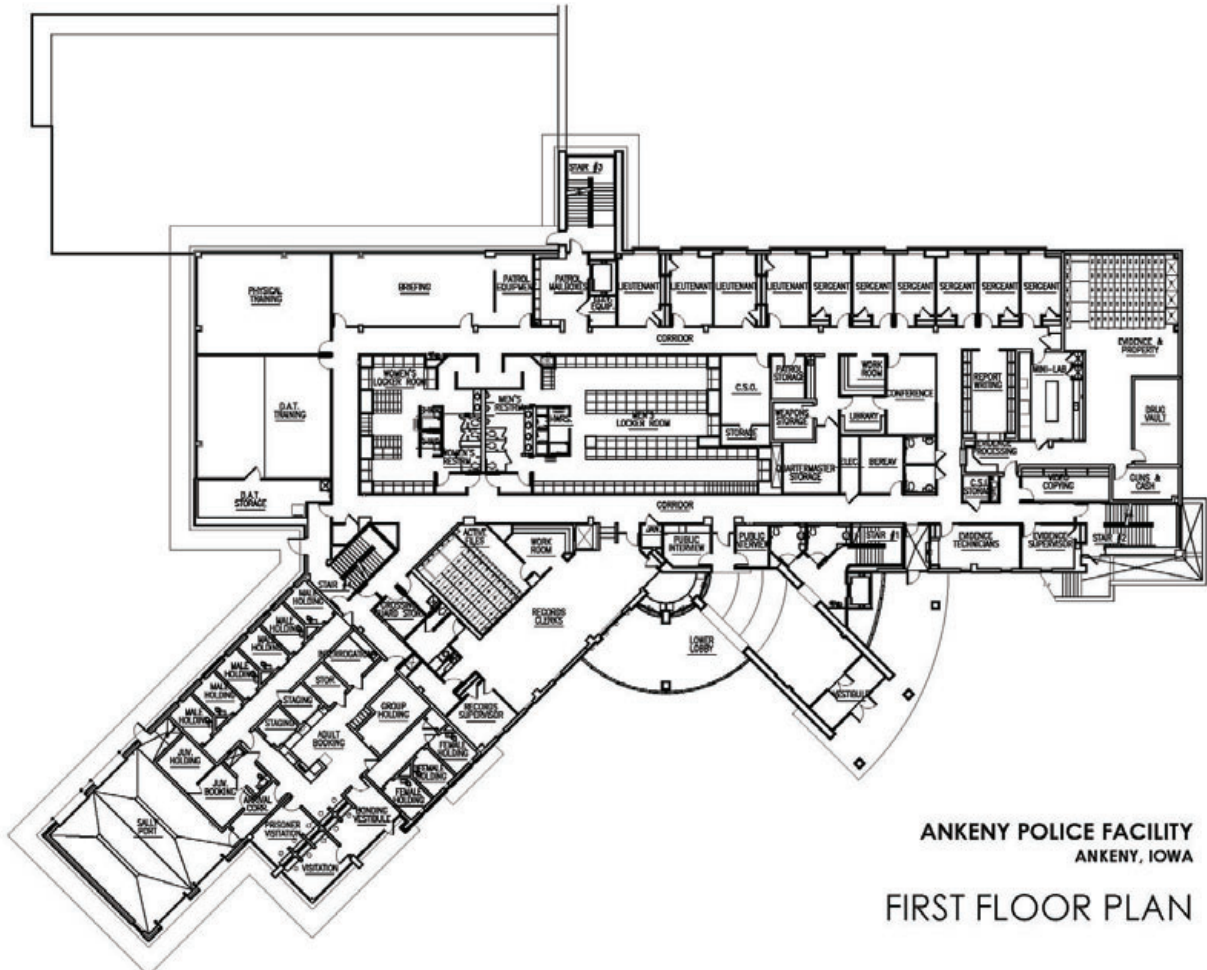


The new Police Headquarters serves a community currently experiencing rapid population growth. The new facility will eventually become a critical part of a new mixed-use development that will be geographically centered within city limits. The facility is designed to accommodate Department growth over a 20-year period. Though the Owner chose not to pursue LEED certification, leaders still desired sustainable design practices in this energy-efficient building. The building features a drive-through basement parking garage and a state-of-the-art tactical firing range. Site features include a large public plaza to incorporate a police officer's memorial, as well as adjacent green space to allow for expansion beyond the 20-year planning horizon.

Wilson Estes Police Architects was not involved in the initial need assessment nor budget establishment. The initial space needs did not provide a sufficient gross-up factor for circulation, which led to an increase in the square footage requirement in the design phase.



Ankeny Police Facility | City of Ankeny
411 SW Ordinance Rd., Ankeny, IA



 Verona Fire & EMS Station City of Verona 101 Lincoln St., Verona, WI		
Size (sf) 35,555 net 41,620 gross	Professional Fees Pre-project estimate 4.0% Actual 4.5% of estimated construction costs [\$9,543,000 construction cost]	Completion July 2015 estimated July 2015 actual
Contact Chief Joseph Giver, (608) 845-9401, jgiver@veronafire.com		



Five Bugles Design recently completed the Verona Fire Department's new central station. The eight-bay facility includes a large apparatus/emergency vehicle bay with administrative offices on the first level and living quarters for staff and interns on the second level.

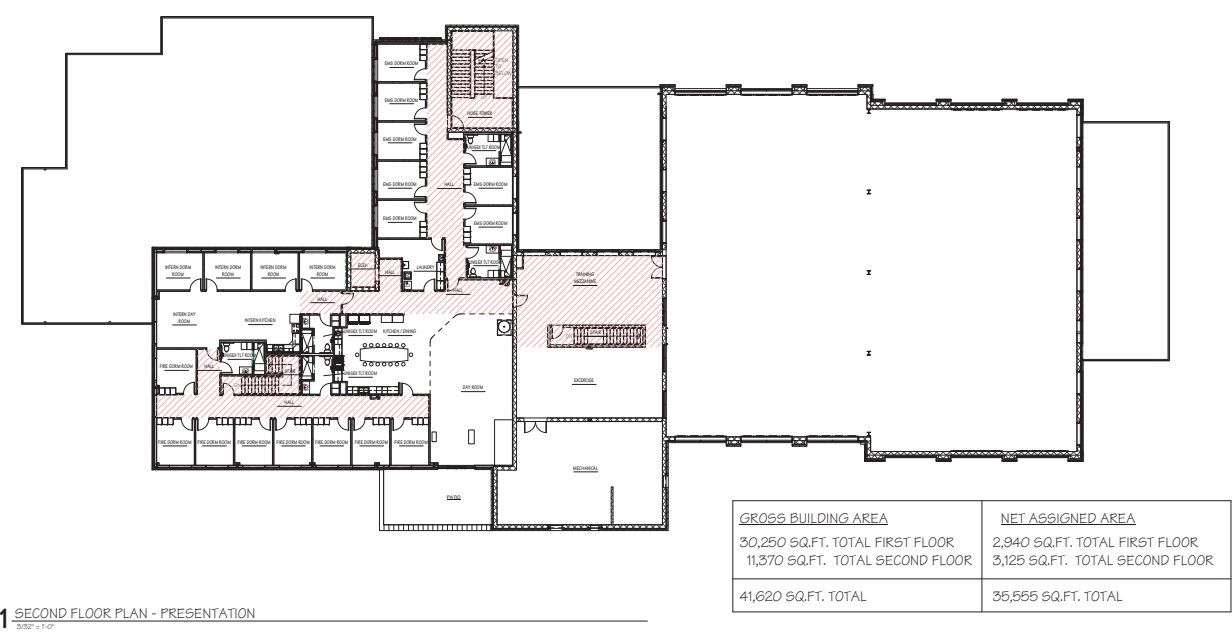
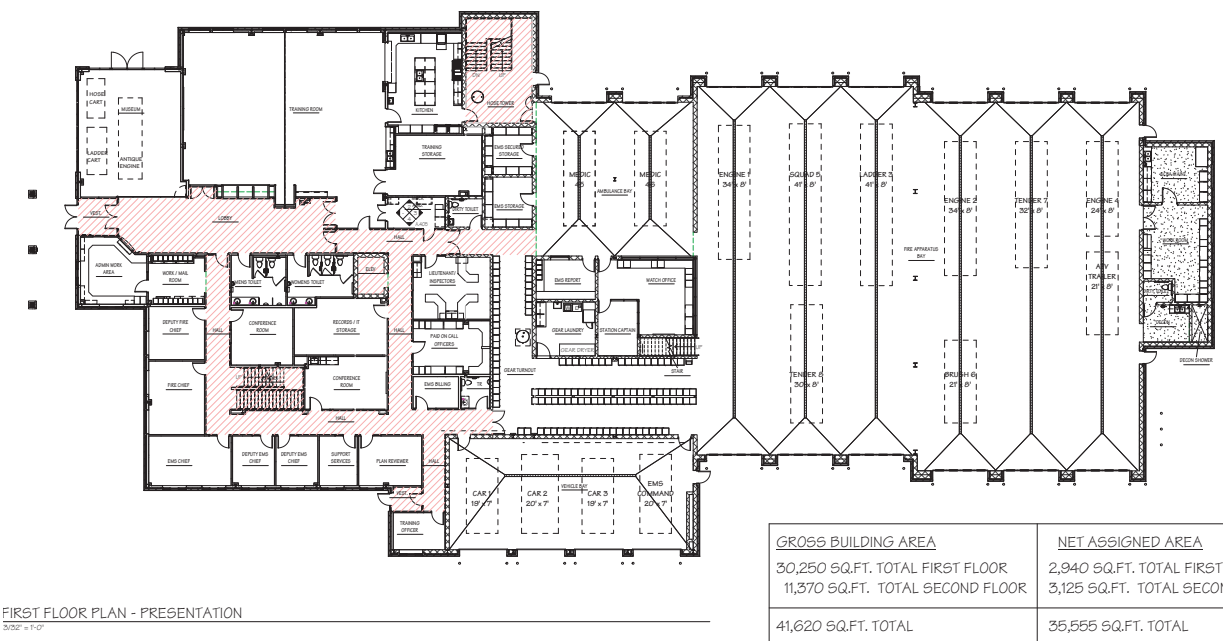
The station occupies a prominent site and the Prairie Style architecture reflects the local urban fabric. Designed to Self-Performing LEED Silver, the station will function as a high-performing building.

No bond referendum was used.



Verona Fire & EMS Station | City of Verona

101 Lincoln St., Verona, WI



FIVE BUGLES  Marshfield Fire & Rescue Facility City of Marshfield 514 E. Fourth St., Marshfield, WI		
Size (sf) 28,280 net 33,265 gross	Professional Fees Confidential to client [\$4,751,179 construction cost]	Completion August 2010 estimated August 2010 actual
Contact Chief James B. Schmidt, (715) 486-2090, jim.schmidt@ci.marshfield.wi.us		

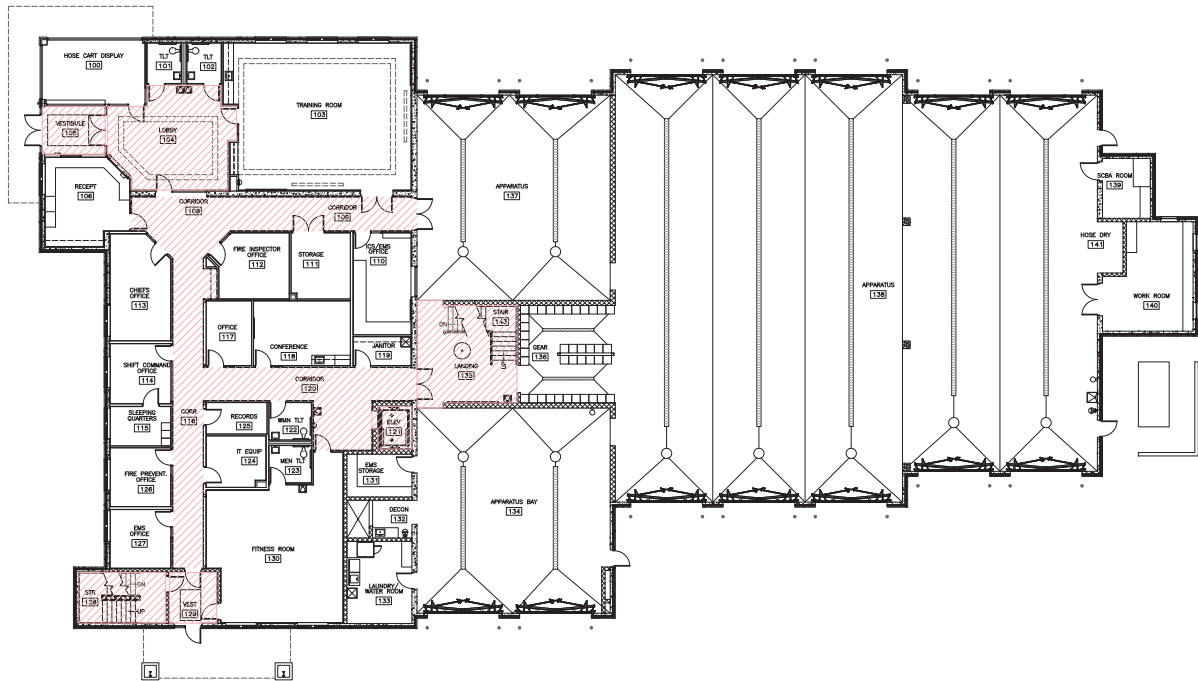


Steve Gausman and Ed Mishefske of Five Bugles Design assisted the Marshfield Building Committee in reviewing 15 various sites within the stipulated geographical area for a new Fire & Rescue facility. Space programming sessions were conducted with the Building Committee over multiple dates.

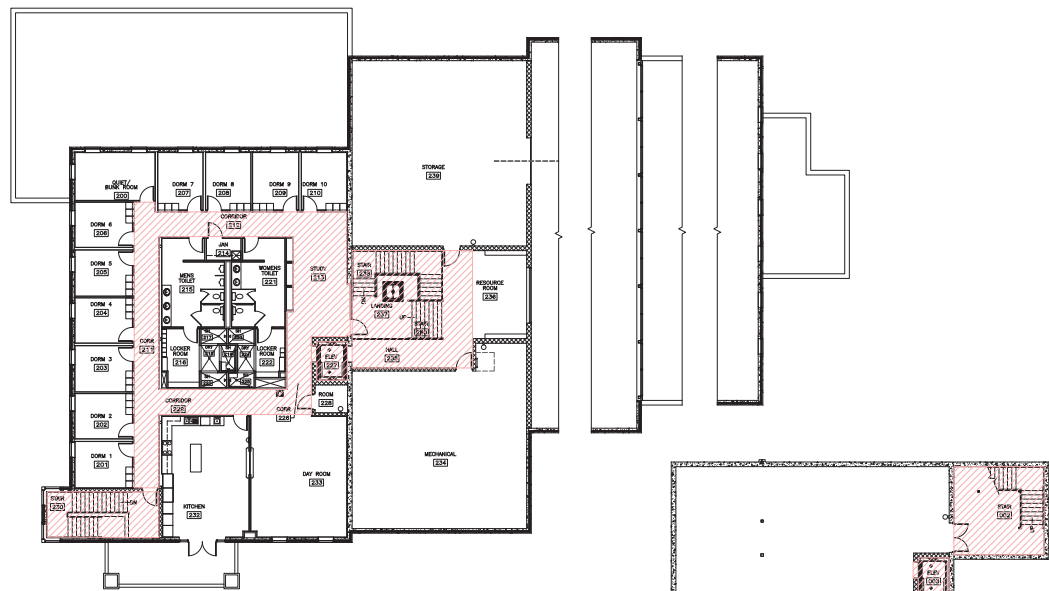
As a result of this study, Marshfield Fire & Rescue decided to move ahead with a new facility. The design was constructed as an urban infill project on a downtown site. The City of Marshfield is a leading proponent of sustainability, and the facility is designed to achieve a minimum of LEED Silver certification.



Marshfield Fire & Rescue Facility | City of Marshfield
514 E. Fourth St., Marshfield, WI



8C FIRST FLOOR PLAN



4D SECOND FLOOR PLAN

<u>GROSS BUILDING AREA</u>	<u>NET ASSIGNED AREA</u>
19,915 SF TOTAL FIRST FLOOR	2,425 SF TOTAL FIRST FLOOR
9,280 SF TOTAL SECOND FLOOR	2,010 SF TOTAL SECOND FLOOR
4,070 SF TOTAL BASEMENT	550 SF TOTAL BASEMENT
33,265 SF TOTAL	28,280 SF TOTAL

(11G) ALT #1 BASEMENT PLAN

TSP Marshalltown YMCA-YWCA Joint Ownership 108 Washington St., Marshalltown, IA		
Size (sf) 92,280 net 122,230 gross	Professional Fees \$1,459,360 original agreement \$1,762,749 actual with amendments [\$16,539,155 construction cost]	Completion October 2003 estimated March 2004 actual
Contact Executive Director Carol Hibbs, (641) 752-8658, carol.hibbs@ymca-ywca.org		



When the Marshalltown Community YMCA received a generous gift of \$28 million from Virginia Horne Henry, they embraced the opportunity to create a YMCA-YWCA. It would be the nation's first joint "Y," and its design presented complex challenges in terms of identifying shared spaces and differentiating among programs. Each step of the planning process had to consider the 60-acre campus.

Input from stakeholders, members of end-user groups, and community members was crucial to our TSP team's effort. Together, we outlined needs and balanced a wish list against resources. As a result, the final product successfully addressed the community's goals for a wide demographic, from youth and teens to parents and seniors.

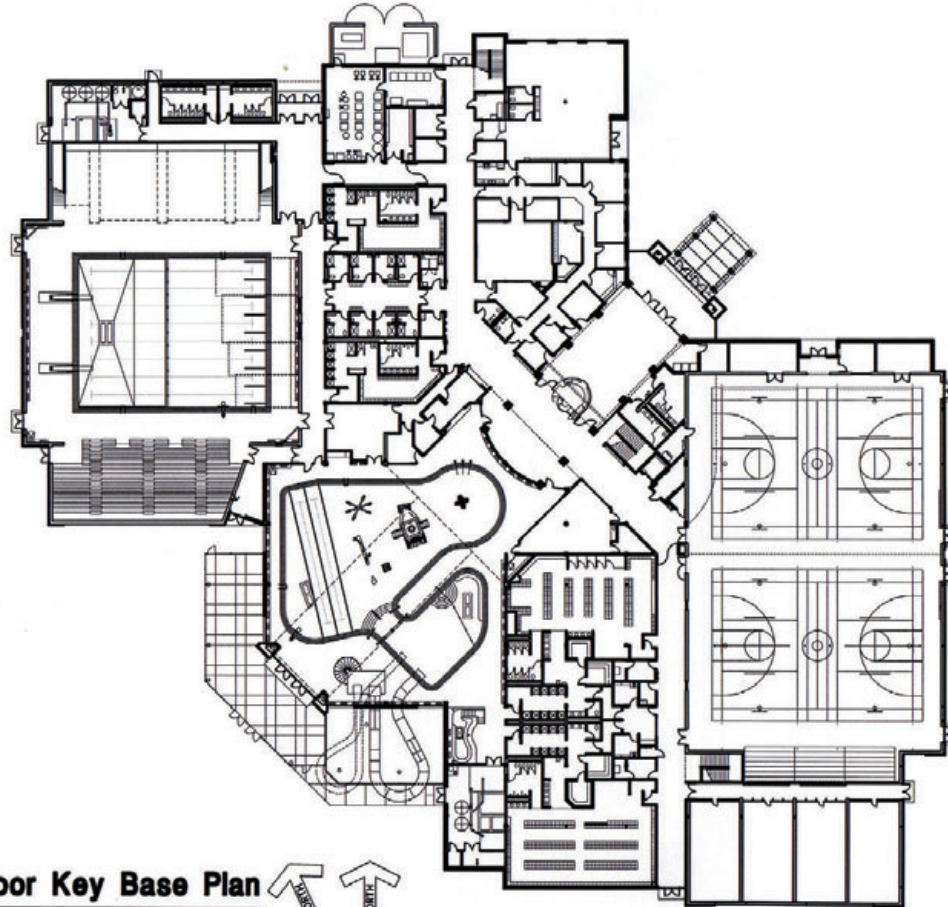


In addition to typical wellness center features such as gymnasiums and an eight-lane, 25-yard lap pool, the Marshalltown project includes several unique amenities. Among them is a medical alert system throughout the facility and geothermal well fields to heat the facility.

Because the project's major portion was funded through a private trust, **no bond referendum was used**. The TSP team provided technical support for the Owner's additional fundraising efforts for this facility, whose development drove an urban renewal project.



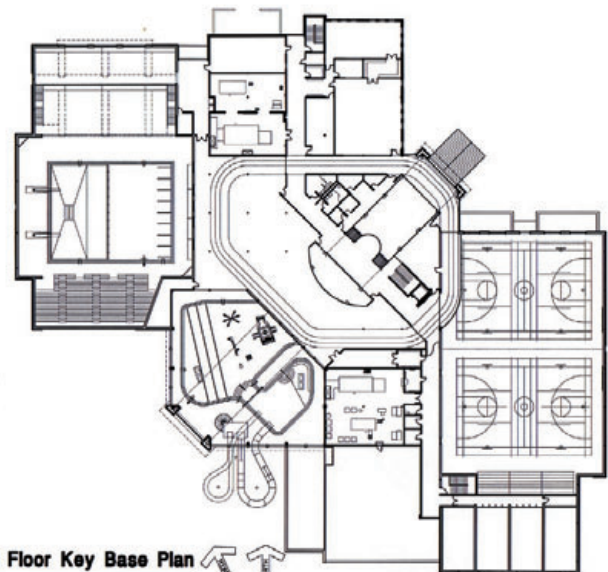
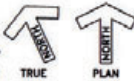
Marshalltown YMCA-YWCA | Joint Ownership
108 Washington St., Marshalltown, IA



First Floor Key Base Plan

Scale: None

11.10.03



Second Floor Key Base Plan

Scale: None

11.10.03



COMPENSATION & FEE PHILOSOPHY

As a practice-centered firm, TSP strongly believes in negotiating with clients to reach agreement on a fair fee that appropriately compensates the team effort and expertise required to successfully complete the job. Professional architecture and engineering fees are highly dependent on the unique nature of each specific project. Many variables impact fees. Below, we offer a general overview of how the most common factors affect professional fees.

SIZE: The larger the project—whether in cost or square footage—the lower the fee percentage.

SCOPE OF SERVICES: Basic services produce a lower fee than a project that requires additional scope or specialty services.

NATURE OF THE WORK: New, stand-alone buildings create lower fees. An addition or expansion, remodel, or any combination thereof causes higher fees.

COMPLEXITY: More complex or sophisticated work requires higher fees.

NUMBER OF CONSTRUCTION CONTRACTS: Multiple contracts result in a higher fee than a single contract.

JOB SITE SERVICES: The greater the number of services and visits required during Construction Administration, the higher the fee.

PREFERRED AGREEMENT FORMAT

Professional fees must account for many variables, and the City of Marshalltown has yet to approve the scope of work. TSP proposes an early meeting to confirm the project scope and your expectations of services during design and construction. We begin with the **AIA Standard Form of Agreement Between Owner and Architect (B141)** and modify it as needed to reflect

roles, responsibilities, and terminology. Any modifications to the standard AIA Agreement will cause the fee to be adjusted accordingly.

We address roles, liability, legality, and other important concepts during a project's initial stages, saving the Owner additional fees and helping avoid time lost on the project's back end due to change orders.



LOCAL, RESPONSIVE, TRUSTED



TSP, INC.

306 S. 17th Ave.
Marshalltown, IA 50158
Phone: (641) 752-3930
Fax: (641) 752-4797

MAIN CONTACT

David Schulze, AIA
Principal-in-Charge
Mobile: (641) 751-9910
SchulzeDD@teamtsp.com





306 S. 17th Ave., Marshalltown, IA 50158 | phone (641) 752.3930 | www.teamtsp.com

Marshalltown • Marshall • Minneapolis • Rochester • Omaha • Rapid City • Sioux Falls • Sheridan



prochaska
& associates

planning

architecture

engineering

interiors

**energy
management**

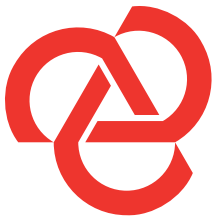


NEW MARSHALLTOWN POLICE AND FIRE HEADQUARTERS ANALYSIS

Professional Qualifications for Design and Construction
Administration for Police Headquarters and Main Fire Station

City of Marshalltown, Iowa

August 7, 2015



August 7, 2015

Justin Nickel, P.E.
Director of Public Works
24 North Center Street
Marshalltown, IA 50158

RE: Needs Assessment Study for a New Marshalltown Police Headquarters and Main Fire Station

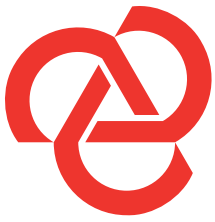
Dear Justin Nickel and Selection Committee Members:

THANK YOU for a great opportunity to present the City of Marshalltown with our design team's qualifications to provide a **Police and Fire Department Space Needs Assessment** to determine total development costs for the construction of a new Police and Fire Headquarters Facility. We have enjoyed good working relationships with many Law Enforcement and Fire Protection clients on several similar projects that meet Police and Fire Facility Planning Guidelines and Standards. This includes recent Law Enforcement Centers (LECs) in Mills, Montgomery, Fremont and Taylor Counties in Iowa.

Comparable experience includes a recent Police Department Renovation or Replacement Analysis for the City of Fremont as well as the new McCook Police and Fire Municipal Facility in McCook, Nebraska; Montgomery County Law Enforcement Center; Butler County Jail and Law Enforcement Center and Cherry County Justice Center in Valentine, Nebraska. We submit our qualifications which include several similar law enforcement and fire protection projects that were designed and managed by our team members. This positive experience contributes to our strong interest in this very specialized but familiar project type. We submit our qualifications with enthusiastic anticipation.

Our comparable work in David City with the Butler County Board of Supervisors has developed a successful Criminal Justice Center and a long term working relationship. In Cherry County, we were again selected to take the planned Criminal Justice Center from concept through successful project completion. The Montgomery County Law Enforcement Center just opened two years ago this past June. Both Red Willow and Mills County Law Enforcement Centers opened within the last six months. As a result of this collective team experience, we feel very positive about the quality and the content of our submission to Marshalltown.

I must mention a very strong personal interest in serving the Marshalltown Police and Fire Department on this project. As a direct result of our team's commitment to the specialization in law enforcement and fire protection work, and being married to a retired Douglas County Judge, I am very sensitized to the needs of the Marshalltown Police and Fire Department project and the public safety system it serves.



Our team will evaluate the cost of several building options for the Marshalltown Police and Fire Department based upon recent McCook Police and Fire Facility and Montgomery County work and the relatively recent completion of the Butler County Jail and Law Enforcement Center. Like Red Willow, Butler, Cherry, Mills, Montgomery, Fremont and Taylor Counties, the Marshalltown Police and Fire Department has wisely elected to evaluate present and future law enforcement and fire protection needs for the City.

The scope of work covered in this proposal includes, but is not limited to the eight (8) scope of work items found within the City of Marshalltown RFQ as summarized below. This includes preliminary drawings and cost estimates for any new or replacement alternatives developed with the Marshalltown Police and Fire Department Planning Committee.

The Scope of Work for the Police and Fire Department Analysis will include but not be limited to the following eight (8) items:

1. Overview of the Marshalltown Police and Fire Departments' space deficiencies;
2. Evaluation and understanding of the various operations/services;
3. Data gathering and analysis of each operational element/unit;
4. Forecasting capacity requirements (20 years);
5. Space and operational requirements for future facilities;
6. Project cost for future facilities, including site costs;
7. Site plan showing building, parking and site features;
8. Preparation of the final Strategic Plan/Needs Assessment Report.

We commend you on your refined SCOPE OF WORK description that you provided in conjunction with your Request for Qualifications. Our appreciation is also extended for the considerable time and interest spent by Public Works Director Justin Nickel, City Administrator Randy Wetmore, Mayor Jim Lowrance and other City Police and Fire representatives, who patiently answered our many questions both recently and over the course of the last few weeks. As a result of your collective efforts, we feel very confident about the quality and responsiveness of our submission.

With respect to **Question 4** in the RFQ, our firm will establish a fee for services together with City of Marshalltown representatives. Our fees are always competitive but also negotiable, and we will use whatever agreement format that the City's Attorney and Governing Officials are most comfortable with using. And finally, in response to RFQ **Question 5**, please find our company's name and contact information as follows:

Thank you once again.

Sincerely,

PROCHASKA & ASSOCIATES

Donald F. Prochaska, AIA, NCARB
President
DFP/mbm

Donald F. Prochaska
Prochaska & Associates
Phone (402)334-0755
Fax (402)334-0868
email: mail@prochaska.us

Table of Contents

	Page
1. Understanding of the project, key issues and services involved	1
2. Identify any services to be provided by outside consultant(s)	8
3. Organizational chart and resumes indicating key personnel assignments .	9
• Recent projects of a similar nature completed by our team	13
• Pre-project cost estimates vs actual bid results	13
• Client name, primary contact, address, phone	14
• Police and Fire Facility square footage (letter)	15
• Police and Fire Facility project description	16
• Project floor plans, photographs and renderings.....	18
• Project team role in assistance with successful bonding (letter)	22
4. Describe the firm's approach to establishing a fee for services	Cover Letter
5. Firm name, primary contact person, telephone, fax, email	Cover Letter



1. Our Project Understanding, Key Issues and Planning Services

The Police Headquarters and Main Fire Station Facility planned for Marshalltown, Iowa is exactly what Prochaska & Associates successfully completed for the new City of McCook Municipal Police Headquarters and Fire Station Facility. The new Municipal Facility Center in McCook, Nebraska required the same technical expertise and services that we have also provided for Law Enforcement Centers in nearby Mills, Montgomery, Fremont and Taylor Counties in Iowa; and Butler, Cherry, Red Willow and Richardson Counties in Nebraska.

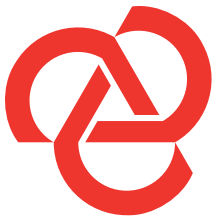
Montgomery, Mills, Fremont and Taylor County voters overwhelmingly passed bond issues for new Jail and Law Enforcement Centers. It is now obvious to Marshalltown representatives that the planning, design and funding of a joint Police and Fire Facility is not a simple matter. Our success with the very comparable McCook Police Headquarters and Fire Station Facility uniquely qualifies us to succeed with your study. You might say that the McCook Police and Fire Facility as well as the Fremont Police Facility Needs Assessment was the perfect “dress rehearsal” for working on the Needs Assessment for the Marshalltown Police Headquarters and Fire Facility.

Previously a principal with a large midwestern architectural, engineering and planning firm, Mr. Prochaska now leads the 31 year old firm of Prochaska & Associates located in Omaha, Nebraska. Current projects range in scope from \$30,000 to over \$60,000,000 including new construction as well as renovation projects from Iowa and Nebraska to as far as Alaska.

Mr. Prochaska has served as Principal-In-Charge on a variety of Law Enforcement and Fire Protection projects and has directed all phases of project development, programming, design and management. Members of the firm have been involved in several major criminal justice projects including the Lincoln State Medium-Minimum Security Facility and the Omaha Correctional Center. Related criminal justice experience includes projects for the General Services Administration involving design of the Visiting Judges Chambers in the U.S. Post Office and Courthouse in Omaha, Nebraska, and design of the U.S. Attorney's Office, Magistrate Court and Judges Chambers for the Federal Office Building, Des Moines, Iowa. Experience in Law Enforcement and Fire Protection Facilities as well as an appreciation for your specific project requirements well qualifies Prochaska & Associates for the Needs Assessment for a New Marshalltown Police Headquarters and Fire Facility.

In response to the law enforcement and fire protection needs of city governments, Prochaska & Associates have developed comprehensive services that can respond to programs and operational policies as well as architectural design. Among the specialized services that our team can offer in public safety planning and architecture are the following:

- Knowledge of Emerging Police and Fire Facility Standards
- Police and Fire Program Management Surveys
- Needs Analyses and Site Selection Studies
- Facility Space Standards Recommendations
- Joint Use Facility Functional Recommendations
- Construction and Project Cost Recommendations
- Space Planning Studies



- Funding Technical Assistance and Community Support Programs
- Security System Recommendations
- Bond Issue Referendum Support Services
- Architectural Design and Contract Documents
- Construction Administration

Marshalltown officials have wisely expressed deep concern over the design consultants' experience and ability to evaluate facility development and operational costs. This is a positive reflection upon the Police and Fire Departments' understanding and appreciation of true cost versus initial capital cost. We also agree with the importance of determining life cycle cost. For this reason we have chosen **in-house engineering** personnel experienced in the design and function of Police and Fire Department facilities. We are confident that the Marshalltown requirements regarding the design consultants' depth of background and experience in analyzing both facility capital costs and life cycle maintenance and operating costs will be well served by our proposed design team for the Police Headquarters and Fire Facility Needs Assessment.

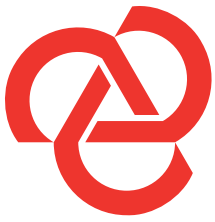
WORK PLAN

PROJECT APPROACH

As is the case in all of our previous Police and Fire Department projects, we begin our work with a review of the **New Police and Fire Headquarters Study Committee's** previous efforts, followed by an investigation and analysis of historical trends occurring in each Department. Based on our familiarity with current Marshalltown Police and Fire operations and our research of trends developing during our recent Facility Studies for several Iowa Counties, we will collaborate with the City to identify the most desirable solutions from among the Police and Fire Headquarters Planning Committee's top-ranked alternatives. Given the complex issues of budget, flexibility, operational costs, public attitudes and site considerations, we believe that only through this cooperative approach can the New Police and Fire Headquarters needs be intelligently met.

The **STAGE ONE** phases of our work will concentrate on Data Collection, Functional and Site Analyses, and Preliminary Design. These three major efforts will provide Marshalltown with a minimum of the three (3) or more conceptual design options as requested in the City's RFQ and extensive evaluation of a final facility development scheme. Following this evaluation, a recommended plan of development including project costs will be presented to the City of Marshalltown based upon a recommended master plan that was reviewed and accepted by the Police and Fire Headquarters Facilities Planning Committee.

Upon award of a contract by the City of Marshalltown, our design team will immediately initiate steps to review all planning activities completed by City officials, the Public Works Department, the Police and Fire Facilities Planning Committee, and Marshalltown voters to date. Communication is the key to all phases of a successful planning project, but especially critical during the start-up period. To facilitate a good working relationship and early project momentum, we propose a "kick-off" meeting including representatives of the Marshalltown Public Works Department, Police and Fire Department Planning Committee and our design personnel. The primary purpose of the meeting will be to gain a better understanding of the



project background and the views of its leadership. We realize that the need for this particular project has developed over the past several years and is subject to many changing influences. **Listening to you is our first task in the process.**

The work plan is divided into the two (2) Phases specified in your RFQ so that services can be efficiently organized to accomplish your specific Police and Fire Headquarters Facility objectives. Phase One will identify project needs, evaluate top-ranked concepts and sites, generate conceptual design solutions and ultimately be presented for financing the project. Phase Two, which follows bonding or alternative funding approval, consists of Preliminary Design Services identified for the City as set forth in the following services summary.

PHASE 1 NEEDS ASSESSMENT SERVICES SOUGHT BY THE CITY OF MARSHALLTOWN

This process will consist of the Scope of Services specifically described by the 2 Service Phases found in our response to the City of Marshalltown's Consulting Services RFQ in a multi-phase process as outlined on the following pages. The pre-design phase includes those services required to develop the project to the point where it may be considered for project financing. If a sales tax or bond issue initiative is required or financing for the project is arranged through other means, the City will then proceed with Phase 2, the Preliminary Design Phase of the project.

Our firm will work with Marshalltown Police and Fire Officials in finalization of the facility program and conceptual design for the new Police and Fire Headquarters Facility. The final master plan may, **for example**, include but not be limited to a modern Police and Fire Facility and related support spaces, including the Police Department, Fire Department, Communications Center, Emergency Operations Center and any related Marshalltown Municipal Center facilities.

The Police and Fire Headquarters building will be evaluated to determine immediate and long term usage and its ability to be expanded in the future. A formal report summarizing facility and program recommendations and a presentation to elected officials, police and fire department officials, and citizens will also document current and future facility needs of city law enforcement and fire protection agencies.

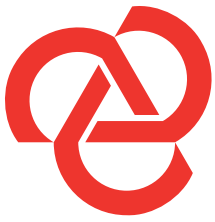
Phase I. Needs Assessment

The Phase 1 Scope of Work shall include, but not be limited to the following three (3) options as specifically applicable to the Police and Fire Headquarters. Entities involved in the proposed project are the Marshalltown Police and Fire Departments, Communications Center, Emergency Management and the Marshalltown Municipal Center stakeholders.

A. Provide a Needs Assessment of all Marshalltown Police and Fire Department Facilities.

Provide conceptual space proposals for at least the following three options:

1. According to the results of the Needs Assessment, provide preliminary drawings and cost estimates for a new Police and Fire Facility on the chosen site, including plans for possible future expansion potential, to accommodate the Marshalltown Police and Fire Departments, Communications Center and possible shared space with outside agencies.



2. According to the results of the Needs Assessment, provide preliminary drawings and cost estimates for the remodeling of a repurposed facility to accommodate the Marshalltown Police and Fire Departments, Communications Center and possible shared space with outside agencies.
3. According to the results of the Needs Assessment, provide preliminary drawings and cost estimates for the construction of either option (1) or option (2) above and include any other related Municipal Center facilities deemed necessary as a result of the Needs Assessment, on the chosen site.

Phase II. Design Services

The Phase II Scope of Work will follow successful completion of Phase 1, and will consist of assisting the City with the initial project design through completion of the **Schematic Design** needed to complete the Project Cost Estimate. The remaining optional Scope of Work will include, but is not limited to, the following Basic Service Phases 2 through 5:

1. **Schematic design**
2. Design development
3. Construction documents
4. Bidding and negotiation
5. Construction contract administration

The exact scope of services required by the City for Phase III completion of steps 2 through 5 above will be set forth in a separate agreement between the City and Prochaska & Associates once project financing has been arranged. The Phase I and Phase II services will generally follow the sequence and work format as outlined below:

1. PART I - MARSHALLTOWN POLICE AND FIRE FACILITY NEEDS ASSESSMENT

A PRE-ARCHITECTURAL PLANNING AND ZONING

- Needs Assessment Scheduling and Kick-off
- Space Needs Analysis and Review
- Budget Analysis and Review Options
- Police and Fire Department Functional Analysis

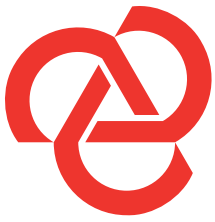
B PREFERRED SITE ANALYSIS

- Site Investigation and Research Options

C PRELIMINARY SCHEMATIC OPTION STUDIES

- Economic Feasibility Comparisons

D RECOMMENDATIONS TO THE CITY OF MARSHALLTOWN



2. PART II - FACILITY DEVELOPMENT CONCEPTS

- Master Plan Development and Review
- Schematic Design Development
- Statement of Probable Project Cost
- Presentation of Final Proposal

The description that follows on the next few pages explains how each of the tasks above are to be accomplished in each of 2 parts of Phase I and Phase II as outlined above.

A. POLICE AND FIRE HEADQUARTERS FACILITY NEEDS ASSESSMENT

We will meet with the City of Marshalltown and the Police and Fire Facilities Planning Committee to finalize the contract and scope of work. We will review all pertinent background information and meet with appropriate Public Works, Police and Fire officials and others as directed by you, for the purpose gaining the appropriate facility information to facilitate the analysis of the Police and Fire Headquarters at the selected site(s). The needs assessment study also includes the shared space that may possibly be incorporated into a new Police and Fire Center at the selected site.

● **PROJECT NEEDS ASSESSMENT SCHEDULING AND KICK-OFF**

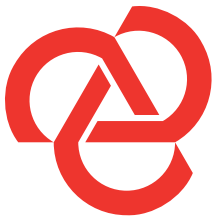
After contract discussions and preliminary meetings reviewing work scope, we will evaluate your scheduling criteria and make required adjustments to the timetable of events. This may involve change in terms of contract length and critical completion dates as dictated by your space programming and funding approval requirements.

● **SPACE NEEDS ANALYSIS AND REVIEW**

As directed by the City, we will meet with appropriate Public Works, Police and Fire officials to analyze and finalize the space program. This will include a detailed description of all facility spaces and relationship requirements. This task should define current and future functions to be accommodated in the new Police and Fire Headquarters and all related support space and site requirements including parking.

● **BUDGET REVIEW AND SCHEMATIC OPTIONS ANALYSIS**

Following the development of a finalized space needs analysis, we will re-evaluate the project scope and refine preliminary plans and budget projections. This will assist in establishing realistic STAGE ONE development parameters and targeting achievable design solutions within the financial limits established by the City of Marshalltown.



B. POLICE AND FIRE FACILITY SITE ANALYSIS

● SITE INVESTIGATION AND RESEARCH

We will utilize preliminary schematic plans developed by our needs assessment team with the Police and Fire Headquarters Planning Committee to present our findings citing the advantages and disadvantages of the top-ranked site development scheme. Based on considerable team experience with site evaluation studies, we have developed techniques for ranking each potential site based on quantitative criteria. The following are examples of general factors we consider, which will be tailored to meet the Police and Fire Departments' specific needs:

● SITE SIZE AND LOCATION

We will research and analyze current site options and suitability of such for the new Police and Fire Facility that are identified in our Phase 1 Needs Assessment for the City of Marshalltown in terms of facility size, location, etc.

- A. Visibility
- B. Accessibility
- C. Adjacent land uses
- D. Building site suitability
- E. Land use patterns
- F. Utilities hook-up

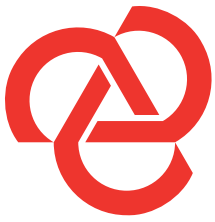
● SITE ANALYSIS

Factors to consider in determining the most suitable building area within the chosen Police and Fire Headquarters site include:

- A. Vegetation
- B. Topography
- C. Soils/geology
- D. Slope
- E. Hydrology
- F. Circulation
- G. Perceptual/visual
- H. Developable areas

C. PRELIMINARY SCHEMATIC OPTION STUDIES

1. Provide preliminary drawings as well as cost estimates for a new Police and Fire Headquarters facility on the chosen site including plans for future expansion of the new public safety facility to accommodate the Police and Fire Headquarters, Communications and the possible addition of an Emergency Operations Center.



2. Provide preliminary drawings and cost estimates for repurposing an existing building facility to include the Police and Fire Headquarters, Communications and the possible addition of an Emergency Operations Center, and include adequate space for both current and future needs of the Police and Fire operations on the selected site.
3. Provide preliminary drawings and cost estimates for the construction of newly discovered options and include sufficient space for any other related offices deemed necessary as a result of the Needs Assessment, on the chosen site.
4. Provide preliminary facility drawings and cost estimates for any other feasible alternatives developed by the Marshalltown Police and Fire Headquarters Planning Committee.

D. RECOMMENDATIONS TO THE CITY OF MARSHALLTOWN

- At this point in the process, an interim review of all options and conclusions made to date is critical. Law Enforcement and Fire Safety facility alternatives, budget projections, transportation, construction and life cycle costs have been identified and evaluated. It is now time to narrow the focus and select the most appealing design concept, establish a firm budget estimate and set a definitive project scope. Based on the various evaluations, our team will make a formal recommendation to Marshalltown officials and establish a single concept for further STAGE ONE plan development in Part II.

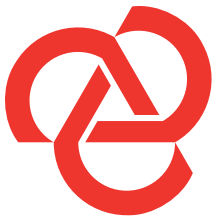
2. PART II FACILITY PLAN DEVELOPMENT

- **MASTER PLAN DEVELOPMENT AND REVIEW**

Upon City acceptance and final refinement of our recommended Part I report, preparation of an overall plan illustrating all future facility improvements will be developed. This will facilitate a good understanding of the overall scope and impact of the project as well as illustrating associated future STAGE TWO and THREE possibilities. This will also serve as the basis for later development of a **scale model or rendering** depicting the site and all building improvements.

- **SCHEMATIC DESIGN DEVELOPMENT**

The purpose is to further develop a recommended plan for improvements with a proposed timetable that will identify for the City the best way to maximize cost efficiency of improvements and minimize capital expenses. The recommended plan will identify immediate project recommendations (within 24 months), short-term recommendations (24 months to 36 months) and narrative of long-term facility needs considerations anticipated in STAGES TWO and THREE. This conceptual design will also serve as a basis for preparing a detailed construction estimate. In summary, the information gained from the schematic design can be used to “sell the program” to staff as well as the public and determine how much it will cost.



● STATEMENT OF PROBABLE COST

We are keenly aware of cost control and the need to know and keep costs down throughout the project. Because of team members with current Law Enforcement and Fire Protection facility design experience, we know the cost impact for Police and Fire building systems, mechanical and electrical systems, and energy considerations that impact first time and long term operational costs. On this project we will begin our cost analysis process very early and will keep you informed of the cost implications throughout. A summary of costs developed in Phase I will be developed so that an accurate budget can be established for budget and bond election approval and commencement of any contract documents in the following Phase III.

The budget items will include all costs associated with the plan including:

- A. Construction cost estimates
- B. Furnishings and equipment
- C. Professional fees
- D. Associated site costs
- E. Soil testing
- F. Insurance
- G. Financing costs
- H. Legal costs
- I. Administrative costs

● PRESENTATION OF FINAL PHASE 2 STUDY

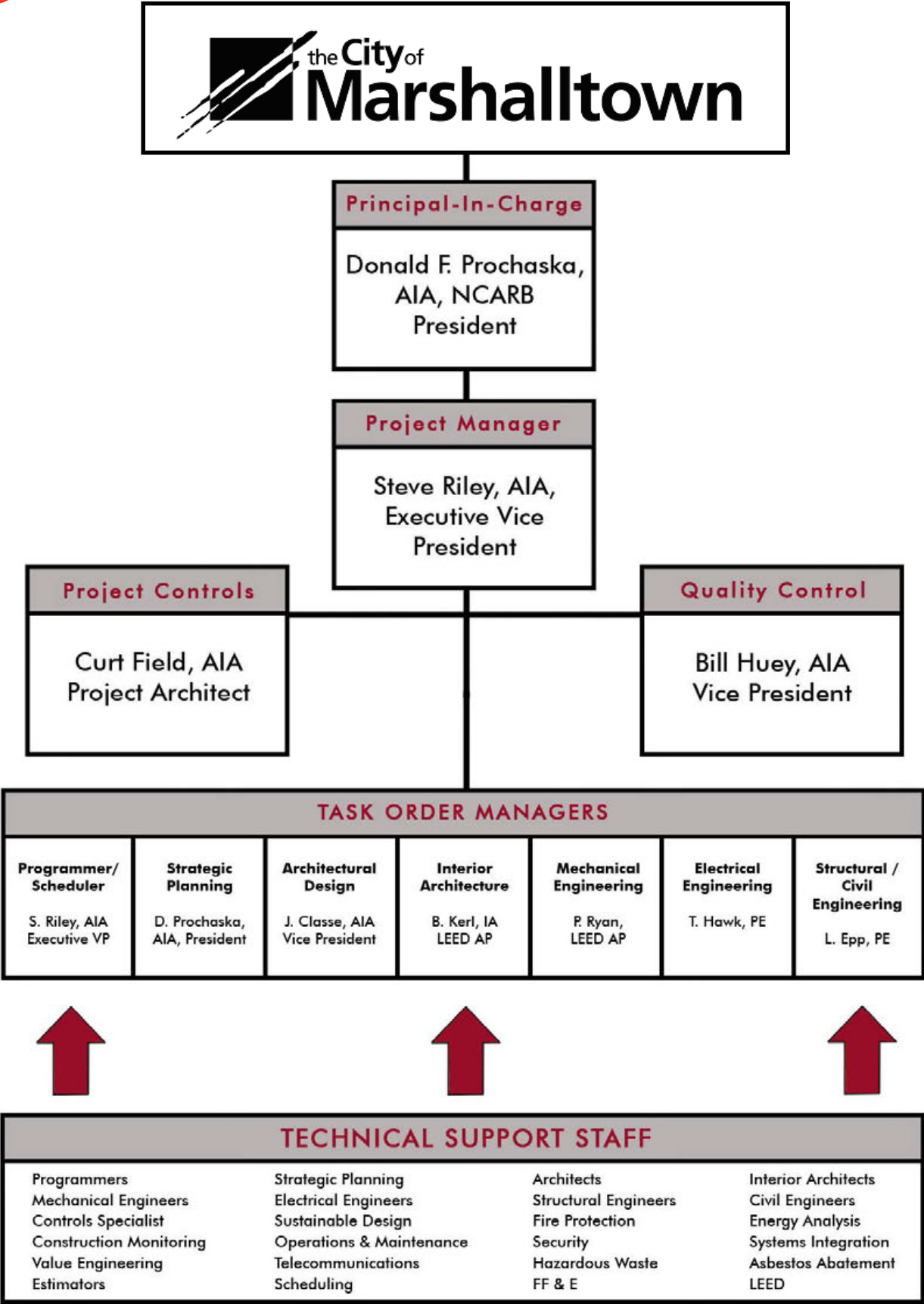
Depending upon the City's formal approval process, we summarize the Phase II findings into a final report. The format will be open depending upon who you need to present this information to beyond the City of Marshalltown. A recommended plan for improvements with a proposed timetable will identify the best way for the City to implement immediate, short-term and long-term facility improvements.

2. Complete Services To Be Provided By In-House Consultants

Prochaska & Associates is a full service A/E/P firm, meaning that all Architectural, Engineering and Planning services outlined herein on pages 1 through 8 above are performed by in-house employees. The major benefit to the City of Marshalltown is that we deliver one-stop service without subcontracting parts of your study to third party consultants. This simplifies and expedites the Needs Assessment because we do not have to wait for outside consultants to respond to your needs. Quality is also improved because communication among in-house team members is easier and more direct than coordinating outside consultants. And finally, superior quality control and better communication most often result in tighter bids and lower project costs if and when Marshalltown's Police and Fire Headquarters moves forward into the construction phase, should that happen. While we realize that the initial goal is a Police and Fire Needs Analysis, experience has taught us that having all Engineering Disciplines in-house brings assurance of greater cost estimating accuracy and better project budget compliance.



3. Specific Project Personnel Organizational Chart





Education

University of Nebraska - Lincoln
Bachelor of Architecture

UNL Honors Program in Architecture
London, England

Registration

NCARB Certification
Registered Professional Architect-27 States

Associations

American Institute of Architects

AIA Committee on Architecture
for Commerce & Industry

American Planning Association

American Association
for Justice Planning

American Consulting Engineers Council

Society of American Military Engineers



DONALD F. PROCHASKA, AIA, NCARB, President Principal-In-Charge

Biography

Don brings over 39 years of Police and Fire Facility design experience to Marshalltown. He has been instrumental in the project methodologies and execution that have led to the firm's success. Don's responsibilities involve the direction of all service phases including project feasibility, programming, master planning, design and project management. Responsibility for all phases of project development continues to be Mr. Prochaska's current priority. His project experience combined with a commitment to consistent excellence in design has resulted in a responsive, client-centered Police and Fire Facility design practice. Representative Police and Fire Facility expertise and projects follow:

Expertise

Feasibility Studies
Site / Building Analysis
Pre-design and Programming
Master Planning and Design
Strategic Facility Planning
Bond Issue Campaigns

Relevant Experience

Fremont Police Department Needs Assessment, Fremont, Nebraska
McCook Police and Fire Municipal Facility, McCook, Nebraska
Red Willow County Jail and Law Enforcement Center, McCook, Nebraska
Montgomery County Law Enforcement Center, Red Oak, Iowa
Mills County Law Enforcement Center, Glenwood, Iowa
Butler County Jail and Law Enforcement Center, David City, Nebraska
Cherry County Justice Center, Valentine, Nebraska
Omaha Fire Station Number 22, Omaha, Nebraska
Cuming County Jail Facility, West Point, Nebraska
Buena Vista County Courthouse and Jail Facility, Storm Lake, Iowa
Omaha Fire Station Number 42, Omaha, Nebraska
Douglas County Correctional Center, Omaha, Nebraska
Omaha Correction Center, Omaha, Nebraska
Millard Suburban Fire Station Number 65, Millard, Nebraska
Lincoln Correctional Center, Lincoln, Nebraska
Ramsey County Adult Detention Center, St. Paul, Minnesota
Millard Suburban Fire Station Number 63, Millard, Nebraska
Centennial Correctional Center, Canon City, Colorado
Eastern Sarpy County Rural Fire Station, Bellevue, Nebraska
Plattsmouth Fire and Rescue Facility, Plattsmouth, Nebraska
Fire Fighter's Union Hall, Omaha, Nebraska



Education

University of Nebraska - Lincoln
Bachelor of Architecture

UNL Honors Program in Architecture
London, England

Registration

NCARB Certification
Registered Professional Architect

Associations

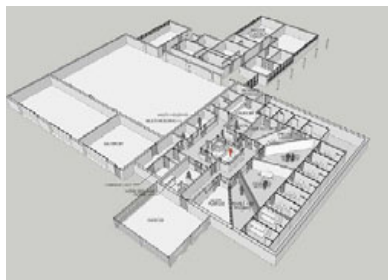
American Institute of Architects

AIA Committee on Architecture
for Commerce & Industry

American Planning Association

American Association for Hospital Planning

American Consulting Engineers Council



STEVE RILEY, AIA, NCARB, Executive Vice President Project Manager

Biography

Mr. Riley's 39 years of diversified experience has been concentrated in project planning and design, with an emphasis on project management, master planning and preliminary design. His past and current association with Police and Fire Facility Design provides a special understanding of the proposed Marshalltown Police and Fire Protection Center requirements. As project manager for Prochaska & Associates, Mr. Riley is responsible to the client for all phases of programming, design, production and construction administration. His particularly balanced exposure in both Police and Fire Protection Center sector design practice brings unusual insight into project management methods and budgetary discipline. Mr. Riley's strong management background coupled with his innovative design approach serves our clients over a broad range of facilities. Representative Police and Fire Facility expertise and projects follows:

Expertise

Site/Building Analysis and Feasibility Studies
Pre-Design/Programming and Program Statements
Master Planning and Design
Preliminary Project and Construction Budgeting
Project Management and Scheduling
Planning/Design Experience

Relevant Experience

McCook Police and Fire Municipal Facility, McCook, Nebraska
Fremont Police Department Needs Assessment, Fremont, Nebraska
Red Willow County Jail and Law Enforcement Center, McCook, Nebraska
Mills County Law Enforcement Center, Glenwood, Iowa
Montgomery County Law Enforcement Center, Red Oak, Iowa
Cherry County Justice Center, Valentine, Nebraska
Butler County Jail and Law Enforcement Center, David City, Nebraska
Buena Vista County Courthouse and Jail Facility, Storm Lake, Iowa
Omaha Fire Station Number 22, Omaha, Nebraska
Cuming County Jail Facility, West Point, Nebraska
Omaha Fire Station Number 42, Omaha, Nebraska
Douglas County Correctional Center, Omaha, Nebraska
Omaha Correction Center, Omaha, Nebraska
Millard Suburban Fire Station Number 65, Millard, Nebraska
Lincoln Correctional Center, Lincoln, Nebraska
Ramsey County Adult Detention Center, St. Paul, Minnesota
Millard Suburban Fire Station Number 63, Millard, Nebraska
Centennial Correctional Center, Canon City, Colorado
Eastern Sarpy County Rural Fire Station, Bellevue, Nebraska
Plattsmouth Fire and Rescue Facility, Plattsmouth, Nebraska
Fire Fighter's Union Hall, Omaha, Nebraska



CURTIS A. FIELD, AIA

Senior Project Architect

Biography

Mr. Field has over 32 years of architectural experience. As a project manager for Prochaska & Associates, he is involved in all phases of project development, including planning, design and construction administration. His management responsibilities include coordination of all project disciplines: architectural, civil, structural, mechanical and electrical design. Curt has gained respect as a team player who can deliver when required. His background and knowledge of working for numerous government and private sector clients on diverse facilities, and his ability to manage multiple tasks simultaneously, brings excellent leadership to any project. His related Police and Fire experience follows:

Education

University of Minnesota
Bachelor of Architecture

Registration

Registered Professional Architect

Associations

American Institute of Architects

Greater Omaha Chamber of Commerce

Sarpy County Chamber of Commerce

Board Member of Presbyterian Outreach

Board Member of Missouri Valley Sierra

Prison Ministries Program

Expertise

Programming and Master Planning

Design Development

Construction Documents and Detail Refinement

Preliminary Budgeting

Development of Project Specifications

Cost Estimating

Bidding and Negotiation

Experienced with all project delivery methods:

Design-Bid-Build, Design-Build, Construction Management

Construction Administration and Project Closeout

Relevant Experience

Mills County Law Enforcement Center, Glenwood, Iowa

Montgomery County Law Enforcement Center, Red Oak, Iowa

McCook Police and Fire Municipal Facility, McCook, Nebraska

Fremont Police Department Needs Assessment, Fremont, Nebraska

Red Willow County Jail and Law Enforcement Center, McCook, Nebraska

Omaha Fire Station Number 22, Omaha, Nebraska

Buena Vista County Courthouse and Jail Facility, Storm Lake, Iowa

Butler County Jail and Law Enforcement Center, David City, Nebraska

Cherry County Justice Center, Valentine, Nebraska

Cuming County Jail Facility, West Point, Nebraska

Omaha Fire Station Number 42, Omaha, Nebraska

Douglas County Correctional Center, Omaha, Nebraska

Omaha Correction Center, Omaha, Nebraska

Millard Suburban Fire Station Number 65, Millard, Nebraska

Lincoln Correctional Center, Lincoln, Nebraska

Ramsey County Adult Detention Center, St. Paul, Minnesota

Millard Suburban Fire Station Number 63, Millard, Nebraska

Centennial Correctional Center, Canon City, Colorado

Eastern Sarpy County Rural Fire Station, Bellevue, Nebraska

Plattsmouth Fire and Rescue Facility, Plattsmouth, Nebraska

Fire Fighter's Union Hall, Omaha, Nebraska





Recent Police, Fire and Justice Projects Performance Record

McCook Police and Fire Facility - McCook, NE New Joint Law Enforcement Facility

Project Construction Budget	\$5,837,350
A/E Estimate	\$5,032,200
Contract Bid	\$4,641,556
Budget Variance	-7.76%
Change Orders	\$105,171

Butler County Justice Center - David City, NE New Facility Addition & Renovation

Project Construction Budget	\$3,148,000
A/E Estimate	\$2,926,080
Contract Bid	\$2,972,100
Budget Variance	- 5.58%
Change Orders	None

Cherry County Justice Center - Valentine, NE New Jail and Courthouse Addition and Renovation

Project Construction Budget	\$5,486,577
CM Estimate	\$6,456,790
Contract Bid	\$6,660,801
Budget Variance	+1.21%
Change Orders	\$257,742

Montgomery Law Enforcement Center - Red Oak, IA New Jail and Sheriff's Office Facility

Project Construction Budget	\$4,904,830
A/E Estimate	\$4,936,965
Contract Bid	\$4,414,800
Budget Variance	-10%
Change Orders	\$61,150

Mills County Law Enforcement Center - Glenwood, IA New Jail and Sheriff's Office Facility

Project Construction Budget	\$6,264,760
A/E Estimate	\$5,036,690
Contract Bid	\$4,606,000
Budget Variance	-24.50%
Change Orders	\$124,030

Antelope County Law Enforcement Center - Neligh, NE New Jail and Sheriff's Office Facility

Project Construction Budget	\$5,026,910
CM Estimate	\$5,110,523
Contract Bid	\$5,075,148
Budget Variance	+1.33%
Change Orders	\$18,772



Primary Client Contact Names and Telephone Numbers

1. **Senator Joni Ernst**
Former Montgomery County Auditor
910 North 3rd Avenue
Red Oak, Iowa 51566
Telephone: (712) 623-4931
Fax: (712) 623-2346
2. **Donna Robinson, Chairperson**
Montgomery County Jail Committee
114 North 3rd Avenue
Villisca, Iowa 50864
Telephone: (712) 826-4902
Fax: (712) 623-2346
3. **Delbert Longley**
Chief Jail Inspector
Iowa Department of Corrections
510 East 12th Street
Des Moines, Iowa 50319
Telephone: (515) 725-5731
4. **Daniel L. Evans**
Nebraska Jail Standards
401 Centennial Mall South
Lincoln, Nebraska 68509
Telephone: (402) 471-2194
Fax: (402) 471-2837
5. **Mark A. Hecker, Sheriff**
Butler County
451 5th Street
David City, Nebraska 68632
Telephone: (402) 367-7400
Fax: (402) 367-3222
6. **Jim VanWinkle, Chairman**
Cherry County Commissioner
365 N. Main, P.O. Box 120
Valentine, Nebraska 69201
Telephone: (402) 967-3055
Fax: (402) 376-3095
7. **Mark Adamson**
Cherry County Commissioner
217 North Main Street
Valentine, Nebraska 69201
Telephone: (800) 787-0715
Fax: (402) 376-3095
8. **Tom Elliot**
Cherry County Clerk
P.O. Box 120
Valentine, Nebraska 69201
Telephone: (402) 376-2771
Fax: (402) 376-3095
9. **Rusty Osburn, Sheriff**
Cherry County
P.O. Box 49
Valentine, Nebraska 69201
Telephone: (402) 376-1890
Fax: (402) 376-1892
10. **Ron Kohn, Supervisor**
Mills County
418 Sharp Street
Glenwood, Iowa 51534
Telephone: (712) 527-4729
Fax: (712) 527-1579
11. **Eugene Goos, Sheriff**
Mills County Jail Committee
23 North Vine Street
Glenwood, Iowa 51534
Telephone: (712) 527-4337
Fax: (712) 527-4600
12. **Kevin Aistrope, Sheriff**
Fremont County
701 Cass Street
Sidney, Iowa 51652
Telephone: (712) 374-2424
Fax: (712) 374-2532
10. **Chris Harrifeld**
Nebraska Jail Standards
401 Centennial Mall South
Lincoln, Nebraska 68509
Telephone: (402) 471-2194
Fax: (402) 471-2837
13. **Gene Mahon, Sheriff**
Red Willow County
105 West E Street
McCook, Nebraska 69001
Telephone: (308) 345-1850
Fax: (308) 345-1503
14. **Earl McNut, Commissioner**
Red Willow County
502 Norris Avenue
McCook, Nebraska 69001
Telephone: (308) 345-1552
Fax: (308) 345-4460
15. **Bob Moore, Sheriff**
Antelope County
P.O. Box 72
Neligh, Nebraska 68756
Telephone: (402) 887-4148
Fax: (402) 887-4224
16. **Bonnie Vogltance**
Cuming County Clerk
P.O. Box 327
West Point, Nebraska 68788
Telephone: (402) 372-6002
Fax: (402) 372-6030
17. **Shelly Perez, Sheriff**
Thurston County
106 5th Street, P.O. Box 370
Pender, Nebraska 68047
Telephone: (402) 385-3018
Fax: (402) 385-2518



P.O. BOX 1059 • 302 WEST 5TH • McCOOK, NE 69001 • PHONE (308) 345-2022 • FAX (308) 345-1461

Mr. Curt Field
Prochaska & Associates
11317 Chicago Circle
Omaha, Nebraska 68154-2633

February 24, 2013

Re: **Letter of Congratulations on Your Firm's Design and the Construction Coordination
for the City of McCook, Nebraska New Municipal Center**

Dear Curt,

This letter is to commend Prochaska's design and construction oversight of our new Municipal Center. This 30,000 sq. ft. facility is now complete and my co-workers and our community's citizens are now actively using it for police, fire, and administrative services, with an additional large meeting and training room for community events.

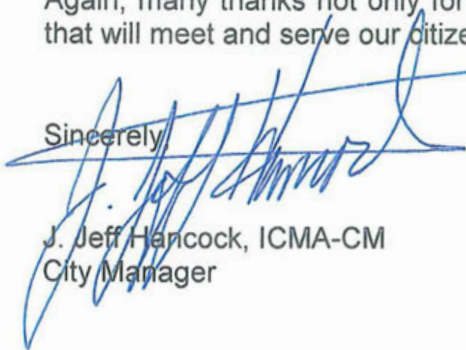
The facility has already enhanced our internal communication and, from what I can see, tremendously increased employee morale. Our Open House and Public Celebration is scheduled for March 5, 2013 from 3:00 p.m. to 7:00 p.m. Our Chamber of Commerce's ribbon cutting is at 3:00 p.m.

I want to communicate to you that the your designers were outstanding. The building is not only modern, it also blends in well with the environment and sends a statement that our community is not only progressive, but practical and friendly. Having overseen the construction of many public projects, I am convinced that the City of McCook and the taxpayers certainly got their return on the dollar. As you are aware, we had limited funds to work with and we came in under our \$80,000 contingency fund on a \$5 Million facility.

In particular I want to commend Bill Huey from your firm. Bill oversaw the construction of the building and worked with our City staff and our contractor. Bill was friendly, knowledgeable, and in particular an individual who could solve any problems when they occurred. He is a credit to your organization.

Again, many thanks not only for the construction oversight, but also on a well designed building that will meet and serve our citizen's needs for many years to come.

Sincerely,


J. Jeff Hancock, ICMA-CM
City Manager

Police Stations

CITY OF MCCOOK MUNICIPAL POLICE STATION

MCCOOK, NEBRASKA

OWNER:

City of McCook
PO Box 1059, 302 West 5th Street
McCook, Nebraska 69001

CONTACT:

Jeff Hancock, City Manager
(308) 345-2022 Ext. 225

CONSTRUCTION COST:

\$4,500,000

The City of McCook acquired property within their community to develop a City Facility Campus, intended to include a new municipal police station, new city offices, and a new fire station. The City chose Prochaska & Associates to develop a campus master plan and a schematic floor plan in preparation for a bond election regarding the project. Following the successful bond campaign, Prochaska & Associates was hired to continue with the design and construction of the new municipal building. The facility needed to fit within the limited available property, provide public accessibility to all departments, provide 5 drive-through garage bays for fire vehicles, provide sloped roofs, and also deal with a 28 foot diagonal cross slope on the site. The City also reduced the original project estimate by over \$1,000,000. To accomplish these goals, the building was planned on two levels, the lower floor set into the existing grade on its northwest side. The upper floor is set on grade on the high side of the site, providing convenient access for fire vehicles from two separate streets. The lower floor is also on grade on the low side of the site. A single main entrance provides convenient public access to all departments in the building from a common lobby. The two story open lobby space has an open stair and

The City Offices, Police Department, Fire Department, City Council Chambers and Community Meeting Rooms may all be reached from this common area. The tight budget required a very efficient layout, built as a hybrid structure of metal and masonry.



PROCHASKA & ASSOCIATES
Planning • Architecture • Engineering • Interior Design • Facility Management

McCOOK MUNICIPAL FACILITY



COVERED PARKING FOR POLICE VEHICLES



PROCHASKA & ASSOCIATES
Planning • Architecture • Engineering • Interior Design • Facility Management



PROCHASKA & ASSOCIATES
Planning • Architecture • Engineering • Interior Design • Facility Management



McCOOK MUNICIPAL BUILDING



Correctional

MONTGOMERY COUNTY JAIL

RED OAK, IOWA

OWNER:

Montgomery County
Red Oak, Iowa

CONTACT:

Joni Ernst
(712) 623-5127

CONSTRUCTION COST:

\$4,414,800.00

Prochaska & Associates has developed the plans for a new 24-bed jail in Montgomery County, locating it on a site adjacent to the existing Jail Facility. The jail has one surveillance post: a Master Control Station surrounded by six Housing Units and an Indoor/Outdoor Exercise Space. Temporary Holding Cells, accessed through the Booking Area, can be monitored from the Master Control as well. The Jail also includes a Medical Exam Room, Kitchen, Laundry, and Visitation Spaces. Wrapping the Jail on two sides is a Law Enforcement Center that combines the offices of both the Sheriff and the City Police Department. One of these office wings fronts Coolbaugh Street to the north, extending to form the public entrance on the northeast corner of the site.



SITE PLAN

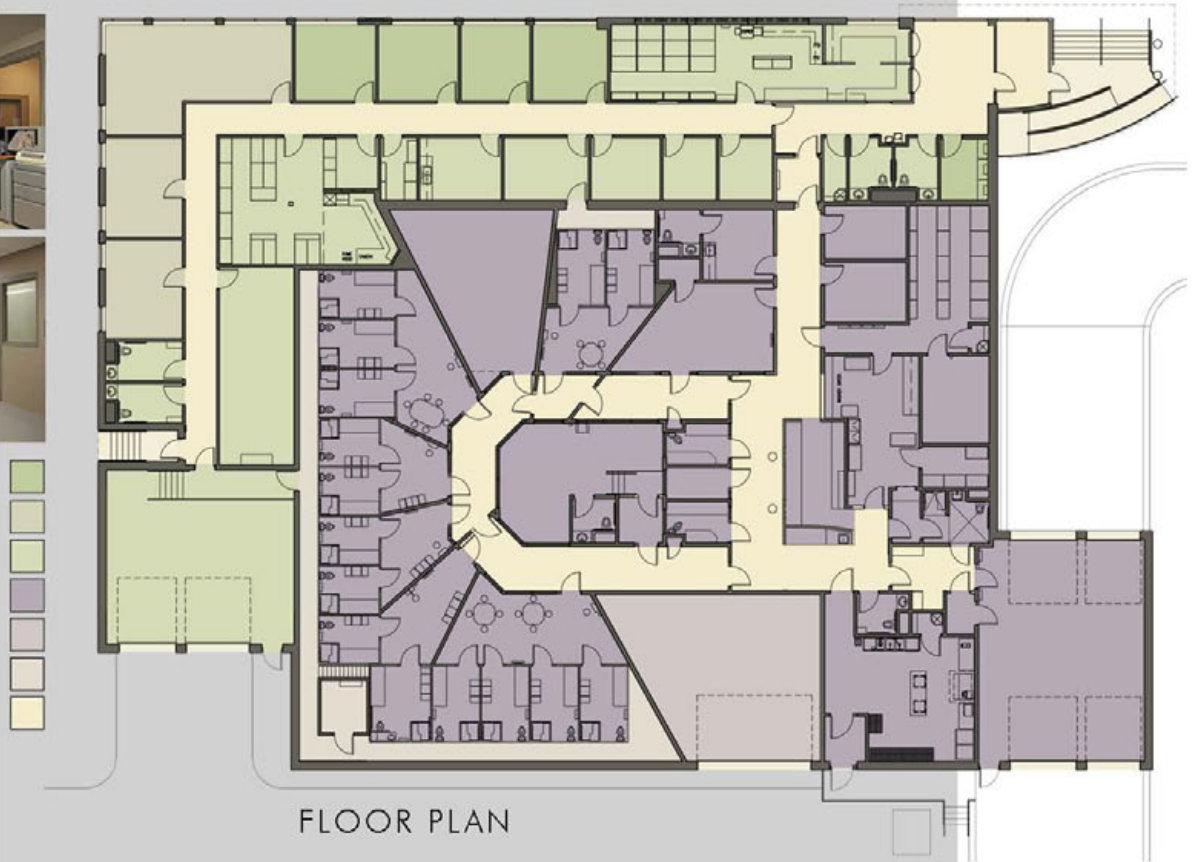


PROCHASKA & ASSOCIATES
Planning • Architecture • Engineering • Interior Design • Facility Management

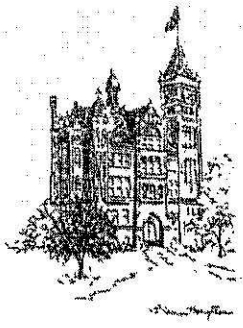
MONTGOMERY COUNTY JAIL



LAW ENFORCEMENT - COUNTY
 LAW ENFORCEMENT - CITY
 LAW ENFORCEMENT - SHARED
 JAIL
 FUTURE JAIL EXPANSION
 MECHANICAL CHASES
 CIRCULATION SPACES



PROCHASKA & ASSOCIATES
 Planning • Architecture • Engineering • Interior Design • Facility Management



Montgomery County
105 E. Coolbaugh, PO Box 469
Red Oak, Iowa 51566
(712) 623-5127

Joni K. Ernst, Auditor

January 1, 2011

To Whom It May Concern:

It is our pleasure to serve as a reference for Prochaska & Associates; they have been and continue to be a valuable partner to Montgomery County as we build our Montgomery County Law Enforcement Center.

The County began using Prochaska & Associates as our consulting team during the initial planning and discovery phase for a new law enforcement center which will consist of a jail, joint communications center, sheriff's department, and city police department. They worked with a committee of thirteen local citizens and county officials as they developed the preliminary concept plan. Their strong leadership skills were key in focusing the group on the goal of a new law enforcement center, yet allowing for open thought among the committee members.

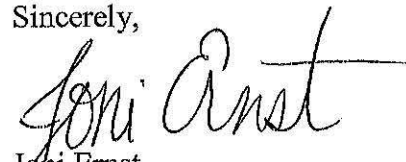
The Prochaska & Associates team presented multiple options to the committee, and the committee was able to easily make the recommendation for a new Law Enforcement Center to the Board of Supervisors, based on conclusive data compiled by the Prochaska & Associates.

The Pre-Bond Election campaigning was extremely effective, and the bond referendum passed with an overwhelming 79.25% approval of the funding and construction of a new Montgomery County Law Enforcement Center.

Montgomery County has selected Prochaska & Associates as the architects of our project, based on our positive and professional relationship with this group. We highly recommend Prochaska & Associates to any community or organization planning the renovation or construction of facilities.

If you have any questions or would like additional information, please feel free to contact me at the Montgomery County Courthouse, (712) 623-5127.

Sincerely,


Joni Ernst
Montgomery County Auditor

Correctional

MILLS COUNTY JAIL

GLENWOOD, IOWA

OWNER:

Mills County
Glenwood, Iowa

CONTACT:

Ron Kohn, Supervisor
(712) 527-4032

CONSTRUCTION COST:

\$5,036,690.00

The Mills County Jail is currently housed in a turn-of-the-century building that also contains the Sheriff's Offices. Due to the lack of space, and the inability to classify and separate their prison population, the County has been working with Prochaska & Associates to develop the plans for a new 24-bed jail on a greenfield site on the south edge of Glenwood. The jail is organized around a single surveillance post: a Master Control Station surrounded by seven Housing Units and an Indoor/Outdoor Exercise Space. Temporary Holding Cells, accessed through the Booking Area, can be monitored from the Master Control as well. The Jail also includes a Medical Exam Room, Kitchen, Laundry, and Visitation Spaces. A Vehicular Sallyport lies adjacent to the Booking Area. An entrance link connects the existing structure and the new Jail facility. A Storage Building also occupies the same site.



PROCHASKA & ASSOCIATES
Planning • Architecture • Engineering • Interior Design • Facility Management

MILLS COUNTY JAIL



First Floor Plan



PROCHASKA & ASSOCIATES
Planning • Architecture • Engineering • Interior Design • Facility Management

Mills County Board of Supervisors

Richard Crouch • Ron Kohn • Lonnie Mayberry

Mills County Courthouse • 418 Sharp Street • Glenwood, IA 51534

Phone: (712) 527-4729 • Fax: (712) 527-1579 • Website: www.millscoia.us

May 22, 2015

To whom it may concern:

After a failed bond vote for a law enforcement center with another jail consultant in the Fall of 2011, the Mills County Board of Supervisors entered into an agreement with Prochaska & Associates from Omaha, Nebraska to work with a committee to design and inform the county residents about the proposed law enforcement center. As a result of the work done by the committee and Prochaska & Associates, a \$6.4 million bond issue was passed in August of 2012. After design work was completed by Prochaska & Associates and Mills County officials, bids were received and the cost of the facility was anticipated to be under \$6.2 million. Construction of the Law Enforcement Center was completed in the fall of 2014 with the actual costs of less than \$6 million.

We, the Mills County elected officials, were pleased with the work done by the staff of Prochaska & Associates during the various stages of the Law Enforcement Center project. They listened to and incorporated the ideas of the planning committee and provided accurate information to support the design and the passage of the bond issue. During the final design of the facility, they worked closely with the Sheriff and his staff, incorporating their ideas into the final bid documents. During the construction of the facility, Prochaska staff worked with the construction company, subcontractors, the sheriff's department and the county building inspector to make necessary changes to the facility in order to complete the project very close to the anticipated completion date. There were a couple issues that we are in the process of rectifying, but we have been very pleased with the overall efforts of Prochaska & Associates to help develop, design and build a law enforcement facility in a timely and efficient fashion.

We would invite anyone who is interested in our experiences in working with Prochaska & Associates to contact various Mills County officials for more detailed information.



Ron Kohn, Mills County Supervisor



Board and Commission Roster

Police & Fire Advisory Committee

Department: Mayor

Dept. Phone: (641) 754-5712

Temporary Advisory Committee. Established by council appointment of individuals on August 10, 2015.

<u>Term End</u> <u>Date</u>	<u>Member Contact Information</u>		
Indefinite	Gabriela Vargas Avalos		gabriela.avalos@greatwesternbank.om
Indefinite	Meredith Bell		meredith.bell@emerson.com
Indefinite	Pete Chaboneau 402 N 10th Ave	(641) 752-9376	peter.charboneau@jbssa.com
Indefinite	Ross Harris		ross.harris@emerson.com
Indefinite	Leon Lamer 503 S 12th Street	(641) 753-8959	leonlamer43@mediacombb.net
Indefinite	James Lowrance 1502 S 12th St	(641) 351-8690 (641) 753-8814	mayor@ci.marshalltown.ia.us
Indefinite	Betsy Macke	(641) 752-4552	m.macke@mchsi.com
Indefinite	Bill Martin 805 Joan Terrace	(641) 750-4137	BAMartin@mchsi.com
Indefinite	Justin Nickel 24 N Center Street	(641) 754-5734	jnickel@ci.marshalltown.ia.us

Tuesday, September 08, 2015



Indefinite	Paul Peglow 118 E Main St	(641) 352-2417	pcpeglow@peglowlaw.com
Indefinite	Mike Schlesinger 35 W Main Street	(641) 753-6611	mschlesinger@timesrepublican.com
Indefinite	Randy Wetmore 24 North Center Street	(641) 754-5799	rwetmore@ci.marshalltown.ia.us
Indefinite	Bethany Wirin 1802 Sherwood Dr	(641) 691-5509	bethanywirin@yahoo.com