

MEMORANDUM

To: Selectboard
From: Peter B. Elwell, Town Manager
Re: Police-Fire Facilities Project Update
Date: November 16, 2017



Central Fire Station

The public is now able to access the building from Elliot Street or Church Street at the new main entrance and lobby adjacent to the new administrative offices in the southeast corner of the building. There is a tremendous amount of activity occurring inside the building as multiple subcontractors complete their finish work on this project. No new issues have arisen that will require Selectboard action. Despite slower than expected progress in some of the finish work, the project team still expects to achieve substantial completion by December 15 and to have the Fire Department fully operational in the new space by the end of this year. We will plan a ribbon cutting and open house for early in the new year and will ask the Selectboard to confirm the specific date and time at your December 5 Selectboard meeting.

West Brattleboro Fire Station

The old building has been demolished. The parking lot has been paved. All related sitework will be completed by the end of this month and landscaping will be planted in the spring.

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 (money that has been committed to certain vendors for certain products or services) and a resulting net Uncommitted Balance of \$271,240.72.

UNBUDGETED ITEMS FOR FUTURE CONSIDERATION

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

Police Station Carport
\$150,000

THE BOTTOM LINE

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. If the Selectboard approves both items, the Uncommitted Balance would be drawn down by \$240,000 to \$31,240.72.

PBE:
Attachments

POLICE/FIRE FACILITIES PROJECT
OWNER EXPENSES AUTHORIZED BY THE TOWN MANAGER
(August 1, 2016 – November 16, 2017)

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

CENTRAL FIRE STATION

| | | | |
|-----------------|-------------------------------------|--------------------|---|
| 11/16/17 | Butch's Moving & Storage | \$ 570.00 | Moving File Cabinets for Project Phasing |
| 11/15/17 | Southern Vermont Telephone | \$ 820.00 | Door Box Control |
| 11/15/17 | The Richards Group | \$ 4,607.00 | Builder's Risk Insurance (extension) |
| 11/15/17 | Suburban Propane | \$ 89.95 | Inspection of Rooftop Unit Installation |
| 11/15/17 | Northern Tool | \$ 1,717.68 | Storage Cabinet |
| 10/18/17 | Tessco, Inc. | \$ 235.64 | Shelving |
| 10/18/17 | M+W Soils | \$ 762.80 | Testing Services |
| 10/12/17 | Butch's Moving & Storage | \$ 145.00 | Moving Equipment for Project Phasing |
| 10/12/17 | Sanel Auto Parts | \$ 555.32 | Back-up Battery for Emergency Power |
| 09/26/17 | Green Mountain Power | \$ 509.73 | Electricity at Construction Site |
| 09/13/17 | Southern Vermont Telephone | \$ 84.00 | Telephone Line Adjustment |
| 09/13/17 | M+W Soils | \$ 1,549.35 | Additional Testing |
| 09/13/17 | GEO Insight, Inc. | \$ 804.51 | Additional Ash/Soil Testing |
| 09/13/17 | Nichols Tree Care | \$ 950.00 | Tree Removal + Trimming |
| 09/13/17 | Butch's Moving & Storage | \$ 240.00 | Moving Equipment for Project Phasing |
| 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 |
| 07/24/17 | Green Mountain Power | \$ 29.08 | 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/FIRE FACILITIES PROJECT
OWNER EXPENSES AUTHORIZED BY THE TOWN MANAGER
(August 1, 2016 – November 16, 2017)

Page 2

POLICE STATION

| | | | |
|----------|------------------------------|---------------|---|
| 11/16/17 | Morph Track | \$ 1,440.00 | Moving "Livescan" Device to New Station |
| 11/15/17 | Southern Vermont Telephone | \$ 1,731.00 | Dispatch Phones and Data Drop |
| 11/15/17 | Roeda Signs | \$ 2,316.87 | Badge Insignia on Building |
| 11/15/17 | Amazon | \$ 1,529.67 | Acoustic Tiles and Computer Equipment |
| 11/15/17 | Hamblet Electric | \$ 10,183.00 | Rental of Temporary Generator |
| 11/15/17 | Hamblet Electric | \$ 2,000.00 | Crane Rental to Set Permanent Generator |
| 10/18/17 | The Richards Group | (\$ 3,724.00) | Partial Refund of Builder's Risk Insurance |
| 10/18/17 | CCI Managed Services | \$ 14,819.00 | IT Equipment + Installation Services |
| 10/18/17 | Brown + Roberts Hardware | \$ 71.99 | Shelving |
| 10/18/17 | Global Industrial | \$ 1,095.28 | Small Maintenance Equipment |
| 10/18/17 | BRW Electronics | \$ 117.93 | IT Cables |
| 10/18/17 | Max-Secure Security Products | \$ 4,571.00 | Jail Cell Beds |
| 10/12/17 | Butch's Moving & Storage | \$ 6,543.26 | Move to 62 Black Mountain Road |
| 09/26/17 | Green Mountain Power | \$ 2,116.67 | Electricity at Construction Site (and move) |
| 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 |

WEST BRATTLEBORO FIRE STATION

| | | | |
|----------|-------------------------|---------------|--|
| 10/18/17 | Catamount Environmental | \$ 850.00 | Pre-Demolition Asbestos Removal |
| 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 |

POLICE/FIRE FACILITIES PROJECT
OWNER EXPENSES AUTHORIZED BY THE TOWN MANAGER
(August 1, 2016 – November 16, 2017)

Page 3

WEST BRATTLEBORO FIRE STATION (continued)

| | | | |
|----------|----------------------------|-------------|--|
| 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 |
|----------|------------------------|-------------|-------------------|

POLICE - FIRE FACILITIES PROJECT FINANCIAL REPORT

| | <u>Project Budget</u> | <u>11/16/2017</u> | <u>Unspent Balance</u> |
|---|-------------------------|-------------------------|------------------------|
| <u>West Brattleboro Fire Station</u> | | | |
| Project Management | \$ 23,730.00 | \$ 32,130.00 | \$ (8,400.00) |
| Architectural/Engineering | \$ 120,361.77 | \$ 122,861.77 | \$ (2,500.00) |
| Permits/Insurance | \$ 10,948.50 | \$ 9,284.50 | \$ 1,664.00 |
| Construction/Sitework | \$ 1,361,233.29 | \$ 1,326,764.59 | \$ 34,468.70 |
| Equipment/Furnishings | \$ 12,000.00 | \$ 27,952.82 | \$ (15,952.82) |
| Contingency/Other Owners Expense | \$ 37,739.91 | \$ 50,698.35 | \$ (12,958.44) |
| | \$ 1,566,013.47 | \$ 1,569,692.03 | \$ (3,678.56) |
| <u>Central Fire Station</u> | | | |
| Purchase 14 Church Street | \$ 290,000.00 | \$ 290,000.00 | \$ - |
| Project Management | \$ 73,650.00 | \$ 68,460.00 | \$ 5,190.00 |
| Architectural/Engineering | \$ 517,763.86 | \$ 534,998.86 | \$ (17,235.00) |
| Permits/Insurance | \$ 63,780.00 | \$ 68,387.00 | \$ (4,607.00) |
| Construction/Sitework | \$ 5,120,170.00 | \$ 3,717,401.49 | \$ 1,402,768.51 |
| Equipment/Furnishings | \$ 94,500.00 | \$ 117,273.41 | \$ (22,773.41) |
| Contingency/Other Owners Expense | \$ 624,751.73 | \$ 79,493.14 | \$ 545,258.59 |
| | \$ 6,784,615.59 | \$ 4,876,013.90 | \$ 1,908,601.69 |
| <u>Police Station</u> | | | |
| Purchase 62 Black Mountain Rd. | \$ 756,469.80 | \$ 756,469.80 | \$ - |
| Project Management | \$ 45,098.00 | \$ 61,128.00 | \$ (16,030.00) |
| Architectural/Engineering | \$ 447,004.58 | \$ 453,024.58 | \$ (6,020.00) |
| Permits/Insurance | \$ 22,185.60 | \$ 31,553.60 | \$ (9,368.00) |
| Construction/Sitework | \$ 2,773,336.00 | \$ 2,635,636.37 | \$ 137,699.63 |
| Dispatch Equipment | \$ 100,000.00 | \$ 25,831.86 | \$ 74,168.14 |
| Equipment/Furnishings | \$ 80,000.00 | \$ 167,190.15 | \$ (87,190.15) |
| Contingency/Other Owners Expense | \$ 225,276.96 | \$ 123,979.18 | \$ 101,297.78 |
| | \$ 4,449,370.94 | \$ 4,254,813.54 | \$ 194,557.40 |
| Grand Total All Project | \$ 12,800,000.00 | \$ 10,700,519.47 | \$ 2,099,480.53 |
| Unspent but Encumbered | | | \$ 1,828,239.81 |
| Uncommitted Balance | | | \$ 271,240.72 |