

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Police-Fire Facilities Project Update
Date: August 31, 2017



Police Station

The Police Department is moving in gradually (to maintain effective communications and normal field operations) and is expected to be fully operational in the new facility by September 17. An open house has been scheduled for 3-7pm on Friday, September 15, with a ribbon cutting ceremony to begin the celebration at 3pm.

Central Fire Station

Overall, the project continues on schedule with an expected completion date in late November or early December. However, as we approached the transition from the extended Phase 1 into the shortened Phase 2, we found that some of the schedule adjustments we had made were causing ongoing construction work to have negative health and safety impacts in the still occupied portion of the fire station. After some brainstorming about potential alternatives for increasing firefighter safety without compromising the project budget or schedule, we approached the Brattleboro Housing Partnerships to see if there was any available space for the firefighters to occupy for just a few weeks in the Samuel Elliot Apartments next door to the fire station. There were no vacancies there, but BHP offered the Town a 4-bedroom apartment at Moore Court, just two blocks away from the fire station. The firefighters are eating and sleeping in that space until late September, when they will move into the new addition of the fire station while the renovation of the existing station proceeds.

No new issues have arisen that will require Selectboard action. As set forth more completely under "Requests for Authorization" below, we do propose Selectboard authorization to proceed with an earlier identified need to expand the Plymovent vehicle exhaust control system.

The intersection of Spring Street and Elliot Street has been modified to allow sufficient turning radius for the large Fire Department vehicles and improvements to the intersection of Church Street and Elliot Street have been designed and will be proposed for construction at a later date. Under a separate item on the September 5 agenda, we will ask the Selectboard to approve a parking ordinance that will move and add metered parking spaces on Elliot Street in accordance with the plan that was recommended by the Police-Fire Facilities Building Committee and approved by the Selectboard in 2016, as well as adding 3 metered spaces on Church Street.

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. Those include a bill paid to M+W Soils for testing services at the Police Station, a bill paid for a minor increase in the services provided by Southern Vermont Telephone at the Central Fire Station, and two electric bills paid to Green Mountain Power (one at each site).

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 (money that has been committed to certain vendors for certain products or services) and the resulting net "uncommitted balance" of \$541,576.33.

REQUESTS FOR AUTHORIZATION

Attached is an email dated August 25, 2017, from Owner's Project Manager Steve Horton to me in which Mr. Horton describes and recommends the following expenditures:

1. \$33,000 for the previously mentioned Plymovent system expansion. (This was shown in my previous reports as a "Planned Item" expected to cost \$30,000).
2. \$55,000 for demolition of the former West Brattleboro Fire Station and for installation of drainage, parking, and landscaping in its place. (This work will fulfill requirements of the DRB permit for this project. The contractor's pricing was developed through competitive bidding as an alternate item during development of the Guaranteed Maximum Price contract for this project.)

Full documentation regarding the bid price components of both items is available for review in the Town Manager's Office.

UNBUDGETED ITEMS FOR FUTURE CONSIDERATION

Planned Items

Police Department Signage (on Putney Road, Black Mountain Road, and the Building)
\$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 proposed expenditures for Plymovent at the Central Station and for demolition and sitework at the West Brattleboro Station, the Uncommitted Balance would be drawn down by \$88,000 to \$453,576.33.

If (at a future meeting) the Selectboard approves the planned \$10,000 expense for signage, the Uncommitted Balance would be further reduced to \$443,576.33.

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 \$203,576.33. We plan to ask the Police-Fire Facilities Building Committee (PFFBC) to review the potential roof replacement and carport items at a future PFFBC meeting so that the Selectboard can consider the PFFBC's advice before making those decisions.

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 \$200,000. 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
OWNER EXPENSES AUTHORIZED BY THE TOWN MANAGER
(August 1, 2016 – August 31, 2017)

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

CENTRAL FIRE STATION

08/24/17	Green Mountain Power	\$ 690.16	Electricity at Construction Site
08/09/17	Southern Vermont Telephone	\$ 75.00	Telephone Line Repair
07/26/17	Green Mountain Power	\$ 578.62	Electricity at Construction Site
07/12/17	M+W Soils	\$ 1,549.35	Additional Testing
07/05/17	Green Mountain Power	\$ 308.92	Electricity at Construction Site
06/07/17	M+W Soils	\$ 1,540.70	Additional Testing
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

08/24/17	Green Mountain Power	\$ 1,358.53	Electricity at Construction Site
08/09/17	M+W Soils	\$ 568.90	Additional Testing
07/26/17	Green Mountain Power	\$ 1,460.92	Electricity at Construction Site
07/12/17	M+W Soils	\$ 2,626.30	Additional Testing
07/05/17	Green Mountain Power	\$ 1,118.71	Electricity at Construction Site (2 months)
06/12/17	FairPoint Communications	\$ 5,496.99	Telephone Cabling
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 – August 31, 2017)

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

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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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POLICE - FIRE FACILITIES PROJECT FINANCIAL REPORT

	<u>Project Budget</u>	<u>8/30/2017</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	\$ 19,349.34	\$ (7,349.34)
Contingency/Other Owners Expense	\$ 33,589.91	\$ 29,782.92	\$ 3,806.99
	\$ 1,566,013.47	\$ 1,541,873.12	\$ 24,140.35
<u>Central Fire Station</u>			
Purchase 14 Church Street	\$ 290,000.00	\$ 290,000.00	\$ -
Project Management	\$ 73,650.00	\$ 61,510.00	\$ 12,140.00
Architectural/Engineering	\$ 517,763.86	\$ 521,273.86	\$ (3,510.00)
Permits/Insurance	\$ 63,780.00	\$ 63,780.00	\$ -
Construction/Sitework	\$ 5,131,918.26	\$ 2,866,612.17	\$ 2,265,306.09
Equipment/Furnishings	\$ 94,500.00	\$ 48,870.18	\$ 45,629.82
Contingency/Other Owners Expense	\$ 613,003.47	\$ 24,700.74	\$ 588,302.73
	\$ 6,784,615.59	\$ 3,876,746.95	\$ 2,907,868.64
<u>Police Station</u>			
Purchase 62 Black Mountain Rd.	\$ 756,469.80	\$ 756,469.80	\$ -
Project Management	\$ 45,098.00	\$ 52,678.00	\$ (7,580.00)
Architectural/Engineering	\$ 447,004.58	\$ 444,203.58	\$ 2,801.00
Permits/Insurance	\$ 22,185.60	\$ 35,277.60	\$ (13,092.00)
Construction/Sitework	\$ 2,778,776.00	\$ 2,294,571.48	\$ 484,204.52
Dispatch Equipment	\$ 100,000.00	\$ -	\$ 100,000.00
Equipment/Furnishings	\$ 80,000.00	\$ -	\$ 80,000.00
Contingency/Other Owners Expense	\$ 219,836.96	\$ 60,068.15	\$ 159,768.81
	\$ 4,449,370.94	\$ 3,643,268.61	\$ 806,102.33
Grand Total All Project	\$ 12,800,000.00	\$ 9,061,888.68	\$ 3,738,111.32
Unspent but Encumbered			\$ 3,196,534.99
Uncommitted Balance			\$ 541,576.33

Peter Elwell

From: Steve Horton <stevnhorton@gmail.com>
Sent: Friday, August 25, 2017 3:24 PM
To: Peter Elwell
Subject: Re: Police and Fire Department Projects

Correct on both. Thanks!

Steve Horton
SHCCSI
PO Box 399
Walpole, NH 03608
603-313-9333

> On Aug 25, 2017, at 3:12 PM, Peter Elwell <pelwell@brattleboro.org> wrote:

>

> Steve -

>

> These will be on the 9/5 Selectboard agenda. Just two quick clarifications:

> 1. The \$55,000 is per the GMP alternate as competitively bid by DEW, correct?

> 2. Plymovent is the sole source provider of the ventilation equipment for both stations, correct?

>

> -Peter

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> -----Original Message-----

> From: Steve Horton [mailto:stevnhorton@gmail.com]

> Sent: Friday, August 25, 2017 2:20 PM

> To: Peter Elwell <pelwell@brattleboro.org>

> Subject: Police and Fire Department Projects

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> Peter,

>

> The Central Fire Station has two existing truck bays that house vehicles that are used frequently. These two bays are receiving minor renovations only. At the time the project was structured this area was considered a second priority. However, as awareness of the frequent use of these bays has become more apparent, I believe that having an exhaust system is critical to preserving healthy working conditions for the occupants of the building.

>

> Based on these concerns, the project respectfully requests consideration to expend \$33,000 to provide and install exhaust system equipment for these two existing vehicle bays. The system would match the new addition exhaust system as provided by Plymovent.

>

> Now that the new Station #2 building is complete and the first phase of the Central Station is nearing completion, it is recommended that the old Station #2 be demolished to allow for completion of the parking area, sidewalk and landscaping to the Station Site. The cost of that portion of the project is \$55,000.

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> Thank you.

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> Steve Horton

> SHCCSI