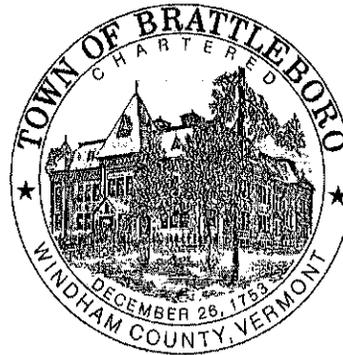


MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Police-Fire Facilities Project Update
Date: September 29, 2016



Since my update at the September 20 Selectboard meeting, there has been no change in the overall project budget or schedule.

This memorandum provides updates on (1) construction at the West Brattleboro Fire Station, (2) the development of a guaranteed maximum price for the Central Fire Station, and (3) various aspects of the pre-construction process for the Police Station. Also included are a list of public meetings at which project elements will be discussed and acted upon between now and the end of 2016 and an updated list of administratively authorized owner's expenses.

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 report, I have authorized a few small expenditures from the Town's project contingency. One was the close-out of the root-removal work which was originally estimated to cost "less than \$10,000." The final total cost for that work was \$5,446.73. I also authorized \$4,448.33 for upgraded laminated translucent window panels for the cupola (to reduce long term maintenance and discoloration), \$1,153.82 for installation of LED lighting in the cupola (to comply with the Development Review Board's [DRB's] conditions of approval), and \$1,374.41 for the addition of 3 windows above the apparatus bay (also to comply with the DRB's conditions of approval). All of these are itemized on the attached list of administratively authorized owner's expenses.

Here is a summary of work that is expected to be completed during the next two weeks:

- Framing the exterior walls of the non-apparatus area.
- Trusses and roofing for the non-apparatus area.
- Window and exterior door frames for the non-apparatus area.
- Preparation for pouring the apparatus bay slab.

Central Fire Station

Subcontractor bidding is proceeding on schedule. After bids are received, DEW will prepare a guaranteed maximum price (with pages of detailed line items in a format similar to the West Brattleboro Fire Station documents) for review by Steve Horton and Town staff, followed by consideration at the PFFBC meeting on October 12 and the Selectboard meeting on October 18.

Police Station

The application for DRB review and approval has been submitted. The DRB is scheduled to consider this project at its meeting on October 17.

The design team is continuing to prepare the construction plans for consideration at the Police-Fire Facilities Building Committee (PFFBC) meeting on October 12 and at the Selectboard meeting on October 18.

We are finalizing the terms for the Reformer's lease of 2,200 square feet at 62 Black Mountain Road. The lease will be ready for formal public consideration by the Selectboard either on October 18 or on November 1.

Town Manager's Authorization of Owner's Expenses

Attached is the updated 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.

Schedule of Upcoming Public Meetings Related to This Project

October 12	PFFBC re: Guaranteed Maximum Price for Central Fire Station and Police Station Construction Plans
October 17	DRB re: Police Station Site Plan
October 18	Selectboard re: Guaranteed Maximum Price for Central Fire Station and Police Station Construction Plans
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 October 4, please contact me at your convenience.

PBE:

Attachment

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

POLICE/FIRE FACILITIES PROJECT
OWNER EXPENSES AUTHORIZED BY THE TOWN MANAGER
(August 1, 2016 – September 29, 2016)

GENERAL

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

9/29/16	DEW Construction	\$4,448.33	Upgrade Window Panels in Cupola
9/29/16	DEW Construction	\$1,374.41	Add 3 Windows Above Apparatus Bay
9/29/16	DEW Construction	\$1,153.82	LED Lighting in Cupola
9/29/16	DEW Construction	\$5,446.73	Removal of Excessive Roots in Soil
08/03/16	M+W Soils	\$5,000	Testing Services

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.
08/05/16	Lotus Graphics	\$ 13	Copies of Floor Plans + Site Plans

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