

## **POLICE STATION PROJECT Q&A**

1. Why is a Special Election needed - can't we just vote at Town Meeting? **Because the funds needed for construction must be borrowed outside of the limits of Prop 2 ½, a vote of both town meeting and at the ballot is required.**
2. What is the cost to the Town to hold this special election? **According to the Town Clerk, the cost is approximately \$4,300.**
3. The revised tax impact is estimated at \$0.49/1000. What would cause the estimate to change and how much would it change? **The revised police station plan is now estimated to cost \$5,186,460. This is approximately \$2.2M more than the original conceptual plan estimate. It should be noted, however, that this tax impact will not increase your tax bills as we have current debt which is being paid off now and this new debt will replace it.**
4. The building size has increased 16%. The Town said the original building plan met all stated needs for safe prisoner handling; separate cells for male, female and juvenile detainees; interrogation rooms; file and evidence storage; large offices and meeting rooms' vehicle bays, etc. Officials said the building was also designed for future growth. So what's missing? **The conceptual plan prepared by the original architect did not include adequate square footage for equipment storage, communications equipment, fitness room, or adequate garage space for vehicles. The original cost estimate also did not include the full cost of prevailing wages which must be paid for this municipal construction project.**
6. The Sept 18 Banner article said we'll be choosing mid-grade materials in part to reduce maintenance cost. That sounds counter-intuitive; usually higher-grade materials reduce maintenance. Please explain. **The choices being made on building materials is a key component in reducing maintenance costs of the new building. For example: A quality vinyl siding, as well as maintenance free trim boards, will be used rather than more costly composite siding or wood. In high traffic areas, flooring will be vinyl tile or vinyl plank. Vinyl clad wood windows are low maintenance and energy efficient. Areas subject to abuse such as the Booking and Detention areas will have durable concrete block construction.**
7. Besides building materials, what else is being done to reduce maintenance cost on the new building? **LED lighting is being used throughout the facility to reduce future energy costs and lighting replacement. An automated Building Management system will operate the HVAC system making scheduled maintenance and troubleshooting faster and easier. The Town will utilize existing town department and staff as much as possible to minimize costs.**
8. Who is the Owner's Project Manager (OPM) we hired? **The OPM firm is Cardinal Construction of Worcester MA.**
9. How did we choose the OPM and what experience do they have? Please share the materials they provided regarding their credentials, past projects, etc.? **Cardinal Construction has assigned Mr. Tony DiLuzio to our project. He has over 20 years of experience in project management for municipal buildings; with the majority of his experience in dealing with public safety building construction. Please see additional information regarding Cardinal Construction and Mr. DiLuzio at**

<http://www.westboyiston-ma.gov/town-meetings/pages/information-october-17-2016-town-meeting> .

10. Are any of OPM's fees tied to the size of the project? **No. The OPM fee is negotiated prior to the building being designed, and is locked in for the construction phase of the contract.**

11. How did we choose Reinhardt & Associates? **Reinhardt was chosen through a state mandated Request for Qualifications procurement process. We received seven proposals from various firms from across the New England area. Reinhardt was chosen due to their experience in police station design and construction, and with their experience in helping communities keep the project budget manageable throughout the design and construction phases.**

12. Are any of Reinhart's fees tied to the size of the project? **Yes. Reinhardt's fee is to some degree related to the size of the building. The fee roughly represents 9 % of the estimated construction cost.**

13. What are the total fees we have paid on the Police Station project between last Town Meeting and this Town Meeting (including retainers, plans, estimates, etc.) and what are they? **As of September 28, 2016, we have paid the following costs and fees:**

**OPM: \$36,725**

**Architect: \$250.390**

**Postage/Planning Board Fees/Misc. : \$5,195.86**

14. How many construction firms have been solicited for a bid? **Utilizing MGL c149, the state mandated procurement sealed bid process is open to any qualified contractor who wishes to submit a bid. The project is advertised locally and in the State's Central Register publication which all contractors look at to find projects on which to bid. General Contractor bids are due on October 5<sup>th</sup>, at which time we will know the actual construction price.**

15. How were the construction firms chosen? **Construction contractors, by state law, must be chosen through a sealed bid process, and the community must choose the lowest bid as long as that contractor can be proven to be "response and responsible" – meaning they have adequate references and no track record of poor performance from previous projects.**

16. How have the bids been analyzed and by whom? **The General contractor bids will be reviewed by FISP and by both the architect and the OPM to ensure they have submitted all required documentation, have acceptable references, and have no track record of poor performance.**

17. Who will choose the construction firm for the project? **Based on the bid results and the review of the low bidders bid submittal, FISP will recommend contract award to the lowest responsive and responsible bidder to the Selectmen.**

18. What forms of risk mitigation will be built into the construction contracts? Will they include penalties for missed deadlines? What about cost over-runs ... what contractual protections are we building in there? **Yes. The contract for the construction will include "Liquidated Damages" which will be charged to the General Contractor for each day of delay they cause beyond the projected completion date.**

19. Since the project may likely exceed \$5m, are we looking at Construction Management (CM) at Risk? Does our OPM have experience with the CM at Risk delivery process? **Our OPM does have experience in such projects, however, CM at Risk Projects are better suited for very large, complex municipal construction projects that have multiple phases of design and construction. A municipality must apply to the state for permission to use this process, and it was unlikely that our small project would have been approved. Additionally, this process would have increased our pre-construction costs associated with Construction Management at Risk.**

20. What Town Official or Board will be responsible for managing risk on the project and will be accountable for its overall performance? **The Facilities Implementation and Strategic Planning Committee (FISP) will be responsible and accountable for the oversight of this project.**

21. If we have debt that is retiring, which the police station debt will replace, will there be future debt capacity for other building projects? **Yes. Even with the police station debt, the Town would have, under state laws, \$30M+ of additional debt capacity, but any new debt will end up causing an increase to the "outside of Prop 2 ½" section of the tax bill. The amount of the increase will depend on the size and cost of the project.**

22. What was eliminated from the original station concept plan that you now have to include to meet current and future needs? **The following items were eliminated from the original concept design in an effort to keep the project under \$3M: inside storage for 2 cruisers, general garage storage for tires and other bulky equipment, adequately sized evidence storage area, physical training area, adequately sized offices and meeting room, and capacity space to be used for emergency management operations.**

23. Will the building materials chosen be easily replaced by the Town in the future? **Yes. We are using standard materials which should not become obsolete.**

24. What is our debt cap? How will this police station project impact our ability to borrow for a senior center? **Even with new higher cost of the police station project, the Town would have capacity for an additional \$30M+ of debt.**

25. What is an Owners Project Manager (OPM) responsible for? **An OPM is responsible for acting as the Towns experienced eyes and ears throughout the entire design and construction process. An experienced OPM is able to maintain an updated project schedule and tracks how well the architect and contractor are doing in keeping the project to schedule. He develops and tracks the budget and keeps FISP constantly informed as to where the project stands financially. He ensures the contractors are doing what they are supposed to be doing and when they are supposed to be doing it. He assists in answering any questions the architect or contractor may have. He assists in negotiating any change orders. He makes the Town aware of any issues at all times.**

26. What are "soft costs"? **Soft costs typically include legal fees, materials testing by the owner, insurance, printing and bidding expenses, fees, utility connection fees, signage, etc.**

27. What Towns have actually had to pay for injury claims or other non-compliance fines due to not having a fully code complaint building like ours? **In an attempt to answer this question, we reached out to the Police Association attorneys. They stated the information they have does not state that injuries to officers or prisoners were specifically caused by non-compliant facilities, but simply "injuries that occurred during booking procedures". They were not able to give us statistics on this.**