

July 12, 2010

Mr. Charles Karno  
Town Planner  
Town of Ledyard  
Planning Office  
741 Colonel Ledyard Highway  
Ledyard, CT 06339

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**Re: Town of Ledyard Municipal Facilities Study**

Dear Mr. Karno and Members of the Selection Committee:

As requested, we have developed a proposal to provide a Municipal Facilities Study as outlined in the Town of Ledyard's RFP. Based upon the requirements noted in the RFP, our understanding is that the project will be completed in three phases as outlined below.

**Phase I: Facilities Condition and Current Use Study**

- Field inspection of the Town's 14 municipally owned/operated buildings and the associated sites (refer to Attachment A) including visual inspection/evaluation of the existing building structural systems, building envelope, interior construction and finishes, mechanical, electrical, fire protection systems as well as existing site construction, site utilities, hazards (including environmental), historical significance and other physical condition items deemed relevant. Inspection work would be done by a licensed architect, a structural engineer, civil engineer, landscape architect, mechanical and electrical engineer.
- Basic analysis of the current usage of the facility and the adequacy of that facility to accommodate and serve the intended use.
- Updated site and floor plans for each facility will be developed by Moser Pilon Nelson (MPN) utilizing the existing AutoCAD plans (provided by the Town) as backgrounds. Floor plans will be updated to reflect new additions/alterations and current usage where applicable. The Town will also provide MPN with print copies of as built plans for each facility to be utilized by the architect and the engineering sub-consultants during the conditions assessment effort as well as copies of any previously completed studies, inspections, code citations, letters of correspondence, etc.
- Regulation and code issues will be evaluated for each facility, including fire safety and American with Disabilities Act compliance.
- Energy consumption/conservation profiles for each building will be developed utilizing Town provided energy consumption data (utility bills, etc.). The profiles will be summarized in spreadsheet and narrative format for comparison with industry performance benchmarks for similar facilities.

Deliverables will include a written report summarizing the findings of the field investigative work, including an executive summary and written narratives describing the existing construction and building usage and summarizing deficiencies in both written and spreadsheet (Excel) format with photos where relevant. Project recommendations for each facility would be prioritized and would include estimated costs for recommended projects over ten and twenty year time horizons. The listed projects would be summarized in a sortable database format organized by the Construction Specifications Institute (CSI) divisions and provided to the Town in both print and electronic media.



Typically, the report is submitted as a draft at 90% completion for review and comment by the Town staff. Upon receipt of those comments, MPN will revise the report and resubmit as a final document upon the completion of phases II and III. On a comprehensive, town wide facilities assessment, it may be beneficial to consider the submission of a “*pilot*” report for two or three representative buildings before the full study is executed, allowing the Town staff the opportunity to review and comment on both the content and the format of the reports before the balance of the study is submitted.

### **Phase II: Facilities Requirements and Future Needs Assessment**

Utilizing ten year projections on school enrollments (NEASC or Town provided) and general population trends for the Town’s demographics, MPN will develop-working with the building user groups - an Excel format space program for each facility or municipal need reflecting the anticipated changes in space requirements for that facility. Included will be the following 14 facilities (refer to Attachment A):

- Educational facilities (seven facilities) including enrollment projections, classroom and core facility requirements and specific educational program requirements.
- Emergency Services (Police, Fire, and EMS facilities) will be evaluated including existing and projected space needs for administrative and training requirements.
- General Town Government including present and future space needs for all functions currently served from Town Hall and any functions not specifically called out elsewhere (four facilities).
- Libraries; including current trends in delivery of library services.

Inspection results of the existing educational facilities/programs will be compared against the State of CT Department of Education’s space guidelines with consideration to anticipated future needs. References will be provided comparing the facility impact upon educational effectiveness/achievement where warranted.

Prior to meeting onsite with facility staff, a questionnaire would typically be circulated to cognizant personnel to develop feedback on both current and anticipated building space and usage issues deemed important by the building users. This initial feedback will help the planning team to develop recommendations which address the specific concerns of the building users.

Deliverables will include a report with a written narrative, a space program in Excel format comparing existing and proposed space requirements for each facility, conceptual site and space plans showing the potential change in usage, renovation and/or expansion for each facility. A draft report will be submitted at 90% completion for review and comment by Town staff and as a final comprehensive report once all comments have been received and addressed.

### **Phase III: Gap Analysis and Potential Solutions**

Upon completion of the existing facilities usage study and conditions assessments and after the current and future space needs have been quantified, a gap analysis with a ten year time horizon will be performed to determine the best options for the Town to meet it’s projected future facilities needs. This analysis will consider costs associated with maintenance, renovations, expansion, recapitalization, demolition, relocation, co-location and repurposing as well as funding options and potential State reimbursement.



Deliverables will include a report with an executive summary and written narratives with spreadsheet tabulations comparing costs and capacities for each facility, as required. The report will be submitted as a draft at 90% for review and comment by town staff with review comments integrated into the final, comprehensive submission as a single bound document and in PDF format, including work previously completed for Phases I and II.

Subsequent to the final submission, MPN will make presentations of the comprehensive findings of the study to the Town Permanent Building Committee as well as to educational and community groups in town as required.

#### **Sub-Consultants**

MPN proposes to utilize the expertise of the following sub-consultants for this study:

- Macchi Engineers: Structural Engineers
- Bemis Associates: Mechanical and Electrical Engineers
- Civil Strategies: Civil Engineering
- Richter Cegan: Landscape Architects & Urban Designers
- Leach Associates: Cost Consulting

A detailed listing of the individual professionals assigned to this project is included in the attached organizational chart (Attachment B).

#### **Schedule**

MPN is immediately ready to commit to this project. It is anticipated that the work could be completed during the summer and fall months of 2010 with a final submission and community presentations in early 2011. Refer to our preliminary proposed schedule (Attachment C).

#### **Professional Fees**

The lump sum fee for this work will be **\$174,250 (one hundred seventy four thousand two hundred fifty dollars)**. Fees would be invoiced at 90% for each draft submission by phase and at 100% for the final comprehensive submission. Reimbursable expenses including the cost of reproductions, overnight shipping etc., would be invoiced at actual cost plus 10%. Mileage to and from Ledyard is included in the base fee.

It was pleasure meeting the members of the selection committee this past spring. If you have any questions about this proposal, please don't hesitate to contact me at 860-563-6164 ext. 230 or by e-mail at [rbrown@mpn-arch.com](mailto:rbrown@mpn-arch.com).

Very truly yours,

Richard B. Brown, AIA  
Principal

Enclosures

# Attachment A

## LEDYARD, CT



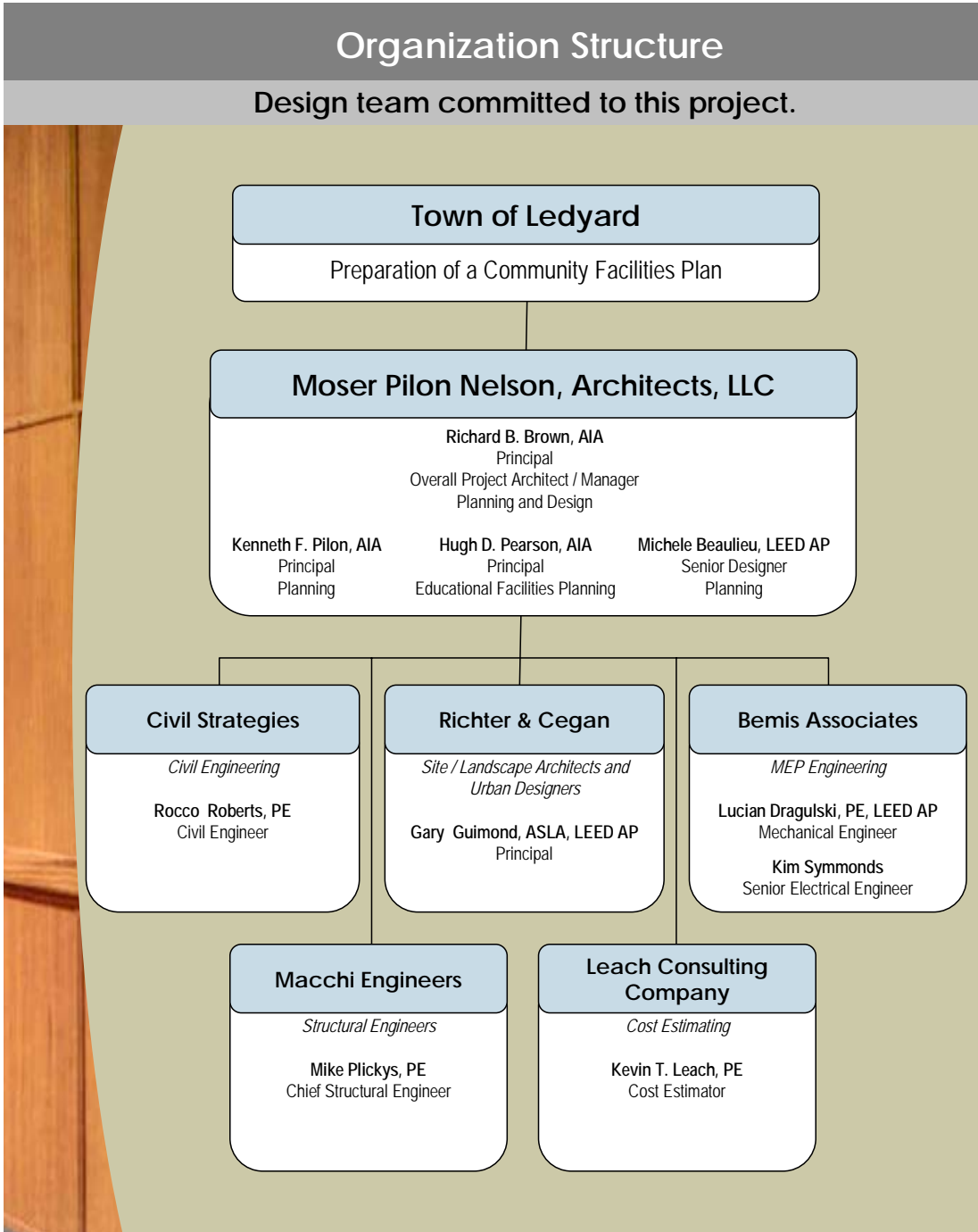
### Planning & Development Information - Community Facilities Plan

(6/11/2010) [Request For Proposal](#) - return date 7/12/2010 by 10:00 AM

(6/9/2010) The following table indicates the facilities included in the study. The individual links will take you to the Town's GIS system with more info on the properties.

Building	Historic Property	Description	1996 Facilities Plan
<a href="#">BOE; 4 Blonder Blvd.</a>		12,000± SF facility housing administrative offices for BOE and Town Park & Recreation Dept.	
<a href="#">Gallup Hill School; 169 Gallup Hill Road</a>		39,189± Elementary School	Yes
<a href="#">Ledyard High School, 24 Gallup Hill Road</a>		191,000± SF High School	Yes
<a href="#">Ledyard Center School, 740 Colonel Ledyard Hwy</a>	Yes	47,420±SF Elementary School	Yes
<a href="#">Gales Ferry School, 1858 RT 12</a>		23,000± SF k-2 School	Yes
<a href="#">Juliet W. Long School, 1854 RT 12</a>		37,600± SF 3-6 School	Yes
<a href="#">Ledyard Middle School, 1860 RT 12</a>		75,600± Middle School	Yes
<a href="#">Town Hall Complex, 741 Col. Ledyard Hwy.</a>	Yes (Main Bldg)	12,381± SF Municipal complex 4 Building	
<a href="#">Police Department, 10 Lorenz Pkwy</a>		6,328± SF Police facility	
<a href="#">Bill Library, 718 Col. Ledyard Hwy</a>	Yes	10,858 Public Library	
<a href="#">Gales Ferry Library, 18 Hurlbutt</a>		4,178 SF Public Library	
<a href="#">Ledyard Fire Com., 11 Fairway Drive</a>		18,730 SF Fire Station	
<a href="#">Gales Ferry Fire Com., 1772 Route 12</a>		14,049 SF Fire Station	
<a href="#">Former Gales Ferry School, 7 Hurlbutt</a>		41,673± Former School; current, partially rented for misc. private uses	

Attachment B



# Attachment C

Town of Ledyard Community Facilities Plan Preliminary / Proposed Project Schedule (July 8, 2010)																																	
Task	Duration	Week																															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
<b>Phase I: Facilities Condition and Current Use Study</b>																																	
Mobilize	2 Weeks	█	█																														
Field Work	6 Weeks		█	█	█	█	█	█																									
Draft Report	4 Weeks								█	█	█	█																					
Town Review	4 Weeks												█	█	█	█																	
<b>Phase 2: Facilities Requirements and Future Needs Assessment</b>																																	
Mobilize	4 Weeks		█	█	█	█																											
User Meetings	6 Weeks						█	█	█	█	█	█																					
Draft Report	4 Weeks												█	█	█	█																	
Town Review	4 Weeks																█	█	█	█													
<b>Phase 3: Gap Analysis and Potential Solutions</b>																																	
Draft Report	6 Weeks																█	█	█	█	█	█											
Town Review	4 Weeks																																
Presentations	2 Weeks																																
Final Report	1 Week																																

Moser Pilon Nelson, Architects, LLC