

**ATTACHMENT A**

**For Local Governments Requesting a 2008 Capital Appropriation, Please Provide Answers to all of the Following Questions (for each request) in a Letter or Memorandum to the Minnesota Department of Finance**

- 1) Name of the local government or political subdivision that is submitting the request: *City of Minneapolis*
- 2) Project title: *Minneapolis Police Department – Forensic Laboratory*
- 3) Project priority number (if the applicant is submitting multiple requests):
- 4) Project location (please list county or counties, and town(s) or city(ies): *To be determined.*
- 5) Is this a subsequent phase of a project that received state funding in previous years? If yes, please explain: *This project has not been funded in prior years.*
- 6) Total project cost for all funding sources – all years – for all capital costs (in thousands of dollars):

<b>Total Project Costs (all funding sources)</b>			
<b>For Prior Years</b>	<b>For 2008</b>	<b>For 2010</b>	<b>For 2012</b>
	30,000,000		

- 7) Amount of state funds requested (in thousands of dollars):

	<b>For Subsequent Project Phases:</b>	
<b>State funds requested for 2008</b>	<b>State funds to be requested in 2010</b>	<b>State funds to be requested in 2012</b>
\$15,000,000		

- 8) Non-state funds available or to be contributed to the project (list the dollar amount and sources – federal, city, private, or other – for all years): *City: \$15,000,000*
- 9) Project description and rationale (limit to one page maximum). *This request is for \$15,000,000 in State funding to provide a forensics laboratory that is designed both spatially and functionally to meet the current and future needs of the Minneapolis Police Department. Currently, the Crime Lab Division of the Minneapolis Police Department (with a staff of 26 employees), manages forensic laboratory functions in a variety of spaces. The main laboratory and offices are located in Minneapolis City Hall, with a ballistics testing tank currently housed in the basement of the Haaf Parking Ramp. In addition, the Crime Lab Division operates a forensics garage located at the Minneapolis Impound Lot.*

*The deficiencies of the existing facilities in both space and function are such that there is a constant potential to compromise the integrity of the forensic work performed, and result in*

*dangerous conditions that could impact the health and safety of employees. The existing lab spaces in City Hall total less than 6,000 square feet with another 2,000 square feet of space at the forensics garage. The current facilities do not provide sufficient space for the required functions of a forensic laboratory. The U.S. Department of Justice recommends a standard for the size of forensic laboratories that is based on a ratio of 1,000 gross square feet per staff member. For Minneapolis, that formula would yield a recommended lab size of approximately 26,000 square feet. Combined with the typical support spaces found in this type of facility the proposed project would be approximately 38,000 square feet in size.*

*Recent trends in the field of forensic science and forensic lab design place an additional burden on inadequate and outdated crime labs. In recent years, defense attorneys have increasingly challenged crime labs to validate the handling of evidence and the results of forensic analysis. Because of these legal challenges, many crime labs have turned to a national accreditation process to establish the integrity of their forensic work. This national accreditation process of the American Society of Crime Laboratory Directors (ASCLAD) is based on both facility ratings and employee testing and is rapidly becoming the standard for best practice in forensic science. The proposed project will be designed to the standards established by the ASCLAD. In addition, the existing Minneapolis Crime Lab will continue to maintain the accreditation of its employees and attempt to achieve accreditation of its existing lab spaces.*

*The Minneapolis Crime Lab performs all required forensic lab functions except for DNA analysis (provided by the BCA and Hennepin County) and trace analysis (provided by the BCA). The case workload of the MPD Crime Lab is at a significantly higher level than that of the BCA or the Hennepin County Sheriff's Office. For example, in 2006 the MPD Crime Lab performed 2950 fingerprint cases as compared to 1,217 cases by the BCA. Because the BCA and the Hennepin County Sheriff's Office are operating at or near case load capacity neither agency has the ability to absorb the workload of Minneapolis with their current staffing and facilities. Furthermore, turnaround times, which typically run from 1 to 2 weeks with the Minneapolis Crime Lab, run 3 to 4 months at the BCA.*

*Starting in 2005 and continuing to date, discussions between the Minneapolis Police Department and the Hennepin County Sheriff's Office related to Forensic Sciences have resulted in the beginnings of a long term partnership. Currently, the Forensic Sciences division for Hennepin County is operating at or near case load capacity. Therefore there is a potential for mutual benefit between the City and Hennepin County with the construction of a new facility. Partnership discussions will continue as part of the planning for this project. Specifically, the subjects of co-location of facilities, sharing of lab spaces, transfer of lab functions between agencies and case load balancing will be included as part of the project. Similar discussions related to long-term partnerships have also been initiated between the Minneapolis Police Department and the BCA, Hamline University, and Metropolitan State University. In addition, the Minneapolis Police Department has been approached by the Target Corporation in regards to the Crime Lab Project. The Target Corporation has a long standing commitment to Forensic Science in Minneapolis and has provided financial backing to numerous Crime Lab facilities including the BCA. Further discussion with Target will continue in the hopes of establishing a long term relationship.*

*Degrees in Forensic Science are currently offered through Hamline University and Metropolitan State University. The Crime Lab Division of the Minneapolis Police Department uses these students as interns. The design and construction of this facility would greatly*

*enhance the opportunities for additional interns and due to the size and nature of the new facility potentially provide teaching opportunities that do not exist at the current facilities.*

*High quality Forensic Science related to criminal investigation is a key to enhancing the Minneapolis Police Department's ability to prosecute crimes and secure convictions. The Minneapolis Police Department shall, by insuring the integrity of Forensic Science through a modern ASCLAD certified Forensics Laboratory, increase the safety and confidence of visitors, workers, and the citizens of Minneapolis through effective and efficient law enforcement and prosecution.*

10) Identify who will own the facility. Identify who will operate the facility. *The City of Minneapolis will own and operate the facility.*

11) Identify total project costs (in thousands of dollars) for each of the following categories: land acquisition, predesign, design, construction, furniture/fixtures/equipment, and relocation costs.

	2008	2010	2012
Land acquisition	2,000,000		
Predesign	700,000		
Design (including construction administration)	2,000,000		
Project Management			
Construction	25,300,000		
Furniture/Fixtures/Equipment			
Relocation			

12) For new construction projects, identify the new square footage planned: *38,000 square feet of space.*

13) For remodeling, renovation or expansion projects, identify the total square footage of current facilities and new square footage planned: *n/a*

14) Project schedule. *Planning Study-Spring 2009; Site Acquisition-January 2011; Design-January 2011; Start Construction-January 2012; Substantial Completion-April 2014.*

*(Please note: for facilities projects, this information will also be used to calculate an inflation cost, using the Building Projects Inflation Schedule that is posted on the Department of Finance website. Please indicate if instead you have already included an escalation factor in your cost information under Item 6.)*

15) For projects with a total construction cost of at least \$1.5 million, has a project predesign been submitted to the Commissioner of Administration?<sup>1</sup> *The project has not been submitted to the Commissioner for predesign review.*

<sup>1</sup> For a copy of the Predesign Manual, please visit the State Architect's Office web site ([www.sao.admin.state.mn.us/](http://www.sao.admin.state.mn.us/)) and follow the link in the top menu bar for *Designer Procedures Manual*)

- 16) Identify any new or additional state operating dollars that will be requested for this project. (Specify the amount and year, if applicable). *The project will not require state operating funds.*
- 17) Discuss how the project meets or exceeds the sustainable building guidelines established under Minnesota Statutes, section 16B.35 (*Included in Attachment B*).
- 18) Explain the extent to which the project will use sustainable building designs, if applicable.
- 19) Attach a resolution of support from the governing body of the applicant (with the project priority number if submitting multiple requests).
- 20) Project contact person, title, and contact information:

*Paul D. Miller, Project Manager  
 Property Services  
 Minneapolis Public Works Department  
 Room 223 City Hall  
 350 South 5<sup>th</sup> St Minneapolis MN 55401-2268  
 phone (612) 673-3603, fax (612) 334-1662  
 email: paul.miller@ci.minneapolis.mn.us.*

**ATTACHMENT B: Relevant Statutory Provisions**

**1. Project Evaluation Criteria  
 (Excerpted from Minnesota Statutes 16A.86, subdivisions 3 and 4)**

*The commissioner shall evaluate all requests from political subdivisions for state assistance based on the following criteria:*

- 1) *The political subdivision has provided for local, private, and user financing for the project to the maximum extent possible;*
- 2) *The project helps fulfill an important state mission;*
- 3) *The project is of regional or statewide significance;*
- 4) *The project will not require new or any additional state operating subsidies;*
- 5) *The project will not expand the state's role in a new policy area;*
- 6) *State funding for the project will not create significant inequities among local jurisdictions;*
- 7) *The project will not compete with other facilities in such a manner that they lose a significant number of users to the new project;*

- 8) *The governing bodies of those political subdivisions primarily benefiting from the project have passed resolutions in support of the project and have established priorities for all projects within their jurisdictions for which bonding appropriations are requested when submitting multiple requests; and*
- 9) *If a [required] predesign ... has been completed and is available at the time the project request is submitted to the commissioner of finance, the applicant has submitted the project predesign to the commissioner of administration.*

*The state share of a project ... must be no more than half the total cost of the project, including predesign, design, construction, furnishings, and equipment ... (except for local school projects or disaster recovery projects, or if the project is located in a political subdivision with a very low average net tax capacity).*

<b>2. Sustainable Building Guidelines (Excerpted from Minnesota Statutes 16B.325)</b>
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*The primary objectives of these guidelines are to ensure that all new state buildings initially exceed existing energy code, as established in Minnesota Rules, chapter 7676, by at least 30 percent.*

*The guidelines must focus on achieving the lowest possible lifetime cost for new buildings and allow for changes in the guidelines that encourage continual energy conservation improvements in new buildings.*

*The design guidelines must establish sustainability guidelines that:*  
*include air quality and lighting standards and that create and maintain a healthy environment and facilitate productivity improvements;*  
*specify ways to reduce material costs; and*  
*must consider the long-term operating costs of the building, including the use of renewable energy sources and distributed electric energy generation that uses a renewable source or natural gas or a fuel that is as clean or cleaner than natural gas.*