

August 26, 2024
Penny Thompson, City Manager
City of Caribou, ME

To assist in the presentation of the status of the new Police Station Project at the City Council Meeting, we have prepared responses to your list of items. Our responses are in red following your comments.

Overall Project Budget The project budget is used to understand the full cost of the project from conception to completion, including all soft costs. Costs already incurred and paid from other funding sources should be kept out of this budget, if not intended to be reimbursed by this project budget. Additionally, if the City has infrastructure funds for extending the right-of-way into the property for future development, it may want to consider using a portion of those funds to cover that specific item.

Summary: Based on the latest Preliminary Project Budget Summary, dated 05/15/2024, there are several outdated items/costs and several items/costs missing from the overall project budget that we need help completing: We have updated the Cost Estimate and the Project Budget as of 8/23/2024.

1. Item 1 – Acquisitions Assuming you own the property and access is from City right of way, no additional Acquisitions are anticipated.
2. Item 2 – Legal/Insurance (easements, builders risk insurance):
 - a. will easements be required? If so, who will be preparing? No easements anticipated as property is owned by the City and all utilities will be connected to City utilities
 - b. Will A/E need to provide easement exhibits/drawings? Not anticipated
 - c. Will Owner need builders risk insurance? Builder's Risk would be carried by the contractor as they carry all risk for the construction, until they turn the building over to you. This is usually part of their bond and insurance costs except when the work is renovation/remodeling. <https://www.thehartford.com/insights/construction/builders-risk-insurance>
 - d. If so, when does it need to be purchased? (We assume contractor will include his own builders risk insurance as part of his bid) N/A
 - e. Is current value listed enough to cover costs? \$5,000 may be more than necessary
 - f. This item appears to be duplicated with item 11; can they be combined? May be combined, City attorney might want to review
3. Item 3 – Bid Docs Printing and Handling
 - a. We understand, according to City/Artifex agreement, distribution of plan sets is included in tasks 3a, 3b, and 5 This is usually done now digitally, and contractors can

have prints made at their own expense. This covers presentation boards and prints for your use – it is an estimate and probably will not be reached.

- b. Based on note next to item 13, it appears that bid docs printing and handling is an A/E reimbursable task. We have included an amount for reimbursables including presentation documents and anything needing distribution to the City in item 3. Copies of documents for the fire marshal, City and other review agencies are also covered here.
- c. Is current value listed enough to cover costs? This seems appropriate still
- d. Can we combine this item with item 13 to keep all reimbursables together? Item 13 would be travel expenses.

4. Item 4.1 – Furnishings (office furniture, lockers, dispatch desks)

- a. We are assuming that these items will be A/E specified, but purchased/installed outside the construction contract; can you confirm? Yes
- b. Please elaborate on what else this may include (canteen tables, etc.) and who will be installing same? Usually a separate contract with supplier
- c. Is current value listed enough to cover costs? Difficult to confirm, depends on how much existing furnishings are re-used. \$75,000

5. Item 4.2 – Fixtures (includes radio antenna)

- a. We are assuming that these items will be A/E specified, but purchased/installed outside the construction contract; can you confirm?
- b. Please elaborate on what else this may include Right now we used this as a placeholder for the antenna
- c. Is the cost listed enough? It varies – you would probably be purchasing so could investigate what meets your needs

6. Item 4.3 – Equipment

- a. What should be here?
- b. Is this part of contractor's work or to be purchased and installed by City? Who to install?
- c. Add estimated cost

7. Item 5 – Intermediate Rental Used for rental of temporary storage space if needed during construction, should not need if moving directly from old to new station. Anything the contractor buys, he holds until installed

- a. Is this value still zero? 0
- b. If not, please advise

8. Item 7 – Moving, Temporary

- a. This is blank; is it zero?

Space

Really only need for remodeling



- b. If not, please advise
- c. Will we need to rent temporary space to store owner-purchased/installed furniture/fixtures/equipment? Or will it arrive so can be stored inside new station?
Supplier will likely store until it can be installed

9. Item 10 – A/E Fee

- a. We are assuming the schematic design fee with need an increase via an agreement amendment (see #20. Item 24, below) We provided a fixed fee and do not plan to make any changes to our current contract.
- b. Do any other A/E fees need updating (especially as we anticipate construction in 2025 and beyond)? Our fees are fixed all the way through Construction.
- c. The first invoices received, dated January 4, 2024 and February 20, 2024, list schematic design at \$94,350 instead of \$94,000 per agreement; can you clarify?
Our project fees, per the contract, are fixed at a total amount. We assign a percentage to each phase of the project. Those percentages are industry standard within a range and can be adjusted so long as the total fee is not exceeded. \$94,350 is 15% of the total fee as determined by our signed contract.
- d. Task 5 of the City/Artifex agreement includes 20 A/E on-site meetings (we are assuming monthly meetings), but the schedule shows Task 5 with 38 weeks of construction (is that only 9 months?); can you clarify? Initially pre-bid, pre-construction, minimum of monthly during construction, assuming some semi-weekly at certain key times and project closeout.
- e. Schedule: as the 2023 schedule in the City/Artifex agreement has expired, can you provide an updated schedule (including time for reviews by regulatory agencies)?
Work is ongoing/continuing on the project, we are working on the Design Development phase. We can discuss schedule/timeline further.

10. Item 11 – Legal/Insurance

- a. Is this for A/E services? No – other “professional” fees
- b. If so, is this already included in the A/E Fee? no
- c. If not, please clarify This is for your City attorney for whatever may come up. Sometimes federal funds or grants require additional advice not in our wheelhouse
- d. The value is currently blank; is it zero? If not, please clarify Do not know or foresee these fees
- e. Can this be combined with item 2? If you desire

11. Item 13 – A/E Reimbursables Expenses

- a. Add item 3, noted above (Bid docs printing and handling) to item 13
- b. Please outline all A/E potential reimbursable expenses with your assumptions and associated costs (i.e., there are 4 meetings scheduled with the City during schematic design phase; how many are assumed to be virtual? how many in person? what are the assumed costs for



travel, etc.?) We can adjust using anticipated construction phase visits. \$5,000 should be more than enough to cover site visit travel costs. Add another \$250 for agency review plans

- c. please include costs already invoiced \$250 invoiced to date.

12. Item 14 - Hazardous Materials Reporting

- a. Are hazardous materials anticipated? No
- b. The value is currently blank; is it zero? If not, please clarify
- c. Can this be combined or grouped with item 20, hazardous materials removal? Not anticipated

13. Item 16 – Survey/Traffic

- a. Survey costs need to be revised to \$7,000, to date We will include in spreadsheet. If not included will need legal description for PD lot, recording, and to set pins for this lot.
- b. Is any additional survey work anticipated? Layout for construction, should be covered by contractor
- c. Is a traffic study or a traffic permit needed? Not likely to need a traffic permit, typically a low generator as the traffic is similar to that of an office building with about 1 trip per employee per peak hour – significantly lower than the 100 trips at peak hour threshold for a traffic permit. A traffic generation statement will be part of the City site plan approval narratives.
- d. If so, does A/E have a subconsultant for that traffic work? Not needed
- e. Can an estimated cost be added? N/A

14. Item 17 – Geotechnical (subsurface investigation; completed)

- a. Price is currently up to date
- b. Is any additional Geotech work anticipated? Testing of gravel and compaction, during construction under item 19

15. Item 18 – Special Inspections (Structural steel)

- a. Testing for steel will be from out-of-town firm, so costs should be increase Do you have information on that?
- b. What else besides steel will require special inspection? Nothing anticipated

16. Item 19 – Construction Testing (soils and concrete)

- a. Testing for soils and concrete will be from out-of-town firms, like SW Cole, so costs should be increased
- b. Based on SW Cole removal, this figure geotech report re unsuitable soils should be increased even more Should



be covered in contingency as we don't know exact amount, we have also moved building away from deep unsuitable soils to minimize this.

- c. Should City desire, should we request proposal for construction geotech (soils removal/placement, etc) and concrete construction testing before or after bidding phase? Should get a price from SW Cole as they were the Geotech consultant and have the design parameters in their report.

17. Item 20 – Hazardous Materials Removal

- a. This should be grouped with item 14, above
- b. This figure is zero; should it be? As far as we know, this is appropriate

18. Item 21 – Commissioning

- a. What needs to be commissioned? Your decision: HVAC is typical
- b. This figure is \$20,000; is it high enough? It is okay for Bangor area, if you have different numbers, please let us know.

19. Item 22 – Clerk of the Works

- a. This is currently blank; it should not be as we have discussed from the beginning.
- b. Is this person to be employed by the Architect? No
- c. Or by the City? Yes
- d. Based on 20 monthly meetings per City/Artifex agreement, (Task 5, construction period assistance), and at a rough estimate of \$100/hr x 50hr/wk x 87 wks = \$435,000 plus mileage plus lodging and food if from out of town... Is this a realistic budget? Should this be 9 months of construction? Please advise
Our number would be \$200/hr x 20hr/wk x 35 wks plus travel and lodging \$175,000.

20. Item 24 – Probable Construction Cost

- a. At present, the Council has not approved the July 8, 2024 revised schematic designs
- b. Before I left for vacation, we provided the July 8, 2024 and the Feb 8, 2024 schematic designs to new Police Chief Corey Saucier and asked for his opinion on what is needed/not needed as well as what is wanted (listed by priority).
- c. Additional discussions about schematic design with A/E are anticipated
See updated costs and presentation

21. Item 25 – Design Contingency

- a. At present, this is at 10% of probable construction cost; does it represent anticipated costs not yet itemized/spelled out?
- b. Or does it represent unknowns? Both a and b
- c. The City would like to maintain a portion of the contingency for unknowns to be maintained during construction; should that be another 5% added to the current 10%?



Normally we carry this 10% (in addition to those contingencies carried in the cost estimate) until a construction contract is signed and then it can be reduced to 5%

22. Item 27 – Subtotal

- a. We understand this will likely change depending upon any revisions to schematic design **Not necessarily**

23. Item 28 – Escalation

- a. This value is blank; should it be?
- b. There is a 4% escalation shown with the PCM Company estimated, dated Feb 26, 2024; should there be a 4% escalation (or other figure) with this estimate as well (as construction will not likely start until 2025)? **Updated August 23, 2024 to allow 2025 construction costs**

24. Items believed to be missing from this estimate

- a. Environmental assessments, permitting, or compliance documentation
 - i. County Environmental Engineering has been working on a Phase I and a VRAP for this project and we need to add those costs to this budget **Is this project footing the bill for the whole site? No remediation is required for this “lot” as we were staying significantly away from what was identified in the assessment.**
 - ii. Is any other environmental permitting required (i.e. stormwater permitting)? **Not anticipated to need a stormwater permit, a significant amount of impervious gravel/pavement existed on the site and this project is not creating more than an acre of “new” impervious.**
 - iii. If so, does A/E have a subconsultant for that work? **Not needed**
- b. Planning board site design review will need a placeholder budget (not sure if it is a standalone item on the budget summary or if it is an agreement amendment task for the City/Artifex agreement; please advise) The site design review fee would be waived since it is a city project but we will need copies of plans and attendance at the meeting. **No added cost for this, covered in our contract**
- c. Permit fees (fire marshal, CEO/Planning Board can waive the building permit fee but not the plumbing permit fees of \$10/fixture, environmental permitting, others?); please add place holder fees for these items TBD **once design is past DD phase, paid by City**
- d. Are there any other items missing? Please advise

25. There are several item numbers missing from the list (6, 8, 12,15, etc.); have these items been deleted from the list or are they truly missing and need to be added back to the list?

These numbers change depending on the project and are not fixed line-item numbers.

Not all contracts/projects have all items, so they are removed and in this case we just did not renumber them. Here are a few of those left out, most are included in the construction cost, and many do not apply.



Telecommunications – included in construction cost
Percent for Art program (not required here)
Land (part of acquisitions)
Advertising
Security Systems
Preconstruction testing
Life cycle cost analysis

