

RFP 16-819T

## Space Analysis & Master Plan Development Westport Town Hall

November 13, 2015



**Drummey Rosane Anderson, Inc.**

225 Oakland Road, Studio 205  
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November 11, 2015

Richard Kotchko  
Town Hall, Room 313, Department 110  
110 Myrtle Avenue  
Westport, CT 06880

Re: RFP 16-819T  
Space Needs Analysis & Master Plan  
Westport Town Hall

Mr. Kotchko and Members of the Selection Committee:

We are pleased to submit our qualifications for the feasibility study/space needs/site study for the Space Needs Analysis and Master Plan Development for Westport Town Hall. This work will be of value to the community and we are eager to provide appropriate architectural and engineering services to resolve your building needs.

DRA is a 92 year old architectural and interior design firm of 30 staff members, including architects, planners and interior designers who are among New England's most experienced designers of community facilities. Our firm is unique in that most people, who come to work at DRA, choose to stay at DRA. In a field which tends to have high turnover rates, we hold on to the expertise we have. This gives us the advantage of a broad and deep knowledge base in all building types. Our experience, coupled with our knowledge, enables us to provide the very highest level of service to our clients.

DRA has provided assessment and space needs planning services to over twenty communities in Connecticut and Massachusetts in the last five years alone. Cities and towns are taking a closer look at their existing facilities in order to determine future space needs, plan for capital expenditures and investigate possible re-use. We have provided these services to Bristol, Madison and Windsor. Please see the facility assessments chart in our firm overview and relevant experience section for more detailed information on these and other projects.

In Bristol we analyzed space needs (existing as well as potential future) for operations, staffing, and functions of City Hall, Senior Center, Police Department, and Fire Headquarters. The scope included evaluation of ADA compliance, building and or fire code deficiencies, structural conditions and overall renovation improvement needs and site considerations.

In Madison we completed an assessment and usage study of fifteen town buildings and recommendations as to how best to optimize use of the buildings. Our engineers reviewed the mechanical, electrical, and plumbing systems of each building and a team of architects looked at the "fit and finish," which included



floors, ceilings, walls and windows - "the bones of the building." The third team talked with the people who use the buildings understand the challenges and constraints of everyday use.

The Municipal Facilities Study in Windsor involved six existing buildings. The design team held extensive programming interview sessions with the departments occupying these facilities in order to ascertain the existing fit, as well as anticipated future needs. The study team also reviewed existing architectural and MEP facility conditions.

The DRA team has an unmatched reputation for delivering value to the clients we serve; - the highest level outcomes for the least cost. Our hands-on approach and commitment to open communication will facilitate a process that will allow Westport to confidently make informed decisions that are based upon the most up to date and accurate information.

Probably the greatest service we will provide the town is that of being excellent listeners. This is essential to ensuring that the final solution is truly representative of the desires and wishes of the various departments. We are committed to exploring multiple options and alternatives at 110 Myrtle Avenue and design of each unique space.

We look forward to the next steps in your selection process. If you have any questions, please do not hesitate call me.

Sincerely,

**DRUMMEY ROSANE ANDERSON, INC.**

A handwritten signature in blue ink that reads "Kenneth C. Best". The signature is written in a cursive, flowing style.

Kenneth C. Best, AIA  
Principal

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# Drummey Rosane Anderson, Inc.

LISTEN • LEARN • COLLABORATE • CREATE



We are a firm of 30 architects, planners, interior designers and support staff with diverse backgrounds, unique talents and experience. We are grounded in our desire to provide quality services and driven by our passion. We consider ourselves problem solvers that listen, learn, collaborate and create.



## DRA Services

- Architecture
- Interior design
- Existing conditions analysis
- Feasibility studies
- Long range and master planning
- Programming
- Specifications
- Cost estimating/budget control
- Code review
- Funding procurement services
- Phasing plans
- Life-cycle maintenance
- Sustainable Design and LEED Certification
- Technology integration planning
- Preparation of signage package
- Furniture, fixtures and equipment planning

- Community input & support program
- Press releases
- Graphic support materials
- Project website planning & support
- Public presentations
- Community workshops
- Media interaction

From our firm's founding by Colonel William Drummey in 1923, Drummey Rosane Anderson, Inc. (DRA) has sought to combine creativity, innovative thought and functional planning to produce environments that meet the needs and vision of each client. We have worked successfully on a variety of projects in both the public and private sectors.

Along with a strong focus on educational environments, DRA has studios specializing in municipal facilities, community spaces, senior centers, libraries, public safety, recreation and athletic facilities, performing arts and courthouses. Our portfolio also includes extensive work with historic preservation, adaptive reuse and sustainable design.

*In July 2014 DRA formed a strategic alliance with The Lawrence Associates (TLA), a firm that specializes in public architecture. They have over 50 years experience with planning and design of town halls and a variety of municipal facilities throughout Connecticut.*

*Together we operate under the DRA name and all current TLA staff members have moved to DRA's offices. DRA's experience with TLA dates back to 2005. Since that time we have worked together on several significant municipal projects.*





**DRA Personnel**

Architects	12
Drafters	9
Interior Designers	2
Const. Admin	2
Admin. Personnel	5
Total	30

**Drummey Rosane Anderson, Inc.**

Drummey Rosane Anderson, Inc. (Incorporated 1966)  
 Drummey Rosane Anderson (1956-1965)  
 William Drummey Architect (1923-1955)

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 Waltham, MA 02451

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 fax: 617.964.1701

**Work will be performed under the leadership of Kenneth C. Best, AIA at our South Windsor Studio.**

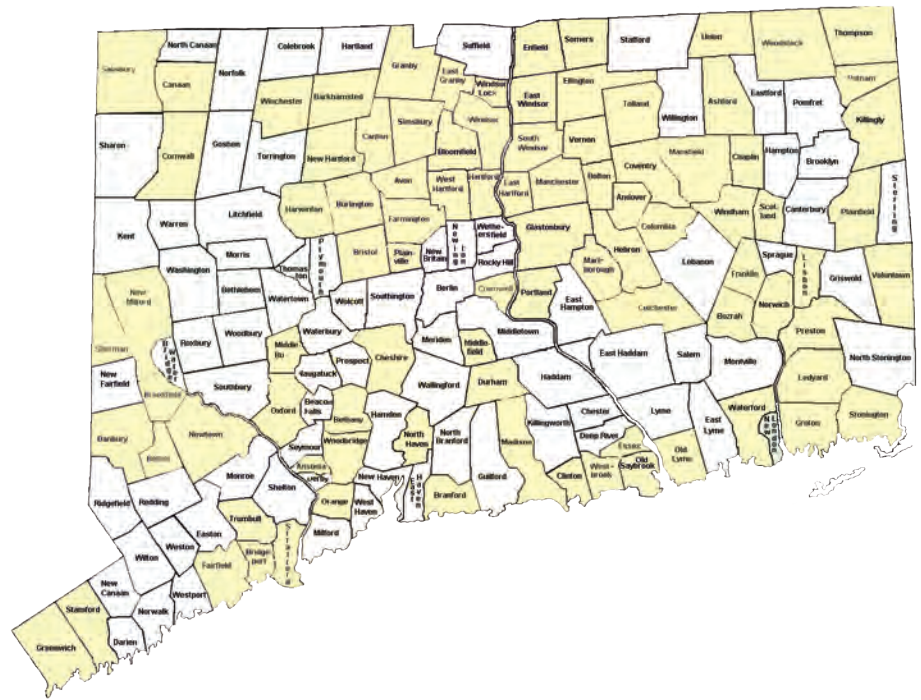
**Firm Leadership\***

Carl R. Franceschi, AIA, Principal, President  
 James A. Barrett, AIA, Principal, Vice President/Clerk  
 Pao-Chung Chi, AIA, Principal, Vice President/Treasurer  
 Kenneth C. Best, AIA, Principal - **PRINCIPAL IN CHARGE**

\*All Principals of DRA Architects are authorized to negotiate contracts.

**FINANCIAL STABILITY**

DRA's financial stability is solid, including no bankruptcy filings, etc. A continuing 92-year-old architectural practice, Drummey Rosane Anderson, Inc. has typical annual billing in excess of \$5M, including projects in the \$40-50M range.



DRA is composed of individuals who have dedicated their careers to creating quality public spaces and places of all types throughout New England. After assessing, planning, designing and constructing municipal facilities over the years, we have come to understand that public buildings are at their best when they not only function as active community places, but also when they form part of a larger civic district. Planning and design for these facilities requires the ability to **balance the needs of multiple users to determine the best physical configuration to create a sense of place and vitality.**

# municipal experience



Connecticut unless noted

## **Municipal Facility Planning**

Municipal Facilities Study, Newtown  
Municipal Facilities Study, Windsor  
Municipal Facilities Study, Bristol  
Municipal Facilities Study, Madison  
Municipal Facilities Study, Brimfield, MA  
Municipal Facilities Study, Hadley, MA  
Municipal Facilities Study, Hanover, MA  
Municipal Facilities Study, Stoughton, MA  
Municipal Facilities Study, Westford, MA  
Municipal Facilities Study, Tyngsborough, MA  
Municipal Facilities Study, Wayland, MA  
Municipal Facilities Study, Topsfield, MA  
Municipal Facilities Study, Rockport, MA

## **Libraries**

Stratford Public Library, Stratford  
Fairfield Woods Public Library  
Westbrook Public Library, Westbrook  
Windsor Public Library, Windsor  
East Granby Public Library, Granby  
Granby Public Library, Granby  
Tolland Public Library, Tolland  
Canton Library & Community Center  
Harwinton Public Library, Harwinton  
Windsor Locks Public Library, Windsor Locks

## **City/Town Hall**

Belden Town Hall, Simsbury (reuse of school)  
Town Hall & Community Center, Brookfield  
City Hall Assessment Study, Bristol  
Town Hall Assessment Study, Madison  
Windham Town Hall, Windham  
East Hartford Town Hall, East Hartford  
South Windsor Town Hall Study, South Windsor  
Windsor Locks Town Hall Study, Windsor Locks  
Town Hall, Manchester  
Old Town Hall, Colchester  
Town Hall Assessment Study, Stoughton, MA  
Town Hall Assessment Study, Seekonk, MA  
Town Hall Assessment Study, Hanover, MA

## **Senior Center**

Windsor Senior Center, Windsor  
Canton Senior Center and Library, Canton  
Ellington Senior Center, Ellington  
Bolton Senior Center, Bolton  
Coventry Senior Center, Coventry  
Manchester Senior Center, Manchester  
Community Center, South Windsor  
Windham Senior Center Study, Windham  
Mansfield Senior Center, Mansfield  
Newington Senior Center, Newington  
Granby Senior Center, Granby

## **Fire Station**

Hayden Station add/reno, Windsor  
Blue Hills Fire Station No. 3, Bloomfield  
Danielson Fire Station assessment, Danielson  
Greenville Fire Station renovations, Norwich  
Fire Station #10 reno, Hartford  
Fire Station #14 reno, Hartford  
4 North Haven Fire Stations  
Fire Station #11 - reno, Hartford  
Fire Station Renovation, Webster, MA  
New Cross Mills Fire Station, Charlestown, RI  
Dunn's Corners Fire Station study, Westerly, RI  
Misquamicut Fire District study, Westerly, RI

## **Police**

Police Department - add/reno, Groton  
Police Department- space needs, Groton  
Police Department - space needs, Plainville  
New Police Station, Webster, MA  
New Police Facility, Middletown, RI  
New Police Facility - East Greenwich, RI  
Police Department - schematic, Smithfield, RI  
Police Department - space needs, Smithfield, RI  
Police Department - study, West Warwick, RI

Services performed by The Lawrence Associates (TLA). Effective July 1, 2014, TLA formed an official alliance with DRA. Together we operate under the DRA name and all current TLA staff have moved into DRA's offices.





*The Armory Apartments- former National Guard Training Building*

### **Our adaptive reuse experience includes:**

- Town Hall Annex and Vault Study, Windham, CT\* – former school building
- Belden Town Hall, Simsbury, CT - former high school
- Town Hall Annex, South Windsor, CT\* – study of former post office for town offices
- Windsor Senior Center, Windsor, CT - former high school cafeteria
- Armory Apartments, Willimantic CT\* – former National Guard Training Building
- Canton Public Library, Community Center & Senior Center, Canton, CT - former school
- Animal care shelter, South Windsor, CT\* – former fire station
- Windham Automated Machines, Windham, CT\* – former optical parts factory
- Manchester Area Conference of Churches, Manchester, CT\* – former residence
- Hebron Center Nursery School, Hebron, CT\* – former Garden & Nursery Center
- Duxbury Free Library, Duxbury, MA - former school
- New England School of Acupuncture, Newton, MA - mill building
- Lynn Vocational Technical Institute, Lynn, MA - former warehouse
- Babson College, Tomasso Hall, Babson Park, MA - former library turned academic facility
- 343 Congress Street, Boston, MA - former stable and storage warehouse turned office space
- Essex Hotel, Boston, MA - former hotel turned office, retail and restaurant spaces
- Colby Hall, Newton Centre, MA - former classroom building turned office space
- Leominster Trial Court, Leominster, MA - former junior high school
- 

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# adaptive reuse



*New England School of Acupuncture - before*

We approach adaptive reuse from the inside out. This means beginning the process with a space needs analysis. A space needs analysis leverages user and stakeholder interviews as well as behavioral observations to establish spatial, experiential, organizational and adjacency requirements. Care is taken during this portion of the process to identify the critical nuances between short term, mid-range, and long-term requirements. The intent is to clearly document space performance requirements that will serve as the driving force for design-related decision-making in both the near and distant future.

DRA believes that adapting existing facilities for future uses is not only possible, but often the most logical decision based on stakeholder values.

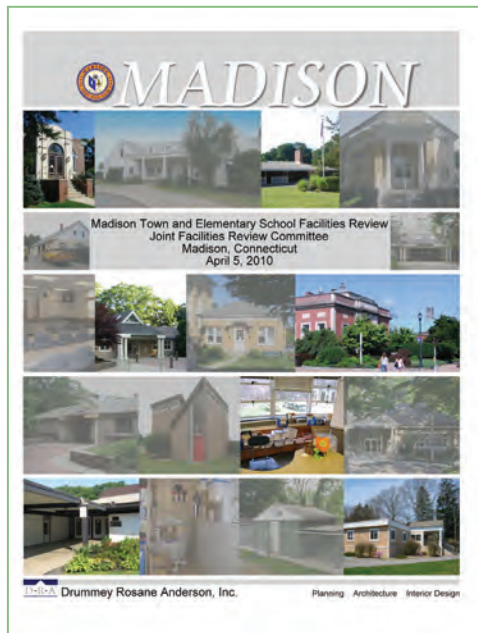
When referencing existing structures and adaptive reuse, DRA believes



*after*

space performance requirements must serve as the foundation for decision-making. Our team brings considerable expertise and experience to bear in an effort to find balance among adaptive reuse considerations.

We take pride in coming to a project with no pre-conceived notions relative to potential solutions and believe that a viable range of strategies is the natural outcome of our experience and our process.



In the current economy, we have seen an increase in municipal building assessments. Communities are taking a closer look at their facilities to determine necessary maintenance improvements and to evaluate possible redevelopment options. There is often a desire to **consolidate services under one roof as a cost saving measure**. The studies listed on the adjacent chart are representative of our work in this area within the last five years.

# facility assessments

City/Town	Year																			
		building type	community center	police station	fire house	library	town/city hall	senior center	school	school admin. offices	elementary school	middle school	high school	animal shelter	public works	highway department	garage	storage facility (various)	recreation	vacant/potential adaptive reuse
Newtown, CT	2015		1	1	1	1	1	1					1		1					
Rockport, MA	2015		1	1	3	1	2	1		1	1	M/HS	1	3	4					
Stonington, CT	2015									3	2	1								
Westborough, MA	2014									3	1	1								
Clinton, CT	2014									2	1									
Tyngsborough, MA	2014			1	2	1	1								1			1	2	
Westford, MA	2014			1	3		1	1		7	2	1		4	1	2	1			
Tolland, CT	2014									1	2	1								
Hadley, MA	2013			1		1	2	1		1				1	1					
Brimfield, MA	2013			1	1	1	1	1						1	1					
Topsfield, MA	2013			1		1	1	1		2				1	1					
Wayland, MA	2013				1	1	1	1	1											
Bristol, CT	2012		1	1	1		1	1		2										1
Madison, CT	2010			1			1		1	3	1		1	1		2	4	2		
Windsor, CT	various		1			1		1	1	4										
Milton, MA	2012			1	4	3	1	1	1	4	1	1		2						
Seekonk, MA	2012			1	1	1	1	1		2	1	1	1		1					2
Randolph, MA	2012								1	4	1	1								2
Hanover, MA	2010			1	4	1	1	1	1	4	1			1	1					
Stoughton, MA	2010			1	2	1	1	1	1	6	1	1	1	1		4	3	1		
Mansfield, CT	2008								3	1										





before

after

DRA's portfolio proudly exhibits many renovation and repairs scopes of work. Our approach to the capital improvement needs of facilities is one of professionalism and commitment to the success of each project. We understand that complex, phased, upgrades are critical to facility efficiency, service delivery and user comfort and satisfaction.

# facility improvements

## **Building Condition Survey Form**

**Parcel # or Street Address** \_\_\_\_\_

**Land use:** **R**esidential; **C**ommercial; **I**ndustrial; **P**ublic; **V**acant

**Height:** #of Stories \_\_\_\_\_

**Construction:** **B**rick; **S**iding; **C**omposition (neither vinyl, aluminum or wood, i.e. asbestos shingles);  
**W**ood; **S**tucco; **M**asonry (including block or stone); Other \_\_\_\_\_

**Roof Type:** Flat (cannot see surface); Gable (slopes up only on two sides); Hip (slopes up on at least three of four possible sides, forming a pyramid); Other \_\_\_\_\_

**Location of Defect:** **F**ront; **B**ack; **L**eft; **R**ight; **C**enter; **T**hroughout

**Degree of Defect:** **1** minor defect **2** major defect **3** critical defect

Structural Components	Loose material	Missing material	Location	Worn/Weathered	Location	Cracks	Location	Holes	Location	Settling	Location	Sagging	Location	Lack of Support	Location	Bowing	Location	Sloping	Location	Heaved	Location	Degeneration	Location	Other	Location	Component Rating
PRIMARY COMPONENTS																										
Foundation																										
Exterior Walls																										
Roof																										
Structure																										
Membrane																										
SECONDARY COMPONENTS																										
Porches and Steps																										
Windows and Window Units																										
Doors and Door Units																										
Chimneys																										
Gutters and Downspouts																										

**Final Building Rating:**      Sound                      Deficient - Minor Repair                      Deficient - Major Repair                      Substandard

During the investigation phase, we will use a detailed checklist (adjacent) that we have developed for similar assessment work. We have found it to be a useful tool in ensuring that no item is missed.

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Because we value input from a diverse population in identifying the key issues, goals, and desires for the future direction of a community, we rely on our time tested practices to reach out to all stakeholders. Through a variety of avenues — forums, workshops and presentations, renderings and models, press releases, project websites, and informational meetings with special interest groups, we help our clients achieve the support needed to move a project forward.

We offer workshops to gather input, to educate groups and to achieve consensus. We have found that it is of critical importance that the full community of users considers, understands, and ultimately supports the decision making process and the direction of a planning or design effort. This open, active, and thoughtful discussion of opportunities and constraints allows stakeholders to identify their needs and concerns.

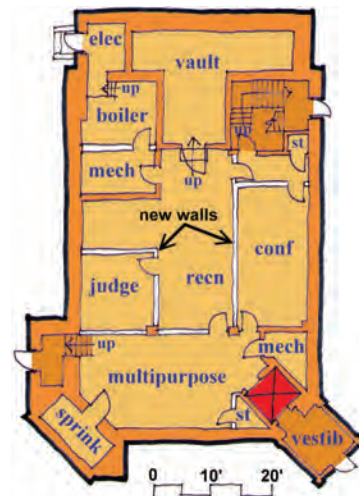
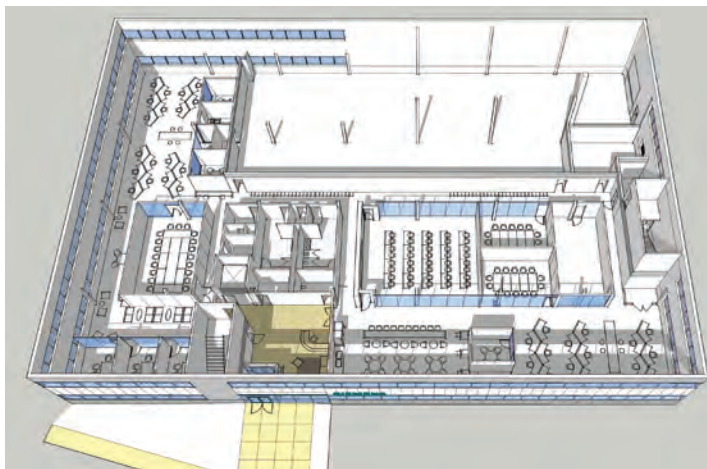
We are adept at engaging all participants to draw out the important issues. In the course of these workshops we come to understand what the issues and concerns are for the client and can address them early in the process. Participants come to find that they have common views, goals, and desires with other key stakeholders. They find that they have a better grasp of the inter-related issues that bind them, and are better able to share in the support of a project as a result of this type of interchange.

We have found that this open, collaborative process is of value for three primary reasons:

- To increase awareness
- To provide a sense of ownership
- To aid in developing a realistic understanding of the project

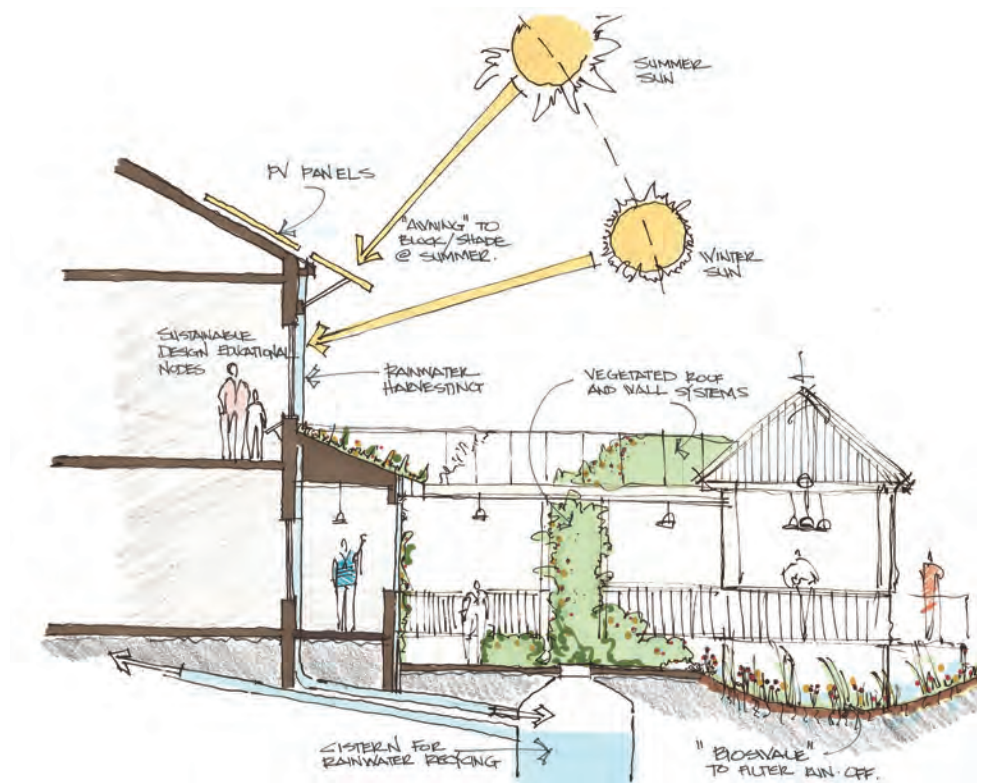


# community engagement



Because of our long history of public projects, we know what information is needed and how best to develop it. We employ a wide range of tools and techniques in the assessment and comparison of options during the design process. Each one is “field tested” in its ability to convey key project information. Visual aids that can clearly “tell the story” play an important role in creating public support. DRA can provide renderings, Power Point presentations, 3-D computer models and “walk-through” computer animation as part of our scope of services to effectively communicate our shared vision for a project.





We use an integrated approach to “green” design, incorporating sustainable principles from all disciplines into a unified solution. We strive to balance environmental responsibility and financial feasibility to create a healthy place to learn, work, play and discover.

The Leadership in Environmental and Energy Design (LEED) green building rating system is an important tool in guiding a project from planning through construction and operation to meet sustainability goals.

DRA employs several LEED accredited professionals and supports LEED training and testing for staff. We are familiar with the multitude of sources for financial incentives and educational program assistance at the national, state, regional and community levels.

The DRA team works with committee members and town leaders to determine the project goals, standards, resources and level of commitment as it relates to life-cycle costs and operational budgets for the facilities and community. We make sure that these goals focus on improving the environment, reducing impact on the natural environment, reducing operational costs and increasing energy efficiency.

## Potential Sustainable strategies:

### Daylighting:

Maximizing the amount and quality of natural light for a better working environment

### Thermal performance:

Well designed building envelope including energy efficient windows and roof

### Rainwater harvesting:

Capturing rainwater from flat roof areas into a cistern to be used for flushing toilets

### Water Conservation:

Low-flow plumbing fixtures and waterless urinals

### Energy efficiency:

Heating and cooling equipment

### Occupancy sensors:

To control both lighting and ventilation equipment

### Alternative energy sources:

Including photo-voltaic panels

### Centralized automated energy control systems:

To optimize performance, reduce energy consumption and minimize maintenance for HVAC systems

### Low VOC building materials (volatile organic compounds):

To improve indoor air quality

*“Unless someone like you cares a whole awful lot, Nothing is going to get better. It’s not.”*

— Dr. Seuss, from *The Lorax*

We incorporate sustainable design principles into all of our projects. Below are some that have achieved a level of “certification.”

Southeastern Regional Voc. Tech. S.Easton, MA	CHPS Certified
Hill Elementary School, Revere, MA	LEED Silver Projected
Penn Brook School, Georgetown, MA	LEED Silver Projected
Bristol K-8 School, Bristol CT	LEED Silver projected
Putnam High School, Putnam, CT	CT High Perf. School
North Adams Public Library, North Adams, MA	LEED Certified
Roeliff Jansen Community Library, Hillsdale, NY	LEED Gold
Collicot/Cunningham Schools, Milton, MA	CHPS Certified
Newton South High School, Newton, MA	CHPS Certified
Burgess Elementary School, Sturbridge, MA	CHPS Certified
Putnam Voc. Technical HS, Springfield, MA	CHPS Certified

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# project understanding

## Space Needs Assessment and Master Plan Study



It is our understanding that the Town of Westport is seeking Design Professionals to conduct a Study for a Space Needs Assessment and Master Plan for the Town Hall building located at 110 Myrtle Avenue. The building, which was built in the twenties as a school, was converted to serve as the Town Hall in the seventies. No major renovations have been done since the change in use took place. In the meantime, need for offices and programs have grown significantly.

It is our understanding that the driving force behind the study is to better utilize existing spaces and bring under one roof other departments that are currently located elsewhere. The study should also address the current

and future space needs of various departments while creating a pleasant work environment within the existing footprint of the building, without building an addition, if feasible.

It is our understanding that the existing auditorium will remain in its current layout. However, the Town is interested in repurposing for offices and conference rooms the former school gymnasium, which is currently being used as a Community Theater. Although the building's HVAC system went through a major overhaul a few years ago, the Study should identify any changes and/or improvements to the MEP systems recommended as a result of the proposed renovations. It is our understanding that the electrical service has adequate capacity and that the generator serves the entire building. The existing elevator, which serves most levels, is old and might be in need of an overhaul for efficiency and ADA compliance.

We were led to believe at the Briefing Meeting that an Environmental and Hazardous Materials survey and evaluation will not be part of the Study although some hazardous materials may be present in the original roof which is under the spray foamed roof installed a few years ago. We were also led to believe that there is adequate parking for the current use but the Study should include a parking analysis based on zoning requirements for the proposed uses.

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Our approach will be based on identifying the various tasks required for the project from inception to completion. We then identify concurrent and sequential tasks. This method of separating tasks improves project scheduling.

The following are examples of required tasks:

- Kickoff Meeting
- Meeting with the Oversight Committee
- Programming Meeting
- Meeting with Department Heads
- Meeting with Facilities Manager
- Meeting with Planning, Building & Fire Officials
- Intelligent Work Space
- Existing Conditions Survey
- Space Needs Assessment
- Code Analysis
- Conceptual Design
- Site Design and Engineering
- Statement of Probable Construction Cost
- Final Report

#### **KICK-OFF MEETING:**

We will start the project by scheduling a “kick-off” meeting so that members of the Design Team can meet the Owner’s Team. Main topics of discussion will be to identify stakeholders, establish communication protocol and determine the means & methods for exchange of information. By asking questions rather than making assumptions, we get a clear picture of local expectations, the political landscape, project priorities, potential impediments, schedules, approval process and whole array of other issues.

A well planned kick-off meeting unites the Design Team, the Owner and the User Group and brings them on the same page, which leads to a seamless progress towards successful project completion.

#### **MEETING WITH THE OVERSIGHT COMMITTEE:**

Most projects have either a permanent Building Committee or an Ad-Hoc Committee responsible for working

with the Design Professionals. We work closely with such Committees from project inception to completion. During the Kick-Off meeting we establish a schedule of periodic meetings so the Committee not only sees the project progress but also provides critical decisions that are needed for the project to proceed from one phase to the next phase. Many times the Committee members provide insight and information that are extremely valuable to the project. These periodic meetings keep the project on track. It also enables the Committee members to provide accurate information to their constituents when needed. The most important benefit of such periodic interaction between the Design Team and the Committee is that there are no surprises as the end of the journey.

#### **PROGRAMMING MEETING:**

Programming is a collaborative process that requires the participation of many stake holders. We facilitate such participation early in the design process by providing a forum for the stake holders to express their thoughts, ideas, wishes and needs for the project. Prior to the initial programming meeting, we begin the process by asking the Owner/User Group(s) to complete a detailed questionnaire based on our broad experience of similar projects as this one. These questions are intended for the Owner/User Group(s) to reflect upon what they would like to see in their project. We encourage participants to fill out as much of the questionnaire as possible before coming to the programming meeting. Using the questionnaire as a basis for further discussion, we begin the process of fine tuning the project needs. We will factor in future growth potential and make provisions for future expansion, if needed.

#### **MEETING WITH DEPARTMENT HEADS:**

For “Studies” like this one we believe that meeting with each Department Head is the only way to fully understand their current and future needs. The Department Heads might allow their key staff to also attend and express their goals, objectives and ideas about satisfying their program needs. Having conducted a large number of meetings like this we are also able to identify very narrow scope personally driven feedback that might not fit with the collective needs of the Department. These meetings are useful in determining adjacencies which leads to efficient utilization of spaces and better cooperation



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# approach methodology

## Space Needs Assessment and Master Plan Study

tion between departments. The information gathered at these meetings becomes the backbone of conceptual design layout.

### **MEETING WITH FACILITIES MANAGER:**

Facilities Manager(s) can play a pivotal role in providing feedback to the design professionals about the operational needs of the project. They can also provide information about what has and has not worked in the past. These folks are a good source for obtaining copies of billing records of energy usage, drawings of existing building and any warranties that might still be in place. Many design professionals might not pay enough attention to the feedback from the maintenance staff, but we believe that addressing their concerns, however insignificant it might seem to design professionals, leads to satisfied and happy clients.

### **MEETINGS WITH PLANNING, BUILDING & FIRE OFFICIALS:**

It is our practice to bring local regulatory officials into the loop at an early stage of the project. We have found that spending just a few hours explaining the project goals and objectives to these officials makes the approval process go smoothly at a later date. Often they are able to alert the project team about requirements that, if not followed, might impact project cost and time adversely. Our strategy of keeping officials in the loop and maintaining lines of communication with them benefits the project.



### **INTELLIGENT WORK SPACES:**

Studies done on the effects of the workplace environment have proven that a pleasant, convenient and safe workplace improves employee attitude and productivity. We are sensitive to such needs and have made significant advances in the design of “intelligent” workplaces. The design strategies we employ falls into four major categories:

1. Enclosure innovations including a match between function and space size, proximity to related functions and day-lighting where feasible.
2. HVAC innovations including creature comfort, improved air quality and local controls.
3. Data/voice/power “connectivity” innovations.
4. Interior system innovations including improved spatial, thermal, acoustical and visual quality of workstations.

### **EXISTING CONDITIONS SURVEY:**

A thorough field investigation of the existing conditions is critical to the success of projects of this type. Our first task will be to obtain available existing drawings and convert them to CAD files. Existing facility surveys will require many field visits, and going over every room and space to determine the overall conditions, code compliance issues, functional issues, etc. Our Site, Structural and MEP consultants will perform similar assessment of existing conditions pertaining to their scope of work.

Unless authorized by the Owner, we will not perform any destructive testing during this process. These findings will be recorded and documented with field notes, verification of critical dimensions and photographs for use during design and construction.

Once the field work is completed, a comprehensive presentation will be made to the Owner explaining the nature of the issues and outlining steps for arriving at recommended solutions.

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## **SPACE NEEDS ASSESSMENT:**

The information and feedback gathered during the Programming Meeting(s) leads to the development of "Space Needs Assessment". This process establishes the various functions within the project, the size of space for each function and the overall size of the building. This approach takes the guesswork out of the design process.

The process consists of first evaluating and understanding the nature of each function within the project. We then factor in the number of people, space needed for equipment, furniture, and fixtures required to perform the function and then add circulation space. This provides a realistic estimate of the required space for each function. We then add a factor for building corridors, stairs, elevators, toilets, mechanical rooms, storage rooms and wall thicknesses to the combined areas for each function to arrive at the overall building size. If the program calls for it, we allow for growth potential in certain areas and plan for future expansion accordingly. The design process is now ready to begin.

## **CODE ANALYSIS:**

A thorough code review requires familiarity and knowledge of applicable local, state, federal codes and the interrelationship between them. That is the reason we assign our senior most staff with well over 40 years' experience in the field to do code review. They have the experience to interpret the intent and apply it correctly so that the project gets the maximum benefit. They keep up with ongoing changes and know what is coming down the pike. However, the code evaluation for any project is not complete without bringing into the loop the authorities having jurisdiction.

We therefore, start the process by meeting with local code officials at the early design phase. By reaching out to them, we not only develop a rapport but often receive valuable advice from these officials. Code analysis start early in our office during the Preliminary Design Phase and continues until the completion of the Construction Documents.

While staying within the boundaries of the codes, we are always seeking creative interpretation to benefit the project. We also pursue the "State Code Modification" process where feasible to give the project the benefit of the less costly "Alternate Compliance" method. The following is a listing of applicable codes in Connecticut:

1. 2003 IBC + PORTION OF 2005 SBC CT
2. SBC 2009 AMENDMENTS TO 2005 SBC
3. SBC 2011 AMENDMENTS TO 2005 SBC
4. SBC 2013 AMENDMENTS TO 2005 SBC
5. WIND LOAD ERRATA
6. PROPOSED ADOPTION OF THE 2015 BUILDING CODE
7. 2003 IEBC
8. 2003 ICC/ANSI A117.1
9. 2005 CT FIRE SAFETY CODE
10. 2009 AMENDMENTS TO 2005 CT FIRE SAFETY
11. 2012 AMENDMENTS TO 2005 CT FIRE SAFETY
12. 2003 INTERNATIONAL PLUMBING CODE
13. 2003 INTERNATIONAL MECHANICAL CODE
14. 2005 INTERNATIONAL ELECTRICAL CODE
15. 2011 NFPA 70 NATIONAL ELECTRIC CODE PORTION OF 2005 STATE BUILDING CODE
16. 2009 INTERNATIONAL ENERGY CONSERVATION
17. 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN

## **CONCEPTUAL/SCHEMATIC DESIGN:**

Once the "Space Needs Assessment" is complete, the information obtained through various meetings, field observations, surveys and other feedback is translated into workable solutions and design options. For each option, we investigate the pros and cons and prepare cost figures before presenting to the Committee. Refinement and fine tuning continues until the preferred solution evolves to meet project goals, objectives and budget.

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# approach methodology

## Space Needs Assessment and Master Plan Study

Our design solutions are creative, innovative, energy efficient and custom tailored to the specific needs of the project. We ensure that all spaces are laid out efficiently and in proper proximity to related functions to meet program needs.

The presentation methods we use to convey our design options and solutions at this phase of the project are easy to understand, graphically clear and in many instances, supplemented by 3-D images for better understanding by all.

### **SITE DESIGN AND ENGINEERING:**

While our Architectural Team is working on programming, space needs assessment and conceptual design, our Site Engineering Team will be meeting with local officials to discuss compliance with regulations, submission guidelines, approval process and other site related issues including, but not limited to, planning, zoning and environmental, parking and access to the site. Once the all site related guidelines are in place, our site engineer will commence the design process.

### **STATEMENT OF PROBABLE CONSTRUCTION COST @ FEASIBILITY STUDY PHASE:**

It is always a challenge for the Design Professionals to establish cost estimates during this phase due to the limited drawings and detailed technical information. However, we do understand that final construction cost must stay within the funds approved by the municipality. To improve the accuracy of our estimates based on Schematic Design, we use the following strategies:

1. Use the services of a professional cost estimating firm.
2. Have our major consultants prepare cost estimates for their portions of the work.
3. Compare costs with similar projects that we have completed in the last three years.
4. Obtain current construction cost information about similar projects from Cost Reporting Services and verify if our costs are in line with the current trend.

Having followed this process in many similar situations, we have established a solid track record of accurate cost estimating.

### **FINAL REPORT:**

Before preparing a Final Report we provide a Draft first so the Committee members and Town leaders have an opportunity to review and make comments before the report ends up in the Public Domain. The Report documents the entire project history, the process and recommendations. It is divided into sections consisting of narrative and colored graphic materials to illustrate various aspects of the project. We provide bound hard copies as well as electronic files. The Report then becomes an effective tool for presentation to the various boards, commissions, town leaders and public at large. If requested, we can participate in such presentations.

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# deliverables

## Space Needs Assessment and Master Plan Study

### **DELIVERABLES DESCRIPTION:**

We believe that the deliverables are just as important as the process itself. The deliverables for this project will be in the form of a Final Report encompassing the entire process from inception to completion. The Report will document the entire project history, step by step progress, programming tools used, photos of existing conditions, meeting minutes, decisions made, space analysis, code evaluation, colored drawings depicting design solutions, cost estimates and recommendations. It is divided into sections consisting of narrative and colored graphic materials to illustrate various aspects of the project.

Before preparing a Final Report we will provide a Draft first so the Committee members and Town leaders so that they have an opportunity to review and make comments before the report ends up in the Public Domain. We will provide bound hard copies as well as electronic files. If requested we will provide full size drawings mounted on boards. The Report then becomes an effective tool for presentation to the various boards, commissions, town leaders and public at large. If requested, we can participate in such presentations.



# schedule

## Space Needs Assessment and Master Plan Study

Westport Town Hall - Space Needs Analysis and Master Plan Development												
TASKS	2016											
	2015		DECEMBER		JANUARY		FEBRUARY		MARCH		REMARKS	
Architect Selection												if allowed, we will be willing to start right after being selected without waiting for a signed Agreement.
Kick-Off Meeting												Discuss goals and objectives, explore new ideas and become familiar with the new Committee member.
Existing Conditions Survey												By the entire "Team" consisting of Site, Structural, MEP, Theater, Food Service, Elev. Consultants and DRA.
Other Meetings												Programming Meeting with Department Heads, Building, Fire and Planning Officials.
Space Needs Analysis												Based on feedback, prepare space requirements for each department for current and future needs.
Committee Reviews and Decisions												Update Committee on a periodic and regular basis about project progress and obtain critical decisions.
Preliminary Design Solutions												Work out more than one design solution, present features, pros, cons and budget cost for each.
Finalize Design Solutions												Have a meeting of minds on the "Preferred Solution" and flesh out features and details.
Cost Estimate												Use Professional Cost Estimating Firm to prepare Statement of Probable Construction/Project Costs.
Draft Report Review & Comments												Document all work in a Draft Report and provide for review by the Committee and Town Leaders.
Final Report												Finalize "Report", make final presentation and assist with project promotion, if requested to do so.

# relevant experience

- Belden Town Hall, Simsbury (reuse of school)
- Town Hall & Community Center, Brookfield
- City Hall Assessment Study, Bristol
- Town Hall Assessment Study, Madison
- Town Hall Assessment Study, Seekonk, MA
- Town Hall Assessment Study, Hanover, MA
- Town Hall Assessment Study, Hadley, MA
- \*Windham Town Hall, Windham
- \*East Hartford Town Hall, East Hartford
- \*South Windsor Town Hall Study, South Windsor
- \*Windsor Locks Town Hall Study, Windsor Locks
- \*Town Hall, Manchester
- \*Old Town Hall, Colchester

*\*Services performed by The Lawrence Associates (TLA). Effective July 1, 2014, TLA formed an official alliance with DRA. Together we operate under the DRA name and all current TLA staff have moved into DRA's offices.*



**\*WINDHAM TOWN HALL FEASIBILITY STUDY: 2006**

The scope of the services included accessibility to the historic auditorium on the third floor, code review, evaluation of existing MEP system and replacement of historic windows. The design challenge was to find a location for a new elevator that could serve all seven levels including the basement and the auditorium balcony. Initially it appeared that it would be almost impossible to come up with a location for the new elevator to make this 100+ year old building fully accessible. We met the challenge by coming up with a unique solution involving breaking through the abandoned air shaft and constructing a new floor to gain access to the auditorium. A special elevator with doors on opposite walls and half level stops provided access to all levels.

The scope of work included a complete forensic evaluation of the monumental and historic windows to determine recommendations for restorations.

New ADA compliant toilet rooms at the auditorium level, a new sprinkler system and a second means of egress stair addressed the remaining issues.

**\*WINDHAM TOWN HALL AUDITORIUM RENOVATIONS: 2009**

Three years later, Anwar provided full professional design services for construction documents, bidding and construction administration of the work delineated in the 2006 Feasibility Study. Working closely with the various Boards and Commissions Anwar was able to obtain all local approvals in record time.

**1,200 SF new**  
**28,500 SF renovations**

*\* Services performed by Anwar Hossain, AIA while Principal at The Lawrence Associates (TLA). Effective July 1, 2014, DRA formed a strategic alliance with TLA. Together we operate under the DRA name and all TLA staff are at DRA's South Windsor Studio.*



**EXISTING**



**PROPOSED**



**EXISTING**



**PROPOSED**



# relevant experience

## **BELDEN TOWN HALL, SIMSBURY, CT**

Towns are always exploring ways to utilize vacated school buildings, and Simsbury was no exception. The Belden School, with its brownstone exterior and three floor levels was explored and we found it to be a good candidate for reuse as Town Offices, Police Department and Board of Education Offices. The floor levels worked well with the program; Town offices on the first floor with its high ceilings, Board of Education on the second floor (built into the roof) with a smaller floor area, and the Police Department on the lower level (closest to grade). Security between uses, and particularly the Police Department, was resolved by creating a new covered entrance to the building with direct and separate exterior access to the Police and Town Offices. The "L" shaped building provided a courtyard which contains the sally port and provides an enclosed area for police department use. Vehicular access for the public was located at the other end of the building, away from police activities.

Careful consideration was given to saving and restoring as much historic fabric as possible. The old brownstone masonry and attractive oak woodwork were the major elements retained in the new design. The building was partially gutted as the first phase of the new construction.

The reuse of this building solved the Town's need for space and kept a historic building from being left to decay.

*Services performed by Kenneth C. Best, AIA while Principal at Best Joslin. DRA merged with Best Joslin in 2007 and Ken is a Principal at DRA.*



42,500 SF renovation, restoration, historic, adaptive re-use







2012

## Bristol, CT

### City Municipal Buildings Study & Needs Analysis

Space needs study of multiple city municipal buildings. Work included the analysis of space needs (existing as well as potential future) for operations, staffing, and functions of City Hall, Senior Center, Police Department, and Fire Headquarters. We also evaluated facilities for potential residential, commercial or mixed-use development as well as potential locations for the superior state court and elderly housing. Additional work included ADA compliance, building and or fire code deficiencies, structural conditions, overall renovation improvement needs and site considerations.

#### Facilities included in the Study

- City Hall
- Senior Center
- Police Department
- Fire Headquarters
- Beals Senior Community Center
- Memorial Boulevard School
- Clara T. O'Connell School
- former Clarence A. Bingham School



2010

## Madison, CT

### Town Municipal Buildings & Schools Review

Assessment and usage study of 19 town buildings and recommendations as to how best to optimize use of the buildings. As part of this work, we completed a Marketing Reconnaissance study for the potential reuse of an 1884 historic building located in the core of downtown (the Former Daniel Hand Academy Building). We worked with Milone & MacBroom (Harrall-Michalowski Associates) to evaluate the potential market supportability of residential, office and retail uses. The work involved delineation of a primary and secondary market area, inspection of the site and neighborhood as well as research into demographic, housing and economic trends. Identification and analysis of the characteristics of the office and retail markets then allowed us to evaluate and rank the most supportable reuse options for the building.

#### Facilities included in the Study

- Town Campus (arts barn & gym)
- Memorial Hall
- Visitor's Center
- Youth and Family Services
- Bauer Farm
- Record Retention Storage
- Police Station
- Public Works Garage
- Dog Pound
- Surf Club Main Building
- Garvan Point Bathrooms
- Ryerson Elementary
- Jeffrey Elementary & modulars
- Island Ave. Elementary & modulars
- Polson MS Auditorium
- Early Childhood modulars
- Academy Building



2006

## Windsor, CT

### Windsor Municipal Buildings & Public Schools Study

We have provided architectural planning, design and construction administration services for several municipal and educational facility projects in Windsor over the years. We completed replacements and repairs at two elementary schools and an addition/renovation to their historic library. In 2006 we completed a Municipal Facilities Study and followed this up with a comprehensive examination of their elementary schools in 2011. Other recent work includes a study for the DPW vehicle and equipment storage facility and conversion of a high school cafeteria for senior center use.

### Facilities included in the Study

- Clover Street Elementary School
- Ellsworth Elementary School
- Wolcott Elementary School
- Leland Wilson Community Center
- Milo Peck Center



2013

## Hadley, MA

### Town & Schools Facilities Plan

Evaluation for seven existing town-owned buildings and evaluation and design services for space needs associated with the various municipal departments. The Town sought to understand (1) the cost to renovate fully each structure; (2) the long-term space needs of municipal programs and departments; (3) whether all municipal buildings are needed; and (4) a cost/benefit prioritization of repairs. The overall objective of the Facilities Plan is to build on the information obtained through prior studies and plans and to evolve options with regard to Town-held properties and potential real estate transactions to enable assessment of current and future needs and the disposition of future Town assets and Departments.

### Facilities included in the Study

- North Hadley Village Hall
- North Hadley Fire Station (In Village Hall)
- Public Safety Complex
- Senior Center
- Town Hall
- Goodwin Memorial Library
- Russell School Building
- Department of Public Works



2015

## Rockport, MA

### Town & Schools Facilities Study

Comprehensive assessment of Town facilities and creation of a master plan for long term improvements and long range use based on relative need and cost effectiveness. We are evaluating existing municipal facilities and determining their current condition and long term use. Considerations include analysis of the buildings' over-utilization or under-utilization, no longer necessary, in less than optimal locations, or may serve better for entirely different functions. The report will provide prioritized recommendations including, but not limited to, repairs, modifications, relocation, new construction and will include estimated costs based on current public construction/renovation costs in a prioritized and phased manner.

### Facilities included in the Study

- Town Office Building & Town Hall Annex
- Police Station
- Central Fire & Ambulance
- Pigeon Cove Fire Station
- Forest Fire Building
- Animal Control Shelter
- DPW Garage & Pole Barn
- DPW Salt Sheds (2)
- Transfer Station
- Water & Wasterwater treatment plant
- Elementary School
- Middle/High School
- Special Education Modular Space
- Harbormasters Office
- Public Library
- Community house
- Public Restrooms
- Tenant Occupied Buildings (3)



2014

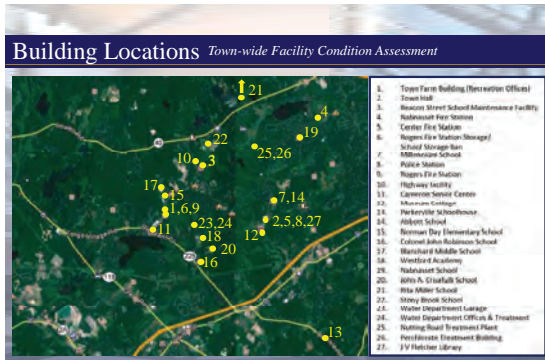
## Tyngsborough, MA

### Towns Buildings Master Plan

Comprehensive assessment of 13 town facilities and a master plan for improvements based on relative needs and cost effectiveness. The Town owns multiple vacant or underutilized buildings. Our study and development of a master plan will help inform the Board of Selectmen with the potential use, re-use, or sale of Town-owned property.

### Facilities included in the Study

- Town Offices
- Tyngsborough Police Department
- Tyngsborough Fire Stations - 3
- Highway Department
- Senior Center
- Recreation Center
- Littlefield Library
- Old Town Hall
- Adams Barn
- (Former) Winslow School
- First Parish Meeting House



2014

## Westford, MA

### Town-Wide Facility Condition Assessment

Facility condition assessment on 26 town and school buildings. For the evaluation of existing conditions of the buildings including: identification of deficiencies that need to be addressed, recommendation of improvements to enhance efficiency and accessibility for buildings, and outlining of a strategic plan for recommended repairs and improvements for a 10-year period.

### Facilities included in the Study

- Recreation Offices
- Town Hall
- Fire Stations - 2
- Elementary Schools - 7
- Middle Schools - 2
- High School
- DPW Facilities - 5
- Historic Museums - 2
- Senior Center
- Other Buildings - 2



2013

## Brimfield, MA

### Town Buildings Facilities Assessment

Assessment of five town buildings including structural conditions, exterior and interior envelope, MEP systems, roofing and site. We identified short-range urgent maintenance, long-range capital planning maintenance, and an overall plan for identified future needs.

### Facilities included in the Study

- Highway Garage and Yard
- Public Safety Headquarters
- Town Office Annex & Barn
- Town Hall
- Public Library





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## Topsfield, MA

### Town Building Assessment & Capital Master Plan

Buildings assessment study to determine building repairs and system improvements necessary to maintain and enhance the integrity of six (6) general government and two (2) school buildings and to prepare a long range capital plan to implement recommended improvements. For each building we interviewed users to develop a program to accommodate current and future needs.

### Facilities included in the Study

- Town Hall
- Fire Station
- Police Station
- Town Library
- Public Works Facility
- Park & Cemetery Garage
- Proctor Elementary School
- Steward Elementary School



2  
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3

## Wayland, MA

### Municipal Buildings Audit

Assessment of three municipal buildings (town hall, library, fire station, council on aging) to uncover deficiencies and recommend several options for remedying the needs of several town departments. We interviewed department heads and those in charge of maintenance. Areas of discussion and review included life safety, health, ADA compliance, building envelope, interiors, energy and water conservation, hazardous materials and the need for additional space. Each of the improvements was then prioritized into the following categories: Current Critical /Potentially Critical /Necessary /Not yet Critical /Recommended.

### Facilities included in the Study

- Town Hall
- Fire Station
- Town Library
- Council on Aging



2012

## Seekonk, MA

### Town of Seekonk Facility Study

Comprehensive assessment of town facilities and a master plan for improvements based on relative needs and cost effectiveness. We prepared a final report and spreadsheet that details needed improvements with associated costs that indicates current critical, potentially critical, necessary – not yet critical, recommended, grandfathered and maintenance priorities.

### Facilities included in the Study

- Animal Shelter
- Town Hall
- Library
- Fire Station
- Public Safety Complex
- Highway Dept. Garage
- High School
- Aitken Elementary School
- Martin Elementary School
- North Street School
- Pleasant Street School
- Hurley Middle School



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## Milton, MA

### Milton Municipal Buildings Study & Schools Study

Conditions assessment for school and public buildings to establish a repository of all facilities information. The assessment will document the existing conditions, current usage, any immediate and future repair, and the replacement costs of the building systems and structure. This will be the second time Milton has entrusted DRA with evaluating their facilities. We began our professional relationship with Milton in the late 1990's when we developed a comprehensive district wide study to determine cost effective options to relieve overcrowding, improve the educational environment, and extend the useful life of all their school facilities. We presented several renovation/addition and new construction options at each site. A series of scenarios were then generated, based on various combinations of school building solutions. DRA evaluated these solutions based on the combined best use of available sites and long term value. A comprehensive two volume report documented all findings and summarized recommendations.

### Facilities included in the Study

- Police
- Fire station (4)
- Library (3)
- Town Hall
- Senior Center
- Public Works (multiple)
- Milton High School
- Pierce Middle School
- Glover Elementary School
- Tucker Elementary School
- Cunningham-Collicot Elem. Schools



2010

## Hanover, MA

### Town Municipal Buildings Condition Assessment

We developed a 15-year action plan to address any required repairs identified or undertake any improvements that will extend the useful life of the 18 buildings. Our method included collecting, listening and inspecting, where data on the properties was collected, interviews were conducted with key individuals in connection with various buildings, and site visits were performed. Included in the scope of work is recommendations for improvements to: energy conservation, building site, building components, mechanical, plumbing and electrical systems, and interior spaces.

### Facilities included in the Study

- Fire Stations 1 - 4
- Center, Cedar, Sylvester and Curtis Elem. Schools
- Hanover Middle School
- Salmond School Admin. Building
- Police Station
- B. Everett Hall Support Facilities
- Public Works Facility
- Highway Garage
- Town Hall
- John Curtis Free Library
- Stetson House
- Council on Aging/ Grange Hall



2010

## Stoughton, MA

### Town Facilities Master Plan

Specifically, the project was "to perform an assessment/study of town facilities and provide a comprehensive report and prioritized schedule of repairs and/or replacement." The study included the evaluation of 26 facilities.

Our findings were reviewed and discussed with the Facilities Planning Committee in a series of meetings and revised accordingly. After discussion with the Committee, the study team developed a list of the most urgent needs that should be addressed by the Town in Year One of the five-year master plan. These items are generally life-safety items and those items, such as leaking roofs that would significantly affect the integrity or functioning of the building if left unattended.

### Facilities included in the Study

- Stoughton High School
- Bleachers, Pressbox
- Field House, Bath House CS
- Athletic Storage Shed
- Dr. R. G. O'Donnell Middle School
- 6 Elementary Schools
- Town Hall
- Public Works Storage & Garage
- Club House
- Public Library
- 2 Fire Stations
- Senior Center
- Police Station
- Dog Pound w/Park Restroom
- Clapp Library (Historical Society)
- 15 Sewer & Pump Stations
- Pump House, Water Plant
- Goddard Well
- Water Tower
- Salt Shed, 2 Golf Sheds
- Armory

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# organization chart

## **Town Hall Space Needs Analysis & Master Plan**

Westport, CT

**Public Site & Building Commission**

### **Drummey Rosane Anderson, Inc. (DRA)**

**Architect**

Kenneth C. Best, AIA, Principal-in-Charge

Anwar Hossain, AIA, Project Manager

Alan Johnson, Job Captain

### **RZ Design Associates, Inc.**

**MEP Engineering**

Robert H. Ricard, PE

David S. Luchini, PE

Ramon E. Paguada

### **DiCesare-Bentley Engineers, Inc.**

**Site**

Clinton S. Brown, PE, AICP

Michael J. Scanlon, LS

Paul Biscuti, PE

**JR Russo**

**Cost Estimator**

James R. Russo

**Szewczak Associates**

**Structural Engineer**

Peter G. Ceella, P.E.





### DiCesare-Bentley Engineers, Inc

DiCesare-Bentley Engineers, Inc. has completed in the order of 10,000 project assignments since its founding in 1960. Project assignments have encompassed all facets of Land Surveying, Civil Engineering, Site Design, and Coastal Engineering services. Completed projects include schools, health care, municipal facilities, new roads and road improvement; shopping centers; banks; automobile dealerships; parking lots and structures; municipal water and sewer facilities; industrial and manufacturing plants; hotels and motels; industrial and office parks; recreational marinas; commercial and ferry docking facilities; residential subdivisions and multi-family housing projects; public sector infrastructure and GIS projects.

DiCesare-Bentley Engineers, Inc. maintains a staff of experienced professionals and is capable of providing professional services to its clients covering all phases of project development - from initial surveying activities and conceptual planning; through project design and land use permitting; and where applicable, construction administration and related services.

<http://www.dbengineers.com/>

#### Key project information

- 4 North Haven Fire Stations, North Haven, CT (with TLA, now DRA)
- Feasibility/Site Study-Oswegatchie Fire House- Waterford, CT (with TLA, now DRA)
- Jack Jackter Elementary School, Colchester CT (with TLA, now DRA)
- Colchester Elementary School, Colchester, CT (with TLA, now DRA)
- Laurel Elementary School, Bloomfield, CT (with TLA, now DRA)
- Metacomet Elementary School, Bloomfield, CT (with TLA, now DRA)



### RZ Design Associates, Inc.

RZ Design Associates, Inc. (RZDA) is a multidiscipline engineering consulting group serving a wide range of industries. RZDA's engineering talents are some of the best and most respected in the industry. Our team strives to further understand the needs of our clients, and in turn we are able to use our understanding as a tool in delivering a better final product. The engineers use this understanding to create innovative solutions when answers are hard to come by. RZDA is dedicated to providing clients solutions that meet their requirements, budget and schedule.

The team approach to MEP systems is based on several factors. There are several ways to provide MEP designs, however the best method is to understand the owner's goals and budget in regards to the systems they wish to install. The approach begins by conducting several meetings with all involved parties in order to gain an understanding of the project expectations, budgets and requirements. The RZDA staff conducts site visits for existing projects in order to evaluate the existing systems in order to identify components that can be reused and make our recommendations. Often times, there are ways of achieving the owner's wishes more efficiently and less costly than typical strategies that the owners might not be aware of. The RZDA team values informing owners of different strategies and the associated costs with each method for the MEP systems.

<http://rzdesignassociates.com/>

#### Key project information

- Portland Town Hall, Portland, CT
- Bristol Public Library, Bristol, CT
- Glastonbury Community Center, Glastonbury, CT
- Gillette Castle Visitor's Center, East Haddam, CT
- Public Safety Complex, South Kingston, RI (with TLA, now DRA)



### Szewczak Associates

Szewczak Associates, founded in 1986, is a structural engineering firm providing design and consulting services to architects, corporations and individuals throughout New England. Our firm has a strong background and commitment in responsively delivering creative and cost effective solutions to our clients for their specific structural engineering design requirements. We achieve this commitment through a complete, detailed understanding of the unique qualities and requirements of the architectural and the mechanical systems of a project. We apply our strong engineering design backgrounds to formulate a structural system that is economical, reliable, efficient and meets the requirements of the architectural and mechanical systems.

[www.szewczakassociates.com](http://www.szewczakassociates.com)

### Key project information

- Lyme Town Hall / Library, Lyme, CT
- Hick's Memorial Building, Tolland, CT
- Wethersfield Library / Town Hall
- Westbrook Public Library, Westbrook, CT (DRA)
- Roeliff Jansen Community Library, Copake, NY (DRA)
- Windsor Public Library, Windsor, CT (DRA)

## J. R. Russo, LLC

### J. R. Russo, LLC

James R. Russo of J.R. RUSSO, LLC has provided pre-construction estimates for a number of multi-million dollar municipal and housing projects in the following Connecticut locations: Lebanon, Columbia, West Hartford, Bridgeport, New Britain, Branford, Stamford, Salisbury, Hartford, Danbury, Middletown and New Britain. As an experienced Cost Estimator, Project and Construction Manager and Owners Representative, he brings a unique perspective to the table. He is experienced in the day-to-day technical details of construction projects and has a thorough understanding of the estimating business. Mr. Russo provides construction estimates based on the specifications and standard CSI format.

<http://www.jrussolc.com>

### Key project information

- Memorial Boulevard School Study, Bristol, CT (DRA)
- Fire House #5, Bristol, CT (DRA)
- Oswegatchie Fire House Study- Waterford, CT (DRA)
- Emergency Operations Center, S. Windsor, CT (DRA)
- Community Education Center Facility, New Britain, CT
- Columbia Senior Center, Columbia, CT

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## team roles

### **Ken Best, AIA, Principal-in-Charge**

Throughout all phases of the project, the Principal-in-Charge will set the project direction, allocate the appropriate resources and ultimately be directly responsible to the Owner. During the preliminary design phases Ken will actively direct the design team's conceptual design direction and lead the presentation efforts with the Committee.

#### References:

Lew Daniels  
Library Director  
Westbrook Library  
860-399-6422  
westbrook.public.lib@snet.net

Allan Rawson  
Putnam Facilities Study Group  
Town of Putnam  
860-919-6413  
Allan.rawson@yahoo.com

Barbara Blosveren  
Library Director  
Stratford Public Library  
203-385-4166  
aska@stratfordlibrary.org

### **Anwar Hossain, AIA, Project Manager**

Anwar will continue DRA's successful policy of "strong project management." This means he will be continuously involved in the project from day one to the successful completion of this phase.

During all phases he will direct the DRA team, including consultants, and will be the day-to-day contact person for Westport. During the design phases, Anwar will expand upon the conceptual design, develop multiple options and lead the resolution of a preferred schematic design.

#### References:

Roger D. Rousseau  
Purchasing Agent  
Bristol, CT 06010  
860-584-6195  
RogerRousseau@ci.bristol.ct.us

Vincent Landisio  
former Fire Chief / Fire Marshal  
North Haven Fire Department  
North Haven, CT  
203-868-4652  
vpl030@aol.com

### **Alan Johnson, Job Captain**

Like other key staff members of the DRA team, Alan will be continuously involved in the Westport Town Hall Space Needs Analysis & Master Plan project from the outset of design through to completion of construction. He will lead the in-house architectural team in preparing the design submissions.

#### References

Stephen Rose  
Cromwell Public Schools  
Cromwell, CT  
Facilities Manager  
860-632-4862

Peter Anderson  
Director of Facilities Services  
Miss Porter's School  
860-409-3658  
peter\_anderson@missporters.org

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# Kenneth C. Best, AIA, ALA Principal-in-Charge

## Education

Hammersmith College of Arts and Building  
London, England  
Higher National Certificate – Architecture

## Professional Registration

Registered Architect  
CT, MA, NY  
Historical Architect designation  
from The Historic Preservation and  
Museum Division of the CT Commis-  
sion on Culture & Tourism.

## Professional Affiliations

American Institute of Architects  
NCARB  
American Library Association  
Construction Specifications Institute,  
Board of Directors

## Summary

Ken has over thirty years of library design experience. Prior to joining DRA in 2007, he was managing partner at Best Joslin Architects, where he was responsible for the architectural planning and design for a majority of the firm's seventy-five library projects.

Now a Principal at DRA, Ken brings a special expertise to public architecture grounded in extensive research and practice. His designs incorporate highly advanced concepts, especially in the accommodation of new information technology, lighting and green material selections.

Ken's "hands-on" approach towards preservation has awarded him the highest reviews from past clients. He juggles his expertise in all aspects of design with a thorough enjoyment of architecture that is obvious to all that work with him.

## MUNICIPAL – partial list

Belden Town Hall, Simsbury CT\*  
Town Hall & Community Center, Brookfield CT\*  
Town Hall Expansion/Renovation Study, Marlborough CT\*  
City Hall & Municipal Buildings Study & Space Needs Analysis, Bristol, CT  
Municipal Buildings Study, Newtown, CT  
Windsor Municipal & School Facilities Study, Windsor, CT  
Town Hall & Municipal Facilities Study, Madison, CT  
Town Hall Assessment Study, Seekonk, MA  
Town Hall Assessment Study, Hanover, MA  
Hadley Town & Schools Facilities Study, Hadley, MA  
Windsor Senior Center, Windsor, CT  
Rockport Town Buildings Study, Rockport, MA  
Westborough Schools Long Range Planning, Westborough, MA  
Westford Town-Wide Facility Condition Assessment, Westford  
Topsfield Town Building Assessment & Capital Master Plan, Topsfield, MA  
Wayland Town Buildings Audit, Wayland, MA  
Brimfield Municipal Facilities Study, Brimfield, MA  
Tyngsborough Town Buildings Facilities Study, MA

## ADAPTIVE REUSE

Windsor Senior Center, Windsor, CT - conversion of high school cafeteria  
Hill-Stead Museum Farm Complex, Farmington, CT - two barns for income producing space  
Canton Public Library, Canton, CT - former school  
Old Mill Green Branch Library, Bridgeport, CT - former retail space  
Lenox Library, Lenox, MA (Interior Restoration, Renovation & ADA) - former courthouse  
DPW Historic Garage, Arlington, MA, restoration of former Arlington Gas Works building  
John C. Hart Memorial Library, 1822, Shrub Oak, NY, former residence, add/reno  
Duxbury Free Library, Duxbury, MA - former school

## LIBRARY RENOVATION / ADDITION

Westbrook Public Library, Westbrook, CT- **LEED components**  
Fairfield Woods Branch Library, Fairfield, CT  
Tolland Public Library, Tolland, CT  
Booth & Dimock Memorial Library, Coventry, CT  
Phoebe Griffin Noyes Library, Old Lyme, CT\* - **Historic**  
Stonington Free Library, Stonington, CT\* - **Historic**  
Windsor Public Library, Windsor, CT\* - **Historic**  
Stratford Public Library, Stratford, CT\* - **Historic**  
Avon Free Public Library, Avon, CT\*  
Canton Public Library, Canton, CT\*  
Danbury Public Library, Danbury, CT\*

\* Projects completed prior to joining DRA.



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# Anwar Hossain, AIA Project Manager

## Education

Texas A&M University in Bangladesh,  
B. Arch.

Syracuse University, M. Arch.

Recipient of Fellowship Grant Rockefeller  
Foundation

## Professional Registrations

Registered Architect

CT, MA

Registered Interior Designer: CT

## Professional Affiliations

American Institute of Architects

Habitat for Humanity

## Summary

Anwar has a high level of experience in a broad range of project types in both the public and private sectors. His portfolio includes animal shelters, schools, police stations, fire stations, healthcare/extended care facilities, religious buildings and residential.

The diversity of his experience has given him the ability to create unique building projects with a vast list of satisfied clients. He has worked on renovations and repairs with budgets from a few thousand dollars to \$22 million dollar new construction.

Over the past three plus decades he has been immersed in all phases of projects from pre-inception to post-completion. He is well known for his skills in comprehensive programming, innovative design concepts, integrating design with contract documents and hands-on project management.

## MUNICIPAL\*

Memorial Blvd. School Study, Bristol, CT - adaptive reuse study

Windham Town Hall, Windham, CT - Elevator Addition, Ballroom Evaluation & renovation

East Hartford Town Hall, CT - relocation of several Departments with Town Hall

South Windsor Town Hall, CT - space needs study, feasibility study

Windsor Locks Town Hall, CT - Study

Town Hall, Manchester, CT - Proposed New Municipal Building

F.N. Manross Memorial Library, Bristol, CT – Renovation

## \*PUBLIC SAFETY FACILITIES

Oswegatchie Fire Station Study, Waterford, CT

Four Fire Stations, North Haven, CT

New Blue Hills Fire Station No. 3, Bloomfield, CT

Addition & Alterations, Hayden Fire Station, Windsor, CT

New Public Safety Complex, South Kingstown, RI

Feasibility Study – Eoc In Town Hall Annex, South Windsor, CT

Fire Station Company No. 1- Hq, North Haven, CT

Various Improvements To 10 Hartford Fire Stations, Hartford, CT

Additions And Alterations – Mansfield Fire Station, Mansfield, CT

New Fire & Ambulance Facility, Somers, CT

New Fire Station No. 4, Manchester, CT

Fire Station No. 3, Manchester, CT

New Fire Station No. 5, Manchester, CT

Police/Ambulance Facility, South Windsor, CT

New Police Station, Plainville, CT

## \*HISTORIC PRESERVATION

Strand Theatre, Enfield, CT

Manchester Senior Center, Manchester, CT

Whiton Memorial Library, Manchester, CT

One Heritage Place Condominium Office Building - formerly House & Hale Store

One Buckland Square, Manchester, CT - formerly Buckland School

Union Congregational Church Annex Building, Vernon, CT

Southington Mail Post Office, Southington, CT

Seymour Main Post Office, Seymour, CT

Old Town Hall, Colchester, CT - Exterior renovation to Historic Building

Cheney Brother National Historic Landmark District, Manchester, CT - various projects

## \*EDUCATIONAL FACILITIES - partial list

Renovation & Expansion, Metacomet Elementary Schools Bloomfield, CT

Metacomet Elementary School Re-Roof, Bloomfield CT

Renovation & Expansion, Laurel Elementary School, Bloomfield, CT

New Colchester Elementary School, Colchester, CT

\* Projects completed prior to joining DRA.

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# Alan Johnson Job Captain

## Education

Bachelor of Architecture  
Florida Atlantic Univ., Fort Lauderdale, FL  
Associates in Arts  
Palm Beach Community College, FL

## Professional Affiliations

American Institute of Architecture, AIA  
(Associate Member)  
Young Architects AIA  
(Associate Board Member 2007 - 2010)  
Emerging Professionals Forum  
(2006 - 2010)

## Summary

Alan joined DRA with 8 years experience in the architectural field. He has provided technical and production support for a multitude of projects during various phases of design and construction. He has a comprehensive knowledge of day-to-day project management and effectively coordinates development of documentation and project schedules. Alan is a problem solver that utilizes a collaborative approach to design. His strong communication skills both visually and verbally are a valuable asset to each project he is involved with.

## MUNICIPAL & SCHOOL FACILITY ASSESSMENTS

City Hall & Municipal Buildings Study & Space Needs Analysis, Bristol, CT  
Tolland School Utilization Study, Tolland, CT (4 schools)  
Clinton Public Schools Facilities Study, Clinton, CT (3 schools)  
Regional School District 13 Facility Utilization Study, CT (6 schools)  
Brimfield Municipal Facilities Study, Brimfield, MA Hadley Town & Schools Facilities Study, Hadley, MA (1 school)  
Seekonk Town-Wide Facility Study, Seekonk, MA (4 schools)  
Topsfield Town Building Assessment & Capital Master Plan, Topsfield, MA (2 schools)  
Westborough Schools Facilities Study, MA (5 schools)  
Westford Town-Wide Facility Condition Assessment, Westford, MA (10 schools)  
Windsor Municipal & School Facilities Study, Windsor, CT (4 schools)  
Tyngsborough Town Buildings Master Plan, Tyngsborough, MA  
Wayland Town Buildings Audit, Wayland, MA  
Police Department Building, Springfield, MA

## LIBRARIES

Chester Public Library Study, Chester, CT  
Harwinton Public Library, Harwinton, CT  
Fairfield Woods Public Library, Fairfield, CT  
Saxton B. Little Public Library Study, Columbia, CT  
Taft Memorial Library Study, Mendon, MA  
South Sandwich Village Library Study, Sandwich, MA  
Chester C. Corbin Public Library Study, Webster, MA  
Boxford Library Study, Boxford, MA  
Huntington Public Library, Huntington, MA  
Ramsdell Public Library, Great Barrington, MA

## SENIOR SERVICES FACILITIES

Windsor Senior Center, Windsor, CT (conversion of HS cafeteria for Senior Center use)  
Bristol Senior Center Space Needs Study, Bristol, CT  
Tyngsborough Senior Center Study, Tyngsborough, MA  
Westford Senior Center Study, Westford, MA  
Hadley Senior Center Study, Hadley, MA  
Brimfield Senior Center Study, Brimfield, MA



**Clinton S. Brown, PE, AICP**

**Principal in Charge of Civil Engineering**

**Professional Registrations**

Professional Engineer (Civil), Connecticut  
American Institute Certified Planners (AICP)

Mr. Brown is the Principal-In-Charge for all civil engineering projects performed by DiCesare-Bentley Engineers. He joined the firm in 1983 and serves as Vice President and Treasurer for the corporation. His education includes a Bachelor of Science in Civil Engineering from Northeastern University, Graduate Studies in Community Planning and Public Administration at the University of Rhode Island and the University of New Haven, and Advanced Training Courses in urban planning, economic development, municipal finance, real estate and wetlands regulation.

Mr. Brown has over thirty years experience in the planning, design and construction of subdivisions, shopping centers, office complexes, research and development complexes, municipal facilities and education institutions. On these projects Mr. Brown has served as Design Engineer, Project Manager and Principal-in-Charge where his responsibilities included concept planning and feasibility studies, preliminary and final design for roads, utilities, stormwater management, site layout and grading, drainage, permitting activities and construction document preparation and administration.

Mr. Brown's professional experience includes eight years in community planning where he was responsible for developing community master plans, special area plans, capital improvement programs and preparation of zoning regulations and regulation amendments. Mr. Brown has also prepared grant applications and performed third party reviews of site designs for institutional complexes. He has an intimate working knowledge of local municipal government, planning regulations, and data requirements.

His professional experience also includes expert witness services where he has provided expert testimony regarding sound engineering principles and professional standard of care.

**Professional Affiliations**

American Institute of Certified Planners (AICP)  
American Planning Association (APA)  
American Society of Civil Engineers (ASCE)



**Michael J. Scanlon, LS**  
Principal-in-Charge of Survey

Mr. Scanlon is a professional land surveyor licensed in the states of Connecticut, Rhode Island and Colorado with over 40 years of experience and continuing education in land surveying and related fields. Mr. Scanlon is a principal of the firm and serves the corporation in the capacities of President and Director of Surveys. His primary responsibilities at DiCesare-Bentley Engineers, Inc. include the management and supervision of a professional and technical staff comprised of professional engineers, professional land surveyors, land record research specialists, computer technicians, draftsmen and field survey personnel. All survey related activities undertaken by the firm are performed under his direct supervision and responsible charge. He has served as Director of Surveys since joining the firm in June 1986 and was named Vice President in July 1994 and President in January 2001.

Prior to his employment at DiCesare-Bentley Engineers, Inc. Mr. Scanlon was in private practice as a professional land surveyor with offices in Denver, CO where he was a member of the faculty of the Surveying and Mapping Department at Denver Institute of Technology. At Denver Institute of Technology he held the appointment of Surveying and Mapping Dept. Program Supervisor and served as Senior Instructor. His work at the Institute included the development and implementation of their internationally renowned surveying and mapping curriculum in addition to his teaching responsibilities. Mr. Scanlon has also held an adjunct faculty position in the Engineering Technology Department at Three Rivers Community-Technical College Norwich, CT.

Mr. Scanlon has authored, co-authored, reviewed and edited numerous textbooks and training materials on various surveying topics. As a recognized authority on land surveying and related matters within the professional community, he is frequently invited to present professional development workshops and seminars for state, local and national surveyor's organizations. Mr. Scanlon has also been called upon for his expertise in land surveying to provide testimony at deposition and trial on matters pertaining to boundary disputes and quiet title action, professional standard of care as relates to the practice of land surveying and professional opinions regarding the analysis and interpretation of maps, deeds, field evidence and related matters as affect real property.

***Professional Licenses***

Connecticut	February 1987	LS #14662
Rhode Island	January 1991	LS #1843
Colorado	June 1982	LS #19622





**Paul Biscuti, PE**

**Civil Engineering Manager**

**Professional Registrations**

Professional Engineer (Civil), Connecticut, Rhode Island, Massachusetts, New York, Pennsylvania, Washington and Oregon

Mr. Biscuti joined the firm in May 2008 in the capacity of Civil Engineering Manager and is responsible for all civil engineering projects performed by DiCesare-Bentley Engineers. His education includes a Bachelor of Science in Agricultural Engineering from University of Connecticut with a concentration in soil and water engineering and graduate level courses in advanced soils mechanics, groundwater hydraulics, seepage and drainage. He has completed special courses at Pennsylvania State University: Floodplain Hydrology and Hydraulics – HEC I & II, and Urban Hydrology; Army Corps of Engineers-New England Division: Safety Inspection and Evaluation of Dams, Design and Construction of Coastal Structures and Construction Project Management; and University of Missouri: Groundwater Analysis and Design of Construction Dewatering Systems. Mr. Biscuti has also completed 48-hour/8-hour Supervisory OSHA 1910.120 HAZWOPER Training.

With over thirty-eight years of experience in the civil and environmental engineering fields, Mr. Biscuti has developed a strong background in land development, stormwater management, regulatory permitting and construction administration.

His professional experience includes ten years with the Connecticut Department of Energy and Environmental Protection where he was responsible for the engineering aspects of water resource management programs including dam safety, inland and coastal wetlands, stream channel encroachment lines, flood insurance and riverine and coastal flood and erosion control. He served as state coordinator for the National Flood Insurance Program and National Association of Dam Safety Officials and technical liaison with the United States Army Corps of Engineers and United States Department of Agriculture – Soil and Conservation Service for design and construction of cooperative flood and erosion control projects. His experience also includes over 27 years with consulting firms where he served as senior project manager and office manager responsible for the design, permitting and construction oversight of land developments, telecommunications, hazardous waste site remediation, Brownfield restorations, industrial facility upgrades for environmental Best Management Practices and landfill closures.

His professional experience also includes professional testimony and expert witness services.

**Professional Affiliations**

American Society of Civil Engineers (ASCE)  
Connecticut Society of Civil Engineers (CSCE)

100 Fort Hill Road • Groton, CT 06340 • (860) 448-0400 • (860) 448-0899 (fax)  
email: [info@dbengineers.com](mailto:info@dbengineers.com) • [www.dbengineers.com](http://www.dbengineers.com)



**ROBERT H. RICARD, P.E.**

Mr. Ricard began his career at Legnos and Cramer, Inc., a full service MEP engineering firm founded in 1952, as a student intern through the cooperative education program at the University of Hartford in 1985. Upon graduation, he accepted a full time position with the firm and quickly worked his way up through the organization, becoming a partner in 1991. In 1997, Mr. Ricard became President of the firm and assumed responsibility for the overall operation of the organization.

Legnos and Cramer, Inc. was acquired by Harrington Engineering, Inc. in 2008 and became a wholly owned subsidiary of that firm, acting as the engineering group for the design build company. Mr. Ricard continued in the capacity of President of Legnos and Cramer, responsible for the overall operations and ensuring the continuity of same high quality MEP design services it's clients had come to expect.

In 2010, the firm was reorganized as RZ Design Associates, Inc. after Harrington Engineering ceased it's operations. The entire Legnos and Cramer team stayed on with RZ Design, and the new firm assumed all active contracts and clients. Mr. Ricard remains in the same capacity at the firm, offering it's clients the same energy efficient, sustainable designs that they have been accustomed to for years.

**EDUCATION:**

Hartford State Technical College  
Associates Degree—Mechanical Engineering—1985

University of Hartford, College of Engineering  
B.S.M.E.—1987

**LICENSE:**

Professional Engineer  
Connecticut 17223  
Massachusetts 38009-HVAC  
Rhode Island 6305  
New York 73449

**SOCIETIES:**

Pi Tau Sigma Mechanical Engineering Fraternity  
National Society of Professional Engineers-NSPE  
Connecticut Society of Professional Engineers-CSPE  
American Society of Heating Refrigeration Air  
Conditioning Engineers-ASHRAE

**EXPERIENCE:**

1985 – 1991	Legnos and Cramer, Inc. Mechanical Engineer
1991 - 1997	Legnos and Cramer, Inc. Vice President
1997-2010	Legnos and Cramer, Inc. President
2010-Present	RZ Design Associates, Inc. President

**REPRESENTATIVE PROJECTS:**

Ninth Square Development, New Haven, CT  
Connecticut College, New London, CT  
City of Hartford, Hartford, CT  
U.S. Naval Submarine Base, Groton, CT  
University of Connecticut, Storrs, CT  
The Energy Networks, Hartford, CT  
Baystate Medical Center, Springfield, MA  
Hartford Civic Center, Hartford, CT  
City Place I and II, Hartford, CT  
Blue Back Square, West Hartford, CT  
ESPN, Bristol, CT  
South Kingston Public Safety Complex, S. Kingston, RI  
Foxwoods Resort and Casino, Mashantucket, CT  
Front Street Parking Garage, Hartford, CT  
Bradley International Airport, Windsor Locks, CT  
SINA Distribution Piping, Hartford, CT  
Bristol Hospital, Bristol, CT  
Gillette Castle Visitors Center, Haddam, CT  
Brandeis University, Waltham, MA  
Electric Boat, Groton, CT  
Kaman Aerospace, Bloomfield, CT  
Fairfield University, Fairfield, CT  
St. Vincent Medical Center, Bridgeport, CT  
Clarion Hotel, Bristol, CT  
Quinnipiac University, Hamden, CT  
Lego, Enfield, CT  
Eastern CT State University, Willimantic, CT  
United Technologies Research Center, E. Hartford, CT  
General Electric, Fairfield, CT  
University of New Haven, New Haven, CT  
Barnes Group, Bristol, CT  
City of Bristol, Bristol, CT



**DAVID S. LUCHINI, P.E.**



Mr. Luchini has over twenty (20) years of experience as an electrical engineer. During this time he has been responsible for the design of many large and complex projects including: banks, hospitals and laboratories, multi-family housing, churches, libraries, commercial and municipal office buildings, public safety facilities (police, fire and ambulance), elementary and secondary schools, college and university facilities, cellular telephone transmission sites, manufacturing and computer facilities. In addition, Mr. Luchini has experience in the design and construction of large scale power plant projects using gas turbine, wind turbine, and wood burning technologies in sizes from twenty to one hundred twenty megawatts.

**EDUCATION:**

University of Notre Dame  
Bachelor of Science—Electrical Engineering—1990

**LICENSE:**

Professional Engineer:  
Connecticut  
Massachusetts

**SOCIETIES:**

Illumination Engineering Society (IES)

**REPRESENTATIVE PROJECTS:**

G. Fox Building Conversion, Hartford, CT  
Trumbull on the Park Apartments, Hartford, CT  
New Dormitory, University of New Haven, New Haven, CT  
HVAC Upgrades for Five Residence Halls, CCSU  
New Dormitory, South Kent School, Kent, CT  
Additions and Alterations Notre Dame H.S., W. Haven, CT  
SINA – Montessori School, Hartford, CT  
Agri-Science Technology Center, Trumbull, CT  
University of Hartford Magnet School, Hartford, CT  
Additions & Renov. to Elem., Middle & H.S., Somers, CT  
Central Dining for Towers Dormitory Complex, UConn  
Seven Hills Pediatric Care Facility, Groton, MA  
Additions & Alterations, Elbow Beach Hotel, Paget, Bermuda  
Renovations to Library and Town Hall, Wethersfield, CT  
Additions & Alterations, Windsor Public Library, Windsor, CT



**RAMON E. PAGUADA**



Mr. Paguada has fourteen (14) years of experience and has been involved in the design of complex heating and cooling systems for primary, secondary and university level educational facilities, public, commercial and industrial buildings, libraries and other municipal buildings. Prior to his consulting career, he spent time gaining practical construction experience as a project engineer with a major construction management firm. During his years at Trinity College, he was employed part-time by Connecticut Light & Power as a computer analyst.

**EDUCATION:**

Trinity College  
Bachelor of Science–Mechanical Engineering–1999

**SOCIETIES:**

American Society of Heating, Refrigerating and  
Air Conditioning Engineers (ASHRAE)

**REPRESENTATIVE PROJECTS:**

Trumbull on the Park Apartments, Hartford, CT  
Midway Artist's Building, Boston, MA  
Ponemah Mills Conversion, Norwich, CT  
New Dormitory, WCSU, Danbury, CT  
Dormitories at Fauver Field, Wesleyan University  
Alterations at Milton Academy, Milton, MA  
Additions and Alterations Notre Dame H.S., W. Haven, CT  
SINA – Montessori School, Hartford, CT  
West Hill High School Agriscience Center, Stamford, CT  
Additions & Renov. to Elem., Middle & H.S., Somers, CT  
Central Dining for Towers Dormitory Complex, UConn  
Seven Hills Pediatric Care Facility, Groton, MA  
Assisted Living of Wall Township, Wall Township, NJ  
Renovations to Library and Town Hall, Wethersfield, CT  
A.S. Cooper & Sons, Ltd., Hamilton, Bermuda  
New Office Building, Argus Insurance, Hamilton, Bermuda





## **SZEWCAK ASSOCIATES**

CONSULTING ENGINEERS

Richard M. Szewczak, P.E.  
Alan R. Chandler, P.E.  
Peter G. Cerella, P.E.  
Jason W. Kilty, P.E.

### **PETER G. CELELLA, P.E. – PRINCIPAL/Professional Engineer - Structural**

Registration: Licensed Professional Engineer  
State of Connecticut, 1987 #13657  
Commonwealth of Massachusetts #42703  
State of New York #080840-1  
State of Delaware #14866  
State of Maryland #29520  
NCEES Record #30249

Education: Bachelor of Science in Civil Engineering, 1979  
University of Connecticut

Memberships: American Institute of Steel Construction - AISC  
Past Director for the Structural Engineers Coalition/  
Consulting Engineers in Private Practice - SEC/CEPP  
Wood Truss Council of America - WTCA  
Construction Institute

Experience: 5/97 - Present - Szewczak Associates Consulting Engineers  
Principal-in-Charge of Structural Design

5/82 - 5/97 - BVH Engineers, Inc., Bloomfield, Connecticut  
Project Manager - Responsible for management and design  
of all phases of a wide-ranging variety of construction projects.

5/80 - 5/82 - Engineers Design Group, Cambridge, Massachusetts  
Design Engineer

5/79 - 5/80 - Stone and Webster Engineers, Boston, Massachusetts  
Design Engineer

200 Fisher Drive, Avon, CT 06001 860.677.4570

[SzewczakAssociates.com](http://SzewczakAssociates.com)

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**J. R. Russo, LLC**  
**Cost Estimator/Construction Manager/Contract Administrator**

**RESUME OF JAMES R. RUSSO**

**EDUCATION:** Worcester Polytechnic Institute  
Bachelor of Science May 1976  
Major: Civil Engineering/Honor Graduate

**EXPERIENCE:** **J. R. RUSSO, LLC**  
**GLASTONBURY, CT**

**LICENSES:** **State of Connecticut Major Contractor**  
**State of CT DAS Certified SBE/MBE/Disabled Owned Business**  
**Enterprise (Contract Administrator, Construction Owners**  
**Representative, General Contractor, Construction Manager)**  
**OSHA –TEN Hour Certified**

President/CEO (1998-Present)

**ZLOTNICK CONSTRUCTION, INC.**  
**MANSFIELD, CT**

Vice-President/General Manager (1993-1998)  
General Manager (1989-1993)

**CHARLES JEWETT CORPORATION**  
**GLASTONBURY, CT**

Vice President of Office Operations (1986-1989)  
Project Manager/Estimator (1980-1986)  
Field Engineer (1976-1980)

Main Office – 107 Oakwood Drive, Glastonbury, CT 06033  
P 860-633-9489, F 860-633-9489, Cell 860-205-4472 Email [Rjames298@aol.com](mailto:Rjames298@aol.com)

**D·R·A**

**Drummey  
Rosane  
Anderson  
Inc.**

225 Oakland Road  
Studio 205  
South Windsor, CT  
06074

Planning  
Architecture  
Interior Design  
e-mail:  
website:

860-644-8300 PHONE  
860-644-8301 FAX  
info@draws.com  
www.DRAarchitects.com

November 11, 2015

Richard Kotchko  
Town Hall, Room 313, Department 110  
110 Myrtle Avenue  
Westport, CT 06880

Re: Fee Proposal - RFP 16-819T  
Space Needs Analysis & Master Plan  
Westport Town Hall

Mr. Kotchko:

**Drummey Rosane Anderson, Inc. (DRA)** is pleased to submit this fee proposal to provide architectural services for the above-referenced project.

Our proposal is based upon our understanding of the project as stated in your Request for Proposals, your Proposed Project Scope, our attendance at the Pre-bid Meeting and our familiarity with similar projects.

For these services identified we propose a lump-sum fee of:

**\$ 24,500 (TWENTY FOUR THOUSAND FIVE HUNDRED DOLLARS)**

We look forward to discussing this project with you further and negotiating a mutually agreeable contract.

Sincerely,

**DRUMMEY ROSANE ANDERSON, INC.**



Kenneth C. Best, AIA  
Principal

3/29/2016

**RFP 16-819T  
SPACE NEEDS ANALYSIS**

RESPONDERS:		NOTES
JMKA ARCHITECTS WESTPORT, CT	\$78,500.00	
LOTHROP ASSOC HARTFORD CT	\$36,884.00	
WOJAS ARCH./LA INTERIOR ANDOVER CT	\$39,700.00	
GEDDIS ARCHITECTS SOUTHPORT, CT	\$32,500.00	
PLAN A NY,NY	\$53,000.00	
DRA SO. WINDSOR , CT	\$24,500.00	
PERKINS EASTMAN STAMFORD, CT	\$40,800.00	
LAWRENCE GORDON DES. AMSTON, CT	\$52,162.00	
SILVER PETRUCELLI HAMDEN, CT	\$8,900.00 \$8,500.00	study report conceptual design plus schedule of std. hrly rate
CROSSKEY ARCHITECTS HARTFORD, CT	\$35,600.00	

**--- NO OTHER BIDS RECEIVED ---**

PRESENT: Richard Kotchko \_\_\_\_\_

and other interested parties

TYPED BY: Richard Kotchko \_\_\_\_\_

BID CLOSED: 11:00 A.M. EDT