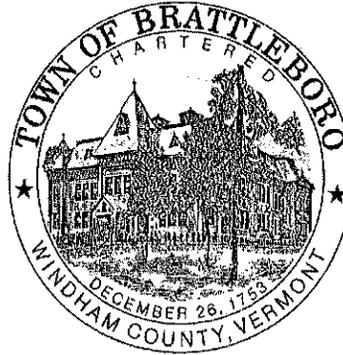


MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Police-Fire Facilities Project Update
Date: August 11, 2016



Since my July 28 update, there has been no change in the overall project budget. The “critical path” schedule for the project also is unchanged, although the schedule for the Police Station element of the project has changed, as set forth below. A revised project schedule is attached.

The Police-Fire Facilities Building Committee (PFFBC) met on August 10. At that meeting, the PFFBC unanimously approved the recommendations noted below regarding the Central Fire Station construction plans and the Police Station site plan and floor plan.

This memorandum also provides an update on construction at the West Brattleboro Fire Station, an update on administratively authorized owner’s expenses, and a schedule of public meetings at which project elements will be discussed and acted upon between now and the end of 2016.

West Brattleboro Fire Station

DEW began work at the site on August 1. We had a ceremonial groundbreaking on August 4. Since then, work has progressed well. An issue has arisen regarding removal of excess tree roots that is currently being evaluated for both practicality and cost of remedial action alternatives. The cost of that additional work is estimated to be about \$10,000. At the August 16 Selectboard meeting, Owner’s Project Manager Steve Horton will address the tree roots matter and provide a preview of other work to be completed between now and the September 6 Selectboard meeting.

Central Fire Station

After extended discussion and careful consideration regarding the Central Fire Station plans, the PFFBC unanimously approved the following motion:

“To recommend Selectboard approval of the site plan and construction documents for the Central Fire Station, presented as a progress set at the PFFBC meeting on August 10, 2016, with consideration to be given to such other refinements as are code required and/or recommended by the committee, the architect, and the project manager.”

These plans will be presented by architect Ray Giolitto at the August 16 Selectboard meeting. If any members of the Selectboard (or the public) would like to review the detailed plans in advance of Tuesday’s meeting, we have a full-scale plan set available for review in the Town Manager’s Office and can also provide an electronic link to the plans for online review.

If the Selectboard concurs with the PFFBC and authorizes the project team to move forward, then the architect will finalize the plans and the contractor will commence competitive bidding for subcontracted services. We anticipate recommending a guaranteed maximum price for this project element for consideration at the PFFBC meeting on October 12 and the Selectboard meeting on October 18.

Police Station

After extended discussion and careful consideration regarding the Police Station plans, the PFFBC unanimously approved the following motion:

“To recommend Selectboard approval of the site plan, floor plans, and elevations for 62 Black Mountain Road, presented at the PFFBC meeting on August 10, 2016, for submission to the Development Review Board, with hopes that the architect will take into consideration comments made by the committee as to possible minor changes for the very final plans.”

We plan to present the proposed Police Station site plan, floor plan, and exterior elevations at the Selectboard meeting on September 6. If the Selectboard concurs with the PFFBC and authorizes the project team to move forward at that time, then the Police Station application will be submitted to the Development Review Board (DRB) by September 23 for consideration at the DRB meeting on October 17. This is one month later than originally planned for this project element and will push back the commencement of construction to mid-December or early January. This will not negatively affect the overall project schedule (since the adjusted Police Station completion date will still be prior to the Central Fire Station completion date) or the contractor's coordination of the three separate project elements.

Meanwhile, we are continuing to negotiate terms of the Reformer's lease of 2,200 square feet of the building at 62 Black Mountain Road and the Town's consultants are progressing with the Phase 2 Environmental Site Assessment for that property.

Town Manager's Authorization of Owner's Expenses

Attached is a document entitled, "Police/Fire Facilities Project – Owner Expenses Authorized by the Town Manager." On this document I am listing all project related expenses I have authorized in accordance with the Selectboard's approval of the "Policy for Use of Owner's Contingency and/or Reduction in Project Scope" on August 4. The expenses are categorized by project element (with a "General" category for those expenses that apply to the project as a whole). They are listed in reverse chronological order. I will include this document as an attachment to all future project updates and any items approved since the last update will be shown in bold to make them easy to identify.

Schedule of Upcoming Public Meetings Related to This Project

August 15	DRB re: Central Fire Station Site Plan
August 16	Selectboard re: Central Fire Station Construction Plans
September 6	Selectboard re: Police Station Site Plan
September 14	PFFBC re: Police Station Construction Plans
September 20	Selectboard re: Police Station Construction Plans
October 12	PFFBC re: Guaranteed Maximum Price for Central Fire Station
October 17	DRB re: Police Station Site Plan

(continued on next page)

October 18 Selectboard re: Guaranteed Maximum Price for Central Fire Station

November 30 PFFBC re: Guaranteed Maximum Price for Police Station

December 6 Selectboard re: Guaranteed Maximum Price for Police Station

If you have any questions or require any additional information prior to our discussion of these matters on August 16, please contact me at your convenience.

PBE:

Attachments

c: Steve Horton, Owner's Project Manager
 Members of the Police-Fire Facilities Building Committee
 Patrick Moreland, Assistant Town Manager
 Mike Fitzgerald, Police Chief
 Mike Bucossi, Fire Chief
 John O'Connor, Finance Director
 Rod Francis, Planning Services Director
 Russell Rice, Town Assessor
 Bob Fisher, Town Attorney

Brattleboro Police and Fire Stations Project

ID	Task Name	Duration	Start	Finish	Half 2, 2016	Half 1, 2017							
1	West Brattleboro Fire Station	195 days?	Mon 4/25/16	Fri 1/20/17	A	M	J	J	A	M	J	J	A
2	Complete design	15 days	Mon 4/25/16	Fri 5/13/16									
3	Sub contractor bidding/GMP	20 days	Mon 4/25/16	Fri 5/20/16									
4	DRB application deadline	1 day	Fri 5/27/16	Fri 5/27/16									
5	DRB meeting	1 day	Mon 6/20/16	Mon 6/20/16									
6	DRB protest time frame	23 days	Mon 6/20/16	Wed 7/20/16									
7	State Permit	25 days	Mon 6/20/16	Fri 7/22/16									
8	Shop drawings and submittals	23 days	Mon 7/11/16	Wed 8/10/16									
9	Constuction duration	125 days	Mon 8/1/16	Fri 1/20/17									
10													
11													
12	Central Fire Station	332 days	Mon 4/25/16	Tue 8/1/17									
13	Complete design	66 days	Thu 6/2/16	Thu 9/1/16									
14	Documents to PBE	1 day	Wed 7/6/16	Wed 7/6/16									
15	Selectboard Meeting	1 day	Tue 7/19/16	Tue 7/19/16									
16	DRB application deadline	1 day	Fri 7/22/16	Fri 7/22/16									
17	MacMillin plan review	1 day	Wed 8/3/16	Wed 8/3/16									
18	PFBC Meeting to review plans	1 day	Wed 8/10/16	Wed 8/10/16									
19	DRB meeting	1 day	Mon 8/15/16	Mon 8/15/16									
20	Select Board Review Plans	1 day	Tue 8/16/16	Tue 8/16/16									
21	DRB protest time frame	23 days	Wed 8/17/16	Fri 9/16/16									
22	State Permit	25 days	Mon 8/15/16	Fri 9/16/16									
23	Sub contractor bidding/GMP	22 days	Thu 8/16/16	Fri 10/7/16									
24	PFBC Meeting to Approve GMP	1 day	Wed 10/12/16	Wed 10/12/16									
25	Selectboard Meeting to Approve GMP	1 day	Tue 10/18/16	Tue 10/18/16									
26	Constuction duration	206 days	Wed 10/19/16	Wed 8/2/17									
27													
28													
29	Police Station	266 days?	Mon 4/25/16	Mon 5/1/17									
30	Complete existing conditions study	10 days	Mon 5/16/16	Fri 5/27/16									
31	Schematic design	22 days	Wed 6/1/16	Thu 6/30/16									
32	Construction design	65 days	Mon 7/18/16	Sat 10/15/16									
33	PFBC Review Site Plans	1 day	Wed 8/10/16	Wed 8/10/16									
34	Select Board Review Site Plans	1 day	Tue 9/6/16	Tue 9/6/16									
35	Construction Plans to PBE	1 day	Fri 9/9/16	Fri 9/9/16									
36	PFF BC Review Plans	1 day	Wed 9/14/16	Wed 9/14/16									

Task Milestone External Tasks
Split Summary External Milestone
Progress Project Summary Deadline

Project: Precon schedule
 Date: Fri 8/12/16

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POLICE/FIRE FACILITIES PROJECT
OWNER EXPENSES AUTHORIZED BY THE TOWN MANAGER
(August 1, 2016 – August 10, 2016)

GENERAL

08/09/16	Primmer, Piper, et al.	\$4,000	Bond Counsel Fees
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WEST BRATTLEBORO FIRE STATION

08/03/16	M+W Soils	\$5,000	Testing Services
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CENTRAL FIRE STATION

08/05/16	Lotus Graphics	\$ 369	Copies of Construction Plans
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POLICE STATION

08/08/16	DiBernardo Associates LLC	\$4,500	Survey Work at 62 Black Mountain Rd.
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08/05/16	Lotus Graphics	\$ 13	Copies of Floor Plans + Site Plans
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(Boldface items have been approved since the Town Manager's last update to the Selectboard.)