

September 13, 2010

Mr. Charles Karno  
Town of Ledyard Planning/Development Director  
741 Colonel Ledyard Highway  
Ledyard, Connecticut 06339

Re: Proposal for Town of Ledyard Community Facilities Plan

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SMMA No. P2678.00

Dear Mr. Karno:

Thank you for taking the time to meet with our team last week to review the project. We have prepared this proposal in response to the request of the Building Committee and redefined the scope of work according to the changes we discussed. We are excited to help you in reaching your goals and getting the work started. Please review this proposal to ensure that it meets all of the committee's objectives. Our schedule is to complete the study in 12 weeks.

## **BACKGROUND**

SMMA will perform a study to review and document the condition of 10 buildings within the Town of Ledyard; identify their current and future facility needs; and project the major investments required to meet the Town's anticipated needs in the future. The study will provide recommendations and options for short-term projections for the next ten years, and strategic recommendations beyond 10 years. It is anticipated that the study will be used for long-term fiscal forecasting.

## **SCOPE OF WORK**

### **Part 1: Community Facilities Assessment Study**

Conduct a facility evaluation of 10 municipally-owned buildings and sites to determine the condition of facilities, including parking lots, school grounds, and septic systems, with regard to code compliance, deferred maintenance, potential hazards, and compliance with depreciation/replacement schedules for roofs, heating systems, ADA issues, and other discovered facility issues. The study will include the high school, middle school, and five elementary schools, the town hall, police and fire stations, and two libraries.

### **Tasks**

- 1.1 Conduct a condition assessment and walk-through of the ten (10) municipal facilities noted herein. Compare preliminary results with the previous study done by the Town. Two days of field investigations by two people each day is assumed. (32 hours)

- 1.2 Update floor plans for buildings based on drawings provided by the Town to indicate change in use or configuration.
- 1.3 Review and identify state building code compliance issues and outline possible solutions for report.
- 1.4 Compare existing conditions with the requirements with the Connecticut Department of Education guidelines to identify areas of non-compliance, to support grant funding for the schools.
- 1.5 Prepare a written condition analysis of each building in report format. This report shall also comment on ongoing maintenance policies and practices which might be adjusted and/or implemented to address current or future capital costs. We will include an analysis which identifies the implications of implementing LEED Silver certification.
- 1.6 Prepare condition analyses cost estimates for each of the ten (10) facilities.

#### **Deliverables**

A facility assessment report of the physical condition and cost of repairs and code compliance, and prioritization of needed repairs. The report will identify major cost items over a 10-year period. Roofs will be identified as a separate component.

#### **Part 2: Future Capital Needs Assessment Plan**

Prepare a prioritized Comprehensive Facilities Master Plan that identifies Ledyard's capital improvement needs, with a multi-year implementation plan with associated anticipated construction expenditures. The educational needs assessment and recommendations for action will be based upon the enrollment projections provided by Ledyard, Town preferences as to class size, appropriate grade level programming needs, and school-by-school facility conditions.

#### **Tasks**

- 2.1 Identify specific educational needs for each school facility in terms of physical condition, grade levels, size, and location, based on enrollment trends and projections.
- 2.2 Meet with members of the Board of Education and other selected individuals identified by the Town to review enrollments trends and projections, preferred class size, and identified facility questions.
- 2.3 Prepare a comprehensive facility utilization plan, which evaluates alternatives for meeting identified facility needs and State requirements through program changes, renovation and expansion, new construction, and repair. Cost estimates for each alternative will include design and engineering fees, construction costs and equipment and furnishings for each facility.
- 2.4 Identify potential projects and program needs and solutions beyond the 10-year period covered by the Capital Plan.
- 2.5 Identify projects eligible for State reimbursement or other sources of funding.

**Deliverables**

A 10-year comprehensive Facilities Master Plan, including an executive summary, maps, and/or other supportive documentation. Meetings and hearing related to the Plan.

**Part 3: Gap Analysis**

Preparation of a “gap analysis” report that forecasts projected facility and space requirements within the Town of Ledyard, compared with current needs. Future space needs and potential new construction or renovation of existing facilities will be identified. The space utilization study will consider consolidation of Town offices, as well as possible expanded facilities in the gap analysis report.

**Deliverables**

A report documenting potential gaps in Town facilities and proposed solutions to meet facility and space requirements.

**CLARIFICATIONS and ASSUMPTIONS**

1. The capacity of site utilities, including water, sewer, gas, electrical, telephone / data and steam are adequate to serve the needs of the renovated areas. No investigation of utility capacity is assumed.
2. Asbestos, mold, or hazardous waste investigation and remediation is excluded from SMMA’s scope of work and fee proposal.
3. Hard copies of as-built plans and CADD existing conditions drawings will be provided by the Town. No field verification of existing dimension is assumed.
4. School enrollment projections and general population trends consulting services will be provided by the Town, and are not included in our scope of services.
5. Emergency Services – no special expertise or consultant is required to determine the anticipated future needs for these functions
6. Libraries – our analysis of future trends will be based on our experience; no separate consultant is assumed.
7. Town Review periods – a two (2) week review period is assumed. SMMA will continue to work during the review period unless specifically directed to stop.
8. Review of existing conditions will be based on readily visible and available information and condition. No forensic demolition is assumed.
9. The Town will provide information as to the age of all roofs including installation date, repair information and noted problems over time
10. Interviews with stakeholders will be scheduled for telephone conference calls.
11. No MBE / WBE participation goals are to be met
12. Construction cost estimates are based on similar recent experience and may vary from actual construction bids received. All construction costs will be in 2010 ~ 2011 dollars, without escalation.

13. Buildings to be included in the study:

<i>Building</i>	<i>Year Constructed</i>	<i>Gross Square Feet</i>
Gallup Hill School	1965	39,189 GSF
Ledyard High School	1963/2002	191,000 GSF
Ledyard Center School	1948-9	47,420 GSF
Gales Ferry School	2001	23,000 GSF
Juliet Long School	1965	37,600 GSF
Ledyard Middle School	1971	75,600 GSF
Town Hall Complex		12,381 GSF
Police Department		6,328 GSF
Bill Library		10,858 GSF
Gales Ferry Library		4,178 GSF

**FEE**

SMMA proposes to do this study for a lump sum fee of \$60,000 including expenses. Billing will be on a monthly basis. Our fee is divided into three parts

<b>Part 1 Community Facilities Assessment Study</b>	= \$36,000
<b>Part 2 Future Capital Needs Assessment Plan</b>	= \$15,000
<b>Part 3 Gap Analysis</b>	= \$9,000
<b>Total</b>	<b>= \$60,000</b>

Please refer to the attached Terms and Conditions which defines this agreement for basic services and additional services if requested after the study is completed.

Thank you very much for this opportunity to prepare a proposal for the Town of Ledyard Community Facilities Plan. Upon your review, please contact me with any questions you may have regarding the scope, schedule or fee. Please sign and return a copy of this agreement as authorization to proceed.

Very truly yours,

SYMMES MAINI & MCKEE ASSOCIATES

Town of Ledyard

Mark j. Zarrillo FASLA AICP  
 Principal/ Project Director

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 Accepted by:

enclosures: Terms & Conditions

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 Date: