

EVALUATION AND ASSESSMENT OF FACILITY NEEDS FOR:

***New Milford Police Department
930 River Road
New Milford, NJ 07646
Presented: July 27, 2015***

Robbie

Conley

Architect



***596 Glassboro Road, Woodbury Heights, New Jersey, 08097
Phone: (856) 845-7500 Fax: (856) 853-0528***

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EVALUATION AND ASSESSMENT OF FACILITY NEEDS FOR:
NEW MILFORD POLICE DEPARTMENT
930 RIVER ROAD
NEW MILFORD, NEW JERSEY 07646

I. INTRODUCTION/OVERVIEW

ROBBIE CONLEY ARCHITECT, LLC
596 GLASSBORO ROAD
WOODBURY HEIGHTS, NJ 08097

I. INTRODUCTION / OVERVIEW

Preparation of a Needs Assessment and Deficiency Report along with a Feasibility Study and analysis for the modifications and/or addition to the Borough of New Milford Police Station:

In March of 2013, the Borough of New Milford and Robbie Conley Architect, LLC jointly began a Deficiency and Needs Assessment for the modifications and/or addition to the New Milford Police Station. The current Station is located within the Borough Hall and, due to the evolution of Police operations, no longer adequately accommodates their needs. The Borough is looking to achieve the best value benefit for any construction project they should choose to undergo for the Police Department. To this end, the Borough has contracted with Robbie Conley Architect LLC to assess the best option for the future of the Police Station.

Three options were initially discussed:

- OPTION 1: Rehabilitate the entire police station and bring the facility up to current codes and standards, as best as possible, while remaining fiscally responsible. Provide a new floor plan layout in accordance with all applicable codes and standards.
- OPTION 2: Addition to the existing building incorporating existing needs of the department which are not being met in the current space. The addition should complement the existing building's style and façade.
- OPTION 3: Design a new building to meet the needs of the department. This building shall be constructed in accordance with all applicable codes and standards. Included will be conceptual floor plans as well as elevations of the new building.

Early on in the study, it was clear that Options 1 and 2 were not feasible due to the restricted amount of available space within the existing building and deficiencies in security and operational efficiency. It was also determined that the existing Borough Hall would require updating as part of the project due to security and regulatory requirements of other departments which are not currently being met.

The entirety of the existing police facilities must be brought into compliance with current Department of Corrections (DOC) Standards and Building Codes. The existing Police Department is lacking ADA accessibility, as there is no elevator available within the Police portion of the existing Borough Hall. The current electrical service is inadequate, the structure needs to be evaluated, and there is no reliable, dedicated generator for back-up power. Also, the current

infrastructure is inadequate and does not accommodate the technologies that a modern well-functioning Police Department require. The existing HVAC and Electrical Systems would likely need to be replaced as well.

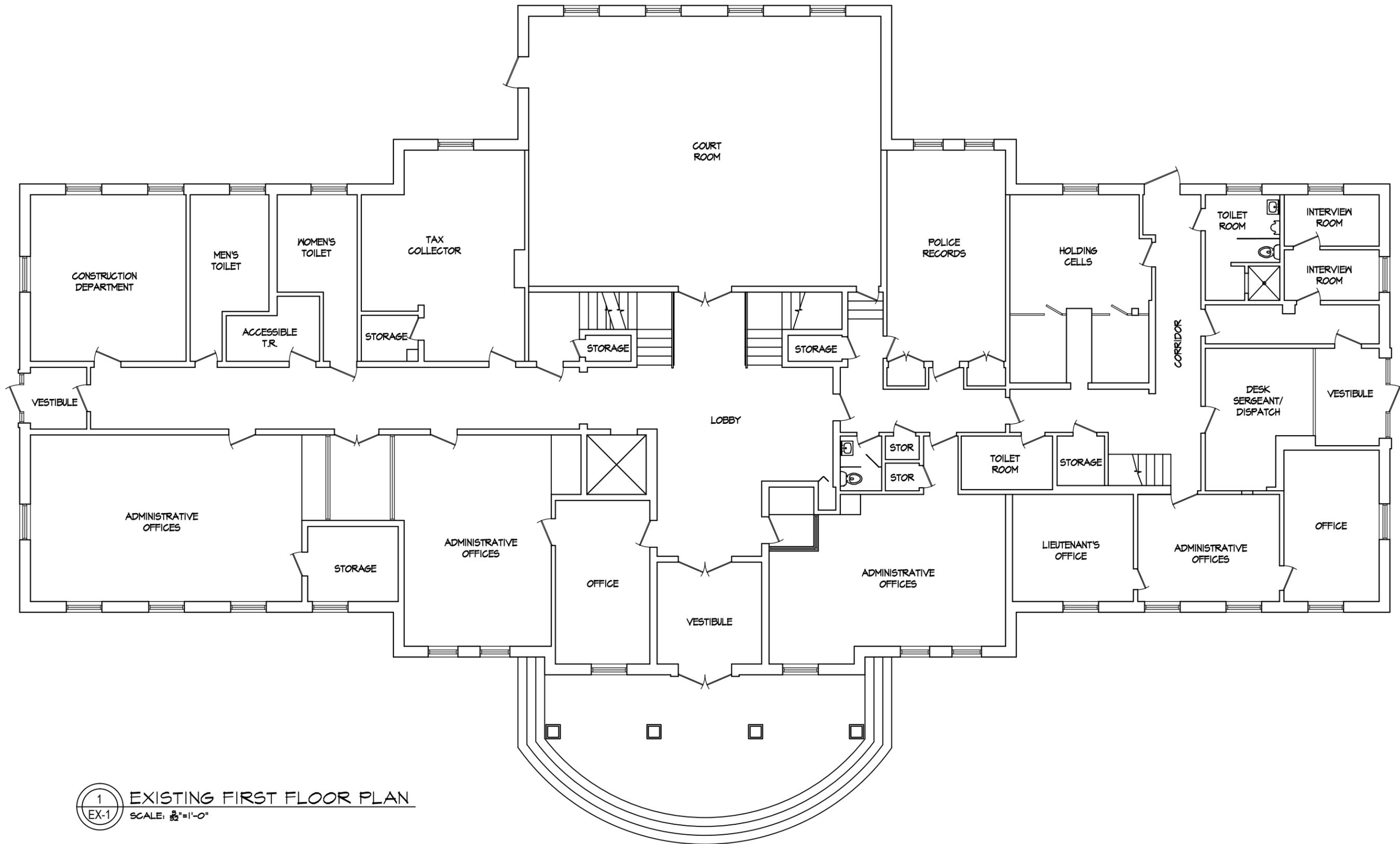
The lack of space available in Police Department is a detriment to their daily functions and subsequent safe practices. Expansion of the Police Station within the existing building is not feasible as the Borough Administrative Offices, which occupy the rest of the building, are also at a critical need for additional space.

Additionally, an addition, which could likely cost the same or more than a new free-standing building would not fully offer the efficiencies and lifespan that a brand new facility would. As well, an addition to one end of the building would be hard-pressed to maintain the symmetrical appearance of the Borough Hall building that is a trademark of the federal style. This may tend to undermine the aesthetic integrity of the existing Borough Hall.

Due to the above findings and determinations, the Borough has asked Robbie Conley Architect to develop schemes for a new Station for the New Milford Police Department. The new Station would be constructed on the same site, adjacent to the Borough Hall. Due to the Court function, the Holding Area is required to connect to the existing building for access directly to the Court Room. This access must be enclosed and secure in order to transfer prisoners into the court room. Additionally, the new facility must be complementary to and compatible with the aesthetics of the Borough Hall and not detract from the existing aesthetics of the building.

With these requirements, Robbie Conley Architect and the assigned Committee embarked on efforts to develop a full list of needs and to determine the best possible location and design for the new facility. The Deficiencies of the existing Police Station were documented to outline the need for a new facility. The needs were developed based on a scientific formula & evaluation plus expected occupancy loads. Spatial requirements were determined through multiple meetings with both the Committee as well as the Police Chief and other Administrative Officers of the Department.

The Following is the information gathered as well as the solutions developed to meet the needs of both the New Milford Police Department and the Borough of New Milford.



1 EXISTING FIRST FLOOR PLAN
 EX-1 SCALE: 1/8"=1'-0"

Robbie Conley Architect, LLC
 596 Glassboro Road
 Woodbury Heights, New Jersey, 08097
 Phone: (856)-845-7500 Fax: (856)-853-0528
 N.J. LIC. NO. 21AC00089700 NCARB CERT. NO. 52314 P.A. LIC. NO. AX004265L

SHEET TITLE
 EXISTING FIRST
 FLOOR PLAN

PROJECT
 NEW MILFORD POLICE DEPT
 930 RIVER ROAD
 NEW MILFORD, NJ 07646

OWNER
 BOROUGH OF NEW MILFORD
 930 RIVER ROAD
 NEW MILFORD, NJ 07646

CONTRACTOR SHALL CHECK AND
 VERIFY ALL CONDITIONS AND
 DIMENSIONS AT THE SITE BEFORE
 PROCEEDING WITH WORK.

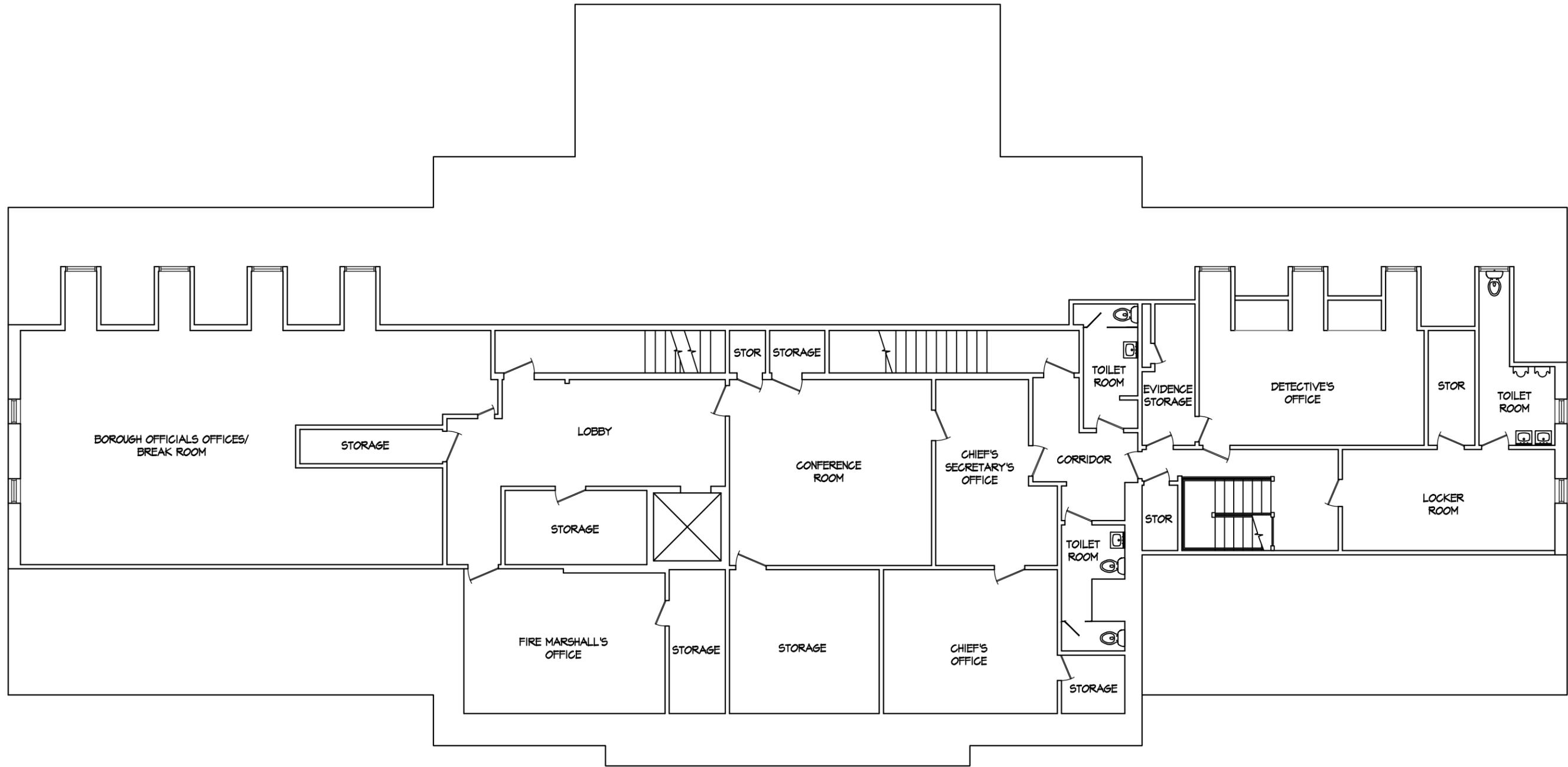
REVISIONS DESCRIPTION	DATE

ISSUE DATE:
 JUNE 25, 2015
 DRAWN: SAL CHKD: RJC

DWG. NO.
EX-1
 1 of 2

PROJECT NO.
13016

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1 EXISTING ATTIC FLOOR PLAN
 EX-2 SCALE: 1/8"=1'-0"

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 DESCRIPTION DATE

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EX-2
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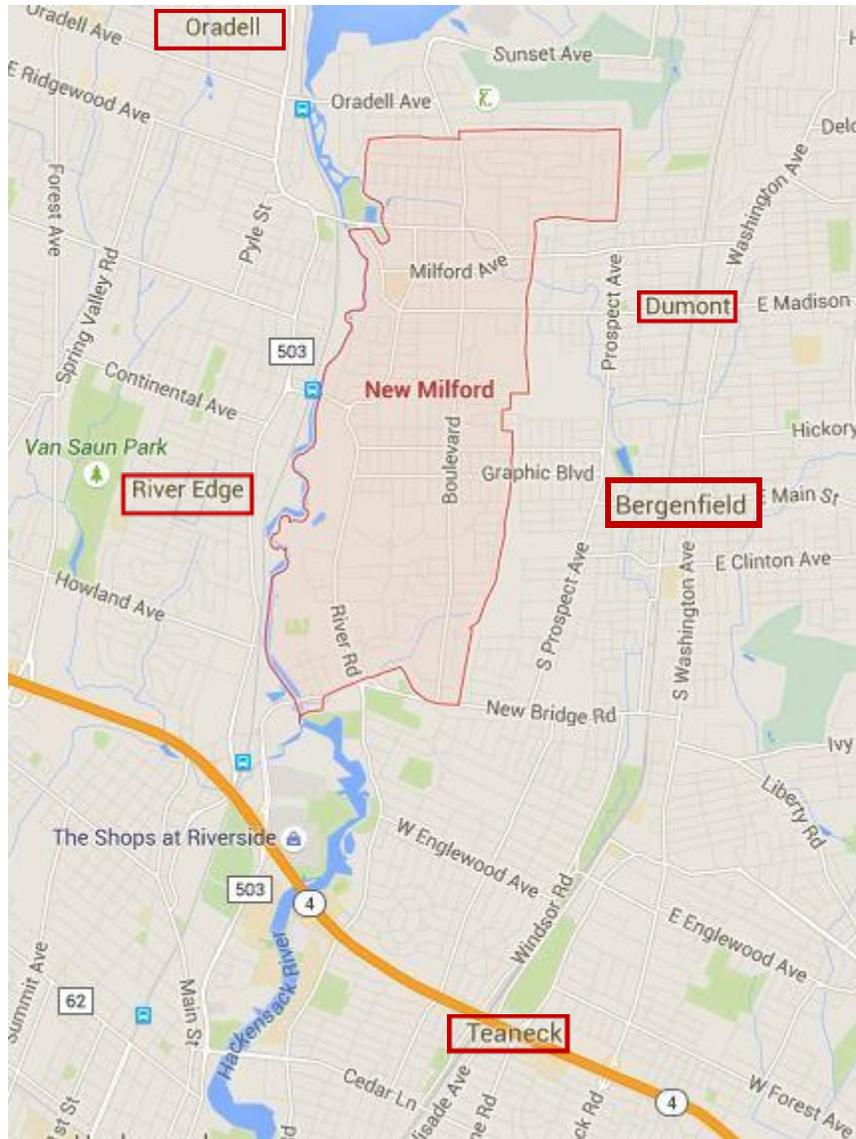
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II. HISTORY REPORT

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596 GLASSBORO ROAD
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II. HISTORY REPORT

BOROUGH OF NEW MILFORD:



Key map of Bergen County

Source: <http://www.google.com/maps>

New Milford is a borough in Bergen County, New Jersey which borders 5 towns; Bergenfield, Dumont, River Edge, Teaneck and Oradell (indicated on the map above) and is within close proximity to another 3. New Milford was incorporated as a borough on March 11, 1922, from what remained of Palisades Township. The areas with the most crime rates and calls for service are Bergenfield, Teaneck, River Edge, Oradell and Dumont (also Hackensack, Englewood & Paramus). The entire length of New Milford borders the Hackensack River, which has become increasingly responsible for major flooding in town, causing police, fire and emergency medical service to perform progressively more rescue/aid/assist/relocate missions.

BOROUGH OF NEW MILFORD POLICE DEPARTMENT: MISSION STATEMENT

Source: <http://www.newmilfordnjpd.org/mission>

“Our mission is to provide for the personal safety of our citizens and visitors to the Borough and to assist them by providing information and a HELPING HAND whenever possible.

It is also our mission to provide for the security of all property within the Borough, to enforce federal, state and local laws and ordinances and to assist other law enforcement and government agencies.

We will strive to accomplish our mission in a professional, impartial, courteous and compassionate manner.”

BOROUGH OF NEW MILFORD CRIME RECORD:

Source: <http://www.open-public-records.com>

The Borough of New Milford is considered a blue collar town, but the borough has seen its fair share of assaults, sexual assaults, child predators, burglaries, thefts, frauds, etc. The information shown below indicates the Borough of New Milford’s crime records that were recorded in 2013.

Total Violent Crime

Description	Number of Incidents
Murder and Non-negligent Manslaughter	1
Rape	0
Robbery	0
Aggravated Assault	1
Total Violent Crime:	2

Total Property Crime

Description	Number of Incidents
Burglary	16
Larceny Theft	63
Motor Vehicle Theft	1
Arson	0
Total Property Crime:	80

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III. DEMOGRAPHIC INFORMATION

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III. DEMOGRAPHIC INFORMATION

BERGEN COUNTY DEMOGRAPHY:

As of the 2010 United States Census, the population of Bergen County was 905,116 people. Based on the information gathered from the U.S. Census Bureau, data derived from the population estimate program (PEP) and the County of Bergen, the diverse ethnic groups of Bergen County are as follows:

- 71.90% White
- 5.80% Black or African American
- 0.20% Native American
- 14.50% Asian
- 0.025% Pacific Islander
- 5.00% from other races
- 2.50% from two or more races

Gender:

- 49.8% Male
- 50.2% Female

BOROUGH OF NEW MILFORD DEMOGRAPHY:

New Milford is a borough in Bergen County, New Jersey, United States. As of the 2010 United States Census, the borough's population was 16,341 people. Based on the information gathered from the U.S. Census Bureau and data derived from the population estimate program (PEP), the diverse ethnic groups of the Borough of New Milford are as follows:

- 70.50% White
- 3.70% Black or African American
- 0.10% Native American
- 19.40% Asian
- 0.00% Pacific Islander
- 3.60% from other races
- 2.60% from two or more races

Gender:

- 48.5% Male
- 51.5% Female

POPULATION STATISTICS

The figures below indicate the fluctuations in the Borough of New Milford's population. All the data shown below was gathered from the United States Census Bureau.

Borough of New Milford

Years	1950	1960	1970	1980	1990	2000	2010
Population	6,006	18,810	19,149	16,879	15,990	16,400	16,341

As of the 2010 United States Census, the borough's population was 16,341, elucidating a decline of 59 (-0.4%) residents from the 16,400 counted in the 2000 Census, which had in turn increased by 410 (+2.6%) residents from the 15,990 counted in the 1990 Census.

NEW MILFORD POLICE DEPARTMENT

Police Personnel

Source: New Milford Police Department Roster (<http://www.newmilfordnjpd.org/roster.htm>)

Year	2015
<u>Sworn Personnel:</u>	<u>Number of Personnel</u>
Chief	1
Captain	1
Detective Lieutenant	1
Lieutenant	6
Sergeant	3
Detective	2
Police Officer	21
<u>Civilian Personnel</u>	<u>Number of Personnel</u>
Police Administrative Assistant	1
Records Clerk	2
Total Sworn Personnel	35
Total Civilian Personnel	3

According to the 2010 Census for the borough of New Milford, there is an approximately 528 civilians for every sworn police personnel.

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IV. FACILITY DEFICIENCIES

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WOODBURY HEIGHTS, NJ 08097

IV. FACILITY DEFICIENCIES

New Milford Police Department

Police Stations are specialized facilities which should be designed for both efficiency and security. There are many regulatory agencies which have varied requirements for the design and operation of police facilities. In addition to the normal Construction codes, one must look at the requirements of the Office of Public Employee Occupational Safety and Health (PEOSH), the Department of Corrections, The New Jersey State Association of Chiefs of Police Accreditation guide, just to name a few. These guides all must be reviewed to determine the best practices of Police Station design. These guides are also used to determine the Deficiencies within an existing facility based on best practices of current design.

This report is divided into sections showing deficiencies as they pertain to the various functions of the station. The sections will include Patrol Operations, Processing Operations, Investigations, Administration, and House.

Upon our inspections of this facility on August 7, 2013, the following deficiencies were noted by our staff.

SITE

The New Milford Police station currently operates within less than 4,200 SF of the Borough Hall building. The Borough Hall is located on a corner lot and there is a large amount of green space surrounding the building. There is also a parking lot holding approximately 115 vehicles to the rear of the building which can be accessed from both adjoining roads. Adjacent to the rear of the property is a youth athletic facility consisting of sporting fields.

Currently there is no secure area for the police cruisers to be stored. Both Police Cruisers as well as the personal vehicles of the officers should be in a secured area with limited access. Not only do unsecured parking areas leave the personal vehicles open to vandals, but they also leaves the cruisers themselves open for damage and theft. The Front entrance to the Borough Hall is no longer used. All access to the Municipal Offices and Court is through the South Side entrance. The North Side entrance is dedicated to the Police Department.



PATROL OPERATIONS

RADIO CONTROL ROOM/DISPATCH ROOM

The function of the Radio Room is to receive and monitor radio communications. This area is manned 24 hours a day, seven days a week. This is also the watch room and reception area for the building. This area must be secure and of adequate size for multiple people to operate during peak times. There should be a Toilet Room in the vicinity and this area should be close to the Report Room.

The current Radio Room is minimally adequate for the required usage. The space is inadequate to house up to date IT and communications infrastructure. The security is adequate and it is centrally located, but the space is diminutive, and since it is open to a main corridor, it can become too noisy for proper use.

PATROL/REPORT ROOM

The Patrol/Report Room is where the officer's write their reports while on duty. There should be multiple desks with work stations for this function. This area should be located close to the Dispatch Room and it should not be too far from the Processing Area. There should also be temporary evidence storage close by. Ideally this space should be adjacent to the Radio Room so officers can assist with dispatch while completing reports.

There is currently no dedicated space for the officers to write their reports.



BRIEFING ROOM

The Briefing Room is where the Officers meet to start their shift. This is where assignments are given as well as special information needed for the upcoming operational period. This space also doubles as a Training Room and during large incidents can become somewhat of a War Room and/or Command Center. This space should be in the vicinity of the Radio Room but is not required to be adjacent. The space can be located near the Report Room, but it should be separate since officers may be completing reports at the same time as a briefing.

There is currently no briefing room in the existing station. Briefings are done in the lunch area where reports are also being written.

SERGEANT'S OFFICE

The Sergeant is the Patrol Level supervisor. Sergeants can share an office, but there must be multiple desks. Ideally each sergeant should have their own desk and they should be lockable. The Sergeants' Office should be located in the vicinity of the Report Room, Briefing Room, and Dispatch area but is not required to be adjacent.



The current space used for the Sergeants is not adequate for the needs of the Department. There are not enough desks or storage. The location is also not ideal.

PROCESSING OPERATIONS

SALLY PORT

A Sally Port is a garage type space used to securely transfer suspects and prisoners from the vehicle to the building. The door locks should be interlocking so that only one door may be opened at a time. The Space should be large enough to fit a vehicle with room to circulate around the vehicle. Additional storage for large items can be adjacent to the Sally Port, but should not be located in the Sally Port.



The current building has no interior garage or space for the squad cars to be brought into the building. This is a safety and security issue, especially since the police station is adjacent to youth athletic fields.

PROCESSING AREA

The Processing area is one of the most important spaces in a Police Station. This is where suspects are brought in and interviewed before they are released or placed in the holding cells. It is very important that this space be safe, enclosed, and secure. The Sally Port should be adjacent to or directly accessed from the Processing area, as should the Holding Cells, Suspect Interview Rooms, and a DWI room.

Currently suspects are processed in an area directly outside the open holding cells. This is not ideal and can lead to issues with processing and security. This potentially brings prisoners into contact with Borough employees due to there being no secure entrance to the court from the holding cells. This also could infringe on the rights of the detainee, which could undermine any case against him/her.



HOLDING CELLS

The New Jersey Department of Corrections regulates the use and design of Holding Cells within Police Stations. In addition to the ever changing detailed requirements of Holding Cells, they must be separated into Male, Female, and Juvenile holding areas. Holding Cells must be constantly monitored and designed with the safety of the detained as a priority.



The current cells do not meet the requirements of the DOC. There are only two cells open to a common room used for processing. There are no separate juvenile or female holding areas. Currently, detainees are handcuffed to a bench in the hallway until processed and relocated to another facility or released. This is a safety and security issue.

SECURE STORAGE

A Secure area is required for temporary storage of evidence and other items brought in with prisoners and from the shift. This area should be large enough to hold items such as bicycles, electronics etc.

There currently is no area for secure storage.

MISCELLANEOUS

In addition to the Spaces noted above. The Processing Operations area should have lockers for the officers to secure their sidearm, as well as a place to discharge their weapon to clear the chamber. These are not currently provided at the station.

INVESTIGATIONS

INTERVIEW ROOM

A room is needed to Interview suspects, and for interrogation. The room should have an adjacent viewing area with voice and video recording equipment and a two way mirror between the rooms. This room should be sized to fit at least three people and be in the vicinity of the Processing and Holding Cells.

The current Police facilities do not have adequate interview rooms.



VICTIM INTERVIEW/WAITING ROOM

When victims, witnesses and others come to the Station and need to speak with an officer, there needs to be a place to perform this activity. It is good to have a space adjacent to the Interview room as a waiting room, so the individual can be removed from the public area. Furthermore, this space can be used as a waiting spot for children, etc. If a family comes in, the interviews should be performed separately. This space also can double as a domestic violence room where the spouse and children can be secured, while the suspect is being interviewed and processed.

There is no victim Interview space in the existing building, nor are there any dedicated toilet facilities for female crime victims or witnesses.

EVIDENCE PROCESSING

Evidence processing and securing is one of the top priorities of any investigation. Improper handling of evidence can disallow that evidence from a case and open the municipality up to

vicarious liability. Items brought in as evidence need to be properly secured, with limited access, logged and stored for both short and long periods of time. There should be a temporary holding area for the Patrolman to lock the evidence in until a detective can properly log and secure the evidence for long term storage. There should also be separate locations for different types of evidence. For example, controlled dangerous substances should be stored separate from firearms, which should be separate from clothing or electronics. Some items may even need to be placed in humidity controlled or refrigerated spaces.

Currently the department is doing the best they can with the evidence, but it is not as secure as it should be. CDS is stored in an unventilated closet, and other evidence is comingled in a separate closet.

DETECTIVE OFFICES

The location of the Detectives' Office is important to the efficiency of operations of a department. The Detectives' Offices should have access to the Processing area, as well as both the temporary and long term evidence Storage. Detectives' offices should also be located for ease of access to the Lobby to meet with possible witnesses. Detectives should have the ability to speak with the public at their desks, but most of the time will be using the Interview Rooms. A work table or conference area is also required for laying out evidence and discussing cases.

The current detective's office is located on the second floor and is not large enough for the needs of the division. There are not enough desks, storage space for active files, nor room for a work table or conference area.

ADMINISTRATION

CONFERENCE ROOM

A Conference Room is needed for meetings, presentations, and training. This space should be large enough to accommodate the Command staff and a few other individuals. The room should be equipped with a presentation area along with white boards and screen. This room should be located in the vicinity of the Administrative Offices and should be an enclosed space so that conferences are not interrupted by circulation. Also, the conference room should be equipped to act as a dedicated space during a large scale emergency.



Currently a conference room is shared with the Municipal officials. The Room is not setup for presentations or training.

COPY/FAX ROOM

At least one Copy/Fax Space should be provided within the building. Normally, there is an Administrative Copy area and a separate Patrol copier. Also included in the Copy Area can be work tables and mailboxes for employees. Storage for copy supplies should also be provided.



The current copier is located in a Break Room which also serves as the General Office.

CHIEF'S OFFICE

The Chief's Office should be of ample space for meetings with staff, municipal officials, and others. The office needs to be secure and private. It needs to be adjacent to the Chief's Assistant and should be in the vicinity of the large Conference Room. There should be room for secure files, as well as the Chief's personal belongings. Normally a wardrobe, and small conference table are included.



The Current Chief's office is minimally adequate at best.

CHIEF'S ASSISTANT OFFICE

The Chief's Assistant needs to be adjacent to the Chief. The Office should be private and large enough for a desk, credenza, and several file cabinets. A small Waiting Area should also be provided, for people waiting to see the Chief.



The Current Chief's Assistant Office is open to the circulation and minimally adequate.

DEPUTY CHIEF/CAPTAIN

The Deputy Chief's Office should have space for meetings with one or two individuals. The office needs to be secure and private. It should be in the vicinity of the Chief and the Chief's Assistant since this person fills in for the Chief in their absence.

There currently is no Deputy Chief/ Captains office

LIEUTENANT'S OFFICE

Lieutenants can share an office, but there needs to be multiple desks, ideally each Lieutenant should have their own desk and they should be lockable. The Lieutenant's office should be located in the vicinity of the Chief's office as their duties are administrative.

The current Lieutenants' Office is too small to accommodate the Officers that must work in this area. There is not enough storage space for files etc.

ADMINISTRATIVE OFFICES

Administrative Offices are general Offices used for Administration Staff, Police Clerks etc. They should include a desk, chair and minimal file storage.

There are currently no General Administrative Offices in the existing Department.

PBA OFFICE

Having a PBA Office within the station is an option. It is generally a desk with a few chairs and some filing cabinets. It should be a locking private room.

The existing Police facilities do not have a PBA office.

LIBRARY

A small Conference Room/Library is an important tool for the Officers. It is a central location where reference materials can be kept. It is also a positive influence for continued education.

There is currently no dedicated space for the Police Department to store reference materials

RECORDS/ARCHIVES

Police record storage and archive storage can be handled in several ways. Some towns have a separate Records Storage Department; some have it as part of the Police Station. If Records Storage is a separate Department, there still needs to be a location for active files and some archived files within the Department. These files should be secured and preferably in a fireproof space. Archive records should be handled similarly, but shall have limited access.

If the records are handled within the Police Department, the above holds true except the spaces would need to be much larger for the storage of more files.



Currently Records are handled by a separate Records Department which is unable to provide secure public access to Records and Court personnel. With the relocation of the Police Department into a new facility the Court and Records Departments would be able to be reconfigured to meet the needs of the respective departments.

HOUSE

LOCKER/SHOWER ROOMS

PEOSH requires facilities to be provided to prevent exposure of hazardous materials to the rest of the building and for members to shower after exposure to prevent the spread of contamination. Shower facilities that are provided are required to meet the Barrier Free sub code as well as ADA. Lockers are required for the Officers to store additional clothing, uniforms and toiletries for showering. In addition, the lockers are used to store equipment which is not used on a daily basis.



The facilities provided within this building are in disrepair and are not adequate to meet the minimal code requirements, let alone the recommendations of PEOSH. Proper facilities should be provided for both male and female. Showers need to be provided per the Building Code, with proper barrier free access. Lack of these facilities is leaving the Borough open to liability and could possibly affect the health and safety of the Officers and their families.

KITCHEN/BREAK ROOM

A Kitchen /Break Room should be provided for the officers to have meals. This space should be on the first floor and in the vicinity of the Dispatch Room. Providing a break area, reduces food from being eaten throughout the building, further reducing chances of contamination etc. Additionally, during large incidents or inclement weather, meals can be provided for the Officers whom are likely working extended shifts. It is imperative for Officers to be able to recharge and keep their strength during their shifts so that they can properly perform. The existing facilities do not have a functioning kitchen.



FITNESS ROOM

Maintaining good physical fitness is an important part of an Officer's duty. Being in good physical condition helps contribute to the Officer's health and safety, reducing sick time and injuries.

There are currently no fitness facilities in the existing department.

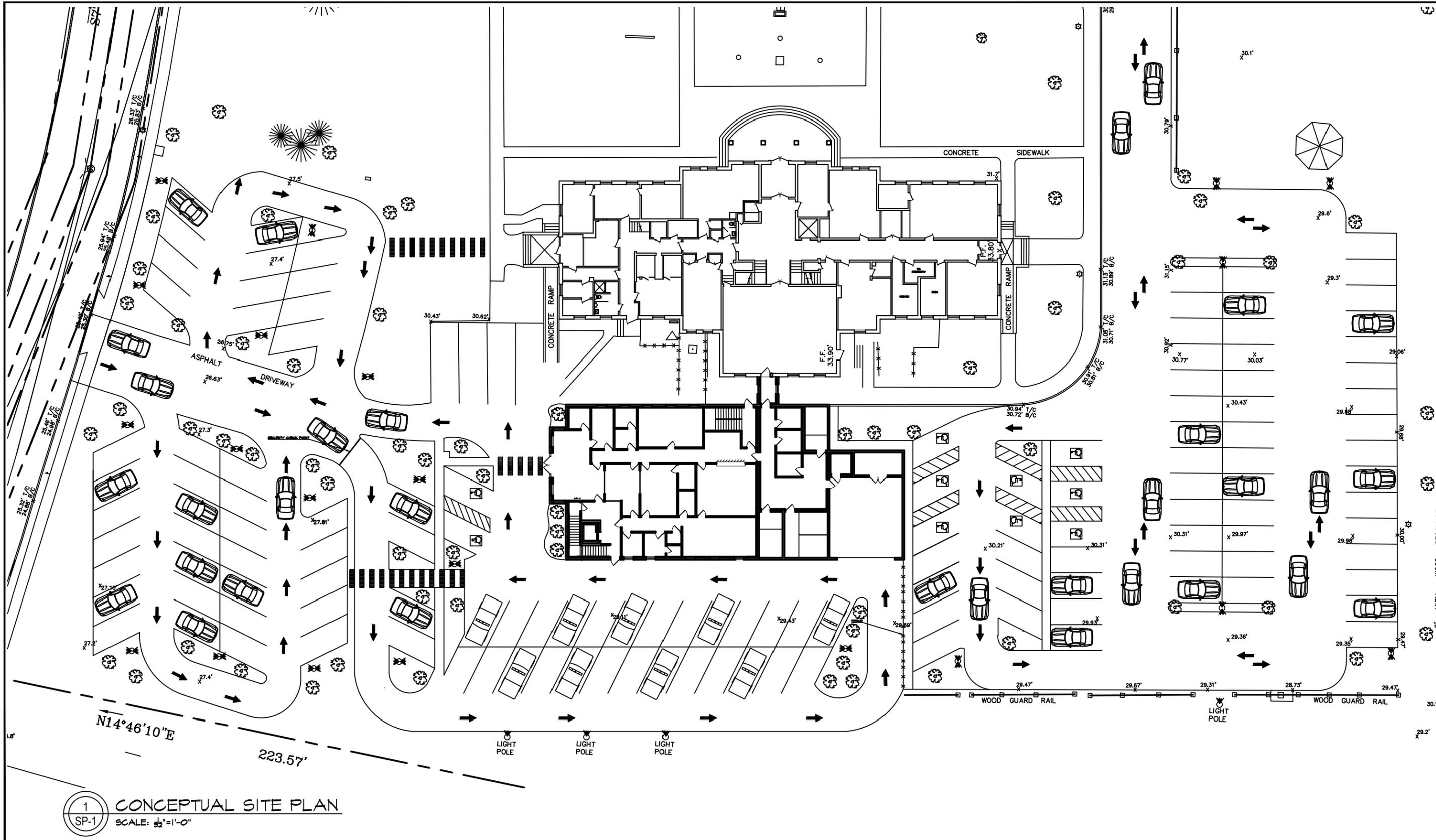
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V. SITE APPROACH & NEEDS ASSESMENT

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V. SITE APPROACH

Robbie Conley Architect, LLC has developed a conceptual site plan with the proposed new building's foot print. The proposed new building will be placed in the existing parking lot. The conceptual site design will serve as a graphic reference and design intent to improve site conditions. The site plan depicts the conceptual parking lot layout and vehicular/pedestrian circulation. While illustrating the intent to integrate private (secured) parking for the New Milford Police Department staff members and additional public parking with respecting to the property limits. Pedestrian circulation on the site will be focused to encourage the use of the front main entrance. The Side entrances will be maintained for employees only. All visitors will use the Main Entrance. By reusing the main entrance, court security will be easier to control. This will also meet the requirements of the Administrative Office of the Courts (AOC). The final site design to be performed by a licensed Civil Engineer during the Design Development phase.



1 CONCEPTUAL SITE PLAN
 SP-1 SCALE: 1/8" = 1'-0"

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 Phone: (856) 845-7500
 N.J. Lic. No. 31Ac06687668 NCARB CERT. NO. 52314 PA. LIC. NO. AX0042651

DATE: _____

SHEET TITLE
 CONCEPTUAL
 SITE PLAN

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February 2013

**The Borough of New Milford
Police Department
NEEDS ASSESSMENT**

SECTION: OPERATIONS

Summary

1. Sally Port	1,177
2. Processing	159
3. Radio/ Control Room/Dispatch	357
4. Holding Area	470
5. Breifing Room	544
6. Sgt. Office	644
7. Report Room	211

		<u>3,562</u>
Circulation	20%	<u>712.4</u>
Total		4,274

February 2013

**The Borough of New Milford
Police Department
NEEDS ASSESSMENT**

SECTION: INVESTIGATIONS

Summary

1. Interview rooms		400
2. Victim Interview Room		145
3. Victim Waiting Room		140
4. Evidence Processing		407
5. Detective Office 1		133
6. Detective Office 2		133
7. General Office		456
SubTotal		<u>1,814</u>
Circulation	20%	<u>362.8</u>
Total		2,177

February 2013

**The Borough of New Milford
Police Department
NEEDS ASSESSMENT**

SECTION: ADMINISTRATION

Summary

1. Conference Room	785
2. Copier Equipment Room	325
3. Chief's Office	257
4. Chief's Assist. Office	152
5. Lt. Office	229
6. Admin. Office 1	171
7. Admin. Office 2	171
8. PBA Office	147
9. Small Conference/Library	453
10. Records	91
11. Archive Room	272
12. Miscellaneous	808
SubTotal	<u>3,861</u>
Circulation 20%	<u>772.2</u>
	<u>4,633</u>

February 2013

**The Borough of New Milford
Police Department
NEEDS ASSESSMENT**

SECTION: HOUSE

Summary

1. Male Lockers/Showers		578
2. Female Lockers/Showers		225
3. Kitchen/Break Room		274
4. Fitness Room		416
Sub Total		<u>1,493</u>
Circulation	20%	<u>298.6</u>
		<u>1,792</u>

February 2013

**The Borough of New Milford
Police Department
NEEDS ASSESSMENT**

Total Summary

Operation		4,274
Investigations		2,177
Administration		4,633
House		1,792
Sub Total		<u>12,876</u>
Circulation	20%	<u>2575.2</u>
Total		<u>15,451</u>

EVALUATION AND ASSESSMENT OF FACILITY NEEDS FOR:
NEW MILFORD POLICE DEPARTMENT
930 RIVER ROAD
NEW MILFORD, NEW JERSEY 07646

VI. CONCEPTUAL DESIGN SOLUTIONS

ROBBIE CONLEY ARCHITECT, LLC
596 GLASSBORO ROAD
WOODBURY HEIGHTS, NJ 08097

VI. SOLUTIONS

Robbie Conley Architect developed solutions based on the information we have gathered from meetings with the representatives of the Police Department. These Solutions and diagrams were to be general possibilities to meet the needs of the company. The diagrammatical floor plans and elevations are for basic information and to develop a budgetary cost estimate based on current square foot construction costs for the region.

SCHEME 1:

Scheme 1 proposes a new Station built next to the existing Borough Hall with a connector between the two. As requested by Borough Officials, it was necessary to make an entry from the Police Holding Cell area directly into the Court Room through the second window which is on the audience side of the dais. This is the reason for its proposed location on the site. This scheme experimented with a large aesthetic Stair Tower at the front corner. There is an appropriately sized Lobby and a centrally located Radio/Dispatch Room which affords optimum visual control. There are dual corridors which break up the circulation on the First Floor. This scheme includes ample toilet facilities along with a large Conference Room, Lounge, and Fitness area. This scheme has, on the Second Floor, all of the Auxiliary Offices that were requested in the needs assessment. There is an adequate amount of Storage space for files and copy equipment. On the Second Floor, the Offices are centered around a General Office space which creates a collaborative work environment. Evidence Storage and Processing are located in the Basement along with the Locker/Shower Rooms.

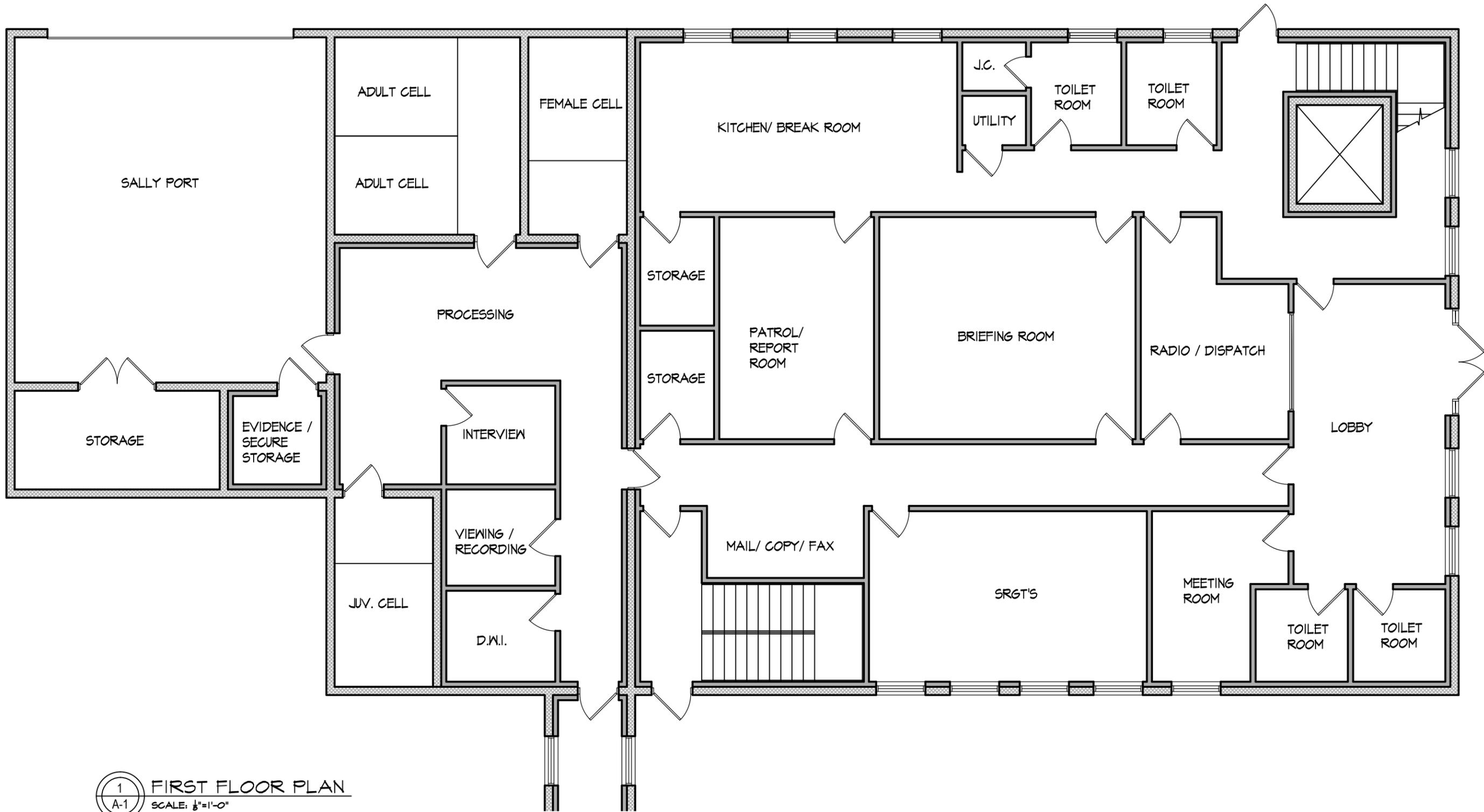
There are some advantages and disadvantages to this scheme.

The benefits include:

- Controlled access to the Processing area from Sally Port and the Administrative area.
- Adequate Interview/Meeting Rooms.
- Visually accessible Conference Room centralized in Office space.
- The Office spaces are large enough to accommodate personnel.

The disadvantages include:

- The large aesthetic Stair Tower may be cost prohibitive.
- There is no Lobby connection between the Police Station and the existing Borough Hall building.
- A few of the offices on the second floor have odd shapes due to arranging the Second Floor spaces to fit within the roof structure.
- The fitness area in the basement must be accessed through another space.



1
A-1 FIRST FLOOR PLAN
SCALE: 1/8"=1'-0"

Robbie Conley Architect, LLC
 596 Glassboro Road
 Woodbury Heights, New Jersey, 08097
 Phone: (856)-845-7500 Fax: (856)-853-0528
 N.J. LIC. NO. 21AC00089700 NCARB CERT. NO. 52314 PA. LIC. NO. AX004265L

SHEET TITLE
 SCHEMATIC
 SCHEME #1

FIRST FLOOR

PROJECT
 NEW MILFORD POLICE DEPT
 930 RIVER ROAD
 NEW MILFORD, NJ 07646
 OWNER
 BOROUGH OF NEW MILFORD
 930 RIVER ROAD
 NEW MILFORD, NJ 07646

CONTRACTOR SHALL CHECK AND VERIFY ALL CONDITIONS AND DIMENSIONS AT THE SITE BEFORE PROCEEDING WITH WORK.

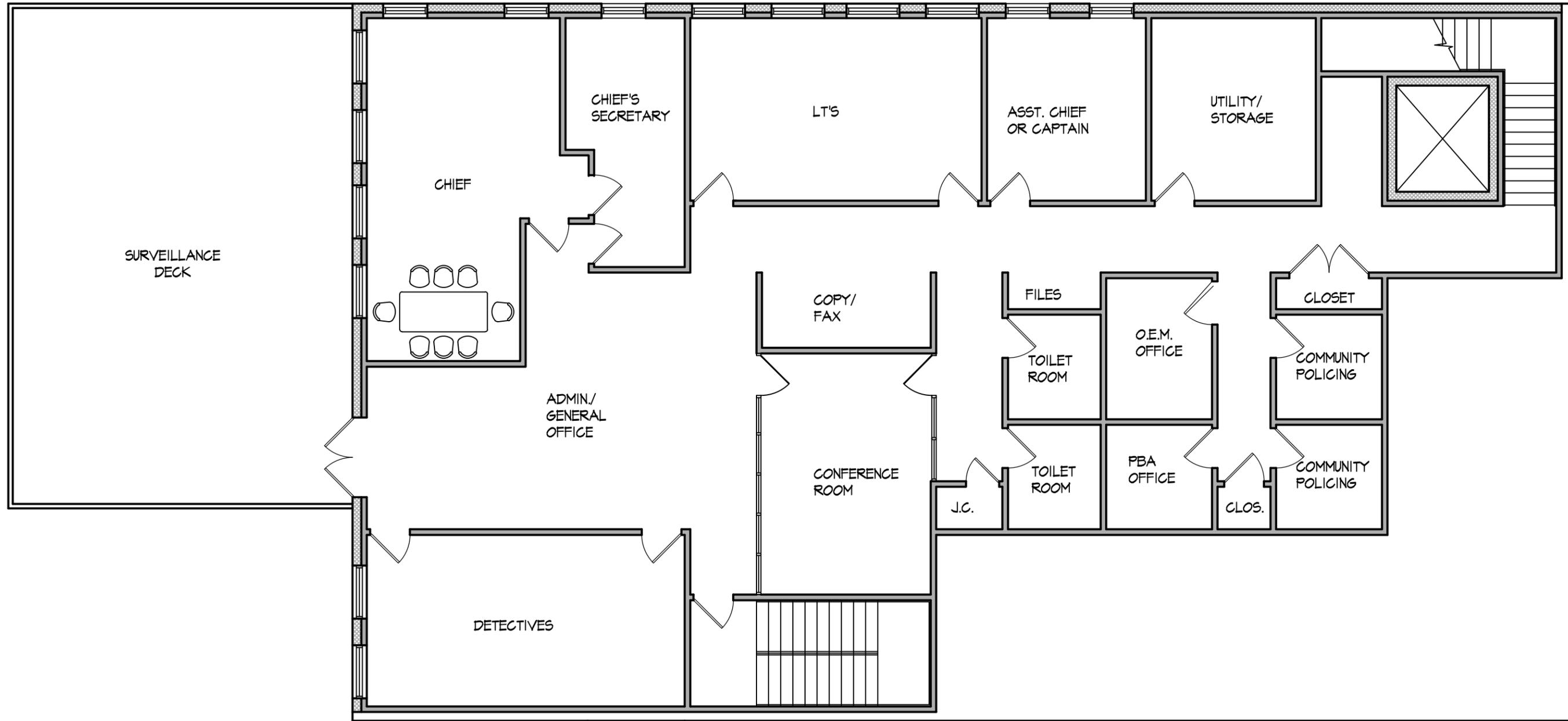
REVISIONS	DESCRIPTION	DATE

ISSUE DATE:
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 DRAWN: SAL CHKD: RJC

DWG. NO.
A-1
 1 of 4

PROJECT NO.
13016

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1
A-2 SECOND FLOOR PLAN
SCALE: 1/8"=1'-0"

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Phone: (856)-845-7500 Fax: (856)-853-0528
N.J. LIC. NO. 21AC00089700 NCARB CERT. NO. 52314 PA. LIC. NO. AX004265L

11/15/15

SHEET TITLE
SCHEMATIC
SCHEME #1
SECOND FLOOR

PROJECT
NEW MILFORD POLICE DEPT
930 RIVER ROAD
NEW MILFORD, NJ 07646
OWNER
BOROUGH OF NEW MILFORD
930 RIVER ROAD
NEW MILFORD, NJ 07646

CONTRACTOR SHALL CHECK AND VERIFY ALL CONDITIONS AND DIMENSIONS AT THE SITE BEFORE PROCEEDING WITH WORK.

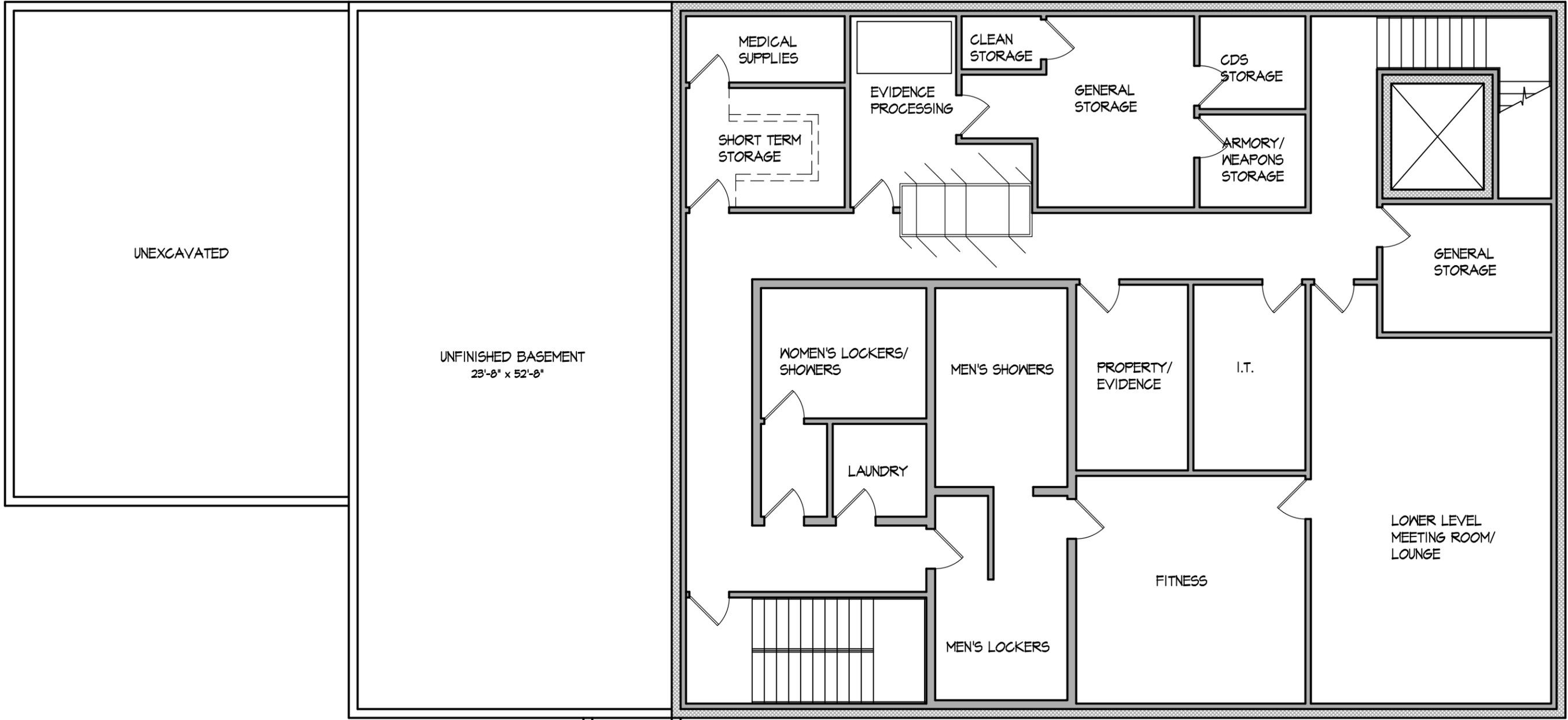
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A-2
2 of 4

PROJECT NO.
13016

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1
A-3

BASEMENT FLOOR PLAN
SCALE: 1/8"=1'-0"

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Woodbury Heights, New Jersey, 08097
Phone: (856)-845-7500 Fax: (856)-853-0528
N.J. LIC. NO. 21AC00089700 NCARB CERT. NO. 52314 PA. LIC. NO. AX004285L

SHEET TITLE
SCHEMATIC
SCHEME #1

PROJECT
NEW MILFORD POLICE DEPT
930 RIVER ROAD
NEW MILFORD, NJ 07646

OWNER
BOROUGH OF NEW MILFORD
930 RIVER ROAD
NEW MILFORD, NJ 07646

BASEMENT FLOOR

CONTRACTOR SHALL CHECK AND VERIFY ALL CONDITIONS AND DIMENSIONS AT THE SITE BEFORE PROCEEDING WITH WORK.

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ISSUE DATE:
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A-3
3 of 4

PROJECT NO.
13016

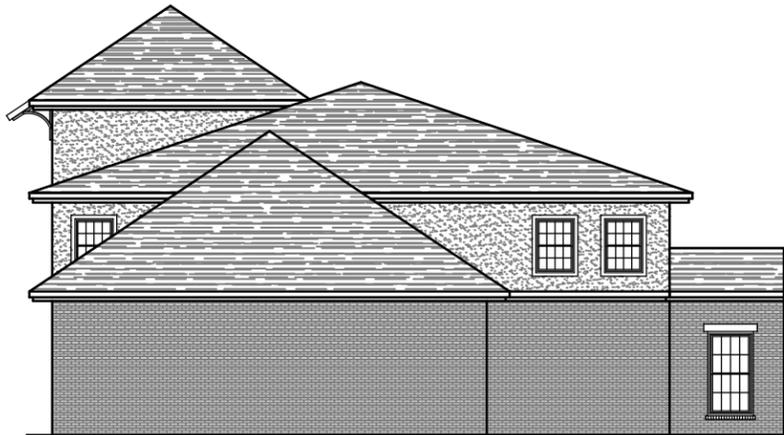
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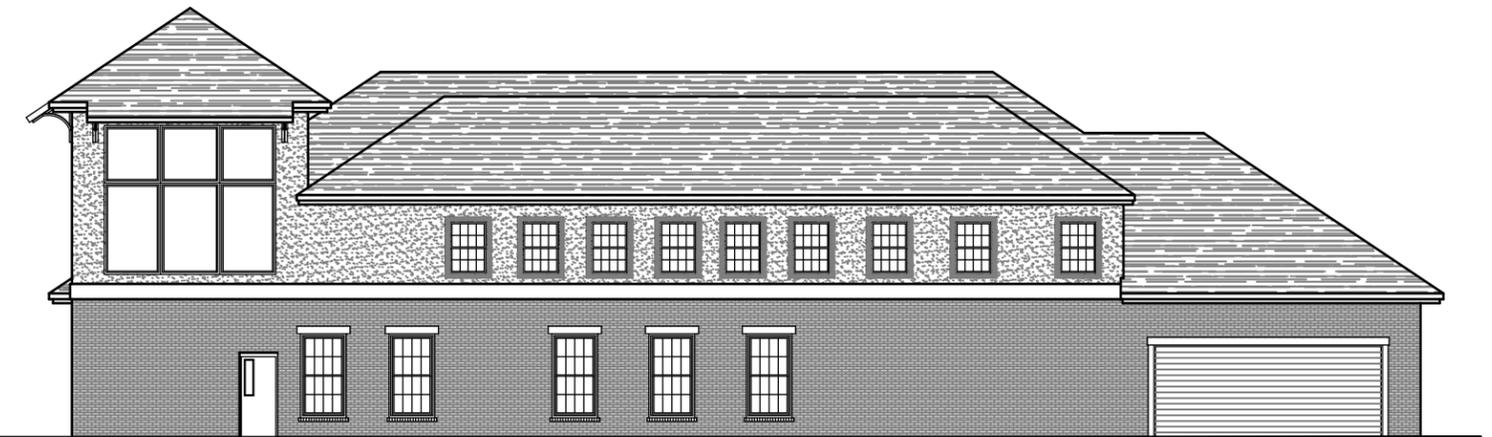
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A-4 ELEVATION "A"
SCALE: 1/8"=1'-0"



2
A-4 ELEVATION "B"
SCALE: 1/8"=1'-0"



3
A-4 ELEVATION "C"
SCALE: 1/8"=1'-0"



4
A-4 ELEVATION "D"
SCALE: 1/8"=1'-0"

Robbie Conley Architect, LLC
 596 Glassboro Road
 Woodbury Heights, New Jersey, 08097
 Phone: (856)-845-7500 Fax: (856)-853-0528
 N.J. LIC. NO. 21AC00089700 NCARB CERT. NO. 52314 PA. LIC. NO. AX004285L

DATE: _____

SHEET TITLE
 SCHEMATIC
 SCHEME #1
 ELEVATIONS

PROJECT
 NEW MILFORD POLICE DEPT
 930 RIVER ROAD
 NEW MILFORD, NJ 07646
 OWNER
 BOROUGH OF NEW MILFORD
 930 RIVER ROAD
 NEW MILFORD, NJ 07646

CONTRACTOR SHALL CHECK AND VERIFY ALL CONDITIONS AND DIMENSIONS AT THE SITE BEFORE PROCEEDING WITH WORK.

REVISIONS DESCRIPTION	DATE

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A-4
 4 of 4

PROJECT NO.
13016

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**Borough of New Milford Police Facilities Project Estimate
July 2015**

Schematic Design Estimate

Solution One

1	First Floor:	6,030 SF	\$225	\$1,356,750
2	Second Floor	3,987 SF	\$225	\$897,075
3	Basement	3,649 SF	\$225	\$821,025
6	Demolition			\$45,000
7	Site Work			\$200,000
8	Furniture	13,666 SF	\$3.50	\$47,831
9	Generators			\$150,000

Total Construction Cost **\$3,517,681**

10	Professional Fees:			\$275,000
11	10% Contingency:			\$351,768
12	Legal, Reproduction:			\$62,262.95
	Total Project Cost			\$4,206,712

SCHEME 2:

Scheme 2 is a further developed version of Scheme 1. The Station is again built next to the existing Borough Hall and includes a ramp that makes travel between the buildings Barrier Free and ADA compliant. The front Lobby area has been extruded forward to create a presence and give it a more formal Federal Style look to match the Borough Hall. The front Stair is no longer a tower but it is still an essential part of the operations and circulation in that it provides controlled access. The Radio/Dispatch Room is again centrally located and is afforded visual access to all of its surrounding areas which increases security. There are multiple Meeting Rooms near the Lobby with the Patrol Sergeant's area located close by. The Processing area still remains well secured and has rooms for all required activities. On the Second Floor all of the offices are situated around a common Administrative Office as well as a Conference Room and an area for copy equipment. The requested auxiliary Offices are also present on the Second Floor and are easily accessible to the public from the main circulation Stair. The Basement houses large Locker and Shower Rooms with adequate facilities. There is plenty of room for General Storage as well as Evidence Processing and Storage. The Evidence Processing is conveniently located at the base of the Stair where Detectives could easily and efficiently access during the processing of evidence. There is also a large Fitness area which would also have Laundry facilities located within. The adequate Lounge in the Basement also doubles as an additional Meeting Room.

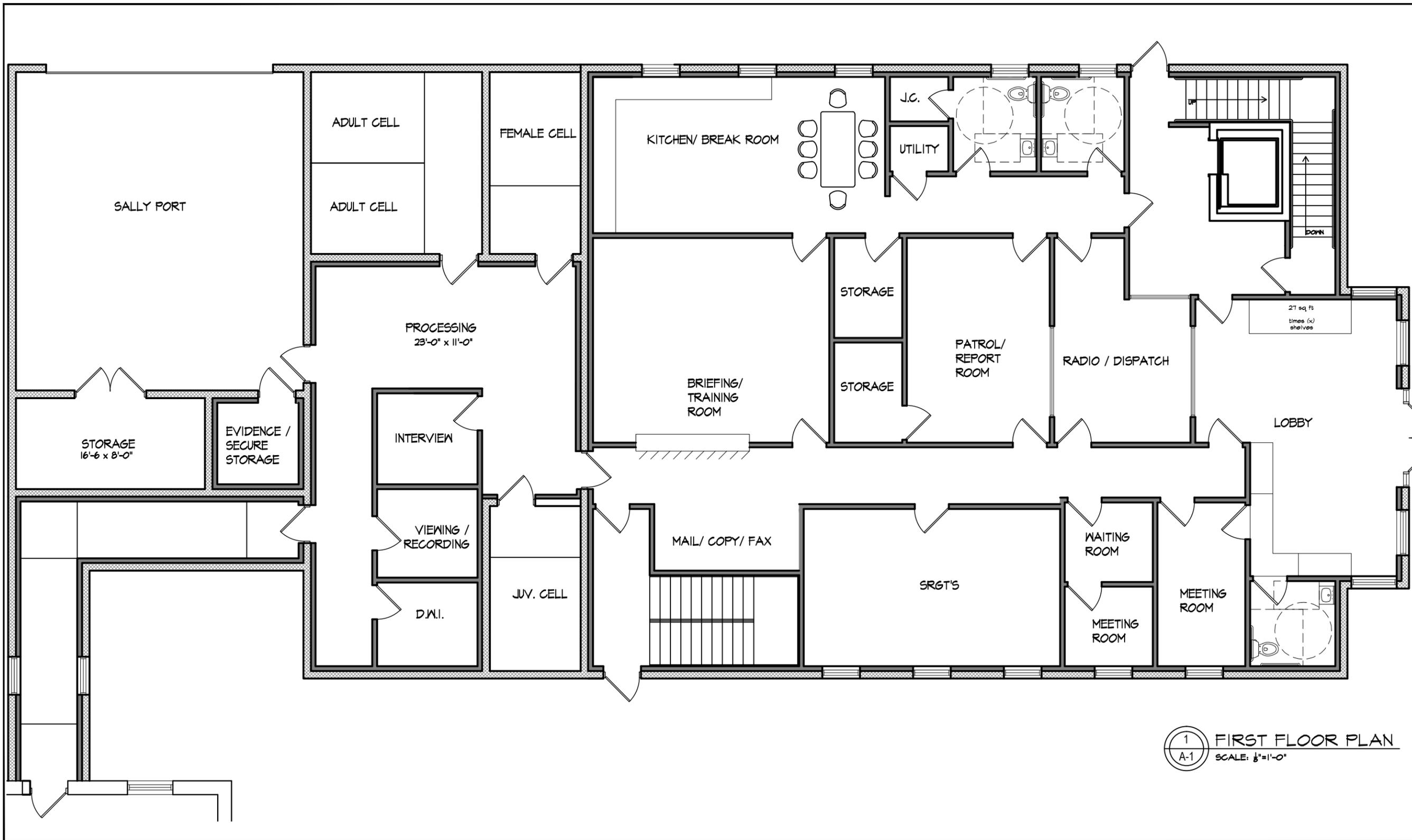
There are some advantages and disadvantages to this scheme.

The benefits include:

- Controlled access to the Processing area from Sally Port and the Administrative area.
- Multiple Meeting Rooms accommodate interaction with the public and a Waiting Room for the victims has been provided.
- Visually accessible Conference Room centralized in Office space.
- The Office spaces are large enough to accommodate personnel.
- Processes will flow and operate efficiently with the layout of the rooms.

The disadvantages include:

- There is no dedicated space for the Laundry Room.
- The Lobby is somewhat larger due to our aesthetic strategy toward the front elevation. Further program elements, eg. Memorial boards, Community interactive displays would have to be developed in order to take advantage of the larger size.



1 FIRST FLOOR PLAN
A-1 SCALE: 1/8"=1'-0"

Robbie Conley Architect, LLC
 596 Glassboro Road
 Woodbury Heights, New Jersey, 08097
 Phone: (609) 685-6760 Fax: (609) 685-0526
 N.J. Lic. No. 21A000067600 NCARB CERT. NO. 52314 PA. LIC. NO. AX0042861

PROJECT: NEW MILFORD POLICE DEPT
 930 RIVER ROAD
 NEW MILFORD, NJ 07646

SHEET TITLE:
 SCHEMATIC
 SCHEME #2

OWNER:
 BOROUGH OF NEW MILFORD
 930 RIVER ROAD
 NEW MILFORD, NJ 07646

CONTRACTOR SHALL CHECK AND VERIFY ALL CONDITIONS AND DIMENSIONS AT THE SITE BEFORE PROCEEDING WITH WORK.

REVISIONS	DESCRIPTION	DATE

ISSUE DATE:
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 DRAWNSAL CHKD:RAC

DWG. NO.
A-1
 1 of 6

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13016
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1 SECOND FLOOR PLAN
 A-2 SCALE: 1/8"=1'-0"

Robbie Conley Architect, LLC
 596 Glassboro Road
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 Phone: (609) 685-0526 Fax: (609) 685-0526
 Lic. No. 21A000067600 NCARB CERT. NO. 52314 PA. LIC. NO. AX004286L

PROJECT: NEW MILFORD POLICE DEPT
 930 RIVER ROAD
 NEW MILFORD, NJ 07646

OWNER: BOROUGH OF NEW MILFORD
 930 RIVER ROAD
 NEW MILFORD, NJ 07646

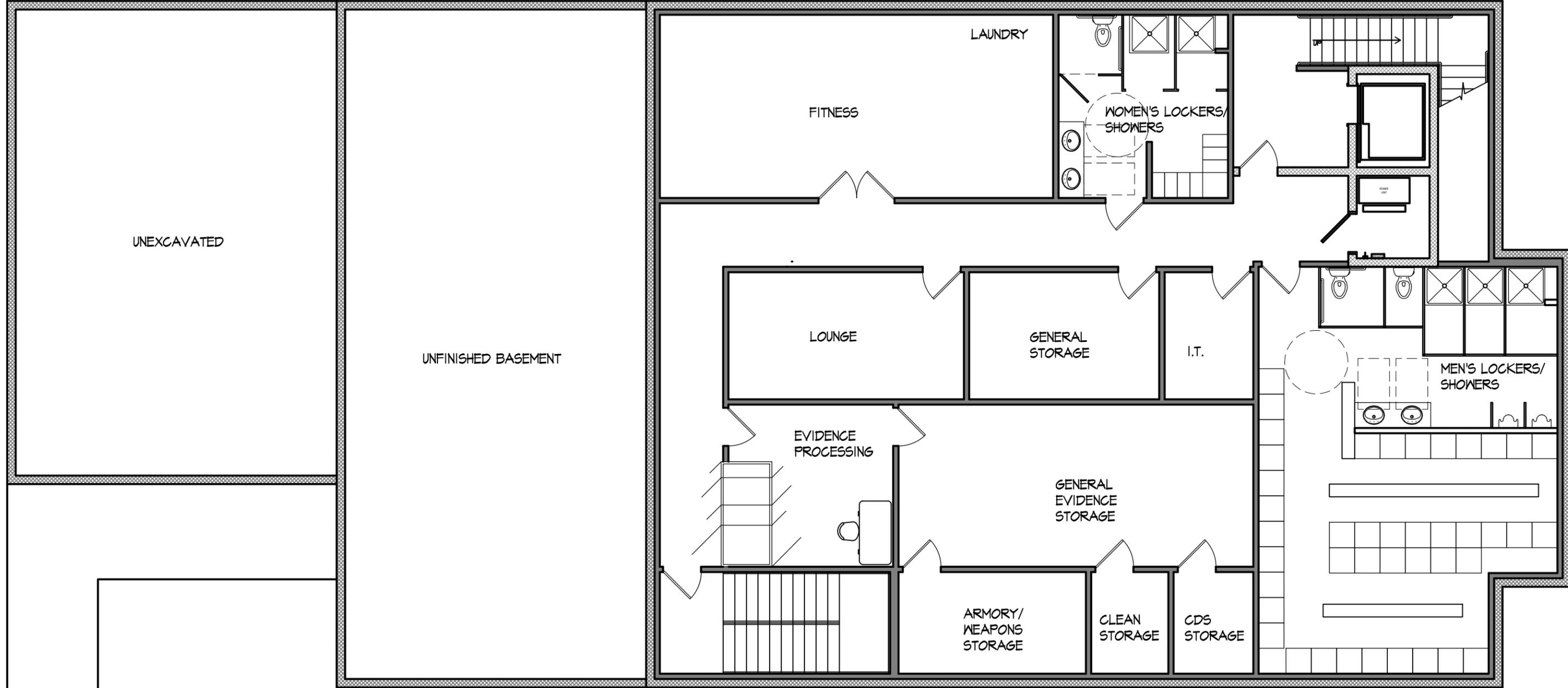
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ISSUE DATE: JUNE 25, 2015
 DRAWN/SAL: CHK/RAC

DWG. NO.: **A-2**
 2 of 6

PROJECT NO.: **13016**
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1
A-3

BASEMENT FLOOR PLAN
SCALE: 1/8" = 1'-0"

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 Woodbury Heights, New Jersey 08097
 Phone: (856) 845-7500
 N.J. Lic. No. 21A060867600 NCARB CERT. NO. 52314 PA. LIC. NO. AX004265L

PROJECT: NEW MILFORD POLICE DEPT
 930 RIVER ROAD
 NEW MILFORD, NJ 07646

OWNER: BOROUGH OF NEW MILFORD
 930 RIVER ROAD
 NEW MILFORD, NJ 07646

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 3 of 6

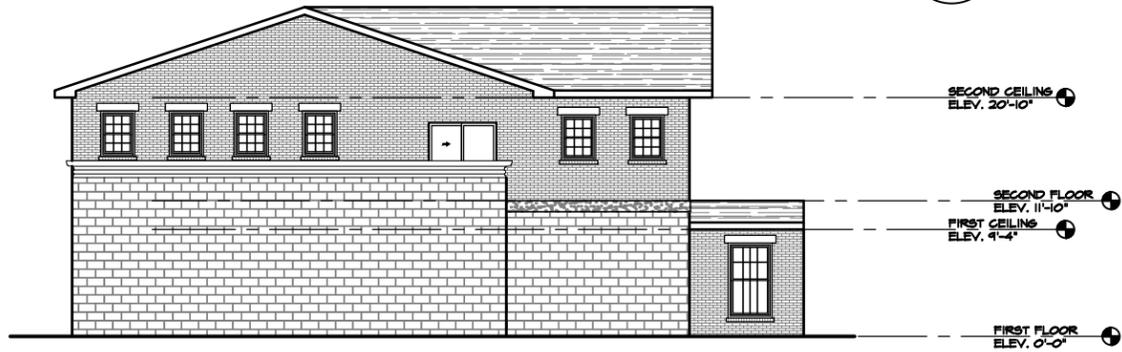
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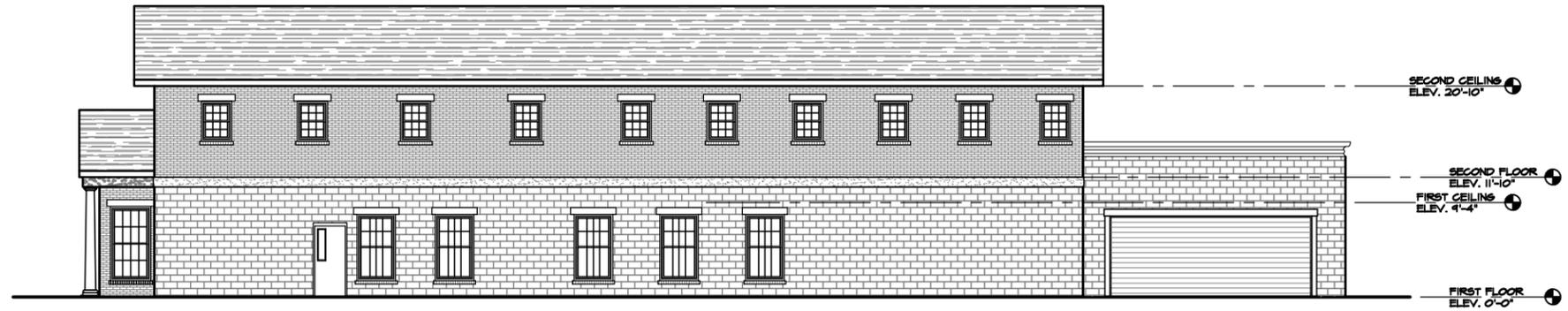
1
A-5
ELEVATION "A"
SCALE: 1/8"=1'-0"



2
A-5
ELEVATION "B"
SCALE: 1/8"=1'-0"



3
A-5
ELEVATION "C"
SCALE: 1/8"=1'-0"



4
A-5
ELEVATION "D"
SCALE: 1/8"=1'-0"

Robbie Conley Architect, LLC

596 Glassboro Road
Woodbury Heights, NJ 08097
Phone: (856) 845-7500
Fax: (856) 853-0526
N.J. Lic. No. 21AC0068766 NCARB CERT. NO. 52314 PA. LIC. NO. AX004265L

SHEET TITLE:
SCHEMATIC
SCHEME #2

ELEVATIONS

PROJECT: NEW MILFORD POLICE DEPT
930 RIVER ROAD
NEW MILFORD, NJ 07646

OWNER: BOROUGH OF NEW MILFORD
930 RIVER ROAD
NEW MILFORD, NJ 07646

CONTRACTOR: SHALL CHECK AND VERIFY ALL CONDITIONS AND DIMENSIONS AT THE SITE BEFORE PROCEEDING WITH WORK.

REVISIONS	DESCRIPTION	DATE

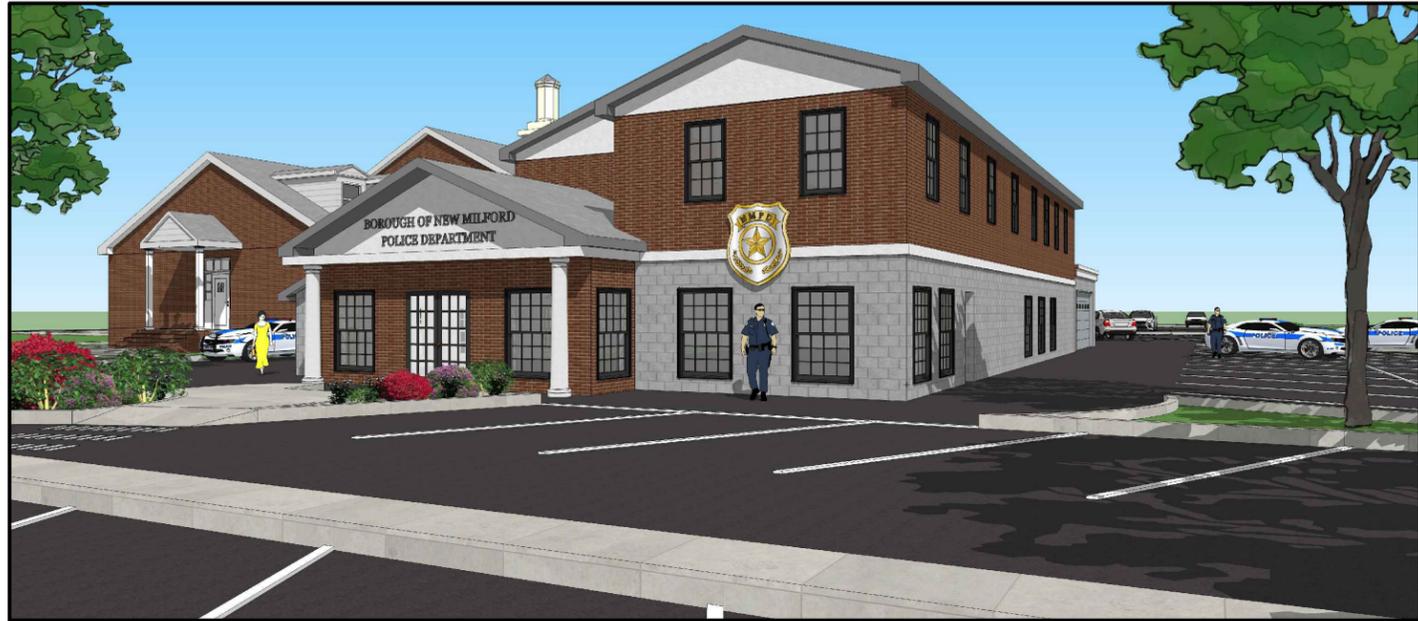
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DWG. NO.

A-5
5 of 6
PROJECT NO.
13016

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PROPOSED NEW MILFORD POLICE STATION



Robbie Conley Architect, LLC

596 Glassboro Road

Woodbury Heights, New Jersey, 08097

Phone: (856)-845-7500

Fax: (856)-853-0528

N.J. LIC. NO. 21AC00069700 NCARB CERT. NO. 52314 PA. LIC. NO. AX004265L

13016
JUNE 25, 2015

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**VIEW FROM
RIVER ROAD**

**PROPOSED NEW MILFORD
POLICE STATION**



Robbie Conley Architect, LLC

596 Glassboro Road

Woodbury Heights, New Jersey, 08097

Phone: (856)-845-7500

Fax: (856)-853-0528

N.J. LIC. NO. 21AC00069700 NCARB CERT. NO. 52314 PA. LIC. NO. AX004265L

13016
JULY 27, 2015

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**Borough of New Milford Police Facilities Project Estimate
July 2015**

Schematic Design Estimate

Solution Two

1	First Floor:	6,100 SF	\$225	\$1,372,500
2	Second Floor	4,048 SF	\$225	\$910,800
3	Basement	3,793 SF	\$225	\$853,425
6	Demolition			\$45,000
7	Site Work			\$200,000
8	Furniture	13,941 SF	\$3.50	\$48,794
9	Generators			\$150,000

Total Construction Cost **\$3,580,519**

10	Professional Fees:			\$275,000
11	10% Contingency:			\$358,052
12	Legal, Reproduction:			\$63,375.18
	Total Project Cost			\$4,276,946

SCHEME 3:

Scheme 3 represents the removal of 1,800 square feet from our existing design at the request of Council Members. To achieve this, many of the spaces were reduced in size, and other spaces were lost completely. The Processing area remained the same as it is the most efficient it can be without losing functionality. The Briefing/Training Room along with the Patrol/Report Room were significantly reduced in size. The merging of these two spaces is not advisable because they often serve different functions at the same time. The Kitchen and Sergeants' Office were greatly reduced. One of the Meeting Rooms was eliminated. On the Second Floor, two auxiliary Offices were removed. All of the remaining Offices and Conference Room were reduced as well. The Fitness and Lounge area were reduced and the Laundry facilities were removed. The Evidence Processing and Storage space were both greatly reduced as well. Finally, Storage space was reduced throughout the entire building.

There are some advantages and disadvantages to this scheme.

The benefits include:

- Controlled access to the Processing area from Sally Port and the Administrative area.
- Radio/Dispatch area has visual access to surrounding spaces.

The disadvantages include:

- Many of the Offices are too small to accommodate the department's personnel and consideration for future growth.
- Many spaces that were not essential, but would improve the efficiency of Police Operations, have been eliminated.
- The Evidence Processing and Storage has been reduced drastically and may not accommodate the department's needs.
- Laundry facilities have been eliminated.
- Much needed Storage has been lost within the building.



1
A-1 FIRST FLOOR PLAN
SCALE: 1/8"=1'-0"

Robbie Conley Architect, LLC
 596 Glassboro Road
 Woodbury Heights, New Jersey, 08097
 Phone: (856)-845-7500 Fax: (856)-853-0528
 N.J. LIC. NO. 21AC00069700 NCARB CERT. NO. 52314 P.A. LIC. NO. AX004265L

PROJECT NO. 13016

SHEET TITLE: SCHEMATIC SCHEME #3
 FIRST FLOOR

PROJECT: NEW MILFORD POLICE DEPT
 930 RIVER ROAD
 NEW MILFORD, NJ 07846
 OWNER: BOROUGH OF NEW MILFORD
 930 RIVER ROAD
 NEW MILFORD, NJ 07846

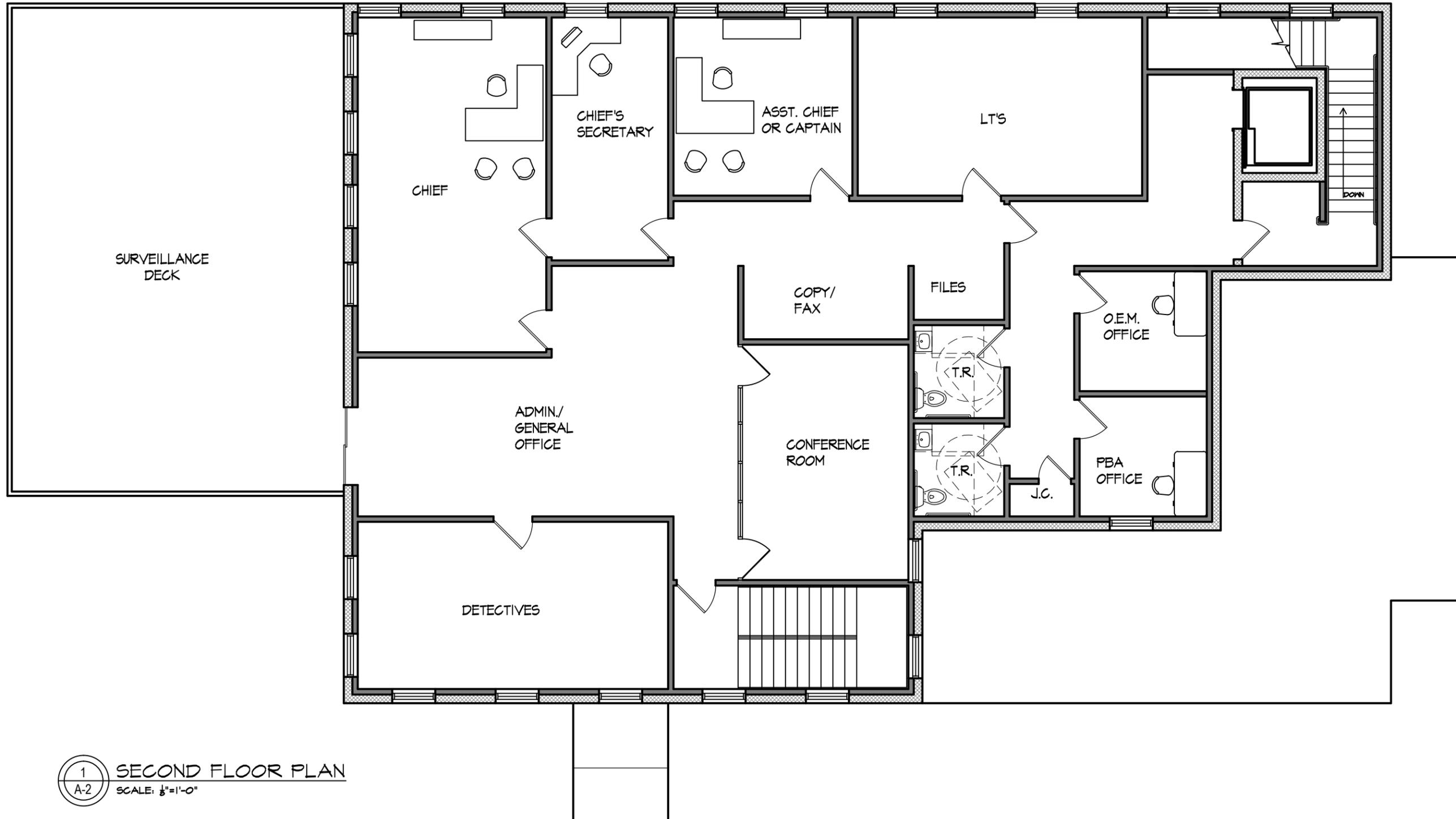
CONTRACTOR SHALL CHECK AND VERIFY ALL CONDITIONS AND DIMENSIONS AT THE SITE BEFORE PROCEEDING WITH WORK.

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DWG. NO. **A-1**
 1 of 4

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1
A-2 SECOND FLOOR PLAN
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 596 Glassboro Road
 Woodbury Heights, New Jersey, 08097
 Phone: (856)-845-7500 Fax: (856)-853-0528
 N.J. LIC. NO. 21AC00069700 NCARB CERT. NO. 52314 PA. LIC. NO. AX004265L

PROJECT
 NEW MILFORD POLICE DEPT
 930 RIVER ROAD
 NEW MILFORD, NJ 07846

OWNER
 BOROUGH OF NEW MILFORD
 930 RIVER ROAD
 NEW MILFORD, NJ 07846

SHEET TITLE
 SCHEMATIC
 SCHEME #3

CONTRACTOR SHALL CHECK AND VERIFY ALL CONDITIONS AND DIMENSIONS AT THE SITE BEFORE PROCEEDING WITH WORK.

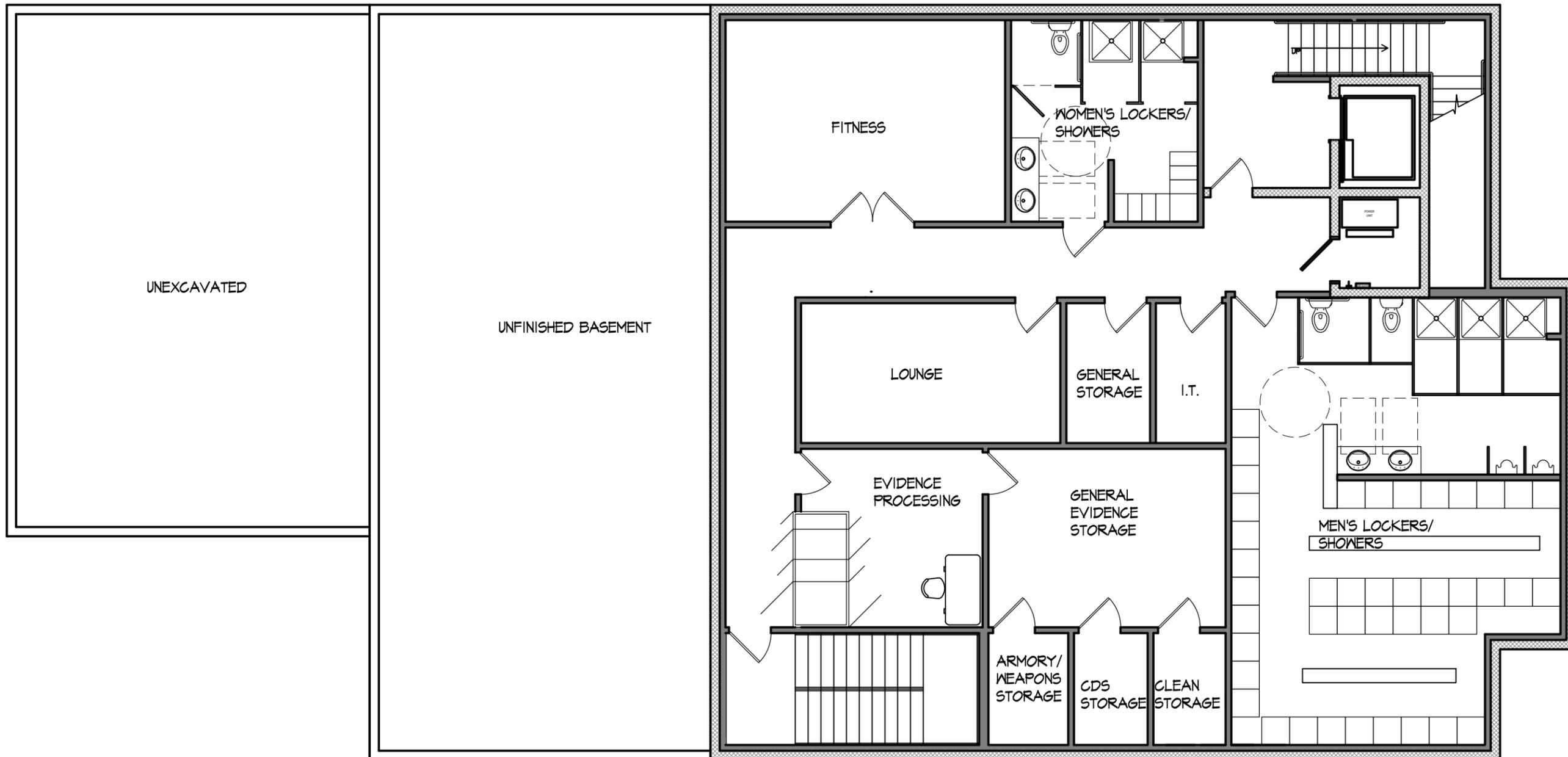
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A-2
 2 of 4

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1
A-3

BASEMENT FLOOR PLAN
SCALE: 1/8"=1'-0"

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 N.J. LIC. NO. 21AC00069700 NCARB CERT. NO. 52314 PA. LIC. NO. AX004265L

21K159

SHEET TITLE:
SCHEMATIC
SCHEME #3

BASEMENT FLOOR

PROJECT:
NEW MILFORD POLICE DEPT
930 RIVER ROAD
NEW MILFORD, NJ 07846

OWNER:
BOROUGH OF NEW MILFORD
930 RIVER ROAD
NEW MILFORD, NJ 07846

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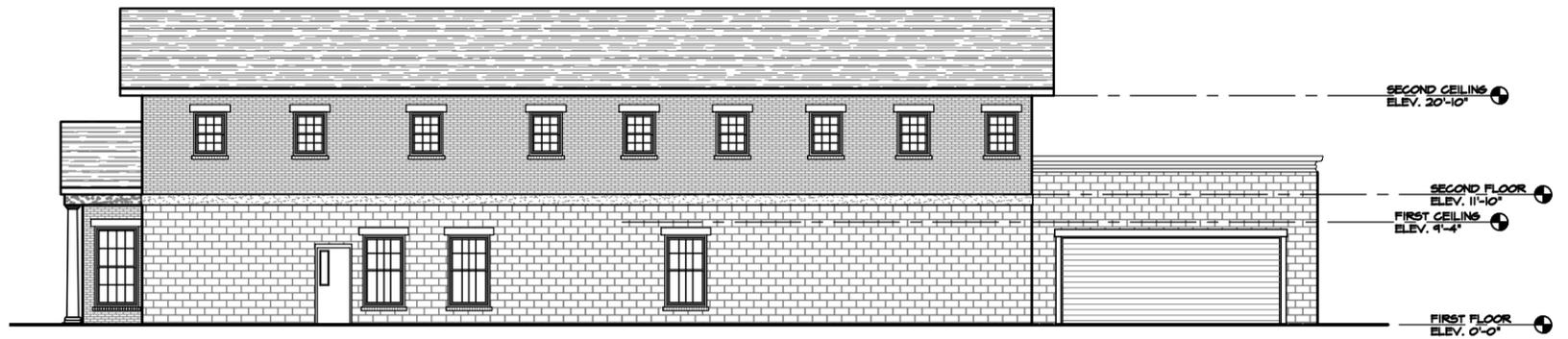
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ELEVATION "A"
SCALE: 1/8"=1'-0"



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A-4
ELEVATION "A"
SCALE: 1/8"=1'-0"



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A-4
ELEVATION "A"
SCALE: 1/8"=1'-0"



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A-4
ELEVATION "A"
SCALE: 1/8"=1'-0"

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 N.J. LIC. NO. 21AC00069700 NCARB CERT. NO. 52314 PA. LIC. NO. AX004265L

SHEET TITLE
 SCHEMATIC
 SCHEME #3

ELEVATIONS

PROJECT
 NEW MILFORD POLICE DEPT
 930 RIVER ROAD
 NEW MILFORD, NJ 07846

OWNER
 BOROUGH OF NEW MILFORD
 930 RIVER ROAD
 NEW MILFORD, NJ 07846

CONTRACTOR SHALL CHECK AND VERIFY ALL CONDITIONS AND DIMENSIONS AT THE SITE BEFORE PROCEEDING WITH WORK.

REVISIONS	DESCRIPTION	DATE

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DWG. NO.
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 4 of 4

PROJECT NO.
13016

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**Borough of New Milford Police Facilities Project Estimate
July 2015**

Schematic Design Estimate

Solution Three

1	First Floor:	5,579 SF	\$225	\$1,255,275
2	Second Floor	3,636 SF	\$225	\$818,100
3	Basement	3,199 SF	\$225	\$719,775
6	Demolition			\$45,000
7	Site Work			\$200,000
8	Furniture	12,414 SF	\$3.50	\$43,449
9	Generators			\$150,000

Total Construction Cost **\$3,231,599**

10	Professional Fees:			\$275,000
11	10% Contingency:			\$323,160
12	Legal, Reproduction:			\$57,199.30
	Total Project Cost			\$3,886,958

EVALUATION AND ASSESSMENT OF FACILITY NEEDS FOR:
NEW MILFORD POLICE DEPARTMENT
930 RIVER ROAD
NEW MILFORD, NEW JERSEY 07646

VII. RECOMMENDATIONS

ROBBIE CONLEY ARCHITECT, LLC
596 GLASSBORO ROAD
WOODBURY HEIGHTS, NJ 08097

VII. RECOMMENDATIONS

Our recommendation is based on information gathered during the study, discoveries made throughout the diagrammatic design process, and experience with police departments and current design standards. This Risk\Benefit Analysis is to assess the three options discussed in the body of this report. With all the information compiled and developed, we have come to this conclusion:

The Borough has chosen to construct a new building for the Police Department. This option, though the most expensive, is the most cost effective and has the most benefit of the three possible paths. The new building will reduce maintenance and operating costs, be the most energy efficient as well as increase the efficiency of the Police Department. The space in the existing building will then be recaptured as Borough offices and reduce the crowding present in multiple departments.

The New Station should be constructed adjacent to the Borough Hall and be located to the rear of the existing building. The Connection between the two buildings shall be at the second window of the Court Room on the public side of the dais. This connection is located for proper transport of prisoners from the Holding Cells to the Court Room. The connection will be barrier free and will need to be ramped to deal with elevation changes.

RCA recommends Scheme 2 be further developed. This design holds the least amount of disadvantages and includes the most benefits. The design will adequately house the operations of the Police Department creating a more efficient Department with better use of space. Though this is not the cheapest design, we feel it is the most economical and will provide the Borough with the most benefit for the cost.

The design of the exterior shall complement the existing Borough Hall by taking cues from the existing language and will be a sort of Neo Federal Style. The Building shall contain brick to match the existing and though it shall be two stories shall be designed to not over power the iconic Borough Hall.