

## **NEEDS ASSESSMENT & SITE EVALUATION WORKING GROUP QUESTIONS**

### **Due Diligence Request List**

*Note: this document organizes the core questions that the Needs Assessment & Site Evaluation Working Group seeks to understand, document and report back to the committee in our early-stage discovery. We anticipate that the requested items **in purple** may currently exist in different forms and formats than listed here. As we receive and work through the information we'll refine the list to ensure that we have what works best to inform the committee and public, be used in processes such as design charrettes and Town Hall Meetings. As such, we may re-organize this list pursuant to updating the record and advancing the work of the Working Group and Committee. All questions are asked for the police and fire departments - both individually and together as applicable for their impact on the town's overall public safety facility needs and planning.*

#### **I. What needs to be available in the police and fire facility(ies)?**

##### **A. For the effective and efficient work of each department**

- Places to put on gear and equipment
- Places to access and maintain vehicles
- Places to access communications, technology & support systems
- Places to meet
- Places to train

##### **B. For the health, safety and morale of the workforce**

- Places to sleep - i.e. firefighters on 24hr shift
- Places to safely interact with people involved in police and fire matters
- Places to counter exposures to dangerous / hazardous materials and substances

- 1. Current Staff Listing and projection / plan**
- 2. Fleet inventory and projection / plan**
- 3. Equipment inventory and projection / plan**
- 4. Training Schedule and projection / plan**
- 5. OSHA Reports & Plans / Job Hazard Analyses & Remediation Plans**
- 6. Any surveys conducted from people who work in the police and/or fire departments on their facility needs**
- 7. Any standards-based or benchmarking analyses re: A & B above? e.g. National Fire Protection Association (NFPA) or American Heart Association?**
- 8. Any grants previously applied for related to any of the above**
- 9. Any information on Ridgefield's Insurance Service Offering (ISO) / Public Protection Classification (PPC)**

## **II. Who needs to use the police and fire facility(ies)?**

- A. People needed onsite for the majority of their shift / time**
- B. People who work offsite for the majority of their shift / time**
- C. People who are served by the police and/or fire departments**

- 10. Past space needs assessment/studies (including feasibility analyses)**
- 11. Architectural Programming developed (including any adjacency or flow analyses)**
- 12. A concept of operations (CONOPS) / plan from the police and fire departments for how they would use renovated and/or new facility(ies)**

## **III. What are the best location(s) for the police and fire facility(ies)?**

- A. to get to places quickly and effectively**
- B. to minimize disruption to the community**

- 13. Calls for Service / workload analyses - to include underlying data by nature of CFS, call response time, and disposition of call for service - 5 year lookback and 5 year projection**
- 14. Listing / Analysis of services other than responding to calls for service - e.g. police patrol, School Resource Officers (SRO), fire safety inspection, event security**
- 15. Any Memoranda of Understandings (MOUs) and/or other agreements between Ridgefield and other towns (or entities) as it relates to responding to calls for service (in emergency and non-emergency situations?)**
- 16. Town traffic studies and projections**
- 17. Census projections by town location**
- 18. Any information on material changes to zoning in Ridgefield / Plan of Community Development**
- 19. Current properties throughout town that may be used (Town/State owned)**

**IV. How can the police and fire facility(ies) be constructed and maintained to meet needs most cost efficiently?**

- A. what are the cost-benefits of addressing current facilities needs?**
  - B. what are the cost-benefits of co-location?**
  - C. Develop cost building blocks to accurately compare different site locations.**
  - D. Evaluate separate facilities vs. combined facility**
  - E. Evaluate renovation of existing facilities (full or partial)**
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- 20. Accounting of maintenance and repair costs for current facilities**
  - 21. Accounting of fines and lawsuits that have been paid based on conditions of current facilities**
  - 22. Geotechnical data for the sites previously considered**
  - 23. Site development costs for the sites previously considered**
  - 24. Environmental reports for the sites previously considered**
  - 25. Any cost-benefit / Return on Investment (ROI) analyses previously conducted**
  - 26. Any existing Memorandum of Understanding between police & fire for shared services and/or facilities**
  - 27. Current properties throughout town that are up for sale or potentially useable**

## Community Engagement Working Group Due Diligence List

- **Sentiment Survey on Last Referendum**
  - **Newsletter List**
  - **Founder's Hall List**
  - **HA Assn lists**
  - **Library List**
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- **Planning of 'Kick-off' Town Hall**
- **Creation of Communications Plan/Calendar**
- **Reach out for Connection to following groups:**
  - Founders Hall
  - Library
  - Rec Center
  - Homeowner's Assn
  - Chuck Hancock's group
  - Ridgefield Men's Club
- **Event Planning during town special events**
  - 250th
  - Memorial Day Parade
  - Chirp
  - Playhouse Events
  - Lounsbury House Events
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- **Poster Creation and dissemination**
- **Flyer Creation & dissemination**
- **Weekly newsletter entries (1700 recipient list)**
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Notes for Finance/Cost

2.10.26 (updated 2.25.26)

For the Land Cost (for each site)

Buy Land

Demolition

Site Prep (building pad with utilities)

Additional Building cost due to site conditions (add to base construction)

Additional sitework/HS/LS cost due to site conditions (add to base site cost)

Tax roll impact

Building Cost

Base Building Cost (detailed into CSI or unformat breakdown)

Separate into

Core/Shell

MEP Systems

Interior fitout

Approach

1. Review current costing
2. Obtain costing approach from Architect and estimating firm
3. Pull costing apart to usable components (site cost, building cost, design services, FF&E, soft costs etc.)
4. Escalate cost to 2026
5. Validate existing costing to come up with building blocks of costs to obtain high order pricing for various options we come up with.
6. Pull nearby towns with similar police and fire house construction (recent years).
7. This would at least get us to a high order cost comparison with our different potential options.

Additionally, (2.25.26)

8. Include estimate of life cycle operating costs. Assume at least 20 years.
9. Inclusion of contingency fund.
10. Taxpayer burden...work with municipal bond advisor to estimate debt service payments over 20-30 years and translate into property tax rate impact per some set notional of assessed value.