



# Town of Littleton Building and Space Needs Analysis Study



TOWN OF LITTLETON

LITTLETON TOWN OFFICES

SPACE NEEDS PROGRAM

PREPARED FOR:  
THE TOWN OF LITTLETON

BY:

ALLEN LIEB ARCHITECTS & ASSOCIATES, P.C.  
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DATE: 8 DECEMBER 2017



# Town of Littleton Building and Space Needs Analysis Study



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# Town of Littleton Building and Space Needs Analysis Study



November 16, 2016 Special Town Meeting

## ARTICLE 5 - Board of Selectmen - Supplemental FY 2017 Capital Items from Available Funds

To see if the Town will vote to raise and appropriate or transfer from available funds the following sums of money to be expended by the respective Departments or Officers indicated, for the capital projects and purchases itemized and described, or to take any other action in relation thereto.

A. Comprehensive needs assessment for recreation fields – a sum of money to be expended by the Park & Recreation Commission for a comprehensive needs assessment for recreation fields.

*B. Town government building space needs assessment – a sum of money to be expended by the Permanent Municipal Building Committee for a Town government building spaces needs assessment, including for seniors, park & recreation, and other Town offices.*

C. Littleton Common Sewer Strategic Plan – a sum of money to be expended by the Board of Selectmen to develop a Littleton Common Sewer strategic plan.

Motion: Moved and seconded by the Board of Selectmen that the Town vote to transfer from Overlay Surplus the sum of \$320,000 for capital and one time projects itemized and described in Article 5, as follows: \$48,000 for Item A; **\$20,000 for Item B**; and \$252,000 for Item C.



## Town of Littleton Building and Space Needs Analysis Study



“An RFP for the Town Offices Building Space Needs Analysis was created and released on **March 2<sup>nd</sup>, 2017**. The RFP was requested by seventeen (17) firms but *did not generate any submissions*. After contacting some of the interested firms and inquiring as to why they did not respond, it was determined that the not-to-exceed budget of \$20,000 was not sufficient based on the level of effort needed to complete the scope of work set forth in the RFP.”

*Memo by Director of Public on April 6, 2017 to Town Administrator and Board of Selectmen*



# Town of Littleton Building and Space Needs Analysis Study



On **April 10, 2017** the BOS “voted its intent to approve a year-end transfer of \$30,000 from 194 Unemployment Expenses to 191 Building/Facility Expense, to increase from \$20,000 to \$50,000 the amount available for the Town buildings and space needs analysis; and to make a confirmatory vote pursuant to MGL C.44§33B on May 1, 2017, within two months of the end of the fiscal year.”

Simultaneously, we re-released the RFP on **April 5, 2017** with an **April 20<sup>th</sup>, 2017** due date. This time we had twenty-five (25) requests for the bid which generated two (2) respondents. Gienapp Design of Danvers, MA and Allen Lieb Architects and Associates of Lynnfield, MA. The proposals were reviewed, by the RFQ review committee, and the references for both firms contacted. Based on the information gathered the committee has selected Allen Lieb Architects and Associates of Lynnfield, MA. as the top choice.



# Town of Littleton Building and Space Needs Analysis Study



On **May 17, 2017**, the Permanent Municipal Building Committee voted to award the contract for the Building & Space Needs Analysis to Allen Lieb and Associates, Inc.



# Town of Littleton Building and Space Needs Analysis Study



## *The Report – Introduction*

Allen Lieb Architects & Associates, P.C., was commissioned by the Town of Littleton to prepare facility needs analysis study and program of the Municipal town Offices located on the Shattuck Street campus

- Considerations/Goals – Broad Scale Facility goals and concepts, which will be integrated into the design of the facility for the Town of Littleton.
- Efficiency – Areas should be designed to promote efficiency by providing appropriate conference, office and records areas, and enabling department personnel to work in well-defined space designed for their specific needs.
- Flexibility – Flexible spaces to allow for growth and multiple activities.
- Accessibility – All buildings must be handicapped accessible in conformance with 521CMA.
- Appropriate Image – Should present an image appropriate to, and architecturally compatible with the Town.
- Security – Electronic locking devices and cameras
- Cost Considerations – Energy efficient design and re-use of existing spaces and structure
- Scope – Facility should be sized not only for today's needs but also for the expected long term growth needs for each department.



# Town of Littleton Building and Space Needs Analysis Study



## *The Report – Space Needs Program*

- Completed Questionnaire from Town Department Heads – A preliminary questionnaire was sent to all departments to capture
  - Office Space
  - General Requirements
  - Storage, files and computers
  - Conference and meeting space
  - Future growth requirements & staff
- Space Needs Program Questionnaire Summary
  - Detailed interviews were conducted with each department head expanding on the questionnaire and producing the summary.
- Square Foot Tabulation
  - Existing and proposed
- Estimate Construction Cost Average



# Town of Littleton Building and Space Needs Analysis Study



## *The Report – Square Foot Tabulation*

Department	Existing Gross Area	Proposed Gross Area	Net Difference	%
Accounting/Treasurer	1,408	1,876	468	33%
Assessor	748	257	-491	-66%
Bridge 2nd Floor	0	830	830	100%
Building/BOH/ZBA	583	1,260	677	116%
Elder & Human Services	10,868	17,040	6,172	57%
Information Technology	220	396	176	80%
LCTV	4,872	2,444	-2,428	-50%
Library	16,964	24,636	7,672	45%
Lunch Room	176	392	216	123%
Maintenance Department	14,878	14,878	0	0%
Park & Recreation	8,750	12,432	3,682	42%
Planning/Conservation	840	928	88	10%
School Department	3,264	4,781	1,517	46%
Tax Collector	675	952	277	41%
Town Administrator	644	1,496	852	132%
Town Clerk	660	1,292	632	96%
Veterans Services	119	154	35	29%
<b>Total</b>	<b>65,669</b>	<b>86,044</b>	<b>20,375</b>	<b>31%</b>



# Town of Littleton Building and Space Needs Analysis Study



## *The Report – Construction Cost Tabulation*

Building Components	\$/SF	Cost Factor	Est. \$/SF	Third Party Estimator	
				Estimate 1	Estimate 2
Procurement	\$4.21	1.2	\$5.05	\$17.96	\$4.67
General Requirements	\$39.93	1.2	\$47.92	\$17.96	\$23.15
Concrete	\$24.79	1.2	\$29.75	\$26.18	\$24.49
Masonry	\$18.73	1.2	\$22.48	\$24.21	\$21.71
Metals	\$31.28	1.2	\$37.54	\$23.28	\$30.30
Wood/Plastics	\$20.37	1.2	\$24.44	\$7.34	\$5.40
Thermal/Moisture Protection	\$11.77	1.2	\$14.12	\$21.52	\$20.94
Openings	\$18.18	1.2	\$21.82	\$15.67	\$13.70
Finishes	\$37.01	1.2	\$44.41	\$30.29	\$36.70
Specialties	\$4.31	1.2	\$5.17	\$2.15	\$22.22
Furnishings	\$0.46	1.2	\$0.55	\$0.26	\$22.70
Elevators	\$3.64	1.2	\$4.37	\$5.24	\$4.97
Fire Supression	\$4.46	1.2	\$5.35	\$3.25	\$3.56
Plumbing	\$8.17	1.2	\$9.80	\$11.10	\$23.60
HVAC	\$21.94	1.2	\$26.33	\$53.96	\$22.12
Electrical	\$29.94	1.2	\$35.93	\$28.12	\$38.09
Electric Soft/Serurity	\$0.92	1.2	\$1.10	\$6.06	\$2.54
Communication	\$0.00		\$0.00	\$4.40	\$10.21
Demolition			\$67.23	\$58.91	\$64.17
<b>Totals</b>			<b>\$403.36</b>	<b>\$357.86</b>	<b>\$395.24</b>
<b>Average</b>				<b>\$385.49</b>	



# Town of Littleton Building and Space Needs Analysis Study



## *The Report – Options*

### Option 1

- New Library on Slope Site
- Renovated Vacated Library space in Town Offices Building
- Renovate Existing Town Offices

### Option 2

- Move Town offices to Different Site
- Renovate Existing Town Offices for Remaining Departments
- Renovate Existing Library and Build Addition

### Option 3

- Renovate Existing Town Offices and Library
- New Addition for Library
- New Addition for Town Departments

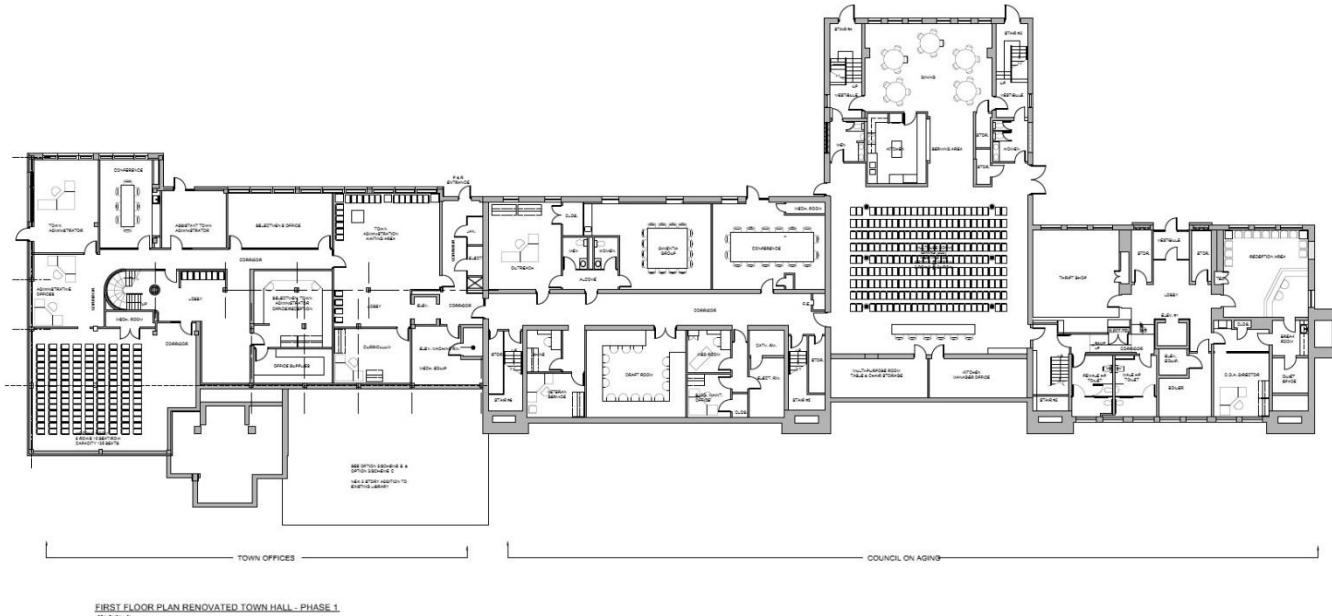


# Town of Littleton Building and Space Needs Analysis Study



## *The Report – Option 1 (1<sup>st</sup> Floor)*

## *New Library on Slope Site and Renovate Existing Library Space and Town Offices*



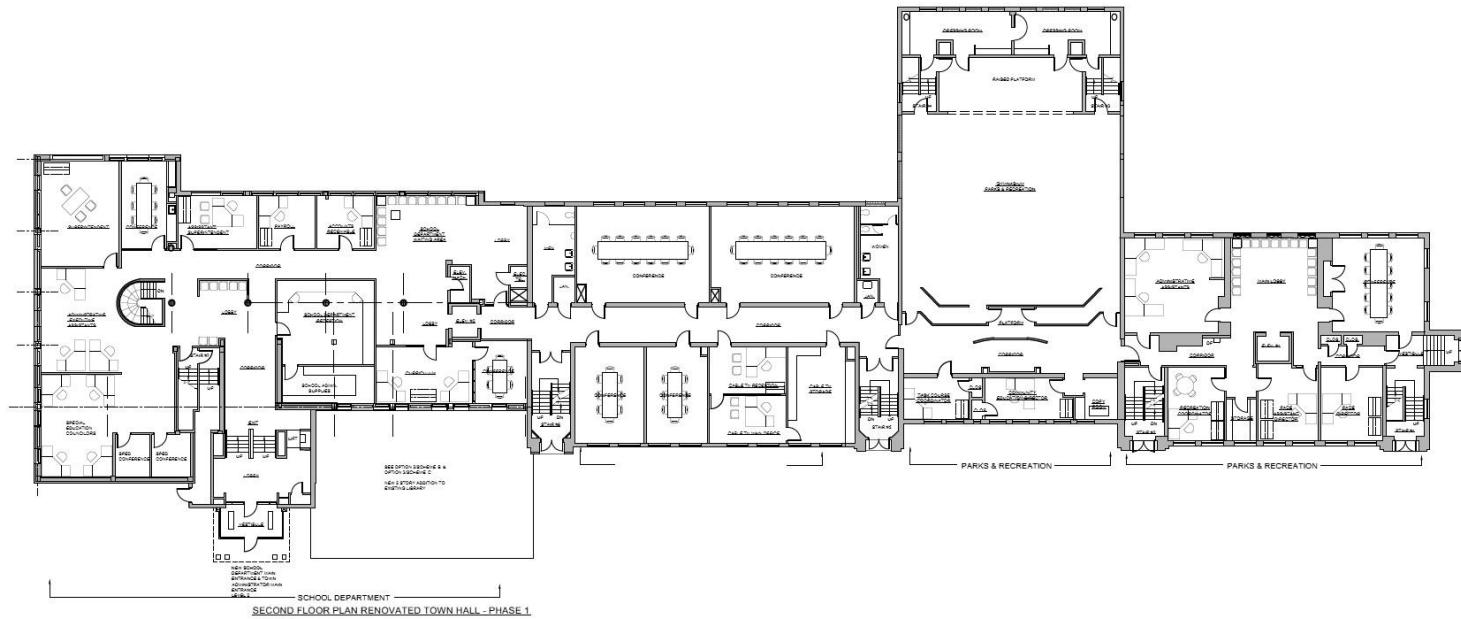


# Town of Littleton Building and Space Needs Analysis Study



## *The Report – Option 1 (2<sup>nd</sup> Floor)*

## *New Library on Slope Site and Renovate Existing Library Space and Town Offices*



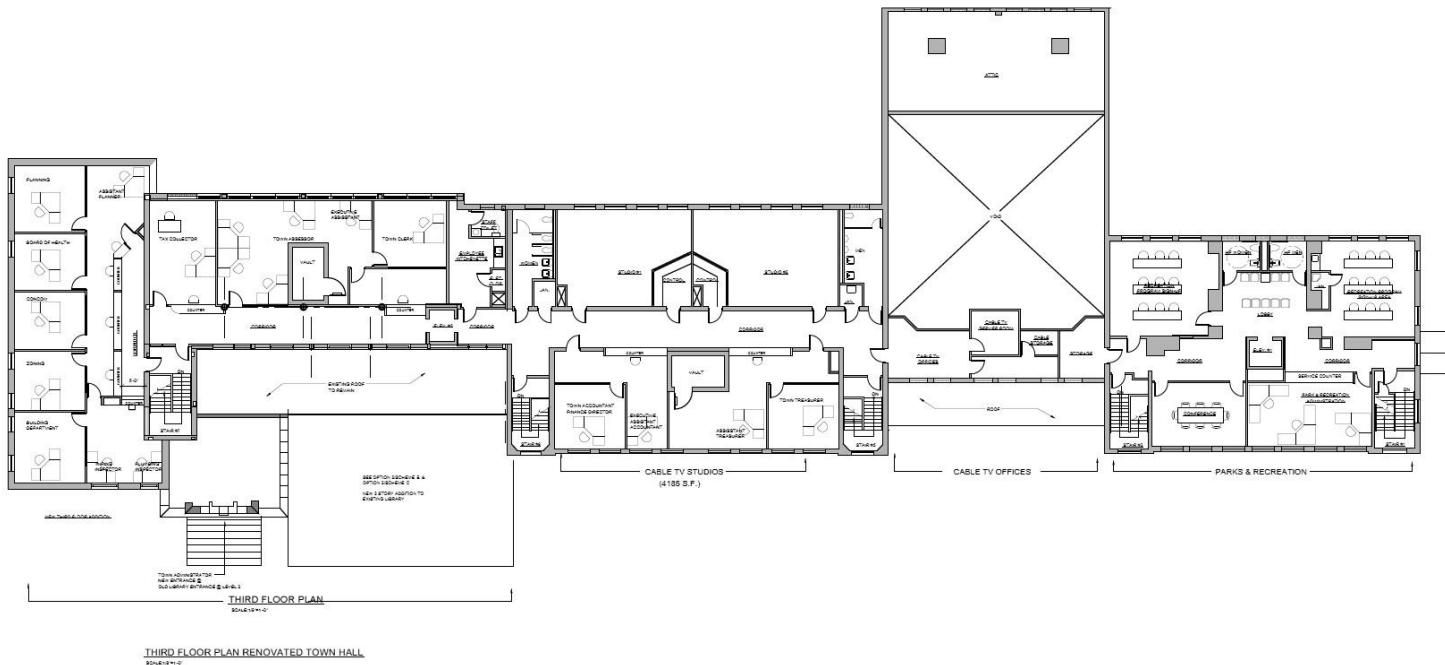


# Town of Littleton Building and Space Needs Analysis Study



## *The Report – Option 1 (3<sup>rd</sup> Floor)*

## *New Library on Slope Site and Renovate Existing Library Space and Town Offices*





# Town of Littleton Building and Space Needs Analysis Study



## *The Report – Option 1 Cost* *New Library on Slope Site and Renovate Existing Library Space and Town Offices*

- New Library consisting of 22,000 SQFT located on the Slope Site for a total cost of \$13,100,000 with \$5,844,747 from an MBLG Grant.
- Renovate Vacated Library Space to Office Space cost \$10,043,834
- Renovate Existing Town Offices \$12,824,626
- Total Cost: \$30,134,659 including MBLG Grant

*\*COSTS IN JUNE 2020 DOLLARS*

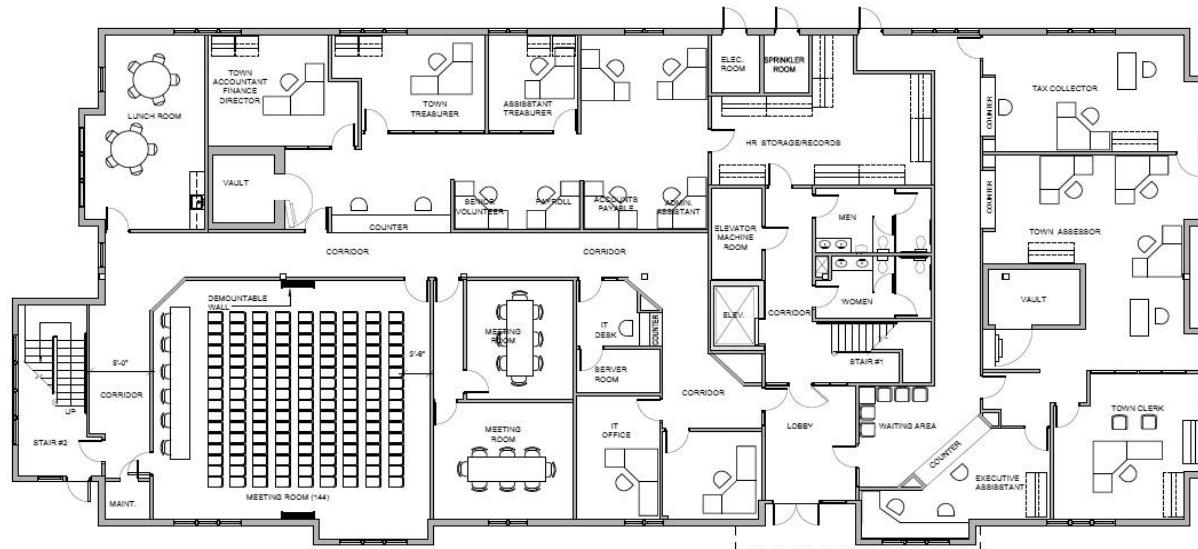


# Town of Littleton Building and Space Needs Analysis Study



## *The Report – Option 2 (Approx. 20,000 SF – 1<sup>st</sup> Floor)*

*Relocate Town Offices, Renovate Existing Town Offices for Remaining Departments, Renovate Existing Library and Build Addition*



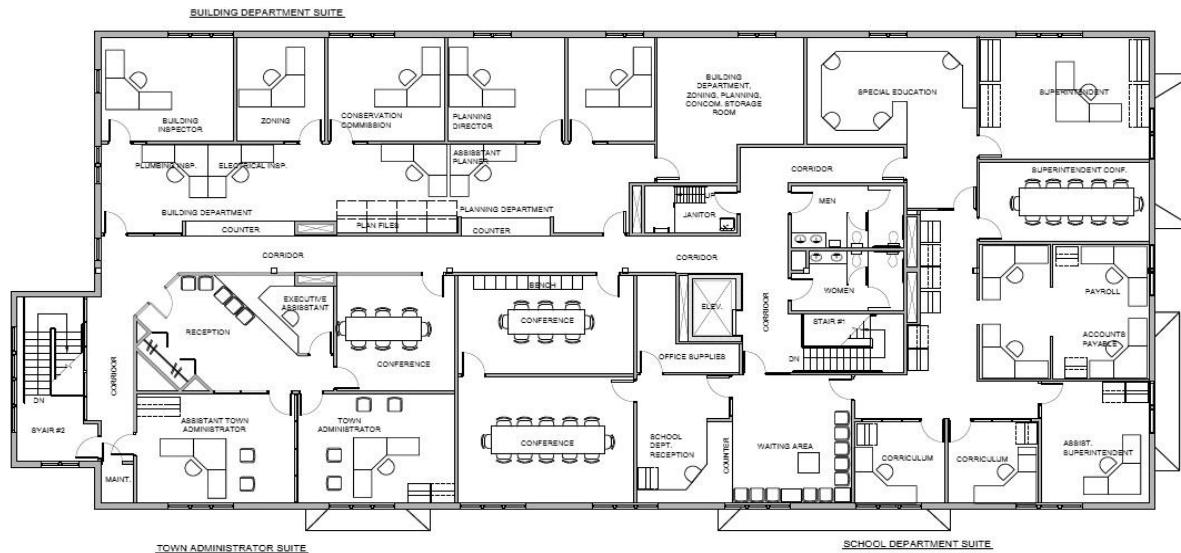


# Town of Littleton Building and Space Needs Analysis Study



## *The Report – Option 2 (Approx. 20,000 SF – 2<sup>nd</sup> Floor)*

*Relocate Town Offices, Renovate Existing Town Offices for Remaining Departments, Renovate Existing Library and Build Addition*



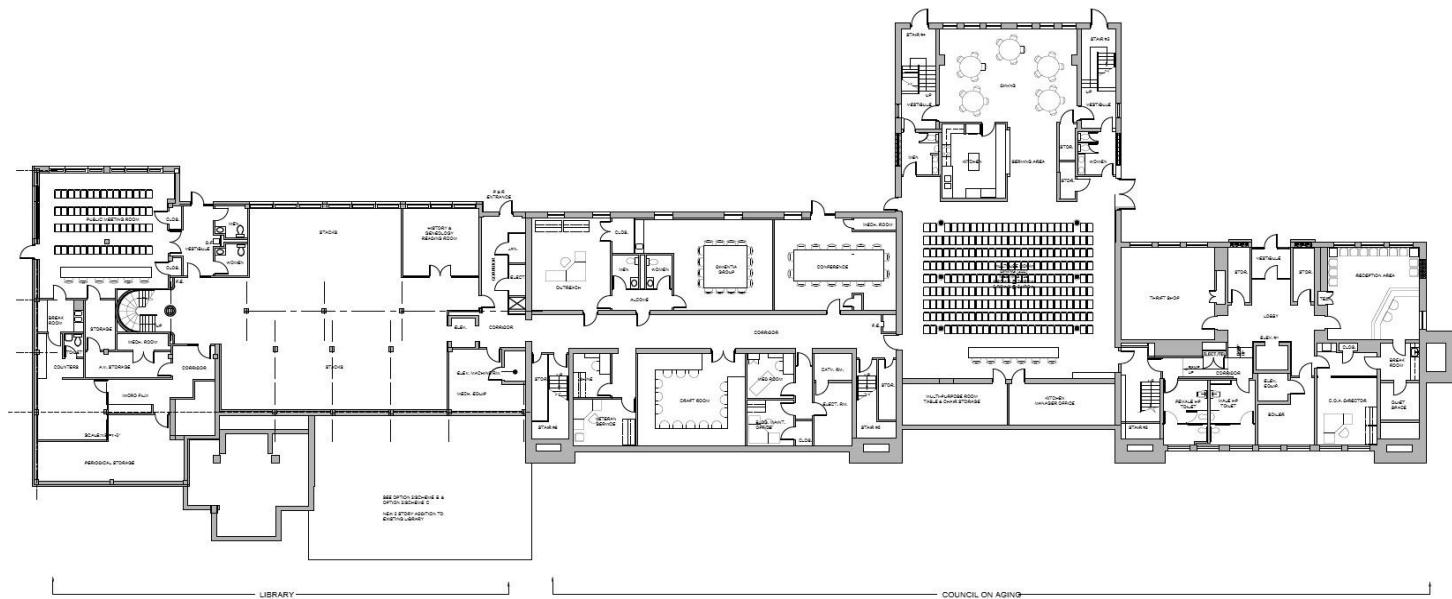


# Town of Littleton Building and Space Needs Analysis Study



## *The Report – Option 2 (1<sup>st</sup> Floor)*

## *Relocate Town Offices, Renovate Existing Town Offices for Remaining Departments, Renovate Existing Library and Build Addition*



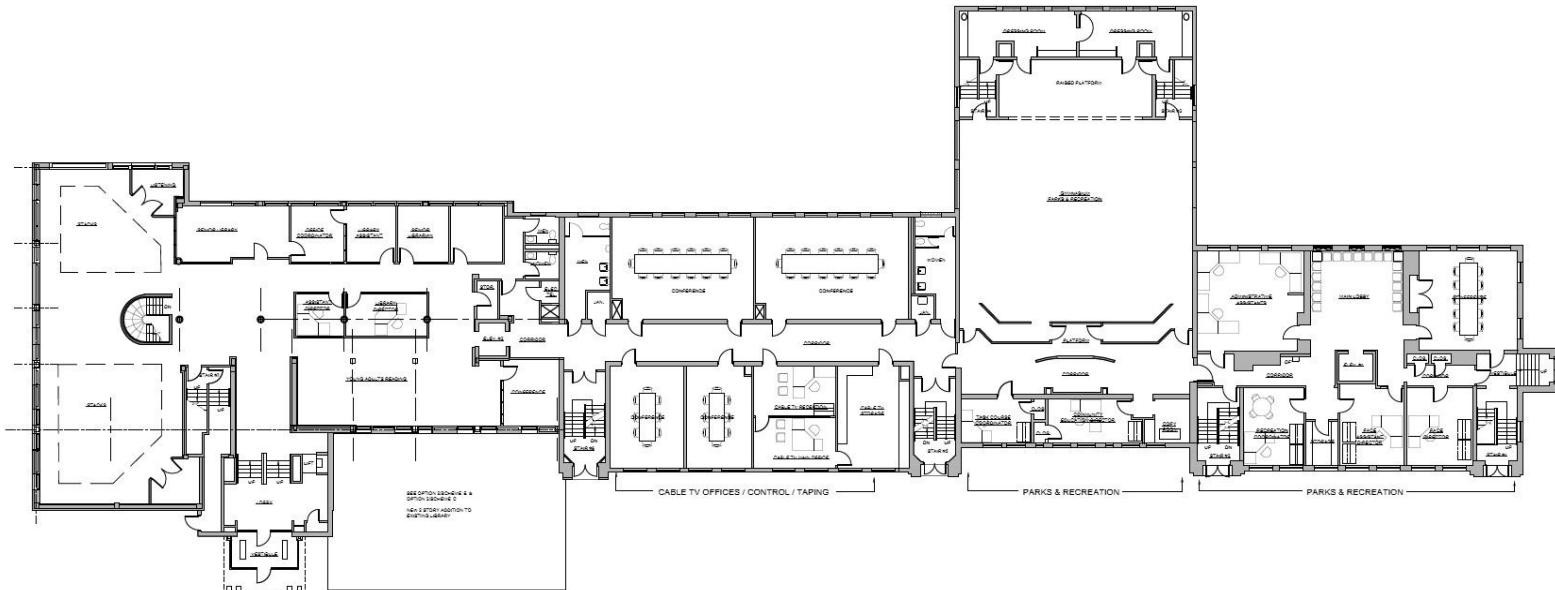


# Town of Littleton Building and Space Needs Analysis Study



## *The Report – Option 2 (2<sup>nd</sup> Floor)*

*Relocate Town Offices, Renovate Existing Town Offices for Remaining Departments, Renovate Existing Library and Build Addition*



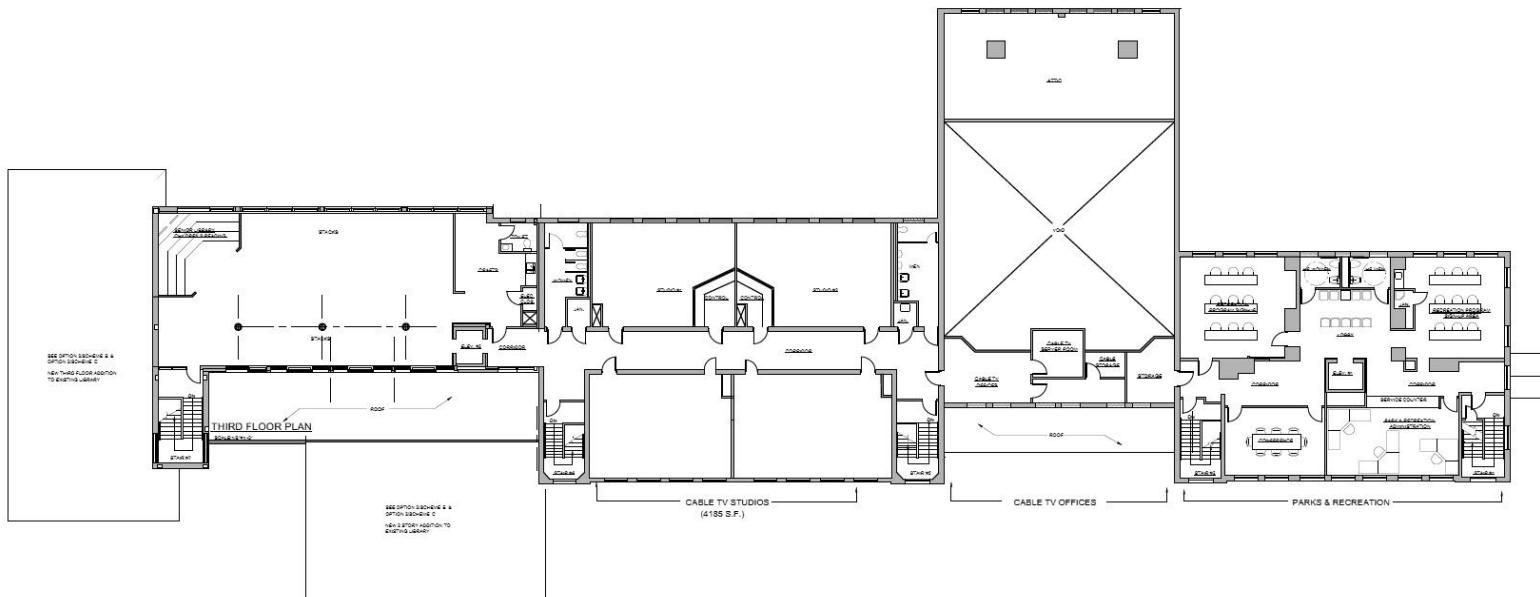


# Town of Littleton Building and Space Needs Analysis Study



## *The Report – Option 2 (3<sup>rd</sup> Floor)*

*Relocate Town Offices, Renovate Existing Town Offices for Remaining Departments, Renovate Existing Library and Build Addition*





# Town of Littleton Building and Space Needs Analysis Study



## *The Report – Option 2 Cost*

*Relocate Town Offices, Renovate Existing Town Offices for Remaining Departments,  
Renovate Existing Library and Build Addition*

- Move Town Offices to an Existing Renovated Commercial Property Cost: \$7,305,109 (*excludes acquisition of building*)
- Renovate Existing Town Offices for Remaining Departments, Cost: \$12,787,225
- Renovate Existing Library and Build a 9,928 SQFT Addition: \$4,908,287
- Total Cost: \$25,000,621

*\*COSTS IN JUNE 2020 DOLLARS*

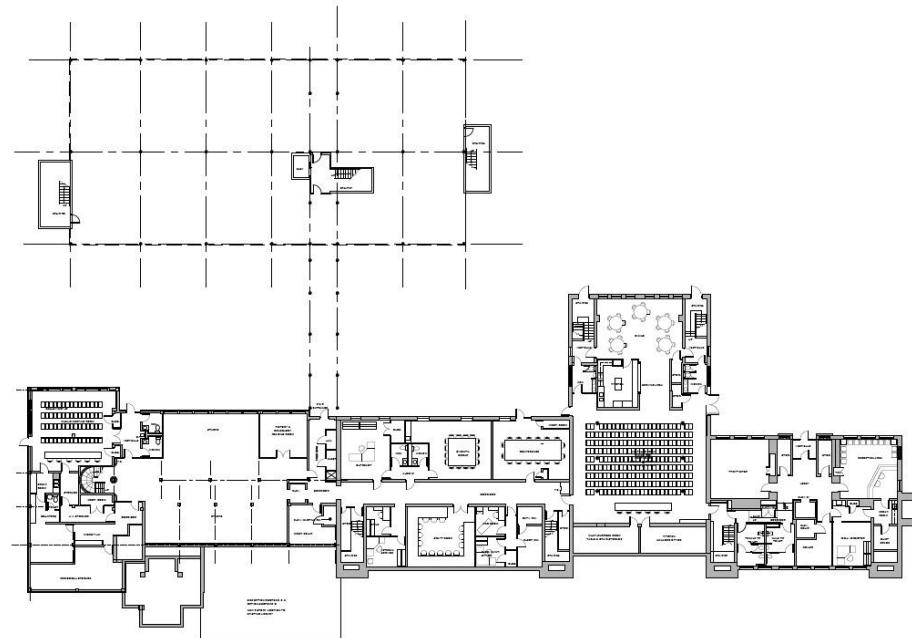


# Town of Littleton Building and Space Needs Analysis Study



## *The Report – Option 3 (1<sup>st</sup> Floor)*

*Renovate Town Offices, Renovate and Build Addition on Existing Library, Build Addition on Town Offices*



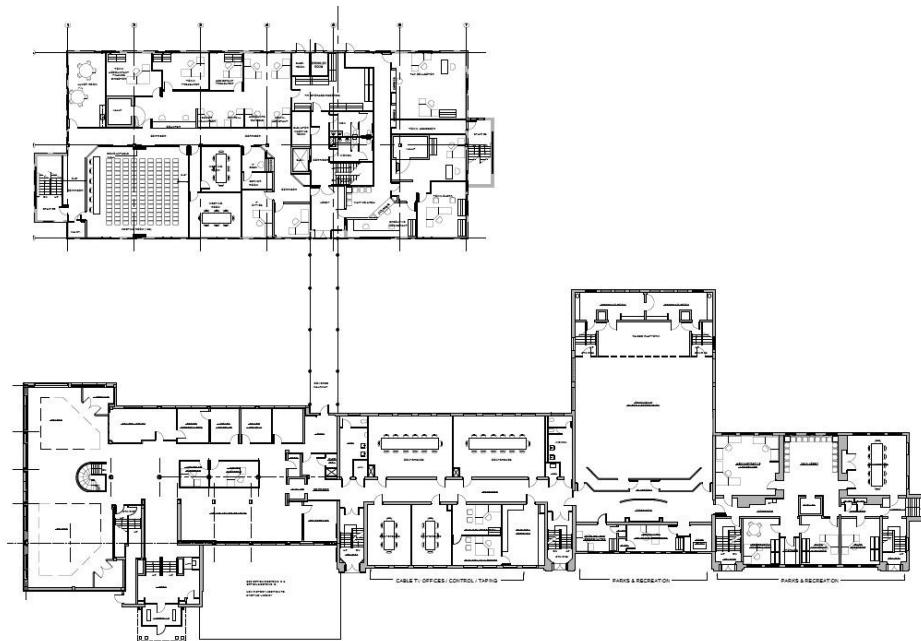


# Town of Littleton Building and Space Needs Analysis Study



## *The Report – Option 3 (2<sup>nd</sup> Floor)*

*Renovate Town Offices, Renovate and Build Addition on Existing Library, Build Addition on Town Offices*





# Town of Littleton Building and Space Needs Analysis Study



## *The Report – Option 3 (3<sup>rd</sup> Floor)*

## *Renovate Town Offices, Renovate and Build Addition on Existing Library, Build Addition on Town Offices*





# Town of Littleton Building and Space Needs Analysis Study



## *The Report – Option 3 Cost*

*Renovate Town Offices, Renovate and Build Addition on Existing Library, Build Addition on Town Offices*

- Renovate Town Offices cost: \$12,787,225
- Build 19,600 SQFT Addition to Town Offices cost: \$9,151,485
- Renovate and Build a 9,928 SQFT addition to Existing Library Cost: \$4,908,287
- Total Cost: \$26,846,997

*\*COSTS IN JUNE 2020 DOLLARS*



# Town of Littleton Building and Space Needs Analysis Study



## *The Report – Options* *Cost Overview*

Option 1 - New Library on Slope Site and Renovate Existing Library Space and Town Offices

- \$30,134,659

Option 2 - Relocate Town Offices, Renovate Existing Town Offices for Remaining Departments, Renovate and Build Addition on Existing Library

- \$25,000,621

Option 3 - Renovate Town Offices, Renovate and Build Addition on Existing Library, Build Addition on Town Offices

- \$26,846,997

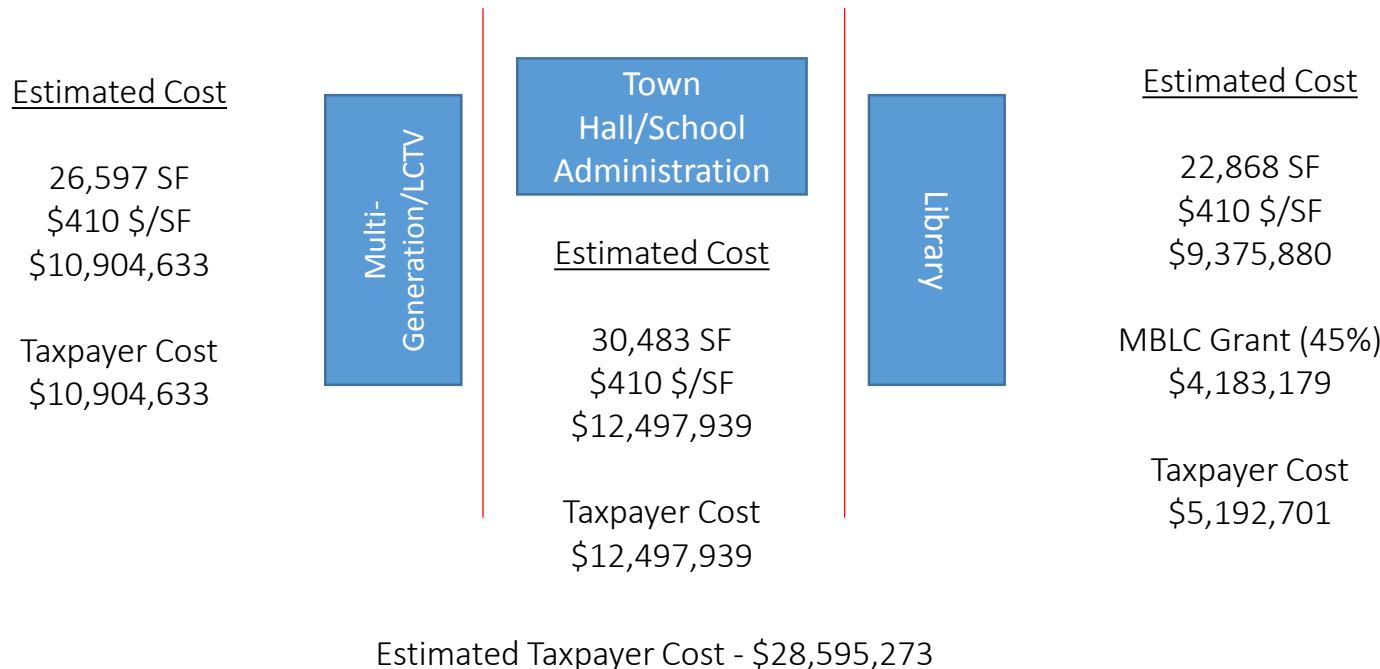
*\*COSTS IN JUNE 2020 DOLLARS*



# Town of Littleton Building and Space Needs Analysis Study



## *An Alternative – Phased Approach*



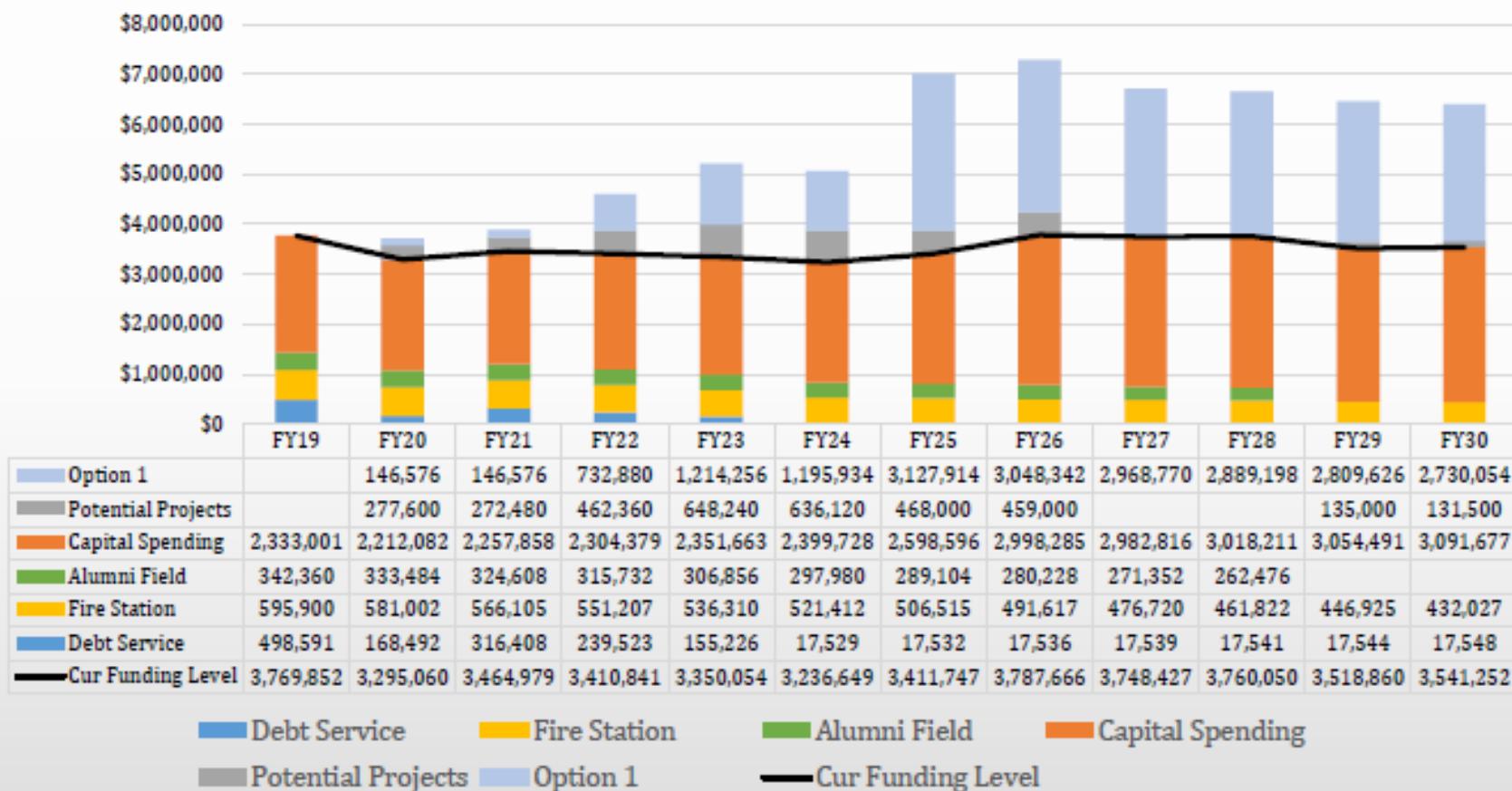
## Estimated Project Timeline

### Current and Proposed Projects

	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Notes
Option 1 / Scheme "A"		Library auth - Nov 2018	Constr begins Nov 2019		Project ends Nov 2021		w/ new Library 20 yr Bond issued 11/2022
Town Offices and old Library					Constr begins Nov 2021		2 yr construction period ends Nov 2023 / bond 20 years
Option 2 / Scheme "B"		Auth May 2019	Renovation begins Jul 2019 to Apr 2020				Purchase building & make improvements
Town Offices and Library		Auth May 2019	Begin Lib renovation	Begin TH renovation			Addition to Library & renovate Town Offices assume 2 year construction/renovation
Option 3 / Scheme "C"		Auth May 2019	Renovation begins Jul 2019 to Apr 2020				Addition to Library & Town Offices / renovate existing

# Projected Debt Service Levels w/ Additional Projects & Option 1

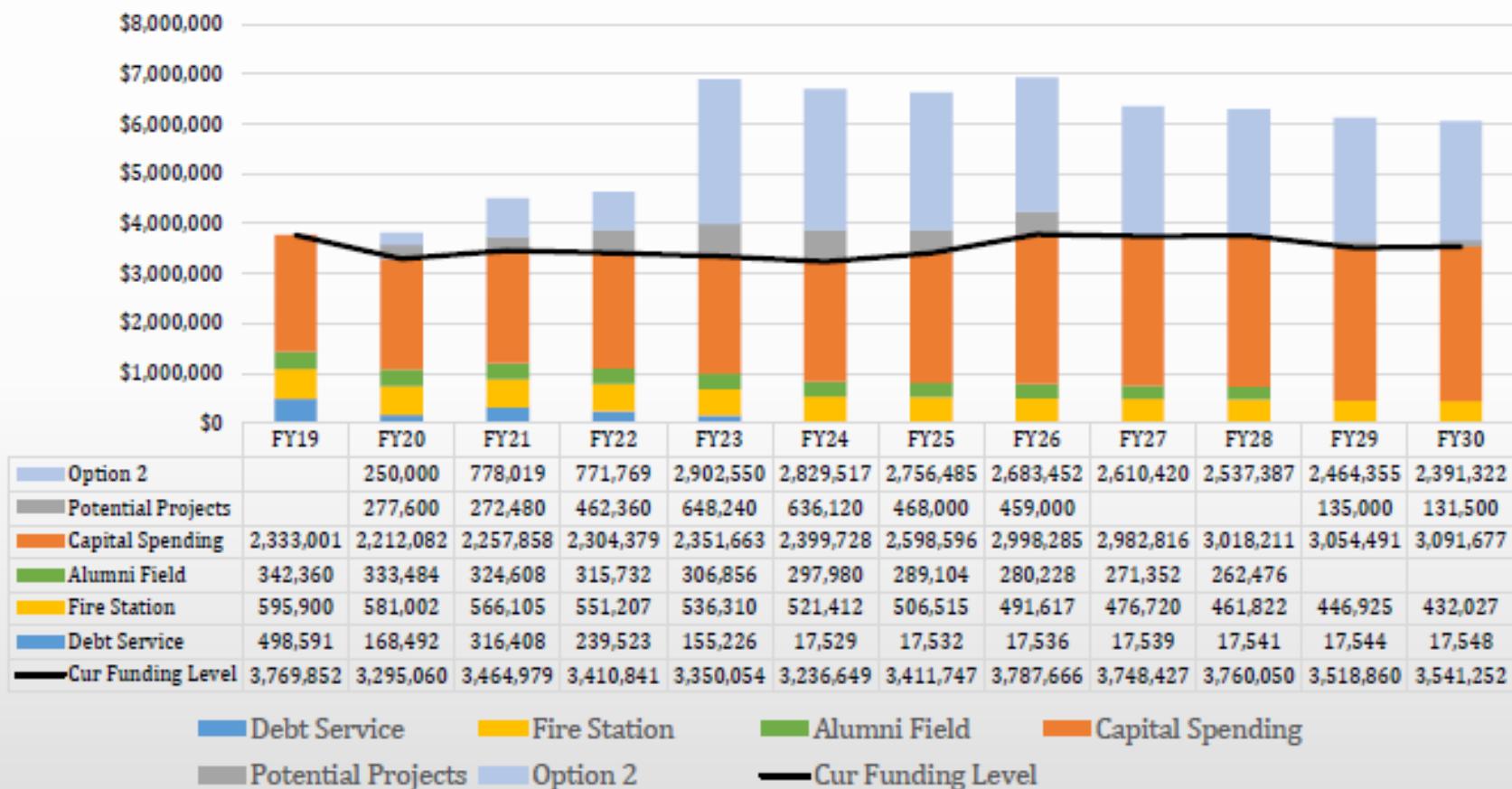
## Existing Net Debt Service – Inside Levy & Capital Spending Plan



Total Debt Service for Option 1 during the 12 year period FY19-FY30 - \$21,010,126 average \$1,910,011 / yr

# Projected Debt Service Levels w/ Additional Projects & Option 2

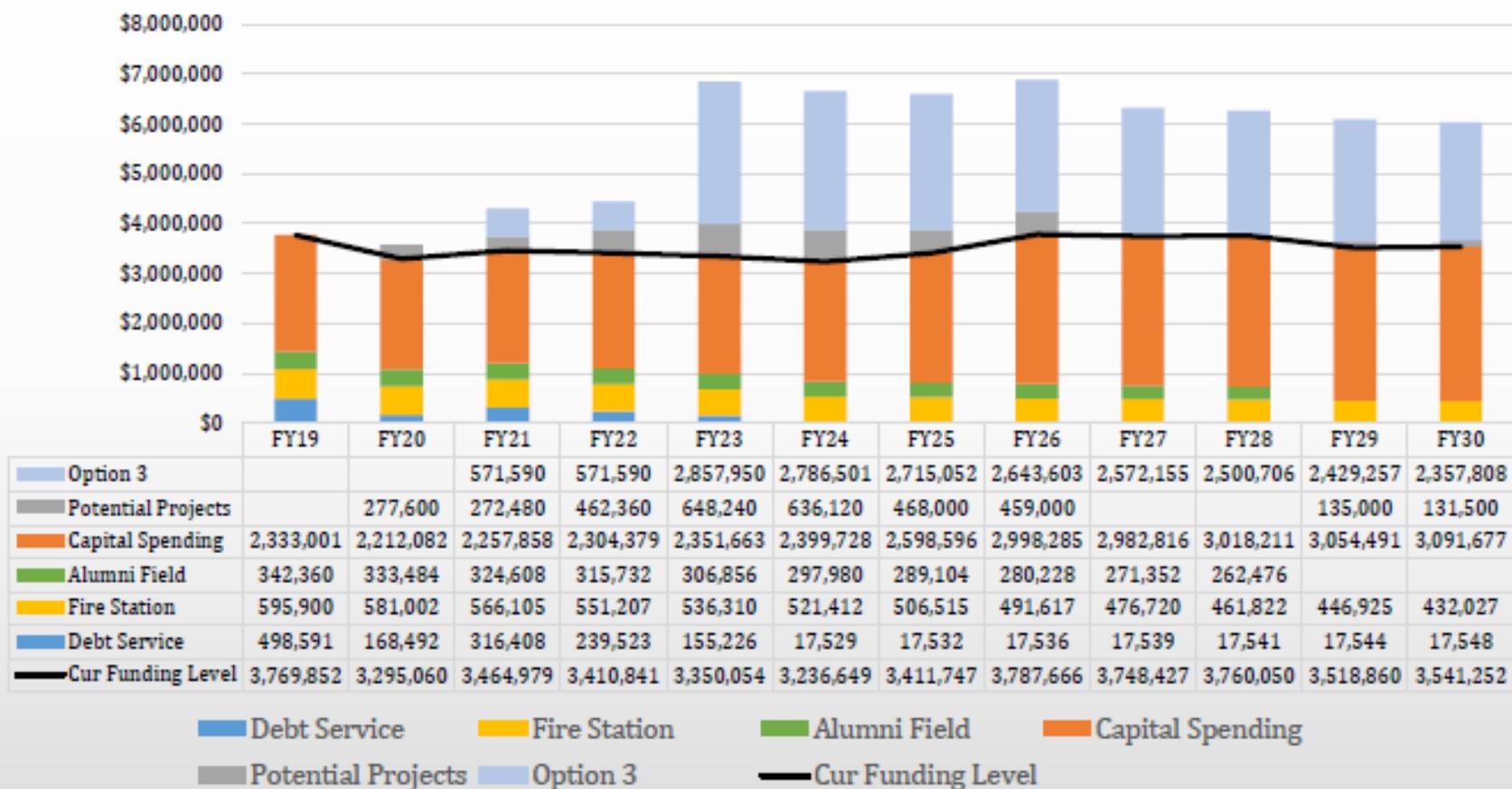
## Existing Net Debt Service – Inside Levy & Capital Spending Plan



Total Debt Service for Option 2 during the 12 year period FY19-FY30 - \$22,975,276 average \$2,088,661 / yr

# Projected Debt Service Levels w/ Additional Projects & Option 3

## Existing Net Debt Service – Inside Levy & Capital Spending Plan



Total Debt Service for Option 3 during the 12 year period FY19-FY30 - \$22,006,212 average \$2,000,565 / yr