

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Police-Fire Facilities Project Update
Date: December 15, 2016



This memorandum provides updates on the following:

- Progress of construction at the West Brattleboro Fire Station and Central Fire Station.
- Pre-construction activities related to the Police Station, including a recommendation to approve the contractor's proposed guaranteed maximum price for project construction.
- A recommendation to approve an amendment to the agreement between the project architect and the Town.
- Owner's expenses which I have authorized administratively, highlighting those that I have approved since my last report.

West Brattleboro Fire Station

Construction continues on schedule. No new issues have arisen that will require any authorizing action by the Selectboard.

Since my last update, most of the exterior siding and trim have been installed, all of the interior insulation and modified vapor barrier have been installed, and interior drywall installation has begun. Here is a summary of work that is expected to be completed during the next two weeks:

- Completion of exterior siding and trim installation
- Completion of the electrical room and service
- Completion of interior drywall installation
- Interior plywood and strapping installation in the apparatus bay

The project team currently estimates that construction will be finished and the Fire Department will move in during February 2017.

Central Fire Station

The first phase of work is occurring behind the existing fire station to prepare for construction of the addition. Sitework and the pouring of foundations will continue for the remainder of December and into early January. No issues have arisen that will require any authorizing action by the Selectboard.

Police Station

The closing of the real estate transaction occurred on December 2. The Town is now the owner of 62 Black Mountain Road and we have received our first monthly rental payment from New England Newspapers, Inc., for the space being leased to the Brattleboro Reformer.

DEW has submitted a guaranteed maximum price (GMP) of \$2,773,336 for this project component. That is \$149,896 higher than last year's estimate. The difference is entirely accounted for in:

- (1) the fit-up costs for the tenant space to be occupied by the Brattleboro Reformer (50% of those costs will be recovered by the Town through future monthly payments to be made by the tenant);
- (2) the cost of completely replacing the existing parking lot (replacing all of the surface and sub-surface improvements, upgrading the lighting, and adding electric vehicle charging stations); and
- (3) the cost of extensive drainage improvements to comply with the State of Vermont's water quality regulations.

A copy of DEW's detailed GMP document is attached.

Now that we have the GMP for all three project components, we can report the following results:

Project Component	Construction Cost Estimate	Actual GMP	Difference
West Brattleboro Fire Station	\$1,297,960	\$1,293,800	- \$4,160
Central Fire Station	\$5,238,148	\$5,120,170	- \$117,978
Police Station	\$2,623,440	\$2,773,336	+\$149,896
Total	\$9,159,548	\$9,187,306	+\$27,758 (0.3%)

Recognizing the specific reasons why the Police Station GMP is higher than estimated and also the very solid status of the project budget overall, the Police Fire Facilities Building Committee (PFFBC) adopted the following motion at its meeting on December 14, 2016:

"To recommend Selectboard approval of the guaranteed maximum price of \$2,773,336 for the Police Station as set forth in the proposal dated December 8, 2016, from DEW, which was reviewed at the PFFBC meeting on December 14, 2016."

Town staff and Steve Horton join the PFFBC in recommending that the Selectboard approve the Police Station GMP as proposed.

Proposed Amendment to Agreement with Northeast Collaborative Architects

Ray Giolitto and his design team have been assigned three relatively small pieces of work that are beyond the scope of our existing agreement. He has prepared a proposed amendment that describes that work and sets forth pricing that was negotiated between Ray and Steve Horton. The prices cover both design phase and construction phase services. A copy of the proposed amendment is attached and the three components are summarized as follows:

- \$4,000 for the demolition of the West Brattleboro Fire Station and installation of a parking lot and landscaping on that site.
- \$5,300 for the parking lot and related site improvements that have been added to the scope of the project at 62 Black Mountain Road.
- \$4,000 for the fit-up of the tenant space at 62 Black Mountain Road. (50% of those costs will be recovered by the Town through future monthly payments to be made by the tenant.)

At its meeting on December 14, 2016, the PFFBC adopted the following motion:

"To recommend approval of the Third Amendment to the Agreement between Northeast Collaborative Architects and the Town of Brattleboro, as presented."

Town staff and Steve Horton join the PFFBC in recommending that the Selectboard approve the amendment as proposed.

Town Manager's Authorization of Owner's Expenses

Attached is the list of all project related expenses I have authorized in accordance with the Selectboard's approved "Policy for Use of Owner's Contingency and/or Reduction in Project Scope." The expenses are categorized by project element (with a "General" category for those expenses that apply to the project as a whole) and they are listed in reverse chronological order. Expenses I have approved since my last report are shown in boldface type. Those include several small (less than \$1,000) expenses for various purposes noted on the list and a \$9,000 authorization for the testing services required for the Central Fire Station project component.

Overall Project Schedule and Budget

Now that the bidding has been completed for 62 Black Mountain Road and we are approaching the end of construction at the West Brattleboro Fire Station, this is a good time to provide an update on the overall project schedule and budget.

The schedule has been slightly adjusted at all three sites for reasons that were discussed as each decision was made. The West Brattleboro Fire Station construction began about two weeks later than originally scheduled and will finish about two weeks later than originally scheduled, the overall construction time for the Central Fire Station was lengthened by about a month, and the start of construction at 62 Black Mountain Road was pushed back to January 2017 (a 3-week delay) to allow more time for value engineering and to avoid starting the project during the holidays. The updated schedule for all three project components is attached to this memorandum.

An updated project budget also is attached. It is set forth in the same format as the budget we presented last July and has been updated to reflect changes in both actual expenses incurred (e.g. the actual total cost of acquiring 62 Black Mountain Road) and future costs that are now known (e.g. the GMP for all three components) rather than just estimated. In July, we compared that budget to the 2014 budget. For this update, we compare the current budget to the July 2016 budget, to quantify what has changed as we have transitioned from the design phase to the construction phase for all three project components. The net effect of all budget changes is a reduction of total project contingency of only \$2,640, leaving a contingency balance of \$834,689 (6.5% of the total project budget) to address any future unforeseen issues and/or to fund items (e.g. emergency generators for all three locations) that are outside the original project scope.

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