Feasibility and Cost Study

Replacement of Municipal Buildings

Essex, MA

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Initially this is a study of three building/ sites for variable municipal uses. The 3 building/ sites were the existing Town Office/ Library building at 30 Martin Street, the existing Public Safety Complex building/ site at 24 Martin Street, and Town property on John Wise Avenue adjacent to Spring Street Cemetery. Each of four municipal functions, Fire, Police, Library, and Town Offices were individually studied to determine the appropriate space needs or building area for each entity based on current requirements, professional general practice standards and predictable growth.

The first task of the Study consisted of verification of the feasibility of continued Police/ Fire use of the existing Public Safety building through repairs, renovation and additions. The exploration of this option determined that the future needs of these Public Safety departments could not be supported on this existing limited area site. The Study also considered the potential development of existing Town owned property on John Wise Avenue for a possible new, Public Safety facility. To verify the potential of this site a Schematic Site plan and building Floor Plans were prepared demonstrating the feasibility to appropriately fit and organize the various Police and Fire functions on this site. This Study process indicated the John Wise Avenue site would accommodate a new Public Safety facility designed for probable future growth of 20 to 30 years.

The next task of the Study was to verify the potential of the existing Town Offices, T.O.H.P. Burnham and Library building to accommodate an appropriately sized future Town Offices and/ or Library use(s). The existing building was initially reviewed for deficiencies that would require repair or replacement and the resultant impact of these costs on a future renovation project. The study of the reuse of 30 Martin Street for individual use by either Town Offices or Library indicate that either use is feasible, but the Library use would require significant development of the less desirable existing Basement area for necessary Library functions. An option to renovate this building for continued Town Offices/ Library shared-use would require a significant addition to the building and probable poorer efficiencies of space and function to fit within the constraints of 118 year old structure. Cost implications of necessary repairs, code improvements, accessibility requirements, renovations and possible addition(s) together with the continuous maintenance responsibilities and poor energy efficiency of this historical building do not compare favorably to newer construction's inherent efficiencies and improved life cycle costs.

Lastly the Study considered the possibility of development of the existing Public Safety building/ site for use for Town Offices and/ or Library use. Again an initial assessment of the building's deficient conditions indicated many deferred maintenance issues requiring repair and/ or replacement materials and systems. Similar to the existing Town Offices/ Library the necessary code improvements and handicap accessibility requirements, elevators, restrooms, new sprinkler protection requirements, thermal, and structural improvements reduce the favorability of renovation of this structure.

To verify the feasibility of locating both Town Office and Library uses at 24 Martin Street a Schematic Site Plan and Floor Plans were prepared for the optimum future size facilities. These plans and designs indicates that both municipal uses could be located at this site if the Town so chose.

In summary, based on the long term interests of the Town to achieve the most reliable municipal facilities capable of supporting long term growth and use, coupled with comparatively lower first cost and lower continuing maintenance cost it is the recommendation of this Study to construct a new Public Safety facility on the John Wise Avenue site and later construct a new Town Office and Library facility on the site of the former Public Safety facility. The existing Town Office and Library building could be re-purposed or sold to remove maintenance responsibilities and associated costs from Town and move building to the property tax roll.

This Supplement to the Executive Summary is provided to inform on possible additional Municipal Facility Options that may become available subsequent to this Study. While it was the original task of this Study to review Municipal Building and Renovation options from the available list of current Town Owned properties, it is possible that other properties may become available and be appropriate to investigate or Study further.

The intent of this Study is to identify the most advantageous solution to the Town's long-term Municipal Facility needs. These long term needs could be met by properties other than those reviewed in this Study. Similar to this Study's approach, any subsequent property option would need to consider and compare that Property's anticipated construction / renovation costs, possible inherent repair and code improvement expenses, maintenance, custodial and long-term energy / utility expenses, and project logistics in addition to the Property acquisition costs. Further it has been a stated goal of the Town to reduce its' overall Facility maintenance costs by either reducing the overall quantity of Town Owned / Maintained properties or by improvement or replacement of those current facilities. Therefore the Study of any alternate property option(s) would need to fit within the Town's overall long-term strategy for cost effective facility management and future maintenance cost control goals.

Should any new property option(s) become available and can be determined to meet the spatial and functional needs of one or more departments then the effect of implementing each property option would need to be reviewed with this Study to verify its impact on the overall facility planning process and projected short term and long-term costs to the Town. Should an alternative property cost option be determined to be less than this Study's similar facility projected cost, either in the short term or long term, than revisions of this Study's recommendation, may be appropriate.

Ultimately the Town would consider and weigh the short term and long term costs and benefits of the available property options to determine a consensus approach to its' facilities needs.

Phase 1: Review of Departmental Requirements

A. Spatial Needs Assessment Summary

B. Police Department Space Needs Assessment

C. Fire Department Space Needs Assessment

D. Police/ Fire Space Needs Assessment

E. Town Offices Space Needs Assessment

F. Library Space Needs Assessment

G. Town Offices/ Library Space Needs Assessment

SUMMARY:

The following Space Needs summary was developed from individual department and facility investigations, and interviews, including the Study of deficiencies in current facility operation and corrective improvements, current and planned spatial uses, prototypical code and design standards, and comparison with similar type facility standards. The intent of this Spatial Needs Study is to develop an area program for each Police, Fire, Town Office and Library facility appropriate to 20 to 30 year projected future growth. Refer to following Spatial Needs Assessments within this Study for each department's or entity's detailed spatial and functional requirements.

A.	Police Department [singular facility]:	10,350 Gross S.F.
B.	Fire Department [singular facility]:	14,510 Gross S.F.
C.	Police/ Fire Public Safety Complex[Note 1,3]:	23,440 Gross S.F.
D.	Town Offices [singular facility]:	7,330 Gross S.F.
E.	Library [singular facility][Note 2]:	9,140 Gross S.F.
F.	Town Office/ Library Facility[Note 3]:	17,850 Gross S.F.

Note 1: Includes shared/ Community Meeting room for 50 max. capacity.

Note 2: Library space needs includes large Multipurpose Community Meeting space.

Note 3: Assumes two-story structure requiring minimum (2) stairs, elevator and secure lobby(ies).

SPACE:	NET SQUARE FEET:
Vestibule	90
Lobby / Waiting	300
Victim / Witness Interview Room	130
Women's Room	50
• Handicap Accessible	
• Single Occupancy	
Men's Room	50
• Handicap Accessible	
• Single Occupancy	
Meeting / Training Room	720
• Seating for 36	
• Public Accessible / Community Use	
Meeting / Training Storage Room	80
Conference / Multi-Purpose	300
• Roll-Call / Seating for 10	
• Future / Optional Dispatch	
Multi-Purpose Storage Room	80
• Optional Dispatch Storage	
Unisex Toilet Room	50
• Adjacent to Optional Dispatch	
• Handicap Accessible	

SPACE:	NET SQUARE FEET:
Administrative Assistant	180
Chief's Office	250
• Closet	
• Bathroom	
Court Officer / Prosecutor's Office	120
Sergeant's Office	180
• Two Work Station	
Copy / Supply	50
Patrol Office / Report Writing	400
• Four Work Stations	
Patrol Equipment Room	100
Detective's Office	180
• (2) Work Stations	
Deputy Harbormaster	140
• Civilian / Non-Secure Access	
Women's Locker Room	140
• Lav / Shower	
• (2) Lockers w/Future Growth	
Men's Locker Room	400
• Lav / Shower	
• (20) Lockers w/Future Growth	

SPACE:	NET SQUARE FEET:
Physical Training Room	400
Kitchen / Lunch Room	180
• Seating for 4	
Armory	80
• Secure Access	
Evidence Processing	60
Evidence Storage Room	200
• Secure Access	
Booking	260
• Booking Desk	
• Fingerprinting	
• (1) Work Station	
Holding / Search	80
Holding Cells	240
• (2) Sight / Sound Separated Cells	
Property / Storage Room	80
• Possible Future Cell	
Interview / Interrogation	120
• Secure Construction	
• Matron	

SPACE:		NET SQUARE FEET:
Sallyport		400
• (1) Secure Bay		
Vehicle Garage		400
• (1) Wash / Maintenance Bay		
Vehicle / Equipment Storage / Impound		400
• (1) Bay		
Janitor / Supply Room		60
General Building Storage		200
I.T. / Server Room		60
Communications / Security Head End		80
• Future Optional E911		
Electric Room		80
• Generator / ATS		
Mechanical Equipment Room		300
	Sub-Total	7,670 N.S.F.
Net S.F. to Gross S.F. factor @ 135% =		x 1.35
TOTAL POLICE GROSS S.F.:		**10,350 G.S.F.**

SPACE:	NET SQUARE FEET:
Vestibule	80
Lobby / Waiting	180
Women's Room	50
• Handicap Accessible	
• Single Occupancy	
Men's Room	50
• Handicap Accessible	
• Single Occupancy	
Meeting / Training Room	1,000
• Seating for 50	
• Public Accessible / Community Use	
Meeting / Training Storage Room	80
Kitchen	200
• Commercial Kitchen Equipment	
Day Room / Break Room	240
• Seating for 10	
Fire Engineer's Office	180
• (2) Work Stations	
Engineer's Storage	60
Fire Prevention	140

SPACE:	NET SQUARE FEET:
Chief's Office	190
• Closet	
Dispatch / Radio Room	120
Apparatus Room	6,180
• (8) Bays (18 ft. x 40 ft.)	
Turn-Out Gear Storage / Racks	300
Work Shop	100
Medical Equipment Storage	100
SCBA Equipment Room	120
Laundry	80
Men's Locker Room	640
• Lav / Shower (2)	
• Lockers (45)	
Women's Locker Room	140
• Lav / Showers	
• Lockers (3)	
Physical Training	500
Bunk Rooms	180
• Two Rooms / Four Beds	
• Emergency Overnights	
Janitor / Supply	60

SPACE:		NET SQUARE FEET:
Building Storage		200
I.T. Server Room / Communications		60
Electrical Room		80
• Generator / ATS		
Mechanical Equipment Room		300
	Sub-Total	11,610 N.S.F.
Net S.F. to Gross S.F. factor @ 125% =		x 1.25
TOTAL FIRE GROSS S.F.:		14,510 G.S.F.

SPACE:	AREA / NET SQ. FT:
A. SHARED PUBLIC ENTRANCE /FACILITIES	
Shared Vestibule	90 NSF
Shared Lobby / Waiting	300 NSF
Victim / Witness Interview Room	130 NSF
Shared Women's Room	50 NSF
• Handicap Accessible	
• Single Occupancy	
Shared Men's Room	50 NSF
• Handicap Accessible	
• Single Occupancy	
Stair	180 NSF
Elevator	80 NSF
Shared Meeting / Training Room	1,000 NSF
• Seating for 50	
• Public Accessible / Community Use	
Police / Training Storage Room	80 NSF
Fire / Training Storage Room	80 NSF
Shared Conference / Multi-Purpose	300 NSF
• Roll-Call / Seating for 10	
• Future / Optional Dispatch	

SPACE:	AREA / NET SQ. FT:
Multi-Purpose Storage Room	80 NSF
• Optional Dispatch Storage	
Unisex Toilet Room	50 NSF
• Adjacent to Optional Dispatch	
• Handicap Accessible	

SPACE:	AREA / NET SQ. FT:
B. POLICE DEPARTMENT	
Administrative Assistant	180 NSF
Chief's Office	250 NSF
• Closet	
• Bathroom	
Court Officer / Prosecutor's Office	120 NSF
Sergeant's Office	180 NSF
• Two Work Station	
Copy / Supply	50 NSF
Patrol Office / Report Writing	400 NSF
• Four Work Stations	
Patrol Equipment Room	100 NSF
Detective's Office	180 NSF
• (2) Work Stations	
Deputy Harbormaster	140 NSF
• Civilian / Non-Secure Access	
Police Women's Locker Room	140 NSF
• Lav / Shower	
• (2) Lockers w/Future Growth	
Police Men's Locker Room	400 NSF
• Lav / Shower	

- (20) Lockers w/Future Growth

Shared Physical Training Room	300 NSF
Kitchen / Lunch Room	180 NSF

- Seating for 4

Armory	80 NSF

- Secure Access

Evidence Processing	60 NSF
Evidence Storage Room	200 NSF

- Secure Access

Booking	260 NSF

- Booking Desk
- Fingerprinting
- (1) Work Station

Holding / Search	80 NSF
Holding Cells	240 NSF

- (2) Sight / Sound Separated Cells

Property / Storage Room	80 NSF

- Possible Future Cell

Interview / Interrogation	120 NSF

- Secure Construction
- Matron

SPACE:	AREA / NET SQ. FT:
Sallyport	400 NSF
• (1) Secure Bay	
Vehicle Garage	400 NSF
• (1) Wash / Maintenance Bay	
Vehicle / Equipment Storage / Impound	400 NSF
• (1) Bay	
Janitor / Supply Room / (1) Per Floor	60 NSF
Police General Storage	200 NSF
Police I.T. / Server Room	60 NSF

SPACE:	AREA / NET SQ. FT:
C. FIRE DEPARTMENT	
Fire Engineer's Office	180 NSF
• (2) Work Stations	
Engineer's Storage	60 NSF
Fire Prevention	140 NSF
Chief's Office	190 NSF
• Closet	
Fire Dispatch / Radio Room	120 NSF
Apparatus Room	6,180 NSF
• (8) Bays (18 ft. x 40 ft.)	
Turn-Out Gear Storage / Racks	300 NSF
Work Shop	100 NSF
Medical Equipment Storage	100 NSF
SCBA Equipment Room	120 NSF
Laundry	80 NSF
Fire Men's Locker Room	640 NSF
• Lav / Shower (2)	
• Lockers (45)	
Fire Women's Locker Room	140 NSF
• Lav / Showers	
• Lockers (3)	

SPACE:	AREA / NET SQ. FT:
Fire Kitchen	200 NSF
• Commercial Kitchen Equipment	
• Adjacent to Meeting / Training Room	
Day Room / Break Room	240 NSF
• Seating for 10	
Shared Physical Training	300 NSF
Bunk Rooms	180 NSF
• Two Rooms / Four Beds	
• Emergency Overnights	
Janitor / Supply	60 NSF
Building Storage	200 NSF
Stair	180 NSF
Elevator	80 NSF
Elevator Machine Room	70 NSF
Fire I.T. Server Room / Shared Communications	60 NSF
Electrical Room	80 NSF
• Generator / ATS	
Mechanical Equipment Room	300 NSF
Sub-Total Police / Fire:	18,030 NSF
Net S.F. to Gross S.F. factor @ 130% =	x 1.30
TOTAL POLICY FIRE FACILITY GROSS S.F.:	23,440 GSF

SPACE:	NET SQUARE FEET:
Entrance Vestibule	80
Entrance Lobby / Waiting	240
Women's Room	50
• Handicap Accessible	
• Single Occupancy	
Men's Room	50
• Handicap Accessible	
• Single Occupancy	
Town Clerk's Office	240
• Public Transaction Counter	
Town Clerk's Storage	120
Town Clerk's Vault	360
• 4 Hr. per State Standards	
• Remote/ On-grade location	
Treasurer / Collector's Office	120
Treasurer / Collector's Administration	180
• Public Transaction Counter	
Treasurer / Collector Storage	60
Assessor's Office	240
Accountant's Office	180
Building Inspector's Office	120

Board of Health Office	120
Board of Health Administration	180
• Public Transaction Counter	
Board of Health Storage	60
Town Administrator's Office	180
Administrator's Assistant's Office	180
Administrator's Storage	120
Administrator's / Board of Selectmen Conference Room	300
• Seating for 12	
Conservation Commission Office	120
Planning Board Office	150
Meeting / Hearing Room	300
• Seating for 18	
Meeting / Storage Room	80
Kitchen / Lunch Room	150
• Seating for 8	
Women's Room	50
• Handicap Accessible	
• Single Occupancy	
Men's Room	50
• Handicap Accessible	
• Single Occupancy	

Multi-Purpose Workroom		240
• Shared Workstation		
• Mail / Copier		
Multi-Purpose Workroom Supply Room		60
Youth Commission Storage		240
• Possible Off-Site Storage		
• On-grade access		
Janitor / Supply Room		60
General Building Storage		360
I.T. / Server Room		120
Electrical / Communication		120
CATV Head End		60
Mechanical Equipment Room		300
	Sub-Total	5,640 N.S.F.
Net S.F. to Gross S.F. factor @ 130% =		x 1.30
TOTAL TOWN HALL GROSS S.F.:		**7,330 G.S.F.**

SPACE:	NET SQUARE FEET:
Entrance Vestibule	100
• Book Drop	
Lobby / Waiting	180
• Coat Storage	
Women's Room	180
• Handicap Accessible	
• Fixture Quantity per Code	
Men's Room	180
• Handicap Accessible	
• Fixture Quantity per Code	
Community Meeting Room	1,000
• Divisible / Operable Partition	
• 60 Maximum Seating	
• Separate Community Access / Use	
Community Meeting Storage Room	80
Circulation Desk	400
• (2) Work Stations	
• Visual Control Point	
Director's Office	140
Local History / Archives	120
• Secure Room	

Common Seating/ Reading	180
• Cafe / Kitchenette	
• Seating for 8	
Adult Stack Area	2,400
Adult Seating	60
Young Adult Stack Area	120
Young Adult Study	150
• Quiet Room	
• Large Table / Seating	
Computer Work Stations	120
• (4) Adult	
• (1) Children's	
Children's Area	720
• Low Stacks	
• Seating	
Children's Workroom	120
Children's Workroom Storage	60
Girl's Restroom	50
• Baby Changing Station	
Boy's Restroom	50
• Baby Changing Station	
Multi-Purpose / Program Room	300

Copier / Supply Room		40
Janitor / Supplies		40
General Storage		120
I.T. / Server Room		40
Electrical / Communications		60
Mechanical Equipment Room		300
	Sub-Total	7,310 N.S.F.
Net S.F. to Gross S.F. factor @ 125% =		x 1.25
TOTAL LIBRARY GROSS S.F.:		**9,140 G.S.F.**

SPACE DESCRIPTION:	AREA / NET SQ. FT.
A. SHARED PUBLIC ENTRANCE	
Entrance Vestibule	100 NSF
• Book Drop	
Building Entrance Lobby	240 NSF
Open Stair	180 NSF
Elevator	80 NSF
Subtotal Shared Public Entrance:	600 NSF
Net S.F. to Gross S.F. Factor @ 125%:	x 1.25
TOTAL SHARED PUBLIC ENTRANCE / 1ST FLOOR:	**750 GSF**
B. LIBRARY / 1ST FLOOR	
Library Entrance / Waiting Area	120 NSF
Women's Room	50 NSF
• Single Occupancy	
Men's Room	50 NSF
• Single Occupancy	
Circulation Desk	400 NSF
• (2) Work Stations	
• Visual Control Point	
Director's Office	140 NSF
Work Room	120 NSF

SPACE DESCRIPTION:	AREA / NET SQ. FT.
Work Room Storage	60 NSF
Local History / Archives	120 NSF
• Secure Room	
Common Seating/ Reading	180 NSF
• Cafe / Kitchenette	
• Seating for 8	
Adult Stack Area	2,400 NSF
Adult Seating	60 NSF
Young Adult Stack Area	120 NSF
Young Adult Study	150 NSF
• Quiet Room	
• Large Table / Seating	
Computer Work Stations	120 NSF
• (4) Adult Area	
• (1) Children's Area	
Children's Area	720 NSF
• Low Stacks	
• Seating	
Unisex Restroom	50 NSF
• Baby Changing Station	
Multi-Purpose / Program Room	300 NSF

SPACE DESCRIPTION:		AREA / NET SQ. FT.
Copier / Supply Room		40 NSF
Stair		180 NSF
Janitor / Supplies		40 NSF
General Storage		120 NSF
I.T. / Server Room		40 NSF
Mechanical Equipment Room		100 NSF
	Sub-Total Library:	5,680 NSF
Net S.F. to Gross S.F. factor @ 125% =		x 1.25
TOTAL 1st FLOOR LIBRARY GROSS S.F.:		**7,100 GSF**

C. TOWN HALL / 2ND FLOOR

Town Hall Lobby / Waiting	140 NSF
Open Stair	180 NSF
Elevator	80 NSF
Town Clerk's Office	240 NSF
• Public Transaction Counter	
Town Clerk's Storage Room	120 NSF
Town Clerk's Vault	See Lower Level
• 4 Hr. per State Standards	
• Remote / Lowest Level	
Treasurer / Collector's Office	120 NSF

SPACE DESCRIPTION:	AREA / NET SQ. FT.
Treasurer / Collector's Administration	180 NSF
• Public Transaction Counter	
Treasurer / Collector Storage	60 NSF
Assessor's Office	240 NSF
Accountant's Office	180 NSF
Building Inspector's Office	120 NSF
Board of Health Office	120 NSF
Board of Health Administration	180 NSF
• Public Transaction Counter	
Board of Health Storage Room	60 NSF
Town Administrator's Office	180 NSF
Administrator's Assistant's Office	180 NSF
Administrator's Storage	120 NSF
Administrator's / Board of Selectmen Conference Room	300 NSF
• Seating for 12	
Conservation Commission Office	120 NSF
Planning Board Office	150 NSF
Kitchen / Lunch Room	150 NSF
• Seating for 8	
Women's Room	50 NSF
• Handicap Accessible	

SPACE DESCRIPTION:	AREA / NET SQ. FT.
• Single Occupancy	
Men's Room	50 NSF
• Handicap Accessible	
• Single Occupancy	
Multi-Purpose Workroom	240 NSF
• Shared Workstation	
• Mail / Copier	
Multi-Purpose Workroom Supply Room	60 NSF
Youth Commission Storage	240 NSF
• Possible Off-Site Storage	
Stair	180 NSF
Janitor / Supply Room	60 NSF
General Building Storage	360 NSF
• Optional Remote / Lower Level	
I.T. / Server Room	120 NSF
Mechanical Equipment Room	120 NSF
Sub-Total Town Hall:	4,700 NSF
Net S.F. to Gross S.F. factor @ 130% =	x 1.30
TOTAL TOWN HALL GROSS S.F.:	6,110 GSF

SPACE DESCRIPTION:	AREA / NET SQ. FT.
D. COMMUNITY ROOM / LOWER LEVEL	
Entrance Vestibule	80 NSF
Lobby / Waiting	160 NSF
• Coat Storage	
Women's Room	180 NSF
• Handicap Accessible	
• Fixture Quantity per Code	
Men's Room	180 NSF
• Handicap Accessible	
• Fixture Quantity per Code	
Stair (2)	360 NSF
Elevator	80 NSF
Community Meeting / Hearing Room	1,000 NSF
• Divisible / Operable Partition	
• Seating for 60	
• Separate Community Access / Use	
• Natural Light / Exterior Egress	
Community Meeting Storage Room	80 NSF
Town Clerk's Vault	360 NSF
Janitor / Supplies	40 NSF
Building Electrical / Communications	120 NSF

SPACE DESCRIPTION:	AREA / NET SQ. FT.
Building CATV Head End	60 NSF
Building Mechanical Equipment Room	300 NSF
Elevator Machine Room	70 NSF
Sub-Total Community Room:	3,110 NSF
Net S.F. to Gross S.F. factor @ 125% =	x 1.25
TOTAL COMMUNITY ROOM / LOWER LEVEL:	**3,890 GSF**

SUMMARY TOWN HALL / LIBRARY FACILITY

A. SHARED PUBLIC ENTRANCE / 1ST FLOOR:	750 GSF	
B. LIBRARY / 1ST FLOOR:	7,100 GSF	
TOTAL 1ST FLOOR AREA:		7,850 GSF
C. TOWN HALL / 2ND FLOOR:		6,110 GSF
D. COMMUNITY ROOM / LOWER LEVEL:		3,890 GSF
TOTAL TOWN HALL / LIBRARY FACILITY AREA:		**17,850 GSF**
Maximum Floor Plate/ Site Footprint:		6,110 GSF

Phase 2: Evaluation of the Disposition of the Public Safety Building

A. Evaluation of John Wise Avenue Site

B. Preliminary Public Safety Design Drawings

   1. Aerial Site Photo
   2. Proposed Site Plan
   3. Proposed Floor Plans

C. Probable Estimate of Project Costs

D. Estimate of Operating and Maintenance Costs

E. Evaluation of Existing Public Safety Building at 24 Martin Street

   1. Assessment of Public Existing Safety Building
   2. Feasibility for Continued Public Safety Use

Several factors affect the Study and feasibility of a proposed Police/ fire facility project on this referenced site. They include, but are not limited to, compliance with Town Bylaws, site layout considerations, wetland and environmental regulations, permitting, project drainage design in a very limited space and compliance with the Massachusetts Department of Environmental Protection (DEP) Stormwater Policy and Stormwater Management Standards and traffic and safety issues, curb cuts and associated Massachusetts Department of Transportation (MassDOT) requirements.

The proposed project site layout complies with the dimensional requirements, such as minimum lot area, frontage, depth, front and side yard and maximum building height and lot coverage noted in the Zoning Bylaws. The site contains two access points for police and fire department vehicles with adequate circulation around the facility. It is proposed that the general public will access the site from the southern driveway entrance, proceed northward in front of the building to park and exit via the northern access driveway. A total of 48 spaces are provided which appears adequate based on the building area and use. A variance or exception will be required from Section 6-6.2 Parking Lots, since the front yard off-street parking would be within thirty (30) feet of the street line.

Based on the building footprint, Site Plan Review per Section 6-3.5 is required. Additionally, since the site is within a Water Resource Protection District, a Special Permit is required per Section 6-10.3.3.b.7 because the layout has rendered impervious more than 15 percent of the lot size. Providing the required recharge of stormwater runoff will not be an easy task and will increase the site costs. See below for a more detailed discussion under compliance with the Stormwater Management Standards.

The proposed project site contains wetland resource areas and work is proposed within these wetland areas and the associated 100-foot buffer zone to the resource area. As such, the project falls under the jurisdiction of the Wetlands Protection Act and is required to comply with DEP Wetland Regulations (310 CMR 10.00). A Notice of Intent filing with the Local Conservation Commission and DEP Northeast Region is required. This would include, but not be limited to, providing suitable erosion control (silt fence and/or hay bales) and replication (replacement) of any bordering vegetated wetland (resource area), up to 5,000 square feet, lost due to the proposed work. Per the Wetland Regulations, 310 CMR 10.55(4)(b), some of the general conditions (requirements) to allow this replication are that the "replacement area" surface shall be equal to that of the "lost area"; the groundwater and surface elevation of both the replacement and lost areas shall be approximately equal; the horizontal configuration and location of the replacement area with respect to the bank shall be similar to that of the lost area; the replacement area shall have unrestricted hydraulic connection to the same water body or waterway associated with the last area; and the replacement area shall be located within the same general area of the water body or reach of the waterway as the lost area. Based on above wetland

replication requirements some area of replication appears possible, but will require the guidance of the local Conservation Commission.

In accordance with the Wetland Regulations, 310 CMR 10.05(6)(b), Conservation Commissions and MassDEP issue Final Orders of Conditions that require that stormwater be managed in accordance with the Stormwater Management Standards. There are ten (10) Stormwater Management Standards, of which the following have the most significant affect on the site:

1. No new stormwater conveyance may discharge untreated stormwater directly to or cause erosion in wetlands.

2. Stormwater management systems shall be designed so that the post-development peak discharge rates do not exceed the pre-development peak discharge rates.

3. Loss of annual recharge to groundwater shall be eliminated or minimized. At a minimum, the annual recharge from the post-development site shall approximate the annual recharge from pre-development conditions based on soil type.

4. Stormwater management systems shall be designed to remove 80% of the average annual post-construction load of Total Suspended Solids (TSS).

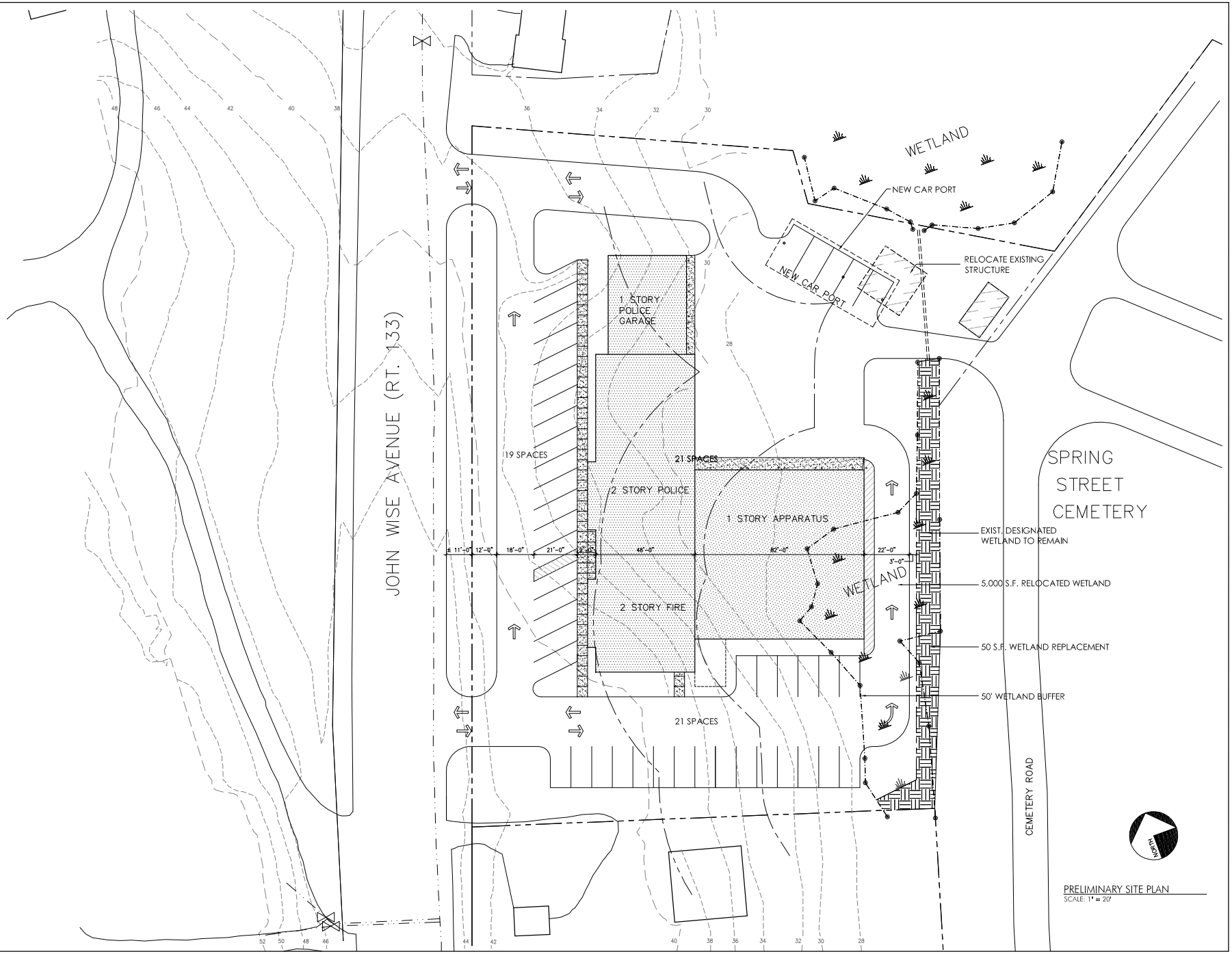
Due to the limited amount of space of the site, compliance with the Stormwater Management Standards would be difficult and compliance would result in increased site costs. In order to meet these standards, several best management practices (BMPs) are employed as part of the total stormwater management system. These BMPs are used separately or in combination to attenuate peak flows, capture and treat runoff and provide recharge to groundwater. They include, but are not limited to, deep sump catch basins, vegetated filter strips, oil/grit separators, proprietary separators, detention basins with sediment forebays, water quality grass swales, infiltration basins and subsurface infiltration structures. The proposed building, driveways, parking and remaining wetlands cover 75% of the site. With this amount of coverage the options for viable BMPs is reduced. The largest areas would be under proposed parking areas and would require the applicable BMPs to be made larger and deeper, if possible, to be utilized for both infiltration and attenuation of peak flows.

Since the site is located on a state highway (Route 133) and access to the highway is needed, an application for access (curb cuts) to Route 133 must be filed with the Massachusetts Department of Transportation (District 4) meeting all MassDOT requirements. See the Traffic/Safety Report for a discussion on the issues and requirements regarding access to the highway.

Proposed New Public Safety Complex

at

John Wise Avenue



PRELIMINARY SITE PLAN
SCALE: 1" = 20'

April 30, 2012

Phase 2-5

REINHARDT ASSOCIATES, INC.

REINHARDT ASSOCIATES

- ARCHITECTS
- ENGINEERS
- PLANNERS
- PROJECT MANAGEMENT

430 MAIN STREET, AGAWAM MA
TEL : 413. 786. 9600

WWW.REINHARDTASSOC.COM

STAMP :

SCALE: 1" = 20'-0"
PROJ. NO: 10-2119
DRAWN: M.E.E.
CHECKED: JMac
DATE: 9/28/11
FILE NAME: /prelim/pC.1
REV:
REV:

PROJECT TITLE :

MUNICIPAL BUILDING STUDY

ESSEX, MA

DRAWING :

PRELIMINARY PUBLIC SAFETY SITE PLAN

SHEET :

pC.1

REINHARDT ASSOCIATES

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- ENGINEERS
- PLANNERS
- PROJECT MANAGEMENT

400 MAIN STREET, ANDOVER, MA
TEL: (978) 000-0000
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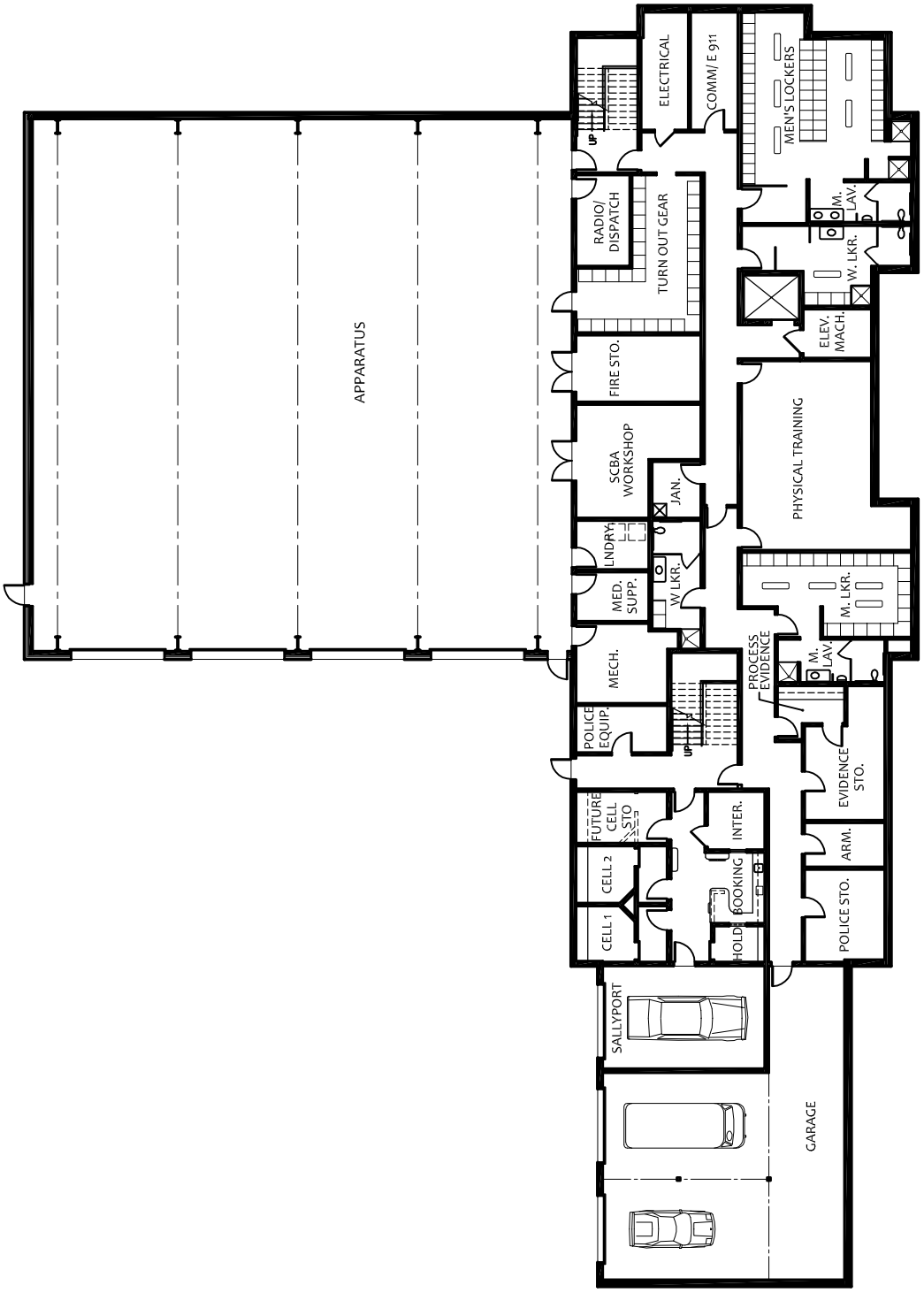
STAMP:

SCALE: 1/8" = 1'-0"
PROJ. NO: 10-2119
DRAWN: M.E.E.
CHECKED: JMac
DATE: 9/28/11
FILE NAME: pA.1
REV:
REV:

PROJECT TITLE:
MUNICIPAL BUILDING STUDY
ESSEX, MA

DRAWING:
PRELIMINARY PUBLIC SAFETY GRADE FLOOR PLAN

SHEET:
pA.1

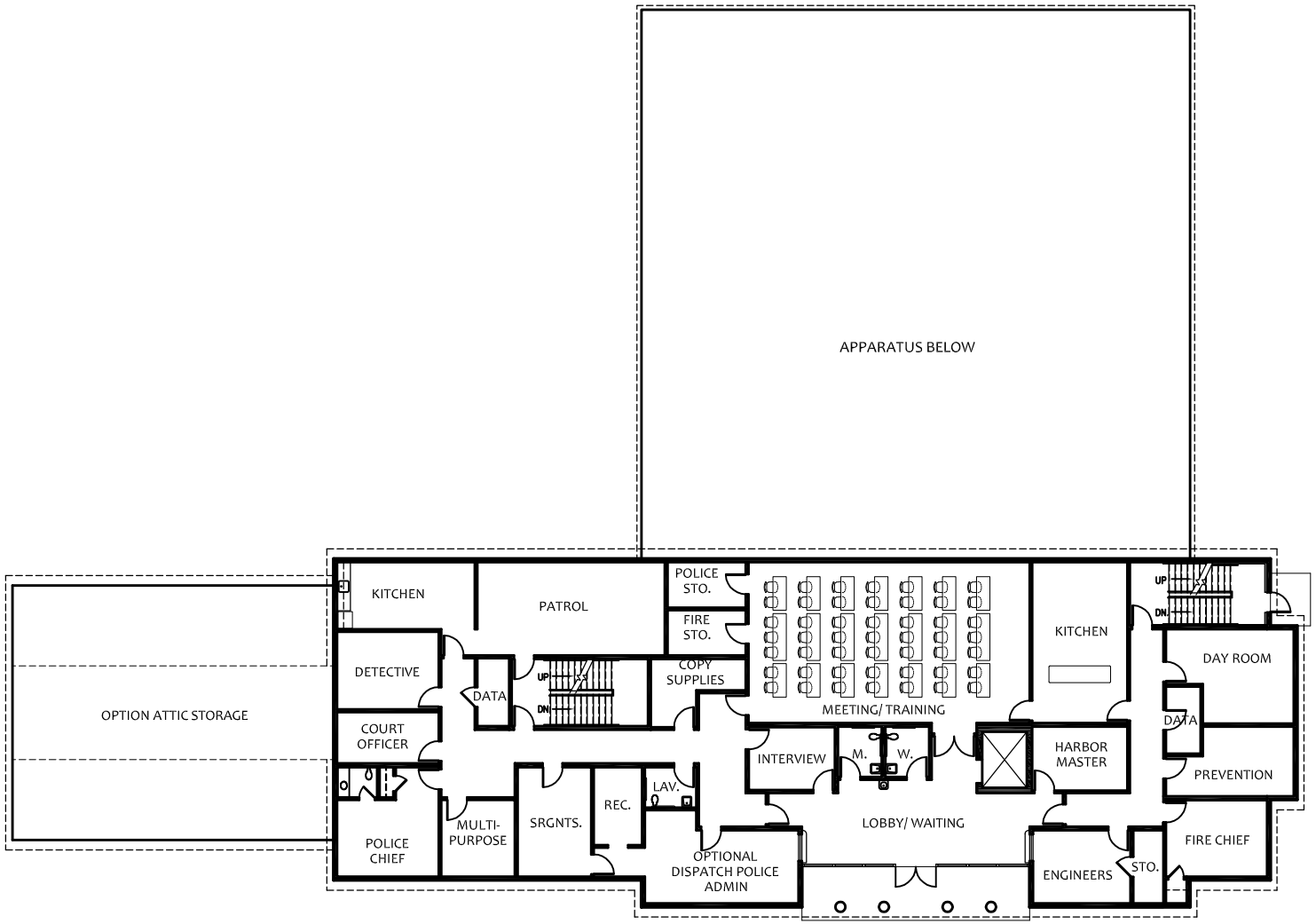


PRELIMINARY GRADE FLOOR PLAN
SCALE: 1/8" = 1'-0"

April 30, 2012

Phase 2-7

REINHARDT ASSOCIATES, INC.



PRELIMINARY FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

REINHARDT ASSOCIATES

- ARCHITECTS
- ENGINEERS
- PLANNERS
- PROJECT MANAGEMENT

400 MAIN STREET, ADAMS MA
TEL. : 413. 743. 8333
WWW.REINHARDTASSOC.COM

STAMP :

SCALE: 1/8" = 1'-0"
PROJ. NO: 10-2119
DRAWN: M.E.E.
CHECKED: JMac
DATE: 9/28/11
FILE NAME: pA.2
REV:
REV:

PROJECT TITLE :

MUNICIPAL BUILDING STUDY

ESSEX, MA

DRAWING :

PRELIMINARY PUBLIC SAFETY FIRST FLOOR PLAN

SHEET :

pA.2

1.	**SITE WORK**			
	a.	General Site Work/ Site Development (Allowance)	$ 515,000.	
		1. Relocation of Existing Cemetery Structure	20,000.	
		2. Relocation/ Reconstruction of Wetlands	30,000.	
2.	**GENERAL CONSTRUCTION**			
	a.	Construct 8773 GSF Ground Floor @ ~ $216/ SF =	$ 1,895,000.	
	b.	Construct 7140 GSF First Floor @ ~ $257/ SF =	1,835,000.	
	c.	Construct 6724 GSF Apparatus @ ~ $154/SF =	1,035,500.	
		Sub Total:		$ 5,330,500.
3.	**CONSTRUCTION FACTORS**			
	a.	Study Phase Contingency @ 15% =	$ 800,000.	
		Sub Total:		$ 6,130,500.
	b.	Escalation to Mid Point Construction (10/13) @ 9% =	$ 551,700.	
		Sub Total:		$ 6,130,500.
	c.	Construction/ Change Contingency @ 5% =	$ 334,100.	
4.	**TOTAL PRELIMINARY CONSTRUCTION BUDGET:**			**$ 7,016,300.**

5. PROJECT DEVELOPMENT

a.	Architectural / Engineering Services (per DCAM):	$ 560,000.
b.	Owner's Project Manager	150,000.
c.	Site Survey	10,000.
d.	Wetland Scientists	8,000.
e.	Geotechnical Engineer / Borings	10,000.
f.	Legal / Bonding Counsel	By Town
g.	Printing / Reproduction	45,000.
h.	Legal Advertising / Bid	1,000.
i.	Clerk of the Works (See Owner's Project Manager)	
j.	Construction Materials Testing	30,000.
k.	Furniture, Fixtures & Equipment (Allowance)	105,000.
	1) Tel / Data Systems (Est.)	50,000.
	2) Radio/ Antenna Systems (Est.)	40,000.
l.	Moving/ Temporary Relocation Expenses (10 mo.)	15,000.
m.	Commissioning	40,000.
n.	Project Development Contingency @ 5%	53,000.
	Sub Total:	$ 1,117,000.

6. PROBABLE BUDGET ESTIMATE OF PROJECT COSTS $ 8,133,300.

7. ALTERNATE BIDS

a.	Construct 3200 GSF Attic @ ~ $134/ SF (w/markups)	$ 609,500.
b.	Construct 675 GSF Garage Attic @ ~ $103/ SF (w/markups)	98,800.
c.	Construct Carport	31,000.
d.	LEED Expenses and Construction	TBD

8. QUALIFICATIONS

a. This Estimate of Probable Project Cost is based on following assumptions:

1) Normal Construction schedule has been used to prepare the Estimate.

2) Premium time costs are not included. Costs are based on forty hour work week, Monday thru Friday.

3) This Estimate is based on prevailing wage rates.

4) No costs are included for disposal or remedial work on contaminated soil.

5) No costs are included for abatement of hazardous materials.

6) Items that could impact this Estimate are:

a) Unforeseen subsurface conditions

b) Restrictive technical specification

c) Non-competitive bid conditions (less than five qualified bids)

d) Sole source specification of materials or products

e) Delays beyond a Project scheduled December 2012 bid date

f) Accelerated completion

g) Restrictive phasing and extended construction schedule.

h) Partial Owner occupancy of Project site.

7) This opinion of Probable Budget Estimate of Project Cost is made on the basis of the experience, qualifications and best judgment of RAI's professional staff. This Estimate is for budget purposes only; actual construction value is determined after the completion of the Construction Documents and the Bid Award process. Variance of +/- 5% of the estimate amount is probable.

The following summary of various building operating expenses is based on previous/ historical cost data for proposed new building designs, existing/ original buildings and occupancies, extrapolated cost data on proposed expansions/ additions, probable (+20%) increased visitors/ patrons, continuation of current hours of operation with exception of additional Community Meeting space(s), proportional cost data for existing building services and acceptability of current level of service, reasonable building/ envelope improvements and new more energy efficient building systems including natural gas fired equipment with DX cooling, and nominal heating (68° F) and cooling (78° F)set points.

These operation and maintenance (O & M) estimated annual expenses are based on present energy rates. Energy rates are historically variable and cannot be fully predicted therefore utility costs will vary based upon energy costs, occupant preferences and intensity of use. Following O & M costs do not include telephone service/ expense, cable access TV, internet service or building insurance costs.

New Public Safety Building: 22,637 S.F.

1.	Electric Service:	$ 28,300.
2.	Natural Gas Service (heat/ hot water):	18,500.
3.	Water Service:	800.
4.	Sanitary Sewer Service:	1,200.
5.	Custodian Services (part-time):	6,000.
6.	General Maintenance/ Repairs:	[1]6,000.
7.	Service Agreements	
	a. HVAC/ Controls:	3,300.
	b. Elevator:	2,800.
	c. Fire Protection:	1,200.
	Subtotal:	$ 68,100.
8.	Variable Expense Contingency @ 20%:	13,600.
9.	**Total Estimated Annual Operational and Maintenance Costs:**	**$ 81,700.**

Note [1]: Average annualized maintenance expenses over 20 years.

GENERAL DESCRIPTION:

The Town of Essex Public Safety Building is comprised of a two-story, low slope roof, exterior concrete block bearing walls, pre-stressed concrete floor and roof plank framing system. The building was built in 1950, has a total of approximately 7,880 sq. ft. and is located at 24 Martin Street, Essex, MA.

The facility contains the Police headquarters, which has a minimally secure entry Lobby, Dispatch/ Communications room, and Administration area, Chief's office on the upper level and a small storage area on the Lower level.
The Fire department has a three-bay Apparatus room, housing two fire trucks and an emergency vehicle on the Upper grade level. Available circulation space around the apparatus is narrow and unsafe during a call. The Fire Chief's office and Training room/Kitchen are located on the upper level with a common corridor connecting the two departments and small men's and women's restrooms.

The Lower level has a one bay, not very tall, Apparatus room, housing two fire trucks, a rescue vehicle and a rescue boat. A rear addition provides storage for an antique fire fighting vehicle. The Lower level also includes a hose tower, storage space, a boiler room, and men's and women's toilet/locker rooms.

The site slopes sharply to the rear, with the Upper level apparatus apron fronting Martin Street and the West side apparatus apron accessing a side driveway. Parking is limited to spaces along the West side of the building sloping to the rear, and parking is farther to the rear of the building. A single handicapped space is available adjacent to the main entry and accessible ramp.

RAI Architects and Engineers reviewed available documentation and drawings of the existing Public Safety building and Town Hall and Library building and visited each facility to review current building conditions and identify observed deficiencies. RAI staff included My-Ron Hatchett, A.I.A., Architect; Paul Babin, PE Electrical Engineer; and Russell Stephens Mechanical and Fire Protection Designer. Their on-site investigations and observations are detailed within this Study for each building. Observations concentrated on building conditions affecting the continued use or adaptive reuse of the building.

These conditions include but are not limited to the physical conditions of building materials and building systems, age and lifecycle of building components, integrity of the elements of the building envelope (walls, roof, windows…), energy performance of existing construction and systems, adaptability to renovations, code criteria for repairs, alterations/ renovations and additions, and other observations impacting possible repair or renovation expenses.

The following Existing Conditions Report is provided of the existing Police/ Fire Public Safety building at 24 Martin Street. A later report in this Study will document the existing conditions of the Town Offices/ Library structure.

EXISTING CONDITIONS:

The Police facility occupies a small portion of the Public Safety building. The Administration area is overcrowded and lacks any storage facilities or privacy. The Dispatch area is tight, and the Chief's office is small and very cramped. The police are able to share the Fire Department's multi-purpose room for training, which doesn't allow for any privacy when other functions take place. The upper level Apparatus room appears to be suffering from previous settlement resulting in cracks in the floor and walls. The Basement or lower level has a continuing water infiltration problem, as reported by the occupants, for some time. An exterior drainage project a few years ago may have helped alleviate the problem, yet the results of continued water infiltration have left damage to the interior and the possibility of mold. The occupants have reported the indoor air quality in the building is poor and the building has no mechanical ventilation system to alleviate this condition. The building has metal casement replacement windows, some windows do not close properly allowing air infiltration and dust to accumulate in the interior. This condition contributes to very poor indoor comfort.

The building has a low slope Carlisle EPDM membrane roof. Examination of the roof reveals standing water over the Administration office where there are active roof leaks. The roof has one roof drain that does not fully drain the roof because the roof does not pitch to the drain. Some of the membrane seams are starting to loosen and delaminate. The age of the roof could not be determined from available information, yet the overall condition of the roof is less than satisfactory. The lower rear roof is in poor condition, appears saturated with water and is covered with moss and mildew.

Some portions of the exterior masonry and concrete walls have experienced some spalling, water intrusion, and missing mortar joints. The building is of single wythe masonry block construction (12" thick) that may lack much, if any, insulation. There is no indication of weep holes at the bottom of the walls to let out moisture that builds up in the cavity. This moisture can migrate to the interior and also cause failure of the mortar joints.

The facility has an exterior accessible ramp, though the building does not have public accessible toilets, signage or door hardware. The interior finishes are old and worn due to age and long-term use. As mentioned above, water damage has occurred to some interior finishes.

ASSESSMENT:

The roof is in need of replacement and a re-design to add a roof drain and to pitch the storm water to the drains. The rear low roof should be replaced in its entirety to get rid of the moss and mildew and replace any damaged roof decking. The exterior masonry walls should receive re-pointing work to seal the missing mortar joints and cracked stucco. The spalling masonry and concrete need to be repaired to reduce further deterioration. The cracked interior walls and floor should also be re-pointed and repaired.

The interior finishes should all be repaired, updated and refreshed to transform and brighten its appearance. Any future renovation work will require a Hazardous Material assessment of the building to identify existing potential hazardous materials and to ensure the safety of the workers involved. Full accessibility compliance will need to be implemented and corrected if the work performed is 30% or more of the full and fair value of the building. Probable accessibility improvements would be extensive and involve exterior ramp, elevator access of the several levels, handicap accessible restrooms, lever door hardware, all doorways do not have required clearances, public counter does not have an accessible area, and signage is not compliant.

Possible future renovations may also enact new automatic fire suppression/ sprinkler requirements and associated retrofitting costs if the value of the renovations exceed one-third of the building's value.

The proposed repairs to the building have been reviewed within the provisions of Chapter 34 of the MA Building Code (780 CMR), the International Existing Building Code (IEBC) 2009 and MA Amendments to the IEBC. The primary code features and impacts to the proposed repair are as follows:

The method of determining compliance with the existing building code shall be either the Prescriptive Compliance Method (Chapter 3) or the Work Area Compliance Method (Chapters 4-12).

The Prescriptive Method requires alterations to comply with the requirements of the code for new construction. An alteration is defined as any construction or renovation of an existing structure that is not defined as either a repair or addition. Generally, only those building areas or components that are altered have to be design/ built to meet current code requirements for new facilities.

Prescriptive Method requires limited review of structural impact of proposed work/ alterations. Our review indicates the gravity and lateral carrying structural elements of the building may not to be altered by the proposed repairs. Any future building addition or more substantial renovations would directly affect the gravity and lateral carrying ability of the building requiring structural modifications to the building. Structural modifications may be significant based on the Police/ Fire occupancy and this code mandated essential use/ category of a Police/ Fire building.

The Work Area Compliance Method is another option to achieve code compliance for changes to an existing building. This method consists of categorizing varying degrees of work from ordinary repairs to more extensive work characterized by three levels of possible work scope as follows:

- Repairs would include all proposed on-site roofing, masonry, and window repairs and shall comply with the repair provisions of IEBC Chapter 5.

  Level 1 Alterations would include the removal and replacement or the covering of existing materials, elements, equipment or fixtures using new materials, elements, equipment, or fixtures that serve the same purpose. Level 1 alterations include all new proposed replacement materials/ systems (roofing, windows, etc.) and shall comply with of the code for new construction.

Level 2 Alterations would include the reconfiguration of space, the addition or elimination of any wall, door or window, the reconfiguration or extension of any system, or the installation of any additional equipment. Level 2 alterations are probable in even minor renovations and enact additional structural review and improvements of the building structural life safety systems.

Level 3 Alterations apply where the overall area of work or renovations exceeds 50 percent of the aggregate area of the building. Reconfigured spaces may be probable in the project scope. Therefore Level 3 alterations may apply to the proposed project scope and would require full compliance of the building to the code for new construction or as-if the original building were to be rebuilt to today's code requirements. Compliance with Level 3 requirements is likely to greatly increase renovation costs.

Based on above additional code criteria it would be less restrictive to apply the Prescriptive Method of code compliance for any proposed repairs or alterations. Any proposed addition though would need to comply with the MA Building Code for new construction.

PROPOSED PUBLIC SAFETY RE-USE AT 24 MARTIN STREET:

An evaluation of the existing Public Safety building for its continued re-use has been considered.
A program of spatial needs for a new facility was developed and is utilized in this evaluation of the existing building. The new spatial needs assessment for a new stand alone Fire Station requires 14,510 gross square feet. The requirements for a new Police Headquarters are 10,350 GSF, and a combined facility for Fire and Police would occupy 23,440 GSF, utilizing common and shared spaces. The footprint of the existing Public Safety building is approximately 2,970 square feet with a total existing building area of approximately 4,630 square feet. The new Public Safety program will require a building addition to accommodate the new spaces. The existing site, with or without zoning setbacks, will not provide the area to contain the required addition, parking and apparatus circulation. Consideration was also given to expanding the building upward with additional floors, yet the existing structure was not designed to carry additional loads, soil bearing capacity is unknown at this time, and seismic code considerations would necessitate a complete reconstruction of the structure, making the cost prohibitive. Reusing the existing Public Safety building, with the required new spatial program, is not recommended due to the lack of available space on the site for a building addition and vehicular circulation, the major reconstruction of the structural framing system to comply with the new Code, and the inherent overall cost associated to comply with this option.

PROPOSED TOWN OFFICES AND/ OR LIBRARY RE-USE AT 24 MARTIN STREET:

The Public Safety complex was also studied for the Town Offices and Library use. The combination of Town Offices and Library require program spaces that total 17,850 gross square feet, utilizing common and shared spaces. Town Offices alone total 7,330 GSF and Library alone equals 9,140 GSF. The existing square footage of the building will not provide the required spaces for a new combined Town Offices/ Library. To meet the required program square footage, an addition would need to be built to the existing structure. This option, similar to the one mentioned above, does not present a feasibly option.

BUDGET FOR EXPANSION OF PUBLIC SAFETY FACILITY AT 24 MARTIN STREET:

Insufficient land area exists to support an appropriatePublic Safety Facility. No probable budget possible.

Public Safety Front View

Public Safety Rear View

Police Dispatch

Police Administration

Training Room

Training Room Kitchen

Upper Apparatus

Lower Apparatus

EXISTING CONDITIONS

ELECTRICAL SERVICE AND DISTRIBUTION:

The Police Station is fed by a 200A 120/240V single phase service. The distribution system comprises of several small panels fed from the main 200A panel. The facility is back-up by a 35KW Kohler generator. The existing wiring methods consist of mainly surface mounted conduit and metal clad cables. A minimum of power outlets are available and many work stations are serviced by extension cords. Many of the outlets are surface mounted. The 911 outlets are identified and are in a quad configuration.

Main Service Entrance

Poor Existing Wiring Standards

LIGHTING:

The majority of the lighting consists of surface mounted two lamp florescent fixtures. The lamping consists of T12 technology. The meeting room/kitchen is equipped with recessed parabolic. The upper apparatus bay is illuminated with recessed prismatic 2 X 4 fixtures, while the lower bay is illuminated with pendant and surface mounted industrial type fixtures. Many of the lenses are missing and/or in disrepair. Some areas have incandescent fixtures with some lenses missing.

Emergency/egress lighting consists of battery packs, illuminated exit signs, and remote heads.

Obsolescent/ Broken Lighting

FIRE ALARM:

There appears to be no formal fire alarm system in the building. There is no Ansul system for the hood in the kitchen.

TELECOMMUNICATION/CCTV:

Telecommunications are not housed in any formal MDF (Main Distribution Frame) or IDF (Intermediate Distribution Frame) rooms. Telecommunications are housed in the Dispatch Offices and the 911 equipment is installed in its own closet. Servers and other equipment share circuits with other equipment. Air conditioning for telecommunication equipment is accomplished by wall mounted stand alone air conditioner. There is no dedicated AC unit for the 911 equipment closet. Tel/Data cable is run either above drop ceiling or surface on existing block walls. Many of the Tel/data outlets are surface mounted.

Inadequate Electrical Power Receptacles, Loose Wiring

ELECTRICAL DEFICIENCIES

SERVICE AND DISTRIBUTION SYSTEMS:

The service is inadequate for existing loads. The service is equivalent to a large residential service. The present system has neither the ampacity nor the spare circuitry to accommodate any renovation or addition to the facility. There have been several instances of overloaded circuits and outages. The service should be relocated and a three phase service installed. The present location will not meet the required clearances per Massachusetts Electrical Code. The 911 equipment is sandwiched into a closet that would not meet any of the present clearance requirements. The power supplied to the 911 equipment is minimal and should be upgrade to incorporate any renovations to the dispatch and applicable areas. The building has experience water damage and several electrical circuits may have been compromise. These circuits should be tested and/or replace if any renovation or additions are implemented.

Unprotected Communications Equipment

The facility is limited in the amount of outlets to isolate equipment and areas. Isolation is needed to eliminate the nuisance tripping of circuits in one department that may affect other departments. Additional outlets should be added to eliminate the need for extensive amount of extension cords.

LIGHTING:

Most of the lighting is inadequate. The present lighting is energy inefficient and would not comply with the present energy codes or the Massachusetts Stretch Code. The missing lenses or the bare lamp strip fixtures present a hazard by having exposed lamps subject to breakage above working areas. The quality of light and levels does not meet the present Illuminating Engineering Society of North America (IESNA) lighting quality levels. Some interior fixtures show sign of water damage and degradation of lighting output. The interior lighting should be totally replaced if any significant renovations are performed. The exterior lighting should be replaced with more efficient type fixtures such as Led type which may qualify for utility incentives.

Apparatus Bay Lighting

Emergency/egress lighting may not comply with the present NFPA 101 Life Safety Code standards and should be supplemented with newer LED type fixtures as well as adding additional exit lights where required. The egress lighting needs to be measured with light meter to assure proper levels are met. Additional battery packs will be needed since the present system appears to have some areas which are not covered to the proper level. The facility seems to be lacking in exterior egress lighting. Exterior egress paths will have to be upgraded to meet the NFPA 101 Life Safety Code lighting levels.

Poor Emergency Lighting

FIRE ALARM:

An Ansul system needs to be added to the kitchen hood. A fire alarm system should be installed to protect valuable equipment and personnel.

TELECOMMUNICATION/CCTV:

The telecommunication systems should be upgraded to meet the demands of any renovation. The present system does not comply with the Electronic Industries Alliances (EIA)/Telecommunication Industry Association (TIA) standards which should be met as a result of any renovation. The present system is not equipped with the proper grounding system as prescribed in the standards mentioned above. The cables are not supported properly as describe in the Massachusetts Electrical Code. Proper MDF and IDF rooms should be established to protect the equipment, to include the 911 equipment. Additional telecommunication drops are needed to eliminate the need for draping cables across the floor and walls.

Training room is not equipped for multi-media provision to support training requirements necessary for certificate training. Additional power and Tel/Data drops should be installed to support any additions or renovations to the space.

Meeting Room

Radio antenna and associated cabling should be rerouted and supported properly to protect personnel from hazards associated with standing water on the roof.

Roof Top Antenna and Cabling

EXISTING ELECTRICAL CODE ISSUES:

Egress lighting to be verified and upgraded as needed to meet NFPA 101 Life Safety requirements.
Cabling and Roof clearances.

ELECTRICAL CODE OR STANDARDS AS A RESULT OF A RENOVATION:

Clearance and panel space for distribution panels (527 CMR 12, Massachusetts Electrical Code)
MDF and IDF rooms for telecommunications
Proper support for power and Tel/Data cables
Fire Alarm system
Lighting upgrades
Grounding upgrades for both power and telecommunications

ELECTRICAL RECOMMENDATIONS:

Additional power outlets and circuitry installed to eliminate extension cords and provide necessary isolation.

Exterior lighting upgrades.

Upgrade Tel/Data.

Upgrade service and panels.

Egress lighting upgrades.

CONCLUSIONS:

The existing Public Safety site area that comprises the current Public Safety (Police/ Fire) building is a portion of a larger, contiguous municipal property that includes the Town Offices and Library Building, play fields, parking and various selective municipal uses. The Public Safety site is bounded by Martin Street to the West, Sheppard Memorial Drive to the South, private/ commercial property to the North and municipal parking to the East. The area available for the current Public Safety building within these bounds is approximately 12,580 S.F. which is approximately ¼ acre. The site slopes easterly approximately 8 ft. to 9 ft.

The current Police/ Fire facility is approximately 7,880 S.F. in area with a building footprint of 4,164 S.F. The facility has on grade access at a Lower level and an Upper/ Martin Street level, with steps and ramps required from Martin Street. The existing facility is generally constrained by available land area and adjacent sloping grade.

The proposed Public Safety building is based on the approved Space Needs Assessment for both Police and Fire departments and the projection for a 30 year facility. The proposed Public Safety is programmed at 23,440 S.F. and would require a reasonable footprint of 12,000 S.F., not including exterior aprons at apparatus bays.

Based on the available Public Safety building site area and constraints it is not feasible or reasonable to further consider construction of an appropriate new, Police/ Fire Public Safety program on this site as the proposed facility footprint exceeds the available land area.

Phase 3: Existing Town Building at 30 Martin Street

A. Assessment of Town Offices/ Library Building

B. Sketch Plans

1. Aerial Site Photo
2. Town Offices Building Use Only
3. Library Building Use Only

C. Probable Estimate of Construction Costs

1. Town Offices Building Use Only
2. Library Building Use Only
3. Town Offices & Library

D. Estimate of Operating and Maintenance Costs

1. Town Offices Building Use Only
2. Library Building Use Only
3. Town Offices & Library

DESCRIPTION:

The Town Offices & Library of Essex is a Queen Anne – Shingle style structure. The building has gable roofs, a clock tower with surrounding turrets, the First level façade is made of stone and the upper level has plain and decorative wood shingles. Town Offices occupy the north end of first floor; Town Clerk, Treasurer, and Tax Collector, the Library is housed in the south wing. The Second floor has the Selectman, Assessor's office, Conservation Commission, Health, Building, and Planning departments, storage spaces, and restrooms. The Second floor was originally an Auditorium with a stage. The Basement contains the heating plant, electrical services, a vault and storage. The building was built at the turn of the century; it is approximately 10,528 sq. ft. and is located at 30 Martin Street, Essex, MA.

The front of the site is generally flat and slopes down quickly in the rear to a public baseball field. Parking is provided to the north and south on the site and contains an entry drive that travels under a porte-cochere. A wooden accessible ramp is located on the south side of the building leading to the Library.

EXISTING CONDITIONS:

The building has asphalt roof shingles, wooden gutters, copper downspouts, and cast iron leaders. The roof shingles have allowed some interior leaks as evidenced by fallen plaster from the Second floor ceiling. The wood siding and trim have moss growing on some of its surfaces, which should be removed to hinder further deterioration. The First floor has wood double-hung windows with aluminum storm windows in fair to poor condition. The Second floor has aluminum replacement windows that are not properly sealed or insulated and, as such, air leaks around the frames. The stone façade is in overall good condition. The roof structure is wood timbers, the floor framing is made of wood plank and joists, timber columns are found in the Basement sitting on a concrete floor, and the foundation is stone and rubble. The structure does not appear to contain insulation, as evidenced through openings in the exterior wall or in the attic.

The accessible entrance to the Town Offices is through the Library, whereas the front stairs are steep and the front door is heavy which makes it hard to open. There is no elevator for accessibility to the public Town offices on the Second floor. Toilet rooms, door hardware and signage are all non-compliant with the handicap codes. A grand staircase leads to the Second floor on the north wing. Two narrow and steep stairwells access the Second floor from the south wing and present an increased hazard during emergency egress.

The Town offices are all confined, and storage is limited within each department. Town Clerk is in a small office located by the front door which allows cold air in each time the door is opened. The Health and Planning departments are located in small rooms behind the stage on the Second floor. The stage has no compliant accessible lift. Access to these departments is through a storage area making it difficult reaching them. Access stairs adjacent to these departments are extremely steep and could be considered hazardous. A majority of the Town Offices' archive and general storage are located on the stage, and in the Auditorium balcony. The areas are crowded, appear somewhat disorganized and render the retrieval of records difficult. The interior finishes are painted plaster walls and ceilings, hardwood floors, some offices have suspended acoustical ceilings, and the Library floor is carpeted. Finishes in general are significantly worn.

CONCLUSIONS:

The roof needs repair or replacement to stop the interior leaks. Interior water damage needs repair. Mold may be present from prolonged moisture intrusion and will have to be abated. Moss on the exterior siding should be removed and the siding cleaned to arrest further deterioration. The Second floor windows should be sealed or caulked to eliminate air and moisture intrusion. First floor windows should be replaced or at a minimum receive repair work to make them all operational. The gutters and downspouts appear functional. The rain leaders tie to an underground drainage system, the condition of the system is concealed underground and is unknown at this time. Overall the building, given its age, is in fair to poor condition with necessary repairs continuing to accumulate as a result of deferred maintenance. The interior finishes should all be repaired, updated, painted and all worn carpeting replaced. Future renovations will require a hazardous material assessment of the building to identify any potential hazardous materials and to ensure the safety of any workers involved with its alterations. Repairs, cleaning, sealing, and added insulation will improve the general interior comfort of the building, lower energy costs, and eventually prolong the building's usefulness. There is a propensity for buildings of this age, construction and details to require significant annual investment to maintain the building and building envelope in a consistent weathertight condition. Further investments would be necessary to achieve a thermally and energy efficient envelope condition.

The building requires an elevator for accessibility to the Second floor and Basement and probable ramping of all public entrances including front entrance unless a variance is achieved. Locating an elevator on the exterior on the exterior of the building, in all likelihood will not be allowed by local and state historical commissions as would alter the historic appearance of the building. Locating the elevator to the interior of the building will be more acceptable to the commission though the structure, interior circulation, mechanical and electrical services all must be considered in its placement and design. Complete accessibility compliance will need to be implemented and corrected if the work performed is 30% or more of the full and fair value of the building, which is probable. Corrections would involve; the handrails of the exterior ramp exceed four feet in width, the handrails do not have 12" extensions at the ends, door hardware do not have lever handles, all doorways do not have required clearances, public counters do not have an accessible area, public toilet rooms are not accessible, and signage is not compliant.

CODE REVIEW:

The proposed repairs to the building have been reviewed within the provisions of Chapter 34 of the MA Building Code, the International Existing Building Code (IEBC) 2009 and MA Amendments to the IEBC. The primary code features and impacts to the proposed repair are as follows:

Method of determining compliance with the IEBC shall be either the Prescriptive Compliance Method (Chapter 3) or Work Area Compliance Method (Chapters 4-12).

Similar to description and explanation of these code compliance options provided in the Code Review for the existing public safety facility the suggested method of code compliance for future repairs and alterations would be the prescriptive compliance method. Refer to the code review for the public safety building for additional explanation of the variable of each compliance method.

PROPOSED TOWN OFFICES/ LIBRARY RE-USE:

Options were evaluated of the existing Town Offices for continued re-use as (1) Town Offices and Library, (2) as Town Offices alone, and (3) as Library alone. The combination of Town Offices and Library required program spaces that total 17,850 gross square feet, utilizing common and shared spaces. Town Offices alone total 7,330 GSF and Library alone equals 9,140 GSF. The existing Town Offices/Library building on three floors has approximately 3,110 square feet on the First, Second and Basement floors totaling 9,330 GSF. Option 1: The existing square footage of the building will not provide the required spaces for a new combined Town Offices/Library. To meet the required program square footage, an addition would need to be built to the existing structure. Local and state approvals would be required from the Historic Commissions for any addition to be considered. Matching the architecture of Queen Anne – Shingle style period would be costly compared to contemporary or traditional construction methods. The land surrounding the Town Offices/Library is occupied with small parking areas to the east and west of the building, and a steep grade that leads down to a public baseball field to the south, that permits very little room for a building expansion. Option 1 does not provide a feasible alternative.

Options 2 & 3 present sketches (see Appendix) that comply with the spatial needs of the Town Offices alone and the Library alone. Both options require moving one of the current building occupants completely off-site to make room for the other occupant/ use to satisfy its program. An elevator is required for both options, along with all ADA upgrades, code compliances, building shell improvements, and the on-going maintenance of the aging building.

Consideration is given to moving the Town Offices and/ or Library to the existing Public Safety building at 24 Martin Street. The floor area of the existing Public Safety building is approximately 4,630 square feet. The new Town Offices and Library program will require a building addition of more than triple the existing area to accommodate the new spaces. The existing site is too small to provide the area to contain the required addition and parking. Consideration was also given to expanding the building upward with additional floors, yet the existing structure was not designed to carry additional loads, soil bearing capacity is unknown at this time, and seismic code considerations would necessitate a complete reconstruction of the structure, making the cost prohibitive. This option does not present a reasonable alternative and subsequent higher inherent maintenance costs due to historic nature of building, building materials and structure.

Town Offices Entrance

Selectmen's Office

Selectmen's Office

Building Department

Assessor's Office

Health Department

Clerk's Office

Library

Lobby

Water Damaged Ceiling

Damaged Plaster Ceiling

Crowded Access to Planning Department

Lack of Organized Storage Space

Damaged Plaster Ceiling

Steep Access Stairs

EXISTING CONDITIONS:

FIRE PROTECTION: There is currently no automatic fire sprinkler system. One (1) fire extinguisher is located in the First floor corridor, the Library entrance, and at the end of the Hallway on the Second floor. Another extinguisher is located in the Basement. No other extinguishers were noticed during the survey nor were any recorded in photos taken. Due to the combustible structure of the building, piled storage of boxes, files and town material throughout the building in non public and public areas, along existing stage draperies on the Second floor, a definite fire hazard exists.

STORM DRAINS/DOWNSPOUTS: All rainwater is diverted to gutters and downspouts at multiple locations. There is much evidence throughout the building of water damage to the structure, plaster ceilings and walls, wood floors and Basement areas. This is an indication of countless leaks in the existing roof and inadequate flow of water thru the gutters and downspouts to grade.

PLUMBING: A four (4) inch sanitary line exits the building from the West side of the Basement. A 5/8 inch cold water supply enters the Basement on the North side. A water meter, pressure relief valve and main shut off valve are part of the water service. The cold water supply main increases to ¾ inch as it feeds the building. The main shut off valve is rusted to the point of being inoperable. Hot water is produced by an oil fired hot water heater adjacent to the main heating boiler in the South part of the Basement. This area has two (2) existing masonry chimneys which run up thru the building. The East chimney is abandoned while the West chimney is still being used to vent the boiler and hot water heater. Four (4) 330 gallon oil storage tanks are located in this area with fill/vent lines up to grade outside the South side of the building near the Library handicapped access ramp. The First floor Lobby has a single electric water cooler (non ADA compliant) opposite the Treasurer's office. Off the corridor between the Library and Lobby there is a single water closet and cabinet mounted lavatory both of which are non ADA compliant. This is the only toilet facility on the First floor. The men's and women's toilets are located on the Second floor. The men's toilet has two (2) water closets, one (1) urinal, two (2) cabinet mounted lavatories and one (1) floor drain. The women's toilet has two (2) water closets, two (2) cabinet mounted lavatories and one (1) floor drain. None of the fixtures along with the mirrors in either men's or women's toilets are ADA compliant. In addition there is no elevator to the Second floor, which requires use of the stairs to access these facilities. There is one exterior hose bibb located at the NW corner of the building, and one at the NE corner. Neither is code compliant. Visible hot water piping in the Basement appears to have only fiberglass insulation. However inaccessible areas cannot be accounted for.

HVAC: Heat is primarily generated via an existing oil fired 15 psi boiler and hot water generator located in the Basement. The bulk of the building has cast iron steam radiators, most without any protective safety shrouds. Newer baseboard hot water radiators are installed in some Second floor offices located in the Old Meeting Hall and fed from a smaller, oil fired furnace in the basement. The First floor Treasurer's office has a vertical steam pipe running to the floor above with no insulation or protective guards. Damage to wood flooring, woodwork, and plaster can be seen throughout the building due to steam leakage in piping and the radiators themselves. All existing windows are wood sash with single glass panes resulting in massive air infiltration and increased heating/cooling loads. The only cooling is provided by multiple window A/C units throughout the offices. No ventilation with outside air exists. The single lavatory on the First floor has a tiny inadequate exhaust fan which is ducted to an unknown area. The Second floor men's and women's toilets have no ventilation, except windows. There are signs posted in the women's room to not open any windows. Visible heating piping in the Basement and throughout the building appears to have only fiberglass insulation. However, inaccessible areas cannot be accounted for

RECOMMENDATIONS:

1.) For life safety reasons, an automatic sprinkler system should exist in any Public facility such as a Town Offices. However, due to the design and type of the current structure this would be very difficult, impractical and expensive to install. In addition, the current building interior layout results in a cramped condition of personnel, furniture and equipment which could prove to be a safety hazard in the event an emergency evacuation is required. Any attempt to provide the current facility with an automatic fire sprinkler system would be wasted resources.

2.) The current plumbing system, fixtures and rooms are far from code and ADA compliance. They also present a drab and dreary appearance that does not reflect well on the community nor its town officials. They also fall far short of current water and energy conservation guidelines. Any attempt to renovate these systems would result in a major expense and still not provide adequate facilities an installation such as this requires.

3.) The current heating system is antiquated and does not meet current energy conservation code requirements, nor does the use of window A/C units. Inadequate comfort throughout the building is also a result. Current ASHRAE ventilation requirements are not even close to being met. No properly designed exhaust systems for the toilet rooms becomes a possible matter for the health department to investigate. Any attempt to renovate these systems would be an exercise in futility.

From a mechanical standpoint it is recommended that town use of the building be abandoned and the facility sold to a person or organization who would be interested in restoring the facility for its historic value. The Town would be well advised to build new facilities at another location which would be better suited to serve as a functioning Town Offices. Any attempt to renovate the existing facilities from a mechanical standpoint alone would be cost prohibitive and result in sub standard systems.

EXISTING CONDITIONS

ELECTRICAL SERVICE AND DISTRIBUTION:

The Service consists of a 400A 120/208 rated assembly. The assembly is comprised of a single 320A meter socket and four separate General Electric main breakers ranging from 60A to 100A. Sub panels are fed from each of these main breakers with locations to include basement, Library, stage, and second floor. They have been some upgrades to the distribution system in the stage and basement. The existing wiring methods consist of mainly conduit and wire to main panels and metal clad cables with non-metallic cable (Romex) located in the offices constructed in the previous auditorium/stage area.

Existing Main Service

Original/ Existing Lighting

A minimum number of power outlets are available and many work stations are serviced by extension cords. Several of the areas such as the Treasurers' office have ungrounded circuits and outlets.

Ungrounded Electrical Reciprocal

LIGHTING:

The majority of the lighting consists of surface mounted two lamp florescent fixtures. The lamping consist of T12 technology. Many of the lenses are missing and/or in disrepair. Several areas have incandescent fixtures with screw in type fluorescent lamps.

Obsolescent/ Inefficient Lighting

Emergency/egress lighting consists of battery packs and remote heads. There exists few illuminated exit signs.

Non-illuminated Exit Sign and Non-Code Compliant Alarm Height

FIRE ALARM:

The fire alarm system is a First Alert by Sonitrol combination security/fire alarm system. The building has minimum smoke detection covers. The notification system is localized and appears to be horn/strobe type. Bathrooms are not equipped with notification devices. Manual pull stations are located at some of the exit doors.

Fire Alarm Panel

TELECOMMUNICATION:

Telecommunications are not housed in any formal MDF or IDF rooms. Data/ network equipment is housed in the Town Manger's office on dedicated electrical circuits. Air conditioning for the data/ network equipment is accomplished by wall mounted stand alone air conditioner. The central telephone service equipment is located in the Basement and is distributed via homerun cabling to each office phone location. The data/ network and phone infrastructure is distributed via exposed cable with make shift supports. Most occupied areas are equipped with some Tel/Data outlets mainly in surface mounted devices.

Computer/ Server and I.T. Equipment

DEFICIENCIES

ELECTRICAL SERVICE AND DISTRIBUTION SYSTEMS:

The service is outdated and needs to be replaced especially if any substantial renovation or addition is implemented. Many of the components are obsolete and show sign of corrosion. The service should be replaced with a new main distribution panel since the present arrangement is two breakers shy of the maximum allow six separate operations before a main breaker is necessary, therefore the present arrangement greatly limits the ability to expand the distribution system which is necessary for any renovation or expansion. An increase to the 320A service may be necessary dependent on the renovation and upgrades to equipment. The sub-panels are lacking circuit capacity for the most part, which would allow isolation for critical equipment. The present circuit capacity is limited and does not allow proper isolation which would reduce nuisance tripping. The present location of these sub-panels will not meet the present code concerning clearances and would have to be relocated to meet the new criteria. Therefore, the entire distribution system will need to be replaced to accommodate any renovation.

Typical Service Panel

The facility is limited in the amount of outlets to isolate equipment and areas. Isolation is needed to eliminate the nuisance tripping of circuits in one department that may affect other departments. The non grounded outlet will need to be replaced as well as the circuit that feeds it. Presently these ungrounded circuits may not be offering the proper level of protection for sensitive electronic equipment. Additional outlets should be added to eliminate the need for extensive amount of extension cords.

Many of the branch circuit cables are not supported properly nor recommended for commercial installations. These branch circuits will have to be replaced and supported properly to accommodate any renovations to comply with the Massachusetts Electrical Code.

Existing Exposed Electrical/ Data Wiring

LIGHTING:

Most of the lighting is inadequate. The present lighting is energy inefficient and would not comply with the present energy codes or the Massachusetts Stretch Code. The missing lenses or the bare lamp strip fixtures present a hazard by having exposed lamps subject to breakage above working areas. The quality of light and illumination levels does not meet the present Illuminating Engineering Society of North America (IESNA) lighting quality levels. Some interior fixtures show sign of water damage and degradation of lighting output. The interior lighting should be totally replaced if any significant renovations are performed. The exterior lighting should be replaced with more efficient type fixtures such as Led type which may qualify for utility incentives.

Existing Light Fixture

Emergency/egress lighting may not comply with the present NFPA 101 Life Safety Code standards and should be supplemented and some of the older exits lights replaced with newer LED type fixtures as well as adding additional exit lights where only signs exist. The egress lighting needs to be measured with light meter to assure proper levels are met. Additional battery packs will most likely be needed since the present system appears to have some areas which are not covered to the proper level. Exterior egress paths will have to be upgraded to meet the NFPA 101 Life Safety Code lighting levels. Some of the exterior lighting is in disrepair.

Existing Emergency Light Fixture

Non-Illuminated Exit Signage

FIRE ALARM:

The present Fire Alarm as constituted will not meet the present 8th edition Massachusetts Building Code, NFPA 72, and ADA requirements. The present system would have to be upgraded or replaced to accommodate any renovation. The notification devices presently installed in the facility lack the proper coverage to meet the present codes and would have to be supplemented to comply. Detection would also have to be supplemented to the extent needed depending on whether or not the renovation requires the facility to be sprinkled or not. Pull station need to be installed by all egress doors.

Missing Fire Alarm Pull Station

TELECOMMUNICATION:

The telecommunication systems should be upgraded to meet the demands of any renovation. The present system does not comply with the Electronic Industries Alliances (EIA)/Telecommunication Industry Association (TIA) standards which should be met as a result of any renovation. The present system is not equipped with the proper grounding system as prescribed in the standards mentioned above. The cables are not supported properly as describe in the Massachusetts Electrical Code. Proper MDF and IDF rooms should be established to protect the equipment. Additional telecommunication drops are needed to eliminate the need for draping cables across the floor and walls.

Insufficient Electrical Receptacles and Exposed I.T. Communication Cabling

Existing Loose Wiring

EXISTING ELECTRICAL CODE ISSUES:

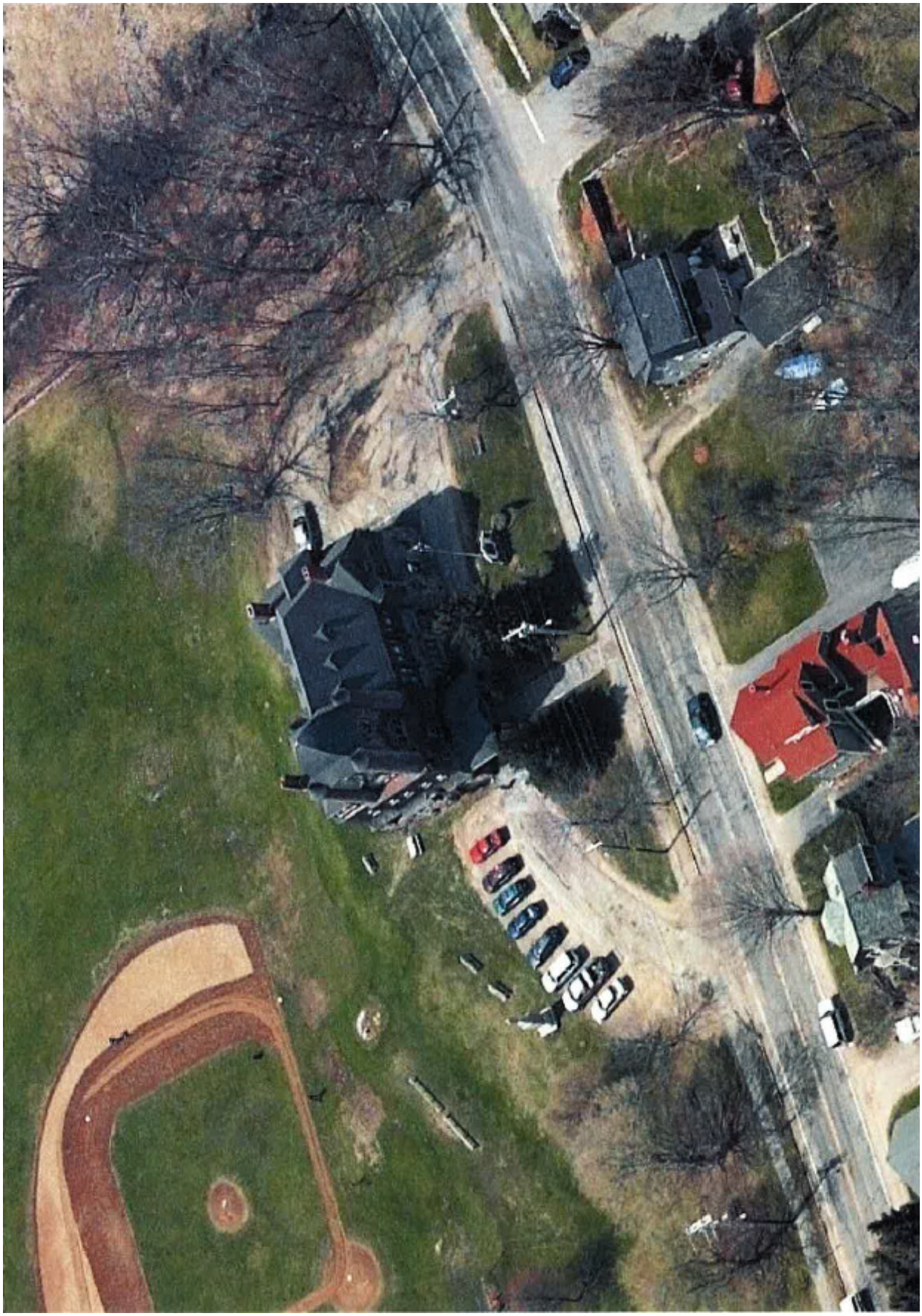
Egress lighting to be verified and upgraded as needed.
Audio/visual fire alarm devices added to meet present code coverage.
Fire alarm system tested.

ELECTRICAL CODE OR STANDARDS AS A RESULT OF A RENOVATION:

Clearance and panel space for distribution panels (527 CMR 12, Massachusetts Electrical Code)
Main Distribution Frame (MDF) and Intermediate Distribution Frame (IDF) (I.E. data/ network equipment) rooms for telecommunications
Proper support for power and Tel/Data cables
Fire Alarm upgrades
Lighting upgrades
Grounding upgrades for both power and telecommunications

ELECTRICAL RECOMMENDATIONS:

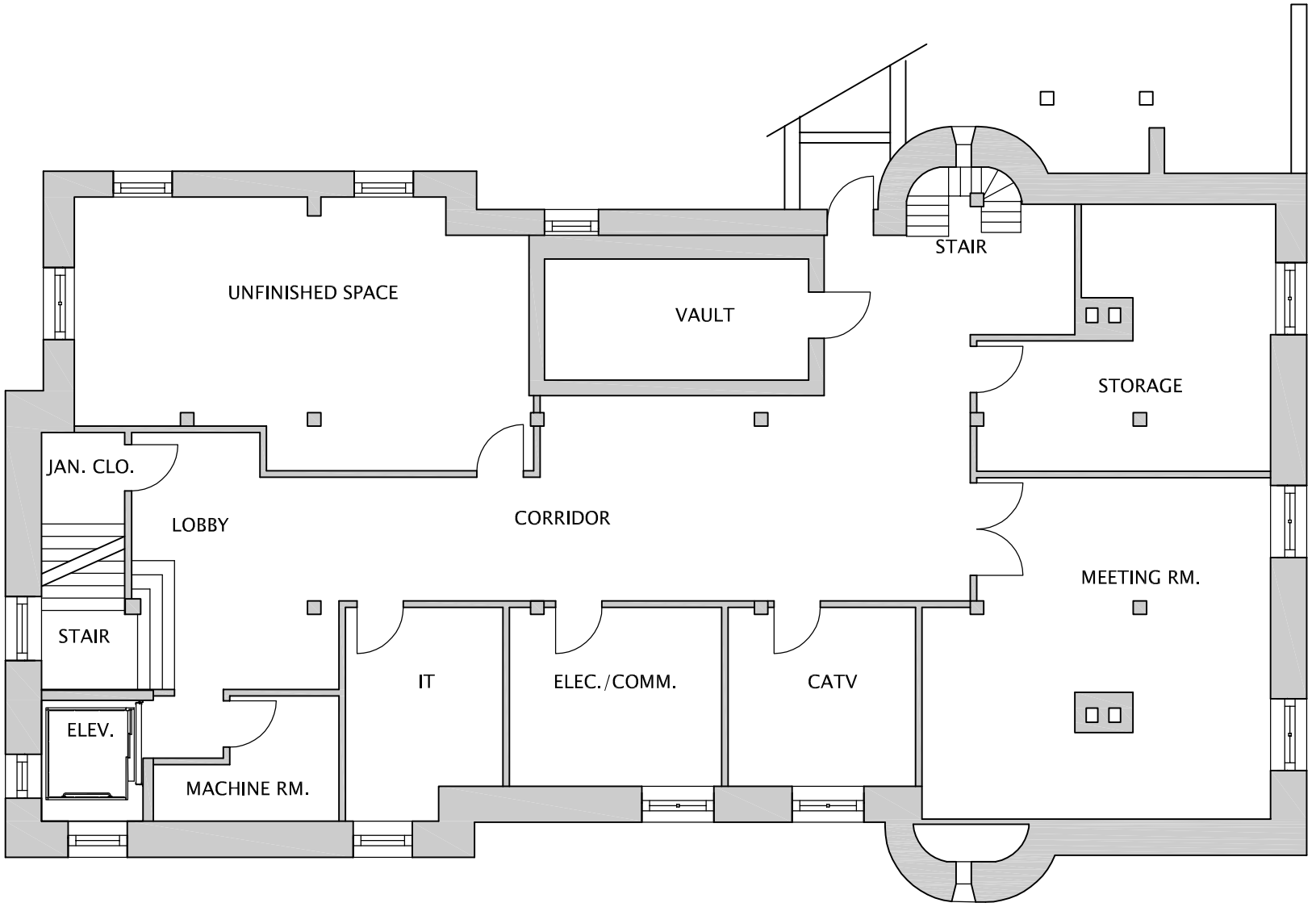
Additional power outlets and circuitry installed to eliminate extension cords and provide necessary isolation.
Exterior lighting upgrades.
Upgrade Tel/Data.
Upgrade service and panels.
Egress lighting upgrades.



Proposed Renovations for Town Offices

at

30 Martin Street



April 30, 2012

Phase 3-31

REINHARDT ASSOCIATES, INC.

REINHARDT ASSOCIATES

- ARCHITECTS
- ENGINEERS
- PLANNERS
- PROJECT MANAGEMENT

400 MAIN STREET, ADAMS MA
TEL.: 413.743.9500
WWW.REINHARDTASSOC.COM

STAMP :

SCALE: 3/32"=1'-0"
PROJ. NO: 10-2119
DRAWN: K.T.
CHECKED: JMac
DATE: 9/28/11
FILE NAME:
REV:
REV:

PROJECT TITLE :

MUNICIPAL BUILDING STUDY

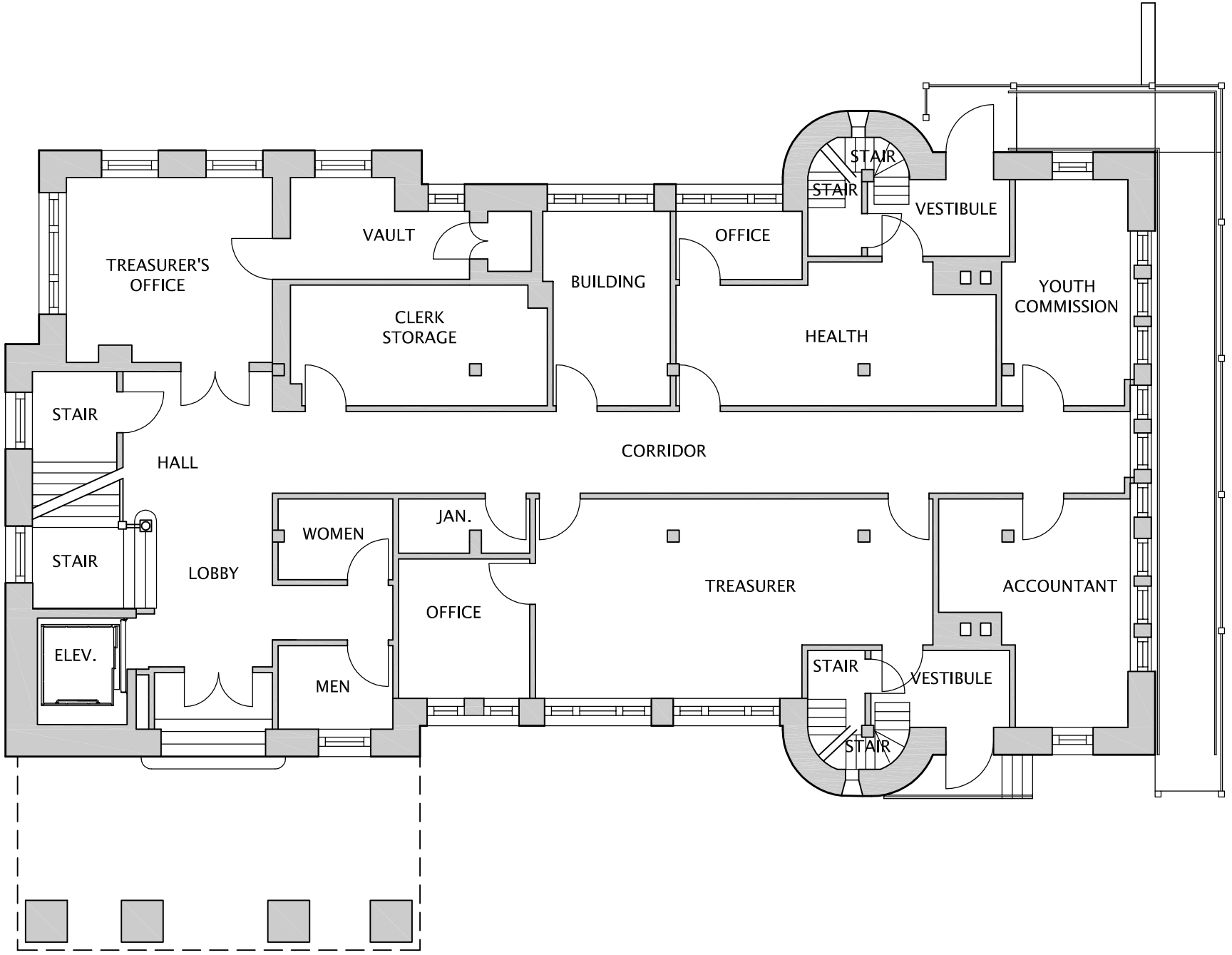
ESSEX, MA

DRAWING :

PROPOSED TOWN OFFICES BASEMENT FLOOR PLAN

SHEET :

p.TO.1



April 30, 2012

Phase 3-32

REINHARDT ASSOCIATES, INC.

REINHARDT ASSOCIATES

- ARCHITECTS
- ENGINEERS
- PLANNERS
- PROJECT MANAGEMENT

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FILE NAME:
REV:
REV:

PROJECT TITLE :

MUNICIPAL BUILDING STUDY

ESSEX, MA

DRAWING :

PROPOSED TOWN OFFICES FIRST FLOOR PLAN

SHEET :

p.TO.2

REINHARDT ASSOCIATES
- ARCHITECTS
- ENGINEERS
- PLANNERS
- PROJECT MANAGEMENT

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DATE: 9/28/11
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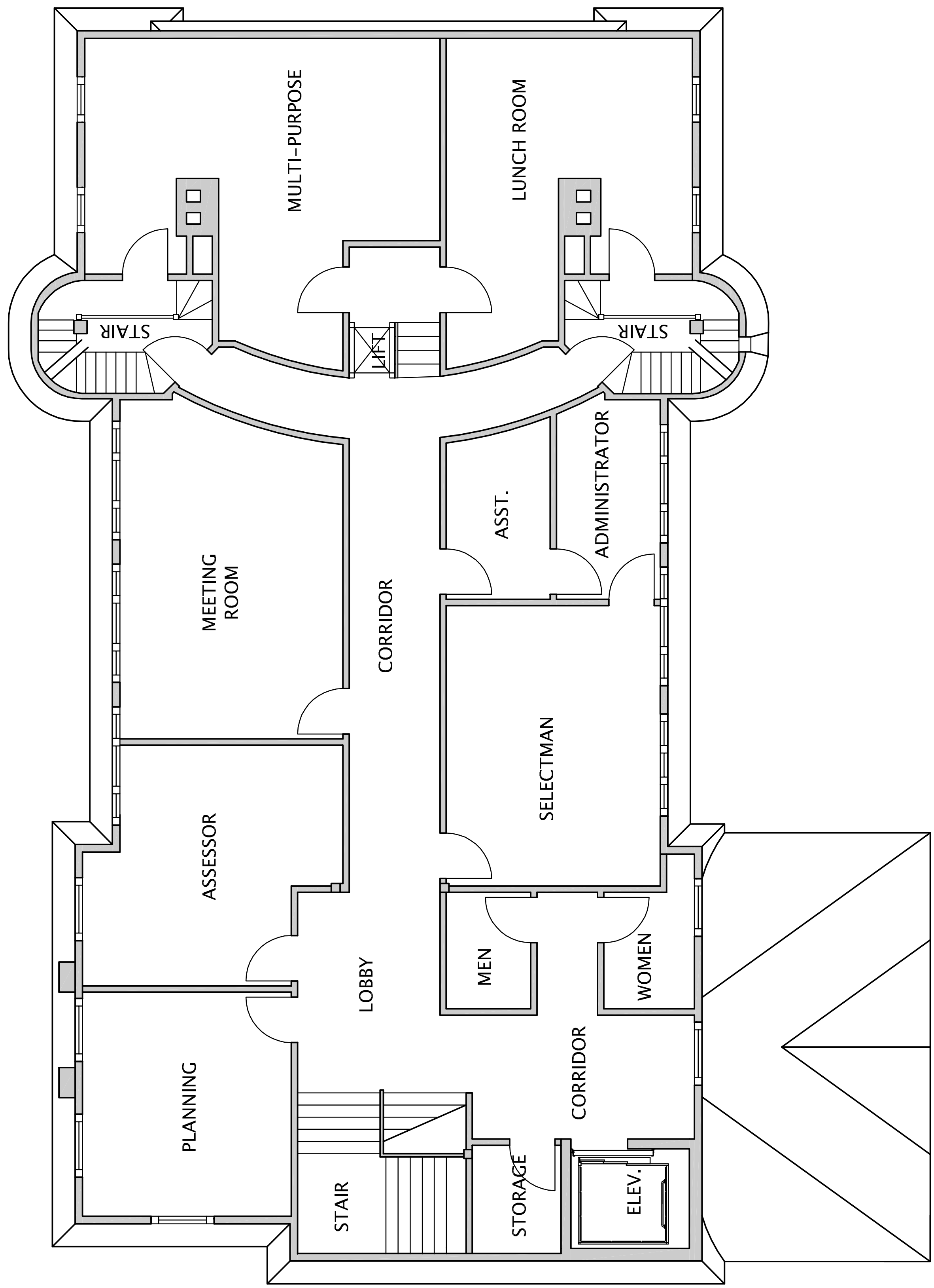
REV:

PROJECT TITLE :
MUNICIPAL BUILDING STUDY
ESSEX, MA

DRAWING :
PROPOSED TOWN OFFICES SECOND FLOOR PLAN

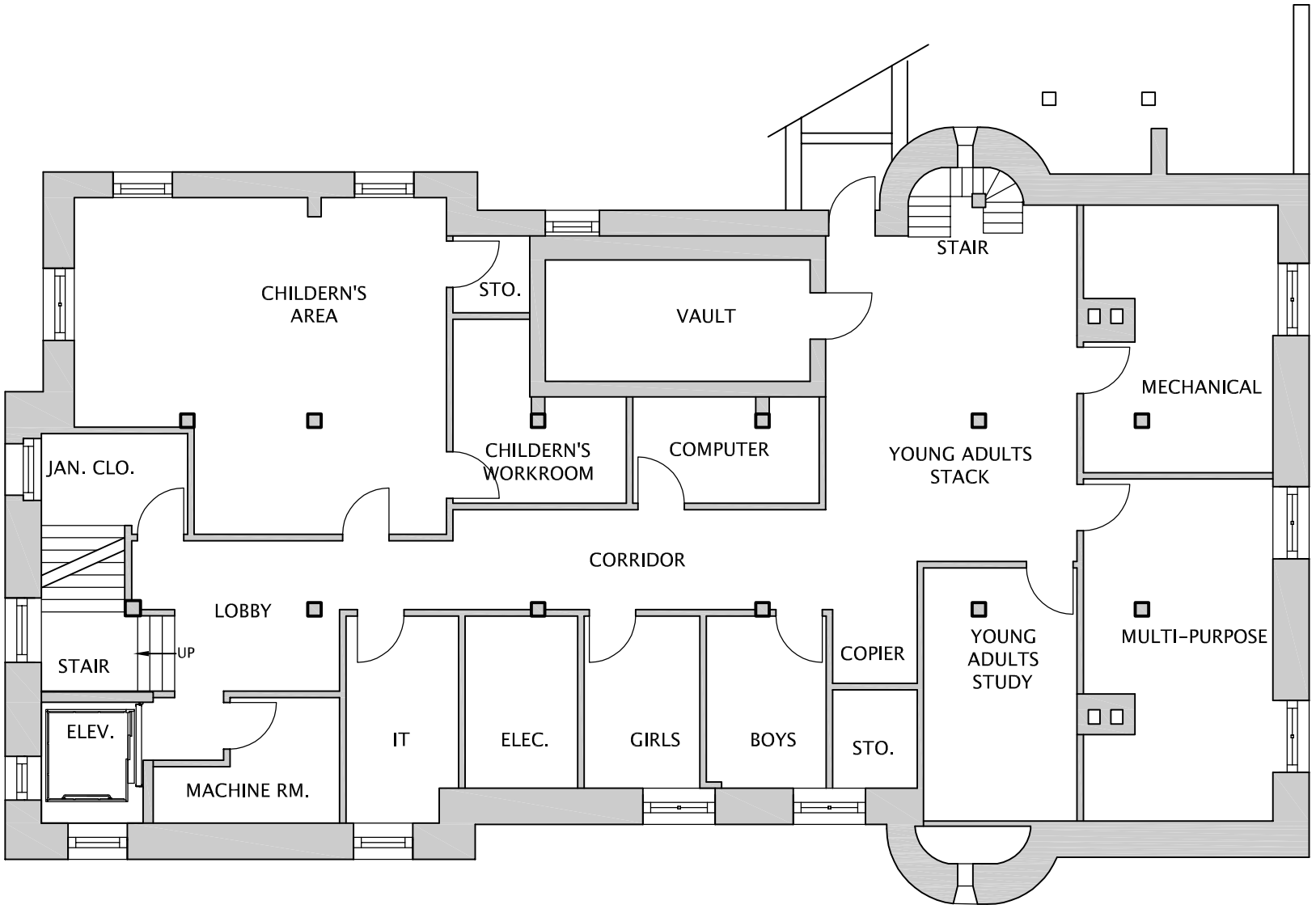
SHEET :
p.TO.3



Proposed Renovations for Library

at

30 Martin Street



REINHARDT ASSOCIATES
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DRAWN: K.T.
CHECKED: JMac
DATE: 9/28/11
FILE NAME:
REV:
REV:

PROJECT TITLE :

MUNICIPAL BUILDING STUDY

ESSEX, MA

DRAWING :

PROPOSED LIBRARY

BASEMENT FLOOR PLAN

SHEET :

p.L.1

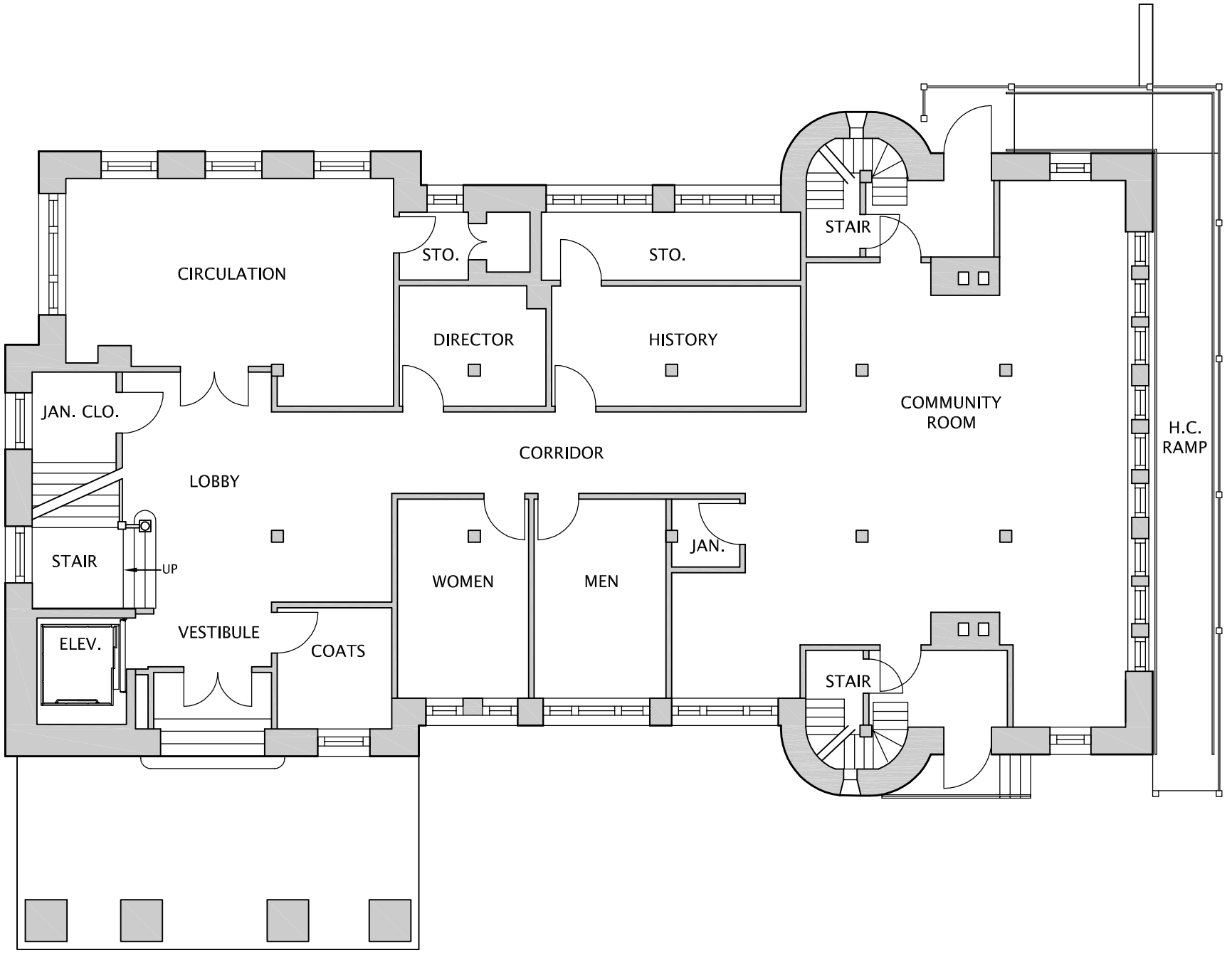
April 30, 2012

Phase 3-34

REINHARDT ASSOCIATES, INC.

April 30, 2012

Phase 3-35



REINHARDT ASSOCIATES, INC.

REINHARDT ASSOCIATES

- ARCHITECTS
- ENGINEERS
- PLANNERS
- PROJECT MANAGEMENT

STAMP :

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DATE: 9/28/11
FILE NAME:
REV:
REV:

PROJECT TITLE :

MUNICIPAL BUILDING STUDY

ESSEX, MA

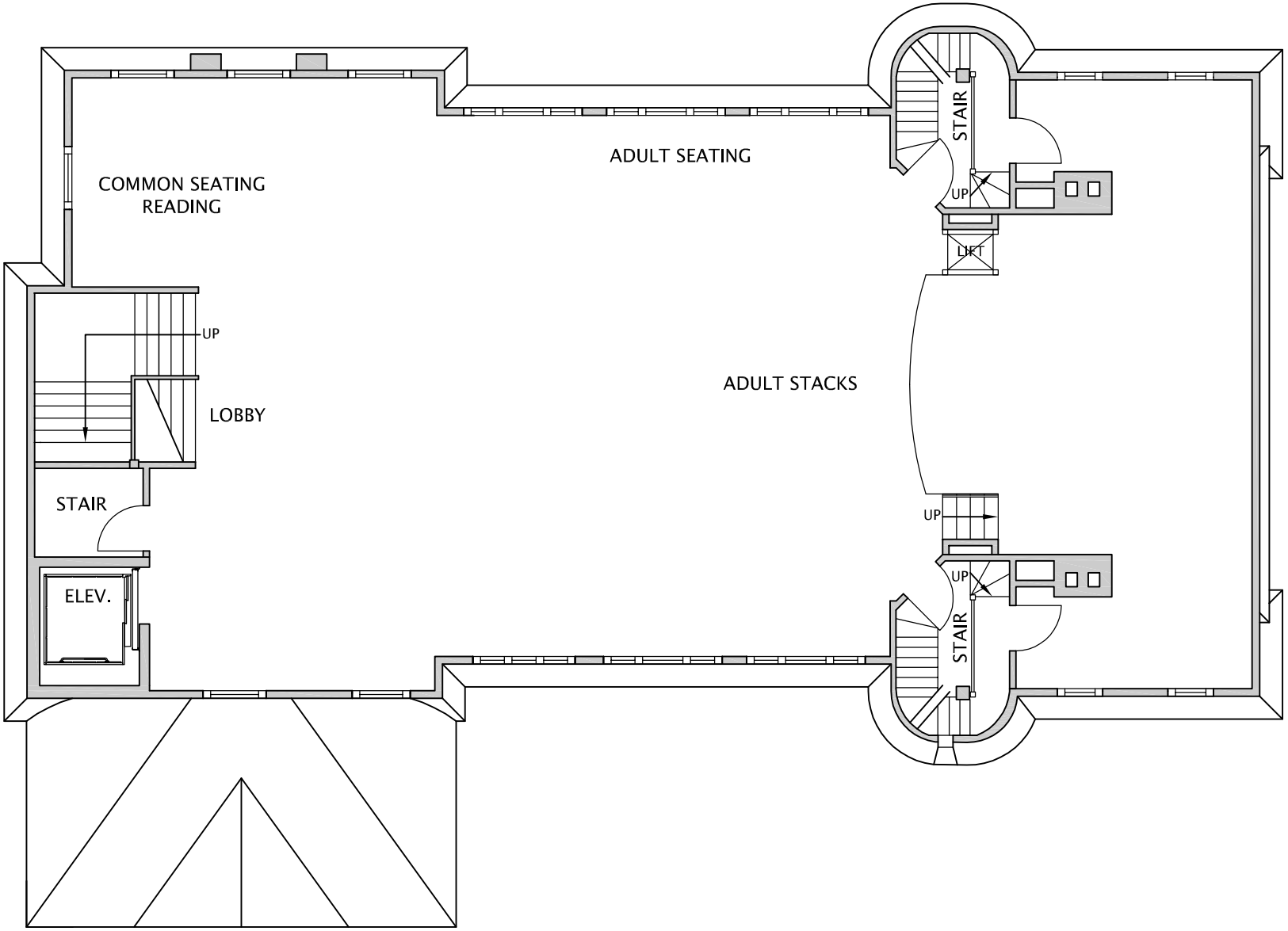
DRAWING :

PROPOSED LIBRARY

FIRST FLOOR PLAN

SHEET :

p.L.2



April 30, 2012

Phase 3-36

REINHARDT ASSOCIATES, INC.

REINHARDT ASSOCIATES

- ARCHITECTS
- ENGINEERS
- PLANNERS
- PROJECT MANAGEMENT

400 MAIN STREET, ADAMS MA
TEL. : 413.743.9800
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STAMP :

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DRAWN: K.T.
CHECKED: JMac
DATE: 9/28/11
FILE NAME:
REV:
REV:

PROJECT TITLE :

MUNICIPAL BUILDING STUDY

ESSEX, MA

DRAWING :

PROPOSED LIBRARY

SECOND FLOOR PLAN

SHEET :

p.L.3

1.	**SITE WORK**		
	a. General Site Work/ Site Development (Allowance)	$ 52,000.	
2.	**GENERAL CONSTRUCTION**		
	a. Recommended Exterior Envelope Repairs[1]:	$ 1,740,700.	
	b. Renovate 7020 S.F. Existing Interior @ $145 / SF =	1,046,000.	
	c. Renovate 3510 S.F. Non-Occupied Basement @ $60 / SF =	217,600.	
	d. Install New Fire Protection / Sprinklers:	93,000.	
	e. Install new 3-Stop Hydraulic Elevator (Interior):	118,500.	
	f. Upgrade / Repair Floor Structure for Office Loads:	26,000.	
	g. Replace Minimum 1 Egress Stair:	33,000.	
	Sub Total:		$ 3,326,800.
3.	**CONSTRUCTION FACTORS**		
	a. Study Phase Contingency @ 15% =	$ 499,000.	
	Sub Total:		$ 3,825,800.
	b. Escalation to Mid Point Construction (8/15) @ 24% =	$ 1,033,000.	
	Sub Total:		$ 4,858,800.
	c. Construction/ Change Contingency @ 5% =	$ 243,000.	
4.	**TOTAL PRELIMINARY CONSTRUCTION BUDGET:**		**$ 5,101,800.**

NOTE[1]: Estimated cost derived from 2009 Estimate prepared by McGinley Kalsow & Associates, LLP.

5. PROJECT DEVELOPMENT

a.	Architectural / Engineering Services (per DCAM):	$ 433,000.	
b.	Owner's Project Manager	150,000.	
c.	Site Survey	8,000.	
d.	Wetland Scientists	N/A	
e.	Geotechnical Engineer / Borings	5,000.	
f.	Legal / Bonding Counsel	By Town	
g.	Printing / Reproduction	45,000.	
h.	Legal Advertising / Bid	1,000.	
i.	Clerk of the Works (See Owner's Project Manager)		
j.	Construction Materials Testing	20,000.	
k.	Furniture, Fixtures & Equipment (Allowance)	140,000.	
	1) Tel / Data Systems (Est.)	50,000.	
l.	Moving/ Temporary Relocation Expenses (10 mo.)	540,000.	
m.	Commissioning	30,000.	
n.	Project Development Contingency @ 5%	63,000.	
o.	Project Development Escalation @ ~ 27%	284,000.	
	Sub Total:	$ 1,781,000.	

6. PROBABLE BUDGET ESTIMATE OF PROJECT COSTS $ 6,882,800.

7. ALTERNATE BIDS

a.	Increase Parking (+20 Spaces)	$ 76,000.

8. QUALIFICATIONS

a. This Estimate of Probable Project Cost is based on following assumptions:

1) Normal Construction schedule has been used to prepare the Estimate.

2) Premium time costs are not included. Costs are based on forty hour work week, Monday thru Friday.

3) This Estimate is based on prevailing wage rates.

4) No costs are included for disposal or remedial work on contaminated soil.

5) No costs are included for abatement of hazardous materials.

6) Items that could impact this Estimate are:

a) Unforeseen subsurface conditions

b) Restrictive technical specification

c) Non-competitive bid conditions (less than five qualified bids)

d) Sole source specification of materials or products

e) Delays beyond a Project scheduled February 2015 bid date

f) Accelerated completion

g) Restrictive phasing and extended construction schedule.

h) Partial Owner occupancy of Project site.

7) This opinion of Probable Budget Estimate of Project Cost is made on the basis of the experience, qualifications and best judgment of RAI's professional staff. This Estimate is for budget purposes only; actual construction value is determined after the completion of the Construction Documents and the Bid Award process. Variance of +/- 5% of the estimate amount is probable.

1.	**SITE WORK**		
	a. General Site Work/ Site Development (Allowance)	$ 52,000.	
2.	**GENERAL CONSTRUCTION**		
	a. Recommended Exterior Envelope Repairs[1]:	$ 1,740,700.	
	b. Renovate 7020 S.F. Existing Interior @ ~ $149/ SF =	1,046,000.	
	c. Renovate 3510 S.F. Non-Occupied Bsmt. @ ~ $196/ SF =	688,600.	
	d. Install New Fire Protection / Sprinklers:	93,000.	
	e. Install new 3-Stop Hydraulic Elevator (Interior):	118,500.	
	f. Upgrade Floor Structure for New Library Loads:	96,000.	
	g. Replace Minimum 1 Egress Stair:	33,000.	
	Sub Total:		$ 3,867,200.
3.	**CONSTRUCTION FACTORS**		
	a. Study Phase Contingency @ 15% =	$ 580,100.	
	Sub Total:		$ 4,447,300.
	b. Escalation to Mid Point Construction (9/16) @ 27% =	$ 1,200,800.	
	Sub Total:		$ 5,648,100.
	c. Construction/ Change Contingency @ 5% =	$ 282,400.	
4.	**TOTAL PRELIMINARY CONSTRUCTION BUDGET:**		**$ 5,930,500.**

NOTE[1]: Estimated cost derived from 2009 Estimate prepared by McGinley Kalsow & Associates, LLP.

5. PROJECT DEVELOPMENT

a.	Architectural / Engineering Services (per DCAM):	$ 504,000.
b.	Owner's Project Manager	150,000.
c.	Site Survey	8,000.
d.	Wetland Scientists	N/A
e.	Geotechnical Engineer / Borings	5,000.
f.	Legal / Bonding Counsel	By Town
g.	Printing / Reproduction	45,000.
h.	Legal Advertising / Bid	1,000.
i.	Clerk of the Works (See Owner's Project Manager)	
j.	Construction Materials Testing	20,000.
k.	Furniture, Fixtures & Equipment (Allowance)	180,000.
	1) Tel / Data Systems (Est.)	50,000.
l.	Moving/ Temporary Relocation Expenses (10 mo.)	540,000.
m.	Commissioning	30,000.
n.	Project Development Contingency @ 5%	75,000.
o.	Project Development Escalation @ ~ 27%	298,000.
	Sub Total:	$ 1,906,300.

6. PROBABLE BUDGET ESTIMATE OF PROJECT COSTS $ 7,836,800.

7. ALTERNATE BIDS

a.	Lower Grade/ Reconst. Basement East Wall for Walkout	$ 190,000.
b.	Increase Parking (+20) Spaces	76,000.

8. QUALIFICATIONS

a. This Estimate of Probable Project Cost is based on following assumptions:

1) Normal Construction schedule has been used to prepare the Estimate.

2) Premium time costs are not included. Costs are based on forty hour work week, Monday thru Friday.

3) This Estimate is based on prevailing wage rates.

4) No costs are included for disposal or remedial work on contaminated soil.

5) No costs are included for abatement of hazardous materials.

6) Items that could impact this Estimate are:

a) Unforeseen subsurface conditions

b) Restrictive technical specification

c) Non-competitive bid conditions (less than five qualified bids)

d) Sole source specification of materials or products

e) Delays beyond a Project scheduled January 2016 bid date

f) Accelerated completion

g) Restrictive phasing and extended construction schedule.

h) Partial Owner occupancy of Project site.

7) This opinion of Probable Budget Estimate of Project Cost is made on the basis of the experience, qualifications and best judgment of RAI's professional staff. This Estimate is for budget purposes only; actual construction value is determined after the completion of the Construction Documents and the Bid Award process. Variance of +/- 5% of the estimate amount is probable.

1.	**SITE WORK**		
a.	General Site Work/ Site Development (Allowance)	$ 52,000.	
1)	Increase Parking (+20 Spaces)	62,000.	
2.	**GENERAL CONSTRUCTION**		
a.	Recommended Exterior Envelope Repairs[1]:	$ 1,740,700.	
b.	Renovate 7020 SF Existing Interior @ ~ $145/ SF =	1,046,000.	
c.	Renovate 3510 SF Non-Occupied Basement @ ~ $62/ SF =	219,600.	
d.	Construct New 10,600 SF Addition (2 Fls.) @ $258/ SF =	2,734,800.	
d.	Install New Fire Protection/ Sprinklers:	93,000.	
e.	Install New 3-Stop Hydraulic Elevator (Interior):	104,000.	
g.	Replace Minimum 1 Egress Stair:	33,000.	
	Sub Total:		$ 6,085,100.
3.	**CONSTRUCTION FACTORS**		
a.	Study Phase Contingency @ 20% =	$ 1,217,000.	
	Sub Total:		$ 7,302,100.
b.	Escalation to Mid Point Construction (5/15) @ 20% =	$ 1,460,400.	
	Sub Total:		$ 8,762,500.
c.	Construction/ Change Contingency @ 5% =	$ 438,100.	
4.	**TOTAL PRELIMINARY CONSTRUCTION BUDGET:**		**$ 9,200,600.**

NOTE[1]: Estimated cost derived from 2009 Estimate prepared by McGinley Kalsow & Associates, LLP.

5. PROJECT DEVELOPMENT

a.	Architectural / Engineering Services (per DCAM):	$ 736,000.	
b.	Owner's Project Manager	200,000.	
c.	Site Survey	8,000.	
d.	Wetland Scientists	N/A	
e.	Geotechnical Engineer / Borings	10,000.	
f.	Legal / Bonding Counsel	By Town	
g.	Printing / Reproduction	50,000.	
h.	Legal Advertising / Bid	1,000.	
i.	Clerk of the Works (See Owner's Project Manager)		
j.	Construction Materials Testing	30,000.	
k.	Furniture, Fixtures & Equipment (Allowance)	300,000.	
	1) Tel / Data Systems (Est.)	100,000.	
l.	Moving/ Temporary Relocation Expenses (10 mo.)	100,000.	
m.	Commissioning	50,000.	
n.	Project Development Contingency @ 5%	25,000.	
o.	Project Development Escalation @ ~ 27%	175,000.	
	Sub Total:	$ 1,785,000.	

6. PROBABLE BUDGET ESTIMATE OF PROJECT COSTS — $ 10,985,600.

7. ALTERNATE BIDS

a.	LEED Expenses and Construction	TBD

8. QUALIFICATIONS

a. This Estimate of Probable Project Cost is based on following assumptions:

1) Normal Construction schedule has been used to prepare the Estimate.

2) Premium time costs are not included. Costs are based on forty hour work week, Monday thru Friday.

3) This Estimate is based on prevailing wage rates.

4) No costs are included for disposal or remedial work on contaminated soil.

5) No costs are included for abatement of hazardous materials.

6) Items that could impact this Estimate are:

a) Unforeseen subsurface conditions

b) Restrictive technical specification

c) Non-competitive bid conditions (less than five qualified bids)

d) Sole source specification of materials or products

e) Delays beyond a Project scheduled June 2014 bid date

f) Accelerated completion

g) Restrictive phasing and extended construction schedule.

h) Partial Owner occupancy of Project site.

7) This opinion of Probable Budget Estimate of Project Cost is made on the basis of the experience, qualifications and best judgment of RAI's professional staff. This Estimate is for budget purposes only; actual construction value is determined after the completion of the Construction Documents and the Bid Award process. Variance of +/- 5% of the estimate amount is probable.

The following summary of various building operating expenses is based on previous/ historical cost data for proposed new building designs, existing/ original buildings and occupancies, extrapolated cost data on proposed expansions/ additions, probable (+20%) increased visitors/ patrons, continuation of current hours of operation with exception of additional Community Meeting space(s), proportional cost data for existing building services and acceptability of current level of service, reasonable building/ envelope improvements and new more energy efficient building systems including natural gas fired equipment with DX cooling, and nominal heating (68° F) and cooling (78° F)set points.

These operation and maintenance (O & M) estimated annual expenses are based on present energy rates. Energy rates are historically variable and cannot be fully predicted therefore utility costs will vary based upon energy costs, occupant preferences and intensity of use. Following O & M costs do not include telephone service/ expense, cable access TV, internet service or building insurance costs.

Renovated Town Offices: 7,020 Occupiable S.F.

1.	Electric Service:	$ 10,300.
2.	Natural Gas Service (heat/ hot water):	8,500.
3.	Water Service:	500.
4.	Sanitary Sewer Service:	700.
5.	Custodian Services (part-time):	6,000.
6.	General Maintenance/ Repairs:	[1]6,000.
7.	Service Agreements	
	a. HVAC/ Controls:	2,400.
	b. Elevator:	2,800.
	c. Fire Protection:	900.
	Subtotal:	$ 38,100.
8.	Contingency @ 20%:	7,620.
9.	**Total Estimated Annual Operational and Maintenance Costs:**	**$ 45,720.**

Note [1]: Average annualized maintenance expenses over 20 years.

The following summary of various building operating expenses is based on previous/ historical cost data for proposed new building designs, existing/ original buildings and occupancies, extrapolated cost data on proposed expansions/ additions, probable (+20%) increased visitors/ patrons, continuation of current hours of operation with exception of additional Community Meeting space(s), proportional cost data for existing building services and acceptability of current level of service, reasonable building/ envelope improvements and new more energy efficient building systems including natural gas fired equipment with DX cooling, and nominal heating (68° F) and cooling (78° F)set points.

These operation and maintenance (O & M) estimated annual expenses are based on present energy rates. Energy rates are historically variable and cannot be fully predicted therefore utility costs will vary based upon energy costs, occupant preferences and intensity of use. Following O & M costs do not include telephone service/ expense, cable access TV, internet service or building insurance costs.

Renovated Library: 10,530 Occupiable S.F.

1.	Electric Service:	$ 12,400.
2.	Natural Gas Service (heat/ hot water):	12,700.
3.	Water Service:	600.
4.	Sanitary Sewer Service:	800.
5.	Custodian Services (part-time):	7,200.
6.	General Maintenance/ Repairs:	[1]6,800.
7.	Service Agreements	
	a. HVAC/ Controls:	2,600.
	b. Elevator:	2,800.
	c. Fire Protection:	900.
	Subtotal:	$ 46,800.
8.	Contingency @ 20%:	9,360.
9.	**Total Estimated Annual Operational and Maintenance Costs:**	**$ 56,160.**

Note [1]: Average annualized maintenance expenses over 20 years.

The following summary of various building operating expenses is based on previous/ historical cost data for proposed new building designs, existing/ original buildings and occupancies, extrapolated cost data on proposed expansions/ additions, probable (+20%) increased visitors/ patrons, continuation of current hours of operation with exception of additional Community Meeting space(s), proportional cost data for existing building services and acceptability of current level of service, reasonable building/ envelope improvements and new more energy efficient building systems including natural gas fired equipment with DX cooling, and nominal heating (68° F) and cooling (78° F)set points.

These operation and maintenance (O & M) estimated annual expenses are based on present energy rates. Energy rates are historically variable and cannot be fully predicted therefore utility costs will vary based upon energy costs, occupant preferences and intensity of use. Following O & M costs do not include telephone service/ expense, cable access TV, internet service or building insurance costs.

Renovated Town Offices/ Library with Addition: 10,530 Existing S.F. and 10,600 SF Addition

1.	Electric Service:	$ 20,700.
2.	Natural Gas Service (heat/ hot water):	21,900.
3.	Water Service:	1,000.
4.	Sanitary Sewer Service:	1,400.
5.	Custodian Services (part-time):	7,500.
6.	General Maintenance/ Repairs:	[1]8,800.
7.	Service Agreements	
	a. HVAC/ Controls:	3,300.
	b. Elevator:	2,800.
	c. Fire Protection:	1,200.
	Subtotal:	$ 68,600.
8.	Contingency @ 20%:	13,700.
9.	**Total Estimated Annual Operational and Maintenance Costs:**	**$ 82,300.**

Note [1]: Average annualized maintenance expenses over 20 years.

Phase 4: Evaluation of 24 Martin Street for Town Offices/ Library

A. Assessment of Public Safety Building for Town Offices/ Library

B. Preliminary Town Offices/ Library Design Drawings

1. Aerial Site Photo
2. Preliminary Floor Plans
3. Preliminary Site Plan

C. Probable Estimate of Construction Costs

D. Estimate of Operating and Maintenance Costs

The existing Public Safety building principally consists of an original 1950 firehouse and a later 1972 addition, both of masonry construction. The existing facility contains approximately 3,716 S.F. at a lower Ground level and approximately 4,164 S.F. on an Upper street level. Total existing building area is approximately 7,880 S.F. and is constrained on an approximate 12,580 S.F. usable lot area with an 8 ft. to 9 ft. slope to the East. Refer to Public Safety Building Assessment for additional information of building conditions and the Feasibility Report on Continued Public Safety Use, included within this Study Report.

The planned program area for the combined Town Offices and Library, based on the approved Space Needs Assessment for each use, is approximately 17,850 S.F. To accommodate a necessary single floor Library facility a minimum building footprint would be 7,100 S.F. To successfully occupy the existing Public Safety site a multi-story structure would need to consist of 3-stories with probable Community space(s) on lower Grade floor, Library area on a First floor and Town Offices on a Second floor, or other similar floor arrangement.

To renovate and reuse the existing Public Safety building the proposed Town Offices and Library facility would need to expand the current building by approximately 10,000 S.F. or 127% by constructing a horizontal addition and an additional story above the expanding facility. The additional footprint area of the addition may be feasible within the available site area. The constructability of an additional story above the unreinforced 1950 and the 1972 structures is problematic. The increased building loads incurred by the additional story would require additional foundation and footing study and improvements. Code necessitated structural improvements including seismic and lateral loading of the original masonry structure could not be reasonably constructed nor cost effective. Further the existing structural bearing walls and structural floor heights would also create significant constraints in any possible building reuse/ reconfiguration. Therefore the reuse of the existing Public Safety structure for a new Town Offices and Library facility would not be considered a feasible alternative.

A possible design for a newly constructed facility is provided to verify the feasibility of a Town Office/ Library building on this site. The intent of the proposed design is to optimize the several site constraints already mentioned on this site. Initially it is important to achieve a Library facility within a single story to reduce personnel costs with supervising multiple floors. The proposed Library floor plan also achieves several important design points including supervision from the Circulation desk of two separate entrances/ exits access on opposite sides of Library; providing for expansive scenic views of the playground and distant landscape; segregation of the children's area from more passive adult areas; and vertical circulation cores of stairs/ elevator at each accessible end of the plan to achieve convenient visitor access from Martin Street or the current parking area to the East.

The proposed Second floor/ Town Office design provides almost all spaces with windows, ventilation and daylight including a proposed large daylight monitor providing daylighting to the interior Hall. The intent of the widening Hall and skylight is to diminish the apparent Hall length and provide a focal point to a heavy traffic space. The stairs and elevators are designed to provide for security of any floor should only one floor be open to the public at any one time.

The proposed Lower/ Ground floor provides a large Multipurpose/ shared Community Meeting space readily accessible from a large parking area and from all interior floors. The Community Meeting space would be designed to provide additional flexibility by an operable, sub-dividing partition to create two smaller multifunctional spaces based on Town's scheduled needs. Remaining Ground floor areas are recessed below grade and consists of storage areas, possible Town Records Storage Vault and mechanical/ electrical utility areas.

The exterior of the Town Office/ Library structure is conceptually designed to achieve a proper distinction of this important civic structure within its overall Town Center context. The vertical stair and elevator core at the Martin Street entrance would be accentuated to describe a moderate tower form similar to many New England typological town halls. The very visible Southern elevation facing the playfields and historical Town Hall/ Library is provided with a radial/ curvilinear form that appears on both the South and Eastern elevations. This curved form provides direct reference to the curved shapes of the original Town Hall/ Library while providing a signature appearance and views from both interior and exterior. The Ground floor colonnade further accentuates this form and invokes a more civic aesthetic wherein colonnades are associated with grand civic structures.

Contrasting with the vertical forms of the Martin Street stair/ elevator and the radial columns of the Ground floor the Library floor would be treated as a linear form accentuated with a narrow, linear roof and the set back of the Second floor Town Office exterior wall. Windows and siding would be carefully composed along those elevations. Rising from the center of the Second floor roof would be the skylight monitor in a semi-traditional cupola form, which is again a retrospective element typical of New England architecture.

Proposed New Town Office and Library

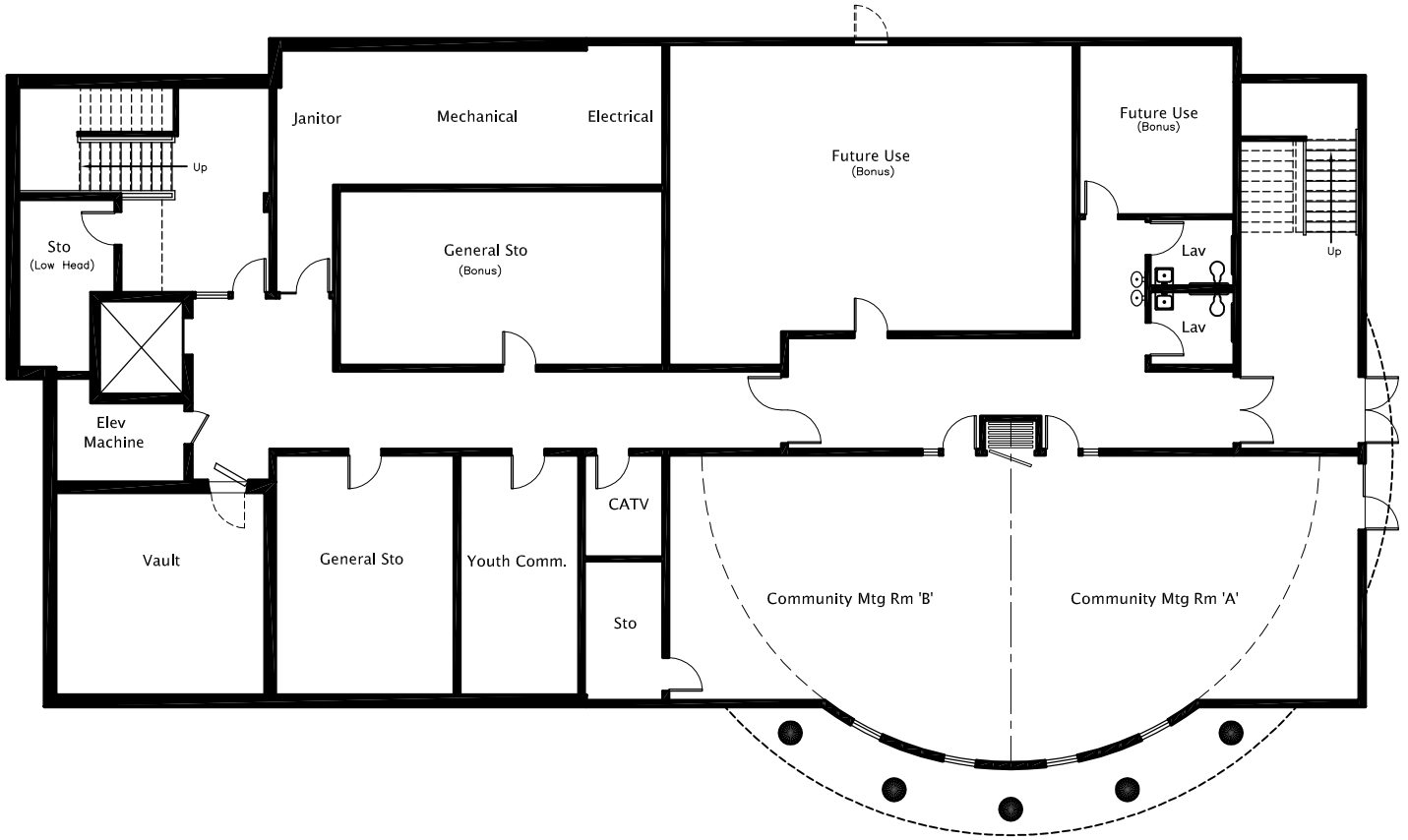
at

24 Martin Street

April 30, 2012

Phase 4–5 (1)

REINHARDT ASSOCIATES, INC.



Ground Floor – Community Meeting Room

Scale : 3/16" = 1'-0"

7253 G.S.F.

NORTH

REINHARDT ASSOCIATES

- ARCHITECTS
- ENGINEERS
- PLANNERS
- PROJECT MANAGEMENT

400 MAIN STREET, ADAMS MA

TEL : 413. 743. 0330

www.reinhardtassoc.com

STAMP :

SCALE: 3/16" = 1'-0"

PROJ. NO: 10-2119

DRAWN: J.M.

CHECKED: T.K.H

DATE: 08/24/2011

FILE NAME: AP-1.DWG

REV:

REV:

PROJECT TITLE :

MUNICIPAL BUILDING STUDY

ESSEX, MA

DRAWING :

PRELIMINARY TOWN OFFICES/ LIBRARY AT 24 MARTIN STREET

PROPOSED GROUND FLOOR PLAN

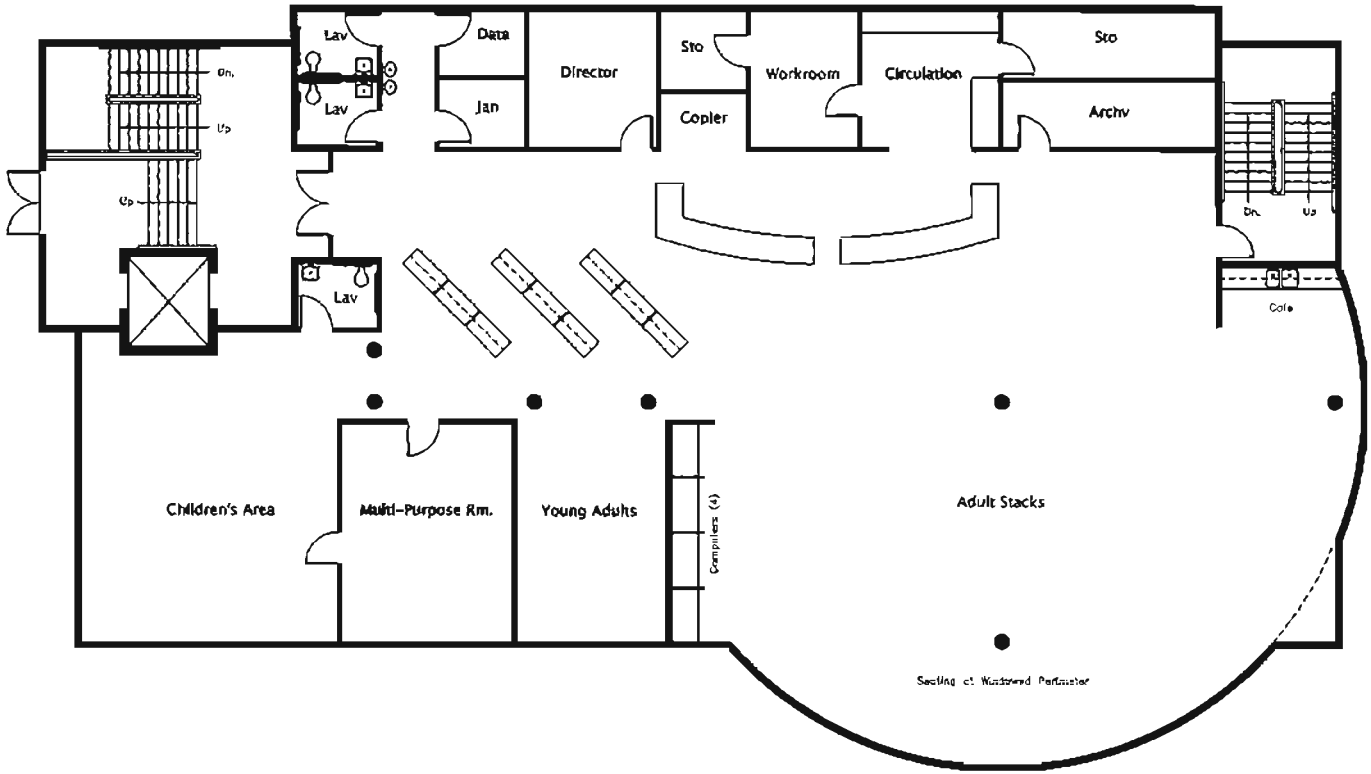
SHEET :

AP1.1

April 30, 2012

Phase 4-5 (2)

REINHARDT ASSOCIATES, INC.



First Floor - T.O.H.P. Burnham Library

Scale : 3/16" = 1'-0"

7544 G.S.F.

REINHARDT ASSOCIATES

SCALE: 3/16" = 1'-0"

PROJ. NO: 10-9116

DRAWN: AM

CHECKED: TJH

DATE: 08/24/2011

FILE NAME: AP-1.2DG

REVISIONS:

PROJECT TITLE:

MUNICIPAL BUILDING STUDY

DRAWING:

PRELIMINARY TOWN OFFICES/ LIBRARY AT 24 MARTIN STREET

PROPOSED FIRST FLOOR PLAN

SHEET:

AP1.2

April 30, 2012

Phase 4-5 (3)

REINHARDT ASSOCIATES, INC.

Second Floor - Town Offices

Scale : 3/16" = 1'-0"

5786 G.S.F.

NORTH

REINHARDT ASSOCIATES

- ARCHITECTS
- ENGINEERS
- PLANNERS
- PROJECT MANAGEMENT

400 MAIN STREET, ADAMS MA

TEL : 413. 743. 8330

www.reinhardtassociates.com

STAMP :

SCALE: 3/16" = 1'-0"

PROJ. NO: 10-2119

DRAWN: J.M.

CHECKED: T.K.H

DATE: 08/24/2011

FILE NAME: AP-1.DWG

REV:

REV:

PROJECT TITLE :

MUNICIPAL BUILDING STUDY

ESSEX, MA

DRAWING :

PRELIMINARY
TOWN OFFICES/
LIBRARY
AT
24 MARTIN
STREET

PROPOSED
SECOND FLOOR
PLAN

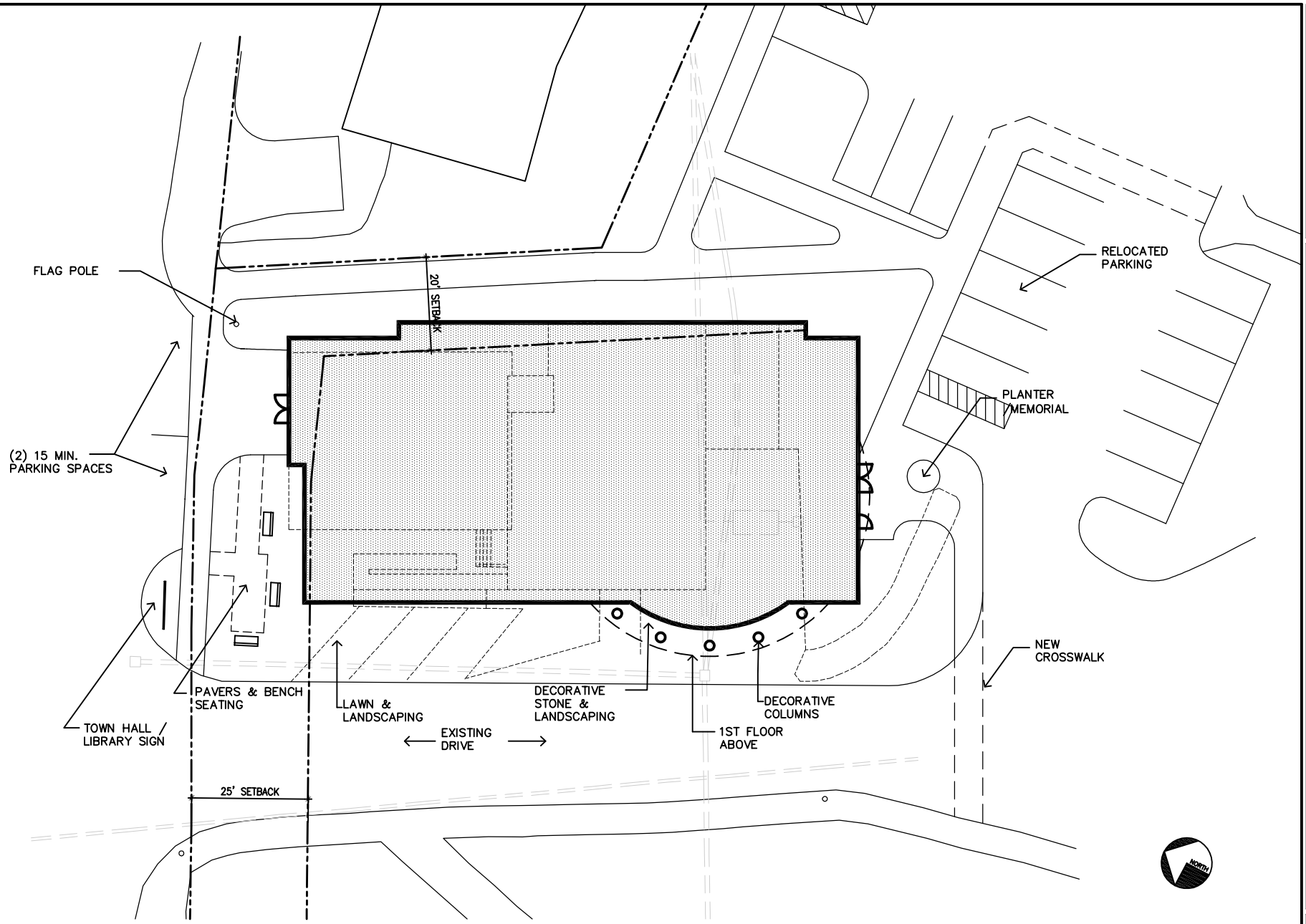
SHEET :

AP1.3

April 30, 2012

Phase 4-6

REINHARDT ASSOCIATES, INC.



Proposed Site Plan

Scale : 1" = 30'-0"

GRAPHIC SCALE

(IN FEET)
1 inch = ft. 20

REINHARDT ASSOCIATES

- ARCHITECTS
- ENGINEERS
- PLANNERS
- PROJECT MANAGEMENT

430 MAIN STREET, AGAWAM MA
TEL : 413. 786. 9600
www.reinhardtassoc.com

STAMP :

SCALE: 1" = 30'-0"
PROJ. NO: 10-2119
DRAWN: K.T.
CHECKED: J.M.
DATE: 08/24/2011
FILE NAME: AP-2.DWG
REV:
REV:

PROJECT TITLE :

MUNICIPAL BUILDING STUDY

ESSEX, MA

DRAWING :

PRELIMINARY TOWN OFFICES/ LIBRARY AT 24 MARTIN STREET

PROPOSED SITE PLAN

SHEET :

AP.2

1.	**SITE WORK**		
	a. General Site Work/ Site Development (Allowance)	$ 391,000.	
	1. Demolition of Existing Public Safety Building	93,000.	
	2. Relocation Shepard Memorial Drive	21,000.	
2.	**GENERAL CONSTRUCTION**		
	a. Construct 7253 GSF Ground Floor @ ~ $216/ SF =	$ 1,566,600.	
	b. Construct 7544 GSF First Floor @ ~ $258/ SF =	1,946,400.	
	c. Construct 5786 GSF Apparatus @ ~ $258/ SF =	1,492,800.	
	Sub Total:		$ 5,510,800.
3.	**CONSTRUCTION FACTORS**		
	a. Study Phase Contingency @ 15% =	$ 826,600.	
	Sub Total:		$ 6,337,400.
	b. Escalation to Mid Point Construction (5/15) @ 20% =	$ 1,267,500.	
	Sub Total:		$ 7,604,900.
	c. Construction/ Change Contingency @ 5% =	$ 380,200.	
4.	**TOTAL PRELIMINARY CONSTRUCTION BUDGET:**		**$ 7,985,100.**

5. PROJECT DEVELOPMENT

a.	Architectural / Engineering Services (per DCAM):	$ 638,000.
b.	Owner's Project Manager	150,000.
c.	Site Survey	8,000.
d.	Wetland Scientists	N/A
e.	Geotechnical Engineer / Borings	10,000.
f.	Legal / Bonding Counsel	By Town
g.	Printing / Reproduction	50,000.
h.	Legal Advertising / Bid	1,000.
i.	Clerk of the Works (See Owner's Project Manager)	
j.	Construction Materials Testing	30,000.
k.	Furniture, Fixtures & Equipment (Allowance)	300,000.
	1) Tel / Data Systems (Est.)	100,000.
l.	Moving/ Temporary Relocation Expenses (10 mo.)	15,000.
m.	Commissioning	40,000.
n.	Project Development Contingency @ 5%	52,000.
o.	Project Development Escalation @ ~ 20%	151,200.
	Sub Total:	$ 1,545,200.

6. PROBABLE BUDGET ESTIMATE OF PROJECT COSTS $ 9,530,300.

7. ALTERNATE BIDS

a. LEED Expenses and Construction TBD

8. QUALIFICATIONS

a. This Estimate of Probable Project Cost is based on following assumptions:

1) Normal Construction schedule has been used to prepare the Estimate.

2) Premium time costs are not included. Costs are based on forty hour work week, Monday thru Friday.

3) This Estimate is based on prevailing wage rates.

4) No costs are included for disposal or remedial work on contaminated soil.

5) No costs are included for abatement of hazardous materials.

6) Items that could impact this Estimate are:

a) Unforeseen subsurface conditions

b) Restrictive technical specification

c) Non-competitive bid conditions (less than five qualified bids)

d) Sole source specification of materials or products

e) Delays beyond a Project scheduled June 2014 bid date

f) Accelerated completion

g) Restrictive phasing and extended construction schedule.

h) Partial Owner occupancy of Project site.

7) This opinion of Probable Budget Estimate of Project Cost is made on the basis of the experience, qualifications and best judgment of RAI's professional staff. This Estimate is for budget purposes only; actual construction value is determined after the completion of the Construction Documents and the Bid Award process. Variance of +/- 5% of the estimate amount is probable.

The following summary of various building operating expenses is based on previous/ historical cost data for proposed new building designs, existing/ original buildings and occupancies, extrapolated cost data on proposed expansions/ additions, probable (+20%) increased visitors/ patrons, continuation of current hours of operation with exception of additional Community Meeting space(s), proportional cost data for existing building services and acceptability of current level of service, reasonable building/ envelope improvements and new more energy efficient building systems including natural gas fired equipment with DX cooling, and nominal heating (68° F) and cooling (78° F)set points.

These operation and maintenance (O & M) estimated annual expenses are based on present energy rates. Energy rates are historically variable and cannot be fully predicted therefore utility costs will vary based upon energy costs, occupant preferences and intensity of use. Following O & M costs do not include telephone service/ expense, cable access TV, internet service or building insurance costs.

New Town Offices/ Library Building: 20,583 S.F.

1.	Electric Service:	$ 29,100.
2.	Natural Gas Service (heat/ hot water):	20,300.
3.	Water Service:	1,000.
4.	Sanitary Sewer Service:	1,400.
5.	Custodian Services (part-time):	7,000.
6.	General Maintenance/ Repairs:	[1]6,000.
7.	Service Agreements	
	a. HVAC/ Controls:	3,300.
	b. Elevator:	2,800.
	c. Fire Protection:	1,200.
	Subtotal:	$ 72,100.
8.	Contingency @ 20%:	14,400.
9.	**Total Estimated Annual Operational and Maintenance Costs:**	**$ 86,500.**

Note [1]: Average annualized maintenance expenses over 20 years.

Phase 5: Summary and Public Outreach

A. Projected Design and Construction Schedule

B. Summary of Estimates

C. Presentation Materials for Informational/ Outreach Meetings

The projected design and construction schedule was developed on the basis of constructing or renovating unoccupied land or structures to reduce costs of relocation and temporarily office/ storage expense. The appropriate phasing of this Study's work would be to construct a new Public Safety facility on the unoccupied John Wise Avenue site and abandon the existing Public Safety building at 24 Martin Street. The next phase would be to renovate or more likely demolish and construct a new Town Office and/ or Library facility on the unoccupied Public Safety site. At the Town's discretion, if it were to just construct a single-use building at 24 Martin Street than renovations of the existing Town Office/ library building at 30 Martin Street would be final phase with temporary relocation expenses necessary to allow for these renovations.

The following is a projected time line for possible design and renovation/ construction of these sites and facilities. This schedule does not include a time line for Town appropriations of these projects which may impact the overall schedule time line.

1. PHASE 1: NEW PUBLIC SAFETY COMPLEX (JOHN WISE AVENUE)

a.	Design Public Safety	June – November 2012
b.	Bid / Contract Public Safety	December – February 2013
c.	Construct Public Safety	March – June 2014
d.	Occupy Public Safety	June – August 2014

2. PHASE 2: CONSTRUCT AND/ OR RENOVATE – 24 MARTIN STREET [Library and/or Town Offices]

a.	Design – 24 Martin St. (at latest)	January – May 2014
b.	Bid / Contract – 24 Martin St.	June – August 2014
c.	Construct and/ or Renovate – 24 Martin St.	September – December 2015
d.	Occupy – 24 Martin St.	January – February 2016

- (Relocate Remaining Occupants) (or earlier)

3. PHASE 3: RENOVATE AND REPAIR – 30 MARTIN STREET (OPTIONAL) [Library or Town Offices]

a.	Design - 30 Martin St. (at latest)	September – December 2015
b.	Bid / Contract – 30 Martin St.	January – February 2016
c.	Renovation and/ or Addition – 30 Martin St.	March – March 2017
d.	Occupy – 30 Martin St.	April – May 2017

4. PHASE 3B: RENOVATE, REPAIR AND ADDITION - 30 MARTIN STREET (OPTIONAL) [Library and Town Offices]

a.	Design - 30 Martin St. (at latest)	January – May 2014
b.	Bid / Contract – 30 Martin St.	June – August 2014
c.	Renovation/ Repair and Addition – 30 Martin St.	September – December 2015
d.	Occupy – 30 Martin St.	January – February 2016

The following summary of the various study alternative estimates is provided as a comparative tool to review the cost/ benefit of each study alternative.

The renovation/ expansion or construction of an appropriately sized Police/ Fire facility on the existing Public Safety building site is not feasible therefore the construction of an appropriate Public Safety facility on John Wise Avenue is the only available alternative included in this Study, Refer to Item A below.

Once the Police and Fire departments have moved from 24 Martin Street the Town has several alternatives in regard to renovating or constructing appropriate Town Office and Library facilities. One option is to utilize the vacated Public Safety building for temporary relocation of a portion of the Town Office or Library and finding other available temporary facilities to relocate remaining portions of the Town Office and Library functions to permit the renovation and addition to the existing Town Office/ Library building for its continued future use for both functions. The approximate budget for these renovations and addition is $11 M, Refer to Item B below. After these renovations and addition the former Police/ Fire Building and site could be surplused by the Town

Other alternative uses of the existing Town Office/ Library building includes renovation only for either Town Office or Library use. The approximate budget costs for these renovations are $6.9 M and 7.8 M respectively, Refer to Items B.1 and B.2 below.

The Town has an alternative to the renovation or renovation/ addition of +100 year old Town Office/ Library building and that is to construct a new Town Office and Library facility on the 24 Martin Street site, former Public Safety site. The approximate budget cost for this new facility is $9.5 M and compares favorably to previous renovation/ addition expenses. Future maintenance and utility expenses would also be lower in a new structure than an existing +100 year old building, Refer to Item C below.

A. Proposed New Public Safety Complex
John Wise Avenue

1.	Total Estimated (Turnkey) Project Cost: [Note1]	$ 8,133,300.
2.	Project Completion:	August 2014

B. Proposed Town Offices & Library Repairs/ Renovation
30 Martin Street

1.	Total Estimated (Turnkey) Project Cost: [Note1]	$ 10,985,600.
2.	Project Completion:	February 2016

B.1 Proposed Town Office Repair/ Renovation
30 Martin Street

1.	Total Estimated (Turnkey) Project Cost: [Note1]	$ 6,882,800.
2.	Project Completion:	May 2017

B.2 Proposed Library Repairs/ Renovation
30 Martin Street

1.	Total Estimated (Turnkey) Project Cost: [Note1]	$ 7,836,800.
2.	Project Completion:	May 2017

C. Proposed New Town Offices & Library
24 Martin Street

1.	Total Estimated (Turnkey) Project Cost: [Note1]	$ 9,530,300.
2.	Project Completion:	February 2016

[Note1]: Project costs do not include alternate bid/ options included in the detailed Cost Estimates.

Presentation Materials for Informational/ Outreach Meetings to be Submitted Under Separate Cover

APPENDIX A

Request for Qualifications (RFQ) – February 3, 2010

Feasibility and Cost Study – Replacement of Municipal Buildings

Town of Essex

REQUEST FOR QUALIFICATIONS (RFQ) – *February 3, 2010*
Feasibility and Cost Study – Replacement of Municipal Buildings
Town of Essex

The Town of Essex hereby announces a request for qualifications from Designers pursuant to the Designer Selection Law (M.G.L. Ch. 7, § 38A ½ – 38O) to conduct a feasibility and cost estimation study for the replacement of existing municipal buildings including the fire and police headquarters building at 24 Martin Street and the Town Hall / T.O.H.P. Burnham Library building at 30 Martin Street. A vacant Town-owned parcel abutting John Wise Avenue shall be considered as part of the study. The Designer selection process shall be fully in accordance with the "Town of Essex Designer Selection Procedures" adopted by the Board of Selectmen November 4, 2002 (attached hereto). Said procedures are available in the Office of the Board of Selectmen and the Selectmen will serve as the contract awarding authority. The Town Building Committee shall serve as the Designer Selection Committee.

I. Summary of Project Information

a. Description – The Town Building Committee has recommended the following plan relative to the replacement of existing Town of Essex municipal buildings:

> *"The Committee recommends that a public safety facility for the police and fire departments be constructed on the John Wise Avenue parcel* [if feasible] *as a first step. The Committee recommends that the existing fire and police station at 24 Martin Street be demolished and replaced with a new Town Hall and Library building after the police and fire departments have moved to the new facility.* [If it is determined that there is no feasible Town use for the Town Hall/Library building] *the Committee recommends that the Town Hall be transferred to a third party for yet-to-be-determined use(s) with appropriate restrictions after the Town offices and Library have vacated the premises. Since it is likely that the facility can be transferred to a third party without cost to the Town (thereby transferring the renovation and future maintenance burden to another entity), the Committee recommends that said transfer is in the best interest of the Town."*

As such, the Town is seeking proposals from architectural / engineering firms for a complete feasibility and cost analysis relative to the above recommendations. Said work will also contain analyses of certain scenarios which were not recommended by the Committee (for comparison purposes) along with a proposal for a public outreach and public relations program leading up to the eventual consideration of the recommendation by Town Meeting. Other background and related information is included in the Appendix to this document.

b. Building Project Program – This RFQ will be available in the Office of the Chief Procurement Officer, Town Hall – 30 Martin Street, Essex, MA 01929 and at www.essexma.org at 9:00 a.m. on February 3, 2010.
c. Briefing Session – the MANDATORY briefing session for this project will begin on February 11, 2010 at 10:00 a.m. in the T.O.H.P. Burnham Library, 30 Martin Street, Essex, MA 01929. The briefing session will feature a tour of the project site.
d. Qualifications – Applicants responding to the RFQ for the project are required to have an adequate staff of architects, engineers, and associated support staff to completely and thoroughly take the project through its scope to completion. The chosen firm will need to demonstrate an excellent ability to compare and contrast various building plan scenarios and to educate the public about proposals and recommendations. Please also see Section IV(f) for additional details.
e. Designers' Consultants – Applicants will be required to list Designers' consultants and their qualifications as specified in the RFQ for the project (see Sections IV(d) and the attached Standard Designer Application Form).
f. Fee – The fee for services is to be negotiated with the most qualified applicant and will not exceed $50,000. It is possible that different aspects of the feasibility study will change the Town's plan with respect to subsequent aspects. As such, the Town will seek to negotiate a sub-cost for each major task with the chosen designer. In this way, the Town will not successively spend money on study aspects that hinge upon the feasibility of preceding aspects that have proven to be infeasible. The major feasibility components are as follows: analysis of John Wise Avenue site; analysis of 24 Martin Street site; analysis of 30 Martin Street building; public outreach and education – and are detailed further in the Detailed Scope of Work.
g. Obtaining Documents and Submitting Applications – Copies of the RFQ for the project may be obtained in the Office of the Chief Procurement Officer, Town Hall – 30 Martin Street, Essex, MA 01929 or at www.essexma.org (document download section) as of February 3, 2010 at 9:00 a.m. All applications must be received in the same office no later than March 4, 2010 at 12 o'clock noon, sharp. Any late application/proposal will be returned unopened and will not be considered further by the Designer Selection Committee.
h. Project Funding – ***Funding for this project has NOT yet been secured. All respondents are therefore making proposals that are subject to appropriation by the Essex Town Meeting. No guarantee exists that said funding will ever be approved.***

II. Detailed Scope of Work

If feasible, the Town desires to move the existing fire and police departments from the existing building at 24 Martin Street to a to-be-designed and constructed building on Town-owned land abutting John Wise Avenue; to demolish the existing building at 24 Martin Street in order to design and construct a new Town Hall / Library building at that site; and to move the existing Town offices and Library from the existing building at 30 Martin Street into the new building at 24 Martin Street.

The feasibility study to be produced under this project will occur in a series of phased steps. Each submitter, as part of their submission, must assign the percentage of the overall project costs that each phase represents as part of their proposal (see form referenced in Section V). The sum of the actual costs for each phase cannot be greater than the overall project not-to-exceed limit of $50,000 and said costs will be negotiated with the selected designer based upon the estimated level of effort assigned to each phase in the proposal. The Town reserves the right to terminate the project after completion of any given phase for any reason. The Town reserves the right to revise the Scope of Work at any time as long as the requested revisions are within the limits of remaining available funds and/or subject to appropriation of additional funds. The services and/or studies necessary for each of these phases are listed below. After completion of each phase, the Designer shall review the findings with the Town representatives before starting work on the subsequent phase. The work detailed in the scope below is intended not only to investigate the proposal put forth by the Town Building Committee, but also to investigate other options not recommended, to serve as a basis for comparison.

Phase 1
Review of Departmental Requirements

- Estimated square footage requirements for each of the four departments included in this study are attached to this RFQ (see Appendix), as provided by the heads of each department.

- The Designer shall meet with each department head to review and recommend space needs for each department. The Designer shall evaluate these needs to provide a recommendation regarding total square footage required for each department and to insure that these estimates are in conformance with any code requirements for the proposed facilities. Said recommendation shall take into account the potential needs of each department over the next ten years. These requirements shall be reviewed with the Town representatives before further work on subsequent phases.

Phase 2
Evaluation of the Disposition of the Public Safety Building (Police and Fire Depts.)

- (a) Evaluate the John Wise Avenue site (please see aerial locus map in Appendix).

    - Provide an analysis of the site layout considering access, circulation and parking requirements to determine if the recommended building can be built at this location. Provide a recommended building plan with a workable layout for both departments to demonstrate the feasibility of locating both departments at this site and how said building would meet the space, storage and circulation requirements of each department. Issue a written report to Town representatives.

- Provide an analysis of wetlands and/or other protected areas on or near the site to determine the feasibility of construction, the limitations (if any) that any environmental regulations would place on siting, construction and use of the facility and the regulatory and permitting process that would be necessary to develop a building at this location. Determine if any variances or other waivers would be necessary. Issue a written report to Town representatives.

- Provide an analysis of the traffic and safety issues associated with the proposed use of the site. Issue a written report to Town representatives.

- Provide disclosure of any and all other factors that may affect the feasibility of the project, including but not limited to curb cuts, State Highway requirements, etc. Issue a written report to Town representatives.

- Meet with Town representatives regarding the first four sub-components of Phase 2(a) - shown immediately above.

- Provide an estimate of development costs for the proposed Public Safety Building, breaking down the costs for site work and all appurtenances (such as water, sewer, electric, other utilities, truck/vehicle wash facilities, etc.) and the building separately. Issue a written report to Town representatives.

- Provide an estimate of operating and maintenance costs on a yearly basis for the building for the next 30 years. Issue a written report to Town representatives.

- Meet with Town representatives regarding the final two sub-components of Phase 2(a) - shown immediately above.

- (b) Evaluate the 24 Martin Street building for continued use as a Public Safety Building. If this is a feasible use, provide an estimate of the cost to bring it into conformance with any and all applicable codes and with the required space needs from Phase 1. Issue a written report and meet with Town representatives regarding Phase 2(b).

Phase 3

Existing Town Building at 30 Martin Street

The existing building at 30 Martin Street is listed on the National Register of Historic Places and a perpetual historic preservation restriction is held on the building by the Essex Historical Commission. A 10-year historic preservation restriction is held on the building by the Massachusetts Historical Commission (expires at the end of July, 2016). Tasks required under this phase are as follows:

- Provide an estimate of work that would be required to renovate this building as a municipal building as follows: (1) as Town Offices and Library, (2) as Town Offices alone, and (3) as Library alone, addressing code compliance, fire safety and ADA requirements and any other concerns with continued use of the building. Issue a written report to Town representatives.

- Provide sketch plans for each of the three options described above that indicate how the existing building could be used and/or reconfigured to functional and code compliant spaces. Issue a written report to Town representatives.

- Meet with Town representatives regarding the first two sub-components of Phase 3 - shown immediately above.

- Provide a construction estimate for the above work. Issue a written report to Town representatives.

- Provide an estimate of operating and maintenance costs on a yearly basis for the building for the next 30 years. Issue a written report to Town representatives.

- Meet with Town representatives regarding the final two sub-components of Phase 3 - shown immediately above.

Phase 4

Evaluation of the 24 Martin Street site for Town Office and Library

- Provide an analysis of the existing structure to determine and recommend whether renovation and addition to this building or demolition and construction of a new structure would be the more economical approach. Issue a written report to Town representatives.

- Provide preliminary plans for the Town Offices and Library at this site, considering the space requirements from Phase 1 above, storage, access and parking for both departments. Special attention shall be given to how the proposed layout interfaces with adjacent site elements, activities, and pedestrian and vehicular traffic. Issue a written report to Town representatives.

- Meet with Town representatives regarding the first two sub-components of Phase 4 - shown immediately above.

- Provide a construction estimate for the approach recommended above (renovation or reconstruction). Issue a written report to Town representatives.

- Provide an estimate of operating and maintenance costs on a yearly basis for the building for the next 30 years. Issue a written report to Town representatives.

- Meet with Town representatives regarding the final two sub-components of Phase 4 - shown immediately above.

Phase 5

Public Outreach

The scope of this phase will depend on the results of the previous phases. The Designer should be prepared to tailor a public outreach program for Town residents based on the decisions made by the Town representatives during the course of this study.

- The Designer shall prepare materials for public dissemination and for informational meeting(s) with the Town to be scheduled. Meet with Town representatives to review these materials.

- The Designer shall be prepared to attend a minimum of three and a maximum of five public outreach meetings with the Town.

Project Timetable:

- Proposals available February 3, 2010, 9:00 a.m.
- Mandatory Site Visit, February 11, 2010, 10:00 a.m. – gather at the TOHP Burnham Library, 30 Martin Street, Essex, MA 01029
- Proposals due March 4, 2010, 12 o'clock noon (must remain valid for 90 days).
- Town Building Committee reviews proposals and conducts interviews through the end of March, 2010.
- One designer is chosen, subject to appropriation by Town Meeting, prior to April 15, 2010.
- Annual Town Meeting is held May 3, 2010 and appropriation is considered.
- If funds are appropriated, designer under contract with the Town no later than June 4, 2010.
- Kickoff Meeting – no later than June 15, 2010.
- Various work elements, each followed by a written report and/or a meeting with Town representatives, as indicated in the phase descriptions above, will comprise the main body of project work.
- Completion of work (excepting public outreach) – no later than October 31, 2010.
- Public outreach will continue as necessary (up to a maximum of five meetings) to assist Town representatives to present to the Town at-large the results of this study and to educate voters relative to the recommended course of action – including a clear demonstration that said course of action is more favorable than the rejected options.

III. Key Contract Terms & Conditions

The following are parts, item by item, of the contract to be awarded to the successful applicant:

1. Each applicant shall provide to the Town as part of its proposal a detailed proposal outlining how the foregoing scope of work will be accomplished. Said proposal shall become the scope of work for the successful applicant's contract and is subject to negotiation and modification via discussion with the Town before it is finalized.

2. In accordance with Massachusetts General Laws, Chapter 62C, §49A, the successful applicant must certify under the penalties of perjury that he or she has filed all state tax returns and paid all state taxes required under law (certification form is attached).

3. Every contract for design services shall include the following (certification form is attached):

    a. certification that the Designer has not given, offered, or agreed to give any person, corporation, or other entity any gift, contribution or offer of employment as an inducement for, or in connection with, the award of the contract for design services;

    b. certification that no consultant to, or subcontractor for, the Designer has given, offered, or agreed to give any gift, contribution, or offer of employment to the Designer, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the Designer;

    c. certification that no person, corporation, or other entity, other than a bona fide full-time employee of the Designer, has been retained or hired by the Designer to solicit for or in any way assist the Designer in obtaining the contract for design services upon an agreement or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the Designer; and

    d. certification that the Designer has internal accounting controls as required by M.G.L. c. 30, §39R(c) and that the Designer has filed and will continue to file an audited financial statement as required by M.G.L. c. 30, §39R(d).

    e. All fees shall be stated in design contracts, and in any subsequent amendments thereto, as a total dollar amount. Contracts may provide for equitable adjustments in the event of changes in scope or services.

4. Every contract for design services shall include a provision that the Designer or its consultants shall not be compensated for any services involved in preparing

changes that are required for additional work that should have been anticipated by the Designer in the preparation of the bid documents, as reasonably determined by the individual responsible for administering the design contract.

5. Insurance:

a. Indemnity Clause: An indemnity clause, or, alternatively, liability insurance, will be required of the successful applicant, in which the successful applicant will be required to hold harmless and indemnify the Town from all claims, legal or equitable, including court costs and reasonable attorney's fees, arising out of the applicant's operations.

b. Workers' Compensation Insurance: As required by the Massachusetts General Laws, the successful applicant shall take out and maintain during the life of a contract, Workers' Compensation Insurance for all his or her employees employed in the course of performing services under this contract awarded pursuant to these specifications; and in case any work is sublet, the bidder shall require the Sub-Contractor similarly to provide Workers' Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the bidder. Copies of all insurance certificates required under this section shall be provided by the successful applicant to the Town prior to the commencement of work on such a contract awarded pursuant to these specifications.

c. Miscellaneous Insurance: The successful applicant shall carry and maintain, until final written acceptance of the work by the Town, insurance as specified below and in such form as shall protect his or her performing work covered by this contract, or the Town of Essex and its employees, agents and officials, from all claims and liability for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract. The successful applicant covenants and agrees to hold the Town and its employees, agents and officials harmless from loss or damage due to claims for personal injury and/or property damage arising from, or in connection with, operations under this contract. Except as otherwise stated, the amounts of insurance shall be for each policy not less than:

(1) For liability for bodily injury, including accidental death, $1,000,000 for any one person and $1,000,000 on account of one (1) occurrence and $1,000,000 Aggregate Limit.

(2) For liability for property damage $1,000,000 on account of any one (1) occurrence and $1,000,000 Aggregate Limit.

(3) Bodily Injury Premise-Operations, Applicant's Protective and Completed Operations Public Liability Insurance, in the amounts required in (1) above.

(4) Property Damage Premise-Operations, Applicant's Protective and Completed Operations Public Liability Insurance, in the amounts required in (2) above.

(5) Bodily Injury Liability Insurance covering the Operation of all Motor Vehicles owned by the successful applicant and vehicles not owned by the successful applicant, while such vehicles are being operated in connection with the prosecution of the work under this contract, in the amount of $1,000,000 per person; $1,000,000 per occurrence.

(6) Property Damage Liability Insurance covering the operation of all motor vehicles owned by the successful applicant and vehicles not owned by successful applicant, while such vehicles are being operated in connection with the prosecution of the work under this contract, in the amount of $1,000,000 per occurrence; $1,000,000 aggregate.

(7) Contractual Liability Insurance covering the liability assumed by the successful applicant in the amounts required under (1) and (2) above.

(8) If 10% of the value of the project's estimated cost of construction is higher than the $1,000,000 coverages listed above, then the higher coverage limit (10% of the value of the project's estimated cost of construction) shall be required instead in all cases.

d. All policies shall be so written that the Board of Public Works and Board of Selectmen will be notified of cancellation or restrictive amendment at least thirty (30) days prior to the effective date of such cancellation or amendment. A certificate from the successful applicant's insurance carrier showing at least the coverage and limits of liability specified above and expiration date shall be filed with the Board of Public Works' and Board of Selectmen's' offices before operations are begun. Such certificate shall not merely name the types of policy provided, but shall specifically refer to these specifications and shall state that such insurance is as required by these specifications.

CERTIFICATES OF INSURANCE MUST BE SUBMITTED TO THE BOARD OF SELECTMEN <u>BEFORE</u> A CONTRACT IS SIGNED. THE CERTIFICATES OF INSURANCE MUST INCLUDE ALL COVERAGE AS STATED ABOVE.

6. The Board of Public Works, the Board of Selectmen and their agents will keep close watch over the progress of design, bidding, and construction administration work detailed in the successful applicant's application. They shall have access to the work and be allowed to inspect it.
7. The designer selected for the feasibility work contained within this RFQ shall be eligible to compete for any subsequent design services contract provided that an independent review by a knowledgeable and competent individual or firm doing

such design services work finds the feasibility designer's work to be reasonable and adequate.

8. Proposed Payment Schedule:

The Town proposes to release payments for Designer services in accordance with a schedule based upon a good faith estimate (see form referenced in Section V) by the Designer of the level of effort required for each phase as a percentage of the total project scope. The schedule may be negotiated further with the Town by the successful applicant. All proposers must propose to complete the entire Scope of Work and "piecemeal" proposals that do not include all work elements will be rejected by the Town.

IV. Evaluation Criteria

a. Prior Similar Experience – The Designer Selection Committee (DSC) shall be provided by the applicant with descriptions of similar experience over the past five years. Each project listed shall be accompanied by the name, address, phone number, and e-mail address of the client. Preference will be given to applicants who have demonstrated experience with the comparative analysis of multiple building plan scenarios versus other alternatives and have demonstrated experience with public outreach and education.

b. Past Performance – The DSC shall be provided by the applicant with the names, addresses, phone numbers, and e-mail addresses of past public and private clients over the past five years in order that the DSC may interview said clients related to applicant project performance. Preference will be given to applicants who have demonstrated a high degree of client satisfaction related to work product, client service, and ability to meet prescribed deadlines.

c. Financial Stability – The DSC shall be provided by the applicant with a complete financial statement for the applicant's most recently closed fiscal year along with a letter signed by the applicant's chief executive officer that outlines the applicant's financial stability over the past five years and the applicant's projection for continued stability. Preference will be given to applicants who clearly demonstrate financial solvency in the past and projected for the future and who appear to have adequate financial capacity for the project.

d. Consultants – The DSC shall be provided by the applicant with the identities and qualifications of all consultants who will work with the Applicant on the project. Each consultant reference shall include a contact name, address, phone number, and e-mail address. Preference will be given to applicants who demonstrate via the DSC's communication with the applicant's consultants and consultants' clients that the consultants are reputable.

e. Quality of Work – The DSC shall be provided by the applicant a statement signed by the applicant's chief executive officer outlining how quality is introduced into the applicant's work procedures and products, how said quality is superior to that of others in the industry, and how the project at hand will be accomplished. Preference will be given to applicants who demonstrate quality measures and a plan of work that are superior to those of other applicants.

f. Professional Registrations – The DSC shall be provided by the applicant a statement signed by the applicant's chief executive officer listing the names and disciplines of all staff possessing professional registrations. Preference will be given to applicants with the widest variety of professional registrations at their disposal (i.e. on staff). At least one member of the team working on this project must meet the following qualifications: Bachelors Degree in Historic Preservation, Architectural History, History, Anthropology, Archaeology, Planning, or closely related field, and two years full-time experience in an area relevant to the project; or a Master's Degree in Historic Preservation, Architectural History, or a closely related field. The team must also include a registered architect, a structural engineer, and a building code analyst. Failure to meet the above will result in the dismissal of the proposal.

g. Staff Capacity – The DSC shall be provided by the applicant a statement signed by the applicant's chief executive officer summarizing how the Town will have access to the widest variety of professionals and support staff on an ongoing basis without undue delay related to staff being engaged in other projects. The statement shall list the names of staff who will work on the project. Preference will be given to applicants who convincingly demonstrate, with examples, how appropriate staff are very available to meet the needs of several clients concurrently including excellent understanding of and compliance with the rules of the Massachusetts Building Code, the Massachusetts Architectural Access Board, the Americans with Disabilities Act, and Massachusetts procurement laws.

The awarding authority reserves the right to reject any or all proposals, to waive any informality in a proposal, or to reject the applicant's choice of any design or engineering consultants if the awarding authority determines such action to be in the best interest of the Town of Essex.

V. Proposal Requirements

Applicants are required to submit the following:

- Letter of Application
- Standard Designer Application Form (attached hereto)
- All materials, statements, and certifications contained in the foregoing sections of this RFQ including:
    - a completed form (supplied) listing a good faith estimate for the level of effort (as a percentage of the overall project work) required for each phase of the project
    - all necessary insurance certificates
    - statements required by the Evaluation Criteria in Section IV
    - the Certificate of Vote
    - the Tax Compliance Certification
    - the form of Design Services Contract Certifications
    - the Certificate of Non-Discrimination
    - the Certificate of Non-Collusion
- Proposal covering any points not covered by above materials
- Any additional supporting material the applicant wishes to include.

PURSUANT TO THE DESIGNER SELECTION LAW, YOUR PROPOSAL MUST NOT CONTAIN ANY MENTION OF PRICE OR COST FOR SERVICES. COMPENSATION WILL BE DISCUSSED ONLY AFTER THE APPLICANTS HAVE BEEN RANKED AND THE TOWN HAS ENGAGED THE TOP-RANKED APPLICANT(S) IN SUCH A DISCUSSION.

Thirteen copies of the proposal must be submitted by March 4, 2010 at 12 o'clock noon, sharp, to:

Office of the Chief Procurement Officer
Town Hall – 30 Martin Street
Essex, MA 01929

Proposals not RECEIVED by the above deadline will be returned unopened and will not be considered further by the Designer Selection Committee.

If requested, applicants will be expected to appear for an interview before the Designer Selection Committee.

Inquires should be directed to:

Mr. Brendhan Zubricki
Town Administrator/Chief Procurement Officer
Town Hall – 30 Martin Street
Essex, MA 01929
(978) 768-6531 bzubricki@essexma.org

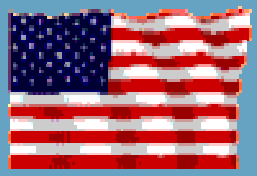
APPENDIX B

Reinhardt Associates Qualification Response (Partial)

March 4, 2010

PROFESSIONAL SERVICES

FOR



FEASIBILITY AND COST STUDY
REPLACEMENT OF MUNICIPAL BUILDINGS

for the

TOWN OF ESSEX

30 Martin Street

Essex, MA

Submitted by:

REINHARDT ASSOCIATES, INC.

430 Main Street, Suite 200

Agawam, MA 01001

(413) 786-9600

(413) 786-8699 (fax)

Federal ID No.: 042254336

mail@reinhardtassoc.com

Contact Person:

John D. MacMillan, AIA / LEED A.P. / MCCPO Certified President

March 4, 2010

REINHARDT ASSOCIATES

architects • engineers • interior designers • planners

FIRM PROFILE

Reinhardt Associates, Inc. is an Architectural/Engineering firm with its principal office located in Agawam, Massachusetts.

The firm was organized as an architectural firm in 1957 by Mr. Alfred Reinhardt and in 1958 the Corporation was established with the addition of Mr. Douglas C. Goodman and Mr. Edwin D. Warren as principals. Mr. Warren has since retired by is still semi-active in the Firm and longtime members of the firm, John D. MacMillan, AIA President, and Pamela Pressey, Assistant Treasurer, are now Principals, Officers and Stockholders.

As a result of Client satisfaction and the increase in volume of commissions, additional Architectural/Engineering staff was added enabling the firm to broaden professional services to a total "in-house" capability.

We currently offer coordinated architectural design, structural, civil, electrical and mechanical engineering, as well as landscape architecture and interior design. Additionally we have extensive experience in project analysis, space planning, value analysis, cost estimation, and construction administration.

Reinhardt Associates, Inc. maintains a dedicated commitment to the multi-disciplinary approach to design solutions. It is our conviction that having a complete design team of Architects and Engineers is a great benefit in providing design services for the diverse needs of most projects. The detailed coordination necessary between disciplines is facilitated by having all the design professionals under one roof. Our computer network also provides the benefit of saving time in the production of contract documents and specifications for complex building systems.

Throughout all our design commissions, we aggressively pursue a philosophy of end-user involvement, defense of celebrated buildings and sites, and a continuance of public usage in light of current building regulations.

As illustrated within the Proposal, Reinhardt Assoc. Inc. prides ourselves with being proficient with all applicable Building and Safety Codes as well as Mass State Laws relating to Public Bidding Laws including Chapters 30, 30B and 149 of the Mass State Laws.

We also were honored to be recognized as a “Patriotic Employer” by the DoD as an Employer for Support of the Guard and Reserve (ESGR) Members.

430 Main Street • Agawam, Massachusetts 01001 • (413) 786-9600 • FAX (413) 786-8699

PROJECT TEAM ~ REINHARDT ASSOCIATES, INC.

The following are Key Personnel who will be assigned to this Project:

John D. MacMillan – Architect / Senior Project Manager / Project Architect / LEED AP / MCPPO Certified; 24 years

Mr. MacMillan is a Registered Architect and President of Reinhardt Associates, Inc. Mr. MacMillan is responsible for all aspects of a Project from design through construction; some of these include project management; overseeing project production, including architectural design, specification writing, detailed cost estimates, construction supervision and project photographic documentation. Mr. MacMillan supervises the CAD/drafting program for the Company. Mr. MacMillan was the Architect and Project Manager for the Swansea Police; Wareham Public Safety Complex; Ashby Public Safety Complex; Hamilton Public Safety Complex; Paxton Public Safety Complex; Leicester Police; Rockport Police; Belchertown Police; Belchertown Fire Headquarters and the Suffield Fire Headquarters, just to name a few.

Douglas C. Goodman – Architect / Principal-In-Charge; 50+ years

As Treasurer and co-founder of Reinhardt Associates, Inc., Mr. Goodman, in his 50 years with the firm, has been responsible for the general management and control of phases of design projects being performed, including: planning, client contract, project coordination, interior design and field supervision. Mr. Goodman has been responsible for numerous diversified design projects including, but not limited to, multiple housing, bank buildings, churches, office buildings, schools, and industrial buildings. Projects have been for the public and private sectors as well as military work.

My-Ron Hatchett – Construction Administrator / Code Specialist / MCPPO Certified; 34 Years

Mr. Hatchett is responsible for assisting in the initial investigation of all architectural, structural and building code items that need to be addressed in the remediation work. Mr. Hatchett's background and education in the architectural field and in Code Enforcement (Building Inspector) for the City of Springfield provides the practical experience input in both the investigation and design stages. Other tasks include development of schematic and design development plans, coordination of program requirements, production of constructions drawings and specifications.

Michael Lizee – Construction Specialist; 31 Years

Mr. Lizee was a self-employed general building contractor for 19 years for construction of residential and commercial buildings from obtaining permits to completion as well as being contracted as a Project Manager by various companies to oversee operations on major construction projects. In his now 8 years with Reinhardt Associates, Mr. Lizee's responsibilities include preparation of bid packages and daily monitoring of contractor construction activities for capital and expense projects. Inspections and reporting functions, interfaces with contractors, design engineers and testing laboratories. Also responsible for change order development, review of requests for payment, shop drawing processing and normal construction field work.

PROJECT TEAM ~ REINHARDT ASSOCIATES, INC. (Cont.)

Richard Misiaszek – Civil Engineer; 35 Years

Mr. Misiaszek has extensive experience in site development for commercial and residential property which includes cost effective engineering and environmental protection for utility, drainage, and storm- water management projects. He has also been responsible for the design of wastewater collection systems which included pump stations and sampling systems. This type of work usually included preparation of detailed bid documents and specifications, as well as cost estimates.

Thomas Sullivan – Mechanical Engineer; 17 years

Senior Mechanical Engineer-Responsible for all facets of mechanical design. Mr. Sullivan's responsibilities consist of design, bidding, construction monitoring for all Projects. Expertise in HVAC, Plumbing and Fire Protection. Responsibilities include engineering, design and overall project management. Supervises projects from Study/Conceptual/Schematic Design through Commissioning, including Design Development creation of Construction Document and Construction Management. Coordinate project work over multiple offices and multiple disciplines.

Paul Babin – Electrical Engineer; 28 years

Mr. Babin is a licensed engineer in charge of the Electrical Design at RAI. His responsibility includes all facets of electrical design; lighting, power, emergency systems, intercommunications, and voltage control. Supervision of engineers, designers and draftsmen concerning all electrical matters. Mr. Babin also develops electrical budgets for all projects and s responsible for writing electrical specifications.

Mr. Babin has a B.S. degree in Electrical Engineering from Worcester PolyTech. Mr. Babin is also a Colonel for the USAFR, 439th Mission Support Group at Westover ARB, Chicopee, MA.

Andrew Pavlica – Structural Engineer; Engineering Design Associates; 31 Years

Mr. Pavlica is responsible for design of the structural systems and for overseeing the production of preliminary and working drawings and specifications on all group projects. While in charge of engineering personnel assigned to projects, Andrew as the firm's president deals almost exclusively with the client.

In addition, Mr. Pavlica's twenty-nine years of experience, twenty-two with EDA, Inc., and seven (7) with Reinhardt Associates, Inc. he ensures a logical approach to systems analysis and design of structural systems for new projects as well as in the investigation and evaluation for renovations and retrofitting of existing buildings.

PARTIAL LISTING OF POLICE / FIRE / PUBLIC SAFETY COMPLEX PROJECTS

POLICE / FIRE FACILITY FEASIBILITY STUDY EXPERIENCE

Ashby Public Safety Complex Feasibility Study / Pending Town Meeting Approval
Swansea Police Feasibility Study / Approved at Town Meeting
Wareham Police Feasibility Study / Pending Town Meeting Approval
Hamilton Public Safety Feasibility Study / Approved at Town Meeting
Plainfield Public Safety Feasibility Study / Approved at Town Meeting
Paxton Public Safety Complex Feasibility Study / Approved at Town Meeting
Oxford Police Feasibility Study / Approved at Town Meeting
Swampscott Temple Building Study (including New Police Facility)
North Brookfield Police Headquarters Feasibility Study / Approved at Town Meeting
Leicester Police Facility Feasibility Study / Approved at Town Meeting
Rockport Police Feasibility Study / Approved at Town Meeting
Uxbridge Police Feasibility Study / Approved at Town Meeting
Lancaster Public Safety Feasibility Study / Approved at Town Meeting
Berlin Public Safety and Municipal Feasibility Study / Approved at Town Meeting
Belchertown Police Feasibility Study / Approved at Town Meeting
Athol Police Station Feasibility Study
Seekonk Public Safety Complex Feasibility Study
West Brookfield Highway, Police & Rescue Spatial Needs Study
Chesterfield Municipal Building Study
Becket DPW / Police Feasibility Study

FIRE DEPARTMENT DESIGN AND CONSTRUCTION EXPERIENCE

Chicopee, MA	28,300 SF	New Police/Fire Public Safety Complex
Sturbridge, MA	29,000 SF	New Police/Fire Public Safety Complex
Paxton, MA	28,700 SF	New Police/Fire Public Safety Complex
Hamilton, MA	24,500 SF	New Police/Fire Public Safety Complex
Cummington, MA	9,600 SF	New Police/Fire Public Safety Complex
Plainfield, MA	10,000 SF	New Police/Fire Public Safety Complex
Berlin, MA	29,900 SF	New Police/Fire Public Safety & Municipal Offices
Sunderland, MA	12,700 SF	New Police/Fire Public Safety Complex
West Suffield, CT	4,550 SF	New Fire Headquarters
Belchertown, MA	15,000 SF	New Fire Headquarters
Montague, MA	9,600 SF	New Montague Center Fire Station
Worthington, MA	5,000 SF	New Fire Station
Barnes ANG, Westfield	21,000 SF	Add to / Alter Fire Crash Rescue Station

POLICE FACILITY DESIGN AND CONSTRUCTION EXPERIENCE

Chicopee, MA	28,300 SF	New Police/Fire Public Safety Complex
Sturbridge, MA	29,000 SF	New Police/Fire Public Safety Complex
Paxton, MA	28,700 SF	New Police/Fire Public Safety Complex
Hamilton, MA	24,500 SF	New Police/Fire Public Safety Complex
Cummington, MA	9,600 SF	New Police/Fire Public Safety Complex
Plainfield, MA	10,000 SF	New Police/Fire Public Safety Complex
Berlin, MA	29,900 SF	New Police/Fire Public Safety & Municipal Offices
Sunderland, MA	12,700 SF	New Police/Fire Public Safety Complex
Agawam, MA	65,870 SF	New MEMA Offices/Municipal Office/DPW Complex
Swansea, MA	20,100 SF	New Police Headquarters
Oxford, MA	20,050 SF	New Police Headquarters
Leicester, MA	14,300 SF	New Police Facility
Rockport, MA	13,700 SF	New Police Facility
Uxbridge, MA	12,900 SF	New Police Headquarters
Lancaster, MA	9,300 SF	New Police Headquarters
Belchertown, MA	11,800 SF	New Police Headquarters
Agawam, MA	15,500 SF	Adaptive Reuse/Reno of School for New Police Headquarters
Ware, MA	8,200 SF	Adaptive Reuse/Reno of Fire Station for New Police Facility
Oakham, MA	2,100 SF	Adaptive Reuse/Reno of Fire Station for New Police Facility
Westover AFB	21,300 SF	New Security Forces Operations Facility (Design/Build)

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Municipal Offices and Public Safety Facilities

Berlin, Massachusetts

Status: Completed 2000

Client: Richard Plummer
978/838-0368

Cost: $3,499,733.

Scope:

Work with the Town's Committee to ascertain program requirements and spatial needs for Police, Fire and municipal functions. Upgrade and expand existing school building to meet present and future needs. Associated issues include building, energy and access codes, seismic design, and wetlands protection, well water and septic system capacity and/or design. The town has occupied the building the first part of 2000. The existing building was renovated for municipal offices, and the addition was constructed to house Police and Fire Department Headquarters.

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New Public Safety & Municipal Complex
Berlin, MA

Status:	Completion, 2000
RAI Project Manager:	John D. MacMillan, AIA
Design Sub-Consultant:	Engineering Design Associates; Structural Engineers
RAI Estimate:	$3,589,353.00
Bid Price:	$3,304,000.00
Final Construction Cost:	$3,499,733.11
Change Orders:	**Existing concealed conditions and Owner requested improvements; Approximately 33 total changes**
Duration of Construction:	May 1999 thru August 2000
Square Footage:	29,900

Major Features:

- Secure Lobby & Corridors
- DeCon Room
- Day Room
- Evidence Room
- Meeting & Training Room
- Armory Room
- Record Storage
- Men & Women's Locker
- General Storage
- Chief's Office
- (3) Men's Cells
- (1) Women & Juvenile Cell
- Booking Area/Booking Desk
- Sallyport
- Municipal Offices/
- Equipment Storage
- Entrance Lobby
- Physical Training Room
- Open Office Area for Staff
- Private Staff Offices, i.e.
  - -Roll Call Room
  - -Classroom
  - -Sargeant Office
  - -Detection Office
  - -Duty Officer
  - -Work Statios
- Data & Telecom Rooms
- Mechanical Room
- Public Vestibule
- Dispatch Office
- Interview Room
- Holding Area
- Public Meeting Space
- Laundry

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Status: ***December 2008***

Client: **Northeast Utilities - WMECO**
Frank Vancini; Manager Operations Support 413/787-9573
Chris Gagnon; Sr. Project Specialist; 413/787-9573

Study Cost: **$ 14,500.**

FACILITY ASSESSMENT, MASTER PLANNING and DESIGN SERVICES
300 Cadwell Drive
Springfield, Massachusetts

1. Facility Assessment of the East Springfield Facility

Tasks and Deliverables for the Facility Assessment include:
Written Assessment of Building Shell including windows, roofing, HVAC systems, Electrical systems including back- up generator; Fire Alarm System; Plumbing Systems, a Building and ADA Code Review and Field Measurements to verify existing floor plan document(s). The assessment will describe system types, their life cycle, condition and current efficiency as well as provide recommended repairs and/or improvements. Deliverables include a Digital File Report as well as 3 copies of the written Facility Assessment Report and all accompanying photos, an updated CADD Floor Plan of the Facility for future Master Planning.

2. Master Planning for the East Springfield Facility

Programming space requirements with all identified Department heads to determine each Department's or Sub-Group's staffing levels, adjacency requirements, overall spatial requirements, storage requirements and any specialty requirements and areas. The Programming information will be provided in a spreadsheet format as approved by WMECO. After approval the Programming information will be translated into block diagrams on the updated Facility Floor Plan utilizing color cding to differentiate between the various Departments and Sub-Groups
and then revised with WMECO until a consensus Master Plan is achieved.

A Site Plan evaluation will be performed to ensure safe traffic flows, appropriate parking facilities, storage loading and unloading for planned future operations and also to coordinate with planned interior / departmental requirements.

A Logistics plan will be prepared for implementation of planned renovations and appropriate phasing requirements.

A Preliminary Cost Estimate by CSI / Trade Division will be prepared for all Facility Assessment recommendations and Master Plan renovations including all anticipated phasing, construction and project development expenses.

Deliverables will include a Space Plan Assessment / Program in an Excel spreadsheet, programmatic block diagrams of each Department / Group within overall updated CADD Floor Plan, Site Plan evaluation and Diagram (based on WMECO supplied Site Plan), and a Logistics Plan as an annotated Master Plan diagram expressing Phasing requirements and considerations. All services will be performed with the utmost regard to appropriate design, energy conservation, environmental impact, material selection, safety and cost effective construction.

Programming, Coordination and Review Meetings will be conducted on an as-needed basis or at the request of WMECO.

HOLYOKE INTERMODAL FACILITY

Holyoke, Massachusetts

Status: **Complete 2009**

Client: **Holyoke Intermodal Facility, LLC**
c/o Peter Pan Bus Lines, Inc.
Springfield, MA 01103
Mike Crowley
(413) 733-8856

Cost: **$ 4,500,000.**

Statistics

- PHASE I - Demolition and Abatement: Estimate: $ 942,636.
  Actual Bid: $906,000. (Oct '08 – Jan '09)
- PHASE 2 - Renovation and Repairs: Estimate: $ 3,494,085. (Jan '09 – Nov '09)
- (4) Story Building with full Basement; 35,434 S.F. Existing
- Tenants/ Occupants:
  - Pioneer Valley Transit Authority (PVTA)
    Bus Station Facility (1st Floor)
  - Head Start
    Child Care Facility (2nd Floor)
  - Commercial Tenant Space (1st Floor)
  - Holyoke Community College (3rd & 4th Floors)
- Public/ Private Develop Team:
  - Holyoke Intermodal Facility, LLC
  - PVTA
- Funding Sources:
  - Private Capital
  - Federal Transportation Authority
  - Executive Office of Transportation

Scope

- Existing Conditions Building Assessment; verification of necessary repairs and estimates
- Development of Spatial Program for all Tenants
- Preliminary Design of each Tenant Area; coordination of Building renovations with City of Holyoke
- Preparation of Demolition and Abatement Bid Documents (Phase 1)
- Preparation of Renovation and Repair Bid Documents (Phase 2)
- Detailed Estimating the proposed work including the coordination of multiple Funding Source requirements
- Construction Administration of All Phases of the work

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FEASIBILITY STUDY for the MUNICIPAL BUILDINGS PLANNING PROJECT

Chesterfield, Massachusetts

Status: Study - 2008

Client: Town of Chesterfield

Paul Dunphy
Town Administrator
413/296-4771; Ext. 1

Scope:

RAI was selected to provide feasibility and initial project design services for the Municipal Buildings Planning Project.

Scope of Work included:

1. Assist the Town of Chesterfield with determining its future public building needs in three areas: A Highway Garage, Municipal Offices and a Public Safety Complex.
2. Identify the most suitable site(s) and/or structure(s) to serve those needs; and
3. Identify Preliminary costs associated with the development of each Project, emphasizing energy efficiency and "green" building technologies.

The following Tasks have been performed:

Task 1 – Assess Town's Needs and Development Program for each Project

1. Needs of the Highway Department including storage; repair of trucks and other equipment, office space for department administration;
2. Needs of the Town Government including office space for select board, town clerk, treasurer, collector and assessors office as well as meeting and administrative space for Boards, Committees and Civic groups and additional space which could be rented for private offices, services or post office;
3. Needs of the Public Safety Complex including storage, repair of fire fighting apparatus, parking for police vehicles, administrative offices for police, fire and emergency personnel and areas for meeting and training.
4. Met with reps from each Department; Highway, Public Safety and Municipal to determine function, space, building size and other general criteria to meet the Departments' future needs.

Task 2 – Research Federal, State and Local Code Requirements for Each Structure

1. Researched all pertinent federal, state and local building codes, regs, ordinances, requirements and orders applicable to design and construction or reconstruction of each Project. Conducted environmental and zoning reviews to determine project development feasibility.

Task 3 – Evaluate Existing Buildings

1. RAI assessed the existing Town Highway Garage and davenport offices for potential renovation and re-use along with costs associated with renovation vs. new construction to recommend the most appropriate and economical solution.

Task 4 – Evaluate Potential Sites for Construction

1. After reviewing the information relative to the Sites below, RAI evaluated all site conditions including access, water and sewer capacity, parking and utilities and developable area to determine suitability of each site and make recommendations
   based upon these evaluations.
   - Public Safety; Existing Fire Station, Judd Property and Davenport Town Offices
   - Town Offices; Davenport Town Office; Town-Owned Land and Judd Property
   - Highway Garage; Existing Highway Dept. land for new structure.

Task 5 – Conceptual Design Drawings

1. Based on the finds in Task 4 above, RAI recommended the most favorable site/s and developed preliminary drawings in order for the Town to further evaluate the Options including Site Plan (access parking, building orientation and location of utilities) and Floor Plans and Elevations and then assisted the Board in choosing the most suitable design for further evaluation.

Task 6 – Identify Costs

1. Provided Preliminary Cost Estimates which identified costs for each category of work including architectural, site work, mechanical, electrical and fire protection, building removal and hazardous material disposal.

Task 7 – Summarization of Finding and Presentation to Town

1. Provided written analysis for choosing selected location and construction approach for each project as the most feasible and cost effective and received comments from the Town and residents to incorporate into the “Final Report” to summarize the best options for the 3 Projects/Sites.

Historic Renovations / Restoration of Town Hall
Swampscott, MA

Status: Phase I - Complete 2004
Phase II – Complete 2008

Cost: Phase 1 - $ 1,700,000.
Exterior Preservation
Phase II - $ 3,000,000.
Renovations and Addition

Client: Andrew Maylor
Town Administrator
Swampscott Town Hall
22 Monument Avenue
Swampscott, MA 01907
(781) 596-8850

Scope:

This project was driven by the Town of Swampscott's need to remove accessibility barriers from their Town Administration building and to improve the daily operations of their offices and building systems. The Elihu Thomson Administration Building was composed of the Main House and Carriage House, (built in 1889 for Elihu Thomson, co-found of General Electric) and the 1945 addition, which connected the two historic first floors. The project is partially funded by an MPPF Development grant from the Mass Historic Commission and Reinhardt Associates, Inc. assisted the Town in applying for both a CDBG grant to make the facility accessible and an MPPF grant to stabilize the historic structure.
Our design called to demolish the 1945 one-story addition, renovate the original structures and erect a new three-story addition to connect all floors of the 2 ½ story historic building

Phase I – Exterior Rehab and Preservation consisted of restoration and replacement of components of the exterior envelope including selective demolition, masonry restoration and cleaning, exterior architectural woodwork, rough and finished carpentry, copper and wood gutter repairs, single-ply membrane roofing, slate roofing tile repairs, wood window repairs and replacement, wood storm doors, glass and glazing repairs and replacement, painting and electrical.
Phase II – Renovations and Addition - including asbestos abatement, new elevator, ramp, interior doors and hardware, flooring, interior finishes, toilet rooms, plumbing, HVAC system, fire protection and electrical distribution.

Historic Renovations / Restoration of Town Hall

Swampscott, MA

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Historic Renovations / Restoration of Town Hall

Swampscott, MA

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State Office Building

Springfield, Massachusetts

Phase I and Phase II Renovations
Springfield State Office Building
Springfield, Massachusetts

Status: **Completion, 1996**

Client: **Division of Capital Planning & Operations**
Commonwealth of Massachusetts
One Ashburton Place
Boston, MA 02108
Mr. Vincent Cirigliano
617/727-4030; Ext. 483

Cost: **Phase I - $1,800,000.**
Phase II - $7,200,000.

Scope:

The project involved conversion and renovation of a former Federal Post Office and Court House Building into a new Western Massachusetts State Office Building housing the Regional Offices of the Commonwealth of Massachusetts.

Listed on the National Historic Register, the building was sensitively refurbished, inside and out, to provide new heating, power, handicap accessibility, re-roofing, waterproofing and office facilities.

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HOLLAND TOWN HALL

Holland, Massachusetts

New Town Hall
Holland, MA

Status: **Completed; 1998**

Client: **Town of Holland**
Howard Fife
413/245-7108

Cost: **$936,000.**

Scope:

The original, historic, Town hall was destroyed by a recent fire. The Town retained Reinhardt Associates, Inc. to design a replacement Town Hall, incorporating program and spatial needs, as well as code compliances including building codes, energy codes and accessibility requirements. The new 10,000 square foot, two story and basement, wood frame structure meets the Town's needs, in a facility which reflects the colonial character of the Town. The new work included site development and modifications to the existing septic system.

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New Town Library

New Marlborough, Massachusetts

Town of New Marlborough

1 Mill River - Gt. Barrington Road
Mill River, MA 01244-0239
Claudette Callahan

(413) 229-6668

Status: Completion, 1999

Client: Town of New Marlborough

Construction Cost: $550,000.

Design Contract Amount: $ 58,000.

Scope of Project:

Originally built in 1920, the historic Town Library was destroyed by catastrophic fire in 1996. Reinhardt Associates, Inc. was retained to conduct a structural study of the remaining foundation as well as a program spatial needs study in order to rebuild this much-needed municipal facility. As a result of our initial work, the Town commissioned us to design a new library on the site of the original structure. The 3300 square foot building is totally accessible and reflects the historic character of the previous, colonial-style structure.

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Joshua Hyde Library Addition

Sturbridge, Massachusetts

Status: Completed

Client: Town of Sturbridge

Cost: $ 1,248,004.

Scope of Project:

Design an expansion of this historic structure, located on the Town Common of a historically-sensitive community. At the same time, the library was in need of a major increase in program space. Due to the historic character of the building and its surroundings, the addition needed to closely replicate the existing masonry, foundation block and trim with the use of economically-viable materials. The 8,000 square foot addition had to occur down a steeply sloping site.

The addition contains three levels of handicapped accessible space. The lowest level serves as general activity and storage space. The two main levels serve as a library, with a large concealed skylight providing natural light to the upper level. A first floor atrium permits this light to reach the second, or mid-level, which functions as the children's library space.

All new mechanical and electrical systems, as well as an elevator, were designed into the expanded structure.

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