



TOWN OF WESTFORD
OFFICE OF THE TOWN MANAGER

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To: Jodi Ross, Town Manager

From: Eric Heideman, Assistant Town Manager

Date: October 19, 2020

Re: Request to Approve the Request for Proposals for the Disposition of Town Farm
and to Establish the Minimum Purchase Price for the RFP

Recommended Motion: To approve the release of the request for proposals for the Disposition of the Town Farm Property, pending final review by Town Counsel, and to set the minimum purchase price in the RFP at \$ _____

Our office has been working collaboratively with the 35 Town Farm Road Task Force for many months to develop a request for proposals for the disposition of the Town Farm property following the direction provided by the Board of Selectmen. The focus of the RFP is to redevelop the Town Farm into senior affordable housing rental units and to provide a new home for the Westford Food Pantry. The board supported this project based on the notion that the town would use the proceeds from the sale of Town Farm to construct a new Fire Training Facility for the Fire Department at a to-be-determined parcel. We were able to reach an agreement with the Board of Water Commissioners to construct a facility at 60 Forge Village Road, with the caveat that the town would seek an appropriation in the amount \$75,000 to have funding available to relocate the new Fire Training Facility if, at a future date, the Board of Water Commissioners determined that the land was required for water treatment purposes.

The Town Manager's Office, Fire Department, and DPW Department worked collaboratively to develop a conceptual construction cost estimate for the proposed Fire Training Facility (see attached). The Fire Department received a quote from Fire Training Structures LLC for the acquisition of the proposed facility. This company constructs their modular training facilities primarily out of 10' x 40' ISO freight containers, which is currently the industry standard based on our combined research. The Fire Department initially proposed a three-box structure, termed the "Sable System", which we were quoted \$367,000 to purchase. Acquisition of the equipment is merely one part of the overall construction estimate. The figure above is to provide the equipment at a site to be prepared by the town. The initial total estimated budget came in at \$997,000, which includes a construction contingency, among many other expenses.

We presented the \$997,000 figure to the 35 Town Farm Road Task Force, along with the draft request for proposals, to seek their input. The basic premise of the RFP is that we are establishing a minimum purchase price for the Town Farm property, which would be set at the amount believed to be required to construct the new Fire Training Facility. The task force had concerns with requiring a payment to the town in the amount of \$997,000 for the sale of Town Farm. They voted to recommend that the minimum purchase price be set at the total assessed value for the property, including the expanded parcel size of 1.675 acres. Our Principal Assessor, Paul Plouffe, reviewed the proposed lot lines, which were approved by the Board of Selectmen, and informed us that the new property assessment would be \$531,800.

The Town Manager's Office, Fire Department, and DPW Department regrouped to discuss how to decrease the construction cost estimate to make the Town Farm project more financially viable. The Fire Department informed us that they would be willing to accept a smaller training facility, termed the "2-Stack System". They believed that they would only lose minimal additional training capabilities by going down to the next lower model and they informed us that a third container could be purchased by the town in the future, if desired. The manufacturer provided the town with a quote in the amount of \$270,000 for the smaller structure. We also discussed the Newport Materials settlement agreement and felt that the \$53,000 listed in the initial estimate for paving could be removed under the assumption that we would use the asphalt owed to the town through the settlement agreement. Modifying these two items also reduced the 20% contingency and as a result the revised construction cost estimate came in at \$817,000.

Based on our meeting with the 35 Town Farm Road Task Force, we also requested the Westford Affordable Housing Trust (AHT) to consider providing a grant to the affordable housing project proposed at Town Farm at their October 14th meeting. If the trust were able to provide any funding it would greatly assist with offsetting the increased construction cost estimate for the Fire Training Facility. The AHT members were concerned with providing a grant to the project since they were not able to see what exactly was being proposed at the site, such as the building size and number of affordable units. We had discussed a possible conditional grant award if a list of to-be-determined requirements were met by the developer. We requested Town Counsel to draft some conditional grant language that could be used in the RFP to satisfy the concerns of the AHT. The AHT has not yet scheduled another meeting to continue their discussions on this project's application for grant funding.

Fire Training Facility - Conceptual Costs

Date: 10/2/2020

Item	OPTION A				OPTION B*			
	Quantity	Unit	Unit Cost	Total Cost	Quantity	Unit	Unit Cost	Total Cost
Fire Training System	1	LS	\$ 367,000	\$ 367,000	1	LS	\$ 270,000	\$ 270,000
Training Structure Foundation	1	LS	\$ 10,000	\$ 10,000	1	LS	\$ 10,000	\$ 10,000
Clearing & Grubbing	0.40	Acre	\$ 35,000	\$ 14,000	0.40	Acre	\$ 35,000	\$ 14,000
Site Excavation	1,500	CY	\$ 35	\$ 52,500	1,500	CY	\$ 35	\$ 52,500
Gravel Borrow	700	CY	\$ 40	\$ 28,000	700	CY	\$ 40	\$ 28,000
Fine Grading & Compacting	2,100	SY	\$ 10	\$ 21,000	2,100	SY	\$ 10	\$ 21,000
Asphalt Pavement	530	Tons	\$ 100	\$ 53,000	-	Tons	\$ -	\$ 0
Reinforced Concrete Pad	55	CY	\$ 750	\$ 41,250	55	CY	\$ 750	\$ 41,250
Loam	50	CY	\$ 55	\$ 2,750	50	CY	\$ 55	\$ 2,750
Seed	300	SY	\$ 2	\$ 600	300	SY	\$ 2	\$ 600
Erosion Controls	200	LF	\$ 7	\$ 1,400	200	LF	\$ 7	\$ 1,400
Steel Shipping Container for Storage	1	LS	\$ 5,000	\$ 5,000	1	LS	\$ 5,000	\$ 5,000
Stormwater Management System	1	LS	\$ 15,000	\$ 15,000	1	LS	\$ 15,000	\$ 15,000
Fire Cistern for Runoff Collection	1	LS	\$ 33,000	\$ 33,000	1	LS	\$ 33,000	\$ 33,000
Fire Hydrants	1	Each	\$ 5,000	\$ 5,000	1	Each	\$ 5,000	\$ 5,000
6" Water Main	100	LF	\$ 100	\$ 10,000	100	LF	\$ 100	\$ 10,000
Electrical Service	1	LS	\$ 15,000	\$ 15,000	1	LS	\$ 15,000	\$ 15,000
Propane Tank, Pad & Piping	1	LS	\$ 5,000	\$ 5,000	1	LS	\$ 5,000	\$ 5,000
8' Tall Security Fence	500	LF	\$ 110	\$ 55,000	500	LF	\$ 110	\$ 55,000
Entrance Gate & Fence Gates	1	LS	\$ 13,000	\$ 13,000	1	LS	\$ 13,000	\$ 13,000
			Sub-total	\$ 747,500			Sub-total	\$ 597,500
			20% Contingency	\$ 149,500			20% Contingency	\$ 119,500
			Construction Total	\$ 897,000			Construction Total	\$ 717,000
			Engineering & Permitting	\$ 25,000			Engineering & Permitting	\$ 25,000
			Future Relocation	\$ 75,000			Future Relocation	\$ 75,000
			Project Total	\$ 997,000			Project Total	\$ 817,000

* - Under Option B the Fire Training System would be reduced from a three container system to a two container system & the Asphalt Pavement item would be completed using the paving services mitigation item from the Newport Materials Settlement Agreement.

Note: The above items and costs are based on a conceptual site layout and should be considered for discussion purposes only.