

CUMBERLAND TOWNSHIP BUILDING RENOVATION INFORMATION

August, 2018

- The Cumberland Township Municipal Building offices and attached garage was constructed in 1979.
- A Police Department addition was constructed in 1995. There were four (4) full-time officers with a fifth added that same year. Today there are 12 full-time officers.
- Cumberland Township and Cumberland Township Authority staff level will remain the same in 2019 as it has been for approximately 12 years now due to services being contracted out and greater use of technology.
- The Cumberland Township Supervisors commissioned a “Space Utilization Study” in 2001 for the present office facility by C.S. Davidson Consulting Engineers of Gettysburg, PA.
- A new maintenance building was constructed in 2008 with all maintenance equipment and mechanical areas moved from the Municipal Building’s attached garage. The garage area has been used to house police vehicles not on patrol and general storage for the Township and Cumberland Township Authority. The current debt on the maintenance building is \$1,135,005 with an interest rate of 2.95%.
- An updated “Space Utilization Study” by C.S. Davidson Consulting Engineers was commissioned in 2015 and a Building Renovation Committee (Working Group) was appointed in 2016 and has been active in 2018 holding public meetings with information posted on the Township’s web-site. Based on Working Group and public comments there have been four revisions to the original concept renovation plan.
- The goal is to provide a convenient and safe environment for the public and staff along with a centralized entry area and lobby for police services, administrative services, Cumberland Township Authority services, and attendance at public meetings while further providing a safe, secure environment. The design location for Police Department access in 1998 was not planned for the public’s convenience.
- Today, the public frequently enters the Township building entrance trying to locate the Police Department. Large POLICE direction signs have been placed around the perimeter of the building to direct citizens, however, many fail to notice signage, in some cases possibly due to their state of mind as they have a crises needing police attention. Threats have been made to our police officers that jeopardizes not only their safety, but the safety of Township staff and visitors to this building.
- Cumberland Township’s residential housing continues to increase with calls received for additional services by all departments.
- The proposed renovation would allow for additional staffing in the future if needed and would also provide for safety, provide conference room needs; police would have interview areas that separates juveniles or accused persons from victims; full access to the public’s meeting room with additional seating; handicapped access; improved heating / air conditioning units and efficient lighting.

- The latest Concept Plan would perform maintenance on the current office facilities with remodeled handicapped rest room facilities that does not require prevailing wage rates paid to maintenance contractors; A 12' extension to the front with a single source, handicapped accessible lobby and restroom with convenient access for all services and public meetings in a secure environment; Renovate the existing attached garage area for the police department with public access at the centralized front lobby; The current police offices would be maintained and converted for use by all departments; the South-west corner open space would also be framed in and constructed for a police "sally port" entrance along with police, Township staff entrance, and possibly future offices to be leased out.
- A "blue phone" for the public's use would be mounted at the front lobby entry way for after-hours calls for police assistance. This blue phone line would go directly to the Adams County 911 Center. Similar systems are widely used on college campuses such as Gettysburg College.
- A Site Parking / Outside Facilities Concept Study has been completed by Supervisor / Landscape Architect Jim Paddock and Road Maintenance Superintendent Chris Walter. This Concept would provide additional parking for the public and place staff parking and police vehicles around the rear of the building. In-ground fuel tanks would be removed with above ground fuel tanks being considered that would eliminate the need for the costly under-ground monitoring system. Fuel is used by the Township, Cumberland Township Authority, Barlow Fire Company, and a back-up for Gettysburg Fire Department. Fuel tanks are needed in the event of a natural or human made disaster where our equipment would still have access to gasoline and diesel fuel with power provided by a centralized emergency generator system that is already in place.
- Parking / site upgrades would be performed as much as possible by Township Maintenance Department with assistance from surrounding municipalities.
- The Township staff would brain storm office furniture and storage needs. Office work-stations currently in use would be transferred and utilized in the renovated areas.
- In 2017 the Township Supervisors publicly discussed and approved restricting \$500,000 of reserve funds for future building renovations. Other funding sources have been researched, however, no grant funds are available for "brick and mortar" projects at the State and Federal level. Low interest loans are available, if needed, from United States Department of Agriculture or conventional financing (again if needed). The Cumberland Township Authority pays a monthly rental fee to utilize office space. Also, discussion has been conducted regarding citizens and businesses contributing financially to the upgrades.
- CONSTRUCTION OPTIONS include 1. Hire an architectural firm to author bid specifications and forms for a general contractor, electrical, and HVAC (3 separate bids) as required in the Pa. Second Class Township Code; 2. Proceed similarly with Design – Build specifications and forms with the three separate bids as stated in #1; 3. Utilize the Keystone Purchasing Network for pre-bid construction trades where a design-build would be utilized by a pre-determined general contractor, HVAC, and electrical. This system negates the need to hire an architect, pre-bid, and advertise. This system meets

all Pennsylvania competitive bidding requirements and complies with the Separations Act and the Steel Act.

August 28, 2018 MEMORANDUM Re: Keystone Purchasing Network:

Cumberland Township Supervisor's Chair Barb Underwood, Steve Toddes, and staff met with representatives from Lobar Associates Construction Services (Mike Kistler and Michael Caulfield) along with Gordian Representative Matthew Benson (Account Manager) this morning with the following discussions and information:

1. Lobar / Gordian just completed a 2.3 million dollar design build project with Central Dauphin School District where six schools were given security upgrades as a "Keystone Purchase System Design – Build Project."
2. The Lobar SCOPE OF WORK would **include itemized cost break downs and pricing to be totally transparent.**
3. Gordian is the Project Administrator charging 6.25% of the value of construction work procured through KPN contracts.
4. A Comprehensive Job Order Package (JOP) would be produced with 100 + pages along with drawings sealed by an architect or design professional (P.E.). Lobar has Professional Engineers on staff.
5. The Comprehensive Job Order Package would include pricing (fixed prices based on materials, labor, overhead) similar to purchasing a vehicle with accessories through the Pa. Dept. of General Services Co-STARs Program.
6. The Township, Lobar, and Gordian would conduct a Job Order Package Review. The intent of this meeting is to review the over-all renovations and make sure that future change orders are very limited.
7. There is no commitment to proceed unless the Township Supervisors approve the Job Order Package with full-transparency. A purchase order would be submitted by the Township.
8. There are no costs for architectural / design services, and no bidding (3 separate bids) as this program has already been pre-bid based on state-wide construction tasks catalog pricing.
9. Lobar would solicit pricing from local sub-contractors for HVAC, plumbing, and electrical.
10. The Township may utilize personnel for footer and other excavation needs using Township equipment.
11. Once the project is started there would be monthly progress billing.
12. We reviewed Lobar's original SCOPE OF WORK and edited the document based on CONCEPT revisions that have been made. Lobar will submit a revised SCOPE OF WORK. Again, there is no obligation unless and until the Township Supervisors approve the PROJECT utilizing Keystone Purchasing Network.

- Total project estimates are next in line for Township Supervisors and public vetting with the possibility of a BUILDING RENOVATION OPEN HOUSE / INFORMATIONAL SESSION scheduled in the future.

SUMMARY

Municipal services for the citizens and an estimated 3 to 4 million visitors to Cumberland Township will grow as residential development continues to expand. Little to no commercial development appears to be in the near-future. Housing creates additional responsibilities for all Cumberland Township staff.

The renovation concept has been brain stormed with very knowledgeable Working Group members who possess multiple building trade and public safety disciplines and experience, along with citizens input. Hypothetically, over four decades, the amortized costs annually for the renovation would be \$25,000 per year.

Cumberland Township has the lowest municipal real estate tax millage rate of all Adams County municipalities who provide police services 24 hours a day, seven days a week.

The renovation would provide many years of efficient, safe space utilization for staff, citizens, and police services while upgrading internal HVAC, electrical, handicapped access, and vehicular movement for a 40 year old facility. The upgrades would create a facility and site that the citizens of Cumberland Township can be proud of for, hopefully, another 40 years.

By: Ben Thomas, Jr. Township Manager