

Community Preservation Funding Application — Fiscal Year 2026

55 Main Street, Westford, Massachusetts 01886

 jbeyer@westfordma.gov | jhealy@westfordma.gov  (978) 399-2905

1. Basic Project Information

Submission Date: 1/9/2026

Project Name: Westford Museum Accessibility Upgrades and Exterior Restoration- Design Funds

CPA Funds Requested: \$\$290,000

Applicant Information:

Name: Jeff Goodwin, Director of Facilities

Address: 23 R Depot St.

Phone: 978-799-3892

Email: jgoodwin@westfordma.gov

Sponsoring Board/Committee(s): Historic Commission

Additional Responsible Parties (if applicable): _____

Project Manager/Contact Person: Jeff Goodwin

2. Project Purpose

Select all that apply:

Open Space Affordable Housing Historic Preservation Recreation

3. Project Description and Goals

Provide a comprehensive project summary using the space at the top of page two or attach additional pages as necessary. Include the following information:

- **Project Purpose and Scope:** Clearly describe the objectives and scope of the project.
- **Community Benefits:** Explain how the project will benefit the residents of Westford and how those outcomes will be measured.
- **Preservation Impact:** Describe how the project preserves the town's character and aligns with the goals of the Community Preservation Act.
- **Timing Considerations:** If submitting outside the standard funding cycle, provide an explanation (example Special Town Meeting vs Annual Town Meeting). If project could be completed in multiple phases, please describe.

- **Long Term Impact:** What are the long-term maintenance or stewardship plans.

Project Description: (attach additional pages as necessary)

The Westford Museum is an iconic building that is an integral part of the Westford Historic Center. The Museum operates in the original Westford Academy building that was constructed in 1794 and was restored in 1970 to accommodate the Museums needs.

In 2025, Town Meeting approved the use of \$30,000 in CPC funds to conduct a feasibility study to determine whether it would be feasible to construct an elevator addition on the north side of the building that would provide visitors with physical disabilities full access to the second floor of the museum while also constructing a fully ADA compliant bathroom within the existing square footage of the buildings first floor.

Tecton Architects conducted the feasibility study as well as a full facilities assessment of the entire structure to provide prioritized cost estimates for the Museums critical maintenance needs as well as cost estimates for potential accessibility upgrades. Beyond bringing the building up to compliance from an accessibility standpoint, the Museums' most critical need currently is to restore the entire exterior envelope including siding, exterior doors, pillars, and any other exterior features that are deteriorating and vulnerable to external weather conditions.

The cost estimates for the elevator addition and other proposed work would exceed \$2 Million dollars which is not only cost prohibitive, but the elevator addition would also drastically alter the historic look of the Musuem.

Town administration met with the Historic Commission on January 7th to discuss these cost estimates and what other options exist that would bring the building to ADA compliance without the need to add the elevator while also addressing the critical needs for the exterior of the building.

A decision was made to pursue the construction of the accessible bathroom on the first floor and to also restore the exterior of the building. Because of the historic nature of the building and the preservation restrictions associated with the property, the town must engage an architectural firm that has extensive expertise in designing and defining the scope for this type of restoration and accessibility project.

The proposed appropriation of \$290,000 would cover the cost for designer fees (Design, Bidding, and Project Closeout), Cost Estimating, Environmental Assessment, HazMat Survey, and Project Development Contingency. The towns' goal would be to come back to CPC next year to ask for the necessary construction funding to complete the project.

4. Project Location and Ownership

Project Address: 2 Boston Rd

Assessor Information (Map/Block/Lot ID): Parcel # 055-0013-0000

Ownership/Care and Custody Information: Town of Westford

Most CPA-funded projects require legal protections to ensure long-term preservation:

Open Space / Conservation: Land or conservation restrictions must remain permanently protected (e.g., Conservation Restriction under M.G.L. Chapter 184).

Historic Preservation: Properties must include a preservation restriction or covenant to maintain historical integrity.

Affordable Housing: Long-term affordability must be secured through a restriction or covenant.

Recreation: Restrictions may be required if the project secures permanent public recreational access.

Applicants should check all that apply and attach supporting documentation or proof of restriction. The Community Preservation Committee/Town of Westford may require deed restrictions or covenants to be obtained as a condition of funding, if not already in place.

Deed Restrictions Required (check all that apply):

Conservation Housing Historic Preservation

5. Budget

Attach a complete project budget, including estimates or quotes as needed.

Percent of Total Budget Requested from CPA Funds: 100%

Other Funding Sources (committed/applied/planned): **Possible MOD Grant and Mass Historic**

Anticipated Annual Income/Expenses: _____

Recurring Expenses (maintenance, etc.): _____

Taxpayer Impact: _____

6. Procurement

Projects exceeding \$10,000 must comply with applicable public procurement laws.

- **Town Departments:** Follow MGL Chapter 30B procedures.
- **Non-Town Department applicants:** Describe your proposed compliance plan to ensure procurement procedures are followed. Applicants may be directed to the Town Manager's office for additional follow-up and guidance.

Note: Non-Town Department applicants must sign a grant agreement before CPA funds are released. The Town Manager's office will assist with this process as needed.

Procurement Plan: Project will be procured in accordance with MGL Chapter 149

7. Project Timeline

Proposed Start Date: April 1, 2026- November 30, 2026- Design Phase

Expected Completion Date: April 1, 2027- November 1, 2027- Construction Completion

Include key milestones or phases of the project if applicable: This appropriation is strictly for Architectural Services for project design through project closeout. A subsequent appropriation will be needed in FY27 for construction funding.

8. Endorsements by Applicable Boards/Commissions

Check all that apply and attach letters of support to the application:

- Affordable Housing Committee and/or Housing Authority
- Cemetery Commission
- Conservation Commission
- Historic Commission
- Parks and Recreation Commission
- Planning Board
- Water Commission
- Other: _____

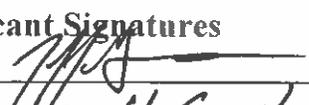
9. List of Attachments

Include all supporting materials relevant to your application:

- Site maps, photographs, or plans
- Cost estimates or contractor quotes

- Letters of support or endorsements
- Ownership documentation or legal agreements
- Deed restrictions

10. Applicant Signatures

Signature:  Date: 1/9/26
Printed Name: Jett Goodwin Title: Director of Facilities

For Community Preservation Committee Use Only

Date Received:

Year:

Is Sufficient Data/Detail Provided?

Is Timeliness an Issue?

Is Additional Information Required?

Project Interview Date:

Public Hearing Date:

Committee Vote: Yes No Abstain

Date:

Recommendation for Town Meeting Consideration: Spring Fall Special

Westford Museum ADA Upgrades

Opinion of Probable Project Costs

December 4, 2025

Museum

Heading	Quantity	Unit Cost	Subtotal
Construction Costs			
Addition & Renovation Net Cost			\$825,460
Site work			\$50,000
Hazmat allowance			\$0
Subtotal			\$875,460
Design Contingency		15.0%	\$131,319
Escalation (2nd quarter 2026)		2.4%	\$21,011
General Conditions			\$150,000
General Requirements		2.0%	\$20,556
Insurance		1.4%	\$14,389
Bonds		1.0%	\$10,278
OH&P		10.0%	\$122,301
		Subtotal:	\$1,345,314

Westford Museum ADA Upgrades

Opinion of Probable Project Costs

December 4, 2025

Museum

Heading	Quantity	Unit Cost	Subtotal
Project Development and Equipment Costs			
Designer Fees			\$161,400
Clerk of the Works/OPM Fee			\$67,300
Structural Peer Review Fee			\$0
Interior Furnishings and Loose Equipment			\$0
Furniture and Equipment Design Fees			\$0
Cost Estimating			\$40,000
Environmental Assessment & Building HazMat survey			\$30,000
Hazardous Materials Abatement			\$0
Hygienists Fees			\$0
Survey and Borings (with study)			\$25,000
Materials Testing			\$5,600
MEP Commissioning			\$0
Relocation Costs			\$0
IT, Data Equipment (owner provided - estimate)			\$10,000
Phone Equipment (owner provided - estimate)			\$2,000
Bidding Expenses -Advertising and Reprographics			\$5,000
Builder's Risk Insurance(by Owner)			\$0
Utility Backcharges			\$20,000
Bonding and Legal Fees (owner provided - estimate)			\$25,000
Project Development Contingency (10%)			\$39,100
	Subtotal:		\$430,400
Construction Contingency (10%)			\$134,531
Total Opinion of Probable Project Costs:			\$1,910,245



TOWN OF WESTFORD

TOWN HALL
55 Main Street

WESTFORD, MA 01886

Telephone (978) 692-5501

January 8, 2026

Jeff Goodwin
Facilities Director
55 Main Street
Westford, MA 01886

RE: Westford Museum Community Preservation Funds Request

Dear Mr. Goodwin,

Please accept this letter as the Historic Commission's support for a Community Preservation Fund request for the funding of design fees for an ADA compliant bathroom, restoration to the exterior, and improvements and restoration of the interior of the museum building, not to exceed \$295,000.

At its meeting held January 7, 2026, David Gutbrod made a motion to support such an application to the Community Preservation Committee. His motion was seconded by Brian Alcorn, and passed 5-0 by the members present.

Respectfully,

A handwritten signature in black ink, appearing to read "Brian Alcorn", followed by a long horizontal line extending to the right.

Brian Alcorn, Secretary
Westford Historic Commission



**Study
Estimate**

Westford Museum
ADA Upgrades
Westford, MA

PM&C LLC
20 Downer Ave, Suite 5
Hingham, MA 02043
(T) 781-740-8007
(F) 781-740-1012

Prepared for:

Tecton Architects

November 26, 2025



Study

BASIS OF ESTIMATE

This cost estimate was produced from Study drawings, specifications and other documentation prepared by Tecton Architects and their design team dated 11/04/25 . Design and engineering changes occurring subsequent to the issue of these documents have not been incorporated in this estimate.

This estimate includes all direct construction costs, general contractor’s profit and design contingency. Cost escalation assumes start dates indicated.

Bidding conditions are expected to be under:

Chapter 149 of the Massachusetts General Laws to pre-qualified general contractors, and pre-qualified sub-contractors, open specifications for materials and manufacturers.

The estimate is based on **prevailing wage** rates for construction in this market and represents a reasonable opinion of cost. It is not a prediction of the successful bid from a contractor as bids will vary due to fluctuating market conditions, errors and omissions, proprietary specifications, lack or surplus of bidders, perception of risk, etc. Consequently the estimate is expected to fall within the range of bids from a number of competitive contractors or subcontractors, however we do not warrant that bids or negotiated prices will not vary from the final construction cost estimate.

ITEMS NOT INCLUDED IN THIS ESTIMATE

Items not included in this estimate are:

All professional fees and insurance

Site or existing conditions surveys investigations costs, including to determine subsoil conditions

Items identified in the design as Not In Contract (NIC)

Items identified in the design as by others

Owner supplied and/or installed items (e.g. technology, furniture and equipment, etc.)

Hazardous material studies and any associated abatement.

ESTIMATE UNITS & ABBREVIATIONS LEGEND

ALW	ALLOWANCE	LS	LUMP SUM
ALT	ALTERNATE	LV(S)	DOOR LEAF/LEAVES
BF	BOARD FOOT	LVL	LAMINATED VENEER LUMBER
DY(S)	DAY	MTH(S)	MONTH
EA	EACH	NIC	NOT IN CONTRACT
FLT(S)	FLIGHT (OF STAIRS)	OPT	OPTION
GFA	GROSS FOOTAGE AREA	QTY	QUANTITY
GSF	GROSS SQUARE FOOTAGE	SF	SQUARE FOOTAGE
HR(S)	HOUR	STOP	ELEVATOR STOP
HSS	HOLLOW STRUCTURAL SECTION	SY	SQUARE YARD
LBS	POUNDS	TN(S)	TONS (STEEL TONNAGE)
LF	LINEAR FOOTAGE	WK(S)	WEEK
LOC	LOCATION	YD(S)	YARD



MAIN CONSTRUCTION COST SUMMARY

	Construction Start		Estimated Cost
TRADE COSTS			
Addition & Renovation	Jul-26		\$825,460
Site Work, allowance budget			\$50,000
HazMat removals allowance budget			NIC
<hr/>			
SUBTOTAL TRADE COSTS	Jul-26		\$875,460
Design and Estimating Contingency		15.0%	\$131,319
Escalation to Bid		2.4%	\$21,011
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SUBTOTAL			\$1,027,790
Subcontractor Bonds			In rates
General Conditions			\$150,000
General Requirements	2.0%		\$20,556
Winter Conditions			excl
Insurances - GLI/Builders Risk	1.40%		\$14,389
Bond	1.00%		\$10,278
Building Permit			Waived
Overhead & Profit	10.0%		\$122,301
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TOTAL ESTIMATED CONSTRUCTION COST			\$1,345,314
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CONSTRUCTION COST SUMMARY IN CSI FORMAT

DIVISION	<i>Building Backup</i>	
	Subtotal	Total
DIV. 2 EXISTING CONDITIONS		\$20,175
024100 Demolition	\$20,175	
028000 Facility Remediation	See summary	
DIV. 3 CONCRETE		\$116,378
033000 Concrete	\$116,378	
DIV. 4 MASONRY		\$22,446
042000 Unit Masonry	\$22,446	
DIV. 5 METALS		\$13,223
055001 Metal Fabrications		
051000 Structural Framing	\$13,223	
DIV. 6 WOODS & PLASTICS		\$23,731
061000 Rough Carpentry	\$23,731	
064000 Architectural Woodwork		
DIV. 7 THERMAL & MOISTURE PROTECTION		\$105,125
074000 Roofing & Siding Panels	\$51,502	
070001 Roofing	\$52,391	
079200 Joint Sealants	\$1,232	
DIV. 8 DOORS & WINDOWS		\$34,410
080001 Metal Windows	\$20,540	
081400 Wood Doors	\$6,950	
087100 Door Hardware	\$5,000	
088000 Glazing	\$1,920	
DIV. 9 FINISHES		\$145,326
FSB 090001 Lathing & Plastering	\$55,640	
090002 Tiling	\$6,476	
090004 Acoustical Ceilings	\$3,876	
090006 Resilient Flooring		
FSB 090007 Painting	\$47,902	
096400 Wood Flooring	\$7,430	
092100 Gypsum Board Assemblies	\$24,002	
DIV. 10 SPECIALTIES		\$2,400
101400 Signage	\$900	
102800 Toilet & Bathroom Accessories	\$1,500	
DIV. 12 FURNISHINGS		\$936
122000 Window Treatment	\$936	
DIV. 14 CONVEYING		\$100,000
140000 Conveying Systems	\$100,000	
DIV. 21 FIRE PROTECTION		\$15,000
210000 Fire Protection	\$15,000	
DIV. 22 PLUMBING		\$76,800
FSB 220001 Plumbing	\$76,800	
DIV. 23 HVAC		\$33,750
FSB 230001 HVAC	\$33,750	
DIV. 26 ELECTRICAL		\$115,760
FSB 260001 Electrical	\$115,760	
DIV. 32 EXTERIOR IMPROVEMENTS		
320505 Selective Site Demolition for Exterior Improvements		
323300 Site Furnishings		
329000 Planting		
DIV. 33 UTILITIES		
334000 Stormwater Utilities		
337000 Electrical Utilities		
SUBTOTAL DIRECT (TRADE) COST	<i>Building</i>	\$825,460



CODE	DESCRIPTION	QTY	UNIT	UNIT COST	COST	SUBTOTAL COST	TOTAL COST
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Building Backup

GROSS FLOOR AREA CALCULATION

1							
2	Level 1 Renovation	5,356	sf		included entire GSF for fire alarm		
3	Level 1 Addition	350	sf				
4							
5	TOTAL GROSS FLOOR AREA (GFA)					5,706	<i>sf</i>

02 EXISTING CONDITIONS

024100 Demolition

10							
11	R&D extg wood framed handicap ramp	1	ea	2,500.00		2,500	
12	R&D extg exterior wall assembly for new addition	345	sf	25.00		8,625	
13	R&D extg roof & edge assembly for new addition	14	lf	100.00		1,400	
14	R&D extg floor & ceiling finishes @ extg	50	sf	3.00		150	
15	Misc selective demolition, allowance	1	ls	7,500.00		7,500	
16	024100						
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TOTAL, DIVISION 2 - EXISTING CONDITIONS \$20,175

03 CONCRETE

033000 Concrete

Concrete Summary

23							
24	FW	Foundation Walls	23				
25	WF	Wall Footings	6				
26	CF	Spread Footings	-				
27	P	Piers	-				
28	CW	Concrete Wall & Footing	-				
29	SOG	Slab on Grade	2				
30		Total Concrete	31	cy			
31							
32		<u>Wall footing, various widths</u>	47	lf	735.00	S/cy	
33		Formwork	94	sf	18.00		1,692
34		Re-bar	376	lbs	3.00		1,128
35	WF	Concrete material; 4,500 psi	6	cy	145.00		870
36		Placing concrete	6	cy	120.00		720
37							
38		Foundation wall footing 3'-0"W x 1'-0"D	47	lf			w/ above
39							
40		<u>Foundation wall, various heights</u>	47	lf	1,276.52	S/cy	
41		Formwork	752	sf	24.00		18,048
42		Re-bar	1,739	lbs	3.00		5,217
43	FW	Concrete material; 4,500 psi	23	cy	145.00		3,335
44		Placing concrete	23	cy	120.00		2,760
45							
46		Foundation wall 1'-6"W x 8'-0"H	47	lf			w/ above
47							
48		<u>Slab on grade, 4"D @ Addition</u>	166	sf	22.83		
49		Vapor barrier, heavy duty, 15 mil	166	sf	2.00		332
50		WWF reinforcement	191	sf	2.50		478
51		Concrete - 4" thick	2	cy	300.00		600
52	SOG	Placing concrete	2	cy	240.00		480
53		Finishing and curing concrete	166	sf	10.00		1,660
54		Moisture vapor reduction admixture; barrier one	2	cy	120.00		240
55							
56		<u>Misc.</u>					
57		Underpin & connect to extg foundations as req'd	16	lf	1,000.00		16,000
58		Limited access LULA pit; assumed no pit; includes slab depression	1	ea	10,000.00		10,000
59		Exterior concrete ramp to new addition	136	sf	150.00		20,400
60		Foundation leak repairs to sill plate @ extg building	1	ls	15,000.00		15,000
61		Repoint & repair extg foundation wall adjacent to addition	162	sf	65.00		10,530
62							
63	312000	<u>EARTHWORK</u>					
64		<u>Building Earthwork</u>					
65		Cut; no over-excavation	13	cy	50.00		650
66		Load excess soils for disposal	13	cy	2.50		33



CODE	DESCRIPTION	QTY	UNIT	UNIT COST	COST	SUBTOTAL COST	TOTAL COST
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Building Backup

67	Ledge removal allowance		cy	30.00		NR	
68	Strip footings						
69	Excavation	77	cy	50.00	3,850		
70	Backfill with existing fill	13	cy	25.00	325		
71	Gravel fill beneath footings, 6"	6	cy	35.00	210		
72	Remove off-site	52	cy	35.00	1,820		
73	033000 SUBTOTAL:					\$	116,378

TOTAL, DIVISION 03 CONCRETE							\$116,378
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04 MASONRY

042000 Unit Masonry

81	Wall X - 8" CMU @ elevator	336	sf	48.00	16,128		
82	Wall X - 6" CMU @ elevator machine room	132	sf	39.00	5,148		
83	Misc. metals s as req'd at CMU	468	sf	2.50	1,170		
84	042000 SUBTOTAL:					\$	22,446

TOTAL, DIVISION 4 - MASONRY							\$22,446
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05 METALS

051000 Structural Framing

92	Floor construction, steel framing - L2	1.07	tns	10,000.00	10,700		
93	Metal deck	145	sf	12.00	1,740		
94	Misc. steel as req'd for connections @ roof & floor, allowance	522	sf	1.50	783		
95	051000 SUBTOTAL:					\$	13,223

TOTAL, DIVISION 5 - METALS							\$13,223
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06 WOOD & PLASTICS

061000 Rough Carpentry

103	Roof construction, gang-nailed wood trusses	377	sf	45.00	16,965		
104	Roof sheathing	377	sf	6.00	2,262		
105	Rough blocking at doors	102	lf	8.00	816		
106	Rough blocking at windows	137	lf	8.00	1,096		
107	Rough blocking at roofing	216	lf	12.00	2,592		
108	061000 SUBTOTAL:					\$	23,731

064000 Architectural Woodwork

112	No work in this section						
113	064000 SUBTOTAL:					\$	-

TOTAL, DIVISION 6 - WOOD & PLASTICS							\$23,731
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07 THERMAL & MOISTURE PROTECTION

074000 Roofing & Siding Panels

121	EW-1 Exterior cladding, wood clapboard w/ wood quoins to match	894	sf		-		
122	EW-1 Steel stud backup framing w/ GWB	894	sf	18.00	w/ Div 09		
123	EW-1 Insulation	894	sf	5.00	4,470		
124	EW-1 Wood clapboard & solid stain finish*	894	sf	38.00	33,972		
125	Wood quoin corner trim 12"W	86	lf	60.00	5,160		
126	Wood quoin corner trim 10"W	109	lf	40.00	4,360		
127	Wood quoin corner trim 12"W @ extg building, refinish allowance	177	lf	20.00	3,540		
128	*staining w/ painting division 090007						
129	074000 SUBTOTAL:					\$	51,502

070001 Roofing

133	Roof Qty Summary				-		
134	Roof 1 Area	377	sf		-		
135	Roof 1 - Edge Perimeter	54	lf		-		
136					-		



CODE	DESCRIPTION	QTY	UNIT	UNIT COST	COST	SUBTOTAL COST	TOTAL COST
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Building Backup

137	ROOFING AND FLASHING							
138	Roofing, cedar shingles to match extg over 6" vented sheathing panels	377	sf	42.00	15,834			
139	Roof edge fascia & flashing assembly	54	lf	80.00	4,320			
140	Roof cornice profile 2'-0"H, premium roof edge tied into above	54	lf	100.00	5,400			
141	Flash & EJ @ extg roof edge	177	lf	100.00	17,700			
142	Downspout	40	lf	40.00	1,600			
143	Gutter	54	lf	40.00	2,160			
144	Miscellaneous flashings, allowance	377	sf	1.00	377			
145	Reflash chimney @ extg building	1	ea	5,000.00	5,000			
146	070001 SUBTOTAL:					\$	52,391	
147								
148	079200 Joint Sealants							
149								
150	Joint sealants as req'd @ doors	102	lf	2.00	204			
151	Joint sealants as req'd @ windows	137	lf	2.00	274			
152	Joint sealants as req'd @ roof	377	sf	2.00	754			
153	079200 SUBTOTAL:					\$	1,232	
154								
155								
156	TOTAL, DIVISION 7 - THERMAL AND MOISTURE PROTECTION							\$105,125
157								
158	08 DOORS & WINDOWS							
159								
160								
161								
162								
163								
164	081400 Wood Doors							
165								
166	Door, Wood 3070, exterior w/ full lite	1	ea	1,200.00	1,200			
167	Door, Wood 3070, interior	3	ea	500.00	1,500			
168	Door, Wood 3070, interior w/ full lite*	2	ea	500.00	1,000			
169	*glazing in doors w/ Interior Glazing Division 088000							
170	Frame, Wood 3070	5	ea	650.00	3,250			
171	081400 SUBTOTAL:					\$	6,950	
172								
173	080001 Metal Windows							
174								
175	Windows, metal - alu clad wood double hung	78	sf	180.00	14,040			
176	Windows, wood - reinstalled from extg building	55	sf	100.00	5,500			
177	Windows, wood clad aluminum - transom	4	sf	250.00	1,000			
178	080001 SUBTOTAL:					\$	20,540	
179								
180	087100 Door Hardware							
181								
182	Hardware, exterior - typical	1	ea	1,000.00	1,000			
183	Hardware, interior - typical	5	ea	800.00	4,000			
184	087100 SUBTOTAL:					\$	5,000	
185								
186	088000 Glazing							
187								
188	Glazing in doors	24	sf	80.00	1,920			
189	088000 SUBTOTAL:					\$	1,920	
190								
191	TOTAL, DIVISION 8 - DOORS AND WINDOWS							\$34,410
192								
193	09 FINISHES							
194								
195	092100 Gypsum Board Assemblies							
196								
197	Wall X - 3.5" MF, NR GWB, 1L-ES w/ ins	190	sf	18.00	3,420			
198	Wall X - 3.5" MF, 1HR GWB - chase, 1L-OS	80	sf	13.00	1,040			
199	Modifications to extg wall, previously exterior	345	sf	10.00	3,450			
200	EW-1 Steel stud backup framing w/ GWB	894	sf	18.00	16,092			
201	092100 SUBTOTAL:					\$	24,002	
202								
203	090001 Lathing & Plastering							
204								
205	Replace ceiling plaster in kind for 2nd FL @ extg building	1,391	sf	40.00	55,640			
206	090001 SUBTOTAL:					\$	55,640	
207								
208	090002 Tiling							



CODE	DESCRIPTION	QTY	UNIT	UNIT COST	COST	SUBTOTAL COST	TOTAL COST
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Building Backup

209								
210	Flooring, ceramic tile	50	sf	50.00	2,500			
211	Floor base, tile	28	lf	28.00	784			
212	Wall finish, tile 4'-0"H	84	sf	38.00	3,192			
213	090002 SUBTOTAL:					\$	6,476	
214								
215	090004 Acoustical Ceilings							
216								
217	Ceiling, ACT 2x2	323	sf	12.00	3,876			
218	090004 SUBTOTAL:					\$	3,876	
219								
220	090007 Painting							
221								
222	Paint interior walls @ new partitions	460	sf	1.20	552			
223	Paint ceilings	1,391	sf	2.00	2,782			
224	Paint door & frames	5	ea	250.00	1,250			
225	Paint interior window & door trim	85	lf	10.00	850			
226	Paint exterior, allowance	894	sf	4.00	3,576			
227	Misc. interior painting	5,706	gsf	1.00	5,706			
228	Full restoration of exterior siding, 100% scrape & paint w/ 20% replacement	2,198	sf	15.00	32,970			
229	Flooring, sealed concrete	72	sf	3.00	216			
230	090007 SUBTOTAL:					\$	47,902	
231								
232	096400 Wood Flooring							
233								
234	Flooring, wood floor @ Lobby	200	sf	25.00	5,000			
235	Base, wood	81	lf	30.00	2,430			
236	096400 SUBTOTAL:					\$	7,430	
237								
238	TOTAL, DIVISION 9 - FINISHES							\$145,326
239								
240	10 SPECIALTIES							
241								
242	101400 Signage							
243								
244	Room signage	6	ea	150.00	900			
245	101400 SUBTOTAL:					\$	900	
246								
247	102800 Toilet & Bathroom Accessories							
248								
249	Toilet accessories @ new rooms	1	ea	1,500.00	1,500			
250	102800 SUBTOTAL:					\$	1,500	
251								
252	TOTAL, DIVISION 10 SPECIALTIES							\$2,400
253								
254	12 FURNISHINGS							
255								
256	122000 Window Treatment							
257								
258	Window shades	78	sf	12.00	936			
259	122000 SUBTOTAL:					\$	936	
260								
261	TOTAL, DIVISION 12 FURNISHINGS							\$936
262								
263	14 CONVEYING							
264								
265	140000 Conveying Systems							
266								
267	New LULA elevator	1	ea	100,000.00	100,000			
268	140000 SUBTOTAL:					\$	100,000	
269								
270	TOTAL, DIVISION 21							\$100,000
271								
272	21 FIRE PROTECTION							
273								
274	210000 Fire Protection							
275								
276	For new elevator addition	1	ls	15,000.00	15,000			
277	210000 SUBTOTAL:					\$	15,000	
278								
279	TOTAL, DIVISION 21							\$15,000



CODE	DESCRIPTION	QTY	UNIT	UNIT COST	COST	SUBTOTAL COST	TOTAL COST
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Building Backup

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22 PLUMBING

220001 Plumbing

Plumbing Scope

Add insulation to extg hot water pie in basement @ extg building (100 lf) **100** lf 18.00 1,800

Replace sump pump in basement @ extg building **1** ea 15,000.00 15,000

New single toilet room plumbing **1** ls 60,000.00 60,000

Plumbing Fixtures & Specialties

Water closet ADA **1** ea w/ above

Lavatory ADA, wall-hung **1** ea w/ above

Domestic Water Type L Copper Pipe

Copper pipe type L w/fittings & hangers w/ above

Valves & accessories w/ above

Pipe Insulation

Domestic water pipe insulation w/ above

Sanitary W&V UG, SV Cast Iron Pipe

Cast iron pipe with fittings w/ above

Connect to existing w/ above

Sanitary W&V AG, Hubless Cast Iron Pipe

Cast iron pipe no-hub with fittings & hangers w/ above

VTR w/ above

Storm Drainage

Reconfiguration of existing roof drainage Allowance w/ above

Miscellaneous

Coordination & BIM w/ above

Coring, sleeves & firestopping w/ above

Testing and sterilization w/ above

Fees & permits assumed waived

220001 SUBTOTAL \$ 76,800

TOTAL, DIVISION 22 \$76,800

23 HVAC

230001 HVAC

HVAC Scope

Add exhaust fan to extg non-ADA bathroom @ extg building **1** ea 3,500.00 3,500

New HVAC, mini-split system @ addition **1** ea 25,000.00 25,000

Sheet Metal & Accessories w/ above

Refrigerant Piping w/ above

Condensate Drain Piping w/ above

Pipe Insulation w/ above

Controls w/ above

BMS system **350** sf 9.00 3,150

Balancing

System testing & balancing **350** sf 2.00 700

Miscellaneous

Project management, coordination, coring, rigging, etc. **350** sf 4.00 1,400

Fees & permits assume waived

230001 SUBTOTAL \$ 33,750

TOTAL, DIVISION 23 \$33,750



CODE	DESCRIPTION	QTY	UNIT	UNIT COST	COST	SUBTOTAL COST	TOTAL COST
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Building Backup

337	26 ELECTRICAL						
338							
339	260001 Electrical						
340							
341	Electrical requirements at new elevator	350	gsf	100.00	35,000		
342	Upgrade electrical service @ extg building	1	ls	20,000.00	20,000		
343	Replace recessed lighting (24 total)	24	ea	300.00	7,200		
344	Upgrade fire alarm system @ extg building	5,356	sf	10.00	53,560		
345	260001 SUBTOTAL					\$	115,760
346							
347	TOTAL, DIVISION 26						\$115,760
348							

Westford Museum - ROM Summary										Building Area: 2,900		CIP Prioritization				
SYSTEM / LINE ITEM DESCRIPTION	Amount	Unit	Unit Price	Current Replacement Cost	General Conditions & Requirements	Binds, Insurance, Overhead & Profit	Design/Estimating Contingency	Subtotal - Line Item	Construction Contingency + Approx. Soft Costs (Design, printing, advertising, etc.)	Projected Line Item Cost	Priority Ranking	Immediate (1)	1-3 Years (2)	3-5 Years (3)	5-10 Years (4)	10-15 Years (5)
					15%	5.0%	15.0%		25.0%		4%/YR	2.0%	8.2%	19.3%	37.1%	66.8%
Site Improvements										\$ 10,125		\$ -	\$ -	\$ -	\$ -	\$ -
Storm Water Drainage	600	SF	\$10	\$ 6,000	\$ 900	\$ 300	\$ 900	\$ 8,100	\$ 2,025	\$ 10,125		\$ -	\$ -	\$ -	\$ -	\$ -
Exterior Improvements										\$ 38,603		\$ -	\$ -	\$ -	\$ -	\$ -
Scrape (sandblast) & Paint Siding & Trim	4,344	SF	\$4	\$ 17,376	\$ 2,606	\$ 869	\$ 2,606	\$ 23,458	\$ 5,864	\$ 29,322		\$ -	\$ -	\$ -	\$ -	\$ -
Exterior Wall & Siding Repair	100	SF	\$15	\$ 1,500	\$ 225	\$ 75	\$ 225	\$ 2,025	\$ 506	\$ 2,531		\$ -	\$ -	\$ -	\$ -	\$ -
Chimney Flashing Repair	1	EA	\$4,000	\$ 4,000	\$ 600	\$ 200	\$ 600	\$ 5,400	\$ 1,350	\$ 6,750		\$ -	\$ -	\$ -	\$ -	\$ -
ADA Stair, Elevator & toilet Addition (Exterior)	0	SF	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
*TBD pending results of feasibility study																
Interior Improvements										\$ 26,916		\$ -	\$ -	\$ -	\$ -	\$ -
Ceilings	1,450	SF	\$11	\$ 15,950	\$ 2,393	\$ 798	\$ 2,393	\$ 21,533	\$ 5,383	\$ 26,916		\$ -	\$ -	\$ -	\$ -	\$ -
ADA Stair, Elevator & toilet Addition (Interior)	0	SF	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
*TBD pending results of feasibility study																
Division 21 - Fire Protection										\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
-				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
Division 22 - Plumbing										\$ 72,900		\$ -	\$ -	\$ -	\$ -	\$ -
Water Distribution & Drainage Systems	2,900	SF	\$6	\$ 17,400	\$ 2,610	\$ 870	\$ 2,610	\$ 23,490	\$ 5,873	\$ 29,363		\$ -	\$ -	\$ -	\$ -	\$ -
Plumbing Fixtures / Equipment	2,900	SF	\$2	\$ 5,800	\$ 870	\$ 290	\$ 870	\$ 7,830	\$ 1,958	\$ 9,788		\$ -	\$ -	\$ -	\$ -	\$ -
Water Heaters	1	EA	\$20,000	\$ 20,000	\$ 3,000	\$ 1,000	\$ 3,000	\$ 27,000	\$ 6,750	\$ 33,750		\$ -	\$ -	\$ -	\$ -	\$ -
Division 23 - Mechanical										\$ 58,725		\$ -	\$ -	\$ -	\$ -	\$ -
Terminal Units	2,900	SF	\$12	\$ 34,800	\$ 5,220	\$ 1,740	\$ 5,220	\$ 46,980	\$ 11,745	\$ 58,725		\$ -	\$ -	\$ -	\$ -	\$ -
Division 26 - Electrical										\$ 259,369		\$ -	\$ -	\$ -	\$ -	\$ -
Electrical Service / Distribution	2,900	SF	\$25	\$ 72,500	\$ 10,875	\$ 3,625	\$ 10,875	\$ 97,875	\$ 24,469	\$ 122,344		\$ -	\$ -	\$ -	\$ -	\$ -
Lighting - General	2,900	SF	\$15	\$ 43,500	\$ 6,525	\$ 2,175	\$ 6,525	\$ 58,725	\$ 14,681	\$ 73,406		\$ -	\$ -	\$ -	\$ -	\$ -
Lighting - Emergency	2,900	SF	\$0.50	\$ 1,450	\$ 218	\$ 73	\$ 218	\$ 1,958	\$ 489	\$ 2,447		\$ -	\$ -	\$ -	\$ -	\$ -
Fire Alarm System	2,900	SF	\$5	\$ 14,500	\$ 2,175	\$ 725	\$ 2,175	\$ 19,575	\$ 4,894	\$ 24,469		\$ -	\$ -	\$ -	\$ -	\$ -
Technology Infrastructure	2,900	SF	\$7.00	\$ 20,300	\$ 3,045	\$ 1,015	\$ 3,045	\$ 27,405	\$ 6,851	\$ 34,256		\$ -	\$ -	\$ -	\$ -	\$ -
Security Alarms & Control Devices	2,900	SF	\$1	\$ 1,450	\$ 218	\$ 73	\$ 218	\$ 1,958	\$ 489	\$ 2,447		\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal for CIP Items				\$ 276,526				\$ 373,310		\$ 466,638	0	\$ -	\$ -	\$ -	\$ -	\$ -
Cost Per Square Foot				\$ 95.35				\$ 128.73		\$ 160.91	0	\$ -	\$ -	\$ -	\$ -	\$ -

TOWN OF WESTFORD
PERMANENT TOWN BUILDING COMMITTEE
MEMORANDUM

DATE: January 13, 2026
FROM: Chris Karpinsky, Clerk
TO: Jeff Goodwin, Director of Facilities
RE: Committee support for Westford Museum and Town Hall CPC Grant Applications

Dear Mr. Goodwin,

At the Permanent Town Building Committee (PTBC) meeting on January 12, 2026, you asked for our support of the Town's CPC applications for both the Westford Museum and Town Hall restoration projects. The PTBC is eager to see the historical exterior details of both of these buildings preserved in a sensitive manner by knowledgeable design professionals and skilled craftsmen. The details you shared of the \$290,000 request for the Westford Museum effort and the \$1,056,000 request for the Town Hall effort have convinced the PTBC to support your two requests to achieve our shared preservation goals for these two buildings.

At this meeting, the PTBC moved and approved 5-0-0 to support these two applications. We continue to support the efforts of the Town in preserving these important historical buildings in our Town center.

Chris Karpinsky
Clerk, Permanent Town Building Committee