

Proposal for Professional Design Services

City of Caribou Public Safety Facility

October 22, 2019



Submitted By:

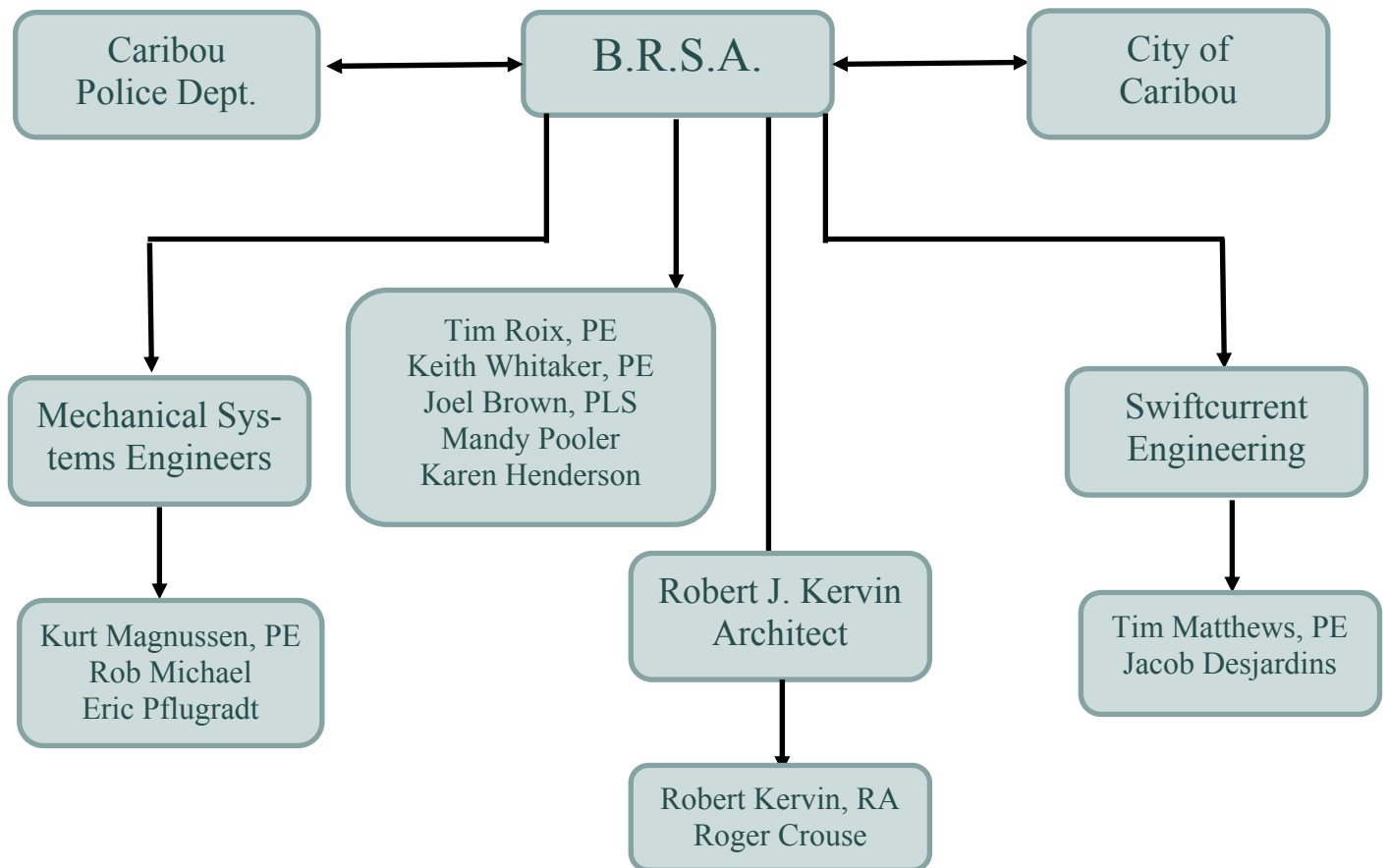


11 Hall Street, Presque Isle, ME
Tel: 207.764.3661

Proposal for Professional Engineering Services

City of Caribou Public Safety Facility

1.0 Project Team Flowchart & Firm Overview



B.R. Smith Associates, Inc. (BRSA) was established in 1987 in Presque Isle, Maine to provide high quality land surveying, civil, structural, electrical, and architectural engineering services, and building sciences. We serve a varied clientele, including governmental agencies, municipalities, contractors, industrial, commercial and private clients throughout the State of Maine.

BRSA presently employs a mix of full time and part time personnel. This mix includes Professional Engineers, Professional Land Surveyors, Architect, engineering and surveying technicians, and drafters. A resume for the key personnel assigned to this project.

BRSA recognizes the benefit of technology in increasing the accuracy, efficiency, and timeliness of our work. We have up to date computers, office equipment, software and survey equipment. Our drawings are developed using 2019 AutoCAD Architecture, and 2019 Land Development Desktop. We provide site, civil, structural architectural and electrical design services complete with survey, analysis, design, drafting of construction drawings and project management as required. We manage a vast library of hundred of surveys completed by Hoyt, Holmes and BRSA.



Timothy R. Roix, PLS, PE **Principal of Firm**

Timothy R. Roix has been actively involved in the surveying and civil engineering fields since 1984. As a principal of B.R. Smith Associates, Inc., he is responsible for a portion of the management and administration of the firm and the supervision of a portion of the firm's projects. Projects vary in size and complexity from mortgage loan inspections to large boundary and topographical surveys. Engineering design includes site, street and utilities. Mr. Roix has an extensive history with state and federally funded project. Recent projects include:

- Presque Isle Public Safety Building, Presque Isle, ME -
Space needs planning, topographical mapping, site design, structural design, foundation design, construction monitoring and project administration.
- Caribou Wellness Center, Caribou, ME
- Space needs planning, topographical mapping, site design, structural design, foundation design, construction monitoring and project administration.
- City of Presque Isle Riverside Drive Facility and Public Market-
Topographical mapping, site design, structural steel design, foundation design, and project administration.

Prior to his present position, Mr. Roix was a Civil Engineer at Aroostook Engineers, Inc. During this tenure his duties included acting as a designer and project engineer, creating preliminary and final engineering designs, preparing specifications, and assisting clients during the bidding phase of projects. Mr. Roix has also provided construction-monitoring services on several projects within Aroostook County. Other projects have included utility and street designs for several subdivisions, design of roofing systems for high school re-roofing projects, and the design of a potato storage facility.

Mr. Roix's experience also includes several years of land surveying experience, working as a land surveyor for both Plisga & Day, Inc. and Bridgham Engineering and Land Surveying. His duties included completing boundary retracement surveys, topographical surveys, legal research, drafting, computations, analysis, and report writing.

Professional Qualifications

- University of Maine, Orono: B.S. in Civil Engineering - 1993
- Northern Maine Community College: A.A.S. Drafting Tech. - 1985
- Licensed Professional Land Surveyor, Maine #2196
- Licensed Professional Engineer, Maine #9548

Professional and Civic Affiliations

- Member, American Society of Civil Engineers
- Member & Past President, Crown of Maine Chapter of MSLS
- Member & Past Secretary, of the Presque Isle Rotary Club
- Past Advancement Chair for the Boy Scouts of America
- Past Chair, Washburn Planning Board



Keith P. Whitaker, JD, PE **Civil / Structural Design Engineer**

Keith P. Whitaker has been actively involved in the civil and structural engineering fields since 1983. As an employee of B.R. Smith Associates, Inc., he is responsible for a project engineering design and review. Projects vary in size and complexity from wood framed storage facilities to multi-story hotels and highway bridges. Representative projects from past employment include:

- Totchaket Road Nenana River Bridge, Nenana Alaska -
Tasks included CMAR Project Management, Civil Design and permitting, structural and hydrologic design review of a 440' highway bridge in rural Alaska.
- Best Western Structural Renovations, Valdez, AK -
Structural design for renovations to main structural support walls for roof structure designed for 12' snow load conditions.
- Sand-Salt Storage Facilities, Islesboro, ME, and Dixmont ME
Site Planning and Structural Design of Concrete and wood framed storage facilities as part of the State reimbursement program.

Mr. Whitaker also serves as an Assistant Professor, and Construction Engineering and Management Program Director, in the Department of Civil and Environmental Engineering at the South Dakota School of Mines and Technology.

Prior to his present position, Mr. Whitaker served for 5 years in the Civil and Environmental Engineering Department at the University of Alaska Fairbanks where he also held a position at Goldstream Engineering, Inc., in Fairbanks.

Prior to his joint academic/private practice career he served 18 years as President of Plymouth Engineering, Inc. and several years as design engineer at several A/E firms in central Maine. He also gained construction experience at a family owned commercial construction firm in southern New England.

Professional Qualifications

- University of Maine School of Law: JD - 2007
- University of Rhode Island: B.S. in Civil Engineering - 1986
- Licensed Professional Engineer, Maine #7000
- Registered Professional Structural Engineer, MA #36355
- Registered Professional Engineer, NH #9039
- Registered Professional Structural Engineer, AK #14176
- Registered Professional Engineer, AK #12866
- ENV SP, Institute for Sustainable Infrastructure

Professional and Civic Affiliations

- Member, Past Fairbanks Chapter President, South Dakota Section President Elect, American Society of Civil Engineers
- Past Representative, MSAD 48 Board of Directors
- Past Elder, Plymouth Church, Plymouth Maine
- Past First Selectman, Town of Plymouth Maine
- Past Chair, Plymouth Maine Planning Board



Robert J. Kervin, Architect Personnel Profile

Robert J. Kervin Architect

Robert J. Kervin has over 45 years experience in the building construction field, ranging from building structures in his younger years to designing various structures in the past several years. He began his experience working as a carpenter's helper for Walter E. Kervin, Contractor & Builder in the mid 1960's, working on a variety of projects including schools, houses, camps, and business buildings. He received a diploma in Building Construction from NMVTI (Northern Maine Vocational Technical Institute) in 1968. He then got more experience as a US Navy CB, Builder Second Class. Upon returning from the Navy, Robert returned to NMVTI to get a diploma in Construction Drafting. He continued to work in the construction field for the next few years while attending school at Ricker College. In 1979 he became an instructor at NMTC (Northern Maine Technical College), where he taught drafting and architectural history for 23 years. During that time, he became a licensed architect. Robert went into business for himself as an Architect in 2002. Since then, he has designed several projects ranging from housing renovations and additions to large scale office buildings.

Professional Qualifications

- Licensed Architect, State of Maine, 1995
- Antioch New England, MEd Degree, 1994
- Ricker College, BA in Liberal Studies, 1978
- Ricker College, BA in Business Management, 1976
- Intern Architect/Drafter for John Morris Architects, Camden, Maine, 1986—1987
- Intern Architect/Drafter for Hatfield Randall Associates, Houlton, Maine, 1971—1972, 1974—1979
- NMVTI, Construction Drafting Diploma, 1971
- NMVTI, Building Construction Diploma, 1968

Professional and Civic Affiliations

- Instructor at NMTC for Related Drafting and Architectural History, 1979—2002
- NMTC Campus Planning Committee (Facilities, Campus Appearance & Access Committee), 1979—2002
- Member Monument Lodge No. 96

Relevant Experience

- The Aroostook Medical Center East Annex, Presque Isle, ME
- Waldo County USDA Office, Belfast, ME
- Danforth Habilitation Association, Danforth, ME
- Border Patrol Station, Fort Fairfield, ME
- Department of Human Services, Augusta, ME
- Somerset County USDA Office, Skowhegan, ME
- Academy Office Center, Houlton, ME
- County Yankee Grocer, Houlton, ME
- Assembly of God Activity Building, Caribou, ME



Kurt Magnusson, P.E **Professional Engineer**

Mechanical Systems Engineers was founded by Herb Powers, P.E. in 1968 and has provided all stages of mechanical engineering for architectural-based construction projects since 1968. The mechanical portion of these projects has varied from \$25,000 to \$5,000,000.

In 2004 Kurt Magnusson, P.E. joined the firm as a principal and owner. Kurt has over 30 years experience in design-build mechanical contracting. From 1976 until 2003 Kurt owned and operated a Connecticut based mechanical contracting firm.

Prior work experience has included Principal, Mechanical Systems Engineers 2004 to present, Owner, Design-Build Mechanical Firm 1976 to 2003, Project Engineer, Trane affiliated companies 1971 to 1976

Professional Qualifications

- Iowa State University B.S. in Aerospace Engineering
- Iowa State University B.S. in Engineering Operations
- Professional Engineer – New Hampshire
- Professional Engineer – Maine
- Professional Engineer – Connecticut
- Professional Engineer - Massachusetts
- LEED AP

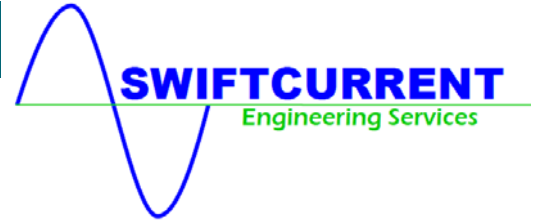
Professional and Civic Affiliations

- Member, American Society of Heating, Refrigeration and Air Conditioning Engineers
- Member, National Fire Protection Association
- Member, American Society of Energy Engineers
- Member, Construction Specifications Institute

Relevant Experience

- Old Orchard Beach Police Station, Old Orchard Beach, Maine
- WBCQ Radio Transmitter Facility-Monticello, Maine
- The Meadows-25 Unit Elderly Housing Facility –Fort Fairfield, Maine
- The Fort Fairfield Health Clinic –Fort Fairfield, Maine
- Claremont City Offices, Claremont, New Hampshire
- Town of Ashland New Community Center, Ashland, Maine.
- York High School - York, Maine
- Brunswick Police Station, Brunswick, Maine
- Webber III Office and Laboratory Building – Eastern Maine Medical Center
- Hancock County Jail – Ellsworth, Maine
- Baxter School for the Deaf (LEED Silver project) – Falmouth, Maine

Personnel Profile



Tim Matthews, P.E **Professional Engineer**

Swiftcurrent Engineering was established in 2004 by Tim Matthews, P.E. We offer comprehensive electrical engineering and lighting design services for Commercial, Institutional, Educational, Residential, and Industrial clients.

We are proud that a majority of our clients are repeat clients who continuously come back to Swiftcurrent Engineering to provide them with quality design services. Our goal is to meet our clients' needs, meet deadlines, and provide them with the best design solutions while staying within budget. Our system designs are reliable, sustainable, and prove to be the most economical for long-term needs.

Our Services Include:

- Primary Power Distribution Systems
- Secondary Power Distribution Systems
- Industrial Tool Hook-up
- Interior & Exterior Lighting
- Lighting Control & Fire Alarm Systems
- Emergency Power/Generator Systems
- Life Safety Lighting and Power Systems
- Uninterruptable Power Systems

Professional Qualifications

- Plymouth State College, Masters in Business Administration, 1996
- University of Vermont, B.S. in Electrical Engineering, 1990

Professional and Civic Affiliations

- Member, Institute of Electrical and Electronics Engineers
- Member, National Fire Prevention Association
- Member, Illuminating Engineering Society of North America
- Efficiency Maine Qualified Partner

Relevant Experience

- City of Portland Public Works Garage, Portland, ME
- City of Portland Department Headquarters, Portland, ME
- South Berwick Police Station, South Berwick, ME
- Hallowell Fire Station, Hallowell, ME
- Mount Desert Public Works Building, Mount Desert, ME
- Brunswick Police Station, Brunswick, ME
- Maine Veteran's Homes Corporate Office, Augusta, ME
- Maine State Office Building at Stroudwater, Portland, ME
- Athenahealth Operations Center, Belfast, ME



**Mandy L.
Pooler-Hall
AAS, CMA
Architectural Designer
& Construction Manager**

Mrs. Pooler-Hall has nearly 15 years of drafting and design experience. She began her career as a draftsman for Aroostook Trusses Inc. where she designed engineered roof and floor truss systems for commercial and residential buildings. She later went on to work for Buck Engineering where she was the drafting technician for the firms commercial and residential projects. Mrs. Pooler-Hall has been responsible for the design, drafting and construction management of various types of construction projects including office buildings, schools, medical facilities, housing complexes, hotels, terminal buildings, animal hospitals, storage facilities, and residential homes. She has also worked on various site design projects. In 2009, she completed the Maine Property Tax Schooling and testing and is a licensed Certified Maine Assessor. She has worked closely with the municipal officials of several towns in Aroostook County completing residential and commercial building valuations and necessary legal paperwork for municipal tax commitment. She also has experience in deed interpretation and tax map development.

Professional Qualifications

- Northern Maine Community College: A.A.S. Computer Aided Drafting Technology
- Certified Maine Assessor License #820

**Professional and Civic
Affiliations**

- Past President of the Presque Isle Rotary Club
- Organizational Committee Chair for 2011, 2014 & 2016 Nordic Heritage Center Biathlon Events.
- Board of Directors-Central Aroostook Association
- Former Member of the Presque Isle Downtown Revitalization Committee

Relevant Experience

- Design, drafting and project administration for the Town of Ashland Community Center
- Design, drafting and project administration for the Presque Isle Industrial Council Spec Building
- Design, drafting and project administration for the City of Presque Isle Riverside Park Public Pavilion & Concessions Building
- Design & Drafting for the Town of Bridgewater Fire Station and Community Center
- Design & Drafting for the Northern Maine Regional Airport, New GA Hangar, Presque Isle, Maine.



Caribou Recreation Department Community Wellness Center

Caribou, Maine

Contact: Kathy Mazzuchelli now Gary Marquis 493-4224

Owner: City of Caribou

Contractor: J.P. Martin & Sons

Construction Cost: \$3,000,000 Phase I
\$6,300,000 All Phases

Completion Date: 2008 Phase I

In the early 1980s, the City of Caribou constructed a recreation department building attached to the General Carter Armory on Bennett Drive. The drill hall or gymnasium within the armory was jointly used by the Maine Army National Guard and the municipal Recreation Department for a variety of children's programs. In 2001, the National Guard relocated to a new location and abandoned the building.

The City of Caribou retained BRSA to complete an assessment of the existing armory building and evaluate its potential for reuse. The existing structure was found to contain a large quantity of asbestos, did not meet current snow load requirements, and was in overall poor condition. After the abandonment by the National Guard, the building quickly further deteriorated due to lack of heat and maintenance. Ultimately, it was decided to demolish the structure and build a new community wellness center in its place.

BRSA developed the demolition plans and specifications working with the Maine Bureau of General Services. Demolition commenced in December of 2004, and BRSA is presently providing construction administrative services throughout this phase of the project.

BRSA is completing the design of the new facility in conjunction with Doug Christopherson, Architect and Mechanical Systems Engineers. Planning for the new structure began with the development of a program and space needs assessment. A three phase project was identified that included a new gymnasium and lobby as Phase I, new locker rooms, fitness rooms and a weight room as Phase II, and an aquatic center as Phase III. The aquatic center will include a new 25 meter indoor pool, as well as a smaller therapy pool and office space for the Cary Medical Center Physical Therapy Department.

Funding was secured and design commenced on Phase I in late 2004. The project was advertised for construction bids in the Summer of 2006, with ground breaking in September. The initial project includes a new gymnasium with composite flooring, multi-level lighting, and an elevated running track. A new main lobby will be constructed, together with new office space for recreation department



City of Presque Isle Public Safety Building

Presque Isle, Maine

Contact: Naldo Gagnon now Laurie Kelly 764-4476

Owner: City of Presque Isle

Contractor: J.P. Martin & Sons, Inc..

Construction Cost: \$3,250,000

Engineering Cost: Industry Standard 8-10%
Design & 2.5-3% Construction Administration

Completion Date: 2001

The City of Presque Isle was faced with an aging, dilapidated police and fire station that had numerous code violations. After the passing of a local referendum to fund a new facility, the City retained BRSA to design a new state of the art facility to address current and future needs.

Work began with the revision of a previously completed space needs assessment. A structural analysis was completed of an existing building on the selected site to determine the suitability for reuse. After it was determined to construct a new building, a program was developed and reviewed. Construction documents were developed, and bid phase assistance was provided. Throughout construction part-time monitoring was completed, and other assistance provided including conducting weekly

meetings, completing submittal review, and approving contractor payment requisitions.

The building comprises approximately 25,000 square feet. It is framed with steel and CMU block. The roof is a sloped, internally-drained EPDM system. The exterior siding is a mixture of split and ground face CMU block and metal panels.

The building boasts a self-sufficient internal communications and dispatch center that services both the fire and police departments. The police department area includes 3 traditional jail cells, 1 temporary holding cell, a booking area and a sally port, interview rooms, a patrol squad room, evidence holding and processing area, and several offices. The fire department includes 5 complete dormitory rooms, locker rooms, a classroom, an exercise room, kitchen, living and dining rooms, 8 full apparatus bays, plus one wash bay, maintenance and storage areas, and hose washing and drying rooms.

Exterior specialty systems include a CCTV surveillance system and extensive site lighting.



Caribou City Hall Renovations

Caribou, Maine

Contact: Austin Bleess now Dennis Marker 493-3324

Owner: City of Caribou

Contractor: JP Martin & Sons, Inc.

Construction Cost: \$150,000

Engineering Cost: Industry Standard 8-10% Design & 2.5-3% Construction Administration

Completion Date: 2016

The Caribou of Caribou had continued to add staff and new departments. Additional offices and storage space was required to accommodate the growing needs of the city staff. Over the years the function of the registration and clerk areas had also changed. The existing restrooms also required modifications to meet ADA compliance.

The services of BRSA were retained to work with the City of Caribou staff to determine the

needs moving forward. The new space included four new offices, storage, lobby, new registration and clerk area as well as upgrades to the existing restrooms. Bid documents were prepared including electrical and mechanical design. BRSA assisted in the State of Maine Fire Marshal Permitting process.

Bid phase services were provided including solicitation of contractors, hosting of a pre-construction conference and walk through, issuing of addenda as well as hosting of the bid opening.

Construction administration services were also provided including submittal review, change order development, payment requisition review, construction monitoring and project close out.



Presque Isle District Courthouse Generator Installation Project

Presque Isle, Maine
Contact: Curt Lefebvre 991-6307

Owner: Penobscot Judicial Center

Contractor: Aroostook Electrical

Construction Cost: \$90,000

Engineering Cost: Industry Standard 8-10%
Design & 2.5-3% Construction Administration

Completion Date: Spring 2014

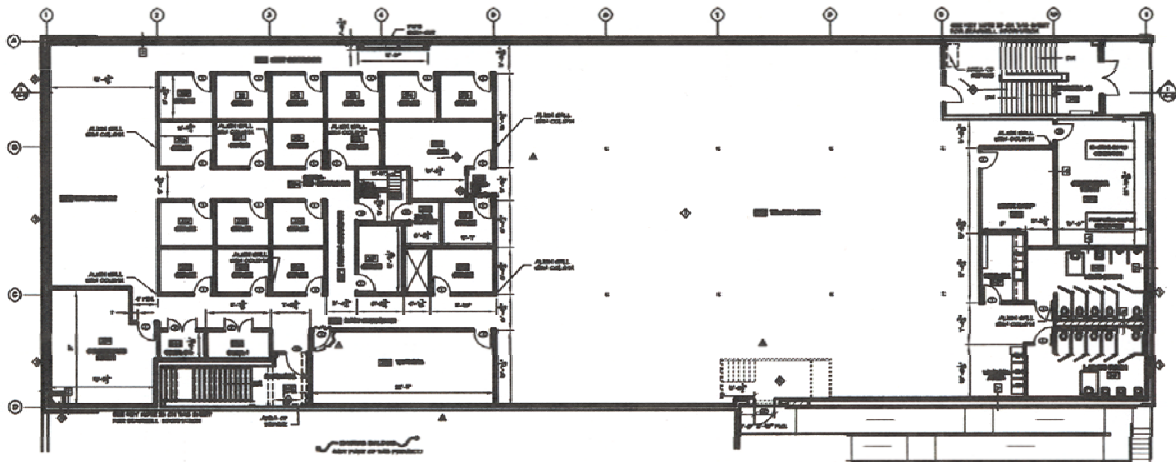
The Presque Isle District Courthouse was in need of emergency back up power for their facility. BRSA worked with courthouse staff to determine the areas that required emergency power. Electrical design was completed for a 75KW, 3-Phase, spark ignited propane genset generator rated for emergency stand by power.

Backup emergency power was provided for the HVAC system, lighting and critical area

systems including the jail. Necessary revisions were made to the power distribution system to accommodate the transfer switch and new emergency panel board associated with the installation of the generator.

BRSA completed the related site design for the layout of the propane tanks, concrete pads to support the propane tanks and the generator as well as coordinate the location of propane piping and electrical components.

Bid and Construction phase assistance were provided throughout the project including the distribution of plans, contract development, product submittal review, hosting of construction meetings and construction monitoring.



ATX II, LLC
Jackson Building Renovation Project
Caribou, Maine

Contact: Glynn Willett-no longer available

Owner: ATX II, LLC

Contractor: Several

Construction Cost: \$900,000

Engineering Cost: Industry Standard 8-10%
Design & 2.5-3% Construction Administration

Completion Date: December 2002

ATX Forms was a software company formally located in Caribou, Maine. The company developed, marketed and supported tax software for commercial clients. Due to the rapid growth of the company, additional space was needed to accommodate additional offices, training area, and a telecommunication center. The second floor of the building they occupied was vacant and unutilized so they looked to expand to this area.

BRSA initially became involved to complete a structural assessment of the roof framing system, second floor

framing system, and the main floor construction in anticipation of new roof-top mounted mechanical equipment. This led to additional structural evaluation to support two emergency generators within the building, and ultimately to the overall design of the project. In all, 12,500 square feet of space was renovated into a state-of-the-art facility.

BRSA completed the overall design and construction plans to transform the space with Architect Doug Christopherson. This included isolated renovation of portions of the first floor as well to facilitate the expansion, including a complete renovation of the building's IT computer center. The entire building electrical service and distribution system was redesigned to provide clean power for computer equipment and 100% emergency power for the building. New structural elements were designed to support the generators, isolate the generator room floor from the rest of the building, and meet all fire code requirements.

BRSA assisted ATX in obtaining all necessary permits for the project, as well as through the bid and construction phases.

Proposal for Professional Engineering Services

City of Caribou Public Safety Facility

Project Approach

Based upon a contract award of November 11, 2019 we present the following project approach and schedule:

BRSA would meet with members of the Police Department and City staff to collect information relevant to the project. We would complete staff interviews with those impacted with the project to gain feedback regarding the needs of the CPD and City Staff. Space needs programming will be developed during this phase to identify the key components of the new facilities. We anticipate this portion of the project to be complete by January 31, 2020.

Conceptual building and site plans will be developed for the selected options based upon site reviews and the space needs programming feedback. These plans will be provided to the CPD and City for review and comment by May 1, 2020. Once the conceptual plans are agreed upon, a cost estimate will be developed accordingly for each option by July 1, 2019. This schedule will allow us to identify any budget issues that may be present and revise the options accordingly. Any adjustments to the plans and estimates will be complete by September 1, 2020.

We work with local contractors and suppliers to select quality products and to develop realistic cost estimates. This allows us to immediately identify any cost prohibitive design selections and make the necessary modifications. We are also sensitive that the selected materials are maintenance friendly and available locally in the event replacement or maintenance is required. It is our understanding that at this point in the project, that the City will select an option to present to the community. This option will be a part of the November 2020 ballot for public vote.

If the project is approved by the City of Caribou residents, the selected option will move forward towards a final design. This will include complete engineering drawings including any necessary site, foundation, structural, architectural, electrical, plumbing and mechanical drawings if a new building is selected. If renovations to the existing Caribou City Hall and former ATX/Sitel building are required then demolition plans, proposed architectural, plumbing, electrical and mechanical plans will be developed. These drawings will be accompanied by a project manual that includes the necessary bid documents and technical specifications. BRSA will assist in the bid phase portion of the project including the solicitation of bids, bid review and contract development with the selected contractor. Construction phase assistance will be provided including project management and construction monitoring.

Proposal for Professional Engineering Services

City of Caribou Public Safety Facility

Unique Qualifications

BRSA has several unique qualifications to complete this project. First off, we are located only 14 miles from the project site. All BRSA staff are Caribou/Presque Isle area natives and some of which still reside in Caribou. Our close proximity will allow us to be responsive to project needs. Our familiarity with the City of Caribou provides us additional insight to the needs of the community. Our staff has the skillset to create a unique but also practical design that is also affordable to area residents.

We were the lead design firm on the Caribou Wellness Center in 2007 which was a phased project for budget purposes. The center has been a great asset to the City of Caribou and was a successful project.

In 2016, the services of BRSA were retained to complete the City Hall Renovations. We worked with the staff to develop a floor plan that met their needs for an affordable construction cost. As a result of this design, we are familiar with the history of the building as well as its construction.

Additionally, in 2002 we completed the design for the former ATX/Sitel space. Therefore, we are also familiar with the construction and building systems within that facility. Staff members that worked on all three of these projects are still employed with BRSA and can bring that knowledge to the projects.

B.R. Smith Associates, Inc.

11 Hall Street, Presque Isle, ME 04769

Tel: 207-764-3661

STATE OF MAINE



Be it known that

Timothy Ralph Roix

HAVING QUALIFIED AS REQUIRED BY LAW IS DULY REGISTERED
AND IS HEREBY AUTHORIZED TO PRACTICE
IN THE STATE OF MAINE AS A

PROFESSIONAL ENGINEER

ISSUED BY THE MAINE STATE BOARD OF
REGISTRATION FOR PROFESSIONAL ENGINEERS



Serial No. 9548

In Testimony Whereof

We have affixed our Hand and Seal this 11th day July 2000

Wayne A. Hamilton

CHAIRMAN

Robert R. Eaton

SECRETARY



State of Maine
DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION
ARCHITECTS, LANDSCAPE ARCHITECTS & INTERIOR DESIGNERS

License Number ARC2125

Be it known that

ROBERT J. KERVIN

has qualified as required by Title 32 MRSA Chapter 3A and is licensed as:

ARCHITECT

ISSUE DATE

May 15, 2019

Anne L. Head

Commissioner

EXPIRATION DATE

June 30, 2020