



Town of East Lyme
Board of Selectmen Ad-Hoc
Public Safety Building Vision Committee
May 30, 2019 @ 6:30 p.m.
Town Hall Conference Room #1 (upper level)

FILED IN EAST LYME
CONNECTICUT
June 3, 2019 AT 8:20 AM/PM
Bradley Steiner ATC
EAST LYME TOWN CLERK

Members Present: Mike Finkelstein, Kevin Seery, Paul Dagle, Dan Cunningham, Anne Santoro, Bill Weber, Joe Barry

Excused: Lisa Picarazzi, Mark Powers, Tony Buglione, Dan Price, Bill Cornelius, Chris Taylor

Chairman Dagle called the meeting to order at 6:32 p.m. and led the Pledge of Allegiance.

3. Approval of Minutes: May 16, 2019 Motion by Joe Barry, 2nd by Bill Weber, Motion Passed 6-0-0

4. Final Work Scope Review

The committee performed a complete review of the background information and work scope document (Attachment A) for the bid request package.

Chairman Dagle stated that he did not include the access roadway as part of the work scope as it is not part of the necessary items required for the function of the facility. The town will manage that portion with the developer of the affordable housing project moving forward on the adjoining property.

Chairman Dagle confirmed with Chief Finkelstein that the radios would be part of Dispatch communication equipment and would be excluded from the work scope.

Kevin Seery entered the meeting at 6:42 p.m.

Bill Weber inquired as to whether the architect would include the hook ups or if the radio vendor was tasked with that.

Chief Finkelstein stated that the only portion of the Dispatch Center the Architect will be responsible for is the space Dispatch will occupy. The actually technology, communications, running of cables and wiring will not be included in their scope of work.

Chairman Dagle noted that he did include video and access control systems for the building.

Chief Finkelstein stated that the video system that is currently in the building is up and running and is being monitored locally. He doesn't believe that the Architect or the General Contractor will have a lot to do with the current system. The Chief felt this should be left in the work scope as certain portions of the construction will involve these areas and additional cameras (required) that we will purchase need to be included in the architectural drawings. The quality of the existing equipment is very good.

Anne Santoro asked if the exterior improvements are to be done as part of the initial scope or later.

Chairman Dagle said that the exterior landscaping, parking areas are in pretty good shape. If the Architect makes a recommendation to do something, we can consider it at that time.

Bill Weber inquired if they would be running electrical out to the street to power lighting for a sign.

Chief Finkelstein thought that would be outside of the Architect scope and if needed, we could consult an electrical contractor.

Dan Cunningham asked if there would be a solar option.



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Kevin Seery thought there were too many trees and that may cause an issue with solar.

Chairman Dagle referenced the proposed space allocation document (Attachment B) referenced in section b) of the Scope of work that will also be included in the bid request package.

Chief Finkelstein noted that section m) needed to include a processing area. Even if the cells end up being too costly to afford with the available funds, the processing area should still be part of the initial renovation. Operationally, it would be a great benefit to have the ability to process prisoners prior to transporting them to Waterford for holding.

Chairman Dagle asked if there were any other items that needed to be added to the document prior to making a motion to approve.

Chairman Dagle did a final review all of the changes to be made to the documents as discussed.

Kevin Seery made a motion to approve the Work Scope document as amended, 2nd by Dan Cunningham, the motion passed unanimously 7-0-0.

5. Discuss Go Forward Timeline

Chairman Dagle will make the agreed upon corrections to the document and send to the First Selectman to include with the invitation to bid package. He will request the bid packages are mailed early next week. A bidder's question meeting with the 4 committee volunteers selected at the last meeting will be scheduled approximately two weeks after the anticipated date Architects will receive the bid package. A full committee meeting should commence three weeks after the bidder's question meeting.

Once the bids are in and the committee has reviewed the bids, the name of the Architect selected by the Public Safety Building Vision Committee will be brought to the Board of Selectman for approval of the funds necessary to proceed with the full design.

Chairman Dagle stated that after the approval of the design by the Public Safety Building Vision Committee, a public invitation to bid announcement for the construction of the approved design will be the next step.

6. Set date for next meeting:

A Bidders Question Meeting will be held on June 20th. Location and time TBD

A full committee meeting will be held July 11, 2019 at the East Lyme EOC – 171 Boston Post Road, 6:30 p.m.

Chairman Dagle requested a motion to adjourn, Kevin Seery made the motion at 7:35 p.m. 2nd by Dan Cunningham. The motion passed unanimously 7-0-0.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Julie C. Wilson", is written over a horizontal line.

Julie C. Wilson
Recording Secretary

Date: May 30, 2019

Description: East Lyme Public Safety Building (277 West Main St., Niantic, CT.) Request for Quote (RFQ) - Design Services Scope of Work.

1. Background Information:
 - a) The Town of East Lyme has purchased the above described property with the intention of housing the Police Department, Fire Marshal's Office, Dispatch Services and Emergency Operations Center (EOC). A cost effective functional design to renovate this property to accommodate these functions is requested.
 - b) The building is approximately 31,000 square feet on 17 acres. The building previously housed office space, conference rooms, light electronic manufacturing and includes a loading dock.
 - c) The cost effective design needs to include but not be limited to demolition, renovation, construction, and repairs of interior spaces for interview rooms; office space; training rooms; prisoner processing and detention; sally port; evidence, weapons and records processing and storage; bathrooms; showers; exercise area; locker rooms, training areas; dispatch and EOC operating spaces.
 - d) In addition, other items to be considered are constructing, reconstructing, upgrading and/or installing safety glass; security doors; video security and access control systems; an elevator; roof; exterior masonry; windows; HVAC systems; electrical; plumbing; mechanical; lighting; telephone; emergency back-up power generator; IT infrastructure/WIFI systems and other infrastructure improvements as deemed necessary.
 - e) Exterior improvements to sidewalks, landscaping, driveways, parking lots and site work only as deemed necessary.
 - f) The design shall meet all Federal, State and Local code requirements.
 - g) Review and assess existing installed network, electrical and mechanical systems to maximize reuse.
 - h) Structural modifications to the building shall be minimized.
 - i) Segregating and securing the maximum amount of space for use other than that described above is desired for future consideration.
 - j) Multi-use/multi-purpose areas are desired (e.g. EOC can also function as a meeting area).
 - k) Specific exclusions from the design include Public Safety Data Network (PSDN), water supply, dispatch communication equipment, and sewer service which will be performed by others.

2. Scope of the work:

- a) The awarded bidder will prepare the necessary documents to allow the Town of East Lyme to bid, procure, permit and execute the renovation work. The design documents shall adhere to all current Federal, State and Local Codes.
- b) Needs Assessment Phase:
 - 1. The awarded bidder will perform a needs assessment based on meetings and discussions with the East Lyme Public Safety Building Vision Committee and other support staff for the above listed functions which are to be housed in the building. See attached Proposed Space Allocation Request. The needs assessment will be submitted to the East Lyme Public Safety Building Vision Committee for information.
- c) Conceptual Design Phase:
 - 1. The awarded bidder will prepare a conceptual layout of the building based on the needs assessment and submit to the East Lyme Public Safety Building Vision Committee for review and approval prior to initiating detailed schematic design work.
- d) Schematic Design Phase:
 - 1. The awarded bidder will perform a 50% schematic design and submit to the East Lyme Public Safety Building Vision Committee for review and approval. Include construction cost estimates with the submittal.
- e) Construction/Bidding Phase:
 - 1. The awarded bidder will prepare 100% construction/bidding documents and submit to the East Lyme Public Safety Building Vision Committee for review and approval. Include construction cost estimates with the submittal.
- f) Procurement Phase:
 - 1. It is understood that the awarded bidder will coordinate and assist the Town of East Lyme with the procurement process and selection of the General Contracting firm for the construction of this project. The awarded bidder may also submit a construction bid through the competitive bidding process if they desire to do so.
- g) Permitting Phase:
 - 1. It is understood that the awarded bidder will coordinate and assist the Town of East Lyme with all the necessary permits to support this project.

- h) Construction Administration Phase:
 - 1. The awarded bidder will coordinate and assist the Town of East Lyme during the construction phase of the project.
Note: All bidders shall illustrate the number of man hours and or dollar allowance to support this phase.
- i) As Built Drawings:
 - 1. The awarded bidder will coordinate and prepare As-Built record drawings in a format acceptable to the Town of East Lyme.
- j) Closeout Documents:
 - 1. The awarded bidder will coordinate with the General Contractor to submit record closeout documents to the Town of East Lyme.
- k) Reimbursables:
 - 1. All bidders shall illustrate a not to exceed cost allowance for reimbursables expenses.
 - 2. Printing costs shall support all phases.
 - 3. All travel time shall be included within your lump sum price.
- l) Hourly Rates
 - 1. All bidders shall illustrate your current hourly rate structure for both regular and overtime hours.
- m) Submitted bids shall include a design period of performance schedule to include the needs assessment, concept design, 50% schematic design and 100% construction/bidding design documents.
- n) The submitted bid shall include a separate design bid for prisoner space to include holding cells, bathrooms/showers, video monitoring and processing area.

3. Performance Schedule:

- a) Participate in a Bidders Conference within approximately two weeks of receipt of this RFQ presenting any and all scope of work clarification questions.
- b) Submit design bids for the described scope of work within approximately two weeks of the Bidders Conference.
- c) The East Lyme Public Safety Building Vision Committee will review and evaluate submitted bids within two weeks to select and notify the awarded bidder.

Town of East Lyme Public Safety Building Proposed Space Allocation Request

Police			
	Office Occupant	Current Size	Comments
Office Space	Chief	13'4" x 13'6"	Undersized. Requires video monitor capabilities either through mounted monitor or desk top monitors.
	Administrative Sergeant/Executive Officer	5'6 x 8'	Undersized and insufficient.
	Multiple Sergeants' Offices	5'6"x 8'6", 10'6" 18'6"x 18'6"	Need to combine and right size. Single room with six same size work stations, with video monitor of camera feeds required.
	Detectives (2)	9'11" x 8'	Undersized. Need work area for two working detectives with separate securable office for possible Detective Supervisor position in future. Also must have separate interview room with two angle video cameras and video system consistent with CGS requirements.
	Administrative Assistants/Records (PD)	9' x 14' 8' x 14'	Undersized, improper structure. Need to have two work station areas with enhancement of records storage.
	Squad/Reports	20'6"x 17'	Improve work stations and flow. Require four work stations for Officers to complete reports. Must also have cabinetry for officers individual storage of reports, etc.
Lockers	Male Locker	39'10"x 12'6"	Undersized and insufficient. Require single shower and two stalls.
	Female Locker	12'3"x 11x4"	Undersized and insufficient. Require single shower and single stall.
	Workout Room	20' x 20'	
Armory	Armory	13' x 8'	Undersized. Require outer area with access for patrol with cleaning area/updraft. Inner secure area needed for ammunition and firearms.
Other	Training Supply	Combined function with armory	Area needed to hold supplies for variety of trainings.

Town of East Lyme Public Safety Building Proposed Space Allocation Request

	Office Occupant	Current Size	Comments
Other	Kitchen	11' x 16'	Correct size. Need area for meals, counter and cabinet space, range, refrigerator, dishwasher, sink and two microwaves.
Meeting Space	Roll Call	Currently Combined function with kitchen	Separate area in new facility with room for incident briefing, network connected monitor for viewing of plans/CAD system, projector and retractable screen.
	Chief's conference	New space	Needed to conduct meetings. Network connected monitor.
	Public Interview room (off lobby)	5' x 7'	Insufficient space/use. Insufficient video based on room size. Ensure two angle video cameras and video system consistent with CGS requirements.
IT	Server Room	16' x 4'	Undersized, subject to excess heat (Review of combined space with Dispatch/EOC needed).
EOC and Dispatch			
Office Space	Fire Marshal	11' x 17'	Adequate Office size.
	Deputy Fire Marshal's	11' X 14' 8"	Needs to be bigger (4 desk cubicles).
	Admin Assist (FM/EMD)	11' x 11'4"	Undersized with inadequate records storage.
EOC	EOC/Training	14'8" x 37'	Area is inadequate. Size needs to be increased and converted to multi use. Network and EOC related technologies must be included.
Other	Kitchen	9' x 13'	Combined for FM/EOC. Must allow for EOC staff to remain in EOC during operations/activations. Need area for meals, counter and cabinet space, range, refrigerator, dishwasher, sink and two microwaves.
	Dispatch Kitchenette	8' x 12'	Adequate, requires counter and cabinet space, range, refrigerator, dishwasher, sink and microwave.
Dispatch Center	Dispatchers	22' x 26'	Need to construct a three station dispatch center, with transaction

Town of East Lyme Public Safety Building Proposed Space Allocation Request

	Office Occupant	Current Size	Comments
			(con't) window for public that meets CJIS/COLLECT requirements. Need to have expandability to add fourth station and/or supervisor's office in future.
	Communication Equipment	9' x 26'	Undersized for amount of equipment housed.

The above grid lists the current facility uses and anticipated needs of those spaces. The following are areas not in the current facility that are identified as needed.

Evidence Storage	N/A	Evidence storage anticipated to be 250 sq feet. Require evidence processing/packaging area accessible to officers. Pass through lockers are needed, including refrigerated locker with ability to hold sexual assault kits and urine specimens. Bulk evidence storage of at least 100sq foot is required in sally port area. Also require 50 sq. foot drying room to process wet evidence.
Elevator	N/A	Needed for ADA
Prisoner processing	N/A	Area with counter top for AFIS, Intox, paperwork, etc. Require containment area for prisoners during processing.
Prisoner shower/toilet	N/A	Room to shower prisoner during processing if needed due to contaminates.
Holding cells	N/A	Two normal cells and one handicap cell. The handicap cell needs to be placed out of sight/sound of the other two cells.
Prisoner Interview	N/A	Room for proper interview of prisoner, with two angle video cameras and video system consistent with CGS requirements.
Generator	N/A	Install generator with appropriate load capacity for critical needs.