

**TOWN OF GLASTONBURY
REQUEST FOR QUALIFICATIONS
WILLIAMS MEMORIAL RENOVATION
RPGL-2023-06**

DUE DATE AND TIME: JUNE 28, 2022 by 11:00 AM

The Town of Glastonbury will be accepting proposals from qualified architectural firms to provide professional services to carry out design development, construction drawings and specifications, provide bid assistance, construction administration and estimating for the renovation of the Williams Memorial section of the Academy / Town Hall complex. Interested individuals and firms should obtain the complete RFQ and related information from the Town's website at www.glastonburyct.gov. Responses to the Proposal must be submitted electronically no later than the time and date indicated above. **LATE PROPOSALS WILL NOT BE CONSIDERED.**

Responses can be submitted at the following link: <https://app.negometrix.com/buyer/2832>, under the RFQ title "**RPGL-2023-06 – Williams Memorial Renovation**". Respondents will be required to create a profile before submitting their proposal. Step-by-step instructions on how to register as a vendor are available at this website:

<https://help.negometrix.com/en/support/solutions/articles/9000177626-register-on-negometrix4>

The Town reserves the right to waive informalities or reject any part of, or the entire proposal, when said action is deemed to be in the best interests of the Town.

An Affirmative Action/Equal Opportunity Employer. Minority/Women/Disadvantaged Business Enterprises are encouraged to submit a proposal.

Mary F. Visone
Purchasing Agent

TABLE OF CONTENTS

Section I	General Information	3
	Background Information	3
	General Intent	3
	Special Considerations	3
	General Scope of Work	3
Section II	Consultant Services	4
	Project Deliverables	4
	Project Submittals	4
	Project Coordination	5
Section III	Submission of Qualifications Statement	5
	Minimum Requirements	5
	Term of Service / Time for Completion	6
	Site Inspection	6
	Proposal Instructions	6
	Evaluation Criteria	8
	Selection Process	9
	Timeline	10
	Insurance Requirements	10
	Indemnification	11
Attachments		
	• Attachment A – Town of Glastonbury Response Page	12
	• Attachment B – Statement of Non-Collusion	13
	• Attachment C – Williams Memorial Building Study Report	14

SECTION I - GENERAL INFORMATION

BACKGROUND INFORMATION

The Building was built in 1915 and has provided recreational, community and educational services over the years. There have been multiple upgrades to the building and the complex.

The Williams Memorial Building is currently used for storage and dispositioning of Town owned materials and equipment and is the location of the Town Teen Center on the lower level,

A building study was prepared in February 2022 which formed the basis for the project. The building study report is included herein as **Attachment C**. It is the intent of the Town to renovate this space to be used as a modern public meeting/gathering space with associated support spaces. This includes appropriate HVAC, lighting, seating, technology, finishes, audio and visual components. The space will be meet all codes including handicapped/ADA accessibility. The work will take place within the exiting footprint. It is also the intent of the Town to maintain the Teen Center in the lower level.

GENERAL INTENT

The purpose of this Request for Qualifications ("RFQ") is to solicit proposals from qualified architectural firms to provide professional design services for the renovation of the Williams Memorial section of the Academy / Town Hall complex. Services will include preliminary design, scope and cost estimates.

Upon authorization from the Town the project will proceed to final design development, including construction drawings, specifications, bid assistance and construction administration. The design will include a full design effort with a complete set of approved drawings suitable for bidding in a municipal setting. It is expected that the selected firm's scope will include all necessary work through occupancy and project closeout including architectural and engineering services, cost estimates, construction administration, equipment selection, budgets and FF&E as necessary.

Other areas of the Academy / Town Hall complex will remain open to the public and Town of Glastonbury staff throughout the project.

SPECIAL CONSIDERATIONS

- Integration with the current surroundings and intended building use including Historical context.
- Compliance with all applicable building codes.

GENERAL SCOPE OF WORK

1. Work with Town staff to finalize design for renovated use of the Williams Memorial section including efficient use of space, ergonomics, accessibility, energy efficiency and conservation-oriented improvements, resources and aesthetics.

2. Provide floor plan for proposed design.
3. Provide cost estimates for the design. This shall include independent cost estimates to support architect's estimates as well as identification of cost estimating firms or individuals with whom the respondent has worked directly.
4. Assist staff with any construction grant reimbursement process as applicable.

SECTION II – CONSULTANT'S SERVICES

PROJECT DELIVERABLES

- The Consultant shall perform professional services as stated herein and according to instructions received from the Town. The Consultant's services shall include all design, bidding and construction administration related incidental services including estimates.
- All drawings, reports, data, and other documents prepared by the Consultant according to this Agreement shall be submitted to the Town for review and approval. Resulting work products of the Consultant pursuant to this solicitation shall become property of the Town of Glastonbury.
- No such approval shall in any way be construed to relieve the Consultant of their responsibility for technical adequacy or operate as a waiver of any of the Town's rights under this Agreement. The Consultant shall remain liable to the Town according to applicable laws and practices for all damages to the Town caused by the Consultant's negligent performance of any of the services furnished under this Agreement.
- The Consultant shall conduct regular meetings as necessary with the project team, at a location established by the Town to review progress. The Consultant will provide written notes of each meeting to all attending parties before the next meeting. The Consultant shall be expected to be present at public meetings associated with this project, which may need to be conducted with user groups on site or elsewhere. Specifics will be identified prior to start of work.
- The Town shall not be obligated to accept any proposal and the Town shall reserve the sole right to determine the appropriateness of any proposal for this work.

PROJECT SUBMITTALS

The Respondent shall be expected to submit the following materials, at a minimum:

Text:

- Printed material shall be 8-1/2 x 11. General text within the document shall be no smaller than a 12 point font;

- Fold-out pages shall be 11" x 17";
- Text will be bound in a manner acceptable to the Town;
- Text will be provided with printed or colored covers.

Drawings:

- All drawings shall be 24" x 36" or 30" x 42" in size, unless approved by the Town;
- Drawings shall be no smaller than 40 scale for engineering documents and 1/8" scale for architectural documents, unless approved by the Town;
- Each sheet of drawings shall be numbered as a part of a set;
- One set of reproducible Mylar record drawings and five sets of prints shall be provided;
- One copy of the final report, in MS Office format, and one set of final drawings in AutoCAD format, compatible with the Town's system, must be provided in electronic format.

PROJECT COORDINATION

The Respondent will work closely with the Town Manager or his/her designee through all phases of the project. The Town will provide access to the property, all available plans and drawings.

SECTION III - SUBMISSION OF PROPOSAL

MINIMUM REQUIREMENTS

- The Respondent shall have an assigned project manager to oversee this work and act as liaison to the Town. The Respondent shall list all proposed staff. The Respondent shall submit detailed resumes/references for any proposed staff, in-house or sub-contracted.
- The Respondent shall demonstrate sufficient staff resources to perform the work.
- The Respondent shall possess the necessary licenses or certifications to perform the services required, documentation of qualifications shall be submitted with the RFQ response.
- Respondent shall have demonstrated successful experience with architectural design and construction. This shall include interior rearrangement and renovations within the last five (5) years.

TERM OF SERVICE / TIME FOR COMPLETION

- The selected firm will be expected to commence services within 15 days of contract execution or on such other schedule as mutually agreed to with the Town. The Town anticipates allocating up to 6 months of overall time for the project design described herein including data collection, meetings, consultant preparation, Town approvals, etc. A schedule for completion will be mutually agreed upon between the Town and the selected respondent. The final design estimate will be used in the Town's budgeting process to finalize the funding request for the overall project.

SITE INSPECTION

An optional site inspection is scheduled for **June 15, 2022 at 9:00 AM** at the Williams Memorial Building located at 2143 Main St. Glastonbury, CT 06033.

PROPOSAL INSTRUCTIONS

- By submitting a proposal, Respondent represents that they have thoroughly examined and become familiar with the Scope of Services outlined in this RFQ and are capable of performing the work to achieve the Town's objectives.
- Respondents submitting a proposal for this solicitation are directed to respond online through a secure e-Procurement portal. Responses can be submitted at the following link: <https://app.negometrix.com/buyer/2832>, under the RFQ title "**RPGL-2023-06 – Williams Memorial Renovation**". Respondents will be required to create a profile before submitting their proposal. Step-by-step instructions on how to register as a vendor are available at this website:

<https://help.negometrix.com/en/support/solutions/articles/9000177626-register-on-negometrix4>

Respondents will be required to upload their response as **ONE (1) consolidated pdf file** which includes the following:

1. Proposal Response as per the requirements herein
 2. Attachment A - Town of Glastonbury Response Page
 3. Attachment B - Town of Glastonbury Non-Collusion Statement
- All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.
 1. Table of Contents to include clear identification of the material provided by section and number.
 2. A letter of transmittal indicating the firm's understanding of the Scope of Services and interest in the project and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract.
 3. Name, email address and telephone number of person(s) to be contacted for further information or clarification.
 4. Copy of license or certification to perform the work required, as applicable.
 5. Proposals shall demonstrate that the Respondent has the resources and capabilities necessary to meet all project requirements. Respondents will be responsible for budget and construction costs estimates including escalation, architectural/engineering fees, contingency, administrative costs and grant

reimbursement assistance in the time frame required. This shall include sub-consultants, estimators and other resources as proposed.

6. A background statement including a description of relevant experience and qualifications of the firm/individual submitting the proposal and the number of years the respondent has been in business.
7. Respondent shall provide a list of 3-5 references and examples of previous similar projects successfully completed with the last five (5) years with the contact name, address and telephone number of the owners' representative in each project. The Town reserves the right to contact these organizations regarding the services performed by the firm.
8. A high-level overview of the respondent's approach to implementation of the project described herein including the respondent's ability to provide all of the services identified in Section II.
9. A proposed schedule including milestones and critical path tasks for the project.
10. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
11. Proposal Response Form (**ATTACHMENT A**).
12. Description of any exceptions taken to this RFQ. If any proposal involves any exception from the stated requirements and specifications, they must be clearly noted as exceptions and attached to the proposal.

13. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003 and revised October 29, 2013 and effective November 28, 2013. Respondent shall acknowledge that they have reviewed the document in the area provided on **ATTACHMENT A**. The selected respondent will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Acknowledgment Form can be accessed at the Town of Glastonbury website at www.glastonburyct.gov. Upon entering the website click on the **Bids & Proposals Icon** which will bring you to the links for the **Code of Ethics** and the **Acknowledgement Form**.
14. Statement of Non-Collusion (**ATTACHMENT B**).
15. Any technical questions regarding this RFQ shall be made in writing and directed to Dave Sacchitella, Facilities Superintendent by email at dave.sacchitella@glastonbury-ct.gov. For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent, by email at purchasing@glastonbury-ct.gov. All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at www.glastonburyct.gov (Upon entering the website click on Bids & Proposals Icon, click on the Bid Title to view all proposal details and document links). **It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.** Note: Responses to requests for more specific contract information than is contained in the RFQ shall be limited to information that is available to all respondents and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

No other Glastonbury Town employee, elected official, or evaluation committee member should be contacted concerning this RFQ during the proposal process. Failure to comply with this requirement may result in disqualification.

Failure to include any of the above-referenced items in the submitted proposal may be grounds for disqualifying said proposal.

EVALUATION CRITERIA

The Town of Glastonbury shall select the responsible and responsive proposal which is determined by the Town to be the best suited, most advantageous, and provides the best value to the Town on the basis of the criteria included in this Request for Qualifications. The Town shall not be obligated to accept any proposal and the Town shall reserve the sole right to determine the appropriateness of any proposal for this work. The Town expressly reserves the right to negotiate with the selected firm prior to an award of any contract pursuant to this RFQ. Best value shall be determined by consideration of the following factors.

- The Respondent's technical understanding of the scope of services evidenced by the quality of the proposal submitted and responsiveness to the Town's requirements as summarized herein, including completeness, clarity, and visual appeal of the response.

- The relevant background & experience of the Respondent in providing similar services elsewhere.
- The specific background, qualifications and relevant experience of the individuals designated to provide services, especially those of the designated account representative, and other key personnel to be assigned to the project.
- Respondent's approach to the work and services to be provided for the project described herein including the respondent's ability to provide all of the services identified in the project scope, including efficient use of space, ergonomics, accessibility, energy efficiency and conservation-oriented improvements, resources and aesthetics.
- Proposed schedule and demonstrated commitment to the Town of Glastonbury's timetable for the project.
- Licensed by the State of Connecticut to perform the work required and involved.
- The Respondent's responsiveness and compliance with the RFQ requirements and specifications, including any exceptions attached or contained in the proposal.

REFERENCES

As part of the overall evaluation, The Town of Glastonbury shall review references provided in the respondent's proposal to determine the quality of services performed for other clients.

SELECTION PROCESS

- This request for qualifications does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional period or to cancel in part or in its entirety the RFQ, if it is in the best interests of the Town to do so.
- A Selection Committee, appointed by the Town Manager, will evaluate all proposals received for completeness and the respondent's ability to meet all requirements as outlined in this proposal. The Committee will then short list the specific firms whose proposals best meet all criteria required and may conduct interviews with these firms. Upon completion of interviews, the Selection Committee will forward to the Town Manager a list of firms recommended for further consideration.
- Based on the results of the interview process the top-rated firms will be invited to submit a proposed Scope of Services and fee proposal. The Town Manager or his designee will review the Scope of Services, fee proposals, and other factors with the top-rated firm(s) and negotiate a specific agreement based on these discussions.
- Additional technical information may be requested from any respondent for clarification purposes, but in no way changes the original proposal submitted.

TIMELINE

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFQ	June 7, 2022
Optional Pre-Proposal Meeting	June 15, 2022 @ 9:00 AM
RFQ Due Date	June 28, 2022 @11:00 AM
Interviews with Top Respondents	July 14, 2022 (Afternoon)
Contract Effective Date	TBD

INSURANCE REQUIREMENTS

INSURANCE

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverages covering the Respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Glastonbury and their employees and agents as an Additional Insured** on a primary and non-contributory basis to the Respondent’s Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the Respondent’s Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best’s Rating of A-VIII with all policies written on an occurrence form basis. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer’s Liability
- \$1,000,000 each accident/\$1,000,000 disease-policy limit/\$1,000,000 disease each employee
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and their employees and agents.

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Building Damage
Each Occurrence \$1,000,000
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and their employees and agents.

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Evidence of Combined Single Limit of Liability for Bodily Injury and Building Damage:
Per Accident \$1,000,000

- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and their employees and agents.

4) Errors and Omissions Liability or Professional Services Liability Policy

Provide Errors and Omissions Liability or Professional Services Liability Policy for a minimum Limit of Liability \$1,000,000 each occurrence or per claim. The awarded Consultant(s) will be responsible to provide written notice to the Owner 30 days prior to cancellation of any insurance policy.

The Consultant agrees to maintain continuous professional liability coverage for the entire duration of this Project, and shall provide for an Extended Reporting Period in which to report claims for seven (7) years following the conclusion of the Project.

The respondent shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage.

The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Respondent(s) will be responsible to provide written notice to the Owner 60 days prior to cancellation or non-renewal of any insurance policy. The Certificate shall evidence all required coverages including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation on the General Liability policy. The respondent shall provide the Town copies of any such insurance policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town and their employees and agents consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Respondent's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Respondent, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable.

**ATTACHMENT A
PROPOSAL RESPONSE PAGE**



PROPOSAL NO: RPGL-2023-06 DATE DUE: June 28, 2022
DATE ADVERTISED: June 7, 2022 TIME DUE: 11:00 AM
NAME OF PROJECT: WILLIAMS MEMORIAL RENOVATION

THE RESPONDENT ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA:

Addendum #1 _____(Initial/Date) Addendum #2 _____(Initial/Date) Addendum #3 _____(Initial/Date)

It is the responsibility of the respondent to check the Town's website for any Addenda before submitting the proposal.

CODE OF ETHICS:

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I / We are selected. Yes _____ No _____ *

*Respondent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the respondent has not agreed to the above statement.

_____ Type or Print Name of Individual	_____ Doing Business as (Trade Name)
_____ Signature of Individual	_____ Street Address
_____ Title	_____ City, State, Zip Code
_____ Date	_____ Telephone Number / Fax Number
_____ E-Mail Address	_____ SS # or TIN#

**ATTACHMENT B
NON-COLLUSION STATEMENT**

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other Respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____



WILLIAMS MEMEORIAL

Building Study Report

January 14, 2022

Silver Petrucelli & Associates, Inc.

3190 Whitney Avenue Hamden CT 06518

silverpetrucelli.com

TABLE OF CONTENTS

SECTION I – EXISTING CONDITIONS AND RECOMMENDATIONS.....	2
Architectural	3
Existing	3
Proposed Option 1	4
Proposed Option 2	6
Fire Protection	8
Existing	8
Proposed Option 1 & 2.....	8
Plumbing	9
Existing	9
Proposed Option 1	9
Proposed Option 2	9
Mechanical.....	11
Existing	11
New Proposed System	12
Electrical.....	13
Existing	13
Proposed Option 1	14
Proposed Option 2	15
Alternate 1	16
SECTION II – FLOOR PLANS	17
Existing	17
SECTION III - ESTIMATES	28
Option 1 Preliminary Design Estimate	28
Option 2 Preliminary Design Estimate	32
SECTION IV - PHOTOGRAPHS	36
SECTION VI - CONCLUSION.....	39
Preliminary Proposed Schedule	39

SECTION I – EXISTING CONDITIONS AND RECOMMENDATIONS



Williams Memorial Building sits facing Main Street between the Town Hall and the Academy Building/Parks and Recreation Department. The masonry structure was constructed in 1915, the original structure of Academy School. It was used as a recreation center and as a gymnasium facility. When last a school, it housed a school library in the main space and an art room on the lower level. It was no longer used as a school in since 2001. Since then, the lower level has been converted into the Teen Center and the main space is utilized essentially as a storage room. The purpose of this study is to review the main space for its conversion into a Multipurpose space that can provide multiple functions while accommodating the Council Chambers.

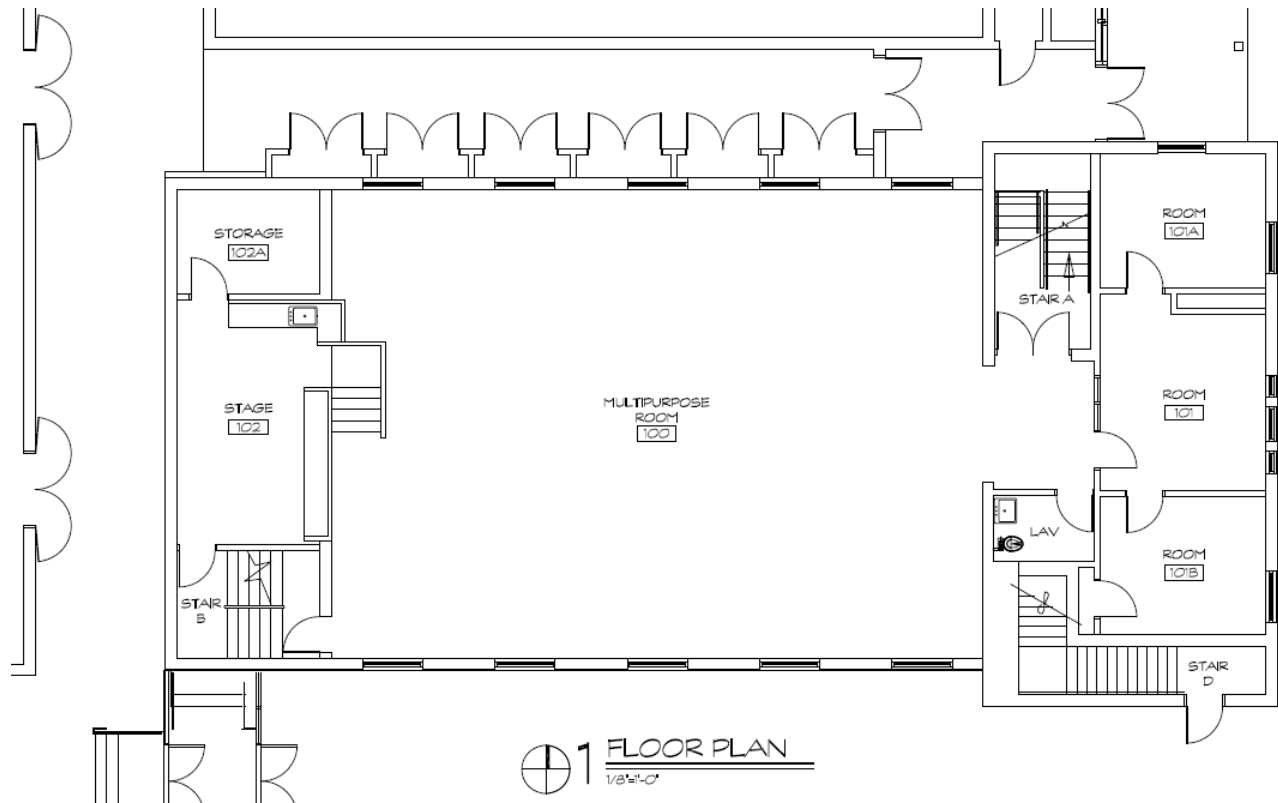
Architects and Engineers reviewed the existing facility. The layout, materials, construction and building systems were reviewed. These were all assessed with the consideration of renovations. Preliminary Design options incorporate two proposed layouts with considerations for the building system improvements. Estimates are then developed based off these recommendations.

Architectural

Existing

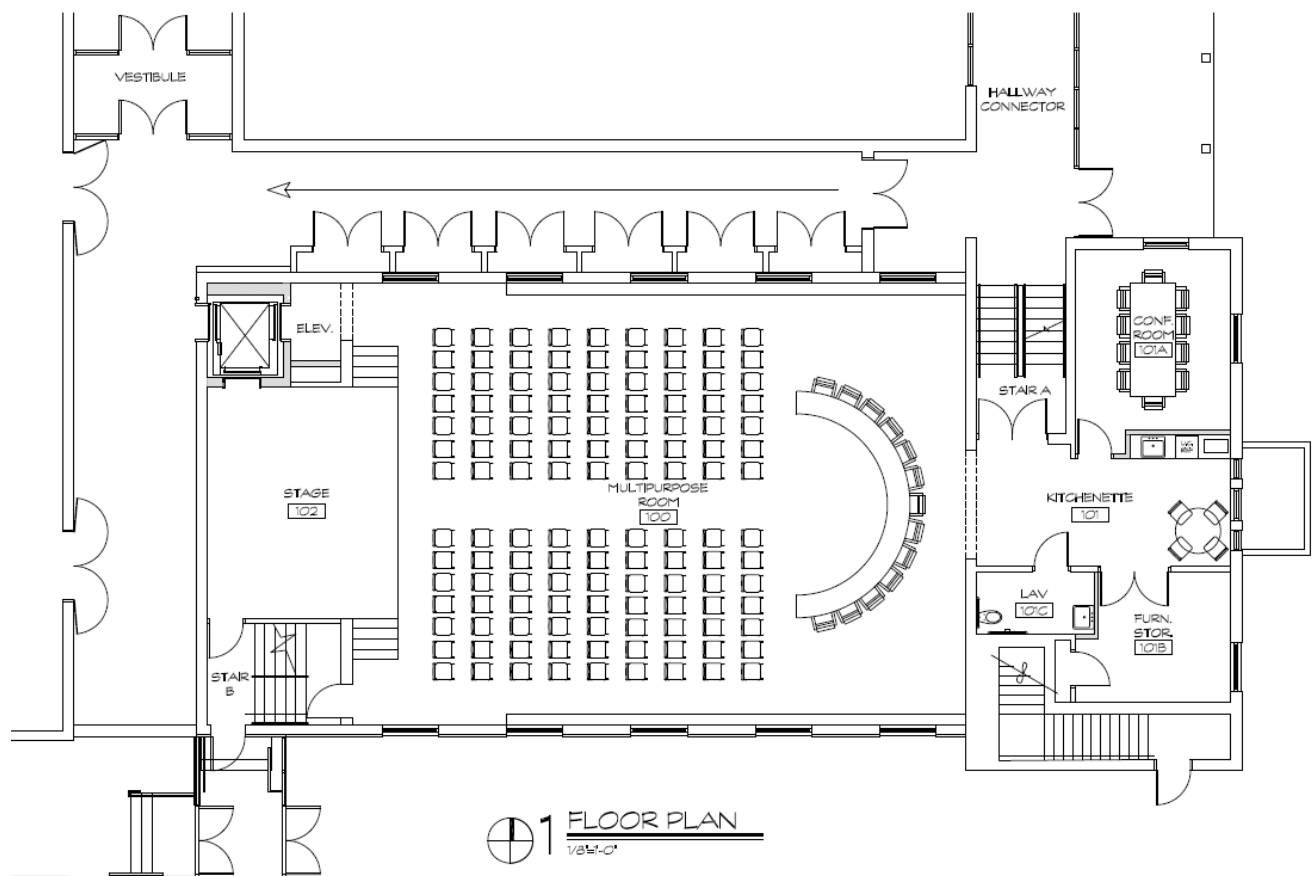
The masonry structure consists of three levels with the Teen Center on the lowest garden story level, the open multipurpose space and stage on the main level and as small portion of offices at the third level. Each level is accessed by two stairways, but there is no elevator. However, the Teen Center does have a small but antiquated lift. There is no accessibility to the main space, its stage, or the upper level. The upper level will continue to be used as storage and therefore does not necessitate the need for elevator access.

The main space consists of painted brick walls with a paneled system on the lower portion of the walls. The walls in the support rooms to the East are constructed of plaster and sheetrock with some areas not finished. In general, the walls are in good condition with the need for repainting. There are large Palladian windows on both sides. These windows are not original but don't appear in the best condition and should be considered for replacement. There is a dated acoustical spline ceiling throughout most of the space including the support spaces. Some areas are beginning to fall apart. New ceilings are needed throughout. The stage has been retrofitted over the years and includes some casework and a sink. The 9x9 floor tiles on the stage indicate asbestos flooring. The stage could use some rework to restore it to a traditional stage. Overall, the space is in fair condition.



Proposed Option 1

Option 1 is concept where an elevator would create access to 4 levels, Teen Center, main hallway, Multipurpose space, and the stage. This elevator would require doors on 3 sides so that access to all these levels could be achievable. The best location would be to locate this elevator where the stairs to the Teen Center are which would require them to be rebuilt as shown on the floor plan. The storage room next to the stage would be converted into the elevator shaft. The stairs to the stage would be reorganized in a more traditional manner and could be included on both sides and incorporate a new wood floor. The main space would be renovated with new finishes that aid in good acoustics such as carpeting on the floor and dropped ceiling clouds. The walls would be repainted, and acoustical wall panels incorporated. The rooms to the east would be reconfigured to meet the needs of the space. The central space is opened to the room where a kitchenette would be placed and possibly a small table to serve refreshments during an event. To the north a conference room used for executive sessions and other small or private meetings would be incorporated. To the south a furniture storage room would house all the chairs and tables needed to accommodate the flexibility of the room. Additionally, an existing restroom would simply be reworked, the sink relocated to the opposite wall and expanded to accommodate an accessible restroom.



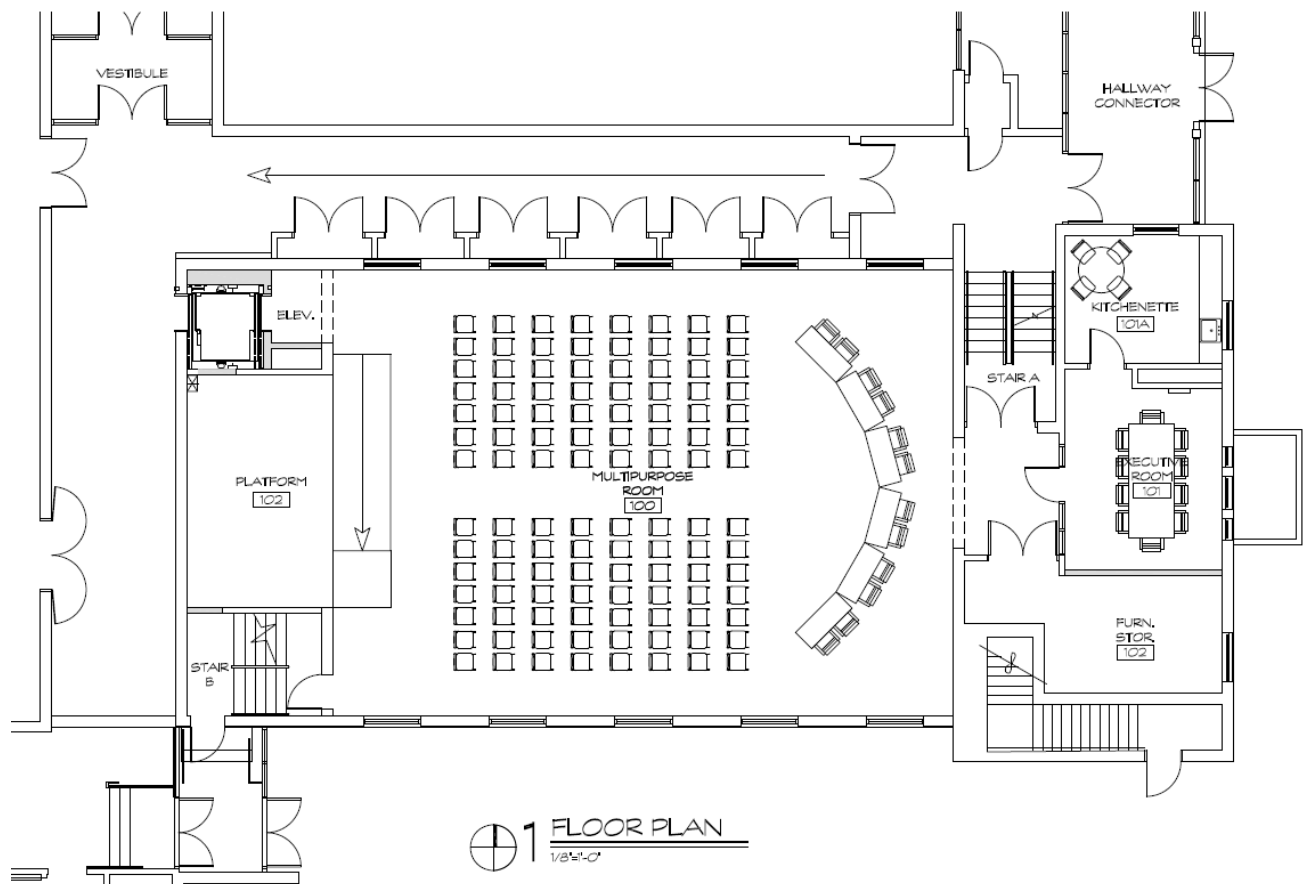
The Teen Center will need small modifications to incorporate the elevator. Some casework in front of the elevator will be removed to create the necessary clearances. The stairs would be relocated. Another potential option could be to open Stair B to the space and eliminate the need for rebuilding.

Furthermore, this plan addresses an enclosed connection to the Town Hall. At the North there is what once may have been a corridor connection. This has since been converted into a storage room. This concept removes the walls to provide a connection to the Town Hall. Additionally, the vestibule to the north is called out as an Alternate. This scope incorporates expanding the vestibule to meet the code minimum of 7 feet clearance between the sets of doors. It incorporates new aluminum storefront windows and doors at both the interior and exterior.

Proposed Option 2

Option 2 is a concept where an elevator would create access to 3 levels, Teen Center, main hallway, and Multipurpose space. Here the stage would be reduced to a platform accessed by a ramp. The surround would remain. This eliminated the need for a 4 stop 3 door elevator and only requires a 3 stop 2 door elevator. The shaft is in the same space and has the same ramifications to the Teen Center.

The main space would be treated the same as Option 1. It will be renovated with same finishes and acoustical treatments: carpeting, dropped ceiling clouds, acoustical wall panels and a fresh coat of paint. The rooms to the east are reconfigured similarly. However, there is no open space in the center. Instead, the conference room /executive session room is in the center. An enclosed Kitchenette is off this room to the north. The restroom is removed and the furniture storage room to the south is accessed in through its location.



This plan addresses an enclosed connection to the Town Hall in a different way. The storage room remains as is. Instead, the exterior canopy would be enclosed to an interior corridor with an aluminum storefront system. The vestibule to the north is called out as an Alternate and remains the same.

Overall, both floor plans provided will accommodate the accessibility required for everyone to use the space. It will accommodate a Council Chambers with and executive session space but also provide the community with a multipurpose space with rich history fit for a multitude of uses.

Fire Protection

Existing

The existing facility is covered by a dry pipe sprinkler system with adequate coverage per NFPA 13.

Proposed Option 1 & 2

Remove existing heads in all areas of work and the new sprinkler system shall cover all renovated areas and be extended into the new additions. Provide all new dry sprinkler heads throughout the area of renovation per the new architectural layout. Provide concealed pendent dry barrel sprinkler heads in areas with ceilings and upright sprinkler heads in exposed areas. Provide all piping, fitting, hangers etc. in support of new architectural program installed in accordance with NFPA 13 and the local AHJ.

Specific installation requirements will be coordinated with local water authority requirements and the contractor will provide hydraulic calculations based on the results of a flow test involving local site fire hydrants.

Dry Piping shall be schedule 40 galvanized steel pipe and threaded fittings for use with pipe 2" and smaller. Schedule 10 pipe and roll grooved fittings for 2-1/2" and larger. Sprinkler heads shall be UL listed and/or FM approved automatic type, of proper temperature range, with installation meeting the conditions of listing and approval. Deflectors shall be marked to indicate proper installation position. Layout and design will comply with local and State codes along with NFPA standards will be required.

Plumbing

Existing

The existing facility is provided with a hand sink on the stage and a bathroom with a sink and toilet. These fixtures will all require demolition and depending on the option, also replacing. Therefore, all piping, fixtures, and plumbing equipment shall be removed and disposed of per new architectural layout. There is an existing hot water heater that will be replaced with a larger unit to handle the new kitchenette load.

Proposed Option 1

Remove sink and associated trim and piping from existing stage. Cut and cap piping back to main plumbing riser. New bathroom sink will be installed in new location based on architectural floor plan. New toilet will be located on existing rough in. New kitchenette will include sink and under counter refrigerator. New drain, water, and vent piping will connect back to closest existing risers. Hot water demands will be met with a new 40 gallon hot water heater. Provide a 40 gallon water heater with thermal expansion tank, all equipment shall be sized to handle the anticipated demands.

Store domestic hot water at 140°F to reduce the growth of legionella. To eliminate potential scald hazards provide a properly sized thermostatic mixing valve to deliver the required temperature per the following criteria:

- Master Mixer, all water heaters require external temperature controls via ASSE 1017 Thermostatic mixing valve to reduce hot water from 140°F to 120°F.
- Hand washing lavatories (bathroom groups) require Tempered water via ASSE 1070 Thermostatic mixing valve to provide 105°F – 110°F water.

Hot water will be distributed at 120°F to all plumbing fixtures throughout the facility. To maintain hot water temperature to remote fixtures a new hot water recirculation system will be provided, including a recirculation pump, time clock, aqua-stat and associated piping.

All plumbing work shall comply with State and local codes along with the latest edition of the International Plumbing Code.

Proposed Option 2

Remove sink and associated trim and piping from existing stage. Cut and cap piping back to main plumbing riser. Remove old toilet, sink and associated trim and piping. Cut and cap piping back to main plumbing riser. New kitchenette will include sink and under counter refrigerator. New drain, water, and vent piping will connect back to closest existing risers. Hot water demands will be met with a new 40 gallon hot water heater. Provide a 40 gallon water heater with thermal expansion tank, all equipment shall be sized to handle the anticipated demands.

Store domestic hot water at 140°F to reduce the growth of legionella. To eliminate potential scald hazards provide a properly sized thermostatic mixing valve to deliver the required temperature per the following criteria:

- Master Mixer, all water heaters require external temperature controls via ASSE 1017 Thermostatic mixing valve to reduce hot water from 140°F to 120°F.
- Hand washing lavatories (bathroom groups) require Tempered water via ASSE 1070 Thermostatic mixing valve to provide 105°F – 110°F water.

Hot water will be distributed at 120°F to all plumbing fixtures throughout the facility. To maintain hot water temperature to remote fixtures a new hot water recirculation system will be provided, including a recirculation pump, time clock, aqua-stat and associated piping.

All plumbing work shall comply with State and local codes along with the latest edition of the International Plumbing Code.

Mechanical

Existing

General:

The systems will be designed in accordance with the State Building Code which include the following.

2018 International Building Code, 2018 International Mechanical Code, 2018 International Plumbing Code, International Energy Conservation Code as well. The systems will also be designed in accordance with the applicable provisions of the Connecticut Fire Safety Code and other applicable standards, ordinances and regulations.

Design Conditions

The HVAC systems will be designed to meet the following design criteria:

Basic Design Parameters:

Building Location:	Glastonbury, CT
Weather Station:	Hartford, CT

	<u>Summer</u>	<u>Winter</u>
Outdoor Design Conditions	91° F db / 72° F wb	3° F db
Indoor Design Conditions	75° F db	72° F db
Indoor Relative Humidity:	50% +/- 10%	

Existing HVAC System:

The Heating for the existing building is provided via a central hot water distribution system from the central boiler plant with hot water finned tube baseboard along the perimeter of the building. The existing boilers and hydronic pumps were replaced approximately 5 years ago with base mounted pumps and two high efficiency condensing boilers.

Although not part of this project's current scope, the existing building facility is currently being controlled by pneumatic controls system. A new central Building Management System (BMS) should be considered.

Existing Ventilation:

The existing ventilation is being provided by an existing exhaust fan located in the attic. The new ventilation equipment will meet the current code requirements for the new renovated spaces.

New Proposed System

We propose that the new HVAC system serving the multipurpose room, executive room, kitchenette and furniture storage to be a variable refrigerant flow (VRF) system that provides heating and air conditioning using one outdoor condensing unit and multiple indoor units.

This arrangement provides an individualized comfort control, and simultaneous heating and cooling in different zones.

We propose a 16-ton Variable Refrigerant Flow Recovery system to heat and cool the renovated areas serving the main level with one outdoor concrete pad mounted condensing unit, controls, condensate piping and all required appurtenances for a complete operational system. The VRF system shall be capable of heating and cooling the zones simultaneously. Refrigerant piping shall be type ACR copper and shall be piped to each indoor unit.

The indoor units shall be ceiling mounted or wall type units. A thermostat will be provided for each zone. A VRF heat recovery branch circuit controller sized for the total connectable indoor unit capacity will control the energy recovery process and distribute refrigerant from the outdoor unit to the indoor units.

Ventilation System:

We propose using a sensible and latent type energy recovery ventilation unit and supply duct to provide ventilation to new spaces. An exhaust and outdoor air intake louvers will be provide and duct to the energy recovery unit. Location of each louver shall meet all clearances required by the mechanical code.

Control System

Provide a local DDC master controller to operate and monitor indoor units through the touch screen. The system shall include all power, transformers, thermostats, sensor, wiring and other accessories required for a complete installation. System shall include all hardware to operate as specified. Controls shall be provided by the Variable Refrigerant Flow (VRF) system manufacturer and shall be capable of monitoring and control of the energy recovery system.

The Direct Digital Control (DDC) technology shall be used to provide the functions necessary for control of mechanical systems and terminal devices on this project. The system shall be programmed for occupied/unoccupied cycles for mechanical equipment with an override feature for spaces that would be utilized after – hours. The BAS shall be accessible from any Web browser, with proper authorization.

HVAC Control – Central Building Automation System (BAS) ADD Alternate

The controls serving the entire facility at present are obsolete pneumatic controls which are past their useful service life and in need of replacement. Although not part of the scope of this RFP, it is recommended that the controls be upgraded to an electronic DDC system with BACnet compatibility. New controls intended for this are within the scope of this project will be able to be forward compatible to any BACnet installation eventually undertaken.

Electrical

Existing

The existing facility is fed from the Town Hall building right next door. The MDP serves multiple panels throughout the facility, especially the panels which are located nearby the proposed work area.

The nearby panels consist of several load centers, one of which contains a 100A main circuit breaker & is rated for 120/208V. Another load center is located in the server/IT room & is fed from the panel next to it with a 3-pole 60A circuit breaker, rated for 120/208V. The panel serving it is Panel C & is 200A 120/208V, although panel C appears to have limited circuit breakers. There is a 400A 240V panel located nearby the stage which has limited circuit breakers as well.

The existing space has limited receptacles located throughout, besides for the caged area which appears to have multiple quad receptacles & should have plenty of power in that one corner. The receptacles are a mixture of recessed & surface mounted, using wiremold as raceway to power the device. The receptacles throughout are in decent condition but will need to be removed or replaced since they won't meet code for the space.

Lighting for the existing space consists of pendant mounted 2'x4' fluorescent fixtures which are also mounted to Unistrut to ensure the structural integrity of the fixtures. There are also linear surface mount fluorescent fixtures in the storage areas as well as general areas. All fixtures appear to be in working condition but are old & should be replaced. Lighting controls for the spaces consist of single pole toggle switches which are working, but in fair condition & should be replaced.

Exit signs were found throughout the space in locations they should be & appear to be in working condition, but they are old & should be replaced. Twinhead emergency fixtures were located in minimal locations throughout the space & don't appear to meet the required egress requirements. New fixtures would be recommended & also required by code.

Minimal data or phone jacks were found throughout the area, while they appear to be in fair condition, they are most likely using outdated CAT cabling & an upgrade should be warranted. Several speakers were found in the area surface mounted to the ceiling; these appear to be outdated & in use of an upgrade.

The FACP (Fire Alarm Control Panel) is located in the facilities office, it is an addressable panel by Honeywell. The devices found throughout the space consist of horn/strobes & manual pull stations. Most devices appear to be fairly new & are in great condition. There are several locations where horn/strobes or pull stations should be located by code but are missing. More devices will need to be added to meet current code.

Proposed Option 1

Most panels are fairly full according to the panel schedules & there are many new circuits that will need to be added, due to the use of the space, code & new equipment. Existing panels that have some available space can be used to power the various 120V 20A circuits. There are several pieces of new equipment being added including the elevator & mechanical equipment, some of these devices require a lot of power & are 3-phase, which will take up many of the spare breaker spaces. Therefore, it is assumed a new subpanel will need to be added, powered off the 400A panel to serve the new equipment. This will most likely be a 100A, 3-phase panel.

Due to code for the Multipurpose Room, Kitchenette & Conference Room many new receptacles will need to be added. There will also need to be multiple floor boxes added to the Multipurpose Room & Conference Room to meet code. The Kitchenette will have receptacles added above the counter to meet the spacing & circuiting requirements by code. These receptacles will be grouped together & their branch circuits will have a homerun back to one of the nearby panels. The current LAV doesn't have a call for aid pullstring or corridor light/buzzer which is required by CT code, this will need to be added.

Lighting for the Multipurpose Room will consist of downlights recessed in the clouds, as well as pendants on the Stage. The elevator will have several linear vaportight fixtures located at the top of shaft & in the pit, the lighting levels will be calculated to ensure it meets the minimum code requirements. The Kitchenette, LAV & Corridor spaces will contain downlights, while the Furniture Storage will contain utility strips. The Conference Room will contain a pendant over the table as well as downlights surrounding the table. All fixtures will be LED to ensure the best efficiency & cost savings. Controls for the lighting will consist of dimmer switches for most spaces besides for the LAV & Furniture Storage, those spaces will contain occupancy sensor switches. For the spaces which use dimmer switches, ceiling mounted occupancy sensors will be added to ensure the lights will be off if there are no people in the space.

Existing exit signs will be replaced with new LED one's located in the same place as the removed one's. New exit signs will need to be added to the area where the new hallway was created. Emergency lighting will be covered via battery packs integral to the light fixtures. All existing outdated twinhead emergency fixtures will be removed & disposed of.

Data & voice jacks will be located within the floor boxes which will be located under the furniture for the Multipurpose & Conference Rooms. Data jacks will also be added to any area where a display or smartboard would be added, as well as any space where there is a computer. All data & voice cabling will be brought back to the IT room. Microphone jacks will be added to the Multipurpose & Conference Room via the floor boxes. Speakers will be added to both rooms as well which will be recessed in the ceiling or clouds. These devices will be connected back to a local sound system which will be located nearby or in the space itself, whatever makes the most sense. All category cabling will be CAT 6A or better.

Addressable fire alarm horn/strobes & strobes will be added to spaces in order to meet the current code since most rooms currently don't have a device. Smoke & heat

detectors will be added to the elevator shaft to meet code, as well as smoke detectors located outside of the elevator door openings. Smoke & heat detectors will also be added to the Furniture Storage as well as the Kitchenette. Manual pull stations will need to be installed next to the exit doors. All devices will be addressable & connected back to the FACP.

Proposed Option 2

Most panels are fairly full according to the panel schedules & there are many new circuits that will need to be added, due to the use of the space, code & new equipment. Existing panels that have some available space can be used to power the various 120V 20A circuits. There are several pieces of new equipment being added including the elevator & mechanical equipment, some of these devices require a lot of power & are 3-phase, which will take up many of the spare breaker spaces. Therefore, it is assumed a new subpanel will need to be added, powered off the 400A panel to serve the new equipment. This will most likely be a 100A, 3-phase panel.

Due to code for the Multipurpose Room, Kitchenette & Executive Room many new receptacles will need to be added. There will also need to be multiple floor boxes added to the Multipurpose Room & Executive Room to meet code. The Kitchenette will have receptacles added above the counter to meet the spacing & circuiting requirements by code. These receptacles will be grouped together & their branch circuits will have a homerun back to one of the nearby panels.

Lighting for the Multipurpose Room will consist of downlights recessed in the clouds, as well as pendants filling in the gaps at the edge of the clouds & on the Platform. The elevator will have several linear vaportight fixtures located at the top of shaft & in the pit, the lighting levels will be calculated to ensure it meets the minimum code requirements. The Kitchenette & Corridor spaces will contain downlights, while the Furniture Storage will contain utility strips. The Executive Room will contain a pendant over the table as well as downlights surrounding the table. All fixtures will be LED to ensure the best efficiency & cost savings. Controls for the lighting will consist of dimmer switches for most spaces besides for the Furniture Storage, that space will contain an occupancy sensor switch. For the spaces which use dimmer switches, ceiling mounted occupancy sensors will be added to ensure the lights will be off if there are no people in the space.

Existing exit signs will be replaced with new LED one's located in the same place as the removed one's. Exit signs will need to be added to the new Hallway Connector. Emergency lighting will be covered via battery packs integral to the light fixtures. All existing outdated twinhead emergency fixtures will be removed & disposed of.

Data & voice jacks will be located within the floor boxes which will be located under the furniture for the Multipurpose & Executive Rooms. Data jacks will also be added to any area where a display or smartboard would be added, as well as any space where there is a computer. All data & voice cabling will be brought back to the IT room. Microphone jacks will be added to the Multipurpose & Executive Rooms via the floor boxes. Speakers will be added to both rooms as well which will be recessed in the ceiling or clouds. These devices will be connected back to a local sound system which

will be located nearby or in the space itself, whatever makes the most sense. All category cabling will be CAT 6A or better.

Addressable fire alarm horn/strobes & strobes will be added to spaces in order to meet the current code since most rooms currently don't have a device. Smoke & heat detectors will be added to the elevator shaft to meet code, as well as smoke detectors located outside of the elevator door openings. Smoke & heat detectors will also be added to the Furniture Storage as well as the Kitchenette. Manual pull stations will need to be installed next to the exit doors. All devices will be addressable & connected back to the FACP.

Alternate 1

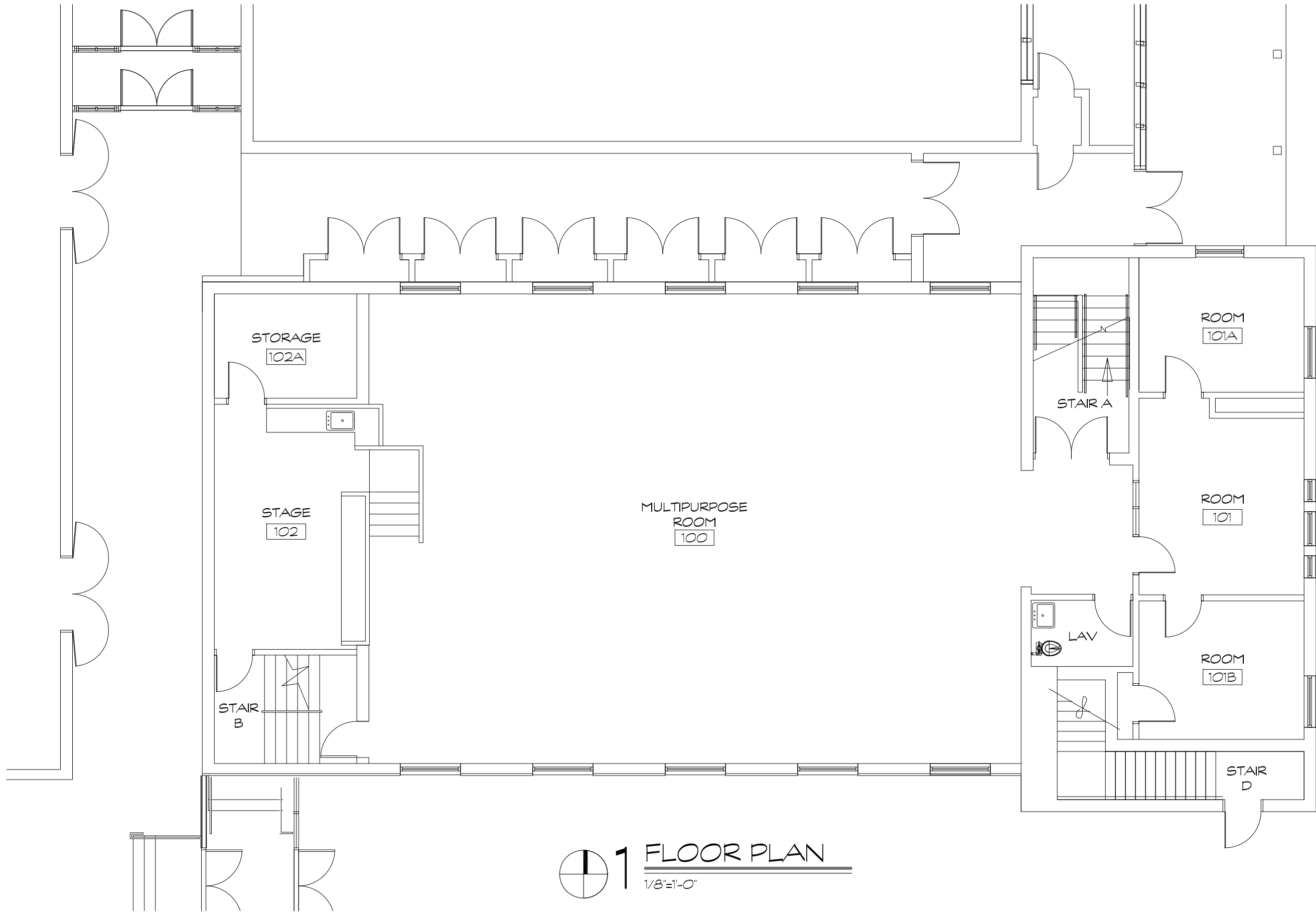
Exit sign as well as fire alarm manual pull station & horn/strobe will need to be relocated so they are in line with the new location of the vestibule doors. The lighting will also need to be relocated so it is centered in the space, any light fixture that falls on top of the new location for the doors will need to be relocated as well.

SECTION II – FLOOR PLANS

Existing

Option 1

Option 2

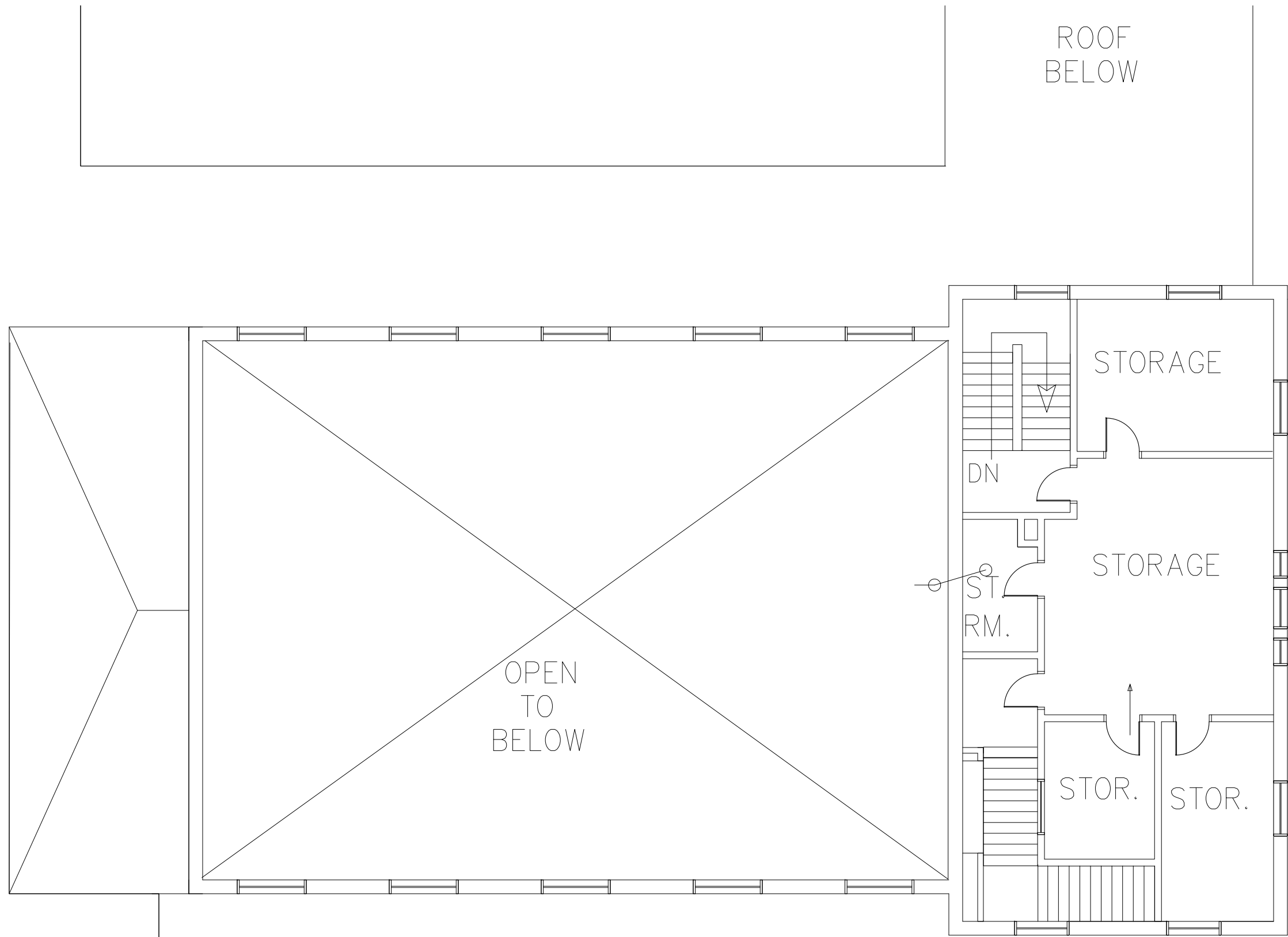



1 FLOOR PLAN
 1/8"=1'-0"



EXISTING MAIN LEVEL

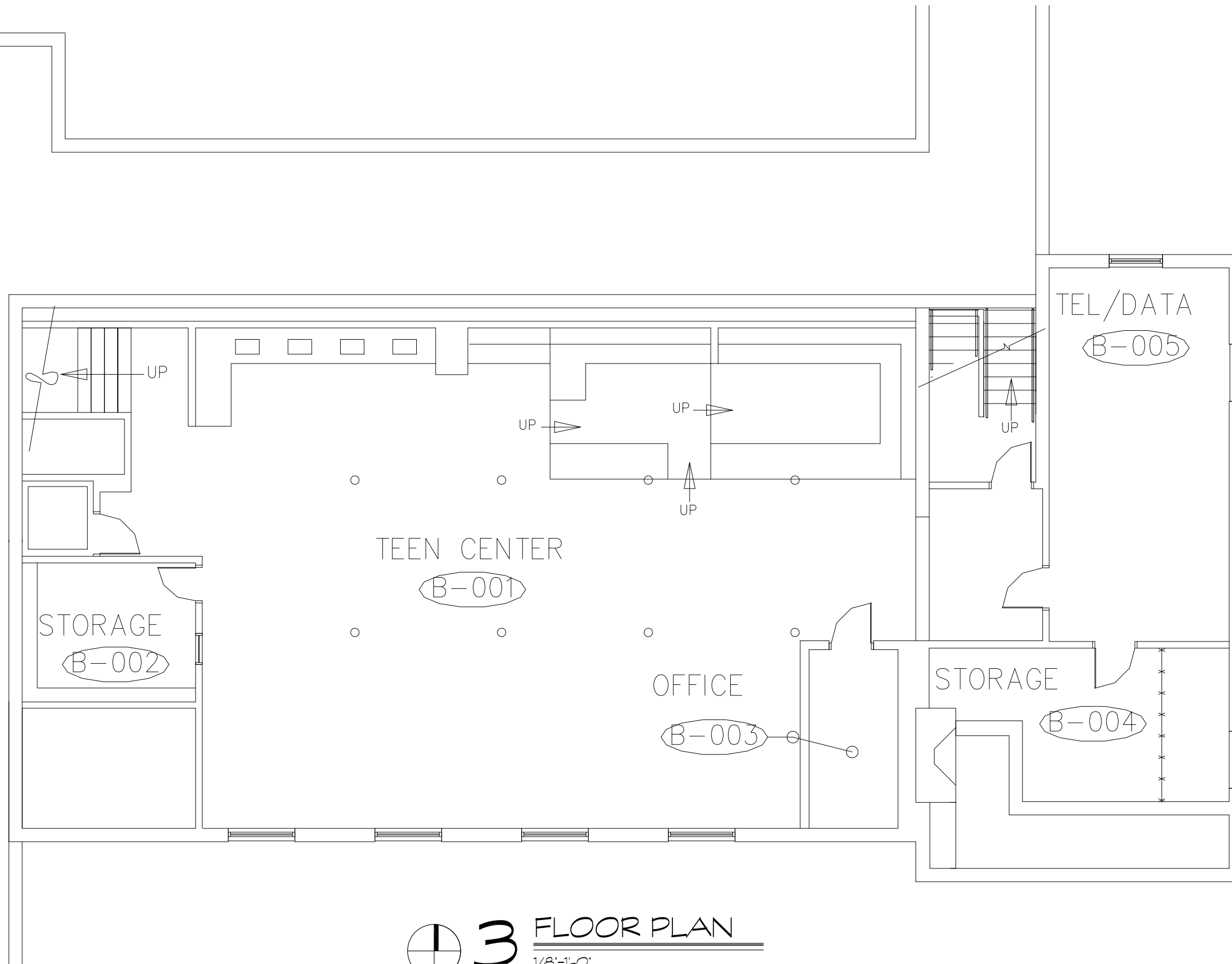


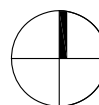



2 FLOOR PLAN
 1/8"=1'-0"

EXISTING UPPER LEVEL



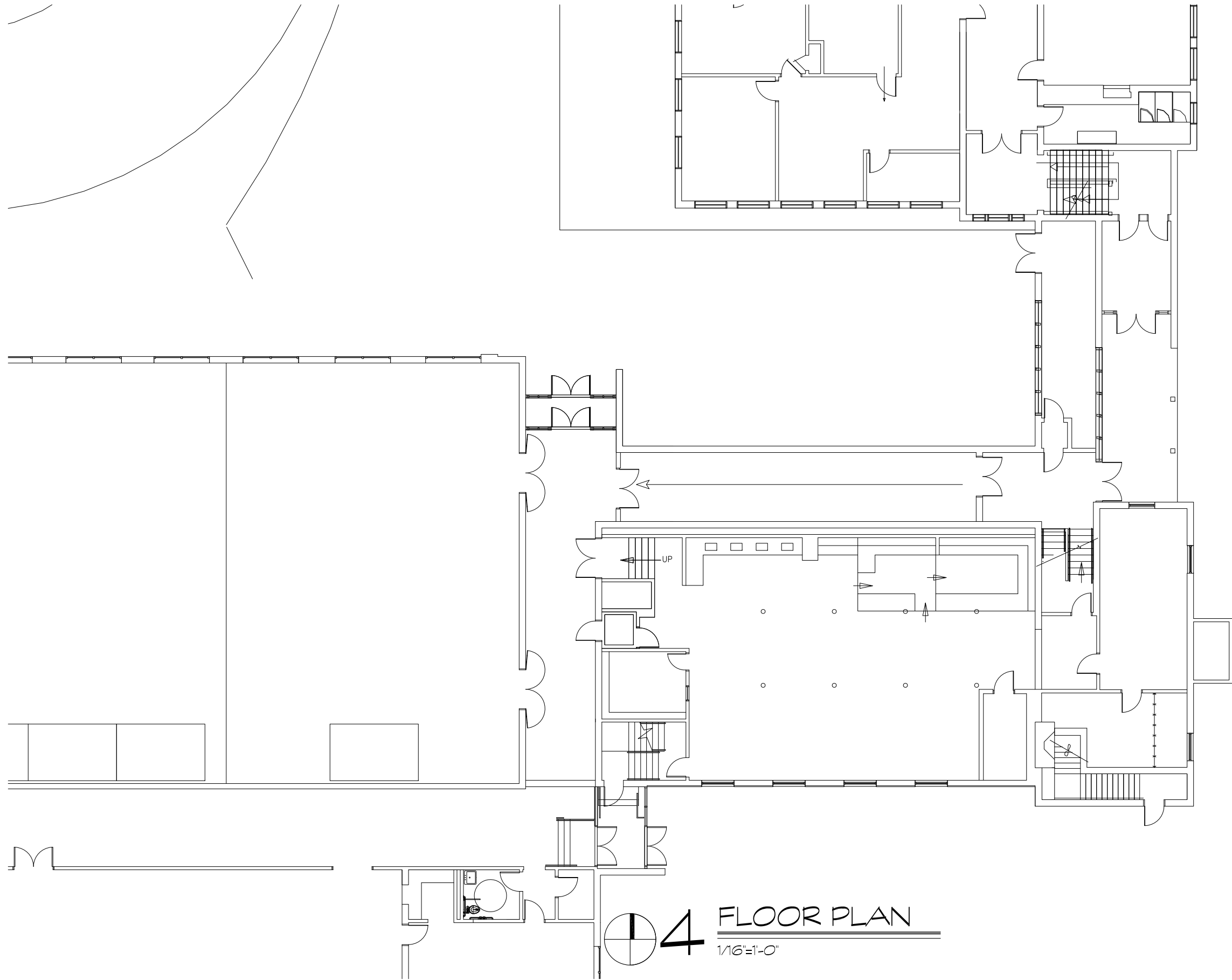



3 FLOOR PLAN
 1/8"=1'-0"



EXISTING LOWER LEVEL: TEEN CENTER






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

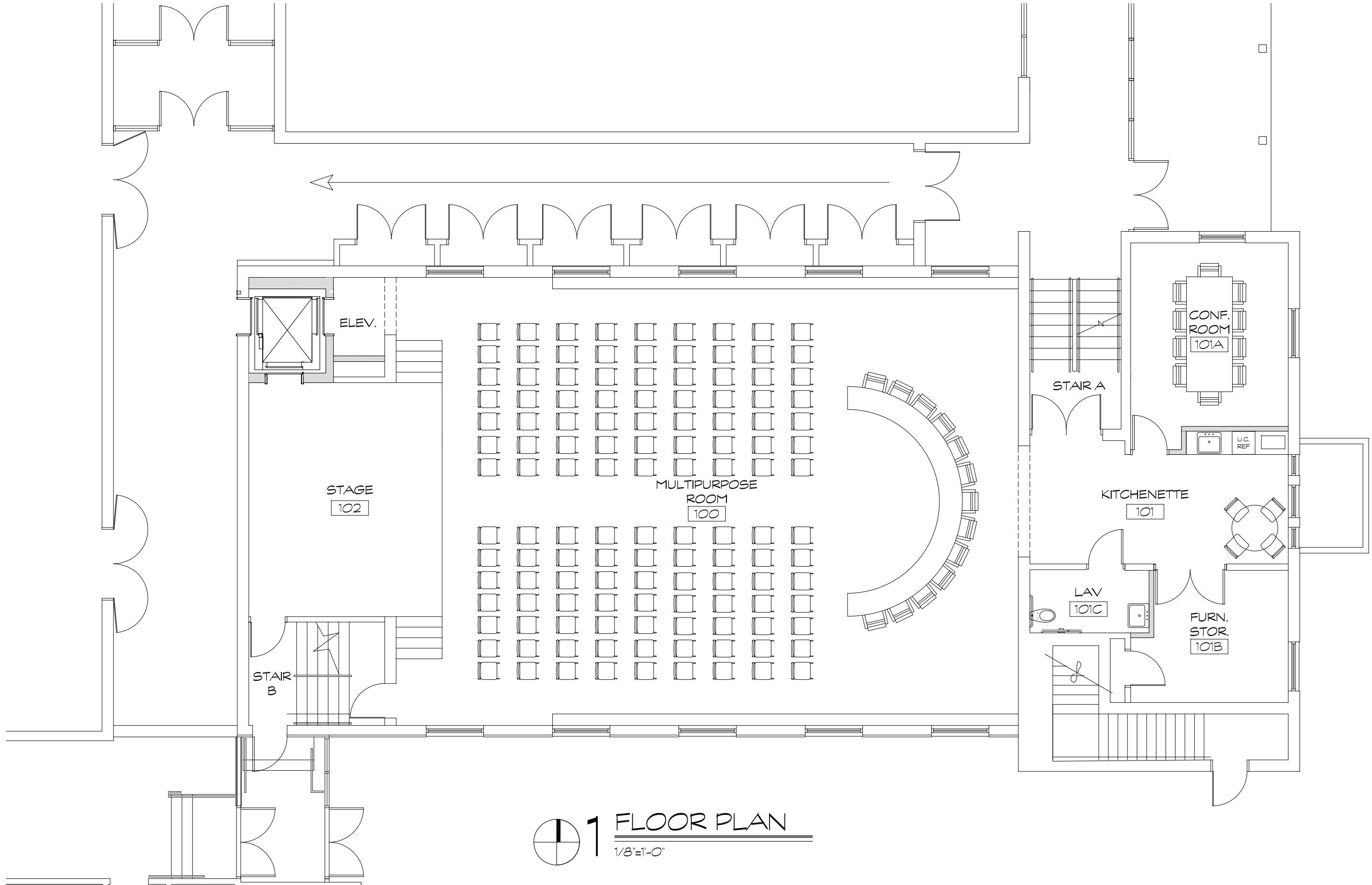


Glastonbury Town Hall
Williams Memorial Study
 2155 Main Street
 Glastonbury, CT 06033

EXISTING MAIN LEVEL



SILVER/PETRUCELLI + ASSOCIATES
Architects / Engineers / Interior Designers
 3190 Whitney Avenue, Hamden, CT 06518-2340
 One Post Hill Place, New London, CT 06320
 Tel. 203 230 9007 Fax. 203 230 8247
 silverpetrucci.com




1 FLOOR PLAN
 1/8"=1'-0"

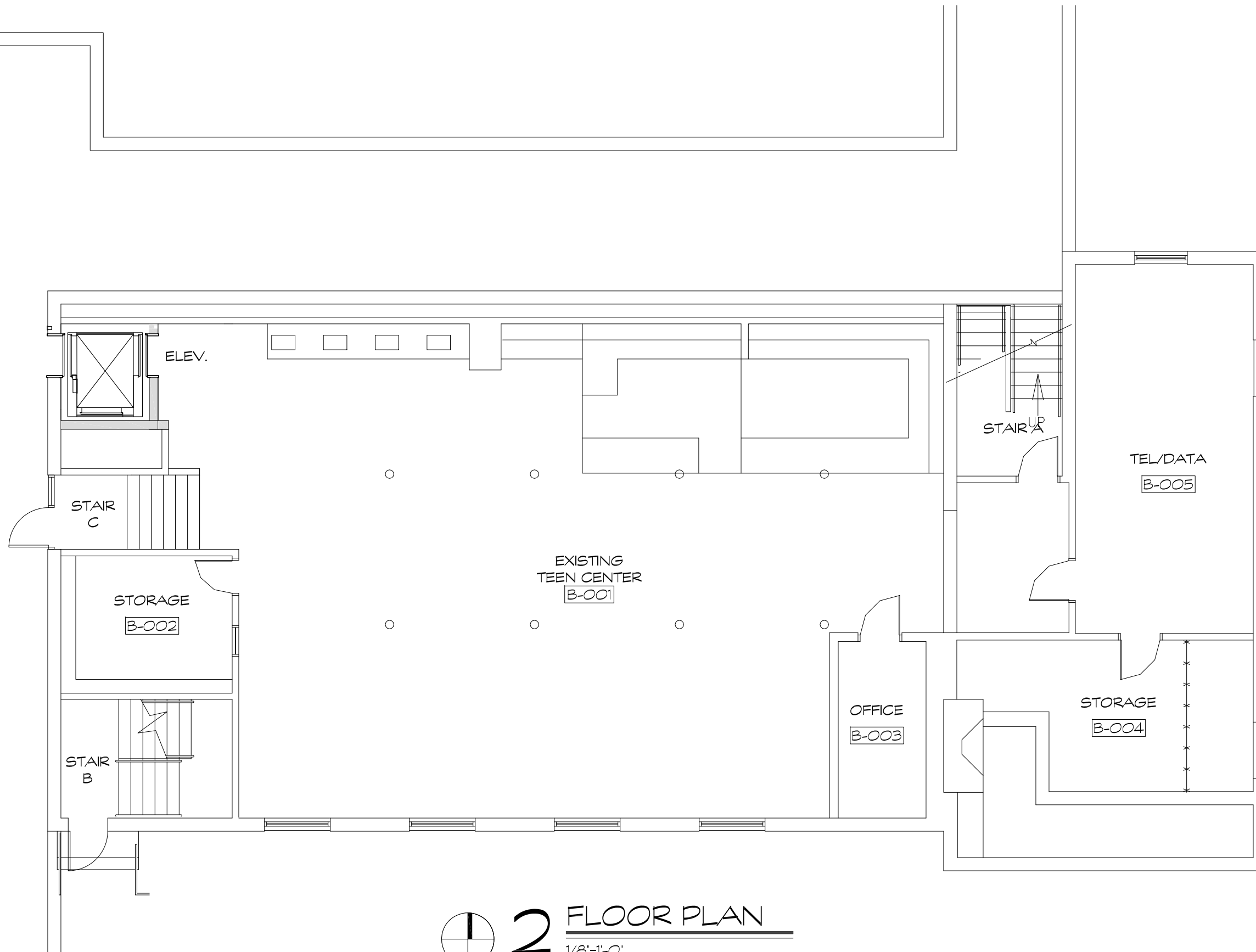


Glastonbury Town Hall
Williams Memorial Study
 2155 Main Street
 Glastonbury, CT 06033

OPTION 1: MAIN LEVEL

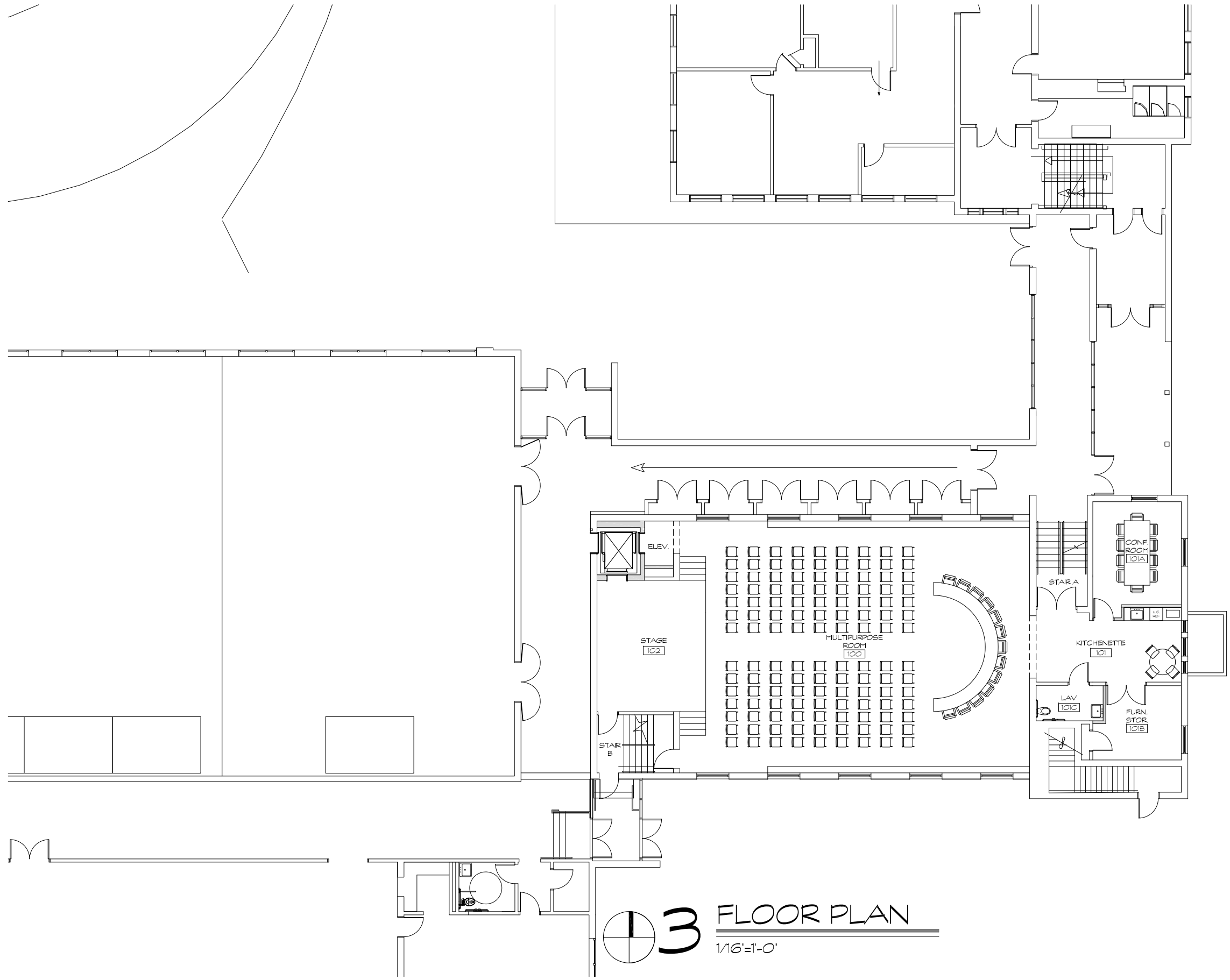


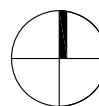
SILVER/PETRUCELLI + ASSOCIATES
Architects / Engineers / Interior Designers
 3190 Whitney Avenue, Hamden, CT 06518-2340
 One Post Hill Place, New London, CT 06320
 Tel. 203 230 9007 Fax. 203 230 8247
 silverpetrucci.com



OPTION 1: LOWER LEVEL TEEN CENTER






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

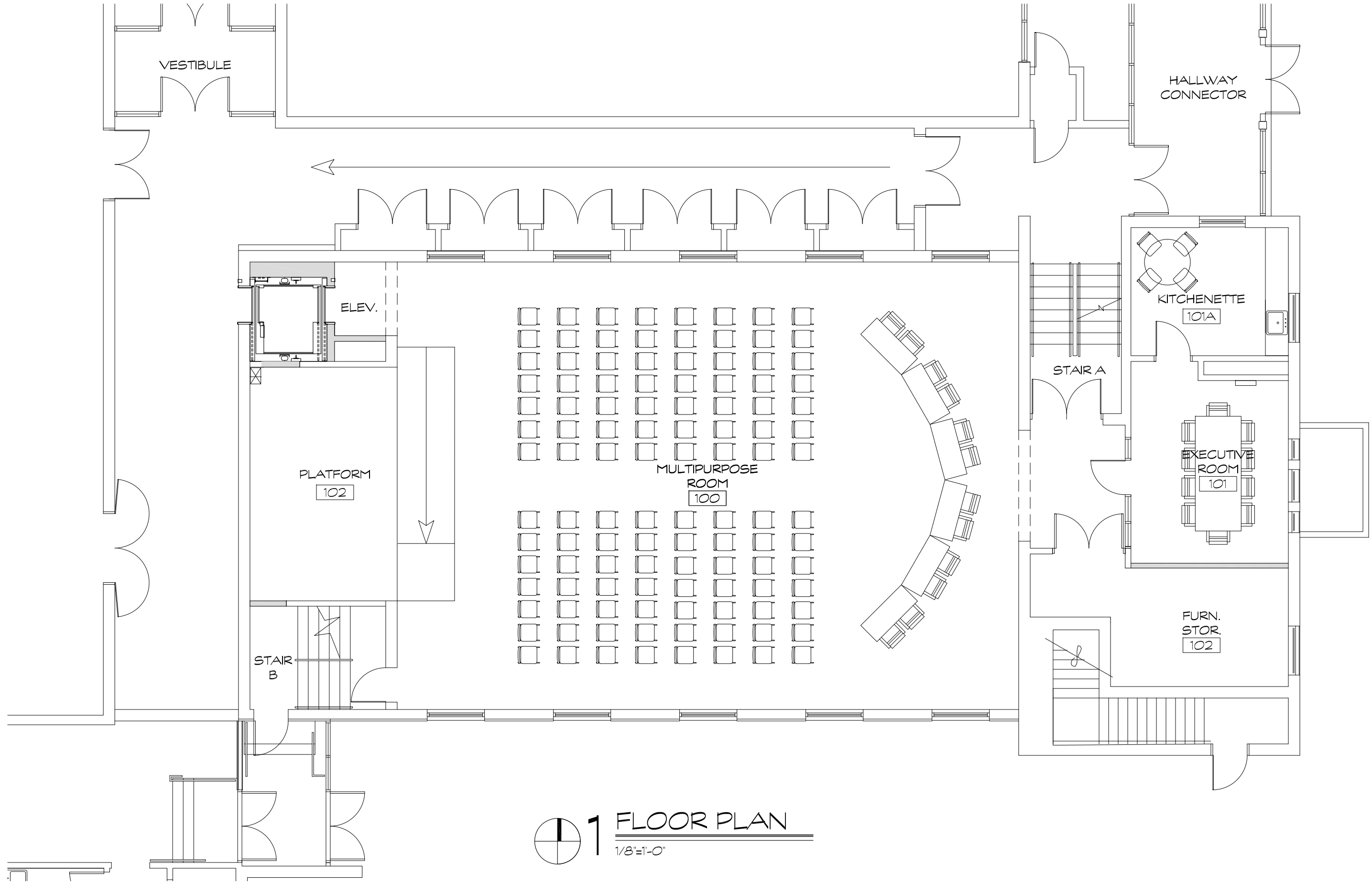


Glastonbury Town Hall
Williams Memorial Study
 2155 Main Street
 Glastonbury, CT 06033

OPTION 1: OVERALL MAIN LEVEL



SILVER/PETRUCELLI + ASSOCIATES
Architects / Engineers / Interior Designers
 3190 Whitney Avenue, Hamden, CT 06518-2340
 One Post Hill Place, New London, CT 06320
 Tel. 203 230 9007 Fax. 203 230 8247
 silverpetrucci.com

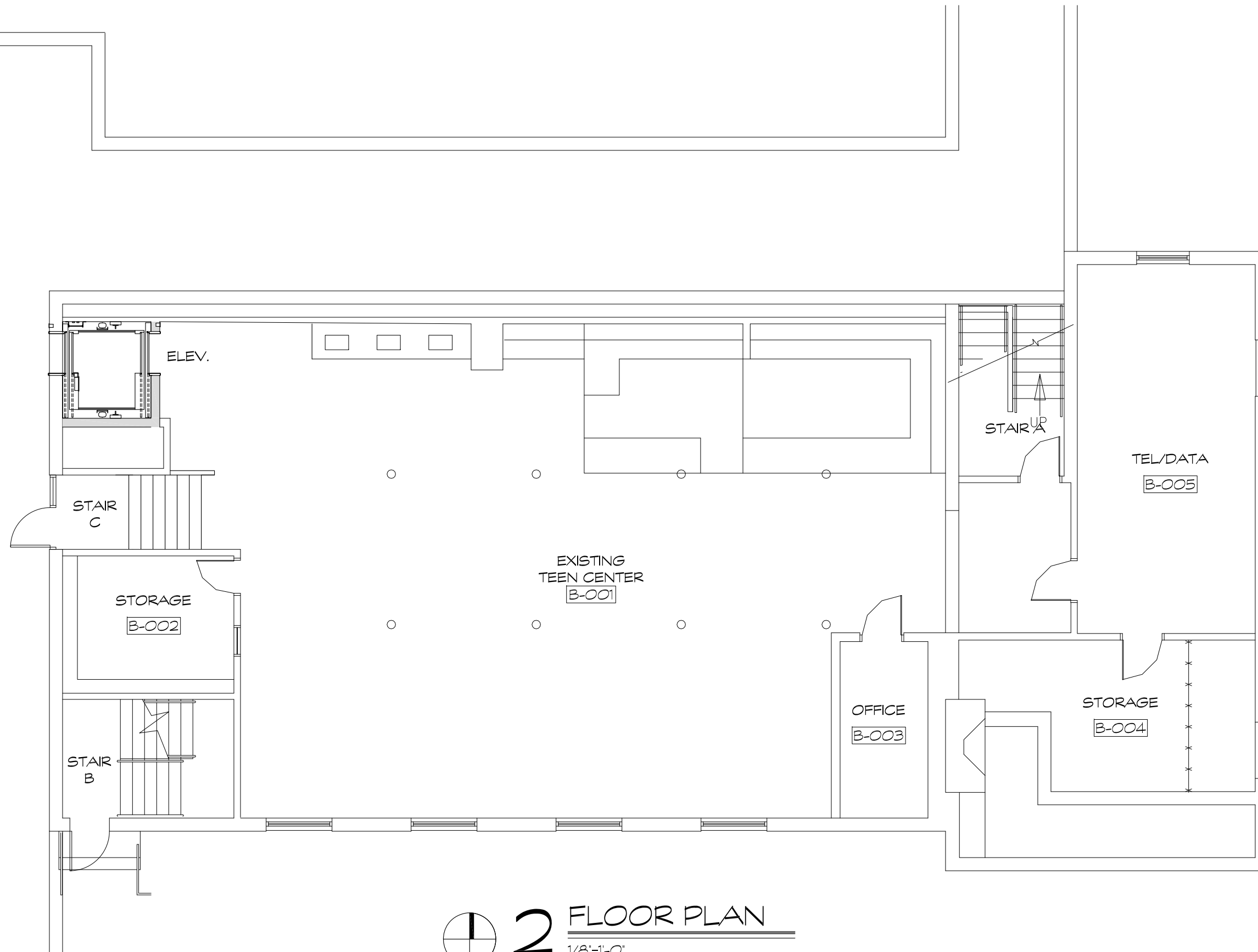



1 FLOOR PLAN
 1/8"=1'-0"



OPTION 2: MAIN LEVEL





2 FLOOR PLAN
 1/8"=1'-0"

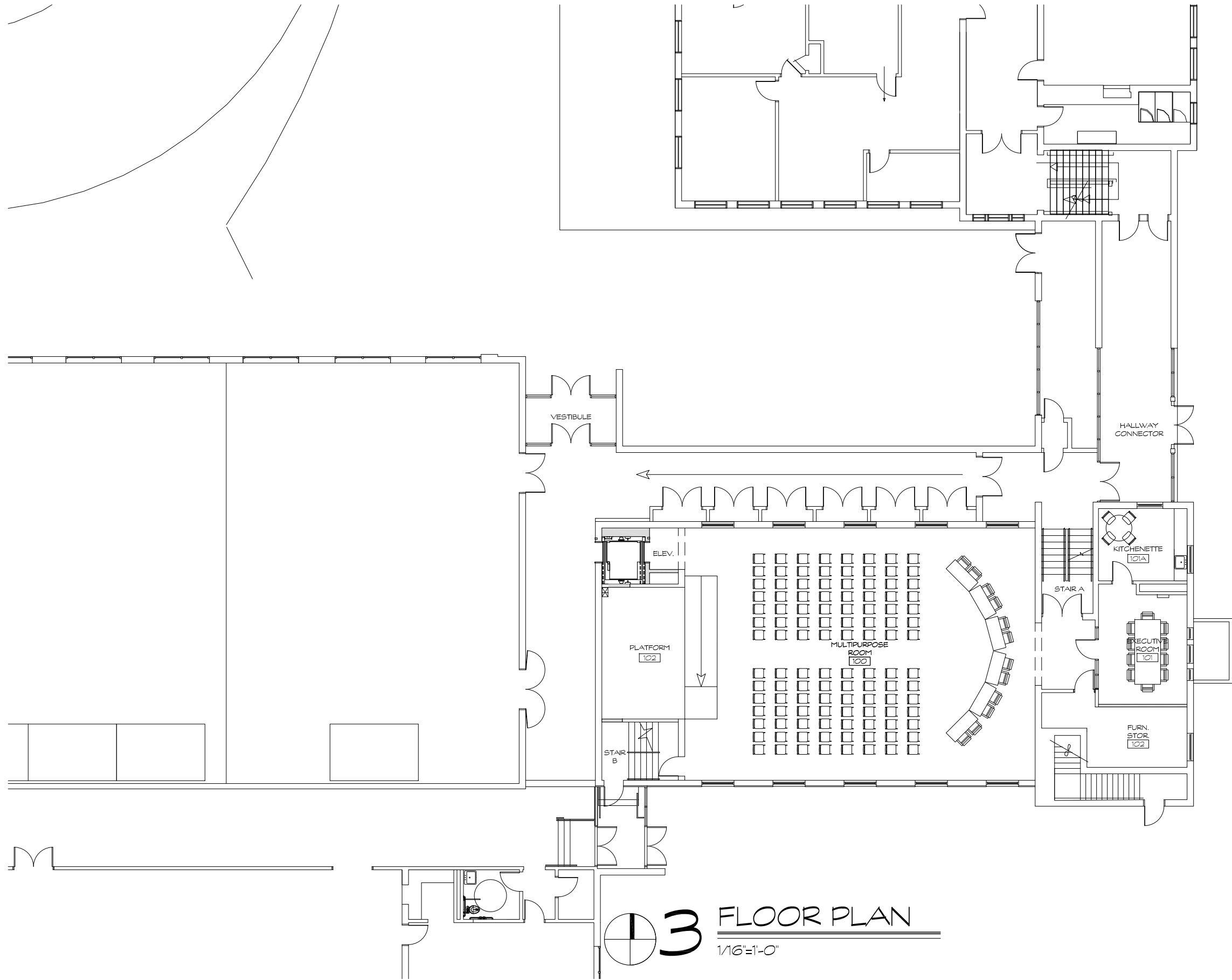


Glastonbury Town Hall
 Williams Memorial Study
 2155 Main Street
 Glastonbury, CT 06033

OPTION 2: LOWER LEVEL TEEN CENTER



SILVER/PETRUCELLI + ASSOCIATES
 Architects / Engineers / Interior Designers
 3190 Whitney Avenue, Hamden, CT 06518-2340
 One Post Hill Place, New London, CT 06320
 Tel. 203 230 9007 Fax. 203 230 8247
 silverpetrucci.com




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



Glastonbury Town Hall
 Williams Memorial Study
 2155 Main Street
 Glastonbury, CT 06033

OPTION 2: OVERALL MAIN LEVEL



SILVER/PETRUCELLI + ASSOCIATES
 Architects / Engineers / Interior Designers
 3190 Whitney Avenue, Hamden, CT 06518-2340
 One Post Hill Place, New London, CT 06320
 Tel. 203 230 9007 Fax. 203 230 8247
 silverpetrucci.com

SECTION III - ESTIMATES

Option 1 Preliminary Design Estimate

Task	Unit	Takeoff Quantity	Total Cost / Unit	Total Project Development Cost
Division 1 - General Requirements				
01 21 16.50 Contingencies (design)	Total Cost	1	10.00%	\$136,038.20
01 00.00 General Conditions	Project	1	15.00%	\$204,057.30
01 74 13.20 Cleaning Up (final)	Job	1	0.30%	\$4,081.15
01 76 13.20 Temporary Protection	SF	3,200	\$1.30	\$4,160.00
Subtotal				\$348,337
Division 2 - Existing Conditions				
Selective Demolition	SF	3,200	\$30.00	\$96,000
Dumpsters	EA	4	\$1,000	\$4,000
02 82 13.43 Bulk Asbestos removal (allowance)	LS		\$50,000	\$50,000
Subtotal				\$150,000
Division 3 - Concrete				
03 30 53.40 cast in place concrete - Foundations & Footings	CY	15	\$900.00	\$13,500
03 30 53.40 cast in place concrete - Slabs	SF	150	\$30.00	\$4,500
Subtotal				\$18,000
Division 4 - Masonry				
04 05 16.30 Masonry & CMU	SF	1,100	\$50	\$55,000
Subtotal				\$55,000
Division 5 - Metals				
05 12 00 Structural Steel ~14lbs/s.f.	LS	1	\$2,000	\$2,000
05 73 23.50 Metal Railings (stairs)	LF	95	\$200.00	\$19,000
05 40 00 Metal Stud (partitions w/ gyp & batt)	SF	250	\$20.00	\$5,000
Steel lintels	LF	6	\$35.00	\$210
Subtotal				\$26,210
Division 6 - Woods, Plastics & Composites				
06 20 23 Interior Finish Carpentry (Base Cabinetry)	LF	10	\$500.00	\$5,000
06 20 23 Interior Finish Carpentry (Upper Cabinetry)	LF	10	\$400.00	\$4,000
Shelving allowance (modify/fix existing perimeter)	LS	1	\$3,000.00	\$3,000
Window Sills	LF	86	\$60.00	\$5,160
Framing: Stage and stairs	LS	1	\$10,000.00	\$10,000
Subtotal				\$27,160

Option 1 Preliminary Design Estimate

Division 7 - Thermal & Moisture Protection				
07 92 13.20 Caulking & Sealants	LS	1	\$5,000.00	\$5,000
Subtotal				\$5,000
Division 8 - Openings				
08 43 13.10 Aluminum Framed Entrance Door (single)	EA	3	\$1,000.00	\$3,000
08 43 13.10 Aluminum Framed Entrance Door (double)	EA	3	\$2,000.00	\$6,000
08 71.20.15 Door Hardware	EA	6	\$1,200.00	\$7,200
08 41 26.10 Window Walls Aluminum	SF	216	\$125.00	\$27,000
New windows at Multipurpose room	EA	10	\$8,000.00	\$80,000
Subtotal				\$123,200
Division 9 - Finishes				
09 91 23.74 Interior Painting (at existing areas)	SF	6,000	\$2.50	\$15,000
09 91 23.39 Interior Painting (painted door trim)	EA	4	\$200.00	\$800
09 51 23.10 Suspended Ceilings (new and existing)	SF	1,055	\$6.00	\$6,330
Ceiling Clouds	SF	1,200	\$12.00	\$14,400
09 30 13.10 Ceramic Tiling (toilet room)	SF	60	\$10.00	\$600
09 30 13.10 Ceramic Tiling (toilet room wall tile)	SF	130	\$8.00	\$1,040
09 65 13 Rubber base	LF	398	\$4.00	\$1,592
VCT flooring	SF	506	\$5.00	\$2,530
Carpet tiles	SY	263	\$45.00	\$11,835
Wood floor (stage)	SF	350	\$18.00	\$6,300
Subtotal				\$60,427
Division 10 - Specialties				
10 28 13.13 Washroom Accessories (mirror)	EA	1	\$250.00	\$250
10 28 13.13 toilet Accessories (36" grab bar)	EA	1	\$75.00	\$75
10 28 13.13 toilet Accessories (42" grab bar)	EA	1	\$80.00	\$80
10 28 13.13 toilet Accessories (18" v. grab bar)	EA	1	\$65.00	\$65
10 28 13.13 toilet Accessories (toilet paper)	EA	1	\$55.00	\$55
10 28 13.13 toilet Accessories (paper towel disp.)	EA	1	\$375.00	\$375
10 28 13.13 toilet Accessories (soap disp.)	EA	1	\$90.00	\$90
10 28 13.13 toilet Accessories (robe hook)	EA	1	\$45.00	\$45
10.44 16.13 Portable Fire Extinguisher	EA	1	\$125.00	\$125
Subtotal				\$1,160
Division 12 - Furnishings				
12 24 13.10 Roller Window Shades	EA	10	\$500.00	\$5,000
09 84 13 - Fixed Sound-Absorptive Panels	LS	1	\$10,000.00	\$10,000
Furniture allowance	LS	1	\$50,000.00	\$50,000
Subtotal				\$65,000

Option 1 Preliminary Design Estimate

Division 14 - Conveying Equipment				
4 stop 3 door Elevator	LS	1	\$275,000.00	\$275,000
Subtotal				\$275,000
Division 21 - Fire Suppression				
Demolition Costs	LS	1	\$12,500.00	\$12,500
Full sprinkler system at New	LS	1	\$114,500.00	\$114,500
Startup/shutdown, general conditions	LS	1	\$5,000.00	\$5,000
Subtotal				\$132,000
Division 22 - Plumbing				
Demolition Costs	LS	1	\$3,500.00	\$3,500
Startup/shutdown, general conditions	LS	1	\$3,600.00	\$3,600
Fixtures, associated piping	EA	3	\$5,000.00	\$15,000
New supply and DWV mains, and a 40 gallon water heater with accessories	LS	1	\$15,000.00	\$15,000
Subtotal				\$37,100
Division 23 - Heating, Ventilating & AC				
New Controls	LS	1	\$70,000.00	\$70,000
New Energy Recovery Ventilation	LS	1	\$18,000.00	\$18,000
New VRF Hyper Heat System	LS	1	\$80,000	\$80,000
Mechanical Demo	LS	1	\$10,000	\$10,000
New Ductwork, Grills & Louvers	LS	1	20,000	\$20,000
Subtotal				\$198,000
Division 26 - Electrical				
26 09 23 Lighting Control Devices	LS	1	\$4,850.00	\$4,850
26 24 16 Panelboards	LS	1	\$4,525.00	\$4,525
26 27 26 Wiring Devices	LS	1	\$53,250.00	\$53,250
26 28 16 Enclosed Switches and Circuit Breakers	LS	1	\$14,500.00	\$14,500
26 51 19 Interior LED Lighting	LS	1	\$73,000.00	\$73,000
26 52 13 Emergency and Exit Lighting	LS	1	\$5,000.00	\$5,000
Subtotal				\$155,125
Division 27 - Communications				
27 15 13 Communications Copper Horizontal Cabling	LS	1	\$4,750.00	\$4,750
27 51 16 Public Address Systems	LS	1	\$13,750.00	\$13,750
Subtotal				\$18,500
Division 28 - Electronic Safety & Security				
28 31 11 Digital, Addressable Fire Alarm System	LS	1	\$13,500.00	\$13,500
Subtotal				\$13,500

Option 1 Preliminary Design Estimate

Construction Total				\$1,708,719
Escalation @ 5%				\$85,436
Escalated Construction Total (date)				\$1,794,155
Owners Contingency @ 10%				\$179,415
Subtotal				\$1,973,570
Anticipated Material & Testing Fees				\$25,000
Anticipated Design Fees				\$138,150
Total Project Cost				\$2,136,720
Cost Per S.F.				\$ 668
Alternate #1 - Vestibule				
Selective Demolition	SF	100	\$25.00	\$2,500
08 43 13.10 Aluminum Framed Entrance Door (dout	EA	2	\$2,000.00	\$4,000
08 71.20.15 Door Hardware	EA	2	\$1,200.00	\$2,400
08 41 26.10 Window Walls Aluminum	SF	140	\$125.00	\$17,500
09 91 23.74 Interior Painting	SF	112	\$2.50	\$280
09 51 23.10 Suspended Ceilings	SF	100	\$6.00	\$600
09 65 13 Rubber Base	LF	14	\$4.00	\$56
VCT flooring	SF	100	\$5.00	\$500
26 51 19 Interior LED Lighting	LS	1	\$1,000.00	\$1,000
26 52 13 Emergency and Exit Lighting	LS	1	\$250.00	\$250
28 31 11 Digital, Addressable Fire Alarm System	LS	1	\$500.00	\$500
Subtotal				\$29,586
01 21 16.50 Contingencies (design)	Total Cost	1	10.00%	\$2,958.60
01 00.00 General Conditions	Project	1	15.00%	\$4,437.90
Construction Total				\$36,983
Escalation @ 5%				\$1,849
Escalated Construction Total				\$38,832
Owners Contingency @ 10%				\$3,883
Subtotal				\$42,715
Anticipated Design Fees				\$2,990
Vestibule Total Project Cost				\$45,705
HVAC Controls				
HVAC Control-Central Building Automation System	SF		\$10.00	\$0

Option 2 Preliminary Design Estimate

Task	Unit	Takeoff Quantity	Total Cost / Unit	Total Project Development Cost
Division 1 - General Requirements				
01 21 16.50 Contingencies (design)	Total Cost	1	10.00%	\$131,306.50
01 00.00 General Conditions	Project	1	15.00%	\$196,959.75
01 74 13.20 Cleaning Up (final)	Job	1	0.30%	\$3,939.20
01 76 13.20 Temporary Protection	SF	3,200	\$1.30	\$4,160.00
Subtotal				\$336,365
Division 2 - Existing Conditions				
Selective Demolition	SF	3,200	\$35.00	\$112,000
Dumpsters	EA	4	\$1,000	\$4,000
02 82 13.43 Bulk Asbestos removal (allowance)	LS		\$50,000	\$50,000
Subtotal				\$166,000
Division 3 - Concrete				
03 30 53.40 cast in place concrete - Foundations & Footings	CY	15	\$900.00	\$13,500
03 30 53.40 cast in place concrete - Slabs	SF	150	\$30.00	\$4,500
Subtotal				\$18,000
Division 4 - Masonry				
04 05 16.30 Masonry & CMU	SF	1,100	\$50	\$55,000
Subtotal				\$55,000
Division 5 - Metals				
05 12 00 Structural Steel ~14lbs/s.f.	LS	1	\$2,000	\$2,000
05 73 23.50 Metal Railings (stairs)	LF	100	\$200.00	\$20,000
05 40 00 Metal Stud (partitions w/ gyp & batt)	SF	150	\$20.00	\$3,000
Steel lintels	LF	6	\$25.00	\$150
Subtotal				\$25,150
Division 6 - Woods, Plastics & Composites				
06 20 23 Interior Finish Carpentry (Base Cabinetry)	LF	12	\$500.00	\$6,000
06 20 23 Interior Finish Carpentry (Upper Cabinetry)	LF	12	\$400.00	\$4,800
Shelving allowance (modify/fix existing perimeter)	LS	1	\$3,000.00	\$3,000
Window Sills	LF	86	\$60.00	\$5,160
Framing: Stage and stairs	LS	1	\$20,000.00	\$20,000
Subtotal				\$38,960

Option 2 Preliminary Design Estimate

Division 7 - Thermal & Moisture Protection				
07 92 13.20 Caulking & Sealants	LS	1	\$5,000.00	\$5,000
Roofing & insulation at canopy	SF	340	\$35.00	\$11,900
Subtotal				\$16,900
Division 8 - Openings				
08 43 13.10 Aluminum Framed Entrance Door (single)	EA	2	\$1,000.00	\$2,000
08 43 13.10 Aluminum Framed Entrance Door (double)	EA	2	\$2,000.00	\$4,000
08 71 .20.15 Door Hardware	EA	4	\$1,200.00	\$4,800
08 41 26.10 Window Walls Aluminum	SF	128	\$125.00	\$16,000
New windows at Multipurpose room	EA	10	\$8,000.00	\$80,000
Subtotal				\$106,800
Division 9 - Finishes				
09 91 23.74 Interior Painting (at existing areas)	SF	6,000	\$2.50	\$15,000
09 91 23.39 Interior Painting (painted door trim)	EA	5	\$200.00	\$1,000
09 51 23.10 Suspended Ceilings (new and existing)	SF	1,520	\$6.00	\$9,120
Ceiling Clouds	SF	1,200	\$12.00	\$14,400
09 30 13.10 Ceramic Tiling (toilet room)	SF	60	\$10.00	\$600
09 30 13.10 Ceramic Tiling (toilet room wall tile)	SF	130	\$8.00	\$1,040
09 65 13 Rubber base	LF	445	\$4.00	\$1,780
VCT flooring	SF	706	\$5.00	\$3,530
Carpet tiles	SY	263	\$45.00	\$11,835
Wood floor (stage)	SF	350	\$18.00	\$6,300
Subtotal				\$64,605
Division 10 - Specialties				
10.44 16.13 Portable Fire Extinguisher	EA	1	\$125.00	\$125
Subtotal				\$125
Division 12 - Furnishings				
12 24 13.10 Roller Window Shades	EA	10	\$500.00	\$5,000
09 84 13 - Fixed Sound-Absorptive Panels	LS	1	\$10,000.00	\$10,000
Furniture allowance	LS	1	50,000.00	\$50,000
Subtotal				\$65,000
Division 14 - Conveying Equipment				
3 stop, 2 door Elevator	LS	1	\$225,000.00	\$225,000
Subtotal				\$225,000
Division 21 - Fire Suppression				
Demolition Costs	LS	1	\$12,500.00	\$12,500
Full sprinkler system at New	LS	1	\$114,500.00	\$114,500
Startup/shutdown, general conditions	LS	1	\$5,000.00	\$5,000
Subtotal				\$132,000

Option 2 Preliminary Design Estimate

Division 22 - Plumbing				
Demolition Costs	LS	1	\$3,500.00	\$3,500
Startup/shutdown, general conditions	LS	1	\$3,600.00	\$3,600
Fixtures, associated piping	EA	1	\$5,000.00	\$5,000
heater with accessories	LS	1	\$15,000.00	\$15,000
Subtotal				\$27,100
Division 23 - Heating, Ventilating & AC				
New Controls	LS	1	\$70,000.00	\$70,000
New Energy Recovery Ventilation	LS	1	\$18,000.00	\$18,000
New VRF Hyper Heat System	LS	1	\$80,000.00	\$80,000
New Ductwork, Grills Louvers & Ceiling Fan	LS	1	\$20,000.00	\$20,000
Mechanical Demo	LS	1	\$10,000.00	\$10,000
Subtotal				\$198,000
Division 26 - Electrical				
26 09 23 Lighting Control Devices	LS		\$4,850.00	\$4,850
26 24 16 Panelboards	LS		\$4,525.00	\$4,525
26 27 26 Wiring Devices	LS		\$53,250.00	\$53,250
26 28 16 Enclosed Switches and Circuit Breakers	LS		\$14,500.00	\$14,500
26 51 19 Interior LED Lighting	LS		\$65,000.00	\$65,000
26 52 13 Emergency and Exit Lighting	LS		\$3,300.00	\$3,300
Subtotal				\$145,425
Division 27 - Communications				
27 15 13 Communications Copper Horizontal Cabli	LS		\$4,750.00	\$4,750
27 51 16 Public Address Systems	LS		\$13,750.00	\$13,750
Subtotal				\$18,500
Division 28 - Electronic Safety & Security				
28 31 11 Digital, Addressable Fire Alarm System	LS		\$10,500.00	\$10,500
Subtotal				\$10,500

Option 2 Preliminary Design Estimate

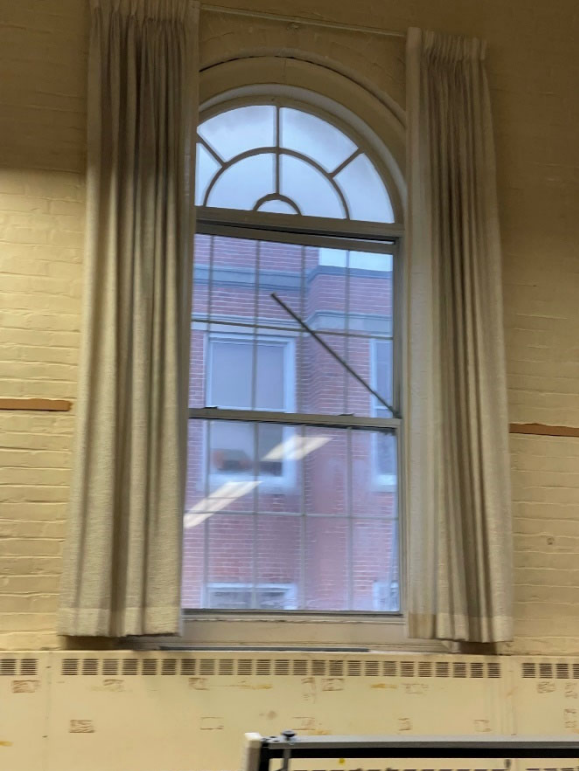
Construction Total	\$1,649,430
Escalation @ 5%	\$82,472
Escalated Construction Total	\$1,731,902
Owners Contingency @ 10%	\$173,190
Subtotal	\$1,905,092
Anticipated Material & Testing Fees	\$25,000
Anticipated Design Fees	\$133,356
Total Project Cost	\$2,063,449

Cost Per S.F.	645
----------------------	------------

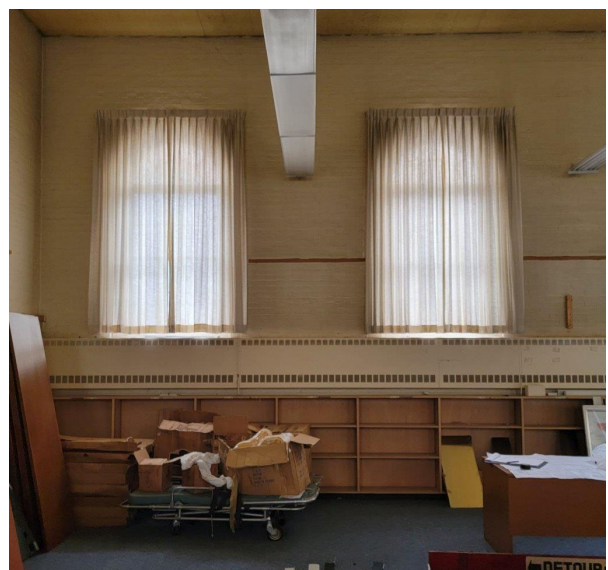
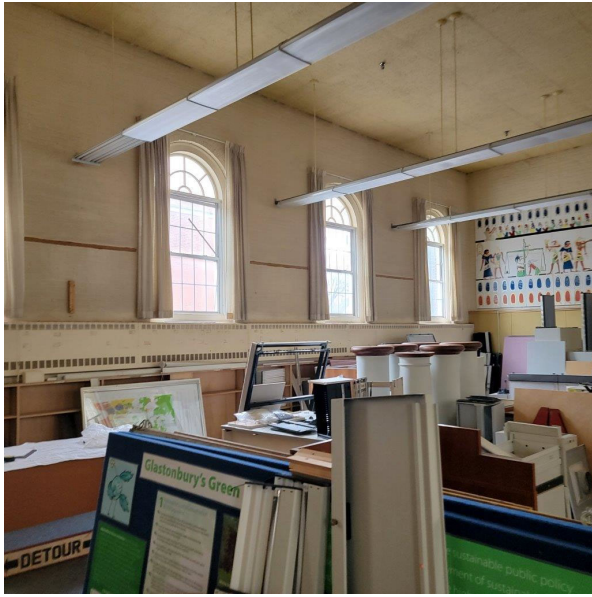
Alternate #1 - Vestibule				
Selective Demolition	SF	100	\$25.00	\$2,500
08 43 13.10 Aluminum Framed Entrance Door (double)	EA	2	\$2,000.00	\$4,000
08 71.20.15 Door Hardware	EA	2	\$1,200.00	\$2,400
08 41 26.10 Window Walls Aluminum	SF	140	\$125.00	\$17,500
09 91 23.74 Interior Painting	SF	112	\$2.50	\$280
09 51 23.10 Suspended Ceilings	SF	100	\$6.00	\$600
09 65 13 Rubber Base	LF	14	\$4.00	\$56
VCT flooring	SF	100	\$5.00	\$500
26 51 19 Interior LED Lighting	LS	1	\$1,000.00	\$1,000
26 52 13 Emergency and Exit Lighting	LS	1	\$250.00	\$250
28 31 11 Digital, Addressable Fire Alarm System	LS	1	\$500.00	\$500
Subtotal				\$29,586
01 21 16.50 Contingencies (design)	Total Cost	1	10.00%	\$2,958.60
01 00.00 General Conditions	Project	1	15.00%	\$4,437.90
Construction Total				\$36,983
Escalation @ 5%				\$1,849
Escalated Construction Total				\$38,832
Owners Contingency @ 10%				\$3,883
Subtotal				\$42,715
Anticipated Design Fees				\$2,990
Vestibule Total Project Cost				\$45,705

HVAC Controls				
HVAC Control-Central Building Automation System	SF		\$10.00	\$0

SECTION IV - PHOTOGRAPHS







SECTION VI - CONCLUSION

The Williams Memorial Building has seen multiple uses over the last century. Located in the heart of the Academy Complex/Town Hall this location is ideal to be utilized as a Council Chamber and multipurpose space for community events and more. It currently sits underutilized and obsolete.

While the open space is dated and disused, it has potential to be renovated into a multiuse open space for the community and Council. This historic structure could be renovated with improvements to code compliance, accessibility, usage/function, finishes, and building systems/infrastructure. The inclusion of an elevator, renovations to the space and incorporation of new building systems will allow this space to function well for the Town of Glastonbury.

Preliminary Proposed Schedule

The following is a rough outline of what could be anticipated for the project schedule moving forward.

TASK	BEGIN	END
Award to Architect	March 14, 2022	n/a
Design Phase	April 01, 2022	June 24, 2022
Town Review/Bid Prep Period	June 24, 2022	July 8, 2022
Bid Period	July 11, 2022	August 15, 2021
Contract Award (GC)	August 16, 2022	September 13, 2022
Construction Start	September 13, 2022	n/a
Substantial Completion/Occupancy	March 13, 2022	n/a