TOWN OF ARLINGTON
REQUEST FOR DESIGNER Qualifications (RFQ)

RFQ #17-43
Department of Public Works Renovation/Addition
AUGUST 3, 2017

1. Introduction, Construction Cost, Fee and Availability of RFP

The Town of Arlington, Massachusetts, ("Owner"), acting through the Permanent Town Building Committee (PTBC) is seeking the services of a qualified "Designer" within the meaning of the Massachusetts Designer Selection Law M.G.L. Chapter 7C, Sections 44 through 58, to provide professional design and construction administration services as outlined in this RFQ for the Department of Public Works (DPW) Renovation & Addition(s), 51 Grove Street, Arlington, Massachusetts ("Project").

The term Designer is defined as "an individual, corporation, partnership, sole proprietorship, Joint Stock Company, joint venture, or other entity(s) engaged in the practice of providing full design services for the construction and supervision of construction for buildings."

Notice of this RFQ is published in the Central Register (which is a weekly publication of the Office of the Secretary of State), the Arlington Advocate (a newspaper of general circulation) and posted on the Town website (www.arlingtonma.gov/purchasing).

The Owner is seeking design services which will ultimately include the schematic design, design development, construction contract documents, bidding, award of construction contract(s), construction administration, final closeout and warranty period for the Project. The project will commence with the Schematic Design Phase **only** in order to develop a project scope of work within the budget amounts approved and available for the project. Once the scope and overall project budget are approved, the designer will continue with the rest of the design and thru the construction administration and close-out phases.

Qualified companies are requested to submit their qualifications to the Purchasing Officer at the Town Hall, 730 Massachusetts Ave., Arlington, MA in accordance with the instructions contained within this Request for Qualifications (RFQ). The Designer/Design Team is prohibited from having any affiliation with the OPM, contractor or CM, or any other party having an interest in the Project.

Pursuant to M.G.L. Chapter 7, Section 40N, and the Owner's Affirmative Action Plan, the Minority/Women Business Enterprise Plan and the Supplemental Equal Employment Opportunity Anti-

Discrimination and Affirmative Action Program the Designer must agree to contract with minority and women-owned businesses as certified by the Supplier Diversity Office (SDO) formerly known as the State Office of Minority and Women Business Assistance (SOMWBA). The amount of participation goal that shall be reserved for such enterprises shall not be less than seventeen and nine tenths percent (17.9%) of the contract price for combined minority business enterprises (MBE) and women-owned business enterprises (WBE). Applicants must include a reasonable representation of both MBE and WBE firms that meets or exceeds the combined goal. Applications from MBE and WBE firms as prime designers are encouraged. Where the prime Designer is an SDO certified MBE or WBE, the Designer must bring a reasonable amount of participation by a firm or firms that hold the certification which is not held by the prime Designer on the project.

The minority and women-owned business enterprises must be selected from those categories of work identified in Section 6 of this RFP or be assigned to tasks required under Basic Services as specifically set forth in the Contract for Designer Services as amended. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet their MBE/WBE goals. Consultants to the prime Designer can team within their disciplines in order to meet the MBE/WBE goals but must state this relationship on the organizational chart (Section 6 of the designer application form).

For additional information on Designer qualifications see Sections 4 & 5 in this RFQ.

The estimated total construction budget for the Project is yet to be determined based on the scope developed during the Schematic Design Phase.

The complete Requests for Designer Services, including attachments, may be downloaded on or after 12:00 PM on August 3, 2017 from the Town website, reference: RFP #17-43.

The Town website is: http://www.arlingtonma.gov/purchasing.

Please send email notification to Domenic Lanzillotti @dlanzillotti@town.arlington.ma.us upon downloading the RFP in order for the Owner to have a record of who has downloaded the documents.

2. Submission Deadline and Instructions

Qualified persons or firms are requested to submit proposals marked Project Designer/DPW Facility Renovation, with the applicant's name and address on the front. Applicants should provide one (1) signed original proposal, 5 copies and one electronic copy by 2:00 pm onAugust 16, 2017. Fax or e-mail submissions will not be accepted.

Applicants must also execute and include in the sealed submission the Certificate of Vote, Certificate of Non-Collusion, and the Certificate of Tax Compliance. The Town of Arlington, through the Town Manager, is the awarding authority and reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; and to award contracts or to cancel this Request for Proposals if it is in the Town of Arlington's best interest to do so. Proposals must be signed as follows: a) if the bidder is an individual, by her/him personally; b) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and c) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.
All outer envelopes/packages must be labeled Project Designer/DPW Facility Renovation and mailed or hand delivered to the following address:

Mr. Domenic Lanzillotti, Purchasing Officer
Arlington Town Hall
730 Massachusetts Ave.
Arlington, MA 02476

No proposals will be accepted after the time and date noted. Late delivery of materials due to any type of delivery system shall be cause for rejection. If on the date and time of the submittal deadline the Town Hall is closed due to an uncontrolled event such as fire, snow, ice, wind or building evacuation, the submittal deadline will be postponed until 12:00 p.m. on the next

3. Project Description and Objectives

The Department of Public Works is located at 51 Grove Street. It is located near a residential neighborhood, business district and is adjacent to the existing High School in central Arlington. There are numerous buildings/structures located on this property and the property is subject to an AUL (Activity and Use Limitation) and includes a building on the National Register of Historic Places (NPHP).

The existing facilities are not adequately laid out, the site is subject to occasional flooding and the DPW yard is not utilized in a manner conducive to an efficient operation.

Project Objectives include:

- Reviewing the documentation of existing conditions prepared by Weston and Sampson and RDK Engineers in September, 2013. This report is not the final design, but the beginning of the re-programming of the site.
- Develop better strategies for efficient yard layout, parking, storage of vehicles, access into the DPW yard, access into buildings for public and staff, internal layout of office and meeting spaces and other goals as developed in the Schematic Design Phase.
- Engaging with interested stakeholders and the community to integrate the renovation and new structures with existing building and site.
- Reconstruction of site and building interiors created by the architect after analysis, study and design are completed.
- Collaborating with the OPM to develop a detailed comprehensive Project Schedule to achieve specified start and completion milestones, based on the scope of work developed in the Schematic DesignPhase.
- Developing a design that is of high quality, efficient, cost effective, includes sustainable design principles, and conforms to the program and complies with all applicable regulatory requirements including the Massachusetts Stretch Code. The project will not be seeking LEED Certification.
- Developing accurate and complete cost estimates, during the design phases and coordinating with the independent OPM cost estimates, including Life Cycle Costs (LCC) of operating the completed facility as it relates to future operational budgets.
- Collaborating with the OPM to help the Owner determine whether the CM-at-Risk delivery Method should be used for the Project and, if found appropriate, provide documents for CM-at-Risk, Ch. 149A delivery method for the project, including ability to provide early bid packages for fast-track project, and assisting in the selection of the CM if that project delivery method is selected.

4. Scope of Services

The Designer will be required to execute a modified AIA Document (to be determined). The required scope of services will ultimately be set forth in the Contract. When the project delivery method is decided (Design/Bid/Build or CM-at-Risk), the Contract will be amended accordingly. The Designer's Basic Services for the Schematic Design Phase shall consist of the tasks described in this RFQ including all investigative work (to the extent provided for in the Contract), design work, ultimately including the preparation of construction documents, bidding period administration, construction administration, and other related work reasonably inferred in the opinion of the Owner as being necessary to meet the project's stated scope and goals.

The use of Building Information Modeling (BIM) is seen as advantageous to delivering project goals. The Designer shall advise the Owner on their use of BIM or alternative methods and, at no additional cost, shall prepare all Instruments of Services in a form suitable for use in a BIM model for design, construction, commissioning, and building operations and maintenance. The Designer shall indicate their ability to utilize a BIM model if created by another party such as the GC or CM for use in, but not limited to, mechanical coordination and construction administration.

This RFQ will be appended to and become part of the Contract for Designer Services. Any Designer selected as a result of this RFQ will be required to execute the amended Contract for Designer Services and any applicable amendments that are attached hereto.

The Designer should review the proposed project as included in the RFQ. The Designer shall meet as required with the Permanent Town Building Committee (PTBC,) DPW, OPM and other officials (elected or volunteer) throughout the project to develop a thorough understanding of the project and to update the community on progress.

Basic Services for the Schematic Design Phase shall include, but are not limited to, verification of existing buildings including building dimensions, details and general existing conditions, detailed cost estimating, all architectural as well as civil, site development, sanitary, mechanical, electrical, plumbing, fire protection, structural, site planning, environmental permitting, lighting design, data and communication; any specialty consultants for code consultants, accessibility, energy evaluations including the coordination of energy rebates; Furniture, Fixtures & Industrial Related Equipment (FF&E) including programming, specifications, procurement and coordination of installation; assessments of geotechnical, geo-environmental and hazardous material information; preparation of construction documents; developing and issuing of early bid packages, if needed; bidding and administering the construction contract documents and other design and consulting services incidental and required to fulfill the project goals.

5. Project Phases and Work Plan:

Work under this RFQ will be divided into the Project Phases as to be determined at the end of Schematic Design. Each Project Phase will consist of one or more required submissions, and may include site visits, meetings with the Owner, PTBC, Owner's Project Manager and others, as well as other tasks as described.

The total duration of this Phase of the Contract is estimated as follows.

Schematic Design Phase/Site Plan Approval: 4 to 5 months

The Designer will create a schedule of the project starting with Schematic Design within the first week of the project commencement. A schedule will then be developed for the other phases of the project once the Schematic Design has been completed and approved. The Owner, through the OPM will review each submission and, if acceptable, provide notice to the Designer to proceed to the next phase.

6. Minimum Requirements, Additional and Evaluation Criteria

All Designers responding to this RFQ must certify in their cover letter that the Designer meets the following minimum requirements. Any Designer that fails to include such certification in its response, demonstrating that these criteria have been met, will be rejected without further consideration. To be eligible for selection, the Designer must meet **all** of the following qualifications.

A. Be a qualified Designer within the meaning of the Massachusetts Designer Selection Law, M.G.L. Chapter 7C, Sections 44 t hrough 58, employing a Massachusetts registered ***architect*** responsible for and being in control of the services to be provided pursuant to the Contract.

B. The Massachusetts registered ***architect*** responsible for and being in control of the services to be provided has successfully completed the Massachusetts Certified Public Purchasing Official Program seminar "Certification for School Project Designers and Owner's Project Managers" as administered by the Office of the Inspector General of the Commonwealth of Massachusetts, and be able to provide a certification as evidence thereof.

C. Pursuant to M.G.L. Chapter 7, Section 40N, the Designer will make best efforts to contract with minority and women-owned businesses as certified by the Supplier Diversity Office (SDO) formerly known as the State Office of Minority and Women Business Assistance (SOMWBA), and to comply with the Owner's equivalent municipal policies. Applicants shall strive to include a reasonable representation of both MBE and WBE firms that meets or exceeds the combined goal.

The Owner will consider the following additional criteria in evaluating proposals:

a. Prior similar experience with Department of Public Works (DPW) projects that best illustrate current qualifications for this specific project.
b. Past performance of the firm, if any with regard to public, private, New, Additions and Renovation projects across the Commonwealth, with respect to:
   i. Quality of project design.
   ii. Quality, clarity, completeness and accuracy of plans and contract documents.

iii. Ability to meet established program requirements within allotted budget and to design to budget.
iv. Ability to meet schedules including submission of design and contract documents, processing of shop drawings, contractor requisitions and change orders.
v. Coordination and management of consultants.
vi. Working relationship with contractors, subcontractors, local awarding authority and local officials.

c. Current workload and ability to undertake the contract based on the number and scope of projects for which the firm is currently under contract.
d. The identity and qualifications of the consultants who will work on the project.
e. Demonstrated ability to lead a collaborative team approach to the project.
f. Demonstrated ability to provide documents for CM-at-Risk, M.G.L. c. 149A, including ability to provide early bid packages for fast-track project.
g. The financial stability of the firm.
h. The qualifications of the personnel to be assigned to the project.
i. Geographical proximity of the firm to the project site or willingness of the firm to make site visits and attend local meetings as required by the client.
j. Additional criteria that the Owner considers relevant to the project.

6. Evaluation Criteria

All proposals meeting the minimum criteria/qualifications will then be evaluated based upon the specific comparative evaluation criteria. The following point schedule will be utilized:
Highly advantageous 5 points: Response excels on the specific criterion
Advantageous 3 points: Response meets evaluation standard for the criterion
Least Advantageous 1 point: Response does not fully meet the criterion or leaves a question or issue not fully addressed
Does Not Meet 0 points: * Does not address the criterion
* Proposal is automatically eliminated from further consideration if "0 points" is received in any category.

A. **Addition Experience:** Successful experience of firm with existing DPW operations while the buildings and site are occupied in the Commonwealth of Massachusetts and neighboring states over the last five (5) years:

♦ Experience in completing four (4) or more DPW renovation projects will be considered Highly Advantageous (5 points)

♦ Experience in completing three (3) or more DPW projects will be considered Advantageous (3 points)

♦ Experience in completing one (1) but less than three (3) DPW projects will be considered Least Advantageous (1 point)

♦ No experience with DPW projects will be considered as Does Not Meet (0 points and elimination from further consideration)

B. Schedule Commitment: Ability of firm to begin work immediately and maintain an intensive schedule to meet the Town's timetable as it relates to quality of design, efficiency of design, sustainable design, cost effectiveness, bidding, and construction oversight:

♦ Available by early September 2017 to begin contract work and demonstrated ability to devote sufficient resources to complete the project according to the Town's timetable will be considered Highly Advantageous (5 points)

♦ Submitted information provided leaves sure of ability to devote sufficient resources and to meet the Town's timetable will be considered Advantageous (3 points)

♦ Demonstrated limited ability to devote sufficient resources to complete the project in accordance with Town's timetable, and limited availability by late August 2017 to begin contract work, will be considered Least Advantageous (1 point)

♦ Unable to devote sufficient resources to meet the project's timetable will be considered as Does Not Meet (0 points and elimination from further consideration)

C. Team and Key Staff: Qualifications and involvement of key personnel to be assigned to this project and the experience of such personnel in relation to successfully completing the role of DESIGNER for projects similar in size and/or nature:

♦ Key staff that have at least seven (7) years of relevant experience in design and construction of buildings or an individual within the firm having nine (9) years relevant experience in design and construction of buildings in the public sector in the Commonwealth of Massachusetts will be considered Highly Advantageous (5 points)

♦ Key staff that have at least five (5) years of relevant experience in design and construction of buildings or an individual within the firm having seven (7) years relevant experience in design and construction of buildings in the public sector in the Commonwealth of Massachusetts will be considered Advantageous (3 points)

♦ Key staff that have less than five (5) years of relevant experience in design and construction of buildings or an individual within the firm having less than five (5) years relevant experience in design and construction of buildings in the public sector in the Commonwealth of Massachusetts will be considered Does Not Meet (0 points and elimination from further consideration)

D. Quality of References: References will be evaluated to identify the ability and quality of previous work as a DESIGNER on public building projects in the Commonwealth of Massachusetts over the last five (5) years:

♦ Achieving successful DESIGNER experience from four (4) or more previous contracts will be considered Highly Advantageous (5 points)

♦ Achieving successful DESIGNER experience from three (3) previous contracts will be considered Advantageous (3 points)

♦ Achieving successful DESIGNER experience from one (1) previous contract will be considered Least Advantageous (1 point)

♦ No successful experience in any previous DESIGNER contract will be considered as Does Not Meet (0 points and elimination from further consideration)

E) Quality of Written Materials: Responses will be reviewed in conjunction with any materials provided to determine relative quality, readability, responsiveness to RFQ, and understanding of the project and the role of the DESIGNER:

♦ Proposals that organize their response according to the minimum and comparative criteria in the RFQ, make it easy to evaluate the response, communicate a work plan that demonstrates the manner in which the DESIGNER oversees the work as it relates to the quality, efficiency, sustainability and cost effectiveness of design, and demonstrate an understanding of the project will be considered Highly Advantageous (5 points)

♦ Proposals that demonstrate an understanding of the role of the DESIGNER in similar projects, and that demonstrate an understanding of this project but do not organize their response according to the minimum and comparative criteria will be considered Advantageous (3 points)

♦ Proposals that demonstrate an understanding of the role of the DESIGNER in similar projects, but do not demonstrate an understanding of this project, and have multiple spelling and/or grammatical errors will be considered Least Advantageous (1 point)

♦ Proposals that simply reiterate the preliminary scope of services or do not demonstrate an understanding of the role of the DESIGNER for this project, and have multiple spelling and/or grammatical errors will be considered as Does Not Meet (0 points and elimination from further consideration)

7. Consultant Team

In evaluating proposals, the Owner will consider the members of the proposed design team. Identify those member(s) of the proposed design team who will be responsible for the following categories of work where applicable: (Firm's name, individual's name and professional registration or license number, as applicable, must be listed in the application for each category of work, as well as whether the firm is SDO certified as an MBE and/or WBE).

a. Architecture
b. Environmental Permitting
c. Geotechnical Engineering
d. Site Survey (as necessary)
e. Hazardous Materials
f. Civil Engineering
g. Structural Engineering
h. Fire Protection Engineering
i. Plumbing Engineering
j. HVAC Engineering
k. Electrical Engineering
l. Lighting Consultant (as necessary)
m. Energy Modeling
n. Data/Communications Consultant
o. Cost Estimating
p. Accessibility Consultant

q. Code Consultant
r. Security Consultant

Applicants must address each category of work listed above in their application whether it is to be performed by in-house staff or by sub-consultant(s).

Failure to address each category may result in the elimination of the applicant from consideration on this project.

Applicants should not list any consultants other than those for the categories of work listed above.

The minority and women-owned business enterprises, as applicable, shall be selected to perform services addressing the categories of work listed above or be assigned to tasks required under Basic Services as specifically set forth in the Contract for Designer Services as amended. Consultants other than those proposed for the categories of work listed above or required to perform Basic Services may not be used for purposes of meeting M/WBE requirements. Applicants are encouraged to utilize multiple disciplines and firms to meet their MBE/WBE goals. Consultants to the prime Designer can team within their disciplines in order to meet the MBE/WBE goals but must state this relationship on the organizational chart (Section 6 of the designer application form).

8. Selection Process and Schedule

Process:

a. The Owner will perform a review of all responses as follows:
   i. The Owner will be responsible for reviewing each Respondent's proposal to determine if they have met the minimum criteria established in the RFP. Respondents who do not meet the minimum criteria will not be further considered.
   ii. The Owner will review the Respondents' applications and check the necessary references.
b. The Owner will score each proposal that has met the minimum criteria based on the weighted evaluation criteria identified in the RFP.
c. Based on the initial scores the Owner will rank the Respondents and may short-list up to three (3) Respondents to be interviewed.
d. The Owner will schedule interviews with the short-listed Respondents. Each short-listed Respondent will be given an opportunity to make a brief presentation on their experience and capabilities to successfully provide the required project management services. The owner will have an opportunity to discuss the responses and ask questions.
e. Following the interview the Owner will develop final rankings based, in part on, the weighted Evaluation Criteria in the RFQ and on additional information obtained during the interviews.
f. The Owner will notify the first-ranked Respondent and negotiate a price for the Schematic Design Phase.
g. If the Owner is unable to sign a contract with the first-ranked selection, the Owner will then notify the second-ranked selection and so on, until a contract is successfully executed.
h. The Owner may re-advertise the RFP if fewer than three responses are received.

Schedule:

a. The following is a tentative schedule of the selection process, subject to change at the Owner's discretion.

- July 25, 2017 — Place & Advertise RFQ in Central Register of the Commonwealth COMMBUYS & the Arlington Advocate and post at Town Hall.
- August 8, 2017 — Voluntary walk thru/tour of the DPW Facility, at 10:00 AM.
- August 10, 2017 — Questions from Respondents due to Owner by 3:00 PM
- August 11, 2017 — Responses to Designer Questions posted to Town website by 3:00 PM
- August 16, 2017 — Designer Proposals due to Owner by 2:00 PM
- August 30, 2017 — Respondents short-listed & notified
- September 6, 2017 — Interview short-listed Respondents
- September 11, 2017 — Negotiate with selected top ranked firm

9. Proposal Due Date and Requirements

Persons or firms interested in applying must meet the following requirements:

a. Responses to the Request for Qualifications for Designer Services must be clearly labeled "Designer Services for Arlington DPW Project". Proposals must be submitted with 1 original, 5 copies and one in electronic form (PDF). Responses must be received by the Owner (dlanzillotti@town.arlington.ma.us) on or before August 16, 2017 at 2 pm.

The specific organization and orientation of the proposal is at the applicant's discretion. Responses submitted by fax or in e-mail format will not be considered.

b. Applications must be accompanied by a concise cover letter that is a maximum of two pages in length. The cover letter must include the certifications as noted in Section 6 of this RFP. (A copy of the MCPPO certification should be attached to the cover letter as well as any SDO letters.)

c. Applicants may supplement this proposal with graphic materials and photographs that best demonstrate design capabilities of the team proposed for this project.

d. The Owner assumes no responsibility or liability for late delivery or receipt of Responses. All Responses received after the stated submittal date and time will be judged to be unacceptable and will not be reviewed.

10. Questions & Additional Information

Any questions concerning this Request for proposal must be submitted to the Owner to the attention of Domenic Lanzillotti (dlanzillotti@town.arlington.ma.us**.)** Questions must be submitted by EMAIL only. **The deadline for receipt of questions is before August 10, 2017 at 3 PM.** Responses will be posted to the Town website by 3:00 PM on August 11, 2017.

Any additional information or addenda will be posted on the Town website. It is the responsibility of the Applicant to check the website for any additional information or addenda.

11. Pre-Proposal Meeting

All interested parties should attend a voluntary briefing session / walk thru at the existing DPW Facility, 51 Grove Street, Arlington, MA. scheduled for **August 8, 2017 at 10:00 AM EST.** Meet at the main entrance on Grove St..

12. Requirements for Content of Response:

Submit 1 original & (5) copies and (1) electronic version in PDF format

All responses shall be:

- Presented in an organized and clear manner;
- Must include the required forms in Attachment C.
- Must include all required certifications in Attachment D.
- Must include the following information:

A. Cover letter shall be a maximum of two pages in length and include:

1. An acknowledgement of any addendum issued to the RFQ.
2. An acknowledgement that the Respondent has read the RFQ. Respondent shall note any exceptions to the RFQ in its cover letter.
3. A specific statement regarding compliance with the minimum requirements identified in Section 5 of this Request for proposal to include identification of registration, number of years of experience and where obtained (as supported by the resume section of Attachment C), as well as the date of the MCPPO certification. (A copy of the MCPPO certification should be attached to the cover letter).
4. A description of the Respondent's organization and its history.
5. The signature of an individual authorized to negotiate and execute the Contract for Designer Services, in the form that is attached to the RFQ, on behalf of the Respondent.
6. The name, title, address, e-mail and telephone number of the contact person who can respond to requests for additional information.

B. Evaluation Criteria: The response shall address the Respondent's ability to meet all items noted in the "Evaluation Criteria" Section.

13. Certifications:

Respondents will be required to submit certifications required in M.G.L. c. 7C, §51(d)(1)-(iv).

14. Other Provisions

A. Public Record

All responses and information submitted in response to this RFQ are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10 a nd c. 4, § 7(26). A ny statements in submitted responses that are inconsistent with the provisions of these statutes shall be disregarded.

B. Waiver/Cure of Minor Informalities, Errors and Omissions

The Owner reserves the right to waive or permit cure of minor informalities, errors or omissions prior to the selection of a Respondent, and to conduct discussions with any qualified Respondents and to take any other measures with respect to this RFQ in any manner necessary to serve the best interest of the Owner and its beneficiaries.

C. Communications with the Owner

The Owner's Procurement Officer for this Request for Proposal is:

Name:	***Domenic R. Lanzillotti, Purchasing Officer***
Address:	***730 Massachusetts Ave., Arlington, MA 02476***
Phone:	***781-316-3003***
Email:	***dlanzillotti@town.arlington.ma.us***

Respondents that intend to submit a response are prohibited from contacting any of the Owner's staff other than Mr. Lanzillotti. A n exception to this rule applies to Respondents that currently do business with the Owner, but any contact made by such persons with the Owner must be limited to that current business, and must not relate to this RFP. In addition, such respondents shall not discuss this RFP with any of the Owner's consultants, legal counsel or other advisors.

FAILURE TO OBSERVE THIS RULE MAY BE GROUNDS FOR DISQUALIFICATION.

D. Costs

The Owner is not liable for any costs incurred by any Respondent in preparing a response to this RFQ or for any other costs incurred prior to entering into and only in accordance with a Contract between the Respondent and the Owner.

E. Withdrawn/Irrevocability of Responses

Applicants may withdraw an application as long as the written request to withdraw is received by the Town of Arlington, c/o Domenic Lanzillotti, prior to the time and date of the proposal opening.

F. Rejection of Responses, Modification of RFP

The Owner reserves the right to reject any and all responses if the Owner determines, within its own discretion, that it is in the Owner's best interests to do so. This RFQ does not commit the Owner to select any Respondent, award any contract, pay any costs in preparing a response, or procure a contract for any services. The Owner also reserves the right to cancel or modify this RFQ in part or in its entirety, or to change the RFQ guidelines. A Respondent may not alter the RFQ or its components.

G. Subcontracting and Joint Ventures

Respondent's intention to subcontract or partner or joint venture with other firm(s), individual or entity must be clearly described in the response.

H. Validity of Response

Submitted responses must be valid in all respects for a minimum period of ninety (90) days after the submission deadline.

15. FURTHER INFORMATION

ATTACHMENTS:

Attachment A: DPW Town Yard – Existing Conditions Study – Weston and Sampson + RDK Engineers September 30, 2013

Attachment B: (Incorporated by Reference)
To Be Determined

Attachment C:
Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction **(Updated February 2013)**

Attachment D:
Required Certifications

- Certificate of Vote
- Certificate of Non-Collusion
- Certificate of Tax Compliance
- Proof of Registration by the Commonwealth of Massachusetts an architect or professional engineer
- Demonstrated ability to secure general liability insurance, worker's compensation, and automobile insurance for all proposed staff that will be involved in the project
- List all claims, including insurance claims and claims in litigation or adjudicatory process or settled, brought by or against the firm/individual in the past three (3) years. Including for each the reason for the claim, name (s) of claimant(s) and outcomes.

CERTIFICATIONS

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean natural person, business, partnership, corporation, committee, union, club or other organization, entity, or group of individuals.

Signature_____ Date_____

_____ _____

Print Name & Title Company Name

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A (b), I

_____, authorized signatory for _____

Name of individual *Name of contractor*

do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts, and the Town of Arlington, relating to taxes, permit or other fees, reporting of employees and contractors, and withholding and remitting child support.

_____ _____

Signature Date

CERTIFICATE OF VOTE

At a duly authorized meeting the Board of Directors of the _____ held on _____ it was

VOTED, THAT

_____ _____
(Name) (Officer)

of _____ be and hereby is authorized to execute contracts and bonds in the name and on behalf of said _____, and affix its corporate seal hereto; and such execution of any contract or obligation in the name of _____ on its behalf by such officer under seal of _____, shall be valid and binding upon _____.

I hereby certify that I am the clerk of the above named _____ and that _____ is the duly elected officer as above of said _____, and that the above vote has not been amended or rescinded and remains in full force and effect as the date of this contract.

_____ _____
(Date) (Clerk)

Town of Arlington, Massachusetts
Department of Public Works
Town Yard - Existing Conditions Study

Revised Report

September 30, 2013
(with updated budgets dated 6 Nov 13)

Submitted by:

Weston and Sampson
Engineers, Architects and Facility Planners

RDK Engineers
Building Systems Engineers

Weston&Sampson

85 Devonshire Street, 3rd Floor
Boston, MA 02109
tel: 617-412-4480 fax: 617-412-4255
www.westonandsampson.com

planning, permitting, design, construction, operation, maintenance Weston&Sampson®

September 30, 2013
(with updated budgets dated 6 Nov 13)

Michael Rademacher, P.E.
Director of Public Works
Town of Arlington
51 Grove Street

Re: Arlington DPW Facility Existing Conditions Study
51 Grove Street

Dear Mr. Rademacher,

We are very pleased to submit the attached Revised Final Report which presents the analysis completed by our Consultant team, including our review of the site's history, conclusions regarding the existing conditions, and our recommendations for repairs and reorganization.

Please feel free to contact me if you have any questions regarding the enclosed materials.

We would welcome the opportunity to work with you and your staff to implement the much needed upgrade to your Facility.

Very truly yours
WESTON & SAMPSON

D. Michael Hicks, AIA
Director of Facilities and Architecture

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STUDY PURPOSE

Weston & Sampson was commissioned by the Town of Arlington to complete a number of tasks:

1. Prepare an existing condition assessment of the Arlington DPW site and facilities at 51 Grove Street, Arlington, MA 02476.
2. Prepare an assessment of the department's operations and current space uses.
3. Prepare recommendations for improved department operations, site and building use and system upgrades.
4. Prepare a development budget for all proposed changes to the site, buildings and department operations.

HISTORY OF DEVELOPMENT

The current site of the Arlington Department of Public Works at 51 Grove Street is a complex of several brick and concrete structures. Historically, the site is known as the Grove Street Town Yard and has been listed under that name on the National Register of Historic Places (NRHP) since 1985.

1914 Meter Building (Building A)

1914 Power Building (Building D)

The NRHP nomination form for the Grove Street Town Yard was reviewed to determine past functions on the site that have contributed to its current condition. The form, prepared by the Massachusetts Historical Society and approved in 1985 by the US Department of the Interior indicates the site's first major industrial use was the Welch and Griffith saw factory. Founded in 1830, the factory was the first of its kind in the United States. Following a fire in 1913, the site was turned over to the Arlington Gas Light Company which built the existing 1914 brick Romanesque buildings (A+D) on site for use in the production of natural gas, an activity responsible for many of the site's current environmental conditions. The site was turned over to the Town of Arlington in 1975 for use as the headquarters of the Department of Public Works, which occupied the original meter and power station buildings. An additional brick building (Building B) was added for offices, and existing garage building replaced, and a transfer station was constructed which is no longer used for that function.

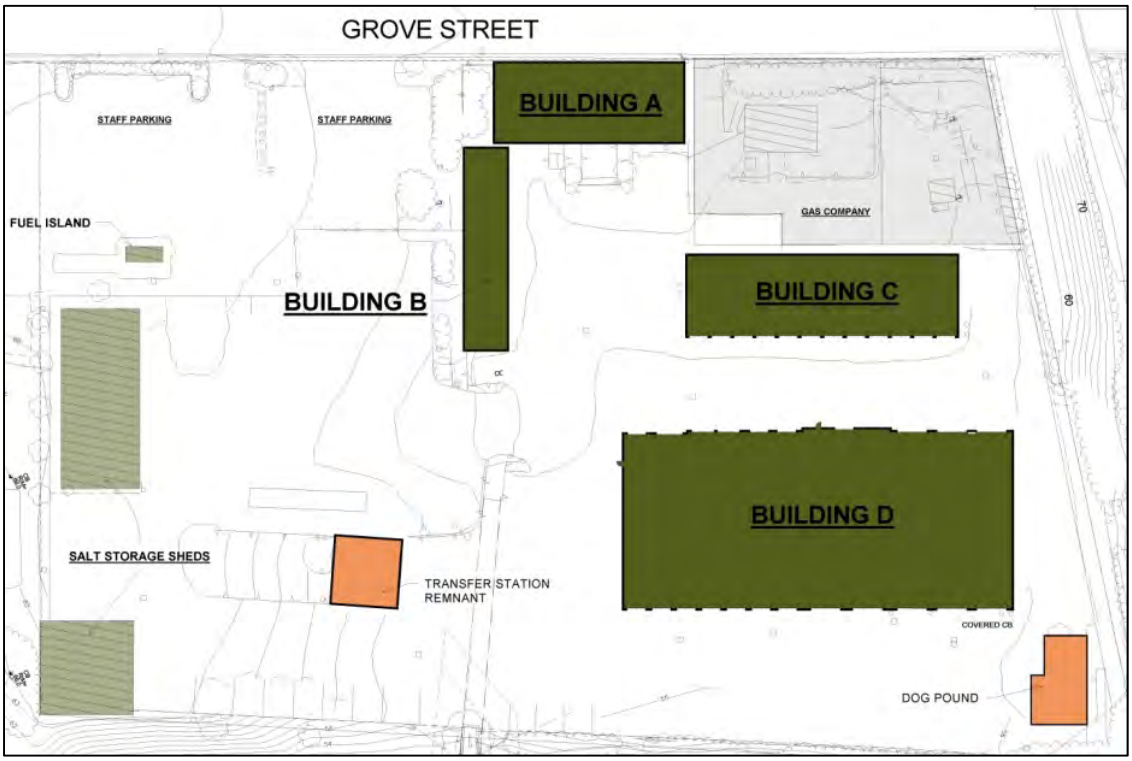
Since 1975, the Department of Public Works has slowly consolidated its core functions on the site. This has included the conversion of spaces into workshops, changes to the site organization and a renovation to the office building (Building B), completed in 2009, to better accommodate administrative functions. Currently, the buildings and site struggle to house the vast operations of the DPW in an efficient manner due to remnants and layers of many industrial activities over its history, and the need to a strong "revisioning" for the site.

EXISTING CONDITIONS

Site

The existing site at 51 Grove Street is of a considerable size to accommodate the functions of the Department of Public Works. However, a number of non-departmental operations that have encroached upon the DPW's facilities cause inefficiencies and unsafe working conditions for the department and its staff.

Aerial view, looking SE



Overall site plan.

Extra Departmental Activities

The site is currently hosting a number of functions from other town departments that decrease the amount of usable space for the DPW and create a hazardous and inefficient working environment.

A fleet of school buses are parked throughout the site, limiting proper circulation for DPW activities and creating consistent traffic throughout the day. In addition to the school buses, several Department of Education SUVs and a mobile food truck are also frequently parked on the site. The number of vehicles varies from day to day and the DPW has no way of planning for the number of Department of Education vehicles that will arrive, or controlling where they are parked. These vehicles also utilize electric power on site, the cost of which is not reimbursed to DPW.

The presence of these non-DPW vehicles on the site creates a crowding and traffic flow problem, as well as a security vulnerability. The site is left unlocked during the weekends to allow bus drivers access to their vehicles. Bus drivers also park on the site in the DPW employee parking area in the morning and afternoon during their regularly scheduled routes. This takes away DPW employee parking, resulting in employee

vehicles being located in the more hazardous work areas of the site.

School buses parked on the site.

School bus parked in the gas company easement.

The site shares a border with the athletic fields of the Arlington High School and is an easy access point for students walking to school. This generates significant student pedestrian and bicycle traffic across the DPW site, primarily at the beginning and end of the school day, a situation which is dangerous for the students and a potential liability for the DPW. In addition to serving as a student short cut, the DPW's employee parking lot is used unofficially as a drop off point for parents in the morning and pick up point in the afternoon. The less intense traffic on Grove Street, when compared to Massachusetts Avenue, makes this an inviting spot for parents, but creates cross traffic in the DPW parking lot at the same time that many trade staff are leaving for their work assignments.

Path from the DPW to the high school athletic fields.

Employee parking area used as a student drop-off.

Public Parking Permits

The employee parking lot is used by the town as a public parking location in the evenings. Residents leave their vehicles in the evening and are required to be out by 7am. Because the DPW work day starts before 7am, some arriving employees are left without dedicated spaces and often must maneuver large vehicles around resident vehicles.

Fire Department

A construction trailer has been parked on the site for several years at the west end of Building D. The trailer was brought on site several years ago while one of the town's fire houses was undergoing a

renovation. During this time, the fire company used several maintenance bays for their trucks and the staff used the trailer as their on-call site. While the fire department has returned to their fire house, the trailer has been left behind, occupying a portion of the site that is key to efficient circulation. No plans have been made to remove the trailer as of the time of the site assessment.

Construction trailer left on the site by the AFD.

Trailer attached to DPW plumbing and utilities.

Animal Control

At the South East corner of the site is a building that houses the town's animal control department. The building's current condition renders it unusable, though the exterior enclosures are still used at times for holding pens. Currently the animal control officer uses the construction trailer left behind by the fire department as his office, a solution that is not permanent. The Animal Control building also takes up valuable space that should be used for DPW operations or material storage. There also is a legitimate question regarding whether this function is compatible with the activities of a DPW Yard.

Animal Control Facility impedes DPW functions.

National Grid Easement

The North East corner of the site borders with a property that remains in the hands of National Grid along Grove Street. Periodically, an 18 wheel tractor trailer backs into the DPW Yard via a legal easement to deposit gas odorant, requiring the site to be relatively clear and open for its arrival. This access is complicated by the presence of school buses and various non-departmental vehicles.

National Grid property and easement shown in blue above. (Land Transfer Plan 1190-1976)

Easement allows access for odorant deposit.

Transfer Station

In the 1977 site rehabilitation, a transfer station was built on the site which has since been decommissioned. It is no longer in use with the exception of a CRT television drop off, organized by the DPW. Currently these televisions are left in the middle of the site and not in an organized and covered space. Much of the transfer station has been removed but a single metal panel building that is built into slope of the site around it is still in place as well as open concrete dividers used by the DPW for mulch and other natural storm waste, and the concrete vault which housed the vehicle scale. The transfer station remnants are an impediment to more effective use of that portion of the Yard.

Bulk material storage bays along High School property line.

Remaining Transfer Station structure

Storage

The site lacks adequate protective storage for vehicles, plows and bulk materials. Though there is room on the site to accommodate a certain degree of organized exterior storage for vehicles and equipment, the extra-departmental activities previously noted occupy a significant area, and precludes the entire site from being effectively organized to support DPW activities.

It has been noted that the Department lacks a designated area, either on- or off-site, for temporary staging of snow and/or storm debris. Previously the DPW had a remote site that was used for snow dumping but

in recent years that site has been leased by the town to a private party, which forces DPW to accommodate snow/debris storage on the Grove Street site. Given its current challenges, the Town Yard is not able to accommodate significant quantities of this material, because it impedes normal DPW operations. The Department is currently searching for replacement emergency storage site.

Snow plows stored outside along Building D.

Supplies left exposed to the weather rapidly deteriorate.

Fuel Island

The DPW maintains a fuel island in the employee parking area that serves as a fueling point for all town vehicles. The existing canopy coverage is minimal, and doesn't provide adequate weather protection, creating safety issues with icing during the cold months.

Fuel island located within employee parking lot.

Small canopy provides inadequate weather protection.

Environmental Concerns

The site has been labeled as a Superfund site due to the prior activities of the Arlington Gas Company before the DPW occupied the location. The extraction of natural gas from coal and the improper disposal of industrial waste for over 150 years have complicated site drainage processes. There currently is a limited storm drainage system on the site that feeds into Mill Brook which runs across the site in a culvert (north to south). Those storm drainage lines are provided with gas traps. The Brook culvert is open along the west side of Building A, at one location in the middle of the DPW Yard, and at another location adjacent to south property line before the Brook passes under the High School athletic fields. During times of heavy rain, Mill Brook rises out of the culvert through all of the openings and floods a portion of the

Yard. The grading of the site, and limited storm drain system, generates a fair amount of sheet flow across the Yard, some of which enters Mill Brook at these openings.

Mill Brook

As noted above, Mill Brook bisects the Town Yard. It is mostly contained in a culvert under pavement, but is open at three points. Water flow has been observed to be often quite heavy, and as noted above, it has been reported that flow often exceeds the capacity of the culvert and floods the Yard. At times, the debris grill installed in the culvert opening in the middle of the yard becomes clogged during active storm events. When this occurs, the culvert openings within the Yard provide relief and an alternative path for flow back into the culvert.

Open portions of the culvert show signs of significant deterioration.

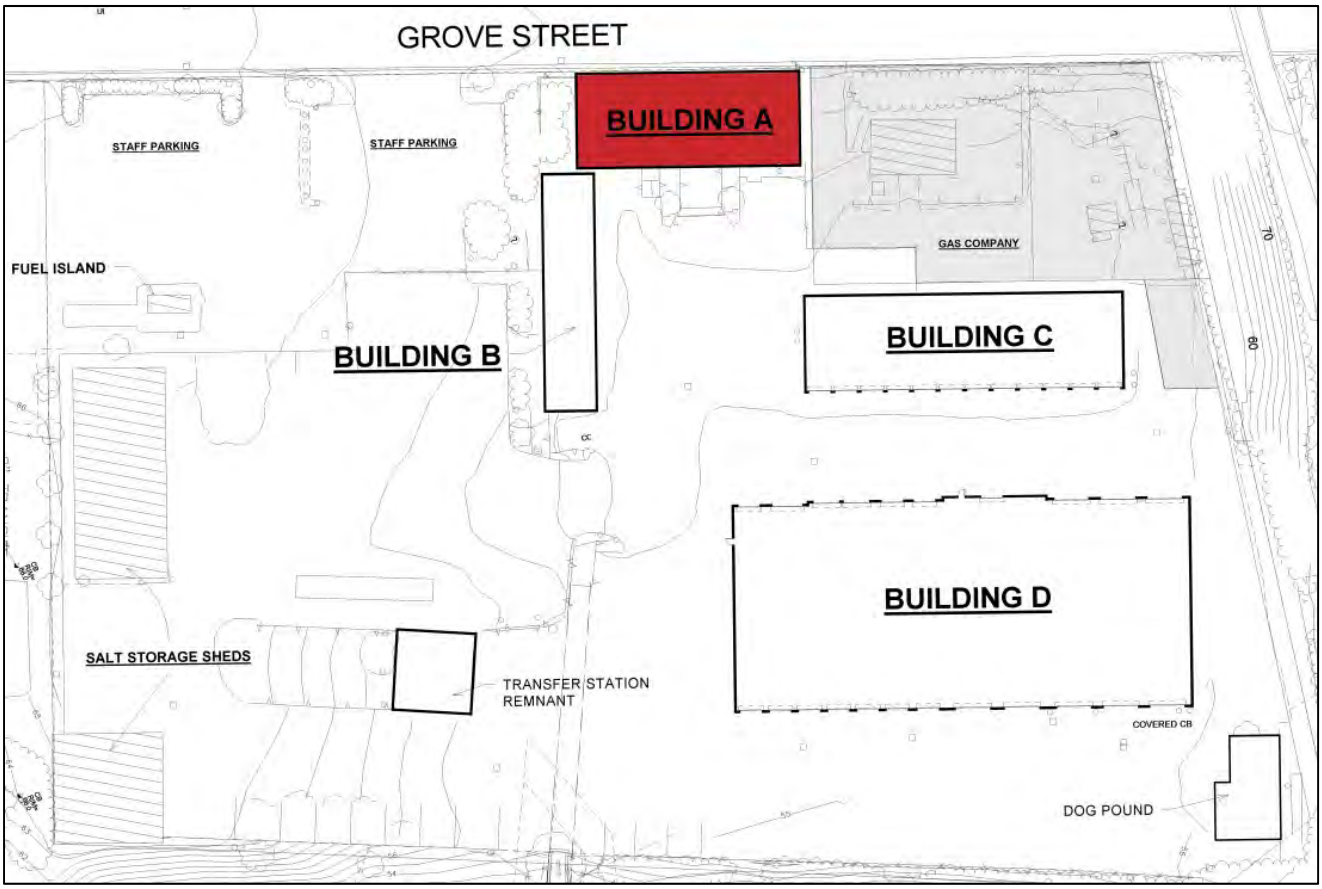
Mill Brook passing through the middle of site.

Debris grille in Mill Brook culvert opening.

Conclusion

Overall, the DPW controls a large site that could facilitate efficient operation of all of its key functions, though it is prevented from doing so by being forced to share the site with multiple non-departmental functions. The presence of these functions is compounded by the fact that the DPW Director does not possess any method of regulation over these activities and therefore cannot mitigate the current situation. While these vehicles and activities on the site pose many functional issues, the overall condition of the site poses as the largest obstacle in maximizing the site's potential as a suitable home for the Arlington DPW.

Buildings



Location of Building A

Building A: This building located on Grove Street is historically known as the "Meter Building" for its original function as an administrative building for the Arlington Gas Company. It was constructed of brick and concrete in 1914 and it has been in continuous use for nearly 100 years.

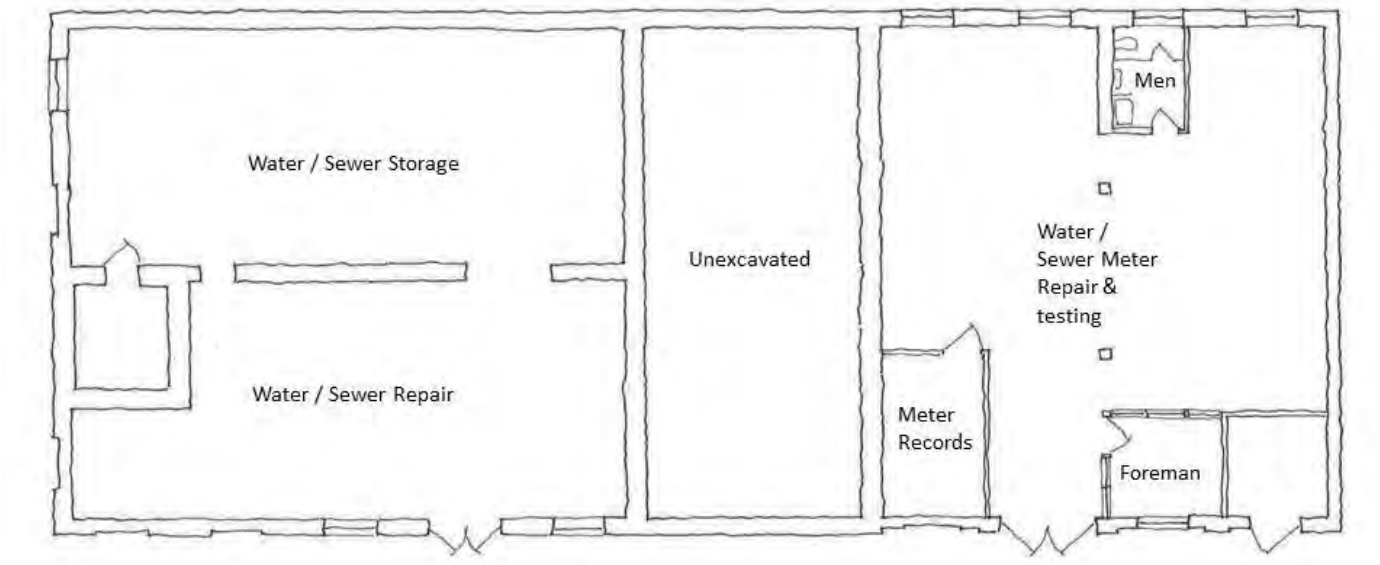
Building A entrance on Grove St.

Aggressive plant materials on rear facade.

Very little has been done to the building's exterior since original construction to alter its appearance. The exiting windows, which were replaced a number of decades ago, are experiencing failures of their insulated glass unit seals. The building's masonry is in need of repointing though the bricks themselves appear to be in relatively good condition. In addition, some areas of masonry require immediate attention. The rear façade of the building which faces into the Town Yard is significantly overgrown with vegetation, which should be removed.

Deteriorated wood sign shop door still in use.

The street (or intermediate) level of Building A was renovated to create a public entrance and office space to accommodate the Building Department. In 1977 the exterior windows were replaced, according to documents provided by the Department. This renovation added an enlarged storefront entrance along the Grove Street façade. The windows on this building were installed when the building changed hands from the Gas Company to the Town. The newer storefront doors on this building are in good condition though the original wooden loft door used by the sign workshop is in need of repair or replacement.

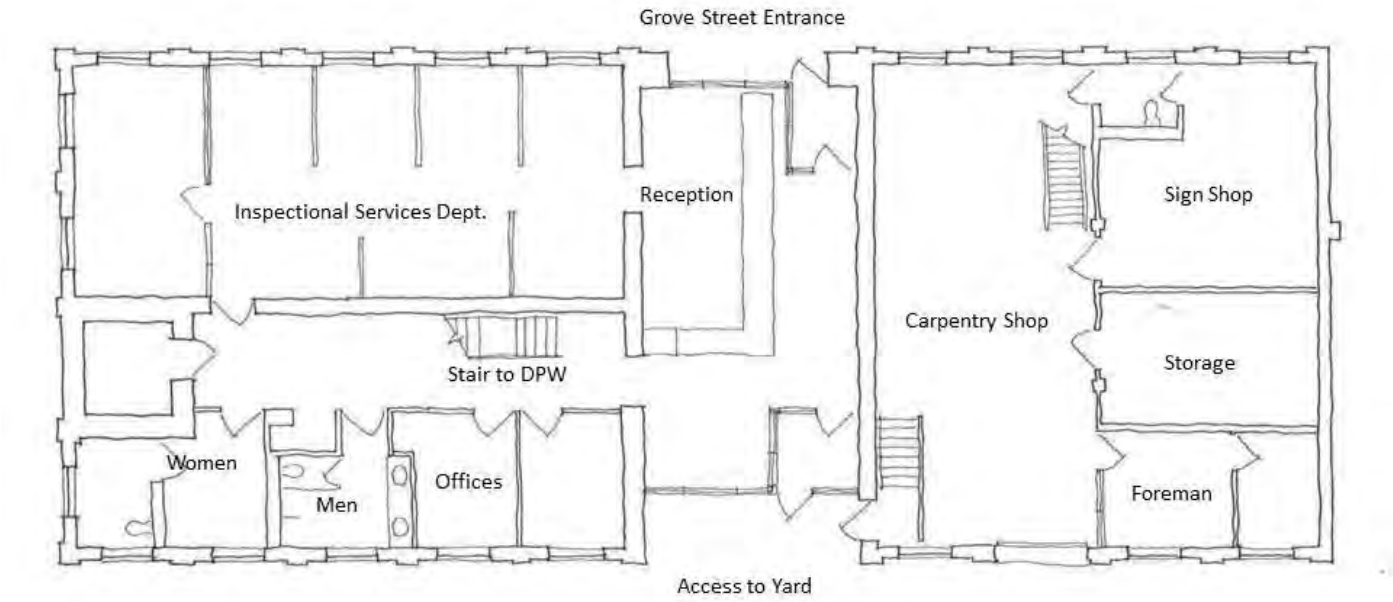


Existing Ground Level Plan of Building A

Ground Level: The ground level of the Meter building opens into the DPW yard and is primarily occupied by the Sewer Shop. The Sewer Shop is roughly 1600 SF of total space, subdivided into several areas. Included in this space is a 600 SF workshop that holds all of the department's files and several large work benches. The shop includes an office and a special tool (Supplies) closet that is also used as an office. Roughly half of the workshop space is used as a large break room, occupied by lockers and a full kitchen consisting of an oven with range, two refrigerators and a microwave. The Sewer Shop also has its own toilet facilities that are shared with the Sign Shop employees that work in the space directly above.

The left west side of the building at this level is used as storage for the Water Department.

A set of concrete stairs leads up to the Street Level of the building from the Yard where it meets a storefront entrance to the building into the reception area.

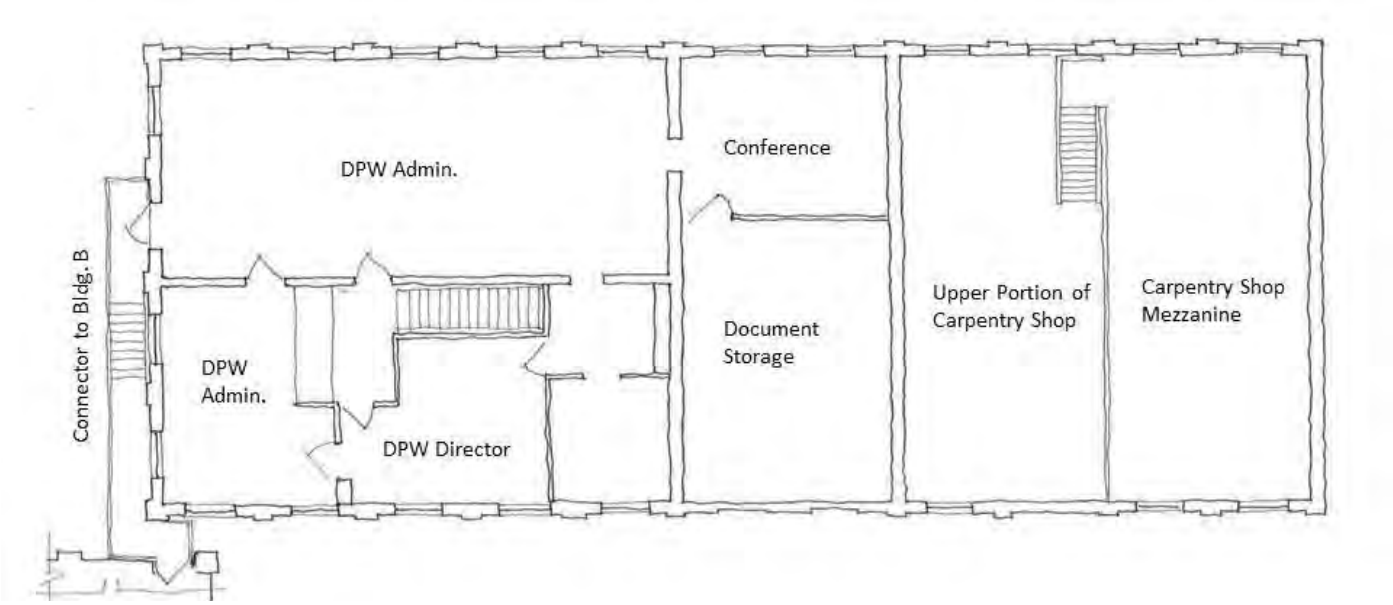


Existing Street Level Plan of Building A

Street Level: The street level of this building is accessible on the North side from Grove Street. This serves as the public entrance for the building, leading into an entry/reception area, which primarily serves the Town's Inspectional Services Department. The reception area opens directly thorough the DPW yard at the rear of the building and also provides access to the second level offices of DPW.

On the east side of the street level is the Carpentry Shop which incorporates a large sign shop. Accessible from the Yard side of the building, the workshops are entered by a set of narrow stairs. The Carpentry Shop is roughly 1000 SF in size and is a double height space, making it an excellent work area. It provides access to a large Sign Shop, a supply closet and an office space that is also used as a break room.

A second set of stairs gives access to a lofted storage space above the Carpentry Shop. Currently, it is used as storage and as a large break area for staff.

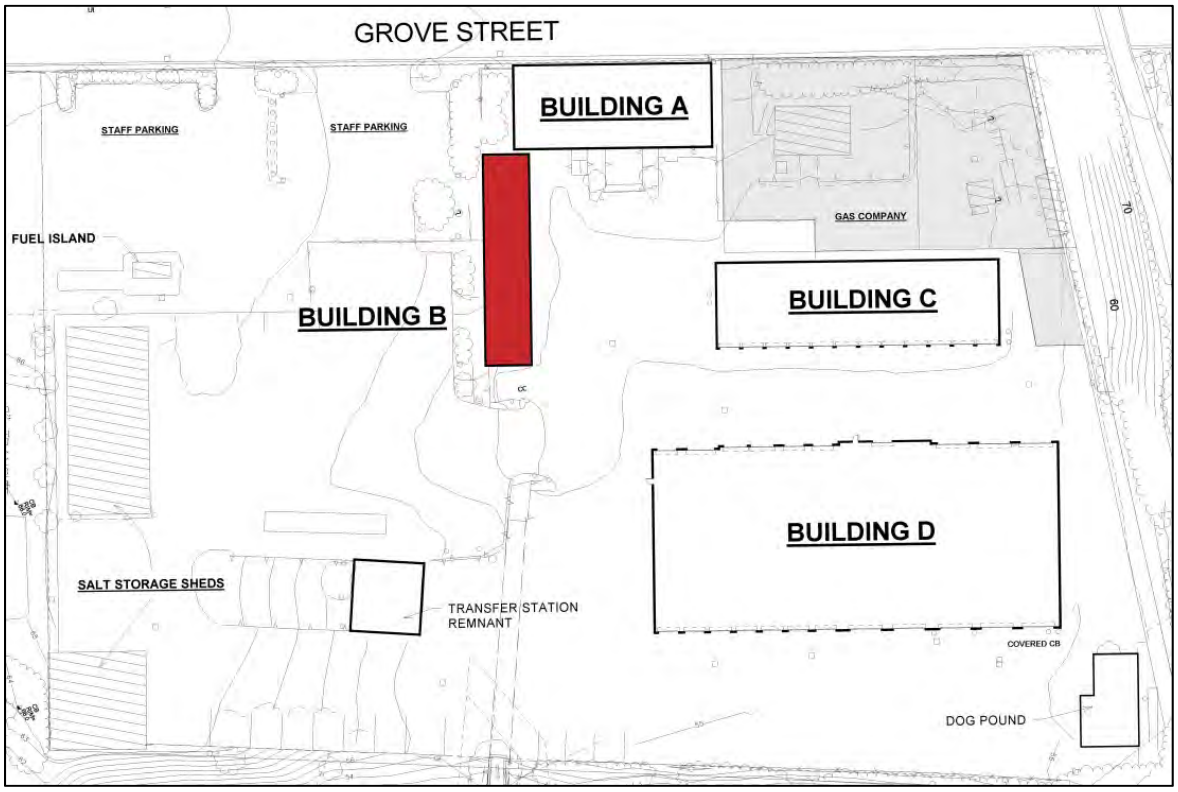


Existing Second Level Plan of Building A

Second Level: The Building A's second level is home to the DPW Director's office as well as administrative and functional support space for his office, including engineering, drafting, a break room, and a document vault.

The east side of this building of the second level is occupied by the double height space of the Carpentry Shop and the lofted storage space above the Sign Shop.

An exterior, metal grating fire escape is located along the western façade of the building, connecting the second level of the Building A to the upper floor of the adjacent Building B. This provides access between DPW admin staff as well as a second means of emergency egress for the second level of Building A. While it provides a short route between the two administrative offices, this fire escape is fully exposed to the weather, includes a set of steps, and is not handicapped accessible or particularly safe or comfortable to use. In times of inclement weather or when it is dark, it is arguable that the escape doesn't function as an adequate emergency exit - even for able bodied staff. The escape structure is also located directly above one of the Mill Brook viaduct openings, which only increases the level of discomfort during less than ideal weather conditions.



Location of Building B

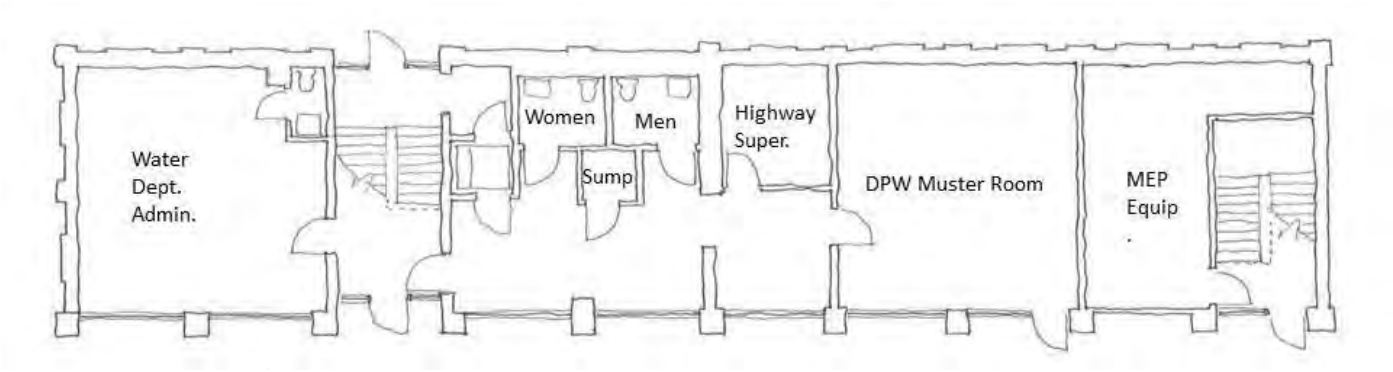
Building B: This administrative building was constructed sometime between the original 1914 buildings on the site and the 1977 Building C garage. Construction appears to be mid-century with brick and concrete construction. This building's interior was renovated in 2009 to make substantial internal modifications to allow administration staff to relocate from Town Hall.

Leaching bricks on the rear of the building.

Leaching on the front of the building.

The masonry and its mortar are in good condition though instances of efflorescence indicate moisture within the walls, typically at copings or roof flashing. The DPW is currently working to remediate this issue.

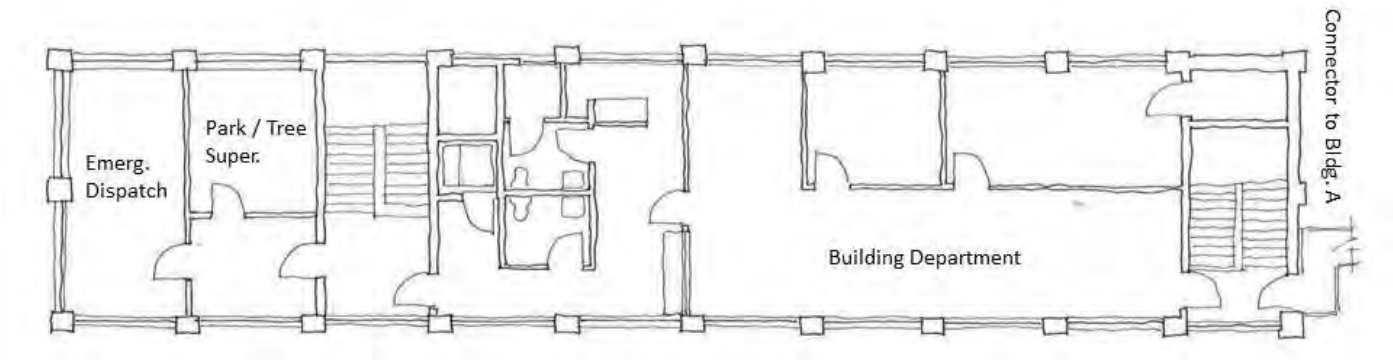
The roof of this building was replaced during the building's interior renovation in 2009. It remains in visibly good condition.



Existing Ground Level Plan of Building B

Ground Level: This level of Building B opens directly into the DPW Yard, making it an excellent area for employee dispatch and gathering. Currently, it is partially used for this purpose as it is home to the Highway Supervisor's Office and adjacent muster or break room. Some lockers are kept in the break room for staff. This space is the main assembly space for the all DPW, and is significantly undersized. The Supervisor's office lacks a view of the Yard and is located within a wide open corridor without a specific purpose. A pair of HC toilets is located off of this corridor; they are the only centrally located restroom facilities for the Highway Department Staff and do not have shower facilities.

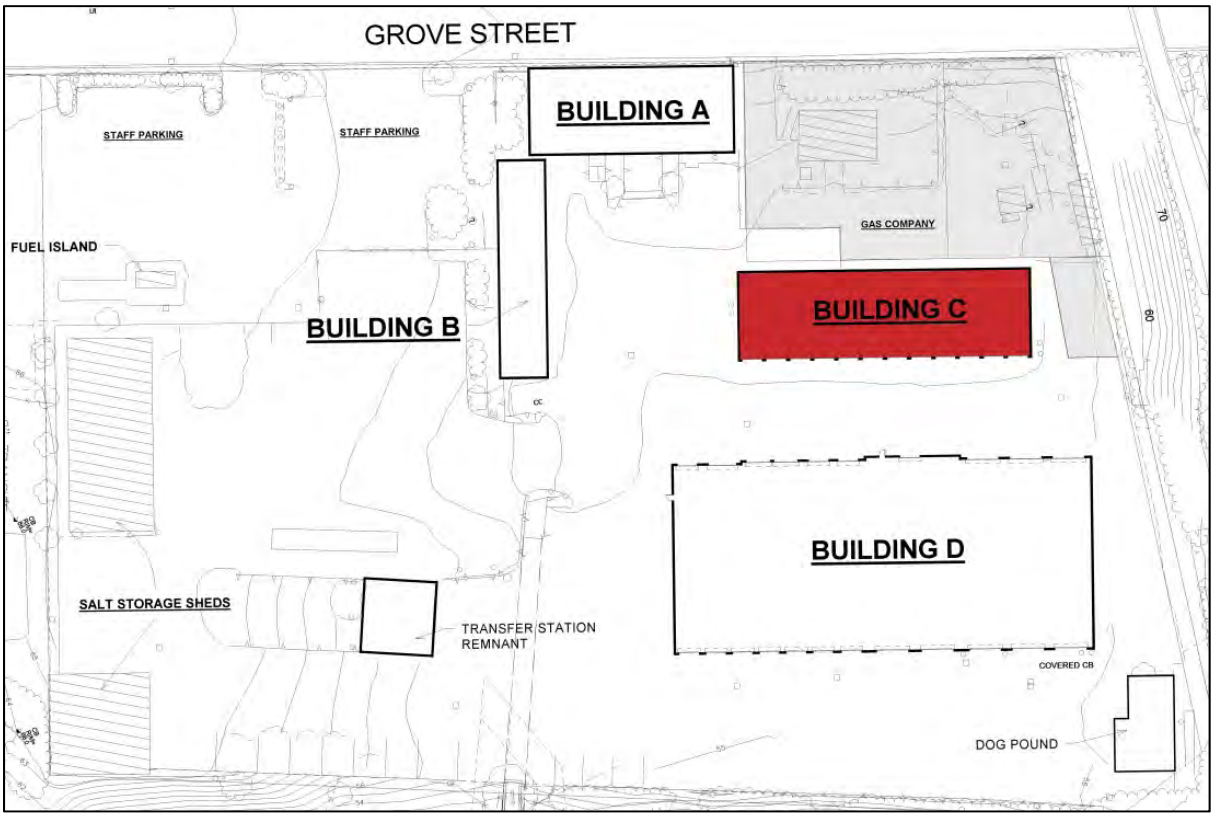
The Water Department is located at the south end of the building, directly next to a set of stairs leading to the public parking lot. A second set of stairs is located at the far north end of the building but is currently being used as storage on the ground level, a code violation that eliminates a second means of emergency egress for the upper level. The building's primary MEP space is also located on this level and is accessible from the yard.



Existing Street Level Plan of Building B

Street Level: The primary public entrance for the DPW is located at the street level of Building B and leads up a flight of stairs to the Building Department. To the right at the top of the stairs is the Park / Tree Supervisor's Office and the Emergency Dispatch Room. The Dispatch Room has a full view of the Yard, proving it to be an excellent location for this function. The rest of this floor was renovated in 2009, creating new offices and toilet facilities for DPW admin staff.

As was noted above, Building B is connected to Building A by way of an exterior fires escape which provides a more convenient connection between the Director's office and administrative staff, along with the second means of emergency egress for the second floor of Building A.



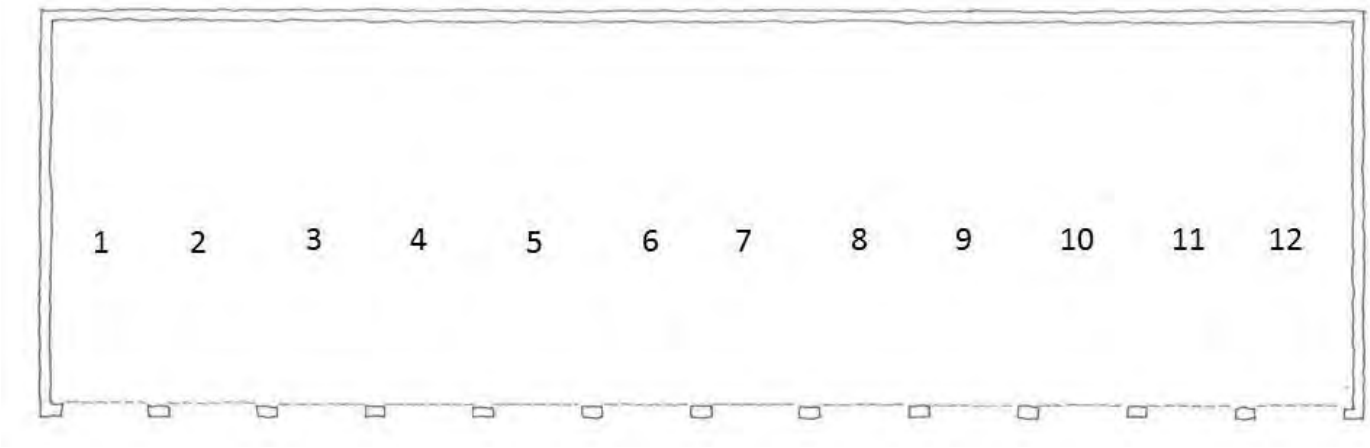
Location of Building C

Building C: This twelve bay garage was constructed in brick and concrete when the site changed hands from the Arlington Gas Company to the Town of Arlington. The building is used mostly for snow fighter storage and has little wear to its envelope. There is some evidence of brick efflorescence but both mortar and bricks are in good condition. Some of the vision panels on the overhead doors, which are not insulated, need replacement and are temporarily covered.

Building C

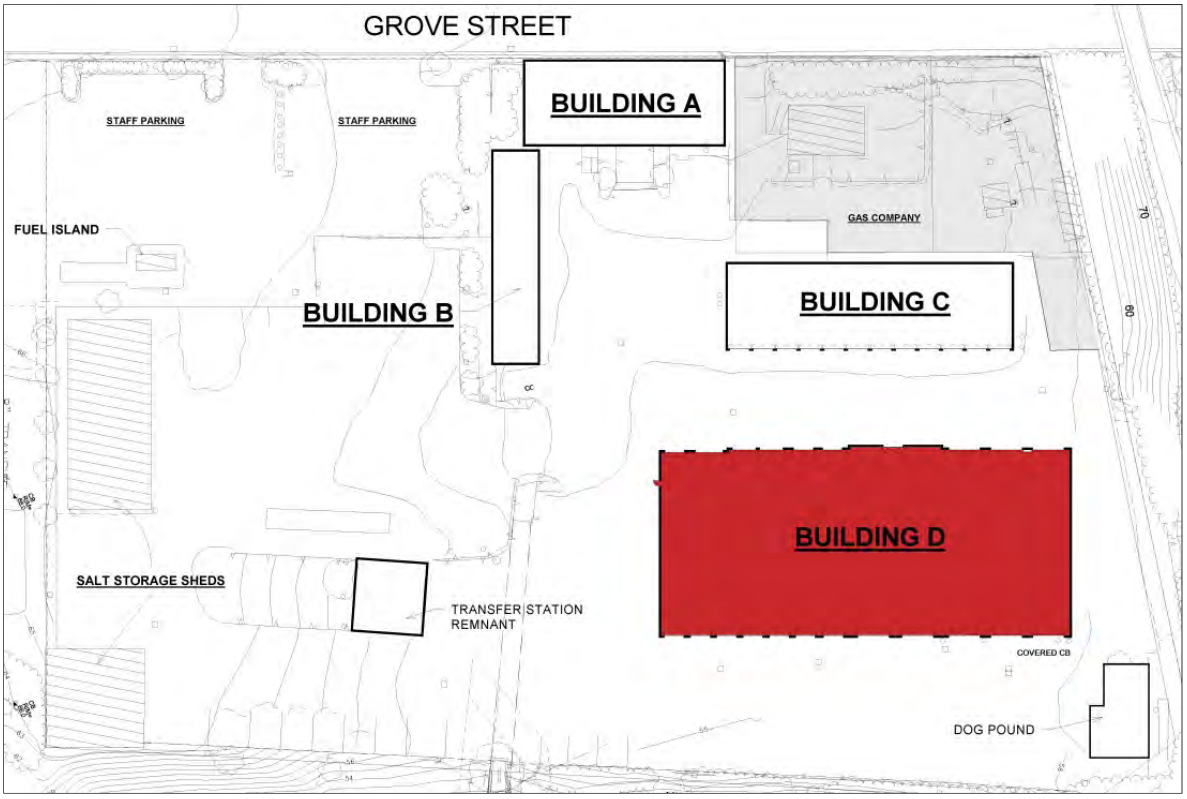
Building C roof after a rainstorm, viewed from Building D roof.

The roof of Building C is reported to be original. Given the membrane's age, the probable minimal thickness of insulation, replacement of the insulation, membrane and flashing at this time is prudent.



Existing Ground Level Plan of Building C

Ground Level: This large garage building is used only for storage of the fleet's snow fighters and their plows. Currently they are stored with their plows attached though there is room for their plows to be stored on the floor at the back of each parking space in the off-season. There are twelve bays in the garage and each of them is used for vehicle storage, with the exception of bay 1 which houses a waste oil-fired heating system.



Location of Building D

Building D: This large garage building on the site is comprised of the original 1914 "Power Building" and a number of later additions, the most recent being constructed in 1977. The building is constructed of brick masonry with concrete trim. The masonry appears to be in relatively good condition except for some efflorescence. There is a fair amount of exposed concrete cracking and deterioration, particularly around the windows, and at the top of exterior walls. There exists some damage to the brickwork around the garage bay openings, most likely caused by vehicle impacts.

Damaged brick at the maintenance bays of Building D.

Concrete window headers show wear; signs of water damage evident.

The 1914 portion of the building distinguishes itself from the rest of the structure with its prominent pitched terra cotta tile roof. From the interior of the building it is apparent that much of the wood roof

plank sheathing underneath the tiles is severely deteriorated. The South side of the roof was recently replaced for this reason. During that repair the sheathing was replaced and the terra cotta tiles were replaced with an elastomeric roofing membrane.

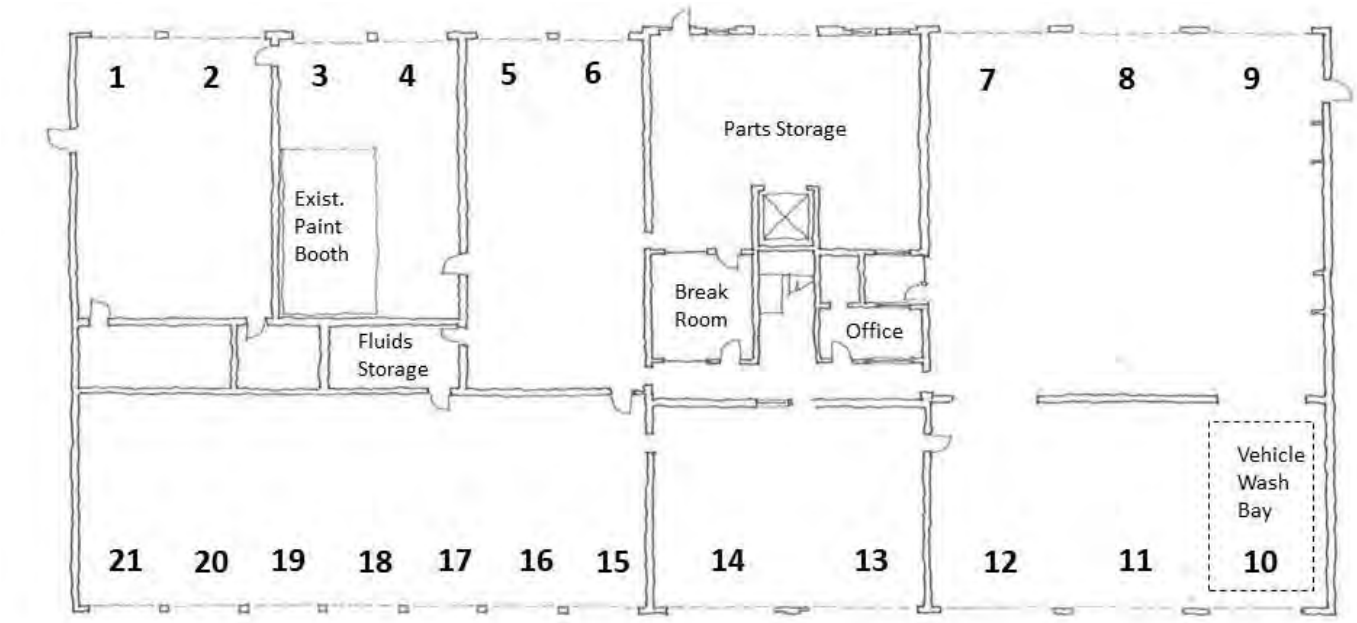
Split and cracked boards under the historic tile roof.


Good tile condition on the North side of the building.

A new elastomeric roof membrane was recently installed on the flat roof over bays 7-12, at which time the adjacent deteriorated masonry wall concrete coping was replaced. Limited masonry repointing has been completed.


Ponding water on the old roof.


Recently replaced roofing and coping.



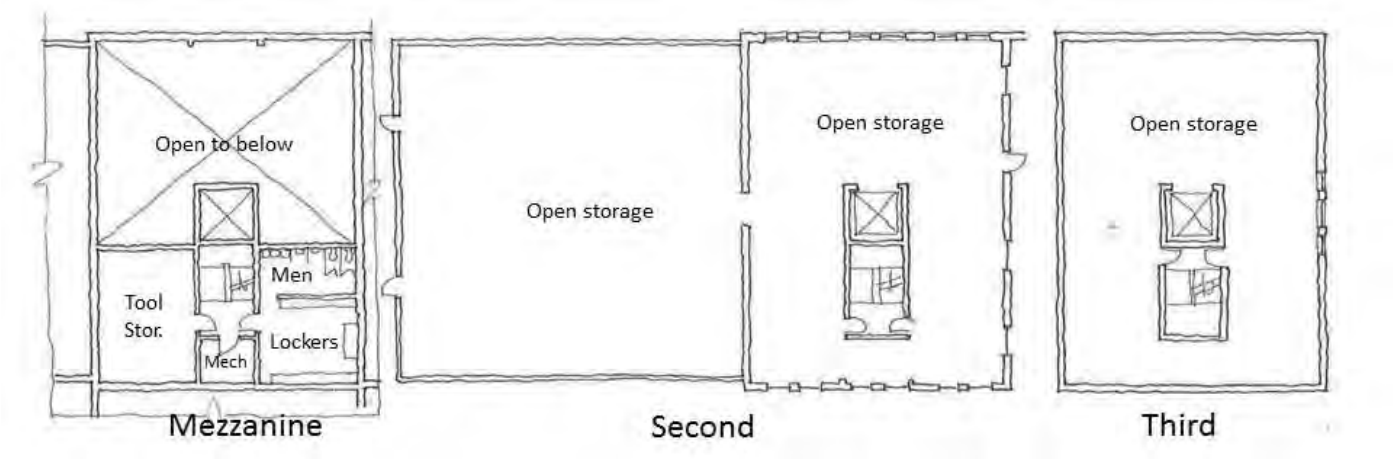
Existing Ground Level Plan of Building D

Ground Level: The ground floor of Building D consists of twenty-one garage bays used by the DPW, the Maintenance Supervisor's office, support spaces, a large parts storage room, plus an elevator and stair serving the upper floors. While many of these bays are used for maintenance, a number double as vehicle storage space in the evenings. Many of the bays are used for miscellaneous repair activities with work benches and parts placed with no obvious plan for organizational efficiency.

Bay 3 was at one point fitted out with a paint booth, which is no longer used for this function. A manual vehicle wash system was installed in Bay 10, equipped with curtains that were intended to minimize overspray. The wash equipment is not currently being used because of the negative impact on repair functions. Instead, the bay is being used as a make-shift paint bay, although it lacks the proper ventilation to accommodate this function properly.

The maintenance foreman's office is within the core of the building and lacks direct vision into the maintenance area, limiting supervision of the space and employees. A large break room is located along the same corridor that includes a small kitchenette. Employee toilet and shower facilities are located on a mezzanine level between the ground and second floor. It includes a small locker room, toilet facilities and showers for maintenance staff.

A very large room between bays 6 and 7 is designated for parts and tire storage, but effective use of the space suffers from a lack of organization, appropriate storage racking, and an overflow of parts.



Upper Levels of Building D

Mezzanine: The mezzanine level, located above the large Parts Room, houses employee toilets, lockers, and the elevator machine room.

Second Level: The second level of the building is accessible by both stairs and a large freight elevator. It is used exclusively for storage by the many divisions of the Department of Public Works and also suffers from a complete lack of organization. Initial observation suggests that most of what is stored on this level should be discarded. In total, the second level has the potential to store a tremendous amount of equipment and supplies for the department if it is organized correctly.

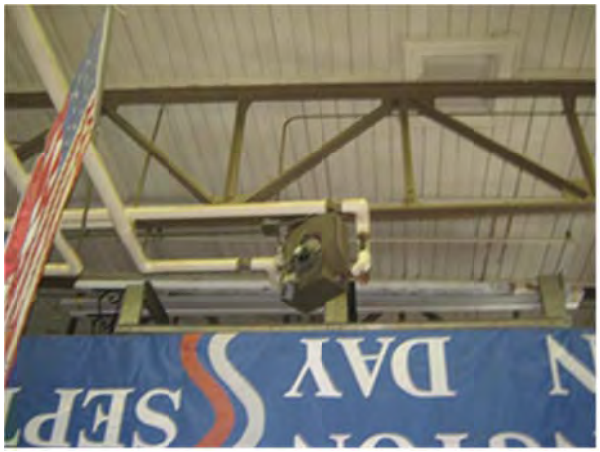
Third Level: The upper level of this building is also used for storage though it also lacks the organization needed for the space to be used efficiently.

BUILDING SYSTEMS:

Building A:

HVAC Systems: The offices of Building A are served by a single zone, gas fired, packaged DX roof top unit (RTU) that provides both heating and cooling throughout the second floor. The RTU is operational and was part of renovation in the late 1990s. In addition to the RTU, a hot water heating system, via gas fired boiler, provides heat to the street level shop and storage areas, as well as supplemental heat to the 2nd floor offices. The shop areas are provided with several hot water unit heaters. All hot water piping appears to be 50 to 60-years-old. There are two Buderas boilers allowing one to serve as a back-up in case of failure.

Building A's boilers



Heaters located in the Sign Shop of Building A

The sign and sewer shops are not equipped with any kind of ventilation system for adequate exhaust of shop dust or paint fumes. Storage areas are partially below grade, with noticeably high humidity and are also not equipped with ventilation.

Electrical System: The facility is fed from pole (Building A) and pad mounted transformers (Building D). These transformers are fed via primary overhead feeders (Building A) and underground (Building D).

The secondary service entrance conductors are run overhead/underground to various outbuildings and sheds including the Building D, Building C, and Building B, dog pound, and fuel pumps.

The main service fused disconnect switch of Building A is manufactured by Federal pacific and is rated at 400A, 208Y/120V, 3-Phase 4-Wire. There is a utility CT cabinet adjacent to the main service disconnect switch with the utility meter located in the same room on the adjacent wall. The area in front of the main service disconnect and distribution was blocked by work cabinets and tables in violation of Massachusetts Electric Code (MEC) Article 110.26(A)(1). See picture below:

Building A electrical panels in entrance of Sewer Shop.

Lighting: (Interior) The office area of this facility consists of surface and recessed mounted fluorescent, acrylic lens fixtures. Lighting control throughout the building is comprised of manually operated, local toggle switched. There were no occupancy sensors or other automatic lighting control equipment installed. This is in violation of the Massachusetts State Building Code section on Energy Efficiency (Chapter 10).

(Exterior) Building A does not have any mounted exterior lighting. Existing lighting is limited to town-owned street lights.

(Emergency) The facility's emergency lighting consists primarily of incandescent exit signs with battery back-up power and non-illuminated signage. Non-electric exit signs do not illuminate upon loss of power and there is no emergency lighting fixture located nearby to illuminate the signage during this condition. This condition is in violation of Massachusetts Building Chapter 10 – Means of Egress.

Plumbing System: Building A has one set of bathrooms on the street level of the building that service the office areas. The workshops share a bathroom facility located in the sewer shop on the ground level. There is only one bathroom in this location and it does not meet current accessibility requirements.

No emergency eyewash stations were found within Building A's shop areas. These eyewash stations should be installed with a tempered water supply and are required by the Massachusetts State Building Code.

Fire Alarm: The facility currently does contain a fire alarm system. The sprinkler system has water flow switches located at the service entrance points to each building, which transmits an alarm to the fire department through the building mounted Master Box, which is tied to the City's municipal loop. It does not appear that the sprinkler system is monitored or that annunciation is provided throughout the facility in violation of Massachusetts Building Code Chapter 9 – Automatic Sprinkler Systems. Annunciation appears to be limited to a bell and water motor gong located on the building exterior.

Building B:

HVAC: The 1st and 2nd floor office areas are served by a single zone gas fired, packaged DX Roof top unit that provides both heating and cooling on the second floor, and heating on the ground floor. The RTU was part of renovation in the late 1990s, which included the conversion of the 1st level from garage space to office space, and is operational. In addition to the RTU, a hot water heating system, via gas fired boiler, provides heat to the building via baseboard and supplemental cabinet heaters. All hot water piping appears to be 20 years old. There is no back-up boiler, so any failure of the existing boiler will result in shut down of the building.

Electrical: See site information described under *Building A: Electrical*.

Electrical panels located in Building B.

Fire Alarm panels located in Building B.

Lighting: (Interior) The lighting system for Building B consists of manually operated toggle switches. In the updated offices, renovated in 2009, motion sensors are installed to meet the Massachusetts State Building Code requirements for energy efficiency in Chaper 13.

(Exterior) Building B does not have any exterior mounted illumination besides the town operated light poles located in the visitor parking area.

(Emergency) A mixture of self-illuminating exit signs with battery powered emergency back-up units and non-illuminated signage are installed in the building. Non-electric signs are in violation of Massachusetts Building Code Chapter 10 as they do not illuminate the means of egress in case of an emergency.

Plumbing: Building B has two sets of bathrooms, each servicing their respective floors of office space. Both of these sets of bathrooms were installed during the 2009 renovation of Building B and are handicapped accessible. Bathrooms located on first level of the building, accessible to the Yard are shared by the Highway Department staff and are single bathrooms.

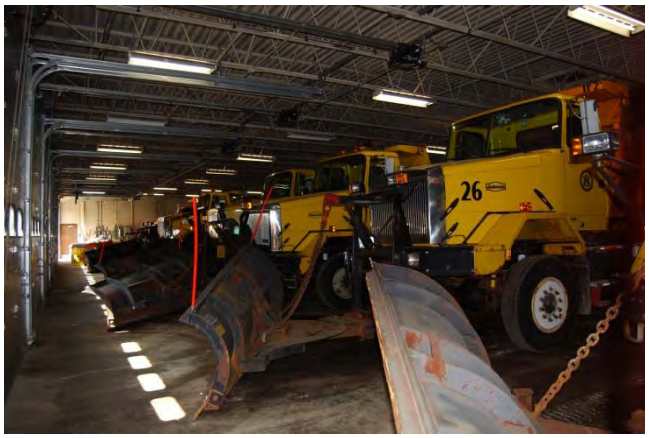
Fire Alarm: See fire alarm system description located under *Building A: Fire Alarm*. The fire alarm panels are located in the ground level of Building B.

<u>Building C:</u>

HVAC: Building C is a heated garage equipped with a waste oil heater.

Lighting: Building C's lighting consists primarily of fluorescent, high-bay type fixtures.

Waste Oil Heater in Building C



Overhead lighting in Building C.

Building D:

HVAC: The maintenance garage is broken into several work areas with varying levels of HVAC equipment and needs. The building is primarily heated via gas fired unit heaters. However, a waste oil recovery heater similar to the one used in Building C is also utilized and provides a substantial amount of heat to the vehicle maintenance area. Some unit heaters are located close to combustible materials.

The Workshop area is equipped with a general exhaust fan which is used during welding operations, without means of mechanical makeup air for the exhaust. The office areas have a wall AC unit for summer cooling and air transfer grilles for heating. There is no fresh air supply for the office. None of the exhaust fans were operating.

Unit heater on level two of Building D.

The maintenance bays used for vehicle maintenance are equipped with vehicle exhaust systems. The exhaust fans are operational. The bay areas do not have carbon monoxide / dioxide monitoring tied into control of rooftop exhaust fans. The Second floor stair areas are provided with heat only and no

ventilation.

Vehicle Exhaust and Ductwork

Oil/hazardous material storage lacks an exhaust system or explosion-proof fixtures.

An existing paint bay exists within Bay 3 of Building D that requires decommissioning. The room is not properly ventilated for current paint safety requirements and has not been used in many years.

Existing decommissioned paint bay (3) located in Building D

Electrical: Building D's electrical system is tied to the other buildings on the site as described in section *Building A: Electrical*. The electrical distribution is comprised of panel boards of several different manufacturers (i.e. Yankee Electric, General Electric and Federal Pacific). In all the buildings power distribution is in poor condition and has reached the end of its useful life. Many circuits are overloaded, mislabeled, and exposed Romex (non commercial code) wiring is located throughout the facility. No evidence of GFI, arc flash or updated breakers were present. Many panel covers were removed or missing, which is a code violation. See picture below:

Building D electrical panel under first floor central stairs.

The maintenance facility in Building D does contain an emergency generator. The generator is gas fired and is an indoor unit, 150Kva. Although it is not large enough to back-up the entire facility, many circuits are connected to "critical" loads, such as site lighting, building lighting, and shop power. Based on the information available, the generator did not appear to provide any backup power to the office buildings. The generator is estimated to be 25-30 years old. See picture below:

Building D's gas fired generator.

Lighting: Building D's lighting consists primarily of fluorescent, high-bay type fixtures. In general, light levels appear insufficient for the function and activity of the areas served. The overall condition of the interior lighting is poor and proper switching and control was not present; the lighting is controlled by breakers in several areas, which is a code violation. See picture below:

Local heating units mounted in Building D.

(Emergency) The interior and exterior portions of the maintenance facility do not contain any emergency lighting. The lack of emergency lighting through the egress corridors and at egress exits/exit discharges is in violation of Massachusetts Building Code Chapter 10 – Means of Egress.

The facility primarily contains incandescent type exit signs with integral battery back-up and non-illuminated exit signs. There were several areas without visible exit signs within Building D. Non-electric exit signs do not illuminate upon loss of power and there is no emergency lighting fixture located nearby to illuminate the signage during this condition. This condition is in violation of Massachusetts Building Chapter 10 – Means of Egress.

Plumbing: Makeup water supply for the boiler is equipped with a backflow preventer, as required by code. Wash stations for vehicle cleaning are also protected by backflow preventers. The wash bay has a trench drain system that had standing water in it at the time of our survey. We were unable to determine if this was due to drain plugging or improper pitch of the trench drain. The wash bay drainage system is equipped with a code required oil/water separator system with proper access for cleaning. Floor drains in other bay areas are not capped to prevent accidental discharge of vehicle fluids. An oil/sand interceptor could not be located that would have served the maintenance garage drains. The maintenance bays are also equipped with a compressed air distribution system for pneumatic tools with a relatively new air compressor

In Building D, there were many leaking pipes and standing water in several locations, some in front of electrical apparatus. The mezzanine level had one men's toilet facility and women's toilet facility that has been out of use for some years. The women's facility was not accessible for viewing.

Fire Alarm: The facility currently does contain a fire alarm system. The sprinkler system has water flow switches located at the service entrance points to each building, which transmits an alarm to the fire department through the building mounted Master Box, which is tied to the City's municipal loop. It does not appear that the sprinkler system is monitored or that annunciation is provided throughout the facility in violation of Massachusetts Building Code Chapter 9 – Automatic Sprinkler Systems. Annunciation appears to be limited to a bell and water motor gong located on the building exterior.

The buildings are equipped with an automatic fire protection sprinkler system. It appears that all areas of the facility have sprinkler coverage. The sprinkler risers are not equipped with code required backflow preventers. The piping systems are antiquated, and contain many ¾" run outs no longer allowed by code, especially in Building D. No evidence of proper drain down piping could be found in Building D; routine maintenance to keep the pipe free and clear was not evident. Certain areas of Building D, such as sprinkler heads, have been painted.

Building D's sprinkler system is in need of updating.

Numerous electric water heaters provide water to hand sinks and fixtures throughout the site.

RECOMMENDATIONS

The DPW yard presently does not serve the Department well. It is apparent that the current conditions are the result of a variety of factors, including: deferred maintenance; the lack of a clear overall plan for site/building usage; changes in Department operations that have not resulted in appropriate modifications to the physical plant; and imposition of activities and facilities of other Town departments onto the DPW site.

Existence of the abutting gas company facility along with its access easement into the heart of the DPW site, coupled with environmental restrictions placed on the site (arising from historic gasification activity) severely limits the Department's ability to modify the ground surface to improve grading or site drainage, making the current conditions even more problematic for the Department.

Based on our observations and discussions with Department staff, we have the following recommendations for site and building improvements:

Site Improvement Recommendations
(See attached Site Plan)

A. Relocate school buses to another site:
Location of School Department vehicles on the DPW yard site has a significant negative impact of the operations of DPW. As a first priority we recommend that all School Department use of the DPW Yard be relocated to another site.

Vehicular circulation associated with school bus activity (drivers' arrival/departure for the morning and afternoon shifts; buses leaving/returning for the morning and afternoon shifts) creates numerous operational and safety conflicts with DPW activities. Usage of the current DPW parking lot by bus drivers (twice a day) limits the Department's ability to create a controlled, secure and safe parking area for their staff and visitors, and taxes an already minimally adequate parking area.

Bus parking on the DPW site creates impediments to efficient flow of DPW vehicles, and limits the Department's ability to "stage" vehicles and materials in anticipation of pending activities. In addition, any School Department vehicles parked adjacent to Building C must be temporarily relocated whenever a Gas Company tanker truck arrives to deliver product to their adjacent facility, which significantly limits DPW staff's ability to move their own vehicles or materials about the site.

Use of the DPW yard by school buses also prevents the Department from securing the yard during non-working hours, which means that vehicles and stored materials are vulnerable to theft and damage.

B. Reduce High School-associated vehicular / pedestrian circulation through the DPW site:
The Grove Street frontage along the north-west portion of the DPW Yard is currently used by residents as a student drop-off / turn-around area and access to the adjacent High School grounds. The intended use of this portion of the Yard is for DPW employee parking, as well as a Town vehicle fueling station. Mixing of these activities creates substantial opportunities for conflict and accidents.

If it is judged necessary that this access be maintained, an improved layout of that portion of the site should establish a definitive, fence-line separation between DPW activity and school-related usage. It is our recommendation that there be a limited curb-side student drop off zone along the south edge of Grove Street, and a pedestrian path connecting to the High School property.

C. Redesign DPW employee and visitor parking:
The DPW employee parking area should be redesigned to take maximum advantage of the available land, with attention being given to determining vehicle turning requirements for use of the fueling station by Town vehicles. Visitor parking should be located as close to Buildings A & B as possible, and at least one accessible space provided.

D. Make improvements to fueling station:
It is recommended that the existing canopy be substantially enlarged to provide better protection for users and the surrounding pavement during storm events. A new canopy should be sized to cover the entire concrete pad, all the way back to the existing wall adjacent to the salt shed, and be sloped to shed storm water to the shed side of that wall, thus eliminating the need for new catch basins around the fuel island.

E. Demolish old Transfer Station Building:
The concrete and metal panel Transfer Station building is not being effectively utilized, and is an impediment to use of the site. To the extent that is allowable within the site limitations imposed by Mass EPA, it is recommended that the existing structure be demolished and replaced with pavement to allow additional bulk material storage or vehicle/equipment parking. Consideration should be given to installing canopies in this area to provide covered storage for concrete block, brick, and other materials that need to be protected from the elements.

Given the grade changes around the existing building, some existing walls should be left in place to act as retaining walls. Detailed investigation of the existing transfer station will be required before definitive plans can be developed.

F. Build suitable dump areas for vacuum trucks and street sweepers:
An appropriate curbed dump area is needed to receive and contain material collected by drain vacuum trucks and street sweepers, so liquids can be allowed evaporate rather than draining into Mill Brook, and remaining solids can be properly disposed. The below-grade concrete vault which houses the vehicle scale previously used for transfer station activities is a logical candidate for conversion for this use

G. Remove "temporary" trailer:
The existing trailer located at the east end of Building D, which originally was used by the Fire Department during the renovation of one of their facilities, should be removed from the site as it is an impediment to DPW activities. The trailer is now being used as an office by the Town's Animal Officer.

H. Address the deteriorated Animal Pound:
The existing Animal Pound is severely deteriorated, and should be demolished. If it decided that the Animal Officer's work place is to remain at the DPW Yard, an appropriate new office / animal holding

facility should be constructed, probably in the same location. Given the incompatibility of uses, it is recommended this operation be relocated to another site.

I. Canopy storage:
The western edge of the site is enclosed by a field stone embankment which supports the elevated Minuteman Rail Trail. This area is currently used for open storage of a variety of bulk materials, including large diameter plastic pipe. In order to better utilize this area, and to protect the integrity of the stored materials, a canopy structure with racks should be constructed along this embankment to allow for more organized storage, and to protect materials from the elements.

J. Yard Drainage:
The existing yard drainage system, as shown on the 1977 Yard Reconstruction drawings, consists of three drain lines connecting roof drains for Building C and D and yard catch basins to gas traps that were installed as part of that project. The gas traps feed treated effluent into the Mill Brook culvert that bisects the site. It is critical that those drainage structures be maintained properly to assure that storm drainage is properly treated and disposed.

K. Mill Brook Culvert:
The existing Mill Brook culvert shows signs of significant deterioration where it is open to view. The entire length of culvert should be investigated for structural integrity, and appropriate repairs (potentially relining) to assure the longevity of the important water course.

L. Emergency Snow / Debris Storage:
Provisions are needed for adequate off-site temporary storage of snow and weather debris. The Yard does not have the capacity to support this function.

Building Modification Recommendations

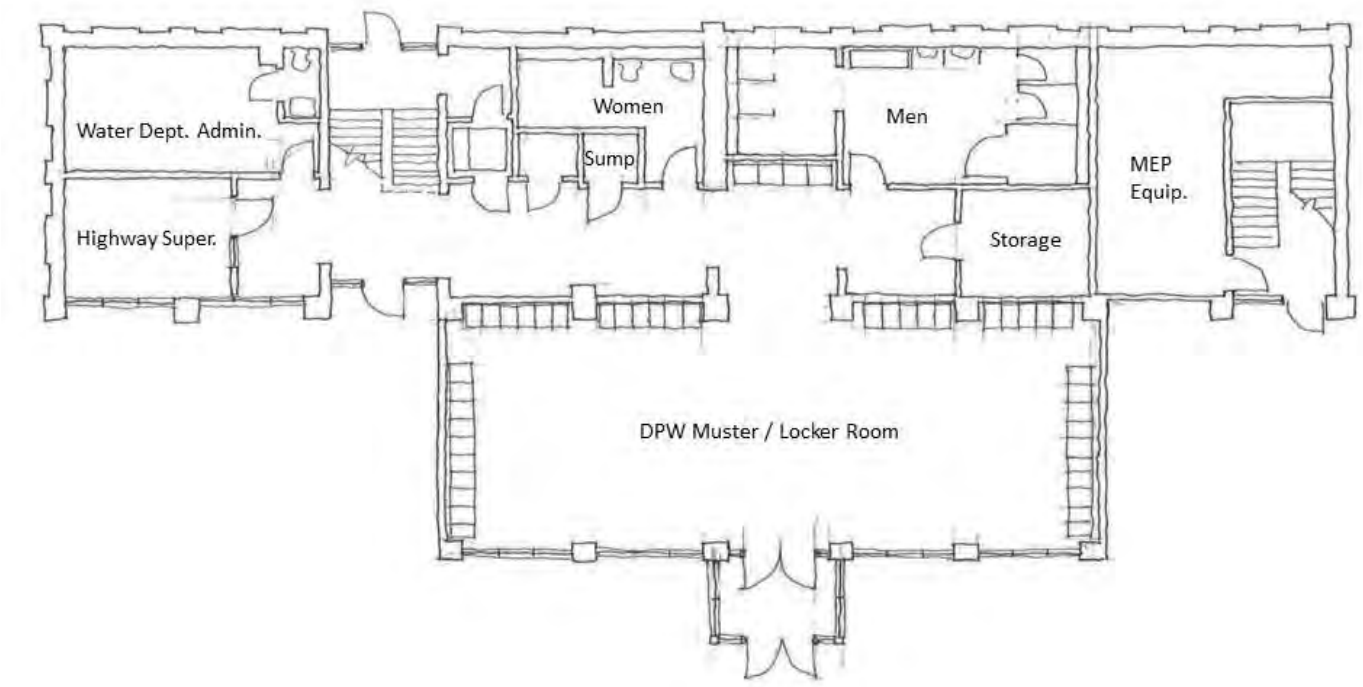
All Buildings:
It is recommended that the number of employee break rooms located within the operating units be sharply reduced, and that most, if not all, all employee facility functions (toilets, lockers, showers, break rooms) be consolidated to the first floor of building B. The existing satellite rest rooms should be brought to a condition of good repair. However, from an organizational perspective, the Consultant believes that the first floor of Building B should be where the work day starts, and all staff meetings / training are conducted. As noted below, Building B is currently too small to support gathering of more than a hand-full of staff, so it is recommended that the ground floor be expanded to support Department-wide activities.

It is recommended that the extensive, widely varied materials currently stored in all buildings be catalogued and prioritized for storing on site for near-term use, storing on site for long-term use, or disposal / sale. It is further recommended that the upper portions of Building D be converted into the central long-term storage facility for the entire Department.

Building A:
It is recommended that the existing staff toilets at the ground floor be refurbished within their existing

footprint.

Building B:



Proposed addition and reorganization for the ground level of Building B.

As noted above, it is recommended that a central employee locker / shower / toilet room facility be developed within the lower level of Building B, where the existing Highway Supervisor's office and break room are located. These would supplement the existing handicapped toilets at this level, which are not adequate to support Department staff levels. Employee lockers would be consolidated along the window wall. At the south end of this floor, the bay where the Water Department office is currently located would be reconfigured to provide an office for the Highway Supervisor, which would have visual access to the Yard, along with a break / muster room. This reconfiguration would create a centralized location for trade staff to gather at the start of every work day.

There is considerable brick efflorescence on the upper portions of the west façade of Building B, which is currently being addressed by a roof repair project.

Building C:

It is recommended that the roof insulation and membrane be replaced and that missing vision panels on existing overhead doors be replaced. When the roof membrane is replaced the deck should be inspected for condition.

Building D:

Repair Recommendations

The roofs of Building D are a major source of maintenance issues. The pitched roofs suffer from lack of

attention, and will need to be addressed in the short term to avoid significant failures. As was noted previously, the south facing portion of the one section of the original roof was recently replaced, since water infiltration has rendered the wood plank sheathing unstable. The original terracotta tile roof finish was not reinstalled or replaced. Instead an elastomeric roof membrane was installed in its place to affect a cost efficient and timely repair. Given the observed condition of the remaining sheathing, replacement of the remaining roof will need to be scheduled for the near future.

The membrane on one of the existing flat roofs was recently replaced. All of the other flat roofs show considerable evidence of age, and should be replaced in the short term.

Portions of the exterior masonry wall coping along the east and west facades were replaced recently. Remaining sections of coping should be examined when the roof membrane/insulation assembly is replaced. Again, consideration should be given to working with the Historic Commission to seek grant funding for this work.

There is some limited evidence of brick efflorescence elsewhere around Building D which indicates water infiltration into the wall assembly, either through a failing roof membrane/flashing, a failed wall coping, or due to failed mortar joints. Repointing of these walls may qualify for grant funding through the local Historic Commission.

Fleet Maintenance Operational Overview & Recommendations

An evaluation of the current fleet operations was conducted based on our understanding of a set of industry standards known as Vehicle Equivalences (VEs). A Vehicle Equivalency is an industry metric used to determine proper staffing of a fleet based on its size and vehicle types of which it is comprised. To give some basis of understanding for the purposes and context of this report here are some VE examples:

- A standard sedan is counted as 1.0 VE, with the VE representing the time necessary to maintain this vehicle.
- By comparison, a two-ton truck will rate a 2.5 VE as it takes 2.5 times the labor effort to maintain than a standard sedan.

- A backhoe is typically 4.0 VE's meaning it takes four times as much labor effort to maintain as a standard sedan.

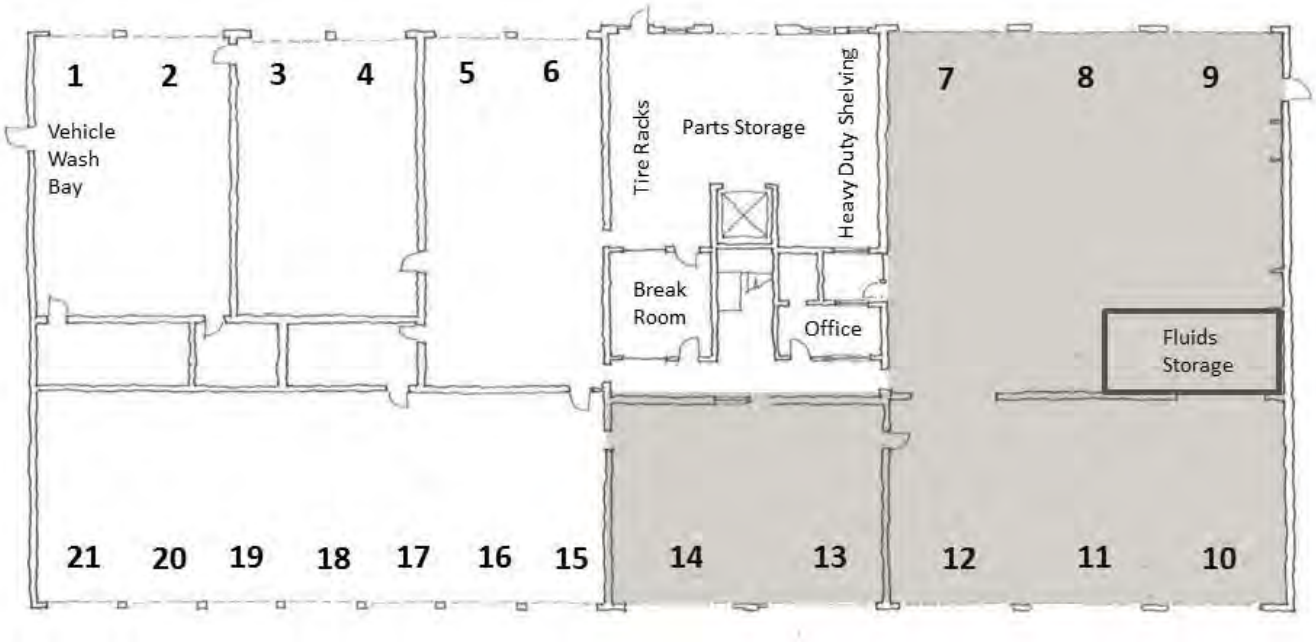
It is by examining the VE of an entire fleet in this manner, that the number of staff and suggested number of maintenance bays can be determined.

Maintenance/Repair Functions

The DPW fleet consists of a vehicle and equipment count of approximately 154 pieces of rolling stock and small engine equipment. This amounts to a Vehicle Equivalence of 260.0 total, or 52.0 for each of the fleet's five mechanics.

Currently, the fleet repair operations are occupying thirteen garage bays in Building D. By using the industry standard ratio of 1.5 repair bay per mechanic, it is recommended that number of bays be reduced

to eight. We recommend that the eight bays on the North East side of the building (Bays 7-14) be used exclusively for fleet repair and the remaining bays in Building D be used for vehicle and equipment storage. The temporary wash bay in Bay 10 will need to be relocated to another bay.



Bays 7-14 of the existing plan should be dedicated to maintenance.

Maintenance Bay Lifts

The surface-mounted vehicle lift (bay 11) appears to be no longer suitable for safe usage, and should be immediately taken out of service. The pit of the existing in-ground twin-post vehicle lift in Bay 6 leaks. This condition has damaged the lift and creates an environmental maintenance concern as the pit collects contaminants that need to be regularly cleaned manually. It is recommended that these pits be cleaned out and filled with concrete to make them inoperable.

The purchase of a four-axle portable lift with a total lifting capacity of 64,000 lb. is recommended, to replace the function of both of these existing lifts.

Fluid Storage

The current location for the oil distribution room is too far removed from the maintenance bays for efficient use. The existing room is not properly ventilated, and does not meet the requirement to be explosion proof as it is missing a ceiling. It is further in violation of code by the use of incandescent lighting in the room instead of the required explosion proof light fixtures.

Upon reorganization of Building D, it is recommended that the oil distribution room be relocated to an area directly accessible from the maintenance bays .

Throughout the building and site, numerous 55 gallon drums of unknown fluids were located. Some of these drums are starting to leak and are cause for concern, especially with the drainage issues present on the site. It is recommended that these drums be disposed of by a hazardous materials service such as

Clean Harbors or Waste Management.

Vendors for Special Services

It was determined from staff interviews that the Town currently makes only limited use of outside vendors to perform special repairs and services. Based on the Consultant's experience, a well-run municipal fleet typically outsources 15% of the cost of maintenance repairs to local vendors. Usually outsourcing includes painting of vehicles, as it is a major cost to the town fit-out a code-compliant facility and complete staff training to do painting in compliance with current regulations.

Building D has an unused paint bay located in Bay #3 that needs to be dismantled and the wash bay in Bay #10 can no longer be used as a make-shift paint booth. Due to the code restrictions surrounding these facilities (MA 310 CMR 07, NFPA 33 2000), the Town can no longer be in the business of painting vehicles and equipment. Paint must now be water based and the cost of extensive training and protective equipment is prohibitive to this being a cost effective function for in-house repairs. The Town should also consider using local vendors for special repair work such a rebuilding engines and transmissions.

Parts Storage

Based on observations made during site visits and interviews with staff, it is has been concluded that the parts inventory for the facility well exceeds what is necessary to operate. There exists no inventory management system or means to process warranty claims when needed. The large parts storage room is unorganized and there is no way of knowing if the parts are all relevant to current vehicles within the fleet. Throughout the facility, especially in the upper levels of Building D, a large number of spare parts are strewn about and left in the open. These parts represent a high monetary value, well in excess of $150,000. Due to the aforementioned site security issues, these parts are at risk for being lost, ruined or stolen from the property.

Parts Room on Level 1 of Building D.

Miscellaneous parts and equipment on Level 2 of Building D.

It is recommended that with the assistance of local venders, such as NAPA auto parts, that an inventory of parts be completed and much of the stock sold or auctioned off to reduce clutter and generate income. Establishing a relationship with an auto parts vendor will help streamline the ordering process and keep parts inventory closer to the recommended valuation of $50,000 for a fleet of this size.

The adoption of Fleet Max management system is recommended to keep routine fleet maintenance on a schedule and parts inventory in check.

Creating secured storage areas throughout the three floors of Building D will prevent theft and assist in keeping parts organized by department and need. Larger items that are difficult to move but require immediate access, such as tires, should be kept on the first level of the facility. Less frequently used and smaller parts should be given designated spaces on the upper levels of Building D, stored behind lock and key.

Parts Services Vendors
As previously mentioned, if the Town is intent on developing a better management system for their fleet's part needs, local NAPA stores have some options that can be of help.

1) NAPA has dedicated product manufacturer reps for all of their major product lines that can provide a complete fleet survey. They have a dedicated team of representatives that can survey the existing fleet: Heavy Duty, Heating and Cooling, Filtration, Underhood, Undercar, Brakes, Electrical Systems, Paint, Tools and Equipment, and Balkamp Accessories.

2) In addition, the NAPA stores have a software program called MIC (Marketplace Inventory Classification) that can be used to determine what a fleet should stock. This program is used at the store level when a customer provides NAPA a list of the existing fleet and the store can enter that list to build a list of parts that can be regularly stocked to provide better service.

Usually a NAPA store can provide this service to the Town if the Town is committed to buying parts from the store. If the Town wants to head in that direction, please let Weston and Sampson know and we will be glad to direct you to the NAPA store and management in your area to begin a successful relationship.

Building Reorganization Recommendations (Bldg. D)
As noted above, it is recommended that the bays allocated to vehicle / equipment maintenance be reduced to eight – bays 7 through 14 (see bays highlighted in green). That will allow better control and coordination of maintenance activities, and will release other bays for vehicle and equipment storage.

It is recommended that maintenance fluids storage room be relocated from the room between bays 4 and 17 to a new location between bays 9 and 10. A new fire-rated enclosure will be constructed to make this room code compliant, and ventilation provided to the outdoors. The existing fluids storage room can be converted to storage uses.

The existing paint booth should be removed from bays 3 -4, and the existing pressure washing system now located in bay 10 relocated to 1-2, which will do double duty as wash bays and vehicle storage. A metal catwalk, with enough washer hose length, would allow for more thorough cleaning of vehicles.

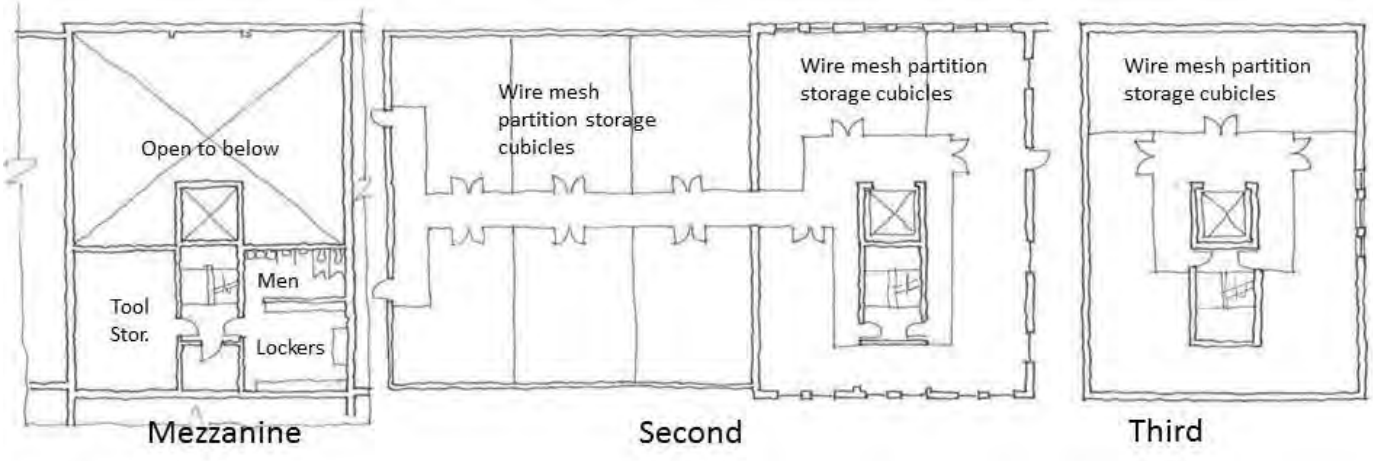
Given the lack of code-compliant ventilation equipment, it is recommended that any vehicle painting be sent to outside vendors.

Archive drawings provided to the Consultant show that bays 5 / 6 were previously used for tire storage. It is our recommendation that these bays be returned to that use once the vehicle maintenance functions are consolidated into bays 7-14. The ground floor level with OH door access makes this space ideal this type of storage.

It is recommended that the adjacent first floor parts room (between bays 6 and 7) be equipped with heavy duty shelving, and used for storage of large and heavy items that are not easily handled in the elevator. This room should be organized to maintain suitable access to the freight elevator to allow pallets of materials to be taken to the upper levels. Ideally the height of this room can be taken advantage of with high-bay storage shelving, but equipment suitable for safely lifting materials would be required.

The mezzanine is currently used for employee washrooms. These functions should continue, and refurbishment of those rooms should be allowed under the Existing Building provisions of the Building Code (Chapter 34) without the need to upgrade them to handicapped accessibility.

It is recommended that the 2nd and 3rd floors be organized with a series of lockable wire partition cages for organized storage of Department-wide smaller parts, smaller equipment and consumables to be taken to the upper levels. Corridors of adequate width should be arranged between the wire partitions in order to maintain code required emergency egress.



Proposed storage layout of Building D, Level 2 & 3.

Building Systems:

HVAC Systems:
For continued use of this facility, the Consultant recommends replacement of all existing HVAC systems except for boilers serving buildings A & B, and the RTU in building B. Other than the RTU, systems in Building B were installed during the late 1990s as part of a rehabilitation project, so the priority for replacing that equipment is less than elsewhere in the Yard. However, energy codes have changed substantially since this equipment was installed, and efficiency of equipment available today is improved.

Consequently, the master plan for upgrade of the Town Yard should include replacement of the remaining HVAC equipment in Building B.

For the office area, we would recommend a new energy efficient variable air volume (VAV) system with individual room temperature controls. Unit heaters and/or unit ventilators would be provided for the shop areas, as well as improved exhaust and ventilation systems.

For continued use of the maintenance building facility, RDK recommends replacement of all existing HVAC systems, and the installation of code compliant ventilations and heating systems. Items located within this area appear to be unsalvageable.

Electrical System:
Overall, the entire facility's electrical systems have reached the end of their useful lives. Any substantial future renovations made to this facility will require a complete electrical upgrade, which should include, but not be limited to, the following: new normal interior and exterior lighting fixtures, new automatic lighting control systems, new life safety systems (i.e. emergency lighting and fire alarm) and a completely new power distribution system.

An increase to the utilities electrical service will be determined upon the available power consumption data and extent of future building renovations.

Plumbing Systems:
The facility is in need of additional restrooms, locker and shower facilities. New restrooms and showers would need to be handicap accessible.

Emergency eyewash/shower systems will need to be fed with tempered water, per current code requirements. This would entail the installation of new water heaters and a circulation system for all existing and/or new emergency stations.

Standing water issues in the maintenance garage and oil/sand interceptors would need to be addressed.

Fire Protection:
The existing sprinkler system would need to be retrofitted with new code approved backflow prevention devices. The existing coverage and sprinkler density would also need to be checked to ensure current code requirements. We would expect that a complete replacement would occur if any significant changes to floor layout occurs, and also due to lack of routine flushing/drain down, most piping would be deemed unreliable.

General:
The existing subsurface contamination conditions will dictate that the Activity and Use Limitation (AUL) placed on Town Yard, and MA EPA regulations related to participation by a Licensed Site Professional (LSP), be followed for any excavation on site required to implement utility of site upgrades. For this reason, it will be advisable to bundle any projects that require site excavation in order to economize of the special environmental requirements.

ANTICIPATED REPAIR / UPGRADE BUDGETS

site/bldg/MEP	item	priority	budget
MEP/FP	Fire Protection Repairs Bldg A	immediately	$ 21,600
MEP/FP	Plumbing repairs Bldg A	medium term	$ 138,240
MEP/FP	HVAC repairs Bldg A	medium term	$ 336,000
MEP/FP	Electrical repairs Bldg A	medium term	$ 163,200
MEP/FP	Fire Protection Repairs Bldg B	immediately	$ 11,475
MEP/FP	Plumbing repairs Bldg B	medium term	$ 58,650
MEP/FP	HVAC repairs Bldg B	medium term	$ 147,900
MEP/FP	Electrical repairs Bldg B	medium term	$ 76,245
MEP/FP	Fire Protection Repairs Bldg C	medium term	$ 15,300
MEP/FP	Plumbing repairs Bldg C	medium term	$ 54,400
MEP/FP	HVAC repairs Bldg C	medium term	$ 136,000
MEP/FP	Electrical repairs Bldg C	medium term	$ 61,200
MEP/FP	Fire Protection Repairs Bldg D	immediately	$ 147,250
MEP/FP	Plumbing repairs Bldg D	medium term	$ 519,250
MEP/FP	HVAC repairs Bldg D	medium term	$ 1,302,000
MEP/FP	Electrical repairs Bldg D	medium term	$ 604,500
Site	Relocate School Dept. vehicles	immediately	n/a
Site	Reduce High School circulation	medium term	included in S3
Site	Redesign / upgrade DPW employee parking	medium term	$ 75,000
Site	Improvements to fueling station - new canopy	medium term	$ 45,000
Site	Demo Transfer Station Bldg; grade and pave	medium term	$ 78,250
Site	Repurpose scale vault for vactor truck dump	medium term	$ 50,000
Site	Remove trailer	immediately	n/a
Site	Canopy storage	medium term	$ 200,000
Site	Mill Brook Culvert Improvements	long term	$ 300,000
Site	Maintain site drainage structures	short term	operating budget
Bldg - general	Prioritize/Reorganize stored materials	immediately	operating budget
Bldg A	Relocate Water Division office to Building A	medium term	$ 24,000
Bldg A	Roof replacement	medium term	$ 107,100
Bldg A	Masonry repointing	short term	$ 30,000
Bldg A	Remove climbing vegetation	short term	operating budget
Bldg B	Combine HW supervisor and Water Admin	medium term	$ 52,000
Bldg B	Construct new empl. toilets/showers/muster	medium term	$ 407,680
Bldg C	Roof replacement	medium term	$ 160,600
Bldg C	Replace OH doors with new insulated	medium term	$ 114,000
Bldg D	Repair pitched roofs	medium term	$ 175,000
Bldg D	Flat roof replacement	medium term	$ 135,600

Bldg D	Masonry coping replacement	medium term	$ 18,800
Bldg D	Masonry repointing	medium term	$ 42,500
Bldg D	Deactivate in-ground vehicle lift	short term	operating budget
Bldg D	Purchase replacement 64K# 4-axle vehicle lift	immediately	$ 100,000
Bldg D	Relocate fluids storage room	medium term	$ 36,000
Bldg D	Remove decommissioned paint booth	medium term	$ 5,000
Bldg D	Relocate pressure washer system	medium term	$ 5,000
Bldg D	Heavy duty shelving (hi-bay), first floor parts roo	medium term	$ 10,000
Bldg D	Wire partition cages, upper floors	medium term	$ 5,300
Bldg D	Replace OH doors with new insulated	medium term	$ 209,000
Bldg C	Patch and paint ground floor slab	medium term	$ 124,000
Bldg D	Patch and paint ground floor slab	medium term	$ 340,000
Bldg A	Replace windows	medium term	$ 78,000
Bldg D	Replace wndows	medium term	$ 68,000
Bldg A/B	Enclose / replace bldg connector	medium term	$ 50,000
Bldg A	Repaint interior	medium term	$ 30,600
Bldg C	Repaint interior	medium term	$ 10,500
Bldg D	Repaint interior	medium term	$ 85,250
	Raw Construction Cost		$ 6,965,390
	GC OH + profit @	10%	$ 696,539
	Bonds + insurance @	2%	$ 139,308
	Design Fee / Contingency @	15%	$ 1,044,809
	Construction contingency @	10%	$ 696,539
	Anticipated Total Cost		$ 9,542,584

EXHIBITS

Proposed Site Plan

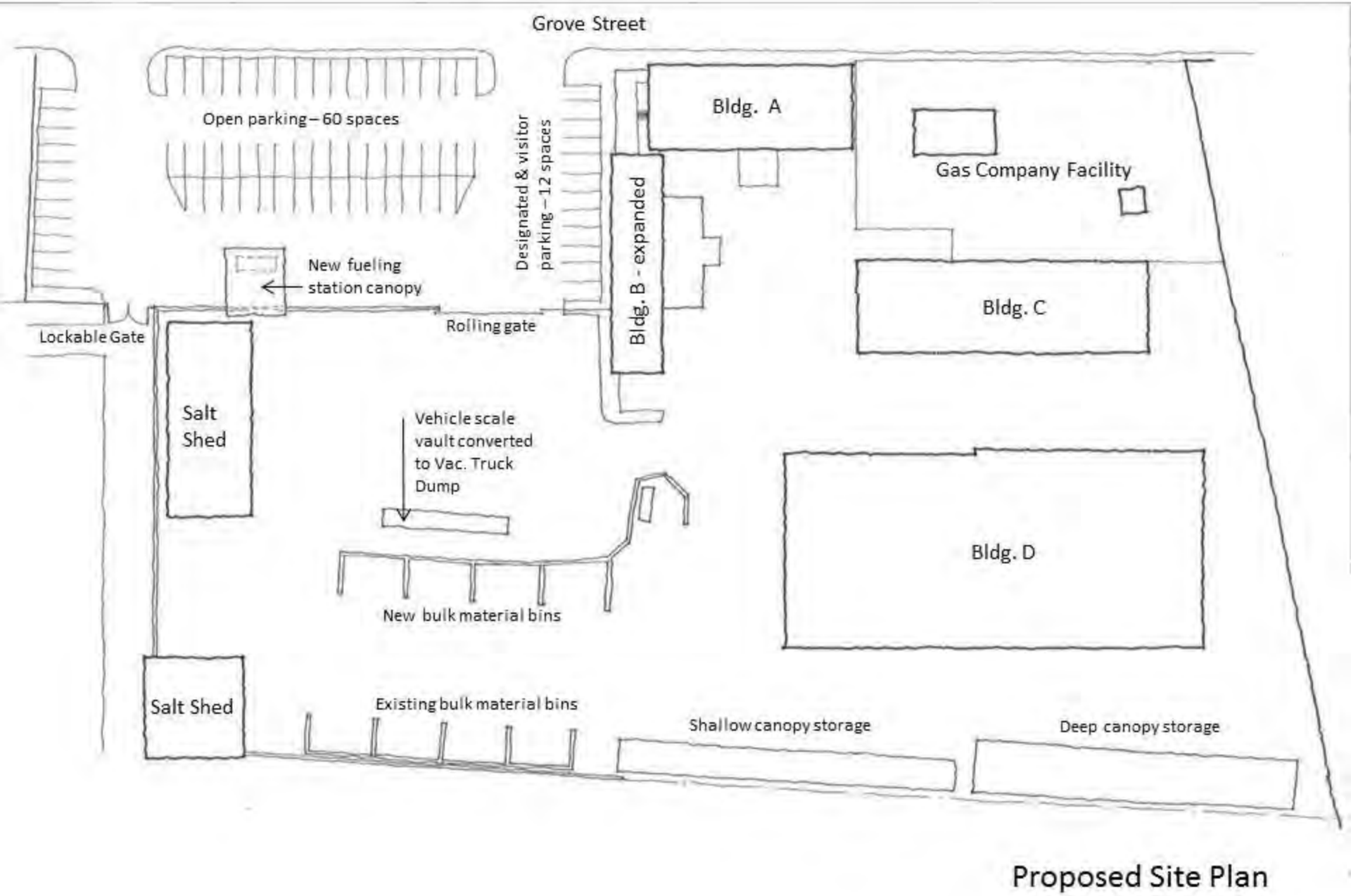
Department Organization Charts

Department Fleet Listing

Mass DEP HAZMAT Release Reports

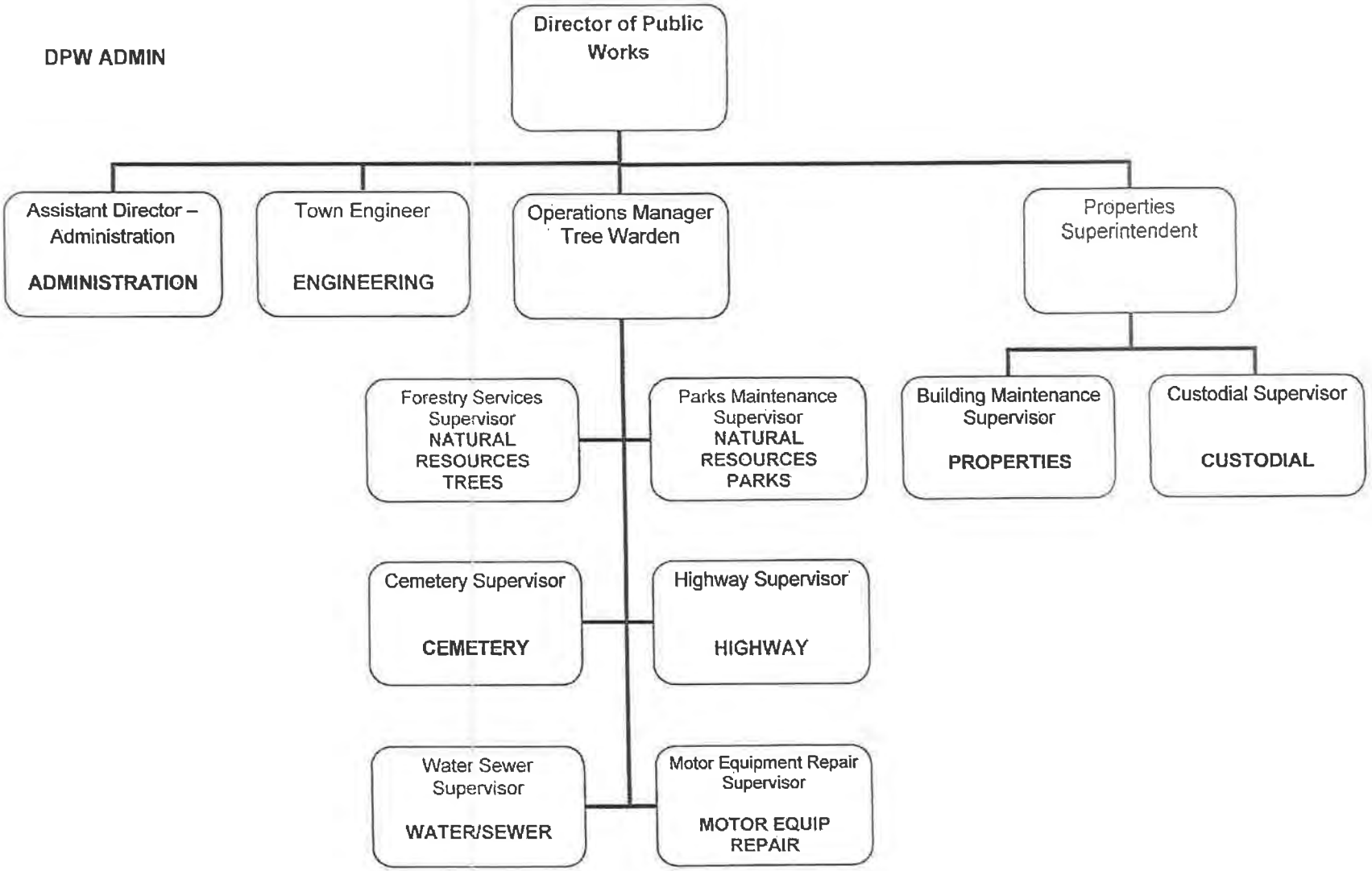
Loss Control Inspection Reports

Federal Historic Property Listing

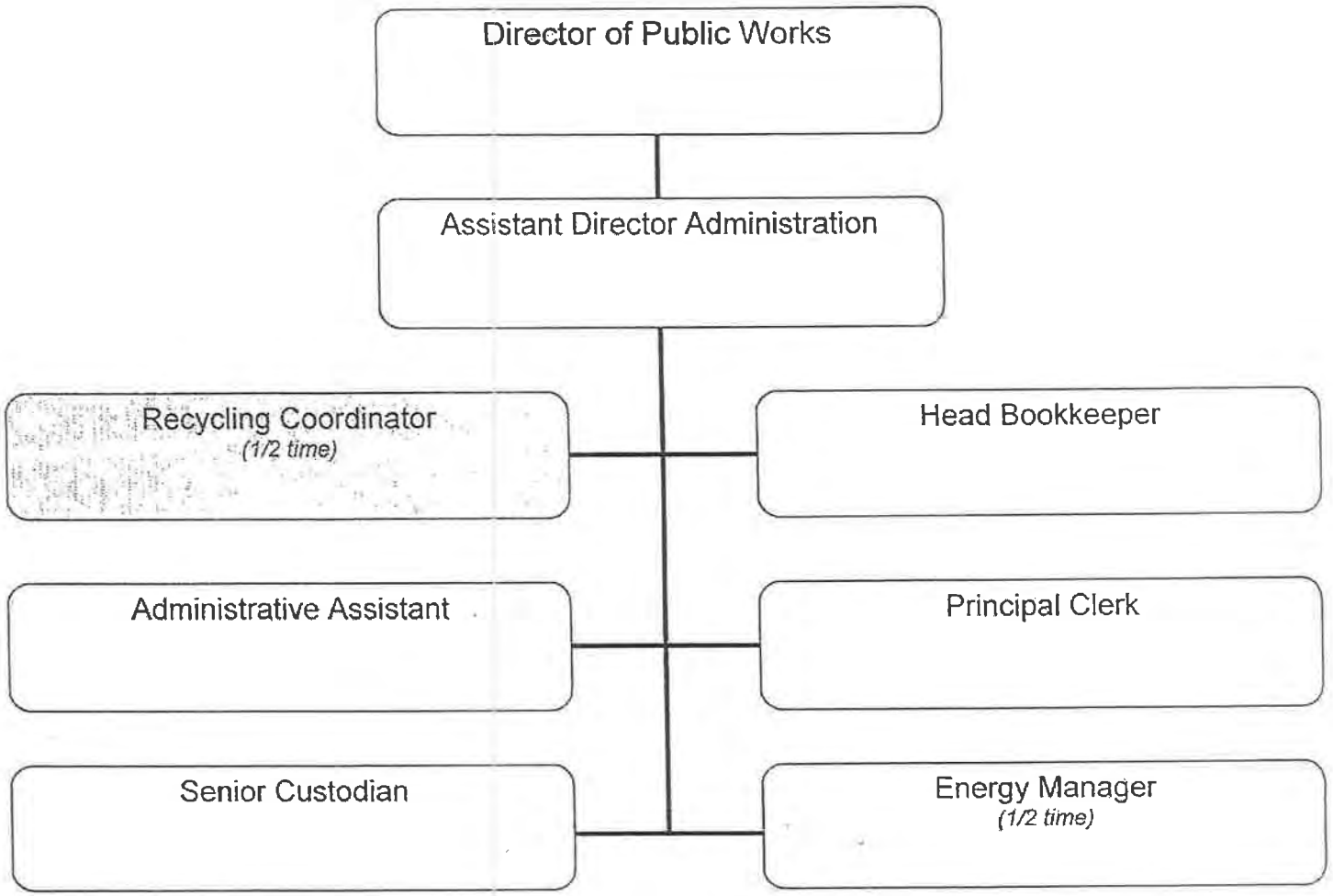


Proposed Site Plan

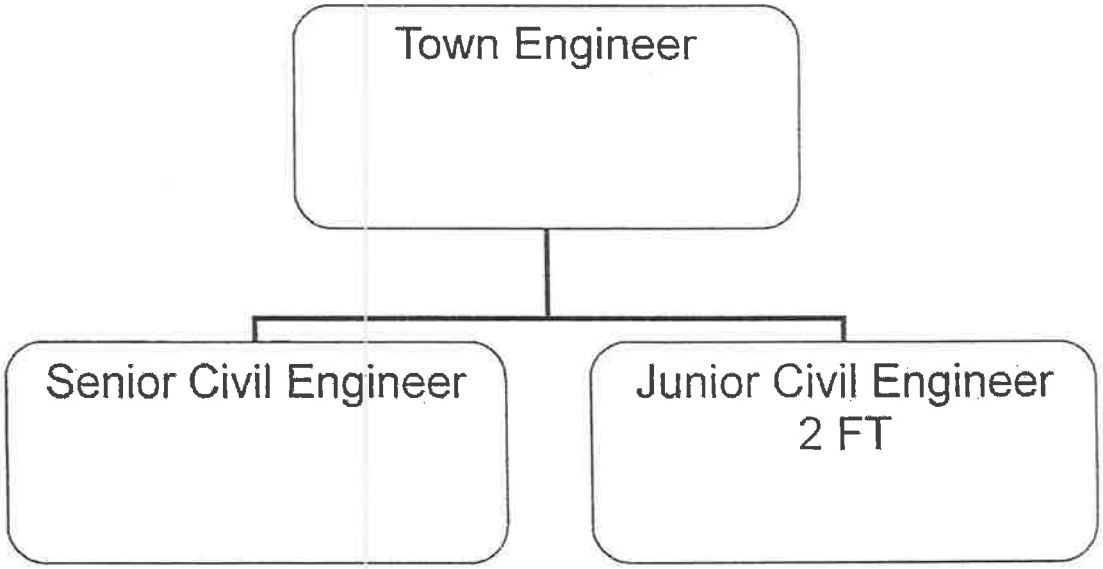
DEPARTMENT ORGANIZATION CHARTS


DPW ADMIN
Director of Public Works
Assistant Director – Administration
ADMINISTRATION
Town Engineer
ENGINEERING
Operations Manager Tree Warden
Properties Superintendent
Forestry Services Supervisor
NATURAL RESOURCES
TREES
Parks Maintenance Supervisor
NATURAL RESOURCES
PARKS
Building Maintenance Supervisor
PROPERTIES
Custodial Supervisor
CUSTODIAL
Cemetery Supervisor
CEMETERY
Highway Supervisor
HIGHWAY
Water Sewer Supervisor
WATER/SEWER
Motor Equipment Repair Supervisor
MOTOR EQUIP REPAIR

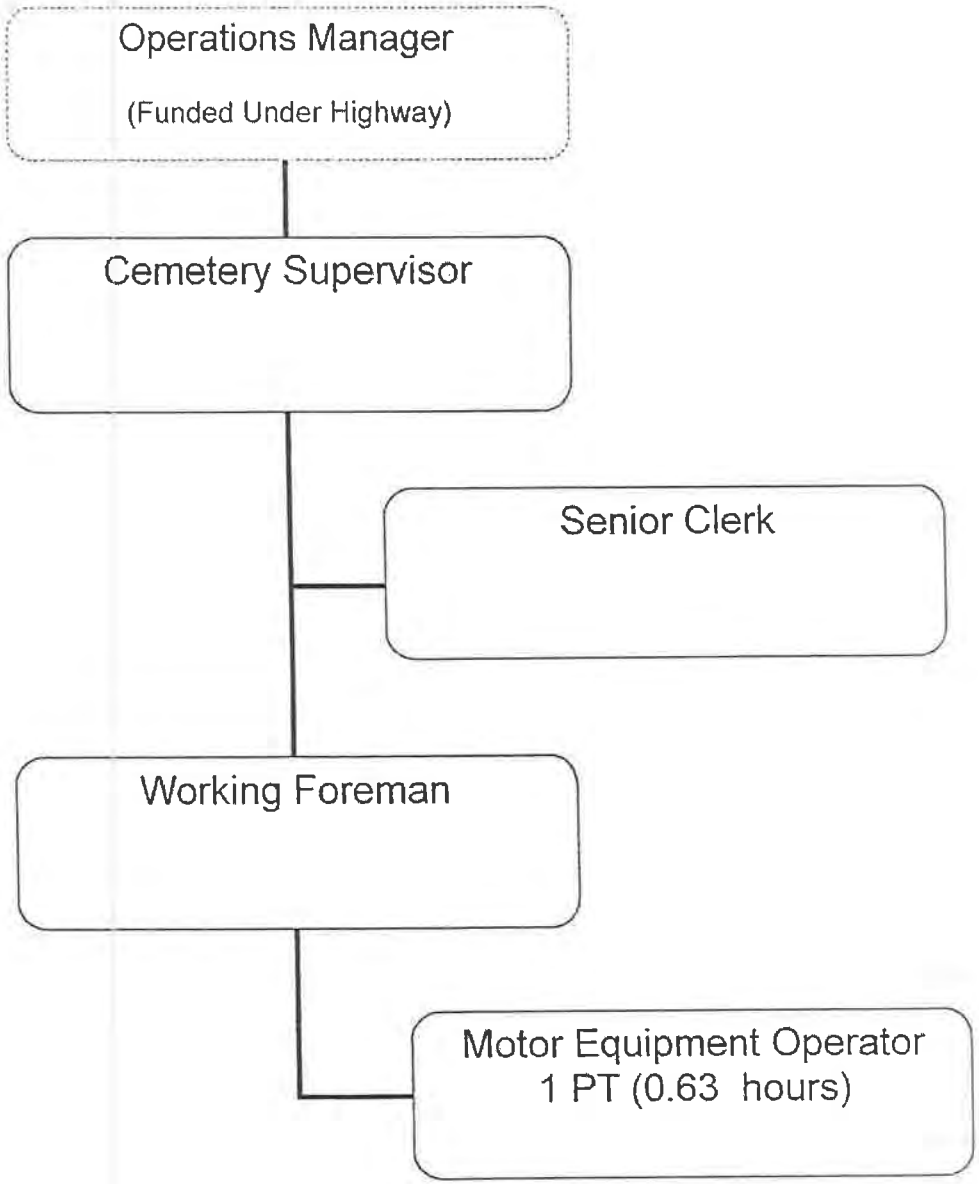
DPW ADMIN


Director of Public Works
Assistant Director Administration
Recycling Coordinator
(1/2 time)
Head Bookkeeper
Administrative Assistant
Principal Clerk
Senior Custodian
Energy Manager
(1/2 time)

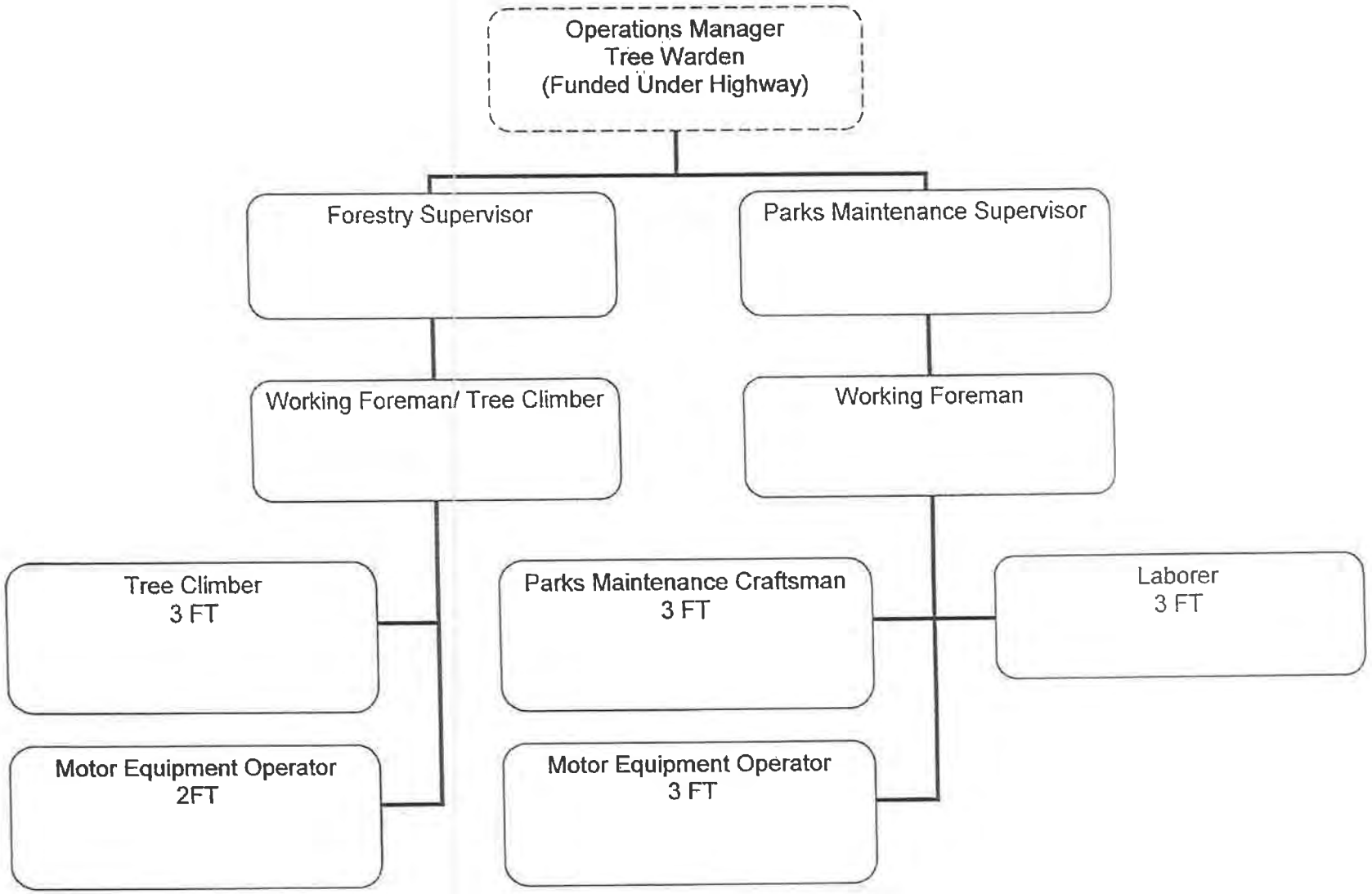
DPW ENGINEERING



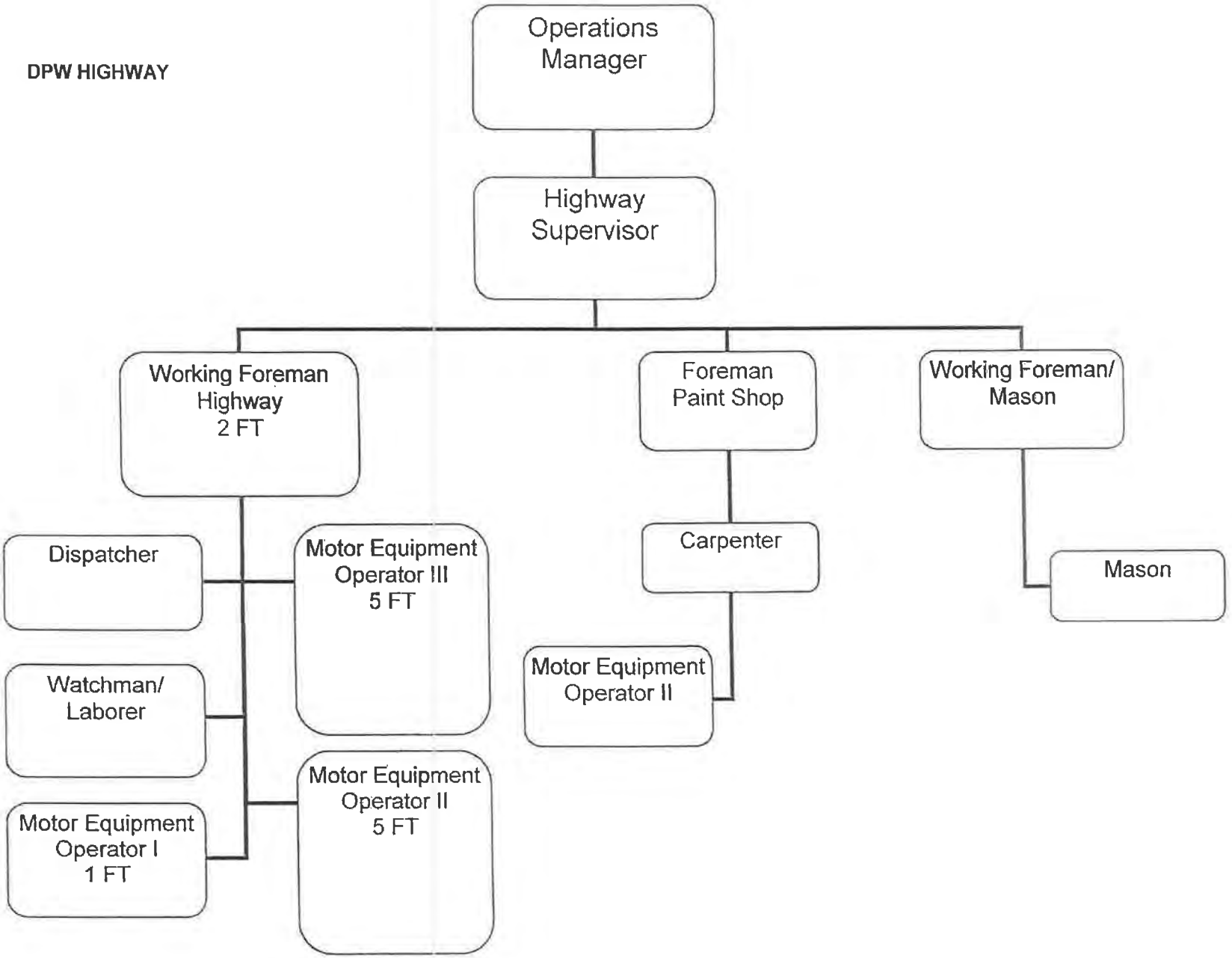
DPW CEMETERIES



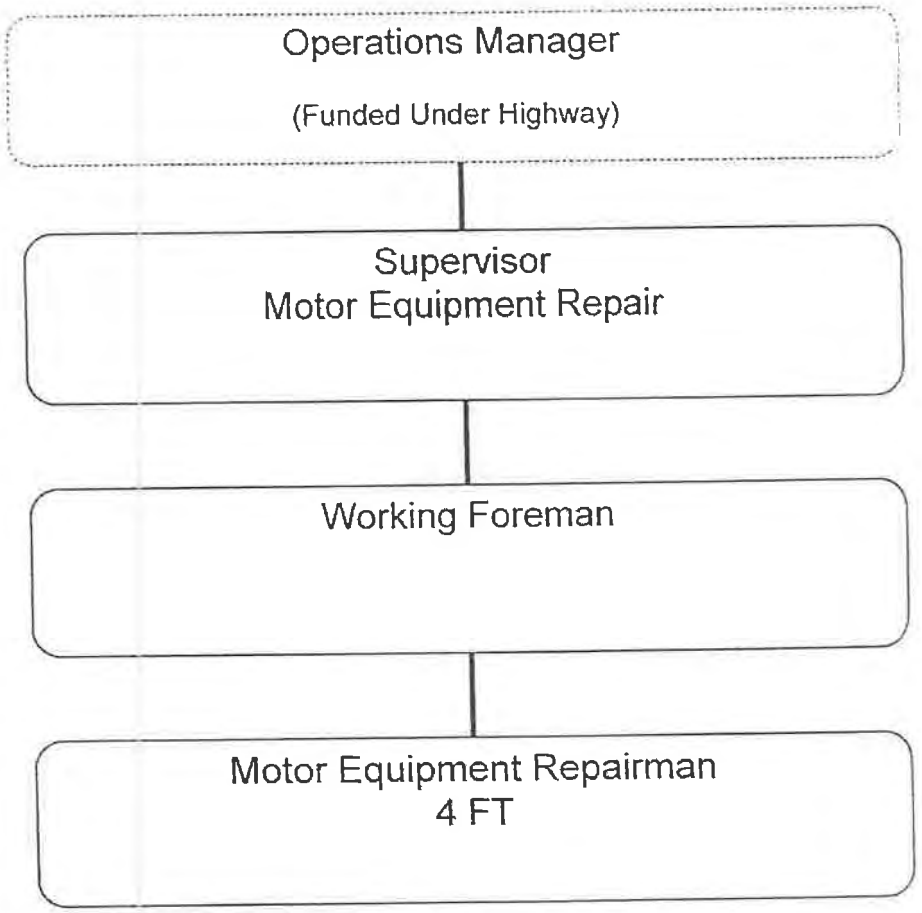
DPW NATURAL RESOURCES



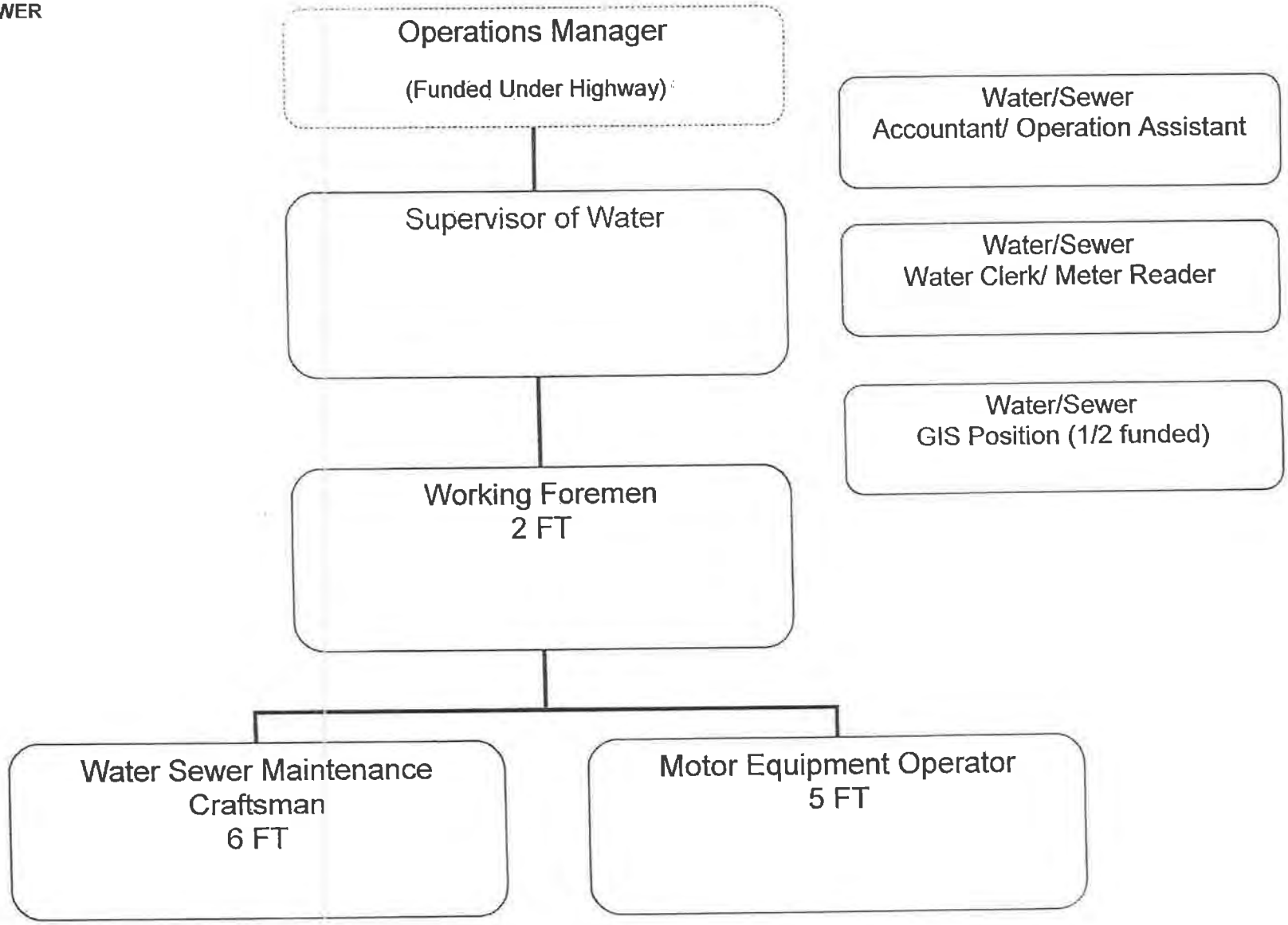
DPW HIGHWAY


Operations Manager
Highway Supervisor
Working Foreman Highway 2 FT
Foreman Paint Shop
Working Foreman/ Mason
Dispatcher
Motor Equipment Operator III 5 FT
Watchman/ Laborer
Motor Equipment Operator I 1 FT
Motor Equipment Operator II 5 FT
Carpenter
Motor Equipment Operator II
Mason

DPW MOTOR EQUIP REPAIR



WATER/SEWER


Operations Manager
(Funded Under Highway)
Supervisor of Water
Working Foremen
2 FT
Water Sewer Maintenance
Craftsman
6 FT
Motor Equipment Operator
5 FT
Water/Sewer
Accountant/ Operation Assistant
Water/Sewer
Water Clerk/ Meter Reader
Water/Sewer
GIS Position (1/2 funded)

DEPARTMENT FLEET LISTING

VEHICLE INVENTORY LIST

July31,2012 update

	No	Make	Model	Serial No	Body	GVW	Year	Div	Plate
					mmmm	mmm			
1.5	1	Chevrolet	3500	1GBJK34U35E162586	Utility	12,000	2005	W&S	M73-527 G
1.5	x2	GMC	3500	1GDHF34K3KJ503293	Welder	10,000	1989	MER	M12-576 G
1.5	3	Chevrolet	CK3500	1GB 6CZBK7AF118540	Dump	11,400	2010	W&S	M82-253 G
1.5	4	Chevrolet	CK3500	1GB3CZCG2CF124536	Utility	13,200	2012	W&S	M84-050 G
2.5	5	International	700SER	1HTWAAAR48J675272	Chip	35,000	2008	TREE	M 4150 F
2.5	6	International	700SER	1HTWEAARXBJ406317	DumpSand	40,000	2011	HWY	M87-758 F
3	7	Chevrolet	D-8500	1GBP7H1C32J503167	Boom	36,220	2002	TREE	M67-842 F
3	8	Chevrolet	C-7500	1GBM7H1C6WJ110059	Dump	33,000	1998	HWY	M58-166 F
1	9	Chevrolet	Silverado	1GCEC14V4YE380998	Pick Up	6,400	2000	W&S	M65-404 G
	10								
2.5	11	Chevrolet	3500	1GBJK34U95E163841	DumpSand	12,000	2005	CEM	M73-324 G
1	12	Chevrolet	Silverado	1GCGC24C31Z242504	Pick Up	8,600	2001	PARK	M64-502 G
2.5	13	Chevrolet	3500	1GBJK34U65E162582	DumpSand	12,000	2005	HWY	M73-309 G
5	14-	International	7400SBA	1HTWCAAR58J678322	Vactor	46,000	2008	W&S	M77-608 F
	15								
1.5	16	Chevrolet	CK3500	1GB3KZGC9CF113617	Dump	13,200	2012	PARK	M87-716 G
1	17-	Chevrolet	2500	1GCHK24U75E170999	Pick Up	9,200	2005	HWY	M73-337 G
1	18-	Chevrolet	2500	1GCHK24U65E163753	Pick Up	9,200	2005	HWY	M73-336 G
1.5	19-	Chevrolet	CK3500	1GB6CZBK0AF116774	Utility	11,400	2010	HWY	M83-125 G
1.5	20	Chevrolet	3500	1GBJC34U75E161535	Compress	11,400	2005	W&S	M72-977 G
2.5	21-	International	700SER	1HTWAAAR07J553247	Dump	37,000	2007	W&S	M78-834 F
1.5	22-	Chevrolet	3500	1GBJC34K67E548580	Utility	11,400	2007	W&S	M77-624 G
5	23	Chevrolet	CC8C04	1GBP8J1C13F509963	Vactor	36,000	2003	W&S	M69-825 F
4	24	Autocar	ACL42B	4VSEBBE8MU509845	Snow Plow	39,000	1991	HWY	M12-597 F
	25								
4	26	Autocar	ACL42B	4VHSELBE5X520022	Snow Plow	39,000	1999	HWY	M61-484 F
	27	International	CF600	3HAJFAVK77L520966	Packer	19,500	2007	PARK	M75-038 F
1	x28	Chevrolet	2500	1GCGC24R8XF016156	Pick Up	8,600	1999	TREE	M25-763 G
2.5	29-	International	7300SFA	1HTWAAAR29J126705	Dump	37,000	2009	HWY	M78-600 F
1	x30	Chevrolet	2500	1GCGC24K1SE156583	Pick Up	8,600	1995	HWY	M12-603 G
4	31	Autocar	ACL42B	4V2SEBBE6MU509844	Snow Plow	39,000	1991	HWY	M12-604 F
	32								

	33								
1	34	Chevrolet	2500	1GCGK24R3XF037225	Pick Up	8,600	1999	MER	M62-318 G
	35								
2.5	36-	Chevrolet	3500	1GBJK34KX8E108317	Dump	12,000	2008	HWY	M84-559 G
2.5	x37	Chevrolet	3500	1GBJC34R9XF017770	Dump	11,000	1999	TREE	M61-218 G
2.5	38	Chevrolet	CK3500	1GB6KZBK7AF116483	DumpSand	12,000	2010	HWY	M82-254 G
1	39	Chevrolet	2500	1GCHK24U35E162852	Pick Up	9,200	2005	TREE	M73-339 G
2.5	40	Chevrolet	3500	1GBJK34U34E163804	Dump	12,000	2005	CEM	M73-323 G
1.5	x41	Chevrolet	Kodiak	1GBM6H1P8NJ103485	Generator	22,000	1992	W&S	M12-613 F
2.5	42	International	700SER	1HTWAAAR97J553246	Dump	37,000	2007	HWY	M78-832 F
2.5	43	Chevrolet	C8500	1GBP7H1C82J502158	Dump	30,000	2002	HWY	M64-476 F
2.5	44	International	4300SB	1HTMMAAN47H516933	Aerial	29,000	2007	TREE	M76-101 F
4	45	Chevrolet	C8500	1GBP7H1C31J503099	Catch Bas	36,220	2001	HWY	M62-554 F
1	x46	Chevrolet	2500	1GCGC24K1SE248924	Pick Up	8,600	1995	MER	M12-617 G
1	x47	Chevrolet	2500	1GCGC24R7XF017914	Pick Up	8,600	1999	HWY	M12-618 G
									Page 2
	No	Make	Model	Serial No	Body	GVW	Year	Div	Plate
1	48	Chevrolet	2500	1GCHK24U35E162995	Pick Up	9,200	2005	CEM	M73-338 G
	49								
	50								
4	51-	International	7400SFE	1HTWEAAR39J126698	Snow Plow	40,000	2009	HWY	M-108 F
	52								
3	53	Freightliner	M2	1FVAC3DC15HV20304	Snow Plow	36,220	2005	HWY	M73-678 F
	54								
4	55-	International	700SER	1HTWEAAR98J694856	Snow Plow	40,000	2008	HWY	M77-186 F
4	56	Autocar	ACL42B	4V2SABBE5SR515632	Snow Plow	39,000	1995	HWY	M41-729 F
	57								
4	58	Freightliner	M2	1FVHCYDA64HN61522	Dump	59,000	2004	HWY	M71-626 F
1.5	x59	Chevrolet	3500	1GBJC34RXXF040961	Utility	11,000	1999	W&S	M61-264 G
	60								
	61								
2.5	62-	Chevrolet	3500	1GBJK34K88E150601	Dump	12,000	2008	Park	M77-623 G
2.5	63-	Chevrolet	3500	1GBJK34U37E110023	Dump	12,000	2007	Park	M80-037 G
3	64	International	5000	2HTTELHR8PLD59919	Snow Plow	37,760	1993	HWY	M46-662 F
3	65	Autocar	ACL42B	4V53ABBE0VR517098	Snow Plow	33,280	1997	HWY	M12-563 F
	66								
3	67	Autocar	ACL42B	4V5SABBB0VR517439	Snow Plow	34,780	1997	HWY	M33-727 F

2.5	68-	Chevrolet	CK3500	1GB6CZBK9AF117924	Dump	11,400	2010	TREE	M82-252 G
	69								
	70								
1	71	Chevrolet	2500	1GCGK24R5YR207746	Pick Up	8,600	2000	HWY	M65-424 G
1	72	Chevrolet	2550	1GCGC34R1YR150996	Pick Up	9,000	2000	HWY	M65-402 G
	73								
1	74	Chevrolet	2500	1GCGK24RXYR207838	Pick Up	8,600	2000	W&S	M65-421 G
1	75-	Chevrolet	2500	1GCHK24U32E261621	Pick Up	9,200	2002	W&S	M69-206 G
1.5	76	Chevrolet	CK3500	1GB6CZBK9AF118538	Utility	11,400	2010	W&S	M83-116 G
1.5	77	Ford	F350	1FDK37H7VEC12243	Utility	15,000	1997	Park	M71-647 G
1	78	Chevrolet	2500	1GCGK24RXXR207791	Pick Up	8,600	2000	HWY	M65-422 G
1	79	Chevrolet	2500	1GCGK24R7YF500694	Pick Up	8,600	2000	HWY	M65-423 G
1	PK1	Chevrolet	2500	1GC3KVBG4AF154322	Pick Up	9,200	2010	Park	M84-788 G
1.5	TR1	Ford	Expedi	1FMPU16L91LB39503	Utility	7,200	2001	Tree	M65-401 G
1	A1	Chevrolet	Blazer	1GNDT13S522211687	Sedan	5,350	2002	T/Mang	32101 G
1	A2	Ford	Explorer	1FMZU73W12UD08631	Sedan		2002	Opes	M84-537 G
1	XA3	Chevrolet	Blazer	1GNDT13WGSK211037	Sedan	5,300	1995	MER	M66-797 G
1	A4	Chevrolet	Lumina	2G1WL52J5Y1225513	Sedan		2000	MER	M12-624 G
1.5	A5	Chevrolet	Tahoe	1GNUKAE02AR258325	Utility	7,300	2010	Opes	75NJ77 G
1	A6	Chevrolet	Blazer	1CNDT13X74K168503	Sedan	5,300	2004	Eng	M72-978 G
1	A7	Chevrolet	Colorado	1GCDT13E588165707	Pick Up		2008	Eng	M11-007 G
1	A8	Chevrolet	Equino	2CNDL13F686062290	Sedan	5,070	2008	Eng	M79-306 G
	A9								
	A10								
2.5	A11	Chevrolet	3500	1GB6KZB4AF147335	Dump	12,000	2010	Build M	M84-573 G
1	A12	Chevrolet	2500	1GCHK24UX4E381323	Pick Up	9,200	2004	Build M	M71-805 G
1	A13	Chevrolet	2500	1CCFG25WXV1013905	Van	7,300	1997	Build M	M14-514 G
1	A14	Ford	F350	1FDKF37HXVEC59315	Dump	11,000	1997	Build M	M14-522 G
1	A15	Chevrolet	Ex Van	1GCHG35U6311106723	Van	9,600	2003	Build M	M24-954 G
									Page 3
	No	Make	Model	Serial No	Body	GVW	Year	Div	Plate
1	A16	Ford	F250	1FTBF2B63BEB25844	Pick Up	9,200	2011	Build M	M69-091 G
1	A17	Chevrolet	C6500	1GBG6H1D3YJ502617	Rack Body	26,000	2000	Build M	M14-516 G
2	A18	Chevrolet	3500	3GBKC34G91M108211	Aerial	15,000	2001	Build M	M26-387 G
1	A19	Chevrolet	Uplander	1GNDV131580D121048	Sedan		2008	Bof H	M53-111 G
1	A20	Chevrolet	Astro	1GCDM19X83B124408	Van	5,600	2003	Libaray	M65-131 G

1	A21	Chevrolet	Van	1GAHG39U051205334	Van	8,600	2005	School	M48-980 G
	101	Bluebird		1BAADCPA92F205402	Bus	30,000	2002	School	SB5169 F
	102	Bluebird		1BABDCPAX8F255268	Bus	28,350	2008	School	SB5164 F
	103	Bluebird		1BABKCPA88F250544	Bus	30,350	2008	School	SB8657 F
	104	Bluebird		1BABKCKA76F232010	Bus	33,000	2000	School	SB12221 F
	105	Chevrolet	2500	3GNGK26U72G191792	Bus	8,600	2002	School	SB31455 G
	106	Bluebird	AME	1BAKECKH56F232391	Bus		2006	School	SB10149 F
	107	GMC	3500	1GD7T1J4WJ503967	Bus		1998	School	SB1080 G
	108	Chevrolet		1GBH31R9X1117193	Bus		2000	School	SB5156 F
	109	Chevrolet	3500	1GNHG35RXW1066248	Bus		1998	School	SB32137 F
0.3	603	Goreman Rupp		883721	Pump	3"	1988	W&S	Gas
0.3	604	Goreman Rupp		883676	Pump	3"	1988	W&S	Gas
0.3	605	Goreman Rupp		883688	Pump	3"	1988	W&S	Gas
0.3	606	Jaeger		P212717	Pump		1970	W&S	Gas
0.3	607	Stow		9202367	Cement	Mixer	1993	HWY	Gas
	608								
0.3	609	Honda		1005066	Pump	3"	1992	W&S	Gas
0.3	610	Honda		916769	Pump		1993	W&S	Gas
0.7	611	Goreman Rupp		CE6A60-FL 1194327	Pump	6"	1998	W&S	Fuel
0.3	612	Goreman Rupp		13D1-GX240 001333439	Pump	3"	2006	W&S	Gas
0.3	613	Hidels	SHE-50X	70701026	Pump	2"	2007	HWY	Gas
	700	School Department small equipment							
	800	D.P.N.R.Department small equipment							
	900	Cemetery Department small equipment							
	1000	Garage&Highway Department small equipment							
	F1	Hyster	P50A	A119D019919V	Fork Lift		1975	MER	M12-574 G
	F2	Hyster	H80XL	G005D02918R	Fork Lift		1994	MER	M12-645 G
	G1								
3	G2	John Deere	1445	TC1462X020250	Mower		2002	Park	Fuel
3	G3	John Deere	F935	MOF935X185506	Mower		2002	Park	Fuel
	G4								
	G5	Jacobsen							
3	G6	Jacobsen	HR9016	70521941	Mower		2002	Park	M69-097 F
3	G7	John Deere	Series II	TC1600T050332	Mower		2006	Park	Fuel 1600
3	G8	John Deere	1445	TC1445D061381	Mower		2006	Park	72" Fuel
3	G9	John Deere	1445	TC1460X06374	Mower		2006	Park	60" Fuel
3	L1-	JCB	3CX14	SLP214TC9U0912437	Loader	15,900	2009	HYW	M78-376 F

3	L-2	JCB	215S	SLP215FCSE0438093	Loader	6,000	1996	HYW	M12-564 F
3	**L-3**	**JCB**	**215S**	**SPL215FC2U901359**	**Loader**	**6,000**	**2002**	**W&S**	**M67-835 F**
4	L-4	Trojan	L2500	384504	Loader	29,000	1991	HYW	M12-633 F
3	**L-5**	**JCB**	**436Z**	**SPL436002E0533924**	**Loader**	**30,325**	**2002**	**HYW**	**M67-829 F**
3	L-6	Ford	335	C555003	Tractor	3,799	1977	Park	M63-297 F
3	L-7	Ford	445C	A401163	Tractor	3,800	1989	Park	M19-604 F
3	L-8	JCB	210S	SLP210ASSE0659187	Loader		1995	CEM	M12-989 F
3	**L-9**	**JCB**	**426ZXSRS**	**JCB426Z0V71231903**	**Loader**	**30,300**	**2007**	**HWY**	**M79-319 F**
									Page 4
	NO	**Make**	**Model**	**Serial No**	**Body**	**GVW**	**Year**	**Div**	**Plate**
5	L-10	Grove	RT58A	81197	Crane	44,190	1995	HWY	M12-560 F
3	**L-11**	**JCB**	**212S**	**SPL212AS3E0936647**	**Loader**	**12,000**	**2003**	**CEM**	**M12-819 F**
3	**ME**	**JCB**	**8045Z**	**JCB08045E81070568**	**Excavator**	**10,472**	**2008**	**W&S**	**Fuel**
5	**S-1**	**Elgin**	**Pelican**	**NP0254D**	**Sweeper**	**15,500**	**2008**	**HWY**	**M61-490 F**
5	**S-2**	**Johnston**	**J3000**	**1J9VM3H672C172004**	**Sweeper**	**21,880**	**2002**	**HWY**	**M68-252 F**
5	**S-3**	**Johnston**	**MX450**	**1J9VM3H665C1702015**	**Sweeper**	**21,880**	**2005**	**HWY**	**M73-544 F**
2	P1	Holder	C6000	40002821	Mower		1994	Park	M61-487 F
	P2								
0.3	**P3**	**Smithco**	**13-550C**	**6403**	**Rake**		**2001**	**Park**	
1	**P4**	**Vermeer**	**SC802**	**1VR2151J3A1001004**	**Stumper**		**2010**	**TREE**	**M 8548 F**
0.3	P5	Giant Vac	VH4D1	N-182578	Vac		1986	Park	Gas
0.3	P6	Giant Vac	VH4D1	99273397	Vac		1999	Park	Gas
1	**P7**	**Inger Rand**	**185**	**330223UEM221**	**Comp**		**2002**	**HWY**	**M69-090 F**
1	**P8**	**Woodsman**	**18X**	**1W9R816245F341116**	**Chipper**	**9,000**	**2005**	**TREE**	**M75-832 F**
1	**P9**	**Woodsman**	**15X**	**1W9R515116F341092**	**Chipper**	**7,000**	**2006**	**TREE**	**M77-401 F**
0.3	**P10**	**Giant Vac**	**TM3000HD**	**112706001**	**Vac**		**2006**	**Park**	
	P11								
	P12								
	P13	**Work Saver**	**T40-66**	**89452**	**Tiller**		**2003**	**Park**	
0.3	**P14**	**Trailer**	**Home**		**Utility**		**2000**	**Park**	**M62-540**
0.3	**P15**	**Inger Rand**	**RX654H**	**KC0596**	**Tamper**		**2002**	**W&S**	**Gas**
0.3	**P16**	**CSUnitec**	**CRS150**		**Mas saw**		**2002**	**W&S**	**Mix Gas**
0.3	**P17**	**Lesco**		**750551K021Z20004**	**Bean Spay**		**2001**	**Tree**	**Gas**
	P18								
0.3	**P19**	**Cement**	**5Cu.Yd**	**500873**	**Mixer**		**2006**	**HWY**	
	P20								
0.3	**P21**	**York Rake**		**9543**	**Rake**		**2000**	**Park**	

	P22	**Jacobsen**	**36"**		**Mower**		**2003**	**Town Hall Grounds**	
0.3	**P23**	**Aaldin**		**1A9FS12117404071**	**Graffiti**	**3,500**	**2007**	**DPNR**	**M79-309 G**
0.3	P24	Stow	Mixer	920236	Cement		1993	HYW	M12-640
	P25								
	P26								
	P27								
	P28	Cushman	3 Wheel	523516	Dump		1978	MER	M26-254 G
7	P29	Sweepster		59692	Broom			Park	
0.3	**P30**	**Befco**		**A17-C70-09A**	**Groomer**		**2001**	**Park**	
	P31	Stanley	HP1		Pump		1987	W&S	
3	P32	JCB	3600	980/38700	Hyd Hammer		1995	W&S	
0.3	**P33**	**Trantey**	**3900**	**BA874 H02A**	**Line maker**		**2002**	**Park**	**Gas**
0.3	**P34**	**Rayn Jr**	**544945A**	**54494500741**	**Sod cutter**		**2003**	**Park**	**Gas**
0.7	**R-1**	**Newstone**	**WP3100**	**162008032**	**Vib Roller**		**2008**	**HWY**	**Gas**
0.3	**T-1**	**Felling**	**FT 14'**	**5FTWE162X71028490**	**Trailer**	**16,000**	**2007**	**Park**	**M75-914**
0.3	**T-2**	**Felling**	**FT 14'**	**5FTWE172371028491**	**Trailer**	**16,000**	**2007**	**Park**	**M75-913**
0.3	**T-3**	**Hudson Bro**		**10HHD100081000024**	**Trailer**	**4,500**	**2008**	**HWY**	**M77-187**
0.3	**T-4**	**Felling**	**FT 12'**	**5FTEE142391033841**	**Trailer**	**13,800**	**2009**	**Tree**	**M76-524**
0.3	**T-5**	**Felling**	**FT 14l'**	**5FTTE1820A1035584**	**Trailer**	**17,200**	**2010**	**W&S**	**M82-256**
1		**SKID STEER**	**JDeer320**	**T00320E118132**	**Loader**		**2006**	**Tree**	**Fuel**
1		**SKID STEER**	**JDeer313**	**T00131A177294**	**Loader**		**2010**	**Tree**	**Fuel**
		VE's							
260	5	52							
260	4	65							
260	3	87							

MASS DEP HAZMAT RELEASE REPORTS

Reportable Release Lookup

The search returned 4 results | Search Keywords >> ARLINGTON,51 Grove Street | Sorted by: RTN | Data last updated: 10/30/2012

RTN	City/Town	Release Address	Site Name/ Location Aid	Reporting Category	Notification Date	Compliance Status	Date	Phase	RAO Class	Chemical Type	Supporting Documents
3-0004241	ARLINGTON	51 GROVE ST	51 GROVE ST SITE	NONE	10/1/1993	REMOPS	4/9/2007	PHASE V		Oil	Files
3-0018405	ARLINGTON	51 GROVE ST	DPW GARAGE	120 DY	6/10/1999	RTN CLOSED	8/9/2002	PHASE II		Oil and Hazardous Material	Files
3-0019754	ARLINGTON	51 GROVE ST	DPW YARD	72 HR	7/21/2000	RAO	12/1/2003	PHASE IV	C2		Files
3-0024242	ARLINGTON	51 GROVE ST	ALINGTON HIGH SCHOOL	TWO HR	9/16/2004	RTN CLOSED	7/15/2005			Hazardous Material	Files

Site Information

Site Number:	3-0004241	Category:	NONE
Site Name:	51 GROVE ST SITE	Release Type:	REMOPS
Address:	51 GROVE ST	Current date:	4/9/2007
Town:	ARLINGTON	Phase:	PHASE V
Zipcode:		RAO Class:	
Official notification date:	11/1/1993	Locationtype:	MUNICIPAL
Initial status date:	8/2/1997	Source:	UST

Response Action Information

Response Action Type:	PHASEV Phase 5
Status:	STRCVD Status or Interim Report Received
Submittal Date:	6/19/2012
RAO class:	
Activity & Use Limitation:	
Response Action Type:	RAO Response Action Outcome - RAO
Status:	IMRCD Post-RAO C Status Report Received (Ph V-prior to 05 only)
Submittal Date:	3/9/2012
RAO class:	
Activity & Use Limitation:	
Response Action Type:	RAO-P Partial RAO for this RTN
Status:	IMRCD Post-RAO C Status Report Received (Ph V-prior to 05 only)
Submittal Date:	3/3/2011
RAO class:	C1
Activity & Use Limitation:	NONE
Response Action Type:	PHASIV Phase 4
Status:	PLANMD Modified Revised or Updated Plan Received
Submittal Date:	6/6/2007
RAO class:	
Activity & Use Limitation:	
Response Action Type:	URAM Utility-related Abatement Measure
Status:	CSRCVD Completion Statement Received
Submittal Date:	5/12/2006
RAO class:	
Activity & Use Limitation:	
Response Action Type:	TCLASS Tier Classification
Status:	PEREXT Permit Extension Received
Submittal Date:	3/19/2006
RAO class:	
Activity & Use Limitation:	
Response Action Type:	PHSIII Phase 3
Status:	REVRCD Revised Statement or Transmittal Received
Submittal Date:	7/15/2005
RAO class:	
Activity & Use Limitation:	
Response Action Type:	RAO-P Partial RAO for this RTN
Status:	RAORCD RAO Statement Received
Submittal Date:	3/28/2005
RAO class:	A2
Activity & Use Limitation:	NONE
Response Action Type:	RAO-P Partial RAO for this RTN
Status:	RAORCD RAO Statement Received
Submittal Date:	3/10/2005
RAO class:	B1
Activity & Use Limitation:	NONE
Response Action Type:	RAO-P Partial RAO for this RTN
Status:	RAORCD RAO Statement Received
Submittal Date:	3/8/2005
RAO class:	B1
Activity & Use Limitation:	NONE
Response Action Type:	URAM Utility-related Abatement Measure
Status:	CSRCVD Completion Statement Received
Submittal Date:	5/10/2004
RAO class:	
Activity & Use Limitation:	
Response Action Type:	RAM Release Abatement Measure
Status:	CSRCVD Completion Statement Received
Submittal Date:	6/13/2003
RAO class:	
Activity & Use Limitation:	
Response Action Type:	PHASII Phase 2
Status:	CSRCVD Completion Statement Received
Submittal Date:	6/21/2001
RAO class:	
Activity & Use Limitation:	
Response Action Type:	URAM Utility-related Abatement Measure
Status:	CSRCVD Completion Statement Received
Submittal Date:	8/24/2000
RAO class:	

Chemicals

Chemical	Amount	Units
GASOLINE		

LSPs

LSP#	Name
3133	TUTTLE, DENNIS G
3264	MYETTE, CHARLES F

RAO Detail

Class	Method	GW Category	Soil Category
C1	3	2	3
A2	3	3	1
B1	2	3	1
B1	3		1

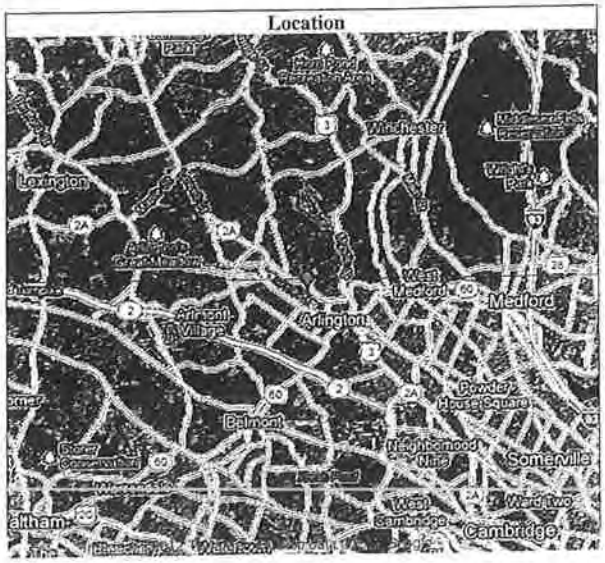
Secondary RTNs

3-0013215
3-0018203
3-0018405
3-0024242

Tier Classification Detail

NRS Totals	II	III	IV	V	VI	Zone 2	Inminent Hazard
475	235	130	35	75	0	N	N

Location



Activity & Use Limitation:	
Response Action Type:	PHASE1 Phase I
Status:	CSRCVD Completion Statement Rece
Submittal Date:	6/17/1997
RAO class:	
Activity & Use Limitation:	
Response Action Type:	REL Potential Release or Threat of Re
Status:	TCTRNS Tier Classified Transition Si
Submittal Date:	10/1/1993
RAO class:	
Activity & Use Limitation:	

Site Information

Site Number	3-0018405	Category:	120 DY
Site Name:	DPW GARAGE	Release Type:	RTN CLOSED
Address:	51 GROVE ST	Current date:	8/9/2002
Town:	ARLINGTON	Phase:	PHASE II
Zipcode:		RAO Class:	
Official notification date:	6/10/1999	Locationtype:	
Initial status date:	6/10/2000	Source:	

Actions

Response Action Type:	RAONR RAO Not Required
Status:	RTCLSS Linked to a Tier Classified Site
Submittal Date:	8/9/2002
RAO class:	
Activity & Use Limitation:	
Response Action Type:	TCLASS Tier Classification
Status:	TIERII Tier 2 Classification
Submittal Date:	6/7/2000
RAO class:	
Activity & Use Limitation:	
Response Action Type:	PHASII Phase 2
Status:	SOW Scope of Work Received
Submittal Date:	6/7/2000
RAO class:	
Activity & Use Limitation:	
Response Action Type:	PHASEI Phase I
Status:	CSRCVD Completion Statement Received
Submittal Date:	6/7/2000
RAO class:	
Activity & Use Limitation:	
Response Action Type:	RNF Release Notification Form Received
Status:	REPORT Reportable Release or Threat of Release
Submittal Date:	6/10/1999
RAO class:	
Activity & Use Limitation:	
Response Action Type:	REL Potential Release or Threat of Release
Status:	REPORT Reportable Release or Threat of Release
Submittal Date:	6/10/1999
RAO class:	
Activity & Use Limitation:	
Response Action Type:	TCLASS Tier Classification
Status:	LNKVTC RTN Linked to TCLASS Via Tier Classification Submittal
Submittal Date:	6/27/1997
RAO class:	
Activity & Use Limitation:	

Chemicals

Chemical	Amount	Units
C9 THRU C18 ALIPHATIC HYDROCARBONS	3300	UG/L
C9 THRU C18 ALIPHATIC HYDROCARBONS	5500	UG/L
VINYL CHLORIDE	32	UG/L

LSPs

LSP#	Name
3264	MYETTE, CHARLES F
3133	TUTTLE, DENNIS G

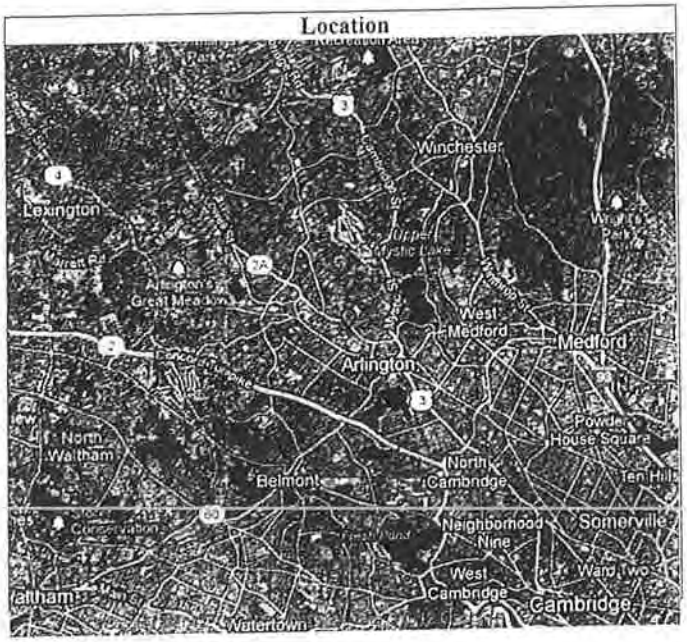
Linked RTNs

Primary RTN	Secondary RTN
3-0004241	3-0013215
3-0004241	3-0018203
3-0004241	3-0018405
3-0004241	3-0024242

Tier Classification Detail

NRS Totals	II	III	IV	V	VI	Zone 2	Imminent Hazard
475	235	130	35	75	0	N	N
290	85	110	20	75	0	N	N

Location



Site Information

Site Number:	3-0019754	Category:	72 HR
Site Name:	DPW YARD	Release Type:	RAO
Address:	51 GROVE ST	Current date:	12 1 2003
Town:	ARLINGTON	Phase:	PHASE IV
Zipcode:		RAO Class:	C2
Official notification date:	7 21 2000	Locationtype:	MUNICIPAL
Initial status date:	7 21 2001	Source:	UNKNOWN

Actions

Response Action Type:	TCLASS Tier Classification
Status:	T2EXT Tier 2 Extension
Submittal Date	9/17/2012
RAO class:	
Activity & Use Limitation:	
Response Action Type	RAO Response Action Outcome - RAO
Status	IMRCD Post-RAO C Status Report Received (Ph V-prior to 05 only)
Submittal Date	9/17/2012
RAO class	C2
Activity & Use Limitation	NONE
Response Action Type	IRA Immediate Response Action
Status	CSRCVD Completion Statement Received
Submittal Date	12/1/2003
RAO class	
Activity & Use Limitation	
Response Action Type:	PHSIII Phase 3
Status:	CSRCVD Completion Statement Received
Submittal Date:	9/16/2003
RAO class:	
Activity & Use Limitation:	
Response Action Type:	PHASII Phase 2
Status:	CSRCVD Completion Statement Received
Submittal Date:	9/16/2003
RAO class:	
Activity & Use Limitation:	
Response Action Type:	PHASEI Phase 1
Status:	CSRCVD Completion Statement Received
Submittal Date:	7/27/2001
RAO class:	
Activity & Use Limitation	
Response Action Type	RNF Release Notification Form Received
Status	REPORT Reportable Release or Threat of Release
Submittal Date	9/21/2000
RAO class	
Activity & Use Limitation:	
Response Action Type:	REL Potential Release or Threat of Release
Status:	REPORT Reportable Release or Threat of Release
Submittal Date:	7/21/2000
RAO class:	
Activity & Use Limitation:	

Chemicals

Chemical	Amount	Units
NAPL	1 2	INCH

LSPs

LSP#	Name
1510	NANGLE, JEFFREY A
3133	TUTTLE, DENNIS G

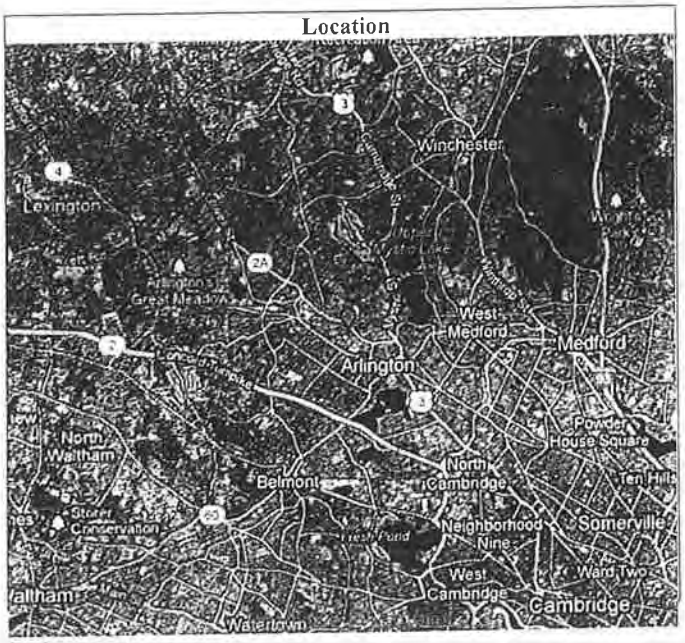
RAO Details

Class	Method	GW Category	Soil Category
C2	1	2	3

Tier Classification Detail

NRS Totals	II	III	IV	V	VI	Zone 2	Imminent Hazard
315	85	145	20	65	0	N	N

Location



Site Information

Site Number:	3-0024242	Category:	TWO TIR
Site Name:	ALINGTON HIGH SCHOOL	Release Type:	RTN CLOSED
Address:	51 GROVE ST	Current date:	7 15 2005
Town:	ARLINGTON	Phase:	
Zipcode:	02476-0000	RAO Class:	
Official notification date:	9 16 2004	Locationtype:	SCHOOL
Initial status date:	9 16 2005	Source:	HISTORIC

Actions

Response Action Type	RAONR RAO Not Required
Status	RTCLSS Linked to a Tier Classified Site
Submittal Date:	7/15/2005
RAO class	
Activity & Use Limitation:	

Response Action Type:	IRA Immediate Response Action
Status:	CSRCVD Completion Statement Received
Submittal Date:	7/15/2005
RAO class:	
Activity & Use Limitation:	

Response Action Type:	RNF Release Notification Form Received
Status:	REPORT Reportable Release or Threat of Release
Submittal Date:	11/15/2004
RAO class	
Activity & Use Limitation	

Response Action Type:	REL Potential Release or Threat of Release
Status:	REPORT Reportable Release or Threat of Release
Submittal Date	9/16/2004
RAO class	
Activity & Use Limitation:	

Response Action Type:	TCLASS Tier Classification
Status:	LNKVTC RTN Linked to TCLASS Via Tier Classification Submittal
Submittal Date:	6/27/1997
RAO class:	
Activity & Use Limitation:	

Chemicals

Chemical	Amount	Units
CHROMIUM	3800	MG/KG
CHROMIUM	4600	MG/KG
CHROMIUM, ION (CR6+)	3800	MG/KG

LSPs

LSP#	Name
3264	MYETTE, CHARLES F

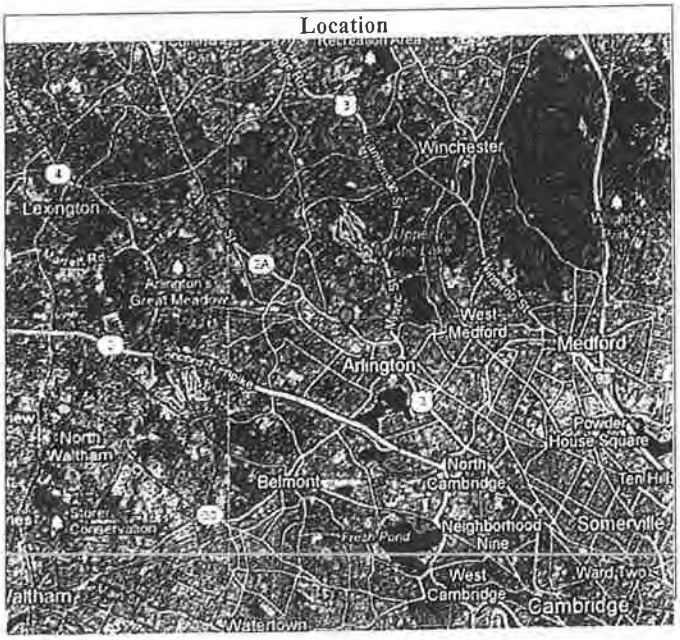
Linked RTNs

Primary RTN	Secondary RTN
3-0004241	3-0013215
3-0004241	3-0018203
3-0004241	3-0018405
3-0004241	3-0024242

Tier Classification Detail

NRS Totals	II	III	IV	V	VI	Zone 2	Imminent Hazard
475	235	130	35	75	0	N	N

Location



LOSS CONTROL INSPECTION REPORTS

LOSS CONTROL RECOMMENDATIONS

CONFIDENTIAL AND PROPRIETARY

er Name	Town of Arlington	Date of Inspection	10/13/2011
ss	730 Massachusetts Avenue	Contact	Mr. Jeffrey Siena
	781-316-3631	Title	Loss Control Manager
er Contact	Mark Miano	Phone	617-426-7272 x259
	Maintenance Superintendent	E-mail	jsiena@mma.org
tor	Brian Baumler Phone # 781-879-6315		

following recommendations are submitted to improve your Loss Control Program. Recommendation numbers with the prefix "CR" should be given the highest priority for completion, as they e critical importance in relation to the health and safety of employees. Please respond within 30 days regarding your compliance with all recommendations.

ecommendation Number	Location	Recommendation	Date Completed or Action Planned	Photo Documentation
2011-10-06	Public Works	Flammables stored on the ground next to the building should be moved to an approved flammable liquid storage cabinet.	WE HAVE STORE ALL THE FLAMMABLE CONTAINERS INDOR STORAGE CABINET.	
2011-10-07	Public Works	Highway vehicles should be equipped with a portable fire extinguisher, reflectors, chocks and a first aid kit in the event of an emergency. Inventory should be taken of each vehicle and mobile equipment to ensure all of these items are in place as some were noted missing	MATERIALS HAVE BEEN ORDERED AND WILL START TO INSTALL THE WEEK OF DEC. 12, 2011	
2011-10-08	Public Works	Housekeeping should be improved in the parts storage room as items on the floor and in the aisles present a fire and life safety hazard.	AN EMPLOYEE HAS BEEN ASSIGNED TO THIS AREA TO CLEAN UP AND STRAIGHTEN OUT STOCK.	

inspections and recommendations are purely advisory and intended to assist our clients in loss control and safety procedures. The implementation of recommendations made is the sole ponsibility of the client. Observations and recommendations are based on practices and conditions observed and information made available to us at the time of our visit and do not imply or arantee full compliance with local, state, or federal regulations which may be applicable to such practices and conditions. These inspections, reports, and recommendations do not signify or imply t hazards do not exist.

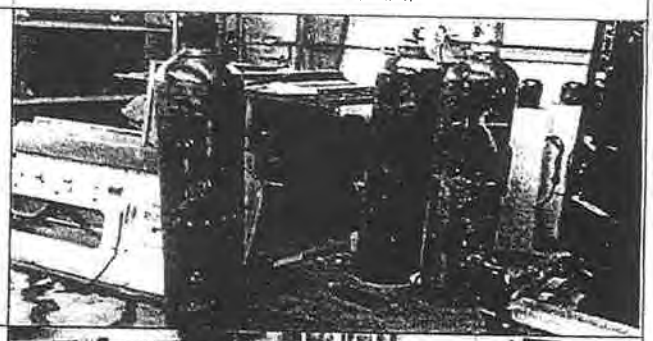
MIIA

LOSS CONTROL RECOMMENDATIONS

CONFIDENTIAL AND PROPRIETARY

mber Name	Town of Arlington	Date of Inspection	10/13/2011
dress	730 Massachusetts Avenue	Contact	Mr. Jeffrey Siena
one	781-316-3631	Title	Loss Control Manager
mber Contact	Mark Miano	Phone	617-426-7272 x259
le	Maintenance Superintendent	E-mail	jsiena@mma.org
pector	Brian Baumler Phone # 781-879-6315		

he following recommendations are submitted to improve your Loss Control Program. Recommendation numbers with the prefix "CR" should be given the highest priority for completion, as they ave critical importance in relation to the health and safety of employees. Please respond within 30 days regarding your compliance with all recommendations.

Recommendation Number	Location	Recommendation	Date Completed or Action Planned	Photo Documentation
2011-10-09	Public Works	To prevent potential injury to staff, compressed air tanks should be secured together and against a wall.	WE STORED THIS BACK IN PLACE	
2011-10-10	Public Works	To reduce fire potential and ensure prompt access to panels, items should not be stored within 36 inches of the electrical panel in the mechanic's bay	WE WILL MOVE THIS STOCK TO THE OTHER SHOP. WILL BE DONE DEC. 9. 2011	

inspections and recommendations are purely advisory and intended to assist our clients in loss control and safety procedures. The implementation of recommendations made is the sole sponsibility of the client. Observations and recommendations are based on practices and conditions observed and information made available to us at the time of our visit and do not imply or arantee full compliance with local, state, or federal regulations which may be applicable to such practices and conditions. These inspections, reports, and recommendations do not signify or imply at hazards do not exist.

FEDERAL HISTORIC PROPERTY LISTING

Area	Form no.
	309

FORM B - BUILDING

MASSACHUSETTS HISTORICAL COMMISSION
80 Boylston Street, Boston, MA 02116

PHOTO (3x3" or 3x5", black & white)
Staple to left side of form
Photo number_____

SKETCH MAP
Draw map showing property's location in relation to nearest cross streets and other buildings or geographical features. Indicate north.

Town Arlington

Address Grove Street Town Yard

Historic Name Arlington Gaslight Company

Use: Original Gas Works

Present Arlington Dept. of Public Wo

Ownership: ☐ Private individual
Private organization_____

Public Town of Arlington

Original owner Arlington Gas Light Company

DESCRIPTION:

Date 1914

Source Mill Brook Valley

Style Romanesque

Architect N/A

Exterior wall fabric Brick

Outbuildings Two: office and meter building (both mid 20th century).

Major alterations (with dates) None

Moved No Date N/A

Approx. acreage 4½ acres

Setting Town Yard is located near Massachusetts Avenue, in an area of park and playgrounds that is bisected by the tracks of the Boston & Maine Railroad.

UTM: 321530/4698610

Recorded by Betsy Friedberg

Organization Mass. Historical Commission

Date 1/1985

ARCHITECTURAL SIGNIFICANCE (describe important architectural features and evaluate in terms of other buildings within community)

Grove Street Town Yard is a complex of several brick and concrete structures, the largest of which is the former power station to the rear of the property. The power station is built in the Romanesque style, with corbelled brick adorning its cornices and smokestack. It is one of Arlington's few industrial buildings, and is a well-preserved example.

HISTORICAL SIGNIFICANCE (explain the role owners played in local or state history and how the building relates to the development of the community)

Grove Street Town Yard formerly served as the headquarters for the Arlington Gas Light Company. It was built on the site of the Welch and Griffith saw factory (ca. 1830), the first saw manufactory in the United States, after a 1913 fire. The gas light company used this complex of buildings to manufacture gas for light and fuel--it was Arlington's first such company and fulfilled an urgent need for the expanding community. The property at one time also held a large gas storage tank, built in 1923. On top of the tank was painted the legend "ARLINGTON," in yellow letters 20 feet high and 12 feet wide, and bisectedby an arrow pointing north. This was New England's first marker for aerial navigation. In 1975, the tower, no longer in use, was torn down. Today the Arlington Gas Light Company is the headquarters for the Arlington Department of Public Works.

CRITERIA FOR EVALUATION

Grove Street Town Yard, formerly a housefold fuel manufactory, is a complex of industrial buildings that retains integrity of location, design, setting, materials, and workmanship It fulfills Criteria A and C of the National Register of Historic Places.

BIBLIOGRAPHY and/or REFERENCES

Arlington Historical Commission, Mill Brook Valley: A Historical and Architectural Survey. Arlington, 1976.

Arlington MRA

Grove Street
Grove Street Yard