

October 22, 2019

Dennis L. Marker
Caribou City Manager
25 High Street
Caribou City, ME 04736

RE: Architectural Services for a Public Safety Facility Study

Dear Dennis and Members of the Selection Committee:

Artifex is pleased to present this proposal and qualifications to perform the Architectural services for the Public Safety Facility Study; we understand your scope of services and are able to provide our final report, recommendations, and support for public presentations in time for your referendum schedule.

Team:

Our team is experienced in conducting comprehensive assessments and design for public safety, assembly, and municipal office buildings. Artifex offers in-house licensed professionals for Architectural, Structural, and Civil engineering services. Ellen Angel, Principal, will be Project Manager, working closely with the City of Caribou and managing the Artifex team.

Manns Woodward Studios will work closely with Artifex, reviewing Police staffing and space utilization, and organization, making recommendations for renovation, addition, or new construction of the Caribou Public Safety Facility. Robb Manns of Manns Woodward is a proficient Public Safety Architect with over 17 years of experience in providing design services for Public Safety projects throughout the US and training at various conferences on aspects of Public Safety building design. He has the depth of knowledge of IACP and CALEA guidelines and recommendations desired for this project. He is currently working with Ellen and Artifex on the design for the Augusta Police Department new facility.

Both Ellen and Robb as well as the entire Artifex Team will be fully available for this project for its duration. We believe the Artifex team has the demonstrated qualifications and experience essential to assist you, the Caribou Police Department, and the City of Caribou to realize the maximum benefits from the comprehensive study, including programming data, building design, and estimate of probable cost. We look forward to sitting with you to present our qualifications firsthand.

With highest regards,

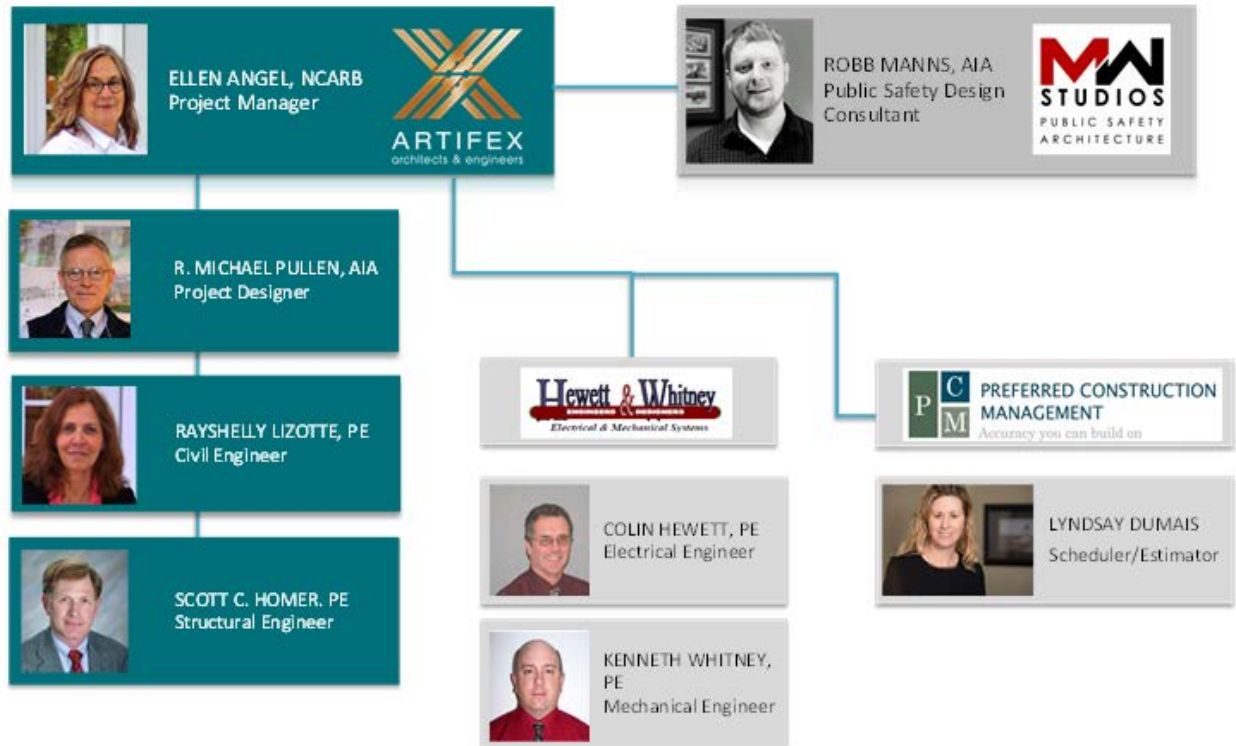


Ellen Angel, NCARB, LEED AP, Principal Architect

Contact Person:

Ellen Angel, Architect
Principal in Charge
eangel@artifexae.com
207-974-3028
207-745-0237 (cell)
128 Broadway
Bangor, ME 04401

2. Project Team:



Personnel who will be assigned to this project are on the chart above.

The Artifex Team is a team with proven success working together on numerous public safety projects throughout the state. Ellen, as project manager, will direct the team, working closely with Robb Manns on the initial programming and design stages. Robb brings a wealth of knowledge and experience to the process and they are both working closely on the current Augusta Maine Police Facility. Mike Pullen will assist in the project design having formerly, while with WBRC, been principal in charge of both the Bangor Police Facility and the Brewer Public Safety building. He also brings special skill in rendering and presenting designs for public understanding. Rounding out the in-house team are Rayshelly Lizotte, PE, civil engineer who has extensive experience with siting of public safety buildings and conformance with State, local, and federal codes and regulations and Scott Homer, PE, structural engineer.

Mechanical, Electrical, and Plumbing engineering expertise is provided by Hewett and Whitney who have assisted Artifex in all of their public safety projects. And Lyndsay Dumais of PCM brings construction estimating and scheduling expertise to the team. As a result of her participation, our estimates of probable cost fall within 2% of the actual cost of construction on our projects within the last 5 years.



ELLEN B. ANGEL, AIA, NCARB, LEED AP

SENIOR ARCHITECT & PRINCIPAL

EDUCATION

Harvard University, Master of Architecture
University of Arizona, Bachelor of Architecture

PROFESSIONAL REGISTRATIONS

Maine Licensed Architect #1777
NCARB Registered Architect (Maine, California, New Hampshire)
USGBC—LEED Accredited Professional

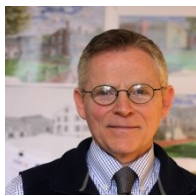
PROFESSIONAL AFFILIATIONS

American Institute of Architects, AIA
AIA Committee on Design (1985-1988)
AIA Committee for Women (National) 1989

CIVIC: Eastern Area Agency on Aging Board of Directors President
Penobscot Theatre Board of Directors (2007—2010), Vice President (2009—2010), Building Committee (2012—present)
Eastport Historic Review Board (2002—2005)

AWARDS

Maine Preservation—2017 Honor Award
Stewart Library
Maine Preservation—2009 Honor Award
Penobscot Theatre Renovation
Fire Chief Magazine—2009 Notable Satellite Station
Bangor Fire Station 6
F.I.E.R.O. 2019 Gold Award—Augusta Hartford Fire Station



R. MICHAEL PULLEN, AIA, LEED AP

SENIOR ARCHITECT

EDUCATION

E. Maine Technical College, AS Building Technology

PROFESSIONAL REGISTRATIONS

Maine Licensed Architect #1916
USGBC—LEED Accredited Professional

PROFESSIONAL AFFILIATIONS

American Institute of Architects
Maine Historic Preservation Commission-Ex officio
Maine Preservation-Advisory Trustee
Bangor Historical Society-Board of Trustees
Maine Uniform Building & Energy Codes (MUBEC) Board
Licensing Board for Architects / LA / ID

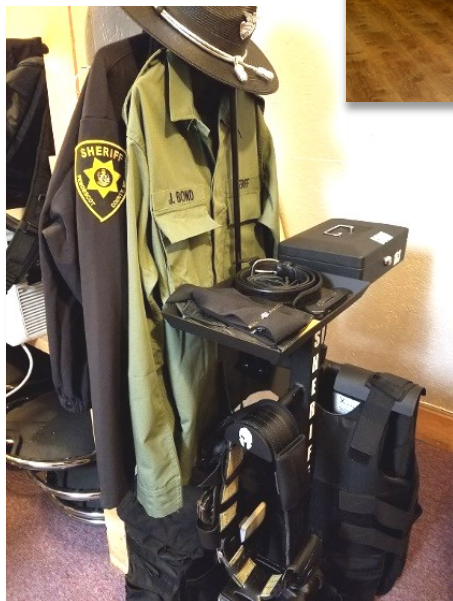


3. Relevant Experience

Both Artifex and Manns-Woodward Studio have significant relevant experience for this project. The examples which follow are those we feel are most specifically pertinent to the Caribou Public Safety Facilities Architectural Study

Artifex brings the proficiency of working within Maine and with complex projects and teams on municipal and public safety projects and extensive work in assessment and restoration of historic buildings. Because of our skilled senior staff we are able to tailor the most creative, collaborative, and cost effective team with the most competent expert professionals in a range of fields and bring that national expertise to our local projects, offering a comprehensive approach in all phases of your project.

Artifex is able to work with our many municipal clients through funding and bond cycles in order to bring projects to fruition, sometimes over many years. We understand that many times the needs and costs of our local governments are not fully understood by the citizens they represent. We collaborate with our clients to strategize solutions to difficult funding issues.

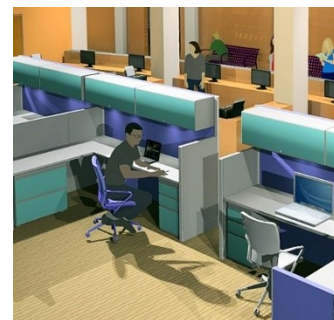
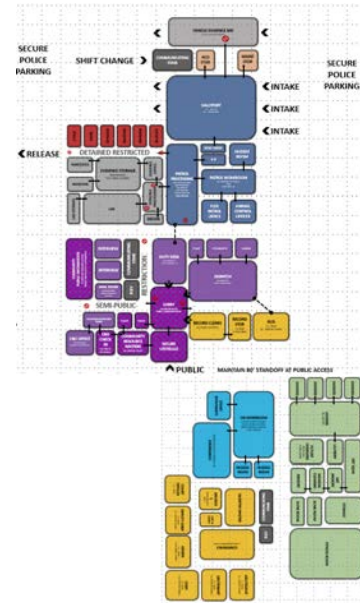


Building Condition Assessments:

A. Augusta Police —2018– ongoing

Artifex with consultant Manns-Woodward was selected to assist in site selection and to design a new police station for the City of Augusta Police, totaling approximately 28,000 square feet. The current facility is aging with building infrastructure and code problems as well as the presence of lead, asbestos, mold and temperature and humidity control issues. The current station has programmatic issues as well including technology issues, insufficient evidence storage and communication equipment spaces, code compliant storage of combustibles, and flexible conference and meeting areas.

The project includes providing the Police with a center for the dispatch for allied police agencies. The new facility is to be a state-of-the-art center and the new program will add crime scene processing capabilities, proper evidence storage areas, a public meeting room, and dedicated office spaces supporting law enforcement activities. The ultimate solution was three schematic designs for a facility of approximately 23,600 square feet. Currently the City is evaluating three site options, each with a unique design best suited to that site.



B. Bangor Police Department—2007

After providing existing conditions assessment for the 1910 Bangor Police Station the project required development of a full program with the participation of City management, the Police department and the architect. Evaluation of the program on three separate sites was accomplished and the final 41,000 sq.ft. facility houses departmental program spaces, public service spaces, public meeting and education spaces, emergency dispatch, a firearms range, booking space and vehicular storage. This project was completed by Michael Pullen while a principal with WBRC in Bangor

C. Bangor City Hall—2017 ongoing

Retained by the City of Bangor, Artifex was tasked to analyze existing space utilizations, departmental relationships/adjacencies, and to develop conceptual interior layouts. This project began with a comprehensive programming of seven municipal departments that operated within the 42,000 square foot historic City Hall building (providing improved and more flexible space utilization; enhanced municipal operations; and upgraded public service experience.

3. Relevant Experience (cont.)

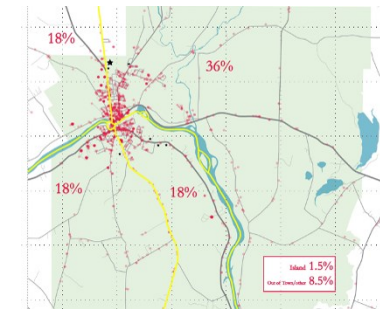
D. Maine State Labs — CETA / Greenlaw Buildings 2015—17

Artifex (as Ames Associates) was initially retained to assess the existing condition of the CETA building on the East Campus for the State of Maine and to make recommendations for its appropriateness to house the State of Maine Laboratory facilities. As part of this project we were also, with HERA as our laboratory consultant, charged to create a space needs program for the State Labs. After building assessment and Needs Program, it was clear that the CETA building was not an appropriate site for the Labs. We then assessed the Greenlaw Building, also on East Campus, for this use which was a marginal solution, but the one selected by the State. We were then tasked with providing design for the Milk and Blood Lab facility within the Marquardt Building.



E. Skowhegan Public Safety Building—2017

Artifex was selected by the Town of Skowhegan to develop the program and schematic design for a new facility to house both their Police and Fire Departments. The police were housed in the basement of the City Hall and the fire department was in its original 1904 station—one of the oldest operating in the State. The program called for 26,000 square foot facility with total project costs estimated at \$8,000,000. The bond issue was defeated at referendum and the Town is working on alternative intermediate solutions. The project is still awaiting funding.



F. Central/Hartford Station—Augusta—2017

Program development and schematic design of a major addition to the historic Augusta main fire station. The preliminary program called for 6,000 square foot addition to and renovation of the existing facilities. The historic station was undersized for the equipment and suffering from its age; however, it is considered a historic landmark. Working with the Augusta committee, floor plans and elevations were developed that all felt were consistent with the existing facility, while providing all required and desired spaces. The conceptual design and scoping documents were completed by the Artifex team in order to bid the project as design-build. The project received a 2019 FIERO Design Excellence Award.



3. Relevant Experience (cont.)

G. Maryland State Police Cumberland Barracks Allegany County, Maryland 2018—2019

Manns Woodward Studios was selected to design a new police station and new garage facility for the Maryland State Police, totaling approximately 20,000 square feet. The current facility is aging with building infrastructure and code problems as well as the presence of asbestos, mold and temperature and humidity control issues. The current station has programmatic issues as well including technology issues, insufficient evidence storage and communication equipment spaces, code compliant storage of combustibles, and flexible conference and meeting areas.

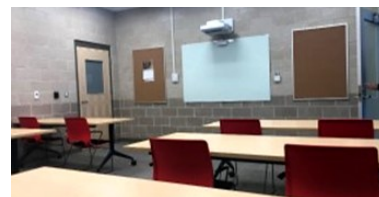
The project includes providing the State Police with a center for the State Police and for allied police agencies. The new facility is to be a state-of-the-art center and the new program will add crime scene processing capabilities, proper evidence storage areas, a public meeting room, and dedicated office spaces supporting law enforcement activities.



H. Perryville Police Station, Cecil County, Maryland— 2017

Manns Woodward Studios was selected to design a new police station and community outreach center for the Town of Perryville, Maryland. The project is located in a revitalization district of the historic town and will be the first of multiple buildings that will comprise a new master planned town center. The building is approximately 8,100 S.F. and is designed to invite public interaction with police personnel while appropriately buffering them from detainees.

The interior of the building is designed to conform with national law enforcement standards relating to site and sound separation of juveniles, female, and male suspects. Program includes: holding cells, interview rooms, offices for police officers and administrators, locker and shower rooms, bunk rooms, and storage rooms. Evidence and armory storage are securely located within the core of the building ensuring only authorized personnel can gain access to these spaces. The entire building will include card access control readers, an emergency alerting system, CCTV camera system, and life safety systems. The windows to administrative offices and transaction windows from the lobby are fitted with bullet resistant glazing. Finally, the site improvements include elements that will serve the town and allow for expansion and development of nearby sites.



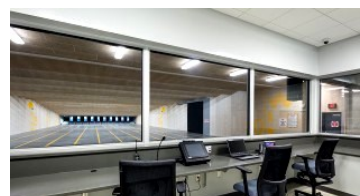
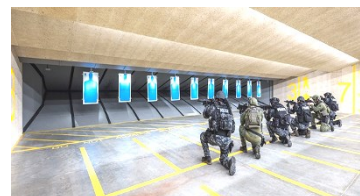
3. Relevant Experience (cont.)

I. Chester County Law Enforcement Center, Pennsylvania—2017

The Chester County Law Enforcement Center is a 33,500 SF building that includes the necessary administrative and training areas as well as associated support spaces; including a 60-person dividable classroom, private offices, locker room, break-room and conference room. Additionally, there are three separate indoor firing ranges; 12-lane fully tactical 50-yard range with an exterior access door, 4 lane fixed position 100-yard range and a 2,500 SF simulation shoot house with fully reconfigurable maze panels.

Ensuring a highly secure facility was key to this building. Due to the mission critical status of the facility, multiple security access points were required by the client. To accommodate this need, MWS designed the facility to include a secure front entry door into a secured lobby. Access beyond the secure lobby is then restricted to either administrative offices or the training classrooms depending on level of credentials. A biometric reader is required to access any of the firing ranges.

Because of the building's unique shape and size, careful strategic location of the building was required, as were the construction of retaining walls to alleviate topographic and wetland issues. Phased construction of site parking and utilities were required to ensure the least amount of disruption possible to the existing facilities.



J. District 4 Sheriff's Office, Lexington Park, Maryland—2018

In September 2015, Manns Woodward Studios was selected to design the new Sheriff District 4 Office in St. Mary's County. Due to growing population and the Sheriff's strategic plan to develop a community policing unit, a new base of operations was needed. The building is designed to provide a visible presence within the community and encourage public interactions with the police.

The building interior is designed to comply with national law enforcement standards. Special attention is paid to site and to separation between juveniles, female and male detainees. The entire building is equipped throughout with an access control system, audio/video surveillance and emergency and life safety systems. Exterior glazing, along with interior glazing separating public spaces from administrative offices, is protected by a bullet resistant glazing system.



3. Relevant Experience

North Station #3—Augusta, ME

Roger Audette
369 Water Street
Augusta, ME 04330
207.626.2421

roger.audette@augustamaine.gov

\$3,500,000

Ellen Angel, 3 yrs - services cost: \$271,000

Hartford Fire Station—Augusta, ME

William Bridgeo
16 Cony Street
Augusta, ME 04330
207.626.2300

william.bridgeo@augustamaine.gov

\$9,500,000

Ellen Angel 10 yrs services cost: \$20,000

Augusta Police Station—Augusta, ME

Jared Mills
33 Union St,
Augusta, ME 04330
207.626.2380

jared.mills@augustamaine.gov

\$8,500,000

Ellen Angel, 1 yr services cost: \$43,500

Police Station—Bangor, ME

Mark Hathaway
Police Chief
207-947-7382

mark.hathaway@bangormaine.gov

n/a

Mike Pullen, 2 yrs

n/a

City Hall Renovations—Bangor, ME

Debbie Cyr
73 Harlow Street
Bangor, ME 04401
207.992.4253

debbie.cyr@bangormaine.gov

\$6,000,000

Mike Pullen, 3 yrs services cost: \$5,000

Public Safety Building—Skowhegan, ME

Christine Almand
16 Island Avenue
Skowhegan, ME 04976
207.474.3400
showard@skowhegan.org

\$8,500,000 est.

Ellen Angel 8 months services cost: \$24,500

Public Safety Building—Brewer, ME

Perry Antone
151 Parkway South
Brewer, ME 04412
207.989.7001
pantone@brewermaine.gov

\$7,000,000

Mike Pullen 2 yrs n/a

Milk & Blood Laboratories—Augusta, ME

Jill Instassi
State of Maine, DAFS
111 Sewall Street—77 SHS, 4th Floor
Augusta, Maine 04333-0077
(207) 624-7341
Jill.Instasi@maine.gov

\$128,000

Ellen Angel, 2 yrs services cost: \$43,000

Maryland State Police Barracks

Allegany County, Maryland
H.B. Martz
301-729-2101

Perryville Police Station

Chief Allen Miller
Perryville Police Department
Perryville, Maryland
410-642-3725

Chester Co Law Enforcement Center

J. Patrick Davis
Department of Emergency Services
Chester County, Pennsylvania
610-344-6000

District 4 Sherriff's Office

Bob Carlton, Project Manager
St. Mary's County, Maryland
301-863-8400



Project Understanding and Approach

The methods and process to design a Police Facility rely heavily on the architectural and engineering experience of the design team. The combination of concern for security with understanding that this is a public facility, require deep coordination and care for the site, floor plan as well as the materials and operating systems.

Artifex and Manns-Woodward bring significant knowledge, skills, and experience to the process. Before any drawings are created, we will perform a Pre-Design phase that includes an Objective Evaluation of Existing Conditions and Program Development, including Master Plan and Needs Assessment.

We understand the latest trends in police station design and operations, and we can advise you on the impact each will have on your new facility as well as your community. Some of these may include technology and security, disaster/storm preparedness, homelessness liaison, mental health unit, public meeting rooms, educational programs, and methods to promote and increase public awareness. The human element also has variables, such as demographics, growth potential, development, staffing, and basic attitudes toward public safety.

We won't have to ask you to tell us what you need, we have exhaustive checklists based on our experience and on IACP recommendations to review with you to ensure that every appropriate aspect and performance is discussed and considered. Many Police departments simply do not know all of the choices, benefits, and detriments to the myriad of building options that are available. Ultimately the Police Department has the highest stake in the design and construction of a station as its end user, but the most successful station design results from a balanced input from the community, the designer and the department.

It is critical to fully understand your operation, your needs, desires, and vision for your facility. We begin with a Kick-Off Meeting with project leadership and stakeholders to set-up our goals for success and tailor the process to satisfy the specific goals and needs. Although identified in the RFP as a separate step, we cannot underestimate the importance of the initial meeting; coming to a shared understanding of goals and measurements of success sets everyone on the path together.

Factors Shaping Police Design

1 Community Integration

2 Technological Adoption

3 Workplace Innovation

4 Stress Reduction

5 Improved Efficiencies

Caribou Architectural Study Public Safety Facilities

A. INFORMATION GATHERING

1. Kick—Off Meeting

We begin with a meeting with the entire Artifex Team and with representatives of the City of Caribou, the Caribou Police, and members of any citizens or selectman's group who are stakeholders in this project. At this meeting we expect the Goals to be set as well as the Schedule confirmed and potentially the assessment of the existing building to begin.

We will discuss with you your goals, your Mission statement, your operations and your Vision for the future. This will allow us to develop organizational concepts that will aid you in making appropriate decisions for the project. We will also want to understand the programs you want to include in your completed facility. We will do an initial tour of the potential buildings.

3. Objective Evaluation of Existing

We understand that a part of your initial question is whether your current City Hall facility can be modified to accommodate your needs and brought up to current standards for police/public safety facilities. Additionally, you wonder whether a downtown building would be an appropriate location for either City Hall, the Caribou Police, or both. And, we further understand that updating your spatial program (B Programming and Utilization), outlining your needs, and highlighting issues and requirements is a vital component.

Therefore we follow with a two-pronged approach, slightly different from the order of project tasks included in your RFP, but encompassing all of the desired works and producing documents which we feel will be most helpful in explaining current conditions and providing for future progress: Artifex with Hewett and Whitney will assess the existing buildings with emphasis on current Code requirements as well as currently conforming grandfathered conditions which would be non-compliant if renovations were completed.

To begin this, provision by the City of any existing plans is extremely helpful. If those are not available we will measure and create base plans for this portion of the project.

We will become very familiar with your existing building and your site and the alternate site. We will review and analyze the current structural capacities and deficiencies. We will research the requirements of the local regulatory agencies to ensure that we have a good understanding regarding drainage, utilities and parking requirements. We will spend time to review your current work patterns, policies, strengths and weaknesses. This knowledge will be a helpful tool to use as a benchmark for project development. We will analyze not only the structure and architectural and finish components, but also the mechanical, electrical and plumbing upgrades that may be needed.

Manns-Woodward will also be documenting how you operate, articulating what you do, and assessing your ongoing problems in operations, security, and others caused or enhanced by the current situation.

Area Schedule				
Level	Area Type	Name	Count	Area
LEVEL 1	Building Common Area	COMMON 1	1	234 SF
LEVEL 1	Building Common Area	COMMON 2	1	1154 SF
LEVEL 1	Building Common Area	COMMON 3	1	236 SF
LEVEL 1	Building Common Area	COMMON 4	1	336 SF
LEVEL 1	Major Vertical Penetration	TENANT A	1	2 SF
LEVEL 1	Major Vertical Penetration	TENANT A	18	4 SF
LEVEL 1	Office Area	TENANT A	1	2338 SF
LEVEL 1	Office Area	TENANT A	1	8036 SF
LEVEL 1	Major Vertical Penetration	TENANT B	8	4 SF
LEVEL 1	Office Area	TENANT B	1	4754 SF
LEVEL 1	Major Vertical Penetration	UNASSIGNED SPACE	1	645 SF
GROSS FLOOR AREA:			1	17839

The product of the building evaluation will be a section of your Needs Assessment Report which will include existing City Hall/Police plans with areas of concern noted and photos of support, and additionally an analysis of the downtown alternate building. Issues will be itemized, prioritized, and contain recommendations for remediation, along with estimated costs

SAMPLE FROM NEEDS ASSESSMENT REPORT (ABOVE)

Caribou Architectural Study Public Safety Facilities

A. INFORMATION GATHERING

2. Building Program and Utilization

Simultaneously, Manns-Woodward and Artifex will begin meeting with Police Department representatives (focus group) to determine the detailed needs of the project. This is where our checklists and programming data come in; we have an extensive programming process that begins with an information collection period. We will also program the spaces for City Hall, being clear about where efficiencies of shared space can be found.

We will also work together with the PD representatives and City staff to review your *Mission Statement* and develop a long-term strategic plan to solve political and technical challenges that may be associated with the project. We recognize trends which may present future concerns, but for which we can plan and prepare.

The design team, with the help of an Organization Chart from the City, personnel lists, and scheduling data, will work with the results of the focus group studies to develop a detailed program of requirements for the project.

We will spend time discussing each area and describing in detail in terms of function, description of operation use, size, adjacencies, equipment, finishes, plumbing and special HVAC needs; the station user groups including officers, detectives, public, administration; each material need including wall materials, floor materials, drainage, acoustics, lighting, heating, ventilating and air conditioning. Security is of paramount concern in all of our designs, and we will offer solutions that will help mitigate issues and ensure the safety of the personnel. The spaces need to be resilient to allow personnel to use the facility without compromising their safety, health, and welfare.

We understand the spatial requirements of a police facility and are knowledgeable in the grossing factors which are larger than many other building types and which, if not initially considered, can require costly modifications to design and budget.

The product of this work is Programming Report tabulations of areas required by staff function or title including adjacency, utility, finishes, furnishing, and equipment requirements. Spaces will be itemized and contain specific recommendations for development along with notes for consideration. We will present this information to stakeholders and gather comments.

Brewer Public Safety
Render & Finished Exterior

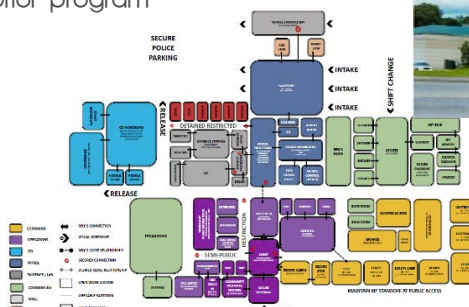


Bangor Police Department
Meeting Room & Finished Exterior



Graphics From prior program

ADMINISTRATION									
1	ADMINISTRATIVE OFFICE	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
2	ADMINISTRATIVE OFFICE	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
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27	ADMINISTRATIVE OFFICE	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
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29	ADMINISTRATIVE OFFICE	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
30	ADMINISTRATIVE OFFICE	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
31	ADMINISTRATIVE OFFICE	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
32	ADMINISTRATIVE OFFICE	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
33	ADMINISTRATIVE OFFICE	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
34	ADMINISTRATIVE OFFICE	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
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100	ADMINISTRATIVE OFFICE	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000



B. CONCEPTUAL DESIGN

4. Design Options

At this stage, the Artifex team will begin to explore various options that satisfy the needs identified during previous stages of work and through stakeholder comments. Preliminary floor layout solutions along with schematic massing models will be developed that explain the sequencing and organization of project elements.

The design team will meet with project leadership and stakeholders to present the exploration studies. Comments are received and noted during a dynamic back-and-forth dialogue.

Based upon the comments received during the review the design team will revise and refine the options until agreed upon approaches are adopted.

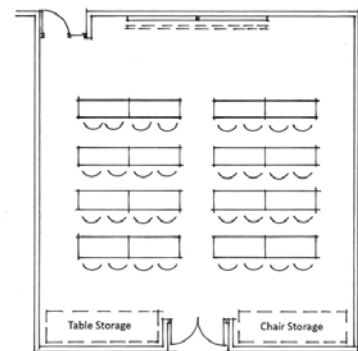
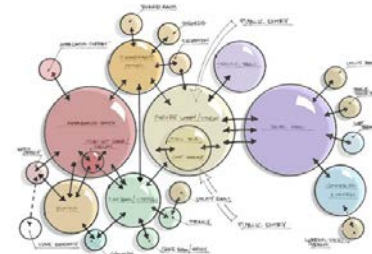
The design team will test fit the proposed options within the potential buildings and narrow down exploration concepts into a final option for each building as well as a conceptual option for a 'neutral' site. Each will be considered for the master plan and develop more detailed analysis as to the sequencing, pros, and cons for each solution.

As part of this conceptual design phase, individual spaces will be developed, proofing the programmatic decisions as to size and adjacency, ensuring that spaces are adequate and appropriate. Attention will be paid to adjacencies; public v. private; secure spaces; internal requirements.

At this point initial site requirements will be determined for each building and a neutral site.

Cost estimates for each scheme are developed in the lens of how the project will be phased to satisfy capital improvement plans and future development. We will meet with stakeholders to go over the available schemes and answer any questions.

The product of this work will be Schematic level designs including floor plans, elevations, building sections and proposed materials with opportunities for revisions based on the current City Hall site, the downtown site, and a stand-alone site. This creates a clear picture of the qualities of the proposed design and the cost implications of each.



Caribou Architectural Study Public Safety Facilities

5. & 6. Public Meetings, Funding, and Feedback

We will prepare all our documents in presentation quality for large size printing and display. We will also prepare a PowerPoint presentation for our use and the City's in explaining the options and information garnered through the process.

We will also design a survey document for use during the public meetings to gather additional comments. We will attend and present information at a public meeting. We will correlate the surveys and document the information gathered in a format usable for future presentation.

We will assist in identifying funding options for renovation or other project or allied costs. We will provide materials for application for funding. We will write technical sections as required for funding applications.



SAMPLE
PRESENTATION
GRAPHICS

At the completion of 3. Public Meetings, we will have a conceptual plan/site that we can further develop into a design solution

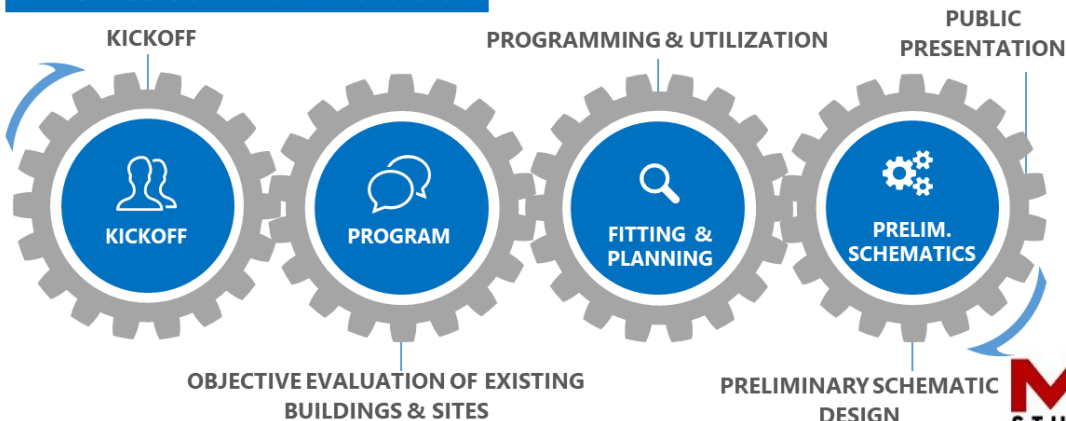
C. SCHEMATIC DESIGN

7 Preferred Design

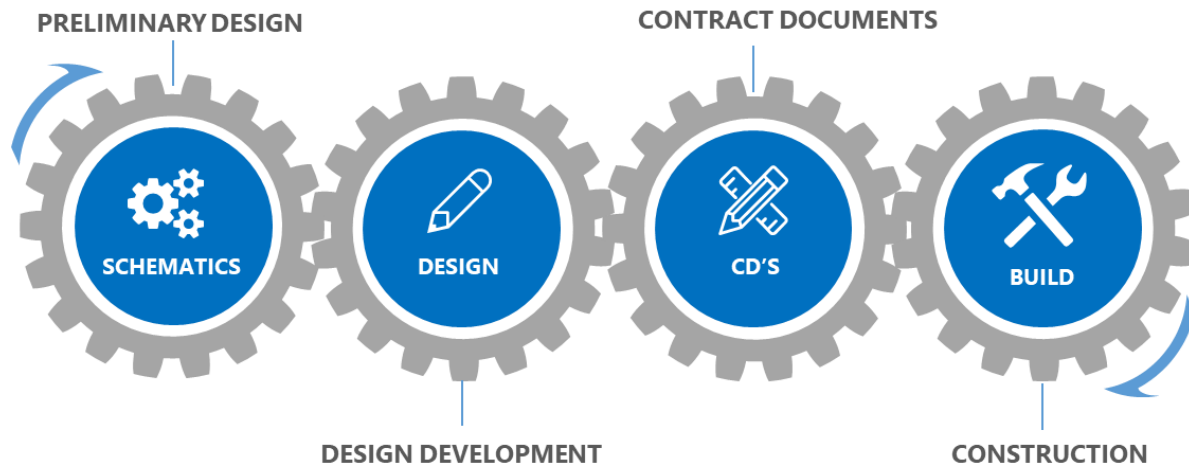
Based on feedback from stakeholder and public meetings, the Artifex team will begin to develop the scheme that satisfy the needs identified during previous stages of work. More developed floor layouts along with schematic massing models will be developed that explain the functioning, appearance, and organization of proposed design. Additional information will be used and additional design work including structural, civil, mechanical, and electrical engineering will begin.

Coordination between the design team, the stakeholders, and any authorities having jurisdiction over the project is especially important during this phase. We will facilitate two meetings with stakeholders to present information and refine the design as required. We will prepare a schematic level cost estimate which will include all expected building and project costs for review and approval by the stakeholders' group. We assume that at this point the project will be subject to voter approval and funding approval.

PROCESS SUMMARY TASKS 1-6



PROCESS SUMMARY TASKS 7-10



E. PROJECT COMPLETION

8, 9, and 10. Design Development, Construction Documents, Bid Process, and Construction

Based on an approved Schematic Design, we will continue to develop the plans. At this point large changes become more difficult to make and the process is one of filling in decisions and systems that have not been fully developed. Review by stakeholders is critical in this process and several meetings to go over design decisions, materials, and finishes will be held.

From an approved Design Development set of drawings and Specifications, we will further refine the documents, including additional details and information. The construction drawings take a significant proportion of the time of the project. We will submit these drawings to all agencies having jurisdiction for approvals and permits.

Upon completion of the contract documents, Artifex will assist the City in the bidding process. If the process utilizes the standard design—bid—build delivery method, we will provide bidding documents and conduct a pre-bid meeting with interested (or pre-qualified) contractors. We will assist in bid compilation as often there are bid add or subtract alternates as well as potential unit cost bids.

Artifex will hold a pre-construction conference with the selected contractor and provide contract administration throughout the construction process, including review of shop drawings and submittals and review and approval of contractor payment requisitions.

We will review the Contractor's punchlist and the final construction prior to move-in. We will file a certificate of substantial completion

PROCESS: Based on a final approved Scope of Work we propose the following schedule and project milestones:

1. Kick-off Meeting

Week of November 11—Product will be schedule, stated scope, and measures of success

1. Programming and Utilization

Week of December 2—On site Programming Meeting with Police Department and with City Staff. Initial programming will be complete that day.

Week of December 16—Product will be full program including floor plan diagrams

3. Objective Evaluation of Existing

Week of November 11— Site review

Week of December 2—Product will be report on existing condition of City Hall and Downtown Site

4. Conceptual Design

Week of December 16—Begin test fit of program to two building options. .

Week of January 6 —Product will be possible floor plans of the two existing buildings and stand-alone floor plan—City Review and Comments

Week of February 10 —Product will be presentation ready floor plans of the two existing buildings and stand-alone floor plan along with renderings and cost estimate for each

5. Funding Options

Week of February 10—Product will be presentation of research into available funding sources

6. Public Meetings

Week of February 17—After City review, and modifications by Artifex team, we will have PowerPoint Presentation prepared for Public Meetings as required by the City.

Week of February 17 —Product will be PowerPoint presentation and survey instrument

7. Preferred Design

Depending on timing of meetings and extent of comments, the Artifex Team is prepared to present revised selected design within 6 weeks of final meeting.

Product will be Schematic Design Package including schematic architectural, structural, mechanical and electrical floor plan(s); four elevations; building sections; materials selection; outline specifications including description of mechanical system; site plan; grading plan; rendering; and schematic level cost estimate.

Impacts / impediments / conflicts: We believe that there are many potential 'impediments' to the course of a project. Our experience tells us that the biggest one is often lack of public understanding of the needs, requirements, and current costs for a large public project, especially a public safety project. The social climate in our world has placed many restrictions on the possibilities for consideration and much responsibility on our civil servants; police facilities especially bear the burden of this. The goals of facility longevity, operational efficiency, and security are often expensive. We have put together information which explains these costs and what the requirements are which define cost generation. We also assist local government in effectively communicating information to their citizens—we have learned in difficult circumstances what works and what doesn't. We would like to share that information with you. The more informed the public is, the more likely they are to support the project and understand the costs.

5. Unique Qualifications

Artifex brings an expertise to the project not found within the state of Maine, an architect who specializes in the design of Police and Public Safety facilities: Robb Manns is recognized as an expert in the field, is a invited speaker at conferences nationwide, and has worked with Artifex on previous projects.

Robert Manns, AIA Principal Architect of Design



Robert Manns, AIA is a founding principal of the firm. He carries over 17 years of experience and specializes in the design of public safety facilities such as police stations, fire stations, EMS facilities, and mission critical structures. He has a proven track record for providing meaningful, budget conscious and quality driven design solutions that meet the specific needs of first responders.

Rob is dedicated to the creation, coordination, and implementation of design solutions that improve the quality of life for first responders and their surrounding community. He has worked to establish the firm's unique expertise in public safety architecture and has elevated the reputation of the team as quality and functional designers amongst the nation's first responders.

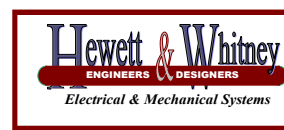
Additionally, a few years ago, Artifex donated many hours to the initial assessment of the needs of the Caribou Police Department. We recognize that, especially based on current national requirements and changes in our society, the needs of the police have changed. But we feel we have an investment in the success of this project and would love to assist going forward.

We believe we have also shown our ability to be available to the Caribou community whenever required, as travel is an recognized requirement of our profession, serving clients as far as Hanover, New Hampshire; Gorham, Maine; and Eastport, Maine.

Finally, Artifex is classified as a Disadvantaged Woman Owned Business.

List of Relevant Projects:

Cambridge Public Safety Headquarters
Carroll County Courtroom #10
Carroll County North Precinct
Carroll County Public Safety Training Center
Cecil County Sheriff's Office
Chester County 911 Call Center
Chester County Law Enforcement Center
Chester County Public Safety Training Center
Dorchester County Public Safety Center
Garrett County Emergency Operations Center
Harford County Emergency Operations Center
Howard County Public Safety Training Center
Leonardtown Sheriff Station
Luzerne Public Safety Training Center
Maryland State Police: Barrack C
Montgomery County Public Safety Complex
Mt. Pleasant Public Safety Complex
North Providence Public Safety Complex
Perryville Police Station
Philadelphia Police Department
Queen Anne's County Police Station
Toms River Emergency Operations





State of Maine
DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION
ARCHITECTS, LANDSCAPE ARCHITECTS & INTERIOR DESIGNERS

License Number ARC1777

Be it known that

ELENI M. ANGEL

has qualified as required by Title 32 MRSA Chapter 3A and is licensed as:
ARCHITECT

ISSUE DATE

May 1, 2019

Anne L. Head

Commissioner

EXPIRATION DATE

June 30, 2020

X Detach



STATE OF MAINE

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION
ARCHITECTS, LANDSCAPE ARCHITECTS & INTERIOR DESIGNERS

License Number ARC1777

ELENI M. ANGEL

ARCHITECT

ISSUED 05/01/2019

EXPIRES 06/30/2020

STATE OF MAINE

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION
35 State House Station
Augusta, Maine 04333-0035
(207) 624-8603

Anne L. Head

Commissioner