

**TOWN OF PLYMOUTH CAPITAL IMPROVEMENT PLAN REQUEST
FY24 FALL ANNUAL TOWN MEETING**

Department:	Public Works	Priority #:	1
Project Title and Description:	DPW Administration Building Schematic Design and Appraisal	Total Project Cost:	\$ 25,0000

Department/Division Head: William Coyle

Check if project is: New ☒ Resubmitted ☐ **Cost estimate was developed:** Internally ☒ Externally ☒

For project re-submittals, list prior year(s):

List any funding sources and amounts already granted: _____

Basis of Estimated Costs (attach additional information if available)			If project has impact on 5 Year Plan and future operating budgets, insert estimated amounts.		
Capital:	Cost	Comments	Fiscal Year:	Capital	Operations & Maintenance
<i>Planning and Design</i>	\$11,000.00	Please refer to the attached scope.	<i>FY23</i>		
<i>Labor and Materials</i>			<i>FY24</i>		
<i>Administration</i>			<i>FY25</i>		
<i>Land Acquisition</i>	\$10,000.00	Appraisal estimate	<i>FY26</i>		
<i>Equipment</i>			<i>FY27</i>		
<i>Other</i>					
<i>Contingency</i>	\$4,000.00	20% contingency (approximate)			
Total Capital	\$25,000.00				

Project Justification and Objective: Schematic design and appraisal of proposed DPW Administration building at 22 Mary B Lane.

For Capital Project Requests:

Will this project be phased over more than one fiscal year? If yes, enter it on the 5 Year Plan Yes ☐ X No ☐
Can this project be phased over more than one fiscal year? Yes ☐ No ☐

For Capital Equipment Requests:

☐ Check if equipment requested is replacement and enter the year, make & model, VIN and present condition of existing equipment

What is the expected lifespan of this new/replacement equipment: _____

Attach backup information, estimates, or justification to support this request.

August 3, 2023

Sheila Sgarzi, PE
Acting DPW Director
Town of Plymouth
159 Camelot Drive
Plymouth, MA 02360

**Subject: Preliminary Schematic Design – Scope & Fee
Renovation of 22 Mary B Lane, Plymouth**

Dear Sheila:

Regarding the Town's potential purchase of the property at 22 Mary B Lane in Plymouth and renovations there at, we have prepared the following Scope of Services and Fee for preliminary schematic design and preparation of graphics/visual aids in support of a warrant article at the Spring 2024 Town Meeting.

We propose the following Scope of Services:

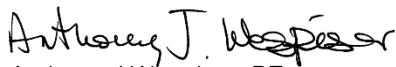
- Review of available documentation (e.g., floor plans, Building Department records, etc.);
- Site visit, including measurement/verification of existing interior configuration;
- Prepare 3-dimensional model of existing building (i.e., Revit software);
- Coordination with Plymouth DPW regarding the Town's specific needs for the space, including discussion of personnel proposed to be located at 22 Mary B Lane and confirmation of the desired space needs for the building;
- Test "fit" to available space;
- Initial Code assessment;
- Conceptual "build-out" plan as needed;
- Overview report with drawing(s) and narrative; and
- Presentation renderings/graphics (for Spring 2024 Town Meeting).

We proposed to complete the Scope of Services listed above for an amount of \$11,000.

Let me know if you have any questions or require any additional information.

Sincerely,

WESTON & SAMPSON ENGINEERS, INC.



Anthony J. Wespiser, PE
Senior Project Manager