

Town of Ledyard Municipal Facilities Study

Proposed Statement of Work

The Offeror shall perform a study of the Town of Ledyard's Facilities, current and future facilities needs, and projections for major investments needed to meet the Town's needs in the future. This study should provide recommendations/options for two time perspectives, a relatively short-term projection covering the next ten years, and more general strategic plan looking out twenty years. It is anticipated that this study will be used for long-term fiscal forecasting for facilities.

Buildings, current usage and functional needs to be studied include: One high school, one middle school, five elementary schools (one vacant), town hall, police station, two fire stations, two libraries, one board of education/recreation office building, and other town-owned land parcels.

As success of this study and acceptance of its findings is expected to be tied to the involvement of Town/Community officials and the general public, the offeror shall conduct a minimum of two meetings/forums to collect input from the general public. This shall include at least one meeting/forum devoted to educational issues. Additional meetings with specific stakeholders will be coordinated to assist the offeror with data collection.

The project is expected to be completed in three phases:

Phase One: Facilities Condition and Current Usage Study

Evaluation of the Town's 14 municipally-owned/operated buildings and sites. This shall include structural, roof and mechanical systems condition; parking lots and grounds; utilities systems (including septic systems); code and ADA compliance; hazards (including environmental); and other physical condition items deemed relevant during inspection.

Evaluation shall include basic analysis of the current usage/adequacy for each facility, as well an evaluation the working/educational environment in each building.

Phase one written report section shall contain findings from the building inspections and evaluations, a schedule for significant maintenance expenditures expected over the next ten years; a forecast for major items such as roofs, and heating systems, and complete renovations for the twenty-year strategic outlook. In addition:

- Updated floor plans for each building
- Regulation and code compliance including fire, safety, and ADA.
- Basic energy consumption/conservation profiles.

Phase Two: Facilities Requirements and Future Facilities Needs Assessment

Using ten year projections (based on information from consultants that specialize in projection school enrollments and general population trends) for the Town's demographics, the Town's future facilities needs shall be projected. This shall include changes in how services are most effectively and efficiently provided and are anticipated to be provided in the future.

Analysis of current and projection of future needs for the following functional areas:

- Education:
 - Enrollment projections, classroom requirements, and specific educational requirements projections.
 - Inspection results of school buildings should be compared against State Department of Education program compliance outlines. In addition, current and future needs to improve the educational environment should be considered. In these instances, studies of facility impact on educational effectiveness should be referenced to support findings when warranted.
- Emergency Services (Police, Fire, EMS): To include training and administrative requirements for these functional areas.
- General Town Government: To include all functions currently served from Town Hall and all other functions not specifically called out elsewhere.
- Libraries: Study should include trends in delivering library services.

The Phase Two written report section shall clearly outline the Town's Facilities needs for each of the four basic areas listed above. The report should include both findings for current needs that are unmet as well as projections for the ten-year forecast. Where less specific twenty-year projections are available, they should be included for reference.

Phase Three: Gap Analysis and Recommendations

Once the existing facilities usage and conditions have been thoroughly evaluated, and current and future needs have been identified/projected, a gap analysis should be performed to determine options for the Town to meet its future facilities needs. This analysis should consider the projected costs associated with maintenance, renovation, expansion, recapitalization, demolition, relocation, co-location and repurposing as well as funding options such as State reimbursement.

This analysis should be performed with limited assumptions and should contain recommendations with options for the Town to consider in planning how to meet its future facilities needs. It is anticipated that the report will focus on the ten-year horizon, but include recapitalization projections for all major buildings.

Phase Three Findings shall be presented with the findings for Phase One and Phase Two in a written final report and in a presentation to the Town Permanent Municipal Building Committee.