

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Police-Fire Facilities Project Update
Date: April 14, 2017



West Brattleboro Fire Station

The ribbon cutting and open house will be on Saturday, April 22, from 9am until noon. We will have a brief ceremony at 9:30am. The public is encouraged to attend.

Police Station

Throughout the interior, extensive steel stud framing has been completed and underslab piping has been installed. Window openings have been cut in the exterior. Work for the next two weeks will include slab infills; more steel stud framing; rough-in of the mechanical, electrical, and plumbing systems; and exterior site work. The project team expects that construction will be finished and the Police Department will move in during August 2017.

One major issue has arisen that will require Selectboard authorization. We have encountered a series of roof leaks in one portion of the building and the project team has determined that we need to replace the roof over that section. There is a separate section of roof that has not been leaking which the project team believes has approximately 5 more years of life. As noted in the "Overall Financial Report" section below, we recommend that the Selectboard authorize the more urgently needed work to proceed now and that we consider whether or not to replace the other section of roof when we near the end of the project and know how much bond funding remains unspent.

Central Fire Station

During the past two weeks, extensive roof work has been completed, most masonry walls have been constructed, and the first floor perimeter slab has been poured. Trees have been removed and trimmed along the Church Street embankment behind the addition. (This was done on a limited basis, under the supervision of Town Tree Warden Dan Adams, just to remove unsafe conditions and to protect the new building addition from damage.) During the next two weeks, masonry walls will be constructed in the new lobby/elevator area, underslab piping will be installed in the new apparatus bay area, electrical rough-in will continue, the second floor perimeter deck slab will be poured, and demolition will begin in the downstairs area of the existing station. 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 several communications related purchases at this time. These items were foreseen but were excluded from the scope of DEW's contract because pricing for them was not complete at the time the contract was signed and because we can accomplish this work more cost effectively by having Town staff purchase the materials directly and oversee the installation 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.

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 has been tentatively committed to emergency generators, and the resulting net "unencumbered balance" (\$1,130,650.74) and "uncommitted balance" (\$980,650.74). Please note that the amount that has been set aside for future purchase and installation of emergency generators has been reduced from \$200,000 to \$150,000 based on some excellent procurement work by our Owner's Project Manager, Steve Horton. The project team requests Selectboard approval to proceed with the items identified below under "Requests for Authorization at this Time." To enable the Selectboard to make the current decisions in full context, we also 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

Central Fire Station - Radio Tower, Antenna System, and Communications Equipment
\$51,248

Central Fire Station - Station Alerting System (through which calls are dispatched to the station)
\$36,694.05

Please see the attached memorandum dated April 13, 2017, from Fire Alarm Superintendent Joseph Newton which sets forth the details of these two Central Fire Station items. Joe has done outstanding work both at the West Brattleboro Fire Station and now at the Central Fire Station in identifying the most cost effective solutions for the communications needs at the two facilities.

Police Station Roof Replacement ("Low Roof Area")
\$69,000

Steve Horton will attend the April 18 Selectboard meeting to address this roofing matter and to answer any questions the Selectboard or the public may have regarding any of the construction activities on these projects.

ADDITIONAL ITEMS FOR FUTURE CONSIDERATION

Planned Items

Emergency Generators for all 3 locations (as previously mentioned and separately allocated)

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 Station Communications Equipment
\$15,861

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 three items that are recommended for authorization at this time, the overall Uncommitted Balance will be drawn down by \$156,942.05 to \$823,708.69.

If the Selectboard later approves all of the expenses on the "Planned Items" list, the Uncommitted Balance would be drawn down by an additional \$181,861 to \$641,847.69.

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 \$401,847.69.

There will be a variety of smaller expenses that I will continue to approve administratively, but they will amount to a total that is far less than \$400,000. So, unless we encounter some significant additional expense that is currently unforeseen, we expect to complete the overall project with a substantial amount of 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
OWNER EXPENSES AUTHORIZED BY THE TOWN MANAGER
(August 1, 2016 – April 13, 2017)

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

WEST BRATTLEBORO FIRE STATION

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

CENTRAL FIRE STATION

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
12/23/16	Southern Vermont Telephone	\$ 9,390.00	Telephone System + Telephones
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/FIRE FACILITIES PROJECT
OWNER EXPENSES AUTHORIZED BY THE TOWN MANAGER
(August 1, 2016 – April 13, 2017)

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

Page 2

POLICE STATION

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

GENERAL

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

POLICE - FIRE FACILITIES PROJECT FINANCIAL REPORT

	<u>Project Budget</u>	<u>4/14/2017</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	\$ 122,638.77	\$ (2,277.00)
Permits/Insurance	\$ 10,948.50	\$ 10,948.50	\$ -
Construction/Sitework	\$ 1,365,383.29	\$ 1,263,113.57	\$ 102,269.72
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	\$ 1,471,387.58	\$ 94,625.89
<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	\$ 491,638.86	\$ 26,125.00
Permits/Insurance	\$ 63,780.00	\$ 63,780.00	\$ -
Construction/Sitework	\$ 5,131,918.26	\$ 1,130,795.26	\$ 4,001,123.00
Equipment/Furnishings	\$ 94,500.00	\$ 25,951.21	\$ 68,548.79
Contingency/Other Owners Expense	\$ 613,003.47	\$ 15,127.35	\$ 597,876.12
	\$ 6,784,615.59	\$ 2,065,992.68	\$ 4,718,622.91
<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	\$ 427,088.58	\$ 19,916.00
Permits/Insurance	\$ 22,185.60	\$ 35,277.60	\$ (13,092.00)
Construction/Sitework	\$ 2,778,776.00	\$ 451,652.77	\$ 2,327,123.23
Dispatch Equipment	\$ 100,000.00	\$ -	\$ 100,000.00
Equipment/Furnishings	\$ 80,000.00	\$ -	\$ 80,000.00
Contingency/Other Owners Expense	\$ 219,836.96	\$ 35,978.30	\$ 183,858.66
	\$ 4,449,370.94	\$ 1,744,615.05	\$ 2,704,755.89
Grand Total All Project	\$ 12,800,000.00	\$ 5,281,995.31	\$ 7,518,004.69
Unspent but Encumbered			\$ 6,387,353.95
Unencumbered Balance			\$ 1,130,650.74
Tentatively Committed to Generators			\$ 150,000.00
Uncommitted Balance			\$ 980,650.74

Memo

To: Peter Elwell, Steve Horton
From: Joseph Newton
cc: Chief Bucossi, A/C Howard
Date: April 13, 2017
Re: RE- Renovations and Additions Up fit to Central Fire Station

The following items are before you for approval to up fit Central Fire Station

Radio Communications

We are seeking approval for the purchase and installation of the following equipment. This scope of work includes three different parts provided by Green Mountain Communications.

Part 1-Purchase and install of a new 70 foot communications tower to be located on the roof of the Central Station addition. This new tower will be replacing a tower that was installed over 30 years ago and is in poor shape.

Part 2-Installation of antenna system on new tower and cabling to the communication room. We will be purchasing some new and reusing some existing antennas.

Part 3-Relocation of communications equipment from the basement of existing station to the new communication room located in the addition of Central Station. This relocation includes deconstruction and reassemble of the head end equipment for the Police and Fire Departments.

Cost:

Part 1	\$27,165.00
Part 2	\$16,433.00
Part 3	\$7,650.00
Total	\$51,248.00

Fire Station Alerting

Also before you is phase two of the station alerting package which will be installed at Central Fire Station. We did a solicitation for bids back in October of 2016. We received two bids back. After review it was found that only one was submitted and complete with all the features that we were looking for.

We are seeking approval to proceed with purchasing fire station alerting from APS Fire House Alerting. This is the same system that was recently approved and purchased for Station Two and they will work in conjunction with each other.

To help save some money on the install cost we are going to install a portion of the system ourselves with assistance from Hamblet Electric.

Cost Breakdown

APS Fire House Alerting for all devices, control equipment and cad integration software to up fit Central Fire Station.

\$19827.05

Hamblet Electric for install of wire at Central Fire Station.

\$16,867.00

Total for Station Alerting

\$36694.05

Grand total requested for radio communications up fit and fire station alerting.

\$87,942.05

Respectfully submitted
Joseph Newton
Superintendent of Fire Alarms