



REQUEST FOR QUALIFICATIONS

NAME OF COMPANY SUBMITTING RESPONSE _____

SECTION I - GENERAL INFORMATION

The enclosed **REQUEST FOR QUALIFICATIONS** (RFQ) and accompanying specifications are for your convenience. Respondents are cautioned that the Longview Purchasing Division *is the sole point of contact* for the City of Longview (the City) during this process. Any oral statement by any representative of the City, modifying or changing any conditions of this RFQ, is an expression of opinion only and confers no right upon the respondent. If additional information is needed to interpret the specifications, **written** questions will be accepted by:

City of Longview - Purchasing Division
PO Box 1952 – 300 W. Cotton (zip 75601)
Longview, TX 75606

PHONE (903) 237-1324
FAX (903) 291-5323
purchasing@longviewtexas.gov

Sealed RFQ's will be received no later than: 2:00 P.M., June 28, 2017

MARK ENVELOPE:

**RFQ NO. 1617-33 POLICE DEPARTMENT EXPANSION
PROJECT
CITY OF LONGVIEW PURCHASING OFFICE
PO BOX 1952 – 300 W. COTTON (ZIP 75601)
LONGVIEW, TEXAS 75606**

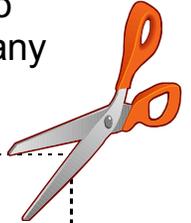
THE CITY OF LONGVIEW appreciates your time and effort in preparing a response. Please note that all responses must be received at the designated location by the deadline shown. Responses received after the deadline will not be considered for award, and shall be considered void. Opening is scheduled in Purchasing Offices at 300 W. Cotton, Longview, and Texas. You are invited to attend.

The City of Longview reserves the right to accept any submittal, to reject any or all submittals, to waive irregularities or informalities in any submittal, and to make the award in any manner deemed in the best interest of the City of Longview.



REQUEST FOR QUALIFICATIONS

Cut along the outer border and affix this label to your sealed response to identify it as a "Sealed RFQ". Be sure to include the name of the company submitting the response.



SEALED RFQ ● DO NOT OPEN

POLICE DEPARTMENT EXPANSION PROJECT

RFQ No. 1617-33

RFQ DEADLINE: JUNE 28, 2017 @ 2:00 P.M. CST

For Information Contact:

Jaye Latch
(903) 237-1324
purchasing@longviewtexas.gov

Company Name: _____

Contact Name: _____

Telephone Number: _____

RFQ must be addressed to:

Jaye Latch
Purchasing Manager
PO Box 1952
Longview, TX 75606
Or

Jaye Latch
Purchasing Manager
300 W Cotton St
Longview, TX 75601

GENERAL INFORMATION

By order of the City Manager of LONGVIEW, TEXAS, Request for Qualifications will be received for:

Police Department Expansion Project

2.00 The City of Longview desires to engage a qualified and experience firm to provide professional architectural/engineering services to prepare a space needs study for the City of Longview Police Department.

2.01 IT IS UNDERSTOOD that the City of Longview, Texas (City) reserves the right to reject any or all responses for any or all services covered in this request and to waive informalities or defects in responses or to accept such response as it deems in the best interests of the City of Longview.

2.02. Responses shall be placed in a sealed envelope and appropriately signed by a person having the authority to bind the firm in a contract. The RFQ number and title shall be marked clearly on the outside as shown below. A label has been provided. Elaborate binding or binders are discouraged. ***FACSIMILE TRANSMITTALS WILL NOT BE ACCEPTED.***

2.03 SUBMISSION OF RESPONSES: The City of Longview requests one original, five (5) hard copies and one (1) electronic copy (flash drive or CD) of your response. Sealed responses shall be submitted to:

CITY OF LONGVIEW PURCHASING OFFICE
PO BOX 1952 – 300 W. COTTON (ZIP 75601)
LONGVIEW, TX 75606

2.04 LATE RESONSES: ALL RESPONSES MUST BE RECEIVED IN THE CITY OF LONGVIEW PURCHASING OFFICES BEFORE PUBLISHED OPENING DATE AND TIME. Responses received in the City Purchasing Office after the submission deadline will be considered void and unacceptable. The City of Longview is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/time stamp in the Purchasing Office will be the official time of receipt.

2.06 WITHDRAWAL OF RESPONSE: A response may not be withdrawn or canceled by the respondent without the permission of the city for a period of ninety (90) days following the date designated for the receipt of responses.

2.07 AWARD: The City of Longview reserves the right to accept any submittal, to reject any or all submittals, to waive irregularities or informalities in any submittal, and to make the award in any manner deemed in the best interest of the City of Longview.

2.08 ADDENDA: Any interpretations, corrections or changes to this specification will be made by addenda. Sole issuing authority of addenda shall be vested in City of Longview Purchasing Agent. Addenda can be found on the City of Longview website www.LongviewTexas.gov/Bids. Addenda can also be obtained by calling City of Longview Purchasing office at 903-237-1324. It is the responsibility of the respondent to obtain a copy of all addenda pertaining to this RFQ.

2.09 MINIMUM STANDARDS FOR RESPONSIBLE CONTRACTORS: A prospective respondents must affirmatively demonstrate responsibility and must meet the following requirements:

1. Have adequate financial resources, or the ability to obtain resources required;
2. Be able to comply with the required or proposed delivery schedule;
3. Have a satisfactory record of performance;
4. Have a satisfactory record of integrity and ethics;
5. Be otherwise qualified and eligible to receive an award.

City of Longview may request clarification or other information sufficient to determine contractor's ability to meet these minimum standards listed above. Failure to respond to such requests shall be cause for removal from consideration.

2.10 Certificate of Interested Parties (Form 1295)

In 2015, the Texas Legislature adopted House Bill 1295, which added Section 2252.908 of the Government Code. The law states that a governmental entity may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity. The disclosure of interested parties will be submitted online via Form 1295 and must be submitted to the governmental entity prior to any signed contract and/or vote by the governing authority.

The Filing Process:

1. Prior to award by City Council, your firm will be required to log in to the Texas Ethics Commission, https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm and fill out the Electronic Filing Application.
2. Once submitted, the system will generate an electronic Form 1295 displaying a "Certificate Number." Your firm must print, sign and notarize Form 1295.
3. **Within seven (7) business days** from notification of pending award by the City of Longview Purchasing Department, the completed Form 1295 **must** be submitted to City of Longview.
4. Your firm will need to repeat this process and obtain a separate Form 1295 each time you enter into a new contract, renew a contract or make modification and/or amendments to a City of Longview contract.

Instructions and information are available at <https://www.ethics.state.tx.us/tec/1295-Info.htm> or you may call the Texas Ethics Commission at (512) 463-5800.

BY SUBMITTING A RESPONSE YOUR FIRM AGREES TO ADHERE TO HB 1295 REFERENCED ABOVE

Please Note: No action required until notification of potential award by the City of Longview Purchasing Department.

CITY OF LONGVIEW, TEXAS
NOTICE OF REQUEST FOR QUALIFICATION STATEMENTS
FOR PROVIDING DESIGN SERVICES FOR
Police Department Expansion Project

The City of Longview desires to engage a qualified and experienced firm to provide professional architectural/engineering design services and additional services to prepare a space needs study to determine the most practical and cost effective solution to meet the Department's existing and future space needs. The City of Longview will use its own funds to complete the project. Any qualified firm desiring to provide the specified professional services should submit a packet with the required information to the City of Longview, P.O. Box 1952, Longview, Texas 75606, or 300 W. Cotton Street, Longview, Texas 75601. Attn: Jaye Latch, Purchasing Manager, (903) 237-1324.

Background:

The Longview Police Department (PD) (302 W. Cotton Street) was opened in the mid 1970's where it staffed 82 employees. Today, there are 234 employees (172 officers, 44 public safety communication personnel and 18 support staff). The CID (Criminal Investigations Division) building is a leased facility since 2001, and it is located adjacent to the central PD. The existing PD currently houses the Investigations Division, Municipal Court, Property Room and Evidence Room.

In 2004, the PD was renovated and expanded to include an additional 2,300 SF. area. A tour of the existing facility would note the deficiency in office space and evidence storage area.

The Special Investigations and Apprehension Units is also a leased facility located offsite. It is leased from Pine Tree ISD and located at 1001 Fairmont Street. This team is made up of 4 officers and 1 sergeant. This location also houses the Training and Recruiting's shooting simulator. The simulator requires a more stable permanent location to prevent computer malfunctions, and this facility is in need of renovation.

The Longview Comprehensive Plan, adopted in 2015 and identified expansion of the Police Department as the 7th highest priority for the future of the City.

Attachment A of this RFQ is a draft report that includes the conditions and a summary of identified needs for the Police Department.

Project Scope Overview:

The goal of the project is to conduct a Phase I comprehensive space needs assessment of the existing Police Department facilities and make recommendations necessary for renovation or new construction. Phase I includes, but is not limited to:

- Data collection, questionnaires and on-site interviews
- Needs and deficiencies analysis

- Use of space analysis
- Ensure plans meet all building, zoning codes and ADA guidelines
- Site evaluation and security
- Feasibility of renovation or construction of a new facility
- Conceptual renderings, including schematic floor plans showing proposed space planning
- Summary of options/recommendations for the new facility including estimated cost

Optional Phase II if conceptual design is approved, will consist of architectural and engineering design services for the new/renovated Police Department that will provide the following, but is not limited to:

- Adequate space for Officers and Detectives
- Consolidate the police departments (if feasible/cost-effective)
- Sufficient space for the Property/Evidence Room and Criminal Investigations Lab
- Secure connectivity between the Property/Evidence Room and Criminal Investigations Lab
- Emergency generators for 100% operational ability
- High security for front and back of house
- Preliminary Design, Final Design, Construction Documents, Bidding and Award and Construction Administration Assistance

Additionally, all of the work on the City's police department should comply with the latest NFPA and OSHA requirements and serve the community's needs for the future.

Submittal Format:

All submittals must follow the same format. No exceptions to this format will be accepted. To be accepted for evaluation, the submittal format must address all required components in order.

The aim of the required format is to simplify the submittal preparation and evaluation process and to ensure that all submittals receive the same orderly review.

All submittals must include the following components:

<u>Section</u>	<u>Topic</u>
1	Cover Letter
2	Firm Profile
3	Project Services
4	Project Team
5	Related Experience and References
6	Project Approach
7	Additional Information

Submittal Components:

- A. **Cover Letter:** Provide a one or two page cover letter. Include the original signed cover letter with the original submittal and a copy of the cover letter with each copy of the submittal.

The cover letter should provide the following:

- A brief statement of the firm's understanding of the project
- The name, title, phone number, fax number, e-mail address and street address of the person in the firm's organization who will respond to questions about the submittal
- Highlights of the firm's qualifications and ability to perform the project services

- B. **Firm Profile:** Provide the following information about your firm:

- The firm's name, e-mail address, business address, phone number and fax number
- Types of services and products offered
- Number of years in business
- Number of employees
- The location of the offices that would provide the project services
- A brief statement of the firm's background, demonstrating longevity and financial stability
- Current workload
- Demonstrate the ability of your firm to complete deadlines.

- C. **Project Services:** In this section, which is intended to be the heart of the submittal, describe the respondent's expertise with the methods necessary to perform the project services.

- D. **Project Team:** Start the section by introducing the designated project manager for each key person that you would project experience, education and professional registration. Only submit resumes for individuals that will actually be assigned to the project. Include what percentage of time each person will spend on the project. When a firm has been selected, the City will expect those individuals to be assigned to the project.

- E. **Related Experiences and References:** For at least 3 relevant projects (Municipal/Police Department) within the past 10 years, include a one or two page project description that demonstrates capabilities in the project services, experience with similar cities, and/or local project experience within the past two years. List the construction cost of the project, year completed and whether it was completed on time. Include the name of the organization and the name and phone number of the person to contact for a reference.

- F. **Project Approach:** Describe the project approach to fulfill the scope of services listed within this RFQ. The following minimum should be addressed:
- a. Describe your firm's understanding of the project
 - b. Describe how your firm will organize to perform the services
 - c. Provide procedures for coordination with consultants, quality and cost control and approach to communication with the city.
 - d. Provide a schedule for the completion of the project. Include start and end dates and milestones. Describe your resources available to complete the project.
- G. **Additional Information:** At your discretion, include additional information that supports your submittal. However, the additional information section should be used carefully; this section of the submittal should not constitute the bulk of your submission.

Evaluation of Submittals and Selection Criteria:

The City of Longview intends to select a firm that demonstrates, in the City's opinion, the highest degree of technical merit, expertise and RFQ response. With that firm, the City of Longview will negotiate the technical aspects of the scope of work, deliverables, schedule and fee.

However, if a negotiated agreement cannot be reached, the City of Longview may open negotiations with the firm that demonstrates the next highest degree of technical merit.

Response to this RFQ will be evaluated in accordance with:

- A. **Compliance with Instructions:** The submittal will be evaluated for general compliance with instruction issued in the RFQ. A noncompliance with significant instruction may be grounds for dismissal.
- B. **Quality Control:** The submittal will be evaluated on the quality-control process to be implemented to ensure that quality work products and services can be delivered in a timely manner.
- C. **Staff Qualifications:** The submittal will be evaluated on the basis of the firm's demonstration of staff qualifications.
- D. **Experience with Similar Projects:** The submittal will be evaluated on the basis of project experience that is a similar nature and complexity for cities that are similar size and type to the City of Longview
- E. **Schedule and Availability:** The project schedule and resource availability will be evaluated in the choice of a firm, although the City of Longview understands that the actual beginning and completion dates are subject to the "notice to proceed."

Submission Instructions:

Please submit one (1) original and five (5) hard copies of your proposal along with an electronic submittal. Faxed transmittals will not be considered.

Label the outside of the sealed package as follows:

RFQ NO. 1617-33 POLICE DEPARTMENT EXPANSION PROJECT

Please use provided label.

Deadline: Submittals must be received at the location stated above no later than 2:00 p.m. on Friday June 28, 2017. Submittals received after the deadline will not be accepted.

Presentations: Any and/or all respondents may be invited to make a presentation. If so, the City of Longview will notify the respondents of the date and time of the presentation.

All costs incurred by the respondent in the presentations will be the responsibility of the respondent. After any such presentations or demonstrations, submittals may be evaluated again.

Submittal Acceptance and Rejection: The City of Longview reserves the right to accept any submittal, to reject any or all submittals, to waive irregularities or informalities in any submittal, and to make the award in any manner deemed in the best interest of the City of Longview.

Questions: All questions shall be submitted in writing to: Jaye Latch, City of Longview Purchasing Department, P.O. Box 1952, Longview, TX 75606, purchasing@longviewtexas.gov, (903) 237-1324.

ATTACHMENT I

NOTICE TO ALL CITY VENDORS AND ALL POTENTIAL CITY VENDORS:

On May 23, 2005, the Texas Senate passed House Bill 914, adding Chapter 176 to the Local Government Code, and imposing new disclosure and reporting obligations on vendors and potential vendors to local governmental entities beginning on January 1, 2006. Failure to abide by these new statutory requirements can result in possible criminal penalties. The City of Longview is requiring you to complete the attached Conflict of Interest Questionnaire (CIQ) Form, prepared by the Texas Ethics Commission, at the direction of the legislature and strongly recommends you become familiar with House Bill 914.

The City of Longview will not provide any further interpretation or information regarding these new requirements; however, you may contact the Texas Ethics Commission at

<http://www.ethics.state.tx.us/> or at 1-512-463-5800.

Please remit the CIQ form with your response.

Thank you.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

_____ Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 Signature of vendor doing business with the governmental entity Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

The Longview Police Department

Building Expansion Request



Mike Bishop

Chief of Police

May 19, 2017

The Need for Growth and Technology in an Evolving World

The Longview Police Department at 302 W. Cotton opened for business in 1977. In the mid-1970's when the current police building was proposed, the Longview Police Department was made up of only 82 employees. Today, there are 234 employees, with 172 of those being police officers, and another 44 of those working in Public Safety Communications.

Currently, the Police Department building houses the Police Department, Public Safety Communications, Municipal Court, and the City Marshals' Office. Literally every area possible has been converted to office space. Due to a lack of room, the Criminal Investigations Division of the Police Department was moved to 342 W. Cotton over fifteen years ago as a temporary solution.

While there were additions to the building in 2004 to assist with property needs, this additional space is now running out. To provide the best justice to all involved in the criminal justice system, laws have been updated and changed. Agencies are now required to store more evidence for longer periods of time, even after a case has a disposition. Some examples of these cases are Murders and Sexual Assaults.

The Longview Comprehensive Plan was adopted on March 12, 2015. This plan took many months and work hours to create an outline of where Longview is, and where Longview plans to go. In fact, Keith Honey, the Chair of the Comprehensive Plan Advisory Committee, called it taking a "Long View" to look into the future needs of the City. The Comprehensive Plan identified 27 top priorities of the City. The item ranked #7 was the expansion of the police department itself. This issue in March 2015 has only worsened over the last two years. I come to you now in March 2017 asking that the growing needs of the Police Department be considered. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Michael D. Bishop". The signature is written in a cursive style with a large, stylized initial "M".

Mike Bishop
Chief of Police

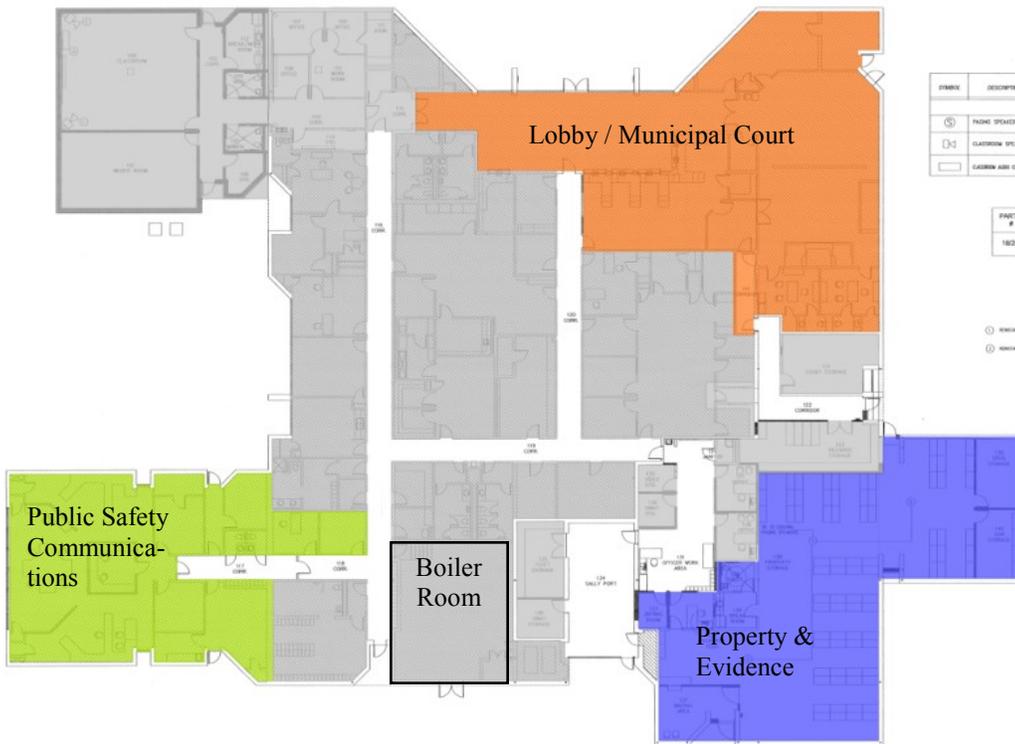
The Police Department

The Longview Police Department moved to its current location in 1977. At the time of construction, most of the technology society enjoys today could only be seen in science fiction movies. Safety through design was also not a concern of the 1970's. Now, most strip malls have bollards to protect structures from being rammed by an unintentional or intentional motorist behind the wheel. As previously mentioned in this presentation, there is a significant lack of security on the rear portion of the building with no fencing or gates. Inside, a difficult HVAC system exists that is inconsistent throughout the entire building. The building can vary 20 degrees internally at any given time, and City Maintenance spends much time working on this system. During the Fiscal Year 2017 from October through early March, there have been 14 work requests for the HVAC system.

Each storage area or closet has been converted to an office. There is physically no other space left to use or convert inside the station. Much of that is lost to Municipal Court, Public Safety & Communications, and the Property & Evidence Room. In 2006 during additions, the PD built a 40 person training room. While that seemed adequate at the time, now with 172 officers much training must still be completed off-site with officers routinely going to either the LFD Training Facility or to a classroom at MCAC.



**The Longview Police Department
302 W. Cotton Street**



SYMBOL	DESCRIPTION	WEEK	PART NO.	DESIGNED BACKLOG	PROCESSED BY	INSTALLED BY	ACQUIRED REASON
⊕	PAGING SPEAKER	WEEK	SYMBOL	CUSTOM NUMBER 1001-10-0	ELECTRICAL CONTRACTOR	ELECTRICAL CONTRACTOR	VERIFY
⊕	CLASSROOM SPEAKER	N/A	N/A	VERIFY EXISTING BACKLOG	ELECTRICAL CONTRACTOR	ELECTRICAL CONTRACTOR	VERIFY
⊕	CLASSROOM ADD CHIME PANEL	N/A	N/A	VERIFY EXISTING BACKLOG	ELECTRICAL CONTRACTOR	ELECTRICAL CONTRACTOR	VERIFY

PART #	DESCRIPTION
180AL	SPEAKER CABLE

- ① MINORAL EXISTING PROVIDED FROM OLD CLASSROOM TO NEW CLASSROOM
- ② MINORAL EXISTING ADD CHIME PANEL FROM OLD CLASSROOM TO NEW CLASSROOM

SHOP DRAWING REVIEW

REVISIONS:

NO. 1	DATE	DESCRIPTION
1	12-12-05	ADD CHIME PANEL TO NEW CLASSROOM

BY: *[Signature]* DATE: 12-12-05


 Universal Term Engineering Company
 Decision Systems Contractors
 1405 South Rowlett, Tyler, Texas 75703
 Phone: 409-292-2222 Fax: 409-292-2222

LONGVIEW POLICE COURTS BLDG. ADDITIONS & IMPROVEMENTS
 300 W. COTTON STREET
 LONGVIEW, TEXAS

PAGING SYSTEM FLOOR PLAN

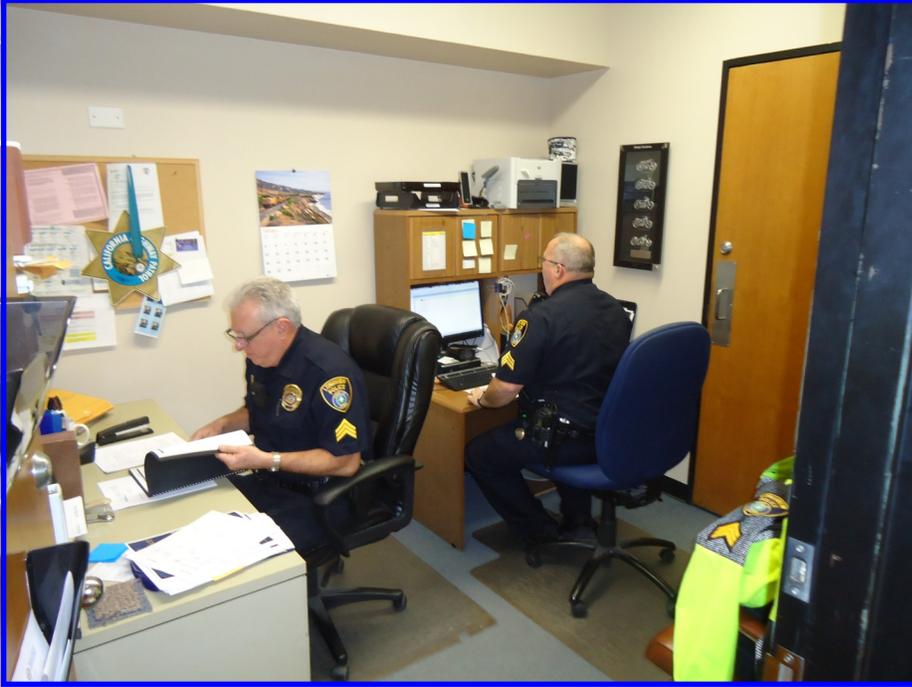
Sheet Title: PAGING SYSTEM FLOOR PLAN
 Scale: NONE
 Date: 11-08-05
 Drawn By: ERI
 Checked By: JJJ
 Job Number: 05-196
 Revision:

Sheet No.: 1

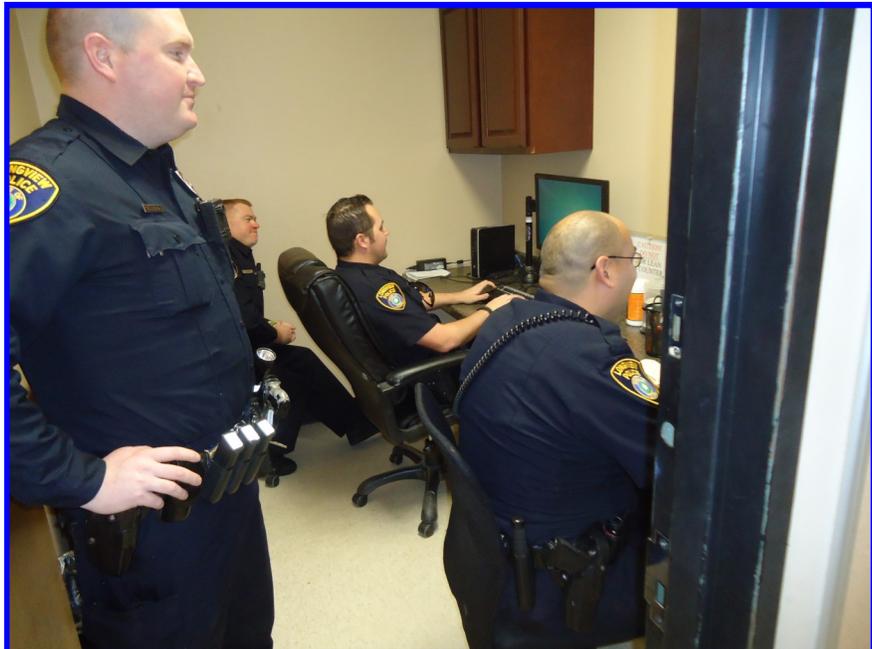
The PD floor plan creates a visual of actual square footage available to the Police Department. The orange represents the Municipal Court area and shared lobby with Municipal Court. The purple is the 3,500 sq ft of the Property Room. Public Safety Communications is represented by the green shading on this map.

The remaining area is used by the PD. However, this is still deceiving when reviewing the map. Immediately to the left of the property room is the old jail sally port which is now used as a garage to park PD motorcycles. The next large room to the left of the garage is the boiler room. While the boiler room is enclosed space, it cannot be used for anything else.

The Police Department

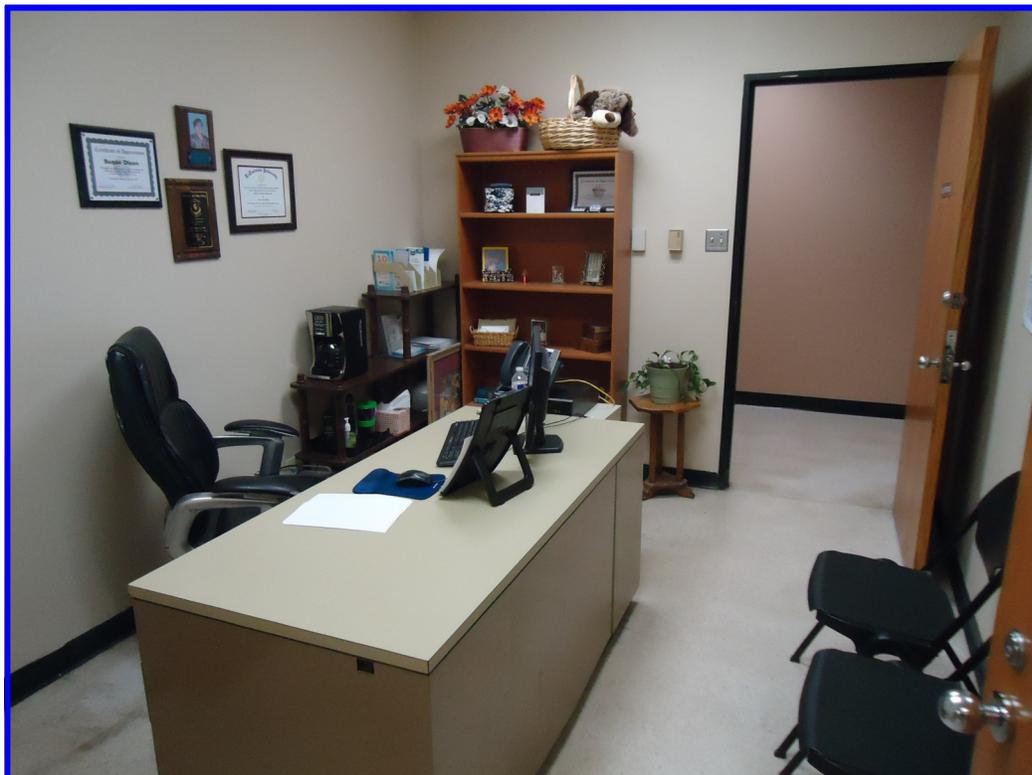


Above shows the two Traffic Division sergeants working on reports and grants inside the Traffic Supervisor Office. Officers use the workspace below, and one other small area to complete reports and log photo and video evidence. At shift change, this area can become crowded.





Above is the second work area for officers to complete reports and other case related work. Four computer stations and two scanners are currently available for the seventy-five plus officers in Patrol. The image below shows the civilian clerk's office that takes walk-in and phoned reports at the station. This area is also walk-way for officers to go from the lobby area to the briefing room. The picture was taken from the second doorway that leads into the briefing room.



Criminal Investigations



Due to concerns over needed space, the Police Department began a ten year lease of 342 W. Cotton Street in October 2001. The original plan was to house both the Investigations Division and the PD Property & Evidence Room at this location. However, it appeared the Property Room would not meet the needs of a growing agency, and the Property & Evidence Room was brought back to the Police Department in 2006.

Currently this 6,800 sq ft area houses the Criminal Investigations Division which is made up of the following:

- Assistant Chief of Police
- Commander: 1 Lieutenant
- Crimes Against Persons: 6 Detectives and 1 Sergeant
- Physical Evidence Section: 3 Detectives
- Crimes Against Property/Juvenile Investigations: 3 Detectives and 1 Sergeant
- Technical Investigations/Cyber: 3 Detectives
- Task Force Officers: 3 Agents
- Operations Clerk Front Desk: 1 Civilian
- Crime Victims' Coordinator: 1 Civilian
- 24 Total Personnel

Besides the sworn personnel and one operations clerk housed at this location, the building also houses the processing lab and dock used by the Physical Evidence Detectives, as well as the cyber lab which consists of specialized equipment and larger servers that must remain cool at all times.

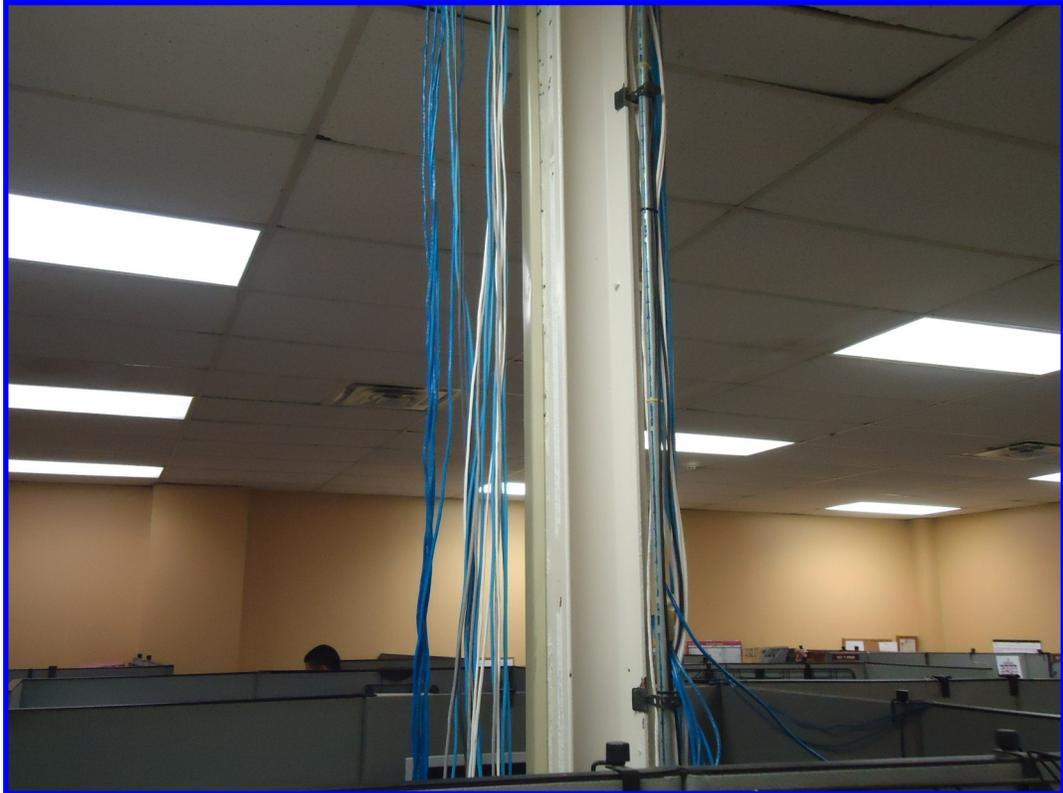
The Police Department is currently in its third lease on the building at 342 W. Cotton Street. At the completion of the current lease, the Department will have been in the location for 20 years and spent \$934,956.60 on only the lease. This does not include the paying of property taxes each year, and paying for maintenance or improvements as needed. At the end of the current lease, the City will have spent \$1,000,000 on this location.

Criminal Investigations

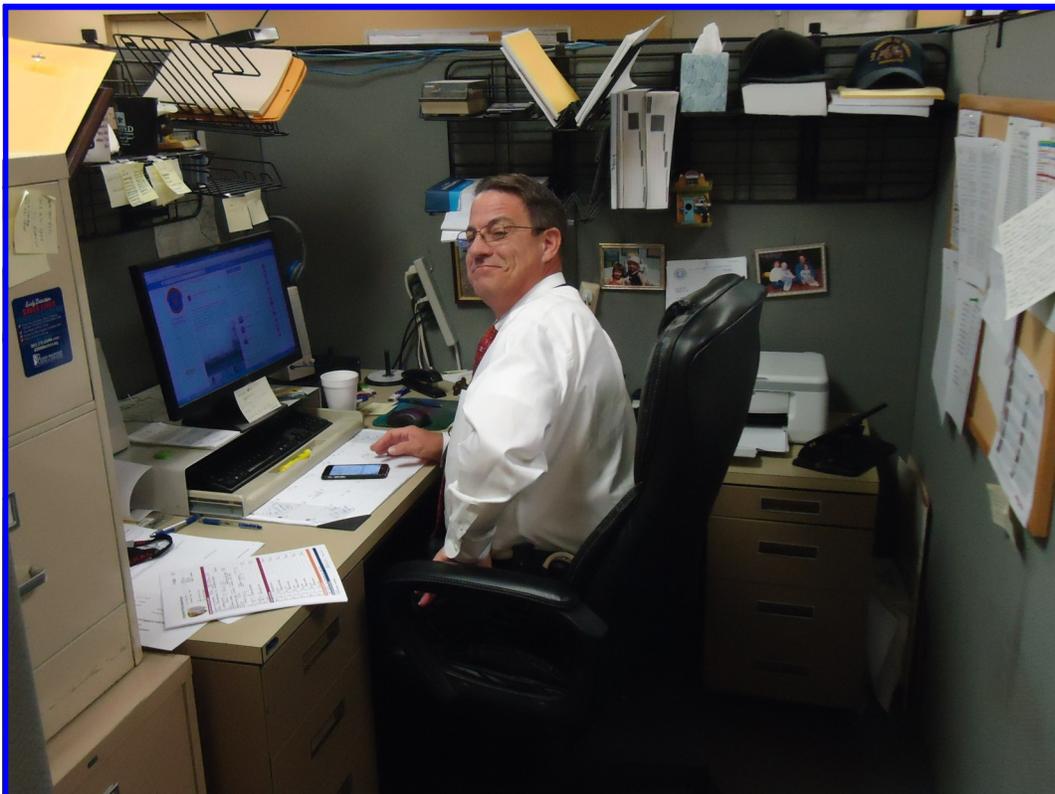


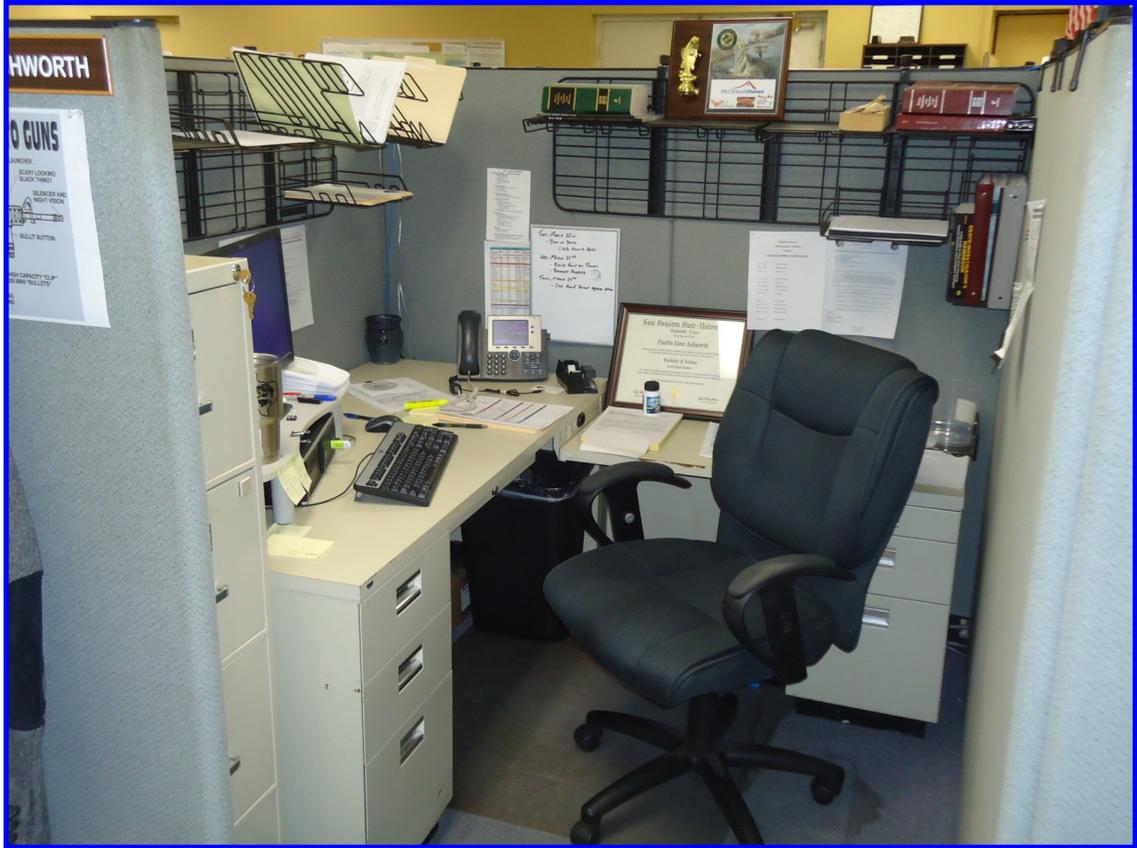
The Detective Workspace is one open area shared by detectives working robberies, homicides, burglaries, forgeries, and other crimes.





Above shows a closer view of the internet connections feeding the individual cubicles. This is a make-shift approach for a building and area never designed with such technology in mind. Below, and on the next page are pictures showing the work space of each officer.





Criminal Investigations Physical Evidence Lab



Above shows the primary work area for the detectives assigned in the Physical Evidence Section (PES). The image below is the storage area for evidence either waiting to be processed, or waiting to be returned to the Property & Evidence Room at the main station.



Criminal Investigations Physical Evidence Lab



Evidence going to and from the lab must be loaded onto a cart like the one above and then the detective traverses the parking lot with the evidence. The picture below creates an idea of the parking lot that the detective crosses. This picture is taken close to the Property & Evidence Room looking back towards the Investigations Building.



Criminal Investigations Vehicle Processing Dock



The evidence dock used primarily for processing vehicles is open to the elements. Also, due to the 3 1/2' wall, a wrecker must be used to both place and remove a vehicle from the dock. This generally means a fee is incurred each time a vehicle ingresses or egresses the dock. While the dock is covered, outside elements such as wind and humidity still create issues when processing outdoors.



Property & Evidence Room



The current Property & Evidence Room was a remodel of the old City Jail space that went unused for a period of about 10 years. The old jail cells and space were converted to the PD's current property storage, which is about 3,500 sq ft. While this seemed very large initially, over the past eleven years the available space has continued to shrink.

Some evidence can be destroyed after a certain number of years, but certain evidence in other criminal cases such as Murders and Sexual Assaults must be kept indefinitely. Also, as technology progresses, the types of evidence collected also expands which slowly erodes at the free space available.

The physical location also tends to create issues. Quite regularly, lost individuals both in vehicles and on foot can be located at the rear of the PD attempting to locate the Property & Evidence Room. This makes it quite normal to find people walking between police cars and officers' personal vehicles creating a very unsecure area in a location that should be a safe haven for officers and PD civilian employees.

To the right, illustrates murder case evidence that must be housed at the PD indefinitely. In some areas the clerks have stacked property as high as they can without violating Fire Code restrictions.



This shelf is full of blood tubes related to DWIs that must be maintained until a defendant has completed his or her court sentence including probation or parole. Similar kits related to sexual assaults are also stored once they have been returned by the DPS lab, and those kits must be kept indefinitely.

Property & Evidence Room



This is a view of the work area for the two property clerks assigned to this section. The Department is fortunate to have two employees that have both been with the agency for several years.

This area stores miscellaneous property. Some may be allowed to leave the property room as soon as 90 days, while others may be mandated by law to remain for a period of years.





Very limited space remains inside the Property & Evidence Room. Three more shelves were ordered and installed earlier this year. There is physically nowhere left to add additional shelving, and the current shelves are quickly losing available space.

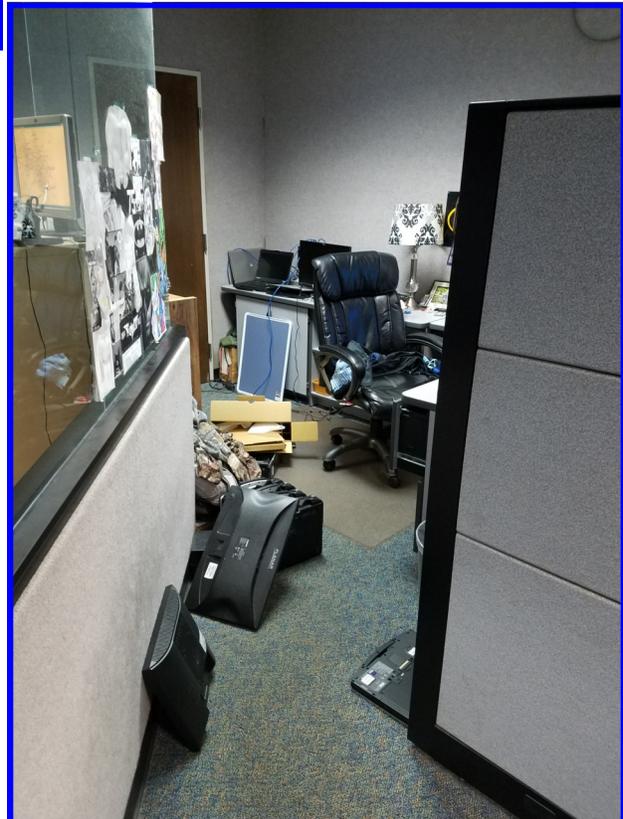


Public Safety Communications

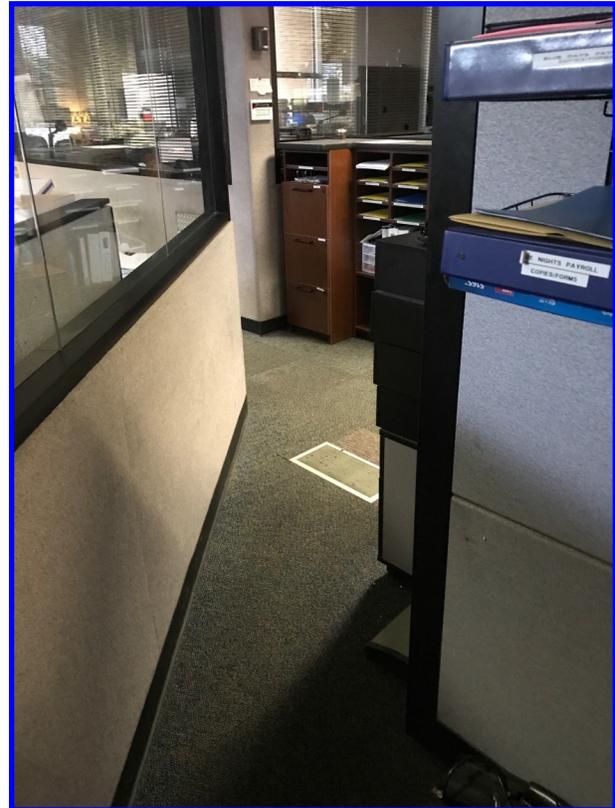


This area shows the newest console used by dispatchers. This is a longer and flatter console in order to be ADA compliant. However, it has made the screens on the outside become further away from the operator sitting at the console.

This is an IT workstation. It is located in the back corner in the PSC room, with a partition separating it from Fire/EMS dispatch.



The pictures on this page illustrate the narrow passages between the walls and work stations. In the center of the room is a glassed-in room which is used for all the training and license updating. Officers and dispatchers must routinely complete testing to stay current with CJIS and TCIC/NCIC.



Security

While the doors entering the interior of the Police Department are restricted, the PD grounds have no restrictions. In 1977, facility security was not a top concern, however, times have changed. The police fleet should be in a secured area. Civilian dispatchers come and go from the PD at all hours. They should have a secure area to access their personal vehicles. Rough estimates to fence the PD and add electronic gates along with bollards on the front would be around \$200,000. While security is important, should this type of expense occur on a building with a weak HVAC system, that the agency housed in it has outgrown?



Adjacent and below are examples of bollards and fencing generally associated with contemporary police departments.



Pine Tree Lease



The Longview Police Department partnered with Pine Tree ISD in October 2013, and leased the former administration building located at 1001 Fairmont at the corner of Northwest Drive. The lease for this location is \$1 a year, and the PD paying for basic utilities. The lease agreement allows for repairs and the expenses to be a discussion between PTISD and LPD. This is not a long term lease, and it is up for renewal each year.

The advantages of this lease is that it allows for the Special Investigations & Apprehension Unit to have office space. This team is made up of 4 officers and 1 sergeant. It also creates an office for the School Resource Unit Supervisor. This location also allows for Training & Recruiting's shooting simulator to have a semi-permanent area to be set up and read for use. Before this, the simulator had to be constantly assembled and disassembled. This was creating issues for the equipment, and causing malfunctions with the simulator.

While this creates a temporary situation for some much needed room, the down side involves this being an annual lease. Because of this, the PD has only painted the walls to make the interior more appealing. The inside needs much cosmetic work, but without ownership, the expenditure cannot be justified.

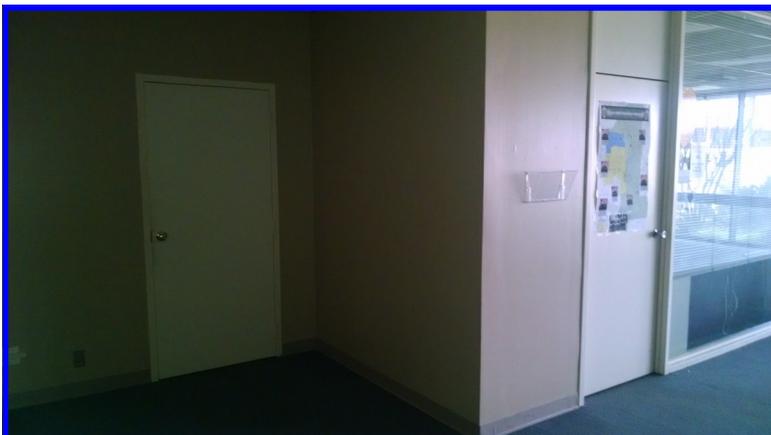


Pine Tree Lease



The SIA Unit uses the offices on the east side of the building.

The Sergeant of the School Resource Unit offices at this location. The supervisor is responsible for the 6 school resource officers assigned to school campuses in all three school districts; Longview ISD, Pine Tree ISD, and Spring Hill ISD.



Adjacent to the SRO Sergeants' Office is the room housing the simulator. There is no location to leave it set up at the PD. This allows for better longevity of the equipment, and makes it more practical for officer use.

Conclusion

As mentioned on page 99 of The Longview Comprehensive Plan from March 2015, the facilities (302 and 342 W. Cotton addresses) are at capacity. The Department's growth will continue as Longview continues to grow. While not mentioned in the comprehensive plan, due to new technology and new crimes being created, the specialization of officers has and will continue to change. These officers will need working space to perform their jobs.

This report highlights the current needs of the police department. More space and an overall better design is needed to be more conducive to the personnel in order to combat the current laws and crimes that police must encounter currently. Terms like cyber labs did not even exist when 302 W. Cotton was constructed. I hope this report creates a look at the current and "Long view" needs of the Longview Police Department.