



Project Leaders

January 13, 2022

Mr. Thomas Scarice
Superintendent
Westport Public Schools
110 Myrtle Avenue
Westport, CT 06880

Subject: Recommended 5-year Capital Improvement Plan FY23 through FY27

Dear Mr. Scarice:

Enclosed for your consideration is Colliers Project Leaders recommended 5-year capital improvement plan for fiscal years 2023 through 2027. Please note that this plan is based on the 2019 Antinozzi Master Plan Facility Study as well as input provided by WPS facilities staff. The attached CIP plan is a proprietary spreadsheet developed by Colliers to assist districts with planning and forecasting of capital improvement plans for up to 10-years. Per your request, we have only provided a 5-year outlook.

The enclosed CIP summary plan is divided by each school facility. This CIP includes Staples High School, Bedford Middle School, Coleytown Elementary School, Greens Farm Elementary School, Kings Highway Elementary School, Long Lots Elementary School and Saugatuck Elementary School. Please note that the recently renovated Coleytown Middle School was omitted from the 2019 Antinozzi report and has been omitted from the enclosed 5-year CIP plan. Under each of the schools you'll find multiple projects listed with each one having a unique project number. The project numbers start with the school designation with a numerical assignment after that. Across the top of each sheet are the designated fiscal years.

At the bottom of each school section, the sum of the requested capital funding for each fiscal year is provided and the total amount for each school being summed at the lower right corner. Specific to each project will typically be provided two values in adjacent fiscal years. The first-year value designates the design and planning dollars being requested to hire design professional to prepare design documents necessary to bid projects. The second-year value is the balance of the project budget. This value consists of the forecasted construction value, escalation to the start of the anticipated construction year and miscellaneous soft costs for testing and commissioning and other ancillary soft costs.



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We have structured the spreadsheet to automatically assign the design and planning costs one year in advance of the anticipated construction start date which is always July 1st of a given year as that is when new budgets are applied each year. This will typically allow one year for the WPS staff and selected design professional time to prepare design documents necessary to bid most of the projects in preparation of awarding the contract the following year. This is a typical scenario and there may be specific cases where the entire project amount may be required to be approved to award a project prior to a July 1st date.

Supporting the summary worksheet are detailed worksheets for each building that contain details for each project. The supporting worksheets are linked to the summary sheet thus all data entry for costs, construction dates, and project initiation dates are contained within them. These detailed sheets have not been provided in the enclosed summary sheet but are available upon request.

Colliers has not performed field verifications of the Antinozzi findings as we feel this would be redundant. We are taking the report at face value with respect to the visual findings. With respect to pricing of individual scopes of work, Colliers does not possess the detailed backup Antinozzi used to prepare such cost factors to attest to their accuracy. Additionally, the construction market has change drastically since 2019 due to the COVID pandemic and the impact it has had on the availability of materials and costs thereof. As of this date, we will need to keep this in mind as we move forward with projects.

As with many planning studies just as this, we consider the cost provided by Antinozzi to be a forecasting tool for budgeting. The actual costs of the work for each item are subject to, but not limited to, further field investigations, testing, procurement of quotes by vendors or contractors, and development of detailed plans and specifications by qualified design professionals with professional cost estimates.

We also understand that the observations and recommendations contained in the Antinozzi report are strictly based on the physical conditions of the building and do not consider educational planning or potential future renovation or alteration projects. Additionally, their report has not proposed specific projects or grouping of recommendations into projects. All recommendations appear to be individual items.

Based on our review of Antinozzi's Capital Implementation Plan contained within their report, we generally do not take any exceptions at this time. However, based on our reading of the reports and



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the proposed values of construction, we recommend that planning and design funding be provided to perform more comprehensive investigations and review of their findings. We recommend this as our understanding of their scope of work was based purely on visual observations of the physical conditions. Below are our recommendations for specific divisions of work.

HVAC Systems (Division 23): The HVAC system improvements comprise \$28.7 million of the total \$96 million in proposed improvements by Antinozzi. We recommend that the HVAC system improvements be reviewed in a holistic manner versus on an individual component basis. Simply replacing units on a one-to-one basis without reviewing the systems as a collective whole may lead to a less effective and/or efficient system. Many of the current systems are original systems that do not possess current design methodologies and technologies.

Finishes (Division 9): The proposed finishes comprise \$13.3 million of the \$96 million in proposed improvements. Most of the proposed finish projects consist of either ceiling tile replacement or flooring replacements. There are some painting recommendation and a few other finish recommendations, but the vast majority lie between ceiling tiles and flooring.

Based on our review of their report and our experience with older buildings, we find that many of the areas being recommended for replacement are associated purely with aesthetics. There will certainly be areas in need of repair such as floor cracking, tile delamination or other failures but we recommend these areas be addressed on a case-by-case basis when presenting a safety hazard. The recommendation to replace large areas of ceilings or flooring based purely on age or aesthetics should be weighed against other proposed work and balanced against the available funding.

Exterior Improvements (Division 32): These improvements comprise \$15.1 million. Most of these costs are repaving of lots and driveways. This information is being provided due to the large percentage of the total costs.

The total cost of the HVAC, Finishes, Exterior Improvements, and Thermal and Moisture Protection (Division 7, mostly roofs) make up 82% of the total costs proposed by Antinozzi.

Six other divisions comprise 14% (\$13.5M) of the \$96 million in proposed improvements. These are masonry, woods and plastics (cabinets primarily), openings (doors and windows), specialties (mostly toilet partitions), plumbing (fixtures such as toilets, sinks and urinals), and electrical. The remaining \$4M is spread amongst the remaining 12 divisions.

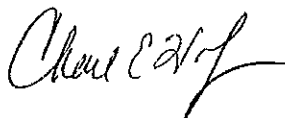
In addition to these recommendations, Colliers also recommends that proposed improvements be reviewed against any future major renovations or alterations to the buildings like that completed at Coleytown Middle School. Under these comprehensive projects all building components are typically upgraded. Replacement of systems within 5-10 years of such a proposed project should be considered carefully before executing.

Another observation is that although the proposed capital projects are listed for a specific fiscal year, some may take multiple years to construct due to the constraints of the academic year. Most projects are expected to occur over the summer break but allow only 8-10 weeks at most. Depending on the amount of work, it may need to be executed over multiple summers or even during school breaks.

The total recommended value of the proposed capital improvements over the next five fiscal years is forecast to be approximately \$70 million. For fiscal year 2023, most of the proposed costs are associated with planning and design costs necessary to evaluate the proposed work further as well as develop bid documents necessary to execute the work in the following years.

This letter is intended to provide a general overview of the enclosed 5-year CIP plan and to provide insight on Colliers proposed philosophy for executing the plan. There are many other facets and nuances that have not been included in this letter, but we are happy to discuss them with you and the Westport Public Schools committees. In closing, we thank you for the opportunity to serve as your capital projects program manager.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles E. Warrington, Jr." with a stylized flourish at the end.

Charles E. Warrington, Jr., P.E.
Director, Project Management

Enclosure

cc: Mr. Elio Long, Chief Financial Officer
Theodore Hunyadi, Facilities Director