

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

Oswegatchie Fire Station Building Committee

Meeting

December 5, 2023

Members Present: Robert Tuneski, Ted Olynciw, Rocco Bracciale, Wayne Gilpin, Jennifer Bracciale, Paul Rafuse, Richard Muckle

Members Absent: Elizabeth Sabilia, Matthew Blankenship

Guests: Twig Holland, Director Michael Howley, Attorney Nick Kepple, Shawn Finnigan

1. Meeting was called to order at 6:31pm
2. Pledge of Allegiance
3. Public Comment: None
4. Opening Remarks: Chairman Tuneski stated the Agenda will be put out the Thursday prior to the scheduled meeting dates. Therefore, any information to be submitted must be received prior to Thursday.
5. Motion by R. Bracciale, second by Gilpin to approve minutes from the November 21st meeting, (Attachment 1)
For: Bob Tuneski, Ted Olynciw, Richard Muckle, Wayne Gilpin, Paul Rafuse, Rocco Bracciale
Abstain: Jen Bracciale
Motion Carries
6. The only comments received for the Project Manager RFP were from T. Olynciw. (Attachment 2). Discussion ensued regarding the need for a Project Manager. Ted Olynciw noted that he is against the hiring of a Project Manager on the front end of this project. There are no actionable items in Ted's comments on the Project Manager RFP.

Motion by Olynciw to issue an addendum to the Architect RFP to include DRA plans and A2 survey, no second.

Motion Fails

Motion by R. Bracciale, second J. Bracciale to approve the Project Manager RFP as written: to include dates the Purchasing Agent determines and any pending legal input.

For: Jen Bracciale, Rocco Bracciale, Rich Muckle, P. Rafuse, W. Gilpin, R. Tuneski

Against: T. Olynciw

Motion Carries

7. Letter status report to RTM (Attachment 3)

8. Unfinished Business:

- A. The Purchasing Agent indicated the Town's on-call engineer can be used for the Phase 1 Environmental Study. Atty. Kepple will continue to work with the Purchasing Agent on this.
- B. In accordance with the Architect RFP schedule, the Purchasing Agent received RFI from architects with questions regarding portions of the RFP. Bob Tuneski provided copies of these emails to the committee members. There were only 4 questions. (Attachment 4). Based upon conversation held, T. Holland agreed to tally input responses from the committee and provide to the Purchasing Agent.

Motion by J. Bracciale, second Muckle to cancel Oswegatchie Fire Station Committee meeting scheduled for January 2, 2024 and hold a Special Meeting on January 4, 2024 to be held at the Public Safety Building at 5:30pm, to conduct Architect interviews. The change was proposed to accommodate member schedules.

For: Unanimous

Motion Carries

- C. A snapshot of near term significant town board meetings, board of selectmen, board of finance, and RTM to be used as a tool to coordinate upcoming committee activities to optimize efficiency was provided by R. Tuneski to the committee to help in planning decisions (Attachment 5). Rich Muckle voiced his concern that the schedule did not include the date of ground breaking. Bob acknowledged that as more information is acquired the schedule will be updated. He agreed to provide an updated schedule including a proposed ground breaking, by the next meeting, and will provide periodic updates to this committee schedule.

- D. Consultant T. Holland prepared and distributed a proposed Rating Matrix (Attachments 6) for the committee to review. Each committee member will score the architects individually. The individual member scores will be added together, averaged, and the final numbers will be ranked. Scoring will range from 0 to 20 per category and points will be assigned based upon the extent to which the attribute has been met. A 0 score indicates that they do not meet the attribute.

The Purchasing Agent will distribute all bids electronically to the Building Committee a day after receipt, December 15th. The members agreed to review them and have their summary scores available for tallying on December 19th. Consultant T. Holland agreed to tally the inputs real time at that meeting. There was a consensus by the committee on the process of vetting the architect.

Twig Holland provided an Oswegatchie Fire Station – Initiation Plan (Detailed schedules) for the Architect selection and Project Management selection processes. (Attachment 7)

The agreed upon schedule for the Architect selection is as follows:

1. Bids will be received on December 14, 2023
2. Bids go out to committee on December 15, 2023
3. Committee to meet on December 19, 2023 to determine the short list to be interviewed.

The committee agreed to adopt the two selection schedules and also agreed to bring to the appropriate governing bodies decisions and funding requests, whether at regular meetings or at special meetings, depending upon timing of available information.

- E. The sub-committee provided the following information. R. Tuneski noted the timely and comprehensive work of the sub-committee. (Attachments 8)

1. Email from Rocco Bracciale indicating measurements of all rooms of existing Oswegatchie Fire House had been taken and he developed a spreadsheet showing the collected information.
2. The Sub-Committee also provided measurements of the existing apparatus.
3. Highlighted floor plans also showing the gross square footage.

9. New Business:

- A. Based upon information omissions from previous meetings noted by member T. Olynciw, R. Tuneski's original schedule, R. Tuneski and L. Finnegan's summary of building design attributes discussed at a previous meeting are attached. (Attachments 9, 10, and 11 respectively)
- B. T. Olynciw expressed concern that invoices provided by T. Holland should be reviewed and approved by the committee prior to being paid. The committee agreed with this practice and shall implement. Moving the cost of the consultant to the Fire Station Renovation fund was also discussed.
- C. Linda Finnegan submitted the following invoices for committee approval:

- ACTIONAIR SYSTEMS, INC., Invoice #5810 for repairs to the boiler due to no heat in the building - \$4,909.37. (Attachment 12)
- The Day, Order # d01069635 for the advertisement of Architecture RFP - \$302.64 (Attachment 13)

Motion by Muckle, second by Olynciw to approve the submission of invoices to the Finance Department for payment.

For: Unanimous

Motion Carries

Motion by Muckle, second by R. Bracciale to adjourn – Meeting adjourned 8:49pm

Respectfully submitted by:

Linda Finnegan, Recording Secretary

(Attachment 1)

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

Oswegatchie Fire Station Building Committee

Meeting

November 21, 2023

Meeting was called to order at 6:30pm

Pledge of Allegiance

Members Present: Robert Tuneski, Ted Olynciw, Rocco Bracciale, Wayne Gilpin, Michael Rochetti, Elizabeth Sabilla, Paul Rafuse, Matthew Blankenship, Richard Muckle

Members Absent: None

Guests: Twig Holland, Attorney Nick Kepple

Public Comment: None

Opening Remarks: None

Motion by Rocco Bracciale to approve minutes from the November 9th meeting, (Attachment 1)

Second: Wayne Gilpin

Yays: Wayne Gilpin, Rocco Bracciale, Beth Sabilia, Paul Rafuse, Michael Rocchetti, Ted Olynciw, Bob Tuneski

Nays: None

Abstentions: Richard Muckle, Matt Blankenship

A few rounds of comments and questions had been submitted by one of the committee members after the RFP for the architect had been approved by the committee. The comments were extensive, and exchanged by member Ted Olynciw and consultant Twig Holland. The series of email comments between the two was distributed at the meeting and is provided as

(Attachment 1 cont.)

(Attachment 2). The extent of comments being posed after the approval, suggested that perhaps they should be vetted through and shared with the entire committee for the benefit of all, and if necessary the previous vote to approve could be rescinded pending this discussion. The chairman offered the floor to member Ted Olynciw to lead the committee through his comments, and/or discuss any other comments or questions he had regarding the RFP. Although appreciative for the opportunity, Ted Olynciw indicated that it was not necessary to discuss them, citing that the vote was already held. As a result of lessons learned from this experience, to insure that comments are visible to the committee and discussed during meetings as opposed to through email (which may not be as effective), the idea of a policy to insure transparent and timely commenting to documents was discussed. It was agreed that any questions or comments regarding a document submitted for review should be complete within 7 days, and that the comments/questions collected would be tabulated by the recording secretary and discussed and adjudicated at the next meeting.

Motion by Richard Muckle to adopt the policy as written above

Second: Paul Rafuse

Yays: Unanimous

The committee discussed the establishment of a sub-committee of members to identify and tabulate the configuration of the existing Oswegatchie Fire Station. This sub-committee would create a table of measurable attributes of the existing fire station for use as a basis of comparison for what is needed going forward. The actual needs going forward would be provided by Director Howley with inputs from paid and volunteer firefighters and the community. (Attachment 3) is an example table for compiling the relevant design information. This approach is akin to the Design History process introduced by the Chairman at a previous meeting. This information will be used as a basis for creating justifications for any changes and can be used as a discussion framework when making recommendations to the RTM.

Motion by Ted Olynciw to have a minimum of three members. These members would collect the information, tabulate it, and present it to the committee for review and concurrence.

Second: ?

Yays: Unanimous

After deciding to create a sub-committee, the Chairman solicited volunteers for the sub-committee. Rocco Bracciale, Wayne Gilpin, Paul Rafuse, and Matt Blankenship volunteered to serve on this sub-committee.

Motion by Richard Muckle to accept these four as the sub-committee

Second: T. Olynciw

Yays: Unanimous

(Attachment 1 cont.)

Town Attorney Nick Kepple cautioned the sub-committee from emailing between themselves for fear of constituting an illegal meeting and that the sub-committee post their meeting dates with the Town Clerk.

Secretary Linda Finnegan compiled a list of dates for future meetings in 2024, and this was distributed to the Members and is provided as (Attachment 4). After, member Richard Muckle noted that the dates were only through July 2024. It was acknowledged that additional dates for the remainder of the year would be provided at the next meeting.

Motion by Beth Sabilia to approve and establish the meeting dates listed in (Attachment 4)

Second: Rocco Bracciale

Yays: Unanimous

NEW BUSINESS: The following topics were raised for discussion:

- a. Member Ted Olynciw asked for the status of the Phase I Environmental Study - it was noted that the request for it was delivered to the Town's Purchasing Agent, on August 28th, and that more detailed status would be provided at the next meeting.
- b. Member Ted Olynciw reported that he provides a status report of the Building Committee's progress at each RTM meeting, and will insure Secretary Linda Finnegan receives copies as well
- c. Member Ted Olynciw noted that not all of the meeting distributed information has been provided with the meeting minutes. He agreed to provide a list of what he believed was missing to Secretary Linda Finnegan.
- d. Member Ted Olynciw suggested that in preparation of receipt and evaluation of Proposals, that
 - Copies of the architect RFP that was ultimately sent to prospective bidders by the Purchasing Agent be distributed to the Committee,
 - A grading sheet be prepared to aid in evaluating each Proposal, (Consultant Twig Holland accepted action to do this) and
 - That the committee prepare a summary comparison table of all Proposals upon their receipt

Motion by Michael Rocchetti to adjourn

Second: Wayne Gilpin

Yays: Unanimous

Submitted by Chairman Robert Tuneski

11/13/23

MEMO

To: Oswegatchie Fire House Building Committee

From: Ted Olynciw

Re: Program Management Assignment – cope of work prepared by Twig Holland

I am in favor of hiring consultants of all types when there is a specific need / situation. Usually, certain needs come about when an organization does not have staff or knowledgeable board, commission and committee members in a particular area. Other situations may arise when something is very important, and the Town does not have the time to perform the work themselves.

I believe that our Committee has the knowledge and experience to oversee the first phase of this project which is the hiring an Architect to design and develop a set of plans that will meet the needs of the Fire Department and the people it serves. Several members of this Committee have already served on the precious building committee and the Architect produced a set of working plans once before that were acceptable at that time without the need for a consultant for that first phase of the work.

The proposed RFP for a Program Manager, prepared by Twig Holland really has two components:

1. Pre-construction or design phase
2. Construction phase

It is my opinion that we do not need a consultant for the pre-construction / design phase. As I said in the above you have already proven to have the knowledge to work with an Architect and produce a good design. The Committee now has additional members who have experience with construction consulting, design & construction.

PRE-CONSTRUCTION or DESIGN PHASE

Item #3 "Assume the lead role in developing /vetting the project budget, schedule, and construction phasing during the preconstruction phase, including coordination between the project architect, engineer and specialty consultants, and assist with preparation of the project construction documents, budget and schedule".

RESPONSE: A consultant is not needed. The Architect has the full responsibility of coordinating his own chosen consultants; Mechanical, Electrical, Structural and Civil Engineering. The Town cannot hire its own consultant to coordinator the work of the Architect and their professional consultants. Suggest talking with our Town Attorney. We are not going to bid separately for all of the A & E services needed for this project.

Item #4 "Assist the Owner (if requested) in preparing presentations to the Board of Selectmen and Finance and the RTM that are required for full project funding".

RESPONSE: A consultant is not needed. This is the job of the Chairman or one appointed by the Chairman from the Committee to perform this function.

Item #5 "Provide input and guidance regarding constructability issues, risk, material selection, long lead deliverables, scheduling and potential schedule conflicts, possible value engineering options, site access and logistics, site security, and physical project interface with the neighborhood and public".

RESPONSE: A consultant is not needed. This is the responsibility of the Architect and his team. The Committee will make the decisions on material selections and interface with the neighborhood. Part of our conversation with the Architect will be "Value Engineering". There are options for interior / exterior wall construction, sheetrock versus masonry, heating/ AC systems, roofing materials, etc. Choices will be discussed in great detail during the design review process.

Item #6 "Review bid documents developed by the team to ensure documents are complete and coordinated, and include all applicable requirements (e.g. prequalification, CHRO set-aside requirements)".

RESPONSE: A consultant is not needed. The complete set of Plans & Specifications are prepared by the Architect and reviewed by our Purchasing Agent and possibly by the Town Attorney prior to bidding the General Construction Bid package. The "boiler plate", front section of the specifications, will spell out the State & Town's requirements regarding CHRO, etc.

Item #7 "Coordinate building permit, trade submittals, request for information and shop drawings"

RESPONSE: A consultant is not needed. There is only one building permit necessary and is applied for by the General Contractor. During the pre- construction meeting it will be made clear that the Architect will maintain a complete set of any documents and turn them over to the owner at job completion. The General Contractor must turn over a set of as-built drawings. Also, a set of operational manuals will be provided to the owner by the General Contractor.

CONSTRUCTION PHASE

I agree that we should retain the services of a consultant who will serve as the "Owners Representative" or what is generally called the "Clerk of the Works"

Items 9-21 pertain to the scope of work for the Clerk of the Works. This is different from the Municipal Complex project. That Building Committee used a Town employee, who has a construction background, served as the Clerk of the Works for that project. Unfortunately, we do not have such a person and should retain a Clerk of the Works to ensure quality and compliance with the plans and specifications. However, we do have the necessary talent on our Commission to oversee the pre-construction needs.

I do not agree with the proposed bid form. To be fair to both parties this work is generally performed on an hourly basis. This is not a 40 hr. per week type job. I believe it is fair to request what the estimated total hours per week would be. A "not to exceed fee" is unfair since no one knows what issues may arise during construction.

Ted Olynciw, Member

November 20, 2023

Mr. Paul Goldstein
Moderator, Representative Town Meeting
15 Rope Ferry Road
Waterford, CT 06385

Oswegatchie Fire Station Building Committee Status Report

Moderator Goldstein,

The Committee has been meeting twice monthly in the second floor meeting room of the Oswegatchie Fire Station, achieving a full quorum for each. The interest and commitment is there. The committee is supported by a neutral consultant, Ms. Twig Holland, a former purchasing agent for the town of Fairfield, who has been funded through the First Selectman's office under professional services. She has invoiced just under \$5,000 as of today.

The Oswegatchie Fire Station Building Committee temporarily paused meeting for two months to permit negotiations between the Town and the Oswegatchie Fire Station Volunteers regarding leasing of space in the new building. Although an agreement has not been signed, both sides expressed confidence sufficient to warrant resumption of the meetings which we did on November 9th.

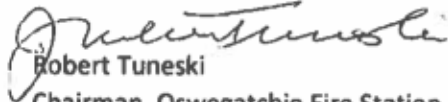
Since its inception, the Committee has made substantial progress, among the most significant are the following accomplishments:

- The Committee has fully discussed methods of project delivery and decided upon a Design-Bid-Build approach incorporating a dedicated Program Manager. An RFP for the architect was drafted by our consultant in collaboration with our purchasing agent and has been approved by the Committee for issue by the town. Responses to the RFP are expected within 2 months, shall be reviewed by the Committee and forwarded with our recommendation for action by the RTM.
- The Committee voted to authorize a Phase 1 study of the property. This direction was forward to the Town's Purchasing Agent on August 28th, 2023.
- The Committee has surveyed the professional and volunteer staff for their building design "wants and needs" and is establishing a sub-committee to identify and tabulate all building requirements for use by the selected architect. The table shall compare the existing building configuration to what is needed going forward, providing justifications for any changes.
- Plans are under development for soliciting town input as well, this is being coordinated with the Town's Planning Department.

- A separate RFP for a Program Manager to oversee the architect and the builder is currently in the works, subject to review and comment by the Committee. Upon approval, it shall be sent to the Town's Purchasing Agent for action.

Overall, the Committee is making excellent progress and expects to present more detailed, in-person status at the February RTM meeting. Feel free to direct any questions to the undersigned.

Respectfully Submitted,



Robert Tuneski

Chairman, Oswegatchie Fire Station Building Committee

Cc Dave Campo, Town Clerk

Tuneski, John R

From: Robert Tuneski <j_robert_tuneski@sbcglobal.net>
Sent: Sunday, December 10, 2023 8:30 PM
To: Tuneski, John R
Subject: Fwd: Questions for Request for Proposals for Architectural and Engineering Services RFP # 23-132, Oswegatchie Fire Station

EB Security Warning: This email is from an external source. Proceed with caution when clicking links, opening attachments or interacting with the sender.

Sent from my iPhone

Begin forwarded message:

From: Robert Tuneski <J_Robert_Tuneski@sbcglobal.net>
Date: December 5, 2023 at 4:47:40 PM EST
To: staples@printme.com
Subject: Fwd: Questions for Request for Proposals for Architectural and Engineering Services RFP #23-132, Oswegatchie Fire Station

Sent from my iPhone

Begin forwarded message:

From: Shea Davy <bdavy@waterfordct.org>
Date: December 5, 2023 at 4:19:55 PM EST
To: Robert Tuneski <J_Robert_Tuneski@sbcglobal.net>, Twig Holland <twigholland1@gmail.com>, Nicholas Kepple <NKepple@sswbagg.com>, BOF Robert Tuneski <bof.rtuneski@waterfordct.org>
Subject: FW: Questions for Request for Proposals for Architectural and Engineering Services RFP #23-132, Oswegatchie Fire Station

FYI...

Shea Davy
Purchasing Agent
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385
bdavy@waterfordct.org
860.444.5842
860.440.0579 (fax)



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Attachment 4 (cont.)

From: Trachtenberg.Julie <JTrachtenberg@jcj.com>
Sent: Tuesday, December 5, 2023 4:15 PM
To: Shea Davy <bdavy@waterfordct.org>
Subject: RE: Questions for Request for Proposals for Architectural and Engineering Services RFP #23-132, Oswegatchie Fire Station

CAUTION: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.

Hello,

We have one additional question:

1. Is this project funded?

Thank you,

Julie Trachtenberg
Senior Marketing Coordinator

JCJ ARCHITECTURE
AN EMPLOYEE OWNED COMPANY

120 Huyshope Avenue, Suite 400, Hartford, CT 06106
[D] 860.240.9356 / [M] 203.605.9486 / [F] 860.524.8067
www.JCJ.com

From: Trachtenberg.Julie
Sent: Tuesday, December 5, 2023 3:49 PM
To: bdavy@waterfordct.org
Subject: Questions for Request for Proposals for Architectural and Engineering Services RFP #23-132, Oswegatchie Fire Station

Good afternoon, Shea Davy,

I have three questions:

1. On page 5 of the RFP, it lists Additional Criteria for the short-listed firms. As an architecture firm we are not familiar with Section 46a-68-1 to 46a-68-17. We do hire interns who are completing their degrees in architecture.
2. On page 6 under the Proposed Project Schedule, the interview is scheduled for Jan. 2, the day after New Years Day. Is that confirmed or may that change?

3. When can we expect answers to these questions? Will they be posted on the town's website?

Thank you and I look forward to your responses,

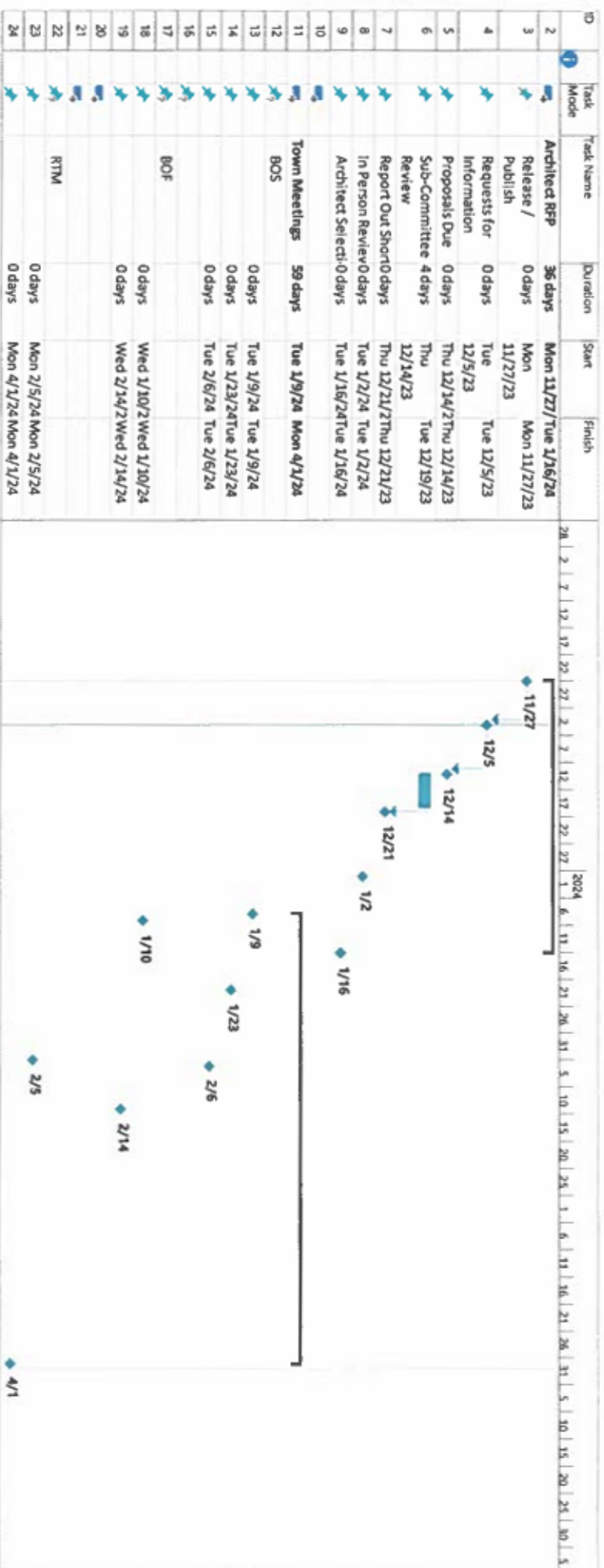
Attachment 4 (cont.)

Julie Trachtenberg
Senior Marketing Coordinator

JCJARCHITECTURE
AN EMPLOYEE OWNED COMPANY

120 Huyshope Avenue, Suite 400, Hartford, CT 06106
[D] 860.240.9356 / [M] 203.605.9486 / [F] 860.524.8067
www.JCJ.com

Attachment 5, Dec 5th



Qualifications Rating Matrix -- Oswegatchie Fire Station

Date

Architect

Architect

Architect

Architect

1. Experience and Qualifications 0-20 pts

- a. Unique knowledge of firm / key members to project.
- b. Time commitment of key members to project.
- c. Quality/experience of personnel.
- d. Special qualifications.

2. Design Management / Organization 0-20 pts.

- a. Phasing plan for plans & specs.
- b. Coordination of various disciplines.
- c. Project schedule support / projects met schedule.
- d. Demonstrated ability to meet budget requirements
- e. Identified alternates to maintain cost and budget.
- f. Support of constructor w/RFI's, mock-ups, etc.
- g. Change order history on similar projects.
- h. Errors and omissions on similar projects.

3. Design Ability / Potential 0-20 pts

- b. Approach to maximize energy conservation.
- c. Understanding of client needs..
- d. Maximize net to gross space utilization.
- e. Design function + aesthetically pleasing.

4. Understanding of the Work 0-20 pts

- a. Addressed all primary tasks
- b. Addressed all secondary tasks
- c. Responded to all requirements

5. Fee Proposal 0-20 pts

- a. Phasing of tasks and costs.
- b. Labor cost for extra work.
- c. Overhead and profit multiplier.
- d. Estimated hours.
- e. Cap on total cost.

Total 0-100 points

Bonus Points:

Innovation 0-10 pts

- a. Alternate solutions
- b. Creative methodology
- c. Creative scheduling

Qualifications Rating Matrix -- Oswegatchie Fire Station

Date

Committee Member	Architect	Architect	Architect	Architect
Blankenship, Matthew				
Bracciale, Rocco				
Gilpin, Wayne				
Muckle, Richard				
Olynciw, Ted				
Rocchetti, Michael				
Sabilia, Elizabeth				
Tuneski, Robert				
Grand Total	0	0	0	0
Average Score	0	0	0	0

Oswegatchie Fire Station - Initiation Plan	
Index #	Task
1.00	Architect Selection
1.01	RFP advertised
1.02	RFIs due 12/5/23
1.03	Addendum published
1.04	Proposals due 12/14/23
1.05	Sub-committee short-list 12/19/23
1.06	Building committee meeting 12/19/23
1.07	Short-list notified 12/21/23
1.08	Interviews / presentations 1/2/24
1.09	Notice to proceed & AIA contract by 1/31/24
2.00	Board of Selectmen
3.00	Board of Finance 1/10/24
4.00	Project Management Selection
4.01	RFP advertised 12/12/23
4.02	RFIs due 12/21/23
4.03	Addendum published 1/8/24
4.04	Proposals due 1/25/24
4.05	Sub-committee short list 1/31/24
4.06	Short-list notified 2/1/24
4.07	Interviews / presentations 2/6/24
4.08	Notice to proceed & contract by 2/23/24

Linda Finnegan

From: Rocco Bracciale <roccobracciale@gmail.com>
Sent: Monday, December 4, 2023 4:35 PM
To: Linda Finnegan
Subject: Current Oswegatchie FD Spaces
Attachments: Apparatus & Equipment.pdf; Current FD Spaces.pdf; Current OFD SF.pdf

CAUTION: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.

Linda,

The sub committee met on Sunday at 8:30. We measured all of the rooms and I developed a spreadsheet showing all of the information that was collected. We also measured the apparatus. I highlighted floor plans to show the gross square footage.

I have attached the spreadsheets and the highlighted plans to this email.

I will be dropping off 12 copies (11"x17") of the spreadsheet and drawings to the firehouse house tomorrow. I am not sure if I will be able to make the meeting do to prior family commitments.

Thank you,

Rocco Bracciale
860-625-0047

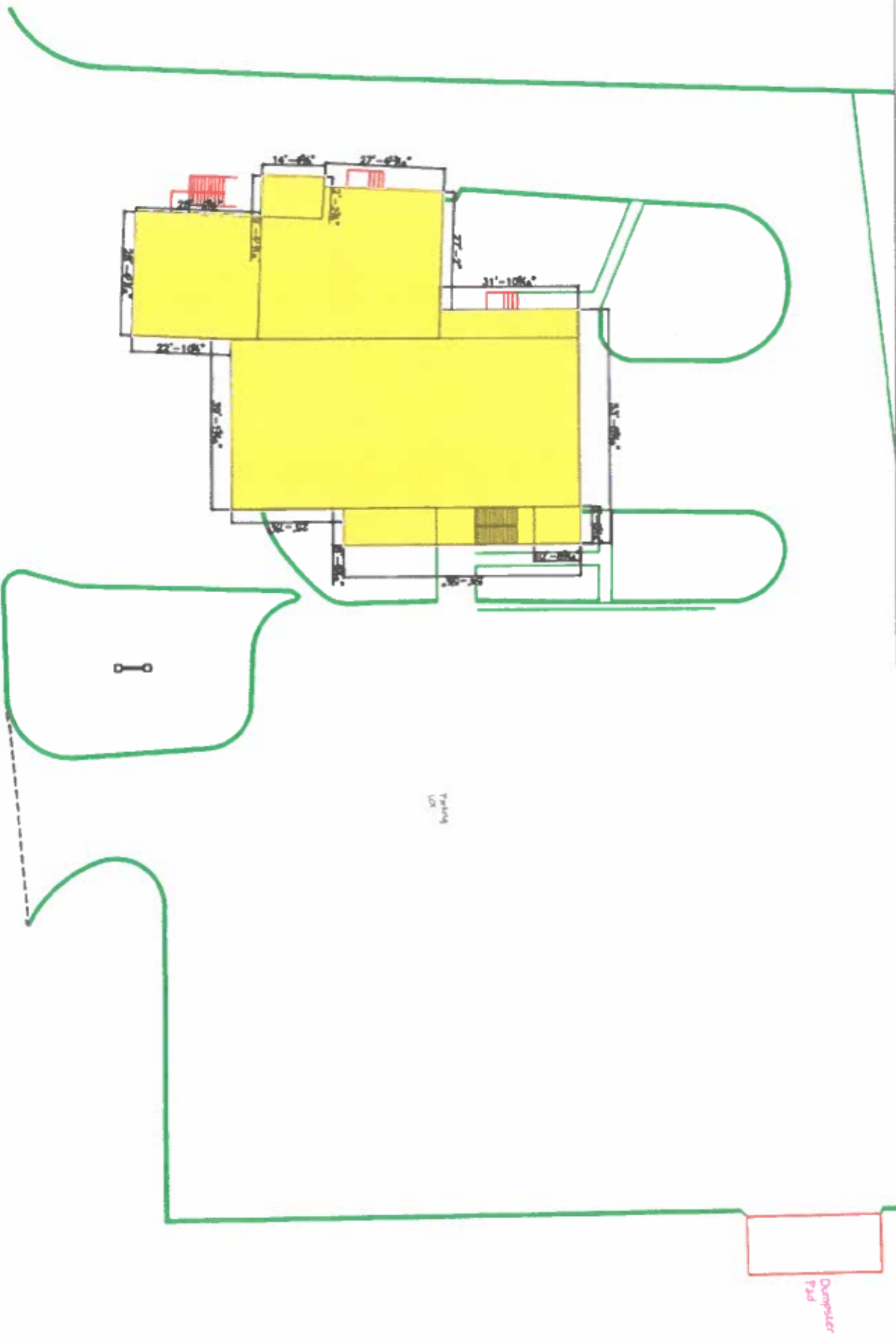
Current Oswegatchie Space Sizes - Gross SF About 13,640

Room	Length (FT)	Width (FT)	Total Net SF	Apparatus Bays	Living Area	Kitchen Area	Bathroom Area	Vehicle Area	Training / Hall Area	Bunkroom Area	Laundry / Locker Area	Storage Area	Mechanical Area	Dispatch Area	Chief's Office Area	Firemit Area	Stairwell Area	Hallway Area	
Ground Level																			
Large Apparatus Bay	78.25	31.50	2454.88																
Small Apparatus Bay	36.00	26.75	963.00	2465															
Tool Room	9.00	12.00	108.00									108							
Storage Room	6.00	12.00	72.00									72							
Compressor / Piped Room	15.00	8.25	123.75									124							
Electrical Room	6.00	8.00	48.00										48						
EMS storage	8.00	4.00	32.00																
Kitchen 1st Floor	8.00	21.00	168.00			168													
Kitchen 2nd Floor	15.00	15.75	236.25			236													
Qry Room	25.00	32.00	800.00		600														
Dispatch	8.00	15.00	120.00											120					
Men's Bathroom 1st Floor	16.00	6.00	96.00																
Locker Bathroom 1st Floor	6.00	8.00	48.00				48												
Locker Room 1st Floor	8.00	6.00	48.00																
Hallway Downstairs	8.50	4.00	34.00															34	
1st Floor Vest (Side Door)	7.00	8.00	56.00					56											
Front Vehicle (Between Bays)	5.50	7.50	41.25					41											
Generator Room	11.50	8.00	92.00										92						
2nd Floor																			
Training Room	25.00	31.50	787.50						788									1883	
Hall / Large Training Room	69.75	27.00	1883.25																
Chief's Office	19.00	19.00	361.00												361				
Bunk Room	27.50	16.50	453.75							454									
Laundry Room / Locker Room	8.00	15.00	120.00								120								
Bathroom Bunk Room	12.75	15.00	191.25				191												
Storage Room (near Bunkroom)	10.00	15.00	150.00									150							
Storage Room (near Hall)	20.00	6.00	120.00										120						
Storage Closet Small	4.00	7.00	28.00										64						
Custodian	8.00	8.00	64.00																
Men's Bathroom Upstairs	15.00	10.00	150.00																
Locker Bathroom Upstairs	12.00	10.00	120.00							150								96	
Hallway (upstairs)	6.00	16.25	97.50															114	
Hallway (upstairs)	6.00	19.00	114.00															84	
Hallway (upstairs)	14.00	6.00	84.00															33	
Hallway (upstairs) between training rooms	5.00	6.50	32.50															30	
Hallway (upstairs) near kitchen	5.50	5.50	30.25																
Basement																			
Fitness Room / Rec Room	21.00	27.00	567.00													567			
Sitting Area	14.50	25.75	373.38		373														
Boiler Room	16.00	9.00	144.00										144						
Stair 1 (To 2nd Floor)	21.00	8.00	168.00														168		
Stair 2 (To Basement)	16.75	10.75	180.06														180		
Stair 3 (To Basement)	12.50	9.00	112.50														113		
Hallway Basement	8.00	9.00	72.00															72	
Out Buildings																			
Shed	10.00	20.00	200.00									200							
Garage	18.50	18.50	342.25									342							
TOTAL SF		THU	32497.31	32497.31	3427.88	1173.38	404.35	315.25	97.25	787.50	773.75	168.00	1390.00	284.00	128.00	941.00	587.00	440.54	2347.50

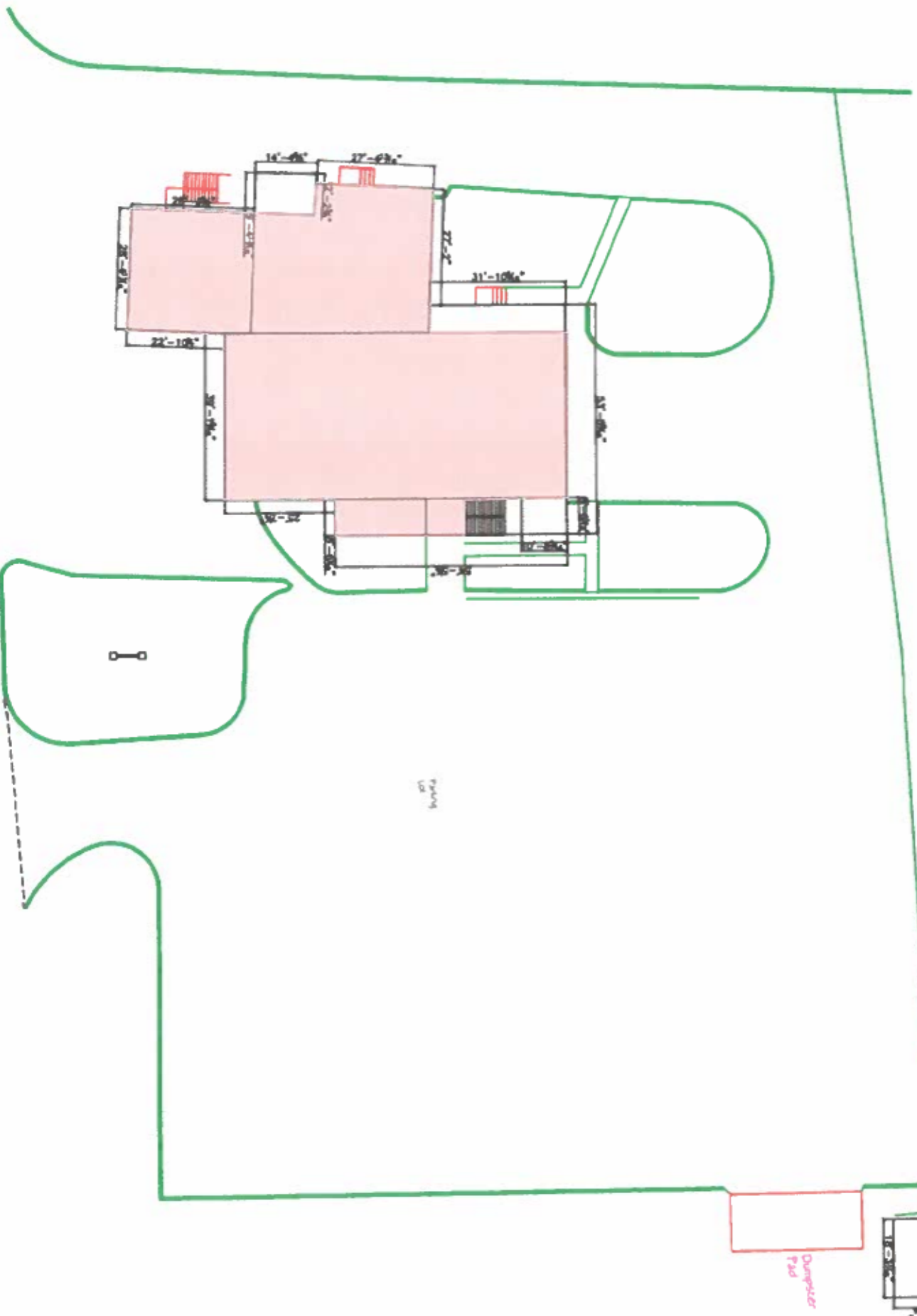
Apparatus and Equipment Sizes			
Apparatus	Length	Width	SF
W41	32	8	256
W42	32	8	256
W43	24	8	192
W46			0
Mack	25.5	8.25	210.375
Ambulance	24	8.5	204
Boat	17	6	102
Equipment			
Air Compressor	7	3	21



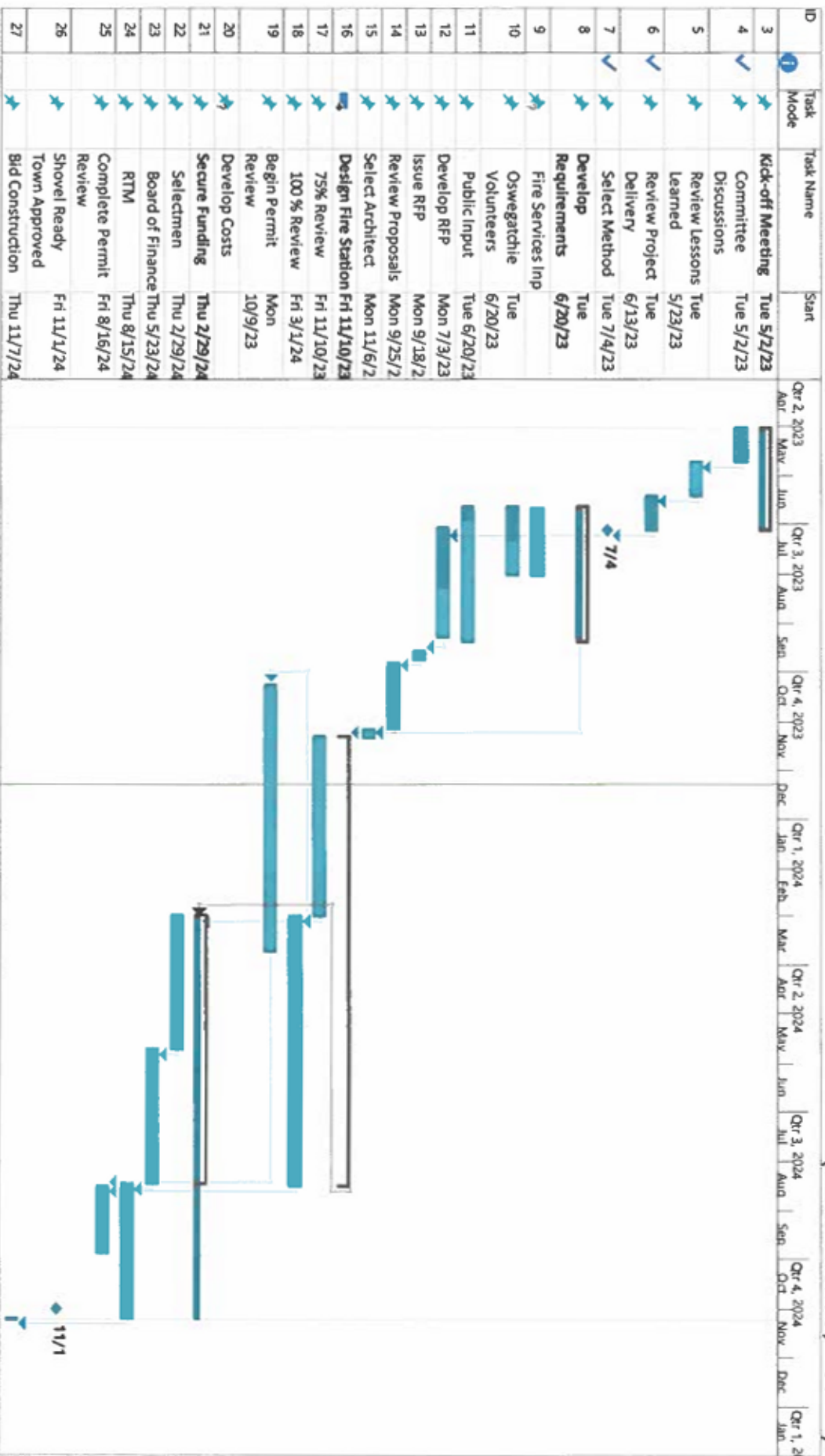
12-1st Floor	
1 Area (minus Backout areas) 6,135.96 SF	
14-Out Buildings	
1 Area (minus Backout areas) 555.63 SF	



1 Area (minus Backout areas) 5,585.33 SF



(Attachment 9, Dec 5th)



Design Elements		Interpretation
1 story		C
2 stories		C
Flat Roof		C
Pitched Roof		C
Heating Fuel-Oil		C
Heating Fuel-Propane		C
Geothermal		C
Masonry and Steel Structure		C
Pre-Engineered Structure		C
Green House Design		C
Using Building as an Emergency Shelter		R
Number of Bays-3		R
Number of Bays-4		R
Solar panels		C
Gear Storage Room		R
Decon Shower		R
Gear Washer-1		R
Heated Apron		C
Fire Sprinkler System		R

Attachment 10 (cont.)

Heated Concrete Floor in Truck Bays		?
Positive Pressure in Dayroom		R
Private Bunk Rooms		?
Common Bunk Room		?
Sound Proof Bunk Room		?
Locker Room for Women and Men with Bathroom		R
Janitor Closet		R
File Storage Room		R
Entry Door for the Public Access to Hall		C
Separate Mechanical Room		C
Separate Sprinkler Room		C
Combine Mechanical and Sprinkler Room into one		R
Outdoor equipment storage inside		C
Outdoor equipment storage- outside in shed		C

Drying Tower for Hoses			?
Training Room			?
Optional Partition in the Training Room			?
Floor Drain In Truck Bay			R
Waterproof Walls in Truck Bay for Washing Equipment			R
Windows-Aluminum			C
Entry Doors-Store Front			C
Keypad Entry- All exterior doors			C
FOB Entry Pad			C
Vestibule at Main Entry			C
Equipment in Truck Bay- Exhaust, Compressor, Washing Equipment			R
Interior Doors- Hollow Metal Doors and Frames			C
Emergency Lockdown			?
More Natural Lighting			C
Skylights			C
Hydrogen or Electric Powered Vehicles			C

Chief's Office		R
Quiet Room		C
Recreation / Day Room		C
How Many Bathrooms		C
Maximum number of persons for emergency gatherings		C
Number of parking spaces		C
Aesthetics to be considered		C

C=Consideration

R=Requirement

?= Uncertain

GENERAL COMMENTS

Economics of buidling two stories vice one

Phase 1 environmental survey if town to own the property

Sumit site plan as soon as possible , conservation and planning and zoning approval could take 2-3 months

Soil borings are required in order to design the foundation

Has the old septic tank been filled in

If we are thinking about a real large hall we could provide an elevator

The present proposed site plan show 74 parking spaces with allows seating for 222

We need 2 water lines, one for domestic use, one for fire sprinkle

Need to determine size of necessary rooms

Number of HVAC zones

Bay door- width and height 14' x 14'?

Generator location- inside or outside

ATTRIBUTE	NEED	YES	MAYBE	WANT	NO	REMARKS
1 Story						Architect
2 story						"
Masonry & Steel Structure						"
Pre-Engineered Structure						"
Gree House Design						"
Use of Building as Emergency Shelter						"
Solar Panels						"
Private Bunk Rooms						"
Common Bunk Room						"
Soundproof Bunk Room						"
Outdoor Equipment Storage - Inside						"
Outdoor Equipment Storage - Shed						"
Windows - Aluminum						"
Entry Doors - Storefront						"
Attribute						"
Emergency Lockdown - Remote						"
More Natural Lighting						"
Quiet Room						"
Bay Door - Width & Height						"
Additional Storage Space						"
Flat Roof						"
Pitched Roof						Possible Solar
Number of Bathrooms						Code - Architect
Kitchen						Size of Room
Day Room						Size of Room
Training Room						Size of Room
Laundry Room						Gear & Clean Laundry
Gear Washer #2						Rough In



131 Adams St
Manchester, CT 06042
8606458838

Bill To

Waterford Fire Services
204 Boston Post Rd
Waterford, CT 06385 US

Invoice 5810

Nov 14, 2023

Job Number

J232091

Payment Terms

Due Upon Receipt

Total Due**\$4,909.37**

Due Date

Nov 14, 2023

CUSTOMER NAME

Waterford Fire Services

PROPERTY NAME

Engine 4

PROPERTY ADDRESS

441 Boston Post Rd
Waterford, CT 06385

AUTHORIZED BY

CUSTOMER WO

NTE

Invoice Summary

Arrived on site, met with one of the firemen at the house who took us to the boiler. When we got to the boiler we found water leaking out of a 2" line leaving the air scoop. Repair at 3:00 on Friday with suppliers closing for the weekend it was not in the best interest of the town for us to start the repair. We left 3 space heaters and informed the chief of this. We also talked to Paul from Waterford and he said he could bring more space heaters if needed. We informed the people at the firehouse and Paul we would not be back till Wed next week and there would be no hot water till we make the repairs. In addition we were informed that another company had been working on the boiler and I noticed the fire attic to one of the burners was off and no one knew why. We will also need to go through and do a full maintenance on the boilers.

Arrived on site. Set up to remove air scoop and air separator. Was able to break unions and remove the whole section of pipe and expansion tank. We then had to jack up flue duct to remove tees with barometric dampers. Ran to supply house to pick up all parts to perform maintenance on the boiler. Vacuumed out all soot from the boiler. Replaced tees for the barometric dampers replaced section of pipe that was leaking. Tried to fill boiler and found that auto filler was bad. Was able to back fill boiler with a hose to get it running. After filling boiler tried to fire burner on the left section but found that the blower motor was no good. Was able to get burner on the right section fired and boiler came up to temp. Jumped out all zones on the boiler to make sure that all loops were bled out. Found 2 of the loops were valves off, but all remaining zones worked. Will need to return to replace blower motor and auto filler

OR: I replaced the recommended auto feeder and burner motor that was recommended on the previous visit.

I purged out all my hydronic loops although I still was not able to get warm return water in the no heat areas of the building the I suspect the hydronic loops to still be air bound.

The burner #1 has a seized fuel pump not allowing the burner to fire.

We are currently still maintaining temperature of the boiler on the secondary oil burner. We will have to return and replace the fuel pump for the first burner.

OR/DL: replaced the seized fuel pump on burner #2 and got the second burner to fire.

Tried to re purge all the hydronic heating loops that were still air bound. We also walked the entire perimeter of the fire house to purge out the bleeder valves at the individual radiators. We were able to get heat out of the entire building except the upstairs half of the building.

We recommend a 0010 circulator pump replacement on the pump labeled as the bingo room (upstairs half) also removing removing the existing check valve right above the pump.

Item Name	Description	Quantity	Unit Price	Price Subtotal
Labor - Regular Time	November 3, 2023 - Labor - Regular Time	2.25	\$150.00	\$337.50
Labor - Regular Time	November 8, 2023 - Labor - Regular Time	6.5	\$150.00	\$975.00
Labor - Regular Time	November 8, 2023 - Labor - Regular Time	6.5	\$150.00	\$975.00

Labor - Regular Time	November 9, 2023 - Labor - Regular Time	4.5	\$150.00	\$675.00
Labor - Regular Time	November 13, 2023 - Labor - Regular Time	0.5	\$150.00	\$75.00
Labor - Regular Time	November 13, 2023 - Labor - Regular Time	3	\$150.00	\$450.00
Rental Equipment	Space Heater Rental	3	\$50.00	\$150.00
Heating Materials	pipng material	1	\$421.50	\$421.50
Heating Materials	air scoop	1	\$141.54	\$141.54
Heating Materials	Fuel pump	1	\$250.00	\$250.00
Heating Materials	Blower Wheel	1	\$136.33	\$136.33
Heating Materials	Motor	1	\$172.50	\$172.50
Heating Materials	High capacity 1/2 Bronze water feeder	1	\$150.00	\$150.00
		32.25		\$4,909.37

Subtotal	\$4,909.37
Taxable Subtotal	\$0.00
Sales Tax Rate	0%
Tax Amount	\$0.00
Total	\$4,909.37

Terms of Service

if you have any questions concerning the billing on this invoice, please contact Taylor Johnson at dispatch@actionairsystems.com or call ext 226
If you have any questions concerning payment on this invoice, please contact Chandra Butler at controller@actionairsystems.com

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The Day

THE DAY PUBLISHING COMPANY
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47 EUGENE O'NEILL DRIVE
NEW LONDON, CT 06320-1231

ACCOUNT NUMBER	CUSTOMER	
D93036	TOWN OF WATERFORD - FINANCE DEPARTMENT	
CLIENT	PAGE NUMBER	DUE DATE
	Page 1 of 1	Upon Receipt

Order Number	Amount Due
d01069635	\$302.64

TOWN OF WATERFORD - FINANCE
DEPARTMENT
15 ROPE FERRY ROAD
WATERFORD, CT 06385
United States

**MAKE CHECKS PAYABLE TO
DAY PUBLISHING COMPANY**
Include your account # /
order # on your check
remittance

CHECK NUMBER
AMOUNT PAID

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATION	REFERENCE #	SIZE/LINES OR QTY	GROSS AMOUNT	OTHER	NET AMOUNT
11/24/23	Request for Proposals- RFQ #23-132	The Day	Request for Proposals- RFQ #23-132	2 col	\$276.64	\$0.00	\$276.64
11/24/23	Request for Proposals- RFQ #23-132	Day Classified Webpage	Request for Proposals- RFQ #23-132	2 col	\$1.00	\$0.00	\$1.00
11/24/23	Request for Proposals- RFQ #23-132	CT Public Notices Webpage	Request for Proposals- RFQ #23-132	Not Applicable	\$25.00	\$0.00	\$25.00
Total					\$302.64	\$0.00	\$302.64

Account Number	Customer	Total Due
D93036	TOWN OF WATERFORD - FINANCE DEPARTMENT	\$302.64

Day Credit Department
Community Classifieds - Toll Free
Day Publishing Company - Toll Free

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800-582-8296
800-542-3354

Accounting Fax 860-437-7504
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APPROVED FOR PAYMENT	
PURCH. ORDER #	FY
VENDOR #	
ACCT#	\$
ACCT#	\$
ACCT#	\$
ACCT#	\$
APPROVED BY	DATE