

Town Hall Proposal Review

October 3, 2018



Suffield Town Hall – Built 1962



What is the importance of Town Hall?

- o Cornerstone representing a town and its people
- o Welcoming place to conduct business of town and serve needs of residents
- o Safeguard historical records
- o Catalyst for economic development
- o Seat of good government encouraging active discourse and engaged citizenship
- o Meeting place and information hub facilitating sense of community

Existing Building Deficits

- o Insufficient vault size
- o Failing, inefficient and obsolete HVAC system
- o Noncompliance including ADA requirements
- o Inadequate space to house all departments
- o Poor functionality of floor plan
- o Inadequate conference room space
- o Presence of lead and asbestos
- o Building code deficiencies

Existing Vault
(Town Clerk's Office)



Overflow Vault
(Basement)

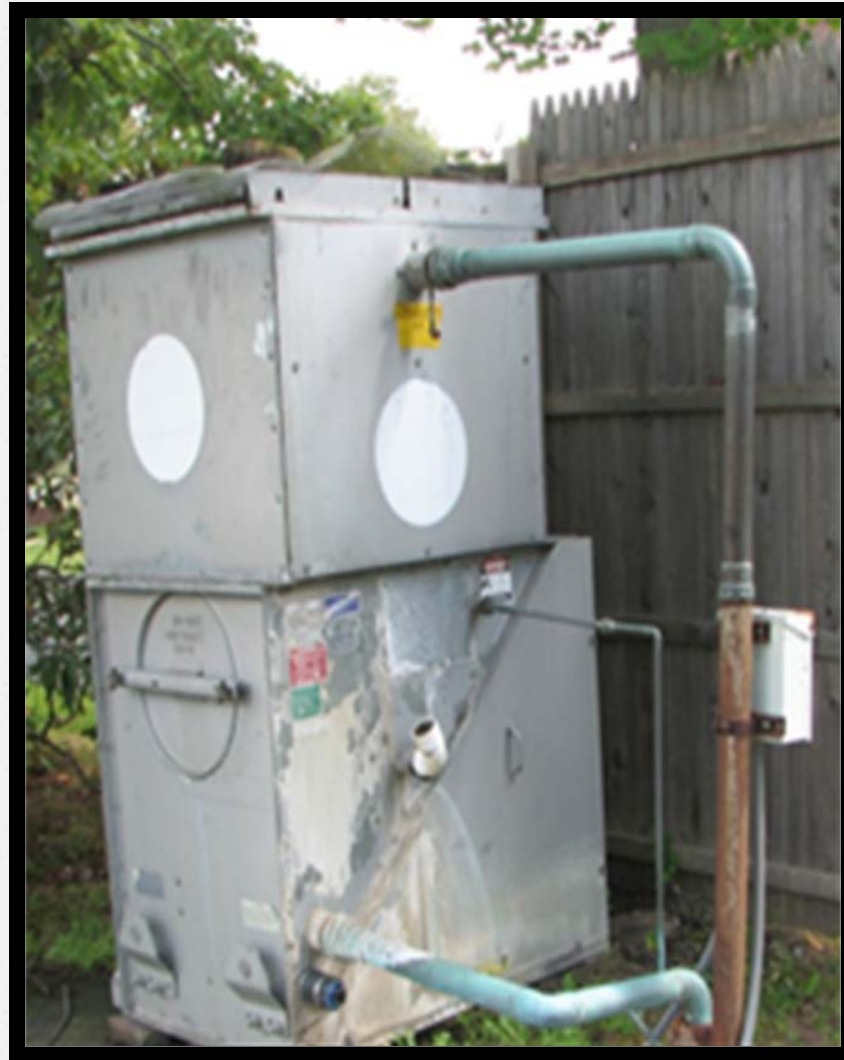


State Vault Requirements*

	CURRENT CONDITIONS	COMPLIANCE REQUIREMENTS
SIZE	325 square feet (sf) Suffield residents only: 14,693 Current prison population: 1,907 Total CERC 2020 Suffield population: 16,600	Not less than 600 sf for population between 10,000 - 15,000
WALL OPENINGS	<ul style="list-style-type: none"> • Three (3) windows • 1.5 hour fire-rated doors 	<ul style="list-style-type: none"> • Windows prohibited • 4 hour fire rating
STORAGE	Storage on top of shelving & to ceiling	<ul style="list-style-type: none"> • Store in shelving • 18" away from sprinklers • Lowest shelves 3" from floor
PROTECTION	Discolored ceiling tiles indicate past water leaks	Examine walls, roof & piping
OVERFLOW VAULT	<ul style="list-style-type: none"> • Lock inoperable • Damp • Unsupervised 	No permanent records to be stored outside of vault

* Connecticut General Statutes §7-27 – CAR §11-8-1 through §11-8-12

Cooling Tower



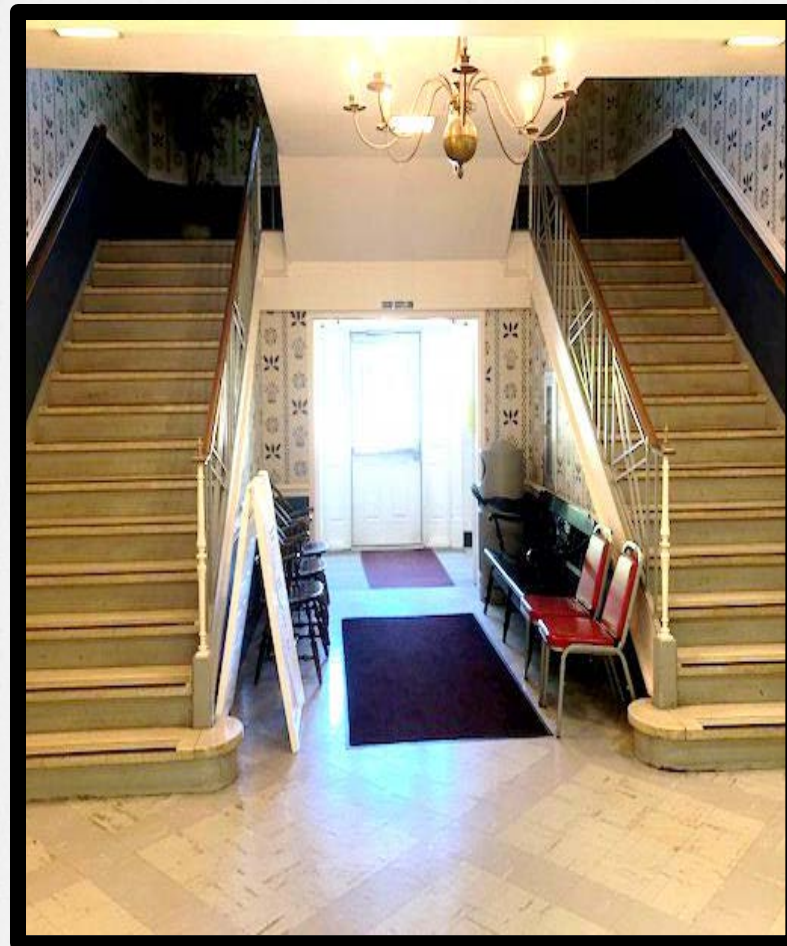
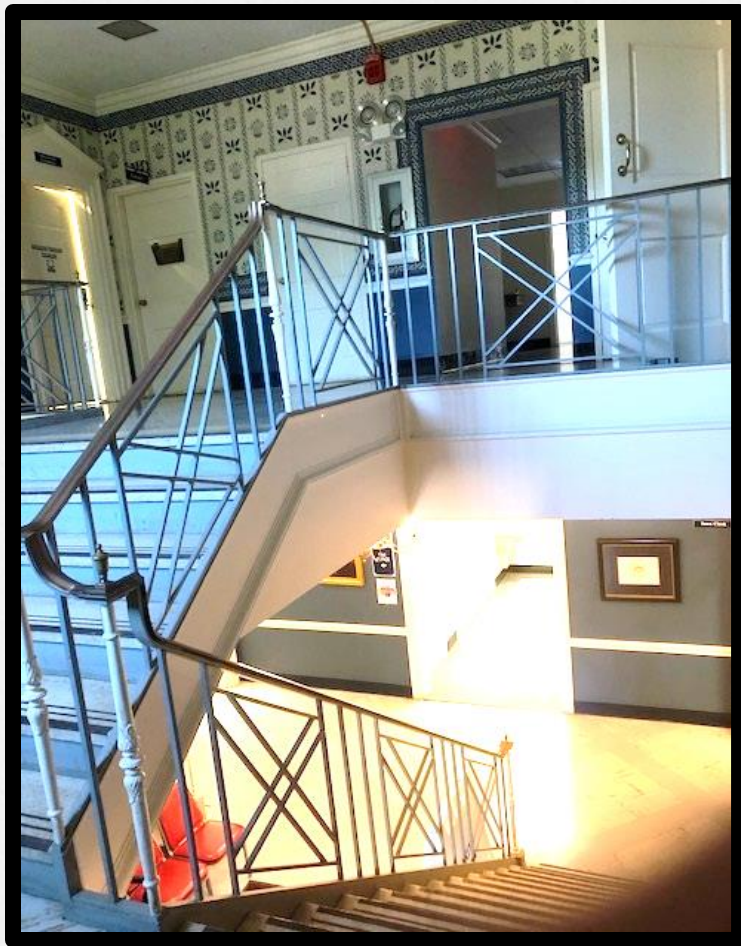
Boiler



Chiller



“Gone with the Wind” Main Staircase



Front Entryway & Stairs



Town Hall Project Due Diligence

4 Space Needs Studies

- Aug. 2005
- June 2014
- Aug. 2016
- May 2017

26 Plan Iterations (1995 – Present)

- 7 for New Building
- 9 for Renovation with Addition
- 3 for Plan Refinements
- 7 for Renovation/Band-Aids

50 PBC Meetings

- 11 in 2015
- 22 in 2016
- 10 in 2017
- 7 in 2018

2017 Space Needs Findings & Project Goals

Address deficiencies

Improve layout

- More functional
- Customer service/friendly oriented

Address meeting room issues

- Increase number of meeting rooms
- Increase capacity
- Provide flexible space

Comply with State size requirements for Town Clerk's vault

Build for long-term versus "Band-Aid" approach

Avoid cost overruns & minimize risk

2017 Space Needs Findings & Project Goals (Continued)

Move Land Use from leased 230C Mountain Road to Town Hall

- Increase convenience for residents
- Improve interdepartmental relationships/work flow
- Tax implications and rent
- Address insufficient parking issue

Schematic Design Proposal

New Build at Annex Site



Plan Comparison

	Renovation & Addition	New Build front of Town Hall	New Build at Annex site
Total Project Cost (M)	\$8.76	\$11.2	\$10.74
Total Construction Cost (M)	\$6.45	\$8.4	\$8.03
Total (sq ft)	17,579	15,978	14,190
Circulation/Corridor (sq ft)	3,710	2,700	2,400
Construction cost per sq ft	\$367	\$526	\$566
Capacity (people)	36	36	40
Sq ft per person	488	443	355
Vault (sq ft)	600	600	600
Lg Meeting Rm (people)	70	70	60
Other Meeting Rooms	3	2	3

Financing

Debt Service Estimate

<i>PRINCIPAL & INTEREST</i>						
<i>Date of Issue</i>	2005	2012	2016		Proposed 2018	
<i>Purpose</i>	Refunding of School Const. & Renovation Project	Roads, FireTrucks & Boston Neck Road Bridge	Roads and Drainage		Town Hall	
<i>Amount of Issue (\$000)</i>	14,305	9,000	9,100		9,000	
<i>Rate</i>	3%, 4.5-5.0%	2% - 3%	3.25%-4%	Current Total	3.25%	Proposed Total
2018-19	1,604,750	795,975	805,550	3,206,275	-	3,206,275
2019-20	1,540,000	776,625	785,550	3,102,175	743,713	3,845,888
2020-21	1,470,000	757,275	765,550	2,992,825	700,519	3,693,344
2021-22		737,925	745,550	1,483,475	706,381	2,189,856
2022-23		718,575	725,550	1,444,125	706,675	2,150,800
2023-24		702,450	705,550	1,408,000	691,725	2,099,725
2024-25		684,600	685,550	1,370,150	676,775	2,046,925
2025-26		671,800	670,550	1,342,350	661,825	2,004,175
2026-27		654,050	665,550	1,319,600	646,875	1,966,475
2027-28		641,350	650,250	1,291,600	631,925	1,923,525
2028-29			634,950	634,950	616,975	1,251,925
2029-30			619,650	619,650	602,025	1,221,675
2030-31			604,350	604,350	587,075	1,191,425
2031-32			589,050	589,050	572,125	1,161,175
2032-33			573,750	573,750	557,175	1,130,925
2033-34			558,450	558,450	542,225	1,100,675
2034-35			543,150	543,150	527,275	1,070,425
2035-36			526,575	526,575	512,325	1,038,900
2036-37					497,375	497,375
2037-38					482,425	482,425
2038-39					467,475	467,475
Total	4,614,750	7,140,625	11,855,125	23,610,500	12,130,888	35,741,388

Debt Service Estimate

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<i>Rate</i>	3%, 4.5-5.0%	2% - 3%	3.25%-4%	Current Total	Proposed Total	
					3.25%	
2018-19	1,604,750	795,975	805,550	3,206,275	-	3,206,275
2019-20	1,540,000	776,625	785,550	3,102,175	826,894	3,929,069
2020-21	1,470,000	757,275	765,550	2,992,825	785,988	3,778,813
2021-22		737,925	745,550	1,483,475	785,144	2,268,619
2022-23		718,575	725,550	1,444,125	783,813	2,227,938
2023-24		702,450	705,550	1,408,000	767,238	2,175,238
2024-25		684,600	685,550	1,370,150	750,663	2,120,813
2025-26		671,800	670,550	1,342,350	734,088	2,076,438
2026-27		654,050	665,550	1,319,600	717,513	2,037,113
2027-28		641,350	650,250	1,291,600	700,938	1,992,538
2028-29			634,950	634,950	684,363	1,319,313
2029-30			619,650	619,650	667,788	1,287,438
2030-31			604,350	604,350	651,213	1,255,563
2031-32			589,050	589,050	634,638	1,223,688
2032-33			573,750	573,750	618,063	1,191,813
2033-34			558,450	558,450	601,488	1,159,938
2034-35			543,150	543,150	584,913	1,128,063
2035-36			526,575	526,575	568,338	1,094,913
2036-37					551,763	551,763
2037-38					540,106	540,106
2038-39					523,369	523,369
Total	4,614,750	7,140,625	11,855,125	23,610,500	13,478,313	37,088,813

Debt Service Estimate – \$9.0M versus \$10.0M

<i>PRINCIPAL & INTEREST</i>			
	Proposed	Proposed	
<i>Date of Issue</i>	2018	2018	
<i>Purpose</i>	Town Hall	Town Hall	
<i>Amount of Issue (\$000)</i>	9,000	10,000	
<i>Rate</i>	3.25%	3.25%	Difference
2019-20	743,713	826,894	83,181
2020-21	700,519	785,988	85,469
2021-22	706,381	785,144	78,763
2022-23	706,675	783,813	77,138
2023-24	691,725	767,238	75,513
2024-25	676,775	750,663	73,888
2025-26	661,825	734,088	72,263
2026-27	646,875	717,513	70,638
2027-28	631,925	700,938	69,013
2028-29	616,975	684,363	67,388
2029-30	602,025	667,788	65,763
2030-31	587,075	651,213	64,138
2031-32	572,125	634,638	62,513
2032-33	557,175	618,063	60,888
2033-34	542,225	601,488	59,263
2034-35	527,275	584,913	57,638
2035-36	512,325	568,338	56,013
2036-37	497,375	551,763	54,388
2037-38	482,425	540,106	57,681
2038-39	467,475	523,369	55,894
Total	12,130,888	13,478,313	1,347,425

Financing Summary

- o \$9.0M versus \$10.0M
 - \$85,500 annually high end
 - \$54,400 annually low end
- o Additional \$1.0M = \$347,425 over 20 years

Considerations

Town Hall Renovation & Addition

- Year of building (1962)
- Not historically significant architecture
- Extended life as long as possible (Band-Aid approach)
- Future environmental remediation = cost risk
- Building code risk
- Difficulty relocating IT server during move
- Paying for swing space during construction

Considerations

New Build in front of existing Town Hall

- Optimal building flow
- Customer service benefits
- Manage building costs and code risk better
- Efficient systems reduce operating expenses
- Minimize future capital expenditures
- Cost savings given no temporary move/swing space required during build
- **Library: Vote against tear down + build new ultimately equaled greater cost to Town**

Considerations

New Build at Annex Site

- Allows for future expansion (e.g. Fire Station)
- Improves traffic flow and safety during emergency responses
- Cost-efficient, traditional design
- Includes Parks & Recreation Department
- Reduces livable square footage by ~1,000
- Reduces size of large conference room to 60
- Cost savings given no temporary move/swing space required during build
- **Library: Vote against tear down + build new ultimately equaled greater cost to Town**

Appendix

Schematic Design Proposal Renovation & Addition



Schematic Design Proposal

Build New

in front of existing Town Hall



History of Town Hall Project (1995 – 2014)

1995 - 2005

- Roland Dowd elected First Selectman 1995-97
- **June 1995: Space Study discussion begins**
- Robert Skinner elected First Selectman 1997-01
- Elaine Sarsynski elected First Selectman 2001-05
- Aug 2005: edm chosen for Space Study

2006

- Scott Lingenfelter elected First Selectman 2005-09
- **Jan 2006: edm recommends constructing new building for land use behind annex (\$4.0M)**
- May: BOS considers buy/rent 230C versus build new
- edm hired to design offices
- Sept - Nov: edm hired via RFP for renovation plans & specs

2010

- Tom Frenaye elected First Selectman 2009-11
- June: edm to study office reorganization to maximize use
- July: Hibbard & Rosa estimate HVAC and mechanical at \$903,660

2011

- Jan: Fletcher Thompson cost estimate of \$2.7M to build land use suite next to present Town Hall
- **3-17-11: \$1.9M for renovation FAILED at Town Meeting**

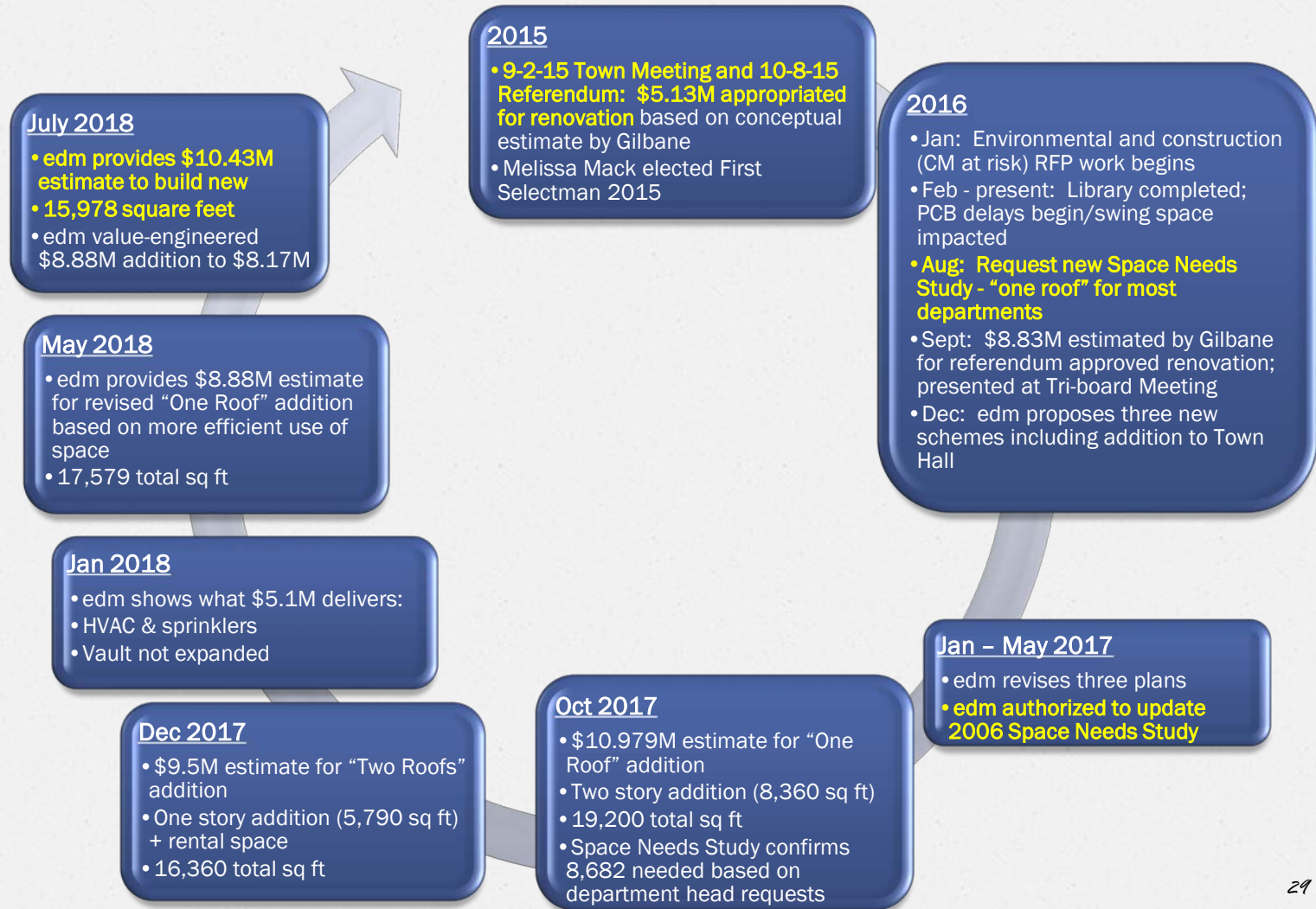
2012

- Ed McAnaney elected First Selectman 2011-15
- Mar: RFP issued for renovation of HVAC, mechanicals
- Fletcher Thompson awarded bid
- Nov: HVAC renovation estimated at \$1.0M

2014

- Mar: Scope of HVAC and design fees grow; code modifications needed
- Apr: Scope to include State vault requirements; freeze office layout changes
- May: PBC scales back project to HVAC & electrical only
- **PBC recommends new annex building as proposed in 2006**
- **Jun: PBC requests new space needs study**

History of Town Hall Project (2015 – July 2018)



Town Meeting 9/2/15

...The renovations and improvements include, but are not limited to replacement of the **heating, ventilation and air conditioning** system, replacement of the **main electrical switch panels**, removal and replacement of **bathrooms on the ground floor** to ensure compliance with the Americans with Disabilities Act (the “ADA”), renovations and improvements to address various **ADA and building code compliance issues**, replacement of the **front steps**, design and construction of an approximately **1,260 sq. ft. addition** to the west side of the building to expand and upgrade the **Town Clerk vault** to be compliant with State requirements and to house the Town’s **computer network server**, and to provide an area for **record storage**, removal and replacement of **asbestos floor tile and pipe insulation**, and other related renovations, repairs and improvements....

Referendum 10/8/15

“Shall the Town of Suffield **appropriate \$5,130,000** for renovations and improvements to Suffield Town Hall and authorize the issue of bonds, notes or temporary notes in an amount not to exceed \$4,385,000 to finance said appropriation?”

Yes = 1463

No = 784

Project Delivery Methods

Design-Bid-Build

- Significant cost overruns/unforeseen change orders
- Reduction in scope = increased project costs later
- Unknown budget costs can lead to delays and additional costs

Project Delivery Methods

Construction Manager at Risk

- Proposed Town Hall Project
- Guaranteed Maximum Price
- Design coordination between Architect & Builder throughout project
- More accurate conceptual estimates before commitment to build
- Builder assumes risk of efficient project management