



TOWN OF WESTFORD  
**PERMANENT TOWN  
BUILDING COMMITTEE**

TOWN HALL  
WESTFORD, MASSACHUSETTS 01886  
(978) 692-5500

## MEMORANDUM

**To:** Jodi Ross, Town Manager  
**From:** Tom Mahanna, Chair  
**Subject:** New Center Building Design Alternatives  
**Date:** July 3, 2018

The Feasibility Study for the New Center Building Project was recently completed by Context Architecture (Context). The study recommended a two story 9,184 s.f. building that had an estimated cost of \$7.1M. As requested by the Board of Selectmen at their meeting on June 12<sup>th</sup>, 2018, Context has completed an analysis of alternative design options that could reduce the overall size and cost of the project. A copy of their analysis is attached to this memo.

Context provided three options that could reduce the project budget to \$5.0M, \$5.5M, or \$6.0M. They provided a conceptual sketch of the impact that each option will have on the layout of the building along with a summary of the program spaces that will be impacted or eliminated. In order to reduce the project cost to the three referenced budgets, the building size will need to be reduced by 3,862 s.f., 2,953 s.f., or 2,044 s.f.. Under each option, the Meeting Room size will be reduced along with the office space for the IT Dept., Veterans Agent, and Facilities Dept. The Public Conference Room, Storage Rooms, IT Training Room, and other additional office space will be deleted depending on which option is selected.

The PTBC discussed these options at our meeting on June 26<sup>th</sup>, 2018. Also present at this meeting were Mike Berlinski and Zac Cataldo from the Energy Committee, and Ellen Harde. The PTBC did not vote to support either the original recommended plan, or any of the cost reduction options. However, we are certainly willing to work with our consultants to revise the conceptual plans while still trying to maintain the key elements of the original program, if this is the desire of either you or the BOS.

The committee also discussed your request to provide input on the possible purchase of the Franco-American Club in Forge Village. This is a 10,250 s.f. building that resides on 7.2 acre parcel off West Prescott Street. The Club recently approached the BOS to determine if there was any interest in acquiring the property. The PTBC did investigate this property previously when the Cameron Senior Center Project was being designed. The Club approached the Town about purchasing the property to become the new Senior Center. The Town and PTBC ultimately decided to renovate the existing Senior Center rather than purchase this property.

The Club property could now be considered for other Town uses, such as the Recreational Dept. and School Administration. The property would need to be investigated to determine whether the existing structure is suitable to support either these departments or other town departments, depending on what the space needs are. In addition to the Franco-American Club, the Town is also considering the purchase of the Adams property, located at 63 Main Street. This is 3.0± acre parcel that directly abuts both the Roudenbush Community Center parcel and the Town Hall complex parcel. Should the Town purchase the Adams property, it will have one contiguous parcel in Town Center from the Frost School to Town Hall. It is our opinion that the Adams property will provide the Town with significant long term benefits and we should actively pursue acquiring this parcel.

It is the PTBC's opinion that the potential purchase of either of these two properties could have an impact on the direction and/or program goals of the New Center Building Project. Context is currently proceeding with the Parking Study only for the project. We request that either the Town Manager and/or the BOS provide the PTBC with direction on how to proceed with the design phase of this project before we authorize Context to complete any additional tasks.

We look forward to discussing this with you and the BOS at their meeting on July 10<sup>th</sup>, 2018. If you have any questions or need any additional information please contact me.

Sincerely,



Thomas J. Mahanna, Chair  
Permanent Town Building Committee

Copy: Jeff Shaw, Chris Logan (Context)  
Enclosures: Context – Center Building Project Budget Options Memo

**WESTFORD NEW CENTER BUILDING STUDY**  
**PROJECT BUDGET OPTIONS**  
22 JUNE 2018

The following Project Budget Options were requested by the Board of Selectmen. The Center Building Study resulted in a building program and concept design of 9,184 SF with a total project estimate of \$7,124,200.00.

**Option 1. \$5,000,000.00 Total Project Budget Estimate**

The square footage for this option is 5,322 SF - a reduction of 3,862 SF from the Study SF. To achieve this reduced SF, the following program modifications are required.

- Meeting Room capacity will be reduced to 50 (First Floor)
- Public Conference Room will be deleted (First Floor)
- Meeting Room Storage & CATV Rooms will be deleted (First Floor)
- Lobby will be smaller (First Floor)
- Toilet Rooms will become single user rooms (First Floor)
- Future Expansion will be deleted (Second Floor)
- IT will be reduced to one open office and one private office (Second Floor)
- IT Training Room & Workshop will be deleted (Second Floor)
- Facilities Department will be reduced to a one room office (Second Floor)
- Veteran Services will be reduced to a one room office (Second Floor)
- Town File Storage will be deleted (Second Floor)

**Option 2. \$5,500,000.00 Total Project Budget Estimate**

The square footage for this option is 6,231 - a reduction of 2,953 SF from the Study SF. To achieve this reduced SF, the following program modifications are required.

- Meeting Room capacity will be reduced to 60 (First Floor)
- Public Conference Room will be deleted (First Floor)
- Meeting Room Storage & CATV rooms will become closets (First Floor)
- Lobby will be smaller (First Floor)
- Toilet Rooms will become single user rooms (First Floor)
- Future Expansion will be deleted (Second Floor)
- IT will be reduced to an open office, a private office, Server & Workshop (Second Floor)
- IT Training Room will be deleted (Second Floor)
- Facilities Department will be reduced to a one room office (Second Floor)
- Veteran Services will be reduced to a one room office (Second Floor)
- Town File Storage will be deleted (Second Floor)



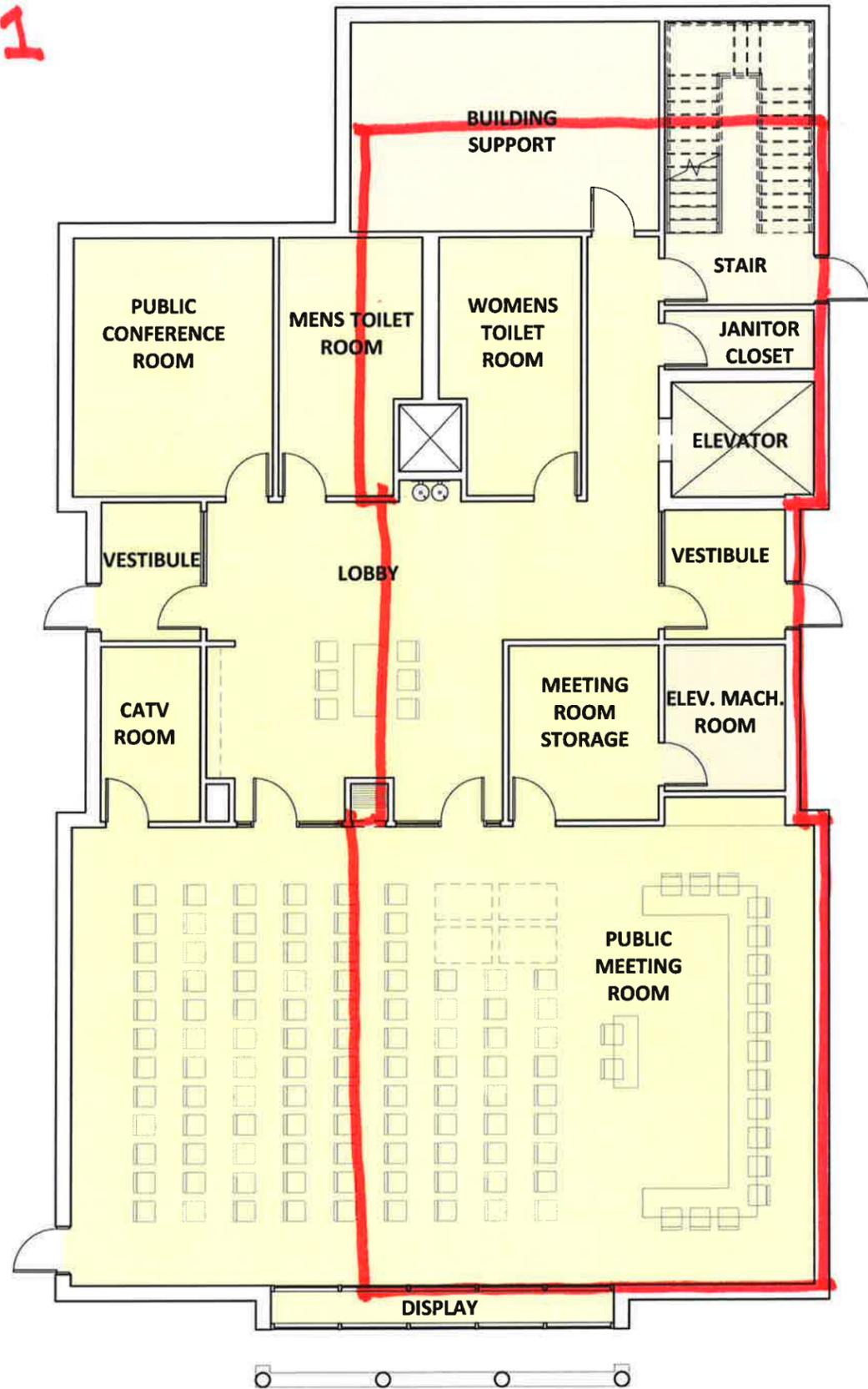
### **Option 3. \$6,000,000.00 Total Project Budget Estimate**

The square footage for this option is 7,140 - a reduction of 2,044 SF from the Study SF. To achieve this reduced SF, the following program modifications are required.

- Meeting Room capacity will be reduced to 70 (First Floor)
- Public Conference Room will be deleted (First Floor)
- Meeting Room Storage & CATV rooms will become closets (First Floor)
- Lobby will be smaller (First Floor)
- Future Expansion will be deleted (Second Floor)
- IT will be reduced to an open office, a private office, Server & Workshop (Second Floor)
- IT Training Room will be deleted (Second Floor)
- Facilities Department will be reduced to a two room office suite (Second Floor)
- Veteran Services will be reduced to a one room office (Second Floor)
- Town File Storage will be decreased by 50% (Second Floor)

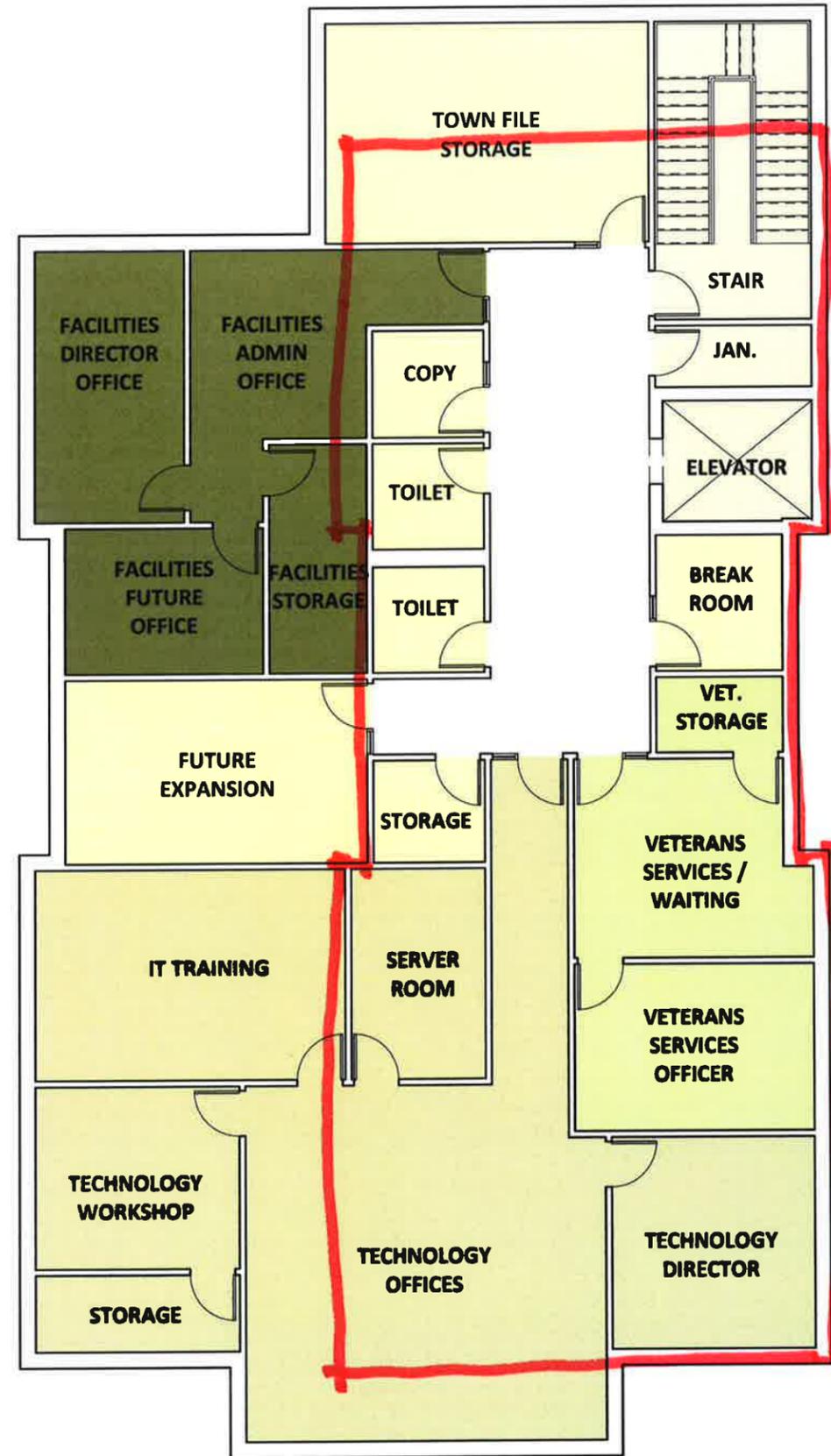
**OPTION 1**

5,322 GSF



FIRST FLOOR - 4,540 GSF

2,001 GSF

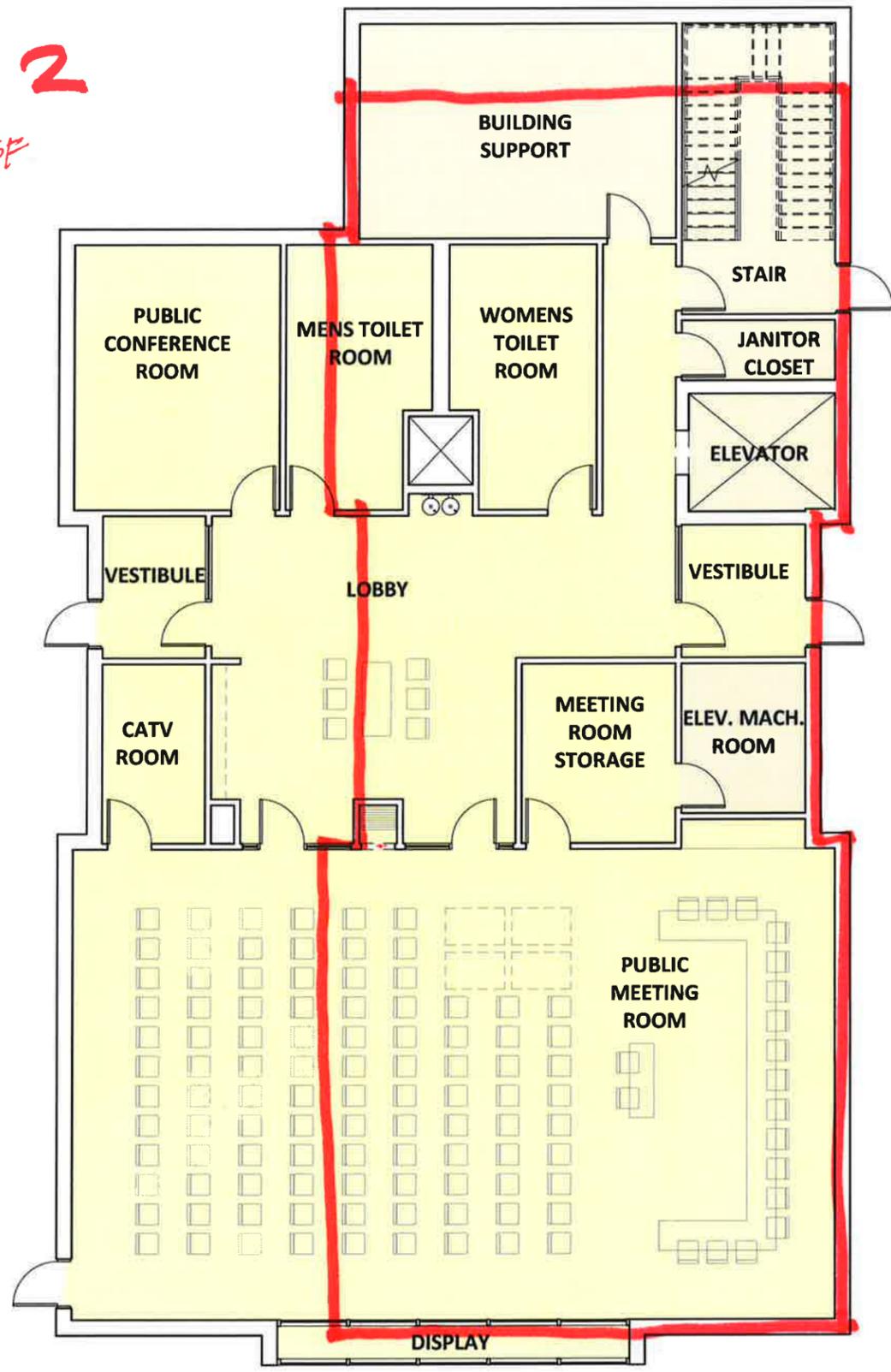


SECOND FLOOR - 4,644 GSF

2,001 GSF

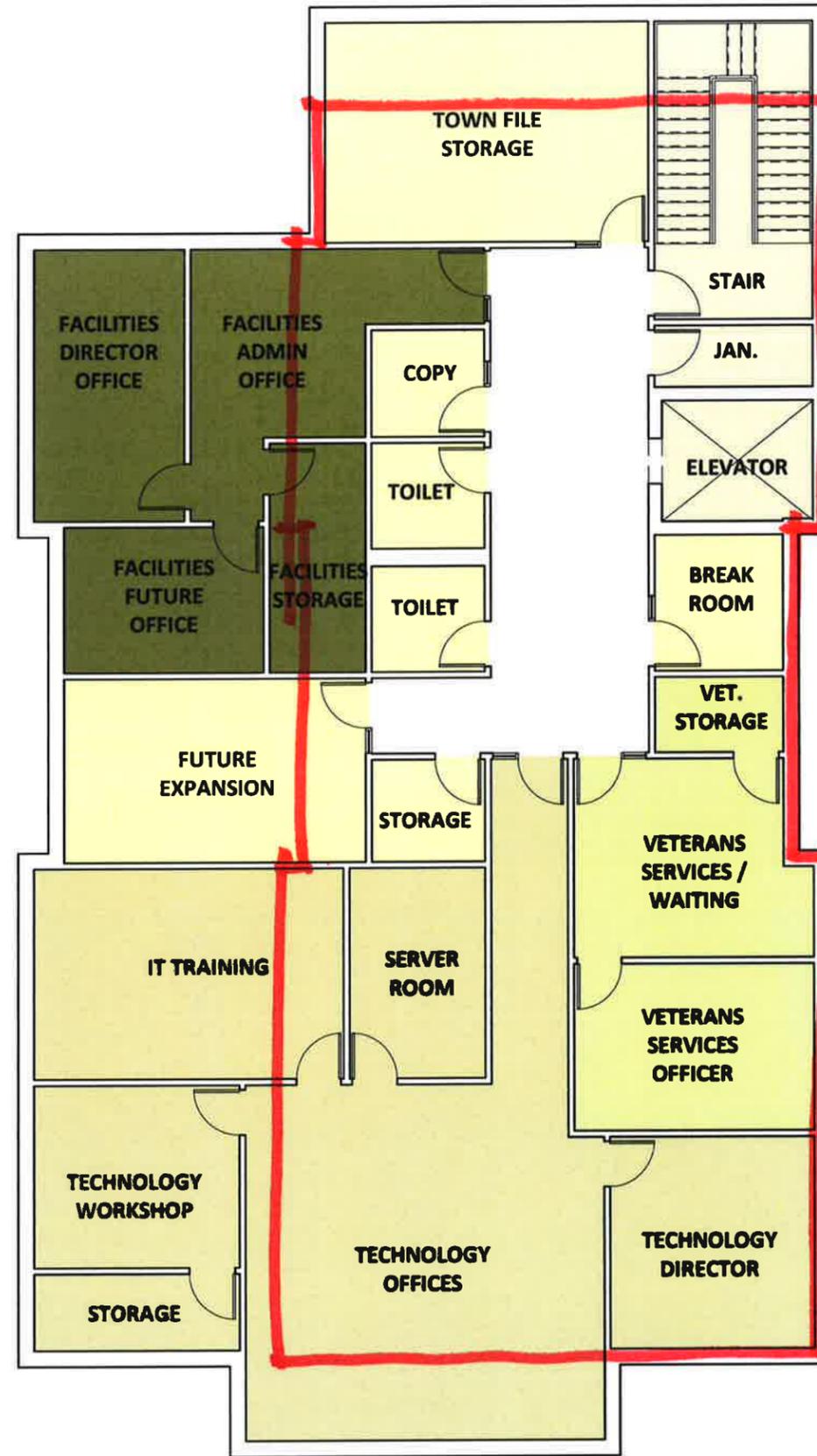
# OPTION 2

4,231 GSF



FIRST FLOOR - 4,540 GSF

3,115.5 GSF

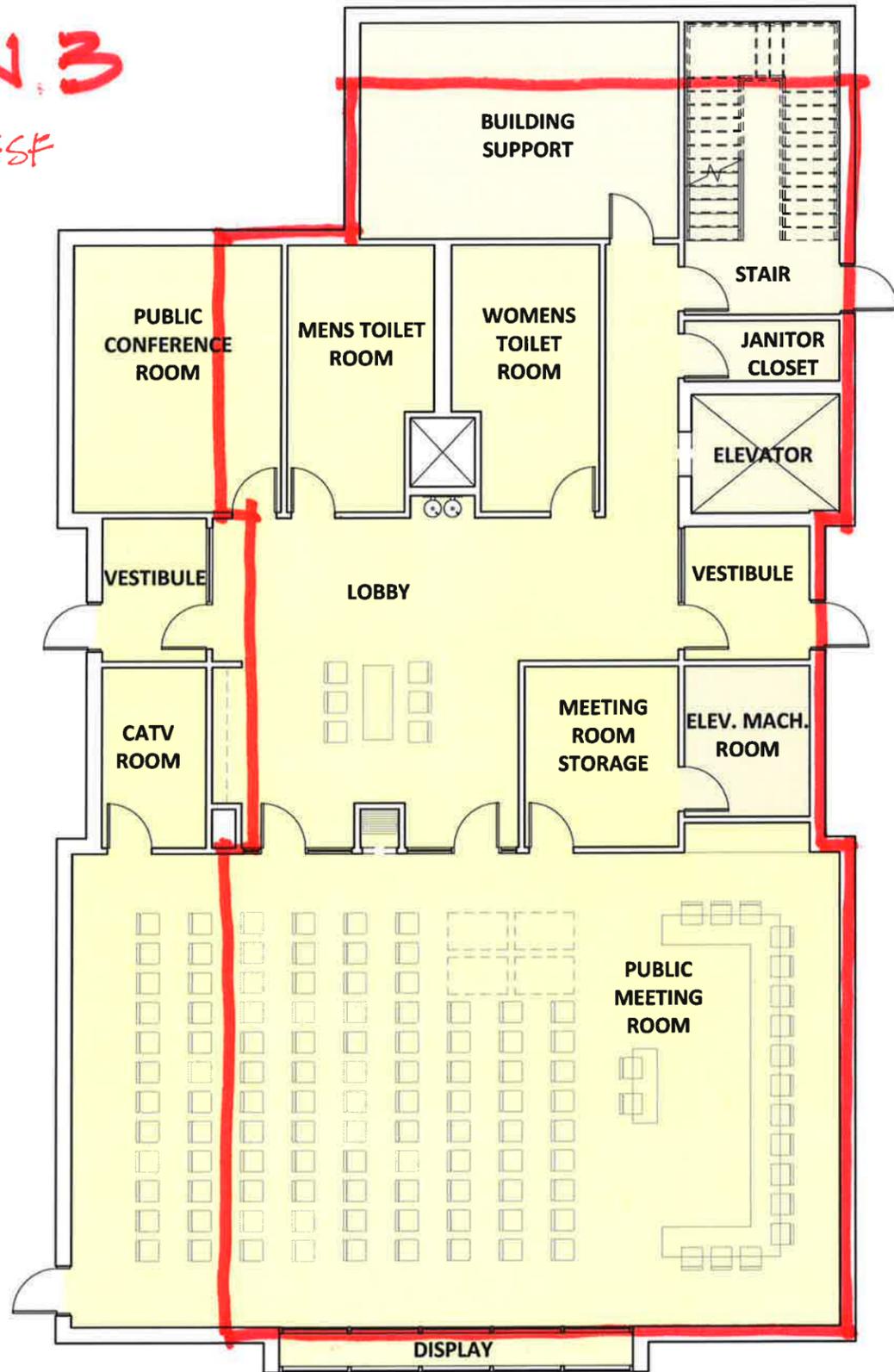


SECOND FLOOR - 4,644 GSF

3,115.5 GSF

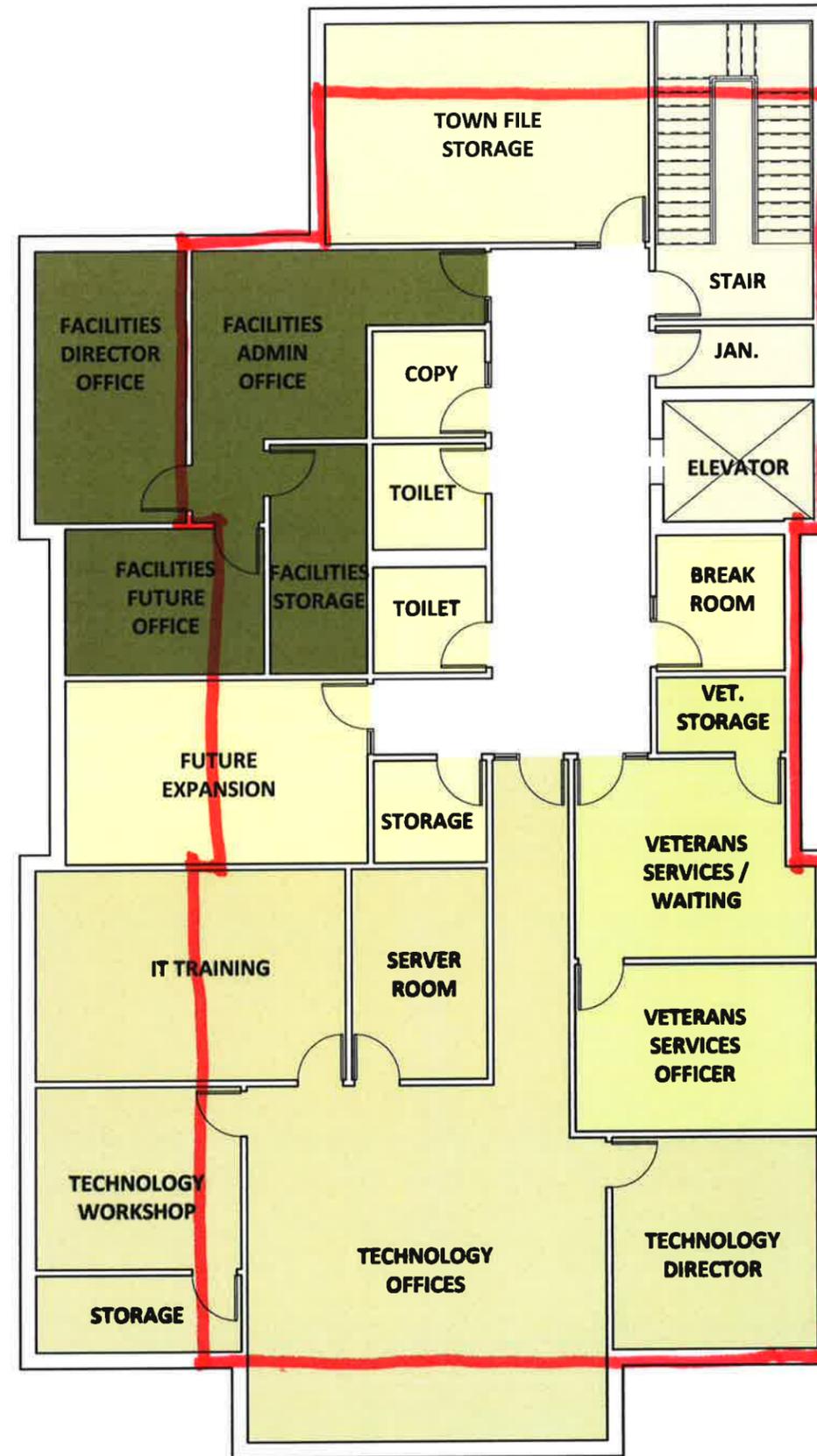
# OPTION 3

7,140 GSF



FIRST FLOOR - 4,540 GSF

3,570 GSF



SECOND FLOOR - 4,644 GSF

3,570 GSF