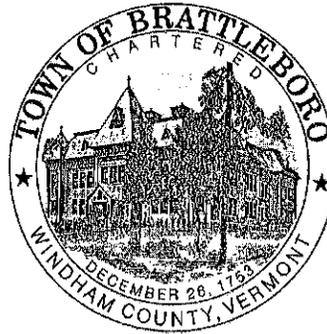


MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Police-Fire Facilities Project Update
Date: June 1, 2017



Police Station

Extensive progress has been made on interior rough-in of the mechanical, electrical, and plumbing systems, and on exterior site work. During the next two weeks, interior work will include continued rough-in of the mechanical, electrical, and plumbing systems, and installation of sheetrock walls and masonry walls, while exterior work will include re-roofing the "low roof" section, installing veneer on the north face, and continued site work. The project team expects that construction will be finished and the Police Department will move in during August 2017.

As noted in the "Overall Financial Report" section below, we recommend that the Selectboard authorize purchase of the telephone system and telephones for the new police station at a cost of \$11,070. This outfitting cost was foreseen but was excluded from the scope of DEW's contract so that the Town could save money on contractor overhead by overseeing this particular purchase ourselves.

Central Fire Station

The project continues on schedule with most exterior walls completed, all roof work completed, and extensive interior work both completed and continuing in both the addition and the existing building. The following work will continue during the next two weeks: electrical rough-in, plumbing rough-in, exterior brick work, and construction of interior walls in both sections. The project team expects the project to be finished and the Fire Department to move in during November 2017.

As noted in the "Overall Financial Report" section below, we recommend that the Selectboard authorize purchase of the new telephone system and telephones for the Central Fire Station at a cost of \$9,990. This outfitting cost was foreseen but was excluded from the scope of DEW's contract so that the Town could save money on contractor overhead by overseeing this particular purchase ourselves.

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. Items approved since my last report are shown in boldface type.

Overall Financial Report

CURRENT STATUS

Attached is a spreadsheet labelled "Police-Fire Facilities Project Financial Report" that provides a facility-by-facility summary of the project budget and expenditures to date. For the overall project,

the report also identifies contractual encumbrances, \$150,000 that we have been carrying as a "set aside" for the purchase and installation of emergency generators, and the resulting net "unencumbered balance" (\$851,817.41) and "uncommitted balance" (\$701,817.41). On June 6, the project team will request Selectboard approval to proceed with the purchase and installation of the emergency generators for all 3 locations and with the purchase and installation of telephone systems for the Police Station and the Central Fire Station, as itemized below under "Requests for Authorization at this Time." Please see the attached emails dated May 26, 2017, from Owner's Project Manager Steve Horton (with related detailed attachments) for more particular information about each item. Also, to enable the Selectboard to make the current decisions in full context, we are providing two lists of future expenses we can reasonably foresee at this time: a "Planned Items" list and a "Potential Items" list.

REQUESTS FOR AUTHORIZATION AT THIS TIME

Emergency Generators for All 3 Locations
\$102,764

(Please note that this price is \$97,236 below the original estimate and \$47,236 below the amount we have been carrying as a "set aside" for this purchase. Steve Horton did an outstanding job of finding the right equipment and negotiating the best value for the Town.)

Police Station – Telephone System
\$11,070

Central Fire Station – Telephone System
\$9,990

UNBUDGETED ITEMS FOR FUTURE CONSIDERATION

Planned Items

West Brattleboro Fire Station – Demolition of Existing Station and Final Sitework
\$55,000

Central Fire Station Pymovent Exhaust System
\$30,000

Police Officer Work Stations
\$25,000

Police Department Sewer Line Adjustment
\$20,000

Police Station "Eventide" Recorder System for Dispatch
\$16,000

Police Department Signage (on Putney Road, Black Mountain Road, and the Building)
\$10,000

Police Department Moving Expenses
\$10,000

Potential Items

Police Station Roof Replacement ("High Roof Area")
\$90,000

Police Station Carport
\$150,000

THE BOTTOM LINE

If the Selectboard approves the items that are recommended for authorization at this time, the overall Uncommitted Balance will increase by \$26,176 to \$727,993.41. This increase results from removing the \$150,000 "set aside" for the generators (effectively adding that amount back into the available balance) and drawing down \$123,824 for the proposed generator and telephone system purchases.

If the Selectboard later approves all of the expenses on the "Planned Items" list, the Uncommitted Balance would be drawn down by \$166,000 to \$561,990.41.

If the Selectboard later approves both of the expenses on the "Potential Items" list, the Uncommitted Balance would be drawn down by an additional \$240,000 to \$321,990.41.

There will be a few more budgeted (but not currently encumbered) purchases and a variety of smaller expenses that I will continue to approve administratively, but they will amount to a total that is less than \$300,000. So, unless we encounter some significant additional expense that is currently unforeseen, we expect to complete the overall project with unspent bond funds remaining. Those funds would be eligible for redirection to other capital projects upon the future recommendation of the Selectboard and the approval of Representative Town Meeting.

PBE:
Attachments

POLICE - FIRE FACILITIES PROJECT FINANCIAL REPORT

	<u>Project Budget</u>	<u>5/30/2017</u>	<u>Unspent Balance</u>
<u>West Brattleboro Fire Station</u>			
Project Management	\$ 23,730.00	\$ 33,830.00	\$ (10,100.00)
Architectural/Engineering	\$ 120,361.77	\$ 122,861.77	\$ (2,500.00)
Permits/Insurance	\$ 10,948.50	\$ 9,284.50	\$ 1,664.00
Construction/Sitework	\$ 1,365,383.29	\$ 1,326,764.59	\$ 38,618.70
Equipment/Furnishings	\$ 12,000.00	\$ 11,073.82	\$ 926.18
Contingency/Other Owners Expense	\$ 33,589.91	\$ 29,782.92	\$ 3,806.99
	\$ 1,566,013.47	\$ 1,533,597.60	\$ 32,415.87
<u>Central Fire Station</u>			
Purchase 14 Church Street	\$ 290,000.00	\$ 290,000.00	\$ -
Project Management	\$ 73,650.00	\$ 48,700.00	\$ 24,950.00
Architectural/Engineering	\$ 517,763.86	\$ 497,128.86	\$ 20,635.00
Permits/Insurance	\$ 63,780.00	\$ 63,780.00	\$ -
Construction/Sitework	\$ 5,131,918.26	\$ 1,497,351.93	\$ 3,634,566.33
Equipment/Furnishings	\$ 94,500.00	\$ 30,720.47	\$ 63,779.53
Contingency/Other Owners Expense	\$ 613,003.47	\$ 19,795.28	\$ 593,208.19
	\$ 6,784,615.59	\$ 2,447,476.54	\$ 4,337,139.05
<u>Police Station</u>			
Purchase 62 Black Mountain Rd.	\$ 756,469.80	\$ 756,469.80	\$ -
Project Management	\$ 45,098.00	\$ 38,148.00	\$ 6,950.00
Architectural/Engineering	\$ 447,004.58	\$ 431,978.58	\$ 15,026.00
Permits/Insurance	\$ 22,185.60	\$ 35,277.60	\$ (13,092.00)
Construction/Sitework	\$ 2,778,776.00	\$ 906,589.46	\$ 1,872,186.54
Dispatch Equipment	\$ 100,000.00	\$ -	\$ 100,000.00
Equipment/Furnishings	\$ 80,000.00	\$ -	\$ 80,000.00
Contingency/Other Owners Expense	\$ 219,836.96	\$ 40,446.79	\$ 179,390.17
	\$ 4,449,370.94	\$ 2,208,910.23	\$ 2,240,460.71
Grand Total All Project	\$ 12,800,000.00	\$ 6,189,984.37	\$ 6,610,015.63
Unspent but Encumbered			\$ 5,758,198.22
Unencumbered Balance			\$ 851,817.41
Tentatively Committed to Generators			\$ 150,000.00
Uncommitted Balance			\$ 701,817.41

POLICE/FIRE FACILITIES PROJECT
OWNER EXPENSES AUTHORIZED BY THE TOWN MANAGER
(August 1, 2016 – June 1, 2017)

(Boldface items have been approved since the Town Manager's last update to the Selectboard.)

CENTRAL FIRE STATION

05/19/17	Suburban Propane	\$ 805.62	Propane at Construction Site
05/09/17	M+W Soils	\$ 3,358.82	Additional Testing
05/09/17	Green Mountain Power	\$ 253.35	Electricity at Construction Site
04/12/17	M+W Soils	\$ 1,947.30	Additional Testing
04/05/17	Green Mountain Power	\$ 81.75	Electricity at Construction Site
02/08/17	GEO Insight, Inc.	\$ 239.50	Ash/Soil Testing
02/08/17	M+W Soils	\$ 1,809.25	Additional Testing
01/24/17	Vermont Dept of Corrections	\$ 7,129.19	Office Furnishings
01/11/17	W.B. Mason	\$ 159.92	Bathroom Dispensers
12/14/16	M+W Soils	\$ 9,000.00	Testing Services
12/14/16	DiBernardo Associates	\$ 300.00	Survey Work
10/12/16	The Richards Group	\$ 17,730.00	Builder's Risk Insurance
10/12/16	Catamount Environmental	\$ 707.50	Lead Testing
10/12/16	Lotus Graphics	\$ 1,224.58	Copies of Construction Plans (large)
08/05/16	Lotus Graphics	\$ 369.00	Copies of Construction Plans (small)

POLICE STATION

05/19/17	Osterman Propane	\$ 3,890.04	Propane at Construction Site
05/09/17	Green Mountain Power	\$ 578.45	Electricity at Construction Site
04/12/17	Green Mountain Power	\$ 794.44	Electricity at Construction Site
04/05/17	Green Mountain Power	\$ 1,559.16	Electricity at Construction Site
03/22/17	Osterman Propane	\$ 10,688.39	Propane at Construction Site
03/08/17	KAS, Inc.	\$ 4,420.20	Environmental Testing
03/08/17	Green Mountain Power	\$ 5,286.96	Electricity at Construction Site
01/11/17	The Richards Group	\$ 13,092.00	Builder's Risk Insurance
12/14/16	Lotus Graphics	\$ 887.23	More Copies of Construction Plans
10/07/16	Lotus Graphics	\$ 598.55	Copies of Construction Plans (large)
10/07/16	Lotus Graphics	\$ 23.95	Copies of Construction Plans (small)
10/03/16	Sovernet	\$ 950.00	Data Cabling
08/08/16	DiBernardo Associates LLC	\$ 4,500.00	Survey Work
08/05/16	Lotus Graphics	\$ 13.00	Copies of Floor Plans + Site Plans

POLICE/FIRE FACILITIES PROJECT
OWNER EXPENSES AUTHORIZED BY THE TOWN MANAGER
(August 1, 2016 – June 1, 2017)

(Boldface items have been approved since the Town Manager's last update to the Selectboard.)

Page 2

WEST BRATTLEBORO FIRE STATION

05/03/17	MSC Industrial Supply	\$ 153.04	Compressed Air Regulator w/ Gauge
05/03/17	The Richards Group	(\$ 1,664.00)	Partial Refund of Builder's Risk Insurance
04/14/17	JustBlinds.com	\$ 360.00	Window Blinds
04/12/17	F.W. Webb	\$ 29.45	Fittings for Compressed Air System
04/12/17	Leader Home Centers	\$ 78.84	Cord Reel Mountings
04/12/17	Granite City Electric	\$ 671.89	Electrical Cord Reels
04/12/17	Suburban Propane	\$ 763.32	Final Propane Bill for Construction Period
04/05/17	Multiple Vendors	\$ 258.44	Misc. Small Equipment (Station Outfitting)
03/15/17	Suburban Propane	\$ 3,792.26	Propane Bills from Construction Period
03/08/17	Green Mountain Power	\$ 270.74	Electricity at Construction Site
03/08/17	Suburban Propane	\$ 322.13	Final Piping Connections
02/08/17	Green Mountain Power	\$ 1,066.51	Electricity at Construction Site
01/11/17	W.B. Mason	\$ 39.98	Bathroom Dispensers
01/11/17	Suburban Propane	\$ 1,532.87	Fill Propane Tank
12/23/16	Southern Vermont Telephone	\$ 3,720.00	Telephone System + Telephones
12/14/16	M+W Soils	\$ 907.50	Additional Testing Services
12/14/16	Green Mountain Power	\$ 149.99	Electricity at Construction Site
11/04/16	M+W Soils	\$ 4.00	Additional Testing Services
10/12/16	The Richards Group	\$ 4,211.00	Builder's Risk Insurance
10/12/16	Green Mountain Power	\$ 320.54	Electricity at Construction Site
09/29/16	DEW Construction	\$ 4,448.33	Upgrade Window Panels in Cupola
09/29/16	DEW Construction	\$ 1,374.41	Add 3 Windows Above Apparatus Bay
09/29/16	DEW Construction	\$ 1,153.82	LED Lighting in Cupola
09/29/16	DEW Construction	\$ 5,446.73	Removal of Excessive Roots in Soil
08/03/16	M+W Soils	\$ 5,000.00	Testing Services

GENERAL

08/09/16	Primmer, Piper, et al.	\$ 4,000.00	Bond Counsel Fees
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Peter Elwell

From: Steven Horton <stevnhorton@gmail.com>
Sent: Friday, May 26, 2017 1:19 PM
To: Peter Elwell
Subject: Project Request for Generators

Peter,

The Police and Fire Station Generators pricing has been completed and I am pleased to report that the final results are less than the budget allocated.

Generator Results:

- Budget allocated of \$150,000.
- Caterpillar Quote of \$102,764 is recommended.

Generator Criteria:

- The above referenced quote is for all three locations
- All three are diesel generators
- All have 137 gallon attached diesel tanks
- Transfer switches are included at two locations. (third already in place)
- Quote includes delivery
- Quote includes install
- Quote includes start up and commissioning

Generator pricing

- LP versus diesel fuel was pursued. LP generators were typically much more expensive than diesel.
- Diesel was selected because of price being lower.
- Diesel was selected to provide a hedge or an alternative fuel source if propane delivery was compromised in any way. Propane is used for building heat fuel- so wish to avoid losing both at one time.
- Generac, Kohler, MTU, Cummins and Caterpillar were contacted.
- The best two combined prices were from Caterpillar and Cummins.
- Cummins quote was second at \$105,903.

Sincerely,
Steve Horton
Steve Horton Construction Consulting Services, Inc.
PO Box 399 Walpole, NH 03608
603-313-9333

Generators



F. H. Hamblet, Inc.
ELECTRICAL CONTRACTORS

29 VICTORIA STREET, KEENE, N.H. 03431
TEL. (603) 352-2330 FAX (603)352-9564

April 26, 2017

Steve Horton
SHCCSI
PO Box 399
Walpole, NH 03608

Reference: Brattleboro Municipal Departments Generators

Steve,

We are pleased to quote the following items for your consideration.

Provide (3) diesel fired generators for the Town of Brattleboro Central Fire station (with transfer switch), West Fire Station (without transfer switch) and Police Department (without transfer switch).

Generators include delivery to site, startup and commissioning.

Off-loading by others.

Fueling by others.

Onsite coordination will be provided by Hamblet Electric.

Generators will carry the capacity of the facility or the capacity of the space for the department.

Sized per WV drawings for West fire, Central fire and Police department drawings as designed.

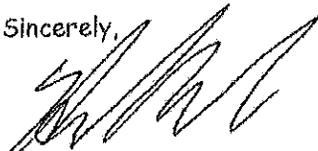
The total buy quote for the Caterpillar generators is: \$102,764.00

The total buy quote for the Cummins generators is: \$105,903.00

If a crane is required please add \$2,000.00

Thank you for this opportunity to quote you on this work. If you have any questions or comments please feel free to contact me at (603) 352-2330 x118 or email me at hrichardson@hamblelectric.com

Sincerely,

A handwritten signature in black ink, appearing to read 'H Richardson', written in a cursive style.

Hamilton Richardson
Vice President

Peter Elwell

From: Steven Horton <stevnhorton@gmail.com>
Sent: Friday, May 26, 2017 1:27 PM
To: Peter Elwell
Subject: Request to Purchase Telephones
Attachments: Scan.pdf

Peter,

I am in receipt of quotes for the Telephone System and Telephone Hardware required at Central Fire Station and the Police Department. Both systems would be provided by Southern Vermont Tel. Inc. as they are the Town System provider of choice already and these systems would match up with the present Municipal Center Systems.

The quotes are as follows:

Central Station @ \$9,990
Police Department @ \$11,070.

Quotations include delivery, install and commissioning services.

I recommend these systems be approved.

See attached quotations.

*Sincerely,
Steve Horton
Steve Horton Construction Consulting Services, Inc.
PO Box 399 Walpole, NH 03608
603-313-9333*

**SOUTHERN
VERMONT
TEL. INC.**

VOICE & DATA

9 Sawmill Road
Newfane, VT 05345
1-800-639-7180 1-802-365-7180 Fax 802-365-7183

JOB INVOICE

No. 27082

PHONE 7-7946	DATE OF ORDER
JOB NAME BRITT PD	
JOB LOCATION 62 BLACK MTS RD	
JOB PHONE	STARTING DATE

TO BRATTLEBORO POLICE DEPT
62 BLACK MTS RD
BRITT VT 05301

TERMS:

DESCRIPTION OF WORK

- ① INSTALL, TEST AND PROGRAM PANASONIC KYTIDE-100 CONFIGURED FOR 16 LINES w/ICD, 4 IP GATEWAY CHANNELS 40 DIGITAL EXTS AND 8 SINGLE LINE EXTS
- ② INSTALL PANASONIC KYVA-50 VOICEMAIL AUTO ATTENDANT w/64 MBX 8 HRS OF STORAGE AND VOICEMAIL TO EMAIL CONNECTION

QTY.	MATERIAL	PRICE	AMOUNT	WARRANTY
1	KYIDE-100 DIGITAL PBX AS DESCRIBED	3060 00	3060 00	24 month warranty on parts and labor excluding fire, flood, lightning, acts of God, misuse and/or abuse.
1	KYVA-50 VOICEMAIL AS DESCRIBED	1500 00	1500 00	
OTHER CHARGES				
7	KEDT-513-B 24 BUTTON LCD PHONES	210 00	1470 00	NONE
28	KEDT-521-B 8 BUTTON LCD PHONES	150 00	4200 00	
4	KEDT-590-B 48 BUTTON DSB/BLF COORDINATES	210 00	840 00	
				TOTAL OTHER
				LABOR
				HRS. RATE AMOUNT
				INCLUDES
				TOTAL LABOR

DATE COMPLETED	TOTAL MATERIALS 11070 00	TOTAL MATERIALS 11070 00
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Customer Signature
A finance charge of 1.5% per month (18.0% annual percentage rate) is charged on past due accounts.

Please pay from this invoice.

Thank You!	TOTAL OTHER	
	VT TAX EXCEPT	
	TOTAL 11070 00	

SOUTHERN VERMONT TEL. INC.

VOICEMAIL DATA

9 Sawmill Road
Newfane, VT 05345

1-800-839-7180 1-802-365-7180 Fax 802-365-7183

JOB INVOICE

No. 27083

PHONE 4-4831	DATE OF ORDER
JOB NAME BRITT FD	
JOB LOCATION CENTRAL STATION	
JOB PHONE	STARTING DATE

TO BRITZLEBORG FIRE DEPT
103 ELLIOT ST
BRITT VT 05301

TERMS:

DESCRIPTION OF WORK

- ① INSTALL, TEST AND PROGRAM PANASONIC KXDF-100 CONFIGURED FOR 16 LINES W/CID, 4 IP GATEWAY CHANNELS 40 DIGITAL EXTS AND 8 SINGLE LINE EXTS
- ② INSTALL PANASONIC KXVA-50 VOICEMAIL AUTO ATTENDANT W/ 64 MAX SLOTS OF STORAGE AND VOICEMAIL TO EMAIL CONVERSION

QTY.	MATERIAL	PRICE	AMOUNT	WARRANTY
1	KXDF-100 DIGITAL PBX AS DESCRIBED	3060.00	3060.00	24 month warranty on parts and labor excluding fire, flood, lightning, acts of God, misuse and/or abuse.
1	KXVA-50 VOICEMAIL AS DESCRIBED	1500.00	1500.00	
OTHER CHARGES				
18	KXDT-5213-B 24 Button LCD phones	210.00	3780.00	None
11	KXDT-5213-B 8 Button LCD phones	150.00	1650.00	
TOTAL OTHER				
LABOR				
INCLUDED				
TOTAL LABOR				

DATE COMPLETED: _____ TOTAL MATERIALS: 9990.00 TOTAL MATERIALS: 9990.00

Customer Signature

A finance charge of 1.5% per month (18% annual percentage rate) is charged on past due amounts.

Please pay from this invoice.

Thank You! TAX EXEMPT
TOTAL 9990.00