



Qualification Submittal
for
The City of Caribou
Public Safety Study





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Letter of Interest





Introductory Letter

October 17, 2019

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

Dear Mr. Marker and Members of the Selection Committee:

Thank you for reviewing the attached qualifications of Port City Architecture. We are Maine's leading expert in public safety design. We have designed more police and fire facilities than any other firm in the region. Our numerous projects all started with a study like yours. 95% of our studies have moved forward to pass voter funding approval, and all our projects successfully met the needs of their communities.

In addition to our public safety experience we also have significant experience conducting facility assessments for existing buildings and renovating municipal facilities. In Sanford, Maine we were tasked to study both the expansion of the police department within the existing hall or providing a new police facility on nearby town owned land. Our study concluded that the City's needs were best met by building a new facility across the street and renovating the City Hall to accommodate other City Services.

Besides Sanford, we have performed similar studies to determine whether to expand the police in the existing city hall or move them to a new facility for the following cities and towns: **Waterville, ME, Falmouth, ME, Gorham, ME, Cumberland, ME, Yarmouth, ME, Old Orchard Beach, ME.** In addition to our extensive experience with projects extremely similar to your study, we are very familiar with Caribou's existing Public Safety facilities and their anticipated space program needs having recently completed the previous public safety facility study.

Sincerely,

Lita Semrau, AIA
Principal

Point of Contact Information:

Lita Semrau, AIA, Principal
Port City Architecture
65 Newbury Street
Portland, ME 04101
Email: lita@portcityarch.com
Phone: 207 761-9000

Project Team



Project Team: Architect's Resume



Andrew C. Hyland, AIA , LEED-AP
Maine Licensed Architect
Principal in Charge



Mr. Hyland is senior principal at Port City Architecture. He has over thirty five years of experience in Architectural design, planning and project management. Andy is a leader in public safety design in Maine, and has led the design team for all of Port City's public safety projects. He continually researches new trends in public safety design, codes, and energy efficient construction methods.

His experience in project planning, working with committees, and finding consensus among groups with diverse points of views will help rally community support for your project. His ability to see the big picture will ensure that your project meets the needs of your community, allows for growth, provides durable long lasting finishes, while being constructed within a realistic budget.

Licenses

Architect: State of Maine # 2037 Architect: State of New Hampshire # 2295

Education

University of Colorado: BS/Architecture and Environmental Design

International conference on Courthouse Judicial Design

LEED Accredited Professionals of US Green Building Council

Professional and Civic Affiliations

Maine Chiefs of Police Association: Member

American Institute of Architects: Member

United States Green Building Council: Member

NNECERAPPA: Member

Maine Chapter of the US Green Building Council:

- Secretary on the Executive Board
- Treasurer on the Executive Board

Trainrider's Northeast: Executive Board: Member

Project Team: Architect's License

	State of Maine DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION ARCHITECTS, LANDSCAPE ARCHITECTS & INTERIOR DESIGNERS	
License Number ARC2037		
Be it known that ANDREW CROSSLEY HYLAND has qualified as required by Title 32 MRSA Chapter 3A and is licensed as: ARCHITECT		
ISSUE DATE May 1, 2019	<i>Anne L. Head</i> Commissioner	EXPIRATION DATE June 30, 2020

Project Team : Architect's Resume



Lita Semrau, AIA, LEED-AP
Maine Licensed Architect
Principal and Project Manager



Ms. Semrau has over twenty five years experience designing architectural projects, including educational, municipal and commercial facilities. During her career, she has specialized in working with clients to take a project through all stages of construction, including initial programming and schematic design, followed by construction documentation and specification preparation, and ultimately supervision of the project during construction. A portion of Ms. Semrau's training includes extensive research and development of the programming process to maximize the client's budget and space needs, as well as many years researching green design and the LEED process to insure clients obtain the most efficient and healthy buildings within their budgets.

Licenses

Architect: State of Maine #2667, NCARB

Education

University of New York at Buffalo: Master of Architecture

Earlham College: BA/Mathematics

LEED Accredited Professionals of USGBC

Professional and Civic Affiliations

American Institute of Architects: Member

Habitat for Humanity: Program Committee

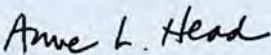
United States Green Building Council: Member

Maine Chapter of the US Green Building Council:

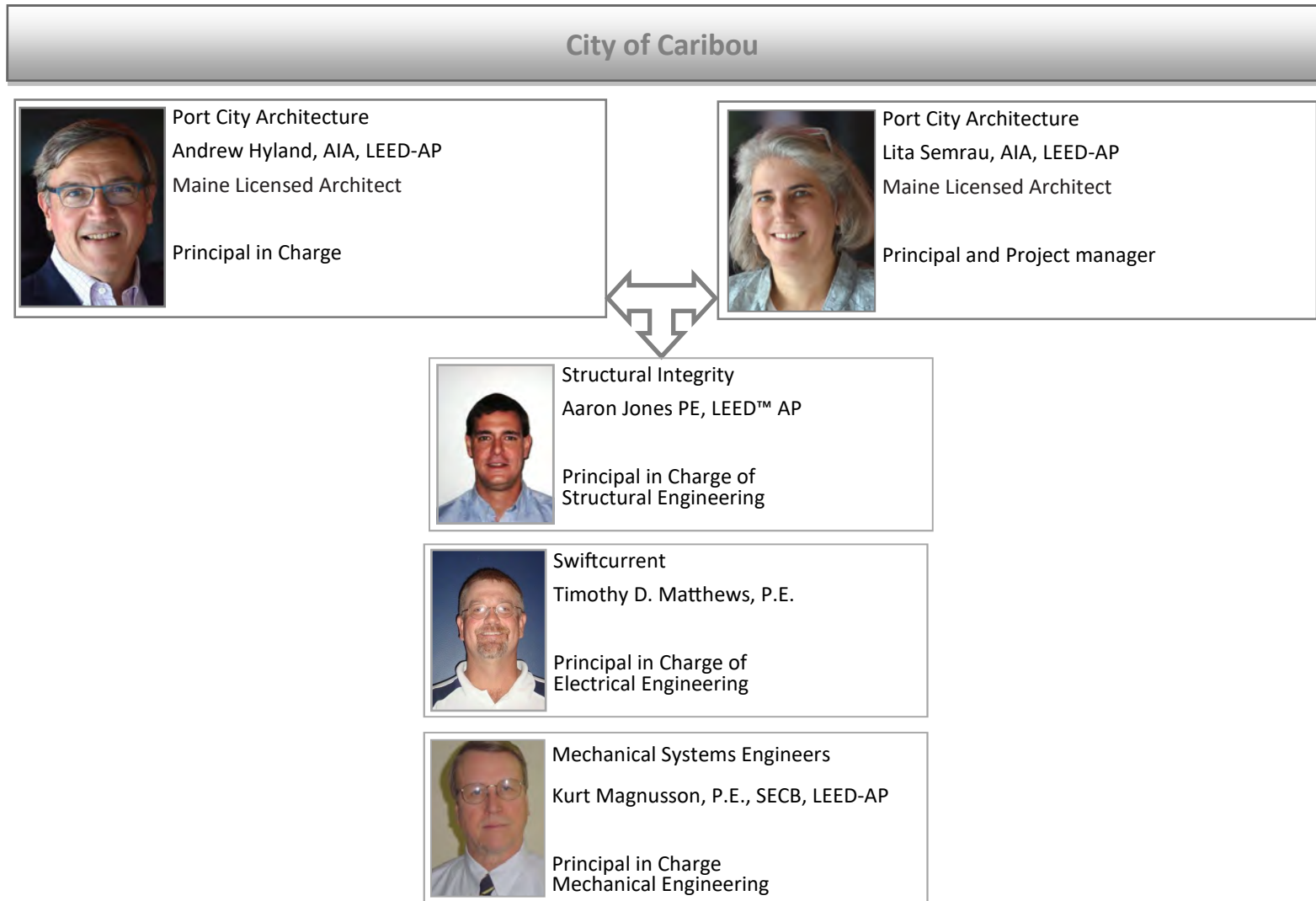
- Board Member
- Finance and Sponsorship Committee
- Vice Chair
- Chair

Project Team: Architect's License



	State of Maine DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION ARCHITECTS, LANDSCAPE ARCHITECTS & INTERIOR DESIGNERS	
License Number ARC2667 Be it known that LITA ANNE SEMRAU has qualified as required by Title 32 MRS Chapter 3A and is licensed as: ARCHITECT		
ISSUE DATE May 6, 2019	 Commissioner	EXPIRATION DATE June 30, 2020

Project Team: Team Chart



Experience



Waterville Police Station Waterville, Maine



Port City Architecture was hired by the City of Waterville to perform a study for the Police Department .

In A Snap

Locations:

Waterville, Maine

Services:

Study

New Facility

Date of Project:

2012

Budget:

\$2,500,000.

Size:

11,000 square feet

Contact:

Mike Roy

City Manager

207-680-4204

Waterville Police Station Waterville, Maine



The new facility was designed to accommodate all the needs of the Police Department, which included administrative offices, a dispatch center, a training room, a full gym and locker rooms, a prisoner processing area.

Experience: Similar Project

Gorham Police Station Gorham, Maine



Port City was hired to provide a study of the existing conditions and a design to solve the departments needs. The existing facility was undersized and could not house all the functions of both departments. Our study found that there were many security and operational concerns with housing both departments in the same building. We proposed a renovation of the existing facility to house the Fire Department, and a new building on the existing site for the Police Department.

In A Snap

Location:

Gorham, Maine

Services:

Public Safety Study

New Police Facility

Renovated Fire Station

Date of Project:

2016

Budget:

\$4,990,000

Size: 10,250 SF

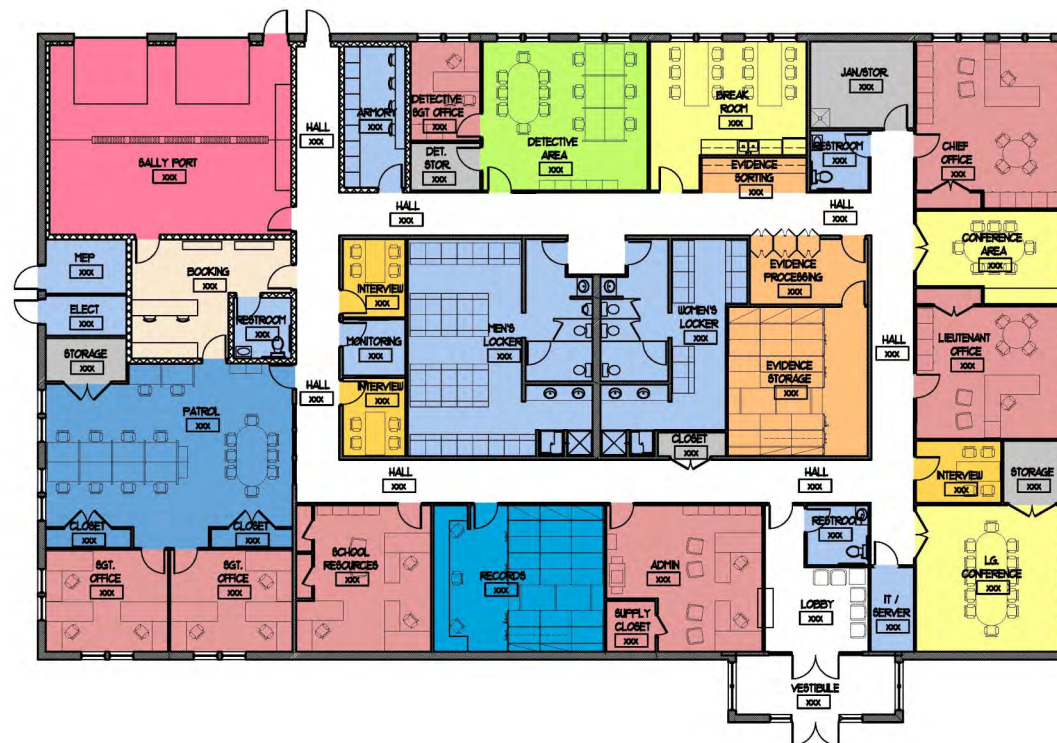
Contact:

David Cole, Town Manager

207- 222-1650

dcole@gorham.me.us

Gorham Police Station Gorham, Maine



Floor Plans

Experience: Similar Project

Sanford Police Station Sanford, Maine



Port City Architecture was initially hired by the Town of Sanford to perform a feasibility study for the existing Town Hall which housed all the town's municipal offices as well as the Police Department in the basement. After the completion of the study, Port City Architecture was again hired to design a new Police Station on a site adjacent to the Town Hall.

Sanford Police Station Sanford, Maine

The new Police Station was designed to accommodate all the needs of the Police Department, which included a dispatch center that could address the needs of the entire county, administrative offices, a training room, a full gym and locker rooms, a prisoner processing area, and a multi car sally port.



Falmouth Police Station Falmouth, Maine



The new 8,000 square foot Police Station in Falmouth, is Maine's first LEED certified Silver Public Safety building. The building has all the typical furnishing required for a Police Station a full dispatch area, offices for all police staff, a garage for vehicle maintenance, full locker rooms, and a full gym.

Falmouth Police Station Falmouth, Maine



Experience: Project List

Town of Caribou

- Public Safety Facility Study

Town of Yarmouth Maine

- Public Safety Facility Study
- New Public Safety Building

Town of Cumberland, Maine

- Fire Station Study
- Fire Station Addition and Renovation
- Police station Renovation
- Counsel Chambers Renovation
- Public Works Building

Town of Sanford, Maine

- Fire Buildings Study
- Municipal Offices Assessment
- Police Facility Study
- New Police Station
- Town Hall Renovation

City of Waterville, Maine

- Police Station Study
- New Police Station

Town of Berwick

- Fire Station Study
- New Fire Station
- Police Station Study

Town of North Berwick

- Fire Station Study

Town of Buckfield, Maine

- Public Safety Facility Study
- New Fire/Rescue Station

Town of Saco, Maine

- Fire Station Study
- New Central Fire Station

Town of Gorham, Maine

- Public Safety Facility Study
- New Police Station
- Fire Station Addition and Renovation

Town of Kennebunkport, Maine

- Police Station Study
- Police Station Addition

Town of Waterboro, Maine

- Fire Station Study

Town of Old Orchard Beach, Maine

- Public Safety Facility Assessment
- Police Station Study

Town of Falmouth, Maine

- Phase II Fire Station Addition
- Public Safety Study
- New Police Station
- Phase I Fire Station Addition and Renovation

Town of Arundel, Maine

- Town Hall Programming
- New Town Hall

Town of Scarborough, Maine

- New Parks & Rec Beach Bath Station

Town of Ogunquit, Maine

- Facility Assessment and Evaluation
- Municipal Buildings Study
- Phase I Renovations

Approach



Approach: Task 1 thru 10

Task 1. Stakeholder Committee Formation and Kickoff

- A. Stakeholder workshop preparation.
- B. Hold a Stakeholders meeting to refine a Scope, Budget & Schedule.
- C. City tour/site analysis of existing facilities and potential development sites.

Task 2. Determination and Identification of Existing Conditions and Space Needs

- A. Meet with public safety and administration to evaluate current program needs.
- B. Review background information provided by Caribou City.

Task 3. Determination and Identification of potential Site locations.

- A. Conduct a high-level survey of 2 properties, selected by the City, that can be remodeled/renovated for the project in order to determine:
 - 1. Existing Site features (e.g. parking, utilities, access, etc.)
 - 2. Building Conditions including condition of exterior materials and dimensions, interior space, utilities, functionality, limitations, accessibility, etc.
 - 3. Other features or encumbrances.
- B. Provide a list of elements that will need to be modified to meet codes.
- C. Meet with stakeholder group to review and discuss potential limiting factors.

Task 4. Conceptual Design of Future Facilities Using information obtained in Tasks 1-3

- A. Prepare conceptual design of a new police station within City hall.
 - 1. Prepare concept design within an existing city administration services building.
 - 2. Provide a concept plan for a stand-alone, “slab on grade” police station that can be built on an assumed flat, 3.5-acre square piece of property.
- B. Meet with stakeholders to review concept plans.
- C. Make appropriate stakeholder modifications to concept plans.
- D. Prepare street level architectural renderings of each building concept.
- E. Provide a cost estimate for each of the concept plans.

Task 5. Identification of Funding Options for the Project

- A. Provide a list of potential funding sources to help with project costs.
- B. Provide grant materials and writing expertise.

Task 6. Public Meetings

- A. Prepare presentation quality information graphics/maps/designs that can be printed onto display boards in preparation for open house meetings. Assume three 24”x36” displays per concept.
- B. Prepare a preferential survey to be conducted by the City.

Approach: Task 1 thru 10

Task 7. Preliminary Design

- A. Prepare a preliminary design for the City’s “preferred” option with a more refined cost estimate for voters to consider at a future election.
 - 1. Site surveys & geotechnical investigations by others.
- B. Coordinate with City staff on any design issues.
- C. Coordinate with public utility companies as needed.

Task 8. Final Project Design (Subject to voter approval of project if necessary)

- A. Using information obtained and stakeholder input, prepare a final design.
- B. Conduct 2 stakeholder review meetings to address comments on final designs.

Tasks 9 & 10. Construction Drawings and Project Bid & Provide Construction Administration Services and Support (Subject to voter approval of project if necessary)

- A. Prepare final drawings for construction of the Project.
- B. Prepare bidding and contract documents and assist City staff in advertising the Project.
- C. Assist City staff in selecting a contractor to construct the Project.
- D. Complete necessary DOT, DEP, etc. final review and approval processes for the Project.

Unique Qualifications



Unique Qualifications: Public Safety Caribou Study

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