

**FACILITIES CONDITIONS ASSESSMENT  
AND  
SPACE NEEDS ASSESSMENT**

**MULTIPURPOSE BUILDING  
HOOK AND LADDER HEADQUARTERS  
TOWN HALL SOUTH**

January 2016



**Municipal Buildings Strategic Plan Advisory Committee**

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## **Introduction**

In the spring of 2014, planning began on a comprehensive analysis of the space available in and the current physical condition of municipal buildings in Newtown. At that time, a number of concurrent events in Newtown offered the opportunity to relocate Town functions and pointed to the need for an update to previously published space use and facilities conditions studies.

The initial concept for a community center (to be funded by a grant from GE) included new space for senior activities to replace the outdated and undersized Senior Center currently located in the Multipurpose Building on Riverside Road in Sandy Hook. The new community center was also to be planned to accommodate a future addition for Parks & Rec Department offices, presently located in the lower level of Town Hall South, 3 Main Street. As those plans progressed, it became clear that the vacated spaces in the Multipurpose Building and Town Hall South could be utilized for other municipal uses.

During the same period, the Newtown Hook and Ladder Company No. #1 announced that they would build a new firehouse on Church Hill Road and vacate the existing headquarters building behind Edmond Town Hall in 2016. The move would cause the building to revert back to municipal use and there was considerable interest in exploring whether the space could be utilized by other Town or non-profit use, appropriate to the location in the Borough Historic District.

Finally, the Board of Education and the Newtown Public School District had begun discussions on declining enrollment trends and whether a recommendation might be made in the near term to close and decertify a school building. In that event, the former school building would revert to municipal use like the Hook and Ladder headquarters and the Town would have an opportunity to occupy it or divest of the asset.

An earlier Facilities Conditions Assessment and Space Needs Study had been conducted in 1999, prior to the Town's acquisition of the Fairfield Hills Campus, in an effort to determine the future use of Edmond Town Hall as municipal offices. With the move to the renovated Municipal Center on the Fairfield Hills Campus, much of the space needs analysis contained in that report had been satisfied, but other departmental space needs deserved revisiting. Likewise, a 2008 Space Needs Assessment for the Police Department had become outdated and a review of the future space needs of the department and emergency communications center were determined to be required.

After considering all of the above circumstances, the Board of Selectmen decided to create an appointed Committee whose members would review current space needs of municipal departments, examine the physical condition of town-owned buildings and develop a master plan for the future use of those buildings.

The Municipal Buildings Strategic Plan Committee was formed in August 2014 and included members of the Board of Finance, Legislative Council, Board of Education, Board of Burgesses and other volunteers with backgrounds in government service and municipal planning.



### **Municipal Buildings Strategic Plan Committee**

After appointment by the Board of Selectmen in August 2014, the Municipal Buildings Strategic Plan Committee adopted the following Mission Statement to define their work:

*Develop strategic recommendations for the re-use, renovation and/or possible disposition of all Town-owned buildings and properties based on a comprehensive analysis of both physical conditions and space need functions for each such building or property. The resulting written plan would be used to inform such decisions as to the future use of buildings and properties over the next decade.*

The committee's initial objective was to make recommendations to the Board of Selectmen on the future use/reuse of the Multipurpose Building, Town Hall South, and the Hook and Ladder Headquarters and to also evaluate the near-term space needs of the Police Department and Emergency Communications Center, the Social Services Department and the Cultural Arts Commission. To that end the committee retained the services of DRA Architects to assess the cost and feasibility of renovating the three target buildings for ongoing use and to produce a space needs program for each of the identified Town departments.

### **Consultant Requests for Proposals**

The committee initiated a comprehensive Request for Proposals process and released two RFPs on January 30, 2015. The decision to issue the Facilities Conditions Assessment RFP and the Space Needs Assessment RFP as separate documents ensured that the committee would receive the best responses for the two different scopes of services.

Eleven firms responded to the FCA RFP and both traditional architecture/engineering firms and facilities assessment consultants were well-represented. Seven architectural firms responded to the SNA RFP. Both RFPs are attached to the end of this report for reference to the Scope of Services defined.

The full MBSP Committee reviewed all submissions and selected three firms for interview. Although it was not the initial intention of the committee, the three firm identified for interview submitted both FCA and SNA proposals and the committee determined that it would be in the best interest of the Town to retain one firm to provide both scopes of services. A subcommittee of the MBSP Committee interviewed the three firms and made a recommendation to the full committee after viewing sample reports and confirming references.

### **FCA and SNA Consultant**

Drummey Rosane and Anderson, Inc. of South Windsor, CT was selected as the Committee's FCA and SNA consultant. DRA worked closely with the Newtown DPW staff and maintenance staff at the various buildings from April through August, to document the target facilities' physical conditions and identify the potential scope of improvements necessary to retain each building for municipal use. During the same period, DRA also interviewed staff of the targeted departments and commissions and developed the parameters for the space needs study. A draft report was presented to the full MBSP Committee in late August for review and discussion.





The DRA draft FCA report on the current conditions of the Multipurpose Building, the Hook and Ladder Headquarters and Town Hall South identified capital improvements required in each building along with a detailed cost estimate and a timeline for improvements. After careful consideration and discussion, the committee made the following recommendations to the Board of Selectmen in late 2015 for inclusion in the next 5-year Capital Improvement Plan.

### **Recommendations Regarding Building Use/Reuse**

#### **Multipurpose Building, 14 Riverside Road**

Given that there is no current plan to provide alternate space for the Senior Center and that the Children's Adventure Center has a long term lease, it is likely that the Multipurpose Building will remain a Town-owned building for the foreseeable future. Built in 1972 with three subsequent additions, the building requires near-term capital improvements, as well as a regular maintenance program.

The Municipal Buildings Strategic Plan Advisory Committee recommended that \$989,000 be added to the C.I.P. for necessary capital improvements to the Multipurpose Building.

Break-down:

New Boilers, Controls, HWH	\$112,000	2017
Parking Lot Resurface	\$150,000	2017
Replace Air Handling System	\$150,000	2019
Replace Roof	\$577,000	2021

Should the Senior Center ever vacate their space, then approximately 4500sf would be available for other Town departments/commissions.

#### **Hook and Ladder Building, 45 Main Street**

The Municipal Buildings Strategic Plan Advisory Committee recommended that no additional resources be committed to the former Hook and Ladder Headquarters when vacated in 2017.

Rationale:

The committee's consultant estimated that at least \$2.5 million would be needed to restore structural stability to the building, replace the roof, resolve deferred maintenance of the exterior envelope, complete code compliance work, and replace HVAC and plumbing systems. This estimate does not include any cosmetic, "tenant improvement" work that might be required for a future use. In addition, the approximately 6000sf building does not suit the current space needs of any municipal departments or organizations.

#### **Town Hall South, 3 Main Street**

The Municipal Buildings Strategic Plan Advisory Committee recommended that a new facility be planned and built as headquarters for the Newtown Police Department rather than continue to renovate the former tractor sales building.



**Rationale:**

After extensive analysis by the committee and the consultant as to both the physical condition of the building and the current and future space needs of the Police Department, a new and larger facility was determined to be in the best interest of the Town and the Department. The MBSP Committee recommended that no future investment be made into 45 Main Street renovations as a police headquarters facility due to the limitations on expansion and the inadequacy of on-site parking. The building also requires extensive renovation to bring it up to current building and accessibility codes and to resolve deferred maintenance issues.

Further study is needed to determine whether the building could be repurposed as a Town facility, sold or demolished

**Results of the Space Needs Assessments**

**Social Services Department** currently occupies approximately 2000 square feet in the lower level of Town Hall South at 3 Main Street, of which 700 sf is office space and 1300sf is dedicated to storage. Based on the Space Needs study by DRA Architects, Social Services requires approximately 3200sf of administrative and program spaces, including offices for private screenings and interviews and expanded storage for donated food and household items. In addition, parking at Town Hall South (shared with the Police Department and other Town functions) is often inadequate for clientele.

**Cultural Arts Commission** is currently without permanent office space and is presently leasing 1600sf of storage space, primarily for arts equipment donated after 12/14. Based on the Space Needs study by DRA Architects, the Commission needs approximately 5000sf for administrative offices, minimal program spaces and storage. The CAC has self-identified the need for approximately 19,500sf in a Cultural Arts Center that would house their administrative offices, multi-use arts spaces, community performance space and storage.

**Newtown Police Department** is currently located on two levels of Town Hall South at 3 Main Street, and occupies about 10,000sf of the 18,500 sf building. Based on the Space Needs study by DRA Architects, the Police Department requires approximately 24,200sf – 26,500sf of space, based on a 20 year projection of growth in the Town force.

**Emergency Communications Center** is currently co-located in Town Hall South at 3 Main Street with the Police Department. Based on the Space Needs study by DRA Architects, a new Emergency Communications Center will require approximately 5400sf of space as part of a regionalized communications center. Space needs are based on a presumed regionalization of emergency communications centers as mandated by the State.



### **Continuing Work of the Municipal Buildings Strategic Plan Committee**

In looking ahead to 2016 and beyond, the Municipal Building Strategic Plan Committee will continue to identify buildings for municipal occupancy needs and will match documented space needs with available space within those buildings. The Committee will also continue to engage Facilities Conditions Assessment consultants to develop renovation feasibility plans and associated cost estimates. To this end, the Committee will pursue the following tasks in collaboration with other Town of Newtown Boards, Commissions and Departments:

- Follow-up on the Committee recommendations for the future use or disposition of Town Hall South and the Hook and Ladder Headquarters
- Follow-up on the Committee recommendation for a new Police Department facility (new construction)
- Identify a potential new location for the Department of Social Services
- Identify a potential location for a permanent home for the Cultural Arts Commission and other arts-related groups
- Evaluate the potential for renovating Plymouth Hall on the Fairfield Hills Campus for use as a Town facility
- Continue to address the space needs of departments impacted by the new Community Center plans
- Accept assignment of additional facilities assessments as charged by the Board of Selectmen

### **Municipal Buildings Strategic Plan Committee – 2015**

Bill Brimmer

Scott Cicciari

Jim Filan

Kathy Hamilton

Rebekah Harriman-Stites

Michelle Ku

Paul Lundquist

Jay Maher

Mike Marinaccio

Walt Motyka

Aileen Barreto, Clerk

Geralyn Hoerauf, STV | DPM, facilitator and consultants



**Municipal Buildings Strategic Plan Advisory Committee**



# Town of Newtown

## Facilities Assessment Report

Newtown, CT

AUGUST 24, 2015





# NEWTOWN FACILITIES ASSESSMENT REPORT

Town of Newtown, Connecticut

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# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

## Introduction

The intent of this study is twofold: firstly, to examine the condition of three buildings and secondly, to determine the space needs of four town departments. It also includes documenting information for other town departments in order to project improvements for their buildings.

- A condition analysis was performed on:
  - Town Hall South;
  - The Multi-purpose building; and
  - The Hook and Ladder Company building.
- Projections of space needs with some possible solutions were provided for:
  - The Police Department;
  - The Emergency Communications Department;
  - Social Services; and
  - The Cultural Art Center.
- Survey forms were received from:
  - Public Works;
  - Animal Control; and
  - Municipal Building.

With the above information, a projection of the Capital Improvement Cost was developed to resolve the condition concerns. From these, a timeline was prepared recommending major system improvements for the selected building.

Projected budgets were developed to resolve the program needs of the selected buildings.

In 2015 DRA Architects with its team of engineers performed visits to each of the buildings and evaluated them to determine the types of improvements that will be necessary. Conversations were held with department heads and those in charge of maintenance. These improvements included such topics as:

- General
- Life Safety
- Health
- Hazardous Materials
- American's with Disabilities Compliance
- Site Issues
- Exteriors
- Interiors
- Energy and Water Conservation
- Mechanical, Electrical, Plumbing And Fire Protection

With any renovation project it is necessary that International Existing Building Code be reviewed in light of the items of renovation work that are selected. In doing so it may be determined that other items of work will be necessary to achieve compliance.

# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

Each of the improvements was then prioritized into the following categories:

- Current Critical
- Potentially Critical
- Necessary – Not yet Critical
- Recommended

A detailed description of criteria used for each of the categories is included in the report.

For each of the improvements an independent cost estimate was obtained. The estimates are a projection of the costs and include soft costs associated with each item. (Soft costs are the miscellaneous costs associated with professional fees, contingency, bonding costs, bidding expense, testing etc.). The estimator does not have the advantage of detailed drawings for each of the items so the intent is to provide an order of magnitude that, should the improvement move ahead, will be refined up to the bid date. For many of the like items it will be possible to group them together and save on the soft costs. Similarly, there may be items that can be bid without professional drawings and specifications and, again, the soft costs can be reduced. The cost should be used as an overall budget for each item. A more detailed explanation of the use of the estimates is included later in this report.

This report is organized with the recommendations presented at the beginning followed by the reports covering all the Buildings. These include detailed condition reports with supporting materials from the engineers and plans of each building with proposals to solve the space needs.

\* \* \*

## Executive Summary

### Condition Assessment

The condition analysis for the three buildings has recommended the following expenditures for major system replacement. These recommendations only apply if the individual buildings continue to be occupied.

Building	2016	2017	2018	2019
Town Hall South	\$ 193,362	\$ 259,500	\$ 155,700	\$ 363,300
Multi-Purpose	\$ 3,014	\$ 208,100	\$ 150,000	-
Hook & Ladder	\$ 3,476	\$1,518,726	\$ 755,656	-

Town Hall South and the Multi-purpose buildings are in comparatively very good condition compared to the Hook & Ladder building that will require extensive repairs and improvements. The largest challenge with the Hook & Ladder building is the resolution of the settlement of the front of the 1969 addition. Repairs will require new foundations and the reconstruction of the front façade. An alternate approach will be to demolish the front of the building and construct a new front wall further back, on a new foundation. This may prove to be the best solution.

### Space Needs Assessment

The needs of four departments were explored in the study:

- Police Department
- Emergency Communications
- Social Services
- Cultural Arts Commission

Discussions were held with each department to ascertain their needs and develop a space program. From our “test fit” diagrams budgets were developed for a number of options:

	Existing Space	Recommended Space	Suggested Budget (2015 \$'s)
Police Dept.	9,391	26,300	\$11,355,940
Communications	565	5,433	\$3,809,729
Social Services (SS)	1,996	2,980	
Cultural Arts (CA)		4,975	
CA - Hook & Ladder			\$3,101,495
SS & CA – MP Option 1			\$2,663,930
SS & CA – MP Option 2			\$2,412,255
		TOTAL	\$23,162,349



# Municipal Building, Location Map

NEWTOWN



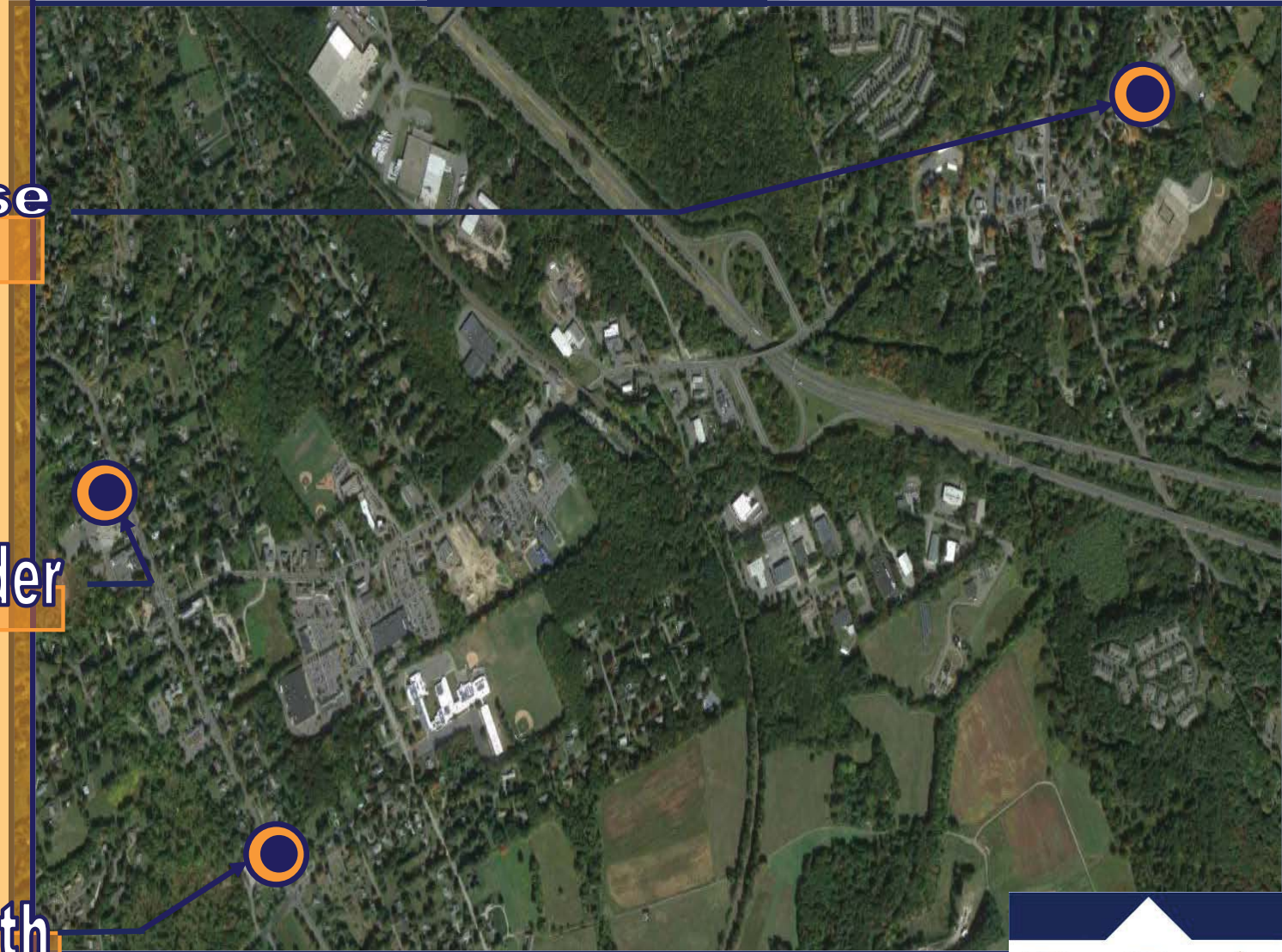
Multipurpose  
Building



Hook and Ladder



Town Hall South





# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

## Priority Rating System

Priorities are listed to the left of each item:

**Priority** 1 – Current Critical: Conditions in this category require immediate action to:

- Correct a cited safety hazard
- Stop accelerated deterioration
- Return a facility to operation

**Priority** 2 – Potentially Critical: Conditions in this category if not corrected soon may result in:

- Intermittent Operations
- Rapid Deterioration
- Potential Safety Hazards

**Priority** 3 – Necessary, not yet critical.  
Conditions in this category require appropriate attention to preclude a predictable deterioration or potential downtime and possible damage and higher costs.

**Priority** 4 – Recommended.  
Conditions in this category include items that represent a sensible improvement to existing conditions. They are not required for the most basic function of the facility, but will improve overall usability and/or reduce long-term maintenance costs.

– Comment only.





# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

## Use of Cost Estimate Information

At this study phase we do not know how the Town might package contracts or combine items. Accordingly we price each item in the study as work performed by a General Contractor, requiring professionally designed bid documents and construction oversight & contract administration by a professional design team. These and other factors affect the study direct cost estimates as follows;

An item is added for General Conditions. This is a General Contractor item to cover the cost of all of the items stipulated in a typical construction contract and bid specification including such items as insurance, temporary utilities, site offices, OSHA requirements, and other non-direct costs of performing work that are required of a General Contractor. The percentage used is based on the size of the contract. The smaller the contract, the higher the percentages because fixed costs are spread over a smaller base figure.

An item is added for Overhead and Profit. Again, this is a General Contractor item. It covers the cost of the GC home office, estimating staff, admin staff, and other standard overhead items. It also includes a fair and reasonable profit margin in normal market conditions. Again, the smaller the contract, the higher the percentage is to meet the necessary expenses of doing business.

An item is added for Design & Price Reserve. It is important to note that actual designs put out to bid often vary from design solutions envisaged in studies. A study is conceptual in nature whereas bids are based on fully developed design documents. The full amount of money required will not be known until the contract is complete along with the cost of any extras. It is not uncommon for additional unforeseen work to be uncovered during further design investigation or during construction. Rotted roof deck, rock excavation, code changes requiring a different design solution are all examples of possible additional costs that may be incurred on the design side. On the price side this contingency guards against changing economic conditions and inflationary pressures beyond the norm as the economy improves.

Escalation covers the normal annual increases in union wages and normal annual material price increases. All prices indicated will need to be increased by 4% per annum to their projected bid date over the years covered in this report.

The cost of bonding the General Contractor and his subcontractors is added. The rate of this insurance varies with the size of the contract and the annual construction volume of the winning bidder.

Owner soft costs typically run 30% on public work projects. Soft costs include architectural, engineering, financing, and legal fees, and any other Town-paid pre- and post-construction expenses. Costs are included in each item for a professional design team to fully explore and

## NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

develop a complete design solution through bid documents, manage the bid process and supervise & administer the construction contract.

The cumulative effect of all of these compounded percentages uplift the total Direct Cost estimates significantly to the total Project Cost estimate.

Whether items are bid to a GC or to a sub-contractor, whether an architectural team is involved, whether wage rates are applicable are examples of how these estimates may vary. It is very important to understand that the procurement method and contract packaging do have a considerable impact on budgeting for the construction, and that the soft cost portion of the estimates should not be allocated to the hard construction budget. Also that the construction bid price is not normally the final construction cost or the total cost of the project when all expenditures are tallied.

\* \* \*

# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

## Mark-Up List

The following are the mark-ups that have been included in the costs associated with each item of work.

### Markups - To Be Calculated Cumulatively

#### General Conditions:

Project Value Less Than 200k	20.00%
Project Value 200k - 500k	16.00%
Project Value 500k - 1mil	14.00%
Project Value 1mil - 2mil	12.00%
Project Value 2mil - 5mil	10.00%

#### Overhead & Profit:

Project Value Less Than 200k	23.00%
Project Value 200k - 500k	18.00%
Project Value 500k - 1mil	16.00%
Project Value 1mil - 2mil	14.00%
Project Value 2mil - 5mil	12.00%

Design & Price Reserve	15.00%
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#### Bond:

Project Value Less Than 100k	3.00%
Project Value 100k - 1mil	2.40%
Project Value 1mil - 2mil	2.00%
Project Value 2mil - 5mil	1.60%
Project Value 5mil - 10mil	1.34%

Soft Costs/Design Fees	30.00%
------------------------	--------

Escalation should be added to each item based upon the year the work is projected to be done:

Fiscal Year 2017	4.00%
Fiscal Year 2018	8.16%
Fiscal Year 2019	12.50%
Fiscal Year 2020	17.00%
Fiscal Year 2021	21.68%

\* \* \*





# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

## TOWN HALL SOUTH

3 Main Street

Year Constructed: 1950  
Year of Renovation/Addition: 1990  
Building Type: B/S-2/R-2  
Construction Type: IIIB  
Fire sprinklers: No  
Total Floor Area: 18,528 SF  
Floors: Basement and First Floors  
Parking: 53

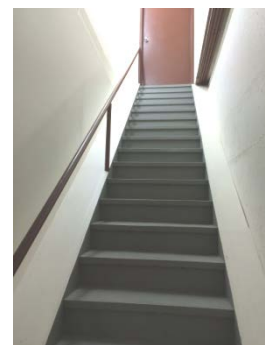
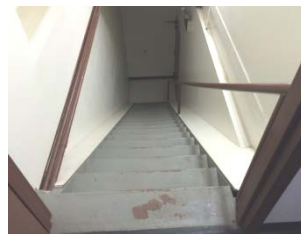


**GENERAL:** Originally constructed as a tractor sales building the building was repurposed to serve Town functions including the Police Department. The exterior of the building is suffering from many years of being clad with "Texture 1-11" siding, a product that is basically scored plywood intended to provide an appearance of vertical wood siding. Windows have needed to be replaced due to air and water leakage. In contrast the interiors are in much better condition. It is very difficult to find parking spaces on the site which we consider to be undersized for its current uses.

### LIFE SAFETY:

2

Stair between Lower and Upper Levels has projecting nosings and only one handrail. There is also insufficient landing space at the bottom and top of the stair. This stair appears to be a service stair that is not used by other than the custodial staff but it does serve as an egress from what would otherwise be a dead end corridor. As such the stair needs to be upgraded to remove the projecting nosings by using beveled siding to create a gradual slope from the treads to the nosings. ADA compliant handrails need to be added on both sides. The bottom landing will need to be increased in size to allow for clearance space at the door. Similarly, the door at the top of the stair needs to be removed



2

Add a new fire rated partition and ceiling in the Janitor's Closet to separate it from the Storage Area.

HEALTH: N/A

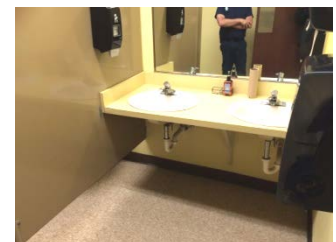
# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

HAZARDOUS MATERIALS: N/A

## ADA COMPLIANCE:

- 3 Shower room at cell area is not accessible for disabled persons. Redesign space to provide full accessibility to shower and fixtures.
- 3 There is no accessible cell for disabled persons. An adjacent area to the detention space will need to be modified to create a cell for disabled persons.
- 3 Shower/Restrooms for men and women are not fully accessible. Showers are non-compliant. Restrooms do not meet the Building Code requirements. Redesign Shower/restrooms to fully meet the State Building Code.
- 3 Doors throughout building have knobsets but require lever sets for accessibility. Replace all knobsets with lever sets.
- 3 Counters in Park and Recreation are not ADA accessible. One section needs to be replaced to allow for knee space for both public and staff.
- 3 The lavatories in the Lower Level Restrooms need to have all piping insulated under the counter.
- 3 The Upper Level Restroom for the disabled is not accessible. Door lever is broken, and sign should have raised letters, symbol, and braille and be mounted on adjacent wall. The interior of the room is too small to meet ADA and CT Building Code. Construct new Women's and Men's accessible toilet rooms.



# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

- 3 Lower Level ramp has only one handrail. Add a second handrail on opposite wall.



- 3 Sink in Staff Kitchenette/Workroom is not accessible. Change cabinets to provide knee space and replace sink

## SITE:

- 3 Parking lot is badly cracked. Loose areas should be removed and cracks cleaned and sealed. Replace base material under loose areas. A new top coat should be applied over entire paved areas.



## EXTERIORS:

- 2 Exterior siding is deteriorating and is in need of replacement. The north and east sides of Texture 1-11 siding has been redone but the remaining two sides need to be replaced and painted.



- 3 Replace damaged exhaust vents



- 3 Parging is delaminating from concrete foundation wall. Remove loose material, apply bonding agent and re-parge exposed concrete areas.



- 3 Foundation wall and concrete masonry wall are cracking. Cut a control joint in concrete masonry and apply sealant and backer rod.





# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

3

Steel columns that project above low east roof are only primed and are starting to rust. Clean off rust, re-prime and apply two finish coats of paint.



3

Some windows have required replacement due to water and air leakage. The remaining windows, that are not thermally broken, should be replaced to improve comfort and energy efficiency in the building.

3

Two exterior hollow metal doors and frames need to be re-painted.



3

EIFS system needs to be repaired on the exterior wall adjacent to the public restrooms.

## INTERIORS:

3

Painted concrete floors in cell block area, booking and in hallway behind the cells, are worn and need to be re-painted with epoxy. This also applies to the floor in the Lower Level Custodial Storage room.



3

Gypsum wallboard at floor in sally port has deteriorated from moisture. Replace bottom 24 inches with moisture resistant/abuse resistant wallboard with sealant at the floor line. Paint first four feet of wall with epoxy paint.



3

Replace rusted louvers in sally port.



3

Some ceiling panels in hallway behind the Cell block, outside Computer room, in the Break Room, in the Detectives Room and in hall outside Records are damaged/stained and need to be replaced.



3

Custodial area behind cell block has walls of exposed wallboard and is used for multiple types of storage. Walls should be painted.



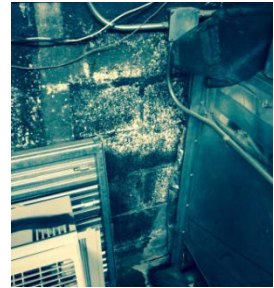


## NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

3

Efflorescence is present on the exterior wall of the Fan Room and is an indication of moisture being present in the walls at some point in the building's history. The walls should be wire brushed to remove the salts and then tested for moisture. If low moisture is detected then the walls can be painted; if high levels, then the exterior of the walls need to be checked to ensure that there is adequate below grade damproofing, and above grade flashings and weep holes.



3

Exterior door lintel in Hallway adjacent to the Fan Room needs to be pointed and re-painted.



3

Floor tile in Traffic Division's Office and the Pantry needs to be replaced.



3

Toilet partitions in Lower Level Restrooms are rusted, worn and need to be replaced.

3

There is evidence of an old water leak in the Lower Level Storage and the walls need to be painted.



3

There are two areas where the baseboard radiation covers are damaged and need to be replaced. These occur on the east and west side of the building at the exit doors.

ENERGY & WATER CONSERVATION: N/A

MECHANICAL, ELECTRICAL, PLUMBING AND FIRE PROTECTION:  
(see individual reports for detailed description).

# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

## MECHANICAL:

2

**Boiler Plant:** The building is heated by one Eighty Eight Series hot water boiler. The boiler is gas fired and reaching the end of its useful life. There are two pumps which provide redundancy in case one pump fails. The hot water system serves fin tube radiation and duct mound hot water coils. The hot water pumps are controlled by six temperature zones via electric relays. Recommend replacing the boiler with two high efficiency condensing boilers to provide redundancy and higher levels of energy efficiency (up to 95% versus current boilers with nominal efficiency of probably 75% to 80%). Replace hot water distribution and controls to provide more zones for energy efficiency and update controls to DDC type system.



3

Most of the building is served by indoor mounted air handling units with remote compressor / condensers and duct mounted hot water coils. Most of the units are old are in fair to poor condition. Ductwork distribution to spaces below includes single zone hot water coils. "Local" air conditioning is also provided at specific areas with ductless split units. Temperature control system is via electric relays with electric actuated valves and dampers. Computer Operations Room needs improved air conditioning and ventilation. Recommend replacing air handling systems and replace and upgrade controls to web based DDC type system.



## ELECTRICAL:

3

The building is served by a Square D distribution panel, rated at 400 amperes, 208Y/120 volts, 3-phase. The service equipment and main distribution panels are in good condition.



# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

Emergency Generator: The generator is a 80 KW Kohler; gas fired generator and automatic transfer switch located inside; both are in good condition. Recommend upgrading electrical power distribution throughout the building with new local panels, new receptacles and wiring.



3

Lighting, in general, consists primarily of fixtures with acrylic lenses and T8 fluorescent lamps. Most of the fixtures are in fair to poor condition. Emergency lighting is handled by an emergency generator and local battery pack type fixtures. The fire alarm system is a Honeywell zoned system. There are manual fire alarm pull stations throughout the building. Replace lighting with new energy efficient fixtures and controls such as occupancy sensors and daylight harvesting. Where feasible, replace battery pack type emergency lights and re-circuit fixtures to be fed from the generator.

2

Replace and upgrade fire alarm system to an addressable system.

## PLUMBING:

3

Existing plumbing fixtures are as follows:

- a. In general, there are a variety of fixtures of different age and condition. Many of the fixtures are in need of replacement due to age and also to benefit from sensor mounted controls and water conserving features.
- b. Water closets are floor mounted; tank type, vitreous china
- c. Lavatories are wall hung and counter mounted vitreous china. Faucets are installed with single lever handle faucets.
- d. Urinals are wall mounted with manual flush valves.

Recommend replacing all plumbing fixtures and water piping.

# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

1

Existing Domestic Hot Water System: The domestic hot water is generated by a Bradford White gas fired water heater with 50 gallon storage. The water heater is in good condition, but does not incorporate a mixing valve at the hot water supply. Recommend adding mixing valve to water heater.



## FIRE PROTECTION:

2

There is no central fire protection system (sprinklers) currently at the facility. We recommend a new wet type fire protection system be installed with sprinklers throughout the entire building.

\*

\*

\*

# **Mechanical and Electrical Systems**

## **Existing Conditions Narrative**

### **Town Hall South Newtown, Connecticut**

8/24/15



Prepared By  
**Consulting Engineering Services, Inc.**  
811 Middle Street, Middletown, Connecticut 06457  
CES Project No. 2015143.00

## **A. PLUMBING NARRATIVE**

### **APPLICABLE CODES AND STANDARDS**

The plumbing systems will be reviewed in conformance with the requirements of the following codes and regulations and all applicable local authority requirements.

1. 2005 Connecticut State Building Code
2. 2005 Connecticut State Fire Safety Code
3. 2003 International Building Code(IBC)
4. 2003 International Plumbing Code
5. 2003 International Energy Conservation Code
6. NFPA, Latest Version
7. ASHRAE 90.1

### **PLUMBING UTILITIES**

1. Domestic Water:
  - a. Existing Domestic Water Service: The building is currently served by a 2" domestic water main fed from Aquarion Water Company. This water service currently serves all of the building's domestic water needs.
2. Natural Gas:
  - a. Existing Natural Gas Service: The building is currently served by natural gas fed from the local utility's distribution system. Equipment which the gas main currently serves includes the boiler and water heater.
3. Sanitary:
  - a. Existing Sanitary Service: The building's sanitary sewer system provides sanitary waste drainage for plumbing fixtures located throughout the building. The sanitary waste piping discharges to the city's central sewer system.
4. Storm:
  - a. Existing Storm System: Building is served by a combination of gutters and roof drains with internal rain leaders.

### **PLUMBING FIXTURES AND SPECIALTIES**

1. Existing plumbing fixtures are as follows:
  - a. In general, there are a variety of fixtures of different age and condition. Many of the fixtures are in need of replacement due to age and also to benefit from sensor mounted controls and water conserving features.
  - b. Water closets are floor mounted; tank type, vitreous china
  - c. Lavatories are wall hung and counter mounted vitreous china. Faucets are installed with single lever handle faucets.
  - d. Urinals are wall mounted with manual flush valves.

## DOMESTIC HOT WATER SYSTEMS

1. Existing Domestic Hot Water System: The domestic hot water is generated by a Bradford White gas fired water heater with 50 gallon storage. The water heater is in good condition, but does not incorporate a mixing valve at the hot water supply.



## RECOMMENDATIONS:

1. Replace all plumbing fixtures and water piping.
2. Add mixing valve to water heater.

## B. FIRE PROTECTION NARRATIVE

### FIRE PROTECTION SERVICE

1. There is no central fire protection system (sprinklers) currently at the facility
2. We recommend a new wet type fire protection system be installed with sprinklers throughout the entire building.



## **C. MECHANICAL NARRATIVE**

### **APPLICABLE CODES AND STANDARDS**

The mechanical systems will be reviewed in conformance with the requirements of the following codes and regulations and all applicable local authority requirements.

1. 2005 Connecticut State Building Code
2. 2005 Connecticut State Fire Safety Code
3. 2003 International Building Code(IBC)
4. 2003 International Mechanical Code
5. 2009 International Energy Conservation Code
6. NFPA, Latest Version
7. ASHRAE 90.1

### **EXISTING BOILER PLANT**

1. Boiler Plant: The building is heated by one Eighty Eight Series hot water boiler. The boiler is gas fired and reaching the end of its useful life. There are two pumps which provide redundancy in case one pump fails. The hot water system serves fin tube radiation and duct mound hot water coils.
2. The hot water pumps are controlled by six temperature zones via electric relays.

#### **HOT WATER BOILER**





### HOT WATER PUMPS @ BOILER ROOM



### **EXISTING AIR HANDLING SYSTEMS**

1. Most of the building is served by indoor mounted air handling units with remote compressor / condensers and duct mounted hot water coils. Most of the units are old are in fair to poor condition.



2. Ductwork distribution to spaces below includes single zone hot water coils.
3. "Local" air conditioning is also provided at specific areas with ductless split units.
4. Temperature control system is via electric relays with electric actuated valves and dampers.

#### **RECOMMENDATIONS:**

1. Replace the boiler with two high efficiency condensing boilers to provide redundancy and higher levels of energy efficiency (up to 95% versus current boilers with nominal efficiency of probably 75% to 80%). Replace hot water distribution and controls to provide more zones for energy efficiency and update controls to DDC type system.
2. Replace air handling systems.
3. Replace and upgrade controls to web based DDC type system.

### **D. ELECTRICAL NARRATIVE**

#### **APPLICABLE CODES AND STANDARDS**

The electrical power, interior lighting, and fire alarm systems will be reviewed in conformance with the requirements of the following codes and regulations and all applicable local authority requirements.

1. 2005 Connecticut State Building Code
2. 2005 Connecticut State Fire Safety Code
3. 2003 International Building Code(IBC)
4. 2009 International Energy Conservation Code
5. 2005 National Electrical Code, NFPA 70 (NEC)
6. Illuminating Engineering Society Lighting Handbook (IESNA), 9<sup>th</sup> Edition
7. ASHRAE 90.1

## EXISTING SYSTEMS

1. The building is served by a Square D distribution panel, rated at 400 amperes, 208Y/120 volts, 3-phase. The service equipment and main distribution panels are in good condition.



2. Emergency Generator: The generator is a 80 KW Kohler; gas fired generator and automatic transfer switch located inside; both are in good condition.



3. Lighting, in general, consists primarily of fixtures with acrylic lenses and T8 fluorescent lamps. Most of the fixtures are in fair to poor condition.
4. Emergency lighting is handled by an emergency generator and local battery pack type fixtures.
5. The fire alarm system is a Honeywell zoned system. There are manual fire alarm pull stations throughout the building.

#### **RECOMMENDATIONS:**

1. Upgrade electrical power distribution throughout the building with new local panels, new receptacles and wiring.
2. Replace lighting with new energy efficient fixtures and controls such as occupancy sensors and daylight harvesting. Where feasible, replace battery pack type emergency lights and re-circuit fixtures to be fed from the generator.
3. Replace and upgrade fire alarm system to an addressable system.

#### **E. MEP SYSTEMS CONCLUSION**

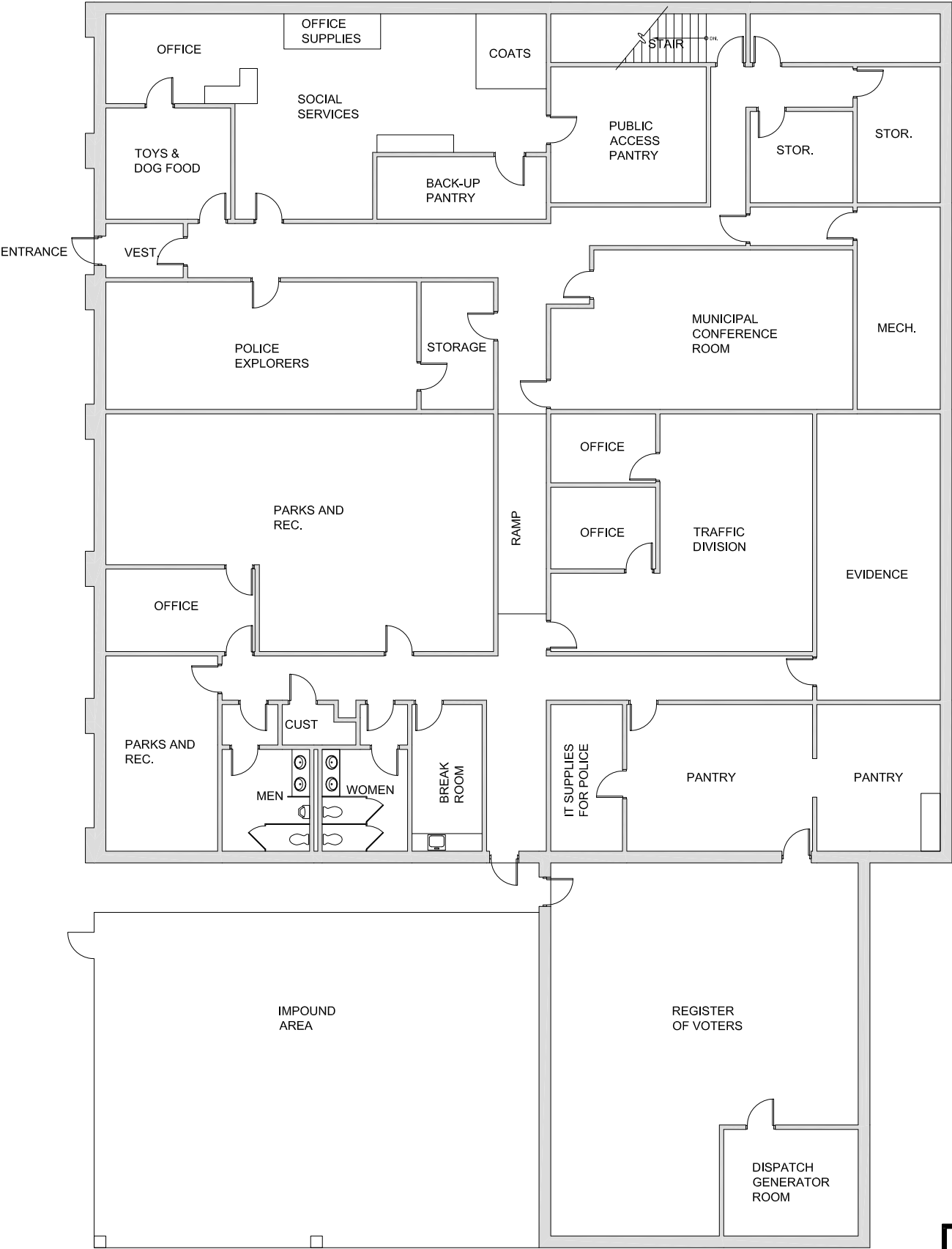
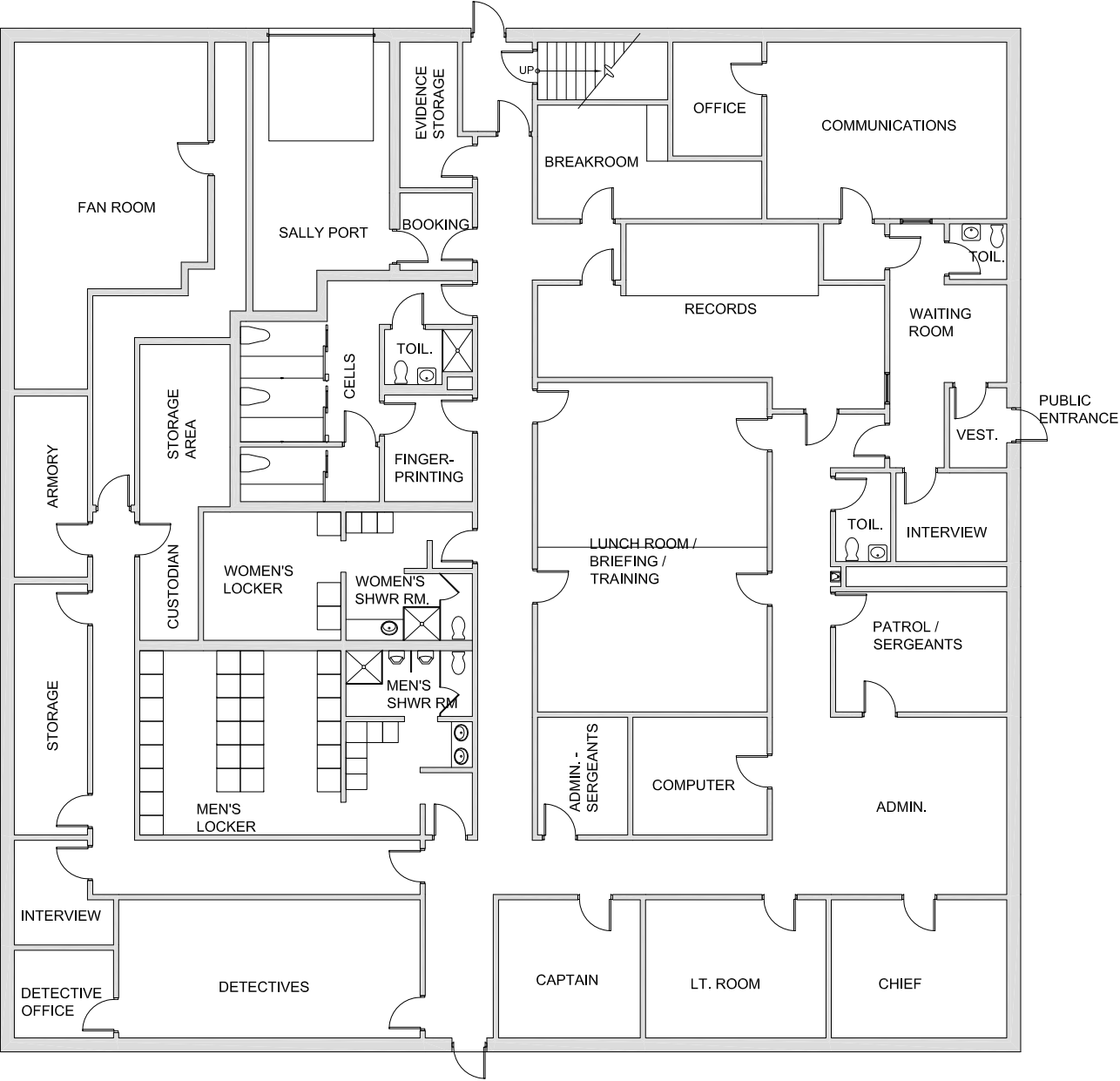
In general, the plumbing, fire protection and mechanical systems are in fair to poor condition and should be scheduled for installation / replacement. For electrical, the service switchgear and generator are in good condition. Lighting, receptacles and wiring throughout the building should be scheduled for replacement.

Town of Newtown								
<b>Capital Needs Survey Form</b>								Total Floor Area (sf):
Town Hall South								10,380
Note: The "System Priority Rating" (1 to 4 rating) and "Condition of the Existing System Rating" (1 to 5 rating) are to be reviewed together to assist in prioritizing replacement and/or upgrades. As an example, we recommend line items with a System Priority rating of 1 and Existing Conditions rating of 1 be prioritized for replacement and/or upgrades.								
<b>SYSTEM</b>	<b>System Priority 1 to 4</b> (1-Highest Priority , 4-Lowest Priority)	<b>Condition of the Existing System 1 to 5</b> (1 Poor, 5 Excellent)	<b>Last Major Reconstruction (Year)</b>	<b>Projected Replacement (Year)</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Current Replacement Cost</b>	<b>REMARKS</b>
<b>Division 2 - Site Construction</b>								
Site - General			(circa)					N/A
<b>Division 15 -Fire Protection</b>								
Add new FP service and sprinklers throughout	2	2		2017	10,380	\$10	\$103,800	
<b>Division 15 -Plumbing</b>								
Replace Plumbing Systems Including:	3	3		2018	10,380	\$15	\$155,700	
Water Distribution System								
Plumbing Fixtures								
Water Heater Mixing Valve	1	1		2016	10,380	\$0.5	\$5,190	
<b>Division 15 - HVAC</b>								
Hot Water Boilers, Pumps & Controls	2	2	1978	2017	10,380	\$15	\$155,700	Upgrade / replace boiler plant
General HVAC includes:	3	3	1994	2019	10,380	\$35	\$363,300	Upgrade / replace equipment
Hot Water Heating Elements & Piping								
Ductwork / VAV Boxes								
Exhaust Systems								
Temperature Control Systems								
<b>Division 16 - Electrical</b>								
General Electrical Distribution	3	3		2020	10,380	\$8	\$83,040	
Fire Alarm System	2	2		2017	10,380	\$3	\$31,140	
Lighting - Replace Fixtures and Control	3	3		2020	10,380	\$6	\$62,280	
							\$ 960,150	
							\$ 93	per sf



NEWTOWN FACILITIES

Building Name:	TOWN HALL SOUTH
Address:	3 Main Street Newtown, CT



**Drumme Rosane Anderson, Inc.**  
235 Bear Hill Road, 4th Floor  
Waltham, MA 02451  
Planning 617-964-1700  
Architecture 617-964-1701 fax  
Interior Design info@draws.com

1 FIRST FLOOR PLAN  
1/16" = 1'-0"

2 SECOND FLOOR PLAN  
1/16" = 1'-0"

**THS-A-1**  
FLOOR PLANS





Town Hall South				
Order of Importance	Description	Value	Fiscal Year	Sequence
1	Add Mixing Valve to Water Heater	\$ 5,190.00	2016	
				\$ 5,190.00
6	Upgrade Stairs to meet ADA Codes	\$ 20,116.00		
2	Replace Siding and Paint	\$ 157,032.00	2016	
3	New Fire Alarm System	\$ 31,140.00	2016	
4	Install New Fire Rated Partition and Ceiling	\$ 5,198.00		
5	New Sprinkler System	\$ 103,800.00	2017	
7	Replace Hot Water, Boiler, Dist. and Controls	\$ 155,700.00	2017	
				\$ 472,986.00
8	Upgrade Electrical Power Distribution	\$ 83,040.00		
9	Replace Air Handling System and Controls	\$ 363,300.00	2019	
10	Replace Baseboard Radiation Covers	\$ 2,397.00		
11	Replace Windows	\$ 495,146.00		
12	Replace Toilet Partition	\$ 8,447.00		
13	Replace Lighting with Efficient Fixtures	\$ 62,280.00		
14	Replace Plumbing Fixtures and Water Piping	\$ 155,700.00	2018	
15	Repair Parking Lot Surface	\$ 93,042.00		
16	Redesign Shower room	\$ 30,924.00		
17	Create Cell for Disabled Person	\$ 98,351.00		
18	Residesign Restroom/ Shower Area	\$ 60,081.00		
19	Replace Knobset with Lever sets	\$ 60,974.00		
20	Modify Counter to allow Knee Space	\$ 5,990.00		
21	Install Insulation on Piping under Sinks	\$ 631.00		
22	Construct New ADA Accessible Restrooms	\$ 46,567.00		
23	Install second Handrail on Ramp	\$ 3,662.00		
24	Modify Cabinets and Sink	\$ 4,715.00		
25	Replace Damaged Exhaust Vents	\$ 2,350.00		
26	Re-parge Exposed Concrete	\$ 7,346.00		
27	Cut Control Joint	\$ 4,963.00		
28	Scrape, Prime and Paint	\$ 4,097.00		
29	Repaint Doors	\$ 1,024.00		
30	Repair EIFS System	\$ 3,525.00		
31	Repaint Concrete Floors	\$ 8,753.00		
32	Replace Gypsum Wall Board and Paint	\$ 4,136.00		
33	Replace Louvers	\$ 2,933.00		
34	Replace Ceiling Panels	\$ 3,723.00		
35	Paint Walls	\$ 9,161.00		
36	Investigate Wall Where Efflorescence is Present	\$ 9,314.00		
37	Re-point and Paint Lintel	\$ 514.00		
38	Replace VCT or Vinyl Flooring	\$ 14,505.00		
				\$ 1,651,591.00
Total		\$	2,129,767.00	

2



# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

## HOOK AND LADDER CO.#1

FIRE STATION

45 Main Street

Year Constructed: 1931  
North Addition:  
South Addition: 1969  
Building Type: B/S-2  
Construction Type: IIIB  
Fire sprinklers: No  
Total Floor Area: 6227 SF  
Floors: Basement (2 levels), First Floor and Second Floor.  
Parking: Shared



**GENERAL:** This building is badly worn and due to the instability of the soils beneath, and despite stabilizing improvements, it is in poor condition. The Fire Department will be relocated to a new building so this report does not address specific needs of a fire department. The current building is overloaded by the trucks and support structure located in the basement has been added to prevent collapse of the floors. Space conditions for the Staff are very poor.

### LIFE SAFETY:

- 1

 There is no fire separation between the main stair and the other areas of the building. Walls are required to be one hour fire rated and doors "B" labeled. Create a full enclosure for the stairs at all levels of the building replacing doors and frames with rated hollow metal.
- 2

 Ceiling over the stairs on the second floor is badly deteriorated and has lost portions of the finish coat plaster. Caused by roof leaks, plaster damage is also evident on the First Floor in the same area. Confirm that leaks have been repaired, remove loose plaster or re-anchor and re-plaster areas. In the same area replace damaged electrical wiring and provide new light fixture.
- Stair guardrail needs to be 42" high. This will be resolved with the construction of a fire rated a partition around the stair.
- 2

 Stair from original Basement to 1969 Basement requires guardrails and ADA handrails on both sides.

### HEALTH:

# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

## HAZARDOUS MATERIALS:

- 3 Sealant at door frames and windows is in need of replacement where missing or hardened. Prior to removal of material it should be tested for hazardous materials.
- 3 Interior paint should be tested for lead prior to the removal of loose paint.

## ADA COMPLIANCE:

- 3 There is no disabled accessibility between the floor levels of the building. Add an elevator.

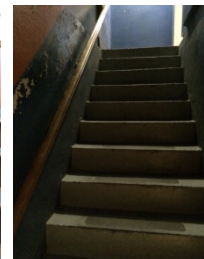
- 3 Wood stairs to second floor have projecting nosing. Provide taped blocking beneath nosing and add rubber treads and risers with contrasting nosing.



- 3 Rubber treads and risers should be added to concrete stairs to basement levels.



- 2 Handrails on stair are too large and should be replaced with 1 1/4 inch diameter railings on both sides with extensions at landings for compliance.



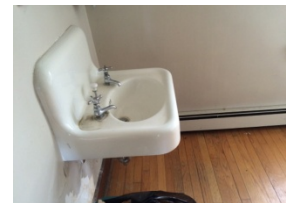
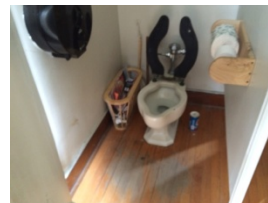
- 3 Step from bottom of stair to basement is 8 inches high. Add floor leveler to lounge and kitchen area to reduce height to 7 inches.



- 3 Kitchen cabinets are old and should be replaced with ADA compliant cabinets. New sinks and faucet with knee space below are required.



- 3 Restrooms do not meet ADA. New restrooms for men and women should be constructed in compliance with CT Building Code requirements.



# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

## EXTERIORS:

3

All wood windows, doors, overhead doors, plywood panels and wood trim have areas of peeling paint and bare wood is visible. Scrape paint down to solid material, and feather edges. Fill wood splits and holes. Repaint with a primer and two coats. Verify proper operation of all windows and doors and make necessary adjustments.



3

At plywood panel at rear of building seal all conduit openings in panel.



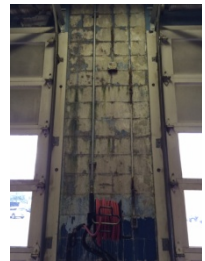
3

Replace exterior door from north addition.



2

Water damage has occurred between the two overhead doors on the first floor of the 1969 addition. Bad staining on the exterior is indicative of roof leaks or water spilling over the edge of the roof. As a result brick joints are failing. Horizontally cracked walls, due to settlement need to be repaired to resolve leaks (see Structural below). This can involve reconstruction instead of just re-pointing. Additional brick re-pointing will be needed at all stained areas.



3

Cast iron corner guards at the overhead doors need to be re-painted. North corner guard on original building is displaced and needs to be removed, brick re-pointed and bumper reinstalled. Concrete apron settlement appears to be the cause of the bumper displacement. Remove apron, replace structural fill and construct new apron with frost wall with spread footings. Dowel apron into existing building foundation.



2

Chimney needs to be provided with a cap to prevent further deterioration from water ingress. Repoint or re-building top of chimney.

2

Areas of original roof has missing slates. Verify types and condition of nails to determine if full removal and reinstallation is required. If full replacement required it should be assumed that new plywood decking will be required with an underlayment of ice and water shield and new perimeter flashings. For partial repairs replace only damaged or missing slates.



# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

2

Replace missing gutter on north side of original building.



## INTERIORS:

1

First floor equipment bays in the original building are cracked and in places crumbling. Temporary shoring in the Basement has been placed under the worst areas. Heavy trucks should be removed from the building and the floors repaired. Areas of the concrete slabs will need to be removed, retaining all reinforcing bars, and new slabs areas constructed. Cracked floors in the new addition need to be cut out and repaired. New slab leveling compound should be applied to floors with a floor finish.

3

Wood floors on the second floor need to be sanded and refinished.

3

A small office has been constructed out of wood with a step up into the space. Vinyl floor tiles have been broken and portions are missing. Replace VCT



3

The building's interior needs to be re-painted and all loose paint removed.



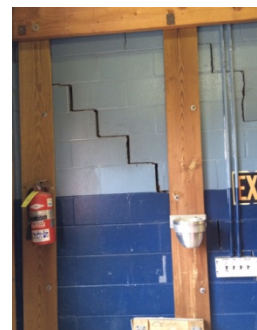
3

Second floor carpet is old and should be removed. Re-finish wood floor.

## STRUCTURAL

1

The south-east corner of the building has settled significantly (apparently the 1969 addition was built on fill without appropriate foundations or piles). Temporary framing has been bolted to the wall to stabilize the movement. There is significant cracking of the walls; stepped on the south-east corner and horizontal at the overhead doors. The cracks extend through the entire wall. The depth of the unstable soil is unknown. It is recommended that test borings be taken to determine the type and depths of the

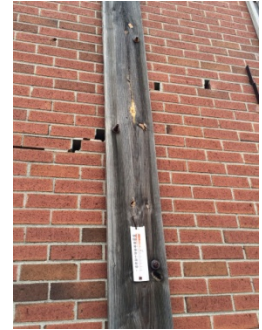




# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

soils on which the building is constructed. With that information it will be possible to determine a repair for the building which could include stabilization of the soils or the installation of piles to support the walls. In addition major re-construction of the exterior walls on the east and south sides will be required. Roof framing will require temporary support until walls are repaired. The basement under the equipment bays has temporary structural steel columns and beams to reinforce the equipment bays above for the large fire trucks. With a potential adaptive re-use of this building it will be possible to re-evaluate the temporary structural steel reinforcement of the floor slabs should be re-evaluated when department moves out of building to determine if they are still required. A lighter floor loading and more permanent use solution should be explored. This will impact how repairs are made to the building. For example overhead doors may no longer be needed with a use change.



## ENERGY & WATER CONSERVATION:

- 3 Entrance door to building is missing weather-stripping and this should be added.
- 3 Overhead doors need to be weather-stripped.
- 3 Windows are single glazed with storm panels. Weather-strip double hung windows.

## MECHANICAL, ELECTRICAL, PLUMBING AND FIRE PROTECTION: (see individual reports for detailed description).

### MECHANICAL:

- 2 Range requires a commercial hood with a fire suppression system.

Boiler Plant: The building is heated by two (2) Peerless hot water boilers; each with nominal 350 MBH capacity. The boilers are fuel fired fed from a buried fuel oil tank outside the building. The buried fuel oil piping does not appear to be double wall. The boilers are in good condition. There are four (4) hot water pump zones controlled by local electric thermostats.



# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

3

The hot water system serves unit heaters and cast iron radiators. The unit heaters are in good condition, the cast iron radiators are most original to the building and nearing the end of their useful life.

Recommend replacing cast iron radiators with fin tube radiation, Install air handling systems to provide mechanical ventilation. Install central air condition systems through new ducted units and/or ductless split AC units. Replace and upgrade controls to web based DDC type system.



## ELECTRICAL:

3

The building is served by General Electric distribution panels, service rated at 200 amperes, 208Y/120 volts, 3-phase. The service equipment and main distribution panels are in good condition. Emergency Generator: The generator is a 30 KW Kohler; fuel fired generator with day tank / pump set located inside the garage bay. The system is in fair condition.



3

Lighting, in general, consists primarily of fixtures with T12 fluorescent lamps. Most of the fixtures are in poor condition and should be updated to more energy effacement lighting and controls. Emergency lighting is handled by an emergency generator. The fire alarm system is a FCI zoned system which is in fair condition.



Recommend upgrading Upgrade some of the electrical power distribution throughout the building with new local panels, new receptacles and wiring. Replace lighting with new energy efficient fixtures and controls such as occupancy sensors and daylight harvesting.

## PLUMBING:

3

Existing plumbing fixtures are as follows:

- a. In general, there are a variety of fixtures of different age and condition. Most of the fixtures are in need of replacement due to age and also to benefit from sensor mounted controls and water conserving features.
- b. Water closets are floor mounted; tank type, vitreous china
- c. Urinals are wall mounted with manual flush valves.
- d. Lavatories are wall hung with outdated faucets.





# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

Recommend replacement of all plumbing fixtures, water piping and sanitary waste / vent piping.

1

Existing Domestic Hot Water System: The domestic hot water is generated by a Bradford White propane fired water heater with 30 gallon storage. The water heater is in good condition, but does not incorporate a mixing valve at the hot water supply. Recommend adding mixing valve to water heater.

## FIRE PROTECTION SERVICE:

2

There is no central fire protection system (sprinklers) currently at the facility. We recommend a new wet type fire protection system be installed with sprinklers throughout the entire building.

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# **Mechanical and Electrical Systems**

## **Existing Conditions Narrative**

### **Newtown Hook & Ladder Newtown, Connecticut**

8/24/15



Prepared By  
**Consulting Engineering Services, Inc.**  
811 Middle Street, Middletown, Connecticut 06457  
CES Project No. 2015143.00

## **A. PLUMBING NARRATIVE**

### **APPLICABLE CODES AND STANDARDS**

The plumbing systems will be reviewed in conformance with the requirements of the following codes and regulations and all applicable local authority requirements.

1. 2005 Connecticut State Building Code
2. 2005 Connecticut State Fire Safety Code
3. 2003 International Building Code(IBC)
4. 2003 International Plumbing Code
5. 2003 International Energy Conservation Code
6. NFPA, Latest Version
7. ASHRAE 90.1

### **PLUMBING UTILITIES**

1. Domestic Water:
  - a. Existing Domestic Water Service: The building is currently served by a 1 1/2" domestic water main fed from Aquarion Water Company. This water service currently serves all of the building's domestic water needs.
2. Natural Gas:
  - a. Existing Propane System: The building is currently served by a propane tank outside the building. Equipment which utilizes propane includes the stove and water heater.
3. Sanitary:
  - a. Existing Sanitary Service: The building's sanitary sewer system provides sanitary waste drainage for plumbing fixtures located throughout the building. The piping is in fair to poor condition.
4. Storm:
  - a. Existing Storm System: Building is served by a combination of gutters and roof drains with internal rain leaders.

### **PLUMBING FIXTURES AND SPECIALTIES**

1. Existing plumbing fixtures are as follows:
  - a. In general, there are a variety of fixtures of different age and condition. Most of the fixtures are in need of replacement due to age and also to benefit from sensor mounted controls and water conserving features.
  - b. Water closets are floor mounted; tank type, vitreous china
  - c. Urinals are wall mounted with manual flush valves.

- d. Lavatories are wall hung with outdated faucets.



## **DOMESTIC HOT WATER SYSTEMS**

1. Existing Domestic Hot Water System: The domestic hot water is generated by a Bradford White propane fired water heater with 30 gallon storage. The water heater is in good condition, but does not incorporate a mixing valve at the hot water supply.

### **RECOMMENDATIONS:**

1. Replace all plumbing fixtures, water piping and sanitary waste / vent piping.
2. Add mixing valve to water heater.

## **B. FIRE PROTECTION NARRATIVE**

### **FIRE PROTECTION SERVICE**

1. There is no central fire protection system (sprinklers) currently at the facility
2. We recommend a new wet type fire protection system be installed with sprinklers throughout the entire building.

## **C. MECHANICAL NARRATIVE**

### **APPLICABLE CODES AND STANDARDS**

The mechanical systems will be reviewed in conformance with the requirements of the following codes and regulations and all applicable local authority requirements.

1. 2005 Connecticut State Building Code
2. 2005 Connecticut State Fire Safety Code
3. 2003 International Building Code(IBC)
4. 2003 International Mechanical Code
5. 2009 International Energy Conservation Code
6. NFPA, Latest Version
7. ASHRAE 90.1

### **EXISTING BOILER PLANT**

1. Boiler Plant: The building is heated by two (2) Peerless hot water boilers; each with nominal 350 MBH capacity. The boilers are fuel fired fed from a buried fuel oil tank outside the building. The buried fuel oil piping does not appear to be double wall. The boilers are in good condition.
2. There are four (4) hot water pump zones controlled by local electric thermostats.



3. The hot water system serves unit heaters and cast iron radiators. The unit heaters are in good condition, the cast iron radiators are most original to the building and nearing the end of their useful life.

#### CAST IRON RADIATOR



#### **EXISTING AIR HANDLING SYSTEMS**

1. Ventilation to the building is accomplished by operable windows. Air handling unit providing mechanical ventilation are not present.
2. Exhaust at toilet rooms, etc. are local systems and are in poor condition.
3. Air conditioning is provided at a few of the offices via window air conditioning units.

#### **RECOMMENDATIONS:**

1. Replace cast iron radiators with fin tube radiation.
2. Install air handling systems to provide mechanical ventilation.
3. Install central air condition systems through new ducted units and/or ductless split AC units.
4. Replace and upgrade controls to web based DDC type system.

## **D. ELECTRICAL NARRATIVE**

### **APPLICABLE CODES AND STANDARDS**

The electrical power, interior lighting, and fire alarm systems will be reviewed in conformance with the requirements of the following codes and regulations and all applicable local authority requirements.

1. 2005 Connecticut State Building Code
2. 2005 Connecticut State Fire Safety Code
3. 2003 International Building Code(IBC)
4. 2009 International Energy Conservation Code
5. 2005 National Electrical Code, NFPA 70 (NEC)
6. Illuminating Engineering Society Lighting Handbook (IESNA), 9<sup>th</sup> Edition
7. ASHRAE 90.1

### **EXISTING SYSTEMS**

1. The building is served by General Electric distribution panels, service rated at 200 amperes, 208Y/120 volts, 3-phase. The service equipment and main distribution panels are in good condition.
2. Emergency Generator: The generator is a 30 KW Kohler; fuel fired generator with day tank / pump set located inside the garage bay. The system is in fair condition.





3. Lighting, in general, consists primarily of fixtures with T12 fluorescent lamps. Most of the fixtures are in poor condition and should be updated to more energy efficient lighting and controls. .



4. Emergency lighting is handled by an emergency generator.
5. The fire alarm system is a FCI zoned system which is in fair condition.

#### **RECOMMENDATIONS:**

1. Upgrade some of the electrical power distribution throughout the building with new local panels, new receptacles and wiring.
2. Replace lighting with new energy efficient fixtures and controls such as occupancy sensors and daylight harvesting.

### **E. MEP SYSTEMS CONCLUSION**

In general, the plumbing, fire protection and mechanical systems are in fair to poor condition and should be scheduled for installation / replacement. For electrical, the service switchgear and generator are in good condition. Lighting, receptacles and wiring throughout the building should be scheduled for replacement.



Town of Newtown									
Capital Needs Survey Form									Total Floor Area (sf):
Newtown Hook & Ladder									6,227
Note: The "System Priority Rating" (1 to 4 rating) and "Condition of the Existing System Rating" (1 to 5 rating) are to be reviewed together to assist in prioritizing replacement and/or upgrades. As an example, we recommend line items with a System Priority rating of 1 and Existing Conditions rating of 1 be prioritized for replacement and/or upgrades.									
SYSTEM	System Priority 1 to 4 (1-Highest Priority , 4-Lowest Priority)	Condition of the Existing System 1 to 5 (1 Poor, 5 Excellent)	Last Major Reconstruction (Year)	Projected Replacement (Year)	Quantity	Unit Price	Current Replacement Cost	REMARKS	
Division 2 - Site Construction									
Site - General									
(circa)									
Division 15 -Fire Protection									
Add new FP service and sprinklers throughout									
Division 15 -Plumbing									
Replace Plumbing Systems Including:									
Water Distribution System									
Plumbing Fixtures									
Water Heater Mixing Valve									
Division 15 - HVAC									
Hot Water Boilers, Pumps & Controls									
General HVAC includes:									
Hot Water Heating Elements & Piping									
Exhaust Systems									
A/C Systems									
Temperature Control Systems									
Division 16 - Electrical									
General Electrical Distribution									
Lighting									
Replace Fixtures and Control									





D•R•A

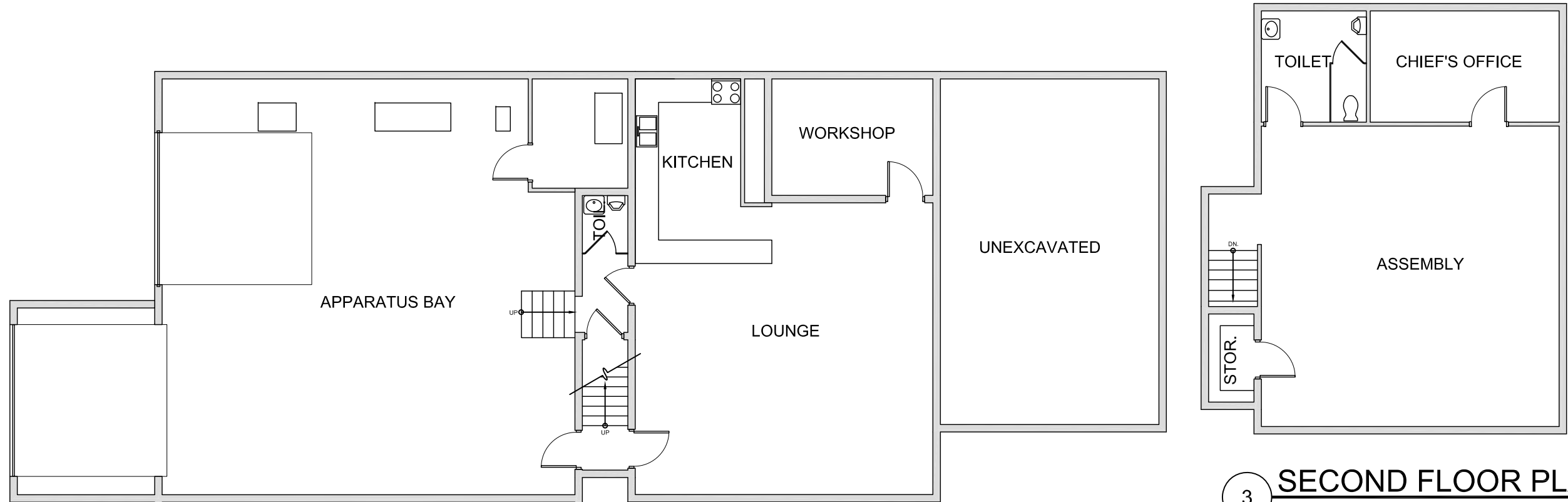
Drummey Rosane Anderson, Inc.  
235 Bear Hill Road, 4th Floor  
Waltham, MA 02451

Planning 617-964-1700  
Architecture 617-964-1700  
Interior Design info@draws.com

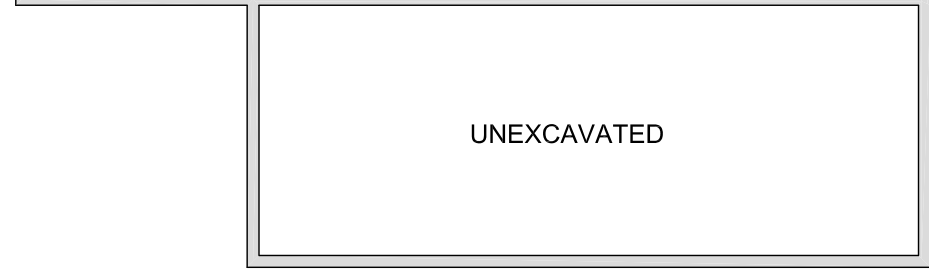
Newtown Facilities Assessment Report

Page 55

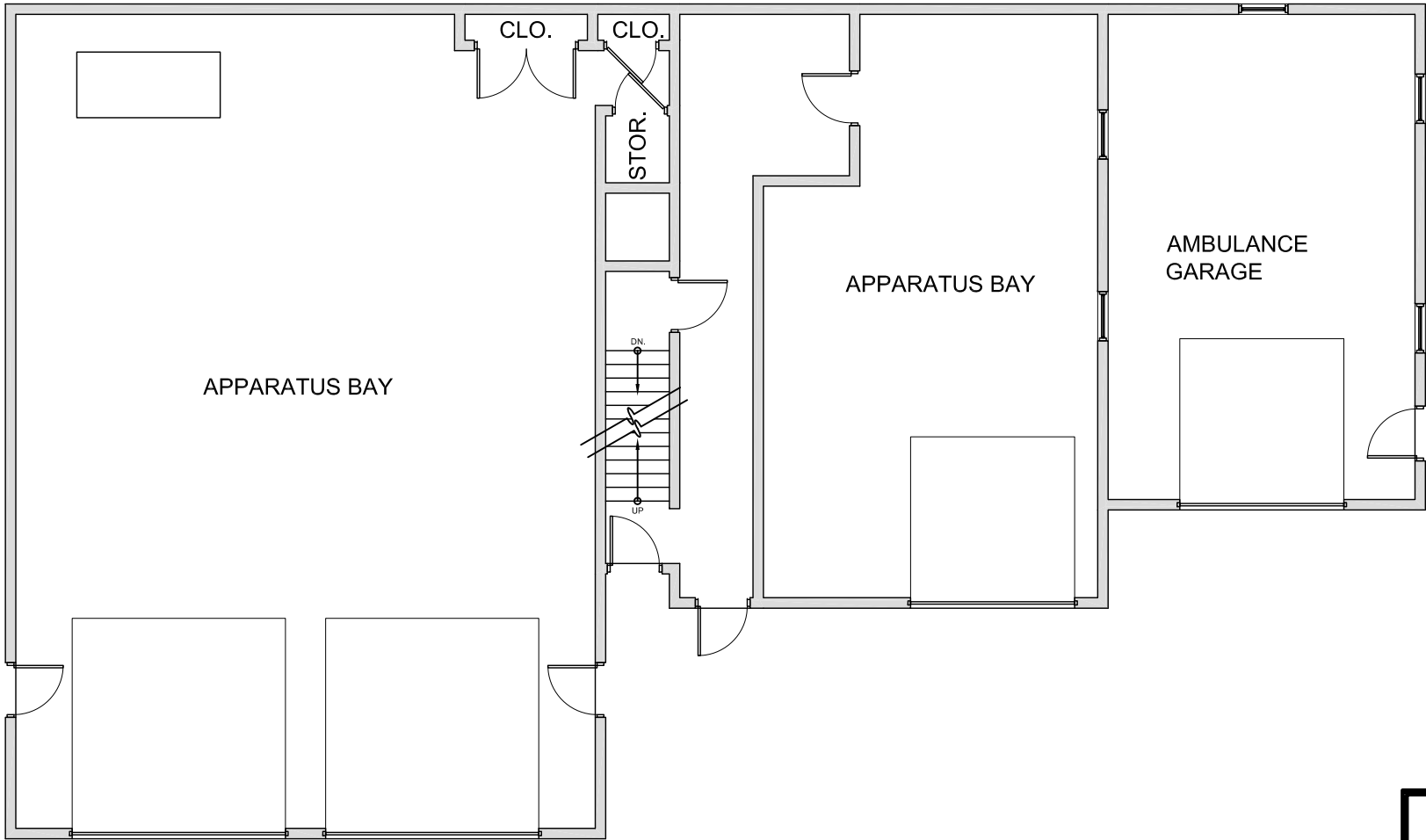
Drummey Rosane Anderson, Inc.



3 **SECOND FLOOR PLAN**  
3/32"=1'-0"



1 **BASEMENT PLAN**  
3/32"=1'-0"



2 **FIRST FLOOR PLAN**  
3/32"=1'-0"

**NEWTOWN FACILITIES**

Building Name:	Hook and Ladder, Co. #1
Address:	45 Main Street Newtown, CT

**HL-A-1**

FLOOR PLANS



Hook and Ladder				
Order of Importance	Description	Value	Fiscal Year	Sequence
1	Enclose Stairs	\$ 24,675.00	2017	2
2	Repair Equipment Bay Floors and Leveled	\$ 313,557.00	2017	
3	Soil Testing and Building Reconstruction	\$ 1,070,425.00	2017	
4	Add Mixing Valve to Water Heater	\$ 3,114.00	2016	
				\$ 1,411,771.00
5	Repair Ceiling and Electrical Over Stairs	\$ 10,362.00	2016	2
6	Install or Replace Guard and Hand Rails	\$ 15,811.00		
7	Reconstruct Brick Wall and Repoint Areas	\$ 56,257.00		
8	Install Chimney Cap and Re-point	\$ 25,192.00	2018	
9	Install Range Hood	\$ 19,270.00	2018	
10	Replace roof	\$ 344,438.00	2019	
11	Replace Missing Gutter	\$ 1,469.00	2018	
12	Install New Sprinkler System	\$ 74,724.00	2017	
				\$ 547,523.00
13	Test and Abatement for Hazardous Material	\$ 35,345.00	2017	2
14	Upgrade Electrical Power Distribution	\$ 49,816.00	2018	
15	Air Handling Systems & Controls	\$ 217,945.00	2018	
16	Construct New ADA Accessible Restrooms	\$ 46,567.00	2018	
17	Modify Cabinets and Sink	\$ 49,575.00	2018	
18	Replace Plumbing Fixtures and Water Piping	\$ 93,405.00	2018	
19	Install New Elevator	\$ 296,879.00	2018	
20	Modify Stairs to Comply with ADA Codes	\$ 28,973.00		
21	Scrape, Prime and Paint	\$ 86,046.00		
22	Seal Conduit Openings	\$ 501.00		
23	Replace Door	\$ 3,935.00		3
24	Repairs in Loading Dock Area	\$ 42,542.00		
25	Replace VCT or Vinyl Flooring	\$ 2,974.00		
26	Sand and Refinish wood Floors	\$ 13,501.00		
27	Remove Loose Paint and Repaint	\$ 43,900.00		
28	Remove Carpet and refinish Wood Floors	\$ 1,523.00		
29	Install Weather Stripping to Doors and Windows	\$ 17,893.00		
30	Replace Lighting with Efficient Fixtures	\$ 37,362.00	2018	
				\$ 1,068,682.00
Total		\$ 3,027,976.00		





# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

## MULTI-PURPOSE BUILDING

14 Riverside Road

Year Constructed: 1972  
Additions: 1978, 1989, 2010  
Building Type: A-3/  
Construction Type: V  
Fire sprinklers: No  
Total Floor Area: 9650 SF  
Floors: First Floor and Mezzanine  
Parking: 36



**GENERAL:** This building has had multiple additions to satisfy the occupants growing needs. It is generally in good condition but has some roof leak issues that have resulted in some interior damage. The mechanical systems are in need of replacement.

### LIFE SAFETY:

- 2 Exit sign in Game room area is falling off. re-install face or install new exit sign.



- 2 Mechanical and Electrical room used as storage room, very overcrowded and not code compliant. Remove all unnecessary items to comply with code.



**HEALTH:** N/A

**HAZARDOUS MATERIALS:** N/A

### ADA COMPLIANCE:

- 3 Sink and counter in Clinic and VNA Exam room (used for storage) are not ADA compliant. Change cabinets to provide knee space and replace sink.



- 3 Sink in workout/ yoga space and Multi-purpose room Kitchenette are not ADA accessible. No knee space below and fixtures are mounted too far for required reach distance.



# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

3

Doors throughout Senior Center building and Pre-school Area with the exception of the most recent 2010 additions (Sunroom, Workout Room and ADA restrooms) have knob sets but require lever sets for accessibility. Replace all knobsets with lever sets.



3

Art storage room is overcrowded and is not ADA accessible.



3

Neither the Men's or Women's restroom in the Multi-purpose space are ADA compliant. There are ADA accessible restrooms in the new addition of the building.



3

Water coolers in the Pre-school are not ADA compliant. Remove and replace with code compliant coolers.



3

No ADA compliant restrooms. Neither the adult or the children's restrooms comply with ADA codes. Modify restroom to comply with all ADA codes.



3

Sinks in the Classrooms are not ADA compliant and do not have insulation on piping. Modify sinks to comply with all ADA codes.



SITE:

3

Main parking area cracked, Cut-out bad and install new top coat.

3

Driveway adjacent to senior center that leads to oil tank needs replacing. Remove old pavement and install new.



# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

## EXTERIORS:

- 3

 Entry Doors at vestibule are rusting at the bottom. Scrape with wire brush, prime and paint.
- 3

 Damaged Exterior columns and rainwater collecting in valleys. Make necessary repairs.
- 3

 Gaskets loose on both ends and are draped in Sunroom. Push back into frame.
- 3

 9 bollards in parking lot need repainting. Wire brush, sand , prime and repaint.
- 3

 Paint peeling on oil tank, Wire brush, sand, prime and paint.
- 3

 Entire roof requires replacement within the next 5 years with the exception of the most recent 2010 additions and sunroom. Replace or reroof and install ice and water shelds in all eaves and valleys.



## INTERIORS:

- 3

 Wall near offices need stripping of wallpaper and adhesives. Strip and repaint.
- 3

 Wallpaper near kitchenette in Multi-purpose room is peeling. Either repair wallpaper or remove wallpaper and adhesives and paint wall.
- 3

 Ceiling in Multi-purpose space has multiple cracks (approx. 150 SF) Patch, repair and paint.



# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

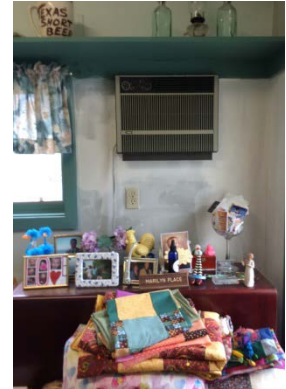
Town of Newtown, Connecticut

3 Walls in Multi-purpose room are in fair condition but require repainting. Repaint entire space.

3 Painted gypsum wall board in the Art Storage room is in need of repairs near the entry doors and repainting throughout the space.



3 Walls in Directors office are in need of repainting. Repaint all walls.



3 Ceiling in Vestibule outside of VNA and Clinic are stained from leaks in ceiling caused by the AC water pan overflowing. Repair ceilings and repaint.



3 Light lens missing in VNA Clinic Exam room. Replace lens.



3 Paint on wall in corner is bubbling in the restroom near the clinic area. Remove paint, repair wall and repaint all walls.



3 Network closet walls have been repaired due to condensation water pan from AC overflowing and mold removal but have not been primed or painted. Prime area that has been repaired and paint all walls and ceilings.

3 Doors throughout building with the exception of the recent addition are peeling or fading. Re-stain or paint doors.

3 Hole in wall outside of Meeting room in Multi-purpose space. Repair hole in wall, sand, prime and paint.

3 Carpet in Meeting room appears to be worn and dirty. Recommend replacing with carpet tiles.





## NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

3

Walls in the Men and Women's restrooms in the Multi-purpose space could use a fresh coat of paint. Repaint both restrooms.

3

VCT in Janitors closet is dirty but in fair condition. Walls are in poor condition and need repainted. Clean or replace VCT and repaint all walls.



3

Sheet vinyl flooring bubbling outside of one restroom and majority of flooring needs cleaned. Replace or bubbled area and clean flooring.



3

Stains on painted gypsum wallboard ceilings in multiple areas. Prime with stain blocker and repaint.

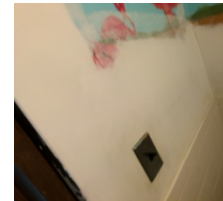


3

Work was performed in 2 of the children's restrooms and never completed. Finish work, prime and paint walls.

3

Ceilings above locker area in the Pre-school are cracked. Patch, repair and paint ceilings.



3

Directors office is overcrowded and with poor lighting, old worn carpet and needs repainting. Replace carpet, improve lighting and paint entire office. Remove items and place in storage if available.

3

Worn old carpet and a hole in the ceiling in the General Office area in the Pre-school. Replace carpet, Repair hole in the ceiling and repaint ceiling and walls.

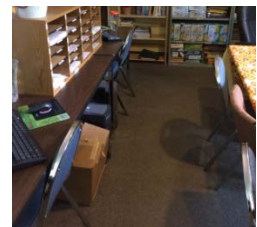


3

Pre-school Staff lounge has a worn old carpet and wall requires repainting. Replace carpet and repaint walls.

3

Exit door to courtyard needs repainting. Repaint door and replace blinds.



## NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

3

Ceiling above front window are cracking from ice dam leaks. Repair

3

Cracks in wall in Preschool (next to window above door to back room) Repair, prime and paint.



3

Loose light diffusers throughout classrooms. Secure all diffusers.



ENERGY & WATER CONSERVATION: N/A

MECHANICAL, ELECTRICAL, PLUMBING AND FIRE PROTECTION:  
(see individual reports for detailed description).

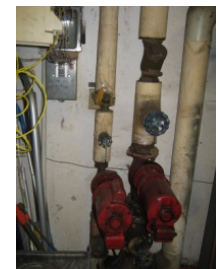
MECHANICAL:

3

Network closet has no vent or grill on door for ventilation. Install grill.

2

Boiler Plant: Overall, the building is heated by two separate boilers which are not interconnected. Both boilers are fuel oil fired. The boiler at the original building is a Peerless Model STC-07 hot water boiler with nominal capacity of 400 MBH. This boiler, its pumps and related hydronic piping system is reaching the end of its useful life.



# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

The boiler at the building addition is a Burnham Model PV85 hot water boiler with nominal capacity of 196 MBH. This boiler is in good condition,

Recommend replacing the boiler, pumps and hydronic components serving the original building. Upgrade the domestic hot water heater which is fed from the boiler.



2

**Existing Air Handling Systems:** The buildings area served by indoor mounted air handling units with remote compressor / condensers located outside at grade. The two units at the original building are in fair to poor condition. The unit at the new building addition is in good conditions. The systems are fully ducted on the supply air and return air. "Local" air conditioning is also provided at specific areas with ductless split units. Temperature control is via local 7 day programmable thermostats.



Replace the air handling units and compressor / condensers serving the original building. The indoor units are located in mechanical rooms above the main floor and replacement of these units will be difficult. Also, the refrigerant piping may need to be replaced to accommodate newer types of refrigerant. Upgrade the temperature controls to provide off site monitoring through a web based program.

## ELECTRICAL:

3

The building is served by a Square D distribution panel, rated at 400 amperes, 208Y/120 volts, 3-phase. The service equipment and main distribution panels are in good to fair condition. Recommend upgrading electrical service, local panels, receptacles and wiring at the original building.



# NEWTOWN FACILITIES CONDITION ASSESSMENT REPORT

Town of Newtown, Connecticut

- 3 Lighting: In general, there are a variety of fixtures of different age and condition; types include fixtures with T5, T8 and T12 lamps with wall mounted manual switches. Most of the fixtures are in good to fair condition Emergency lighting is handled by local battery pack type fixtures. The fire alarm system is a Silent Knight zoned system. There are manual fire alarm pull stations throughout the building. Replace older lighting with new energy efficient fixtures and controls such as occupancy sensors and daylight harvesting.

## PLUMBING:

- Existing Domestic Hot Water System: The domestic hot water is generated by an instantaneous heating coil at the boiler. When the boiler is replaced, the heater will need to be replaced and it will be good time to consider adding a storage tank. Recommend upgrade water heater when boiler is replaced.

## FIRE PROTECTION:

- 2 There is no central fire protection system (sprinklers) currently at the facility We recommend a new wet type fire protection system be installed with sprinklers throughout the entire building.

\*

\*

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# **Mechanical and Electrical Systems**

## **Existing Conditions Narrative**

### **Multipurpose Building Newtown, Connecticut**

8/24/15



Prepared By  
**Consulting Engineering Services, Inc.**  
811 Middle Street, Middletown, Connecticut 06457  
CES Project No. 2015143.00

## **A. PLUMBING NARRATIVE**

### **APPLICABLE CODES AND STANDARDS**

The plumbing systems will be reviewed in conformance with the requirements of the following codes and regulations and all applicable local authority requirements.

1. 2005 Connecticut State Building Code
2. 2005 Connecticut State Fire Safety Code
3. 2003 International Building Code(IBC)
4. 2003 International Plumbing Code
5. 2003 International Energy Conservation Code
6. NFPA, Latest Version
7. ASHRAE 90.1

### **PLUMBING UTILITIES and PLUMBING FIXTURES**

1. Domestic Water:
  - a. Existing Domestic Water Service: The building is currently served by a 1 1/2" domestic water main fed from Aquarion Water Company. This water service currently serves all of the building's domestic water needs.
2. Sanitary:
  - a. Existing Sanitary Service: The building's sanitary sewer system provides sanitary waste drainage for plumbing fixtures located throughout the building. The sanitary waste and vent piping overall appears in good condition.
3. Storm:
  - a. Existing Storm System: Building is served by a combination of gutters and roof drains with internal rain leaders.
4. Existing plumbing fixtures are as follows:
  - a. In general, there are a variety of fixtures of different age and condition. Most of the fixtures are in good condition.
  - b. Water closets are floor mounted; tank type, vitreous china.
  - c. Lavatories are wall hung and counter mounted vitreous china. Faucets are installed with single lever handle faucets.

### **DOMESTIC HOT WATER SYSTEMS**

1. Existing Domestic Hot Water System: The domestic hot water is generated by an instantaneous heating coil at the boiler. When the boiler is replaced, the heater will need to be replaced and it will be good time to consider adding a storage tank.

### **RECOMMENDATIONS:**

1. Upgrade water heater when boiler is replaced.

## **B. FIRE PROTECTION NARRATIVE**

### **FIRE PROTECTION SERVICE**

1. There is no central fire protection system (sprinklers) currently at the facility
2. We recommend a new wet type fire protection system be installed with sprinklers throughout the entire building.

## **C. MECHANICAL NARRATIVE**

### **APPLICABLE CODES AND STANDARDS**

The mechanical systems will be reviewed in conformance with the requirements of the following codes and regulations and all applicable local authority requirements.

1. 2005 Connecticut State Building Code
2. 2005 Connecticut State Fire Safety Code
3. 2003 International Building Code(IBC)
4. 2003 International Mechanical Code
5. 2009 International Energy Conservation Code
6. NFPA, Latest Version
7. ASHRAE 90.1

### **EXISTING BOILER PLANT**

1. Boiler Plant: Overall, the building is heated by two separate boilers which are not interconnected. Both boilers are fuel oil fired. The boiler at the original building is a Peerless Model STC-07 hot water boiler with nominal capacity of 400 MBH. This boiler, its pumps and related hydronic piping system is reaching the end of its useful life.

#### **HOT WATER BOILER @ ORIGINAL BUILDING**



### HOT WATER PUMPS @ ORIGINAL BUILDING



2. Boiler Plant: The boiler at the building addition is a Burnham Model PV85 hot water boiler with nominal capacity of 196 MBH. This boiler is in good condition

### HOT WATER BOILER @ NEW BUILDING ADDITION



## EXISTING AIR HANDLING SYSTEMS

1. The buildings area served by indoor mounted air handling units with remote compressor / condensers located outside at grade. The two units at the original building are in fair to poor condition. The unit at the new building addition is in good conditions.

### COMPRESSOR / CONDENSER @ ORIGINAL BUILDING



2. The systems are fully ducted on the supply air and return air.
3. “Local” air conditioning is also provided at specific areas with ductless split units.
4. Temperature control is via local 7 day programmable thermostats.

## RECOMMENDATIONS:

1. Replace the boiler, pumps and hydronic components serving the original building. Upgrade the domestic hot water heater which is fed from the boiler.
2. Replace the air handling units and compressor / condensers serving the original building. The indoor units are located in mechanical rooms above the main floor and replacement of these units will be difficult. Also, the refrigerant piping may need to be replaced to accommodate newer types of refrigerant.
3. Upgrade the temperature controls to provide off site monitoring through a web based program.

## **D. ELECTRICAL NARRATIVE**

### **APPLICABLE CODES AND STANDARDS**

The electrical power, interior lighting, and fire alarm systems will be reviewed in conformance with the requirements of the following codes and regulations and all applicable local authority requirements.

1. 2005 Connecticut State Building Code
2. 2005 Connecticut State Fire Safety Code
3. 2003 International Building Code(IBC)
4. 2009 International Energy Conservation Code
5. 2005 National Electrical Code, NFPA 70 (NEC)
6. Illuminating Engineering Society Lighting Handbook (IESNA), 9<sup>th</sup> Edition
7. ASHRAE 90.1

### **EXISTING SYSTEMS**

1. The building is served by a Square D distribution panel, rated at 400 amperes, 208Y/120 volts, 3-phase. The service equipment and main distribution panels are in good to fair condition.



2. Lighting: In general, there are a variety of fixtures of different age and condition; types include fixtures with T5, T8 and T12 lamps with wall mounted manual switches. Most of the fixtures are in good to fair condition
3. Emergency lighting is handled by local battery pack type fixtures.
4. The fire alarm system is a Silent Knight zoned system. There are manual fire alarm pull stations throughout the building.

#### **RECOMMENDATIONS:**

1. Upgrade electrical service, local panels, receptacles and wiring at the original building.
2. Replace older lighting with new energy efficient fixtures and controls such as occupancy sensors and daylight harvesting.

#### **E. MEP SYSTEMS CONCLUSION**

In general, the mechanical and electrical systems at the new addition are in good condition. Some of the mechanical and electrical systems at the original building are reaching the end of their useful life and should be scheduled for replacement.





Town of Newtown								
<b>Capital Needs Survey Form</b>								Total Floor Area (sf):
<b>Multipurpose Building</b>								9,560
Note: The "System Priority Rating" (1 to 4 rating) and "Condition of the Existing System Rating" (1 to 5 rating) are to be reviewed together to assist in prioritizing replacement and/or upgrades. As an example, we recommend line items with a System Priority rating of 1 and Existing Conditions rating of 1 be prioritized for replacement and/or upgrades.								
<b>SYSTEM</b>	<b>System Priority 1 to 4</b> (1-Highest Priority , 4-Lowest Priority)	<b>Condition of the Existing System 1 to 5</b> (1 Poor, 5 Excellent)	<b>Last Major Reconstruction (Year)</b>	<b>Projected Replacement (Year)</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Current Replacement Cost</b>	<b>REMARKS</b>
<b>Division 2 - Site Construction</b>								
Site - General								N/A
			(circa)					
<b>Division 15 -Fire Protection</b>								
Add new FP service and sprinklers throughout	2	2		2017	9,560	\$10	\$95,600	
<b>Division 15 -Plumbing</b>								
Replace Plumbing Systems Including:	4	4			9,560	\$0	\$0	No short term recommendations.
Water Distribution System								(upgrades to water heater covered in hot water boiler costs)
Plumbing Fixtures								
<b>Division 15 - HVAC</b>								
Hot Water Boilers, Pumps & Controls	2	2	1978	2017	7,500	\$15	\$112,500	Upgrade / replace boiler plant
General HVAC includes:	3	3	1990	2019	7,500	\$20	\$150,000	Upgrade / replace HVAC equipment
Hot Water Heating Elements & Piping								
Indoor units, CC's and refrig piping								
Exhaust Systems								
Temperature Control Systems								
<b>Division 16 - Electrical</b>								
General Electrical Distribution	3	3		2017	9,560	\$8	\$76,480	
Lighting								
Replace Fixtures and Control	3	3		2020	7,500	\$6	\$45,000	
							\$ 479,580	
							\$ 50	per sf



NEWTOWN FACILITIES

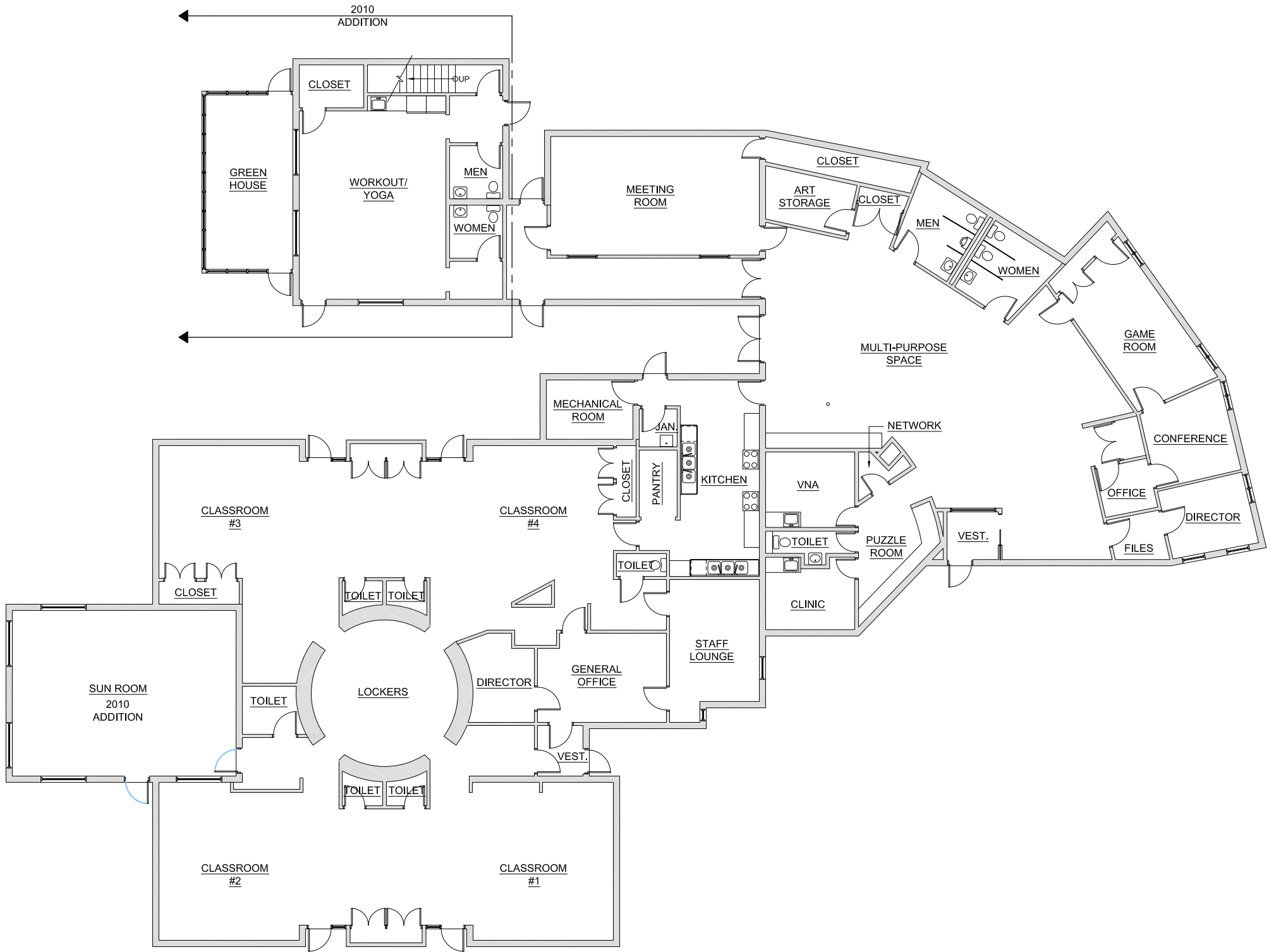
Building Name:	Newtown Multi-Purpose Building
Address:	14 Riverside Road Newtown, CT



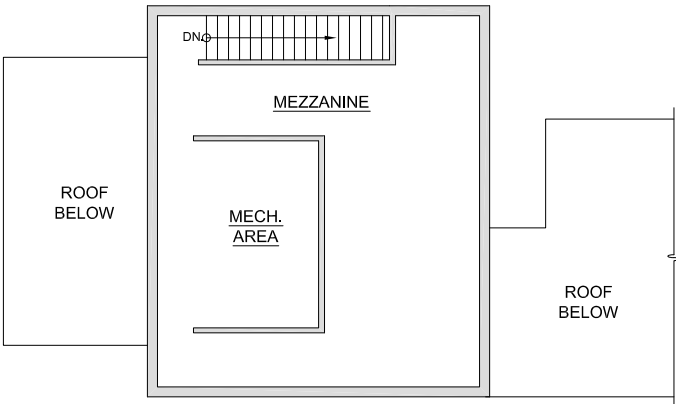
D•R•A

Drumme Rosane Anderson, Inc.  
235 Bear Hill Road, 4th Floor  
Waltham, MA 02451

Planning 617-964-1700  
Architecture 617-964-1701 fax  
Interior Design info@draws.com



1 FIRST FLOOR PLAN  
1/16" = 1'-0"



2 MEZZANINE PLAN  
1/16" = 1'-0"

MP-A-1

FLOOR PLANS



Multi-Purpose Building				
Order of Importance	Description	Value	Fiscal Year	Sequence
1	Install New Exit Light	\$ 562.00	2016	
2	Remove Items from in front of Electrical Panel	\$ 2,452.00	2016	
3	Install New Sprinkler System	\$ 95,600.00	2017	
4	Replace Boiler, Controls and Hot Water Heater	\$ 112,500.00	2017	
				\$ 211,114.00
5	Upgrade Electrical Power Distribution	\$ 76,480.00		
6	Replace Air Handling System and Controls (Orig Bldg)	\$ 150,000.00	2019	
7	Replace Knobset with Lever sets	\$ 25,566.00		
8	Construct New ADA Accessible Restrooms	\$ 23,636.00		2
9	Modify Cabinets and Sink	\$ 44,540.00		3
10	Remove Items to allow for Clearance	\$ 2,452.00		
11	Install ADA Compliant Water Coolers	\$ 14,528.00		
12	Repair Parking Lot Surface	\$ 124,907.00	2017	2
13	Scrape, Prime and Paint	\$ 7,168.00		3
14	Damaged Exterior Column	\$ 1,750.00		
15	Reinsert Gaskets in Frame	\$ 758.00		
16	Replace Roof	\$ 577,023.00		
17	Replace VCT or Vinyl Flooring	\$ 6,540.00		2
18	Strip Wallpaper and Repaint	\$ 8,192.00		2
19	Patch, Repair and Paint Ceiling	\$ 20,856.00		5
20	Repaint Entire Space	\$ 22,649.00		5
21	Restain or Paint Doors	\$ 13,615.00		2
22	Repair Wall and Paint	\$ 11,432.00		4
23	Replace Carpet	\$ 17,651.00		3
24	Replace Light Fixture Lens	\$ 2,214.00		2
25	Install Louver on Door	\$ 712.00		
26	Alterations to Directors Office	\$ 9,369.00		
27	Replace Lighting with Efficient Fixtures	\$ 45,000.00		
				\$ 1,207,038.00
			Total	\$ 1,418,152.00









	BUILDINGS	LIFE SAFETY	HEALTH	ADA	SITE	EXTERIORS	INTERIORS	ENERGY & WATER CONSERVATION	FIRE PROTECTION	PLUMBING	ELECTRICAL	MECHANICAL	STRUCTURAL	TOTALS PER BUILDING
1	Town Hall South	\$ 25,314.00		\$ 311,895.00	\$ 93,042.00	\$ 675,483.00	\$ 63,883.00		\$ 103,800.00	\$ 160,890.00	\$ 176,460.00	\$ 519,000.00		\$ 2,129,767.00
2	Hook and Ladder	\$ 35,037.00	\$ 35,345.00	\$ 437,805.00		\$ 560,380.00	\$ 375,455.00	\$ 17,893.00	\$ 74,724.00	\$ 96,519.00	\$ 87,178.00	\$ 237,215.00	\$ 1,070,425.00	\$ 3,027,976.00
3	Multi-Purpose Building	\$ 3,014.00		\$ 110,722.00	\$ 124,907.00	\$ 586,699.00	\$ 110,304.00		\$ 95,600.00	\$ -	\$ 123,694.00	\$ 263,212.00		\$ 1,418,152.00
4														\$ -
5														\$ -
6														\$ -
	TOTALS PER CATEGORY	\$ 63,365.00	\$ 35,345.00	\$ 860,422.00	\$ 217,949.00	\$ 1,822,562.00	\$ 549,642.00	\$ 17,893.00	\$ 274,124.00	\$ 257,409.00	\$ 387,332.00	\$ 1,019,427.00	\$ 1,070,425.00	\$ 6,575,895.00



NEWTOWN BUILDINGS  
SEPARATED BY PRIORITIES

	BUILDING	PRIORITY 1	PRIORITY 2	PRIORITY 3	PRIORITY 4	TOTALS PER BUILDING
1	Town Hall South	\$ 5,190.00	\$ 472,986.00	\$ 1,651,591.00		\$ 2,129,767.00
2	Hook and Ladder	\$ 1,411,771.00	\$ 547,523.00	\$ 1,068,682.00		\$ 3,027,976.00
3	Multi-Purpose Building		\$ 211,114.00	\$ 1,207,038.00		\$ 1,418,152.00
4						
6						
7						
8						
TOTALS PER PRIORITY		\$ 1,416,961.00	\$ 1,231,623.00	\$ 3,927,311.00	\$ -	\$ 6,575,895.00



## Program Description

### Police Department

It has been 25 years since the former tractor sales building was rehabilitated as the Police department on the upper level and town department space on the lower level. The most noticeable deficiency of this location is the lack of parking with it being almost filled during normal business hours. There is no space to expand this crucial part of the facility.

The portion of the building dedicated to the Police Department has many challenges to its continued operation. Examples include:

- Mechanical system does not function properly in either low or high temperature.
- Windows that have not been replaced leak air causing discomfort.
- The IT room is grossly undersized and there is no space for the IT Director. This is an area of much growth.
- The cell block is antiquated with inappropriate swinging doors, non-accessible shower rooms and it is significantly undersized.
- Sanitary sewer line in the cell area routinely becomes blocked.
- There is a gross lack of evidence and general storage.
- There is no space for a workout facility.
- The training room is the only space available for general use and as a consequence, is used for training, report writing, meetings, lunch room, break room and other activities not supported by the current building.
- There are no sleeping facilities, which may be necessary for times of bad storms.
- There is no munitions training facility.
- Building is not accessible to persons with disabilities.

For the program needs of the Police Department the 2008 study for the building was reviewed and then modified to reflect the current and future needs of the next twenty years. This was supplemented with the review of actual police department plans for other similarly sized communities.

The following chart was distributed to the department for review of the actual spaces needed and the chart modified based upon this input.

The current department includes the Communications (Dispatch) space, but due to the introduction of new State requirements a regional Communications department will be required. For the purpose of this study we have treated Communications as a separate building, but this could be connected to the Police Building.

The developed area of the site has been maximized with no available space for an expansion. To the rear of the site there are wetlands that prevent any expansion.

Currently the site has 51 parking spaces. Should the building be reused as commercial office space there will be a need for 54 spaces. The extra three spaces can be accommodated in the currently fenced-in area under the deck.



## SPACE NEEDS ANALYSIS AND ASSESSMENT – INTERIOR

The following pages list the typical spaces found in municipal law enforcement facilities designed today. A brief description of the characteristics, adjacencies and other features has been provided along with a comparative analysis of the existing square feet in the Newtown Police Department and the recommended area to meet customary requirements for a similar sized police force. We hasten to point out that there are no national space standards to use as a guide for this comparison. Discussions with the International Associates of Chiefs of Police confirmed the difficult task of establishing such space standards when the type of policing and particular needs of each community being served are taken into account. Therefore, the column titled “RECOMMENDED SQUARE FEET” has been derived from our lengthy experience in designing public safety facilities and represents our best professional judgment at this early stage in determining your department’s needs.

SPACE DESCRIPTION		EXISTING SQUARE FEET	2008 STUDY SQUARE FEET	RECOMMENDED SQUARE FEET
<b>1. Public</b>				
1	<b>Vestibule</b>	96	80	80
	<ul style="list-style-type: none"> <li>- Air-lock vestibule</li> <li>- Walk off mat</li> <li>- Automatic opening doors</li> <li>- Electronic lock-down capability door controls to Main Desk</li> <li>- 24/7 /365 access to facility for services</li> </ul>			
2	<b>Lobby / Reception / Waiting</b>		375	350
	<ul style="list-style-type: none"> <li>- Access to Main Desk / Dispatchers</li> <li>- Access to Records Clerk</li> <li>- House Telephone</li> <li>- Public seating for 8-10</li> <li>- Display Case</li> <li>- Pamphlet Rack</li> <li>- Tackboard</li> <li>- Electric water cooler / drinking fountain</li> </ul>			
3	<b>Public Toilets One (1)</b>	30	150	80
	<ul style="list-style-type: none"> <li>- Handicapped Accessible</li> <li>-- Male &amp; Female facilities to support Training Room occupancy</li> </ul>			
4	<b>Interview Rooms One (1) @ 65; One (1) @85</b>	90	150	150
	<ul style="list-style-type: none"> <li>- Public fingerprinting, (AFIS machine)</li> <li>- Public and internal access</li> <li>- No windows to Lobby</li> <li>- Electric door controls, doors controlled from Main Desk/Records</li> </ul>			
<b>2. Training Classroom</b>				
1	<b>Location / Function</b>			
	<ul style="list-style-type: none"> <li>- Direct access for public from Public Lobby</li> <li>- Access to public restroom facilities</li> <li>- Dual use as Emergency Operation Center, no natural light</li> <li>- Accommodate meetings of Police Commission, community outreach functions, station meetings, advancement ceremonies, etc.</li> </ul>			
2	<b>Classroom</b>	550	1,500	1300
	<ul style="list-style-type: none"> <li>- Seating for one hundred (100) in chairs</li> <li>- Projection screen with overhead video projection</li> </ul>			

SPACE DESCRIPTION		EXISTING SQUARE FEET	2008 STUDY SQUARE FEET	RECOMMENDED SQUARE FEET
<ul style="list-style-type: none"> <li>- Smart board technology in front of room</li> <li>- Independent sound system, wireless microphones, amplifier</li> <li>- Lighting on dimmers, varied lighting levels</li> <li>- Cable TV service</li> <li>- Dual use as redundant Emergency Operations Center <ul style="list-style-type: none"> <li>• emergency generator power</li> <li>• data jacks and radio communications remote console jack</li> <li>• telephone jacks</li> </ul> </li> <li>- Video input and output locations for cable broadcast</li> <li>- Internet access, docking station for laptops</li> <li>- COLLECT terminal location (restricted access)</li> <li>- Movable tables and chairs</li> </ul>				
<b>3</b>	<b>Kitchenette</b> <ul style="list-style-type: none"> <li>- Adjacent to Training Classroom</li> <li>- Refrigerator / Freezer</li> <li>- Microwave</li> <li>- Sink</li> <li>- Casework storage</li> </ul>		<b>65</b>	<b>50</b>
<b>4</b>	<b>Furniture Storage</b> <ul style="list-style-type: none"> <li>- Adjacent to Training Classroom</li> <li>- Table / Chair storage on portable racks</li> <li>- Sound system amplifier head end</li> </ul>	<b>120</b>	<b>120</b>	<b>125</b>
<b>3.</b>	<b>Main Desk</b>			
<b>1</b>	<b>Main Desk / Complaints and Information</b> <ul style="list-style-type: none"> <li>- Computer workstation for one (1)</li> <li>- Bullet resistant transaction window to Public Lobby, fixed style</li> <li>- Intercom to Public Lobby</li> <li>- Visual contact to Dispatch Center / console positions</li> </ul>		<b>65</b>	<b>65</b>
<b>4.</b>	<b>Communications Dispatch Center – To be regionalized – see separate programming report.</b>			
<b>1</b>	<b>Location</b> <ul style="list-style-type: none"> <li>- Adjacent Main Desk – Public Lobby</li> <li>- Restricted access to Police Personnel</li> </ul>			
<b>2</b>	<b>Dispatch Center</b> <ul style="list-style-type: none"> <li>- Console positions: three (3) active (2 active and 1 supervisory console), one (1) future console for regionalization</li> <li>- Supervisory console with operable glass partition to Dispatch Center</li> <li>- Redundant console design with monitors, telephone, data, radio, door controls, intercoms, and systems monitoring.</li> <li>- Ergonomic console design with environmental controls</li> <li>- Central Dispatching of Police, Fire, EMS</li> <li>- Monitoring of municipal fire and burglar alarms</li> <li>- E911 service to be provided to three (3) console positions</li> <li>- Monitoring of CCTV surveillance / building security systems</li> <li>- Locker storage for dispatchers (full height lockers)</li> <li>- Independent HV AC unit</li> <li>- Lighting on dimming controls</li> <li>- Bookshelving / Manuals storage</li> </ul>	<b>390</b>	<b>475</b>	<b>0</b>



SPACE DESCRIPTION		EXISTING SQUARE FEET	2008 STUDY SQUARE FEET	RECOMMENDED SQUARE FEET
<ul style="list-style-type: none"> <li>- Window treatments on windows</li> <li>- Acoustic treatment on walls, floors and ceiling</li> <li>- NFPA 1221 recommendations preferred</li> <li>- Markerboard / Tackboard</li> <li>- Raised access flooring for wire management to consoles</li> <li>- Digital voice recorders</li> <li>- Console positions to have intercom to Main Desk transaction window</li> <li>- Video / Audio contact with detention facilities</li> <li>- Paper shredder</li> <li>- Photocopy machine / fax machine / scanner</li> <li>- Cable TV access at console positions</li> </ul>		90	225	0
<b>3</b>	<b>Director of Communications</b> <ul style="list-style-type: none"> <li>- Workstation for one (1) with radio capabilities</li> <li>- Coat closet</li> <li>- Remote location from Dispatch Center</li> <li>- Shared interview / meeting space within department</li> <li>- File storage</li> <li>- Visitor's chairs for two (2)</li> <li>- Bookshelving / Manual storage</li> <li>- Markerboard</li> <li>- Copy machine (small)</li> </ul>		75	0
<b>4</b>	<b>Restroom</b> <ul style="list-style-type: none"> <li>- Handicapped accessible</li> <li>- Within second Communications Dispatch Center area</li> </ul>			
<b>5</b>	<b>Kitchenette</b> <ul style="list-style-type: none"> <li>- Refrigerator / Freezer</li> <li>- Apartment sized stove / range / exhaust hood</li> <li>- Microwave</li> <li>- Sink / Disposal</li> <li>- Seating area for four (4)</li> <li>- Casework storage</li> <li>- Floor drain</li> </ul>	135	80	0
<b>6</b>	<b>Communications Equipment Room</b> <ul style="list-style-type: none"> <li>- E911 equipment / UPS</li> <li>- Demarcation point for telephone system</li> <li>- Access control head end</li> <li>- Halo ground loop</li> <li>- Conduits to Communications Dispatch Center for wire management</li> <li>- Rack mounted data equipment</li> <li>- Dedicated HVAC system</li> <li>- Emergency power supply</li> <li>- UPS system</li> <li>- FM-200 fire suppression system in lieu of wet system</li> </ul>	50	300	0
<b>5. Records Division</b>				
<b>1</b>	<b>Public Information Counter</b> <ul style="list-style-type: none"> <li>- Bullet resistant transaction window to Public Lobby, sliding type with deal tray</li> <li>- Intercom to Public Lobby</li> <li>- Computer workstation</li> </ul>		w/in Public Lobby	

SPACE DESCRIPTION		EXISTING SQUARE FEET	2008 STUDY SQUARE FEET	RECOMMENDED SQUARE FEET
<ul style="list-style-type: none"> <li>- Casework storage and countertop</li> <li>- Adjacent to Public Lobby</li> </ul>				
<b>2</b>	<b>Police Information Counter</b>		w/in Police Corridor	
<ul style="list-style-type: none"> <li>- Utilize for staff inquiries to Records Division</li> <li>- Counter work area</li> <li>- Glass transaction window, sliding type</li> <li>- Adjacent to files and photocopy area</li> </ul>				
<b>3</b>	<b>Office / Work Area</b>	<b>300</b>	<b>400</b>	<b>400</b>
<ul style="list-style-type: none"> <li>- Workstations for four (4); three (3) clerks and one (1) manager</li> <li>- Coat closet</li> <li>- Casework storage</li> <li>- Central work counter</li> <li>- Photocopy machine, paper storage, paper shredder</li> <li>- Restricted access to staff</li> <li>- Adjacent to Public and Police Information Counters, files</li> </ul>				
<b>4</b>	<b>File Storage</b>	<b>130</b>	<b>200</b>	<b>200</b>
<ul style="list-style-type: none"> <li>- File storage equal to 2X current filing capacity</li> <li>- Utilize for both active and archive file storage</li> <li>- Adjacent to Office / Work Area</li> <li>- Utilize high density file storage system</li> </ul>				
<b>6. Administration</b>				
<b>1</b>	<b>Chief of Police</b>	<b>220</b>	<b>280</b>	<b>220</b>
<ul style="list-style-type: none"> <li>- Workstation for one (1)</li> <li>- Coat closet</li> <li>- Natural light</li> <li>- Visitor's chairs for three (3) at table</li> <li>- Bookshelving / Manual storage</li> <li>- Cable TV service</li> <li>- File storage</li> <li>- Adjacent to Conference Room</li> </ul>				
<b>2</b>	<b>Captains (Two)</b>	<b>180</b>	<b>500</b>	<b>370</b>
<ul style="list-style-type: none"> <li>- Workstation for one (1)</li> <li>- Coat closet</li> <li>- Natural light</li> <li>- Visitor's chairs for two (2)</li> <li>- Bookshelving / Manual storage</li> <li>- Cable TV service</li> <li>- File storage</li> <li>- Adjacent to Conference Room - Police service reports and Fingerprint files: four (4) cabinets</li> </ul>				
<b>3</b>	<b>Conference Room</b>	<b>590</b>	<b>225</b>	<b>200</b>
<ul style="list-style-type: none"> <li>- Seating for eight (8) at conference table</li> <li>- Projection screen</li> <li>- Cable TV service</li> <li>- Shared use with department, access to corridor</li> <li>- Adjacent to Chief of Police</li> </ul>				
<b>4</b>		<b>290</b>	<b>350</b>	<b>300</b>

SPACE DESCRIPTION		EXISTING SQUARE FEET	2008 STUDY SQUARE FEET	RECOMMENDED SQUARE FEET
<b>Administrative Clerical / Reception</b>				
<ul style="list-style-type: none"> <li>- Executive Assistant workstation for one (1) adjacent to Chief of Police</li> <li>- Administrative Assistant workstation for one (1) within open work area</li> <li>- Coat closet</li> <li>- File storage cabinets, personnel files adj. to Exec. Asst.</li> </ul>				
<b>5</b>	<b>Workroom</b>		<b>225</b>	<b>200</b>
<ul style="list-style-type: none"> <li>- Copy / Fax Machine</li> <li>- Office supply storage cabinets</li> <li>- Sink</li> <li>- Microwave</li> <li>- Undercounter refrigerator</li> <li>- Paper shredder</li> <li>- Work counter</li> <li>- Adjacent to Administrative Clerical, Administrative Offices</li> </ul>				
<b>6</b>	<b>Toilet</b>	<b>45</b>	<b>75</b>	<b>60</b>
<ul style="list-style-type: none"> <li>- Toilet, sink</li> <li>- Adjacent to Administrative Offices</li> </ul>				
<b>7. Administrative Lieutenant</b>				
<b>1</b>	<b>Administrative Lieutenant</b>	<b>230</b>	<b>225</b>	<b>185</b>
<ul style="list-style-type: none"> <li>- Workstation for one (1)</li> <li>- Coat closet</li> <li>- Natural light</li> <li>- Visitor's chairs for two (2)</li> <li>- Bookshelving / Manual storage</li> <li>- File storage</li> <li>- CAD monitor and full radio capabilities</li> <li>- Adjacent to Administrative Offices</li> </ul>				
<b>8. Operational Lieutenant</b>				
<b>1</b>	<b>Operational Lieutenant</b>		<b>225</b>	<b>185</b>
<ul style="list-style-type: none"> <li>- Workstation for one (1)</li> <li>- Coat closet</li> <li>- Natural light</li> <li>- Visitor's chairs for two (2)</li> <li>- Bookshelving / Manual storage</li> <li>- File storage</li> <li>- CAD monitor and full radio capabilities</li> <li>- Adjacent to Administrative Offices - Personal property lockers (one per cell)</li> </ul>				
<b>9. Administrative Sergeant</b>				
<b>1</b>	<b>Administrative Sergeant</b>	<b>100</b>	<b>175</b>	<b>150</b>
<ul style="list-style-type: none"> <li>- Workstation for one (1)</li> <li>- Coat closet</li> <li>- Natural light</li> <li>- Visitor's chairs for two (2)</li> <li>- Bookshelving / Manual storage</li> <li>- File storage</li> <li>- Training / Accreditation file storage</li> <li>- Adjacent to Traffic Unit</li> </ul>				

SPACE DESCRIPTION		EXISTING SQUARE FEET	2008 STUDY SQUARE FEET	RECOMMENDED SQUARE FEET
<b>10. Detective Division</b>				
<b>1 Detective Lieutenant</b>		<b>80</b>	<b>225</b>	<b>185</b>
<ul style="list-style-type: none"> <li>- Workstation for one (1)</li> <li>- Coat closet</li> <li>- Natural light</li> <li>- Visitor's chairs for two (2)</li> <li>- Bookshelving / Manual storage</li> <li>- File storage</li> <li>- CAD monitor and full radio capabilities</li> <li>- Vision panel from Office to Work Area</li> <li>- Adjacent to Detective Sergeant</li> </ul>				
<b>2 Detective Sergeant</b>			<b>175</b>	<b>150</b>
<ul style="list-style-type: none"> <li>- Workstation for one (1)</li> <li>- Coat closet</li> <li>- Natural light</li> <li>- Visitor's chairs for two (2)</li> <li>- Bookshelving / Manual storage</li> <li>- File storage</li> <li>- Vision panel from Office to Work Area</li> <li>- Adjacent to Detective Division Work Area</li> </ul>				
<b>3 Clerical / Reception</b>			<b>175</b>	<b>175</b>
<ul style="list-style-type: none"> <li>- Workstation for one (1) at entry location to Detective Division</li> <li>- Waiting area for three (3)</li> <li>- File storage</li> <li>- Vision panel to Work Area</li> <li>- Acoustic separation from Work Area</li> </ul>				
<b>4 Work Area</b>		<b>380</b>	<b>1,000</b>	<b>800</b>
<ul style="list-style-type: none"> <li>- Workstations for ten (10)</li> <li>- NCIC / COLLECT computer workstation</li> <li>- Coat rack</li> <li>- File storage, min. one (1) per workstation</li> <li>- Bookshelving / Manual storage</li> <li>- Counter work area</li> <li>- Visitor's chairs, one (1) per workstation</li> </ul>				
<b>5 Interview Rooms Two (2) @ 65</b>		<b>80</b>	<b>130</b>	<b>130</b>
<ul style="list-style-type: none"> <li>- Table seating for three (3)</li> <li>- One-way vision panel to Monitoring Room</li> <li>- Video / audio concealed recording equipment</li> <li>- "IN -USE" indicator light outside of rooms</li> <li>- No vision panels in doors</li> </ul>				
<b>6 Monitoring Room</b>			<b>50</b>	<b>50</b>
<ul style="list-style-type: none"> <li>- Positioned between Interview Rooms (2)</li> <li>- One-way vision panels to Interview Rooms (2)</li> <li>- Lighting controls on dimmers</li> <li>- No natural lighting or vision panels on doors</li> <li>- Visual / audio monitoring equipment and recorders</li> <li>- Casework storage for equipment</li> </ul>				
<b>7 Equipment Storage Room</b>		<b>170</b>	<b>120</b>	<b>120</b>
<ul style="list-style-type: none"> <li>- Secured storage of Detective Division equipment and supplies</li> </ul>				

SPACE DESCRIPTION		EXISTING SQUARE FEET	2008 STUDY SQUARE FEET	RECOMMENDED SQUARE FEET
<ul style="list-style-type: none"> <li>- Power supply for recharging of electronic equipment</li> <li>- Adjustable shelving</li> <li>- Adjacent to Detective Division</li> <li>-</li> </ul>				
<b>11. Traffic Unit</b>				
1	<b>Traffic Unit</b>	<b>800</b>	<b>275</b>	<b>275</b>
	<ul style="list-style-type: none"> <li>- Workstations for two (2)</li> <li>- File storage</li> <li>- Computer workstation for one (1)</li> <li>- Adjacent to Administrative Sergeant</li> </ul>			
2	<b>Equipment Storage</b>		<b>50</b>	<b>50</b>
	<ul style="list-style-type: none"> <li>- Secured storage of fleet equipment, supplies</li> <li>- Adjustable shelving</li> <li>- Adjacent to Traffic Unit</li> </ul>			
<b>12.. Crime Prevention Office</b>				
1	<b>Crime Prevention Office</b>		<b>150</b>	<b>130</b>
	<ul style="list-style-type: none"> <li>- Workstation for one (1)</li> <li>- File storage</li> <li>- Computer workstation for one (1)</li> <li>- Adjacent to Detective Division</li> </ul>			
2	<b>Equipment Storage</b>		<b>50</b>	<b>50</b>
	<ul style="list-style-type: none"> <li>- Secured storage of marketing materials, pamphlets, flyers, etc.</li> <li>- Adjustable shelving</li> <li>- Adjacent to Crime Prevention Office</li> </ul>			
<b>13. Technology Coordinator</b>				
1	<b>Technology Coordinator</b>		<b>200</b>	<b>120</b>
	<ul style="list-style-type: none"> <li>- Workstation for one (1)</li> <li>- Computer workstation for one (1)</li> <li>- Coat closet</li> <li>- File storage</li> <li>- Visitor's chairs for one (1)</li> <li>- Bookshelving / Manual Storage</li> <li>- Adjacent to Computer Equipment Server Room</li> </ul>			
<b>14. Computer Equipment Server Room</b>				
1	<b>Types of Computers</b>			
	<ul style="list-style-type: none"> <li>- Central file server with patch panels to remote terminals</li> <li>- UPS system</li> <li>- Networked System of terminals / printers / copiers / scanners</li> </ul>			
2	<b>Computer Equipment Server Room</b>	<b>145</b>	<b>250</b>	<b>80</b>
	<ul style="list-style-type: none"> <li>- Networked file server, rack mounted with patch panels</li> <li>- Computer backup tape storage, fire rated storage</li> <li>- FM-200 fire suppression in lieu of wet system</li> <li>- Dedicated HV AC system</li> <li>- No natural light</li> <li>- Adjacent to Technology Coordinator, access controlled</li> </ul>			
3	<b>Networked Data Rooms</b>		<b>65</b>	<b>65</b>
	<ul style="list-style-type: none"> <li>- Rack mounted patch panel locations on all floors</li> <li>- Conduit connections to all data rooms and Server Room</li> </ul>			

SPACE DESCRIPTION		EXISTING SQUARE FEET	2008 STUDY SQUARE FEET	RECOMMENDED SQUARE FEET
<ul style="list-style-type: none"> <li>- Conduit connections to Communications Equipment Room</li> <li>- Stacked configuration on each floors preferred</li> </ul>				
<b>15. Patrol Functions</b>				
<b>1 Patrol Lieutenant</b>			<b>225</b>	<b>180</b>
<ul style="list-style-type: none"> <li>- Workstation for one (1)</li> <li>- Coat closet</li> <li>- Natural light</li> <li>- Visitor's chairs for two (2)</li> <li>- Bookshelving / Manual storage</li> <li>- File storage</li> <li>- CAD monitor and full radio capabilities</li> <li>- Adjacent to Patrol Sergeants</li> </ul>				
<b>2 Patrol Sergeants</b>		<b>190</b>	<b>800</b>	<b>725</b>
<ul style="list-style-type: none"> <li>- Workstations for eight (8)</li> <li>- File storage, min. one (1) per workstation</li> <li>- Key cabinet</li> <li>- Visual monitoring of Briefing / Roll Call room</li> <li>- Adjacent to Briefing/ Roll Call</li> </ul>				
<b>3 Patrol Sergeant Storage</b>			<b>100</b>	<b>100</b>
<ul style="list-style-type: none"> <li>- Secured storage of patrol equipment</li> <li>- Adjustable shelving</li> <li>- Adjacent to Patrol Sergeants work area</li> </ul>				
<b>4 Briefing / Roll Call</b>		<b>345</b>	<b>300</b>	<b>450</b>
<ul style="list-style-type: none"> <li>- Accommodate fourteen (14) at training tables and chairs,</li> <li>- Podium area at front of room</li> <li>- Recharge rack area for spare equipment, tasers, radio charger stations</li> <li>- Markerboard / Tackboard</li> <li>- Cable TV service</li> <li>- CCTV monitor</li> <li>- Projection screen with overhead video projection</li> <li>- Casework storage</li> <li>- Patrol mailboxes for distribution of mail / correspondence, lockable</li> </ul>				
<b>5 Locker Rooms</b>		<b>900</b>	<b>1,950</b>	<b>1700</b>
<ul style="list-style-type: none"> <li>- Male Locker Room to accommodate up to sixty (60) lockers</li> <li>- Female Locker Room to accommodate up to fifteen (15) lockers <ul style="list-style-type: none"> <li>a. Locker sizes: 36" w. x 24" d x 72" h.</li> <li>b. Wooden bench with operable drawer under (36" x 36" x 18")</li> </ul> </li> <li>- 4. Male showers: <ul style="list-style-type: none"> <li>a. Three (3) minimum, individual shower compartments</li> <li>b. One (1) designed for handicap accessibility</li> </ul> </li> <li>- 5. Female showers: <ul style="list-style-type: none"> <li>a. Two (2) minimum, individual shower compartments</li> <li>b. One (1) designed for handicap accessibility</li> </ul> </li> <li>- Sink area with mirrors / soap / paper towel dispensers</li> <li>- Toilet area with toilet partitions and toilet accessories</li> <li>- Robe hooks at shower areas</li> <li>- Shoe shine area</li> <li>- Wet garment drying area</li> <li>- Full height mirrors at locker locations</li> </ul>				

SPACE DESCRIPTION		EXISTING SQUARE FEET	2008 STUDY SQUARE FEET	RECOMMENDED SQUARE FEET
6	<b>Physical Training Room</b> <ul style="list-style-type: none"> <li>- Designed for stationary equipment, no free weights</li> <li>- Ceiling clearance for weightlifting</li> <li>- Drinking fountain</li> <li>- Mirrored wall surfaces</li> <li>- Rubber gym flooring</li> <li>- Adjacent to Male and Female Locker Rooms</li> </ul>		400	400
7	<b>Lunch Room / Day Room</b> <ul style="list-style-type: none"> <li>- Range with exhaust hood</li> <li>- Microwave</li> <li>- Sink with disposal</li> <li>- Refrigerator / Freezer with ice maker</li> <li>- Storage cabinets</li> <li>- Vending machines: two (2) minimum</li> <li>- Lounge area seating for ten (10)</li> <li>- Locate adjacent to Patrol Functions</li> </ul>	345	300	400
8	<b>Laundry Service</b> <ul style="list-style-type: none"> <li>- Drop off / Pick-up area near staff entry location</li> <li>- Clothes bar and shelving</li> <li>- Clothes hamper location</li> <li>- Access controlled</li> </ul>		65	65
9	<b>Quartermaster Storage</b> <ul style="list-style-type: none"> <li>- Secure storage of uniforms, leather goods, supplies, spare equipment</li> <li>- Adjustable shelving</li> <li>- Access controlled</li> </ul>		65	65
10	<b>Report Preparation</b> <ul style="list-style-type: none"> <li>- Computer workstations for up to five (5)</li> <li>- Networked printers and copiers</li> <li>- Forms storage shelving</li> <li>- Copy machine</li> <li>- Paper shredder</li> <li>- Research library shelving</li> <li>- Markerboard / Tackboard</li> <li>- CCTV monitors, wall mounted</li> <li>- Adjacent to Patrol Functions, Patrol Sergeants</li> </ul>		200	200
11	<b>Emergency Sleeping Area</b> <ul style="list-style-type: none"> <li>- Cots for Officers (3)</li> </ul>			350
12	<b>Bike Storage</b>			75
<b>16. Union Space</b>				
1	<b>Union Space</b> <ul style="list-style-type: none"> <li>- Workstation for one (1)</li> <li>- File storage</li> <li>- Independent telephone line</li> <li>- Tackboard adjacent and within staff area</li> </ul>		65	

SPACE DESCRIPTION		EXISTING SQUARE FEET	2008 STUDY SQUARE FEET	RECOMMENDED SQUARE FEET
<b>17. Indoor Firearms Training Range</b>				
<b>1</b>	<b>Indoor Firearms Training Range</b>		<b>1,500</b>	<b>1500</b>
	<ul style="list-style-type: none"> <li>- Length of range: 75' minimum training distance</li> <li>- Number of stalls: Four (4) minimum</li> <li>- No floor drains</li> <li>- Security baffles at ceiling</li> <li>- Varied lighting levels on dimmers</li> <li>- Acoustic separation from adjacent spaces</li> <li>- Independent HV AC system with filtering and humidity controls</li> <li>- Rubber style, inclined backstop</li> <li>- Individual shooting stanchions with range controls and intercom / audio</li> </ul>			
<b>2</b>	<b>Ready Room</b>		<b>175</b>	<b>175</b>
	<ul style="list-style-type: none"> <li>- Countertop area</li> <li>- Visual monitoring of indoor firearms training range</li> <li>- Acoustical separation from range</li> <li>- Adjacent to Indoor Firearms Training Range and Armory</li> </ul>			
<b>3</b>	<b>Control Room</b>		<b>120</b>	<b>50</b>
	<ul style="list-style-type: none"> <li>- Visual monitoring of training range and ready room</li> <li>- Audio intercom system to firing line</li> <li>- Lighting controls for training range</li> <li>- Computer console for range controls, networked to shooting stanchions</li> <li>- Console counter area</li> <li>- Adjacent to Indoor Firearms Training Range and Ready Room</li> </ul>			
<b>18. Armory / Arsenal</b>				
<b>1</b>	<b>Armory / Arsenal</b>	<b>120</b>	<b>150</b>	<b>150</b>
	<ul style="list-style-type: none"> <li>- Storage of department issued firearms / ammunition, lockable</li> <li>- Gun cleaning counter</li> <li>- Canopy exhaust hood with light at gun cleaning area</li> <li>- Secured access to room</li> <li>- Floor drain</li> <li>- Storage cabinets</li> <li>- Equipment storage</li> <li>- Gun cleaning supply storage</li> <li>- Adjacent to Indoor Firearms Training Range</li> </ul>			
<b>19. Sally Port</b>				
<b>1</b>	<b>Sally Port</b>	<b>300</b>	<b>900</b>	<b>800</b>
	<ul style="list-style-type: none"> <li>- Accommodate two (2) vehicles, drive thru configuration preferred</li> <li>- Ambulance accessible</li> <li>- Door leading to Prisoner Processing</li> <li>- Door leading to Juvenile Processing area</li> <li>- Floor drains with grease / oil separator</li> <li>- CCTV and audio monitoring</li> <li>- Interlocked doors at exterior and prisoner processing</li> <li>- Hose bibb</li> <li>- Overhead coiling doors controlled through Dispatch</li> <li>- Service sink within Vehicle Processing area</li> <li>- Pistol lockers at points of entry into facility</li> <li>- Carbon Monoxide detection system with exhaust fan</li> </ul>			



SPACE DESCRIPTION		EXISTING SQUARE FEET	2008 STUDY SQUARE FEET	RECOMMENDED SQUARE FEET
<ul style="list-style-type: none"> <li>- Eye wash and emergency shower</li> <li>- No washing of vehicles anticipated</li> </ul>				
<b>2</b>	<b>Road Supply Storage</b>		<b>150</b>	<b>150</b>
<ul style="list-style-type: none"> <li>- Flare storage</li> <li>- Cones, barricade storage</li> <li>- Road supply storage</li> <li>- Traffic control equipment storage</li> <li>- Wire mesh partitioning from Sally Port area</li> </ul>				
<b>20. Prisoner Processing</b>				
<b>1</b>	<b>Prisoner Processing</b>	<b>140</b>	<b>500</b>	<b>300</b>
<ul style="list-style-type: none"> <li>- Secured door to Sally Port</li> <li>- Secured door to Corridor</li> <li>- Pistol lockers at points of entry</li> <li>- Holding room for booking purposes, wire mesh enclosure</li> <li>- Booking counter with computer workstation, mugging camera</li> <li>- AFIS fingerprinting station adjacent to Holding Room</li> <li>- CCTV and audio surveillance of all areas, minimize blind spots</li> <li>- Duress alarms at varied locations</li> <li>- Eliminate hard comers and edges</li> <li>- Hose bibb (secured)</li> <li>- Personal property lockers (one per cell)</li> </ul>				
<b>2</b>	<b>Toilet Room</b>	<b>40</b>	<b>50</b>	<b>50</b>
<ul style="list-style-type: none"> <li>- Security penal fixture with remote flush capability</li> <li>- Lighting and water controls outside of room</li> <li>- Reverse door swing</li> <li>- Shower (industrial type) with tempered water</li> <li>- Floor drain</li> </ul>				
<b>3</b>	<b>Intoximeter Room</b>		<b>80</b>	<b>70</b>
<ul style="list-style-type: none"> <li>- Deep counter with intoximeter equipment, adjacent bench area</li> <li>- Inaccessible power and data outlets</li> <li>- Dual use as Interview Room</li> <li>- Table seating for two (2)</li> </ul>				
<b>4</b>	<b>Prisoner / Visitor Booth</b>		<b>75</b>	<b>75</b>
<ul style="list-style-type: none"> <li>- Reverse swing on door</li> <li>- Eliminate hardware on interior side of door</li> <li>- Fixed transaction window with bullet resistant glass and contraband baffle</li> <li>- Secure bench bolted to floor</li> <li>- Impact resistant lighting with lighting controls outside of room(s)</li> </ul>				
<b>5</b>	<b>Prisoner Release Area</b>		<b>N/A</b>	
<ul style="list-style-type: none"> <li>- Utilize Public Lobby for prisoner release area</li> </ul>				
<b>21. Detention</b>				
<b>1</b>	<b>Designed to National Accreditation Standards</b>			
<b>2</b>	<b>Detention Cells</b>	<b>230</b>	<b>360</b>	<b>275</b>
<ul style="list-style-type: none"> <li>- Detention Cells: Five (5) required, grouping of two (2) one (1), and one (1), sight and sound separation between groupings.</li> <li>- Handicapped accessible detention cell: One (1) required, sight</li> </ul>				

SPACE DESCRIPTION	EXISTING SQUARE FEET	2008 STUDY SQUARE FEET	RECOMMENDED SQUARE FEET
and sound separation between handicap cell and other cells. - Cell features: a. Secured bunk with closed base b. Security penal fixture with integral sink, remote flush capabilities c. Impact resistant lighting and institutional type fire suppression d. Two way audio communication e. CCTV surveillance f. No floor drains g. 50 SF (min) h. Solid fronts (suicide prevention) i. Sliding doors j. Independent supply and return air, negative pressure within cells			
<b>3 Detention Area</b> - Floor drains - Hose bibb (secured) - Exhaust fan - Impact resistant lighting - Blanket storage cabinet		<b>210</b>	<b>210</b>
<b>4 Matron Room</b> - Visual monitoring of cells through CCTV monitor - Dual use as Interview Room		<b>65</b>	<b>65</b>
<b>22. Evidence and Property</b>			
<b>1 Evidence Receiving</b>		<b>150</b>	<b>130</b>
- Adjacent to Prisoner Processing / Detention / Patrol Areas - Temporary evidence lockers (varied sizes), through-wall configuration preferred - Refrigerated temporary evidence locker - Computer workstation for one (1) - Countertop work area - Casework storage cabinets for equipment storage			
<b>2 Evidence Processing / Forensics Lab</b> - Secure access to room - Fume hood with base cabinet, direct exhaust - Epoxy resin countertop with integral sink - Storage cabinets - Evidence drying cabinet - Fuming chamber, countertop model - Biohazard disposal containers - Adjacent to Evidence Storage / Evidence Receiving		<b>225</b>	<b>200</b>
<b>3 Evidence Storage</b> - Secure access to room - CCTV monitoring - One means of entry only - Refrigerated storage - High density storage shelving for firearms, evidence containers, valuables - Double locking of firearms and ammunition - Double locking of valuables - No storage of narcotics, off-site location	<b>85</b>	<b>400</b>	<b>350</b>

SPACE DESCRIPTION		EXISTING SQUARE FEET	2008 STUDY SQUARE FEET	RECOMMENDED SQUARE FEET
4	<b>Bulk Evidence Storage</b> - Accessibility from exterior - Secured access - CCTV monitoring - Double door entry - Industrial type adjustable shelving - Floor drain	460	400	400
5	<b>Vehicle Processing</b> - See Sally Port		See Sally Port	
<b>23. Explorers Area</b>				
1	Explorers			565
2	Storage			140
<b>24. Toilets and Custodial Services</b>				
1	<b>Custodial Office</b> - Work area for two (2) custodial staff - Service sink - Workbench - Equipment storage		150	150
2	<b>Janitor Closets</b> Two (2) @ 50 - One per floor (minimum) - Floor sink - Custodial supply storage - Cart storage - Equipment storage	35	100	80
3	<b>Toilet Facilities</b> Two (2) @ 75 - Civilian Staff / Official visitor's facilities to be provided, one per sex per floor, handicap accessible - Public facilities within Public Lobby - Patrol staff facilities within Locker Rooms - Administrative staff facilities within Administrative Area - Dispatch staff facilities within Communications Dispatch Center - Detained persons facilities within detention cells and Prisoner Processing		150	120
<b>25. Bulk Storage</b>				
1	<b>Bulk Storage</b> - Storage of vehicle parts, vehicle equipment, operational equipment, spare parts, child car seats, homeland security equipment - Accessible from exterior - Double door access - Access controlled		250	250
<b>26. Storage Bays</b>				
1	<b>Storage Bays</b> - Storage of department motorcycles, two (2) minimum - Storage of patrol bicycles, two (2) minimum - Storage of Mobile Command Van, one (1) minimum		1,000	750

SPACE DESCRIPTION	EXISTING SQUARE FEET	2008 STUDY SQUARE FEET	RECOMMENDED SQUARE FEET
<ul style="list-style-type: none"> <li>- Storage of speed trailer, one (1) minimum</li> <li>- Power for recharging of equipment</li> <li>- Overhead door access</li> <li>- Access control at points of entry</li> <li>- Adjacent to staff vehicle parking, staff entry locations</li> </ul>			
<b>27. Circulation</b>			
<b>1 Stairs</b>			
<ul style="list-style-type: none"> <li>- Code required minimum, two per floor</li> <li>- 48" clear width (min.)</li> </ul>			
<b>2 Elevators</b>			
<ul style="list-style-type: none"> <li>- Access controlled to secure floors</li> <li>- Public use, access controlled</li> <li>- Sized to accommodate stretcher dimensions</li> <li>- Automatic recall</li> <li>- Elevator machine room adjacent to shaft</li> </ul>			
<b>28. Mechanical</b>			
<b>1 Boiler Room</b>	<b>220</b>	<b>500</b>	<b>500</b>
<ul style="list-style-type: none"> <li>- Two boilers (min), preferred</li> <li>- Dual-fuel burners if utilities exist</li> <li>- Hot water storage</li> <li>- Floor drains</li> <li>- Chimney breaching</li> </ul>			
<b>2 HVAC Equipment</b>	<b>550</b>	<b>800</b>	<b>800</b>
<ul style="list-style-type: none"> <li>- Ducted supply and returns</li> <li>- High efficiency filters, pumps, and motors</li> <li>- VAV boxes with DDC controls</li> <li>- Zoned systems throughout facility</li> <li>- Host computer for monitoring and diagnosis of systems</li> </ul>			
<b>3 Emergency Electrical Room</b>	<b>190</b>	<b>150</b>	<b>150</b>
<ul style="list-style-type: none"> <li>- Automatic transfer switch</li> <li>- Emergency power panels and circuits</li> <li>- Diesel fired generator on exterior pad mount (see site needs)</li> </ul>			
<b>4 Fire Suppression</b>		<b>150</b>	<b>150</b>
<ul style="list-style-type: none"> <li>- Fully sprinkled facility according to NFP A 13 standards</li> <li>- FM 200 fire suppression within data and communications equip. rooms</li> <li>- Institutional type sprinklers in high risk / detention areas</li> <li>- Sprinkler control valve assembly and backflow preventor</li> <li>- Fire Department siamese connection at designated location</li> </ul>			

## SPACE NEEDS SUMMARY AND COMPARISON

FUNCTIONAL AREAS	SQUARE FEET EXISTING	2008 PROPOSED SQ. FT.	RECOMMENDED SQ. FT.
1. Public	216	755	660
2. Training Classroom	670	1,685	1,475
3. Main Desk	0	65	65
4. Communications Dispatch Center	665	1,155	0
5. Records Division	430	600	600
6. Administration	1,325	1,655	1,350
7. Administrative Lieutenant	230	225	185
8. Operational Lieutenant	0	225	185
9. Administrative Sergeant	100	175	150
10. Detective Division	710	1,875	1610
11. Traffic Unit	800	325	325
12. Crime Prevention Office	0	200	180
13. Technology Coordinator	0	200	120
14. Computer Equipment Server Room	145	315	145
15. Patrol Functions	1,780	4,405	4,710
16. Union Space	0	65	65
17. Indoor Firearms Training Range	0	1,795	1725
18. Armory / Arsenal	120	150	150
19. Sally Port	300	1,050	950
20. Prisoner Processing	180	705	495
21. Detention	230	635	550
22. Evidence and Property	545	1,175	1080
23. Explorers Area			705
24. Toilets and Custodial Services	35	400	350
25. Bulk Storage	0	250	250
26. Storage Bays	0	1,000	750
27. Circulation	Net to gross	Net to gross	Net to gross
28. Mechanical	910	1,600	1,600
<b>TOTAL NET SQUARE FOOTAGE</b>	<b>9,391</b>	<b>22,685</b>	<b>20,430</b>
<b>Net to Gross Factor (Stairs, Corridors, Ducts, Wall Thickness)</b>	<b>–</b>	<b>X 1.30</b>	<b>X 1.30</b>
<b>TOTAL GROSS SQUARE FOOTAGE REQ'D</b>		<b>29,500</b>	<b>26,559</b>



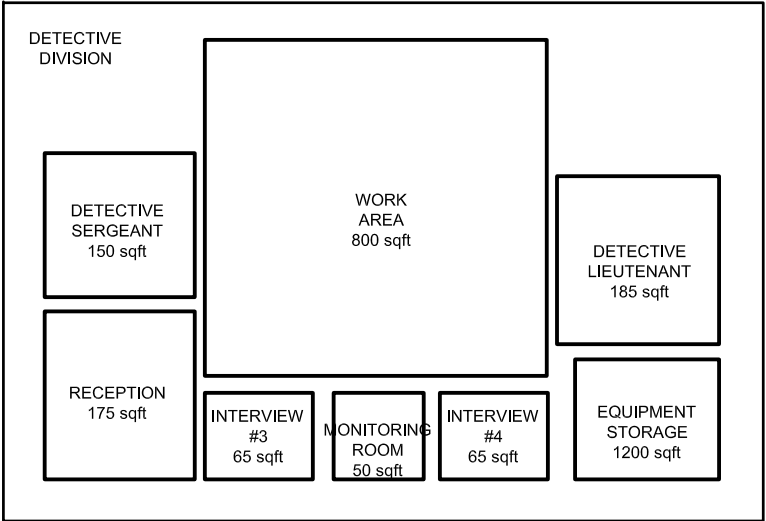
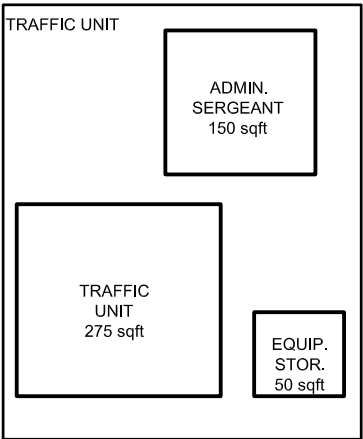
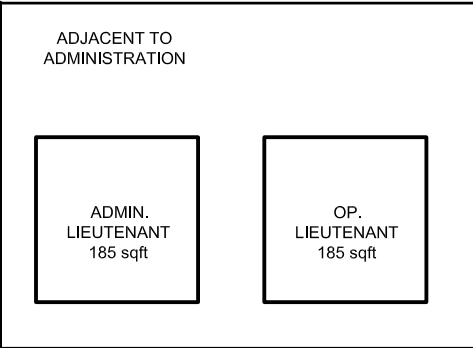
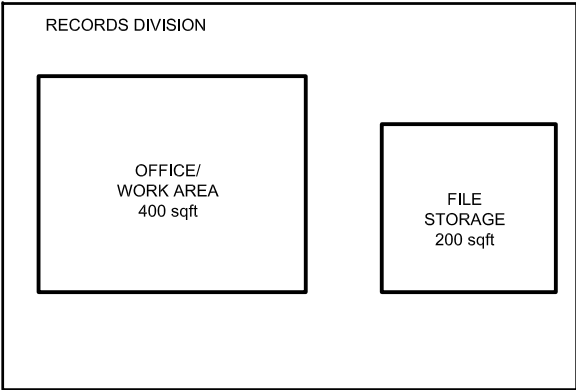
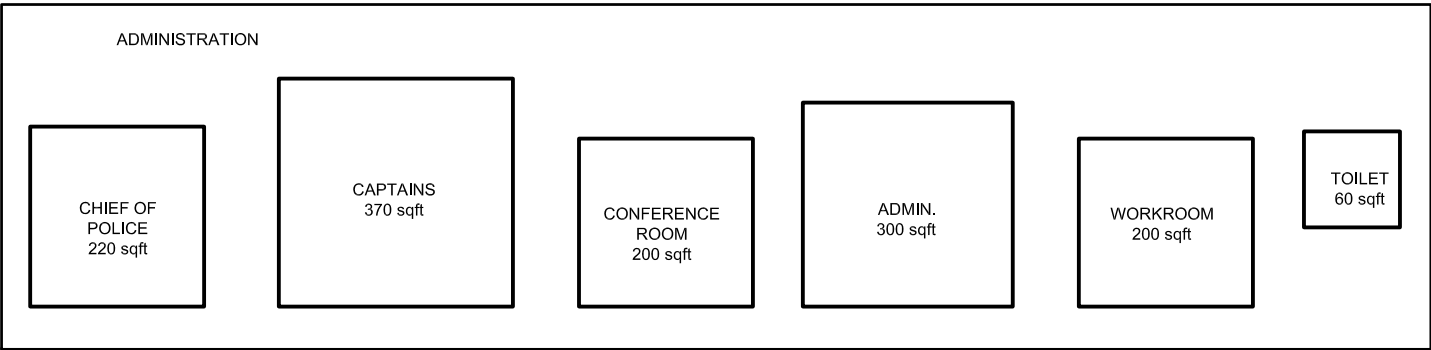
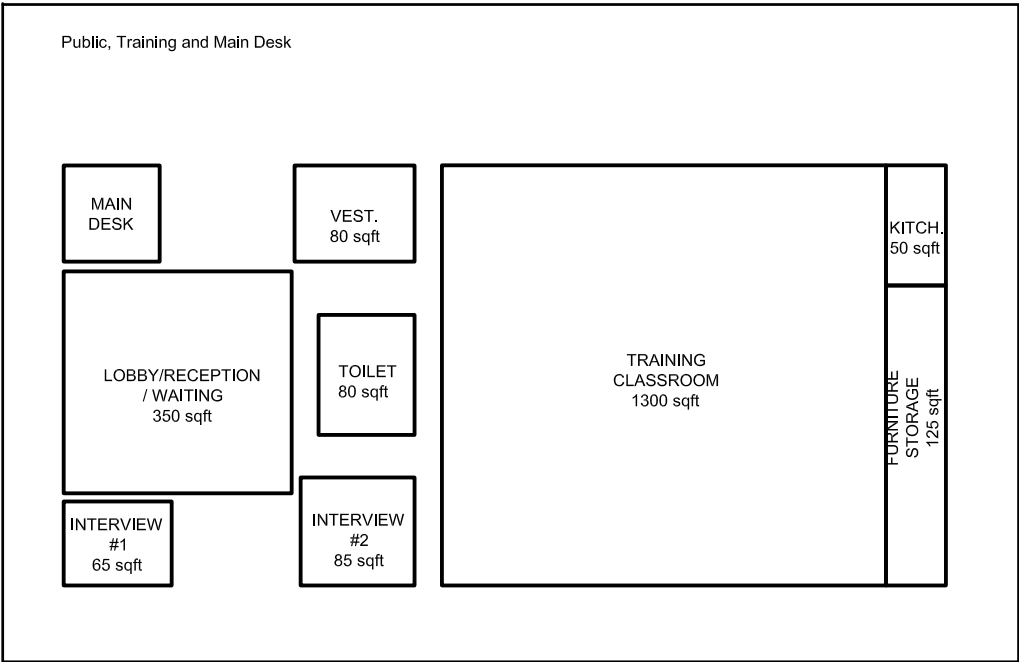
NEWTOWN FACILITIES	
Building Name:	NEW BUILDING OPTION- POLICE STATION
Address:	Newtown, CT



D•R•A

Drummey Rosane Anderson, Inc.  
235 Bear Hill Road, 4th Floor  
Waltham, MA 02451

Planning 617-964-1700  
Architecture 617-964-1701 fax  
Interior Design info@draws.com







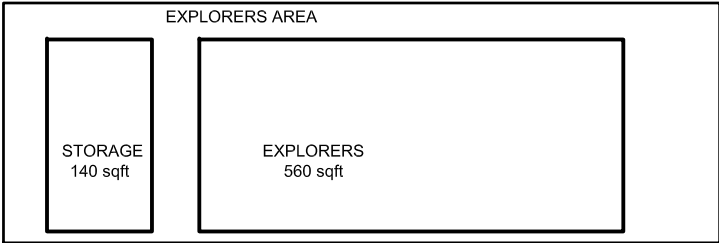
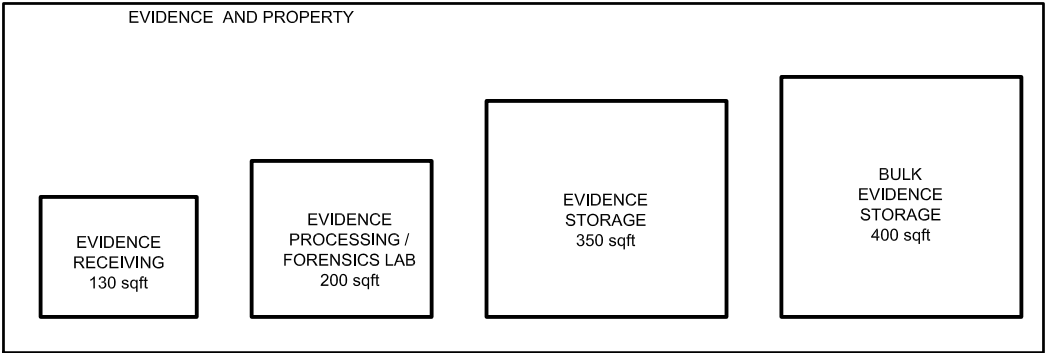
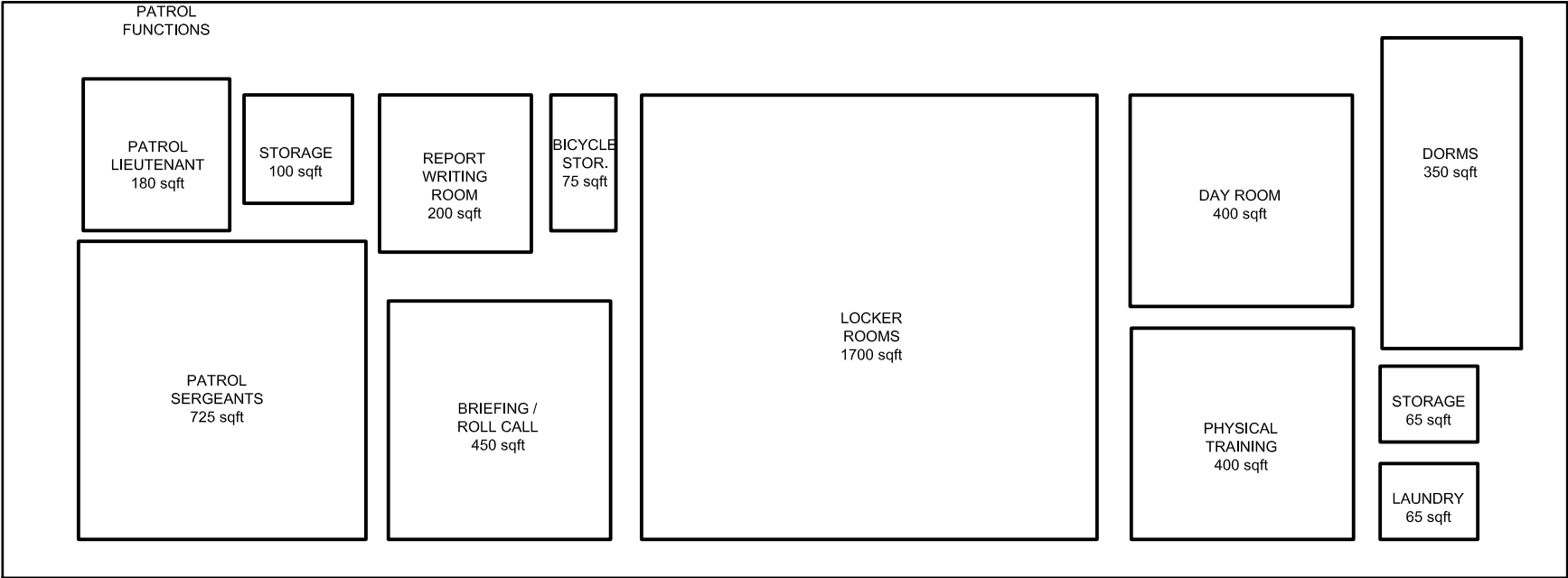
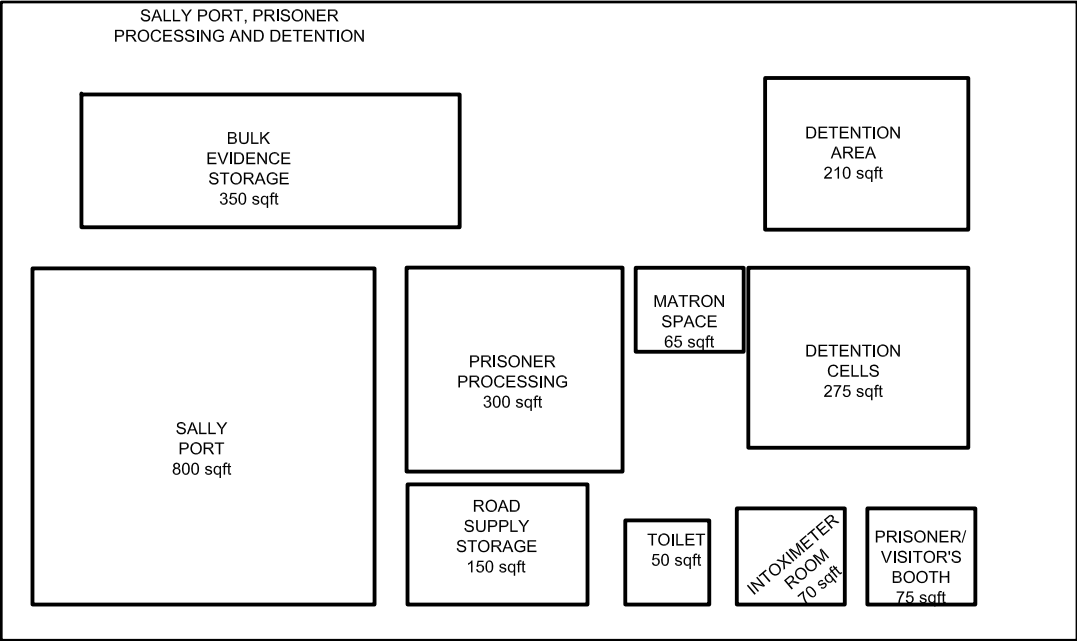
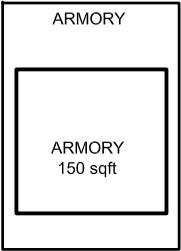
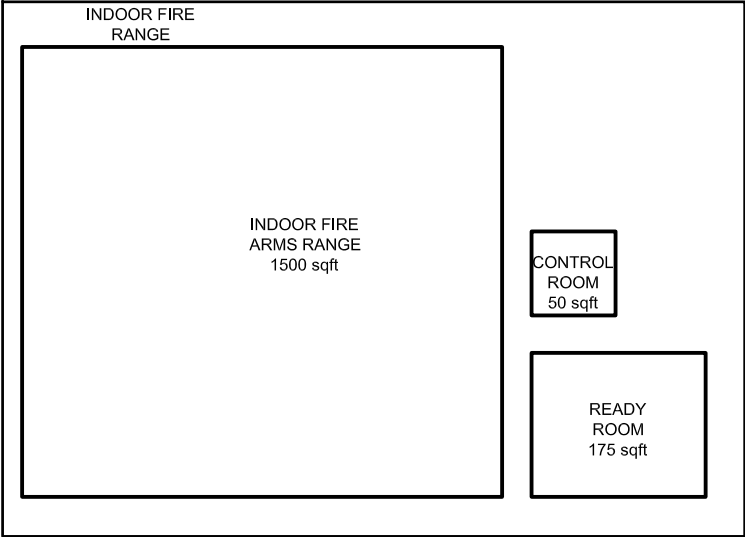
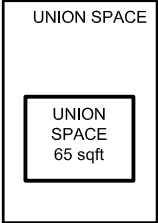
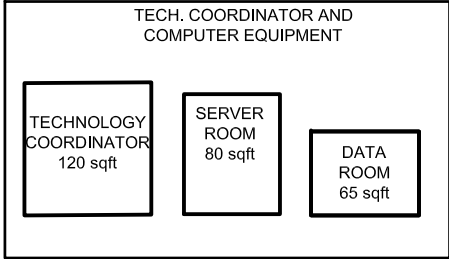
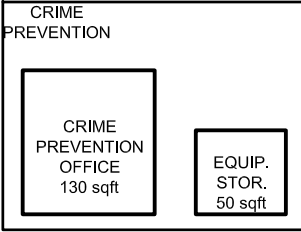
NEWTOWN FACILITIES

Building Name:

NEW BUILDING OPTION-POLICE STATION

Address:

Newtown, CT





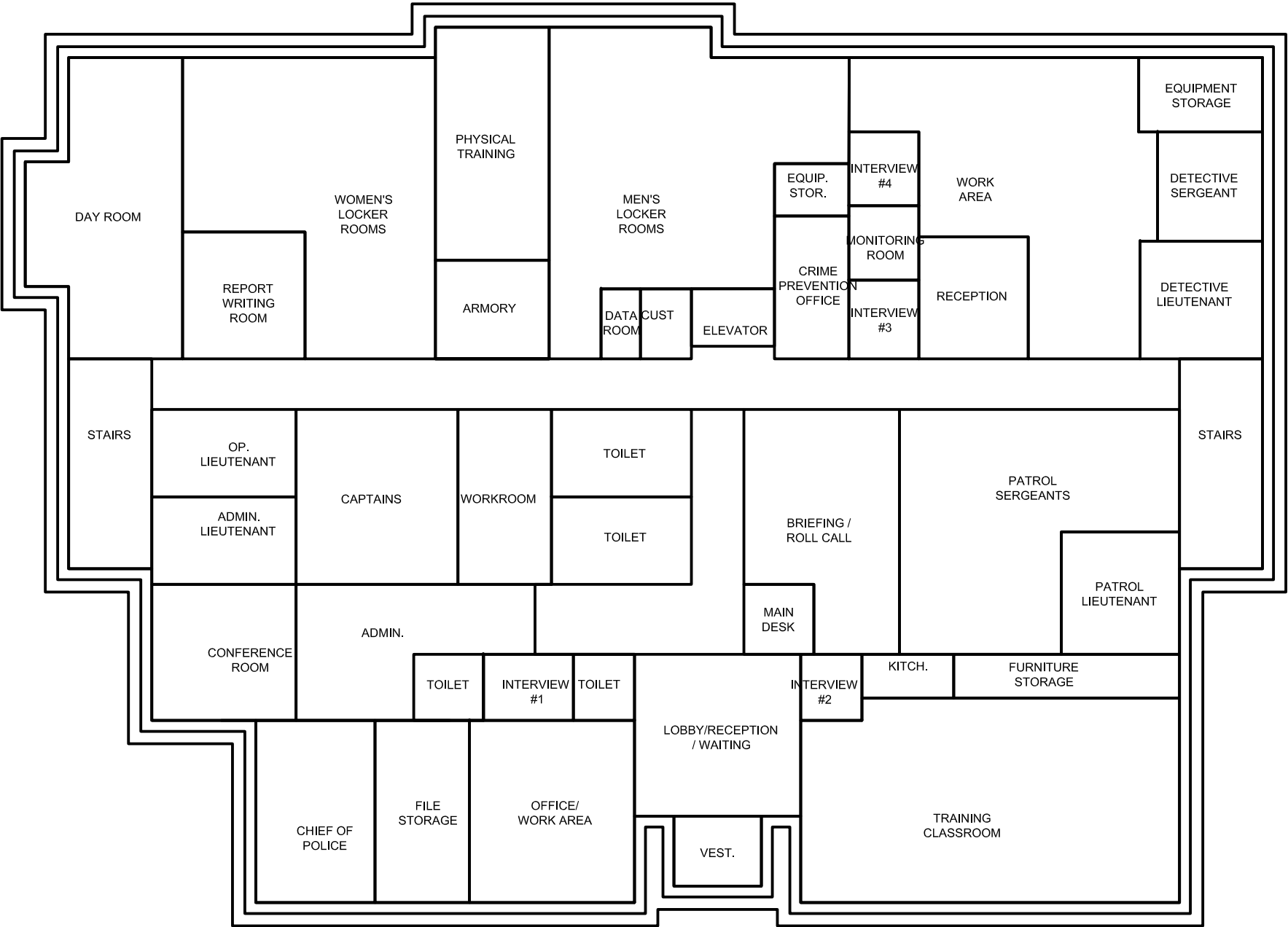
NEWTOWN FACILITIES	
Building Name:	NEW BUILDING OPTION-POLICE STATION
Address:	Newtown, CT



D•R•A

Drummey Rosane Anderson, Inc.  
235 Bear Hill Road, 4th Floor  
Waltham, MA 02451

Planning	617-964-1700
Architecture	617-964-1701 fax
Interior Design	info@drows.com



1 UPPER LEVEL PLAN  
1/16" = 1'-0" AREA = 13,685 sqft  
Drummey Rosane Anderson, Inc.

PPS-A-3

UPPER LEVEL PLAN



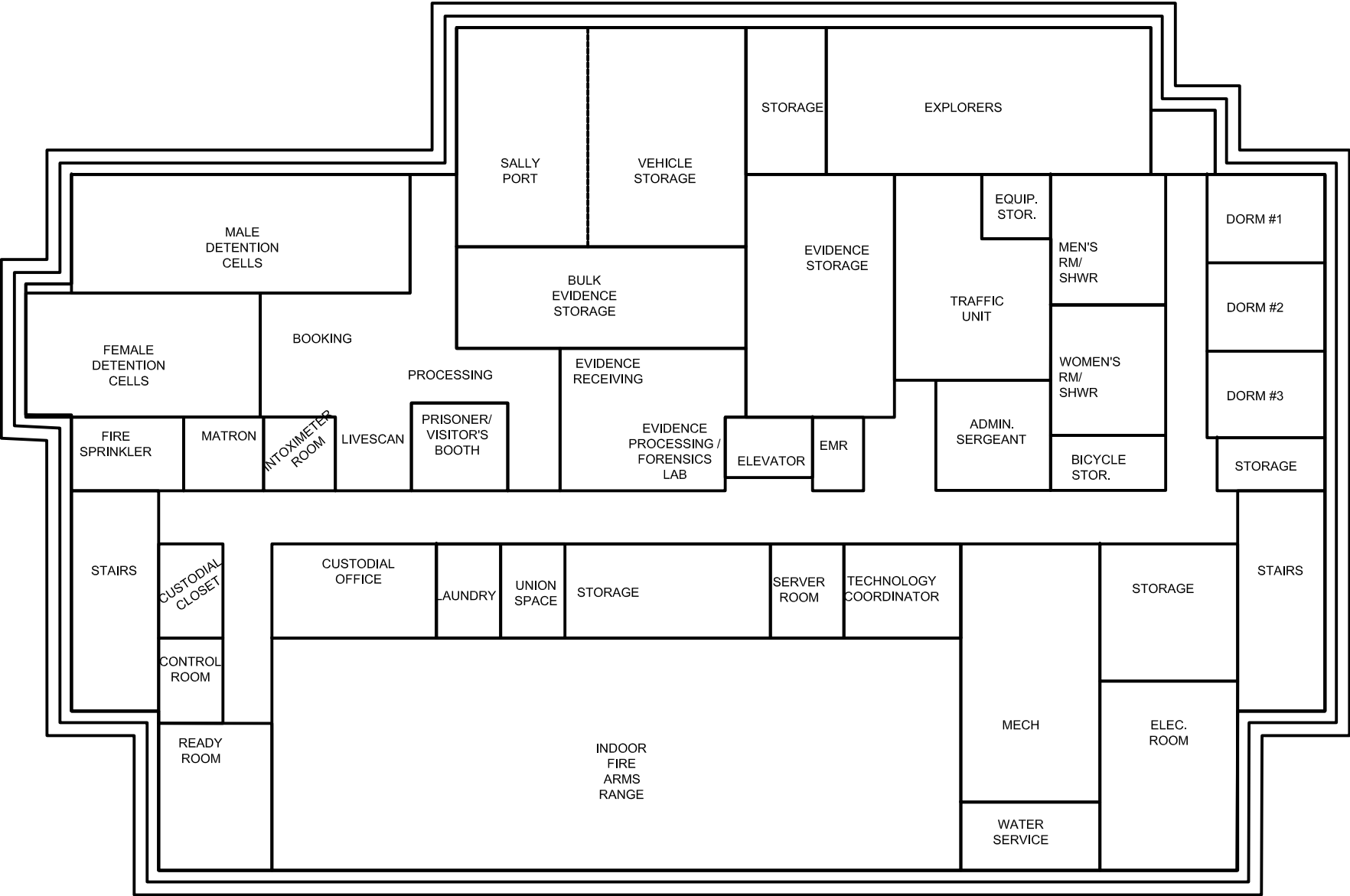
NEWTOWN FACILITIES	
Building Name:	NEW BUILDING OPTION-POLICE STATION
Address:	Newtown, CT



D•R•A

Drummey Rosane Anderson, Inc.  
235 Bear Hill Road, 4th Floor  
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Planning	617-964-1700
Architecture	617-964-1701 fax
Interior Design	info@d <span>ra</span> ws.com



1 LOWER LEVEL PLAN  
1/16" = 1'-0" AREA = 12,615 sqft  
Drummey Rosane Anderson, Inc.

PPS-A-4

LOWER LEVEL PLAN



NEWTOWN FACILITIES	
Building Name:	TOWN HALL SOUTH
Address:	3 Main Street Newtown, CT

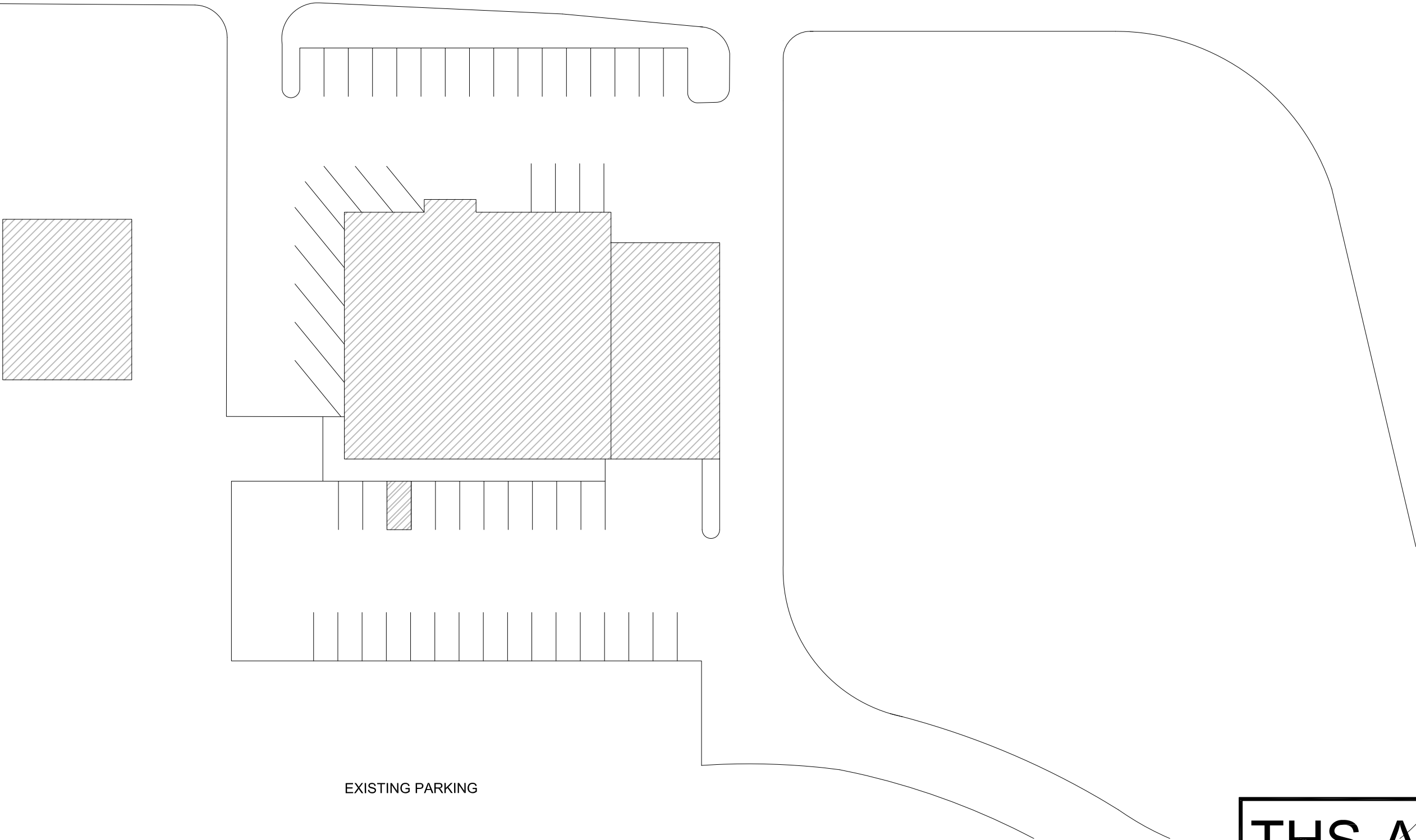


D•R•A

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Waltham, MA 02451

Planning	617-964-1700
Architecture	617-964-1701 fax
Interior Design	info@draws.com

EXISTING PARKING



EXISTING PARKING

1 TOWN HALL SOUTH - NEWTOWN, CT  
1" = 40'-0"

THS-A-2
SITE PLAN EXISTING







**Drumme Rosane Anderson, Inc.**  
235 Bear Hill Road, 4th Floor  
Waltham, MA 02451

Planning	617-964-1700
Architecture	617-964-1701 fax
Interior Design	info@draws.com



NEWTOWN FACILITIES	
Building Name:	POLICE STATION AT NEW SITE (REJECTED)
Address:	45 Main Street Newtown, CT

Drumme Rosane Anderson, Inc.

1 SITE PLAN  
1" = 60'-0"

PS-C-1

TEST FIT  
SITE PLAN

Newtown Facilities Assessment Report







**Drumme  
Rosane  
Anderson  
Inc.**

225 Oakland Road  
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South Windsor, CT  
06074

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**RE: BUDGET  
POLICE DEPARTMENT**

**(2015 PRICING)**

## **BUDGET**

DESCRIPTION	COST
Project Cost Plan (Hard Cost)	\$9,842,000
Soft Cost	843,940
- A/E Fees (7%) 688,940	
- Clerk of Works (Lump Sum) 120,000	
- Survey 7,000	
- Test Borings 8,000	
- Testing 20,000	
Computer Systems/Security	175,000
Furnishings @ \$15/SF	375,000
Moving Expense	50,000
Bonding Cost	50,000
Miscellaneous Reimbursables	20,000
<b>TOTAL</b>	<b>\$11,355,940</b>



## Program Description

### Reuse of Town Hall South as the Police Department

The current Police Department occupies the entire upper level and a small portion of the lower level of Town Hall South. In this option the conversion of the entire building is explored to meet the programmatic needs of the Department but it is known that the current floor area is inadequate.

The east end of the building is not fully developed with two thirds of the Lower Level a fenced in enclosure and the upper level with just a floor slab that has been roofed over. These appear to be the best areas to achieve additional floor area. Walls can be added to replace the fence around the lower level and a complete enclosure provided at the upper level. There is no other opportunity to expand the floor area. (Typically a vertical addition might be an option but will require extensive renovations to transfer the loads from the new 2<sup>nd</sup> floor to new footings in the basement and to upgrade the building to resist seismic loading. The expense of such a scheme will be prohibitive and may create zoning problems).

Unfortunately, there is no opportunity to expand the parking area, but with the Police the only building occupant it could be argued that they will have an effective increase in parking.

With the added floor area the Police space needs can be accommodated at Town Hall South with two exceptions; firstly, the dispatch area will need to be relocated out of the building and secondly, the shooting range cannot be accommodated in the building. Any expansion of the building will extend over the setbacks, but it may be possible to have a lower level expansion, below grade, to accommodate the range. Below grade, it may be possible to obtain a variance to the Zoning By-Laws.

This appears to be a viable option for the Police Department but will require further exploration to determine if compliance with Zoning can be achieved.



1 UPPER LEVEL  
1/16" = 1'-0"



## 2 LOWER LEVEL

1/16" = 1'-0"

COSTPRO INC.

TOWN HALL SOUTH CONVERSION & EXPANSION to NEW POLICE DEPARTMENT  
RENOVATION AND ADDITIONS  
NEWTOWN, CT



Project Cost Plan (Uniformat II Level 3) COSTPRO, INC.

Project: <b>Renovation And Addition</b>		GFA(SF): 26,512		Date: Oct-15		Sheet No: 1 OF 2		
Uniformat Element (Levels 2&3)		Amount \$	Total Cost \$	Rate \$/SF Floor Area	%	Element Quantities	Unit	Element Unit Rate
<b>A SUBSTRUCTURE</b>			63,335	2.39	0.9%			
A10 Foundations		63,335		2.39		13,324	SF	4.75
A20 Basement Construction		0		0.00		0	SF	0.00
<b>B SHELL</b>			1,316,558	49.66	19.2%			
B10 Superstructure		137,647		5.19		5,721	SF	24.06
B20 Exterior Closure		1,116,181		42.10		16,164	SF	69.05
B30 Roofing		62,730		2.37		2,091	SF	30.00
<b>C INTERIORS</b>			1,748,663	65.96	25.5%			
C10 Interior Construction		868,268		32.75		26,512	SF	32.75
C20 Stairs		130,900		4.94		2	FLT	65450.00
C30 Interior Finishes		749,495		28.27		26,512	SF	28.27
<b>D SERVICES</b>			2,516,377	94.91	36.7%			
D10 Conveying Systems		81,250		3.06		2	STOP	40625.00
D20 Plumbing		605,799		22.85		26,512	SF	22.85
D30 HVAC		1,007,456		38.00		26,512	SF	38.00
D40 Fire Protection		159,072		6.00		26,512	SF	6.00
D50 Electrical Systems		662,800		25.00		26,512	SF	25.00
<b>E EQUIPMENT &amp; FURNISHINGS</b>			265,120	10.00	3.9%			
E10 Equipment		133,886		5.05		26,512	SF	5.05
E20 Furnishings		131,234		4.95		26,512	SF	4.95



COSTPRO INC.  
TOWN HALL SOUTH CONVERSION & EXPANSION to NEW POLICE DEPARTMENT  
RENOVATION AND ADDITIONS  
NEWTOWN, CT



Project Cost Plan (Uniformat II Level 3) COSTPRO, INC.

Project: <b>Renovation And Addition</b>		Date: <b>Oct-15</b>		Sheet No: 2 OF 2			
Uniformat Element (Levels 2&3)	Amount \$	Total Cost \$	Rate \$/SF Floor Area	%	Element Quantities	Unit	Element Unit Rate
<b>F SPECIAL CONSTRUCTION &amp; DEMOLITION</b>		<b>415,820</b>		<b>15.68</b>	<b>6.1%</b>		
F10 Special Construction	0		0.00		0	SF	0.00
F20 Selective Demolition	415,820		15.68		20,791	SF	20.00
<b>G BUILDING SITEWORK</b>		<b>524,533</b>		<b>19.78</b>	<b>7.7%</b>		
G10 Site Preparation	47,317		1.78		26,512	SF	1.78
G20 Site Improvements	397,680		15.00		26,512	SF	15.00
G30 Site Civil/Mechanical Utilities	79,536		3.00		26,512	SF	3.00
G40 Site Electrical Utilities	0		0.00		26,512	SF	0.00
G90 Other Site Construction	0		0.00		5,721	SF	0.00
<b>SUBTOTAL</b>		<b>6,850,406</b>		<b>258.39</b>	<b>100.0%</b>		
Z10 GENERAL REQUIREMENTS & BOND	11.5%	786,015		29.65			
Z20 OVERHEAD & PROFIT	15.0%	1,145,464		43.21			
Z30 CONTINGENCIES & ESCALATION	16.5%	1,447,255		54.59			
Z40 SOFT COSTS	30.0%	3,068,742		115.75			
<b>Z90 PROJECT COST ESTIMATE</b>	<b>\$</b>	<b>13,297,882</b>	<b>\$</b>	<b>501.58</b>			

COSTPRO INC.

**TOWN HALL SOUTH CONVERSION & EXPANSION to NEW POLICE DEPARTMENT  
RENOVATION AND ADDITIONS  
NEWTOWN, CT**



Project Cost Plan (Uniformat II Level 3) **COSTPRO, INC.**

Project: <b>Renovation Component</b>		GFA(SF): 20,791		Date: Oct-15		Sheet No: 1 OF 2		
Uniformat Element (Levels 2&3)		Amount \$	Total Cost \$	Rate \$/SF Floor Area	%	Element Quantities	Unit	Element Unit Rate
<b>A SUBSTRUCTURE</b>			12,356	0.59	0.2%			
A10 Foundations	12,356		0.59			11,233	SF	1.10
A20 Basement Construction	0		0.00			0	SF	0.00
<b>B SHELL</b>			809,083	38.92	15.5%			
B10 Superstructure	0		0.00			0	SF	0.00
B20 Exterior Closure	809,083		38.92			12,375	SF	65.38
B30 Roofing	0		0.00			0	SF	12.59
<b>C INTERIORS</b>			1,399,567	67.32	26.8%			
C10 Interior Construction	680,905		32.75			20,791	SF	32.75
C20 Stairs	130,900		6.30			2	FLT	65450.00
C30 Interior Finishes	587,762		28.27			20,791	SF	28.27
<b>D SERVICES</b>			1,990,903	95.76	38.1%			
D10 Conveying Systems	81,250		3.91			2	STOP	40625.00
D20 Plumbing	475,074		22.85			20,791	SF	22.85
D30 HVAC	790,058		38.00			20,791	SF	38.00
D40 Fire Protection	124,746		6.00			20,791	SF	6.00
D50 Electrical Systems	519,775		25.00			20,791	SF	25.00
<b>E EQUIPMENT &amp; FURNISHINGS</b>			207,910	10.00	4.0%			
E10 Equipment	104,995		5.05			20,791	SF	5.05
E20 Furnishings	102,915		4.95			20,791	SF	4.95

COSTPRO INC.  
TOWN HALL SOUTH CONVERSION & EXPANSION to NEW POLICE DEPARTMENT  
RENOVATION AND ADDITIONS  
NEWTOWN, CT



Project Cost Plan (Uniformat II Level 3) COSTPRO, INC.

Project: <b>Renovation Component</b>			Date: Oct-15		Sheet No: 2 OF 2		
Uniformat Element (Levels 2&3)	Amount \$	Total Cost \$	Rate \$/SF Floor Area	%	Element Quantities	Unit	Element Unit Rate
<b>F SPECIAL CONSTRUCTION &amp; DEMOLITION</b>		415,820		20.00	8.0%		
F10 Special Construction	0		0.00			0 SF	0.00
F20 Selective Demolition	415,820		20.00			20,791 SF	20.00
<b>G BUILDING SITEWORK</b>		392,950		18.90	7.5%		
G10 Site Preparation	18,712		0.90			20,791 SF	0.90
G20 Site Improvements	311,865		15.00			20,791 SF	15.00
G30 Site Civil/Mechanical Utilities	62,373		3.00			20,791 SF	3.00
G40 Site Electrical Utilities	0		0.00			20,791 SF	0.00
G90 Other Site Construction	0		0.00			0 SF	0.00
<b>SUBTOTAL</b>		5,228,589		251.48	100.0%		
<b>Z10 GENERAL REQUIREMENTS &amp; BOND</b>	11.47%	599,928		28.86			
<b>Z20 OVERHEAD &amp; PROFIT</b>	15.00%	874,278		42.05			
<b>Z30 CONTINGENCIES &amp; ESCALATION</b>	16.48%	1,104,621		53.13			
<b>Z40 SOFT COSTS</b>	30.00%	2,342,225		112.66			
<b>Z90 PROJECT COST ESTIMATE</b>	\$	10,149,641	\$	488.17			

COSTPRO INC.

**TOWN HALL SOUTH CONVERSION & EXPANSION to NEW POLICE DEPARTMENT  
RENOVATION AND ADDITIONS  
NEWTOWN, CT**



Project Cost Plan (Uniformat II Level 3) COSTPRO, INC.

Project: <b>New Addition Component</b>	GFA(SF):	5,721	Date:	Oct-15	Sheet No: 1 OF 2		
Uniformat Element (Levels 2&3)	Amount \$	Total Cost \$	Rate \$/SF Floor Area	%	Element Quantities	Unit	Element Unit Rate
<b>A SUBSTRUCTURE</b>		50,979	8.91	3.1%			
A10 Foundations	50,979		8.91		2,091	SF	24.38
A20 Basement Construction	0		0.00		0	SF	285.19
<b>B SHELL</b>		507,475	88.70	31.3%			
B10 Superstructure	137,647		24.06		5,721	SF	24.06
B20 Exterior Closure	307,098		53.68		3,789	SF	81.04
B30 Roofing	62,730		10.96		2,091	SF	30.00
<b>C INTERIORS</b>		349,096	61.02	21.5%			
C10 Interior Construction	187,363		32.75		5,721	SF	32.75
C20 Stairs	0		0.00		0	FLT	32500.00
C30 Interior Finishes	161,733		28.27		5,721	SF	28.27
<b>D SERVICES</b>		525,474	91.85	32.4%			
D10 Conveying Systems	0		0.00		0	STOP	42750.00
D20 Plumbing	130,725		22.85		5,721	SF	22.85
D30 HVAC	217,398		38.00		5,721	SF	38.00
D40 Fire Protection	34,326		6.00		5,721	SF	6.00
D50 Electrical Systems	143,025		25.00		5,721	SF	25.00
<b>E EQUIPMENT &amp; FURNISHINGS</b>		57,210	10.00	3.5%			
E10 Equipment	28,891		5.05		5,721	SF	5.05
E20 Furnishings	28,319		4.95		5,721	SF	4.95

COSTPRO INC.  
TOWN HALL SOUTH CONVERSION & EXPANSION to NEW POLICE DEPARTMENT  
RENOVATION AND ADDITIONS  
NEWTOWN, CT



Project Cost Plan (Uniformat II Level 3) **COSTPRO, INC.**

Project: <b>New Addition</b> Component			Date: Oct-15		Sheet No: 2 OF 2		
Uniformat Element (Levels 2&3)	Amount \$	Total Cost \$	Rate \$/SF Floor Area	%	Element Quantities	Unit	Element Unit Rate
<b>F SPECIAL CONSTRUCTION &amp; DEMOLITION</b>		0	0.00	0.0%			
F10 Special Construction	0		0.00		0	SF	0.00
F20 Selective Demolition	0		0.00		0	SF	2.95
<b>G BUILDING SITEWORK</b>		131,583	23.00	8.1%			
G10 Site Preparation	28,605		5.00		5,721	SF	5.00
G20 Site Improvements	85,815		15.00		5,721	SF	15.00
G30 Site Civil/Mechanical Utilities	17,163		3.00		5,721	SF	3.00
G40 Site Electrical Utilities	0		0.00		5,721	SF	0.00
G90 Other Site Construction	0		0.00		5,721	SF	0.00
<b>SUBTOTAL</b>		1,621,817	283.48	100.0%			
<b>Z10 GENERAL REQUIREMENTS &amp; BOND</b>	11.47%	186,087	32.53				
<b>Z20 OVERHEAD &amp; PROFIT</b>	15.00%	271,186	47.40				
<b>Z30 CONTINGENCIES &amp; ESCALATION</b>	16.48%	342,634	59.89				
<b>Z40 SOFT COSTS</b>	30.00%	726,517	126.99				
<b>Z90 PROJECT COST ESTIMATE</b>	\$	3,148,241	\$	550.30			

COSTPRO INC.

TOWN HALL SOUTH CONVERSION & EXPANSION to NEW POLICE DEPARTMENT  
RENOVATION AND ADDITIONS  
NEWTOWN, CT



Project Cost Plan (Uniformat II Level 3) COSTPRO, INC.

Project: <b>Firing Range Alternate</b>	GFA(SF): 2,500		Date: Oct-15		Sheet No: 1 OF 2		
Uniformat Element (Levels 2&3)	Amount \$	Total Cost \$	Rate \$/SF Floor Area	%	Element Quantities	Unit	Element Unit Rate
<b>A SUBSTRUCTURE</b>		773,925	135.28	47.7%			
A10 Foundations	60,950		10.65		2,500	SF	24.38
A20 Basement Construction	712,975		124.62		2,500	SF	285.19
<b>B SHELL</b>		197,650	34.55	12.2%			
B10 Superstructure	60,150		10.51		2,500	SF	24.06
B20 Exterior Closure	0		0.00		0	SF	81.04
B30 Roofing	137,500		24.03		2,500	SF	55.00
<b>C INTERIORS</b>		145,725	25.47	9.0%			
C10 Interior Construction	75,050		13.12		2,500	SF	30.02
C20 Stairs	0		0.00		0	FLT	32500.00
C30 Interior Finishes	70,675		12.35		2,500	SF	28.27
<b>D SERVICES</b>		172,500	30.15	10.6%			
D10 Conveying Systems	0		0.00		0	STOP	42750.00
D20 Plumbing	0		0.00		0	SF	22.85
D30 HVAC	95,000		16.61		2,500	SF	38.00
D40 Fire Protection	15,000		2.62		2,500	SF	6.00
D50 Electrical Systems	62,500		10.92		2,500	SF	25.00
<b>E EQUIPMENT &amp; FURNISHINGS</b>		61,450	10.74	3.8%			
E10 Equipment	51,500		9.00		2,500	SF	20.60
E20 Furnishings	9,950		1.74		2,500	SF	3.98



COSTPRO INC.  
TOWN HALL SOUTH CONVERSION & EXPANSION to NEW POLICE DEPARTMENT  
RENOVATION AND ADDITIONS  
NEWTOWN, CT



Project Cost Plan (Uniformat II Level 3) **COSTPRO, INC.**

Project: <b>Firing Range Alternate</b>		Date: Oct-15		Sheet No: 2 OF 2			
Uniformat Element (Levels 2&3)	Amount \$	Total Cost \$	Rate \$/SF Floor Area	%	Element Quantities	Unit	Element Unit Rate
<b>F SPECIAL CONSTRUCTION &amp; DEMOLITION</b>		62,500	10.92	3.9%			
F10 Special Construction	0		0.00		0 SF		0.00
F20 Selective Demolition	62,500		10.92		2,500 SF		25.00
<b>G BUILDING SITEWORK</b>		50,000	8.74	3.1%			
G10 Site Preparation	12,500		2.18		2,500 SF		5.00
G20 Site Improvements	37,500		6.55		2,500 SF		15.00
G30 Site Civil/Mechanical Utilities	0		0.00		0 SF		0.00
G40 Site Electrical Utilities	0		0.00		0 SF		0.00
G90 Other Site Construction	0		0.00		0 SF		0.00
<b>SUBTOTAL</b>		1,463,750	255.86	90.3%			
<b>Z10 GENERAL REQUIREMENTS &amp; BOND</b>	11.47%	167,951	29.36				
<b>Z20 OVERHEAD &amp; PROFIT</b>	15.00%	244,755	42.78				
<b>Z30 CONTINGENCIES &amp; ESCALATION</b>	16.48%	309,240	54.05				
<b>Z40 SOFT COSTS</b>	30.00%	655,709	114.61				
<b>Z90 PROJECT COST ESTIMATE</b>	\$	2,841,405	\$ 496.66				





## Program Description

### Emergency Communications

Communications is an independent department and all employees are civilians and not related to Police, Fire or EMS. In July of 2015, by State Statute, all Communications centers must be regionalized in communities with populations smaller than 40,000 people. For the purpose of this study we have not considered how the funding for such a building will be distributed between communities but provide only the overall cost impact. A large expense may occur if new workstation consoles are required but it is assumed that the communities involved will bring their own equipment. A new communications antenna will be required for the roof.

Currently the department has three workstations exist that were purchased in 2007. These will need to be increased to six that could be provided by the other towns. Technology needs are “exploding” and will require the IT room to be adjacent to the operations room with a raised computer room floor below both rooms to handle projected wiring changes overtime.

The staff shares the single restroom in the Police waiting room. The hallway off the kitchenette is the one used for bringing suspects to the cell area. There is no space to eat within the department. There are no sleeping quarters for use at times such as bad winter storms. The space is generally overcrowded.

Wherever the building is located a generator will be required to support 24/7 operations.



## EMERGENCY COMMUNICATIONS

### Program Requirements

#### Current Space

Communications Room	387 SF
Director's Office	93 SF
Kitchenette (Shared)	85 SF

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<b>Existing Net Total</b>	<b>565 SF</b>
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#### Proposed Program

Communications Room	1,100 SF
Director's Office	200 SF
IT Room	650 SF
Training/Conference Room	450 SF
Storage for Training Room	160 SF
Men's and Women's Locker/Shower/Restrooms	518 SF
Restroom for Training Room	50 SF
Breakroom/Kitchen	340 SF
Quiet Room	100 SF
Sleeping Quarters	611 SF

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<b>Proposed Net Total</b>	<b>4,179 SF</b>
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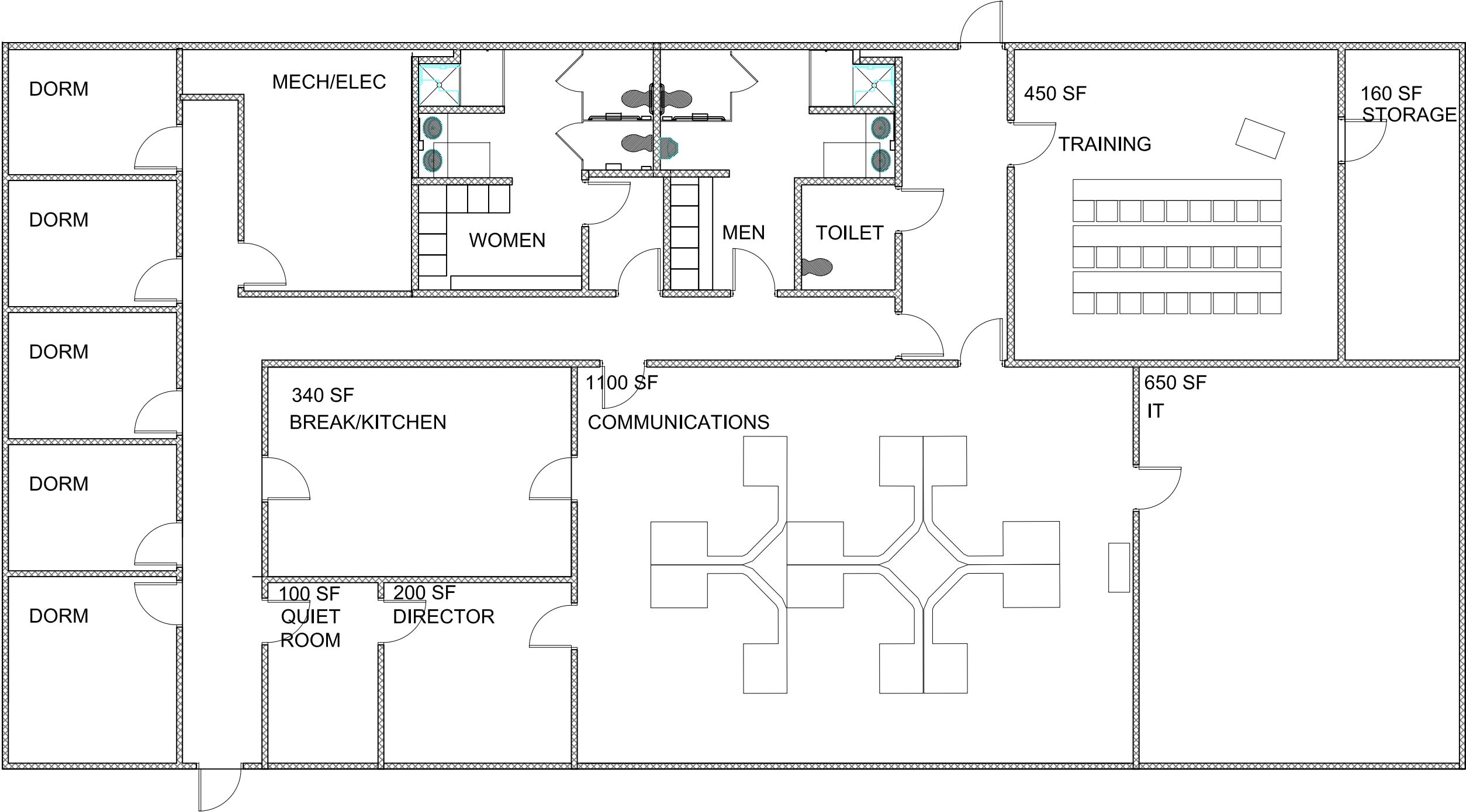
Net to Gross Factor	x1.30
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<b>Total Gross Square Footage Required</b>	<b>5,433 SF</b>
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NEWTOWN FACILITIES	
Building Name:	NEW BUILDING OPTION-COMMUNICATIONS BUILDING
Address:	Newtown, CT



1

**FIRST FLOOR PLAN**

1/8" = 1'-0"

Drummey Rosane Anderson, Inc.



COSTPRO INC.  
 NEWTOWN FACILITIES ASSESSMENT  
 NEW COMMUNICATIONS BUILDING ON UNKNOWN SITE  
 NEWTOWN, CT 06470



Project Cost Plan (Uniformat II Level 3) COSTPRO, INC.

Project:	New Addition Component	GFA(SF):		5,001	Date:	Aug-15	Sheet No: 1 OF 2		
Uniformat Element (Levels 2&3)		Amount \$	Total Cost \$	Rate \$/SF Floor Area		%	Element Quantities	Unit	Element Unit Rate
A	SUBSTRUCTURE		115,123		23.02	6.7%	5,001 0	SF SF	23.02 0.00
A10 Foundations		115,123		23.02					
A20 Basement Construction		0		0.00					
B	SHELL		596,149		119.21	34.6%	5,001 4,370 5,001	SF SF SF	33.05 66.17 28.33
B10 Superstructure		165,283		33.05					
B20 Exterior Closure		289,188		57.83					
B30 Roofing		141,678		28.33					
C	INTERIORS		286,858		57.36	16.7%	5,001 0 5,001	SF FLT SF	37.77 61801.16 19.59
C10 Interior Construction		188,888		37.77					
C20 Stairs		0		0.00					
C30 Interior Finishes		97,970		19.59					
D	SERVICES		434,487		86.88	25.2%	0 5,001 5,001 5,001 5,001	STOP SF SF SF SF	30688.13 17.00 35.88 5.67 28.33
D10 Conveying Systems		0		0.00					
D20 Plumbing		85,017		17.00					
D30 HVAC		179,436		35.88					
D40 Fire Protection		28,356		5.67					
D50 Electrical Systems		141,678		28.33					
E	EQUIPMENT & FURNISHINGS		47,210		9.44	2.7%	5,001 5,001	SF SF	4.77 4.67
E10 Equipment		23,855		4.77					
E20 Furnishings		23,355		4.67					

COSTPRO INC.  
 NEWTOWN FACILITIES ASSESSMENT  
 NEW COMMUNICATIONS BUILDING ON UNKNOWN SITE  
 NEWTOWN, CT 06470

Project Cost Plan (Uniformat II Level 3)



Project: New Addition Component			Date: Aug-15		Sheet No: 2 OF 2			
Uniformat Element (Levels 2&3)	Amount \$	Total Cost \$	Rate \$/SF Floor Area		%	Element Quantities	Unit	Element Unit Rate
F SPECIAL CONSTRUCTION & DEMOLITION		0		0.00	0.0%			
F10 Special Construction	0		0.00			0	SF	0.00
F20 Selective Demolition	0		0.00			0	SF	18.89
G BUILDING SITEWORK		241,248		48.24	14.0%			
G10 Site Preparation	47,209		9.44			5,001	SF	9.44
G20 Site Improvements	70,814		14.16			5,001	SF	14.16
G30 Site Civil/Mechanical Utilities	73,215		14.64			5,001	SF	14.64
G40 Site Electrical Utilities	50,010		10.00			5,001	SF	10.00
G90 Other Site Construction	0		0.00			5,001	SF	0.00
SUBTOTAL		1,721,075		344.15	100.0%			
Z10 GENERAL REQUIREMENTS & BOND	11.47%	197,476		39.49				
Z20 OVERHEAD & PROFIT	15.00%	287,783		57.55				
Z30 CONTINGENCIES & ESCALATION	16.48%	363,604		72.71				
Z90 PROJECT COST ESTIMATE	\$	2,569,938	\$	513.88				





**Drumme  
Rosane  
Anderson  
Inc.**

225 Oakland Road  
Studio 205  
South Windsor, CT  
06074

Planning  
Architecture  
Interior Design  
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website:

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www.DRAarchitects.com

**RE: BUDGET  
NEW COMMUNICATIONS BUILDING**

**(2015 PRICING)**

### **BUDGET**

DESCRIPTION	COST
Project Cost Plan (Hard Cost)	\$2,569,938
Soft Cost	434,791
- Bidding Contingency (5%)	\$128,497
- A/E Fees (9%)	231,294
- Clerk of Works (Lump Sum)	60,000
- Survey	5,000
- Test Borings	4,000
- Testing	6,000
Roof Mounted Antenna	75,000*
Consoles for 3 Stations	500,000*
Computer Systems/Security	150,000*
Moving Expense	50,000
Bonding Cost	20,000
Miscellaneous Reimbursables	10,000
<b>TOTAL</b>	<b>\$3,809,729</b>

\* Consoles, computer, CCTV security, intercom, phone or NG911 will require further more detailed analysis for an actual budget. The amounts listed are placeholders.

This budget will be reduced if the other towns provide the computers/furniture and share in the overall project cost.



## Program Description

### Social Services

The Social Service Department is currently located on the lower level of Town Hall South. Its main space is located adjacent to one of the rear entrances, but some of its pantry space is located on the opposite corner of the building.

Those using the department are often required to provide confidential information in order to determine eligibility for services, but there is no private space where this can occur.

The busiest times of the year occur when people are requesting fuel assistance and when holiday baskets are being distributed. A waiting area will help to manage those times.

Programmatically, all of their spaces should be located together. The needs include:

- Enclosed Waiting Room
- Two offices with the ability to monitor the space. Furniture to include desks with returns, visitor's seating, and lockable file cabinets
- Public access pantry where clients can select food items.
- Adjacent area for clothing display.
- Adjacent storage area for miscellaneous donations such as toys or dog food.
- Storage Pantry where sorting of products by date occurs. Items from this pantry are used to stock the public access pantry. 18" deep shelving and a central work table. Space for shopping cart to move items.
- Storage room for equipment to support elderly people (wheelchairs, crutches etc.)



## SOCIAL SERVICES

### Program Requirements

#### Current Space

Main Area	492 SF
Open Office #1	150 SF
Open Office #2	72 SF
Open Office Supplies	44 SF
Open Coats Storage	68 SF
Toys and Dog Food	173 SF
Public Access Pantry	274 SF
Back-up Pantry#1	137 SF
Pantry #2	352 SF
Pantry #3	234 SF

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<b>Existing Net Total</b>	<b>1996 SF</b>
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#### Proposed Program

Waiting Room	150 SF
Office #1	150 SF
Office #2	120 SF
Private Interview Room	64 SF
Office Supplies	50 SF
Public Access Pantry	350 SF
Food Storage and Sorting	1,200 SF
Clothing Storage	100 SF
Miscellaneous Storage	200 SF
Elderly Equipment Storage	150 SF

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<b>Proposed Net Total</b>	<b>2,534 SF</b>
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Net to Gross Factor	x1.25
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<b>Total Gross Square Footage Required</b>	<b>3,168 SF</b>
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## Program Description

### Cultural Arts Commission

Currently the Cultural Arts Commission does not have a permanent location for its activities.

Its requirements are as follows:

A large Multipurpose room that can accommodate a variety of activities including “Open Mike”, music performances, dance and art display. A high ceiling would be preferred. Moveable stage. Wall mirrors for ballet instruction. Space should be large enough to accommodate 100 seated people.

Storage space for the Multipurpose room.

Climate controlled storage space for equipment lending program. This is currently housed in 1600 SF of contributed space.

Small Kitchenette with sink, refrigerator, coffee pot and counter space.

Office with files for records, a desk and a small conference table.

Studio(s) for art instruction where supplies can be left/stored between workshops. Activities include, for example, weaving and hand-building clay items.

Location needs parking appropriate for the activities.





## CULTURAL ARTS COMMISSION

### Program Requirements

Multipurpose Room	1500 SF
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Activities:

Seated 100 people

Art display

Music

Dance

Multipurpose Storage	300 SF
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Kitchenette	60 SF
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Arts and Crafts:	400 SF
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Activities:

Weaving

Clay work (pinch pots)

Office	120 SF
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Equipment Loan Storage	1,600 SF
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Space Total	3980 SF
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Net to Gross Factor	x1.25
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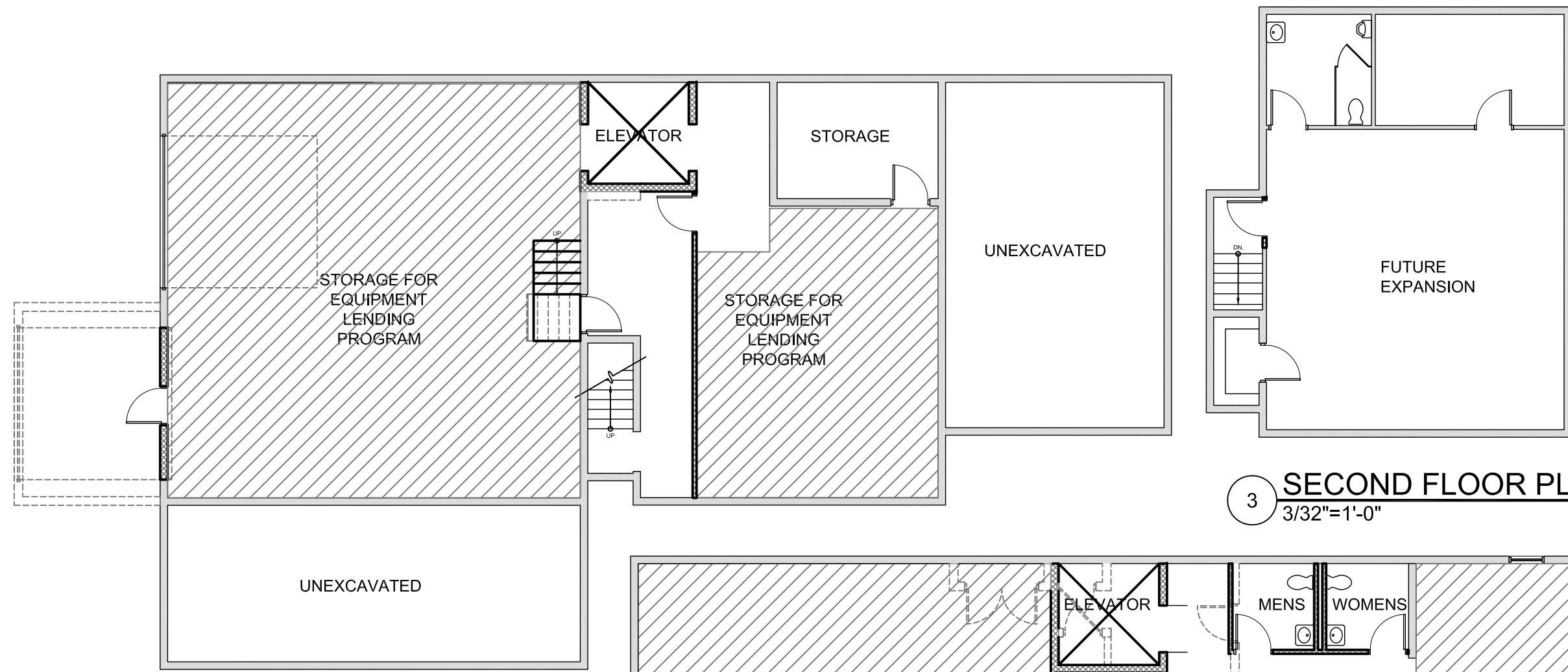
Total Gross Square Footage Required	4,975 SF
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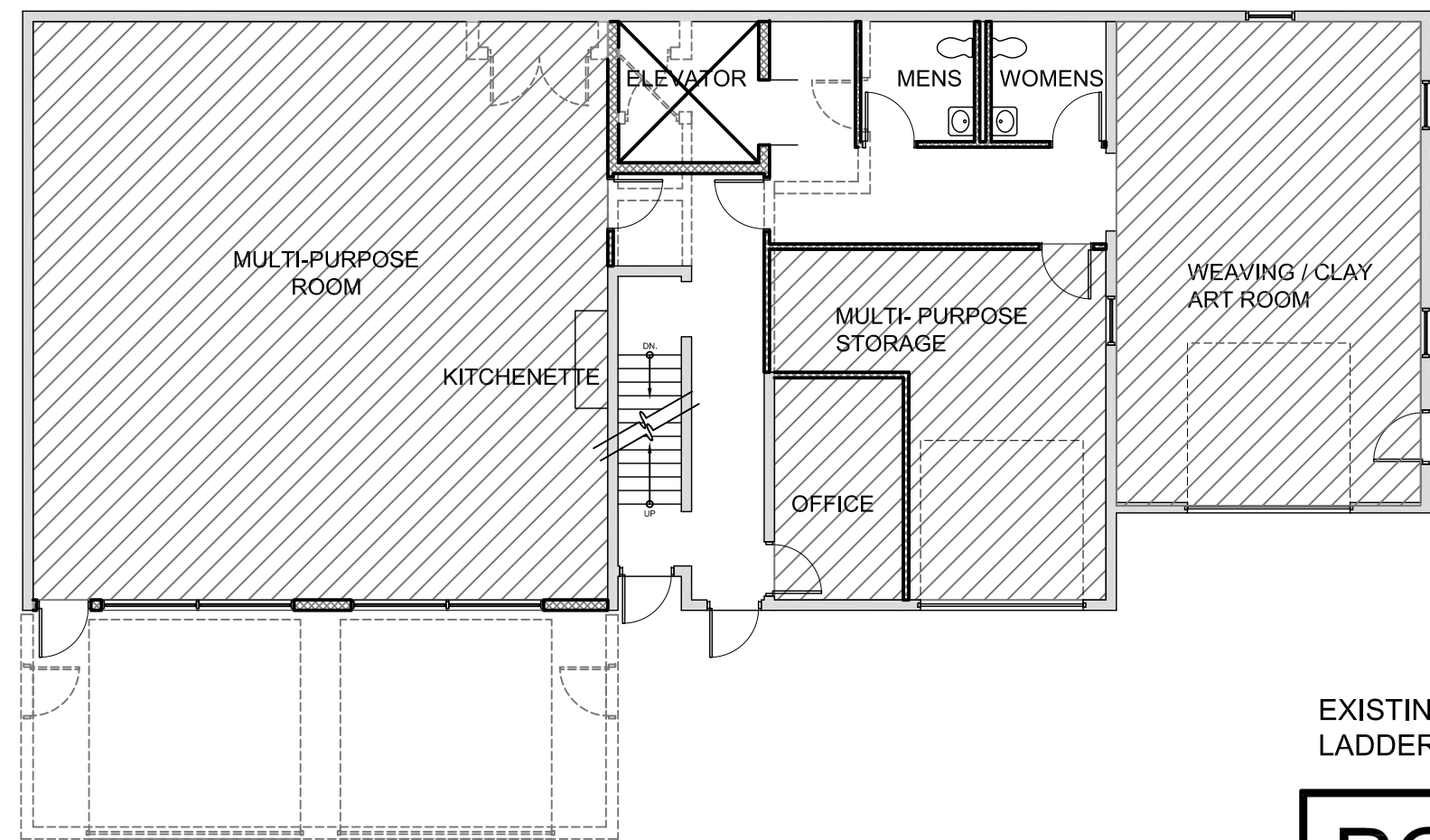
**Drummev Rosane Anderson, Inc.**  
235 Bear Hill Road, 4th Floor  
Waltham, MA 02451

Planning 617-964-1700  
Architecture 617-964-1701 fax  
Interior Design info@draws.com



3 **SECOND FLOOR PLAN**  
3/32"=1'-0"

1 **BASEMENT PLAN**  
3/32"=1'-0"



2 **FIRST FLOOR PLAN**  
3/32"=1'-0"

EXISTING HOOK AND  
LADDER BUILDING

NEWTOWN FACILITIES	
Building Name:	Proposed Cultural Arts Commission
Address:	45 Main Street Newtown, CT

**PCA-A-1**

PROPOSED FLOOR  
PLANS

Newtown Facilities Assessment Report



COSTPRO INC.  
 NEWTOWN FACILITIES ASSESSMENT  
 CULTURAL ARTS COMMISSION IN HOOK & LADDER BUILDING  
 NEWTOWN, CT 06470



Project Cost Plan (Uniformat II Level 3) COSTPRO, INC.

Project: Renovation Component		GFA(SF): 7,156		Date: Aug-15		Sheet No: 1 OF 2			
Uniformat Element (Levels 2&3)		Amount \$	Total Cost \$	Rate \$/SF Floor Area		%	Element Quantities	Unit	Element Unit Rate
A	SUBSTRUCTURE		0		0.00	0.0%			
A10	Foundations	0		0.00			0	SF	33.05
A20	Basement Construction	0		0.00			0	SF	0.00
B	SHELL		512,903		71.67	28.3%			
B10	Superstructure	310,069		43.33			7,156	SF	43.33
B20	Exterior Closure	103,200		14.42			9,600	SF	10.75
B30	Roofing	99,634		13.92			2,669	SF	37.33
C	INTERIORS		395,941		55.33	21.8%			
C10	Interior Construction	255,755		35.74			7,156	SF	35.74
C20	Stairs	0		0.00			0	FLT	61801.16
C30	Interior Finishes	140,186		19.59			7,156	SF	19.59
D	SERVICES		668,047		93.35	36.8%			
D10	Conveying Systems	103,868		14.51			2	STOP	51933.75
D20	Plumbing	101,329		14.16			7,156	SF	14.16
D30	HVAC	256,757		35.88			7,156	SF	35.88
D40	Fire Protection	37,140		5.19			7,156	SF	5.19
D50	Electrical Systems	168,953		23.61			7,156	SF	23.61
E	EQUIPMENT & FURNISHINGS		67,553		9.44	3.7%			
E10	Equipment	34,134		4.77			7,156	SF	4.77
E20	Furnishings	33,419		4.67			7,156	SF	4.67

COSTPRO INC.  
 NEWTOWN FACILITIES ASSESSMENT  
 CULTURAL ARTS COMMISSION IN HOOK & LADDER BUILDING  
 NEWTOWN, CT 06470



Project Cost Plan (Uniformat II Level 3) COSTPRO, INC.

Project: Renovation Component			Date: Aug-15		Sheet No: 2 OF 2			
Uniformat Element (Levels 2&3)	Amount \$	Total Cost \$	Rate \$/SF Floor Area		%	Element Quantities	Unit	Element Unit Rate
F SPECIAL CONSTRUCTION & DEMOLITION		135,177		18.89	7.5%			
F10 Special Construction	0		0.00			0	SF	26.68
F20 Selective Demolition	135,177		18.89			7,156	SF	18.89
G BUILDING SITEWORK		33,776		4.72	1.9%			
G10 Site Preparation	0		0.00			7,156	SF	0.00
G20 Site Improvements	0		0.00			7,156	SF	0.00
G30 Site Civil/Mechanical Utilities	33,776		4.72			7,156	SF	4.72
G40 Site Electrical Utilities	0		0.00			7,156	SF	0.00
G90 Other Site Construction	0		0.00			7,156	SF	0.00
SUBTOTAL		1,813,397		253.41	100.0%			
Z10 GENERAL REQUIREMENTS & BOND	11.47%	208,069		29.08				
Z20 OVERHEAD & PROFIT	15.00%	303,220		42.37				
Z30 CONTINGENCIES & ESCALATION	16.48%	383,108		53.54				
Z90 PROJECT COST ESTIMATE	\$	2,707,794	\$	378.39				



**Drumme  
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Inc.**

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06074

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website:

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info@draws.com  
www.DRAarchitects.com

**RE: BUDGET  
HOOK & LADDER**

**(2015 PRICING)**

## **BUDGET**

DESCRIPTION	COST
Project Cost Plan (Hard Cost)	\$2,707,794
Soft Cost	323,701
- A/E Fees (9%) 243,701	
- Clerk of Works (Lump Sum) 60,000	
- Test Borings 5,000	
- Other Testing 15,000	
Furnishings @ \$10/SF	30,000
Moving Expense	10,000
Bonding Cost	20,000
Miscellaneous Reimbursables	10,000
<b>TOTAL</b>	<b>\$3,101,495</b>





## Program Description

### Multi-purpose Building

The Building currently houses the Senior Center and the Children's Adventure Center. The Senior Center will be relocating to a new building.

As part of this study, reuse of the Senior Center portion was explored for both the Social Services Department and the Cultural Arts Center and a combined use by both departments.

With the combined use, additions will be required to more closely meet the program needs. Option PMP-A-1 does not include the Equipment Lending Program Storage (ELPS), which would still be in a separate building offsite. In Option PMP-A-2, a larger expansion has been shown to accommodate the ELPS.

Currently there is combined parking area of 29 spaces. For renovated areas, allow 1 space per 350 GSF plus 1 per 200 GSF for the assembly space. This will result in 25 parking spaces plus the Daycare. Parking for the Daycare is one space per employee.

Some reworking of the parking lot will be required to accommodate the additional vehicles (4-6).

Please refer to the Social Services and Cultural Arts Center pages for specific program requirements.



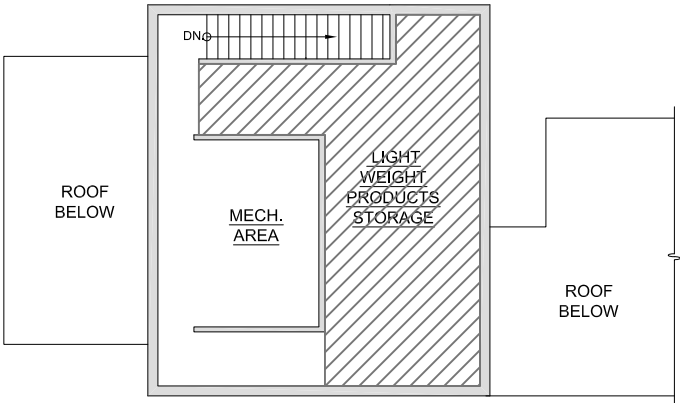
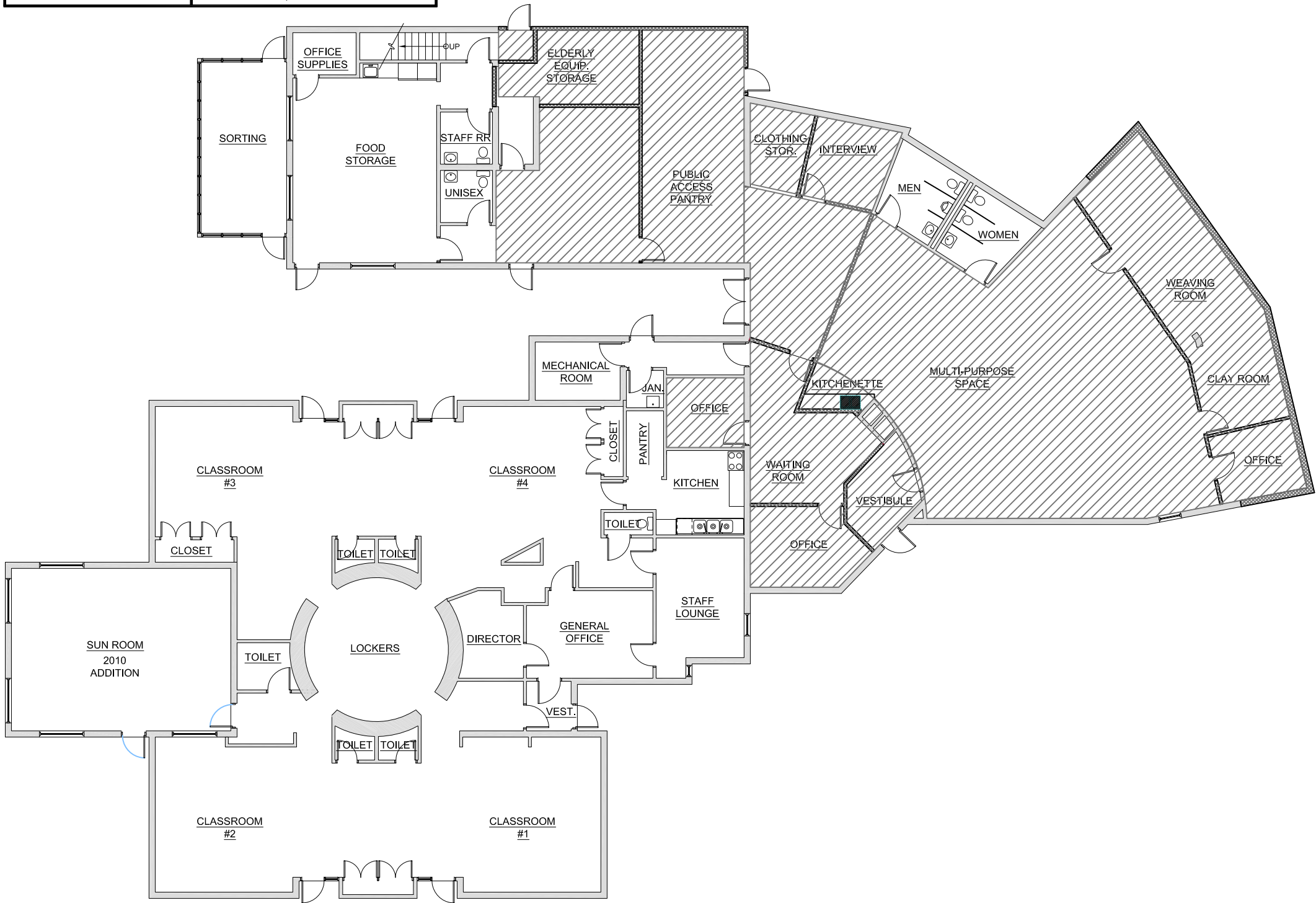
NEWTOWN FACILITIES

Building Name:	Proposed Newtown Cultural Arts and Social Services
Address:	14 Riverside Road Newtown, CT



Drumme Rosane Anderson, Inc.  
235 Bear Hill Road, 4th Floor  
Waltham, MA 02451

Planning 617-964-1700  
Architecture 617-964-1701 fax  
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2 UPPER LEVEL PLAN  
1/16" = 1'-0"

1 FIRST FLOOR PLAN

PMP-A-1

FLOOR PLANS OPTION #1

Newtown Facilities Assessment Report



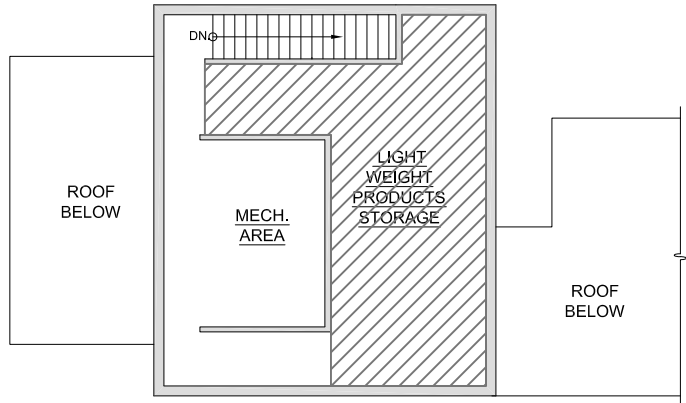
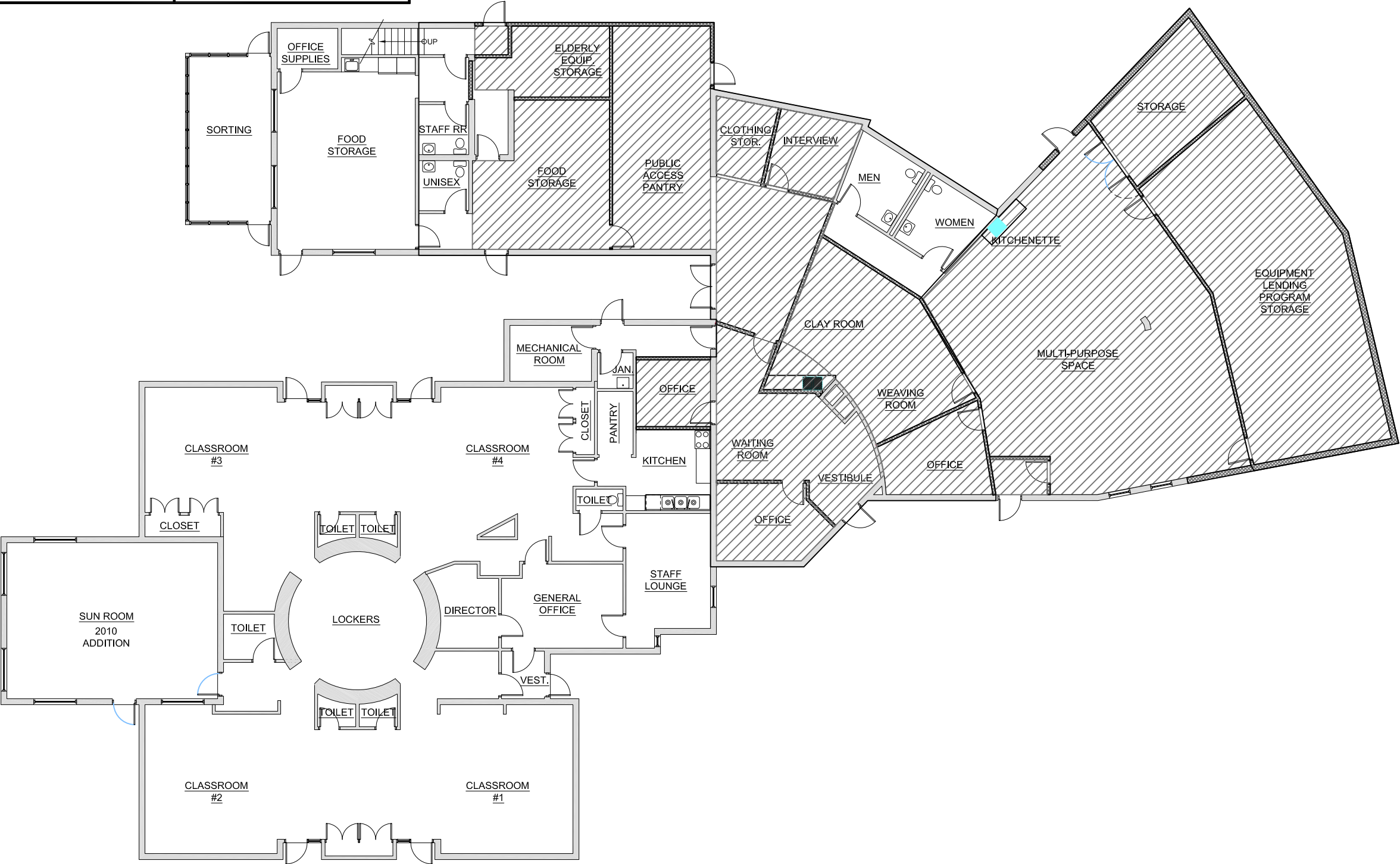
NEWTOWN FACILITIES

Building Name:	Proposed Newtown Cultural Arts and Social Services
Address:	14 Riverside Road Newtown, CT



Drumme Rosane Anderson, Inc.  
235 Bear Hill Road, 4th Floor  
Waltham, MA 02451

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Architecture 617-964-1701 fax  
Interior Design info@draws.com



2 UPPER LEVEL PLAN  
1/16" = 1'-0"

1 FIRST FLOOR PLAN

PMP-A-2

FLOOR PLANS OPTION #2





NEWTOWN FACILITIES

Building Name:	Newtown Multi-purpose Building
Address:	14 Riverside Road Newtown, CT



D·R·A

Drumme Rosane Anderson, Inc.  
235 Bear Hill Road, 4th Floor  
Waltham, MA 02451

Planning	617-964-1700
Architecture	617-964-1701 fax
Interior Design	info@draws.com



1

NEWTOWN MULTI-PURPOSE BUILDING - SITE PLAN

1" = 40'-0"

Drumme Rosane Anderson, Inc.

MP-A-2

FLOOR PLANS  
EXISTING SITE







COSTPRO INC.  
 NEWTOWN FACILITIES ASSESSMENT  
 MULTI-PURPOSE OPTION 1  
 NEWTOWN, CT 06470



Project Cost Plan (Uniformat II Level 3) COSTPRO, INC.

Project: Renovation And Addition		GFA(SF): 12,295		Date: Aug-15		Sheet No: 1 OF 2			
Uniformat Element (Levels 2&3)		Amount \$	Total Cost \$	Rate \$/SF Floor Area		%	Element Quantities	Unit	Element Unit Rate
A	SUBSTRUCTURE		20,396		1.66	1.1%			
A10	Foundations	20,396		1.66			886	SF	23.02
A20	Basement Construction	0		0.00			0	SF	0.00
B	SHELL		896,361		72.90	47.6%			
B10	Superstructure	523,634		42.59			12,295	SF	42.59
B20	Exterior Closure	188,848		15.36			13,627	SF	13.86
B30	Roofing	183,879		14.96			12,295	SF	14.96
C	INTERIORS		363,897		29.60	19.3%			
C10	Interior Construction	253,331		20.60			5,644	SF	44.89
C20	Stairs	0		0.00			0	FLT	0.00
C30	Interior Finishes	110,566		8.99			5,644	SF	19.59
D	SERVICES		391,125		31.81	20.8%			
D10	Conveying Systems	0		0.00			0	STOP	0.00
D20	Plumbing	25,646		2.09			5,644	SF	4.54
D30	HVAC	202,507		16.47			5,644	SF	35.88
D40	Fire Protection	29,718		2.42			5,644	SF	5.27
D50	Electrical Systems	133,254		10.84			5,644	SF	23.61
E	EQUIPMENT & FURNISHINGS		53,280		4.33	2.8%			
E10	Equipment	26,922		2.19			5,644	SF	4.77
E20	Furnishings	26,358		2.14			5,644	SF	4.67

COSTPRO INC.  
 NEWTOWN FACILITIES ASSESSMENT  
 MULTI-PURPOSE OPTION 1  
 NEWTOWN, CT 06470



Project Cost Plan (Uniformat II Level 3) COSTPRO, INC.

Project: Renovation And Addition			Date: Aug-15		Sheet No: 2 OF 2			
Uniformat Element (Levels 2&3)	Amount \$	Total Cost \$	Rate \$/SF Floor Area		%	Element Quantities	Unit	Element Unit Rate
F SPECIAL CONSTRUCTION & DEMOLITION		89,879		7.31	4.8%			
F10 Special Construction	0		0.00			0	SF	0.00
F20 Selective Demolition	89,879		7.31			4,758	SF	18.89
G BUILDING SITEWORK		67,420		5.48	3.6%			
G10 Site Preparation	8,364		0.68			12,295	SF	0.68
G20 Site Improvements	50,196		4.08			12,295	SF	4.08
G30 Site Civil/Mechanical Utilities	0		0.00			12,295	SF	0.00
G40 Site Electrical Utilities	8,860		0.72			12,295	SF	0.72
G90 Other Site Construction	0		0.00			12,295	SF	0.00
SUBTOTAL		1,882,358		153.10	100.0%			
Z10 GENERAL REQUIREMENTS & BOND	11.5%	215,981		17.57				
Z20 OVERHEAD & PROFIT	15.0%	314,751		25.60				
Z30 CONTINGENCIES & ESCALATION	16.5%	397,677		32.34				
Z90 PROJECT COST ESTIMATE	\$	2,810,767	\$	228.61				



Project:	New Addition Component	GFA(SF):		886	Date:	Aug-15	Sheet No: 1 OF 2		
Uniformat Element (Levels 2&3)		Amount \$	Total Cost \$	Rate \$/SF Floor Area		%	Element Quantities	Unit	Element Unit Rate
A	SUBSTRUCTURE		20,396		23.02	6.3%			
A10	Foundations	20,396		23.02			886	SF	23.02
A20	Basement Construction	0		0.00			0	SF	0.00
B	SHELL		156,416		176.54	48.4%			
B10	Superstructure	29,282		33.05			886	SF	33.05
B20	Exterior Closure	110,397		124.60			1,668	SF	66.17
B30	Roofing	16,737		18.89			886	SF	18.89
C	INTERIORS		50,821		57.36	15.7%			
C10	Interior Construction	33,464		37.77			886	SF	37.77
C20	Stairs	0		0.00			0	FLT	61801.16
C30	Interior Finishes	17,357		19.59			886	SF	19.59
D	SERVICES		57,732		65.16	17.8%			
D10	Conveying Systems	0		0.00			0	STOP	30688.13
D20	Plumbing	0		0.00			886	SF	0.00
D30	HVAC	31,790		35.88			886	SF	35.88
D40	Fire Protection	5,024		5.67			886	SF	5.67
D50	Electrical Systems	20,918		23.61			886	SF	23.61
E	EQUIPMENT & FURNISHINGS		8,364		9.44	2.6%			
E10	Equipment	4,226		4.77			886	SF	4.77
E20	Furnishings	4,138		4.67			886	SF	4.67



Project: New Addition Component			Date: Aug-15		Sheet No: 2 OF 2		
Uniformat Element (Levels 2&3)	Amount \$	Total Cost \$	Rate \$/SF Floor Area	%	Element Quantities	Unit	Element Unit Rate
F SPECIAL CONSTRUCTION & DEMOLITION		0	0.00	0.0%			
F10 Special Construction	0		0.00		0	SF	0.00
F20 Selective Demolition	0		0.00		0	SF	18.89
G BUILDING SITEWORK		29,770	33.60	9.2%			
G10 Site Preparation	8,364		9.44		886	SF	9.44
G20 Site Improvements	12,546		14.16		886	SF	14.16
G30 Site Civil/Mechanical Utilities	0		0.00		886	SF	0.00
G40 Site Electrical Utilities	8,860		10.00		886	SF	10.00
G90 Other Site Construction	0		0.00		886	SF	0.00
SUBTOTAL		323,499	365.12	100.0%			
Z10 GENERAL REQUIREMENTS & BOND	11.47%	37,118	41.89				
Z20 OVERHEAD & PROFIT	15.00%	54,093	61.05				
Z30 CONTINGENCIES & ESCALATION	16.48%	68,344	77.14				
Z90 PROJECT COST ESTIMATE	\$	483,054	\$	545.21			



Project: Renovation Component		GFA(SF): 11,409		Date: Aug-15		Sheet No: 1 OF 2			
Uniformat Element (Levels 2&3)		Amount \$	Total Cost \$	Rate \$/SF Floor Area		%	Element Quantities	Unit	Element Unit Rate
A	SUBSTRUCTURE		0		0.00	0.0%			
A10	Foundations	0		0.00			0	SF	33.05
A20	Basement Construction	0		0.00			0	SF	0.00
B	SHELL		739,945		64.86	47.5%			
B10	Superstructure	494,352		43.33			11,409	SF	43.33
B20	Exterior Closure	78,451		6.88			11,959	SF	6.56
B30	Roofing	167,142		14.65			11,409	SF	14.65
C	INTERIORS		313,076		27.44	20.1%			
C10	Interior Construction	219,867		19.27			4,758	SF	46.21
C20	Stairs	0		0.00			0	FLT	61801.16
C30	Interior Finishes	93,209		8.17			4,758	SF	19.59
D	SERVICES		333,393		29.22	21.4%			
D10	Conveying Systems	0		0.00			0	STOP	51933.75
D20	Plumbing	25,646		2.25			4,758	SF	5.39
D30	HVAC	170,717		14.96			4,758	SF	35.88
D40	Fire Protection	24,694		2.16			4,758	SF	5.19
D50	Electrical Systems	112,336		9.85			4,758	SF	23.61
E	EQUIPMENT & FURNISHINGS		44,916		3.94	2.9%			
E10	Equipment	22,696		1.99			4,758	SF	4.77
E20	Furnishings	22,220		1.95			4,758	SF	4.67

COSTPRO INC.  
 NEWTOWN FACILITIES ASSESSMENT  
 MULTI-PURPOSE OPTION 1  
 NEWTOWN, CT 06470



Project Cost Plan (Uniformat II Level 3) COSTPRO, INC.

Project:    Renovation Component				Date:    Aug-15		Sheet No: 2 OF 2		
Uniformat Element (Levels 2&3)	Amount \$	Total Cost \$	Rate \$/SF Floor Area		%	Element Quantities	Unit	Element Unit Rate
F    SPECIAL CONSTRUCTION & DEMOLITION		89,879		7.88	5.8%			
F10    Special Construction	0		0.00			0	SF	26.68
F20    Selective Demolition	89,879		7.88			4,758	SF	18.89
G    BUILDING SITEWORK		37,650		3.30	2.4%			
G10    Site Preparation	0		0.00			11,409	SF	0.00
G20    Site Improvements	37,650		3.30			11,409	SF	3.30
G30    Site Civil/Mechanical Utilities	0		0.00			11,409	SF	0.00
G40    Site Electrical Utilities	0		0.00			11,409	SF	0.00
G90    Other Site Construction	0		0.00			11,409	SF	0.00
SUBTOTAL			1,558,859				136.63	100.0%
Z10 GENERAL REQUIREMENTS & BOND	11.47%	178,863		15.68				
Z20 OVERHEAD & PROFIT	15.00%	260,658		22.85				
Z30 CONTINGENCIES & ESCALATION	16.48%	329,333		28.87				
Z90 PROJECT COST ESTIMATE	\$	2,327,713	\$	204.02				



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**RE: BUDGET  
MULTI-PURPOSE BUILDING**

**(2015 PRICING)**

### **BUDGET – OPTION 1**

DESCRIPTION	COST
Project Cost Plan (Hard Cost)	\$2,327,713
Soft Cost	246,217
- A/E Fees (8%) 186,217	
- Clerk of Works (Lump Sum) 60,000	
Moving Expense	20,000
Furnishings @ \$10 x 6,000	60,000
Miscellaneous Reimbursables	10,000
<b>TOTAL</b>	<b>\$2,663,930</b>

### **BUDGET – OPTION 2**

DESCRIPTION	COST
Project Cost Plan (Hard Cost)	\$2,094,681
Soft Cost	227,574
- A/E Fees (8%) 167,574	
- Clerk of Works (Lump Sum) 60,000	
Moving Expense	20,000
Furnishings @ \$10 x 6,000	60,000
Miscellaneous Reimbursables	10,000
<b>TOTAL</b>	<b>\$2,412,255</b>







**REQUEST FOR PROPOSALS**

**FOR**

**FACILITIES CONDITIONS ASSESSMENT SERVICES**

**FOR**

**Town of Newtown, CT**

**January 30, 2015**

## **I. PROJECT / TEAM OVERVIEW**

### **A. Project Description**

As part of the development of a Municipal Buildings Strategic Plan, the Town of Newtown has charged an Advisory Committee with the oversight of a comprehensive Facilities Conditions Assessment of Town-owned building. The purpose of the assessment analysis is to provide up-to-date information to the committee for their use in making recommendations to the Board of Selectman regarding future re-use, renovation and/or possible disposition of municipal properties.

Facilities Conditions Assessments will involve the documentation and evaluation of the physical conditions of structures and their major building systems with associated cost estimates and timelines for implementation of improvements. Space Needs Assessments will also be conducted under separate contract for various Town departments and/or functions in order to fully evaluate possible future uses for each building.

The initial scope of the Facilities Conditions Assessments will include three stages: 1) assembly of existing data on all Town-owned buildings, 2) a statistically generated model of the expected life-cycle of buildings and their major systems with expected renewal costs based on industry bench-marking, and 3) on-site physical assessment of three targeted buildings: Town Hall South, located at 3 Main Street; the Hook and Ladder Volunteer Fire Company Fire Station, 45 Main Street; and the Multi-Purpose Building, 14 Riverside Road, currently housing the Senior Center and the Children's Adventure Center.

### **B. Client Description**

The Town of Newtown was established in 1711 and is located in Fairfield County, southwestern Connecticut, about sixty miles from New York City. It covers 38,644 acres or 60.38 square miles, making it the fifth largest town, area-wise, in the state.

The Town operates under a Charter adopted in 1961 and most recently revised in 2008. The Charter retains a limited Town Meeting form of government with an elected Board of Selectmen (3) supervising the administration of Town affairs, a First Selectman acting as the town's Chief Executive and Administrative Officer, and a twelve member Legislative Council acting as the legislative body, with the exception of those items specifically enumerated on which the Town Meeting is authorized to act. Financial matters are supervised by a Board of Finance (6) and an appointed Finance Director.

A 10 member Advisory Committee has been established to evaluate facilities' conditions and the current/future space needs of the Town and to develop a strategic plan to guide Town decisions as regards municipal buildings. Members of the Advisory Committee include volunteer representatives of various elected and appointed boards and commissions, the Board of Education and interested citizens.

### **C. DPM Role**

Diversified Project Management Inc. (DPM) is the Owner's Program Manager working directly for the Town of Newtown and the Advisory Committee. DPM will facilitate and administer the work of the Advisory Committee, including the selection of additional consultants, and will guide the Committee in the development of the Strategic Plan.

## D. Team Members

Concurrent with this RFP, the Town of Newtown is also issuing an RFP for a consultant to develop a Space Needs Assessment for Town departments, commissions and/or other Town functions. In conjunction with the Facilities Conditions Assessments, the Town will also retain a commercial real estate consultant to advise on the valuation and sales potential of targeted properties. The work of all consultants will be incorporated into the eventual Municipal Buildings Strategic Plan.

## II. SCOPE OF WORK

### A. Overview

The Facilities Conditions Assessment will include occupied Town-owned buildings as listed on the attached spreadsheet. All listed Town-owned buildings will be included in stage one, **Audit**. This initial portion of the work will involve the gathering of historical data, maintenance records and industry standards for asset repair/replacement and the development of a computer model to forecast future needs.

Stage two, **Facilities Inspections**, will focus on three targeted buildings: Town Hall South, located at 3 Main Street; the Hook and Ladder Volunteer Fire Company Fire Station, 45 Main Street; and the Multi-Purpose Building, 14 Riverside Road, currently housing the Senior Center and the Children's Adventure Center. These properties will require an on-site comprehensive inspection including all building system components for evidence of deferred maintenance, deterioration, structural failure, probable useful life, need for repair and maintenance, need for replacement and associated replacement costs.

Stage three, **Facilities Evaluations and Report**, will conclude with the presentation of a report compiling all facilities' condition information and the development of recommendations, budgets and timelines for implementation.

### B. Audit

The initial audit will incorporate existing documentation available from records at the Department of Public Works and from individual building managers, as available. This documentation will include maintenance records and replacement records to ascertain age and expected condition of major systems to supplement the physical inspection process.

1. Meet with the Program Manager and Director of Public Works to obtain existing information pertaining to history, maintenance, uses and all issues relating to the current condition of all facilities.
2. Collect data from the facility maintenance staff.
3. Review previous building assessment studies and reports.
4. Tabulate all data in a computer model and produce statistically-generated analyses of life-cycle projections and replacement/upgrade schedules. Include bench-marked costs using current industry standards of comparable building uses and structure types.

### **C. Facilities Inspections**

An analysis of each of the three targeted buildings is required in order to evaluate the current physical condition.

1. Evaluate the existing construction, structural and major systems with an analysis focusing on both current use of the building and potential future uses.
2. Identify deficient conditions in terms of deferred maintenance, capital renewal and building and life safety code compliance issues
3. The facilities conditions survey should focus on the following property elements:
  - a. Exterior Systems – roofs, walls, window systems, doors
  - b. Interior Construction – walls, doors, flooring, visible structural components
  - c. Interior Finishes – floors, ceilings wall finishes
  - d. Health/Fire/Life Safety systems
  - e. Accessibility and ADA requirements
  - f. Heating, Ventilation and Air Conditioning equipment and systems
  - g. Plumbing systems and restroom facilities
  - h. Electrical system and service distribution
  - i. Fire suppression systems
  - j. Special Electrical Systems – Fire Alarm systems, Emergency Power, Telecommunications
  - k. Site Utilities
  - l. Exterior Site – driveways, curbing, hard top areas, landscaping
4. Evaluate all major building systems and rate based on overall integrity, probable useful life and need of replacement. Systems and equipment shall be rated using evaluation criteria that includes present overall condition, age, effectiveness, efficiency, safety, code compliance as per year constructed, spare capacity, availability of spare parts.
5. In addition to observed facilities deficiency conditions, existing Owner-supplied facility data should be reviewed for incorporation into the analysis, including past facilities assessments

### **D. Facilities Evaluations**

Documentation for all buildings and the results of stages **B.** and **C.** above, shall be incorporated into the final report.

1. Tabulate the properties and develop a format for standard documentation of all major systems and building components
2. Incorporate both observed conditions and owner-supplied data
3. Identify deficient conditions and propose recommendations for upgrades, renovations, replacements for all systems identified as deficient or needing improvement
4. Categorize and prioritize all proposed improvements based on a timeline for implementation
5. Develop cost estimates and capital budgets for each recommendation
6. Identify any legal status, easements, conditions on change-of-use, etc. that may restrict ability to remedy deficiencies
7. Develop a written narrative report to include all of the above analyses, including an executive summary of assessment process, findings and recommendations

The report should also identify ongoing maintenance policies and procedures which could be adjusted and implemented to avoid or reduce current or future capital costs

#### **D. Meetings and Presentations**

In addition to all onsite inspections and information gathering, the consultant must make key personnel available for periodic presentations to the Municipal Building Strategic Plan Advisory Committee and other boards as requested. Regular meetings with the Program Manager should be anticipated.

#### **E. Project Schedule**

A preliminary draft of the Municipal Buildings Strategic Plan is anticipated to be presented to the Board of Selectmen in the Fall of 2015, according to the following timeline:

- RFP Release – January 30, 2015
- Facilities Conditions Assessment Proposals Due – February 18, 2015
- Tentative Schedule of Interviews – March 2 - 6, 2015
- Municipal Review and Approvals – March 9 - 26, 2015
- Contract Execution – April 3, 2015
- Facilities Conditions Assessment Work – April 2015
- FCA Consultant Report Expected – May 2015
- Advisory Committee Work – June thru August 2015

### **III. GENERAL PROVISIONS**

#### **A. Proposal Due Date**

All proposals shall be due by **12pm on Wednesday, February 18, 2015**. Submission envelopes must be clearly marked with the RFP name, "Newtown Municipal Buildings - Facilities Conditions Assessments". Submit three (3) hard copies of the qualifications and fee proposal package to:

**Newtown Municipal Center  
3 Primrose Street  
Newtown, Connecticut 06470  
Attn: Mr. Robert Tait, Director of Finance Town of Newtown**

One (1) copy of the qualifications package must be submitted electronically to Diversified Project Management Inc. at [ghoerauf@dpm-inc.com](mailto:ghoerauf@dpm-inc.com) by the end of day February 18, 2015.

#### **B. Pre-Submission Informational Meeting**

No formal pre-submission meeting will be held and no interior access to buildings will be available to prospective consultants

#### **C. Selection Date**

At the Advisory Committee's discretion, after evaluating the qualifications and fee proposal packages, a short-list of candidates may be assembled and interviews may be conducted in early March, 2015. FCA consultant selection is anticipated by late March, 2015 after review and approval of the committee's recommendations by the Board of Selectmen.

#### **D. Submission Modification**

Modification of qualifications packages and proposals will be considered only if notice is given in writing prior to the time stated for submittal of proposals.

#### **E. Legal Entity**

The lead firm making submission under this Request for Proposals shall be the actual legal entity submitting the qualifications. For team/partnering submissions, all team members must be authorized to conduct business in the State of Connecticut, as evidenced by the records of the Connecticut Secretary of State and must be licensed to perform the professional services, or have employees that are licensed to perform the professional services, in the particular category as required under the laws of the State of Connecticut.

#### **F. Insurance**

Upon award, the successful bidder will be required to provide a current certificate of insurance naming required certificate holder and additional insureds. Insurance limits shall be no less than the following:

Workers Compensation and Employers' Liability	<i>\$500,000 each accident \$500,000 each employee disease \$1,000,000 limit for disease</i>
Commercial General Liability (occurrence basis)	<i>\$1,000,000 bodily injury/prop damage \$1,000,000 personal &amp; advertising injury \$2,000,000 products comp/ops aggregate \$2,000,000 general aggregate</i>
Automobile Liability	<i>\$1,000,000 comb single limit ea accident</i>
Professional Liability (if applicable)	<i>\$1,000,000 each occurrence \$2,000,000 aggregate</i>

#### **G. Questions**

Questions should be directed to DPM no later than 5 days prior to the proposal due date (February 12, 2015). Questions should be submitted to Geralyn Hoerauf, Senior Project Manager at [ghoerauf@dpm-inc.com](mailto:ghoerauf@dpm-inc.com). All questions will be answered via email and forwarded to all registered recipients of the RFP. No phone calls will be accepted at any Town of Newtown offices or by any person involved in the project or selection process other than DPM.

#### **H. Confidentiality**

All information contained herein is confidential and shall be treated as such. Financial information that may be disclosed to the bidders during the RFP process must continue to be kept confidential even after the selection of a consultant team.

#### **I. Governing Law**

The contract shall be governed by the laws of the State of Connecticut.

## **J. Contract & Billing**

The contract will be entered into directly between the Town of Newtown and the selected consultant firm. The consultant firm will be expected to propose a form of contract and make such contract available for review and modification by the Town of Newtown by mid-March.

Billing will be directly to the Town of Newtown Finance Department. Copies of all invoices must also be forwarded to DPM for review and approval. Failure to submit invoices to DPM may result in a delay in payment.

## **K. DPM Relationship**

The Town of Newtown has contracted with DPM as the Owner's Program Manager for this project. The selected consultant will indemnify and cooperate with DPM for the duration of this project. The consultant's insurance carrier will be asked to name both the town of Newtown and DPM as additional insureds.

# **IV. SUBMISSION CRITERIA**

The submission is to be organized and submitted in the following sequence. Each qualification package component must comply with the length/quantity specified below; lengthy submissions will not be reviewed or considered.

## **A. Qualifications Submission:**

1. Cover Letter providing an overview of the consultant firm's qualifications for this project. Any team structure or partnering should be fully detailed and the individual roles of each firm described (maximum of 2 pages). The letter may be addressed to Jay Maher, Chair, Municipal Buildings Strategic Plan Advisory Committee, Town of Newtown
2. History of the firm including resumes of key personnel to be assigned to the project; include information as to firm size and organization, length of time the firm has been engaged in facility assessment work, and any value added services offered
3. Examples of similar FCA projects successfully completed within the past 5 years for municipal clients. Please indicate:
  - a. Year completed
  - b. Number and type of properties included in assessment, including square footages
  - c. Reference contact name, physical address, email address and phone number
4. Demonstrated ability to provide accurate conditions assessments within given timelines
5. Description of applicant's methodology for Quality Assurance and Quality Control processes
6. Applicant's current insurance certificate noting professional liability, workers comp, general insurance, automobile, umbrella coverage, etc.
7. Description of any pending litigation or legal actions, including matters in State and Federal courts and in arbitration

## **B. Fee Proposal**

1. Provide a Fee Proposal as a lump sum for Facilities Conditions Assessment services with the following detail and break-down:
  - a. Audit: database development with existing information and life-cycle modeling
  - b. Facilities Inspections: three initial targeted buildings

- c. Evaluation and Report: analyses, recommendations, implementation schedules, and cost estimates for all buildings
2. Provide a method for determining additional fees for Facilities Inspections that may be added at a future date
3. Provide a chart of hourly rates for key personnel categories
4. List anticipated reimbursable expenses with associated costs

### **C. Notice of Intent to Respond to RFP**

All firms downloading the RFP electronically must notify DPM by email at [ghoerauf@dpm-inc.com](mailto:ghoerauf@dpm-inc.com).

All subsequent RFP amendments and all responses to questions and clarifications will be transmitted to prospective firms electronically. It is the responsibility of the submitting firm to confirm that they have the latest and complete RFP requirements prior to proposal submission.

## **V. ATTACHMENTS**

The following document is an integral part of the RFQ:

1. List of buildings to be evaluated under this Facilities Conditions Assessment scope of work



## Town of Newtown

### Tabulation of Town-Owned Buildings

January 23, 2015

Building	Address	Departments	Year Built	Building Square Footage	Parking
Town Hall South	3 Main Street	Emergency Communications Center	1950	18,528	53
		Police Dept			
		Parks & Recreation			
		Social Services Dept			
Multipurpose Building	14 Riverside Road	Senior Center	1978	9650	36
		Children's Adventure Center			
Edmond Town Hall	45 Main Street		1929	27,041	
Hook & Ladder Hqtrs	45 Main Street	Newtown Hook & Ladder Co. #1	1931	6227	+
Newtown Meeting House	31 Main Street		1792	3032	
C.H. Booth Library	25 Main Street		1931	30,125	
Municipal Center	3 Primrose Street	Assessor's Office	2008	38,614	
		Building Dept			
		Economic & Community Development Office			
		Emergency Management			
		Fire Marshall			
		Finance Dept			
		First Selectman			
		Techology & GIS			
		Health District			
		Human Resources			
		Land Use Agency			
		Purchasing Dept			
		Registrar of Voters			
		Tax Collector			
		Town Clerk			
The Garage	53A Church Hill Road	Teen Center	1945	3590	
Public Works	4 Turkey Hill Road	Public Works Dept		270,000	
		Highway Dept		50,000	
		Accessory Bldgs		50,000	
Animal Care & Control Center of N	21 Old Farms Road	Animal Control Division	2012	3600	
GE Community Center			2016	30,000	



**REQUEST FOR PROPOSALS**

**FOR**

**SPACE NEEDS ASSESSMENT SERVICES**

**FOR**

**Town of Newtown, CT**

**January 30, 2015**

## **I. PROJECT / TEAM OVERVIEW**

### **A. Project Description**

As part of the development of a Municipal Buildings Strategic Plan, the Town of Newtown has charged an Advisory Committee with the oversight of a limited Space Needs Assessment of identified Town departments and town-owned buildings. The purpose of the analysis is to provide up-to-date information to the committee for their use in making recommendations to the Board of Selectman regarding future re-use, renovation and/or possible disposition of municipal properties.

Space Needs Assessments will be conducted for various Town departments and/or functions in order to fully evaluate possible future uses for three municipal buildings. Facilities Conditions Assessments will also be conducted under separate contract to document and evaluate the physical conditions of three structures and their major building systems.

The initial scope of the facilities and space needs assessments will focus on three municipal buildings: Town Hall South, located at 3 Main Street; the Hook and Ladder Volunteer Fire Company Fire Station, 45 Main Street; and the Multi-Purpose Building, 14 Riverside Road, currently housing the Senior Center and the Children's Adventure Center.

### **B. Client Description**

The Town of Newtown was established in 1711 and is located in Fairfield County, southwestern Connecticut, about sixty miles from New York City. It covers 38,644 acres or 60.38 square miles, making it the fifth largest town, area-wise, in the state.

The Town operates under a Charter adopted in 1961 and most recently revised in 2008. The Charter retains a limited Town Meeting form of government with an elected Board of Selectmen (3) supervising the administration of Town affairs, a First Selectman acting as the town's Chief Executive and Administrative Officer, and a twelve member Legislative Council acting as the legislative body, with the exception of those items specifically enumerated on which the Town Meeting is authorized to act. Financial matters are supervised by a Board of Finance (6) and an appointed Finance Director.

A 10 member Advisory Committee has been established to evaluate facilities' conditions and the current/future space needs of the Town and to develop a strategic plan to guide Town decisions as regards municipal buildings. Members of the Advisory Committee include volunteer representatives of various elected and appointed boards and commissions, the Board of Education and interested citizens.

### **C. DPM Role**

Diversified Project Management Inc. (DPM) is the Owner's Program Manager working directly for the Town of Newtown and the Advisory Committee. DPM will facilitate and administer the work of the Advisory Committee, including the selection of additional consultants, and will guide the Committee in the development of the Strategic Plan.

## **D. Team Members**

Concurrent with this RFP, the Town of Newtown is also issuing an RFP for a consultant to develop a Facilities Conditions Assessment of three municipal buildings. In conjunction with the Facilities Conditions Assessments, the Town will also retain a commercial real estate consultant to advise on the valuation and sales potential of targeted properties. The work of all consultants will be incorporated into the eventual Municipal Buildings Strategic Plan.

## **II. SCOPE OF WORK**

### **A. Overview**

The initial scope of the Space Needs Assessment will focus on 4 departments/commissions that might be appropriately located in available space in following municipal buildings: Town Hall South, located at 3 Main Street; the former Hook and Ladder Volunteer Fire Company Fire Station, 45 Main Street; and the Multi-Purpose Building, 14 Riverside Road, in the space currently housing the Senior Center. These properties are projected to have vacant space available for repurposing for other Town functions beginning in late 2016.

The departments to be included are the Department of Social Services, the Emergency Communications Center, the Police Department and the Cultural Arts Commission.

The Department of Social Services is currently located on the lower level of Town Hall South, 3 Main Street. The department is staffed by a Director and an Administrative Assistant and occupies approximately 500 sf.

The Newtown Police Department is located on the upper levels of Town Hall South, along with the Newtown Emergency Communications Center. The Police Department has approximately 45 sworn officers and 4 administrative staff; the Emergency Communications Center is staffed by approximately 12 people. Together both departments occupy approximately 10,400 sf.

The Cultural Arts Commission is currently located at the Newtown Congregational Church and is staffed by a part-time grant-funded director and various volunteers, including nine appointed commissioners. The Commission is actively planning for a new facility that would provide multipurpose, multi-media space for use as performance, studio, rehearsal and workshop space. The facility will also permanently display the collection of donated art the community received after the events of 12/14.

### **B. Space Needs Assessments**

Provide architectural programming services to evaluate the suitability of available spaces for current and future needs of Town departments and/or functions

1. Using programming questionnaires, interviews and other materials as necessary, review and analyze departmental organizations, work flow, personnel counts, growth projections and adjacency requirements for identified departments
2. Determine current and future space requirements and organize data into spread sheet format
3. Review available space in the three target buildings; evaluate both square footage available and the arrangement/layout of spaces within each building

4. Assist the Advisory Committee in determining the best use for unoccupied/available spaces in the identified buildings, based on programming data and facility condition assessments

### **C. Meetings and Presentations**

In addition to all onsite interviews and information gathering, the consultant must make key personnel available for periodic presentations to the Municipal Building Strategic Plan Advisory Committee and other boards as requested.

### **D. Project Schedule**

A preliminary draft of the Municipal Buildings Strategic Plan is anticipated to be presented to the Board of Selectmen in the Fall of 2015, according to the following timeline:

- RFP Release – January 30, 2015
- Facilities Conditions Assessment Proposals Due – February 18, 2015
- Tentative Schedule of Interviews – March 2 - 6, 2015
- Municipal Review and Approvals – March 9 - 26, 2015
- Contract Execution – April 3, 2015
- Space Needs Assessment Work – April 2015
- Consultant Report Expected – May 2015
- Advisory Committee Work – June thru August 2015

## **III. GENERAL PROVISIONS**

### **A. Proposal Due Date**

All proposals shall be due by **12pm on Wednesday, February 18, 2015**. Submission envelopes must be clearly marked with the RFP name, "Newtown Municipal Buildings – Space Needs Assessments". Submit three (3) hard copies of the qualifications and fee proposal package to:

**Newtown Municipal Center  
3 Primrose Street  
Newtown, Connecticut 06470  
Attn: Mr. Robert Tait, Director of Finance Town of Newtown**

One (1) copy of the qualifications package must be submitted electronically to Diversified Project Management Inc. at [ghoerauf@dpm-inc.com](mailto:ghoerauf@dpm-inc.com) by the end of day February 18, 2015.

### **B. Pre-Submission Informational Meeting**

No formal pre-submission meeting will be held.

### **C. Selection Date**

At the Advisory Committee's discretion, after evaluating the qualifications and fee proposal packages, a short-list of candidates may be assembled and interviews may be conducted in early March, 2015. Space Needs Assessment consultant selection is anticipated in late March, 2015 after review and approval by the Board of Selectmen.

#### **D. Submission Modification**

Modification of qualifications packages and proposals will be considered only if notice is given in writing prior to the time stated for submittal of proposals.

#### **E. Legal Entity**

The lead firm making submission under this Request for Proposals shall be the actual legal entity submitting the qualifications. For team/partnering submissions, all team members must be authorized to conduct business in the State of Connecticut, as evidenced by the records of the Connecticut Secretary of State and must be licensed to perform the professional services, or have employees that are licensed to perform the professional services, in the particular category as required under the laws of the State of Connecticut.

#### **F. Insurance**

Upon award, the successful bidder will be required to provide a current certificate of insurance naming required certificate holder and additional insureds. Insurance limits shall be no less than the following:

Workers Compensation and Employers' Liability	<i>\$500,000 each accident \$500,000 each employee disease \$1,000,000 limit for disease</i>
Commercial General Liability (occurrence basis)	<i>\$1,000,000 bodily injury/prop damage \$1,000,000 personal &amp; advertising injury \$2,000,000 products comp/ops aggregate \$2,000,000 general aggregate</i>
Automobile Liability	<i>\$1,000,000 comb single limit ea accident</i>
Professional Liability (if applicable)	<i>\$1,000,000 each occurrence \$2,000,000 aggregate</i>

#### **G. Questions**

Questions should be directed to DPM no later than 5 days prior to the proposal due date (February 12, 2015). Questions should be submitted to Geralyn Hoerauf, Senior Project Manager at [ghoerauf@dpm-inc.com](mailto:ghoerauf@dpm-inc.com). All questions will be answered via email and forwarded to all registered recipients of the RFP. No phone calls will be accepted at any Town of Newtown offices or by any person involved in the project or selection process other than DPM.

#### **H. Confidentiality**

All information contained herein is confidential and shall be treated as such. Financial information that may be disclosed to the bidders during the RFP process must continue to be kept confidential even after the selection of a consultant team.

#### **I. Governing Law**

The contract shall be governed by the laws of the State of Connecticut.

## **J. Contract & Billing**

The contract will be entered into directly between the Town of Newtown and the selected consultant firm. The consultant firm will be expected to propose a form of contract and make such contract available for review and modification by the Town of Newtown.

Billing will be directly to the Town of Newtown Finance Department. Copies of all invoices must also be forwarded to DPM for review and approval. Failure to submit invoices to DPM may result in a delay in payment.

## **K. DPM Relationship**

The Town of Newtown has contracted with DPM as the Owner's Program Manager for this project. The selected consultant will indemnify and cooperate with DPM for the duration of this project. The consultant's insurance carrier will be asked to name both the town of Newtown and DPM as additional insureds.

# **IV. SUBMISSION CRITERIA**

The submission is to be organized and submitted in the following sequence. Each qualification package component must comply with the length/quantity specified below; lengthy submissions will not be reviewed or considered.

## **A. Qualifications Submission:**

1. Cover Letter providing an overview of the consultant firm's qualifications for this project. The letter may be addressed to Jay Maher, Chair, Municipal Buildings Strategic Plan Advisory Committee, Town of Newtown
2. History of the firm including resumes of key personnel to be assigned to the project; include information as to firm size and organization, length of time the firm has been engaged in space needs or programming work, and any value added services offered
3. Examples of similar Space Needs Assessment projects successfully completed within the past 5 years. Please indicate:
  - a. Year completed
  - b. Number and type of companies or department functions included in assessment, including square footages and employee counts
  - c. Reference contact name, physical address, email address and phone number
4. Demonstrated ability to provide comprehensive space needs assessments within given timelines
5. Description of applicant's methodology for Quality Assurance and Quality Control processes
6. Applicant's current insurance certificate noting professional liability, workers comp, general insurance, automobile, umbrella coverage, etc.
7. Description of any pending litigation or legal actions, including matters in State and Federal courts and in arbitration

## **B. Fee Proposal**

1. Provide a Fee Proposal as a lump sum for Space Needs Assessments for four departments/commissions, using the following information as a guide:
  - a. Department of Social Services:
    - i. Two staff people = one director and one administrative assistant

- ii. Currently occupying approximately 500 sf in Town Hall South
- b. Newtown Police Department:
  - i. 45 sworn personnel
  - ii. 4 civilian administrative positions
- c. Newtown Emergency Communications Center:
  - i. 12 staff in Emergency Communications Center
  - ii. The PD and Emergency Comm Center occupy approximately 10,400 sf in Town Hall South
- d. Cultural Arts Commission
  - i. One director
  - ii. Planning for growth in both space and staff as funding allows
  - iii. Currently utilizing space at the Newtown Congregational Church, but active pursuing permanent space for gallery and performing arts uses
- 2. Provide a method for determining additional fees for Space Needs programming for additional Town departments that may be added at a future date
- 3. Provide a chart of hourly rates for key personnel categories
- 4. List anticipated reimbursable expenses with associated costs

### **C. Notice of Intent to Respond to RFP**

All firms downloading the RFP electronically must notify DPM by email at [ghoerauf@dpm-inc.com](mailto:ghoerauf@dpm-inc.com). All subsequent RFP amendments and all responses to questions and clarifications will be transmitted to prospective firms electronically. It is the responsibility of the submitting firm to confirm that they have the latest and complete RFP requirements prior to proposal submission.

## **V. ATTACHMENTS**

The following document is an integral part of the RFP:

1. List of buildings and Town departments are provided for reference



## Town of Newtown

### Tabulation of Town-Owned Buildings

January 23, 2015

Building	Address	Departments	Year Built	Building Square Footage	Parking
Town Hall South	3 Main Street	Emergency Communications Center	1950	18,528	53
		Police Dept			
		Parks & Recreation			
		Social Services Dept			
Multipurpose Building	14 Riverside Road	Senior Center	1978	9650	36
		Children's Adventure Center			
Edmond Town Hall	45 Main Street		1929	27,041	
Hook & Ladder Hqtrs	45 Main Street	Newtown Hook & Ladder Co. #1	1931	6227	+
Newtown Meeting House	31 Main Street		1792	3032	
C.H. Booth Library	25 Main Street		1931	30,125	
Municipal Center	3 Primrose Street	Assessor's Office	2008	38,614	
		Building Dept			
		Economic & Community Development Office			
		Emergency Management			
		Fire Marshall			
		Finance Dept			
		First Selectman			
		Techology & GIS			
		Health District			
		Human Resources			
		Land Use Agency			
		Purchasing Dept			
		Registrar of Voters			
		Tax Collector			
		Town Clerk			
The Garage	53A Church Hill Road	Teen Center	1945	3590	
Public Works	4 Turkey Hill Road	Public Works Dept		270,000	
		Highway Dept		50,000	
		Accessory Bldgs		50,000	
Animal Care & Control Center of N	21 Old Farms Road	Animal Control Division	2012	3600	
GE Community Center			2016	30,000	