

MUNICIPAL BUILDINGS ADVISORY COMMITTEE

MBAC

JULY 15, 2021

MBAC

The Municipal Buildings Advisory Committee is hereby established as an ad hoc group to review, evaluate, and make recommendations to the Board of Selectmen regarding town-owned buildings, not including Police or Fire, for the consideration of major capital improvements.

TITLE VI - PUBLIC OFFICERS AND EMPLOYEES CHAPTER 91-A

BACKGROUND

A large portion of the inventory of Town Buildings are more than fifty years old respectively and have had significant facility related issues over the past ten years. There are several Town Buildings that lack nominal space needed for staffing and operational standards notwithstanding meeting Americans with Disabilities Act (ADA) compliance. The buildings and systems have been subject to deferred maintenance and have exceeded their useful life. Many of the finishes including walls, ceilings, and floors, are worn and outdated creating hazards for staff. The mechanical, electrical, heating, and plumbing have had critical failures causing operational issues effecting both staff and the public. There have been various assessments done to some of the buildings to date that have forecast major expenses moreover conclude that the Town should consider a strategic long-range plan for all buildings and properties thereof. In April of 2019, the Board of Selectmen (BOS) established a Facility Committee (FC) that was comprised of town wide departments heads, middle management, and a Selectmen's Representative who were tasked with establishing facility related priorities for a recommendation to the BOS to be included in the 2020 Budget. The FC concluded that a master plan should be established including procuring a consultant to help the Town move forward with a responsible proposal. A major budget allocation of \$200,000 was approved for FY2020 to begin the process of dissecting previous reports and current information and begin master planning with a proposition that a Facilities Super Bond may be placed on a warrant in the near future. With the advent of Covid-19 in 2020 the project including funding was placed on hold due to economic uncertainties. In May 2020, the BOS also took up additional discussion on the FC and more specifically its structure and charge all things considered. During the FY21 Budget process the funding was reduced to \$125,000 and subsequently approved through town vote. Two separate facility-based Request for Qualifications were let in early 2021 for DPW (RFQ 2021-007) and Town Hall (RFQ 2021-011) with the latter as an Owner's Project Manager (OPM).

MBAC - CHARGE

The Municipal Buildings Advisory Committee is hereby established to create a plan and/or strategy for the coordination of specific investments for capital improvements and general maintenance of key Town Buildings and properties that support public services to the residents and visitors of Salem.

BUILDINGS

- Town Hall
- District Court
- Ingram Senior Center
- DPW (All Buildings)
- Transfer Station
- Pine Grove Cemetery Garage
- Parks Building (Old Rockingham Road)
- Palmer School

- Palmer School
- Millville Circle Recreation Building
- Hedgehog Park Recreation Building
- Old Town Hall
- Old Library
- Old School House
- Old Hose House
- Depot Train Station

PROFESSIONAL SERVICES

RFQ - Request For Qualifications

An RFQ is a qualifications-based selection process. It is NOT a bid. It is a request for firms to submit their qualifications to be considered for a project. It is applicable for professional services. The intent of an RFQ is to allow the Town to select who they feel is the most qualified for a project. The Town can negotiate a fee with its chosen selection and if terms cannot be reached, it has the option to go to the second choice and so on.

REQUEST FOR QUALIFICATIONS

RFQ 2021-007 Municipal Services Facilities

March 2021

RFQ 2021-011 Owner's Project Manager

April 2021

REQUEST FOR QUALIFICATIONS

RFQ 2021-011 Owner's Project Manager

April 2021

(b) Consulting:

- Attend regular meetings with the Facility Committee, the Designer, the contractor(s), consultants, and engineers during the Project to advise the TOWN on budget, schedule, quality, scope, and all other proprietary issues.
- Serve as the TOWN's representative in the oversight and administration of the design contract, negotiations with the designer if required, the coordination of the design team's activities, and in the provision of leadership with respect to the implementation of the design, bidding, and construction phases by all parties. The OPM shall also serve as the TOWN's representative in the oversight and administration of the construction contract, including maintaining certificates of insurance, bonds, and so forth from the contractor, designer, and others, as necessary.
- The OPM shall be familiar with any programs for funding assistance and/or grant opportunities, and if applicable, submit on the TOWN's behalf, and if awarded, ensure that the project meets all the requirements to receive the maximum reimbursement and/or funding with supporting documentation.

TOWN HALL

RFQ 2021-011 OWNER'S PROJECT MANAGER

SCHEDULE

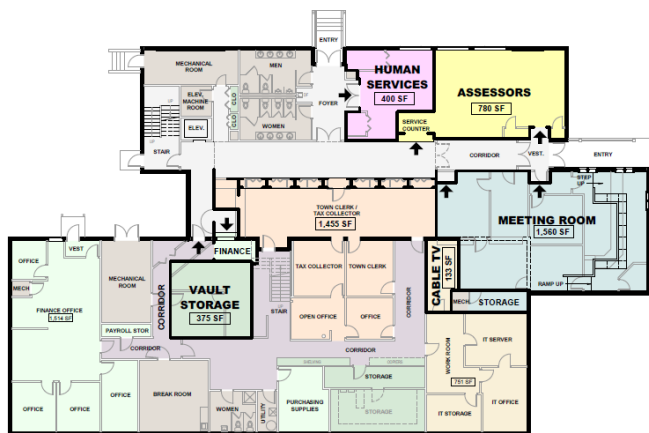
13. Schedule

Below is a general schedule subject to change. The TOWN operates on a Calendar Year (JAN – DEC) and the objective for this year – 2021, or FY21, is to install, and/or contract, with both the OPM and Designer to get to 25% design for a FY22 budget submission for full design.

Subject	Description	Action	Date
1. OPM RFQ	Advertised and collected	Selected OPM signs contract with TOWN.	March 19, 2021 – April 22, 2021
2. OPM RFQ	Proposal period over	TOWN reviews and selects	May 5, 2021
3. OPM Selection	Contract Agreement	Selected OPM signs contract with TOWN.	May 10, 2021
4. OPM	BOS Meeting	OPM introduced to BOS	May TBD
5. Project	Phase I	OPM begins meetings with Facility Committee (FC) Meetings forward TBD	May 17, 2021
6. Project	Phase I	OPM, FC, develop, advertise RFQ for qualified Designer	May 31, 2021
7. Project	Phase I	OPM, FC Select Designer	June 25, 2021
8. Project	Phase I	OPM drafts, submits, negotiates, and finalizes Designer contract with Town	July 15, 2021
9. Project	Phase I	Designer conceptual, 25% design	Beginning October 2021
10. Project	Phase I	TOWN, FC, OPM, Designer Project Promotion	October 2021 – March 2022
11. Project	Phase II	TBD	March 2022

TOWN HALL

KNIGHTLY ROOM GROUP



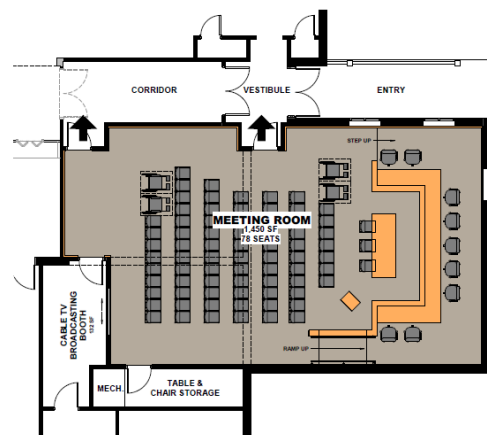
DEPARTMENT ALLOCATION LEGEND	
[Light Blue]	PUBLIC MEETING ROOM
[Light Orange]	IT / SALEM COMMUNITY TELEVISION
[Light Purple]	ADMINISTRATION
[Light Green]	TOWN MANAGER
[Light Yellow]	HUMAN RESOURCES
[Light Pink]	HUMAN SERVICES
[Light Cyan]	FINANCE
[Light Brown]	ASSESSORS
[Light Grey]	TOWN CLERK / TAX COLLECTOR
[Light Blue-Gray]	INSPECTIONAL SERVICES
[Light Green-Gray]	PLANNING
[Light Purple-Gray]	MUNICIPAL SERVICES
[Light Blue-Gray]	ENGINEERING / DESIGN
[Light Green-Gray]	STORAGE / SHARED AREAS
[Light Yellow-Gray]	PUBLIC
[Light Brown-Gray]	UTILITIES
[Light Grey]	CIRCULATION

SALEM TOWN HALL BUILDING

SPACE PLANNING STUDY

CONCEPTUAL 1ST FLOOR - SCHEME "B"

SCALE: AS NOTED
DATE: 08/07/2014
DRAWN: [Signature]



SALEM TOWN HALL BUILDING

SPACE PLANNING STUDY

CONCEPTUAL MEETING ROOM FLOOR PLAN AND PERSPECTIVE RENDERING

SCALE: AS NOTED
DATE: 08/07/2014
DRAWN: [Signature]



TOWN HALL - CIP

2022 – 2027 CIP

TOWN HALL

Town Hall	Municipal Services	Public Works	Buildings/Facilities	Normal	04/01/2024	10/01/2025	Building Renovation/Construction	Replace or repair existing facilities or equipment		\$7,000,000
Town Hall	Municipal Services		Buildings/Facilities	Normal	04/01/2022	10/01/2023	Design Engineering	Replace or repair existing facilities or equipment		\$400,000

Town Hall

Department	Municipal Services
Project Category	Buildings/Facilities
Department Priority	Normal
Anticipated Start Date	04/01/2022
Anticipated Completion Date	10/01/2023

Project Description	Design Engineering
Primary Effect of Project	Replace or repair existing facilities or equipment

Rationale for Project	Alleviates substandard conditions or deficiencies, Responds to federal or state requirement to implement, Improves the quality of existing services, Provides added capacity to serve growth, Reduces long term operating costs
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Narrative Justification	This project will provide funding for all relative services for the design and construction of renovations and reconstruction of the Salem Town Hall which was built in 1967. Town Hall had a facility assessment done in 2017 that outlined numerous deficiencies in the building. The total area of the building is 19,100 square feet with 12,200 square feet on the lower level and 6,900 square feet on the upper level. The two-story building is constructed of a concrete masonry foundation with wood framed walls, wood truss roof framing, and a brick facade. Several additions were added over the years, one in the late 1970's/early 1980's on the east side of the building, and a second addition was constructed in the early 1990's on the south side of the building to accommodate the NH Department of Motor Vehicles (DMV). The DMV vacated the building several years ago and the area is now used by the TOWN for multiple departments. Design Architect would set out phased construction with OPM/MBAC and BOS approval. Phase 1 of this project would be let first as reconstruction of a Knightly meeting.
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6-Year Funding Total	\$400,000
6-Year Estimate Total	\$0
Service Location of Project	33 Geremonty Drive
Service Area of Project	Town Hall



SALEM TOWN HALL BUILDING
SPACE PLANNING STUDY CONCEPTUAL MEETING ROOM FLOOR PLAN AND PERSPECTIVE RENDERING

TOWN
0001

PARKS BUILDING - CIP

Old Rockingham Road Warehouse

Department	Municipal Services
Division	Public Works
Project Category	Buildings/Facilities
Department Priority	Normal
Anticipated Start Date	04/01/2022
Anticipated Completion Date	11/01/2022
Project Description	Building Demolition
Primary Effect of Project	Replace or repair existing facilities or equipment
Rationale for Project	Alleviates substandard conditions or deficiencies, Reduces long term operating costs
Narrative Justification	The warehouse at Old Rockingham Road also known as the "pink Barn" is utilized for off seasonal storage and helps with recreational storage. The building is situated on a corner lot (0.4 acres) on Old Rockingham Road and St. Mary's Lane. The building incurs minor upkeep expenses and would be best served to be demolished and sell the lot at auction to use funds for future facility needs. Part of this request would be to purchase storage containers to be placed at DPW for any items currently in the building.

6-Year Funding Total	\$50,000
6-Year Estimate Total	\$50,000
Service Location of Project	Old Rockingham Road St. Mary's Lane
Service Area of Project	53 Old Rockingham Road



OLD TOWN HALL - CIP

Old Town Hall

Department	Municipal Services
Division	Public Works
Project Category	Buildings/Facilities
Department Priority	High
Anticipated Start Date	04/01/2022
Anticipated Completion Date	12/01/2022
Project Description	Building Restoration
Primary Effect of Project	Improve quality of existing facilities, infrastructure, or equipment
Rationale for Project	Alleviates substandard conditions or deficiencies, Improves the quality of existing services, Reduces long term operating costs, Eligible for matching funds available for a limited time
Narrative Justification	<p>The Salem Old Town Hall was constructed in 1738, serving originally as the Salem Meeting House. It was a traditional meeting house with a large single meeting space with galleries above the main level. It served both religious and civic functions as the meetinghouse for the early inhabitants of Salem until 1838, when it was moved to its present location and used as their Town Hall. The single space was divided into two stories. Since then, it has undergone several other changes, most notably in 1900 when a renovation was sponsored by Edward Searles and designed by architect Henry Vaughn giving it Tudor Revival elements. It was listed on the New Hampshire State Register of Historic Places in 2009 and at the same time was determined individually eligible for listing in the National Register of Historic Places. Several areas on the south and east elevations show cracked or warped clapboards. Some shift in the structure is apparent above the 1937-1939 vault addition, which removed some of the structural wall support during its construction (see Structures North report). North of the vault, in approximately the area of the original northeast corner post, clapboards are visibly bulging from the sheathing. The clapboards in this area should be removed and salvaged or replaced, and a sensitive investigation of the structure behind the sheathing can be made to assess the condition of the posts. Any necessary repairs to the structure should be made with traditional joinery methods, and the existing clapboards and sheathing reused as much as possible. The Town will be submitting for an LCHIP 50% matching grant for all the problems identified in the Building Assessment.</p>

6-Year Funding Total	\$232,411
6-Year Estimate Total	\$232,411
Service Location of Project	310 Main Street
Service Area of Project	Old Town Hall



RFQ 2021-007 MUNICIPAL SERVICES FACILITIES

The TOWN wishes to select a CONSULTANT to provide all relative services defined herein for a new consolidated Municipal Services Facility at the current site of the Department of Public Works (DPW) - 21 Cross Street. Municipal Services is comprised of three divisions including Public Works, Engineering, and Utilities. The Engineering Division currently operates out of Town Hall and the Utilities Division (Water/Sewer), including Distribution, which operate out of the Canobie Lake Water Treatment Plant. It is the intention of this RFQ to contract with a CONSULTANT that has the full ability for project development including but not limited to; facility study and/or master plan, presentation services, engineering services, design services, permitting assistance, bid and proposal development services, construction and contract administration, grants application and administration, feasibility reports, and cost/benefit analysis among other things.

BUILDINGS

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- District Court
- Ingram Senior Center
- DPW (All Buildings)
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- Palmer School

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DISCUSSION