Weston & Sampson

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Town of Londonderry

New Public Works Facility Master Plan Feasibility Study

EXHIBIT A – SCOPE OF WORK AND SCHEDULE

The purpose the following scope of work is to develop a master plan for a new public works facility. The scope involves assessing the needs of two existing operational sites, evaluating the suitability of consolidating operations, and evaluating the suitability of two sites to accommodate a new facility. Work may also include the feasibility of repurposing existing structures.

TASK 1 - PROJECT START-UP

A. Attend a Kick-Off Meeting with Town officials to review the project goals, the scope of tasks to be undertaken, procedural protocols, and the nature and schedule of deliverables.

B. Complete a review of all available existing published documents relating to the Project. Existing data to be reviewed will include plans of the existing Division work sites, any studies related to DPW operations or its facilities, Department organizational information, along with vehicle, equipment, and material inventory lists.

C. Visit Division work sites to view how they are organized, how the work is accomplished, and how the facilities affect efficiency. Identify operational issues within the existing facilities and areas where consolidation may be possible to improve operations. We understand that there are two division work sites; Public Works operations on High Range Road, and the Transfer Station on Recovery Way.

TASK 2 - NEEDS ASSESSMENT / FACILITY PROGRAMMING

A. Meet with DPW management to review the building and site program requirements for a new facility. Interviews shall be conducted and will focus on developing a detailed understanding of the day-to-day operations. The data obtained from this analysis will be used to identify the "near-term needs" (5 to 10 years) and the "long-term needs" (more than 10 years). Programming needs will be identified for all anticipated spaces. Some of the topics that may be discussed at these interviews are:

- Existing building and site deficiencies
- Description of the current day-to-day operations
- Description of how typical emergency situations impact the Facility

- Vehicle, equipment, and material storage requirements
- Public interaction with DPW at the Facility
- Anticipated growth in service
- Anticipated growth in vehicles, equipment, and materials
- Future fleet electrification phasing considerations at the new site only

B. Based on the results of the existing documentation review and staff interviews, prepare programming sketches for each major functional space to be incorporated into a new facility. These programming sketches will provide layouts for individual spaces illustrating layouts for desks, chairs, shelves, file cabinets, vehicles, equipment, and plows. The purpose of these sketches will be to validate the required size and functional capabilities.

C. Identify all site components to be incorporated into a new facility including fueling, salt storage, bulk material storage, circulation, and parking. This may also include consolidating the transfer station operations.

D. Prepare a Facility Space Needs Matrix which details each space required for the facility, including operational spaces and support spaces. The matrix will be organized by space type (e.g., offices, employee facilities, shops, vehicle storage, etc.), and will include factors to account for corridors, structure, and other non-usable square footage, and will yield a total proposed facility size.

E. Review the programming sketches and matrix with the Town. Advise the Town about any potential opportunities to reduce or consolidate spaces that are not expected to impact operational efficiency, and the potential implications of reductions that would be expected to hinder DPW productivity.

F. Identify core operations which require direct adjacencies.

G. Incorporate comments from the Town into an updated DPW Facility Space Needs Matrix.

H. Work with the Town to identify sustainability and renewable energy goals and identify key processes that can help the Town achieve these goals. Some items of consideration may include solar, electric vehicle charging stations, rainwater harvesting, and geothermal. Work completed as part of this task will include identifying potential funding sources (i.e. grants and incentives) that may be applicable for the Town and the Public Works project.

TASK 3 - BUILDING AND SITE PLANNING CONCEPT DESIGN

A. Prepare a draft zoning analysis for the site utilizing the current local zoning regulations (allowable use, setbacks, lot coverage, height, floor area ratio, etc.). The analysis shall identify all

dimensional restrictions as well as any special permits or variances required to meet the requirements of the zoning bylaws. This shall be done for two sites; High Range Road and Mammoth Road.

B. Utilize the results of the previous phase to develop building and site alternatives on the Town's two sites (maximum of 3 alternatives per site). Building alternatives will be in the form of "block plans" that are assembled from the various groupings of space types (e.g., offices, employee facilities, etc.). Traffic flow patterns will separate residential traffic from heavy equipment and work areas where possible. Each alternative site plan will show the general layout of driveways, buildings, circulation, bulk material storage, and parking.

C. Each of the alternatives will be reviewed with the Town and comments incorporated accordingly to create a single preferred alternative.

D. Utilizing the preferred site alternative, create a conceptual level floor plan which will show all interior spaces and adjacencies.

TASK 4 - CONCEPT-LEVEL DEVELOPMENT BUDGET

A. Prepare a conceptual development budget based on the preferred alternative. The estimate will be based on dollar per square foot value for each of the space types (e.g., offices, employee facilities, trade shops, vehicle maintenance, vehicle wash, etc.). These values will be derived from our in-house construction cost database, which includes the most recent DPW facility bidding experience. The cost estimate will include the preparation of a detailed conceptual level site to identify anticipated site development costs which are site specific. The cost estimate will also identify potential soft costs associated with the project, including design contingencies, construction contingencies, clerk-of-the-works services, printing of bid documents, architectural and engineering design fees, borrowing costs, inflation, and insurance during construction.

TASK 5 - REPORT AND PRESENTATION OF CONCLUSIONS

A. Prepare a summary report that outlines the work completed as part of the study, with exhibits illustrating all of the completed tasks.

B. Present the study recommendations to Town governing authorities and the community, as appropriate.

TASK 6 - PREPARE PRESENTATION MATERIALS

A. Prepare presentation material and assist the Town with presenting the project to the appropriate Town committees, Town boards, and other interested parties. Presentation materials to include

colored conceptual building and site plans, conceptual 3D site modeling, and PowerPoint presentations and handouts.

SCHEDULE

It is anticipated that Tasks 1 through 5 will be completed within 4 months of receiving authorization to proceed. It is anticipated that Task 6 will be completed on an as needed basis.

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EXHIBIT B – FEE SCHEDULE

Task and Description	Fee
Task 1 - Project Start-Up	$2,000
Task 2 - Needs Assessment / Facility Programming	$20,000
Task 3 - Building and Site Planning Concept Design	$25,000
Task 4 - Concept-Level Development Budget	$5,000
Task 5 - Report and Presentation of Conclusions	$7,000
Task 6 - Prepare Presentation Materials	$5,500
Total Fee	**$64,500**

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FACILITY MASTER PLAN FEASIBILITY STUDY

DEPARTMENT OF PUBLIC WORKS

August 14, 2023

PROJECT APPROACH

Steps Overview:

NEEDS ASSESSMENT / FACILITY PROGRAMMING

SITE ANALYSIS

CONCEPT DEVELOPMENT

Total Project Cost Estimate, Report & Presentation Materials

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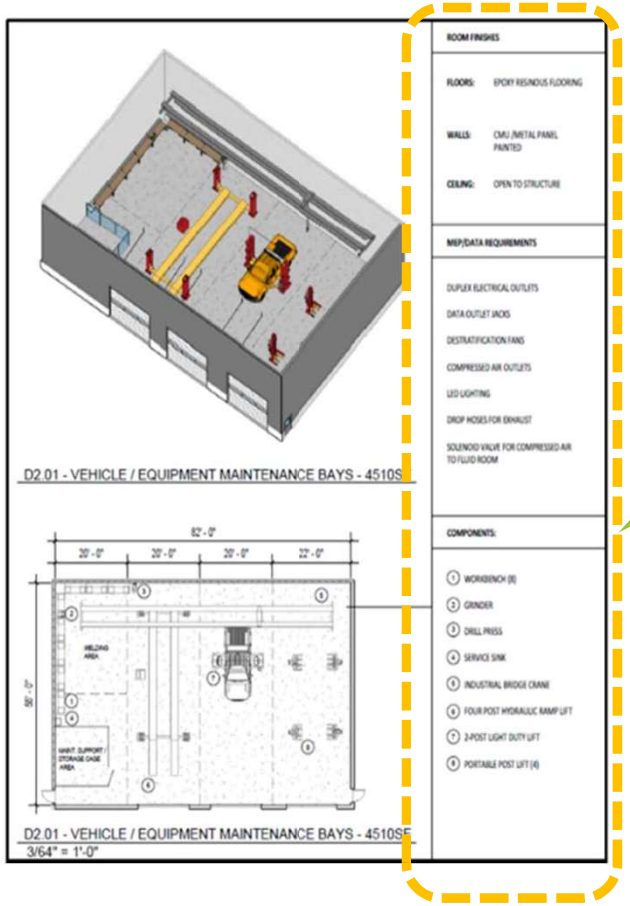
PROJECT APPROACH

Programming

Determine Appropriate Size Facility For Todays Current Needs and the Future Build Out Plan

- Interview/Observe/Review
- Develop Space Needs Matrix to verify program size
- Prepare programming sketches for each space
- Review program Space Needs with Town



INFORMATION EXAMPLES:

- Room Finishes
- MEP/Data Req.'s
- Room Specific Components

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PROJECT APPROACH

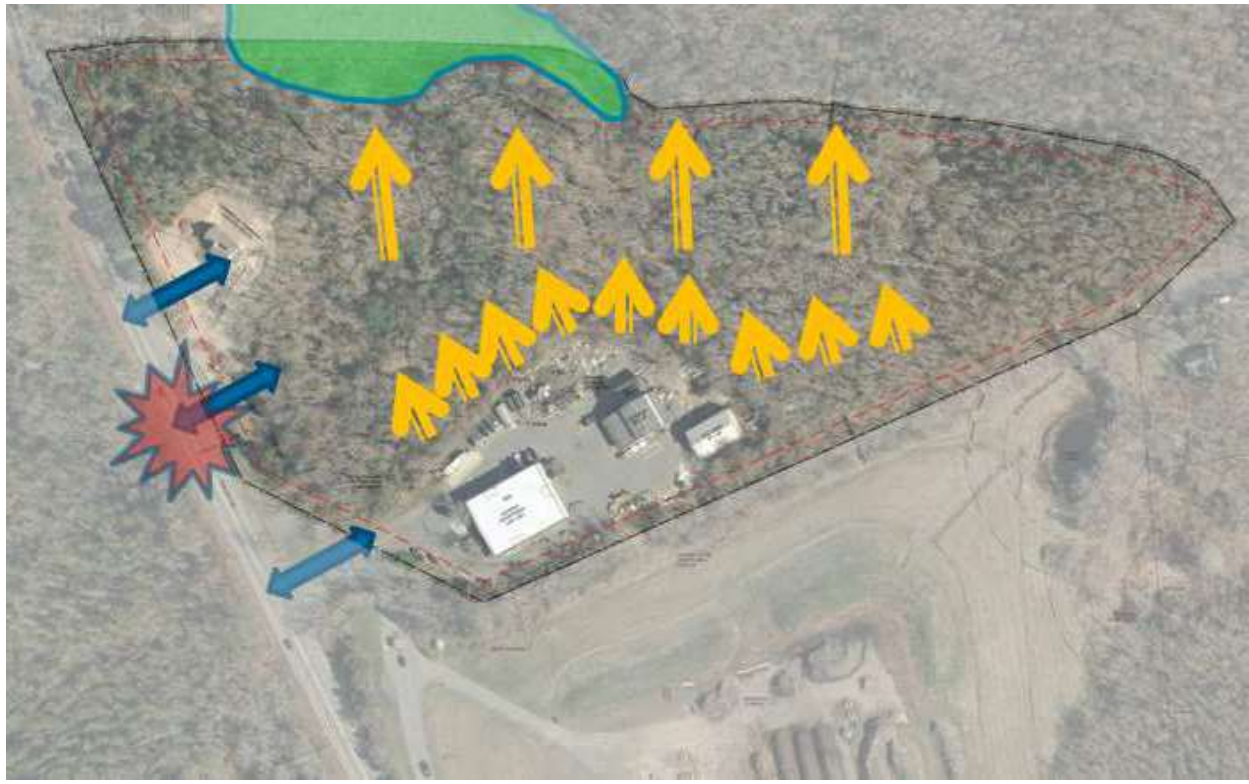
Site Analysis & Concepts

Zoning

- Setbacks
- Allowed uses
- Design considerations

Site Constraints & Considerations:

- Topography
- Wetlands
- Traffic / Entry Points
- Abutters
- Site Circulation



Project Example

PROJECT APPROACH

Site Analysis & Concepts

Zoning & Permitting:

- Setbacks
- Allowed uses
- Design considerations

Site Constraints & Considerations:

- Topography
- Wetlands
- Traffic / Entry Points
- Abutters
- Site Circulation

Project Example

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PROJECT APPROACH

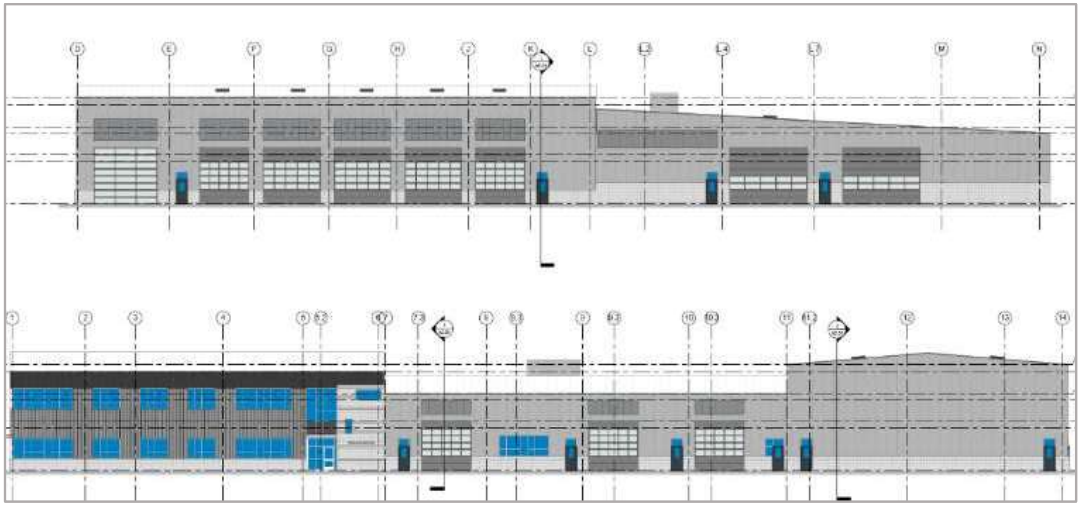
Cost, Report & Support

Total Project Cost:

- Preliminary Development Budget
- Historic Data
- Market Considerations

Report & Support:

- Document Information Completed
- Presentation Support (e.g. visual aids, presentations, historic info, comparisons, etc.)



Project Example

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PROJECT APPROACH

Visual Examples of our Work

- Functional
- Cost Effective
- Practical

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