



KAESTLE BOOS
ASSOCIATES, INC.
ARCHITECTS

John A. Kaestle Charles W. Boos T. J. Stoutenberg Alan I. Daninirsch David W. King Mark J. Weisman Rita C. Hazen Bryan P. Berthold

April 1, 1988

Mr. Fran Patnaude, Chairman
Middletown Police Commission
Middletown, CT 06457

Re: Renovation and Expansion
Middletown Police Headquarters
Middletown, CT
KB #87094

Dear Mr. Patnaude:

Bound herein, is our Feasibility and Cost Study for renovation and expansion of the Middletown Police Headquarters to meet the needs of the Department for the next twenty (20) years.

The existing facilities were surveyed, inspected and measured drawings prepared of existing conditions. The Department's present and future operational requirements were translated into a statement of facility needs. This involved extensive consultation with the professional staff and is summarized herein, as a "Program of Space Needs".

Schematic Plans were prepared of two (2) schemes. Both schemes propose a two (2) story front addition and a Sally Port addition on the West side. The latter requires additional land to be acquired from the Housing Authority. Both schemes will bring the building into Code Compliance and provide handicapped accessibility.

Scheme A proposes a two (2) story rear addition, replacing the present Garage and meets the program of space needs.

Scheme B proposes a three (3) story rear addition and provides some additional training and expansion space.

A comparative Cost Estimate has been prepared for both schemes.

Mr. Fran Patnaude

-2-

April 1, 1988

Our evaluation has revealed several serious basic problems including:

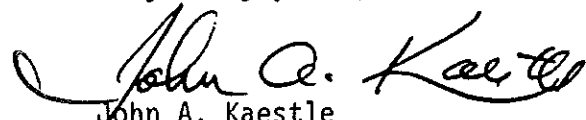
1. Inadequate Site Area. The building will occupy 50% of the expanded site area (assuming land can be acquired from the Housing Authority).
2. The building does not conform to Zoning regulations for lot coverage, set backs, parking, etc.
3. The existing facility has a split level Main Floor due to the sloping site (about 5' lower in the rear). This creates problems with respect to functional operations and handicapped accessibility.
4. The Main Building has excessively high floor to floor heights (14') for the present use. It was built as a mill building for trade school use.

Some site acquisition appears necessary if the Department is to remain at this location.

It is for the above reasons that we have added a projected Cost Estimate for a new building on a new site at the end of the report. We estimate this will cost about \$1,000,000 more than Scheme A. Site acquisition costs can be offset by sale of the existing facility.

A more detailed commentary follows this letter.

Very truly yours,


John A. Kaestle
KAESTLE BOOS ASSOCIATES, INC.

JAK:vwk

Enclosure

MIDDLETOWN POLICE HEADQUARTERS - COMMENTARY

FEASIBILITY STUDY FOR POSSIBLE
RENOVATION AND EXPANSION
KB #87094

APRIL 1, 1988

The Department is currently housed in a two (2) story building of heavy wood timber construction with wood plank flooring and exterior masonry walls that was formerly a trade school. Linked to the rear, at a level 4'-9" below the Main Floor, is a reinforced concrete Garage and Boiler House structure. Floor to floor height is 14', resulting in a large void above suspended acoustic ceilings. In 1965, it was renovated into a Police facility. The site of about 3/4 of an acre is severely constricted. Police personnel currently utilizes an adjacent Housing Authority parking lot and on-street parking in residential areas. It is located in an MX (mixed use - Multi-Family) Zone.

The building presently is non-conforming for Zoning Regulations for side and rear yards and parking and exceeds the permitted lot coverage of 30%. Gross available space is as follows:

	<u>SQ. FT.</u>
Main Floor - Main Building	8,440
Boiler Room Link	1,250
Rear Garage	4,080
Upper Level	<u>9,690</u>
Total	23,460

The open, Front Lobby stair does not conform to Code requirements for safe egress. Interior corridors are not properly fire rated and pass through occupied spaces. Storage facilities and hazardous spaces are not properly segregated. The fire alarm and emergency light systems need updating. Although the Front Lobby and Main Floor is accessible to the handicapped, they lack access to the Upper Level and to the depressed rear wing. Also, there are no Toilet facilities for handicapped use. The existing building appears to be structurally sound. Due to the lack of clear information on the existing structure, foundation, etc., additional floor construction on top of the existing does not appear possible. The front wood roof structure is Multi-leveled and pitched.

The existing range does not conform to current requirements for ventilation including EPA regulations regarding lead emissions. The mechanical systems function poorly. The emergency generator is not adequately sized. Fortunately, there is no evidence or record of friable asbestos.

Security and control in the handling of prisoners and the public are major problems. The Main Desk has poor visual control of the Main Lobby and Stair. This is further complicated by the heavy public traffic flow to the Parking Authority on the Upper Level. Principal areas of public contact (i.e., Main Desk, Records and Parking Authority) lack security provisions (i.e., bullet resistant barriers).

Prisoner access and handling also lacks security precautions, adequate cover and screening. Provision of a Sally Port leading directly to prisoner processing areas is essential. Presently they must be walked in the open from cruiser into building and along Corridors utilized by staff and occasionally the public. Holding facilities do not meet accreditation standards.

As space needs increased former Interview Rooms have been converted into other uses. As the City and Department have grown, the need for additional Locker facilities has also increased. A physical fitness/exercise area is presently located in the Garage, remote from the Locker areas.

Evidence Storage facilities are inadequate and lack proper security and fire protection.

The existing building was surveyed and measured and, drawings prepared of existing conditions of the Department.

Upon Consultation with professional staff and architect, the Departments present and future (20 year) operational requirements were translated into a statement of facility needs and space requirements. Space relationships for operational efficiency were also outlined. The Space Needs Program is attached herein and indicates a minimum need of 25,055 sq. ft. net usable space or about 32,572 gross square feet.

Schematic plans of two (2) options were prepared, reviewed with staff and revised to satisfy their comments and concerns. Both Schemes propose additions to the front, rear and a Sally Port on the West side.

Scheme A - Two Level Rear Addition - Gross floor area, 32,580 sq. ft.

Scheme B - Three Level Rear Addition - Gross floor area, 38,980 sq. ft.

Plans of these proposals are bound herein.

A Comparative Cost Estimate for both these proposals is also included.

Both Schemes have major unresolved questions dictated by the constricted site. Zoning calls for a 25' front yard, which presently exists.

The addition on the front will reduce this to 8'. Zoning calls for side and rear yards of one (1) foot for every foot of height and a minimum of ten (10) feet. The building presently sits on the rear lot line and is within approximately 4' and 18' of side yard lines. Lot coverage is about 50%. Off street parking is totally inadequate.

Also, the proposed Sally Port addition will require the acquisition of land from the Housing Authority. Building function, space relationships and maximum staff utilization dictates the location shown.

Some site acquisition appears necessary if the Department is to remain in this location. None of this is reflected in the Cost Estimates.

As an Alternate, we recommend consideration of a new facility on a new site. We estimate two (2) acres minimum will be necessary for a new two (2) story facility - with a 20,000 sq. ft. footprint and parking for 75 cars. (Note Zoning may require more).

This solution would permit uninterrupted operations at the existing facility until the new facility is ready. We estimate this will cost about \$1,000,000 additional to the costs projected herein, excluding site acquisition.

Construction at the existing facility will require careful phasing of construction. The new rear wing will have to be built and ready for occupancy before major work takes place in the existing Main building. It will be disruptive to police operations, but can be accomplished.

MIDDLETOWN POLICE

PRELIMINARY PROGRAM OF SPACE NEEDS

APRIL 1988

CITY OF MIDDLETOWN - Population estimate 45,000 to 50,000

POLICE STAFF:

TOTAL SWORN PERSONNEL 85 (6 are female)

Supervisory Officers - Chief
- Deputy Chief
- Captains - 3 (Administration, Patrol, Detectives)
- Lieutenants - 6

. Patrol - (3) One/Shift (Shift Commander @ Main Desk)
. Traffic - Records - Detective Bureau

Juvenile (youth) - 2
Detectives - LT., Sgt. and 4 Officers (6)
Street Crime - 2
Community Relations Officer - 1
Patrol - 58
Traffic Division - 4
Training - 1
Court Liaison and Property - 1
School Guards (no facilities needed)

Civilians (17 plus 2 Custodians)

Dispatchers - 9
Records Clerks - 3
Chief's Secretary - 1

Budget Analyst - 1
Scheduling Clerk - 1
Secretary (Also serves Detective Bureau - Typing) - 1

Planning and Research - 1
Custodians - 2 (Locate in Equipment Room)

<u>SPACE REQUIREMENTS</u>	<u>EXISTING</u>	<u>PROPOSED</u>
<u>PUBLIC LOBBY AREA - MAIN DESK RECEPTION</u>	350	500
... Single Entrance with vestibule	NONE	
... Access to <u>Elevator</u> for handicapped use	NONE	
... Access to Records information and Parking Authority with Security Barrier		
... <u>Main Desk</u> - Reception/Information - Security Barrier	125	150
... Desk Officer in command of Civilian Dispatchers (Lt @ Main Desk)		
... Reception by Dispatcher		
... Public Telephone, Display and Waiting, Writing Surface		
... Access to <u>toilet</u> (unisex handicapped toilet)	NONE	50
... Access elsewhere controlled by Desk Officer		
... <u>Interview & Press Room</u> , Public Fingerprinting	NONE	120
<u>COMMUNICATIONS - CENTRAL DISPATCH</u> (self-contained area)	280	400
... Adjacent to Main Desk in "secure" area		
... <u>Equipment Room</u> nearby, include space for enhanced 911	112	150
... Relocate present console. 4 year old Motorola console with space for additional person on Computer		
... Kitchenette	NONE	50
... Toilet	NONE	50
... Closed Circuit TV - Booking, Cell Block, Staff Entry, etc., Paging System		
... Lighting on Dimmers		
... Antenna - Police Communications on remote repeater system. Existing 100' tower in rear is for <u>Fire Department</u> emergency call boxes and may be inoperative - Verify		

	<u>EXISTING</u>	<u>PROPOSED</u>
<u>SHIFT COMMAND LIEUTENANT (Patrol Commander)</u>		
... Office adjacent to Main Desk	100	150
<u>RECORDS AND COMMUNICATIONS OFFICER (Lieutenant)</u>	IN WORK ROOM (see below)	150
<u>RECORDS</u>		
... Work Room (3 Civilian Clerks)	520	500
... Records Vault or Fire Rated Files (current 2-3 years)	NONE	300
... Old Records Storage (in "rear" storage area)	800	600
... Copy Machine		
... Public information via Security Barrier		
... Staff access via Counter	50	50
... Computer - 3 CRT's (each clerk). Separate Room for Computer with special climate control	70	100
<u>COURT LIASON AND PROPERTY OFFICER</u>	NONE	125
... Locate in Property Room		
... Responsible for Evidence		
<u>EVIDENCE (PROPERTY) STORAGE</u>	2 LOCATIONS	490
<u>SALLY PORT</u>	NONE	450
... Direct access to holding and booking		
... Doors controlled by Dispatcher/electric interlock		
... Gun Locker		
<u>VEHICLE PROCESSING - GARAGE BAY</u>		
<u>BULK EVIDENCE STORAGE (off Sally Port or Garage area)</u>	SEE ABOVE	400
... Bicycles, Motorcycles, etc.		

	<u>EXISTING</u>	<u>PROPOSED</u>
<u>HOLDING AND BOOKING (PRISONER PROCESSING) Secure Area!</u>	400	500
... Security screen separation - Fixed bench in holding area		
... Secure storage of personal valuables and clothing (locker for each cell)		
... Temporary evidence storage lockers		
... Fingerprinting - (sink)		
... Mugging - (camera and secured stool)		
... Gun Locker		
... Interrogation		
... Sobriety Testing - Intoxometer - Counter		
... Video Cameras to record activity		
... Drunk Test Walk line		
... Toilet		
 <u>DETENTION AREA (presently have 5 male and 2 female cells)</u>		
... Male Cells - (est. 10) (Closed Circuit TV - recess cameras)	500	800
... Female Cells (est. 4) and Matron's Room	200	400
... Accreditation standards for light, air, water, size, etc.		
... One (1) Padded Cell - isolate for sound. High ceiling with camera and light?	NONE	80
... Prisoner - Visitor Booth	NONE	50
... Shower (accessible to male and female cell block with remote control)	NONE	25

	<u>EXISTING</u>	<u>PROPOSED</u>
<u>DETECTIVE BUREAU (Investigation) - (two shift operation)</u>		
... Public Reception	125	100
... Supervisor's Office (Captain)	Shared 113	175
... Supervisor's Office (Lieutenant)	In Squad Room	150
... Squad Room - six (6) desks - low partitions, files	720	700
... Two (2) Interview Rooms (one-way mirror)	one 140	160
... Evidence Lockers		
... Radios & Equipment Storage		50
... Forensic Lab and Fingerprint Processing - Fume Hood	150	150
... Computer	80	80
<u>PHOTO LAB (DARK ROOM)</u>	110	200
... Photo (Film Processing Dark Room) expand to color work and black and white (Need new equipment)		
<u>STREET CRIME</u>		
... 2 to 4 Officers - Locate adjacent to Detectives		
... Interview Room	NONE	75
<u>YOUTH BUREAU (Adjacent to Detectives) - Access via Staff entry</u>		
... Youth Holding Room with toilet facility	350	75
... Office and Waiting - Desks 2 to 4 Officers	350	400
... Interview Room	NONE	75
<u>SHARED CONFERENCE (Detectives and Youth)</u>	NONE	150

	<u>EXISTING</u>	<u>PROPOSED</u>
<u>TRAFFIC DIVISION (Accident Investigation)</u>		
... Lieutenant's Office	100	150
... Four (4) Officers, Files	90	500
<u>PATROL DIVISION</u>		
... Patrol Captain's Office - locate in Communications Center	shared 112	175
... Shift Commander's Office (Lieutenant at Main Desk)		
... Sergeant's Office (adjacent to Roll Call - One (1) desk)	150	150
... Portable Radios	60	60
... Vehicle Keys		
... Arsenal	40	100
... Staff Entry Vestibule - Card Key Lock - CCTV	45	75
... Assembly - Roll Call - Locate on Main level	600	300
... Report Preparation - Library	NONE	100
... Quartermaster - Uniforms and Equipment Storage	100	150
... Locker Area Patrol		
... Est. 80 Male Lockers	900	900
... Est. 30 Female (possible "swing" lockers in Male area), Toilets and Shower Area	400	400
... Separate locker area - Male Supervisors	200	400
... Male Toilets and Showers	200	250
... Sauna	50	50
... Exercise Gym	425	750
<u>CAFETERIA</u> - Main level near Roll Call	NONE	360
<u>TRAINING</u>		
... Police Classroom - projector screen, chalk and tackboard	NONE	600
... Training Officer	NONE	100
... Training Supplies - AV Equipment	NONE	50

	<u>EXISTING</u>	<u>PROPOSED</u>
<u>ADMINISTRATION</u> (in remote, separate location)		
... Chief's Office with Private Toilet and Shower	300	300
... Conference Room	NONE	150
... Deputy Chief	180	200
... Secretary and Waiting	110	150
... Storage - Supplies, forms, etc.		100
... Captain - Administration	175	175
... Administration Office - 3 Civilians (Budget Analyst, Scheduling, Clerk, Secretary) Note - Secretary also serves Detective Bureau	300	375
<u>PLANNING AND RESEARCH</u>	180	180
<u>COMMUNITY RELATIONS</u> - small office	150	150
<u>CIVILIAN STAFF LOUNGE</u> 2nd level	90	100
... Kitchenette and vending		
<u>RESEARCH AND DEVELOPMENT</u>	NONE	150
<u>PARKING AUTHORITY</u> - A separate Department in the Police Building. Need public access. Possibly combine with Records.		
... Director's Office	150	150
... Clerical (3 desks)	250	300
... Public Counter	50	50
... Meter Repair Area (in garage area)	125	200
... Storage	? NONE	100
... Outside Employees		

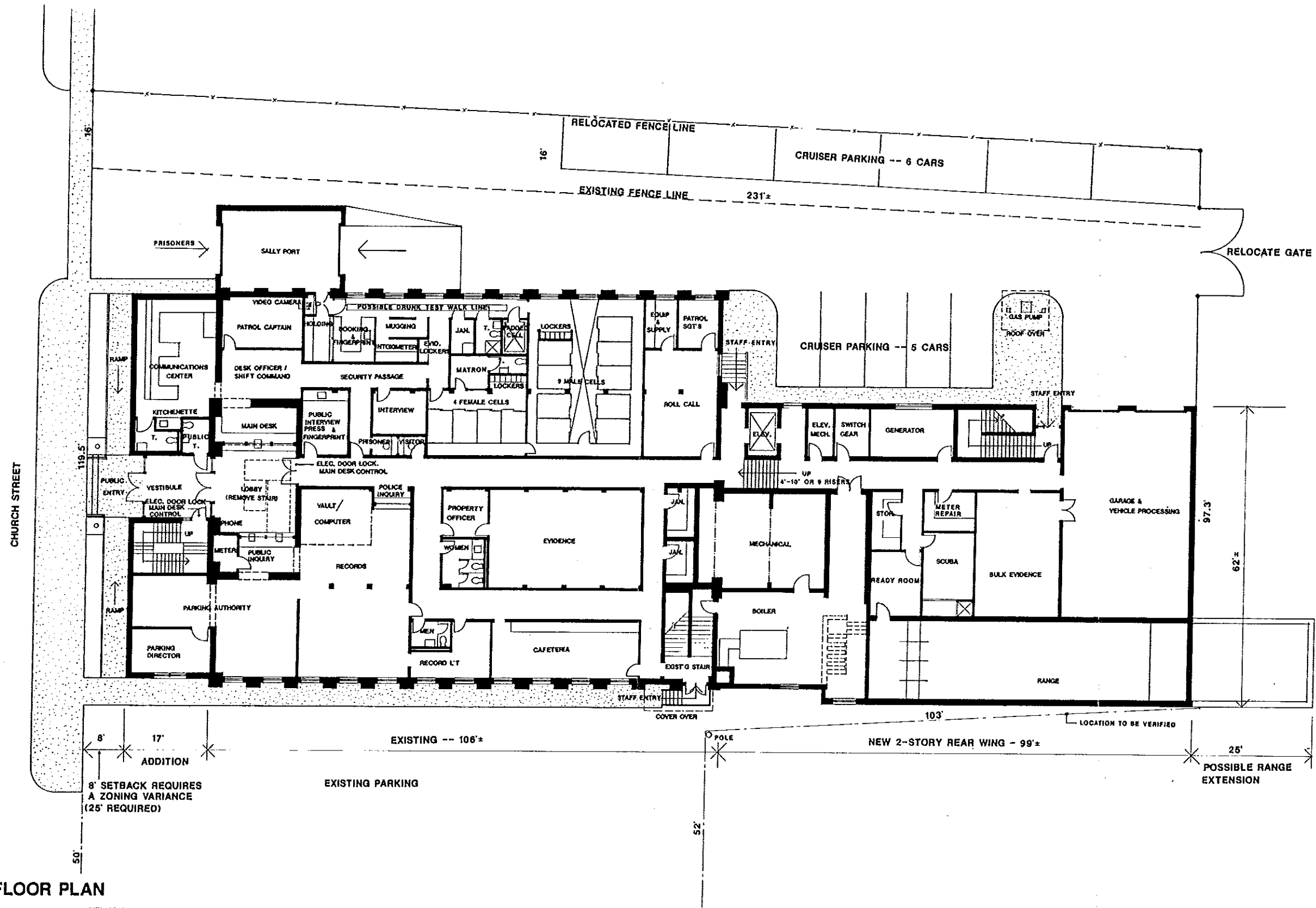
	<u>EXISTING</u>	<u>PROPOSED</u>
<u>GARAGE</u>	800	600
... Three Wheeler (1)		
... Motorcycles (4)		
... Future Van		
<u>FIRING RANGE?</u> (Note 75' ideal)	1,060	1,500
... 50' target positions		
... Control Room with Console		
... Viewing Area		
... Reload and Ammo. Storage		
<u>EMERGENCY SERVICES UNITS</u> (adjacent to each other in secured garage area)		
... Scuba - open shower, equipment storage, drying area. Floor drain	55	125
... SWAT - Weapons rack, equipment, storage and ten (10 lockers 24" x 24")	125	125
<u>AUXILIARY POLICE</u> - small office with eight (8) small lockers, shower and toilet. Controlled entry	45	200
<u>EXPLORERS</u>	NONE	200
<u>MISCELLANEOUS</u>		
... Emergency Generator (upgrade/existing)	145	150
... Boiler and Mechanical - Central Air Conditioning Upgrade existing. Note existing system is gas heat. Verify existence of old fuel tank	960	1,500
... Transformer and Switch Gear	NONE	100
... Janitorial - all floors	4 Locations 200	200
... Elevator and Machine Room	NONE	300

		<u>EXISTING</u>	<u>PROPOSED</u>
<u>MISCELLANEOUS (continued)</u>			
... Circulation Stairs and Corridors (net to gross calculation)			
... Toilets	6 Locations	425	425
... New Telephone System			
... Miscellaneous Storage		500	750
... Spare Office Each Floor (2)		NONE	300

SITE

- ... Parking
- ... Impounded Vehicles - off site
- ... Gas Pump - One (1) - Unleaded. Existing tank 7-10 years old
- ... Flag Pole

TOTAL NET AREA	15,982	24,415
GROSS AREA EST. (1.30 net)	23,460	31,740



MAIN FLOOR PLAN

**ADDITIONS AND ALTERATIONS TO THE
MIDDLETOWN POLICE HEADQUARTERS
MIDDLETOWN, CONNECTICUT**

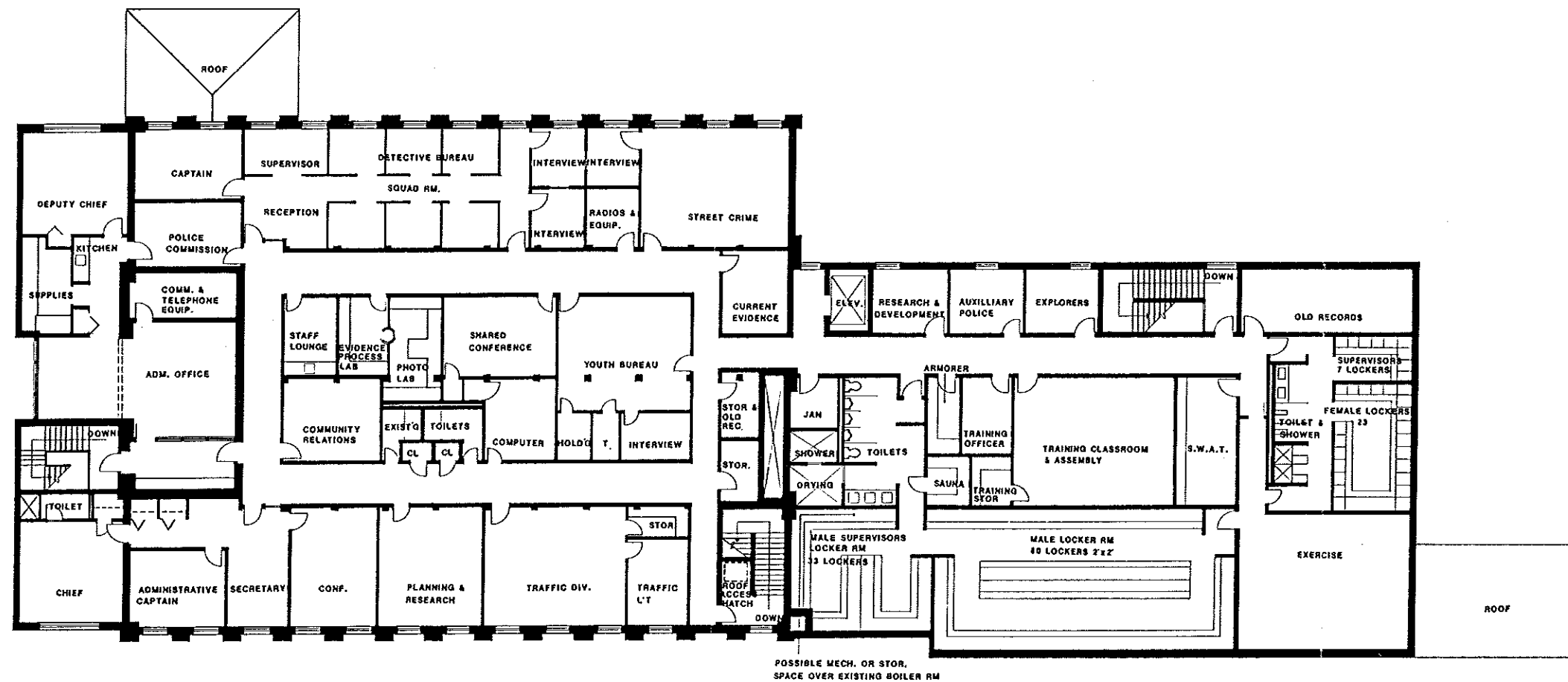
JANUARY 21 1988
REVISED 2-3-1988
2-18-1988

SCHEME A

FLOOR AREA :

MAIN - 16,520 S.F.
UPPER - 16,060 S.F.
TOTAL 32,580 S.F.





UPPER FLOOR PLAN

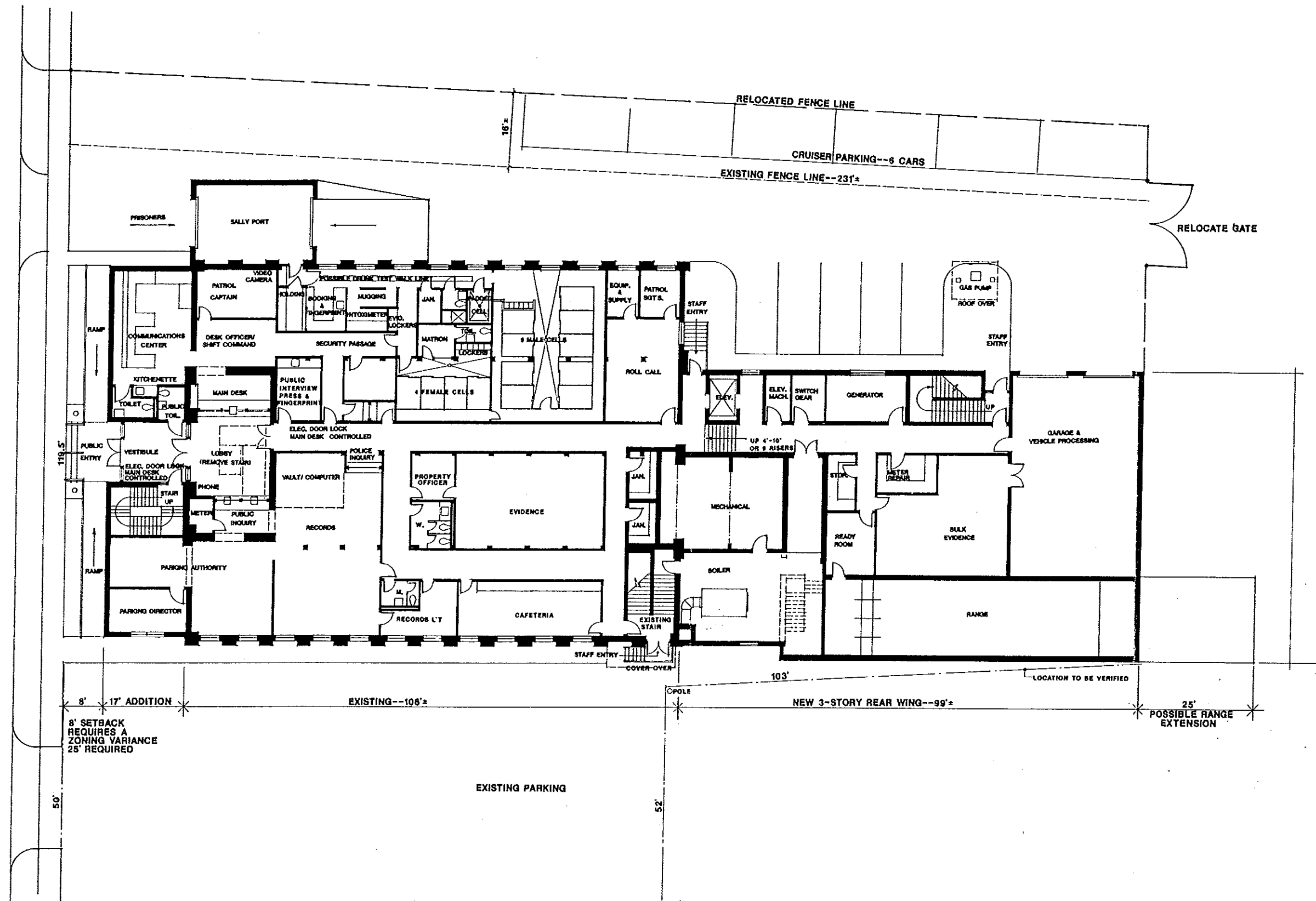
ADDITIONS AND ALTERATIONS TO THE
MIDDLETOWN POLICE HEADQUARTERS
MIDDLETOWN, CONNECTICUT

SCHEME A

JANUARY 21 1988
REVISED 2-3-1988
2-18-1988



CHURCH STREET

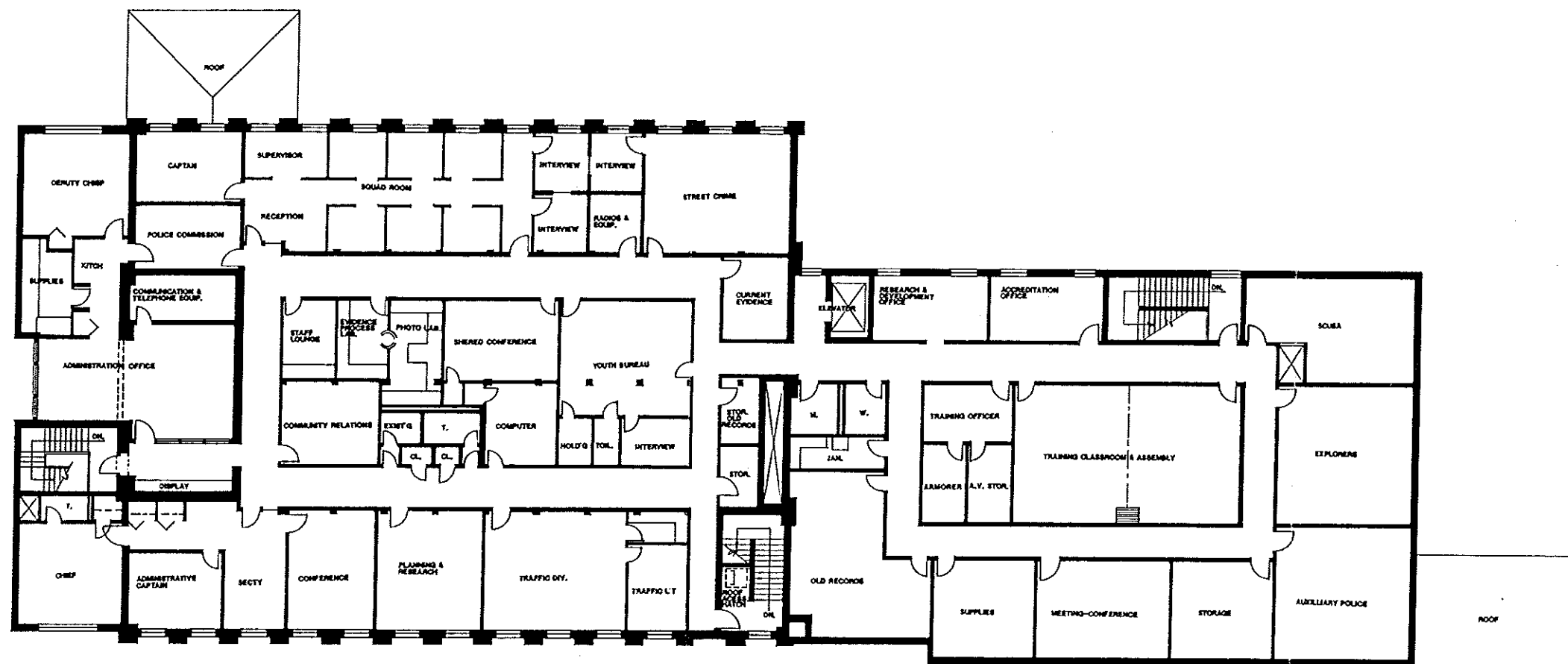


MAIN FLOOR PLAN

**ADDITIONS & ATERATIONS TO THE
MIDDLETOWN POLICE HEADQUARTERS
MIDDLETOWN, CONNECTICUT**

SCHEME " B "



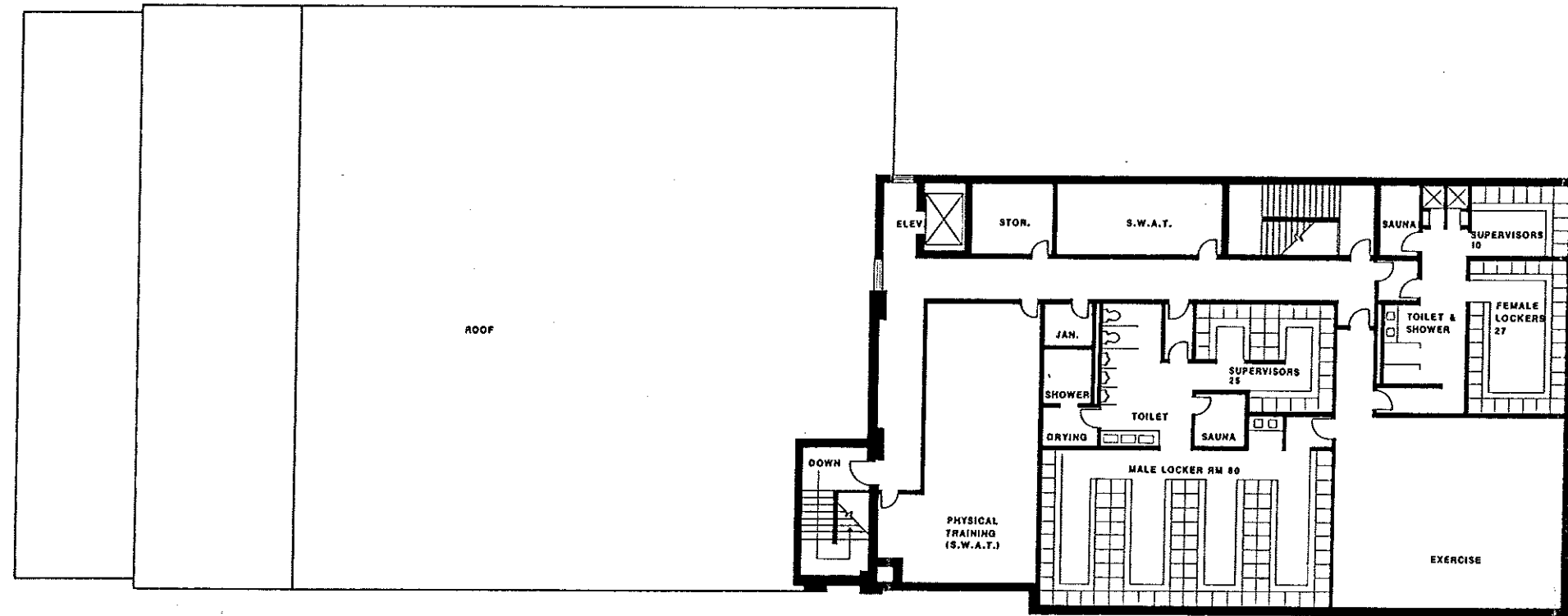


SECOND FLOOR PLAN

ADDITIONS & ALTERATIONS TO THE
MIDDLETOWN POLICE HEADQUARTERS
MIDDLETOWN, CONNECTICUT

SCHEME "B"





THIRD FLOOR PLAN

**ADDITIONS AND ALTERATIONS TO THE
MIDDLETOWN POLICE HEADQUARTERS
MIDDLETOWN, CONNECTICUT**

SCHEME B



COMPARATIVE COST ESTIMATE
MIDDLETOWN POLICE HEADQUARTERS EXPANSION
MIDDLETOWN, CT
APRIL 1, 1988

Scheme A

Existing to be Renovated (Front) 16,960 sq. ft. @ \$100	\$ 1,696,000.00
New Additions (including Rear) 15,620 sq. ft. @ \$125	1,952,500.00
Site Work	100,000.00
SUB TOTAL	<u>\$ 3,748,500.00</u>
Escalation to Bid 10% (1 year) Construction Total	374,850.00 <u>\$ 4,123,350.00</u>
Architectural/Engineering Fees (10%)	412,335.00
Contingency (10%)	412,335.00
Furnishings, Equipment, Survey and Bidding Costs	250,000.00
TOTAL	<u>\$ 5,198,020.00</u>

Scheme B

Existing to be Renovated (Front) 16,960 sq. ft. @ \$100	\$ 1,696,000.00
New Additions (including Rear) 22,020 sq. ft. @ \$125	2,725,500.00
Site Work	100,000.00
SUB TOTAL	<u>\$ 4,521,500.00</u>
Escalation to Bid 10% (1 year) Construction Total	452,150.00 <u>\$ 4,973,650.00</u>
Architectural/Engineering Fees (10%)	497,365.00
Contingency (10%)	497,365.00
Furnishings, Equipment, Survey and Bidding Costs	250,000.00
TOTAL	<u>\$ 6,218,380.00</u>

COMPARATIVE COST ESTIMATE

(continued)

NEW BUILDING

32,000 sq. ft. @ \$125	\$ 4,000,000
Site Work	500,000
Subtotal	<u>\$ 4,500,000</u>
Escalation to Bid 10% (1 year)	450,000
Construction Total	<u>\$ 4,950,000</u>
Architectural/Engineering Fees (8%)	396,000
Contingency (10%)	495,000
Furnishings, Equipment, Survey and Bidding Costs	250,000
TOTAL	<u>\$ 6,091,000</u>

This does not include cost of site acquisition which can be offset by sale of existing building.