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**town of suffield
town hall
space planning update**

**suffield
ct**

tos-2456a

august 19, 2016

table of contents

Cover
Table of Contents

divider 1

Executive Summary

divider 2

Existing Floor Plans

divider 3

Space Needs Program

divider 4

Concept Plans Description

- MP-1.0 Town Hall- Lower Level
- MP-1.1 Town Hall - Main Level
- MP-1.2 Town Hall - Upper Level
- MP-1.3 Town Hall – Site Sketch

divider 5

Opinion of Probable Cost

executive summary

The project objectives of the Space Planning Update for the Town Hall, Suffield, CT, were:

- Meet with Town Hall staff to review and quantify the program areas for current departments and create a new program for the Space Planning Update.
- Develop planning concept layouts based on the program for the Space Planning Update.
- Develop a planning budget for the concept layouts.

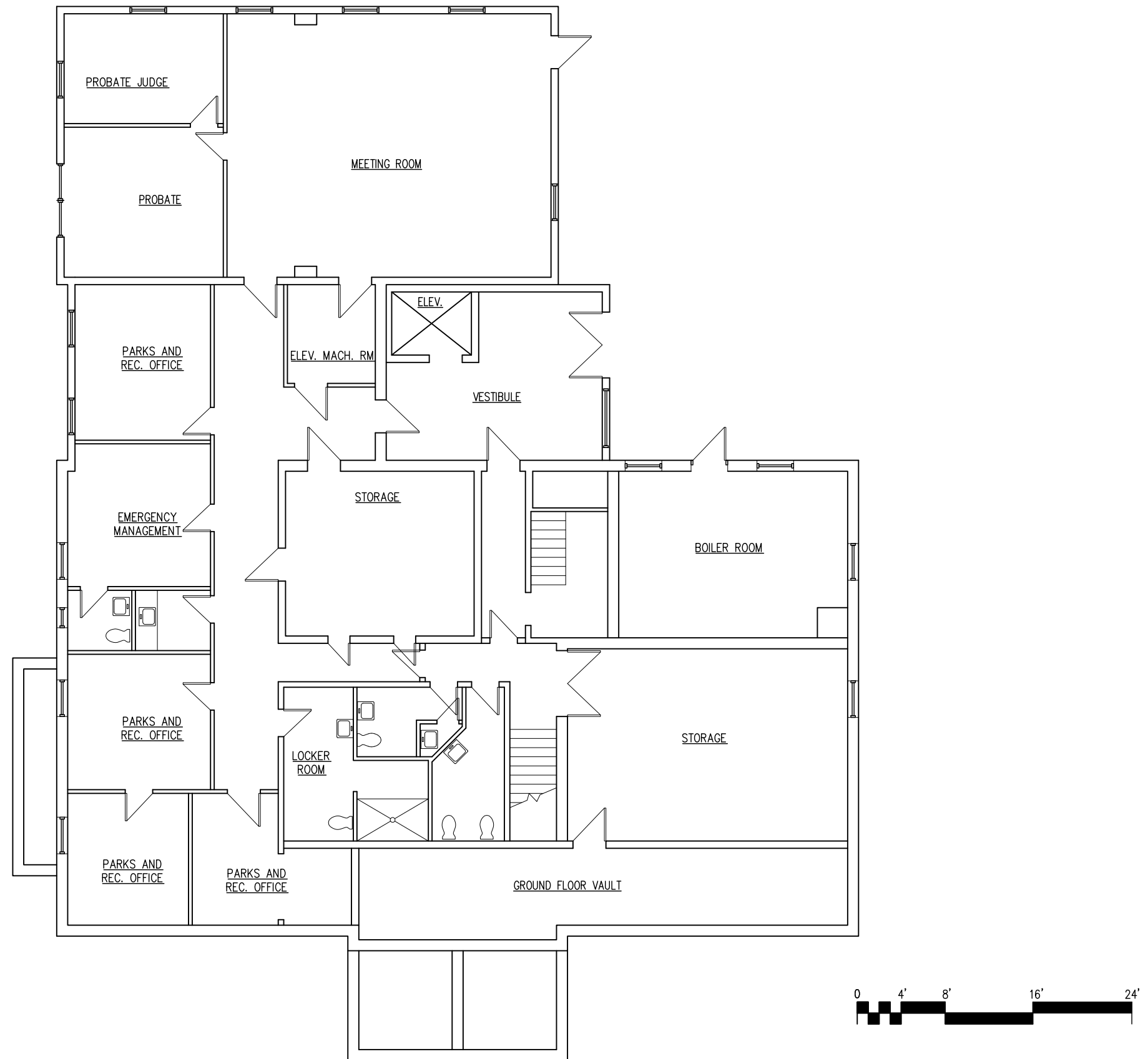
conclusions

Our Team and the Space Needs Committee concluded that the Town's space needs, within the Town Hall facility, are best met by the construction of a new 5,800 sf addition on the west side of the existing Town Hall on the ground floor (and wrapping around to the south entrance front). The existing facility will be renovated (approx. 11,000 sf) for reconfigured or relocated departments. The proposed concept plans accomplish the following goals and/or benefits:

- Provide a new 600 sf. Vault in the Town Clerk's office on the Main Floor.
- Locate the Registrar nearby the Town Clerk (but in separate offices) and also near a sizeable conference room to meet with voters during heavy registration periods.
- Group the Land-Use offices (comprised of Building Department, Planning & Zoning, Town Engineer, Conservation and Public Works) together into one shared suite on the ground level, within the new addition and renovated space.
- Maintain the Assessor and Tax Collector on the Second Floor in reconfigured space.
- Maintain the Server Room in its current location, to reduce data and equipment coordination, while reconfiguring the IT department around it.
- Locate the First Selectman, Human Resources, Economics and Finance departments adjacent to each other on the third floor.
- Provide separate Men's & Women's room's on each level.
- The existing Boiler Room on the ground level will be relocated in order to open up space at the ground floor entrance and provide space for a Land-Use Suite. It will be relocated to the east side and utilize an existing an areaway for access to air.
- Provide a new egress stair in the new addition to rectify existing egress issues, thus eliminating an existing stairwell in the center of the building and freeing up additional space for program area.
- Centralize filing and storage in a shared area for the various departments.

opinion of probable construction cost

Based on the studies prepared and documented herein this Master Plan report, the opinion of probable construction cost for this project is \$6,150,000.



preliminary



town of suffield

town hall
space needs study - update

existing ground level plan

tos-2456
7/20/16

TH-1



preliminary



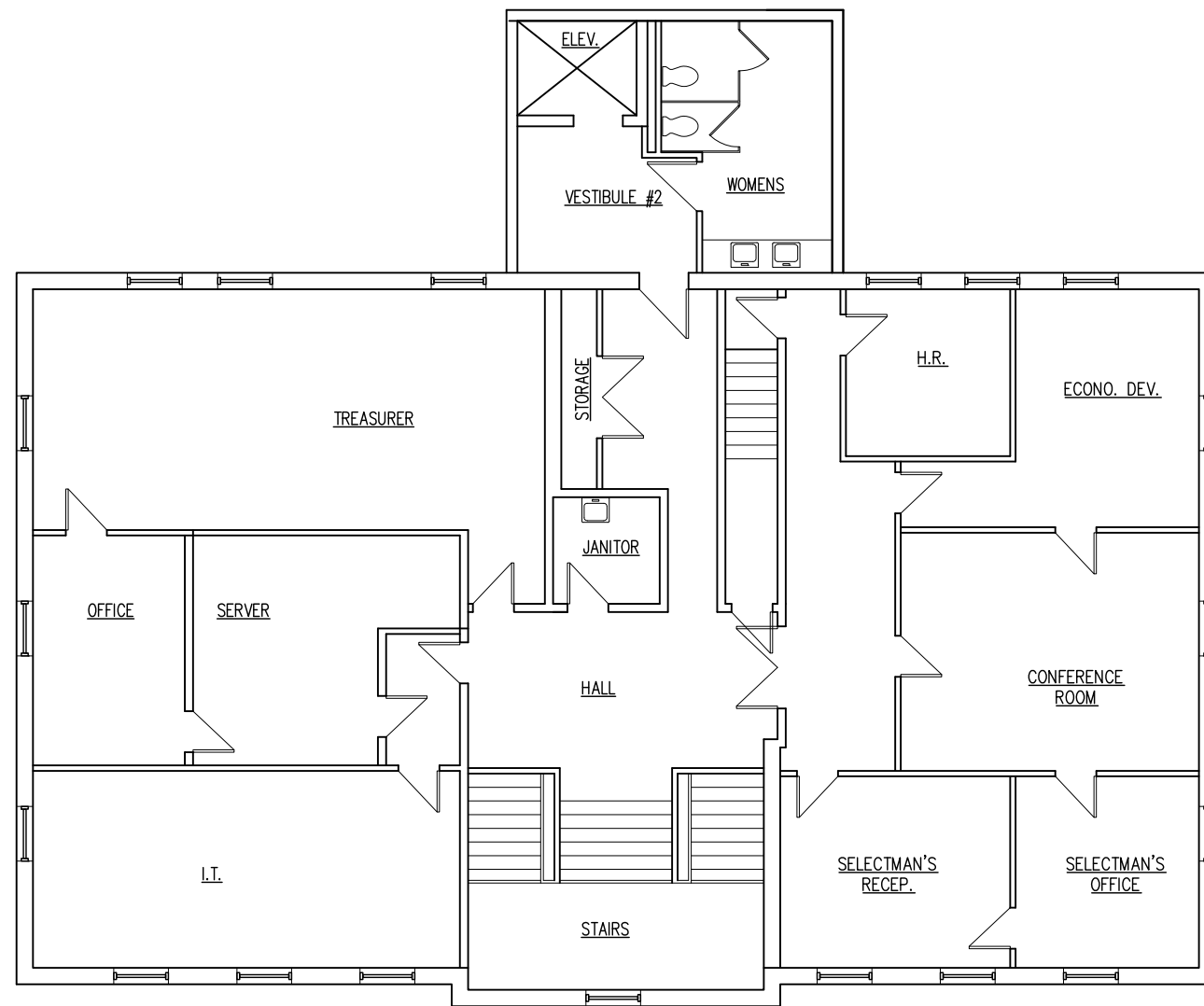
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town hall
space needs study - update

existing main level plan

tos-2456
7/20/16

TH-2



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town hall
space needs study - update

existing upper level plan

tos-2456
7/20/16

TH-3

Town Hall Space Needs Study

Town of Suffield

tos-2456a

August 19, 2016



program

	Proposed Program Area			Remarks
	No.	Net Area	Total Area	
Selectman's Office				second floor location, adjacent to finance, hr, ed
Selectman's Office	1	160	160	1 desk, table with 4 chairs
Selectman's Assistant	1	165	165	1 workstation, files
Conference Room	0	0	0	shared conference rooms
Copier/Fax Room	0	0	0	shared copier, needs own fax
Storage/Files	1	20	20	part of seletman's assistant space
subtotal			345	
Economic Development				second floor location
Office	1	120	120	1 desk, 2 guest chairs
Conference Room	0	0	0	shared conference rooms
Copier/Fax Room	0	0	0	shared copier, needs own fax
Storage/Files	1	50	50	in central storage area
subtotal			170	
Human Resources				second floor location, possibly becomes a shared office for 2 people
Office	1	160	160	1 desk, table with 4 chairs
Conference Room	0	0	0	shared conference rooms
Copier/Fax Room	0	0	0	shared copier, needs own fax
Storage/Files	1	40	40	part of office
subtotal			200	

	Proposed Program Area			Remarks
	No.	Net Area	Total Area	
Finance Department				second floor location
Office	1	160	160	1 desk, 2 guest chairs
Open Office	1	500	500	4 workstations, 7 fireproof files, bookcases
Conference Room	0	0	0	shared conference rooms
Copier/Fax Room	0	0	0	shared copier, needs own fax
Storage/Files	1	50	50	in central storage area
subtotal			710	
Information Technology				ground floor location
Open Office	1	400	400	3 workstations with "shop/assembly" workstation, 3 supply cabinets
Server Room	1	200	200	dedicated a/c
Copier/Fax Room	0	0	0	shared copier, needs own fax
Supply Closet	1	50	50	room for consumables, printer cartridges, etc...
Hardware Storage	1	100	100	room for 15 computers, 12 monitors, 5 printers, cables, etc...
subtotal			750	
Tax Collector				main floor location
Office	1	120	120	1 desk, 2 guest chairs, with view window to open office, safe
Open Office	1	360	360	bank teller type reception counter (room for 3-4 people to wait in line) 2 workstations, copier
Storage/Files	1	50	50	in central storage area
subtotal			530	
Assessor				main floor location
Office	1	120	120	1 desk, 2 guest chairs
Open Office	1	360	360	reception counter, 3 public access computers in "library" cubicle, 1 table for public, 1 workstation (assistant assessor), files, map file storage, copier, need own fax
Storage/Files	1	50	50	in central storage area
subtotal			530	

	Proposed Program Area			Remarks
	No.	Net Area	Total Area	
Town Clerk				main floor location, possibly with Registrar
Office	1	120	120	1 desk, 2 guest chairs
Open Office	1	500	500	current reception counter OK but need to get public access computers off it, 2 workstations, increase fire file storage from 4 to 10, safe, printer, copier, need own fax
Vault	1	600	600	double size of current vault
subtotal			1,220	
Registrar				ground floor or main floor location, possibly with Town Clerk, needs to be near large conference room for voter registration
Office	1	200	200	1 desk and 2 small computer workstations (4 part-time people), double file storage from 2 to 4, locked election equipment cabinet
subtotal			200	
Town Engineer/Conservation				part of land-use suite, ground floor location
Town Engineer Office	1	120	120	1 desk, plan table, files
Conservation	1	150	150	1 workstation in open office, reception, files
Future Workstation	1	100	100	1 workstation (1/2 engineer, 1/2 conservation)
Conference Room	0	0	0	shared conference rooms
Copier Room	0	0	0	shared room with copier/blueprint machine, suite needs a fax
Storage	1	80	80	in central storage area
subtotal			450	
Zoning & Planning				part of land-use suite, ground floor location, gis workstation eliminated
Town Planner Office	1	120	120	1 desk, plan table, files
Zoning Enforcement Officer	1	100	100	1 workstation in open office
Administrative Assistant	1	150	150	1 workstation in open office, reception, files
Conference Room	0	0	0	shared conference rooms
Copier Room	0	0	0	shared room with copier/blueprint machine, suite needs a fax
Storage	1	100	100	in central storage area
subtotal			470	

	Proposed Program Area			Remarks
	No.	Net Area	Total Area	
Building Department				part of land-use suite, ground floor location
Building Inspector Office	1	120	120	1 desk, plan table, files
Assistant Building Inspector	1	100	100	1 workstation in open office
Administrative Assistant	1	150	150	1 workstation in open office, reception, files
File Room	1	400	400	40 files, rolled plan storage, table
Copier Room	0	0	0	shared room with copier/blueprint machine, need own fax
Storage	1	100	100	in central storage area
subtotal			870	
Public Works				part of land-use suite, ground floor location
Director's Office	1	120	120	1 desk, plan table, files
Facilities Manager	1	100	100	1 workstation in open office
Contractor Specialist	1	100	100	1 workstation in open office
Administrative Assistant	1	150	150	1 workstation in open office, reception, files
Open Office Table	1	120	120	1 informal meeting place in open office for 6-8 people
Conference Room	0	0	0	shared conference rooms
Copier Room	0	0	0	shared room with copier/blueprint machine, need own fax
Storage	1	120	120	in central storage area
subtotal			710	
Common Space				
Meeting Room	1	1000	1,000	meeting room to accommodate 70 people
Large Conference Room	1	320	320	table with seating for 12-14 people, 20 total in room
Medium Conference Room	1	240	240	table with seating for 10-12 people
Small Conference Room	2	120	240	table with seating for 4-6
Break Room	1	180	180	kitchenette, two tables with seating for 4
Copier Room	1	60	60	common copier for second floor, paper storage
Land Use Suite Copier Room	1	150	150	common copier for ground level, large format printers, paper storage

	Proposed Program Area			Remarks
	No.	Net Area	Total Area	
Mail Room	1	75	75	near Tax Collector & Town Clerk
Central Storage/Files	1	tbd	tbd	long term storage, area total of quantities listed in departments above, plus 20 bankers boxes for WPCA files
subtotal			2,265	

proposed town hall master plan concept

renovations and addition to town hall

To meet requirements of the Space Planning Update some departments currently located within the Town Hall will be relocated to other locations within the facility and others will expand in place. A building addition is proposed to accommodate an expanded Town Clerk's Vault and office on the main floor, with additional program space on the ground and upper floors.

The Town Hall will be completely renovated with new finishes consistent with a mid-level office building. Features of the concept plan include:

- The existing Boiler Room on the ground level will be relocated in order to open up space at the ground floor entrance allowing for the Land-Use Suite to be accessed directly from the vestibule. The new boiler location will be on the east side and utilize an existing an areaway for access to air.
- A new egress stair in the new addition is provided to rectify existing egress issues, thus eliminating an existing stairwell in the center of the building and freeing up additional space for program area.
- A new rear entrance will be created on the ground level.
- Due to code issues, the storage use will be eliminated in the attic. A new pull-down stair will be installed to provide general access to the attic.
- The existing road to the west of the building will be relocated further towards the west in order to accommodate the new building addition.
- The existing handicapped accessible parking spaces will be relocated further west. New walks and landscaping will be added at the area to the south of the new rear entrance.
- The existing cooling tower will be removed and a new one constructed at a new location on the property.
- During construction, the Town Hall will be vacated.

Architectural and Structural Systems: The proposed addition will be constructed as follows:

- Exterior walls at addition: Steel studs with brick veneer (to match existing detailing), cast concrete sills and keystone, cast stone coping atop parapet, architectural trim to match profiles of existing cornice (painted wood or wood substitute). At rear entrance façade, expanses of painted aluminum storefront will be used with architectural columns and gabled pediment frontispiece at entrance portico. Additional brick detailing/patterning will occur at the stair tower.
- Exterior walls at existing Meeting Room facade: The west façade of the existing Meeting Room will be renovated to include architectural trim (Material: painted wood or wood substitute. Locations: at the gable, windows, door and to include new pilasters on facade) to match existing neoclassical trim.
- Interior walls and structure at addition: Steel framing with gypsum wall board. Steel construction with concrete on metal deck.
- Windows at addition: At new brick façade, insulated glazing will be in operable window frames (either wood, thermally broken aluminum or fiberglass to match profiles of existing wood framed windows). At rear entrance façade at ground level, windows will be painted aluminum storefront with insulated glazing.

- Roof at addition: Steel construction with concrete on metal deck. Membrane roofing on sloped rigid insulation and internal drainage. Architectural shingles (to match existing) on steel framing and plywood roof deck with rigid insulation at pyramidal roof above stair tower.
- Foundation at addition: Reinforced concrete stepped as need for grade.
- Interior finishes at addition and renovated space will be consistent with a mid-grade commercial office building.

Mechanical Systems: The proposed renovations and addition will include:

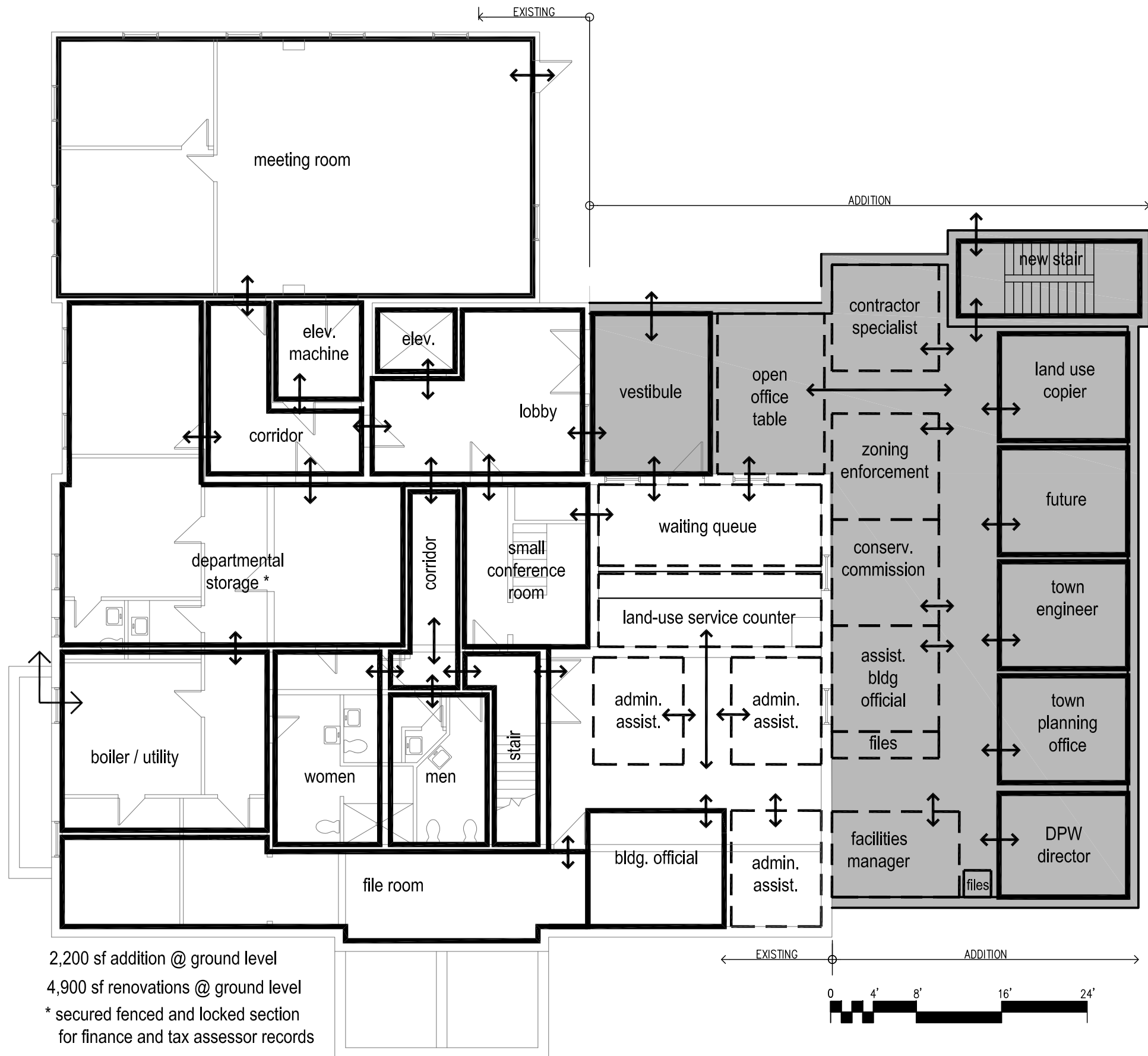
- A completely new HVAC system consisting of a new chiller, cooling tower, boiler, air-handlers, variable air volume (VAV) zoning, and direct digital control (DDC) system.
- Energy recovery ventilators shall provide ventilation air to all occupied spaces.

Plumbing Systems: The proposed renovations and addition will include:

- Plumbing fixtures count and fixtures to comply with code requirements.
- Relocation of gas & water service as needed for new Boiler Room location.
- The existing Men's and Women's Room on the ground level will be reconfigured into new two accessible multi-stall bathrooms. The existing fixture count will meet code.
- A new single occupancy Women's Room will be added on the Main Floor. A new single occupancy Men's Room will be added on the Upper Floor.
- Fire Protection: The renovated building will be sprinklered.
- Existing gas and water service will be relocated from existing Boiler Room location to new boiler room location.

Electrical Systems: The proposed renovations and addition will include:

- Relocate existing electrical service and provide new service entrance (at new Boiler Room location) with outside pad-mount transformer.
- New feeders to new HVAC equipment.
- New fire alarm system.
- Relocate existing emergency generator.
- Rework of wiring and outlets.
- Rework of phone & data wiring and outlets.
- New lighting
- Rework of wiring and switches.
- New emergency exit signs and emergency lighting.
- Rework site lighting as needed for reconfiguration of road and parking.
- Existing electrical service will be relocated from existing Boiler Room location to new boiler room location.



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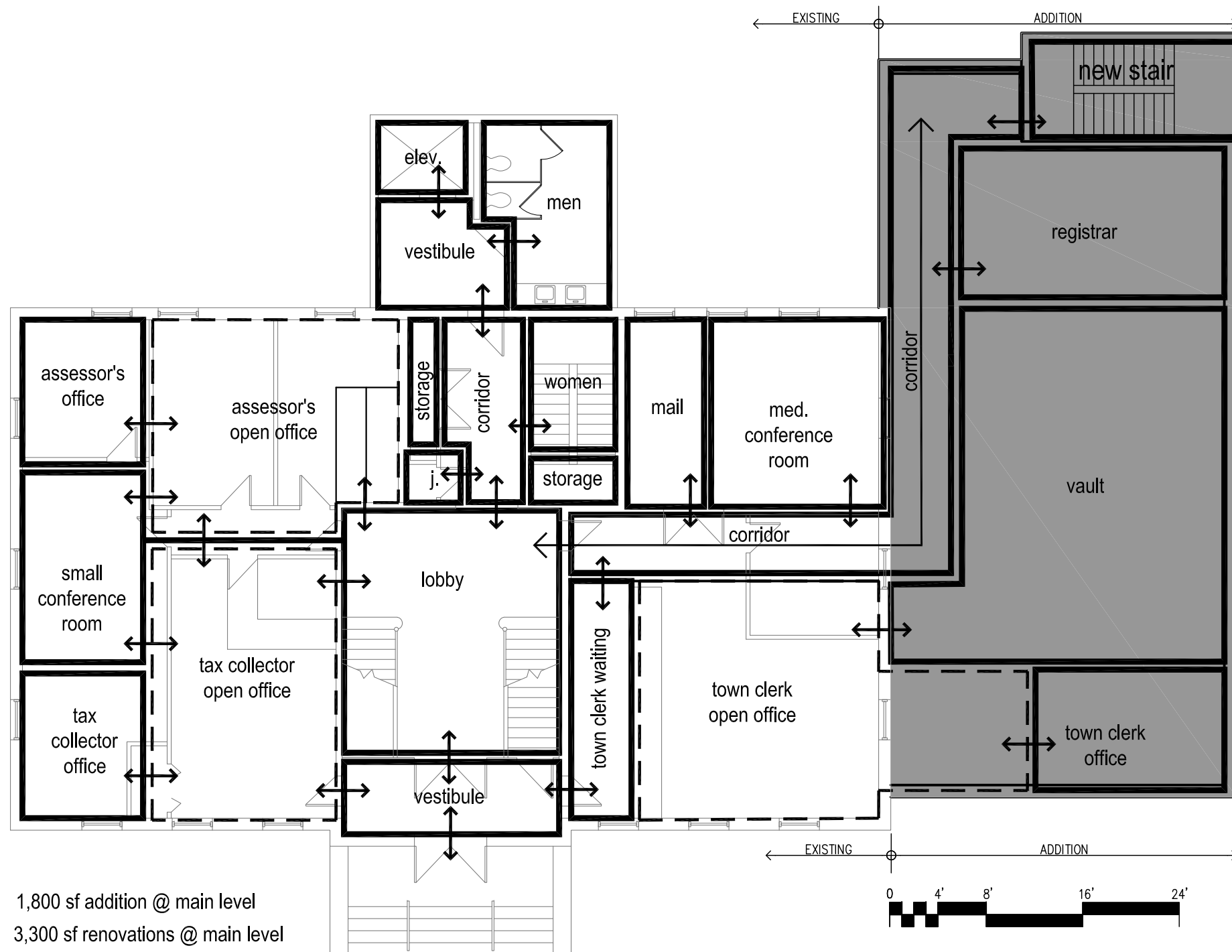
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town hall
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ground floor diagram

tos-2456
 8/19/2016

MP-1.0



preliminary



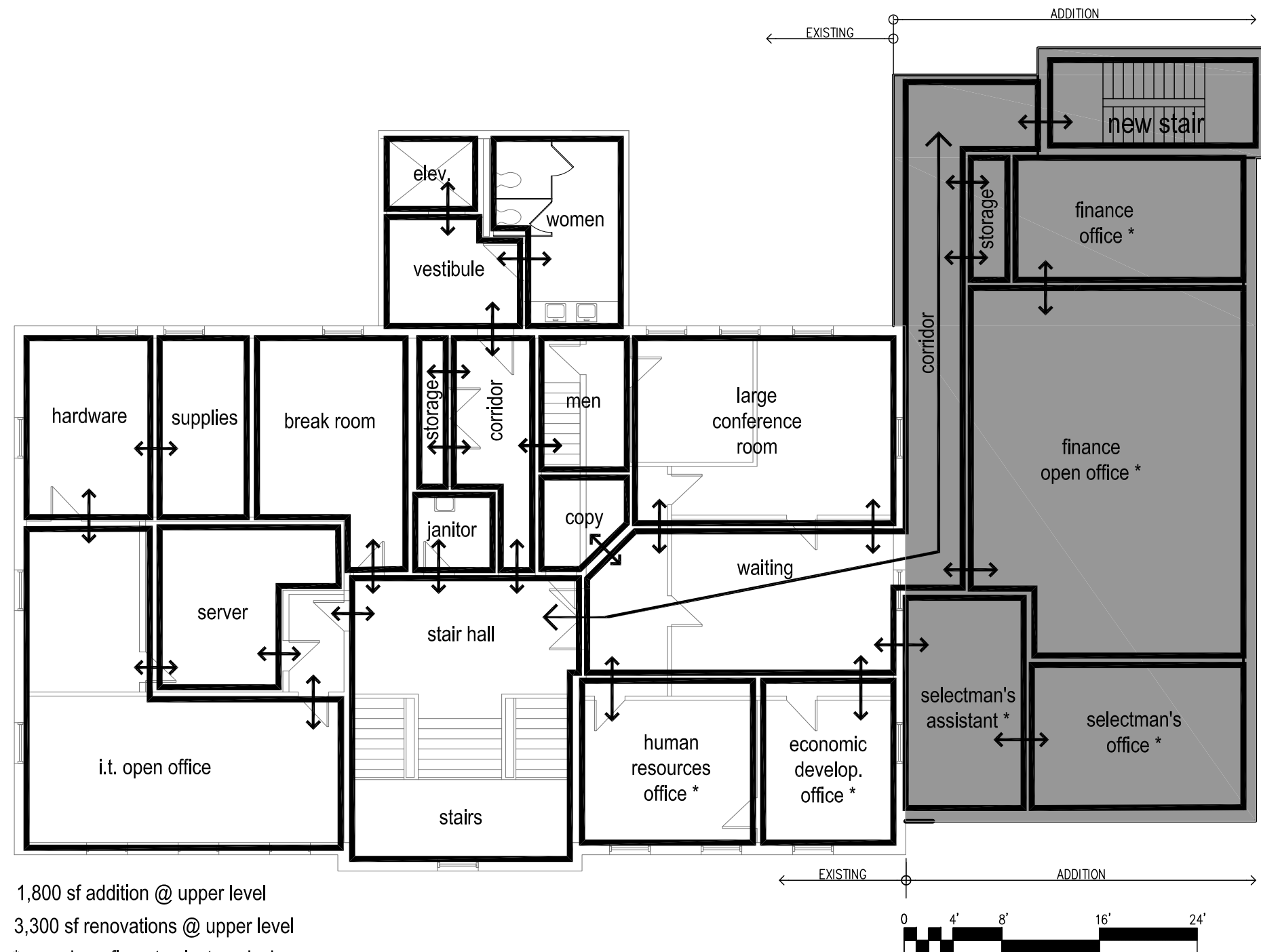
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main floor diagram

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MP-1.1



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town of suffield

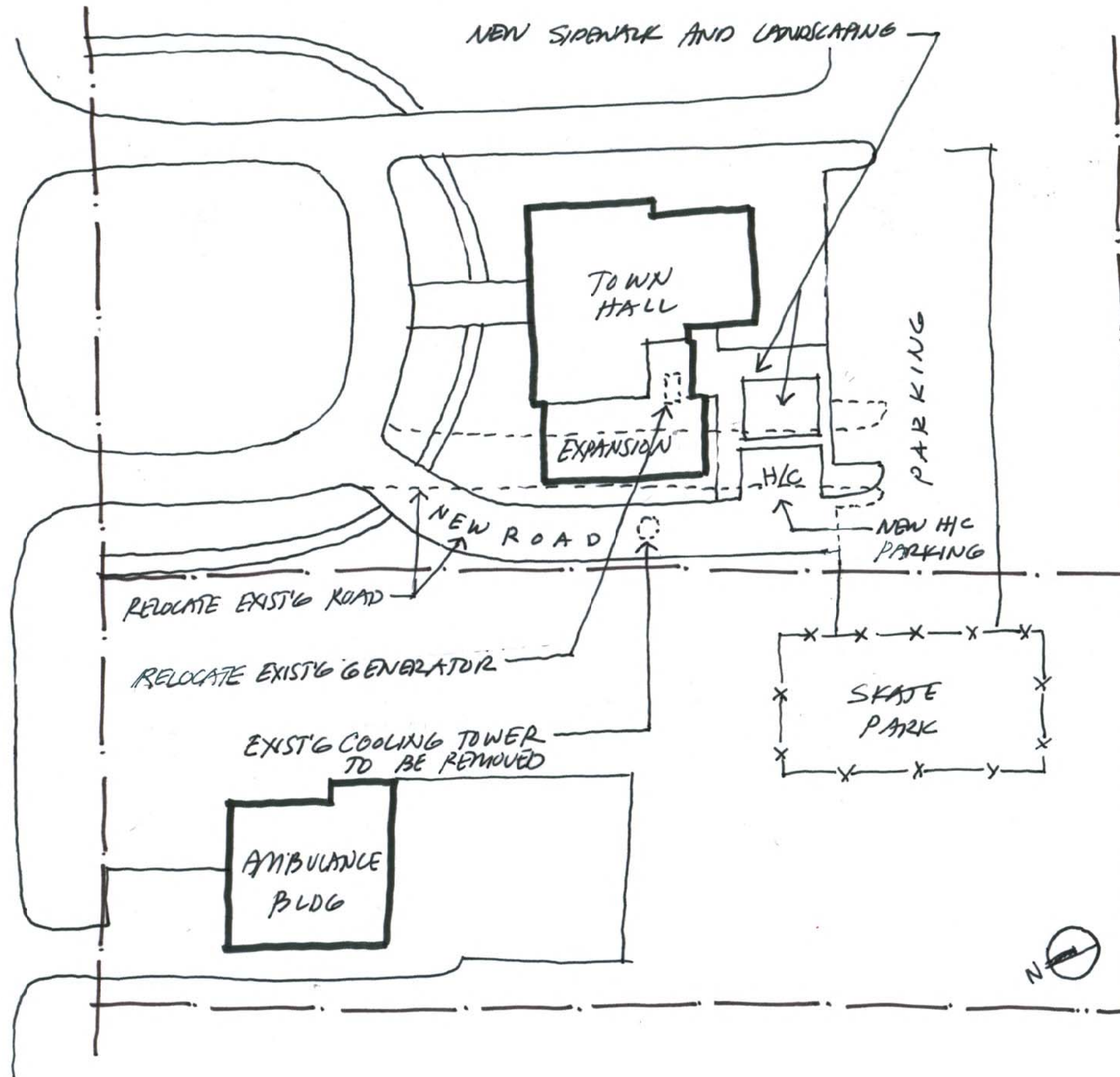
town hall
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upper floor diagram

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MP-1.2



preliminary



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town hall
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site sketch

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8/19/2016

MP-1.3

opinion of probable cost

D.G. Jones has prepared the following order of magnitude opinion of probable construction cost based on the drawings and descriptions within this Master Plan report.



**Addition/Renovations
Town Hall
Suffield, CT**

**Order of Magnitude Cost Estimate
Update #1**

**Prepared for:
edm
Unionville, CT**

**Prepared by:
D G Jones International, Inc.
3 Baldwin Green Common, #202
Woburn, MA 01801**

August 18, 2016

Summary

	<u>Consolidated</u>		<u>Addition</u>		<u>Renovations</u>	
	17,981		5,809		12,172	
Gross Floor Area (sf) =	<u>Element (\$)</u>	<u>\$/sf</u>	<u>Element (\$)</u>	<u>\$/sf</u>	<u>Element (\$)</u>	<u>\$/sf</u>
<u>A Substructure</u>	180,079	10.01	180,079	31.00	0	0.00
A10 Foundations	162,652	9.05	162,652	28.00	0	0.00
A20 Basement Construction	17,427	0.97	17,427	3.00	0	0.00
<u>B Shell</u>	751,375	41.79	653,999	112.58	97,376	8.00
B10 Superstructure	268,045	14.91	249,787	43.00	18,258	1.50
B20 Exterior Enclosure	404,078	22.47	343,218	59.08	60,860	5.00
B30 Roofing	79,253	4.41	60,995	10.50	18,258	1.50
<u>C Interiors</u>	763,085	42.44	270,119	46.50	492,966	40.50
C10 Interior Construction	341,085	18.97	121,989	21.00	219,096	18.00
C20 Stairs	38,036	2.12	31,950	5.50	6,086	0.50
C30 Interior Finishes	383,964	21.35	116,180	20.00	267,784	22.00
<u>D Services</u>	1,514,140	84.21	473,434	81.50	1,040,706	85.50
D10 Conveying Systems	0	0.00	0	0.00	0	0.00
D20 Plumbing	130,434	7.25	8,714	1.50	121,720	10.00
D30 HVAC	755,202	42.00	243,978	42.00	511,224	42.00
D40 Fire Protection Systems	209,132	11.63	81,326	14.00	127,806	10.50
D 50 Electrical Systems	419,372	23.32	139,416	24.00	279,956	23.00
<u>E Equipment and Furnishings</u>	86,724	4.82	31,950	5.50	54,774	4.50
E10 Equipment	38,867	2.16	14,523	2.50	24,344	2.00
E 20 Furnishings	47,857	2.66	17,427	3.00	30,430	2.50
<u>F Special Construction and Demolition</u>	109,548	6.09	0	0.00	109,548	9.00
F10 Special Construction	0	0.00	0	0.00	0	0.00
F20 Selective/Building Demolition	109,548	6.09	0	0.00	109,548	9.00
F20 Asbestos Abatement	0	0.00	0	0.00	0	0.00
<u>Sub Total Building Cost</u>	3,404,950	189.36	1,609,580	277.08	1,795,370	147.50
<u>G Building Sitework</u>	341,639	19.00				
G10 Site Preparation	44,953	2.50				
G20 Site Improvements	143,848	8.00				
G30 Site Civil/Mechanical Utilities	98,896	5.50				
G40 Site Electrical Utilities	44,953	2.50				
G90 Other Site Construction	8,991	0.50				
<u>Sub Total Construction</u>	3,746,589	208.36				
General Conditions/Requirements	12.50%	468,324	26.05			
Escalation to mid point of construction (1Q2018)	7.62%	321,387	17.87			
Estimating Contingency	20.00%	907,260	50.46			
GC Fee	5.00%	272,178	15.14			
Building Permit Fee		Excluded				
Construction Contingency	7.50%	428,680	23.84			
<u>Total Construction Cost</u>		6,144,417	341.72			

Notes

1. Brief project description:-
 - Addition and renovations to existing building with associated site work/utilities.
2. The estimate is based on the following:-
 - Prevailing wage rates.
 - GC type project.
 - Receipt of 4# bona fide bids.
 - Construction work will not be phased.
 - Existing building will be unoccupied during construction.
3. The gross floor areas are based on the following:-
 - Measurement is taken to the outside face of the exterior wall, measured through all stair wells, elevator shafts and ducts.
4. Story heights:-
 - Varies.
5. General Conditions/Requirements are priced as a percentage.
6. Special Conditions for this project are included with General Conditions/Requirements.
7. Escalation to mid point of construction of 1Q2018 is included at 5%/annum compounded.
8. Estimating Contingency is an allowance for future design modifications/additions, which alter the cost of the building as the design progresses, this percentage reduces as the design develops. It is based on a percentage of the sum of Sub-Total Construction, General Conditions/Requirements and Escalation. For this level of estimate the following has been included:-
 - 20.00%
9. Construction Contingency is an allowance for scope/design modifications made by the owner during construction and also for any unforeseen circumstances. It is based on a percentage of the sum of Sub-Total Construction, General Conditions/Requirements, Escalation and Design Contingency. The following has been included:-
 - 7.50%

Notes (Cont'd)

10. This estimate has been prepared from the following design information:-
 - Block Floor Plans dated 8/8/2016.
 - MP rev Site Sketch dated 8/8/2016.
 - Space Planning Update dated July 20, 2016.
 - Various emails from edm.
 - Telecons with edm.
11. The estimate includes the following:-
 - New wet pipe sprinkler system to all areas except:-
 - Dry sprinkler system to Attic.
 - FM200 fire extinguishing system to Vault.
 - Security (fully cabled).
 - Telephone/data (fully cabled).
 - Shades to exterior windows.
12. The estimate excludes the following:-
 - Sales tax.
 - Utility company backcharges.
 - Design consultant's fees.
 - Any work to existing Attic except new access stair and dry sprinkler system.
 - Hazardous material abatement and removal.
 - Excavation in rock.
 - Removal of water during excavation work.
 - Underpinning of existing foundations.
 - No major work to existing exterior envelope apart from minor repairs.
 - Loose furniture, fittings and equipment.
 - Fixed furniture, fittings and equipment except work normally included in GC work.
 - Third-party building Commissioning.
 - Building permit fees.
13. Allowances:-
 - Estimate is based on allowances at this stage of the design.
14. Assumptions:-
 - To arrive at a \$/sf cost reasonable assumptions have been made.
 - Floor to Floor height = 12'.
 - Balanced site work for cut & fill.
15. Estimates by other firms:-
 - None.

Gross Floor Areas

<u>Level</u>	<u>Addition</u>	<u>Renovations</u>
Ground Floor	2,169	5,136
Main Floor	1,820	3,518
Upper Floor	1,820	3,518
<u>Totals</u>	5,809	12,172