CITY OF LAKE STEVENS
POLICE STATION / CIVIC CAMPUS
REQUEST FOR QUALIFICATIONS

March 9, 2018

1. Project Background and Description

Overview / Deadline for Submittals

The city of Lake Stevens is requesting a Letter of Interest (LOI) and Statement of Qualifications (SOQ) for professional architectural and engineering services to design a new police station and other potential civic buildings. Responses are due by **4:00 PM, Wednesday, April 18, 2018**.

Background

The city of Lake Stevens is a rapidly growing community in Snohomish County situated west of the Cascade foothills. Snohomish County predicts Lake Stevens and surrounding areas will grow to a population of 46,380 and provide approximately 8,000 jobs by 2035. In 2016, the city of Lake Stevens purchased property to house new civic buildings near Chapel Hill and 99th Ave NE. In 2017, the city began a master planning exercise and needs assessment to identify preferred alternatives for a centralized city campus. The city's primary objective is to build a new Police Station to deliver effective police services that is designed and constructed in a financially sustainable and responsible manner that meets the operating needs of the police department.

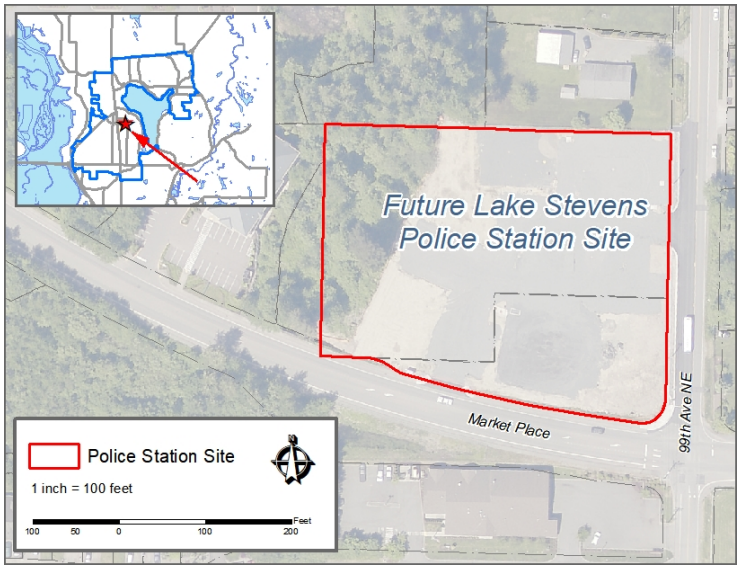
2. Project Scope

Preliminary Scope of Services

The city of Lake Stevens is seeking professional architectural and engineering services from a qualified firm or team to design a 18,000 square foot police station and 1,500 square foot storage building along with associated site improvements such as parking and stormwater. The site should be developed in a manner to allow future civic buildings including a city hall. The desire would be to start construction of the police station in early 2019.

The firm or team will need to evaluate the current needs assessment as it develops its design. The selected firm or group shall complete permit and environmental documents, full plans, specifications and estimates to bring the project forward ready to bid.

Project Location



3. Submittal Content Requirements

Letter of Interest / Statement of Qualifications

The letter of interest should indicate: (a) the availability of the firm's resources for completing all components of the project; (b) proposed schedule; and (c) the firm's contact information (address, telephone, email).

The nature and form of response are at the discretion of the respondent, but at a minimum, the following information must be included:

A. Project Organization and Staffing

1. Provide an organization chart showing project manager, team members, and responsibilities for this project. Include resumes of each member of the project team.
2. Describe the portion of work that will be performed by a subcontractor, if any, and information about the professional qualifications of proposed subcontractors.

B. Description of Related Experience

1. Describe the firm's experience designing civic buildings, including police stations. Include descriptions of at least three similar projects completed in the last five years with references. For each project, provide the following information:
   - Name, address and telephone number of the client.
   - Summary of the firm's role/responsibility, project manager and personnel who worked on each project with a brief description of their responsibilities.
   - The elements of the projects that are common to the proposed project.
   - Summary of the firm's deliverables.
   - Illustrations and/or photos of the completed project
2. Describe the firm's familiarity with Lake Stevens or similar sized cities.
3. Describe the firm's approach to dealing with and communicating with public officials about complex, analytical data regarding facility planning.

4. Submittal Format

The Statement of Qualifications should be organized in a manner that allows the reviewer to evaluate the firm's qualifications quickly. The Statement of Qualifications shall be no more than 10 pages, excluding the cover, a Letter of Interest, and section dividers, provided the text of the response is not printed upon them. The pages shall be eight and one-half inches by eleven inches with printed text only on one side, pages containing charts and graphs only may be printed on pages eleven by seventeen inches. The interested firm or group must provide five printed copies and one (1) electronic copy of the proposal.

5. Selection Process

The city of Lake Stevens will evaluate the LOI / SOQ based on expertise of the qualified firms or assembled teams, references, written responsiveness, past experiences of similar size and scope, proposed schedule and ability to meet an accelerated timeline.

Prior to applying, the city will hold a bidders' conference on **March 26, 2018** to discuss the project scope with interested firms. After proposals are received and evaluated, the city will interview

finalists. Following interviews, the selection committee will make a recommendation to City Council. Upon Council approval, the selected firm / team will be notified and the city will complete contract negotiations. The final steps will be the city issuing a Notice to Proceed.

Each proposal will be evaluated and receive a score based upon the quality of response to each of the following topic areas. Maximum number of points achievable is 90.

A. Project Management - 20 points maximum

1. Timeline – 20 points
   - Ability to create realistic project timelines
   - Ability to meet project timeline
   - Methods of proven successes for staying within budget during design

B. Organizational Background, Experience & Expertise - 50 points maximum

1. Qualifications of Proposed Members – 20 points
   - Years of experience
   - Quantity of similar projects
   - Education
   - Years with the firm
2. Comprehension, Responsiveness and Demonstrated Success – 20 points
   - RFQ illustrates that the team clearly understands objectives and technical requirements
   - Responsiveness to all aspects of the request
   - Firm's demonstrated success with similar projects
3. Public Sector Experiences, including Community Engagement – 10 points

C. Clarity of Proposal - 20 points maximum

1. Is the proposal easy to understand?
2. Do the graphics further clarify the written items?
3. Did the firm (or group) stay within the maximum allotted pages?

6. Contact / Schedule

Questions should be submitted to Russ Wright at rwright@lakestevenswa.gov. Replies will be sent via email to all firms or groups that submitted a LOI and SOQ.

Responses are to be addressed as follows:

Russ Wright / City of Lake Stevens
PO Box 257, Lake Stevens, WA 98258
Proposals should be marked Police Station / Civic Campus Proposal. Proposals submitted after the deadline date and time will not be accepted.

Schedule

RFQ Advertised	March 9, 2018
Bidders Conference	**March 26, 2018 at 10:00 am** Lake Stevens Community Center 1812 Main Street Lake Stevens, WA 98258
Deadline for Receipt of RFQ	April 18, 2018
Review and Selection of Finalists	April 30, 2018
Interview Finalists	Mid-May 2018
Select Firm (or group) & Contract Negotiations	May/June 2018

7. Terms, Conditions and Disclaimers

The successful submittal and consultant team will be expected to sign a city of Lake Stevens Professional Services Agreement for Consultant Services in the form utilized by the city.

The city of Lake Stevens reserves the right to reject all proposals, to waive any informality in proposals, and to negotiate changes in the scope of services to be provided.

QUESTION & ANSWER SUMMARY

Police Station Pre-Bid Conference – March 26, 2018

The city of Lake Stevens held a pre-bid conference on March 26, 2018 to discuss the Request for Qualifications to design a new police station. Twenty individuals attended representing 18 firms. City staff presented a slideshow that covered: Desired Firm Qualifications, Existing Site Conditions, Background Work Completed, Growth Potential for City and Police Services, Proposed Police Department Needs and Questions received to date. A copy of the presentation is included on the city's website.

After the presentation city staff responded to audience questions, summarized below.

1. Should the statement of qualifications submitted be for the entire team, including subconsultants?
   - **Yes – the statement of qualifications should include the primary architecture firm and proposed subconsultants. The summary of qualifications should provide a concise summary of team members and relevant experiences.**
2. What level of sustainable design should be incorporated into the design?
   - **The project should be designed to LEED Silver or equivalent.**
3. Will the Maker's Needs Assessment be available on the city's website?
   - **Yes – the city will provide Maker's Needs Assessment and associated documents on the website.**
4. What preliminary geotechnical work has been done and what additional work will be required?
   - **Terra Associates, Inc completed a geotechnical analysis for the site in 2009 for a proposed office complex.**
   - **An addendum to this report will likely be necessary to ensure future foundations are supported based on forthcoming design.**
   - **CHS Engineers completed an engineering summary for Maker's in 2017 as part of the master planning.**
5. Has a Phase I Environmental Assessment been completed for the site?
   - **No – any site remediation would have occurred with the prior clearing and grading actions.**
6. Has the critical areas review been completed?
   - **Yes – Perteet completed a Wetlands Delineation in May 2017. Depending on unforeseen impacts, an update and mitigation plan may be necessary.**

7. How will stormwater vesting apply?
    - **The city desires to use the existing stormwater vault if possible for storage and water quality. The prior geotechnical report indicates that infiltration is not feasible on this site. Any new stormwater control will need to meet the infeasibility analysis for low impact development.**
8. What is the prior historical use of the site?
    - **Prior to the current clearing and development, the site had two abandoned homes and two barns.**
    - **The site was graded and infrastructure installed in 2012 in preparation for an office complex.**
9. What is determining the preferred start of construction date in 2019?
    - **The city desires to relocate the Lake Stevens Police Department as soon as possible – police staff have outgrown the current facility; police services and evidence are in different locations; and structural issues have been identified in the current building.**
10. Will the sign-in sheet be distributed?
    - **Yes – the sign-in sheet will be included on the website**.
11. Why is the proposed police department parking demand different than the code requirement?
    - **The parking demand for the Police Station is predicated on providing enough secure parking that allows for overlap in shifts and non-officer use. As the project will be phased, parking can also be phased into the future.**
12. What size is the existing lot and stormwater vault?
    - **The existing site is approximately 2.8 acres.**
    - **The site's existing stormwater detention structure has a total volume of 60,480 cubic feet.**
13. What is the permit path for the police station?
    - **The police station will require design review, a planned action certification (SEPA), a building permit and construction plan review.**
14. What permit work did Maker's complete?
    - **Maker's did not complete any pre-permitting work.**
15. What is the SEPA review procedure?
    - **SEPA review will be conducted through an analysis of the city's adopted Planned Action Ordinance as part of the Environmental Impact Statement for the Lake Stevens Subarea Plan.**
16. Will the city provide a link to the Planned Action Ordinance for the Lake Stevens Center Subarea?
    - **The Planned Action Ordinance and other subarea plan documents are available at:** http://www.lakestevenswa.gov/152/Subarea-Planning

17. What content is included in the page limit?
    - **The statement of qualifications should include team information for both primary team members and subconsultants, relevant project examples, description of municipal experience and public outreach approach.**
    - **The letter of interest, coversheet, table of contents and dividers are not counted toward the page count.**
18. Who will be part of the review team for the RFQ?
    - **The final composition of the review team has not been formalized, but will likely include the City Administrator, Police Chief and Community Development Director and may include the Mayor, Public Works Director and additional police command staff.**
19. How will the project be funded?
    - **The precise funding mechanism has not been determined, but it is likely that the city will consider councilmanic bonds**
20. Does the city desire a design / build contract for the proposal?
    - **No – the city's preferred method is a standard design-bid-build process meaning the scope of services should include a complete design, permit and construction estimates ready for construction bids.**

Proposals must be received by 4:00 pm on **April 18, 2018**.

Project information is available at the following link:

http://www.lakestevenswa.gov/CivicAlerts.aspx?AID=214

If you have questions please email Russ Wright at rwright@lakestevenswa.gov.

CITY OF LAKE STEVENS

SIGN IN SHEET

SUBJECT: Police Station Bidders

DATE: 03/26/2015 TIME: 10:00 am-Community Center

Name (please print)	Phone Number	Email Address
Darrell Smith	425-238-9934	darralls@Partsat.com
JIM MERRITT	253.720.1860 253-922-4037	LIZH @ HelixDesignGroup.net
ROXANNE JUSTICE	425.259.0868	ROXANNE@BNARCH.COM
Nicole Becks	206-725-1211	nicoleb@lpdengineering.com
ROBERT HUTCHINSON	206-780-0876	HUTCH@COATESDESIGN.COM
HEIDI MAKI	206 443-6212	hmaki@ssfengineers.com
Andrew Deloucas	206-294-7550	andrew.deloucas@sylasobrien.com
Rich Murakami	206 624 4222	richard@rolludaarchitects.com
MARTIN REIMERS	425 377 8786	MREIMERS @ CONCEPT ARCHITECTURE.COM
BRETT HANSON	206-749-9883	bhanson@mcknze.com
GARRY MOORE	425-645-3123	GMOORE@CJA-INC.COM
BILL VALDEZ	719-205-2375	BILL VALDEZ@KMB-ARCHITECTS.COM
Chris Miller	425-250-7249	cmiller@thebluelinegroup.com
CLAIRE RENNHACK	206-254-2024	crennhack@millerhull.com
ANTON ALEKOM	206 254 2020	ALEKOM@MILLERHULL.COM

CITY OF LAKE STEVENS

SIGN IN SHEET

SUBJECT: Police Station Bidders

DATE: 03/26/2015 TIME: 10:00 am-Community Center

Name (please print)	Phone Number	Email Address
Adam Clark	(425)252-2153	adam@2812architecture.com
David Hansen	206 403 8801	David@Hansen-Design.com
Brian Griffith	206-319-7830	bgriffith@integralgroup.com
Reid Shockey	425-258-9308	RCShockey@shockeyplan ing.com
Gail Kinner	206-714-0371	gail.kinner@salasobrien.com

CITY OF LAKE STEVENS

PROGRAM SUMMARY MEMO

March 30, 2018

Contents

MAKERS
architecture · planning · urban design

1. INTRODUCTION

This document summarizes the estimated space needs and parking requirements to support the City of Lake Stevens' administrative functions (referred to herein as "City Services"), Court and Council Chambers, and Police Department through the year 2035 (Figure 1). This information is intended as a starting point for teams hired to design City Services facilities, Court and Council Chambers, and the Police Station in the future. It is expected that this information will be reviewed and refined during the design process.

Future staffing and space needs were developed based on interviews with City staff, population growth estimates, staffing and space comparisons with peer cities, and applicable industry standards. The space needs for most functions were determined by projected staffing levels. Some specialized components, such as the Court/Council Chambers, were sized according to the City's desired occupant capacity. A Phase 1 Transportation Assessment that includes projected trip demand and parking requirements is included as Appendix E.

Note: At the conclusion of the programming process, the Police Department conducted additional analysis and refined their projected staffing and space needs. This is summarized in "Appendix D. Lake Stevens Police Department New Building Assumptions Memo". For the purposes of this report, the program requirements for Police which resulted from the initial programming process will be referred to as the "draft Police program"; this contains a detailed space breakdown that will be helpful context for a future design team. The refined program requirements provided in Appendix D will be referred to as the "final Police program"; this contains updated staffing and square footage requirements, without a detailed programming breakdown.

DEPARTMENT	GSF
Police (draft)	22,150
Council/Court	5,240
City Services	16,485
TOTAL	**43,875**

FIGURE 1. 2035 SPACE NEEDS SUMMARY IN GROSS SQUARE FEET (GSF)

INTERVIEWS

City staff were asked about their workgroup roles and responsibilities, specialized facility needs, and likely impacts of growth, regulatory change, industry best practices, technology, and organizational direction. Interviews were conducted in May 2017 with the interviewees listed at right.

INTERVIEWEES

City

Beth Braun (Communications)
Gene Brazel (City Administrator)
Jim Haugen (Parks)
Teresa Meyers (Permit Counter)
John Spencer (Mayor)
Barbara Stevens (Finance, City Clerk)
Troy Stevens (IT)
Amanda Wells (PW)
Dave Williamson (Building Official)
Russ Wright (Planning)

Police

Jeffrey Beazizo
Ron Brooks
David Carter
John Dyer
Deborah Smith
Jerad Wachtveir
Steve Warbis

Council

Kim Daughtry
Gary Petershagen

CITY GROWTH

Lake Stevens' projected future growth is a key driver of program requirements: the City is growing both in population density and area due to the ongoing implementation of an annexation plan. The official Lake Stevens growth estimate predicts a population of 46,380 by 2035, a 50% increase over Lake Stevens' 2015 population. The City's Planning Department expects that Urban Growth Boundary expansion and downtown up-zoning will cause Lake Stevens' population to exceed the official growth estimate. This increase in population and service area will increase demands on the City, requiring additional staff and facilities to support their work.

COMPARABLE CITIES & PROJECTED STAFFING LEVELS: CITY SERVICES

The projected staffing levels for Lake Stevens City Services in 2035 were based on existing staffing levels and interview outcomes. MAKERS then conducted a review of peer cities to confirm those projections. Burien, Sammamish, Shoreline, and Redmond were identified as the Washington state cities most similar to the projected size and density of Lake Stevens in 2035 (Figure 2).

Figure 3 provides the estimated staffing required for City Services, existing City staffing levels, and existing staffing levels for comparable cities.

CITY	POP.	POPULATION PER SQUARE MILE
Lake Stevens 2035	**45-55,000**	**3,659-4,472**
Lake Stevens 2015	29,774	3,345
Lakewood 2015	59,122	1,204
Redmond 2015	**57,959**	**3,421**
Shoreline 2015	**54,774**	**4,682**
Richland 2015	52,291	1,337
Sammamish 2015	**50,163**	**2,716**
Burien 2015	**49,785**	**3,763**

FIGURE 2. POPULATION DENSITIES OF COMPARABLE CITIES

CITY	POP.	ADMIN, FINANCE, IT	PLANNING/ COMM. DEV.	PARKS	PUBLIC WORKS	TOTAL
Lake Stevens 2035	45-55,000	23	18	9	12	**62**
Lake Stevens 2015	29,774	11	11	1	7	**30**
Burien	49,785	24	12	12	10	**58**
Sammamish	50,163	25	28	12	19	**84**
Shoreline	54,774	42	23	14	33	**129**
Redmond	57,959	101	78	29	63	**271**

FIGURE 3. COMPARABLE CITY SERVICES STAFFING BY DEPARTMENT

Notes:

1. *Staff counts exclude Parks and Public Works operations/field-based staff.*
2. *Water staff are excluded from all comparables as these functions are provided for Lake Stevens by Snohomish County PUD.*
3. *Shoreline and Redmond staff counts include wastewater administrative staff.*
4. *Of the nine Lake Stevens Parks staff forecast for 2035, five Parks staff are intended to be located with City Services staff. The other four may be located at the new downtown community center or another satellite facility.*

COMPARABLE CITIES & PROJECTED STAFFING LEVELS: POLICE

The Police department conducted comparable city analysis which sought to identify peer cities that are comparable not just in size, but also community profile relevant to Police services. The Police Department subsequently refined their projected staffing needs. A description of the Police Department's approach to developing staff counts is included in Appendix D.

2. PROGRAM

The program lays out the size and adjacency requirements of the functions currently located at City Hall, the Police Station, and a new combined Council Chambers and Municipal Court facility. This section provides an overview of the types of spaces and summary square footage required by each use. The program assumes City functions are distributed between three buildings as illustrated below. Space needs related to building support functions (such as restrooms, lobby space, or parking) may change if functions are distributed differently.

Areas are provided below in gross square feet (gsf), which includes all building areas needed for structure, mechanical systems, walls, primary and secondary circulation, and building support spaces such as janitorial closets. Detailed program tables are included in Appendix A.

Estimates of parking requirements for Council/Court and City Services were calculated per Institute of Transportation Engineers standards. The Phase I Transportation Assessment (Appendix E) includes a detailed parking demand assessment conducted for Police based on the draft program staffing levels and shift assignments. Parking demand for co-located facilities may be reduced due to differences in peak parking demand times and should be considered during the design phase.

DEPARTMENT	FTES	GSF
Police (draft)[1]	**83**	**22,150**
Council/Court	**3**	**5,240**
City Services	**58**	**16,485**
Admin & Finance	*19*	*3,175*
Community Development	*18*	*3,465*
IT	*4*	*935*
Parks[2]	*5*	*650*
Public Works	*12*	*2,385*
General City Hall[3]	*N/A*	*5,875*
TOTAL	**144**	**43,875**

FIGURE 4. 2035 LAKE STEVENS STAFFING PROJECTIONS & SPACE NEEDS

FUNCTION	STALLS REQUIRED
Police (draft)[1]	113
Council/Court	22
City Services	67

FIGURE 5. PARKING DEMAND BY FUNCTION

Notes:

1. *The final program for Police per Appendix D assumes 80 FTEs, 19,500 GSF, and 75 Police parking stalls.*
2. *Space needs for the four additional City Parks staff to be located at another facility are not reflected in this program.*
3. *"General City Hall" includes customer service and support spaces for City Services, such as lobbies & public restrooms*

Universal Program Elements

The following functions are common to City Services, Court/Council Chambers, and Police. Additional specialized program requirements are discussed in subsequent sections. Net square foot assumptions for common program elements are provided in "Appendix B. Space Standard Assumptions". Illustrations of example workstation and meeting space configurations ("typicals") are provided in "Appendix C. Workstation and Meeting Space Typicals".

Private offices are provided for executive staff and specialized positions conducting concentrative work or sensitive conversations. Extra-large offices which include a two- to four-person conference table are provided for staff with frequent meetings.

Shared private offices are provided for IT department staff, who do not require a private workspace but do need a lockable workspaces. Shared private offices are also provided for Police sergeants, who require private offices but whose workdays are not concurrent (e.g. day shift and night shift). In this use-case, it is assumed that a pair of sergeants will share one private office that is 150% the size of a single-occupancy private office.

Open workstations make efficient use of City real estate by providing dedicated workspaces in an open-plan work environment.

“Hoteling" workstations provide dedicated storage and compact workspaces for staff who spend most of their time in the field or telecommute. Hoteling workstations may be configured for non-concurrent shared use.

Meeting spaces are provided to support small and large meetings. Open-plan collaborative “breakout" spaces are provided for informal meetings. One- to two-person rooms support one-on-one meetings and private phone calls.

Customer service spaces accommodate the public when they do business with the City, e.g. applying for a building permit or business license. These spaces include public-facing lobbies, customer service counters, and conference rooms.

Department support spaces include short- and long-term file storage, copiers and document production spaces, and specialized storage areas.

Staff support spaces include breakrooms, gyms, and personal accommodation rooms.

City Services Program Summary

58 FTEs
16,110 gsf

City Services comprise most office-based City functions, including public-facing customer service counters and lobby with adjacent conference room and public records reviewing space. Meeting and support spaces are intended to be shared between departments.

FUNCTION	QTY	GSF
Private Office	14	2,245
Private Office, Shared	3	390
Open Workstation	31	3,205
Hoteling Workstations	9	365
Meeting Spaces	11	3,195
Customer Service		1,700
Department Support Space		3,820
Staff Support Space		1,565
TOTAL		**16,485**

FIGURE 6. CITY SERVICES PROGRAM SUMMARY TABLE

Municipal Court & Council Chambers Program Summary

3 FTEs
5,240 gsf

The Municipal Court and City Council is programmed as a stand-alone building whose primary space is a multi-purpose room to be used primarily as a joint-use **court and council chambers**. This room is sized to accommodate a 100-person audience. The square footage provided for this function assumes the inclusion of a small kitchenette and a storage room for movable tables and chairs.

The Court is expected to require three FTEs: a court administrator with a private office and two cashier/clerks whose workstations will be located next to a **customer service** counter. The program additionally provides **court offices** for use by the judge, the prosecutor, and the public defender. In addition to the court/council chambers, an 8-person multi-purpose **workroom** with a small kitchenette and adjoining restroom are provided for jurors and/or witnesses. A **customer service lobby** provides space for members of the public to pay court fees or request records; court clerks will also process passport applications. Space for a metal detector has been allocated to support building security.

FUNCTION	QTY	GSF
Court/Council Chambers		1,875
Court Offices	4.0	620
Jury/Witness Workroom		590
Customer Service		1,555
TOTAL		**5,240**

FIGURE 7. COURT/COUNCIL CHAMBERS PROGRAM SUMMARY TABLE

Police Draft Program Summary

83 FTEs
22,150 gsf

Note: The final Police program in Appendix D identifies 80 FTEs and 19,500 gsf. As this analysis did not include a program breakdown, the breakdown for 83 FTEs and 22,150 gsf is provided here as a reference for the future design team.

Department leadership and specialized officer roles are programmed to have **private offices**. Sergeants assigned to non-concurrent shifts are able to share offices. Most patrol officers are not assigned workstations, but are instead provided dedicated storage for personal items and use shared workstations arranged around a briefing table, accounted for in the **operations** category in the program. The remaining officers and support staff use **open workstations**.

FUNCTION	QTY	GSF
Private Office	11	1,750
Private Office, Shared	8	800
Open Workstation	28	2,800
Operations		2,440
Meeting Spaces	7	3,000
Customer Service		540
Department Support Space		1,740
Staff Support Space		4,640
Sallyport		2,570
Support Services		1,870
TOTAL		**22,150**

FIGURE 8. DRAFT POLICE PROGRAM SUMMARY TABLE

Meeting space requirements include conference rooms, phone rooms, and "soft" interview rooms. A 40-person training room is also programmed. This function could also potentially be provided using the Court/Council Chambers.

Customer service areas support public facing functions, including records requests and interviews between officers and the public. These spaces include a customer service counter and lobby and should be adjacent to the soft interview rooms.

Department support spaces include space for community event storage.

Specialized **staff support spaces** for Police include lockers, an exercise room, and a laundry room.

The **sallyport** provides a secure space to transfer detainees from police vehicles to the building. The sallyport is adjacent to a booking area, holding cell, blood alcohol concentration testing room, restroom, and hard interview room. The sallyport should be accessed from within a secure police vehicle parking lot.

The secure parking lot should also include space for **support services** functions, including an annex building for evidence processing and storage and a defensive tactics mat training room. Weapons cleaning and storage are also support services functions to be located in the main Police building.

APPENDIX A. PROGRAM TABLES

The Program Tables in this section provide a detailed list of program elements required for each function and quantities of those spaces where applicable.

TERMINOLOGY

NET SQUARE FEET (NSF)

Net square feet is the basic measurement of a program element. For enclosed spaces, such as a private office, this would be measured from wall-to-wall. For free-standing elements, such as a file cabinet, this measurement would be limited to the footprint of the cabinet. Net square footage of commonly used program elements is provided in Appendix B.

USABLE SQUARE FEET (USF)

Usable square feet is the total occupiable area required by each program element and includes the net square footage for the element, partition walls, and secondary circulation spaces, such as the walkway needed to access a file cabinet. This space need is estimated for planning purposes by multiplying the net square footage by a grossing factor between 1.4 and 1.67.

GROSS SQUARE FEET (GSF)

Building gross square feet is the total square footage required for the building and includes additional square footage for general building areas, including building structure, exterior walls, and mechanical spaces. This space need is estimated by multiplying the usable square footage by a grossing factor of 1.25.

CITY SERVICES PROGRAM

PROGRAM ELEMENT	QTY	USF	GSF
General City Hall			
Meeting			
Conference Room, 4-6	4	1,202	1,503
Conference Room, 8-10	2	802	1,002
Customer Service			
Building Lobby		334	418
Public Restroom		534	668
Department Support Space			
Copier/Workroom/Mailroom		334	418
Server Room		240	301
Staff Support Space			
Breakroom		580	725
Breakroom/Coffee Prep		50	63
Staff Restroom		541	676
Personal Accommodation Room	1	82	102
Admin & Finance			
Private Office			
Administrator	1	140	175
City Clerk	1	140	175
Finance Director	1	140	175
Human Resource Director	1	140	175
Mayor	1	140	175
Open Office			
Accountant	2	160	200
Human Resources Project Assistant	2	160	200
Office Assistant	1	80	100
Procurement and Contracts Manager	1	80	100
Receptionist/Cashier	1	80	100
Senior Accountant	1	80	100
Customer Service	1	80	100
Hoteling or Shared Workstations			
Deputy Clerk	2	80	100
Grants Manager	1	30	38
Human Resources Project Assistant	1	30	38
Meeting			
Phone Room	1	82	102
Customer Service			
Customer Service Counter & Lobby		99	123
Department Support Space			
Active Lateral Files (LF)	30	220	276
Department Production Area		188	235
Long Term Storage/Filing		331	413
Public Records Request Workstation		60	75

CITY SERVICES PROGRAM

PROGRAM ELEMENT	QTY	USF	GSF
Community Development			
Private Office			
Building Official	1	107	134
Permit Supervisor	1	107	134
Principal Planner	1	107	134
Community Development Director	1	140	175
Open Office			
Administrative Assistant	1	80	100
Assistant Planner	1	80	100
Associate Planner	2	160	200
Permit Specialist	2	200	251
Plans Examiner	1	100	125
Senior Planner	2	160	200
Planning Technician	1	80	100
PW Plan Reviewer	1	100	125
Hoteling or Shared Workstations			
Building Inspector	2	60	75
Code Enforcement	1	30	38
Meeting			
Phone Room	1	82	102
Work / Layout Area with Monitor, 2-4	1	84	104
Work / Layout Area, 2-4	1	70	88
Customer Service			
Customer Service Counter & Lobby		296	369
Department Support Space			
Active Lateral Files (LF)	24	173	216
Department Production Area		188	235
Long Term Storage/Filing		331	413
Oversized File Storage		39	48
IT			
Private Office			
IT Manager	1	140	175
Private Office, Shared			
Applications Analyst	1	107	134
Help Desk	1	100	125
Systems Engineer and Network/Security Analyst	1	107	134
Department Support Space			
Active Lateral Files (LF)	6	44	55
Staging & Work Bench		251	313

CITY SERVICES PROGRAM

PROGRAM ELEMENT	QTY	USF	GSF
Parks			
Private Office			
Parks Director	1	140	175
Open Office			
Administrative Assistant	1	80	100
Parks Coordinator	1	80	100
Recreation Coordinator	1	80	100
Marketing/Tourism Coordinator	1	80	100
Department Support Space			
Active Lateral Files (LF)	6	44	55
Long Term Storage/Filing		14	17
Public Works			
Private Office			
Public Works Director	1	140	175
City Engineer	1	107	134
Utility Manager	1	107	134
Open Office			
Capital Projects Manager	1	80	100
Engineering Technician	3	240	301
PW Administrative Assistant	1	80	100
Project Engineer	1	80	100
Stormwater Technician	1	80	100
Hoteling or Shared Workstations			
PW Inspector	2	60	75
Meeting			
Phone Room	1	82	102
Work / Layout Area with Monitor, 2-4	1	84	104
Work / Layout Area, 2-4	1	70	88
Customer Service			
Customer Service Counter & Lobby		99	123
Department Support Space			
Active Lateral Files (LF)	24	173	216
Department Production Area		188	235
Long Term Storage/Filing		202	253
Oversized File Storage		39	48
Grand Total		**13,194**	**16,493**

COUNCIL/COURT PROGRAM

PROGRAM ELEMENT	QTY	USF	GSF
Council/Court			
Council/Court			
Judge's Chambers	1	140	175
Prosecution Office	1	107	134
Public Defender Office	1	107	134
Council Chambers/Courtroom	1	1,500	1,875
Private Office			
Court Administrator	1	140	175
Open Office			
Clerk/Cashier	2	160	200
Meeting			
Breakout/Jury/Witness Room, 8 + coffee bar	1	468	585
Customer Service			
Building Lobby		251	313
Customer Service Counter & Lobby		197	246
Public Restroom		534	668
Department Support Space			
Server Room		167	209
Restroom (Jury/Witness Room)		67	84
Court Records/Copier/Workroom/Mailroom		251	313
Security			
Metal Detector		100	125
Grand Total		**4,189**	**5,236**

POLICE DRAFT PROGRAM

PROGRAM ELEMENT	QTY	USF	GSF
Police			
Private Office			
Administrative Manager	1	107	134
Operations Commander	1	107	134
Police Chief	1	301	376
Records Supervisor	1	107	134
School Resource Officer	3	321	401
Support Services Commander	1	107	134
HR Coordinator	1	107	134
Administrative Director	1	107	134
Assistant Chief	1	140	175
Private Office, Shared			
Detective Sergeant	1	80	100
Patrol Sergeant	4	321	401
ProAct Sergeant	1	80	100
Traffic Sergeant	1	80	100
Administrative Sergeant	1	80	100
Open Office			
Administrative Assistant	1	80	100
Crime Analyst	1	80	100
Crime Prevention Specialist	2	160	200
Detective	5	401	501
Evidence Technician	2	160	200
K-9 Officer	2	160	200
Records Technician	5	401	501
Task Force Officer	2	160	200
Traffic Officer	3	240	301
Detective Administrative Support	1	80	100
ProAct Officer	2	160	200
Training Officer	1	80	100
Public Information Officer (PIO)	1	80	100
Operations			
3' Bookcase		59	73
Briefing Table	2	568	710
Equipment Storage		276	344
Hard Interview Room		167	209
Patrol Equipment Storage		83	103
Patrol Workstation	10	802	1,002
Meeting			
Conference Room, 4-6	1	301	376
Conference Room, 8-10	1	401	501
Phone Room	2	164	205
Soft Interview Room	2	334	418
Training Room/EOC (40 person)	1	1,200	1,500
Customer Service			
Customer Service Counter & Lobby		296	369
Public Restroom		134	167

POLICE DRAFT PROGRAM

PROGRAM ELEMENT	QTY	USF	GSF
Department Support Space			
Community Event Storage		184	230
Department Production Area		334	418
Long Term Storage/Filing		265	331
Records Storage		367	459
Server Room		240	301
Staff Support Space			
Breakroom		418	522
F Staff Lockers	25	501	626
Gym		700	875
M Staff Lockers	50	1,002	1,253
Staff Restroom		541	676
Staff Showers		334	418
Washer/Dryer Room		134	167
Personal Accommodation Room	1	82	102
Sallyport			
BAC Room		134	167
Booking Area		251	313
Hard Interview Room	1	167	209
Holding Cell	2	234	292
Restroom		67	84
Sallyport		1,202	1,503
Support Services			
Evidence Processing and Storage		825	825
Large Evidence Storage/Defensive Tactics Mat Room		700	700
Weapons Cleaning & Storage		276	344
Grand Total		**18,026**	**22,151**

APPENDIX B. SPACE STANDARD ASSUMPTIONS

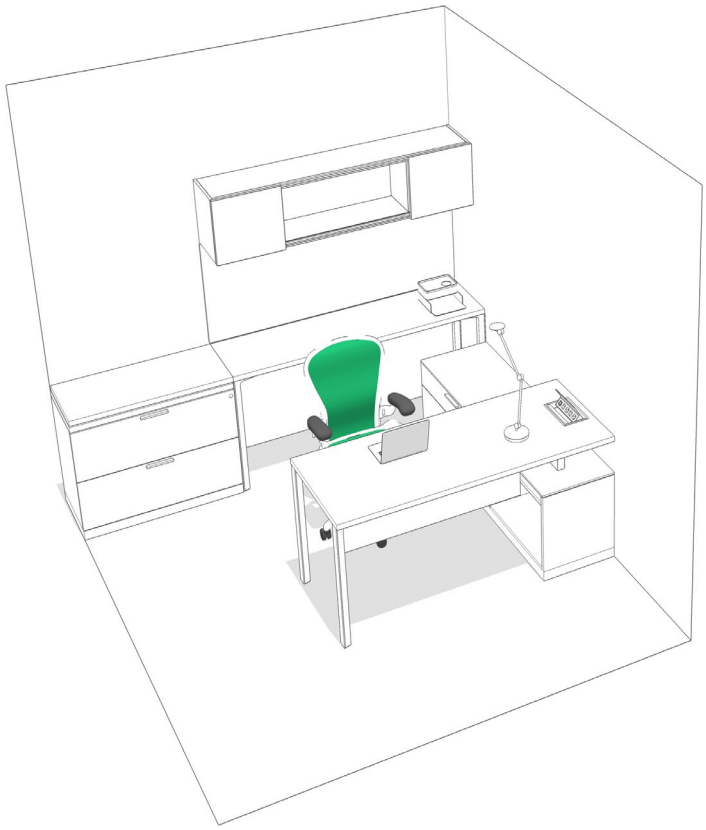
This section provides the net square footage for commonly-used program components. Net square footage includes the footprint for the component but excludes all other building support spaces, including circulation serving that program element.

PROGRAM ITEM	SIZE (NSF)	DESCRIPTION	TYPICALS (See Appendix C)
Private Office			
XL Private Office	180	*Includes 3-4 person work table.*	Similar to Haven 003+Landing 003
Large Private Office	84	*Includes seating for 2 visitors.*	Haven 004
Private Office	64	*8'x8' private office.*	Haven 003
Shared Private Office			
Shared Private Office (IT)	60	*Area per person in a shared private office for their workstation and interior circulation, excludes additional storage outside workstation.*	Haven 011
Shared Private Office (Police)	48	*Area per person in an office shared non-concurrently. Assumes 75% of the space provided for a private office.*	
Open Office			
Plan Review Workstation	60	*30"x78" worksurface + 30"x48" plan review in an "L" shaped configuration.*	
Open Office Workstation	48	*6'x8' workstation.*	Hive 034 and 099
Hoteling Workstation	36	*5'x6' shared workstation within a department or used by personnel who spend most of their time in the field. Includes an allowance for lockable personal storage. Provided at a rate of one per two telecommuting staff.*	Hive 021 and 046, Jump 024
Meeting Spaces			
Small Conference Room	180	*4-6 people.*	Cove 015
Large Conference Room	240	*8-10 people.*	Meeting Space 008, 001
Board Room	400	*14-16 people, + 8-16 back row seating.*	Meeting Space 002
Work / Layout Area	84	*2-4 people, seating around small table.*	Landing 003
Work / Layout Area with Monitor	100	*2-4 people, seating around table with monitor.*	Cove 014
Phone/Quiet Room	49	*Desk with seating for 2.*	
Department Support Space			
Department Production Area	150	*Includes copier/printer, limited supplies, layout space.*	
Lateral File (per LF)	4	*Assumes a 4-drawer ~20"D letter/legal-sized lateral file with 24" into circulation. "QTY" refers to linear foot of filing cabinet.*	
Long-term filing (per LF)	1.3	*Assumes 6-shelf high-density 15"D shelving with 50% efficiency over conventional storage. No circulation included. "QTY" refers to linear foot of shelving.*	
Large Format File Storage	10.5	*72 horizontal cubbies, 42"W x 33"D. No circulation included.*	
Bookcase	8	*36"W. No circulation included.*	

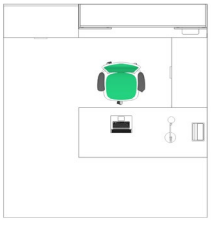
PROGRAM ITEM	SIZE (NSF)	DESCRIPTION	TYPICALS (See Appendix C)
Staff Support Space			
Police Locker	12	*24"W x 24"D locker plus 4' circulation in front.*	
Coffee Counter	30	*Sink, small fridge, coffee prep counter with 3' circulation.*	
Breakroom	varies	*12'x5' kitchenette + 15 sf x 33% of peak building occupancy.*	
Personal Accommodation/ Mother's room	49	*Sized like phone room.*	
Customer Service			
Service Counter + Lobby	59	*6' counter width, 30" deep counter + 48" deep customer standing area, seating for two. "QTY" refers to counter windows.*	
Building Support Space			
Metal detector	60	*6'x10'. Walk-through 35.4"W 27.6"D 88.2"H, scanner 56"L 33"W 49"H, with 4' circulation*	
Single Occupancy Restroom	40	*5'x8' standard ADA.*	
Two-stall, one-sink restroom	140	*10'x14'.*	
Three-stall, two-sink restroom	162	*10'x18'.*	
Other			
Police Equipment Cubbies	5	*Assumes four 24"Wx24"D stacked cubbies and an allowance for a charging area for radios, etc. No circulation included.*	

APPENDIX C. WORKSTATION AND MEETING SPACE TYPICALS

Typicals are provided courtesy of Herman Miller, Inc.



Setting Type: Haven

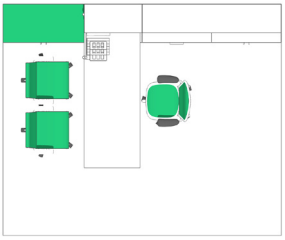


Footprint: Larger than 8 x 8

Planning Type: Private Office

Product Line(s): Canvas Office Landscape®
Aeron® Chairs
Tone™ Personal Light
Logic Power Access Solutions™
Formwork™

Setting Type: Haven



Footprint: 7 x 12

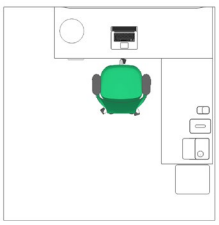
Planning Type: Private Office

Product Line(s): Canvas Office Landscape®

Aeron® Chairs

Setu® Chair s

Setting Type: Haven



Footprint: 8 x 8

Planning Type: Private Office

Product Line(s): Layout Studio®
Tu® Storage
Eames® Wire Base Table
Ode™ Table Lamp
Sayl® Chairs

Setting Type: Hive

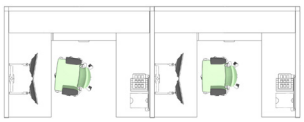
Footprint: 6 x 8

Planning Type: Mid-to-High Enclosure

Product Line(s): Canvas Office Landscape®

Embody® Chairs

Flo™ Monitor Arm

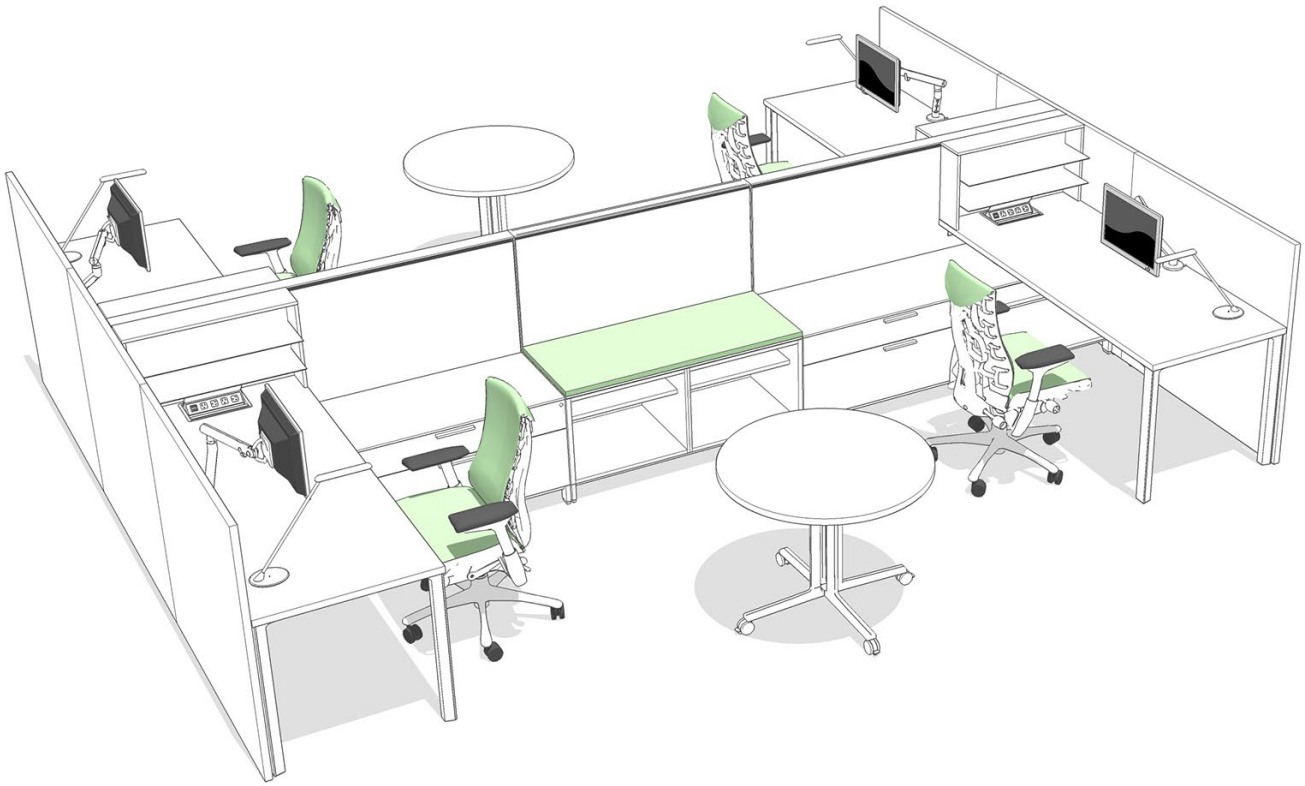


LANDING 003A

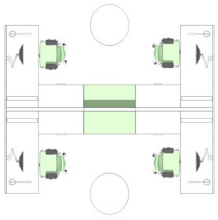
Setting Type: Landing

Number of People: 2 to 4
Posture: Seated
Level of Enclosure: Semi
Technology: Basic
Product Line(s): Canvas Office Landscape®
Setu® Chairs and Tables

HermanMiller



Setting Type: Hive

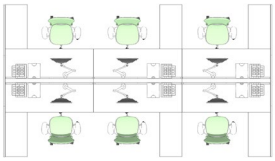


Footprint: 6 x 8

Planning Type: Low and Open

Product Line(s): Canvas Office Landscape®
Embody® Chairs
Everywhere™ Tables
Flo® Monitor Support
Flute™ Personal Light
Logic Power Access Solutions™

Setting Type: Hive



Footprint: 5 x 6

Planning Type: Benching / Desking

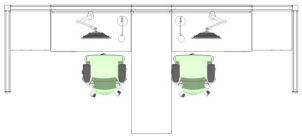
Product Line(s): Ethospace® System
Meridian® Storage
Mirra® 2 Chairs
Flo® Monitor Support

Setting Type: Hive

Footprint: 6x 7

Planning Type: Mid-to-High Enclosure

Product Line(s): Ethospace® System
Tu® Storage
Embody® Chairs
Flo™ Monitor Arm
Tone™ Personal Light

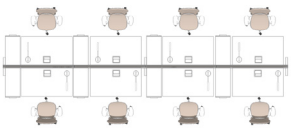


Setting Type: Jump Space

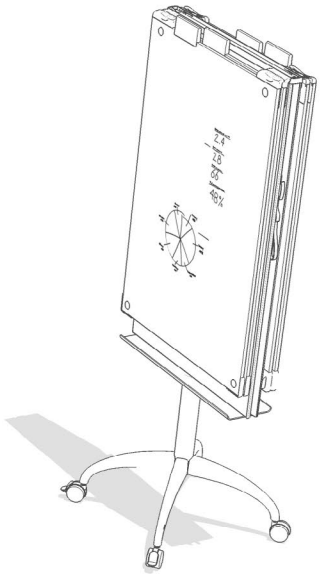
Footprint: 6 x 6

Planning Type: Benching / Desking

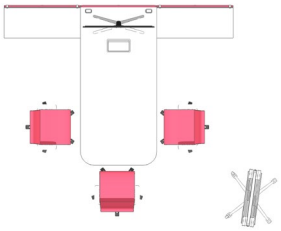
Product Line(s): Canvas Office Landscape®
Tu® Storage
Mirra® 2 Chair
Logic Power Access Solutions™
Flute™ Personal Light



COVE 014A



Setting Type: Cove

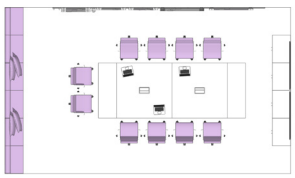


Number of People: 2 to 4
Posture: Seated
Level of Enclosure: Semi-Enclosed
Technology: Moderate
Product Line(s): Public Office Landscape™
Exclave™ Wall Solutions
Setu® Chairs
Logic Power Access Solutions™

HermanMiller

MEETING SPACE 008A

Setting Type: Meeting Space

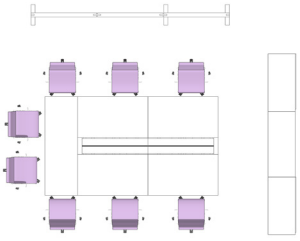


Number of People: 8 to 10
Posture: Seated
Level of Enclosure: Enclosed
Technology: Advanced
Product Line(s): Layout Studio®
Canvas Office Landscape®
Exclave™ Wall Solutions
Setu® Chair
Logic Power Access Solutions™

HermanMiller

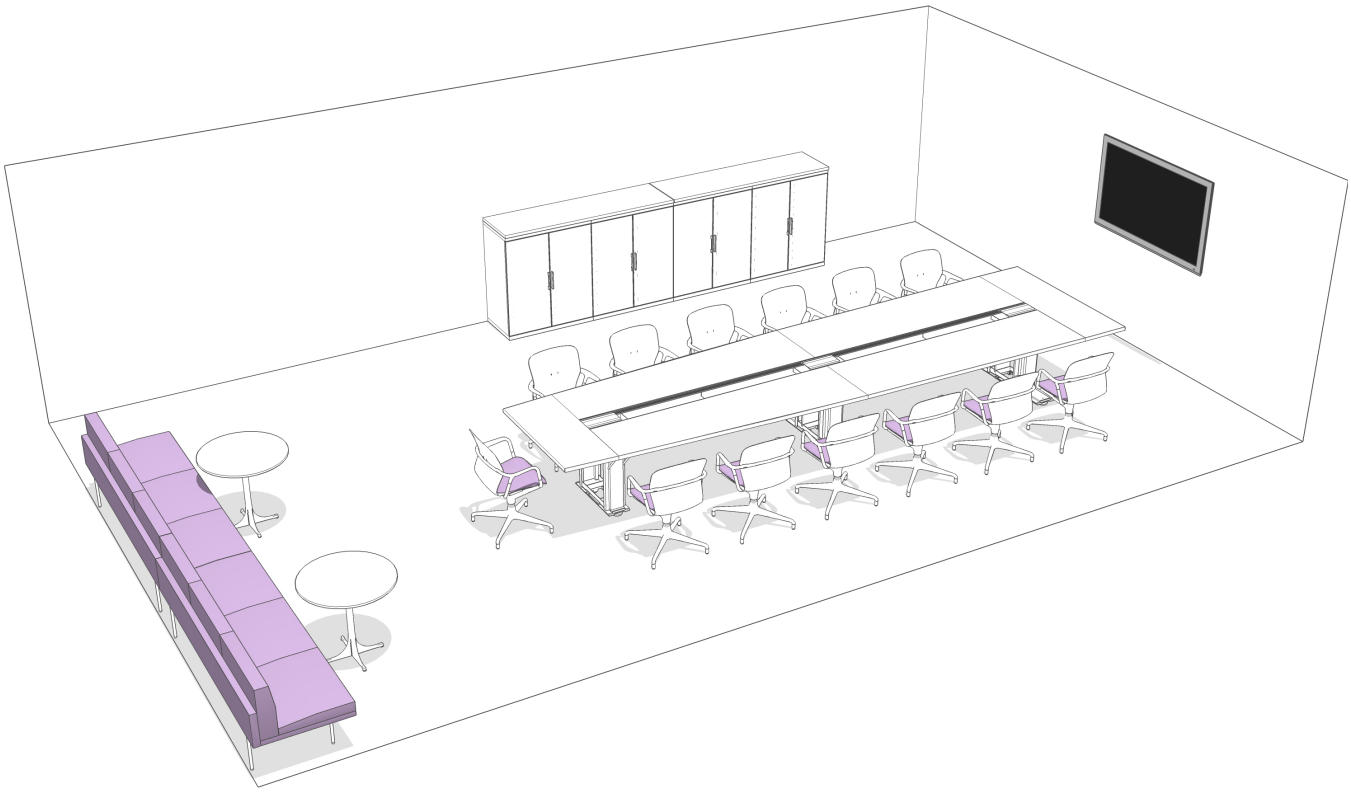
MEETING SPACE 001A

Setting Type: Meeting Space

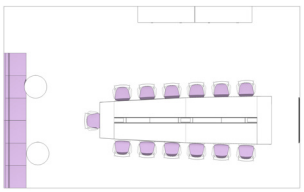


Number of People: 6 to 8
Posture: Seated
Level of Enclosure: Enclosed
Technology: Advanced
Product Line(s): Canvas Office Landscape®
Setu® Chairs

MEETING SPACE 002B



Setting Type: Meeting Space



Number of People: 6 to 8
Posture: Seated
Level of Enclosure: Enclosed
Technology: Advanced
Product Line(s): Meridian® Storage
Keyn Chair Group™
Geiger® Caucus™ Table
Geiger Tuxedo Component Lounge™
Nelson™ Pedestal Table

HermanMiller

APPENDIX D. LAKE STEVENS POLICE DEPARTMENT NEW BUILDING ASSUMPTIONS MEMO

CITY OF LAKE STEVENS
LAKE STEVENS POLICE DEPARTMENT
John Dyer, Chief of Police

2211 Grade Road, Lake Stevens, Washington 98258
Phone: 425.334.9537 • **Fax:** 425.334.9842 • **Web:** www.lakestevenswa.gov/police

To: Gene Brazel
Russ Wright
John Spencer
From: John Dyer
Date: February 2, 2018
Ref: New building assumptions

In looking at the assumptions for the construction of a new police facility, I would like the opportunity to present some alternatives, which would allow us to scale the facility to meet current needs and allow for growth in the future. The presented alternatives use the following assumptions:

- A city population of 40,000 to represent "medium-term" or about ten years;
- A city population of 50,000 to represent "long-term;"
- The "scale up" would work to meet short and medium needs now, while leaving the capacity to meet the long-term needs, as those arise.

The following chart compares seven cities which are now the size of what our long-term population estimates are. I eliminated the low and high in each category to account for unusual local circumstances, and then calculated the average.

CITY	POP.	# OF OFF.	OFF. PER 1000	# OF CIV. STAFF	CIV. PER 1000	TOTAL STAFF
Lakewood	59,000	~~98~~	~~1.7~~	15	.25	**113**
Redmond	59,000	79	1.3	~~45~~	~~.76~~	**124**
Shoreline	53,000	51	~~0.9~~	18	.34	**69**
Richland	53,000	61	1.2	28	.52	**89**
Burien	50,000	52	1.1	20	.40	**72**
Olympia	49,000	68	1.4	20	.41	**88**
Lacey	45,000	~~50~~	1.1	~~09~~	~~.02~~	**59**
AVG.	**53,200**	**62**	**1.22**	**20**	**.38**	**87.71**

Right now, Lake Stevens is at:

Lake Stevens	**32,000**	**31**	**.94**	**8**	**.26**	**39**

Medium-term needs would be:

Lake Stevens	**40,000**	**48**	**1.22**	**15**	**.38**	**63**

If Lake Stevens added the averaged formula to the 2035 (50,000 pop) LSPD, it would look like:

Lake Stevens	**50,000**	**61**	**1.22**	**19**	**.38**	**80**

As can be seen in the analysis above, based on an average department size of 1.22 officers and .38 civilian personnel per 1,000 population, we came to a staffing level of 80 employees, for a projected population of 50,000. In a scaling up scenario, this would represent long term-needs. Long-term, I would recommend we design building(s) to accommodate a staff between 75 – 80 employees. For medium-term needs, I would propose a staffing level of between 60 and 65 employees (see attached example organization chart).

Possible construction alternatives

Options that allow for future expansion of operations to meet long-term department needs, include:

1. Full buildout of a 2-story 18,000 to 20,000 square foot building;
2. Incremental buildout, over time, as population and Police Services increase;
3. First floor buildout, with second floor spaces left unfinished - as long-term needs become apparent, the city can then finish that portion of space for city or police needs; and
4. Build a smaller building, and transfer some programs to a different location, as we move from medium-term to long-term growth.

Parking:

The traffic study identified 90 parking spots would be needed to accommodate the long-term needs of the department at a full build out at Chapel Hill. I am suggesting that we reduce this number to 75, to meet short and medium-term parking needs. If additional spots are required at build-out, alternatives can be addressed that may include off-site parking, addition of more spots, move some functions off site, etc.

Building size:

The recommended building size for long term needs was estimated at 18,000 – 20,000 square feet based on an area of approximately 250 gross square feet per employee. A building size to meet short and medium-term needs could range from approximately 16,000 square feet to 17,000 square feet, if some long-term programs are located offsite. We could also attempt some savings through excluding separate storage, and include it into the building. Other programs could be housed in the downtown area with a proposed municipal court and council chambers.

Future off-site programming:

One way to meet long-term goals is to identify long-term program needs, which could be located off site, thus allowing for an overall smaller building at Chapel Hill. The city would be designing and building new city facilities in the future. Some programing could be located in those facilities, which would accommodate the growth of the Police Department. Some possible programs which could move off site could include:

- Passport activities
- Storage
- Training spaces
- Emergency Operation Center
- Community based programs
    - School Resource Officers
    - Motor Officers
    - Code Enforcement
    - Some reception services
    - Desk Officer program
    - Community Policing efforts
- Evidence storage
- Administrative functions

Preferred Alternative:
After meeting with the City Administrator and Mayor, the preferred alternative would be for a buildout of an 18,000 square foot building, to meet short and medium term needs right away, without long-term disruption to operations due to staged full buildout. As the city grows, the second story would be finished and some programs could be moved off-site, so as to accommodate the long-term growth.

APPENDIX E. TRANSPORTATION MEMORANDUM

TECHNICAL MEMORANDUM

Project: City of Lake Stevens – Chapel Hill Civic Center

Subject: Phase 1 Transportation Assessment

Date: June 28, 2017

Authors: Jennifer Barnes, PE – Associate Principal
Tod McBryan, PE – Principal & Vice President

This memorandum presents the preliminary transportation assessment for the proposed Chapel Hill Civic Center, in which the City of Lake Stevens (City) would construct new public facilities including a city hall/city administration building, police station, and library, on one campus. Parking would be provided on-site. The site is located at the northwest corner of the 99th Avenue NE/Market Place/Chapel Hill Road intersection. This assessment includes a description of existing transportation facilities in the site vicinity, estimates of vehicle trips and parking demand expected to be generated by the project, and assessment of the project's consistency with the transportation element of the *Lake Stevens Center Subarea Plan Final Environmental Impact Statement (EIS)* [July 2012], which supports a Planned Action Ordinance (PAO) for a subarea that includes the subject site. The results of this assessment are intended to help inform the scope of transportation and parking elements needed to support ongoing design and permitting for the new facility.

1. Project Description

The site, shown on Figure 1 on the following page, consists of four parcels totaling about 4 acres in size and is currently occupied by two single family detached houses and a large gravel lot. It is bounded by 99th Avenue NE to the east and Market Place to the south. There is commercial development located to the west of the site; nearby development to the north, east, and south is primarily residential. Lake Stevens Fire Station 82 is located directly south of the site across Market Place. Table 1 summarizes the anticipated program elements for the civic center.

Table 1. Lake Stevens Chapel Hill Civic Center – Summary of Program Elements

Land Use Type	Size (square feet)	Number of Employees	
City Hall/Administration	20,000	Admin/Finance	19
		Information Technology (IT)	7
		Parks	4
		Public Works	13
		Community Development	19
		Council/Court	2
			64
Library	20,000		*Not known*
Police Station	20,000		87
	60,000		

Source: City of Lake Stevens, June 2017.

Figure 1. Project Site Location

Image Source: Google Earth, 06/27/2016; Site Boundary Source: City of Lake Stevens, November 28, 2016.

2. Roadway Network

2.1. Existing Network

The following key roadways are located near the site. Roadway classifications were obtained from the transportation element of the City of Lake Stevens *Comprehensive Plan*.[1]

99th Avenue NE is a two-lane north-south Collector that provides connection between the project area and 20th Street SE, about 1-¼ miles to the south. It has a posted speed limit of 25 miles per hour (mph). Sidewalks, curbs, and gutters are intermittent in the vicinity of the site, and are present primarily along frontages of newer development. There is a parking lane adjacent to residential development on the east side of the street for a portion of the roadway along the northern part of the project site, and a parking lane on the west side of the street for a portion of the roadway along the southern part of the project site.

Market Place is a three-lane Collector that is part of a circular roadway that traverses a portion of the city to the west of Lake Stevens, roughly parallel to the shoreline. In the vicinity of the site it is oriented in an east-west direction; to the west of State Route (SR) 204 it becomes Lundeen Park Way and to the east of 99th Avenue NE it becomes Chapel Hill Road. Curbs, gutters, and sidewalks are provided on both sides along most of its length. It has a posted speed limit of 35 mph to the west of 99th Avenue NE, and 25 mph to the east. In the vicinity of the site it has four-foot shoulders on both sides but no parking lane. The intersection of Market Place/Chapel Hill Road with 99th Avenue NE is all-way stop-controlled.

State Route 9 (SR 9) provides regional access in the vicinity and is located about one-quarter mile west of the site. SR 9 is a north-south roadway that provides a connection between the US-Canadian border to the north and SR 522 to the south. It connects multiple cities in Snohomish and Whatcom Counties, including

[1] City of Lake Stevens, 2015 – 2035 Comprehensive Plan, Ordinance 937, September 22, 2015.

the cities of Sumas, Sedro Wooley, Arlington, Marysville, Lake Stevens, Snohomish, and Woodinville (in King County). In the City of Lake Stevens, SR 9 is classified as a Freeway/Expressway; its intersections are limited in number but crossings are generally at-grade. Nearest the project site, its intersection with Market Place is signalized. It has a posted speed limit of 40 mph within the city. It is generally two lanes wide, with additional lanes provided at major intersection approaches. A shoulder is present along each side and there are no curbs, gutters, or sidewalks.

3. Transit

Community Transit provides bus service to the site. Table 2 describes the bus routes and stops located in the vicinity of the project site. As shown, three routes are accessed at stops directly adjacent to the site, and one route is accessed at Lake Stevens Transit Center, which is about 1,800-feet walking distance from the site or can be accessed by transferring to/from the other buses with stops adjacent to the site. It is noted that transit service is continually changing as routes are added, changed, or eliminated; the data in Table 2 reflect service as of June 2017.

Table 2. Existing Community Transit Service in the Vicinity of the Project Site

Bus Route	Closest Stop	Areas Served	Typical Headway [1] (minutes)
109	Market Place & 99th Ave NE	Lake Stevens – Snohomish – Mill Creek – Lynnwood	30 – 60
209	Lake Stevens Transit Center [2]	Tulalip – Marysville – Lake Stevens	30 – 60
280	Market Place & 99th Ave NE	Granite Falls – Lake Stevens – Everett Station – Everett Boeing	30 – 60
425	Market Place & 99th Ave NE	Lake Stevens – Lynnwood Transit Center – Seattle (*commuter service, weekday peak periods, southbound-only in AM and northbound-only in PM*)	30 – 40

Source: Community Transit, June 2017.

1. *Typical weekday frequency between buses (headways) in minutes, per direction.*
2. *The Lake Stevens Transit Center is located about 1,800-feet walking distance from the site, or can be accessed by transferring to/from one of the three bus routes with stops adjacent to the site.*

4. Vehicle Trips

Trip generation estimates for the project elements were estimated by applying rates published in the Institute of Transportation Engineers' (ITE) *Trip Generation Manual*[2] for the City Hall and Library uses, and rates derived for the Police Station based upon operational data provided by the City (see Attachment A). Table 3 summarizes the trip rates applied to estimate daily, AM peak hour,[3] and PM peak hour[4] trips generated by the project. The rates were applied to the facility sizes summarized in Table 1. Table 4 summarizes the estimated vehicle trips for the planned Civic Center. As shown, the project is expected to generate about 2,840 trips per day, with about 134 occurring during the AM peak hour and 296 occurring during the PM peak hour.

2 ITE, 9th Edition, 2012.
3 The AM peak hour of the adjacent street network is commonly the hour with the highest volumes between 7:00 and 9:00 A.M.
4 The PM peak hour of the adjacent street network is commonly the hour with the highest volumes between 4:00 and 6:00 P.M.

Table 3. Summary of Vehicle Trip Rates for Lake Stevens Chapel Hill Civic Center Facilities

Facility	Vehicle Trip Rates	Source
City Hall/Administration Building	Daily: 11.95 trips / employee (50% in, 50% out) AM Peak: 1.02 trips / employee (84% in, 16% out) PM Peak: 1.21 trips / employee (31% in, 69% out)[1]	ITE, Government Office Building (Land Use Code 730)
Library	Daily: 56.24 trips / 1,000 sf (50% in, 50% out) AM Peak: 1.04 trips / 1,000 sf (71% in, 29% out) PM Peak: 7.30 trips / 1,000 sf (48% in, 52% out)	ITE, Library (Land Use Code 590)
Police Station	Daily: 48.10 trips / 1,000 sf (50% in, 50% out) AM Peak: 2.40 trips / 1,000 sf (71% in, 29% out) PM Peak: 3.65 trips / 1,000 sf (47% in, 53% out)	Estimated by Heffron Transportation based upon operational data provided by the City – see Attachment A.

Sources: Institute of Transportation Engineers (ITE) Trip Generation Manual, 9th Edition, 2012; City of Lake Stevens, June 2017.

1. *ITE does not provide a PM peak hour rate for Government Office Building; the rate was estimated by applying the ratio of the PM peak hour rate to daily rate for Government Office Complex (Land Use Code 733) to the Government Office Building daily rate. The directional distribution for the PM peak hour is also based upon the distribution published for Government Office Complex.*

Table 4. Vehicle Trips Generated by Proposed Lake Stevens Chapel Hill Civic Center Facilities

Land Use	Size	Daily Trips	AM Peak Hour Trips			PM Peak Hour Trips		
			In	Out	Total	In	Out	Total
City Hall/Administration	64 employees	760	55	10	65	24	53	77
Library	20,000 sf	1,120	15	6	21	70	76	146
Police Station	20,000 sf	960	34	14	48	34	39	73
Total		**2,840**	**104**	**30**	**134**	**128**	**168**	**296**

Source: Heffron Transportation, Inc. June 2017.

It should be noted that due to the site's suburban location, combined with the understanding that parking will be accommodated on site, the vehicle trip rates and estimates reflect an assumption of a high vehicle mode share for project-generated trips, and negligible use of alternative modes such as carpool, bus, biking, or walking. Because ITE rates are primarily based upon observations in suburban locations with limited access to alternative modes, high vehicle share assumptions are inherent in those rates. Additionally, the derived rates for the police station assume that all employees would commute by driving alone and would park at the site—most would use personal vehicles but 13 officers would drive fleet vehicles that they use during their shifts and take home at the end of their shifts. ITE recommends that at locations where higher use of alternative modes is expected, the rates should be adjusted to reflect lower vehicle mode share as appropriate, based upon local data. If the City anticipates implementing programs that would provide incentives of alternative mode use and/or disincentives for driving alone, the trip estimates could be refined to reflect lower expected vehicle trip generation related to employee commutes. However, for the planning-level purposes of this Phase 1 assessment, the rates and estimates conservatively reflect a high level of drive-alone vehicle usage.

5. Parking Demand

The parking demand analysis was prepared using rates published in ITE's *Parking Generation*[5] for the City Hall and Library uses, and rates derived from operational data provided by the City for the Police Station use (see Attachment A). The peak demand rates for each use are summarized in Table 5. How-

[5] Institute of Transportation Engineers [ITE], Parking Generation, 4th Edition, 2010.

ever, for a mix of uses that share a site, it is important to account for the fact that each use does not generate its peak demand concurrently. For example, the City Hall/Administration is expected to generate its peak parking demand during mid-morning, and the Library and Police Station are expected to generate their peak parking demand during the afternoon and evening. In this situation, some parking spaces can be shared by the different uses on the site. Additionally, lower cumulative demand in the evening generated by the regular uses would leave parking spaces available to support evening events such as City Council other public meetings (e.g. the projections reflect an estimated supply of 84 spaces that would typically be available around 7:00 P.M.). In addition to average parking rates, ITE provides "time of day" accumulation percentages for different types of uses. The ITE accumulation percentages were applied for the City Hall and Library uses; accumulation for the Police Station was derived from operational information provided by the City (see Attachment A). Figure 2 shows the estimated cumulative parking demand for the planned civic center uses. As shown, the peak cumulative parking demand of 216 vehicles is expected to occur late-morning (between 11 A.M. and noon).

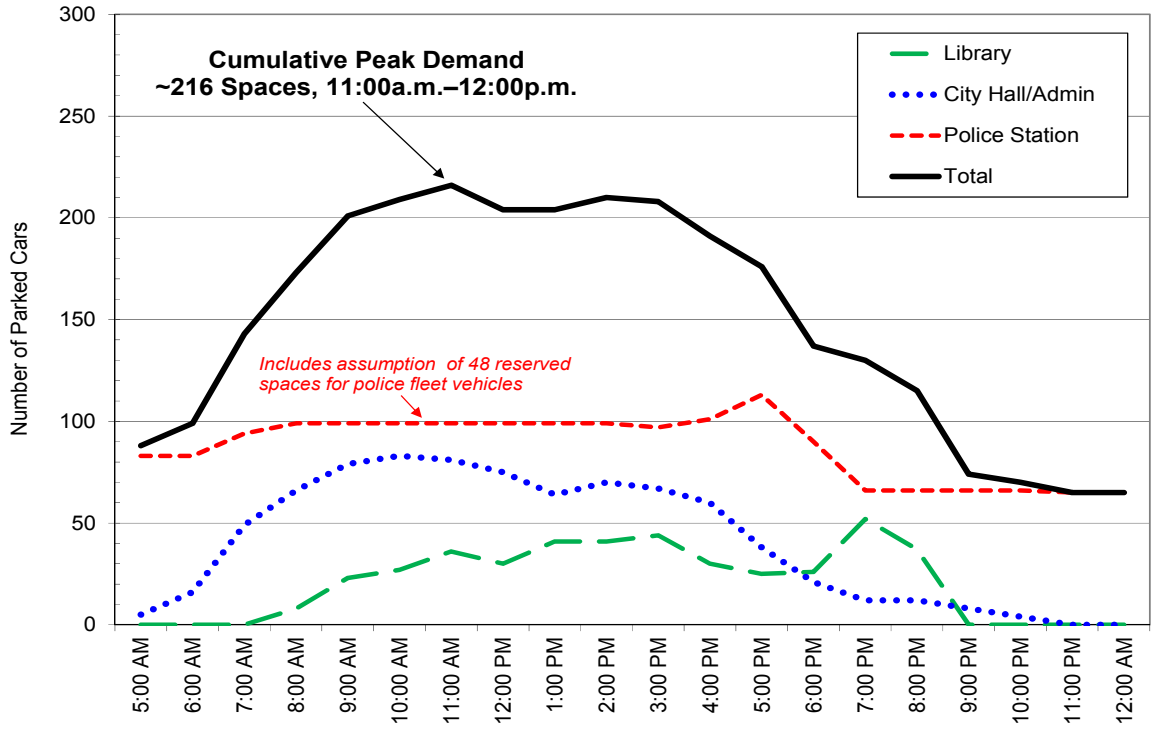
Table 5. Summary of Peak Parking Demand Rates for Chapel Hill Civic Center Facilities

Facility	Peak Parking Demand Rate	Source
City Hall/Administration Building	4.15 vehicles / 1,000 sf	ITE, Government Office Building (Land Use Code 730) [1]
Library	2.61 vehicles / 1,000 sf	ITE, Library, suburban location (Land Use Code 590)
Police Station	5.65 vehicles / 1,000 sf	Estimated by Heffron Transportation based upon operational data provided by the City – see Attachment A.

Sources: Institute of Transportation Engineers (ITE) Parking Generation, 4h Edition, 2010; City of Lake Stevens, June 2017.

1. Assumed time-of-day distribution similar to General Office (Land Use Code 710); results in more conservative midday estimate.

Figure 2. Parking Demand by Use and Time of Day for Proposed Lake Stevens Chapel Hill Civic Center Facilities



Source: Heffron Transportation, Inc., June 2017.

6. Consistency With Lake Stevens Center Subarea Plan EIS

The *Lake Stevens Center Subarea Plan Final EIS*[6] was reviewed to determine if the vehicle trip and parking estimates described in the previous sections would be within the thresholds that were evaluated to support the Planned Action Ordinance (Ordinance No. 877). The findings are summarized below.

- The Planned Action Ordinance defined a threshold of 915 PM peak hour trips that were covered by the EIS analysis. While the City will need to monitor cumulative trips of new development that is proposed under this ordinance, the 296 PM peak hour trips estimated for the Civic Center uses are well below the established threshold.

- The Subarea Plan EIS indicates that the analysis intersections located closest to the site (Market Place intersections with the Target driveway and 99th Avenue NE) are both operating at level of service (LOS) B under existing conditions, and are expected to operate at LOS C in 2025 with buildout of the subarea plan. This meets the City's adopted standard of LOS C, so no impacts are identified at these intersections.

- The Subarea Plan EIS indicates that the SR 9/Market Place intersection, about one-quarter mile west of the site, is currently operating at LOS D, and is projected to operate at LOS F with buildout of the subarea plan. Although operational levels at this intersection do not meet the City's standard under existing or projected buildout conditions, no specific mitigation was identified in the EIS. The EIS includes discussion of a range of options that the City could consider at this location, including substantial capacity improvements or lowering of the LOS standard for the intersection to allow more congested conditions. The EIS also discusses the potential that the projections may underestimate the effect of ramp metering at US-2 interchanges on volumes at this intersection. The EIS acknowledges that any improvements along SR 9 would require an agreement with WSDOT, and does not recommend a particular mitigation measure to address operational issues at the SR 9/Market Place intersection.

- The Planned Action ordinance identifies payment of traffic impact fees, pursuant to Lake Stevens Municipal Code (LSMC) Chapters 14.110 and 14.112, as mitigation for all transportation impacts, and it is expected that the project would need to pay fees as mitigation in accordance with City requirements. Based on the traffic estimates presented above and the fee rate for Traffic Impact Zone (TIZ) 2 ($2,917 per PM peak hour trip), the impact fee would be $863,432.

- The EIS indicates that parking is not a potential impact category for future development under the subarea plan. Therefore, while parking demand and supply will be an important issue in site design, there are no anticipated impacts related to the EIS.

[6] City of Lake Stevens, July 2012.

7. Conclusions

The trip and parking estimates developed for the Chapel Hill Civic Center project are intended to be conservative so that they can be applied for planning-level purposes. Even so, the trip estimates are well below the thresholds established for the Lake Stevens Center Subarea Plan EIS, and therefore the project would meet the transportation requirements for the Planned Action Ordinance. However, if desired by the City, it may be possible to lower both the trip and parking estimates with more refined analysis. In particular there is potential to lower the projections if one or both of the following conditions apply.

(1) The City implements a commute trip reduction program that would encourage employees to commute by carpool, transit, or non-motorized modes. This could lower both vehicle trip estimates and vehicle parking demand related to employee commutes.

(2) Additional shared parking opportunities are identified between the different uses. For example, the parking demand estimates conservatively assume that one parking space would be reserved at all times for each police fleet vehicle. If it is determined that there are no times when all police vehicles would be stored on site simultaneously, a lower number of reserved spaces could be set aside, which in turn would lower the peak parking demand estimate. It may also be possible to share reserved spaces for police fleet vehicles with the personal vehicles that are parked on site by the officers who use them.

Attachment A: Vehicle Trip & Parking Estimates for Proposed Police Station

JAB/tsm

Lake Stevens Chapel Hill Civic Center -Phase 1 Transportation Assessment-FINAL.docx

ATTACHMENT A

VEHICLE TRIP & PARKING ESTIMATES FOR PROPOSED POLICE STATION

Table A-1 summarizes the anticipated staff levels and shift times for the proposed Lake Stevens Chapel Hill Police Station.

Table A-1. Projected Chapel Hill Police Station Staffing for Vehicle Trip and Parking Demand Analysis

Employee Type	Typical Weekday		
	Shift start time	Shift finish time	Number of Employees per Shift
Patrol Officers (includes K-9, Police Service Officer)	6:00 A.M.	6:00 P.M.	11
	6:00 P.M.	6:00 A.M.	11
Other Officers (Detectives, traffic, School Resource, Task Force Officers, Non patrol supervisors)	6:00 A.M.	6:00 P.M.	20
	6:00 P.M.	6:00 A.M.	4
Administrative (to include command, records, evidence, civilian employees)	8:00 A.M.	5:00 P.M.	20
	5:00 P.M.	12:00 A.M.	4

Source: City of Lake Stevens, June 2017.

The information summarized in Table A-1 was applied to estimate the number and timing of vehicle commute trips that would be generated by the police station on a typical weekday. The following additional assumptions were also applied.

- All employee commute trips were assumed to be drive-alone.
- Patrol officers were assumed to return to the station an average of 10 times per 12-hour shift, based upon operating information provided by the police department. Applied to 11 patrol vehicles, this equates to a total average of 9 round trips (9 inbound, 9 outbound) per hour.
- Non-patrol officers were assumed return to the station a total of 6 times per hour (6 inbound trips, 6 outbound trips) during the day shift, and once per hour (1 inbound trip, 1 outbound trip) during the night shift.
- Half of the administrative employees who would remain at the station during the day shift were assumed to leave via vehicle for lunch or personal errands during midday.
- Other vehicles trips generated by the police station (visitors, citizens with police business, deliveries, and service providers) were assumed to range between 8 and 10 round trips per hour during regular business hours, and between 1 and 5 round trips per hour outside of business hours.

The resulting trip estimates, by hour of day, are summarized in Table A-2 and illustrated on Figure A-1.

Table A-2. Projected Lake Stevens Chapel Hill Police Station Vehicle Trips, by Hour of Day

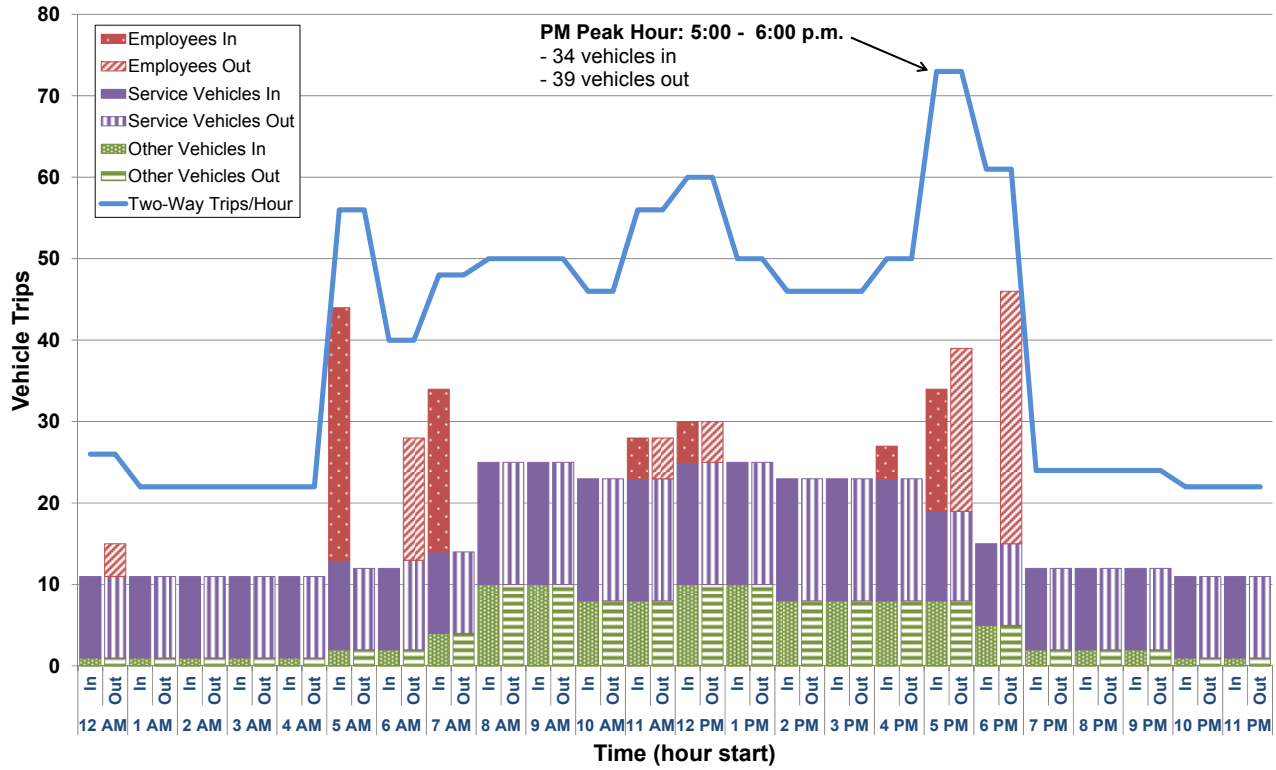
Hour Begin	Employee Trips [1]		Service Trips [2]		Other Trips [3]		Total		
	In	Out	In	Out	In	Out	In	Out	2-Way
12 AM	0	4	10	10	1	1	11	15	26
1 AM	0	0	10	10	1	1	11	11	22
2 AM	0	0	10	10	1	1	11	11	22
3 AM	0	0	10	10	1	1	11	11	22
4 AM	0	0	10	10	1	1	11	11	22
5 AM	31	0	11	10	2	2	44	12	56
6 AM	0	15	10	11	2	2	12	28	40
7 AM	20	0	10	10	4	4	34	14	48
8 AM	0	0	15	15	10	10	25	25	50
9 AM	0	0	15	15	10	10	25	25	50
10 AM	0	0	15	15	8	8	23	23	46
11 AM	5	5	15	15	8	8	28	28	56
12 PM	5	5	15	15	10	10	30	30	60
1 PM	0	0	15	15	10	10	25	25	50
2 PM	0	0	15	15	8	8	23	23	46
3 PM	0	0	15	15	8	8	23	23	46
4 PM	4	0	15	15	8	8	27	23	50
5 PM	15	20	11	11	8	8	34	39	73
6 PM	0	31	10	10	5	5	15	46	61
7 PM	0	0	10	10	2	2	12	12	24
8 PM	0	0	10	10	2	2	12	12	24
9 PM	0	0	10	10	2	2	12	12	24
10 PM	0	0	10	10	1	1	11	11	22
11 PM	0	0	10	10	1	1	11	11	22
	80	**80**	**287**	**287**	**114**	**114**	**481**	**481**	**962**

Source: Heffron Transportation, Inc., based upon information provided by the City of Lake Stevens, June 2017.

1. *Employee trips are those related to commutes or personal errands.*
2. *Service trips are those generated by police station business (e.g. patrol trips and other police service trips).*
3. *Other trips are those generated by visitors, citizens conducting business at the police station, deliveries, and services.*

Highlighted row indicates hour of peak trip generation.

Figure A-1. Daily Trip Generation Profile



Source: Heffron Transportation, Inc., based upon information provided by the City of Lake Stevens, June 2017.

Table A-3 summarizes the trip generation rates that were derived from the information summarized above.

Table A-3. Trip Generation Rates for Lake Stevens Chapel Hill Police Station

Analysis Period [1]	Vehicle Trips			Trip Generation Rate [2]
	In	Out	Total	
Daily	481	481	962	48.10 trips / 1,000 sf (50% in, 50% out)
AM Peak Hour (7:00 – 8:00 A.M.)	34	14	48	2.40 trips / 1,000 sf (71% in, 29% out)
PM Peak Hour (5:00 – 6:00 P.M.)	34	39	73	3.65 trips / 1,000 sf (47% in, 53% out)

Source: Heffron Transportation, Inc., based upon information provided by the City of Lake Stevens, June 2017.

1. *Peak hour times correspond to the commute peak hour on the adjacent streets. The expected hour of peak generation for the planned facility occurs during the commute PM peak hour; in the morning, the facility AM peak hour would occur earlier than the commute AM peak.*
2. *Based upon a planned facility size of 20,000 sf.*

Table A-4 summarizes the estimated parking demand for the proposed facility, based upon the operating information described above. The parking demand estimates assume that one vehicle space would be reserved for each of 48 fleet vehicles, including 13 vehicles that would be taken home by their assigned

officers (seven detective vehicles, two K-9 vehicles and four command staff vehicles). The remaining officers, as well as administrative staff, were assumed to drive and park personal vehicles in spaces that would be in addition to the reserved fleet spaces. The table shows that the peak parking demand of 113 vehicles—equating to a peak demand rate of **5.65 vehicles per 1,000-sf**—is expected to occur between 5:00 and 6:00 P.M., when there would be maximum overlap between the end of the day shifts and beginning of the night shifts.

Table A-4. Estimated Parking Demand for Lake Stevens Chapel Hill Police Station

			Personal Vehicles							
			Day Shift			Night Shift				
Hour Begin	Reserved for fleet	Visitors	Patrol officers	Other officers	Admin	Patrol officers	Other officers	Admin	Total	% of peak
12 AM	48	1				10	2	4	65	58%
1 AM	48	1				10	2		61	54%
2 AM	48	1				10	2		61	54%
3 AM	48	1				10	2		61	54%
4 AM	48	1				10	2		61	54%
5 AM	48	2	10	11		10	2		83	73%
6 AM	48	2	10	11		10	2		83	73%
7 AM	48	5	10	11	20				94	73%
8 AM	48	10	10	11	20				99	83%
9 AM	48	10	10	11	20				99	83%
10 AM	48	10	10	11	20				99	83%
11 AM	48	10	10	11	20				99	83%
12 PM	48	10	10	11	20				99	86%
1 PM	48	10	10	11	20				99	86%
2 PM	48	10	10	11	20				99	86%
3 PM	48	8	10	11	20				97	84%
4 PM	48	8	10	11	20			4	101	88%
5 PM	48	8	10	11	20	10	2	4	113	100%
6 PM	48	5	10	11		10	2	4	90	81%
7 PM	48	2				10	2	4	66	53%
8 PM	48	2				10	2	4	66	53%
9 PM	48	2				10	2	4	66	53%
10 PM	48	1				10	2	4	65	52%
11 PM	48	1				10	2	4	65	52%

Source: Heffron Transportation, Inc., based upon information provided by the City of Lake Stevens, June 2017.

Highlighted row indicates hour of peak parking demand.

QUESTION & ANSWER SUMMARY

Police Station Pre-Bid Conference – March 26, 2018

The city of Lake Stevens held a pre-bid conference on March 26, 2018 to discuss the Request for Qualifications to design a new police station. Twenty individuals attended representing 18 firms. City staff presented a slideshow that covered: Desired Firm Qualifications, Existing Site Conditions, Background Work Completed, Growth Potential for City and Police Services, Proposed Police Department Needs and Questions received to date. A copy of the presentation is included on the city's website.

After the presentation city staff responded to audience questions, summarized below.

1. Should the statement of qualifications submitted be for the entire team, including subconsultants?
   - **Yes – the statement of qualifications should include the primary architecture firm and proposed subconsultants. The summary of qualifications should provide a concise summary of team members and relevant experiences.**
2. What level of sustainable design should be incorporated into the design?
   - **The project should be designed to LEED Silver or equivalent.**
3. Will the Maker's Needs Assessment be available on the city's website?
   - **Yes – the city will provide Maker's Needs Assessment and associated documents on the website.**
4. What preliminary geotechnical work has been done and what additional work will be required?
   - **Terra Associates, Inc completed a geotechnical analysis for the site in 2009 for a proposed office complex.**
   - **An addendum to this report will likely be necessary to ensure future foundations are supported based on forthcoming design.**
   - **CHS Engineers completed an engineering summary for Maker's in 2017 as part of the master planning.**
5. Has a Phase I Environmental Assessment been completed for the site?
   - **No – any site remediation would have occurred with the prior clearing and grading actions.**
6. Has the critical areas review been completed?
   - **Yes – Perteet completed a Wetlands Delineation in May 2017. Depending on unforeseen impacts, an update and mitigation plan may be necessary.**

7. How will stormwater vesting apply?
    - **The city desires to use the existing stormwater vault if possible for storage and water quality. The prior geotechnical report indicates that infiltration is not feasible on this site. Any new stormwater control will need to meet the infeasibility analysis for low impact development.**
8. What is the prior historical use of the site?
    - **Prior to the current clearing and development, the site had two abandoned homes and two barns.**
    - **The site was graded and infrastructure installed in 2012 in preparation for an office complex.**
9. What is determining the preferred start of construction date in 2019?
    - **The city desires to relocate the Lake Stevens Police Department as soon as possible – police staff have outgrown the current facility; police services and evidence are in different locations; and structural issues have been identified in the current building.**
10. Will the sign-in sheet be distributed?
    - **Yes – the sign-in sheet will be included on the website**.
11. Why is the proposed police department parking demand different than the code requirement?
    - **The parking demand for the Police Station is predicated on providing enough secure parking that allows for overlap in shifts and non-officer use. As the project will be phased, parking can also be phased into the future.**
12. What size is the existing lot and stormwater vault?
    - **The existing site is approximately 2.8 acres.**
    - **The site's existing stormwater detention structure has a total volume of 60,480 cubic feet.**
13. What is the permit path for the police station?
    - **The police station will require design review, a planned action certification (SEPA), a building permit and construction plan review.**
14. What permit work did Maker's complete?
    - **Maker's did not complete any pre-permitting work.**
15. What is the SEPA review procedure?
    - **SEPA review will be conducted through an analysis of the city's adopted Planned Action Ordinance as part of the Environmental Impact Statement for the Lake Stevens Subarea Plan.**
16. Will the city provide a link to the Planned Action Ordinance for the Lake Stevens Center Subarea?
    - **The Planned Action Ordinance and other subarea plan documents are available at:** http://www.lakestevenswa.gov/152/Subarea-Planning

17. What content is included in the page limit?
    - **The statement of qualifications should include team information for both primary team members and subconsultants, relevant project examples, description of municipal experience and public outreach approach.**
    - **The letter of interest, coversheet, table of contents and dividers are not counted toward the page count.**
18. Who will be part of the review team for the RFQ?
    - **The final composition of the review team has not been formalized, but will likely include the City Administrator, Police Chief and Community Development Director and may include the Mayor, Public Works Director and additional police command staff.**
19. How will the project be funded?
    - **The precise funding mechanism has not been determined, but it is likely that the city will consider councilmanic bonds**
20. Does the city desire a design / build contract for the proposal?
    - **No – the city's preferred method is a standard design-bid-build process meaning the scope of services should include a complete design, permit and construction estimates ready for construction bids.**

Proposals must be received by 4:00 pm on **April 18, 2018**.

Project information is available at the following link:

http://www.lakestevenswa.gov/CivicAlerts.aspx?AID=214

If you have questions please email Russ Wright at rwright@lakestevenswa.gov.

CITY OF LAKE STEVENS

SIGN IN SHEET

SUBJECT: Police Station Bidders

DATE: 03/26/2015 TIME: 10:00 am-Community Center

Name (please print)	Phone Number	Email Address
Darrell Smith	425-238-9934	darralls@Partsat.com
JIM MERRITT	253.720.1860 253-922-4037	LIZH @ HelixDesignGroup.net
ROXANNE JUSTICE	425.259.0868	ROXANNE@BNARCH.COM
Nicole Becks	206-725-1211	nicoleb@lpdengineering.com
ROBERT HUTCHINSON	206-780-0876	HUTCH@COATESDESIGN.COM
HEIDI MAKI	206 443-6212	hmaki@ssfengineers.com
Andrew Deloucas	206-294-7550	andrew.deloucas@sylasobrien.com
Rich Murakami	206 624 4222	richard@rolludaarchitects.com
MARTIN REIMERS	425 377 8786	MREIMERS @ CONCEPT ARCHITECTURE.COM
BRETT HANSON	206-749-9883	bhanson@mcknze.com
GARRY MOORE	425-645-3123	GMOORE@CJA-INC.COM
BILL VALDEZ	719-205-2375	BILL VALDEZ@KMB-ARCHITECTS.COM
Chris Miller	425-250-7249	cmiller@thebluelinegroup.com
CLAIRE RENNHACK	206-254-2024	crennhack@millerhull.com
ANTON ALEKOM	206 254 2020	ALEKOM@MILLERHULL.COM

CITY OF LAKE STEVENS

SIGN IN SHEET

SUBJECT: Police Station Bidders

DATE: 03/26/2015 TIME: 10:00 am-Community Center

Name (please print)	Phone Number	Email Address
Adam Clark	(425)252-2153	adam@2812architecture.com
David Hansen	206 403 8801	David@Hansen-Design.com
Brian Griffith	206-319-7830	bgriffith@integralgroup.com
Reid Shockey	425-258-9308	RCShockey@shockeyplan ing.com
Gail Kinner	206-714-0371	gail.kinner@salasobrien.com