



**CAPITAL IMPROVEMENT PROJECT (CIP) REQUEST - FY21
FORM A - DESIGN & CONSTRUCTION**

Project Title:	West Branch Library		
Project Address:	40 College Avenue		
Department:	IAM - Capital Projects		
Project Mgr.:	Rob Cassano	Email:	rcassano@somervillema.gov
New Project or Modification:	Modification to Existing Project		

Department Priority: **Urgent** **First**

Rank your project(s) in order of priority from your point of view. If you propose four projects, rank them 1, 2, 3, 4, with 1 being the highest, and so forth.

Project Description/Scope of Work:

Requesting additional \$1.44M appropriation for the West Branch Library project which consists of design, construction administration, and renovation of a historic library building.

Justification:

Additional funding requested for project delays and unforeseen conditions (contaminated soil, etc.)

Relationship to Other Projects:

N/A

Category: Please check all appropriate boxes

- Architectural/Engineering Feasibility Study
- Architectural/Engineering Construction Document Services & Construction Admin
- Building Alteration/Repair/Renovation/Addition/New Construction
- Building Improvements (non-construction)
- Purchase of Equipment (incl. vehicles, office equipment, hardware, etc.)
- Information Technology Systems/Platforms (e.g. cloud based, internet based, etc.)
- Street/Sidewalk/Monument Improvements
- Water Improvements
- Sewer Improvements
- Land Development
- Land Acquisition
- Land Disposition
- Parks and Open Space
- Other:

Operational Impact:

Addition to building will require additional heating and cooling costs, additional custodial help.

What impact will this project have on operational costs?

- Reduce Cost (greater than 5%)
- Reduce Cost (less than 5%)
- Cost Unchanged
- Increase Cost (less than 5%)
- Increase Cost (greater than 5%)

Design and Construction Project Funding

Total Estimated Cost	Prior Years Funding	FY 21	FY 22	FY 23	FY 24	FY 25
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Capital Costs:

Feasibility Study	\$ -	-	-	-	-	-
Land Acquisition/Appraisal	\$ -	-	-	-	-	-
Environmental Remediation/LSP	\$ 18,000	\$ 6,000	\$ 12,000	-	-	-
Demolition & Site Clearance	\$ -	-	-	-	-	-
Owner's Proj. Mgr./Clerk of the Works	\$ 431,562	\$ 284,232	\$ 147,330	-	-	-
Designer Services (SD through CA)	\$ 1,441,211	\$ 926,066	\$ 515,145	-	-	-
Construction	\$ 12,156,364	\$ 5,893,146	\$ 6,263,219	-	-	-
Insurance (builder's risk, addtl. Polices)	\$ -	-	-	-	-	-
Furniture & Equipment (FFE)	\$ 138,000	-	\$ 138,000	-	-	-
Police Details	\$ -	-	-	-	-	-
Contingency	\$ -	-	-	-	-	-
Other: <input type="text" value="Moving"/>	\$ 46,000	21,000	\$ 25,000	-	-	-
Other: <input type="text" value="Specify"/>	\$ -	-	-	-	-	-
Total:	\$ 14,231,138	\$ 7,130,444	\$ 7,100,694	\$ -	\$ -	\$ -

Please describe how you developed these cost estimates. Include references to any supporting appraisals, studies, or other relevant background information that bolsters the cost estimates. How long is tge estimate valid? Have you retained the services of an independent cost estimator?

Please provide suggested sources. This section will be finalized jointly by Finance and the Department.

Funding Sources:	Prior Years Funding	FY 21	FY 22	FY 23	FY 24	FY 25
Stabilization Fund	\$ 11,731,138	4,655,444	7,075,694	-	-	-
GO Bonds	\$ -	-	-	-	-	-
Retained Earnings	\$ -	-	-	-	-	-
General Fund	\$ -	-	-	-	-	-
Special Assmnt.	\$ -	-	-	-	-	-
Ch. 90	\$ -	-	-	-	-	-
Grants	\$ 2,500,000	2,475,000	25,000	-	-	-
Receipts Received	\$ -	-	-	-	-	-
Other: <input type="text" value="Specify"/>	\$ -	-	-	-	-	-
Other: <input type="text" value="Specify"/>	\$ -	-	-	-	-	-
Total:	\$ 14,231,138	\$ 7,130,444	\$ 7,100,694	\$ -	\$ -	\$ -

Evaluation Committee Use Only:

Reviewed and Approved By:

Requesting Department

Auditing

Purchasing

<input type="text"/>
<input type="text"/>
<input type="text"/>

Date

Date

Date

Final Approval

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<input type="text"/>
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Version

Draft

Revised

Accepted

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CAPITAL IMPROVEMENT PROJECT (CIP) REQUEST - FY21

FORM B - EQUIPMENT & ASSETS

Equipment Requested:

Department:

Project Mgr.:

Email:

New Project or Modification:

Department Priority:

Rank your project(s) in order of priority from your point of view. If you propose four projects, rank them 1, 2, 3, 4, with 1 being the highest, and so forth.

Equipment/Asset Description:

Please describe what the equipment or asset does; what it will be used for; etc.

Justification:

Please indicate the need for the project and what it is expected to accomplish and its anticipated useful life. Include how much the project will impact city operations. Support your case for why the proposed project is urgent, necessary or desirable.

Relationship to Other Projects:

Describe the relationship between proposed CIP and other projects or plans (e.g. SomerVision, Green Line Extension, Sustainaville/Climate Forward, VisionZero, inclusionary/affordable housing, etc.)

Operational Impact:

Please detail any additional operational costs or revenues, if any, that may be the result of this purchase e.g. the new equipment will reduce emergency repair costs by \$10,000 per year. Or the new equipment will lead to \$5,000 in additional fee revenue collected. Please enter these dollar amounts on the table below.

What impact will this project have on operational costs?

- Reduce Cost (greater than 5%)
- Reduce Cost (less than 5%)
- Cost Unchanged
- Increase Cost (less than 5%)
- Increase Cost (greater than 5%)

	FY21	FY22	FY23	FY24	FY25
Average Annual Repair Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Average Annual Maintenance Costs	-	-	-	-	-
Implementation	-	-	-	-	-
Other: Specify	-	-	-	-	-
Other: Specify	-	-	-	-	-
Total:	\$ -				

Estimated useful life:

Cost Per Unit:

of Units Requested:

Total Cost:

Please describe how you came up with your cost estimate.

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Equipment Being Replaced (if any):

	Item	Make	Age	Avg. Maint. Cost	Avg Repair Costs	Rental Cost
A.						
B.						
C.						
D.						
E.						

Recommended disposition of items being replaced:

Possible use by other departments, trade-in, surplus sale, etc.

Evaluation Committee Use Only:

Reviewed and Approved By:

Requesting Department
 Auditing
 Purchasing

Date
 Date
 Date

Final Approval

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