

TEAM MEETING MINUTES

FCPS BUS FACILITY FEASIBILITY STUDY

JUNE 1, 2017

Attendees:

Mark Maggitti
Steve Boling
Todd Eudy
Heather Clabaugh
Tiana Haile
Fred Punturiero
Ruth Biser
Holly Nelson
Dave Wilkinson, MacRo
Rocky McIntosh, MacRo

Present Phase 3 initial results

Holly presented the initial results of Phase 3. She met with the Steering Committee and further direction was given for the presentation to the Board. Scenario B illustrates how a possible plan fits the site at Hayward. Mark has concerns with the topography of the site. We are currently dealing with slopes. Dave said they had tried to build the topo into the costs. Tiana asked where the entrances would be located. This scenario originally included the Knowledge Farm site as a secondary site. Scenario C is an illustration of how a plan would fit that site, and Scenario D is two equal sites, one Hayward and another site.

- Capital costs

Dave explained that Century Engineering created a possible plan and he priced it out. In his tables FFE is furniture and equipment to complete the spaces. All scenarios are for a pre-engineered metal building.

Scenario A – Do nothing option

This scenario show no capital costs. However, Tiana pointed out that that is not true because if we do nothing, we still have to find some parking for buses, whether at Hayward Road or somewhere else, and there would be expenses with creating a gravel lot, and fencing for security. She also feels that if this scenario shows no expense, it could be chosen because of that, and then there would be no money for the lots.



ASSUMPTIONS



- No land cost for FCPS/County properties
- Configurations shown in the concept plans were assumed – a different configuration might be selected during the design phase
- Building is assumed to be a pre-engineered metal building
- Above-ground fuel storage except where indicated as underground by Century
- Site work was based on aerial photos and topography maps
- Soft costs estimated using rules of thumb
- FFE costs are still under development

SCENARIO B CAPITAL COST ESTIMATE



Hayward Road Site - Partial Site Redevelopment

CONSTRUCTION COSTS

Space	Staff	Gross SF	Space Type	PSF	Estimated Cost
A. SHELL BUILDING:		31,624	Warm, Lit Shell	\$75.00	\$2,371,800
<i>Pre-engineering steel building; masonry up #1 standing seam metal roof, fully sprinkled; Heat via OPLM through-waif ventilation; base building utilities, lighting and life safety systems</i>					
B. OFFICE IMPROVEMENTS:					
1 Transportation Offices		5,040	Office	\$45.00	\$226,800
<i>Mid-grade office finishes: acoustic ceiling, dry-wall walls, VCT and carpet flooring, partitions</i>					
2 General Shared Service		1,624	Office	\$50.00	\$81,200
<i>Reception, restrooms, janitorial support office supplies, support</i>					
3 Maintenance Office		1,200	Office	\$38.00	\$45,600
<i>Epoxy coated floors, vision glass to Maintenance Shop</i>					
C. MAINTENANCE SHOP:					
1 12 bays + quick service + wash bay		20,160	Vehicle Maint.	\$27.00 \$38,880/bay	\$544,320
<i>Epoxy coated floors and masonry (up #1), trench drains with oil/grit separator, exhaust evacuation, fluid tanks and dispensing equipment, air compressor and hoses/rods</i>					
2 Parts and Tool storage		3,600	Storage	\$12.50	\$45,000

SCENARIO B CAPITAL COST ESTIMATE



D. SITE WORK:

1 Demolition of Buildings, paving, etc.		NA			\$150,000
<i>Excludes removal and/or certification of buried tanks or other environmental hazards.</i>					
2 SEC; Grading; Utilities		423,618		\$0.75	\$317,713
3 Storm Water Management		42,158	Quality & Quantity	\$6.00	\$252,948
4 Paving: Concrete; Asphalt		296,500	Drive aisles; Parking	\$4.00	\$1,186,000
5 Site Concrete		14,825	Sidewalks; Curbing	\$7.50	\$111,188

E. FUELING STATION

Above ground 20,000 gal. diesel, 10,000 gal gasoline, and 1,000 gal. DEF tanks; concrete pad with containment curbing, four (4) pumps; overhead canopy		1,820	Specialty		\$325,000
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TOTAL CONSTRUCTION: **\$5,657,569**

SOFT COSTS:

FF&E: Maintenance Bays	\$40,000	per bay			\$892,298
FF&E: Office Space	\$1,000	per 100 SF			\$560,000
					\$786,400

TOTAL COST HAYWARD ROAD: **\$7,896,267**

There are concerns with the topography of the Knowledge Farm site.

SOFT COSTS

Municipal						
APFO (Traffic)	\$47,436	\$16,071	\$50,256	31,418	33,336	\$0
<i>\$1.50 per SF of gross building</i>						
FRO Compliance	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0
Impact Fees	\$23,718	\$8,036	\$25,128	\$15,709	\$16,668	\$16,668
<i>\$0.75 per SF of gross building</i>						
Permits						
Site Plan	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
Grading	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500
Building	\$6,325	\$2,143	\$6,701	\$4,189	\$4,445	\$4,445
<i>\$0.20 per SF of gross building</i>						
Fire	\$4,111	\$1,393	\$4,356	\$2,723	\$2,889	\$2,889
<i>\$0.13 per SF of gross building</i>						
Bonding	\$0	\$0	\$0	\$0	\$0	\$0
Financing	\$0	\$0	\$0	\$0	\$0	\$0
Contingency						
<i>5% of Construction Costs (Ultima 10%)</i>	\$282,878	\$368,272	\$288,841	\$206,420	\$228,576	\$220,103
TOTAL SOFT COSTS:	\$892,298	\$812,760	\$918,233	\$714,277	\$762,134	\$706,088

SUMMARY

TABLE 5

Comparison of Capital Costs and Facilities

	Total SF of Space	Total # of Bays			Total Lifts	Total Parking		Total Capital Costs
		Bus	Other	Wash		Bus	Car	
Scenario A	11,598	3	1.5	0	0	115	150	
Scenario B	42,342	14	4	1	18	360	340	\$12,943,143
Scenario C	45,102	15	2.5	1	12	315	350	\$8,109,443
Scenario D	43,169	14	4	2	18	325	325	\$11,933,231
Scenario D - Alt	43,169	14	4	2	18	325	325	\$14,221,438

Scenario C – The Public Safety Site as primary site located on Reels Mill Road.



SCENARIO C

New Primary Facility at Public Safety Training Facility Site to Provide 75% of Services
Existing Hayward Road Facility to Provide 25% of Services

Public Safety Training Facility Site - New Facility

<u>Space</u>	<u>Staff</u>	<u>Gross SF</u>	<u>Space Type</u>	<u>PSF</u>	<u>Estimated Cost</u>
A. SHELL BUILDING:		33,504	Warm, Lit Shell	\$75.00	\$2,512,800
<i>Pre-engineering steel building; masonry up 8'; standing seam metal roof; fully sprinkled; Heat via GFUH; through-wall ventilation; base building utilities; lighting and life safety systems</i>					
B. OFFICE IMPROVEMENTS:					
1 Transportation Offices		5,810	Office	\$45.00	\$261,450
<i>Mid-grade office finishes: acoustical tile ceiling, drywall walls, VCT and carpet flooring, breakroom</i>					
2 General Shared Service		1,834	Office	\$50.00	\$91,700
<i>Reception, restrooms, Janitorial support, office supplies, support</i>					
3 Maintenance Office		900	Office	\$38.00	\$34,200
<i>Epoxy coated floors, vision glass to Maintenance Shop</i>					

C. MAINTENANCE SHOP:					
1	12 bays + quick service + wash bay Epoxy coated floors and masonry (up 8'), trench drains with oil/grit separator, exhaust evacuation, fluid tanks and dispensing equipment, air compressor and hose reels	20,160	Vehicle Maint.	\$27.00 \$38,880/bay	\$544,320
2	Parts and Tool storage	4,800	Storage	\$12.50	\$60,000
D. SITE WORK:					
1	SEC; Grading; Utilities	398,324		\$1.00	\$398,324
2	Storm Water Management	43,534	Quality & Quantity	\$6.00	\$261,204
3	Paving: Concrete; Asphalt	271,500	Drive aisles; Parking	\$4.00	\$1,086,000
4	Site Concrete	13,575	Sidewalks; Curbing	\$7.50	\$101,813
E. FUELING STATION					
	Underground 20,000 gal. diesel, 10,000 gal gasoline, and 1,000 gal. DEF tanks; concrete pad with containment curbing; four (4) pumps; overhead canopy	1,820	Specialty		\$425,000
TOTAL CONSTRUCTION:					\$5,776,811
SOFT COSTS:					\$918,233
FF&E:	Maintenance Bays	\$40,000	per bay		\$560,000
FF&E:	Office Space	\$1,000	per 100 SF		\$854,400
TOTAL COST PUBLIC SAFETY TRAINING FACILITY SITE:					\$8,109,443
TOTAL COST HAYWARD ROAD SITE (AS IS):					\$0
TOTAL CAPITAL COST: SCENARIO C					\$8,109,443

Scenario D – Hayward Road and Reels Mill Road or a New Market area site as equal sites.

SCENARIO D

New Facility at the Public Safety Training Facility to Provide 50% of Services Partial Redevelopment of Hayward Road Site to Provide 50% of Services

Public Safety Training Facility Site - New Facility

<u>Space</u>	<u>Staff</u>	<u>Gross SF</u>	<u>Space Type</u>	<u>PSF</u>	<u>Estimated Cost</u>
A. SHELL BUILDING:		22,224	Warm, Lit Shell	\$80.00	\$1,777,920
<i>Pre-engineering steel building; masonry up 8'; standing seam metal roof; fully sprinkled; Heat via GPUH; through-wall ventilation; base building utilities; lighting and life safety systems</i>					
B. OFFICE IMPROVEMENTS:					
1 Transportation Offices		3,640	Office	\$48.00	\$174,720
<i>Mid-grade office finishes: acoustical tile ceiling, drywall walls, VCT and carpet flooring, breakroom</i>					
2 General Shared Service		1,064	Office	\$55.00	\$58,520
<i>Reception, restrooms, Janitorial support, office supplies, support</i>					
3 Maintenance Office		720	Office	\$40.00	\$28,800
<i>Epoxy coated floors, vision glass to Maintenance Shop</i>					
C. MAINTENANCE SHOP:					
1 8 bays + quick service + wash bay	14,400	Vehicle Maint.	\$27.00	\$388,800	
<i>Epoxy coated floors and masonry (up 8'), trench drains with oil/grit separator, exhaust evacuation, fluid tanks and dispensing equipment, air compressor and hose reels</i>					
2 Parts and Tool storage	2,400	Storage	\$12.50	\$30,000	
D. SITE WORK:					
1 SEC; Grading; Utilities	352,746		\$1.00	\$352,746	
2 Storm Water Management	32,279	Quality & Quantity	\$7.00	\$225,953	
3 Paving: Concrete; Asphalt	253,500	Drive aisles; Parking	\$4.00	\$1,014,000	
4 Site Concrete	12,675	Sidewalks; Curbing	\$7.50	\$95,063	
E. FUELING STATION	1,820	Specialty		\$425,000	
<i>Underground 20,000 gal. diesel, 10,000 gal gasoline, and 1,000 gal. DEF tanks; concrete pad with containment curbing; four (4) pumps; overhead canopy</i>					
TOTAL CONSTRUCTION:					\$4,571,521
SOFT COSTS:					\$762,134
FF&E: Maintenance Bays		\$40,000 per bay			\$400,000
FF&E: Office Space		\$1,000 per 100 SF			\$542,400
TOTAL COST PUBLIC SAFETY TRAINING FACILITY SITE:					\$6,276,055

Scenario D Alternate – A new facility on purchased land in New Market area to provide 50% of services, and partial redevelopment of Hayward Road Site to provide 50% of services.

SCENARIO D - Alternate

**New Facility on Purchased Land in New Market Area to Provide 50% of Services
Partial Redevelopment of Hayward Road Site to Provide 50% of Services**

New Facility in New Market Area

	<u>Acres</u>	<u>Square Feet</u>	<u>PSF</u>	<u>Land Cost</u>
Land Acquisition Costs:	6.0	261,360	\$8.50	\$2,221,560
<i>Hypothetical Property. Zoned Limited Industrial. Mass graded, adequate road access and existing regional SWM facility</i>				
Transaction Costs (3%)				\$66,647
TOTAL ACQUISITION:				\$2,288,207
Construction Costs:				
Construction Costs PSTF Site (Scenario D)				\$4,571,521
Less: 25% savings on SEC, grading and utilities				-\$88,186
Less: 75% saving on SWM				-\$169,465
<i>Construction Costs at the New facility in New Market are assumed to be identical to the new facility constructed at the Public Safety Training Facility as described in Scenario D-1; EXCEPT: 1) the "SEC, grading and utility" cost number is reduced by 25% due to the site already having been mass graded; 2) storm water management costs are reduced by 75% due to the assumed existence of a regional pond serving the New Market site; 3) The cost of complying with both APFO and FRO are assumed to be zero due to these issues already being satisfied at this site. APFO and FRO compliance costs are included in SOFT COSTS below.</i>				
TOTAL CONSTRUCTION:				\$4,313,870
SOFT COSTS:				
FF&E: Maintenance Bays		\$40,000 per bay		\$400,000
FF&E: Office Space		\$1,000 per 100 SF		\$542,400
TOTAL COST NEW MARKET SITE:				\$8,243,951
TOTAL COST HAYWARD ROAD SITE:				\$5,657,176
<i>Same facility and thus the same cost as detailed in Scenario D-1</i>				
TOTAL CAPITAL COST: SCENARIO D - Alternate				\$13,901,127

-Operating Costs:

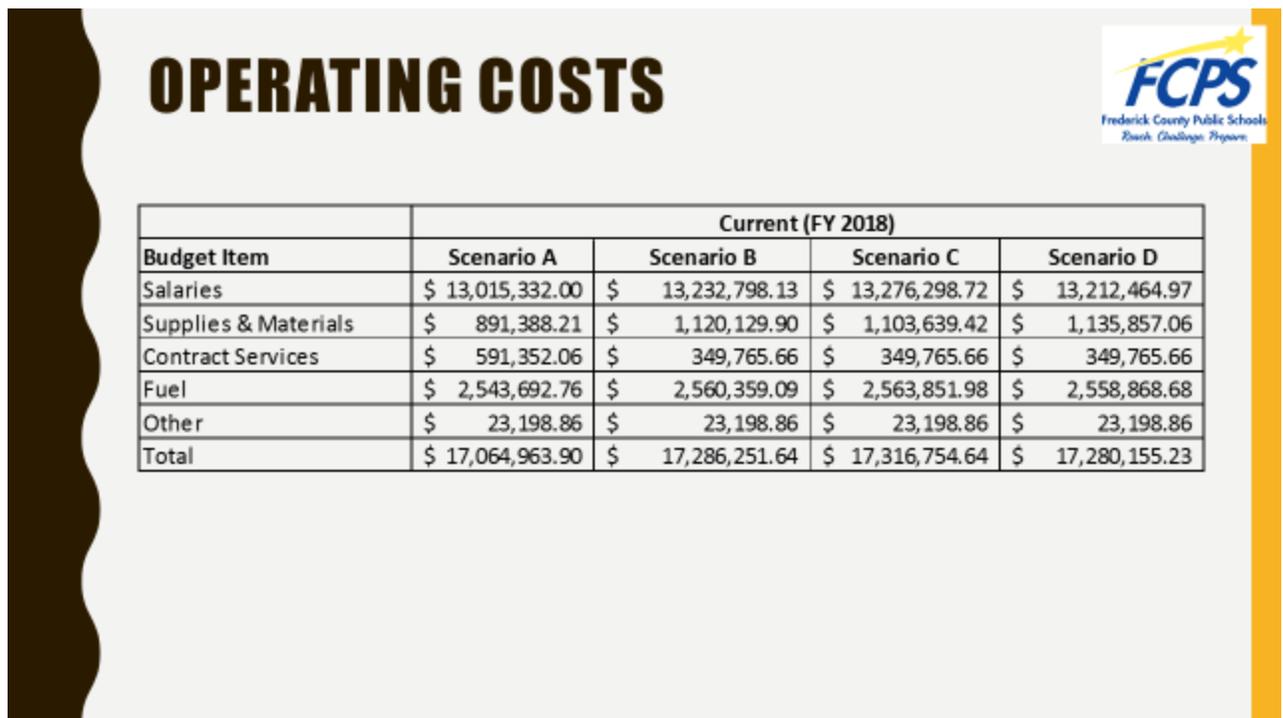
Salaries - More personnel will be needed to run two garages. There would be a reduction in driver stipends for inspections. There would be changes in the driver and bus assistant hours. Mechanics hours are not expected to change, but should result in a service improvement. Salaries would increase to between \$197,000 and \$261, 000 – about a 2% increase in the total annual salary expenditures which average about \$13 million.

Supplies and Materials – There would be an increase of about 25%.

Contract Services – There would be a reduction in repairs sent to contractors. Also there would be a reduction in towing at inspections. An estimate would be for a 41% decrease in the current annual expenditures. More of the Type A inspections could be done in-house. Does this discount include the white fleet?

Fuel - There would be increases in fuel expenditures due to parking consolidation and deadhead miles.

The average cost of all scenarios is \$17 million.

The image shows a slide titled "OPERATING COSTS" with the FCPS logo in the top right corner. The logo includes the text "FCPS", "Frederick County Public Schools", and "Rising. Challenging. Inspiring." Below the title is a table comparing budget items across four scenarios (A, B, C, D) against the current FY 2018 values. The table has a dark blue header and a light blue body. The budget items listed are Salaries, Supplies & Materials, Contract Services, Fuel, Other, and Total. The values are in dollars and cents.

Budget Item	Current (FY 2018)			
	Scenario A	Scenario B	Scenario C	Scenario D
Salaries	\$ 13,015,332.00	\$ 13,232,798.13	\$ 13,276,298.72	\$ 13,212,464.97
Supplies & Materials	\$ 891,388.21	\$ 1,120,129.90	\$ 1,103,639.42	\$ 1,135,857.06
Contract Services	\$ 591,352.06	\$ 349,765.66	\$ 349,765.66	\$ 349,765.66
Fuel	\$ 2,543,692.76	\$ 2,560,359.09	\$ 2,563,851.98	\$ 2,558,868.68
Other	\$ 23,198.86	\$ 23,198.86	\$ 23,198.86	\$ 23,198.86
Total	\$ 17,064,963.90	\$ 17,286,251.64	\$ 17,316,754.64	\$ 17,280,155.23

The steering committee advised to keep the presentation simple. They favor the Public Safety site and did not like the challenges of the Knowledge Farm site. The case for change must be made and keep the idea of doing nothing is a viable option. Make a case of the problems at Hayward Road. Synergy with the county would save money for everyone. Hayward can't be the only site option.

STEERING COMMITTEE FEEDBACK



- Keep BOE presentation simple:
 - Make a case
 - Lay out a vision for the ultimate goal
 - Identify the steps to get to the ultimate goal
 - Provide specific recommendations
- Show the problem of parking consolidation in the baseline
- Focus on the Public Safety Training Facility site

Heather said the Hayward site has to be the main site because it is the site we control. We need to work with what we have first. Rocky advised to keep lot 23. Fred advised there is already a parking design drawn up. Keeping the lot 23 works very well with the other Hayward Road improvements. If the county can give something in exchange, it might be considered, but we can't wait for the county to decide. We need to use it as a lever.

Parking consolidation

PARKING CONSOLIDATION RECOMMENDATION



- 4 sites
 - Hayward Road – 200 spaces (build 85 additional)
 - Middletown – 35 spaces (10 immediate)
 - Public Safety – 200 spaces
 - Thurmont – 25 spaces (acquire land)

Next Steps:

NEXT STEPS



MacRo Deadlines/Responsibilities	FCPS Bus Facility Team Schedule
February 22 – Purchase order and notice to proceed sent to MacRo	
April 5 – Deadline for detailed outline of investment analysis	
April 10, 11:30 AM – MacRo to attend Bus Facility Steering Committee meeting and present investment analysis for feedback	April 13 – Feasibility study team meeting to discuss investment analysis with team and get feedback (MacRo will not attend)
May 26 – Deadline for first draft of investment analysis. Review first draft with Leslie Pellegrino (CFO) and others at 2 PM.	April 13 – June 2 – Opportunities for stakeholder feedback
June 7 – Deadline for second draft of investment analysis	June 8 – Steering Committee Meeting
	Week of June 12-16 – opportunities for employee and Chamber of Commerce Focus Group feedback
June 22 – Deadline for final draft of investment analysis incorporating stakeholder feedback	Week of June 26 – BOE invite to tour existing facility
June 28 – Deadline to submit materials for June 28 BOE meeting	
July 12 – Tentative BOE presentation	