

**TO:** Board of Commissioners  
**FROM:** Sarah Reeves, Executive Director  
 Josh Tyler, Director of Operations  
**DATE:** January 20, 2023  
**RE: Administrative Office Space Final Fit-Up Cost**

February 23, 2022 the Board authorized the Executive Director to enter into a contractual agreement with Freeman French Freeman Architects (FFF) for the design services for a new Administrative Building at an amount not to exceed \$152,800. When the cost of a new build was identified to be significantly outside of the budgeted capital amount (estimated \$4,500,000), staff pivoted to identifying lease space. Through significant investigation staff selected 19 Gregory Drive, South Burlington, as an optimal leasing option. At the October 18, 2022, Board meeting, the Board approved the Executive Director to enter into a lease agreement with the City of South Burlington to lease 6,680 square feet of interior building space on the second floor of 19 Gregory Drive, South Burlington. Please refer to the memos dated February 23, 2022, August 8, 2022, September 27, 2022, and October 18, 2022, for additional details regarding this project.

Using the existing FFF contract, District staff directed FFF to develop a fit-up layout for 19 Gregory Drive. The fit-up includes two new meeting spaces, three new offices, a small break room, and subdividing existing offices into smaller spaces to accommodate staffing needs. Sarah Reeves, Amy Jewell, and Josh Tyler have co-managed the design and construction planning to date to minimize costs of project fit up.

Staff released RFB No. 20221222: CSWD Administrative Office Fit Up to eight local contractors and posted on the Vermont Business Registry and Bid System. The RFB requested that qualified respondents bid the Administrative office Fit up and minor construction. The following responses were received from three contractors:

RFB No. 20221222	
Respondent	Project Cost
Opus Corporation	\$202,068
Lovejoy Building and Remodeling, Inc.	\$236,780
Farrington Construction	\$240,720
Millbrook Building and Remodeling, Inc.	\$330,000

The low bidder, Opus Corporation, has been selected as the as the winning bid, contingent upon Board approval. Staff have coordinated with Opus Corporation through site visits, and phone conversation to verify that the District timeframe and fit-up needs will be met. Prior to bidding, staff verified that all existing data and power outlets are viable and identified that a new electrical sub panel will need to be added to the interior of the office space to accommodate new offices and conference room construction. Staff is recommending that a 10% contingency be added to the project as some walls will need to be opened up for new construction. This contingency request is lower than usual as the overall project is relatively simple. The required occupancy timeline is March 10<sup>th</sup>.

For comparison purposes and as a reminder FFF estimated new-build construction costs for an approximately 8,600 square foot (SF) building to be \$384/SF. Renovating 1021 Redmond Rd. had an initial estimate of \$500,000, at a cost of \$350/SF (this estimate may be low as it was not pursued beyond the initial). Similar interior office space fit-up work for a different FFF client came in this year at \$106/SF for approximately 7,000 SF office space and estimates of standard office fit ups are around \$95 - \$110/SF. The combined cost of FFF to date, with included minimal construction management, data verification and server room updates, and bid estimate with contingency equals a fit-up costs for 19 Gregory Drive at \$41/SF.

We will be taking as much furniture with us as is practicable in order to minimize additional spending. Approximately \$115,000 of the initial FFF contract will not be spent and will remain in the Capital Reserve.

**Be it Resolved that the Board of Commissioners authorizes the Executive Director to enter into a contractual agreement with Opus Corporation, Westford, Vermont, for construction fit up costs associated with the District's leased property at 19 Gregory Drive, South Burlington, for a contract amount not to exceed \$222,275.**