

Police Department
300 Park Drive
Ballwin, MO 63011-3717

Col. Douglas Schaeffler
Chief of Police



(636)227-9000
City of Ballwin
(636) 227-9636
Fax: (636) 207-2340
www.ballwin.mo.us

April 10, 2020

Subject: Request for Qualifications for Professional Design Services – **CLARIFICATION & ADDITIONAL INFO REQUEST**

Dear Potential Respondent:

Since opening this process we have received a number of emails asking numerous questions about different potential aspects of the project. I feel it is necessary to clarify this RFQ.

This RFQ is a search for the right company that can work closely with our team through all phases of this project. Your submittal should include (but not limited too) the capabilities of your team, the experience of your company on similar projects and any other references that you feel qualify your company to handle this project. Additionally, it is important to us that your company be ready to begin in a timely manner.

We have also been asked why the final date for questions and clarifications is the same as the submission date. This is simply to allow for last minute questions to be presented and answered.

Additionally, with a goal of helping us review your submittal with a more critical eye, we have assembled a list of questions for your company to answer. Your responses must be included with your Statement of Qualifications:

- 1) Who will serve on your design team?
- 2) What experience/qualifications can you bring to this project?
- 3) Now that a Needs Assessment (attached) has been conducted, how long do you expect that it would take to complete the final design phase and how soon could you start if awarded this contract?
- 4) Once we get to construction, what approach would you recommend? Why?
- 5) What safeguards would you take in design to avoid change orders and cost overruns?
- 6) Once the design is complete and approved, how do you envision your role/relationship with the City?
- 7) Given the fact that the site has been selected and no property acquisition will be required, how much would you estimate this new building will cost?
- 8) What experience, if any, do you have with incorporating energy efficient features into the building design?
- 9) What grant or other outside funding opportunities do you see to reduce the overall cost of this project?

Finally, as stated in the initial RFQ, your Statement of Qualifications should be direct to Bob Kuntz, City Administrator. However, moving forward please direct all future correspondence to my attention at: dschaeffler@ballwin.mo.us

Thank you,

Col. Douglas W. Schaeffler,
Chief of police



POLICE DEPARTMENT BUILDING EVALUATION & NEEDS ASSESSMENT



OUR TEAM



• Client & Owner



John Mueller & Jonathan Emert

- Project Lead
- Architect
- Coordination



James R. Stumbo

- Law Enforcement Facility Consultation



Ellie Blankenship

- Mechanical
- Electrical
- Plumbing
- Fire Protection
- Low Voltage Technology



Steve Ehrett

- Structural Engineering



Paul Boyer

- Civil Engineering



Kristy DeGuire

- Landscape Architecture & Planning

SCOPE OF WORK

1. EXISTING BUILDING EVALUATION

SITE

ARCHITECTURE

MECHANICAL SYSTEMS

ELECTRICAL SYSTEMS

PLUMBING SYSTEMS

STRUCTURE

2. PROGRAMMING - SPACE NEEDS ASSESSMENT

STAFF SURVEY - NEEDS PER DEPARTMENT/ END USER

INTERVIEWS - INTERVIEWED ALL END USERS INCLUDING POLICE STAFF, ADMINISTRATION, IT, MAINTENANCE

3. BUILDING SITE STUDIES

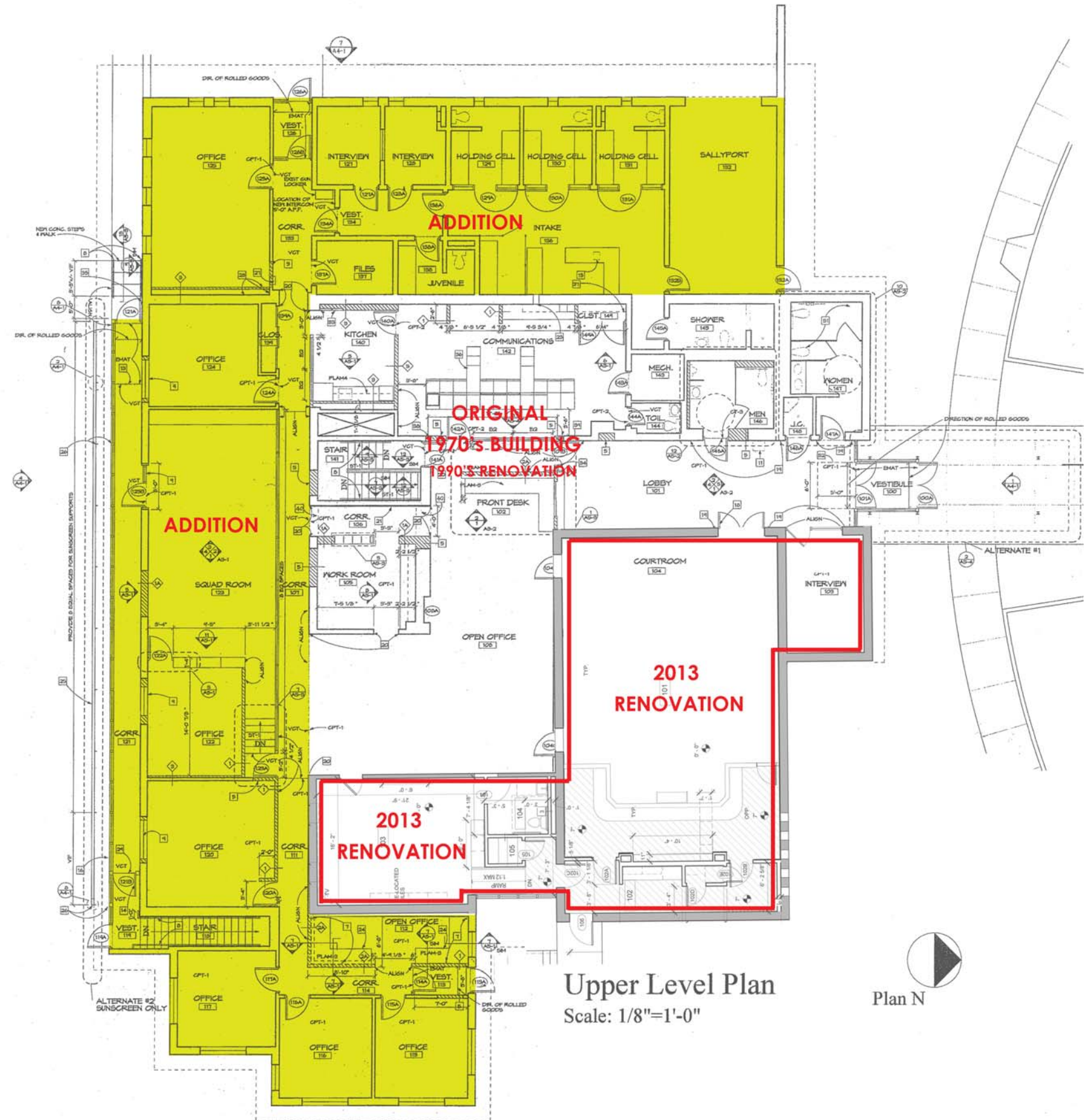
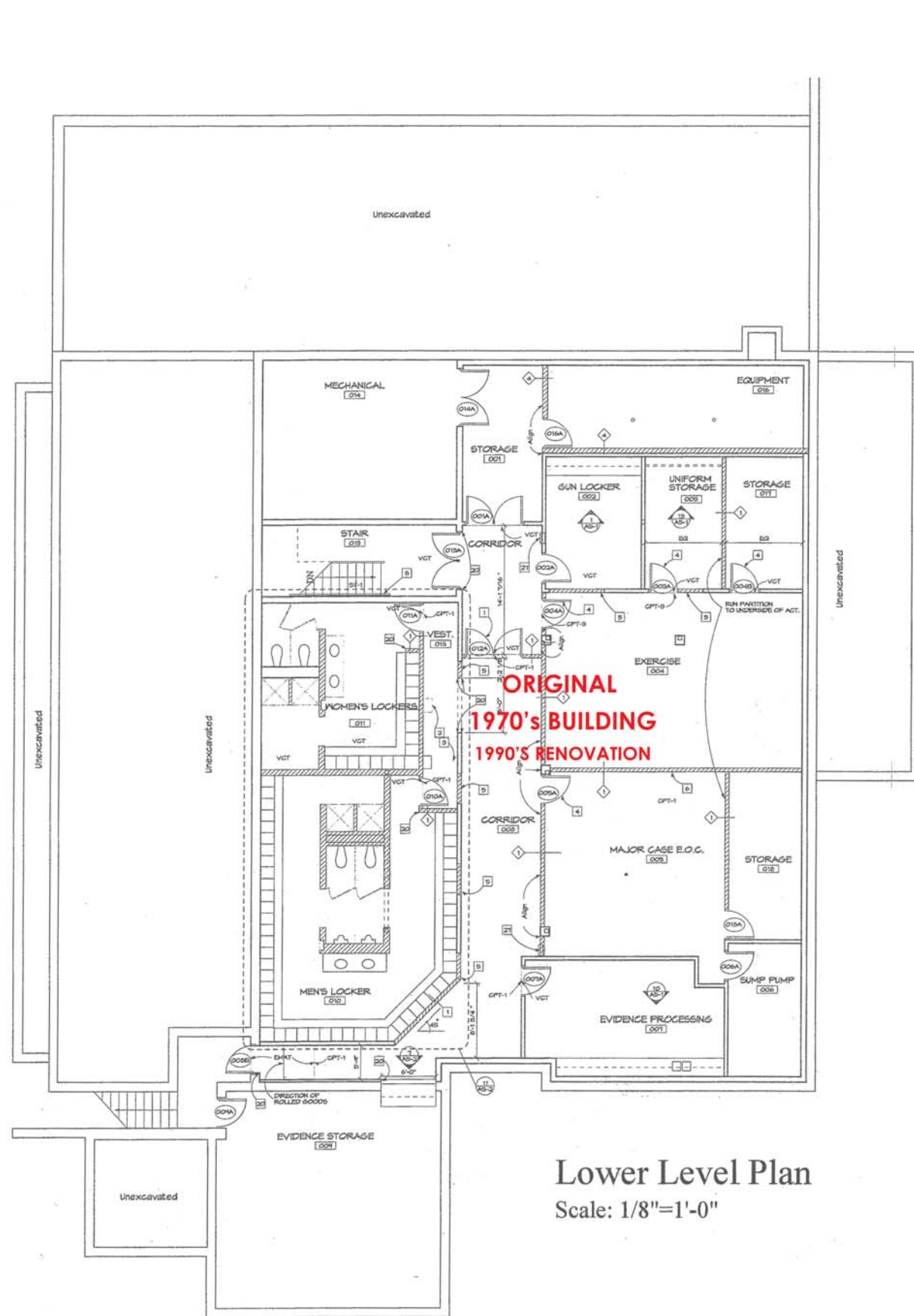
SITE PLANS - EVALUATE 3 SITE OPTIONS IN OR NEAR VLASIS PARK ON CITY OWNED PROPERTY

4. TOTAL PROGRAM BUDGET

TOTAL PROGRAM BUDGET - DEVELOP TOTAL PROJECT BUDGET OPINION FOR 3 SITE OPTIONS AS WELL AS RENOVATION OF THE EXISTING FACILITY

5. SUMMARY

EXISTING
BUILDING
EVALUATION



ARCHITECTURAL

Roof consists of Copper Metal Panel & Flat Modified

Multiple failing repairs and blisters, Improper Fasteners, Water Ponding

Recommendation to replace copper roof and retrofit new flat modified roof

Building Envelope

Windows are poorly insulated

tuckpointing appears in good shape

Some minor cracking appears at foundation wall

Water infiltration at exterior doors

South "solarium" producing extreme heat gain and producing high humidity conditions

Functionality and Efficiency of Space Plan

Many level changes occur throughout the facility with no elevator to lower level

Interior partition layout does not allow for space needs of individual departments

Narrow Corridors, locker room lockers not adequate for duty gear

Code Compliance - ADA, Life Safety, Storm Shelter requirements

No current storm shelter or area of refuge per code

No ADA access to lower level(s)

Safety

- Front Counter area has some vulnerability to active shooter scenario
- Sally Port undersized and inaccessible to larger police vehicles
- Prisoner Processing area undersized
- Large expanse of glass on south side of building exposes officer squad room
- Office Desk areas directly adjacent to windows

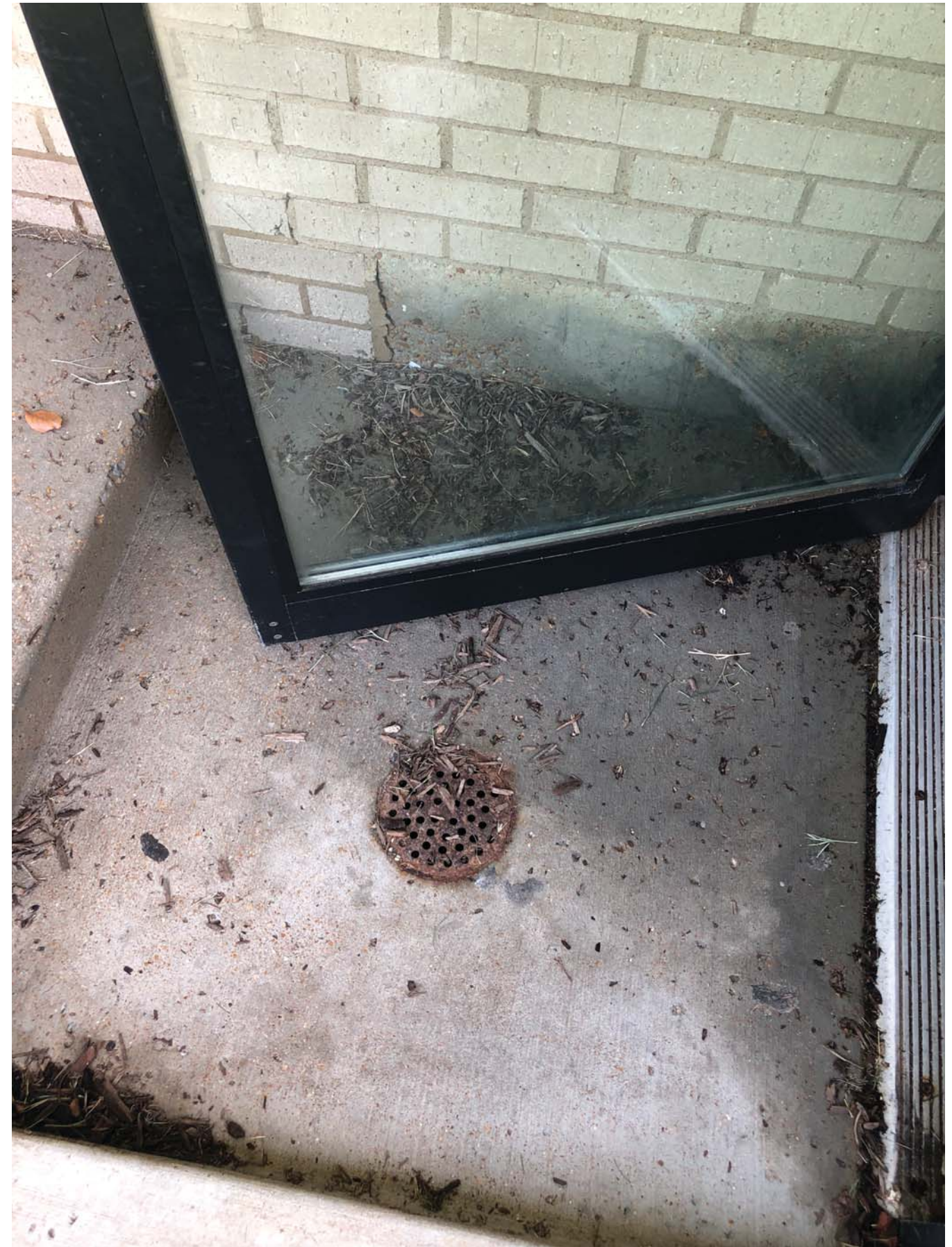
STRUCTURAL

- Not designed to withstand high wind event
- Not designed to withstand seismic event
- Code Compliance - Current IBC codes regarding mission critical facilities
 - 1.5 seismic factor and structural upgrade requirement based on level of renovation

CIVIL/ SITE

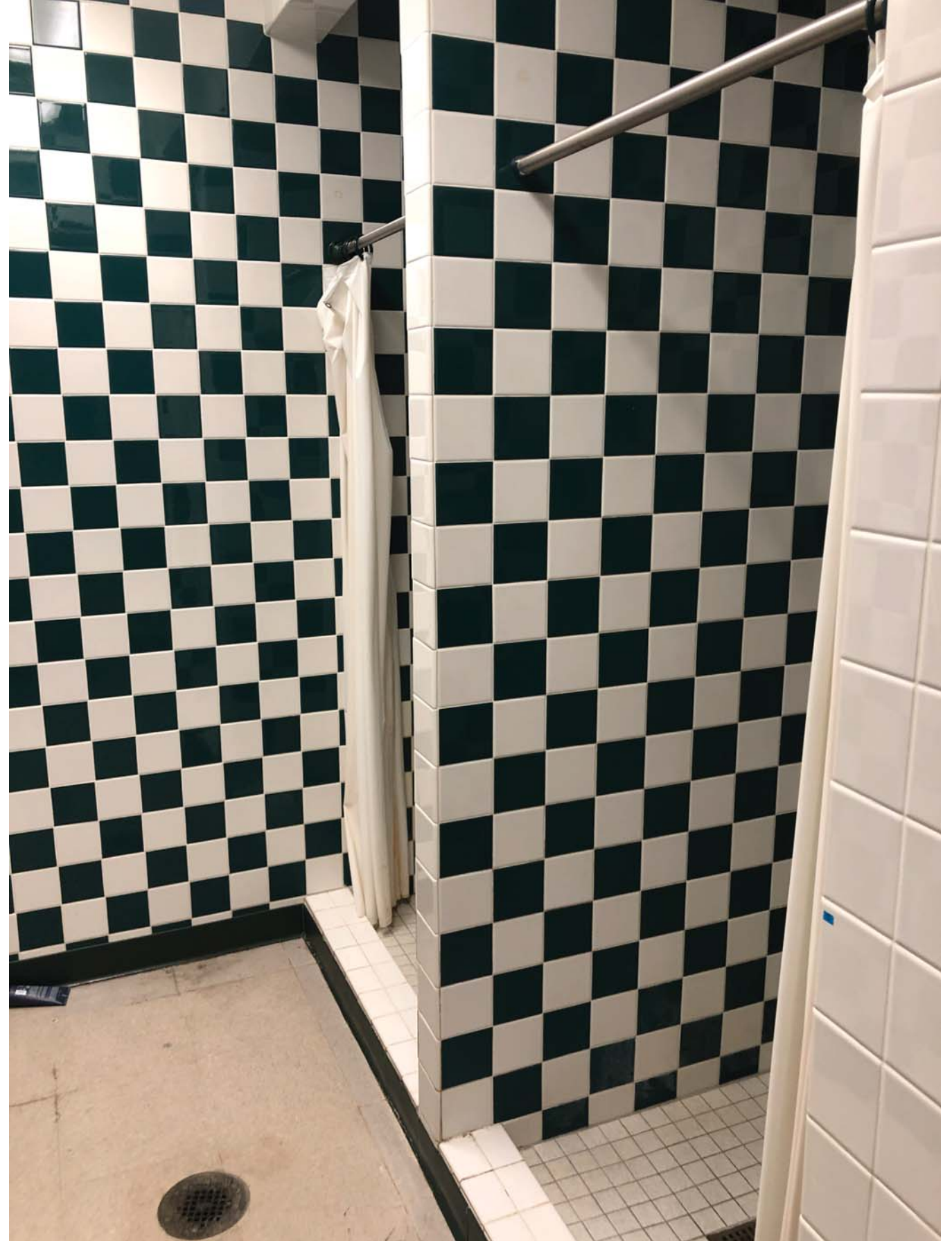
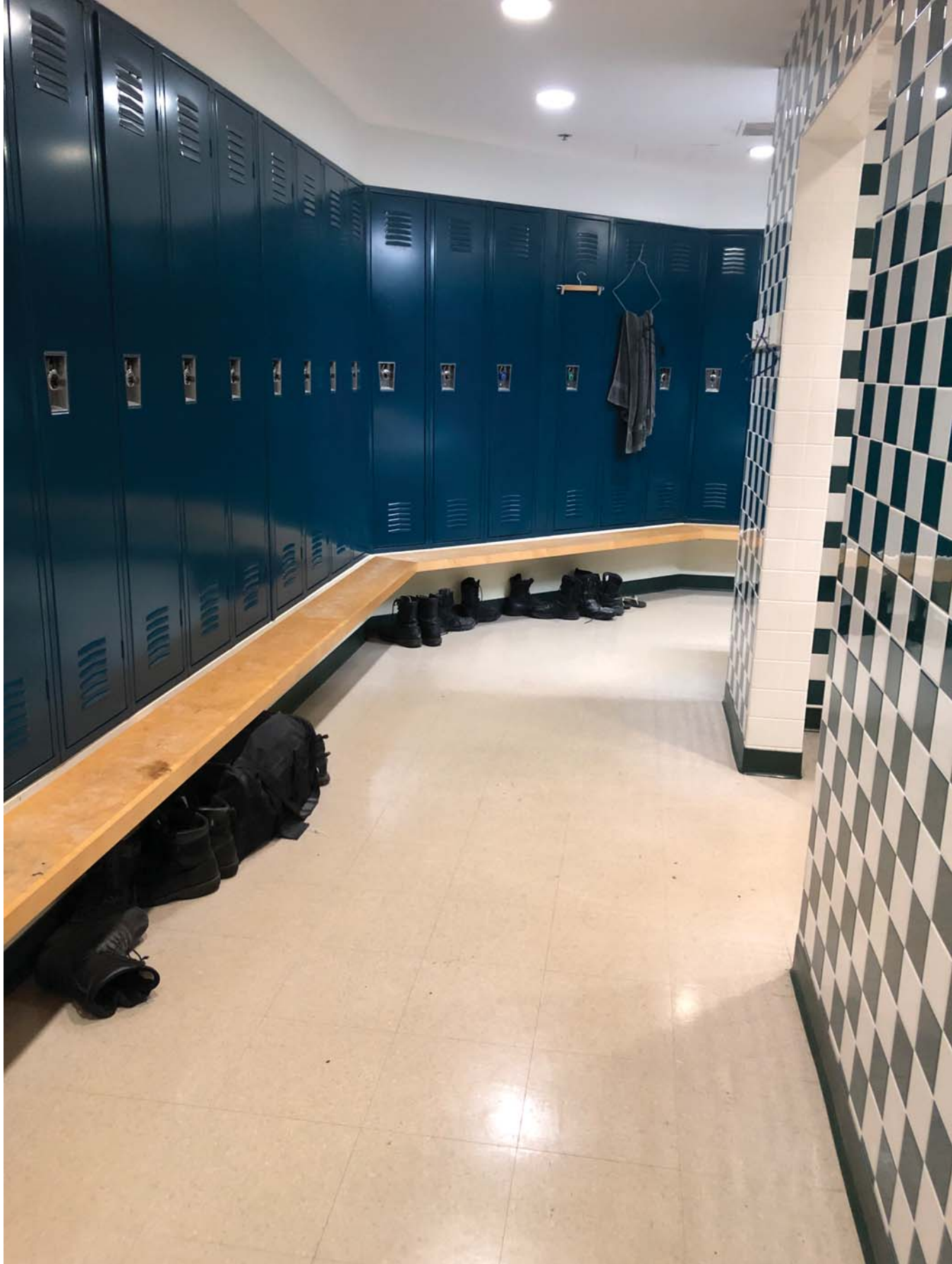
- No Secure Parking for police and staff vehicles
- Sally Port area is not secure
- Public Roadway and access to within 6' of building
- Ponding at doorways and entry points
- Ponding water occurs in parking lot & site drainage issue on south side

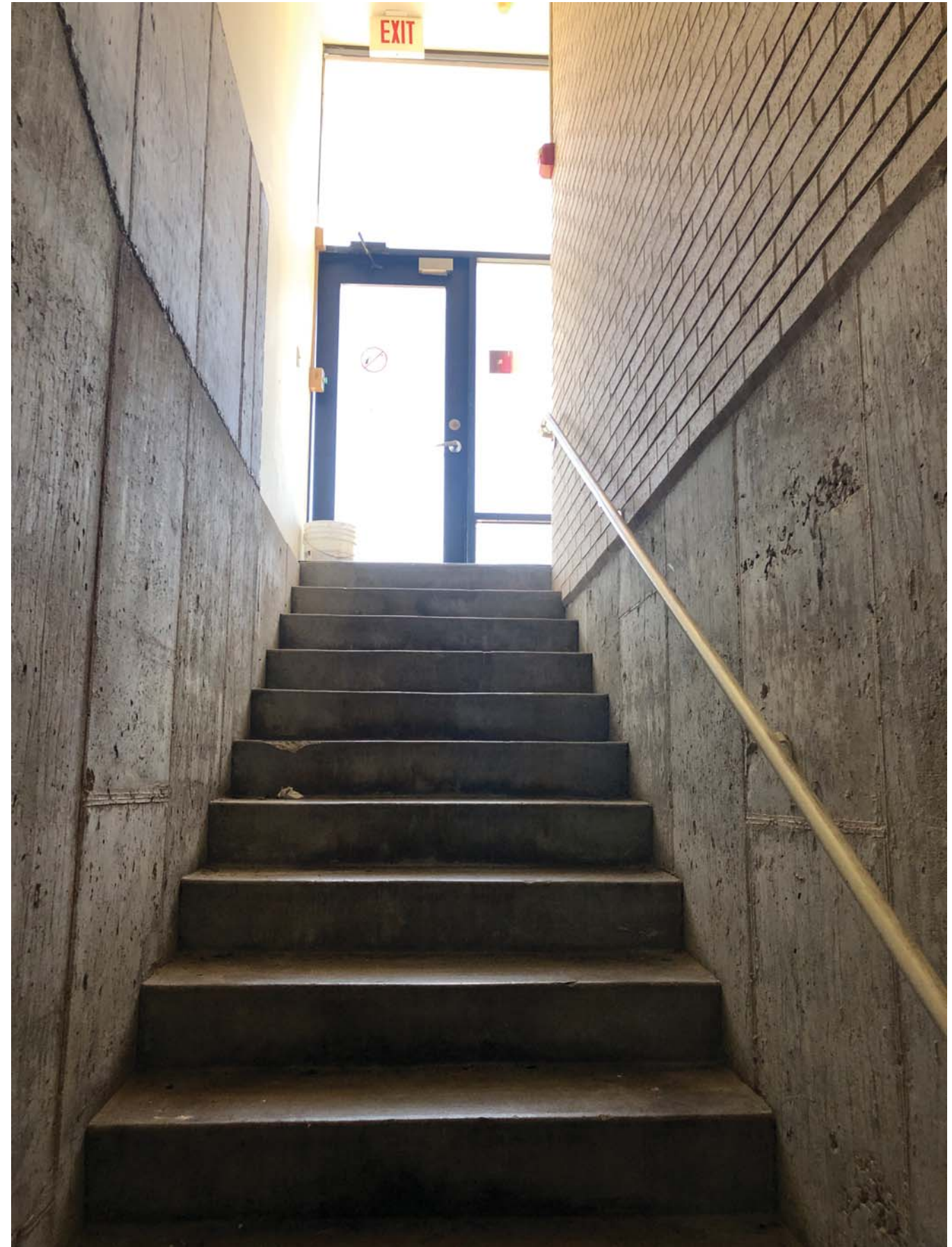


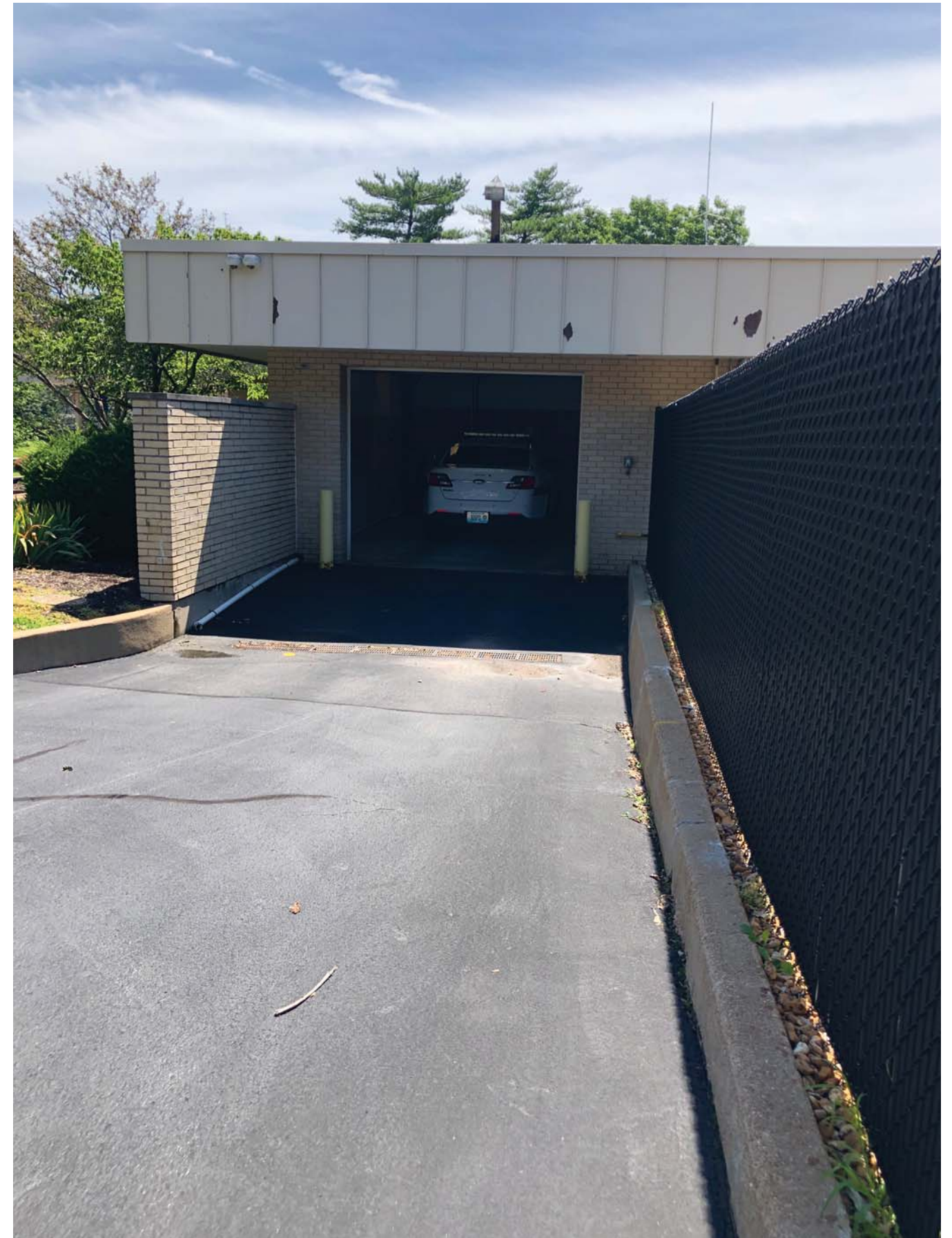
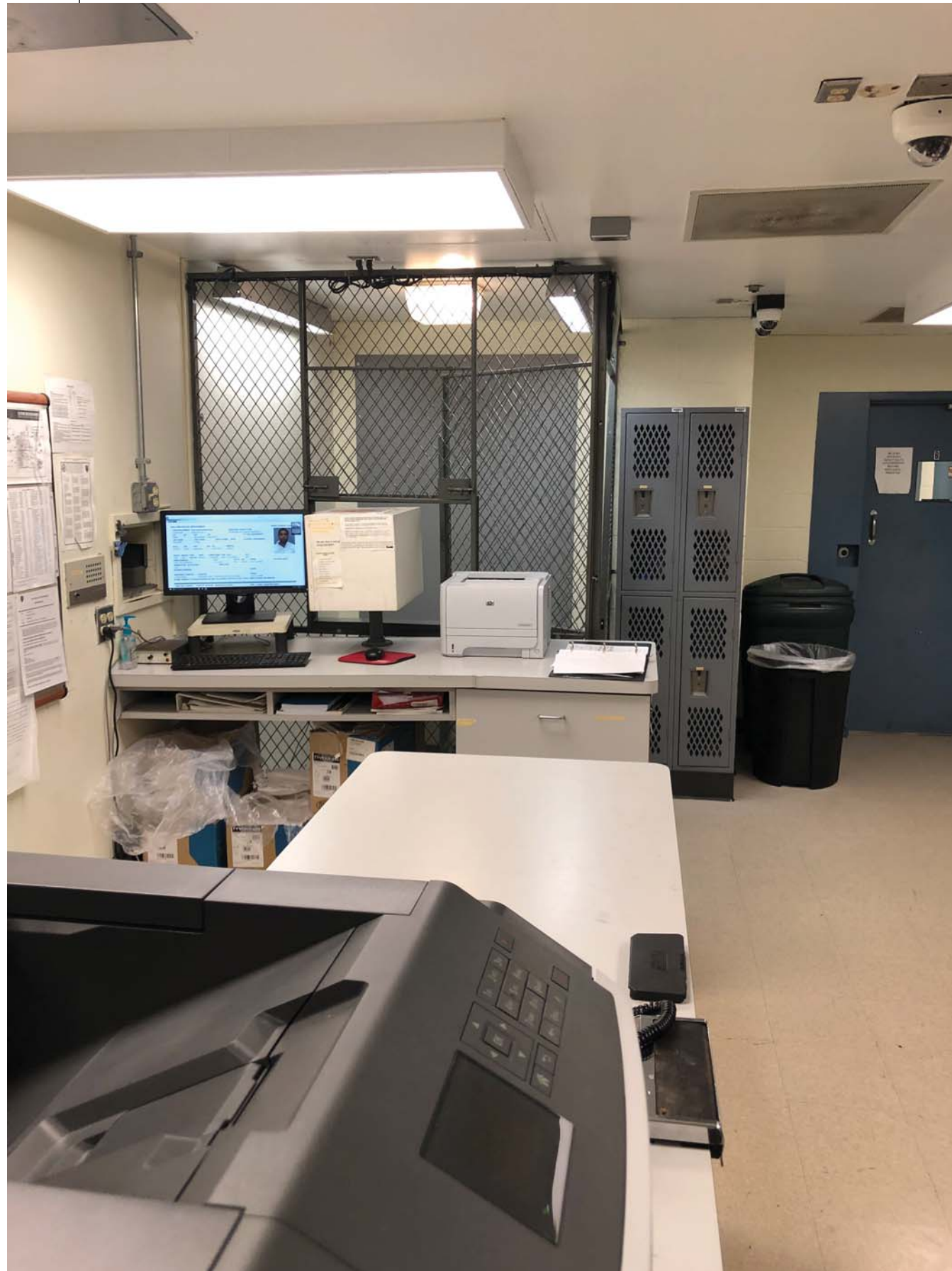












MECHANICAL

The building is operating under two different separate HVAC systems - rooftop and split systems

The three rooftop units lack proper zoning

The residential split systems are not ideal for a police facility

Ductwork is disconnected in areas

No proper ventilation exists at lab processing, evidence storage, and gun cleaning areas

The existing RTU's are past their designed lifespan

Temperature Control is through stand alone thermostats - no Building Automation System

ELECTRICAL

Lighting is a combination of inefficient fluorescent troffers, compact fluorescent, and HID fixtures

No occupancy sensors or lighting controls exist

Communication and Electrical infrastructure and utilities enter the facility within an active sump pit in the sally port - this area sees water on a constant basis

PLUMBING

Sum Pit locations interfere with utility infrastructure

Plumbing fixtures need replacing

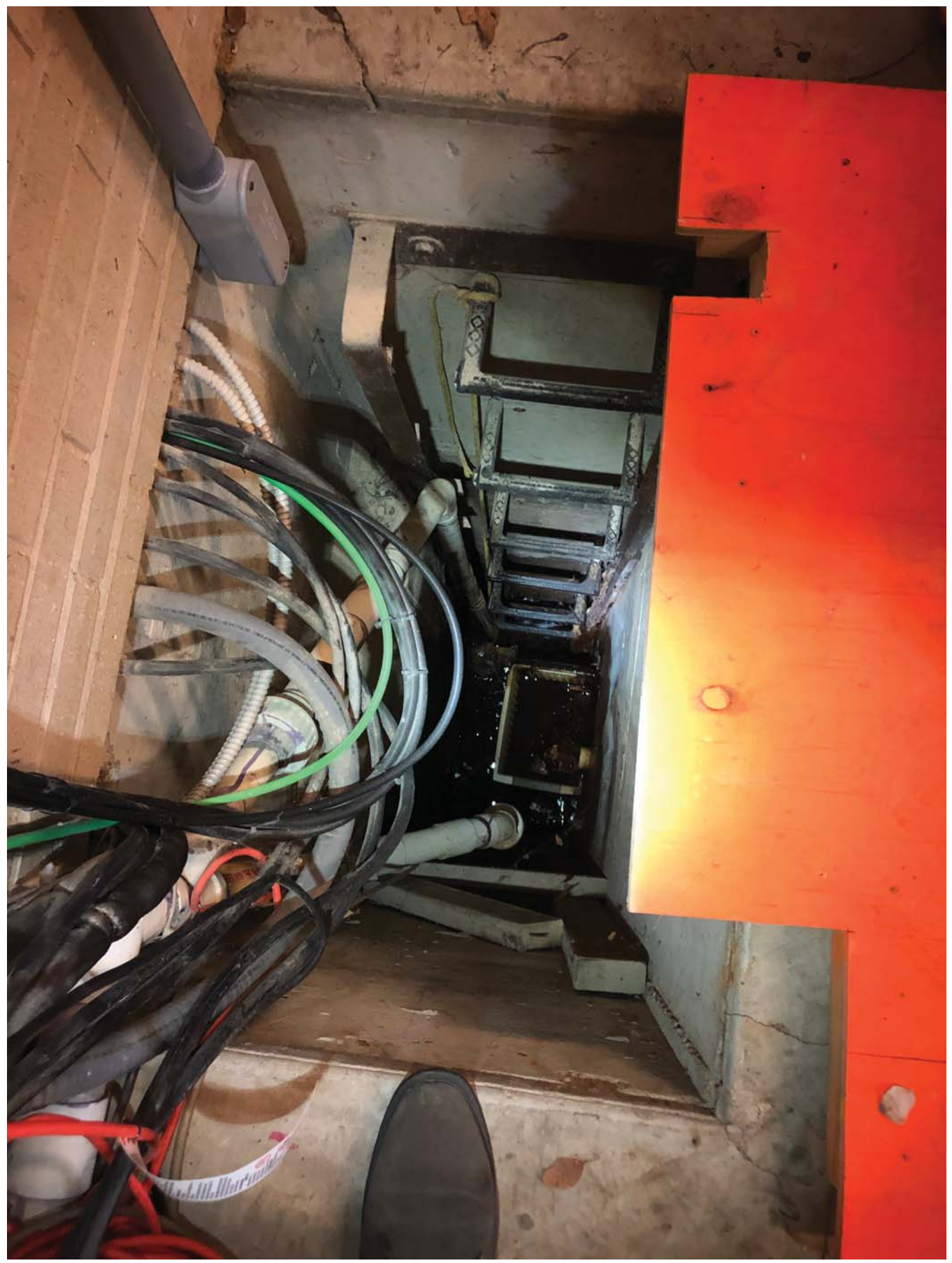
Hot Water Heater and Pump is past its designed lifespan

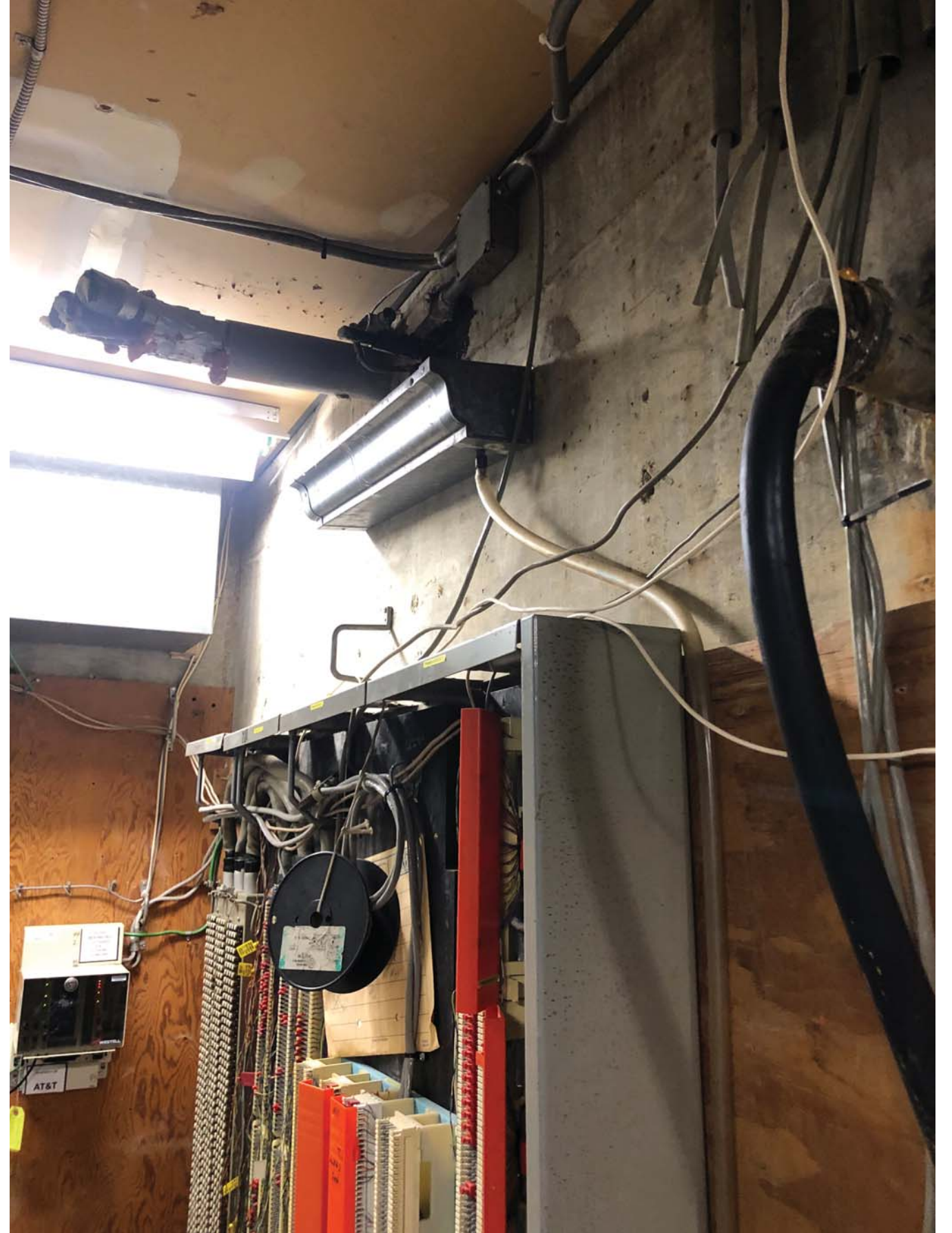
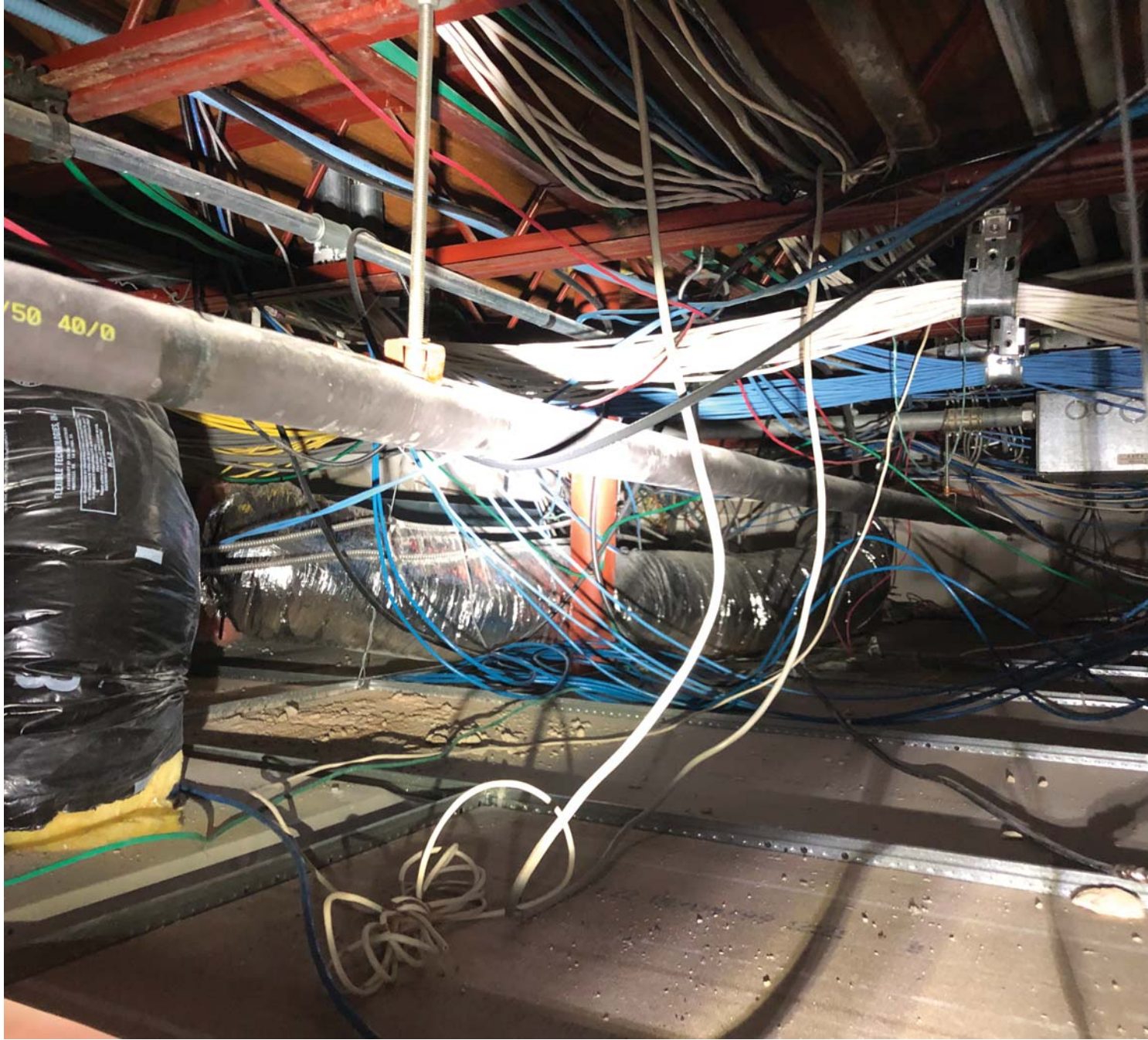
FIRE PROTECTION

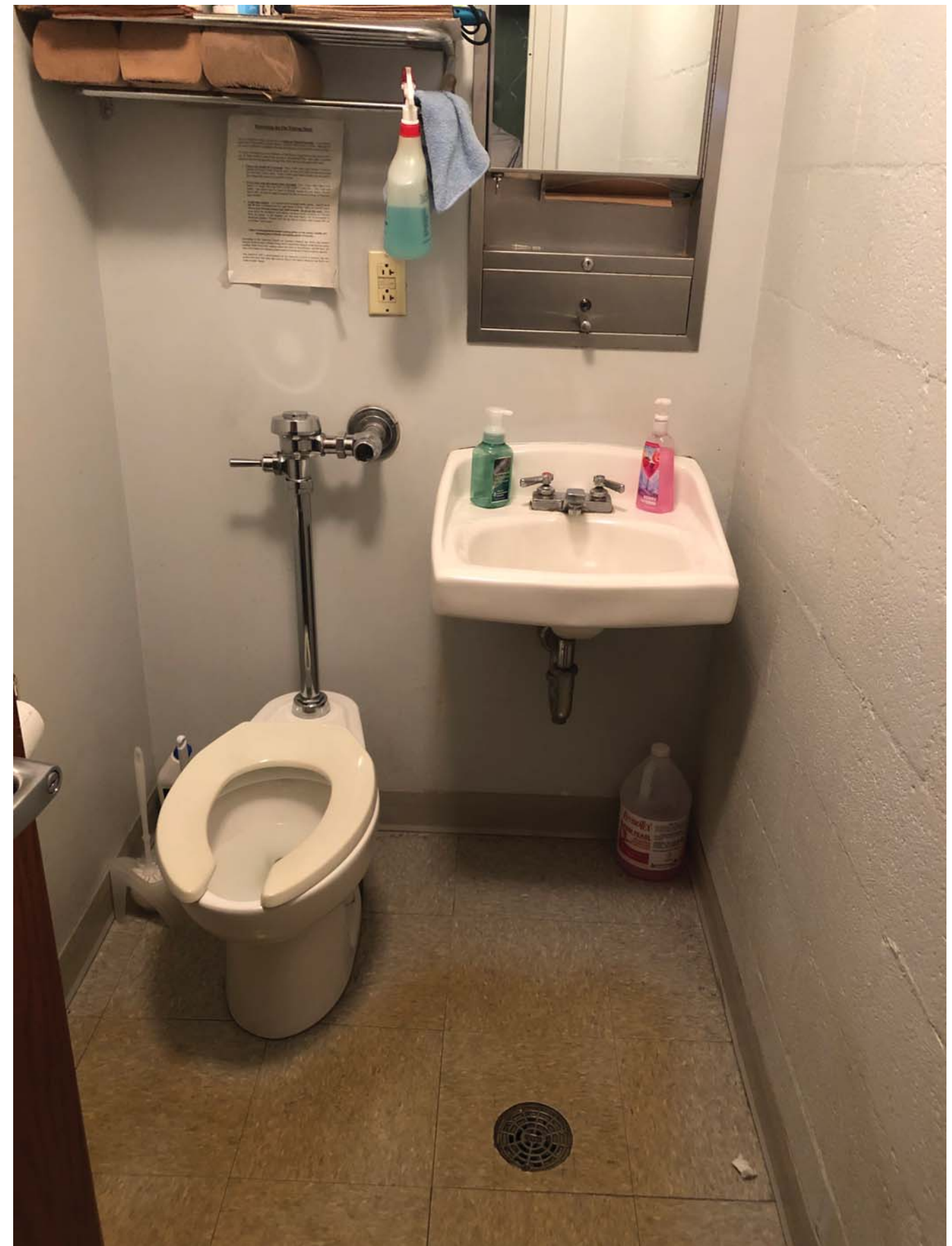
No proper fire suppression system in armory, evidence processing and storage rooms

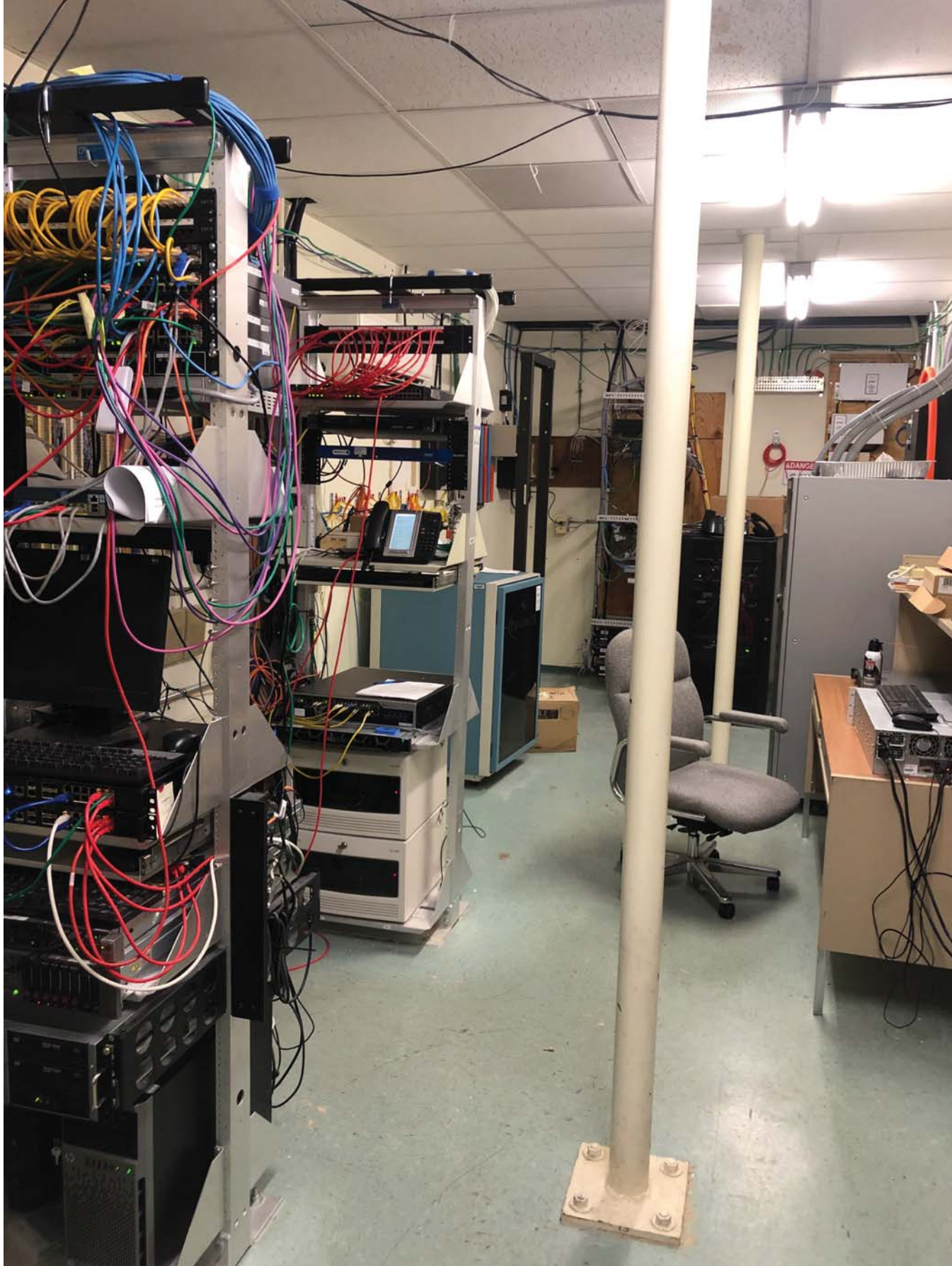
Parts of the building do not appear to have proper coverage by overhead sprinkler system











BUILDING
NEEDS
ASSESSMENT

Facility Space Needs

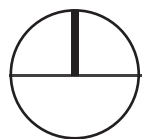
	SF				Existing Building SF
PUBLIC ENTRY				1580	892
ADMINISTRATIVE			2	796	755
BUREAU OF ADMINISTRATION			1	184	155
RECORDS			2	592	1060
BUREAU OF OPERATIONAL SUPPORT	120	1	1	120	220
CRIMINAL INVESTIGATIONS			6	1,428	688
COMMUNICATIONS			11	856	545
BUREAU OF FIELD OPERATIONS	120	1	1	120	155
COMMUNITY AFFAIRS			2	400	125
PATROL OPERATIONS BUREAU			32	1,978	758
INTAKE				2,752	1282
EVIDENCE			1	1,676	1235
TRAINING				4,282	2,737
SUPPORT SPACES				2,170	774
Stairwell (Upper - assuming 2 story)	180	2		360	200
Stairwell (Lower - assuming 2 story))	180	2		360	200
Elevator (Upper) (machine roomless)	104	1		104	
Elevator (lower) (machine roomless)	104	1		104	
Maintenance Storage	200	1		200	
Mechanical/Electrical incl Maintenance Storage	300	1		300	490
Subtotal				1428	890
Sub Total			59	20,362	12,116
Grossing Factor	40%			8,145	3,884
Total Building Size Required				28,507	16,000

total required GSF = 28,507 sf

SITE
FEASIBILITY
STUDIES



A



BALLWIN POLICE STATION - SITE OPTIONS

VLASSIS PARK SITE_EXISTING CONDITIONS

23 SEPTEMBER 2019



JEMA



BALLWIN POLICE STATION - SITE OPTIONS

VLASSIS PARK SITE_PROPOSED

23 SEPTEMBER 2019



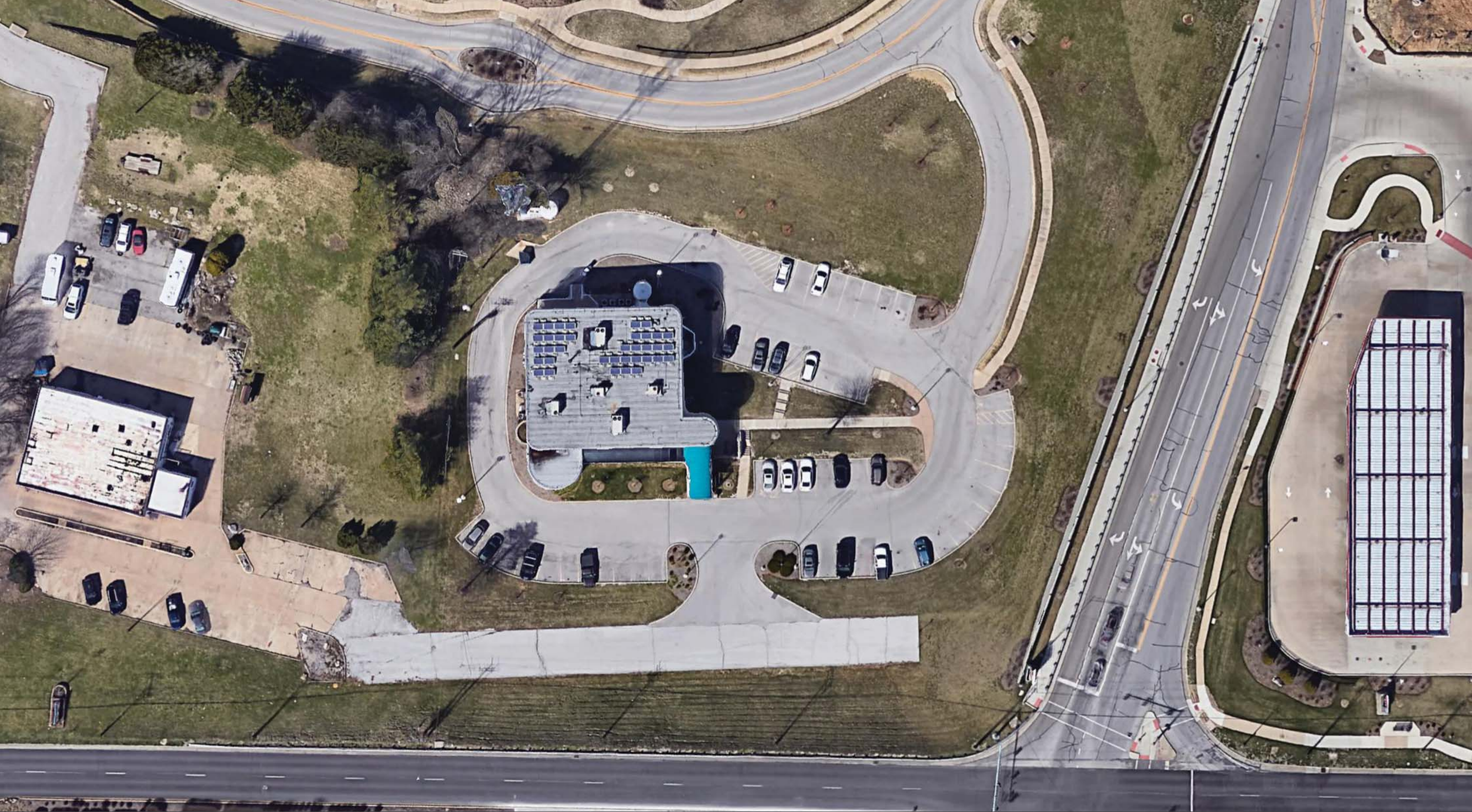
Site A

Pros

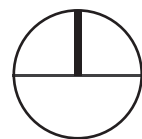
- Minimal Site Work Costs
- Efficient Building Footprint
- Sufficient Parking for PD and Visitors
- City Controlled Property

Challenges

- Encroaches on Park Property
- Access for PD vehicles is on park loop road - no direct access to Manchester Road



B



BALLWIN POLICE STATION - SITE OPTIONS

OLD GOVERNMENT CENTER_EXISTING CONDITIONS 23 SEPTEMBER 2019



JEMA



B  **BALLWIN POLICE STATION - SITE OPTIONS**
OLD GOVERNMENT CENTER_PROPOSED 23 SEPTEMBER 2019



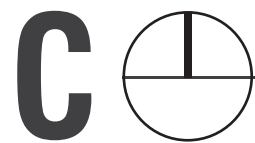
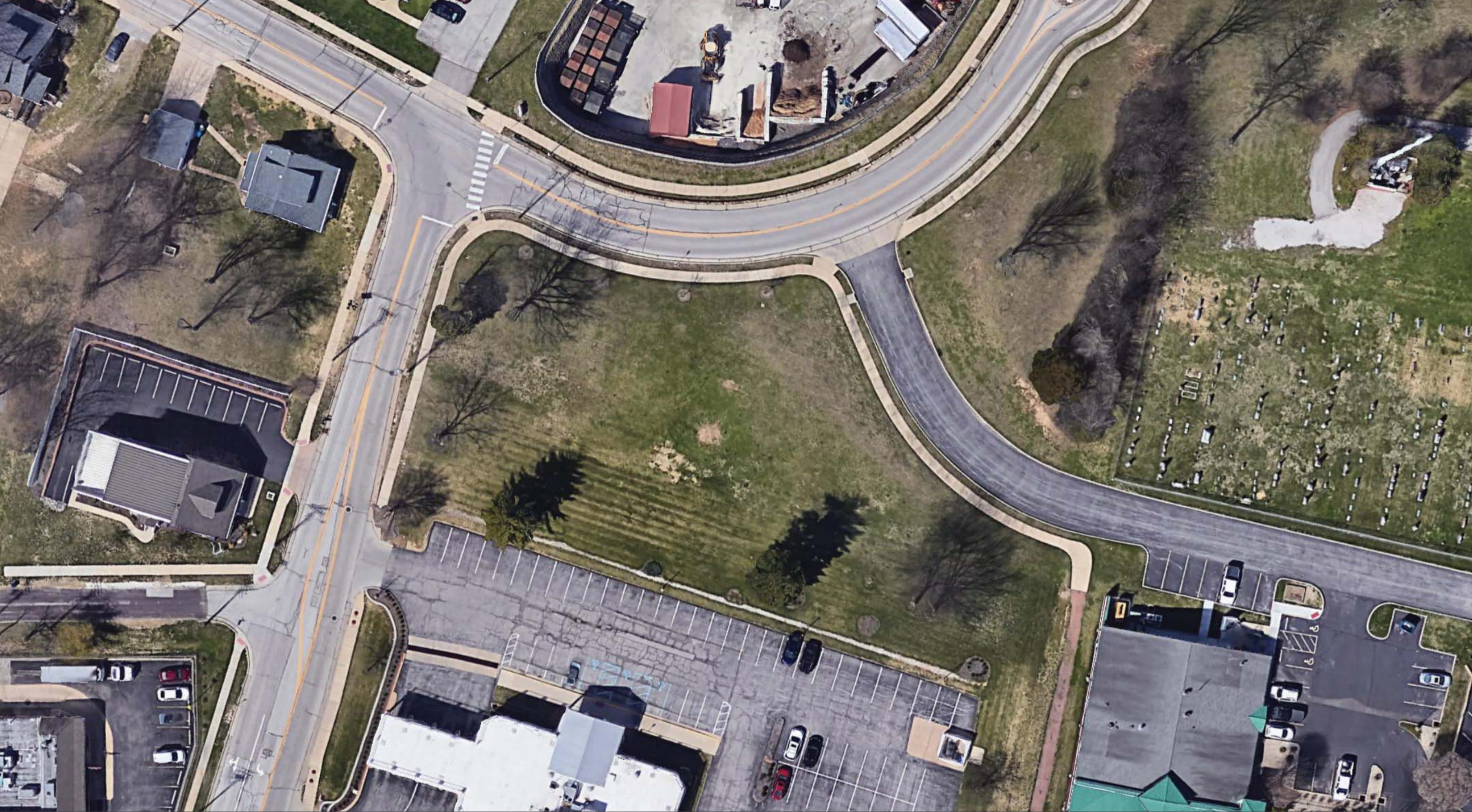
Site B

Pros

- Efficient Building Footprint
- Sufficient Parking for PD and Visitors
- City Controlled Property
- Access to Manchester Road
- Does not encroach on current park uses

Challenges

- Infrastructure Costs - re-location of cell tower equipment
- Low visibility from Manchester without significant site work
- Added cost to demo existing building
- One means of main ingress/egress

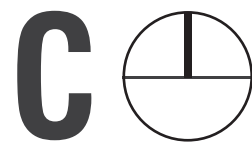


BALLWIN POLICE STATION - SITE OPTIONS

KEHRS MILL RD_EXISTING CONDITIONS

23 SEPTEMBER 2019





BALLWIN POLICE STATION - SITE OPTIONS

KEHRS MILL RD_PROPOSED

23 SEPTEMBER 2019



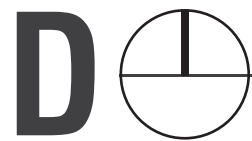
Site C

Pros

- Sufficient Parking for PD and Visitors
- Does not encroach on any existing park
- Access to Manchester Road
- Visibility from Manchester Road

Challenges

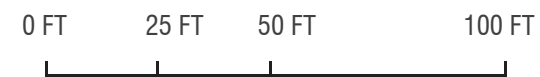
- Requires property acquisition
- Requires parking structure
- Requires re-location of access road

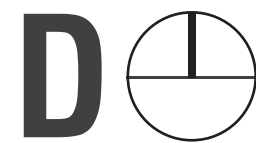


BALLWIN POLICE STATION - SITE OPTIONS

CURRENT POLICE DEPT_ EXISTING CONDITIONS

23 SEPTEMBER 2019





BALLWIN POLICE STATION - SITE OPTIONS

CURRENT POLICE DEPT_ADDITION

23 SEPTEMBER 2019



Site D

Pros

- Utilizes existing building and does not require taking additional park or other city owned property
- Lowest initial cost

Challenges

- Would require phased construction while PD remains operational
- Costs for unforeseen conditions could be substantial
- Eliminates Parking
- Floor Plan still inefficient with multiple level changes
- Building still undersized with 1 story addition
- Cost vs. Investment

TOTAL
PROGRAM
BUDGET

Option

Total Program Budget

Site A - Sand Volleyball Court Site	\$11.5 million
Site B - Previous Government Center Site	\$11.9 million
Site C - Kehrs Mill Road Site	\$12.9 million
Existing Building Renovation/Addition	\$10.2 million

Comparison of Similar Municipal Police Departments

Ballwin, MO Police Department

Residents: 30,000

Area Covered: 9 Sq. Miles

Proposed Police Facility Size: 28,500 SF

Creve Coeur, MO Police Department

Residents: 17,833

Area Covered: 10 Sq. Miles

Police Facility Size: 25,400 SF

Manchester, MO Police Department (Includes Court/Board of Alderman)

Residents: 18,000

Area Covered: 5 Sq. Miles

Police Facility Size: 24,000 SF

Ferguson, MO Police Department (Renovation & Addition)

Residents: 21,000

Area Covered: 6.2 Sq. Miles

Police Department Size: 22,000 SF

Clayton, MO Police Department

Residents: 16,000

Area Covered: 2.5 Sq. Miles

Police Facility Size: 22,000 SF

SUMMARY

1. EXISTING BUILDING EVALUATION

The existing building would require extensive renovation to meet minimum code requirements and standards for modern day police facilities

The Facility would still have inefficiencies in the layout, multiple level changes, and be slightly undersized following the renovation

2. PROGRAMMING - SPACE NEEDS ASSESSMENT

The space needs assessment determined the Ballwin Police Department requires an approximately 28,500 facility to meet current and projected future needs of the department

3. BUILDING SITE STUDIES

The three sites studied all present pros and cons, but could meet the new facility program requirements
Site C would require property acquisition

4. TOTAL PROGRAM BUDGET

Total Project Budgets range from \$10.2 million for a renovation/addition to \$12.9 million for new construction