

# TOWN FACILITIES COMMITTEE MINUTES

Saturday, January 5, 2008

**MEMBERS PRESENT:** Chairman Joseph Calsetta, Steve Molinari, Neal Cunningham, Dave Montemerlo, Roger Nelson

**ALSO PRESENT:** Ed Diamond, Bob Dawson and Chirag Thaker all of Russell and Dawson; Amy Whalen (recording secretary), Matt Englehart (Journal Inquirer).

**ABSENT:** Sandra Ferrari

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**CALL TO ORDER:**

Chairman Calsetta called the meeting to order at 9:12 a.m.

**APPROVAL OF PREVIOUS MINUTES:** Motion to approve minutes dated November 13<sup>th</sup> and December 11<sup>th</sup> was made by Neil Cunningham, seconded by Steve Molinari and approved by all.

**CORRESPONDENCE:** None

**OLD BUSINESS:**

Ed Diamond provided a general overview of the project. He also discussed the estimated costs of adding a basement to the police department and storage needs. Copies of the proposed plans will be recorded at the Town Clerks office as part of these minutes.

Chairman Calsetta has advised that the funding for the next phase of the project will be requested of the CIAC. Future funding requests for this project will include an escalation factor be set aside in a contingency fund to cover rising construction costs. Bob Dawson suggested a factor of 10% would be sufficient.

**NEW BUSINESS:** NONE

**ADJOURNMENT:**

A Motion to adjourn the meeting at 9:40 a.m. by Neil Cunningham, was seconded by Dave Montemerlo and agreed by all.

Respectfully submitted,



Amy Whalen  
Recording Secretary

December 11, 2007

**RUSSELL & DAWSON**  
ARCHITECTS  
PLANNERS  
INTERIORS

# WINDSOR LOOKS PUBLIC SAFETY COMPLEX

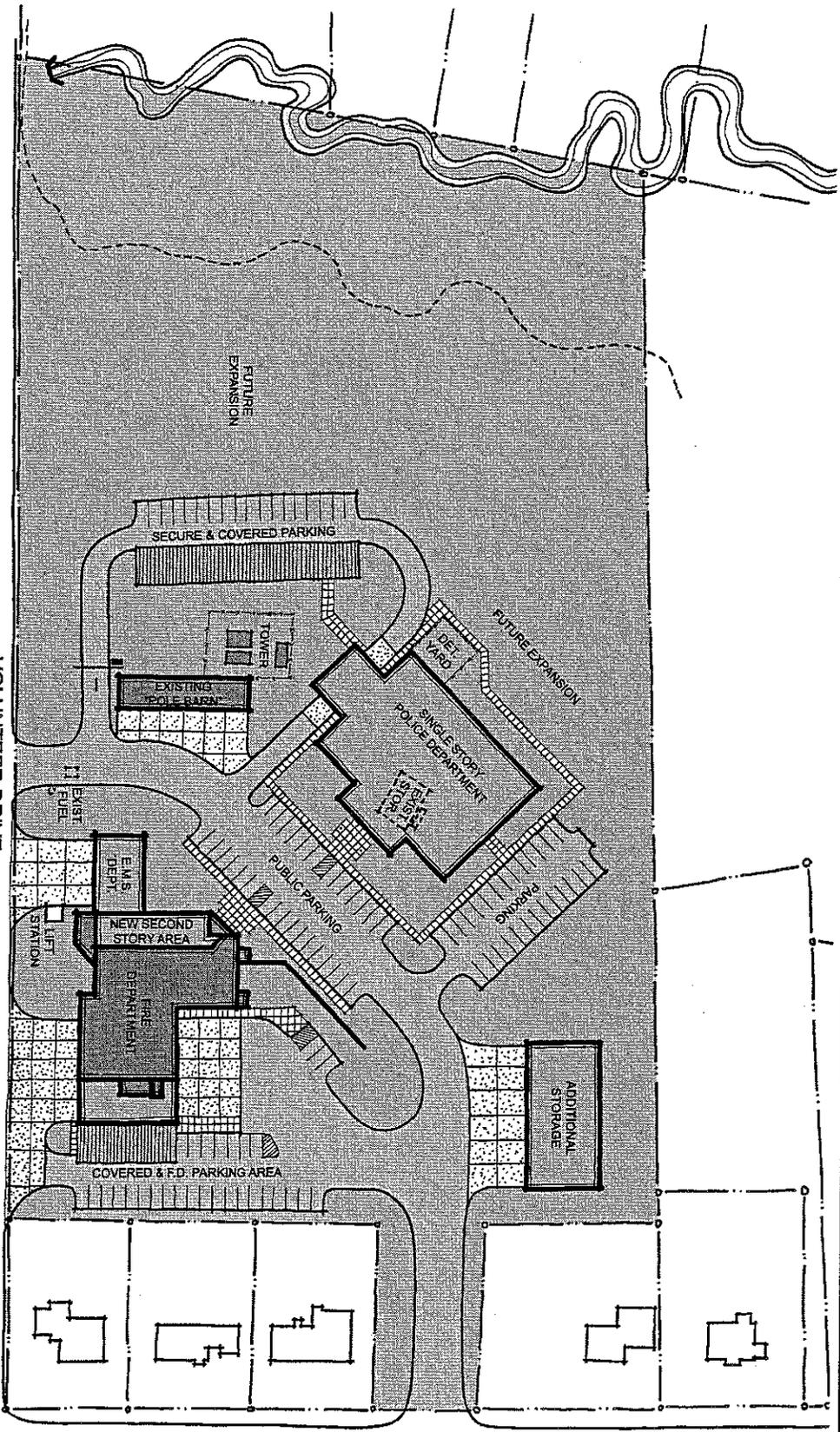
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**PROPOSED SITE PLAN**  
SCALE: 1" = 40'-0"

VOLUNTEER DRIVE

ELM STREET



## Windsor Locks Project Summary

Schematic Design Program - Project Summary

May 14, 2007 - Draft

Revised December 6, 2007 - Draft

Facility Totals		
Department	Current SF	Square Feet
Fire Department & EMS Departments	12080	27888
Police Department	9540	20709
"Pole Barn" structure + apparatus storage	3000	7200
<b>Total</b>	<b>24620</b>	<b>55797</b>

### Project Summary - New Police Facility; Renovations and Additions to Existing for Fire Facility

Renovations and additions to the existing facility for the Fire and EMS Departments. Fire department to be housed on upper and lower levels. EMS to be housed on lower level. Build a new single-story facility for Police Department. Advantages include reduced cost of renovations to the existing building based on the number of spaces that will require lesser renovations because they already exist (example: vehicle bays) and the ability to organize the site flow in a manner that will allow the public access to the departments without crossing critical paths.

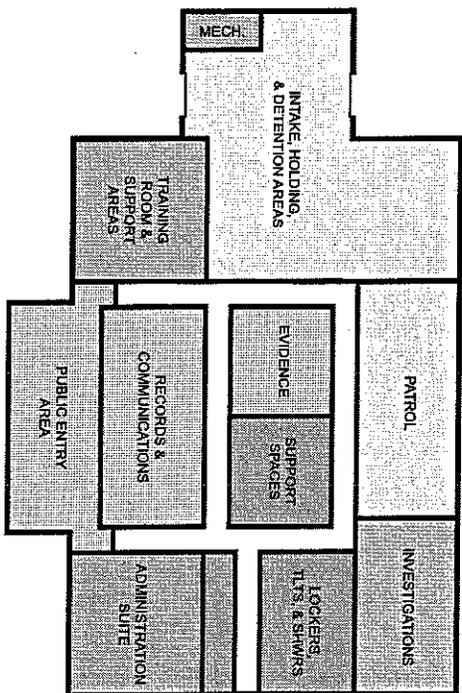
Department	Current Need	Cost Per Sq. Ft.	Bldg. Hard Cost.
Existing Building Renovations for FD & EMS	19,280	185	\$3,566,800
Building Renovation below area to receive 2nd Floor	2,340	350	\$819,000
2nd Story addition over existing Building Area	2,340	350	\$819,000
Addition on upper level for Fire apparatus	2,145	310	\$664,950
Addition on lower level for EMS apparatus	2,400	310	\$744,000
Addition on east side for Elevator	160	310	\$49,600
New Single Story Police Facility	20,709	310	\$6,419,728
New Parking Shelter for 10 vehicles for Police Facility			\$75,000
Replace existing "Pole Barn" + apparatus storage	7,200	100	\$720,000
<b>Total Hard Cost Estimate (80%)</b>	<b>56,574</b>		<b>\$13,878,078</b>
<b>Total Soft Cost Estimate (20%)</b>			<b>\$3,469,520</b>
<b>Total Project Cost Estimate (100%)</b>			<b>\$17,347,598</b>

**Please Note:**

- 7200 SF in the "Pole Barn" structure includes one bay (1200 SF) of storage space for the EMS Department. A second 1200 SF bay can be added for a cost of \$120,000 for a total storage space for the EMS Department of 2400 SF.
- The Project Estimate does not include cost associated with relocation of the fueling station.

**RUSSELL & DAWSON**  
ARCHITECTURE  
PLANNING INTERIORS

# WINDSOR LOOKS PUBLIC SAFETY COMPLEX



**POLICE DEPARTMENT - MAIN LEVEL**  
SCALE: 1/16" = 1'-0"

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# Windsor Locks Police Department

Schematic Design Program - Draft

May 14, 2007 - Revised Draft 12-06-07

Attendees: John Suchocki, Michael Balfore, Frank Baron, Bob Koistinen, Chester Degray  
 Dan Russell, Joe Calsetta, Philip Fielor

Current Needs - Administrative Suite	Space Standard	Needed Size	Current Size
Police Chief's Office	P02	256	196
Includes Closet but no Toilet Room			
Captain's Office	P03	224	160
Includes Closet			
Future Office	P03	224	0
Includes Closet			
Administrative Assistant Office	P08	144	152
Conference Room - Seats 10 (Located between Chief & Captain)	CR10	200	0
Waiting Area		80	0
Records / Files		100	0
Copier / Printer Alcove		15	0
Break Area - Coffee Bar (Removed)		0	0
<b>TOTAL - Administrative Suite</b>		<b>1243</b>	<b>508</b>

Current Needs - Records and Communications	Space Standard	Needed Size	Current Size
Records			251
Records Workstation / Public Counter	WS2	80	
Records Workstation - Future	WS2	80	
Counter for Department Interaction		25	
Officers will have access after hours to Records			
High Density Records Storage (Open Plan)	HDS	196	
Work Counter - Adjacent to Records Files		50	
Storage Room (Office Supplies, Forms, Misc.)		80	
Work Room (Common for Department - Adjacent to Records)			
Mail Center, Copy, Fax, Supply Storage, Workspace Needs		160	0
Main mail processing - distribute in thru-wall mail lockers			
Break Area - Coffee Bar / Minifridge / Microwave / Sink (Removed)		0	0
Toilet Room (Shared for Records and Communications) (Removed)	TLT2	0	0
Communications (Adjacent to Records / Public Response for After Hours)			
Communications Workstations / Consoles (Cluster of 4 - Future) (Reduced)		526	377
Training Manuals on Bookshelves on walls surrounding consoles			
Raised Flooring for Communications Center and Server Room areas			
Clean Agent Suppression System			
Communications Center Zoned Separately for HVAC			
Storage Closet (Misc. Equipment, Computer and IT Storage, Etc.)		100	0
Telecommunications / Server Room (Reduced)		252	166
Clean Agent Suppression System			
Computer Room Units for HVAC this Area			
Lockers for Personal Storage (12 - full heightx12Wx12D)		40	0
Coat Rack / Closet		40	0
<b>TOTAL - Communications and Information Technology</b>		<b>1631</b>	<b>794</b>

Current Needs - Investigations		Needed Size	Current Size
Investigations Future Office	P08	144	0
Investigator's Office	PO9	120	250
Investigator's Office	PO9	120	0
Investigator's Office	PO9	120	0
Investigator's Office (Removed)	PO9	0	0
Investigations Equipment Storage	10x12	120	0
Secured File Storage	10x10	100	0
Work Area (Printer, Fax, Copier, Counterspace)		80	0
Gun Safe / Ammo Cabinet (Removed)		0	0
Break Area / Coffee Bar (Removed)		0	0
Interview Room / Holding Room		100	0
Soft Interview Room		0	0
Observation Room		80	0
Toilet Room	TLT2	64	0
<b>TOTAL - Investigations</b>		<b>1048</b>	<b>250</b>

Current Needs - Patrol		Needed Size	Current Size
Patrol Sergeant's Office	PO9	120	76
Patrol Sergeant's Office	PO9	120	76
Patrol Sergeant's Office	PO9	120	76
Patrol Sergeant's Office	PO9	120	76
Shift Commander's Office	PO9	120	0
Future Office	PO9	120	0
Work Area (Printer, Fax, Copier, Counterspace)		80	152
Gun Safe / Ammo Cabinet (Removed)		0	0
Patrol Report Workstations (4 @ 21 SF each)		84	0
Patrol Storage Room	12x12	144	0
Patrol Files Storage (In alcove - 2 drawers x 30 officers = 15 cabinets)		102	0
First Aid Storage - HVAC		80	0
Break Area / Coffee Bar (Removed)		0	0
Briefing Room (Marker / Tackboards, Projection Area, Etc.) (Reduced)		300	0
Storage - Tables, Chairs, AV, Etc.		100	0
<b>TOTAL - Patrol</b>		<b>1610</b>	<b>466</b>

Current Needs - Intake		Needed Size	Current Size
SallyPort - 2 Car + Storage	18x50	900	890
Drive-thru Lanes for two cars end to end			
Doors tall enough for EMS Vehicles			
Eyewash & Emergency Shower Alcove	5x5	25	0
Gun lockers located on wall		12	0
K-9 Unit room (Sink, Food Storage, Training Equip, Kennels, Etc.)	10x16	160	0
Outdoor Materials Storage (Traffic Cones, Stop signs, Car, Etc.) (Removed)	10x16	0	0
Bio-Drying Room	8x10	80	0
Intake Open Area		500	280
Mug, Print (AFIS), Work Counter, Sink, Etc.			
Gun lockers located on wall on outside (officer's area) of intake area		12	0
Temporary Holding Room 1 (with Cuffing Bench)		80	72
Temporary Holding Room 2 (with Cuffing Bench)		80	0
Personal Property Lockers across from Temp. Holding Rooms		8	0
Intoxilizer Room		100	99
Interview Room		120	72
Observation Room		80	0
Toilet / Shower room with Detention fixtures and remote flush		100	0
Men's Detention Cells (6 each @ 80 SF)		480	185
Men's Shower Cell		80	23
Men's Property Lockers (6 @ 4 SF each)		24	0
Women's Detention Cells (3 each @ 80 SF)		240	45
Women's Shower Cell		80	0
Women's Property Lockers (3 @ 4 SF each)		12	0
Padded Cell		80	30
Secure Vestibule (Egress Yard Side) (Removed)		0	0
<b>TOTAL - Intake</b>		<b>3253</b>	<b>1896</b>

Current Needs - Evidence		Needed Size	Current Size
Evidence Storage Room	20x25	500	138
Narcotics Evidence Storage	8x10	80	0
Evidence Process Workstation / Work Area	10x14	140	0
Room for a Computer Workstation			
Communication Window w/ Buzzer			
Evidence Retrieval will happen via Large Package Drop Booth			
Large Package Drop Booth (1 @ 5x9') - Internal		45	0
Evidence Bag & Tag / Drop Area	10x10	100	0
Need Refrigerated Evidence Drop			
Large Evidence Area - Separate Building			
Vehicle Bay for Search (Moved to Pole Building)	16x25	0	0
Large Evidence Storage (Bikes, Lawn Mowers, Etc.) (Moved to Pole Building)	12x25	0	560
Impound Yard for 10 vehicles (See notes below)			
Crime Lab (Adjacent to Indoor Evidence Area)			
Crime Lab w/ 4' fume hood, SS counter & sink, eye-wash station (Reduced)	14x16	120	0
Lab Storage Room	8x10	80	0
<b>TOTAL - Evidence</b>		<b>1065</b>	<b>698</b>

Current Needs - Training		Needed Size	Current Size
Training Room for 50 at tables and chairs		1050	475
AV Rack Room	7x7	50	0
Table and Chair Storage	10x14	140	52
Warming Kitchen	10x12	120	0
Training Storage	8x10	80	0
Coat Storage	8x10	80	0
Physical Training / Wellness (Reduced) (Relocated to FD Building)	TR1	0	0
Training Storage (Removed)		0	0
Lockers (40 @ 14 SF Each)	L1	560	418
Separate Lockers for Women and Men (Ratio to be determined)			
Toilet / Shower Rooms		600	0
Male and Female with showers (Approx. 300 SF each)			
<b>TOTAL - Training</b>		<b>2680</b>	<b>945</b>

Current Needs - Public Entry Area		Needed Size	Current Size
Vestibule		100	49
Vest. Open after hours w/ phone for interaction w/ Communicator			
Lobby		350	224
Interview Room - Media / Report Room / Walk-in Reports		100	95
Interview Room - Print & Permit (Sink Required this area)	10x14	140	0
Public Restrooms (2 @ 175 SF Each)		350	45
Memorabilia Display & Storage (Reduced)		50	0
Civil Preparedness Office (Moved to FD Building)	12x14	0	105
Civil Preparedness Office (Moved to FD Building)	12x14	0	105
<b>TOTAL - Public Entry Area</b>		<b>1090</b>	<b>623</b>

Current Needs - Support Spaces		Needed Size	Current Size
Lunch Room	16x20	320	0
Heavy duty Residential Appliances			
Emergency Bunk Rooms (2 each @ 120 SF)		240	0
Janitor's Closets (1 reqd. if single story @ 100)		100	28
Wiring Closets (1 @ 48 if single story)		48	0
Lockable General Storage		100	240
Armory w/ Storage, Workbench, & Ventilation	10x12	120	0
Firearm Clearing Station		4	0
Quartermaster Storage	10x12	120	0
Stairs - Vertical Circulation (none required if single story @ 320)	ST1	0	
Elevator Stop - 1 per floor per elevator (none required if single story @ 100)		0	
Elevator Equipment Room (none required if single story @ 100)		0	
Electrical Room	10x12	120	88
Firing Range			
4 lanes (46" lane width x 75' length) (Removed)		0	0
Sound trap room / Clearing Station (Removed)	10x10	0	0
<b>TOTAL - Support Spaces</b>		<b>1172</b>	<b>356</b>

Total Net Square Feet		14792	
Grossing Factor - 40%		5917	
Total Gross Square Feet		20709	9540

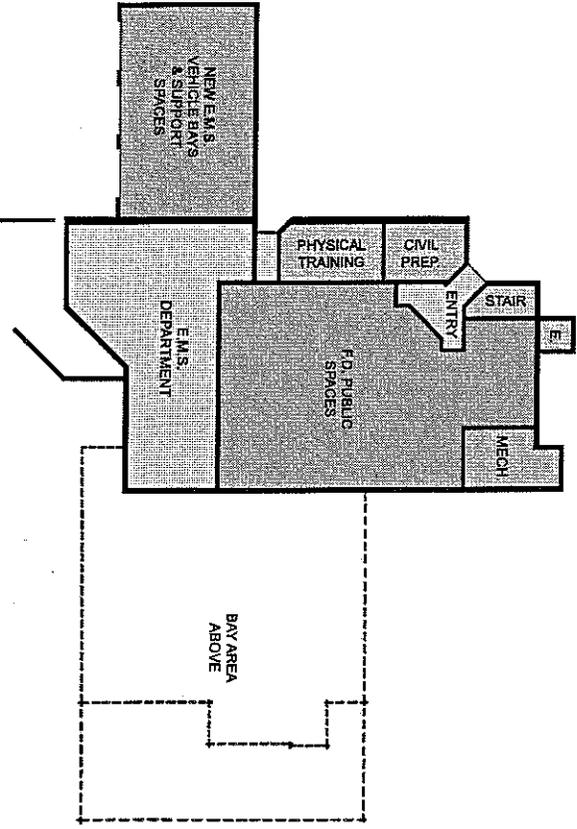
**Additional Notes:**

- Site must accommodate HC and Public Parking Areas
- Site must accommodate Secure Parking for Staff Vehicles (approx. 50)
- Site should have Covered Parking in the Secure Lot for 10 cars
- A new full-building generator will be located on-site.
- A new UPS should serve identified circuits in offices where computer would be located
- Site Must Accommodate Remote Storage Building for Police
- Impound yard located near Evid. Building should hold 10 vehicles.
- Sanitary Sewer will require new / upgraded lift station

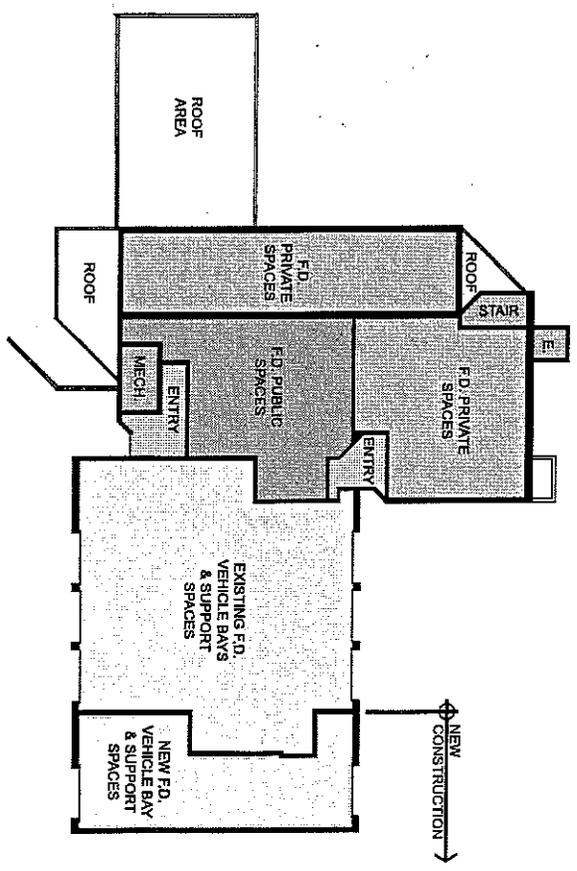
# WINDSOR LOOKS PUBLIC SAFETY COMPLEX

← NEW CONSTRUCTION

**FIRE DEPARTMENT - LOWER LEVEL**  
SCALE: 1/16" = 1'-0"



**FIRE DEPARTMENT - UPPER LEVEL**  
SCALE: 1/16" = 1'-0"



# Windsor Locks Fire Department

## Schematic Design Program - Headquarters Station Draft

May 14, 2007 - Revised 12-06-07

Attendees: Scott Lappen    Joe Calsetta    Gary Ruggiero    David Montemerlo  
 John Donahue    Tony Ruggiero    Ed Diamond    Ken Newell

VEHICLE BAYS	Needed Size	Current Size
Apparatus Bays (6) Pull through, Multiple Vehicle Bays, 80'D x 78'W	6240	4920
Bay 1: 32' Engine 3 - 32' Engine 6		
Bay 2: 32' Rescue 4 - 33' Reserve Engine 2		
Bay 3: 48' Tower 1 - 21' Car 9		
Bay 4: 32' Engine 2 - 21' UT1		
<i>The following pieces of equipment are not first responders and could be housed in a separate building</i>		
Bay 5: 21' UT3 - 20' Future Boat - 20' Pump Trailer		
<i>Locate in auxiliary building on-site</i>		
Bay 6: 22' UT2 - 24' Hazmat Trailer		
<i>Locate in auxiliary building on-site</i>		
Sealed Concrete Floors		
Flourescent Lights (high output)		
Forced Air Gas Unit Heaters		
14x14 Insulated, Steel Doors w/ Single Row of Windows and Remotes		
Electric/Air Shore Lines		
Normal Built-In Bay Exhaust System & Plymovent for 6 drops (By General Contract - BGC)		
Trench Drains per Bay		
Sprinkler Riser in Bays		
Normal Inside Hosebibbs and 2 1/2" Truck Fill Lines on each side wall		
Rip & Run/Radio Charging Alcove	0	
Turnout Gear along bay walls for 50 lockers (BGC)		
Decon/Laundry Room: Dbl. Stainless Steel Sink w/ Sideboards - Emergency Shower/Eyewash - Gas Dryer (BGC)	225	0
Extractor (BGC) - Floor Mop Sink - EMS Storage Closet (50sf)		
Single Toilet/Shower Room	100	0
Tool Air Compressor/SCBA Compressor-Cascade (BGC) Room	175	328
Tool Shop: 10' workbench w/ single sink, flammable storage cab., & ice machine	175	504
Hazmat Storage	150	120
Outside Equip. Storage Room: Snow Blower - Trimmer - Tools & Shovels - Flammable Mat. Cab.(BGC)	175	0
with double door access to outside and single door access to bays		
Hose Drying Room: 15'x15' w/ winch height of 25' and training opportunities	225	168
Mech./Storage Mezzanine w/ metal Stairs from Bays	400	610
<b>TOTAL VEHICLE BAY SQUARE FOOTAGE</b>	<b>7865</b>	<b>6650</b>

PUBLIC SPACES	Needed Size	Current Size
Lobby (airlock vestibule w/ 2 seated visitors, display cases and 911 phone/intercom outside)	200	124
1 HC Public Restrooms	64	0
Receptionist Office w/ copier, fax, etc. and pass window to Lobby	150	162
Watch/Radio/Report Room w/ closet - pass window to Lobby - 2 computer workstations	150	150
Chief's Office w/ closet & 6 person conference table	250	90
Assist Chief's Office w/ closet	150	90
Deputy Chief's office w/ closet	150	90
Fire Marshal's Office w/ closet & 4 work cubicles	330	40
Fire Marshal's Plan Review Room off of FM Office w/ drafting table, rack & flat file storage	200	0
Fire Marshal's Evidence Stor. Room off of FM Office	100	0
Capt/Lt's Office w/ closet, 8 work cubicles & 6 person conference table	600	0
Commissioner's Office w/ closet	0	0
IT Closet	25	0
Multi-Purpose/Training Room for 125 persons, pool table occasional cot sleepers and table/chair storage	1803	1803
Training Storage	100	0
Social Office/Storage	264	108
File/Work Room for 4 Steel Cabinets and 10 Archive File Cabinets	288	100
Conference Room/Library w/ shelves all around and table for 12	432	0
Civil Preparedness Office (Relocated from PD Building)	168	105
Civil Preparedness Office (Relocated from PD Building)	168	105
<b>TOTAL PUBLIC SPACES SQUARE FOOTAGE</b>	<b>5592</b>	<b>2967</b>

PRIVATE SPACES	Needed Size	Current Size
Dayroom 15 people at sofa/recliners, TV and Dining Table for 8	536	536
Kitchen - all equipment BGC unless noted otherwise	550	414
Double Sink		
Dishwasher		
Disposal		
2 Counter top Bunn Coffee Machines		
Existing 6 Burner Stove/Oven		
3 Food Lockers		
2 Existing Commercial Coolers		
Stainless Steel Counter tops		
1 Existing Upright Freezer		
Existing Meat Slicer		
Counter Top MW Oven		
Existing Popcorn Machine		
1 Walk-in Pantry w/ ice machine & 2 vending machines (100sf)		
Male Toilet / Shower / Locker Room w/ 2 water closets, 2 urinals, 3 showers, dbl.vanity and space for 30 half lockers	500	181
Female Toilet / Shower / Locker Room w/ 2 water closets, 1 shower, dbl.vanity and space for 10 half lockers	200	138
7 Future Individual Sleep Rooms (130 SF each) w/ 1 bed, 1 desk and 3 wardrobes each	0	0
Exercise Room w/ 6 workout stations - (Relocated from PD Building)	500	0
Janitors Closet w/ mop sink & supply storage shelving	100	35
Janitors Office	120	0
Linen/Storage Closet	64	0
New Upper Level Addition Over Existing - (2340 SF Private Space Total after grossing factor)	1671	0
<b>TOTAL PRIVATE SPACES SQUARE FOOTAGE</b>	<b>4241</b>	<b>1304</b>

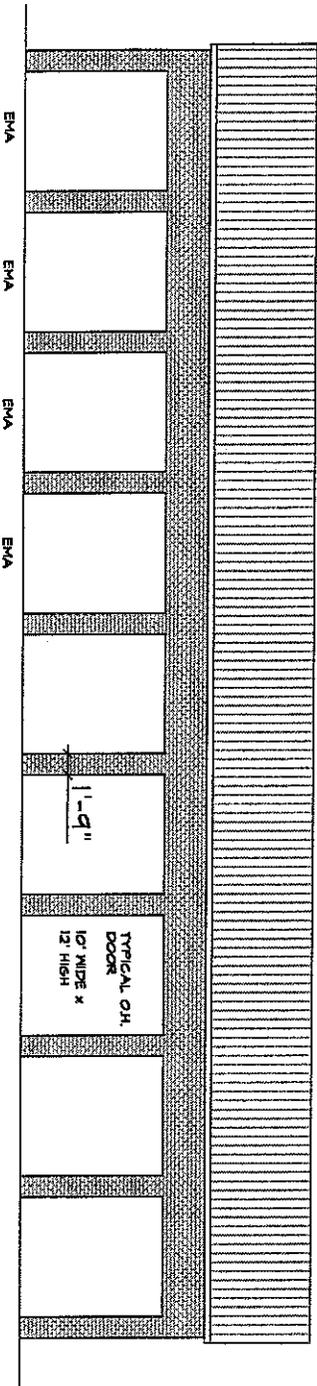
EMS SPACES	Needed Size	Current Size
2 Vehicle Bays for 3 EMS vehicles	1800	
Decon/Laundry Room: Dbl. Stainless Steel Sink w/ sideboards - Emergency Shower/Eyewash - Res.W/D	180	
Cascade Alcove	50	
Supply Room w/ meds locker	100	
Chief's Office w/ closet	150	
Supervisor's Office w/ closet	120	
Radio/Report Alcove w/ 1 workstation	20	
EMS Storage	300	
Dayroom 6 people at sofa/recliners, TV and Dining Table	300	
Kitchen - all equipment BGC unless noted otherwise	225	
Double Sink	Dishwasher	
Disposal	1 Counter top Bunn Coffee Machine	
4 Burner Stove/Oven	3 Food Lockers	
1 Refrigerator	Stainless Steel Counter tops	
Counter Top MW Oven		
2 Individual Toilet / Shower Rooms w/ 1 water closet, 1 urinal, 1 shower and 1 vanity @ 120sf each	240	
2 Sleep Rooms (180 SF each) w/ 1 bed, 1 desk and 3 wardrobes each	360	
Exercise Room w/ 6 workout stations	0	
Janitors Closet w/ mop sink & supply storage shelving	0	
Linen/Storage Closet	100	
<b>TOTAL PRIVATE SPACES SQUARE FOOTAGE</b>	<b>3845</b>	
<b>Total Net Square Feet</b>	<b>21643</b>	
<b>Mechanical / Circulation 40% not including Apparatus Bays</b>	<b>5441</b>	
<b>Grossing Factor Bays Only - 10%</b>	<b>804</b>	
<b>Total Gross Square Feet</b>	<b>27888</b>	<b>12080</b>
<b>Total Gross Square Feet Required - Fire Department</b>	<b>19395</b>	
<b>Total Gross Square Feet Required - EMS</b>	<b>4553</b>	

**SITE:**

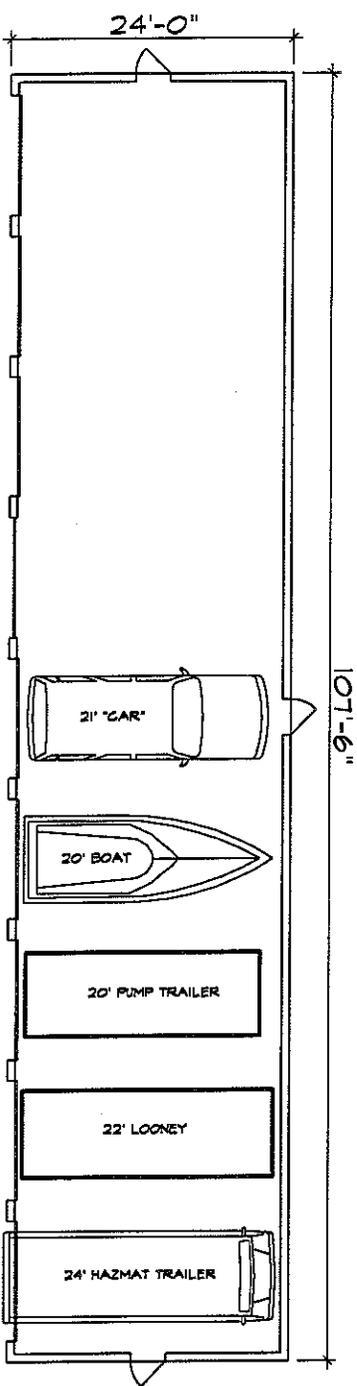
- 50' concrete aprons and turning radius front & rear and HD asphalt drives
- On-site Fire Hydrant at rear of station
- 1 sign monument - Building Sign
- 3 flag pole w/ lighting
- Concrete Filled Steel Bollard Protection at Bay Doors (outside only)
- Patio off of Dayroom / Kitchen w/ low wall enclosure and partial covering
- Paved Parking for 60 daily spaces and grass overflow
- Dumpster Pad & Enclosure
- Full Building Natural Gas Generator

**GENERAL NOTES:**

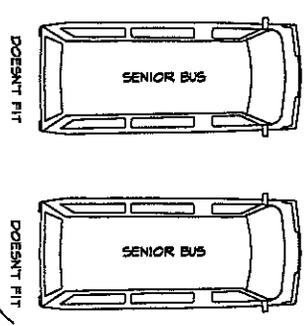
- All gas appliances and equipment possible
- All appliances to be heavy duty residential
- All furniture by owner
- As many incorporated training scenarios as possible
- Closed Circuit TV - BGC
- Key-Card Access - BGC
- IT - BGC
- Actual Phones by Owner



**2 FRONT ELEVATION**  
 SK-X SCALE: 1/8" = 1'-0"



**1 PLAN- EXISTING POLE BARN**  
 SK-X SCALE: 1/8" = 1'-0"



DO WE NEED NEW STORAGE BUILDING FOR THESE (B) VEHICLES?

**RUSSELL & DAWSON**  
 ARCHITECTURE & ENGINEERING  
 330 ROBERTS ST E HARTFORD, CT 06108  
 TEL: (860) 289-1100 FAX: (860) 289-3272

**Safety Complex**  
**Town of Windsor Locks**  
**Exist. Pole Barn Bldg.**

DWG. NO: SK-X  
 JOB NO: 06-182  
 DATE: 1-2-08

SCALE: 1/16" = 1'-0"  
 DRAWN BY: ED

**WINDSOR LOCKS SAFETY COMPLEX**

**NEW POLICE STATION FACILITY (20,709 S.F.)**

*\*Opinion of probable construction cost for slab on grade construction vs. fully excavated, full basement (10' high walls)*

Note: Estimate is based on favorable soil conditions. Actual soil conditions are presently unknown.

	<u>Slab on Grade</u>	<u>Full</u>
<u>Basement</u>		
Foundation: .....	\$125,000.00.....	\$280,000.00
Site Work (Excavation & B.F. Only)\$	63,800.00.....	\$151,800.00
First Floor Steel (includes deck, slab, And 2 stairwells) .....	N/A.....	\$260,000.00
Elevator .....	N/A.....	\$ 65,000.00
<u>Electrical/Lighting .....</u>	<u>N/A.....</u>	<u>\$115,000.00</u>
 <b>Total.....</b>	 <b>\$188,800.00.....</b>	 <b>\$871,800.00</b>

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January 3, 2008

Via e-mail: calsetta@cox.net

Joseph Calsetta, Selectman  
Town of Windsor Locks  
50 Church Street  
Windsor Locks, CT 06096

**Re: Police/ Fire /Town Hall  
Windsor Locks, CT  
File: 06.182**

Dear Mr. Calsetta:

We have enjoyed working with you and your committee to develop the Phase 1 Feasibility Study for the above proposed Town Facilities. You have asked for a proposal for Phase 2 and Phase 3 to complete the project.

Phase 2 consists of design required to carry the project through Town approval by referendum. Phase 3 consists of design to have the project bid and constructed.

The status of each portion is as follows:

▪ **Fire Department**

The Fire Department will take over most of the existing Fire/Police Building on Volunteer Drive with modifications and additions. The Emergency Medical Corp will share a small portion of the facility.

▪ **Police Department**

The Police Department will relocate to a newly constructed building of approximately 20,000 Sq. Ft. on the same property.

Joseph Calsetta, Selectman  
January 3, 2008  
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Re: Police / Fire / Town Hall - File: 06.182

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▪ **Pole Storage Building**

Existing building to be demolished and a new storage building will be constructed on site.

▪ **Town Hall**

Town offices in the existing Town Hall at 50 Church Street will be relocated within the building. The layout and available room numbers have been identified as part of the feasibility study. This work will be done as a separate capital project by the Town of Windsor Locks and is not part of Phase 2 or Phase 3 work identified in this proposal.

To carry the work forward, Russell & Dawson offer this proposal for professional design services and we have identified the tasks for Phase 2 and 3 as follows:

**Phase 2**

- Preliminary design.
- Design development sufficient for estimating.
- Budget estimates for total cost.
- Preparation of colored renderings and plans for use in making public presentations.
- Assistance with Town authorities to present the project for referendum voting.

**Phase 3**

- Working Drawings & Specifications for Site Work, Architectural, Structural, Plumbing, Heating, Ventilating and Air Conditioning, Electrical Lighting, Electrical Power, Fire Sprinkler, and Fire Alarm Designs.
- Assistance with approvals from appropriate Town and State commissions.
- Preparation of bid documents and assistance with bids.

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- Contract Administration including coordination with Town authorities, attendance at regular job meetings, contractor coordination, shop drawing approval, administration and approval of contractor certificates of payment and change orders and project closeout.

Our estimated fee for the Phase 2 services is \$245,000.

Our estimated fee for the Phase 3 services is \$630,000.

We look forward to continuing to work with you on this very interesting project.

Thank you for your consideration.

Very truly yours,

**RUSSELL & DAWSON LLC**

Robert M. Dawson, III  
Vice President, Engineering

RMD/nla

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January 4, 2008

Via e-mail: calsetta@cox.net

Joseph Calsetta, Selectman  
Town of Windsor Locks  
50 Church Street  
Windsor Locks, CT 06096

**Re: Police/ Fire /Town Hall  
Windsor Locks, CT  
File: 06.182**

Dear Joe:

In preparation for tomorrow's meeting, we would like to confirm and highlight some key points pertaining to questions from you and your committee:

1. We have rechecked our program square footages based on the initial program checklist and user requirements, and have found our area totals are accurate as previously thought. We believe the discrepancy may have been due, in part, to the grossing/circulation factor that we implemented on our spreadsheets. As you know, this is an essential factor in determining the cost of the project.
2. Because the program information is correct, the resulting space allocations that occurred when the Fire Department grew by 2759 sq. ft. on the upper level addition created a "void" or lack of assigned space to the lower level. This may not cause any functional or user problems relative to the facility from an operational standpoint, but it will obviously increase the cost of the project by approximately 1.3 million. From a design standpoint, we still feel that the Fire Department offices located on the first floor work well and could be organized in a way that would please the Fire Department staff. The cluster of offices could be laid out per their personal preferences and the elevator placement could be placed in close proximity to this cluster for ease of vertical circulation to the areas on the floor above. As you pointed out, it is hard for anyone to visualize the concept unless they actually see floor plans showing exact placement of rooms, doors, etc.
3. Per the latest Fire Department equipment list, it appears that all vehicles can be placed in the extended addition of the apparatus bays with the exception of those vehicles that can be stored in unheated spaces. It was our hope that these could be stored in the present pole barn building. However, clearances seem to be tight and, unless we try to physically put these vehicles in place, it cannot be determined if these will fit properly. With this in mind, the new storage building may need to remain until we have final verification.

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4. Attached is an opinion of probable costs for slab on grade construction vs. full basement construction for the new Police Department building.

Very truly yours,

**RUSSELL & DAWSON LLC**

Edward Diamond  
ED/ldo'k  
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