Lincoln Public Schools

Mary Ellen Normen
Administrator for Business and Finance

September 23, 2021

To: Becky McFall, Superintendent
School Committee
From: Mary Ellen Normen, Administrator for Business and Finance

Subject: Proposed Capital Project list – Special Town Meeting & FY23 CapCom project process

In the order of suggested priority is a list of projects proposed for submission to the Lincoln Capital Planning Committee (CapCom) for consideration for the Special Town Meeting and Annual Town Meeting.

We recommend advancing one (1) project to the CapCom for Special Town Meeting

- **Roof Replacement -- Hartwell Pods (Phase I) $82,000**
  The highest priority is the Pod C roof replacement of 1988 membrane damaged in an April 2021 storm. The roof has been patched, but it has sustained damage that can only be repaired with a new roof membrane. In order to complete the work, a funding source must be identified in order to have work completed by summer 2022. The request is to ask Town Meeting to appropriate the balance of funds available from the FY 20 Hartwell Building Roof project (up to $88,000) in order for bids to be issued, awarded, and a construction schedule set in time for the Summer 2022 construction cycle.

We recommend advancing four (4) projects to the CapCom for Annual Town Meeting

- **FY23 Priority 1 -- Annual Classroom Rehabilitation and Maintenance Program $60,000**
  project will consist of:
  - $25,000 for classroom adjustments; typical projects include:
    - Unanticipated adjustments in the school buildings needed to meet revised needs, whether from COVID or by changes in building use
    - Hartwell complex and Mods projects, which might include:
      - Reconfiguring classroom spaces
      - Replace carpet or vinyl tile
      - Repaint classrooms, hallways and offices
      - Replace shades and blinds as needed
      - Replace air compressor components
      - Rebuild HVAC components, including circulating pumps and exchangers
      - Perform major service on boilers and HVAC systems
      - Replace plumbing

- $35,000 for necessary maintenance, including extension of the public address system (PA) due to the Lincoln School removal of the existing PA system into the Hartwell complex buildings.

- **FY23 Priority 2 - Removal – Lincoln School Modulars $350,000**

The project entails the cost of the removal of the modular classroom facility constructed on the Ballfield Campus Center Field used to house the K-4 program during construction for the Lincoln School Revitalization project. Cost for removal was value engineered from the project. The thinking at the time was that the modular classroom facility would still have value and would garner a sale price sufficient to cover the costs of removed and reclaiming the field area. The request for proposal (RFP) process for the sale of the modular facility has begun and the answer to the three potential outcomes provided in the attached Capital Request Funding Form will be known on or soon after October 12, 2021.

- **FY23 Priority 3 - Roof Replacement -- Hartwell Pods (Phase I & II) $322,000**

If there is no special town meeting or special town meeting rejects the appropriation of funds from the FY20 Hartwell Roof Project Warrant, this request will replace the roofs on the A, B ($240,0000) and C Pods ($82,000) if not approved at November Special Town Meeting. The Hartwell Complex rooves we believe were installed in 1988, 32 years ago. The existing roof membranes are black EPDM with an anticipated life of 20 years. The remaining roofs will be bid in Fall 2022 for Summer 2023 work

- **FY 23 Priority 4 – Firewall Replacement $52,000**

This project replaces our existing firewalls with a newer model. Our current Palo Alto 3020 firewalls have served us well for over seven years, but were declared end-of-sale in 2019. They currently receive only security updates and are not receiving further feature updates and improvement, and support for them will end in early 2024. Five years is a typical lifespan for a firewall, so we have done well to have had these performing well for us for so long, and now is the right time to replace them ahead of the end of support. Doing so will allow us to maintain our existing level of service and take advantage of new security features in the newer models.

- **FY23 Priority 5 - Abate Asbestos-Containing materials – Hartwell Building $65,000**

The project will remove remaining exposed asbestos containing materials, mostly pipe and pipe fitting insulation, from the Hartwell Building.

Town of Lincoln

Lincoln Schools • FY23 Capital Requests

updated 15-Sep-21

Proposed Capital Projects	Target Acquisition Year	Requested Amount	Approved Amount
Annual Classroom Maintenance	FY17	$ 70,000.00	$ 70,000.00
Replace Courier Van	FY17	$ 29,000.00	$ -
Wireless Network Infrastructure-E-Rate	FY17	$ 53,892.00	$ 53,892.00
Classroom Rehabilitation & Preventative Maintenance Program	FY18	$ 75,000.00	$ 75,000.00
Replace Courier/Food Service Van	FY18	$ 29,000.00	$ 29,000.00
Instructional Technology -- Displays & Audio Phase 1	FY18	$ 163,000.00	$ 163,000.00
Classroom Rehabilitation & Preventative Maintenance Program	FY19	$ 75,000.00	$ 75,000.00
District-wide Safety/Security Radio System	FY19	$ 39,104.00	$ 39,104.00
Instructional Technology -- Displays & Audio Phase 1	FY19	$ 36,361.00	$ 36,361.00
Design Roof Replacement – Hartwell Building	FY20	$ 660,000.00	$ 660,000.00
Maintenance	FY20	$ 45,000.00	$ 45,000.00
Maintenance	FY21	$ 45,000.00	$ 45,000.00
School Renovation Project	FY21	$ 828,945.00	$ 828,945.00
Maintenance	FY22	$ 45,000.00	$ 45,000.00
Roof Replacement -- Hartwell Pods - C	FY22	$ 82,000.00	
Maintenance - Classroom	FY23	$ 25,000.00	
Maintenance - Hartwell PA System	FY23	$ 35,000.00	
Abate Asbestos-Containing materials – Hartwell Building	FY23	$ 65,000.00	$ -
Roof Replacement -- Hartwell Pods (included A & B and C if C fails at STM)	FY23	$ 322,000.00	$ -
Central Field Restoration	FY23	$ 350,000.00	
Hartwell -- Energy-efficient AC for North Pre-K	FY24	$ 37,000.00	$ -
Replace Maintenance vehicle	FY24	$ 50,000.00	$ -
Hartwell Complex -- Exterior Painting	FY24	$ 20,000.00	$ -
Hartwell -- Refresh deisgn for Wooden Window Curtain Wall Replacement	FY25	$ 7,000.00	$ -
Repave Ballfield Road	FY25	$ 250,000.00	$ -
Replace Hartwell Parking Lot	FY25	$ 140,000.00	$ -
Install Direct Digital Control Energy Management System -- Hartwell & Pods	FY25	$ 102,000.00	$ -
Hartwell -- Replace Wooden Window Curtain Walls and Insulate Masonry Walls	FY26	$ 260,000.00	$ -
Hartwell -- Replace Wooden Window Curtain Walls and Insulate Masonry Walls	FY27	$ 310,000.00	$ -
Hartwell -- Unit Ventilators, Final Phase	sometime maybe	$ 70,000.00	$ -

Special Town Meeting

TOWN OF LINCOLN

FY23 Capital Funding Request Form

SUBMISSION ARE DUE BY FRIDAY, SEPTEMBER 24, 2021

DATE: September 17, 2021

1. **DEPARTMENT / COMMITTEE:** School Building Maintenance
   Submitting Official, title: Mary Ellen Normen, Administrator for Business and Finance
   Contact Phone: 781-259- 2698
   Contact Email: mnormen@lincnet.org

2. **CAPITAL ITEM / PROJECT REQUESTED:** Replace Pod C Roof

AMOUNT REQUESTED: $82000 **TOTAL COST:** $82,000

ITEM / PROJECT ANNUAL OPERATING COSTS: $0

RANKING AMONG OTHER DEPT REQUESTS: 1 **OUT OF** 1

3. ☐ **REPLACING AN EXISTING ITEM** ☒ **NEW ITEM / CAPITAL PROJECT** ***(skip to next section)***

What is being replaced

When was it purchased? Click here to enter a date. *Was it purchased new or used?* Choose an item.

If a vehicle, mileage: Click or tap here to enter text.

Did it have a warranty? **Yes** ☐ **No** ☐ *Date of warranty expiration (or N/A)*: expired

Description of warranty claims (or None): Click or tap here to enter text.

Will it be sold, traded in, or disposed of? Please specify: disposed of

4. **COMMUNITY PRESERVATION ACT FUNDS:** may be available for PROJECTS (NOT ITEMS) intended to preserve Lincoln's historic resources and structures; preserve and enhance Lincoln's open space for both conservation and recreation; and preserve and increase Lincoln's affordable housing to foster economic, racial/ethnic and age diversity.

Do you feel your project qualifies for any of the categories below?
☐Affordable Housing ☐Historic Preservation ☐Conservation/Open Space ☐Recreation

CONTINUE ON NEXT PAGE…

5. CAPITAL ITEM / PROJECT DESCRIPTION:

Use a separate document to provide greater detail about your request. Please make sure you answer all the questions below in your narrative and be sure to include any supporting documentation (estimates, quotes, etc.) with your submission.

1) *Describe your request in detail, including how it furthers the mission of your organization and/or the community overall. Does this item/project maintain existing levels of service or add new services?*

   The highest priority is the Pod C roof replacement of 1988 membrane damaged in an April 2021 storm. The roof has been patched, but it has sustained damage that can only be repaired with a new roof membrane. In order to complete the work, a funding source must be identified in order to have work completed by summer 2022. The request is to ask Town Meeting to appropriate the balance of funds available from Hartwell Building Roof project ($88,000) in order for bids to be issued, awarded, and a construction schedule set in time for the Summer 2022 construction cycle. More detailed information is available starting on page 3.

2) *Lay out your proposed project timeline:*
   a. *when will you solicit bids?* **Fall FY 22**
   b. *when will you purchase the item(s) or start work?* **On or after the last day of school in June 2022**
   c. *when will the work or items be put into service?* **Upon completion**

3) *Explain any impact on your operating budget and what alternatives you considered.*

Consider answering the following questions if relevant:

1) *Does the project have the support of relevant town committees or organizations?* **YES**

2) *Does expenditure address a mandatory requirement?* **YES**

3) *Does the project have any other financial support?* **Maybe, if funds are re-appropriated from FY20 Hartwell Roof Warrant**

4) *Does the project help preserve threatened resources or currently owned town assets?* **YES**

5) *Does the project serve multiple needs and populations?* **YES**

6) *Does the project serve a population that is currently underserved?* **YES**

7) *What are the changes in operating costs if you are replacing an existing item?* **Avoids the continued costs of restoring damaged surfaces and spaces.**

QUESTIONS?

Contact Dan at 781-259-2603 or pereirad@lincolntown.org

SUBMISSION ARE DUE BY FRIDAY, SEPTEMBER 24, 2021

Please complete a separate form for each request. This form should be completed, saved as a PDF, and submitted to the Asst. Town Administrator (pereirad@lincolntown.org) and Finance Director (wilkinsc@lincolntown.org) - along with all supporting documentation such as estimates, quotes, etc.

FY23 Capital Project Request
Replace Pod C Roof
Amount requested: $82,000

Prepared by the Lincoln Public Schools 15 Sep 21

The Schools have discussed the condition of the Hartwell Complex roofs with the CapCom for a number of years. We believe the Pod C Roof was last replaced in 1988 with a black EPDM roofing membrane carrying a 20-year warranty. That roof, now 33 years old, has exceeded its useful life and started leaking several years ago.

More critically, last April, a portion of a large pine tree fell onto the roof, puncturing the membrane in a large number of locations.

Although there was an immediate effort to patch more than 110 roof penetrations, the roof has continued to leak, affecting the operations of the Recreation Department's Summer Camp and the School's LEAP programs. The roof leaks are causing ceiling tiles to crumble and fall.

The purpose of this request is to restore the watertight condition of the roof by replacing the EPDM roof membrane. Tasks to be accomplished in the base bid include:

- Remove the existing EPDM roof to expose the existing insulation
- Replace damaged or wet insulation
- Replace damaged wood nailers if required
- Install a single layer of 2.1" polyisocyanurate insulation, and a single layer of ½" HD recovery board, over the existing insulation as required to meet applicable energy code requirements (R-30), mechanically attached as required over entire roof area with approved fasteners and plates.
- Install 8' x 8' tapered insulation drain sump to create positive drainage.

- Install adhered EPDM roof membrane system.
- Complete all roof top detail flashings as specified herein, and required by the membrane manufacturer.

Tasks to be accomplished in the bid alternate include examination and replacement of the EPDM membrane (with a ½" HD recovery board) on the two canopy roofs.

The Schools have expressed concern about the condition of the Hartwell Complex roofs for a number of years. The CapCom recommended and Town Meeting approved a warrant in the FY20 budget to replace the roof on the Hartwell Building, but CapCom did not approve an FY22 request to design a roof replacement project for the Hartwell Pod roofs. When the falling tree damaged the Pod C roof, the Facilities Department solicited a Schools-funded design from Building Envelope Analysis LLC. The result was a 114-page document ready to solicit for award.

The estimate of $82,000 was given to the Facilities Department by the designer. He has informed us that he is currently bidding out jobs for construction in June 2022. If the funds were available today, we would bid the job out and look for a near-term installation. If the funds are not available until July 1, 2022, we would bid the job out subject to the availability of funds as soon as we had a reasonable assurance that the project has CapCom approval and will be presented to the Town Meeting for their approval next March. We could not enter into a contract for the work until the funds are available, but would like the work to occur during the summer of 2022 at the latest.

We did not consider any alternatives to the proposed project; the Pod C roof is living on borrowed time. Pod C houses the Lincoln Extended-day Activities Program (LEAP) during the school year, and supports the Parks and Recreation Department's summer camp during the summer. Pod C serves underserved populations year-round, as Lincoln- and Boston-resident children participate in both programs.

This project will have no direct impact on the operating budget, but will avoid the costs of future repairs and allow the building to continue as the home for two important child-centered programs.

Annual Town Meeting

TOWN OF LINCOLN

FY23 Capital Funding Request Form

SUBMISSION ARE DUE BY FRIDAY, SEPTEMBER 24, 2021

DATE: September 17, 2021

1. **DEPARTMENT / COMMITTEE:** School Building Maintenance
   Submitting Official, title: Mary Ellen Normen, Administrator for Business and Finance
   Contact Phone: 781-259-9401
   Contact Email: mnormen@lincnet.org

2. **CAPITAL ITEM / PROJECT REQUESTED:** Annual Classroom Rehabilitation & Maintenance Program

AMOUNT REQUESTED: $60,000 **TOTAL COST:** $60,000

ITEM / PROJECT ANNUAL OPERATING COSTS: Click or tap here to enter text.

RANKING AMONG OTHER DEPT REQUESTS: 1 **OUT OF** 5

3. ☐ **REPLACING AN EXISTING ITEM** ☒ **NEW ITEM / CAPITAL PROJECT** ***(skip to next section)***

   What is being replaced?

   When was it purchased? Click here to enter a date. *Was it purchased new or used?* Choose an item.

   If a vehicle, mileage: Click or tap here to enter text.

   Did it have a warranty? **Yes** ☐ **No** ☐ *Date of warranty expiration (or N/A)*: Click or tap to enter a date.

   Description of warranty claims (or None): Click or tap here to enter text.

   Will it be sold, traded in, or disposed of? Please specify: Choose an item.

4. **COMMUNITY PRESERVATION ACT FUNDS:** may be available for PROJECTS (NOT ITEMS) intended to preserve Lincoln's historic resources and structures; preserve and enhance Lincoln's open space for both conservation and recreation; and preserve and increase Lincoln's affordable housing to foster economic, racial/ethnic and age diversity.

Do you feel your project qualifies for any of the categories below?
☐Affordable Housing ☐Historic Preservation ☐Conservation/Open Space ☐Recreation

CONTINUE ON NEXT PAGE…

5. CAPITAL ITEM / PROJECT DESCRIPTION:

Use a separate document to provide greater detail about your request. Please make sure you answer all the questions below in your narrative and be sure to include any supporting documentation (estimates, quotes, etc.) with your submission.

1) *Describe your request in detail, including how it furthers the mission of your organization and/or the community overall. Does this item/project maintain existing levels of service or add new services?*

The annual maintenance warrant provides for a continuous program of predictive and preventative maintenance through a program of small-dollar capital renewal and maintenance projects which are typically larger than the repairs funded through the School Committee operating budget.

- $25,000 for classroom adjustments; typical projects include:
    - Unanticipated adjustments in the school buildings needed to meet revised needs, whether from COVID or by changes in building use
    - Hartwell complex and Mods projects, which might include:
        - Reconfiguring classroom spaces
        - Replace carpet or vinyl tile
        - Repaint classrooms, hallways and offices
        - Replace shades and blinds as needed
        - Replace air compressor components
        - Rebuild HVAC components, including circulating pumps and exchangers
        - Perform major service on boilers and HVAC systems
        - Replace plumbing
- $35,000 for necessary maintenance, including extension of the public address system (PA) due to the Lincoln School removal of the existing PA system into the Hartwell complex buildings. PA systems in school buildings are considered to be part of the life safety core infrastructure. More information is being collected on the integration back into the Lincoln School PA system.

Ideally these projects reduce long-term operating costs. Attempts to avoid the larger costs of repairs after catastrophic failures by proactive maintenance.

2) *Lay out your proposed project timeline:*
    a. *when will you solicit bids?* FY23
    b. *when will you purchase the item(s) or start work?* FY23
    c. *when will the work or items be put into service?* FY23

3) *Explain any impact on your operating budget and what alternatives you considered.*

Consider answering the following questions if relevant:

1) *Does the project have the support of relevant town committees or organizations?*

2) *Does expenditure address a mandatory requirement?*

3) *Does the project have any other financial support?*

4) *Does the project help preserve threatened resources or currently owned town assets?*

5) *Does the project serve multiple needs and populations?*

6) *Does the project serve a population that is currently underserved?*

7) *What are the changes in operating costs if you are replacing an existing item?*

QUESTIONS?
Contact Dan at 781-259-2603 or pereirad@lincolntown.org

SUBMISSION ARE DUE BY FRIDAY, SEPTEMBER 24, 2021
Please complete a separate form for each request. This form should be completed, saved as a PDF, and submitted to the Asst. Town Administrator (pereirad@lincolntown.org) and Finance Director (wilkinsc@lincolntown.org) - along with all supporting documentation such as estimates, quotes, etc.

TOWN OF LINCOLN

FY23 Capital Funding Request Form

SUBMISSION ARE DUE BY FRIDAY, SEPTEMBER 24, 2021

DATE: September 17, 2021

1. **DEPARTMENT / COMMITTEE:** School Building Maintenance
   Submitting Official, title: Mary Ellen Normen, Administrator for Business and Finance
   Contact Phone: 781-259-9401
   Contact Email: mnormen@lincnet.org

2. **CAPITAL ITEM / PROJECT REQUESTED:** Center Field Restoration

AMOUNT REQUESTED: $350,000 **TOTAL COST:** $350,000

ITEM / PROJECT ANNUAL OPERATING COSTS: Click or tap here to enter text.

RANKING AMONG OTHER DEPT REQUESTS: 2 **OUT OF** 5

3. ☐ **REPLACING AN EXISTING ITEM** ☒ **NEW ITEM / CAPITAL PROJECT** ***(skip to next section)***

   What is being replaced? Click here to enter text.

   When was it purchased? Click here to enter a date. *Was it purchased new or used?* Choose an item.

   If a vehicle, mileage: Click or tap here to enter text.

   Did it have a warranty? **Yes** ☐ **No** ☐ *Date of warranty expiration (or N/A)*: Click or tap to enter a date.

   Description of warranty claims (or None): Click or tap here to enter text.

   Will it be sold, traded in, or disposed of? Please specify: Choose an item.

4. **COMMUNITY PRESERVATION ACT FUNDS:** may be available for PROJECTS (NOT ITEMS) intended to preserve Lincoln's historic resources and structures; preserve and enhance Lincoln's open space for both conservation and recreation; and preserve and increase Lincoln's affordable housing to foster economic, racial/ethnic and age diversity.

Do you feel your project qualifies for any of the categories below?
☐Affordable Housing ☐Historic Preservation ☐Conservation/Open Space ☐Recreation

CONTINUE ON NEXT PAGE…

5. CAPITAL ITEM / PROJECT DESCRIPTION:
Use a separate document to provide greater detail about your request. Please make sure you answer all the questions below in your narrative and be sure to include any supporting documentation (estimates, quotes, etc.) with your submission.

1) *Describe your request in detail, including how it furthers the mission of your organization and/or the community overall. Does this item/project maintain existing levels of service or add new services?*

   The project entails the cost of the removal of the modular classroom facility constructed on the Ballfield Campus Center Field used to house the K-4 program during construction for the Lincoln School Revitalization project. The modular need to be removed and Center Field requires restoring to be a full field as it was prior to the Revitalization project. The cost for removal was value engineered from the project. The thinking at the time was that the modular classroom facility would still have value and would garner a sale price sufficient to cover the costs of removed and reclaiming the field area. The request for proposal (RFP) process for the sale of the modular facility has begun and the answer to the three potential outcomes provided in the attached Capital Request Funding Form will be known on or soon after October 12, 2021. More detailed information is available starting on page 3 of this document.

2) *Lay out your proposed project timeline:*
   a. *when will you solicit bids?* **Bid to sell the modulars are due October 12***.*
   b. *when will you purchase the item(s) or start work***? July 1, 2022 or the last day of the 2021-2022 school year depending upon award of the bid**
   c. *when will the work or items be put into service?*

3) *Explain any impact on your operating budget and what alternatives you considered.*

Consider answering the following questions if relevant:

1) *Does the project have the support of relevant town committees or organizations?*

2) *Does expenditure address a mandatory requirement?*

3) *Does the project have any other financial support?*

4) *Does the project help preserve threatened resources or currently owned town assets?*

5) *Does the project serve multiple needs and populations?*

6) *Does the project serve a population that is currently underserved?*

7) *What are the changes in operating costs if you are replacing an existing item?*

QUESTIONS?
Contact Dan at 781-259-2603 or pereirad@lincolntown.org

SUBMISSION ARE DUE BY FRIDAY, SEPTEMBER 24, 2021

Please complete a separate form for each request. This form should be completed, saved as a PDF, and submitted to the Asst. Town Administrator (pereirad@lincolntown.org) and Finance Director (wilkinsc@lincolntown.org) - along with all supporting documentation such as estimates, quotes, etc.

FY23 Capital Project Request
Center Field Restoration
Amount requested: $350,000

Prepared by the Lincoln Public Schools 15 Sep 21

Background A temporary modular classroom facility was constructed on the Ballfield Road Campus Center Field to house the K-4 program during the construction for the Lincoln School Revitalization project. Bids submitted in February 2019 included pricing for a bid alternate whose scope included the "Breakdown and removal of trailers, field-built elements, ramps, stairs, foundations" (the removal scope). The price for this alternate from the successful bidder was $272,000.

During one of the VE sessions, the SBC decided to not accept this alternate at the time of agreeing on the GMP with Consigli, the construction manager. The thinking at the time by the parties involved, including our OPM, was that we would be able to sell the modular classroom facility once the need for it ended in June, 2022. Those discussing this decision felt that the sales price would likely be more than sufficient to cover the costs of the removal; the mechanism for using the sale proceeds to help restore the Center Field was not discussed in any detail at the time.

Possible outcomes The request for proposal (RFP) for purchase of the modular classroom facility is currently advertised, with a proposal due date of October 12, 2021. There are three major potential outcomes of this RFP:

1. The Town is unsuccessful in finding a purchaser of the modular classroom facility. In this event that we are unsuccessful, we will need to fund the entire removal scope from Town resources.
2. The successful proposer is interested in removing the trailers and would like us to manage the foundations and related items using our site contractor. In this event, we will need to provide for financing the removal scope through a capital request. This requires Town Meeting vote for funds potentially available on July 1, 2022 if approved. Any unused portion of funds for this purpose would be returned to the Town once the trailers were removed by the successful proposer.
3. The successful proposer is willing to accomplish the entire removal scope by removing the trailers, foundations and related items using a site contractor. The removal scope in the request for proposal (RFP) language would be included in a single purchase price. Thus, no Town funds will be required for the removal of the temporary modular classroom facility.

The FY23 Capital Funding process requires submittal through the School Committee in advance of the receipt of RFP responses. We will not know the outcome of the RFP until after October 12th, but must submit a Capital Project Request to the CapCom by September 24th. Both outcomes 1 and 2 above require funding from Town resources. As a consequence, this request is required under the majority of the likely outcomes of the procurement.

This request for $350,000 assumes that the cost of removing the trailers, foundations and related items will cost more than the original bid alternate price. We have seen construction costs skyrocket since the project was estimated in 2018, and consider it prudent to provide for an increase to cover the anticipated expenses.

We did not consider any alternatives to the proposed project; the actual request is conditioned on which of the three outcomes described above materialize, and comprise a collection of alternatives. The Center Field is the site of a 11v11 soccer field, which serves not only the Lincoln School athletic and wellness programs but also the Lincoln Youth Soccer and various Parks and Recreation Department programs. All of these programs serve underserved populations year-round, as Lincoln- and Boston-resident children participate in both programs.

This project will have no direct impact on the operating budget, but will contribute to the restoration of the Center Field which is the location of important child-centered programs.

TOWN OF LINCOLN

FY23 Capital Funding Request Form

SUBMISSION ARE DUE BY FRIDAY, SEPTEMBER 24, 2021

DATE: September 17, 2021

1. **DEPARTMENT / COMMITTEE:** School Building Maintenance
   Submitting Official, title: Mary Ellen Normen, Administrator for Business and Finance
   Contact Phone: 781-259-9401
   Contact Email: mnormen@lincnet.org

2. **CAPITAL ITEM / PROJECT REQUESTED:** Center Field Restoration

AMOUNT REQUESTED: $350,000 **TOTAL COST:** $350,000

ITEM / PROJECT ANNUAL OPERATING COSTS: Click or tap here to enter text.

RANKING AMONG OTHER DEPT REQUESTS: 2 **OUT OF** 5

3. ☒ **REPLACING AN EXISTING ITEM** ☒ **NEW ITEM / CAPITAL PROJECT** ***(skip to next section)***

   What is being replaced? Click here to enter text.

   When was it purchased? Click here to enter a date. *Was it purchased new or used?* Choose an item.

   If a vehicle, mileage: Click or tap here to enter text.

   Did it have a warranty? **Yes** ☐ **No** ☐ *Date of warranty expiration (or N/A)*: Click or tap to enter a date.

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4. **COMMUNITY PRESERVATION ACT FUNDS:** may be available for PROJECTS (NOT ITEMS) intended to preserve Lincoln's historic resources and structures; preserve and enhance Lincoln's open space for both conservation and recreation; and preserve and increase Lincoln's affordable housing to foster economic, racial/ethnic and age diversity.

Do you feel your project qualifies for any of the categories below?
☐Affordable Housing ☐Historic Preservation ☐Conservation/Open Space ☐Recreation

CONTINUE ON NEXT PAGE…

5. CAPITAL ITEM / PROJECT DESCRIPTION:
Use a separate document to provide greater detail about your request. Please make sure you answer all the questions below in your narrative and be sure to include any supporting documentation (estimates, quotes, etc.) with your submission.

1) *Describe your request in detail, including how it furthers the mission of your organization and/or the community overall. Does this item/project maintain existing levels of service or add new services?*

   The project entails the cost of the removal of the modular classroom facility constructed on the Ballfield Campus Center Field used to house the K-4 program during construction for the Lincoln School Revitalization project. The modular need to be removed and Center Field requires restoring to be a full field as it was prior to the Revitalization project. The cost for removal was value engineered from the project. The thinking at the time was that the modular classroom facility would still have value and would garner a sale price sufficient to cover the costs of removed and reclaiming the field area. The request for proposal (RFP) process for the sale of the modular facility has begun and the answer to the three potential outcomes provided in the attached Capital Request Funding Form will be known on or soon after October 12, 2021. More detailed information is available starting on page 3 of this document.

2) *Lay out your proposed project timeline:*
   a. *when will you solicit bids?* **Bid to sell the modulars are due October 12***.*
   b. *when will you purchase the item(s) or start work***? July 1, 2022 or the last day of the 2021-2022 school year depending upon award of the bid**
   c. *when will the work or items be put into service?*

3) *Explain any impact on your operating budget and what alternatives you considered.*

Consider answering the following questions if relevant:

1) *Does the project have the support of relevant town committees or organizations?*

2) *Does expenditure address a mandatory requirement?*

3) *Does the project have any other financial support?*

4) *Does the project help preserve threatened resources or currently owned town assets?*

5) *Does the project serve multiple needs and populations?*

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7) *What are the changes in operating costs if you are replacing an existing item?*

QUESTIONS?
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SUBMISSION ARE DUE BY FRIDAY, SEPTEMBER 24, 2021

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FY23 Capital Project Request
Center Field Restoration
Amount requested: $350,000

Prepared by the Lincoln Public Schools 15 Sep 21

Background A temporary modular classroom facility was constructed on the Ballfield Road Campus Center Field to house the K-4 program during the construction for the Lincoln School Revitalization project. Bids submitted in February 2019 included pricing for a bid alternate whose scope included the "Breakdown and removal of trailers, field-built elements, ramps, stairs, foundations" (the removal scope). The price for this alternate from the successful bidder was $272,000.

During one of the VE sessions, the SBC decided to not accept this alternate at the time of agreeing on the GMP with Consigli, the construction manager. The thinking at the time by the parties involved, including our OPM, was that we would be able to sell the modular classroom facility once the need for it ended in June, 2022. Those discussing this decision felt that the sales price would likely be more than sufficient to cover the costs of the removal; the mechanism for using the sale proceeds to help restore the Center Field was not discussed in any detail at the time.

Possible outcomes The request for proposal (RFP) for purchase of the modular classroom facility is currently advertised, with a proposal due date of October 12, 2021. There are three major potential outcomes of this RFP:

1. The Town is unsuccessful in finding a purchaser of the modular classroom facility. In this event that we are unsuccessful, we will need to fund the entire removal scope from Town resources.
2. The successful proposer is interested in removing the trailers and would like us to manage the foundations and related items using our site contractor. In this event, we will need to provide for financing the removal scope through a capital request. This requires Town Meeting vote for funds potentially available on July 1, 2022 if approved. Any unused portion of funds for this purpose would be returned to the Town once the trailers were removed by the successful proposer.
3. The successful proposer is willing to accomplish the entire removal scope by removing the trailers, foundations and related items using a site contractor. The removal scope in the request for proposal (RFP) language would be included in a single purchase price. Thus, no Town funds will be required for the removal of the temporary modular classroom facility.

The FY23 Capital Funding process requires submittal through the School Committee in advance of the receipt of RFP responses. We will not know the outcome of the RFP until after October 12th, but must submit a Capital Project Request to the CapCom by September 24th. Both outcomes 1 and 2 above require funding from Town resources. As a consequence, this request is required under the majority of the likely outcomes of the procurement.

This request for $350,000 assumes that the cost of removing the trailers, foundations and related items will cost more than the original bid alternate price. We have seen construction costs skyrocket since the project was estimated in 2018, and consider it prudent to provide for an increase to cover the anticipated expenses.

We did not consider any alternatives to the proposed project; the actual request is conditioned on which of the three outcomes described above materialize, and comprise a collection of alternatives. The Center Field is the site of a 11v11 soccer field, which serves not only the Lincoln School athletic and wellness programs but also the Lincoln Youth Soccer and various Parks and Recreation Department programs. All of these programs serve underserved populations year-round, as Lincoln- and Boston-resident children participate in both programs.

This project will have no direct impact on the operating budget, but will contribute to the restoration of the Center Field which is the location of important child-centered programs.

TOWN OF LINCOLN

FY23 Capital Funding Request Form

SUBMISSION ARE DUE BY FRIDAY, SEPTEMBER 24, 2021

DATE: September 17, 2021

1. **DEPARTMENT / COMMITTEE:** School Building Maintenance
   Submitting Official, title: Mary Ellen Normen, Administrator for Business and Finance
   Contact Phone: 781-259- 2698
   Contact Email: mnormen@lincnet.org

2. **CAPITAL ITEM / PROJECT REQUESTED:** Firewall Replacement

   AMOUNT REQUESTED: $26,100 **TOTAL COST:** $52,000

   ITEM / PROJECT ANNUAL OPERATING COSTS: $0 years 1-3; $13,940/yr (6,970/yr Lincoln) years 4-6

   RANKING AMONG OTHER DEPT REQUESTS: 4 **OUT OF** 5

3. ☐ **REPLACING AN EXISTING ITEM** ☒ **NEW ITEM / CAPITAL PROJECT** ***(skip to next section)***

   What is being replaced? Click here to enter text.

   When was it purchased? Click here to enter a date. *Was it purchased new or used?* Choose an item.

   If a vehicle, mileage: Click or tap here to enter text.

   Did it have a warranty? **Yes** ☐ **No** ☐ *Date of warranty expiration (or N/A)*: expired

   Description of warranty claims (or None): Click or tap here to enter text.

   Will it be sold, traded in, or disposed of? Please specify: Choose an item.

4. **COMMUNITY PRESERVATION ACT FUNDS:** may be available for PROJECTS (NOT ITEMS) intended to preserve Lincoln's historic resources and structures; preserve and enhance Lincoln's open space for both conservation and recreation; and preserve and increase Lincoln's affordable housing to foster economic, racial/ethnic and age diversity.

   Do you feel your project qualifies for any of the categories below?
   ☐Affordable Housing ☐Historic Preservation ☐Conservation/Open Space ☐Recreation

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5. CAPITAL ITEM / PROJECT DESCRIPTION:

Use a separate document to provide greater detail about your request. Please make sure you answer all the questions below in your narrative and be sure to include any supporting documentation (estimates, quotes, etc.) with your submission.

1) *Describe your request in detail, including how it furthers the mission of your organization and/or the community overall. Does this item/project maintain existing levels of service or add new services?*

   This project replaces our existing firewalls with a newer model. Our current Palo Alto 3020 firewalls have served us well for over seven years, but were declared end-of-sale in 2019. They currently receive only security updates and are not receiving further feature updates and improvement, and support for them will end in early 2024. Five years is a typical lifespan for a firewall, so we have done well to have had these performing well for us for so long, and now is the right time to replace them ahead of the end of support. Doing so will allow us to maintain our existing level of service and take advantage of new security features in the newer models.

2) *Lay out your proposed project timeline:*
   a. *when will you solicit bids?* **Summer/Early Fall 2022**
   b. *when will you purchase the item(s) or start work?* **February 2023**
   c. *when will the work or items be put into service?*

3) *Explain any impact on your operating budget and what alternatives you considered.*

   The first three years of licensing and support will be included in the initial purchase, and in years 4-6 there will be an annual cost per campus of ~$6,970 for the threat prevention and url filtering licenses and annual support.

Consider answering the following questions if relevant:

1) *Does the project have the support of relevant town committees or organizations?* **Maybe. This particular project has not been discussed directly with the School Committee and Capital Committee, but is in keeping with the committees' expectations for stewardship of our IT resources.**

2) *Does expenditure address a mandatory requirement?* **YES. We must have firewalls to protect our networks and route our traffic. These devices also perform other critical functions, including DHCP and VPN services. In addition, the content filter on these firewalls meet our E-Rate filtering requirements under CIPA.**

3) *Does the project have any other financial support?* **Yes. The Hanscom firewall would be funded from the Hanscom reserve fund.**

4) *Does the project help preserve threatened resources or currently owned town assets?* **YES. All of our technology equipment and systems rely on these firewalls for protection from outside threats. In addition, the reporting and analysis features of these firewalls help us detect internal threats and vulnerabilities.**

5) *Does the project serve multiple needs and populations?* **YES, All of our students, faculty, and staff rely on these firewalls.**

6) *Does the project serve a population that is currently underserved?* **NO**

7) *What are the changes in operating costs if you are replacing an existing item?* **None anticipated beyond the licensing/support costs.**

QUESTIONS?
Contact Dan at 781-259-2603 or pereirad@lincolntown.org

SUBMISSION ARE DUE BY FRIDAY, SEPTEMBER 24, 2021
Please complete a separate form for each request. This form should be completed, saved as a PDF, and submitted to the Asst. Town Administrator (pereirad@lincolntown.org) and Finance Director (wilkinsc@lincolntown.org) - along with all supporting documentation such as estimates, quotes, etc.

TOWN OF LINCOLN

FY23 Capital Funding Request Form

SUBMISSION ARE DUE BY FRIDAY, SEPTEMBER 24, 2021

DATE: September 17, 2021

1. **DEPARTMENT / COMMITTEE:** School Building Maintenance
   Submitting Official, title: Mary Ellen Normen, Administrator for Business and Finance
   Contact Phone: 781-259-9401
   Contact Email: mnormen@lincnet.org

2. **CAPITAL ITEM / PROJECT REQUESTED:** Abate Asbestos-Containing materials – Hartwell Building

   AMOUNT REQUESTED: $65,000 **TOTAL COST:** $65,000

   ITEM / PROJECT ANNUAL OPERATING COSTS: Click or tap here to enter text.

   RANKING AMONG OTHER DEPT REQUESTS: 5 **OUT OF** 5

3. ☐ **REPLACING AN EXISTING ITEM** ☒ **NEW ITEM / CAPITAL PROJECT** ***(skip to next section)***

   What is being replaced?

   When was it purchased? Click here to enter a date. *Was it purchased new or used?* Choose an item.

   If a vehicle, mileage: Click or tap here to enter text.

   Did it have a warranty? **Yes** ☐ **No** ☐ *Date of warranty expiration (or N/A)*: Click or tap to enter a date.

   Description of warranty claims (or None): Click or tap here to enter text.

   Will it be sold, traded in, or disposed of? Please specify: Choose an item.

4. **COMMUNITY PRESERVATION ACT FUNDS:** may be available for PROJECTS (NOT ITEMS) intended to preserve Lincoln's historic resources and structures; preserve and enhance Lincoln's open space for both conservation and recreation; and preserve and increase Lincoln's affordable housing to foster economic, racial/ethnic and age diversity.

   Do you feel your project qualifies for any of the categories below?
   ☐Affordable Housing ☐Historic Preservation ☐Conservation/Open Space ☐Recreation

CONTINUE ON NEXT PAGE…

5. CAPITAL ITEM / PROJECT DESCRIPTION:

Use a separate document to provide greater detail about your request. Please make sure you answer all the questions below in your narrative and be sure to include any supporting documentation (estimates, quotes, etc.) with your submission.

1) *Describe your request in detail, including how it furthers the mission of your organization and/or the community overall. Does this item/project maintain existing levels of service or add new services?*

   The district has a long-term goal to remove all asbestos materials from its buildings to reduce the possibility that a child may come into contact with asbestos, and to reduce the effort required to properly manage asbestos-containing materials. Project will remove remaining exposed asbestos containing materials, mostly pipe and pipe fitting insulation, from the Hartwell Building.

2) *Lay out your proposed project timeline:*
   a. *when will you solicit bids?* **FY23**
   b. *when will you purchase the item(s) or start work?* **As soon as funds are available after Town Meeting**
   c. *when will the work or items be put into service?* **FY23**

3) *Explain any impact on your operating budget and what alternatives you considered.*

   No net cost, and possibly a small operating cost reduction. Presumably, the new replacement insulation to be installed will have a higher R-value than the 1958-vintage insulation which will be removed.

Consider answering the following questions if relevant:

1) *Does the project have the support of relevant town committees or organizations?*

2) *Does expenditure address a mandatory requirement?*

3) *Does the project have any other financial support?*

4) *Does the project help preserve threatened resources or currently owned town assets?*

5) *Does the project serve multiple needs and populations?*

6) *Does the project serve a population that is currently underserved?*

7) *What are the changes in operating costs if you are replacing an existing item?*

QUESTIONS?

Contact Dan at 781-259-2603 or pereirad@lincolntown.org

SUBMISSION ARE DUE BY FRIDAY, SEPTEMBER 24, 2021

Please complete a separate form for each request. This form should be completed, saved as a PDF, and submitted to the Asst. Town Administrator (pereirad@lincolntown.org) and Finance Director (wilkinsc@lincolntown.org) - along with all supporting documentation such as estimates, quotes, etc.