



**WESTPORT CONNECTICUT  
BOARD OF FINANCE**

**NOTICE AND AGENDA OF BOARD OF FINANCE SPECIAL MEETING**

**SPECIAL NOTICE ABOUT PROCEDURES FOR THIS ELECTRONIC MEETING:**

**There will not be a physical location for this meeting. This meeting will be held electronically and live streamed on [westportct.gov](http://westportct.gov) and shown on Optimum Government Access Channel 79 and Frontier Channel 6020. Meeting materials will be available at [westportct.gov](http://westportct.gov) along with the meeting notice posted on the Meeting List & Calendar page.**

**INSTRUCTIONS TO ATTEND ZOOM MEETING:**

Join Zoom Meeting

<https://us02web.zoom.us/j/81871980141?pwd=MTdEZC91Z09RN0VFbzV2MzFuODF1UT09>

Phone Number: +1 646 876 9923 US (New York)

Meeting ID: 818 7198 0141

Passcode: 725367

The Board of Finance will hold a Special Meeting on **Wednesday, January 19, 2022 at 7:00 p.m. with remote participation** for the following purpose.

**AGENDA**

1. To discuss the town-wide analysis of operational and financial risks. It is anticipated that the Board of Finance will vote to go into Executive Session for approximately one hour to discuss this item, to discuss matters concerning security.

**Public access will resume at 8:00 p.m. via the zoom link above.**

2. To review and approve a request for funding from the American Rescue Plan Act of 2021 (ARPA) that will be distributed to the Town of Westport.
  - a. DPW – Construction and Inspection Services for Replacement of the Burying Hill Beach Groin \$1,300,000.00
3. To review the Reserve Fund analysis. (Discussion Only)

*It is the policy of the Town of Westport that all Town-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in a meeting or event due to a disability as defined under the Americans with Disabilities Act, please contact Westport's ADA Coordinator at 203-341-1043 or [eflug@westportct.gov](mailto:eflug@westportct.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.*




# WESTPORT, CONNECTICUT

DEPARTMENT OF PUBLIC WORKS  
TOWN HALL, 110 MYRTLE AVE.  
WESTPORT, CONNECTICUT 06880  
(203) 341 1120

December 20, 2021

Ms. Jennifer S. Tooker  
First Selectwoman  
Town Hall  
Westport, CT 06880

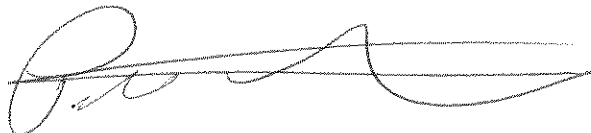
APPROVED:   
Jennifer S. Tooker  
First Selectwoman  
Date: 12/20/21

Re: Appropriation from American Rescue Plan Act, (ARPA), funds, for Construction and Construction Inspection Services for Replacement of the Burying Hill Beach Groin

This office, herein, requests an appropriation from the American Rescue Plan Act funds, in the amount of \$1,300,000 for construction and construction inspection services, for the replacement of the Burying Hill Beach Groin. The existing groin was constructed by the Army Corp. of Engineers around 1950. It serves to prevent beach sand from entering New Creek at the mouth of the stream. Currently it is in a state of disrepair, to the extent that it is a potential hazard to the visiting public. In its current state, it is also not an effective sand deterrent. The project is in the capital forecast for 2023. In reality, it has been discussed for several years, and the jetty is actually now overdue for replacement.

Attached please find an Opinion of Probable Cost from Roberge Associates Coastal Engineering.

Respectfully,



Peter Ratkiewich  
Director of Public Works  
G:\Pw\_off\PAR\APPRQST\BuryingHillJetCON

JUSTIFICATION FOR A CAPITAL PROJECT

**DEPARTMENT INFORMATION**

DEPT NAME: Department of Public Works Date: 12/17/21

PROJECT NAME AND DESCRIPTION  
Burying Hill Beach Groin Reconstruction

IS IT LISTED IN THE 5-YR CAPITAL FORECAST? YES  NO   
 If no, why not?  
 If yes, answer the following two questions:  
 Which FY was the project first proposed? 2019  
 Which FY was the project first planned? 2018

APPROXIMATE COST:	\$1,167,000	COST IN CAPITAL FORECAST: \$900,000
CONTINGENCY (10%):	\$116,700	
	\$1,283,700	←TOTAL REQUEST→ \$1,300,000

SOURCE OF FUNDS:

CAPITAL BOND <input type="checkbox"/>	GEN'L FUND <input type="checkbox"/>
CNR <input type="checkbox"/>	GRANT <input type="checkbox"/>
STATE <input type="checkbox"/>	OTHER <input checked="" type="checkbox"/>

OTHER, DESCRIBE: American Rescue Plan Act, (ARPA), funds  
 PAYBACK PERIOD: 70 years

PROJECTED START DATE: February 2022 EST. COMPLETION DATE: June 2022  
 ESTIMATED USEFUL LIFE: 70 years

Is this project part of a larger capital project? No

Has an RFP been issued? YES  NO  This will be out to bid first week in January  
 Have bids been received? YES  NO  Number of bids received: \_\_\_\_\_  
 Was the lowest bid the winner? YES  NO  If not, why? \_\_\_\_\_

Who will benefit from the project? All in Westport that utilize Burying Hill Beach

Is it a replacement? YES  NO

If yes, describe condition of what is to be replaced: The structure is at the end of its useful life

Pictures attached?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
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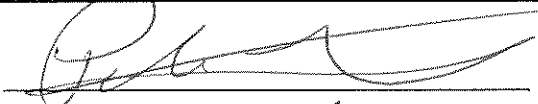
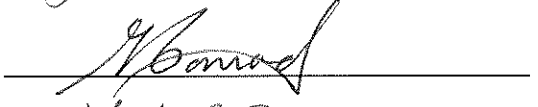

What other approvals/reviews are necessary to begin this project?  
The project has all its permits. We will need RTM approval & BOS approval of the construction contract.

**FINANCE**

*This section to be completed by the Finance Director.*

EFFECT ON TOWN FINANCES, INCLUDING DEBT SERVICE:  
IF APPROVED:  
IF NOT APPROVED:

**REVIEW/SIGN-OFF**

DEPARTMENT HEAD		DATE: 12-20-21
FINANCE DIRECTOR		DATE: 12-22-2021
FIRST SELECTMAN		DATE: 12/20/21



Burying Hill Beach Groin

Opinion of Probable Costs - Town of Westport

Project Information	
Project Name:	Burying Hill Beach Groin
Project Number:	2018140
Project Location:	Westport, CT
Client:	Town of Westport
Prepared By:	Matt Rakowski
Date:	December 20, 2021

Cost Criteria	
Project Manager	2.0%
General Conditions	5.0%
City Cost Index for Crew & Equipment	1.170
City Cost Index for Materials	1.000
Profit (on Materials and Equipment)	15.0%
Inflation	6.0%
Contingency	15.0%
Sales Tax on Materials	6.35%
Sales Tax on Labor (new construction only)	0.00%

Assumptions	
1. Unrestricted site access with no disruptions	
2. 2020 US Dollars	
3. Standard Union Labor Rates Including O & P per RS Means adjusted for region.	
4. Equipment Rates includes Profit only per RS Means adjusted for region.	
5. City Cost Index for Crew & Equipment per RS Means	
6. City Cost Index = 1.0 for Materials provided by local supplier.	

Summary of Costs	
Professional CA Services (5% Construction Cost)	\$ 56,000.00
Mobilization & Demobilization	\$ 73,000.00
Demolition	\$ 120,000.00
Timber Groin	\$ 918,000.00
Estimated Project Total	\$ 1,167,000.00

*The Opinion of Probable Costs (OPCs) for construction work are made by RACE on the basis of professional judgment and experience. In consideration of these OPCs, it is critical to note that RACE has no control over the cost or availability of labor, equipment, materials, market conditions, or the Contractors method of pricing. RACE makes no warranty, express or implied, that any bids or negotiated cost of the Work will not vary from the OPC provided. If the Client requires greater assurance of estimated construction costs, then the Client may consider engaging an independent cost estimator for this service.*

Item 1

Demolition

A. Materials & Products	Quantity	Units	Unit \$	Extended \$	Comments
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
Subtotal				\$ -	subtotal
City Cost Index			1.000	\$ -	cost index
Adjusted Cost				\$ -	adjusted cost
Profit			15.00%	\$ -	profit profit
Subtotal				\$ -	subtotal subtotal
Sales Tax			6.35%	\$ -	sales tax
<b>Total Material Cost</b>				\$ -	material cost

B. Installation Tasks	Crew	No. of Shifts	\$ Shift	Extended \$	Comments
Demolition	2	8.0	\$ 3,584.30	\$ 28,674.36	
			\$ -	\$ -	
			\$ -	\$ -	
			\$ -	\$ -	
			\$ -	\$ -	
Subtotal				\$ 28,674.36	
Sales Tax			0.00%	\$ -	
<b>Subtotal</b>				\$ 28,674.36	

C. Subcontractor / Other	Quantity	Units	Unit \$	Extended \$	Comments
Pile Demolition	162	LS	\$ 375.00	\$ 60,750.00	
Disposal / Dumpster	2	LS	\$ 1,100.00	\$ 2,200.00	
Subtotal				\$ 62,950.00	
Profit			0.00%	\$ -	
<b>Subtotal</b>				\$ 62,950.00	

Item Totals	Total	Comments
A+B+C	\$ 91,624.36	
Project Manager	2.0%	\$ 1,832.49
General Conditions	5%	\$ 4,672.84
Inflation	6%	\$ 5,887.78
Contingency	15%	\$ 15,602.62
<b>Total</b>		\$ 119,620.09

Item 1

Groin

A. Materials & Products	Quantity	Units	Unit \$	Extended \$	Comments
Timber Piles	162	EA	\$ 606.00	\$ 98,172.00	12" diameter tapered x 30' long
Timber Wales	1,608	LF	\$ 35.00	\$ 56,280.00	10x10
Timber Sheeting	1,044	EA	\$ 102.00	\$ 106,488.00	3x10x10'
3' Threaded Rod	324	EA	\$ 66.00	\$ 21,384.00	1" diameter threaded rod (Galv.)
2' Threaded Rod	162	EA	\$ 44.00	\$ 7,128.00	1" diameter threaded rod galv.
Nuts	972	EA	\$ 1.20	\$ 1,166.40	
Washers	972	EA	\$ 0.80	\$ 777.60	
Subtotal				\$ 291,396.00	
City Cost Index			1.000	\$ -	
Adjusted Cost				\$ 291,396.00	
Profit			15.00%	\$ 43,709.40	
Subtotal				\$ 335,105.40	
Sales Tax			6.35%	\$ 21,279.19	
<b>Total Material Cost</b>				<b>\$ 356,384.59</b>	

B. Installation Tasks	Crew	No. of Shifts	\$ Shift	Extended \$	Comments
Excavation	3	10.0	\$ 4,259.13	\$ 42,591.28	
Revetment	3	5.0	\$ 4,259.13	\$ 21,295.64	
Pile Installation	1	20.0	\$ 8,339.74	\$ 166,794.73	
Wale & Sheeting Installation	2	20.0	\$ 3,584.30	\$ 71,685.90	
Site Clean-up	1	5.0	\$ 8,339.74	\$ 41,698.68	
Subtotal				\$ 344,066.23	
Sales Tax			0.00%	\$ -	
<b>Subtotal</b>				<b>\$ 344,066.23</b>	

C. Subcontractor / Other	Quantity	Units	Unit \$	Extended \$	Comments
Miscellaneous Hardware	1	LS	\$ 2,000.00	\$ 2,000.00	
Subtotal				\$ 2,000.00	
Profit			15.00%	\$ 300.00	
<b>Subtotal</b>				<b>\$ 2,300.00</b>	

Item Totals	Total	Comments
A+B+C	\$ 702,750.82	
Project Manager	2.0%	\$ 14,055.02
General Conditions	5%	\$ 35,840.29
Inflation	6%	\$ 45,158.77
Contingency	15%	\$ 119,670.73
<b>Total</b>		<b>\$ 917,475.63</b>

**Crew 1**

**Piles**

<b>A. Labor</b>	<b>Bare Cost</b>	<b>Incl. O&amp;P</b>
Foreman	\$ 56.85	\$ 86.00
Pile Driver	\$ 54.20	\$ 84.20
Crane Operator	\$ 59.20	\$ 88.50
Oiler	\$ 50.55	\$ 75.55
Equipment Operator	\$ 53.00	\$ 79.20
Laborer	\$ 39.95	\$ 60.95
Laborer	\$ 39.95	\$ 60.95
Subtotal		\$ 535.35
Hours per Shift		8
<b>Total Shift Labor Rate</b>		<b>\$ 4,282.80</b>

<b>B. Equipment</b>	<b>Bare Cost (Daily)</b>	<b>Incl. Profit (Daily)</b>
Crawler Crane, 50 Ton	\$ 1,319.00	\$ 1,450.90
Diesel Hammer, 15k ft-lbs	\$ 587.60	\$ 646.36
Lead, 60 ft high	\$ 74.80	\$ 82.28
Air Compressor, 600 cfm	\$ 552.60	\$ 607.86
(2) 3" x 50 ft Hoses	\$ 29.80	\$ 32.78
Miscellaneous Tools	\$ 25.00	\$ 25.00
Subtotal		\$ 2,845.18
Adjustment for variable Shift		\$ -
<b>Total Shift Equipment Rate</b>		<b>\$ 2,845.18</b>

Total Daily Crew Rate		\$ 7,127.98
City Cost Index	1.170	\$ 1,211.76
<b>Adjusted Daily Crew Rate</b>		<b>\$ 8,339.74</b>



**Crew 2**

**Timber Framing**

<b>A. Labor</b>	<b>Bare Cost</b>	<b>Incl. O&amp;P</b>
Carpenter Foreman	\$ 56.85	\$ 86.00
Equ. Operator (med)	\$ 56.75	\$ 84.85
Laborer	\$ 39.95	\$ 60.95
Subtotal		\$ 231.80
Hours per Shift		8
Total Shift Labor Rate		\$ 1,854.40

<b>B. Equipment</b>	<b>Bare Cost (Daily)</b>	<b>Incl. Profit (Daily)</b>
Miscellaneous Tools	\$ 75.00	\$ 75.00
Excavator (3.5 cy)	\$ 2,401.00	\$ 1,134.10
	\$ -	\$ -
Subtotal		\$ 1,209.10
Adjustment for variable Shift		\$ -
Total Shift Equipment Rate		\$ 1,209.10

Total Daily Crew Rate		\$ 3,063.50
City Cost Index	<b>1.170</b>	\$ 520.80
Adjusted Daily Crew Rate		\$ 3,584.30

**Crew 3**

**Earth Work**

<b>A. Labor</b>	<b>Bare Cost</b>	<b>Incl. O&amp;P</b>
Laborer Foreman	\$ 42.10	\$ 63.25
Laborer	\$ 39.95	\$ 60.95
Laborer	\$ 39.95	\$ 60.95
Equ. Operator (med)	\$ 56.75	\$ 84.85
	\$ -	\$ -
<b>Subtotal</b>		<b>\$ 270.00</b>
Hours per Shift		8
<b>Total Shift Labor Rate</b>		<b>\$ 2,160.00</b>

<b>B. Equipment</b>	<b>Bare Cost (Daily)</b>	<b>Incl. Profit (Daily)</b>
Hyd. Excavator (3.5 CY)	\$ 2,401.00	\$ 1,134.10
Skid steer	\$ 174.20	\$ 191.62
Vibratory Plate	\$ 46.00	\$ 54.56
Miscellaneous Tools	\$ 100.00	\$ 100.00
	\$ -	\$ -
<b>Subtotal</b>		<b>\$ 1,480.28</b>
Adjustment for variable Shift		\$ -
<b>Total Shift Equipment Rate</b>		<b>\$ 1,480.28</b>

<b>Total Daily Crew Rate</b>		<b>\$ 3,640.28</b>
City Cost Index	1.170	\$ 618.85
<b>Adjusted Daily Crew Rate</b>		<b>\$ 4,259.13</b>