

From: [Ellen Angel](#)
To: [Penny Thompson](#); [Shelly Lizotte](#)
Subject: RE: Caribou Police Station
Date: Thursday, November 14, 2024 3:22:48 PM
Attachments: [Project Budget summary 11,100 sf11-13-24.pdf](#)

Hi Penny,

It's taken me a couple days to get back to you as well. I hope you get your application in timely and the money flows!!

I've added my comments in red

I've also attached an updated Project Budget utilizing the amounts you requested be revised.

I think we are very close, but recognize you are now holding a significant amount of the budget in abeyance, which is perhaps the Council's purpose. But it does box in our options. We felt okay in the total numbers because we have reduced the footprint – the building has gotten slightly smaller, and the bathrooms are limited.

Also, without some decisions/answers to our questions and confirmation of the floor plan, we have had to hold the MEP consultants back. And their work constitutes easily 35% of the budget. They and we have requested that we have a discussion with the Committee to go over the options for HVAC choices. The 20th is now too early, but if we can schedule a date for them, that would be good. I am working on the contract amendment and will get to you soon.

Thanks

From: Penny Thompson <pthompson@cariboumaine.org>
Sent: Tuesday, November 12, 2024 8:32 PM
To: Ellen Angel <eangel@artifexae.com>; Shelly Lizotte <rlizotte@artifexae.com>
Subject: RE: Caribou Police Station

Good evening –

I apologize for the delay. I have been in full Brownfields Grant Application mode (due Thursday).

Comments in green below in emails from November 11, November 1 and October 30 (not sure if I answered any of those).

Thanks for your patience.

Penny Thompson
City Manager
City of Caribou Maine
(207) 493 – 5961 (direct line)
pthompson@cariboumaine.org

From: Ellen Angel <eangel@artifexae.com>

Sent: Monday, November 11, 2024 5:09 PM

To: Penny Thompson <pthompson@cariboumaine.org>; Shelly Lizotte <rlizotte@artifexae.com>

Subject: RE: Caribou Police Station

Just some comments regarding the info below:

Contingencies are important. 5% is minimal. Up to you, but I do think we have had the estimators look at this a few times, which means they are less likely to miss anything that has serious cost implications. **Please update to 15% contingency. Done**

I've attached current plans – there are still some tweaks (this is why we need the additional time) so the windows are not yet correct and some door swings may be incorrect or missing. But generally we all think the plan works and gives you some good flexibility. **Basement plans and renderings do not appear to be part of the package; please provide. This is why we need a month! You will get the plans this week – renderings as soon as we work out the windows**

I would be available for a zoom meeting Wednesday or Friday of next week. Otherwise I am back on December 6 and things open up a bit for the weeks of the 9th and the 16th. **Could we meet Nov 20th at 4pm? Yes**

Ellen

From: Penny Thompson <pthompson@cariboumaine.org>

Sent: Friday, November 1, 2024 12:14 PM

To: Ellen Angel <eangel@artifexae.com>; Shelly Lizotte <rlizotte@artifexae.com>

Subject: RE: Caribou Police Station

Good morning Ellen & Shelly –

I will send this to the committee. Here are just a few notes in **blue**:

>>an updated full cost estimate, **we have done 2 full estimates so far – our total project budget includes 3 – they cost us \$6000 Each so our additional amount cannot cover an extra full estimate of probable costs. ... Our next City Council meeting is November 25 so if we had that before then, that would be helpful. Everything but the cost estimate – if you want to add that fee, we would wait until mechanical, electrical, plumbing and structural had also been updated – this would be about 4 weeks.<<**

The last estimate we received was on Sept 9th at \$10,827,140 with a 5% contingency on construction costs and a 4% escalation on administration/reserves; I will need to discuss with committee/council if there is a desire to spend more money on a full cost estimate at this stage (we should save one for final design); do you believe the new total will be less than that

\$10,827,140 figure (keeping 5% or more contingency (prefer that it was at least 10%) and a 4% escalation)? There was discussion at the City Council meeting to actually have a 15% contingency at this early stage. Please update to 15% contingency. I think we are too early not to have 15% in there.

>> Should we then get on a regular schedule? Every two weeks? At a minimum until the major decisions are made ... Also, I'm gone from November 25 through December 6 << Since you stated above that you could get us the drawings by end of next week; maybe committee could meet again the week of the 11th or the 18th (before you go on vacation) so we can discuss everything. We could also discuss setting up a meetings every other week (subject to the vacation plans) at that next meeting. Could we meet Nov 20th at 4pm? It would be good to get the feeling of the committee before you go away.

>>Per Artifex response to the City's letter of Aug 26, the math provided by Artifex for clerk of the works was: "Our number would be \$200/hr x 20hr/wk x 35 wks plus travel and lodging \$175,000." At 20 hr/wk, this is for part time inspection; please double this number for full-time inspection. Are you expecting to spend \$350,000 on a clerk of the works? That fee would be over \$30,000 per month?? Maybe you can get some quotes from reliable firms for this work and we will include that amount? << We can look into it and get back to you. Please update to \$175,000 in the budget for Clerk of the Works based on full-time, 35-40 weeks @\$100/hr + lodging. DONE

Penny

From: Ellen Angel <eangel@artifexae.com>
Sent: Wednesday, October 30, 2024 4:36 PM
To: Penny Thompson <pthompson@cariboumaine.org>; Shelly Lizotte <rlizotte@artifexae.com>
Subject: RE: Caribou Police Station

Hi Penny,
Glad to get a quick response. I should be able to get most of the drawings to you by the end of next week. Also, I'm gone from November 25 through December 6.
I've responded to your questions/comments below:

From: Penny Thompson <pthompson@cariboumaine.org>
Sent: Wednesday, October 30, 2024 1:04 PM
To: Ellen Angel <eangel@artifexae.com>; Shelly Lizotte <rlizotte@artifexae.com>
Subject: Caribou Police Station

Good morning, Ellen –

The City Council met on Monday October 28 and have approved the additional fee. There is some

confusion of the “four weeks”; can you clarify? **We cannot complete the drawings until after the first of the year – end of January 2025 – this is what the extra 4 weeks is needed – extra drawing time for us and our consultants. Understood.**

Their approval of the additional fee was contingent upon getting updated floor plans (1st floor and basement, with dimensions/scale) with renderings, **No problem Can we assume that the basement plan and renderings will be forthcoming before our next committee meeting? Can we assume a graphic scale will be added to all plan drawings?**

an updated full cost estimate, **we have done 2 full estimates so far – our total project budget includes 3 – they cost us \$6000 Each so our additional amount cannot cover an extra full estimate of probable costs. Based on the undated (PLEASE DATE EVERYTHING!) 1st floor plan received Nov 11, 2024, we are assuming the dimensions of the main building are 127.5’ x 81.5’ = 10,391.25 sf plus the vestibule at 14’ x 20’ = 280.00 sf for a grand total of 10,671.25 sf; is this correct? If not, please advise; additionally, please provide the latest square-foot cost. The last one we saw was dated Aug 26, 2024 at \$911.58/SF; is this correct? Multiplying 10,671.25 by \$911.58/SF = \$9,727.698.08. This is too much, please advise.**

an updated schedule breakdown, **OK Can we assume the updated schedule breakdown will be forthcoming before our next committee meeting?**

and a formal agreement amendment for City signatures within four weeks – **of course. Can we assume this will be forthcoming before our next committee meeting?**

Our next City Council meeting is November 25 so if we had that before then, that would be helpful. **Everything but the cost estimate – if you want to add that fee, we would wait until mechanical, electrical, plumbing and structural had also been updated – this would be about 4 weeks. As noted above, please provide an updated building area and updated square-foot cost.**

Also, you mentioned meeting on a more regular basis. If you think that we can get the requested information prior to the November 25 meeting, could you meet with the committee to discuss before it is presented at the City Council meeting? We could even meet the afternoon of the 25th prior to the meeting if that worked. Should we then get on a regular schedule? **Every two weeks? At a minimum until the major decisions are made Could we meet Nov 20th at 4pm? It would be good to get the feeling of the committee before you go away.**

The committee has these questions (I have circled the areas on the attachment): **I think we have these answers, just would like to have the floor and site plans dated so I can keep them straight.**

1. There needs to be two separate locker rooms. This is Caribou and we are still that kind of place. One shower in the smaller northerly locker room and two showers in the larger one. **OK**

2. 2 Is this a bump out and if so, why? **We will probably have a structural frame there and I would like to use some stone there for your City seal and sign.**
3. 3 Is this a bump out or just showing the overhead doors? **Just emphasizing the doors – 2 - 12' x 12' overhead doors.**
4. 4 Is this door recessed? And if so, why? **Yes, so you can open under cover**

Other committee comments/questions include the following:

- A. Per Artifex response to the City's letter of Aug 26, the math provided by Artifex for clerk of the works was: "Our number would be \$200/hr x 20hr/wk x 35 wks plus travel and lodging \$175,000." At 20 hr/wk, this is for part time inspection; please double this number for full-time inspection. **Are you expecting to spend \$350,000 on a clerk of the works? That fee would be over \$30,000 per month?? Maybe you can get some quotes from reliable firms for this work and we will include that amount?**
- B. Please provide an updated site plan, including a version showing locations of the test borings. **OK**
- C. How does the new layout change the ballistics requirements? **It actually is helpful as we relocate some windows that were potentially in the line of fire**
- D. Should a chimney be needed, where will that go? **In the laundry room...**

Thank you for your prompt attention to this project. I look forward to hearing from you soon.

Penny Thompson

City Manager

City of Caribou Maine

(207) 493 - 5961 (direct line)

pthompson@cariboumaine.org

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